

Porter Lee Corporation Quarter Master Product Overview



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QuarterMaster Main Menu

This is the main menu screen for the Porter Lee Corporation QuarterMaster application. This is the first screen you will see after starting the program.

The screenshot shows the QuarterMaster application window. The window title is "QuarterMaster". The main menu contains the following buttons:

- Enter a New Item**: A button with a plus sign icon, used to create a new inventory item.
- Find an Item**: A button with a magnifying glass icon, used to locate existing items.
- Print Reports**: A button with a printer icon, used to access the reports screen.
- Configuration**: A button with a gear icon, used to manage and maintain the system.
- Close**: A button with a window icon, used to end the program.

On the right side of the menu is a cartoon illustration of a beaver wearing a green hat, a green vest over a blue shirt, and camouflage pants with black boots.

At the bottom left of the window, the following contact information is displayed:

Porter Lee Corporation
Phone: (847) 985-2060
Fax: (847) 584-0556

Red arrows point from callout boxes on the left to each of the buttons and the contact information.

Find Item Screen

The find item screen appears when you click on the “Find an Item” button on the main menu. This screen allows you to look up items by property control number, serial number, location, item type, and manufacturer.

Use the tabs to select a search method.

Click on the question mark to select a specific code.

The screenshot shows the 'Find Item' window with the following components:

- Search tabs: (1) Barcode Number | (2) PC Number | (3) Serial Number | (4) Location | (5) Item Type | (6) Manufacturer
- Search input: Search By Item Location: 122
- Location dropdown: SECURITY HALL STO (with a question mark icon)
- Search button: Search
- Table of results:

PCNUM	BarCode	Item Type	Item Description	Serial Number
16049	Q0016008	ITEM	FRAMES 7 UNIT SUPPORT	
16051	Q0016010	RANGE	GAS MASK POUCHES GRN 5	
16052	Q0016011	MACHINE	MACHINE RELOADING	

At the bottom of the window are two buttons: **Select** (with a green checkmark) and **Cancel** (with a red X).

Browse through the records that match your selection.

Click “Select” to view the item or “Cancel” to return to the main menu.

Item Information Screen

The new item screen is accessed from the “Enter a New Item” button on the main menu. Here is where you enter the item type, description, serial number and other item related information.

The assigned preprinted barcode number will be displayed here. To assign a barcode to a new item simply scan the barcode or click the reassign button and type in the new barcode number.

Item Information

Item Type

Assigned To

Item Description

Details

Serial / VIN #

Asset Tag

Location

Location Date

Contact

Model

Save CANCEL DELETE Schedule Label Close

You can Save, Cancel Changes, or Delete items by using these buttons.

You can specify a location code for each item.

See page 9 for detailed Description

Print the assigned bar code by clicking the label button.

Click the “Close” button to return to the main menu.

Item Purchase Information Screen

QuarterMaster allows you to keep track of purchase information for each item. Purchased From, Manufacturer, Address, Phone and other fields allow you to keep a complete record of the purchase.

Click on the "Purchase Info." Tab to access this screen.

Enter a New Item

New Item

Reassign Barcode:

(1) Item Info (2) Purchase Info (3) Warranty Info (4) Vehicle Info

Purchase Information

Status

Status Date

Last Inventory

Purchased From

Manufacturer

Address

Phone

Purchase Date

Purchase Price

Replacement Price

Save CANCEL DELETE Schedule Label Close

You can Save, Cancel Changes, or Delete items by using these buttons.

Keep track of purchase date and cost.

See page 9 for detailed Description

Print the assigned bar code by clicking the label button.

Click the "Close" button to return to the main menu.

Item Warranty Information Screen

QuarterMaster allows you to keep track of warranty information for each item. This is useful for keeping track of the type, duration of extended service plans or other warranty information.

You can keep track of the type of warranty or a warranty number.

The screenshot shows a software window titled "Enter a New Item" with a blue title bar. Below the title bar is a menu bar with "New Item" in red, a "Reassign" button with a key icon, and a "Barcode:" label. Below the menu bar are four tabs: "(1) Item Info", "(2) Purchase Info", "(3) Warranty Info" (which is selected and highlighted in blue), and "(4) Vehicle Info". The main area is titled "Warranty Information" and contains several input fields: "Warranty Description" (highlighted in yellow), "Warranty Number", "Warranty Period", "Start Date" (with " //" in the field), and "End Date" (with " //" in the field). At the bottom of the window is a toolbar with buttons for "Save", "CANCEL", "DELETE", "Schedule" (with a calendar icon), "Label" (with a barcode icon), and "Close" (with a window icon).

You can Save, Cancel Changes, or Delete items by using these buttons.

See page 9 for detailed Description

Print the assigned bar code by clicking the label button.

Click the "Close" button to return to the main menu.

Vehicle Information Screen

QuarterMaster allows you to keep track of vehicle information for each item. This is useful for keeping track of make, model, year, and mileage of the vehicle.

Track vehicle information with the Vehicle Info tab

The screenshot shows a software window titled "Enter a New Item" with a blue header bar. Below the header, there are four tabs: "(1) Item Info", "(2) Purchase Info", "(3) Warranty Info", and "(4) Vehicle Info". The "(4) Vehicle Info" tab is selected and highlighted in blue. The main area of the window is titled "Warranty Information" and contains several input fields: "Make" (highlighted in yellow), "Year", "Color", "License Plate", "License Plate 2", "Unit Number", "Mileage" (with the value "0"), and "Mileage Date" (with the value "//"). At the bottom of the window, there are several buttons: "Save", "CANCEL", "DELETE", "Schedule", "Label", and "Close".

You can Save, Cancel Changes, or Delete items by using these buttons.

See page 9 for detailed Description

Print the assigned bar code by clicking the label button.

Click the "Close" button to return to the main menu.

Schedule Screen

QuarterMaster allows you to keep track of service information for each item. This is useful for keeping track of maintenance information and amount spent on servicing.

Data_Type	Date	Description	Amount_Spent	M
R	11/22/2004	REPAIR	\$100.00	

Schedule Details

Data Type: R REPAIR

Date: 11/22/2004

Amount Spent: 100

Mileage: 12222

Comment: Annual Service

Add Edit DELETE Close

You can Add, Edit, or Delete items by using these buttons.

The Comment field allows additional notes for a specific incident to be saved.

The close button will close the schedule window and display the item information screen.

Reports Screen

The reports screen is accessed from the “Reports” button on the main menu. A variety of reports are available. You can select any number of item types to be included in your reports.

The screenshot shows the 'Reports' window with the following elements and callouts:

- Top Tabs:** (3) Items By Status, (4) Schedule, (1) Items By Type (selected), (2) Items By Location. Callout: "Click on one of the tabs on the top of the screen to select a report."
- Selection Controls:** "Select All Like" text box, "Select All" button, "Select None" button. Callout: "Use these two buttons to quickly select or deselect all items in the list"
- Item List:** A scrollable list of item types with checkboxes:
 - BARCODE,TEST BARCODE
 - CABINET,CABINETS
 - CAMERA,CAMERAS & EQUIPMENT
 - COMP ACC,COMPUTER RELATED EQUIPMENT
 - COMPUTER,COMPUTERS
 - CRIMELAB,CRIME/PHOTO LAB EQUIPMENT
 - DESK,OFFICE EQUIPMENT
 - DISPLAY,DISPLAY HOME SEC AND ALAR
 - ELECTRIC,ELECTRONIC EQUIPMENT
 - EXERCISE,EXERCISE EQUIPMENT
 - FILM.VARIOUS EDU. FILMS
- Print Destination:** Radio buttons for "View on Screen" (selected) and "Default Printer". Callout: "You can control where your report is printed."
- Action Buttons:** "Run Report" button and "Close" button. Callout: "After you have selected your report, item types, and print destination click this button to run the report."
- Close Callout:** "Click the 'Close' button to return to the main menu."

Sample Items by Item Type Report

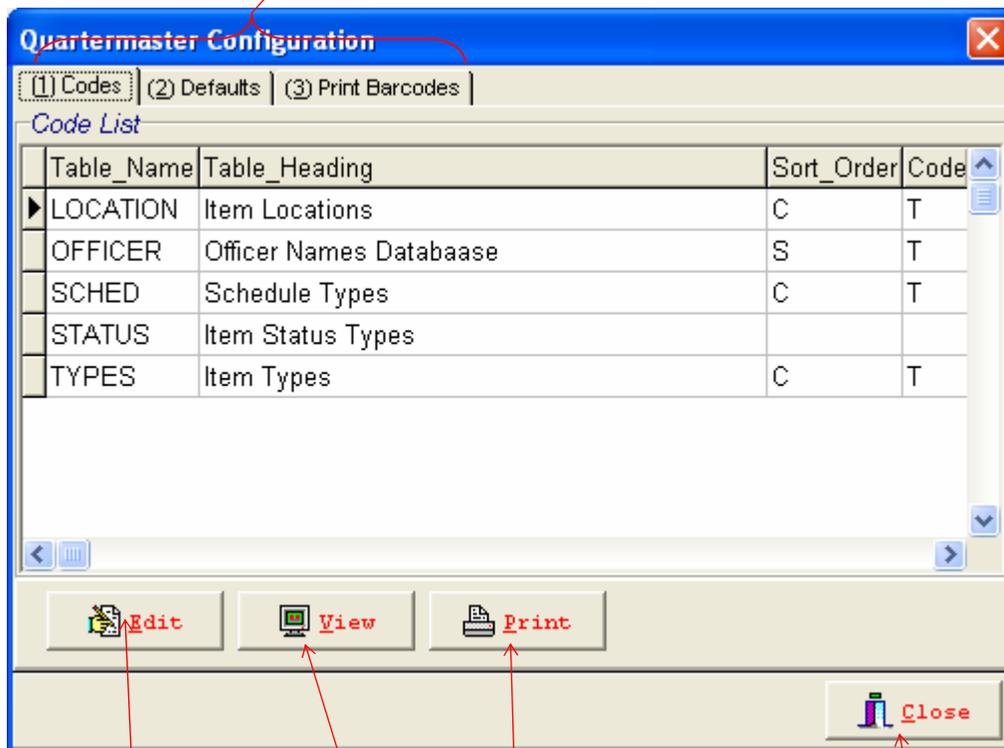
This is a sample report generated from the QuarterMaster reports screen.

Charlotte Mecklenburg Police		Print Date	6/25/97
Items by Item Type		Page Number	1
Selected Item Types: ["FA/SA1", "FA/SG1"]			
Item Type	FA/SG1		
Description	Remington 17 Gauge Shotgun		
Count	1		
Control #	Item Description Serial Number	Location Status	
44	ShotGun 443672109	Firearms Locker	
Item Type	FA/SA1		
Description	Sears & Roebuck Sewing Machine		
Count	3		
Control #	Item Description Serial Number	Location Status	
47	Department issued Side Arm SW7233	Jones, Kend (Patrolman) Inventory	
62	Department issued side arm SW33431688	Jones, Randy (Patrolman)	
63	Department issued side arm SW443009234	Firearms Locker	
64	Department issued side arm SW3320673476	Firearms Locker Inventory	
65	Department issued side arm SW334837463	Firearms Locker Inventory	
Total Items:			6

Configuration Screen

The configuration screen is displayed when you click on the “Configuration” button on the main menu. This is where you can set up you item types, locations, and status codes.

Use the tabs on the top of the screen to select Codes, Defaults, or Print new barcodes.



Use the edit button to bring up the code maintenance screen for the selected code table. This button is used to add, edit or delete codes from within the selected code table.

Use the view button to bring up the code maintenance screen for the selected code table. This will open the table to view information only. This button can be used to verify codes currently in the system without accidentally changing them

Use the print button to print the corresponding code values to a printer.

Click the “Close” button to return to the main menu.

Code Maintenance Screen

This screen appears when you click on the “Edit” button on the “Configuration Screen”. This screen is where you will set up you individual codes for each code table.

A list of all the codes appears at the top of the screen. Click on the code you want to edit.

Data_Type	Description	User_Order
D	DESTROY	
OR	OUR FOR REPAIR	
R	REPAIR	

Code Information

Data Type: D

Description: DESTROY

User Order: 0

Buttons: Add, Edit, DELETE, Close

Click on the add button to add a new code.

Click on the Edit button to edit the highlighted record.

Use the “Delete” button to remove the highlighted code from the list.

Click on the “Close” button to return to the “Configuration screen.”

Print Barcodes Screen

This screen appears when you click on the Print Barcodes Tab. From this screen you can print out additional preprinted barcodes. By entering the number of labels to print, in the “Labels to Print” field and then click on the “Create” button.

Quartermaster Configuration

(1) Codes | (2) Defaults | (3) Print Barcodes

Labels to Print: 50

Starting Number: 17248

Ending Number: 17297

Create Labels

Close

Enter the number of labels, which you need to print.

The starting number field is system generated, from the number of the last barcode printed. The ending number is system generated, based on the summed value of the starting number and the number of labels requested.

Click the “Create” button to printout new barcodes.

Click on the “Close” button to return to the “Configuration screen.