



## *collectiveQuartermaster*® Software Feature List

### Technology Framework

**Secure, web-based technology for easy deployment**

**On-Premise or Hosted deployment options** (Fees apply for external hosting services)

**100% Configurable screens and reports allow configurations to be built around your specific workflows or processes**

**Mobile-responsive design** (Works on any desktop, laptop, tablet, or smart phone with a browser, no need to install additional apps)

**Basic User Security Settings**

**Limited Multiple Database Separation**

**Infinite Security Configurations** (Limit access to specific records, only certain fields, tabs, views, and reports based on any record criteria per login)

**Active Directory Integration Available** (Manages user logins, validation, and keeps employee contact info up to date)

**Integrated barcode system** (Scan barcodes, print barcodes using existing scanner and printer hardware)

**3rd-party application integrations available** (Accounting, Fleet, etc.)

**Ability to filter records by any field(s)**

**Ability to Filter by any field related to a record** (i.e. Filter assignments based on items signed out in a certain date range)

**Mass entry/update tool similar to Excel for all records**

**Configurable shortcuts, favorite reports, and recent reports based on user preference**

**Audit log** (All data changes including edits and deletions tracked by user with date and time stamps)

**Unlimited "Quick Submit" users for submitting uniform or supply requests and performing inspections** (Does not consume a software license and enables department-wide participation for getting critical data)

## Reporting

### 30+ standard operational reports

**Ad Hoc Reporting** (Any user with permissions can create simple, custom reports on-the-fly with our easy-to-use ad hoc creator tool with drag-and-drop column arrangement)

**Report Editor** (Design more advanced custom reports or alter existing reports using proprietary reporting engine)

### Extensive report filtering and grouping options

**Graphing options** (Pie, bar, and line charts)

### Save favorite reports as shortcuts

### View recently run reports for quick access

### Print, export, and email reports

Split and email reports to each department, location, employee or other breakdown showing only their relevant information with the click of a button

### Dashboard View

### Budget and Planning Reports based off of historical transactions

Mission Control Center tracks items needing reorder, new officer requests, approvals and more with easy routing and completion to gain productivity.

## Asset/Inventory Tracking

Ability to re-label fields to match your internal language

Multiple ID fields available on an asset

Unlimited ID fields including auto-incrementing ID's available

Flexible Inventory Templates hide/show appropriate fields per asset type

Select different warehouses for the same item, view inventory as whole or separately

Track expendables/consumables in mass quantities without setting up multiple records

Batches or buckets of consumables can be priced differently or expire separately

Report on history of checkouts by individual item

Track minimum inventory level for reordering

Track Max Stock, Qty on Order, Inventory Value on inventory screen

Auto email alerts to reorder items

View recent issuances for by item without running a report

Simple asset lifecycle and depreciation information for larger assets

Ability to perform inspections and repairs on larger assets and track costs, vendors, and more

## Employee Information

Ability to re-label fields to match your internal language

Track and group by Rank, Badge No, Shift, Service Years, Division, Section or Squad assignment

Manage Employee Sizes, Service Stripes, Ribbons, etc.

Track Employee License, Certification, and Qualification Due Dates and reminders

Automatic email to employee and/or supervisors when scheduled items due

Restrict Issuance of items without proper updated certifications

Training Class tracking for employees, integrates with employee due certifications. Quickly sign in or out of a class such as CPR re-certification.

Weapons Qualification dates and scores for multiple weapons

Employee Shift Tracking

Track multiple specialty units for each employee for reporting, issuance, and more (Such as K9, SWAT, etc.)

## Department Hierarchy / Organizational Structure

Track Divisions, Sections, Squads, and other hierarchy levels independently from Employees (Can also be used to dynamically set up security roles without editing each user account)

Breakdown reports by Division, then Section, then Squad and total by each or independently

Set up budgets per hierarchy level or GL code

View reports by division, section, squad or other breakdowns

## Item Check-Out/Check-Ins

Inventory Adjustments, Transfers and Reconciliation

## Quick Sign Out / Sign Ins

**Officer Request portal, allows officers to request items from the field** (Unlimited user licensing on this view)

Email Alert to admin or supervisor when officer requests item

Dashboard shows officer requests for quick transformation into issue or order

Officers can sign for checkouts with E-Signature on signature pad or mobile device

Employee prox card compatible

Loan Agreement or Issue Summary report can be emailed from issuance

Ability to set up kits or standard issue templates

Ability to set up generic kits and select exact item at issuance

Manual Email Alerts for Past Due Items

Automated Email Alerts for Past Due and Expired Items

"Switch Assignment" Feature easily facilitates returning old and issuing new items to employees based on new roles

Track Items as part of a Grant or Fund

## Vendor and Order Management

Set up multiple vendors per item

Track Grant/Fund Orders

Ability to create Vendor List

Keep track of vendor pricing, primary vendor, and auto create orders by vendor for needed items

PO or Requisition Form can be tailored to match existing internal forms, but printed with needed items to order from system

Vendor pricing history maintained for comparison or historical reporting

Ability to Auto-Generate PO's based off of low stock quantities

**Vendor Bidding View with auto email of requested items to vendors** (Can be used for larger bids, or small price gathering from vendors)

GL Code References in order to ease accounting integrations

Track small requisitions, tailor or sizing requests sent to vendor, turn into PO

**Track warranties on items ordered**