



# Equipment Room Guide

## Equipment Room Guide

The iSOMS Equipment Room module allows you to record and report on all sorts of equipment, including office supplies, radar, administration, patrol equipment, 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.

Equipment: View Record

NEW EQUIPMENTREPEATAUDITSLOOKUPREPORTSMANTAIN FILES

<< FIRST< PRIORNEXT >LAST >>SAVEDELETE

Entry Date: 03/21/2023 / Entry By: ISOMS, DEMO

Item Number:2023-0002

Agency Tag Number:0002

DLA ID #:12345

Item Description:  
CANON EOS R7 DIGITAL CAMERA

Assigned Division:  
JAIL

Item Classification

REPLACEMENT CARTRIDGE

Current Condition

NEW

Destruction Protocol

☐ High Risk Item

Location

Shelf

Bin

Location Free Form:

Item Make

Item Model

Item Color  
BLK

Item Style




Image #: 1 of 2



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## Overview

### 1. Create Items

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

Navigate to **Property** → **Equipment Room** and then click **NEW EQUIPMENT**.



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.

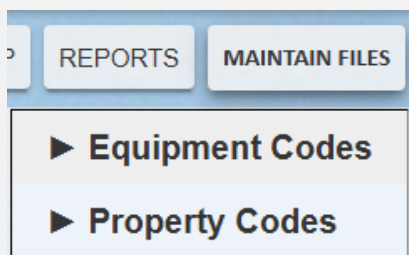
### Add Necessary Maintain Files Records

You must add the correct codes to the different types of dropdown fields, such as type, condition, 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.

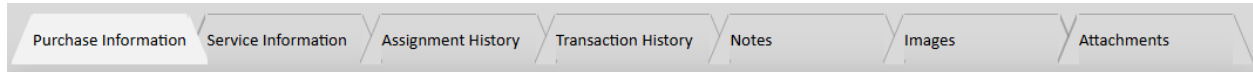




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## 2. Add Additional Details

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



# Equipment Room Guide

## Quick Reference

### **Can I copy a record and information contained within?**

Yes, for the most part. See *Repeating Equipment Records* on page 33.

### **Is there a way to keep track of item counts, such as office supplies?**

Yes, item purchase can be tracked under the *Transaction History* (pg. 26) tab.

### **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. 42) for all items a person has been issued.

Use All Equipment Reports (pg. 43) for a signable form stating the person has all those items in possession.

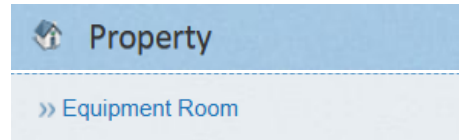


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## Searching Existing Equipment Room Records

In order to open the Equipment Room module, navigate to:

**Property → Equipment Room**



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

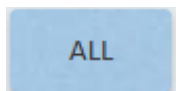
The screenshot shows the 'Equipment: Search' interface. At the top, there are tabs for 'NEW EQUIPMENT', 'AUDITS', 'LOOKUP', 'REPORTS', and 'MAINTAIN FILES'. Below these are several filter buttons: 'ALL', 'LAST 7 DAYS ACTIVITY', 'LAST 30 DAYS ACTIVITY', 'ACTIVE(BELOW MIN ON HAND)', 'ACTIVE(EXPIRES IN NEXT 90 DAYS)', and 'ACTIVE(WARRANTY EXPIRES IN NEXT 90 DAYS)'. There are also 'LOOKUP' and 'CLEAR FILTER' buttons. A 'Equipment Status' section has radio buttons for 'Active' (selected), 'Disposed', and 'Any Status', with 'LOOKUP' and 'CLEAR FILTER' buttons below. The search fields include: 'Purchased From:' with a calendar icon, 'Purchased Through:' with a calendar icon, 'Disposed From:' with a calendar icon, 'Disposed Through:' with a calendar icon, 'Item/Part Number:', 'Agency Tag:', 'Item Serial Number:', 'Item Description:', 'Item Classification:' with a dropdown arrow, 'Item Sub Classification:' with a dropdown arrow, 'Make:' with a dropdown arrow, 'Model:' with a dropdown arrow, and 'Color:' with a dropdown arrow.



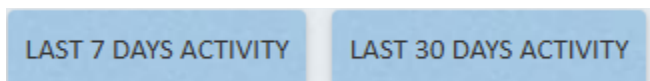
# Equipment Room Guide

## Quick Searches

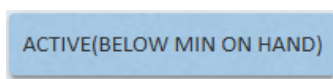
Several different quick searches are available by using the blue buttons.



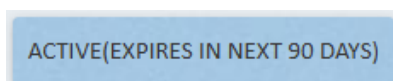
**All** returns all equipment items.



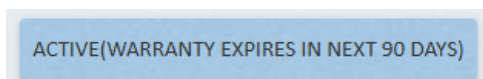
**Last 7 Days Activity** and **Last 30 Days Activity** will show you all the records with activity logged in the past 7 or 30 days respectively.



**Active (Below Min on Hand)** will show all active equipment that has a quantity lower than the minimum recommended to be on hand.



**Active (Expires in Next 90 Days)** will show all active equipment that has an expiration date within the next 90 days.



**Active (Warranty Expires in Next 90 Days)** will show all active equipment that has a warranty expiration date within the next 90 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

### Equipment Status:

☒ Active ☐ Disposed ☐ Any Status

**Equipment Status** searches for either *active* (not yet disposed, although it may or may not 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.

## Equipment: Search Results

### Search Criteria ►

Search Results

22 Records

	Item Classification	Item Description	Item Number	Agency Tag Number	Assigned Date	Assigned To
	OFFICE SUPPLIES	CANON EOS R7 DIGITAL CAMERA	2023-0002	0002	06/10/2025	
	OFFICE SUPPLIES	CANON EOS R7 DIGITAL CAMERA	2023-0002	0002	04/14/2025	CHAMBERS, KRIS
	ASSETS	DOO HICKY	2023-0004		03/11/2024	
	OFFICE SUPPLIES	SKITTLES EXTRUDER	2023-0014	6789	03/11/2024	



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## Adding New Equipment Records

To create a new equipment record, click **New Equipment** in the upper right corner of the *Equipment* search screen:

The screenshot shows the 'Equipment: Search' interface. At the top right, there is a row of buttons: 'NEW EQUIPMENT', 'AUDITS', 'LOOKUP', 'REPORTS', and 'MAINTAIN FILES'. Below this, there are several filter buttons: 'ALL', 'LAST 7 DAYS ACTIVITY', 'LAST 30 DAYS ACTIVITY', 'ACTIVE(BELOW MIN ON HAND)', 'ACTIVE(EXPIRES IN NEXT 90 DAYS)', and 'ACTIVE(WARRANTY EXPIRES IN NEXT 90 DAYS)'. Further down, there are 'LOOKUP' and 'CLEAR FILTER' buttons. A section titled 'Equipment Status:' contains three radio buttons: 'Active' (selected), 'Disposed', and 'Any Status'. Below this are another 'LOOKUP' and 'CLEAR FILTER' buttons. A large black arrow originates from the 'NEW EQUIPMENT' button in the top right and points to a larger 'NEW EQUIPMENT' button located at the bottom right of the screen.

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

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

The screenshot shows the 'Equipment: View Record' interface. At the top right, there is a row of buttons: 'NEW EQUIPMENT', 'REPEAT', 'AUDITS', 'LOOKUP', 'REPORTS', and 'MAINTAIN FILES'. Below this, there are navigation buttons: '<< FIRST', '< PRIOR', 'NEXT >', and 'LAST >>'. There are also 'SAVE' and 'DELETE' buttons. The main area contains several input fields: 'Entry Date: 06/19/2025', 'Item Number:', 'Agency Tag Number:', 'DLA ID #:', 'Item Description:', 'Assigned Division:', 'Item Classification', 'Item Sub-Classification', 'Current Condition', 'Destruction Protocol', 'High Risk Item' (checkbox), 'Location', 'Shelf', 'Bin', 'Location Free Form:', 'Item Make', 'Item Model', 'Item Color', 'Item Style', 'Caliber', and 'Serial Number:'. At the bottom, there are fields for 'On Hand:', 'Max On Hand:', 'Min On Hand:', and 'Auto Order Qty:', each with a value of '0'. There are also two checkboxes: 'Can Have Quantity' and 'Stored By Vendor'.



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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.

**Entry Date:** 03/21/2023

Item Number: 2023-0002      Agency Tag Number: 0002      DLA ID #: \_\_\_\_\_

Item Description: CANON EOS R7 DIGITAL CAMERA

Assigned Division: \_\_\_\_\_

Item Classification: OFFICE SUPPLIES × ▾      Item Sub-Classification: \_\_\_\_\_ ▾      Current Condition: NEW × ▾

Destruction Protocol: \_\_\_\_\_ ▾      ☐ High Risk Item

Location: EQUIPMENT ROOM × ▾      Shelf: \_\_\_\_\_ ▾      Bin: \_\_\_\_\_ ▾      Location Free Form: \_\_\_\_\_

Item Make: \_\_\_\_\_ ▾      Item Model: \_\_\_\_\_ ▾      Item Color: \_\_\_\_\_ ▾      Item Style: \_\_\_\_\_ ▾

On Hand: 0      Max On Hand: 0      Min On Hand: 0      Auto Order Qty: 0      ☐ Can Have Quantity      ☐ Stored By Vendor

2. The *tabs* record information about purchase, service, assignment, transactions, notes, images, and attachments.

Purchase Information      Service Information      Assignment History

Transaction History      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 Equipment 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 Equipment Record – Fields

This section explains in detail the different fields for an Equipment 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: 2023-0002 Agency Tag Number: 0002

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

DLA ID #: 12345

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

Item Description: CANON EOS R7 DIGITAL CAMERA

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

Assigned Division: JAIL

MAINTAIN FILES

▼ Equipment 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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Item Classification  
OFFICE SUPPLIES X ▼

Item Sub-Classification  
REPLACEMENT CARTRIDGE X ▼

▼ Property Codes

► Property Classification

► Property Sub-Classification

**Item Classification** and **Item Sub Classification** are used to sort items by their type. *Classification* lists whether the item is an office item, ammo, uniform, assets, etc. *Subclassification* can be used to be more specific, such as the type of item. 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.)

Condition  
DAMAGED X ▼

▼ Property Codes

► Property Condition

Use **Condition** to list if the item is in *Good* condition, *Damaged* condition, *Poor* condition, etc.

Destruction Protocol  
HAZARDOUS MATERIAL/WASTE TURN-IN X ▼ ☐ 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  
EQUIPMENT ROOM X ▼

Shelf ▼

Bin ▼

▼ Equipment Codes

► Property Location Room

► Property Location Shelf

► Property Location 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 ▼

Item Color  
BLK X ▼

Item Style ▼

▼ Property Codes

- ▶ Property Make
- ▶ Property Model
- ▶ Property Color
- ▶ Property Style

If the item has a make and model, you can add the **Make** and **Model**. You can also add the **Color** and **Style** of the item here as well. Once again, you may have to add these in Maintain Files if you have not done so before on your iSOMS server.

Caliber ▼

▼ Property Codes

- ▶ Property Caliber

**Caliber** should be used if you are recording ammo.

Serial Number:  
R12345

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

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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☐ Can Have Quantity    ☐ Stored By Vendor

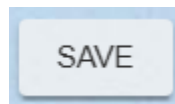
If this item has amounts (i.e. isn't a unique item like a device but something like staples, paper, etc.) make sure to check **Can Have Quantity** here so that it will show up when searching for those items in Lookup.

If the item is stored by a business and you should get it when needed, check **Stored by Vendor**.

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.





# Equipment Room Guide

## Maintain Files Entries

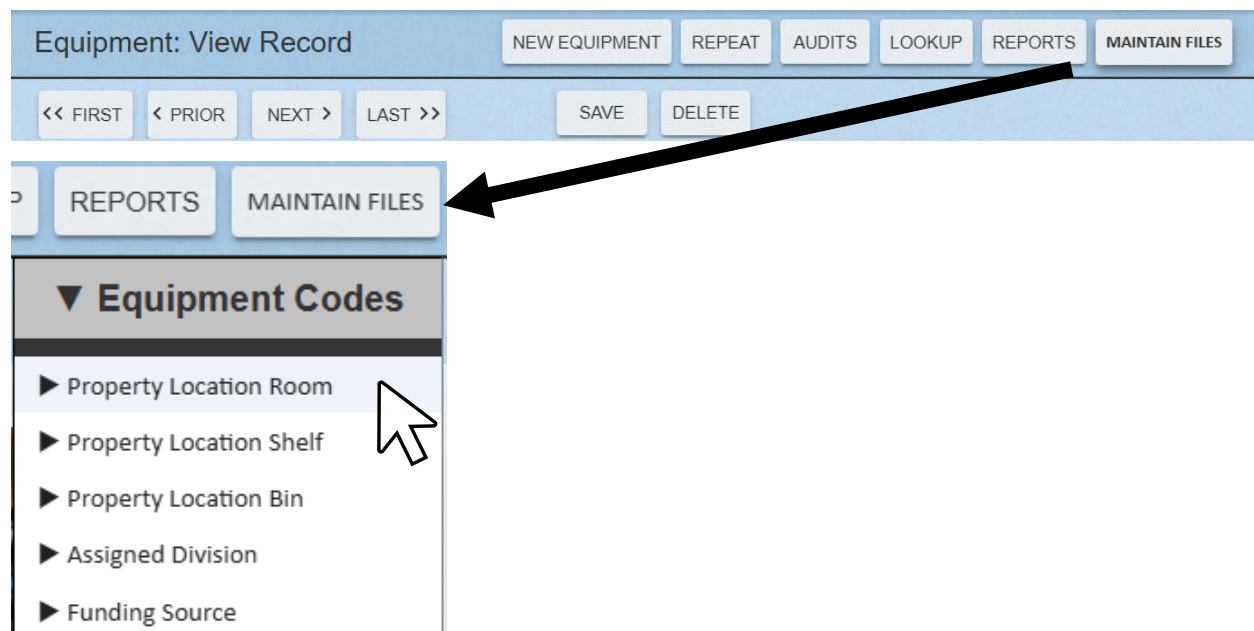
Many dropdown options are present in iSOMS. You can use **Maintain Files** to add to them. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can 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 **Location** dropdown to have a new room, the "Extra Storage Room". Navigate to the *Equipment Room* module under **Property** → **Equipment Room**, and then click:

**Maintain Files → Equipment Codes → Property Location Room**



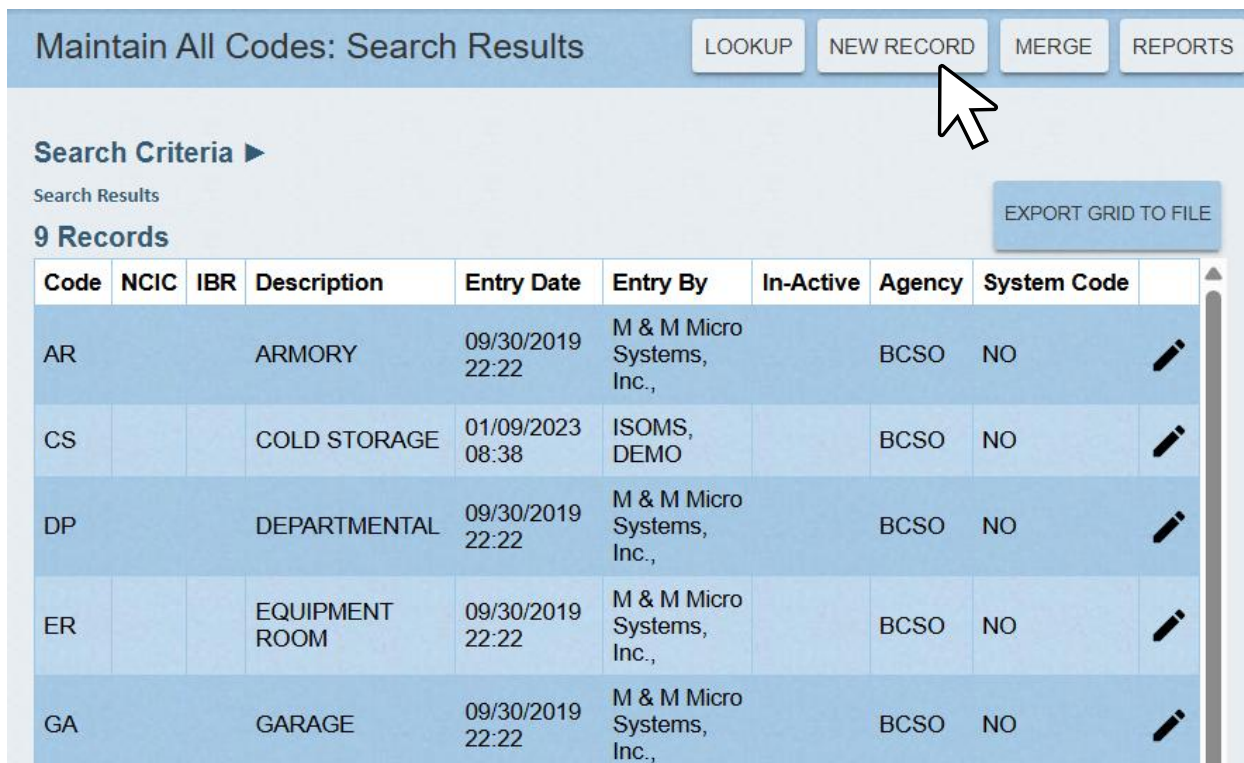




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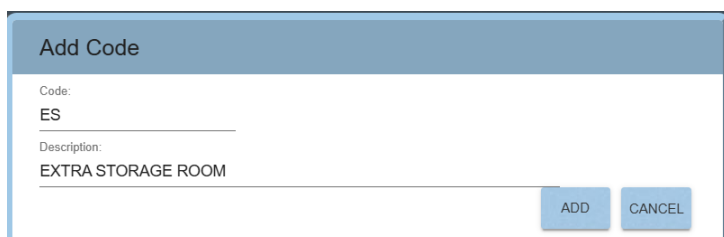
This will open the list of all the current codes for *Property Location Room*. If you want to edit a current code, find it in the list that appears and double-click it.

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



Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	
AR			ARMORY	09/30/2019 22:22	M & M Micro Systems, Inc.,		BCSO	NO	
CS			COLD STORAGE	01/09/2023 08:38	ISOMS, DEMO		BCSO	NO	
DP			DEPARTMENTAL	09/30/2019 22:22	M & M Micro Systems, Inc.,		BCSO	NO	
ER			EQUIPMENT ROOM	09/30/2019 22:22	M & M Micro Systems, Inc.,		BCSO	NO	
GA			GARAGE	09/30/2019 22:22	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.

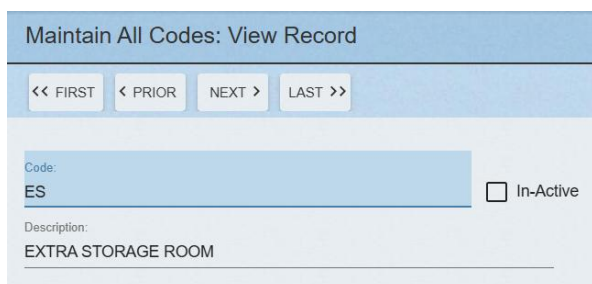


Add Code

Code:  
ES

Description:  
EXTRA STORAGE ROOM

ADD CANCEL



Maintain All Codes: View Record

<< FIRST < PRIOR NEXT > LAST >>

Code:  
ES

Description:  
EXTRA STORAGE ROOM

☐ In-Active



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

A screenshot of a software interface showing a dropdown menu. The menu is titled "Location" and has "EXTRA STORAGE ROOM" selected. Below the dropdown, a list of options is visible: ARMORY, COLD STORAGE, DEPARTMENTAL, EQUIPMENT ROOM, and EXTRA STORAGE ROOM. The "EXTRA STORAGE ROOM" option is highlighted in the list.

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 Equipment Record – Tabs

### Summary

Fill out the tabs below the fields as needed.

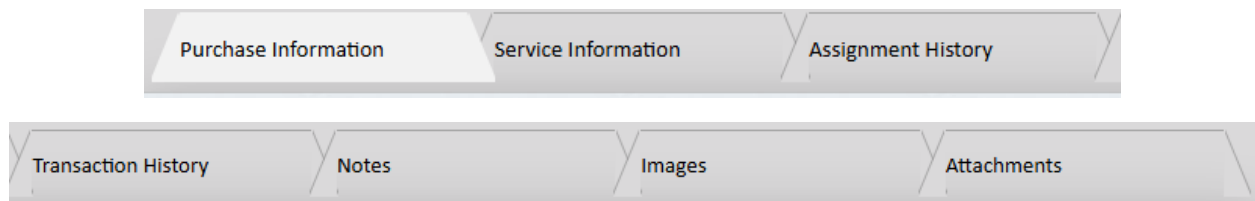
The **Purchase Info** tab contains when and where the item was purchased, if funding was received for it, etc.

**Service Info** lets you keep track of when important service items were performed (such as Repair or Inventory).

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

**Transaction History** is used for items (such as office supplies) that need to be re-ordered and tracks the purchase, receipt, etc.

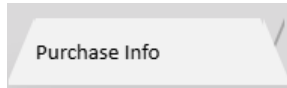
**Notes**, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)





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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:		Purchase Value:	Purchase PO#:	Invoice Number:	Grant #:	Purchase Condition:
06/18/2025		100.00	12345	12345	12345	GOOD
Funding Source:						
GOVERNOR HWY SAFETY OFFICE						
Warranty Start:		Warranty End:		Warranty PO#:	Warranty Invoice Number:	Warranty Cost:
06/18/2025		06/18/2027		12345	12345	100.00
Disposed Value:						
Disposition Date:		0	Disposed Condition:		Disposed Reason:	
Purchased From:						
OFFICE PRODUCTS						
Address 1: 123 FAKE ST						
Address 2:		Apt/Suite #:				
City:	KNOX	State:	TN	Zip Code:	37923	
Phone:	(865) 555-6789		Email:	OFFICE@FAKESTORE.COM		
Latitude:	35.9276062		Longitude:	-84.0854432		

Purchase Date:		Purchase Value:	Purchase PO#:
06/18/2025		100.00	12345
Invoice Number:	Grant #:	Purchase Condition:	
12345	12345	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.

Item Expires Date:
06/20/2025

If the item expires, add an expiration date here in **Item Expires Date** so it can be searched for easily via the appropriate quick search.



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

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

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

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

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

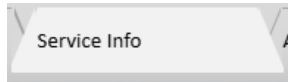
Purchased From: OFFICE PRODUCTS	SEARCH	EDIT	ADD
Address 1: 123 FAKE ST			
Address 2:	Apt/Suite #:		
City: KNOX	State: TN	Zip Code: 37923	
Phone: (865) 555-6789	Email: OFFICE@FAKESTORE.COM		
Latitude: 35.9276062	Longitude: -84.0854432		

**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 **OFFICE PRODUCTS**) 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 33.



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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 inventory dates and scheduled service dates.

Service Every Miles:	Service Every Days:	Service Every Hours:	
1000	60	24	
Last Service Date:	Last Service Miles:	Last Service Hours:	Last Service By:
06/19/2025	2553	1300	603 ELDER, MARTIN \ X ▼
Last Inventory Date:	Last Inventory By:	Next Inventory Date:	
06/01/2025	603 ELDER, MARTIN \ X ▼	08/01/2025	

Service Every Miles:	Service Every Days:	Service Every Hours:
1000	60	24

If the item should be serviced based on mileage, days, or hours, use the above fields to add the required service intervals.

Last Service Date:	Last Service Miles:	Last Service Hours:	Last Service By:
06/19/2025	2553	1300	603 ELDER, MARTIN \ X ▼

Use these fields to record when a service was performed and who did it.

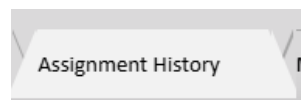
Last Inventory Date:	Last Inventory By:	Next Inventory Date:
06/01/2025	603 ELDER, MARTIN \ X ▼	08/01/2025

These fields let you keep track of when inventory was performed.



# Equipment Room Guide

## Assignment History Tab



The **Assignment History** tab lets you record assignment of this item to officers, employees, or vehicles. 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.

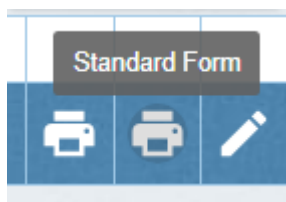
6 Assignments										EXPORT GRID TO FILE	ADD ASSIGNMENT
Assigned Date	Assigned To	Badge	Item Number	Item Description	Assigned Condition	Expires On	Disposition Date	Disposed Condition	Entry Date		
03/11/2024			3887	1998 CHEVROLET BLAZER #:3887 Tag:LPD318			03/11/2024	USED - GOOD	03/11/2024 16:25		
03/11/2024			3887	1998 CHEVROLET BLAZER #:3887 Tag:LPD318			04/14/2025		03/11/2024 16:30		

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



# Equipment Room Guide

**View Assignment**

**Entry Date: 03/11/2024 16:25 / Entry By: DEMO**

Assignment Date:  
03/11/2024

Assigned Condition:  
USED - GOOD

Quantity Assigned:  
1

Assigned Value:  
0

Assigned To:  
603 ELDER, MARTIN WILLIAM -INV

Expires On Date:  
08/09/2025

Attached To:  
Vehicle

Attached To Vehicle:  
1998 CHEVROLET BLAZER #:3887 Tag:LPD

Assignment Disposed Date:  
03/11/2024

Assignment Disposed Condition:  
USED - GOOD

Quantity Returned:  
0

Notes:

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT

## How to Assign an Item to an Officer / Employee

Add the **Assignment Date**, **Assignment Condition**, **Quantity Assigned**, **Assigned Value**, and who the item was **Assigned To**. If the assignment expires, add an **Expires on Date**.

Assignment Date:  
03/11/2024

Assigned Condition:  
USED - GOOD

Quantity Assigned:  
1

Assigned Value:  
100.00

Assigned To:  
603 ELDER, MARTIN WILLIAM -INV

Expires On Date:  
08/09/2025

This will assign the item to the officer. If you want to assign the item to a vehicle / item / asset instead, see below.

## How to Change an Assignment

Add a new entry changing these items.

Assignment Date:  
03/14/2024

Assigned Condition:  
USED - GOOD

Quantity Assigned:  
1

Assigned Value:  
100.00

Assigned To:  
603 ISOMS DATA, CONVERSION

Expires On Date:  
08/09/2025





# Equipment Room Guide

## How to Attach Item to Vehicle, Equipment, or Asset

If you would rather attach an item to a vehicle, equipment, or asset instead of an officer, use the following fields:

Attached To: Vehicle	×	Attached To Vehicle: 1998 CHEVROLET BLAZER #:3887 Tag:LPD:	×
Attached To: Asset	×	Attached To Asset: KENWOOD MOBILE RADIO	×
Attached To: Equipment	×	Attached To Equipment: DOO HICKY	×

Add **Attached To** and **Attached To Vehicle / Asset / Equipment** to assign this to an item instead of an officer.

## How to Remove an Assignment

Add **Assignment Disposed Date**, **Condition**, and **Quantity Returned**:

Assignment Disposed Date: 03/11/2024	Assignment Disposed Condition: USED - GOOD	Quantity Returned: 1
-----------------------------------------	-----------------------------------------------	-------------------------

## Additional Information

Notes:

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT

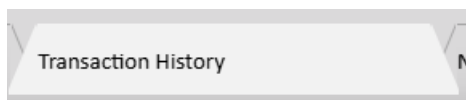
You can add notes for this assignment in the **Notes** box.

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.



# Equipment Room Guide

## Transaction History Tab



The **Transaction History** tab is for recording purchasing quantity items, such as staples, paper, 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	Type	Quantity	Amount	Vendor	PO#	Invoice	Entry Date	Void Date		
06/19/2025		SUPPLY ORDER	3	1000	OFFICE PRODUCTS	1234	5678	06/19/2025 12:58			

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:	Transaction Type:		
06/19/2025	SUPPLY ORDER		
Quantity:	Amount:	Purchase PO#:	Invoice Number:
3	1000.00	1234	5678
Vendor:			
OFFICE PRODUCTS			
		SEARCH	EDIT
		ADD	
Address 1: 123 FAKE ST			
Address 2:		Apt/Suite #:	
City: KNOX	State: TN		Zip Code: 37923
Phone: (865) 555-6789	Email: OFFICE@FAKESTORE.COM		
Latitude: 35.9276062	Longitude: -84.0854432		

Notes:

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT



# Equipment Room Guide

Transaction Date:

06/19/2025



Transaction Type:

SUPPLY ORDER



Add the **Transaction Date**. Then add how you acquired the item in the **Transaction Type** (such as *Purchased, Gifted, or Donation*).

Quantity:

3

Amount:

1000.00

Purchase PO#:

1234

Invoice Number:

5678

Vendor:

OFFICE PRODUCTS

SEARCH

EDIT

ADD

**Address 1:** 123 FAKE ST

**Address 2:**

**Apt/Suite #:**

**City:** KNOX

**State:** TN

**Zip Code:** 37923

**Phone:** (865) 555-6789

**Email:** OFFICE@FAKESTORE.COM

**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 the item was purchased / received from. If you already have the business in your records, simply type the name (such as **OFFICE PRODUCTS**) 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 33.

Notes:

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT

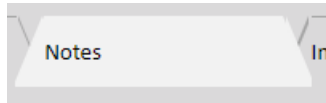
You can add notes for this record in the **Notes** box.

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





# Equipment Room 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



# Equipment Room 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

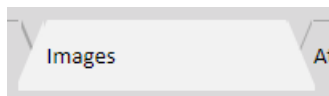
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



# Equipment Room Guide

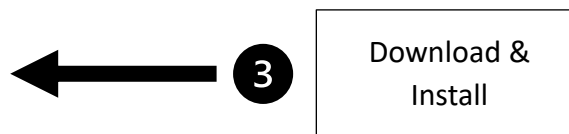
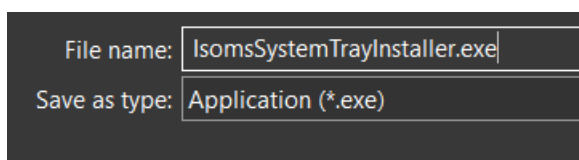
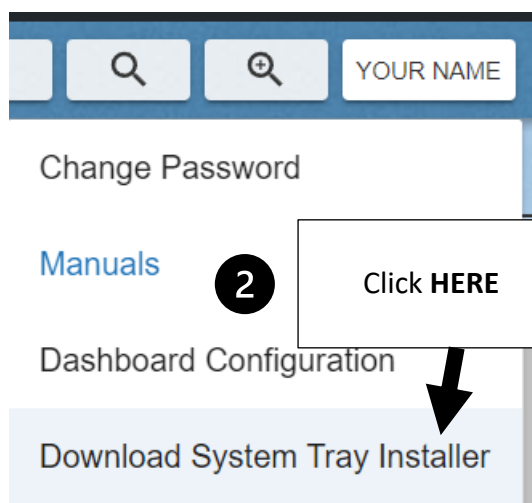
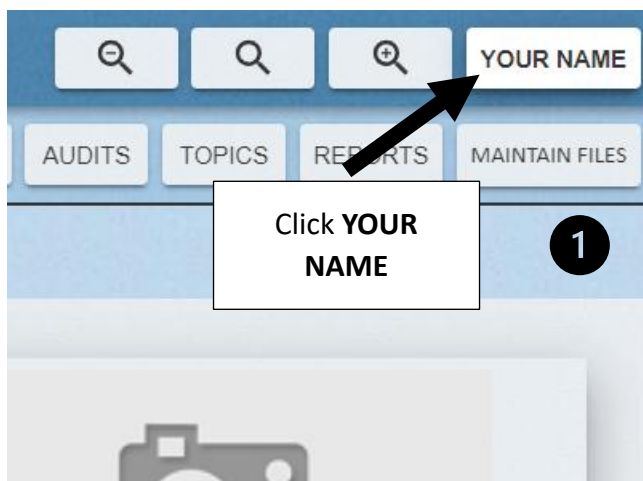
## Images Tab



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.

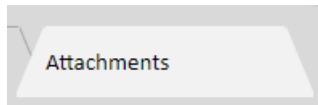



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

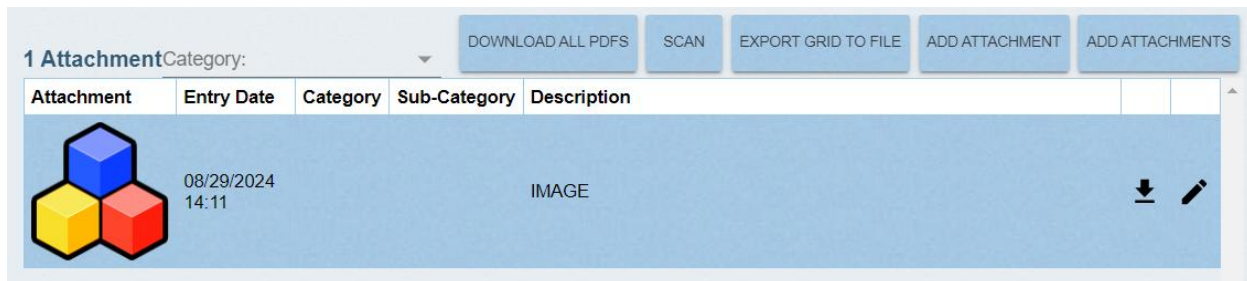


# Equipment Room Guide




## 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.

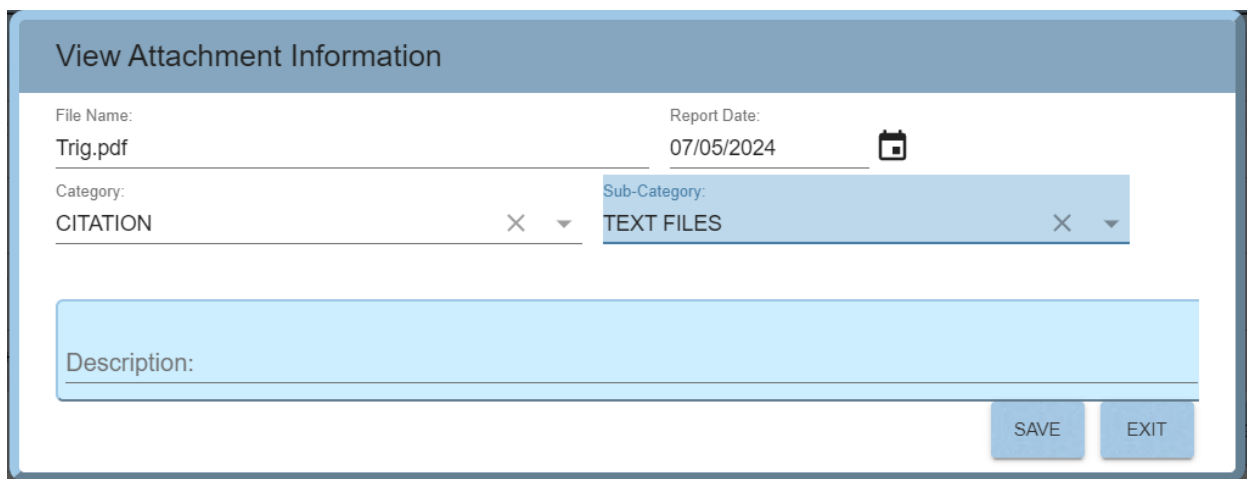
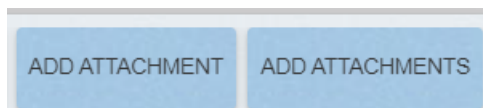


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS


Attachment	Entry Date	Category	Sub-Category	Description
	08/29/2024 14:11			IMAGE  

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:  Report Date:  

Category:  Sub-Category:

Description:

SAVE EXIT



# Equipment Room 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:

Report Date:

Category:

Sub-Category:

Description:

CANCEL

SCAN DUPLEX

SCAN AUTO





# Equipment Room Guide

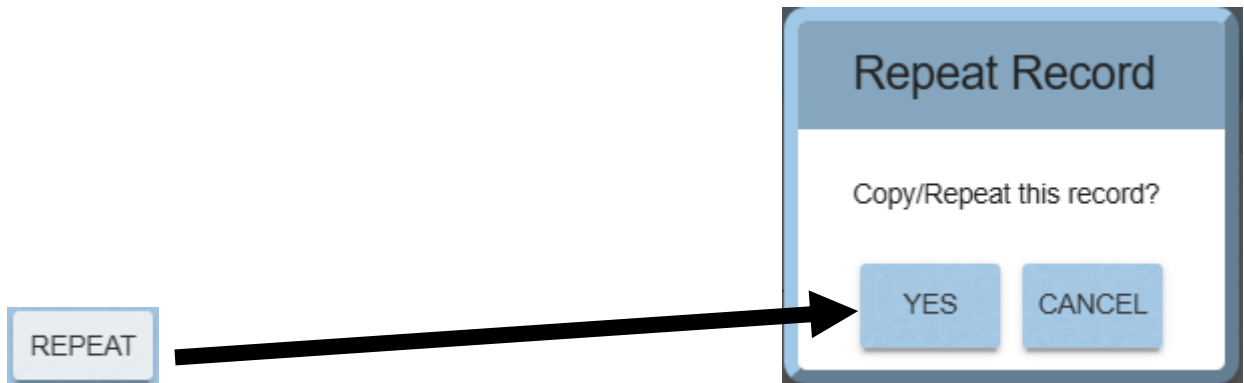
## Repeating Equipment Records

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 'Equipment: View Record' web interface. The top navigation bar includes buttons for 'NEW EQUIPMENT', 'REPEAT', 'AUDITS', 'LOOKUP', 'REPORTS', and 'MAINTAIN FILES'. Below this is a secondary bar with navigation buttons: '<< FIRST', '< PRIOR', 'NEXT >', 'LAST >>', 'SAVE', and 'DELETE'. The main content area displays record details: 'Entry Date: 03/21/2023 / Entry By: ISOMS, DEMO', 'Item Number: 2023-0002', 'Agency Tag Number: 0002', and 'DLA ID #: 12345'. To the right of the text is a large image of a black Canon DSLR camera on a wooden surface. Below the image, it says 'Image #: 1 of 2' and includes a small gallery viewer interface with icons for back, menu, up, down, and search.

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





# Equipment Room Guide

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

Equipment: View Record NEW EQUIPMENT

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

Entry Date: 06/20/2025

Item Number: 2025-0006 Agency Tag Number: 0002 DLA ID #: 12345

Item Description:  
CANON EOS R7 DIGITAL CAMERA

Assigned Division:  
JAIL

Item Classification: REPLACEMENT CARTRIDGE Item Sub-Classification: X Current Condition: NEW X

Destruction Protocol: ☐ High Risk Item

Location: Shelf: Bin: Location Free Form:

Item Make: Item Model: BLK Item Color: X Item Style: Caliber

On Hand: 0 Max On Hand: 0 Min On Hand: 0 Auto Order Qty: 0 ☐ Can Have Quantity ☐ Stored By Vendor

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



# Equipment Room Guide

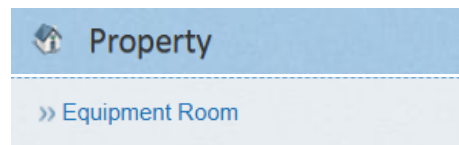
## Equipment Room Reports

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

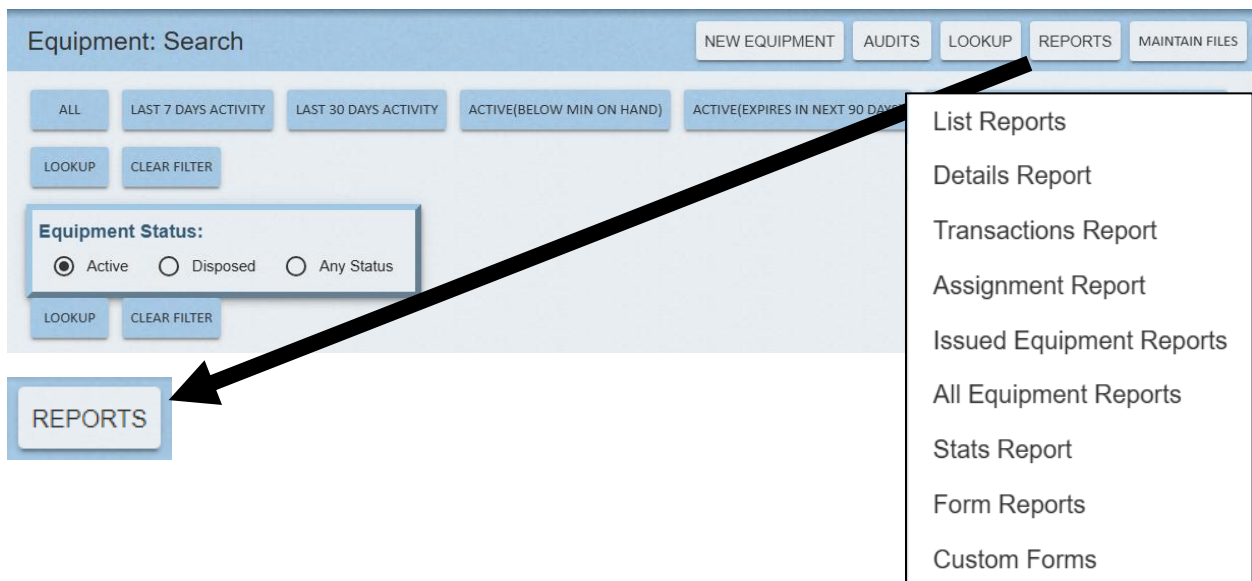
- **List Reports**
- **Details Reports**
- **Transactions Reports**
- **Assignment Reports**
- **Issued Equipment Reports**
- **All Equipment Reports**
- **Stats Reports**
- **Form Reports**
- **Custom Reports**

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

**Property → Equipment**



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





# Equipment Room Guide

## List Reports

The **List Reports** provide an overview and list of multiple equipment 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.

A screenshot of the "Equipment: List Reports" web interface. The header bar is blue and contains the title "Equipment: List Reports" on the left and three buttons: "LOOKUP", "REPORTS", and "MAINTAIN FILES" on the right. Below the header, there is a section titled "Records to Include:" with three radio buttons: "Active Only" (selected), "Disposed Only", and "Any Status". Below this is a "Report Style" dropdown menu currently set to "Listing". Further down, there are several date selection fields with calendar icons: "Purchased From:", "Purchased Through:", "Disposed From:", "Disposed Through:", "Warranty Expires From:", "Warranty Expires Through:", "Assigned From:", and "Assigned Through:". Each field has a corresponding calendar icon to its right.

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* and *Inactive Items*. Set your parameters for the report and click **View** or **Download** to view the report.

A screenshot of the filter and sort options section of the web interface. It includes two checkboxes: "Hide Notes" (checked) and "Include In-Active Item" (unchecked). Below these is a "Sort By:" section with two radio buttons: "Description" (selected) and "Purchase Date". Below that is a "Report Format:" section with four radio buttons: "PDF" (selected), "Excel", "XML", and "SQL". At the bottom of this section are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

*Examples on the next page*



# Equipment Room Guide

By Listing



YOUR AGENCY

Equipment List

Page 1 of 1

Item Number	Description	Class	Purchase Date	Serial #	Location	On Hand
2025-0005	CANON EOS R7 DIGITAL CAMERA					0
2025-0006	CANON EOS R7 DIGITAL CAMERA					0
2023-0002	CANON EOS R7 DIGITAL CAMERA					0
2023-0002	CANON EOS R7 DIGITAL CAMERA					0
2023-0004	DOO HICKY	CA				0
2023-0017	SKITTLES EXTRUDER	OFF	10/27/2023		OFFICE BCJC	1
2023-0014	SKITTLES EXTRUDER	OFF	10/27/2023		OFFICE BCJC	1
2023-0012	TEST RECORD FOR DISPOSE					0
2023-0013	TEST RECORD FOR DISPOSE					0

By Classification

	<b>YOUR AGENCY</b> Equipment Details Audit (By Item Classification)	Page 10 of 10				
<b>OFFICE SUPPLIES</b>						
<b>Item Number</b>	<b>Description</b>	<b>Class</b>	<b>Purchase Date</b>	<b>Serial #</b>	<b>Location</b>	<b>On Hand</b>
<b>Classification: OFFICE SUPPLIES</b>						
<b>Purchase Order#:</b> 25		<b>Invoice #:</b> 9764		<b>Disposition Date:</b>		
<b>Min On Hand:</b> 0		<b>Max On Hand:</b> 0		<b>Disposition:</b> No Disposition		
<b>Shelf:</b>		<b>Bin:</b>		<b>Auto Order Qty:</b> 0		
<b>Warranty Start:</b>		<b>Warranty End:</b>		<b>Location:</b> ON MY DESK		
<b>Purchased From:</b>				<b>Disposition Value:</b> 0		
Class Count: 2						
Report Count: 25						

Equipment Audit



YOUR AGENCY

Equipment Audit

Page 1 of 2

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 ";"]
CANON EOS R7 DIGITAL CAMERA				NEW	0	1	0		
DOO HICKY					0	1	0		
SKITTLES EXTRUDER	10/27/2023	OFFICE BCJC	NEW	500	1	500			
SKITTLES EXTRUDER	10/27/2023	OFFICE BCJC	NEW	500	1	500			
TEST RECORD FOR DISPOSE					0	1	0		



# Equipment Room Guide

## Details Reports

**Details Reports** go over equipment 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 equipment 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.


**Equipment: Detail Report**

☐ Hide Assignment History☐ Hide Transaction History☐ Hide Front Image☐ Hide Main Note

☐ Hide Notes☐ Hide Images☐ Hide Attachments

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

**VIEW** **DOWNLOAD** **EMAIL** **CLEAR FILTER**



**YOUR AGENCY**  
**Equipment Report Details**

Page 1 of 1

**Equipment Report Details**

Item Number	Item Class	Purchase Date	Serial Number
2025-0006			
<b>CANON EOS R7 DIGITAL CAMERA</b>			
Make: No Make		Color: BLK	Caliber:
Model:		Style:	
Classification: Not Classified		DispositionDate:	
PO#:		Invoice #:	Disposition: No Disposition
Location:		Free Form:	
Shelf:		Bin:	
Condition: NEW			
On Hand: 0		Minimum Qty: 0	Auto Order Qty: 0
Warranty Start:		Warranty End:	Disposition Value: 0
Vendor: OFFICE PRODUCTS			
Main Note:			



# Equipment Room Guide

## Transaction Reports

**Transaction Reports** go over equipment items for their *Transaction* tab records (as on page 26**Error! Bookmark not defined.**) and give details about those entries.


If you do not select a specific record, it will print a report of *every* active equipment 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.

A screenshot of the "Equipment: Transaction Reports" web interface. The form is titled "Equipment: Transaction Reports" in a blue header. Below the header, there's a section "Records to Include:" with two radio buttons: "All" and "EQUIPMENT: CANON EOS R7 DIGITAL CAMERA-2025-0006", with the latter being selected. Below this is a "Report Style" dropdown menu set to "Listing". There are two date pickers for "Transactions From:" and "Transactions Through:". Below these are two dropdown menus for "Item Classification:" and "Transaction Type:". A "Purchased From:" text input field is followed by a blue "SEARCH" button. Below the search field are two checkboxes: "Include Voids" and "Include Vendor Details", both of which are unchecked. There's a "Sort By:" section with two radio buttons: "Transaction Date" (selected) and "Item Number". Below that is a "Report Format:" section with four radio buttons: "PDF" (selected), "Excel", "XML", and "SQL". At the bottom of the form are four blue buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER". To the right of the form, there is a white box with the text "Example on the next page".



# Equipment Room Guide

					
YOUR AGENCY					
Equipment Transaction Listing					
Transaction Dates From 11/01/2018 Through 06/20/2025					
				Page 1 of 1	
Item Number	Description	Date	Transaction Type	Qty	Amount
2023-0014	SKITTLES EXTRUDER	10/24/2023 00:00	SUPPLY ORDER	1	0.00
2025-0001		06/10/2025 11:31	SUPPLY ORDER	20	300.00
2023-0002	CANON EOS R7 DIGITAL CAMERA	06/19/2025 12:58	SUPPLY ORDER	3	3000.00
Report Count: 2			Report Total: 3300.00		





# Equipment Room Guide

## Assignment History Reports

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

You can 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.

Equipment: Assignment Reports

Report Style  
All Active Assigned

Assigned From:  Assigned Through:  Disposed From:  Disposed Through:

Warranty Expires From:  Warranty Expires Through:  Assigned To:

Item Classification:  Make:  Model:  Color:  Style:


Assigned Condition:  Disposed Condition:

Purchased From:

☐ Hide Notes ☐ Hide Details

Sort By:  
☒ Description ☐ Assigned Date

Report Format:  
☒ PDF ☐ Excel ☐ XML ☐ SQL



YOUR AGENCY

Equipment Assignment History

Page 1 of 2

Item Number	Description	Assigned Date	Assigned To	Serial #	Disposition Date
2023-0002	CANON EOS R7 DIGITAL CAMERA	04/14/2025	CHAMBERS, KRIS		
<div><div><div>Make: No Make</div><div>Model:</div><div>Style:</div><div>Classification: Not Classified</div><div>Purchase Order#:</div><div>Purchased From: OFFICE PRODUCTS</div></div><div><div>Color: BLK</div><div>Caliber:</div><div>Invoice #:</div></div><div><div>Assigned Condition:</div><div>Disposed Condition:</div><div>Purchase Value: 0.00</div></div></div>					



# Equipment Room 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.

### Equipment: Issued Equipment Reports

Report Style  
Issued Equipment

Assigned Dates From: Assigned Dates Through:

Assigned To:  
603 ELDER, MARTIN WILLIAM -INV

☒ Include Purchase Details

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

☒ All Agencies ☐ Include Main Note

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)



**YOUR AGENCY**  
**Issued Equipment Report**

Page 3 of 3

### Issued Equipment Assets

Make	Model	Style	Color	Serial Number	Assignment Date
Totals: 6			Total Purchase Value: 1,205.87		

### Issued Equipment Signature

Signature

I have this stuff and promise to keep it in good condition.

Signature: \_\_\_\_\_



# Equipment Room 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.

### Equipment: All Equipment Reports

Report Style  
All Equipment

Assignment Dates From: 06/20/2025 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

[VIEW](#) [DOWNLOAD](#) [EMAIL](#) [CLEAR FILTER](#)

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: _____					



# Equipment Room Guide

## Stats Reports

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

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

Equipment: Stats Reports

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

Report Style  
By Classification

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


Warranty Expires From:  Warranty Expires Through:

Item Classification:  Make:  Model:  Color:

Style:  Condition  Location  Disposed Reason

Purchased From:

**Report Format:**  
☒ PDF ☐ Excel ☐ XML ☐ SQL

			<b>YOUR AGENCY</b>		
			<b>Equipment- By Item Classification</b>		
			Page 1 of 1		
Classification	Count	% To Total			
No Item Classification	21	87.500			
ASSETS	1	4.167			
OFFICE SUPPLIES	2	8.333			
Report Totals: 24					



# Equipment Room 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 **Vendor** in *Purchased From*, but it works for all businesses and organizations that have fields that look like this.

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

SEARCH EDIT ADD

### 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



# Equipment Room 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*



# Equipment Room 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



# Equipment Room 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.

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