



ITEMORA

Operational Accountability Platform

QStore IMS User Manual

Operational Accountability Platform for Organisations

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1. Getting Started

What is QStore IMS?

QStore IMS is an operational accountability platform designed for organisations that issue and track equipment. It runs entirely offline — no internet connection is required for day-to-day use. All data is stored locally in your browser (IndexedDB) and can be optionally synced to OneDrive.

First launch

Open the launcher file (index.html). This provides access to both the IMS module (qstore.html) and the Accounting module (accounting.html). All files must be kept in the same folder.

First login

- Select **Administrator** from the user list
- Enter PIN **0000**
- You will be prompted to change this PIN immediately — do so before continuing
- Complete the initial setup checklist shown on the Dashboard

Initial setup checklist

Step	Action	Location
1	Enter unit name, code, state, OC and QM details	Settings → Unit Details
2	Upload unit logo (optional)	Settings → Unit Logo
3	Add your first inventory item	Inventory → + Add Item
4	Add cadets and staff	Cadets → + Add
5	Add system users (OC, QM, Staff)	Users → + Add User

2. User Roles & Permissions

Role	Access Level	Typical Assignment
OC	Full access including Settings, Users, Accounting approvals and PIN management	Commanding Officer
QM	Full operational access — inventory, loans, cadets, stocktake, orders, audit	Quartermaster Sergeant
Staff	View all pages, submit equipment requests and expense claims	Instructors, Admin Staff
Cadet	View inventory, view own loans, submit equipment requests	Cadets
Read-Only	View only — no actions	Auditors, Observers

Permission matrix

Action	OC	QM	Staff	Cadet	RO
View inventory / cadets / loans	✓	✓	✓	✓	✓
Submit equipment requests	✓	✓	✓	✓	—
Issue / return loans	✓	✓	—	—	—
Approve / deny requests	✓	✓	—	—	—
Edit inventory / cadets	✓	✓	—	—	—
Perform stocktake	✓	✓	—	—	—
View audit log / reports	✓	✓	—	—	—
Access accounting module	✓	✓	—	—	—
Settings / Users	✓	—	—	—	—

3. User Accounts

Adding a user (OC only)

1. Navigate to **Users**
2. Click **+ Add User**
3. Enter name, username, role, service number, and initial PIN
4. Click **Save** — the PIN is displayed **once only**
5. Note down the PIN and communicate it to the user verbally
6. The user must change their PIN on first login if required

Security note: PINs are managed exclusively by the OC. Users cannot change their own PIN. The OC uses the Reset PIN function for all PIN changes. PINs are never displayed again after the creation confirmation.

4. Inventory Management

The Inventory page tracks all equipment held by your organisation. Each item has a current on-hand count, authorised quantity, and condition breakdown.

Adding an item

1. Click **+ Add Item**
2. Enter Name, NSN (NATO Stock Number), Category, and Authorised Quantity
3. Set the On Hand quantity (what is physically present)
4. Enter condition breakdown: Serviceable, Unserviceable, In Repair, Calibration Due, Written Off
5. Click **Save**

Condition breakdown

Condition	Code	Meaning
Serviceable	Svc	Fully operational — ready for issue
Unserviceable	U/S	Not operational — requires repair before issue
In Repair	Repr	Currently being repaired — not available for issue
Calibration Due	Cal	Requires calibration before use
Written Off	W/O	Beyond economic repair — pending board of survey

Items automatically show a warning banner on the Inventory page if no stocktake has been completed. This disappears after the first stocktake is finalised.

5. Loans — Issue & Return

Issuing equipment

1. Click **+ Issue**
2. Select the borrower (cadet, staff, or unit/activity)
3. Add items — search by name or NSN. Set quantity and purpose
4. Set a due date (optional)
5. Click **Issue** — generates an Issue Voucher PDF automatically

Returning equipment

1. Find the loan in the **All Loans** tab
2. Click the **Return** button on the row
3. Enter the return condition and any remarks
4. Click **Confirm Return**

Issue types

Type	When to use
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Standard issue	Normal issue from inventory — reduces on-hand count
Non-stock item	Item not in the inventory system — records the loan without touching stock counts
Existing issue (prior)	Equipment already out on loan before the system was set up — records without deducting stock

6. Equipment Requests

The Requests module allows cadets and staff to submit equipment requests (AB189 format). QMs and OCs review and approve or deny each request.

Status	Meaning
Pending	Submitted — awaiting QM/OC review
Approved	Approved — items have been issued
Denied	Request denied — reason recorded in notes
Withdrawn	Withdrawn by the requester before approval

10. Stocktake

A stocktake physically counts all inventory and reconciles counts with the system records. Run a stocktake at least once per quarter or before any official inspection.

Running a stocktake

1. Navigate to **Stocktake**
2. Click **Start New Stocktake**
3. For each item, enter counts across all 5 condition columns (Svc / U/S / Repr / Cal / W/O)
4. Counts auto-save as you type — you can close and resume later
5. Click **Finalise** when all items are counted
6. Review the variance report — discrepancies between counted and expected are highlighted
7. Click **Confirm Finalise** to update inventory records

11. IMS Reports

Report	Description
Stock Report	Full inventory list with quantities and condition breakdown. A4 portrait.
AB189 Issue Voucher	Official issue document for a specific loan. Army-green header.
AB174 Nominal Roll	Complete cadet/staff roll with service numbers and ranks.
Stocktake Worksheet	Blank count sheet for physical stocktakes.
AB174 Board of Survey	Formal survey document for written-off items. Includes signature blocks.
Kit Checklist	Per-cadet equipment checklist with tick boxes and signature block.
Loan History	Filtered history of loans by item, borrower, or date range.

12. Audit Log

The Audit Log records every action taken in the system — who did it, when, and what changed. The log is append-only and cannot be edited or deleted. Export to CSV or JSON for reporting.

Category	Example Actions
Inventory	item_add, item_edit, item_delete, item_note
Loans	loan_issue, loan_return, loan_quick_return
Cadets	cadet_add, cadet_edit, cadet_delete, cadet_viewed
Stocktake	stocktake_start, stocktake_finalise, stocktake_writeoff
Requests	request_submitted, request_approved, request_denied
Security	2fa_enabled, 2fa_disabled, login_failed, pin_changed
System	settings_save, export_data, import_data, user_add

14. Backup & Restore

Export (backup)

1. Go to **Settings** → **Backup & Restore**
2. Click **Export Data**
3. Optionally enter a password to encrypt the backup file
4. Save the downloaded **.qstore** file to a safe location
5. Run exports before any major changes or at the end of each training year

Import (restore)

1. Go to **Settings** → **Backup & Restore**
2. Click **Import Data** and select your **.qstore** file
3. If the file is encrypted, enter the password when prompted
4. Confirm the import — all existing data will be replaced

Warning: Importing a backup replaces ALL current data. Always export first if you want to preserve current records.

15. Security & PINs

Feature	Details
PIN length	4 digits minimum
Lockout	Progressive delays after failed attempts: 30s → 5min → 30min
Auto-lock	Screen locks after inactivity (default 15 minutes, minimum 5 minutes)
2FA (TOTP)	Optional two-factor authentication via authenticator app

PII encryption	AES-256-GCM — cadet/staff personal data encrypted at rest
Export encryption	Optional AES-256-GCM with PBKDF2 310,000 iterations
PIN management	OC only — no user self-service PIN changes

16. Keyboard Shortcuts

Key	Action
/	Focus the search bar on the current page
N	Open the Add / New form on the current page
← →	Switch between tabs on pages with multiple tabs
1–6	Navigate to the corresponding page (Inventory, Loans, Cadets, etc.)
?	Show the keyboard shortcuts help overlay

17. Troubleshooting

App shows blank page or does not load

Ensure the launcher (index.html) and qstore.html are in the same folder. Use a modern browser (Chrome, Edge, Firefox — not Internet Explorer). Disable browser extensions that might block scripts.

Cannot find my data after opening the file on a new device

QStore IMS stores data in the browser's local storage (IndexedDB). Data is tied to the specific browser and device. To move data to a new device, export a backup from the original device and import on the new one. If using OneDrive sync, sign in on the new device and sync.

OneDrive sync shows "authentication failed"

Go to Settings → Cloud Sync → Sign Out, then sign in again. If the popup is blocked, allow popups for this file in your browser settings.

Loan return not showing in inventory

Check that the return was finalised (not just opened). The on-hand count updates when the return is confirmed, not when the return form is opened.

Export produces a corrupt or unreadable file

Use the built-in Export (Settings → Backup) not browser Save As. If using encryption, ensure the password was entered correctly during export.

For support, contact ITEMORA at support@itemora.com.au or visit itemora.com.au