



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 EQUIPMENT
REPEAT
AUDITS
LOOKUP
REPORTS
Maintain Files

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

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

Item Number:	Agency Tag Number:	DLA ID #:
2023-0002	0002	12345

Item Description: CANON EOS R7 DIGITAL CAMERA

Assigned Division: JAIL

Item Classification: Item Sub-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

<
☰
Cloud
Camera
Search
>



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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.

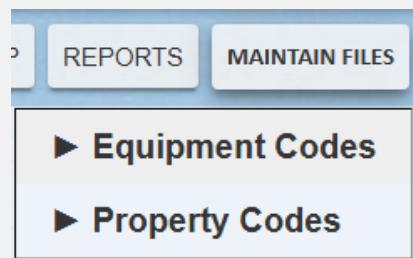
Add Necessary Maintain Files Records

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.

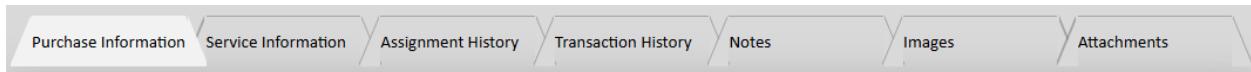




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2. Add Additional Details

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.



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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*.

A screenshot of the "Equipment: Search" screen. The top navigation bar includes buttons for NEW EQUIPMENT, AUDITS, LOOKUP, REPORTS, and MAINTAIN FILES. Below this 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 contains radio buttons for Active (selected), Disposed, and Any Status, with LOOKUP and CLEAR FILTER buttons. Below these are date pickers for Purchased From, Purchased Through, Disposed From, and Disposed Through. There are also fields for Item/Part Number, Agency Tag, and Item Serial Number. Further down are dropdowns for Item Classification, Item Sub Classification, Make, Model, and Color, along with an Item Description field.



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Quick Searches

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

ALL

All returns all equipment items.

LAST 7 DAYS ACTIVITY

LAST 30 DAYS ACTIVITY

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)

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)

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)

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						
<input type="checkbox"/>	Item Classification	Item Description	Item Number	Agency Tag Number	Assigned Date	Assigned To
<input type="checkbox"/>	OFFICE SUPPLIES	CANON EOS R7 DIGITAL CAMERA	2023-0002	0002	06/10/2025	
<input type="checkbox"/>	OFFICE SUPPLIES	CANON EOS R7 DIGITAL CAMERA	2023-0002	0002	04/14/2025	CHAMBERS, KRIS
<input type="checkbox"/>	ASSETS	DOO HICKY	2023-0004		03/11/2024	
<input type="checkbox"/>	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:

Equipment: Search

NEW EQUIPMENT AUDITS LOOKUP REPORTS MAINTAIN FILES

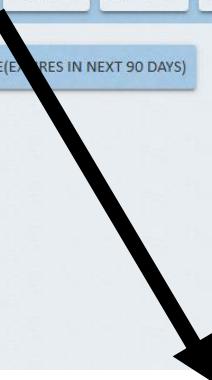
ALL LAST 7 DAYS ACTIVITY LAST 30 DAYS ACTIVITY ACTIVE(BELOW MIN ON HAND) ACTIVE(EQUIPMENT INVENTORY EXPIRES IN NEXT 90 DAYS)
ACTIVE(WARRANTY EXPIRES IN NEXT 90 DAYS)

LOOKUP CLEAR FILTER

Equipment Status:
 Active Disposed Any Status

LOOKUP CLEAR FILTER

NEW EQUIPMENT



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

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

Equipment: View Record

NEW EQUIPMENT REPEAT AUDITS LOOKUP REPORTS MAINTAIN FILES

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

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

Location Shelf Bin Location Free Form:

Item Make Item Model Item Color Item Style

Caliber Serial Number:

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



Image #: 0 of 0

< = >  



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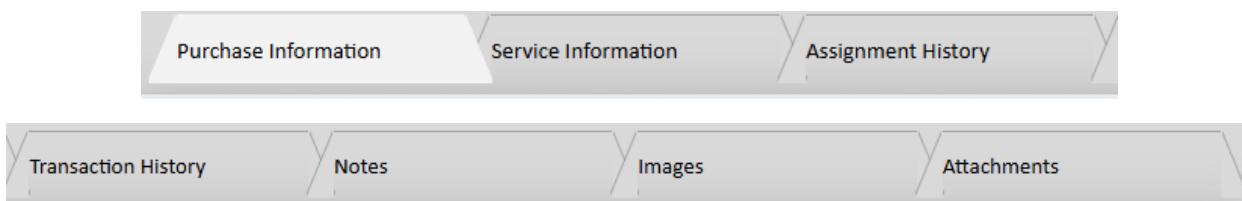
There are two primary sections of the record:

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	<input type="checkbox"/> 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	<input type="checkbox"/> Can Have Quantity	<input type="checkbox"/> Stored By Vendor

2. The *tabs* record information about purchase, service, assignment, transactions, notes, images, and 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:	Agency Tag Number:
2023-0002	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:	<input type="text" value="JAIL"/>	
--------------------	-----------------------------------	--

MAINTAIN FILES

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

▼ Equipment Codes

► Assigned Division



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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	<input type="text" value="RUGER"/>	<input type="button" value="X"/>	<input type="button" value="▼"/>
Model	<input type="text" value="P226"/>	<input type="button" value="X"/>	<input type="button" value="▼"/>
Item Color	<input type="text" value="BLK"/>	<input type="button" value="X"/>	<input type="button" value="▼"/>
Item Style	<input type="button" value="▼"/>		

▼ 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	<input type="button" value="▼"/>
---------	----------------------------------

▼ Property Codes

- Property Caliber

Caliber should be used if you are recording ammo.

Serial Number:	<input type="text" value="R12345"/>
----------------	-------------------------------------

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

On Hand:	Max On Hand:	Min On Hand:	Auto Order Qty:
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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.

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 **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

The screenshot shows the 'Equipment: View Record' screen. At the top, there are buttons for NEW EQUIPMENT, REPEAT, AUDITS, LOOKUP, REPORTS, and MAINTAIN FILES. Below these are buttons for navigation: << FIRST, < PRIOR, NEXT >, and LAST >>. Further down are buttons for REPORTS and MAINTAIN FILES. A large black arrow points from the text above to the MAINTAIN FILES button. On the right, there is a dropdown menu titled 'Equipment Codes' with the following options: Property Location Room, Property Location Shelf, Property Location Bin, Assigned Division, and Funding Source. A cursor arrow points to the 'Property Location Room' link.



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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**:

Maintain All Codes: Search Results									LOOKUP	NEW RECORD	MERGE	REPORTS
Search Criteria ►									EXPORT GRID TO FILE			
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

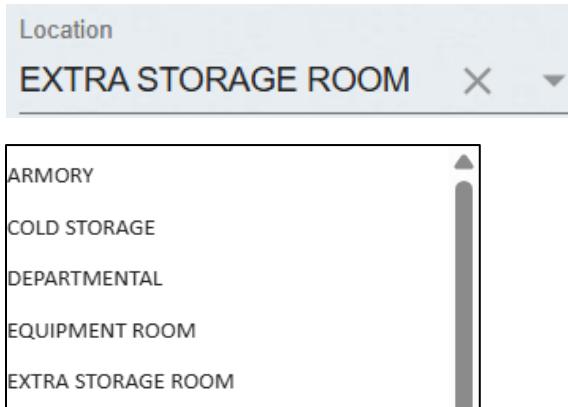
Code: ES In-Active

Description: EXTRA STORAGE ROOM



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If we go back to the *Equipment* records, we will see our new option in the **Location** 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 Equipment Record – Tabs

Summary

Fill out the tabs below the fields as needed.

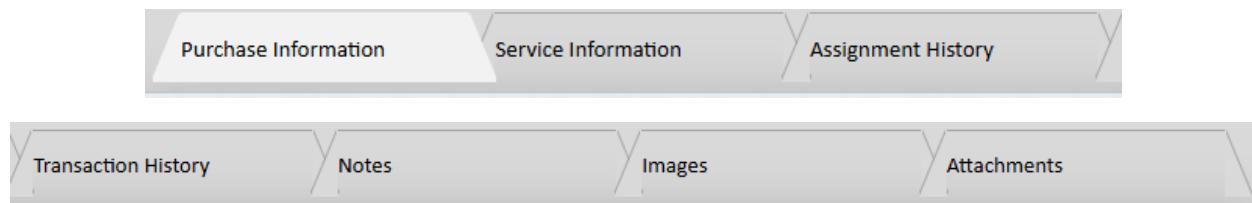
The **Purchase Info** tab contains when and where the item was purchased, if funding was received for it, etc.

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.

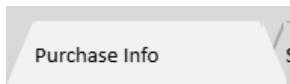
Notes, Images, and Attachments tabs are available if you need to take additional notes or upload images and documents. (Notes, Images, and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)





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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: 06/18/2025	Purchase Value: 100.00	Purchase PO#: 12345	Invoice Number: 12345	Grant #: 12345	Purchase Condition: GOOD
Funding Source: GOVERNOR HWY SAFETY OFFICE X ▾					
Warranty Start: 06/18/2025	Warranty End: 06/18/2027	Warranty PO#: 12345	Warranty Invoice Number: 12345	Warranty Cost: 100.00	
Disposition Date: 06/18/2025	Disposed Value: 0	Disposed Condition: ▼	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 📍					

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

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

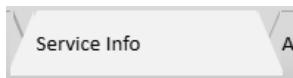


Purchased From lets you select the business the item was purchased from. If you already have the business in your records, simply type the name (such as **OFFICE PRODUCTS**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations 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 1 X <input type="button" value="▼"/> <input type="button" value="🔍"/>
Last Inventory Date:	Last Inventory By:	Next Inventory Date:	
06/01/2025	603 ELDER, MARTIN 1 X <input type="button" value="▼"/> <input type="button" value="🔍"/>	08/01/2025	<input type="button" value="📅"/>

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 1 X <input type="button" value="▼"/> <input type="button" value="🔍"/>

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 1 X <input type="button" value="▼"/> <input type="button" value="🔍"/>	08/01/2025 <input type="button" value="📅"/>

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



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Assignment History Tab

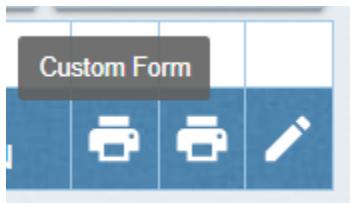


The **Assignment History** tab lets you record assignment of this item to officers, employees, or vehicles. Use this to keep track of who the item is currently assigned to, or use this tab to add a new entry to change who it is assigned to. To view, edit, or delete a current entry, double-click an entry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

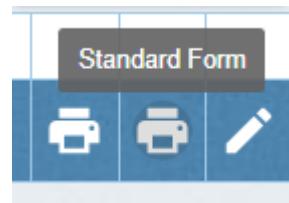
6 Assignments											EXPORT GRID TO FILE	ADD ASSIGNMENT
Assigned Date	Assigned To	Badge	Item Number	Item Description	Assigned Condition	Expires On	Disposition Date	Disposed Condition	Entry Date			
03/11/2024		3887		1998 CHEVROLET BLAZER #:3887 Tag:LPD318		03/11/2024		USED - GOOD	03/11/2024 16:25			
03/11/2024		3887		1998 CHEVROLET BLAZER #:3887 Tag:LPD318			04/14/2025		03/11/2024 16:30		02/04/2025	

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



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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:	Attached To Vehicle:
Vehicle	1998 CHEVROLET BLAZER #3887 Tag:LPD
Attached To:	Attached To Asset:
Asset	KENWOOD MOBILE RADIO
Attached To:	Attached To Equipment:
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:	Assignment Disposed Condition:	Quantity Returned:
03/11/2024	USED - GOOD	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:

Quantity: Amount: Purchase PO#: Invoice Number:

Vendor:

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:



Equipment Room Guide

Transaction Date:

06/19/2025

Transaction Type:

SUPPLY ORDER

X ▾

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

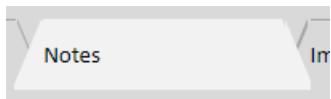
You can add notes for this record in the **Notes** box.

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



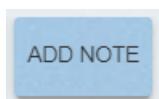
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

A screenshot of the "Notes" tab interface. At the top, there is a "Narrative" area with a blue background and a "Print" and "Edit" icon. Below it, a table header row shows columns for "Entry Date", "Note Date", "Employee", "Note Type", and "Notes". A single note entry is listed: "08/23/2024 14:22:56" and "08/23/2024 14:22:56" under the respective columns, with "TAKE NOTE" in the "Notes" column. At the bottom, a large blue button labeled "TAKE NOTE" is visible.

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.

A screenshot of the "Main Narrative" area. It features a large blue box containing the text: "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.





Equipment Room Guide

Add Note

Note Type: **NOTE** X ▼ Show On View Note Date (leave blank to d... CALENDAR 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

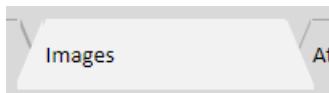
07/15/2024 15:35:19 -- MAIN
A NOTE ON NOTES

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



Equipment Room Guide

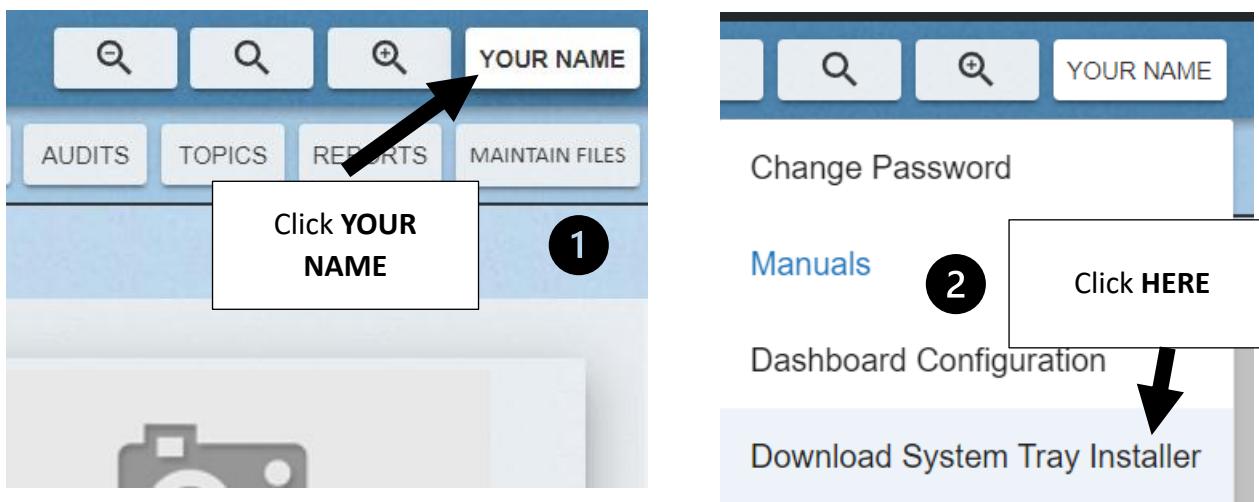
Images Tab



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.

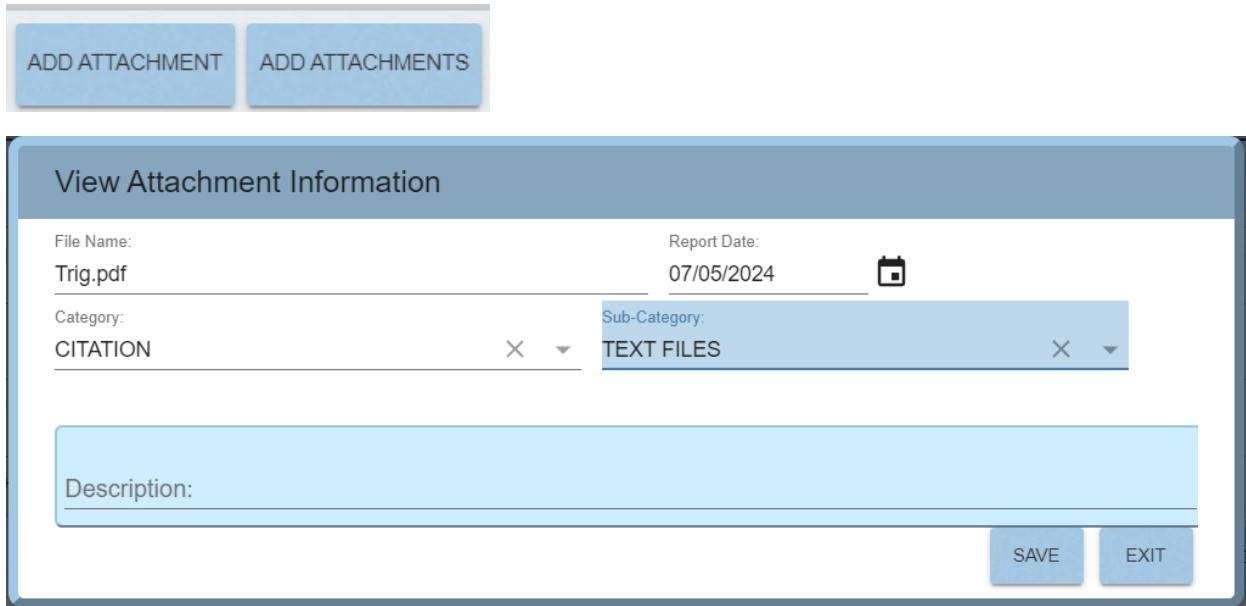


1 Attachment Category: **IMAGE**

Attachment	Entry Date	Category	Sub-Category	Description	Actions
	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

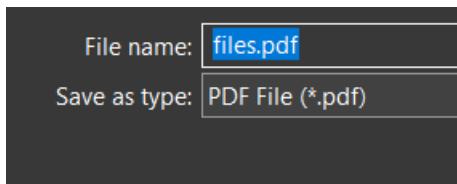
File Name:	Trig.pdf	Report Date:	07/05/2024 
Category:	CITATION	Sub-Category:	TEXT FILES
Description:			
<input type="button" value="SAVE"/>		<input type="button" value="EXIT"/>	



Equipment Room Guide

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

DOWNLOAD ALL PDFS



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:

Equipment: View Record

NEW EQUIPMENT REPEAT AUDITS LOOKUP REPORTS MAINTAIN FILES

« FIRST < PRIOR NEXT > LAST >> SAVE DELETE

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

Item Number: 2023-0002 Agency Tag Number: 0002

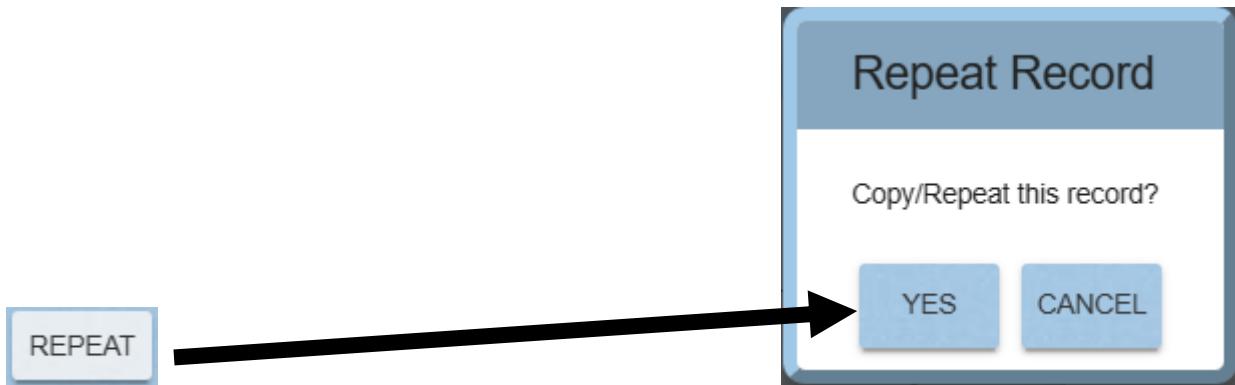
DLA ID #: 12345



Image #: 1 of 2

< ⚙️ ⚡ 🔍 >

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

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	Item Sub-Classification: REPLACEMENT CARTRIDGE	Current Condition: NEW		
Destruction Protocol	<input type="checkbox"/> High Risk Item			
Location	Shelf	Bin	Location Free Form:	
Item Make	Item Model	Item Color: BLK	Item Style	Caliber
On Hand: 0	Max On Hand: 0	Min On Hand: 0	Auto Order Qty: 0	<input type="checkbox"/> Can Have Quantity <input type="checkbox"/> 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.

The screenshot shows the 'Equipment: Search' interface. At the top, there are buttons for 'NEW EQUIPMENT', 'AUDITS', 'LOOKUP', 'REPORTS' (which is highlighted with a blue box and has an arrow pointing to it), and 'MAINTAIN FILES'. Below these are buttons for 'ALL', 'LAST 7 DAYS ACTIVITY', 'LAST 30 DAYS ACTIVITY', 'ACTIVE(BELOW MIN ON HAND)', and 'ACTIVE(EXPIRES IN NEXT 90 DAYS)'. There is also a 'LOOKUP' and 'CLEAR FILTER' button. A 'Equipment Status:' section with radio buttons for 'Active', 'Disposed', and 'Any Status' is present, with 'Active' selected. At the bottom left is a 'REPORTS' button. A large black arrow points from this 'REPORTS' button to a vertical list of report options on the right. The list includes: List Reports, Details Report, Transactions Report, Assignment Report, Issued Equipment Reports, All Equipment Reports, Stats Report, Form Reports, and Custom Forms.



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.

Equipment: List Reports

LOOKUP REPORTS MAINTAIN FILES

Records to Include:

Active Only Disposed Only Any Status

Report Style
Listing

Purchased From: Purchased Through: Disposed From:

Disposed Through: Warranty Expires From: Warranty Expires Through:

Assigned From: Assigned Through:

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.

Hide Notes Include In-Active Item

Sort By:

Description Purchase Date

Report Format:

PDF Excel XML SQL

VIEW DOWNLOAD EMAIL 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



YOUR AGENCY

Equipment Details Audit (By Item Classification)

Page 10 of 10

OFFICE SUPPLIES

Item Number	Description	Class	Purchase Date	Serial #	Location	On Hand
	Classification: OFFICE SUPPLIES				Disposition Date:	
	Purchase Order#: 25			Invoice #: 9764	Disposition: No Disposition	
	Min On Hand 0			Max On Hand: 0	Auto Order Qty: 0	
	Shelf:			Bin:	Location ON MY DESK	
	Warranty Start:			Warranty End:	Disposition Value: 0	
	Purchased From:					
	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

Actions: [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			
CANON EOS R7 DIGITAL CAMERA			
Make: No Make	Color: BLK	Caliber:	
Model:	Style:		
Classification: Not Classified		Disposition Date:	
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 26Error! 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.

Equipment: Transaction Reports

Records to Include:

All EQUIPMENT: CANON EOS R7 DIGITAL CAMERA-2025-0006

Report Style
Listing

Transactions From: Transactions Through:

Item Classification: Transaction Type:

Purchased From: **SEARCH**

Include Voids Include Vendor Details

Sort By:

Transaction Date Item Number

Report Format:

PDF Excel XML SQL

Example on the next page

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



Equipment Room Guide

YOUR AGENCY					
Equipment Transaction Listing					
Transaction Dates From 11/01/2018 Through 06/20/2025					
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		
	Make: No Make Model: Style: Classification: Not Classified Purchase Order#: <input type="text"/> Purchased From: OFFICE PRODUCTS	Color: BLK Caliber: Style: Purchase Value: 0.00	Assigned Condition: Disposed Condition: Invoice #: <input type="text"/> Purchase Value: 0.00		



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



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

Issued Equipment Equipment					
Equipment	Model	Caliber	Color	Assigned To	Assignment 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: **SEARCH**

Report Format:

PDF Excel XML SQL

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

YOUR AGENCY

Equipment- By Item Classification

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:	<input type="text" value="FIREARMS EMPORIUM"/>	<input type="button" value="SEARCH"/>	<input type="button" value="EDIT"/>	<input type="button" value="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.



View

ID #:	65765	Business License			
Purchased From:	FIREARMS EMPORIUM				
Short Name:	FAE				
House #:	Street:	Suite/Apt #:			
123	FAKE ST				
City:	State:	ZIP Code:	Latitude:	Longitude:	
KNOX	TN	X	37923	35.9276062	-84.0854432
Address 2:	Intersection:				<input type="button" value="Q"/>
Business Phone:	Email:				
865-555-1234	865-555-6789				
Contact Info					
<input type="text" value="Notes:"/>					
<input type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="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 Street: 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:



Continued on the Next Page



Equipment Room Guide

To use an existing organization:

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



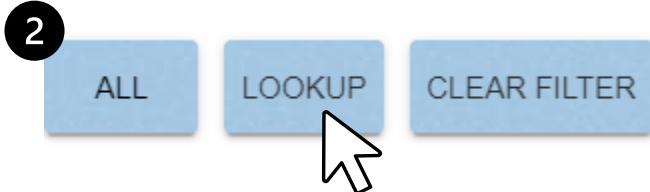
Enter the name or other identifying info.

1

ID #:	0	Business License

Business:	FIREARMS	

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



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.

Second Revision, June 2025

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