

# AXiS Data Center

Copyright 2013





# **AXiS Data Center Manual**

**ARS Business Solutions, LLC**

---

*by ARS*

# AXiS Data Center Manual

## Copyright 2013

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Printed: October, 2013

### **Publisher**

*ARS Business Solutions, LLC*

### **Managing Editor**

*Christine VanderWoude*

### **Technical Editors**

*...enter name...*

*...enter name...*

### **Cover Designer**

*...enter name...*

### **Team Coordinator**

*...enter name...*

### **Production**

*...enter name...*

### **Special thanks to:**

*Cereus CactiSolutions, LLC, who has been working diligently at the development of this tremendous Point-of-Sale system which is so much more than that.*



# Table of Contents

Foreword	11
<b>Part I Introduction</b>	<b>12</b>
<b>Part II 4473</b>	<b>12</b>
1 Clear Holds.....	13
2 Customer 4473.....	14
3 Denied 4473.....	20
4 List all 4473.....	20
5 Process 4473.....	21
6 Start 4473.....	30
7 Update 4473.....	32
<b>Part III Attributes</b>	<b>34</b>
1 Bulk Define Attributes.....	35
2 Mandatory PADs.....	36
3 Mass Define Mandatory Attributes.....	37
<b>Part IV AUTO</b>	<b>39</b>
<b>Part V Backup</b>	<b>43</b>
<b>Part VI Best Practices</b>	<b>43</b>
1 Daily Procedures.....	44
2 Month End.....	44
3 Quick Setup.....	45
4 Suggested Attributes.....	46
5 Year End.....	46
<b>Part VII Bound Book</b>	<b>46</b>
1 Audit Log.....	48
2 Bound Book Corrections.....	48
3 Corrections.....	51
<b>Part VIII Calendar</b>	<b>52</b>
<b>Part IX Customer Admin</b>	<b>53</b>
1 Contact Preference.....	54
2 Edit Customer.....	54

3	New Customer.....	57
4	Select Customer.....	59
5	Unselect Customer.....	61
<b>Part X Department</b>		<b>62</b>
<b>Part XI Education</b>		<b>63</b>
1	Class Maintenance.....	64
	Add Class .....	64
	Edit Class .....	65
2	Class Rosters.....	67
<b>Part XII Email Templates</b>		<b>68</b>
1	Add Email Template.....	68
2	Edit Email Template .....	69
<b>Part XIII Excel Load</b>		<b>70</b>
<b>Part XIV FAQs</b>		<b>71</b>
<b>Part XV Facilities</b>		<b>72</b>
1	Facilities Maintenance.....	72
2	Facility Usage.....	73
	Facility Reservation .....	74
<b>Part XVI Firearms</b>		<b>77</b>
1	Consignments.....	79
	Consignment Fee .....	79
	Inbound Consignment .....	80
	Inbound Consignment Return .....	83
	Outbound Consignment .....	86
	Outbound Consignment Return .....	87
2	Firearm Hold.....	89
3	Firearm Sale.....	90
4	Firearm Taxes.....	92
5	Firearm Trade.....	93
6	Firearm Transfer.....	96
	Transfer Agent .....	97
	Transfer In .....	97
	Transfer In from FFL.....	98
7	Firearms Transactions.....	99
8	Print Gun Labels.....	99
9	Stolen Firearm.....	100
10	Used Guns.....	101

<b>Part XVII Gift Cards</b>	<b>103</b>
<b>Part XVIII Gunsmithing</b>	<b>105</b>
1 Delivered Work Order.....	106
2 New Gunsmithing Work Order.....	106
3 Open Work Order.....	110
Labor Detail .....	112
<b>Part XIX Hardware Specs</b>	<b>113</b>
1 Printers.....	113
2 Scanners.....	114
3 Tablets.....	114
4 Workstation Hardware .....	115
<b>Part XX History</b>	<b>116</b>
<b>Part XXI House Account</b>	<b>117</b>
1 House Account Setup.....	117
<b>Part XXII Images</b>	<b>119</b>
<b>Part XXIII Inventory</b>	<b>120</b>
1 Add Product.....	121
Clone Item .....	123
2 Bulk Edit.....	125
3 Edit Product.....	127
4 Inactive Item.....	129
5 Print Labels.....	131
6 Product Attributes.....	131
7 Product Maintenance.....	133
8 Product Price Info.....	134
9 Product Tax Info.....	137
<b>Part XXIV Layaway</b>	<b>139</b>
1 Layaway History.....	140
<b>Part XXV Login</b>	<b>141</b>
<b>Part XXVI Physical Inventory</b>	<b>141</b>
1 Firearm Inventory Count.....	142
2 Inventory Stocktaking.....	143

<b>Part XXVII POS Management</b>	<b>145</b>
1 Assign Drawer.....	145
<b>Part XXVIII Pricing</b>	<b>147</b>
1 Price Types.....	148
<b>Part XXIX Printing</b>	<b>149</b>
<b>Part XXX Product Holds</b>	<b>149</b>
<b>Part XXXI Product Search</b>	<b>150</b>
1 Attribute Search.....	151
2 Description Search.....	153
<b>Part XXXII Purchase Order</b>	<b>154</b>
1 Create Purchase Orders.....	155
<b>Part XXXIII Purchasing</b>	<b>157</b>
<b>Part XXXIV Quantity on Hand</b>	<b>157</b>
<b>Part XXXV Range</b>	<b>157</b>
<b>Part XXXVI Receiving</b>	<b>158</b>
1 Case Quantity.....	159
2 Enter Invoice.....	160
3 Receive by Invoice.....	163
4 Receive on the fly.....	165
5 Receive PO.....	168
<b>Part XXXVII Recurring Billing</b>	<b>170</b>
1 List Denials.....	170
2 List Payments.....	171
3 Process Payments.....	172
4 Recurring Member List.....	172
<b>Part XXXVIII Report Settings</b>	<b>173</b>
1 Filter.....	175
<b>Part XXXIX Reports</b>	<b>178</b>
1 Firearms Reporting.....	181
Firearm Sales Report .....	181
Firearm Transactions Report .....	182

Multiple Firearm Sale .....	183
<b>2 Gift Card List.....</b>	<b>184</b>
<b>3 Inventory Reports.....</b>	<b>186</b>
Inventory Aging Firearms .....	186
Inventory with cost .....	187
Product Level Snapshot .....	189
<b>4 Layaway Reports.....</b>	<b>190</b>
Layaway By Item .....	190
Layaway Report .....	190
<b>5 Membership Report.....</b>	<b>191</b>
<b>6 Range Statistics.....</b>	<b>192</b>
Lane Statistics .....	192
Range Shooters .....	193
Rental Firearm Statistics .....	194
Reservation Statistics .....	194
<b>7 Sales Reports.....</b>	<b>195</b>
Daily Sales .....	195
Firearm Sales .....	196
Sales Item Report .....	198
<b>8 Sales Tax Report.....</b>	<b>199</b>
<b>9 Special Orders Report.....</b>	<b>200</b>

**Part XL Sales Events 200**

1 Dollar Discount.....	201
2 Edit Sales Event.....	202
3 New Sales Event.....	204
4 Percentage Discount.....	206
5 Sales Event Product.....	207

**Part XLI Setup 208**

1 Company Info.....	209
2 FFL Setup.....	210
3310 Setup .....	210
3 Gun Shows.....	211
4 Mandatory Attributes.....	212
5 Range Setup.....	213
Firearm Rentals .....	215
Rental Control.....	215
Range Lanes .....	216
Waiver Setup .....	217

**Part XLII Tax 218**

**Index 221**



---

# Foreword

This documentation is being completed as components are added, tested and updated. We strive to have it as complete and accurate as possible.

## 1 Introduction

Your new AXiS system is specifically designed for the firearms industry based upon the input of firearms retailers. Even if you're not a software expert, this system is designed to help you:

- Increase the speed of your business transactions
- Improve the accuracy of your inventory
- Manage shooting ranges, gun rentals, Bound Books and more
- Manage your business with more ease than ever before



## 2 4473

A **4473** (Firearms Transaction Record) is a Federal government form which must be completed by the person who is purchasing a firearm from an FFL (Federal Firearm License) holder. Lying on the form is a felony. The electronic **4473** form must be printed and physically signed by the purchaser. Electronic signatures are not approved by the ATF (Bureau of of Alcohol, Tobacco and Firearms) at this time. Once the purchaser has completed his/her portion of the **4473**, the FFL representative will review

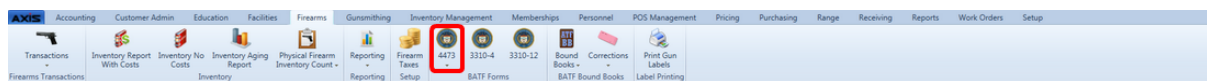


and complete the disposition portion of the form.

As of this writing, individual dealers are required to keep **4473** forms from completed firearm sales for no less than 20 years; they must be kept no less than five years for Denied 4473s<sup>[20]</sup>.

The ATF may inspect and request copies of specific **4473** forms as part of an investigation or trace on a specific firearm.

**4473** is located in the Firearms tab. It is used for the creation and tracking of **4473** records needed for firearms transactions.



Within the **4473** section, you may:

- Clear Holds on firearms<sup>[13]</sup>
- List/print all 4473 records<sup>[20]</sup>
- Process a 4473<sup>[21]</sup> - This is the seller portion of the **4473**.
- Start a 4473<sup>[30]</sup> - Start here for the electronic **4473**.
- Update a 4473<sup>[32]</sup>
- View denied 4473 records<sup>[20]</sup>

The entire FFL number will not print on **4473** forms by default. You may change the settings to have the entire FFL number print<sup>[210]</sup>.

The electronic **4473** will ask for the firearm(s) being purchased, and a hold will be placed for the firearm(s) until the firearm transaction<sup>[99]</sup> has been completed.

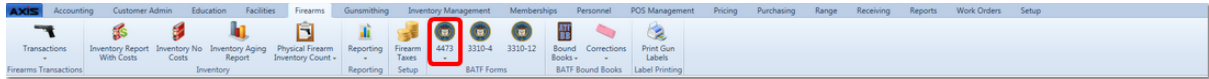
## 2.1 Clear Holds

4473<sup>[12]</sup>

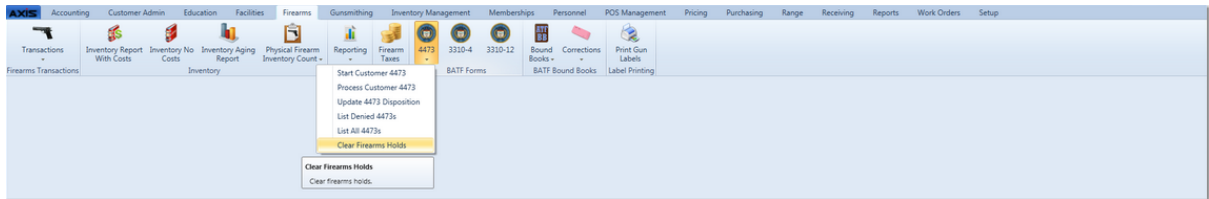
Once a customer has decided to purchase one or more firearms, a hold is placed on that firearm which links it to the customer's record so that the firearm may not be sold to anyone else while waiting for paperwork processing or ATF approval. In the event that the customer does not purchase the firearm, the hold may be cleared to allow the

firearm to be sold to someone else.

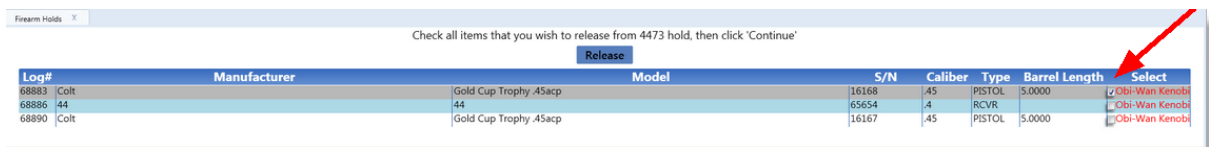
Go to the Data Center Firearms<sup>77</sup> tab; click the **4473** icon.



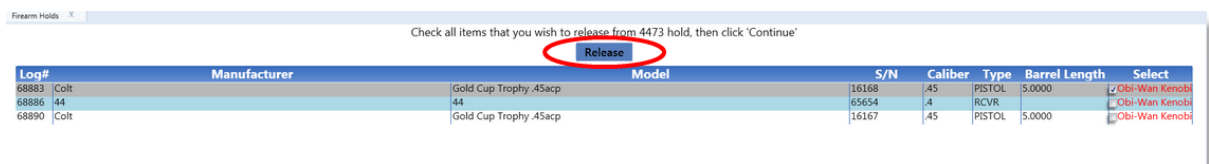
Select **Clear Firearms Holds** from the drop-down menu.



Click in the check-box next to each firearm to be released from hold.



Click the **Release** button to process the release of the hold.



The selected items are removed from the list which now displays all current holds.

## 2.2 Customer 4473

4473<sup>72</sup>

At the 4473 tablet PC, kiosk or computer, enter the 4473 ID in the **Enter 4473 code** box. This will link the 4473 information to the correct customer record.

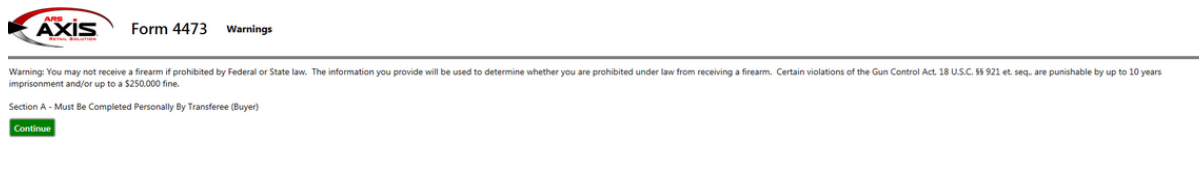
Click the **Next** button.



The screenshot shows a web browser window titled "Axis - Form 4473". The main content area has a grey background and contains the following elements:

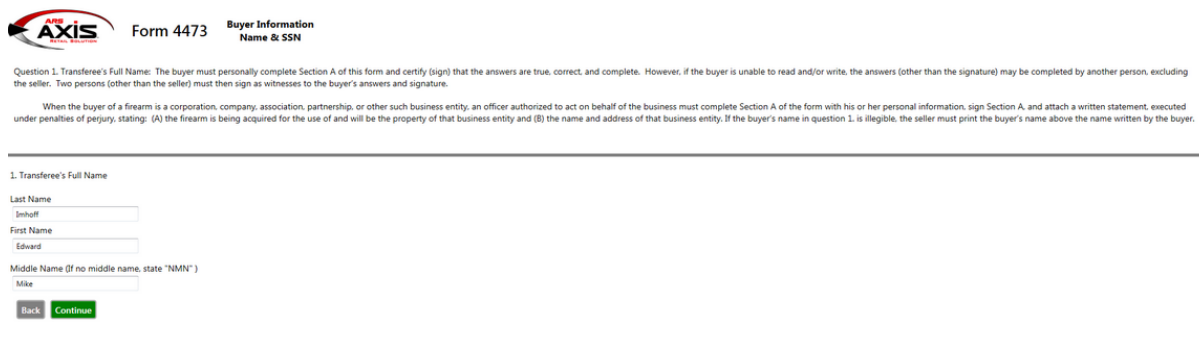
- ATF Form 4473** (Large heading)
- Language selection: "English" (selected) and "Español" (radio button).
- Text: "Enter 4473 code" followed by an empty text input field.
- Text: "Click Next to Continue" followed by a "Next" button.
- Logo: The ARS AXIS RETAIL SOLUTIONS logo.

Have the customer click the **Continue** button to begin.



The screenshot shows the "Warnings" page of the ATF Form 4473 application. It includes the ARS AXIS logo, the title "Form 4473 Warnings", and a warning message: "Warning: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. § 921 et. seq., are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine." Below the warning is the text "Section A - Must Be Completed Personally By Transferee (Buyer)" and a green "Continue" button.


The customer's information will auto-fill with as much information as the customer record has available. The customer may edit the information as needed.



The screenshot shows the "Buyer Information" page of the ATF Form 4473 application. It includes the ARS AXIS logo, the title "Form 4473 Buyer Information Name & SSN", and a question: "Question 1. Transferee's Full Name: The buyer must personally complete Section A of this form and certify (sign) that the answers are true, correct, and complete. However, if the buyer is unable to read and/or write, the answers (other than the signature) may be completed by another person, excluding the seller. Two persons (other than the seller) must then sign as witnesses to the buyer's answers and signature." Below the question is a sub-question: "When the buyer of a firearm is a corporation, company, association, partnership, or other such business entity, an officer authorized to act on behalf of the business must complete Section A of the form with his or her personal information, sign Section A, and attach a written statement, executed under penalties of perjury, stating: (A) the firearm is being acquired for the use of and will be the property of that business entity and (B) the name and address of that business entity. If the buyer's name in question 1. is illegible, the seller must print the buyer's name above the name written by the buyer." The form contains several input fields for "Last Name", "First Name", "Middle Name (If no middle name, state 'NMN')", and "Middle Name". At the bottom, there are "Back" and "Continue" buttons.

As each page is completed, the customer must click the **Continue** button to proceed.

They may also click the **Back** button to review information; there will be an opportunity to review and edit the entire 4473 at the end.

 Form 4473 Buyer Information  
Primary Residence

Question 2. Current Residence Address: U.S. Postal abbreviations are acceptable. (e.g., St., Rd., Dr., PA, NC, etc.). Address cannot be a post office box. County and Parish are one and the same.

If the buyer is a member of the Armed Forces on active duty acquiring a firearm in the State where his or her permanent duty station is located, but does not reside at his or her permanent duty station, the buyer must list both his or her permanent duty station address and his or her residence address in response to question 2. If you are a U.S. citizen with two States of residence, you should list your current residence address in response to question 2 (e.g., if you are buying a firearm while staying at your weekend home in State X, you should list your address in State X in response to question 2).

---

2. Current Residence Address Number and Street Address (U.S. Postal abbreviations acceptable. Cannot be a post office box.) 6237 S. Whitehouse Canyon Road ZIP Code (selecting a zip code first will fill in city, county and state) 85637 U.S. State ARIZONA County PINAL U.S. City Tucson	For active duty military only. Station address Number and Street Address (U.S. Postal abbreviations acceptable. Cannot be a post office box.) ZIP Code (selecting a zip code first will fill in city, county and state) U.S. State County U.S. City
--	---


 Form 4473 Buyer Information  
Personal Information

---

3. Place of Birth (select state first to limit choice of cities to that state)  
U.S. State U.S. City  
-OR-  
Foreign Country of Birth

4. Height 5. Weight (Lbs.) 6. Gender  
Fl. In. Male

7. Birth Date  
(MM/DD/YYYY)

 Form 4473 Buyer Information  
SSN and Race

Question 9. Unique Personal Identification Number (UPIN): For purchasers approved to have information maintained about them in the FBI NICS Voluntary Appeal File, NICS will provide them with a Unique Personal Identification Number, which the buyer should record in question 9. The licensee may be asked to provide the UPIN to NICS or the State.

---

8. Social Security Number (Optional, but will help prevent misidentification)  
-- -- --  
9. Unique Personal ID Number (UPIN) if applicable (See instructions for Question 9)

10.a. Ethnicity  
 Hispanic or Latino  
 Not Hispanic or Latino

10.b. Race (Check one or more boxes.)  
 American Indian or Alaska Native  
 Black or African American  
 Asian  
 Native Hawaiian or Other Pacific Islander  
 White

The customer may have to use the scroll bar to view all of the information provided on the left side of the screen.


**Form 4473 Buyer Information  
Questionnaire (1 of 4)**

(Screen 1 of 4)

**Question 11.a. Actual Transferee/Buyer:** For purposes of this form, you are the actual transferee/buyer if you are purchasing the firearm for yourself or otherwise acquiring the firearm for yourself (e.g., redeeming the firearm from pawn/retrieving it from consignment, firearm raffle winner). You are also the actual transferee/buyer if you are legitimately purchasing the firearm as a gift for a third party. **ACTUAL TRANSFEREE/BUYER EXAMPLES:** Mr. Smith asks Mr. Jones to purchase a firearm for Mr. Smith. Mr. Smith gives Mr. Jones the money for the firearm. Mr. Jones is NOT THE ACTUAL TRANSFEREE/BUYER of the firearm and must answer "NO" to question 11.a. The licensee may not transfer the firearm to Mr. Jones. However, if Mr. Brown goes to buy a firearm with his own money to give to Mr. Black as a present, Mr. Brown is the actual transferee/buyer of the firearm and should answer "YES" to question 11.a. However, you may not transfer a firearm to any person you know or have reasonable cause to believe is prohibited under 18 U.S.C. § 922(g), (n), or (o). Please note: **EXCEPTION:** If you are picking up a repaired firearm(s) for another person, you are not required to answer 11.a. and may proceed to question 11.b.

**Question 11.b. - 11.i. Definition of Prohibited Person:** Generally, 18 U.S.C. § 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a misdemeanor crime of domestic violence; has been convicted of a felony, or any other crime, punishable by imprisonment for a term exceeding one year (this does not include State misdemeanors punishable by imprisonment of two years or less); is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug; or any other controlled substance; has been adjudicated mentally defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; has renounced his or her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under nonimmigrant visa; or is subject to certain restraining orders. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony, or any other crime, punishable by imprisonment for a term exceeding one year.

**Question 11.b. Under Indictment or Information or Convicted in any Court:** An indictment, information, or conviction in any Federal, State, or local court. An information is a formal accusation of a crime verified by a prosecutor.

**EXCEPTION TO 11.c. and 11.i:** A person who has been convicted of a felony, or any other crime, for which the judge could have imprisoned the person for more than one year, or who has been convicted of a misdemeanor crime of domestic violence, is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law of the jurisdiction where the conviction occurred, the person has been pardoned, the conviction has been expunged or set aside, or the person has had their civil rights (the right to vote, sit on a jury, and hold public office) taken away and later restored AND (2) the person is not prohibited by the law of the jurisdiction where the conviction occurred from receiving or possessing firearms. Persons subject to this exception should answer "no" to 11.c. or 11.i., as applicable.

**11.a. Are you the actual transferee/buyer of the firearm(s) listed on this form? Warning:** You are not the actual buyer if you are acquiring the firearm(s) on behalf of another person. If you are not the actual buyer, the dealer cannot transfer the firearm(s) to you. (See Instructions for Question 11.a.) **Exception:** If you are picking up a repaired firearm(s) for another person you are not required to answer 11.a. and may proceed to question 11.b.

Yes  No  No Response Required

**11.b. Are you under indictment or information in any court for a felony, or any other crime, for which the judge could imprison you for more than one year? (See Instructions for Question 11.b.)**

Yes  No

**11.c. Have you ever been convicted in any court of a felony, or any other crime, for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation? (See Instructions for Question 11.c.)**

Yes  No


**Form 4473 Buyer Information  
Questionnaire (2 of 4)**

(Screen 2 of 4)

**Question 11.b. - 11.i. Definition of Prohibited Person:** Generally, 18 U.S.C. § 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a misdemeanor crime of domestic violence; has been convicted of a felony, or any other crime, punishable by imprisonment for a term exceeding one year (this does not include State misdemeanors punishable by imprisonment of two years or less); is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug; or any other controlled substance; has been adjudicated mentally defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; has renounced his or her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under nonimmigrant visa; or is subject to certain restraining orders. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony, or any other crime, punishable by imprisonment for a term exceeding one year.

**EXCEPTION TO 11.c. and 11.i:** A person who has been convicted of a felony, or any other crime, for which the judge could have imprisoned the person for more than one year, or who has been convicted of a misdemeanor crime of domestic violence, is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law of the jurisdiction where the conviction occurred, the person has been pardoned, the conviction has been expunged or set aside, or the person has had their civil rights (the right to vote, sit on a jury, and hold public office) taken away and later restored AND (2) the person is not prohibited by the law of the jurisdiction where the conviction occurred from receiving or possessing firearms. Persons subject to this exception should answer "no" to 11.c. or 11.i., as applicable.

**Question 11.f. Adjudicated Mentally Defective:** A determination by a court, board, commission, or other lawful authority that a person, as a result of marked subnormal intelligence, or mental illness, incompetency, condition, or disease: (1) is a danger to himself or to others; or (2) lacks the mental capacity to contract or manage his own affairs. This term shall include: (1) a finding of insanity by a court in a criminal case; and (2) those persons found incompetent to stand trial or found not guilty by reason of lack of mental responsibility.

**Committed to a Mental Institution:** A formal commitment of a person to a mental institution by a court, board, commission, or other lawful authority. The term includes a commitment to a mental institution involuntarily. The term includes commitment for mental defectiveness or mental illness. It also includes commitments for other reasons, such as for drug use. The term does not include a person in a mental institution for observation or a voluntary admission to a mental institution. Please also refer to Question 11.c. for the definition of a prohibited person.

**EXCEPTION TO 11.f. NICS Improvement Amendments Act of 2007:** A person who has been adjudicated as a mental defective or committed to a mental institution is not prohibited if: (1) the person was adjudicated or committed by a department or agency of the Federal Government, such as the United States Department of Veterans Affairs ("VA") (as opposed to a State court, State board, or other lawful State authority); and (2) either: (a) the person's adjudication or commitment for mental incompetency was set-aside or expunged by the adjudicating/committing agency; (b) the person has been fully released or discharged from all mandatory treatment, supervision, or monitoring by the agency; or (c) the person was found by the agency to no longer suffer from the mental health condition that served as the basis of the initial adjudication. Persons who fit this exception should answer "no" to Item 11.f. This exception does not apply to any person who was adjudicated to be not guilty by reason of insanity, or based on lack of mental responsibility, or found incompetent to stand trial, in any criminal case or under the Uniform Code of Military Justice.

**11.d. Are you a fugitive from justice?**

Yes  No

**11.e. Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?**

Yes  No

**11.f. Have you ever been adjudicated mentally defective (which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs) OR have you ever been committed to a mental institution? (See Instructions for Question 11.f.)**

Yes  No


**Form 4473 Buyer Information  
Questionnaire (3 of 4)**

(Screen 3 of 4)

**Question 11.b. - 11.i. Definition of Prohibited Person:** Generally, 18 U.S.C. § 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a misdemeanor crime of domestic violence; has been convicted of a felony, or any other crime, punishable by imprisonment for a term exceeding one year (this does not include State misdemeanors punishable by imprisonment of two years or less); is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug; or any other controlled substance; has been adjudicated mentally defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; has renounced his or her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under nonimmigrant visa; or is subject to certain restraining orders. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony, or any other crime, punishable by imprisonment for a term exceeding one year.

**EXCEPTION TO 11.c. and 11.i:** A person who has been convicted of a felony, or any other crime, for which the judge could have imprisoned the person for more than one year, or who has been convicted of a misdemeanor crime of domestic violence, is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law of the jurisdiction where the conviction occurred, the person has been pardoned, the conviction has been expunged or set aside, or the person has had their civil rights (the right to vote, sit on a jury, and hold public office) taken away and later restored AND (2) the person is not prohibited by the law of the jurisdiction where the conviction occurred from receiving or possessing firearms. Persons subject to this exception should answer "no" to 11.c. or 11.i., as applicable.

**Question 11.h. Definition of Restraining Order:** Under 18 U.S.C. § 922, firearms may not be sold to or received by persons subject to a court order that: (A) was issued after a hearing which the person received actual notice of and had an opportunity to participate in; (B) restrains such person from harassing, stalking, or threatening an intimate partner or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (D) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury. An "intimate partner" of a person is: the spouse or former spouse of the person, the parent of a child of the person, or an individual who cohabitates or cohabitating with the person.

**Question 11.i. Definition of Misdemeanor Crime of Domestic Violence:** A Federal, State, local, or tribal offense that is a misdemeanor under Federal, State, or tribal law and has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. The term includes all misdemeanors that have as an element the use or attempted use of physical force or the threatened use of a deadly weapon (e.g., assault and battery), if the offense is committed by one of the defined parties. (See Exception to 11.c. and 11.i.) A person who has been convicted of a misdemeanor crime of domestic violence also is not prohibited unless: (1) the person was represented by a lawyer or gave up the right to a lawyer; or (2) if the person was entitled to a jury, was tried by a jury, or gave up the right to a jury trial. Persons subject to this exception should answer "no" to 11.i.

**11.g. Have you been discharged from the Armed Forces under dishonorable conditions?**

Yes  No

**11.h. Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner? (See Instructions for Question 11.h.)**

Yes  No

**11.i. Have you ever been convicted in any court of a misdemeanor crime of domestic violence? (See Instructions for Question 11.i.)**

Yes  No

**11.j. Have you ever renounced your United States citizenship?**

Yes  No


**Form 4473 Buyer Information  
Questionnaire 4 of 4)**

(Screen 4 of 4)

**Question 11.b. - 11.i. Definition of Prohibited Person:** Generally, 18 U.S.C. § 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a misdemeanor crime of domestic violence; has been convicted of a felony, or any other crime, punishable by imprisonment for a term exceeding one year (this does not include State misdemeanors punishable by imprisonment of two years or less); is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug, or any other controlled substance; has been adjudicated mentally defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; has renounced his or her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under nonimmigrant visa; or is subject to certain restraining orders. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony, or any other crime, punishable by imprisonment for a term exceeding one year.

**Question 11.l. An alien admitted to the United States under a nonimmigrant visa includes, among others, persons visiting the United States temporarily for business or pleasure, persons studying in the United States who maintain a residence abroad, and certain temporary foreign workers.** The definition does NOT include permanent resident aliens nor does it apply to nonimmigrant aliens admitted to the United States pursuant to either the Visa Waiver Program or to regulations otherwise exempting them from visa requirements.

**Question 12. Exceptions to Nonimmigrant Alien Response:** An alien admitted to the United States under a nonimmigrant visa is not prohibited from purchasing, receiving, or possessing a firearm in the alien: (1) is in possession of a hunting license or permit lawfully issued by the Federal Government, a State, or local government, or an Indian tribe federally recognized by the Bureau of Indian Affairs, which is valid and unexpired; (2) was admitted to the United States for lawful hunting or sporting purposes; (3) has received a waiver from the prohibition from the Attorney General of the United States; (4) is an official representative of a foreign government who is accredited to the United States Government or the Government's mission to an international organization having its headquarters in the United States; (5) is en route to or from another country to which that alien is accredited; (6) is an official of a foreign government or a distinguished foreign visitor who has been so designated by the Department of State; or (7) is a foreign law enforcement officer of a friendly foreign government entering the United States on official law enforcement business.

Persons subject to one of these exceptions should answer "yes" to questions 11.l and 12 and provide documentation such as a copy of the hunting license or letter granting the waiver, which must be recorded in 20.c. If the transferee (buyer) answered "yes" to this question, the licensee must complete 20.c. The seller should verify supporting documentation provided by the purchaser and must attach a copy of the provided documentation to the ATF Form 4473, Firearms Transaction Record.

11.k. Are you an alien illegally in the United States?

Yes  No

11.l. Are you an alien admitted to the United States under a nonimmigrant visa? (See Instructions for Question 11.l.) If you answered "no" to this question, do NOT respond to question 12 and proceed to question 13.

Yes  No

12. If you are an alien to the United States under a nonimmigrant visa, do you fall within any of the exceptions set forth in the instructions? (If "yes," the licensee must complete question 20.c.) (See Instructions for Question 12.) If question 11.l. is answered with a "no" response, then do NOT respond to question 12 and proceed to question 13.

Yes  No


**Form 4473 Buyer Information  
Residency/Citizenship**

**Question 13. State of Residence:** The State in which an individual resides. An individual resides in a State if he or she is present in a State with the intention of making a home in that State. If an individual is a member of the Armed Forces on active duty, his or her State of residence also is the State in which his or her permanent duty station is located.

If you are a U.S. citizen with two States of residence, you should list your current residence address in response to question 2 (e.g., if you are buying a firearm while staying at your weekend home in State X, you should list your address in State X in response to question 2).

13. What is your State of residence (if any)? (See Instructions for Question 13.)

14. What is your country of citizenship? (List/check more than one, if applicable. If you are a citizen of the United States, proceed to question 16.)

United States

Other

15. If you are not a citizen of the United States, what is your U.S.-issued alien number or admission number?


**Form 4473 Buyer Information  
Form Review**

**Purpose of the Form:** The information and certification on this form are designed so that a person licensed under 18 U.S.C. § 923 may determine if he or she may lawfully sell or deliver a firearm to the person identified in Section A, and to alert the buyer of certain restrictions on the receipt and possession of firearms. This form should only be used for sales or transfers where the seller is licensed under 18 U.S.C. § 923. The seller of a firearm must determine the lawfulness of the transaction and maintain proper records of the transaction. Consequently, the seller must be familiar with the provisions of 18 U.S.C. §§ 921-931 and the regulations in 27 CFR Part 478. In determining the lawfulness of the sale or delivery of a long gun (rifle or shotgun) to a resident of another State, the seller is presumed to know the applicable State laws and published ordinances in both the seller's State and the buyer's State.

After the seller has completed the firearms transaction, he or she must make the completed, original ATF Form 4473 (which includes the Notices, General Instructions, and Definitions), and any supporting documents, part of his or her permanent records. Such Forms 4473 must be retained for at least 20 years. Filing may be chronological (by date), alphabetical (by name), or numerical (by transaction serial number), as long as all of the seller's completed Forms 4473 are filed in the same manner.

**FORMS 4473 FOR DENIED/CANCELLED TRANSFERS MUST BE RETAINED:** If the transfer of a firearm is denied/cancelled by NICS, or if for any other reason the transfer is not complete after a NICS check is initiated, the licensee must retain the ATF Form 4473 in his or her records for at least 5 years. Forms 4473 with respect to which a sale, delivery, or transfer did not take place shall be separately retained in alphabetical (by name) or chronological (by date of transferee's certification) order.

If you or the buyer discover that an ATF Form 4473 is incomplete or improperly completed after the firearm has been transferred, and you or the buyer wish to make a record of your discovery, then photocopy the inaccurate form and make any necessary additions or revisions to the photocopy. You only should make changes to Sections B and D. The buyer should only make changes to Sections A and C. Whoever made the changes should initial and date the changes. The corrected photocopy should be attached to the original Form 4473 and retained as part of your permanent records.

**Over-the-Counter Transaction:** The sale or other disposition of a firearm by a seller to a buyer, at the seller's licensed premises. This includes the sale or other disposition of a rifle or shotgun to a nonresident buyer on such premises.

**State Laws and Published Ordinances:** The publication (ATF P 5300.5) of State firearms laws and local ordinances ATF distributes to licensees.

**Exportation of Firearms:** The State or Commerce Departments may require you to obtain a license prior to export.

**Privacy Act Information**

Solicitation of this information is authorized under 18 U.S.C. § 923(g). Disclosure of the individual's Social Security number is voluntary. The number may be used to verify the buyer's identity.

**Paperwork Reduction Act Notice**

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The purpose of the information is to determine the eligibility of the transferee to receive firearms under Federal law. The information is subject to inspection by ATF officers and is required by 18 U.S.C. §§ 922 and 923.


The estimated average burden associated with this collection is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments about the accuracy of this burden estimate and suggestions for reducing it should be directed to Reports Management Officer, Document Services Section, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Confidentiality is not assured.

The customer will need to use the scroll bar on the right to view the entire document which will be displayed. When they have reviewed the information for accuracy, and have determined that the information is correct, the customer should click the **Continue** button.




Buyer Information Form Review		U.S. Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives		OMB No. 1140-0020	
<b>Firearms Transaction Record Part I - Over-the-Counter</b>				Transferor's Transaction Serial Number (if any)	
<p><b>WARNING: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. §§ 921 et. seq., are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine.</b></p> <p>Prepare in original only. All entries must be handwritten in ink. Read the Notices, Instructions, and Definitions on this form. "PLEASE PRINT."</p>					
<b>Section A - Must Be Completed Personally By Transferee (Buyer)</b>					
1. Transferee's Full Name					
Last Name <b>IMHOFF</b>		First Name <b>EDWARD</b>		Middle Name (if no middle name, state "NMN") <b>MIKE</b>	
2. Current Residence Address (U.S. Postal abbreviations are acceptable. Cannot be a post office box.)					
Number and Street Address <b>6237 S. WHITEHOUSE CANYON</b>		City <b>TUCSON</b>		County <b>APACHE</b>	State <b>AZ</b>
ZIP Code <b>85637</b>					
3. Place of Birth					
U.S. City and State <b>ARLINGTON, ARIZONA</b>		-OR- Foreign Country <b>N/A</b>	4. Height Ft. <b>6</b> In. <b>1</b>	5. Weight (Lbs.) <b>185</b>	6. Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
7. Birth Date					
Month <b>04</b>		Day <b>02</b>		Year <b>1960</b>	
<small>9. Social Security Number (Optional but will help prevent misidentification) 10. Unique Personal Identification Number (UPIN) if available (See</small>					
<input type="button" value="Back"/> <input type="button" value="Continue"/>					

 Form 4473 Buyer Information Certification

Please enter your email address:

Please enter your phone number:

 Form 4473 Buyer Instructions

I certify that my answers to Section A are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. I understand that answering "yes" to question 11.a. if I am not the actual buyer is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I understand that a person who answers "yes" to any of the questions 11.b. through 11.k. is prohibited from purchasing or receiving a firearm. I understand that a person who answers "yes" to question 11.l. is prohibited from purchasing or receiving a firearm, unless the person also answers "yes" to question 12. I also understand that making any false oral or written statement, or exhibiting any false or misrepresented identification with respect to this transaction, is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I further understand that the repetitive purchase of firearms for the purpose of resale for livelihood and profit without a Federal firearms license is a violation of law (See Instructions for Question 16).


The screen will automatically reset to the opening screen (which asks for the 4473 ID) after a short delay.

 Form 4473

This completes your section of the BATF Form 4473.  
Please notify the dealer that you have completed this section of the 4473.  
Please have a valid government issued photo ID available.

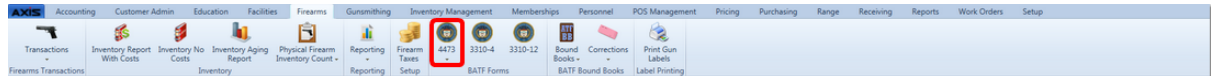
The clerk may now verify and Process Customer 4473 .

## 2.3 Denied 4473

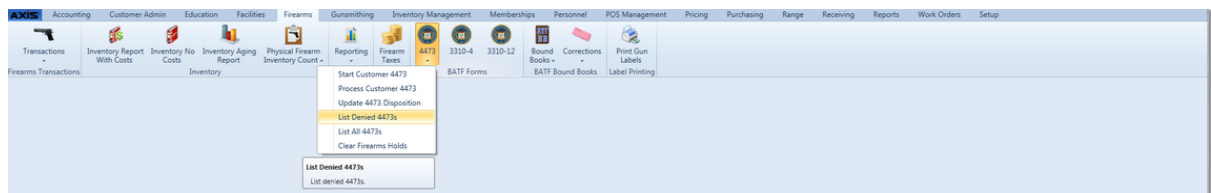
4473 

Denied 4473 records may be viewed at any time.



Go to the Firearms  tab; click the **4473** icon.




Select **List Denied 4473s** from the drop-down menu.



The list of **Denied 4473s** is displayed.

Denied 4473s						
Date Range: 7/2/2012  - 9/2/2012 						
#	Last Name	First Name	Middle Name	Birth Date	Disposition	Disposition Date
	Nagle	Mary	Connie	01/01/1990	DEALER DENIED	2012 Jul 16

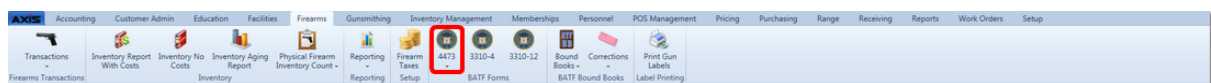
## 2.4 List all 4473

4473 

A **List of all 4473** records (whether processed or denied) may be viewed at any time.

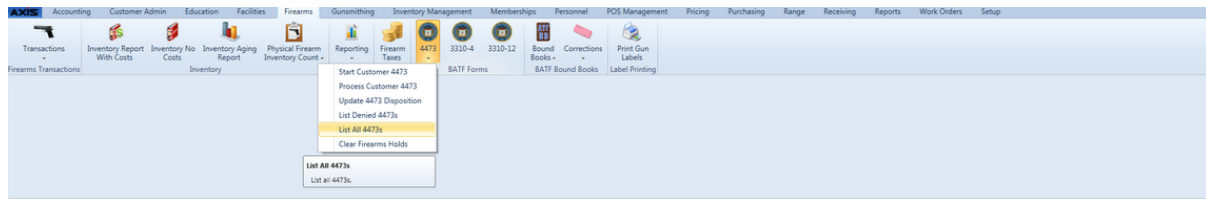
A 4473 may be reprinted from this screen as long as it was saved at the time it was created.

Go to the Firearms  tab; click the **4473** icon.





Select **List All 4473s** from the drop-down menu.



The complete listing of **all 4473s** (to date) is displayed.

All 4473s: X

**All 4473s** Set your date range.

Date Range: 7/3/2012 - 9/3/2012

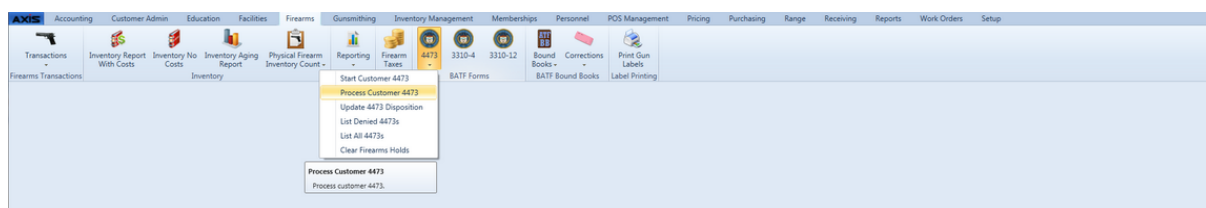
#	Last Name	First Name	Middle Name	Birth Date	Disposition	Disposition Date	
	Adams	Dillon	Joshua	05/05/1950	DEALER UPDATING	2012 Aug 30	Print
	Albright	John	Frank	02/11/1960	DEALER COMPLETED	2012 Aug 02	Print
	Bachman	Gary	Robert	12/12/1964	DEALER UPDATING	2012 Jul 18	Print
	Cash	Paul	Richard	11/11/1977	DEALER APPROVED	2012 Jul 25	Print
	Chase	Alfred	Pablo	02/02/1969	DEALER COMPLETED	2012 Jul 09	Print
	Duff	Lenny	Carl	02/12/1975	DEALER COMPLETED	2012 Jul 10	Print
	Elam	Kelly	Kristin	05/05/1950	DEALER UPDATING	2012 Aug 30	Print
	Finkle	Taylor	Ellenor	8/7/81	NEW	2012 Aug 28	Print
	Goode	Johnny	B	02/02/1950	DEALER COMPLETED	2012 Jul 05	Print
	Hartman	Terry	Bruce	02/22/1970	NICS APPROVED	2012 Jul 06	Print
	Imhoff	Edward	Mike	04/02/1960	DEALER COMPLETED	2012 Aug 30	Print
	Johnson	Lisa	J	11/11/1980	NICS APPROVED	2012 Aug 30	Print
	Johnson	Navin	R	2/4/70	NEW	2012 Jul 24	Print
	Kemp	Scott	Anthony	11/26/60	NEW	2012 Aug 30	Print
	Kemp	Scott	Anthony	11/26/60	NEW	2012 Aug 30	Print
	Kemp	Scott	Anthony	11/26/60	NEW	2012 Aug 30	Print
	Kenobi	Obi-Wan	Jerry	6/19/05	NEW	2012 Aug 30	Print
	Kenobi	Obi-Wan	Jerry	05/15/1954	DEALER COMPLETED	2012 Aug 30	Print
	Kenobi	Obi-Wan	Jerry	6/19/05	NEW	2012 Jul 30	Print
	Kenobi	Obi-Wan	Jerry	6/19/05	NEW	2012 Aug 02	Print
	Nagle	Mary	Connie	01/01/1990	DEALER DENIED	2012 Jul 16	Print
	Parker	Peter	Dale	03/12/1952	NICS APPROVED	2012 Aug 31	Print
	Rogers	Rebecca	Trish	11/11/1980	DEALER UPDATING	2012 Jul 25	Print
	Yale	Aaron	Charles	02/04/1948	DEALER COMPLETED	2012 Jul 03	Print

## 2.5 Process 4473

4473

**Process Customer 4473** is the access point for the seller to review and complete the seller portion of the 4473 before it is printed.

Go to the Firearms tab; select **Process Customer 4473**.



All of the current customer 4473s are displayed (meaning that the customer has

completed his/her portion and is ready for the seller portion to be completed). Select the customer by clicking on his/her name.

Start Customer 4473 X Process 4473 X

### Process Customer 4473

To start the dealer part of the 4473 process, retrieve the buyers record.

Buyer Edit	Completed	Last Name	First Name	Middle Name	Birth Date
<a href="#">Click to allow the customer back in to edit their 4473</a>	4/5/2013 3:08:32 PM	Imhoff	Edward	Mike	11/11/1961

The scroll bar may be utilized to view all of the information. The **Back** button will allow you to go back to the customer list. Click the **Continue** button to move to the next page.

Process 4473 X

### Customer

#### Entered Information

This information was entered by the customer. You can now review this information.

**There were errors in the customer's input**  
**The state of the buyer's/transferor's current residence or duty station does not match the state where the sale/transfer occurs. Transfer might be prohibited.**

[Back](#) [Continue](#)

1. Transferee's Full Name

Last Name: Imhoff  
 First Name: Edward  
 Middle Name (if no middle name, state "NMN"): Mike

Number and Street Address: 6237 S. Whitehouse Canyon  
 ZIP Code (selecting zip code first will fill in city, county and state): 85637  
 U.S. State: AZ  
 Country: APACHE  
 U.S. City: TUCSON

For active duty military only. Station address (U.S. Postal abbreviations are acceptable. Cannot be a post office box)

Number and Street Address:  
 ZIP Code (selecting zip code first will fill in city, county and state):  
 U.S. State:  
 Country:  
 U.S. City:

3. Place of Birth (select state first to limit choice of cities to that state)

U.S. State: AZ U.S. City: TUCSON  
 Foreign Country of Birth:

Use scroll bar to access more information

This offers a digital view of the form as it will print. Use the scroll bar to view all of the information. Click **Continue** (at the bottom) to proceed.

Process 4473 X Review buyer information, click 'Continue' at the bottom of the page to complete seller section.

U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB No. 1140-0020

## Firearms Transaction Record Part I - Over-the-Counter

*Scroll down to view all of the information*

**WARNING: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. §§ 921 et. seq., are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine.**

Prepare in original only. All entries must be handwritten in ink. Read the Notices, Instructions, and Definitions on this form. "PLEASE PRINT."

**Section A - Must Be Completed Personally By Transferee (Buyer)**

1. Transferee's Full Name

Last Name <b>IMHOFF</b>	First Name <b>EDWARD</b>	Middle Name (If no middle name, state "NMN") <b>MIKE</b>
----------------------------	-----------------------------	---

2. Current Residence Address (U.S. Postal abbreviations are acceptable. Cannot be a post office box.)

Number and Street Address <b>6237 S. WHITEHOUSE CANYON</b>	City <b>TUCSON</b>	County <b>APACHE</b>	State <b>AZ</b>	ZIP Code <b>85637</b>
---	-----------------------	-------------------------	--------------------	--------------------------

3. Place of Birth

U.S. City and State <b>TUCSON, ARIZONA</b>	-OR- Foreign Country <b>N/A</b>	4. Height Ft. <b>6</b> In. <b>4</b>	5. Weight (Lbs.) <b>180</b>	6. Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	7. Birth Date Month <b>12</b> Day <b>01</b> Year <b>1965</b>
---	------------------------------------	---	--------------------------------	--	---

[Continue](#)

The seller portion has not been completed. The entire 4473 will print at the end. You have the option of printing the customer portion of the 4473 at this point by clicking **Print Form**.

Click **Continue** to start the seller portion of the 4473. **\*\*Mark Dealer Denied** may be clicked to stop the processing of the 4473 if the sales clerk has determined that the sale should not happen.

Start Customer 4473 X Process 4473 X

The state of the buyer's/transferee's current residence or duty station does not match the state where the sale/transfer occurs. Transfer might be prohibited.  
No items were rejected in the form submitted by the buyer (customer). You may proceed.

[Mark Dealer Denied](#)

[Continue](#)

If you would like to print the customer 4473 form, you may do so by pressing the 'Print Form' button.

[Print Form](#)

If the firearm was sold at a Gun Show<sup>[211]</sup>, select from the drop-down menu. Use the **Refresh List** button if the Gun Show Setup<sup>[211]</sup> has just been updated with the information you need.

Click **Continue**.

**Seller**  
**Firearm Information**

Question 19. Gun Shows: If sale at gun show or other qualifying event sponsored by any national, State or local organization, as authorized by 27 CFR § 478.100, the seller must record the name of event and the location (city and State) of the sale in question 19.

19. Gun Show Information  
(If sale at a Gun Show or other qualifying event, select from your defined list.)  
Select gun show, if any:  Refresh List

If the Information is already a part of the customer's record (in the Primary ID field in the customer record), information will populate for the fields.

Click **Continue**. (You may click **Back** at any time to move back one page.)

Process 4473 X

**Seller**  
**Identification Check**

Question 20a. Identification: List issuing authority (e.g., State, County or Municipality) and type of identification presented (e.g., Virginia driver's license (VA DL) or other valid government-issued identification).  
Know Your Customer: Before a licensee may sell or deliver a firearm to a nonlicensee, the licensee must establish the identity, place of residence, and age of the buyer. The buyer must provide a valid government-issued photo identification to the seller that contains the buyer's name, residence address, and date of birth. The licensee must record the type, identification number, and expiration date (if any) of the identification in question 20a. A driver's license or an identification card issued by a State in place of a license is acceptable. Social Security cards are not acceptable because no address, date of birth, or photograph is shown on the cards. A combination of government-issued documents may be provided. For example, if a U.S. citizen has two States of residence and is trying to buy a handgun in State X, he may provide a driver's license (showing his name, date of birth, and photograph) issued by State Y and another government-issued document (such as a tax document) from State X showing his residence address. If the buyer is a member of the Armed Forces on active duty acquiring a firearm in the State where his or her permanent duty station is located, but he or she has a driver's license from another State, you should list the buyer's military identification card and official orders showing where his or her permanent duty station is located in response to question 20a.  
Question 20b. Alternate Documentation: Licensees may accept a combination of valid government-issued documents to satisfy the identification document requirements of the law. The required valid government-issued photo identification document bearing the name, photograph, and date of birth of transferee may be supplemented by another valid, government-issued document showing the transferee's residence address. This alternate documentation should be recorded in question 20b, with issuing authority and type of identification presented. A combination of government-issued documents may be provided. For example, if a U.S. citizen has two States of residence and is trying to buy a handgun in State X, he may provide a driver's license (showing his name, date of birth, and photograph) issued by State Y and another government-issued document (such as a tax

20a. Identification (e.g., Virginia driver's license (VA DL) or other valid government-issued photo identification.) (See instructions for Question 20.a.)

Issuing Authority:  Type of Identification:

Number on Identification:  Expiration Date of Identification (if any) (mm/dd/yyyy):

20b. Alternate Documentation (if driver's license or other identification does not show current residence address) (See Instructions for Question 20.b.)

This information will need to be manually entered, if it applies. Click **Continue**.

Process 4473 X

**Seller**  
**Aliens**

Question 20.c. Documentation for Aliens Admitted to the United States Under a Nonimmigrant Visa  
See instructions for Question 11.1. Types of acceptable documents would include a valid hunting license lawfully issued in the United States or a letter from the U.S. Attorney General granting a waiver.

20.c. Documentation for Aliens Admitted to the United States Under a Nonimmigrant Visa Must Provide: Type of documentation showing an exception to the nonimmigrant visa prohibition. (See Instructions for Question 20.c.)

Type(s) of Documents

Check/enter the information which applies. Use the scroll bar on the left to access all of the instructions for that page. Click **Continue**.

Process 4473 X

**Seller**  
**NICS**

Question(s) 21, 22, 23. NICS BACKGROUND CHECKS  
18 U.S.C. § 922(i) requires that prior to transferring any firearm to an unlicensed person, a licensed importer, manufacturer, or dealer must first contact the National Instant Criminal Background Check System (NICS). NICS will advise the licensee whether the system finds any information that the purchaser is prohibited by law from possessing or receiving a firearm. For purposes of this form, contacts to NICS include contacts to State agencies designated to conduct NICS checks for the Federal Government.  
WARNING: Any seller who transfers a firearm to any person they know or have reasonable cause to believe is prohibited from receiving or possessing a firearm violates the law, even if the seller has complied with the background check requirements of the Brady law. After the buyer has completed Section A of the form and the seller has completed questions 18-20, and before transferring the firearm, the licensee must contact NICS (read below for NICS check exceptions). However, the licensee should NOT contact NICS and should stop the transaction if: the buyer answers "no" to any question 11.a, the buyer answers "yes" to any question in 11.b-11.i, unless the buyer only has answered "yes" to question 11.i and also answers "yes" to question 12; or the buyer is unable to provide the documentation required by question 20.a, b, or c. At the time that NICS is contacted, the licensee must record in question 21.a-c: the date of contact, the NICS (or State) transaction number, and the initial response provided by NICS or the State. The licensee may record the Missing Disposition Information (MDI) date in 21.c, that NICS provides for delayed transactions (States do not provide this number). If the licensee receives a "delayed" response, before transferring the firearm, the licensee must record in question 21.d, any response later provided by NICS or the State or that no resolution was provided within 3 business days. If the licensee receives a response from NICS or the State after the firearm has been transferred, he or she must record this information in question 21.e. Note: States acting as points of contact for NICS checks may use terms other than "proceed," "delayed," "cancelled," or "denied." In such cases, the licensee should check the box that corresponds to the State's response. Some States may not provide a transaction number for denials. However, if a firearm is transferred within the three business day period, a transaction number is entered.

22. No NICS check was required because the transfer involved only NFA firearm(s). (See Instructions for Question 22.)

23. No NICS check was required because the buyer has a valid permit from the State where the transfer is to take place, which qualifies as an exemption to NICS (See Instructions for Question 23.)

Issuing State  Permit Number  Permit Type

Date of Issuance (if any) (mm/dd/yyyy)  Expiration Date (if any) (mm/dd/yyyy)

The list of unsold firearms is shown. The firearm may be selected from the list by either scanning the log number, entering the log number or clicking the box for the firearm in the **Select** column.

Process 4473 X

Select the firearms that are being transferred on this 4473

Click continue after selecting one or more items.

Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68783	Browning	A5	13	12	SHOTGUN		<input type="checkbox"/>
68788	Browning	A5	18	12	SHOTGUN		<input type="checkbox"/>
68805	Smith and Wesson	Walter PPS	36377	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68807	Smith and Wesson	Walter PPS	36375	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68813	Beretta	U22 Neos	16452	.22	PISTOL	4.5000	<input type="checkbox"/>
68826	Smith and Wesson	Walter PPS	1234	.5	PISTOL		<input type="checkbox"/> Reserved
68836	Smith and Wesson	Model 10 38sp Police Issue	45678916	.38	REVOLVER		<input type="checkbox"/> Reserved
68842	Sig Sauer	P239	35487	.4	PISTOL		<input type="checkbox"/> Reserved
68847	Beretta	705 .380	459165945	.38	PISTOL		<input type="checkbox"/> Reserved
68848	Beretta	705 .380	459165	.38	REVOLVER	2.0000	<input type="checkbox"/> Reserved
68863	Winchester	70 Safari 416 Rem Mag	6546541399	.416	RIFLESHOT	24.0000	<input type="checkbox"/> Reserved
68866	Glock	.40S&W model 27	65487	.40	PISTOL		<input type="checkbox"/>
68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	57M50	9MM LUGER	PISTOL	3.1000	<input type="checkbox"/>
68876	Colt	Gold Cup Trophy .45acp	1616	.45	PISTOL	5.0000	<input type="checkbox"/>
68882	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/>
68883	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/> Reserved
68886	44	44	65654	.4	RCVR		<input type="checkbox"/> Reserved
68890	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/> Reserved
68891	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/>
68892	Colt	Gold Cup Trophy .45acp	16169	.45	PISTOL	5.0000	<input type="checkbox"/>
68893	Colt	Gold Cup Trophy .45acp	16163	.45	PISTOL	5.0000	<input type="checkbox"/>
68898	44	44	tradeincoming1	11	ASLTWPN		<input type="checkbox"/>
68899	Beretta	705 .380	tradeincoming2	223	ASLTWPN	5.0000	<input type="checkbox"/>
68903	Remington	182082	42331	12	SHOTGUN		<input type="checkbox"/>
68904	Browning	Citori	04514132	12	REVOLVER	12.0000	<input type="checkbox"/>
68905	Colt	Gold Cup Trophy .45acp	123	.44	REVOLVER		<input type="checkbox"/>
68906	Colt	Gold Cup Trophy .45acp	1	.22	SHOTGUNSB		<input type="checkbox"/>
68907	Beretta	U22 Neos	0329458	20	ASLTWPN		<input type="checkbox"/>
68909	Browning	A5	15	12	SHOTGUN		<input type="checkbox"/>
68964	SMITH & WESSON	Bodyguard	23415X6	.44	REVOLVER	6.0000	<input type="checkbox"/>

As soon as the first firearm is selected, the **Serial Number Verification** screen will pop up.

Process 4473 X

Select the firearms that are being transferred on this 4473

Click continue after selecting one or more items.

Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68783	Browning	A5	13	12	SHOTGUN		<input type="checkbox"/>
68788	Browning	A5	18	12	SHOTGUN		<input type="checkbox"/>
68805	Smith and Wesson	Walter PPS	36377	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68807	Smith and Wesson	Walter PPS	36375	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68813	Beretta	U22 Neos	16452	.22	PISTOL	4.5000	<input type="checkbox"/>
68826	Smith and Wesson	Walter PPS	1234	.5	PISTOL		<input type="checkbox"/> Reserved
68836	Smith and Wesson	Model 10 38sp Police Issue	45678916	.38	REVOLVER		<input type="checkbox"/> Reserved
68842	Sig Sauer	P239	35487	.4	PISTOL		<input type="checkbox"/> Reserved
68847	Beretta	705 .380	459165945	.38	PISTOL		<input type="checkbox"/> Reserved
68848	Beretta	705 .380	459165	.38	REVOLVER	2.0000	<input type="checkbox"/> Reserved
68863	Winchester	70 Safari 416 Rem Mag	6546541399	.416	RIFLESHOT	24.0000	<input type="checkbox"/> Reserved
68866	Glock	.40S&W model 27	65487	.40	PISTOL		<input type="checkbox"/>
68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	57M50	9MM LUGER	PISTOL	3.1000	<input type="checkbox"/>
68876	Colt	Gold Cup Trophy .45acp	1616	.45	PISTOL	5.0000	<input type="checkbox"/>
68882	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/>
68883	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/> Reserved
68886	44	44	65654	.4	RCVR		<input type="checkbox"/> Reserved
68890	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/> Reserved
68891	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/>
68892	Colt	Gold Cup Trophy .45acp	16169	.45	PISTOL	5.0000	<input type="checkbox"/>
68893	Colt	Gold Cup Trophy .45acp	16163	.45	PISTOL	5.0000	<input type="checkbox"/>
68898	44	44	tradeincoming1	11	ASLTWPN		<input type="checkbox"/>
68899	Beretta	705 .380	tradeincoming2	223	ASLTWPN	5.0000	<input type="checkbox"/>
68903	Remington	182082	42331	12	SHOTGUN		<input type="checkbox"/>
68904	Browning	Citori	04514132	12	REVOLVER	12.0000	<input type="checkbox"/>
68905	Colt	Gold Cup Trophy .45acp	123	.44	REVOLVER		<input type="checkbox"/>
68906	Colt	Gold Cup Trophy .45acp	1	.22	SHOTGUNSB		<input type="checkbox"/>
68907	Beretta	U22 Neos	0329458	20	ASLTWPN		<input type="checkbox"/>
68909	Browning	A5	15	12	SHOTGUN		<input type="checkbox"/>
68964	SMITH & WESSON	Bodyguard	23415X6	.44	REVOLVER	6.0000	<input type="checkbox"/>

**Serial Number Verification**

Firearm Serial Number:

Scan or type the serial number for the firearm. Click **Verify**.

Process 4473 X

Select the firearms that are being transferred on this 4473

Back Continue Click continue after selecting one or more items.

Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68783	Browning	A5	13	12	SHOTGUN		<input type="checkbox"/>
68788	Browning	A5	18	12	SHOTGUN		<input type="checkbox"/>
68805	Smith and Wesson	Walter PPS	36377	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68807	Smith and Wesson	Walter PPS	36375	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68813	Beretta	U22 Neos	16452	.22	PISTOL	4.5000	<input type="checkbox"/>
68826	Smith and Wesson	Walter PPS	1234	.5	PISTOL		<input type="checkbox"/>
68836	Smith and Wesson	Model 10 38sp Police Issue	45678916	.38	REVOLVER		<input type="checkbox"/>
68842	Sig Sauer	P239	35487	.4	PISTOL		<input type="checkbox"/>
68847	Beretta	705 .380	459165945	.38	PISTOL		<input type="checkbox"/>
68848	Beretta	705 .380	459165	.38	REVOLVER	2.0000	<input type="checkbox"/>
68863	Winchester	70 Safari 416 Rem Mag	6546541399	.416	RIFLESHOT	24.0000	<input type="checkbox"/>
68866	Glock	40S&W model 27	65487	.40	PISTOL		<input type="checkbox"/>
68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	57M50	9MM LUGER	PISTOL	3.1000	<input type="checkbox"/>
68876	Colt	Gold Cup Trophy .45acp	1616	.45	PISTOL	5.0000	<input type="checkbox"/>
68882	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/>
68883	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/>
68886	44	44	65654	.4	RCVR		<input type="checkbox"/>
68890	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/>
68891	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/>
68892	Colt	Gold Cup Trophy .45acp	16169	.45	PISTOL	5.0000	<input type="checkbox"/>
68893	Colt	Gold Cup Trophy .45acp	16163	.45	PISTOL	5.0000	<input type="checkbox"/>
68898	44	tradeincoming1	11		ASLTWPN		<input type="checkbox"/>
68899	Beretta	705 .380	tradeincoming2	223	ASLTWPN	5.0000	<input type="checkbox"/>
68903	Remington	182082	42331	12	SHOTGUN		<input type="checkbox"/>
68904	Browning	Citori	d4514132	12	REVOLVER	12.0000	<input type="checkbox"/>
68905	Colt	Gold Cup Trophy .45acp	123	.44	REVOLVER		<input type="checkbox"/>
68906	Colt	Gold Cup Trophy .45acp	1	.22	SHOTGUNSB		<input type="checkbox"/>
68907	Beretta	U22 Neos	0329458	20	ASLTWPN		<input type="checkbox"/>
68909	Browning	A5	15	12	SHOTGUN		<input type="checkbox"/>
68964	SMITH & WESSON	Bodyguard	23415X6	.44	REVOLVER	6.0000	<input type="checkbox"/>

**Serial Number Verification**

Firearm Serial Number:

If the serial number is a match, you will be able to proceed (and select another firearm, if applicable). If not, a notification will let you know that there is a discrepancy so that it may be resolved.

Process 4473 X

Select the firearms that are being transferred on this 4473

Back Continue Click continue after selecting one or more items.

Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68783	Browning	A5	13	12	SHOTGUN		<input checked="" type="checkbox"/>
68788	Browning	A5	18	12	SHOTGUN		<input type="checkbox"/>
68805	Smith and Wesson	Walter PPS	36377	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68807	Smith and Wesson	Walter PPS	36375	40 S&W	PISTOL	4.0000	<input type="checkbox"/>
68813	Beretta	U22 Neos	16452	.22	PISTOL	4.5000	<input type="checkbox"/>
68826	Smith and Wesson	Walter PPS	1234	.5	PISTOL		<input type="checkbox"/>
68836	Smith and Wesson	Model 10 38sp Police Issue	45678916	.38	REVOLVER		<input type="checkbox"/>
68842	Sig Sauer	P239	35487	.4	PISTOL		<input type="checkbox"/>
68847	Beretta	705 .380	459165945	.38	PISTOL		<input type="checkbox"/>
68848	Beretta	705 .380	459165	.38	REVOLVER	2.0000	<input type="checkbox"/>
68863	Winchester	70 Safari 416 Rem Mag	6546541399	.416	RIFLESHOT	24.0000	<input type="checkbox"/>
68866	Glock	40S&W model 27	65487	.40	PISTOL		<input type="checkbox"/>
68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	57M50	9MM LUGER	PISTOL	3.1000	<input type="checkbox"/>
68876	Colt	Gold Cup Trophy .45acp	1616	.45	PISTOL	5.0000	<input type="checkbox"/>
68882	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/>
68883	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/>
68886	44	44	65654	.4	RCVR		<input type="checkbox"/>
68890	Colt	Gold Cup Trophy .45acp	16167	.45	PISTOL	5.0000	<input type="checkbox"/>
68891	Colt	Gold Cup Trophy .45acp	16168	.45	PISTOL	5.0000	<input type="checkbox"/>
68892	Colt	Gold Cup Trophy .45acp	16169	.45	PISTOL	5.0000	<input type="checkbox"/>
68893	Colt	Gold Cup Trophy .45acp	16163	.45	PISTOL	5.0000	<input type="checkbox"/>
68898	44	tradeincoming1	11		ASLTWPN		<input type="checkbox"/>
68899	Beretta	705 .380	tradeincoming2	223	ASLTWPN	5.0000	<input type="checkbox"/>
68903	Remington	182082	42331	12	SHOTGUN		<input type="checkbox"/>
68904	Browning	Citori	d4514132	12	REVOLVER	12.0000	<input type="checkbox"/>
68905	Colt	Gold Cup Trophy .45acp	123	.44	REVOLVER		<input type="checkbox"/>
68906	Colt	Gold Cup Trophy .45acp	1	.22	SHOTGUNSB		<input type="checkbox"/>
68907	Beretta	U22 Neos	0329458	20	ASLTWPN		<input type="checkbox"/>
68909	Browning	A5	15	12	SHOTGUN		<input type="checkbox"/>
68964	SMITH & WESSON	Bodyguard	23415X6	.44	REVOLVER	6.0000	<input type="checkbox"/>

Once the question is properly answered, the **Continue** button may be clicked.

Process 4473 X

### Seller

#### Section D

Section D Must Be Completed By Transferor (Seller) Immediately prior to transferring the firearm, the seller must complete all of the questions in Section D. In addition to completing this form, the seller must report any multiple sale or other disposition of pistols or revolver on ATF Form 3310.4 (see 27 CFR § 478.126). Questions 26, 27, 28, 29 and 30 (Firearm(s) Description) These blocks should be completed with the firearm(s) information. Firearms manufactured after 1968 should all be marked with a serial number. Should you acquire a firearm that is not marked with a serial number, you may answer question 28 with "N/A" (No Serial Number), "N/A" or "None." If more than five firearms are involved in a transaction, the information required by Section D, questions 26-30, must be provided for the additional firearms on a separate sheet of paper, which must be attached to the ATF Form 4473 covering the transaction. Types of firearms include: pistol, revolver, rifle, shotgun, receiver, frame and other firearms that are not either handguns or long guns (rifles or shotguns), such as firearms having a pistol grip that expel a shotgun shell or National Firearms Act (NFA) firearms. Additional firearms purchased by the same buyer may not be added to the form after the seller has signed and dated it. A buyer who wishes to purchase additional firearms after the seller has signed and dated the form must complete a new ATF Form 4473. The seller must conduct a new NICS check. Question 30c: This box is for the FFL's use in recording any information he or she finds necessary to conduct business.

30.b. Is any part of this transaction a Pawn Redemption?  
 Yes  No

30.c. For use by FFL. (See Instructions in Question 30.c.)

Please select Yes or No.

The internal numbering system for the 4473 will enter the **Transaction Serial Number** if the electronic 4473 was used. When complete, click **Continue**.

Process 4473 X

### Seller

#### FFL Information

Question 32, Federal Firearms License Number: Must contain at least the first three and last five digits of the FFL number, for instance X-XX-XXXXX. Question 33-35 Transferor/Seller's Information: For 'denied' and 'cancelled' NICS transactions, the person who completed Section B must complete Section D, questions 33-35.

Hold 'em Up Firearms  
 1515 Railroad Avenue  
 Orlando, FL 32343

FFL Number - 9-88-382-83-2A-99999

Transaction Serial Number  
 68783

33. Transferor's / Seller's Name

35. Transferor's / Seller's Title

The form is ready for final review. Click **Continue**.



Process 4473 X

Back Continue

U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB No. 1140-0020  
Scroll to view entire document

## Firearms Transaction Record Part I - Over-the-Counter

**WARNING: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. §§ 921 et. seq., are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine.**

Transferor's Transaction Serial Number (If any)  
**68783**

Prepare in original only. All entries must be handwritten in ink. Read the Notices, Instructions, and Definitions on this form. "PLEASE PRINT."

**Section A - Must Be Completed Personally By Transferee (Buyer)**

1. Transferee's Full Name

Last Name <b>IMHOFF</b>	First Name <b>EDWARD</b>	Middle Name (If no middle name, state "NMN") <b>MIKE</b>
----------------------------	-----------------------------	---

2. Current Residence Address (U.S. Postal abbreviations are acceptable. Cannot be a post office box.)

Number and Street Address <b>6237 S. WHITEHOUSE CANYON</b>	City <b>TUCSON</b>	County <b>APACHE</b>	State <b>AZ</b>	ZIP Code <b>85637</b>
---	-----------------------	-------------------------	--------------------	--------------------------

3. Place of Birth

U.S. City and State <b>TUCSON, ARIZONA</b>	-OR-	Foreign Country <b>N/A</b>
---	------	-------------------------------

4. Height

Ft. <b>6</b>	In. <b>1</b>
--------------	--------------

5. Weight (Lbs.)  
**180**

6. Gender

<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
--	---------------------------------

7. Birth Date

Month <b>12</b>	Day <b>01</b>	Year <b>1965</b>
--------------------	------------------	---------------------

When everything is complete, click the **I agree with and certify the above statement** button.

Process 4473 X

Back Continue

I certify that my answers in Sections B and D are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. On the basis of: (1) the statements in Section A (and Section C if the transfer does not occur on the day Section A was completed); (2) my verification of the identification noted in question 20a (and my reverification at the time of transfer if the transfer does not occur on the day Section A was completed); and (3) the information in the current State Laws and Published Ordinances, it is my belief that it is not unlawful for me to sell, deliver, transport, or otherwise dispose of the firearm(s) listed on this form to the person identified in Section A.

**I agree with and certify the above statement**

Close

Seller Certification

As you roll the mouse pointer over the **I agree with and certify the above statement** button, you will see a message reminding you that the 4473 will print. A window will open so that you may save a copy of the 4473 record. It is highly recommended that you save the record (maybe in a folder called **4473** with subfolders labeled by month and year). If your printer fails to print the form for any reason, you will have a source to reprint it. This will also be your electronic record for tracking information without having to pull the actual printed 4473 (unless required to do so by the ATF).

Process 4473 X

Seller Certification

I certify that my answers in Sections B and D are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. On the basis of: (1) the statements in Section A (and Section C if the transfer does not occur on the day Section A was completed); (2) my verification of the identification noted in question 20a (and my reverification at the time of transfer if the transfer does not occur on the day Section A was completed); and (3) the information in the current State Laws and Published Ordinances, it is my belief that it is not unlawful for me to sell, deliver, transport, or otherwise dispose of the firearm(s) listed on this form to the person identified in Section A.

**Agree with and certify the above statement**

Close (When clicked, the 4473 form will print.)

If a reprint of a 4473 is needed, go to List all 4473s<sup>[20]</sup>.

Update 4473<sup>[32]</sup> with NICS approval/denial and number.

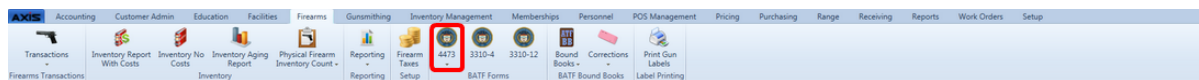
## 2.6 Start 4473

4473<sup>[12]</sup>

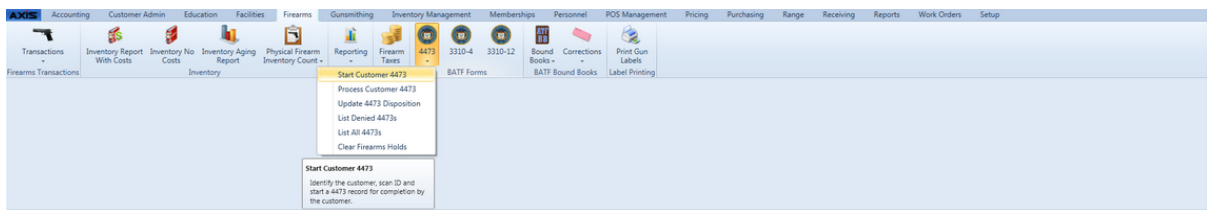
The electronic 4473<sup>[12]</sup> may be started at any time after the customer has selected a firearm(s) for purchase. (Firearm Sale, Trade and Transfer may all be done through the electronic 4473.) If the electronic 4473 is not going to be used, go to Firearm Sale<sup>[90]</sup> to place the Firearm Hold<sup>[89]</sup> and enter the 4473 and background check information.

Separate kiosks, tablet PCs<sup>[114]</sup> or computers on a swivel which are placed on your gun counter may be used for the electronic 4473. The 4473 must be initiated by a store clerk through the Data Center.

To start the electronic 4473, go to the Firearms<sup>[77]</sup> tab; click the 4473 icon.



Select **Start Customer 4473**.



The customer who will be purchasing the firearm(s) will need to be selected. Click the **Select** button to access Customer Look-up<sup>59</sup>.

 A screenshot of the 'Start Customer 4473' form. The title is 'Start Customer 4473'. Below the title, there is a 'Select Customer' button and a 'Name:' label. A 'Create 4473 Record' button is located at the bottom right of the form.

Enter any additional customer information and/or make edits to the customer record. **Scan** may be used to scan in ID information. If the customer is a new customer, click the **Cancel** button; a blank **Customer Information** screen will allow the entry of the new customer's information. Click **Submit** when finished.

 A screenshot of the 'Customer Information' form. The title is 'Customer Information'. The form contains the following fields:
 

- First Name: Edward
- Middle Name: Mike
- Last Name: Imhoff
- Address: 6237 S. Whitehouse Canyon
- City: Tucson
- State: AZ
- Postal Code: 85637
- Phone Number: 6131284231
- Email Address: EdwardImhoff@gmail.com
- Date of Birth: 9/7/1956
- FFL Number: (empty)
- Primary ID #: 1234152154874
- Primary ID Source: AZ DL
- Primary ID Expiration: Select a date
- Secondary ID #: (empty)
- Secondary ID Source: (empty)
- Secondary ID Expiration: Select a date
- Tertiary ID #: (empty)
- Tertiary ID Source: (empty)
- Tertiary ID Expiration: Select a date

 At the bottom of the form are three buttons: Scan, Cancel, and Submit.

Click the **Create 4473 Record** button.

The system assigns an internal ID which will link the 4473 record to the customer record. This ID will be needed to Process the 4473<sup>21</sup>. A new ID will be generated for each customer each time they need to complete the 4473 to purchase a new firearm. The 4473 ID for this example is **80**.

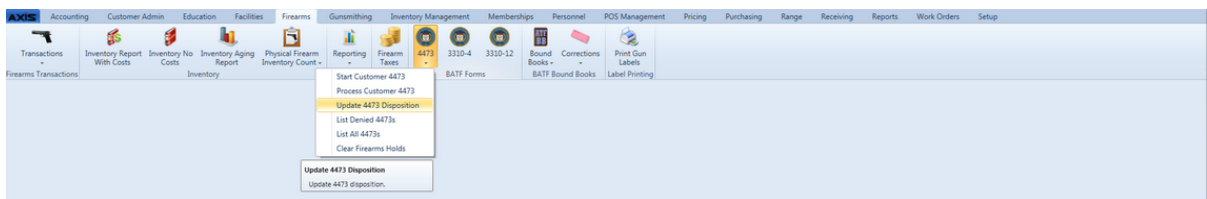
Continue at the 4473 tablet PC, kiosk or computer to have the customer complete the Customer 4473<sup>14</sup>.

## 2.7 Update 4473

4473<sup>12</sup>

In order to allow for delays, denials, etc., disposition of the firearm is held until it has been updated.

To update, go to the Firearms<sup>77</sup> tab; click the **4473** icon. Select **Update 4473 Disposition** from the list.



Select the buyer's record by clicking it.

Update 4473 Disposition X

### Update 4473 Disposition

To update to disposition of a 4473, retrieve the buyers record.

Completed	Last Name	First Name	Middle Name	Birth Date	Disposition
5/3/2012 9:38:10 AM	Dillon	Adam	John	02/02/1954	DEALER COMPLETED
7/6/2012 11:12:38 AM	Kenobi	Obi-Wan	Jerry	05/15/1954	DEALER COMPLETED
7/3/2012 3:30:47 PM	Goode	Johnny	B	02/02/1950	DEALER COMPLETED
7/3/2012 3:43:23 PM	Chase	Alfred	Pablo	02/02/1969	DEALER COMPLETED
7/3/2012 3:52:00 PM	Duff	Lenny	Carl	02/12/1975	DEALER COMPLETED
7/3/2012 4:13:19 PM	Yale	Aaron	Charles	02/04/1948	DEALER COMPLETED
8/4/2012 3:11:46 PM	Imhoff	Edward	Mike	04/02/1960	DEALER COMPLETED
7/26/2012 11:8:50 PM	Albright	John	Frank	02/11/1960	DEALER COMPLETED

The **NICS Transaction Number** must be entered.

Update 4473 Disposition X

### Update 4473 Disposition

Transferee Name: IMHOFF, EDWARD MIKE  
 Birth Date: 04/02/1960  
 Form Completed By Transferee: 8/4/2012 3:11:46 PM  
 Form Completed By Dealer: 8/30/2012 2:06:40 PM  
 Current Disposition: DEALER COMPLETED

NICS Transaction Number:

Transferor's Transaction Number:

Select New Disposition:

Select Transaction To Create:

Please select a new disposition

Using the drop-down menu, **Select New Disposition**.

Update 4473 Disposition X

### Update 4473 Disposition

Transferee Name: IMHOFF, EDWARD MIKE  
 Birth Date: 04/02/1960  
 Form Completed By Transferee: 8/4/2012 3:11:46 PM  
 Form Completed By Dealer: 8/30/2012 2:06:40 PM  
 Current Disposition: DEALER COMPLETED

NICS Transaction Number:

Transferor's Transaction Number:

Select New Disposition:

Select Transaction To Create:

**Select Transaction To Create** should be set to reflect the type of firearm transaction (Sale, Consignment Return, Trade or Transfer Out). Click **Submit**. The disposition has been updated, and the firearm transaction has been attached to the customer's Current tab at the Register.

Select New Disposition: NICS APPROVED

Select Transaction To Create: None

Please select a transaction to create

Submit

At the transaction screen, verify the information. The transaction number, NICS code and firearm pricing may be edited. Once everything is verified as being correct, click **Submit**.

### 3 Attributes

**Attributes** are single word descriptions which may be associated with inventory items for the purpose of reporting, sorting or ordering. An unlimited number of **attributes** may be created. Not all **attributes** will apply to all inventory items. Some examples of **attributes** are:

Department	Color	Model	Caliber
Width	Size	Shot	Style
Inseam	Manufacturer	Type	Shade
Waist	Item	Gauge	Range
Length	Material	Gender	

Mandatory Attributes<sup>[212]</sup> for specific items or groups of items must be established through the Setup tab<sup>[208]</sup>.

You may assign the same mandatory attributes to a group of selected items by using Mass Define Mandatory Attributes<sup>[37]</sup>.

Product Attributes<sup>[131]</sup> are defined in the inventory item record. These attributes will include, but are not limited to, the mandatory attributes<sup>[212]</sup>.

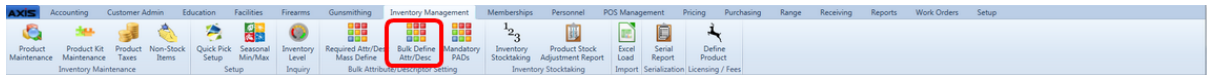
Additional Attributes may be applied to a group of items using Bulk Define Attributes<sup>[35]</sup>.

### 3.1 Bulk Define Attributes

Attributes  
34

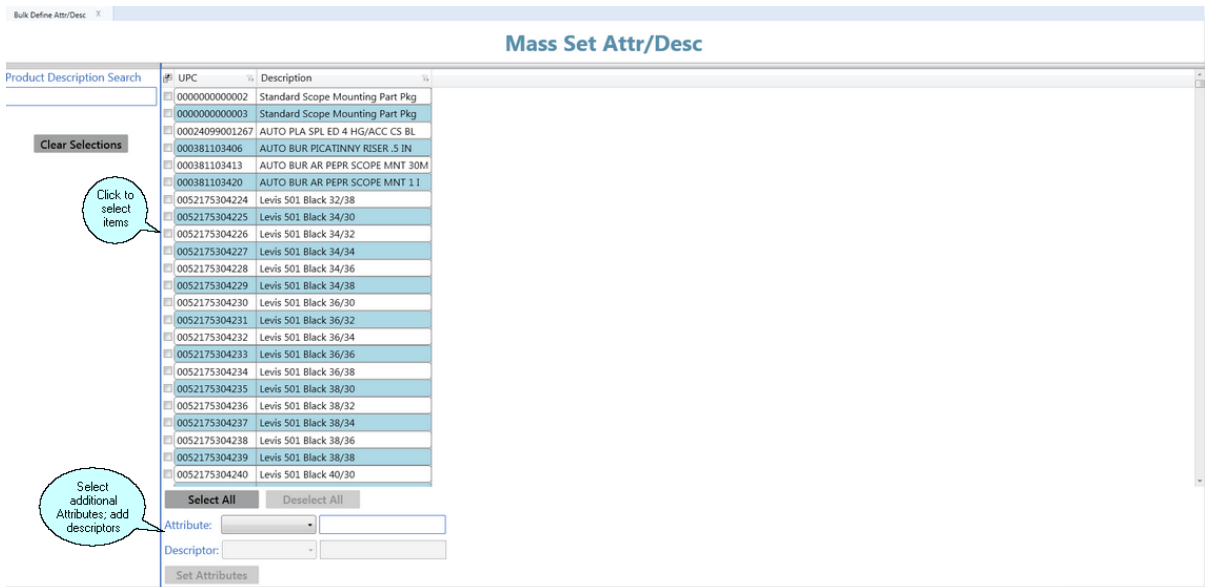
Defining attributes (in addition to the Mandatory Attributes<sup>[212]</sup>) may be done for a group of items.

Go to the Inventory Management<sup>[120]</sup> tab; select **Bulk Define Attr/Desc**.



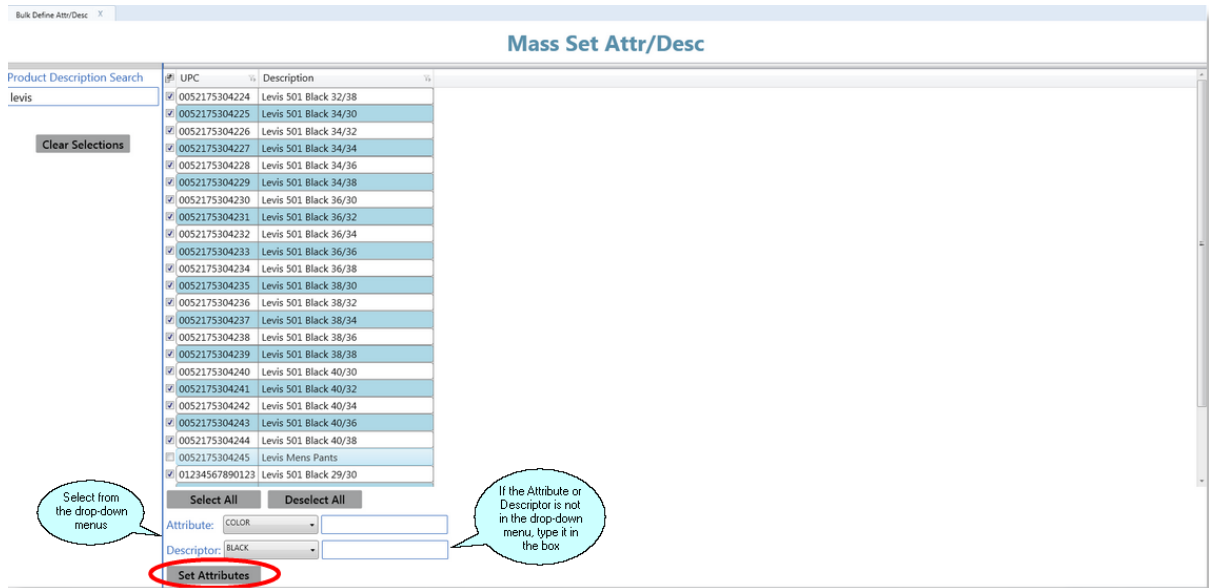
Check the scroll bar. There may be many more items on the list than what you are able to view at a glance. To narrow the list of items, type in the **Product Description Search** box (e.g. levis). If the characters you type are anywhere in the **Description** of the items on the list, they will remain. (All others are removed.)

Clearing the box to enter new characters will start a new search from the original list of items.



Once the items are selected, choose descriptors from the drop-down menus. If a new attribute or descriptor needs to be added, type it in the text box. When the attributes and descriptors have been selected, click **Set Attributes**.

The system may take a moment to process the information to all of the selected item records.



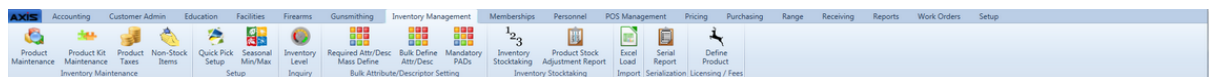
When the item records have been updated, they will be removed from this list so that more groups of items may be selected and bulk defined. Click the X on the **Bulk Define Attr/Desc** tab to close the screen.

## 3.2 Mandatory PADs

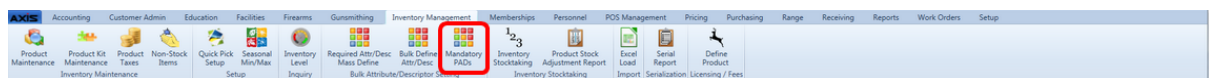
Attributes  
[34]

The **Mandatory PADs** (Product Attribute Descriptors) always consist of the three Mandatory Attributes<sup>[212]</sup> which the system requires. You may require other attributes to be mandatory for specific items or groups of items.

Go to the Inventory Management<sup>[120]</sup> tab.



Click the **Mandatory PADs** icon.



Clicking on the filter symbol will offer the option of search for Blanks (at the bottom of the list). Clicking on an item will open the record so information may be updated and



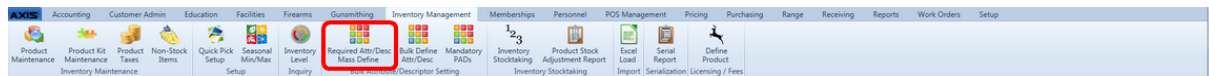
undefined Mandatory Attributes may be completed.

Mandatory Product Attribute Descriptor Values					
Product UPC	Department	Item	Manufacturer	Product Description	Qty On Hand
0000000000002	FIREARMS	PISTOL	WINCHESTER	Standard Scope Mounting Part Pkg	3679
0000000000003	ONE YEAR	LOYALTY RANGE		Standard Scope Mounting Part Pkg	2
00024099001267				AUTO PLA SPL ED 4 HG/ACC CS BL	-3
000381103406				AUTO BUR PICATINNY RISER .5 IN	5
000381103413	OPTICS	30	REMINGTON	AUTO BUR AR PEPR SCOPE MNT 30M	-2
000381103420				AUTO BUR AR PEPR SCOPE MNT 1 1	-1
0052175304224	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 32/38	5
0052175304225	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 34/30	78
0052175304226	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 34/32	127
0052175304227	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 34/34	288
0052175304228	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 34/36	116
0052175304229	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 34/38	-2
0052175304231	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 36/32 sklsf sdjlf sweeksf fdtdaf sfs lkajsikdfd fs datja l	-6
0052175304232	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 36/34	113
0052175304233	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 36/36	1198
0052175304234	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 36/38	11992
0052175304235	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 38/30	10
0052175304236	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 38/32	-1
0052175304237	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 38/34	1
0052175304238	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 38/36	4
0052175304239	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 38/38	-16
0052175304240	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 40/30	16
0052175304241	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 40/32	19
0052175304242	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 40/34	25
0052175304243	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 40/36	30
0052175304244	MENS CLOTHING	PANTS	LEVI'S	Levis 501 Black 40/38	-51
0052175304245	MENS CLOTHING	PANTS	LEVI'S	Levis Mens Pants	-4

### 3.3 Mass Define Mandatory Attributes

Mandatory Attributes are defined for groups of items during setup. When new items are added to the system, you have the option of applying those required attributes to multiple items at one time.

To assign mandatory attributes to a group of items, go to the Inventory Management tab; select the **Required Attr/Desc Mass Define** icon.



Check the scroll bar. There may be many more items on the list than what you are able to view at a glance.

To narrow the list of items, type in the **Product Description Search** box. If the characters you type are anywhere in the **Description** of the items on the list, they will remain. (All others are removed.) Clearing the box to enter new characters will start a new search from the original list of items.

Required Attr/Desc Mass Define

Product Description Search

Clear Selections

Select items by checking their boxes

#	UPC	Description
<input type="checkbox"/>	00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL
<input type="checkbox"/>	000381103406	AUTO BUR PICATINNY RISER 5 IN
<input type="checkbox"/>	000381103420	AUTO BUR AR PEPR SCOPE MNT 1 1
<input type="checkbox"/>	011356189004	AUTO SAV 1108A 338LAP 26 W/RAI
<input type="checkbox"/>	011356191656	AUTO SVG AXIS 223REM 22 DM SS
<input type="checkbox"/>	011356191663	AUTO SVG AXIS 22-250 22 DM SS
<input type="checkbox"/>	011356191694	AUTO SVG AXIS 308WIN 22 DM SS
<input type="checkbox"/>	011356191748	AUTO SVG AXIS XP 223REM 22 DM
<input type="checkbox"/>	011356191786	AUTO SVG AXIS XP 308WIN 22 DM
<input type="checkbox"/>	011356192356	AUTO SVG AXIS XP 243WIN 20 DM
<input type="checkbox"/>	011356196255	AUTO SAV 10PC 223 20 TB DM 1/2
<input type="checkbox"/>	011516812988	AUTO LYM DLX HMR & PUNCH SET
<input type="checkbox"/>	013527151131	AUTO BNI 4101 RANGR SCPD SZ6 B
<input type="checkbox"/>	013527200549	AUTO BNI 580 38/357 SPEED STRI
<input type="checkbox"/>	015813542500	AUTO MCS 500 BTM COMBO 20 22/2
<input type="checkbox"/>	020892000421	AUTO WIN 20 23/4 1600 3/4 RFSL
<input type="checkbox"/>	020892000438	AUTO WIN 410 21/2 1830 1/5 RFS
<input type="checkbox"/>	020892012196	AUTO WIN 12 31/2 1300 2 4 10
<input type="checkbox"/>	020892016538	AUTO WIN 410 3 1800 1/4 RFSL 5
<input type="checkbox"/>	020892020054	AUTO WIN 410 2.5 3 DISK/1288 1
<input type="checkbox"/>	020892020344	AUTO WIN PDX1 410 3 10
<input type="checkbox"/>	020892020580	AUTO WIN 410 2.5 1830 1/5 RFSL

Select All Deselect All

Manufacturer:

Item:

Department:

Add Descriptors

Use the scroll bar to view ALL of the items

Selections for the Mandatory attributes will be assigned to ALL checked items

Once the items are selected, choose descriptors from the drop-down menus. If a new descriptor needs to be added, type it in the text box. When the descriptors have been selected, click **Add Descriptors**.

The system may take a moment to process the information to all of the selected item records.

Required Attr/Desc Mass Define

Product Description Search

Clear Selections

#	UPC	Description
<input type="checkbox"/>	020892102040	AUTO WIN SUP 22WMR 30 JHP 50
<input type="checkbox"/>	020892102521	AUTO WIN SUPX 17HMR 20 XTP 50
<input type="checkbox"/>	020892200067	AUTO WIN SUPX 170WIN 130 PP 20
<input type="checkbox"/>	020892200081	AUTO WIN SUPX 30-30WIN 150 PP
<input type="checkbox"/>	020892200098	AUTO WIN SUPX 30-30WIN 170 PP
<input type="checkbox"/>	020892200104	AUTO WIN SUPX 30-06 180 PP 20
<input type="checkbox"/>	020892200111	AUTO WIN SUPX 30-06 150 PP 20
<input type="checkbox"/>	020892200388	AUTO WIN SUPX 300WM 180 PP 20
<input type="checkbox"/>	020892200395	AUTO WIN SUPX 308WIN 150 PP 20
<input type="checkbox"/>	020892200401	AUTO WIN SUPX 308WIN 180 PP 20
<input checked="" type="checkbox"/>	020892201613	AUTO WIN SUPX 41M 175 STHP 20
<input checked="" type="checkbox"/>	020892201644	AUTO WIN SUPX 44SPL 200 STHP 2
<input checked="" type="checkbox"/>	020892201675	AUTO WIN SUPX 45ACP 185 STHP 2
<input checked="" type="checkbox"/>	020892201927	AUTO WIN USA 38SPL 130 FMJ 50
<input checked="" type="checkbox"/>	020892201934	AUTO WIN USA 38SPL 150 LRN 50
<input checked="" type="checkbox"/>	020892201989	AUTO WIN USA 9MM 115 FMJ 50
<input checked="" type="checkbox"/>	020892210288	AUTO WIN SUPREME 30-06 150 SBS
<input checked="" type="checkbox"/>	020892213098	AUTO WIN SUPX 300WSM 180 PP 20
<input checked="" type="checkbox"/>	020892217911	AUTO WIN SUP 38SPL+P 130 PDX1
<input checked="" type="checkbox"/>	020892218239	AUTO WIN USA 45ACP 230 FMJ 50
<input checked="" type="checkbox"/>	020892218741	AUTO WIN PDX1 223REM 60 PD 20
<input type="checkbox"/>	022188093803	AUTO S&W BODYGUARD 380 2.75 BL

Select All Deselect All

Manufacturer: WINCHESTER

Item: Handgun Ammo

Department: AMMUNITION

Add Descriptors

If the descriptor is not in the drop-down menu, add it in the text box

When the item records have been updated, they will be removed from this list so that more groups of items may be selected and mass defined.

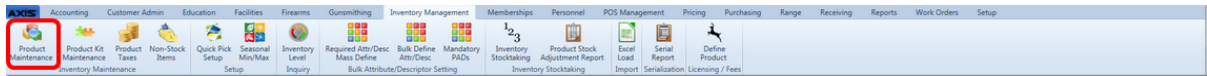
Click the X on the **Required Attr/Desc Mass Define** tab to close the screen.


## 4 AUTO

New items which have been automatically added to your system from a vendor, will have the word **AUTO** entered at the start of the item's description.

The item records will need to be completed before they are sold at the Register.

To locate the items, go to the Inventory Management  tab; click **Product Maintenance**.



Click the filter symbol  in the **Description** column.

Select Product Filter

Attribute    Descriptor

- DEPARTMENT
- GAUGE
- GENDER
- INSEAM
- ITEM
- LENGTH
- MANUFACTURER
- MATERIAL
- MODEL
- SHOT
- TYPE

### Product Maintenance

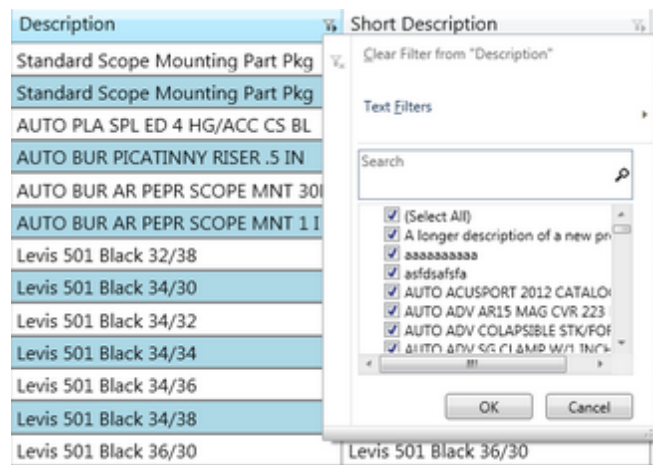
Click to show inactive products

#	Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOI
	0000000000002		Miscellaneous Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$0.00	\$25.78	\$0.00	3679	5	
	0000000000003		Miscellaneous Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$32.00	\$0.00	\$0.00	-2	7	
	00024099001267		AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
	000381103406		AUTO BUR PICATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
	000381103413		AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
	000381103420		AUTO BUR AR PEPR SCOPE MNT 1 I		\$0.00			-1	0	
	0052175304224	CCHCI033	Levis 501 Black 32/38	Levis 501 Black 32/38	\$11.00	\$10.50	\$10.00	5	7	
	0052175304225	CCHCI034	Levis 501 Black 34/30	Levis 501 Black 34/30	\$0.00	\$11.58	\$0.00	78	7	
	0052175304226	CCHCI035	Levis 501 Black 34/32	Levis 501 Black 34/32	\$18.00	\$9.02	\$0.00	127	7	
	0052175304227	CCHCI036	Levis 501 Black 34/34	Levis 501 Black 34/34	\$32.99	\$10.24	\$0.00	288	7	
	0052175304228	CCHCI037	Levis 501 Black 34/36	Levis 501 Black 34/36	\$23.80	\$14.89	\$20.00	116	7	
	0052175304229	CCHCI038	Levis 501 Black 34/38	Levis 501 Black 34/38	\$0.00			-2	7	
	0052175304231	CCHCI040	Levis 501 Black 36/32 sksf sdjif swekfsf fdtdaf sfs lkajskldf fs dafja l	Levis 501 Black 36/32	\$31.99			-6	7	
	0052175304232	CCHCI041	Levis 501 Black 36/34	Levis 501 Black 36/34	\$31.99			113	7	
	0052175304233	CCHCI042	Levis 501 Black 36/36	Levis 501 Black 36/36	\$31.98			1198	7	
	0052175304234	CCHCI043	Levis 501 Black 36/38	Levis 501 Black 36/38	\$31.99			11992	7	
	0052175304235	CCHCI044	Levis 501 Black 38/30	Levis 501 Black 38/30	\$31.99			10	7	
	0052175304236	CCHCI045	Levis 501 Black 38/32	Levis 501 Black 38/32	\$31.99			-1	7	
	0052175304237	CCHCI046	Levis 501 Black 38/34	Levis 501 Black 38/34	\$31.99			1	7	
	0052175304238	CCHCI047	Levis 501 Black 38/36	Levis 501 Black 38/36	\$31.99	\$10.00	\$10.00	4	7	
	0052175304239	CCHCI048	Levis 501 Black 38/38	Levis 501 Black 38/38	\$31.99	\$11.05	\$11.05	-16	7	
	0052175304240	CCHCI049	Levis 501 Black 40/30	Levis 501 Black 40/30	\$31.99	\$12.00	\$12.00	16	7	
	0052175304241	CCHCI050	Levis 501 Black 40/32	Levis 501 Black 40/32	\$31.99	\$13.00	\$13.00	19	7	
	0052175304242	CCHCI051	Levis 501 Black 40/34	Levis 501 Black 40/34	\$31.99	\$14.00	\$14.00	25	7	
	0052175304243	CCHCI052	Levis 501 Black 40/36	Levis 501 Black 40/36	\$31.99	\$15.00	\$15.00	30	7	
	0052175304244	CCHCI053	Levis 501 Black 40/38	Levis 501 Black 40/38	\$31.99			-51	7	

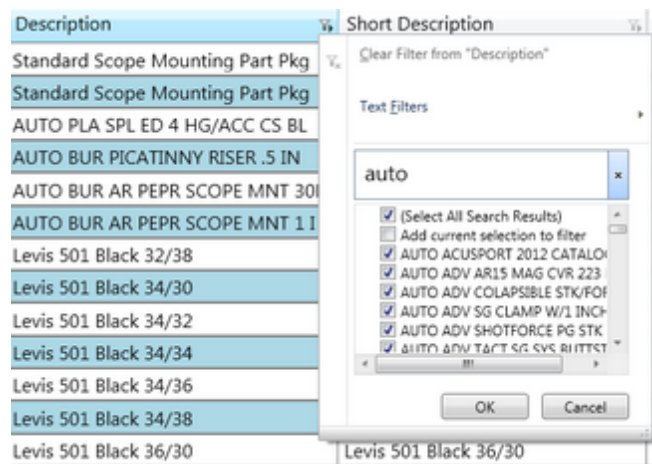
Selected Filters

De1 Filter

The **Text Filters** box is ready for input which will narrow the display of items as each character is entered.



Type **auto** in the search box. Click **OK**.



Only the items with **auto** in the description will be displayed.

Product Maintenance x

Select Product Filter

Attribute Descriptors

- DEPARTMENT
- GAUGE
- GENDER
- INSEAM
- ITEM
- LENGTH
- MANUFACTURER
- MATERIAL
- MODEL
- SHOT
- TYPE

Selected Filters

del Filter

Product Maintenance

Click to show inactive products

Buttons: Add Product, Edit Product, Print Labels, Alias UPCs, Bulk Edit, Clone Product

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QOH	MIN	QOI
<input type="checkbox"/>	00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
<input type="checkbox"/>	000381103406	AUTO BUR PICATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
<input type="checkbox"/>	000381103413	AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
<input type="checkbox"/>	000381103420	AUTO BUR AR PEPR SCOPE MNT 1.1		\$0.00			-1	0	
<input type="checkbox"/>	011356189004	AUTO SAV 1108A 338LAP 26 W/RAI		\$0.00			0	0	
<input type="checkbox"/>	011356191656	AUTO SVG AXIS 223REM 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191663	AUTO SVG AXIS 22-250 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191670	AUTO SVG AXIS 243WIN 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191694	AUTO SVG AXIS 308WIN 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191748	AUTO SVG AXIS XP 223REM 22 DM		\$0.00			0	0	
<input type="checkbox"/>	011356191786	AUTO SVG AXIS XP 308WIN 22 DM		\$0.00			0	0	
<input type="checkbox"/>	011356192356	AUTO SVG AXIS XP 243WIN 20 DM		\$0.00			0	0	
<input type="checkbox"/>	011356196255	AUTO SAV 10PC 223 20 TB DM 1/2		\$0.00			0	0	
<input type="checkbox"/>	011356196262	AUTO SAV 10PC 308 20 TB DM 5/8		\$0.00			0	0	
<input type="checkbox"/>	011516812988	AUTO LYM DLX HMR & PUNCH SET		\$0.00			0	0	
<input type="checkbox"/>	011516813077	AUTO LYM CORNCOB CS CLNG MEDIA		\$0.00	\$6.06	\$6.06	0	0	
<input type="checkbox"/>	011516813183	AUTO LYM 1200 PRO TURBO TUMBLE		\$0.00	\$39.87	\$39.87	0	0	
<input type="checkbox"/>	011516813206	AUTO LYM CORNCOB CS CLNG MEDIA		\$0.00	\$13.99	\$13.99	0	0	
<input type="checkbox"/>	013527151131	AUTO BNI 410L RANGR SCPD S26 B		\$0.00			0	0	
<input type="checkbox"/>	013527200549	AUTO BNI S80 38/357 SPEED STRI		\$0.00			0	0	
<input type="checkbox"/>	015813542500	AUTO MOS 500 BTM COMBO 20 22/2		\$0.00			0	0	
<input type="checkbox"/>	018208067213	AUTO NIK PROSTAFF 3-9X40 NP MA		\$0.00	\$123.25	\$123.25	0	0	
<input type="checkbox"/>	018208067282	AUTO NIK PROSTAFF 4-12X40 NP M		\$0.00	\$147.90	\$147.90	497	0	
<input type="checkbox"/>	020892000414	AUTO WIN 12 23/4 1600 1 RFLHP		\$0.00	\$2.75	\$2.75	-1	0	
<input type="checkbox"/>	020892000421	AUTO WIN 20 23/4 1600 3/4 RFLS		\$0.00			0	0	
<input type="checkbox"/>	020892000438	AUTO WIN 410 21/2 1830 1/5 RFS		\$0.00			0	0	

Select an item to edit by clicking in the box for the item. Click the **Edit Product** button. (You may also Mass Define Mandatory Attributes<sup>[37]</sup> or add additional attributes for a group of items<sup>[35]</sup>.)

Product Maintenance x

Select Product Filter

Attribute Descriptors

- DEPARTMENT
- GAUGE
- GENDER
- INSEAM
- ITEM
- LENGTH
- MANUFACTURER
- MATERIAL
- MODEL
- SHOT
- TYPE

Selected Filters

del Filter

Product Maintenance

Click to show inactive products

Buttons: Add Product, Edit Product, Print Labels, Alias UPCs, Bulk Edit, Clone Product

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QOH	MIN	QOI
<input type="checkbox"/>	00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
<input type="checkbox"/>	000381103406	AUTO BUR PICATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
<input type="checkbox"/>	000381103413	AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
<input type="checkbox"/>	000381103420	AUTO BUR AR PEPR SCOPE MNT 1.1		\$0.00			-1	0	
<input type="checkbox"/>	011356189004	AUTO SAV 1108A 338LAP 26 W/RAI		\$0.00			0	0	
<input type="checkbox"/>	011356191656	AUTO SVG AXIS 223REM 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191663	AUTO SVG AXIS 22-250 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191670	AUTO SVG AXIS 243WIN 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191694	AUTO SVG AXIS 308WIN 22 DM SS		\$0.00			0	0	
<input type="checkbox"/>	011356191748	AUTO SVG AXIS XP 223REM 22 DM		\$0.00			0	0	
<input type="checkbox"/>	011356191786	AUTO SVG AXIS XP 308WIN 22 DM		\$0.00			0	0	
<input checked="" type="checkbox"/>	011356192356	AUTO SVG AXIS XP 243WIN 20 DM		\$0.00			0	0	
<input type="checkbox"/>	011356196255	AUTO SAV 10PC 223 20 TB DM 1/2		\$0.00			0	0	
<input type="checkbox"/>	011356196262	AUTO SAV 10PC 308 20 TB DM 5/8		\$0.00			0	0	
<input type="checkbox"/>	011516812988	AUTO LYM DLX HMR & PUNCH SET		\$0.00			0	0	
<input type="checkbox"/>	011516813077	AUTO LYM CORNCOB CS CLNG MEDIA		\$0.00	\$6.06	\$6.06	0	0	
<input type="checkbox"/>	011516813183	AUTO LYM 1200 PRO TURBO TUMBLE		\$0.00	\$39.87	\$39.87	0	0	
<input type="checkbox"/>	011516813206	AUTO LYM CORNCOB CS CLNG MEDIA		\$0.00	\$13.99	\$13.99	0	0	
<input type="checkbox"/>	013527151131	AUTO BNI 410L RANGR SCPD S26 B		\$0.00			0	0	
<input type="checkbox"/>	013527200549	AUTO BNI S80 38/357 SPEED STRI		\$0.00			0	0	
<input type="checkbox"/>	015813542500	AUTO MOS 500 BTM COMBO 20 22/2		\$0.00			0	0	
<input type="checkbox"/>	018208067213	AUTO NIK PROSTAFF 3-9X40 NP MA		\$0.00	\$123.25	\$123.25	0	0	
<input type="checkbox"/>	018208067282	AUTO NIK PROSTAFF 4-12X40 NP M		\$0.00	\$147.90	\$147.90	497	0	
<input type="checkbox"/>	020892000414	AUTO WIN 12 23/4 1600 1 RFLHP		\$0.00	\$2.75	\$2.75	-1	0	
<input type="checkbox"/>	020892000421	AUTO WIN 20 23/4 1600 3/4 RFLS		\$0.00			0	0	
<input type="checkbox"/>	020892000438	AUTO WIN 410 21/2 1830 1/5 RFS		\$0.00			0	0	

The **Product Edit** screen shows all of the current information for that item.

**Product Edit**

**Product Info**

Active:  Is Firearm:  Is Stock Item:

Product UPC: 029465063696

Manufacturer Ref #:

Short Description:

Description: AUTO FED RT 40SW 165 FMJ 50

Auto Order: N QoH: 391

Min Level: 0 Last Cost: \$14.00

Max Level: 0 Average Cost: \$14.00

Price: \$27.38

Ext Description: FED Federal Range and Target Handgun Ammunition .40 S&W 165 Grain Full Metal Jacket

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMO
<input checked="" type="checkbox"/>	ITEM	HANDGUN AMMO
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL

Add/Edit Attribute Descriptor

---

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	Hillsborough County	7% Sales Tax	7.00 %

**Product Price Info**

Del	Type	Description	Price
-----	------	-------------	-------

Complete the information for the item:

- **Manufacturer Ref #** - identify the Manufacturer of the item
- **Short Description** - item description to print at the Register **MUST BE ENTERED**
- **Description** - remove the word **AUTO**, edit to your preference
- Auto Order - may be changed
- Min and Max Levels - may be set
- **Price** - **MUST BE ENTERED** or the item price will be \$0.00
- **Active** - leave checked
- **Is Firearm** - check if the item is a firearm
- Product Tax Info<sup>[137]</sup> - **MUST BE COMPLETED** for proper sales tax to be charged at the Register
- Product Attribute Descriptor<sup>[131]</sup> - **MUST BE COMPLETED** or search functionality and reporting will be incomplete
- Product Image<sup>[119]</sup> - complete if this item will be part of the Quick Picks menu at the

Register

- Product Price Info<sup>134</sup> - may be completed

Click the **Submit** button when the information is completed. The changes are saved.

## 5 Backup

Regular on-site **backup** of your data is always a good idea and is highly recommended.

AXiS uses eVault services (for no extra charge) to do intermittent **backups** of your changed data throughout each business day with one full backup every evening (after store hours).

The service offers AES (128-bit) encryption.

## 6 Best Practices

**Best Practices** is the help section for stores who want to get the most out of their software so that you may have a better understanding of just how much your system will do for you. Care should be taken in the initial setup of the system in order for optimal reporting and searching capabilities. We are also including reporting suggestions along with how to use the suggested reports to improve your bottom line.

We have established **best practices** guidelines (which will need to be adjusted to fit your particular store) in the following areas:

- Daily Procedures<sup>44</sup>
- Departments setup<sup>62</sup>
- Month End reporting<sup>44</sup>
- Order Tracking<sup>157</sup>
- Physical Inventory Count<sup>141</sup>
- Suggested Attributes (setup)<sup>46</sup>
- Year End Reporting<sup>46</sup>

## 6.1 Daily Procedures

**Daily Procedures** should include all of the following:

Accounting (manual posting to accounting software prior to Accounting Setup; automatic daily posting after Accounting Setup)

- Sales Item Report<sup>[198]</sup> - entries for each Inventory Sales account should be the sum of the Sold Price; entries for each Inventory COGS account should be the sum of the Cost; layaway deposits and special order deposits collected should be recorded; layaway and special orders which have been completed should reduce deposits and increase sales; gift card deposits and redemptions should be recorded
- Daily Register Report - tender reconciliation report for balancing; actual deposits should have accounting entries
- Sales Tax Report<sup>[199]</sup> - enter the Tax Collected for the day as a payable against your deposits entry
- Enter Invoice<sup>[160]</sup> should be done for received invoice verification. Make sure that shipping and discounts are entered so that the amounts balance, or your inventory totals will be off between AXiS and your inventory accounts.
- Manually enter invoices into your accounting software. Once Accounting Setup is completed, they will be automatically entered for you.

The Multiple Sales Reports (3310)<sup>[183]</sup> must be printed and forwarded to the appropriate authorities if a multiple sale occurred.

## 6.2 Month End

At the close of each month during the year, there are several reports which will help you monitor the health status of your business. Once Accounting Setup is complete, these same reports will support the information which will be posting to your accounting software. **\*\*NOTE:** Until the Accounting is setup and functional in your system, do manual entries using these reports.

Accounting Entries should be made using these reports:



- House Accounts Report - to update customer accounts

Verification should be done with these reports:

- Layaway By Item Report<sup>[190]</sup> - make sure that all items in the report are still active layaways
- Special Orders Report<sup>[200]</sup> - check that all special orders are still current
- Product Level Snapshot<sup>[189]</sup> - review for quantity level inaccuracies (obvious quantity discrepancies can be addressed immediately)
- Sales Tax Report<sup>[199]</sup> - print the report to verify the Sales Tax Payable which has been accumulating with the daily entries

This report should be printed/saved each month as a tracking device:

- Gift Card List<sup>[184]</sup>

## 6.3 Quick Setup

Best Practices  
[43]

Setting up your system is not a quick process, but we have compiled setup listing to help you make sure that nothing has been missed along the way.

- Add your Company Info<sup>[209]</sup>
- Do FFL Setup<sup>[210]</sup>
- Setup Mandatory Attributes<sup>[212]</sup>
- Determine what Departments<sup>[62]</sup> will be used
- Do Accounting Setup
- Setup Gift Cards<sup>[103]</sup>
- Add Personnel
- Establish Security Settings for staff
- Set Tax Rates and Tax Types
- Setup Firearm Taxes<sup>[92]</sup>

- Range Setup<sup>[213]</sup> (if it applies)
- Complete the remainder of the Setup<sup>[208]</sup> items

UPCs MUST include the check digits.

## 6.4 Suggested Attributes

Best Practices  
[43]

Attributes<sup>[34]</sup> are used for locating inventory in your system by narrowing the search. They are especially helpful for soft goods (e.g. shirts, shoes, boots). An attribute may be a combination of letters and/or numbers which meet your store's needs.

All items may have the same Mandatory Attributes<sup>[212]</sup>. These attributes are mandatory within the system. Other mandatory attributes may be defined by the user. The attributes which are required for absolutely every item are:

- Department<sup>[62]</sup> - for reporting and accounting purposes, this the top-level attribute
- **Item** - this is the secondary attribute
- **Manufacturer**

## 6.5 Year End

Best Practices  
[43]

At the end of the year, all of the Month End<sup>[44]</sup> reporting and entries should be completed.

Any inventory cycle counts<sup>[141]</sup> which weren't completed during the course of the year should be done.

All year-end government reports for taxing authorities will need to be processed using your accounting software.

The 12 Month Sales Report and Sales Analysis Report are two very important reports to help prepare for buying shows.

## 7 Bound Book

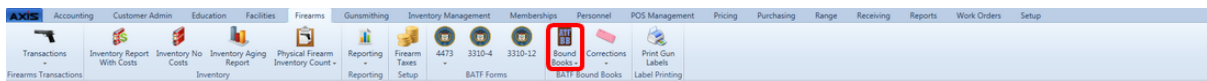
The BATF **Bound Book** is built into the system so that all of the necessary information

is recorded for firearms transactions. This log is required by the ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives) to be kept for the entire time the business is active. Upon retirement from the firearms business, the log is to be surrendered to the ATF. This is not intended to serve as legal advice; please consult a legal authority for answers to specific ATF rulings.

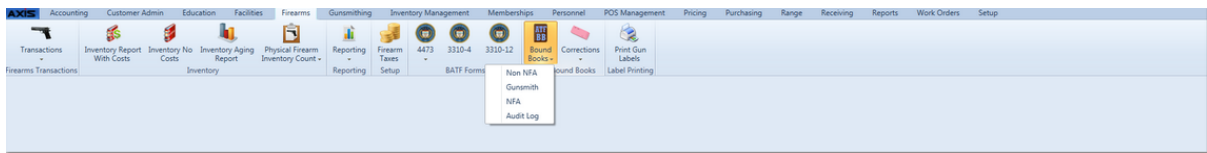
There are three (3) specific **Bound Books** within the system. To access the **bound books**, go to the Firearms<sup>177</sup> tab.



Click the **Bound Books** icon.



Select one of the **Bound Books** from the list to view the information.



Filters<sup>175</sup> and Report Printing<sup>149</sup> may be applied to the **Bound Book** information.

Non NFA Bound Book

### Firearms Bound Book

Date Range: 7/14/2011 - 7/14/2012

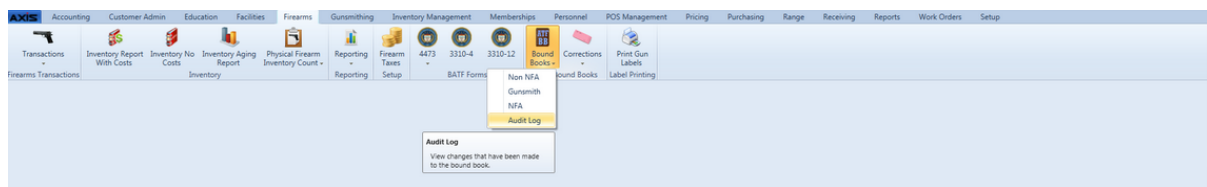
LOG #	MANUFACTURER	IMPORTER	MODEL	SERIAL NO	TYPE OF ACTION	BARREL LENGTH	CAL / GAUGE	ACQUIRED	ACQUISITION NAME	ACQUISITION ADDRESS	FFL IN	PRI_ID	DISP
68781	Browning	Browning	A5	11	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68782	Browning	Browning	A5	12	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68783	Browning	Browning	A5	13	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68784	Browning	Browning	A5	14	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68785	Browning	Browning	A5	15	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68786	Browning	Browning	A5	16	SHOTGUN	12	22	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68787	Browning	Browning	A5	17	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68788	Browning	Browning	A5	18	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68789	Browning	Browning	A5	19	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68790	Browning	Browning	A5	20	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68791	Browning	Browning	A5	21	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68792	Browning	Browning	A5	22	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68793	Browning	Browning	A5	23	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68794	Browning	Browning	A5	24	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68795	Browning	Browning	A5	25	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68796	Browning	Browning	A5	26	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68797	Browning	Browning	A5	27	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68798	Browning	Browning	A5	28	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68799	Browning	Browning	A5	20	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68800	Browning	Browning	A5	30	SHOTGUN	12	12	2012 Apr 16	Dillon Joshua Adams	600 North Wabash Avenue Chicago, IL 52647	FFL389283	PrimID123	License
68801	Browning	Citori	1234		SHOTGUN	12	12	2012 Apr 16	Louis Albert Gibson	5123 S. Mcgee Ranch Tucson, AZ 85637			
68802	Smith and Wesson	Walter PPS	36374		PISTOL	4.0000	40 S&W	2012 Apr 16	Sharon Herr	5195 W. Olive Tucson, AZ 85637			
68803	Smith and Wesson	Walter PPS	36375		PISTOL	4.0000	40 S&W	2012 Apr 16	Herr	5195 W. Olive Tucson, AZ 85637			
68804	Smith and Wesson	Walter PPS	36376		PISTOL	4.0000	40 S&W	2012 Apr 16	Herr	5195 W. Olive Tucson, AZ 85637			
68805	Smith and Wesson	Walter PPS	36377		PISTOL	4.0000	40 S&W	2012 Apr 16	Herr	5195 W. Olive Tucson, AZ 85637			
68806	Smith and Wesson	Walter PPS	36378		PISTOL	4.0000	40 S&W	2012 Apr 16	Sharon Herr	5195 W. Olive Tucson, AZ 85637			

## 7.1 Audit Log

Bound  
Book<sup>46</sup>

An **Audit Log** is kept for all changes which are made to original Bound Book entries.

To access the **Audit Log**, go to the Firearms<sup>177</sup> tab. Click the **Bound Books** icon; select **Audit Log**.



Use Report Settings<sup>173</sup> for customized viewing and/or printing.

The screenshot shows the 'Audit Log Report' window. It features a table with columns for Table Name, Column Name, Record Number, Previous Value, New Value, Employee ID, Alteration Made, and Machine Name. Callouts indicate 'Click to open Field Chooser' and 'Click to expand bar for sorting'.

Table Name	Column Name	Record Number	Previous Value	New Value	Employee ID	Alteration Made	Machine Name
FirearmInventory	SerialNumber	68807	36357	36375	33	2012/Aug/01 02:24 PM	IMS_WKSTN_8
FirearmInventory	BarrelLength	68848	3.0000	2		23 2012/Aug/02 10:35 AM	W520
FirearmInventory	ManufacturerNbr	68848	123	1234		23 2012/Aug/02 10:35 AM	W520
FirearmInventory	SerialNumber	68848	789456126	459165945		23 2012/Aug/02 10:37 AM	W520
FirearmInventory	SerialNumber	68848	459165945	459165		23 2012/Aug/02 10:37 AM	W520
FirearmInventory	TypeOfAction	68848	PISTOL	REVOLVER		23 2012/Aug/02 10:37 AM	W520
DispositionAddress	ZIP	39	43311	43312		23 2012/Aug/02 10:38 AM	W520
DispositionAddress	PHONE	39	9375937010	9375937011		23 2012/Aug/02 10:38 AM	W520
DispositionAddress	FFL	39	FFLIjdsfd	FFLIjds		23 2012/Aug/02 10:38 AM	W520
DispositionAddress	PrimaryIDSource	39	License	License1		23 2012/Aug/02 10:38 AM	W520
OutboundFirearm	Delivered	69	6/26/2012 12:00:00 AM	6/25/2012 12:00:00 AM		23 2012/Aug/02 10:38 AM	W520
OutboundFirearm	Delivered	69	6/25/2012 12:00:00 AM	6/24/2012 12:00:00 AM		23 2012/Aug/02 10:42 AM	W520
FirearmTransaction	TransactionDate	265	4/20/2012 3:29:45 PM	4/21/2012 12:00:00 AM		23 2012/Aug/02 10:46 AM	W520
DispositionAddress	ZIP	53	85637	85636		23 2012/Aug/02 10:51 AM	W520
FirearmInventory	BarrelLength	68899		5		23 2012/Aug/02 10:52 AM	W520
FirearmInventory	GaugeCaliber	68899	22	223		23 2012/Aug/02 10:52 AM	W520
InboundFirearm	Cost	183	350.0000	355.00		23 2012/Aug/02 10:53 AM	W520
InboundFirearm	MarketValue	183	450.0000	455.00		23 2012/Aug/02 10:53 AM	W520
InboundFirearm	MarketValue	272	0.0000	320.00		23 2012/Aug/30 01:34 PM	QUADVISTA64
InboundFirearm	MarketValue	273	0.0000	90.00		23 2012/Aug/30 01:34 PM	QUADVISTA64
FirearmTransaction	Active	377	Active	Inactive		23 2012/Sep/15 02:40 PM	W520
OutboundFirearm	Active	133	Active	Inactive		23 2012/Sep/15 02:40 PM	W520
FirearmTransactionNote	Status	68918	O	I		23 2012/Sep/15 02:40 PM	W520
FirearmInventory	Importer	68842		NONE		23 2012/Oct/02 08:17 PM	NV55
FirearmInventory	Importer	68898		NONE		23 2012/Oct/02 08:20 PM	NV55
FirearmInventory	Importer	68898	NONE	NN		23 2012/Oct/02 08:22 PM	NV55
FirearmInventory	Importer	68898	NN	NONE		23 2012/Oct/02 08:23 PM	NV55

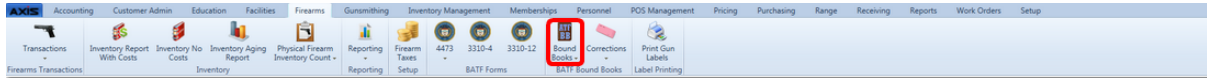
## 7.2 Bound Book Corrections

Bound  
Book<sup>46</sup>

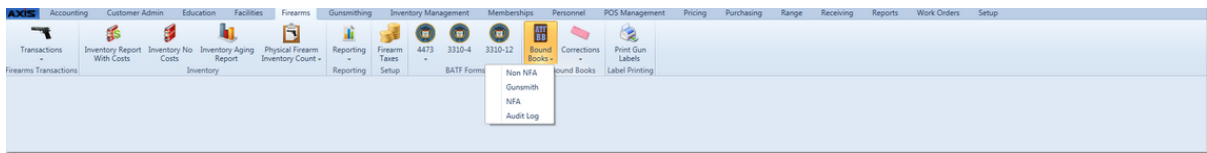
**Bound Book Corrections** may be made to the Bound Book<sup>46</sup>. All changes are

recorded in the Audit Log<sup>[48]</sup>. (Firearm details may also be edited in Inventory with Cost<sup>[187]</sup>.)

To make a change to a firearm record in the Bound Book<sup>[46]</sup>, go to the Firearms<sup>[77]</sup> tab; click the **Bound Books** icon.



Select the appropriate Bound Book<sup>[46]</sup> from the menu.



Double-click the **Log #** for the firearm you will be editing. The **Information** box will open for the firearm. Add or change information related to the firearm by selecting the appropriate tab (Firearm Information, Acquisition Information, Disposition Information or Notes). Click **Save Changes**. (If no changes are made, click **Close**.)

### Information For Log # 68783

Firearm Information		Acquisition Information		Disposition Information	
UPC:		Serial Number:	<input type="text" value="13"/>		
Manufacturer:	<input type="text" value="Browning"/>	Barrel Length:	<input type="text"/>		
Manufacturer #:	<input type="text"/>	Gauge/Caliber:	<input type="text" value="12"/>		
Importer:	<input type="text" value="Browning"/>	Type of Firearm:	<input type="text" value="Shotgun"/>		
Model:	<input type="text" value="A5"/>			<input type="button" value="Save Changes"/>	
<input type="button" value="Close"/>					

### Information For Log # 68783

Firearm Information   Acquisition Information   Disposition Information

**Acquired From:**

Prefix: Mr.	Address: 600 North Wabash Avenue
First: Dillon2	City: Chicago
Middle: Joshua2	State: Illinois
Last: Adams2	Zip: 52647
Suffix:	Phone: 3123247500
Primary ID#: PrimID1232	FFL#: FFL389283
Primary ID Source: license2fasdffsa	

---

Acquisition Date: 4/12/2012   Cost: \$500.00

**Save Changes**

**Close**

### Information For Log # 68783

Firearm Information   Acquisition Information   Disposition Information

**Disposed To:**

Prefix:	Address: 9108 W. Aztec
First: Bob	City: Tucson
Middle: Carl	State: Arizona
Last: Vance	Zip: 85637
Suffix:	Phone: 8591354561
Primary ID#: D293874	FFL#:
Primary ID Source: AZ DL	

---

NICS: 5486516   Sold Date: 10/3/2012

4473#: 68783   Transferred Date: 10/24/2012

Sales Price: \$800.00

**Save Changes**

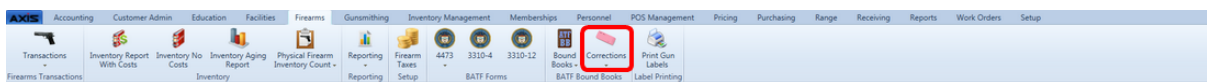
**Close**

### 7.3 Corrections

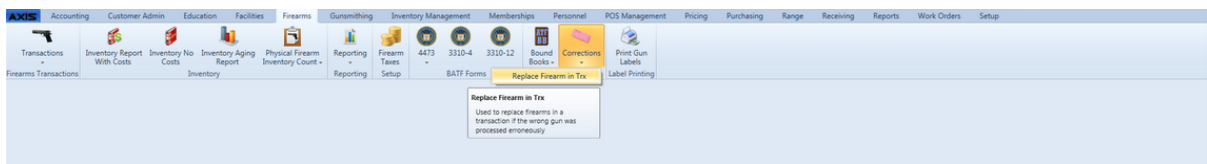
Bound Book 46

**Corrections** should be used with absolute caution because they will change your Bound Book 46 (with audit tracking 48 entries). The purpose of **Corrections** is to enable you to be able to be make necessary changes to the Bound Book 46 when the wrong firearm was disposed.

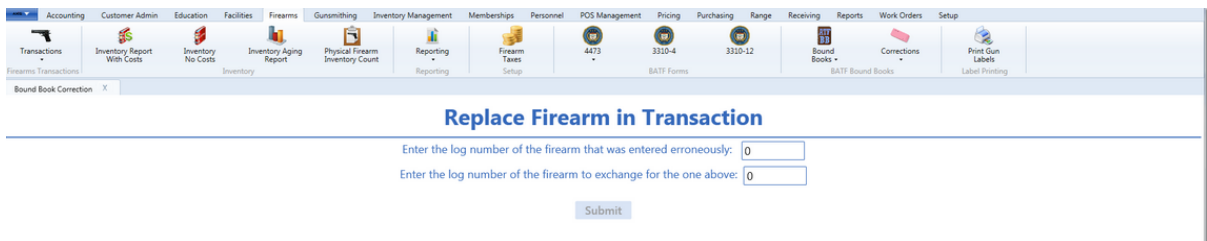
Go to the Firearms 77 tab; click **Corrections**.



Select **Replace Firearm in Trx** from the menu.




Enter the log number for the firearm which should NOT be disposed in the first box. Enter the log number for the firearm which should have been disposed in the second box. **DOUBLE-CHECK** your entries to make sure that the correct log number has been entered in each box.

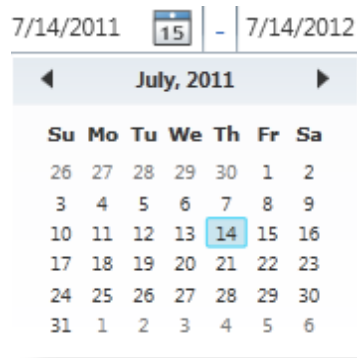


Verify your entries to make sure that the A&D information has been corrected for each of the firearms entered.

## 8 Calendar

The drop-down **Calendar** may be utilized any time a date needs to be entered by clicking on the **calendar** icon  next to any date field.

The current date will be pre-selected. Click on the desired date. To quickly move forward and back from the currently displayed month, use the arrow keys in the month header. To move months into the future or back into the past, click on the month header (in this case, **July, 2011**) of the calendar.



To quickly move forward and back from the currently displayed year, use the arrow keys in the year header. Click on any month to select it.

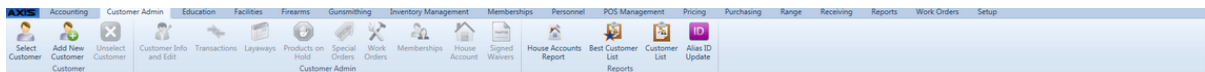




## 9 Customer Admin

Customer information may be entered or edited at the Data Center or the Register. Since the system runs on real-time, any information entered at one location will be instantly available at all locations once it has been saved or submitted.

To access customer information, go to the **Customer Admin** tab.



From the **Customer Admin** tab, you may add a new customer<sup>[57]</sup>, or you may select an existing customer<sup>[59]</sup> for the purpose of:

- Editing/Viewing customer information<sup>[54]</sup>
- House Account<sup>[117]</sup> setup or activity for that customer
- Layaways<sup>[140]</sup> specific to that customer
- Memberships specific to that customer
- Products on Hold<sup>[149]</sup> for that customer (inventory items may be placed on hold at the Register)
- Special Orders specific to that customer
- Transactions specific to that customer
- Work Orders specific to that customer

Customer reports may also be accessed:


- Alias ID Update
- Best Customer List
- Customer List
- House Accounts Report


## 9.1 Contact Preference

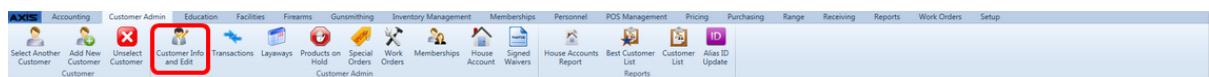
**Contact Preference** is set within each customer's record.

**Preferred** may be checked or unchecked at any time by clicking in the box. Check the **Preferred** box in any section to indicate the customer's preferred method of contact. (For example, a customer may provide information for all of the record boxes, but that customer may prefer to receive communications in the form of a text message. Under **Phones**, the **Preferred** box will be checked and the **Text** box will be checked with the **Phone Number** information entered.) **\*\*Customer preferences may be updated at any time.\*\***

## 9.2 Edit Customer

Customer  
Admin 

To **Edit a customer**, the customer must be selected . Click the **Customer Info and Edit** icon.



Once the customer record is open, the same procedures are followed for editing and for

a new customer <sup>57</sup>.

To begin editing the customer, select the field you need to change by clicking in the field box.

Customer: Edward Imhoff  
Overview Edit Customer X

### Customer Information for Edward Imhoff

[Submit Changes](#)

**Personal Information:**  
Prefix: [Dropdown]  
First: Edward  
Middle: Mike  
Last: Imhoff  
Suffix: [Dropdown]  
Company: [Text]  
Birth Date: 9/7/1956 [Calendar]  
Customer ID: 100001000156  
Alias ID: [Text]  
Tax ID: [Text]

**Addresses:** [Add] [Close]  
Preferred:  Type: Home [Close]  
Address 1: 6237 S. Whitehouse Canyon  
Address 2: 1843 N. Camino Del Sol  
City: Tucson State: AZ Zip: 85637

**Phones:** [Add]  
Preferred:  Type: Mobile [Close] Preferred:  Type: Business [Close] Preferred:  Type: Home [Close]  
Voice:  Text:  Phone Number: 6131284231 Voice:  Text:  Phone Number: 5022313142 Voice:  Text:  Phone Number: 6132584584

**Emails:** [Add] [Close]  
Preferred:  Type: Personal [Close]  
Email Address: EdwardImhoff@gmail.com

**Web Sites:** [Add] [Close]  
Preferred:  Type: Personal [Close]  
URL Address: www.EdwardImhoff.com

**Primary ID Secondary ID Tertiary ID**  
Primary ID #: I23415215487458  
ID Source: AZ DL  
ID Expiration: Select a date [Calendar]  
FFL: [Text]  
Gold Member  
Note: [Text]  
Scan

To add additional **Addresses, Phones, Emails** or **Web Sites** to the **Customer Information**, click **+** to open another information box. If one or more of the information boxes is not needed, close it. The information can always be added at a later time. (For example, a customer does not want to share his email address; click **✖** to close the information box. Later, **+** may be clicked to open a new information box.)

Customer: Edward Imhoff  
Overview Edit Customer X

### Customer Information for Edward Imhoff

[Submit Changes](#)

**Personal Information:**  
Prefix: [Dropdown]  
First: Edward  
Middle: Mike  
Last: Imhoff  
Suffix: [Dropdown]  
Company: [Text]  
Birth Date: 9/7/1956 [Calendar]  
Customer ID: 100001000156  
Alias ID: [Text]  
Tax ID: [Text]



**Addresses:** [Add] [Close] *Click to open another information box*  
Preferred:  Type: Home [Close] *Click to remove an information box from the open customer record*  
Address 1: 6237 S. Whitehouse Canyon  
Address 2: 1843 N. Camino Del Sol  
City: Tucson State: AZ Zip: 85637

**Phones:** [Add]  
Preferred:  Type: Mobile [Close] Preferred:  Type: Business [Close] Preferred:  Type: Home [Close]  
Voice:  Text:  Phone Number: 6131284231 Voice:  Text:  Phone Number: 5022313142 Voice:  Text:  Phone Number: 6132584584

**Emails:** [Add] [Close]  
Preferred:  Type: Personal [Close]  
Email Address: EdwardImhoff@gmail.com *Use the scroll bar to access additional information boxes*

**Web Sites:** [Add] [Close]  
Preferred:  Type: Personal [Close]  
URL Address: www.EdwardImhoff.com

**Primary ID Secondary ID Tertiary ID**  
Primary ID #: I23415215487458  
ID Source: AZ DL  
ID Expiration: Select a date [Calendar]  
FFL: [Text]  
Gold Member  
Note: [Text]  
Scan

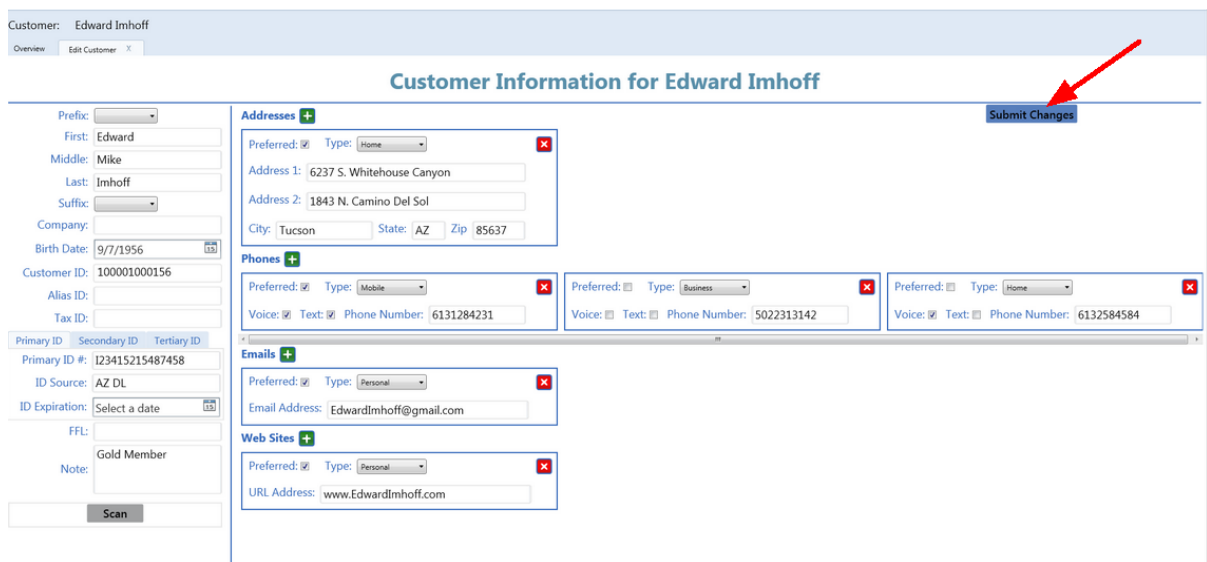
The additional information boxes will be placed to the right of the existing information boxes and will allow any number of information boxes for each. Clicking  in an information box will delete that information from the customer record. If the box was deleted in error, click  to open a new box and re-enter the information.

**Preferred** is checked to show Contact Preference .

**Type** utilizes a drop-down menu box to identify the type of address, phone, email and web site. The drop-down menu options are Home, Business, P.O. Box, Other.


Phone numbers may be entered with or without the use of hyphens '-'.

Any red-lined boxes with an exclamation mark (!) indicate a field which must be completed before the customer record may be submitted. A listing of fields needing completion may also be found on the left side of the screen below the customer information. Once all the required information has been completed, click the **Submit Changes** button.



Customer: Edward Imhoff  
Overview Edit Customer X


### Customer Information for Edward Imhoff

**Submit Changes** 

**Prefix:**


**First:** Edward  
**Middle:** Mike  
**Last:** Imhoff  
**Suffix:**

**Company:**

**Birth Date:** 9/7/1956 


**Customer ID:** 100001000156  
**Alias ID:**   
**Tax ID:**


**Primary ID Secondary ID Tertiary ID**

**Primary ID #:** 123415215487458  
**ID Source:** AZ DL  
**ID Expiration:** Select a date 


**FFL:**   
**Note:** Gold Member


**Scan**


**Addresses** 


**Preferred:**  **Type:** Home 

**Address 1:** 6237 S. Whitehouse Canyon  
**Address 2:** 1843 N. Camino Del Sol  
**City:** Tucson **State:** AZ **Zip:** 85637


**Phones** 


**Preferred:**  **Type:** Mobile 

**Preferred:**  **Type:** Business 


**Preferred:**  **Type:** Home 


**Voice:**  **Text:**  **Phone Number:** 6131284231  
**Voice:**  **Text:**  **Phone Number:** 5022313142  
**Voice:**  **Text:**  **Phone Number:** 6132584584

**Emails** 

**Preferred:**  **Type:** Personal 

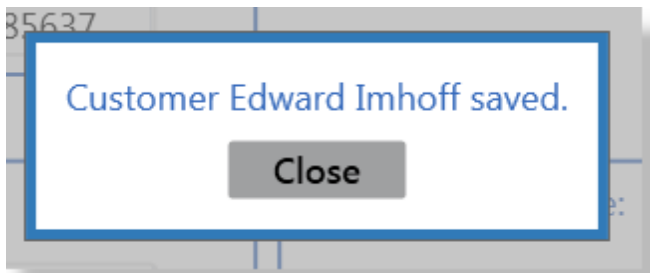
**Email Address:** EdwardImhoff@gmail.com

**Web Sites** 


**Preferred:**  **Type:** Personal 

**URL Address:** www.EdwardImhoff.com

A confirmation that the customer record changes have been saved is displayed. The customer has now been added/edited. Click **Close**.













The **Edit Customer** screen will remain open for more editing to the customer record until it is closed by clicking the 'x' in the **Edit Customer** tab.

Customer: Edward Imhoff  
Overview Edit Customer 

### Customer Information for Edward Imhoff

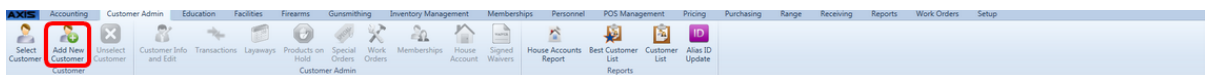
[Submit Changes](#)

Prefix: <input type="text"/> First: Edward Middle: Mike Last: Imhoff Suffix: <input type="text"/> Company: <input type="text"/> Birth Date: 9/7/1956 <input type="text"/> Customer ID: 100001000156 Alias ID: <input type="text"/> Tax ID: <input type="text"/> Primary ID Secondary ID Tertiary ID Primary ID #: 123415215487458 ID Source: AZ DL ID Expiration: Select a date <input type="text"/> FFL: <input type="text"/> Gold Member Note: <input type="text"/> <input type="button" value="Scan"/>	<b>Addresses</b>  Preferred: <input checked="" type="checkbox"/> Type: Home <input type="text"/>  Address 1: 6237 S. Whitehouse Canyon Address 2: 1843 N. Camino Del Sol City: Tucson State: AZ Zip: 85637
	<b>Phones</b>  Preferred: <input checked="" type="checkbox"/> Type: Mobile <input type="text"/>  Voice: <input checked="" type="checkbox"/> Text: <input checked="" type="checkbox"/> Phone Number: 6131284231 Preferred: <input type="checkbox"/> Type: Business <input type="text"/>  Voice: <input type="checkbox"/> Text: <input type="checkbox"/> Phone Number: 5022313142 Preferred: <input type="checkbox"/> Type: Home <input type="text"/>  Voice: <input type="checkbox"/> Text: <input type="checkbox"/> Phone Number: 6132584584
	<b>Emails</b>  Preferred: <input checked="" type="checkbox"/> Type: Personal <input type="text"/>  Email Address: EdwardImhoff@gmail.com
	<b>Web Sites</b>  Preferred: <input checked="" type="checkbox"/> Type: Personal <input type="text"/>  URL Address: www.EdwardImhoff.com

## 9.3 New Customer

Customer Admin  
53

To add a **New Customer**, go to the Customer Admin  tab; click **New Customer**.



All fields outlined in red with an exclamation point (!) must be completed for a customer to be entered into the database properly. The **Submit Changes** button in the upper right corner will not be available until all required data has been entered.

Customer: Edit Customer X

**Customer Information for** Submit Changes

Prefix: [dropdown] First: [text] Middle: [text] Last: [text] Suffix: [dropdown] Company: [text] Birth Date: Select a date [calendar] Customer ID: 00000000 Alias ID: [text] Tax ID: [text]

Primary ID Secondary ID Tertiary ID Primary ID #: [text] ID Source: [text] ID Expiration: Select a date [calendar] FFL: [text] Note: [text] Scan

**Addresses** + Preferred: [checkbox] Type: [dropdown] Address 1: [text] Address 2: [text] City: [text] State: [text] Zip: [text]

**Phones** + Preferred: [checkbox] Type: [dropdown] Voice: [checkbox] Text: [checkbox] Phone Number: [text]

**Emails** + Preferred: [checkbox] Type: [dropdown] Email Address: [text]

**Web Sites** +

**Errors**  
Customer: The last name must be specified. The first name must be specified.  
Addresses: Address Type must be specified. Address 1 must be specified. City must be specified. State must be specified.

**Prefix** (optional): Click the arrow at the right of the **Prefix** box to access the drop-down menu to make a selection.

**Suffix** (optional): Click to select from the drop-down menu.

**Birth Date** may be entered by utilizing the calendar<sup>52</sup> or by clicking in the field box and typing the date using the displayed format.

**Customer ID** is assigned internally and may be used for customer cards which might be scanned at the Register to pull up customer information.

**Alias ID** may be an identification number linked to any outside program for customer memberships; it may also be an internal number assigned to a customer.

**Tax ID** tells the system that the customer's purchases will be tax-exempt if a number is entered.

The **Primary ID #**, **Secondary ID #** or **Tertiary ID #** may be a state-issued ID or driver's license, firearm purchasing permit, FOID card, etc. Click the heading to select it. (Primary ID is selected in this example.)

The **ID Source** is the description of the ID (e.g. MN DL or Minnesota Driver's License).

**FFL** is for the customer's FFL number, if they have one.

**Note** is where important information can be added to a customer's name to be viewed at the Register.

The **Scan** button can be used to scan customer information from a government-issued ID.

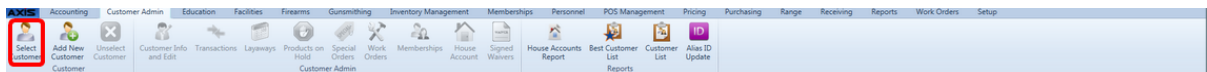
See Edit Customer<sup>54</sup> for details on completing customer contact information.

## 9.4 Select Customer

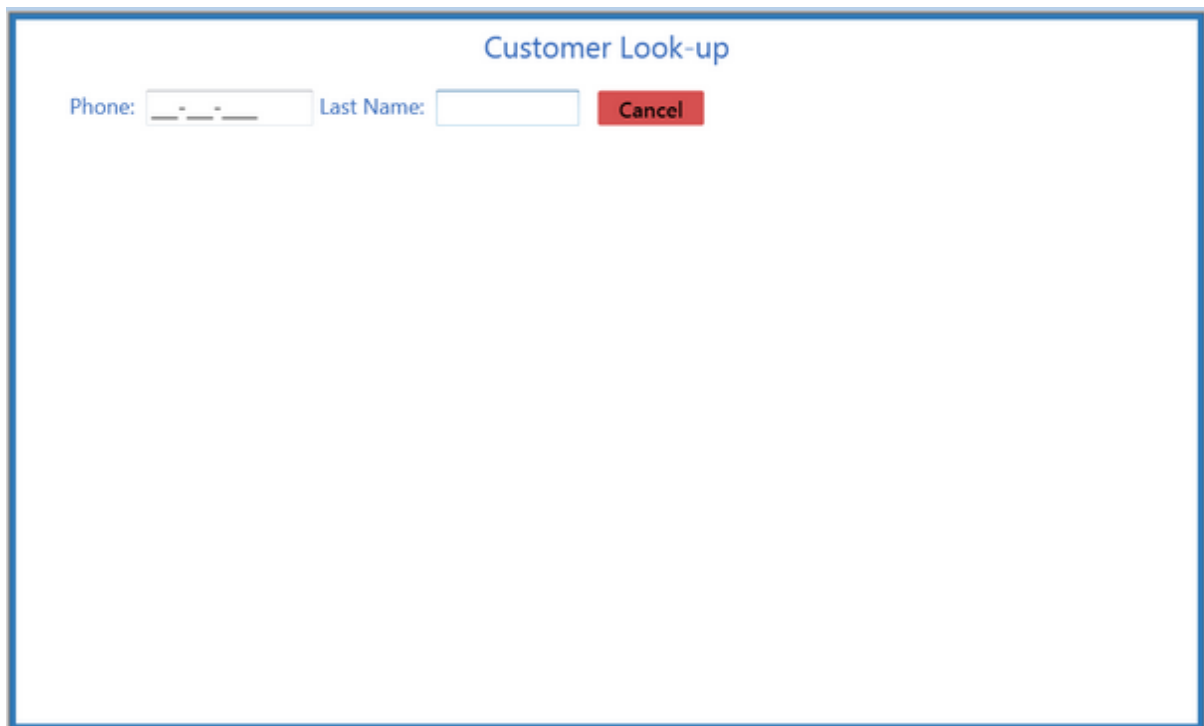
Customer  
Admin<sup>53</sup>

To access information for a specific customer, the customer name must be selected from the existing customers in the system.

To **select a customer**, go to the Customer Admin tab; click **Select Customer**.



At the **Customer Look-up** screen, begin by typing the **Last Name** of the customer in the box.

A screenshot of the 'Customer Look-up' screen. The title 'Customer Look-up' is centered at the top. Below the title, there are two input fields: 'Phone:' followed by a field with dashes for digits, and 'Last Name:' followed by an empty text box. To the right of the 'Last Name' field is a red 'Cancel' button.

As you input letters, the customers within the database which last names starting with those letters will begin to appear.

**Customer Look-up**

Phone: -- Last Name:

Last Name	First Name	Middle Name	Suffix	Primary Address	Birth Date
imhoff	Carolina				
imhoff	Edward	Mike		6237 S. Whitehouse Can	November 11, 1961

If the customer you are looking for brings up matching names, utilize the other fields provided to find the correct customer. Once the correct customer has been identified, highlight the customer; double-click to select.



**Customer Look-up**

Phone:  Last Name:

Last Name	First Name	Middle Name	Suffix	Primary Address	Birth Date
Imhoff	Carolina				
Imhoff	Edward	Mike		6237 S. Whitehouse Can	November 11, 1961

The main customer screen is then displayed within the **Overview** tab.

Customer: Edward Imhoff

Overview

**Overview of Edward Imhoff**

Total of all Transactions:  
\$3,941.44  
Total of all Special Orders:  
\$240.01

You are now able to view information about the customer by clicking the appropriate icon. You may also edit customer information <sup>54</sup>.

AXIS Accounting Customer Admin Education Facilities Firearms Gunsmithing Inventory Management Memberships Personnel POS Management Pricing Purchasing Range Receiving Reports Work Orders Setup

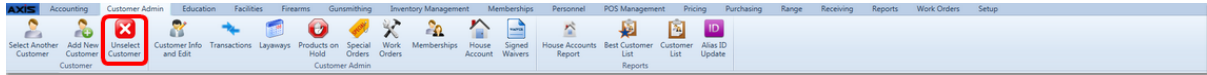
Select Another Customer Add New Customer Unselect Customer Customer Info and Edit Transactions Layaways Products on Hold Special Orders Work Orders Memberships House Account Signed Waivers House Accounts Report Best Customer List Customer List Alias ID Update

## 9.5 Unselect Customer

Customer  
Admin <sup>53</sup>

A different customer may be chosen by clicking the **Select Another Customer** icon.

To clear the current customer, click the **Unselect Customer** icon.



## 10 Department

A **Department** is a required Mandatory Attribute which will help tremendously in locating inventory items using an Attribute Search. Also keep in mind that for sales reporting purposes, your **department** structure will be critical. It is better to have more **departments** in your system than it is to have too few.

**Departments** are also utilized by the accounting setup wizard to assist in creating accounting categories.

Some **Department** lists have been compiled for different industries. Add and delete **Departments** from the list to customize it to your store's needs.

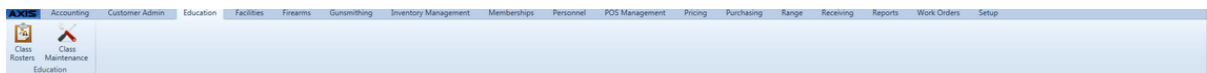
Here are some suggested **departments** for a firearms store. (Please note that not all of these will apply to every store structure. Omit those which do not apply.)

- Air Guns
- Ammunition
- Archery
- Clothing
- Eye/Ear Protection
- Firearm Rentals
- Fishing Accessories
- Fishing Reels
- Fishing Rods
- Gifts
- Gunsmithing
- Handguns

- Holsters
- Knives
- Memberships
- Muzzleloaders
- Optics
- Range Lane Rental
- Reloading Equipment
- Reloading Supplies
- Repairs (non-firearm)
- Rifles
- Safes
- Shooting Accessories
- Shotguns
- Sporting Goods
- Used Guns

## 11 Education

The **Education** tab is where classes are added and modified<sup>[64]</sup>. Class rosters<sup>[67]</sup> may also be viewed and printed.



- Class Maintenance<sup>[64]</sup> - add/edit classes as well as make classes active/inactive
- Class Rosters<sup>[67]</sup> - view/print students for a specific class and check them in on class day


If specific areas (i.e. classroom, range, etc.) need to be reserved, go to Facility Usage

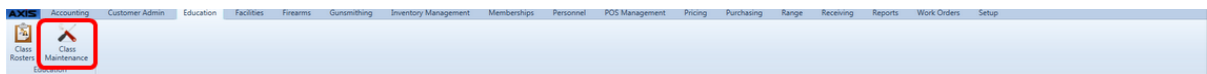
 73.



## 11.1 Class Maintenance

Education  63


In **Class Maintenance**, an unlimited number of classes may be added. Existing classes may also be edited.

Go to the Education  63 tab; click **Class Maintenance**.



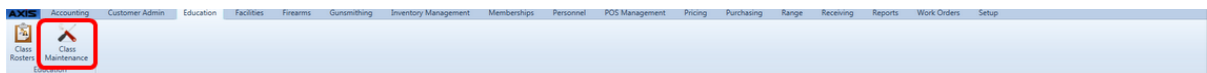
- Add a new class record  64
- Edit an existing class record  65

### 11.1.1 Add Class

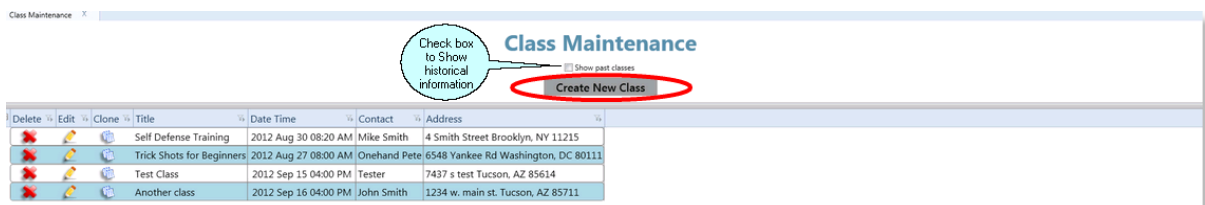
Class  
Maintenance  
 64

New class information may be entered as far into the future as you would like. The class will only be available for registration at the Register if it is marked as active.

To **Add a Class** record to the class list, click the Class Maintenance  64 icon.



Click the **Create New Class** button.



Complete the information in the **Define/Edit Class** box. (All items with a red box outline are required.)

Define/Edit Class

Class Title:

Description:

---

Contact Name:  Phone Number:

Address:

City:  State:  Postal Code:

Google Map Link:

---

Class Date:   Class Time:  Last Registration Date:

Max Participants:  Class Cost:  Active:

The top section is the title and description of the class.

The middle section is the instructor's information.


The bottom section is the date, time, cost and maximum number of people who may be enrolled in the class. The **Active** box must be checked in order for the class to be available for sale at the Register.

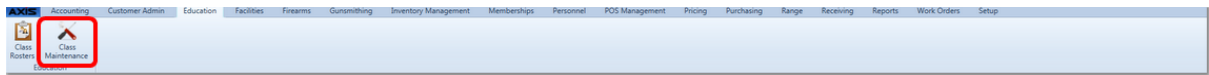
Click **Submit** to save the information. (The **Submit** button will not become available until all the required fields have been filled.) The **Cancel** button will delete all of the information just entered.


The new class will be added to the list of classes in the grid.

### 11.1.2 Edit Class

Class  
Maintenance  
64

To **Edit an existing Class** record, click the Class Maintenance  icon.



Click the edit symbol  to the left of the class to be modified.

Delete	Edit	Clone	Title	Date Time	Contact	Address
			Self Defense Training	2012 Aug 30 08:20 AM	Mike Smith	4 Smith Street Brooklyn, NY 11215
			Trick Shots for Beginners	2012 Aug 27 08:00 AM	Ornehand Pete	6548 Yankee Rd Washington, DC 80111
			Test Class	2012 Sep 15 04:00 PM	Tester	7437 s test Tucson, AZ 85614
			Another class	2012 Sep 16 04:00 PM	John Smilh	1234 w. main st. Tucson, AZ 85711

Make the necessary changes to the class information in the **Define/Edit Class** box.

### Define/Edit Class

**Class Title:**

**Description:**

---

**Contact Name:**  **Phone Number:**

**Address:**

**City:**  **State:**  **PostalCode:**

**Google Map Link:**

---

**Class Date:**  **Class Time:**  **Last Registration Date:**

**Max Participants:**  **Class Cost:**  **Active:**

The **Active** box must be checked in order for the class to be available for sale at the Register. This box may be left unchecked until you want the class to be available for sale. (This is especially helpful if you like to have your classes scheduled months in advance but would like to have earlier classes filled before opening up the later classes.)

Click **Submit** to save the information. Click **Cancel** to exit without saving the

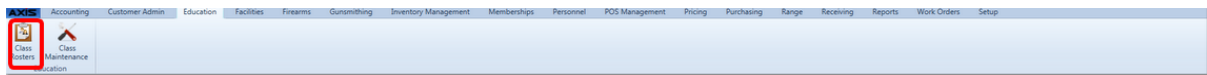
information.

## 11.2 Class Rosters

Education 

A **Class Roster** may be viewed or printed  at any time.

To access the **Class Roster**, go to the Education tab; click **Class Rosters**.




Select a class from the list by clicking on it.



The class list will display below the selected class. Participants may be tracked by clicking the appropriate **Check In** box next to their name.

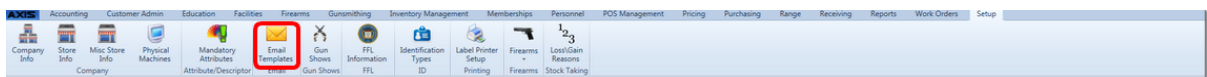


The **Class Roster** may be printed , if desired.

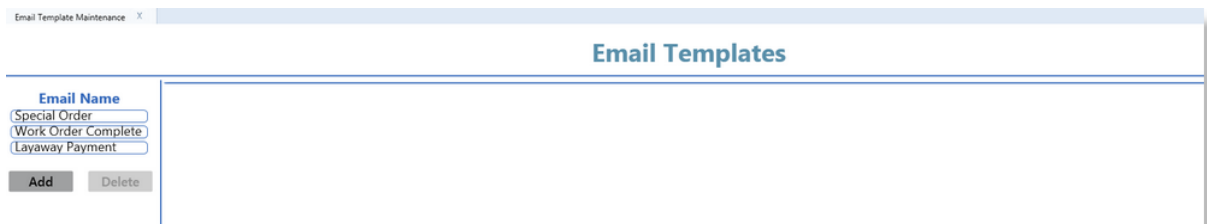
## 12 Email Templates

Email options are available in various areas of the software as a way to share communications with customers. An unlimited number of **Email Templates** may be created for use and may be utilized for emailing a single customer or a group of customers (limits may apply per your provider).

To access **Email Templates**, go to the Setup<sup>208</sup> tab; click **Email Templates**.



Existing **Email Templates** will be listed under **Email Name** on the left side of the screen.

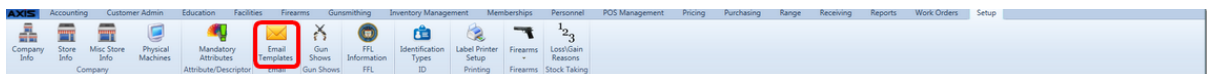


- Add Email Template<sup>68</sup>
- Edit Email Template<sup>69</sup>

### 12.1 Add Email Template

Email  
Templates<sup>68</sup>

New Email Templates may be added by going to Email Templates<sup>68</sup> in the Setup<sup>208</sup> tab.



Click the **Add** button under the existing Email Names.



**Email Name** - will help to identify the content of the message for future use

**Email Subject** - the subject line for your email message

**Email Body** - the message to be sent

**From Address** - the email address the message will be sent from

**Reply To Address** - the email address any replies should go to (which may be different from the **From Address**)

Once all of the information has been completed, click **Submit**.

## 12.2 Edit Email Template

Email  
Templates [68]

Existing Email Templates may be edited by clicking Email Templates [68] in the Setup [208] tab.

Click on the **Email Name** you would like to edit.

Once the **Email Name** is selected, it may be deleted by clicking the **Delete** button, or the information may be edited by changing the existing information or adding to it.

When finished, click **Submit**.

## 13 Excel Load

Inventory data may be imported from a Vendor Catalog to aid/ease the process of entering new items into the system. The items will be set to 'inactive' since the majority of catalog items will not be stocked immediately. Purchasing or receiving an inactive item will automatically set the item to 'active'. All items will automatically be marked as stock items by default.

Inventory data may be imported from an Excel spreadsheet (file type must be .xlsx). The column headers must meet specific criteria in order for the load to be successful. Here is a sample of the necessary format for column headers (line 1). Make special note of the lack of spaces and use of special characters (-).

	A	B	C	D	E	F	G	H	I
1	UPC	SHORTDESCRIPTION	DESCRIPTION	ISFIREARM	PRICE	ATTR-DEPARTMENT	ATTR-ITEM	ATTR-MANUFACTURER	MANUFACTURERSREFERENCE
2	202040408081	Coleman Lantern	Coleman 2 mantle white gas lantern	N	32.5	SPORTING GOODS	lantern	COLEMAN	1234

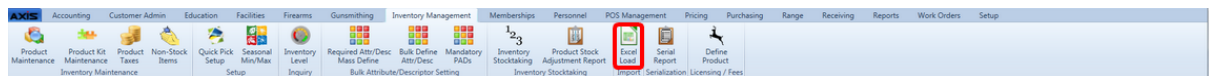
As displayed, the mandatory column headers are:

- **UPC** - UPC number with check digit included
- **DESCRIPTION** - long description of the item (80 characters or less)
- **SHORTDESCRIPTION** - short description which will print on the register receipt (32 characters or less)
- **ISFIREARM** - use a value of either **Y** (yes) or **N** (no)

Also included in the sample are the optional column headers:

- **PRICE** - a value must be entered for the price to update to that value
- **MANUFACTURERSREFERENCE** - a value must be entered for an update to occur
- **ATTR-DEPARTMENT, ATTR-ITEM, ATTR-MANUFACTURER** (all additional attribute values to be imported which will begin with **ATTR-** (e.g. ATTR-COLOR) - items with additional attributes must have a column heading added using the prefix, no spaces and the exact spelling of the attribute in the system; unlimited attributes may be added; additional attributes will only be added to items with a value for that attribute

To import inventory data, go to the Inventory Management<sup>120</sup> tab; click **Excel Load**.



Tax Types may be automatically applied to all of the items being imported by checking the appropriate box in the **Include/Exclude** column. If an item is being imported which already exists, the tax settings will change the item records to the new tax settings. Click the **Select Excel File To Import** button. Locate the file on your computer.

 A screenshot of a dialog box titled 'Import data from Excel'. Below the title, it says 'Select tax types to associate with the products being loaded. Those checked will be added. If the product existed, those taxes unmarked will be deactivated.' There is a table with the following columns: 'Tax Name' and 'Include/Exclude'. The rows are:
 

Tax Name	Include/Exclude
State Tax	<input type="checkbox"/>
City Tax	<input checked="" type="checkbox"/>
County Tax	<input type="checkbox"/>
Excise Tax	<input checked="" type="checkbox"/>

 Below the table, it says 'All new products loaded from the import will be marked as inactive. Purchasing or receiving an inactive product will automatically activate it.' At the bottom, there are two buttons: 'Cancel without Importing' (red) and 'Select Excel File To Import' (blue).

## 14 FAQs

Frequently Asked Questions:

### Consignments

**Q: How are consignment fees managed and calculated?**

A: Consignment firearms are firearms which are owned by a customer and are sold at a retail location for an agreed upon fee. This fee can be managed one of three ways: A fixed dollar amount, a percentage with a minimum fee or a percentage of the actual sell price (which may differ from the tagged price.) Since most consignments can be negotiated, the fees and cost associated with the consignment gun may be edited. The amount being paid out to the consignee is the "cost" which is recorded in AXIS for the cost of goods sold after the firearm transaction is completed.

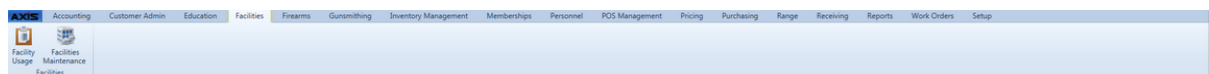
**Q: Is the Consignment fee fixed after it is entered?**

A: The consignment fee can be adjusted as needed after it has been entered. There may be circumstances when the price needs to be adjusted by lowering the selling price which may lower the amount the retailer would retain for selling the firearm.

## 15 Facilities

**Facilities** is the tracking center for physical areas within your store building(s) which you define. You may have one or more classrooms or a section of a shooting range which may be reserved for special events or training. Within the **Facilities** tab, you will be able to define individual areas or facilities<sup>[72]</sup>, create reservations for those areas<sup>[74]</sup> and track facility usage<sup>[73]</sup>.

To access **Facilities**, go to the **Facilities** tab.



- Facilities Maintenance<sup>[72]</sup> - create defined areas within your facility which may be reserved
- Facilities Usage<sup>[73]</sup> - track/check existing reservations
- Facility Reservation<sup>[74]</sup> - create new reservations for areas within your facility

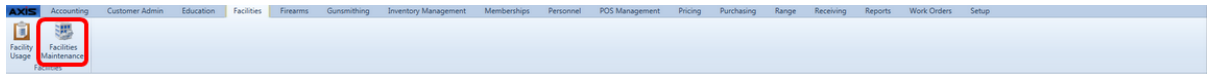
### 15.1 Facilities Maintenance



Facilities<sup>[72]</sup>

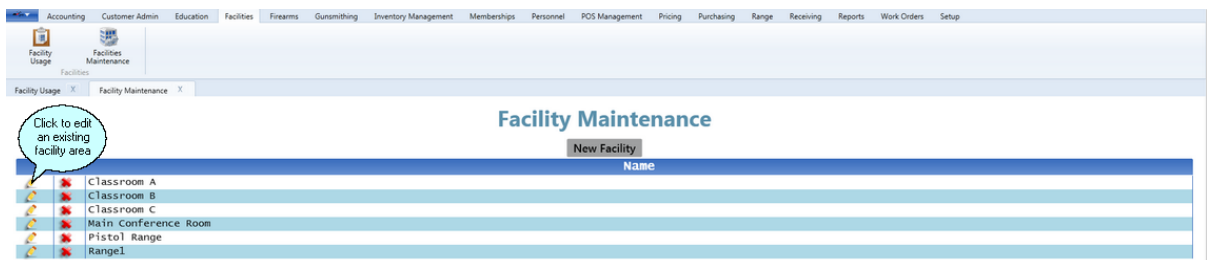
Before any facilities reservations may be made, the areas within your facility need to be defined. Those areas may be classrooms, conference rooms, sections of a shooting

range or even a section of your parking lot. You may add, edit or delete the areas of your facility at any time. All of this is done in **Facilities Maintenance**.

To access **Facilities Maintenance**, go to the Facilities<sup>72</sup> tab; click **Facilities Maintenance**.



To edit a facility area, click the edit symbol  next to the appropriate name. Click the delete symbol  next to an item to remove it.



Whether you are editing an existing facility area or creating a new one, the **Define/Edit Facility** box will open. When the **Facility Name** is complete, click **Submit**. Clicking **Cancel** will leave everything unchanged.

Define/Edit Facility

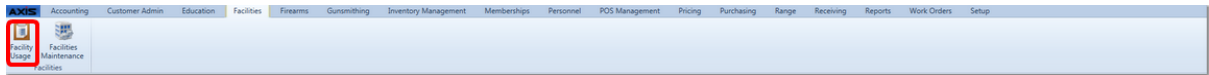
Facility Name:

## 15.2 Facility Usage

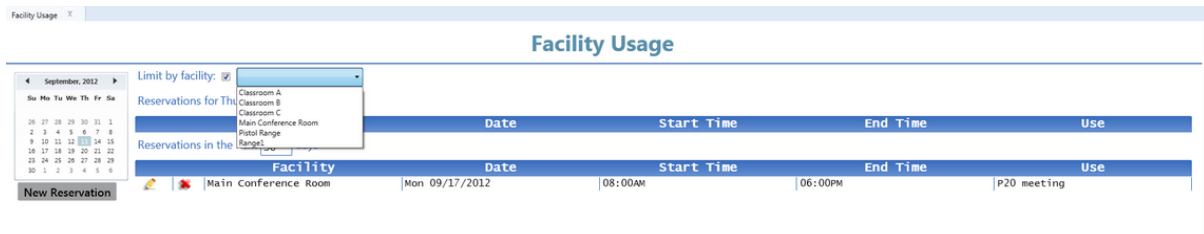
Facilities<sup>72</sup>

Knowing what areas you have reserved and when they are reserved is important in making sure that two events are not planned for the same space at the same time.

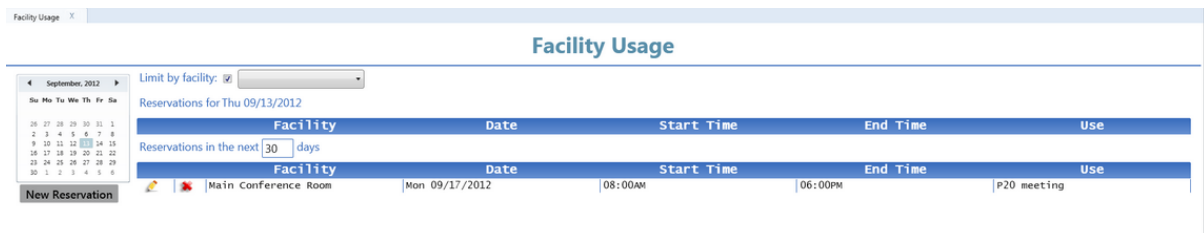
To view existing reservations, go to the Facilities<sup>72</sup> tab; click **Facility Usage**.



**Limit by facility**, if checked, will only display the reservations for the facility you select from the drop-down menu. If nothing is selected (even if the box is checked) all reservations will be displayed.




The current registrations are displayed up through the next 30 days by default. To see registrations further into the future, the number of days may be changed in the box next to **Reservations in the next**.



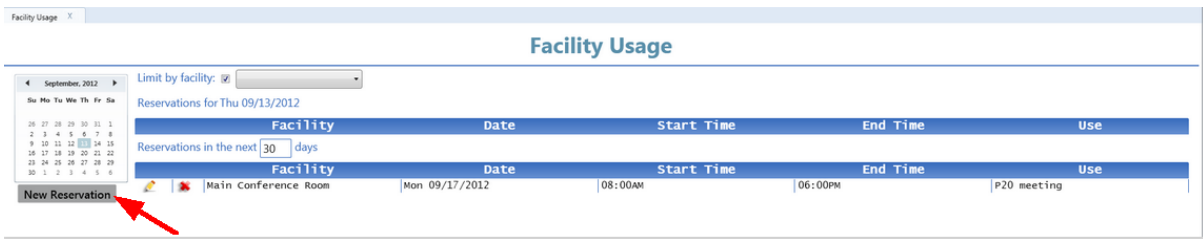
Facility reservations<sup>74</sup> may be edited or deleted, and new reservations may be added at any time.

## 15.2.1 Facility Reservation

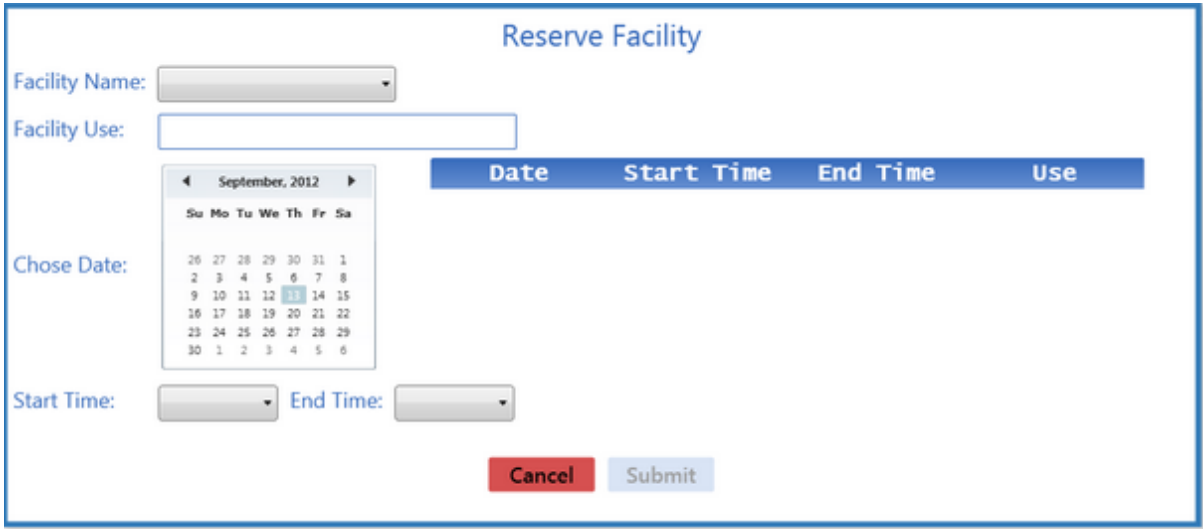
Facility Usage  
73

An existing **Facility Reservation** may be edited by clicking . An existing **Facility Reservation** may be deleted by clicking  next to the item.

To create a new **Facility Reservation**, click the **New Reservation** button.



If you are editing an existing reservation, go into the necessary field(s) to make your changes.



**Facility Name** is selected from the drop-down menu. If a new area needs to be added, see Facilities Maintenance <sup>72</sup>.





When the information is complete/correct, click **Submit**.

**Reserve Facility**

Facility Name: Classroom A

Facility Use: CCW Class

Chose Date: 

September, 2012						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	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	1	2	3	4	5	6

Start Time: 4:00pm End Time: 10:00pm

Date	Start Time	End Time	Use
------	------------	----------	-----

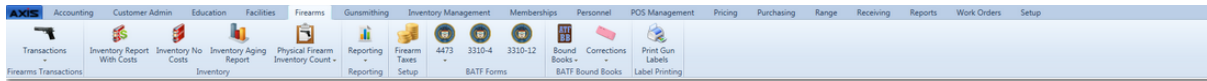
**Cancel** **Submit**

## 16 Firearms

Once a customer has selected a **firearm** for purchase, it will be placed on hold for that customer so that it cannot be sold to another individual. (Clear Holds<sup>13</sup> will need to be done for individuals who are denied the right to purchase.) The Data Center may also be on the same computer as the Register if that workstation is going to be used for placing the hold and/or completing the 4473<sup>12</sup>. Flexibility has been built into the system to also allow stores to have a separate station for assigning the firearm to an individual and completing all of the extra steps required for a firearm purchase before completing the transaction at the Register, thus allowing the Register to be continually ringing sales.

A store running a single computer in the retail store may do everything from a single workstation by opening the Data Center and Register on the same computer and moving between them easily by maximizing/minimizing from the taskbar as it is needed. Once the customer has completed the 4473 and background check, the transaction may be completed at the Register. (See **Firearms** in the Register manual for more detail.) Security settings may be set to allow access to only the areas needed for each employee.

Click on the **Firearms** tab to access the following options:



**Firearms** transactions are started by placing a hold on the firearm(s) which links the firearm(s) to the purchaser's customer record until the transaction has been completed or the hold is cleared<sup>[13]</sup>. The firearm hold is automatically placed during the electronic 4473 process. If a paper 4473 is used, the hold is placed in Firearm Sales<sup>[90]</sup>.

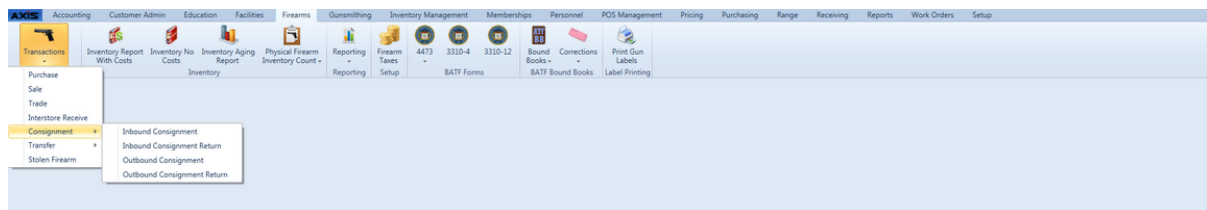
Within the **Firearms** tab, you have access to all of the following firearms-related items:

- 3310<sup>[183]</sup> reporting
- 4473<sup>[12]</sup> - processing the electronic 4473
- Clear Holds<sup>[13]</sup> - clear a hold on a firearm which will not be disposed to the customer
- Consignments<sup>[79]</sup>
- Corrections<sup>[51]</sup> - when the incorrect log number shows disposition
- Firearm Sales<sup>[90]</sup>
- Firearm Taxes<sup>[92]</sup>
- Firearm Trades<sup>[93]</sup>
- Firearm Transfers<sup>[96]</sup>
- Inventory Aging Report<sup>[186]</sup>
- Inventory Report with costs<sup>[187]</sup> (including remote locations)
- Inventory Report with no costs
- Physical Firearm Inventory
- Print Gun Labels<sup>[99]</sup>
- Sales Report<sup>[196]</sup>
- Stolen Firearm<sup>[100]</sup>
- Transactions Report<sup>[182]</sup>
- Used Guns<sup>[101]</sup>

## 16.1 Consignments

Firearms [77](#)

**Consignment** firearms are easily processed through AXiS and entered into the Bound Book [46](#).



Click the link to access any of the following:

- Inbound Consignment [80](#) - Receive a firearm for consignment from the owner
- Inbound Consignment Return [83](#) - Return an unsold consignment firearm to the owner
- Outbound Consignment [86](#) - Move a consignment firearm to another store/FFL
- Outbound Consignment Return [87](#) - Accept the return of a consignment firearm from another store/FFL

### Frequently Asked Questions:

**How are consignment fees managed and calculated?** [72](#)

**Is the Consignment fee fixed after it is entered?** [72](#)

### 16.1.1 Consignment Fee

Consignments [79](#)

The **Consignment Fee** for a firearm is set at the time the firearm is received through the Inbound Consignment [80](#) process.

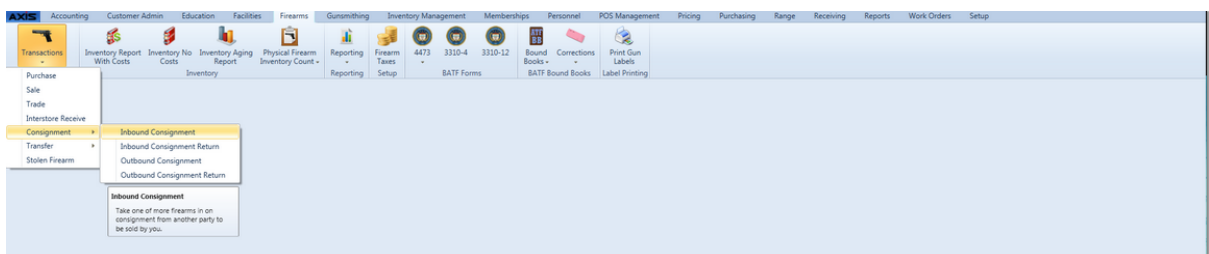
Select either **Fixed** or **Percentage** for the basis of the consignment fee calculation. Enter the fixed amount with two decimal places and no dollar sign (0.00) or the percentage amount in the form of a decimal (.2 instead of 20%).

## 16.1.2 Inbound Consignment

Consignments  
179

An **Inbound Consignment** is any firearm which is owned by an individual and is being supplied by that individual to be sold by you for a fee.

To receive a consignment firearm into the system so that it will be recorded into the Bound Book<sup>46</sup> and can be made available for sale, go to the Firearms<sup>77</sup> tab. Click the **Transactions** icon; select **Consignment**; select **Inbound Consignment**.



Click the **Select Party** button to select the name of the individual<sup>59</sup> who owns the firearm(s) being placed on consignment.

Click the **Add Incoming** button to enter the firearm information which will go into the Bound Book<sup>46</sup>.

Inbound Consignment

Inbound Consignment	
Step 1 Select Party	
Step 2 Add Incoming	
Step 3 Set Date	10/1/2012 DS
Step 4 Notes	Notes: <input type="text"/>
Step 5 Gun Show	<input type="text"/> Refresh List

Cancel Submit

Any of the information boxes which are outlined in red are required fields.

Purchase

Step 1 Select Seller	
Step 2 Add Incoming	
Step 3 Set Date	
Step 4 Notes	
Step 5 Gun Show	

Firearm Description

UPC:

Manufacturer:

Manufacturer #:

Importer:

Model:

Serial Number(s):  (Separate serial numbers with commas)

Barrel Length:

Gauge/Caliber:

Type of Firearm:

Description:

New/Used:  Condition:

Cost:

Sales Price:

Location:

Cancel Submit

UPC - may be left blank for a consignment firearm

Manufacturer - required field

Manufacturer # - the manufacturer's order number for that item

Importer - required field

Model - required field

Serial Number(s) - required field

Consignment Fee<sup>[79]</sup> - required field

Barrel Length - optional field

Gauge/Caliber - required field

Type of Firearm - required field

Description - optional (may include extra items included with the firearm)

New/Used - all consignment firearms are used

Condition - optional field

Minimum Amount - required field for customer's minimum sell price before consignment fee

Sales Price - required field for the published sell price before consignment fee

Location - option field

Click **Submit** when the information has been completed.

**Add Incoming** may be selected for each additional firearm being consigned by the same individual.

Since the firearm is a consignment, there is no cost associated to it.

**Set Date** is the actual date that the consignment firearm was received (actual transfer date). By default, it will show the current date.

**Notes** may be added, but they are not required.

Unless you're receiving consignment firearms at a **Gun Show**, step 5 may be skipped. Click **Submit**.

Inbound Consignment				
Step 1 Select Party	Edward Imhoff			
Step 2 Add Incoming	Manufacturer	Model	S/N	Cost
	SMITH & WESSON	642	789776	\$0.00
Step 3 Set Date	10/1/2012 <input type="button" value="DD"/>			
Step 4 Notes	Notes: <input type="text"/>			
Step 5 Gun Show	<input type="text"/> <input type="button" value="Refresh List"/>			

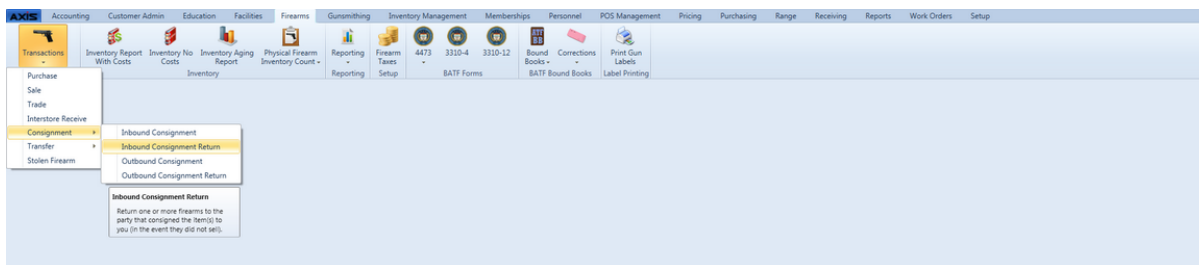
The firearm is automatically entered into the Bound Book<sup>46</sup> once the **Submit** button is clicked. A log number is automatically generated for the firearm. You may now Print Gun Labels<sup>99</sup>.

### 16.1.3 Inbound Consignment Return

Consignments  
79

When the owner of a consignment firearm has it transferred back to him/her, it is processed through **Inbound Consignment Return** only if the electronic 4473<sup>12</sup> is not being used.

From the Firearms<sup>77</sup> tab, click the **Transactions** icon. Select **Consignment** from the primary list; select **Inbound Consignment Return** from the secondary list.



Click **Select Party** to select the name of the individual<sup>59</sup> who owns the consignment firearm.

The optional line may be skipped unless the consignment is being returned through a Transfer Agent<sup>97</sup>.

Click **Add Return** to select the firearm which will be disposed back to its owner in the Bound Book<sup>46</sup>.

Inbound Consignment Return

### Inbound Consignment Return

Step 1	
Select Party	
Optional	
Transfer Agent	
Step 2	
Add Return	
Step 3	
Set Date	10/2/2012 <input type="button" value="DS"/>
Step 4	
NICS	NICS Approval Code: <input type="text"/>
Step 5	
4473	Transaction Serial Number: <input type="text"/>
Step 6	
Notes	Notes: <input style="width: 100%;" type="text"/>
Step 7	
Gun Show	<input type="text"/> <input type="button" value="Refresh List"/>

All of the unsold consigned firearms from the selected party will be displayed. Enter the log number in the box, or click the **Select** box next to the firearm(s) being returned.

Firearm Inventory

Scan Log# here:

LOG#	Manufacturer	Model	S/N	Select
68982	SMITH & WESSON	642	789776	<input type="checkbox"/>
68983	Smith and Wesson	642	258698	<input type="checkbox"/>

Once the firearm(s) selection is complete, click **Submit**.



Firearm Inventory

Scan Log# here:

LOG#	Manufacturer	Model	S/N	Select
68982	SMITH & WESSON	642	789776	<input checked="" type="checkbox"/>
68983	Smith and Wesson	642	258698	<input type="checkbox"/>

The selected firearm(s) is displayed.

**Set Date** will default to the current date. If the gun was transferred on a different date, it may be set by clicking the calendar <sup>52</sup>.

Once the **NICS Approval Code** and the **4473** number have been entered, click **Submit**.

Inbound Consignment Return

### Inbound Consignment Return

Step 1 Select Party	Edward Imhoff						
Optional Transfer Agent							
Step 2 Add Return	<table border="1"> <thead> <tr> <th>Manufacturer</th> <th>Model</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td>SMITH &amp; WESSON</td> <td>642</td> <td>789776</td> </tr> </tbody> </table>	Manufacturer	Model	Serial Number	SMITH & WESSON	642	789776
Manufacturer	Model	Serial Number					
SMITH & WESSON	642	789776					
Step 3 Set Date	10/2/2012 <input type="button" value="DD"/>						
Step 4 NICS	NICS Approval Code: 1234 <input type="text"/>						
Step 5 4473	Transaction Serial Number: 2534 <input type="text"/>						
Step 6 Notes	Notes: <input type="text"/>						
Step 7 Gun Show	<input type="text"/> <input type="button" value="Refresh List"/>						

The Bound Book <sup>46</sup> is updated to show the firearm has been disposed to its owner once the **Submit** button has been selected.

## 16.1.4 Outbound Consignment

Any consignment firearms which are going to be transferred to another store/FFL will be processed through **Outbound Consignment**.

From the Firearms<sup>77</sup> tab, click the **Transactions** icon. Select **Consignment**; select **Outbound Consignment**.



The store/FFL who will be receiving the consignment firearm will be retained in your Vendor list. Click **Select Consignee** to select the vendor who will be receiving the consignment firearm(s).

 A screenshot of the 'Outbound Consignment' form. The form is titled 'Outbound Consignment' and is divided into five steps:
 

- Step 1: Select Consignee** - A button labeled 'Select Consignee' is visible.
- Step 2: Add Outgoing** - A button labeled 'Add Outgoing' is visible.
- Step 3: Set Date** - A date field is set to '10/2/2012' with a calendar icon.
- Step 4: Notes** - A text area labeled 'Notes' is present.
- Step 5: Gun Show** - A dropdown menu and a 'Refresh List' button are visible.

 At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

Click **Add Outgoing** to select consignment firearms which will be transferred. **Set Date** will default to the current date. If the date of transfer is different, click the calendar<sup>52</sup> to select the correct date of transfer.

Outbound Consignment

### Outbound Consignment

Step 1  
Select Consignee  
Acme Distributing

Step 2  
Add Outgoing

Manufacturer	Model	SerialNumber
Browning	Citori	88888888

Step 3  
Set Date  
10/2/2012

Step 4  
Notes  
Notes:

Step 5  
Gun Show

Cancel Submit

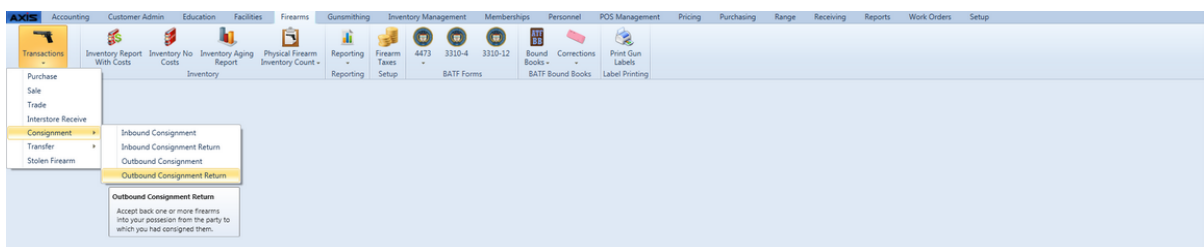
When all of the information has been entered, click **Submit**.

## 16.1.5 Outbound Consignment Return

Consignments  
79

A consignment firearm may be received back into the original store by using **Outbound Consignment Return**.

From the Firearms<sup>77</sup> tab, click the **Transactions** icon. Select **Consignment**; select **Outbound Consignment Return**.



Click **Select Consignee** to select the store/FFL from which the consignment firearm is coming.

**Outbound Consignment Return**

Step 1  
Select Consignee

Step 2  
Add Item

Step 3  
Set Date  
3/15/2013

Step 4  
Notes

Step 5  
Gun Show

Cancel Submit


Click **Add Item** to see all of the **Firearm Inventory** which has been transferred to the selected consignee.  
Select the firearm from the list. Click **Submit**.

**Firearm Inventory**

Scan Log# here:

LOG#	Manufacturer	Model	S/N	Select
68918	Browning	Citori	88888888	<input checked="" type="checkbox"/>

Cancel Submit

The **Set Date** is the current date by default. If the transfer date is different from that date, click the calendar  to select the correct date.

Outbound Consignment Return

### Outbound Consignment Return

Step 1  
Select Consignee  
Acme Distributing

Step 2  
Add Item

Manufacturer	Model	Serial Number
Browning	Citori	88888888

Step 3  
Set Date  
10/2/2012


Step 4  
Notes


Step 5  
Gun Show


Cancel Submit

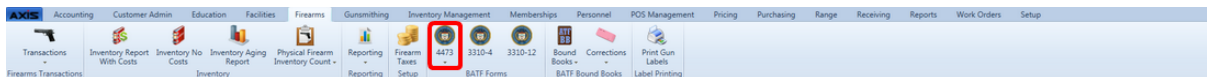
Once the information is complete, click **Submit**. The disposition will be updated for the firearm.

## 16.2 Firearm Hold

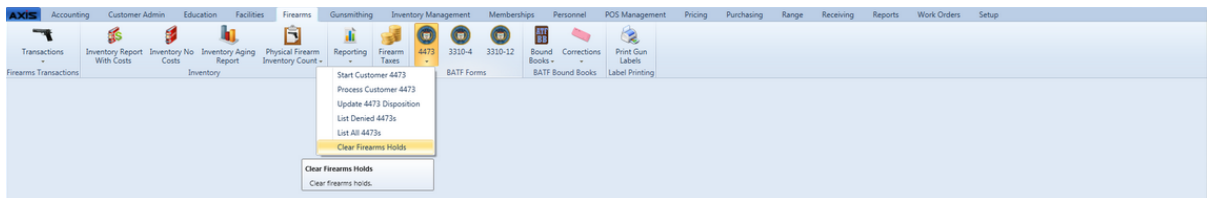
Firearms 

A **Firearm Hold** is placed on a firearm during Process 4473 . If the customer ends up not purchasing the firearm, the firearm may be released to be sold to someone else.

Go to the Firearms  tab; click **4473**.



Select **Clear Firearm Holds** from the drop-down list.



All current firearm holds are displayed along with the name of the purchaser (shown on the far right of the screen).

Firearm Holds X

### Clear Firearm Holds

Check all items that you wish to release from 4473 hold, then click 'Continue'

Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68783	Browning	A5	13	12	SHOTGUN		<input type="checkbox"/> Edward Imhoff
68883	Colt	Gold Cup Trophy .45acp	16168	45	PISTOL	5.0000	<input type="checkbox"/> Obi-Wan Kenobi
68886	44	44	65654	4	RCVR		<input type="checkbox"/> Obi-Wan Kenobi
68890	Colt	Gold Cup Trophy .45acp	16167	45	PISTOL	5.0000	<input type="checkbox"/> Obi-Wan Kenobi

Place a check in the box for the firearms you want to release from hold. Click **Release**.

Firearm Holds X

### Clear Firearm Holds

Check all items that you wish to release from 4473 hold, then click 'Continue'

Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68783	Browning	A5	13	12	SHOTGUN		<input type="checkbox"/> Edward Imhoff
68883	Colt	Gold Cup Trophy .45acp	16168	45	PISTOL	5.0000	<input type="checkbox"/> Obi-Wan Kenobi
68886	44	44	65654	4	RCVR		<input type="checkbox"/> Obi-Wan Kenobi
68890	Colt	Gold Cup Trophy .45acp	16167	45	PISTOL	5.0000	<input type="checkbox"/> Obi-Wan Kenobi

Once the firearm(s) has been released, the screen will display all of the remaining holds.

Firearm Holds X


### Clear Firearm Holds

Check all items that you wish to release from 4473 hold, then click 'Continue'

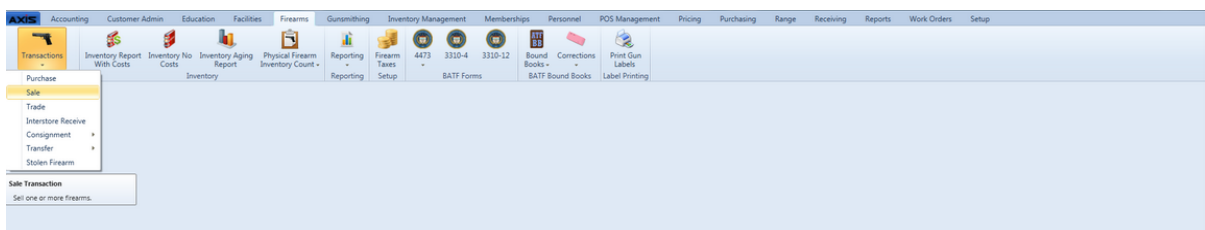
Log#	Manufacturer	Model	S/N	Caliber	Type	Barrel Length	Select
68883	Colt	Gold Cup Trophy .45acp	16168	45	PISTOL	5.0000	<input type="checkbox"/> Obi-Wan Kenobi
68886	44	44	65654	4	RCVR		<input type="checkbox"/> Obi-Wan Kenobi
68890	Colt	Gold Cup Trophy .45acp	16167	45	PISTOL	5.0000	<input type="checkbox"/> Obi-Wan Kenobi

## 16.3 Firearm Sale

Firearms 

If a paper 4473 is used, the background check and 4473 numbers must be entered. Once the customer has paid for the firearm (if there is no waiting period), the disposition will be updated immediately in the Bound Book .

Go to the Firearms  tab. Click the **Transactions** icon; select **Sale**.



Click **Select Buyer** to access the Customer Look-up screen.

Transfer Agent<sup>97</sup> is used if the gun needs to be sent to a Transfer Agent<sup>97</sup>.

Click **Add Outgoing** to access all available **Firearm Inventory** for sale. In the **Scan Log# here:** box, enter or scan the log number for the firearm to select it. (You may also scroll to the firearm and click to select it.) Repeat this process for each firearm being purchased.

LOG#	Manufacturer	Model	S/N	Select
68848	Baretta	70S .380	459165	Reserved
68863	Winchester	70 Safari 416 Rem Mag	6546541399	Reserved
68876	Colt	Gold Cup Trophy .45acp	1616	<input type="checkbox"/>
68882	Colt	Gold Cup Trophy .45acp	16167	<input type="checkbox"/>
68883	Colt	Gold Cup Trophy .45acp	16168	Reserved
68886	44	44	65654	Reserved
68898	44	44	tradeincoming1	<input type="checkbox"/>
68899	Baretta	70S .380	tradeincoming2	<input type="checkbox"/>
68903	Remington	182082	987642	Reserved
68904	Browning	Citori	d4514132	<input type="checkbox"/>
68905	Colt	Gold Cup Trophy .45acp	123	<input type="checkbox"/>
68906	Colt	Gold Cup Trophy .45acp	3	<input type="checkbox"/>
68907	Beretta	U22 Neos	0329458	<input type="checkbox"/>
68909	Browning	A5	15	<input type="checkbox"/>
68964	SMITH & WESSON	Bodyguard	23415X6	<input type="checkbox"/>
68965	SPRINGFIELD, INC.	XD	XD515760	<input type="checkbox"/>
68973	Browning	Citori	dfsasfsdafas	<input type="checkbox"/>
68974	Browning	Citori	432342234423	<input type="checkbox"/>
68977	Browning	A5	87654	<input type="checkbox"/>
68983	Smith and Wesson	642	258698	<input checked="" type="checkbox"/>
68985	Browning	Citori	88888888	<input type="checkbox"/>

The selected firearm(s) are displayed. A firearm may be deleted or edited .

**Set Date** is the date of sale and should be left to the current date.

Enter the **NICS Approval Code** and **4473** number.

**Notes** are optional.

**Gun Show** is selected if the firearm is sold at a show. Otherwise, it may be left blank.

Sale X

### Firearm Sale

Step 1 Select Buyer	Edward Imhoff												
Optional Transfer Agent													
Step 2 Add Outgoing	<table border="1"> <thead> <tr> <th>Manufacturer</th> <th>Model</th> <th>Inv#</th> <th>S/N</th> <th>Cost</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td> Smith and Wesson</td> <td>642</td> <td>68983</td> <td>258698</td> <td>\$0.00</td> <td>\$374.99</td> </tr> </tbody> </table>	Manufacturer	Model	Inv#	S/N	Cost	Price	Smith and Wesson	642	68983	258698	\$0.00	\$374.99
Manufacturer	Model	Inv#	S/N	Cost	Price								
Smith and Wesson	642	68983	258698	\$0.00	\$374.99								
Step 3 Set Date	10/2/2012 <input type="text"/>												
Step 4 NICS	NICS Approval Code: <input type="text" value="1234"/>												
Step 5 4473	Transaction Serial Number: <input type="text" value="2345"/>												
Step 6 Notes	Notes: <input type="text"/>												
Step 7 Gun Show	<input type="text" value="BIG RENO SHOW"/> <input type="button" value="Refresh List"/>												

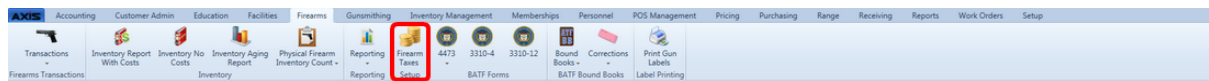
When the information is complete, click **Submit**. The firearm is ready for the customer to pay for it at the Register whenever they are ready.

## 16.4 Firearm Taxes

Firearms

**Firearm Taxes** may vary from regular inventory taxes and require separate setup. This must be completed before firearm transactions are processed at the Register.

Go to the Firearms tab; click **Firearm Taxes**.




All of the current **Firearm Taxes** are displayed.

Firearm Taxes X

### Firearm Taxes

Del	Tax Type	Description	Tax Rate
	CityTax	City of Tucson City Tax	2.60 %
	StateTax	State of Arizona State Tax Rate	9.10 %



A **Firearm Tax** may be deleted . You may also add a new **Firearm Tax** by selecting it from the drop-down menu. (If the tax is not in the menu, it must be created.) Once the tax has been selected, click **Add Firearm Tax**.



Del	Tax Type	Description	Tax Rate
	CityTax	City of Tucson City Tax	2.60 %
	StateTax	State of Arizona State Tax Rate	9.10 %

Excise Tax Add Firearm Tax

Cancel Submit

The screen will show any additions or deletions, but the **Submit** button must be clicked for them to be saved.




Del	Tax Type	Description	Tax Rate
	CityTax	City of Tucson City Tax	2.60 %
	Excise Tax	Excise Tax for gun manufacturing	7.00 %
	StateTax	State of Arizona State Tax Rate	9.10 %


Add Firearm Tax

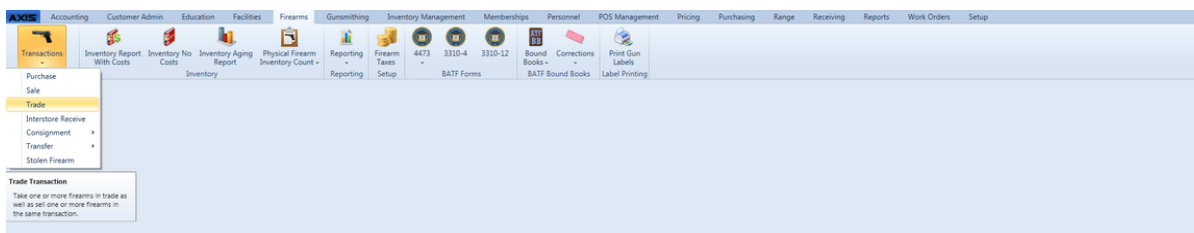
Cancel Submit

## 16.5 Firearm Trade

Firearms 

A **Firearm Trade** may be processed using a paper 4473 for the outgoing firearm if the electronic 4473  is not going to be used.


Go to the Firearms  tab; select **Trade**.



AXIS Accounting Customer Admin Education Facilities Firearms Gunsmithing Inventory Management Memberships Personnel POS Management Pricing Purchasing Range Receiving Reports Work Orders Setup

Transactions  
Purchase  
Sale  
Trade  
Interstore Receive  
Consignment  
Transfer  
Stolen Firearm

Trade Transaction  
Take one or more firearms in trade as well as sell one or more firearms in the same transaction.

Click **Select Buyer** to access the customer look-up screen. Select Transfer Agent  only if it applies.

Click **Add Outgoing** to select the firearm the customer is purchasing.

Trade	
Firearm Trade	
Step 1 Select Buyer	
Optional Transfer Agent	
Step 2 Add Outgoing	
Step 3 Add Incoming	
Step 4 Set Date	10/3/2012 <input type="text"/>
Step 5 NICS	NICS Approval Code: <input type="text"/>
Step 6 4473	Transaction Serial Number: <input type="text"/>
Step 7 Notes	Notes: <input type="text"/>
Step 8 Gun Show	<input type="text"/> Refresh List
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Click **Add Incoming** to enter the firearm information for the firearm the customer is trading in. The red-outlined boxes must have a value entered before the information may be submitted.

### Firearm Description

UPC:

Manufacturer:

Manufacturer #:

Importer:

Model:

Serial Number(s):  (Separate serial numbers with commas)

Consignment Fee:  Fixed  Percentage Amount:

Barrel Length:

Gauge/Caliber:

Type of Firearm:

Description:

New/Used:  Condition:

Minimum Amount:

Sales Price:



Location:

Once all of the information has been entered, click **Submit**.

The screenshot shows the 'Firearm Description' form overlaid on a larger application window. The form is filled with the following data:

- UPC:
- Manufacturer: Smith and Wesson
- Manufacturer #:
- Importer: NONE
- Model: 642
- Serial Number(s): 258146 (Separate serial numbers with commas)
- Barrel Length: 1.875
- Gauge/Caliber: 38spl
- Type of Firearm: Revolver
- Description:
- New/Used: Used Condition: good
- Cost: \$275.00
- Sales Price: 374.99
- Location:

At the bottom of the form are 'Cancel' and 'Submit' buttons. The background application window shows a sidebar with steps: Step 1 Select Buyer, Optional Transfer Agent, Step 2 Add Outgoing, Step 3 Add Incoming, Step 4 Set Date, Step 5 NICS, Step 6 4473, Step 7 Notes, and Step 8 Gun Show. A table with columns 'Cost' and 'Price' is visible on the right, with values 800.00 and 9950.00.

Multiple firearms may be purchased or traded by clicking the **Add Outgoing** or **Add Incoming** button again. Firearms may be deleted  or edited .

**Set Date** is the date of the transaction.

Enter the **NICS Approval Code** and **4473** number. Click **Submit**.

Firearm Trade							
Step 1 Select Buyer	Edward Imhoff						
Optional Transfer Agent							
Step 2 Add Outgoing	Manufacturer	Model	Inv#	S/N	Cost	Price	
	Colt	Gold Cup Trophy .45acp	68876	1616	\$800.00	\$950.00	
Step 3 Add Incoming	Manufacturer	Model	S/N	Cost			
	Smith and Wesson	642	258146	\$275.00			
Step 4 Set Date	10/2/2012						
Step 5 NICS	NICS Approval Code: 1234						
Step 6 4473	Transaction Serial Number: 2345						
Step 7 Notes	Notes:						
Step 8 Gun Show	<input type="button" value="Refresh List"/>						
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>							

The firearms have been added to the customer record to be pulled into a transaction at the Register. The Bound Book<sup>[46]</sup> is automatically updated.

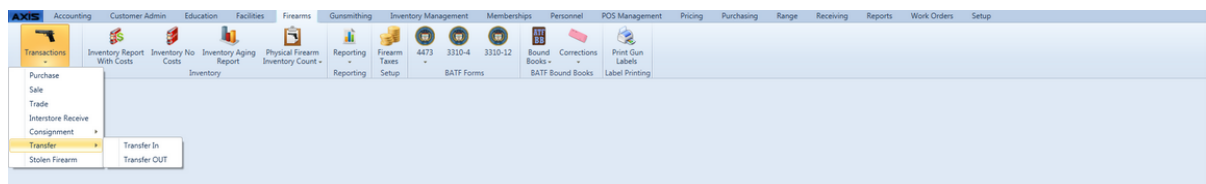
## 16.6 Firearm Transfer

Firearms<sup>[77]</sup>


A **Firearm Transfer** for an incoming firearm will start with the electronic 4473<sup>[30]</sup> unless a paper form is being used.

If a paper 4473 has been completed by the customer, the customer information, background check code and 4473 number will need to be recorded.


Go to the Firearms tab; select **Transfer**.



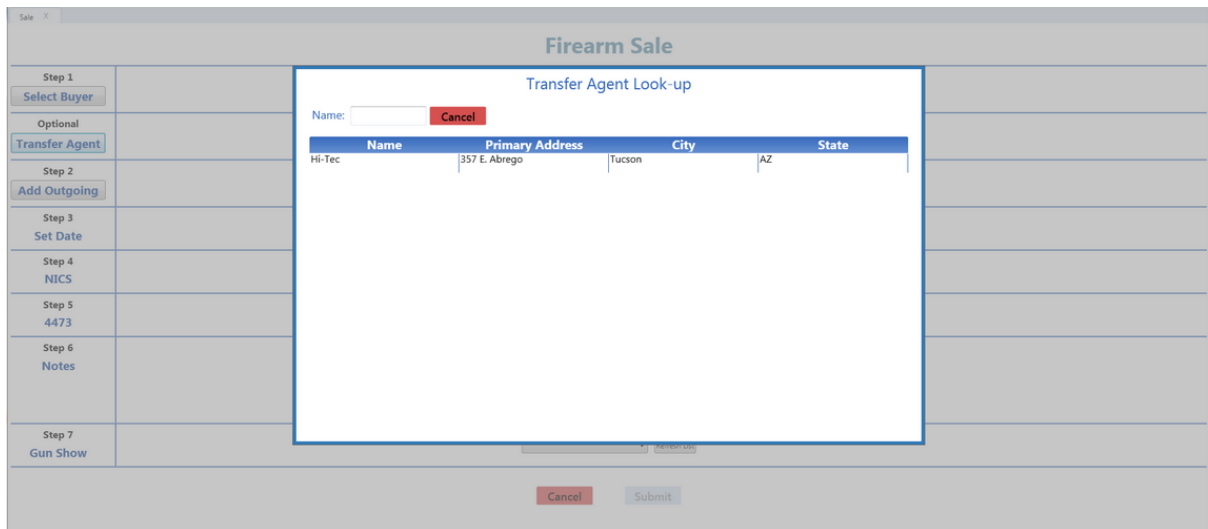
There are five **Firearm Transfer** options available:

- Transfer In 
- Transfer Out

### 16.6.1 Transfer Agent

Firearm  
Transfer 

When a **Transfer Agent** button is selected within one of the firearm transaction screens, the **Transfer Agent Look-up** screen will open with a list of all current options. Use the **Name** box to type the name and narrow the list, or double-click to select the name from the list.




The screenshot shows a 'Firearm Sale' window with a 'Transfer Agent Look-up' modal. The modal has a search box labeled 'Name:' with a 'Cancel' button. Below the search box is a table with the following data:


Name	Primary Address	City	State
Hi-Tec	357 E. Abrego	Tucson	AZ

At the bottom of the modal, there are 'Cancel' and 'Submit' buttons.

### 16.6.2 Transfer In

Firearm  
Transfer 

A firearm received from a customer or an FFL which will be transferred to a different customer/FFL will need to **Transfer In** to the Bound Book so that it may be disposed to the designated customer/FFL.

Go to the Firearms  tab; click **Transactions**. Click **Transfer** from the first menu; select **Transfer In** from the second menu.


Transfer In	
<b>Transfer In</b> <small>Used when acting as a transfer agent, receiving firearm(s) from another dealer that you will transfer out to a customer.</small>	
Step 1	<input type="button" value="Select Dealer"/> <input type="button" value="Select Customer"/>
Step 2	<input type="button" value="Add Transfer"/>
Step 3	<input type="text" value="10/14/2013"/>
Step 4	Notes: <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

In Step 1, click the appropriate button to Select Dealer (transfer in from FFL)<sup>98</sup> or Select Customer (transfer in from a customer).

#### 16.6.2.1 Transfer In from FFL

Firearm  
Transfer<sup>96</sup>

To begin the process of a Transfer In from an FFL, click Select Dealer.

Transfer In	
<b>Transfer In</b> <small>Used when acting as a transfer agent, receiving firearm(s) from another dealer that you will transfer out to a customer.</small>	
Step 1	<input type="button" value="Select Dealer"/>  <input type="button" value="Select Customer"/>
Step 2	<input type="button" value="Add Transfer"/>
Step 3	<input type="text" value="10/14/2013"/>
Step 4	Notes: <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Click **Add Transfer** to enter the firearm detail. **Set Date** is the acquisition date. **Notes** are optional. Click **Submit**.

**Transfer In**  
Used when acting as a transfer agent, receiving firearm(s) from another dealer that you will transfer out to a customer.

Step 1  
Select Dealer  
Select Customer  
Guns R Us

Step 2  
Add Transfer

Manufacturer	Model	Serial Number
Smith and Wesson	642	S45685

Step 3  
Set Date  
10/14/2013

Step 4  
Notes

Cancel Submit

The firearm is ready to Transfer Out.

## 16.7 Firearms Transactions

Firearms<sup>77</sup>

**Firearms Transactions** in which a firearm is being purchased are started with the electronic 4473<sup>30</sup>.

If a paper 4473 is completed instead of the electronic 4473, the background check code and 4473 number will need to be recorded for the transaction along with the firearm and customer information for accurate and automatic updating of the firearm disposition within the Bound Book<sup>46</sup>.

As soon as the customer background check is completed, the information may be entered for the paper 4473 for:

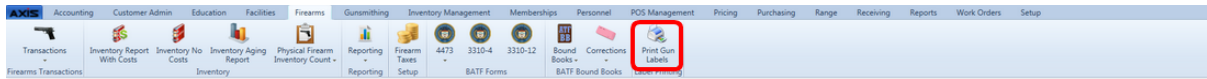
- Firearm Sale<sup>90</sup>
- Firearm Trade<sup>93</sup>
- Firearm Transfer<sup>96</sup>

## 16.8 Print Gun Labels

Firearms<sup>77</sup>

Gun labels may be printed using the Log number or Transaction Number.

Go to the Firearms<sup>77</sup> tab; select **Print Gun Labels**.



Enter the Log number range in the **Log Number** boxes (or enter a **Transaction Number** range in those boxes). One label will print for each number within the range unless the number in the **copies** box is changed to a different value. Click **Print**.

Firearm Labels X

### Firearm Label Print Control

Log Number:  -  **Print** copies

Transaction Number:  -  **Print** copies

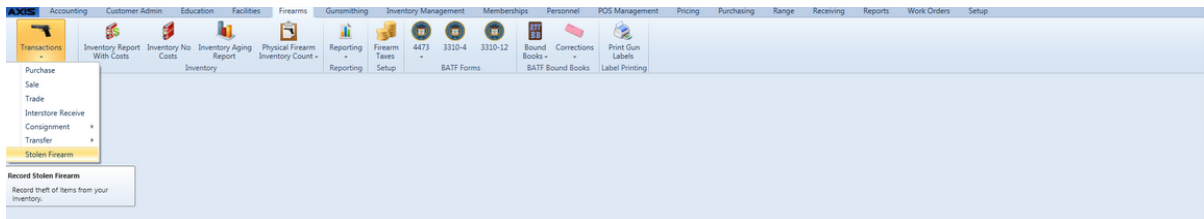
**Cancel**

## 16.9 Stolen Firearm

Firearms<sup>77</sup>

When a firearm is missing and has been determined to be stolen, the Bound Book<sup>46</sup> must be updated (along with required ATF reporting).

To process a **Stolen Firearm**, go to the Firearms<sup>77</sup> tab; click **Transactions**. Select **Stolen Firearm**.



Click **Add Firearms** to select one or more stolen firearms. Select the date of theft (which will be the same for all of the firearms which were selected). Record the **Incident Number** for the **BATF** and **Police** (as applicable). Click **Submit** to update the Bound Book<sup>46</sup> records for the selected firearms.



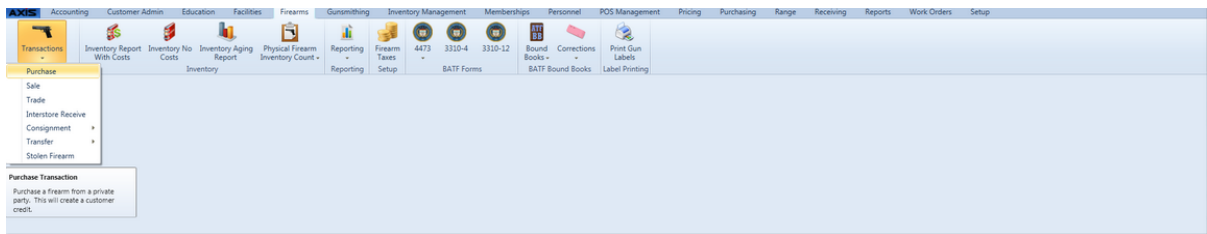
Stolen Firearm(s)	
<b>Step 1</b> Add Firearms	
<b>Step 2</b> Date of Theft	6/26/2013 <input type="text"/>
<b>Step 3</b> BATF	Incident Number: <input type="text"/>
<b>Step 4</b> Police	Incident Number: <input type="text"/>
<b>Step 5</b> Notes	Notes: <input type="text"/>
<b>Step 6</b> Gun Show	<input type="text"/> Clear/Refresh List

## 16.10 Used Guns

Firearms <sup>77</sup>

**Used Guns** are firearm purchases from a customer. Once a firearm has been received from a customer, it needs to be placed into the Bound Book <sup>46</sup> so that it may be sold.

To receive a **Used Gun** from a customer, go to the Firearms <sup>77</sup> tab; select **Purchase**.



The **Firearm Purchase** screen needs to be completed so that the firearm may be logged. (Multiple firearms may also be received from the same customer within the same **Firearm Purchase** screen.)

Click **Select Seller** to open the Select Customer <sup>59</sup> screen.

Firearm Purchase	
Step 1 Select Seller	
Step 2 Add Incoming	
Step 3 Set Date	9/17/2022 [15]
Step 4 Notes	Notes: <input type="text"/>
Step 5 Gun Show	<input type="text"/> Refresh List

Click **Add Incoming** to open the **Firearm Description** box.

### Firearm Description

UPC:

Manufacturer:

Manufacturer #:

Importer:

Model:

Serial Number(s):  (Separate serial numbers with commas)

Consignment Fee:  Fixed  Percentage      Amount:

Barrel Length:

Gauge/Caliber:

Type of Firearm:

Description:

New/Used:       Condition:

Minimum Amount:

Sales Price:

Location:

Enter the firearm information for the first firearm. **UPC** is not necessary, but it may be added. All red-outlined boxes are required fields. When the information is complete, click **Submit**.

To add additional firearms, click **Add Incoming**.

**Set Date** will show the current date. If the firearm(s) was received on a different date, it may be changed by clicking the calendar <sup>52</sup> or typing the correct date.

When the information is complete, click **Submit**.

The **Cost** is attached to the customer's Current tab at the Register, and the Bound Book <sup>46</sup> is automatically updated. Gun labels <sup>99</sup> may be printed for the used gun(s).

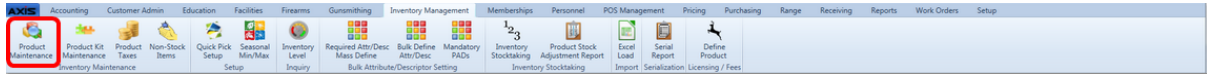
## 17 Gift Cards

**Gift Cards** may be sold at the Register after they have been setup. The **Gift Cards** must have some sort of sequentially numbered barcodes on them to identify each unique card. Cards may be reloaded at any time. They may also be reused at your

discretion.

To setup **Gift Cards**, a new inventory item will be created with some key elements.

Go to the Inventory Management<sup>[20]</sup> tab; click **Product Maintenance**.



Click the **Add Product** button on the right side of the screen.

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QOH	MIN	QOI
000000000000	Miscellaneous	Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$0.00	\$25.78	\$0.00	3679	5	
000000000003	Miscellaneous	Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$32.00	\$0.00	\$0.00	2	7	
00024099001267		AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
000381103406		AUTO BUR PICATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
000381103413		AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
000381103420		AUTO BUR AR PEPR SCOPE MNT 1.1		\$0.00			-1	0	
0052175304224	CCHCI033	Levis 501 Black 32/38	Levis 501 Black 32/38	\$11.00	\$10.50	\$10.00	5	7	
0052175304225	CCHCI034	Levis 501 Black 34/30	Levis 501 Black 34/30	\$0.00	\$11.58	\$0.00	78	7	
0052175304226	CCHCI035	Levis 501 Black 34/32	Levis 501 Black 34/32	\$18.00	\$9.02	\$0.00	127	7	
0052175304227	CCHCI036	Levis 501 Black 34/34	Levis 501 Black 34/34	\$32.99	\$10.24	\$0.00	288	7	
0052175304228	CCHCI037	Levis 501 Black 34/36	Levis 501 Black 34/36	\$23.80	\$14.89	\$20.00	116	7	
0052175304229	CCHCI038	Levis 501 Black 34/38	Levis 501 Black 34/38	\$0.00			-2	7	
0052175304231	CCHCI040	Levis 501 Black 36/32 skf sfj swwkfdf fdffdaf sfs ikajskdfdf fs dafja	Levis 501 Black 36/32	\$31.99			-6	7	
0052175304232	CCHCI041	Levis 501 Black 36/34	Levis 501 Black 36/34	\$31.99			113	7	
0052175304233	CCHCI042	Levis 501 Black 36/36	Levis 501 Black 36/36	\$31.98			1198	7	
0052175304234	CCHCI043	Levis 501 Black 36/38	Levis 501 Black 36/38	\$31.99			11992	7	
0052175304235	CCHCI044	Levis 501 Black 38/30	Levis 501 Black 38/30	\$31.99			10	7	
0052175304236	CCHCI045	Levis 501 Black 38/32	Levis 501 Black 38/32	\$31.99			-1	7	
0052175304237	CCHCI046	Levis 501 Black 38/34	Levis 501 Black 38/34	\$31.99			1	7	
0052175304238	CCHCI047	Levis 501 Black 38/36	Levis 501 Black 38/36	\$31.99	\$10.00	\$10.00	4	7	
0052175304239	CCHCI048	Levis 501 Black 38/38	Levis 501 Black 38/38	\$31.99	\$11.05	\$11.05	-16	7	
0052175304240	CCHCI049	Levis 501 Black 40/30	Levis 501 Black 40/30	\$31.99	\$12.00	\$12.00	16	7	
0052175304241	CCHCI050	Levis 501 Black 40/32	Levis 501 Black 40/32	\$31.99	\$13.00	\$13.00	19	7	
0052175304242	CCHCI051	Levis 501 Black 40/34	Levis 501 Black 40/34	\$31.99	\$14.00	\$14.00	25	7	
0052175304243	CCHCI052	Levis 501 Black 40/36	Levis 501 Black 40/36	\$31.99	\$15.00	\$15.00	30	7	
0052175304244	CCHCI053	Levis 501 Black 40/38	Levis 501 Black 40/38	\$31.99			-51	7	

**Product UPC:** For the purpose of being able to offer online gift card sales, this number must be 6789678967896789.

**Manufacturer Ref #:** This must be entered as shown with no spaces and all capital letters. **GIFTCARD**

**Short Description and Description:** These may be whatever you would like.

The **Price** must be left at \$0.00. The system will prompt for the value to be added to the card when it is purchased.

The **Active** box must be checked for this item to be available at the Register.

Make sure that there are no taxes listed in the **Product Tax Info** box. Click  next to each tax to delete them from the **Product Tax Info** box.

Set the mandatory attributes<sup>[212]</sup> as you would like them.

A product image may be added if you would like to use **Gift Cards** in the Quick Pick menu.

### Product Edit

**Product Info**

Active:  Is Firearm:  Is Stock Item:

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH: -25

Min Level:  Last Cost: \$0.00

Max Level:  Average Cost: \$0.00

Price:

Ext Description:

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
▼	<input type="button" value="Add Product Tax"/>		

**Product Attribute Descriptor**

Del	Attribute	Descriptor
✖	DEPARTMENT	GIFT CARD
✖	ITEM	GIFT CARD
✖	MANUFACTURER	NONE

Add/Edit Attribute Descriptor

**Product Image**

Quick Image:

Large Image:

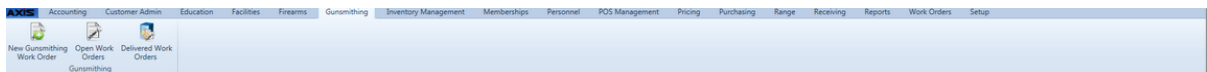
**Product Price Info**

Del	Type	Description	Price
▼	<input type="text"/>		<input type="button" value="Add/Update Product Price"/>

Click the **Submit** button when the information is complete.

## 18 Gunsmithing

The **Gunsmithing** section of the Data Center is for Work Orders which involve a firearm. Non-firearm Work Orders are handled in the Work Orders tab or may be received at the Register. To access **Gunsmithing** work orders, go to the **Gunsmithing** tab.



Select any of the following links for detail about:

- Delivered Work Orders<sup>[106]</sup>
- New Gunsmithing Work Order<sup>[106]</sup>

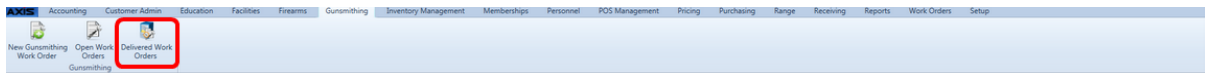
- Open Work Orders<sup>110</sup> - add product and/or labor to existing gunsmithing work orders

## 18.1 Delivered Work Order

Gunsmithing  
105

**Delivered Work Orders** are all past work orders which have been completed and delivered.

To access **Delivered Work Orders**, go to the Gunsmithing tab; click **Delivered Work Orders**.



Work Orders may be filtered by a specific date range by choosing a start and end date. Type in the **Date Range** boxes using the displayed format or use the calendar<sup>52</sup>.

Click **Print** to print the **Delivered Work Order**.

Delivered Work Orders

**Delivered Work Orders**

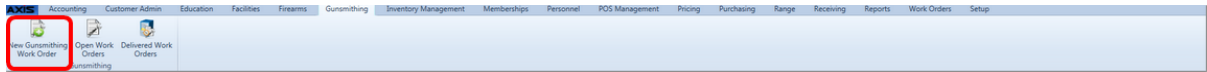
Date Range: 10/1/2012 - 11/30/2012

ID	Due Date	Total	Entered	Completed	Delivered	Entered By	Customer	Manufacturer	Model	Serial Number
139	Sat Nov 03 2012	\$135.73	Wed Oct 24 2012 03:29 PM	Print	✓	Michael Abbott	Louis Gibson	Browning	A5	123456789
145	Mon Nov 05 2012	\$0.00	Wed Oct 31 2012 01:09 PM	Print	✓	Michael Abbott	Larry Akers	Glock	Glock 22	09875421
140	Tue Nov 06 2012	\$50.00	Sat Oct 27 2012 10:37 AM	Print	✓	Michael Abbott	Pat Reid	GSmith	InFirearm1	32644452342
141	Thu Nov 08 2012	\$0.00	Mon Oct 29 2012 02:08 PM	Print	✓	Michael Abbott	Susan De Soto	Baretta	705_380	53789fg
142	Fri Nov 09 2012	\$0.00	Tue Oct 30 2012 03:13 PM	Print	✓	Michael Abbott	Bernie Lair	Coonan	Classic .357	3232323
143	Fri Nov 09 2012	\$0.00	Tue Oct 30 2012 03:17 PM	Print	✓	Michael Abbott	Vern Sage	44	44	436fssffs
147	Sat Nov 10 2012	\$0.00	Wed Oct 31 2012 07:05 PM	Print	✓	Michael Abbott	Dillon Adams Jr	Coonan	Classic .357	32552
146	Sat Nov 10 2012	\$0.00	Wed Oct 31 2012 01:23 PM	Print	✓	Michael Abbott	John Albright	Baretta	705_380	154154214
144	Sat Nov 10 2012	\$0.00	Wed Oct 31 2012 12:32 PM	Print	✓	Michael Abbott	Wendy Martinez	Winchester	70 Safari 416 Rem Mag	12457890
162	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:57 AM	Print	✓	Michael Abbott	James Dean	Baretta	705_380	24234234
152	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:00 AM	Print	✓	Michael Abbott	Obi-Wan Kenobi Sr.	Baretta	705_380	25532453
163	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 12:04 PM	Print	✓	Michael Abbott	Floyd Parkins	Baretta	705_380	65161616
154	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:10 AM	Print	✓	Michael Abbott	Vern Sage	Smith and Wesson	Model 10 38sp Police Issue	2225
167	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 01:48 PM	Print	✓	Michael Abbott	Lyle Urey	Coonan	357	4515112
155	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:36 AM	Print	✓	Michael Abbott	Ray Zick	30	Silver Star	656lll4556687
166	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 12:58 PM	Print	✓	Michael Abbott	Joshua Zimmerman	Browning	Citori	99999988888
168	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 03:23 PM	Print	✓	Michael Abbott	Joshua Zimmerman	Sig Sauer	P239	434324243
153	Mon Nov 12 2012	\$0.00	Fri Nov 02 2012 11:01 AM	Print	✓	Michael Abbott	Larry Akers	55	somemodel	14521458789654123658
148	Mon Nov 12 2012	\$47.23	Fri Nov 02 2012 10:20 AM	Print	✓	Michael Abbott	Wendy Martinez	Smith and Wesson	642	88888888
150	Mon Nov 12 2012	\$0.00	Fri Nov 02 2012 10:34 AM	Print	✓	Michael Abbott	Roxana Masog	Baretta	705_380	12345678910111213141
151	Mon Nov 12 2012	\$0.00	Fri Nov 02 2012 10:34 AM	Print	✓	Michael Abbott	Roxana Masog	Baretta	705_380	12345678910111213141
169	Tue Nov 20 2012	\$0.00	Sat Nov 10 2012 11:39 AM	Print	✓	Michael Abbott	Joshua Zimmerman	Baretta	705_380	ab5555

## 18.2 New Gunsmithing Work Order

Gunsmithing  
105

To create a **New Gunsmithing Work Order**, click on the **New Gunsmithing Work Order** icon.



**Set Due Date** - select the date in which the work order should be completed for the customer to pick up. The date may be typed into the box using the format shown, or it may be selected by using the calendar<sup>52</sup>. (By default, the due date will show the date 10 days into the future.)

A screenshot of the 'New Gunsmithing Work Order' form. The form is titled 'New Gunsmithing Work Order' and is divided into five steps:

- Step 1: Set Due Date** - A date field containing '10/12/2012' and a calendar icon.
- Step 2: Select Customer** - A button labeled 'Select Customer'.
- Step 3: Add Gun** - A button labeled 'Add Gun'.
- Step 4: Work Description** - A large empty text box for entering the work description.
- Step 5: Email** - A checkbox labeled 'Send Email On Work Completion'.

At the bottom of the form are two buttons: 'Cancel' (red) and 'Submit' (blue).

Click the **Select Customer** button to do a Customer Lookup<sup>59</sup>. If the customer is not an existing customer, you will need to add the New Customer<sup>57</sup>. Once the New Customer<sup>57</sup> has been added, you may return to do a Customer Lookup<sup>59</sup>. Once a customer is selected, customer information may be edited. This information will transfer into the Gunsmith ATF Bound Book<sup>46</sup> upon completion of the **New Work Order** process. If the customer is another FFL dealer, complete the customer information for the dealer; enter the FFL number.

Once the information is completed, click **Submit**.

### Customer Information

First Name:  Middle Name:  Last Name:

Address:

City:  State:  Postal Code:

Phone Number:  Email Address:

Date of Birth:

---

FFL Number:

---

Primary ID #:  Primary ID Source:  Primary ID Expiration:

Secondary ID #:  Secondary ID Source:  Secondary ID Expiration:

Tertiary ID #:  Tertiary ID Source:  Tertiary ID Expiration:

The selected customer will be displayed in the **New Work Order**.

Click the **Add Gun** button to add the serialized item to the work order.

New Gunsmithing Work Order

<b>Step 1</b> Set Due Date	<input type="text" value="10/12/2012"/>
<b>Step 2</b> Select Customer	
<b>Step 3</b> Add Gun	
<b>Step 4</b> Work Description	<input style="border: 2px solid red;" type="text"/>
<b>Step 5</b> Email	<input type="checkbox"/> Send Email On Work Completion

Complete the serial information in the **Firearm Description** window. The red-bordered boxes with the exclamation mark (!) are required fields and must be completed before the firearm will be added.



The screenshot shows the 'New Gunsmithing Work Order' interface. On the left, a vertical navigation pane lists five steps: Step 1 (Set Due Date), Step 2 (Select Customer), Step 3 (Add Gun), Step 4 (Work Description), and Step 5 (Email). The 'Add Gun' button under Step 3 is highlighted. A modal dialog box titled 'Firearm Description' is open in the center. It contains the following fields: 'Manufacturer' (dropdown menu with a red exclamation mark), 'Manufacturer #' (text input), 'Model' (dropdown menu with a red exclamation mark), 'Importer' (dropdown menu with a red exclamation mark), 'Serial Number' (text input with a red exclamation mark), 'Gauge/Caliber' (text input with a red exclamation mark), and 'Type of Firearm' (dropdown menu). At the bottom right of the dialog are 'Cancel' and 'Submit' buttons.

Use the drop-down menus to select **Manufacturer**, **Model** and **Type of Firearm**. Using the drop-down menus will help to reduce keying errors in the Bound Book<sup>46</sup>. Click **Submit**.

This screenshot shows the same 'New Gunsmithing Work Order' interface, but now the 'Firearm Description' dialog box contains specific data. The 'Manufacturer' dropdown is set to 'Smith and Wesson', 'Model' is '642', 'Importer' is 'NONE', 'Serial Number' is '745896', 'Gauge/Caliber' is '38spl', and 'Type of Firearm' is 'Revolver'. The 'Add Gun' button in Step 3 remains highlighted. The 'Cancel' and 'Submit' buttons are still present at the bottom right of the dialog.

To add specific details, click in the **Work Description** box (Step 4); type the description of the work to be done. If you would like to have the system automatically send an email to your customer upon completion of the work order, click in the box next to **Send Email On Work Completion** to place a check in the box (Step 5). When finished, click **Submit**.

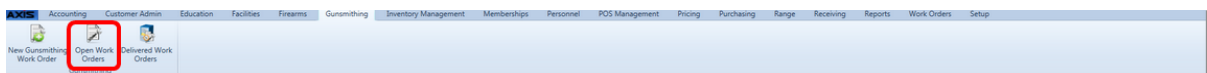
Step 1	Set Due Date						
	10/12/2012						
Step 2	Select Customer						
	Edward Imhoff						
Step 3	Add Gun						
	<table border="1"> <thead> <tr> <th>Manufacturer</th> <th>Model</th> <th>Serial Number</th> </tr> </thead> <tbody> <tr> <td>Smith and Wesson</td> <td>642</td> <td>745896</td> </tr> </tbody> </table>	Manufacturer	Model	Serial Number	Smith and Wesson	642	745896
Manufacturer	Model	Serial Number					
Smith and Wesson	642	745896					
Step 4	Work Description						
	action job \$50.00						
Step 5	Email						
	<input checked="" type="checkbox"/> Send Email On Work Completion						

Once the work order is submitted, a message will appear confirming that the work order has been saved. This will put the work order in the Open Work Order<sup>[110]</sup> section in the Data Center as well as add a serial record to the Gunsmith ATF Bound Book<sup>[46]</sup>. Click **Close**.

## 18.3 Open Work Order

Gunsmithing  
[105]


To add Gunsmithing product and details to an **Open Work Order**, click the **Open Work Orders** icon.



The **Open Work Orders** screen will have a list of all **Open Work Orders** which need to be paid for or completed. Any of the **Due Dates** which are showing in red print are overdue.



### 18.3.1 Labor Detail

Open Work  
Order 

In an Open Work Order, the labor and non-inventory charges which are added to the Work Order may be added by using the **Add Detail** button.

Open Work Orders

#### Open Work Orders

ID	Due Date	Total	Date Entered	Completed	Delivered	Ext. Repair	Entered By	Work Description	Customer	Manufacturer	Model	Serial
117	Sat Jul 28 2012	\$0.00	Wed Jul 18 2012 12:26 PM				Michael Abbott	Work description test.	Dillon Adams Jr	Glock	Handgun	451
118	Sat Jul 28 2012	\$0.00	Wed Jul 18 2012 12:26 PM				Michael Abbott	Work description test.	Dillon Adams Jr	Glock	Handgun	848
119	Sat Aug 04 2012	\$47.50	Wed Jul 25 2012 04:39 PM				Michael Abbott	Ifsaksoi	Louis Gibson	Colt	Gold Cup Trophy .45acp	1kjd
122	Thu Aug 30 2012	\$0.00	Mon Aug 20 2012 05:47 PM				Michael Abbott	Needs trigger replaced a...	John McPherson	Glock	Glock 22	454
132	Mon Sep 17 2012	\$0.00	Fri Sep 07 2012 04:49 PM				Michael Abbott	stuff	Pat Reid	Beretta	U22 Neos	321
133	Mon Sep 17 2012	\$0.00	Fri Sep 07 2012 04:50 PM				Michael Abbott	stuff	Pat Reid	Beretta	U22 Neos	321
137	Fri Oct 12 2012	\$50.00	Tue Oct 02 2012 06:06 PM				Michael Abbott	action job	Edward Imhoff	Smith and Wesson	642	745
138	Fri Nov 02 2012	\$0.00	Tue Oct 23 2012 04:46 PM				Michael Abbott	Trying gun stuff	Paul Cash	JBH123	M8392	367
161	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:57 AM				Michael Abbott		James Dean	Baretta	705 .380	242
165	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 02:35 PM				Michael Abbott	dfsdfasfasfs	Gary Golden	Beretta	705 .380	dafs
158	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:48 AM				Michael Abbott		Melinda Janakopolis	Coonan	Classic .357	243
159	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:50 AM				Michael Abbott		Fred Jordan	Baretta	705 .380	121
160	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:50 AM				Michael Abbott		Fred Jordan	Baretta	705 .380	121
149	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 10:25 AM				Michael Abbott	work yo	Maximilian Kuehl	BERETTA USA CORP.	PX4 Storm	345
157	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:39 AM				Michael Abbott		Peyton Manning	BERETTA USA CORP.	PX4 Storm	213
164	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 12:04 PM				Michael Abbott	doubled	Floyd Parkins	Baretta	705 .380	651
156	Sun Nov 11 2012	\$0.00	Thu Nov 01 2012 11:37 AM				Michael Abbott	Added 2x's	Ray Zick	30	Silver Star	656

The description of the labor performed and the price for that labor can be recorded.

Open Work Orders

#### Open Work Orders

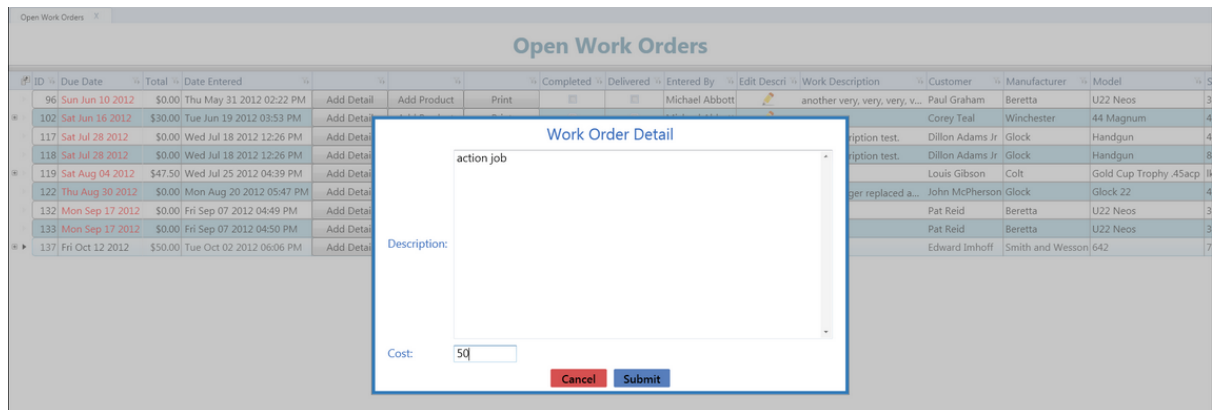
ID	Due Date	Total	Date Entered	Completed	Delivered	Entered By	Work Description	Customer	Manufacturer	Model
96	Sun Jun 10 2012	\$0.00	Thu May 31 2012 02:22 PM			Michael Abbott	another very, very, v...	Paul Graham	Beretta	U22 Neos
102	Sat Jun 16 2012	\$30.00	Tue Jun 19 2012 03:53 PM					Corey Teal	Winchester	44 Magnum
117	Sat Jul 28 2012	\$0.00	Wed Jul 18 2012 12:26 PM					Dillon Adams Jr	Glock	Handgun
118	Sat Jul 28 2012	\$0.00	Wed Jul 18 2012 12:26 PM					Dillon Adams Jr	Glock	Handgun
119	Sat Aug 04 2012	\$47.50	Wed Jul 25 2012 04:39 PM					Louis Gibson	Colt	Gold Cup Trophy .45acp
122	Thu Aug 30 2012	\$0.00	Mon Aug 20 2012 05:47 PM					John McPherson	Glock	Glock 22
132	Mon Sep 17 2012	\$0.00	Fri Sep 07 2012 04:49 PM					Pat Reid	Beretta	U22 Neos
133	Mon Sep 17 2012	\$0.00	Fri Sep 07 2012 04:50 PM					Pat Reid	Beretta	U22 Neos
137	Fri Oct 12 2012	\$50.00	Tue Oct 02 2012 06:06 PM					Edward Imhoff	Smith and Wesson	642

Work Order Detail

Description:

Cost:

Multiple detail lines can be added to the Work Order. Once the detail and cost have been added to the Work Order, click **Submit**.



## 19 Hardware Specs

The **Hardware Specs** are the minimum specs for new hardware acquisition to run AXiS. Keep in mind that the specs are for some powerful equipment because AXiS is an extremely powerful system. The Server has its own set of requirements and is one of the most critical components of your hardware setup.

All hardware is available for purchase directly from ARS. Please contact our Sales Department at 800.547.7120 or email [info@arss.com](mailto:info@arss.com) for more information or to request a quote.

**Hardware Specs** are available for:

- Printers and Pole Display<sup>[113]</sup>
- Scanners<sup>[114]</sup>
- Servers
- Tablet PCs<sup>[114]</sup>
- Workstation Hardware<sup>[115]</sup>

### 19.1 Printers

Hardware  
Specs<sup>[113]</sup>

The receiving area will need at least one label printer. (Additional label printers may be utilized so that each printer holds a different type of label to save the time of changing

items for different items.)

- Zebra GK420D

Each Register station needs its own receipt printer.

- Epson TM-T88V

If you are using the electronic 4473<sup>[12]</sup>, a double-sided printer will be needed.

- Pole Display - Logic Controls LD9000U (for the Register)

## 19.2 Scanners

Hardware  
Specs<sup>[13]</sup>

Each Register station will need a scanner. The receiving workstation will also need a scanner.

You have a few scanner options to choose from:

- Datalogic Gryphon
- Symbol DS 6708
- Datalogic Heron
- Datalogic Memor (Wireless/WiFi/BT)
- Datalogic QS mobile

## 19.3 Tablets

Hardware  
Specs<sup>[13]</sup>

**Tablets** may be used if they are PC tablets. (This means that they must run Windows 7 or higher. An iPad or Android tablet cannot run the Register or Form 4473 software, but they may be used for remote access.)

A tablet PC will operate like a computer and allow software installation and operation.


Since the system will allow receipts to be emailed to a customer, a tablet PC could be paired with a mag reader (credit cards and/or debit cards) to process transactions anywhere for your business. Cash transactions would still require a cash drawer, and a

traditional cash register setup would still be necessary.

Electronic Range Waivers can only be done on a **Tablet PC**.

- Samsung Slate 7 model 700T
- Intel Core i5 or higher
- 4 GB RAM or more
- Windows 7 Professional 64-bit

## 19.4 Workstation Hardware

Hardware  
Specs 

To run the Data Center and/or Register, existing hardware should have:

- the processing power equivalent to the current generation Intel or AMD dual-core processors
- minimum 8 GB (16 GB recommended) RAM
- at least 500 GB hard drive
- Windows 7 Professional or better 32-bit (64-bit recommended)
- screen resolution must be 1920 x 1080 or better

NEW hardware purchases to run the Data Center should be:

- Intel i7 / AMD Phenom Quad Core
- 16 GB RAM
- Windows 7 Professional 64-bit
- 500 GB Hard Drive
- screen resolution must be 1920 x 1080 or better

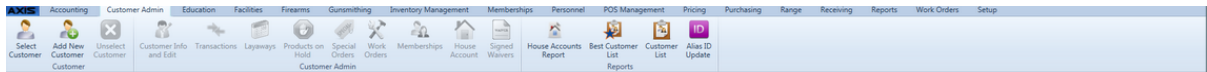
Peripheral devices for Register:

- Cash Drawer - M-S Cash Drawer
- Pole Display<sup>[113]</sup> - Logic Controls LD9000U
- Receipt Printer<sup>[113]</sup>
- Scanner<sup>[114]</sup>
- screen resolution must be 1280 x 1024 or better may be used for Register only (Touch screens may be used, if desired.)

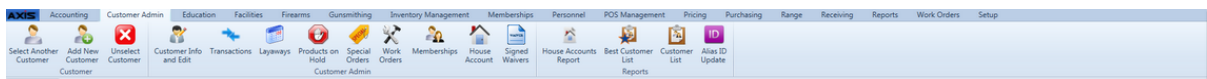
## 20 History

**History** for a customer may be accessed through Data Center or the Register.

To access customer **History**, go to the Customer Admin<sup>[53]</sup> tab.



Select a customer<sup>[59]</sup>. Click the appropriate icon to see the **History** for the selected customer. Click on a transaction to see the detail. Double-click on the transaction to close it, or click on a different transaction to close the previous transaction and open a new transaction.



You may filter<sup>[175]</sup> and print<sup>[149]</sup> information from any of the screens.

Customer **History** and/or detail is available for:

- House Account<sup>[117]</sup>
- Layaways<sup>[140]</sup>
- Memberships
- Product Holds<sup>[149]</sup>
- Signed Waivers
- Special Orders

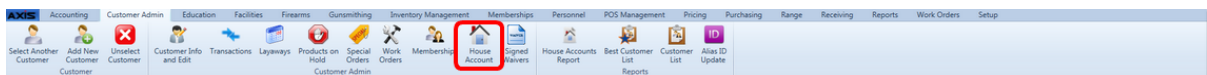


- Transactions generated the the Register
- Work Orders - gunsmithing and non-firearm

## 21 House Account

Once House Account Setup<sup>[117]</sup> is completed for a customer, an additional tender key will become available at the Register for that customer.

After the customer has been selected<sup>[59]</sup> in the **Customer Admin** tab, click the **House Account** icon to see the activity, account limit (which may be edited) and balance owed on the account.



If the **House Account Limit** is edited, click **Update Account** to save the change. Clicking **Close Account** will close the account so that no other charges may be made by the customer.

Customer: Edward Imhoff

Overview House Account X

### House Account for Edward Imhoff

Transactions on Account		
Date/Time	Cashier	Transaction Total
Payments on Account		
Date/Time	Received By	Payment Amount
House Account Limit		\$500.00
Balance: \$0.00		

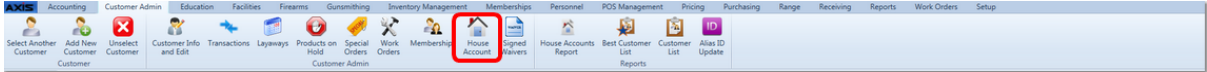
Cancel
Close Account
Update Account

### 21.1 House Account Setup

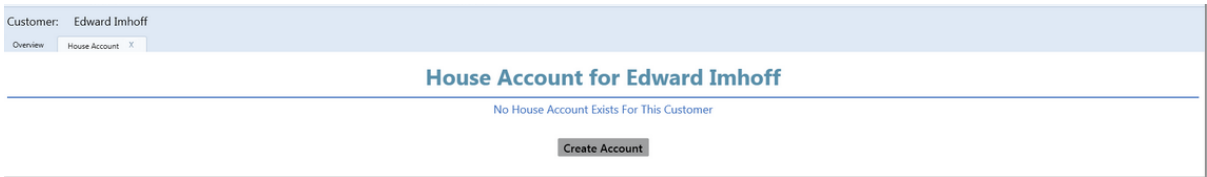
House  
Account Setup  
[117]

In order for a customer to charge purchases, **House Account Setup** must be completed.

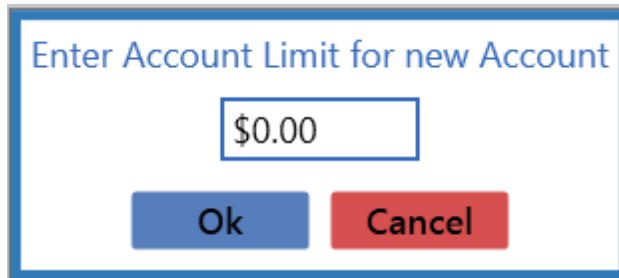
After selecting or entering the customer, go to the Customer Admin<sup>[53]</sup> tab; click **House Account**.



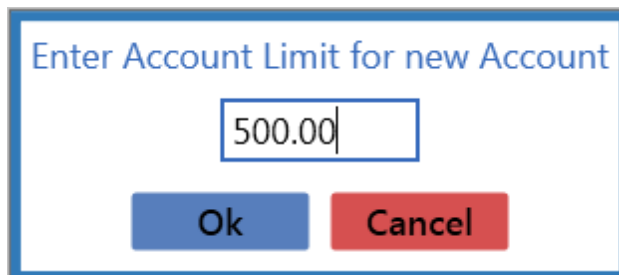
Click **Create Account**.



The **Enter Account Limit for new Account** box will open.



Enter the **Account Limit** for the customer. (This amount may be edited at any time.)  
Click **OK**.




The new account has been created and is ready for use.

## 22 Images

**Images** may be added for any inventory product. They may be especially useful for the sale of items which are difficult or even impossible to tag (i.e. bait, targets, etc.) Quick Pick Setup must be completed so that a cashier/clerk may use the search function at the cash register to select items by the picture displayed without needing to know specific codes for those items.

**Images** may be pulled from the available distributor catalogs, or they may be manually added. The **images** for use in Quick Picks at the Register may be attached to items in the **Product Image** section of the selected item inventory record under **Quick Image**. Images must be in .jpg or .png format.

**Large Image** is for verification purposes at the Register during a product search.

To add an image to an item/product, locate the item by doing a Product Search<sup>150</sup>. Click the edit button  next to the item to open the record. Click the **Select Image** button next to **Quick Image** (Quick Picks) or **Large Image** (item searches at the Register). You may attach an image to both Quick and Large Image.

Product Edit

Product Info

Active:  Is Firearm:  Is Stock Item:

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Ext Description:

Product Attribute Descriptor

Del	Attribute	Descriptor
✖	DEPARTMENT	AMMUNITION
✖	GAUGE	12
✖	ITEM	SHOTGUN SHELL
✖	LENGTH	2 3/4
✖	MANUFACTURER	FEDERAL
✖	SHOT	2
✖	TYPE	SHOTGUN

Add/Edit Attribute Descriptor

Product Image

Product Tax Info

Del	Tax Type	Description	Tax Rate
✖	CityTax	City of Tucson City Tax	2.60 %
✖	StateTax	State of Arizona State Tax Rat	9.10 %

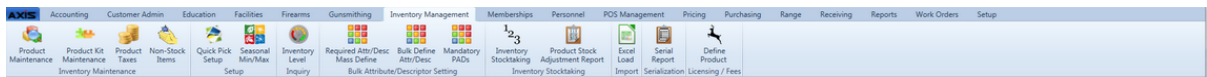
Product Price Info

Del	Type	Description	Price
✖	MAP	Minimum Advertised Pricing	\$9.19
✖	MSRP	Manufacturer's Suggested Retail Price	\$9.29

A Windows search window will open so that you may locate the image on your computer. Once the file has been located, double-click the item, or select it and click the **Open** button so that it will be linked to the item record.

## 23 Inventory

**Inventory** items management is done in the **Inventory Management** tab.



From within the **Inventory Management** tab, you may:

- Add or edit products/items<sup>[121]</sup>
- Bulk Define Attributes and Descriptors<sup>[35]</sup> - apply the same attributes and descriptors to a group of selected items all at once
- Check Inventory Levels
- Create Product Kits - offer special pricing on a specific group of items when purchased together in the same transaction
- Change an active item to inactive<sup>[129]</sup>
- Excel Load<sup>[70]</sup> - import product information
- Inventory Stocktaking<sup>[143]</sup> - physical inventory counts for non-firearm inventory
- Licensing and Fees
- Mandatory Product Attributes and Descriptors (PADs)<sup>[36]</sup> - add the descriptor values to the established mandatory attributes for a group of items all at once
- Mass Define Required Attributes and Descriptors<sup>[37]</sup> - add additional mandatory attributes and descriptors to a group of items all at once
- Non-Stock Items
- Product Stock Adjustment Record

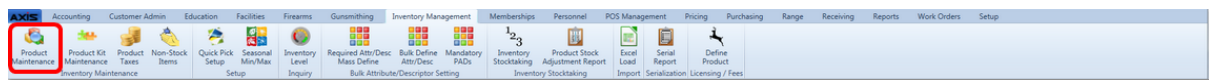
- Product Taxes - quickly select which taxes apply to which items (for customer purchases)
- Quick Pick Setup
- Search for Product
- Setup Seasonal Min/Max for items

## 23.1 Add Product

Inventory

Adding items may be done by cloning and making modifications to create the new item. You may also start with a blank item record.

Go to the Inventory Management tab; click Product Maintenance.



Click the Add Product button.

Product Maintenance

Select Product Filter

Attribute: DEPARTMENT, GAUGE, GENDER, INSEAM, ITEM, LENGTH, MANUFACTURER, MATERIAL, MODEL, SHOT, TYPE

Descriptor

Product Maintenance

Buttons: Add Product, Edit Product, Print Labels, Alias UPCs, Bulk Edit, Clone Product

Click to show inactive products

#	Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOI
	0000000000002		Miscellaneous Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$0.00	\$25.78	\$0.00	3679	5	
	0000000000003		Miscellaneous Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$32.00	\$0.00	\$0.00	2	7	
	00024099001267		AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
	000381103406		AUTO BUR PISCATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
	000381103413		AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
	000381103420		AUTO BUR AR PEPR SCOPE MNT 1.1		\$0.00			-1	0	
	0052175304224	CCHCI033	Levis 501 Black 32/38	Levis 501 Black 32/38	\$11.00	\$10.50	\$10.00	5	7	
	0052175304225	CCHCI034	Levis 501 Black 34/30	Levis 501 Black 34/30	\$0.00	\$11.58	\$0.00	78	7	
	0052175304226	CCHCI035	Levis 501 Black 34/32	Levis 501 Black 34/32	\$18.00	\$9.02	\$0.00	127	7	
	0052175304227	CCHCI036	Levis 501 Black 34/34	Levis 501 Black 34/34	\$32.99	\$10.24	\$0.00	288	7	
	0052175304228	CCHCI037	Levis 501 Black 34/36	Levis 501 Black 34/36	\$23.80	\$14.89	\$20.00	116	7	
	0052175304229	CCHCI038	Levis 501 Black 34/38	Levis 501 Black 34/38	\$0.00			-2	7	
	0052175304231	CCHCI040	Levis 501 Black 36/32 sktsf sdiif svekfsf ftdfdaf sfs ikajskfdfd fs dafja l	Levis 501 Black 36/32	\$31.99			-6	7	
	0052175304232	CCHCI041	Levis 501 Black 36/34	Levis 501 Black 36/34	\$31.99			113	7	
	0052175304233	CCHCI042	Levis 501 Black 36/36	Levis 501 Black 36/36	\$31.98			1198	7	
	0052175304234	CCHCI043	Levis 501 Black 36/38	Levis 501 Black 36/38	\$31.99			11992	7	
	0052175304235	CCHCI044	Levis 501 Black 38/30	Levis 501 Black 38/30	\$31.99			10	7	
	0052175304236	CCHCI045	Levis 501 Black 38/32	Levis 501 Black 38/32	\$31.99			-1	7	
	0052175304237	CCHCI046	Levis 501 Black 38/34	Levis 501 Black 38/34	\$31.99			1	7	
	0052175304238	CCHCI047	Levis 501 Black 38/36	Levis 501 Black 38/36	\$31.99	\$10.00	\$10.00	4	7	
	0052175304239	CCHCI048	Levis 501 Black 38/38	Levis 501 Black 38/38	\$31.99	\$11.05	\$11.05	-16	7	
	0052175304240	CCHCI049	Levis 501 Black 40/30	Levis 501 Black 40/30	\$31.99	\$12.00	\$12.00	16	7	
	0052175304241	CCHCI050	Levis 501 Black 40/32	Levis 501 Black 40/32	\$31.99	\$13.00	\$13.00	19	7	
	0052175304242	CCHCI051	Levis 501 Black 40/34	Levis 501 Black 40/34	\$31.99	\$14.00	\$14.00	25	7	
	0052175304243	CCHCI052	Levis 501 Black 40/36	Levis 501 Black 40/36	\$31.99	\$15.00	\$15.00	30	7	
	0052175304244	CCHCI053	Levis 501 Black 40/38	Levis 501 Black 40/38	\$31.99			-51	7	

Selected Filters: De1 Filter

Fill in the information under **Product Info**. The **Description** box must be completed in order for description information to be displayed on other information screens.

Product Edit

Product Info

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH: 0

Min Level:  Last Cost: \$0.00

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

Product Tax Info

Del	Tax Type	Description	Tax Rate
✖	CityTax	City of Tucson City Tax	2.60 %
✖	County Tax	Pima County Sales Tax	0.00 %

Add Product Tax

Product Attribute Descriptor

Del	Attribute	Descriptor
✖	DEPARTMENT	UNDEFINED
✖	ITEM	UNDEFINED
✖	MANUFACTURER	UNDEFINED

Add/Edit Attribute Descriptor

Update A/D

Product Image

Quick Image:


Large Image:

Product Price Info

Del	Type	Description	Price
✖		<input type="text"/>	<input type="text"/>

Add/Update Product Price

- **Manufacturer Ref #** should be filled with the manufacturer's stock number for the item.
- **Short Description** will show on the Register screen and will also print on customer Register receipts.
- If you are an Exchange customer with AcuSport and you would like to have the system Auto Order the item, select **A** (for automatic). Otherwise, leave it at the default **N** (no).
- Set the Min/Max levels for the item.
- Enter the **Price** for the item or it will ring up for \$0.00 at the Register.
- Check the **Active** box. (Active must be checked in order for the item to be available for searching at the Register.)
- Check **Is Firearm** if it is a firearm.
- **Is Stock Item** should be checked for all physical items which will be sold. If the item is non-stock, this box should not be checked.

- Product Tax Info<sup>[137]</sup> will automatically apply the defined taxes you have in the system. Any or all of the tax types may be deleted from the product record by clicking .
- Add additional Product Attributes<sup>[131]</sup> as needed. Mandatory Attributes<sup>[212]</sup> will already be displayed and must be defined.
- Add Product Images<sup>[119]</sup> if the item will be used for Quick Picks at the Register or used for item verification.
- Add Product Price Info<sup>[134]</sup> for MAP price, etc. (optional).

When finished, click **Submit**.

Product Edit

Product Info

Active:  Is Firearm:  Is Stock Item:

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH: 62

Min Level:  Last Cost: \$0.00

Max Level:  Average Cost: \$0.00

Price:

Ext Description:

Product Attribute Descriptor

Del	Attribute	Descriptor
✖	DEPARTMENT	AMMUNITION
✖	GAUGE	12
✖	ITEM	SHOTGUN SHELL
✖	LENGTH	2 3/4
✖	MANUFACTURER	FEDERAL
✖	SHOT	2
✖	TYPE	SHOTGUN

Add/Edit Attribute Descriptor

Product Tax Info

Del	Tax Type	Description	Tax Rate
✖	CityTax	City of Tucson City Tax	2.60 %
✖	StateTax	State of Arizona State Tax Rat	9.10 %

Product Price Info

Del	Type	Description	Price
✖	MAP	Minimum Advertised Pricing	\$9.19
✖	MSRP	Manufacturer's Suggested Retail Price	\$9.29

Product Image

Quick Image:

Product Image

Large Image:

### 23.1.1 Clone Item

Add Product  
[127]

**Cloning an item** allows you to copy the properties of one item to be used in creating a

different item (thus, saving time adding items into the system).

To **clone an item**, go to the Inventory Management<sup>120</sup> tab.

Do a Product Search<sup>150</sup> to locate the item you would like to clone. Select the item; click **Clone Product**.

The screenshot shows the 'Product Maintenance' interface. On the left, there is a 'Select Product Filter' panel with a list of attributes and a 'Descriptor' section. A red arrow points to the 'Descriptor' section. The main area displays a table of products with columns for Product UPC, Manufacturer #, Description, Short Description, Product Price, Avg Cost, Last Cost, QoH, MIN, and Q. The 'Clone Product' button is highlighted in red in the top right corner.

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	Q
083437193123	FED233884	Federal 12 gauge, 2 3/4", 2	Federal 12 gauge, 2 3/4", 2	\$9.29	\$0.00	\$0.00	81	7	
1234083437193123	PMC233884	PMC 12 gauge, 2 3/4", 2	PMC 12 gauge, 2 3/4", 2	\$9.29			111	7	
1235083437193123	REMINGTON233884	REMINGTON 12 gauge, 2 3/4", 2	REMINGTON 12 gauge, 2 3/4", 2	\$9.29			109	7	
1236083437193123	WINCHESTER233884	WINCHESTER 12 gauge, 2 3/4", 2	WINCHESTER 12 gauge, 2 3/4", 2	\$9.29			111	7	
1237083437193123	FIOCCHI233884	FIOCCHI 12 gauge, 2 3/4", 2	FIOCCHI 12 gauge, 2 3/4", 2	\$9.29			111	7	
1238083437193123	HORNADY233884	HORNADY 12 gauge, 2 3/4", 2	HORNADY 12 gauge, 2 3/4", 2	\$9.29			110	7	

Change/adjust the product information for the new item (UPC, Manufacturer Ref #, descriptions, etc.).



**Product Edit**

**Product Info**

Active:  Is Firearm:  Is Stock Item:

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Ext Description:

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2
<input checked="" type="checkbox"/>	TYPE	SHOTGUN

Add/Edit Attribute Descriptor

---

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

**Product Price Info**

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MAP	Minimum Advertised Pricing	\$9.19
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

Once the necessary product info changes are complete, click **Submit**.

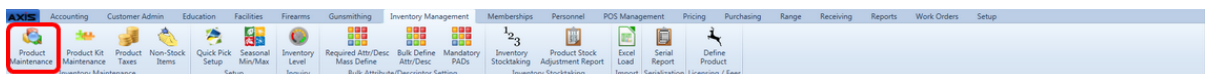
When the screen closes, the new item has been added.

## 23.2 Bulk Edit

Inventory <sup>120</sup>

**Bulk Edit** gives you the ability to apply settings (active <sup>129</sup>, auto order and tax types) to a group of selected items all at once.

Go to the Inventory Management <sup>120</sup> tab; select **Product Maintenance**.



Do a Product Search <sup>150</sup> to locate the group of items. Click **Select All** to select every item on the screen. (Individual items maybe unselected by removing the check from the box for that item.)

When the items have been selected, click **Bulk Edit**.

Product Maintenance x

Select Product Filter

Attribute Descriptor

DEPARTMENT  
GAUGE  
GENDER  
INSEAM  
ITEM  
LENGTH  
(MANUFACTURER)  
MATERIAL  
MODEL  
SHOT  
TYPE

Clear Filters

Select All Deselect All

Product Maintenance

Click to show inactive products

Add Product Edit Product  
Print Labels Alias UPCs  
**Bulk Edit** Clone Product

<input checked="" type="checkbox"/>	Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOH
<input checked="" type="checkbox"/>	0052175304224	CCHCJ033	Levis 501 Black 32/38	Levis 501 Black 32/38	\$11.00	\$0.00	\$0.00	5	7	
<input checked="" type="checkbox"/>	0052175304225	CCHCJ034	Levis 501 Black 34/30	Levis 501 Black 34/30	\$0.00	\$12.31	\$0.00	78	7	
<input checked="" type="checkbox"/>	0052175304226	CCHCJ035	Levis 501 Black 34/32	Levis 501 Black 34/32	\$18.00	\$7.63	\$0.00	127	7	
<input checked="" type="checkbox"/>	0052175304227	CCHCJ036	Levis 501 Black 34/34	Levis 501 Black 34/34	\$32.99	\$9.17	\$0.00	288	7	
<input checked="" type="checkbox"/>	0052175304228	CCHCJ037	Levis 501 Black 34/36	Levis 501 Black 34/36	\$23.80	\$20.00	\$20.00	116	7	
<input checked="" type="checkbox"/>	0052175304229	CCHCJ038	Levis 501 Black 34/38	Levis 501 Black 34/38	\$0.00	\$0.00	\$0.00	-2	7	
<input checked="" type="checkbox"/>	0052175304231	CCHCJ040	Levis 501 Black 36/32 sksf sdijsf svedksf fdfdaf sfs ikajskdfdf fs dafja	Levis 501 Black 36/32	\$31.99	\$0.00	\$0.00	-6	7	
<input checked="" type="checkbox"/>	0052175304232	CCHCJ041	Levis 501 Black 36/34	Levis 501 Black 36/34	\$31.99	\$0.00	\$0.00	113	7	
<input checked="" type="checkbox"/>	0052175304233	CCHCJ042	Levis 501 Black 36/36	Levis 501 Black 36/36	\$31.98	\$0.00	\$0.00	1198	7	
<input checked="" type="checkbox"/>	0052175304234	CCHCJ043	Levis 501 Black 36/38	Levis 501 Black 36/38	\$31.99	\$0.00	\$0.00	11992	7	
<input checked="" type="checkbox"/>	0052175304235	CCHCJ044	Levis 501 Black 38/30	Levis 501 Black 38/30	\$31.99	\$0.00	\$0.00	10	7	
<input checked="" type="checkbox"/>	0052175304236	CCHCJ045	Levis 501 Black 38/32	Levis 501 Black 38/32	\$31.99	\$0.00	\$0.00	-1	7	
<input checked="" type="checkbox"/>	0052175304237	CCHCJ046	Levis 501 Black 38/34	Levis 501 Black 38/34	\$31.99	\$0.00	\$0.00	1	7	
<input checked="" type="checkbox"/>	0052175304238	CCHCJ047	Levis 501 Black 38/36	Levis 501 Black 38/36	\$31.99	\$0.00	\$0.00	4	7	
<input checked="" type="checkbox"/>	0052175304239	CCHCJ048	Levis 501 Black 38/38	Levis 501 Black 38/38	\$31.99	\$0.00	\$0.00	-16	7	
<input checked="" type="checkbox"/>	0052175304240	CCHCJ049	Levis 501 Black 40/30	Levis 501 Black 40/30	\$31.99	\$0.00	\$0.00	16	7	
<input checked="" type="checkbox"/>	0052175304241	CCHCJ050	Levis 501 Black 40/32	Levis 501 Black 40/32	\$31.99	\$0.00	\$0.00	19	7	
<input checked="" type="checkbox"/>	0052175304242	CCHCJ051	Levis 501 Black 40/34	Levis 501 Black 40/34	\$31.99	\$0.00	\$0.00	25	7	
<input checked="" type="checkbox"/>	0052175304243	CCHCJ052	Levis 501 Black 40/36	Levis 501 Black 40/36	\$31.99	\$0.00	\$0.00	30	7	
<input checked="" type="checkbox"/>	0052175304244	CCHCJ053	Levis 501 Black 40/38	Levis 501 Black 40/38	\$31.99	\$0.00	\$0.00	-51	7	
<input checked="" type="checkbox"/>	0052175304245	CCHCJ054	Levis Mens Pants	Levis Mens Pants	\$31.99	\$0.00	\$0.00	-4	7	
<input checked="" type="checkbox"/>	01234567890123	CHJK1234	Levis 501 Black 29/30	Levis 501 Black 29/30	\$31.99	\$0.00	\$0.00	10	7	
<input checked="" type="checkbox"/>	01234567890124	CHJK1234	Levis 501 Black 29/32	Levis 501 Black 29/32	\$32.99	\$13.33	\$0.00	28	7	
<input checked="" type="checkbox"/>	01234567890125	CHJK1234	Levis 501 Black 40/32	Levis 501 Black 40/32	\$35.00	\$0.00	\$0.00	95	7	
<input checked="" type="checkbox"/>	1052175304215	CCHCJ024	Levis 501 Black 50/30	Levis 501 Black 50/30	\$35.00	\$0.00	\$0.00	1	7	
<input checked="" type="checkbox"/>	1152175304225	CCHCJ034	cloneLevis 501 Black 34/30	cloneLevis 501 Black 34/30	\$12.10	\$0.00	\$0.00	-1	7	

Selected Filters  
De1 Filter

Place a check in one or both of the **Active** and **Auto-Order** boxes to edit those values for the group of selected items. Use the arrow to select the value from the drop-down menu for each of the selected items.

Tax Types will not be edited unless the box is checked next to **Check to include tax edits in this edit. Uncheck to ignore tax edits.**

If the box is checked, make sure that the boxes are checked for the taxes which should be included for the item records. If there is already a tax associated with any of the records and it is not checked (to be included) within the **Bulk Edit**, the tax type will be removed so that all of the items will have identical tax types.

## Bulk Edit Products

All selected Products would be updated to new value you submit here.

Update ...	To selected New Value
<input type="checkbox"/> Active	
<input type="checkbox"/> Auto-Order	

Select tax types for the selected products. Those checked will be added, else deleted.

**Check to include tax edits in this edit. Uncheck to ignore tax edits.**

Tax Name	Include/Exclude
StateTax	<input type="checkbox"/>
CityTax	<input checked="" type="checkbox"/>
County Tax	<input type="checkbox"/>
Excise Tax	<input checked="" type="checkbox"/>

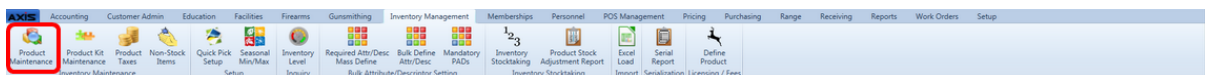
Click **Submit** to process the changes to the selected items.

## 23.3 Edit Product

Inventory <sup>120</sup>

Any non-firearm inventory item may be edited through Product Maintenance <sup>133</sup>.

Go to the Inventory Management <sup>120</sup> tab; select **Product Maintenance**.



Do a Product Search <sup>150</sup> or filter <sup>175</sup> to locate the item. Click to select the item.

Product Maintenance x

Select Product Filter

Attribute Descriptors

- DEPARTMENT
- GAUGE
- GENDER
- INSEAM
- ITEM
- LENGTH
- MANUFACTURER
- MATERIAL
- MODEL
- SHOT
- TYPE

Clear Filters

### Product Maintenance

Click to show inactive products

Add Product Edit Product  
Print Labels Alias UPCs  
Bulk Edit Clone Product

Select All Deselect All

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOI
000000000000	Miscellaneous	Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$0.00	\$25.78	\$0.00	3679	5	
000000000000	Miscellaneous	Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$32.00	\$0.00	\$0.00	2	7	
00024099001267		AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
000381103406		AUTO BUR PICATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
000381103413		AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
000381103420		AUTO BUR AR PEPR SCOPE MNT 1.1		\$0.00			-1	0	
0052175304224	CCHCI033	Levis 501 Black 32/38	Levis 501 Black 32/38	\$11.00	\$10.50	\$10.00	5	7	
0052175304225	CCHCI034	Levis 501 Black 34/30	Levis 501 Black 34/30	\$0.00	\$11.58	\$0.00	78	7	
0052175304226	CCHCI035	Levis 501 Black 34/32	Levis 501 Black 34/32	\$18.00	\$9.02	\$0.00	127	7	
0052175304227	CCHCI036	Levis 501 Black 34/34	Levis 501 Black 34/34	\$32.99	\$10.24	\$0.00	288	7	
0052175304228	CCHCI037	Levis 501 Black 34/36	Levis 501 Black 34/36	\$23.80	\$14.89	\$20.00	116	7	
0052175304229	CCHCI038	Levis 501 Black 34/38	Levis 501 Black 34/38	\$0.00			-2	7	
0052175304231	CCHCI040	Levis 501 Black 36/32 shtsf sdjif swektsf fdtdaf sfs lkajsikfdfd fs dafja	Levis 501 Black 36/32	\$31.99			-6	7	
0052175304232	CCHCI041	Levis 501 Black 36/34	Levis 501 Black 36/34	\$31.99			113	7	
0052175304233	CCHCI042	Levis 501 Black 36/36	Levis 501 Black 36/36	\$31.98			1198	7	
0052175304234	CCHCI043	Levis 501 Black 36/38	Levis 501 Black 36/38	\$31.99			11992	7	
0052175304235	CCHCI044	Levis 501 Black 38/30	Levis 501 Black 38/30	\$31.99			10	7	
0052175304236	CCHCI045	Levis 501 Black 38/32	Levis 501 Black 38/32	\$31.99			-1	7	
0052175304237	CCHCI046	Levis 501 Black 38/34	Levis 501 Black 38/34	\$31.99			1	7	
0052175304238	CCHCI047	Levis 501 Black 38/36	Levis 501 Black 38/36	\$31.99	\$10.00	\$10.00	4	7	
0052175304239	CCHCI048	Levis 501 Black 38/38	Levis 501 Black 38/38	\$31.99	\$11.05	\$11.05	-16	7	
0052175304240	CCHCI049	Levis 501 Black 40/30	Levis 501 Black 40/30	\$31.99	\$12.00	\$12.00	16	7	
0052175304241	CCHCI050	Levis 501 Black 40/32	Levis 501 Black 40/32	\$31.99	\$13.00	\$13.00	19	7	
0052175304242	CCHCI051	Levis 501 Black 40/34	Levis 501 Black 40/34	\$31.99	\$14.00	\$14.00	25	7	
0052175304243	CCHCI052	Levis 501 Black 40/36	Levis 501 Black 40/36	\$31.99	\$15.00	\$15.00	30	7	
0052175304244	CCHCI053	Levis 501 Black 40/38	Levis 501 Black 40/38	\$31.99			-51	7	

Selected Filters  
Del Filter

Click Edit Product.

Product Maintenance x

Select Product Filter

Attribute Descriptors

- DEPARTMENT
- GAUGE
- GENDER
- INSEAM
- ITEM
- LENGTH
- MANUFACTURER
- MATERIAL
- MODEL
- SHOT
- TYPE

Clear Filters

### Product Maintenance

Click to show inactive products

Add Product **Edit Product**  
Print Labels Alias UPCs  
Bulk Edit Clone Product

Select All Deselect All

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOI
083437193123	FED233884	Federal 12 gauge, 2 3/4", 2	Federal 12 gauge, 2 3/4", 2	\$9.29	\$0.00	\$0.00	81	7	
1234083437193123	PMC233884	PMC 12 gauge, 2 3/4", 2	PMC 12 gauge, 2 3/4", 2	\$9.29			111	7	
1235083437193123	REMINGTON233884	REMINGTON 12 gauge, 2 3/4", 2	REMINGTON 12 gauge, 2 3/4", 2	\$9.29			109	7	
1236083437193123	WINCHESTER233884	WINCHESTER 12 gauge, 2 3/4", 2	WINCHESTER 12 gauge, 2 3/4", 2	\$9.29			111	7	
1237083437193123	FIOCCHI233884	FIOCCHI 12 gauge, 2 3/4", 2	FIOCCHI 12 gauge, 2 3/4", 2	\$9.29			111	7	
1238083437193123	HORNADY233884	HORNADY 12 gauge, 2 3/4", 2	HORNADY 12 gauge, 2 3/4", 2	\$9.29			110	7	

Selected Filters  
Del Filter

Make the necessary changes to the product record. Click **Submit**.

**Product Edit**

**Product Info**

Active:  Is Firearm:  Is Stock Item:

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Ext Description:

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2
<input checked="" type="checkbox"/>	TYPE	SHOTGUN

Add/Edit Attribute Descriptor

---

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

**Product Price Info**

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MAP	Minimum Advertised Pricing	\$9.19
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

## 23.4 Inactive Item

Inventory <sup>129</sup>

In order to be able to maintain complete historical reports, an item is not deleted from the system (unless you choose to purge historical data from your system). If an item is no longer going to be purchased (even if there may be a current quantity on hand<sup>157</sup>), the item may be marked as inactive by removing the check from the **Active** box.

To make an item inactive, locate the item using Product Search<sup>150</sup>. View the item record.

Click in the **Active** box to remove the check. The item is now inactive. If there is a quantity on hand<sup>157</sup>, the item may continue to be sold, but it will not appear in any of the search screens at the Register.

### Product Edit

#### Product Info

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH: 82

Min Level:  Last Cost: \$0.00

Max Level:  Average Cost: \$0.00

Price:

**Active:**

Is Firearm:

Is Stock Item:

Ext Description:

#### Product Attribute Descriptor

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2

Add/Edit Attribute Descriptor

---

#### Product Tax Info

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

#### Product Price Info

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

To view **inactive items**, check the box in the Product Maintenance<sup>133</sup> screen. They will be displayed along with the active items. You may view only **inactive items** by filtering the **Active** column.

Product Maintenance

Select Product Filter

Attribute

- DEPARTMENT
- GAUGE
- GENDER
- INSEAM
- ITEM
- LENGTH
- MANUFACTURER
- MATERIAL
- MODEL
- SHOT
- TYPE

Selected Filters


Del Filter

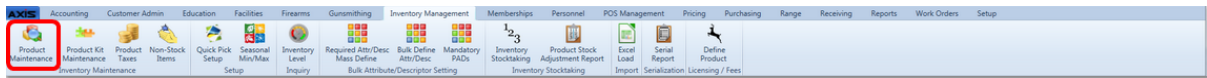
### Product Maintenance

Click to show inactive products

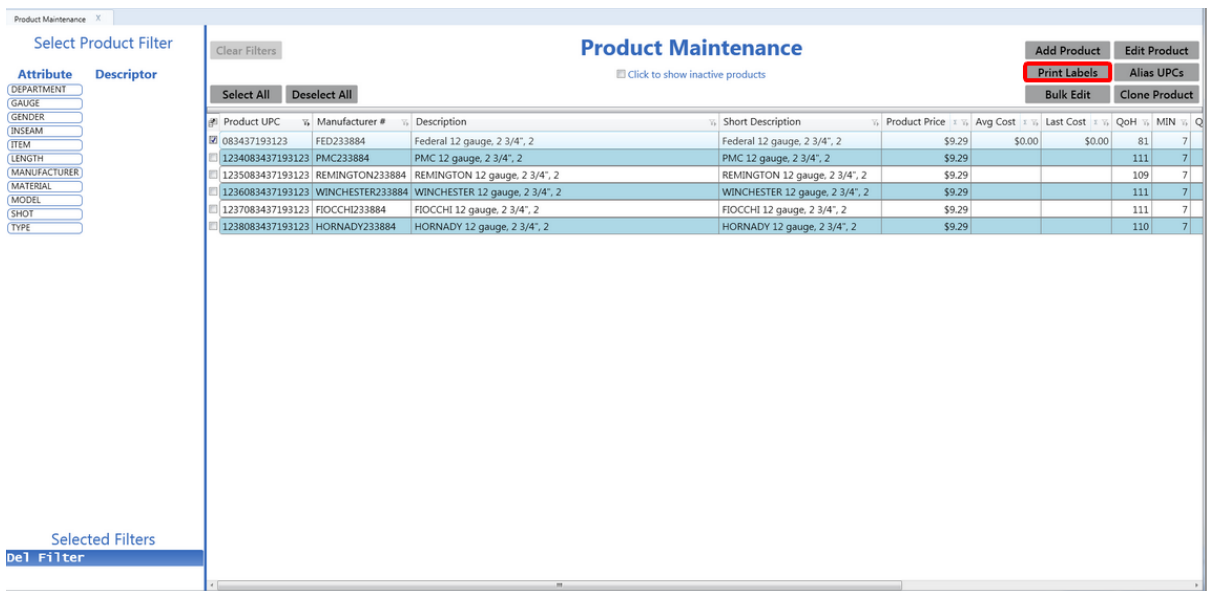
Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOI
<input type="checkbox"/>	0000000000002	Miscellaneous	Standard Scope Mounting Part Pkg	\$0.00	\$25.78	\$0.00	3679	5	
<input type="checkbox"/>	0000000000003	Miscellaneous	Standard Scope Mounting Part Pkg	\$32.00	\$0.00	\$0.00	2	7	
<input type="checkbox"/>	00024099001267		AUTO PLA SPL ED 4 HG/ACC CS BL	\$0.00			-3	0	
<input type="checkbox"/>	000381103406		AUTO BUR PICATINNY RISER .5 IN	\$0.00	\$20.83	\$20.00	5	0	
<input type="checkbox"/>	000381103413		AUTO BUR AR PEPR SCOPE MNT 30M	\$0.00	\$0.00	\$0.00	-2	0	
<input type="checkbox"/>	000381103420		AUTO BUR AR PEPR SCOPE MNT 1.1	\$0.00			-1	0	
<input type="checkbox"/>	0052175304224	CCHCI033	Levis 501 Black 32/38	\$11.00	\$10.50	\$10.00	5	7	
<input type="checkbox"/>	0052175304225	CCHCI034	Levis 501 Black 34/30	\$0.00	\$11.58	\$0.00	78	7	
<input type="checkbox"/>	0052175304226	CCHCI035	Levis 501 Black 34/32	\$18.00	\$9.02	\$0.00	127	7	
<input type="checkbox"/>	0052175304227	CCHCI036	Levis 501 Black 34/34	\$32.99	\$10.24	\$0.00	288	7	
<input type="checkbox"/>	0052175304228	CCHCI037	Levis 501 Black 34/36	\$23.80	\$14.89	\$20.00	116	7	
<input type="checkbox"/>	0052175304229	CCHCI038	Levis 501 Black 34/38	\$0.00			-2	7	
<input type="checkbox"/>	0052175304231	CCHCI040	Levis 501 Black 36/32 sksf sdjlf swekfst fdfdaf sfs lkajskfdkf fs dafja l	\$31.99			-6	7	
<input type="checkbox"/>	0052175304232	CCHCI041	Levis 501 Black 36/34	\$31.99			113	7	
<input type="checkbox"/>	0052175304233	CCHCI042	Levis 501 Black 36/36	\$31.98			1198	7	
<input type="checkbox"/>	0052175304234	CCHCI043	Levis 501 Black 36/38	\$31.99			11992	7	
<input type="checkbox"/>	0052175304235	CCHCI044	Levis 501 Black 38/30	\$31.99			10	7	
<input type="checkbox"/>	0052175304236	CCHCI045	Levis 501 Black 38/32	\$31.99			-1	7	
<input type="checkbox"/>	0052175304237	CCHCI046	Levis 501 Black 38/34	\$31.99			1	7	
<input type="checkbox"/>	0052175304238	CCHCI047	Levis 501 Black 38/36	\$31.99	\$10.00	\$10.00	4	7	
<input type="checkbox"/>	0052175304239	CCHCI048	Levis 501 Black 38/38	\$31.99	\$11.05	\$11.05	-16	7	
<input type="checkbox"/>	0052175304240	CCHCI049	Levis 501 Black 40/30	\$31.99	\$12.00	\$12.00	16	7	
<input type="checkbox"/>	0052175304241	CCHCI050	Levis 501 Black 40/32	\$31.99	\$13.00	\$13.00	19	7	
<input type="checkbox"/>	0052175304242	CCHCI051	Levis 501 Black 40/34	\$31.99	\$14.00	\$14.00	25	7	
<input type="checkbox"/>	0052175304243	CCHCI052	Levis 501 Black 40/36	\$31.99	\$15.00	\$15.00	30	7	
<input type="checkbox"/>	0052175304244	CCHCI053	Levis 501 Black 40/38	\$31.99			-51	7	

## 23.5 Print Labels

Inventory 




Item labels may be printed for selected items by clicking the **Print Labels** button.



## 23.6 Product Attributes

Inventory 

**Product Attributes** may be added, as desired, to any item. They will vary from one item to the next. Mandatory Attributes  are required for all items and will automatically be displayed.

**Product Edit**

**Product Info**

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2

Add/Edit Attribute Descriptor

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

**Product Price Info**

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

Mandatory Attributes<sup>212</sup> will have the word **UNDEFINED** in the **Descriptor** column until a **Descriptor** has been added. The item record may not be saved until the **Descriptor** information is entered.

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	UNDEFINED
<input checked="" type="checkbox"/>	ITEM	UNDEFINED
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	UNDEFINED

Add/Edit Attribute Descriptor

Additional **Product Attributes** may also be added to the item record. To define an **Attribute** with a **Descriptor**, use the drop-down menus. Once the values have been selected, click **Update A/D**.



Product Edit

**Product Info**

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

**Product Attribute Descriptor**

Del	Attribute	Descriptor
✖	DEPARTMENT	AMMUNITION
✖	GAUGE	12
✖	ITEM	SHOTGUN SHELL
✖	LENGTH	2 3/4
✖	MANUFACTURER	FEDERAL
✖	SHOT	2

Add/Edit Attribute Descriptor

DEPARTMENT:

- 3
- AMMO
- AMMUNITION
- FIREARMS
- FIREARMS
- FIREARMS
- FIREARMS
- FISHING
- FISHING
- GIFT CARD
- HORNADY
- LOYALTY
- MENS CLOTHING
- ONE YEAR
- OPTICS
- RANGE
- RANGE
- RANGE ACCESSORIES
- SPORTING GOODS
- UNDEFINED

Quick Image:

Large Image:

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
✖	CityTax	City of Tucson City Tax	2.60 %
✖	StateTax	State of Arizona State Tax Rat	9.10 %

**Product Price Info**

Del	Type	Description	Price
✖	MSRP	Manufacturer's Suggested Retail Price	\$9.29

## 23.7 Product Maintenance

Inventory <sup>120</sup>

**Product Maintenance** is the main access point for all non-firearm inventory records. You may add new product <sup>121</sup>, assign additional UPCs to an item, clone an existing item <sup>123</sup> to create a new one, do a bulk edit <sup>125</sup> of existing items, edit an item <sup>127</sup> and view inactive items <sup>129</sup>.

Go to the Inventory Management <sup>120</sup> tab; click **Product Maintenance**.

Product Maintenance

Select Product Filter

Attribute Descriptor

DEPARTMENT  
GAUGE  
GENDER  
INSEAM  
ITEM  
LENGTH  
MANUFACTURER  
MATERIAL  
MODEL  
SHOT  
TYPE

Clear Filters

Select All Deselect All

Product Maintenance

Click to show inactive products

Add Product Edit Product  
Print Labels Alias UPCs  
Bulk Edit Clone Product

Product UPC	Manufacturer #	Description	Short Description	Product Price	Avg Cost	Last Cost	QoH	MIN	QOI
0000000000002	Miscellaneous	Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$0.00	\$25.78	\$0.00	3679	5	
0000000000003	Miscellaneous	Standard Scope Mounting Part Pkg	Standard Scope Mounting Part Pkg	\$32.00	\$0.00	\$0.00	2	7	
00024099001267		AUTO PLA SPL ED 4 HG/ACC CS BL		\$0.00			-3	0	
000381103406		AUTO BUR PICATINNY RISER .5 IN		\$0.00	\$20.83	\$20.00	5	0	
000381103413		AUTO BUR AR PEPR SCOPE MNT 30M	Binoculars	\$0.00	\$0.00	\$0.00	-2	0	
000381103420		AUTO BUR AR PEPR SCOPE MNT 1.1		\$0.00			-1	0	
0052175304224	CCHCI033	Levis 501 Black 32/38	Levis 501 Black 32/38	\$11.00	\$10.50	\$10.00	5	7	
0052175304225	CCHCI034	Levis 501 Black 34/30	Levis 501 Black 34/30	\$0.00	\$11.58	\$0.00	78	7	
0052175304226	CCHCI035	Levis 501 Black 34/32	Levis 501 Black 34/32	\$18.00	\$9.02	\$0.00	127	7	
0052175304227	CCHCI036	Levis 501 Black 34/34	Levis 501 Black 34/34	\$32.99	\$10.24	\$0.00	288	7	
0052175304228	CCHCI037	Levis 501 Black 34/36	Levis 501 Black 34/36	\$23.80	\$14.89	\$20.00	116	7	
0052175304229	CCHCI038	Levis 501 Black 34/38	Levis 501 Black 34/38	\$0.00			-2	7	
0052175304231	CCHCI040	Levis 501 Black 36/32 sktsf sdjif swektsf fdtdaf sfs lkajsikdfd fs dafja	Levis 501 Black 36/32	\$31.99			-6	7	
0052175304232	CCHCI041	Levis 501 Black 36/34	Levis 501 Black 36/34	\$31.99			113	7	
0052175304233	CCHCI042	Levis 501 Black 36/36	Levis 501 Black 36/36	\$31.98			1198	7	
0052175304234	CCHCI043	Levis 501 Black 36/38	Levis 501 Black 36/38	\$31.99			11992	7	
0052175304235	CCHCI044	Levis 501 Black 38/30	Levis 501 Black 38/30	\$31.99			10	7	
0052175304236	CCHCI045	Levis 501 Black 38/32	Levis 501 Black 38/32	\$31.99			-1	7	
0052175304237	CCHCI046	Levis 501 Black 38/34	Levis 501 Black 38/34	\$31.99			1	7	
0052175304238	CCHCI047	Levis 501 Black 38/36	Levis 501 Black 38/36	\$31.99	\$10.00	\$10.00	4	7	
0052175304239	CCHCI048	Levis 501 Black 38/38	Levis 501 Black 38/38	\$31.99	\$11.05	\$11.05	-16	7	
0052175304240	CCHCI049	Levis 501 Black 40/30	Levis 501 Black 40/30	\$31.99	\$12.00	\$12.00	16	7	
0052175304241	CCHCI050	Levis 501 Black 40/32	Levis 501 Black 40/32	\$31.99	\$13.00	\$13.00	19	7	
0052175304242	CCHCI051	Levis 501 Black 40/34	Levis 501 Black 40/34	\$31.99	\$14.00	\$14.00	25	7	
0052175304243	CCHCI052	Levis 501 Black 40/36	Levis 501 Black 40/36	\$31.99	\$15.00	\$15.00	30	7	
0052175304244	CCHCI053	Levis 501 Black 40/38	Levis 501 Black 40/38	\$31.99			-51	7	

Selected Filters

Del Filter

Once an item or group of items has been selected, more options will become available.

- Alias UPCs
- Bulk Edit<sup>125</sup>
- Clone Product<sup>123</sup>
- Edit Product<sup>127</sup>
- Print Labels<sup>131</sup>

## 23.8 Product Price Info

Inventory<sup>120</sup>

**Product Price Info** allows for adding MAP pricing information for an item as well as other pricing information which may be useful to the buyer and/or management.

The available Price Types<sup>148</sup> are user-defined within the Pricing<sup>147</sup> tab.

**Product Edit**

#### Product Info

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

#### Product Attribute Descriptor

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2

Add/Edit Attribute Descriptor

#### Product Tax Info

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

#### Product Price Info

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

Click to choose a Price Type<sup>148</sup> from the drop-down menu.

**Product Edit**

**Product Info**

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2

Add/Edit Attribute Descriptor

---

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

**Product Price Info**

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

- Bla
- Clothing
- Loyalty
- MAP
- Minimum
- MSRP
- Price Level 1
- Pricing Type Test
- Retail

Enter the price for the item. Click the **Add/Update Product Price** button.

Product Edit

Product Info

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

Product Attribute Descriptor

Del	Attribute	Descriptor
✖	DEPARTMENT	AMMUNITION
✖	GAUGE	12
✖	ITEM	SHOTGUN SHELL
✖	LENGTH	2 3/4
✖	MANUFACTURER	FEDERAL
✖	SHOT	2

Add/Edit Attribute Descriptor

Product Image

Quick Image:

Large Image:

Product Tax Info

Del	Tax Type	Description	Tax Rate
✖	CityTax	City of Tucson City Tax	2.60 %
✖	StateTax	State of Arizona State Tax Rat	9.10 %

Product Price Info

Del	Type	Description	Price
✖	MSRP	Manufacturer's Suggested Retail Price	\$9.29

The added item(s) are displayed. Repeat the process to add more **Product Price Info**.

To edit the price on an existing **Type**, select it from the drop-down menu; enter the new price. Click the **Add/Update Product Price** button. The new value will be displayed.

When all of the changes/additions are complete, click **Submit**.

## 23.9 Product Tax Info

Inventory

Depending upon your state and local tax requirements, different tax types may apply to services and product. To set the appropriate tax for the item, look in the **Product Tax Info** section of the item screen.

**Product Edit**

**Product Info**

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH:

Min Level:  Last Cost:

Max Level:  Average Cost:

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

**Product Attribute Descriptor**

Del	Attribute	Descriptor
<input checked="" type="checkbox"/>	DEPARTMENT	AMMUNITION
<input checked="" type="checkbox"/>	GAUGE	12
<input checked="" type="checkbox"/>	ITEM	SHOTGUN SHELL
<input checked="" type="checkbox"/>	LENGTH	2 3/4
<input checked="" type="checkbox"/>	MANUFACTURER	FEDERAL
<input checked="" type="checkbox"/>	SHOT	2

Add/Edit Attribute Descriptor

**Product Tax Info**

Del	Tax Type	Description	Tax Rate
<input checked="" type="checkbox"/>	CityTax	City of Tucson City Tax	2.60 %
<input checked="" type="checkbox"/>	StateTax	State of Arizona State Tax Rat	9.10 %

**Product Price Info**

Del	Type	Description	Price
<input checked="" type="checkbox"/>	MSRP	Manufacturer's Suggested Retail Price	\$9.29

MAP

Select the appropriate tax for the item (repeat to add more than one, if necessary) from the drop-down menu. Click the **Add Product Tax** button. A new tax type will need to be added if it is not already available in the list. Applied tax info will be listed once it has been added. Click **Submit**.

### Product Edit

#### Product Info

Product UPC:

Manufacturer Ref #:

Short Description:

Description:

Auto Order:  QoH: 82

Min Level:  Last Cost: \$0.00

Max Level:  Average Cost: \$0.00

Price:

Active:

Is Firearm:

Is Stock Item:

Ext Description:

#### Product Attribute Descriptor

Del	Attribute	Descriptor
✖	DEPARTMENT	AMMUNITION
✖	GAUGE	12
✖	ITEM	SHOTGUN SHELL
✖	LENGTH	2 3/4
✖	MANUFACTURER	FEDERAL
✖	SHOT	2

Add/Edit Attribute Descriptor

#### Product Tax Info

Del	Tax Type	Description	Tax Rate
✖	CityTax	City of Tucson City Tax	2.60 %
✖	StateTax	State of Arizona State Tax Rat	9.10 %

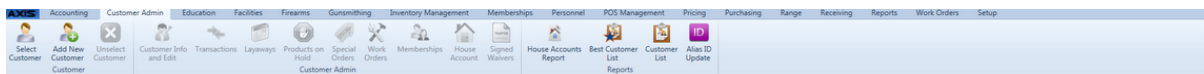
#### Product Price Info

Del	Type	Description	Price
✖	MAP	Minimum Advertised Pricing	\$9.19
✖	MSRP	Manufacturer's Suggested Retail Price	\$9.29

## 24 Layaway

History of a **Layaway** may be accessed through Data Center and the Register. **Layaways** must be started and processed at the Register.

To access **Layaway** information and history, go to the Customer Admin<sup>[53]</sup> tab.



There are additional **Layaway** reports available for viewing and printing.

- Layaway Report<sup>[190]</sup>

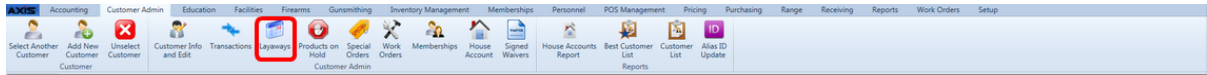
- Layaway By Item Report<sup>190</sup>

## 24.1 Layaway History

Layaway<sup>139</sup>

Layaway History detail may be viewed for any customer.

Go to the Customer Admin<sup>53</sup> tab; Select a customer<sup>59</sup>. Click **Layaways**.



Click on the date of a **Layaway** to view the detail.

Customer: Edward Imhoff

Overview Layaways X

### Layaways for Edward Imhoff

Store	Date/Time	Title	Cashier	Total	Amount Due	Date Due
1	Thu Aug 16 2012 04:00 PM	Nikon	Michael Abbott	\$261.84	\$65.46	Sun Sep 16 2012
1	Sat Sep 08 2012 05:15 PM		Michael Abbott	\$207.54	\$155.66	Mon Oct 08 2012
1	Mon Oct 08 2012 05:15 PM		Michael Abbott	\$207.54	\$155.66	Thu Nov 08 2012

Item detail and payment detail are shown. Click a different layaway date to see its history.

Customer: Edward Imhoff

Overview Layaways X

### Layaways for Edward Imhoff

Store	Date/Time	Title	Cashier	Total	Amount Due	Date Due
1	Thu Aug 16 2012 04:00 PM	Nikon	Michael Abbott	\$261.84	\$65.46	Sun Sep 16 2012
<b>Layaway Detail</b>						
Description					Price Charged	
NIKON MONARCH VSD DOT SIGHT					\$240.00	
<b>Payment Detail</b>						
Payment Date					Payment Amount	
Thu Aug 16 2012 04:00 PM					\$65.46	
Sat Sep 15 2012 03:11 PM					\$65.46	
Wed Sep 19 2012 11:53 AM					\$65.46	
1	Sat Sep 08 2012 05:15 PM		Michael Abbott	\$207.54	\$155.66	Mon Oct 08 2012
1	Mon Oct 08 2012 05:15 PM		Michael Abbott	\$207.54	\$155.66	Thu Nov 08 2012



## 25 Login

Security may be adjusted for **Login** settings. Each individual user will be assigned a unique **Login**. For general information purposes or for the purpose of placing Firearm holds, there may be a limited-access **Login** (e.g. **Sales**).

The image shows a login screen for ARS AXIS RETAIL SOLUTION. At the top, there is a logo consisting of a red and black stylized arrow pointing left, with the text "ARS" in red, "AXIS" in large black letters, and "RETAIL SOLUTION" in smaller red letters below it. Below the logo, there are two white input fields: the first is labeled "Employee #" and the second is labeled "Password". Below these fields, there is a small instruction: "Enter employee number, and password". At the bottom of the screen, there are two buttons: a red "Cancel" button and a light blue "Login" button.

Enter the **Employee #**. Tab or click in the **Password** box, enter your unique password. Click **Login**.

## 26 Physical Inventory

**Physical Inventory** counts are essential for verifying the actual (physical) inventory in your store/warehouse to your Quantity on Hand<sup>[157]</sup> values.

Discrepancies must be located and addressed. \*\*Please note that **Physical Inventory** is not intended to be used for initial entry of inventory which is new to the system. Without cost history (which is captured through the Receiving<sup>[158]</sup> process),

inventory values cannot be accurate.

The purpose of **Physical Inventory** is to locate the inventory discrepancies (due to theft, entry errors, etc.) so that the inventory counts and values are accurate.

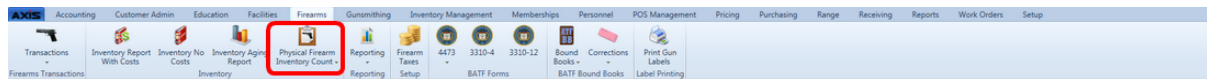
- Firearm Inventory Count<sup>[142]</sup> - The frequency of your firearm inventory counts may happen more often, but it is recommended that firearm counts should be done no less than four times per year.
- Inventory Stocktaking<sup>[143]</sup> - Certain departments/manufacturers may require more frequent inventory counts, but it is recommended that a cycle count schedule is established by department/major manufacturer (or other logical groupings) so that everything is counted no less than once per year (twice is even better).

## 26.1 Firearm Inventory Count

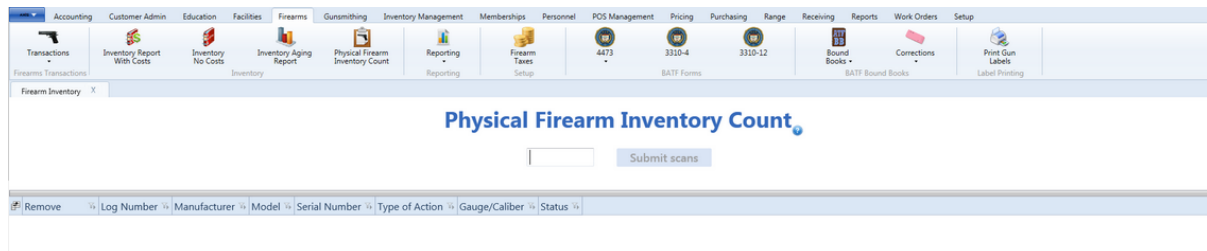
Physical  
Inventory<sup>[144]</sup>

It is strongly suggested that firearm inventory should be counted at least once every 30 days.

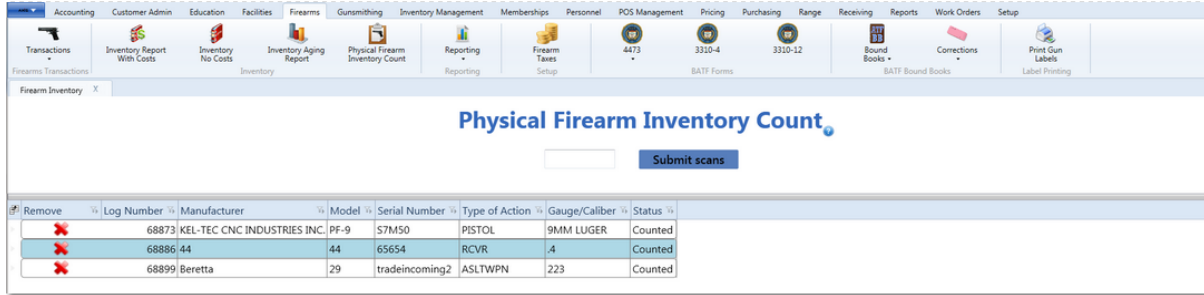
Go to the **Firearms** tab; click **Physical Firearm Inventory Count**.



With the cursor in the scan box, start scanning the log number on each of the firearms. You may also key the log numbers into the box, and hit enter after each log number. (Do not click the **Submit scans** button until you are finished.)



A list of the scanned firearms will populate on the screen. When the selected group of firearms has been scanned, click **Submit scans**. Any uncounted firearms will be listed after the submit and will not show Counted in the Status. **MAKE SURE YOU PRINT** the report. Once the window is closed, the count will not resume; it will reset.

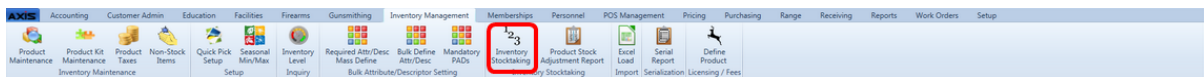


## 26.2 Inventory Stocktaking

Physical  
Inventory <sup>114</sup>

**Inventory Stocktaking** is for taking the inventory counts for physical inventory items. (There is no serial number verification.)

To get started, go to the Inventory Management <sup>120</sup> tab; click **Inventory Stocktaking**.



Inventory may be counted using a tablet <sup>114</sup>, laptop with scanner <sup>114</sup>, handheld PDA (optional device) or by printing a sheet for the counter to write the counts onto to be entered into the system manually. Inventory may also be counted with an electronic device outside of the range of the server to be submitted when the device is back in range with the server.

An Attribute Search <sup>151</sup> will narrow the items down to a manageable group for printing or scanning counts. Click the **Clear Filters** button to reset/clear the selected attributes/descriptors so a new search may be done.

**Product Inventory Stocktaking**  
Stock Taken On 12/29/2012

Scan or enter UPC:

Each time a UPC is scanned, the count for that item will increase by 1

Counts may be typed in or submitted using the number keys below

Use the number keys for tablets

Delete	Product UPC	Description	Count	Value	Stocktaking - NOW	Loss/Gain	Reason	Loss/Gain	On	Last Stocktaking
<input type="checkbox"/>	0000000000002	Standard Scope Mounting Part Pkg	3681	\$16,344.75						
<input type="checkbox"/>	0000000000002	Standard Scope Mounting Part Pkg	3681	\$16,344.75						
<input type="checkbox"/>	0000000000003	Standard Scope Mounting Part Pkg	92	\$4,721.00						
<input type="checkbox"/>	00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL	43	\$0.00						
<input type="checkbox"/>	000381103406	AUTO BUR PICATINNY RISER .5 IN	5	\$125.00						
<input type="checkbox"/>	000381103413	AUTO BUR AR PEPR SCOPE MNT 30M	109	\$2,250.00						
<input type="checkbox"/>	000381103420	AUTO BUR AR PEPR SCOPE MNT 1 I	-1	\$0.00						
<input type="checkbox"/>	0052175304215	Levis 501 Black 30/30	10300	\$26,986.42						
<input type="checkbox"/>	0052175304216	Levis 501 Black 30/32	1317	\$25,203.05						
<input type="checkbox"/>	0052175304217	Levis 501 Black 30/34	25	\$807.33						
<input type="checkbox"/>	0052175304219	Levis 501 Black 30/38	2	\$-3.45						
<input type="checkbox"/>	0052175304224	Levis 501 Black 32/38	4	\$0.00						
<input type="checkbox"/>	0052175304225	Levis 501 Black 34/30	83	\$438.82						
<input type="checkbox"/>	0052175304226	Levis 501 Black 34/32	127	\$976.75						
<input type="checkbox"/>	0052175304227	Levis 501 Black 34/34	290	\$2,306.24						
<input type="checkbox"/>	0052175304228	Levis 501 Black 34/36	95	\$310.13						
<input type="checkbox"/>	0052175304229	Levis 501 Black 34/38	-2	\$0.00						
<input type="checkbox"/>	0052175304231	Levis 501 Black 36/32	-6	\$0.00						

0 1 2 3 4 5 6 7 8 9 BKSP ENTER

Click on submit after counts are completed and in network range.

Submit

The **Submit** button will become available as soon as the first **Count** value is scanned or entered. Clicking the **Submit** button will save everything entered up to that point without clearing the screen. Make sure that you have clicked in another field after the last entry was made.

**Product Inventory Stocktaking**  
Stock Taken On 12/29/2012

Scan or enter UPC:

Click Submit to save

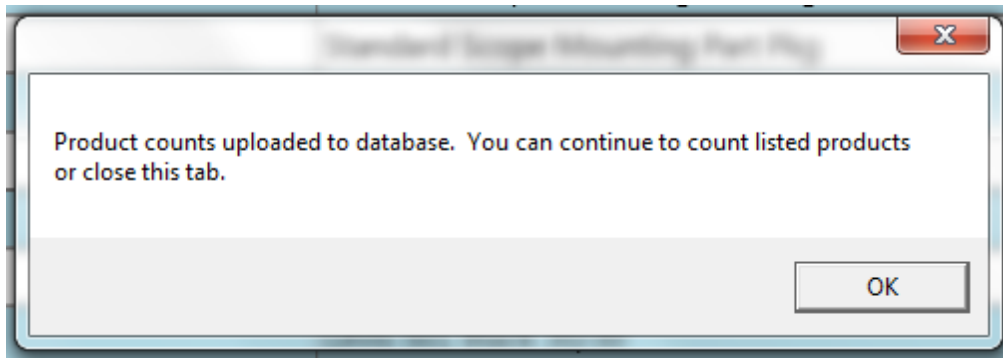
Delete	Product UPC	Description	Count	Value	Stocktaking - NOW	Loss/Gain	Reason	Loss/Gain	On	Last Stocktaking
<input type="checkbox"/>	0000000000002	Standard Scope Mounting Part Pkg	3681	\$16,344.75	3681		inventory count		0	
<input type="checkbox"/>	0000000000002	Standard Scope Mounting Part Pkg	3681	\$16,344.75	3681		inventory count		0	
<input type="checkbox"/>	0000000000003	Standard Scope Mounting Part Pkg	92	\$4,721.00	91		inventory count		-1	
<input type="checkbox"/>	00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL	43	\$0.00						
<input type="checkbox"/>	000381103406	AUTO BUR PICATINNY RISER .5 IN	5	\$125.00						
<input type="checkbox"/>	000381103413	AUTO BUR AR PEPR SCOPE MNT 30M	109	\$2,250.00						
<input type="checkbox"/>	000381103420	AUTO BUR AR PEPR SCOPE MNT 1 I	-1	\$0.00						
<input type="checkbox"/>	0052175304215	Levis 501 Black 30/30	10300	\$26,986.42	10247		inventory count		-53	
<input type="checkbox"/>	0052175304216	Levis 501 Black 30/32	1317	\$25,203.05						
<input type="checkbox"/>	0052175304217	Levis 501 Black 30/34	25	\$807.33						
<input type="checkbox"/>	0052175304219	Levis 501 Black 30/38	2	\$-3.45	4		inventory count		2	
<input type="checkbox"/>	0052175304224	Levis 501 Black 32/38	4	\$0.00						
<input type="checkbox"/>	0052175304225	Levis 501 Black 34/30	83	\$438.82						
<input type="checkbox"/>	0052175304226	Levis 501 Black 34/32	127	\$976.75						
<input type="checkbox"/>	0052175304227	Levis 501 Black 34/34	290	\$2,306.24						
<input type="checkbox"/>	0052175304228	Levis 501 Black 34/36	95	\$310.13						
<input type="checkbox"/>	0052175304229	Levis 501 Black 34/38	-2	\$0.00						
<input type="checkbox"/>	0052175304231	Levis 501 Black 36/32	-6	\$0.00						

0 1 2 3 4 5 6 7 8 9 BKSP ENTER

Click on submit after counts are completed and in network range.

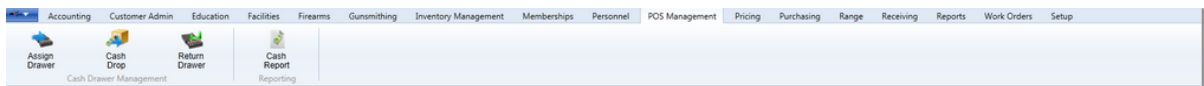
Submit

Once **Submit** is selected, the saved information may be viewed/printed in the Product Stock Adjustment Report.



## 27 POS Management

**POS Management** is the resource for tracking and cash information for your register drawers. The information may be tracked by location or by individual clerks/personnel.



From the **POS Management** tab, you may:

- Assign a Drawer<sup>[145]</sup> to track the amount of cash released, the cash register and the cashier to which the drawer was assigned.
- Do a Cash Drop to specify the amount of cash, cashier and register from which the cash was removed to be deposited in the safe.
- Return a Drawer to track the return of a drawer from a specific cashier and register along with the amount of cash.
- Run a Cash Report.

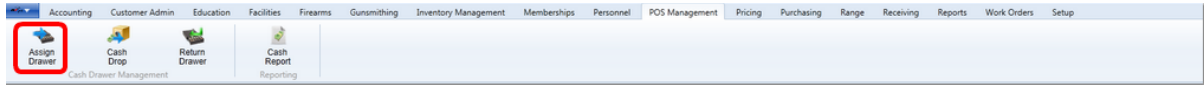
### 27.1 Assign Drawer

POS  
Management  
[145]

Cash drawers may be assigned to a specific cashier and/or register to allow for the

tracking of the amount of cash which has been released as well as to help identify cash accumulations in specific drawers throughout the business day with the use of the Cash Report.

To **Assign a Drawer**, go to the POS Management<sup>[145]</sup> tab; click **Assign Drawer**.



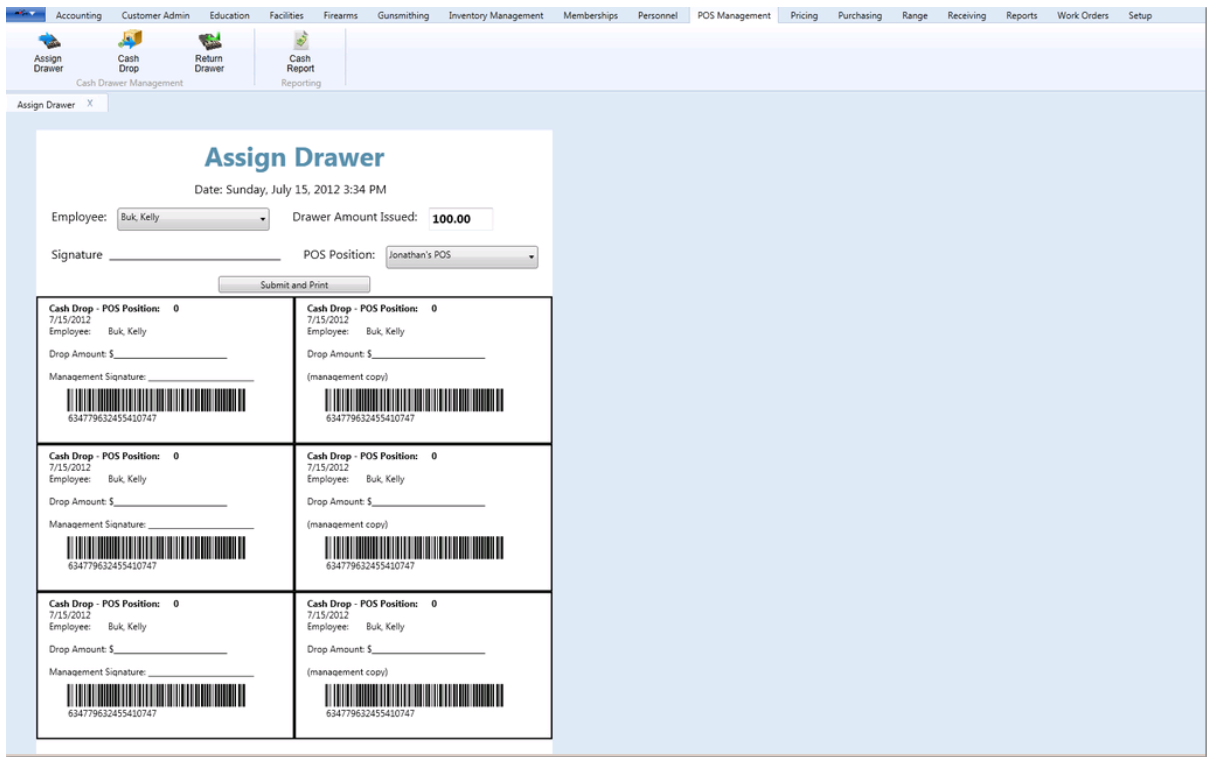
Use the drop-down menus next to **Employee** and **POS Position** to select.

**Employee** - name of the employee to whom the drawer is being assigned

**Drawer Amount Issued** - dollar amount of cash in issued drawer

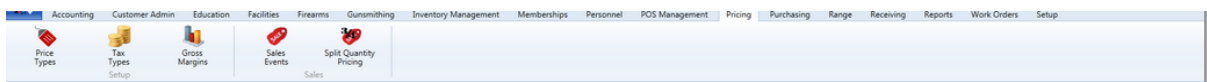
**POS Position** - select location from the list of Physical Machines

Click the **Submit and Print** button.



## 28 Pricing

To access **Pricing**-related functions, go to the **Pricing** tab.



Individual inventory item prices are set through Inventory Management. From the **Pricing** tab, you may access:

- Gross Margins - set by percentage or dollar amount
- Price Types<sup>[148]</sup> - types are set so they may be attached to an inventory item (MAP, etc.)
- Sales Events<sup>[200]</sup> - dates and times are set for starting and stopping special sales events of specific items

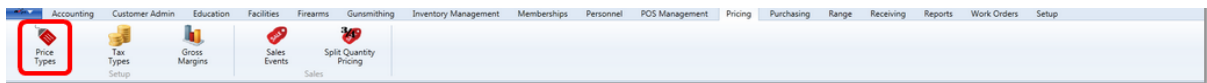
- Split Quantity Pricing - like a sales event along with the ability to have multiples or limits on items
- Tax Types



## 28.1 Price Types

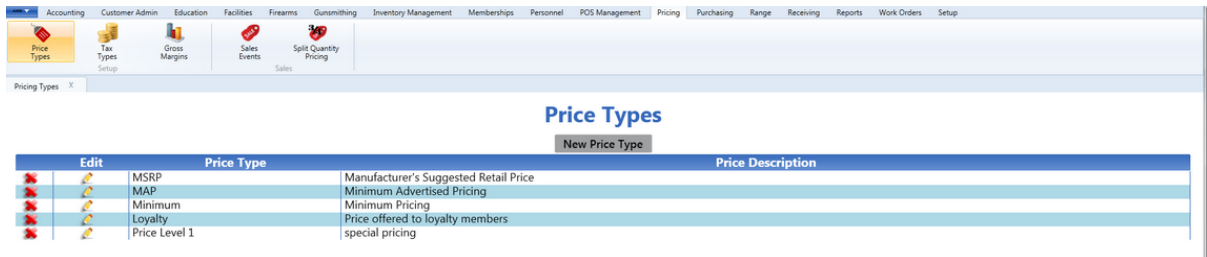
Pricing<sup>147</sup>

**Price Types** are informational fields which may be linked to a product record in the Product Price Info<sup>134</sup> box of the record.

To create **Price Types**, go to the Pricing<sup>147</sup> tab; click the **Price Types** icon.



Existing **Price Types** may be edited  or deleted .



Click the **New Price Type** button to create a new **Price Type**. Once the information has been entered, click **Submit**.

**Define/Edit Price Type**

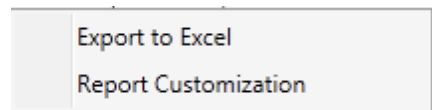
Pricing Type:

Description:



## 29 Printing

**Printing** may be done from almost any screen. To access the ability to export to Excel and print, right-mouse-click on the grid information you would like to print.

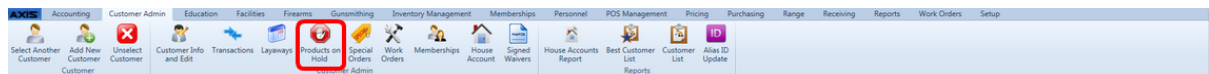


Select **Copy to Excel** or **Export to Excel** from the menu. (Microsoft Excel must be installed on the computer in order for this option to work.)

## 30 Product Holds

**Product Holds** are placed at the Register to hold an item (or items) for a customer. The system will automatically release any holds after 24 hours.

**Product Holds** may be viewed for a customer by selecting a customer<sup>59</sup> in the Customer Admin<sup>53</sup> tab and clicking **Products on Hold**.



The current hold(s) for the customer will be displayed. If there are no items displayed, the customer has no **Product Holds**.

Customer: Edward Imhoff

Product Holds X

Product Holds of				
Hold Date	Product	Quantity	Employee	
September 05, 2012	Federal 12 gauge, 2 3/4", 2	1	Michael Abbott	

## 31 Product Search

**Product Search** is used from many different areas within Data Center.

In the **Product Search** window, items can be filtered by their Attributes<sup>[34]</sup> or by entering description<sup>[153]</sup> information in the **Description** box. (Note: The **Adjustment** box and **Adjust Select by...** buttons are not available for all **Product Searches**. You will only be able to access them if they apply.

**Product Search**

Description

**Attribute**      **Descriptor**

DEPARTMENT  
GAUGE  
GENDER  
INSEAM  
ITEM  
LENGTH  
MANUFACTURER  
MATERIAL  
MODEL  
SHOT  
TYPE

Del Attribute    Descriptor

Please select all that apply

UPC	Description	QoH	Price
<input type="checkbox"/> 0000000000002	Standard Scope Mounting Part Pkg	3679	\$0.00
<input type="checkbox"/> 0000000000003	Standard Scope Mounting Part Pkg	-12	\$32.00
<input type="checkbox"/> 00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL	-1	\$0.00
<input type="checkbox"/> 000381103406	AUTO BUR PICATINNY RISER .5 IN	-1	\$0.00
<input type="checkbox"/> 000381103413	AUTO BUR AR PEPR SCOPE MNT 30M	-2	\$0.00
<input type="checkbox"/> 000381103420	AUTO BUR AR PEPR SCOPE MNT 1 I	-1	\$0.00
<input type="checkbox"/> 0052175304225	Levis 501 Black 34/30	78	\$0.00
<input type="checkbox"/> 0052175304226	Levis 501 Black 34/32	127	\$18.00
<input type="checkbox"/> 0052175304227	Levis 501 Black 34/34	290	\$32.99
<input type="checkbox"/> 0052175304228	Levis 501 Black 34/36	116	\$23.80
<input type="checkbox"/> 0052175304229	Levis 501 Black 34/38	-2	\$0.00
<input type="checkbox"/> 0052175304230	Levis 501 Black 36/30	49	\$31.99
<input type="checkbox"/> 0052175304231	Levis 501 Black 36/32 sklsf sdjlf swekfs	-6	\$31.99
<input type="checkbox"/> 0052175304232	Levis 501 Black 36/34	113	\$31.99

Clear      Select All      Unselect All

Adjustment       Adjust Selection by Amount      Adjust Selection by Percentage      Close

Select the items you would like to include in your group by checking the box next to the item's UPC. If you want all of the items listed in the **Product Search**, click the **Select All** button.

If the **Adjustment** options are available for your search, you may do either a Dollar Discount<sup>[201]</sup> or a Percentage Discount<sup>[206]</sup> adjustment.

## 31.1 Attribute Search

Product  
Search<sup>[150]</sup>

Items can be searched and filtered by the Mandatory Attributes<sup>[212]</sup> and any additional Product Attributes<sup>[131]</sup> assigned to them. You may also search using the Description<sup>[153]</sup> of an item.

The same rules apply to all **Attribute Searches** whether it is being done in Product Maintenance<sup>[133]</sup> or any Product Search<sup>[150]</sup> window in Data Center.

Click to select an **Attribute** which best represents the item or group for which you are searching. Once a **Descriptor** is selected for the **Attribute**, it is displayed at the bottom under **Selected Filters**. Additional **Attribute** options are displayed at the top ONLY if there are **attributes** which may apply to your search. Every time a new **Attribute** or **Descriptor** is chosen, more options will be displayed for you to further refine your search.

## Select Product Filter

Attribute	Descriptor
DEPARTMENT	AMMO
GAUGE	BIRCHWOOD CASEY
GENDER	CHAMPION
INSEAM	FEDERAL
ITEM	FIOCCHI
LENGTH	FIREARMS
MANUFACTURER	HORNADY
MATERIAL	KLEEN-BORE
MODEL	LEVI'S
SHOT	NIKON
TYPE	NONE
	PATAGONIA
	PMC
	RANGE
	REMINGTON
	ROYAL WULFE
	RUGER
	SILVER DOCTOR
	SMITH & WESSON
	US PAPER
	WHAMO
	WINCHESTER

Remove Unused Attributes/Descriptors

## Selected Filters

Del Filter

Product Maintenance X


### Select Product Filter

Attribute	Descriptor
DEPARTMENT	
TYPE	
GAUGE	
LENGTH	
SHOT	
ITEM	


Remove Unused Attributes/Descriptors

#### Selected Filters

Del	Filter
X	MANUFACTURER FEDERAL

To clear a particular attribute, click  next to the attribute in the **Selected Filters** area. This will take you back to the previous attribute options.

## 31.2 Description Search

Product Search 

Items may be searched for by doing an Attribute Search  or by doing a **Description Search**.

In the **Product Description** box, begin typing any part of the description for the item you are wanting to locate.

Description

## Product Search

**Attribute**

DEPARTMENT

GAUGE

GENDER

INSEAM

ITEM

LENGTH

MANUFACTURER

MATERIAL

MODEL

SHOT

TYPE

De | Attribute Descriptor

Please select all that apply

UPC	Description	QoH	Price
<input type="checkbox"/> 0000000000002	Standard Scope Mounting Part Pkg	3679	\$0.00
<input type="checkbox"/> 0000000000003	Standard Scope Mounting Part Pkg	-12	\$32.00
<input type="checkbox"/> 00024099001267	AUTO PLA SPL ED 4 HG/ACC CS BL	-1	\$0.00
<input type="checkbox"/> 000381103406	AUTO BUR PICATINNY RISER .5 IN	-1	\$0.00
<input type="checkbox"/> 000381103413	AUTO BUR AR PEPR SCOPE MNT 30M	-2	\$0.00
<input type="checkbox"/> 000381103420	AUTO BUR AR PEPR SCOPE MNT 1 I	-1	\$0.00
<input type="checkbox"/> 0052175304225	Levis 501 Black 34/30	78	\$0.00
<input type="checkbox"/> 0052175304226	Levis 501 Black 34/32	127	\$18.00
<input type="checkbox"/> 0052175304227	Levis 501 Black 34/34	290	\$32.99
<input type="checkbox"/> 0052175304228	Levis 501 Black 34/36	116	\$23.80
<input type="checkbox"/> 0052175304229	Levis 501 Black 34/38	-2	\$0.00
<input type="checkbox"/> 0052175304230	Levis 501 Black 36/30	49	\$31.99
<input type="checkbox"/> 0052175304231	Levis 501 Black 36/32 sklslf sdjlf swekf	-6	\$31.99
<input type="checkbox"/> 0052175304232	Levis 501 Black 36/34	113	\$31.99

Select All
Unselect All

Clear

Adjustment

Adjust Selection by Amount

Adjust Selection by Percentage

Close

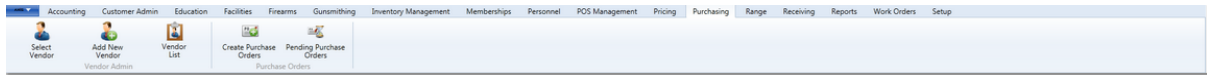
As you type, the system will start filtering items which match. If you are wanting to locate items which were automatically added to the system and need to be completed, type AUTO<sup>[39]</sup> in the box. Once the items have been located, you may Edit<sup>[127]</sup> or Clone<sup>[123]</sup> to Add Product<sup>[121]</sup>. There is also an option to Print Labels<sup>[131]</sup>.

## 32 Purchase Order

**Purchase Orders** are easily created and allow for tracking of outstanding orders. In turn, items which are on order but are no longer needed may be tracked so that the orders may be cancelled. **Purchase Orders** also streamline the Receiving<sup>[158]</sup> process.

If a **Purchase Order** is going to be added for a new vendor, make sure that the vendor is added before adding the new purchase order.

Automatically generated **Purchase Orders** can be accessed through Receive PO<sup>[168]</sup> in the Receiving<sup>[158]</sup> tab.



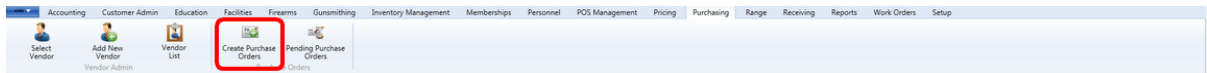
- Create Purchase Orders <sup>155</sup>
- Pending Purchase Orders

### 32.1 Create Purchase Orders

Purchase Order <sup>154</sup>

Adding a new Purchase Order <sup>154</sup> is needed for orders which are not automatically generate (e.g. AcuSport orders).

To add a Purchase Order <sup>154</sup>, go to the Purchasing <sup>157</sup> tab; click **Create Purchase Orders**.



Items may be selected in groups or individually. To add items which are inactive, click the box under the **Purchase Orders** heading titled 'Click to show inactive products' so the inactive items will be listed and made available for selection.

Create Purchase Orders x

**Purchase Orders**

Click to show inactive products

Select the Products to include in the Purchase Orders

Next      Number Sold Date Range: 12/10/2012 - 12/17/2012       Display only selected products      Clear selected products

Clear	Attribute	Descriptor	#	UPC	Description	QOH	Min	Max	Short	Over	On Order	Number Sold	Department	Manufacturer	Item
<input type="checkbox"/>			00000000000002		Standard Scope Mounting Part Pkg	3679	5	36	0	3643	4	0	FIREARMS	WINCHESTER	PISTOL
<input type="checkbox"/>			00000000000003		Standard Scope Mounting Part Pkg	-2	7	36	5	0	1	0	ONE YEAR	RANGE	LOYALTY
<input type="checkbox"/>			00024099001267			-3	0	0	3	0	4	0			
<input type="checkbox"/>			000381103406			5	0	0	0	5	1	0			
<input type="checkbox"/>			000381103413		Binoculars	-2	0	0	2	0	1	0	OPTICS	REMINGTON	30
<input type="checkbox"/>			000381103420			-1	0	0	1	0	1	0			
<input type="checkbox"/>			0052175304224		Levis 501 Black 32/38	5	7	36	2	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304225		Levis 501 Black 34/30	78	7	36	0	42	1	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304226		Levis 501 Black 34/32	127	7	36	0	91	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304227		Levis 501 Black 34/34	288	7	36	0	252	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304228		Levis 501 Black 34/36	116	7	36	0	80	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304229		Levis 501 Black 34/38	-2	7	36	9	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304231		Levis 501 Black 36/32	-6	7	36	13	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304232		Levis 501 Black 36/34	113	7	36	0	77	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304233		Levis 501 Black 36/36	1198	7	36	0	1162	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304234		Levis 501 Black 36/38	11992	7	36	0	11956	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304235		Levis 501 Black 38/30	10	7	36	0	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304236		Levis 501 Black 38/32	-1	7	36	8	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304237		Levis 501 Black 38/34	1	7	36	6	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304238		Levis 501 Black 38/36	4	7	36	3	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304239		Levis 501 Black 38/38	-16	7	36	23	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304240		Levis 501 Black 40/30	16	7	36	0	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304241		Levis 501 Black 40/32	19	7	36	0	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304242		Levis 501 Black 40/34	25	7	36	0	0	0	0	MENS CLOTHING	LEVIS	PANTS
<input type="checkbox"/>			0052175304243		Levis 501 Black 40/36	30	7	36	0	0	0	0	MENS CLOTHING	LEVIS	PANTS

Do an attribute search <sup>151</sup> to narrow the group of items. Once the items have been selected, click **Next**.

Create Purchase Orders X

### Purchase Orders

Click to show inactive products

Select the Products to include in the Purchase Orders

Number Sold Date Range: 12/10/2012 <sup>151</sup> - 12/17/2012 <sup>151</sup>  Display only selected products **Clear selected products**

**Next**

#	UPC	Description	QOH	Min	Max	Short	Over	On Order	Number Sold	Department	Manufacturer	Item
6000001234		Champion Socks	25	0	0	0	25	0	0	MEN'S CLOTHING	CHAMPION	SOCKS
98765432101		Champion Blue Fleece Jacket	5	0	0	0	5	5	0	MEN'S CLOTHING	CHAMPION	JACKET
98765432102		Champion Blue Fleece Jacket	20	0	0	0	20	10	0	MEN'S CLOTHING	CHAMPION	JACKET
98765432103		Champion Blue Fleece Jacket	50	0	0	0	50	5	0	MEN'S CLOTHING	CHAMPION	JACKET
98765432104		Champion Black Fleece Jacket	15	0	0	0	15	5	0	MEN'S CLOTHING	CHAMPION	JACKET
98765432105		Champion Black Fleece Jacket	5	0	0	0	5	5	0	MEN'S CLOTHING	CHAMPION	JACKET
98765432106		Champion Red Fleece Jacket	5	0	0	0	5	5	0	MEN'S CLOTHING	CHAMPION	JACKET

**Clear** **Attribute** **Descriptor**

MANUFACTURER

ITEM

**Del Attribute Descriptor**

\* DEPARTMENT MEN'S CLOTHING

The selected items are displayed. Click **Previous** to select additional items. Select a vendor in the **Order From Vendor** column. The same vendor will be applied to all of the items. Enter order quantities in the **Quantity** column.

Create Purchase Orders X

### Purchase Orders

Click to show inactive products

Enter the Quantity, Price and Vendor for each Product

Number Sold Date Range: 12/10/2012 <sup>151</sup> - 12/17/2012 <sup>151</sup>

**Previous** **Next**

#	UPC	Description	Order From Vendor	Quantity	Cost	Extension	QOH	Min	Short	Over	Max	On Order	Number Sold	Manufacturer	Average Cost	Last Cost	Last Ordered From
98765432101		Champion Blue Fleece Jacket		0	\$0.00	\$0.00	5	0	0	5	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432102		Champion Blue Fleece Jacket		0	\$0.00	\$0.00	20	0	0	20	0	10	0	CHAMPION	\$0.00	\$0.00	AcuSport
98765432103		Champion Blue Fleece Jacket		0	\$0.00	\$0.00	50	0	0	50	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432104		Champion Black Fleece Jacket		0	\$0.00	\$0.00	15	0	0	15	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432105		Champion Black Fleece Jacket		0	\$0.00	\$0.00	5	0	0	5	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432106		Champion Red Fleece Jacket		0	\$0.00	\$0.00	5	0	0	5	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
6000001234		Champion Socks		0	\$0.00	\$0.00	25	0	0	25	0	0	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4

Click to select a vendor

The **Price** column may also be edited for each of the items. When the information is complete, click **Next**.

Create Purchase Orders X

### Purchase Orders

Click to show inactive products

Enter the Quantity, Price and Vendor for each Product

Number Sold Date Range: 12/10/2012 <sup>151</sup> - 12/17/2012 <sup>151</sup>

**Previous** **Next**

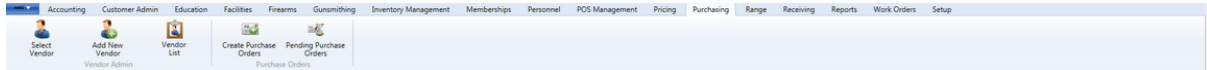
#	UPC	Description	Order From Vendor	Quantity	Cost	Extension	QOH	Min	Short	Over	Max	On Order	Number Sold	Manufacturer	Average Cost	Last Cost	Last Ordered From
98765432101		Champion Blue Fleece Jacket	Acme Distributing	1	\$0.00	\$0.00	5	0	0	5	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432102		Champion Blue Fleece Jacket	Acme Distributing	1	\$0.00	\$0.00	20	0	0	20	0	10	0	CHAMPION	\$0.00	\$0.00	AcuSport
98765432103		Champion Blue Fleece Jacket	Acme Distributing	1	\$0.00	\$0.00	50	0	0	50	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432104		Champion Black Fleece Jacket	Acme Distributing	1	\$0.00	\$0.00	15	0	0	15	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432105		Champion Black Fleece Jacket	Acme Distributing	1	\$0.00	\$0.00	5	0	0	5	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
98765432106		Champion Red Fleece Jacket	Acme Distributing	1	\$0.00	\$0.00	5	0	0	5	0	5	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4
6000001234		Champion Socks	Acme Distributing	1	\$0.00	\$0.00	25	0	0	25	0	0	0	CHAMPION	\$0.00	\$0.00	Test Vendor 4



Once a Purchase Order<sup>154</sup> has been created, it may be edited, deleted or viewed. When you are ready to place the order, the Purchase Order must be processed.

## 33 Purchasing

**Purchasing** items for inventory should begin with a Purchase Order<sup>154</sup>. With automatically generated orders (e.g. AcuSport), the Purchase Order<sup>154</sup> is generated automatically when the items are ready to be shipped. Before Purchase Orders are created in the system, Vendors should be created.



The **Purchasing** tab provides access to:

- Add a New Vendor
- Create Purchase Orders<sup>155</sup>
- Process Pending Purchase Orders
- Select a Vendor for editing or viewing

## 34 Quantity on Hand

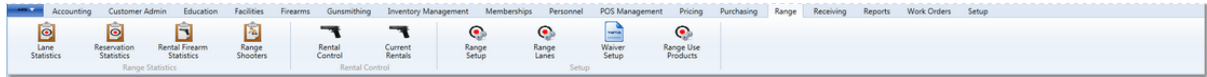
The **Quantity on Hand** (QoH) for an inventory item is calculated by the total items received less actual items sold. **Quantity on Hand** may be checked in Product Maintenance<sup>133</sup>, by running a Inventory Level inquiry or running various reports.

- Product Level Snapshot<sup>189</sup> - month-end product levels for the date you select
- Quantity on Hand Report - quantity levels for a specific date which you select

## 35 Range

The **Range** tab offers statistics on range use, rental firearm designation and monitoring

as well as range and waiver setup.



Reporting:

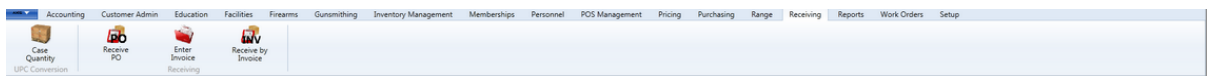
- Lane Statistics<sup>[192]</sup>
- Range Shooters<sup>[193]</sup>
- Rental Firearm Statistics<sup>[194]</sup>
- Reservation Statistics<sup>[194]</sup>

Setup and Monitoring of Range:

- Firearm Current Rentals<sup>[215]</sup> - monitor which firearms are currently in use by whom
- Firearm Rental Control<sup>[215]</sup> - designate which firearms are rental firearms
- Range Lanes Setup<sup>[216]</sup> - change lane labels and define lanes which may be reserved
- Range Setup<sup>[213]</sup> - define number of range lanes and hours of operation for the range
- Range Use Products - define range sessions which will be available in Quick Picks at the Register
- Waiver Setup<sup>[217]</sup>

## 36 Receiving

**Receiving** inventory is an essential part of your business.



Within the **Receiving** tab, there is the ability to

- Create product case conversions<sup>[159]</sup>
- Enter Invoice information<sup>[160]</sup>, edit costs and more for received merchandise

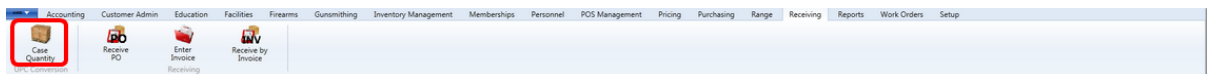
- Receive items by invoice<sup>163</sup> which are not already included on a Purchase Order but which have an invoice included
- Receive items on a Purchase Order<sup>168</sup>
- Receive on the fly<sup>165</sup> when a Purchase Order has not been created and there is no Invoice included OR there is an invoice, but the receiving clerk does not have security access to finalize invoices
- Process Vendor Returns for replacement, repair or credit

### 36.1 Case Quantity

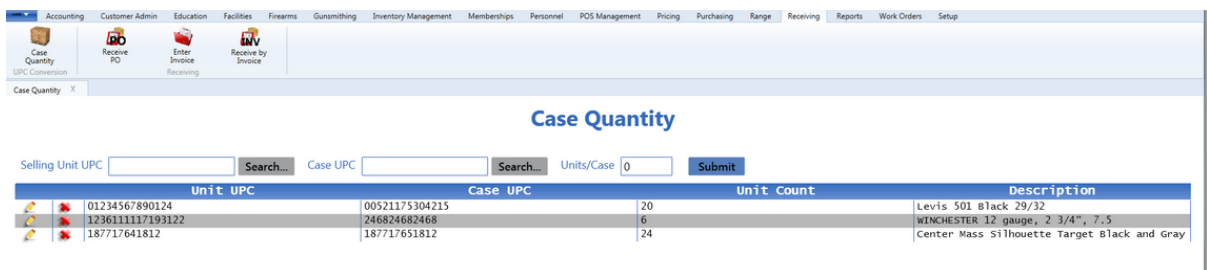
Receiving<sup>158</sup>

**Case Quantity** is where the conversions for the number of units per case, brick, etc. are defined for easy receiving of items as well as selling those units in single or larger quantities at the Register. Within AXiS, all inventory (QoH and costs) are maintained at the single unit level.

To define a **Case Quantity**, go to the Receiving<sup>158</sup> tab; click **Case Quantity**.



Use the **Search** button for selecting each item. (This will give you a verification point by being able to look at the description to make sure you're selecting the correct item UPC.) If the UPC does not exist for the case/brick, add a new item<sup>121</sup> which has the Is Stock item box unchecked. The price should have a value for selling at the larger quantity even though the on hand quantity will be maintained at the single unit level. Click **Submit**.



To edit an existing **Case Quantity**, click the appropriate edit symbol . **Submit** any changes, or click **Cancel** to make no changes.

Edit Case Quantity

Unit UPC

Case UPC

Units/Case

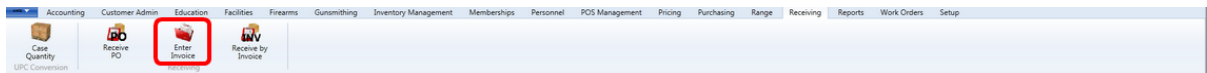
## 36.2 Enter Invoice

Receiving<sup>[158]</sup>

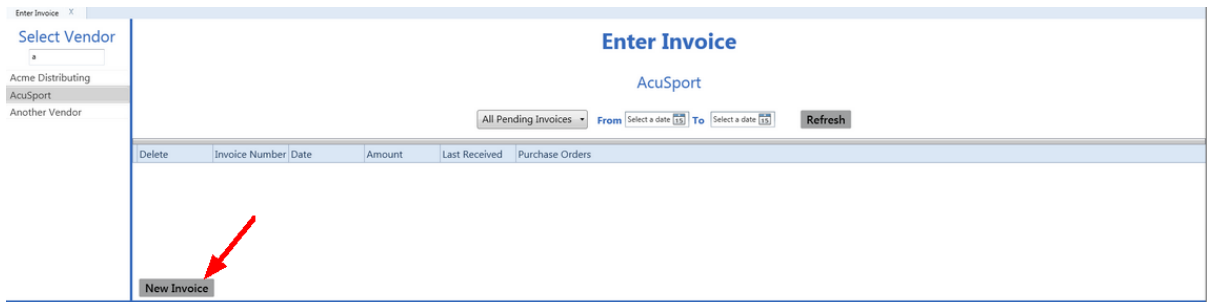
New invoices are entered and existing invoices are edited in **Enter Invoice**. This is the finalization of invoices which will be posted to QuickBooks or Sage 50.

A Purchase Order<sup>[154]</sup> which was fully received, will be displayed when the vendor is selected. There is also the ability to process an invoice for a Purchase Order<sup>[154]</sup> which has been partially received and is still open expecting the additional items to be received at a future date.

To enter an invoice for one or more Purchase Orders<sup>[154]</sup>, go to the Receiving<sup>[158]</sup> tab; click **Enter Invoice**.



Select the vendor; a Purchase Order may be selected from the list (if there are any). Click **New Invoice** if a Purchase Order was not selected from the list.



The mandatory information boxes are lined in red and include **Invoice Number** and **Date**. If a completed Purchase Order was selected from the list, the items being invoiced will automatically populate on the screen.

The screenshot shows the 'Enter Invoice' window for vendor 'AcuSport'. The 'Invoice Number' and 'Date' fields are highlighted in red. The 'Purchase Orders' dropdown is currently empty. Below the form is a table with columns: PO Number, UPC, Description, Qty Ordered, Qty Received, Qty Returned, Qty Invoiced Elsewhere, Qty Invoiced, Unit Cost, Discount % or Amount, and Ext. Cost. The summary row at the bottom shows: Count = 0, Sum = 0, Sum = 0, Sum = 0, Sum = 0, Sum = 0, Sum = 0.00.

If **New Invoice** was selected, at least one Purchase Order must be selected from the **Purchase Orders** drop-down list.

This screenshot shows the 'Purchase Orders' dropdown menu populated with a list of POs. Hand-drawn callouts provide instructions: 'Click to view all available POs; then click to select one or more' points to the PO list, 'Amount Due must be the invoice total' points to the 'Amount Due' field, and 'Click and drag this bar to resize viewing space' points to the table header bar. The rest of the interface is identical to the previous screenshot.

If the invoice is for some of the received items, the **Zero all Qty Invoiced** button may be

selected to set all **Qty Invoiced** values to zero so that the invoiced quantities may be entered by clicking on the number in the **Qty Invoiced** column.

**Date:** date of invoice

**Due Date:** date payment is due to vendor

**Standard Terms:** Accounting Setup must be completed for term selections to become available from the drop-down menu

**Terms:** type additional or non-standard terms

**Memo:** notes field for your use

**Shipping:** shipping charges included on the invoice (which will be proportionally applied to COGS)

**Discount:** discount amount included on the invoice which WILL NOT be applied to items

**Amount Due:** the final total on the invoice (The system will use this to make sure that the invoice balances with the Purchase Order totals while also figuring in all shipping and discounts. If it does not balance, a notification window will appear once the **Submit** button is selected.)

To enter discounts which will be applied to specific items, enter the percentage (e.g. 5%) or dollar amount (e.g. 1.50) in the **Discount % or Amount** column next to the appropriate item. The calculation will be shown immediately in the **Ext. Cost** column.

Once the information is completed, click **Submit**. (Clicking **Cancel** will close the selected Purchase Order(s) without saving.)

The screenshot displays the 'Enter Invoice' form for vendor 'AcuSport'. The form includes the following fields and values:

- Invoice Number: 29837910923
- Date: 12/17/2012
- Due Date: 1/10/2013
- Standard Terms: (empty)
- Shipping: + \$4.50
- Discount: - \$29.50
- Amount Due: \$23,772.00

The table below shows the invoice items:

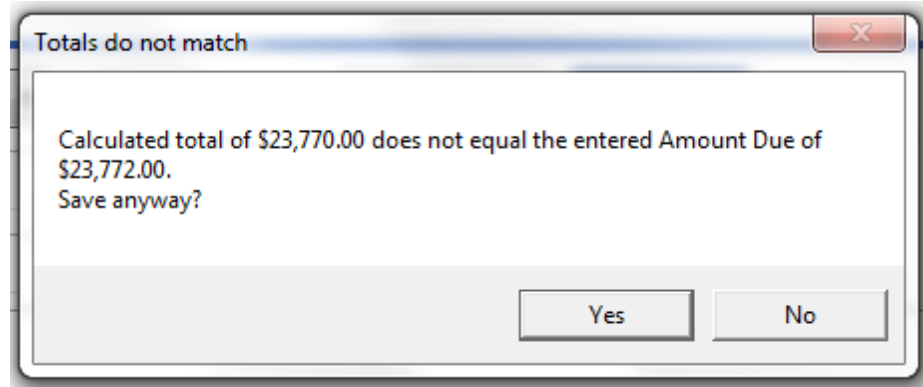
PO Number	UPC	Description	Qty Ordered	Qty Received	Qty Returned	Qty Invoiced Elsewhere	Qty Invoiced	Unit Cost	Discount % or Amount	Ext. Cost
120413-483-0	0052175304215	Levis 501 Black 30/30	1	0	0	0	1	\$1.00		\$1.00
120413-483-0	0000000000003	Standard Scope Mounting Part Pkg	1	0	0	0	1	\$1.00		\$1.00
120416-484-0	0052175304215	Levis 501 Black 30/30	10000	900	0	0	900	\$9.00	5%	\$7,695.00
120416-484-0	0000000000002	Standard Scope Mounting Part Pkg	20	200	0	0	200	\$40.00		\$8,000.00
120416-484-0	064644446623	Federal 20 gauge, 2 3/4", 6	200	200	0	0	200	\$0.50		\$100.00
120416-484-0	01820202430	NIKON MONARCH VSD DOT SIGHT	40	40	0	0	40	\$200.00		\$8,000.00

Summary: Count = 6, Sum = 10262, Sum = 1340, Sum = 0, Sum = 0, Sum = 1342, Sum = 23,797.00

If the **Qty Invoiced** errors are not corrected, a window will alert you to correct them (either receive those items or set the Qty Invoiced to zero).

If the **Amount Due** does not balance with the **Sum** of the **Ext. Cost** plus **Shipping** less

**Discount**, the following window will appear.



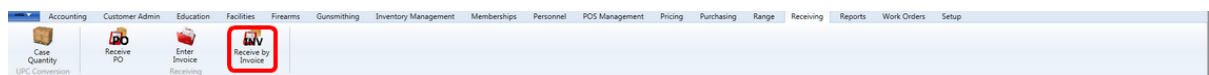
Clicking **Yes** will save the information so that it may be corrected at a later time. Click **No** to return to the **Enter Invoice** screen to make the correction(s). Click **Submit**.

### 36.3 Receive by Invoice

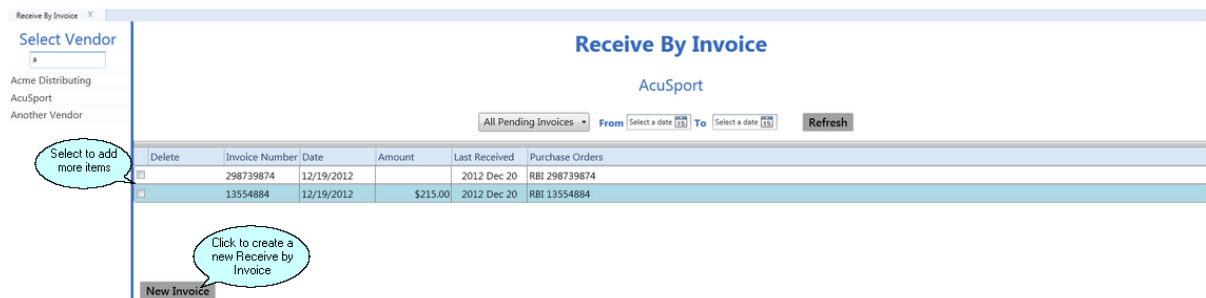
Receiving <sup>158</sup>

**Receive By Invoice** is literally for receiving items and finalizing the invoice in one step. When this is processed and submitted, it will post to your accounting software.


To receive items on the fly while also finalizing the invoice, go to the Receiving <sup>158</sup> tab; click **Receive By Invoice**.



Select a vendor from the list, or begin typing the vendor's name in the **Select Vendor** box to reduce the vendor list to match your input. Click to select the vendor. Once the vendor

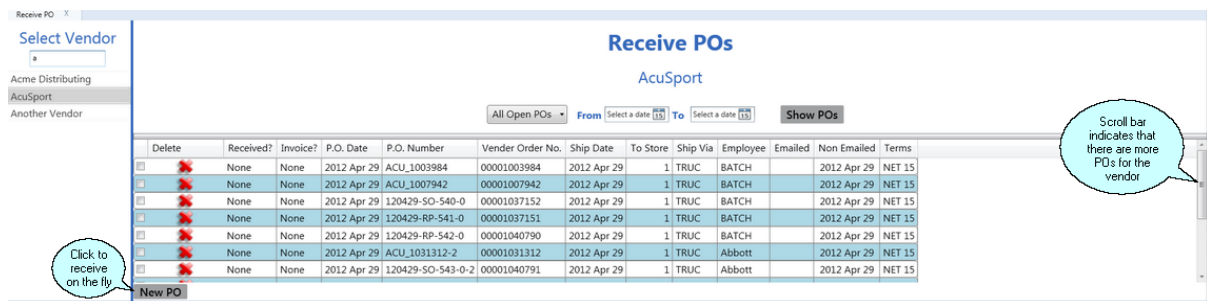


Once the vendor has been selected, the open Purchase Orders for that vendor will be displayed. Note that the selected vendor's name is shown below the **Receive POs** heading.

In the **Receive POs** section, the boxes to the left are for selecting a Purchase Order. If there have been zero items received on a Purchase Order, there will be a  in the **Delete** column so that the Purchase Order may be deleted.

**Received?** indicates None or Partial to signify whether there have been any items received on the Purchase Order

**Invoice?** indicates None if none of the items have been invoiced or Partial if some of the received items have been invoiced



Delete	Received?	Invoice?	P.O. Date	P.O. Number	Vender Order No.	Ship Date	To Store	Ship Via	Employee	Emailed	Non Emailed	Terms
	None	None	2012 Apr 29	ACU_1003984	00001003984	2012 Apr 29	1	TRUC	BATCH		2012 Apr 29	NET 15
	None	None	2012 Apr 29	ACU_1007942	00001007942	2012 Apr 29	1	TRUC	BATCH		2012 Apr 29	NET 15
	None	None	2012 Apr 29	120429-SO-540-0	00001037152	2012 Apr 29	1	TRUC	BATCH		2012 Apr 29	NET 15
	None	None	2012 Apr 29	120429-RP-541-0	00001037151	2012 Apr 29	1	TRUC	BATCH		2012 Apr 29	NET 15
	None	None	2012 Apr 29	120429-RP-542-0	00001040790	2012 Apr 29	1	TRUC	BATCH		2012 Apr 29	NET 15
	None	None	2012 Apr 29	ACU_1031312-2	00001031312	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
	None	None	2012 Apr 29	120429-SO-543-0-2	00001040791	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15

Click in the selection box for the Purchase Order you will be receiving. Bold printed items are non-firearms and may have quantities entered by double-clicking on the number in the **Qty Rcvd** column. You may also scan each UPC (or manually key it in and click **Enter UPC** or click Enter on your keyboard) which will incrementally increase the number in the **Qty Rcvd** column. Firearms will prompt for specific information (e.g. Importer, serial numbers) immediately. Multiple serial numbers may be entered (typed or scanned) for identical gun models by using a comma (,) between each of the serial numbers. Received firearms will be listed to the left side of the screen.



**Reset Counts** will remove any newly entered quantities received without changing any previously received quantities.  
**Cancel** will close the Purchase Order without saving any changes.  
**Submit** is clicked to save all of the entered information. Once **Submit** is clicked, a partial invoice will be saved and cleared.  
**Mark Fully Received** will only be available if there have been no changes made to the PO which will need to be saved or cancelled. Clicking **Mark Fully Received** is telling the system that even though not all of the items have been received, the PO is as complete as it will ever be, and none of the remaining items are going to be received at any time in the future.

### 36.4 Receive on the fly

Receiving<sup>158</sup>

If there was no Purchase Order<sup>154</sup> created, items may be received by creating a **New PO** while the items are being received in the system. This is ideal for those hot buy items which may have missed having a Purchase Order created for them, but it is best to create a Purchase Order for the bulk of your items so that you always know exactly what has been ordered in case an order needs to be cancelled or modified at a later date.

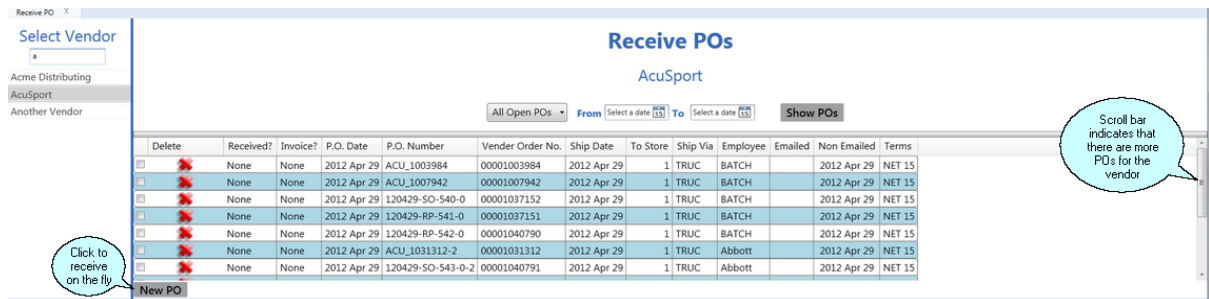
To **receive items on the fly**, go to the Receiving<sup>158</sup> tab; click **Receive PO**.

Select a vendor from the list, or begin typing the vendor's name in the **Select Vendor** box to reduce the vendor list to match your input. Click to select the vendor.



Once the vendor has been selected, the open Purchase Orders<sup>154</sup> for that vendor will be displayed. Note that the selected vendor's name is shown below the **Receive POs** heading.

Click the **New PO** button.



You may scan each UPC (or manually key it in and click **Enter UPC** or click Enter on your keyboard) which will incrementally increase the number in the **Qty Rcvd** column for items. Firearms will prompt for specific information (e.g. Importer, serial numbers) immediately. Multiple serial numbers may be entered (typed or scanned) for identical gun models by using a comma (,) between each of the serial numbers. Received firearms will be listed to the left side of the screen.

Receive PO | Receive By Invoice | Enter Invoice

### Receive POs

AcuSport

All Open POs | From [Select a date] To [Select a date] Show POs

Delete	Received?	Invoice?	P.O. Date	P.O. Number	Vendor Order No.	Ship Date	To Store	Ship Via	Employee	Emailed	Non Emailed	Terms
<input type="checkbox"/>	None	None	2012 Apr 29	ACU_1031312-2	00001031312	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
<input type="checkbox"/>	None	None	2012 Apr 29	120429-SO-543-0-2	00001040791	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
<input type="checkbox"/>	None	None	2012 Apr 29	120429-SO-535-0-1	00001032690	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
<input type="checkbox"/>	None	None	2012 Jun 28	120628-569-0		2012 Jun 28	0		Abbott		2012 Jun 28	
<input type="checkbox"/>	None	None	2012 Aug 02	120802-595-0		2012 Aug 02	0		Abbott		2012 Aug 02	
<input type="checkbox"/>	None	None	2012 Sep 05	120905-634-0-1		2012 Sep 05	0		Abbott		2012 Sep 05	
<input type="checkbox"/>	None	None	2012 Oct 31	SO-121031-693-0		2012 Oct 31	1		Ivy		2012 Nov 05	NET 15

New PO

Receive PO #: 121220-701-0 Vendor Order #: [ ]

Reset Counts Scan UPC here: [ ] Enter UPC Mark Fully Received

UPC	Description	Ordered	Rcvd So Far	Rcvd On	Qty Rcvd

Memo [ ] Submit Cancel

*Enter UPCs here to start populating the New PO*

**Reset Counts** will remove any newly entered quantities received without changing any previously received quantities.  
**Cancel** will close the Purchase Order without saving any changes.  
**Submit** is clicked to save all of the entered information. Once **Submit** is clicked, a partial invoice will be saved and cleared.

Receive PO | Receive By Invoice | Enter Invoice

### Receive POs

AcuSport

All Open POs | From [Select a date] To [Select a date] Show POs

Delete	Received?	Invoice?	P.O. Date	P.O. Number	Vendor Order No.	Ship Date	To Store	Ship Via	Employee	Emailed	Non Emailed	Terms
<input type="checkbox"/>	None	None	2012 Apr 29	ACU_1031312-2	00001031312	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
<input type="checkbox"/>	None	None	2012 Apr 29	120429-SO-543-0-2	00001040791	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
<input type="checkbox"/>	None	None	2012 Apr 29	120429-SO-535-0-1	00001032690	2012 Apr 29	1	TRUC	Abbott		2012 Apr 29	NET 15
<input type="checkbox"/>	None	None	2012 Jun 28	120628-569-0		2012 Jun 28	0		Abbott		2012 Jun 28	
<input type="checkbox"/>	None	None	2012 Aug 02	120802-595-0		2012 Aug 02	0		Abbott		2012 Aug 02	
<input type="checkbox"/>	None	None	2012 Sep 05	120905-634-0-1		2012 Sep 05	0		Abbott		2012 Sep 05	
<input type="checkbox"/>	None	None	2012 Oct 31	SO-121031-693-0		2012 Oct 31	1		Ivy		2012 Nov 05	NET 15

New PO

Receive PO #: 121220-701-0 Vendor Order #: [ ]

Reset Counts Scan UPC here: [ ] Enter UPC Mark Fully Received


UPC	Description	Ordered	Rcvd So Far	Rcvd On	Qty Rcvd
083437193123	Federal 12 gauge, 2 3/4", 2		0	1	12/20/2012


Memo [ ] Submit Cancel

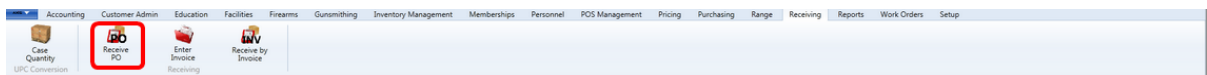
*Click to drag this line to increase/decrease your work area*

## 36.5 Receive PO

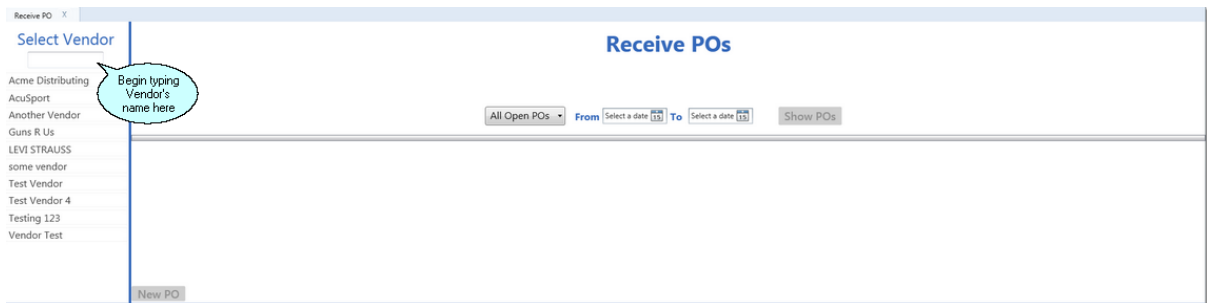
Receiving 

**Receive PO** is where you may receive a Purchase Order and edit previously or currently received items on processed Purchase Orders. You may also Receive on the fly  if a Purchase Order has not been created.


To receive items on a Purchase Order, go to the Receiving  tab; click **Receive PO**.



Select a vendor from the list, or begin typing the vendor's name in the **Select Vendor** box to reduce the vendor list to match your input. Click to select the vendor.

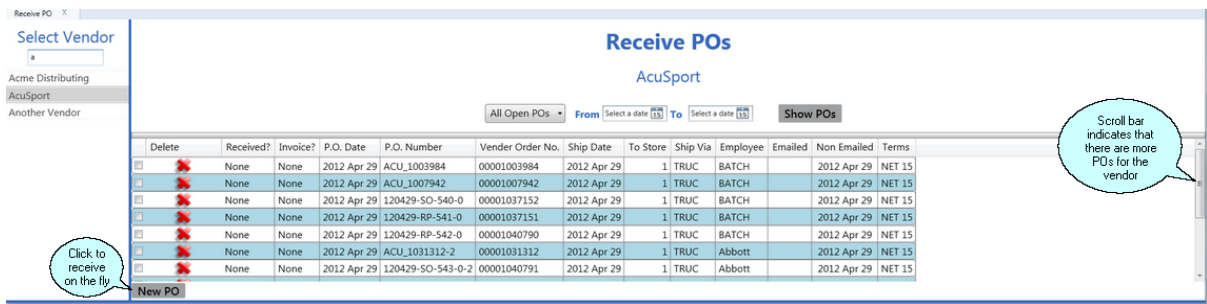


Once the vendor has been selected, the open Purchase Orders for that vendor will be displayed. Note that the selected vendor's name is shown below the **Receive POs** heading.

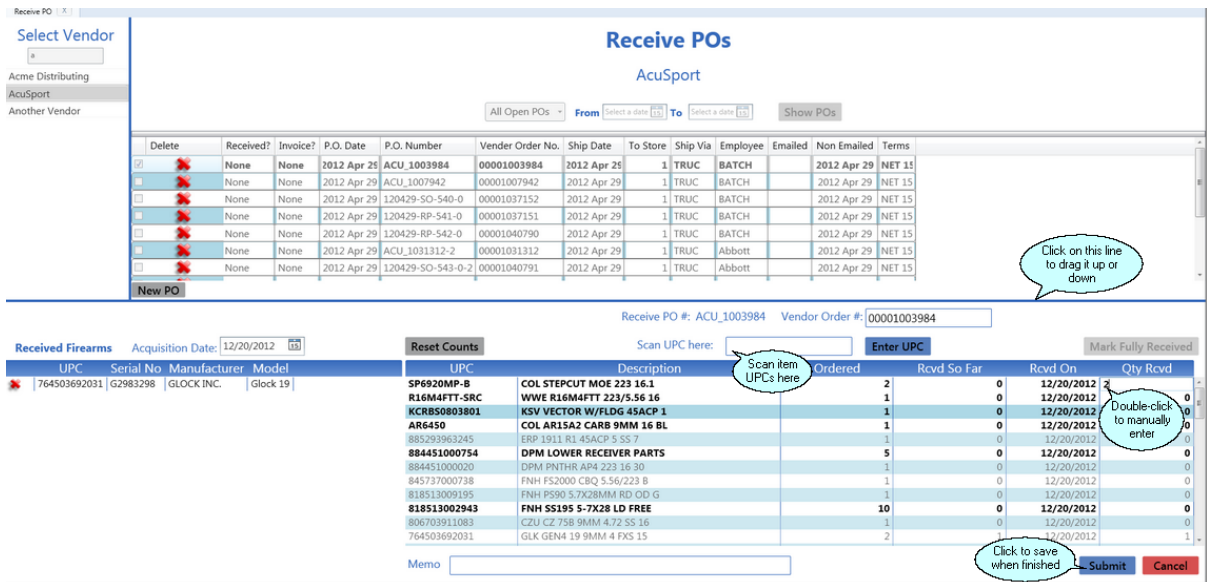
In the **Receive POs** section, the boxes to the left are for selecting a Purchase Order. If there have been zero items received on a Purchase Order, there will be a  in the **Delete** column so that the Purchase Order may be deleted.

**Received?** indicates None or Partial to signify whether there have been any items received on the Purchase Order

**Invoice?** indicates None if none of the items have been invoiced or Partial if some of the received items have been invoiced



Click in the selection box for the Purchase Order you will be receiving. Bold printed items are non-firearms and may have quantities entered by double-clicking on the number in the **Qty Rcvd** column. You may also scan each UPC (or manually key it in and click **Enter UPC** or click Enter on your keyboard) which will incrementally increase the number in the **Qty Rcvd** column. Firearms will prompt for specific information (e.g. Importer, serial numbers) immediately. Multiple serial numbers may be entered (typed or scanned) for identical gun models by using a comma (,) between each of the serial numbers. Received firearms will be listed to the left side of the screen.



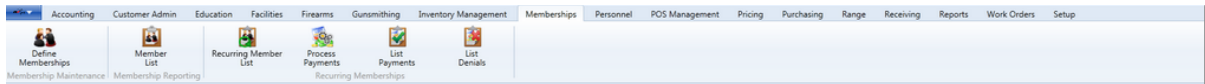
**Reset Counts** will remove any newly entered quantities received without changing any previously received quantities.  
**Cancel** will close the Purchase Order without saving any changes.  
**Submit** is clicked to save all of the entered information. Once **Submit** is clicked, a partial invoice will be saved and cleared.  
**Mark Fully Received** will only be available if there have been no changes made to the PO which will need to be saved or cancelled and if it has never been clicked, previously, for the PO. Clicking **Mark Fully Received** is telling the system that even though not all of the items have been received, the PO is as complete as it will ever be, and none of

the remaining items are going to be received at any time in the future. It DOES NOT add quantities received to the PO.

## 37 Recurring Billing

**Recurring Billing** is setup at the Register for a membership whether or not it requires a down-payment, the member will be charged monthly, thereafter, based upon the setup information entered at the Register.

All **Recurring Billing** processing and maintenance is handled through the Memberships tab.

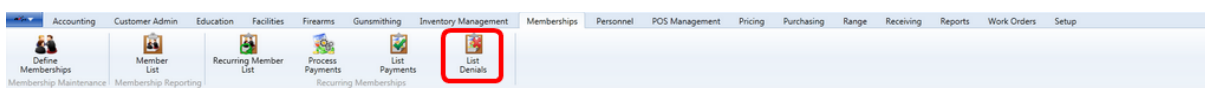


- List Denials<sup>170</sup> - list of denied credit charges
- List Payments<sup>171</sup> - list of recurring payments made for memberships and house accounts
- Process Payments<sup>172</sup> - process recurring billing payments
- Recurring Member List<sup>172</sup> - view or edit recurring member credit card information (Credit card information is not stored in your system, but a token is retained for monthly processing purposes).

### 37.1 List Denials

Recurring  
Billing<sup>170</sup>

When payments are processed for payment, any denied payments may be reviewed by going to the Memberships tab and clicking the **List Denials** icon.



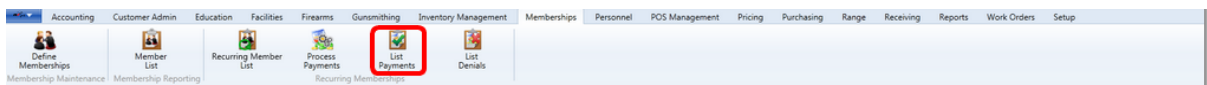
Details of the denied transactions are listed.

Membership Name	Last Name	First Name	Process Date	Amt Submitted	Denial Code	Last Four
Bronze	Adams	Dillon	2012 May 10	\$386.20	Addr Mismatch	3483
Bronze	Adams	Dillon	2012 Aug 01	\$2,500.00	NOT_AUTHORIZED	7781
Bronze	Adams	Dillon	2012 Aug 02	\$2,500.00	NOT_AUTHORIZED	7781
Bronze	Adams	Dillon	2012 Aug 02	\$2,500.00	NOT_AUTHORIZED	7781
Bronze	Adams	Dillon	2012 Aug 05	\$2,500.00	NOT_AUTHORIZED	7781
Bronze	Adams	Dillon	2012 Aug 10	\$2,500.00	Invalid card number	7781
Bronze	Adams	Dillon	2012 Aug 10	\$2,500.00	Input parameter TR#	0035
Bronze	Adams	Dillon	2012 Aug 10	\$2,500.00	Input parameter TR#	0035
Bronze	Adams	Dillon	2012 Aug 11	\$2,200.00	Input parameter TR#	0035
Bronze	Adams	Dillon	2012 Aug 12	\$2,200.00	Input parameter TR#	0035
Bronze	Adams	Dillon	2012 Aug 12	\$2,200.00	Input parameter TR#	0035
Bronze	Adams	Dillon	2012 Aug 12	\$300.00	DECLINE	0035
Bronze	Adams	Dillon	2012 Sep 20	\$300.00	DECLINE	0035
Bronze	Adams	Dillon	2012 Sep 20	\$300.00	DECLINE	0035
Bronze	Adams	Dillon	2012 Sep 25	\$300.00	DECLINE	0035
Bronze	Dillon	Adam	2012 Aug 12	\$30.00	INVALID ROUTING	7197
Bronze	Dillon	Adam	2012 Aug 12	\$30.00	INVALID ROUTING	7197
Bronze	Dillon	Adam	2012 Aug 12	\$30.00	Input parameter TR#	7197
Bronze	Dillon	Adam	2012 Aug 12	\$30.00	Input parameter TR#	7197
Bronze	Dillon	Adam	2012 Aug 12	\$30.00	INVALID ROUTING	7197
Bronze	Dillon	Adam	2012 Aug 10	\$30.00	Input parameter TR#	
Bronze	Johnson	Navin	2012 Aug 10	\$30.00	Input parameter TR#	
Bronze	Johnson	Navin	2012 Aug 12	\$30.00	INVALID ROUTING	2749
Bronze	Johnson	Navin	2012 Aug 12	\$30.00	Input parameter TR#	2749
Bronze	Johnson	Navin	2012 Aug 12	\$30.00	Input parameter TR#	2749
Bronze	Johnson	Navin	2012 Aug 12	\$30.00	INVALID ROUTING	2749
Bronze	Johnson	Navin	2012 Aug 12	\$30.00	INVALID ROUTING	2749

### 37.2 List Payments

Recurring Billing 171

To see a listing of the payments which have been processed, go to the Memberships tab; click **List Payments**.



Details of the processed payments are shown.

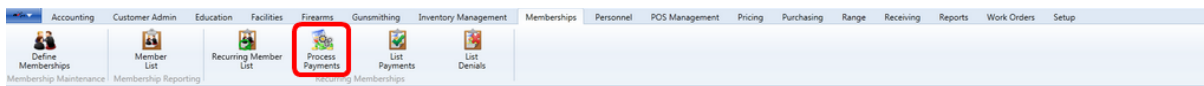
Membership Name	Last Name	First Name	Payment Date	Pmt Amount	Approval Code	Last Four
Bronze	Dillon	Adam	2012 Sep 20	\$30.00	TAS088	7197
Bronze	Johnson	Navin	2012 Sep 20	\$30.00	TAS090	2749
Red	Rickert	Karl	2012 Sep 20	\$10.00	TAS092	2728
Red	Rickert	Karl	2012 Sep 20	\$10.00	TAS130	2728

### 37.3 Process Payments

Recurring  
Billing [170](#)

Payment settings may be changed in the same screen where payments are processed for recurring billing [170](#).

Go to the Memberships tab; click **Process Payments**.



The check boxes in the **Pay Monthly Fee** and **Pay Account Balance** columns may be changed prior to submitting the payments for processing. The monthly fee is for a membership. The Account Balance is for a House Account [117](#). If desired, the existing balance on a customer's House Account [117](#) (which can be paid at the Register) may be paid in full along with the monthly membership fee. Once all the selections are made/confirmed, click **Submit**.

 A screenshot of the 'Process Membership Payments' screen. At the top, there is a title 'Process Membership Payments' and a 'Submit' button on the right. Below the title is a table with the following columns: Membership Name, Last Name, First Name, Recurring Start Date, Last Payment, Due Date, Print Amt, Pay Monthly Fee, Acct Balance, Pay Account Balance, and Status. The table contains two rows of data.
 

Membership Name	Last Name	First Name	Recurring Start Date	Last Payment	Due Date	Print Amt	Pay Monthly Fee	Acct Balance	Pay Account Balance	Status
Bronze	Adams	Dillon	2012 May 10	2012 Dec 14	2011 Oct 10	\$300.00	<input checked="" type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	
Test	Blickima	Penny	2012 Sep 18	2012 Dec 13	2012 Nov 18	(\$10.00)	<input checked="" type="checkbox"/>	\$0.00	<input checked="" type="checkbox"/>	

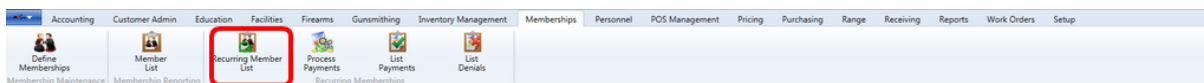
The **Status** column will show verification that the payment was processed. To view more information on the processed payments, go to List Payments [171](#).

### 37.4 Recurring Member List


Recurring  
Billing [170](#)

Information for customers who are setup for Recurring Billing [170](#) may be viewed or edited.

Go to the Memberships tab; click **Recurring Member List**.





All of the customer who are setup for Recurring Billing<sup>(170)</sup> are listed. To change the credit card information for a customer, click the edit symbol .

Recurring Membership Report

### Recurring Membership Status

Membership Name	Last Name	First Name	Recurring Start	Last Payment	Due Date	Pmt Amt	Acct Balance	Member Card ID
 Bronze	Adams	Dillon	2012 May 10	2012 Dec 14	2011 Oct 10	\$300.00	\$0.00	100001000097
 Bronze	Brady	Marsha	2012 Aug 12	2012 Dec 14	2013 Jan 13	\$30.00	\$0.00	100001000298
 Bronze	Dillon	Adam	2012 Aug 05	2012 Dec 13	2013 Jan 06	\$30.00	\$27.48	100001000098
 Bronze	Johnson	Navin	2012 Aug 05	2012 Dec 13	2013 Jan 06	\$30.00	\$0.00	100001000297
 Bronze	Quiroz	Walter	2012 Nov 06	2012 Dec 13	2013 Jan 06	\$30.00	\$0.00	100001000214
 Bronze	Rogers	Rebecca	2012 Nov 02	2012 Dec 13	2013 Jan 02	\$30.00	\$0.00	100001000093
 Bronze	Valo	Ellen	2012 Aug 12	2012 Dec 14	2013 Jan 13	\$30.00	\$0.00	100001000194
 Bronze	Vance	Bob	2012 Nov 06	2012 Dec 13	2013 Jan 06	\$30.00	\$0.00	100001000219
 Red	Imhoff	Edward	2012 Sep 09	2012 Dec 13	2013 Jan 10	\$10.00	\$0.00	100001000156
 Red	Rickert	Karl	2012 Aug 12	2012 Dec 14	2013 Jan 13	\$10.00	\$0.00	100001000215
 Test	Blickima	Penny	2012 Sep 18	2012 Dec 13	2012 Nov 18	\$10.00	\$0.00	100001000254

The **Credit Card Information** window will display the customer's information. Since the system does not retain the credit card information, it will not be visible once it is submitted. The system uses a process called tokenization in which the credit card processing company assigns a 'token' to allow processing of recurring payments for the customer while keeping you PCI compliant. Once the information is complete, click **Submit**.

### Credit Card Information

Name as it appears on card:

Credit card number:

Expiration Date:

Billing Address:

Billing City:

Billing State:  Billing Zip:

## 38 Report Settings

Any reporting screen will have functionality which will allow you to organize your report the way you would like to see it.

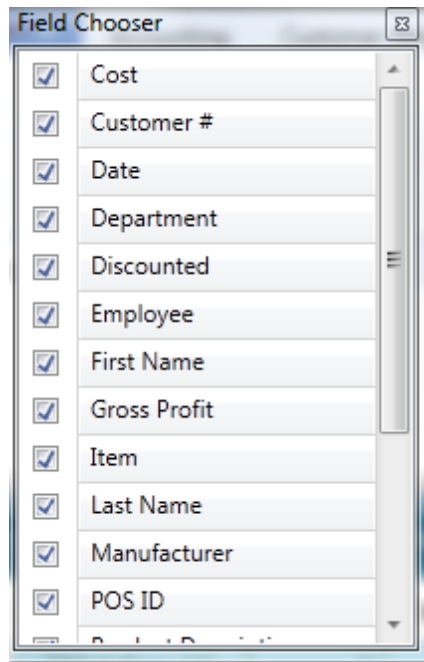
**group by area** - click and drag any column heading (field) to this area (or down away from it) to set your sort preferences. If the area is collapsed, click to expand it.

Columns may be dragged and dropped between other columns; they may even be stacked, if you like.

group by area Drag a field here to group by that field

Date	Store	Department	Manufacturer	Item Description	Regular Price	Sold Price	Discounted	Cost	Gross Profit	Customer #	Last Name	First Name
	1			Range Firearm Rental	\$10.00	\$10.00	\$0.00			95	Martin	Lisa
	2	RANGE	NONE	30 min Rifle	\$20.00	\$20.00	\$0.00	\$0.00	\$20.00	95	Martin	Lisa
2012 Sep 12	3			Pistol Range Session	\$20.00	\$20.00	\$0.00			131	Pettersen	Tony
2012 Sep 12	2			Range Firearm Rental	\$20.00	\$20.00	\$0.00			95	Martin	Lisa
2012 Sep 12	3			Range Firearm Rental	\$12.00	\$12.00	\$0.00			131	Pettersen	Tony
2012 Sep 12	3			Pistol Range Session	\$20.00	\$20.00	\$0.00			315	Manning	Peyton
2012 Sep 12	1	RANGE ACCESS	BIRCHWOOD CA	Shoot N C Sight-in Target	\$0.99	\$0.99	\$0.00			144	Finkle	Taylor
2012 Sep 12	1	RANGE ACCESS	BIRCHWOOD CA	Zombie Shopping Spree Gi	\$1.99	\$1.99	\$0.00			144	Finkle	Taylor
2012 Sep 13	2			Range Reservation	\$0.00	\$0.00	\$0.00			212	Olcott	Juan



Click the **Field Chooser** to open a list of all field labels. By default, all of the fields are selected and displayed. Unchecking a box will remove that field from view until the report is closed and reopened.



There are also filter and summation tools<sup>175</sup> available to be used within specific fields.

You may also save your customized report to be used again.

### 38.1 Filter

The **Filter** symbol  is available everywhere that filtering is an option. The summation symbol  will also be available for fields containing numbers.

Here is an example of a field heading for a data grid/report.

Date	TRX #	Store	Department	Manufacturer	Item	Product UPC	Product Description	Regular Price	Sold Price	Discounted	Cost	Gross Profit	Customer #
------	-------	-------	------------	--------------	------	-------------	---------------------	---------------	------------	------------	------	--------------	------------

Clicking on the **Filter** icon produces a drop-down menu of options for that field. Click on any option from the drop-down menu to filter for that value. After the first four (4) options, they are alphabetized for easy location.

By default, the grid shows **All**. **Blanks** will show only those with field left blank. **NonBlanks** will show only those with information in that field. Selecting **Custom** will offer several query options.

Date	TRX #	Store	Department	Manufacturer	Item
2012 Sep 12	849	1		(All)	
2012 Sep 12	849	1		(Custom)	
2012 Sep 12	849	1		(Blanks)	
2012 Aug 28	1102	1	RANGE ACCESSORIES	(NonBlanks)	TARGET
2012 Aug 28	1102	1		AMMO	
2012 Aug 15	911	1		AMMUNITION	
2012 Aug 15	1103	1		CLOTHING	
2012 Aug 15	1104	1		FIREARMS	
2012 Aug 15	1104	1		FISHING	
2012 Aug 16	1105	1		MENS CLOTHING	
2012 Aug 16	1105	1		RANGE	
2012 Aug 16	1105	1		RANGE ACCESSORIES	
2012 Aug 16	1105	1	AMMUNITION	FEDERAL	SHOTGUN SHELL

To search for a specific text string, type the text in the search box.

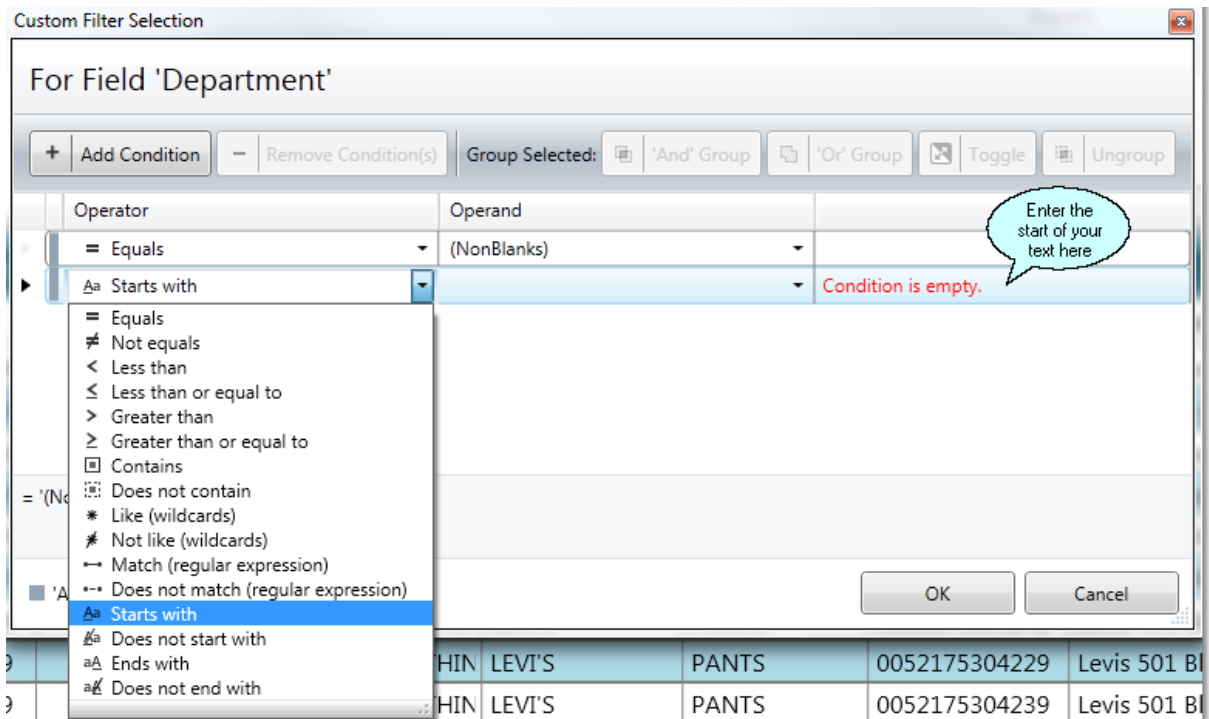
The screenshot shows a dialog box titled "Custom Filter Selection" for the field "Department". It features a toolbar with buttons for "Add Condition", "Remove Condition(s)", "Group Selected:" (with sub-buttons for "'And' Group", "'Or' Group", "Toggle", and "Ungroup"). Below the toolbar is a table with columns for "Operator" and "Operand". The first row shows the operator " = Equals " and the operand "(NonBlanks)". A callout bubble points to the operand field with the text "Enter your full text here". Below the table, the filter expression "= '(NonBlanks)'" is displayed. At the bottom, there are radio buttons for "'And' Group" (selected) and "'Or' Group", along with "OK" and "Cancel" buttons.

Operator	Operand
= Equals	(NonBlanks)

= '(NonBlanks)'

To search for a partial string of text, click **Add Condition**. Depending upon the field you are searching, you may select any of the operators (or multiple operators) to search for dates, numbers, etc.

When the conditions are completed, click **OK** to process the query. Only the items matching the query will be displayed.



Selecting the summation symbol  $\Sigma$  will produce a drop-down menu of functions. None, any or all of the functions may be selected. To save the selections, click the check mark at the bottom corner. Clicking the X at the bottom corner will cancel the action.

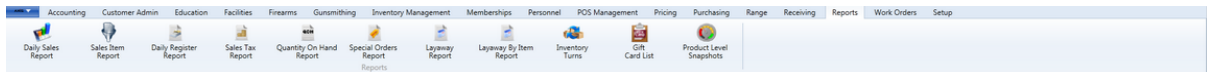
Discounted	$\Sigma$	Cost	$\Sigma$
\$	<input type="checkbox"/>	Average	
\$	<input type="checkbox"/>	Count	
\$	<input type="checkbox"/>	Maximum	
\$	<input type="checkbox"/>	Minimum	
\$	<input type="checkbox"/>	Sum	
\$	<input checked="" type="checkbox"/>		12.00

At the bottom of the column, each of the function values will be displayed directly under the column.

\$0.00
Average = 0.16
Count = 51
Maximum = 8.00
Minimum = 0.00
Sum = 8.00

## 39 Reports

**Reports** are located throughout all of the Data Center. Within the **Reports** tab are some additional resources to assist in your daily, monthly, annual, Bound Book and Performance reporting.



### Customer Reporting

- Alias ID Update
- Best Customer List
- Customer List
- House Accounts Report

### Education/Class Reporting

- Class Maintenance<sup>64</sup>
- Class Rosters<sup>67</sup>

### Firearms Reporting

- Bound Books<sup>[46]</sup>
- Bound Book Audit<sup>[48]</sup>
- Firearm Sales
- Firearm Transactions Report<sup>[182]</sup>
- Inbound Consignments
- Inventory Aging (Firearms)<sup>[186]</sup>
- Inventory no cost (Firearms)
- Inventory with cost (Firearms)<sup>[187]</sup>
- Multiple Firearm Sale (3310)
- Outbound Consignments
- Physical Firearm Inventory Count
- Serial Report

#### Gunsmithing Reporting

- Delivered Gunsmithing Work Orders<sup>[106]</sup>
- Open Gunsmithing Work Orders<sup>[110]</sup>

#### Inventory Reporting (non-firearms)

- Product Level Snapshots<sup>[189]</sup>
- Product Stock Adjustment Report
- UPC Barcode
- Vendor List

#### Memberships Reporting

- List Denials (Recurring Billing)
- List Payments (Recurring Billing)
- Membership Report<sup>[191]</sup>
- Process Payments (Recurring Billing)
- Recurring Member List

### Personnel Reporting

- Employee List

### Range Reporting

- Range Lane Statistics
- Range Reservation Statistics
- Range Shooters
- Rental Firearm Statistics

### Sales Reporting

- Cash Report
- Daily Register Report
- Daily Sales Report<sup>[195]</sup>
- Gift Card List
- Inventory Turns
- Layaway Report<sup>[190]</sup>
- Layaway By Item Report<sup>[190]</sup>
- Sales Report (Firearms)<sup>[196]</sup>
- Sales Tax Report<sup>[199]</sup>
- Special Orders Report

### Work Order Reporting (non-firearm)

- Delivered Work Orders
- Open Work Orders

-



## 39.1 Firearms Reporting

Reports [178](#)

There are several reports available to help you with your firearms tracking:

- Firearm Sales Report [181](#)
- Firearm Transactions Report [182](#)
- Inbound Consignments
- Multiple Firearm Sale (3310) [183](#)
- Outbound Consignments

### 39.1.1 Firearm Sales Report

Firearms Reporting [184](#)

The **Firearm Sales Report** gives cost and sale information for each firearm sold within a specified date range.

Go to the Firearms tab; click the **Reporting** icon. Select **Sales Report**.



Set the date range. Click **Submit**.


Sales Report X

### Firearm Sales Report

Select date range and click on 'Submit'

Date	Store	Manufacturer	Mdoel	Gauge/Cal	Inventory #	Cost	Price	% Gain	Profit
10/23/2012 11:11 AM	1	Smith and Wesson	Walter PPS	40 S&W	68805	\$355.00	\$455.00	28.17 %	\$100.00
10/23/2012 11:31 AM	1	Ruger	A4	22	68994	\$0.00	\$450.00	0.00 %	\$450.00
10/23/2012 1:06 PM	1	SMITH & WESSON	Bodyguard	40	68996	\$0.00	\$440.00	0.00 %	\$440.00
10/30/2012 11:49 AM	1	Browning	Citori	12	68904	\$5.00	\$5.01	0.20 %	\$0.01
10/30/2012 6:21 PM	1	55	somemodel	11	68998	\$11.00	\$22.00	100.00 %	\$11.00
10/24/2012	1	Beretta	705_380	22	68999	\$250.00	\$300.00	20.00 %	\$50.00
11/1/2012 12:02 PM	1	Browning	A5	12	68909	\$0.00	\$800.00	0.00 %	\$800.00
11/1/2012 12:11 PM	1	SPRINGFIELD, INC.	XD	40 S&W	68965	\$425.29	\$3,230.00	659.48 %	\$2,804.71
11/1/2012 2:25 PM	1	Ruger	A4	22	68998	\$0.00	\$450.00	0.00 %	\$450.00
11/2/2012 3:17 PM	1	Colt	Gold Cup Trophy .45acp	45	69009	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:17 PM	1	Colt	Gold Cup Trophy .45acp	45	69010	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:17 PM	1	Colt	Gold Cup Trophy .45acp	45	69011	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:28 PM	1	Colt	Gold Cup Trophy .45acp	45	69004	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:28 PM	1	Colt	Gold Cup Trophy .45acp	45	69005	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:28 PM	1	Colt	Gold Cup Trophy .45acp	45	69006	\$670.00	\$780.00	16.42 %	\$110.00
10/28/2012	1	Browning	A5	22	69017	\$0.00	\$40.00	0.00 %	\$40.00
10/28/2012	1	Colt	Gold Cup Trophy .45acp	45	69016	\$670.00	\$780.00	16.42 %	\$110.00
10/28/2012	1	Beretta	705_380	22	69019	\$200.00	\$543.00	171.50 %	\$343.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69022	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69023	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69024	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69026	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69027	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69028	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69029	\$620.00	\$730.00	17.74 %	\$110.00
11/5/2012	1	Browning	Citori	12	69001	\$1,212.00	\$12,122.00	900.17 %	\$10,910.00
11/5/2012 9:48 AM	1	Colt	Gold Cup Trophy .45acp	45	69015	\$670.00	\$780.00	16.42 %	\$110.00



### 39.1.2 Firearm Transactions Report

Firearms  
Reporting 

The **Firearm Transactions Report** provides information for all transactions involving a firearm whether it is a sale or an acquisition of some sort. There is also the ability to define a date range and/or view only certain types of firearm transactions.

To access the **Firearm Transactions Report**, go to the Firearms  tab; click **Reporting**. Select **Transactions Report** from the menu.



The **Date Range** will default to the past 30 days; it may be changed by typing the new dates or selecting the calendar . The **Transaction Type** will show **All** by default. Select an option from the drop-down menu to view a particular transaction type. Click the refresh symbol  to refresh the screen.

Transactions Report x

### Firearm Transactions Report

Date Range: 10/21/2012 15 - 11/21/2012 15 Transaction Type: All

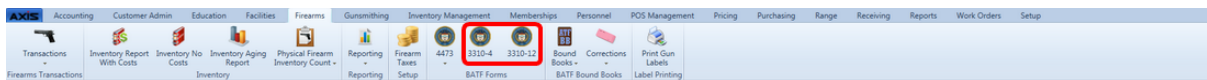
ID	Store	Date	Type	Employee	Customer
1		Tue Oct 23 2012	PURCHASE	Michael Abbott	Test Vendor 4
1	SMITH & WESSON	Bodyguard	121212121	.40	PISTOL
1	SMITH & WESSON	Bodyguard	313131313	.40	PISTOL
1	Ruger	A4	32142123	22	RIFLE - OTHER
1	Ruger	A4	21233645	22	RIFLE - OTHER
1		Tue Oct 23 2012	SALE	Michael Abbott	Taylor Finkle
1		Tue Oct 23 2012	SALE	Rebecca Ivy	Wendy Martinez
1		Tue Oct 23 2012	SALE	Michael Abbott	Wendy Martinez
1		Tue Oct 23 2012	RTNZDLR	Michael Abbott	AcuSport
1		Tue Oct 23 2012	SMITHIN	Michael Abbott	Paul Cash
1		Sat Oct 27 2012	RTNZDLR	Michael Abbott	Test Vendor 4
1		Wed Oct 24 2012	SMITHIN	Michael Abbott	Louis Gibson
1		Fri Oct 26 2012	SMITHIN	Michael Abbott	Paul Cash
1		Fri Oct 26 2012	SMITHIN	Michael Abbott	Edward Imhoff
1		Sat Oct 27 2012	SMITHIN	Michael Abbott	Pat Reid
1		Sat Oct 27 2012	SMITHIN	Michael Abbott	Pat Reid
1		Sun Oct 28 2012	PURCHASE	Michael Abbott	AcuSport
1		Mon Oct 29 2012	SMITHIN	Michael Abbott	Susan De Soto
1		Mon Oct 29 2012	SMITHOUT	Michael Abbott	Juan Demarco
1		Tue Oct 30 2012	SALE	Michael Abbott	Edward Imhoff
1		Tue Oct 30 2012	SMITHOUT	Michael Abbott	Test Vendor 4
1		Tue Oct 30 2012	SMITHIN	Michael Abbott	Test Vendor 4

### 39.1.3 Multiple Firearm Sale

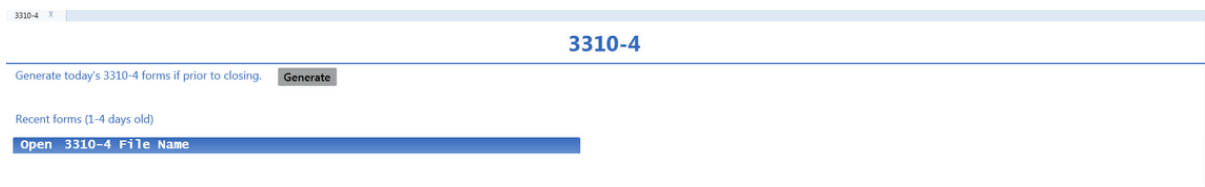
Firearms Reporting 187

The **3310-4** is required for all firearms retailers. The **3310-12** is only required for certain (border) states. Each night after close, the 3310 report(s) must be run. This is a scheduled process within your system. If it is scheduled to run before your last firearm transaction has been completed, you may manually generate the report. \*\*Make sure that 3310 Setup 210 is completed so that the report runs correctly.

Go to the Firearms 77 tab; click the appropriate **3310** icon.




Within the 3310 screen, click the **Generate** button.



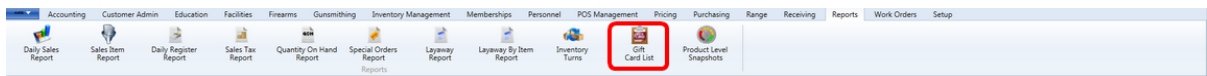
Automatically generated 3310 forms will be saved in a dated file on your computer.


## 39.2 Gift Card List

Reports 




































The **Gift Card List** will show existing balances of all outstanding Gift Cards  with a sum at the end of the report. Gift card purchases and uses may also be viewed.

To access the **Gift Card List**, go to the Reports  tab; click **Gift Card List**.



More detailed information may be obtained on a particular gift card by clicking the magnifying glass  under either **Purchases** or **Uses** on the same line as the gift card number you are investigating.

Gift Card List

Store	Purchases	Uses	Gift Card Number	Current Balance
1				\$20.00
1			1-871	\$50.00
1			1111222233334444	\$4.94
1			1234123412341234	\$0.00
1			123456	\$98.80
1			1234567	\$81.46
1			1234567890	\$171.28
1			142563	\$0.00
1			444433334	\$200.00
1			50005	\$167.54
1			5203991350	\$100.00
1			54261328	\$500.00
1			5551212	\$20.00
1			5551213	\$123.00
1			56456	\$23.27
1			606187348783838	\$200.00
1			65854563652	\$12.00
1			7777	\$0.00
1			9856854	\$25.00
1			99988877666	\$20.00
1			999999	\$9.26
Sum =				1,826.55

Since gift cards may be reused and/or reloaded, **Gift Card Purchases** will show all amounts added to the selected gift card number. Each time the gift card is tendered, the information will be shown in **Gift Card Uses**. Click **Close** to exit the screens.

### Gift Card List

#### Gift Card Purchases Close

Trx Number	Store	Date	Last Name	First Name	Amount
889	1	2012 Jun 07	Anonymous		\$50.00
891	1	2012 Jun 07	Anonymous		\$34.90

### Gift Card List

#### Gift Card Uses Close

Store	Trx Number	Date	Last Name	First Name	Amount
1	890	2012 Jun 07	Anonymous		\$34.90

## 39.3 Inventory Reports

Reports [178](#)

Reporting for your inventory gives you quantities, costing and much more. To learn more about the different **Inventory Reports** offered within AXiS, select one of the following links:

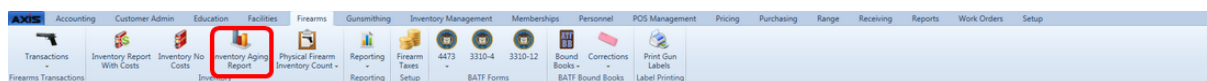
- Inventory Aging Firearms [186](#) - gives an aged cost of your firearms inventory based upon the loan rate you enter and the amount of time a firearm has been in your inventory
- Inventory no Cost - firearms inventory is displayed with no costs (for use with staff and/or customers who should not see what was paid for the firearms)
- Inventory with cost [187](#) - firearms inventory is displayed with costs
- Inventory Turns - needs a minimum of six months of sales data
- Physical Firearm Inventory - reporting after a physical count has been done with the firearms
- Product Level Snapshot [189](#) - at the end of each calendar month, an inventory snapshot is taken to show Quantity on Hand at that moment
- Product Stock Adjustment - reporting for physical counts of non-firearm inventory

### 39.3.1 Inventory Aging Firearms

Inventory Reports [186](#)

The **Inventory Aging Report** shows the actual cost of the funds used for the purchase of the firearms in your inventory.

To access the **Inventory Aging Report**, go to the Firearms [177](#) tab; click **Inventory Aging Report**.



In the box following **Enter cost of funds as APR in decimal form:** enter the decimal form of the percentage for calculating the actual cost of holding the firearm inventory (interest rate on borrowed funds). Click **Submit**.

**Firearm Inventory Aging**

Enter cost of funds as APR in decimal form: 0.0425

Clicking  will open the Firearm Description box for editing the firearm information.

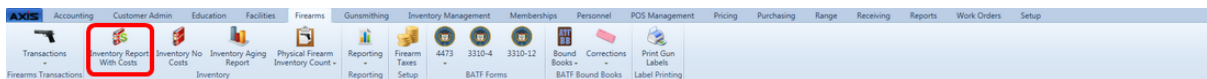
Edit	Log #	Store	Manufacturer	Model	Cost	Market Value	Percent Gain	Adjusted Gain	Acquisition Date	Days Old
	68826	1	Smith and Wesson	Walter PPS	\$300.00	\$307.51	2.50%	7.51%	2012 Apr 20	215
	68842	1	Sig Sauer	P239	\$450.00	\$461.21	2.50%	11.21%	2012 Apr 21	214
	68848	1	Beretta	70S .380	\$275.00	\$282.17	2.60%	7.17%	2012 Apr 11	224
	68863	1	Winchester	70 Safari 416 Rem Mag	\$800.00	\$822.08	2.75%	22.08%	2012 Mar 29	237
	68866	1	Glock	.405&W model 27	\$300.00	\$307.55	2.50%	7.55%	2012 Apr 19	216
	68873	1	KEL-TEC CNC INDUSTRIES INC.	PF-9	\$219.36	\$224.62	2.40%	5.26%	2012 Apr 29	206
	68883	1	Colt	Gold Cup Trophy .45acp	\$800.00	\$819.93	2.49%	19.93%	2012 Apr 21	214
	68886	1	44	44	\$456.00	\$465.93	2.17%	9.93%	2012 May 18	187
	68890	1	Colt	Gold Cup Trophy .45acp	\$800.00	\$819.93	2.49%	19.93%	2012 Apr 21	214
	68899	1	Beretta	29	\$33.00	\$33.62	1.88%	6.62%	2012 Jun 13	161
	68903	1	Remington	182082	\$5.00	\$5.09	1.80%	1.80%	2012 Jun 21	153
	68905	1	Colt	Gold Cup Trophy .45acp	\$5.00	\$5.09	1.80%	1.80%	2012 Jun 21	153
	68906	1	Colt	Gold Cup Trophy .45acp	\$6.00	\$6.11	1.83%	1.83%	2012 Jun 21	153
	68929	3	Ruger	P-89	\$450.00	\$454.09	0.91%	4.09%	2012 Sep 04	78
	68930	2	Winchester	Test	\$130.00	\$131.17	0.89%	1.17%	2012 Sep 04	77
	68933	2	Winchester	W98	\$456.00	\$460.09	0.88%	4.09%	2012 Sep 04	77
	68939	3	Henry	Big Boy	\$600.00	\$605.38	0.90%	5.38%	2012 Sep 05	77
	68942	3	Glock	27	\$542.00	\$546.80	0.88%	4.80%	2012 Sep 06	76
	68943	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68944	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68945	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68946	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68947	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68949	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68950	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76
	68953	3	Henry	Big Boy	\$500.00	\$504.42	0.88%	4.42%	2012 Sep 06	76




### 39.3.2 Inventory with cost

Inventory Reports 186

The **Inventory With Costs** report shows all of the firearm details for each firearm along with the cost for each firearm. To see the same information without the costs, go to Inventory No Cost Report.

To access the **Inventory Report With Costs**, go to the Firearms tab; click **Inventory Report With Costs**.



To edit information for a gun record, click the edit symbol  for that firearm. To view transaction details for a firearm, click  in the **Trans** column. The ability to edit and view transaction detail is only available for your store location (in the case of a MultiStore setup). The screen may be refreshed by clicking the refresh symbol .

Firearm Inventory With Costs

#	Edit	Trans	Log #	Store	New/Used	Manufacturer	Importer	Model	Serial Number	Barrel Length	Gauge/Caliber	Type Of Action	Cost	Market Value	Reserved by
68886					1 New	44	Browning	44	65654		.4	RCVR	\$456.00	\$0.00	Obi-Wan Jerry Kenobi
68984					2 Used	Baretta	Southwest	29	6146818	4.0000	.33	PISTOL	\$0.00	\$225.00	
68899					1 New	Beretta	Southwest	29	tradeincoming2	5.0000	223	ASLTWPN	\$33.00	\$0.00	
68848					1	Beretta	Southwest	705 .380	459165	2.0000	.38	REVOLVER	\$275.00	\$375.00	Courtney Erin Longfellow
69000					1 Used	Beretta	FEDSSEFS	705 .380	123132123	2.0000	12	PISTOL	\$112.00	\$222.00	
68977					1 Used	Browning	Browning	A5	12345678901234567895		12	PISTOL	\$800.00	\$900.00	
68989					1	Browning	Browning	A5	511148	5.0000	32	RIFLE - OTHER	\$0.00	\$0.00	
68992					1 New	Browning	Browning	A5	13		12	SHOTGUN	\$800.00	\$800.00	
69071					1 New	Browning	Browning	A5	or		.45	OTHER	\$900.00	\$0.00	
68973					1 New	Browning	Glock	Citori	dfasfsdafas		22	PISTOLWSIL	\$345.00	\$0.00	
68974					1 New	Browning	Browning	Citori	432342234423		33	REVOLVER	\$253.00	\$0.00	
68985					1	Browning	southwest	Citori	88888888	7.0000	13	SHOTGUN	\$0.00	\$2,600.00	
69072					1	Colt	Colt	22	1234567891025698abcd		.22	PISTOL	\$2,000.00	\$0.00	
68883					1 Used	Colt		Gold Cup Trophy .45acp	16168	5.0000	.45	PISTOL	\$800.00	\$950.00	Obi-Wan Jerry Kenobi
68905					1 New	Colt	Southwest	Gold Cup Trophy .45acp	123		44	REVOLVER	\$5.00	\$5.03	
68906					1	Colt		Gold Cup Trophy .45acp	1		22	SHOTGUNSB	\$6.00	\$320.00	
69002					1 New	Colt	NONE	Gold Cup Trophy .45acp	123		.45	PISTOL	\$670.00	\$780.00	
69003					1 New	Colt	NONE	Gold Cup Trophy .45acp	234		.45	PISTOL	\$670.00	\$780.00	
69007					1 New	Colt	NONE	Gold Cup Trophy .45acp	678		.45	PISTOL	\$670.00	\$780.00	
69008					1 New	Colt	NONE	Gold Cup Trophy .45acp	789		.45	PISTOL	\$670.00	\$780.00	
69012					1 New	Colt	NONE	Gold Cup Trophy .45acp	483		.45	PISTOL	\$670.00	\$780.00	
69013					1 New	Colt	NONE	Gold Cup Trophy .45acp	8454		.45	PISTOL	\$670.00	\$780.00	
69014					1 New	Colt	NONE	Gold Cup Trophy .45acp	489		.45	PISTOL	\$670.00	\$780.00	
69021					1	Coonan	importer 2	Classic .357	fassfgfdg43435		44	RIFLEWSIL	\$444.00	\$0.00	
68942					3	Glock		27	6589421		9mm	PISTOL	\$542.00	\$0.00	
68972					1 Used	Glock	Glock	Glock 22	G25468	2.5000	22	PISTOL	\$100.00	\$144.99	Scott Anthony Kemp
68943					3 New	Henry	AS	Big Boy	4546510		44 mag	RIFLE - OTHER	\$500.00	\$800.00	
68944					3 New	Henry	AS	Big Boy	1		44 mag	RIFLE - OTHER	\$500.00	\$800.00	Obi-Wan Jerry Kenobi
68945					3 New	Henry	AS	Big Boy	2		44 mag	RIFLE - OTHER	\$500.00	\$800.00	Luke Skywalker

The **Transaction Details** screen displays the information pertaining to the specific firearm with the option to edit the **Transaction Date** (transfer date) for the firearm. Click **Close**.

### Transaction Details

Transaction Date:  

Transaction Type: PURCHASE

Entered By: Michael Abbott


Customer Name: Alex Baca

Amount: (\$456.00)

Notes:

**Acquisitions**

Inventory #	Manufacturer	Model
68886	44	44

Clicking the edit symbol  will open the **Firearm Description** box so that firearm details may be edited. Click **Submit** to save.

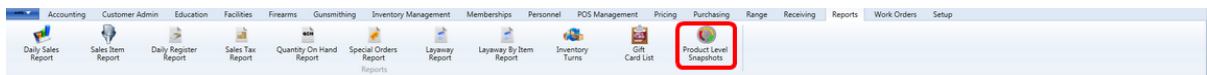


### 39.3.3 Product Level Snapshot

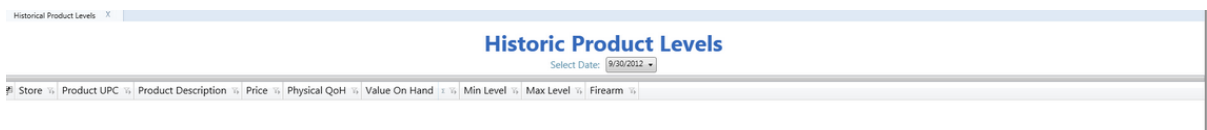
Inventory Reports 189

The **Product Level Snapshot** is the result of one of the internally scheduled processes within AXiS. It is scheduled to run either after the close of business on the last day of the month or at the start of the first day of the new month. Besides being a report which offers inventory valuation and quantities for month-end, the information it contains is also used as a starting point for generating other reports.

To access the **Product Levels Snapshots** report, go to the Reports<sup>178</sup> tab; click **Product Level Snapshots**.



Choose the month-end date from the **Select Date** drop-down menu.



## 39.4 Layaway Reports

Reports [178](#)

**Layaway Reports** can be viewed for a specific customer as well as for a collective group of customers.

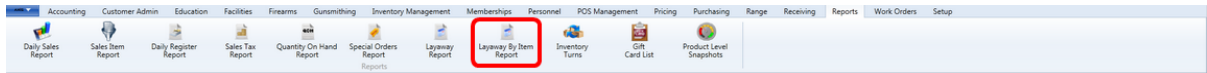
- Layaway By Item - a collective report of every item on layaway with the customer's name for verifying layaway inventory
- Layaway Report - a collective report of the payment details for all customer layaways
- Layaways - view layaway detail for a specific customer

### 39.4.1 Layaway By Item

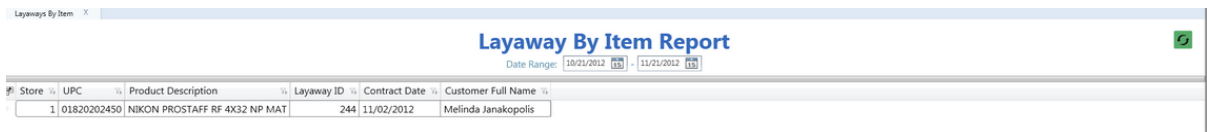
Layaway Reports [190](#)

The **Layaway By Item** report lists all of the items which are currently on layaway. It is suggested that a regular schedule should be established (probably monthly) to verify the layaway items to this report to locate any possible discrepancies.

To access the **Layaway By Item Report**, go to the Reports [178](#) tab; click **Layaway By Item Report**.



A **Date Range** may be entered.

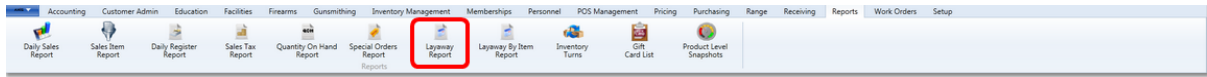


### 39.4.2 Layaway Report

Layaway Reports [190](#)

The **Layaway Report** lists each customer who has a layaway along with their payment information. Totals are also displayed at the end of the report.

To access the **Layaway Report**, go to the Reports<sup>178</sup> tab; click **Layaway Report**.



A **Date Range** may be entered. To also see layaways with a zero balance, click the check box next to **Include Zero Balances**.

Layaways

### Layaway Report

Date Range: 10/21/2012 - 11/21/2012  Include Zero Balances

Store	Last Name	First Name	Date Created	Days Old	Delivered Date	Total	Initial Payment	Amount Paid	Amount Due
1	Janakopolis	Melinda	11/02/2012	19		\$240.01	\$80.00	\$80.00	\$160.01
Sum = 240.01							Sum = 80.00	Sum = 160.01	

To see the item detail for the layaway, click the plus sign to the left side of the screen.

Layaways

### Layaway Report

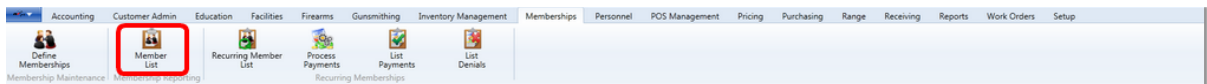
Date Range: 10/21/2012 - 11/21/2012  Include Zero Balances

Store	Last Name	First Name	Date Created	Days Old	Delivered Date	Total	Initial Payment	Amount Paid	Amount Due						
1	Janakopolis	Melinda	11/02/2012	19		\$240.01	\$80.00	\$80.00	\$160.01						
<table border="1" style="width: 100%;"> <thead> <tr> <th>UPC/Inventory #</th> <th>Description</th> <th>Price Charged</th> </tr> </thead> <tbody> <tr> <td>01820202450</td> <td>NIKON PROSTAFF RF 4X32 NP MAT</td> <td>\$219.99</td> </tr> </tbody> </table>										UPC/Inventory #	Description	Price Charged	01820202450	NIKON PROSTAFF RF 4X32 NP MAT	\$219.99
UPC/Inventory #	Description	Price Charged													
01820202450	NIKON PROSTAFF RF 4X32 NP MAT	\$219.99													
Sum = 240.01							Sum = 80.00	Sum = 160.01							

## 39.5 Membership Report

The **Membership Report** shows all of the customer memberships and allows for filtering within all of the data fields offered.

To access the **Membership Report**, go to the Memberships tab; click **Member List**.



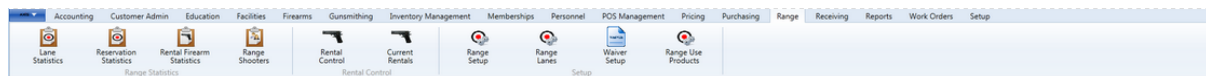
To view by type of membership or expiration, use the filter<sup>175</sup> within that column heading. Also utilize Report Settings<sup>173</sup> for more flexibility.





Membership Name	Last Name	First Name	Address	City	State	Zip	Phone	Start Date	Expiration	Member Card ID	Preferred Email
Blue	Jones	Frankie	Ikjasolajsoie E. Something st	Tucson	AZ	78783	9898080	2012 Jul 20	9999 Dec 31	100001000237	
Blue	Quinn	Rose	6502 S. Dawson 1184 N. Via Del Tiroi	Tucson	AZ	85637	5127501942	2012 Jul 30	9999 Dec 31	100001000164	RoseQuinn@gmail.com
Bronze	Adams	Dillon	600 North Wabash Avenue 1 N State St	Chicago	IL	52647	3123247500	2012 Apr 25	2013 Apr 25	100001000097	Bloomingdales@gmail.com
Bronze	Albright	John	6261 S. Via Del Bac 2746 N. Calle Serrano	Tucson	AZ	85637	5026394678	2012 Apr 25	2013 Apr 25	100001000148	JohnAlbright@gmail.com
Bronze	Brady	Marsha	5465 S. Thisworks Way	Denver	CO	80013	464111	2012 Aug 12	2013 Aug 12	100001000298	Brady@yahoo.com
Bronze	Cash	Paul	4527 S. Via Del Bac 1466 N. Calle Serrano	Tucson	AZ	85637	6141644678	2012 Sep 21	2013 Sep 21	100001000150	PaulCash@gmail.com
Bronze	Dillon	Adam	20 South State Street 1 East Jackson Boulevard	Chicago	IL	52647	3122699919	2012 Aug 05	2013 Aug 05	100001000098	urbanoutfitters@gmail.com
Bronze	Johnson	Jesse	66 6th Street	This Town	CA	98698	6576556555	2012 Aug 05	2013 Aug 05	100001000281	this@this.com
Bronze	Johnson	Navin	253 1/8 Elm St	Farmington	IN	65218	436-4555	2012 Aug 05	2013 Aug 05	100001000297	njohnson@prodigy.net
Bronze	Kenobi	Obi-Wan	6 Force Ave.	Alderon	IL	79562	(789)652-4114	2012 Jun 20	2013 Jun 20	100001000291	patrickkuehl@hotmail.com
Bronze	Kimberly	Dan	678 Smith Street	Brooklyn	NY	11215	6463738899	2012 Aug 05	2013 Aug 05	100001000275	dan@business.com
Bronze	Kuehl	Maximilian	3772 S CALLE RAMBLES	GREEN VALLEY	AZ	85614	5230991234	2012 Aug 05	2013 Aug 05	100001000257	maxk87@gmail.com
Bronze	Lambert	Dwight	5231 S. Whitehouse Canyon 7436 N. Camino Del Sol	Tucson	AZ	85637	5145254342	2012 Jul 30	2013 Jul 30	100001000159	DwightLambert@gmail.com
Bronze	Lemny	Jon	121 w palm	Fort Worth	TX	52164	6146464512	2012 Aug 05	2013 Aug 05	100001000272	jenny@comcast.com
Bronze	Lowe	Brian	121 w indie	Gooding	AZ	84521		2012 Aug 05	2013 Aug 05	100001000279	
Bronze	Martinez	Wendy	1234 Arizona Street	Green Valley	AZ	85614	5203991111	2012 Oct 01	2013 Oct 01	100001000322	123bubbles@gmail.com
Bronze	Mason	Alberto	5231 S. Dusk View 7436 N. Via De Anza	Tucson	AZ	85637	6156404308	2012 Aug 05	2013 Aug 05	100001000160	AlbertoMason@gmail.com
Bronze	Massa	Norma	1230 W. Dossi 6157 E. Barclay	Tucson	AZ	85637	1235116312	2012 Jul 02	2013 Jul 02	100001000185	NormaMassa@gmail.com
Bronze	Nagle	Mary	8573 W. Dossi	Tucson	AZ	85637	1928376450	2012 Aug 05	2013 Aug 05	100001000186	
Bronze	Nay	Stan	4125 W. Aztec 5421 E. Lees Lower	Tucson	AZ	85637	8531562430	2012 Aug 05	2013 Aug 05	100001000211	StanNay@gmail.com
Bronze	Nott	Jim	6411 S. Dusk View 7319 N. Via De Anza	Tucson	AZ	85637	6155056308	2012 Jun 13	2013 Jun 13	100001000161	JimNott@gmail.com
Bronze	Petterson	Tony	154 E. Shell	Tucson	AZ	85741	5206571245	2012 Aug 05	2013 Aug 05	100001000131	tonyp@comcast.net
Bronze	Phillips	Mackenzie	9823 Parker Street	Sauk Rapids	MN	56845	562-586-4756	2012 Aug 05	2013 Aug 05	100001000267	mphilips@charter.net
Bronze	Pratt	Chet	6502 S. Dusk View 1184 N. Via De Anza	Tucson	AZ	85637	6519496308	2012 Aug 05	2013 Aug 05	100001000163	ChetPratt@gmail.com
Bronze	Quinn	Rose	6502 S. Dawson 1184 N. Via Del Tiroi	Tucson	AZ	85637	5127501942	2012 Aug 05	2013 Aug 05	100001000164	RoseQuinn@gmail.com
Bronze	Rickert	Karl	1948 W. Aztec 1268 E. Lees Lower	Tucson	AZ	85637	8535153261	2012 Aug 05	2013 Aug 05	100001000215	KarlRickert@gmail.com
Bronze	Skywalker	Luke	987456 S. Longname Drive Apartment 4325	Alderon	CA	87513	6592144512	2012 Jun 27	2013 Jun 20	100001000292	onehandluke@prodigy.net
Bronze	Tubb	Ernest	417 Broadway 1 East Jackson Boulevard	Nashville	TN	34691	6152557503	2012 Jul 02	2013 Jul 02	100001000099	ernesttubbreordshop@gmail.com
Bronze	Urey	Lyle	7076 W. Aztec 7058 E. Lees Lower	Tucson	AZ	85637	85905660261	2012 Oct 01	2013 Oct 01	100001000218	LyleUrey@gmail.com

## 39.6 Range Statistics

Reports 

**Range Statistics** are available for lane usage, shooter frequency, rental firearms and reservations.



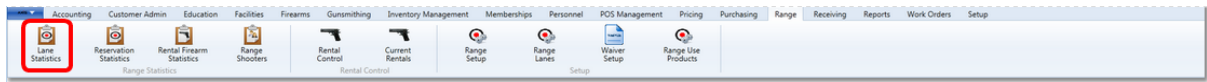
- Lane Statistics 
- Range Shooters 
- Rental Firearm Statistics 
- Reservation Statistics 

### 39.6.1 Lane Statistics

Range Statistics 

**Lane Statistics** gives details per lane regarding how much use, how many shooters, etc. for a specified date range.

Go to the Range<sup>157</sup> tab; click **Lane Statistics**.



Specify the date range and report settings<sup>173</sup>.

Range Lane Use Statistics

Date Range: 11/27/2012 - 12/28/2012

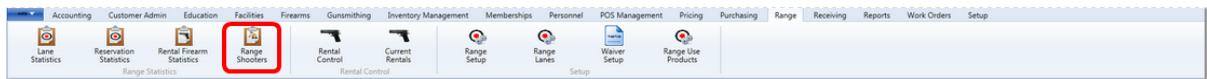
Group by area Drag a field here to group by that field

#	Date	Day	Lane Hour	Lane	Type	Checked In	On Lane	Off Lane	Checked Out	In Store	Wait Time	On Range	Delay	Shooters	
	2012 Dec 12	Wednesday	12:00	14	Pistol	12:02 PM	12:03 PM	12:03 PM	12:07 PM	4	0	0	3	1	
	2012 Dec 12	Wednesday	12:00	18	Pistol	12:07 PM	12:08 PM	09:56 PM	09:56 PM	589	0	588	0	1	
											Average = 296.5	Average = 0.00	Average = 294.0	Average = 1.50	Average = 1.00

### 39.6.2 Range Shooters

Range Statistics<sup>192</sup>

**Range Shooters** shows all of the customers who have used the range and how many visits they have made to the range.



Specify any report settings<sup>173</sup>.

Range Shooters

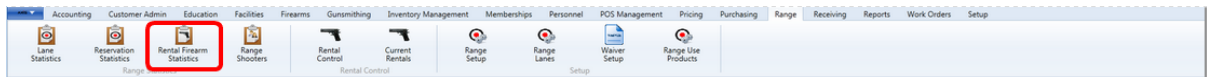
#	First Name	Last Name	Address	City	State	Zip	Visits
1	Dillon	Adams	600 North Wabash Avenue	Chicago	IL	52647	3
2	David	Ashton	6589 S. Sawmill Canyon	Tucson	AZ	85637	2
3	Alex	Baca	6004 S. Sawmill Canyon	Tucson	AZ	85637	1
4	Angela	Bayes	1234 main	omaha	NE	68164	1
5	Gilbert	Byrd	1919 W. Olive	Tucson	AZ	85637	1
6	Curtis	Cate	6004 W. Calle Viva	Tucson	AZ	85637	1
7	Kelly	Elam	9178 W. Olive	Tucson	AZ	85637	1
8	Dani	Gill	1645 W. Olive	Tucson	AZ	85637	1
9	Gary	Golden	P.o. Box 456	Oak Creek	CA	90215	2
10	Martha	Goode	1234 W. Main Ave.	Tucson	AZ	85721	2
11	Paul	Graham	63 Exchange Place	Salt Lake City	UT	79246	1
12	Kermit	Haag	5138 W. Calle Viva	Tucson	AZ	85637	1
13	Hank	Hill	483 S alley	Arlington	TX	45125	1
14	Fritz	Homes	1620 Washington Avenue	Miami Beach	FL	62458	2
15	Edward	Imhoff	6237 S. Whitehouse Canyon	Tucson	AZ	85637	7
16	Melinda	Janakopolis	4654 S. Wale	Omaha	NE	68134	1
17	Paul	Jones	1220 South Calle De Las Casitas	Green Valley	AZ	85614	2
18	Obi-Wan	Kenobi	6 Force Ave.	Alderon	IL	79562	4
19	Maximilian	Kuehl	3772 S CALLE RAMBLES	GREEN VALLEY	AZ	85614	2
20	Bernie	Lair	1379 W. Olive	Tucson	AZ	85637	1
21	Jon	Lenny	121 w palm	Fort Worth	TX	52164	2
22	Lisa	Martin	3570 Las Vegas Blvd	Las Vegas	NV	15672	1
23	Roxana	Masog	4679 W. Olive	Tucson	AZ	85637	1
24	Peter	Parker	4350 W. Dossi	Tucson	AZ	85637	1
25	Floyd	Parkins	1948 W. Aztec	Tucson	AZ	85637	1

### 39.6.3 Rental Firearm Statistics

Range  
Statistics 

**Rental Firearm Statistics** shows rental firearms with usage detail.

Go to the Range  tab; click **Rental Firearm Statistics**.



Specify any report settings .

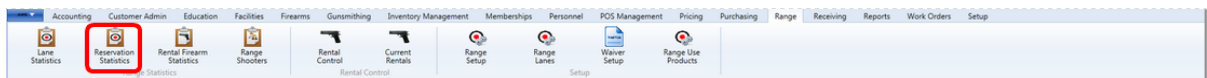
Rental Firearm Statistics										
#	Log Number	Manufacturer	Model	Serial Number	Barrel Length	Gauge/Caliber	First Use	Last Use	Rounds Fired	
	68782	Browning	A5	12		12	4/24/2012 11:35 AM	7/16/2012 9:43 AM	85	
	68786	Browning	A5	16		22	4/23/2012 7:38 PM	4/23/2012 7:38 PM	100	
	68787	Browning	A5	17		12				
	68788	Browning	A5	18		12	6/15/2012 7:34 AM	9/19/2012 12:39 PM	382	
	68783	Browning	A5	13		12	4/23/2012 7:55 PM	9/19/2012 9:21 AM	1683	
	68805	Smith and Wesson	Walter PPS	36377	4.0000	40 S&W	6/19/2012 6:09 PM	9/16/2012 5:52 PM	150	
	68847	Beretta	70S 380	459165945		.38	8/22/2012 11:57 AM	9/13/2012 2:17 PM	108	
	68866	Glock	.40S&W model 27	65487		.40	9/15/2012 3:55 PM	11/2/2012 9:14 AM	90	
	68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	57M50	3.1000	9MM LUGER	9/16/2012 6:00 PM	9/16/2012 6:00 PM	0	
	68890	Colt	Gold Cup Trophy .45acp	16167	5.0000	.45	10/24/2012 4:35 PM	10/24/2012 4:35 PM	0	


### 39.6.4 Reservation Statistics

Range  
Statistics 

**Reservation Statistics** shows dates, customer names and lanes reserved.

Go to the Range  tab; click **Reservation Statistics**.



Specify the date range and report settings .

Reservation Statistics X

### Range Reservation Statistics

Date Range: 11/27/2012 12/28/2012

group by area Drag a field here to group by that field

#	Date	Day	Last Name	First Name	Reservation Time	Lane
	2012 Nov 27	Tuesday	Cate	Curtis	14:00	6
	2012 Nov 27	Tuesday	Haag	Kermit	17:00	1
	2012 Nov 27	Tuesday	Bayes	Angela	17:00	2
	2012 Nov 28	Wednesday	Dillon	Adam	16:00	1
	2012 Dec 17	Monday	Finley	Earl	13:00	1

## 39.7 Sales Reports

Reports 178

The **Sales Reports** are located in varying tabs throughout AXiS.

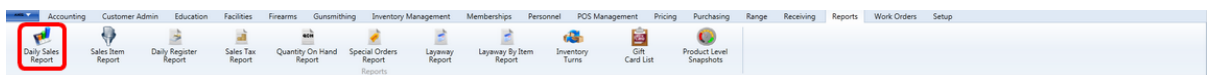
- Daily Sales Report 195 - view daily transaction counts as well as daily sales totals
- Firearm Sales Report 181 - shows all sold firearms and transaction detail
- Sales Item Report 198 - shows sales detail for all items sold

### 39.7.1 Daily Sales

Sales Reports 195

The **Daily Sales Report** shows the transaction count, total sales, total taxes and average transaction amount for any given date or range of dates.

To access the **Daily Sales Report**, go to the Reports 178 tab; click **Daily Sales Report**.



A **Date Range** may be entered. To see the detail for a given day, click in the **Date** column on the desired date.

Daily Sales Report

Date Range: 10/21/2012 - 11/21/2012

Date	Transaction Count	Sales Total	Tax Amount	Avg Trx Amount
2012 Oct 23	3	\$1,056.43	\$84.15	\$352.14
2012 Oct 24	1	\$0.00	\$0.00	\$0.00
2012 Oct 26	1	\$1.12	\$0.12	\$1.12
2012 Oct 27	2	\$572.28	\$82.28	\$286.14
2012 Oct 28	1	\$0.00	\$0.00	\$0.00
2012 Oct 29	1	\$197.48	\$17.33	\$197.48
2012 Oct 30	7	\$618.42	\$89.13	\$88.35
2012 Oct 31	2	\$75.61	\$5.61	\$37.80
2012 Nov 01	1	\$534.15	\$84.15	\$534.15
2012 Nov 02	11	\$641.78	\$18.57	\$58.34
2012 Nov 05	7	\$16,300.12	\$3,226.12	\$2,328.59
2012 Nov 06	5	\$242.00	\$0.00	\$48.40
2012 Nov 19	1	\$5.03	\$0.00	\$5.03
Sum = 43	Sum=\$20,244.42	Sum=\$3,607.46	Avg=\$302.89	

The **Daily Sales Detail** may be printed <sup>F149</sup>. Click **OK** to close.

Daily Sales Report

Daily Sales Detail

Time	Store	Customer Name	Item Count	Transaction Amount	Avg Item Amount
2012/Nov/02 10:15 AM	1	Janakopolis, Melinda	2	\$209.47	\$104.74
2012/Nov/02 10:26 AM	1	Martinez, Wendy	1	\$47.23	\$47.23
2012/Nov/02 10:51 AM	1	Teal, Corey	1	\$30.00	\$30.00
2012/Nov/02 06:07 AM	1	Anonymous,	1	\$11.29	\$11.29
2012/Nov/02 06:08 AM	1	Anonymous,	1	\$11.29	\$11.29
2012/Nov/02 09:21 AM	1	Bayes, Angela	4	\$34.21	\$8.55
2012/Nov/02 06:20 AM	1	Anonymous,	1	\$11.29	\$11.29
2012/Nov/02 09:23 AM	1	Janakopolis, Melinda	1	\$80.00	\$80.00
2012/Nov/02 10:37 AM	1	Flores, Javier	1	\$110.00	\$110.00
2012/Nov/02 11:18 AM	1	Martinez, Wendy	2	\$22.00	\$11.00
2012/Nov/02 11:33 AM	1	Martinez, Wendy	1	\$75.00	\$75.00
Sum = 16	Sum=\$641.78	Avg=\$45.49			

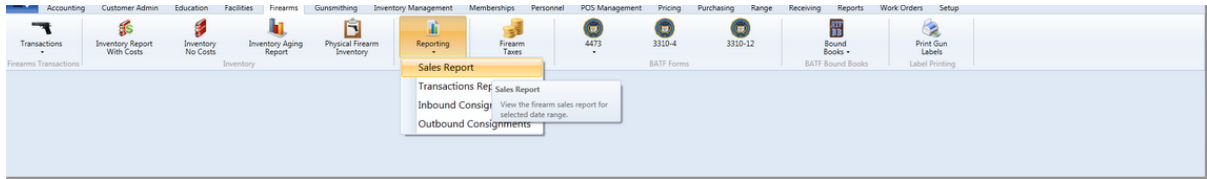
OK

### 39.7.2 Firearm Sales

The **Firearm Sales Report** lists each firearm sold along with the sales detail. There is also the ability to delete (void) a firearm transaction (which should be used with absolute caution).



To access the **Firearm Sales Report**, go to the Firearms<sup>77</sup> tab; click **Reporting**. Select **Sales Report** from the drop-down menu.



If a **Date Range** is entered, click the **Submit** button. To go back to the original report settings, click the refresh symbol . To view transaction details, click .

Sales Report x

### Firearm Sales Report

Select date range and click on 'Submit'

Date	Store	Manufacturer	Model	Gauge/Cal	Inventory #	Cost	Price	% Gain	Profit
10/23/2012 11:11 AM	1	Smith and Wesson	Walter PPS	40 S&W	68805	\$355.00	\$455.00	28.17 %	\$100.00
10/23/2012 11:31 AM	1	Ruger	A4	22	68994	\$0.00	\$450.00	0.00 %	\$450.00
10/23/2012 1:06 PM	1	SMITH & WESSON	Bodyguard	40	68996	\$0.00	\$440.00	0.00 %	\$440.00
10/30/2012 11:49 AM	1	Browning	Citori	12	68904	\$5.00	\$5.01	0.20 %	\$0.01
10/30/2012 6:21 PM	1	55	somemodel	11	68898	\$11.00	\$22.00	100.00 %	\$11.00
10/24/2012	1	Beretta	705 .380	22	68999	\$250.00	\$300.00	20.00 %	\$50.00
11/1/2012 12:02 PM	1	Browning	A5	12	68909	\$0.00	\$800.00	0.00 %	\$800.00
11/1/2012 12:11 PM	1	SPRINGFIELD, INC.	XD	40 S&W	68965	\$425.29	\$3,230.00	659.48 %	\$2,804.71
11/1/2012 2:25 PM	1	Ruger	A4	22	68998	\$0.00	\$450.00	0.00 %	\$450.00
11/2/2012 3:17 PM	1	Colt	Gold Cup Trophy .45acp	45	69009	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:17 PM	1	Colt	Gold Cup Trophy .45acp	45	69010	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:17 PM	1	Colt	Gold Cup Trophy .45acp	45	69011	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:28 PM	1	Colt	Gold Cup Trophy .45acp	45	69004	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:28 PM	1	Colt	Gold Cup Trophy .45acp	45	69005	\$670.00	\$780.00	16.42 %	\$110.00
11/2/2012 3:28 PM	1	Colt	Gold Cup Trophy .45acp	45	69006	\$670.00	\$780.00	16.42 %	\$110.00
10/28/2012	1	Browning	A5	22	69017	\$0.00	\$40.00	0.00 %	\$40.00
10/28/2012	1	Colt	Gold Cup Trophy .45acp	45	69016	\$670.00	\$780.00	16.42 %	\$110.00
10/28/2012	1	Beretta	705 .380	22	69019	\$200.00	\$543.00	171.50 %	\$343.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69022	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69023	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69024	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69026	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69027	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69028	\$620.00	\$730.00	17.74 %	\$110.00
11/3/2012 11:40 AM	1	Ruger	1910	45 ACP	69029	\$620.00	\$730.00	17.74 %	\$110.00
11/5/2012	1	Browning	Citori	12	69001	\$1,212.00	\$12,122.00	900.17 %	\$10,910.00
11/5/2012 9:48 AM	1	Colt	Gold Cup Trophy .45acp	45	69015	\$670.00	\$780.00	16.42 %	\$110.00

On the rare occasion that a customer has completed most or all of a firearm transaction, but they have not left the store with the firearm in their possession, there may be a need to completely void the sale. This may be done by clicking the **Delete Transaction** button. Use this with extreme caution!

### Transaction Details

Transaction Date: 11/1/2012 Delete Transaction

Transaction Type: SALE

Entered By: Michael Abbott

Customer Name: James Dean

Amount: \$800.00

Notes:

#### Dispositions

Inventory #	Manufacturer	Model
68909	Browning	A5

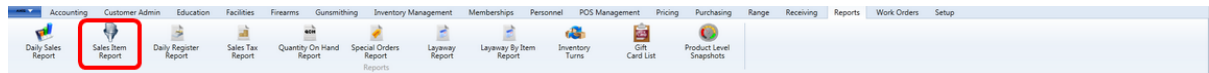
Close

### 39.7.3 Sales Item Report

Sales Reports  
195

The **Sales Item Report** provides the detail for every item sold or payment received for the specified **Date Range**.

To access the **Sales Item Report**, go to the Reports<sup>178</sup> tab; click **Sales Item Report**.

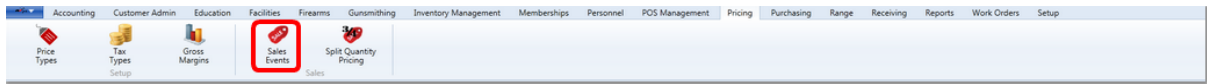


The **Sales Item Report** offers quite a bit of information. Make sure to use the scroll bar at the bottom to view the rest of the information offered. Use report settings<sup>173</sup> to sort by Department<sup>62</sup>. Your Inventory, Sales and COGS accounts should be aligned with the Departments in AXIS.





To access **Sales Events**, go to the Pricing<sup>147</sup> tab; click **Sales Events**.



Within the **Sales Events** icon, you may:

- Create a new sales event
- Add product to a sales event
- Edit/Modify an existing sales event

To offer a **Sales Event** which includes items purchased in multiples or buy one get one free events, see Split Quantity Pricing.

## 40.1 Dollar Discount

Sales Events  
201

To apply a **dollar discount** to Product Search items, enter a minus sign '-' followed by the dollar discount amount.

Description

## Product Search

**Attribute**

INSEAM

MANUFACTURER

TYPE

GAUGE

LENGTH

SHOT

ITEM

Please select all that apply

UPC	Description	QoH	Price
<input type="checkbox"/> 300000000003	Federal 20 gauge, 3", 2	109	\$9.29
<input type="checkbox"/> 345262352543	Federal 12 gauge, 3", 2	110	\$9.29
<input type="checkbox"/> 60060312814	TEST ITEM	-2	\$25.00
<input type="checkbox"/> 735465655122	Federal 20 gauge, 2 3/4", BB	116	\$9.29
<input type="checkbox"/> 74545454522	Federal 20 gauge, 3", 7.5	181	\$9.29
<input type="checkbox"/> 834348883123	Federal 12 gauge, 2 3/4", 9	706	\$9.29
<input type="checkbox"/> 837562565122	Federal 12 gauge, 3", 8.5	29	\$9.29
<input type="checkbox"/> 876735625222	Federal 12 gauge, 3", 9	34	\$9.29
<input checked="" type="checkbox"/> 87777771212	Federal 20 gauge, 3", 9	662	\$9.29
<input type="checkbox"/> 888523556122	Federal 20 gauge, 2 3/4", 8.5	-110	\$9.29
<input type="checkbox"/> 936747637663	Federal 20 gauge, 2 3/4", 8	110	\$9.29
<input type="checkbox"/> 987845744881	Federal 20 gauge, 3", 6	659	\$9.29
<input type="checkbox"/> 998356562543	Federal 20 gauge, 3", 8	103	\$9.29

Clear  -1.00

Click the **Adjust Selection by Amount** button. The **Regular Price** and **Sales Price** display the discount for the item(s).

Sales Event Maintenance

### Sales Events

Sale Name	Start Date	End Date
December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM

Sale Event Products and Pricing:

Max's Sale

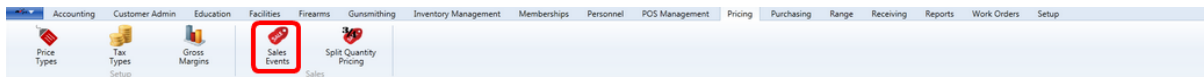
UPC	Product Description	Regular Price	Sales Price
<input type="checkbox"/> 1235684965824569	Patagonia Black Fleece Jacket Mens Medium	\$33.00	\$30.00
<input type="checkbox"/> 1236459235689745	Patagonia Green Fleece Jacket Mens Large New	\$33.00	\$30.00
<input type="checkbox"/> 12356497685943562	Patagonia Green Fleece Jacket Mens Small	\$33.00	\$30.00
<input checked="" type="checkbox"/> 87777771212	Federal 20 gauge, 3", 9	\$9.29	\$8.29

## 40.2 Edit Sales Event

Sales Events  
[206]

An existing Sales Event may be edited at any time.

To edit a sales event, go to the Pricing [147] tab; click the **Sales Event** icon.



To edit the name of the Sales Event, click  next to the **Sale Name**.

Sales Event Maintenance X

### Sales Events


Create New Sales Event


	Sale Name	Start Date	End Date
	December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
	Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM
	Spring Clearance	Wednesday, February 15, 2012 7:00 AM	Tuesday, February 21, 2012 8:00 PM
	Tomorrow Sale	Friday, February 10, 2012 7:00 AM	Saturday, February 11, 2012 8:00 PM
	Test	Sunday, February 26, 2012 7:00 AM	Thursday, March 01, 2012 8:00 PM
	Optics Sale	Friday, March 02, 2012 7:00 AM	Tuesday, March 06, 2012 8:00 PM

Any information in the screen may be updated including the dates and times. This also allows for a past event to be modified and updated for use again. Click the **Submit** button when finished.

### Define/Edit Sales Event

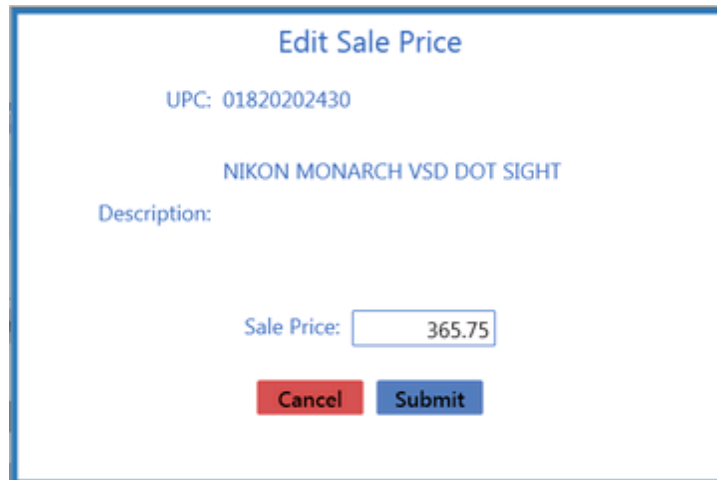
Event Name:

Start Date:   Start Time:

End Date:   End Time:

To edit a price on a single item, click  next to the item.

The **Sales Price** can now be adjusted. Once the price change is completed, click the **Submit** button. If no change is needed, click the **Cancel** button; you will be taken back to the **Sales Event Products and Pricing** screen.



**Edit Sale Price**

UPC: 01820202430

NIKON MONARCH VSD DOT SIGHT

Description:

Sale Price: 365.75

Cancel Submit

Any price changes will be reflected in the **Sales Event Products and Pricing** screen.

To delete an item from the event, click  next to the item. A message window will verify that you want to delete the item. Click **Yes** to delete or **No** to leave it unchanged.



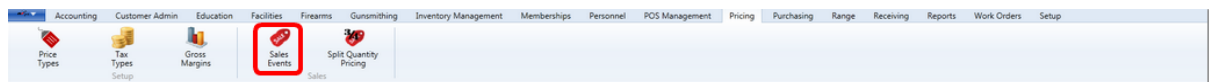
Are you sure you want to delete this event item?

Yes No

### 40.3 New Sales Event

Sales Events  
[200]

To create a **New Sales Event**, go to the Pricing tab; click **Sales Events**.



Click the **Create New Sales Event** button.



Sales Event Maintenance X

### Sales Events


[Create New Sales Event](#)


	Sale Name	Start Date	End Date
	December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
	Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM
	Spring Clearance	Wednesday, February 15, 2012 7:00 AM	Tuesday, February 21, 2012 8:00 PM
	Tomorrow Sale	Friday, February 10, 2012 7:00 AM	Saturday, February 11, 2012 8:00 PM
	Test	Sunday, February 26, 2012 7:00 AM	Thursday, March 01, 2012 8:00 PM

Complete the **Define/Edit Sales Event** window. The **Event Name** should reflect the items which are going to be on the sales event. Select a **Start Date** and **Start Time** as well as an **End Date** and **End Time**. (The time is in 24-hour military format.) This will allow special on-hour events as well as week- or month-long events to be scheduled. The system will automatically start and stop the **Sales Event** based on these times. When finished, click **Submit**.

### Define/Edit Sales Event

Event Name:

Start Date:   Start Time:





End Date:   End Time:

The **New Sales Event** is added to the **Sales Events** list.

Sales Event Maintenance X

### Sales Events

[Create New Sales Event](#)

	Sale Name	Start Date	End Date
	December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
	Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM
	Spring Clearance	Wednesday, February 15, 2012 7:00 AM	Tuesday, February 21, 2012 8:00 PM
	Tomorrow Sale	Friday, February 10, 2012 7:00 AM	Saturday, February 11, 2012 8:00 PM
	Test	Sunday, February 26, 2012 7:00 AM	Thursday, March 01, 2012 8:00 PM
	Optics Sale	Friday, March 02, 2012 7:00 AM	Tuesday, March 06, 2012 8:00 PM

To view the detail for a sales event, click on the event's name. To close the detail, double-click on the name. To complete the sales event, add products to the sales event [207]. You may also edit a sales event [202] at any time.

## 40.4 Percentage Discount

Sales Events  
[206]

To apply an adjustment by percentage to the Product Search items, enter a minus sign '-' followed by the percentage amount in decimal form (5% = .05).

### Product Search

Attribute	Descriptor	Please select all that apply			
TYPE		UPC	Description	QoH	Price
<input type="text" value="GAUGE"/>		<input type="checkbox"/>	233333333333 Federal 20 gauge, 3", 4	31	\$9.29
<input type="text" value="LENGTH"/>		<input type="checkbox"/>	300000000003 Federal 20 gauge, 3", 2	109	\$9.29
<input type="text" value="SHOT"/>		<input type="checkbox"/>	345262352543 Federal 12 gauge, 3", 2	110	\$9.29
<input type="text" value="ITEM"/>		<input type="checkbox"/>	735465655122 Federal 20 gauge, 2 3/4", BB	116	\$9.29
		<input type="checkbox"/>	74545454522 Federal 20 gauge, 3", 7.5	181	\$9.29
		<input type="checkbox"/>	834348883123 Federal 12 gauge, 2 3/4", 9	706	\$9.29
		<input type="checkbox"/>	837562565122 Federal 12 gauge, 3", 8.5	29	\$9.29
		<input type="checkbox"/>	876735625222 Federal 12 gauge, 3", 9	34	\$9.29
		<input checked="" type="checkbox"/>	87777771212 Federal 20 gauge, 3", 9	662	\$9.29
		<input type="checkbox"/>	888523556122 Federal 20 gauge, 2 3/4", 8.5	-110	\$9.29
		<input type="checkbox"/>	936747637663 Federal 20 gauge, 2 3/4", 8	110	\$9.29
		<input type="checkbox"/>	987845744881 Federal 20 gauge, 3", 6	659	\$9.29
		<input type="checkbox"/>	998356562543 Federal 20 gauge, 3", 8	103	\$9.29

Attribute	Descriptor
DEPARTMENT	AMMUNITION
MANUFACTURER	FEDERAL

Adjustment

Click the **Adjust Selection by Percentage** button. The **Regular Price** and **Sales Price** display the discount for the item(s).

Sales Event Maintenance x

### Sales Events

Create New Sales Event

Sale Name	Start Date	End Date
December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM

Sale Event Products and Pricing: **Add Products**

**Max's Sale**

UPC	Product Description	Regular Price	Sales Price
1235684965824569	Patagonia Black Fleece Jacket Mens Medium	\$33.00	\$30.00
1236450235689745	Patagonia Green Fleece Jacket Mens Large New	\$33.00	\$30.00
12356497685943562	Patagonia Green Fleece Jacket Mens Small	\$33.00	\$30.00
877777771212	Federal 20 gauge, 3", 9	\$9.29	\$8.83

## 40.5 Sales Event Product

Sales Events  
206

Product may be added to any existing Sales Event<sup>200</sup>.

From the Sales Events screen, click on the sales event to which you would like to add products. Click the **Add Products** button.

Sales Event Maintenance ^

### Sales Events

Create New Sales Event

Sale Name	Start Date	End Date
December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM
Spring Clearance	Wednesday, February 15, 2012 7:00 AM	Tuesday, February 21, 2012 8:00 PM
Tomorrow Sale	Friday, February 10, 2012 7:00 AM	Saturday, February 11, 2012 8:00 PM
Test	Sunday, February 26, 2012 7:00 AM	Thursday, March 01, 2012 8:00 PM
Optics Sale	Friday, March 02, 2012 7:00 AM	Tuesday, March 06, 2012 8:00 PM

Sale Event Products and Pricing: **Add Products**

**Optics Sale**

UPC	Product Description	Regular Price	Sales Price
-----	---------------------	---------------	-------------

Product Search<sup>150</sup> is used to select the items which will be included in the Sales Event.

Discounts may be applied by dollar amount<sup>201</sup> or by percentage<sup>206</sup>. (If you are doing Buy One, Get One -type offer, see Split Quantity Pricing.)

The added products are displayed with their **Regular Price** and **Sales Price**.

Sales Event Maintenance x

### Sales Events

Create New Sales Event

Sale Name	Start Date	End Date
December Ammo Sale	Saturday, December 24, 2011 1:00 PM	Saturday, December 31, 2011 11:00 PM
Max's Sale	Wednesday, January 04, 2012 7:00 AM	Thursday, January 05, 2012 8:00 PM
Spring Clearance	Wednesday, February 15, 2012 7:00 AM	Tuesday, February 21, 2012 8:00 PM
Tomorrow Sale	Friday, February 10, 2012 7:00 AM	Saturday, February 11, 2012 8:00 PM
Test	Sunday, February 26, 2012 7:00 AM	Thursday, March 01, 2012 8:00 PM
Optics Sale	Friday, March 02, 2012 7:00 AM	Tuesday, March 06, 2012 8:00 PM

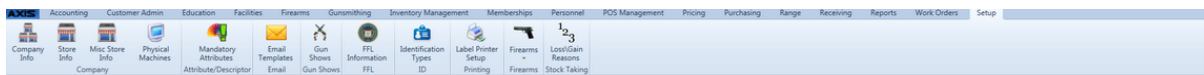
Sale Event Products and Pricing: **Add Products**

**Optics Sale**

UPC	Product Description	Regular Price	Sales Price
01820202430	NIKON MONARCH VSD DOT SIGHT	\$385.00	\$370.00
01820202450	NIKON PROSTAFF RF 4X32 NP MAT	\$219.99	\$204.99
01820202444	NIKON MONARCH VSD DOT SIGHT	\$219.99	\$204.99

## 41 Setup

**Setup** needs to be completed before the system is put into service. To access **Setup**, go to the **Setup** tab.



**Setup** is broken into categories.

### Range/FFL

- FFL Setup<sup>[210]</sup>
- Range Lanes<sup>[216]</sup>
- Range Setup<sup>[213]</sup>
- Waiver Setup<sup>[217]</sup>

### Attribute/Descriptor (Inventory)

- Mandatory Attributes<sup>[212]</sup>

### Company

- Company Info<sup>[209]</sup>
- Misc Store Info
- Physical Machines
- Store Info

### Email

- Email Templates<sup>[68]</sup>

**Gun Shows**

- Gun Shows<sup>[211]</sup>

**ID (Customer)**

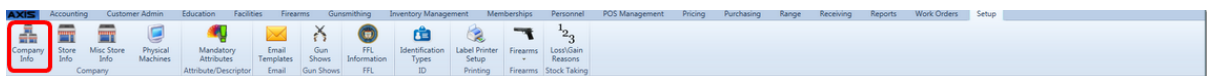
- Identification Types

## 41.1 Company Info

Setup<sup>[208]</sup>

**Company Info** may be different from your Store Info for MultiStore, but it should be the same for a single store operation.

To setup **Company Info**, go to the Setup<sup>[208]</sup> tab; click **Company Info**.



Enter the **Company Info** (corporate info for MultiStore). **Company Info** may be edited by accessing this screen, entering the new information and clicking the **Submit Changes** button. Add new records by clicking **+**; delete a record by clicking **x**.

**Company Information for Stick 'em Up Firearms**

Company Name: Stick 'em Up Firearms Submit Changes

**Addresses +**

Preferred:  Type: Business x

Address 1: 940 Industrial Drive

Address 2: Unit 5

City: New York State: NY Zip: 56379

**Emails +**

Preferred:  Type: Business x

Email Address: company@gmail.com

**Web Sites +**

**Contacts +**

**View** Name: John Peterson x

Title: Mr.

**View** Name: First Last x

Title: Mr.



**FFL Information**

Trade Name: Hold'em Up Firearms  
 Address: 1515 Railroad Avenue  
 City: Orlando State: FL Zip Code: 32343  
 FFL Number: 9-88-382-83-2A-99999  
 Class 3 (NFA) Dealer:  (Check if you have an NFA class 3 dealer license)  
 Agency name and address where copy #2 of form 3310 is to be sent.  
 Agency Name: Brower County Sheriff  
 Agency Address: 1333 W Key, Orlando, FL, 32371  
 By clicking submit, you acknowledge you have read the [FFL Notice](#)  
 Print Full FFL Number on Forms:  (If unchecked, the abbreviated xxx-xxxx format will be printed)

**Days Closed**  
 (Click Day to Add All Occurrences)

Sun Mon Tue Wed Thr Sat

October 2012

Del Closed

Sun Sep 30, 2012  
 Sun Oct 07, 2012  
 Sun Oct 14, 2012  
 Sun Oct 21, 2012  
 Sun Oct 28, 2012  
 Sun Nov 04, 2012  
 Sun Nov 11, 2012  
 Sun Nov 18, 2012  
 Sun Nov 25, 2012  
 Sun Dec 02, 2012

Add Date  
 Clear List

Submit

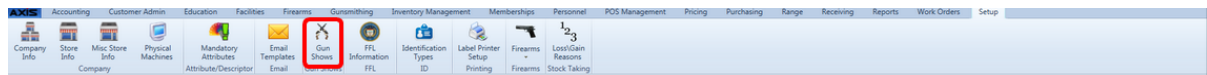
If you are always closed on a particular day of the week (e.g. Sunday) click it to add it to your Days Closed



To add a single date (e.g. Thanksgiving), click here

### 41.3 Gun Shows

A comprehensive listing of **Gun Shows** must be added to the system setup so that they may be selected for firearms transactions when it applies.

To setup **Gun Shows**, go to the Setup<sup>208</sup> tab; click **Gun Shows**.



All current **Gun Shows** are displayed. They may be edited , deleted , or you may click to add a **New Gun Show**.

Gun Shows

**Gun Shows**

New Gun Show

Name	Abbreviation	City	State	Mail Address	Mail City	Mail State	Mail Zip
ANTIQUE ARMS SHOW	ARS	LAS VEGAS	NV	1234 OAK	LAS VEGAS	NV	12345
BIG RENO SHOW	BTG RENO SHOW	RENO	NV	1234 OAK	RENO	NV	12345
Colorado Gun and Collectibles	CTCGA	ADAMS COUNTY	CO	1234 OAK	ADAMS CITY	CO	12345
CTCGA	CTCGA	WITHITA	KS	1234 OAK	WITHITA	KS	12345
Missouri Valley Arms Company Auction	MVACA	KANSAS CITY	MO	1234 OAK	KANSAS CITY	MO	12345
NIWOT AUCTION	NIWOT AUCTION	LONGMONT	CO	1234 OAK	LONGMONT	CO	12345
RENO	RENO	RENO	NV	1234 OAK	RENO	NV	12345
SAND & SAGE	SAND & SAGE	GARDEN CITY	KS	1234 OAK	GARDEN CITY	KS	12345
TANNER Western Gun Show	TANNER	DENVER	CO	1234 OAK	DENVER	CO	12345
TULSA ARMS SHOW	TULSA ARMS SHOW	TULSA	OK	1234 OAK	TULSA	OK	12345
Western Arms Collectibles Association	WACA	CODY	WY	1234 OAK	CODY	WY	12345

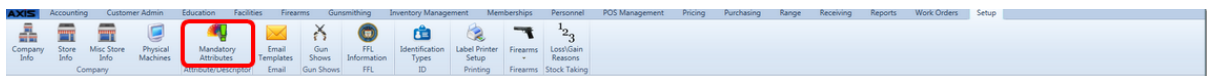
Once a **New Gun Show** has been defined/edited, click **Submit** to save.

## 41.4 Mandatory Attributes

Setup<sup>208</sup>

**Mandatory Attributes** are attributes<sup>34</sup> which will be applied to every single inventory item. Additional Product Attributes<sup>131</sup> may be selected by management to be applied to individual items in addition to the **Mandatory Attributes**. We have created a list of suggested attributes<sup>46</sup> to help you get started.

To setup **Mandatory Attributes**, go to the Setup<sup>208</sup> tab; click **Mandatory Attributes**.



The current **Mandatory Attributes** are displayed in **Attribute Control**. The three main **mandatory attributes** (Department, Item, Manufacturer) MAY NOT be deleted.



Mandatory Attributes x


### Attribute Control

ALL ITEMS ▾

De 1	Attribute Name
	DEPARTMENT
	ITEM
	MANUFACTURER

Add Mandatory Attribute





▾

**Mandatory Attributes** which are assigned to some items but not **All ITEMS** may be viewed by selecting from the drop-down menu. The displayed attributes may be modified by deleting  one or all of them.

Mandatory Attributes x

### Attribute Control

PANTS ▾

De 1	Attribute Name
	COLOR
	INSEAM
	MODEL
	WAIST

Add Mandatory Attribute

▾

Once a group (e.g. **PANTS**) has been selected from the drop-down menu at the top, you may **Add Mandatory Attribute** by selecting from the drop-down menu at the bottom or by typing a new **Mandatory Attribute** in the box. Click the **Add** button to save. The new **Mandatory Attribute** will be added to the list. Click the **Close** button when finished.

Within the item record, Product Attributes<sup>131</sup> will need to be defined.

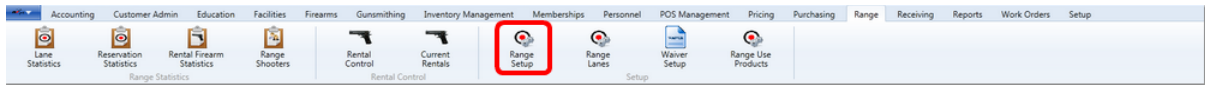
## 41.5 Range Setup

Setup<sup>208</sup>

**Range Setup** must be run prior to running setup for Range Lanes<sup>216</sup>. You will designate the total number of lanes (all types) you have for rental. The system will also need to know which days the range is open for business during a normal business

week. All of this information is used, in part, for defining reservations and the ability to assign customers to specific lanes in your range. New or updated information will be entered in **Range Setup**.

To do **Range Setup**, go to the Setup<sup>[208]</sup> tab; click **Range Setup**.



Type the required information in each of the boxes. In the middle section, click to place check in the box under each day of the week in which your range is closed during a normal business week.

In the bottom section, enter the total number of range lanes at that location. (Include all types of ranges for a collective total.) If you have Handicap Accessible lanes, enter the lane numbers separated by a comma (,). If your location requires a sales/use tax, enter the rate of tax in the **Sales Tax** box. Check if Range fees and/or Classes are taxable.

**Session Length in Minutes** will define when your notifications will appear at the Register for a customer who is over-limit on their time. This will be used to determine if a shooter is over-limit for the purposes of general tracking and to aid in getting customers who are waiting for a lane onto the range by knowing which customers may be moved off the range. If reservations are going to be allowed for members or all customers, enter the number of days you will allow reservations to be made in advance.

When all the information is entered/updated, click **Submit**.

 A screenshot of the 'Define/Edit Range' form. The form contains the following fields and options:
 

- Range Name: Bullseye Store and Range
- Address: 1234 Marquette
- Phone Number: 8748838812
- City: Lancaster
- State: PA
- Zip Code: 32348
- Hours of Operation: A table with columns for days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and rows for 'Range Closed', 'Open', and 'Close'.
 

Range Closed	SUN	MON	TUE	WED	THU	FRI	SAT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Close	22:00	22:00	22:00	22:00	22:00	22:00	22:00
- Number of Lanes: 24
- Enter Lane Numbers That Are Handicap Accessible: 1,2
- Session Length in Minutes: 60
- Number of days reservations can be made in advance: 20
- Submit button

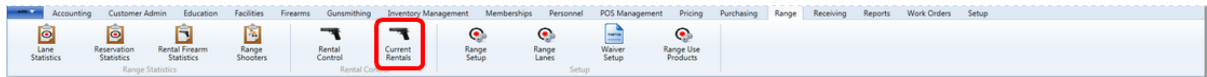
 A callout bubble points to the 'Range Closed' checkboxes with the text: 'Click to select days the range is closed'.

## 41.5.1 Firearm Rentals

Range Setup  
213

Firearms which are currently rented and in use may be viewed/monitored. In order for a firearm to be available for rent, it must be defined in Rental Control<sup>215</sup>.

Go to the Range<sup>157</sup> tab; click **Current Rentals**.



Click the refresh button  for the latest firearm rental information.

 A screenshot of the 'Current Rentals' window. The window title is 'Current Rentals' and it has a refresh button in the top right corner. Below the title is a table with the following data:
 

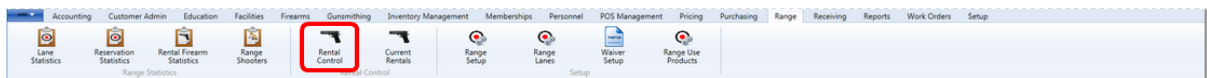
#	Log Number	Manufacturer	Model	Serial Number	Barrel Length	Gauge/Caliber	Rental Cost	Last Name	First Name	Checked Out	
	68890	Colt	Gold Cup Trophy .45acp	16167	5.0000	.45	\$10.00	Imhoff	Edward	10/24/2012 4:35 PM	Clear
	68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	S7M50	3.1000	9MM LUGER	\$10.00	Valo	Ellen	9/16/2012 6:00 PM	Clear

### 41.5.1.1 Rental Control

Firearm  
Rentals<sup>215</sup>

**Rental Control** allows for the selection of rental firearms as well as the specification of the rental cost for specific firearms.

Go to the Range<sup>157</sup> tab; click **Rental Control**.



Place a check in the **Rental** box for the rental firearm to mark it as a rental (which will not allow it to be sold). Enter the **Rental Cost** for that firearm.

Rental Control								
Log Number	Manufacturer	Model	Serial Number	Barrel Length	Gauge/Caliber	Rental	Rental Cost	
68826	Smith and Wesson	Walter PPS	1234		.5	<input type="checkbox"/>		
68842	Sig Sauer	P239	35487		.4	<input type="checkbox"/>		
68848	Beretta	70S_380	459165	2.0000	.38	<input type="checkbox"/>		
68866	Glock	40S&W model 27	65487		.40	<input checked="" type="checkbox"/>	\$10.00	
68873	KEL-TEC CNC INDUSTRIES INC.	PF-9	S7M50	3.1000	9MM LUGER	<input type="checkbox"/>	\$10.00	
68883	Colt	Gold Cup Trophy .45acp	16168	5.0000	.45	<input type="checkbox"/>		
68886	44	44	65654		.4	<input type="checkbox"/>		
68890	Colt	Gold Cup Trophy .45acp	16167	5.0000	.45	<input checked="" type="checkbox"/>	\$10.00	
68972	Glock	Glock 22	G25468	2.5000	.22	<input type="checkbox"/>		
68986	Smith and Wesson	642	258146	1.8750	38spl	<input type="checkbox"/>		
68992	Browning	A5	13		.12	<input type="checkbox"/>		
69021	Coonan	Classic .357	fassfgfdg43435		.44	<input type="checkbox"/>		
69040	Ruger	1910	19	5.0000	.45 ACP	<input type="checkbox"/>		
69046	Ruger	1910	25	5.0000	.45 ACP	<input type="checkbox"/>		
69049	Ruger	1910	28	5.0000	.45 ACP	<input type="checkbox"/>		
69053	Ruger	1910	32	5.0000	.45 ACP	<input type="checkbox"/>		
69055	Ruger	Protector 223	2	22.0000	.223	<input type="checkbox"/>		
69057	Ruger	Protector 223	4	22.0000	.223	<input type="checkbox"/>		
69058	Ruger	Protector 223	5	22.0000	.223	<input type="checkbox"/>		
69059	Ruger	Protector 223	6	22.0000	.223	<input type="checkbox"/>		
69062	Ruger	Protector 223	9	22.0000	.223	<input type="checkbox"/>		
69063	Ruger	Protector 223	10	22.0000	.223	<input type="checkbox"/>		
69064	Ruger	Protector 223	11	22.0000	.223	<input type="checkbox"/>		
69065	Ruger	Protector 223	12	22.0000	.223	<input type="checkbox"/>		
69066	Ruger	Protector 223	13	22.0000	.223	<input type="checkbox"/>		
69067	Ruger	Protector 223	14	22.0000	.223	<input type="checkbox"/>		

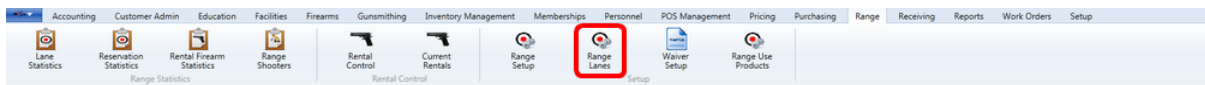
## 41.5.2 Range Lanes

Range Setup  
[213]

Within the system, identification of **Range Lanes** is done sequentially. You may assign unique alpha-numeric characters (letters and numbers) to each lane to differentiate as you would like (i.e. Archery lanes may begin with the letter **A**, Pistol lanes may begin with the letter **P**, etc.). There is a maximum of three total characters for each lane label.

To begin, you must tell the system how many total lanes you have and which days of the week your business is normally open in Range Setup [213]. Once that is complete, you are ready to setup **Range Lanes**.

To setup **Range Lanes**, go to the Setup [208] tab; click **Range Lanes**.



**Lane #** shows the internal (system) identifier for each lane.

**Name** is the range lane identifier you will see at the Register for assigning and reserving lanes. Each **Name** can be up to three characters (letters and numbers) long. To change the **Name**, click on the current name.

Lane #	Name	Open	Reservable	Last Cleaned
1	P1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	August 02, 2012
2	P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	August 02, 2012
3	P3	<input type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
4	P4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
5	P5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	August 02, 2012
6	P6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	August 02, 2012
7	P7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
8	P8	<input type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
9	P9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
10	P10	<input type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
11	P11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
12	P12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
13	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
14	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
15	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
16	16	<input type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
17	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
18	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
19	19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
20	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
21	21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
22	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
23	23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012
24	H24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	August 02, 2012

The **Name** box will change to allow you to edit the **Name** for that **Range Lane**. Hit **Enter** to save the change.

**Open** lanes will have a check in the **Open** box. If a lane needs to be closed for any purpose other than a reservation, it may be closed by clicking in the appropriate box under **Open** to remove the check.

A lane is **Reservable** if the box is checked for the lane. (NOTE: Even though a customer may reserve a time on a specific lane, store personnel will reserve the ability to assign the customer to any lane at their discretion.)

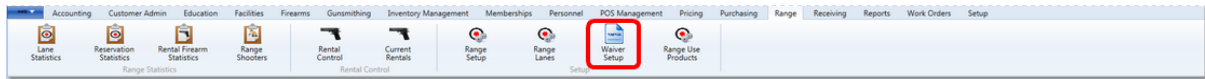
Each time a lane is cleaned, the **Last Cleaned** date may be updated by clicking on the date. A white box will open allowing for a new date to be typed or for the calendar<sup>52</sup> to be utilized to select a new date.

### 41.5.3 Waiver Setup

Range Setup  
213

Your store's Range Waiver must be entered into the system in order for you to use the electronic form of the waiver for your range. You will have the ability to designate how often a range waiver must be signed by a customer. All electronic waivers will be stored along with the customer's electronically captured signature for easy retrieval, if needed.

To run **Waiver Setup**, go to the Range<sup>157</sup> tab; click **Waiver Setup**.



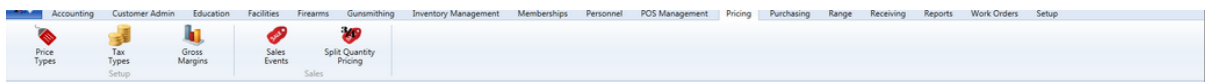
All of the information in the **Header**, **Main Text** and **Footer** sections may be modified at any time. The displayed text is for sample purposes only. Your store's waiver information will need to be entered.

If you require your customers to sign a waiver at each visit, leave the **Number of days before this waiver needs to be resigned** set to 0 (zero). Entering a value will show the customer has a current waiver on file and will not require a new one to be signed until the specified number of days has passed. Click **Submit** to save any changes.

 A screenshot of the 'Range Waiver' form. The form is titled 'Range Waiver' and has three main sections: Header, Main Text, and Footer. The Header section contains the text 'ACKNOWLEDGEMENT OF RISK, RELEASE & INDEMNITY AGREEMENT'. The Main Text section contains a sample waiver text starting with 'I, \$NAME\$, hereby acknowledge that I have voluntarily applied to enter on to and engage in or to observe shooting and other activities at Wileys...'. The Footer section contains the text 'I UNDERSTAND THAT BY MY SIGNATURE I AM GIVING UP SUBSTANTIAL RIGHTS, THAT I AM AGREEING NOT TO SUE WILYS AND RELEASING AND'. Below the Footer section, there is a field for 'Number of days before this waiver needs to be resigned' with the value '0' entered. At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

## 42 Tax

To add a **Tax**, go to the Pricing<sup>147</sup> tab.



It is necessary for a tax type to be created in order for the system to know what taxes (as well as tax rates) must be charged for items, rentals and services.

List each tax separately. Examples of taxes: City, County, State, etc.

For temporary or changing taxes, know the start date and the end date or potential

change date for the tax type. Applicable tax rates must be selected in Product Tax Info <sup>137</sup> for all items in order for the appropriate tax rates to be calculated at the Register.





# Index

## - 3 -

3310 Report 183  
3310 Setup 210

## - 4 -

4473 12  
4473, Customer 14  
4473, Denied 20  
4473, Process 21  
4473, Start 30  
4473, Update 32

## - A -

Active Item 129  
Add Class 64  
Add Customer 57  
Add Email Template 68  
Add Product 121  
Add Products 207  
Add Sales Event 204  
Assign Drawer 145  
Attribute Search 151  
Attributes 34  
Attributes, Bulk Define 35  
Attributes, Mandatory PADs 36  
Attributes, Product 131  
Attributes, Suggested 46  
Audit Log 48  
AUTO 39

## - B -

Backup 43  
Best Practices 43  
Bound Book 46  
Bound Book Corrections 48  
Bound Book, Audit Log 48  
Bulk Define Attributes 35  
Bulk Edit, Product 125

Buying 157

## - C -

Calendar 52  
Case Conversion 159  
Case Quantity 159  
Change Class 65  
Change Email Template 69  
Choose Customer 59  
Class Maintenance 64  
Class Roster 67  
Class, Create New 64  
Class, Edit 65  
Classes 63  
Classroom Reservation 74  
Classrooms 72  
Clear Hold 13  
Clone Item 123  
Company Info 209  
Consignment Fee 79  
Consignment Return, Inbound 83  
Consignment Return, Outbound 87  
Consignment, Inbound 80  
Consignment, Outbound 86  
Consignments 79  
Contact Preference 54  
Corrections 51  
Country Club Billing 170  
Create Purchase Orders 155  
Create Sales Event 204  
Customer 53  
Customer 4473 14  
Customer Account 117  
Customer Admin 53  
Customer Administration 53  
Customer, Edit 54  
Customer, New 57  
Customer, Select 59  
Customer, Unselect 61

## - D -

Daily Procedures 44  
Daily Sales 195  
Delivered Work Order, Gunsmithing 106  
Denied 4473 20

Department 62  
 Description Search 153  
 Dollar Discount 201

## - E -

Edit Bound Book 48  
 Edit Class 65  
 Edit Customer 54  
 Edit Email Template 69  
 Edit Product 127  
 Edit Sales Event 202  
 Education 63  
 Electronic Bound Book 46  
 Email Template 68  
 Email Template, Edit 69  
 Email Template, New 68  
 Enter Invoice 160  
 Excel Load 70

## - F -

Facilities 72  
 Facilities Maintenance 72  
 Facility Reservation 74  
 Facility Usage 73  
 FAQ 71  
 FFL Set up 210  
 FFL Setup 210  
 Filter 175  
 Firearm Hold 13, 89  
 Firearm Inventory Aging 186  
 Firearm Inventory Count 142  
 Firearm Inventory With Costs 187  
 Firearm Rental Control 215  
 Firearm Rentals 215  
 Firearm Sale 90  
 Firearm Sales 196  
 Firearm Sales Report 196  
 Firearm Tax 92  
 Firearm Trade 93  
 Firearm Transactions Report 182  
 Firearm Transfer 96  
 Firearms 77  
 Firearms Reporting 181  
 Firearms Sales Report 181  
 Firearms Transactions 99

Frequently Asked Questions 71

## - G -

Gift Card 103  
 Gift Card List 184  
 Global Define Attributes 35  
 Gun Labels, Print 99  
 Gun Shows 211  
 Gunsmithing 105  
 Gunsmithing Labor 112

## - H -

Hardware Specs 113  
 Historic Product Levels 189  
 History 116  
 House Account 117  
 House Account, Setup 117

## - I -

Images 119  
 Inactive Item 129  
 Inbound Consignment 80  
 Inbound Consignment Return 83  
 Inventory 120  
 Inventory Aging Firearms 186  
 Inventory Count, Firearm 142  
 Inventory Reports 186  
 Inventory with Cost 187  
 Item Attributes 131  
 Item Clone 123  
 Item Search 150

## - L -

Labels, Print 131  
 Labor Detail, Gunsmithing 112  
 Lane Statistics 192  
 Lanes 216  
 Layaway 139  
 Layaway By Item 190  
 Layaway History 140  
 Layaway Report 190  
 Layaway Reports 190  
 List 4473s 20

List all 4473 20  
 List Denials 170  
 List Denied Payments 170  
 List Gift Cards 184  
 List Payments 171  
 List Recurring Payments 171  
 Login 141  
 Lookup Customer 59

## - M -

Mandatory Attributes 212  
 Mandatory Attributes, Mass Define 37  
 Mandatory PADs 36  
 Mass Define Mandatory Attributes 37  
 Membership Report 191  
 Modify Class 65  
 Modify Customer 54  
 Modify Email Template 69  
 Modify Product 127  
 Modify Sales Event 202  
 Month End 44  
 Multiple Firearm Sale Report 183

## - N -

New Class 64  
 New Customer 57  
 New Email Template 68  
 New Gunsmithing Work Order 106  
 New Product 121  
 New Purchase Order 155  
 New Sales Event 204  
 New Work Order, Gunsmithing 106

## - O -

Open Work Order, Gunsmithing 110  
 Outbound Consignment 86  
 Outbound Consignment Return 87

## - P -

P O 154  
 Percentage Discount 206  
 Physical Firearm Inventory Count 142  
 Physical Inventory 141

Pick Customer 59  
 Pictures 119  
 PO 154  
 POS Management 145  
 Price Types 148  
 Pricing 147  
 Print Gun Labels 99  
 Print Labels 131  
 Printers 113  
 Printing 149  
 Process 4473 21  
 Process Payments 172  
 Process Recurring Payments 172  
 Product Attributes 131  
 Product Hold 149  
 Product Level Snapshot 189  
 Product Maintenance 133  
 Product Price Info 134  
 Product Search 150  
 Product Tax Info 137  
 Promotion 200  
 Purchase Order 154  
 Purchasing 157

## - Q -

QoH 157  
 Quantity on Hand 157  
 Quick Setup 45

## - R -

Range 157  
 Range Lanes 216  
 Range Set up 213  
 Range Setup 213  
 Range Shooters 193  
 Range Waiver 217  
 Receive by Invoice 163  
 Receive on the fly 165  
 Receive PO 168  
 Receiving 158  
 Recurring Billing 170  
 Recurring Member List 172  
 Rental Control 215  
 Rental Firearm Statistics 194  
 Report Settings 173

Reporting 178  
Reports 178  
Reservation Statistics 194  
Reservation, Facility 74  
Return Inbound Consignment 83  
Return Outbound Consignment 87

## - S -

Sales Event Product 207  
Sales Events 200  
Sales Item Report 198  
Sales Reports 195  
Sales Tax Report 199  
Scanners 114  
Search by Description 153  
Select Customer 59  
Set up 208  
Setup 208  
Setup 3310 210  
Setup House Account 117  
Shipping and Receiving 158  
Special Orders Report 200  
Start 4473 30  
Stocktaking 141  
Stolen Firearm 100  
Suggested Attributes 46

## - T -

Tablets 114  
Tax 218  
Tax Info 137  
Trade Firearm 93  
Transfer Agent 97  
Transfer In 97  
Transfer In from FFL 98  
Transfer, Firearm 96

## - U -

Unselect Customer 61  
Update 4473 32  
Used Guns 101

## - V -

Vendor Catalog 70

## - W -

Waiver Setup 217  
Work Order Delivered, Gunsmithing 106  
Work Order Labor, Gunsmithing 112  
Workstation Hardware 115

## - Y -

Year End 46

---

Endnotes 2... (after index)

Back Cover