Full Evidence Audit Guide

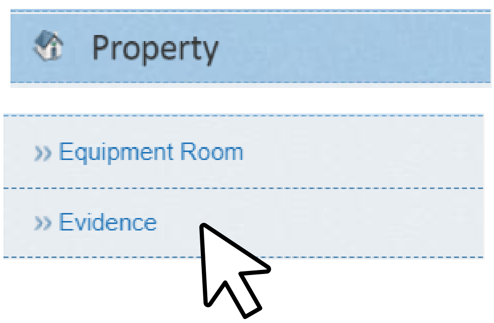
Added New Method to Start Full Evidence Audit

`EVIDENCE-5667: Added a new method in the company setup to start a full Evidence Audit`

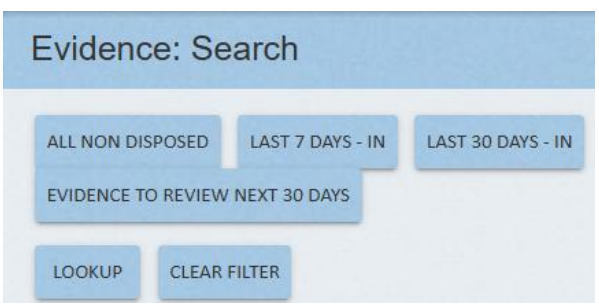
iSOMS has a new method in Company Setup to start a full Evidence Audit.

We suggest, before you begin the audit *for the first time*, that you create a few new **Evidence Transaction Types** to classify how you audited the Evidence items.

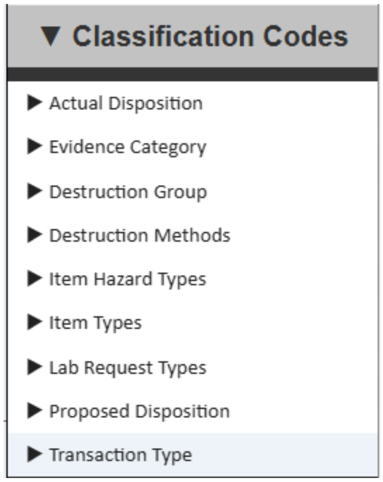
Adding New Evidence Transaction Types



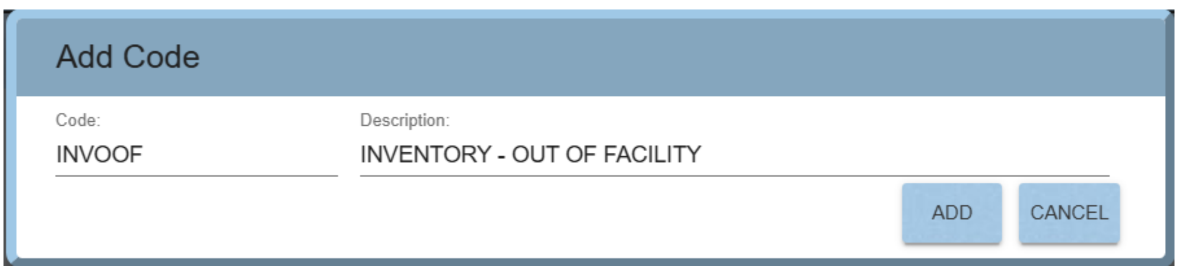
1. Navigate to **PROPERTY → EVIDENCE**
This will open the Evidence module.



2. In the upper right, press **MAINTAIN FILES → CLASSIFICATION CODES → TRANSACTION TYPE**

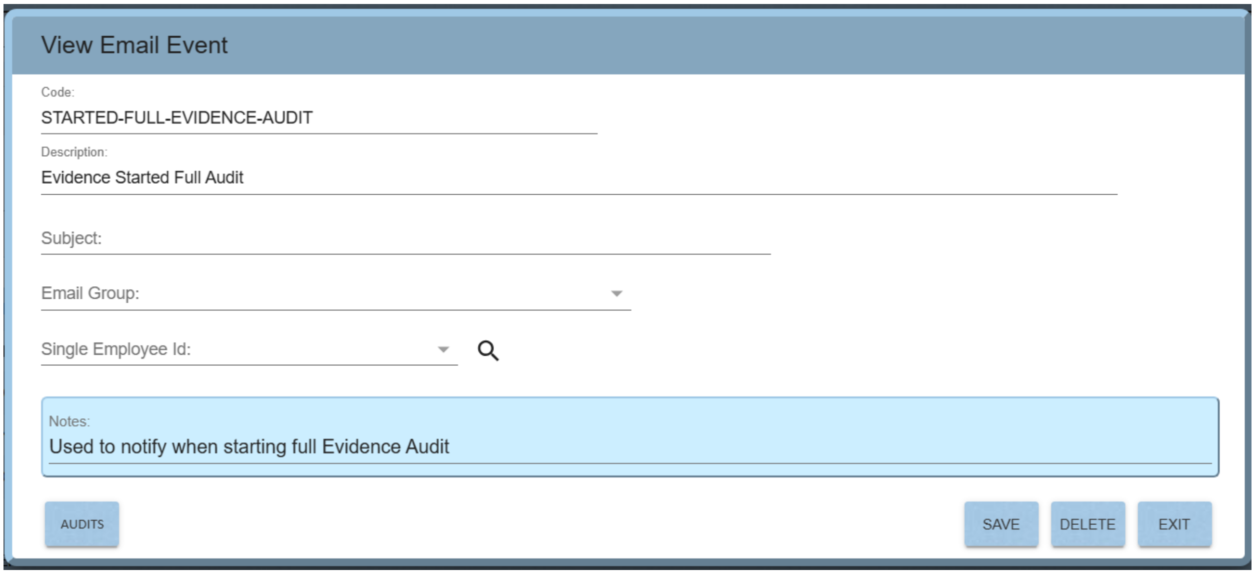


Now click **New Record** and add codes for inventory results, such as (for example) *Inventory* (by scan), *Inventory - Confirmed Out Of Facility,* and *Inventory - Confirmed Already Released,* or whatever codes you'd like to be the options for the audit.



Code	NCIC	IBR	Description
INVCAR			INVENTORY - CONFIRMED ALREADY RELEASED
INVOOF			INVENTORY - OUT OF FACILITY
INV			INVENTORY (SCANNED)

There is a new **Evidence** email event, **STARTED-FULL-EVIDENCE-AUDIT,** which will send after the full *Evidence Audit* record has been created.



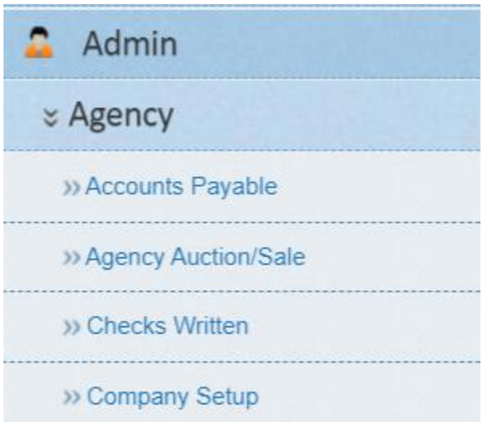
This new inventory / audit method will create a snapshot of all *Non-Disposed* Evidence items, regardless of location or status.

iSOMS will mark the items as being part of the audit (`isActiveAudit = true`) and note that they have not yet been inventoried (`isHasBeenAudited = false`).

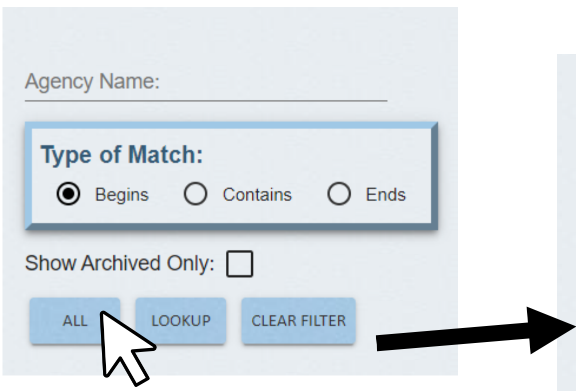
You must use the **Topics** menu in Evidence to go through each item and inventory it, whether or not it is physically present. All items means you must create an inventory record for every piece of Evidence, even if it can't be scanned because it's not present, and put what reason as the **Transaction Type** that was added earlier.

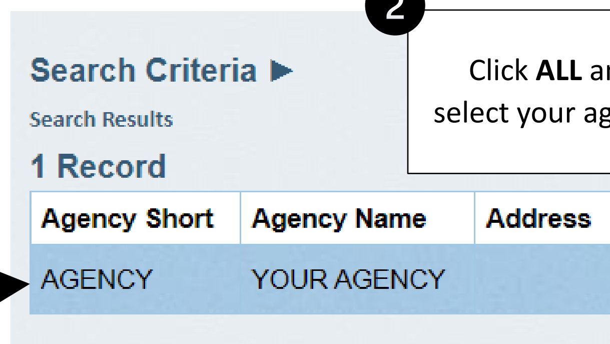
NOTE: Only Super Users can start a full evidence audit.

To start a new Full Evidence Audit, do the following:

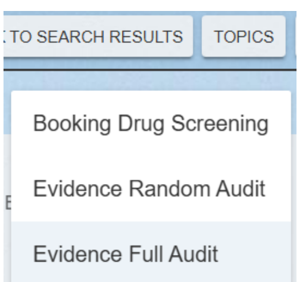


1 Click **ADMIN → AGENCY → COMPANY SETUP**

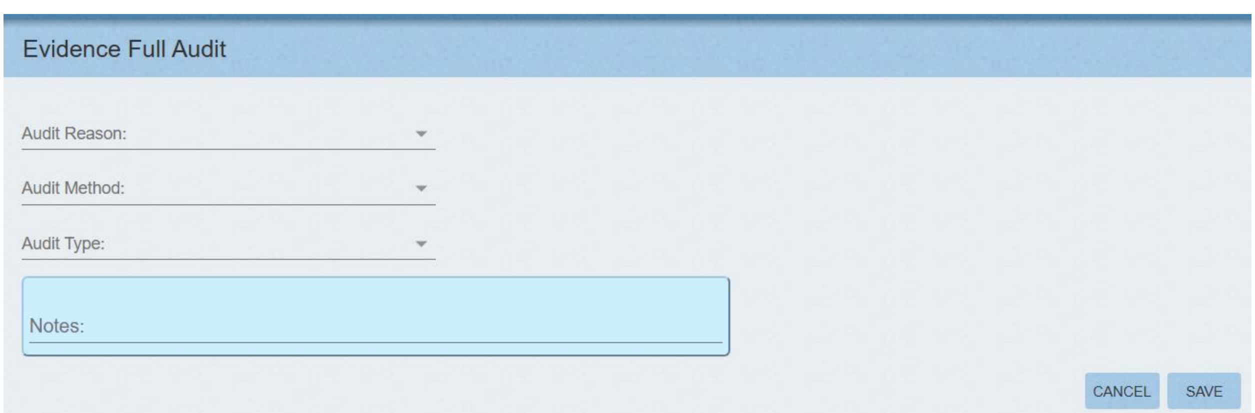




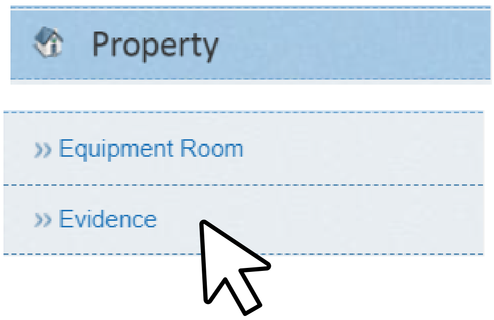
2 Click **ALL** and select your agency



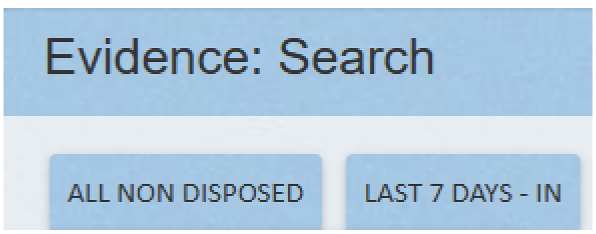
3 In the upper right, click **TOPICS → EVIDENCE FULL AUDIT.** Fill out any notes and hit **Save**. We don't want an accidental Full Evidence start, so make *sure* you want to do this



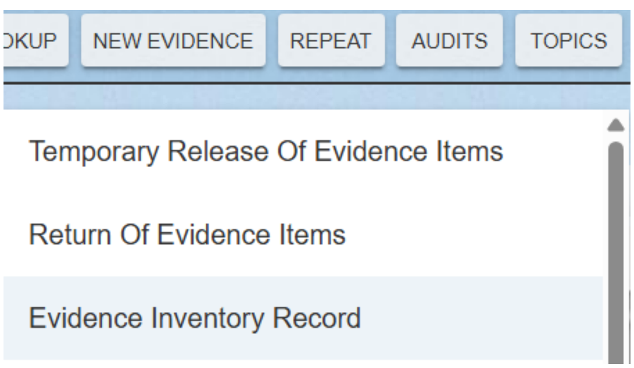
Now you will go through each *Non-Disposed Item* and use the Topics menu in Evidence to mark the item's transaction type (such as *Scanned, Out of Facility, etc.*)



1 Navigate to **PROPERTY → EVIDENCE** This will open the Evidence module. On the search screen, you can click the quick search **All Non-Disposed** to see the items that are not disposed.

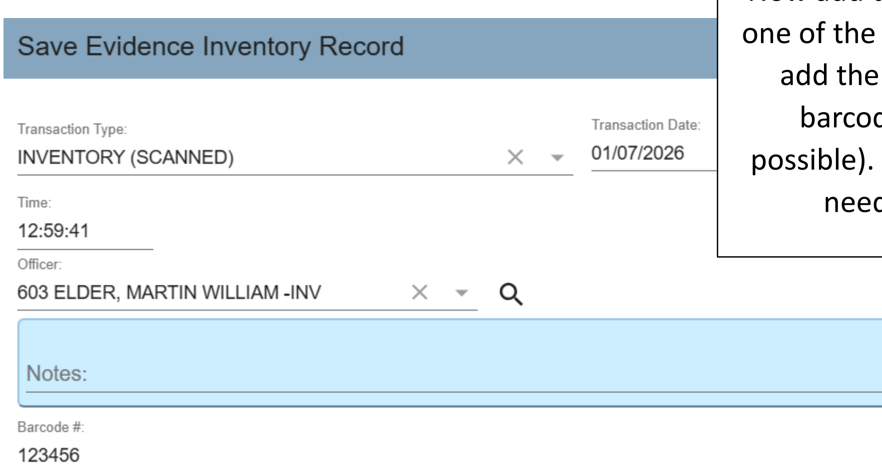


Make sure to be on the record you want before you attempt to use inventory.

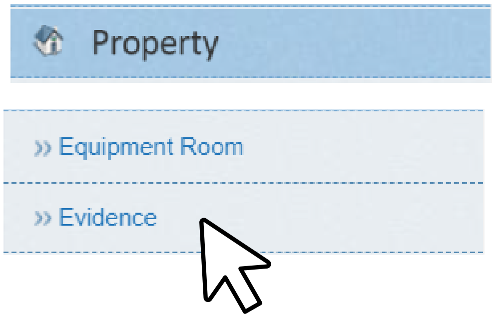


2 Once you have located the desired record to inventory, select **TOPICS → EVIDENCE INVENTORY RECORD** in the upper right.

3 Now add the **Transaction Type** from one of the options you added earlier, add the **Officer** option, and the barcode (with the scanner if possible). Do this for each item that needs to be inventoried.



To see what items still need to be inventoried, you can use the new **List** reports to see them.



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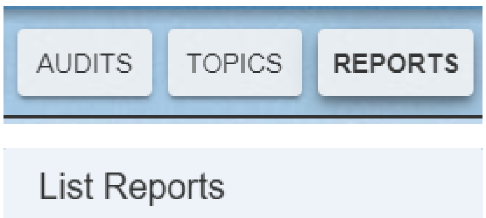
Navigate to **PROPERTY → EVIDENCE** Select **REPORTS → PRINT BARCODE LABELS** in the upper right.



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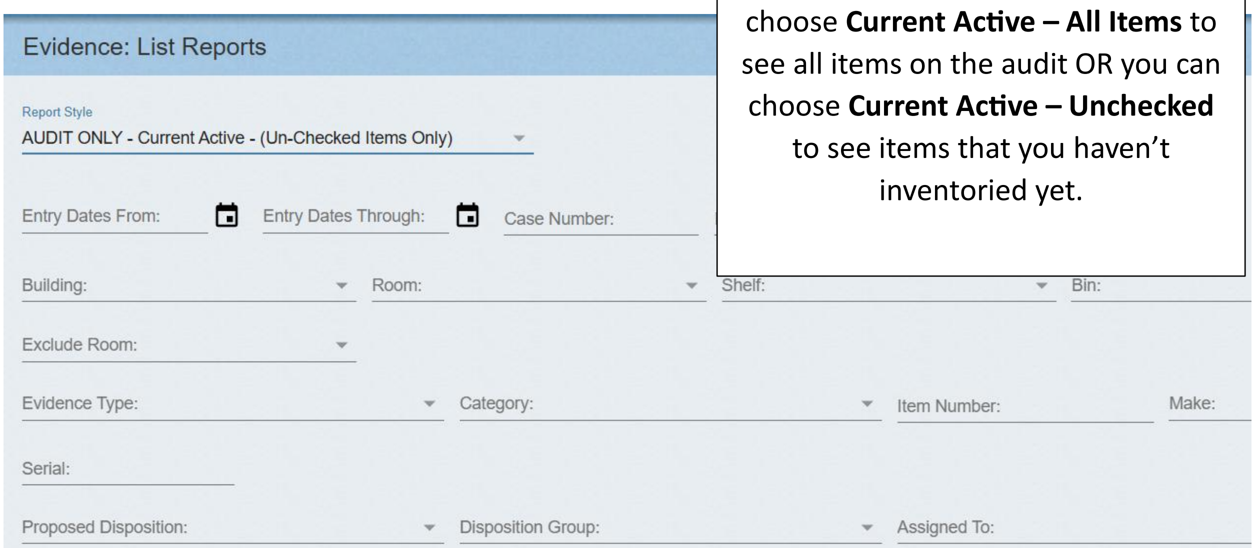
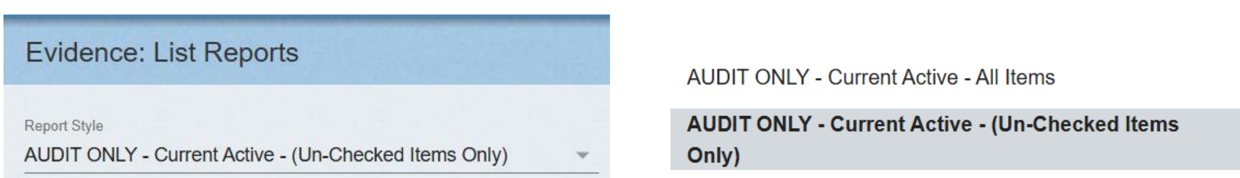
Now change the *Report Style* to one of the **AUDIT ONLY** options. You can choose **Current Active – All Items** to see all items on the audit OR you can choose **Current Active – Unchecked** to see items that you haven't inventoried yet.





Your agency may need an iSOMS update to reflect these changes.
Contact our office at (888) 644-5786 if you have questions.