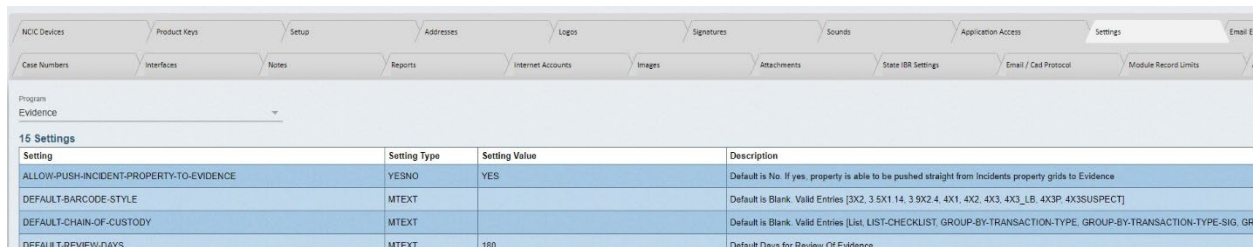


## HOW TO PUSH SINGLE INCIDENT PROPERTY TO EVIDENCE FROM PROPERTY GRID

### 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.



Setting	Setting Type	Setting Value	Description
ALLOW-PUSH-INCIDENT-PROPERTY-TO-EVIDENCE	YES/NO	YES	Default is No. If yes, property is able to be pushed straight from incidents property grids to Evidence
DEFAULT-BARCODE-STYLE	MTEXT		Default is Blank. Valid Entries [3X2, 3.5X1.14, 3.9X2.4, 4X1, 4X2, 4X3, 4X3_LB, 4X3P, 4X3SUSPECT]
DEFAULT-CHAIN-OF-CUSTODY	MTEXT		Default is Blank. Valid Entries [List, LIST-CHECKLIST, GROUP-BY-TRANSACTION-TYPE, GROUP-BY-TRANSACTION-TYPE-SIG, GR
DEFAULT-REVIEW-DAYS	MTEXT	180	Default Days for Review Of Evidence

### 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.

7 PROPERTYs														EQUIPMENT GRID TO FILE		ADD PROPERTY	
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 GENERAL PROPERTY DESCRIPTION						0.00	0.00		0.00	\$10	MYERS, DREW				

The push button in the grid is the 3<sup>rd</sup> 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.

DREWS AGENCY

Evidence: Search

ALL NON DISPOSED

LAST 7 DAYS - IN

LAST 30 DAYS - IN

CURRENTLY OUT

IN TEMPORARY STORAGE

CONNECTED TO COLD CASE

LAST 7 DAYS - DISPOSED

LAST 30 DAYS - DISPOSED

LOOKUP

CLEAR FILTER

Evidence Status:

☒ Non-Disposed

☐ Disposed Only

☐ All