

HOW TO USE EVIDENCE

Navigate to Evidence under Property -> Evidence and click on it



If you cannot click on Evidence in iSoms menu, you will need to ask an administrator for permissions to this module before you can use it.

You are greeted with the search screen, where you can navigate to any Evidence records that have already been added and access them.

At the top of the search screen you have six quick search buttons such as All Non-Disposed, Last 7 Days, Last 30 Days, Currently Out, In Temporary Storage, and Connected to Cold Case records.

You can also search by Case Number, Barcode Number, Entry Dates, Investigating Id, etc., then click the lookup button at the bottom. (Notice that All Agencies is a checkbox at the bottom, so if you do not want to search All Agencies, check this option before searching)

If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

HOW TO ADD EVIDENCE

To add new Evidence, from the search screen, navigate to the top right where it says NEW EVIDENCE. Click on Yes button.

M&M Micro Systems Inc.
Phone: 888-644-5786 Ext. 115
Fax: 865-380-4610
Email: support@mmmicro.com
Website: www.mmmicro.com

MySOMS | iSOMS

Search | Evidence | iSOMS

localhost:5000/#/m/evidence/search

YOUR AGENCY

Evidence: Search

NEW EVIDENCE AUDITS TOPICS REPORTS MAINTAIN FILES

ALL NON-DISPOSED LAST 7 DAYS - IN LAST 30 DAYS - IN CURRENTLY OUT IN TEMPORARY STORAGE CONNECTED TO COLD CASE

Evidence Status:
☒ Non-Disposed ☐ Disposed Only ☐ All

Case Number: Barcode #: Entry Dates From: Entry Dates Through: Investigating Id: Q

BLD: Room: Shelf: Bin: Locker: Box:

Evidence Type: Category: Proposed Disposition: Actual Disposition:

Lab Number: Tag Number: Exhibit #: Receipt #: DA Case #: Court Order #: Exam/Test Requested: Disposition Group:

Make: Model: Color: Serial Number: Item Description

Review Dates From: Review Dates Through: Disposed Dates From: Disposed Dates Through: Statute Date From: Statute Date Through:

Last Name: First Name: Department:

☐ All Agencies

Type of Match:
☒ Begins ☐ Contains ☐ Ends

☐ Show Archived Only

LOOKUP CLEAR FILTER

It will ask, Are you sure you want to add a new Evidence? Click Yes again.

Add New Evidence

Are you sure you want to add a new Evidence Record?

YES CANCEL

A new screen will appear where you can add your new Evidence. Enter Case Number, Barcode Number, Item Numbers and all the other fields you see that you have information for.

There are many tabs at the bottom to go through to enter more information about the evidence that you have collected.

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MySOMS | iSOMS View null | Evidence | iSOMS

localhost:5000/#/m/evidence/view/8312/false

FogBugz localhost History - Repositori... iSOMS Demo iSOMS pgAdmin 4 Inbox - drew@mm... Poor SQL - Instant...

YOUR AGENCY

Evidence: View Record LOOKUP NEW EVIDENCE REPEAT AUDITS TOPICS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Case Number: Entry Date: 02/03/2020 Time: 13:40 Barcode #: 4845 Tag #: Item #: 1 Item #(text):

Exhibit: Lab #:

Receipt #: Cross Ref: Docket/DA Case #: ☐ Add On Item ☐ Bio-hazard ☐ Can Be Released ☐ Connected To Cold Case

Description:

Building: Room: Shelf: Bin:

Locker: Box #:

Evidence Type: Category:

Recovery Date: Time: Recovered By: Location: Exam/Test Requested:

Evidence Details Owner Victim Suspects / Others Investigation / Status Disposition Money Detail Chain Of Custody Notes Images Attachments

Make: Model: Color: Size: Serial #: Qty: 0

Item Value: 0 Item Weight:

Weapon Type: Caliber: Barrel: Stock: Finish: Grain:

Weapon Imported By: Weapon County Of Origin:

Lab Results: Lab Weight:

NO PHOTO

Image #: 0 of 0

When done entering new Evidence, click the save button in the top middle of your screen. This will add your new Evidence record. You can then exit out of this tab once all your information is entered and saved.

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localhost:5000/#/m/evidence/view/8312/false

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YOUR AGENCY

Evidence: View Record

LOOKUP NEW EVIDENCE REPEAT AUDITS TOPICS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >>

SAVE DELETE

Case Number: Entry Date: 02/03/2020 Time: 13:40 Barcode #: 4845 Tag #: Item #: 1 Item #(text):

Exhibit: Lab #:

Receipt #: Cross Ref: Docket/DA Case #: ☐ Add On Item ☐ Bio-hazard ☐ Can Be Released ☐ Connected To Cold Case

Description:

Building: Room: Shelf: Bin:

Locker: Box #:

Evidence Type: Category:

Recovery Date: Time: Recovered By: Location: Exam/Test Requested:

Evidence Details Owner Victim Suspects / Others Investigation / Status Disposition Money Detail Chain Of Custody Notes Images Attachments

Make: Model: Color: Size: Serial #: Qty: 0

Item Value: 0 Item Weight:

Weapon Type: Caliber: Barrel: Stock: Finish: Grain:

Weapon Imported By: Weapon County Of Origin:

Lab Results: Lab Weight:

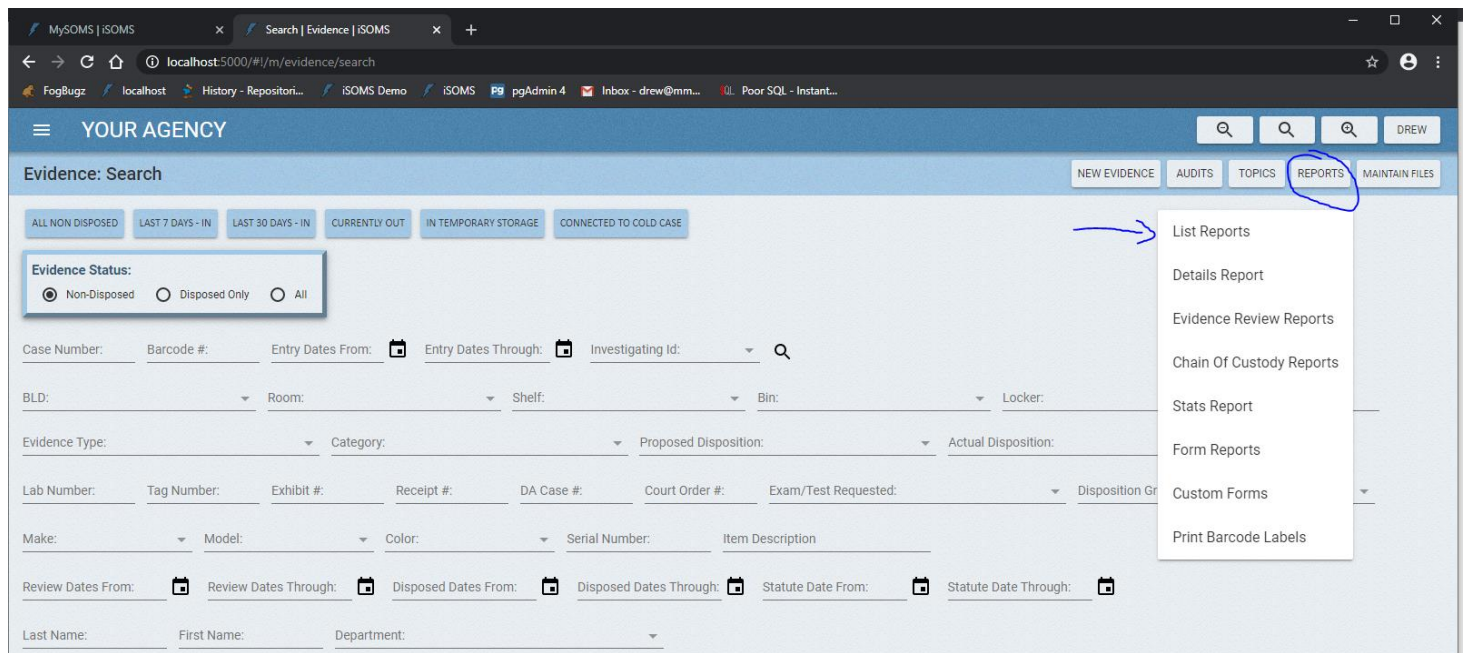
NO PHOTO

Image #: 0 of 0

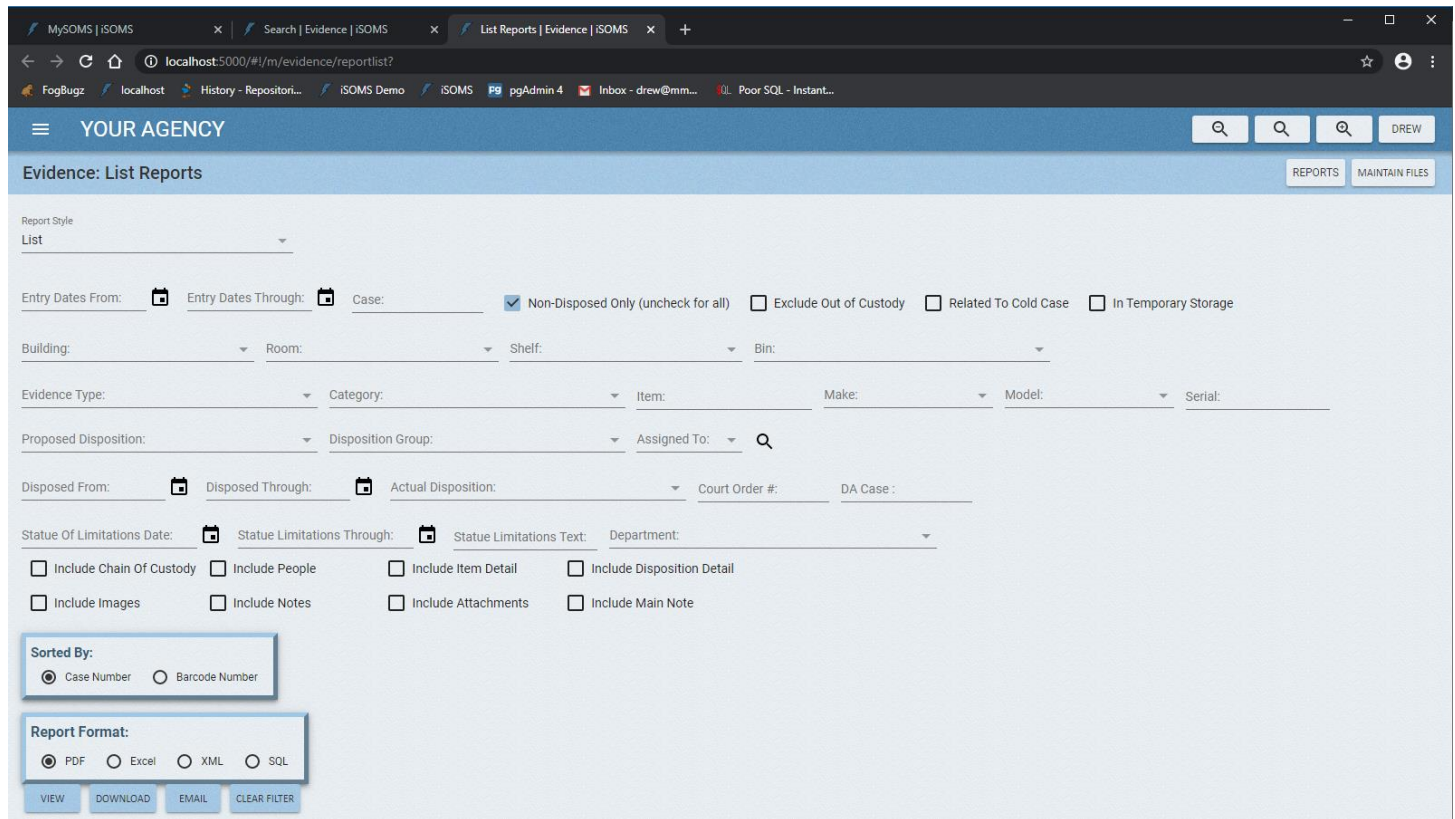
HOW TO ACCESS EVIDENCE REPORTS

When on the Evidence search screen, in the top right next to the NEW EVIDENCE button, find the REPORTS button and click on that. Then click on List Reports for example.

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This will direct you to the Evidence list reports page.



Here you can narrow down your list report by Entry Dates, Case Number and more.

There are a number of checkboxes that you can select at the bottom to include things like images and notes if needed as well.

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Once you have the right criteria entered that you want to see for your list reports and selected the right report style, click view at the bottom to view. (Make sure PDF is selected in report format to view)

MySOMS | iSOMS x Search | Evidence | iSOMS x List Reports | Evidence | iSOMS x +

localhost:5000/#/m/evidence/reportlist?

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Evidence: List Reports

REPORTS MAINTAIN FILES

Report Style
List

Entry Dates From: Entry Dates Through: Case: ☒ Non-Disposed Only (unchecked for all) ☐ Exclude Out of Custody ☐ Related To Cold Case ☐ In Temporary Storage

Building: Room: Shelf: Bin:

Evidence Type: Category: Item: Make: Model: Serial:

Proposed Disposition: Disposition Group: Assigned To: Q

Disposed From: Disposed Through: Actual Disposition: Court Order #: DA Case :

Statue Of Limitations Date: Statue Limitations Through: Statue Limitations Text: Department:

☐ Include Chain Of Custody ☐ Include People ☐ Include Item Detail ☐ Include Disposition Detail
☐ Include Images ☐ Include Notes ☐ Include Attachments ☐ Include Main Note

Sorted By:
☒ Case Number ☐ Barcode Number

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

Version 1.1

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