AXIS Firearms – eStorage – ATFIOI Audit Process

January 2022

Contents

Overview

The IOI review section is designed to allow for auditing electronically stored 4473s and related documents for a selected date range. The FFL licensee will provide the IOI(s) with login(s) and computer(s) with access to the IOI review section of the AXIS program required to complete the audit.

Logging Into AXIS

To log into AXIS Data Center

1. Double-click the Axis – Data Center icon that has a blue background ( )

2. Enter the **Employee #** and **Password** provided by the retailer, and click **Login** or press **Enter** on the keyboard

To display the Log Out or Lock options

1. Click the blue **AXIS** logo ( ) in the top left corner of Data Center

2. To lock AXIS, click **Lock**

► When AXIS is locked, the current screen displayed in AXIS will appear dimly in the background. Locking will retain any open tabs to return to after unlocking.

3. To exit AXIS, click **Log Out**

► Logging Out will close all open AXIS tabs, providing a new session with your next logon.

4. To cancel this action and return to AXIS, click **Cancel**

To unlock AXIS Data Center

1. Enter the appropriate credentials

2. Click **Unlock** or press **Enter** on the keyboard

Change Password

To change the password for the account provided by the retailer

1. Log into AXIS Data Center with the IOI account provided by the retailer
2. Click **Change Password**
3. Enter a new password twice that is at least four characters
4. Click **Submit**

► A message will display stating "Password was saved" or one of the following:

► If this message appears: **"Password must be the same"**, please retype the passwords.

► If this message appears: **"Password must be 4 characters or longer"**, please try typing a password again that is at least four characters

5. Click the **X** next to Change Password on the tab once the new password has been saved

AXIS Grid Overview

The different grid views in AXIS function in the same manner but the columns, rows, and data available maybe different depending on the screen you are viewing. The grid view in AXIS is like a spreadsheet with a heading for the columns and rows of information.

There are several filter options from the grid view in AXIS.

1. Enter search text in the data field towards the right side of the screen at the top of the grid ([_____ x]) to search for information in all the columns and rows

► To clear this search, delete the entered text or click the **X** next to the search data field.

2. Click the funnel icon (⧩) next to the heading of that column to search for information within a column

► A window will display where you can select one or more of the data points available in that column.

► Also, in the window, criteria can be selected from a drop-down such as is equal to, is greater than, etcetera, and search text can be entered in the data field below the criteria selection.

► Optionally an operator can be selected, select an additional criterion from the drop-down list, and enter additional search text. Click **Filter** to filter the column for the information entered and selected or click **Clear Filter** to remove the information entered.

3. Click the respective column heading to sort the column alphabetically or numerically

► Optionally, clicking the column heading again will sort the in reverse alphabetical or numerical order.

Audit Process – All 4473s

After logging into the system with the IOI credentials provided by the retailer the actions below can be performed to complete the audit from the All 4473s screen.

Date Range

1. Enter a date range or click the calendar icon to select a date

2. Click **Submit**

► A message may appear below the Date Range stating the Report cannot be run prior to a specific date. This will be the date the retailer began utilizing eStorage and paper forms will need to be reviewed prior to this date.

Reviewing 4473s

After the Date Range has been selected the 4473s within that date range will be displayed in the grid view along with the number of 4473s displayed as **Count: X**. The 4473, applicable 3310.4 or 3310.12 forms, or any additional documents can be reviewed using the following process:

1. Click on the magnifying glass icon (🔍) in the 4473 Audit View column in the respective row of the 4473 to review

► The 4473 to be reviewed will be displayed on the left. Use the scroll bar: up, down, left, and right.

► If the 4473 was edited, additional pages will be included (more information below), and can be reviewed by clicking the respective right arrow (▸), left arrow (◂), last page arrow (▸▸), or first page arrow (◂◂).

► Retailers can electronically edit their portion of the 4473 documents. When reviewing 4473s all edits are recorded with a strikethrough of the original information, the new information displayed, the initials of the staff that made the edit, and date of the change as additional page(s) at the end of the 4473.

2. View the bound book information on the right side of the screen

► If the 4473 is not tied to a bound book record the following message will be displayed: 4473 Not Tied to a Bound Book Record.

► If there are multiple firearms on the selected 4473 each firearm will have a tab on the right with the bound book record information and the serial number will be the tab's heading.
Example: | SWT02869 | N-PAP014070 |

3. Click the box for **ATF Review** to mark a 4473 for further review

4. Print the 4473 from this screen using this process by clicking the **Printer Icon** (🖨)

5. Save the 4473 by clicking on the **Save Icon** (💾 ▾)

6. Click the file type from the drop-down list

7. Select the location to save the file

8. Adjust the file name as appropriate

9. Click **Save**

10. Click **Additional Document** to view additional documents related to the selected 4473, such as 3310.4, 3310.12

11. Click the magnifying glass (🔍) next to the document to review

12. Click **Close** or **X** for the window when done reviewing the documents

► If the **Additional Documents** button is greyed out there are no additional documents to review for the 4473 selected.

13. Click **Submit** to return to the previous grid view screen for All 4473s

3310.4, 3310.12, and Additional Documents

In addition to viewing 3310.4, 3310.12, and Additional Documents from the 4473 Audit View, these documents can be accessed from the All 4473s grid view. If a record has an associated 3310.4 or 3310.12 the respective box will be checked. To view these documents:

1. Click on the respective magnifying glass ( ) for the 3310.4 or 3310.12 to display the available forms
2. Click the magnifying glass ( ) to view the form
3. Click **Close** when done viewing the documents

For records with additional documents, the document count will display in the Doc Count column. To view these documents:

1. Click the Add Docs icon ( )
2. Click the magnifying glass ( ) next to the respective document
3. Click **Close** when done viewing the documents

Print a 4473

In addition to printing a 4473 form from the 4473 Audit View, a 4473 can be printed from the All 4473s grid view.

To print a 4473:

1. Locate the 4473 in the grid view

2. Click the Print Icon (🖶) for the respective 4473

3. Select a location to save the file

4. Adjust the name of the file as appropriate

5. Click **Save**

► The document will automatically print to the default printer for the computer being used.

Mark a 4473 Review Complete

To mark a 4473 review as complete from the All 4473s screen:

1. Click the box in the Complete column
   -OR-
   Click the box in the Complete column heading to mark all 4473s as complete

► When the All 4473s screen refreshes the current date will be entered in the Review Date column

► You may need to scroll to the right for the Review Date column to be visible

Export 4473s

To Export the 4473s that are marked as ATF Review from the All 4473s screen:

1. Click **Export All 4473**

► A message will be displayed stating "Exported Files Can Be Found in the Desktop Folder 4473Exports"

2. Click **OK**
3. Access the 4473Exports folder in the Desktop Folder to review the 4473s and any additional related documents

► The Export 4473 button will be greyed out if no 4473s are marked for ATF Review.

Additionally, to select and export 4473s, follow this process:

1. Click the box or boxes on the left for the respective 4473s
   -OR-
   Click the box in the column heading in the top left column to select all 4473s

2. Click **Export Selected 4473**

3. Select a location to save the folder with the files

4. Adjust the folder name as appropriate and click **Save**

► A message will display "Loading… Please Wait", then a message, Exported Files Can Be Found in the Selected Folder." Click **OK** to close the message.

5. Access the exported 4473s and any additional related documents in the folder and location selected above

Clear the ATF Review

When the audit is complete, to clear the ATF Review, Review Date, and Completed information from the All 4473s screen:

1. Click **Clear Audit**
2. Click **Yes** to the confirmation message

► All check marks will be removed from the ATF Review column, Complete column, and the date will be removed from the Review Data column.

Notices

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Scottsdale, AZ 85258 1-800-547-7120
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