



Armory Guide

Armory Guide

The iSOMS Armory module allows you to record and report on weapons, ammo, and the like. This guide explains the general process in iSOMS, the way to add and edit records, and how to run reports.

This guide begins with a brief review of the process so you can see the overall picture.

After the reference sheet, the more in-depth parts of the guide will follow.

Armory: View Record

LOOKUP NEW ARMORY ITEM REPEAT AUDITS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >>

SAVE DELETE

Entry Date: 02/15/2014 / Entry By: MWELDER

Item Number: 17 Agency Tag Number: 12345 Assigned To:

DLA ID #: MY DLA#

Item Description: 40 CALIBER RANGE AMMO

Assigned Division: PATROL

Classification: AMMO Sub Classification: PRACTICE AMMO Status: POOR

Destruction Protocol: PUBLIC SALES OFFERING ☒ High Risk Item

Location: ARMORY Shelf: Bin: Location Free Form: FREEFORM


Make: Model: Caliber: Sight/Scope Type: Serial Number: 12345

Ammo Type: .40 Ammo Brand: PRACTICE 40 CAL ALL VENDORS

On Hand: 1046 Max On Hand: 2000.00 Min On Hand: 100.00 Auto Order Qty: 100.00 ☒ Supply Item ☐ Personal Weapon ☐ Needs To Be Inspected

Inspection Survey Type:

Image #: 1 of 1





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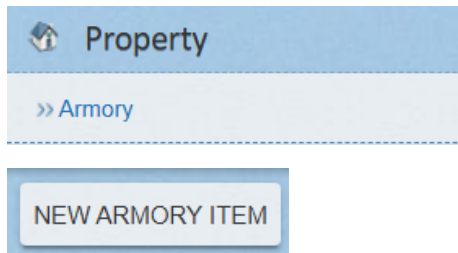
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Overview

1. Create Items

You can add items to the armory and fill out the fields above the tabs section.

Navigate to **Property** → **Armory** and then click **NEW ARMORY ITEM**.



Add the item description, classification, etc. If you need to add more options to the dropdowns, see the section below and use **Maintain Files** to add them.

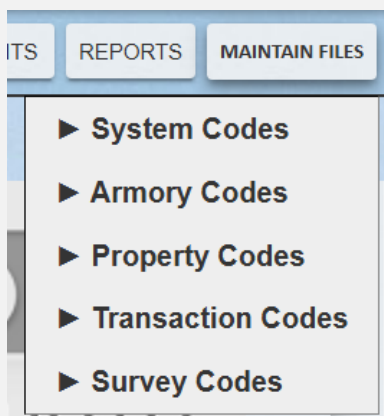
Add Necessary Maintain Files Records

You must add the correct codes to the different types of dropdown fields, such as ammo type, property condition, item classification, etc.

It is easier to do this if you understand how the module works. If you are new to this module, go through the process of adding a new record, and then you can add the correct options to the maintain files records.



Click **MAINTAIN FILES** and then choose the code type you need to add.

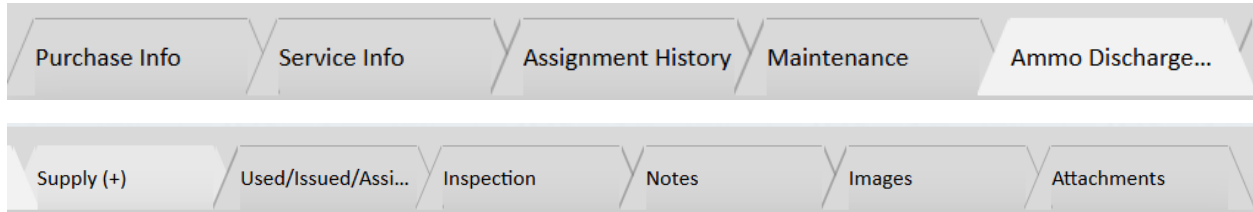




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2. Add Additional Details

Now you can finish adding additional details to the rest of the tabs, such as Purchase Info, Assignment History, Maintenance, etc.



As you fill out the record, **Save** frequently to avoid losing any entered information.

For more detailed information, see the rest of the manual for more details on each part of the process.



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Quick Reference

Can I copy a record and information contained within?

Yes, for the most part. See *Repeating Armory Records* on page 39.

Is there a way to keep track of item counts and usage of items, such as ammo?

Yes, ammo is a supply item; see page 15.

Supply item purchase and usage can be tracked under the *Supply* (pg. 30) and *Used* (pg. 32) tabs.

How do you assign and un-assign items?

Use the Assignment History tab to assign items. When you add a disposition, the item will be unassigned. See *Assignment History Tab* on page 23 for more information.

Can I get a report that lists all items a person has?

Yes:

Use Issued Equipment Reports (pg. 53) for all items a person has been issued.

Use All Equipment Reports (pg. 54) for a signable form stating the person has all those items in possession.

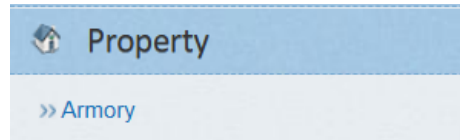


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Searching Existing Armory Records

In order to open the Armory module, navigate to:

Property → Armory



This will open the **Armory: Search** screen. Here you can search and filter for different armory records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

Armory: Search

ALL ACTIVE

LAST 30 DAYS ACTIVITY

ITEM EXPIRES NEXT 90 DAYS

WARRANTY EXPIRES NEXT 90 DAYS

NEXT INSPECTION DATE NEXT 30 DAYS

Property Type:

☒ Armory ☐ Personal ☐ Any

Item Type:

☐ Equipment ☐ Supply ☒ Any

Armory Status:

☒ Active ☐ Disposed ☐ Any Status

LOOKUP

CLEAR FILTER

Purchased From:

Purchased Through:

Disposed From:

Disposed Through:

Item/Part Number:

Agency Tag:

Item Serial Number:

Item Description

Item Classification: ▼

Item Sub Classification: ▼

Make: ▼

Model: ▼

Call

Ammo Brand: ▼

Location: ▼

Condition: ▼

Disposed Reason: ▼

Status: ▼



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Quick Searches

Several different quick searches are available by using the blue buttons.

ALL ACTIVE

All Active returns all armory items that are still active.

LAST 30 DAYS ACTIVITY

Last 30 Days Activity will show you all the records with activity logged in the past 30 days.

ITEM EXPIRES NEXT 90 DAYS

WARRANTY EXPIRES NEXT 90 DAYS

Item Expires Next 90 Days helps you keep a fresh stock and lists items that may expire in the next 90 days. **Warranty Expires Next 90 Days** helps with warranty claims, as it lists items that have a warranty expiring in the next 90 days.

NEXT INSPECTION DATE NEXT 30 DAYS

Next Inspection Date Next 30 Days is used to keep track of inspections easily. It lets you see items that have a scheduled inspection date in the next 30 days.



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Standard Searches

Various fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

Lookup

Clear Filter

Property Type: <input checked="" type="radio"/> Armory <input type="radio"/> Personal <input type="radio"/> Any	Item Type: <input type="radio"/> Equipment <input type="radio"/> Supply <input checked="" type="radio"/> Any	Armory Status: <input checked="" type="radio"/> Active <input type="radio"/> Disposed <input type="radio"/> Any Status
---	--	--

Property Type can distinguish between armory and personal items (when using the personal item checkbox) or you can search any type. **Item Type** lets you distinguish between equipment (such as weapons) and supply (such as ammo). **Armory Status** searches for either *active* (not yet disposed, although it may be assigned) or *disposed* (has the disposed field filled in).

☐ All Agencies ☐ Show Archived Only

If you have multiple agencies on your iSOMS server and you have permission to view them, use **All Agencies** to search all agencies available to you. **Show Archived Only** will only return records that have been archived.

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view, edit, or delete the record.

Search Criteria ►

Search Results

22 Records

	Item Classification	Sub Classification	Item Number	Item Description	Serial Number
	AMMO	PRACTICE AMMO	49	.45 CAL PRACTICE	NEEDS INFO
	AMMO	PRACTICE AMMO	17	40 CALIBER RANGE AMMO	
	FIREARM	DUTY SHOTGUN	3	RIOT BATON BEAN BAG	T-15 THRU T-20
	FIREARM	DUTY SHOTGUN	18	MOSS 800 SHOTGUN	70021
	LESS LETHAL WEAPON	DUTY LESS LETHAL SHOTGUN	2	HOBBLE RESTRAINTS	T-25 THRU T-29



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Adding New Armory Records

To create a new armory record, click **New Armory Item** in the upper right corner of the *Armory* search screen:

The screenshot shows the "Armory: Search" interface. At the top, there are four buttons: "NEW ARMORY ITEM", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below these are several filter buttons: "ALL ACTIVE", "LAST 30 DAYS ACTIVITY", "ITEM EXPIRES NEXT 90 DAYS", "WARRANTY EXPIRES NEXT 90 DAYS", and "NEXT INSPECTION DATE NEXT 30 DAYS". There are also three filter boxes: "Property Type:" with radio buttons for "Armory", "Personal", and "Any"; "Item Type:" with radio buttons for "Equipment", "Supply", and "Any"; and "Armory Status:" with radio buttons for "Active", "Disposed", and "Any Status". A large black arrow points from the "NEW ARMORY ITEM" button at the top to a smaller "NEW ARMORY ITEM" button located at the bottom right of the search area.

You will be asked to confirm creating a new armory record.

Click **Yes** and you will see a new Armory Item record screen.

The screenshot shows the "Armory: View Record" interface. At the top, there are five buttons: "LOOKUP", "NEW ARMORY ITEM", "REPEAT", "AUDITS", and "REPORTS", followed by a "MAINTAIN FILES" button. Below these are navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". There are also "SAVE" and "DELETE" buttons. The main area contains various input fields and dropdown menus: "Entry Date: 06/17/2025", "Item Number:", "Agency Tag Number:", "Assigned To:", "DLA ID #:", "Item Description:", "Assigned Division:", "Classification", "Sub Classification", "Status", "Condition", "Destruction Protocol", "High Risk Item" (checkbox), "Location", "Shelf", "Bin", "Location Free Form:", "Make", "Model", "Caliber", and "Sight/Scope Type". A large overlay on the right side of the screen displays a camera icon and the text "NO PHOTO". Below this, it says "Image #: 0 of 0" and includes navigation icons for a gallery.



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There are two primary sections of the record:

1. The *fields* in the upper part of the screen. These are for details about the item, when the record was filed, the classification, location, serial number, etc.

Case #:	Report Date:	Time:	Report By:					
2025-0008	06/09/2025	13:24:11	603 ELDER, MARTIN WILLIAM	X	Q	PRINT FULL	PRINT PUBLIC	PRINT MEDIA
Report Status:		Report Type:						
House #:	Direction:	Street:	City:	State:	ZIP Code:			
123		FAKE STREET	LONDON	TN	37923			
Intersection:		Zone:	Latitude:	Longitude:				
		162 ZONE 1	35.9276062	-84.0854432				
Business/Common Name:								
Department:		School:		SubDivision/Area:				
BLOUNT COUNTY SHERIFF'S OFFICE		ATLANTIS HIGH		CITY CENTER				
Campus/Site/Forest:		Building:		Room:				
		GYM		123		DATA QUALITY CHECK (NOT COMPLETED)		

2. The *tabs* record information about purchase, service, assignment, maintenance, notes, images, inspection, and more.

Purchase Info	Service Info	Assignment History	Maintenance	Ammo Discharge...	
Supply (+)	Used/Issued/Assi...	Inspection	Notes	Images	Attachments

Fill out the fields concerning the item and then the tabs as appropriate. This process is covered in detail in the next section, *Filling Out an Armory Record*

After you enter new details, make sure to click **Save** at the top of the screen.

SAVE



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Filling Out an Armory Record – Fields

This section explains in detail the different fields for an Armory entry. The fields cover information such as item number, item classification, condition, make and model, location, and more.

Various of these fields are dropdown, not freeform. If you need to add, edit, or delete options, these can be accessed in **Maintain Files** (see *Maintain Files Procedure* on page 16 for how to do this.) The Maintain File Category is shown to the right of fields for convenience.

MAINTAIN FILES



Fields

Item Number:

18

Agency Tag Number:

S2899

Item Number is the item number in iSOMS. **Agency Tag Number** can be used to add a tag number used by your agency.

Assigned To:

603 ELDER, MARTIN WILLIAM -INV



DLA ID #:

Assigned To is a **read-only** field that shows the current employee that the weapon / item is assigned to under the **Assignment History** tab. See the entry for the **Assignment History** tab for more details.

DLA ID# is for listing the ID number from the DLA if applicable.

Item Description:

RUGER 9MM

Use **Item Description** for the name or description of the item.

Assigned Division:

PATROL

MAINTAIN FILES

▼ Armory Codes

▶ Assigned Division

Assigned Division lists the division the item is assigned to. You can use this instead of the Assignment tab if necessary.



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Classification	
FIREARM	X ▼
Sub Classification	
DUTY HANDGUN	X ▼

▼ Armory Codes
▶ Property Classification
▶ Property Sub-Classification

Classification and **Sub Classification** are used to sort items by their type. *Classification* lists whether the item is a firearm, ammo, less lethal weapon, etc. *Subclassification* can be used to be more specific, such as the type of firearm or ammo. These fields are dropdown so you will likely want to add the options in Maintain Files that match the item you are entering (see page 16 if you don't know how to do this.)

Status	
OUT FOR REPAIR	X ▼
Condition	
DAMAGED	X ▼

▼ Armory Codes
▶ Property Condition
▶ Property Status

Use **Status** to list the current status of the item, such as *Out for Repair*, *Court Awarded*, *Out of Service*, etc. Use **Condition** to list if the item is in *Good* condition, *Damaged* condition, *Poor* condition, etc.

Destruction Protocol	
HAZARDOUS MATERIAL/WASTE TURN-IN	X ▼ <input type="checkbox"/> High Risk Item

Destruction Protocol can be used to list if the item has a specific destruction protocol that needs to be followed. Make sure to mark **High Risk Item** if the item is dangerous to deal with.

Location	
ARMORY	X ▼
Shelf	▼
Bin	▼

▼ Armory Codes
▶ Property Location
▶ Property Shelf
▶ Property Bin

Location Free Form:
BACK SHELF

Use these fields (**Location**, **Shelf**, and **Bin**) to add the location of the item; or if you want, you can use **Location Free Form** to just type a location. Note that it will be easier to search by location if you use the dropdown fields though.



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Make
RUGER X ▼

Model
P226 X ▼

Caliber
9 MM X ▼

▼ Property Codes

► Property Make

► Property Model

► Property Caliber

If the item is a weapon, you can add the **Make**, **Model**, and **Caliber**. Once again, you may have to add these in Maintain Files if you have not done so before on your iSOMS server.

Sight/Scope Type ▼

▼ Property Codes

► Sight/Scope Type

Sight / Scope Type can be used to record the sight type or scope type.

Serial Number:
R12345

This field is for the **Serial Number** of the weapon or item.

Ammo Type ▼

Ammo Brand ▼

▼ Property Codes

► Ammo Type

► Ammo Brand

Ammo Type and **Ammo Brand** can be used for ammunition info.

On Hand:	Max On Hand:	Min On Hand:	Auto Order Qty:
0	0	0	0

Use these fields to keep track of how much of an item you have and how much you need.

On Hand is the current amount your agency has.

Max On Hand is the most you should have.

Min On Hand is the minimum you need.

Auto Order Qty lists the quantity that should be used for auto-orders of this item. (iSOMS does not do this automatically; you just use this number as a reference when setting up an auto-order.)



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☐ Supply Item ☒ Personal Weapon ☒ Needs To Be Inspected

Inspection Survey Type
HANDGUN

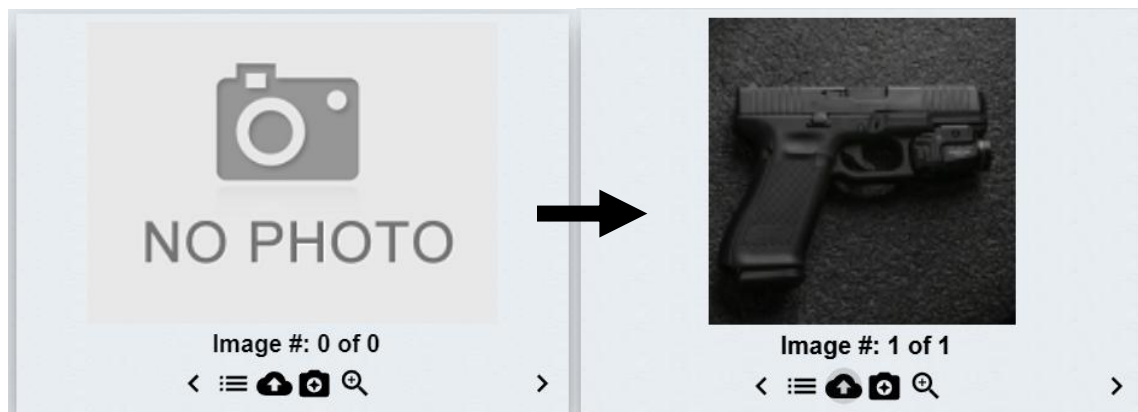
▼ Survey Codes

► Survey Inspection Type

If this item is a **Supply Item** or a **Personal Weapon**, make sure to check that here so that it will show up when searching for those items in Lookup.

If the item needs to be inspected on a regular basis, check **Needs to Be Inspected**. You can add the **Inspection Survey Type** here as well.

If you would like to add an image of the item, you can click **Upload Image** (📷) or **Take New Photo** (📷) on the right. Select or take the image and it will be added.



Make sure to **Save** at the top of the record as you go so you do not lose entered details.

SAVE



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Maintain Files Entries

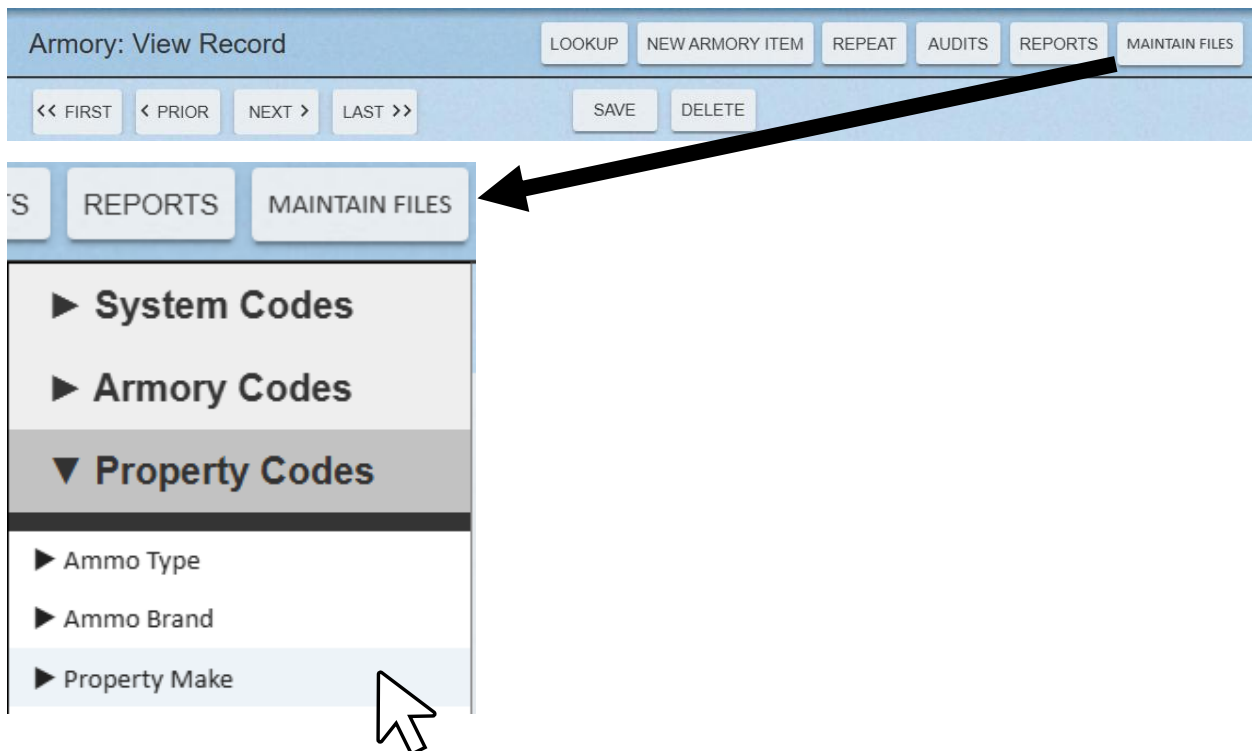
Many dropdown options are present in iSOMS. You can use **Maintain Files** to add to them. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can find the right option to change any dropdown beside it in the main manual entry for that field.



IMPORTANT: Only a person with Super User permissions can change **Maintain Files** settings. Make sure you have a Super User editing if using that method.

The method of adding codes (and the way to edit current codes) is to use Maintain Files. As an example, let's change the **Make** dropdown to have a new make of weapon, the "CZ". Navigate to the *Armory* module under **Property** → **Armory**, and then click:

Maintain Files → Property Codes → Property Make





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This will open the list of all the current codes for *Property Make*. If you want to edit a current code, find it in the list that appears and double-click it.

To add a new code, click **New Record**:

Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code
BENELLI			BENELLI	09/30/2019 22:23	M & M Micro Systems, Inc.,		BCSO	NO
BERETTA			BERETTA	09/30/2019 22:23	M & M Micro Systems, Inc.,		BCSO	NO
BUSHMASTER			BUSHMASTER	09/30/2019 22:23	M & M Micro Systems, Inc.,		BCSO	NO
COLT			COLT	09/30/2019 22:23	M & M Micro Systems, Inc.,		BCSO	NO

On the screen that appears, type the **Code** (system hidden name) and **Description** (the actual words displayed for users), and then click **ADD** to add the code. This will open a new screen, but you can just hit **Save** and exit the code record; we do not need to add any special functionality.

Add Code

Code:
CZ

Description:
CZ

ADD CANCEL

Maintain All Codes: View Record

<< FIRST < PRIOR NEXT > LAST >> SAVE

Code:
CZ

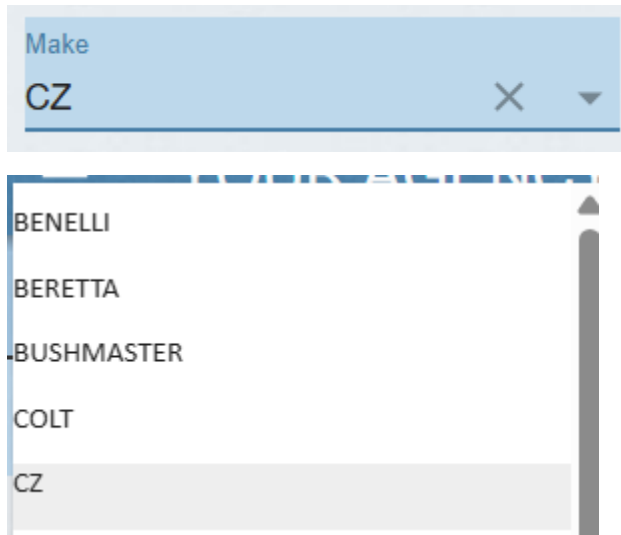
Description:
CZ

☐ In-Active



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If we go back to the *Armory* records, we will see our new option in the **Make** dropdown:



A Super User can follow this similar procedure to add additional codes for more options to almost any dropdown in the module.



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Filling Out an Armory Record – Tabs

Summary

Fill out the tabs below the fields as needed.

The **Purchase Info** tab contains when and where the item was purchased, if funding was received for it, etc.

Service Info lets you keep track of when important service items were performed (such as Inspection and Inventory).

Assignment History tracks the history of assignments and also disposition of the item.

Maintenance records the maintenance services that have been performed on the item.

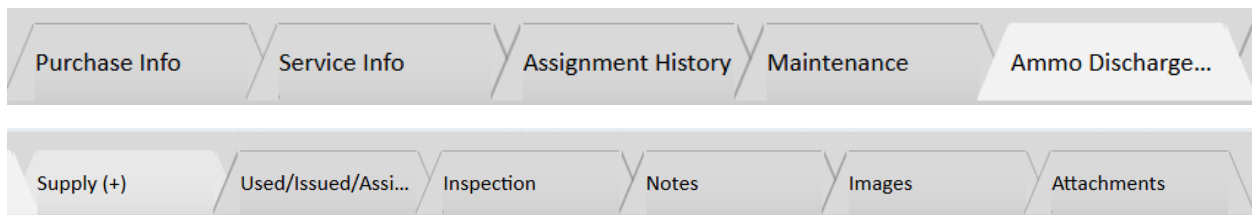
Ammo Discharge is used to track when and why a weapon has been fired, etc.

Supply is used for items (such as ammo) that need to be re-ordered and tracks the purchase, receipt, etc. The + designates that you can add these up to see the total that you should have on hand.

Used/Issued/Assigned is used for items (such as ammo) that need to be used and tracks the use of such items. The - designates that you can total these and subtract from supply to see how many you have on hand.

Inspection records the inspections that have been performed on the item.

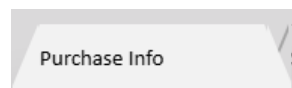
Notes, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)





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Purchase Info Tab



The **Purchase Info** tab contains when and where the item was purchased, if funding was received for it, etc. Fill out what you know about the purchase

Purchase Date:	<input type="text" value="06/18/2025"/>	Purchase Value:	<input type="text" value="100.00"/>	Purchase PO#:	<input type="text" value="12345"/>	Invoice Number:	<input type="text" value="12345"/>	Grant #:	<input type="text" value="12345"/>	Purchase Condition:	<input type="text" value="GOOD"/>
Funding Source: GOVERNOR HWY SAFETY OFFICE											
Warranty Start:	<input type="text" value="06/18/2025"/>	Warranty End:	<input type="text" value="06/18/2027"/>	Warranty PO#:	<input type="text" value="12345"/>	Warranty Invoice Number:	<input type="text" value="12345"/>	Warranty Cost:	<input type="text" value="100.00"/>		
Disposition Date:	<input type="text" value="0"/>	Disposed Value:	<input type="text" value="0"/>	Disposed Condition:	<input type="text" value=""/>	Disposed Reason:	<input type="text" value=""/>				
Purchased From: FIREARMS EMPORIUM											
Address 1: 123 FAKE ST											
Address 2: Apt/Suite #:											
City: KNOX State: TN Zip Code: 37923											
Phone: (865) 555-1234 Email: 865-555-6789											
Latitude: 35.9276062 Longitude: -84.0854432											

Purchase Date:	<input type="text" value="06/18/2025"/>	Purchase Value:	<input type="text" value="100.00"/>	Purchase PO#:	<input type="text" value="12345"/>
Invoice Number:	<input type="text" value="12345"/>	Grant #:	<input type="text" value="12345"/>	Purchase Condition:	<input type="text" value="GOOD"/>

These fields are for information about the purchase of the item.

If you received a grant for the item, add the **Grant #**. If the condition of the item is different than when it was purchased, you can use **Purchase Condition** to keep track of what it was when you initially bought it.

Funding Source: GOVERNOR HWY SAFETY OFFICE	▼ Armory Codes
	► Funding Source

If you did get a grant or outside funding, use the **Funding Source** dropdown to record where the money came from.



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Warranty Start:	Warranty End:	Warranty PO#:
06/18/2025	06/18/2027	12345
Warranty Invoice Number:	Warranty Cost:	
12345	100.00	

These fields are used to record information about the warranty the item has, if any.

Disposition Date:	Disposed Value:
06/19/2025	100.00
Disposed Condition:	Disposed Reason
GOOD	SOLD

If the item is given away, sold, or retired to someone, you should record that here as **Disposed**.

Use the **Disposition Date** and **Value** to record information on it. Record the **Disposed Condition** and then add the reason for disposition in **Disposed Reason**.

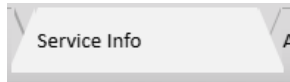
Purchased From:	SEARCH	EDIT	ADD
FIREARMS EMPORIUM			
Address 1: 123 FAKE ST			
Address 2:	Apt/Suite #:		
City: KNOX	State: TN	Zip Code: 37923	
Phone: (865) 555-1234	Email: 865-555-6789		
Latitude: 35.9276062	Longitude: -84.0854432		

Purchased From lets you select the business the item was purchased from. If you already have the business in your records, simply type the name (such as **FIREARMS EMPORIUM**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business Records* on page 39.



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Service Info Tab



The **Service Info** tab keeps track of services to the item so you can keep track of care to the item, but also so you can search for this information later and filter in reports. Use this tab to keep track of scheduled inspection dates, scheduled inventory dates, and scheduled armory dates.

Last Armor Date:		Last Armor By:				
Last Inspection Date:		Last Inspection By:				
Last Visual Inspection...:		Last Visual Inspection By:				
Last Inventory Date:		Last Inventory By:			Next Inventory Date:	
Next Inspection Date:		Next Visual Inspection Date:		Next Armor Date:		

For each of these items (**Armor, Inspection, Visual Inspection, Inventory**), list the date inspected and who inspected it:

Last Armor Date:		Last Armor By:		
06/18/2025		603 ELDER, MARTIN WILLIAM -INV		

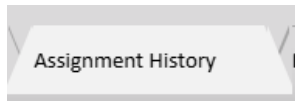
There are also fields to list when the next of each of these services should be performed:

Next Inventory Date:	
05/01/2025	
Next Inspection Date:	
06/01/2025	
Next Visual Inspection Date:	
07/01/2025	
Next Armor Date:	
08/01/2025	



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Assignment History Tab



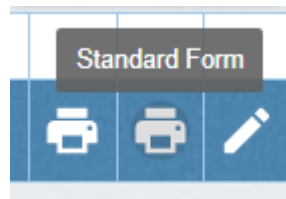
The **Assignment History** tab lets you record assignment of this item to officers and employees. Use this to keep track of who the item is currently assigned to, or use this tab to add a new entry to change who it is assigned to. To view, edit, or delete a current entry, double-click an entry from the table.

1 Assignment										EXPORT GRID TO FILE	ADD ASSIGNMENT
Assigned Date	Assigned To	Badge	Assigned Condition	Disposition Date	Disposed Condition	Entry Date	By				
12/18/2014	ELDER, MARTIN	603	NEW	12/18/2014	NEW	12/18/2014 14:38	ELDER, MARTIN				

To print a form for entry on the table, click on the printer icons. You can print Custom Forms for your agency or standard forms available by default with iSOMS.

Custom Form (Left Button)

Standard Form (Right Button)



In order to add a new entry, click the **Add Assignment** button. Confirm you want to add a new assignment, and then you will see the options to fill in the fields.

ADD ASSIGNMENT

Entry Date: 12/18/2014 14:38 / Entry By: MWELDER

Assignment Date:	Assigned Condition:	Assigned Value:
12/18/2014	NEW	0
Assigned To:		
603 ELDER, MARTIN WILLIAM -INV		
Assignment Disposed Date:	Assignment Disposed Condition:	
12/18/2014	NEW	

Notes:



Armory Guide

How to Assign an Item

Add the **Assignment Date**, **Assignment Condition**, **Assigned Value**, and who the item was **Assigned To**.

Assignment Date:	06/18/2025	Assigned Condition:	GOOD	Assigned Value:	0
Assigned To:	603 ELDER, MARTIN WILLIAM -INV				

This will add the item to the *Assigned To* **read-only** field on the main screen.

Entry Date: 12/18/2014 / Entry By: MWELDER	
Item Number:	Assigned To:
46	603 ELDER, MARTIN WILLIAM -INV

How to Change an Assignment

Add a new entry changing these items.

Assignment Date:	06/18/2025	Assigned Condition:	GOOD	Assigned Value:	100.00
Assigned To:	ISOMS, DEMO				

This will change the *Assigned To* **read-only** field from the old entry to the newest one:

Item Number:	Assigned To:
46	ISOMS, DEMO

How to Remove an Assignment

Add **Assignment Disposed Date** and **Condition**:

Assignment Disposed Date:	Assignment Disposed Condition:
06/18/2025	COURT AWARDED

iSOMS will remove anyone from being assigned.

Item Number:	Agency Tag Number:	Assigned To:
46		



Armory Guide

Additional Information

Notes:

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT

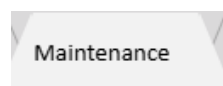
You can add notes for this assignment in the **Notes** box.

You can also use the **Maintain Files** button as a shortcut to edit the Condition codes specifically, as that is the only dropdown that is present in this tab.



Armory Guide

Maintenance Tab



The **Maintenance** tab lets you record maintenance of items. Use this to track test fires, inspections, etc. To view, edit, or delete a current entry, double-click an entry from the table.

1 Maintenance

EXPORT GRID TO FILE

ADD MAINTENANCE

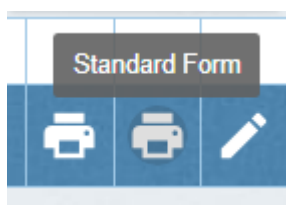
Transaction Date	Transaction By	Type	Test Fire Date	Test Fire By	Test Fire Qty	Entry Date	Entry By	Void Date	Void By				
12/18/2014 14:43	MWELDER	VISUAL INSPECTION	12/18/2014 14:45	DEMO	1	12/18/2014 14:43	isoms						

To print a form for entry on the table, click on the printer icons. You can print Custom Forms for your agency or standard forms available by default with iSOMS.

Custom Form (Left Button)



Standard Form (Right Button)



In order to add a new entry, click the **Add Maintenance** button. Confirm you want to add a new maintenance record, and then you will see the options to fill in the fields.



Transaction Date:	12/18/2014		Transaction Type:	VISUAL INSPECTION		
Work By:	603 ELDER, MARTIN WILLIAM -INV					
Test Fire Date:	12/18/2014		Test Fire Reason:	TEST FIRED		
Ammo Type:			Ammo Brand:			
Test Fire By:	ISOMS, DEMO					
<input type="checkbox"/> Mark As Inspected <input type="checkbox"/> Mark As Annual Armor						
Assigned To:	603 ELDER, MARTIN WILLIAM -INV					



Armory Guide

Transaction Date: 12/18/2014 Transaction Type: VISUAL INSPECTION
Work By: 603 ELDER, MARTIN WILLIAM -INV

Add the **Transaction Date**. Then add what kind of maintenance was performed in the **Transaction Type** (such as *Annual Inspection*, *Cleaning*, or *Replaced Damaged Parts*) and who did it in **Work By**.

Test Fire Date: 12/18/2014 Test Fire Reason: TEST FIRED Round Fired: 1
Ammo Type: .223 Ammo Brand: FEDERAL .223 XM193 55 GR BALL
Test Fire By: ISOMS, DEMO

If the maintenance was a Test Fire, use these fields to info on that.

Notes:

AUDITS MAINTAIN FILES SAVE DELETE EXIT

You can add notes for this maintenance record in the **Notes** box.

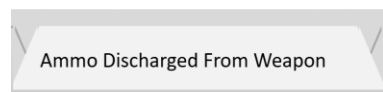
You can also use the **Maintain Files** button as a shortcut to edit or add to the *Transaction Types*, *Ammo Discharge Reasons*, *Ammo Types*, or *Ammo Brands* codes.

- Transaction Types
- Ammo Discharged Reasons
- Ammo Types
- Ammo Brands



Armory Guide

Ammo Discharged from Weapon Tab



The **Ammo Discharged from Weapon** tab is for recording the firing of a weapon. To view, edit, or delete a current entry, double-click an entry from the table.

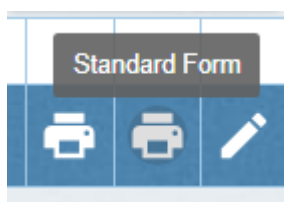
1 Ammo-Discharge											EXPORT GRID TO FILE	ADD AMMO-DISCHARGE
Discharge Date	Transaction By	Type	Quantity	Ammo Type	Ammo Brand	Lighting	Weather	Temperature	Entry Date	Entry By		
11/08/2016 14:31	MWELDER	ON DUTY	3	.223	FEDERAL 223 XM193 55 GR BALL	NIGHT	FOGGY	50	11/08/2016 14:31	isoms		

To print a form for entry on the table, click on the printer icons. You can print Custom Forms for your agency or standard forms available by default with iSOMS.

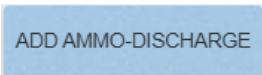
Custom Form (Left Button)



Standard Form (Right Button)



In order to add a new entry, click the **Add Ammo-Discharge** button. Confirm you want to add a new ammo discharge record, and then you will see the options to fill in the fields.



Entry Date: 11/08/2016 14:31 / Entry By: isoms

Transaction Date:	Transaction Type:	Rounds
11/08/2016	ON DUTY	3
Discharged By:		
603 ELDER, MARTIN WILLIAM -INV		
Ammo Type:	Ammo Brand:	
.223	FEDERAL .223 XM193 55 GR BALL	
Lighting Conditions:	Weather Conditions:	
NIGHT	FOGGY	
Weather Conditions 2:	Temperature:	
CLOUDY	50	
Assigned To:		
603 ELDER, MARTIN WILLIAM -INV		

Notes:



Armory Guide

Transaction Date:	Transaction Type:	Rounds
11/08/2016	ON DUTY	3
Discharged By:		
603 ELDER, MARTIN WILLIAM -INV		

Add the **Transaction Date**. Then add what kind of ammo discharged happened in the **Transaction Type** (such as *On Duty*, *Training*, or *Test Fire*), how much ammo was discharged in **Rounds**, and who did it in **Discharged By**.

Ammo Type:	Ammo Brand:
.223	FEDERAL .223 XM193 55 GR BALL
Lighting Conditions:	Weather Conditions:
NIGHT	FOGGY
Weather Conditions 2:	Temperature:
CLOUDY	50
Assigned To:	
603 ELDER, MARTIN WILLIAM -INV	

Now add the details of the firing in the fields shown above. **Assigned To** here refers to who the recording of ammo discharge is assigned to.

Notes:		
AUDITS	MAINTAIN FILES	SAVE DELETE EXIT

You can add notes for this record in the **Notes** box.

You can also use the **Maintain Files** button as a shortcut to edit or add to the *Transaction Types*, *Ammo Discharge Reasons*, *Ammo Types*, or *Ammo Brands* codes.

- Transaction Types
- Ammo Discharged Reasons
- Ammo Types
- Ammo Brands



Armory Guide

Supply Tab



The **Supply** tab is for recording purchasing supply items, such as ammo. To view, edit, or delete a current entry, double-click an entry from the table.

1 Transaction									EXPORT GRID TO FILE	ADD TRANSACTION
Transaction Date	By/To Employee	Type	Quantity	Amount	PO#	Invoice #	Case #	Vendor	Entry Date	
06/18/2025 15:13	MWELDER	PURCHASED	20	20	232	1234	1234	ACME FIRE & SAFETY	06/18/2025 15:13	

In order to add a new entry, click the **Add Transaction** button.

Confirm you want to add a new transaction record, and then you will see the options to fill in the fields.

ADD TRANSACTION

Transaction Date:	06/18/2025	Transaction Type:	PURCHASED	Transaction By:	603 ELDER, MARTIN WILLIAM -INV									
Quantity:	20	Amount:	20	Vendor Item#:	12345	Purchase Order:	232	Invoice:	1234	Case #:	1234			
Vendor:			ACME FIRE & SAFETY			SEARCH			EDIT			ADD		
Address 1: 17 FAKE ST														
Address 2:			Apt/Suite #:											
City: KNOX			State: TN			Zip Code: 37210								
Phone: (865) 555-5555			Email:											
Latitude: 35.965266			Longitude: -83.923304											



Armory Guide

Transaction Date: 06/18/2025 Transaction Type: GIFTED Transaction By: 603 ELDER, MARTIN WILLIAM -INV

Add the **Transaction Date**. Then add how you acquired the item in the **Transaction Type** (such as *Purchased, Gifted, or Donation*), and who received / bought it in **Transaction By**.

Quantity:	Amount:	Vendor Item#:	Purchase Order:	Invoice:	Case #:
20	20	12345	232	1234	1234

Vendor: ACME FIRE & SAFETY

SEARCH EDIT ADD

Address 1: 17 FAKE ST

Address 2: Apt/Suite #:

City: KNOX State: TN Zip Code: 37210

Phone: (865) 555-5555 Email:

Latitude: 35.965266 Longitude: -83.923304

Now add the details of the transaction in the fields shown above. The **Vendor** field lets you select the business the item was purchased / received from. If you already have the business in your records, simply type the name (such as **FIREARMS EMPORIUM**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business Records* on page 39.

Notes:

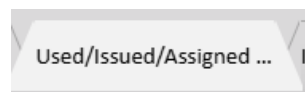
AUDITS SAVE DELETE EXIT

You can add notes for this record in the **Notes** box.



Armory Guide

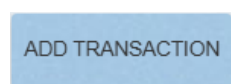
Used / Issued / Assigned Tab



The **Used / Issued / Assigned** tab is for recording using up supply items, such as ammo. This includes assignment to an employee, training usage, etc. To view, edit, or delete a current entry, double-click an entry from the table.

1 Transaction										EXPORT GRID TO FILE	ADD TRANSACTION
Transaction Date	By/To Employee	Type	Quantity	Amount	PO#	Invoice #	Case #	Vendor	Entry Date		
06/18/2025 15:31	MWELDER	ASSIGNED TO EMPLOYEE	10	10				FIREARMS EMPORIUM	06/18/2025 15:31		

In order to add a new entry, click the **Add Transaction** button.
Confirm you want to add a new transaction record, and then you will see the options to fill in the fields.



Transaction Date:
06/18/2025

Transaction Type:
ASSIGNED TO EMPLOYEE

Assigned To:
603 ELDER, MARTIN WILLIAM -INV

Quantity:
10

Amount:
10

Vendor Item#:

Purchase Order:

Invoice:

Case #:

Vendor:
FIREARMS EMPORIUM

SEARCH

EDIT

ADD

Address 1: 123 FAKE ST

Address 2:

Apt/Suite #:

City: KNOX

State: TN

Zip Code: 37923

Phone: (865) 555-1234

Email: 865-555-6789

Latitude: 35.9276062

Longitude: -84.0854432

Notes:

AUDITS


SAVE

DELETE

EXIT



Armory Guide

Transaction Date: 06/18/2025  Transaction Type: ADJUSTMENT  Assigned To: 603 ELDER, MARTIN WILLIAM -INV

Add the **Transaction Date**. Then add how you used the item in the **Transaction Type** (such as *Assigned to Employee, Training, or Expired*), and who performed the assignment of the ammo / item in **Assigned To**.

Quantity: 10 Amount: 10 Vendor Item#: Purchase Order: Invoice: Case #:

Vendor:

FIREARMS EMPORIUM

SEARCH

EDIT

ADD

Address 1: 123 FAKE ST

Address 2:

Apt/Suite #:

City: KNOX


State: TN

Zip Code: 37923

Phone: (865) 555-1234

Email: 865-555-6789

Latitude: 35.9276062

Longitude: -84.0854432 

Now add the details of the transaction in the fields shown above. The **Vendor** field lets you select the business related to the transaction. If you already have the business in your records, simply type the name (such as **FIREARMS EMPORIUM**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business Records* on page 39.

Notes:

AUDITS

SAVE

DELETE

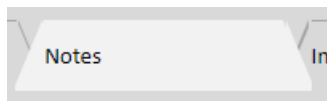
EXIT

You can add notes for this record in the **Notes** box.





Armory Guide

Notes Tab



The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

Narrative





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

		Entry Date	Note Date	Employee	Note Type	Notes
		08/23/2024 14:22:56	08/23/2024 14:22:56			TAKE NOTE

TAKE NOTE

Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

Main Narrative

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis

Use **Add Note** to add a new note.

ADD NOTE



Armory Guide

Add Note

Note Type

NOTE

×

▼

☐ Show On View

Note Date (leave blank to d...

Time: _____

Notes:

IN THE BEGINNING...|

MAINTAIN FILES

DRAFTS

ADD

EXIT

The **View Story** button will show all notes (except Narrative) that have been added on one page.

VIEW STORY

View Story

07/15/2024 15:35:19 - - MAIN

A NOTE ON NOTES

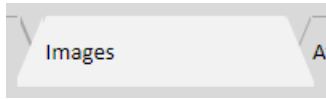
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



Armory Guide

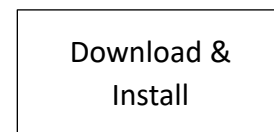
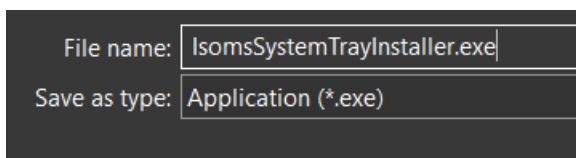
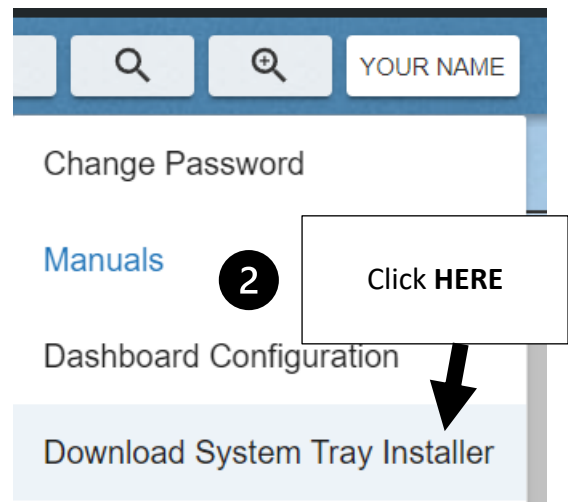
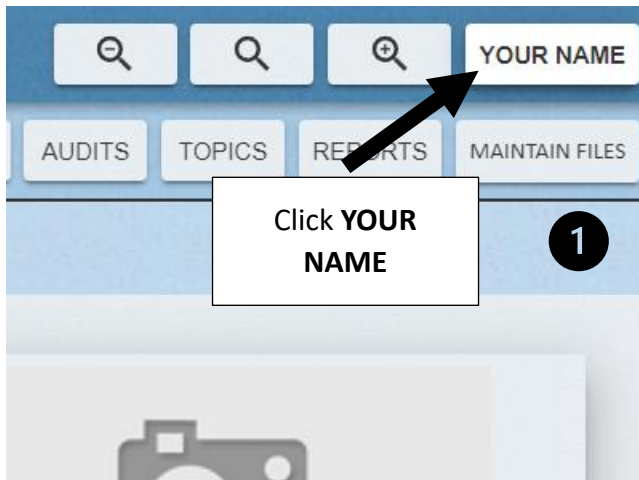
Images Tab



The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.



To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

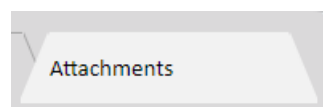



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

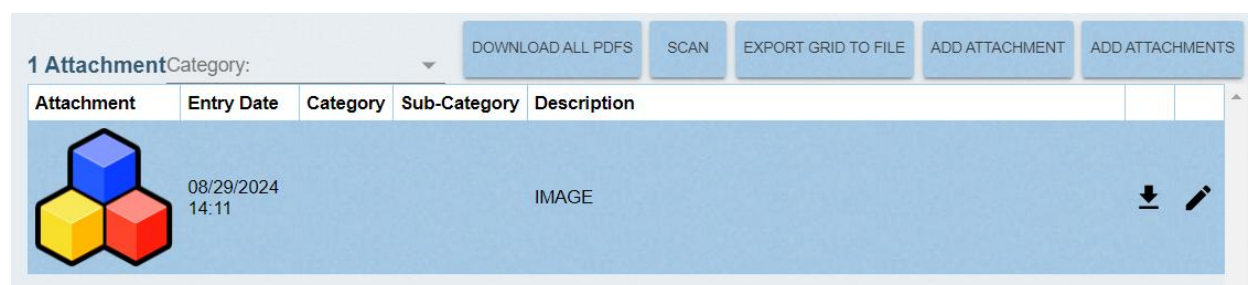


Armory Guide

Attachments Tab

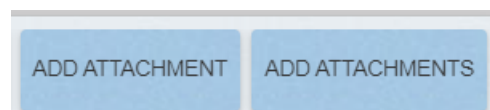


The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.



View Attachment Information

File Name:
Trig.pdf

Report Date:
07/05/2024

Category:
CITATION

Sub-Category:
TEXT FILES

Description:

SAVE

EXIT



Armory Guide

You can also **Download All PDFs** at once by clicking the appropriate button.

DOWNLOAD ALL PDFS

File name:	files.pdf
Save as type:	PDF File (*.pdf)

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

SCAN

Scan Attachment

ISOMS Windows App Must Be Running

File Name:	<input type="text"/>	Report Date:	<input type="text"/>
Category:	<input type="text"/>	Sub-Category:	<input type="text"/>
<div>Description: <input type="text"/></div>			



Armory Guide

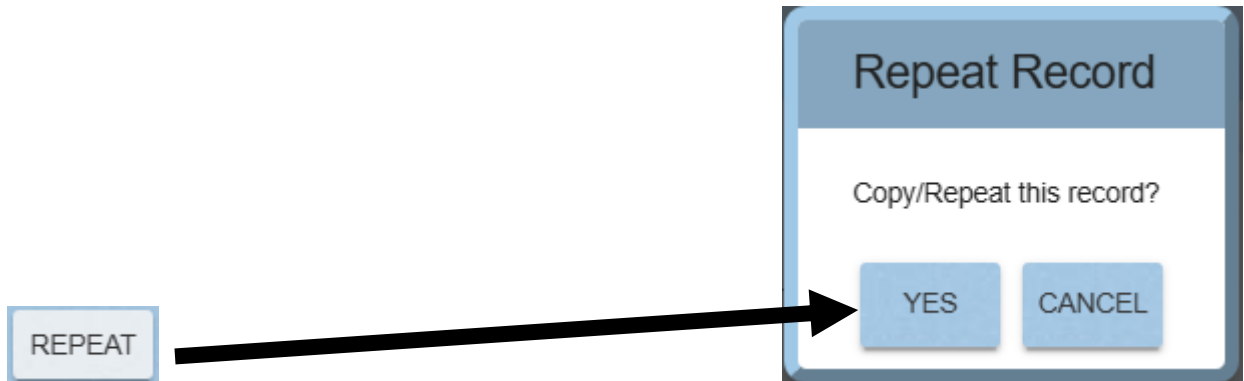
Repeating Armory Records

If you wish to copy the information in a record, you can do so by repeating the record.

Navigate to the record you wish to copy:

A screenshot of the 'Armory: View Record' web application interface. The top navigation bar includes buttons for 'LOOKUP', 'NEW ARMORY ITEM', 'REPEAT', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. Below this, a secondary bar contains navigation buttons: '<< FIRST', '< PRIOR', 'NEXT >', 'LAST >>', 'SAVE', and 'DELETE'. The main content area displays record details: 'Entry Date: 02/15/2014 / Entry By: MWELDER', 'Item Number: 17', 'Agency Tag Number: 12345', 'Assigned To:' (with a search icon), 'DLA ID #:', and 'MY DLA#'. On the right, there is a large image placeholder showing three bullets, with the caption 'Image #: 1 of 1' and navigation icons below it.

Click the **REPEAT** button in the top right. Confirm you wish to copy/repeat, and a new record will be created.





Armory Guide

The new record will be created, with most of the fields copied.

Armory: View Record LOOKUP NEW ARMORY ITEM REF

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Entry Date: 06/20/2025

Item Number: 12345 Agency Tag Number: Assigned To: DLA ID #: MY DLA#

Item Description: 40 CALIBER RANGE AMMO

Assigned Division: PATROL

Classification: AMMO Sub Classification: PRACTICE AMMO Status: POOR Condition:

Destruction Protocol: PUBLIC SALES OFFERING ☒ High Risk Item

Location: ARMORY Shelf: Bin: Location Free Form: FREEFORM

Make: BENELLI Model: .38 Caliber: .22 Sight/Scope Type: SIGHT MARK Serial Number:

Ammo Type: .40 Ammo Brand: PRACTICE 40 CAL ALL VENDORS

On Hand: 1046 Max On Hand: 2000.00 Min On Hand: 100.00 Auto Order Qty: 100.00 ☒ Supply Item ☐ Personal Weapon ☐ Needs To Be Inspected Inspection Survey Type:

Purchase Info and **Service Info** tabs will be copied as well.



Armory Guide

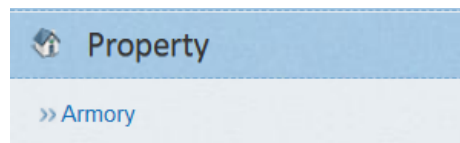
Armory Reports

iSOMS allows you to print different types of reports for armory records:

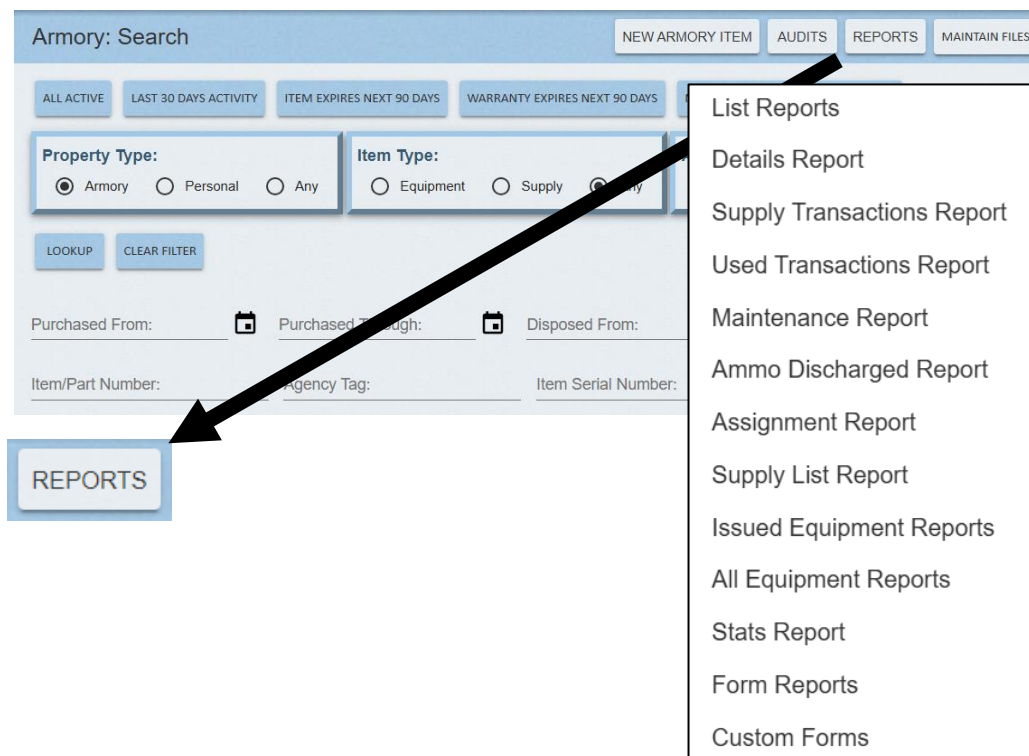
- **List Reports**
- **Details Reports**
- **Supply Transactions Reports**
- **Used Transactions Reports**
- **Maintenance Reports**
- **Ammo Discharged Reports**
- **Assignment Reports**
- **Supply List Reports**
- **Issued Equipment Reports**
- **All Equipment Reports**
- **Stats Reports**
- **Form Reports**
- **Custom Reports**

To access the reports, begin on the iSOMS home screen and navigate to:

Property → Armory



Now click on the **Reports** button in the upper right corner and choose the report you would like to run.





Armory Guide

List Reports

The **List Reports** provide an overview and list of multiple armory items. The *Report Style* field has numerous options for sorting the list by many of the fields: you can sort by listing, classification, make/model, and numerous other options.

Armory: List Reports

Report Style
By Listing

Property Type:
☒ Armory ☐ Personal ☐ Any

Armory Status:
☒ Active ☐ Disposed ☐ Any Status

Purchased From:

Purchased Through:

Disposed From:

Disposed Through:

Next Inspection From:

Next Inspection Through:

Next Armor From:

Next Armor Through:

Warranty Expires From:

Warranty Expires Through:

Assigned From:

Assigned Through:

Assigned To:

You can also narrow the report using the filters. There are options at the bottom for additional sorting and you can choose to hide or show *Notes*, *Employee Details*, and *Item Details*. Set your parameters for the report and click **View** or **Download** to view the report.

☒ Hide Notes ☒ Hide Employee Details ☐ Hide Item Details

Sort By:
☐ Serial Number ☐ Assigned Date ☐ Make/Model ☒ Assigned To ☐ Last Armored ☐ Description

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW

DOWNLOAD

EMAIL


CLEAR FILTER

Examples on the next page



Armory Guide

By Listing



YOUR AGENCY
Armory Equipment List

Page 1 of 4


Item Number	Assigned To	Assigned Date	Make	Model	Caliber	Serial #	Last Armored
9	Un-Assigned		No Make		9 MM		
Description: .38 CAL Location: Condition:							
Item Class: AMMO Shelf: Bin:							
49	Un-Assigned		No Make		.45	NEEDS INFO	
Description: .45 CAL PRACTICE Location: Condition:							
Item Class: AMMO Shelf: Bin:							
17	Un-Assigned	06/17/2025	No Make				

By Assigned To

ELDER, MARTIN

Item Number	Assigned To	Assigned Date	Make	Model	Caliber	Serial #	Last Armored
3	ELDER, MARTIN	04/09/2014	WINCHESTER	500A		T-15 THRU T-20	
Description: RIOT BATON BEAN BAG Location: Condition:							
Item Class: FIREARM Shelf: Bin:							
31	ELDER, MARTIN	04/28/2022	No Make			NEEDS SERIAL#	
Description: TEST ITEM FOR DUPLICATION Location: Condition:							
Item Class: Not Classified Shelf: Bin:							
Assigned To Count: 2							
Print Date: Jun 20 2025 - 11:28:01							
YOUR AGENCY, Active Armory Items							

Armory Audit



YOUR AGENCY
Armory Audit

Page 1 of 1

Item Description	Serial # or VIN # assigned (Y/#/NA)	Acquisition Date	Location of use of Property or Equipment	Condition	\$ Cost (per unit)	# of Units	Overall \$ Total	# of units of equipment passed to partner(s)	Name(s) of agency partners receiving equipment [Separate multiple agencies with semicolon ";"]
.38 CAL					0	688	0		
.45 CAL PRACTICE	NEEDS INFO				0	7200	0		
40 CALIBER RANGE AMMO					0	1046	0		
TASER	FIND ME				0	1	0		
BODY ARMOR	23534334				0	1	0		
FREEZE + P	THESERIAL				0	13	0		
GLOCK 23 GEN 4	US98765				0	1	0		



Armory Guide

Details Reports

Details Reports go over armory items in detail so you can view records in an information-complete report. If you do not select a specific record, it will print a detail report of *every* active armory item in iSOMS. You can set it to a specific record if you click the **Reports** button from the record you want to print a detail report for. Choose anything you would like to hide and then click **View** or **Download** to view the report.

Armory: Detail Report

☐ Hide Assignment History ☒ Hide Front Image ☐ Hide Maintenance ☐ Hide Ammo Discharge
☐ Hide Notes ☒ Hide Images ☒ Hide Attachments

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

Armory Item Details

Item Number	Item Description	Serial Number
9	.38 CAL	

Ammo Discharged History

Discharge Date	Rounds	Reason	Assigned To	Badge
	Rounds: 0			Count: 0

Maintenance History

Maintenance Date	Reason	Assigned To
		Count: 0

Make:	MOSSBERG	Caliber:	12 GA	Location:
Model:		Condition:	USED	Shelf:
Classification:	FIREARM			Bin:
Sub Class:	DUTY SHOTGUN			
Assigned To:		Assigned Date:	04/14/2025	
Last Armory:		Last Armory:		
Last Inspected:		Last Inspected:	05/13/2025	
Purchase Date:		Purchase Value:	0.00	
PO#:	19392	Invoice #:		Item Expires:
Warranty Start:		Warranty End:		
DispositionDate:		Value:	0.00	Disposition:
Vendor:	ACCURATE LAW ENFORCEMENT			*
Personal Weapon:		Supply Item:		Required Armor:
On Hand Qty:	0.00	Min Onhand:	0.00	Yes

Assignment History

Assigned Date	Assigned To	Badge	Assigned Condition	Returned Date	Returned Condition
04/14/2025		701	USED	04/14/2025	GOOD
04/14/2025		704	USED	04/14/2025	
04/14/2025		701	USED		
				Count:	3

Ammo Discharged History

Discharge Date	Rounds	Reason	Assigned To	Badge
04/14/2025 10:40	0			704



Armory Guide

Supply Transaction Reports

Supply Transaction Reports go over armory items for their *Supply* tab records (as on page 30) and give details about those entries.

If you do not select a specific record, it will print a report of *every* active armory item in iSOMS. You can set it to a specific record if you click the **Reports** button from the record you want to print a report for.

Add your parameters to filter the report, choose anything you would like to hide, and then click **View** or **Download** to view the report.

Armory: Transaction Reports

Records To Include:
☐ All Records ☒ ARMORY: 40 CALIBER RANGE AMMO-17

Armory Status:
☐ Active ☐ Disposed ☒ Any Status

Report Style
Listing

Transactions From: Transactions Through:

Transaction Type: Transaction By/For:

Item Classification: Item Sub Classification:

Ammo Type: Ammo Brand:

Vendor:

☐ Hide Notes ☒ Hide Record Details

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

Example on the next page



Armory Guide

YOUR AGENCY					
Armory Transaction Audit					
Item ARMORY: 40 CALIBER RANGE AMMO-17:				Page 1 of 1	
Date	Reason	Ammo Type	Ammo Brand	Quantity	Employee
08/28/2014 09:45	INITIAL ON HAND BALANCE	.40	PRACTICE 40 CAL ALL VENDORS	1400	MWELDER
Vendor: PELCO					
Po#:		Case#:	Amount: 0.00		
Initial Inventory					
12/06/2017 12:26	PURCHASED	.40	PRACTICE 40 CAL ALL VENDORS	500	MWELDER
Vendor: L.E.C.C.					
Po#:		Case#:	Amount: 0.00		
Purchased 10 boxes of ammo for test fire					
Report Count: 2		Total Rounds: 1900			



Armory Guide

Used Transaction Reports

Used Transaction Reports go over armory items for their *Used / Issued / Assigned* tab records (as on page 32) and give details about those entries.

If you do not select a specific record, it will print a report of *every* active armory item in iSOMS. You can set it to a specific record if you click the **Reports** button from the record you want to print a report for.

Add your parameters to filter the report, choose anything you would like to hide, and then click **View** or **Download** to view the report.

Armory: Transaction Reports

Records To Include:
☐ All Records ☒ ARMORY: 40 CALIBER RANGE AMMO-17

Armory Status:
☐ Active ☐ Disposed ☒ Any Status

Report Style
Listing

Transactions From: Transactions Through:

Transaction Type: Transaction By/For:

Item Classification: Item Sub Classification:

Ammo Type: Ammo Brand:

Vendor:

SEARCH

☐ Hide Notes ☒ Hide Record Details

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW

DOWNLOAD


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Example on the next page



Armory Guide

		YOUR AGENCY			
		Armory Transaction Audit			
		Item ARMORY: 40 CALIBER RANGE AMMO-17:			
		Page 1 of 1			
Date	Reason	Ammo Type	Ammo Brand	Quantity	Employee
09/18/2014 13:55	QUALIFICATION	.40	PRACTICE 40 CAL ALL VENDORS	20	MWELDER
09/19/2014 07:09	QUALIFICATION	.40	PRACTICE 40 CAL ALL VENDORS	10	MWELDER
09/20/2014 06:12	RANGE TRAINING	.40	PRACTICE 40 CAL ALL VENDORS	50	MWELDER
09/20/2014 06:24	QUALIFICATION	.40	PRACTICE 40 CAL ALL VENDORS	50	MWELDER
11/19/2014 11:08	ASSIGNED TO EMPLOYEE	.40	PRACTICE 40 CAL ALL VENDORS	100	MWELDER



Armory Guide

Maintenance Reports

Maintenance Reports go over armory items for their *Maintenance* tab records (as on page 26) and give details about those entries.

If you do not select a specific record, it will print a report of *every* active armory item in iSOMS. You can set it to a specific record if you click the **Reports** button from the record you want to print a report for.

Add your parameters to filter the report, choose if you would like to hide the notes, and then click **View** or **Download** to view the report.

Armory: Maintenance Reports

Records To Include:
☒ All Maintenance ☐ ARMORY: 40 CALIBER RANGE AMMO-17

Property Type:
☒ Armory ☐ Personal ☐ Any

Armory Status:
☒ Active ☐ Disposed ☐ Any Status

Report Style
Listing

Maintenance From: 08/01/2006 Maintenance Through: 08/10/2017

Item Classification: Item Sub Classification: Make: Model: Caliber:


Condition Location Disposed Reason Status:

Purchased From:

☐ Hide Notes

Sort By:
☒ Transaction Date ☐ Serial Number ☐ Make/Model ☐ Assigned To

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL



YOUR AGENCY

Armory Maintenance Audit

Maintenance From 08/01/2006 Through 08/10/2017

Page 1 of 1

Maintenance Date	Reason	Make	Model	Caliber	Serial #
11/19/2014 11:13	QUARTERLY INSPECTION	GLOCK	G 23 GEN 4	.40	555555
Assigned To:		Badge:			
looked at weapon clean no dirt barrel clean					
11/19/2014 11:18	ANNUAL INSPECTION	GLOCK	G 23 GEN 4	.40	555555
Assigned To:		Badge:			
looked at everything replaced pin					



Armory Guide

Ammo Discharged Reports

Ammo Discharged Reports go over armory items for their *Ammo Discharged* tab records (as on page 28) and give details about those entries.

If you do not select a specific record, it will print a report of *every* active armory item in iSOMS. You can set it to a specific record if you click the **Reports** button from the record you want to print a report for.

Add your parameters to filter the report, choose if you would like to hide the notes, and then click **View** or **Download** to view the report.

Armory: Ammo Discharged Reports

Records To Include:

☒ All Records ☐ No Record Selected

Property Type:

☒ Armory ☐ Personal ☐ Any

Armory Status:

☒ Active ☐ Disposed ☐ Any Status

Report Style

Listing

Ammo Discharged From:

Ammo Discharged Through:

Item Classification:

Item Sub Classification:

Make:

Model:

Caliber:

Condition

Location

Disposed Reason

Status:

Discharged By:

Purchased From:

SEARCH

☐ Hide Notes



Armory Guide

Assignment History Reports

Assignment History Reports go over armory items for their *Assignment History* tab records (as on page 23) and give details about those entries.

You must set a range of dates: either by assignment, disposition, or warranty. It will show all assignments over that time period. Add your parameters to filter the report, choose if you would like to hide the notes/details, and then click **View** or **Download** to view the report.

Armory: Assignment Reports

Records to Include:
☒ Active Only ☐ Disposed Only ☐ Any Status

Report Style
All Active Assigned

Assigned From: 11/01/2024 Assigned Through: 06/20/2025
Disposed From: **Disposed Through:**

Item Classification: Make: Model: Caliber: Style:

Assigned Condition Disposed Condition **Warranty Expires From:** **Warranty Expires Through:**

Assigned To: Purchased From: **SEARCH**

☐ Hide Notes ☐ Hide Details

Sort By:
☒ Description ☐ Assigned Date

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

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YOUR AGENCY

Armory Assignment List

Assigned Dates From 11/01/2024 Through 06/20/2025

Page 1 of 1

Item Number	Description	Assigned Date	Assigned To	Serial #	Disposition Date
18	MOSS 800 SHOTGUN	04/14/2025	KCHAMBERS	70021	
	Make: MOSSBERG	Color:	Assigned Condition: USED		
	Model:	Style:	Location:		
	Classification: FIREARM		Disposed Condition:		
	Purchase Order#: 19392	Invoice #:	Purchase Value: 0.00		
	Purchased From: ACCURATE LAW ENFORCEMENT				
31	TEST ITEM FOR DUPLICATION	06/20/2025	DEMO	NEEDS SERIAL#	
	Make: No Make	Color:	Assigned Condition: COURT AWARDED		
	Model:	Style:	Location:		
	Classification: Not Classified		Disposed Condition:		
	Purchase Order#:	Invoice #:	Purchase Value: 0.00		
	Purchased From: No Vendor				

Report Count: 2



Armory Guide

Supply List Reports

Supply List Reports list information about items marked as *Supply Items*, including their type, brand, minimum on hand, and on hand amount.

Add your parameters to filter the report, choose if you would like to hide the notes, and then click **View** or **Download** to view the report.

Armory: Supply List Reports

Armory Status:
☒ Active
 ☐ Disposed
 ☐ Any Status

Report Style
 Listing

Entry From: Entry Through: Disposed From: Disposed Through:

Item Classification: Item Sub Classification: Status: Condition: Disposed Reason:

Location: Shelf: Bin:

Make: Model: Caliber:

Ammo Type: Ammo Brand:

☐ Hide Notes

Sort By:
☒ Description
 ☐ Item Number
 ☐ On Hand
 ☐ Location/Shelf/Bin

YOUR AGENCY							
Armory Supply List							
					Page 1 of 1		
Item Number	Description	Type	Brand	Caliber	Min On Hand	On Hand	Shelf
9	.38 CAL	9 MM	AMERICAN EAGLE .223 55 GR FMJ BOAT TAIL	9 MM	0	688	
49	.45 CAL PRACTICE	.45	PRACTICE AMMO 45	.45	0	7200	
17	40 CALIBER RANGE AMMO	.40	PRACTICE 40 CAL ALL VENDORS		0	1046	
7	FREEZE + P				0	13	
33	GLOCK 23C GEN 4			.40	0	0	
Count: 8947							



Armory Guide

Issued Equipment Reports

Issued Equipment Reports list information about items based on who they were assigned to. You can see information about the assignment and other details about the item. It has a place for a signature to be responsible for the items assigned. You can set a date range. You must choose one employee to run the report for. It includes information from assets, equipment, armory, and vehicles.

Add your parameters to filter the report, choose what you want to include, and then click **View** or **Download** to view the report.

Armory: Issued Equipment Reports

Report Style
Issued Equipment

Assigned Dates From: Assigned Dates Through:

Assigned To:

☒ Include Purchase Details

☒ Include Armory ☒ Include Assets ☒ Include Equipment ☒ Include Fleet

☒ All Agencies ☐ Include Main Note

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

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YOUR AGENCY Issued Equipment Report

Page 2 of 3

Issued Equipment Armory					
Armory	Model	Caliber	Ammo Type	Serial Number	Assignment Date
WINCHESTER	500A			T-15 THRU T-20	04/09/2014
Item Number: 3			Description:	RIOT BATON BEAN BAG	
Purchase Date	Purchase Value	Assigned Value	Condition		
01/01/2013	699	699			
Assignment Note:					



Armory Guide

All Equipment Reports

All Equipment Reports also list information about items based on who they were assigned to. It has a place for a signature to be responsible for the items assigned. You can see information about the assignment and other details about the item. You must set a date range for when the assignment occurred.

Add your parameters to filter the report, choose what info you want to include, and then click **View** or **Download** to view the report.

Armory: All Equipment Reports

Report Style
All Equipment

Assignment Dates From: 12/01/2023 Assignment Dates Through: 06/20/2025

Assigned To:

Department Major: Department Minor:

☒ Include Purchase Details ☐ Assigned Only ☐ Include Assigned Disposition Information ☒ Include Fleet
☒ Include Armory ☒ Include Assets ☒ Include Equipment ☐ Only Terminated Employees
☒ All Agencies ☐ Include Main Note

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

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Issued Equipment Equipment					
Equipment	Model	Caliber	Color	Assigned To	Assignmet Date
				ELDER, MARTIN	06/16/2025
Purchase Date	Purchase Value	Quantity	Total Value	Serial Number	
	0	1	0.00		
Assignment Note:					
Totals: 1					
Issued Equipment Signature					
Signature					
I have this stuff and promise to keep it in good condition.					
Signature: _____					



Armory Guide

Stats Reports

Stats Reports lists statistics about your armory items. It tells the count, the percent, and the purchase value. You can set the *Report Style* to give stats by classification, make, vendor, or assigned to.

Add your parameters to filter the report and then click **View** or **Download** to view the report.

Armory: Stats Reports

Records to Include:
☒ Active Only ☐ Disposed Only ☐ Any Status

Item Type:
☒ Equipment ☐ Supply ☐ Any

Property Type:
☒ Armory ☐ Personal ☐ Any

Report Style
By Classification

Purchased From: Purchased Through: Disposed From: Disposed Through:


Item Classification: Make: Model: Caliber: Style:

Condition Location Disposed Reason

Purchased From: Warranty Expires From: Warranty Expires Through:

Assigned From: Assigned Through: Assigned To:

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

<div><div>YOUR AGENCY Armory Stats- By Item Classification</div></div>			
Page 1 of 1			
Classification	Count	% To Total	Purchase Value
No Item Classification	13	72.22	0.00
CHEMICAL SPRAY	1	5.56	0.00
FIREARM	3	16.67	699.00
LESS LETHAL WEAPON	1	5.56	0.00
Report Count:		18	699.00



Armory Guide

Appendix A: Business Records

iSOMS has various sets of business and organization records, which works by storing records of organizations. This makes it so that you do not have to continuously re-enter the same information on the same business or agency. We will use this as an example for **Purchased From** in *Armory*, but it works for all businesses and organizations that have fields that look like this.

Purchased From:
FIREARMS EMPORIUM

SEARCH EDIT ADD

Address 1: 123 FAKE ST

Address 2: Apt/Suite #:

City: KNOX State: TN Zip Code: 37923

Phone: (865) 555-1234 Email: 865-555-6789

Latitude: 35.9276062 Longitude: -84.0854432

To add a new organization:

Click **Add** to add a new entry. Enter the organization information in the window, click **Add** at the bottom of the window, and then this will be marked as the organization.

SEARCH EDIT ADD

View

ID #: 65765 Business License

Purchased From: FIREARMS EMPORIUM Short Name: FAE

House #: 123 Direction: FAKE ST Suite/Apt #:

City: KNOX State: TN ZIP Code: 37923 Latitude: 35.9276062 Longitude: -84.0854432

Address 2: Intersection:

Business Phone: 865-555-1234 Email: 865-555-6789

Contact Info

Notes:

SAVE DELETE EXIT



Armory Guide

To edit a current organization:

Click **Edit** to edit the current organization which is selected. Click **Save** when you are done editing this organization.



View

ID #: 65765 Business License

Purchased From: FIREARMS EMPORIUM Short Name: FAE

House #: 123 Direction: FAKE ST Suite/Apt #:

City: KNOX State: TN ZIP Code: 37923 Latitude: 35.9276062 Longitude: -84.0854432

Address 2: Intersection:

Business Phone: 865-555-1234 Email: 865-555-6789

Contact Info

Notes:

SAVE DELETE EXIT



Continued on the Next Page



Armory Guide

To use an existing organization:

Click **Search** to use an existing organization.

Enter the name or other identifying info.

1

SEARCH EDIT ADD

ID #:
0 Business License

Business:
FIREARMS

Click the **Lookup** button near the bottom of the window in order to find existing records.

2

ALL LOOKUP CLEAR FILTER

Then scroll down the window and select the correct organization from the list by double-clicking their record.

3

1 Record	
Business Name!	Address 1
FIREARMS EMPORIUM	123 FAKE ST



Armory Guide

For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

Second Revision, June 2025

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