

Setup Guide

ArmorerLink™ Firearm Management Software
Version 1.0



ArmorerLink™

Copyright 2014 Armorer Link, Inc. All Rights Reserved

Table of Contents

- Setup Instructions.....4
- High Level Project Plan.....4
- Implementation Team5
- Self Training.....6
- Survey Working Environment6
- Survey Inventory.....6
- Update Policy and Procedures7
- Workflow Flow Charts.....8
- Step 1. Setup Defaults.....9
- Step 2. Upload Officer ID Photographs 10
- Step 3. Upload Officer Contact Information 11
- Step 4. Setup User Profile 12
- Step 5. Upload Officer Training Records 13
- Step 6. Add Inventory Items..... 14
- Step 7. Inventory Physical Count..... 16
- Step 8. Update Inventory Count 17
- Step 9. Receive Serialized Inventory..... 18
- Step 10. Photograph Inventory Items and Upload 21
- Step 11. Classify Firearms..... 22
- Step 12. Upload Officer Issued Firearms..... 23
- Step 13. Enter Training Locations 24
- Step 14. Enter Training Courses..... 25
- Step 15. Enter Syllabuses 26
- Step 16. Enter Armorer's Work Schedule 27
- Step 17. Upload Armorer's Manual 28
- Step 18. Upload Schematics 29
- Step 19. Enter Firearm Service Standards 30
- Step 20. Create Equipment Kits 31

- Step 21. Setup Mobile Devices 32**
- Step 22. ALFMS Mobile Applications ON LINE Log In Instructions 32**
- Step 23. ALFMS Mobile Applications OFF LINE Log In Instructions 32**
- Step 24. Using ALFMS Mobile Applications OFF LINE 33**
- Appendix A. 34**
 - Email Support..... 34
- Appendix B. 35**
 - System Requirements 35
 - ArmorerLink™ Operating System Compatibility..... 35
 - ArmorerLink™ FMS Solution Stack..... 35
- Appendix C. 36**
 - Acronyms 36

Setup Instructions

This guide will assist you in setting up ArmorerLink™ Firearm Management Software, hereafter “ALFMS”.

The manual is setup for double sided printing and left side three hole punch so that you can easily create a binder or simply view the manual in PDF form.

Regardless of agency size, having a plan for implementation is crucial. A root cause for project implementation failure is poor planning and unclear definition of roles for stakeholders.

The process for setting up ALFMS is comprised of five distinct phases. We recommend you assign workweeks to each phase.

High Level Project Plan

Phase	Objective	Work Week
I.	Select implementation team	
	Train the trainers	
II.	Build work centers	
	Update policy and procedure manuals	
III.	Organize inventory	
IV.	Roll out ALFMS to pilot group	
	Train department employees	
V.	Roll out full scale	

Implementation Team

To implement ALFMS successfully you will need to assemble an implementation team. The table below will help you plan the implementation team.

IMPLEMENTATION TEAM

<i>Responsible for Setup & Training ALFMS Modules</i>	System Administrator	Armory	Equipment	Training	Purchasing
	Name	Name	Name	Name	Name
A. SETTINGS	✓				
B. INVENTORY	✓	✓	✓		
C. PURCHASE REQUEST	✓	✓	✓		✓
D. EQUIPMENT ISSUANCE	✓		✓		
E. FIREARM ISSUANCE	✓	✓			
F. LOANER FIREARMS	✓	✓			
G. TRAINING	✓			✓	
H. ARMORY SCHEDULING	✓	✓			
I. FIREARM MAINTENANCE	✓	✓			
J. ARMORY MANAGEMENT	✓	✓			
K. UTILITIES	✓				

Self Training

Every function in ALFMS is documented with a video tutorial. Clicking on the information symbol ⓘ preceding each module letter accesses tutorials. The end user can use the tutorial system to self-train. Learning to use the ALFMS is part of the solution. The other component is to have sound policy and procedures in place.

Survey Working Environment

Efficient work is key to performance. We recommend the armory and supply depot be evaluated for the following items:

- Floor plan for maximum work flow efficiency and space utilization.
- Work station ergonomics
- Floor mats
- Security
- Electrical receptacles
- General room lighting
- Task lighting
- Internet access (We recommend CAT 5 for faster speed and security)
- Furniture
- Fixtures
- Shelving
- Cabinets
- Bins
- Work benches

Note any deficiencies or improvements you may want to do short term and long term. Take into account how ALFMS simplifies and eliminates certain manual processes.

Survey Inventory

We recommend inventory locations be evaluated for the following:

- Ensure every inventory items has a designated place for storage such as a bin, shelf, drawer or cabinet.
- Ensure bins, shelves, drawers or cabinets have a place to affix an inventory label.
- Have a place to stage damaged inventory items for surplus or disposal.

Update Policy and Procedures

Update agency's policy and procedure manual (General Orders) to reflect the workflow and processes of ALFMS. Below is a sample policy and procedure for scheduling firearm service.

SAMPLE POLICY

Policy 100 FIREARM PREVENTIVE MAINTENANCE AND REPAIRS

The department armorers shall maintain department firearms. Only factory certified armorers are allowed to service department firearms.

100.1 Firearm Preventive Maintenance

Every department firearm shall be inspected and serviced by a certified armorer annually, in accordance to firearm manufacturer specifications using the ArmorerLink™ Firearm Management Software (ALFMS).

100.2 Scheduling Firearm Preventive Maintenance and/or Service

To schedule preventive maintenance and/or service for department issued firearms, officers shall use the ALFMS application.

100.3 Accessing ALFMS and Training

ALFMS is accessed through the Internet using a web browser, computer or mobile device. Training for ALFMS takes approximately fifteen minutes and is accomplished by viewing the built-in ALFMS tutorials.

100.4 Procedure

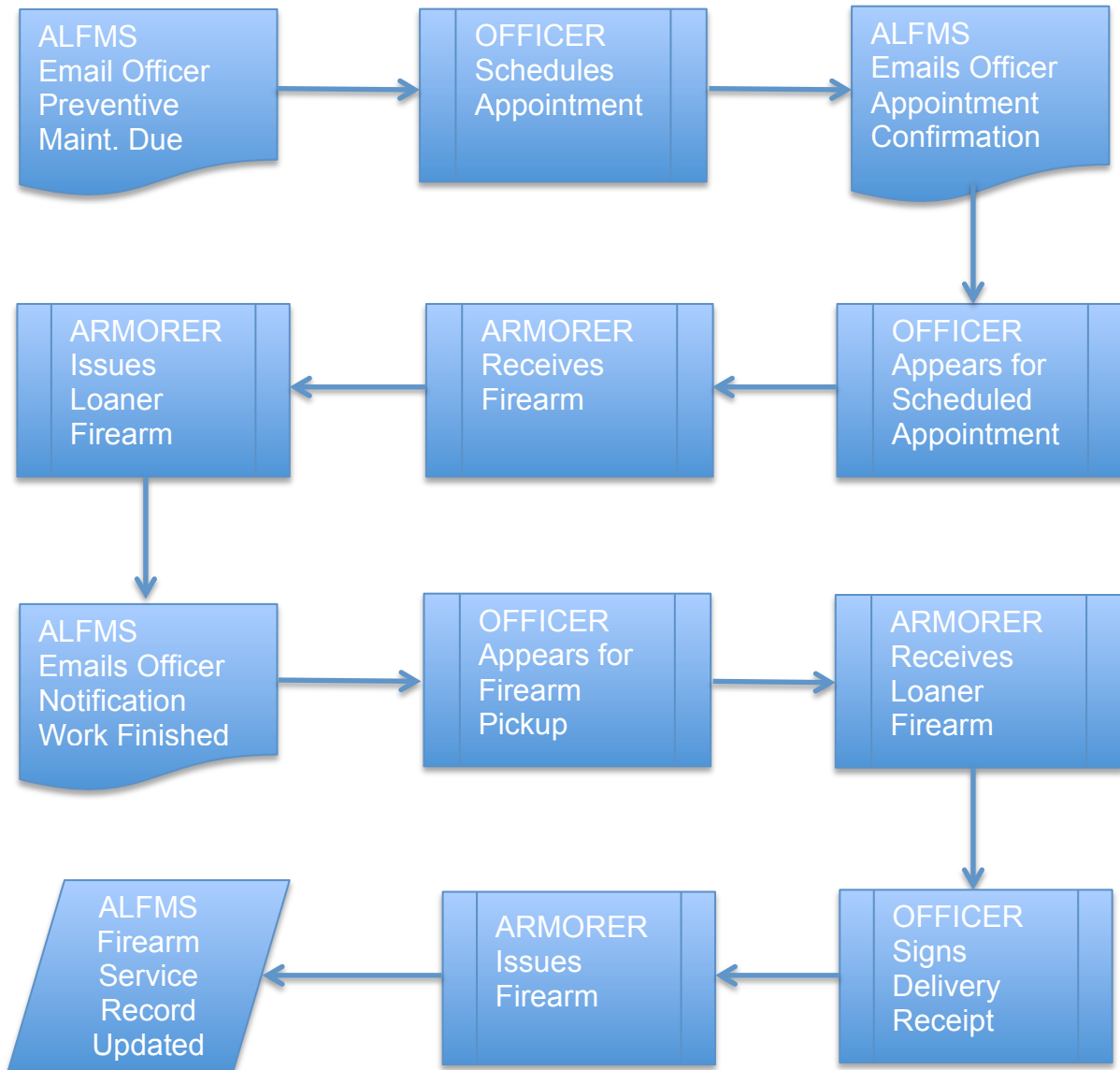
1. ALFMS automatically emails officer a notice to schedule a service appointment for preventive maintenance;
2. Officers shall use ALFMS to schedule an appointment for preventive maintenance or service;
3. ALFMS automatically sends officer an Appointment Confirmation email;
4. Officers shall bring firearm UNLOADED to the armory for service as indicated by the Appointment Confirmation email generated by ALFMS;
5. On appointment date and time, armorer shall issue officer a loaner firearm;
6. When preventive maintenance is completed, ALFMS automatically sends an email to the officer indicating work is completed and firearm is ready for pickup;
7. Officer upon receiving Firearm Service Completed notification email, shall promptly pickup the firearm from the armory and return the loaner firearm.

Workflow Flow Charts

Flow charts provide a visual understanding to all users how ALFMS, your agency policies and users interact with each other.

SAMPLE WORKFLOW FLOW CHART

Policy 100 FIREARM PREVENTIVE MAINTENANCE AND REPAIRS



Step 1. Setup Defaults

In this step, you will be setting up system defaults, armory locations and security by clicking on the corresponding buttons.

You will need the following information to setup the defaults for (Module A Function 1.)

- Email address for the person assigned to receive purchase request, purchase orders received, course attendance roster, training feedback, expired certifications notices and expired equipment notices.
- The name for each armory location, if your agency has multiple armories.
- Determine what modules each user class will have access to.
- List of authorized personal owned firearms for carrying on duty.
- Starting and ending sequence for barcode labels if you plan on using barcode labels.

Once you have the above information, click on **A. SETTINGS**, watch the corresponding tutorial videos and then proceed to enter information.

A. SETTINGS
1. Setup Defaults - Edit

Agency Name	
Address	
City, State, ZIP Code	
Agency Country	
Agency Telephone Number	
Language	English
Password Change Every	<input checked="" type="radio"/> 90 Days <input type="radio"/> 180 Days <input type="radio"/> 360 Days
Firearm Qualifications Every	<input checked="" type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Biannual <input type="radio"/> Year
Send Purchase Request	
Send P.O. Received Notice	
Send Course Attendance Roster	
Send Training Feedback	
Send Expired Certification Notices	
Send Expired Equipment Notices	
Barcode Label Block	

DATA DOWNLOAD FIREARMS ARMORIES SECURITY SAVE EXIT

Step 2. Upload Officer ID Photographs

In this step, you'll be uploading officer identification (ID) photographs. This is optional and not required for ALFMS to work. This step can be performed at anytime.

You will need the following information for the upload (Module A Function 5.)

- ❑ Identification photograph 640 x 480 low-resolution JPG format, named using the corresponding officer number.
- ❑ ArmorerLink™ software currently only allows for the upload of one photograph at a time. If you would like to do a mass upload, contact support via e-mail at support@armorerlink.com and send us your photographs in a zip file format.

Once you have the above information, click on **A. SETTINGS**, watch the corresponding tutorial videos and then proceed to upload information.

A. SETTINGS
5. Upload Officer I.D. Photograph

Photograph File Format Sample

Officer Number is Photo Name → 43559.JPG ← Use 640 x 480 (Low Resolution) .JPG Format

Officer I.D. Photograph UPLOAD Path: Choose File No file chosen

UPLOAD PHOTO EXIT

Step 3. Upload Officer Contact Information

In this step, you'll be uploading officer contact information from CSV file. Typically, the information is imported from a spreadsheet that has been saved in comma separated value (CSV) format.

You will need the following information for the upload (Module A Function 4.)

- Spreadsheet listing officer contact information, saved in CSV format.

Once you have the above information, click on **A. SETTINGS**, watch the corresponding tutorial videos and then proceed to upload the information.

A. SETTINGS
4. Upload Officer Contact Information from CSV file

Spread Sheet Format Sample

	A	B	C	D	E	F
1	Officer No.	First Name	M.I.	Last Name	E-mail	Telephone
2	344944	SAM	D	STEVENS	SAM.STEVENS@ARMORERLINK.COM	503-123-1230
3	456632	CHARLES	R	WHITE	CHARLES.WHITE@ARMORERLINK.COM	503-123-1111
	Etc...					

Officer Contact Information
UPLOAD Path No file chosen

UPLOAD OFFICER INFO **EXIT**

Step 4. Setup User Profile

In this step, you'll be classifying users, assigning armorers to an armory (optional step) and entering armorer certification(s) expiration date.

You will need the following information to setup the defaults for (Module A Function 2.)

- Determine which officers will be classified in Armorer Link as armorers, instructors, managers and supervisors. *Note: By default, Armorer Link FMS classifies all users as officers.*

- (Optional) Determine if you wish to assign Armorers to a specific Armory Location.

Once you have the above information, click on **A. SETTINGS**, watch the corresponding tutorial videos and then proceed to enter the information.

A. SETTINGS
1. Setup Defaults - Edit

Agency Name	<input type="text"/>
Address	<input type="text"/>
City, State, ZIP Code	<input type="text"/>
Agency Country	<input type="text"/>
Agency Telephone Number	<input type="text"/>
Language	English <input type="button" value="v"/>
Password Change Every	<input checked="" type="radio"/> 90 Days <input type="radio"/> 180 Days <input type="radio"/> 360 Days
Firearm Qualifications Every	<input checked="" type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Biannual <input type="radio"/> Year
Send Purchase Request	<input type="text"/>
Send P.O. Received Notice	<input type="text"/>
Send Course Attendance Roster	<input type="text"/>
Send Training Feedback	<input type="text"/>
Send Expired Certification Notices	<input type="text"/>
Send Expired Equipment Notices	<input type="text"/>
Barcode Label Block	<input type="text"/>

Step 5. Upload Officer Training Records

In this step you'll be uploading officer-training records. An officer record must first exist before you can upload training-records.

You will need the following information for uploading officer-training records (Module A Function 2.)

- ❑ For each officer a spreadsheet saved in .CSV format with the following information: Date officer attended training, course number, course category, course description, course hours completed and when the certification expires.
- ❑ We suggest using the officer's number for the training record import spreadsheet. For example: 123456.CSV

A. SETTINGS
Upload Officer Certifications

Spread Sheet Format Sample

	A	B	C	D	E	F
1	Attended	Course	Course Category	Course Description	Hours	Expires
2	05/15/2015	13-0126	Firearms/Use of Force	Building Search	4	05/15/2018
3	10/11/2015	13-0123	Firearms/Use of Force	Night Shooting	6	10/11/2020
4	01/23/2015	13-0589	First Aid	CPR	4	01/23/2016

Officer Certifications
UPLOAD Path No file chosen

UPLOAD OFFICER CERTIFICATIONS **EXIT**

Step 6. Add Inventory Items

In this step, you'll be adding inventory items to the inventory. It is important that you understand how inventory is managed and classified by ArmorerLink™ FMS. Everything in inventory is considered an Item. Items are assets or consumables.

ASSETS

Assets are items that you want to track by serial number and/or barcode asset tags. Firearms and Equipment fall into the asset category. Assets are assigned dispositions to properly allocate the assets current status. The end user cannot delete an asset. The retention period for assets is forever.

ASSET DISPOSITION

Lets say 50 firearms are purchased and received. The initial disposition for all 50 firearms by default is Issue. Over time, lets say 40 out of the 50 firearms are issued leaving 10 in inventory. Then let's say of the 40 firearms issued, 1 is lost.

When firearms are audited, the system will show the following counts: 39 firearms issued, 1 firearm lost and 10 in inventory. The sum of all dispositions is equal to the 50 firearms originally purchased.

Disposition	Description
Issue	Use for issuance items.
Destroy	Use for marking items for destruction.
Evidence	Use for department owned items that have been entered in evidence. Useful for officer-involved shootings, where the officer's firearm is typically entered in evidence.
Loaner	Use for firearms that have been designated as loaners.
Damaged	Use for designating items that have been damaged. Useful for tracking items that have been returned for warranty repairs.
Trade	Use to indicate items that have been traded or sold.
Stolen	Use to indicate items have been stolen. <i>A police case number is required.</i>
Lost	Used to indicate items that have been lost. <i>A police case number is required.</i>

CONSUMABLES

Consumables are items that you want to track consumption. Parts, accessories, ammunition, tools and supplies fall in this category. Consumable inventory is counted and adjusted.

You will need the following information to add an item in inventory (Module B Function 1.)

- Item pertinent information including the original equipment manufacture (OEM) part number. *Note: ArmorerLink FMS uses this information to automatically generate purchase request.*
- Item bin number. *Note: A bin can be a shelf, drawer, cabinet, floor space or bin assigned to a particular item.*
- Item minimum and maximum quantity to stock. *Note: ArmorerLink FMS uses this information to automatically generate purchase request.*
- Item Universal Price Code (UPC) barcode. Generally, the packaging for the item will have the UPC barcode. To capture the barcode information, simply scan the barcode using a barcode scanner.
- Determine if the item expiration date needs to be tracked. *Note: ArmorerLink FMS does not track the expiration date of items in inventory, only the expiration date of items that have been issued. Then, 90 days before the item is about to expire, the system sends a reminder email to the officer and designated person or group in the A1. Module.*
- Once you have the above information, click on **B. INVENTORY** watch the corresponding tutorial videos and then proceed to enter items in inventory and print bin labels. *Note: If you do not have a label printer, print labels using plain paper then cut and affix to bin.*

B. INVENTORY
1. Add Edit Inventory Item - Lookup

Find	
OEM Part Number	
Barcode	
Description	
Manufacturer	
Model	
Calliber/Size	
Quantity	
Serialized	<input checked="" type="radio"/> No <input type="radio"/> Yes
Expires	<input checked="" type="radio"/> No <input type="radio"/> Yes
Bin	
SchematicView	
Item Category Assets	<input type="radio"/> Firearm <input type="radio"/> Equipment
Item Category Consumables	<input checked="" type="radio"/> Part <input type="radio"/> Accessory <input type="radio"/> Ammunition <input type="radio"/> Tool <input type="radio"/> Supply <input type="radio"/> Uniform
Item Sub-Category	<input type="radio"/> Pistol <input type="radio"/> Revolver <input type="radio"/> Shotgun <input type="radio"/> Submachine Gun <input type="radio"/> Carbine <input type="radio"/> Rifle <input checked="" type="radio"/> ALL

Image Not Available

ADD EXIT

Step 7. Inventory Physical Count

In this step, you'll be counting your inventory item quantities (physical count) for non-serialized items. [See Step 8 for serialized inventory.](#)

You will need to choose one of two options for inputting data, and one of two options for recording captured data. (Module B Function 3.)

OPTIONS FOR INPUTTING DATA

- Option 1. No barcode scanner.** This method requires the user to manually input the item number and manually input the inventory count quantity. Depending on size of inventory, this method is slow and prone to errors from typographical errors.
- Option 2. Use a barcode scanner.** This method requires the user to scan the item number barcode and manually input the inventory count quantity. This is the preferred method for speed and accuracy. By pairing a mobile device to a portable Bluetooth barcode scanner.

OPTIONS FOR RECORDING CAPTURED DATA

- Option 1. Manual Input.** This requires two steps. First, print inventory list (Module B Function 7) and use it to manually record inventory count. Second, manually input inventory count in ALFMS.
- Option 2. Automated Input.** Use a mobile device (tablet or telephone) to capture data from barcode scanner (if using a barcode scanner). Manually input inventory count, and system automatically in real time synchronizes inventory count. This is the preferred method for speed and accuracy.

CONDUCTING PHYSICAL COUNT

- Click on **B. INVENTORY** watch the corresponding tutorial videos and then proceed to conducting a physical count.

The screenshot displays the 'B. INVENTORY 3. Physical Count' interface. At the top left, the text 'B. INVENTORY' is in red, and '3. Physical Count' is in white. Below this, there are two labels: 'Location' and 'Item Category'. The 'Location' dropdown menu is currently set to 'EAST'. The 'Item Category' section has five radio button options: 'Part' (selected), 'Accessory', 'Ammunition', 'Tool', and 'Supply'. At the bottom of the screen, there are three prominent red buttons with white text: 'BEGIN COUNTING SESSION', 'RESUME COUNTING', and 'EXIT'.

Step 8. Update Inventory Count

In this step, you'll be updating your inventory item quantities [quantities counted] for non-serialized items. (Module B Function 5.)

INVENTORY MANAGEMENT

1. ALFMS allows the user to review the variance between the last physical count and the current physical count, and then apply the variance.
2. ALFMS does not track historical data other than the last physical count.

UPDATING INVENTORY PHYSICAL COUNT

Once you have the above information, click on **B. INVENTORY**, watch the corresponding tutorial videos and then proceed to update inventory.

The screenshot shows a software interface for 'B. INVENTORY' with the sub-header '5. Inventory Physical Count Variance'. At the top, there is a 'LOCATION' dropdown menu set to 'EAST'. Below this is a table with the following columns: Bin, Part Number, Type, Make, Description, Inventory, Real Count, and Variance. The table currently displays 'NO RECORDS FOUND'. At the bottom right of the screen, there are two red buttons: 'APPLY VARIANCE TO INVENTORY' and 'EXIT'.

Step 9. Receive Serialized Inventory

In this step, you'll be receiving firearms and/or equipment. *Note: ArmorerLink FMS treats firearms and equipment as an asset, not a consumable item.*

BARCODE LABELS

You have three options.

- Option 1. Use no barcode.** This method requires the user to manually input the serial number throughout all ALFMS functions.
- Option 2. Use factory-installed barcode.** Some firearms and equipment have a factory-installed barcode. This method requires the use of a barcode reader. *Note: The color contrast between background and barcode of some factory-installed barcode labels can present a problem for barcode scanners.*
- Option 3. Use Armorer Link™ barcode labels.** This method requires the user to manually apply a barcode label to the firearm or equipment. *Note: The type of firearms owned by the agency determines the optimal barcode label size. We've found that a larger label [more surface area] creates a better bond to the firearm. The barcode labels ArmorerLink™ sells can be removed at anytime causing no damage to the firearm.*

USING THE BARCODE LABEL FIELD

You have two options for organizing the way firearms and equipment is stored.

- Option 1. GRID SYSTEM**
Each serialized asset (firearms or equipment) has its own dedicated storage space. For this method of inventory storage use the **Barcode Label** field for the grid location.

Grid System Storage

	1	2	3	4	5
A					
B					
C					
D					
E					
F					

Option 2. BIN SYSTEM

Each serialized asset (firearms or equipment) share a dedicated storage space. For this method use the **Barcode Label** field for the item serial number or barcode label number.

Bin System Storage

BIN 78	BIN 79	BIN 80	BIN 82	BIN 84
		BIN 81	BIN 83	BIN 85

Once you determine the system that suits your firearm and equipment storage needs, proceed to uploading firearms and equipment.

You have two options for uploading firearms and equipment.

- Method 1.** Limited to 12 items at a time.
See Figure 1.
- Option 2.** Unlimited items using spreadsheet upload.
See Figure 2.

(Module B Function 4.)

UPLOADING

- Prepare a spreadsheet listing the firearm serial number and corresponding barcode label for each firearm make & model. Save spreadsheet in CSV format.

Once you have the above information, click on **B. INVENTORY**, watch the corresponding tutorial videos and then proceed to update inventory.

B. INVENTORY
4. Receive Inventory Item

Location	Serial Number	Confirm S.N.	Barcoded Label
WEST			
OEM Part Number			
Enter Part Number			
P.O. Number			
Enter PO Number			
Make			
Model			
Caliber			
Description			
BIN			
Serial No.			
NO			
Quantity Received			
0			

RECEIVE RECEIVE USING SPREADSHEET EXIT

Figure 1



Spread Sheet Format Sample

	Header Fields	Data Fields
	A	B
1	Serial Number	Barcode Label
2	XYT987	000450
3	TRW146	000451
	Etc...	000452

Receive Firearm using UPLOAD Path No file chosen

P.O. Number 5839348

Part Number IP445W5344343

UPLOAD FILE EXIT

Figure 2

Step 10. Photograph Inventory Items and Upload

In this step, you'll be photographing inventory items. This optional step is not a requirement for Armorer Link FMS to work. You may opt to photograph only selected items.

You will need the following equipment to photograph (Module B Function 6.)

- Two background options, white and gray.
- A digital camera with macro option. A smart telephone or tablet with digital camera capabilities can substitute for a conventional digital camera.
- Use 640 x 480 low –resolution JPG file format and name each photograph with the OEM part number. *Note: Photograph and item name must be identical or photograph will not appear.*
- ArmorerLink™ software currently only allows for the upload of one photograph at a time. If you would like to do a mass upload, contact support via e-mail at support@armorerlink.com and send us your photographs in a zip file format.

Once you have the above information, click on **B. INVENTORY**, watch the corresponding tutorial videos and then proceed to upload photographs.

B. INVENTORY
6. Upload Inventory Item Photograph

Photograph File Format Example

Part Number is Photo Name → SP485733.JPG ← Use 640 x 480 (Low Resolution) .JPG Format

Inventory Item Photograph UPLOAD Path Choose File No file chosen

UPLOAD PHOTO EXIT

Step 11. Classify Firearms

In this step, you'll be classifying your agencies firearm inventory. **By default, Armorer Link FMS classifies all firearms received as "Issue" status.** The user can change the designation at any time. Choices are: issue, loaner, trade, destroy, lost, stolen, evidence and officer owned.

You will need to know the following information for each firearm to successfully designate a firearm status. (Module E Function 4.)

- Firearms designated as loaners.
- Firearms that have been destroyed, lost or stolen.
- Firearms agency traded/sold.
- Firearms (agency owned) currently in evidence.
- Officer owned firearms.

Once you have the above information, click on **E. FIREARM ISSUANCE**, watch the corresponding tutorial videos and then proceed to classify firearm inventory.

E. FIREARM ISSUANCE
4. Classify Firearm - Lookup

Serial Number	Enter Number
Make	
Model	
Caliber	
Date Designated	06/01/2014
Designated By	JOE GANETE
Designation	<input type="radio"/> Issue <input type="radio"/> Loaner <input type="radio"/> Trade <input type="radio"/> Destroy <input type="radio"/> Lost <input type="radio"/> Stolen <input type="radio"/> Evidence <input type="radio"/> Officer Owned
Armory Location	WEST
Case Number	
Bar Code Label	

PRINT LABEL DESIGNATE EXIT

Step 12. Upload Officer Issued Firearms

In this step, you'll be uploading officer issued firearms from CSV file. Typically, the information is imported from a spreadsheet that has been saved in comma separated value (CSV) format.

You will need the following information for the upload (Module E Function 8.)

- A spreadsheet listing all officers and the firearm's serial number that have been issued to the officer including commissioned date, saved in CSV format. *Note: Armorer Link FMS uses the commissioned date to calculate the service life of a firearm.*

Once you have the above information, click on **E. FIREARM ISSUANCE**, watch the corresponding tutorial videos and then proceed to upload the information.

E. FIREARM ISSUANCE
8. Upload Officer Issued Firearms

Spread Sheet Format Sample

	A	B	C
1	Officer Number	Firearm Serial Number	Date Commissioned
2	37398	XYZ986	09/15/2011
3	45668	AB33924333	10/23/2010
	Etc...		

Officer Issued Firearms
UPLOAD Path

Choose File No file chosen

UPLOAD OFFICER FIREARMS **EXIT**

Step 13. Enter Training Locations

In this step, you'll be entering training locations utilized by your agency.

You will need the following information for data entry (Module G Function 1.)

- A unique code for each location. The code can be alphanumeric.
- Location name, address, city, state, county, zip code and telephone number.

Once you have the above information, click on **G. TRAINING**, watch the corresponding tutorial videos and then proceed with data entry.

G. TRAINING
1. Training Locations

Code	Location Name	Address	City	State	County	Zip Code	Telephone
PD	POLICE DEPARTMENT	19 W PARK AVE	HILLSBORO	OR	WASHINGTON	97124	503-111-1111
NCR	NORTH COUNTY RANGE	165 NW PACIFIC	ANY TOWN	OR	WASHINGTON	97124	503-222-2222
SH	SHOOT HOUSE	56 W ALLEN ST	ANY TOWN	OR	WASHINGTON	97123	503-333-3333

ADD **EDIT** **DELETE** **EXIT**

Step 14. Enter Training Courses

In this step, you'll be entering training courses.

You will need the following information for data entry (Module G Function 2.)

- A list of your training courses.
- A unique code for each course. The code can be alphanumeric.
- A category and description for each course.

Once you have the above information, click on **G. TRAINING**, watch the corresponding tutorial videos and then proceed with data entry.

G. TRAINING

2. Training Courses

Code	Category	Description
13-0126	Firearms/Use of Force	Firearms Basic
13-0127	Firearms/Use of Force	Firearms Basic Classroom
13-0128	Firearms/Use of Force	Contact Distant Firing
13-0129	Firearms/Use of Force	Firearms Training
13-0130	Firearms/Use of Force	High Density Target Focus
13-0131	Firearms/Use of Force	LEO Flying Armed
13-0132	Firearms/Use of Force	Firearms Qualification
13-0133	Firearms/Use of Force	Range
13-0134	Firearms/Use of Force	Range Safety Officer
13-0135	Firearms/Use of Force	Remedial Firearms
13-0136	Firearms/Use of Force	Remington Armorer School
13-0138	Firearms/Use of Force	SERT Firearms Training
13-0139	Firearms/Use of Force	Simunitions
13-0124	Firearms/Use of Force	Weapon Retention
13-0141	Firearms/Use of Force	Handgun Qualification
13-0142	Firearms/Use of Force	Handgun Retention
13-0143	Firearms/Use of Force	Handgun Training
13-0144	Firearms/Use of Force	IFAST
13-0146	Firearms/Use of Force	Pistol Ballistic Workshop

ADD
EDIT
DELETE
EXIT

Step 15. Enter Syllabuses

In this step, you'll be entering syllabuses for training courses.

You will need the following information for data entry (Module G Function 3.)

- The current syllabus for each course entered in Module G Function 2.
- The path where you plan to archive the documents associated with each course.

Once you have the above information, click on **G. TRAINING**, watch the corresponding tutorial videos and then proceed with data entry.

G. TRAINING

3. Training Syllabuses - Edit

Course

Course Document Path

Course Days

Course Hours

Syllabus Day 1 of 1

Start	End	Action	Topic	Action
08:00	08:10	<input style="width: 80%;" type="text" value="Administrative"/>	REGISTRATION	<input style="width: 80%;" type="button" value="DELETE"/>
08:10	08:30	<input style="width: 80%;" type="text" value="Lecture"/>	COURSE OVER VIEW AND TRAINING OBJECTIVES	<input style="width: 80%;" type="button" value="DELETE"/>
08:30	09:00	<input style="width: 80%;" type="text" value="Practical"/>	HANDGUN QUALIFICATION COURSE (15 YARDS)	<input style="width: 80%;" type="button" value="DELETE"/>
09:00	09:30	<input style="width: 80%;" type="text" value="Practical"/>	SHOOTING ON THE MOVE DRILLS	<input style="width: 80%;" type="button" value="DELETE"/>
10:00	11:00	<input style="width: 80%;" type="text" value="Practical"/>	CONTACT AND COVER DRILLS	<input style="width: 80%;" type="button" value="DELETE"/>
11:00	12:00	<input style="width: 80%;" type="text" value="Practical"/>	HANDGUN QUALIFICATION DRILLS	<input style="width: 80%;" type="button" value="DELETE"/>

Step 16. Enter Armorer's Work Schedule

In this step, you'll be asking your agency Armorer's to enter their work schedule for the Armory. *Note: Armorer Link FMS uses this information to schedule service appointments.*

Each Armorer will need to enter their availability using (Module J Function 1.)

RECOMMENDATIONS

- Service appointments are based on Armorer availability.
- It is recommended that at minimum six months of appointments be entered in the system. This will determine the level of customer service the armory provides to the agency.
- The Armorer should only enter the date and time he/she will be at the Armory.

Once you have the above information click on **J. ARMORY MANAGEMENT**, watch the corresponding tutorial videos and then proceed with upload.

J. ARMORY MANAGEMENT
1. Enter Armorer Work Schedule - JOE GANETE

ARMORY **EAST** | ON **00:00** | OFF **00:00** | ON **00:00** | OFF **00:00** | **< PREV** | **NEXT >**

June 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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					

UNSCHEDULE A DAY | **EXIT**

Step 17. Upload Armorers Manual

In this step, you'll be uploading the Armorers Manual for each firearm make and model. *Note: Do not upload or copy any copyrighted material unless you have obtained permission from the author.*

You'll need to prepare the following information for uploading manuals using (Module J Function 10.)

- ❑ Armorers Manual in PDF format for each firearm make and model.
Note: Large documents take longer to access. We recommend only uploading key information the Armorer refers to frequently.

Once you have the above information click on **J. ARMORY MANAGEMENT**, watch the corresponding tutorial videos and then proceed with upload.

J. ARMORY MANAGEMENT
10. Upload Armorer Manuals

File Format Example

ARMORER'S MANUAL

Please follow and obey all copyright laws. Do not import any copyrighted material unless you have permission from the author.

Manual Name → MANUAL NAME.PDF ← Format PDF

Manual UPLOAD Path No file chosen

Manufacturer

Description

Manual Date

Step 18. Upload Schematics

In this step, you'll be uploading firearm schematics for each firearm's make and model. *Note: Do not upload or copy any copyrighted material unless you have obtained permission from the author.*

You'll need to prepare the following information for uploading schematics using (Module J Function 11.)

- Schematics in PDF format for each firearm make and model.

Once you have the above information click on **J. ARMORY MANAGEMENT**, watch the corresponding tutorial videos and then proceed with upload.

J. ARMORY MANAGEMENT
11. Upload Schematics

File Format Example

ArmorerLink™
SCHEMATIC

Please follow and obey all copyright laws. Do not import any copyrighted material unless you have permission from the author.

Schematic Name → SCHEMATIC NAME.PDF ← Format PDF

Schematic UPLOAD Path No file chosen

Manufacturer

Description

Schematic Date

Step 19. Enter Firearm Service Standards

In this step, you'll be entering the service standards for each firearm make and model. *Note: This module is critical. Ensure information entry is accurate by triple checking.*


You'll need to prepare the following information for entering firearm service standards (Module J Function 4.)

FOR EACH FIREARM MAKE AND MODEL

- Labor standards for preventive maintenance
- Labor standard for repairs
- Service life in years
- Part list
- Ammunition list
- Diagnostics list
- Accessories list

Once you have the above information click on **J. ARMORY MANAGEMENT**, watch the corresponding tutorial videos and then proceed with upload.

J. ARMORY MANAGEMENT
4. Firearm Service Standards - Edit

Part Number	IP445W5344343	
Type	Pistol	
Make	GLOCK	
Model	17 GEN4	
Caliber	9X19	
Schematic	SCHEMATIC.PDF	
Armorer Manual	MANUAL.PDF	
Prev. Maint. Cycle	<input checked="" type="radio"/> Biannual <input type="radio"/> Year	
Prev. Maint. Time (hrs)	.75 hours	
Repair Time (hrs)	.5 Hours	
Service Life (years)	5 Years	
Configuration Notes	THREE PIN LOCKING BLOCK, LCI EXTRACTOR , TRIJICON NIGHT SIGHTS	
Recall Notice		
General Notes		

PARTS LIST **ACCESSORY LIST** **AMMO LIST** **INSPECTION LIST** **DIAGNOSTIC LIST** **SAVE** **EXIT**

Step 20. Create Equipment Kits

In this step, you'll be creating equipment kits. An equipment kit is a method of grouping items commonly issued together. We suggest using kits for all agency assignments. The table below gives some examples of how kits can be utilized.

Kit Name	Purpose
PATROL	Items issued to a patrol officer.
SWAT	Items issued to a SWAT operator.
K9	Items issued to a K9 handler and his partner.

You'll need to prepare the following information for creating kits (Module D. Function 4.)

For every kit you want to create, you'll need the following information:

- Kit Name
- Kit Item List with Quantities to Issue

SWAT KIT SAMPLE

D. EQUIPMENT

4. Add Edit Equipment Kit - Edit

Kit Name

Part No.

Part Number / UPC	Bin	Description	Size/Caliber	Qty.	Remove
4746399TS	174	TACTICAL SCOPE 2.5 X 10	.308 WIN	1	REMOVE
ATNPS15NVG	144	NIGHT VISION GOGGLES	ALL	1	REMOVE
45A	102	AMMO 45 AUTO 230 GR. FMJ	45 AUTO	5	REMOVE
SP90010	91	CLP 4 OZ. BOTTLE	ALL	1	REMOVE
SP00497	91	BORE BRUSH	ALL	1	REMOVE
SP00490	92	CLEANING ROD	ALL	1	REMOVE
SP04228	54	PISTOL BOX GLOCK	ALL	1	REMOVE
SFTL618L	80	SUREFIRE 618L WEAPON LIGHT REMINGTON 870	.12 GA	1	REMOVE

ACCESSORIES
AMMO
EQUIPMENT
SUPPLIES
UNIFORMS
DELETE
SAVE
EXIT

Once you have the above information click on **D. EQUIPMENT**, watch the corresponding tutorial videos and then proceed with building your kit.

Step 21. Setup Mobile Devices

In this step, you'll learn how to setup mobile devices. The following instructions are for setting up Google Chrome® browser.

- Step 1. Go to www.armorerlink.com
- Step 2. Click on Sign IN
- Step 3. Enter your agency access code
- Step 4. Enter Officer Number
- Step 5. Enter Password
- Step 6. Click on Login
- Step 7. Bookmark page in Mobile Bookmarks

Step 22. ALFMS Mobile Applications ON LINE Log In Instructions

Mobile device connected to the Internet via Wi-Fi or Cellular Network.

- Step 1. Click on Chrome Icon
- Step 2. Click on Bookmarks
- Step 3. Click on Mobile Bookmarks
- Step 4. Click on Armorer Link Bookmark

Step 23. ALFMS Mobile Applications OFF LINE Log In Instructions

Mobile device not connected to the Internet. **Note: Use this option in circumstances where a weak Wi-Fi or Cellular Network connection is encountered.**

- Step 1. Turn on Airplane Mode
- Step 2. Click on Chrome Icon
- Step 3. Click on Bookmarks
- Step 4. Click on Mobile Bookmarks
- Step 5. Click on Armorer Link Bookmark

Step 24. Using ALFMS Mobile Applications OFF LINE

Off line mode enables the user to conduct inventory physical count, create a class rosters and capture qualification scores at locations where access to a cellular or Wi-Fi network is not available. **First, log in OFF LINE (Step 23.)**

INVENTORY PHYSICAL COUNT OFFLINE

Step 1. Click on Inventory Physical Count

Step 2. Follow standard procedure for counting inventory

Step 3. Click on EXIT when finished counting inventory

Step 4. Turn off Airplane Mode

Step 5. When a cellular or Wi-Fi connection is available, click on Armorer Link bookmark and the system automatically uploads inventory and the ALFMS Log IN menu appears. **Note: Use Module B. Function 5 to apply variance.**

CREATING A CLASS ROSTER OFFLINE

Step 1. Click on Class Roster and enter class data

Step 2. Follow procedure for creating a class roster

Step 3. Click on Exit when finished registering all trainees

Step 4. Turn off Airplane Mode

Step 5. When a cellular or Wi-Fi connection is available, click on Armorer Link bookmark and the system automatically uploads class and the ALFMS Log IN menu appear. **Note: Use Module G. Function 4 to edit class roster.**

ENTER FIREARM QUALIFICATION SCORES OFFLINE

Step 1. Click on Enter Firearm Qualification Scores

Step 2. Follow procedures for entering qualification scores

Step 3. Click on EXIT when finished entering qualification scores

Step 4. Turn off Airplane Mode

Step 5. When a cellular or Wi-Fi connection is available, click on Armorer Link bookmark and the system automatically uploads qualifications and the ALFMS Log IN menu appears. **Note: Use Module G. Function 7 to view firearm qualification scores.**

Appendix A.

Email Support

ArmorerLink™ FMS is supported 24 hours a day, 7 days per week, 365 days per year by email. Email support is included with the monthly subscription and there is no additional charge.

To access support use **Module K. Function 2.**

The system will take you to the support screen. Complete the information and your support call generates a support ticket. You'll receive a confirmation and a response from our support team.

The screenshot shows the 'ArmorerLink Technical Support' form. It is divided into several sections:

- User Information:** A form with fields for Agency Access Code, Agency Name (SAMPLE AGENCY), Agency State (OR), Agency Country (USA), User Name (JOE, D, GANETE), User Telephone (503-312-1020), and User Email (JOE.GANETE@ARMORERLINK.COM).
- What do you need help with?:** A section with three columns of radio button options:
 - Hardware:** Posiflex Terminal, Honeywell 2D Scanner, Socket 2D Scanner, Cognitive Thermal Printer, IKey Keyboard, Warranty Claim.
 - Software:** Module (Please Select Module), Function (Please choose module).
 - Consumables:** Thermal Labels, ArmorerLink™ Shelf Label Holders, Bar Code Labels.
- Please describe the issue below:** A large text area for describing the problem.
- Submit:** A red button at the bottom right.

Appendix B.

System Requirements

- Internet Connection (CAT5 for best security and speed)
- Internet Browser (Tested with Google Chrome and Internet Explorer 11)
- If using a barcode scanner and thermal printer (2) USB Ports

ArmorerLink™ Operating System Compatibility

ArmorerLink™ FMS is compatible with Android, Microsoft Windows, Mac, IOS, Unix and Google Chrome operating systems. This is made possible by the ArmorerLink™ solution stack.

ArmorerLink™ FMS Solution Stack

Linux	Operation System
Apache	HTTP Server
My SQL	Database Management System
PHP	Programming Language

Appendix C.

Acronyms

AL	Armorer Link™
ALFMS	ArmorerLink™ Firearm Management Software
CSV	Comma Separated Value
F	Function
FA	Firearms
FMS	Firearms Management Software
ID	Identification
M	Module
OEM	Original Equipment Manufacturer
TRNG	Training
WO	Work Order

ArmorLink, Inc.

4660 NE Belknap Ct. Suite 101
Hillsboro, Oregon 97124 U.S.A

Toll Free: (800) 571-0753 | www.armorlink.com

Sales

sales@armorlink.com

Technical Support

support@armorlink.com

Customer Service

info@armorlink.com