NSW Police Force
www.police.nsw.gov.au

NSW Police Firearms Registry Dealer Database User Guide

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1 Aim

To develop a system that allows NSW Firearms Dealers to record firearm transactions and transfer the information electronically to the NSW Police Firearms Registry current Integrated Licensing System.

The aim of this document is to provide NSW Firearm Dealers with simple, clear instructions on how to use the system. Hence, the word "you" is hereafter taken to mean the Firearms Dealer who is using the system.

2 Software Requirements

The system was written in Microsoft Access 2000 so you will require a PC with Access 2000 or higher installed.

3 System Files

There are four files required to use this system, all of which should be placed in the directory C:\Firearms Registry:

- Firearms Registry DB.mdb – this is the front-end file and it contains the data input forms.
- Firearms Registry DB_BE.mdb – this is the back-end file and contains the tables.
- Secured.mdw – this is the security file and it is used to stop unauthorised users from accessing the system.
- Firearms Registry Shortcut – this file is used to open your database. It can be placed on your PC desktop. If your Access is a higher version than MS Access 2000 you will have to change the properties of your shortcut to point to the location of Access.

4 Historic Data

The Firearms Registry will upload your existing firearms in possession into the database.
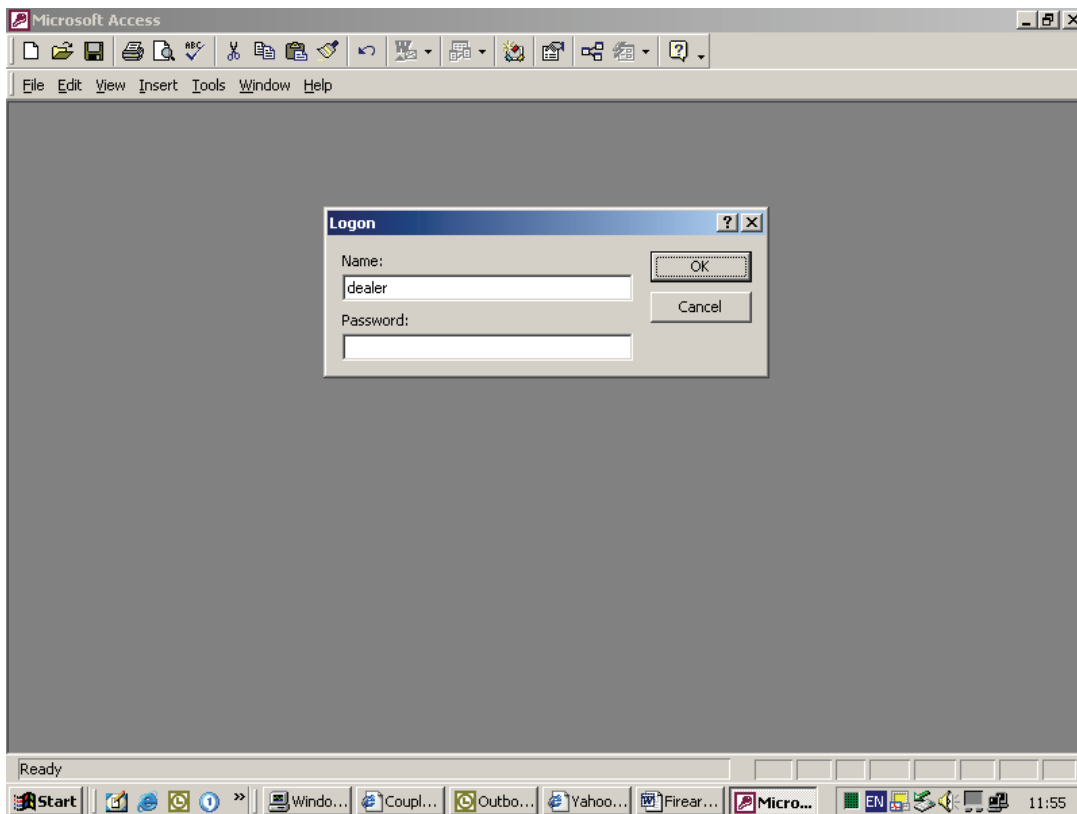
5 Opening the Database

- The Firearms Registry Shortcut file is used to open the database
- Double click on the Firearms Registry Shortcut located on C:\Firearms Registry or
- Create a shortcut on your desktop then double click on the icon "Firearms Registry DB.mdb"
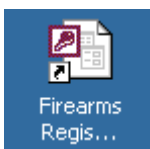
6 Logging on to the Database

After you double click on the Firearms Registry Shortcut the Logon popup box appears:
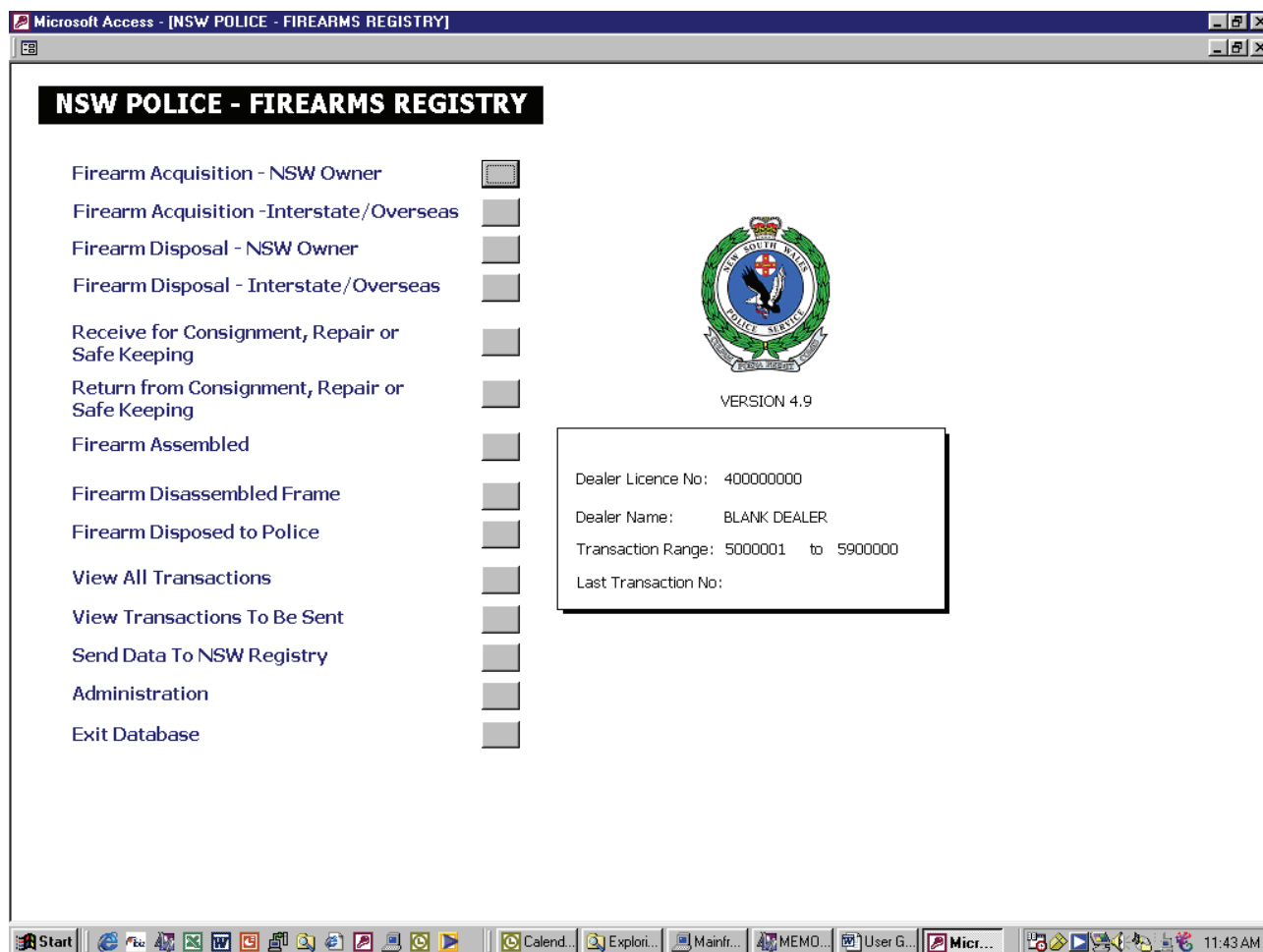

Your Login Name is "dealer".

Initially no password is set – you will be able to set a new password after you have logged in for the first time (see Change Password section).

7 Main Menu Screen

The main menu screen is where all the transactions are accessed.

7.1.1 System Details

On the right hand side of the screen are some important system details, which need to be checked when you first log in:

1. Version – this is the release of the system that you have installed. When changes are made to the database by the Firearms Registry this number will be incremented. This enables you and the Firearms Registry to check whether you have the latest version installed.
2. Dealer Licence No – this should be your Firearms Dealer licence number.
3. Dealer Name – this should be your Firearms Dealer name.
4. Transaction Range – this is a range of dealer advice numbers you have been allocated. Each transaction is automatically allocated a number by the system. If you have less than 100 transactions left of your allocation, then a message will appear informing you to get a new range of numbers from the Firearms Registry.
5. Last Transaction No – this displays the last transaction number used by you.

7.1.2 Dealer Transactions

The dealer database allows you to complete the following firearm transactions:
- Firearm Acquisition – NSW Owner
- Firearm Acquisition – Interstate/Overseas
- Firearm Disposal – NSW Owner
- Firearm Disposal – Interstate/Overseas
- Receive for Consignment, Repair or Safe Keeping
- Return from Consignment, Repair or Safe Keeping
- Firearm Assembled
- Firearm Disassembled Frame
- Firearm Disposed to Police

When you choose to perform one of these transactions you will use the same basic input form to enter the transaction details. This form includes four sections:
1. Dealer transaction details (the top of the form)
2. Customer Details (the customers name, licence and address)
3. Firearm Details (full firearm details i.e. make, model, type etc)
4. Comments (your own personal comments – this is not sent to the Registry)

The form will vary slightly for each transaction to allow for different types of information required by the Registry.

Below is an example of the input form for a Firearm Acquisition – NSW Owner:

## 7.1.3 Step By Step How To Complete A NSW Acquisition

To help you understand how the transaction process works, here is a step-by-step walk through of a "NSW Acquisition" transaction:

- Click on the "Firearm Acquisition – NSW Owner" button on the Main Menu Screen.

- This will load up the input form and automatically fill in your dealer details, the date of the transaction (defaults to current date) and allocate the next transaction number.

- The Dealer Transaction Details section also includes an option for Standard or Bulk, the option defaults to Standard. You need to decide if this is a standard or bulk transaction and choose the option from the dropdown list (highlighted above).

- Next you enter the CUSTOMER DETAILS.

- The best way to do this is to click on the "Select/Add Customer" button which brings up the Customer Lookup window:

- This popup window displays a list of customers that have already been entered. You can SEARCH for an existing customer, ADD a new customer or EDIT an existing customer's details.

- To SEARCH for an existing customer in the list start typing in the details for any of the search boxes at the top (Licence Number, Business Name or Individual Surname) the list below will filter accordingly. Once you have located the customer click on the OK button and the main input form will populate with the customer's details.

- To ADD a new customer, click on the ADD button. The Add/Edit Customer popup box appears:
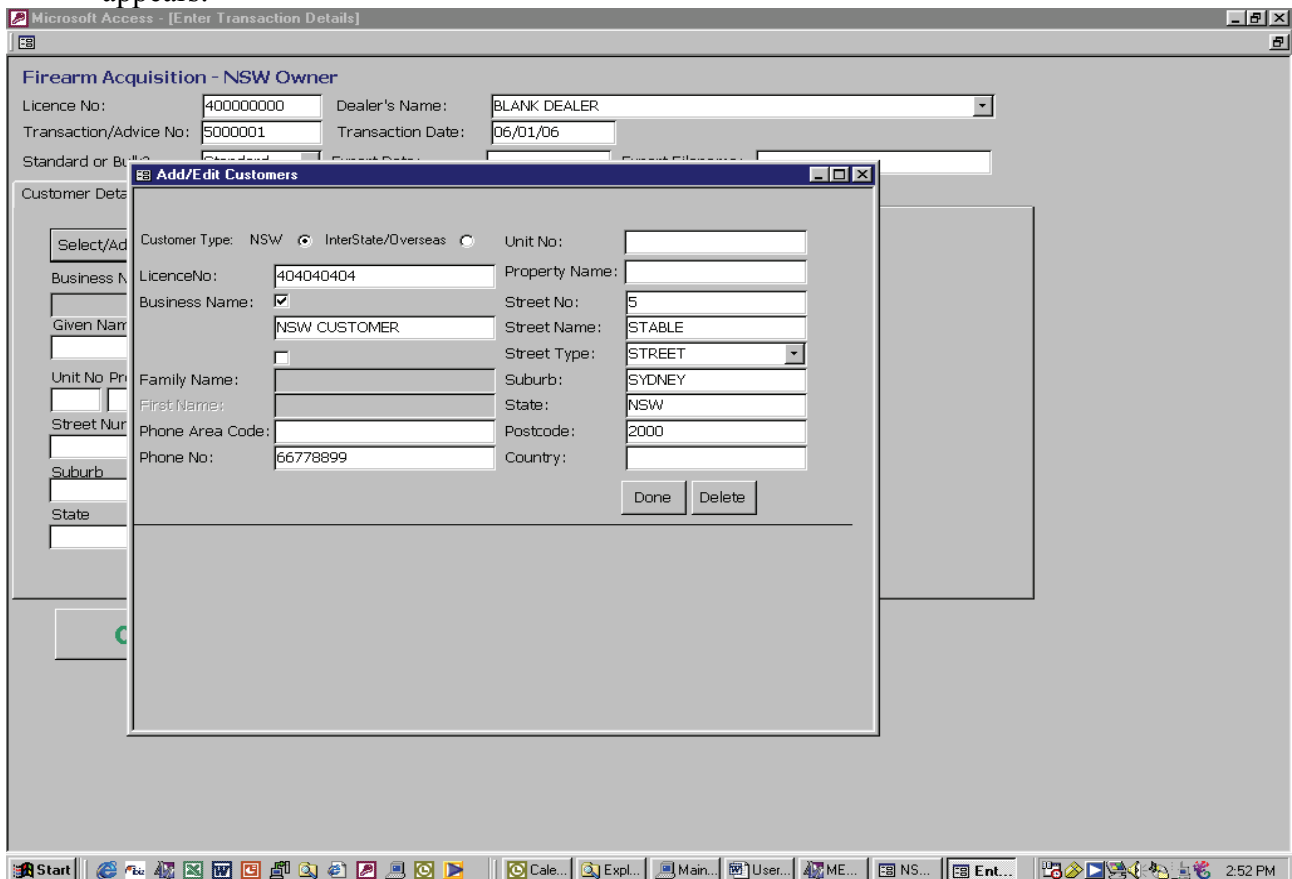
- Enter the customer's details then press DONE. This customer will now appear in the customer list. Double click on the customer to select for your NSW Acquisition transaction. The customer's details will populate the transaction:
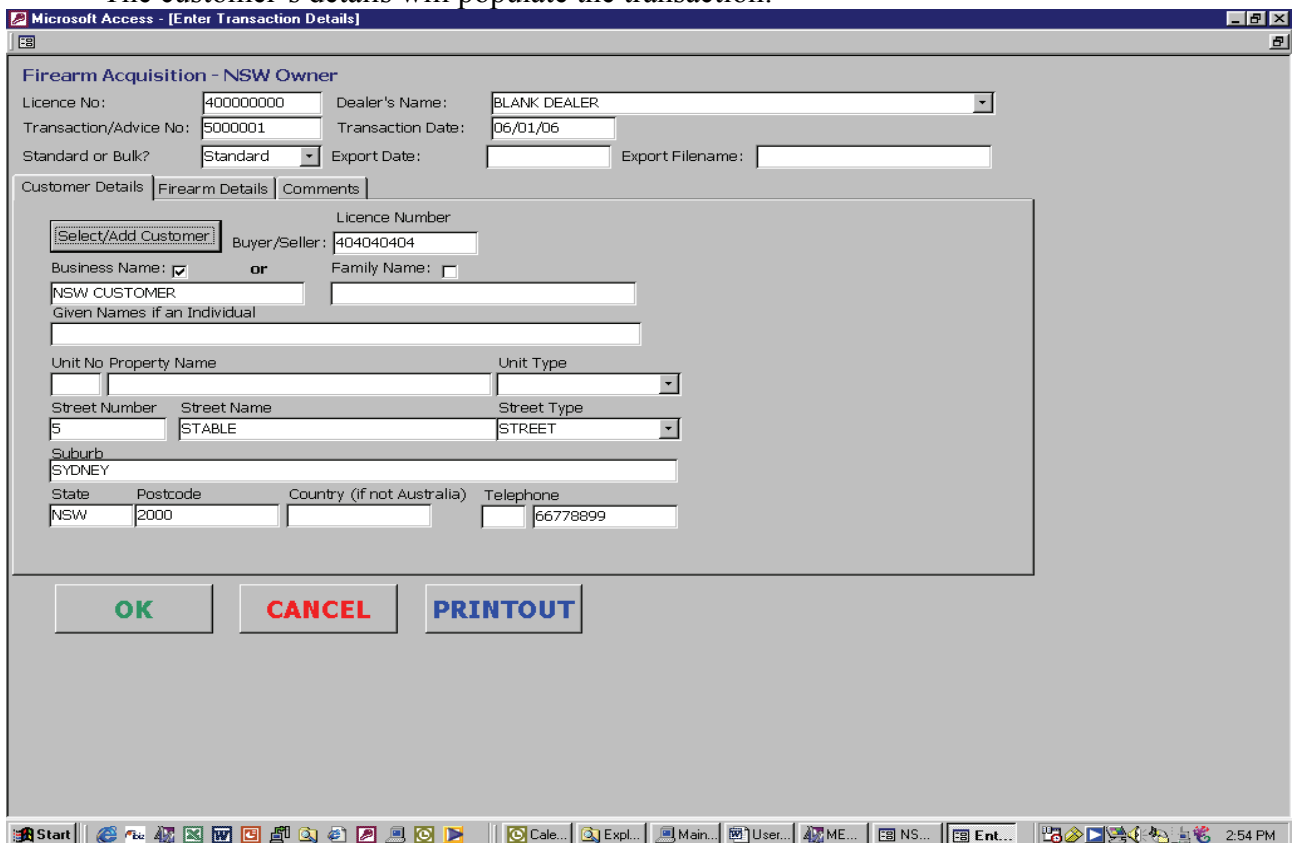
- Next the FIREARM DETAILS need to be completed. Click on the Firearm Details tab:

- By default this transaction is a "Complete Firearm" however you have the option of changing this to a "Frame".

- Enter the Make of the firearm. There is a table of makes to select from. If the make does not exist in the list then you are able to add a new one.

- Next you enter the Model of the firearm. There is a table of models to select from. If the model does not exist you have the option to add the model to the list. On entering a model for the first time all firearm details such as Loading Action and Propellant Type must be entered. These are stored so that when you select that model in the future all the details will automatically populate.

- Next you enter the NSW registration and serial number for the firearm.

- There is also a field labelled Dealer Ref, this field is for your own personal use to aid with stock keeping etc.

- All the firearm details should have updated automatically on selecting the model but it is worth checking to make sure the right information for the firearm in question has appeared.

- There is a final tab for COMMENTS. You can type any information that is relevant to the transaction (these comments are NOT transferred to the Firearms Registry).

- Once all information has been entered you can now press the OK button at the bottom of the screen. If all the data has been entered a message box will appear confirming the transaction details are complete, otherwise you will be informed of what information is missing.

7.1.4 Interstate/Overseas v NSW Transactions

The only difference with Interstate/Overseas transactions is that there is an Interstate/Overseas licence number. The NSW Registration number of the firearm is not compulsory.
Interstate/Overseas Transaction:

7.1.5 Bulk Transactions

If you are transferring several identical firearms to the same dealer a Bulk Transaction may be selected to save you entry time. On selecting the bulk option the BULK TRANSACTION tab appears. This section allows you to enter multiple firearm registration and serial numbers:

7.1.6 Disposals

If you select either the NSW or Interstate/Overseas disposal option, the following List of Firearms in Stock popup window appears. This displays all your current firearms in possession (please note that the firearm must have a registration number to appear in this list).

Select the firearm for disposal from the firearm list. There is a search facility to allow you to quickly find the firearm that you wish to dispose:
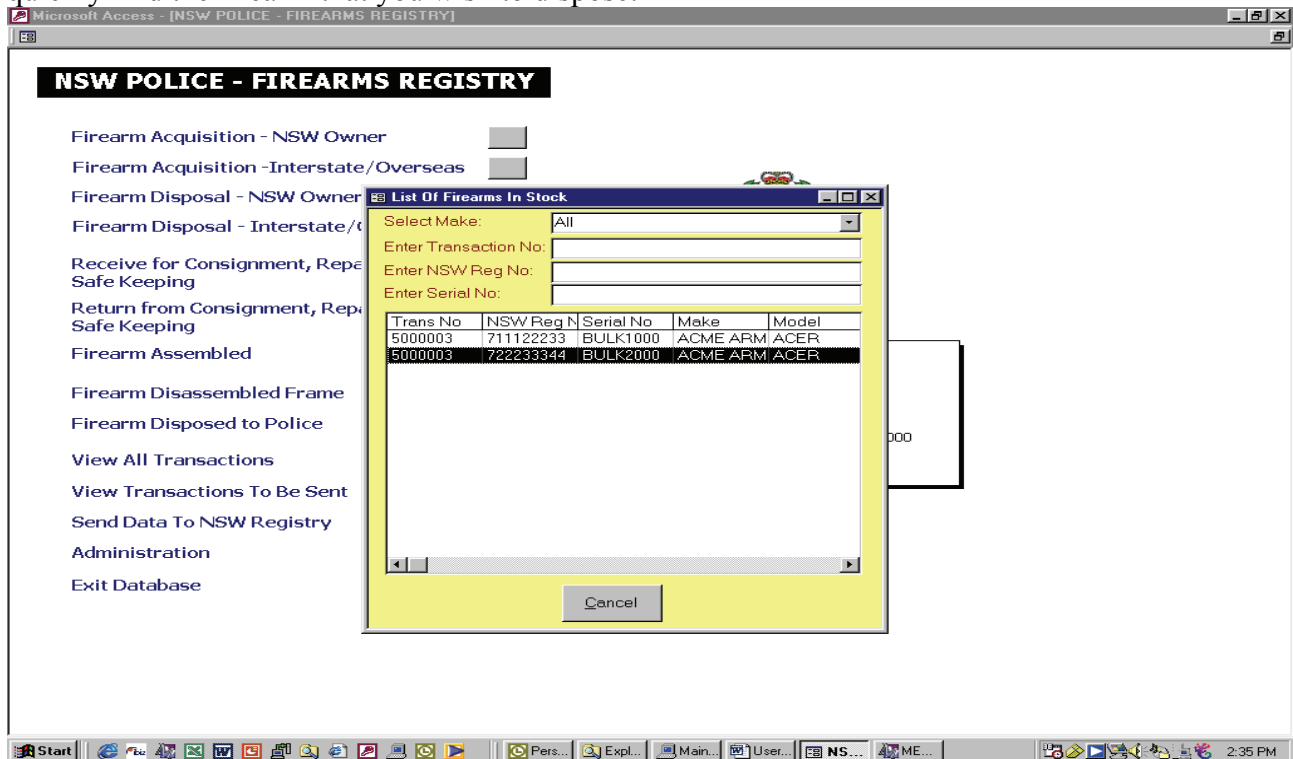
Double click on the firearm to select the firearm for disposal.
This takes you to the input screen:
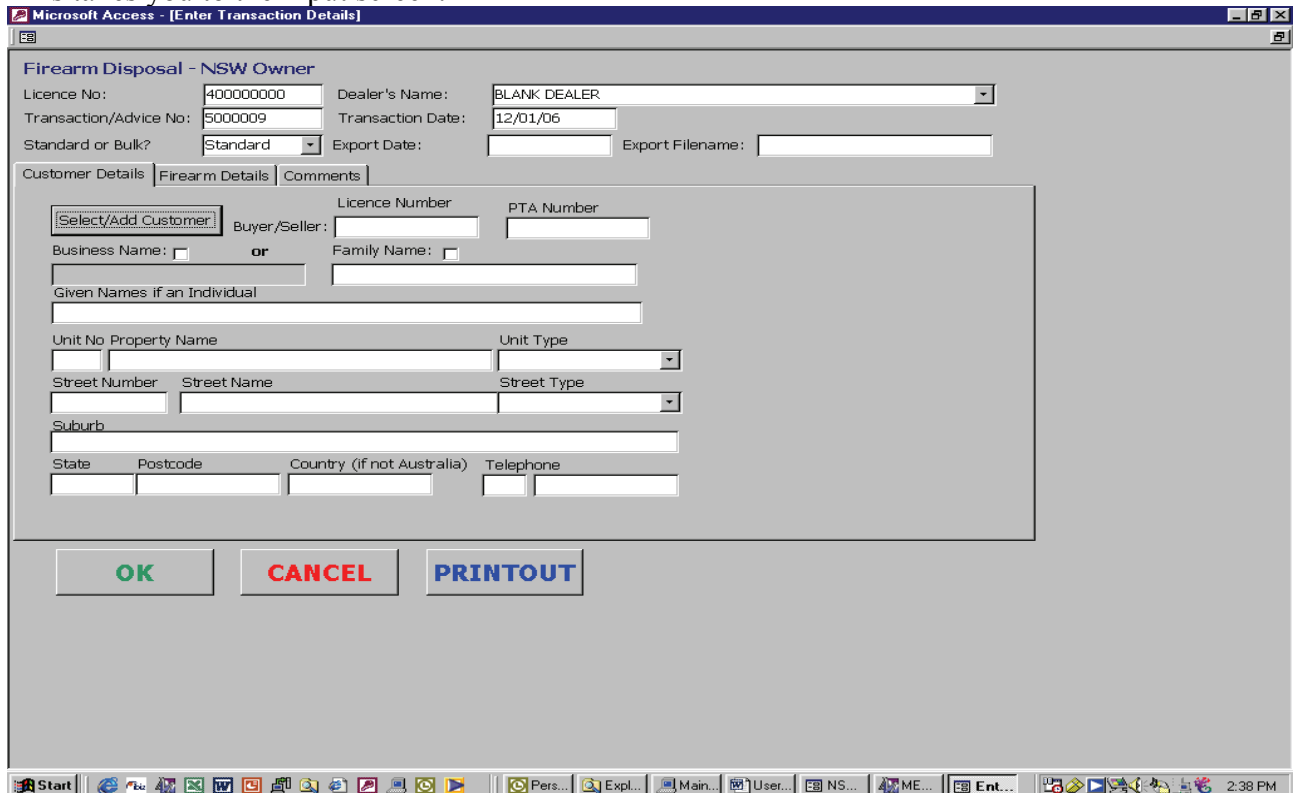
The firearm details will be populated. You only have to enter the customer's details to complete the transaction.

7.1.7 Receive for Consignment, Repair or Safe Keeping

Click on the Receive for Consignment, Repair of Safe Keeping button to record firearms held by you on behalf of a licence holder.

The input screen appears:

Enter the customer and firearm details the same way you would enter a NSW Acquisition transaction.

Then click on the Storage tab to enter the reason for safe storage:

7.1.8 Return from Consignment, Repair or Safe Keeping

Click on the Return from Consignment, Repair or Safe Keeping button to record the return of firearms to the original owner.

The Return Firearms Lookup box appears:
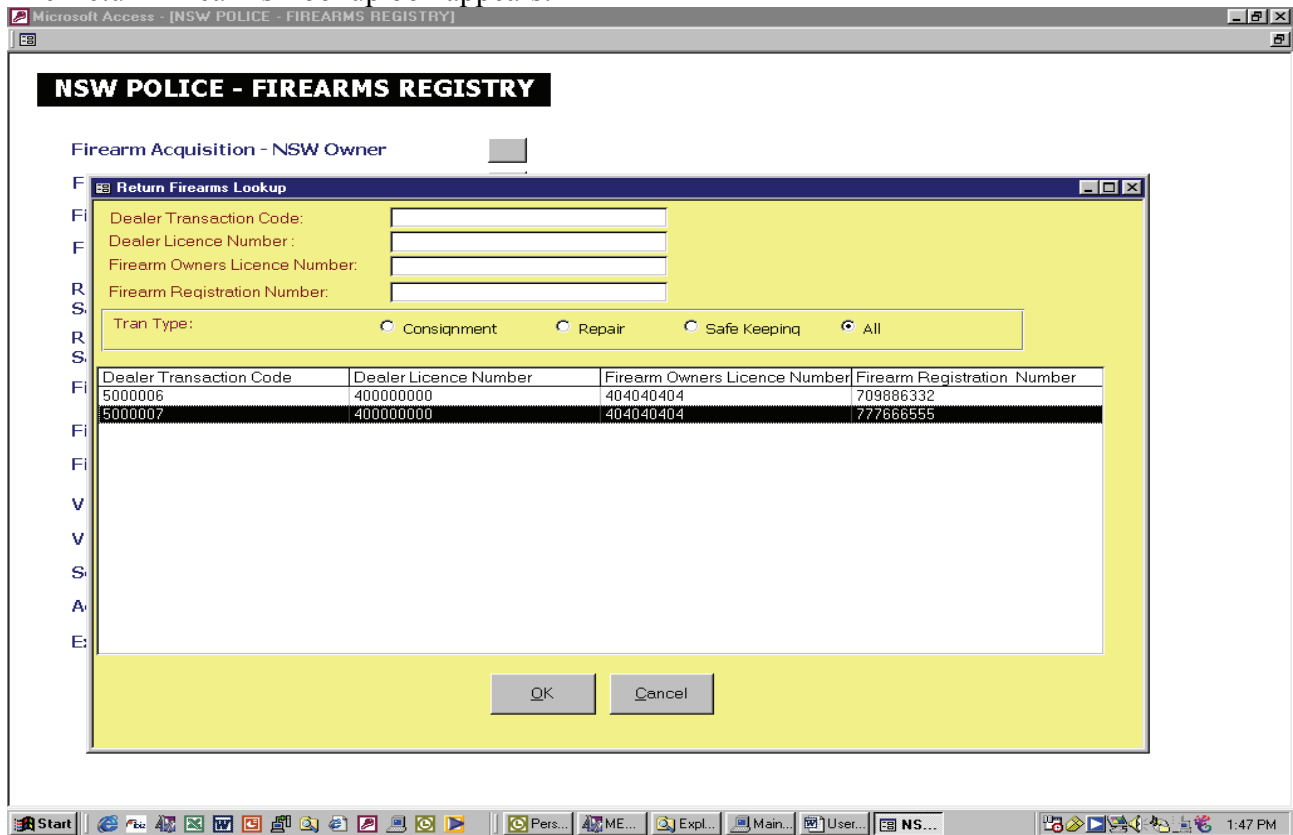
This list shows all firearms currently being held for safe storage.

Select the firearm to return by highlighting the firearm and then clicking the OK button.

The input screen appears:
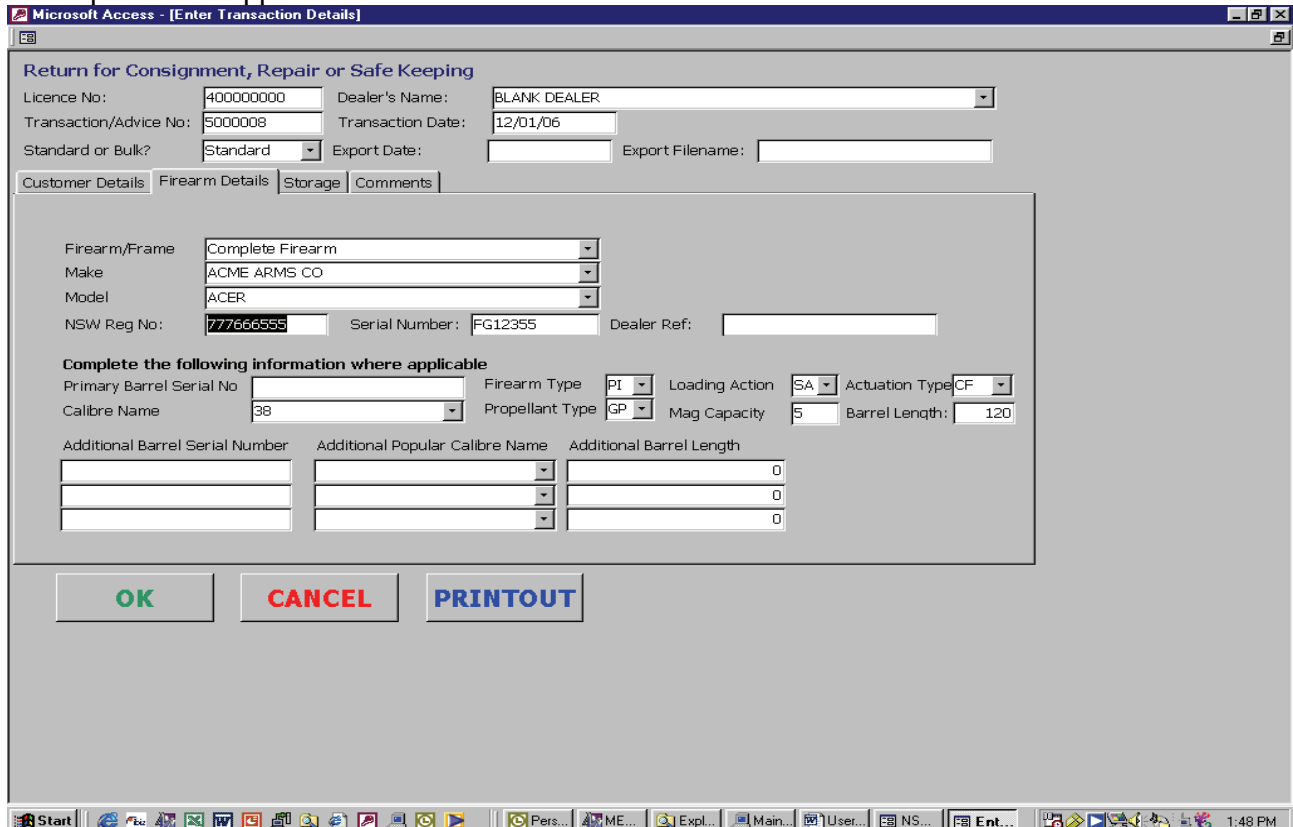
The customer and firearm details are populated. Click OK to complete the transaction.

7.1.9 Assembled & Disassembled Firearms

Like "Disposals" when either of these options are selected a popup window appears displaying all the firearms currently in stock. You double click the firearm that is to be assembled/disassembled, then enter the changes to the firearm.

Firearm Assembled Transaction:

7.1.10 Disposed To Police

This transaction allows you to dispose of unwanted firearms to the police. Select the firearm from the stock list. This populates the transaction input form with the firearm details. All you need to enter is the police station and event number:

7.1.11 View All Transactions

This form is designed to let you view all the transactions that you have processed on the database. The top half of the screen is the SEARCH facility that allows you to quickly find the transaction you are after.

There is also a SORT facility. Click on any of the column headings to sort, for example, if you click on Reg No the transactions will be sorted in order of registration numbers.

Once you have found the transaction you wish to examine, double click on that transaction to view the details.

The Registration Number and Dealer Reference are editable; i.e. you can update these details from this screen.

7.1.12 View Transactions to be Sent

This form lists all transactions that have not yet been sent to the Firearms Registry. This means that the text file has not yet been created. You can view these transactions and make any changes before the transactions are sent to the Registry.

Double click on any of the records to view the transaction details and make any changes. This will bring up the original transaction input form:

You can also cancel the transaction if necessary. Click on the Cancel button. This transaction will now appear as a cancelled transaction in the list to be sent to the Firearms Registry:

7.1.13 Send Data to NSW Registry

This option creates a text file of all the transactions you have entered. The text file must then be sent to the Firearms Registry via the Firearmslink Internet. The file is saved on your hard drive in the following directory:

C:\Firearms Registry\Data

The file will be named in the convention below:

4000000000_142731082002.txt

The first section before the underscore (_) is your licence number. This is followed by the time in a 24-hour clock format. Then comes the date in the format day month year. Finally, the file name ends with the extension .txt which signify's this is a text file.

You must send the file to the Firearms Registry via the Internet through the Firearms Registry Firearmslink site (refer to the FIREARMSLINK manual located on the NSW Police Internet site under Registered Users www.police.nsw.gov.au).

7.1.14 Administration

The system also provides some administration functionality that you will have to use from time-to-time. When you click on the "Administration" button the Administration Menu appears:
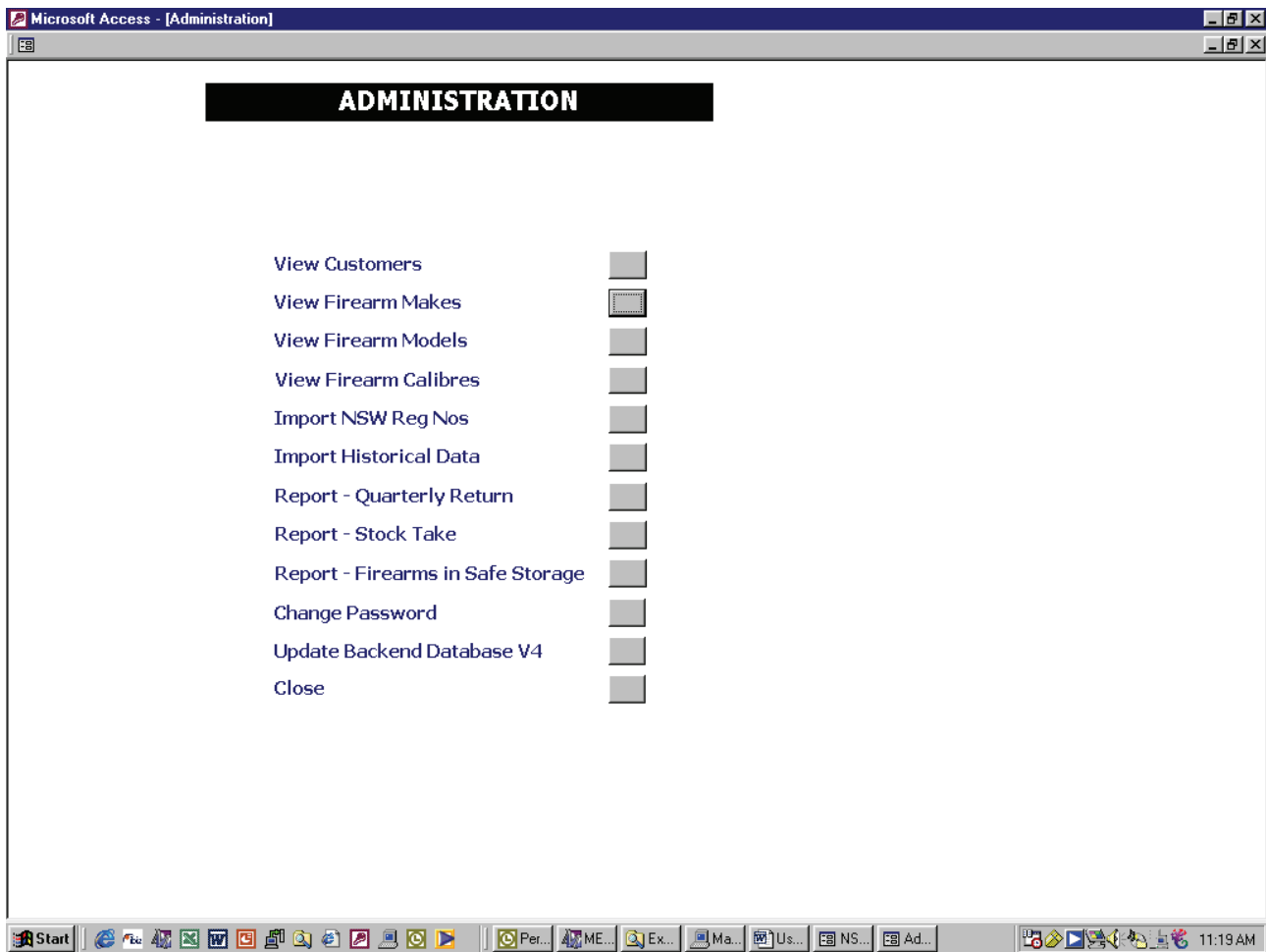
7.1.14.1   Reference Tables

The top four options allow you to view or update records from the reference tables:
- Customers
- Firearm Makes
- Firearm Models
- Firearm Calibres.

7.1.14.2   Import NSW Reg Nos

This option is not currently available.

7.1.14.3   Import Historical Data

This function is used by the Firearms Registry to upload your existing firearms in possession into the database.

7.1.14.4 Report – Quarterly Return

This option allows you to select your dealer transactions and send to the Firearms Registry by email.

- Click on the Report – Quarterly Return option
- A list of all your dealer transactions appears:
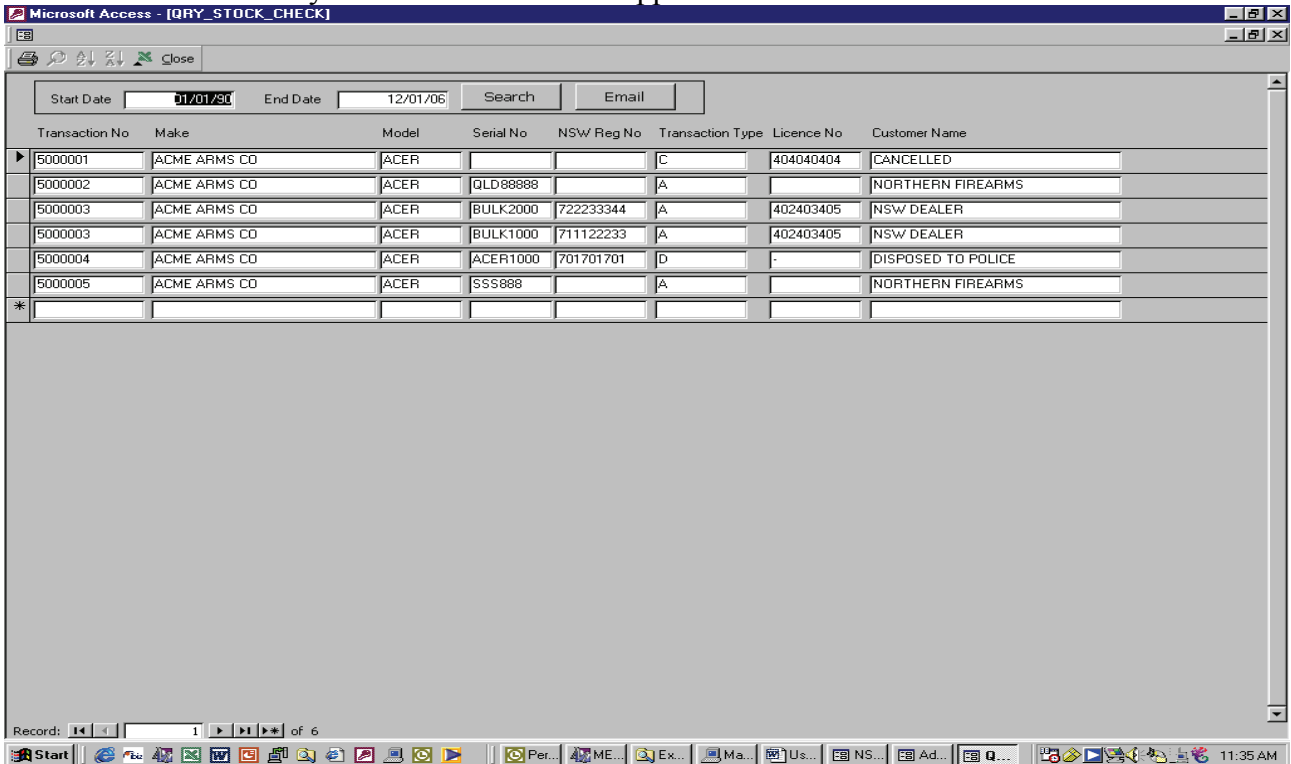
- Type in the Start Date and End Date to select the transactions for a quarterly period then click on the Email button:
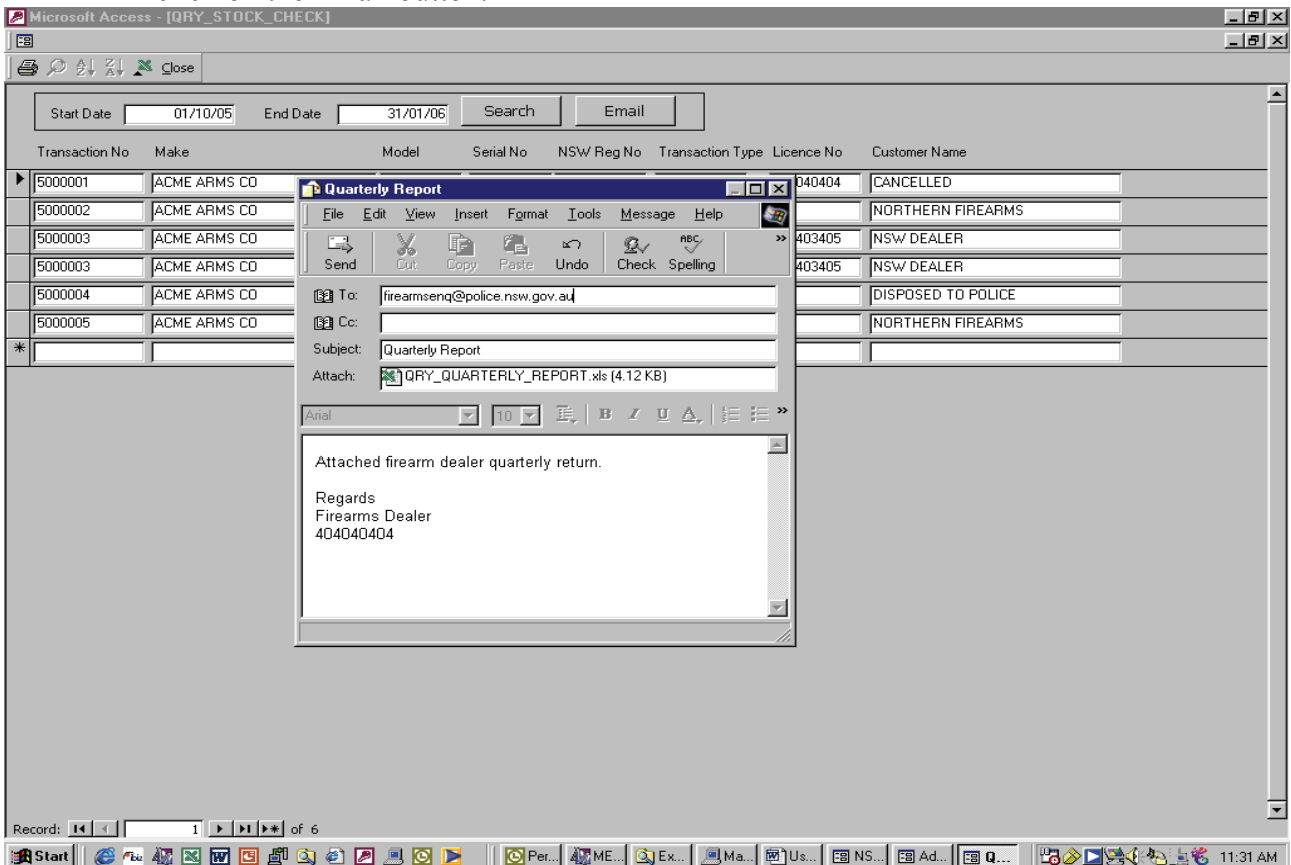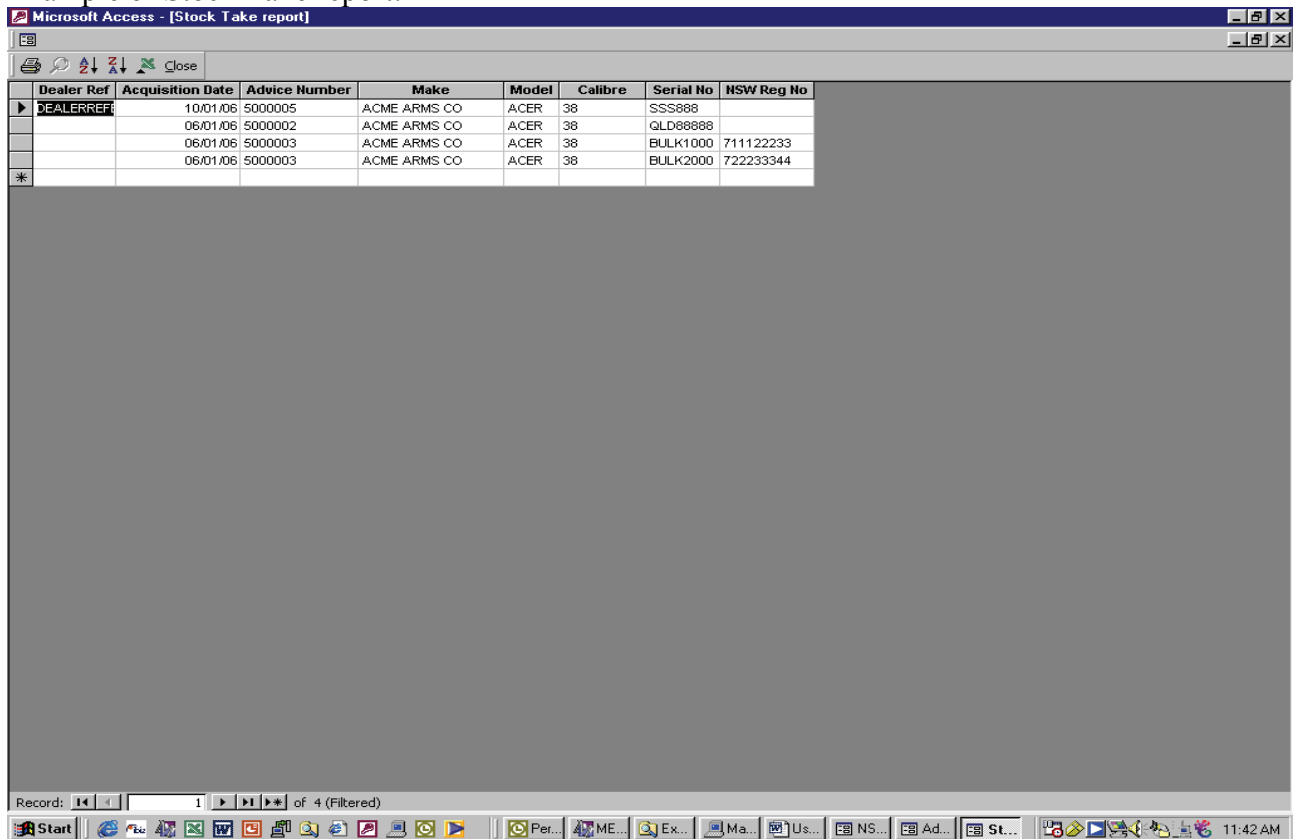

- An excel spreadsheet is created to be sent by Email to the Firearms Registry.

7.1.14.5   Report – Stock Take

This report displays all the firearms that you currently have in stock. The report is in a datasheet format so that if required it can be converted into an Excel spreadsheet.
Example of Stock Take report:

7.1.14.6   Report Firearms in Safe Storage

This report displays all firearms currently held for safe storage on behalf of another licence holder. The report is in a datasheet format similar to the Dealer's Stock Take report.

7.1.14.7   Change Password

This option brings up the following popup window that allows you to change your password. The first time you wish to set a password leave the old password blank and enter the new password in twice to verify. It is recommended that you keep a record of the password in a paper file just in case you forget it next time you come to use the system. You will not be able to login to the database without a password. Also note the password is case sensitive so be aware of the case when creating your password.

7.1.14.8   Upgrade Backend Database V4

This option is only applicable to Firearm Dealers using an older version than Version 4.9 of the database.

7.1.15 Exit the Database

Click this button to close the database. If there are any transactions waiting to be exported to the Firearms Registry a warning message will appear to remind you to export.