



FRONTLINE

Mobile Tool-Kit

USER'S GUIDE

Table of Contents

1 - Overnight Parking

Dashboard	3
View Details	4
Add New Entries	5
Manage Overnight Parking Module	6

2 - Vacation Watch

Dashboard	7
View Details	8
Add New Entries	9
Manage Vacation Watch Module	10

3 - Directed Patrol

Dashboard	11
View Details	12
Add New Entries	13
Manage Directed Patrol Module	14

4 - Condition Report

Dashboard	15
View Details	16
Add New Entries	17
Manage Condition Report Module	18

5 - Pet Registration

Dashboard	19
View Details	20
Add New Entries	21

6 - Bike Registration

Dashboard	22
View Details	23
Add New Entries	24

7 - Reporting

Reporting Features	25 – 26
--------------------------	---------

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1.1 - Overnight Parking

Module Overview

Most villages require permission to park your vehicles on the street overnight. Most police departments do not have an organized and efficient way to handle the calls. The Overnight Parking module has the answers. A simple module of the Tool Kit allows the police department to create entries and search the database from anywhere. This allows officers to have access to the approved vehicles at their fingertips, no more wasted resources of calling in, waiting for someone to look up from a spreadsheet, to determine if the vehicle is eligible to be on the street. By default, if the vehicle has been called in, they will show up on the dashboard page. DONE, no need to waste any more time!

Overnight Parking - Dashboard

Search Feature

- Search for plates, vehicles, address, etc to check history of vehicles recorded with Overnight Parking entries

Add New Entry

- Click here to add a new Overnight Parking entry to the database.

The screenshot shows the 'Overnight Parking' dashboard. At the top, there's a navigation bar with icons for 'Over Night Parking', 'Violation Watch', 'Directed Patrol', 'Condition Report', 'Pet Registration', and 'Bike Registration'. Below this is a search bar with the text 'ENTER SEARCH' and buttons for 'SEARCH' and '+ ADD NEW'. The main content is a table with columns: PLATE #, STATE, MAKE, MODEL, LOCATION, START DATE, END DATE, and VIEW. The table contains several entries for GMC Acadia vehicles parked at 123 Main St and 576 S. Charlotte. A 'VIEW' icon is present in the last column of each row.

PLATE #	STATE	MAKE	MODEL	LOCATION	START DATE	END DATE	VIEW
hk3478		GMC	Acadia	123 Main St	09/01/2016	09/02/2016	
hk3478		GMC	Acadia	123 Main St	08/29/2016	08/30/2016	
hk3478	Illinois	GMC	Acadia	123 Main St	08/19/2016	08/20/2016	
hk3478	California	GMC	Acadia	123 Main St	07/01/2016	07/01/2016	
hk3478		GMC	Acadia	123 Main St	07/02/2016	07/04/2016	
hk3478		GMC	Acadia	123 Main St	05/31/2016	05/31/2016	
HK 3478		GMC	Acadia	576 S. Charlotte	05/26/2016	05/31/2016	

Default View

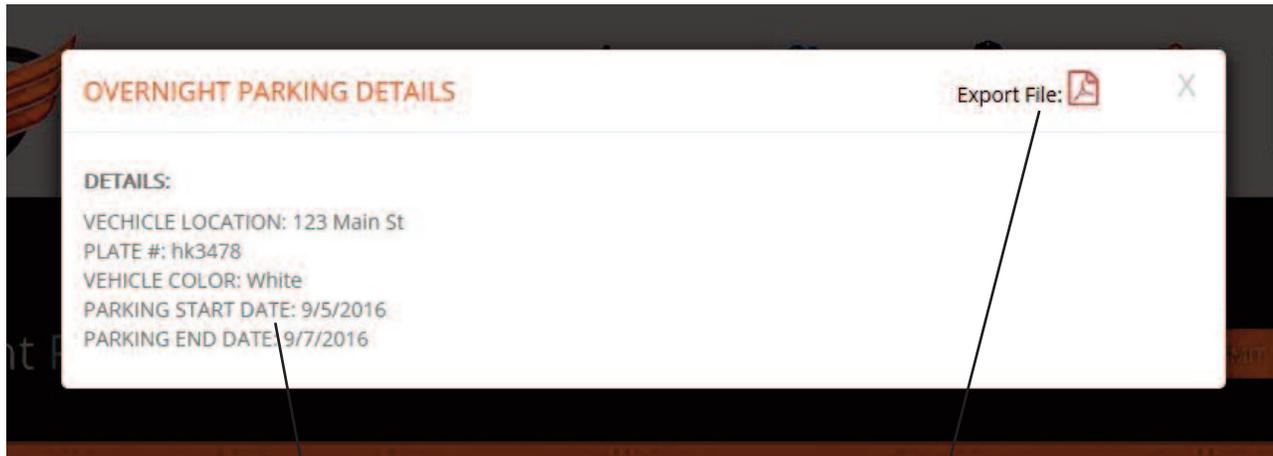
- The default view will show the vehicles that have been added to the list for the current date. Officers can view this screen to determine that a vehicle has been approved

View Details

- Click this icon to learn more details about the vehicle

1.2 - Overnight Parking

Overnight Parking - View Details



Details

- View all the details from the vehicle registered to park, this will help you confirm the vehicle on the street matches

Default View

- Module also allows to export detailed information to PDF file for ease of printing or sharing electronically.

1.3 - Overnight Parking

Overnight Parking - Add New Entries

License Plate Field

- Start by entering a license plate.
If the license plate is already in the system, the vehicle details will auto-fill and allow you to quickly submit your date range and create your entry.

Available Days

- The counter will tell you how many days are available for this vehicle to park on the street. This number is determined at set-up of the module based on your village rules.

The screenshot shows a mobile application interface for adding overnight parking entries. The form is titled "OVERNIGHT PARKING ENTRY" and includes the following fields and controls:

- DETAILS:**
 - PLATE#:** A text input field labeled "PLATE#". A callout line points to this field from the "License Plate Field" text.
 - 7 Days Available This Month:** A counter indicating the number of days available for parking.
- MAKE:** A dropdown menu with "Make" selected. A callout line points to this field from the "Vehicle Details" text.
- MODEL:** A text input field with "Model" selected. A callout line points to this field from the "Vehicle Details" text.
- VEHICLE COLOR:** A text input field with "Vehicle Color" selected. A callout line points to this field from the "Vehicle Details" text.
- STATE:** A dropdown menu with "Select State" selected. A callout line points to this field from the "Vehicle Details" text.
- VEHICLE LOCATION:** A text input field with "Vehicle Location" selected. A callout line points to this field from the "Vehicle Details" text.
- START DATE:** A text input field with "Start Date" selected. A callout line points to this field from the "Date Range" text.
- END DATE:** A text input field with "End Date" selected. A callout line points to this field from the "Date Range" text.
- SUBMIT:** A large orange button at the bottom of the form. A callout line points to this button from the "Submit Entry" text.

In the background, a table of existing entries is visible, showing columns for license plate, state, make, model, location, start date, and end date.

Vehicle Details

- Enter the rest of the details of the vehicle for confirmation

Date Range

- Select the Start and End Date for the vehicle to be parked on the street.

Submit Entry

- After clicking submit button, the entry will be added to the database and appear on the site the date the vehicle is approved.

1.4 - Overnight Parking

Overnight Parking - Manage Module

Select the number of days your community allows for a vehicle to be parked on the street.

The screenshot displays the 'Customize Overnight Parking' interface. The top navigation bar includes the 'FRONTLINE PUBLIC SAFETY SOLUTIONS' logo, the date 'September 02, 2016', and icons for 'Over Night Parking', 'Vacation Watch', 'Directed Patrol', 'Condition Report', 'Pet Registration', and 'Bike Registration'. The left sidebar contains a 'MANAGE ACCOUNT' section with 'Manage Account' and 'Manage Users', a 'REPORTS' section with 'Daily Activities Report', 'Address Report', 'Pet Registration Report', and 'Bike Registration Report', a 'CUSTOMIZE TOOLKIT' section with 'Overnight Parking', 'Vacation Watch', 'Directed Patrol', 'Condition Report', 'Pet Registration', and 'Bike Registration', and a 'USER GUIDE' section with 'Email Tech Support' and 'Download User Guid'. The main content area is titled 'Customize Overnight Parking' and includes a 'DAYS ALLOWED' section with the instruction 'Below is the number of consecutive days we allow vehicles to be parked on the street'. The options are radio buttons for 1 day, 2 day, 3 day, 4 day, 5 day, 6 day, 7 day (selected), 8 day, and 9 day. A 'SAVE CHANGES' button is positioned below the radio buttons. Arrows point from the '7 day' option and the 'SAVE CHANGES' button to the explanatory text on the right.

Manage Days

Simply select the number of days that your community allows a vehicle to be parked on the street per month.

- Click "Save" and you are DONE.

Note: When creating an Overnight Parking entry, we will track the license plate #, and also count the days allowed per month. If the license plate is entered and suppressed the day allowance, you will get an alert message that this vehicle has exceed the allowed time.

2.1 - Vacation Watch

Module Overview

When a home owner calls to let you know they will be on vacation. What really does happen with that information? Now there is a way to track the details, add to an officers daily task list, and keep data present on the screen. Not to mention that you can send an email to the home owner letting them know you have checked on their residence for a little peace of mind while they are on vacation.

Vacation Watch - Dashboard

Search Feature

- Search for properties to check history of recorded with Vacation Watch entries

Add New Entry

- Click here to add a new Vacation Watch entry to the database.

NAME	ADDRESS	CITY	STATE	ZIP CODE	CONTACT NUMBER	START DATE	END DATE	LINK
Jim Smith	123 Main St	Lombard	IL	60148	312-855-3333	05/31/2015	06/30/2016	Link
Don Douglas	123 Main	Other Town	IL	60605	2345678901	06/15/2015	06/18/2016	Link
Fred Smith	987 Main	Blue Field	IL	00503	2345678901	06/14/2015	06/15/2016	Link

Default View

- The default view will show the properties that have been added to the list for the current date. Officers can view this screen to see which properties need to be checked

View Details

- Click this icon to learn more details about the property, and have access to emergency contact and other important details pertaining to the Vacation Watch

2.2 - Vacation Watch

Vacation Watch - View Details

Details

- View all the details from the property registered for Vacation Watch, this will give the officers the information needed in case of emergency

Export File

- Module also allows to export detailed information to PDF file for ease of printing or sharing electronically.



Email Tracking

- When an email is sent, we will show the details of what time the email was sent and which Mobile Tool-Kit user had sent it. This will be a good tracker of how many times you have checked up on the property

Send Email To Homeowner

- This button will send an email to the resident on behalf of your police department, to notify them that the property has been checked and that everything looks OK

2.3 - Vacation Watch

Vacation Watch - Add New entry

Email Field

- Start by entering the email address
If the email is already in the system, the property details will auto-fill and allow you to quickly submit your date range and create your entry.

Property Details

- Enter the rest of the details of the property for confirmation and the use for officers incase of emergency

The screenshot shows the 'VACATION WATCH ENTRY' form with the following fields:

- CONTACT INFO:** EMAIL (text input)
- PERSONAL INFO:** FIRST NAME (text input), LAST NAME (text input), ADDRESS (text input), CITY (text input), STATE (dropdown menu), ZIP CODE (text input), HOME PHONE # (text input), CELL PHONE # (text input)
- OFFICER'S:** START DATE (calendar picker), END DATE (calendar picker), ALARM SYSTEM (dropdown menu), PET ON PREMISE (dropdown menu)
- EMERGENCY CONTACTS:** PERSON VISITING (dropdown menu), EMERGENCY CONTACT (text input), EMERGENCY PHONE (text input), EMERGENCY EMAIL (text input)
- Submit:** A large orange button at the bottom of the form.

Date Range

- Select the Start and End Date for the Vacation Watch

Submit Entry

- After clicking submit button, the entry will be added to the database and appear on the site the dates the property is under Vacation Watch

2.4 - Vacation Watch

Vacation Watch - Manage Module

The vacation watch module allows you to control if the home owner should receive and email notification from the Police Department. When the officer checks the property, they have the ability to send message to the home owner on file.

Send Email: Yes / No
It's easy, if you want an email notification going to the home owner, simply change the button to "Yes". This will enable the sending functionality.

Specify the Sender
If you wish to send out the email notification, you need to specify who the sender of the email is.

We recommend a general email address.

3.1 - Directed Patrol

Module Overview

Directed Patrol Module is a convenient and efficient manner to notify officers and track of specific areas which need attention or enforcement action. This module/portal allows for such assignments to be handled by any officer signed into the system and tracks the amount of times these are checked. Allows for accurate tracking and allows for better feedback to resident, city officials and police command staff.

Directed Patrol - Dashboard

Search Feature

- Search for history of Directed Patrol entries

Add New Entry

- Click here to add a new Directed Patrol entry to the database.

Category	Location	Description	Warnings	Tickets	Date Added	Date Closed	View	Edit
Speeding in School Zone	Hawthornschmitt school	white ford pickup truck going too fast each day approx 3:30 pm when school is letting out	4	0	07/15/2016	07/15/2016	[View]	[Edit]
Speeding in school zone	Hawthornschmitt school	there is a white ford bronco reported speeding around 3:15 each day in front of the school.	2	1	06/01/2016	06/09/2016	[View]	[Edit]

Default View

- The default view will show the Directed Patrol's that have been added to the list for the current date. Officers can view this screen to see the entries that are active. Also allows users to see the number of tickets and warnings performed from the Directed Patrol actions

View Details

- Click this icon to learn more details about the Directed Patrol, and have access to logging warnings and tickets performed from this entry

3.2 - Directed Patrol

Directed Patrol - View Details

Details

- View all the details from the Directed Patrol entry including description and date ranges

Export File

- Module also allows to export detailed information to PDF file for ease of printing or sharing electronically.



Warnings and Tickets

- Users can track the number of tickets and warnings given on each directed patrol event.

Simply select the number of tickets or warnings given during your patrol, and click the button

Tracking Actions

- You will see the list of tickets and warnings given for this Directed Patrol event displayed by date and Tool-Kit user details

Great for reporting the actions take of the directed patrol

3.3 - Directed Patrol

Directed Patrol - Add New entry

Data Entry

- Complete the form to create your Directed Patrol entry into the system. Select your date range and brief description of the patrol actions needed

The screenshot shows a mobile application interface for adding a new directed patrol. The form is titled "Add New Directed Patrol" and is divided into a "DETAILS" section. It includes four input fields: "START DATE" (with a date picker), "END DATE" (with a date picker), "SUBJECT" (with a dropdown menu), and "LOCATION" (with a text input field). Below these is a larger text area for "DESCRIPTION". At the bottom of the form is a prominent orange "SUBMIT" button. Arrows point from the text above to the "SUBJECT" dropdown and the "SUBMIT" button.

Submit Entry

- After clicking submit button, the entry will be added to the database and appear on the site the date ranges the Directed Patrol will be in action

3.4 - Directed Patrol

Directed Patrol - Manage Module

Create the “Subjects” that are used when entering a Directed Patrol. These entries will be added to the Dropdown menu options when users create a Directed Patrol Entry. Ideal for you to manage the subjects to keep within your community codes and lingo.

Easy to Add
Simply enter your “Subject” in the text field and click “Add”

Your new Subject will be added to the list. These subjects listed will appear in the dropdown menu on the front end of the website

Easy to Manage
This list view will show exactly the options the officers will have when creating a Directed Patrol Entry.

Need to change the Subject name, simply click the edit and make the updates. Now, all historical entries as well as future will display the updated subject name

4.1 - Condition Report

Module Overview

Say there is a Street Light Out, or a Stop Sign missing from an intersection. How does your department handle this when a call comes in? Is there a simple way to track these events and notify the proper people that there is something to be done? With the condition Report module, you will be able to track the information, as well as quickly send an email to the required parties to react to the call.

Condition Report - Dashboard

Search Feature

- Search for entries to check history recorded with the Condition Report Module

Add New Entry

- Click here to add a new Condition Report entry to the database.

The screenshot shows the 'Condition Report' dashboard. At the top, there is a navigation bar with icons for 'Overnight Parking', 'Locations', 'Workshop', 'Condition Report', 'Inc. Registration', and 'Site Registration'. Below the navigation bar, there is a search bar with the text 'Enter search term' and a '+ add new' button. The main content area displays a table of condition reports with columns for 'Create Date', 'Type', 'Description', and 'Location'. The table contains several entries, including 'Green light Out', 'testing condition report updates on email', 'testing condition report entry', 'testing condition report', 'testing description on the Condition report', 'streetlight out', 'street light was shattered on the corner of Main and Madison street light was shattered on the corner of Main and Madison street light was shattered on the corner of Main and Madison', 'more lights out', and 'street light is out on northwest corner'. Each row has a 'View Details' icon (a magnifying glass) in the 'Action' column.

Default View

- The default view will show the entries that have been created for Condition Reports. Create Date, Type, Description and Location all visible in the default view

View Details

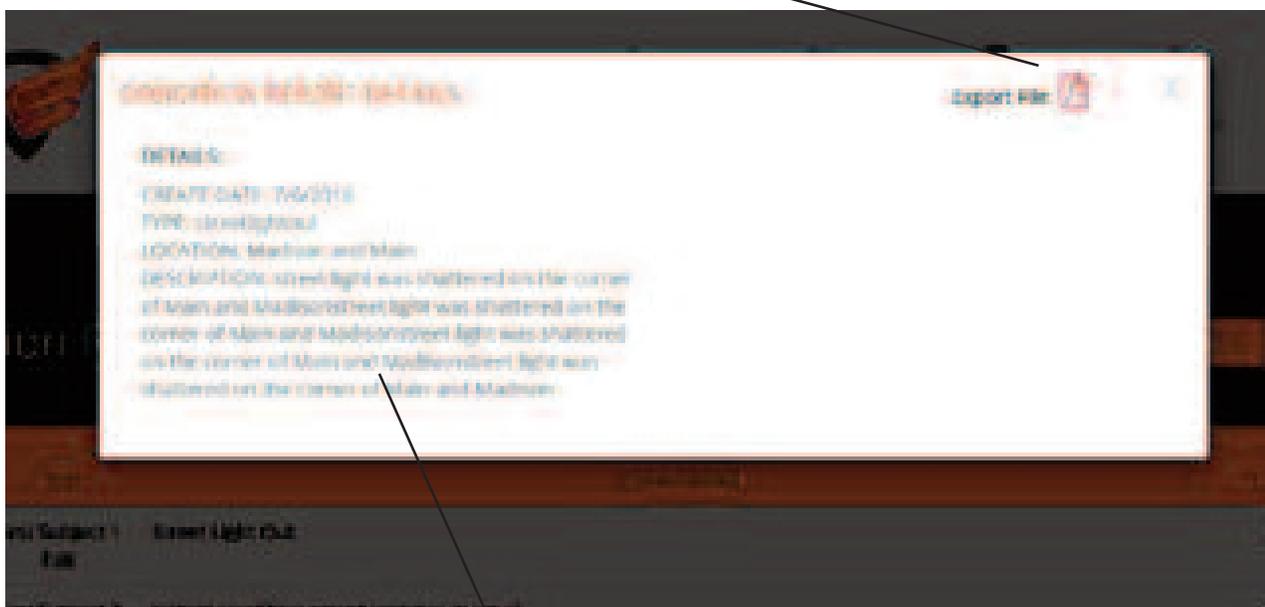
- Click this icon to learn more details about the Condition Report.

4.2 - Condition Report

Condition Report - View Details

Export File

- Module also allows to export detailed information to PDF file for ease of printing or sharing electronically.



Details

- View all the details for the Condition Report to get an in-depth look at the details in the Condition Report

4.3 - Condition Report

Condition Report - Add New entry

Data Entry

- Complete the form to create your Condition Report entry into the system. Select the Create Date, Type, Location and Description

The screenshot shows a mobile application interface for adding a new condition report entry. The form is titled "CONDITION REPORT ENTRY" and includes a close button in the top right corner. Under the "DETAILS" section, there are three input fields: "CREATE DATE" with a date picker icon, "TYPE" with a dropdown menu, and "LOCATION" with a location picker icon. Below these is a "DESCRIPTION" section with a large text area. At the bottom of the form is a prominent orange "SUBMIT" button. Two black arrows point from the text above to the "TYPE" dropdown and the "SUBMIT" button.

Submit Entry

- After clicking submit button, the entry will be added to the database and appear on the default view to show the details of the Condition Report

4.4 - Condition Report

Condition Report - Manage Module

In the Condition Report Module, you have the ability to send email notification to Public Works, or other staff members who need to be notified of such entries. Street Light Out, Pot Holes, Traffic Light Out, etc.

The screenshot shows the 'Customize Condition Report' interface. At the top, there's a navigation bar with 'FRONTLINE PUBLIC SAFETY SOLUTIONS' and the date 'September 06, 2016'. Below that, a sidebar contains various menu items. The main area is titled 'Customize Condition Report' and features a 'SEND EMAIL TO PUBLIC WORKS' section. This section includes a toggle for 'SEND EMAIL TO PUBLIC WORKS' (currently set to 'No'), a text input field for an email address (containing 'rummy@bank.com'), and a 'SEND MESSAGE' button. Below this, there's a 'Manage Report Type' section with a text input field and an 'Add' button. At the bottom, a table lists report types with 'Add' and 'Delete' buttons.

Send Email: Yes / No

It's easy, if you want an email notification going out after a Condition Report is created, simply change the button to "Yes". This will enable the sending functionality.

Manage Send & Receive

If you wish to send out the email notification, you have the ability to determine who gets the email, as well as who is sending the email.

Determine the "TO", "CC" and "BCC" by adding the email addresses in these fields

Determine the "FROM" by adding who the email should come from

Easy to Add

Simply enter your Condition Report "Type" in the text field and click "Add"

Your new "Type" will be added to the list. These subjects listed will appear in the dropdown menu on the front end of the website

5.1 - Pet Registration

Module Overview

Most villages require that you register your pets. The Pet Registration Module is ideal to store the required information provided by the owner in one place, that can be accessed from anywhere. No more stand-alone spreadsheet... No more using additional resources to get information when needed. With this module, you can enter and retrieve information with a simple click of a button.

Pet Registration - Dashboard

Search Feature

- Search for Pets that are registered in the database to gain quick access to further details

Lost Pets

- Filter your results by only showing pets flagged as "Lost" in the database

Add New Entry

- Click here to add a new Pet registration to the database

The screenshot shows the Pet Registration dashboard. At the top, there is a navigation bar with icons for Home, Profile, Reports, Add, and Settings. Below the navigation bar, there is a search bar with a "Lost Pet" filter and an "Add New Entry" button. The main content area displays a table of registered pets with columns for City License Number, Tag Identification, Breed, Name, Owner, and Phone Number. The table contains five rows of data.

City License Number	Tag Identification	Breed	Name	Owner	Phone Number
CT123456	87654321	Bowwler	Black	BOBY	sahin shakar 96215497854
123456	123456	Labrador	Yellow	jersey	Russ Ruff 5309424987
12345	567894	Bulking	Brown	spike	Russel Ruff 8309851800
123123	456789	Beckie	White	jack	Arnette Callhan 2021 Washington
123	321	Labov	Brown	Ruby	Ben Land 708-565-1234

Default View

- The default view will show all of the pets registered in the system. Including details such as City License Number, Tag Identification, Breed, Name, Owner Information

View Details

- Click this icon to learn more details about each pet. This is helpful to gain access to details when a pet is found, with easy access to the pet owner to deliver the pet to the rightful owner

5.2 - Pet Registration

Pet Registration - View Details

Pet Owner Information

- View owner information associated to the pet to make it easier to return lost pets, or gain other details about the animal

Export File

- Module also allows to export detailed information to PDF file for ease of printing or sharing electronically.



Lost Pet Check Box

- If a pet is reported "Lost", simply check this box, and the pet will be able to be filtered during a search.

If the pet is recovered, simply uncheck the box to remove the filter

Pet Details

- View other critical information about the pet that was created when entering the pet registration

5.3 - Pet Registration

Pet Registration - Add New entry

Email Field

- Start by entering the email address
If the email is already in the system, the owner details will auto-fill and allow you to quickly submit the rest of the pet details

Submit Entry

- After clicking submit button, the pet will be added to the database and appear on Pet Registration Module

Pet Details

- Enter the rest of the details of the pet to allow for these details to be available upon recovery of an animal

6.1 - Bike Registration

Module Overview

It is not uncommon that a village would require you to register your bicycles. The Bike Registration Module is ideal to store the required information provided by the owner in one place, that can be accessed from anywhere. No more stand-alone spreadsheet... No more using additional resources to get information when needed. With this module, you can enter and retrieve information with a simple click of a button.

Bike Registration - Dashboard

Search Feature

- Search for Bikes that are registered in the database to gain quick access to further details

Add New Entry

- Click here to add a new Bike registration to the database

The screenshot displays the 'Bike Registration' dashboard. At the top, there is a search bar with the placeholder text 'ENTER REG. # HERE'. To the right of the search bar is an orange 'ADD NEW' button. Below these elements is a table with the following columns: License #, City License, Make, Model, Color, Vehicle Type, Owner Phone #, and Address. The table contains three rows of data. A checkmark icon is visible in the rightmost column of the table. Three callout lines originate from the text blocks: one points to the search bar, one points to the 'ADD NEW' button, and one points to the checkmark icon.

License #	City License	Make	Model	Color	Vehicle Type	Owner Phone #	Address
123456789	112233445566	TOYOTA	RAV4	RED	Pass Car	500.542.0007	576 S. CHARLOTTE
123456	77889900	TOYOTA	RAV4	RED	Pass Car	500.542.0007	576 S. CHARLOTTE
1234567	123456	HONDA	RAV4	GREEN	Pass Car	963.542.0014	963.542.0014

Default View

- The default view will show all of the bikes registered in the system. Including details such as City License Number, Make, Model, Type

View Details

- Click this icon to learn more details about each bike. This is helpful to gain access to details when a bike is found, with easy access to the pet owner to deliver the pet to the rightful owner

6.2 - Bike Registration

Bike Registration - View Details

Pet Owner Information

- View owner information associated to the bike to make it easier to return lost bikes, or gain other details about the bike

Export File

- Module also allows to export detailed information to PDF file for ease of printing or sharing electronically.



Bike Details

- View other critical information about the bike that was created when entering the bike registration

6.3 - Bike Registration

Bike Registration - Add New entry

Email Field

- Start by entering the email address

If the email is already in the system, the owner details will auto-fill and allow you to quickly submit the rest of the bike details

Submit Entry

- After clicking submit button, the bike will be added to the database and appear on Bike Registration Module

Pet Details

- Enter the rest of the details of the bike to allow for these details to be available upon recovery of a bike

7- Reporting

Daily Activities Report

Need to justify the actions and activities from the Tool Kit database. You have access to download a PDF or Print the activities from each module and from any date range specified.

The screenshot shows the 'Daily Activities Report' page in the Frontline Public Safety Solutions system. The interface includes a sidebar with navigation options such as 'MANAGE ACCOUNT', 'REPORTS', and 'CUSTOMIZE TOOLKIT'. The main content area displays several report sections, each with a table of data. At the top right, there are search filters for 'START DATE' and 'END DATE', and an 'Export File' button. A red arrow points to the date range filters, and another red arrow points to the 'Export File' button.

Select Date Range

Pick a Start and End Date to narrow the results you are looking for.

You will also have the ability to "filter" by individual module.

Simply, select dates, filter if needed, and click "Search".

Your results will display below in seconds.

Download a File for Print or Email

Once you see your results posted, you can click the PDF Icon to download a file. From there, it is up to you to print or save file for future use or to email.

7 - Reporting

Pet and Bike Registration Report

Need a quick list of ALL registered Pets or Bikes in your community. Click on the Pet or Bike Registration Report link to gain access to all registered entries in the database.

Download Full List

Click the PDF Icon to download the full list for Print or Email purposes. This list will continue to grow with every new Pet or Bike added to the database

FRONTLINE PUBLIC SAFETY SOLUTIONS September 16, 2016

Over Night Parking Vacation Watch Directed Patrol Condition Report Pet Registration Bike Registration

Manage Account | Reports | Chicago

MANAGE ACCOUNT

Manage Account
Manage Users

REPORTS

Daily Activities Report
Address Report
Pet Registration Report
Bike Registration Report

CUSTOMIZE TOOLKIT

Overnight Parking
Vacation Watch
Directed Patrol
Condition Report
Pet Registration
Bike Registration

USER GUIDE

Email Tech Support
Download User Guid

Pet Registration Report

7 Results

Export file:

CITY LICENSE #	ADDRESS TAG #	BREED	COLOR	PET'S NAME	OWNER NAME	OWNER PHONE #	ADDRESS
CT160913	RT160913	Rottweiler	GREY	MAX	sachin bhorkar	96515497854	96515497854
CT160912	RT160912	Rottweiler	Black	Goldy	sachin bhorkar	96515497854	96515497854
CT123456	RT654987	Rottweiler	Black	ROXY	sachin bhorkar	96515497854	96515497854
123456	123456	Laborador	Yellow	Jersey	Russ Real	530-542-6687	576 S. Charlotte
123	321	labidor	brown	Bailey	Ben Laird	708-555-1234	510 Keystone
12345	567554	Bulldog	brown	Spike	Russell Real	630-588-2300	135 Prospect
123123	456456	Poodle	White	Jodie	Annette Callihan		202 E. Washington

First Previous 1 Next Last Page 1 of 1

Default View

The default view will show ALL Pets or Bikes that are registered in your Tool Kit database.