

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.

The screenshot shows the 'Evidence: Search' screen in the MySOMS | iSOMS application. At the top, there are six quick search buttons: 'ALL NON DISPOSED', 'LAST 7 DAYS - IN', 'LAST 30 DAYS - IN', 'CURRENTLY OUT', 'IN TEMPORARY STORAGE', and 'CONNECTED TO COLD CASE'. Below these are several search fields: 'Case Number', 'Barcode #', 'Entry Dates From' (with a calendar icon), 'Entry Dates Through' (with a calendar icon), 'Investigating Id' (with a dropdown arrow), and a search icon. There are also dropdowns for 'BLD', 'Room', 'Shelf', 'Bin', 'Locker', and 'Box'. Further down are fields for 'Evidence Type', 'Category', 'Proposed Disposition', 'Actual Disposition', 'Lab Number', 'Tag Number', 'Exhibit #', 'Receipt #', 'DA Case #', 'Court Order #', 'Exam/Test Requested', and 'Disposition Group'. Below these are fields for 'Make', 'Model', 'Color', 'Serial Number', and 'Item Description'. At the bottom left are 'Review Dates From' and 'Review Dates Through' fields with calendar icons, and 'Disposed Dates From' and 'Disposed Dates Through' fields with calendar icons. There are also fields for 'Statute Date From' and 'Statute Date Through' with calendar icons. A checkbox 'All Agencies' is located at the bottom left. A 'Type of Match' section with radio buttons for 'Begins', 'Contains', and 'Ends' is also present. At the very bottom are two buttons: 'LOOKUP' and 'CLEAR FILTER'.

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.

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MySOMS | iSOMS Search | Evidence | iSOMS

localhost:5000/#/m/evidence/search

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

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:

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:

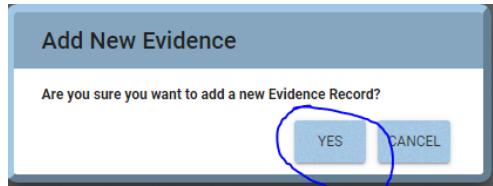
All Agencies

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.



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 - Repository iSOMS pgAdmin 4 Inbox - drew@mm... Poor SQL - Instant...

YOUR AGENCY

Evidence: View Record

LOOKUP NEW EVIDENCE REPEAT AUDITS TOPICS REPORTS MAINTAIN FILES

SAVE DELETE

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

Receipt #: Lab #: 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:


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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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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.

This screenshot shows the 'Evidence: Search' page. At the top, there are several filter buttons: 'ALL NON DISPOSED', 'LAST 7 DAYS - IN', 'LAST 30 DAYS - IN', 'CURRENTLY OUT', 'IN TEMPORARY STORAGE', and 'CONNECTED TO COLD CASE'. Below these are search fields for 'Case Number', 'Barcode #', 'Entry Dates From', 'Entry Dates Through', 'Investigating Id', 'BLD', 'Room', 'Shelf', 'Bin', 'Locker', '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', and 'Department'. On the right, a 'REPORTS' menu is open, listing options: 'List Reports' (highlighted with a blue arrow), 'Details Report', 'Evidence Review Reports', 'Chain Of Custody Reports', 'Stats Report', 'Form Reports', 'Custom Forms', and 'Print Barcode Labels'. The 'REPORTS' button is also circled in blue.

This will direct you to the Evidence list reports page.

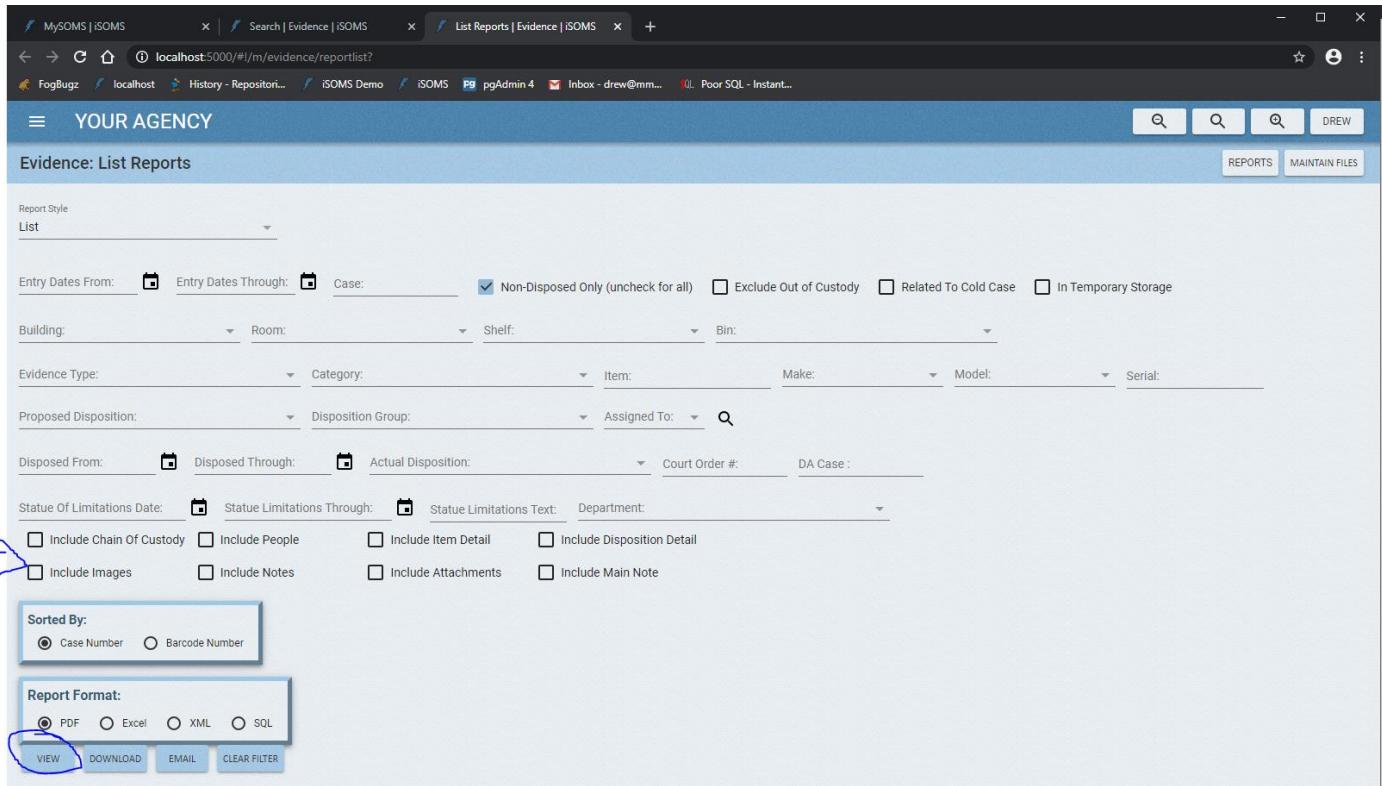
This screenshot shows the 'Evidence: List Reports' page. It features a 'Report Style' dropdown set to 'List'. Below it are several search and filter fields: 'Entry Dates From', 'Entry Dates Through', 'Case', 'Non-Disposed Only (uncheck for all)', 'Exclude Out of Custody', 'Related To Cold Case', 'In Temporary Storage', 'Building', 'Room', 'Shelf', 'Bin', 'Evidence Type', 'Category', 'Item', 'Make', 'Model', 'Serial', 'Proposed Disposition', 'Disposition Group', 'Assigned To', 'Disposed From', 'Disposed Through', 'Actual Disposition', 'Court Order #', 'DA Case #', 'Statute Of Limitations Date', 'Statute Limitations Through', 'Statute Limitations Text', 'Department', and checkboxes for 'Include Chain Of Custody', 'Include People', 'Include Item Detail', 'Include Disposition Detail', 'Include Images', 'Include Notes', 'Include Attachments', and 'Include Main Note'. At the bottom, there are 'Sorted By' options ('Case Number' selected), 'Report Format' options ('PDF' selected), and buttons for 'VIEW', 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER'.

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)



The screenshot shows the 'List Reports | Evidence | iSOMS' interface. At the top, there are search and report tabs. The main area is titled 'YOUR AGENCY' and 'Evidence: List Reports'. It includes a 'Report Style' dropdown set to 'List'. Below are various search filters: 'Entry Dates From' and 'Entry Dates Through' (with a checkbox for 'Non-Disposed Only'), 'Case' (with a checkbox for 'Non-Disposed Only'), 'Building', 'Room', 'Shelf', 'Bin', 'Evidence Type', 'Category', 'Item', 'Make', 'Model', 'Serial', 'Proposed Disposition', 'Disposition Group', 'Assigned To', and 'Disposed From' and 'Disposed Through' (with checkboxes for 'Include Chain Of Custody', 'Include People', 'Include Item Detail', 'Include Disposition Detail', 'Include Images', 'Include Notes', 'Include Attachments', and 'Include Main Note'). A 'Sorted By' section with radio buttons for 'Case Number' (selected) and 'Barcode Number'. A 'Report Format' section with radio buttons for 'PDF' (selected), 'Excel', 'XML', and 'SQL'. Below these are buttons for 'VIEW' (circled in blue), 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER'.

Version 1.1

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