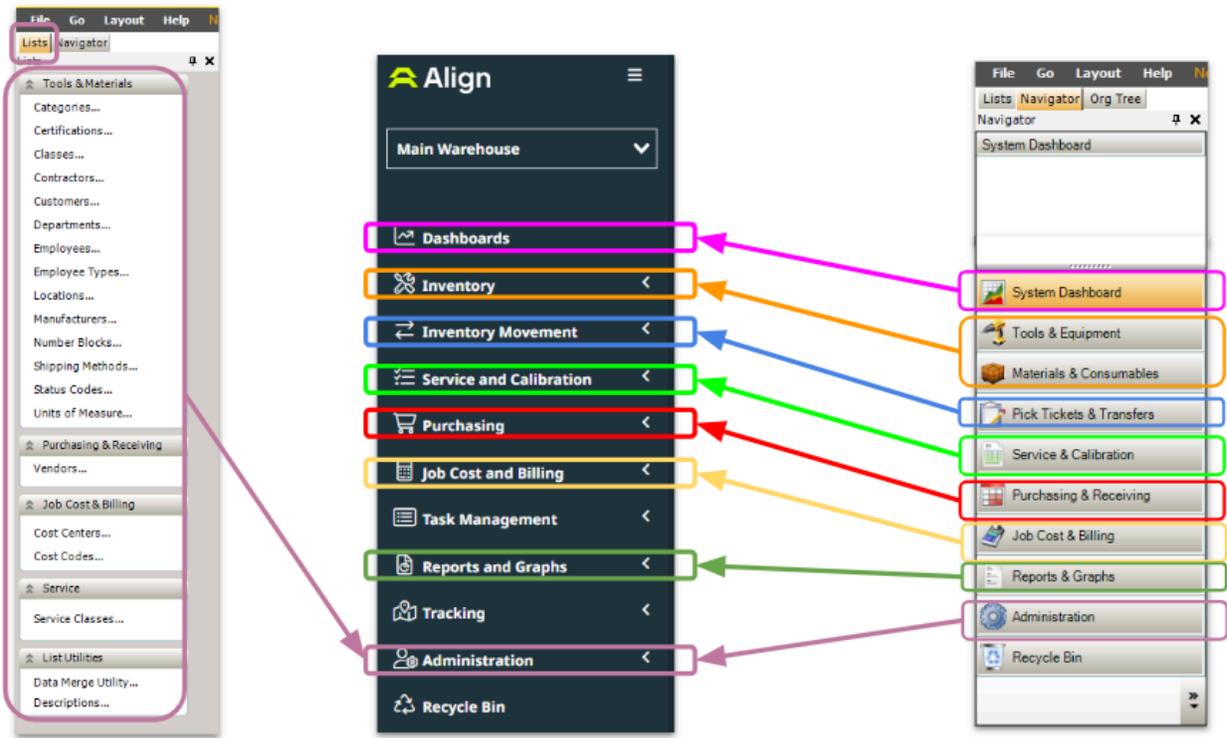


# Desktop to Cloud Quick Reference Guide

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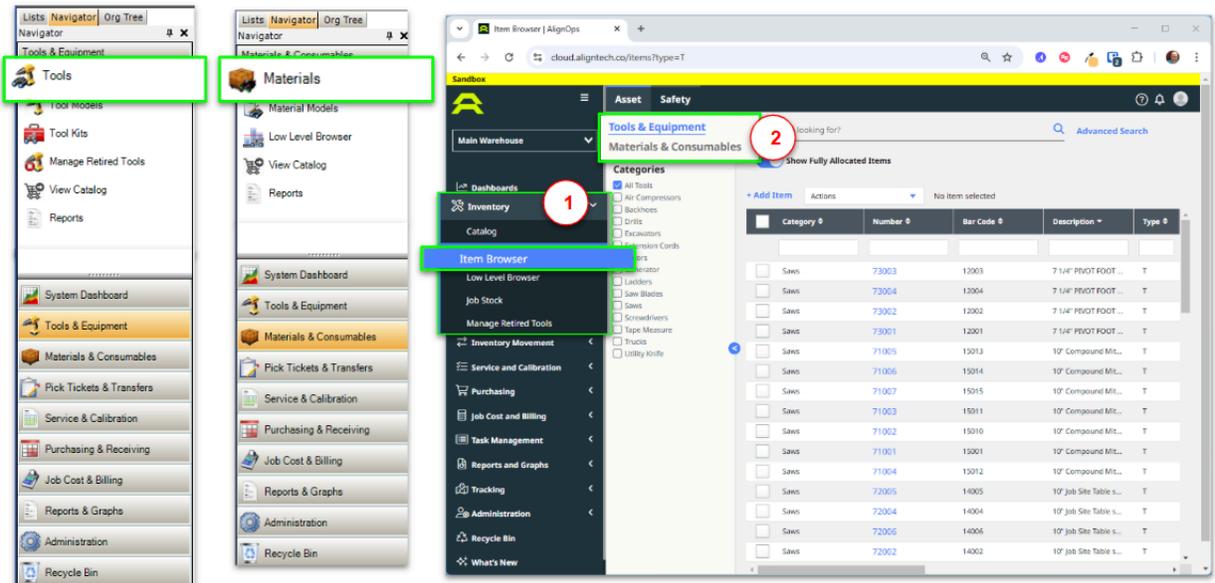
# Lists & Navigator Tabs

This guide shows a high level view of where the Desktop List tab features and the Navigator Tab features are located in the Cloud version of ToolWatch.



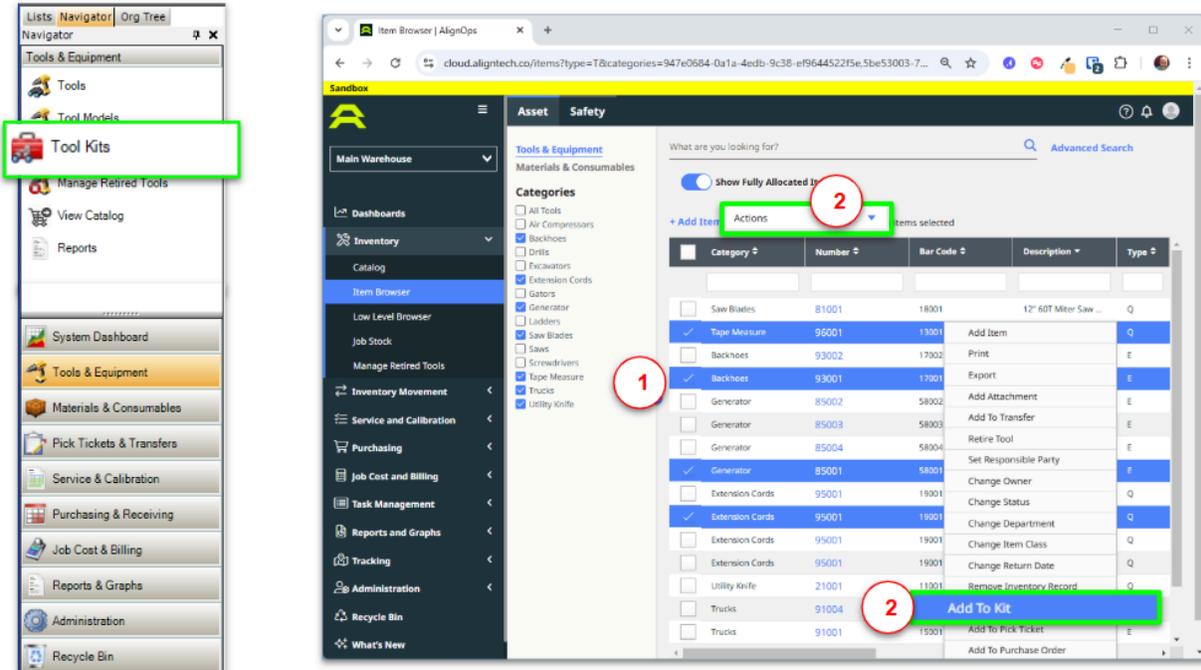
# Tool & Material Browser

1. The Tools and Material browsers are now both located under the Inventory section within the **Item Browser**.
2. Toggle between Tools & Equipment and Materials & Consumables to access each browser..



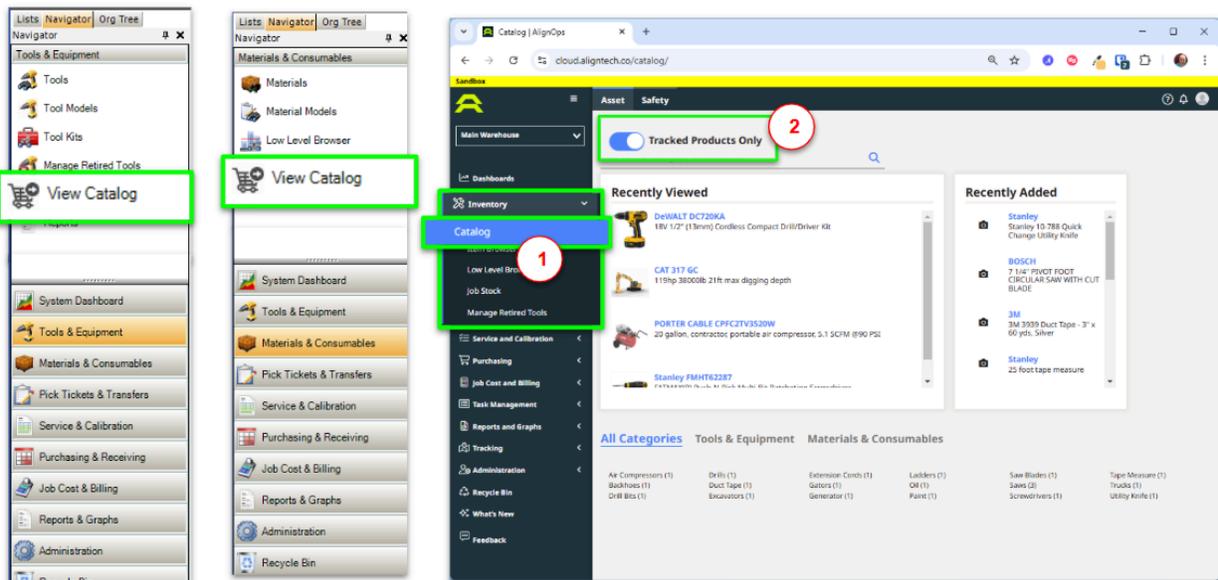
# Tool Kits

1. Select your item(s)
2. Use the Action Menu or right-click your selected items and select **Add to Kit** to add them to a Tool Kit.



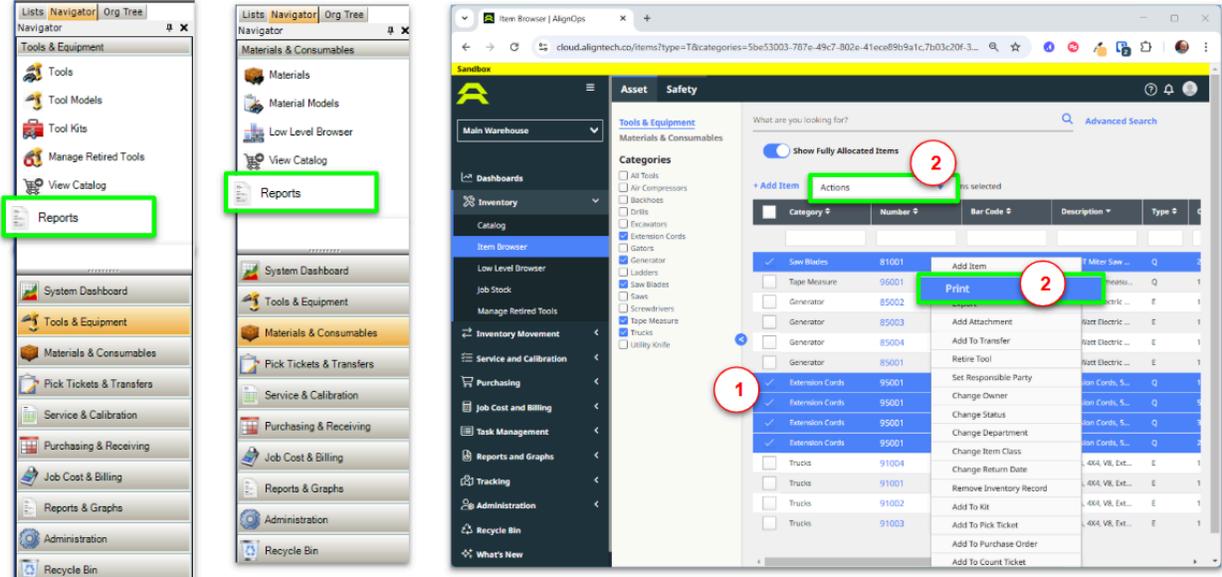
# View Catalog

1. The Catalog is located under the Inventory section.
2. This is where you can toggle between Tracked products and the Product Catalog.



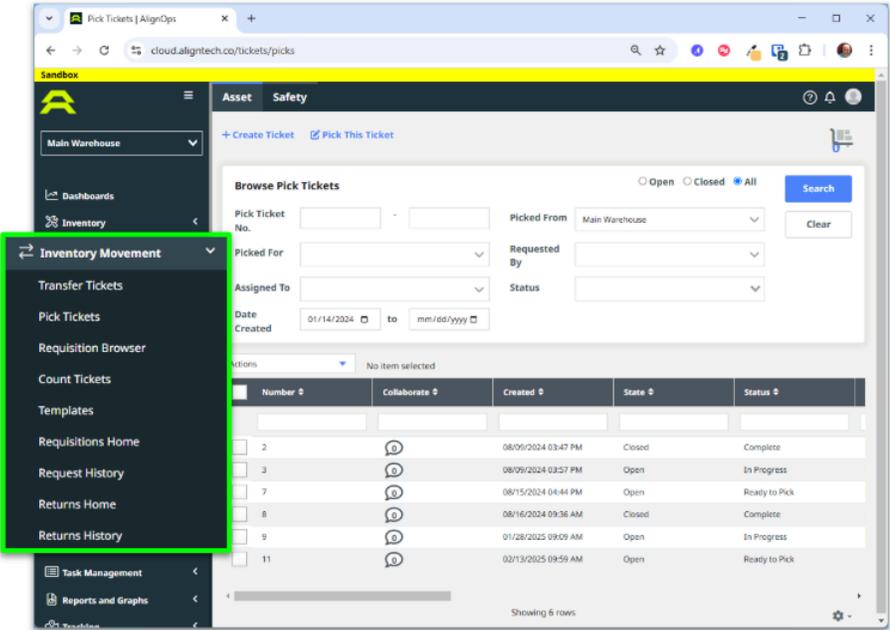
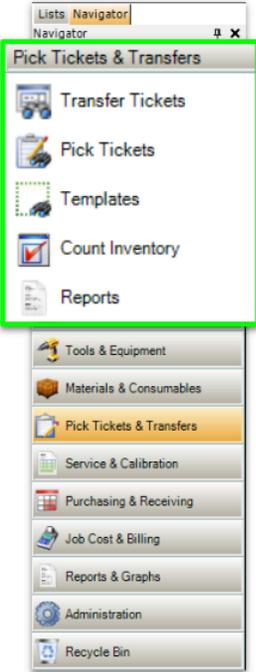
# Reports

- 1. Within the Tools & Equipment or Materials & Consumables browser, select your item(s)
- 2. Use the Action Menu or right-click your selected items and select **Print**.



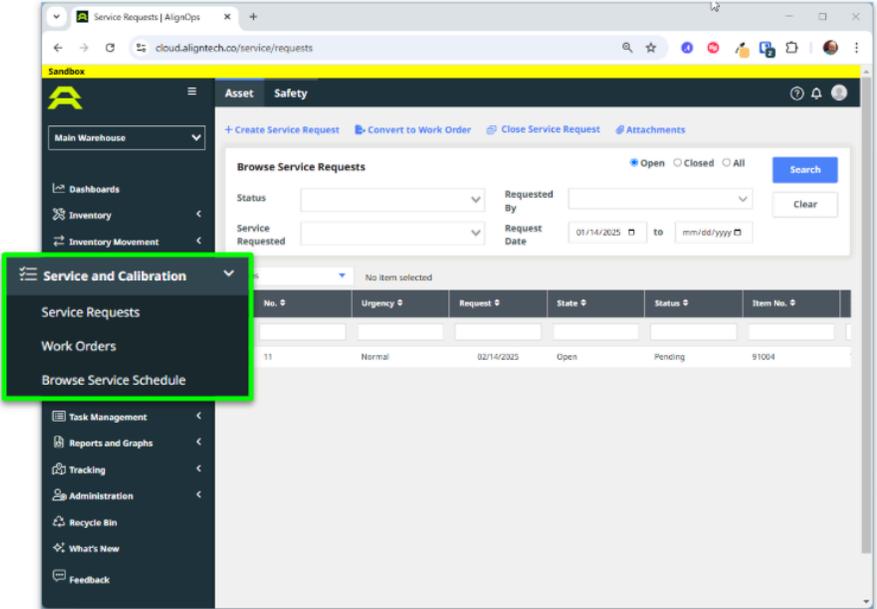
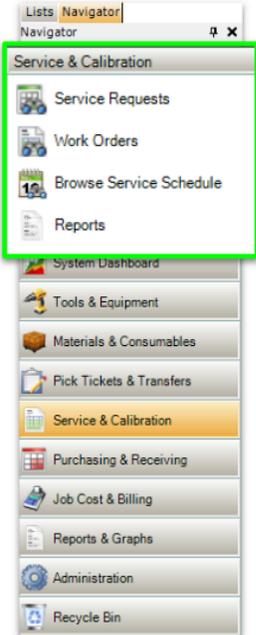
# Pick Tickets & Transfers

- Pick Tickets & Transfers are located under the **Inventory Movement** section.



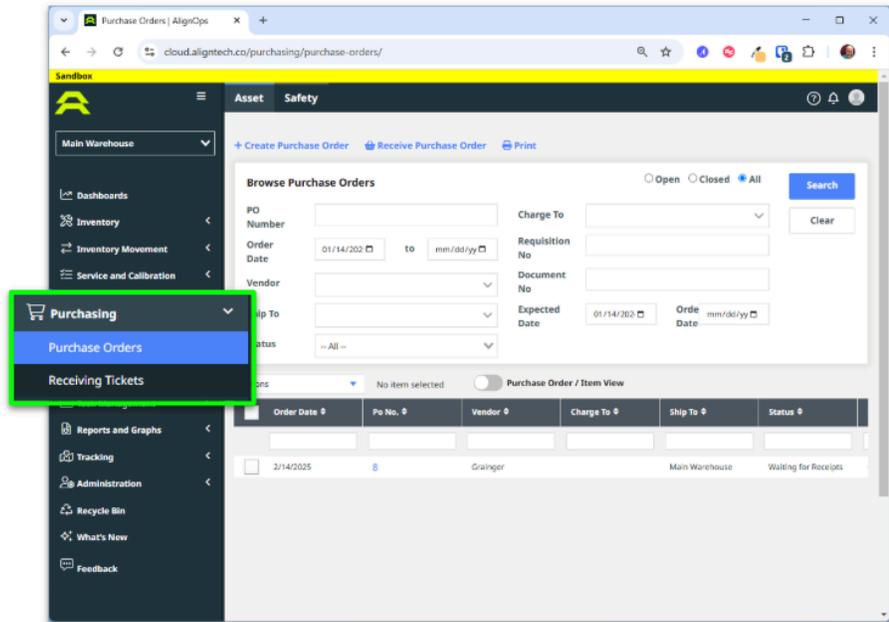
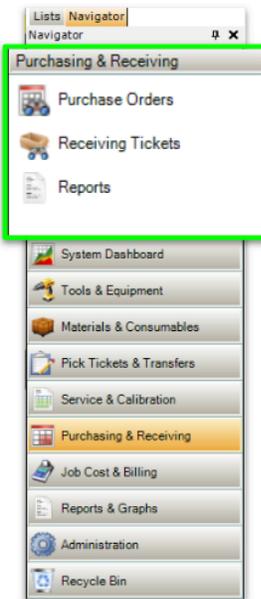
# Service & Calibration

- Service & Calibration is located under the **Service and Calibration** section.



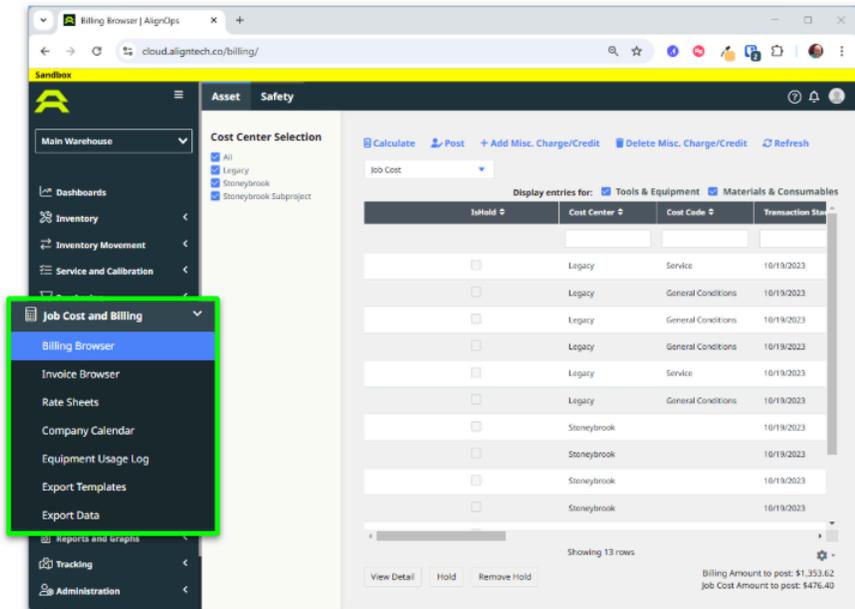
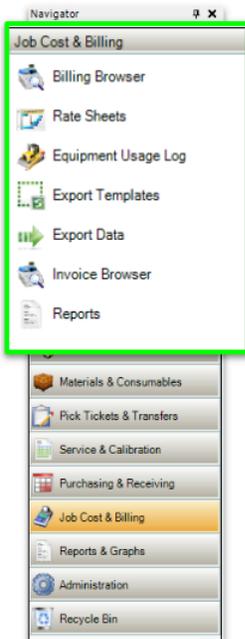
# Purchasing & Receiving

- Purchasing & Receiving is located under the **Purchasing** section.



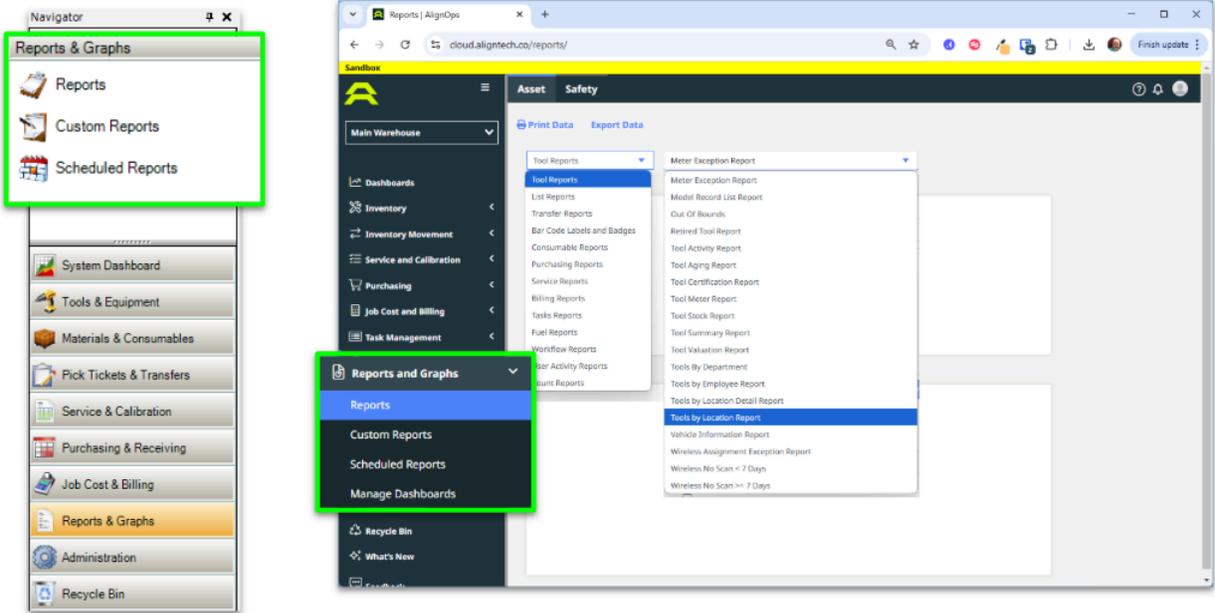
# Job Cost & Billing

- Job Cost & Billing is located under the **Job Cost and Billing** section.



# Reports & Graphs

- Reports & Graphs is located under the **Reports and Graphs** section.

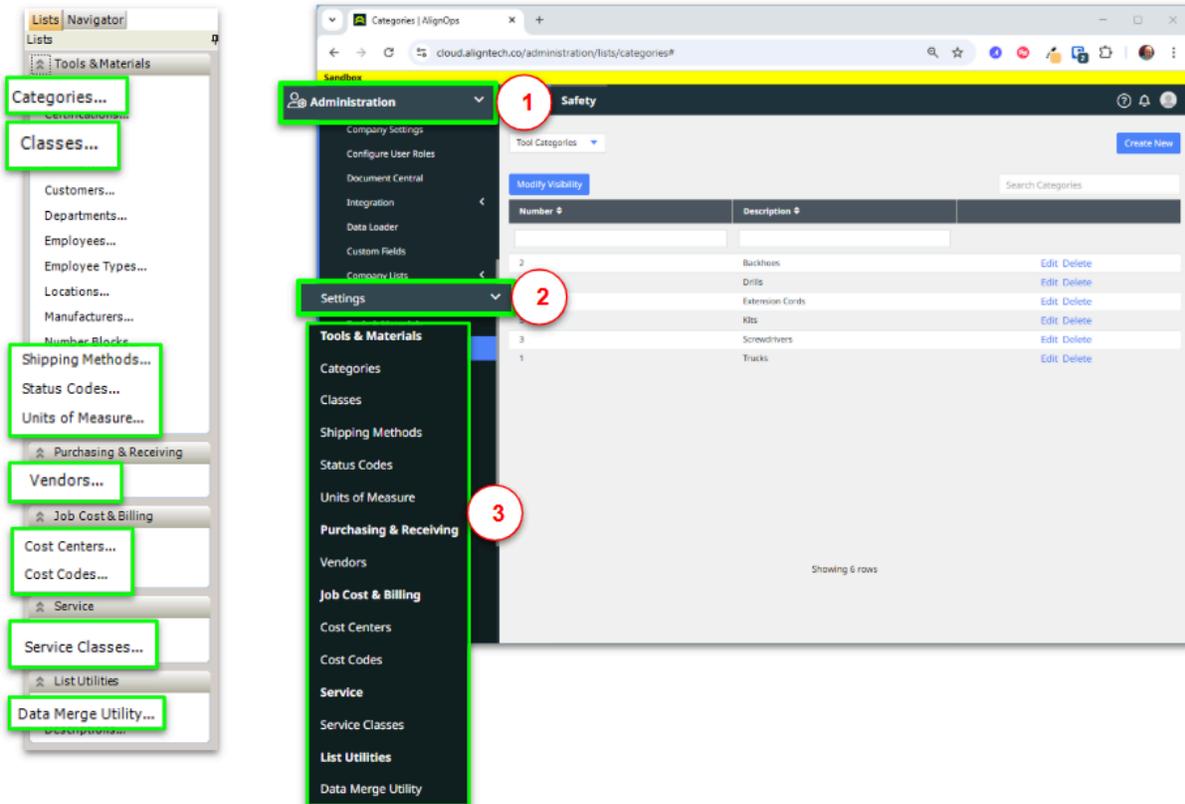


# Lists and Administration: Settings

The following Lists features are located under the **Settings** section.

To locate the highlighted list in the Cloud:

1. Expand the **Administration** section
2. Expand **Settings**
3. Select desired feature

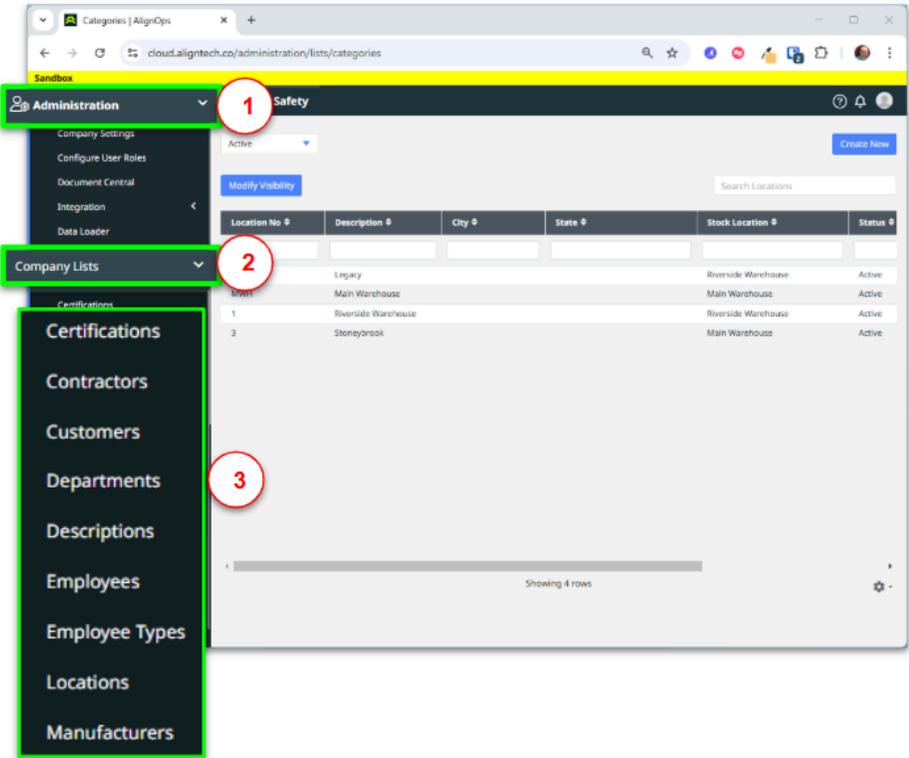
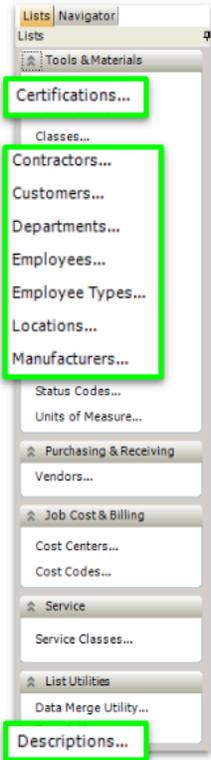


# List and Administration: Company Lists

The following Lists features are located under the **Company Lists** section.

To locate the highlighted list in the Cloud:

- 1. Expand the **Administration** section
- 2. Expand **Company Lists**
- 3. Select desired feature

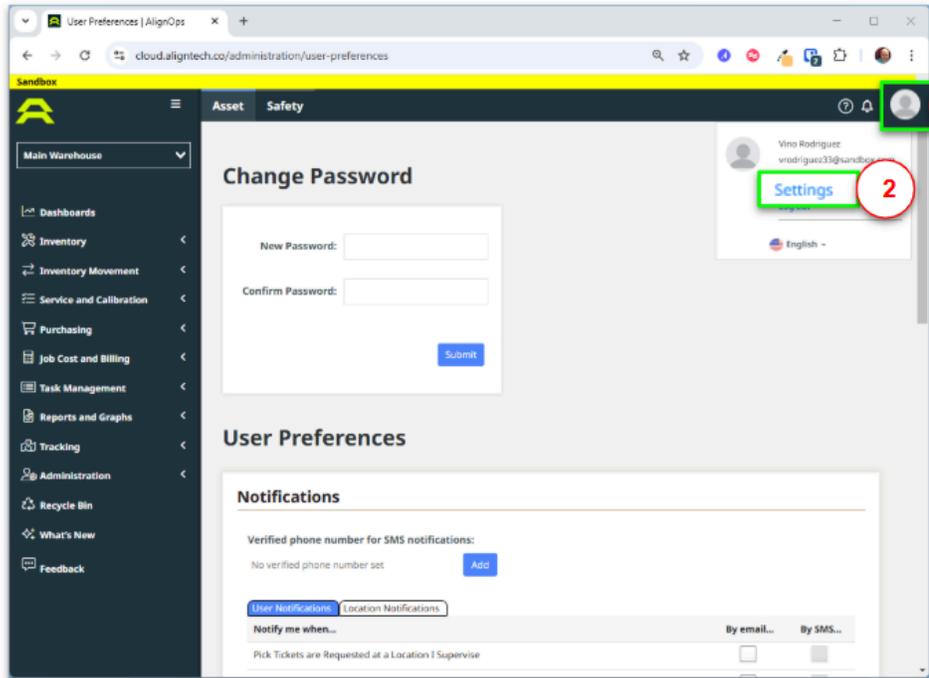


# Navigator and Administration in Cloud (Part 1)

*Change My Password* and *User Preferences* are located in **Settings**.

To locate these in the Cloud:

1. Select the **Image Icon**
2. Select **Settings**

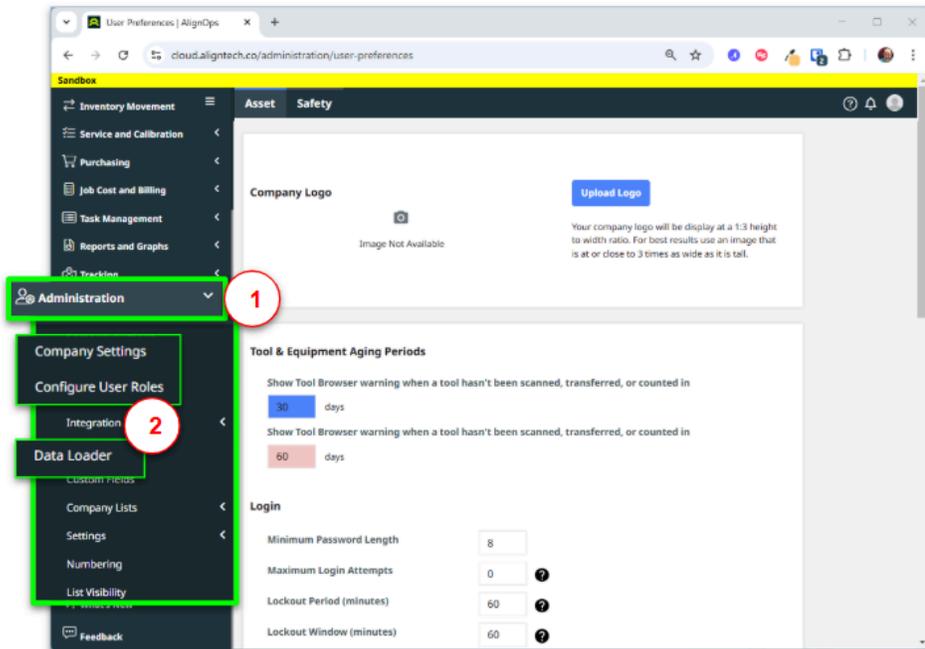
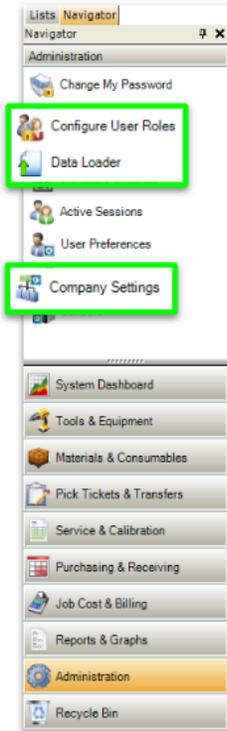


## Navigator and Administration in Cloud (Part 2)

*Configure User Roles, Data Loader, and Company Settings* are located under the **Administration** section..

To locate these in the Cloud:

1. Expand the **Administration** section.
2. Select desired feature.



## Navigator and Administration in Cloud (Part 3)

- The Company Calendar is located in the Job Cost and Billing section.
- Sensors is renamed to Wireless Tags and is located in the Tracking section.

