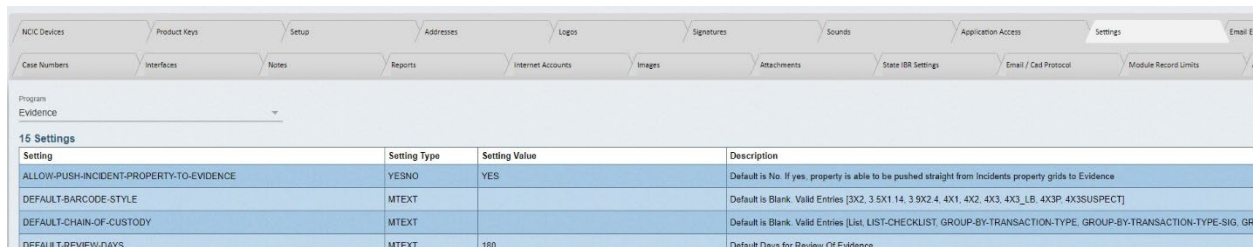HOW TO PUSH SINGLE INCIDENT PROPERTY TO EVIDENCE FROM PROPERTY GRID

SETUP/SETTINGS

1. There are a few settings that will need to be adjusted to push property to evidence from the property grids.
2. All the settings that will need to be adjusted will be under the program EVIDENCE in company setup under the settings tab.
3. ALLOW-PUSH-INCIDENT-PROPERTY-TO-EVIDENCE   This setting will need to be turned on in order to push incident property to evidence. This is OFF by default.
4. ON-INCIDENT-PROPERTY-PUSH-REQUIRE-UCR – This setting is YES by default. If set to NO, the property that you want to push will not be required to have a UCR attached to it.
5. PUSH-EVIDENCE-DEFAULT-LOCATION – This setting is to set the default location when the property is pushed to evidence. (Ex. Evidence Room)
6. The next 4 settings are for setting defaults.
   IMPORT-PROPERTY-ACQUIRED-TRANSACTION-TYPE – Transaction Type
   IMPORT-PROPERTY-SUBMIT-TYPE – Submit Type
   IMPORT-PROPERTY-RECEIVED-TYPE – Received Type
   IMPORT-PROPERTY-PROPOSED-DISPOSITION – Proposed Disposition
   These setting will need to be set, or you will not be able to push to evidence.
7. DEFAULT-REVIEW-DAYS – This lets you set how many days before the evidence item needs to be reviewed. The default, if blank, is 180 days.

REQUIREMENTS

8. If ON-INCIDENT-PROPERTY-PUSH-REQUIRE-UCR is YES, a UCR will be required to be attached to the property before push.
9. You are required to have an Item Description.
10. You are required to have an Area Located.
11. You are required to have Evidence Found Date, Evidence Taken Date, And Evidence Submitted Date.
12. You are also required to have Evidence Taken By and Evidence Submitted By.
13. If the item has been destroyed, you will not be able to push this property item.
14. The last required field is to have some kind of owner for the property item, whether that be the owner drop down, unknown owner, or the owner free form.

15. After you have these settings and all the required fields filled in. You can find the push to evidence button on all 4 property grids.

	Loss Type	Property Type	Property Description	Item Number	Make	Model	Color	Serial Number	Quantity	Property Value	Date Recovered	Recovered Value	UCR	Entry By	Info Only					
	Recovered	Bicycles	THIS IS THE GENERALY PROPERTY DESCRIPTION						0.00	0.00		0.00	510	MYERS, DREW						

The push button in the grid is the 3rd button after info only. It looks like card icon.

16. If you did forget any of the requirements, we will show a message of what you are missing to push on the screen after hitting the push to evidence button.
17. After incident property is pushed to evidence, it will be mark as Temp Storage. In Evidence, you can use the in Temporary Storage Quick Button or Last 7 or 30 Days in to find pushed property the fastest.