



Law Enforcement



Fire and Rescue



Medical Examiner

# FileOnQ™ Quartermaster

ASSETS

SUPPLIES

FLEET

UNIFORMS



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# Asset/Quartermaster - Platform Solution

## Overview

Most agencies are required to keep track of what officers/deputies/fire fighters have been issued along with all grant purchased equipment that they are using. The current process for most agencies is to track those items on an excel spreadsheet or on a paper form.

FileOnQ's Quartermaster is a 100% user customizable application that offers powerful barcode tracking, reporting, queries, and accurate accountability. Hundreds of agencies at the local, state, and federal level have successfully implemented the system to manage not only Assets and Uniforms, but also Fleet, Personnel Training and Certification, Range Qualifications, etc.

## Common Classification Of Items Managed

**Assets:** Any item that is uniquely identified with a serial number or an affixed barcode is considered an Asset, such as; Guns, Cars, radar detectors, helmets, etc...

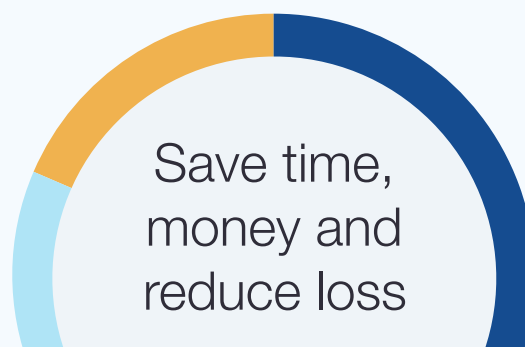
**Uniforms & Accessories:** Items that have the same barcode or UPC and tracked by quantity on the shelf and not by individual barcode. For example, all XL Under Armor Blue Shirts are UPC 123456. Or all Under Armor Blue shirts are UPC 123456. This will be up to the department of how granular they want to track their items.

**Supplies:** Items that have the same barcode or UPC code are tracked as quantity on the shelf and are not required to be returned by the officer/deputy when he or she retires or leaves.

### PREPARED FOR A DIGITAL AGE

With the ever growing need for organizations to implement body worn camera technologies, we offer a seamless way to manage and track the devices used along with the digital files they capture. **Ask us how...**

● Asset    ● Uniforms    ● Supplies



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# Life Cycle of Items



## Accept / Obtain / Create / Replenish

1. Assets (Mass Create)
  - a. When an asset is received the unique barcode and serial number of that asset should be reflected.
  - b. The system can create multiple records for one type of assets and uniquely identify each one with a unique barcode
  - c. Serial numbers may be captured and managed on every record
2. Uniforms & Accessories
  - a. Scan the barcode of the item and identify the quantity you are replenishing in the quantity on hand field.a
3. Supplies
  - a. Scan the barcode of the item and identify the quantity you are replenishing in the quantity on hand field.



# Assign / Transfer / Issue

## 1. Assets

- a. An asset will be assigned using the unique barcode identifier for that asset. If the agency chooses, the barcode can be the serial number. Assets can be assigned to officer, location, or a vessel
- b. The vessel can be assigned to a location or an officer

## 2. Uniforms & Accessories

- a. Scan the UPC code, identify the quantity of items that officer will be issued.
- b. Multiple items can be issued with one transaction.
- c. A uniform will be assigned to an officer / deputy and it will show on their records till they return that uniform. The returned uniform maybe damaged after it was returned, but it will be deleted from the list of items that the officer is required to return.

Return Items | Assign Items | Distribute Items | History

Scan the location barcode or click the "..." button to select the "Assign to" location first. You can then scan item barcodes or UPC barcodes or type them in and click the "Add..." button.

Assign to: AIK122243 - AIKEN, ADAM D

Item/UPC barcode: Add...

UPC Barcode: APP0001 Short sleeve T-shirt Cotton - Hazmat Small Navy Blue

On Hand: 496 Assign: 2 Add item

Sel	Barcode	Description	Qty
<input checked="" type="checkbox"/>	APP0001	Short sleeve T-shirt Cotton - Hazmat Small Navy Blue	2

Remove selected

Check out

Reason: Standard Issue

Comment:

Name: AIK122243 - AIKEN, ADAM D

Please sign and click 'Accept'

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Accept Cancel



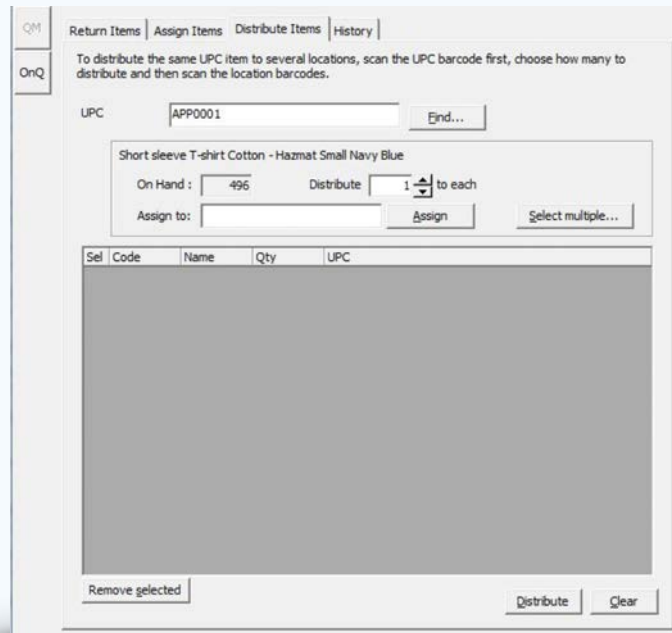
# Distribute Items (Same Item for more than one person)

## 1. Assets

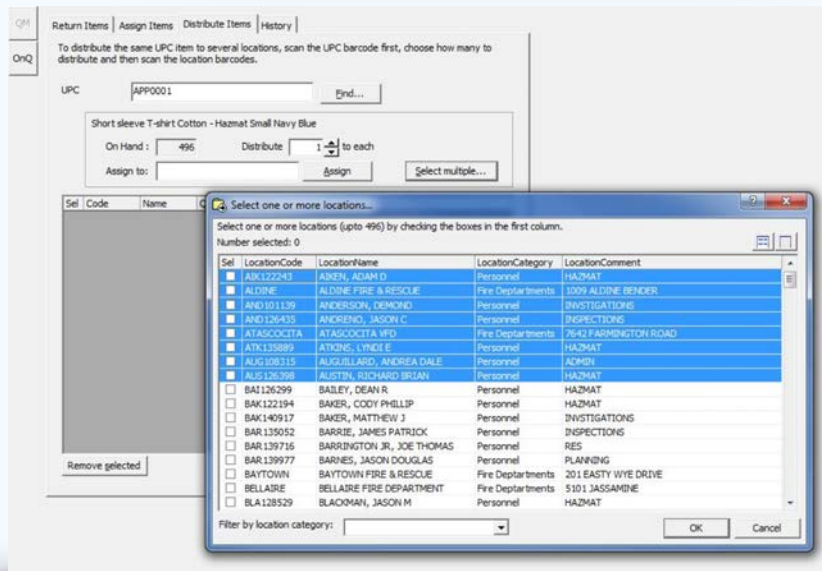
- a. Assets cannot be distributed to more than one person

## 2. Uniforms & Accessories

- a. Scan the UPC code, identify the quantity of items that officer will be issued.
- b. Scan the badges of the people you want to assign that item to, or Select multiple people from a list.



- c. Click on Assign and that same item will be assigned to all selected people if QOH is more than the number of people selected.







# Return Items

## 1. Assets

- a. An asset will be returned using the unique barcode identifier for that asset. If the agency chooses, the barcode can be the serial number. The asset can only be returned by the person it was issued to, in the event the person returning is a different person an admin override is possible.

## 2. Uniforms & Accessories

- a. Scan the UPC code, identify the quantity of items that officer will return.
- b. Multiple items can be returned in one transaction.
- c. The returned uniform maybe damaged after it was returned, but it will be deleted from the list of items that the officer is required to return.

QM | Return Items | Assign Items | Distribute Items | History

OnQ

Scan the location barcode or click the "... " button to select the locations first. You can then scan item barcodes or UPC barcodes or type them in and click the "Add..." button.

Receive from: [ ] ...

Receive at: [ ] ...

Item/UPC barcode: [ ] Add...

Sel	Barcode	Description	Qty
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Remove selected | Setup report |  Prompt for a signature |  Print a receipt

Receive | Clear



# Dispose / Destroy

## 1. Assets

- a. When an asset is returned, if it is damaged, it will be returned to a location called destroyed, out for maintenance, etc..

## 2. Uniforms & Accessories

- a. Items can be returned to stock if the quality is good.
- b. An item can be returned and destroyed if it is damaged.
- c. An option of “return to stock” or “destroy” should be available when returning a uniform or Accessories

# History of Transactions

Retrieve and print the receipt of any issue or return transaction in the system.

Date	Assigned To	Received From
01/28/2016 11:06:07 AM	AIK122243 - AIKEN, ADAM D	
01/27/2016 12:18:38 PM	AIK122243 - AIKEN, ADAM D	
01/27/2016 11:57:14 AM		AIK122243 - AIKEN, ADAM D
01/20/2016 10:25:31 AM	AIK122243 - AIKEN, ADAM D	
01/13/2016 12:32:42 PM	AND101139 - ANDERSON, DEMOND	
01/13/2016 12:19:17 PM		AND101139 - ANDERSON, DEMOND
01/13/2016 12:16:07 PM	AND101139 - ANDERSON, DEMOND	
01/13/2016 12:14:17 PM	AIK122243 - AIKEN, ADAM D	
01/06/2016 12:52:26 PM	AND101139 - ANDERSON, DEMOND	
12/17/2015 02:18:05 PM		AIK122243 - AIKEN, ADAM D
12/17/2015 02:15:14 PM	AIK122243 - AIKEN, ADAM D	
12/07/2015 11:06:44 AM	AIK122243 - AIKEN, ADAM D	
12/02/2015 05:50:13 PM	AND101139 - ANDERSON, DEMOND	
12/02/2015 05:25:43 PM		AIK122243 - AIKEN, ADAM D
12/02/2015 05:23:56 PM	AIK122243 - AIKEN, ADAM D	
11/30/2015 10:19:57 AM	AIK122243 - AIKEN, ADAM D	
11/24/2015 11:37:31 AM	AND101139 - ANDERSON, DEMOND	
11/17/2015 01:26:30 PM	AIK122243 - AIKEN, ADAM D	
11/06/2015 09:49:44 AM	AIK122243 - AIKEN, ADAM D	
11/06/2015 09:22:35 AM		AIK122243 - AIKEN, ADAM D
10/13/2015 12:45:20 PM		AIK122243 - AIKEN, ADAM D
10/13/2015 12:42:07 PM	ATK135889 - ATKINS, LYNDI E	
10/08/2015 01:49:11 PM		AIK122243 - AIKEN, ADAM D
10/08/2015 01:45:00 PM	AIK122243 - AIKEN, ADAM D	
10/01/2015 01:52:13 PM	AIK122243 - AIKEN, ADAM D	
10/01/2015 01:42:57 PM	AIK122243 - AIKEN, ADAM D	
10/01/2015 11:25:35 AM	AND126435 - ANDRENO, JASON C	



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# Other Features

## Remote Ordering

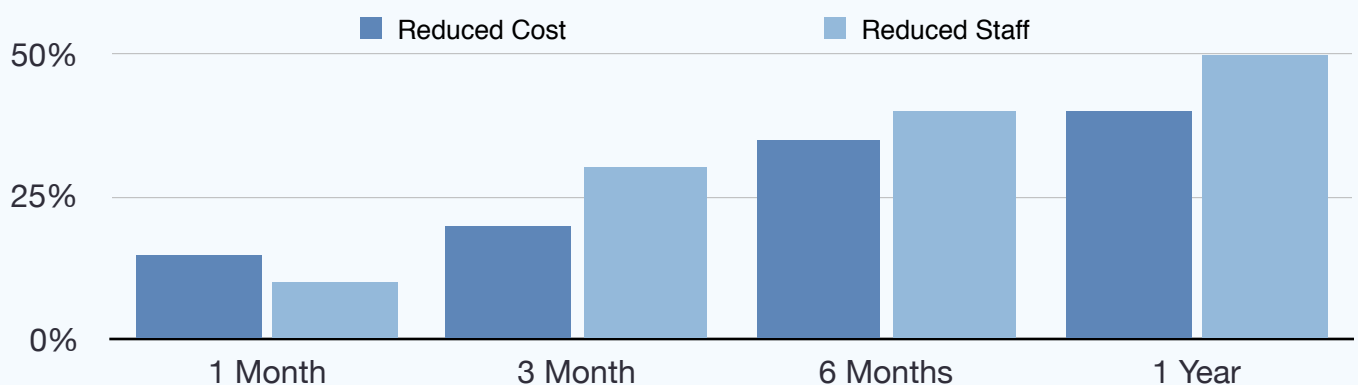
Allows a user to order items using WebView. Items may be designated for pick up or delivery.

## Maintenance Tracking

Track/manages preventive maintenance or work done on an asset. eDocs may be used to track the invoices and documentation on the items etc...

## Security

Controls and defines specific permissions and/or restrictions regarding access to item information, the ability to assign, view or check out an item. Record and the field level security provides individuals and/or groups inside an agency to use the same system while keeping their own information secure. Examples; gun vault fields can be hidden from view when the system is accessed by the radio shop or internal affairs may not want to have anyone seeing the items they are investigating and/or tracking.



*Agencies see significant ROI from reduced costs and staff-hours.\*\**



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# Harris County Fire

## Real-World Results...

The **Harris County Fire Marshall's Office** approached FileOnQ with the same problem facing many agencies today. Tracking and managing the information of thousands of high-dollar assets accurately and efficiently. The old (manual) way of using a pencil and paper or an excel spreadsheet was just not working. Information was not centralized or up to date, asset information is segmented to multiple offices, with no accurate or easy way to consolidate, access, inventory or audit those items.

The Quartermaster solution from FileOnQ consolidated and imported all their data into one central database. The 100 % user configurable screen allowed HCFMO to easily design a screen to accommodate all the fields they required to efficiently manage, access and view ALL their Assets.

Today, **an audit that used to take eight hours is now performed accurately in less than two.** For example: With one click of a button they can locate and view all grant purchased items, identify their current location, status, view the Chain of custody and history in minutes... from the day it was purchased until the day it is disposed.



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# Contact Information

We understand that choosing the right software solution/vendor for your agency is a time consuming and challenging task. Our team of professionals understands those challenges and are here to assist in that process in anyway we can.

We do not believe that assistance should come with pressure, false promises or tricky sales tactics. Rather, we strive to be your advocate, support and educator to assist you in making the best decision possible.

Your Success Is Our Success ...

832 industry Drive, Seattle WA, 98188  
T: 800.603.6802 | F: 206.575.3927  
[sales@FileOnQ.com](mailto:sales@FileOnQ.com) | [www.FileOnQ.com](http://www.FileOnQ.com)

## DESIGN | DEPLOY | DISCOVER | YOUR WAY

We provide a 100% user customizable PLATFORM for public safety agencies. FileOnQ's powerful, off-the-shelf application ProFiler transforms the way agencies track, manage and report on your critical business processes and data. Providing flexibility to comply with existing and changing requirements,

while streamlining access and control of ALL your data from ONE Platform. Over 300 agencies nationwide utilize FileOnQ's platform to manage; Physical and Digital Evidence, Critical Incident Management, Quartermaster, Fleet, Training and Certification, FOIA Requests, Court Records ...



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