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🚊 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 AFT 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.



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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.

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

imes 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:

B Bravo Staging 2024.10.1.3 BRAVO PAWN SYSTEMS / STAGE (TST)	- o x
	(B) Bravo Status 🤃
SOLTOBACCO, FIRIE ARIES SOLTOBACCO, FIRIE ARIES SOLTOB	User Name AttAUDITOR01 Password Password Verification Exerct Name Lact Name Name Name Name Name Name Name Name
	JOHN DOE Date Range for audit 9/1/2023 Switch User Submit
Official ATF access authorized by Licensee	© 2010-2024 Brave Store System, LLC, All rights reserved. Workin 2024 18:13 Licensed to BRAVD FAMIN SYSTEMS / STAGE Patient Andreg

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 Ses	AWN SYSTEMS TEST (TST) Show silent Ssion	Pelay					Ø	Solution Cel My Help Ca My Help Ca Lock Session Lock Session	nter ses
1/4/2021 - 1/4/20	022 All: 175							ATF AUDITOR of Change Pass	sword
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	Done	\frown
O NOT REVIEWED	202110281347	9/30/2021			10/13/2021	Store Cancelled	Online		
O NOT REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	All	
NOT REVIEWED	ewerwerw	8/4/2021	8/4/2021	8/6/2021	8/6/2021	Finalized	Online	Reviewed	
NOT REVIEWED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online	Flagged	
NOT REVIEWED		9/29/2021	9/29/2021	9/29/2021	9/29/2021	Finalized	Online	Violations	
O NOT REVIEWED	202111191307	11/19/2021	11/19/2021	11/19/2021	11/19/2021	Finalized	Online	Not Reviewed	
O NOT REVIEWED		12/9/2021	12/9/2021		12/9/2021	Store Denied	Online		
O NOT REVIEWED		8/18/2021		8/18/2021	8/18/2021	Store Denied	Online	Notes	
O NOT REVIEWED	79365865	9/13/2021	9/13/2021		9/13/2021	Store Denied	Online	View 4473	
O NOT REVIEWED	ddhawrwh	9/15/2021	9/15/2021		9/15/2021	Store Denied	Online	View Attachments	
O NOT REVIEWED	35q7ay	11/26/2021	11/26/2021		11/26/2021	Store Denied	Online	View ATE A & D Book	
O NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online	Driet Liet	
O NOT REVIEWED		10/5/2021		10/5/2021	10/5/2021	Finalized	Manual	Finite List	
NOT REVIEWED		12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	Ad Hoc Reporting	
O NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online	Complete Audit	
O NOT REVIEWED		12/8/2021	12/8/2021		12/8/2021	Store Denied	Online		
O 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		
O NOT REVIEWED		12/4/2021			12/4/2021	Store Cancelled	Online		
O NOT REVIEWED		10/20/2021			10/20/2021	Customer Cance	Manual		
O NOT REVIEWED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online		
O 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.



Glossary of terms and their meanings

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



- 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 - 10/31/2	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	1
Not Reviewed	▲ 4473							
O Reviewed								E
O Flagged								
O Violation								

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 Sessio	Show silent D	elay						 O Solution Center My Help Cases ■ Lock Session I Logout 	
1/4/2021 - 1/4/2022	All: 175							ATF AUDITOR of Change Passwor	
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	Done	
NOT REVIEWED	202110281347	9/30/2021			10/13/2021	Store Cancelled	Online	A	
NOT REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	All	
Not Reviewed	▶ E4473							Reviewed	
O Reviewed								Flagged	
O Flagged								Violations	
O Violation								Not Reviewed	
NOT REVIEWED	ewerwerw	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	Notes	
O NOT REVIEWED		9/29/2021	9/29/2021	9/29/2021	9/29/2021	Finalized	Online	View 4473	
NOT REVIEWED	202111191307	11/19/2021	11/19/2021	11/19/2021	11/19/2021	Finalized	Online	View Attachments	
O NOT REVIEWED		12/9/2021	12/9/2021		12/9/2021	Store Denied	Online	View ATF A & D Book	
NOT REVIEWED		8/18/2021		8/18/2021	8/18/2021	Store Denied	Online	Print List	
O NOT REVIEWED	79365865	9/13/2021	9/13/2021		9/13/2021	Store Denied	Online		
NOT REVIEWED	ddhawrwh	9/15/2021	9/15/2021		9/15/2021	Store Denied	Online	Аа нос керопілд	
O NOT REVIEWED	35q7ay	11/26/2021	11/26/2021		11/26/2021	Store Denied	Online	Complete Audit	
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		
O NOT REVIEWED		12/7/2021	12/7/2021		12/7/2021	Store Denied	Online		
O 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		
O NOT REVIEWED		10/4/2021	10/4/2021		10/4/2021	Store Denied	Online		
O 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.

Bravo Test 3.0.2.66 BRAVO PAWN SYSTEMS TEST (TST)									×
View Attachments	Delay						⑦ Solution Center ™ Help Cases Lock Session	6	
	Preview					ATF AUDITOR			
E4473	Find Previous Next of 6 Find Navigation	Zoom Zoom Out View	•				Done	\supset	
Page Thum	U.S. Department of Justice Burnes of Alcohel, Tohacon, Tonama and Explosives		Firearms Transaction	° n Record	0.53 Na. 1140-0020				
bnails	WARNING: The information you provide will be use a firearm. Certain violations of the Gun ControlA ct, 1 \$230,000 fine. Any person who exports a firearm with Department of State, as applicable, is subject to a fine	d to determine whether you are pro S U.S.C. 921 et seq., are punisheb sout a proper authorization from eit of not more than \$1,000,000 and u	shibited by Federal or State law from re- ble by up to 10 years imprisonment and w ther the Department of Commerce or the p to 20 years imprisonment.	ceiving Transfe or up to a Transf Numi	ror's Seller's action Serial ber (if any)				
Corrected 4473	temporarily conducted from a qualifying gun show or qualifies under 18 U.S.C. 922(c). All entries must be	event in the same State in which the handwritten in ink unless compl	et the scenises premises (sociality out) to premises is located) unless the transmi- leted under ATF Rul. 2016-2. PLEASE	tion TST	00035920				
	Section A - Man	t Be Completed By Transferor Seller Bef	are Transferce Buyer Completes Section B						
	l Manufacturer and importer (if any) (If the manufacturer and importer are different, include both.)	2 Model (if designated)	3. Serial Number	4. Type	Caliber or Gauge				
	1. COLT	AUTOMATIC 32 RIMLESS	R112M3L435868710	PISTOL	32 SMETH & WESSON				
	2								
	 Total Number of Firearms to be Transferred (Flease one, two, etc. Do not use numerals.) 	spell total number e g .	7. Check if any part of this transactice Record Line Number(s) From Questi	n is a pawn redempt en 1:	ion.				
	ONE		8. Check if this transaction is to facili	tate a private party t	transfer.				
	a management of the second sec	Section B - Must Be Completed Persons	illy By Transferee Bayer		122.071				
	Last Name (including suffix, e.g., Jr, Sr, II, III)	First Name	Middle Name	STOR OF FAILE, FECHO	1 1024 .)				
	STEIN	FRANCIS	NONYA						
	 Current State of Residence and Address (U.S. p Number and Street Address 1234 MAIN ST 	City FORT LAUDERDALE	le. Cannot be a post office box.) State ZIP Code FL 33301	County/Parish/H BROWARD	Borough				
k	11. Place of Birth U.S. City and State -OR- Foreign Co	12. Height 13. 1 Puntry Ft. 7 ()	Weight 14. Sex 15. Birth D: bb.) In Male Month Female	zte Day 3	(ear)	×			

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.

Audit Se	Show silent 🚺 🛙	telay						O Solution Cents My Help Cases Automatic Session E Lock Session E Locaut	
1/4/2021 - 1/4/2	022 All: 175							ATF AUDITOR of Change Passw	ord
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	Done	
REVIEWED	202110281347	9/30/2021			10/13/2021	Store Cancelled	Online	^	
REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	All	
REVIEWED	ewenwerw	8/4/2021	8/4/2021	8/6/2021	8/6/2021	Finalized	Online	Reviewed	
FLAGGED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online	Flagged	
O Not Reviewed	▶ E4473		4473 Audi	t Notes	B			Violations	
O Reviewed					0/255 -	-		Not Reviewed	
Flagged					0/200				
Violation								Notes	
NOT REVIEWED		9/29/2021	9/21			Finalized	Online	View 4473	
NOT REVIEWED	202111191307	11/19/2021	11/			Finalized	Online	View Attachments	
O NOT REVIEWED		12/9/2021	12/!			Store Denied	Online	View ATF A & D Book	
NOT REVIEWED		8/18/2021				Store Denied	Online	Print List	
O NOT REVIEWED	79365865	9/13/2021	9/11	Save	Cancel	Store Denied	Online		
NOT REVIEWED	ddhawrwh	9/15/2021	9/1!			Store Denied	Online	Ad Hoc Reporting	
NOT REVIEWED	35q7ay	11/26/2021	11/26/2021		11/26/2021	Store Denied	Online	Complete Audit	
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		
O 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		
O NOT REVIEWED		12/8/2021	12/8/2021		12/8/2021	Store Denied	Online		
O NOT REVIEWED		10/4/2021	10/4/2021		10/4/2021	Store Denied	Online		
O NOT REVIEWED	12 29 2021 5 18	12/29/2021		12/29/2021	12/29/2021	Finalized	Manual		

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.

vo Test 3.0.2.66 BRAVO PAWI	N SYSTEMS TEST (TST)							- 0
Audit Sessi	Show silent D	elay					\odot	Solution Center My Help Cases More Control Logout
1/4/2021 - 1/4/2022	2 All: 175							ATF AUDITOR of Change Password
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	Done
REVIEWED	202110281347	9/30/2021			10/13/2021	Store Cancelled	Online	<u>`</u>
REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	All (175)
REVIEWED	ewerwerw	8/4/2021	8/4/2021	8/6/2021	8/6/2021	Finalized	Online	Reviewed 8
O FLAGGED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online	Flagged 1
O Not Reviewed	▲ E4473							Violations
O Reviewed								Not Reviewed 171
Flagged							\sim	
O Violation								> Notes
NOT REVIEWED		9/29/2021	9/29/2021	9/29/2021	9/29/2021	Finalized	Online	View 4473
NOT REVIEWED	202111191307	11/19/2021	11/19/2021	11/19/2021	11/19/2021	Finalized	Online	View Attachments
O NOT REVIEWED		12/9/2021	12/9/2021		12/9/2021	Store Denied	Online	View ATF A & D Book
NOT REVIEWED		8/18/2021		8/18/2021	8/18/2021	Store Denied	Online	Drint List
O NOT REVIEWED	79365865	9/13/2021	9/13/2021		9/13/2021	Store Denied	Online	
NOT REVIEWED	ddhawrwh	9/15/2021	9/15/2021		9/15/2021	Store Denied	Online	Ad Hoc Reporting
O NOT REVIEWED	35q7ay	11/26/2021	11/26/2021		11/26/2021	Store Denied	Online	Complete Audit
NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online	
O 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	
O 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	
O 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	

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.

Bravo 3.0.6.50 BRAVO P	AWN TEST STORE / PRODUC	tion (tst)							- 0	\times
Audit Session	n						Ø		 Solution Center My Help Cases Lock Session Logout 	
9/1/2023 - 9/27/2023	3 All: 14							TEST23	Change Password	
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	(Done)
NOT REVIEWED	2gr9i28y	9/4/2023	9/4/2023		9/4/2023	Store Denied	Online			
Not Reviewed	▶ E4473							All		14
O Reviewed								Reviewed		
O Flagged								Flagged		
O Violation								Violations		
NOT REVIEWED	q0oi9jrh923	9/20/2023	9/20/2023	9/20/2023	9/20/2023	Finalized	Online	Not Reviewed		14
NOT REVIEWED	490-86tusproy	9/20/2023	9/20/2023		9/20/2023	Store Denied	Online			
NOT REVIEWED	2gr9i28y	9/4/2023		9/4/2023	9/4/2023	Finalized	Online	Notes		
O NOT REVIEWED	wtpio4j30	9/27/2023	9/27/2023		9/27/2023	Store Denied	Online	View 4473		
NOT REVIEWED	wtpio4j30	9/27/2023	9/27/2023	9/27/2023	<mark>⇒,</mark> 27/2	Finalized	Online	View Attachn	nents	
O NOT REVIEWED	525	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finan	On	View ATF A 8	t D Book	
NOT REVIEWED	52	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finalized	9	Print List		
O NOT REVIEWED	q0oi9jrh923	9/20/2023	9/20/2023		9/20/2023	Store Denied	Online			
NOT REVIEWED		9/27/2023			9/27/2023	Store Canceled	Online	Ад нос керо	orting	
NOT REVIEWED	e456vu465e	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finalized	Online	Complete Au		
NOT REVIEWED	209rj3u9u	9/8/2023	9/8/2023		9/8/2023	Store Denied	Online			
NOT REVIEWED	490-86tusproy	9/20/2023	9/20/2023	9/20/2023	9/20/2023	Finalized	Online			
NOT REVIEWED	209rj3u9u	9/8/2023	9/8/2023	9/8/2023	9/8/2023	Finalized	Online			
									_	

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

Bravo 3.0.6.50 BRAVO	PAWN TEST STORE / PRODUC	CTION (TST)							- 🗆	\times
Audit Sessio	'n						B		 ?) Solution Center ← My Help Cases ← Lock Session ← Logout 	
9/1/2023 - 9/27/202	3 All: 14							TEST23	of Change Password	
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	(Done	\square
NOT REVIEWED	2gr9i28y	9/4/2023	9/4/2023		9/4/2023	Store Denied	Online			
Not Reviewed	▶ E4473									
O Reviewed										
O Flagged		Exception				B		Flagged		
O Violation			News					Violations		
NOT REVIEWED	q0oi9jrh923	Manager Logi	n Name	0/58		Approve	Online	Not Reviewe		
O NOT REVIEWED	490-86tusproy	Password				Cancel	Online			
O NOT REVIEWED	2gr9i28y	1 assirer a					Online			
NOT REVIEWED	wtpio4j30	Description of	Exception(s) requiring	Fingerprint read	er is disconnected		Online			
NOT REVIEWED	wtpio4j30	Print List	requires manager aj	pproval.			Online			
NOT REVIEWED	525						Online	View ATF A 8	2 D Book	
NOT REVIEWED	52						Online	Drint List		
O NOT REVIEWED	q0oi9jrh923						Online			
NOT REVIEWED							Online	Ad Hoc Repo		
O NOT REVIEWED	e456vu465e	Note				-	Online			
NOT REVIEWED	209rj3u9u	9/8/2023	9/8/2023		9/8/2023	Store Denied	Online			
O NOT REVIEWED	490-86tusproy	9/20/2023	9/20/2023	9/20/2023	9/20/2023	Finalized	Online			
NOT REVIEWED	209rj3u9u	9/8/2023	9/8/2023	9/8/2023	9/8/2023	Finalized	Online			

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.

Bravo 3.0.6.50 BRAVO PAV	WN TEST STORE / PRODUCT	tion (tst)							- 🗆	×
Report Preview	w					- Aller	\bigcirc		? Solution Center My Help Cases Lock Session	
Preview							^	TEST23		
Copen Save Print Quick P Print Se File Print	Page Scale tup	Page Ø e	Zoom Zoom	Page Layout VI 100	antinuous Iling	Send Watermark Vatermark	Show in arate Window		Done	
					HTML File	-				
	>				MHT File	9/1/2023 - 9/2	27/2023			
98				m	RTF File		TST			
45	art.			(m)	DOCX File		151			
Audit Status	NICS Number	Create Date	Buyer Com	ple Seller 🕻 🚌	XLS File	Form Status	Form Ty			
NOT REVIEWED	2gr9i28y	9/4/2023	9/4/2023	(E)	XI SX File	Store Denied	Online			
NOT REVIEWED	q0oi9jrh923	9/20/2023	9/20/2023	9/20/20	CSV/File	Finalized	Online			
NOT REVIEWED	490-86tusproy	9/20/2023	9/20/2023		CSV File	Store Denied	Online			
NOT REVIEWED	2gr9i28y	9/4/2023	9/4/2023	9/4/202	lext File	Finalized	Online			
NOT REVIEWED	wtpio4j30	9/27/2023	9/27/2023		Image File	Store Denied	Online			
NOT REVIEWED	wtpio4j30	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finalized	Online			
NOT REVIEWED	525	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finalized	Online			
NOT REVIEWED	52	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finalized	Online			
NOT REVIEWED	q0oi9jrh923	9/20/2023	9/20/2023		9/20/2023	Store Denied	Online			
NOT REVIEWED		9/27/2023			9/27/2023	Store Canceled	Online			
NOT REVIEWED	e456vu465e	9/27/2023	9/27/2023	9/27/2023	9/27/2023	Finalized	Online			
NOT REVIEWED	209rj3u9u	9/8/2023	9/8/2023		9/8/2023	Store Denied	Online			
NOT REVIEWED	490-86tusproy	9/20/2023	9/20/2023	9/20/2023	9/20/2023	Finalized	Online			
NOT REVIEWED	209rj3u9u	9/8/2023	9/8/2023	9/8/2023	9/8/2023	Finalized	Online			
Page: 1 / 1						114% -	+			

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.

Audit Se	Show silent 📃 D						\bigcirc	Solution Center Control Contro Control Control Control Contro	
1/4/2021 - 1/4/2	022 All: 175							ATF AUDITOR of Change Passwo	
Audit Status	NICS Number	Create Date	Buyer Complete	Seller Complete	Close Date	Form Status	Form Type	Done	
REVIEWED	202110281347	9/30/2021				Store Cancelled	Online 🗠		
REVIEWED	35q7ay	12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	All	
REVIEWED	ewerwerw	8/4/2021	8/4/2021	8/6/2021	8/6/2021	Finalized	Online	Reviewed	
O FLAGGED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online	Flagged	
VIOLATION		9/29/2021	9/29/2021	9/29/2021	9/29/2021	Finalized	Online	Violations	
VIOLATION	202111191307	11/19/2021	11/19/2021	11/19/2021	11/19/2021	Finalized	Online	Not Reviewed	
O NOT REVIEWED		12/9/2021	Confirmation			B Denied	Online		
O NOT REVIEWED		8/18/2021				Denied	Online	Notes	
O NOT REVIEWED	79365865	9/13/2021	Are you sun This cannot	e you want to comp be undone.	lete this audit ses	ion?	Online	View 4473	
NOT REVIEWED	ddhawnwh	9/15/2021	-			Denied	Online	View Attachments	
O NOT REVIEWED	35q7ay	11/26/2021		C		Jenied	Online	View ATE & & D Book	
O NOT REVIEWED	123	10/4/2021				Denied	Caline	Drine Liet	
O NOT REVIEWED				10/5/2021	10/5/2021	Finalized	Manua	PTINE LISE	
O NOT REVIEWED		12/7/2021	12/7/2021		12/7/2021	Store Denied	Online	Ad Hoc Reporting	
O NOT REVIEWED	123	10/4/2021	10/4/2021		10/4/2021	Store Denied	Online	Complete Audit	
NOT REVIEWED		12/8/2021	12/8/2021		12/8/2021	Store Denied	Online		
O NOT REVIEWED		10/4/2021	10/4/2021		10/4/2021	Store Denied	Online		
O NOT REVIEWED	12.29.2021.5.18	12/29/2021		12/29/2021	12/29/2021	Finalized	Manual		
O NOT REVIEWED		12/4/2021			12/4/2021	Store Cancelled	Online		
O NOT REVIEWED		10/20/2021			10/20/2021	Customer Cance	Manual		
O NOT REVIEWED		12/4/2021	12/4/2021		12/4/2021	Store Denied	Online		

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



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