iSOMS

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.

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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.

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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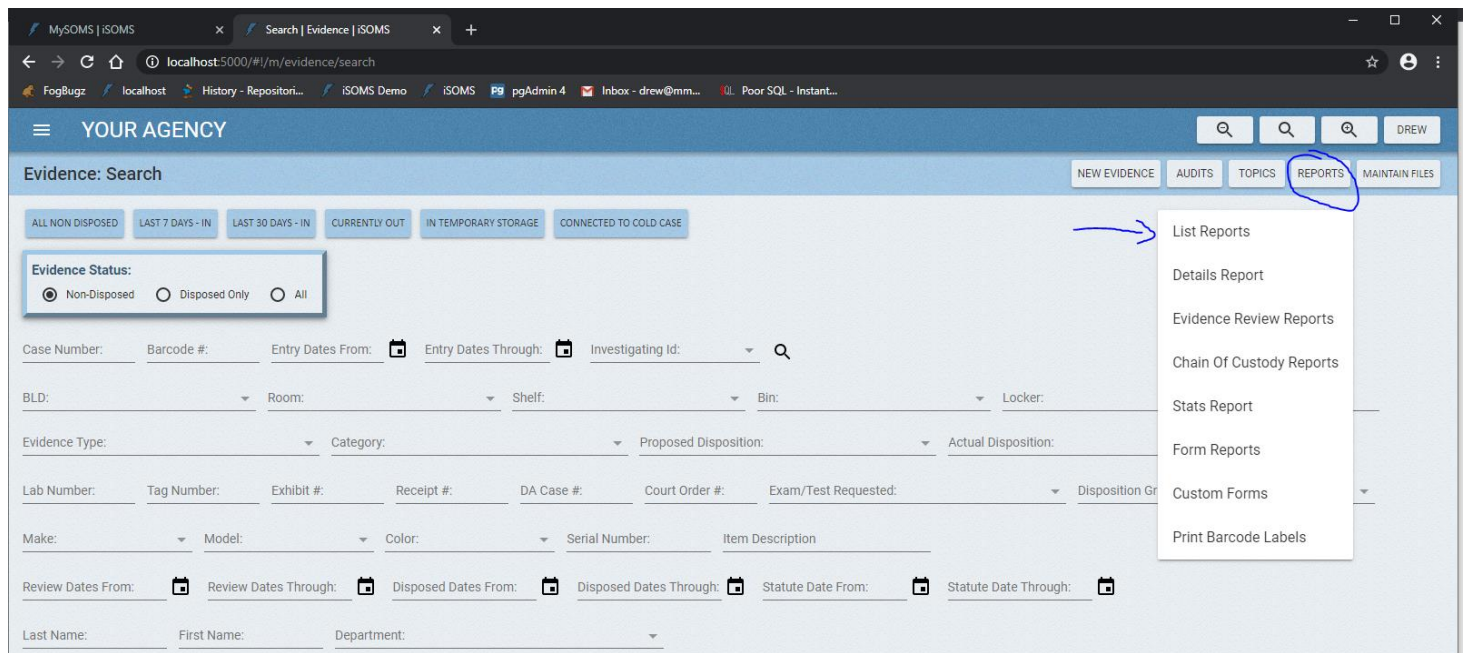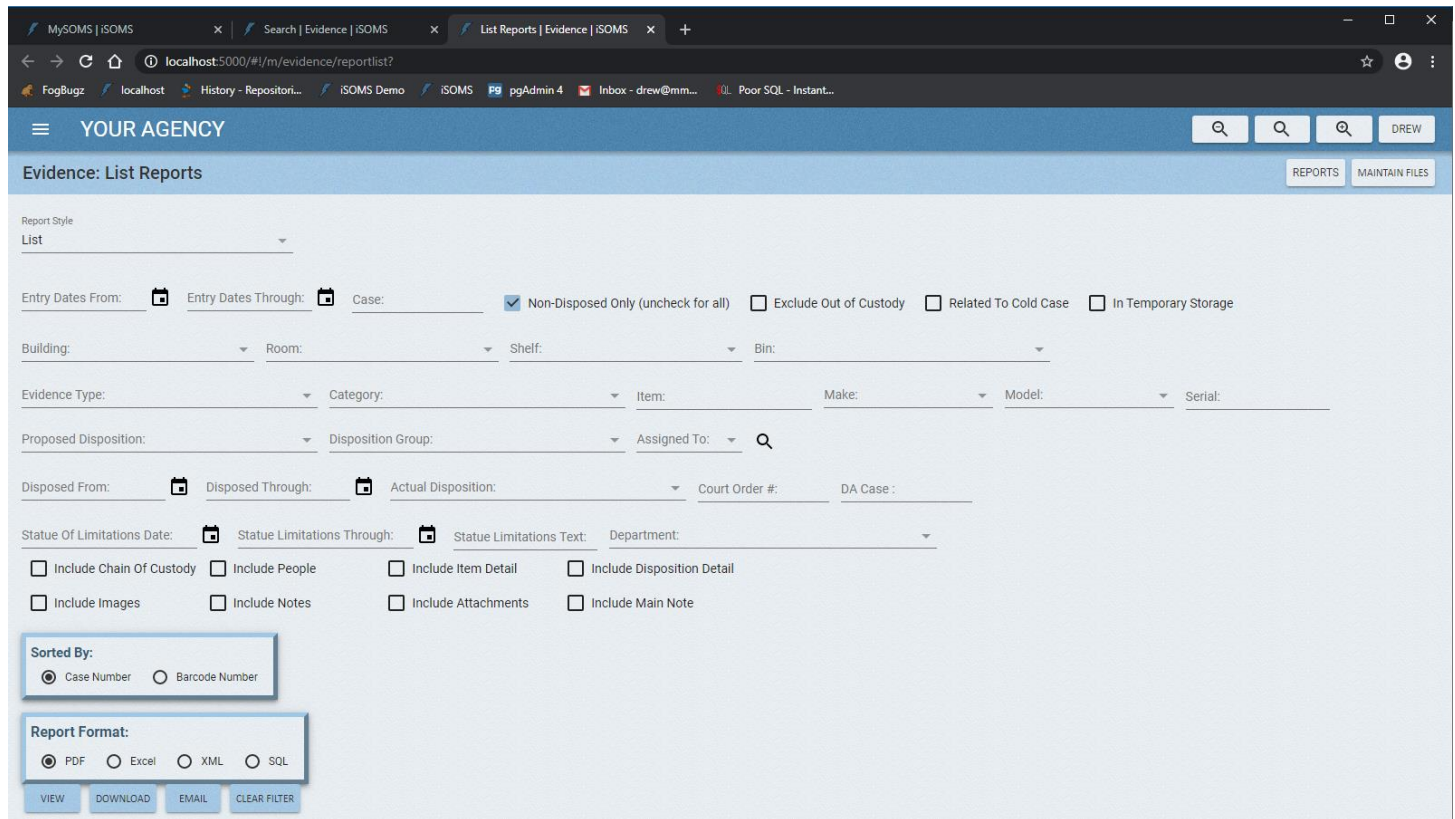
HOW TO ACCESS EVIDENCE REPORTS

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.

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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)

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