

# TRACKUNIFORM®

SOFTWARE



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## Product Overview

## Uniforms

Enter and completely manage your Uniform Items and Accessories.

- Features:**
- ❖ This program is designed for those businesses that
    - **Keep a Complete or Partial Inventory of Uniform Items and Accessories or**
    - **Those businesses that Out Source their Uniform Items to a vendor.**
  - ❖ Completely track each Uniform Item and who it was distributed to, at the same time keeping track of what each Employee has been issued.
  - ❖ When issuing Uniform Items, a simple push of a button will limit the contents of the list to include only the items you have marked as **“Standard Issue Items”**.
  - ❖ Easy to use **“Repeat Entry”** feature that allows you to enter an item, push a button and completely repeat that item so all you have to do is change one element such as a size or color and in minutes enter a lot of items.
  - ❖ **On Screen Help.** What comes back to the screen pertains to just the screen you are on to eliminate the need to read a 50,000 page manual for dummies.
  - ❖ **General Equipment** Capture details about other Equipment Items you issue that have individual Serial Numbers or Unique Department ID Number you applied.
  - ❖ **Drop-Down Lists** can be found throughout the program any place we know data may be used repeatedly. It also makes doing data entry faster and helps reduce typos when repeated elements are used the same way each time.
  - ❖ **Anyone Can Use It.** The program is designed to be used by anyone that deals with issuing and tracking Uniform Items. It is currently being used by Police Departments of all sizes, Hospitals, Casinos, Fire Departments, Security Companies, the Air Force ROTC, and other businesses who deal with tracking Uniforms and Accessories.
  - ❖ **Standard Issue Groups.** The program allows you to set-up Standard Issue Groups, Such as one for a “New Employee” and indicate the Items that each employee from that group should be issued. It is based on Type of Item, Model, Style and Quantity of each item. Then when you want to issue items, you can select a specific Standard Issue Group and select the particular sizes or colors of items for that employee, but the program does the rest of the work for you.
  - ❖ **Inventory Issuance And Receipt Record.** Produce and print Inventory Receipts that include all of the items Issued to each Employee. Includes Acknowledgment of Responsibility Statement and Signature Lines for the Employee to sign.

**Features:** ❖ Produce both Detail and Summary reports in seconds where you decide what information is included on the reports. Produced by a copy written procedure that is only available with L.E.A. Data Technologies software programs.

- **Inventory Reports** for businesses tracking what is in their Inventory.
- **Uniform Distribution Reports** contain information about who was issued which Uniform Items, when and how many.
- **Status Reports** where at a push of a button you can find out what stage of the issuing process each item is in.

Allowing you to quickly see all of the Uniform Items that are:

- “New Requests”
- “Approved” or “Denied”
- “On Order”
- “Back Ordered”
- “Ready To Be Picked-Up”
- “Not Invoiced”
- “Not Paid For”

❖ **State Of The Art Document Linking Technology**

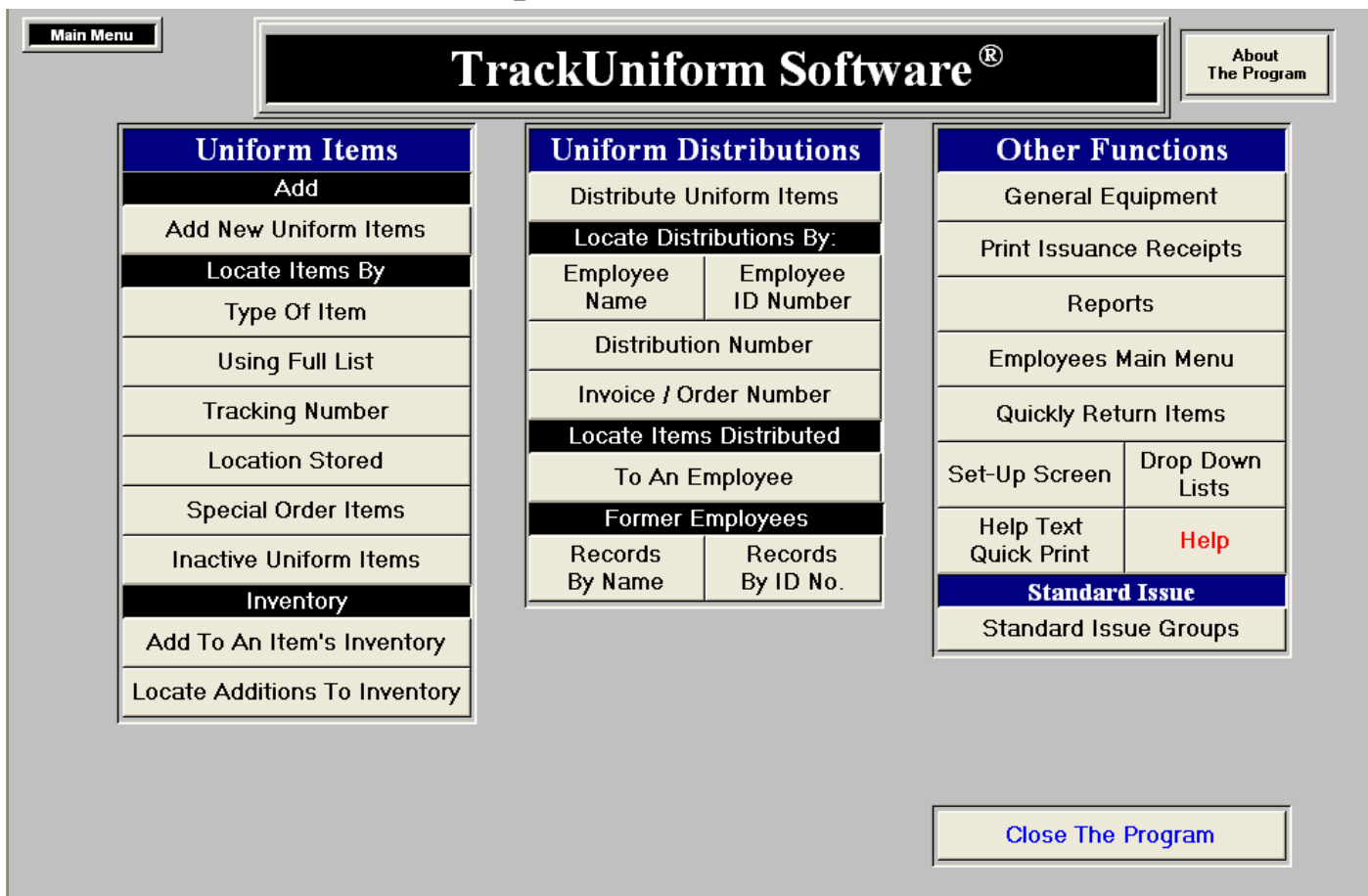
The program includes the ability to link and attach most files and document types that you normally open on your PC, so you can link and associate them to any record in the database. With only a few clicks of the mouse the program will open the application that runs the file and opens the document on your screen so you can view or edit its contents. If it is run by a Microsoft application, it will open a new toolbar on that document that allows you to easily move back and forth between the document and the database.

❖ Some businesses have a policy where by all requests for Uniform Items and Accessories have to be Approved before they can be processed. We have built into this program **Two Alerts** to help them with that process.

There is an Alert for New Requests that need to be Approved, and an Alert for items that have been Approved and need to be processed or ordered. You do not have to use that feature, but you may just find out that you want to start using it !

❖ The program allows you to track items **Destroyed, Donated** or **Returned** to your inventory. Tracking what, where, when and by whom.

The Program is designed for businesses that maintain a Complete or Partial Inventory of Uniform Items and for businesses that Out Source all or some of their Uniform orders and purchases to an outside Vendor.



The program has four (4) alerts. The **Blue** one that will appear lets you know when Uniform Items in your Inventory need to be Re-Ordered based on an Inventory Level Indicator that you set for each item.

There is a **Yellow** Alert that lets them know that there are New Requests for Uniforms. A **Green** Alert is for Items that have been Approved and are ready to be Ordered (from a Vendor) or processed (from Inventory). And the **Orange** one lets you know when you have Items that are Pending being returned so you can keep track of them.

(See the Next Page for an example of the Main Menu With that Alerts activated)

**Main Menu** **About The Program**

## TrackUniform Software®

Uniform Items	Uniform Distributions	Other Functions
<b>Add</b>	Distribute Uniform Items	General Equipment
Add New Uniform Items	<b>Locate Distributions By:</b>	Print Issuance Receipts
<b>Locate Items By</b>	Employee Name   Employee ID Number	Reports
Type Of Item	Distribution Number	Employees Main Menu
Using Full List	Invoice / Order Number	Quickly Return Items
Tracking Number	<b>Locate Items Distributed</b>	Set-Up Screen   Drop Down Lists
Location Stored	To An Employee	Help Text   Quick Print   <b>Help</b>
Special Order Items	<b>Former Employees</b>	<b>Standard Issue</b>
Inactive Uniform Items	Records By Name   Records By ID No.	Standard Issue Groups
<b>Inventory</b>	<b>There Are New Requests For Uniform Items</b>	<b>There Are Uniform Items Pending Return</b>
Add To An Item's Inventory	Locate New Requests	Locate Pending Items
Locate Additions To Inventory	<b>There Are Approved Items That Need To Be Ordered / Processed</b>	<b>Close The Program</b>
<b>There Are Uniform Items That Need To Be Re-Ordered</b>	Locate Approved Items	
Locate Items		

Main Menu with the Alerts Activated.

## Adding Uniform Items

This is the Uniform Item Data Entry Screen that you use to enter all of the different Uniform and Accessory items that you have in your inventory or that you will distribute to your Employees.

- Take advantage of Drop-Down Lists on most of the fields that you tailor to fit your needs, which also makes data entry easier and cuts down on data entry errors. .

Use This Screen To Add New Uniform Items To The Database

Add New Uniform Items

View Uniform Items Already Entered

130  
Item Tracking No.

\* Uniform Item: Holster

Item No: 6004-17421-121

\* Model: 6004 Tactical W/ LEG STRAP

Style: For Sig Sauer

Brand: Safariland

Vendor / Source: Cops Plus

Location Stored: Locker A

Misc. Description:

\* Size: Right Handed

Color: Black

Per Unit Cost: \$126.50

Special Order Item:

Contract Item:  Contract No: 110110

25

Maximum On Hand

Beginning Quantity In Inventory

Quantity:  Date Added:

Added By:

Re-Order Notification

Activate The Alert When Inventory Supply Reaches

Deactivate Alert >

Item Status

Active

Enter Item

And Clear Screen    Repeat Entry

Attached Files

Attach File    Open File

Uniform Items				Standard Issue Groups	Main Menu	Distributions		Uniform Reports	Delete This Item	Print This Item	Help
Locate						Distribute Uniform Items	Locate Distributions				
Items By Type Of Item	Items Using Full List	Items By Location Stored	Inactive Items								

- If you carry a supply in your Inventory, you can enter the beginning Quantity as you enter the each item.
- You can also set the Re-Order Notification for each item to alert you when your supply reaches that level. If you do not keep an Inventory, you would simply leave both fields “A” and “B” blank.
- Take advantage of the Repeat Entry button that will copy ALL of the elements over for the next item, so that if the only thing you have to change is the size, or the color, or the Item Number, that is all you have to re-enter.
- Also attach documents and files from other external applications to each record that you enter into the database.
- Indicate that the item is a Contact Item and capture the specific contract that is it from.

## Adding Uniform Orders

After you have entered all of the different types of Uniform items you will be issuing or distributing to your Employees, you are ready to begin.

You start by entering some basic Order or Request information.

The program will create and maintain a Distribution Number for each record.

**Distribute / Issue Uniform Items**

Fill in the information below about who the Uniform Items are being issued to, then push the Continue button to select the items.

**Distribution Number**  
95

Date Requested: 05/15/2016

Employee Items Are For: Doe, John D. - #12345

Division/Department: Patrol

Order Processed By: Brown, Robert Lt.

Authorization: Brown, Ronald, Capt.

Purpose: Annual Issue

**Continue And Select**

All Items    Standard Issue Items    Items By Type Of Item

**Attached Files**

Attach File    Open File

Uniform Items					Standard Issue Groups	Main Menu	Distributions				Uniform Reports	Delete This Record	Help
Add New Uniform Items	Locate Items By						Locate By						
	Type Of Item	Using Full List	Tracking Number	Location Stored	Employee	Distribution Number	Invoice Number	Employee ID Number					

The screen captures some basic information about Who, Where and When.

The next step will be to select all of the different Items that you are going to distribute to this person in this Order or Request.



## Selecting Uniform Items

- You simply enter the Quantity that you want to issue.
  - Then, using your mouse pointer, you highlight all of the items that you want to issue that quantity of.
  - You can also push either button. One limits the contents of the list to only include the Items from your “Standard Issue Groups” and the other allows you to select specific Types of Items.
- You can also push this button to see a list of the “Sizes” for this Employee

**Issue Uniform Items**

Instructions: 1) Enter The Quantity Of Each Item To Issue. 2) Hold Down The CTRL Key And Select (Click On) Each Item To Issue. 3) Push Either Issue Button Below. 4) After You Selected All Of The Items, Push "UpDate Item Status" Button.

Enter The Quantity Of Each Item To Issue:   Comments: You can add Notes about any item here

Uniform Item	Model	Style	Brand	Color	Size	Item No	Vendor/Source	In-Stk	Cost	Trk
Balaclava	Department	BDU Rip-Stop - Long Sleeve	Backhawk	Camouflage	15 X 34	12345ABC	Cops Plus	25	\$17.84	144
Balaclava	Department	BDU Rip-Stop - Long Sleeve	Backhawk	Camouflage	15 X 35	12345ABD	Cops Plus	24	\$17.84	145
Balaclava	WBC114NFM	Neoprene Face	CoolMax	Black	One Size	242223	Blumenthals	71	\$17.84	2
Belt	Duty	Leather	5.11 Tactical	Black	Large	142648-A12	Blumenthals	49	\$13.99	80
Belt	Utility	Leather	Nolton	Black	Large	15L8546	Blumenthals	42	\$19.97	56
Belt	Utility	Leather	Nolton	Black	X-Large	15XL8546	Blumenthals	48	\$19.97	57
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	10 - Regular	123BL-10	Cops Plus	34	\$59.99 *	28
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	10.5 - Regular	123BL-10.5	Cops Plus	46	\$59.99 *	29
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	11 - Regular	1232BL-11	Cops Plus	40	\$59.99	30
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	11 - Wide	1232WBL-11	Cops Plus	45	\$59.99 *	32
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	12 - Regular	1232BL-12	Cops Plus	47	\$59.99 *	31
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	12 - Wide	1232WBL-12	Cops Plus	48	\$59.99 *	33
Chest Protectors	Centurion CPX2000	Chest, Abdomen, Shoulder	Hatch	Black	Large	CPX2500 LG	Cops Plus	28	\$92.5	128
Chest Protectors	Centurion CPX2000	Chest, Abdomen, Shoulder	Hatch	Black	Medium	CPX2500 MD	Blumenthals	43	\$87.07	18
Chest Protectors	Centurion CPX2000	Chest, Abdomen, Shoulder	Hatch	Black	X-Large	CPX2500 XLG	Blumenthals	48	\$87.08	19
Chest Protectors	Centurion CPX2000	Chest, Abdomen, Shoulder	Hatch	Black	XX-Large	CPX2500 XXL	Blumenthals	48	\$87.08	20
Elbow Pads	Centurion EP300	Rubber Non-Slip Cao	Hatch	Black	One Size	EP300	Blumenthals	48	\$12.42	9
Elbow Pads	Centurion EP300	Rubber Non-Slip Cao	Hatch	Camouflage	One Size	EP200C	Blumenthals	39	\$12.42	10
Elbow Pads	Centurion EP300	Rubber Non-Slip Cao	Hatch	Desert	One Size	EP300T	Blumenthals	48	\$12.42	12
Gas Mask	Def-Tac Opti Fit	Tactical Gas Mask	Def-Tac	Black	Large	1789	Blumenthals	49	\$154.72	36
Gas Mask	Def-Tac Opti Fit	Tactical Gas Mask	Def-Tac	Black	Medium	1788	Blumenthals	47	\$154.72	35
Gas Mask	Def-Tac Opti Fit	Tactical Gas Mask	Def-Tac	Black	Small	1787	Blumenthals	49	\$154.72	34
Goggles	FM007 F.A. Marksmen	Leather	Hatrh	Black	Large	12-1410	Blumenthals	47	\$38.97	50

**Issue Selected Item(s)**

<input type="button" value="Remove From Inventory"/>	<input type="button" value="Order From Vendor"/>	<input type="button" value="Update Item Status"/>	<input type="button" value="Print Distribution Invoice And Receipt Record"/>	<input type="button" value="Add Items Not On This List"/>	<input type="button" value="Distributions"/>	<input type="button" value="Uniform Items"/>	<input type="button" value="Help"/>
<input type="button" value="To Be Updated"/>	<input type="button" value="Show Issued"/>	<input type="button" value="To Be Updated"/>	<input type="button" value="Show Issued"/>	<input type="button" value="Distribute Uniform Items"/>	<input type="button" value="Locate Distributions By"/>	<input type="button" value="Add New Uniform Items"/>	<input type="button" value="Locate"/>
				<input type="button" value="Employee"/>	<input type="button" value="Distribution Number"/>	<input type="button" value="Items By Type Of Item"/>	<input type="button" value="Main Menu"/>

- You then push one of these three buttons to add the selected items to the Distribution.

**A** and **B** Indicate the buttons you would push if you keep an Inventory of the items, and you will be removing the entered quantity of each item you selected from your Inventory.

**A.** You want to keep track of when each item was Ordered, Processed, Issued, Invoiced or Paid For.

**B.** You want to indicate that each item is Issued and the other issue process factors do not matter.

**C** and **D** Indicates the items as being ordered from an Outside Vendor.

**C.** You want to keep track of when each item was Ordered, Received, Issued, Invoiced or Paid For.

**D.** You want to indicate that each item is Issued and the other issue process factors do not matter



## Uniform Items Selected

One of several reports you can produce that will quickly show you the entire distribution sorted by the items removed from Inventory and the items that need to be ordered from the Outside Vendor.

Export... 100% Close

### Uniform Items

Uniform Items Distributed To: Doe, John D. - #12345    Distribution No.: 95    Date: 05/15/2016    Processed By: Brown, Robert Lt.  
 Purpose: Annual Issue

\* = Standard Issue Item    \* = Contract Item

**Items Issued**

Items From: Inventory

Uniform Item	Model	Per Unit Cost	Qty	Total Value	Style	Size	Color	Brand	Fitted	Item No.	Status
Balaclava	Department	\$28.75	1	\$28.75	Nylon	16 X 36	Camouflage	Backhawk	No	12345ABD	Issued
Location Stored: Bin 1-08 / Invoice No: None / Notes: None											
* Belt	Utility	\$15.00	1	\$15.00	Leather	Large	Black	Norton	No	15L8546	Issued
Location Stored: Bin 1-71 / Invoice No: None / Notes: None											
* Boots	1232 Men's Air 9"	\$59.99	1	\$59.99	Leather - Air Side Zip	11 - Regular	Black	Original SWA	No	1232BL-11	Issued
Location Stored: Locker A / Invoice No: None / Notes: None											
* Gloves	NS430 Specialist	\$54.55	1	\$54.55	Neoprene	Large	Black	Hatch	No	12-1413	Issued
Location Stored: Bin 2-32 / Invoice No: None / Notes: None											
Hat	Sun Boonie	\$19.99	1	\$19.99	Digi-Cam	7.25	Green	Tru-Spec	No	DCB105903	Issued
Location Stored: Bin 2-21 / Invoice No: None / Notes: None											
* Pouch	Utility	\$25.99	1	\$25.99	Belt	Large	Black	Blackwater	No	02390	Issued
Location Stored: Bin 2-80 / Invoice No: None / Notes: None											
6	Different Items From Inventory		6	Total Quantity From Inventory							

**Items Not In Possession Of**

Items From: Vendor

Uniform Item	Model	Per Unit Cost	Qty	Total Value	Style	Size	Color	Brand	Fitted	Item No.	Status
* Pants	BDU	\$44.50	2	\$89.00	Rip-Stop	34 X 36	Black	Bianchi	No	HG12752	On Order
Location Stored: Bin 1-66 / Invoice No: None / Notes: None											
Shirt	BDU	\$35.99	2	\$71.98	BDU Rip-Stop - Long Sl	16 X 34	Black	Feichheimer	No	UD4200	On Order
Location Stored: Bin 1-11 / Invoice No: None / Notes: None											
* Shirt	TDU	\$35.99	2	\$71.98	Rip-Stop - Long Sleeve	16 X 34	Black	5.11 Tactical	No	511-72002	On Order
Location Stored: Bin 1-09 / Invoice No: None / Notes: None											
3	Different Items From Vendor		6	Total Quantity From Vendor							

Page: 1

## Distribution Items List

This screen will allow you to see everything that has been added to this Request and Distribution.

By clicking on any of the items on the list, it will take you the screen on the next page where you can track the different actions taken on each item.

This is one of the locations where you can print a [Distribution Issuance And Receipt Record](#).

**Distribution Number**

### Distribution #95 Items List

**Items On This Distribution**  
  
**Items Ordered By Vendor**  
  
**Items "Not Issued" From Inventory By Location Stored**

Employee: <input type="text" value="Doe, John D. - #12345"/>	Requested Date: <input type="text" value="05/15/2016"/>	Process By: <input type="text" value="Brown, Robert Lt."/>
Division: <input type="text" value="Patrol"/>	Purpose: <input type="text" value="Annual Issue"/>	Authorization By: <input type="text" value="Brown, Ronald, Capt."/>

To Change The Status Or Update The Information For Any Item, Click On That Item.

Uniform Item	Model	Style	Brand	Color	Size	Item No	Qty	Item From	Invoice No	Trk No	Fitted	Issue Status
Balaclava	Department	Nylon	Backhawk	Camouflage	16 X 36	12345ABD	1	Inventory		145		Issued
Belt	Utility	Leather	Nolton	Black	Large	15L8546	1	Inventory		56		Issued
Boots	1232 Men's Air 9"	Leather - Air Side Zip	Original SWAT	Black	11 - Regular	1232BL-11	1	Inventory		30		Issued
Gloves	N5430 Specialist	Neoprene	Hatch	Black	Large	12-1413	1	Inventory		52		Issued
Hat	Sun Boonie	Digi-Cam	Tru-Spec	Green	7.25	DCB105903	1	Inventory		4		Issued
Pants	BDU	Rip-Stop	Bianchi	Black	34 X 36	HG12752	2	Vendor		60		On Order
Pouch	Utility	Belt	Blackwater	Black	Large	02390	1	Inventory		74		Issued
Shirt	BDU	BDU Rip-Stop - Long Slee	Feichheimer	Black	16 X 34	UD4200	2	Vendor		93		On Order
Shirt	TDU	Rip-Stop - Long Sleeve	5.11 Tactical	Black	16 X 34	511-72002	2	Vendor		67		On Order

**Return**  
To The Previous Screen

**Add Items To This Distribution**

**Print Issuance Receipt**  
Distribution Issuance Receipt    Issuance Receipt With Costs

**Items To Order From Vendor Reports**

**Distributions**  
Distribute Uniform Items

**Locate Distributions By**  

Employee	Distribution Number	Invoice Number
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**Main Menu**  
Help

**Files Attached (0)**  

Attach Files	Open File
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From this screen you can also see what the status is of each item.

TrackUniform Software Page 10

## Distributions Status Update Screen

Eventually you want to get each item to a status of “Issued”. You can use a Quick By-Pass button (A) to make everything “**Issued**” when you want, or you can take advantage of the quick Status change buttons on this screen and track each item as it goes through the process of being Requested, Approved, Ordered, Received then Issued.

The Status Update screen also has the ability to help you track the items that have not been Invoiced and the items that have not been Paid for yet.

**Distribution Status Update**

Distribution No.: 95  
 Date Requested: 05/15/2016  
 Doe, John D. - #12345

Current Status: **Issued**

Uniform Item	Model	Style	Brand	Color	Size	Item No	Vendor/Source	In-Stk	Cost	Trk
Belt	Utility	Leather	Nolton	Black	Large	15L8546	Blumenthals	36	\$15.00	56

**A** By-Pass: Quantity: 1, Item Removed From: Inventory, Needs To Be Fitted:

**B** Return: ADD Back To INVENTORY, Mark As Return PENDING

**C** Other Actions: Indicate Item(s) Donated OR Destroyed

Approval: Approved:  Date: 05/15/2016 Approved By: Captain Brown

Ordered / Processed:  Date: 05/15/2016

Received / Ready For Pick-Up:  Date: 05/15/2016

Item Issued:  Date: 05/15/2016

Invoiced:  Date: 05/15/2016 Invoice #: 16-A21157

Paid:  Date: 05/15/2016 Total Amount Paid: \$15.00

Back Ordered:  Date:

Comments/Notes:

Print Distribution Issuance And Receipt Record

Previous: Return To The Items Issued List Screen

Next Item Previous Item

Distributions: Distribute Uniform Items, Locate Distributions By (Employee, Distribution Number, Invoice Number), Main Menu

Uniform Items: Add New Uniform Items, Locate (Items By Type Of Item), Delete This Item

Uniform Reports: Help, Update this Employee

From this or the previous screen you can produce and print a “**Distribution Issuance And Receipt Record**” for the distribution that you are on.

You can make the indication of items Returned (B) and Items that are Donated or Destroyed (C) from this screen, by pushing the marked buttons. The program will walk you through the process capturing the quantity, locate donated or method used to destroy items, and by whom.

Export... 100% Close

Your Agency Name Will Appear Here

**Inventory Issuance And Receipt Record** Page 1 of 1

*For Official Use Only*  
 To be used to record the issuance, reassignment or inventory of agency owned Uniform Items.

Date: **Thursday, May 12, 2016** Employee: **Doe, John D.** Patrol ID No.: **12345**

**Uniform Item (s)**

Dist ID	Item Status	Uniform Item	Brand - Model - Style	Size - Color - Number	Qty	Issued	Trk #
95	Issued	# 1 Baladava	Backhawk - Department - Nylon	Size 16 X 36 - Camouflage - ID No: 12345ABD	1	05/15/2016	145
		# 2 Belt	Nolton - Utility - Leather	Size Large - Black - ID No: 19L8546	1	05/15/2016	56
		# 3 Boots	Original SWAT1232 Men's Air 9" - Leather - Air Side Zip	Size 11 - Regular - Black - ID No: 1232BL-11	1	05/15/2016	30
		# 4 Gloves	Hatch - NS430 Specialist - Neoprene	Size Large - Black - ID No: 12-1413	1	05/15/2016	52
		# 5 Hat	Tru-Spec - Sun Boonie - Digi-Cam	Size 7.25 - Green - ID No: DCB105903	1	05/15/2016	4
		# 6 Pants	Bianchi - BDU - Rip-Stop	Size 34 X 36 - Black - ID No: HG12752	2	05/20/2016	60
		# 7 Pouch	Blackwater - Utility - Belt	Size Large - Black - ID No: 02390	1	05/15/2016	74
		# 8 Shirt	5.11 Tactical - TDU - Rip-Stop - Long Sleeve	Size 16 X 34 - Black - ID No: 511-72002	2	05/20/2016	67
		# 9 Shirt	Feichheimer - BDU - BDU Rip-Stop - Long Sleeve	Size 16 X 34 - Black - ID No: UD4200	2	05/20/2016	93

I acknowledge issuance/receipt of the above uniform item(s) and understand that I will maintain possession of all assigned item(s) until such time as I am required to turn them in. I also understand that I can not transfer any item(s) without the prior knowledge and approval of the appropriate authority, and failing to follow these rules may result in my being held financially responsible for the item(s).  
 I also understand that a new Inventory Issuance And Receipt Record will be completed for any additional items issued to me.

*My signature constitutes my receipt of, understanding and acknowledgement of the above.*

Employee Signature:	Date:
Issued By:	Signature:
Authorized By:	Title:

Page: 1

The receipt lists the items that were Issued (and any items that were returned) and includes a standard Acknowledgment Statement with Signature Lines for the people involved.

You can take this signed document and scan it, then attach it to the Distribution record where these items were issued from. This will allow any user of the program to have the ability to open the signed document and view it.

Accessible from the program Main Menu, you can access this screen where you select one or more Employee’s Names, and produce a current Uniform Inventory Issuance And Receipt Record.

Inventory Issuance Receipt

Select The Employee(s) You Want To Print A Receipt For

Employee	ID No	Department	Title	Status
Aqua, Wendy	15456	Patrol	Officer	Active
Auburn, Steven	15432	Patrol	Officer	Active
Beige, Matt	29861	Patrol	Officer	Active
Black, Steve	12647	Detectives	Sergeant	Active
Blue, William D	18478	Patrol	Officer	Active
Bronze, Jennifer	30042	Patrol	Officer	Active
Bronze, John D.	12345	Administration	Deputy Chief	Active
Brown, Alan	22413	Patrol	Sergeant	Active
Gold, Ronny	06744	Patrol	Sergeant	Active
Gray, Michael	6547	Patrol	Sergeant	On Leave
Green, Tony	22560	Patrol	Lieutenant	Active
Maroon, Patrick	17765	Patrol	Sergeant	Active
Orange, John	29445	Patrol	Officer	Active
Orange, Thomas	7777	Detectives	Captain	Active
Pink, John	00836	Patrol	Officer	Active
Purple, Jeff	18032	Detectives	Detective	Active
Red, Jeff	19280	Detectives	Sergeant	On Leave
Red, Mark	18649	Detectives	Lieutenant	Active
Silver, Robert	98798	Patrol	Officer	Active
Silver, Ron	32663	Patrol	Officer	Active
Strawberry, Dave	7838	Detectives	Detective	Active

Receipt / Report  
-----  
 From this screen you can produce a report that will include all of the Uniform and Equipment Items currently assigned to the Employee(s) that you select.

You can print the Report / Receipt and require them to sign acknowledging Receipt of the Items.

Enter a Date Range to limit the records to a Date Issued Date Range. Or leave blank for all records.

**Date Range**  
 From:   
 To:

Clear Date Fields

Returns

Print Checklist

Print Blank List

Print Both

Receipt  
Print Full Receipt

Receipt W/Costs  
Print Full Receipt

Program Main Menu

Other Receipts  
Issued Items Only  
Returned Items Only

Receipts W/Costs  
Issued Items Only  
Returned Items Only

Using these date fields, you can enter a Date Range and limit the items to only those issued during that date range.

Using the Black Full Receipt button we will produce an example Receipt on the next page, which includes Issued and Returned Uniform Items along with General Equipment currently assigned to the Employee. You also have the ability to produce Issuance Receipts that include only the Issued Items or only the Returned Items and those with or without costs.

Your Agency Name Will Appear Here

**Inventory Issuance And Receipt Record**

Page 1 of 1

<i>For Official Use Only</i>									
To be used to record the issuance, reassignment or inventory of agency owned Uniform and Equipment Items.									
Date: <b>Wednesday, June 07, 2017</b>			Employee: <b>Bronze, John D.</b>			Administration		ID No.: <b>12345</b>	
Uniform Item (s)									
Uniform Item	Brand - Model - Style	Size - Color - Number	Qty	Issued	Status	Dist ID	Trk #		
# 1	AirCard	Verison - Jetpack - Plastic	1	04/11/2015	Active	Equip	702		
# 2	Badge - Hat	Badge And Waller - Deputy Chief - Hat Badge	1	01/11/2016	Active	Equip	720		
# 3	Badge - Wallet	Blackinton - Deputy Chief - Wallet Badge	1	04/11/2016	Active	Equip	962		
# 4	Balaclava	Blackhawk - Hellstrom Lightweight - Nylon	1	04/15/2015	Issued	81	145		
# 5	Balaclava	Seirus - Ultra Clava - Nylon	1	06/09/2016	Issued	102	157		
# 6	Belt	Noton - Utility - Leather	1	06/09/2016	Issued	102	56		
# 7	Boots	Original SWAT1232 Men's Air 9" - Leather - Air Side Zip	0	06/09/2016	Returned	102	32		
# 8	Bulletproof Vest	Quantum - QTM-B IIIA - Wrap Around	1	07/22/2016	Active	Equip	836		
# 9	Flashlight	Streamlite - Protac 1AA - C4 LED	1	05/26/2017	Active	Equip	923		
# 10	Gas Mask	Def Tac - Def-Tac Opti Fit - Tactical Gas Mask	1	06/09/2016	Issued	102	35		
# 11	Gloves	Hatch - SB4000 Friskmaster - Cut Resistant	1	06/11/2016	Issued	102	54		
# 12	Pants	Bianchi - BDU - Rip-Stop	2	06/09/2016	Issued	102	60		
# 13	Pants	Bianchi - BDU - Rip-Stop	2	08/11/2015	Issued	94	60		
# 14	Shirt	5.11 Tactical - TDU - Rip-Stop - Short Sleeve	2	06/09/2016	Issued	102	123		
# 15	Shirt	Feichheimer - BDU - BDU Rip-Stop - Long Sleeve	1	08/07/2015	Issued	94	109		
# 16	Shirt	Feichheimer - BDU - BDU Rip-Stop - Long Sleeve	1	06/09/2016	Issued	102	109		
I acknowledge issuance/receipt of the above uniform and equipment item(s) and understand that I will maintain possession of all assigned item(s) until such time as I am required to turn them in. I also understand that I can not transfer any item(s) without the prior knowledge and approval of the appropriate authority, and failing to follow these rules may result in my being held financially responsible for the item(s). I also understand that a new Inventory Issuance And Receipt Record will be completed for any additional items issued to me.									
<i>My signature constitutes my receipt of, understanding and acknowledgement of the above.</i>									
Employee Signature:					Date:				
Issued By:					Signature:				
Authorized By:					Title:				

Allows you to see the Date Issued and from which Uniform distributions each item came from.

And you can see if it is General Equipment instead of from a Uniform Distribution. (Equip)

See details about General Equipment starting on page 38.



## Status Reports

By using the Status buttons on the previous Status Update Screen, you will be able to take advantage of these Status Reports. Each report will allow you to quickly see which items have which status and where everything is in the Issuing Process.

**Uniform Status Reports**

View ACTIVE Uniform Items By Their Current Status

Sorted By Employee	Sorted By Vendor	Sorted By Div/Dept
New Requests	New Requests	New Requests
Approved Items	Approved Items	Approved Items
Denied Items	Denied Items	Denied Items
On Order	On Order	On Order
Back Ordered	Back Ordered	Back Ordered
Ready For Pick-Up	Ready For Pick-Up	Ready For Pick-Up

Special Reports Not Based On Current Status

Not Invoiced	Not Invoiced	Not Invoiced
Not Paid For	Not Paid For	Not Paid For

Special Reports

- Return Pending Report
  - Items With A Status Of "Return Pending"
- Remove From Inventory
  - View Items "Not Issued" That Need To Be Removed From Inventory Based On Location Stored

Search Criteria

Only Include Records Between These Dates: [ ] And [ ]

Include Only Records From: Inventory:  Vendors:

Include Only Records From This Vendor: [ ]

Include Only Records From This Division/Department: [ ]

Clear fields to include ALL records  
 Clear

Reports Main Menu | Add New Uniform Items | **Uniform Items** | Locate | Standard Issue Groups | Main Menu | **Distributions** | Locate Distributions By | Employee | Distribution Number | Invoice Number | Distribute Uniform Items | Help

For example, if you want to see all of your Uniform Items are currently **“On Order”**, simply push one of the buttons with that title. The Buttons in the left column will sort the items by the Name of the Employee who requested it, and the buttons in the middle column sort the items by the name of the Vendor you Ordered the items from, and the items on the right at items by Division/Department.

And like everything we do to try to give you every option we can, we have even included Date Range fields, a Vendor and Division/Department Drop-Down Lists to allow you to limit the contents of any of the reports to a specific Date Range, Vendor and/or Division/Department.



## Uniform Status Reports

This report would allow you to quickly see which items are **"On Order"** sorted by the Employee who requested the items.

Export... 100% Close

Report Criteria: Status = ON ORDER  
 Uniform Status Rpt "On Order" \* = Standard Issue Item \* = Contract Item

### Uniform Items "On Order" By Employee

Employee		ID No.	Division / Department		Requested	Approved	Ordered	Invoice No.	Qty	Uniform Item	Description	From	Dist No.	Value On Order
<b>Black, Steve</b>		#12647	Detectives											
05/15/2016	05/15/2016	05/15/2016	Trk No.: 53	1	<b>Gloves</b>	Hatch NS430 Specialist Neoprene X-Large Black - ID No: 12-1413	Vendor	99	\$54.55					
05/15/2016	05/15/2016	05/15/2016	Trk No.: 27	1	<b>Holster</b>	Safariland 6004 Tactical W/ LEG STRAP For Left Handed Black - ID No: 6004-283-122	Vendor	99	\$114.00					
2 Items For Black, Steve												Total Value	\$168.55	
<b>Maroon, Patrick</b>		#17765	Patrol											
05/16/2016	05/16/2016	05/16/2016	Trk No.: 66	2	<b>Shirt</b>	5.11 Tactical TDU Rip-Stop - Long Sleeve 15 X 35 Black - ID No: 511-72002	Vendor	100	\$71.98					
05/16/2016	05/16/2016	05/16/2016	Trk No.: 59	2	<b>Pants</b>	Bianchi BDU Rip-Stop 34 X 34 Black - ID No: HG12752	Vendor	100	\$89.00					
05/16/2016	05/12/2016	05/16/2016	Trk No.: 112	2	<b>Shirt</b>	Feichheimer BDU BDU Rip-Stop - Long Slee 15 X 35 Black - ID No: UD4200	Vendor Fitted	100	\$71.98					
3 Items For Maroon, Patrick												Total Value	\$232.96	
<b>Silver, Robert</b>		#98798	Patrol											
05/16/2016	05/16/2016	05/16/2016	Trk No.: 67	2	<b>Shirt</b>	5.11 Tactical TDU Rip-Stop - Long Sleeve 16 X 34 Black - ID No: 511-72002	Vendor	101	\$71.98					
05/16/2016	05/16/2016	05/16/2016	Trk No.: 59	2	<b>Pants</b>	Bianchi BDU Rip-Stop 34 X 34 Black - ID No: HG12752	Vendor	101	\$89.00					
05/16/2016	05/16/2016	05/16/2016	Trk No.: 102	2	<b>Pants</b>	Bianchi TDU Rip-Stop Varies Black - ID No: TD12486	Vendor	101	\$59.98					
05/16/2016	05/16/2016	05/16/2016	Trk No.: 93	2	<b>Shirt</b>	Feichheimer BDU BDU Rip-Stop - Long Slee 16 X 34 Black - ID No: UD4200	Vendor	101	\$71.98					

Page: 1

## Uniform Status Reports

The same report sorted by Vendor, shows you which items are **"On Order"** from each Vendor.

Export... 100% Close

Report Criteria: Status = ON ORDER  
 Uniform Status Rpt "On Order" \* = Standard Issue Item \* = Contract Item

### Uniform Items "On Order" By Vendor

---

Item From  
**Inventory**

Vendor  
**Blumenthals**

**Belt**

Requested	Approved	Ordered	Invoice No.	Employee Item For	Qty	Description	Trk No.	Dist No.	V value OnOrder
05/16/2016	05/16/2016	05/16/2016		Silver, Robert	1	Nolton Utility Leather	56	101	\$15.00
				#98798	*	Large Black - ID No: 15L8546			
1 Total Belt(s)									Total Value: \$15.00

**Elbow Pads**

Requested	Approved	Ordered	Invoice No.	Employee Item For	Qty	Description	Trk No.	Dist No.	V value OnOrder
05/16/2016	05/16/2016	05/16/2016		Silver, Robert	1	Hatch Centurion EP300 Rubber Non-Slip Cao	10	101	\$12.42
				#98798		One Size Camouflage - ID No: EP200C			
1 Total Elbow Pads(s)									Total Value: \$12.42
2 Total Items From Blumenthals									Total Vendor Value: \$27.42

---

Vendor  
**Cops Plus**

**Boots**

Requested	Approved	Ordered	Invoice No.	Employee Item For	Qty	Description	Trk No.	Dist No.	V value OnOrder
05/16/2016	05/16/2016	05/16/2016		Silver, Robert	1	Original SWAT 1232 Men's Air 9" Leather - Air	32	101	\$59.99
				#98798	*	11 - Wide Black - ID No: 1232WBL-11			
1 Total Boots(s)									Total Value: \$59.99
1 Total Items From Cops Plus									Total Vendor Value: \$59.99

---

3 Total Items From Inventory	Total Value From Inventory: \$87.41
------------------------------	-------------------------------------

Page: 1

## Special Average Days Report

A couple of very fun reports that are available to you are reports that show you the Average number of days between events. All based on the Status Dates from the Status Update Screen.

Distribution Status Rpt #G-2

**Uniform Distribution Date Averages**  
 Uniform Items Ordered From Vendors

---

**From Outside Vendors**

**Average Number Of Days From - To Dates**

		FROM				
		Date Requested	Date Approved	Date Ordered	Date Received	Date Back Ord
<b>T O</b>	Date Requested:					
	Date Approved:	0.3				
	Date Ordered:	0.5	0.3			
	Date Received:	8.4	7.8	7.4		17.0
	Date Issued:	9.1	8.5			18.0
	Date Invoiced:	5.9	6.5			
	Date Paid:	27.8	26.2		16.7	

There are two of these Average Days Reports. This one is for items ordered from Vendors, the other is for items removed from your Inventory. You simply travel down a column from the top “From” dates to a Row of “To” dates and at the junction will be the average number of days between those Dates. For example, in the sample data we have, it currently is 17.0 days from date Back Ordered to Date Received. (Marked with the red arrow)

Note: The program only includes records where the two dates are within 365 days of each other.

## Locating Uniform Distributions

You can easily locate your orders by several different factors, one of which is by the name of the Employee it was for.

### Locate/Update Distributions By Employee

Select the Employee, then click on the Uniform Distribution record of interest.

Clear Name Field>

Employee:

The above Employee list will ONLY include the names of Employees who has been issued Uniform Items.

Uniforms Distributions By Employee				
Date	Processed By	Purpose	Authorized By	Dist No
05/09/2016	Brown, Robert Lt.	Annual Issue	Brown, Ronald, Capt.	102
08/07/2015	Green, Ronald Sgt.	Annual Issue	Emmons, John	94
06/26/2015	Brown, Robert Lt.	Initial Set-Up	Brown, Ronald, Capt.	93
06/26/2015	Brown, Robert Lt.	Initial Set-Up	Captain Brown	90
06/12/2015	Green, Ronald Sgt.	Damaged/Replacement	Brown, Ronald, Capt.	88
12/15/2014	Smith, David Lt.	Annual Issue	Roberts, Craig	86
12/09/2014	Green, Ronald Sgt.	Damaged/Replacement	Roberts, Craig	84
12/27/2013	Brown, Robert Lt.	Inventory Adjustment	Brown, Ronald, Capt.	83
09/05/2013	Smith, David Lt.	Damaged/Replacement	Captain Brown	76
08/15/2013	Green, Ronald Sgt.	Annual Issue	Captain Smith	73
04/09/2013	Smith, David Lt.	Annual Issue	Smith, David Supervisor	72
04/09/2013	Brown, Robert Lt.	Annual Issue	Captain Brown	97
03/01/2013	Green, Ronald Sgt.	Damaged/Replacement	Captain Smith	71
12/01/2012	Green, Ronald Sgt.	Damaged/Replacement	Captain Brown	61
10/02/2011	Green, Ronald Sgt.	Damaged/Replacement	Brown, Ronald, Capt.	65

Distributions				Uniform Items				Standard Issue Groups	Uniform Reports
Locate Distributions By		Locate Items Distributed To An Employee	Distribute Uniform Items	Main Menu	Locate Items By				
Distribution Number	Invoice Number				Employee ID Number	Add New Uniform Items	Type Of Item	Using Full List	Tracking Number

Then you simply click on the specific distribution that you want to locate.

## Update Uniform Items

With the distribution on your screen you can view the Status for any or all of the items.

By keeping the status of each item current, it makes it easy for you to locate the Uniform Items that need your attention.

**Distribution Number**  
96

### Distribution #96 Items List

Items On This Distribution

---

Items Ordered By Vendor

---

Items "Not Issued" From Inventory By Location Stored

Employee:  Requested Date:  Process By:   
 Division:  Purpose:  Authorization By:

To Change The Status Or Update The Information For Any Item, Click On That Item.

Uniform Item	Model	Style	Brand	Color	Size	Item No	Qty	Item From	Invoice No	Trk No	Fitted	Issue Status
Gloves	SOG-L100	Kevlar	Hatch	Black	Large	8415-01-518-4	1	Inventory		6		Approved
Holster	6004 Tactical W/ LEG STF	For Glocks	Safariland	Black	Left Handed	6004-283-122	1	Inventory		27		New Request
Pants	BDU	Rip-Stop	Bianchi	Black	34 X 34	HG12752	2	Vendor		59		On Order
Pants	TDU	Rip-Stop	Bianchi	Black	Varies	TD12486	2	Vendor		102		Ready For P/U
Patches	Department	SWAT	None	Black / Green	Standard	T5432	3	Inventory		58		Issued
Shirt	BDU	BDU Rip-Stop - Long Slee	Feichheimer	Black	16 X 34	UD4200	2	Vendor		93		Back Ordered
Shirt	TDU	Rip-Stop - Long Sleeve	5.11 Tactical	Black	16 X 34	511-72002	2	Vendor		67		On Order
Shirt	TDU	Rip-Stop - Short Sleeve	5.11 Tactical	Black	16 X 34	511-72006	2	Vendor		119		On Order

**Return**  
To The Previous Screen

**Add Items To This Distribution**

**Print Issuance Receipt**  
Distribution Issuance Receipt    Issuance Receipt With Costs

**Items To Order From Vendor Reports**

**Distributions**  
Distribute Uniform Items

**Locate Distributions By**  
Employee    Distribution Number    Invoice Number

**Main Menu**  
Help

**Files Attached (0)**  
Attach Files    Open File

You can also attach files and documents to any Distribution Record, even after you have entered the record. Perhaps it is scanned copies of Invoices or any other documents or records you want to link to a Distribution.

## Uniform Inventory Reports

There are two other types of reports that you can create. One deals with your “Inventory” the other deals with “Distributions” of Uniform items.

This is the screen where you generate the Inventory Reports. The same fields that you used to do data entry are now available for you to use to identify which records you want to include on your Reports.

For example, if you were to select “Pants” from the “Uniform Item” drop-down list and pushed anyone of the report buttons, the only items that would appear on the report would be “Pants”. Some of the report buttons create Details Reports and other report buttons create Summary Reports. Each sorts the information by different factors and each contains different types of information.

SEARCH CRITERIA  
Enter elements in the fields below to "Limit The Records On The Report To Include:"

Uniform Inventory Reports

Clear Fields

---

**Uniform Items** Uniform Item:

Item No:  Model:

Style:  Brand:

Size:  Location Stored:  Contract Number:

Misc. Desc:  Cost Between:  And:  Vendor / Source:

Include ONLY Special Order Items:  Include ONLY Contract Items:  Include ONLY Items That Need To Be Re-Ordered:

Trk No:

Item Status:

Color:

---

Additions To Inventory

Date Added From:  To:  Type Of Items Added:  Added By:

---

Uniform Items Reports

Detail Reports		Summary Reports			Contract Items Only	Location Stored	Special Order Items
#A-1 By Item	#A-3 By Item No.	#A-5 By Vendor	#A-7 By Type Of Item	#A-9 Item Full Details	#A-10 Detail Rpt By Contract No.	#A-12 Detail Rpt By Location	#A-14 Detail Rpt By Item
#A-2 By Brand	#A-4 By Tracking No.	#A-6 Item Full History	#A-8 By Item And Model		#A-11 Summary By Contract No.	#A-13 Summary Rpt By Location	#A-15 Summary Rpt By Item/Model

---

Additions To Inventory Reports

Detail Reports		Summary Reports			Contract Items Only
#B-1 By Date	#B-3 By Item	#B-5 By Date	#B-7 By Date / Added By	#B-9 By Item	#B-11 Detail Rpt By Contract No.
#B-2 Added By	#B-4 By Type	#B-6 Added By	#B-8 Added By / By Date	#B-10 By Type	#B-12 Summary By Contract No.

Items Returned To Vendors

Detail Reports	Summary Reports
#B-13 By Type Of Item	#B-15 By Item
#B-14 By Vendor	#B-16 By Vendor

---

Reports Main Menu

Distributions

Main Menu

Uniform Items

Standard Issue Groups

Print Screen

Locate Distributions By				Distribute Uniform Items	Main Menu	Add New Uniform Items	Locate Items By				Standard Issue Groups	Help
Employee	Distribution Number	Invoice Number	Distribute Uniform Items				Type Of Item	Using Full List	Tracking Number	Location Stored		

The next few pages contain examples of Uniform Items Reports.

TrackUniform Software Page 21

## Uniform Inventory Reports

This is an example “Detail” Inventory Report that lists the Items you have in the Database, sorted by Type of Item. If you keep track of the costs or values of each item it will reflect those values and if you keep an inventory, you can see not only what your current In-Stock Quantity is, but also what the “Re-Order” alert value is set at.

Export... 100% Close

Uniform Inventory Rpt #A-1

### Uniform Items

\* = Contract Items  
 \* = Special Order Item

Uniform Item: **Balaclava**

Model	Style	Size	Color	Brand	Item No.	Trk No.	Per Unit Cost	Location Stored	In Stock	Re Order At
Hellstrom Lightweight	Nylon	One Size	Black	Blackhawk	333005BK	145	\$13.99	Bin 1-08	12	5
Hellstrom Polypropylene	Polypropylene	One Size	Black	Blackhawk	333003BK	2	\$12.99	Bin 2-10	57	50
Performance Headliner	Nylon	One Size	Black	REI	853905	144	\$30.03	Bin 1-08	15	5
Ultra Clava	Nylon	One Size	Black	Seirus	725708	157	\$17.84	Bin 2-42	14	5
4 Different Types Of Balaclava						Total In-Stock Value: \$1,608.52		Total In-Stock: 98		

Uniform Item: **Belt**

Model	Style	Size	Color	Brand	Item No.	Trk No.	Per Unit Cost	Location Stored	In Stock	Re Order At
Duty	Leather	Large	Black	5.11 Tactical	142648-A12	80	\$1.50	Bin 1-70	58	5
* Utility	Leather	Large	Black	Nolton	15L8546	56	\$15.00	Bin 1-71	36	15
* Utility	Leather	X-Large	Black	Nolton	15XL8546	57	\$15.00	Bin 1-72	48	10
3 Different Types Of Belt						Total In-Stock Value: \$1,347.00		Total In-Stock: 142		

Uniform Item: **Boots**

Model	Style	Size	Color	Brand	Item No.	Trk No.	Per Unit Cost	Location Stored	In Stock	Re Order At
* 1232 Men's Air 9"	Leather - Air Side Zip	10 - Regular	Black	Original SWAT	123BL-10	28	\$59.99	Locker A	35	2
* 1232 Men's Air 9"	Leather - Air Side Zip	10.5 - Regular	Black	Original SWAT	123BL-10.5	29	\$59.99	Locker A	46	1
* 1232 Men's Air 9"	Leather - Air Side Zip	11 - Regular	Black	Original SWAT	1232BL-11	30	\$59.99	Locker A	37	1
* * 1232 Men's Air 9"	Leather - Air Side Zip	11 - Wide	Black	Original SWAT	1232WBL-11	32	\$59.99	Locker A	68	10
* 1232 Men's Air 9"	Leather - Air Side Zip	12 - Regular	Black	Original SWAT	1232BL-12	31	\$59.99	Locker A	46	10
* 1232 Men's Air 9"	Leather - Air Side Zip	12 - Wide	Black	Original SWAT	1232WBL-12	33	\$59.99	Locker A	48	1
6 Different Types Of Boots						Total In-Stock Value: \$16,777.20		Total In-Stock: 280		

Page: 1

Computer Generated Tracking Number:

Cost Per Unit:

Quantity In-Stock:

Re-Order At Level:



## Uniform Inventory Reports

This is an example “Summary” Inventory Report that gives you a quick look at the items in your inventory.

Export... 100% Close

Uniform Inventory Rpt #A-8

### Inventory Summary By Item / Model

Type Of Item	Model	No Of Items In-Stock	Total Value
<b>Balaclava</b>	Hellstrom Lightweight	15	\$209.85
	Hellstrom Polypropylene	18	\$233.82
	Performance Headliner	17	\$510.51
	Ultra Clava	14	\$249.76
	<b>Totals:</b>	<b>64</b>	<b>\$1,203.94</b>
<b>Belt</b>	Duty	51	\$76.50
	Utility	92	\$1,380.00
	<b>Totals:</b>	<b>143</b>	<b>\$1,456.50</b>
<b>Boots</b>	1232 Men's Air 9"	293	\$17,577.07
	<b>Totals:</b>	<b>293</b>	<b>\$17,577.07</b>
<b>Chest Protectors</b>	Centurion CPX2000	177	\$15,629.52
	<b>Totals:</b>	<b>177</b>	<b>\$15,629.52</b>
<b>Elbow Pads</b>	Centurion EP300	137	\$1,701.54
	<b>Totals:</b>	<b>137</b>	<b>\$1,701.54</b>

Page: 1

## Uniform Inventory Reports

There are two types of Inventory Reports. The “A” reports deal with the Items in your Database and the Quantities in your Inventory.

The other type of reports that you can produce from the Inventory Report screen shows you when items were added to the database and when items were added to your Inventory. This report sorts the Additions To Inventory by Date.

Export... 100% Close

Uniform Inventory Rpt #B-1 \* = Special Order Item  
\* = Contract Items

In Descending Date Order

### Uniforms Items Added To Inventory By Date

---

Date Added: **05/21/2017**

Added By	Type Of Item	Model	Style/Brand / Color / Size	Type	Qty Added	Item No.	Trk No
Bradley Miller	Hat	Sun Boonie	Diqi-Cam / Tru-Spec / Green / 7.5	Returned	3	DCB105904	5
Initial Stock Entry	Pants	Tactical Response	Rip-Stop, 50/50 Nylon-Cotton / Tru-Spec / Black / Green / Var	NewItem(s)	10	True5055Pant	169
Steve Johnson	Gloves	* SB4000 Friskmaster	Cut Resistant / Hatch / Black / Large	NewItem(s)	7	12-1000	55

3 Different Items Added On This Date Total Quantity Added On This Date: 20

---

Date Added: **05/20/2017**

Added By	Type Of Item	Model	Style/Brand / Color / Size	Type	Qty Added	Item No.	Trk No
Bradley Miller	Shirt	TDU	Rip-Stop - Short Sleeve / 5.11 Tactical / Black / 15 X 34	NewItem(s)	8	511-72006	117
	Shirt	TDU	Rip-Stop - Short Sleeve / 5.11 Tactical / Black / 15 X 34	NewItem(s)	11	511-72006	117
	Shirt	TDU	Rip-Stop - Short Sleeve / 5.11 Tactical / Black / 15 X 35	NewItem(s)	15	511-72006	118
	Shirt	TDU	Rip-Stop - Short Sleeve / 5.11 Tactical / Black / 18 X 36	NewItem(s)	5	511-72006	127
Initial Stock Entry	Patches	Department	American Flags / None / Red / White / Blue / Standard	NewItem(s)	25	T5438	167
Steve Johnson	Shirt	TDU	Rip-Stop - Short Sleeve / 5.11 Tactical / Black / 17 X 35	NewItem(s)	12	511-72006	123
	Shirt	TDU	Rip-Stop - Short Sleeve / 5.11 Tactical / Black / 16 X 35	NewItem(s)	8	511-72006	120
	Shirt	TDU	Rip-Stop - Long Sleeve / 5.11 Tactical / Green / X-Large	NewItem(s)	10	511-72004	165

8 Different Items Added On This Date Total Quantity Added On This Date: 94

---

Date Added: **05/18/2017**

Added By	Type Of Item	Model	Style/Brand / Color / Size	Type	Qty Added	Item No.	Trk No
Bradley Miller	Boots	* 1232 Men's Air 9"	Leather - Air Side Zip / Original SWAT / Black / 11 - Regular	NewItem(s)	10	1232BL-11	30
	Pants	TDU	BDU Rip-Stop - Long Sleeve / Feichheimer / Desert / 34X30	NewItem(s)	10	D124679	162
	Pants	* BDU	Rip-Stop / Bianchi / Black / 32 X 34	NewItem(s)	10	H612752	62
	Pants	* BDU	Rip-Stop / Bianchi / Black / 34 X 34	Returned	1	H612752	59

4 Different Items Added On This Date Total Quantity Added On This Date: 31

---

Date Added:

Page: 1

## Uniform Inventory Reports

This example is a Summary Additions To Inventory report that sorts and totals the information by who Added the Items to Inventory and When.

Uniform Inventory Rpt #B-6

### Additions To Inventory Summary - Added By

Added By: **Bradley Miller**

Item Added	Number Of Items Added	Total Value
Balaclava	35	\$777.37
Belt	4	\$60.00
Boots	5	\$299.95
Chest Protectors	16	\$1,438.94
Elbow Pads	2	\$24.84
Gas Mask	3	\$464.16
Gloves	2	\$77.94
Groin Protectors	1	\$19.82
Hat	1	\$19.99
Holster	3	\$342.00
Hood	50	\$999.50
Pants	37	\$1,493.38
Patches	5	\$60.00
Shirt	96	\$3,101.04
<b>Totals:</b>	<b>260</b>	<b>\$9,178.93</b>

Added By: **Initial Stock Entry**

Item Added	Number Of Items Added	Total Value
Balaclava	74	\$1,217.41
Belt	157	\$1,680.00
Boots	313	\$18,776.87

There are several different Detail and Summary report formats on the Inventory Reports screen. But the information that can go on these reports is limited only by your imagination.

## Uniform Distribution Reports

The Distribution Reports are the reports that you can produce that show you who you distributed or issued the Uniform Items to. Basically which employees got what, how much, where and when.

You will also find the same fields that were used for data entry on this screen. They are the fields that pertain to Uniform Items and the Distributions of those items. By entering elements into any of those fields, you are saying you only want to include on the reports the records that include those elements.

Returns

Exclude Full Returns:

Include Only Records With Returns:

Distribution Reports

Donated - Destroyed

Exclude Items Donated:

Exclude Items Destroyed:

**Uniform Items**    Uniform Item:     Item No:     Contract Number:

Tracking No:     Issue Status:     Item Status:     Cost Between:  And:

Style:     Size:     Vendor / Source:

Model:     Brand:     Color:

Misc. Desc:     Include Only Special Order Items:     Include ONLY Contract Items:     Only Items To Be Fitted:

**Uniform Distributions**    Requested Between:  And:     Invoice No.:     Source:

Purpose:     Processed By:     Standard Issue:

Authorization:     Employee Issued To:     Approved Between:  And:

Title:     Division / Department:     Denied Between:  And:

Work Group:     Work Location:

Item Distribution Reports

Distribution Detail Rpts			Detail Items Issued Lists			Summary Totals Reports					
#D-1	By Source	#D-5	By Employee	#D-9	By Division/Dept And Employee	#E-1	By Item	#E-5	By Division/Dept	#E-9	By Div/Dept And Employee
#D-2	By Item No.	#D-6	By Division/Dept	#D-10	By Work Group And Employee	#E-2	By Vendors	#E-6	By Work Group	#E-10	By Work Group And Employee
#D-3	By Vendor	#D-7	By Work Group	#D-11	By Work Location And Employee	#E-3	By Brands	#E-7	By Work Location	#E-11	By Work Location And Employee
#D-4	By Employee	#D-8	By Work Location	#D-12	Standard Issue Grp	#E-4	By Employee	#E-8	By Status	#E-12	Totals By Standard Issue

Clear Fields

Distributions

Locate By Employee

Distribute Uniform Items

Main Menu

Uniform Items

Add New Uniform Items

Locate Items By Type Of Item

Print This Screen

Help

Other Report Screens

Reports Main Menu

Inventory Reports

Status Reports

Distribution Date Reports

Return Reports

The follow few pages are examples of some of the different types of Distribution Reports you can produce.

## Uniform Distribution Reports

This distribution report shows you the details, sorted by whether it came from your Inventory or was ordered from an Outside Vendor. It then sorts the information by the Type of Item and lists each of the different distributions of that Item.

Export... 100% Close

Uniform Distribution Rpt #D-1

### Uniforms Distributed By Source

Items From: **Inventory** (Selected) | Items Issued | Belt

\* = Standard Issue Item   \* = Contract Item  
\* = Special Order Item

Model	Style	Item No.	Trk No.	Brand	Color	Size					
* Utility	Leather	15L8546	56	Nolton	Black	Large					
Dist No.	Requested	Invoice No.	Distributions To	Qty	Issued	Contract No.	Purpose	Unit Cost	Value	Paid	Current Status
41	02/11/2012	12-041	Beige, Matt	1	02/11/2012	23433	Damaged/Replacement	\$15.00	\$15.00	\$0.00	Issued
42	02/15/2012	12-042	Black, Steve	1	02/16/2012	23433	Annual Issue	\$15.00	\$15.00	\$0.00	Issued
49	06/19/2012	12-049	Auburn, Steven	1	06/19/2012	23433	Annual Issue	\$15.00	\$15.00	\$0.00	Issued
63	11/16/2012	12-063	Yellow, Steve	1	11/16/2012	23433	Damaged/Replacement	\$15.00	\$15.00	\$0.00	Issued
64	11/16/2012	12-064	Bronze, John D.	1	11/16/2012	23433	Damaged/Replacement	\$15.00	\$15.00	\$0.00	Issued
76	09/05/2013	13-076	Aqua, Wendy	1	09/05/2013	23433	Damaged/Replacement	\$15.00	\$15.00	\$0.00	Issued
78	04/09/2014	14-078	Beige, Matt	1	04/09/2014	23433	Annual Issue	\$15.00	\$15.00	\$0.00	Issued
80	04/09/2014	14-080	Brown, Alan	1	04/09/2014	23433	Annual Issue	\$15.00	\$15.00	\$0.00	Issued
81	04/09/2014	14-081	Bronze, John D.	1	04/09/2014	23433	Annual Issue	\$15.00	\$15.00	\$0.00	Issued
86	06/05/2014	14-086	Beige, Matt	1	06/07/2014	23433	Annual Issue	\$15.00	\$15.00	\$15.00	Issued
101	05/16/2016	16-101	Silver, Robert	1	05/16/2016	23433	Annual Issue	\$15.00	\$15.00	\$15.00	Issued
102	06/09/2016	16-102	Bronze, John D.	1	06/09/2016	23433	Annual Issue	\$15.00	\$15.00	\$15.00	Issued
106	07/13/2016	16-106	Brown, Alan	1	07/14/2016	23433	Annual Issue	\$15.00	\$15.00	\$15.00	Issued
<b>13</b> Total Distributions				<b>13</b> Total Items	Value:		<b>\$195.00</b>	<b>\$60.00</b>	Total Paid		
Model	Style	Item No.	Trk No.	Brand	Color	Size					
* Utility	Leather	15XL8546	57	Nolton	Black	X-Large					
Dist No.	Requested	Invoice No.	Distributions To	Qty	Issued	Contract No.	Purpose	Unit Cost	Value	Paid	Current Status
52	07/01/2012	12-052	Bronze, John D.	1	07/01/2012		Damaged/Replacement	\$15.00	\$15.00	\$0.00	Issued
* 58	10/27/2012	12-058	Pink, John	1	10/27/2012		NewMember	\$15.00	\$15.00	\$0.00	Issued
89	06/12/2015	15-089	Pink, John	1	05/12/2015	23433	Annual Issue	\$15.00	\$15.00	\$0.00	Issued
<b>3</b> Total Distributions				<b>3</b> Total Items	Value:		<b>\$45.00</b>	<b>\$0.00</b>	Total Paid		
<b>17</b> Total Belt Distributed				<b>17</b> Total Items Distributed	Total Value:		<b>\$253.99</b>	<b>\$60.00</b>	Total Paid		

Page: 10

## Uniform Distribution Reports

This report shows the history of the items that have been issued to each Employee. It makes it easy to see how many of each item they have been issued and when each one was issued.

Export... 100% Close

Uniform Distribution Rpt #D-4

### Uniform Distributions By Employee

**Aqua, Wendy** #15456 Patrol \* = Special Order Item \* = Standard Issue Item \* = Contract Item

**Items Issued**

**Balaclava**

Model	Style	Item No.	Trk No.	Brand	Color	Size						
Performance Headliner	Nylon	853905	144	REI	Black	One Size						
Dist No.	Requested	Invoice No.	Processed By	Qty	Issued	Purpose	Contract No.	Unit Cost	Value	Paid	Issued From	Current Status
122	01/03/2017	17-122	Black, Steve	1	01/05/2017	Damaged/Replacement		\$30.03	\$30.03	\$30.03	Inventory	Issued
76	09/05/2013	13-076	Maroon, Patrick	2	09/05/2013	Damaged/Replacement		\$12.99	\$25.98	\$0.00	Inventory	Issued
2	Total Distributions			3	Total Issued			Value:	\$56.01	\$30.03	Amount Paid	
2	Total Balaclava Distributions			3	Total Items Distributed			Total Value:	\$56.01	\$30.03	Total Paid	

**Belt**

Model	Style	Item No.	Trk No.	Brand	Color	Size						
* Utility	Leather	15L8546	56	Nolton	Black	Large						
Dist No.	Requested	Invoice No.	Processed By	Qty	Issued	Purpose	Contract No.	Unit Cost	Value	Paid	Issued From	Current Status
123	01/10/2017		Black, Steve	1	01/10/2017	Annual Issue	23433	\$15.00	\$15.00	\$0.00	Inventory	Issued
76	09/05/2013	13-076	Maroon, Patrick	1	09/05/2013	Damaged/Replacement	23433	\$15.00	\$15.00	\$0.00	Inventory	Issued
2	Total Distributions			2	Total Issued			Value:	\$30.00	\$0.00	Amount Paid	
2	Total Belt Distributions			2	Total Items Distributed			Total Value:	\$30.00	\$0.00	Total Paid	

**Boots**

Model	Style	Item No.	Trk No.	Brand	Color	Size						
1232 Men's Air 9"	Leather - Air Side Zip	123BL-10.5	29	Original SWAT	Black	10.5 - Regular						
Dist No.	Requested	Invoice No.	Processed By	Qty	Issued	Purpose	Contract No.	Unit Cost	Value	Paid	Issued From	Current Status
123	01/10/2017		Black, Steve	1	01/10/2017	Annual Issue		\$59.99	\$59.99	\$0.00	Inventory	Issued
76	09/05/2013	13-076	Maroon, Patrick	1	09/05/2013	Damaged/Replacement		\$59.99	\$59.99	\$0.00	Vendor	Issued
2	Total Distributions			2	Total Issued			Value:	\$119.98	\$0.00	Amount Paid	

Model	Style	Item No.	Trk No.	Brand	Color	Size						
* 1232 Men's Air 9"	Leather - Air Side Zip	1232BL-11	30	Original SWAT	Black	11 - Regular						
Dist No.	Requested	Invoice No.	Processed By	Qty	Issued	Purpose	Contract No.	Unit Cost	Value	Paid	Issued From	Current Status
76	09/05/2013	13-076	Maroon, Patrick	1	09/05/2013	Damaged/Replacement	221221	\$59.99	\$59.99	\$0.00	Inventory	Issued

Page: 1

## Uniform Distribution Reports

This report is similar to the last one that lists the items that an employee has been issued. With this one, we used the search criteria of “**Items Requested Between 01/01/2016 and 06/30/2016**”. An easy way to see what each employee has been issued during the first six months of 2016.

You will also always see any Search Criteria that was used to produce a report printed at the top of the first page of that report.

Export... 100% Close

Report Criteria: Items Requested Between: 01/01/2016 AND 06/30/2016  
 Uniform Distribution Rpt #D-5

### Uniform Items Distributed List By Employee

Sorted by Type of Item and in Descending Issued Year Order

Issued To: **Beige, Matt** ID No. #29861 Division / Department: Patrol

\* = Special Order Item \* = Standard Issue Item \* = Contract Item

Items Issued													
Type Of Item	Brand	Model	Style	Color	Size	Year Issued	Qty	Per Unit Cost	Value	Total Paid	Purpose	Trk No.	Current Status
* Boots	Original SWAT	1232 Men's Air 9"	Leather - Air Side Zip	Black	11 - Regular	2016	1	\$59.99	\$59.99	\$59.99	Damaged/Replace	30	Issued
ElbowPads	Hatch	Centurion EP300	Rubber Non-Slip Cao	Camouflage	One Size	2016	1	\$12.42	\$12.42	\$12.42	Damaged/Replace	10	Issued
* Gloves	Hatch	NS430 Specialist	Neoprene	Black	X-Large	2016	1	\$54.55	\$54.55	\$54.55	Damaged/Replace	53	Issued
Gloves	Hatch	SOG-L100	Kevlar	Black	Large	2016	1	\$54.51	\$54.51	\$54.51	Annual Issue	6	Issued
Holster	Safariland	6004 Tactical W/ LEG STRAP	For Glocks	Black	Left Handed	2016	1	\$114.00	\$114.00	\$114.00	Annual Issue	27	Issued
* Pants	Bianchi	BDU	Rip-Stop	Black	34 X 34	2016	1	\$44.50	\$44.50	\$44.50	Annual Issue	59	Partial Return
* Pants	Bianchi	BDU	Rip-Stop	Black	34 X 34	2016	1	\$44.50	\$44.50	\$44.50	Damaged/Replace	59	Issued
Pants	Bianchi	TDU	Rip-Stop	Black	Varies	2016	2	\$29.99	\$59.98	\$59.98	Annual Issue	102	Issued
* Patches	None	Department	SWAT	Black / Green	Standard	2016	3	\$3.57	\$10.71	\$10.71	Annual Issue	58	Issued
Shirt	Feichheimer	BDU	BDU Rip-Stop - Long Sleeve	Black	16 X 34	2016	2	\$35.99	\$71.98	\$69.98	Annual Issue	93	Issued
Shirt	Feichheimer	BDU	BDU Rip-Stop - Long Sleeve	Black	16 X 34	2016	1	\$35.99	\$35.99	\$35.99	Damaged/Replace	93	Issued
* Shirt	5.11 Tactical	TDU	Rip-Stop - Long Sleeve	Black	16 X 34	2016	2	\$35.99	\$71.98	\$69.98	Annual Issue	67	Issued
Shirt	5.11 Tactical	TDU	Rip-Stop - Short Sleeve	Black	16 X 34	2016	0	\$29.99	\$59.98	\$59.98	Annual Issue	119	Issued

Items Not In Possession Of													
Type Of Item	Brand	Model	Style	Color	Size	Year Issued	Qty	Per Unit Cost	Value	Total Paid	Purpose	Trk No.	Current Status
Knee Pads	Hatch	Centurion KP250	Rubber Non-Slip Cao	Desert	One Size	2016	1	\$18.48	\$0.00	\$18.48	Damaged/Replace	16	Full Return

Beige, Matt - #29861 0 Items Donated Total Value Amount Paid

Page: 1



## Uniform Distribution Reports

This is an example Distribution Summary Report that reflects the totals number of each type of item that was issued to this employee during the same time period of 01/01/2016 and 06/30/2016.

Export... 100% Close

Report Criteria: Items Requested Between: 01/01/2016 AND 12/31/2016  
Uniform Distribution Rpt #E-4

### Item Distribution Totals By Employee

Employee	ID No.								Removed		
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned	
<b>Auburn, Steven</b>	#15432										
Balaclava	1	0	0	1	1 100.0%	\$12.99	\$12.99	0	0	0	
Belt	1	0	0	1	1 100.0%	\$15.00	\$15.00	0	0	0	
Boots	1	0	0	1	1 100.0%	\$59.99	\$59.99	0	0	0	
Chest Protectors	1	1	0	0	0 0.0%	\$87.08	\$0.00	0	0	0	
Gas Mask	1	1	0	0	0 0.0%	\$154.72	\$0.00	0	0	0	
Gloves	1	1	0	0	0 0.0%	\$54.55	\$0.00	0	0	0	
Hood	1	0	1	0	0 0.0%	\$19.99	\$19.99	0	0	1	
Pants	2	0	0	2	2 100.0%	\$89.00	\$0.00	0	0	0	
Pouch	1	1	0	0	0 0.0%	\$25.99	\$0.00	0	0	0	
Shirt	4	0	0	4	4 100.0%	\$143.96	\$0.00	0	0	0	
<b>Employee Totals:</b>	<b>14</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>9 33.8%</b>	<b>\$663.27</b>	<b>\$107.97</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>Beige, Matt</b>	#29861										
Gloves	1	0	0	1	1 100.0%	\$54.51	\$54.51	0	0	0	
Holster	1	0	0	1	1 100.0%	\$114.00	\$114.00	0	0	0	
Pants	4	0	1	3	0 0.0%	\$118.99	\$148.98	0	0	1	
Patches	3	0	0	3	3 100.0%	\$36.00	\$36.00	0	0	0	
Shirt	6	4	0	2	0 0.0%	\$203.94	\$203.94	0	0	0	
<b>Employee Totals:</b>	<b>15</b>	<b>4</b>	<b>1</b>	<b>10</b>	<b>5 33.8%</b>	<b>\$527.44</b>	<b>\$557.43</b>	<b>0</b>	<b>0</b>	<b>1</b>	

This report also reflects what number and percentage of the total was removed from Inventory. The number Donated, Destroyed or Returned.

## Uniform Distribution Reports

This Distribution Summary Report lists the total number of each Type of Item by its current Status. All of the Status Codes are in different colors.

The report starts by showing you the items Issued.

Report Criteria: Items Requested Between: 01/01/2016 AND 06/30/2016  
Uniform Distribution Rpt #E-8

### Item Distribution Totals By Status

Items Issued										
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned
Balaclava	7	0	0	7	2 28.6%	\$174.58	\$100.78	0	0	0
Belt	4	0	0	4	2 50.0%	\$60.00	\$60.00	0	0	0
Boots	5	0	0	5	3 60.0%	\$299.95	\$299.95	0	0	0
Chest Protectors	2	0	0	2	1 50.0%	\$174.16	\$174.16	0	0	0
Gas Mask	2	0	0	2	2 100.0%	\$309.44	\$309.44	0	0	0
Gloves	2	0	0	2	1 50.0%	\$109.06	\$108.95	0	0	0
Holster	2	0	0	2	1 50.0%	\$228.00	\$228.00	0	0	0
Pants	10	0	0	10	2 20.0%	\$415.98	\$415.98	0	0	0
Patches	3	0	0	3	3 100.0%	\$36.00	\$36.00	0	0	0
Shirt	14	0	0	14	4 28.6%	\$491.86	\$491.86	0	0	0
<b>Status Totals:</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>21 41.2%</b>	<b>\$2,299.03</b>	<b>\$2,225.12</b>	<b>0</b>	<b>0</b>	<b>0</b>

Partial Return										
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned
Pants	2	0	1	1	0 0.0%	\$29.99	\$59.98	0	0	1
<b>Status Totals:</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0 0.0%</b>	<b>\$29.99</b>	<b>\$59.98</b>	<b>0</b>	<b>0</b>	<b>1</b>

<b>Total Items Issued:</b>	<b>53</b>	<b>0</b>	<b>1</b>	<b>52</b>	<b>21 39.6%</b>	<b>\$2,329.02</b>	<b>\$2,285.10</b>	<b>0</b>	<b>0</b>	<b>1</b>
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### Item Distribution Totals By Status

Items Not In Possession Of										
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned
Shirt	4	4	0	0	0 0.0%	\$143.96	\$143.96	0	0	0
<b>Status Totals:</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0 0.0%</b>	<b>\$169.95</b>	<b>\$143.96</b>	<b>0</b>	<b>0</b>	<b>0</b>

Full Return										
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned
Balaclava	1	0	1	0	0 0.0%	\$28.75	\$0.00	0	0	1
Belt	1	0	1	0	0 0.0%	\$15.00	\$0.00	0	0	1
Boots	1	0	1	0	0 0.0%	\$59.99	\$0.00	0	0	1
Chest Protectors	1	0	1	0	0 0.0%	\$87.08	\$0.00	0	0	1
Hood	1	0	1	0	0 0.0%	\$19.99	\$19.99	0	0	1
<b>Status Totals:</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0 0.0%</b>	<b>\$210.81</b>	<b>\$19.99</b>	<b>0</b>	<b>0</b>	<b>5</b>

On Order										
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned
Chest Protectors	1	1	0	0	0 0.0%	\$87.08	\$0.00	0	0	0
Gas Mask	1	1	0	0	0 0.0%	\$154.72	\$0.00	0	0	0
<b>Status Totals:</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0 0.0%</b>	<b>\$241.80</b>	<b>\$0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>

Ready For P/U										
Item	No. Originally Distributed	Waiting To Be Issued	Number That Were Removed	Number Still Issued	No. Distributed From Inventory	Total Value	Total Amount Paid	Number Donated	Number Destroyed	Number Returned
Belt	1	0	0	1	1 100.0%	\$15.00	\$15.00	0	0	0

On the following pages you will find the items they are Not In Possession Of and the different Status types that show you why they are not in their possession of the items.

## Distribution Date Reports

These Distribution reports are very similar to the other Distribution Reports, except on this screen you have the **Status Date Fields** to use as part of your Search Criteria.

<b>Returns</b> Exclude Full Returns: <input type="checkbox"/> Include Only Records W>Returns: <input type="checkbox"/>		<b>Distribution Date Reports</b>				<b>Donated - Destroyed</b> Exclude Items Donated: <input type="checkbox"/> Exclude Items Destroyed: <input type="checkbox"/>									
<b>Status Date Fields</b>  <input type="button" value="Clear Fields"/>	Requested Between:	<input type="text"/>	And:	<input type="text"/>	Employee:	<input type="text"/>									
	Approved Between:	<input type="text"/>	And:	<input type="text"/>	Denied Between:	<input type="text"/>	And:	<input type="text"/>							
	Ordered / Processed Between:	<input type="text"/>	And:	<input type="text"/>	Received / Ready Between:	<input type="text"/>	And:	<input type="text"/>							
	Issued Between:	<input type="text"/>	And:	<input type="text"/>	Invoiced Between:	<input type="text"/>	And:	<input type="text"/>							
	Paid Between:	<input type="text"/>	And:	<input type="text"/>	Back Ordered Between:	<input type="text"/>	And:	<input type="text"/>							
Purpose:		<input type="text"/>		Invoice No.:	<input type="text"/>	Source:	<input type="text"/>								
Include Only Special Order Items:		<input type="checkbox"/>		Include ONLY Contract Items:	<input type="checkbox"/>		Contract Number:	<input type="text"/>							
<b>Uniform Items</b> Uniform Item: <input type="text"/> Item Status: <input type="text"/> Item No: <input type="text"/>		Tracking No: <input type="text"/>		Standard Issue Group: <input type="text"/>		Issue Status: <input type="text"/>									
Style: <input type="text"/>		Size: <input type="text"/>		Vendor / Source: <input type="text"/>		Color: <input type="text"/>									
Model: <input type="text"/>		Brand: <input type="text"/>		Color: <input type="text"/>		Misc. Desc: <input type="text"/>									
Misc. Desc: <input type="text"/>		Cost Between: <input type="text"/>		And: <input type="text"/>		Division / Department: <input type="text"/>									
<b>Item Distribution Reports</b>															
#G-1	<b>Ave. Days From:</b>	#G-4	<b>By Vendor</b>	#G-6	<b>By Date Requested</b>	#G-8	<b>By Status</b>	#G-10	<b>By Item</b>	#G-12	<b>Distribution No.</b>	#G-14	<b>By Div-Dept/ Employee</b>	#G-16	<b>By Employee With Dates</b>
<b>Full Detail Report</b>	#G-2 <b>Vendors</b>	#G-5	<b>By Employee</b>	#G-7	<b>By Vendor / Invoice No.</b>	#G-9	<b>By Source</b>	#G-11	<b>Issued / Not Issued</b>	#G-13	<b>By Date Ordered</b>	#G-15	<b>Standard Issue Groups</b>	#G-17	<b>Unpaid Items</b>
#G-3	<b>Inventory</b>														
<b>Distributions</b> Locate Distributions By				<b>Uniform Items</b> Add New Uniform Items		Print This Screen <input type="button" value="Help"/>		<b>Other Report Screens</b>							
Employee	Distribution Number	Invoice Number	Distribute Uniform Items	Main Menu	Locate	Items By Type Of Item	Reports Main Menu								
								Inventory Reports Distribution Reports Status Reports Return Reports							

There are simply too many fields related to the Distributions and too many different possibilities for report formats to put them all on one screen. This is also where the Average Number of Days reports are located. (#G2 and #G3)

The following is an example of one of the above Distribution Reports, using the same six month time period of 2016, which shows a different kind of look at the information.

## Uniform Distribution Reports

This type of Distribution Report gives you a little different look at each item distributed to your employees.

Export... 100% Close

Report Criteria: Items Requested Between: 01/01/2016 AND 06/30/2016  
 Distribution Status Rpt #G-5

### Items Requested By Employee

Includes Only Items With An Order Date

Employee: **Auburn, Steven** ID No: #15432 Division / Department: Patrol

\* = Standard Issue Item \* = Contract Item \* = Special Order Item

Items Issued										
Item	Description	Qty	Source Invoice No.	Dist. No.	Trk No.	Date Ordered	Date Received	Contract No.	Current Status	Unit Cost
Balaclava	Blackhawk - Hellstrom Polypropylene - Polypro Size One Size - Black - ID No: 333003BK	1	Inventory 16-104	104	2	05/09/2016	05/09/2016		Issued	\$12.99
Belt	Nolton - Utility - Leather Size Large - Black - ID No: 15L8546	1	Inventory 16-104	104	56	05/09/2016	05/09/2016	23433	Issued	\$15.00
Boots	Original SWAT1232 Men's Air 9" - Leather - Air Size 11 - Regular - Black - ID No: 1232BL-11	1	Inventory 16-104	104	30	05/09/2016	05/09/2016	221221	Issued	\$59.99
Pants	Bianchi - BDU - Rip-Stop Size 34 X 36 - Black - ID No: HG12752	2	Inventory 16-104	104	60	05/09/2016	05/09/2016	23422	Issued	\$44.50
Shirt	5.11 Tactical - TDU - Rip-Stop - Long Sleeve Size 16 X 34 - Black - ID No: 511-72002	2	Inventory 16-104	104	67	05/09/2016	05/09/2016	23457	Issued	\$35.99
	Feichheimer - BDU - BDU Rip-Stop - Long Sle Size 16 X 34 - Black - ID No: UD4200	2	Inventory 16-104	104	93	05/09/2016	05/09/2016		Issued	\$35.99

Items Not In Possession Of										
Item	Description	Qty	Source Invoice No.	Dist. No.	Trk No.	Date Ordered	Date Received	Contract No.	Current Status	Unit Cost
Chest Protectors	Hatch - Centurion CPX2000 - Chest, Abdomen Size Large - Black - ID No: CPX2500 LG	1	Vendor None	105	17	05/22/2016		110110	On Order	\$87.08
Gas Mask	Def-Tac - Def-Tac Opti Fit - Tactical Gas Mask Size Large - Black - ID No: 1786	1	Vendor None	105	36	05/22/2016			On Order	\$154.72
Gloves	Hatch - NS430 Specialist - Neoprene Size Large - Black - ID No: 12-1413	1	Vendor None	105	52	05/20/2016	05/25/2016	23461	Ready For P/U	\$54.55
Hood	Hatch - KH4500 - HeavyWeight - Kevlar Size One Size - Black - ID No: 12-2004	1	Vendor 16-105	105	65	05/22/2016	05/25/2016		Full Return	\$19.99
Pouch	Blackwater - Utility - Belt Size Large - Black - ID No: 02390	1	Vendor None	105	74	05/22/2016		110113	Back Ordered	\$25.99

Auburn, Steven - #15432		0	Items Donated	Total Value	Amount Paid
11	Different Items Listed	0	Items Destroyed	Items Issued: \$320.94	\$320.94
14	Total Items Originally Distributed	4	Items Pending	Items Not In Possession Of: \$342.33	\$19.99
		0	Items Returned (Net Change)		

Page: 1

## Items Returned Reports

You will find a complete set of reports designed to show you details about the items that have been returned.

**SEARCH CRITERIA**  
 Enter elements in the fields below to "Limit The Records On The Report To Include:"

**Items Returned To Inventory Reports**

Clear Fields

Uniform Items		Uniform Item: <input type="text"/>	Items Returned By: <input type="text"/>
Tracking No: <input type="text"/>	<input type="checkbox"/> Include Only Records Involving Returns:	<input type="checkbox"/> Include Only Full Returns:	<input type="checkbox"/> Include Only Partial Returns:
Style: <input type="text"/>	Size: <input type="text"/>	Vendor / Source: <input type="text"/>	
Model: <input type="text"/>	Brand: <input type="text"/>	Color: <input type="text"/>	
Misc. Desc. <input type="text"/>	Item No: <input type="text"/>	Issue Status: <input type="text"/>	

Uniform Distributions		Date Issued Between: <input type="text"/>	And: <input type="text"/>	Date Returned Between: <input type="text"/>	And: <input type="text"/>
Purpose: <input type="text"/>	Processed By: <input type="text"/>	Source: <input type="text"/>			
Authorization: <input type="text"/>	Employee Issued To: <input type="text"/>	Invoice No.: <input type="text"/>			
Title: <input type="text"/>	Division / Department: <input type="text"/>	Standard Issue Group: <input type="text"/>			

Items Returned To Inventory Reports					
Detail Reports			Summary Reports Includes ONLY Records With Returns		Summary Reports Includes ALL Distribution Records
#H-1	By Employee And Item	#H-5	By Employee And Date	#J-1	By Type Item
#H-2	By Type Item And Description	#H-6	By Type Item And Date	#J-2	By Employee
#H-3	By Who Did The Return And Item	#H-7	By Who Did The Return And Date	#J-3	By Who Did The Return
#H-4	By Date And Type Item	#H-8	Full Details	#J-4	By Month/Year Returned
				#K-1	By Type Item
				#K-2	By Employee
				#K-3	By Who Did The Return
				#K-4	By Month/Year Returned

Distributions		Uniform Items				Other Report Screens					
Locate By	Distribute Uniform Items	Main Menu	Add New Uniform Items	Locate Items By			Print This Screen	Help	Reports Main Menu	Inventory Reports	Distribution Date Reports
Employee				Type Of Item	Tracking Number	Location Stored			Status Reports	Distribution Reports	

## Items Donated/Destroyed Reports

You will find a complete set of reports designed to show you details about the items that have been Donated or Destroyed.

**SEARCH CRITERIA**  
 Enter elements in the fields below to "Limit The Records On The Report To Include:"

### Items Donated/Destroyed Reports

**Donated / Destroyed**    Donated/Destroyed Between:     And:     Donated / Destroyed By:

**Clear Fields**    Donated To:     How The Items Were Destroyed:

Include Only Records With Items Donated:    
  Include Only Records With Items Destroyed:

**Uniform Items**    Uniform Item:

Style:     Size:     Item Tracking No.:   
 Model:     Brand:     Vendor / Source:   
 Misc. Desc.:     Item No.:     Color:   
 Issue Status:

**Uniform Distributions**    Date Issued Between:     And:

Purpose:     Processed By:     Source:   
 Authorization:     Employee Issued To:     Invoice No.:   
 Title:     Division / Department:     Standard Issue Group:

**Items Destroyed -Or- Donated Reports**

Detail Reports		Summary Reports	
#L-1	By Type Of Item	#L-4	Items By Action
#L-2	By Date	#L-5	To / How
#L-3	By Action / Date	#L-6	By Who
#M-1	By Item	#M-2	By Who
		#M-3	Items By Action

**Distributions**

Locate By	Distribute Uniform Items	Main Menu
Employee		

**Uniform Items**

Add New Uniform Items	Locate Items By	Print This Screen	Help
	Type Of Item    Location Stores		

**Other Report Screens**

Reports Main Menu	Inventory Reports	Distribution Date Reports
	Status Reports	Distribution Reports

From the different report options above, you will be able to select specifically Donated items or Destroyed items. Then produce reports that will sort the related details by **Type Of Item**, **Date**, **Where it was Donated**, or **How it was Destroyed**, and also by **Who** took those actions. With the other Search Criteria elements on the screen, you will be able to limit the items on the reports to include only the specific items or records you want to see.

TrackUniform Software Page 35

## Items That Need To Be Ordered From A Vendor Reports

These reports will allow you three different options for producing reports or lists regarding items you need to order from a Vendor. These are formatted in an easy way to allow you print the reports to send to your vendors, or even export them down and save them as a Rich Text (Word) format or Excel Spreadsheet.

Items That Need To Be Ordered From Vendors

Distribution Fields	Requested Between: <input type="text"/>	And: <input type="text"/>	Employee: <input type="text"/>
	Approved Between: <input type="text"/>	And: <input type="text"/>	Division / Department: <input type="text"/>
	Ordered / Processed Between: <input type="text"/>	And: <input type="text"/>	Vendor: <input type="text"/>

Clear Fields	Purpose: <input type="text"/>	Invoice No.: <input type="text"/>
Include Only Special Order Items: <input type="checkbox"/>		Include ONLY Contract Items: <input type="checkbox"/>
		Contract Number: <input type="text"/>

Uniform Items	Uniform Item: <input type="text"/>	Item Status: <input type="text"/>	Item No: <input type="text"/>
Tracking No: <input type="text"/>		Standard Issue Group: <input type="text"/>	
Style: <input type="text"/>	Size: <input type="text"/>	Color: <input type="text"/>	
Model: <input type="text"/>	Brand: <input type="text"/>		
Misc. Desc: <input type="text"/>	Cost Between: <input type="text"/>	And: <input type="text"/>	Issue Status: <input type="text"/>

Item From Vendors Reports

List Reports

Summary Reports

Full Detail Reports

#V-1  
By Vendor  
And  
Item

#V-2  
By Vendor  
And  
Employee

#V-3  
By Vendor  
And  
Item

#V-4  
By Vendor  
And  
Employee

#V-5  
By  
Vendor  
And  
Item

#V-6  
By  
Vendor  
And  
Employee

#V-7  
By  
Item  
And  
Vendor

#V-8  
By  
Item  
And  
Employee

Distributions

Uniform Items

Print This  
Screen

Other Report Screens

Locate Distributions By

Main  
Menu

Add New  
Uniform  
Items

Locate  
Items By  
Type Of Item

Help

Reports  
Main Menu

Inventory Reports

Distribution Reports

Employee

Distribution  
Number

Invoice  
Number

Distribute  
Uniform  
Items

Status Reports

Return Reports

The following page shows some examples of the Lists and Summary Reports from this screen.



## Items That Need To Be Ordered From A Vendor Reports

Export... 100% Close

**Items Requested - From Vendors**  
Summary By Vendor And Item

**Blumenthals**

<b>Elbow Pads</b>	1	ID No: EP200C
Size: One Size - Color: Camouflage - Brand: Hatch		
Model: Centurion EP300 - Style: Rubber Non-Slip Cao		
Maroon, Patrick - #17765		
<b>Elbow Pads</b>	1	ID No: EP300T
Size: One Size - Color: Desert - Brand: Hatch		
Model: Centurion EP300 - Style: Rubber Non-Slip Cao		
Doe, John D. - #12345		
<b>Gloves</b>	1	ID No: 12-1000
Size: Large - Color: Black - Brand: Hatch		
Model: SB4000 Friskmaster - Style: Cut Resistant		
Green, Tony - #22560		
<b>Gloves</b>	1	ID No: 12-1000
Size: X-Large - Color: Black - Brand: Hatch		
Model: SB4000 Friskmaster - Style: Cut Resistant		
Maroon, Patrick - #17765		
<b>Knee Pads</b>	1	ID No: KP250C

Page: 14 1 1

Export... 100% Close

**Items Requested - From Vendors**  
Summary By Vendor And Employee

**Blumenthals**

<b>Pants</b>	2	ID No: HG-12752
Size: 34 X 36 - Color: Black - Brand: Bianchi		
Model: BDU - Style: Rip-Stop		
Beige, Matt - #29861		
<b>Shirt</b>	2	ID No: 511-72002
Size: 17 X 35 - Color: Black - Brand: 5.11 Tactical		
Model: TDU - Style: Rip-Stop - Long Sleeve		
Black, Steve - #12647		
<b>Pants</b>	1	ID No: 511-74003
Size: Varies - Color: Green - Brand: 5.11 Tactical		
Model: BDU - Style: Rip-Stop		
Black, Steve - #12647		
<b>Pants</b>	2	ID No: HG-12752
Size: 34 X 36 - Color: Black - Brand: Bianchi		
Model: BDU - Style: Rip-Stop		
Brown, Alan - #22413		
<b>Pants</b>	2	ID No: 511-74003

Page: 14 1 1

Export... 100% Close

**Items Requested - From Vendors**  
List By Vendor And Item

**Blumenthals**

<b>Elbow Pads</b>	1	ID No: EP200C
Brand: - Brand: Hatch	Color: Camouflage	
Model: Centurion EP300	Style: Rubber Non-Slip Cao	
Size: One Size	Maroon, Patrick - #17765	
<b>Elbow Pads</b>	1	ID No: EP300T
Brand: - Brand: Hatch	Color: Desert	
Model: Centurion EP300	Style: Rubber Non-Slip Cao	
Size: One Size	Doe, John D. - #12345	
<b>Gloves</b>	1	ID No: 12-1000
Brand: - Brand: Hatch	Color: Black	
Model: SB4000 Friskmaster	Style: Cut Resistant	
Size: Large	Green, Tony - #22560	
<b>Gloves</b>	1	ID No: 12-1000
Brand: - Brand: Hatch	Color: Black	
Model: SB4000 Friskmaster	Style: Cut Resistant	
Size: X-Large	Maroon, Patrick - #17765	
<b>Knee Pads</b>	1	ID No: KP250C
Brand: - Brand: Hatch	Color: Camouflage	
Model: Centurion KP250	Style: Rubber Non-Slip Cao	
Size: One Size	Doe, John D. - #12345	
<b>Pants</b>	2	ID No: 511-74003
Brand: - Brand: 5.11 Tactical	Color: Green	
Model: BDU	Style: Rip-Stop	
Size: Varies	Brown, Alan - #22413	

Page: 14 1 1

## General Equipment Items

This section of the program allows you to enter and track Equipment Items that have individual Serial Numbers or Unique Department Applied Numbers. Some agencies want to be able to track other equipment that they issue with their Uniforms that have unique ID numbers. Items like Access Cards, Gas Cards, Air Cards, Keys, Badges, Flashlights, Radios etc. You can do that in this section of the program.

**General Equipment Items**

This Equipment Section is for Equipment With Individual Serial Numbers or Department Numbers.

**Add**  
New Items

**Reports**  
Run Reports

**Other Functions**  
Drop-Down Lists  
Set Alerts

**There Are Accessories That Need To Be Replaced**  
Locate Equipment Items

**There Are Items That Need To Be Replaced**  
Locate Equipment Items

**There Are Items With Pending Repairs**  
Locate Equipment Items

**Locate Items By**  
Multiple Factors  
Type Of Item

**Special Features**  
Quickly Assign Equipment  
Reassign Equipment

**Special Reports**  
Disposed Of Items  
View Equipment Items Repairs Report  
Items Assigned To Former Employees

Program Main Menu    Help    Exit The Program

The Main Menu Includes three Alerts:

<b>Orange:</b>	Accessories that need to be replaced
<b>Blue:</b>	General Equipment Items that need to be replaced
<b>Yellow:</b>	Items with Pending Service and Repairs due

## General Equipment Items

This section of the program captures general details about each item.

Each has one of four different Status:

- Active** = Currently Assigned
- Inactive** = Not Assigned – But Could Be
- Off Line** = Being Serviced or Repaired
- Disposed Of** = Sold, Destroyed, Given Away

Each “Active” item is assigned to an employee.

Each item can have up to 3 Accessories with Replacement Dates that activate an alert on the Main Menu when that Date arrives.

## General Equipment Items Service And Repairs

With each Equipment Item you can keep an unlimited number of Service and repairs records, including scheduling items for pending service or repairs.

### Item Repair Log

Item Tracking No.  
748

### General Equipment Service And Repairs Log

Item: Camera

Brand: Eeyelog

Model: EH17

Style: Body Camera

Serial No.: A7LA5016492

Dept. No.: Unknown

To Locate Any Of The Records Listed Below , Click On That Record.

Status	Date	Type Of Repair	Description	Location	Cost
Pending		Service And Cleaning	Inspect and Clean	In House	
Completed	06/01/2017	Repairs	Replaced USB Port	Steve's Camera World	\$29.99
Completed	02/12/2017	Service And Cleaning	Inspect and Clean	In House	\$0.50
Completed	11/18/2016	Modifications	Replaced Clip	In House	\$5.99

Item Tracking No.  
748

### Equipment Item Service And Repairs

View Item Service And Repair History Report

Item: Camera

Brand: Eeyelog

Model: EH17

Style: Body Camera

Serial No.: A7LA5016492

Dept. No.: Unknown

Type: Repairs

Service And Repairs Complete:  Service And Repairs Pending:

Date Completed: 06/01/2017 Cost: \$29.99

Location Serviced / Repaired: Steve's Camera World

Description of Service or Repair  
Replaced USB Port

Serviced/Repaired By: Mark Red

Parts Replaced: USB Port

Notes and Comments  
USB Port bent and needed to be replaced. Camera dropped while it was plugged in downloading the images. Landed on the cable and the port was bent.

Return To The

Add

Delete This Record

Locate Items By

Main Menu

Service And Repair Reports

Help

**Individual Service And Repair entry screen.**

## General Equipment Items Reports

Like the Uniform reports, the General Equipment Reports contain the same fields you used to do data entry so you can now use them to establish search criteria for what records you want to appear on the reports.

General Equipment Reports

Clear Fields

**SEARCH CRITERIA:** Enter Elements in the fields below to limit the records on the reports to include only those Elements. Or leave the fields blank to include All Items.

Type Of Item:

Brand:

Item Status:

Model:

Style:

Serial No.:

Color:

Size:

Dept. No.:

Division/Department:

Title:

Other No.:

Work Group:

Work Location:

Assigned To:

Beginning Date Purchased:  Ending Date:

Beginning Date Assigned:  Ending Date:

Beginning Replacement Date:  Ending Date:

Accessory:

Search The Notes Field:

Detail Reports - Items By				
Report #M-1	Report #M-3	Report #M-5	Report #M-7	Report #M-9
Type Of Item	Assigned To	Tracking Number	Item And Serial No.	Title Assigned
Report #M-2	Report #M-4	Report #M-6	Report #M-8	Report #M-10
Items With Accessories	Assigned To With Notes	Tracking Number With Notes	Type And Serial No. With Notes	Department Assigned

Special Report
Report #M-11
Employees With / Without Items
Use NO Search Criteria or Only the Department, Title or Position fields.
Read Help On With/Without Reports

Active Items By	
#MA-1	
Serial Number	
#MA-2	
Dept. Number	
#MA-3	
Other Number	
Inactive Items Only	
Report #MA-4	
Items In Inventory By Type Of Item	

Summary Reports	
Active Items By	
#MS-1	
Type Of Item	
#MS-2	
Assigned To	
#MS-3	
Department	
All Others	
#MS-4	
ALL Items	
#MS-5	
Inactive Items	
#MS-6	
Off Line Items	
#MS-7	
Disposed Of Items	

Service And Repair Reports	Locate Items By	Add	Main Menus	Print This Screen	Help
	Multiple Factors	New Items	General Equipment Program Main Menu		

Main Menus	
General Equipment	Program Main Menu

Each report sorts the information by the title on the button.

TrackUniform Software Page 41

## General Equipment Items Example Reports

### Detail Reports

Equip Report #M-1

### Equipment Items By Type Of Item

Type Of Item: **AirCard**

Brand	Model	Style	Color	Size	Trk No.	Serial No.	Dept No.	Assigned To	Division / Department	Purchased / Assigned	Replacement Date	Status
Verison	Jetpack	Plastic	White	Standard	903	791L-6C091	None	Orange, Thomas #1777	Detectives	02/10/2015 02/13/2015	09/10/2018 \$1.00	Active
Verison	Jetpack	Plastic	White	Standard	912	791L-6C100	None	Silver, Robert #98798	Patrol	02/10/2016 02/12/2016	12/31/2020 \$1.00	Active
Verison	Jetpack	Plastic	White	Standard	701	791L-6C087	None	Black, Steve #12647	Detectives	02/10/2015 02/25/2015	09/10/2018 \$1.00	Active
Verison	Jetpack	Plastic	White	Standard	702	791L-6C090	None	Bronze, John D. #12345	Administration	02/10/2015 04/11/2015	09/10/2018 \$1.00	Active
Verison	Jetpack	Plastic	White	Standard	703	791L-6C008	None	Inventory-Not Assigned		02/10/2015	09/10/2018 \$1.00	Inactive
Verison	Jetpack	Plastic	White	Standard	704	791L-6C018	None	Gray, Michael #6547	Patrol	02/10/2015 02/12/2015	09/10/2018 \$1.00	Active
Verison	Jetpack	Plastic	White	Standard	915	791L-6C103	None	Purple, Jeff #18032	Detectives	02/10/2016 02/16/2016	12/31/2020 \$1.00	Active
24 Total AirCard (s)											Total Value:	\$24.00

---

Equip Report #M-3

### Equipment Items By Where It Is Assigned

Assigned To: **Aqua, Wendy** ID No. #15456 Division/Dept Patrol

Type Of Item	Brand	Model	Style	Color	Size	Trk No.	Serial No.	Dept. No.	Purchased / Assigned	Replacement Date	Status	
AirCard	Verison	Jetpack	Plastic	White	Standard	911	791L-6C099	None	02/10/2016 02/12/2016	12/31/2020 \$1.00	Active	
Badge - Shirt	Galls	Lieutenant	Shirt Badge	Silver	3X2 Oval	865	0104	None	02/18/2005 02/23/2005	12/31/2025 \$114.00	Active	
Badge - Wallet	Blackinton	Patrolman	Wallet Badge	Silver	3X2 Oval	967	0134	None	03/10/2016 03/15/2016	12/31/2025 \$110.00	Active	
Baton - Asp	ASP	Expandable	Friction Lock	Black	21 Inch	892	52426	None	02/18/2017 02/22/2017	12/31/2022 \$94.35	Active	
Bulletproof Vest	Survival Armor	ULW-II	Premium Concealable	Tan	Female	848	1606098547	None	06/18/2016 06/20/2016	05/31/2021 \$950.00	Active	
Camera	Eeyelog	EH17	Body Camera	Black	32 Gb	751	A7LA5016495	None	02/18/2016 02/23/2016	12/31/2018 \$139.95	Active	
Flashlight	Streamlite	TLR-1 LED	Gun Mount - Glock	Black	N/A	993	TL99687	F146	06/18/2015 06/28/2015	12/31/2020 \$119.69	Active	
Flashlight	TMT	R1	53209	Black	N/A	785	TM56866	F123	04/12/2014 04/23/2014	12/31/2018 \$129.99	Active	
Handcuffs	Peerless		Chain Link	Chrome	2 Link	802	906705	None	04/18/2010 03/12/2016	12/31/2020 \$21.60	Active	
9 Total Item Assigned To Aqua, Wendy (s)											Total Value:	\$1,680.58

---

Assigned To: **Beige, Matt** ID No. #29861 Division/Dept Patrol

Type Of Item	Brand	Model	Style	Color	Size	Trk No.	Serial No.	Dept. No.	Purchased / Assigned	Replacement Date	Status
AirCard	Verison	Jetpack	Plastic	White	Standard	910	791L-6C098	None	02/10/2016 02/12/2016	12/31/2020 \$1.00	Active
Badge - Hat	Badge And Waller	Patrolman	Hat Badge	Silver	2.5 X 2.5 Rnd	719	0019	None	01/04/2010 01/06/2010	12/31/2025 \$22.99	Active
Badge - Shirt	Galls	Patrolman	Shirt Badge	Silver	3X2 Oval	738	0080	None	02/18/2005 02/20/2005	12/31/2025 \$114.00	Active

## General Equipment Items Example Reports

### Detail Report

Equip Report #M-10

### Equipment Items By Division/Department

Division / Department  
**Administration**

Type Of Item	Brand	Style	Model	Size	Color	Serial No.	Dept No.	Assigned To	Title	Purchased / Assigned	Replacement Date	Trk No.
AirCard	Verison	Plastic	Jetpack	Standard	White	791L-6C107	None	Yellow, Steve #22013	Chief	02/10/2016 02/12/2016	12/31/2020 \$1.00	Active 919
AirCard	Verison	Plastic	Jetpack	Standard	White	791L-6C090	None	Bronze, John D. #12345	Deputy Chief	02/10/2015 04/11/2015	09/10/2018 \$1.00	Active 702
Badge - Hat	Badge And Waller	Hat Badge	Chief	2.5 X 2.5 Rnd	Silver	0023	None	Yellow, Steve #22013	Chief	01/04/2010 01/05/2010	12/31/2025 \$22.99	Active 722
Badge - Hat	Badge And Waller	Hat Badge	Deputy Chief	2.5 X 2.5 Rnd	Silver	0021	None	Bronze, John D. #12345	Deputy Chief	01/04/2010 01/11/2016	12/31/2025 \$22.99	Active 720
Badge - Shirt	Galls	Shirt Badge	Chief	3X2 Oval	Silver	0069	None	Yellow, Steve #22013	Chief	02/18/2005 02/18/2005	12/31/2025 \$114.00	Active 706
Badge - Shirt	Galls	Shirt Badge	Deputy Chief	3X2 Oval	Silver	0077	None	Bronze, John D. #12345	Deputy Chief	02/18/2005 02/21/2014	12/31/2025 \$114.00	Active 716
Badge - Wallet	Blackinton	Wallet Badge	Chief	3X2 Oval	Silver	0126	None	Yellow, Steve #22013	Chief	03/10/2016 03/11/2016	12/31/2025 \$110.00	Active 959
Badge - Wallet	Blackinton	Wallet Badge	Deputy Chief	3X2 Oval	Silver	0129	None	Bronze, John D. #12345	Deputy Chief	03/10/2016 04/11/2016	12/31/2025 \$110.00	Active 962
Bulletproof Vest	Quantum	Wrap Around	QTM-B-III A	Level IIIA	Tan	1107195152	None	Bronze, John D. #12345	Deputy Chief	07/19/2016 07/22/2016	08/30/2021 \$750.00	Active 836
Bulletproof Vest	Survival Armor	Premium Concealable	ULW-II	Level IIIA	Tan	1606004568	None	Yellow, Steve #22013	Chief	06/18/2016 06/19/2016	05/31/2021 \$950.00	Active 849
Flashlight	Stream lite	C4 LED	Protac 1AA	4.16	Black	88032	F133	Bronze, John D. #12345	Deputy Chief	02/20/2017 05/26/2017	12/31/2022 \$41.95	Active 923
Flashlight	TMT	53209	R1	N/A	Black	TM56862	F119	Yellow, Steve #22013	Chief	04/12/2014 04/22/2014	12/31/2020 \$129.99	Active 781
Handcuffs	Peerless	Chain Link										
Handcuffs	Peerless	Chain Link										
Helmet	Shueherth	Full Face										

### Summary Report >

Equip Report #MS-4

### Equipment Totals

Qty	Type Of Item	Active	InActive	Offline	Total Value
24	AirCard	21 87.5%	3 12.5%	0 0.0%	\$24.00
16	Badge - Hat	11 68.8%	5 31.3%	0 0.0%	\$367.84
32	Badge - Shirt	14 43.8%	18 56.3%	0 0.0%	\$3,612.00
26	Badge - Wallet	18 69.2%	8 30.8%	0 0.0%	\$2,860.00
16	Baton - Asp	14 87.5%	2 12.5%	0 0.0%	\$1,509.60
25	Bulletproof Vest	21 84.0%	4 16.0%	0 0.0%	\$21,724.39
18	Camera	15 83.3%	2 11.1%	1 5.6%	\$3,632.45
45	Flashlight	32 71.1%	13 28.9%	0 0.0%	\$5,227.95
31	Handcuffs	20 64.5%	11 35.5%	0 0.0%	\$745.70
10	Headset	1 10.0%	9 90.0%	0 0.0%	\$3,490.00
8	Helmet	2 25.0%	6 75.0%	0 0.0%	\$3,036.00
		Active	InActive	Offline	Total Value



## General Equipment Items Service And Repair Reports

This report screen contains both fields related to the Items descriptions, but also fields related to the actual Service and Repairs.

### Equipment Service And Repair Reports

**SEARCH CRITERIA:** Enter Elements in the fields below to limit the records on the reports to include only those Elements. Or leave the fields blank to include All Items.

**Service And Repair Fields**

Type Repairs:  Beginning Completed Date:  Ending Date:

Include Only Equipment WITH Service And Repairs:  Include Only Equipment With NO Service And Repairs:

Location Served / Repaired:  Beginning Pending Date:  Ending Date:

Description of Service or Repairs:  Parts Replaced:

Service/Repairs Notes Field:  Service And Repairs Performed By:

**Equipment Fields**

Item:  Brand:  Item Status:

Model:  Style:  Serial No.:

Color:  Size:  Dept No.:

Division/Department:  Title:  Other No.:

Work Group:  Work Location:

Assigned To:

**Service And Repair Reports**

All Records	Completed				Pending	
#1: All Equipment By Type	#3: By Type And Date	#5: By Location Assigned	#7: Costs By Type Equipment	#9: Costs Totals By Type Of Service/Repairs	#11: By Type And Date Due	
#2: All Equipment By Type W/Notes	#4: Type And Description	#6: By Location Assigned W/Notes	#8: Annual Cost Totals	#10: Costs Totals By Type Of Equipment	#12: By Date Due	

### Example Report

Service And Repairs Report #5 Your Agency Name Will Appear Here

#### Completed Service And Repairs By Where It Is Assigned

Assigned To		ID No.	Division/Dept								
Aqua, Wendy		#15496	Patrol								
Type Of Item	Brand	Model	Color	Style	Size	Serial No.	Dept No.	Trk No.	Status	Cost	
Camera	Eyelog	EH17	Black	Body Camera	32 Ob	A7LA5016495	None	751	Active	\$0.50	
Type Of Repair	Date	Description Of Service or Repairs			Serviced By	Parts Replaced		Cost			
Service And Cleaning	02/12/2017	Inspect and Clean			Patrick Maroon			\$0.50			
Repairs	11/12/2016	Replaced Lens			Alan Brown	Camera Lens		\$7.99			
Flashlight	TMT	R1	Black	53209	N/A	TM56866	F123	785	Active	\$8.99	
Type Of Repair	Date	Description Of Service or Repairs			Serviced By	Parts Replaced		Cost			
Repairs	05/10/2017	Replaced Batteries			Alan Brown	Batteries		\$8.99			
2		Total Items Assigned To Aqua, Wendy									
3		Total Number Of Service And Repairs									
										Total Costs For Service And Repairs: <b>\$17.43</b>	
Assigned To		ID No.	Division/Dept								
Beige, Matt		#29861	Patrol								
Type Of Item	Brand	Model	Color	Style	Size	Serial No.	Dept No.	Trk No.	Status	Cost	
Camera	Digital Ally	FirstVu HD Series	Black	Body Camera	32 Ob	DA20142014	None	753	Active	\$0.50	
Type Of Repair	Date	Description Of Service or Repairs			Serviced By	Parts Replaced		Cost			
Service And Cleaning	02/12/2017	Inspect and Clean			Alan Brown			\$0.50			
Flashlight	TMT	R1	Black	53209	N/A	TM56845	F089	762	Active	\$8.99	
Type Of Repair	Date	Description Of Service or Repairs			Serviced By	Parts Replaced		Cost			
Modifications	05/11/2017	Upgraded Batteries			Alan Brown	Batteries		\$8.99			
2		Total Items Assigned To Beige, Matt									
2		Total Number Of Service And Repairs									
										Total Costs For Service And Repairs: <b>\$9.49</b>	

Page: 14 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100

## General Equipment Items **Special Feature**

This feature will allow you to see a list of all of your Inactive General Equipment Items that are ready to be assigned to your employees. Then quickly select a specific employee, click on all of the items you want to assign to them and push one button to make it happen.

Instructions

1) Select The Employee And Assigned By  
2) Hold Down The CTRL Key And Click On Each Item You Want To Assign To Them.  
3) Push The "Assign Selected Equipment Button".

Quickly Assign Equipment

Clear

Select The Employee: Bronze, John D.

All Fields

Assigned By: Brown, Alan

Item	Serial No	Model	Style	Brand	Color	Size	Item No	Trk No
Badge - Wallet	0135	Patrolman	Wallet Badge	Blackinton	Silver	3X2 Oval	None	968
Badge - Wallet	0138	Sergeant	Wallet Badge	Blackinton	Silver	3X2 Oval	None	971
Badge - Wallet	0139	Patrolman	Wallet Badge	Blackinton	Silver	3X2 Oval	None	972
Badge - Wallet	0144	Sergeant	Wallet Badge	Blackinton	Silver	3X2 Oval	None	977
Badge - Wallet	0145	Sergeant	Wallet Badge	Blackinton	Silver	3X2 Oval	None	978
Badge - Wallet	0149	Patrolman	Wallet Badge	Blackinton	Silver	3X2 Oval	None	982
Badge - Wallet	0150	Patrolman	Wallet Badge	Blackinton	Silver	3X2 Oval	None	983
Baton - Asp	52411	Expandable	Friction Lock	ASP	Black	21 Inch	None	877
Baton - Asp	52412	Expandable	Friction Lock	ASP	Black	21 Inch	None	878
Bulletproof Vest	1107195147	QTM-B-III A	Wrap Around	Quantum	Tan	Level III A	None	831
Bulletproof Vest	140000826521	XPIIIA-1	Wrap Around	Point Blank	Black	Level III A	None	840
Bulletproof Vest	140000826859	XPIIIA-1	Wrap Around	Point Blank	Black	Level III A	None	845
Bulletproof Vest	1606004571	ULW-II	Premium Concealable	Survival Armor	Tan	Level III A	None	852
Camera	A7LA5016493	EH17	Body Camera	Eeyelog	Black	32 Gb	None	749
Camera	DA20142015	FirstVu HD Series	Body Camera	Digital Ally	Black	32 Gb	None	754
Flashlight	88033	Protac 1AA	C4 LED	Streamlite	Black	4.16	F134	924
Flashlight	88034	Protac 1AA	C4 LED	Streamlite	Black	4.16	F135	925
Flashlight	None	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F129	820
Flashlight	TL99512	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F124	786
Flashlight	TL99513	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F125	816
Flashlight	TL99520	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F137	984
Flashlight	TL99522	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F139	986
Flashlight	TL99523	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F140	987
Flashlight	TL99525	TLR-1 LED	Gun Mount - Glock	Streamlite	Black	N/A	F142	989
Flashlight	TM56853	R1	53209	TMT	Black	N/A	F110	772

Assign  
**Selected Equipment**

Sort Items By  
Item And Serial No. | Item And Model

View This Employee's Equipment  
Equipment Assigned Today | All Equipment Assigned

Main Menus  
Equipment | Program

Equipment Issuance Receipts

Help

You can sort the list by Item and Serial Number or Item and Model.

You can also produce reports about the equipment you assigned to them Today or about All of the equipment assigned to that employee!

## Employees

The program captures some basic information about each Employee that will receive Uniforms and Uniform Accessories.

**Employees**

View All Active Employees

Attached Files  
Attach File Open File

Enter the new Employees (Last Name, First) then push the \*ADD\* Button to add the name to the Employee list.

Employee: Doe, John D. ID Number: 12345  
Date Hired: 07/01/2007 Division / Department: Patrol  
Title: Officer Date Of Title: 08/18/2012  
Gender: Male Race: Hispanic  
Work Group: 3rd Shift Work Location: North Building  
Phone No.: (503) 555-1234  
Status: Active

**Enter And Add**  
Another Employee Employee Sizes

**Employees**  
Locate Employees Delete This Employee Employee Reports Employee Main Menu

Main Menu Help

This button will take you to a screen where you can enter the sizes of your Employees Uniform items so that when you are issuing or distributing the items, you can easily take a quick peek at what sizes of Uniform items they wear.

## Employee Reports

There is an Employee Reports screen that will allow you to produce 6 different reports about your Employees.

### Employee Reports

Enter Search Criteria Into The Fields Below To Identify Which Employees You Want To Include On The Reports, Or Leave All Of The Fields Blank To Include All Employees On The Reports.

Status:

Gender:

Phone No.:

Division / Department:

Date Hired From:  To:

Title/Rank:

Date Of Title From:  To:

Race:

Reason Left:

Employee Name:

ID No.:

Work Group:

Work Location:

Clothing Deposit From:  To:

Employee Number:

Employee Reports By:									
Report #1	Report #2	Report #3	Report #4	Report #5	Report #6	Report #7	Report #8	Report #9	Report #10
Name	Title	Division / Department	Date Of Hire	Gender	ID Number	Employee Number	Work Group	Work Location	Phone Number

Clothing Deposits	
Report #11	Report #12
By Name	By Deposit

Employee Size Reports	Reports Main Menu	Employee Main Menu	Add A New Employee	Locate Employees	Main Menu	Print This Screen	Help
-----------------------	-------------------	--------------------	--------------------	------------------	-----------	-------------------	------

You can use the Search Criteria fields on the screen to limit the information that you want to appear on any of the five different report formats.

For example, if you only wanted to produce a Name list (rpt #1) but you only wanted to include the “**Males**” from “**Patrol**” Division that were hired between “**01/01/2007 and 12/31/2007**”, then you enter that criteria into the corresponding fields like we did above, and push the report format that you want to see.

And example of the result is on the next page.

## Employee Reports

All “**Males**” from “**Patrol**” division, hired between **01/01/2007** and **12/31/2007**.

Export... 100% Close

Report Criteria: Gender: Male / Division/Department: Patrol / Hired Between: 01/01/2007 AND 12/31/2007  
 Employee Report #1 Your Agency Name Will Appear Here

### Employees By Name

Employees	ID No.	Race	Gender	Division / Department	Title	Date Hired	Title Date	Work Group	Work Location	Status
<b>Beige, Matt</b> Empl #: 16892AB	29861	Hispanic	Male	Patrol	Officer	07/05/2007	07/05/2007	3rd Shift (503) 555-0001	North Building	Active
<b>Brown, Ryan</b> Empl #: 49658AB	85654	African American	Male	Patrol	Officer	06/06/2007	06/06/2007	3rd Shift (503) 555-0005	West Complex	Former
<b>Green, Tony</b> Empl #: 06522AB	22560	Hispanic	Male	Patrol	Sergeant	03/27/2007	07/18/2011	2nd Shift (503) 555-0008	West Complex	Active
<b>Orange, John</b> Empl #: 54492AB	29445	Hispanic	Male	Patrol	Officer	11/01/2007	11/01/2007	2nd Shift (503) 555-0010	North Building	Active

4 Total Employees	1 Different Departments	2 Different Titles	2 Different Races	4 100.0% Males	3 75.0% Active
2 Different Work Locations	2 Different Groups	0 0.0% Females	1 25.0% Former	0 0.0% Unknown	0 0.0% On Leave

Page: 1

## Employee “Size” Reports

Based on the Sizes of the different types of Uniform Items that you have entered for each Employee, from this screen, you can produce two different types of reports based that Employee Size information.

### Employee Size Reports

Enter Search Criteria Into The Fields Below To Identify Which Employees You Want To Include On the Reports, Or Leave All Of The Fields Blank To Include All Employees On The Reports.

Status:

Division / Department:  Title:

Single Employee:  ID Number:

Type Of Uniform Item:

Clear Fields

Reports	
Report #1	Report #2
<b>Employees And Their Sizes</b>	<b>Items And Who Wears What Sizes</b>

Reports Main Menu	Employee Reports	Employee Main Menu	Add A New Employee	Locate Employees	Main Menu	Print This Screen	Help
-------------------	------------------	--------------------	--------------------	------------------	-----------	-------------------	------

Examples of these two reports on the following pages.

# Employee “Size” Reports

Employees and the sizes that they wear:

Export... 100% Close

Your Agency Name Will Appear Here

Employee Size Report #1

## Employee Sizes

Employee	ID Number	Title	Department	Status
<b>Beige, Matt</b>	29861	Officer	Patrol	Active

Uniform Items	Sizes	Last Updated
Hat	7.25	06/01/2010
Knee Pads	One Size	06/01/2010
T-Shirt	Large	06/01/2010
Hood	Large	06/01/2010
Jacket	X-Large	06/15/2010
Gloves	Large	02/15/2010
Belt	36	06/15/2010
Pants	34 X 34	01/18/2010
Shirt	16 X 36	06/15/2010

Employee	ID Number	Title	Department	Status
<b>Black, Steve</b>	12647	Sergeant	Patrol	Active

Uniform Items	Sizes	Last Updated
Hat	36 X 38	06/15/2010
Jacket	36 X 40	06/15/2010
Knee Pads	One Size	04/15/2010
Pants	34 X 34	06/15/2010
Belt	36	06/01/2010
Boots	11 - Regular	06/01/2010
Gloves	Large	06/01/2010
Hat	7.5	06/01/2010
Hood	XX-Large	04/15/2010
T-Shirt	XX-Large	02/15/2010
Skirt	XX-Large	06/15/2010

Page: 1



# Employee “Size” Reports

Each type of Uniform Item and who wears which size:

Export... 100% Close

Employee Size Report #2 Your Agency Name Will Appear Here

## Items With Employee Sizes

Sizes Are Based On Size Information Entered With Each Employee's Employment Information

---

Uniform Item

**Belt**

Size	Employee	ID Number	Title	Department	Status	Last Updated
34	Gold, Ronny - #06744	06744	Sergeant	Patrol	Active	04/15/2010
36	Beige, Matt - #29861	29861	Officer	Patrol	Active	06/15/2010
	Black, Steve - #12647	12647	Sergeant	Patrol	Active	06/01/2010
	Brown, Alan - #22413	22413	Sergeant	Patrol	Active	06/01/2001
	Gray, Michael - #6547	6547	Sergeant	Patrol	On Leave	04/18/2010
	Green, Tony - #22560	22560	Sergeant	Patrol	Active	06/21/2010
	Maroon, Patrick - #17765	17765	Sergeant	Patrol	Active	05/05/2010
	Pink, John - #00836	00836	Officer	Patrol	Active	05/18/2010
	Purple, Jeff - #18032	18032	Detective	Detectives	Active	05/15/2010
38	Red, Jeff - #19280	19280	Sergeant	Detectives	On Leave	04/15/2010
	Doe, John D. - #12345	12345	Sergeant	Patrol	Active	06/15/2010
	Orange, John - #29445	29445	Officer	Patrol	Active	06/21/2010
	Orange, Thomas - #7777	7777	Detective	Detectives	Active	06/21/2010
	Red, Mark - #18649	18649	Detective	Detectives	Active	12/13/2009

Uniform Item

**Boots**

Size	Employee	ID Number	Title	Department	Status	Last Updated
10.5 - Regular	Maroon, Patrick - #17765	17765	Sergeant	Patrol	Active	05/05/2010
	Pink, John - #00836	00836	Officer	Patrol	Active	06/01/2010
11 - Regular	Black, Steve - #12647	12647	Sergeant	Patrol	Active	06/01/2010
	Brown, Alan - #22413	22413	Sergeant	Patrol	Active	06/15/2010
	Doe, John D. - #12345	12345	Sergeant	Patrol	Active	06/12/2010
	Orange, Thomas - #7777	7777	Detective	Detectives	Active	05/06/2010

Page: 1

## Drop-Down Lists

You have the ability to add, edit or remove the elements you want on the Drop-Down Lists found throughout the database. This screen is broken down into three categories, by the three different sections in the database that have Drop-Down Lists.

You simply select the list of choice, and from the screen that will open, you can add to, Edit or Remove any element that you want, so your Drop-Down Lists contain only the elements that fit your needs.

### Drop Down Lists

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #800080; color: white;">Uniform Item Lists</th></tr> <tr><td>Brands</td></tr> <tr><td>Colors</td></tr> <tr><td>Locations Stored</td></tr> <tr><td>Models</td></tr> <tr><td>Sizes</td></tr> <tr><td>Styles</td></tr> <tr><td>Types Of Items</td></tr> <tr><td>Vendors</td></tr> </table>	Uniform Item Lists	Brands	Colors	Locations Stored	Models	Sizes	Styles	Types Of Items	Vendors	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #006400; color: white;">Employee Lists</th></tr> <tr><td>Divisions / Departments</td></tr> <tr><td>Employees</td></tr> <tr><td>Race</td></tr> <tr><td>Reasons They Left</td></tr> <tr><td>Titles</td></tr> <tr><td>Work Groups</td></tr> <tr><td>Work Locations</td></tr> </table>	Employee Lists	Divisions / Departments	Employees	Race	Reasons They Left	Titles	Work Groups	Work Locations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #000080; color: white;">Uniform Distribution Lists</th></tr> <tr><td>Authorized By</td></tr> <tr><td>Processed By</td></tr> <tr><td>Purpose</td></tr> </table>	Uniform Distribution Lists	Authorized By	Processed By	Purpose	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #800000; color: white;">Equipment Lists</th></tr> <tr><td>Equipment Returned By</td></tr> <tr><td>Items</td></tr> <tr><td>Models</td></tr> <tr><td>Sizes</td></tr> <tr><td>Styles</td></tr> <tr><td>Vendors</td></tr> </table>	Equipment Lists	Equipment Returned By	Items	Models	Sizes	Styles	Vendors
Uniform Item Lists																															
Brands																															
Colors																															
Locations Stored																															
Models																															
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Uniform Distribution Lists																															
Authorized By																															
Processed By																															
Purpose																															
Equipment Lists																															
Equipment Returned By																															
Items																															
Models																															
Sizes																															
Styles																															
Vendors																															
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Help</div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #800000; color: white;">Equipment Lists</th></tr> <tr><td>Accessories</td></tr> <tr><td>Brands</td></tr> <tr><td>Colors</td></tr> </table>	Equipment Lists	Accessories	Brands	Colors	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #800000; color: white;">Service And Repairs</th></tr> <tr><td>Completed By</td></tr> <tr><td>Locations</td></tr> <tr><td>Parts Replaccd</td></tr> </table>	Service And Repairs	Completed By	Locations	Parts Replaccd																				
Equipment Lists																															
Accessories																															
Brands																															
Colors																															
Service And Repairs																															
Completed By																															
Locations																															
Parts Replaccd																															

Uniform Items					Standard Issue Groups	Main Menus		Distributions		
Add New Uniform Items	Locate Items By					Program Main Menu	General Equipment	Locate Distributions By		Distribute Uniform Items
	Type Of Item	Using Full List	Tracking Number	Location Stored				Distribution Number	Invoice Number	

## Help Text Quick Print

Throughout the database you will find Red Help buttons on nearly every screen. When you push the button what comes back to the screen, pertains to just that screen.

This screen, which is available from the Program Main Menu, contains all of the Help Topics that are found throughout the program. Allowing you to view and/or print out any or all of the Help Topics of your choice, all from one location.

Check the Box of any or all of the different Help Titles you wish to include on the report.

Help Text Quick Print

General Program Help	Uniform Reports	Returns
<input type="checkbox"/> Program Main Menu	<input type="checkbox"/> Uniform Inventory Reports	<input type="checkbox"/> Return Issued Items To Inventory
<input type="checkbox"/> License Agreement	<input type="checkbox"/> Uniform Distribution Reports	<input type="checkbox"/> Uniform Return Report
<input type="checkbox"/> Drop-Down Lists And Dates	<input type="checkbox"/> Uniform Distribution Status Reports	Items Donated or Destroyed
<input type="checkbox"/> Exporting Reports	<input type="checkbox"/> Uniform Distribution Date Reports	<input type="checkbox"/> Show Items Donated or Destroyed
<input type="checkbox"/> Adjusting Printer Margins	<input type="checkbox"/> General Status Reports	<input type="checkbox"/> Donated or Destroyed Reports
<input type="checkbox"/> Attaching Files	<input type="checkbox"/> Items That Need To Be Ordered From Vendor Reports	General Equipment Items
Uniforms Items	<input type="checkbox"/> Items Returned To Vendor Reports	<input type="checkbox"/> Equipment Main Menu
<input type="checkbox"/> Adding New Uniform Items	Employees	<input type="checkbox"/> Adding New Equipment
<input type="checkbox"/> Locate Uniform Items	<input type="checkbox"/> Adding New Employees	<input type="checkbox"/> Adding Service And Repairs
<input type="checkbox"/> Edit Uniform Items	<input type="checkbox"/> Locate Employees	<input type="checkbox"/> Locate Equipment Multiple Ways
<input type="checkbox"/> Locate Additions To Inventory	<input type="checkbox"/> Edit An Employee	<input type="checkbox"/> Locate Equipment By Type Item
Uniform Distributions	<input type="checkbox"/> Employee Reports	<input type="checkbox"/> Edit Equipment Items
<input type="checkbox"/> Issuing Uniform Items Part 1	<input type="checkbox"/> Adding Employee Sizes	<input type="checkbox"/> Edit Service And Repairs
<input type="checkbox"/> Issuing Uniform Items Part 2	<input type="checkbox"/> Edit Employee Sizes	<input type="checkbox"/> Equipment Reports
<input type="checkbox"/> Distribution Items List	<input type="checkbox"/> Employee Size Reports	<input type="checkbox"/> Service And Repair Reports
<input type="checkbox"/> Distribution Status Update		<input type="checkbox"/> Reassign Equipment
<input type="checkbox"/> Locate Distributions		
<input type="checkbox"/> Locate An Employee's Items		

Check All Boxes

Clear All Boxes

Push To Print The Report

Main Menu

Help

## Conclusion

(Continued)

In this booklet we have only touched on a few of the features available in the Uniform Inventory Software. A Microsoft Power Point Presentation CD is available that will show more detailed information on the program and its features.

### **Ask us about a 30-Day Free Trial:**

Once you have seen what the Uniform Inventory Software has to offer, we can send you the program for a 30-day Free Trial. (US Companies Only)

You can load the program on a single PC or on your network and actually enter data into it to see not only how easy it is to use, but also see if it will fit your agency's needs.

If you then decide to purchase the program, after we receive payment, we provide you with a permanent pass code that will unlock the program and allow you to continue using it.

If you decide for some reason not to purchase the Uniform Inventory Software, you are required to remove the program from your system and return it to us using a Tracking Number so it doesn't get lost.

Minor modifications can also be made to the program to help make it fit your needs. Just let us know.

***We make the 30-Day Free Trial available to you so you can see that the program does what we said it will and also we want you to be sure it fits your needs.***

## Technical Specifications

**The program is built on a Microsoft Access 2000 Platform**

**It will however run on any version of Access including 2000, 2002, 2003, 2007, 2010, 2013 and 2016.**

**If you Do Not have a full version of Microsoft Access, we can provide you with a licensed copy of Microsoft Access Run-Time, which contains all of the necessary elements you will need to run any of your L.E.A. Data Technologies Software.**

### Minimum Hardware Requirement

IBM Compatible PC Computer

64 bit PC's (Recommended), 32 bit PC's (Minimum)

500 MB RAM Minimum (1+ GB RAM ideal)

174 MB available Hard Drive Space (for Microsoft Access)

VGA Or Higher Resolution Monitor

1024 X 768 Monitor Setting (Fits full screen at this setting)

CD ROM Drive

Printer Assigned To Your PC To Produce Reports

Mouse

Networking Line Speed Should Be Full T-1 Or Greater

### Software Compatibility

Microsoft Windows 2000, XP, Vista, 7, 8, 10 or 365

Microsoft Access 2000 or Greater. (Including 2016)

Microsoft Access 2000 Runtime Provided For Those Who Do Not Have Access 2000 or newer.

### Software Structure

Software Comes In Two Parts.

#### **Part I “BackEnd”:**

The **BackEnd** Contains All Of The Tables Which Is Where The Data Is Stored. If Networking, The **BackEnd** Goes On The Server.

#### **Part II “FrontEnd”:**

The **FrontEnd** Contains The Forms And Reports That The User Sees. This Part Loads Onto Each PC Or From Your Server And Includes A Guided - Automatic **BackEnd** Linking Process That Takes Place After Installation.

## Software Costs

<b>Software</b>	<b>Cost</b>
<b>Uniform Inventory Software</b> Includes: Network Version, Software License For Networked Single PC	<b>\$1,000.00</b>
<b>Extra License Agreements</b>	<b>Cost</b>
Additional Licenses are Available for Additional PC- One Time Cost – Per PC	\$100.00
<b>Technical Support</b>	<b>Cost</b>
We are available Monday-Friday 9:00 AM- 5:00 PM Pacific time	\$0
<b>Help / Training</b>	<b>Cost</b>
Microsoft Power Point Presentation CD provided that will give most users all of the Training that they will need to add records and run reports.  On screen Help available on every screen. What comes back to the screen when the Help button is pushed pertains to Just That Screen.  We are available Monday-Friday 9:00 AM- 5:00 PM Pacific time to help in any way we can.	\$0
<b>Upgrades</b>	<b>Cost</b>
When upgrades are available, we will notify you of the upgrade and its cost. The Cost will vary based on the extent of the upgrade. In most cases the upgrade will be either \$50.00 or less than \$200.00. <i>We charge what it costs us!</i>	<b>\$100.00-\$200.00</b>

### **How Can We Do This?**

This software was originally “Designed and developed by cops for cops” ®

With the exception of two programmers, everyone who works at *L.E.A. Data Technologies* is either a Cop, Retired Cop, Married to a Cop, Related to a Cop or Works at a local Police Department. This company has a goal to provide *State Of The Art, Quality, Tested and Proven* Software to help make the people in Business and in Law Enforcement’s jobs easier.

We sell Great Software and offer Great Customer Service at a “Reasonable Cost”. Working with us “**Does Not**” include High Pressure Sales people who sell you a product, then attempt to extort Technical Support, Licensing Fees and Upgrades fees from you annually.

***We are just here to Help!***

## How Our Programs Work

- Microsoft is the industry leader in the development of Computer Operating Systems and Office Management Solutions. Microsoft Access, which is one of the components of their Office Suite is the database application recommended by Microsoft. And since most people use Microsoft office, they are somewhat familiar with the look and functionality of Access.

Microsoft Access is simply the shell or the platform we use. The motor under the hood is called “Runtime”. All we use in a full version of Access is the Runtime. The magic behind what makes our programs work is because the Visual Basic programming we have built into the FrontEnd of our programs.

What does that mean? That means that our programs will run on any version of Microsoft Access or Microsoft Runtime from Access 2000 right on up and through Access 2016 and Office 365 with Access 2016. Running in either 32 or 64 bit configuration.

### Components:

- \* Microsoft Access 2000 or greater platform
  - \* Microsoft Runtime 2000 or greater
  - \* Our Visual Basic programming built into the FrontEnd.
- You can also network our programs through your Intranet with users using different versions of Microsoft Access or Runtime at the same time.
  - You can even access the program from anywhere over the Internet using Microsoft’s **Remote Desktop Connection**.
  - If you have a Network Server and the right type of Hardware you can run an Access Database from your cars, fire trucks, ambulances or any other vehicle. We know, because we have customers who do.
  - It has worked so well for use for so long that we do not charge for Technical Support because history has shown that you will not have problems with our programs.

***We would not sell you something we can not stand behind!***