



Outline for Customized Asset Inventory Databases and Post Delivery Service Agreement Designed For Law Enforcement Agencies

Presented by:

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President & CEO

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Company Philosophy / Mission Statement

On Target Tracking Systems (Canada) Inc.

To provide solutions to companies, government agencies, and individuals in the need of accurate processing of information using PC, Mainframe or Macintosh technology through the implementation of customized database solutions, networking and computer training.

On Target Tracking Systems (Canada) Inc. was formed in 1997 as a corporation that saw a need within the firearms and information technology communities. New and changing federal laws involving the tracking of firearm sales and transfers within The United States of America and Canada caused this need.

New systems have to be designed and continually changed to control the data for retailers and wholesalers of firearms as well as the tracking of military, law enforcement and private security company owned firearms.

On Target Tracking Systems (Canada) Inc. is a small privately owned Canadian corporation. It currently uses a network of sub-contractors on an as needed base for project leadership and development, software training and database solution installation. As the needs of law enforcement agencies grow, we see our corporation growing substantially in the very near future. We have begun the process of setting up a secondary location in the United States in order to better serve our American customers.

On Target Tracking Systems (Canada) Inc. has shown great proficiency in developing customized computer solutions designed around each individual customers needs and requirements. Our goal as system designers is to make the end product as user friendly and as functional to our customers needs as possible. This takes in-depth analysis of existing systems and future requirements. All of our systems are based on a modular platform that allows the customer to have as much or as little as they desire. We have had great success in this approach as each customer will have different needs and requirements.

On Target Tracking Systems (Canada) Inc. was approached in February of 1998 by a major US federal law enforcement agency to see if a system could be built that would track all of its firearms, accessories, work orders and qualification reports, including but not limited to all use of force training. This system has been built and was installed in February of 2002.

Company Philosophy / Mission Statement Continued

On Target Tracking Systems (Canada) Inc. has grown in its depths of tracking abilities. In January of 2002, our system was installed at the Treasury Inspector General for Tax Administration. This new system tracks all agency assets, including everything from seized and fixed assets, to computers, communication devices, investigative equipment and vehicles. Along with the asset tracking, separate maintenance and part / accessories for each module are being tracked.

Similar systems will assist Law Enforcement Agencies in abiding by the U. S. Safe Street Act that requires all Law Enforcement Agencies to keep accurate records of all of their firearms.

General Services Administration

On July 24, 2000 On Target Tracking Systems (Canada) Inc. was awarded a General Services Administration (GSA) contract to supply services and training to US federal agencies.

Our GSA contract number is GS-35F-0541K. Please use this number if you wish to use the GSA in assisting in the procurement of On Target Tracking Systems (Canada) Inc.'s services and training.

You may contact Ms. Naomi Winley of GSA at (703)305 5502 if you have any questions with regards to how the GSA may assist the Treasury Inspector General for Tax Administration in procuring On Target Tracking Systems (Canada) Inc.'s services and training.

Section 508 Commitment

It is our understanding that our use of force maintenance management and inventory solution falls under the 508 exemption clause 5142 (a)(4) of the Clinger-Cohen Act. This section of the act reads as follows:

SEC. 5142. NATIONAL SECURITY SYSTEM DEFINED.

- (a) DEFINITION- In this subtitle, the term national security system means any telecommunications or information system operated by the United States Government, the function, operation, or use of which--**
- (1) involves intelligence activities;**
 - (2) involves cryptologic activities related to national security;**
 - (3) involves command and control of military forces;**
 - (4) involves equipment that is an integral part of a weapon or weapons system; or**
 - (5) subject to subsection (b), is critical to the direct fulfillment of military or intelligence missions.**
- (b) LIMITATION- Subsection (a)(5) does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).**

This being said, it is On Target Tracking Systems (Canada) Inc.'s full intention to meet or exceed any and all of the current Section 508 requirements.

An application called FileMaker Pro is used in the development of this database solution. FileMaker Pro is also the engine application used in order to operate the solution.

FileMaker Pro 6.0 software is certified for Microsoft Windows 2000 and Windows XP. It meets Microsoft's logo requirements for user interface, which ensure that the user interface can be fully customized by settings the user makes at the system level, and that it does not rely solely on mouse, color or sound for any specific functionality.

Section 508 Commitment Continued

FileMaker Pro 6.0 support for accessibility includes:

- **Support for standard system size, color, font, and input settings**
Settings the user makes in the Display or Accessibility control panels that affect how an application looks are all adopted by FileMaker Pro 6.0.
- **Compatibility with the High Contrast option**
FileMaker Pro responds automatically to the options selected in the Display panel in the control panel
New functions allow database creators to easily create and automatically switch to layouts that accommodate High Contrast needs.
- **Documented keyboard access to all features**
All menu and dialog options are accessible by keyboard commands
Exceptions:
 - Access Privileges overview dialog is partially accessible
 - Set Tab Order (minor functionality)
All keyboard commands are documented in onscreen Help
- **Notification of the keyboard focus location,**
i.e., where the user's next action will take effect.
 - Visual indication
 - Indication to third-party adaptive technologies.
- **Not relying exclusively on sound for errors or other notification**
FileMaker fully supports the Sound Sentry feature in Accessibility Options in the control panel.
- **Support for multiple monitors**

These functionalities also apply when FileMaker Pro 6.0 runs under Windows 2000, Windows XP.

Section 508 Commitment Continued

According to Microsoft's document "Application Specification for Microsoft® Windows® 2000 for desktop applications, Design Guide for Building Business Applications", available for download from <http://msdn.microsoft.com/certification/download.asp>, p. 41:

“Meeting UI requirements enables your business customers who are located in the United States to comply with the Americans with Disabilities Act, which requires that they provide reasonable accommodation for employees with disabilities. It also enables government agencies, schools, and organizations receiving federal funding to comply with section 508 of the Rehabilitation Act, which was strengthened in the reauthorization of 1998.”

FileMaker Server 6.0 software has obtained Windows 2000 Server logo certification, which has similar user-interface requirements. More information about FileMaker Server 6.0 will be available when this software is available.

Programmer Background / Profiles

J. Stephen Bard

- Ever since he was trained on his first computer system, over 21 years ago, Stephen has accumulated knowledge and experience in programming and building computer files in 7 computer languages and over 20 computer applications in both PC and Macintosh platforms.
- Combining his computer skills with over 19 years in the business world, Stephen has accumulated experience ranging from management, sales, operations, and finance.
- His formal training was derived from the University of Toronto (Commerce and Economics) and the University of Waterloo (General Science).

Patrick Hanson

- Patrick has extensive knowledge in database design, network administration and management through training at the MacAcademy, Technology Resource Institute, and The Internet Training Group.
- His formal training was achieved at the University of Western Ontario with studies in business administration and sociology.
- 13 years of business experience- the last 7 years concentrated in computer and information technology, Patrick has perfected superior skills in sales and office management, as well as developing computer solutions for any size businesses or organization.

Maggie Hanson

- Maggie has been designing and analyzing mainframe computer systems for the last 13 years.
- Her experience in programming, data modeling and business analysis allows her to provide concise technical advice and design solutions to an organization of any size.
- The systems that Maggie has worked on have given her experience in different business environments such as Retail, Government, Health Insurance and Financial Applications. This experience allows On Target Tracking Systems (Canada) Inc. to provide large corporations superior business knowledge on a long-term contract basis.
- Maggie has a Bsc. From The University of Ohio with a major in Mathematics and Computer Science. She also holds a minor degree in Russian.

Law Enforcement Agencies (LEA) Asset Inventory Database Needs

Overview

All LEAs require comprehensive linked networks of databases to track and monitor all aspects of asset management used within the organization. This may include everything from fixed asset tracking for audit purposes, seized asset tracking, to all of the equipment inventory, usage and maintenance for all assets in the Technical & Forensic Services sections. The required system must track all assets by physical location including office and specific room location as well as the issuance and return of all “portable” or individually issued assets to employees on a permanent assignment basis as well as a case-by-case, training or testing usage basis. The same system should include the monitoring of all employee qualification courses ranging from any use of force qualification to qualifications and certifications on usage of specific technical equipment.

The development of a customized database solution will greatly assist in this inventory tracking and usage. Specific reports may be developed in order for management to compile the information on personnel and equipment including specific financial information required in asset tracking such as depreciation of capitalized assets and tracking acquisition methods for assets such as purchase, transfer, or lease.

The customization will create and inter-link several databases, which are outlined in the following sections.

This will minimize the need for re-keying information as well as maintain a high level of accuracy. These links are established through key code fields in each database.

With the link structure the user has to manually enter a simple code or scan a bar code, and the database will fill in all of the necessary information automatically.

At the direction of the LEA, separate levels of security passwords may be established during the programming phase of the system development. These password levels will allow full access or read/write access for certain databases or specific fields within those databases, or read only access for some or all databases with no access to specific fields. These password levels must be established prior to installation. Passwords may be added or deleted, as the LEA requires.

Database Needs Continued – Main Menu

Main Menu

- Provides easy navigation to all of the modules in the linked database solution.



Database Needs Continued – Fixed Asset Profile Database

Fixed Asset Profile Database

- Provides generic information on assets that will have serial numbers either assigned or provided by the manufacturer, for ease of data entry into specific asset inventory database.
- Provides specific data entry screens for specific categories:
- Generic information will include, but is not limited to: Category, Subcategory, Standard Name, Manufacture, Make, Model, Description, Sensitive, Cost, Capitalized Value, Depreciation Rate Per Year, Life Expectancy In Months, GSA or Other Contract Information, Manufacture Warranty Information, Preventative Maintenance Schedule
- Identifies if asset is capitalized
- Identifies depreciation rate of capitalized asset over their life cycle
- Sets threshold dollar amount for repair
- Identifies purchase method (outright purchase, transfer or lease)
- Provides full management control over assets and will generate reports based on specific criteria pre-established by management.

The screenshot displays the FileMaker Pro interface for a Fixed Asset Profile Database. The main form is for a 'Glock 22' handgun, with fields for Product ID, Make, Model, Supplier, Manufacture, Standard Name, Shots, Threshold \$ for Repairs, Capitalized No., Value, Record Type, Category, Subcategory, Type, Action, Caliber, Cost, Depreciation Rate Per Year, Barrel Length, Country, Sensitive, GSA #, Warranty, Life Expectancy in Months, Preventative Maintenance Months, and a small image of a handgun. Below the form are two tables: 'Default Accessories' and 'Firearms'. The 'Default Accessories' table has columns for Product ID, Product Name, and Quantity. The 'Firearms' table has columns for Serial #, Availability, and Status. At the bottom, there is a navigation bar showing 'Record # 1 of 167 Records' and a status bar with '100' and a 'Browse' button.

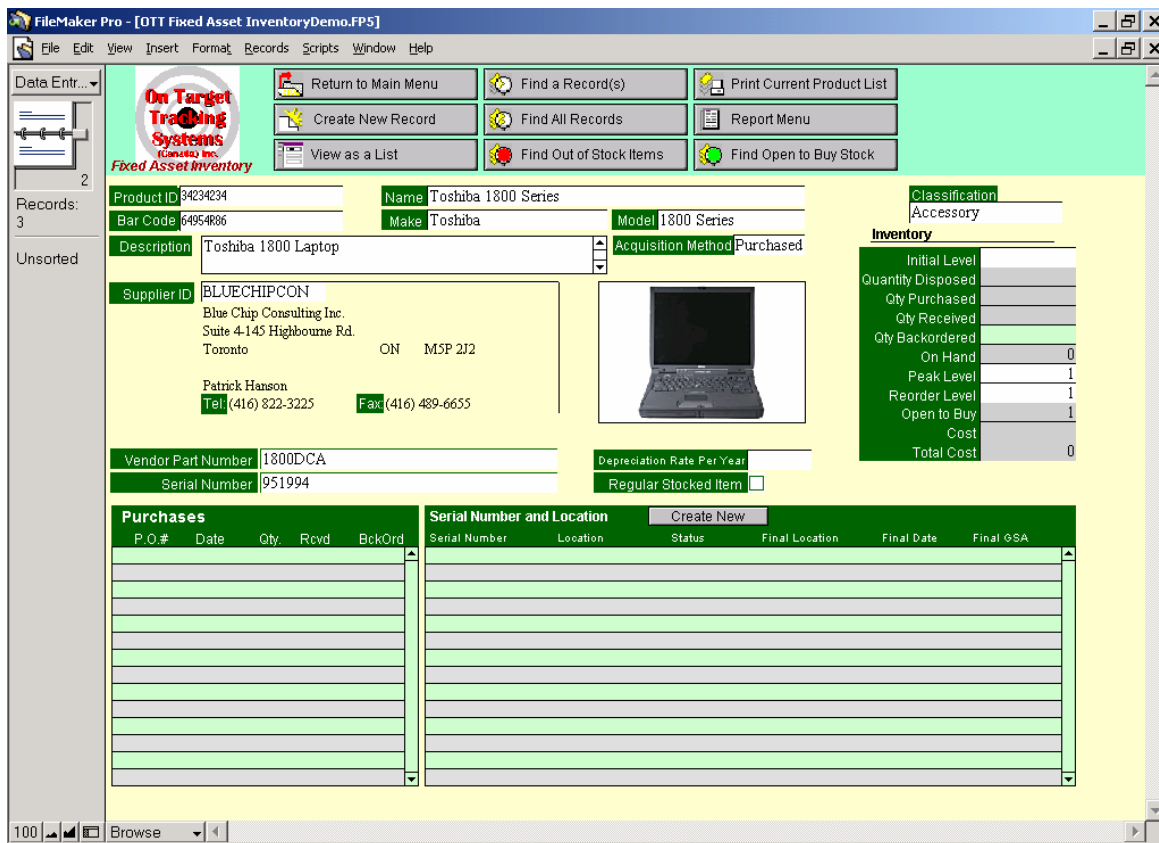
Product ID	Product Name	Quantity
#1	2ND CHANCE Body Armor	1
#2	DSRHSS Right Hand Holster	1
#3	SREK SA Equipment Kit	1
#4		
#5		
#6		
#7		
#8		
#9		
#10		

Serial #	Availability	Status
RK28932	Inused	Inspect/Finance/Ship
RK28934	Inused	Inspect/Finance/Ship
RK28271	Inused	Inspect/Finance/Ship
RK16796	Inused	Inspect/Finance/Ship
RK28261	Available	Inspect/Finance/Ship
RK28262	Inused	Inspect/Finance/Ship
RK28263	Available	Inspect/Finance/Ship
RK28264	Available	Inspect/Finance/Ship
RK28265	Available	Inspect/Finance/Ship
RK28266	Available	Inspect/Finance/Ship

Database Needs Continued – Fixed Asset Inventory Database

Fixed Asset Inventory Database

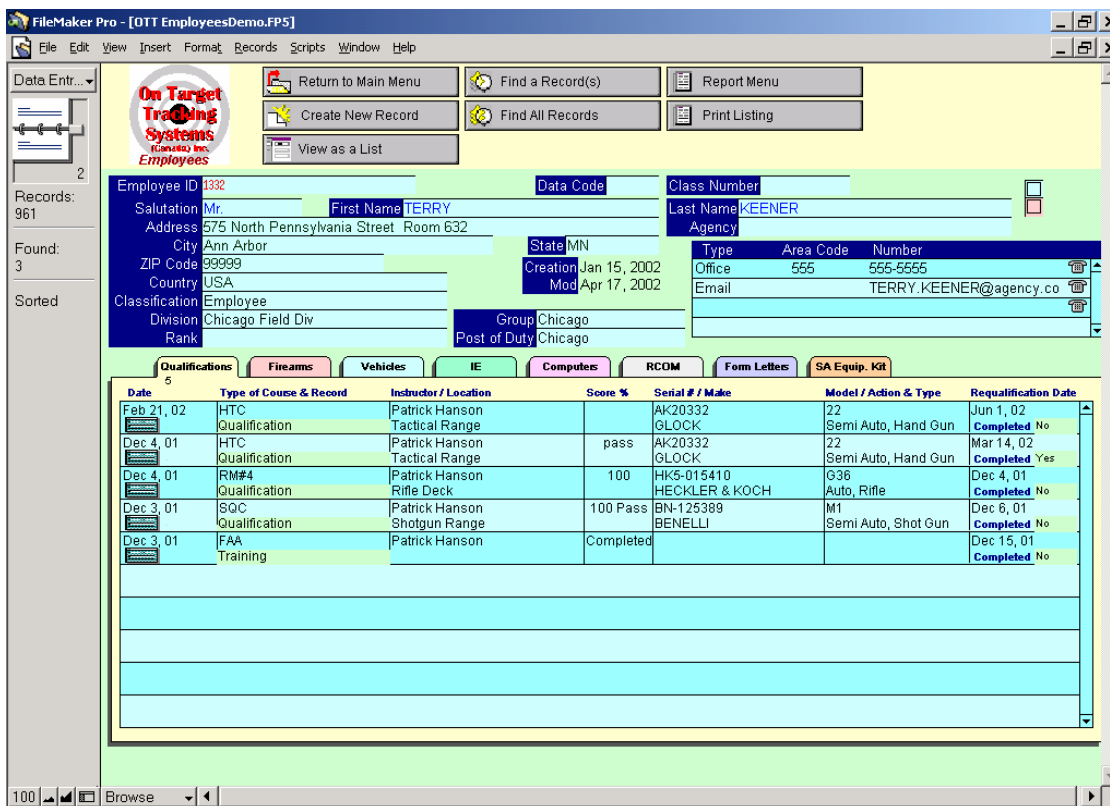
- Tracks and maintains all fixed physical assets within the LEA that do not contain serial numbers, including, but not limited to desks, chairs, filing cabinets
- Allows for the generation of unique item specific identification bar codes for asset identification.
- Tracks all fixed asset costs for audit purposes
- Tracks straight line depreciation based on profile
- Tracks acquisition method
- Provides full management control over assets and will generate reports based on specific pre-established criteria



Database Needs Continued – Employee Database

Employee Database

- Tracks and maintains all personal contact information of individual LEA employees, including but not limited to: address, contact numbers, field office, status and rank
- Capable of importing data from some Human Resources Programs
- Provides for employee identification using assigned user id (i.e. employee credentials number/badge number/Social Security Number)
- Provides full contact management integration features i.e. form letters, contact information, etc.



Database Needs Continued – Vehicle Inventory

Vehicle Inventory Database

- Tracks vehicle status within a field office.
- Tracks employee or field office issued information
- Tracks acquisition method
- Provide full history on all vehicles within inventory
- Uses multiple criteria for reviewing vehicles in inventory
- Picture field allows for graphic display of vehicle
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of asset

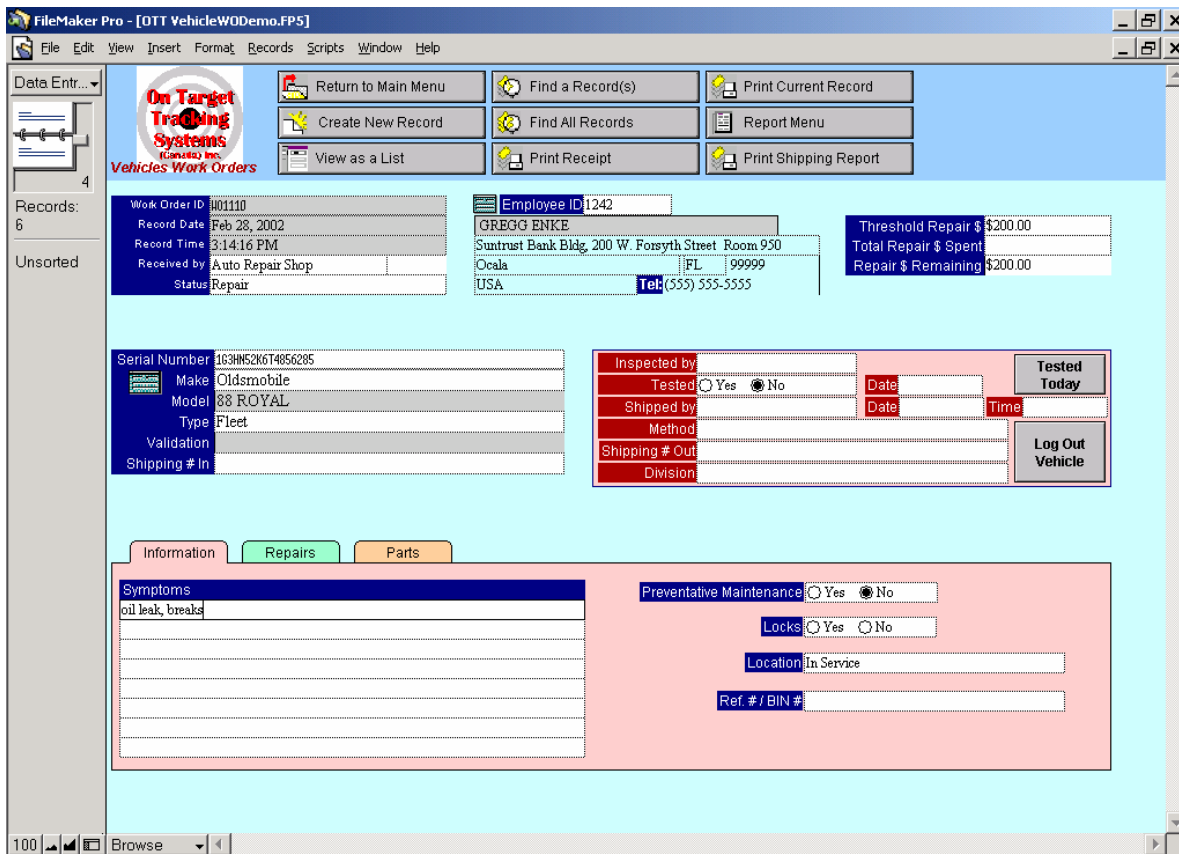
Vehicle Transfer, Issuance, Repair (TIR) Database

- Tracks TIR of all vehicles and attached assets.
- Tracks TIR by case number for surveillance vehicles
- Tracks if TIR is “within agency” or outside issuance, loan or transfer
- Allows for tracking and inventory control of vehicles on an employee/location basis
- Provides links to additional databases:
 - Employee Database
 - Vehicle Inventory Database
 - Vehicle Maintenance Database

Database Needs Continued – Vehicle Maintenance

Vehicle Maintenance Database

- Generates maintenance reports for preventative maintenance or repairs completed on all vehicles
- Tracks location of center completing any service
- Tracks progress of repair or preventative maintenance
- System will track parts from inventory used for a specific vehicle
- System will track labor hours assigned to vehicle repair
- Tracks maintenance dollars spent and computes remaining repair dollars available
- Assigns specific mechanic for work to be completed



Database Needs Continued – Vehicles Accessory & Part

Vehicle Accessory and Part Inventory Database

- Lists all vehicle accessories and parts in inventory
- Maintains base information on all vehicle parts
- Allows for specific nomenclature to be utilized
- Tracks acquisition requests used in obtaining part
- Tracks vehicle work orders in which a part was consumed
- Purchase history for all products
- Picture field allows for graphic display of specific part
- Monitors user preset minimum quantities to be held in stock and automatically flags items when on-hand level is below minimum
- Vehicle parts are linked to work orders and filtered via vehicle make

Vehicle Mileage and Maintenance Database

- Lists daily vehicle activities and expenses
- Allows for reconciliation of vehicle expenses against purchase cards
- Tracks vehicle usage if used outside of normal “Tour of Duty” use
- Allows for supervisor to view and approve vehicle log
- Allows for financial management team to reconcile records against any federal or provincial tax credits

The screenshot displays a FileMaker Pro interface for a vehicle database. At the top, there's a menu bar and a toolbar with buttons for navigation and actions like 'Submit Records' and 'Print Agent Report'. The main area is a data entry form for 'Vehicles Mileage & Gas'. It shows details for an employee named TERRY Kinnear, including their VIN (TGNDT13W51K225445) and vehicle model (Chevrolet Blazer). Below this, there's a table of records with columns for Date, Home to Work, Work to Home, Gas Amount, Gal, Maint. Amount, and Scheduled/Reviewed status. Several records are visible, all marked as 'Record Locked'. The interface also includes a sidebar with 'Data Entry' and 'Records' sections, and a status bar at the bottom showing '100' and a 'Browse' button.


Database Needs Continued – Firearms Inventory Database

Firearms Inventory Database

- Tracks weapons inventory status within an armory setting
- Tracks firearms ownership
- Provide full history on all weapons within inventory
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount
- Uses multiple criteria for reviewing weapons inventory

FileMaker Pro - [OTT Fire ArmsDemo.FP5]

File Edit View Insert Format Records Scripts Window Help

Data Entry...  Return to Main Menu Find a Record(s) Print Current Record
Create New Record Find All Records Report Menu
View as a List Print Inventory Card

Records: 630
Unsorted

Serial Number	AK20332	Record ID	1035	Deprec. Cost	\$598.00
Make	Glock	Acquisition Date	Nov 28, 2001	Current Value	\$598.00
Model	22	Status	Inspect/Issuance/Ship	Threshold Repair \$	
Type	Hand Gun	Status Date		Repair \$ Spent	
Action	Semi Auto	Division	Cincinnati Field Div	Repair \$ Remaining	
Caliber	.40 S&W	Group	Cincinnati		
Rounds Capacity	15	Availability	Issued		
Ownership	Inventory	Preventative Maintenance Frequency in Months	12		
Inventory Status	Issued	Last Date	Nov 28, 2001		
Acquisition	Purchased	Next Date	Nov 28, 2002		
Rounds Used	200	Final Disposition Date			
Color of Gun	N/A	Final Disposition Location			

1 Work Orders

Work Order #	Employee ID	Symptom	Status	PM
WO1097	1332		Received	No

1 Transfer / Issuance / Return

Record #	Employee ID	Date Start	Type
DP10102	TERRY KEENER	Nov 28, 2001	Issuance

Create New Transfer Create New Issuance Create New Return

2 Qualifications / Inspections

Record #	Date	Record Type	Employee ID	Employee Name	Instructor
1206	2/21/02	Qualification	1332	Mr. TERRY KEENER	Patrick Hanson
1135	12/4/01	Qualification	1332	Mr. TERRY KEENER	Patrick Hanson

Comments

100 Browse

Database Needs Continued – Firearms Inventory

Firearms TIR Database

- Tracks all issued firearms and accessories including any personally issued officer safety items such as O/C spray, handcuffs, impact weapons, ballistic vests, etc.
- Allows for tracking and inventory control of firearms on an employee/location basis including physical safe and or locker location

FileMaker Pro - [OTT FirearmTIRDemo.FP5]

File Edit View Insert Format Records Scripts Window Help

On Target Tracking Systems (Canada) Inc. Firearms TIR

Return to Main Menu Find a Record(s) Print Current Record
 Create New Record Find All Records Report Menu
 View as a List Add Default Accessories Print Receipt

Records: 228
Sorted

Record ID: DP10106 Employee ID: 2585
 Record Date/Time: Dec 4, 2001 10:22:03 AM Class #: MICHAEL CHARLTON
 Issued by: Patrick Hanson Division: SAC, Special 123 7th St., Suite 234
 ID: 99999
 USA Tel: (555) 555-5555

Loaned: YES NO
 Transfer Issuance Return
 Serial Number: AK20329 Update List Reason: Case Number
 Make: Glock Shipping Method: Hand Delivered
 Model: 22 Tracking #: Date Shipped: 12/5/2001
 Cost: Validation: Received: Yes No

Accessories

Product ID	Description	Issued by	Date	Time	Quantity	Delete

Vehicle TIR **IE TIR**

WIN	Date	Status	Serial Number	Date	Status

Computer TIR **RCOM TIR**

Serial Number	Date	Status	Serial Number	Date	Status

Work Orders History

Comments	Work Order #	Date	Status

100 Browse

Database Needs Continued – Firearms Maintenance

Firearms Maintenance Database

- Generates maintenance reports for preventative maintenance or repairs completed on all firearms
- Issues receipt for the employee when a firearm is delivered to the armory
- Tracks progress of repair or preventative maintenance on individual firearms
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of firearm
- Track parts from inventory used for a specific firearm
- Assigns specific armorer for work to be completed

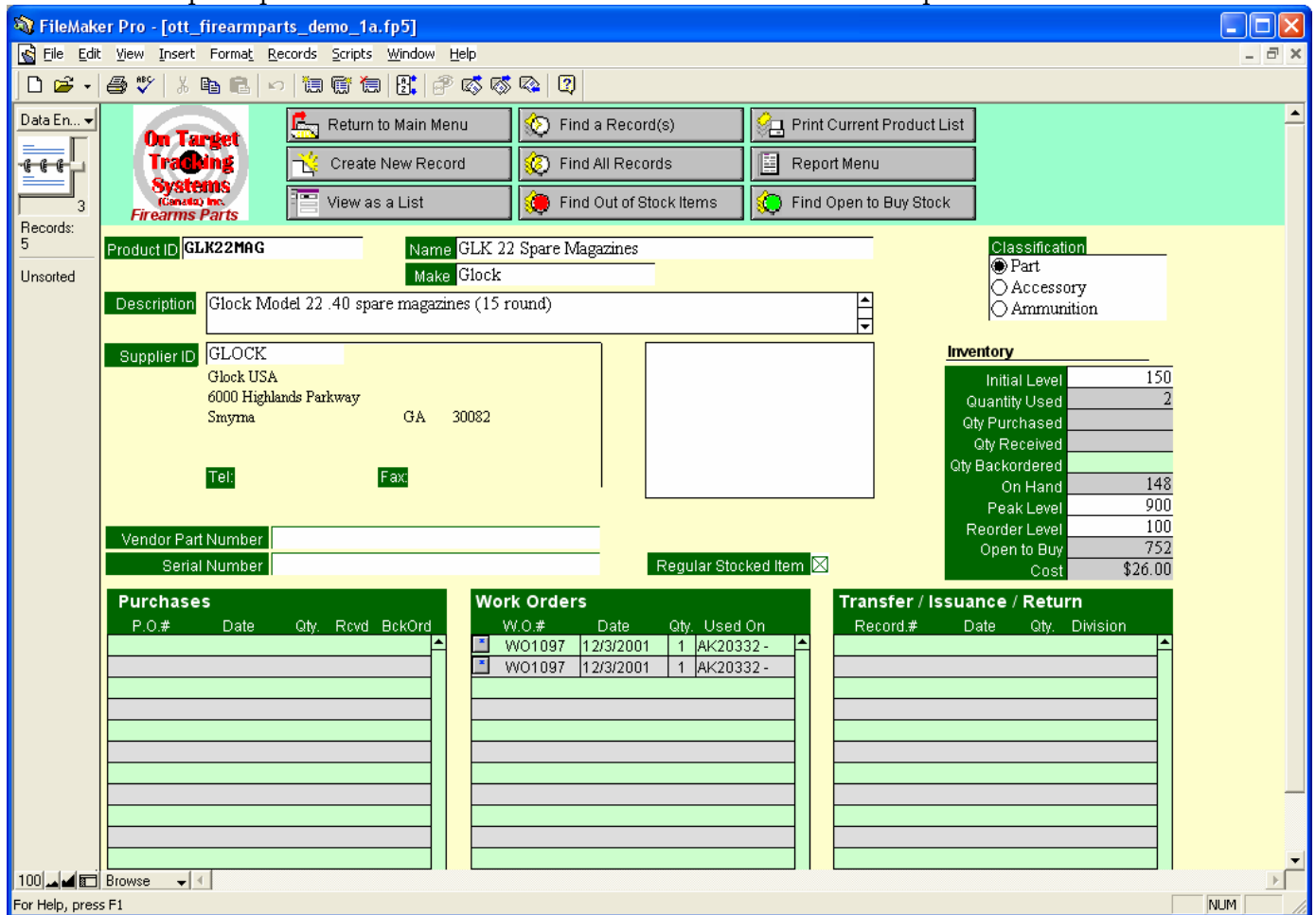
The screenshot shows a FileMaker Pro window titled "FileMaker Pro - [ott_firearmwo_demo_1a.fp5]". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a toolbar with various icons. The main form area is divided into several sections:

- Top Navigation:** Buttons for "Return to Main Menu", "Find a Record(s)", "Print Current Record", "Create New Record", "Find All Records", "Report Menu", "View as a List", "Print Armory Receipt", and "Print Shipping Report".
- Records Panel:** Shows "Records: 3" and "Unsorted".
- Work Order Information:**
 - Work Order ID: WO1097
 - Record Date: Dec 3, 2001
 - Record Time: 12:02:53 PM
 - Received by: Patrick Hanson
 - Status: Received
- Employee Information:**
 - Employee ID: 1332
 - Mr. TERRY KEENER
 - 575 North Pennsylvania Street Room 632
 - Ann Arbor MN 99999
 - USA
- Financial Summary:**
 - Threshold Repair \$
 - Total Repair \$ Spent
 - Repair \$ Remaining
- Firearm Details:**
 - Serial Number: AK20332
 - Make: Glock
 - Model: 22
 - Validation:
 - Magazines:
 - Shipping # In:
- Inspection/Shipping Section:**
 - Inspected by: Jan Smith
 - Test Fired: Yes No
 - Date: Jun 26, 2002
 - Shipped by: Patrick Hanson
 - Date: Jun 26, 2002
 - Time: 2:37 PM
 - Method: Pick-up
 - Shipping # Out:
 - Division:
- Buttons:** "Test Fired Today" and "Log Out Weapon".
- Bottom Section:**
 - Information, Repairs, Parts tabs.
 - Symptoms: PM, Test Fire & Insp., Sights, Trigger, Magazines.
 - Preventative Maintenance: Yes No
 - Location: Inspection
 - Ref. # / BIN #:
 - Locks: Yes No

Database Needs Continued – Firearms Accessory and Part Inventory Database

Firearm Accessory and Part Inventory Database

- Lists all firearm accessories and parts in inventory
- Maintains base information on all firearm parts
- Allows for specific nomenclature to be utilized
- Tracks acquisition requests used in obtaining part
- Tracks work orders or maintenance reports part was consumed
- Purchase history for all products
- Picture field allows for graphic display of specific part or accessory
- Monitors user preset minimum quantities to be held in stock and automatically flags items when on-hand level is below minimum
- Weapons parts are linked to work orders and filtered via weapon make



Database Needs Continued – Investigative Equipment (IE)

Investigative Equipment (IE) Inventory Database

- Tracks equipment status within a field office (available/not available).
- Provide full history on all IE
- Tracks acquisition method
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of IE
- Uses multiple criteria for reviewing IE in inventory such as:
 - Make, model, type, color
 - Date of acquisition and disposal
 - Final Disposal Information

IE TIR Database

- Tracks TIR s and returns of all IE and associated assets.
- Allows for tracking and inventory control of IE on an employee/location basis

Database Needs Continued– IE Maintenance

IE Maintenance Database

- Generates maintenance reports for preventative maintenance or repairs
- Issues receipt for the employee when
- Tracks location of center completing any service work
- Tracks progress of repair or preventative maintenance
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of IE
- If IE is repaired “in-house”, system will track parts from inventory used
- Assigns specific technician for work to be completed

IE Usage Log Database

- Tracks all IE usage by case number, testing time or training time

FileMaker Pro - [ott_ieusagelog_demo_1a.fp5]

File Edit View Insert Format Records Scripts Window Help

Return to Main Menu Find a Record(s) Print Current Record
 Create New Record Find All Records
 View as a List

On Target Tracking Systems (Canada) Inc. IE Usage Log

Record ID: 1005
 Date: Dec 28, 2001
 Serial Number: 55647845445VB54
 Make: Glock
 Model: 20

Employee ID: A235D852
 Employee Name: Mr. Greg Gallop
 Address: 786 Elm St., Suite 607
 City: New York Province: NY ZIP: 87654
 Division:
 Group:

Case Number: 111
 Time Type: Case Work
 Hours of Usage: 10

Comments: Case Completed after 10 hours

Duplicate Record for New Date and Hours

100% Browse For Help, press F1 NUM

Database Needs Continued– IE Accessory and Parts

IE Accessory and Part Inventory Database

- Lists all IE accessories and parts in inventory
- Maintains base information on all IE parts such as make, model, supplier ordering code or part number
- Allows for specific nomenclature to be utilized
- Tracks acquisition requests used in obtaining part
- Tracks work orders or maintenance reports in which part was consumed
- Purchase history for all products
- Monitors user preset minimum quantities to be held in stock and automatically flags items when on-hand level is below minimum
- IE parts are linked to work orders and filtered via IE make

Computer Inventory Database

- Tracks Computer status within a field office.
- Tracks acquisition method
- Provide full history on all computers in inventory
- Allows for a relationship with other equipment issued with specific equipment (portable drives, printers, scanners, mice, cables)
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of laptop
- Uses multiple criteria for reviewing computers in inventory such as:
 - Make, model, type
 - Final disposal information
 - Previous issuance and usage/service history

Computer TIR Database

- Tracks TIR s and returns of all laptops and associated assets.
- Allows for tracking and inventory control of laptops on an employee/location basis

Database Needs Continued– Computer Maintenance

Computer Maintenance Database

- Generates maintenance reports for preventative maintenance or repairs
- Issues receipt for the employee when Computer is delivered
- Tracks location of center completing any service work
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of laptop
- Tracks progress of repair or preventative maintenance
- If Computer is repaired “in-house”, system will track parts from inventory used.
- Assigns specific technician for work to be completed

Computer Accessory and Part Inventory Database

- Lists all Computer accessories and parts
- Maintains base information on all Computer parts such as make, model, supplier ordering code or part number
- Allows for specific Computer make nomenclature to be utilized
- Tracks acquisition requests used in obtaining specific Computer part
- Tracks work orders or maintenance reports in which a part was used
- Purchase history for all products
- Monitors user preset minimum quantities to be held in stock and automatically flags items when on-hand level is below minimum
- Computer parts are linked to work orders and filtered via make

The screenshot displays a FileMaker Pro window titled "FileMaker Pro - [OTT ComputerPartsDemo.FPS]". The main record is for a "Network Cable - 6'", made by "Toshiba". The description is "Straight Cat 5 network cable". The supplier is "BLUECHIPCON" (Blue Chip Consulting Inc.). The vendor part number is "4564674ER46".

Inventory Table:

Field	Value
Initial Level	
Quantity Used	1
Qty Purchased	1
Qty Received	
Qty Backordered	
On Hand	-1
Peak Level	1
Reorder Level	1
Open to Buy	2
Cost	5.25

Purchases Table:

P.O.#	Date	Qty	Rcvd	BckOrd
17	3/18/1998	1		

Work Orders Table:

W.O.#	Date	Qty	Used On
WO1101		1	

Transfer / Issuance / Return Table:

Record #	Date	Qty	Division

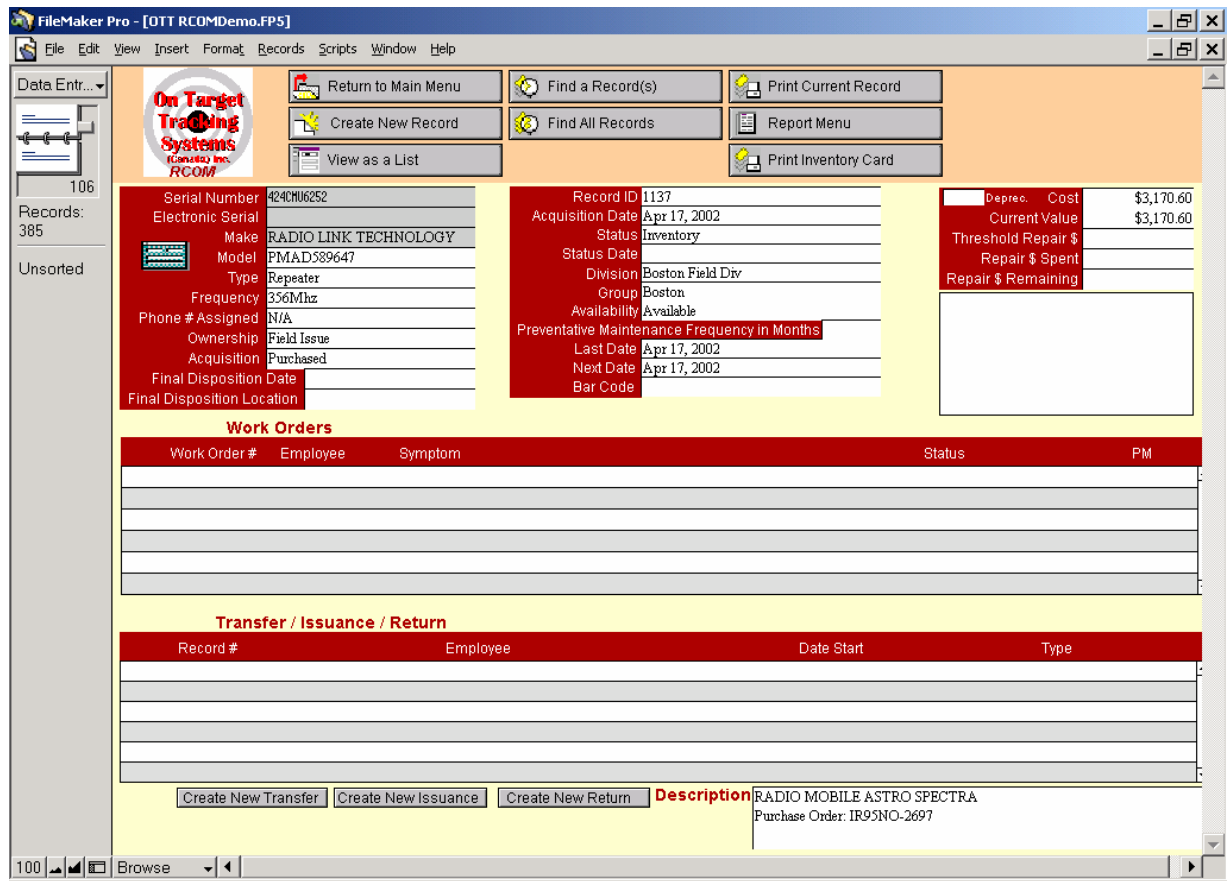
On Target Tracking Systems (Canada) Inc. 145 Highbourne Rd., Suite 4 Toronto, Ont. Canada

Phone (416)485 6385 Fax (416)487 2518 Toll Free (888)756 5555

Database Needs Continued– Radios and Communications (RCOM) Inventory

Radios and Communications (RCOM) Equipment Inventory Database

- Tracks RCOM status within a field office
- RCOM equipment to include: Radios (mobile, portable, and fixed), Cellular Telephones, and Pagers
- Tracks acquisition method
- RCOM will be tracked by: equipment serial number, electronic serial number and, if relevant, phone number attached
- Tracks employee or field office issued information
- Provide full history on all RCOM equipment
- Allows for a “Parent – Child” relationship with other equipment issued with specific equipment (microphones, speakers, car kits)
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of asset
- Uses multiple criteria for reviewing RCOM equipment in inventory such as:
 - Make, model, type
 - Final disposal information
 - Previous issuance and usage/service history
- Picture field allows for graphic display of RCOM equipment



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Database Needs Continued- RCOM TIR s

RCOM equipment TIR Database

- Tracks TIR s and returns of all RCOM equipment and associated assets.
- Tracks TIR by case number
- Allows for tracking and inventory control of RCOM equipment on an employee/location basis

The screenshot displays a FileMaker Pro interface for a database titled "OTT RCOMTIRDemo.FPS". The main window shows a record form for a TIR (Temporary Inventory Record) for RCOM equipment. The form is organized into several sections:

- Record Information:** Record ID (DP10128), Employee ID (649), Record Date/Time (Jan 29, 2002, 11:33:13 AM), Issued by, Class #, Division (SAC), Group, and Location (RAY LAU, 550 Main Street Room 5501, Dayton USA, OH 99999, Tel: (555) 555-5555).
- Transaction Details:** Loaned (YES/NO), Transfer (selected), Issuance, and Return options. Serial Number (4240U0708), Make (RADIO LINK TECHNOLOGY), Model (EXPO), Cost (\$1,300.00), and Validation fields.
- Shipping Information:** Reason, Case Number, Shipping Method, Tracking #, Date Shipped, and Received (Yes/No).
- Accessories:** A table with columns for Product ID, Description, Issued by, Date, Time, Quantity, and a Delete button.
- Vehicle TIR:** A table with columns for VIN, Date, and Status, with a "Create Child" button.
- Computer TIR:** A table with columns for Serial Number, Date, and Status, with a "Create Child" button.
- Firearm TIR:** A table with columns for Serial Number, Date, and Status, with a "Create Child" button.
- IE TIR:** A table with columns for Serial Number, Date, and Status, with a "Create Child" button.
- Work Orders History:** A table with columns for Work Order #, Date, and Status.
- Comments:** A text area for additional notes.

Database Needs Continued– RCOM Maintenance Database

RCOM Maintenance Database

- Generates maintenance reports for preventative maintenance or repairs
- Issues receipt for the employee when RCOM equipment is delivered for maintenance
- Tracks location of center completing any service
- Tracks progress of repair or preventative maintenance
- Tracks maintenance dollars spent and computes remaining repair dollars available against threshold dollar amount for repair of RCOM
- If RCOM equipment is repaired “in-house”, system will track parts from inventory used.
- Assigns specific technician for work to be completed
- Provides for hard copy report identifying all parties handling RCOM equipment from receipt to inspection and repair by technician to delivery to employee or field office.

RCOM Accessory and Part Inventory Database

- Lists all RCOM equipment accessories and parts in inventory
- Maintains base information on all RCOM equipment parts such as make, model, supplier ordering code or part number
- Allows for specific make nomenclature to be utilized
- Tracks acquisition requests used in obtaining specific part
- Tracks work orders or maintenance reports in which a part was used
- Purchase history for all products
- Picture field allows for graphic display of specific RCOM part or accessory
- Monitors user preset minimum quantities to be held in stock and automatically flags items when on-hand level is below minimum
- RCOM equipment parts are linked to work orders and filtered via RCOM equipment make

Database Needs Continued– Qualifications

Qualification Database

- Organizes and tracks all employee qualification programs
- Provides expiry date notification to program administrator or instructor
- Qualification scores may be entered either as percentage or pass/fail
- Provides several point and click menus for easy data entry
 - Employee information
 - Training course
 - Instructor
 - Location of course
 - Date attempted/completed
 - Date of expiry
 - Equipment used

FileMaker Pro - [ott_qualifications_demo_1a.fp5]

File Edit View Insert Format Records Scripts Window Help

Qualifica... 16
Records: 80
Unsorted

On Target Tracking Systems (Canada) Inc. Qualifications

Return to Main Menu Find a Record(s) Print this Record
Create New Record Find All Records
View as a List Return to Employee Database

Employee ID: 1332 Score: pass
Employee Name: Mr. TERRY KEENER
Location: Tactical Range
Type of Record: Qualification Inspection Record #: 1135

Type of Course: HTC
Course Title: Handgun Transition Course .40 S&W

Enter optional default information to appear in New Records
Employee ID:
Location: Tactical Range
Instructor: Patrick Hanson
Type of Record: Qualification Inspection
Type of Course: FAA

Required Equipment

Serial Number	Firearm	Model	Caliber	Rounds	Action / Type	Ownership	Description
AK20332	Glock	22	40 S&W	100 +	Semi Auto, Hand	Inventory	Classroom & Range
							2 yds.
							7 yds.
							15 yds.
							25 yds.

Date: Dec 4 2001
Instructor: Patrick Hanson
Division: Jacksonville Field Div
Group: Chicago
Requalification Frequency: 100 Days
Requalification Date: Mar 14, 2002
Completed: Yes No

Remarks: Good presentation and speed

Set Requalification Completed & Create New Record for this Employee

100% Browse For Help, press F1 NUM

Qualification Profile

- Allows for generic information about specific qualification courses such as: course title, equipment used, consumable items and facilities required.
- Sets flags for re-qualification course to be taken after a specific time period.
- Linked to Qualification Database for simple and consistent data entry.

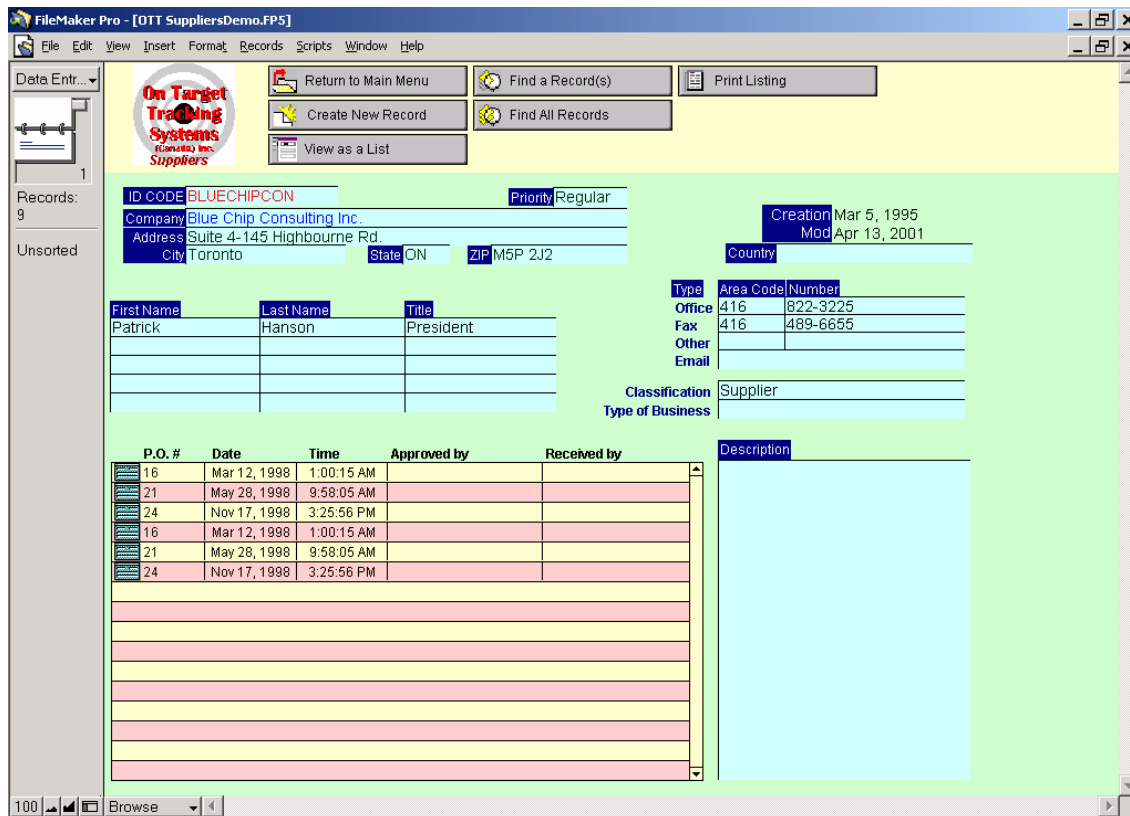
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Database Needs Continued- Supplier

Supplier Database

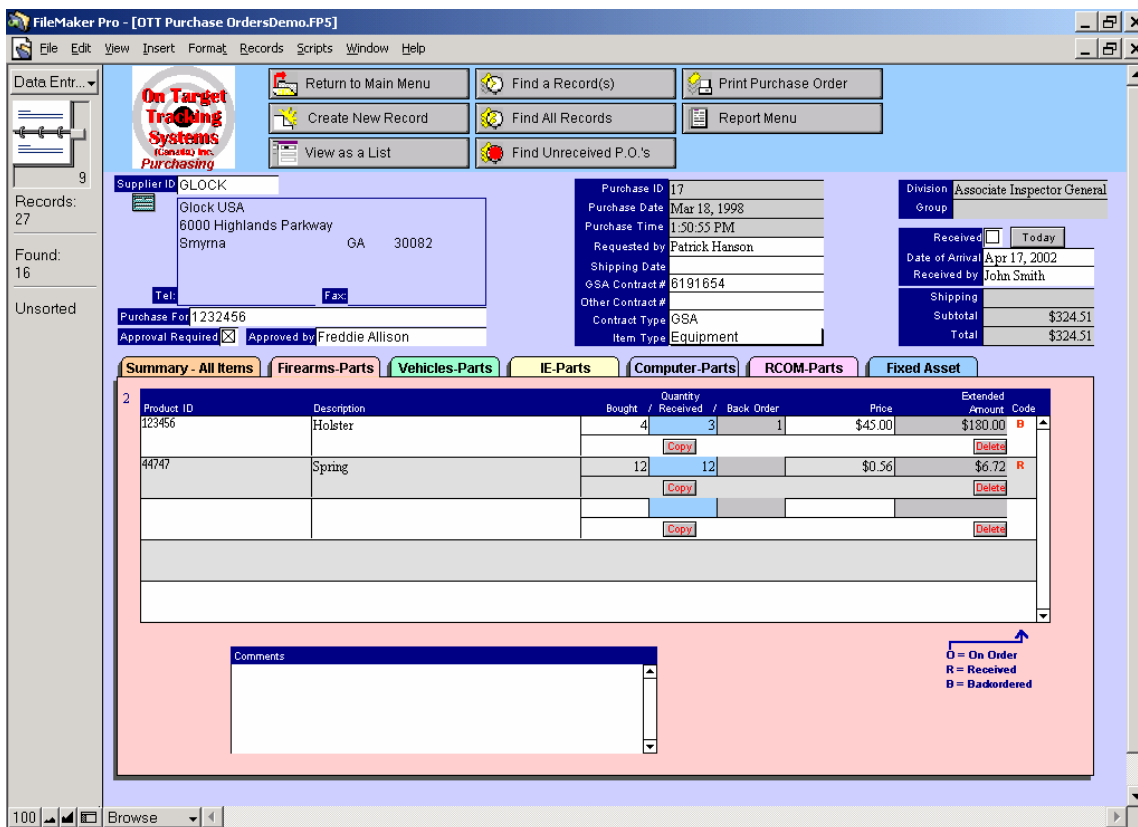
- Supplier information
- Multiple contacts, telephone/fax numbers and e-mail addresses
- Provides listings of all acquisition requests issued to a particular supplier
- Applicable demographic information



Database Needs Continued- Acquisition Request Database

Acquisition Request Database

- Logs received products into inventory
- Tracks asset department for purchase
- Tracks who and when products were requested by
- Tracks who and when products were ordered by
- Tracks who and when order was approved by
- Tracks who, when, and where products were received by



Database Needs Continued– Seized Assets

Seized Assets Database

- Logs seized assets into separate module
- Description of seized asset including but not limited to: make, model, model year, color and free flow text field for notes
- Tracks case number and employee responsible for seizure
- Tracks actual value of asset for negotiable items
- Tracks 3 estimates for seized assets that must be assessed
- Tracks final disposition – method, date and value
- Allows for transfer of seized asset to inventory with capital value and fixed line depreciation rate based on assets of similar type

FileMaker Pro - [jott_seizedassets_demo_1a.fp5]

File Edit View Insert Format Records Scripts Window Help

Return to Main Menu Find a Record(s) Print Current Record
 Create New Record Find All Records Report Menu
 View as a List Transfer This Asset Print Inventory Card

On Target Tracking Systems (Canada) Inc. Seized Assets

Records: 105
 Found: 103
 Sorted

Serial Number 282298
Make
Model MAUSER 6.35
Type Seized General Property
Action Semi Auto
Caliber N/A
Rounds Capacity
Color
Ownership
Inventory Status Safety Deposit Box
Acquisition Seized
Drive Type
Body Style
Frequency

Record ID 1162
Acquisition Date Apr 19, 2002
Product Type Firearm
Status Forfeiture
Status Date Nov 6, 2002
Division SAC, Dallas Field Div
Group
Availability Final
Preventative Maintenance Frequency in Months
Disposed No Yes
Final Disposition Date Nov 6, 2002
Final Disposition Location Other (Describe in Comments)
Record Moved To
Validation Date

Deprec. Cost \$100.00
Current Value \$100.00
Threshold Repair \$

Case # 64-0204-0021-I
Control # IG-DA-011
Case Name Matthew Thompson
Employee ID 1496
Address ELMORE, LAURA
 300 E. 8th Street Room 480
 Waco, TX 99999

Comments See Record ID 1161. Weapon was seized as a safety precaution. Asst. US Attorney instructed TIGTA to release weapon to subject's attorney.

Estimate # 1
Estimate # 2
Estimate # 3

100 NUM
 For Help, press F1

Database Queries/Reports

Utilizing the ID code, the database can perform a find for specific criteria and select the match(es). This makes it very easy to edit and update information.

Multiple criteria can be selected to search for a particular record or records, either by make, date of TIR, location, or by any other demographics or fields within the databases.

Setting a date criterion, i.e.; requiring all firearms activated or specific parts used since September 2000; or a date range such as January 2000 to January 2001 can accomplish finding a select set of records.

The program can provide several reports depending on the database in use. Samples of the types of reports that may be generated are outlined below.

This system allows the LEA to design its own reports or include existing LEA forms and letters currently in use. These report layouts must be included in the original system specifications. Additional reports may be added in the future at the request and expense of the LEA .

Installation & Setup of Databases

It is our recommendation that all LEA's use FileMaker Pro 6.0 for Windows NT SP4 or greater /2000 / XP in the development of the above mentioned databases. FileMaker Server hosting software should also be utilized.

Installation of the databases is included in all proposals. All FileMaker Pro software is included as separate itemized items in a full proposal. On Target Tracking Systems (Canada) Inc. will acquire FileMaker Pro user licenses on behalf of the TSA.

FileMaker Pro 6.0 is currently one of the highest rated relational database applications in the Windows and Macintosh market. This application offers the greatest amount of control over the LEA's data, as well as flexibility to expand and change with the LEA's requirements. With FileMaker's connectivity ability with other database platforms through ODBC, the solution may be programmed to seamlessly pull data and information to and from existing LEA programs.

Due to the complexity of these databases and programming requirements, the LEA should expect the databases to be installed 14-16 weeks from the date of receipt of the LEA 's report, layout and password specifications. As the design of requested reports and security levels is beyond the control of On Target Tracking Systems (Canada) Inc. and solely at the discretion of the TSA, On Target Tracking Systems (Canada) Inc. will require 14-16 weeks from receipt of directions to complete these modifications. Scheduling of an installation date will be arranged between key managers of the LEA and On Target Tracking Systems (Canada) Inc.

Included installation and setup will be completed at the LEA's locations. Installation time will vary depending on the number of workstations with access to the solution. From our experience with stand alone and Windows NT systems, the program can be installed on eight to ten workstations per day, provided they are centrally located.

One Week of on site time is provided for installation, setup and training. This time is included in the estimate

Training for the Databases

Training for the databases will be provided to all current LEA employees who will be listed as solution users at the time of installation. Training will be completed during the 1-week period for Installation and Setup.

It is our experience that two to three hours of training per student is enough time to learn how to operate the system. The system administrator will require one full day of training.

The LEA will be responsible to ensure that all staff requiring training are available at the LEA's location during the one week period scheduled for setup, installation and training. Otherwise, additional training may be required at an additional expense to the LEA .

Follow-up & Service

After the initial installation, setup and training, On Target Tracking Systems (Canada) Inc. will adjust any reports that are contained within this outline at the LEA's request and expense.

If the Databases become corrupted for reasons beyond On Target Tracking Systems (Canada) Inc.'s control, On Target Tracking Systems (Canada) Inc. will attempt a recovery of data and will reinstall the databases at the LEA's expense.

The LEA must ensure that a recent backup of data is made available to On Target Tracking Systems (Canada) Inc, in order for them to recover and to reinstall the database solution. The LEA must understand that all data entered into the system since the last backup was completed may be lost. Therefore On Target Tracking Systems (Canada) Inc. suggests that at least daily backups of the databases should be maintained.

Post Delivery Service

On Target Tracking Systems (Canada) Inc. is offering a fixed price, post delivery service arrangement, the arrangement will include:

On Target Tracking Systems (Canada) Inc. will provide on call phone service from 8:00am to 5:00pm EST, Monday to Friday (excluding statutory holidays).

The post delivery service arrangement will provide the LEA with a bi-monthly on-site meeting, at their location, between key individuals within the LEA and On Target Tracking Systems (Canada) Inc. During these meetings, On Target Tracking Systems (Canada) Inc. will allow for training of any new users of the system and general service to the system including installation of any report layouts and scripts that the LEA requests and can be developed within the one day time allotment for the on-site meeting. The LEA must provide On Target Tracking Systems (Canada) Inc. with any report layout change requirements at least one week prior to the on-site meeting.

Recommendations & Summary

Having considered the needs of all LEA's it is our recommendation that implementation of the customized database solution outlined in this document can improve efficiency within the LEA .

The solution uses a point and click method that greatly reduces the learning curve necessary for staff to use the program. The databases allow for the use of the tab key for navigating between fields, the arrow keys for pull down menus, and the enter key for selecting certain data. Use of the mouse is not necessarily required for simple data entry. Bar coding can be utilized to greatly reduce errors in data entry. Reports can be generated to suit the criteria required for analysis.

As a good business practice, we do recommend that a backup of all data be made frequently. This will ensure that a backup copy is available should the need for data recovery arise.

The function of the customized solution is to improve the information processing while keeping in mind that as the LEA's requirements grow, the solution can be tailored to that growth.

In order to design user friendly data entry screens and easily recognized reports, On Target Tracking Systems (Canada) Inc. would ask the LEA to supply sample copies of any current inventory cards, inventory reports and qualification reports. These samples should be supplied at the same time as the report designs and security level requests. These reports and layouts may be provided in either an electronic format, or in hard copy. All copies of this information will be returned to the LEA at the time of installation.

Prior to the installation, it is the LEA's responsibility to insure that Windows NT 4.0 SP4 or greater/Windows 2000/ Windows XP is installed on all computers accessing the databases and that the networking system is working properly. If the LEA wishes to utilize bar coding features, they must obtain the appropriate hardware and inform On Target Tracking Systems (Canada) Inc. that they wish to implement this feature and in what fashion this technology is to be used. The bar coding equipment and software must be made available off-site to On Target Tracking Systems (Canada) Inc at the time that the reports and layouts are provided to On Target Tracking Systems (Canada) Inc, to ensure complete testing and reliability of the bar code technology integrating with this custom solution. All bar coding equipment and copies of the bar coding software will be returned to the LEA at the time of installation.