



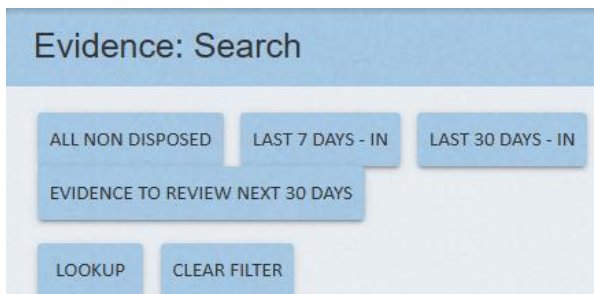
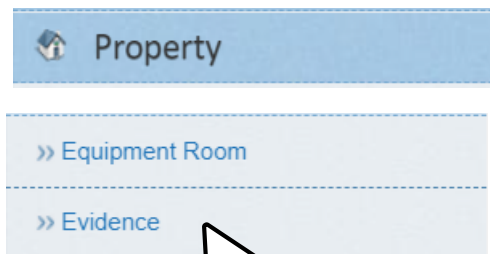
Full Evidence Audit Guide

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**

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

▼ **Classification Codes**

- ▶ Actual Disposition
- ▶ Evidence Category
- ▶ Destruction Group
- ▶ Destruction Methods
- ▶ Item Hazard Types
- ▶ Item Types
- ▶ Lab Request Types
- ▶ Proposed Disposition
- ▶ 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.

Add Code

Code:
Description:

INVOOF
INVENTORY - OUT OF FACILITY

ADD
CANCEL

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.

The screenshot shows a web form titled "View Email Event". It contains the following fields and controls:

- Code:** A text field containing "STARTED-FULL-EVIDENCE-AUDIT".
- Description:** A text field containing "Evidence Started Full Audit".
- Subject:** An empty text field.
- Email Group:** A dropdown menu.
- Single Employee Id:** A text field with a search icon (magnifying glass) to its right.
- Notes:** A light blue text area containing the text "Used to notify when starting full Evidence Audit".
- Buttons:** At the bottom, there are four buttons: "AUDITS" (on the left), and "SAVE", "DELETE", and "EXIT" (on the right).

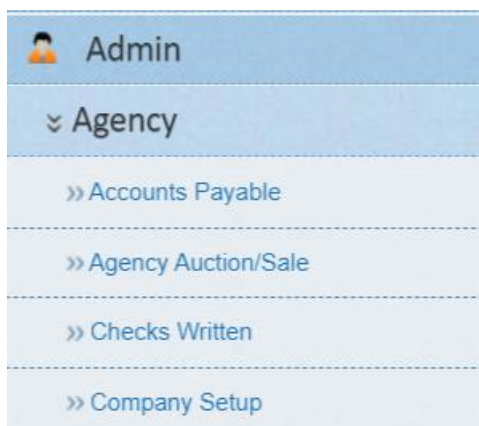
This new inventory / audit method will create a snapshot of all *Non-Disposed* Evidence items, regardless of location or status.

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**

A screenshot of the 'Agency' search criteria form. It has a text input for 'Agency Name'. Below it is a 'Type of Match' section with three radio buttons: 'Begins' (selected), 'Contains', and 'Ends'. Below that is a 'Show Archived Only' checkbox. At the bottom are three buttons: 'ALL' (highlighted with a mouse cursor), 'LOOKUP', and 'CLEAR FILTER'. An arrow points from the 'ALL' button to the next screenshot.

2

Click **ALL** and select your agency

Search Criteria ▶		
Search Results		
1 Record		
Agency Short	Agency Name	Address
AGENCY	YOUR AGENCY	

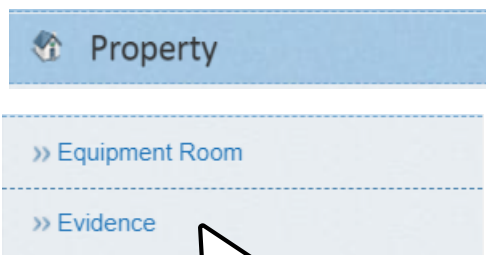
A screenshot of the 'TOPICS' menu. It has a header 'TOPICS' and a list of items: 'Booking Drug Screening', 'Evidence Random Audit', and 'Evidence Full Audit'.

3

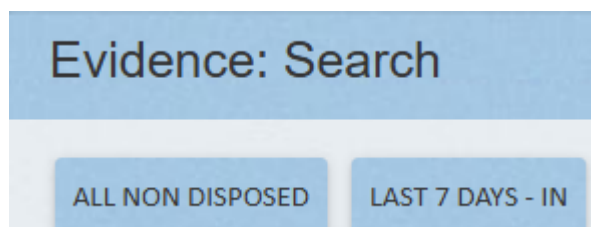
In the upper right, click **TOPICS → EVIDENCE FULL AUDIT**. Fill out any notes and hit **Save**. We don't want an accidental Full Evidence start, so make *sure* you want to do this

A screenshot of the 'Evidence Full Audit' form. It has a header 'Evidence Full Audit'. Below it are three dropdown menus: 'Audit Reason:', 'Audit Method:', and 'Audit Type:'. Below these is a large text input for 'Notes:'. At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

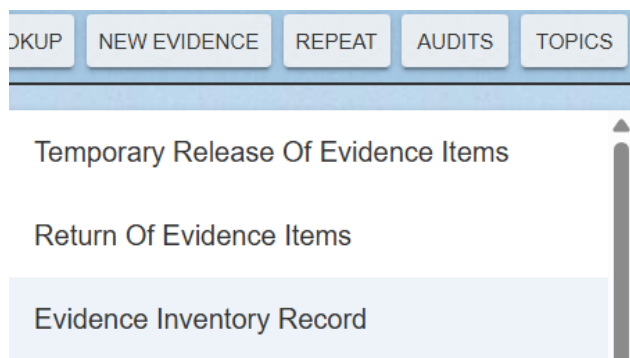
Now you will go through each *Non-Disposed Item* and use the Topics menu in Evidence to mark the item's transaction type (such as *Scanned*, *Out of Facility*, etc.)



- 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.

Save Evidence Inventory Record

Transaction Type: INVENTORY (SCANNED) X ▾ Transaction Date: 01/07/2026

Time: 12:59:41

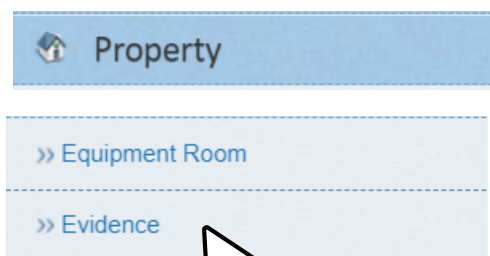
Officer: 603 ELDER, MARTIN WILLIAM -INV X ▾ Q

Notes:

Barcode #: 123456

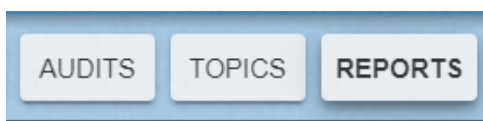
- 3 Now add the **Transaction Type** from one of the options you added earlier, add the **Officer** option, and the barcode (with the scanner if possible). Do this for each item that needs to be inventoried.

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



1

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



List Reports

Evidence: List Reports

Report Style
AUDIT ONLY - Current Active - (Un-Checked Items Only) ▼

Entry Dates From: Entry Dates Through: Case Number: _____

Building: _____ Room: _____ Shelf: _____ Bin: _____

Exclude Room: _____

Evidence Type: _____ Category: _____ Item Number: _____ Make: _____

Serial: _____

Proposed Disposition: _____ Disposition Group: _____ Assigned To: _____

2

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.

Evidence: List Reports

Report Style
AUDIT ONLY - Current Active - (Un-Checked Items Only) ▼

AUDIT ONLY - Current Active - All Items

AUDIT ONLY - Current Active - (Un-Checked Items Only)

Your agency may need an iSOMS update to reflect these changes.

Contact our office at (888) 644-5786 if you have questions.