

NSW Police Firearms Registry Dealer Database User Guide

TABLE OF CONTENTS

1	Aim	3
2	Software Requirements	3
3	System Files	3
4	Historic Data	3
5	Opening the Database	3
6	Logging on to the Database	4
7	Main Menu Screen	5
	7.1.1 System Details	5
	7.1.2 Dealer Transactions	6
	7.1.3 Step By Step How To Complete A NSW Acquisition	6
	7.1.4 Interstate/Overseas v NSW Transactions	10
	7.1.5 Bulk Transactions	11
	7.1.6 Disposals	12
	7.1.7 Receive for Consignment, Repair or Safe Keeping	13
	7.1.8 Return from Consignment, Repair or Safe Keeping	14
	7.1.9 Assembled & Disassembled Firearms	15
	7.1.10 Disposed To Police	16
	7.1.11 View All Transactions	17
	7.1.12 View Transactions to be Sent	18
	7.1.13 Send Data to NSW Registry	20
	7.1.14 Administration	21
	7.1.15 Exit the Database	24

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:

Access	_ 8 ×
D 😂 🖬 👙 这 💖 👗 🖻 🛍 🝼 ኯ 🅦 - 闘 - 🎎 🗃 名 檀 - 😰 -	
Eile Edit Yiew Insert Tools Window Help	
Logon ? X	
Name:	
dealer	
Password:	
Ready	
① (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	11:55

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.

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 View All Transactions View Transactions To Be Sent Send Data To NSW Registry	VERSION 4.9 Dealer Licence No: 40000000 Dealer Name: BLANK DEALER Transaction Range: 5000001 to 5900000 Last Transaction No:	
Administration Exit Database		

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	ne input forn	n for a Fir	earm Acqu	1151t10n -	NSW Owner	r:	
	ansj						<u></u>
Firearm Acquisition - NSW Owner	r Dealer's Name:	BLANK DEALER			-		
Transaction/Advice No: 5000001	Transaction Date:	06/01/06					
Standard or Bulk? Standard	Export Date:	,	Export Filename:				
Customer Details Firearm Details Comm	ents						
Select/Add Customer Buyer/Seller: Business Name: or Given Names if an Individual	Licence Number						
Unit No Property Name Street Number Street Name Suburb State Postcode Count	ry (if not Australia)	Unit Type Street Type	•				
OK CANC	CEL PRII	ΝΤΟυΤ					
, 🙀 Start 🛛 🏉 💤 🚛 🔣 🐨 🖪 🗗 🔍 (2 🗵 🔍 💌	🚺 🖸 Cale 🔯 E	xpl 📃 Main 🌆	ME 🕅 🕅 User	🖼 NS 📳 Ent		1:42 PM

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:

🖀 Customer Lookup			<u> </u>
Enter Licence No: Enter Business Name: Enter Individual Surname:			
Licence No Business Na 1111111111 aaa	ame	Indi∨idual Su NA	rname
			Þ
<u>Q</u> K <u>A</u> dd	Ē	įdit <u>C</u>	ancel

- 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:

Microsoft Acc	ess - [Ent	er Transac	tion Deta	ails]							<u>- 8 ×</u>
											Ð
Firearm Acc	quisitio	n - NSW	Owner								
Licence No:		40000000	0	Dealer's Name:		BLANK DEALER			•		
Transaction/Ad	lvice No:	5000001		Transaction Dat	e:	06/01/06					
Standard or Bu	II.o	lean anna dit Custor			Г		e		1		
Customer Deta	E6 Add/L	un custon	IGIS								
Select/Ad	Customer	Type: NS\	√ ⊙ lr	nterState/Overseas	0	Unit No:					
Business N	Licence	lo:	4040404	404		Property Name:					
	Business	Name:	▼			Street No:	5				
Given Narr			NSW CL	JSTOMER		Street Name:	STABLE	_			
						Street Type:	STREET	<u>·</u>			
Unit No Pri	Family N	lame:				Suburb:	SYDNEY	_			
Street Nur	First Nar	me: ree Cedeu				State:		_			
	Phone N	rea coue: lo:	6677880	00		Country:	2000	_			
Suburb	Hone N	0.	00,,00.	,,,		country.	11				
Stata							Done Delete				
C											
🏽 🎆 Start 🛛 🍊 🧉	be 🌆 📉	i 🗹 🖸 i	gu 🔕 🤞	🖹 🔎 🗏 🖸 🕯	2	🛛 💽 Cale 🔯 Exp	ol 🦲 Main 🕅 User	. 🌆 ME	🕄 NS 🕄 Ent	₿⊘⊵≌∢ೀ&_⊒€ 2	2:52 PM

• 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:

	<u>8</u>
Firearm Acquisition - NSW Owner	
Licence No: 400000000 Dealer's Name: BLANK DEALER	
Transaction/Advice No: 5000001 Transaction Date: 06/01/06	
Standard or Bulk? Standard 💽 Export Date: Export Filename:	
Customer Details Firearm Details Comments	
Licence Number	
Select/Add Customer] Buyer/Seller: 404040404	
Business Name: 🔽 or Family Name:	
NSW CUSTOMER	
Given Names if an Individual	
Linit No Property Name Linit Type	
On the roperty terms	
Street Number Street Name Street Type	
5 STABLE STREET •	
Suburb	
State Postcode Country (if not Australia) Telephone	
NSW 2000 66778899	
📑 🕅 Start 🛛 🥙 極 🕼 🖾 🔟 🛄 🚇 🍳 🌮 🖉 🖳 🕑 D 👘 💟 🙆 Cale 🙆 Expl 🔤 Main 🕮 User All ME 🗔 NS 🛛 🗟 Ent	🛗 🏈 🔄 🤮 🍕 🗞 🛓 🐔 2:54 PM

• Next the FIREARM DETAILS need to be completed. Click on the Firearm Details tab:

🖉 Microsoft Access - [Enter Transaction Details]	_ 8 ×
	Ð
Firearm Acquisition - NSW Owner	
Licence No: 400000000 Dealer's Name: BLANK DEALER	
Transaction/Advice No: 5000001 Transaction Date: 06/01/06	
Standard or Bulk? Standard T Export Date: Export Filename:	
Customer Details Firearm Details Comments	
	1
Firearm/Frame Complete Firearm	
Make AAA	
Model ACER	
NSW Reg No: 701701701 Serial Number: ACER1000 Dealer Ref: OPTIONAL	
Complete the following information where applicable	
Primary Barrel Serial No Firearm Type PI 💽 Loading Action SA 💽 Actuation TypeCF 💽	
Calibre Name 38 T Propellant Type GP Mag Capacity 5 Barrel Length: 120	
Additional Barrel Serial Number Additional Popular Calibre Name Additional Barrel Length	
	7
OK CANCEL PRINTOUT	
 第Start 🎯 💤 編 🛛 👿 📴 🎒 ③ 🌮 🖉 🧾 🗿 🕨	₩∂⊘≥ ∰€€₩ <u>8</u> 312 PM

- 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:	
🖉 Microsoft Access - [Enter Transaction Details]	_ 8 ×
	<u></u>
Firearm Acquisition - Interstate/Overseas Licence No: 40000000 Dealer's Name: BLANK DEALER • Transaction/Advice No: 5000002 Transaction Date: 06/01/06 Standard or Bulk? Standard • Export Date: Export Filename: Customer Details Firearm Details Comments	
Select/Add Customer Interstate Licence Number Business Name: or Family Name: OLD5000000 NOR THERN FIREARMS Or Given Names If an Individual Outro Type Unit No Property Name Unit Type Street Number Street Type S QUARRY Suburb BRISBANE State Postcode QLD 3000	
OK CANCEL PRINTOUT	
🏽 Start 🛛 🍘 🟧 🐹 🐨 📴 🖆 🔕 🕸 🖉 💻 💽 📂 👘 🙆 Cale 💁 Expl 🕮 Main 🕮 User 🌆 ME 🖼 NS 📳 Ent	🖁 🖉 🚬 🐏 🍕 🍓 😫 3:20 РМ

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:

Fream Acquisition - NSW Owner Lkence No: Transaction/Advice No: Standard or Buk? Puk Export Data: Delate's Name: Outlower Details Frearm Details Buk Transaction Date: Optimized or Buk? Participation Registration No Serial No Delaters Prizz22334 PULX:000 Delate Prizz22334 PULX:000 Delate Prizz22334 PULX:000 Delate V Prizz22334 PULX:000 Delate V Delate V Record: K < 2 > mixe of 2 OK CANCEL	🖉 Microsoft Access - [Enter Transaction Details]	
Firearm Acquisition - NSW Owner Lience No: f0000000		B
Registration No Serial No P11122233 PULK1000 P2223344 PULK2000 Pelete * Delete * Pecord: * 2 PRINTOUT	Firearm Acquisition - NSW Owner Licence No: 400000000 Dealer's Name: BLANK DEALER Transaction/Advice No: 5000003 Transaction Date: 06/01/06 Standard or Bulk? Bulk Export Date: Export Filename: Customer Details Firearm Details Bulk Transaction Comments	
P11122233 P2223344 Pelete * Delete * Pecord: * PRINTOUT	Registration No Serial No Dealer Ref Fill	
Precord: IMI PREcord: IMI PRINTOUT	711122233 BULK1000 Delete	
Record: M 1 2 > H >+ of 2 OK CANCEL PRINTOUT		
	* Delete	
OK CANCEL PRINTOUT		

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:

		হ
	AS DECISTRY	
NSW POLICE - FIREARI	AS REGISTRY	
Firearm Acquisition - NSW Own	ner 👘	
Firearm Acquisition -Interstate	/Overseas	
Firearm Disposal - NSW Owner	En List Of Firearms In Stock	
Firearm Disposal - Interstate/0	Select Make: All	
Receive for Consignment, Repa	Enter Transaction No:	
Safe Keeping	Enter NSVV Reg No:	
Return from Consignment, Rep Safe Keeping	Trans No NSW Reg N Serial No Make Model	
Firearm Assembled	5000003 711122233 BULK1000 ACME ARM ACER 5000003 722233344 BULK2000 ACME ARM ACER	
Firearm Disassembled Frame		
Firearm Disassembled Frame		
	poo	
View All Transactions		
View Transactions To Be Sent		
Send Data To NSW Registry		
Administration	× · · · · · · · · · · · · · · · · · · ·	
Exit Database	Cancel	
🙀 Start 🛛 🏉 🚈 4 🔀 😿 📴 🖆 🖄 🔌 🛛	🔊 🔍 🔀 🔰 🔯 Pers 🔯 Expl 🕮 Main 💇 User 🖼 NS 🌆 ME	🖁 🏈 🗾 🥞 🍕 🗞 🛓 🏀 2:35 PM 👘
Double click on the firearm	to select the firearm for disposal.	
	1	
This takes you to the input s	screen.	
This takes you to the input s Microsoft Access - [Enter Transaction Details]	screen:	_ 8 ×
This takes you to the input s Microsoft Access - [Enter Transaction Details]	screen:	E E
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner		_ 5 × 8
Image: Contract of the second seco	Aler's Name: BLANK DEALER	_ 0 × 5
Microsoft Access - [Enter Transaction Details] Image: Standard or Bulk?	Aler's Name: BLANK DEALER	_ 8 ×
Microsoft Access [Enter Transaction Details] Image: Standard or Bulk? Standard Standard or Bulk? Standard Customer Details Firearm Details	Aler's Name: BLANK DEALER	- 5 × 5
Microsoft Access [Enter Transaction Details] Image: Standard or Bulk? Standard Image: Standard	Aler's Name: BLANK DEALER Insaction Date: 12/01/06 Int Date: Export Filename: Ince Number PTA Number Inter	-5× 5
Microsoft Access - [Enter Transaction Details] Image: Microsoft Access - [Enter Transaction Details] Image: Standard or Bulk? Elect/Add Customer Buyer/Seller:	Screen: aler's Name: BLANK DEALER nsaction Date: 12/01/06 rt Date: Export Filename: nce Number PTA Number	_8× 8
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 40000000 Dea Transaction/Advice No: 500009 Trai Standard or Bulk? Standard • Expo Customer Details Firearm Details Comments Lice Select/Add Customer Buyer/Seller: Business Name: or Fam	Screen: Aler's Name: BLANK DEALER Isaction Date: 12/01/06 Date: Export Filename: Ince Number Ity Name:	_ B × B
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 500009 Tra Standard or Bulk? Standard • Expo Customer Details Firearm Details Comments Elce Select/Add Customer Buyer/Seller: Business Name: or Fam Given Names if an Individual	Screen:	_ 9 × 5
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 5000009 Tran Standard or Bulk? Standard • Expo Customer Details Firearm Details Comments Lice Select/Add Customer Buyer/Seller: Given Names if an Individual	Screen:	_ 9 × 5
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 5000009 Trai Standard or Bulk? Standard • Expo Customer Details Firearm Details Comments Lice Select/Add Customer Buyer/Seller: Business Name: or Fam Given Names if an Individual Unit No Property Name	Screen:	- 5 × 5
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 40000000 Dea Transaction/Advice No: 5000009 Tran Standard or Bulk? Standard Expo Customer Details Firearm Details Comments Lice Select/Add Customer Buyer/Seller: Business Name: Or Fam Given Names if an Individual Unit No Property Name Street Number Street Name	Screen:	- 5 × 5
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 5000009 Trai Standard or Bulk? Standard Standard Standard or Bulk? Standard S	Screen:	<u>।</u> त्र × ह
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 5000009 Trai Standard or Bulk? Standard Standard or Bulk? Standard Standard or Bulk? Standard Given Names if an Individual Unit No Property Name Street Number Street Name Suburb State Destende	Screen: aler's Name: BLANK DEALER nsaction Date: 12/01/06 pt Date: pt A Number pt A Number unit Type Street Type front Australia). Telenberne	
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 500009 Trai Standard or Bulk? Standard Standard or Bulk? Standard Standard or Bulk? Standard Given Names if an Individual Unit No Property Name Street Number Street Name Suburb State Postcode Country (if	Screen: Aler's Name: BLANK DEALER Isaction Date: 12/01/06 Drt Date: Export Filename: Ince Number PTA Number Unit Type Unit Type Fnot Australia) Telephone	X
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 40000000 Dea Transaction/Advice No: 500009 Trai Standard or Bulk? Standard Standard or Bulk? Customer Details Firearm Details Comments Lice Select/Add Customer Buyer/Seller: Business Name: or Fam Given Names if an Individual Unit No Property Name Street Number Street Name Suburb State Postcode Country (if	Aler's Name: BLANK DEALER nsaction Date: 12/01/06 prt Date: Export Filename: nce Number PTA Number Illy Name: Unit Type Street Type fnot Australia) Telephone	
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 500009 Tra Standard or Bulk? Standard • Expo Customer Details Firearm Details Comments Lice Select/Add Customer Buyer/Seller: Business Name: or Fam Given Names if an Individual Unit No Property Name Street Number Street Name Suburb State Postcode Country (if	Aler's Name: BLANK DEALER nsaction Date: 12/01/06 prt Date: Export Filename: nce Number PTA Number III Name: Street Type fnot Australia) Telephone	_ 9 × 5
This takes you to the input s Microsoft Access - [Enter Transaction Details] Image: Standard Standard or Bulk? Business Name: or Fam Given Names if an Individual Unit No Property Name Suburb State Postcode Country (if	Acreen:	_ 9 × 9
This takes you to the input s Microsoft Access - [Enter Transaction Details] B Firearm Disposal - NSW Owner Licence No: 40000000 Transaction/Advice No: 5000009 Standard or Bulk? Standard Customer Details Firearm Details Business Name: or Given Names if an Individual Unit No Property Name State Postcode Country (if OK CANCEL	Acreen:	2 2 2
This takes you to the input s Microsoft Access - [Enter Transaction Details] Image: Standard Standard or Bulk? Business Name: or Given Names if an Individual Unit No Property Name Suburb State Postcode Country (if	Screen:	
This takes you to the input s Microsoft Access - [Enter Transaction Details] Image: Standard Standard or Bulk? Business Name: or Fam Given Names if an Individual Unit No Property Name Suburb Suburb Suburb OK CANCEL	Acreen:	
This takes you to the input s Microsoft Access - [Enter Transaction Details] Image: Standard Disposal - NSW Owner Licence No: 400000000 Transaction/Advice No: 500009 Standard or Bulk? Standard Image:	Acreen:	
This takes you to the input s Microsoft Access - [Enter Transaction Details] Firearm Disposal - NSW Owner Licence No: 400000000 Dea Transaction/Advice No: 5000009 Transaction/Advice No: Standard or Bulk? Standard _ Expo Customer Details Firearm Details Comments Lice Standard or Bulk? Standard _ Expo Customer Details Firearm Details Comments Select/Add Customer Buyer/Seller: Business Name: _ or _ Fam Given Names if an Individual	Acreen:	

Bstart & The firearm details will be populated. You only have to enter the customer's details to complete the transaction.

1 = 1 = 1

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.

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:

Receive for Consignment, Repair or Safe Keeping Licence No: 40000000 Dealer's Name: BLANK DEALER Transaction/Advice No: 5000006 Transaction Date: 12/01/06 Standard or Bulk? Standard I Export Date: Export Filename: Customer Details Firearm Details Storage Comments Comm	
Reason for Storage: Consignment Repair Safe Keeping	
OK CANCEL PRINTOUT	
] 🏦 Start 🛛 🥙 🐄 4課 🗙 🐨 🖸 🎒 🕲 🔄 🖉 💻 🚫 📂 🔰 🖸 Pers 4課 ME) 🕃 Expl / 르 Main, 回 User, 🗃 NS / 🗐 Ent	1:32 PM

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:
---------------------	--------	--------------

SW POLICE - FIREARMS REGISTRY	icrosoft Access - [NSW POLICE - FIREARMS REGISTRY]	
SW POLICE - FIREARMS REGISTRY		
Firearm Acquisition - NSW Owner	NSW POLICE - FIREARMS REGISTRY	
Firearm Acquisition - NSW Owner Firearm Lookup Firearm Lookup Firearm Consection Code: Firearm Registration Number: Firearm Registration Number: <		
F E. Return Fiteams Lookup F Dealer Transaction Code: Dealer Licence Number:	Firearm Acquisition - NSW Owner	1
File Dealer Transaction Code: Firearm Registration Number: Tran Type: Consignment Repair Safe Keeping All Transaction Code Dealer Transaction Code Dealer Licence Number Firearm Owners Licence Number Transaction Code Dealer Transaction Code Dealer Transaction Code Dealer Transaction Code All Firearm Owners Licence Number 709386332 5000007 400000000 404040404 727666555 QK Qancel	E Return Firearms Lookup	
Firearm Connect Number: Firearm Registration Number: Tran Type: Consignment Repair Safe Keeping All Dealer Transaction Code Dealer Licence Number Firearm Owners Licence Number Firearm Registration Number 5000006 400000000 40404004 709886332 5000007 400000000 404040404 777666555 Fi OK Qancel	Dealer Transaction Code:	
Firearm Registration Number: Tran Type: Consignment Repair Dealer Transaction Code Dealer Transaction Code 100000000 4000000000 4000000000	Firearm Owners Licence Number:	
S Tran Type: Consignment Repair Safe Keeping A E QK Cancel	R Firearm Registration Number:	
R Fi Dealer Transaction Code Dealer Licence Number Firearm Owners Licence Number Firearm Registration Number 5000006 4000000000 4000000000 400000000 40000000000 4000000000000000000000000000000000000	S. Tran Type: O Consignment O Repair	© Safe Keeping ● All
Dealer Transaction Code Dealer Licence Number Firearm Owners Licence Number Firearm Registration Number 5000006 400000000 404040404 709886332 5000007 400000000 404040204 777668555 Fi V V Si A E QK Cancel	R S	
Fi Fi Fi Fi Sourcel	Fi Dealer Transaction Code Dealer Licence Number Firearm O	Dwners Licence Number Firearm Registration Number
FI FI V V Si A E	5000007 40000000 4040404 40404040	777666555
Fi V Si A E: QK Qancel	Fi	
V Si Ai E: QK Qancel	Fi	
V Si A E C QK Qancel	v	
Si A Ei QK Qancel	v	
A E: QK Qancel	S	
<u>QK</u> <u>Cancel</u>		
	OK Canor	

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	in	put	screen	ap	pears:
	_				

Microsoft Access - [Enter Transaction Details]	- 레즈
	Ð
Return for Consignment, Repair or Safe Keeping	
Licence No: 400000000 Dealer's Name: BLANK DEALER	
Transaction/Advice No: 5000008 Transaction Date: 12/01/06	
Standard or Bulk? Standard 🕑 Export Date: Export Filename:	
Customer Details Firearm Details Storage Comments	
Finarm Frame Complete Finarm	
Model ACER	
NSW Reg No: 777665555 Serial Number: FG12355 Dealer Ref:	
Complete the following information where applicable	
Calify Name 38 Y Propellant Type P M Capacity 5 Receil and 1 120	
Additional Barrel Serial Number Additional Popular Calibre Name Additional Barrel Length	
OK CANCEL PRINTOUT	
🏽 Start 🛛 🍘 💀 🐼 🔀 🐨 📴 🛱 🔕 🔊 🖉 🗏 🗵 🔯 🏷 🤰	🛓 🐮 1:48 PM

The customer and firearm details are populated. Click OK to complete the transaction. 10/12/2008 Page 14 of 24

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:	
Aicrosoft Access - [Enter Transaction Details]	<u>_ 8</u>
Firearm Assembled	
Licence No: 40000000 Dealer's Name: BLANK DEALER	
Transaction/Advice No: 5000004 Transaction Date: 06/01/06	
Standard or Bulk? Standard Export Date: Export Filename:	
Firearm Details Comments	
Firearm/Frame Complete Firearm	
Make AAA 🗾	
NSW Reg No: 701701701 Serial Number: ACER1000 Dealer Ref:	
Complete the following information where applicable	
Primary Barrel Serial No Firearm Type PI 🔹 Loading Action SA 🔹 Actuation TypeCF 🛫	
Calibre Name 38 🔹 Propellant Type 🕞 Mag Capacity 5 Barrel Length: 120	
Additional Barral Social Number Additional Dopular Calibre Name Additional Barral Longth	
OK CANCEL PRINTOUT	
🏽 Start 🛛 🏈 🐜 🖓 🐨 📴 🖉 🔕 🕙 🖉 🖳 🗵 🔯 这 🕑 🔀 🖉	🖽 🤌 📐 😒 🍕 🗞 🛓 🐔 3:36 PM

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:

A Microsoft Access - [Enter Transaction Details]	
	<u>a</u>
Disposed of to Police	
Licence No: 400000000 Dealer's Name: BLANK DEALER	
Transaction/Advice No: 5000004 Transaction Date: 06/01/06	
Standard or Bulk? Standard 💽 Export Date: Export Filename:	
Disposal To Police Comments	
Make: AAA	
Model:	
NSW Reg No: 701701701 Serial Number: ACER1000 Dealer Ref: OPTIONAL	
Police Station: HURSTVILLE	
Event Number: E5566912	
OK CANCEL PRINTOUT	
🏽 Start 🛛 🍘 🚾 🍇 🖾 🐨 📴 🖆 🔕 🖉 🖉 🖳 💽 🚬 👘 🚺 Cale 💁 Expl 🖻 Main 🖻 User 🌆 ME 🖼 NS 🖼 Ent	🖫 🖉 🔄 🥵 🕼 🔁 3:39 РМ

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.

Z	🛯 Micro	soft Acces	s - [List of Tr	ansactions]							_ 8 ×
]	-8										Ð
	F	ULL 1	RANS	ACTION I	IST			Print	Done		_
	Ту	earch — pe:		Make:		Customer Nam	ie:	Dealer Ref: 🛛			
	Tr	ans No:		Model:		Serial No:		Se	earch Clear		
	Tra	ans Date:		Licence No:		Reg No:					
	Click	on the la	abel below it	f you wish to sor	t the list				(Editable)		
	Туре	e Trans No	Trans Date	Make	Model	Licence No	Customer Name	Serial No	Reg No DealerRef		
	A	5000002	06/01/06 A	AA	ACER	QLD5000000	NORTHERN FIREAR	15 QLD88888			
	A	5000003	06/01/06 A	AA	ACER	402403405	NSW DEALER	BULK1000	711122233		
	A	5000003	06/01/06 A	AA	ACER	402403405	NSW DEALER	BULK2000	722233344		
	X	5000004	06/01/06 A	AA	ACER	-	DISPOSED TO POLIC	E ACER1000	701701701 OPTIONAL		
F	A	5000001	06/01/06 A	AA	ACER	404040404	NSW CUSTOMER	ACER1000	701701701 OPTIONAL		
-	*										
		r (- 1		winel -t c							Ţ
	start			<u>,,,,</u> 。 同 剧 励 제 原	i 🗊 🔽 💌	🗌 🔽 Cala 🗌 🚳	Evol I I Main I 🕅	Billeer Mar M			4-01 PM
	Jan Statt]] 😂 🗝		😐 🖭 🖂 🐔 🖉	l 🖾 🖾 🗖		Copini Binantin 🖷			··· -0// \States 10 (10)	4.01 PM

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.

	1		is - [List of	I ransactions]								<u>~ 문 _</u> 문
	TF	RANS	ACTI	ONS TO BI	Ε ΕΧΡΟ	RTED		Print	Doi	ne		
		earch —	[Make:		Customer Name	e:	Dealer Ref:				
	Tra	ns No:		Model:		Serial No:		Se	arch Cle	ar		
	Tra	ns Date:		Licence No:		Reg No:						
	Туре	on the la Trans No) Trans Dat	te Make	the list Model	Licence No	Customer Name	Serial No	(Editab Reg No De	ole) ealerRef		
►	A	5000002	06/01/06	ААА	ACER	QLD5000000	NORTHERN FIREARM	15 QLD88888				
	A	5000003	06/01/06	ААА	ACER	402403405	NSW DEALER	BULK1000	711122233			
	A	5000003	06/01/06	ААА	ACER	402403405	NSW DEALER	BULK2000	722233344			
	×	5000004	06/01/06		ACER	-		E ACER1000	701701701			
*	-	5000001	06/01/06		ACER	4040404	NSW CUSTOMER	ACERIOOO	701701701	OPTIONAL		
Re	cord: I	a la l	1	LELE*Lof 5								-
1	Start		42 2 2	7 🖪 🗗 🔍 🖉 🗷	<u> </u>	Cale 🔯 E	Expl 📃 💻 Main 🕅) User 🕻 🛺 ME	🛛 🖽 NS.	🖪 Li	s	🔁 🛓 🏀 4:05 PM
$\overline{\mathbf{D}}$	ouh	le cli	ck on a	any of the re	cords to	view the	transaction	details	and m	ake a	ny changes	This will
-												
hı	ino	un th	e origi	inal transact	ion innu	t form [.]					ing enunges.	
bı 🍠	ing Micros	up th	e origi	inal transact	ion inpu	t form:					ing enanges.	
	ing Micros	up th	e origi s - [Enter T	inal transact	ion inpu	t form:			_		ing enanges.	
bı	ing Micros	up th oft Acces m Acqu	e origi s - [Enter T	inal transact ransaction Details	ion inpu	t form:		_	_			- 5 ×
	ing Micros	up th oft Acces m Acqu	e origi s - [Enter T lisition -	ransaction Details] NSW Owner	ion inpu	t form: BLANK DEALER		_]	E B X
	ing Micros	up th oft Acces m Acqu No: :tion/Advi	Le Origi 	NSW Owner 0000000 Deale 00001 Trans	r's Name:	BLANK DEALER]			· · · ·]	- 8 × 8
	ing Micros irear icence iransac	up th of Acces m Acqu No: ction/Advi	IC Origi 	ransaction Details] NSW Owner 0000000 Deale 00001 Trans andard Export	r's Name: action Date: Date:	BLANK DEALER 06/01/06	Export Filename:			<u>×</u>]	-5×
	ing Micros irear icence iransac itandar	up th of Acces m Acqu No: tion/Advi d or Bulk er Details	ICE OFIGI IS - [Enter T 40 CE NO: 50 ? Sta Firearm D	Inal transact ransaction Details NSW Owner 0000000 Deale 00001 Trans andard Comments Details Comments	ion inpu r's Name: action Date: Date:	BLANK DEALER 06/01/06	Export Filename :			<u>▼</u>]	∎ B
	ing Micros irear icence transac itandar	up th of Acces m Acqu No: :tion/Advi et or Bulk er Details	Le Origi Is - [Enter T Isition - 400 Ce No: 500 ? Sta Firearm D Customer	Inal transact ransaction Details	ion inpu r's Name: action Date: Date: ce Number	BLANK DEALER 06/01/06	Export Filename:			<u>×</u>]	_6 ×
	ing Micros irear icence iransad itandar ustom	up th of Access m Acqu No: tion/Advi d or Bulk er Details lect/Add of	e origi s - [Enter T lisition - 40 ce No: 500 ? Sta Firearm D Customer]	Inal transact ransaction Details NSW Owner 000000 Deale 00001 Trans andard C Export Details Comments Licenc Buyer/Seller: Eami	r's Name: action Date: Date:	BLANK DEALER 06/01/06	Export Filename :	· · · ·		<u>×</u>]	_5 ×
	ing Micros irear icence transac tandar ustom	up th off Acces m Acqu No: :tion/Advi et or Bulk er Details lect/Add of iness Nar	is - [Enter T isition - 400 ce No: 500 ? Sta Firearm D Customer] ne: p MER	Inal transact ransaction Details NSW Owner 000000 Deale 00001 Trans andard Export Details Comments Licent Buyer/Seller: 40404 or Family	ion inpu r's Name: action Date: Date: Date: Name:	BLANK DEALER 06/01/06	Export Filename:			<u> </u>]	_6 × 5
	ing Micros icence icence iransad itandar ustom Bus Sustom	up th off Acces m Acqu No: ction/Advi d or Bulk er Details lect/Add of iness Nar w CUSTO en Names	IS - [Enter T ISITION ISITION 400 CENSION 400 400 	INSW Owner OCOCOCO Deale OCOCO Deale OCOCO Deale OCOCO Deale OCOCO Deale Coco Details Comments Licen Buyer/Seller: 40404 or Family Idual	ion inpu r's Name: action Date: Date: Date: Name:	BLANK DEALER 06/01/06	Export Filename:			× •]	<u>5 ×</u>
	icence ransac tandar ustom Bus NSV Give	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add of iness Nar N CUSTO en Names	e origi s - [Enter T uisition -] 400 ce No: 500 ? Sta Pirearm I Pirearm I Customer] me: p MER s if an Indivi	NSW Owner OD00000 Deale D0001 Trans andard Comments Licent Buyer/Seller: 40404 or Family idual	ion inpu	BLANK DEALER 06/01/06	Export Filename:			<u> </u>]	<u>5</u>
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add iness Nar w CUSTO en Names	e origi is (Enter T isition - 40 ce No: 500 ? Sta Firearm D Customer) ne: 7 MER if an Indivi erty Name	Inal transact Transaction Details NSW Owner 0000000 Deale 00001 Trans andard Export Details Comments Licent Buyer/Seller: 40404 or Family idual	ion inpu	BLANK DEALER 06/01/06	Export Filename:					- 6 X 9
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar w CUSTO en Names t No Propi set Numb	iisition - iisition - 400 ce No: 500 ? Sta Firearm D Customer me: MER if an Indivi erty Name er Street	Inal transact ransaction Details NSW Owner 0000000 Deale 00001 Trans andard Export Details Comments Licence Buyer/Seller: 40404 or Family idual	ion inpu	BLANK DEALER 06/01/06	Export Filename :			<u>·</u>		- 5 x 3
	Micros	up th off Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar v CUSTO en Names t No Prop eet Numbe	iisition - 400 ce No: 500 ? Sta Firearm D Customer MER if an Indivi erty Name er Street STABL	Inal transact ransaction Details NSW Owner 0000000 Deale 00001 Trans andard Export Details Comments Licent Buyer/Seller: 40404 or Family idual	ion inpu r's Name: action Date: Date: Date: Name:	BLANK DEALER 06/01/06	Export Filename:			<u>×</u>		<u>5</u>
	Ing Micros	up th off Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar & CUSTO en Names t No Prope et Numb	IS - [Enter T IST - 400 Ce No: 500 ? Sta Pirearm I Customer] ne: 7 MER and an Indivi erty Name er Street STABL	INSW Owner ODO000 Deale DO001 Trans andard Comments Licen Buyer/Seller: 40404 or Family idual Name E	ion inpu	Unit Type	Export Filename:			<u>×</u>		_6 × 5
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar w CUSTO en Names t No Prop et Numb ones t No Prop et Numb ones t No Prop te t State t No Prop te t State t No Prop t State t State State t State t State State State State State State State States	IE OFIGI ISICION - 1 ISICION - 1 ISICIONA	INSW Owner OCOCOCO Deale OCOCO Deale OCOCO Deale OCOCO Deale OCOCO Details Comments Licen Licen Buyer/Seller: 40404 or Family Idual Country (if r	ion inpu	Unit Type Unit Type Street Type Telephone	Export Filename:			<u> </u>		_ D X D
	Micros	up th oft Access m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar A CUSTO en Names t No Prop et Number wet Number wet P NEY te F N 2	is - [Enter T is - [Enter T is - [Enter T is - [Enter T is - [40] ce No: 500 ? Sta Pirearm D Customer] me: 7 MER if an Indivi erty Name er Street STABL Postcode 2000	INSW Owner ODO000 Deale DO001 Trans andard Export Details Comments Licent Buyer/Seller: 40404 or Family Idual Name E Country (if r	ion inpu	Unit Type Street Type Street Type Street Street	Export Filename:					_ D X 5
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add of iness Nar w CUSTO en Names t No Prop et Number t No Prop et Number t No Prop t Number t Number t No Prop t Number t Num	is - [Enter T is - [Enter T is - [Enter T is - [Enter T is - [40] ce No: 500 ? Sta Frearm I Frearm I Customer me: [7] MER if an Indivi erty Name er Street Street Postcode 2000	Inal transact ransaction Details] NSW Owner 0000000 Deale 00001 Trans andard Export Details Comments Licent Buyer/Seller: 40404 or Family idual	ion inpu	Unit Type Street Type Street Type Street Market	Export Filename:					_ D X _ D
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add of iness Nar w CUSTO en Names t No Prope at Numb wet Numb wet Numb	er Street Statu	Inal transact ransaction Details NSW Owner 0000000 Deale 00001 Trans andard C Export Details Comments Licent Buyer/Seller: 40404 or Family idual	ion inpu	Unit Type Unit Type Street Type Street Type G6778899	Export Filename:			······································		- 0 X 9
	Micros	In Access In Acquired or Bulk of Access In Acquired or Bulk of Of	erty Name er Street	INSW Owner DODODOD Deale DODOD Deale DODOD Trans andard Export Details Comments Licend Buyer/Seller: 40404 or Family Idual Country (if r CANCEL	ion inpu	Unit Type Street Type Street Type Street Type NTOUT	Export Filename :			······································		- 6 X 9
	Micros	up th off Access m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar W CUSTO en Names t No Propu- ent Numb- set Num	IE Origi IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	INSW Owner ODO000 Deale DO01 Trans andard Comments Licen Buyer/Seller: 40404 or Family idual Name E Country (if r CANCEL	ion inpu	Unit Type Street Type STREET	Export Filename :			<u>×</u>		. 6 x 5
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar w CUSTO en Names t No Prop et Numb oney te P w 2 Dor	IE Origi s - [Enter T iisition 400 ce No: 500 ? Sta Firearm D Customer] me: 7 MER a fan Indivi erty Name er Street Street 2000	INSW Owner DO00000 Deale D0001 Trans andard Details Comments Licent Buyer/Seller: 4040 or Family idual Name E Country (if r CANCEL	ion inpu	BLANK DEALER 06/01/06 Unit Type Street Type STREET Telephone 66778899 NTOUT	Export Filename:					_ D X D
	Ing Micros	up th of Acces m Acqu No: tition/Advi d or Bulk er Details lect/Add d iness Nar W CUSTO en Names t No Prope set Numb WEY te F W 2 Dor	ILE OFIGI ILE OFIGI	INSW Owner ODO000 Deale DO001 Trans andard Details Comments Licent Buyer/Seller: 40404 or Family idual Country (if r CANCEL	ion inpu	BLANK DEALER 06/01/06 Unit Type Street Type STREET Telephone 66778899 NTOUT	Export Filename:					_ D X D
	Micros	up th oft Acces m Acqu No: :tion/Advi d or Bulk er Details lect/Add d iness Nar A CUSTO en Names t No Prop et Number NEY te F N 2 Dor	ILE OFIGI	Inal transact ransaction Details] NSW Owner 0000000 Deale 00001 Trans andard Export Details Comments Licent Buyer/Seller: 4040d or Family idual : Name .E Country (if r	ion inpu	Unit Type Unit Type Street Type Street Type 66778899 NTOUT	Export Filename:					_ D X D
	Ing Micros	Up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar N CUSTO en Names t No Prop et Number t No Prop et Number t No Prop t No Prop	is - [Enter T is - [Enter T is - [Enter T is - [Enter T is - [40] ce No: 500 ? Sta Frearm I Erearm I Customer me: [7] MER if an Indivi erty Name er Street Postcode 2000	Inal transact ransaction Details] NSW Owner 0000000 Deale 00001 Trans andard Export Details Comments Licent Buyer/Seller: 40404 or Family idual : Name .E Country (if r	ion inpu	Unit Type Street Type Street Type 66778899	Export Filename:					_ D X _ D
	Ing Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add of iness Nar w CUSTO en Names t No Prope to Prope to Prope to Prope to Prope to Prope to Prope to Prope	IE Origi IS - [Enter T ISITION - 400 Ce No: 500 ? Sta Frearm I Customer me: 7 MER if an Indivi erty Name er Street Postcode 2000	Inal transact Tansaction Details] NSW Owner 0000000 Deale 00001 Trans andard C Export Details Comments Licent Buyer/Seller: 40404 or Family idual	ion inpu	Unit Type Unit Type Street Type Street Type Street Type NTOUT	Export Filename:					
	Micros	up th of Acces m Acqu No: tion/Advi d or Bulk er Details lect/Add d iness Nar W CUSTO en Names t No Propu- set Numbron ber Far W 2 Dor	er Street	INSW Owner ODO000 Deale DO001 Trans andard Export Details Comments Licent Buyer/Seller: 4040 or Family idual Country (if r CANCEL	ion inpu	Unit Type Street Type Street Type G6778899	Export Filename :		B NS [F21			20 X

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:

:8				-								Ð
	TF	RANS	SACT]	IONS TO B	E EXPO	RTED		Print	Do	ne		<u> </u>
Г	—Se	earch —		Make:		Customer Name		Dealer Ref: [
	Tra	ans No:	<u> </u>	Model:		Serial No:			1			
	Tra	ans Date:	<u> </u>	Licence No:		Reg No:		Se	earch Cl	ear		
	lick	on the l	, abel belov	w if you wish to so	rt the list		,		(Edital	ble)		
	Гуре	Trans No	o Trans Da	ate Make	Model	Licence No	Customer Name	Serial No	Reg No D	ealerRef		
	Α	5000002	06/01/06	ААА	ACER	QLD5000000	NORTHERN FIREARM	IS QLD88888				
	Α	5000003	06/01/06	ААА	ACER	402403405	NSW DEALER	BULK1000	711122233			
	A	5000003	06/01/06	ААА	ACER	402403405	NSW DEALER	BULK2000	722233344			
	Х	5000004	06/01/06	ААА	ACER	-	DISPOSED TO POLICE	E ACER1000	701701701	OPTIONAL		
	С	5000001	06/01/06	ААА	ACER	404040404	CANCELLED	#Deleted	#Deleted	#Deleted		
*												
Reco	ord:	14 4 1	5	▶ ▶1 ▶* of 5								<u>-</u>
111	Start		4 🛛 🖾	👿 🖸 🚰 🙆 🖉	2 🗵 🖸 💌	🛛 💽 Cal 🔍 Ex.	📃 Ma 🕅 Us.	🖓 ME 🖪	8 NS	Li	₿⊘⊵≌∢%≥⊒%	4:12 PM

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:

400000000_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-totime. When you click on the "Administration" button the Administration Menu appears:

Nicrosoft Access - [Administration]	_ 🛛 🗡
	<u>- 8 ×</u>
ADMINISTRATION	
ADMINISTRATION	
View Customers	
View Firearm Makes	
View Firearm Models	
View Firearm Calibres	
Import NSW Reg Nos	
Import Historical Data	
Report - Quarterly Return	
Report - Stock Take	
Report - Firearms in Safe Storage	
Change Password	
Update Backend Database V4	
Close	
🏽 Start 🛛 🍘 🟧 🖾 🐨 📴 🎒 🔕 🖉 🖉 🖳 💟 🕨 👘 📴 Per 🌆 ME 🔍 Ex 🖳 Ma 🕮 Us 🗉 NS 🗔 Ad	11:19 AM

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:

2	licrosoft Acces	s - [QRY_STOC	к_снескј			^	<u>.</u>			_ 8 ×
										_ 8 ×
		^{&} <u>⊂</u> lose								
	Start Date	01/01/90	End Date	12/01/06	Search	Email				<u> </u>
	Transaction No.	Maka	,	Madal	Sorial No.			Licence No.	Customer Name	
	FOODOOL		2	Моцеі						
Ĥ	5000001	ACME ARMS CO)					404040404		
	5000002	ACME ARMS CO	2	ACER	RULK 2000	722222244		402402405		
	5000003	ACME ARMS CO	2	ACER	BULK2000	722233344		402403405	NSW DEALER	
	5000003	ACME ARMS CO	2	ACEN	BOLKTOOD	711122233		402403405	DISDOSED TO DOLLOS	
	5000004	ACME ARMS CO) >	ACEN	ACENTOOD	701701701		·		
	5000005	ALME ARMS LL	J	ALER	555888					
			hales							•
Rec	ora: 11 🧠 –		1016 1091							24
	Start 🛛 🍋 🦓	444 🖾 🔟 🗳	i e' 🔍 🐔 🖉	😕 🕑 🕨	Per 🖸	🚛 ME 🚨	JEX Ma		15 E8 Ad E8 Q	🆢 11:35 AM

 Type in the Start Date and End Date to select the transactions for a quarterly period then click on the Email button:

2	MICIOSOIL ACCE	<u>ss - [@n1_510c</u>	K_UNEUKJ									그미스
E	B											_ 8 ×
∫€		X ⊆lose										
	Charl Data	01.110.205	End Data	21.401.400	Search	Email						<u> </u>
	Start Date	01710705	End Date	31/01/06		Linan						
	Transaction No	Make		Model S	erial No 💦 NSW F	leg No Transacti	on Type Lice	nce No	Customer Name			
	5000001	ACME ARMS CO) 👔 Quarte	rly Report				040404	CANCELLED			
	5000002	ACME ARMS CO	D <u> </u>	dit ⊻iew <u>I</u> nse	rt F <u>o</u> rmat <u>T</u> ools	<u>M</u> essage <u>H</u> e	P 🦣		NORTHERN FIREARMS			
	5000003	ACME ARMS CO		X F	2 S	£√ ^{ABC} ∕	»	403405	NSW DEALER			
	5000003	ACME ARMS CO) Send	Cut Copy	Paste Undo	Check Spelling		403405	NSW DEALER			
	5000004	ACME ARMS CO) 🛐 To:	firearmseng@po	lice.nsw.gov.au				DISPOSED TO POLICE			
	5000005	ACME ARMS CO) 🛐 Cc:						NORTHERN FIREARMS			
*			Subject:	Quarterly Report								
			Attach:	QRY_QUAR	TERLY_REPORT.x	s (4.12 KB)						
			Arial	~	10 〒 畦 :	BZUA.	i≘ :≘ »					
			Attache	d firearm dealer	r quarterly return.							
			Regards	ŝ								
			Firearm	s Dealer								
			4040404	,04								
							_					
			· · · · ·									
R	ecord: 🚺 🔳	1 🕨 🕅	▶ * of 6									
1	🛾 Start 📔 🏉 🍊	· 🕼 🛛 🐨 🖸	🗗 🔍 🕘 🗷	🗵 🖸 📐	🛛 💽 Per 🌆 M	1E 🔍 Ex 🔎]ма 💇 U	s 🔳 N	NS 🗄 Ad 🗐 Q	B	€: ® <u>∎</u> ®	1:31 AM

• 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.

Ex	kample	of Stock	Take rep	ort:						
	Microsoft Ac	cess - [Stock Ta	ke report]							_ 8 ×
										_ [#] X
I Æ	≩ ,⊘ ,≙↓	🗼 🔉 Close								
Ē	Dealer Ref	Acquisition Date	Advice Number	Make	Model	Calibre	Serial No	NSW Reg No		
	DEALERREF	10/01/06	5000005	ACME ARMS CO	ACER	38	SSS888			
ŕ		06/01/06	5000002	ACME ARMS CO	ACER	38	QLD88888			
		06/01/06	5000003	ACME ARMS CO	ACER	38	BULK1000	711122233		
		06/01/06	5000003	ACME ARMS CO	ACER	38	BULK2000	722233344		
*		00101100			TIGER		DOLICEOUC	122200011		
Rei	cord: 🚺 📧	1 🕨	▶1 ▶* of 4 (Filte	red)						
1	Start 🛛 🍊	- A K K	🖪 🖪 🔕 🥙	🖉 🔍 🖸 💌	Per	. 🚛 ME	🔍 E x 📜	"Ma 🕅 Us	. 🔄 NS 🗐 Ad 📑 St	 1:42 AM
_										

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.

🛱 Change Password
User Name: dealer
Old Password:
New Password:
⊻erify:
OK Cancel

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.