

Select Language | ▼

My activities

Kat Tanner ▼

How can we help you today? > E4473 > E4473

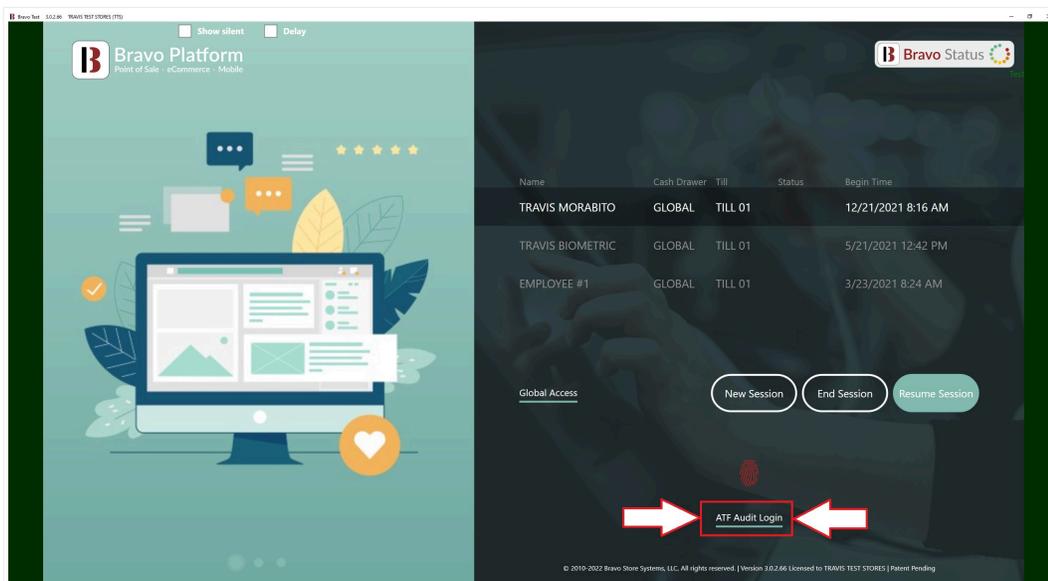
ATF Audit setup and Instructions

ATF AUDIT Portal features and requirements with E4473 Cloud Storage

- Support for multiple auditors' logins is available.
- Additional workstation licenses will be provided for the auditors' use as part of the E4473 package. Contact Support to arrange it.
- The additional workstation licenses for ATF Auditors do not affect number of store licenses.
- Store must provide the computer(s) for the auditors' use.
- Completion of an ATF Audit will result in deactivation of the additional workstation licenses.

Note The ATF can audit a business once a year and will send an agent for every 500 forms completed within a year. E.g. 1500 forms completed = 3 agents.

1. To begin, open **Bravo**, and at the bottom of the screen, click the **ATF Audit Login**. If you do not see the **ATF Audit Login** button, click on Switch User. If you still do not see it, please call support at 702 701 9115 x3.



2. The **ATF Audit Login** button takes you to the ATF AUDIT login screen. If the auditor's name is already listed, they can just login, otherwise click on the **Auditor Setup** tab.

Note If the ATF Audit Login was not meant to be selected, click **Employee Login** to go back to the normal Bravo lock screen.

RECENTLY VIEWED ARTICLES

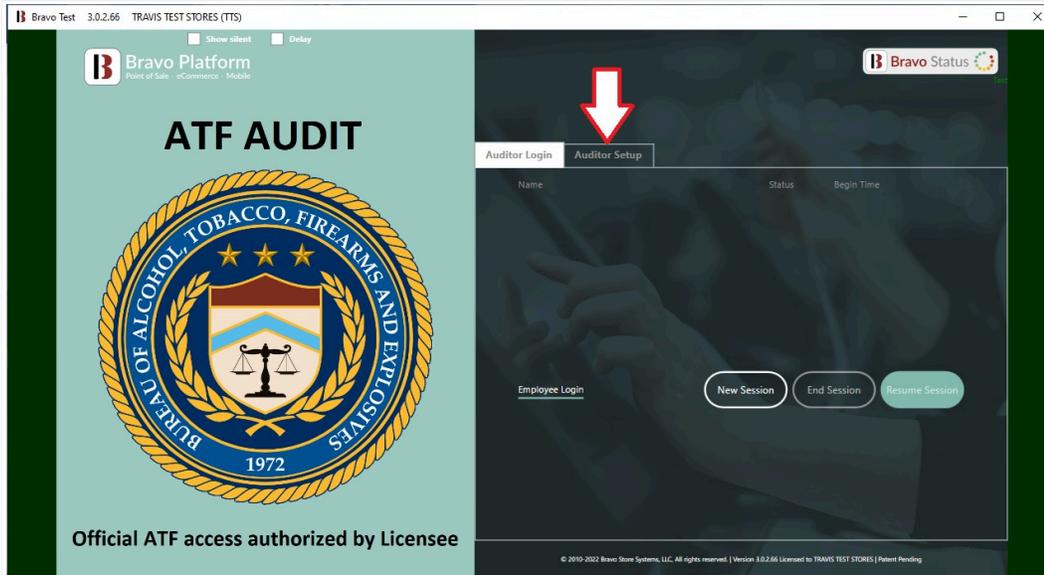
- [Setting up an ATF Auditor for E4473 Cloud Storage](#)
- [Label Examples](#)
- [Fraud Alerting System](#)
- [Utah Police Exporting - January 1, Video](#)
- [How to: Post to Accounting](#)

RELATED ARTICLES

- [Setting up an ATF Auditor for E4473 Cloud Storage](#)
- [Accounting Guide](#)
- [Edit ATF Records From The Estimate](#)
- [HOW TO CHANGE AN FFL FOR A STORE](#)
- [How to Perform a Physical Inventory Audit \(Part 1 - Creating a Physical Inventory Audit\)](#)

✕

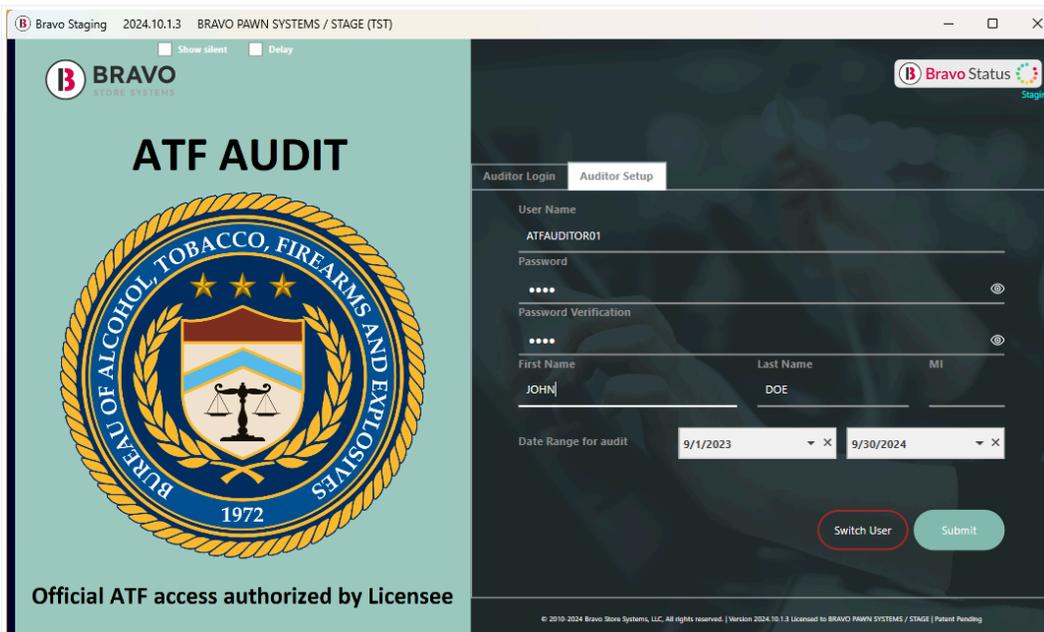
Hi. Need any help?



3. The ATF Auditor will fill out the **Auditor Setup** screen with a Username of their choice, password, name and the Date Range for the audit.

In the **Auditor Setup** example below, look at the *Audit Date Range* assigned to Agent, John Doe. This agent can only audit records within his assigned date ranges. Date ranges for an audit can be distributed amongst several auditors.

Auditor Setup example:

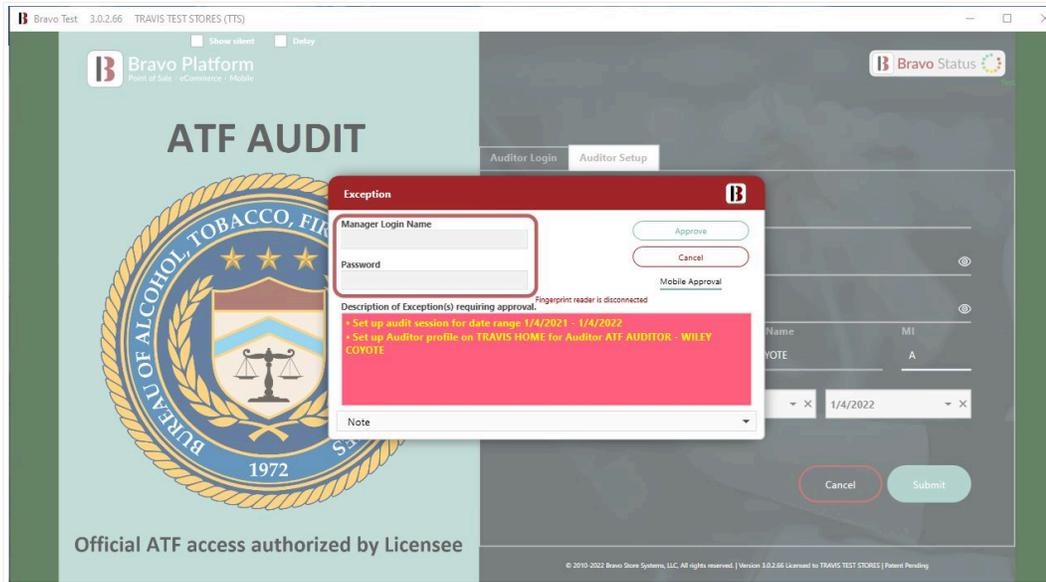


Support to setup multiple auditors to cover specific date ranges is allowed, however, overlapping date ranges is not. The message, "*A session for this range already exists*" will pop up if the same date range is assigned to another auditor, so in this example, a second auditor could then be setup to cover the month of October and another the month of November, etc.

. **Submit** to complete the setup.

The system is going to default the Date Range to be one year in the past from the date the Auditor attempted to do the setup.

4. Once the Setup has been submitted, the store manager will need to approve the exception to create the ATF Auditor's account.



5. The auditor will then be logged in immediately and sent to a list of all 4473s that have been filed using the Digital Storage method in the Date Range selected.

Audit Status	NICS Number	Create Date	Buyer Complete...	Seller Complete...	Close Date	Form Status	Form Type
NOT REVIEWED	202110281347	9/30/2021			10/13/2021	Store Cancelled	Online
NOT REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online
NOT REVIEWED	ewerwenv	8/4/2021	8/4/2021	8/6/2021	8/6/2021	Finalized	Online
NOT REVIEWED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online
NOT REVIEWED		9/29/2021	9/29/2021	9/29/2021	9/29/2021	Finalized	Online
NOT REVIEWED	20211191307	11/19/2021	11/19/2021	11/19/2021	11/19/2021	Finalized	Online
NOT REVIEWED		12/9/2021	12/9/2021		12/9/2021	Store Denied	Online
NOT REVIEWED		8/18/2021		8/18/2021	8/18/2021	Store Denied	Online
NOT REVIEWED	79365865	9/13/2021	9/13/2021		9/13/2021	Store Denied	Online
NOT REVIEWED	ddhawrvh	9/15/2021	9/15/2021		9/15/2021	Store Denied	Online
NOT REVIEWED	35q7ey	11/26/2021	11/26/2021		11/26/2021	Store Denied	Online
NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online
NOT REVIEWED		10/5/2021		10/5/2021	10/5/2021	Finalized	Manual
NOT REVIEWED		12/7/2021	12/7/2021		12/7/2021	Store Denied	Online
NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online
NOT REVIEWED		12/8/2021	12/8/2021		12/8/2021	Store Denied	Online
NOT REVIEWED		10/4/2021	10/4/2021		10/4/2021	Store Denied	Online
NOT REVIEWED	12.29.2021.5.18	12/29/2021		12/29/2021	12/29/2021	Finalized	Manual
NOT REVIEWED		12/4/2021			12/4/2021	Store Cancelled	Online
NOT REVIEWED		10/20/2021			10/20/2021	Customer Cance...	Manual
NOT REVIEWED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online
NOT REVIEWED		12/6/2021	12/6/2021		12/6/2021	Store Denied	Online

Here's a video explaining how to use Bravo's ATF Audit Portal.

How to Use Bravo's ATF Audit Portal



Glossary of terms and their meanings

Tasks Manager Menu (on the right side of the screen)



Search



- **Violations** - Anything deemed a complete violation will end up here.
- **Not Reviewed** - 4473s that have yet to be put into a different Audit Status.
- **Notes** - Any notes the auditor will write up. This will also highlight yellow when selecting a loan that has a Note on it.
- **View 4473** - Clicking this will bring up the 4473 in a PDF viewer.
- **View Attachments** - This will include the 4473 and any additional pictures/PDFs for view.
- **View ATF A & D Book** - This will prompt a screen so that the selected item can be viewed in the A&D Book.
- **Print List** - This is for a printout of the grid as it is.
 - An employee with the "E4473" menu security needs to approve access.
- **Ad Hoc Reporting** - Generate a report based on criteria and fill it in the grid with that information.
- **Complete Audit** - This will mark the Audit as done whether all the items have been reviewed/flagged or not.

Headers

10/1/2023 - 10/31/2024		All: 223					
Audit Status	NICS Number	Create Date	Buyer Complete...	Seller Complete...	Close Date	Form Status	Form Type
NOT REVIEWED	test661	10/8/2024		10/8/2024	10/8/2024	Finalized	Manual
Not Reviewed	4473						

- **Audit Status**

- **Not Reviewed** - Auditor has yet to mark the item with a different Status
- **Reviewed** - 4473 passed review
- **Flagged** - Some small issue with the 4473
- **Violation** - 4473 is in complete violation

- **NICS Number** - Number assigned by either NICS or State Agency

- **Create Date** - Date the 4473-form started.

- **Buyer Complete Date** - Date the form has been completed from the buyer/purchaser's perspective.

- **Seller Complete Date** - Date the firearm completed on the store's side. Typically, this date and Close Date will be the same.

- **Close Date** - Date the 4473 form was closed. Either Cancelled, Denied, Voided or Finalized.

- **Form Status**

- **Active** - E4473 form has been completed, currently in the NICS check process.
- **Expired** - The transaction was a Layaway that was expired before it made it to the E4473 form.
- **Customer Cancelled** - Customer decided they no longer want the item and asked for a refund.
- **Ready for Review** - The E4473 has been completed and in need of Review.
- **Store Cancelled** - Store refunded the customer after the NICS process had started.
- **Store Accepted** - Store marked the E4473 as Accepted, but the form hasn't progressed to the NICS section.
- **Store Denied** - Store marked the E4473 as Denied.
- **Firearm Hold** - The item is waiting to move to the next step after the NICS process.
- **Denied** - NICS check was marked as Denied
- **Cancelled** - NICS check was marked as Cancelled.
- **Voided** - The sale transaction of the firearm was voided at any stage of the E4473 form or NICS being filled out.
- **Finalized** - E4473 Form & NICS have been completed.
- **Not-started** - The firearm was sold but the customer has not received the link for the E4473.
- **Started** - Customer has received the E4473 form but not completely filled it out yet.
- **Recertified** - E4473 form was marked for NICS twice, such as the customer didn't pick up the item in the appropriate amount of time and had to recertify that the information on the E4473 was still accurate.
- **Recertify Ready** - E4473 form is in need of a recertification due to the time lapse between either the customer came in a different day to pick up their item or the NICS check has not yet passed review, and the store waited the 3 days necessary to mark it as "No Response"

- **Form Type**

- **Online** - Form was done by the customer filling out the form online.
- **Manual** - Form was completed by hand by the customer and the store employee then uploaded to the system.

6. Highlighting an item in the grid will bring up any 4473 or other attachments added to the form.

From this same screen the form can be marked as **Reviewed**, **Flagged** or a **Violation** on the left-hand side under **Audit Status**.

If the item was put into one status, it can always be switched to a different one, including **Not Reviewed**.

E4473 means the form was filled out completely online. 4473 means the form was filled out by hand and uploaded to the system.

Audit Status	NICS Number	Create Date	Buyer Complete...	Seller Complete...	Close Date	Form Status	Form Type
NOT REVIEWED	202110281347	9/30/2021			10/13/2021	Store Cancelled	Online
NOT REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online
NOT REVIEWED	eververw	8/4/2021	8/4/2021	8/6/2021	8/6/2021	Finalized	Online
NOT REVIEWED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online
NOT REVIEWED		9/29/2021	9/29/2021	9/29/2021	9/29/2021	Finalized	Online
NOT REVIEWED	202111191307	11/19/2021	11/19/2021	11/19/2021	11/19/2021	Finalized	Online
NOT REVIEWED		12/9/2021	12/9/2021		12/9/2021	Store Denied	Online
NOT REVIEWED		8/18/2021		8/18/2021	8/18/2021	Store Denied	Online
NOT REVIEWED	79365865	9/13/2021	9/13/2021		9/13/2021	Store Denied	Online
NOT REVIEWED	ddhawrh	9/15/2021	9/15/2021		9/15/2021	Store Denied	Online
NOT REVIEWED	35q7ay	11/26/2021	11/26/2021		11/26/2021	Store Denied	Online
NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online
NOT REVIEWED		10/5/2021		10/5/2021	10/5/2021	Finalized	Manual
NOT REVIEWED		12/7/2021	12/7/2021		12/7/2021	Store Denied	Online
NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online
NOT REVIEWED		12/8/2021	12/8/2021		12/8/2021	Store Denied	Online
NOT REVIEWED		10/4/2021	10/4/2021		10/4/2021	Store Denied	Online
NOT REVIEWED	12.29.2021.5.18	12/29/2021		12/29/2021	12/29/2021	Finalized	Manual

Each Attachment that is seen when the line is highlighted can be clicked on and seen in a PDF Viewer. To do so, double click on the attachment.

Alternatively, clicking **View Attachments** on the right will bring up all of the 4473 form's attachments for viewing at once.

View Attachments

E4473

Corrected 4473

Page Thumbnails

Print Find Previous Next of 6 Zoom In Zoom Out Page Display

Firearms Transaction Record

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

WARNING: The information you provide will be used to determine whether you are prohibited by Federal or State law from receiving a firearm. Certain violations of the Gun Control Act of 1968 are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine. Any person who exports a firearm without a proper authorization from either the Department of Commerce or the Department of State, as applicable, is subject to a fine of not more than \$1,000,000 and up to 20 years imprisonment.

Read the Notices, Instructions, and Definitions on this form. Prepare in original only on the licensed premises (including business temporarily conducted from a qualifying gun show or event in the same State in which the premises is located) unless the transaction qualifies under 18 U.S.C. §221(c). All entries must be handwritten in ink unless completed under ATF Rule, 2018-1-PLEASE PRINT.

Transferor's Seller's Transaction Serial Number (if any) TST0005920

Section A - Must Be Completed By Transferor/Seller Before Transfer/ Buyer Completion Section B

1. Manufacturer and Supplier (if the manufacturer and supplier are different, include both.)	2. Model (if designated)	3. Serial Number	4. Type	5. Caliber or Gauge
1. COLT	AUTOMATIC 32 RDMLESS	R1123DL45568710	PISTOL	12 BROWNING WEISSBORN
2.				
3.				

6. Total Number of Firearms to be Transferred (Please spell total number e.g., one, two, etc. Do not use numerals.) ONE

7. Check if any part of this transaction is a gun redemption. Record Line Number(s) from Question 1.

8. Check if this transaction is to facilitate a private party transfer.

Section B - Must Be Completed Formally By Transferor/Buyer

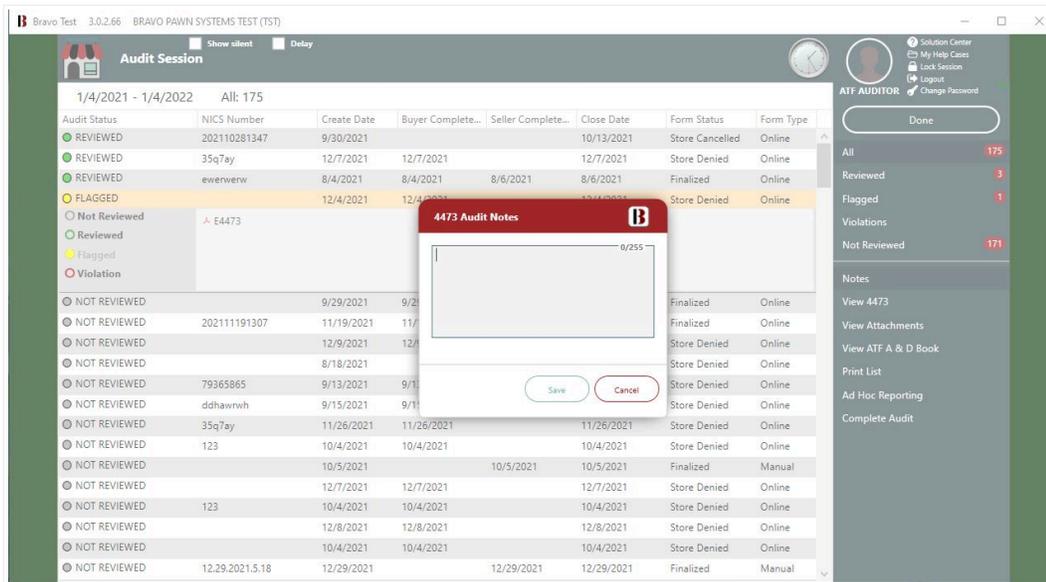
9. Transferor's Buyer's Full Name (If legal name contains an initial only, record the initial followed by "O" in quotes. If no middle initial or name, record "NONE")

Last Name (including suffix, e.g., Jr., Sr., II, III) First Name Middle Name
STEIN PRANCIS MONYA

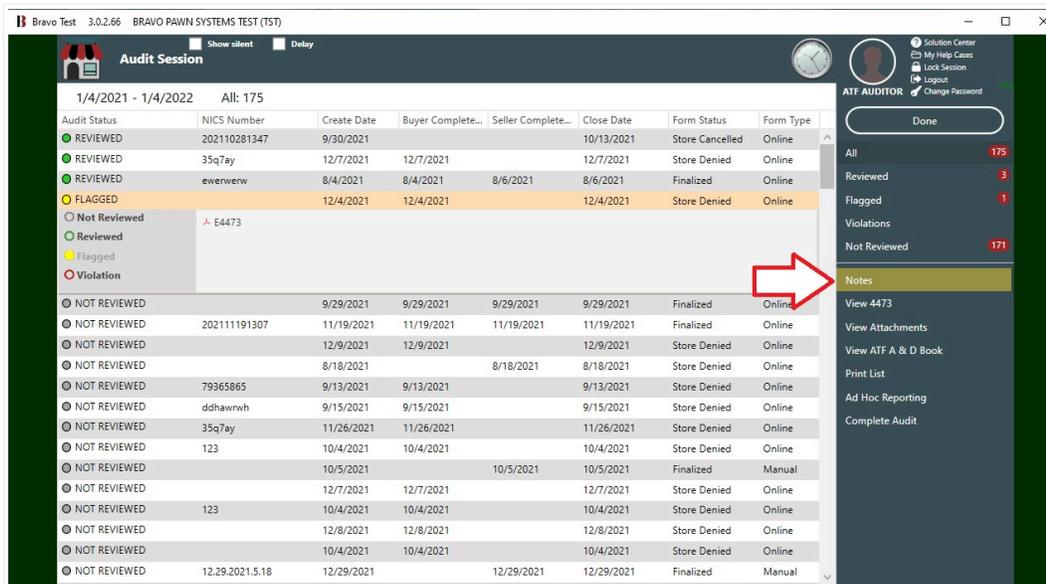
10. Current State of Residence and Address (U.S. postal abbreviations are acceptable. Cannot be a post office box.)
Number and Street Address City State ZIP Code County/Parish/Borough
1234 MAIN ST PORT LAUDERDALE FL 33301 BROWARD

11. Place of Birth 12. Height 13. Weight 14. Sex 15. Birth Date
12. City and State -OR- Foreign Country Ft. Sex Female Month Day Year

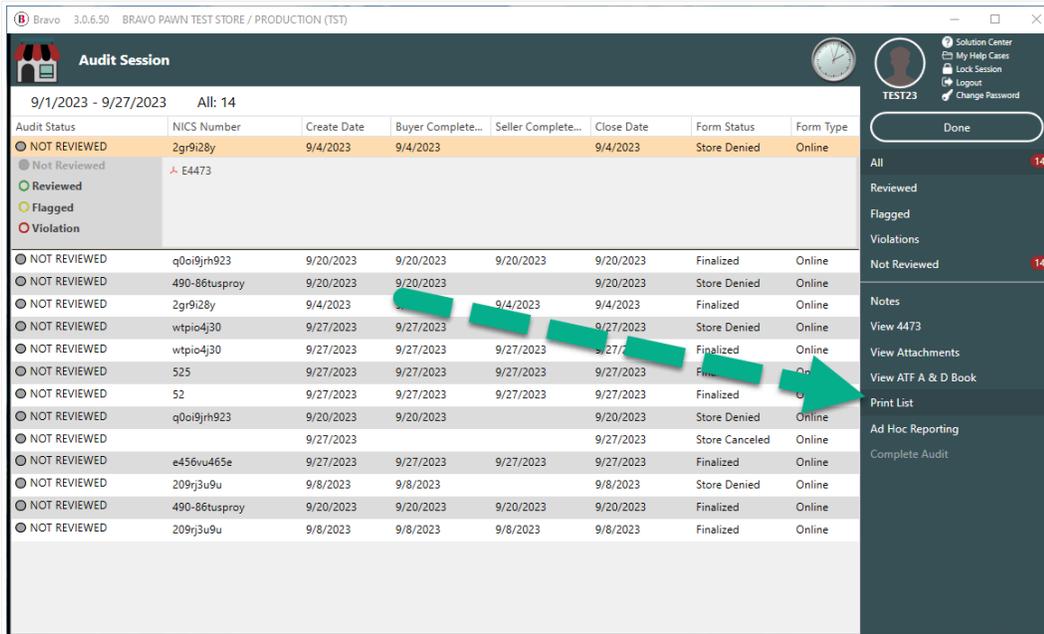
7. If the item is marked for **Flagged** or **Violation**. A **4473 Audit Notes** window will pop up where any notes on why this item was marked as such can be entered.



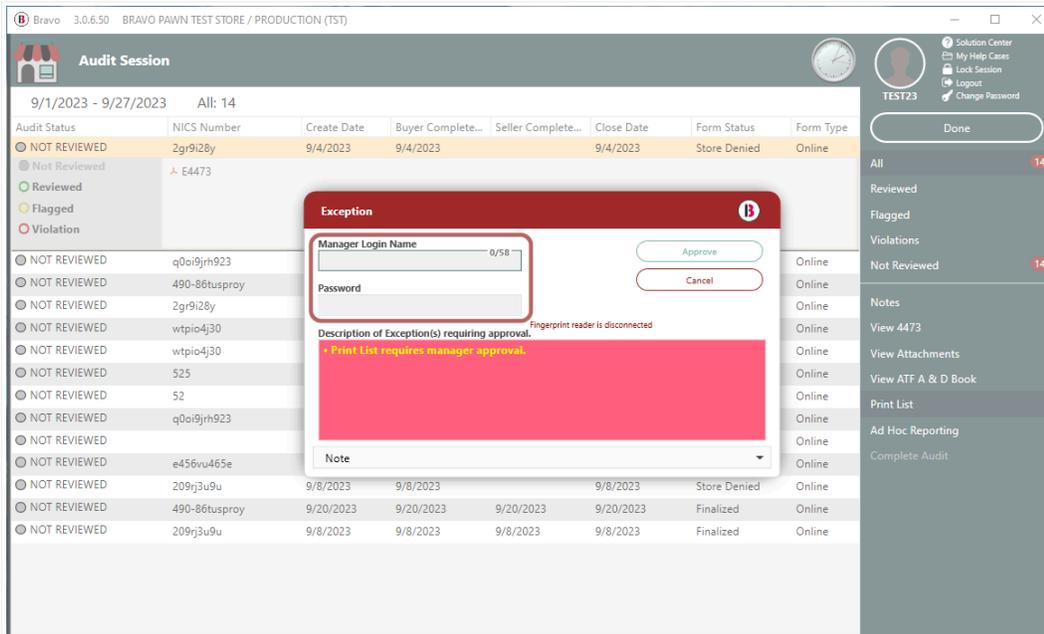
Filling out a note will make it so that when this form is highlighted later, the **Notes** section on the right will highlight yellow to indicate a Note has been left.



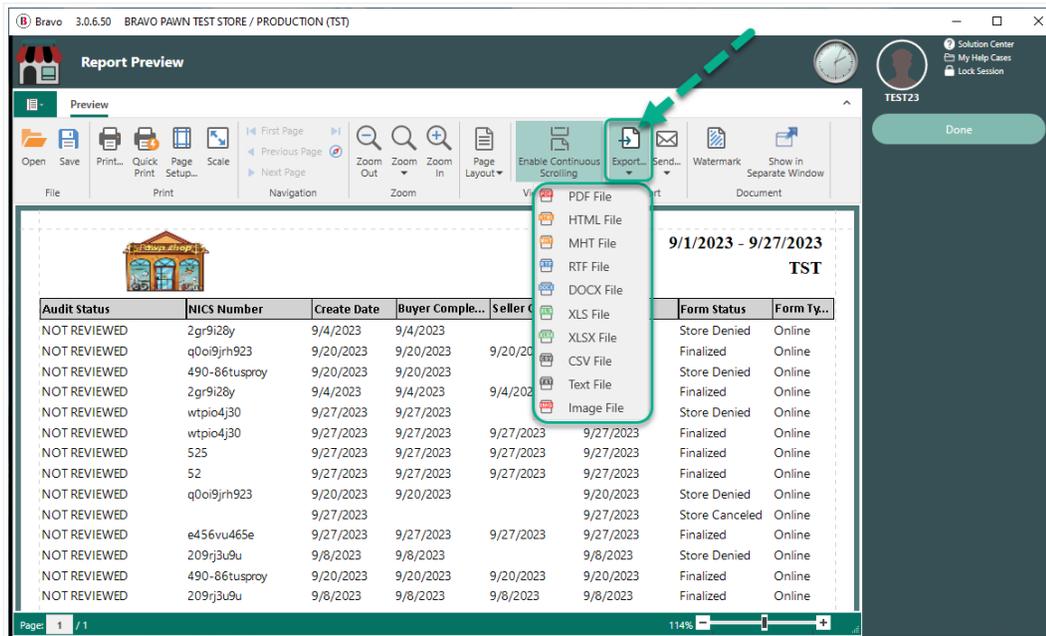
8. If you want to save the list of items you reviewed for emailing out later, first you will need to select the **Print List** button.



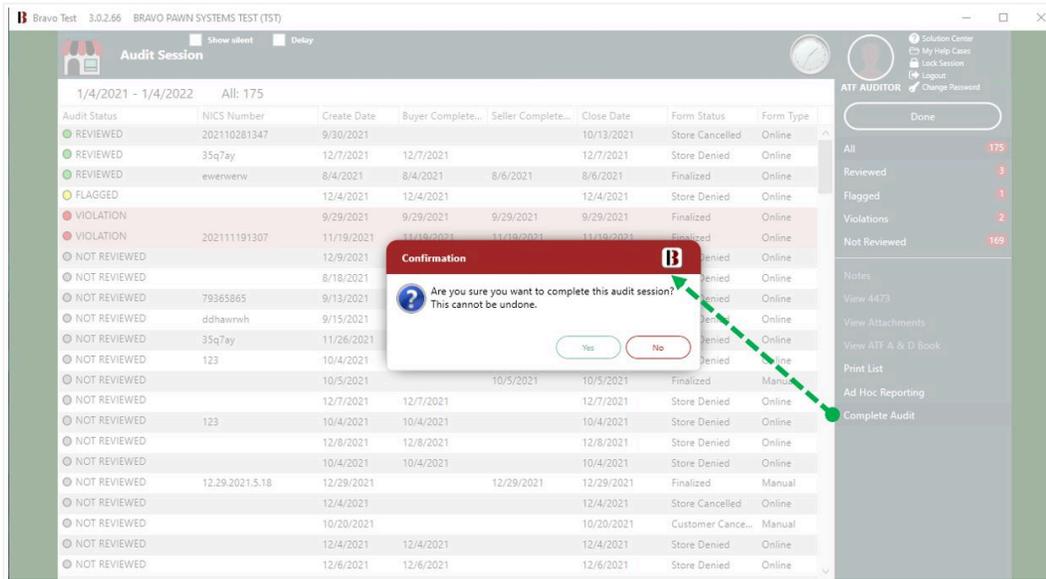
Now the Auditor will need a store manager to approve the Exception to save the list.



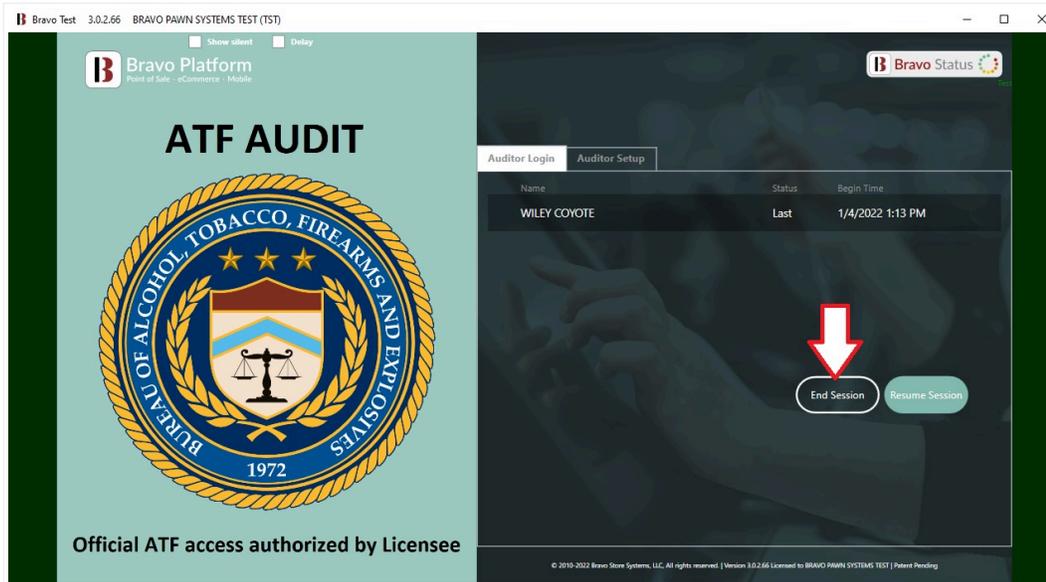
Now on the **Report Preview** screen, you can click **Export** button and choose the format you want to save the file in, PDF, HTML File, MHT File, RTF File, DOCX File, XLS File, XLSX File, CSV File, Text File or as an Image File.



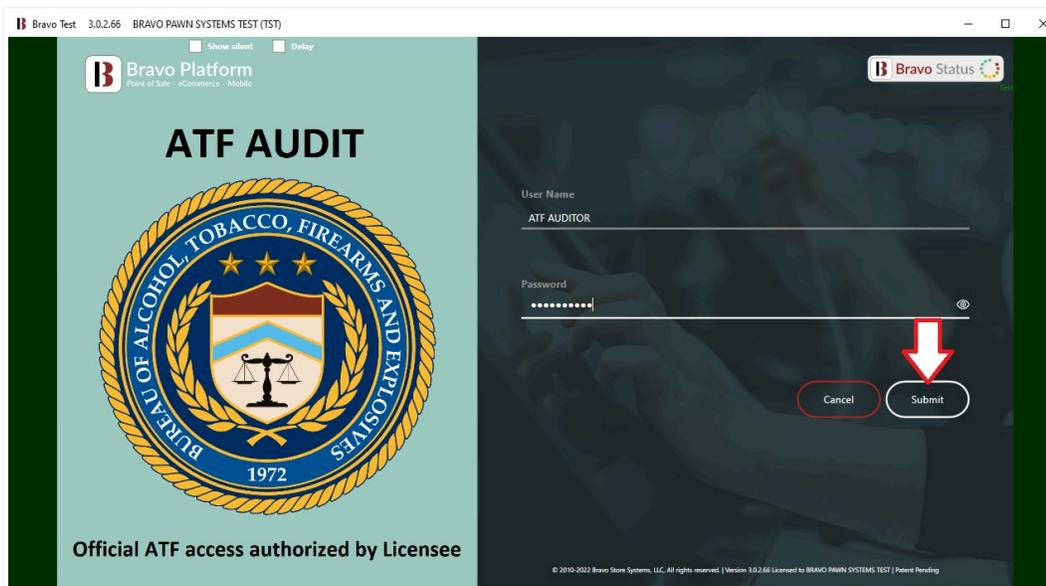
9. Once the Audit has finished click **Complete Audit** on the right-side Menu. This will bring up a prompt to validate your selection to complete the audit. This action cannot be undone.



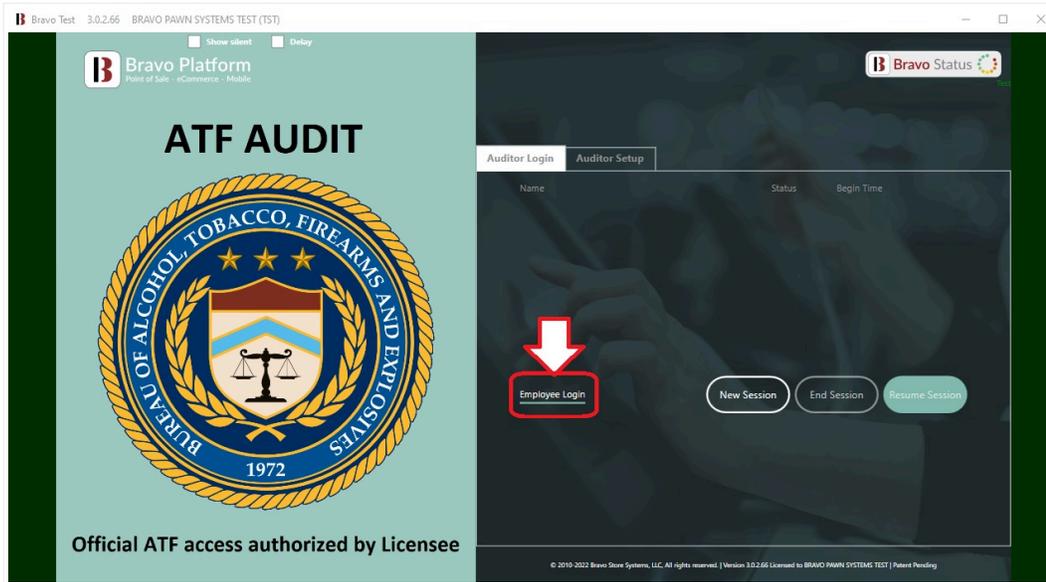
Hitting **Yes** on the prompt will lock the session and now the ATF Auditor needs to click **End Session**.



Then the auditor needs to enter their password and click **Submit**



10. Once that is done, the store can use the computer for transactions again by clicking **Employee Login**



FOLLOW UP

Was this article helpful?   0 out of 0 found this helpful

0 Comments

Be the first to write a comment.

