



# **ON!Track User Manual**

**Mobile Release 2.3.1**

**Manual Version 1.1**

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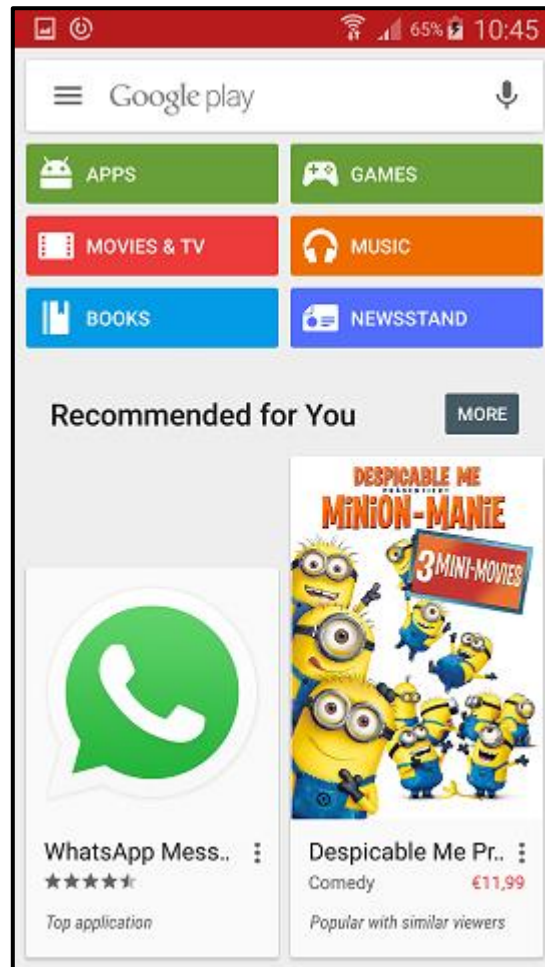


## **What is ON!Track?**

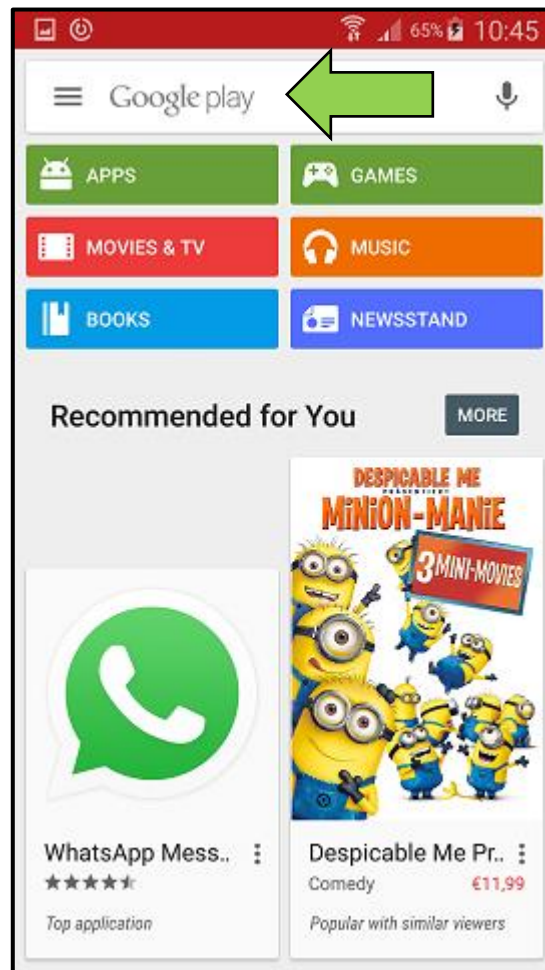
Hilti ON!Track is the professional solution for managing all of your assets, regardless of manufacturer. The software makes it easy to track and search for assets to minimize losses, to maintain inventory lists quickly and easily, all in one place, and to get automated alerts as reminders for repairs, servicing and inspections.

## How to download ON!Track from the App Store?

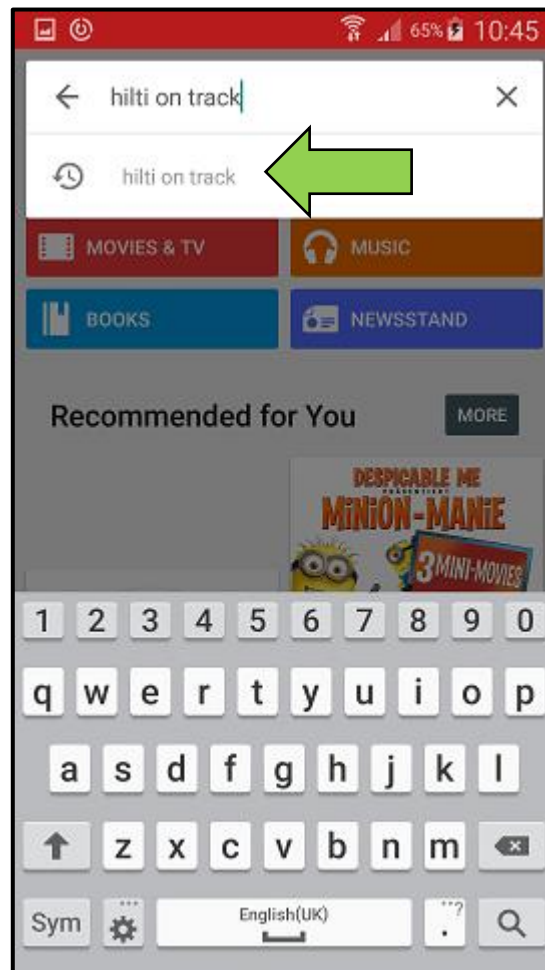
1. Go to **Google Play Store** on your mobile device.



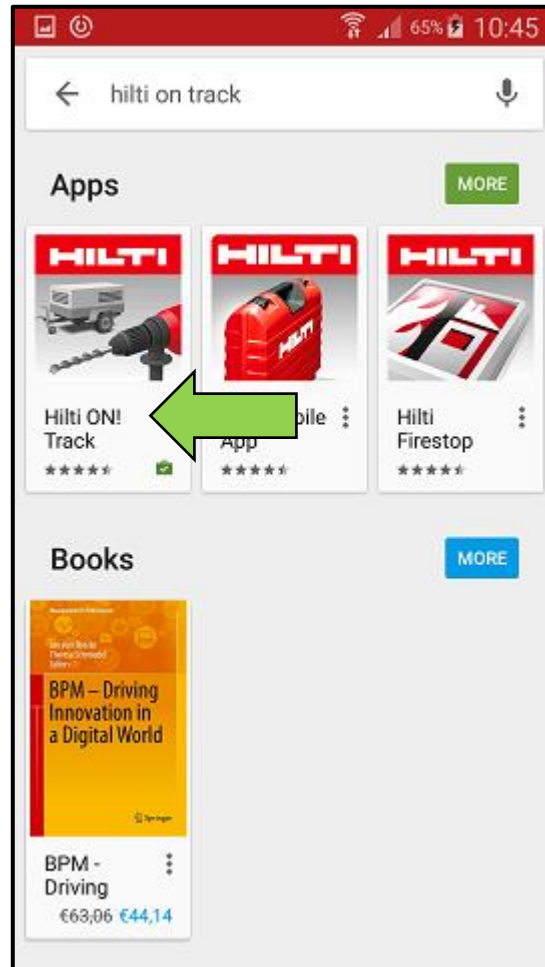
2. Type in “Hilti on track” in the search bar.



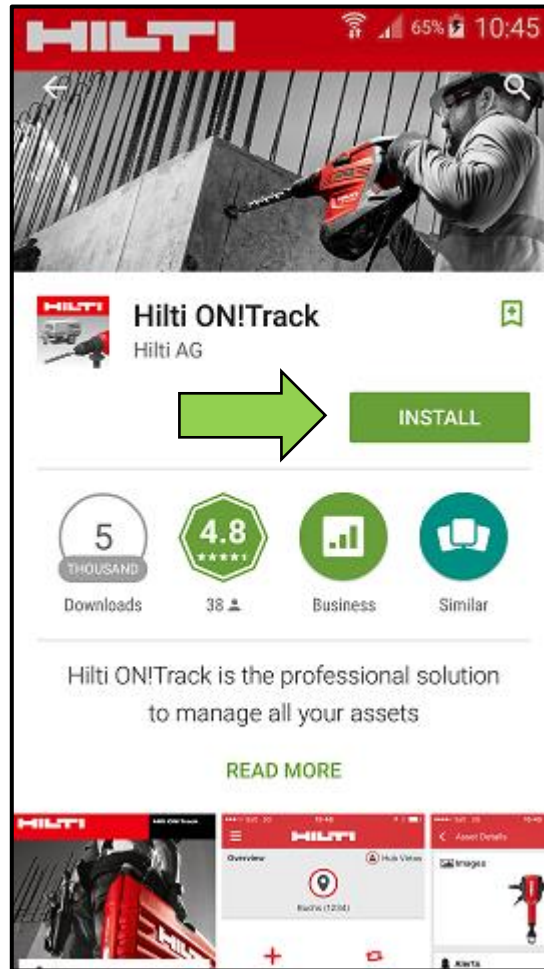
3. Click on the **search result** in the dropdown.



4. Click on **Hilti ON!Track** in the App section of the search result page.



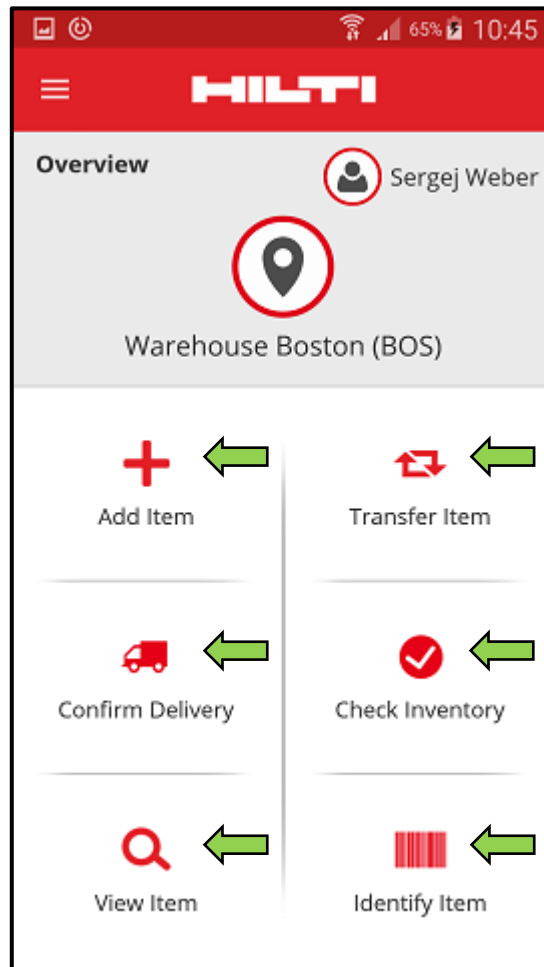
5. Click on **Install** to install the ON!Track on your mobile device.



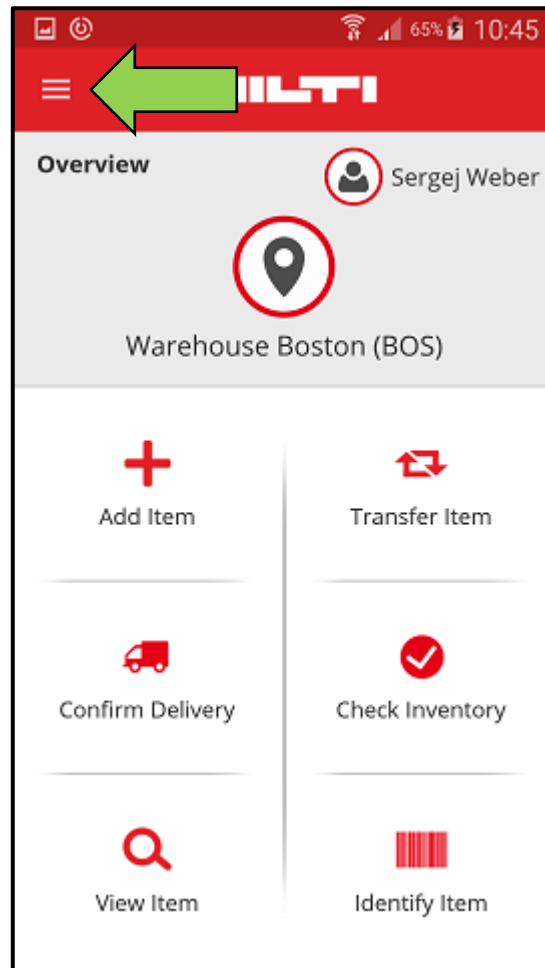


## How to navigate in ON!Track Mobile App?

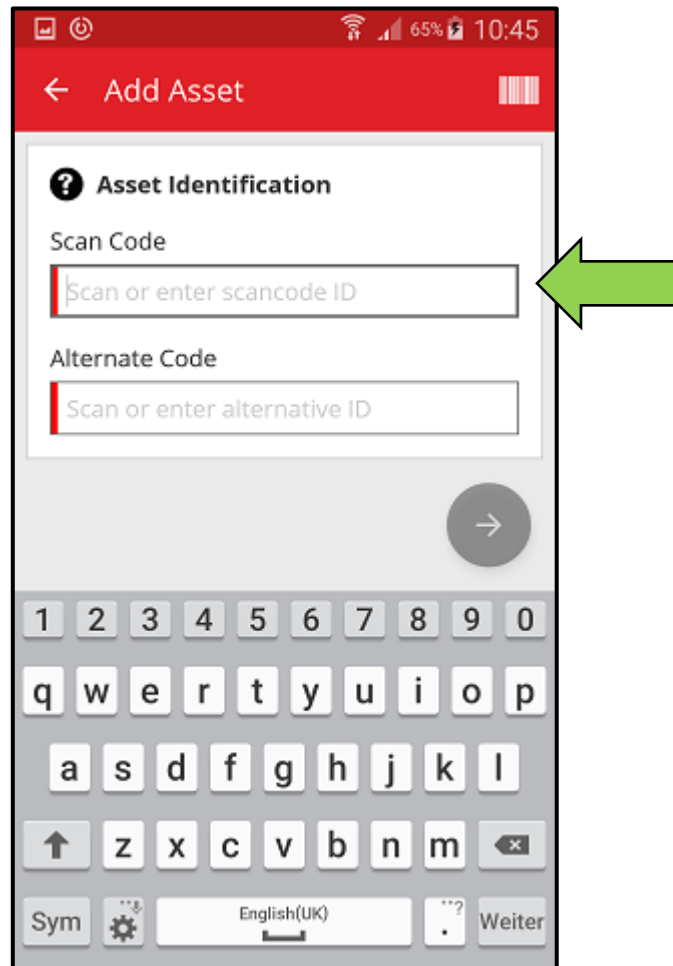
- Once you start the ON!Track mobile app, the first view is the **overview screen**; here you can decide if you would like to add an item, transfer an item to another location, confirm the delivery of a transferred item, check inventory at your location, look up an item, or identify item by using the barcode scanner.



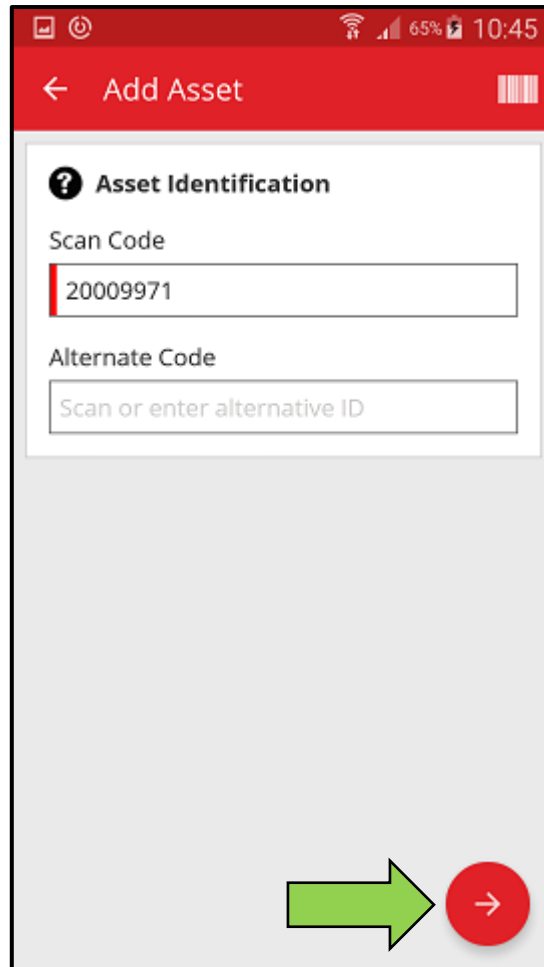
- You also can click on the **Menu icon** to see the vertical navigation bar with all the action icons from the overview screen as well as the app settings and possibility to log out.



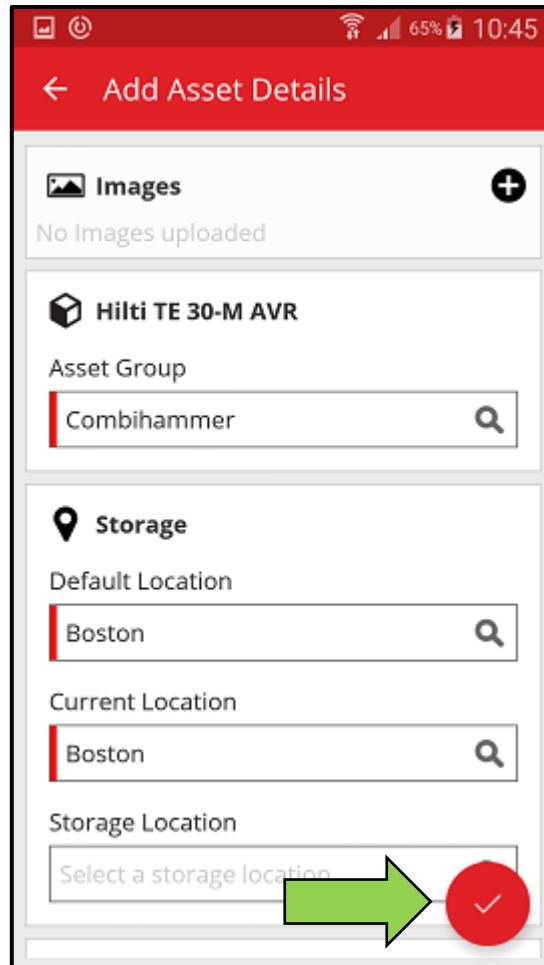
- In general, you have to fill all **mandatory fields (marked red)** to proceed to the next process step; in the case that not all mandatory fields are filled, the button to continue is grayed-out meaning inactive.





- In order to proceed to next process steps, click on a **red arrow button**.




- In order to complete actions, click on the **red checkmark button**.




← Add Asset Details


 **Images** 

No Images uploaded


 **Hilti TE 30-M AVR**

Asset Group


Combihammer 

 **Storage**



Default Location

Boston 

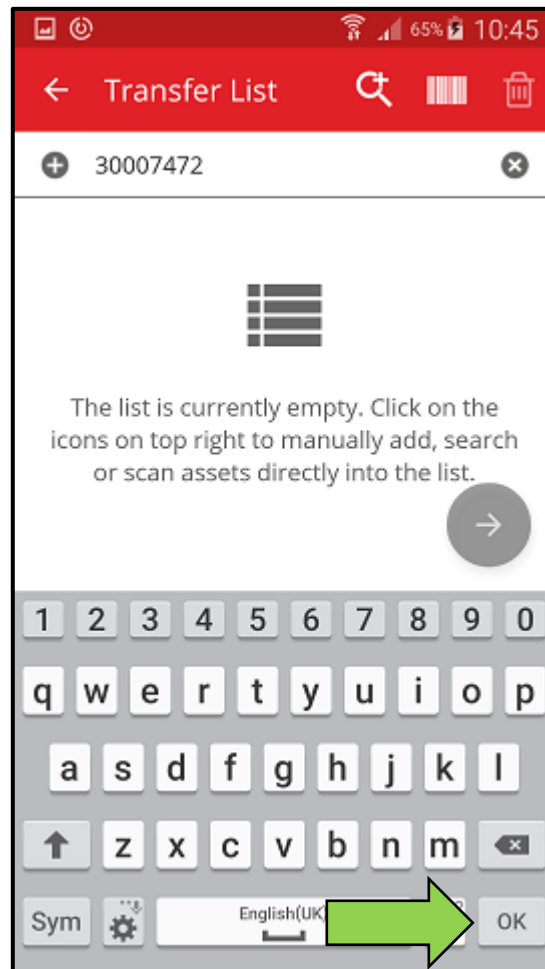
Current Location

Boston 

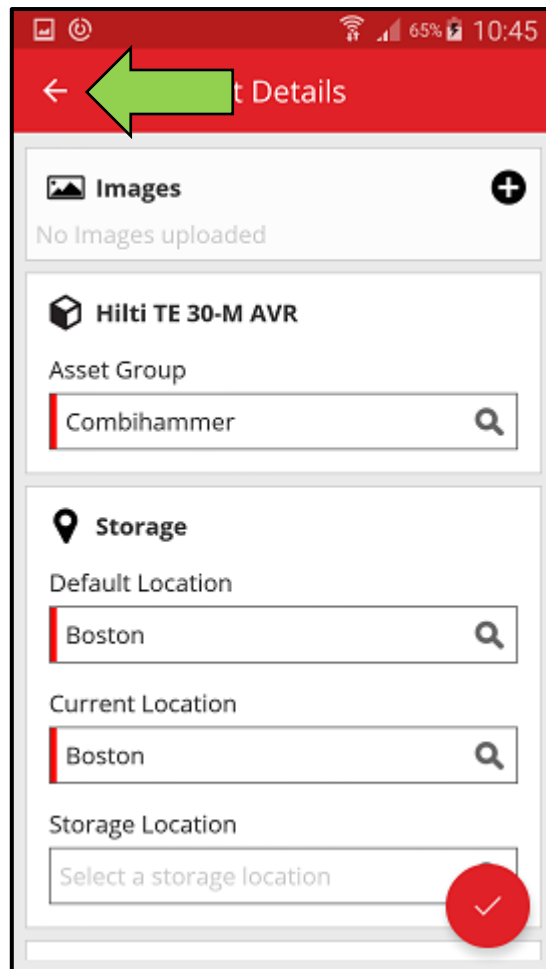
Storage Location

Select a storage location  

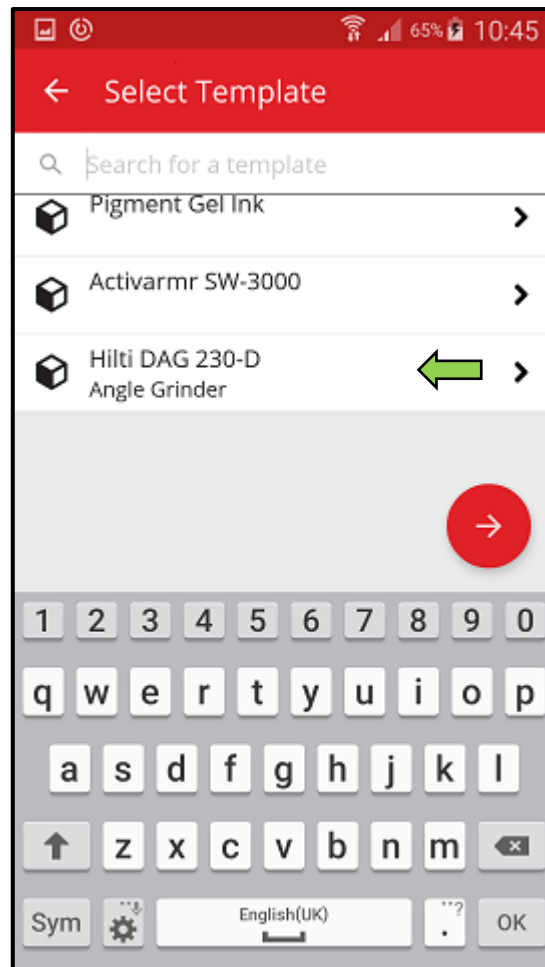
- In order to confirm an entry date, click on **OK** on the keyboard,



- In order to go back in the process, click on the **arrow pointing to the left**.

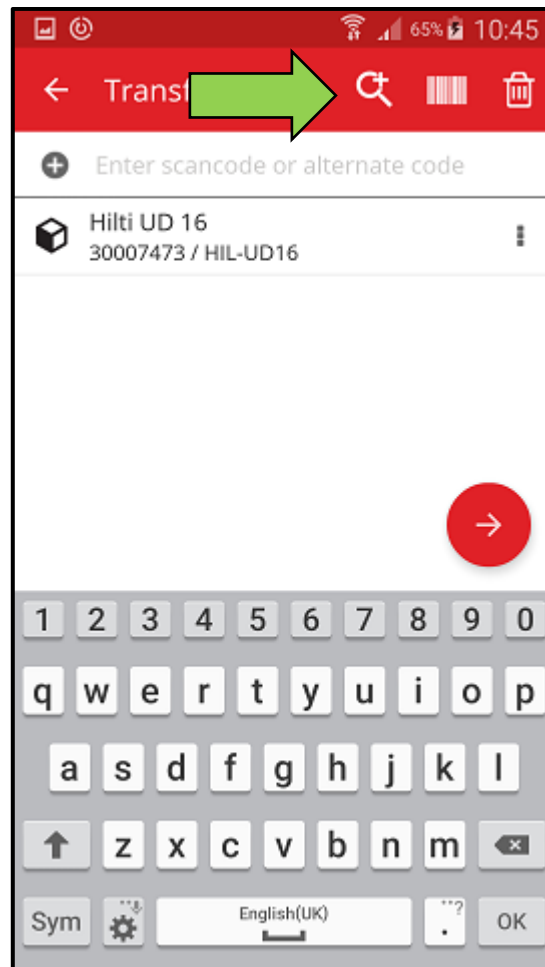


- If there is an item list to choose from, scroll through the list and click on the **corresponding line**.



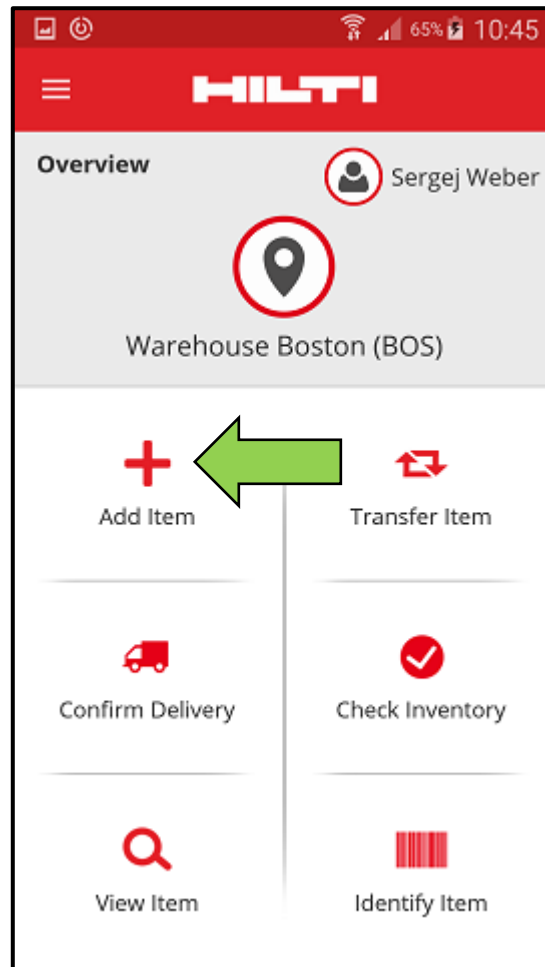


- Where applicable, a **magnifying glass icon**, a **barcode icon**, and a **trash bin icon** are shown in the upper navigation; by clicking on the magnifying glass icon you can search for an item, by clicking on the barcode icon you activate the barcode scanner, and by clicking on the trash bin icon you delete a pre-selected item.

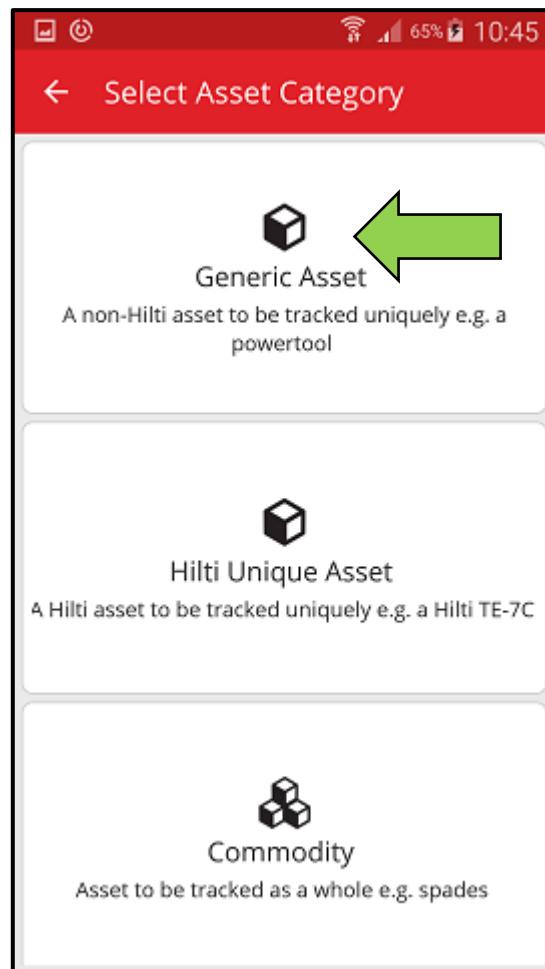


## How to add a generic asset?

1. Click on **Add Item** on the start screen.



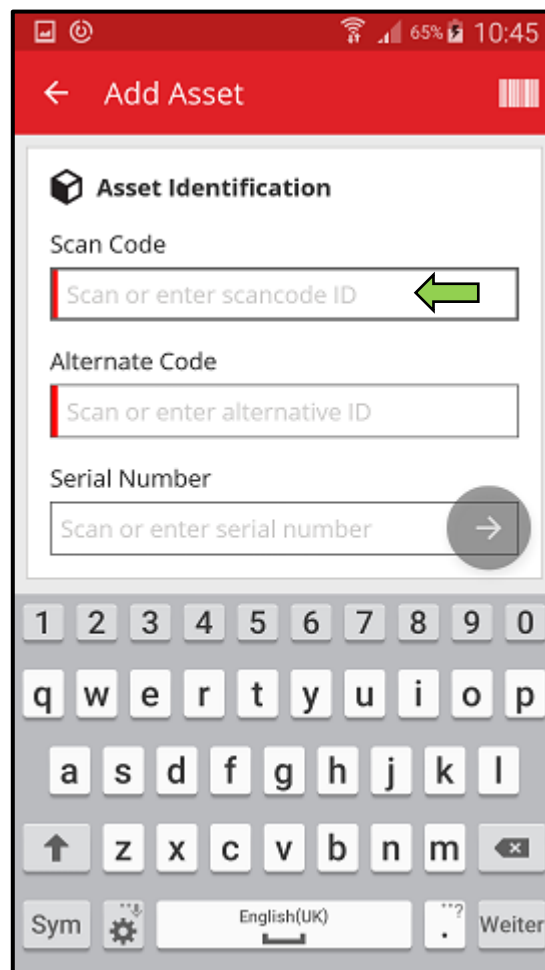
2. Click on **Generic Asset** to add a respective asset.



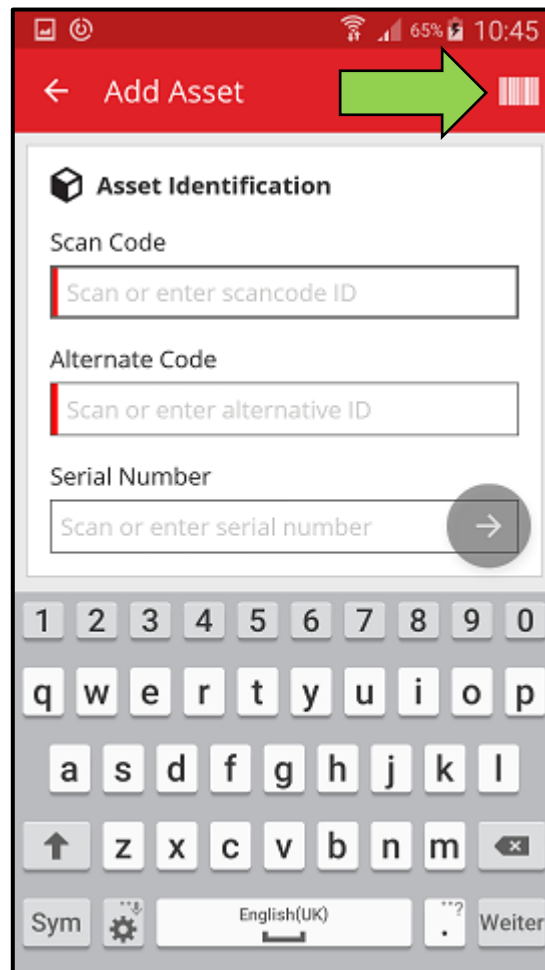
3. Here, you have **two options how to continue**: (a) by using the integrated barcode scanner or (b) by entering the data manually.

*(a) Add a generic asset by using the integrated barcode scanner*

- 1) Select the **text field that should be filled** with the scanned data by clicking into the respective text field (i.e. Scan Code, Alternate Code, or Serial Number); a thicker frame indicates a selected field.



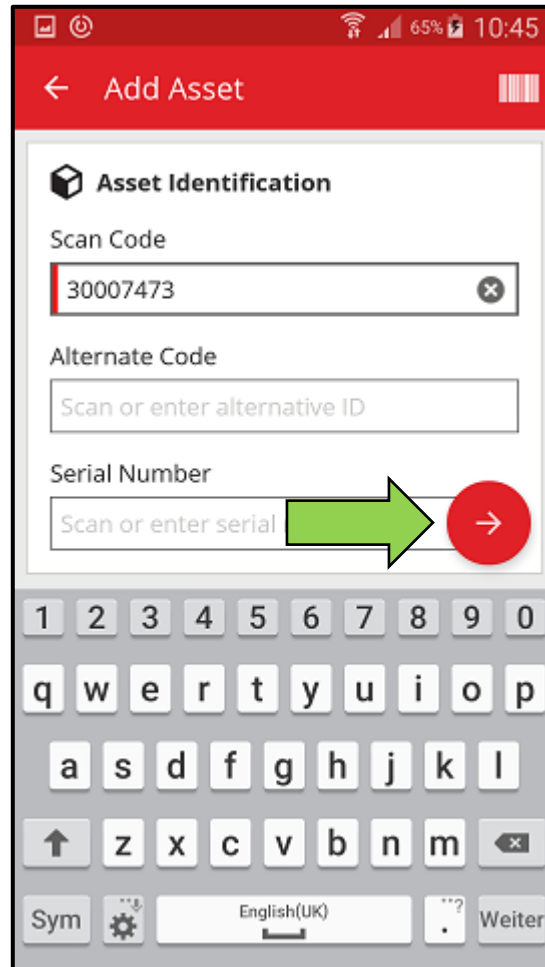
2) Click on the **barcode icon** to pre-fill the selected text field.



- 3) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and data is pre-filled into the selected text field automatically.



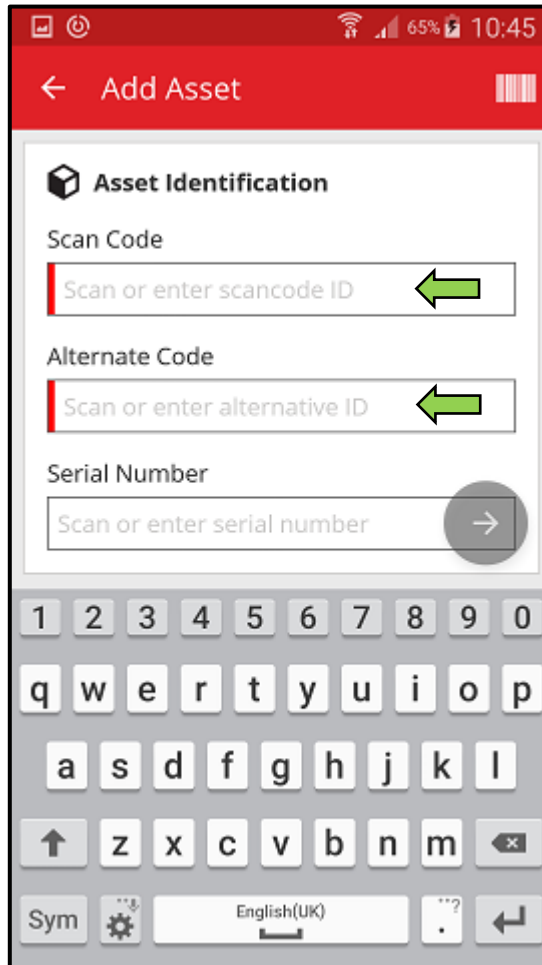
4) Click on the **red arrow button** to continue.



(b) Add a generic asset by entering the data manually

- 1) Fill in the **Scan Code and/or Alternate Code** into the respective text field; mandatory fields are marked red.

*Note: Although here the entry of the Serial Number is not mandatory, a complete data entry is advised.*

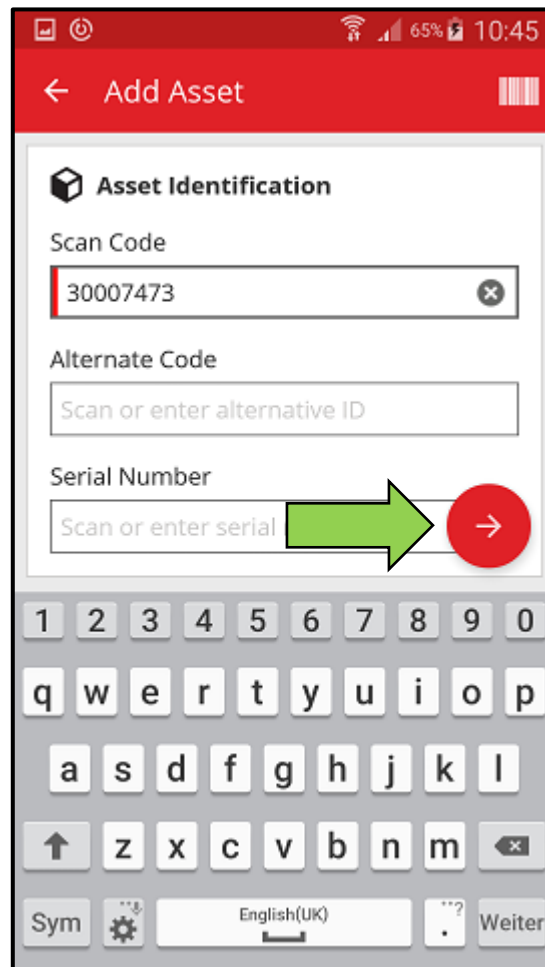


The screenshot displays the 'Add Asset' mobile application interface. At the top, there is a red header bar with a back arrow, the text 'Add Asset', and a barcode icon. Below the header, the section is titled 'Asset Identification' with a cube icon. There are three input fields: 'Scan Code' with a red border and a green arrow pointing left; 'Alternate Code' with a red border and a green arrow pointing left; and 'Serial Number' with a grey border and a grey arrow pointing right. A virtual keyboard is shown at the bottom of the screen, with keys for numbers, letters, and symbols. The status bar at the top shows a battery level of 65% and the time 10:45.



2) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*



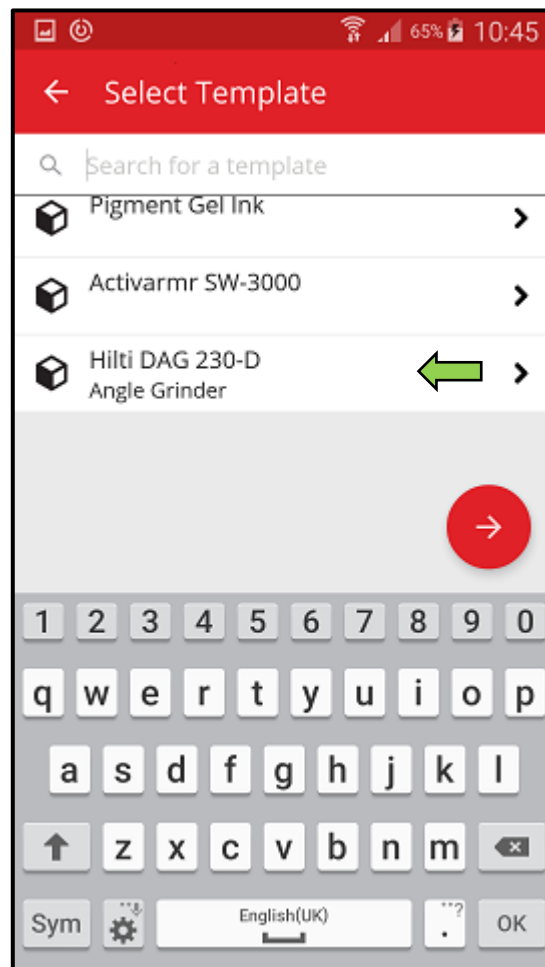
The screenshot displays the 'Add Asset' mobile application interface. At the top, there is a red header bar with a back arrow, the text 'Add Asset', and a barcode icon. Below the header, the 'Asset Identification' section contains three input fields: 'Scan Code' (with the value '30007473' and a red border), 'Alternate Code' (with the placeholder 'Scan or enter alternative ID'), and 'Serial Number' (with the placeholder 'Scan or enter serial'). A green arrow points from the 'Serial Number' field to a red circular button with a white right-pointing arrow. The bottom of the screen shows a virtual keyboard with a 'Weiter' button.

4. At this point, again, you have **two options how to proceed**: (c) by using a pre-defined template to pre-fill data if available or (d) by entering the data manually.

*(c) Add a generic asset by using a pre-defined template*

*Note: In order to add assets by using templates, they must have been previously added to ON!Track; you can only add templates in the ON!Track web application.*

- 1) Select the **template that matches** with the asset to be added by scrolling through the list and clicking on the corresponding line.



2) Fill out the **data required**; mandatory fields are marked red.

← Add Asset Details

**Images**

No Images uploaded

**Hilti DAG 230-D**

Asset Group

Select an asset group

**Storage**

Default Location

Select a default location

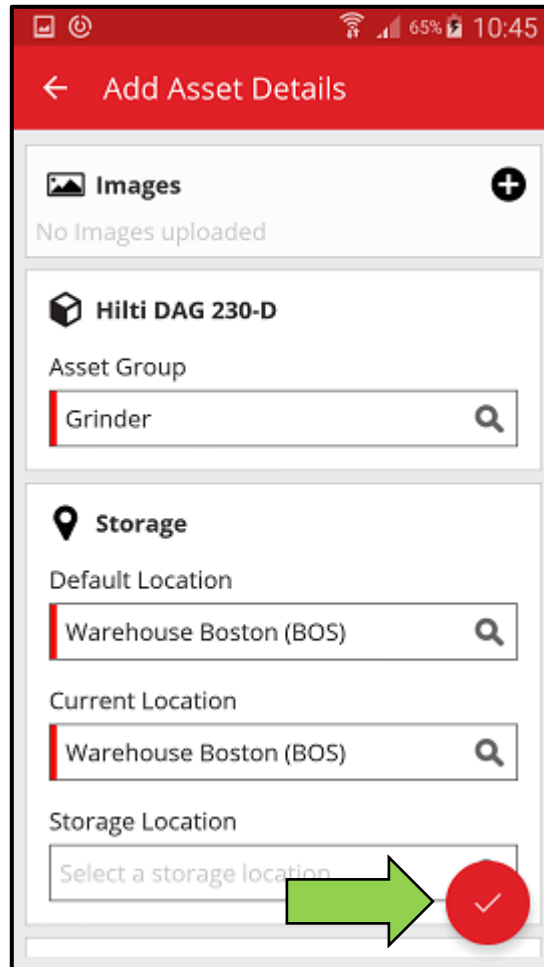
Current Location

Select a current location

Storage Location

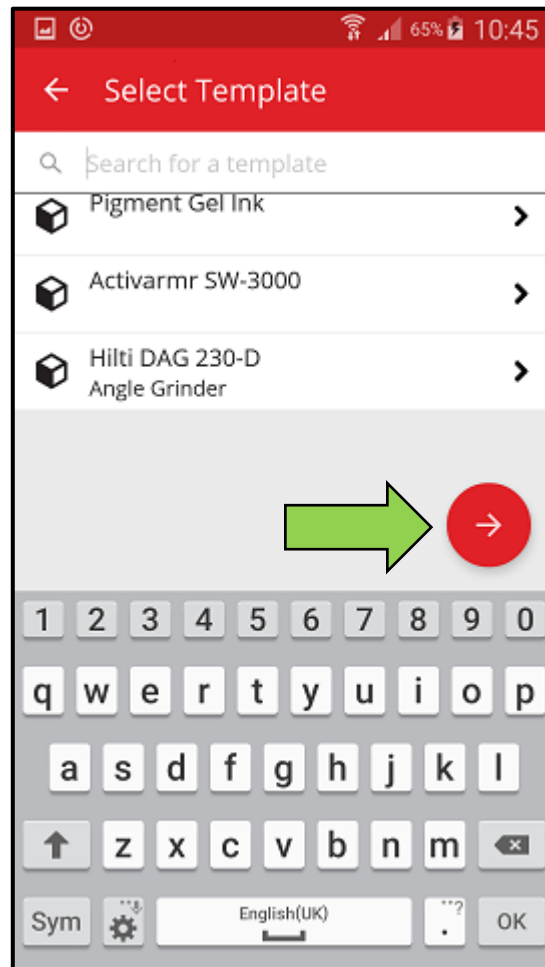
Select a storage location

3) Click on the **red checkmark button** to complete the addition of the new asset.



(d) Add a generic asset without using a template

1) Click on the **red arrow button** to continue.



2) Fill out the **data required**; mandatory fields are marked red.

**Add Asset Details**

**Storage**

Default Location  
Warehouse Boston (BOS) ← 🔍

Current Location  
Warehouse Boston (BOS) ← 🔍

Storage Location  
Select a storage location 🔍

**Ownership Details**

Responsible Person  
Sergej Weber ← 🔍

Managed As  
Owned ✓

- 3) Click on the **red checkmark button** to complete the addition of the new asset.

*Note: Although here, the entry of Manufacturer and Model is not mandatory, a complete data entry is advised.*

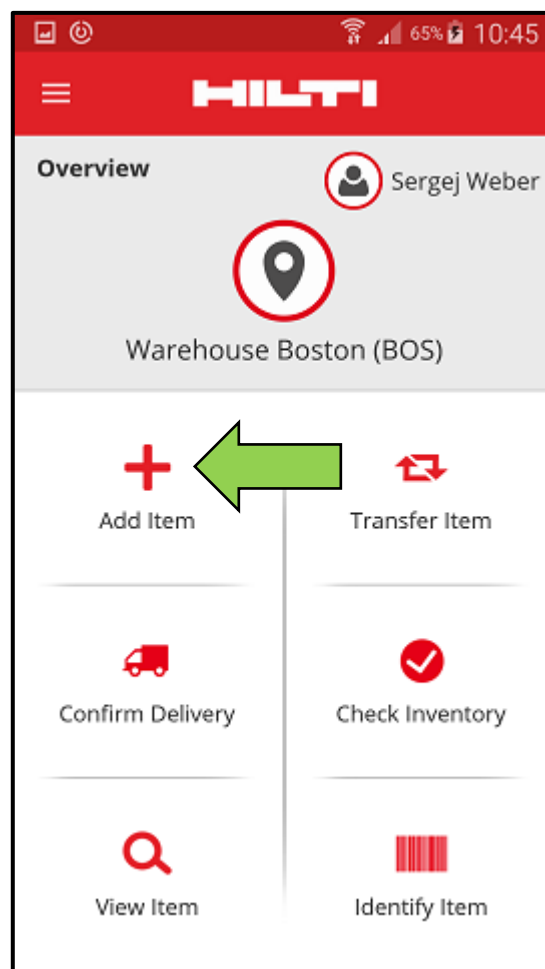
The screenshot shows the 'Add Asset Details' screen in a mobile application. The top bar is red with a white back arrow and the text 'Add Asset Details'. The screen is divided into three main sections:

- Storage:** Contains three dropdown menus. The first is 'Default Location' with 'Warehouse Boston (BOS)' selected. The second is 'Current Location' with 'Warehouse Boston (BOS)' selected. The third is 'Storage Location' with the placeholder text 'Select a storage location'.
- Ownership Details:** Contains a dropdown menu for 'Responsible Person' with 'Sergej Weber' selected.
- Managed As:** Contains a dropdown menu for 'Owned' with a green arrow pointing to a red circular button containing a white checkmark.

## How to add a Hilti unique asset?

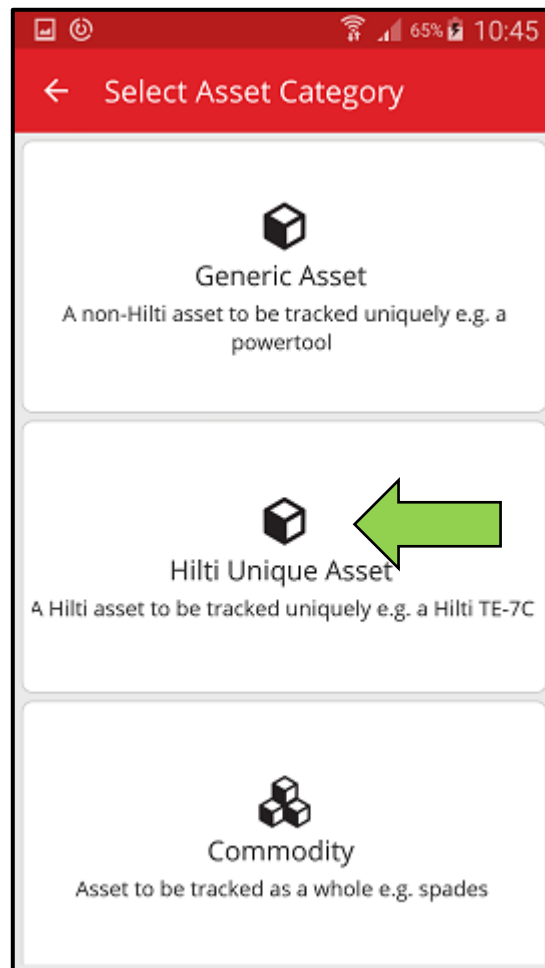
*Note: In order to be able to add, i.e. register, a Hilti unique asset, the asset to be registered needs to be purchased by the same Hilti client who is the purchaser of the software. The registration of a Hilti unique asset requires less effort than a Generic asset since some of the Hilti unique asset data is pre-populated during the process of adding a Hilti item.*

1. Click on **Add Item** on the start screen.





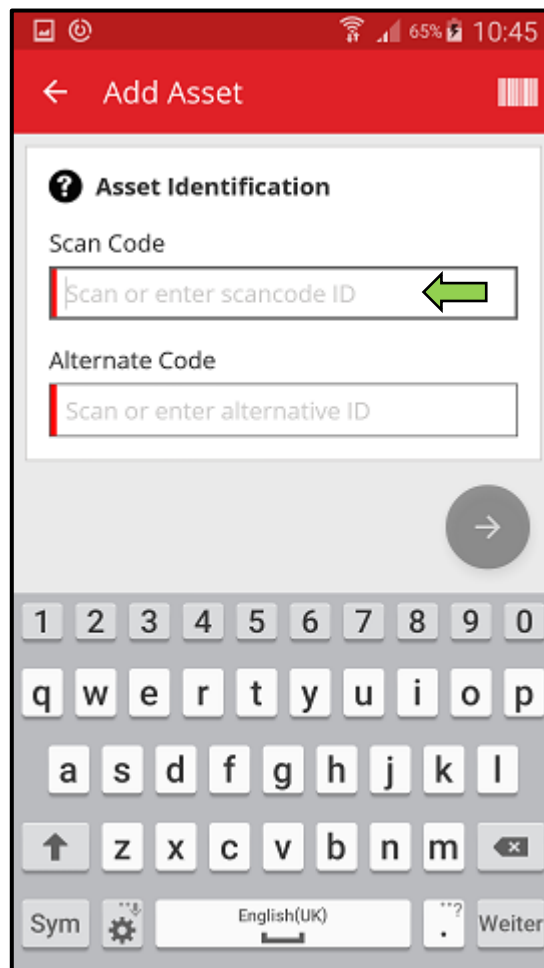
2. Click on **Hilti Unique Asset** to add a respective asset.



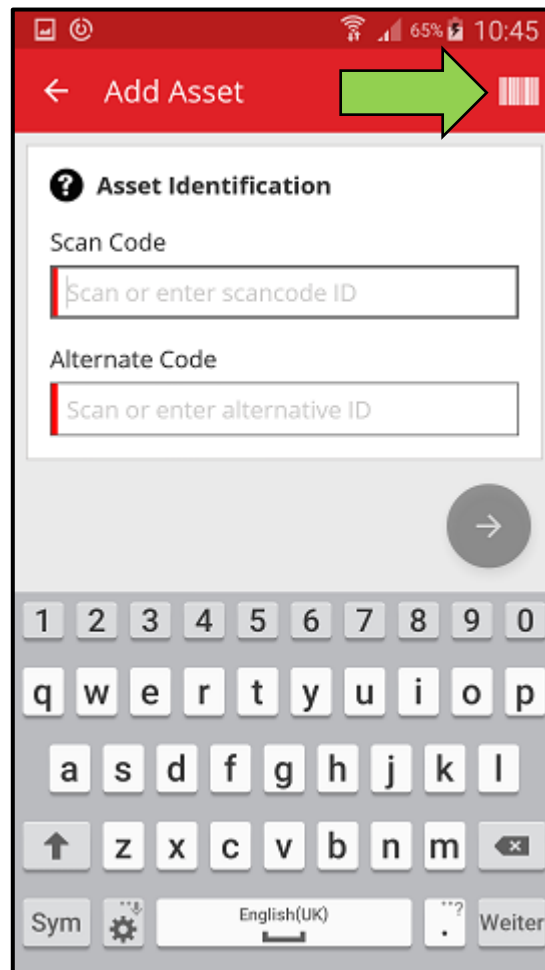
3. Here, you have **two options how to continue**: (a) by using the integrated barcode scanner or (b) by entering the data manually.

*(a) Add a Hilti unique asset by using the integrated barcode scanner*

- 1) Select the **text field that should be filled** with the scanned data by clicking into the respective text field (i.e. Scan Code, Alternate Code, or Serial Number); a thicker frame indicates a selected field.



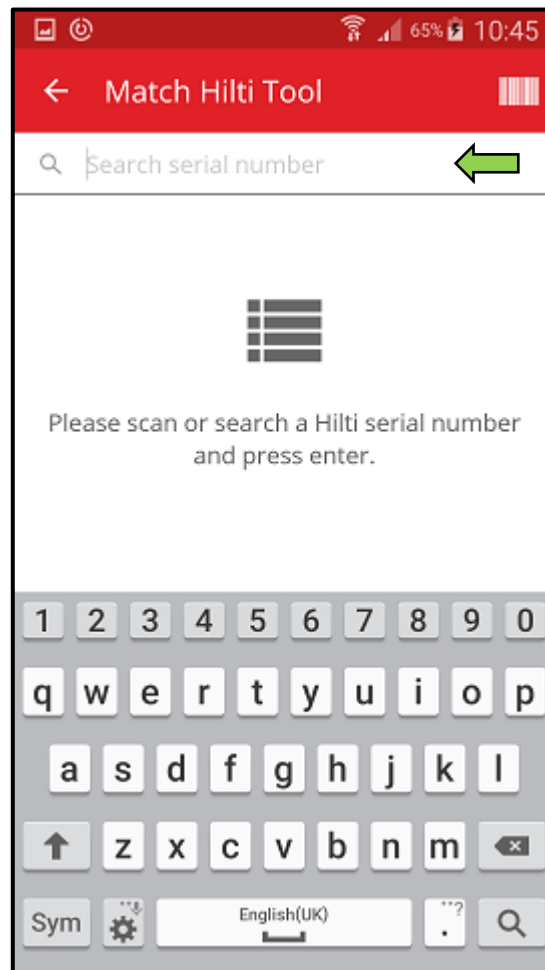
2) Click on the **barcode icon** to pre-fill the selected text field.



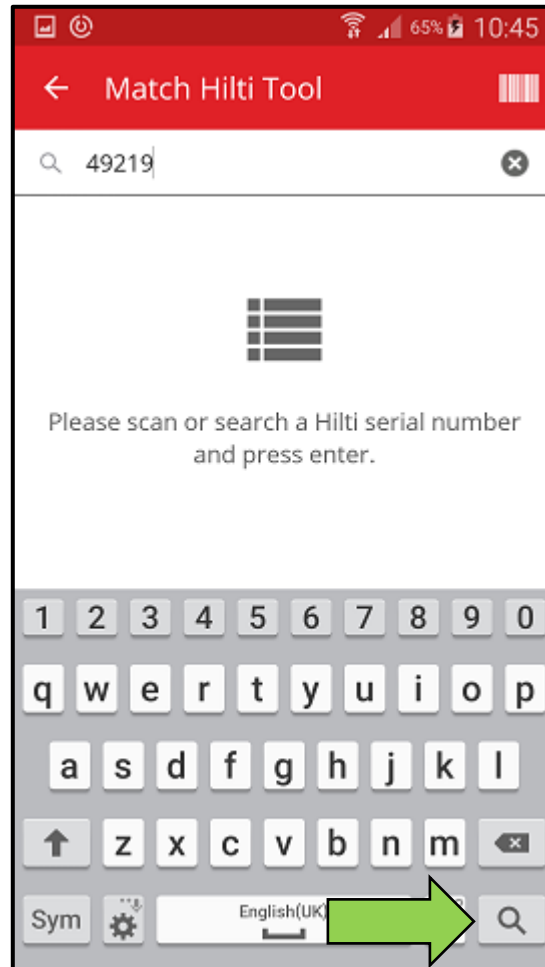
- 3) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and data is pre-filled into the selected text field automatically.



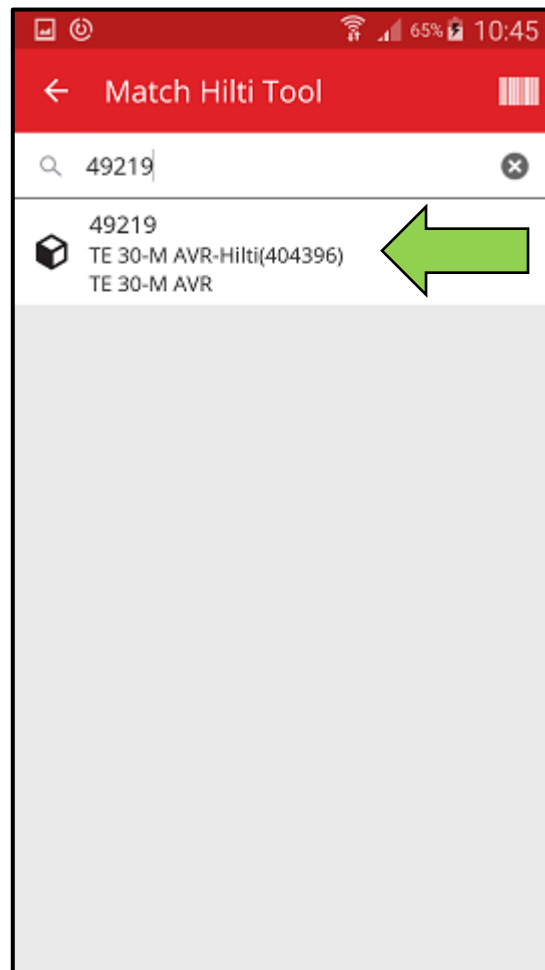
4) Fill out the **serial number** of the asset to be added.



- 5) Click on the **magnifying glass icon** on the keyboard of your mobile device to confirm the entry.



6) Click on the **matching search result** to continue.



7) Fill out the **data required**; mandatory fields are marked red.

← Add Asset Details

Images +  
No Images uploaded

Hilti TE 30-M AVR  
Asset Group  
Select an asset group

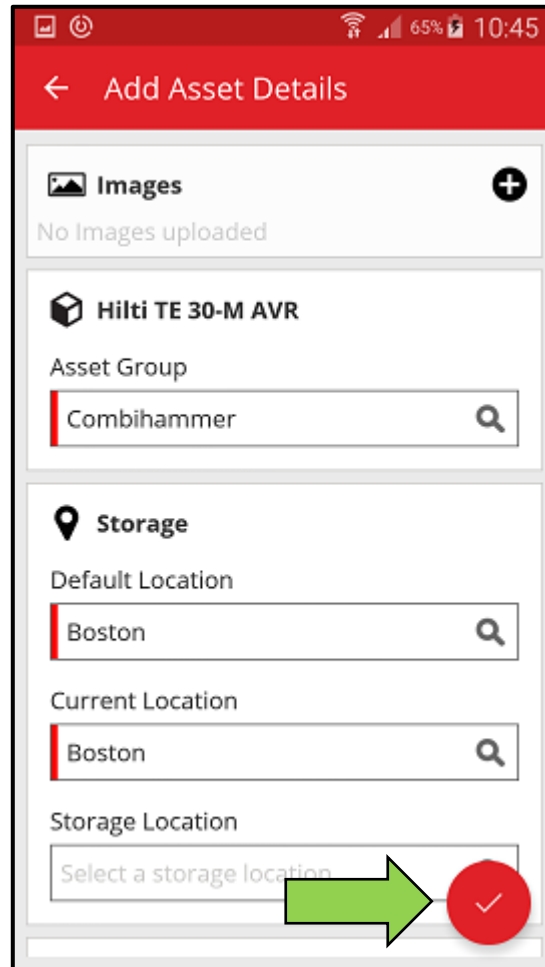
Storage  
Default Location  
Select a default location

Current Location  
Select a current location



Storage Location  
Select a storage location




8) Click on the **red checkmark button** to complete the addition of the new asset.




← Add Asset Details


 **Images** 

No Images uploaded


 **Hilti TE 30-M AVR**

Asset Group


Combihammer 

 **Storage**



Default Location

Boston 

Current Location

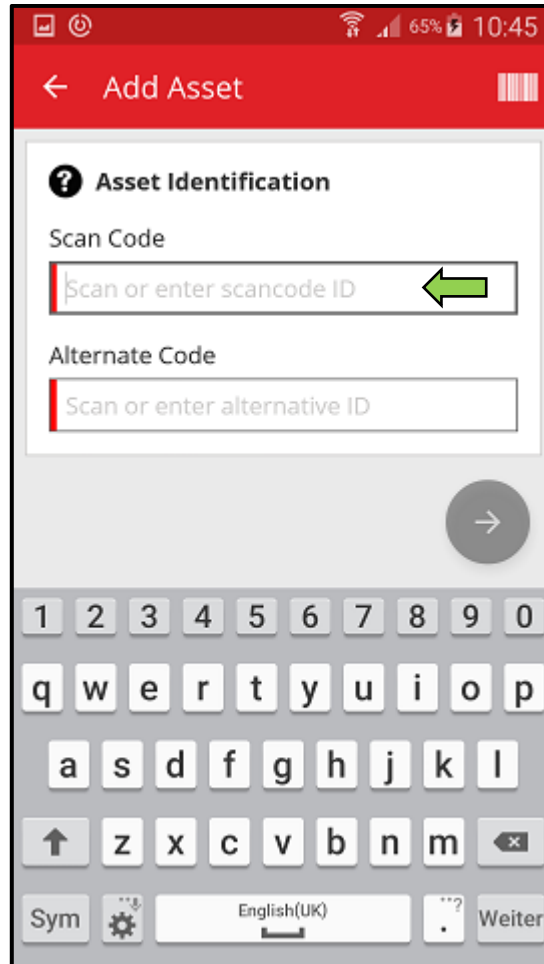
Boston 

Storage Location

Select a storage location  

(b) Add a Hilti unique asset by entering the data manually

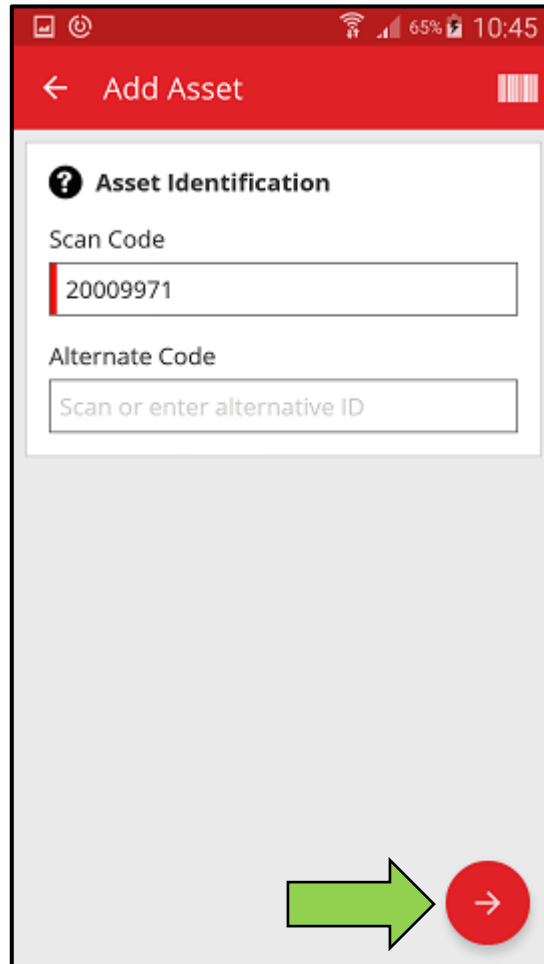
- 1) Fill in the **Scan Code and/or Alternate Code** into the respective text field; mandatory fields are marked red.



The screenshot displays the 'Add Asset' mobile application interface. At the top, there is a red header bar with a back arrow on the left and the text 'Add Asset' in the center. To the right of the header is a barcode icon. Below the header is a section titled 'Asset Identification' with a question mark icon. This section contains two text input fields: 'Scan Code' and 'Alternate Code'. The 'Scan Code' field has a red border and a green arrow pointing left, indicating it is a mandatory field. The 'Alternate Code' field also has a red border. Below the input fields is a grey button with a right-pointing arrow. At the bottom of the screen, a standard QWERTY keyboard is visible, with the language set to 'English(UK)' and a 'Weiter' button on the right.

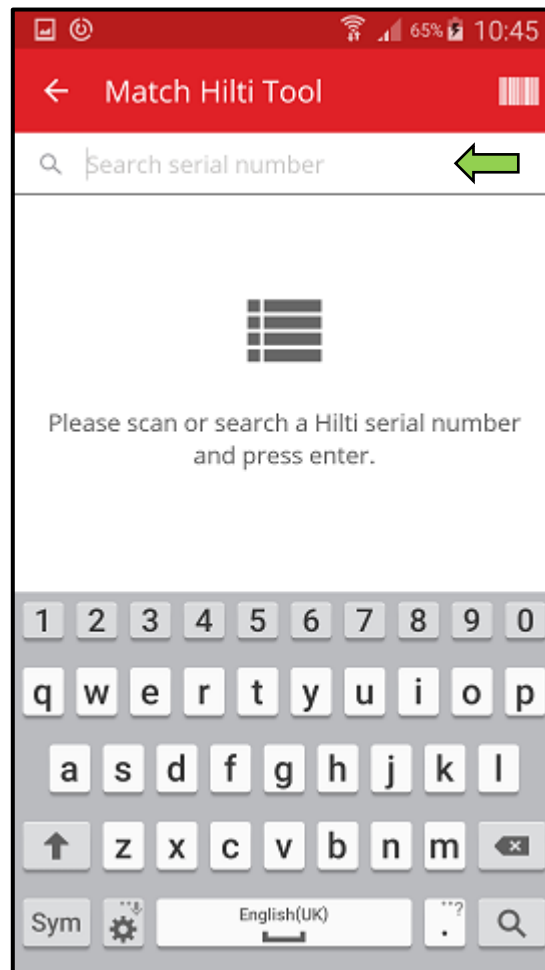
2) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*

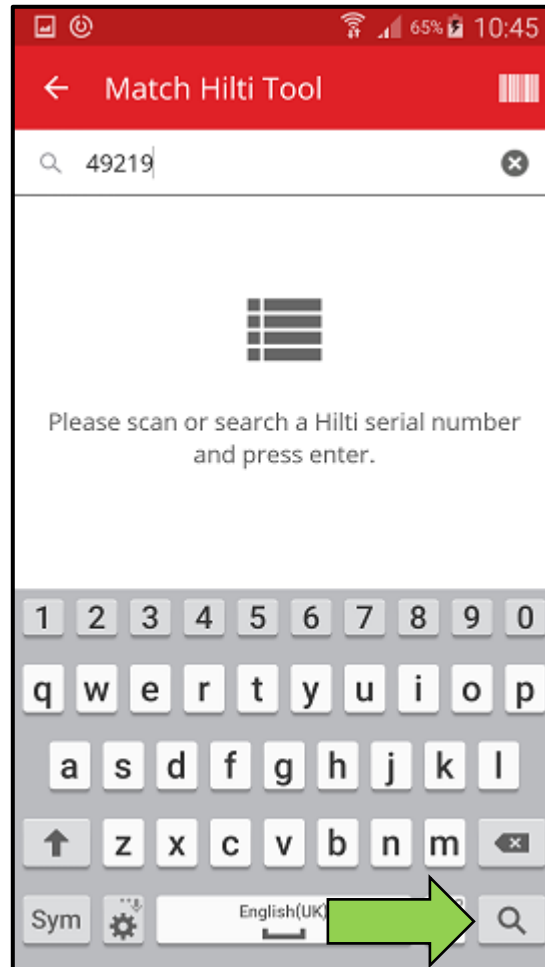


The screenshot displays the 'Add Asset' screen of a mobile application. The top navigation bar is red and contains a back arrow, the title 'Add Asset', and a barcode icon. The main content area is white and features a section titled 'Asset Identification' with a question mark icon. This section includes two input fields: 'Scan Code' (containing '20009971' and highlighted with a red border) and 'Alternate Code' (containing the placeholder text 'Scan or enter alternative ID'). At the bottom right, there is a red circular button with a white right-pointing arrow. A green arrow points to this button, indicating it is the target for the next step.

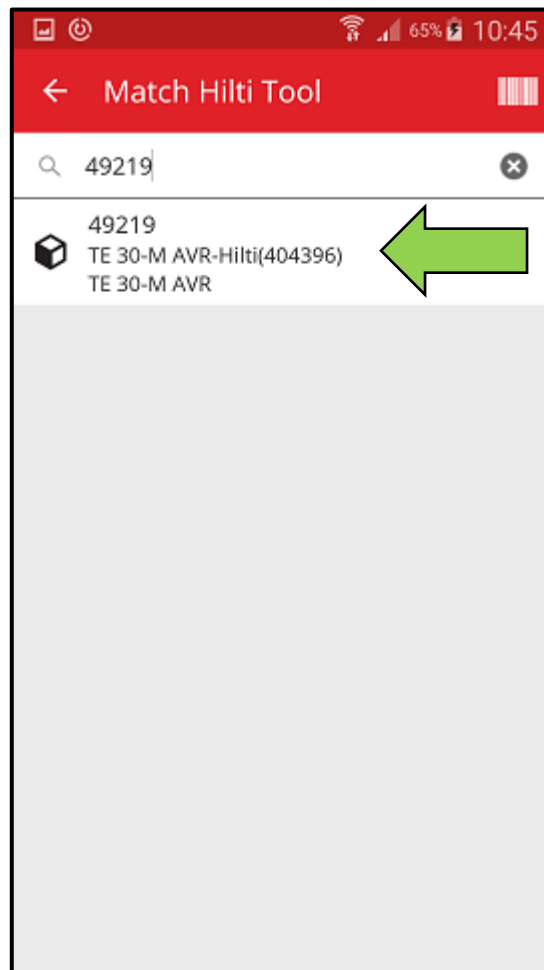
3) Fill out the **serial number** of the asset to be added.



- 4) Click on the **magnifying glass icon** on the keyboard of your mobile device to confirm the entry.



5) Click on the **matching search result** to continue.



6) Fill out the **data required**; mandatory fields are marked red.

← Add Asset Details

Images

No Images uploaded

Hilti TE 30-M AVR

Asset Group

Select an asset group

Storage

Default Location

Select a default location

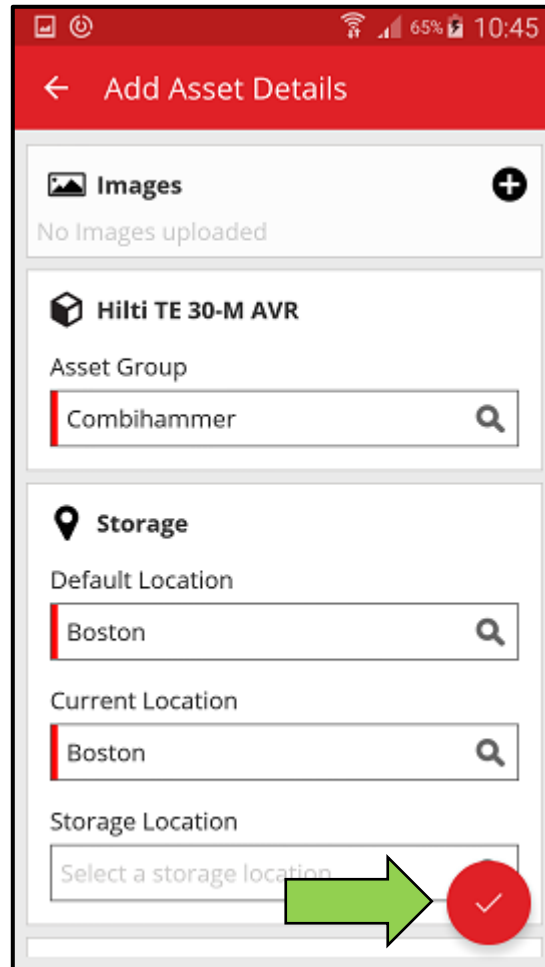
Current Location

Select a current location

Storage Location

Select a storage location

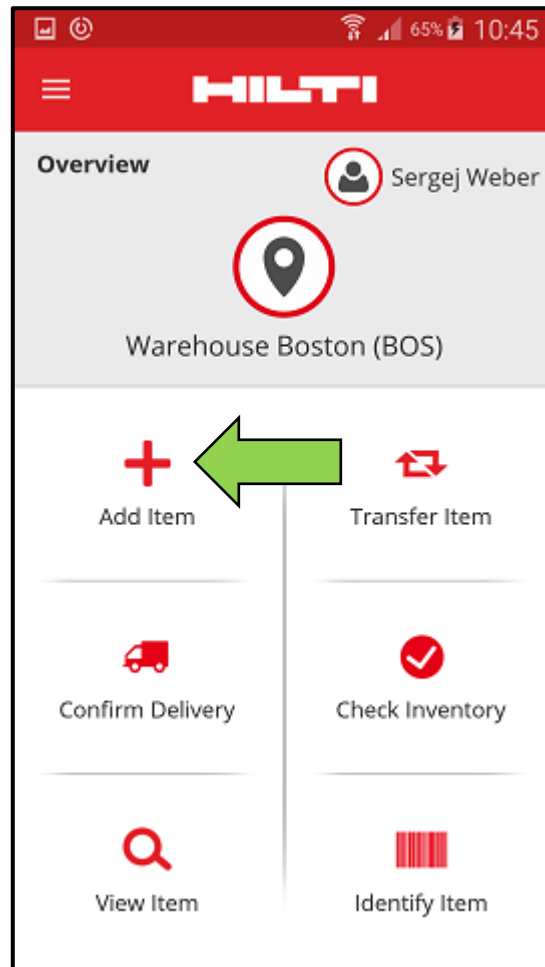
7) Click on the **red checkmark button** to complete the addition of the new asset.



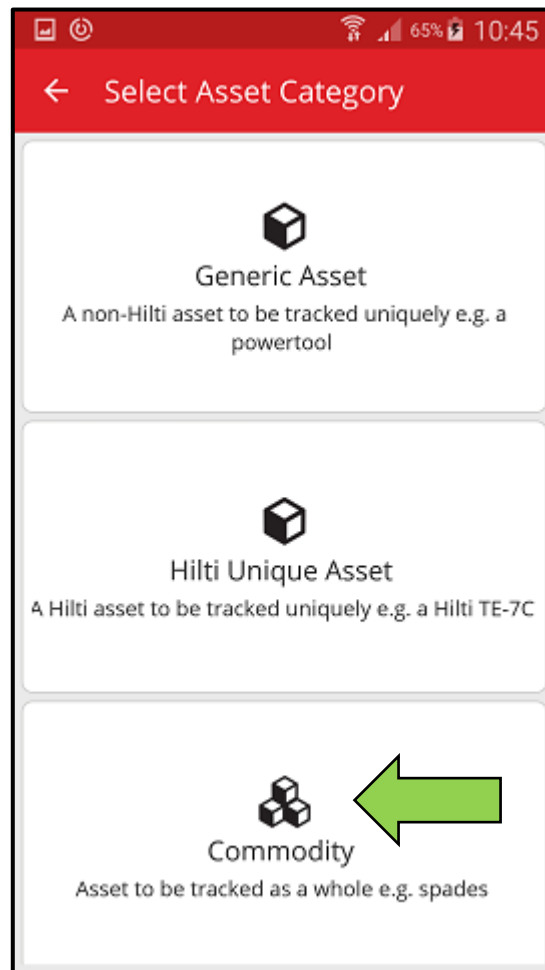


## How to add a commodity?

1. Click on **Add Item** on the start screen.



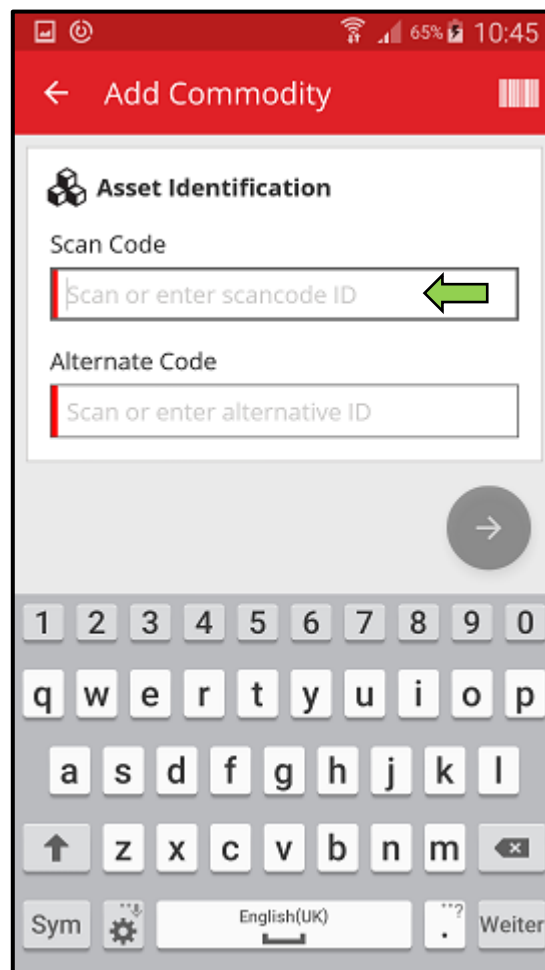
2. Click on **Commodity** to add a respective asset.



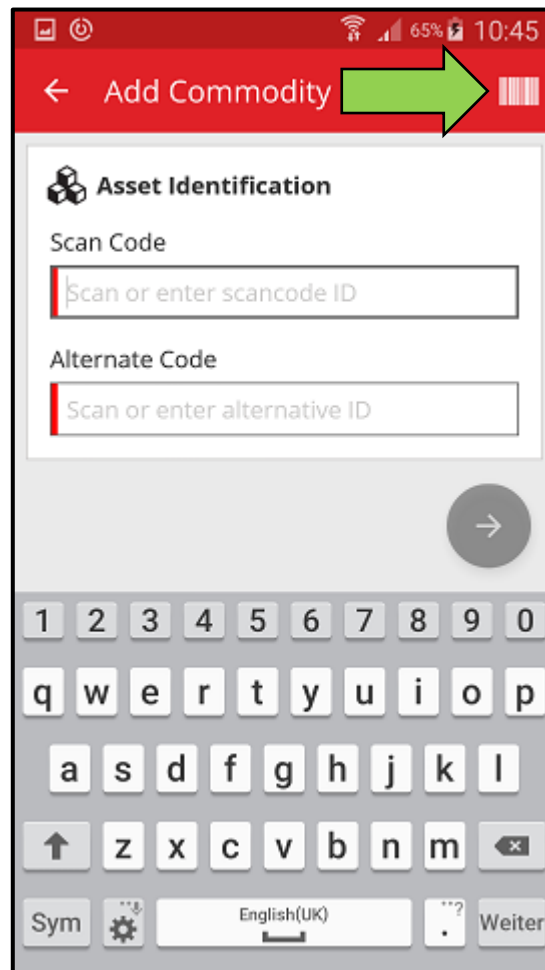
3. Here, you have **two options to continue**: (a) by using the integrated barcode scanner or (b) by entering the data manually.

*(a) Add a commodity by using the integrated barcode scanner*

- 1) Select the **text field that should be filled** with the scanned data by clicking into the respective text field, i.e. Scan Code or Alternate Code; a thicker frame indicates a selected field.



2) Click on the **barcode icon** to pre-fill the selected text field.

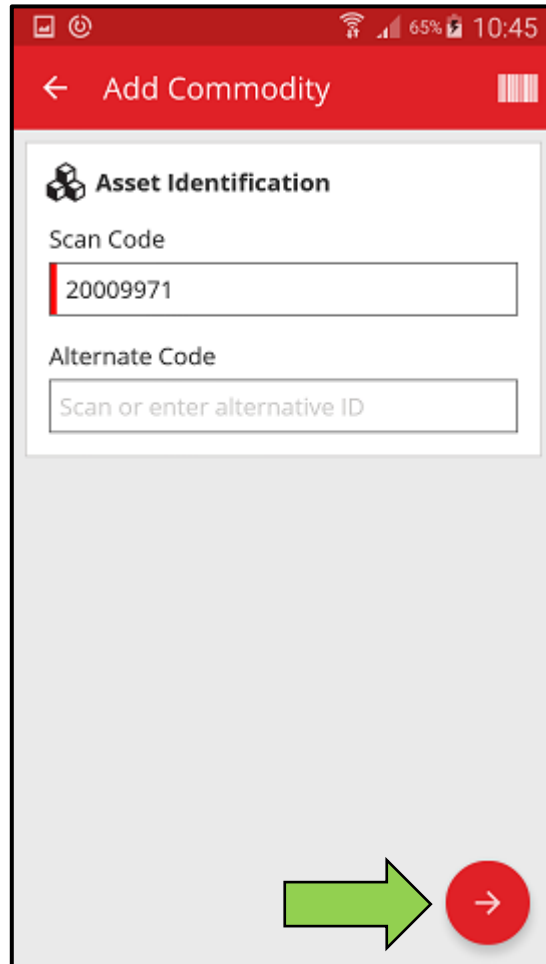


- 3) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and data is pre-filled into the selected text field automatically.



4) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*



The screenshot shows a mobile application interface for adding a commodity. At the top, there is a red header bar with a back arrow, the text "Add Commodity", and a barcode icon. Below the header is a section titled "Asset Identification" with a cube icon. It contains two input fields: "Scan Code" with the value "20009971" and a red border, and "Alternate Code" with the placeholder text "Scan or enter alternative ID" and a light gray border. At the bottom right, there is a red circular button with a white right-pointing arrow. A green arrow points to this button.

(b) Add a commodity by entering the data manually

- 1) Fill in the **Scan Code and/or Alternate Code** into the respective text field; mandatory fields are marked red.

Asset Identification

Scan Code

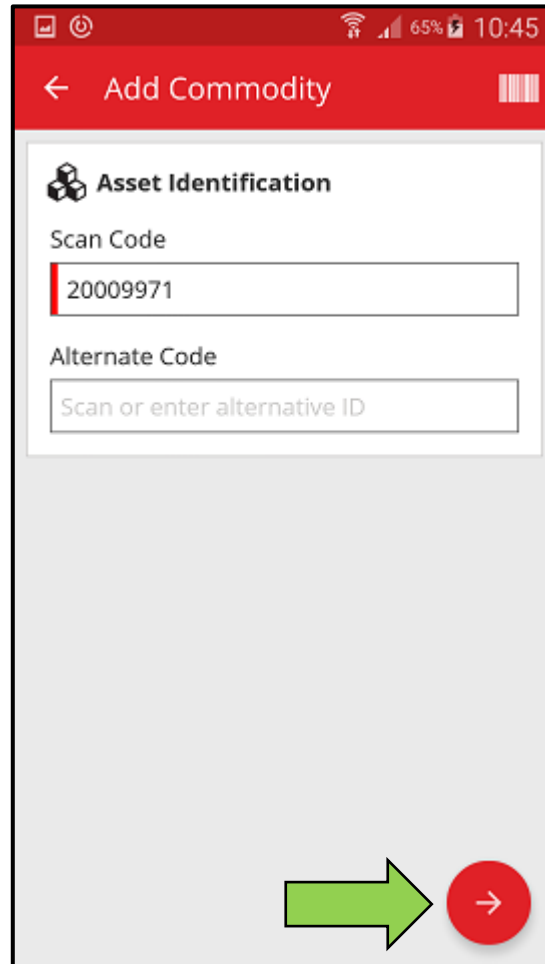
Scan or enter scancode ID

Alternate Code

Scan or enter alternative ID

2) Click on the **red arrow button** to continue.

*Note: As long as the mandatory fields (marked red) are not filled, the button to continue is grayed-out meaning inactive.*





(c) Fill out the **data required**; mandatory fields are marked red.

Images +  
No Images uploaded

Commodity Details

Manufacturer  
Select manufacturer

Model  
Enter model

Description  
Enter description

Asset Group  
Select an asset group

Storage

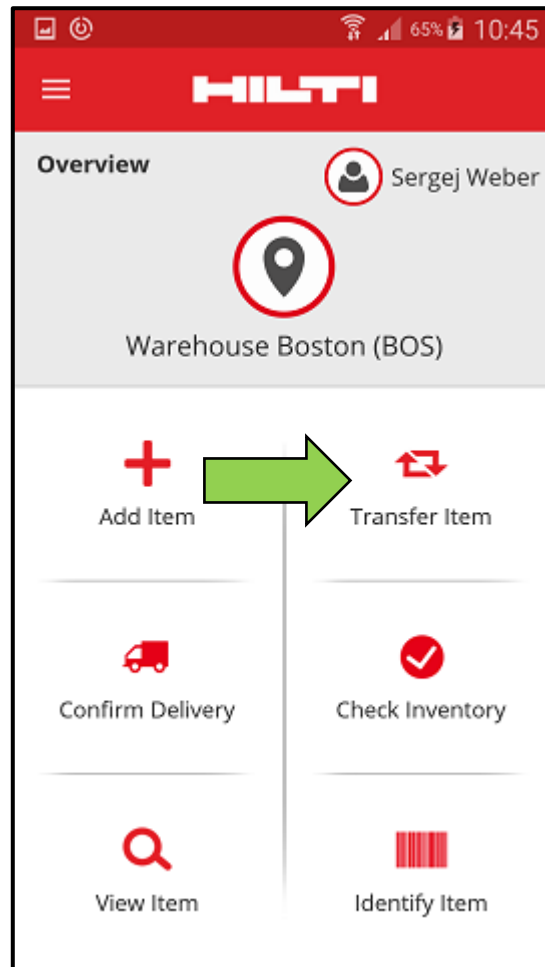
- (d) Click on the **red checkmark button** to complete the addition of the new commodity.

The screenshot shows a mobile application interface for adding commodity details. The title bar is red and contains a back arrow and the text "Add Commodity Details". The status bar at the top shows a battery icon, signal strength, 65% battery, and the time 10:45. The form consists of several sections:

- Default Location:** A search field containing "Warehouse Boston (BOS)" with a magnifying glass icon.
- Current Location:** A search field containing "Warehouse Boston (BOS)" with a magnifying glass icon.
- Storage Location:** A search field containing "Select a storage location" with a magnifying glass icon.
- Quantity:** A text input field containing the number "58".
- Ownership Details:** A section header with a person icon. It contains:
  - Responsible Person:** A search field containing "Sergej Weber" with a magnifying glass icon.
  - Managed As:** A dropdown menu with "Owned" selected. A green arrow points from the "Owned" text to a red circular button with a white checkmark.

## How to add an asset to transfer list?

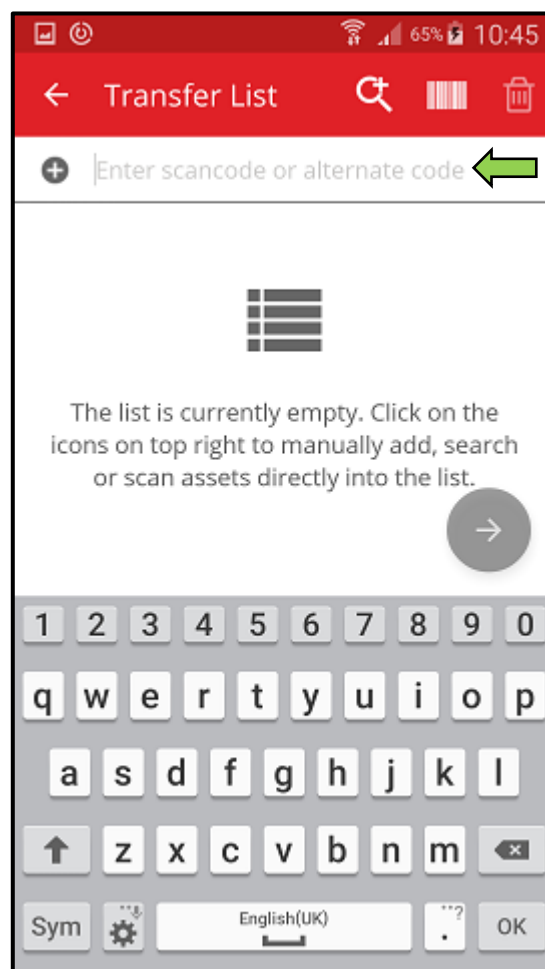
1. Click on **Transfer Item** on the start screen.



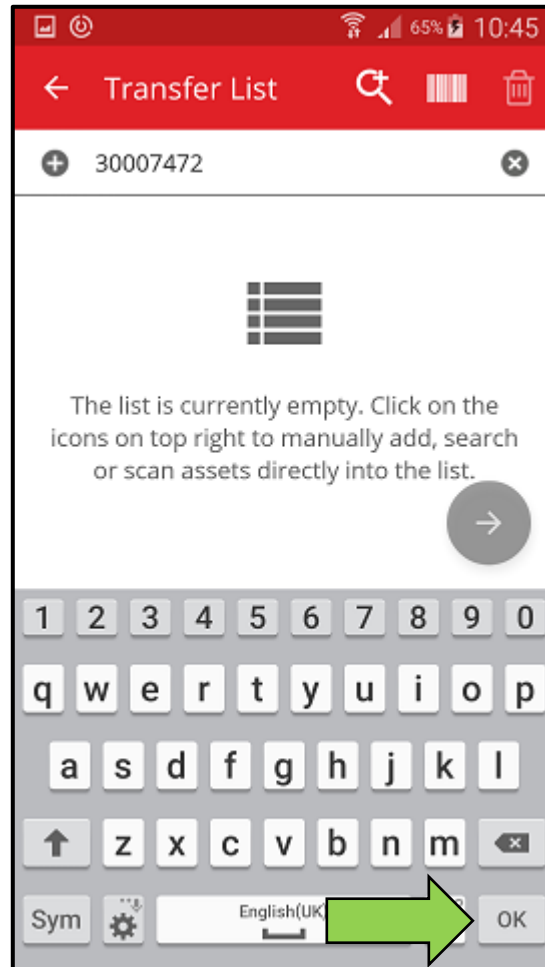
2. Here, you have **three options how to add an asset to transfer list**: (a) by entering the scan or alternate code (b) by using the search function, or (c) by using the integrated barcode scanner.

*(a) Add an asset to transfer list by entering its Scan or Alternate Code*

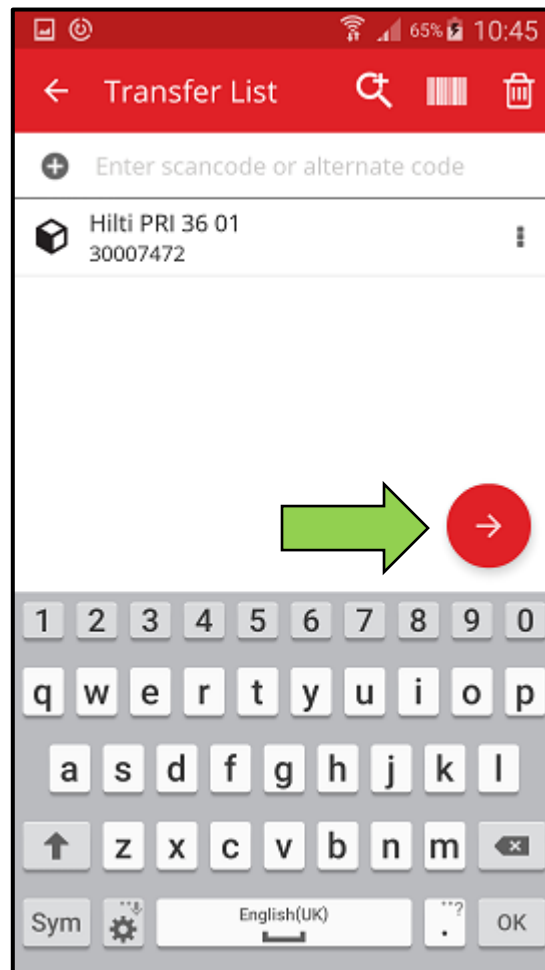
- 1) Fill in the **Scan and/or Alternate Code** of the asset to be transferred into the text field.



2) Click **OK** on the keyboard of your mobile device to confirm the entry.

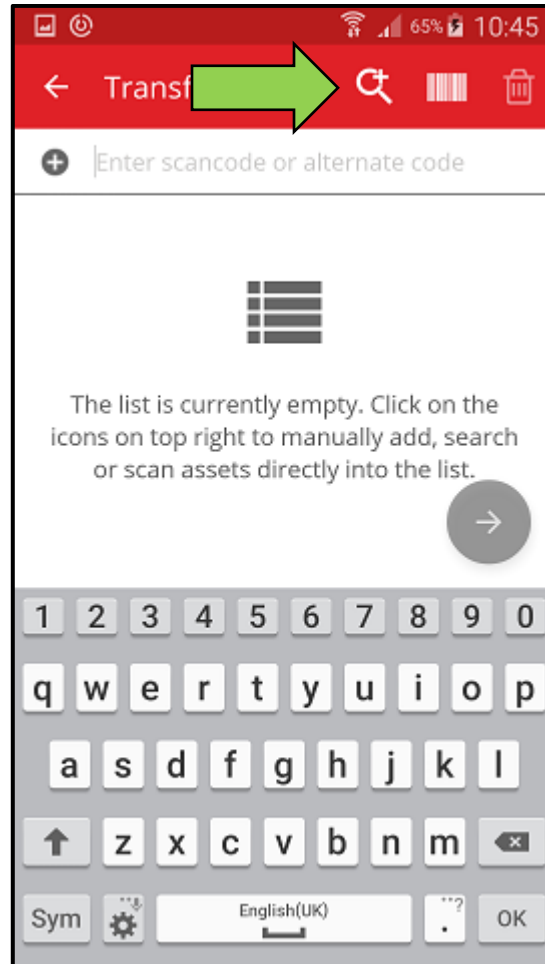


3) Click on the **red arrow button** to continue.

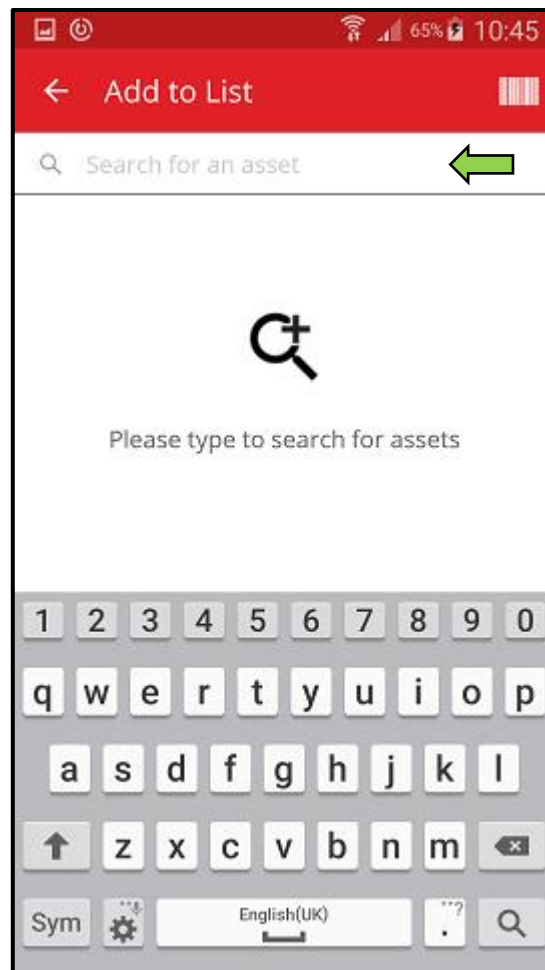


(b) Add an asset to transfer list by using the search function

- 1) Click on the **magnifying glass icon** to search for the asset to be transferred.

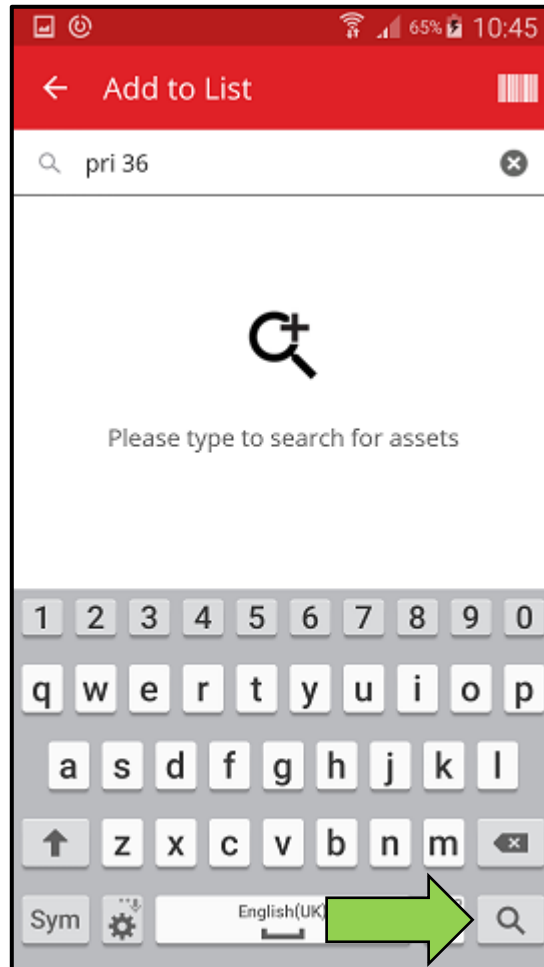


- 2) Fill in any **information of the asset** to be transferred into the text field, e.g. friendly name, scan code, or alternate code.

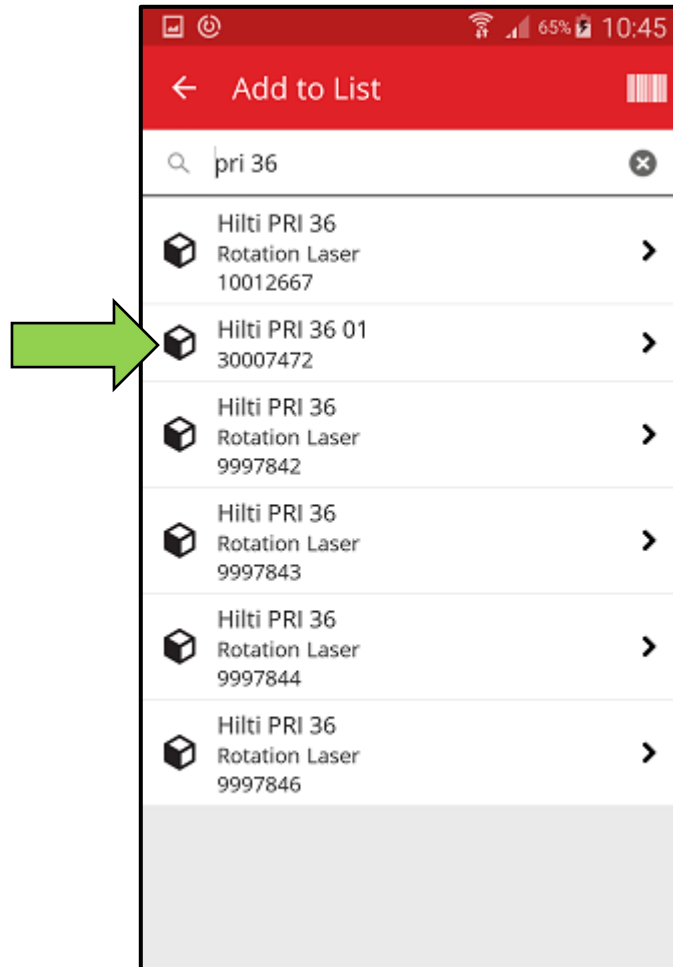




- 3) Click on **the magnifying glass icon** on the keyboard of your mobile device to confirm the entry.

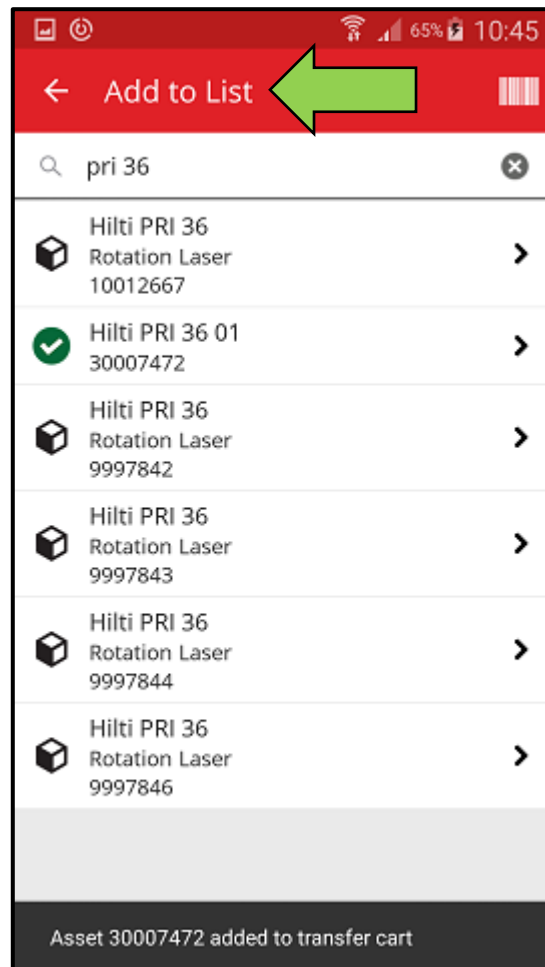


4) Select the **asset to be transferred** by clicking on the respective box icon.

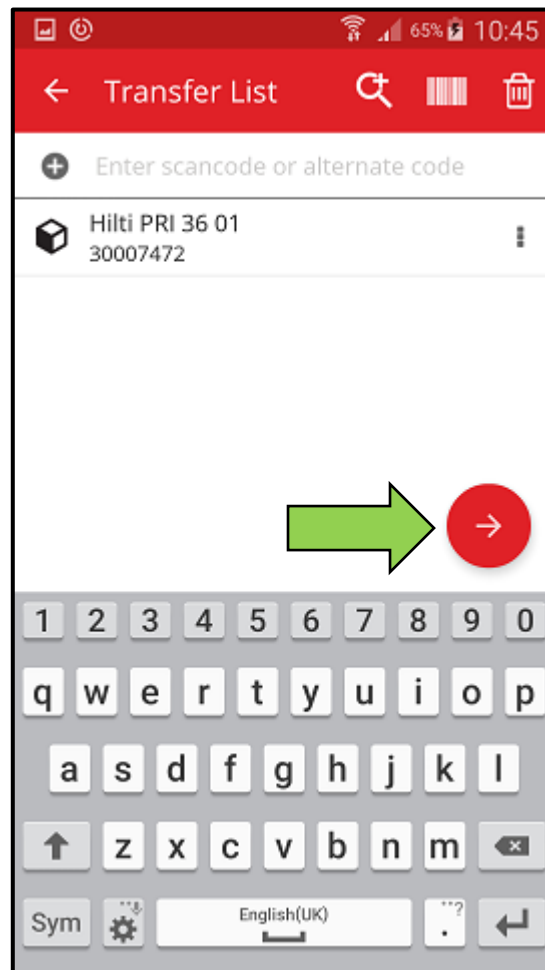


5) Click on **Add to List** to get back to the Transfer List.

*Tip: Select more than one tagged asset to bulk-process items to be transferred.*

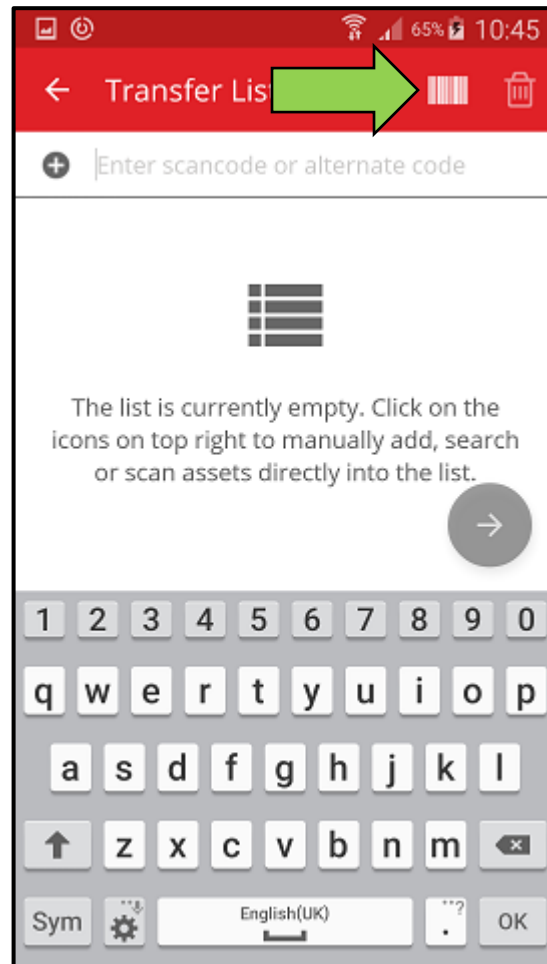


6) Click on the **red arrow button** to continue.



(c) Add an asset to transfer list by using the integrated barcode scanner

- 1) Click on the **barcode icon** to identify the asset to be transferred.



- 2) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and the count is incremented.

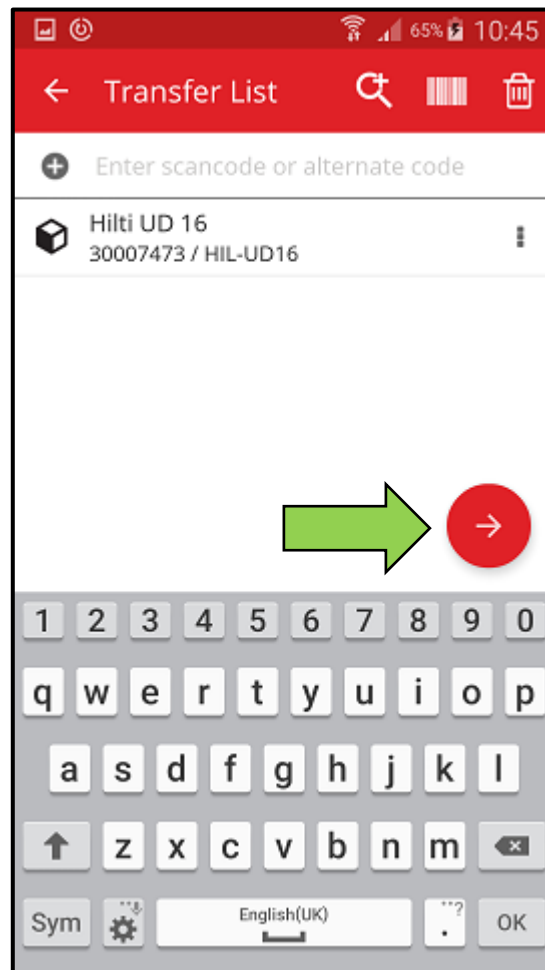
*Tip: Scan more than one tagged asset to bulk-process items to be transferred.*



3) Click on **Done** to finish the scanning.



4) Click on the **red arrow button** to continue.





3. Fill out the **data required**; mandatory fields are marked red.

**Transfer Details**

**Storage**

Destination

Select Destination Location ← 🔍

**Ownership Details**

To Responsible Person

Select Responsible Person ← 🔍

**Management**

Return Date

📅

**Transfer Notes**

Notes

Enter Notes ✓

4. Click on the **red checkmark button** to transfer the respective asset.

Transfer Details

**Storage**

Destination

Warehouse Boston (BOS)

**Ownership Details**

To Responsible Person

Sergej Weber

**Management**

Return Date

**Transfer Notes**

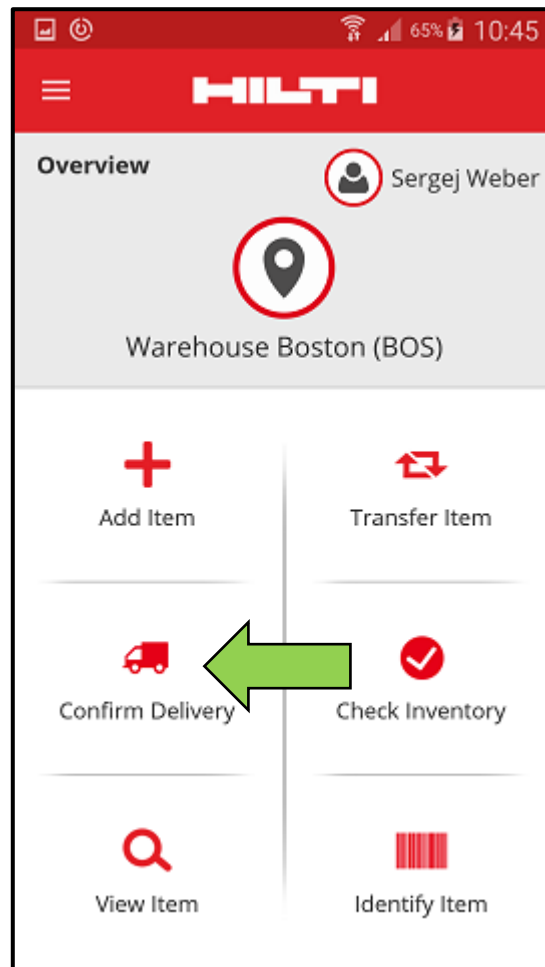
Notes

Enter Notes

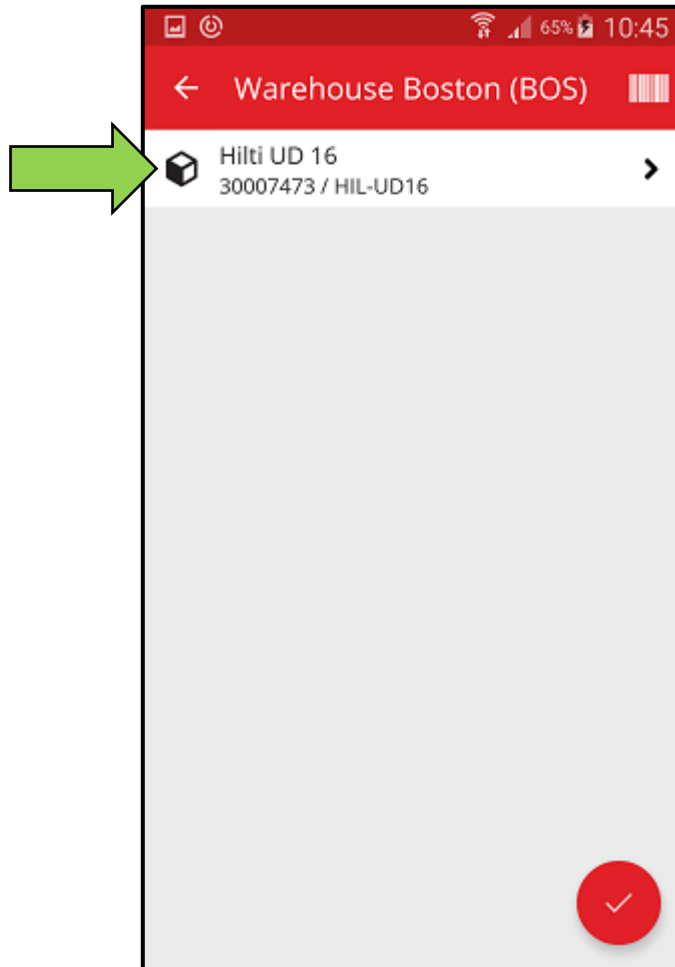
## How to confirm a delivered asset?

*Note: In order to be able to confirm delivered assets, this functionality has to be activated by your ON!Track Admin user.*

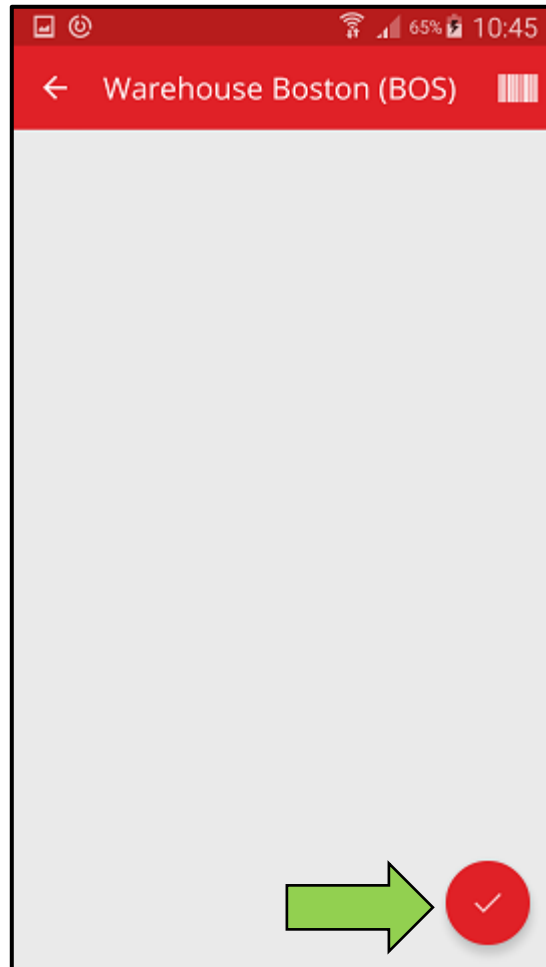
1. Click on **Confirm Delivery** on the start screen.



2. Confirm the **delivery of an asset** by clicking on the respective box icon.

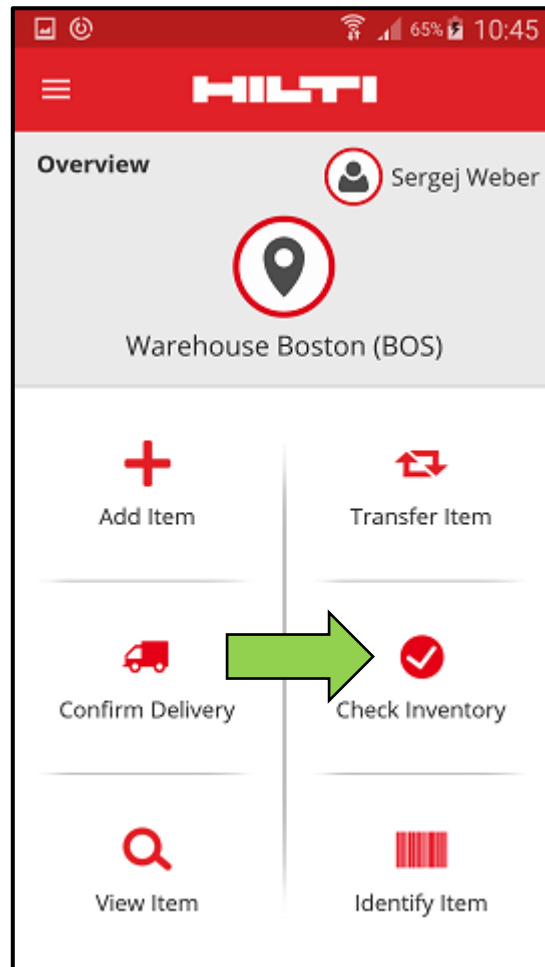


3. Click on the **red checkmark button** to return to the start screen.

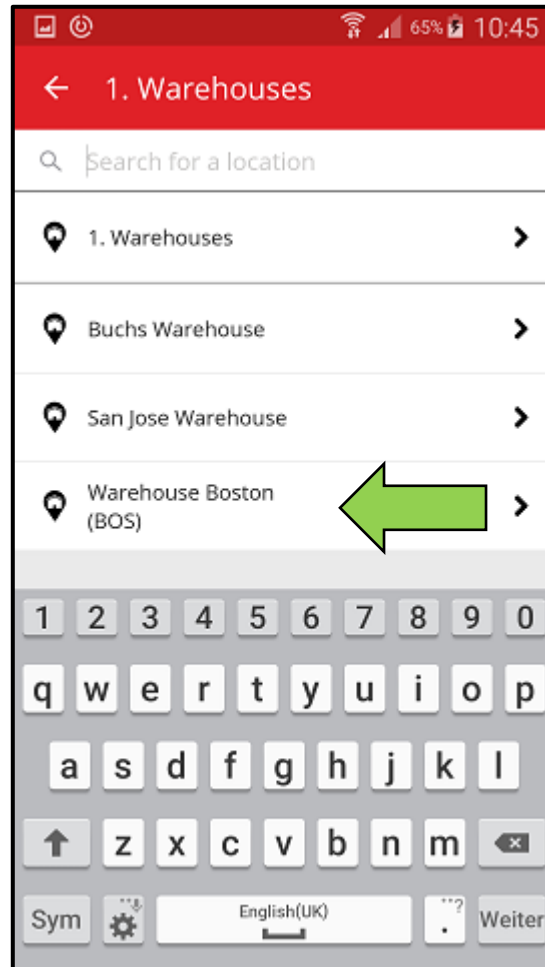


## How to perform an inventory check?

1. Click on **Check Inventory** on the start screen.

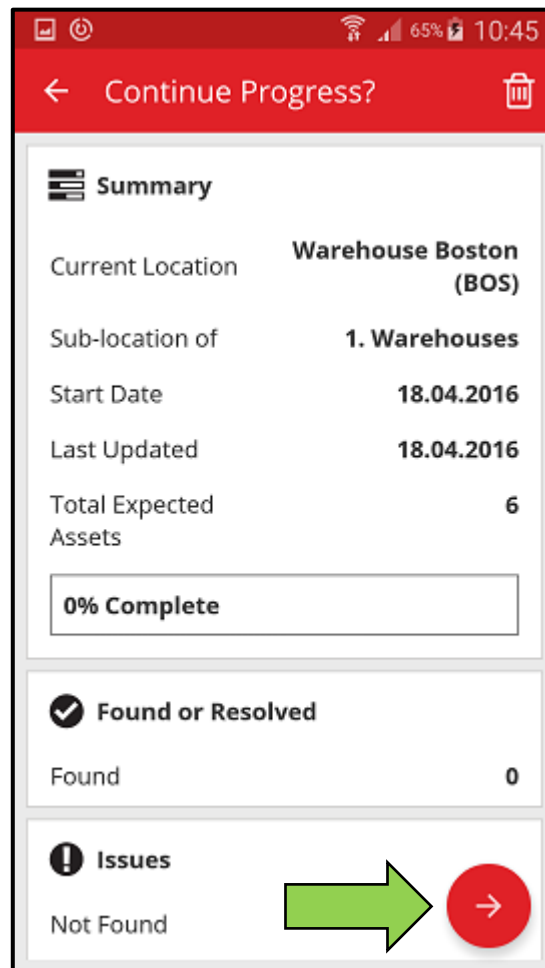


2. Click on the **location** where the inventory check has to be performed.



3. Before clicking on the **red arrow button** to continue, see your current inventory check status in the summary; the percentage bar indicates the degree of completion of your inventory check.

*Note: In order to start a new inventory check, please click on the trash bin icon.*



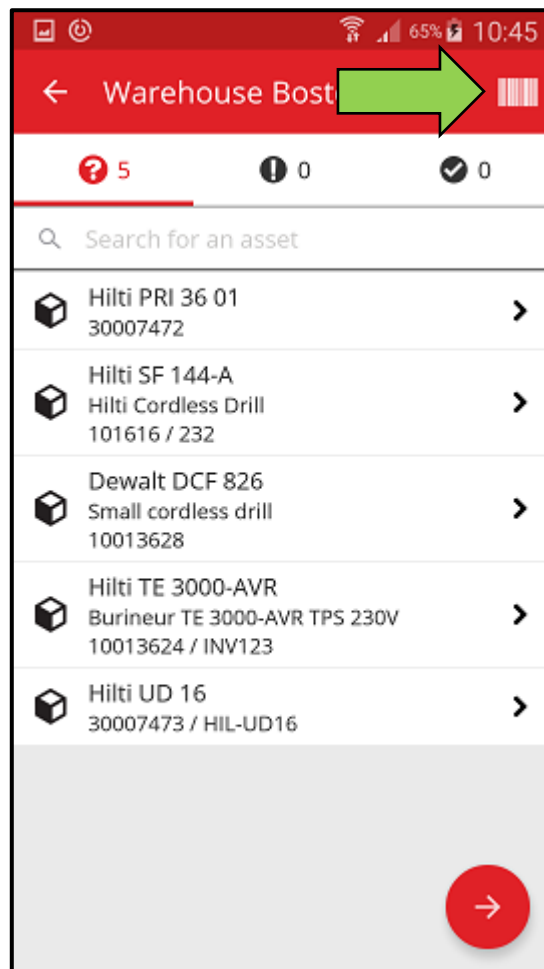


4. Here, you have **three options how to continue**: (a) by using the integrated barcode scanner, (b) by using the search function, or (c) by looking through the asset list and comparing it with the stock in the location manually.

*Note: The question-mark tab shows all assets to be checked, the exclamation-mark tab shows assets actually assigned to another location, and the check-mark tab shows assets located in the location intended.*

*(a) Inventory check by using the integrated barcode scanner*

- 1) Click on the **barcode icon**.



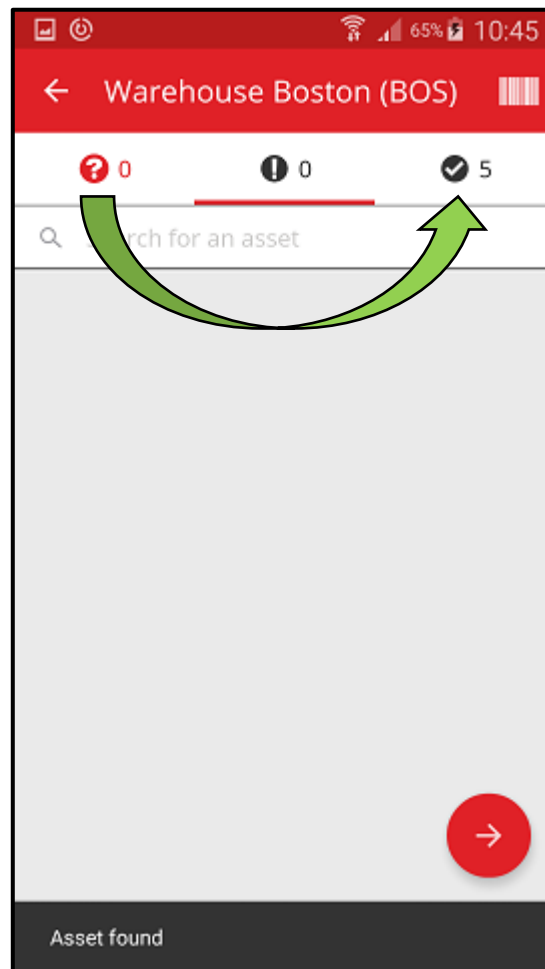
- 2) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, the item is scanned and compared automatically with the stock in the system.



3) Repeat **scanning** until all items in your inventory are captured.

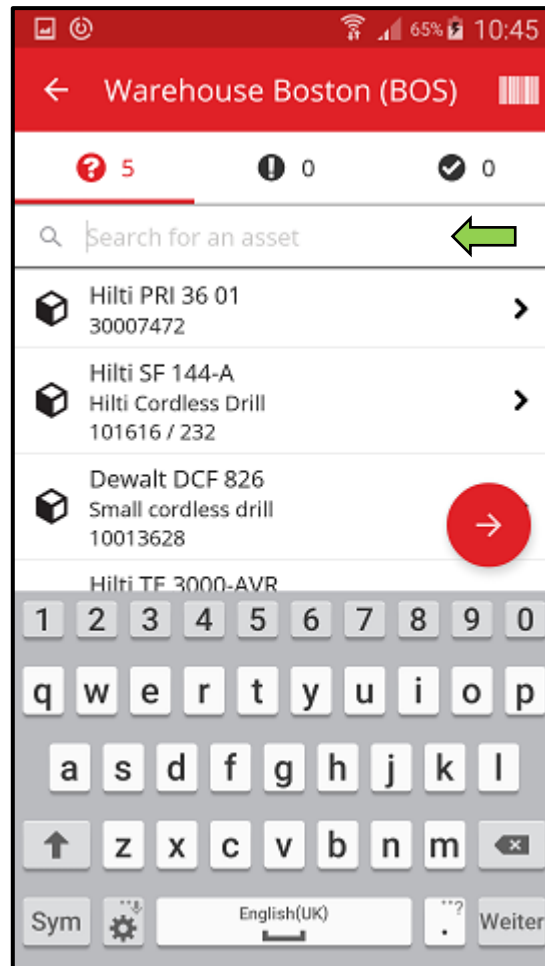
*Note: Your system is consistent if the item list is empty and there are no entries in the exclamation-mark tab after you scanned all your items.*

*If a scanned item is actually assigned to another location, it is listed in the exclamation-mark tab; if the scanned item is located in the location intended, it is listed in the check-mark tab.*

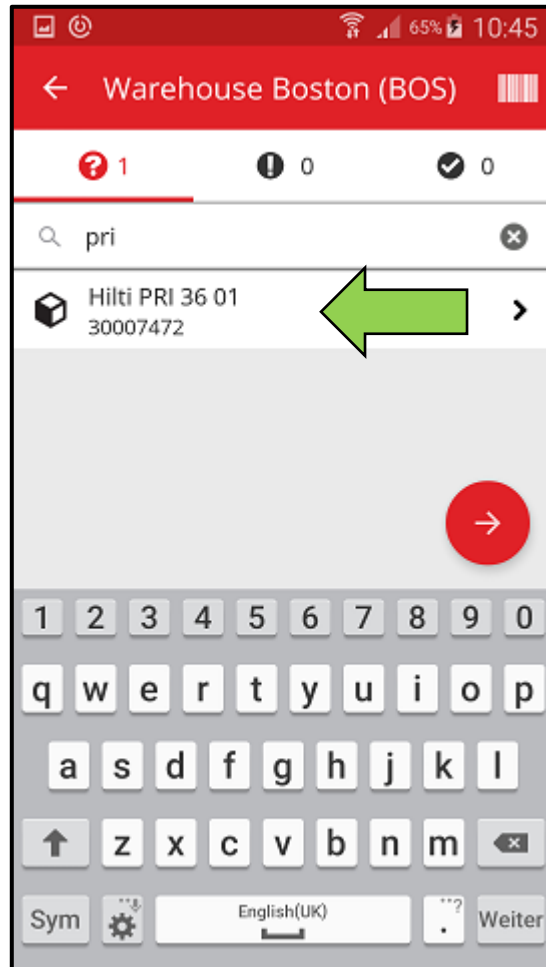


*(b) Inventory check by using the search function*

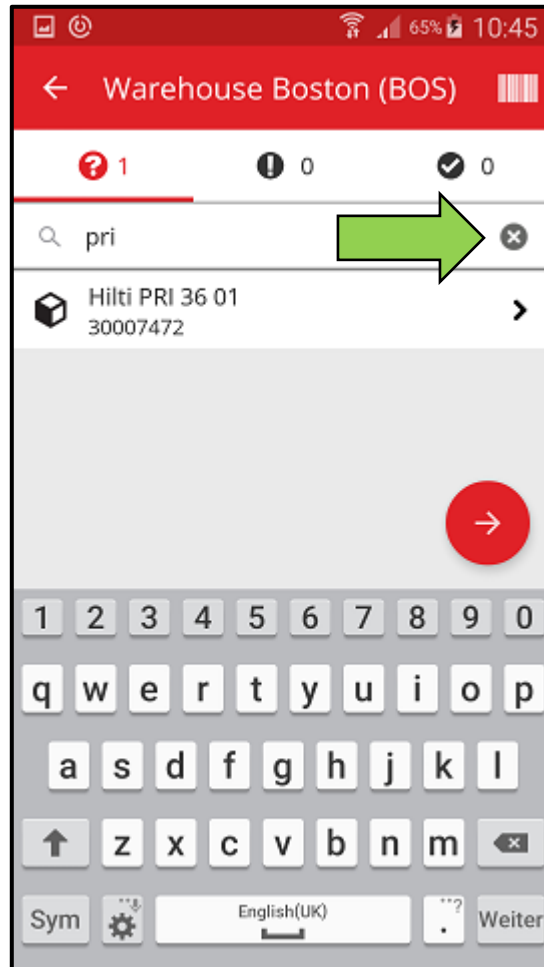
- 1) Fill in any **information of the asset to be searched** into the text field, e.g. friendly name, scan code, or alternate code.



2) Click on the **asset** to confirm that it is in your local inventory.



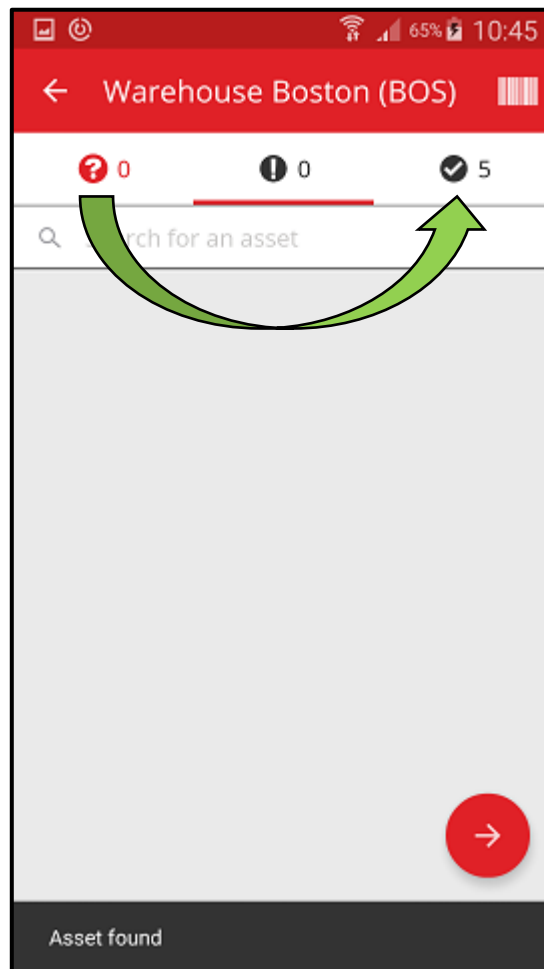
3) Click on the **x icon** to clear the search request and to return to the item list view.



- 4) Repeat **searching and confirming items** in your inventory until all of them are captured.

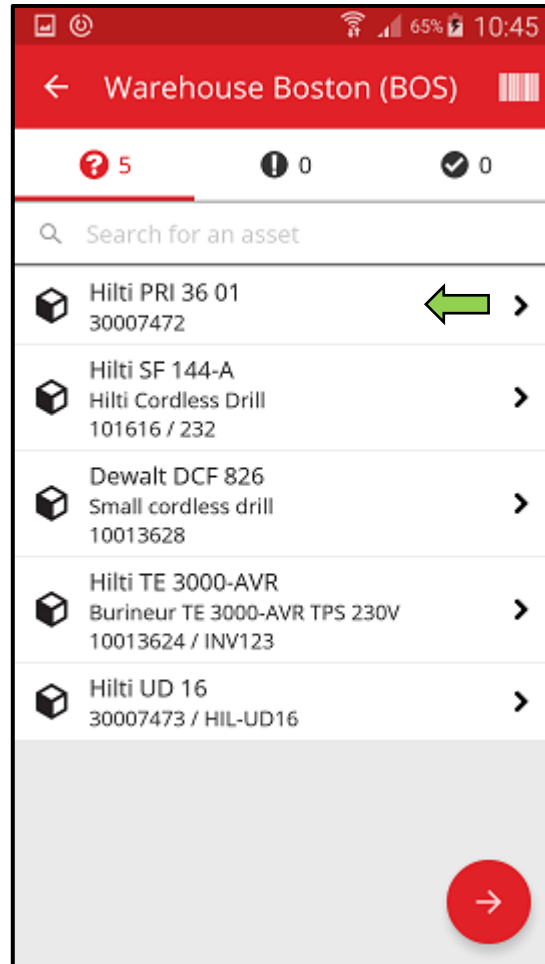
*Note: Your system is consistent if the item list is empty and there are no entries in the exclamation-mark tab after you captured all your items.*

*If a captured item is actually assigned to another location, it is listed in the exclamation-mark tab; if the scanned item is located in the location intended, it is listed in the check-mark tab.*



(c) Inventory check by looking through the asset list manually.

- 1) Click on an **asset** to confirm that it is in your local inventory.

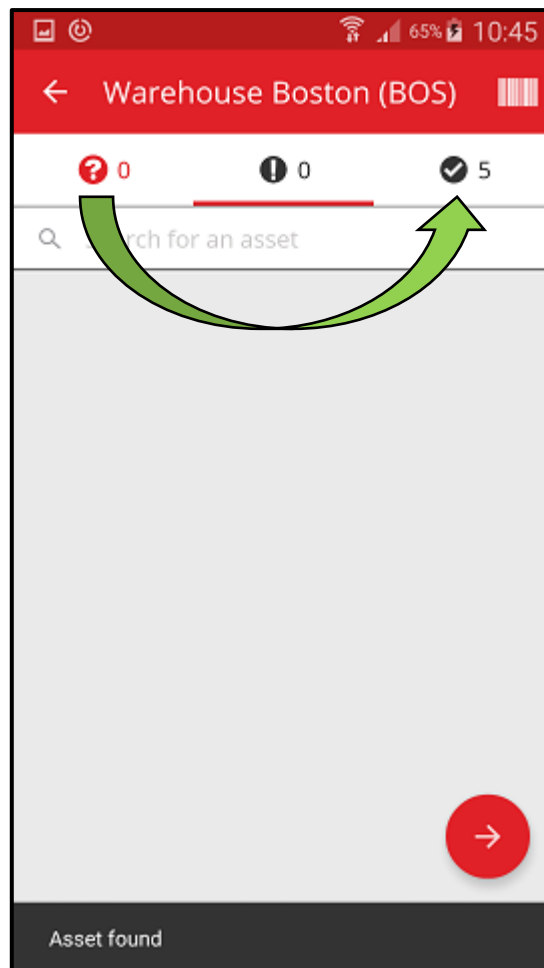




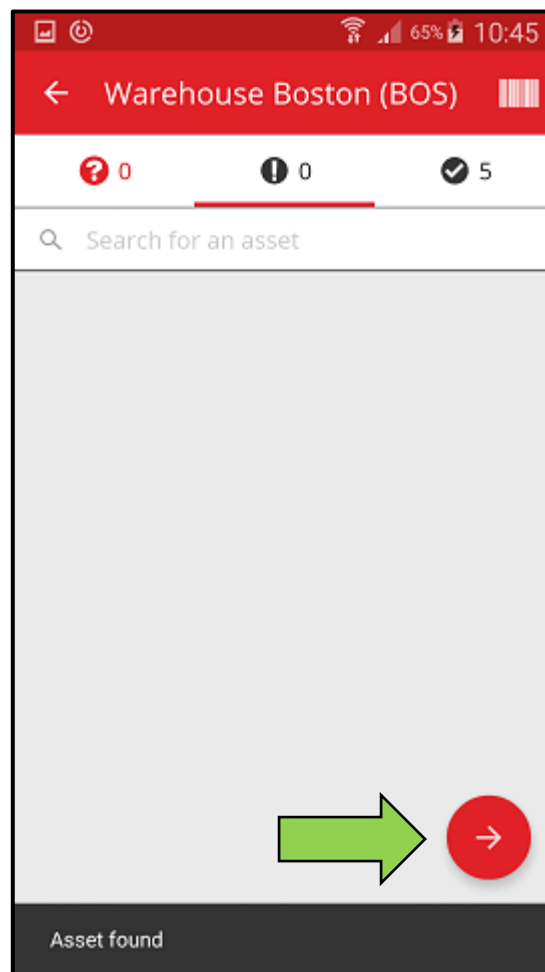
2) Repeat **confirming items** in your inventory until the item list is empty.

*Note: Following this approach, your system is consistent if there are no additional items to confirm in your inventory and the item list is empty.*

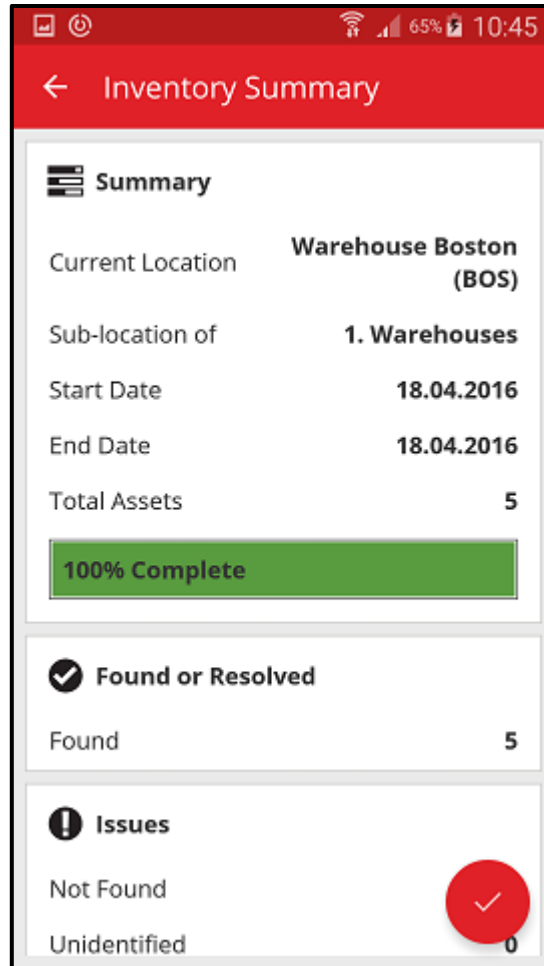
*If the item list is empty but there are still items to be confirmed, please use the integrated barcode scanner to capture the items.*



5. Click on the **red arrow button** to continue.

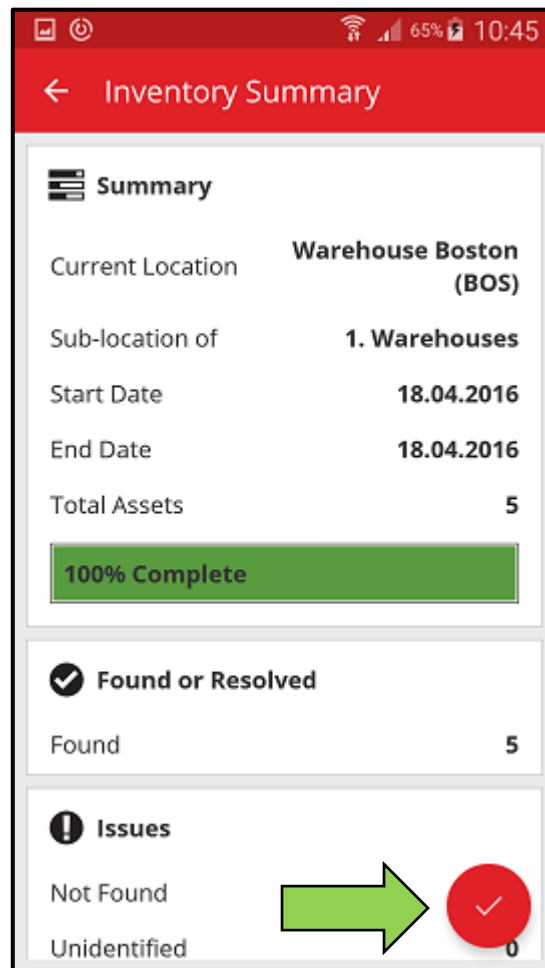


6. See your **current inventory check status** in the summary; the 100% indicates that the inventory check has been fully performed.



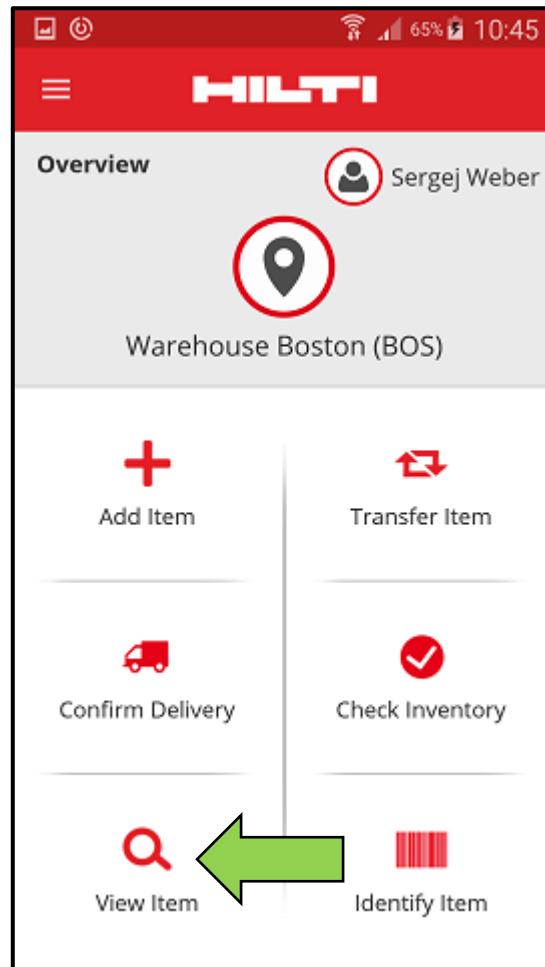
7. Click on the **red checkmark button** to complete the inventory check.

*Note: If the functionality is activated in the ON!Track web application, you will get a summary of the inventory check by mail.*



## How to view an item?

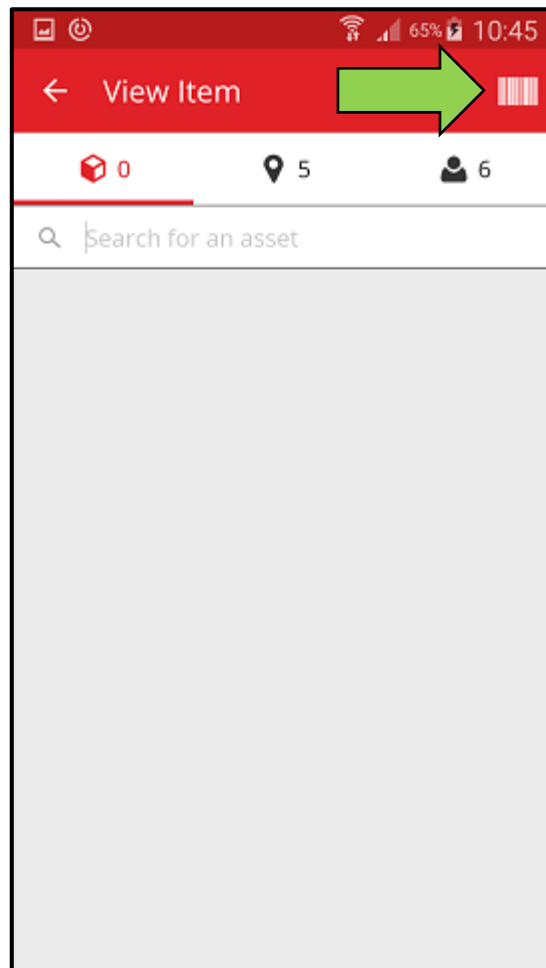
1. Click on **Identify Item** on the start screen.



2. Here, you have **three options how to continue**: (a) by using the integrated barcode scanner, (b) by using the search function, or (c) by looking through the asset list on the respective item tabs

*(a) View item by using the integrated barcode scanner*

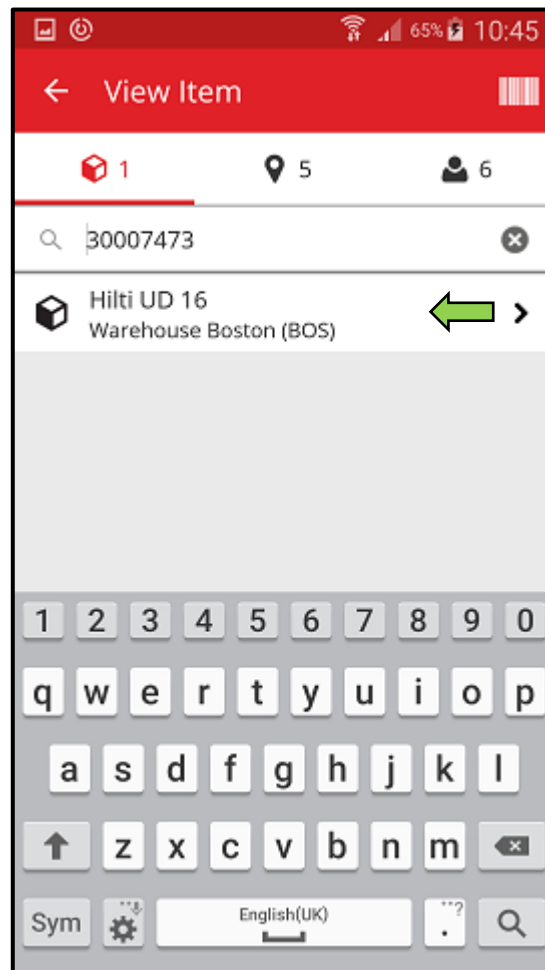
- 1) Click on the **barcode icon**.



- 2) Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus, it is scanned and the item list is displayed.

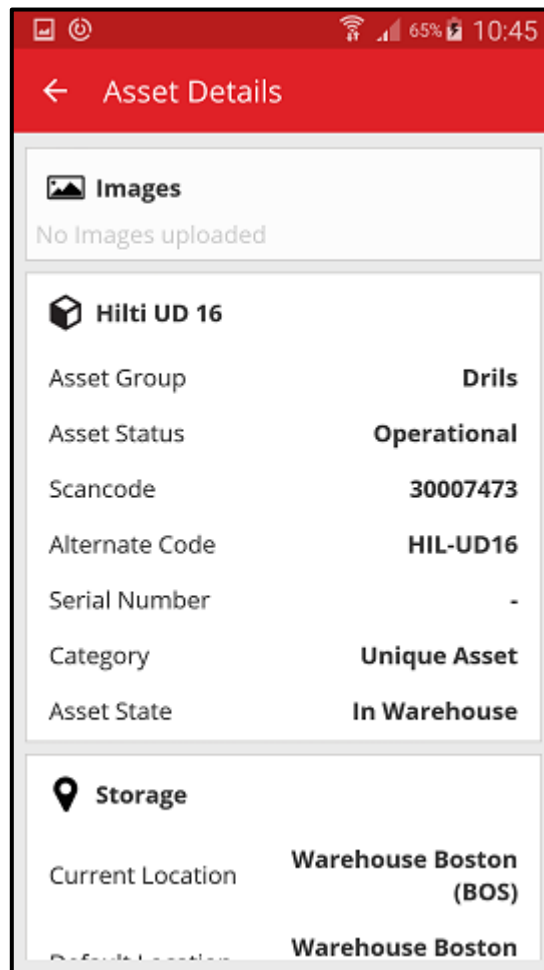


3) Click on the **item** to see the respective details.



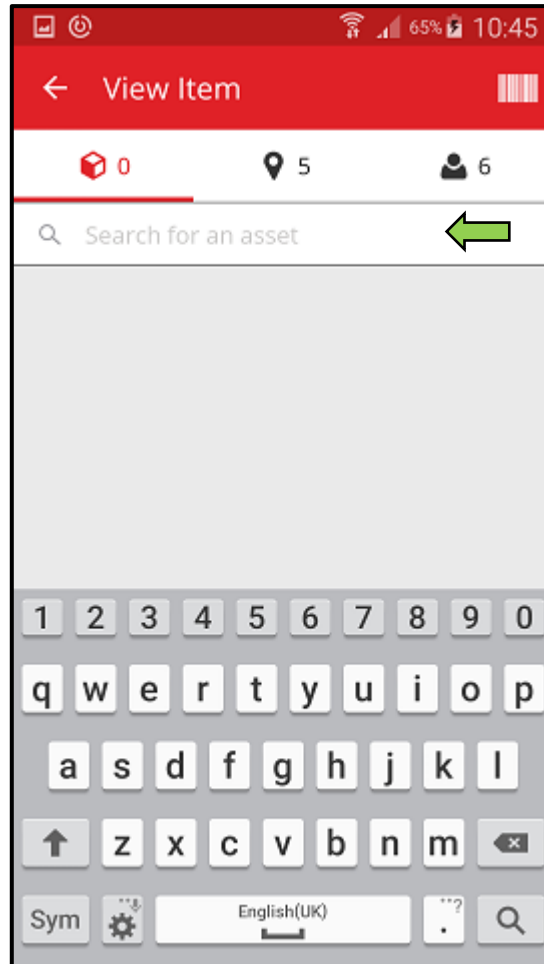


4) View the **asset information** on the Asset Details screen.

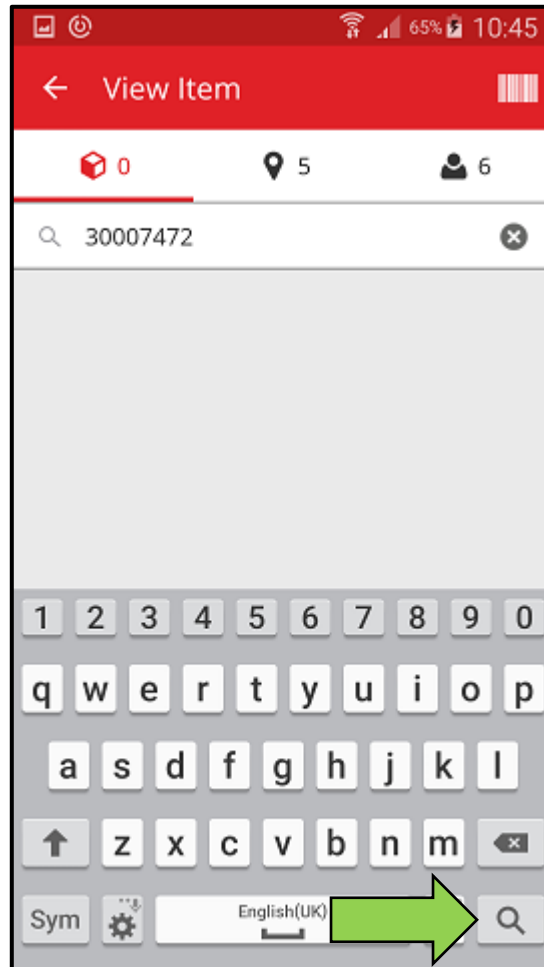


*(b) View item by using the search function*

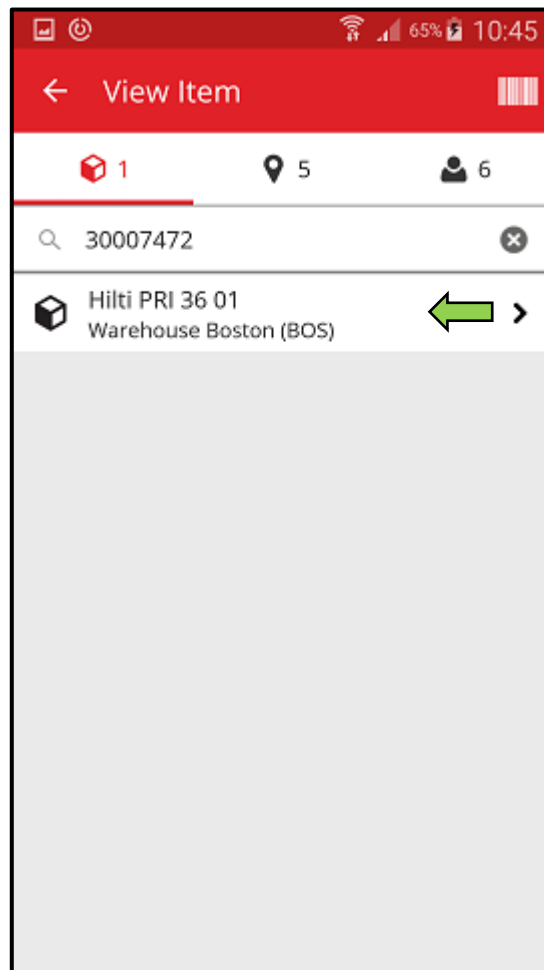
- 1) Fill in **any information of the asset** to be viewed into the text field, e.g. friendly name, scan code, or alternate code.



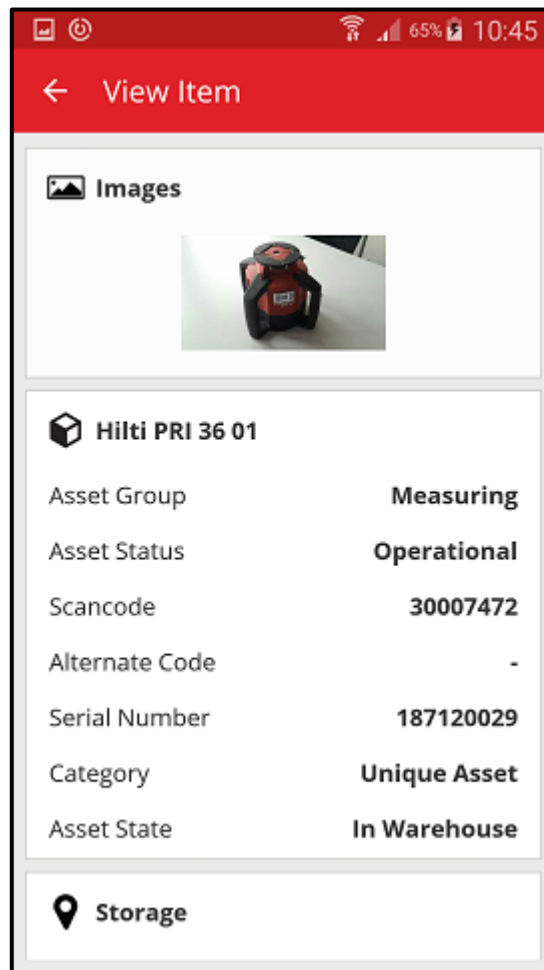
- 2) Click on the **magnifying glass icon** on the keyboard of your mobile device to confirm the entry.



3) Click on the **item** to see the respective details.



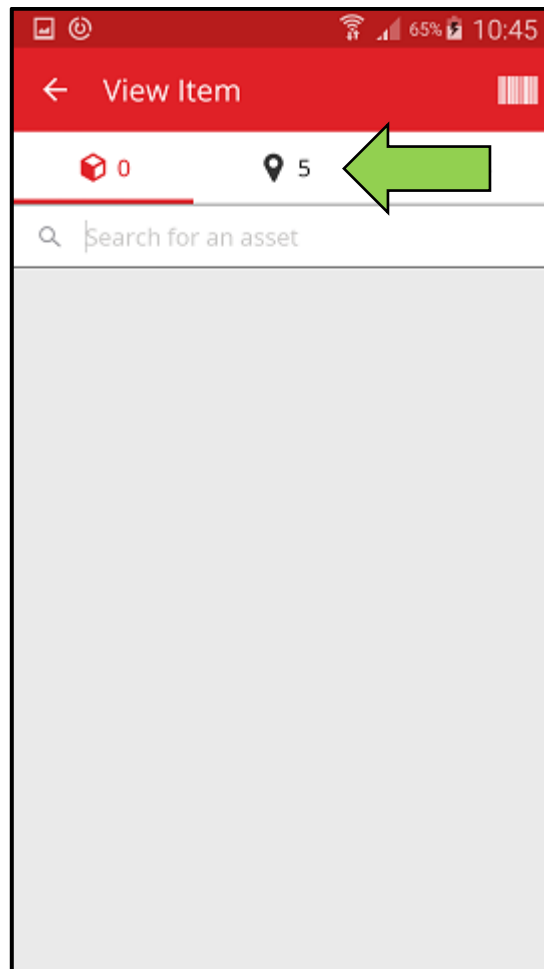
4) View the **asset information** on the Asset Details screen.



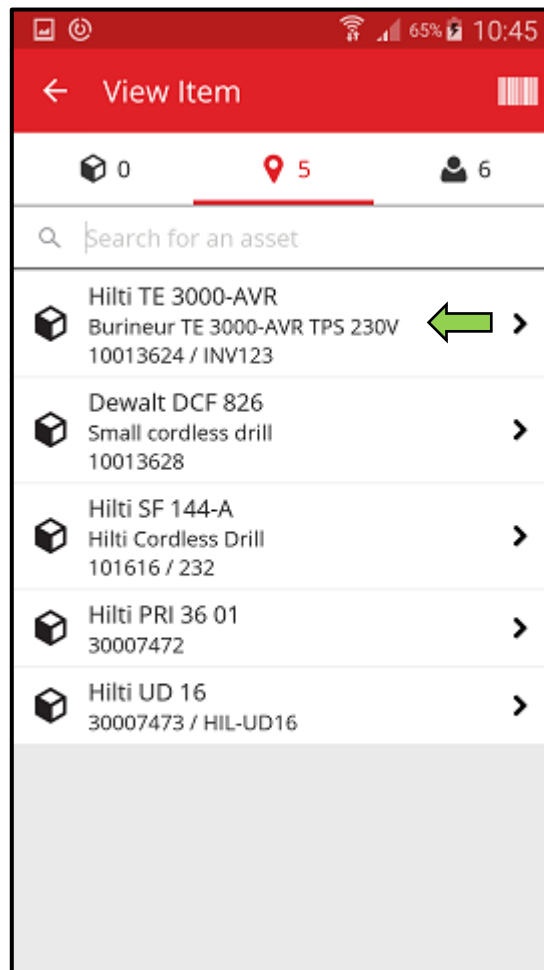
(c) *View item by using the integrated barcode scanner*

- 1) Navigate to **Locations tab** to see all the items assigned to the pre-defined location.

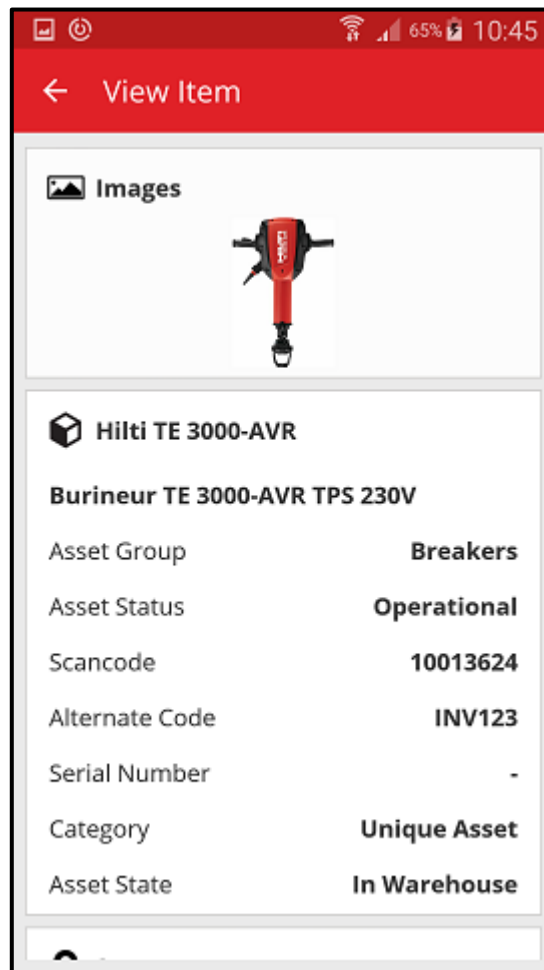
*Note: The location can be changed under Settings; in order to see all items you as a user are responsible for, see the Person tab.*



2) Click on the **item** to see the respective details.



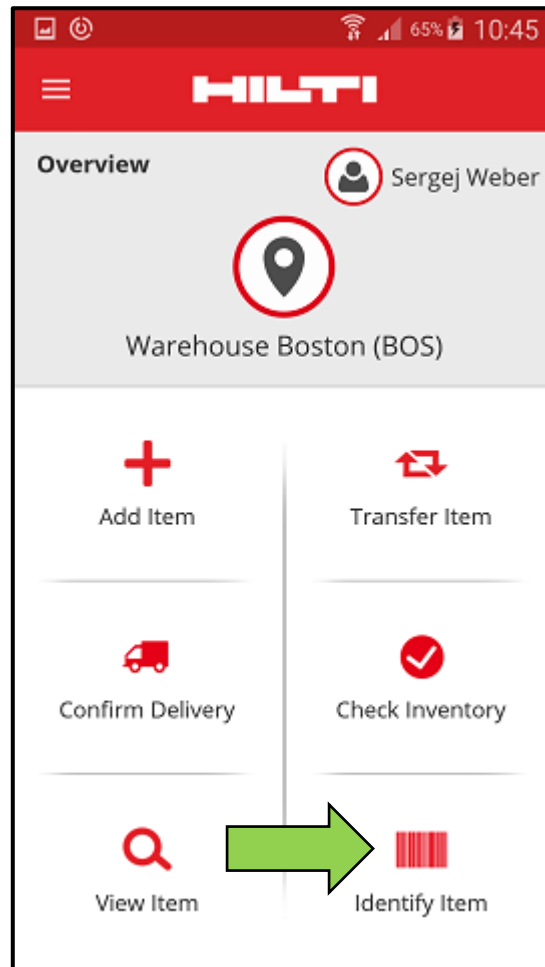
3) View the **asset information** on the Asset Details screen.





## How to identify an item?

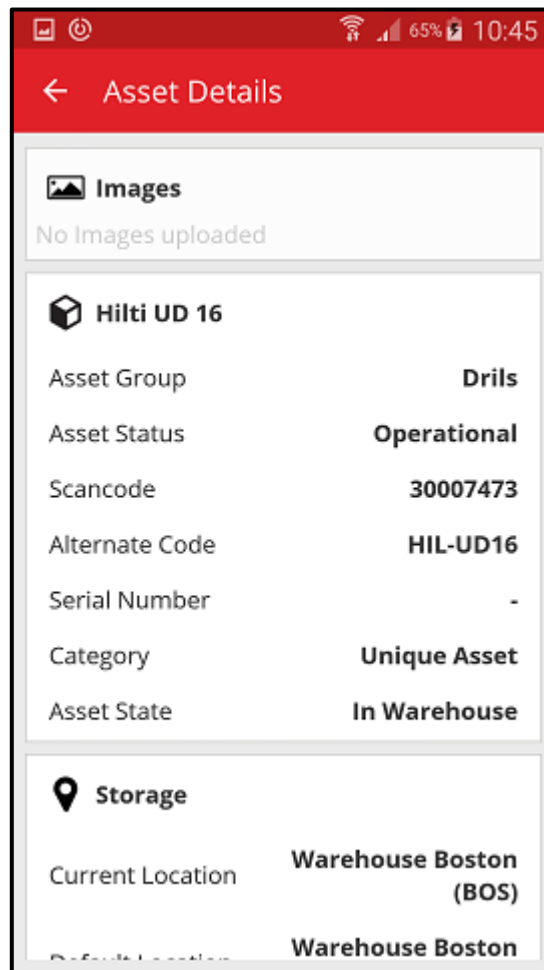
1. Click on **Identify Item** on the start screen.



2. Capture the **barcode of the respective item** with the camera of your mobile device; as soon as the barcode is in focus the Asset Details screen with asset information is displayed.

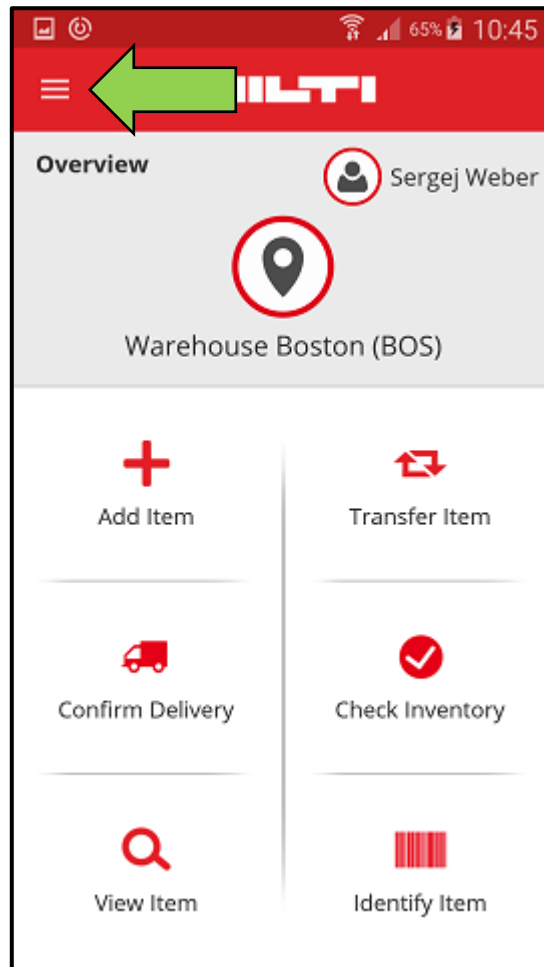


3. See the **asset information** on the Asset Details screen.

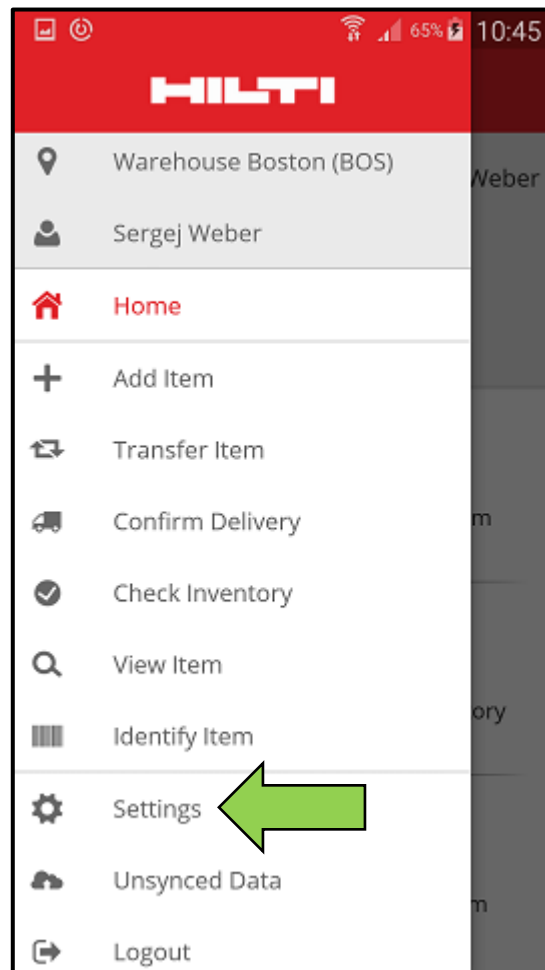


## How to edit the settings?

1. Click on **Menu icon** on the start screen to see the navigation.

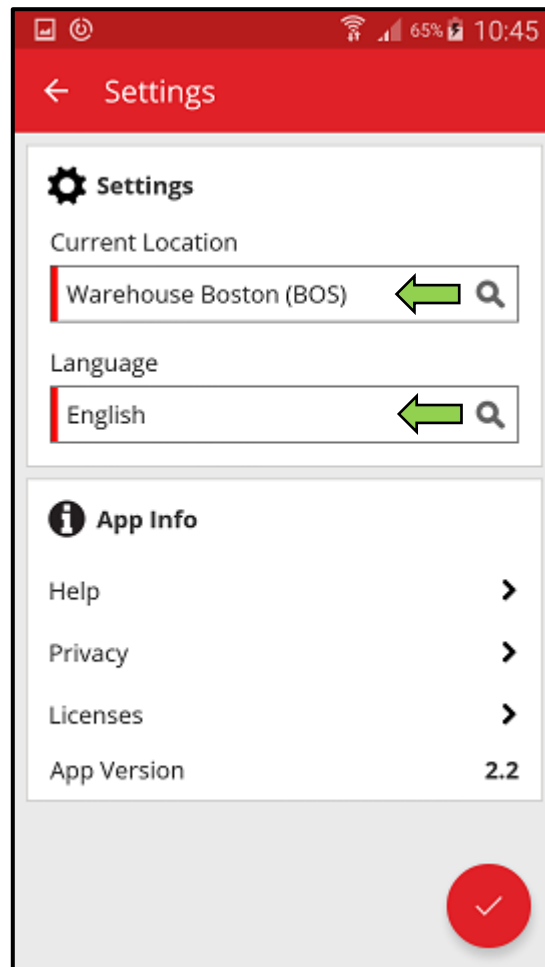


2. Click on **Settings** to see the settings.

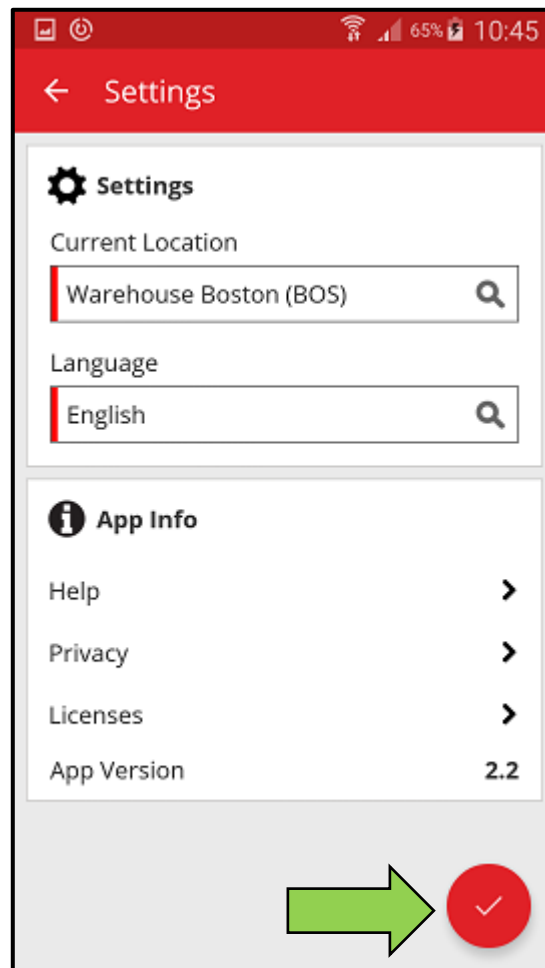


3. Change **Current Location or Language** by clicking inside the respective field and selecting the desired location or language.

*Note: See the ON!Track web application for advanced settings.*



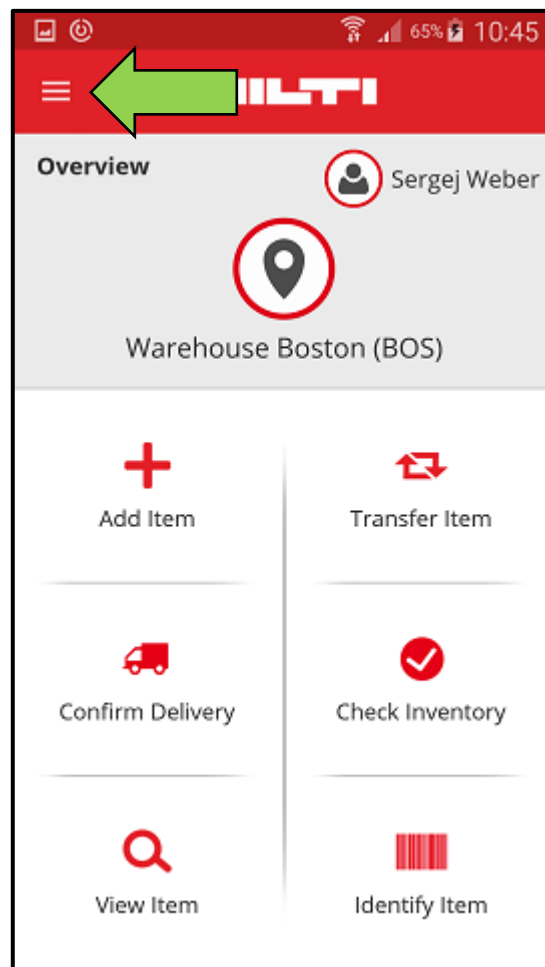
4. Click on the **red checkmark button** to complete the editing of the settings.



## How to check if there is Un-synced Data?

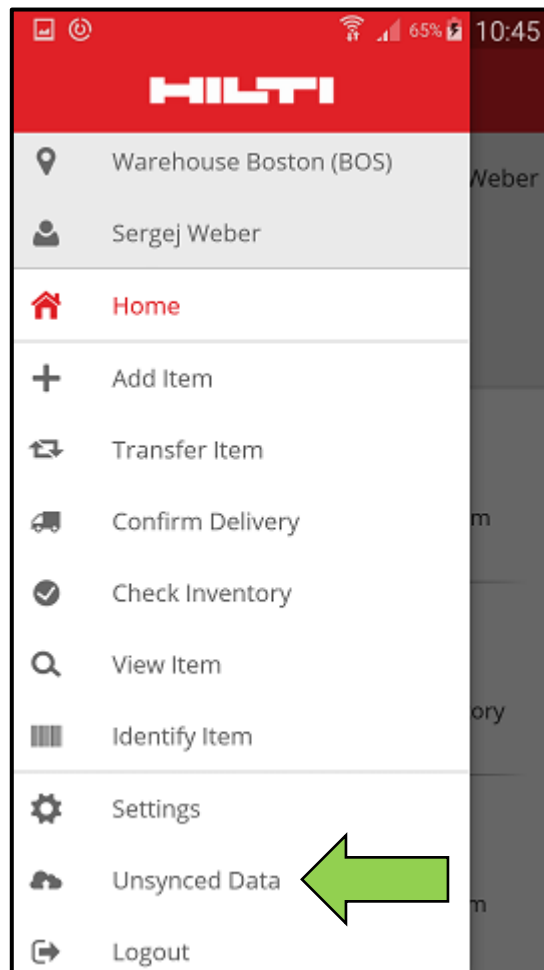
*Note: In case of failed internet connection during the data synchronization between the mobile app and the ON!Track servers, the result might be un-synced data – meaning the data in the mobile app is not consistent with the data in the ON!Track web application; usually, this problem is solved as soon as the mobile device is back online again.*

1. Click on **Menu icon** on the start screen to see the navigation.



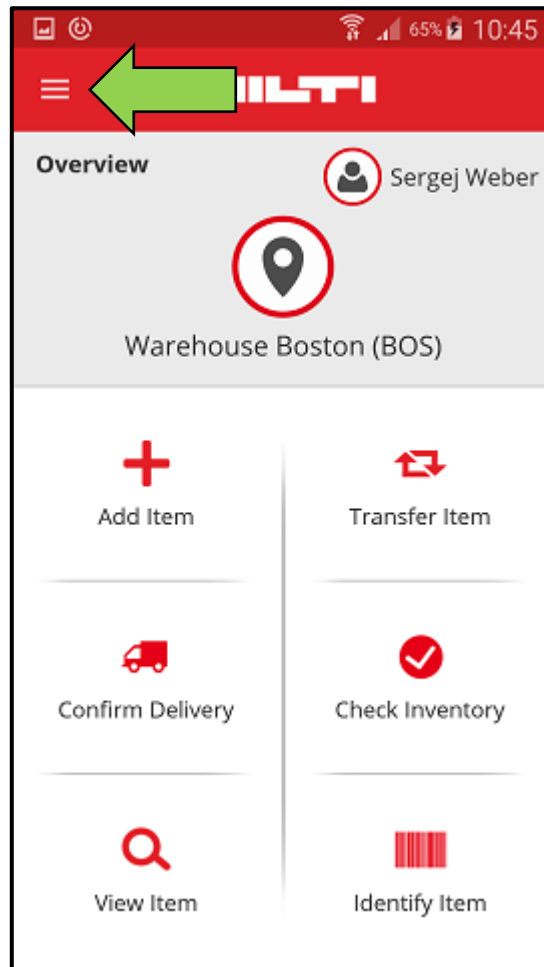


2. Click on **Un-synced Data**.



## How to log out of ON!Track?

1. Click on **Menu icon** on the start screen to see the navigation.



2. Click on **Logout**.

