2015
EDITION

BEAST

Evidence Management System

PORTER LEE
Corporation

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Unit 1

Creating a New Case

In this unit you will learn how to:

- Start a new case
- Enter persons/business that are linked to a case
- Enter evidence that was collected

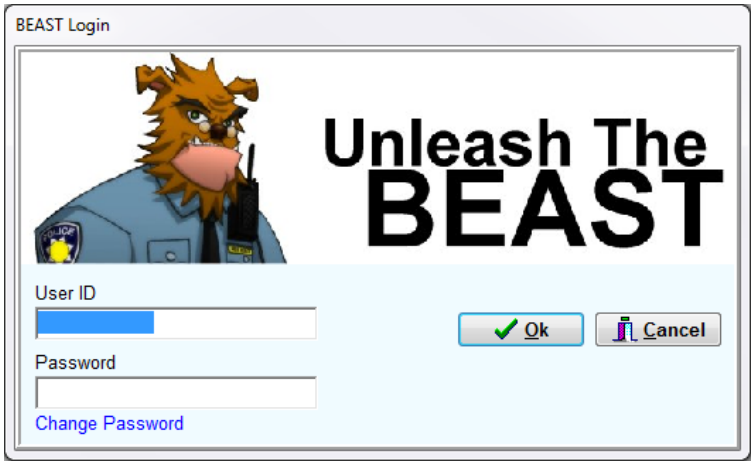
In this unit you will learn from a general user's point of view how to start a case, add any persons or business related to the case and enter the items collected and submitting them to the property room.

Logging into the BEAST Main Menu

You must login into the BEAST Main Menu before you can begin to enter a new case. The BEAST Main Menu is started and controlled like any other Windows program.

Log in the BEAST Main Menu

1. On the Windows desktop, double click on the BEAST Main Menu icon.
2. When the login screen appears, enter the User ID and Password that was created for you.



Scenario

In the scenario below, we will be entering the case as the officer.

Officer Larry Jones works second shift at **Porter Lee Corporation**. On **March 18, 2012 at 1700** hours he makes a traffic stop on a **1998 Blue Chevy Impala** displaying Illinois License Plate **DVS-2314** at the **900 block of West Wise Road, Schaumburg, IL 60193**. Officer Jones makes contact with the driver and develops probable cause to arrest him for driving while impaired. The driver is **Jacob Miller, White/Male, DOB: 12-13-1984. He lives at 2356 Greenway Drive Schaumburg, IL 60193. His phone number is 630-432-9090**.

During the search incident to arrest Mr. Miller, officer Jones discovers that in his right rear pocket he had a **Smith & Wesson .38 Caliber revolver** concealed. The gun is secured. The serial number on the gun is **56894** and the model number is **LU8989** and it is **black** in color. In addition to the gun a small bag of **marijuana** is located in his left front pocket. The marijuana weighs **.2 grams** and is **green in color** and is contained in a **plastic baggie**. Also in his front right pocket is **a wallet** with **$535.23** in cash, and 1 bank **ATM card**.

Officer Jones then checks the status of Mr. Miller's license and discovers that he is **currently suspended for a previous DWI**. Officer Jones then makes the decision to **impound his vehicle**. The **VIN number is 89562314LL78** and the model is a **4 door sedan**. The vehicle is registered to Mr. Miller and the address is provided above.

The complainant numbers for this case are: **12-031800**

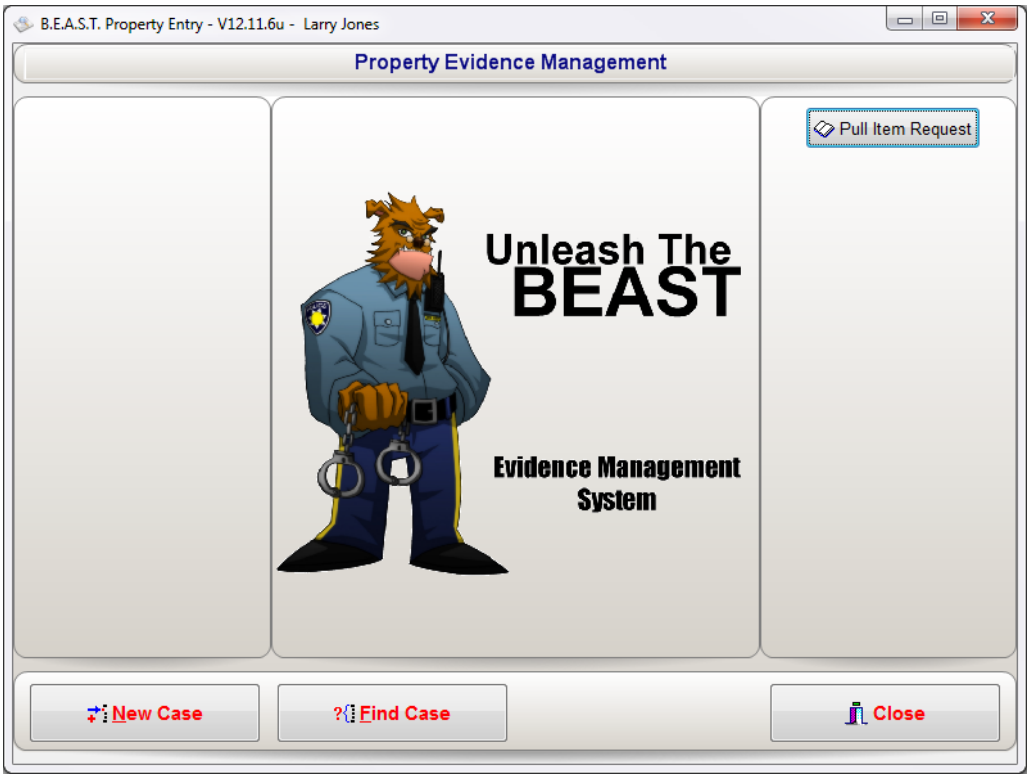
The vehicle will be towed to the impound lot at **6547 Roselle Schaumburg, IL 60193 by Eastway Wrecker**

Eventual case disposition: Mr. Miller pleads guilty. The **drugs and gun were ordered destroyed by judge**. **All other items were ordered to return to Mr. Miller by the Judge.**

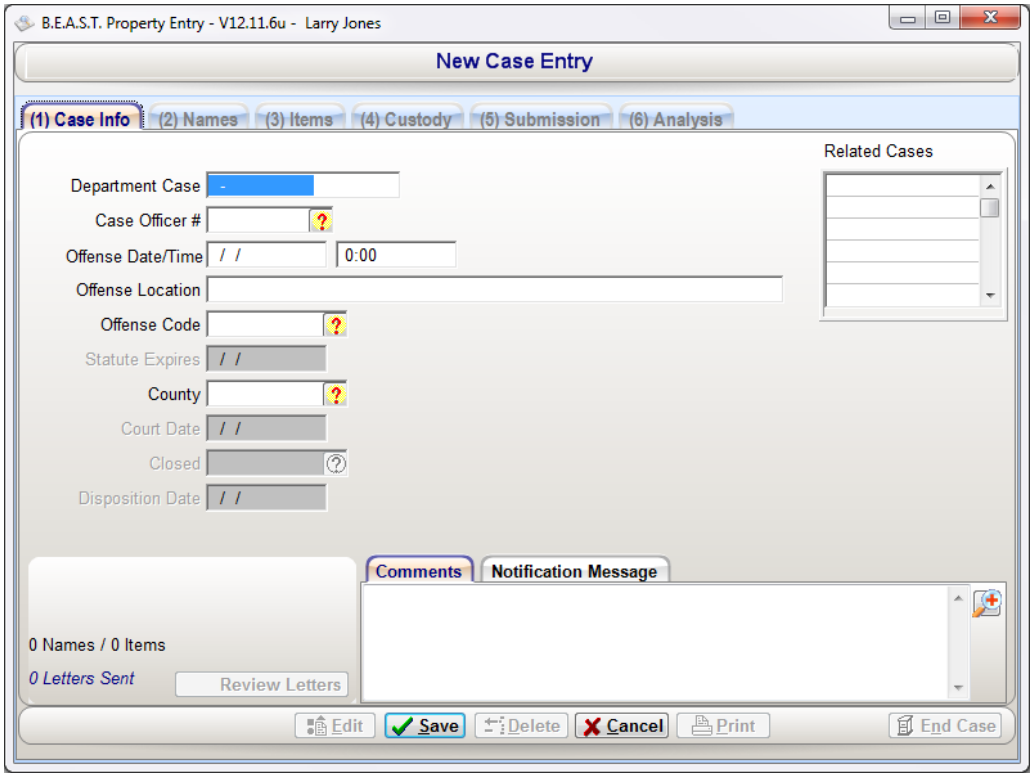
Creating a New Case

1. From the BEAST Main Menu, click on the Property Inventory program.

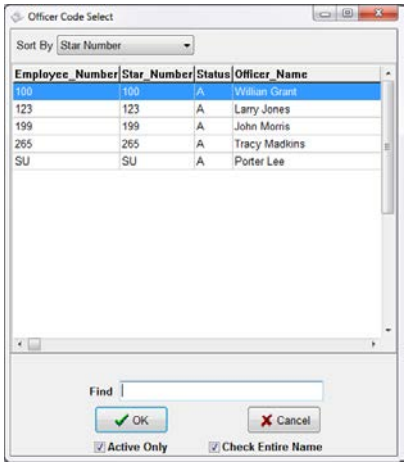
2. Upon display of the Property Inventory program, click on the New Case button.



When the new case screen appears, you will notice the only tab available is the Case Info tab. This is because you cannot enter names or items on a case that does not exist.

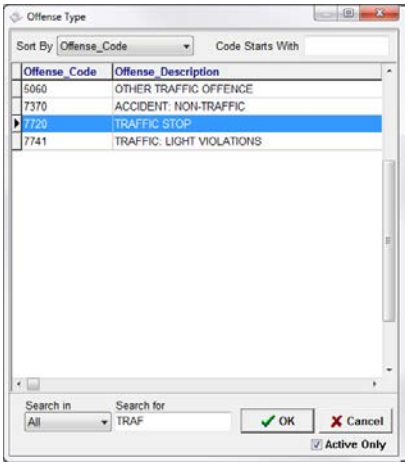


3. First enter **12-031800** case number into the Department Case field
4. Next, enter **Officer Larry Jones** as the Case Officer. You can either type in the Star Number of the Case Officer in the Case Officer # field or press the code select button to search for the officer. (?).



From the Officer Code Select, you are able to type the officer's name in the find box to narrow the list.

5. After selecting the case officer, next enter the offense date of **03/18/2012**.
6. After entering the offense, next enter the offense time of **17:00**. The offense time is entered in military time.
    - ❖ You can use the F4 key in the date and time fields to bring in the system date or time as well as opening any code select dialog.
7. Next, tab to the Offense Location field and enter the location as **900 block of West Wise Road, Schaumburg, IL 60193.** This is a free form field and it will be determined by your department policy how you would like the offense location to be entered.
    - ❖ The first letter of each word will be automatically capitalized.
8. Next select the Offense Type button to bring up the Offense Type code select dialog. Type the letters "**TRAF**" into the find box to narrow the results for the offense "**Traffic Stop**". Once you see the offense, either double click to select, highlight the offense and press the OK button.

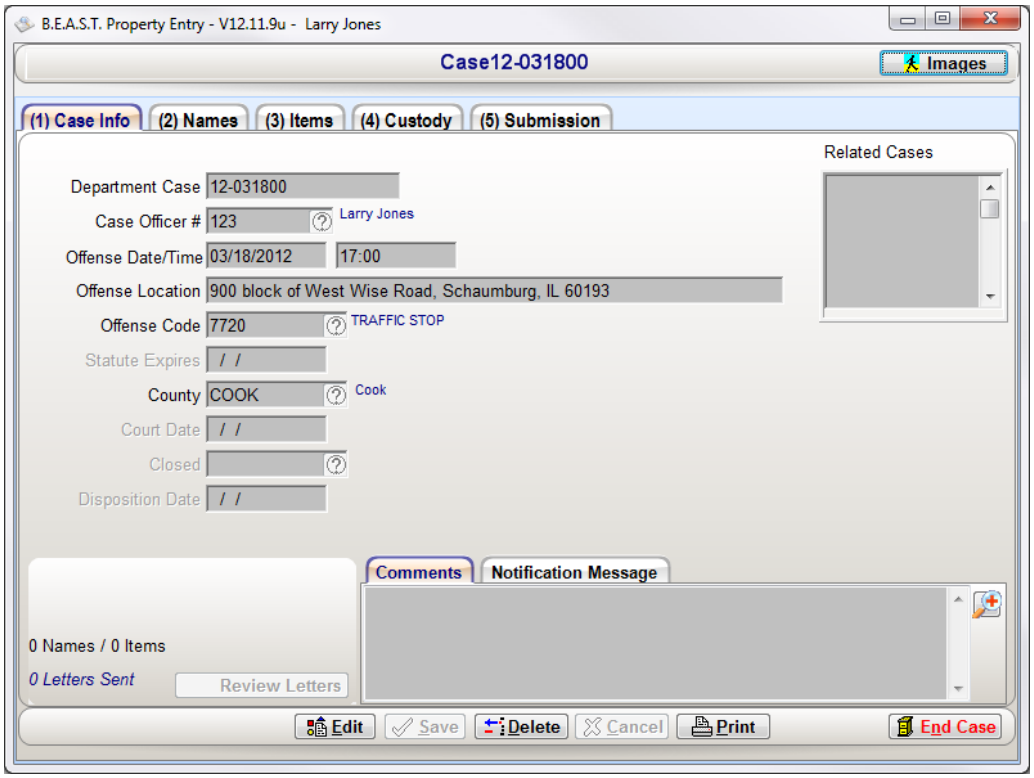


9. The Statute Expires or Statute of Limitations field will display the date of when the case expires from the offense date.
    - ❖ This field is disabled for General Users by default and can be enabled by the BEAST administrator. Also the Statute Expires date can be automatically calculated for the user. This functionality will be covered under Offense Type in Unit 32 Code Maintenance.
10. Next, select the county or jurisdiction of the where the offense took place. In this scenario, you would select **COOK.**
    - ❖ This field can be set to default to a specific jurisdiction in Code Maintenance. See Unit 34 Department Setup.

Additional fields on the Case Info tab are Related Cases and Case Comments.

- The Case Comments field allows the officer to write a brief narrative gives more details about the entered case. This field, by default, is not required. **Also if submitting to a crime lab that uses the CrimeFighter BEAST LIMS system, the data in this field is also submitted to the lab.**
- The Related Cases field, allows the user enter additional case numbers, lab case numbers, court docket numbers, etc. that relate to the case. This field is a searchable field from the Find Case button on the Property Inventory main screen.

11. After all information on the Case Info tab has been entered, press the Save button. This will create the case and open up the rest of the tabs for you to enter names, items and create lab submissions.



Unit 2

Adding a Person/Business to a Case

In this unit you will learn how to:

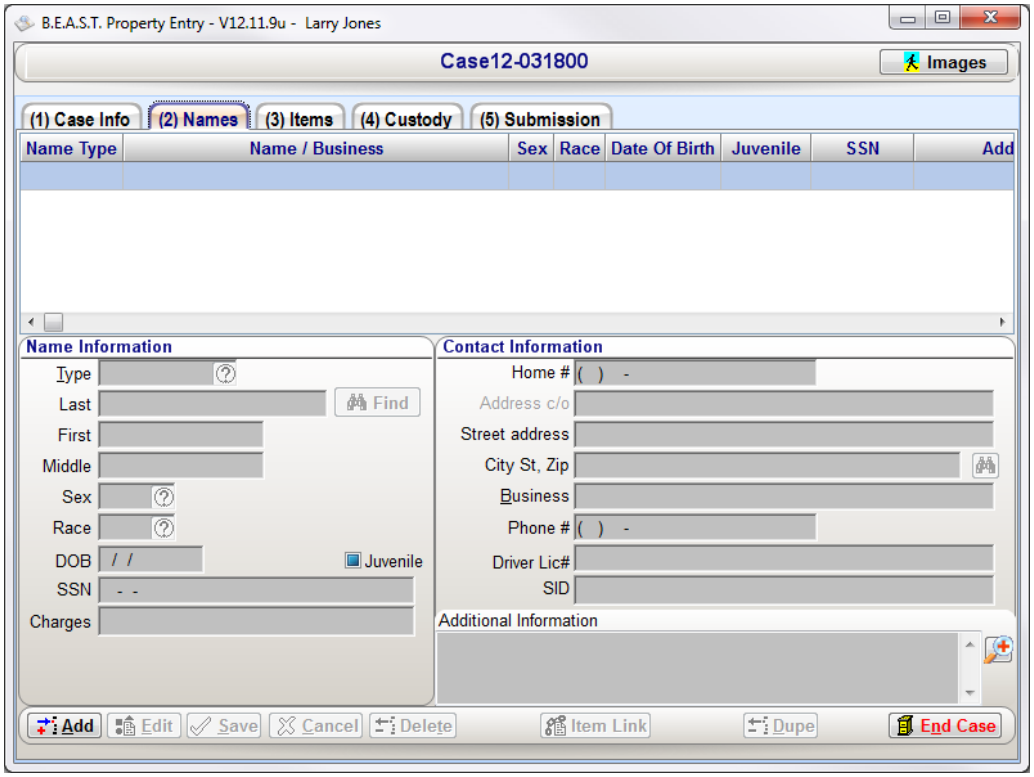
- Enter persons/business that are linked to a case

In this unit you will learn from a general user's point of view how to add any persons or businesses related to the case.

Adding a Person/Business to a Case

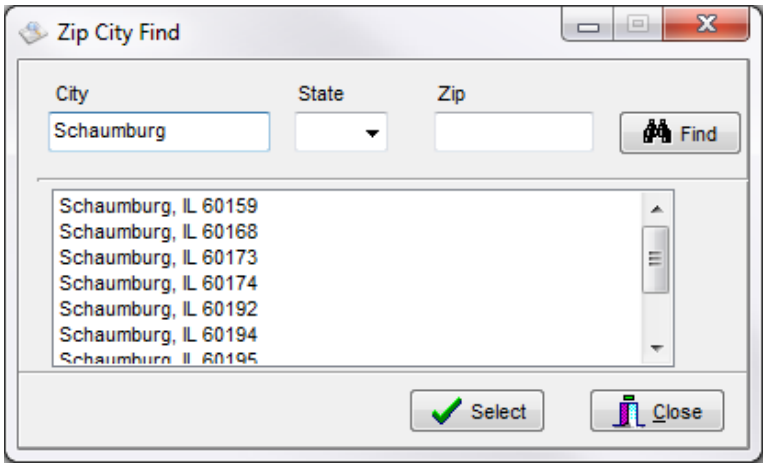
Using the scenario from Unit 1, you will enter the name(s) of the persons or businesses involved in the case.

1. With the case already open, proceed to the Names tab by click on the tab labeled (2) Names.



2. To add a person or business, click the Add button.
3. Start by selecting the Case Name Type code lookup. In this scenario, the person you will be entering is a **Suspect**.
   - ❖ If you know the code that you are entering, you can type it into the code lookup field instead of displaying the code lookup dialog
4. Next press the tab button to the Last Name box and enter **Miller** as the suspects last name.
5. Press the tab button again and the focus will be on the Find button. This button allows you search for previously entered persons or businesses from prior cases. The more information you have entered on this screen, the narrow the search will be.
   - ❖ Ie.
6. Press the tab button again to the First Name box. Enter **Jacob** as the suspect's first name.

7. Next will be the middle name. In the scenario, the suspect's middle name was not given.
8. Tab to the Sex field and use the code lookup to select the appropriate sex of the person that is being entered. Jacob Miller is a **Male**.
9. Next select the Race code for **White** for the suspect using the code.
10. Then enter **12-13-1984** for the suspect's date of birth.
    - ❖ The juvenile checkbox will automatically check if the person's date of birth, that is being entered is less the oldest juvenile age that has been configured. The age is calculated by what age the person was at the time of the offense.
11. Next you will be able to enter the suspect's Social Security Number if available.
12. The charges field allows the user to add additional charges the person was charged with in addition to the offense of the case.
13. Tab to the Home Phone # field and enter **630-432-9090** for Jacob Miller's phone number.
14. Next tab to the Street Address field and enter **2356 Greenway Drive** for the stree address.
15. On the City St, Zip field, type **Schaumburg, IL 60193**
    - ❖ Hint: If you type the zip code of the person's address in this field and press the spacebar, the BEAST will retrieve, if configured, the city and state of that zip code and populate the field automatically. If you do not know the zip code, you can press the binoculars button to the right of the search for zip codes associated with the city and state.



The next two fields, Business and Phone #, is where the business name and business phone number would be entered if that business were part of the case.

Other additional fields available on the screen are Driver's License # and SID or State ID. The last field is additional information. This field can contain additional information on the person or business where there isn't a place to fill it in on the Names tab.

Unit 3

Adding Items to a Case

In this unit you will learn how to:

- Add property and evidence to a new or existing case.
- Link items to persons or businesses
- Finalizing the Case and Printing Item Labels

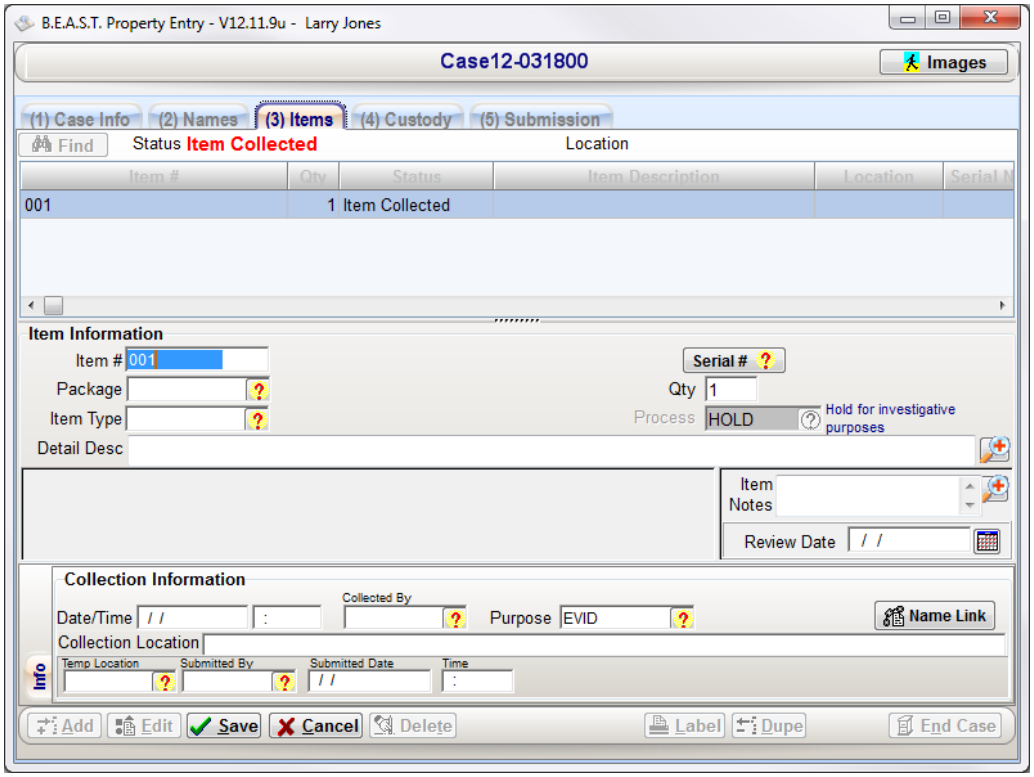
In this unit you will learn from a general user's point of view how to add property and evidence to new or existing case. Also you will learn how to link items to names that have been entered in Chapter 1 Unit 3.

Adding Items to a Case

By adding property and/or evidence to a case, you will be able to track items from when they are collected at the scene to disposal such as returning to owner, destruction, auction, etc.

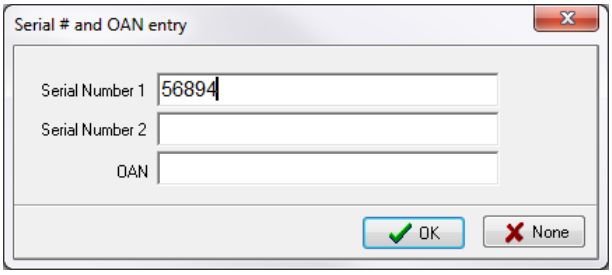
We will start by adding the items from the current scenario in unit 1. If you have ended the case, reopen case number **12-031800** from the Find Case screen.

1. With the case **12-031800** open, proceed to tab 3, Items.
2. Press the Add button.



3. Item number will automatically start at **001**. If you have existing items, it will start at the next item number that it finds from the item number you have highlighted in the list.

4. Next press the Serial # button. Enter **56894** for the serial number of the firearm that was collected in suspect Miller's possession and press OK.



   - The serial number button has three placeholders for serial numbers. The third is titled OAN for Owner Applied Number.
5. Next press the packaging type code lookup button to display the list of packaging types. Select the packaging code for **One sealed box with:**
6. Next enter **1** for the quantity of items inside the sealed box.
7. Click on the Item Type code lookup and select the code for **Handgun**.
8. Proceed to the Detail Description field.

If configured, you will notice that new fields opened up below the Detail Description field. This area is for user defined attributes. Attributes offer more detail on the item that is being created.

9. In the Detail Description field, enter **Smith & Wesson .38 Caliber revolver** for the item description.
   - The Detail Description field has limit of 250 characters.

After the Detail Description is entered, the next fields to enter, if configured, will be the user defined Attributes. In this example, handguns have the following attributes and will have the:

- Gun Make: **Smith & Wesson**
- Weapon Type: **Pistol**
- Weapon Category: **Revolver**
- Caliber: **.38**
- Model: **LU8989**
- Barrel Length: *(length not provided in example)*
- Color: **Black**

10. The next field is Item Notes. This will be left blank.

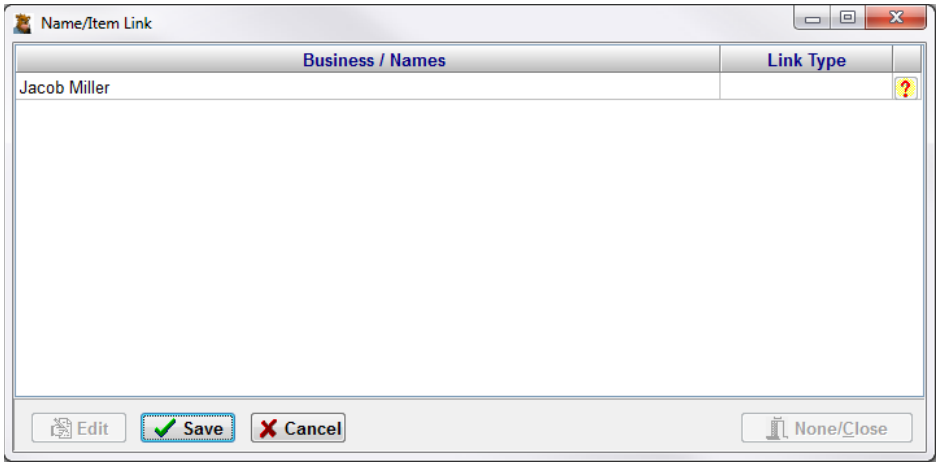
    Item Note allows you to add additional information to the item where there is not a field for. You can also place additional detail description information in this field if you used all 250 characters in step 9.

    - ❖ Item Notes is not a searchable field from the Find Case screen.

11. Leave the Review Date field blank.
    - ❖ The Review Date field allows the user to enter a date in the future for the Evidence Custodian to be reminded of at a later date. Some departments have policies in place for items such as bicycles where 30 days from the time they are collected, they will need to remove the items from the location they are being stored.

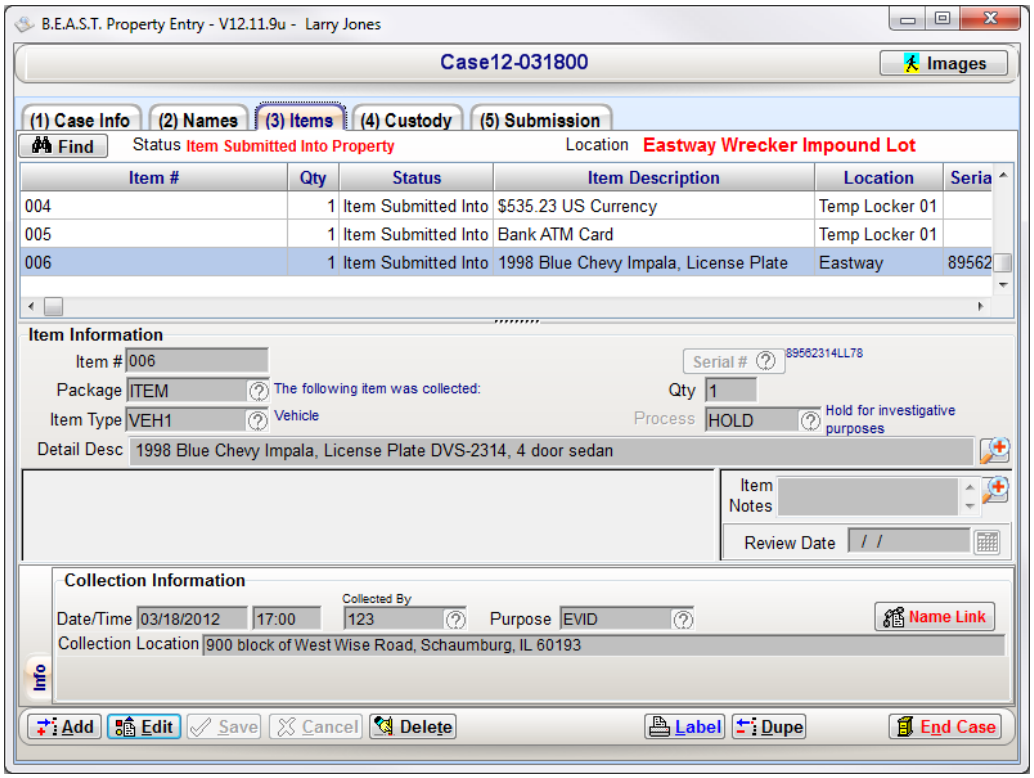
The next section of the Items tab, once the item information has been entered, will start the chain of custody of the item.

12. Start by entering **03/18/2012** and **17:00** for the date and time of when the item was collected at the scene.
13. In the Collected By Officer code lookup, select **Officer Larry Jones.**
14. Select **Evidence** from the Collection Purpose code lookup for the reason why the item was collected.
15. Next click on the Name Link button to open the Name/Item Link dialog. The Name/Item Link dialog will allow you to link any of the names that you have entered on the Case to the item(s) that you are entering. Link types can include, but not limited to, Owner, Finder, and Possessor.



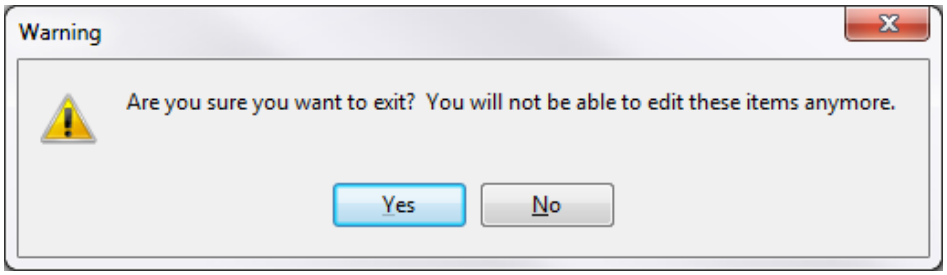
16. Click the Link Type code lookup button to link Jacob Miller as the **Possessor** of the firearm.
17. Enter **Right Rear pocket Of Suspect** for the Collection Location.
18. In the Temp Location code look up, select **Temp Locker 01**. This is where the item(s) that were collected from the scene will be submitted to for the Evidence Custodian.
19. Select **Officer Larry Jones** as the officer that is submitting the item(s) to temporary storage.
20. Enter **03/18/2012** and **18:00** as the date and time that the item(s) are submitted to temporary storage.
21. Click **Save** to save the item record.

Continue to enter the rest of the items in the scenario.



Finalizing the Case and Printing Item Labels

Now that all the items have been entered into the BEAST, you can finalize your entries and print out the item labels. As a user with limited security rights, you will be presented with a dialog that will ask you if you are sure you want to end the case. By clicking yes, you will not be able to return to the information you have entered and edit any mistakes that have been found. This dialog gives the user one last chance to go back and review their entries.



- Users with Admin rights will not see this dialog
- There are security permissions that can be set to allow the user to modify their own entries once a case has been finalized.

Unit 4

Custody Transfers

In this unit you will learn how to:

- Different forms of custody transfers

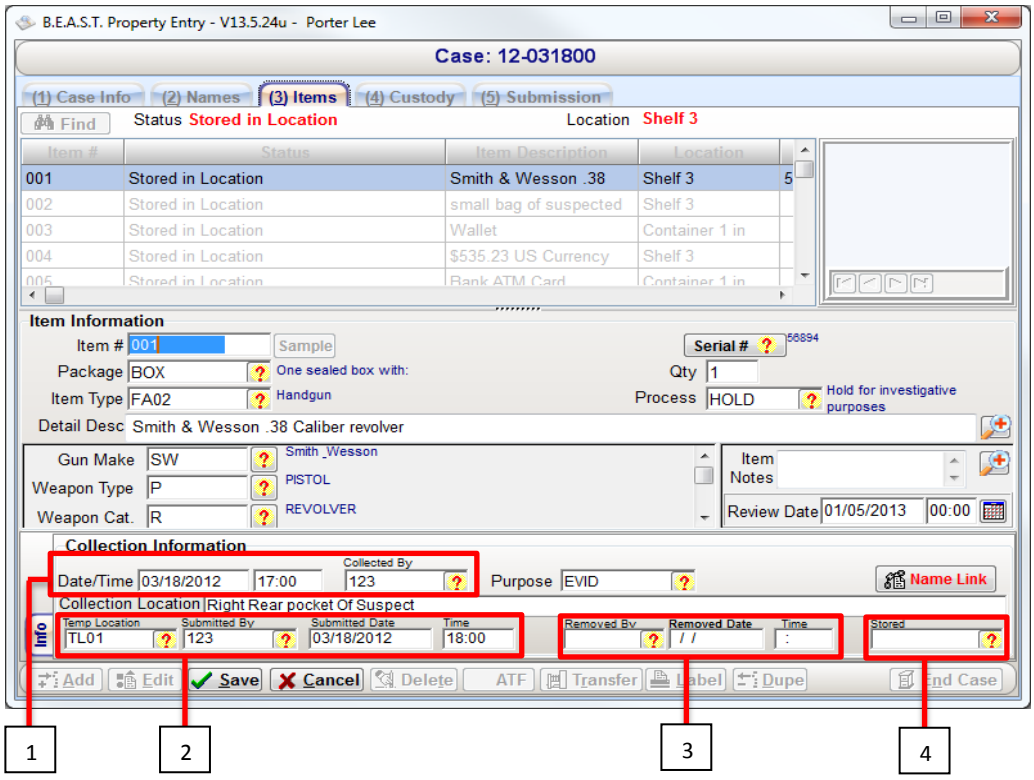
In this unit you will learn the differently methods of updating the chain of custody through manual input or using the barcode scanners.

Overview

There are several ways to update the chain-of-custody of an item when using the BEAST system. In this chapter we will address each of these processes and explain the common uses of each. In your day to day operations of the system you may only use a few of these processes but you may find that some processes will work more effectively than others in some situations. Depending on your setup not all of these processes will be available to you, please contact your Porter Lee Corporation support technician to find out more information.

Custody Transfer While Entering a New Items

This is a simplest method for updating your items chain-of-custody. It can only be accomplished while entering a new item. After saving your item only the collection information can be changed from this screen.



Box 1: The collection information is required while entering your item and comprises the first line of your chain-of-custody.

Box 2: The initial storage location is a configurable required field for each user. When these fields are filled in, they will comprise the second line of your chain-of-custody.

Box 3: The removed by field group will comprise the third line of your chain-of-custody. These fields are only available if the user is not given the security restriction “Restrict Property Chain-of-Custody”.

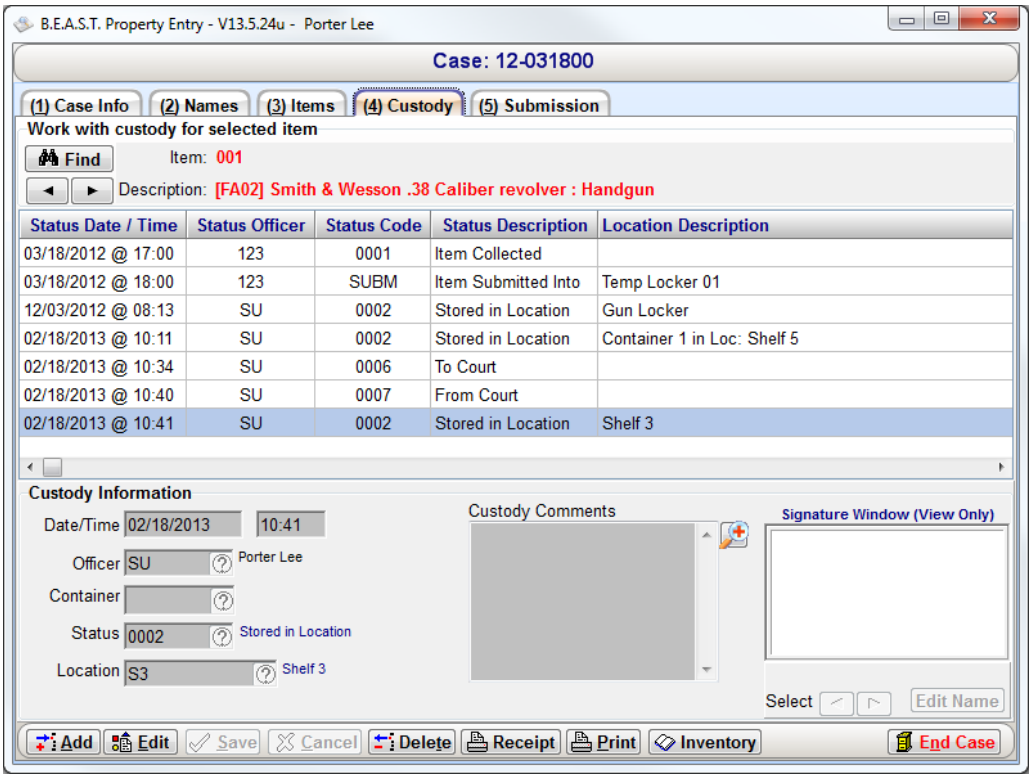
Box 4: The location stored field will comprise the fourth line of the chain-of-custody and will assume the transaction is being completed by the currently logged on user and that the item is being stored after the barcode is printed for the item. This field is only available if the user is not given the security restriction “Restrict Property Chain-of-Custody”. If the item will be stored at an alternate time or has already been stored (As in backlog data entry of older items) or the person who stored the item is different than the currently logged in user, then leave this field blank and use one of the other custody update processes.

Note

The Item Status code’s “In Location” field will dictate if a location can be selected. When entering new items on the Items tab, this feature is disabled. On the following sections for custody transfers, the location field will disable if an Item Status code that is selected is not considered an In Location Status

Manual Custody Transfer By Item

This method is primarily used when edits or deletions need to be made to the custody history of an item. These changes can only be made for a specific item, for a specific custody transaction. If multiple edits need to be made to multiple items this process must be repeated each time.



To manual transfer a specific item:

1. Use the Find button or arrow buttons to locate the item to transfer
2. Press the “Add” button
3. In the Custody Information section, select a container, item status, or location code to where the item is being transferred.
    - ❖ Signatures cannot be captured using this method.
4. Press the “Save” Button.

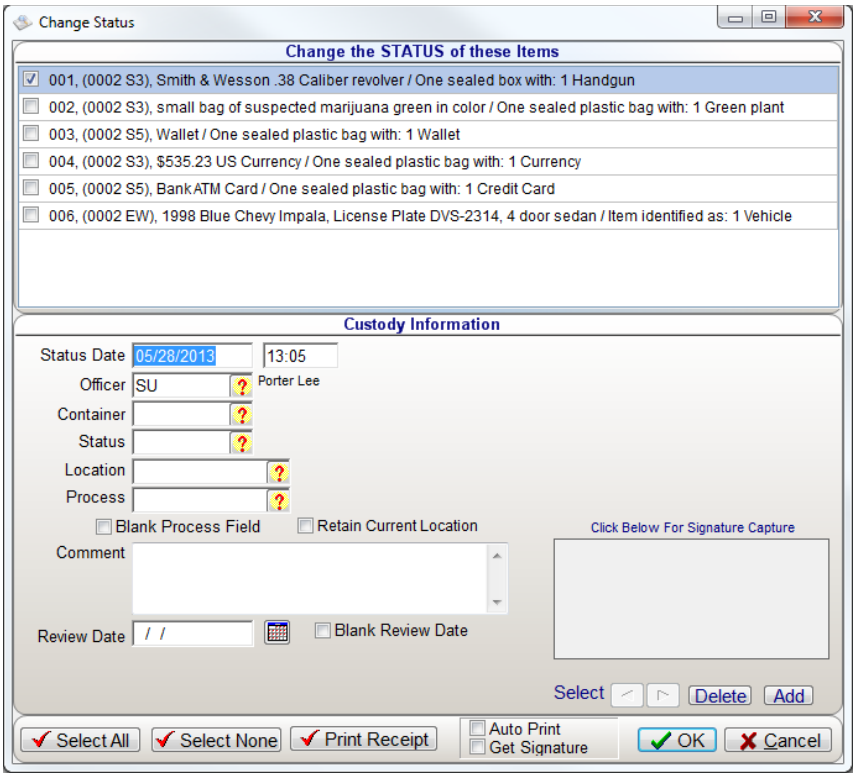
The user can also edit a custody entry for an item by highlighting the item in the grid above and pressing edit and then making the change to the custody line.

Multiple Case Item Custody Transfers

This is a simple method for updating your items chain-of-custody. It can only be accomplished while in the same case as the items you wish to update. Only items in the same case can be updated from this screen.

To transfer items from the same case:

1. Press the Transfer button located at the bottom of the Items tab.



2. Select the items that will be transferred.
3. In the Custody Information section, select a container, item status, location code, or process code to where the item is being transferred.
    a. Signatures cannot be captured using this method.
4. Press the “OK” Button.

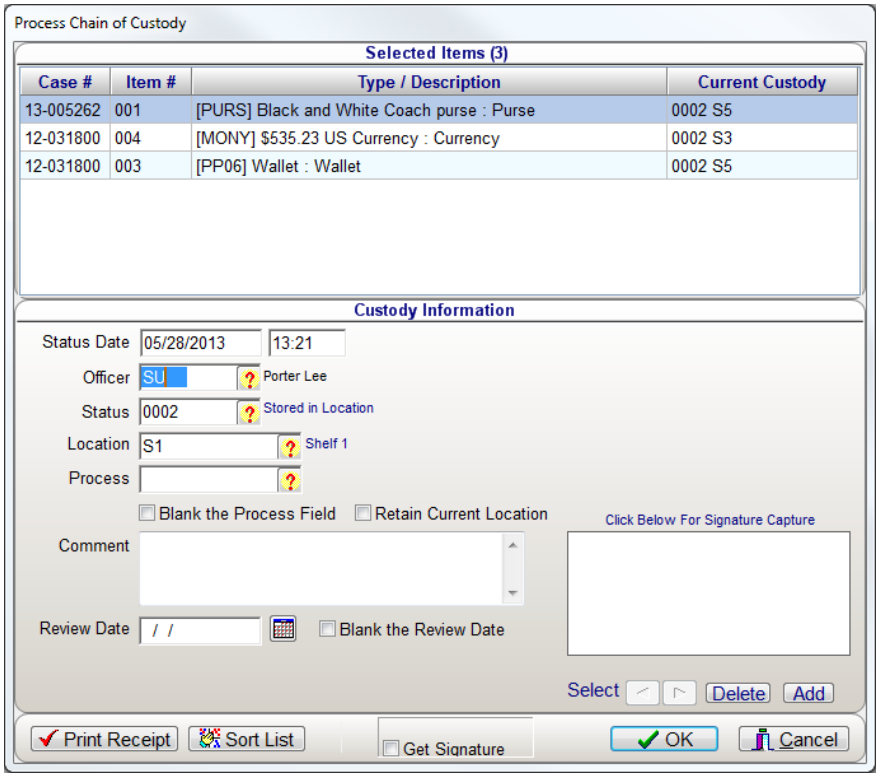
From the Change Status screen, the user can capture a signature if utilizing a signature pad or if the transfer is being completed on a tablet computer.

Multiple Cases / Multiple Items Custody Update With Barcode Scanner

This method is the most commonly used way of updating item chain-of-custody. This method allows the user to transfer multiple items from multiple cases. It has all of the benefits of the previous methods, such as printing receipts or capturing digital signatures. This method requires a barcode scanner to be connected to the pc in use.

To transfer items:

1. From the Property Inventory program, scan an Item Status or Location barcode.



2. Scan the item barcodes that will be transferred.
3. Press the “OK” Button.

From the Change Status screen, the user can capture a signature if utilizing a signature pad or if the transfer is being completed on a tablet computer.

Multiple Cases / Multiple Items Custody Update With Palm Pilot

This method allows for the most flexibility in updating item custody information. By incorporating the use of a palm based scanner the system gives the user mobility and built in signature capture. This unit does not require an external signature pad or to be directly connected to a pc.

The Icon for the Transfer application will resemble the following.

To start the transfer application, simply press the application icon located on the units display with your finger or the supplied stylist found on the back of the unit.

Collecting Information

1. Launch the BEAST Transfer program on the Palm Pilot
2. Press any one of the 3 scanner trigger buttons to activate the scanner laser.
3. Either scan an item status code or location barcode to start the transaction
    - ❖ The unit will beep confirming the barcode has been successfully scanned.

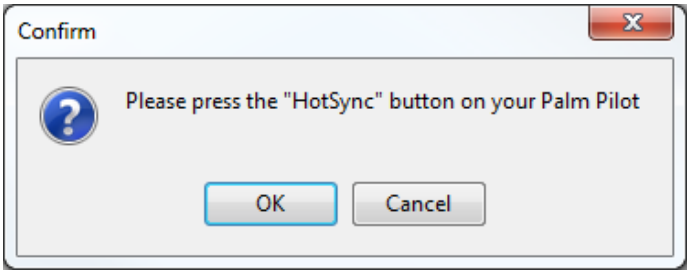
The information displayed on the screen will be the information transferred to the database later. The "Barcode ID" displayed will be in code which the database understands, and not the status or location code used in the "Code Maintenance" application on your desktop. The location or status code will appear in the "To:" field and the date and time will automatically fill in based on the current date and time set on the Palm Pilot.

4. Scan each of the item barcodes that you are transferring.
    - ❖ The total number of items scanned will appear next to the "Items:" field and a list of each scanned barcode will appear in the list box below.
5. To enter comments regarding the evidence transfer, use the palm stylist and tap on the comments field. (Optional)
6. If the transfer requires a signature, have the recipient sign in the signature box.
    - ❖ The signature must fit within the signature box or a complete signature will not be saved.
7. Click the "Save" button to save the transfer information.
    - ❖ If a location or item status barcode is scanned after an item barcode the palm will automatically save the transfer information.

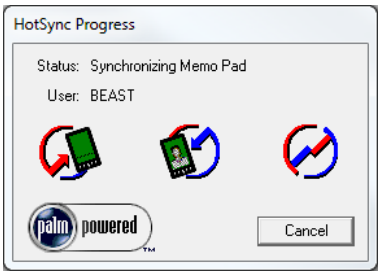
Transferring Data File to Property Inventory Program

To transfer data from the Palm to the BEAST:

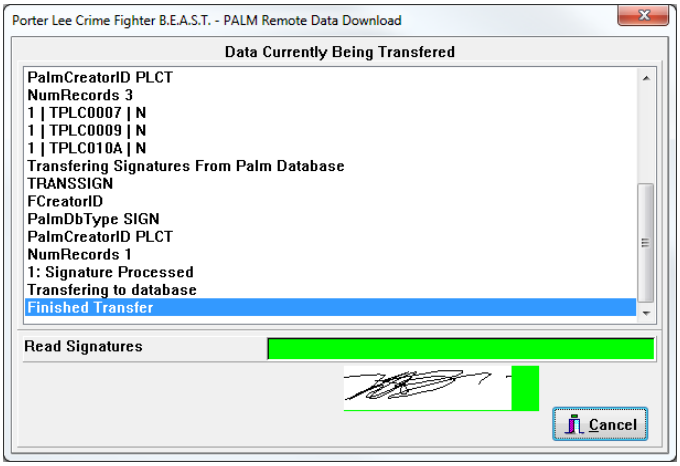
1. Put the Palm Pilot back in the cradle.
2. Launch the Property Inventory program.
3. Press the Remote Update button located on the right hand side of the Property Inventory main form. A message will appear asking the user to press the Hot Sync button on the Palm Pilot.



4. Press the Hot Sync button to sync the files to the computer.
   - ❖ The hot sync button can be found on the cradle or by navigating to the Hot Sync application on the palm pilot and pressing the Hot Sync logo on the screen.

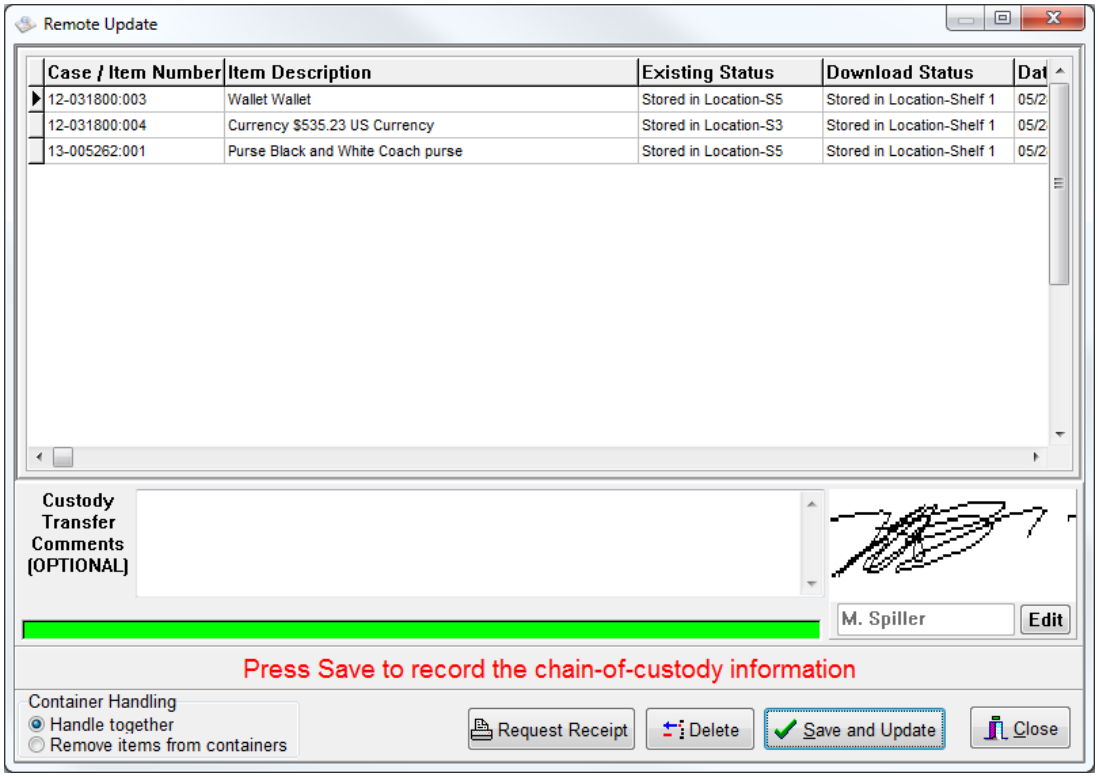


5. Press the OK button on the confirm screen once the Hot Sync process is complete.
   - ❖ The PALM Data Download screen will appear to show data is being downloaded. It is for display only and will disappear on its own.



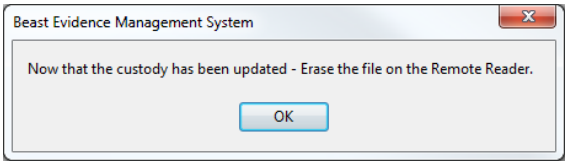
Updating Chain of Custody

Once the files have been successfully downloaded the Remote Update screen will appear. This screen will prompt you to save and update the chain of custody. Also at this time you will have the option to print a receipt of this transaction.



To save the updated chain of custody:

1. Press the “Save and” button located at the bottom of the screen.
    - ❖ Once the Save and Update button is pressed the screen, this will begin the process of updating the chain of custody for the items in the transfer. To abort and not update this data, simply click the close button and no update will occur at this time.
2. One the update is complete a message will appear letting the user know to erase the data in the palm after each update.

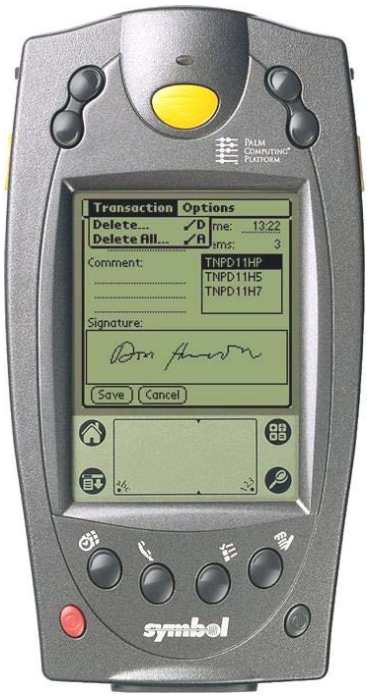


Erasing Data

After transferring the data to the workstation you will want to erase the file from the remote unit. Turning the unit off and then back on will not erase the file.

To erase the data from the Palm:

1. Launch the BEAST Transfer app on the Palm Pilot
2. Click on the Menu drop down icon, below the Home icon, or press the upper left hand corner of the application screen.
3. Select Delete All from the drop down menu.
    - ❖ If you do not see Delete All from the drop down menu, you are currently not in the application.
4. Press the Yes button
5. Once the data has been successfully deleted, the Prev button will disappear from the button of the screen.



Additional Features

The Palm Transfer program can also be used as a portable signature capture pad. When evidence is released the property custodian can capture a digital signature which can then be printed on the Chain-of-Custody report. This feature gives an agency the ability to go paperless with their Chain-of-Custody. Each digital signature is encrypted and stored in the property database.

Signature Capture

After scanning the transfer information the property officer can then pass the palm unit to the evidence recipient. The evidence recipient then signs in the signature box provided on the transfer screen. This signature is then stored on the palm until the property officer hot syncs the unit.

Shown below is a sample of this screen.

Removing Items From the Current Transfer

When using the palm to transfer evidence the property officer may at times find it necessary to remove scanned items prior to saving the transaction on the palm.

To remove scanned items from unsaved transactions:

1. Click the application title bar or the drop down icon to display the toolbar menu.
2. Select “Delete Item” from the “Options menu”. The application will then display the “Delete Item” dialog window as shown below.
3. Scan the item barcode which needs to be removed from the transaction.
    - ❖ The application will then display the item key in the item field.
4. Press the Delete button to permanently remove the item.
    - ❖ Repeat the process until all items that need to be removed are deleted.
5. If the wrong item is scanned, simply tap the Cancel button to clear the Delete Item dialog.
6. Press the Done button when finished to close the Delete Item dialog.

Containers and "Show Message"

When working with the palm transfer program and containers the user may prefer a visual notification that the palm has scanned a container.

To show messages within the palm transfer application:

1. Tap on the application title bar or tap the drop down icon.
2. From the Options menu select "Show Message". The application will then display a visual message notifying the user that a container has been scanned and that all items within the container will transfer to the new location or status.

To disable the "Container" message the user can either check the "Hide Message" check box the next time the application displays the message box, or the user can tap "Hide Message" from the options menu.

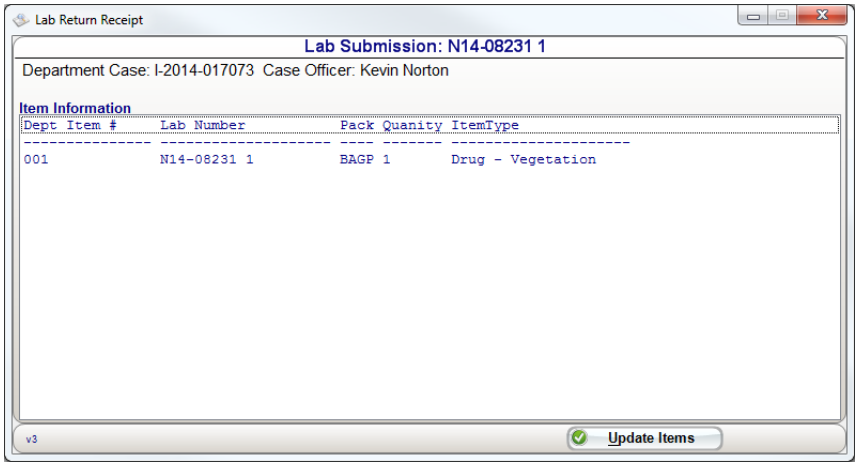
Custody Update With PDF417

This method of updating your chain-of-custody only works in conjunction with your crime laboratory. If your crime laboratory is using the “Crime Fighter BEAST LIMS” system, then they can generate a “Receipt PDF” barcode for your lab submission.

- ❖ If you are not receiving these receipt PDF barcodes from your lab or are not sure if they are using the “Crime Fighter BEAST LIMS” system then contact your Porter Lee support technician for assistance.

To update your custody with the receipt PDF barcode:

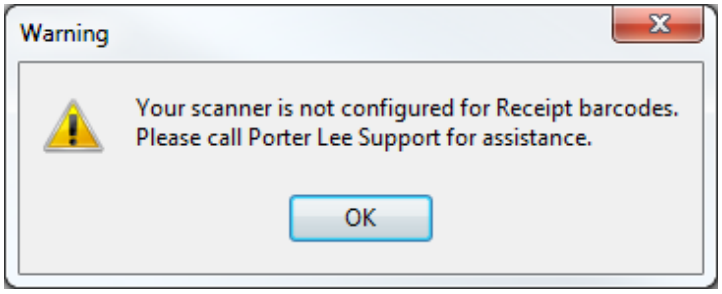
1. Launch the Property Inventory program.
2. Scan the Receipt PDF barcode you received from the crime lab.



3. Click the OK – Update Database button at the bottom to update the chain of custody.

The item(s) chain of custody will show that the item was received by the lab and who received the item at the lab. In addition to the chain of custody being updated, the submission tab will show the lab case number and the lab item number assigned to each submitted item.

If you are using a 2D USB barcode scanner and you receive the following message, the scanner will need to be programmed with a series of barcodes in order to work properly.



Note

This only applies to 2D Symbol barcode scanners that are connected USB. If the scanner is connected via a serial port or usb to serial adapter, this message will not appear.

To program your scanner:

1. Located the PLC HID Setup Barcode pdf document. It will be located in the Utilities or Utils folder where the Beast files are stored. If you do not find it, contact a Porter Lee tech and they will be able to transfer it over to you.
2. Scan barcodes 1/7 through 6/7.
3. Re-Pair the scanner to the cradle.
4. Scan barcode 7/1

The scanner will now be configured to scan receipt PDF barcodes. A sample of the PLC HID Setup Barcode pdf document is located on the next page.

PLC HID SETUP BARCODES

Instructions: Scan barcodes in order, starting with programming barcode 1.

1/7. Set Defaults

Modify Data

3/7. Erase All Rules

4/7. Begin New Rule,1. Send All that remains,2. Send Extended Key <Enter>

5/7. Save Rule

General Parameter Settings

6/7. Beeper Volume Low

Re-Pair to the cradle then scan barcode below.

Cable Connection Settings

USB

7/1. USB Device Type IBM Table Top USB

Custody Update Using Tablet

This method of updating your chain of custody allows for two modes of custody updates and also is the replacement for the palm pilot which is no longer offered. Utilizing a Wi-Fi, preferred, or hard line connection, the tablet will have the full BEAST software installed along with a Bluetooth scanner paired to it. The first mode of tablet custody updates uses the same methods as described earlier in this unit. The second mode is similar to that of the palm pilot.

To update your custody using the tablet offline:

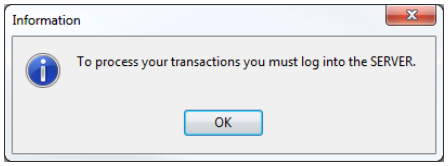
1. Log into BEAST using the Laptop database option
2. Launch the Property Inventory program.
3. Press the Remote Update button. The Remote Transfer dialog will appear.

4. Scan an Item Status or Location barcode.
5. Scan the item barcodes that will be transferred.

6. If a signature is required for the Item Status Code scanned, a signature box will be displayed.
    - ❖ To manually enter a signature, press the signature area with your finger or stylus and the signature box will be displayed.

7. Press the "Save" Button.
    - ❖ Entering a signature will automatically save the transaction.

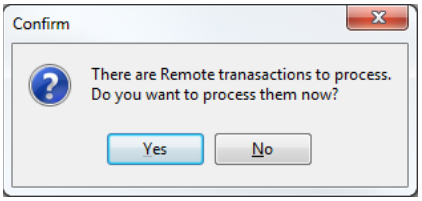
8. Press the Close button.
9. The message to login to the server to process your transactions will be displayed. Press OK to close the dialog.



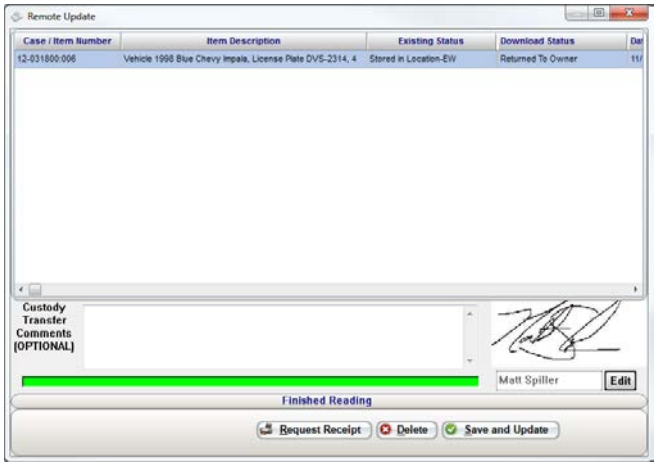
Once all transactions have been entered offline, the tablet will need to connect to the agency's network to connect into the Beast Server database to upload the data.

To upload the data to the server:

1. Log into the BEAST using the Server database option.
2. Launch the Property Inventory program.
3. Press the Remote Update button. It will look to see if you have offline transactions that need to process. If it finds them, it will display the following message



4. Press the Yes button to import the offline data to be displayed to the screen.



5. Press the Save and Update button to import the offline data into the server database.
6. The Remote Transfer dialog will appear after the update has completed. Press the close button to exit.

Unit 5

Lab Submissions

In this unit you will learn how to:

- How to create a lab submission using the BEAST

In this unit you will learn how to create a lab submission using the Submission tab in the BEAST Evidence Management System.

Evidence Submission to the Laboratory

The Lab Submission screen is the fifth tab on the main data entry screen shown below. The blue lettered title bar will display the current case number and case name as a reminder and/or confirmation of the case, which is being accessed.

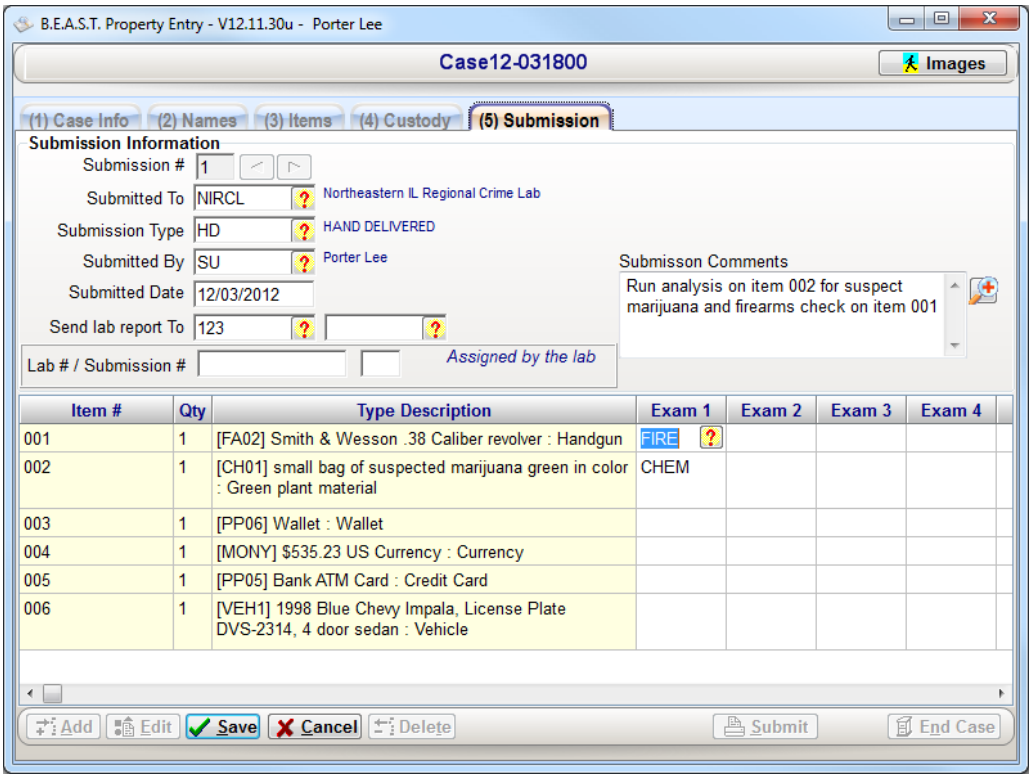
The first four tabs of the main data entry program deal exclusively with evidence/property tracking as it pertains to the police agency. The Lab Submission screen provides the police agency with a link to a crime laboratory when evidence needs forensic analysis. The purpose of the Lab Submission part of the program is three-fold:

Evidence receipts/chain-of-custody multiple-part forms can be automatically generated with all pertinent case/item information printed on the form. The chain-of-custody record is automatically updated with the To Lab status and the appropriate date, time, and officer name entries. When submitting to laboratories using the BEAST LIMS software program, a PDF417 barcode is generated, by selecting the Print command button. The barcode contains all of the submission data required by the crime laboratory. Once at the laboratory, the barcode can be scanned and the data transferred to the lab's receiving program. Manual data entry is eliminated and the time required for submission is greatly reduced. The PDF417 barcode can be placed on the designated area of lab submission form.

A barcode scanner can be utilized to facilitate the completion of the Lab Submission screen. From an active Lab Submission screen (i.e., having selected Add or Edit command button), scan the barcode which is affixed to the item and then scan the analysis type(s) from a speed sheet (see Appendix A for a speed sheet example). More than one type of analysis can be selected (e.g., for a gun that needs to be processed for fingerprints, bears possible blood and test fired for firearms comparison, the item barcode would be scanned following by scanning the barcode on the speed sheet for Fingerprints, Forensic Biology, and Firearms.) The procedure can be repeated for the next item, which needs analysis until every pertinent item has been scheduled for lab submission. When all analysis types for each item have been selected / scanned, simply scan the barcode at the bottom of the speed sheet labeled: Save & Print Submission Form.

Entering Lab Submission Information

1. On the submission tab, press the Add button.
2. Select the Crime Lab that you are submitting to from the Submitted To code lookup.
3. Next, select the Submission Type. This is how the submission will be delivered to the crime lab.
4. On the Submitted By Officer code lookup, select the officer that is submitting the items to the lab. By default, this will automatically enter with the person that is logged into the BEAST upon pressing the Add button.
5. In the Send Lab Report To officer code lookups, select up to 2 officers that should receive the lab report.
6. Next, enter your submission comments to the lab.
    - ❖ There is a maximum of 750 characters for the submission comments. To view the entire contents of the Submission Comments box or to get a character count, press the magnify glass to the right of the comments box.

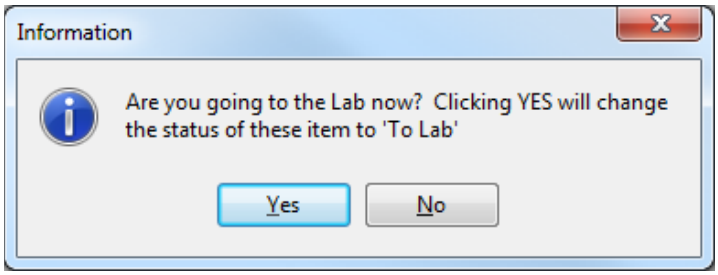


Now that the submission information has been entered in, you can select the examination codes that you are requesting the lab to run on the items being submitted. In the item grid below the Submission Information section, all of the items on the case will be listed for the user. Items that appear in **red**, will not be available for exam codes to be selected. This is because the item(s) are seen by the BEAST as not in location, or not in the possession of the department.

- ❖ If you have the item on hand, check the current custody of the item. The item may have not been updated from its previous custody.

7. Press the Exam code lookup button in the Exam 1 field and select the examination code you would like to the lab to perform on the item being submitted.
   - ❖ Each item can have up to 4 exam codes selected per submission.
8. Repeat Step 7 for each of the other items if submitting them to the lab as well.
9. Press the Save button.
10. Press the Submit button to print out the submission form and/or submission barcode.
    - ❖ The lab submission and/or submission barcode will be sent to the printer.

After the submission form and barcode have been printed out, a message will appear asking if you are going to the lab now.

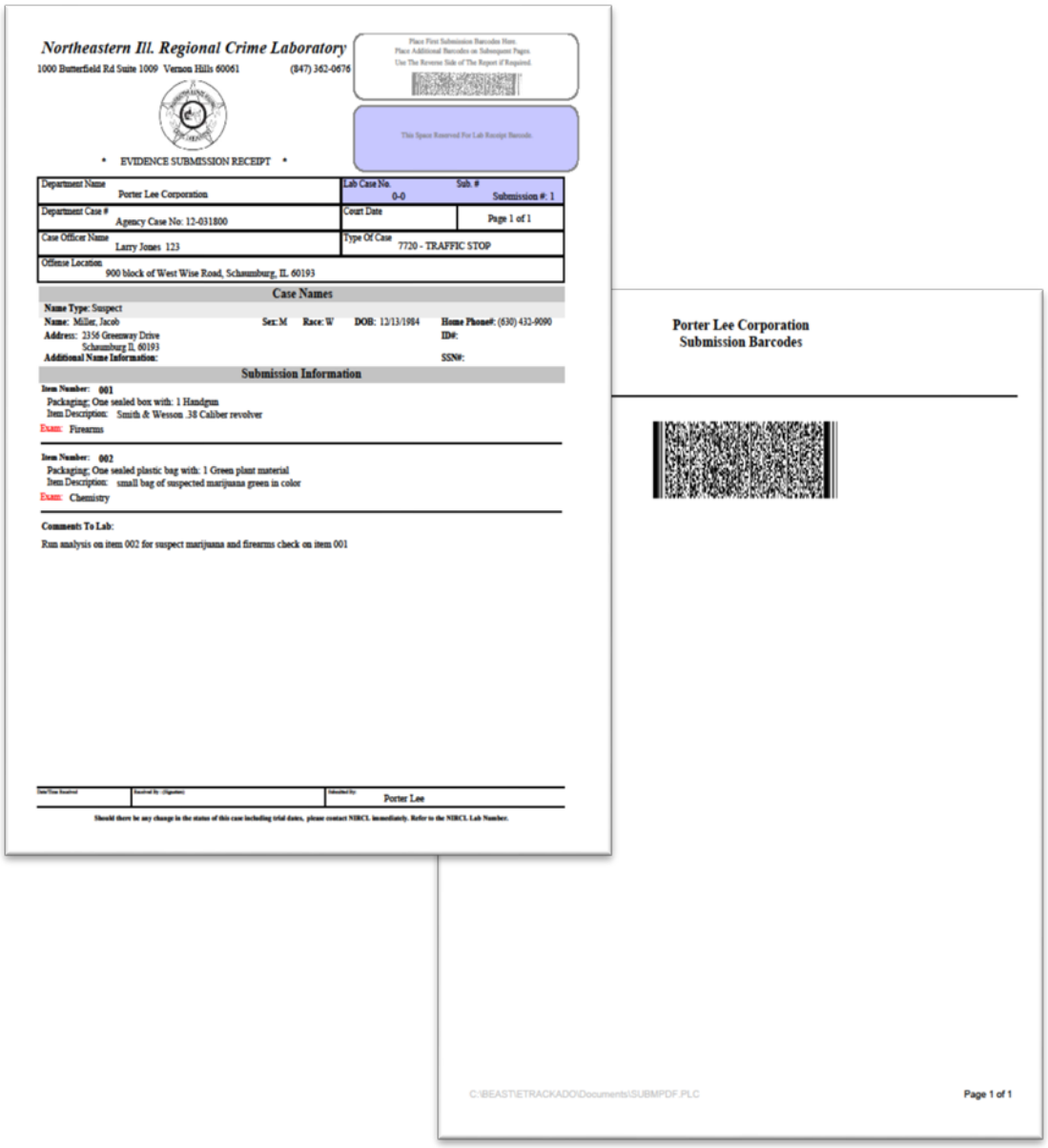


11. Press the Yes button to confirm going to the lab now. This will update the current custody record for each item, on the submission with an exam code selected, with a To Lab status.
    - ❖ If not going to lab right away when the submission is generated, press the No button. When you do go to the lab, you will need to manually transfer the custody of the item(s).

Sample PDF417 Submission Form

The first page to print will be the selected labs required submission form. This form will auto fill based on the information entered into the BEAST. This process will ensure the required information is provided to your lab and that it is typed in a format expected by the laboratory.

The second page to print will be the PDF417 submission barcode(s). These barcodes will be used by the crime lab to import information from the agency to expedite the intake process. This page will only print if your crime lab is equipped to receive submissions in this manner. Labs not equipped will only receive the printed submission form.



Northeastern Ill. Regional Crime Laboratory
1000 Butterfield Rd Suite 1009 Vernon Hills 60061 (847) 362-0676

EVIDENCE SUBMISSION RECEIPT

Department Name: Porter Lee Corporation	Lab Case No.: 0-0 Sub. #: Submission #: 1
Department Case #: Agency Case No: 12-031800	Court Date: Page 1 of 1
Case Officer Name: Larry Jones 123	Type Of Case: 7720 - TRAFFIC STOP
Offense Location: 900 block of West Wise Road, Schaumburg, IL 60193	

Case Names

Name Type: Suspect
Name: Miller, Jacob Sex: M Race: W DOB: 12/13/1984 Home Phone#: (630) 432-9090
Address: 2356 Greenway Drive Schaumburg IL 60193 ID#:
Additional Name Information: SSN#:

Submission Information

Item Number: 001
Packaging: One sealed box with: 1 Handgun
Item Description: Smith & Wesson .38 Caliber revolver
Exam: Firearms

Item Number: 002
Packaging: One sealed plastic bag with: 1 Green plant material
Item Description: small bag of suspected marijuana green in color
Exam: Chemistry

Comments To Lab:
Run analysis on item 002 for suspect marijuana and firearms check on item 001

Porter Lee

Should there be any change in the status of this case including trial dates, please contact NIRCL immediately. Refer to the NIRCL Lab Number.

Porter Lee Corporation
Submission Barcodes

C:\BEAST\ETRACKADO\Documents\SUBMPDF.PLC

Page 1 of 1

Unit 6

ATF Reporting

In this unit you will learn how to:

- How to configure item types to use the ATF module
- How to enter ATF trace information into the BEAST.
- Export the ATF data from the BEAST.
- Upload the ATF data from the BEAST into the ATF eTrace website.

In this unit you will learn how to configure the item types in the BEAST system to use the ATF module. You will also learn how to create the trace form, export it from the BEAST, and import it into the ATF eTrace website.

Overview

The BEAST system can be configured to export property data relevant for firearms tracking with the Bureau of Alcohol, Tobacco and Firearms (ATF). The ATF has designed an Electronic Trace Submission System (eTrace). The purpose of eTrace is to aid the ATF, National Tracing Center (NTC) in solving firearm related crimes by providing historical trace information about the firearm in question. To that end, eTrace is utilized to capture firearm trace related data, which can be submitted electronically for processing. ETSS operates in a client/server environment and provides user-friendly screens for entering and retrieving data. Ease of use is supported through the use of a Web-based Graphical User Interface (GUI), with simple icons/buttons and data entry screens. The GUI allows users to easily navigate through the system and perform their assigned work functions.

For Information on acquiring the ATF system please contact:
Bureau of Alcohol, Tobacco and Firearms (ATF)
National Tracing Center
2029 Stonewall Jackson Drive
Falling Waters, WV 25419

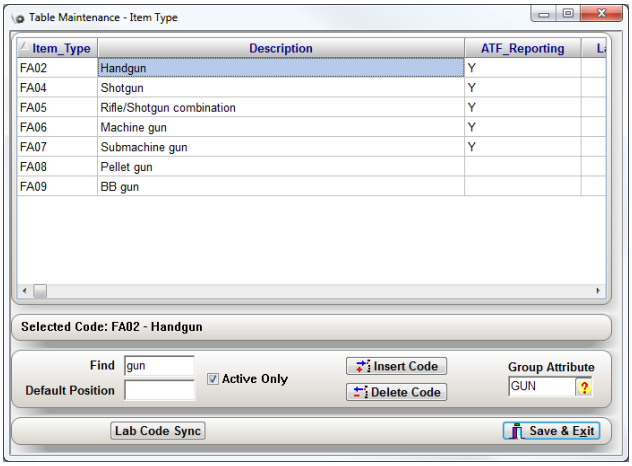
(800) 788-7133

Configuring the BEAST

To export data to the ATF, the BEAST must first be configured to specify which item types should be exported. By default no item types are selected for export.

To select the exported item types.

1. Open Code Maintenance.
2. Select the Item Types table heading and click Edit.
3. Enter a **Y** in the ATF_Reporting column of each item type that will be exported.
    - ❖ Item types such as Firearm, Handgun, Shotgun, Machine Gun, Pistol, etc.



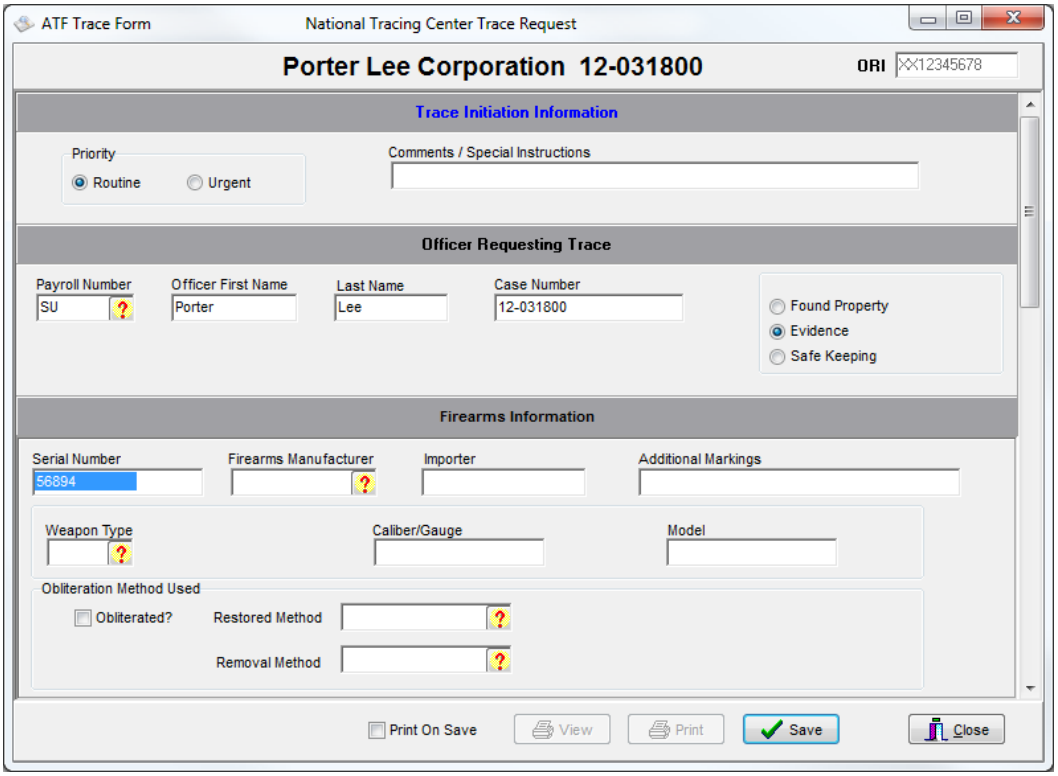
4. When done, Press Save & Exit
5. Close Code Maintenance.

Entering ATF Trace Information

When working with an item type flagged for ATF Reporting. The ATF button will appear at the bottom of the item screen. The User must click this button and complete the ATF submission form. This form will capture and format the required data to prepare for export to the eTrace system.

The user will be required to complete all of the required fields to save the Trace Request form. At this point the data for this weapon will be flagged ready for export. The application will then show that the weapon is waiting in the queue.

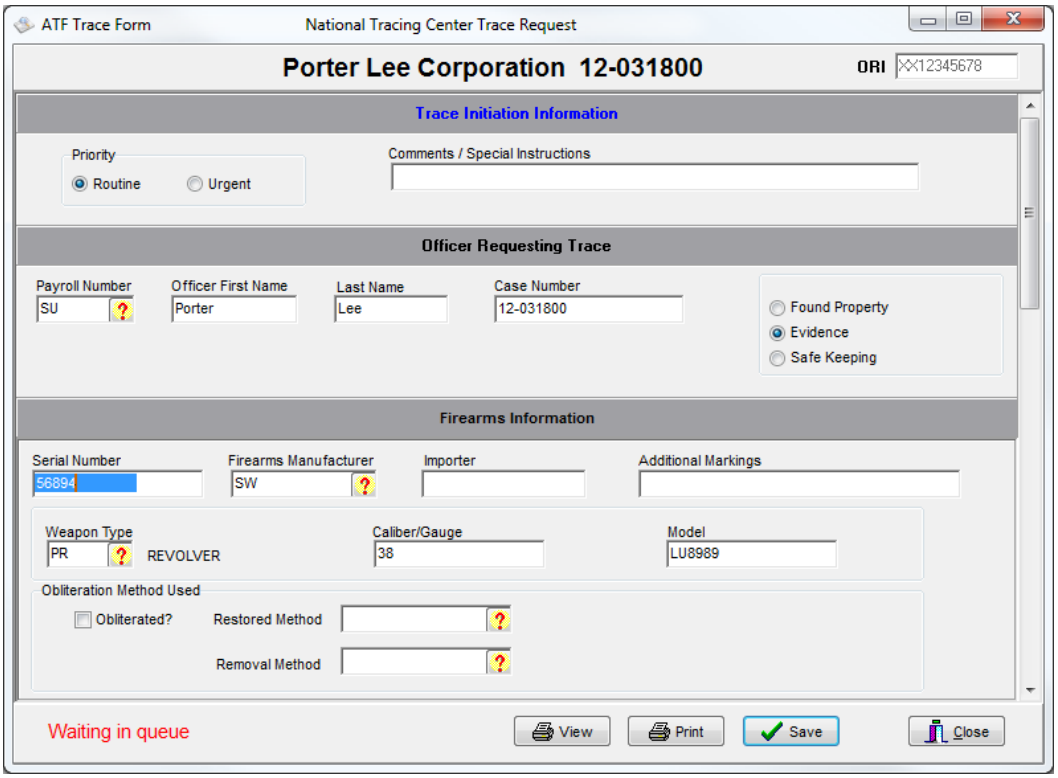
1. Open Property Inventory
2. Enter or find a case with an item that will need a trace request made for it.
3. On the Items tab, enter the item or select a current item that has an item type flagged for ATF Reporting.
4. Press the ATF button that appears at the bottom middle of the screen to bring up the ATF Trace Form dialog



- ❖ All fields on this trace form correspond to each field the ATF has on its printed form. All code lookups contain codes from the ATF and are not editable by the BEAST user.

5. Fill in the trace form with the information you have for the item.
    - ❖ Some BEAST information will carry over from the Case Info and Items tabs.
6. When done, click the Save button and the trace form will be waiting in the queue.
    - ❖ If any required fields are missed, the BEAST will prompt the user to enter them before it will allow the trace to be saved.

To view or print out a copy of the completed trace form, press the ATF button for the item selected to display the ATF Trace Form dialog. Press the Print button to print a copy of the ATF trace form that was created or press the view button to display it to the screen.



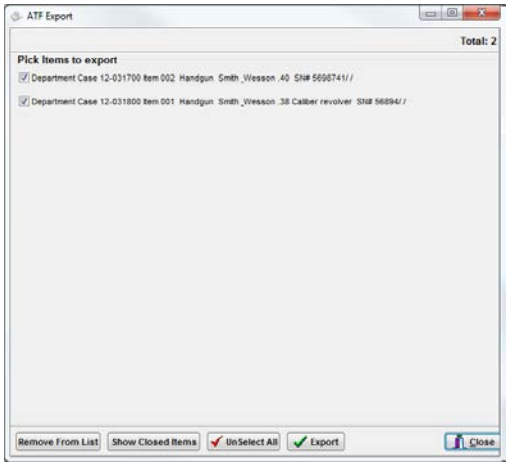
Exporting ATF Data from the BEAST

To export information from the Beast and create your export file for eTrace you must have the security permission, Allow Export of ATF Data, to access the ATF Export button from the Property Inventory application.

To export ATF data:

1. Press the ATF Export button located on the right hand side of the Property Inventory application to display the ATF Export dialog.
2. Uncheck any trace forms that will not be a part of the export.
    - ❖ By default, all traces will be selected for export.

3. Press the Export button to save the export file to a location where you will be able to find it.
    - ❖ A good suggestion is to save to My Documents in a folder called ATF. Then name the file with current date that way you can keep a history of the exports.

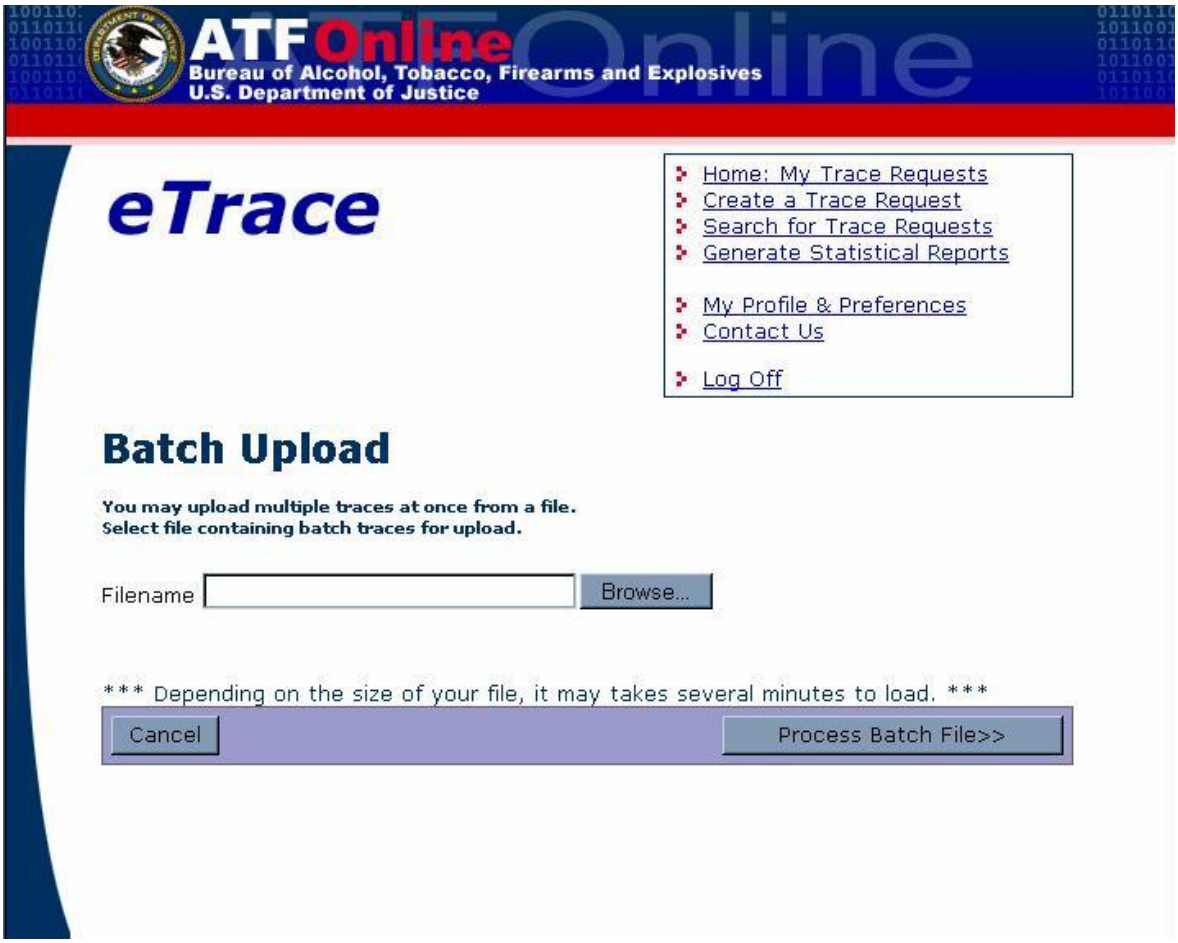


The Show Closed Items button will show those items which have already been exported to the ATF. From this list items can be reselected and exported again.

eTrace Batch Upload

eTrace allows you to upload multiple trace requests as a batch by specifying a text file on your computer that contains the trace requests in standard batch format.

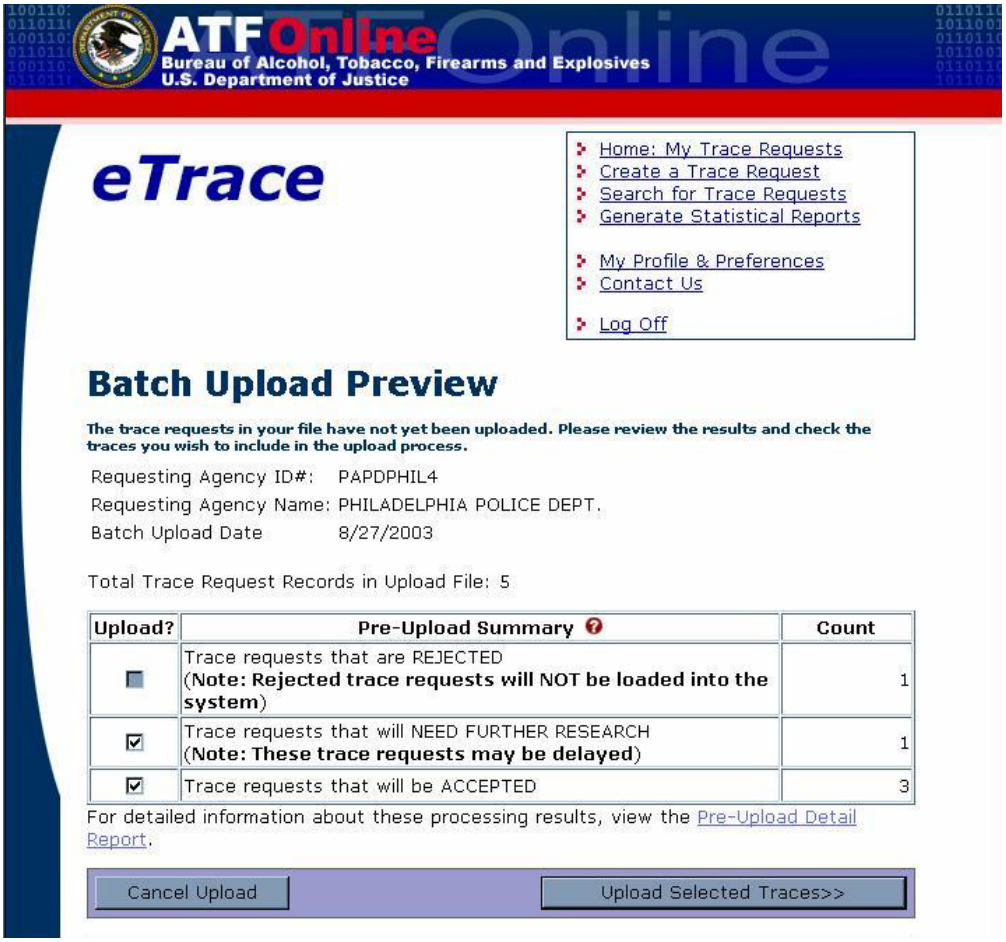
- ❖ The following information has been provided by the Tucson Police Department and it outlines the process of uploading the export file generated by the Beast into the eTrace website. For additional information on the eTrace website please contact ATF Support.



After you have identified a file to upload (by browsing for the file), click on the button Process Batch File

- Large uploads may take several minutes to complete. Once a final upload operation has been initiated, it cannot be halted by clicking the browser's stop button or by closing the browser. Batch uploads proceed as a complete unit; if a network or other unexpected error should occur during the final upload operation, none of the traces in the batch will be entered into the system, and the entire batch must be submitted for upload again.

eTrace does not immediately attempt to upload a batch file, but first provides a preview of the upload. This page shows which traces will be accepted, rejected, or delayed (some may also be duplicates). eTrace allows you to select whether or not you want to upload traces that may be delayed. You may choose to fix these traces and upload them separately at a later time.



You may also click on the link Pre-Upload Detail Report for detailed explanation.

Batch Upload Preview: Detail

Batch Pre-Upload Detail Report

Requesting Agency ID#: PAPDPHIL4
Requesting Agency Name: PHILADELPHIA POLICE DEPT.
Batch Upload Preview Date 8/27/2003

Total Trace Request Records Previewed: 5
NOTE: THIS IS A PRE-UPLOAD PREVIEW ONLY -- NO RECORDS FROM THIS BATCH HAVE BEEN UPLOADED.

Trace requests that would be REJECTED (Note: Rejected trace requests will not be loaded into the system.)

REC	SERIAL	MFG	CAL	TY	MODEL	FIELD NAME	FIELD VALUE	REASON
906	313180360	SR	9	P	P89			Recovery date is required. Recovery city is required.

Trace requests that would be DUPLICATES
(a matching trace request has been submitted in the past)

None.

Trace requests that would NEED FURTHER RESEARCH (and might be delayed)

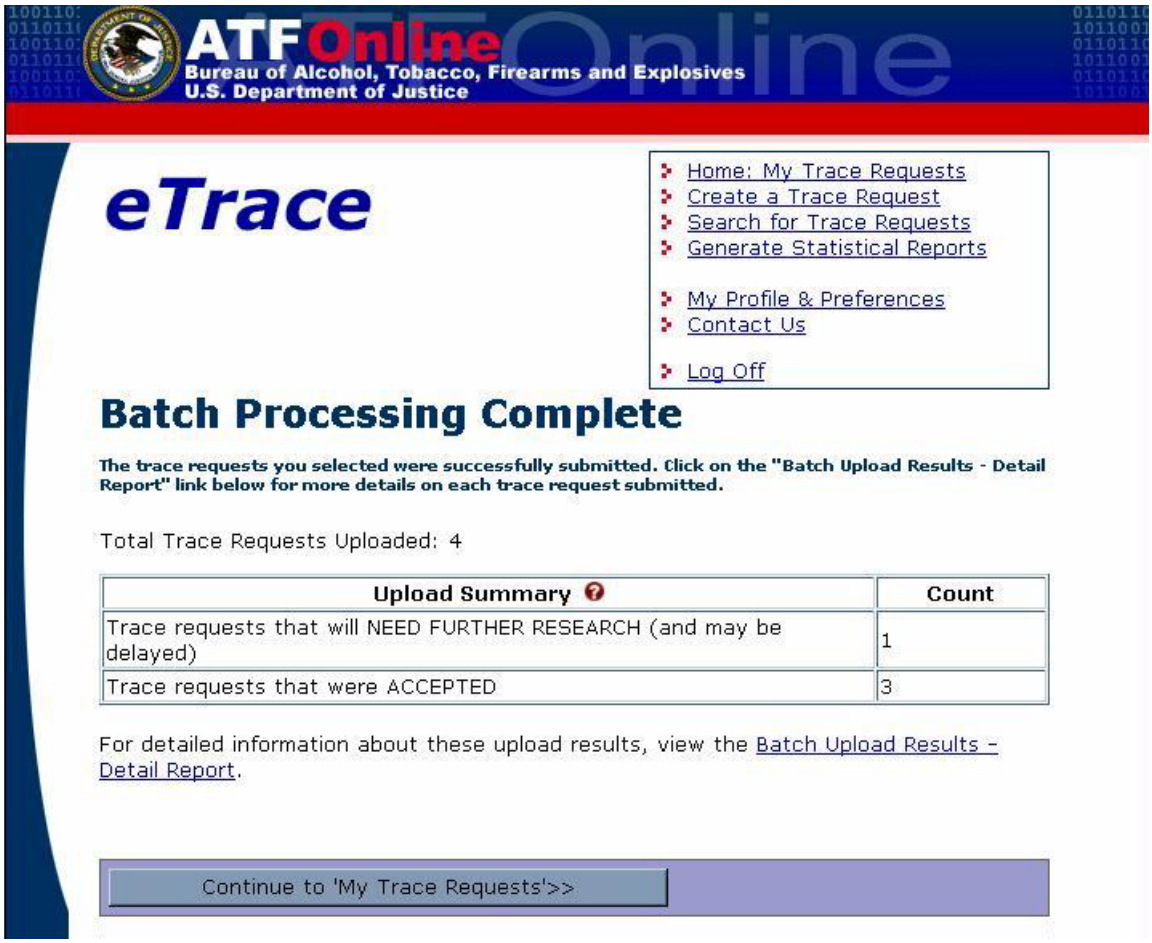
REC	SERIAL	MFG	CAL	TY	MODEL	MISC FIELDS	FIELD VALUE	REASON
905	L0402610	LCN	9	P	L9			Recovery city/state/zip code combination is not recognized as valid.

Trace requests that would be ACCEPTED and processed immediately

REC	SERIAL	MFG	CAL	TY	MODEL	MISC FIELDS
822	S899D610	GAA	357	PR	COMANCHE III	
823	310942180	SR	9	P	P89	
912	BER90075T0	BER	22	P	950	

Close

Once you inspect the Pre-upload analysis, you can click on the button Upload Selected Traces. The system will actually upload these traces and produce a summary of the results. You can click on the link Batch Upload Results - Detail Report to see the details of particular records.



Batch Upload Results: Detail

Batch Results Detail Report

Requesting Agency ID#: PAPDPHIL4
Requesting Agency Name: PHILADELPHIA POLICE DEPT.
Batch Upload Date 08/27/2003

Total File Line Items Processed: 11 Total Trace Requests Uploaded: 4

Trace requests that will NEED FURTHER RESEARCH (and may be delayed)

FTS TRACE ID	REC	SERIAL	MFG	CAL	TY	MODEL	MISC FIELDS	FIELD VALUE	REASON
T20030014999	905	L0402610	LCN	9	P	L9			Recovery city/state/zip code combination is not recognized as valid.

Trace requests that were ACCEPTED and processed immediately

FTS TRACE ID	REC	SERIAL	MFG	CAL	TY	MODEL	CO	MISC FIELDS
T20030014996	822	S899D610	GAA	357	PR	COMANCHE III		
T20030014997	823	310942180	SR	9	P	P89		
T20030014998	912	BER90075T0	BER	22	P	950		

Close

- You will not be able to upload any batch files that contain trace requests with Priority = “URGENT”. Urgent traces should be removed from batch files and should be submitted through the standard eTrace entry process (or call the NTC or your Local ATF office directly for assistance).

Unit 7

Mobile Crime Scene

In this unit you will learn how to:

- Create a case in the field using the mobile crime scene setup.
- Upload data from the laptop database to the server database

In this unit you will learn how to use the BEAST in the field utilizing the BEAST Mobile Crime Scene mode. You will also learn to upload the data from the laptop database to the server database.

Overview

The BEAST system can be installed on a laptop computer permitting the system to be used at a crime scene or other area of large property intake. The laptop computer used in conjunction with the main workstation offers departments a high degree of mobility. The laptop computer can be configured to import data, collected at the scene, into the main database via network connection. The Laptop computer may also be setup to print to a portable barcode printer, permitting all packaging and labeling to be done in the field prior to the evidence being submitted to the property section.

Logging into the Property Program on the Laptop

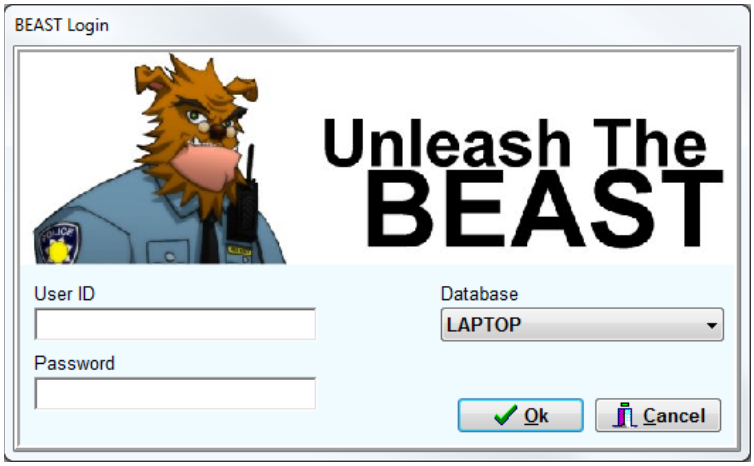
From the desktop icon the user will be prompted to log into the BEAST Main Menu. From the login screen the user must select the appropriate Database based on their activities.

Database Options

- Server – Used to transfer/updated field items into the production database.
- Laptop – Used to input data in the field.

To login to the laptop database:

1. Launch the BEAST program
2. Enter your User ID and Password
3. Select Laptop from the Database drop down.
4. Press OK.



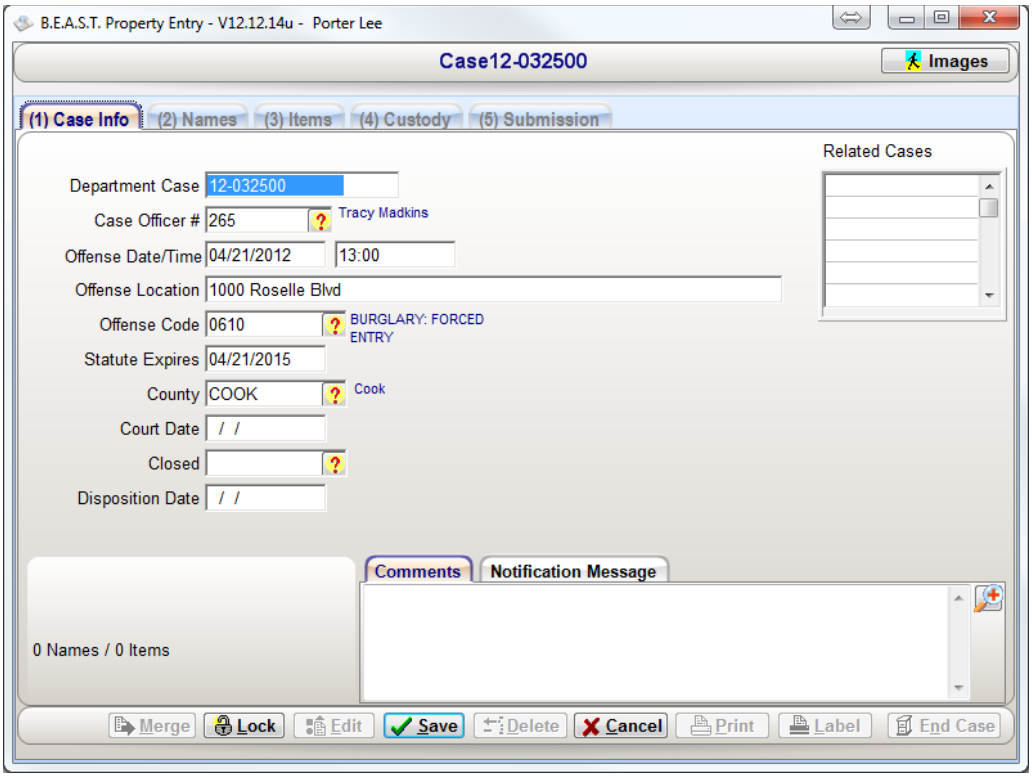
When connecting to the laptop database, the Change Password link will not be available. Users will be able to change their password when connected to the server database.

Evidence Management

The Property Inventory program is the only application which will be used typically on the Mobile Unit. Due to the fact that the Mobile Unit is only used for capturing select cases, the other programs will only show the information pertaining to those cases before they were transferred. A full representation of all the data can only be found on the server database, after the data has been transferred.

Entering a New Case

Entering a new case on the mobile crime scene unit is the same as entering a case on the department pc. For more information regarding enter a case, refer to Unit 1 Creating a Case under Property Inventory.



Importing Data from Laptop

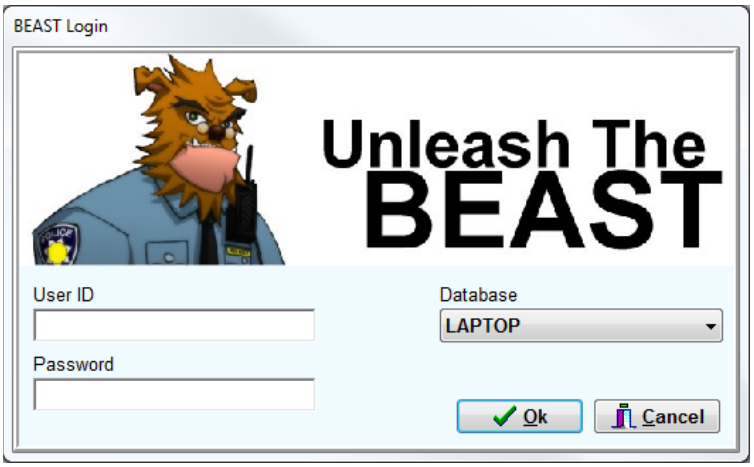
After returning from the field collection, the user must connect their laptop to the agency network. Once connected and logged into the agency network the user will then restart the BEAST Property system. This time the user will select the Server database option when logging in to the application.

Based on the users security permissions, once connected to the server those cases logged on the laptop will be available for import into the "server" database. Those agencies that restrict their users from directly importing into the server, without review will need to have the laptops turned over to the property unit for data transfer by authorized individuals.

Evidence Management

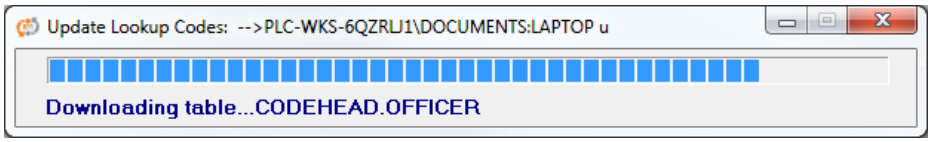
To import data:

1. Launch the BEAST program
2. Enter your User ID and Password
3. Select Server from the Database drop down.
4. Press OK.



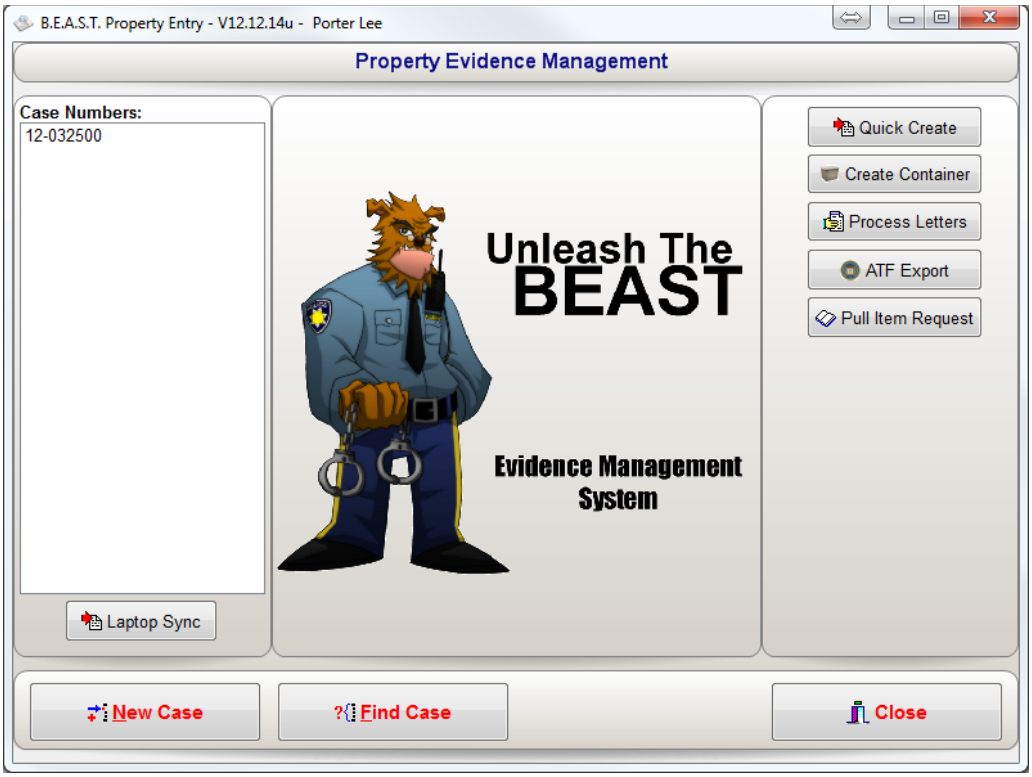
5. Select Property Inventory from the Main Menu.

When Property Inventory is displayed, codes and settings will be automatically transferred from the “Sever” database to the “Laptop”.

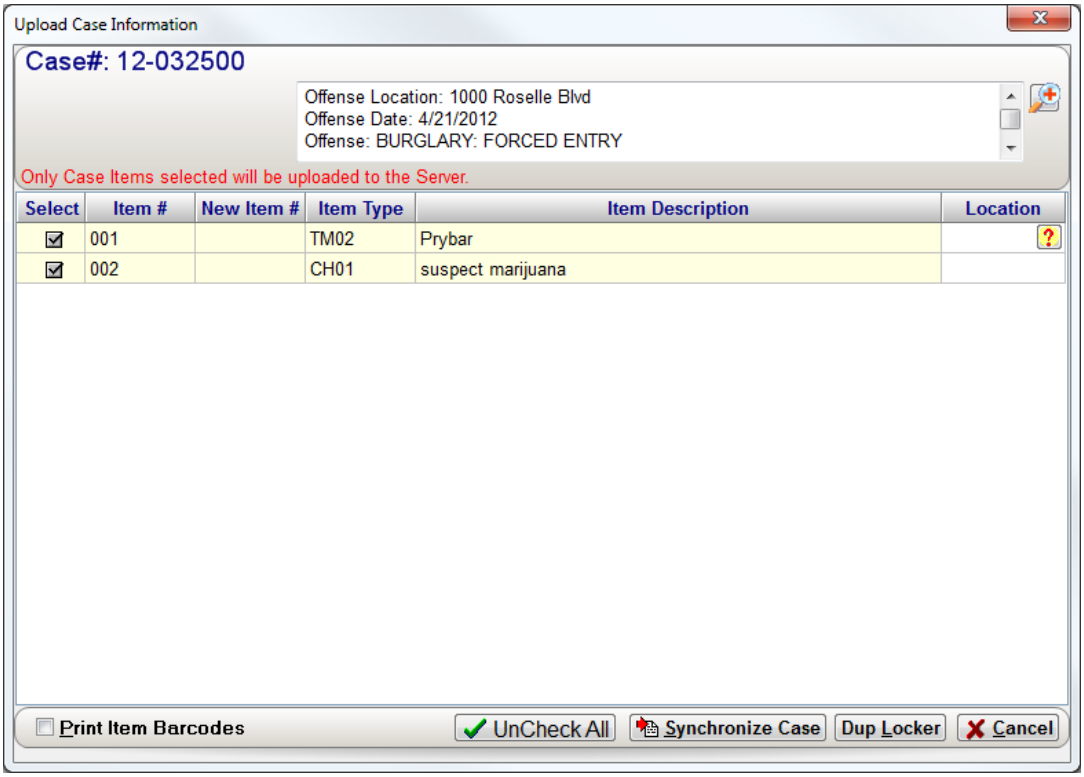


- ❖ Depending on your configuration, codes and settings will only syncing after a specific time period has passed. The Mobile Crime Scene synchronization interval

6. On the left hand side of the Property Inventory screen, select the case that will need to be imported from the laptop.
7. Press the Laptop Sync button

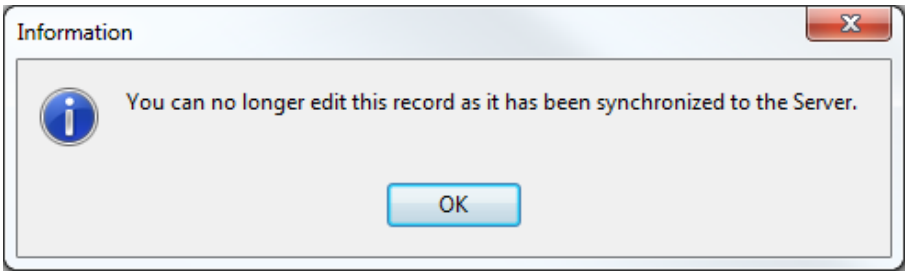


After selecting a case to import and clicking the “Laptop Sync” button the following screen will appear. This screen will display the basic Case Information and Names of the case. It will also give a list of those items that will be imported when the “Sync Case” button is clicked.



8. Select the Location code lookup box for each item being synced.
    - ❖ If the location will be the same for each item, you can press the Dupe Locker button to assign the same location as the first item.
9. Press the Synchronize Case button
    - ❖ If desired, select the Print Item Barcodes checkbox to print the barcode labels after synchronizing the case.
10. Press the Yes button to confirm synchronization.

Once cases have been synchronized with the “server” database then they will no longer be editable on the “laptop” database. If a user attempts to edit information or add to the chain-of-custody they will be presented with the following error message.



After a case has been synchronized to the server, additional case names, items, and submissions can be added on the “laptop” database. These additional records can be transferred to the “server” database, just like the original items. The previously synchronized information will not be retransferred.

Unit 8

Image Vault

In this unit you will learn how to:

- Upload digital images and documents to the Image Vault
- Upload images using a TCP/IP Camera and/or from a TWAIN enabled device
- View images loaded in the Image Vault
- Delete images from the Image Vault
- Export images from the Image Vault

In this unit you will learn how to upload, view, export, and delete digital images, documents to the Image Vault module.

Overview

The Digital Image Archive is intended to allow the property office the ability to store image files acquired from either a digital camera or a flatbed scanner. These images are then saved with their respective item information in the Property & Inventory program.

Image Vault Types

Image Button

The Image Button appears at the top right of the Property Inventory module when a case is open. From this button you will have access, depending on security permissions, to upload, delete, export, copy to clipboard and print digital images and documents. Images stored using the Image button are saved inside the BEAST database.

Image Panels

The Image Panels appear on the Case Info, Names, and Items tab as well as the Process Letters of the Property Inventory module. Images stored using Image Panels are saved in a specific folder on a server where the Image Vault service is installed.

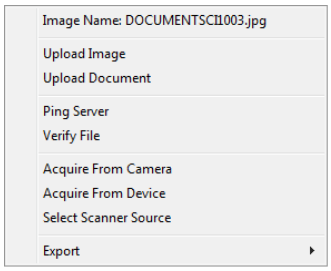
Adding Stored Images

After saving your item information the property & inventory program will allow you to attach image files to the item information.

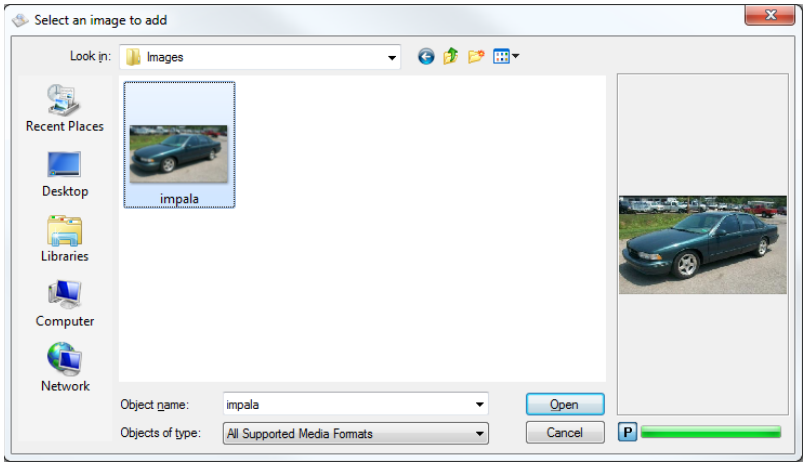
To add images/documents using the Image Panels:

1. From within the Property Inventory Module, open the case you would like to upload an image to.
2. Select the appropriate tab where the image will be uploaded to. For this example, we will use the Items tab.
    - ❖ For the Process Letter image panel, from the Property Inventory main form, select the Process Letters button. The Image Panel will be located at the top right of the dialog.

3. Select the item you are uploading an image to and right click on the image panel and select Upload image.
   - ❖ Choose Upload Document, if loading Word, Excel, PDF or PLC Viewer documents.



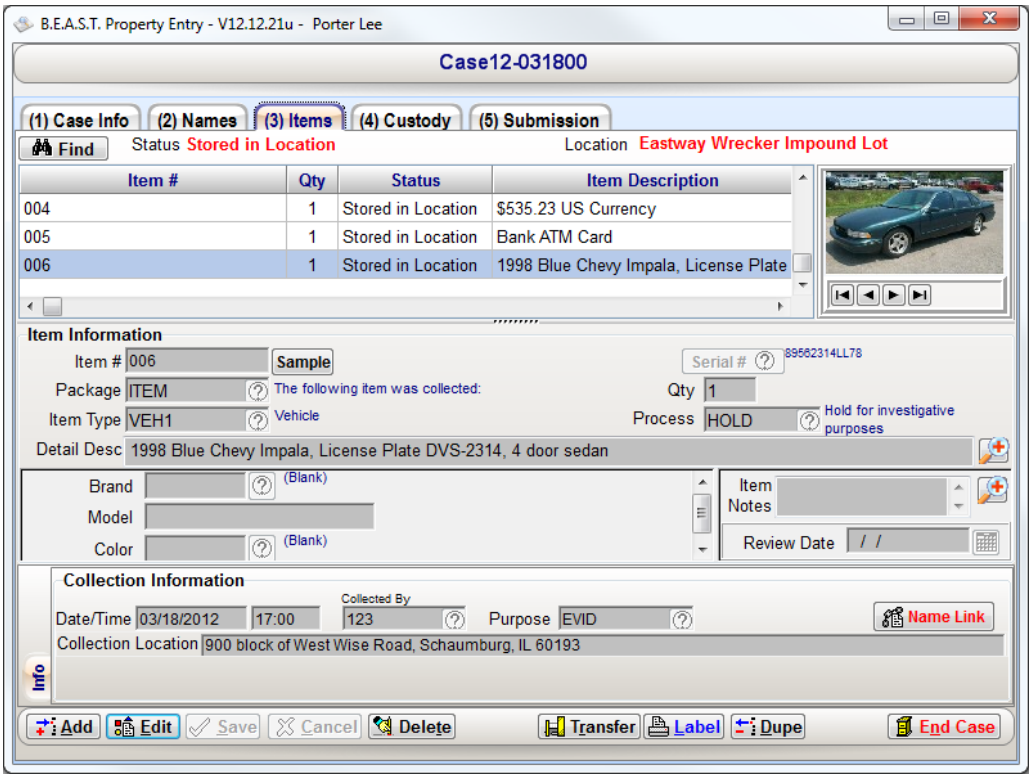
4. Locate the image(s) you would like to upload from the windows dialog.



5. Select the image(s) from the windows dialog and press the Open button.
   - ❖ While selecting images to attach to an item the user may choose to select multiple images by holding the “ctrl” key on their keyboard and selecting each file.

After uploading the images, the images will appear as thumbnails in the image panels.

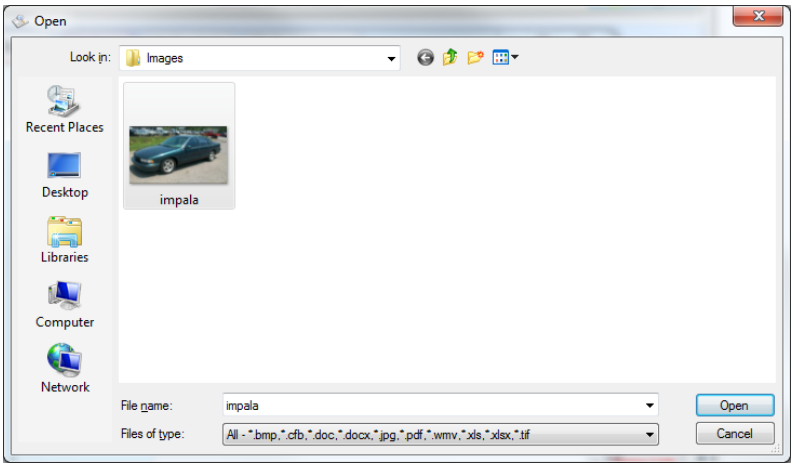
- Documents that are uploaded will appear with the document icon associated with the document type.



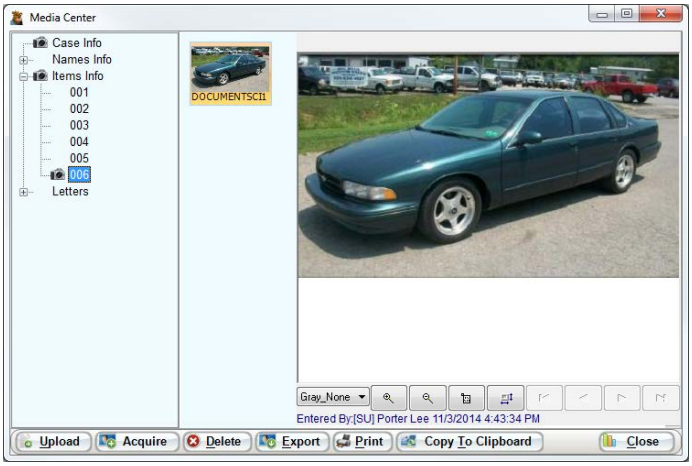
Evidence Management

To add images/documents using the Image Button:

1. From within the Property Inventory Module, open the case you would like to upload an image to.
2. Press the Images button
3. From the Images Media Center dialog, select on the left side which area you like to upload image(s)/documents to.
4. Press the Upload button.
5. Select the image(s) from the windows dialog and press the Open button.



6. The image thumbnail and image/document will appear in the image view panel. In addition to the image/document appearing, the name of the person that entered the image along with the date and time will appear below the image.



When you close the Image Media Center, the Image button text will change from black to red to signify that there is image/document stored for the selected item.

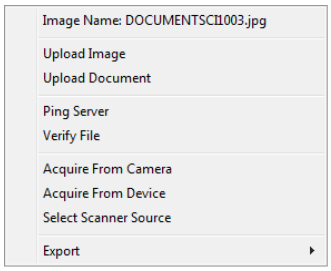
Adding Images from TWAIN Device

Images can be captured and uploaded directly from any twain compliant device. The device will need to be installed and working properly on the PC so that Beast Application can interact with it. When enabled, the user will be able to access the image menu and select from the list of twain devices installed. The native image control for that device will then be loaded to capture the image. Each device will have unique capture controls so you will need to refer to that devices operating instructions on how to utilize it properly. After capturing the image and closing the capture dialog the image will automatically be added to the Beast Image Vault.

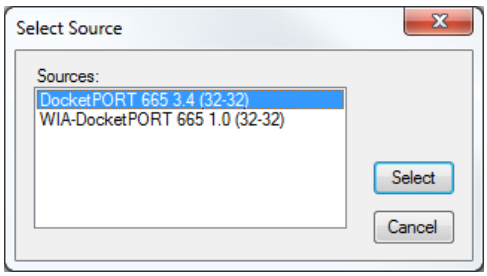
- *TWAIN is a standard for acquiring images from image scanners: an image capture API for Microsoft Windows and Apple Macintosh operating systems. The word TWAIN is not officially an acronym; however, it is widely known as a backcronym for "**T**echnology (or **T**oolkit or **T**hing) **W**ithout **A**n (or **A**ny) **I**ntelligent (or **I**mportant or **I**nteresting) **N**ame".*

Adding Images from TWAIN Device using Image Panels

1. Using the same process of uploading images, right click on the image panel.



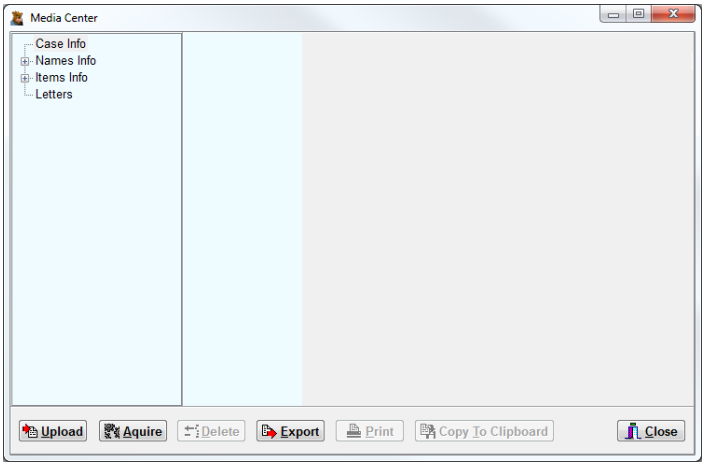
2. If using multiple twain devices, Select the Select Scanner Source option to choose which device you want to acquire the image from and press the Select button. A list of twain compatible devices will be displayed for selection.
    - You may find entries in this dialog that begin with WIA. WIA stands for Windows Image Acquisition. WIA is the still image acquisition platform in the Windows family of operating systems.



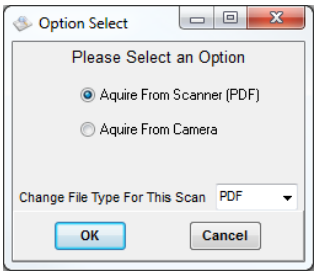
3. Right click on the Image Panel and select Acquire from Device.
4. From the scanning device software, select the appropriate action to complete.

Adding Images from TWAIN Device using the Image Button

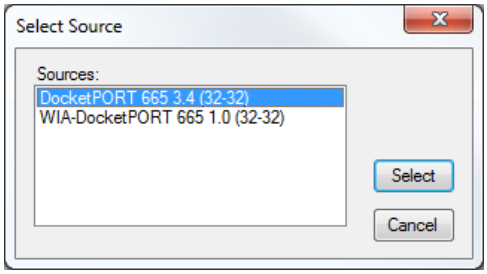
1. Press the Images button
2. Select the Acquire button



The Option select dialog will appear and list the devices you can acquire images from. You can also change the file type that the image will save to when the scan is complete. The three options that are available are PDF, JPG, and TIF.



3. Press the OK button
4. Select the scanner source to use and press Select.



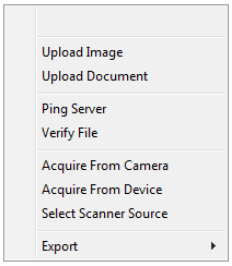
5. Enter the number of pages of the document/image that is being scanned.
6. From the device software, select the appropriate action to complete.

Adding Images from TCP/IP Camera

Images can be captured if you utilize a network based camera system. Each PC can have a different network camera associated to it, or multiple pc's can utilize the same camera. Typically these cameras are mounted and focused over a specific countertop area in the processing/packaging area. This way the submitting officer can capture an image prior to sealing the item in approved evidence storage material. These images allow the agency to review an item at any time without needing to reopen the evidence packaging.

Adding Images from TCP/IP using the Image Panels

1. Right click on the Image Panel you like to capture image into.
2. Select Acquire from Camera



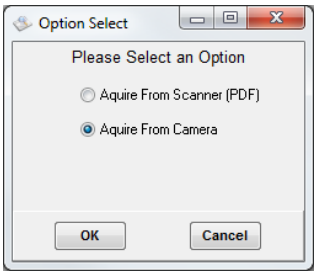
3. Position the item in the area where the camera will capture an image

4. Press the OK button.
   - ❖ Press the Retake button to reacquire the image if needed. Press the cancel button to exit out of the camera interface.

Evidence Management

Adding Images from TCP/IP using the Image Button

1. Press the Image Button to display the Image Media Center
2. Position the item in the area where the camera will capture an image
3. Select Acquire button
4. Select Acquire from Camera



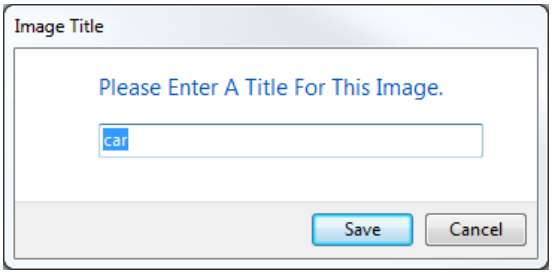
5. Press the OK button.
    - ❖ Press the Retake button to reacquire the image if needed. Press the cancel button to exit out of the camera interface.

Adding Titles to Images

Titles can be added to images which will allow up to 100 characters to describe the image and can be only entered when using the Image button.

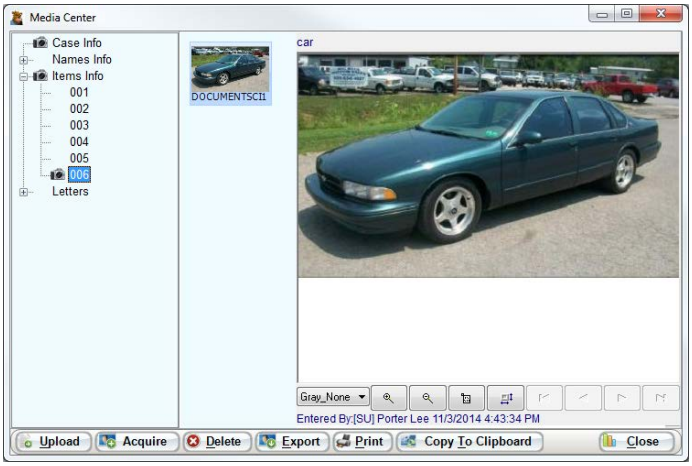
To add a title to the image:

1. Press the Image Button to display the Image Media Center
2. From the dialog, click on the image that you want to add a title to.
3. Click on the blank area above the image to enter a title for the image.



4. Press the Save button.

The title will now appear above the selected image.



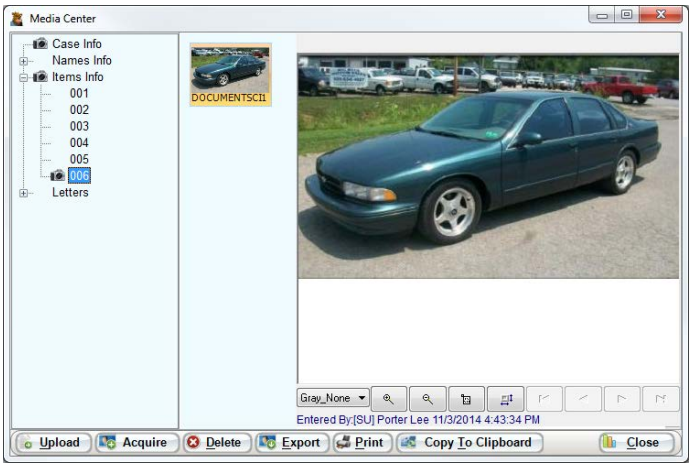
Viewing Stored Images

Viewing images from the Image Panels

To view images using the image panels, open the case you in which the images are stored in and select the tab where the images are stored. Select the name or item to display the image thumbnails stored. Use the navigation arrows below the image to cycle back and forth to find the image you want to display. To view the image in its original size, left click on the image.

Viewing images using the Image Button

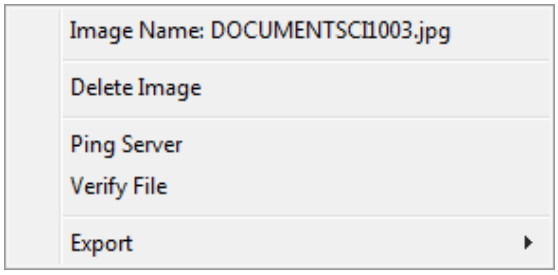
From the Image Media Center dialog, select from the left panel where the images you would like to view. A camera icon will appear next to items in the tree view where an image has been attached. Upon selecting the item, images will be displayed. Select the image from the thumbnail view to display the image in the panel to the right.



Deleting Stored Images

Deleting images from the Image Panels

1. Press the edit button on the dialog where the image is being displayed.
    - ❖ The user will need to have edit rights to be able to complete this action.
2. Use the navigation buttons below the image to display the image that will need to be deleted.
3. Right click on the image panel that is displayed.



4. Select Delete Image.
5. Select Yes to verify you want to delete the current image.
    - ❖ Select No to cancel

Deleting images using the Image Button

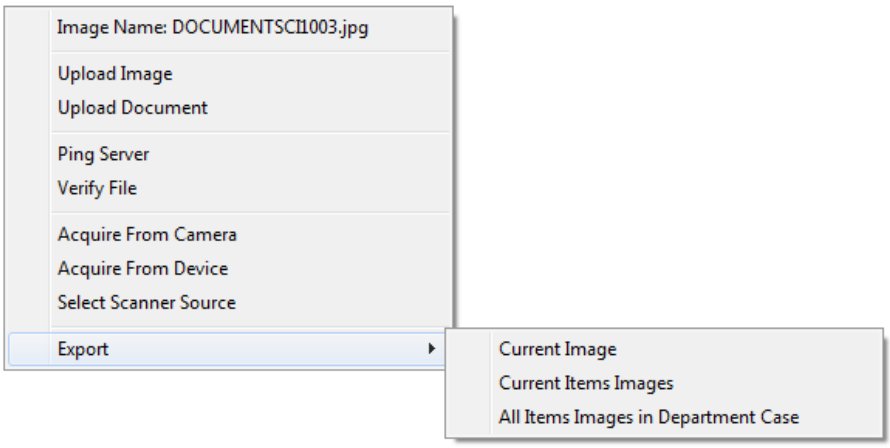
1. Press the Image Button to display the Image Media Center
2. From the dialog select the image that will need to be deleted.
3. Press the Delete button

4. Select Yes to verify you want to delete the current image.
    - ❖ Select No to cancel

Exporting Stored Images

Exporting images from the Image Panels

1. Use the navigation buttons below the image to display the image that will need to be exported.
2. Right click on the image panel.
3. Select Export from the menu.
   - ❖ Depending on the image panel you are exporting from, the export menu will differ slightly.

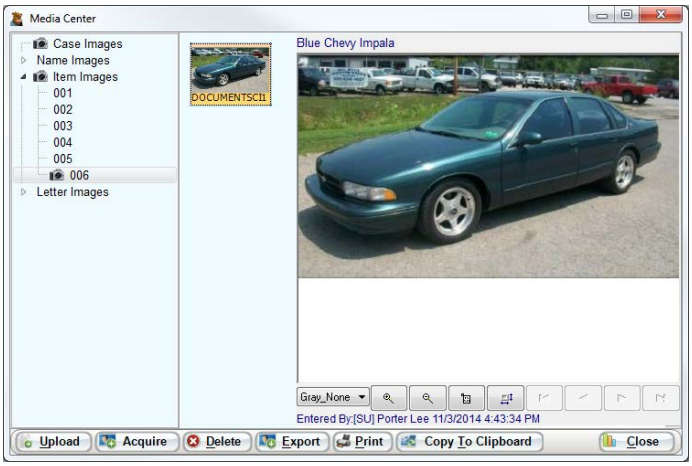


4. Select the export option from the dialog you prefer and press OK
   - ❖ If exporting all case images, select the Case Info select and press Export and select All Image in this Case.
5. Press the OK button to close the export dialog after it is complete.

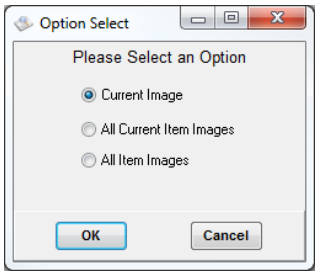
Images will be exported to the C:\ettemp\ImageExport folder on the workstation the export was completed on. Images marked as Restricted, will not be exported.

Exporting images using the Image Button

1. Press the Image Button to display the Image Media Center
2. From the dialog select the image that will need to be exported.
3. Press the Export button



4. The Export Option Select screen will display with options. Depending on what area you exporting the image from (Case Info, Names, Items, Letters) the Option Select dialog may differ.



5. Select the export option from the dialog you prefer and press OK
   - ❖ If exporting all case images, select the Case Info select and press Export and select All Image in this Case.
6. Press the OK button to close the export dialog after it is complete.

Images will be exported to the C:\ettemp\ImageExport folder on the workstation the export was completed on. In this ImageExport folder, the images will be located in a folder with the case number as its name.

Restricting Stored Images

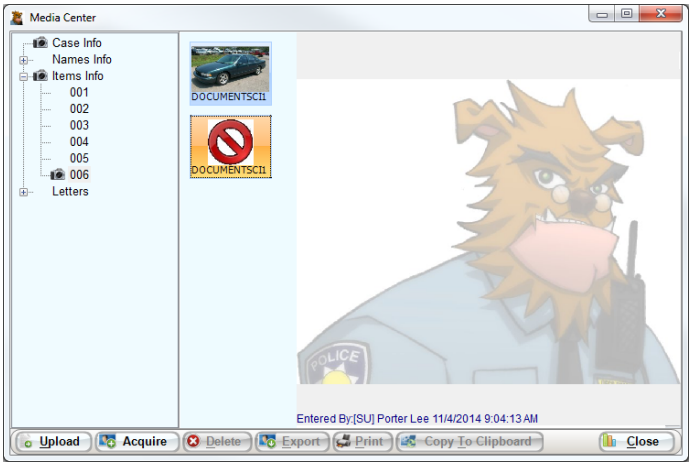
Images can be restricted from being viewed only when using the Image button. When an image has been restricted, it cannot be exported from the database. There are two security options that can be set in Code Maintenance.

- Allow Restricting of Individual Images
  This security permission allows the user to restrict an image from being viewed
- Restrict Viewing Restricted Image(s)
  This security restriction prevents the user from viewing an image that has been restricted.

Restricting images using the Image Button

1. Press the Image Button to display the Image Media Center
2. From the dialog right-click on the image that will need to be restricted from the thumbnail band.
3. Select Restrict Viewing

Images that have been restricted will be replaced with a generic image for both thumbnail and image view.

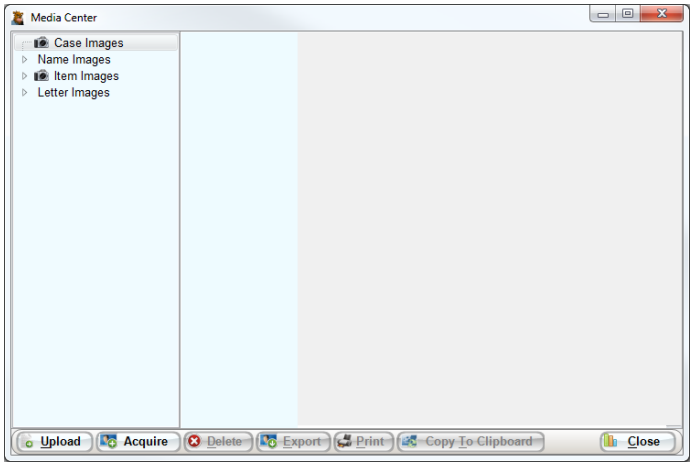


Scan Monitor

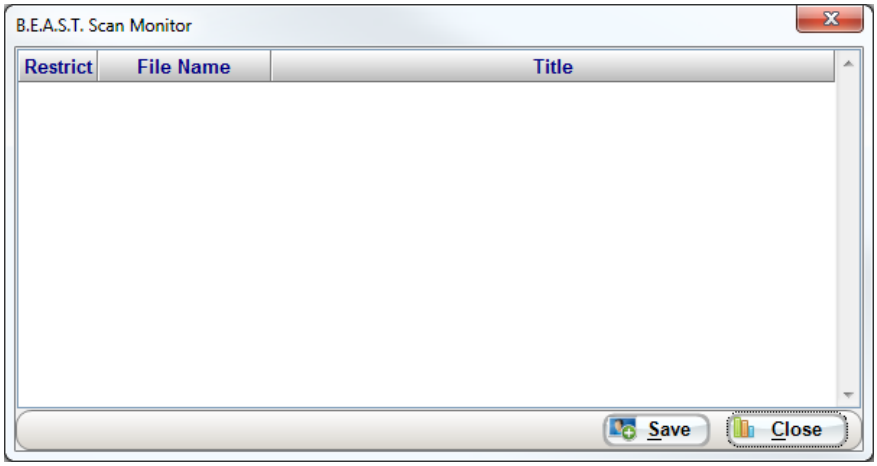
Scan Monitor monitors a preconfigured folder, set up in Workstation Setup, and allows the user to scan pictures and documents using a device such as a document scanner. While the monitor is running, any files placed in the scan monitor directory will display for the user to upload into the Image Vault as well as mark restricted and add a title.

To use Scan Monitor

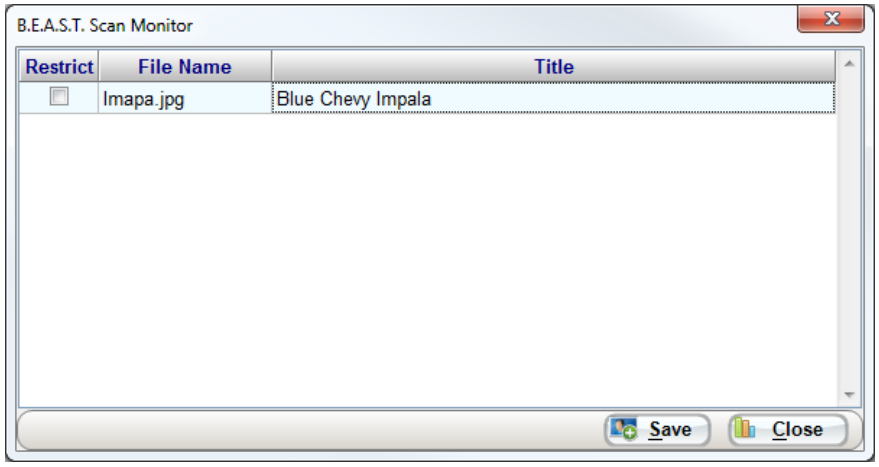
1. In Workstation Setup under the Document Scanning section, configure the directory to be monitored.
2. Open Property Inventory
3. Find or create a new case.
4. At the top right of the Property Inventory screen, press the Images button.
5. Choose from Case Info, Names, Items and Letters where to store files from Scan Monitor.



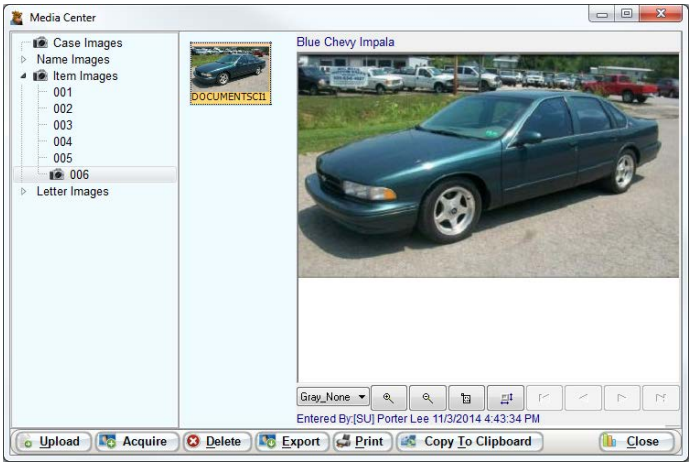
6. Press the Acquire button to start scan monitor.



7. Using your scanning software, scan documents or pictures and have them save to the Scan Monitor directory. As files are placed in that folder, they will display in the Scan Monitor. You will be able to choose to restrict the image and give the image a title before importing into the Beast.



8. Once all images and documents have been captured, press the save button. This will import the files into the database.



Unit 9

Quick Create

In this unit you will learn how to:

- Quick Create case from a previous evidence system.

In this unit you will learn how to quickly create cases from previous evidence management system and generate item barcodes to track within the BEAST

Overview

The “Quick Create” is used by agencies to quickly create a shell of a case and to obtain an item barcode for labeling of property items. Examples of why you would use this feature are as follows:

- Barcode and enter basic information on existing property for a new installation. Those agencies new to the BEAST, or who were unable to convert existing property data that has already been bar-coded with another system or have never bar-coded their property before would benefit from the “Quick Create”.
- Those agencies that still use paper evidence forms and do not have their officers do the data entry and would like to quickly barcode items for storage and then complete the paper work at a later time, or who have clerical staff that does all their data entry.

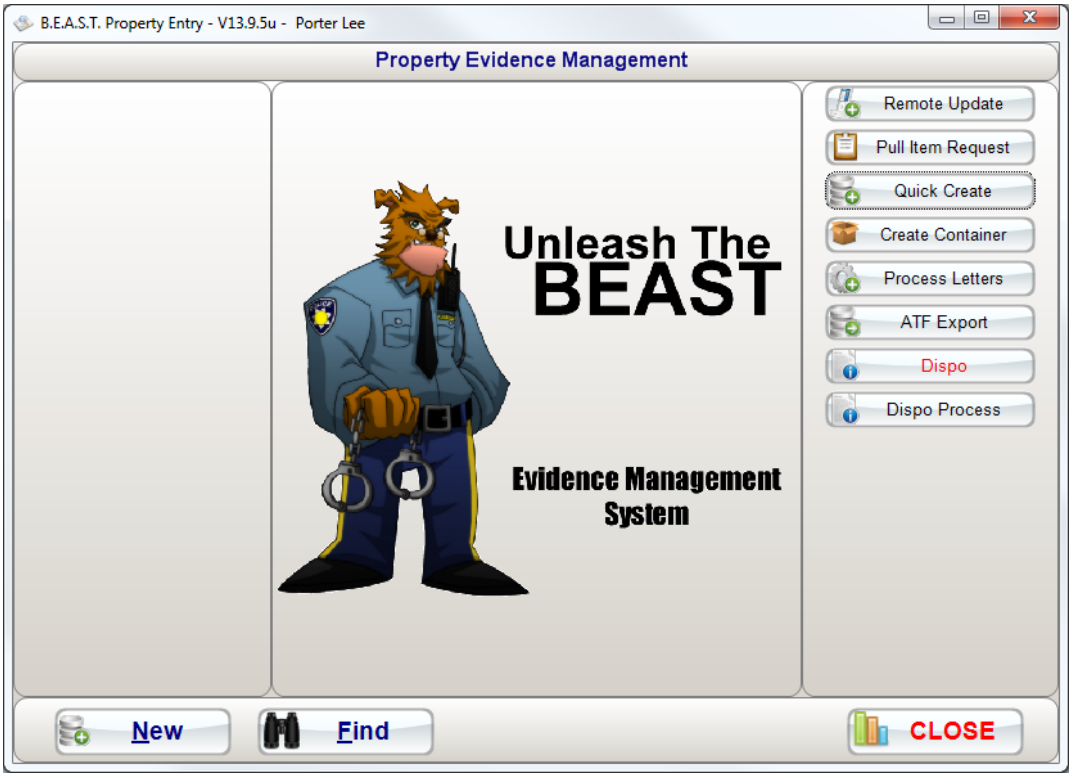
Using Quick Create

There are several versions of the “Quick Create” based on agencies data entry needs. This chapter will highlight that form which is used by most agencies. This version was designed with the general users’ needs in mind. For information on other versions or on have a custom version created for your agency please contact your Porter Lee support technician.

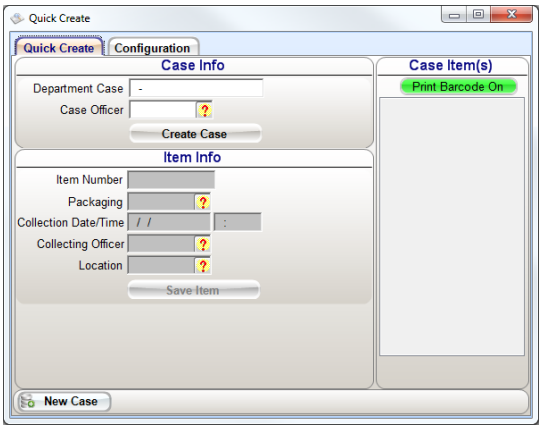
To Quick Create a case and items:

1. Launch the Property Inventory program from the BEAST Main Menu.

2. Click on the Quick Create button located on the right of the Property Inventory main form.

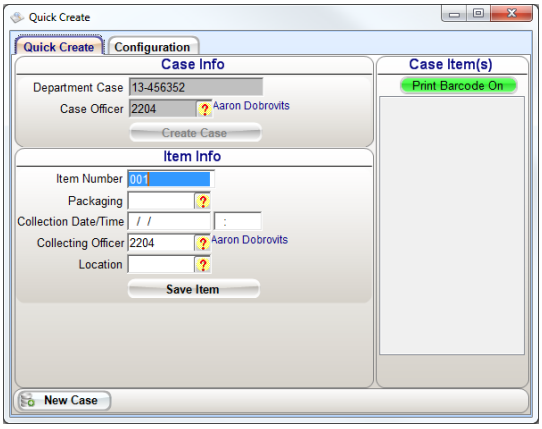


3. The standard Quick Create screen will be displayed with minimum fields required to create a case and items.



Different configurations can be made to the Quick Create screen to allow additional fields to be displayed. To learn how to configure the Quick Create screen, go to the section in this unit labels Quick Create Configuration.

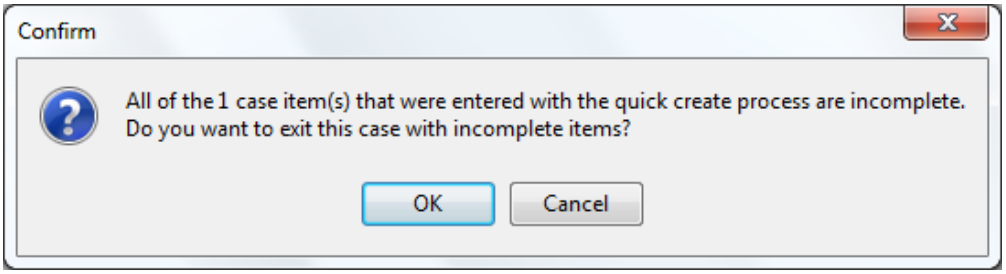
4. Upon display of the quick create screen, you will need to create the case. Start by entering the case number first.
    - ❖ If the case already exists in the database, the application will automatically enter the "Case Officer" from the existing data and move directly to the "Collection Information"
5. Next choose who the case officer is of the case from the Officer code lookup dialog.
    - ❖ It may be necessary to enter in past officer whom have left the department prior to installation of the BEAST. This can be done from the Code Maintenance program or by creating a Quick Create Configuration.
6. Press the Create Case button to create the shell case.



7. The item number will default to 001 or the next item number on the case. If you are entering a different item number, change the item number on the screen.
8. Next select how the item is packaged from the Pack Type code lookup dialog.
9. Next enter the date and time of when the item was collected
10. Then enter the officer that collected that item from the officer code lookup.
11. Then Select the location where the item will be stored in the evidence room.
12. Finally, press the Create Item button to create the shell item.
    - ❖ If the Print barcode checkbox is selected, the item barcode will be printed out for the user to place on the item.
    - ❖ Those items that are already created will appear in the panel below the item information. If a duplicate label is needed clicking the "Reprint" button on the right will produce a label for the highlighted item.

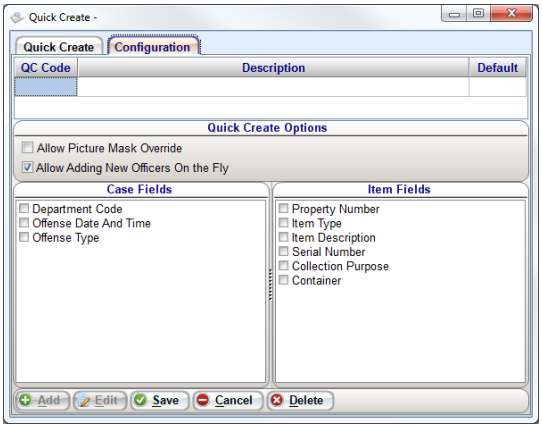
Working with a Quick Create Case

When working with a case that has been “Quick Created”, if the required information has not been provided for all of the items created, a confirmation screen will appear warning the user there are incomplete items while ending the case. The user can then elect to continue to “End Case” or to return to the case and complete the remaining items.



Quick Create Configuration

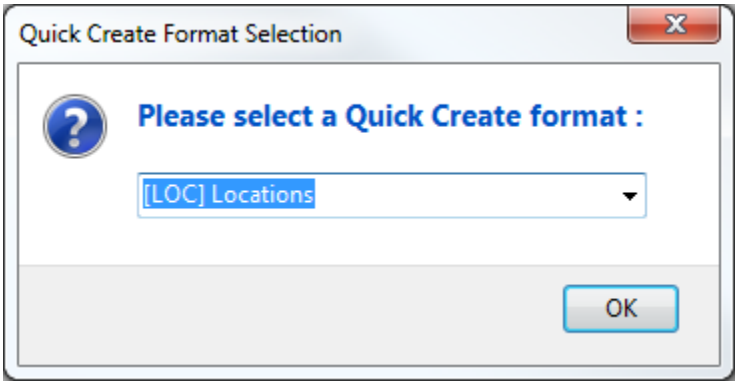
The Quick Configuration allows the user to create a single or multiple quick create profiles based on the data they would like to capture.



To create a Quick Create profile:

1. On the Quick Create screen, press the Configuration tab located at the top of the screen.
2. Press the Add button to create a new profile.
3. Enter a unique QC Code for the profile and give it a description.

4. If you are creating multiple profiles, you can enter a "Y" in the Default column. This will default profile that will be presented to the user when they press the Quick Create button on the Property Inventory screen. If the user would like to use a different profile, then they have the option to press the drop down menu and choose the profile they will like to work with.

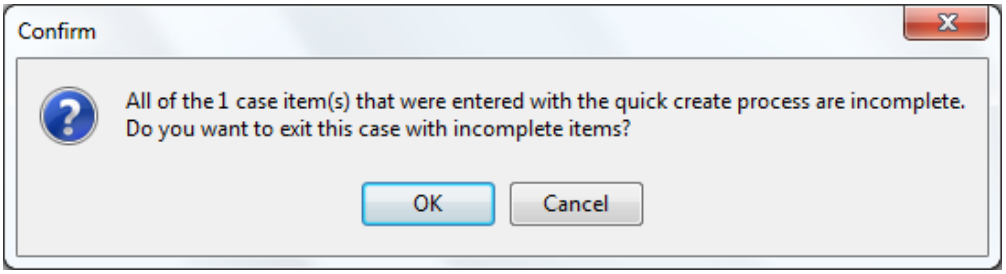


5. After creating the profile, the user will be able to select different Quick Create Options. These options are:

Option	Description
Allow Picture Mask Override	This option allows the user to disable the current case number format picture mask to manually type in the case number as it was entered prior to the current case number format.
Allow Adding New Officers on the Fly	This option allows the user to create new officers on the fly while creating a case or item instead of closing the quick create screen and entering the officer in Code Maintenance.
Case Fields	
Department Code	This will add the department code lookup to the create case section to specify which department the case is from.
Offense Date and Time	This will add the offense date and time fields to the create case section.
Offense Type	This will add the offense type code lookup to the create case section.
Item Fields	
Property Number	This will add the property control number field to the create item section.
Item Type	This will add the item type code lookup to the create item section.
Item Description	This will add the item description field to the create item section.
Serial Number	This will add the serial number field to the create item section.
Collection Purpose	This will add the collection purpose field to the create item section.
Container	This will add the container code lookup field to allow the user to select a container to store items in.

Working with a Quick Create Case

When working with a case that has been “Quick Created”, if the required information has not been provided for all of the items created, a confirmation screen will appear warning the user there are incomplete items while ending the case. The user can then elect to continue to “End Case” or to return to the case and complete the remaining items.



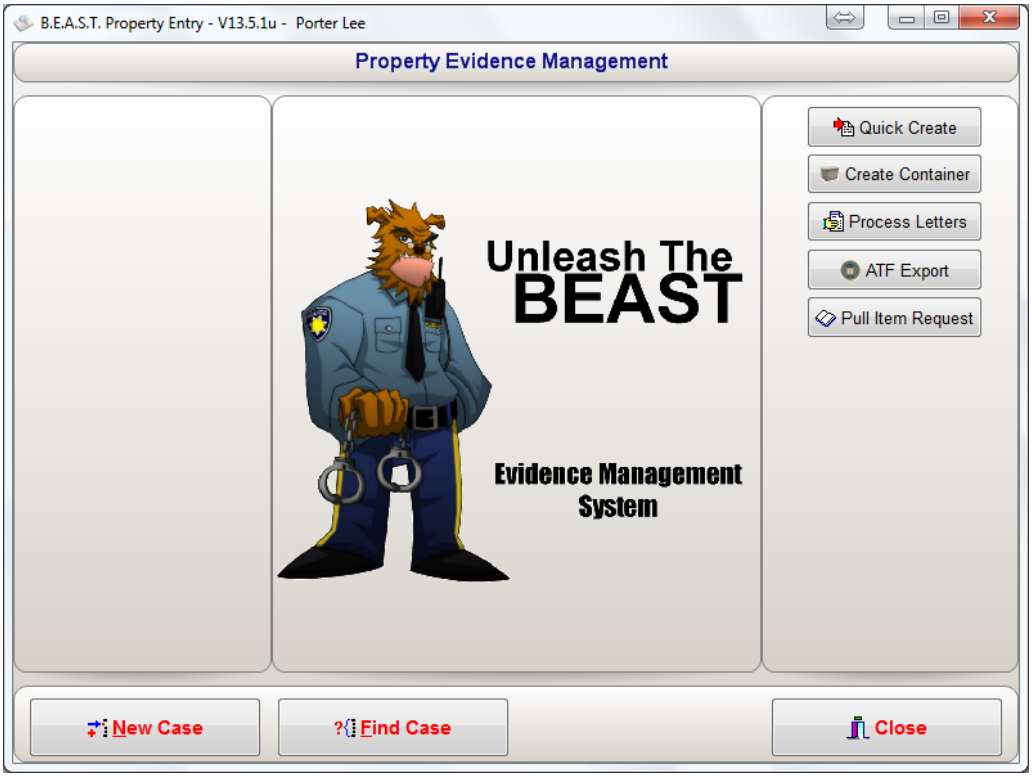
Historical Quick Create Versions (No Longer Supported)

There are several versions of the "Quick Create" based on agencies data entry needs. This chapter will highlight that form which is used by most agencies. This version was designed with the general users' needs in mind. For information on other versions or on have a custom version created for your agency please contact your Porter Lee support technician.

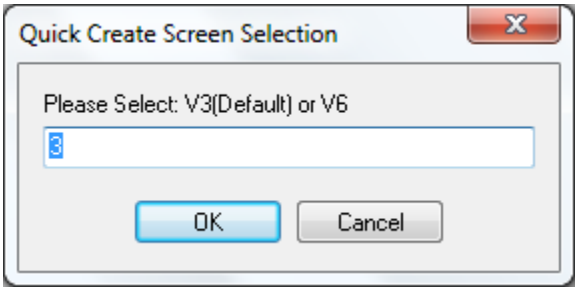
To Quick Create a case and items:

1. Launch the Property Inventory program from the BEAST Main Menu.

2. Click on the Quick Create button located on the right of the Property Inventory main form.

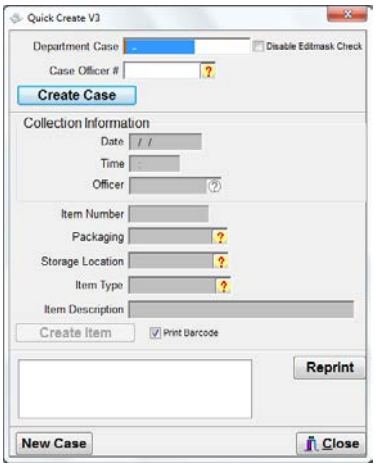


3. Based on your setup, you may be presented with the following dialog to choose which Quick Create screens you will be working with. Once your selection has been made, press the OK button.



- V3 – This is the default quick create screen.
- V6 – This quick create screen is identical to to V3 but allows the user to store the item in a container rather than a fixed location.

4. Upon display of the quick create screen, you will need to create the case. Start by entering the case number first.
    - ❖ If the case already exists in the database, the application will automatically enter the "Case Officer" from the existing data and move directly to the "Collection Information"
    - ❖ The disable edit mask check allows the user to free type in the case number if it does not format to their current case number format.
5. Next choose who the case officer is of the case from the Officer code lookup dialog.
    - ❖ It may be necessary to enter in past officer whom have left the department prior to installation of the BEAST. This can be done from the Code Maintenance program.



6. Press the Create Case button to create the shell case.
7. Next enter the date and time of when the item was collected
8. Then enter the officer that collected that item from the officer code lookup.
9. Enter the item number of the item.
10. Next select how the item is packaged from the Pack Type code lookup dialog.
11. Then Select the location where the item will be stored in the evidence room.
    - ❖ If using Quick Create version 6, this will be replaced with a container code lookup.
12. Select the item type of the evidence that is being entered in.
13. Enter the item description.
14. Finally, press the Create Item button to create the shell item.
    - ❖ If the Print barcode checkbox is selected, the item barcode will be printed out for the user to place on the item.

Those items that are already created will appear in the panel below the item information. If a duplicate label is needed clicking the “Reprint” button on the right will produce a label for the highlighted item.

Unit 10

Containers

In this unit you will learn how to:

- Create a container using Active Barcoding or On Demand
- Create regular and stationary containers

In this unit you will learn how the difference between regular and stationary containers. You will also learn how to create a container as well as move and view items inside the container.

Overview

In the BEAST system containers are used to help speed and enhance the updating of the chain-of-custody. These containers improve the inventory process because the property officer no longer needs to open a sealed container which contains multiple items when taking inventory, he simply scans the container barcode located on the outside of the package. Containers are an option and are not required in every situation. This option can be disabled entirely for users who do not need this feature.

Creating a Container

Containers can be created in two ways; the first way is using active bar coding and the second way is to create the container on demand while entering item information.

On Demand

To create containers on demand:

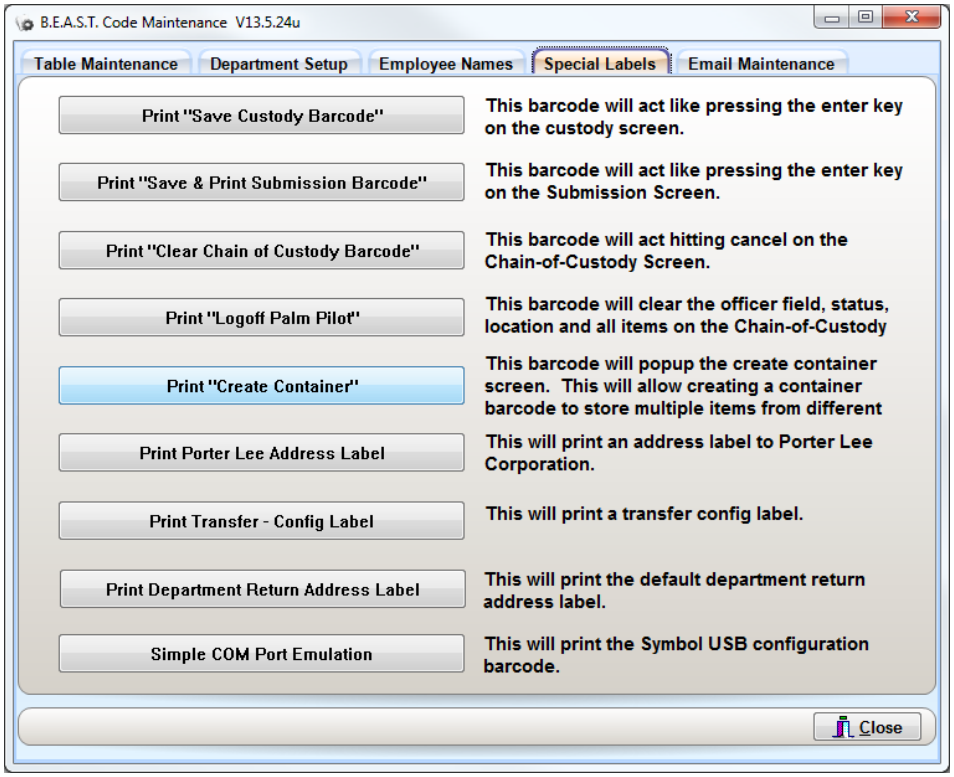
1. Launch the Property Inventory program.
2. Press the Create Container button located on the right hand side of the Property Inventory main form.

Active Barcoding

To create container using active barcoding:

1. Launch the Code Maintenance program.
2. Click on the Special Labels tab.
    - ❖ If the Special Labels tab is not available, you will need to go to the Employee Names tab and update the security permissions for the group that you are in. Under the Restrictions, uncheck the “Restrict Special Labels” restriction, save and re-launch the Code Maintenance program.
3. Press the “Print Create Container” button.

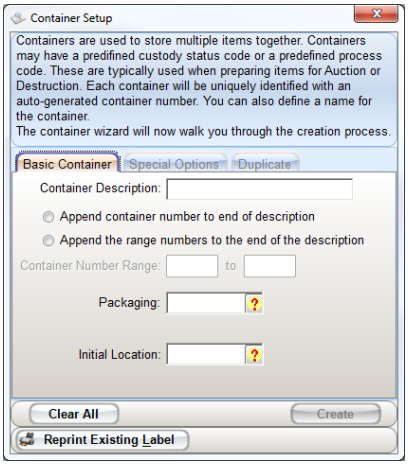
This will produce an active barcode which you can use to access the “Container Setup” screen from anywhere within the Property & Evidence program.



Defining Containers

Basic Container

Using either of the create container methods, the following screen will appear.



You have the ability to creating a single container or multiple containers that will be located in the same location. To create a container:

1. Enter a description for the container.
2. Next, there are two options to append a number to the end of the container description. By default, none are selected which result in only the description appearing on the label. The two options to choose from are:
   - ❖ Choose “Append container number to end of description” if you would like the container key number to appear at the end of the description.
   - ❖ Choose “Append the range numbers to the end of the description” if you would like to specify the container number range. If selected, the Container Number Range will enable allowing the user to select a start and ending range of containers to be created with the number appearing at the end the container description.
3. Select the Packaging code that describes the kind of container you are using.
4. Select the Initial Location within the evidence room where the container(s) will be located.
5. Press the Create button.
6. Enter the number of copies of the container label you would like printed.
   - ❖ Default is 1
7. Press OK.

Special Options

The Additional Setup section allows the user to extend the functionality of the container.

Status Code & Process Code

The Status Code & Process Code will override the default code when transferring or adding items to the container. On typical containers when the evidence will be stored at a location and moved from location to location, this field will be left blank.

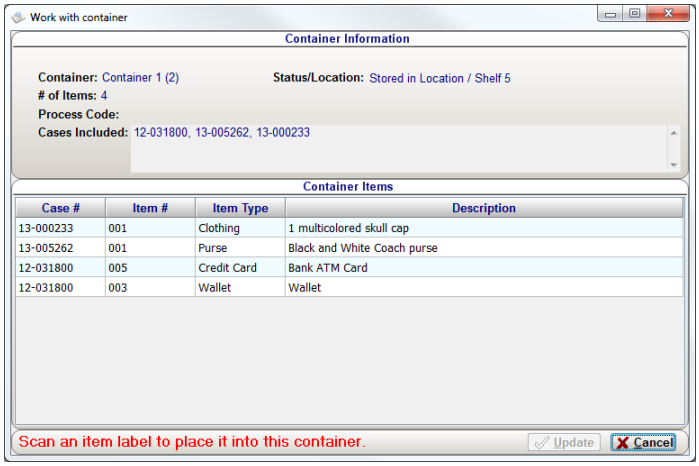
Duplicate

By default only 1 container will be created with the settings defined on the “Basic Container” and “Special Options” tabs. By entering a number of additional containers, it will created the additional containers using the same settings.

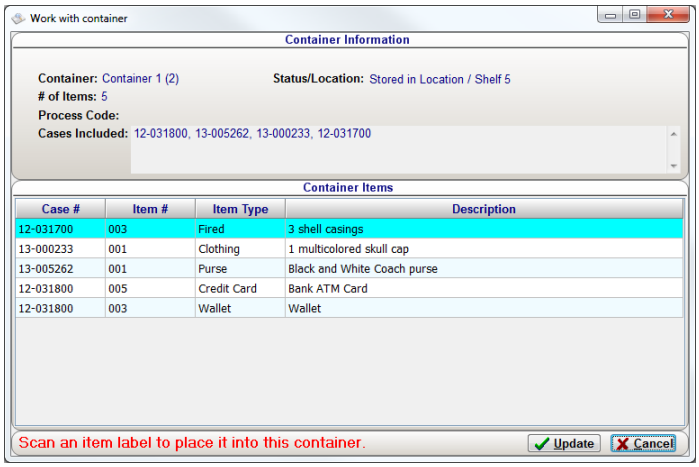
Adding Items to a Container

To add items to a container:

1. From the Property Inventory program, scan the container barcode they wish to add items to.



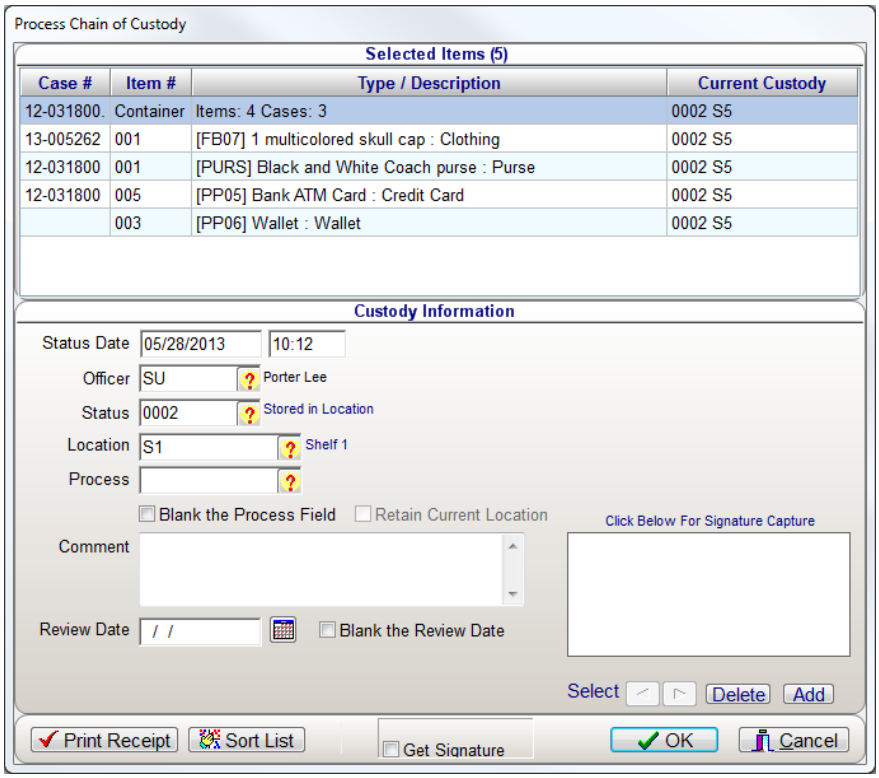
2. Scans the items barcodes you wish to add the container.
   - ❖ These newly added items are highlight as shown below so that they can be differentiated from the currently assigned items.



3. Press the “Update” button to complete this transaction and update the chain-of-custody for the new items.

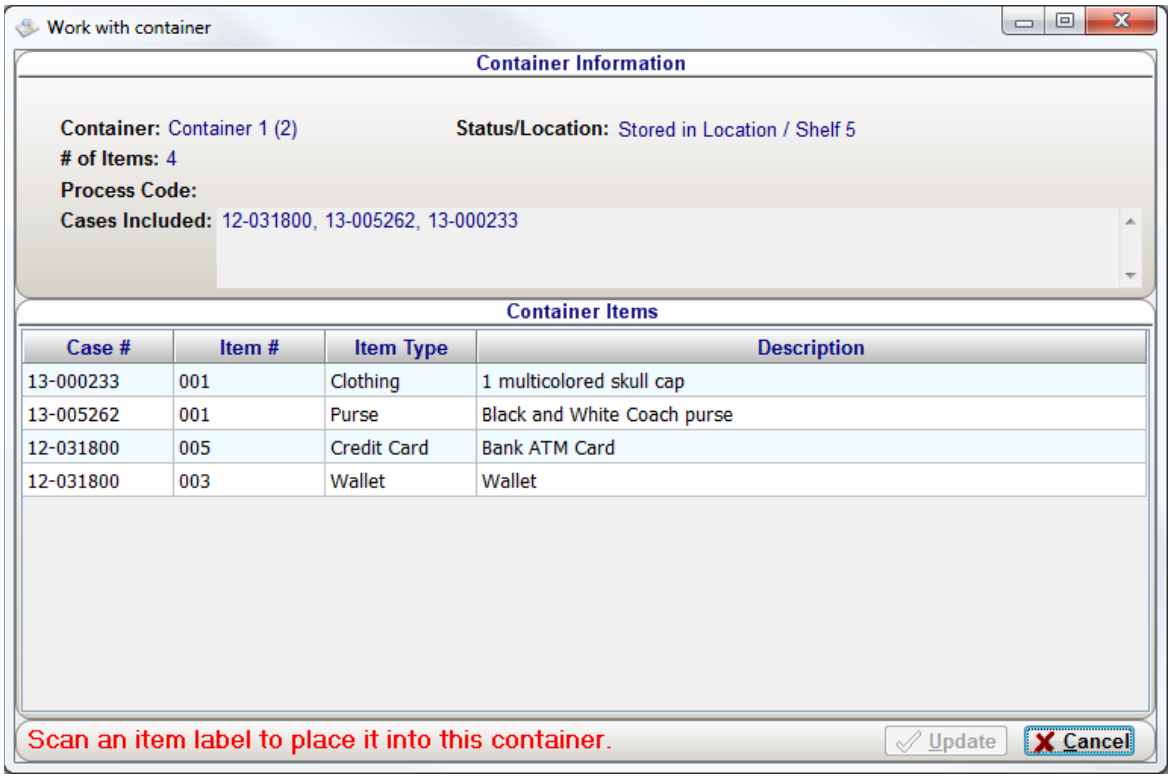
Moving Containers

When moving containers from one location to another, the user can simply scan the location barcode they wish to move the container too. The user then scans the container barcode of the container they wish to move to this location. When the user does this with their scanner the following screen will appear displaying the pending chain-of-custody update.



Viewing the Container Contents

By scanning the container barcode the following screen will appear. This screen displays the contents of the selected container. By viewing this screen the user can verify the contents of a sealed container without having to break the seal and open the container.



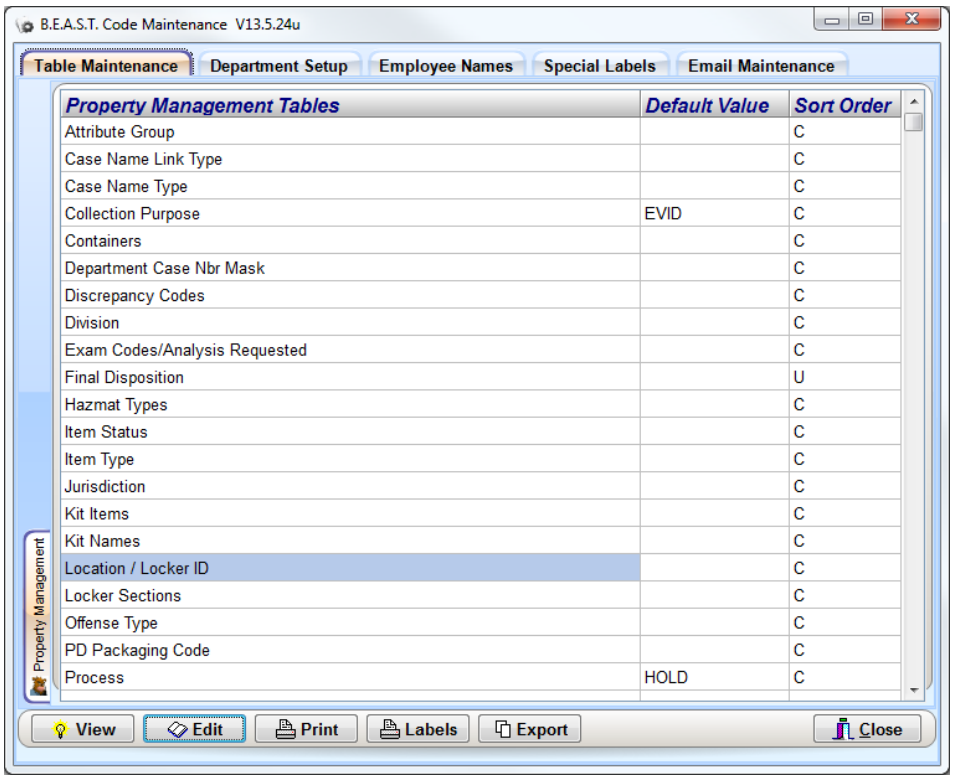
Setting up Stationary Containers

Within a property room, typically there are locations, which are used as a staging point for evidence transfers such as; Returning to an Owner, Auctioning, Destroying, or transferring out to places like Court or a Crime Lab. When items are staged for transferring them typically will be assigned a common set of status custody codes. By setting up stationary containers, or Smart Locations, items which are scanned to this container will all be updated to have the same Status, Location, and Process codes.

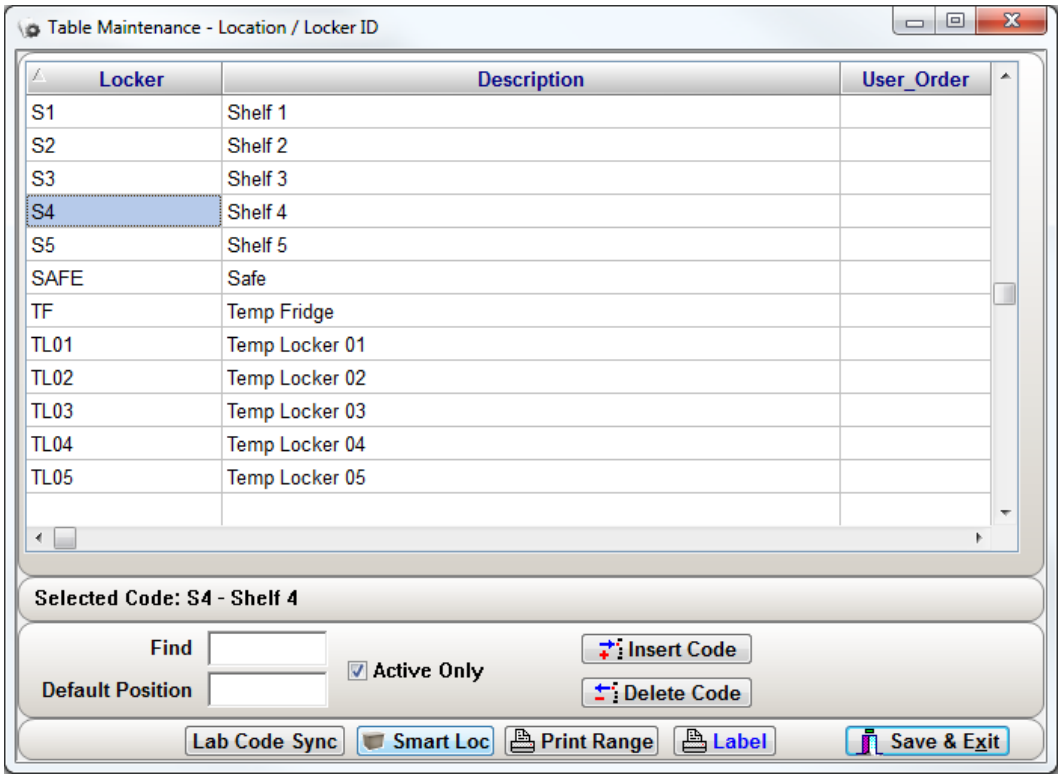
A stationary container is typically an open container with items transferring in and out of it on regular basis, whereas a standard container is typically sealed. The main difference between these two types of containers is that when a regular container is scanned with a status code like “Destroyed” the container and its contents are destroyed in the chain of custody. A stationary container will retain its status and location but the items will be updated to the new status and removed from the container.

To create a station container or smart location:

1. Launch the Code Maintenance program.
2. Select the Location / Locker ID table on the Table Maintenance tab and press the Edit button.

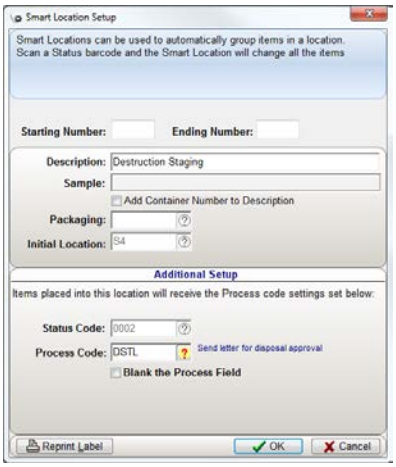


3. Select the location you want to create a smart location in and press the “Smart Loc” button located at the bottom.



4. Enter a description for the smart location.

5. Select a Process code if flagging items for return to owner, destruction or auction. (Optional)
    - ❖ Flags: Use RTOL for Return to Owner, DSTL for Destruction, and AUCL for Auction. By using these Process codes, you can generate reports to show which items you have flagged with this process code as well as run batch letter reports from the Letter Reports program.



6. Press the OK button.
7. Enter the Number of Copies for the label to print and Press OK.

Unit 11

Evidence Kits

In this unit you will learn how to:

- Create evidence kits
- Use the Kits button create Kit Items

In this unit you will learn how to create and define evidence kits and kit items as well as how to use the Kits in entering evidence.

Overview

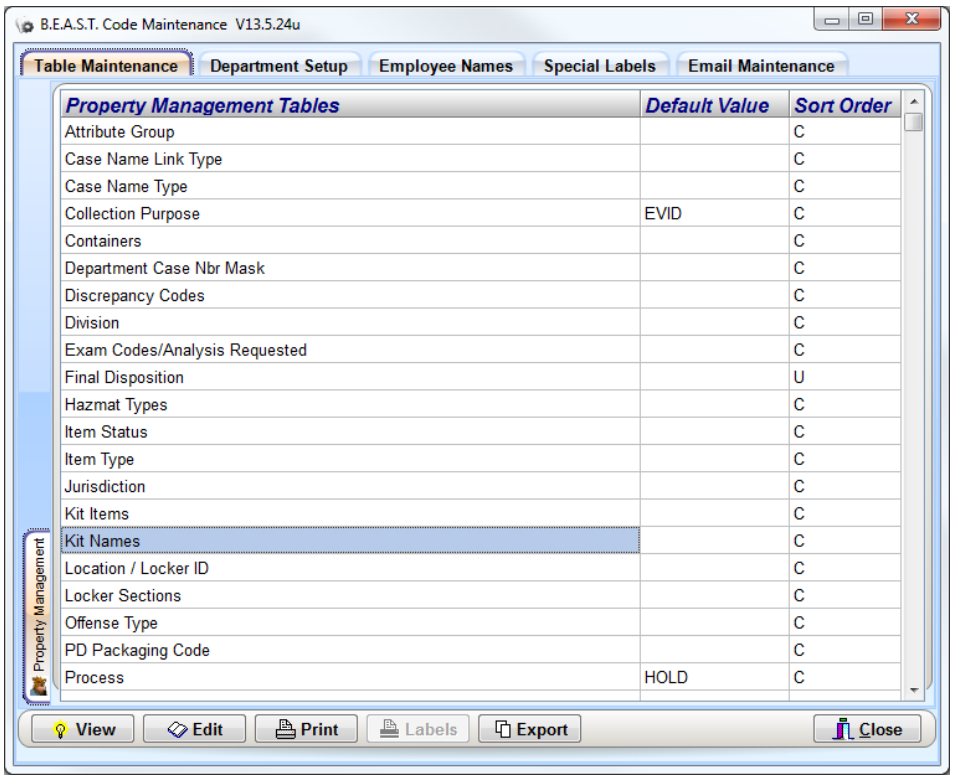
The BEAST Property and Evidence system can be configured to work with predefined evidence kits. Kits such as “Rape/Sexual Assault” kits or “State/Local DUI” kits are very common kits, which are defined in the BEAST system. Most departments process kits as a sealed item and have no need for the “Kits” feature. These departments simple process a kit as a single item and define the item type as “kit”.

For those departments who subdivide or remove individual items from a kit, the “Kits” feature is very useful. The “Kits” feature allows an agency to first define which items comprise a specific kit. Then when that kit is collected as evidence the property officer can select that kit and choose which items were collected with that kit. The BEAST system will then auto generate an individual item for each collected kit item. Each of these items will be assigned a sub item number of the originating kit number and have their predefined item information automatically entered. Each of these sub items is then assigned their own item barcode. This allows an agency to transfer and store kit items individually as opposed to moving them all together as one item.

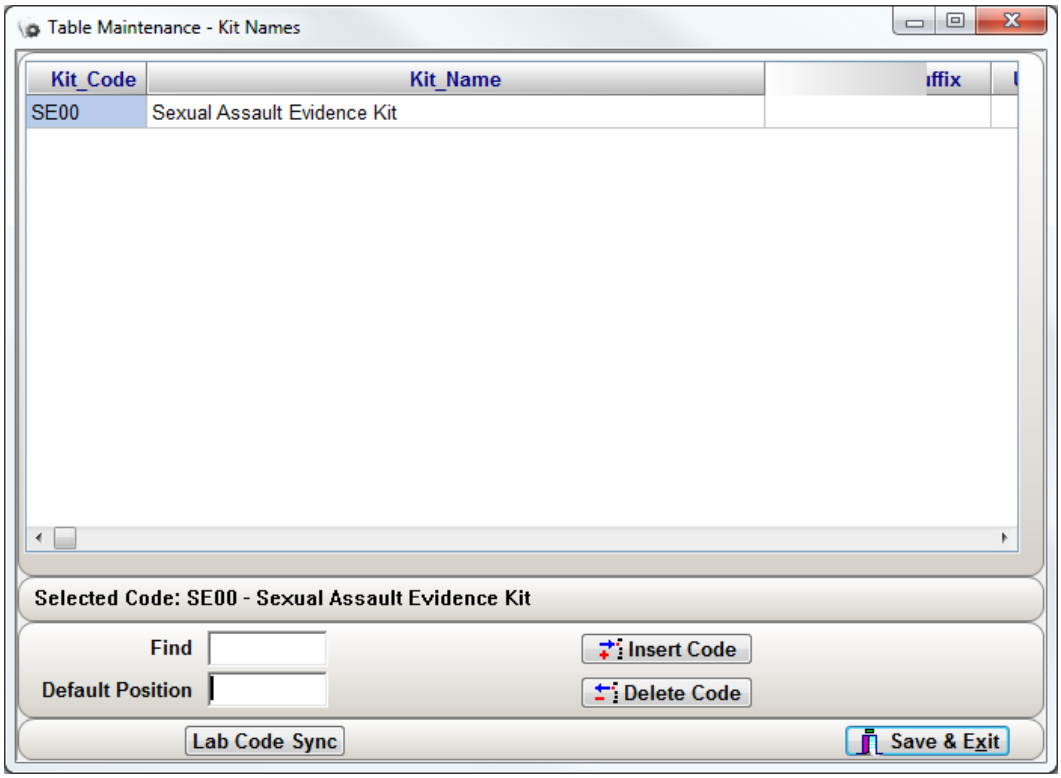
Defining Kits

To define kits to use in the BEAST:

1. Open the Code Maintenance program.
2. Locate the Kit Names table and highlight it and press the Edit button.
    - ❖ If the table is not available, please contact Porter Lee and a tech will enable it for you.



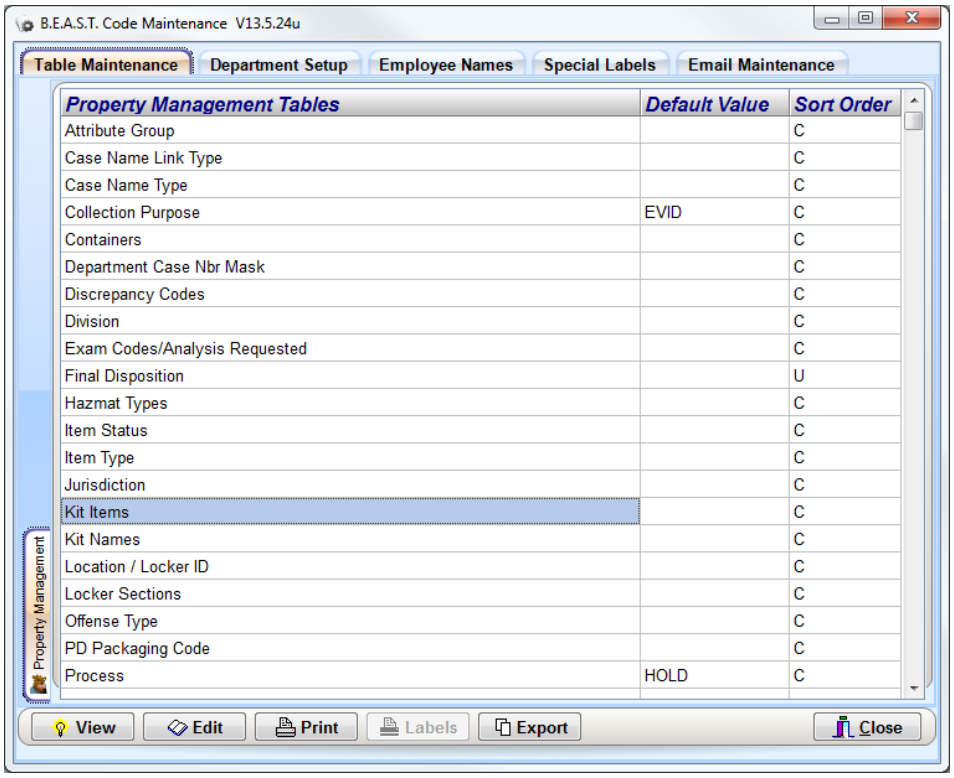
3. Enter a unique code to be used for the Kit Code.
4. Enter the name of the kit in the Kit Name column.
5. Press the Save & Exit button.



Evidence Management

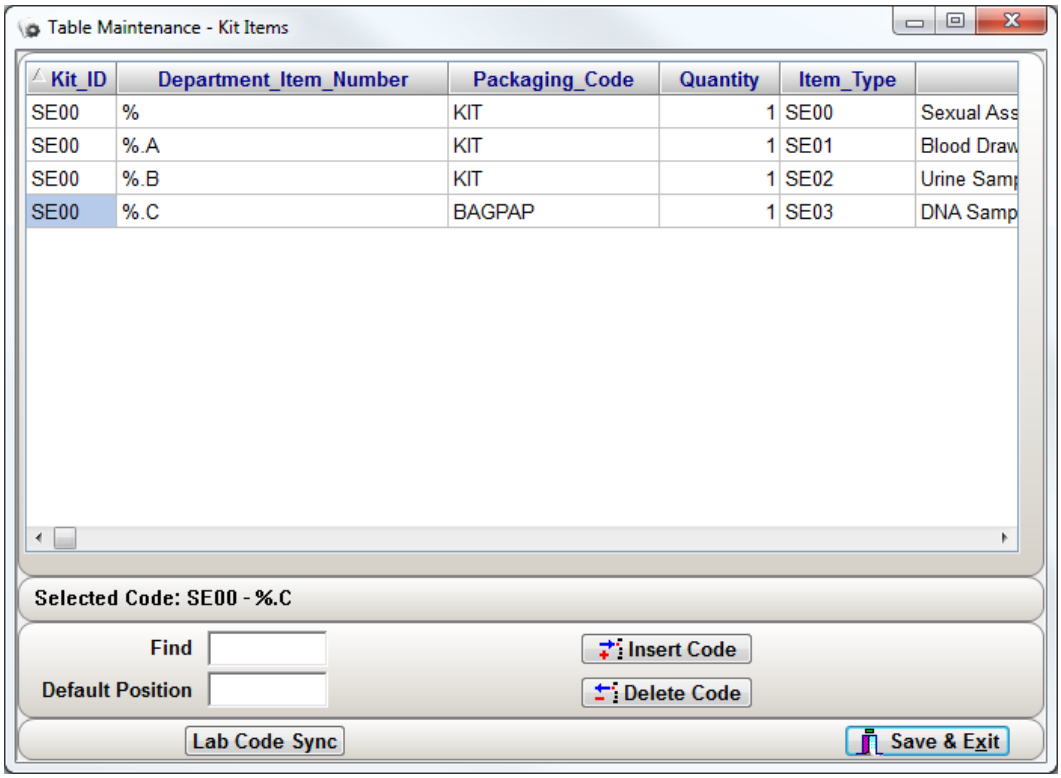
Now the Kit Names have been created, you will need to define the items that will be a part of the kit.

1. With Code Maintenance still open, highlight the Kit Items table and press the Edit button.



2. Press the Insert Code button.
3. Enter the Kit ID code of the Kit Name you are defining.
4. Enter the Department Item Number that appear for each kit. Using the "%" sign will be a placeholder for the item number.
    - ❖ You can used "%.A", "%.B", or however you define the item number. When creating the kit for a case, the next item number in the list of items will be used in place of the "%".
5. Next, enter the packaging code that will be used with the Kit Item.
    - ❖ The packaging code entered in will need to exist in the PD Packaging table.
    - ❖
6. Enter the Quantity.
7. Enter the Item Type of the Kit Item.
    - ❖ The item type entered in will need to exist in the Item Type table
8. In the Item Description field for the Kit Item, enter a description for the kit item. This description will be used as the detail description of the item on the items tab.

9. Press Save & Exit.
    - ❖ If creating additional kit items, repeat the process of insert a new kit item until complete.



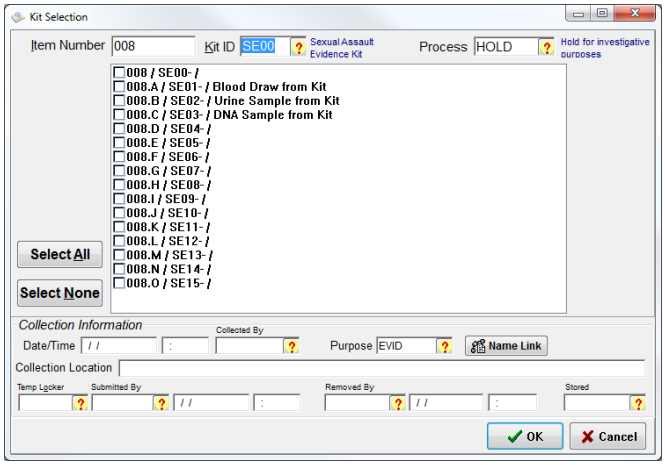
Using Kits

Once the evidence kit(s) have been defined in the Code Maintenance program, to use them you will need to launch the Property Inventory program from the BEAST Main Menu.

To create a kitted item:

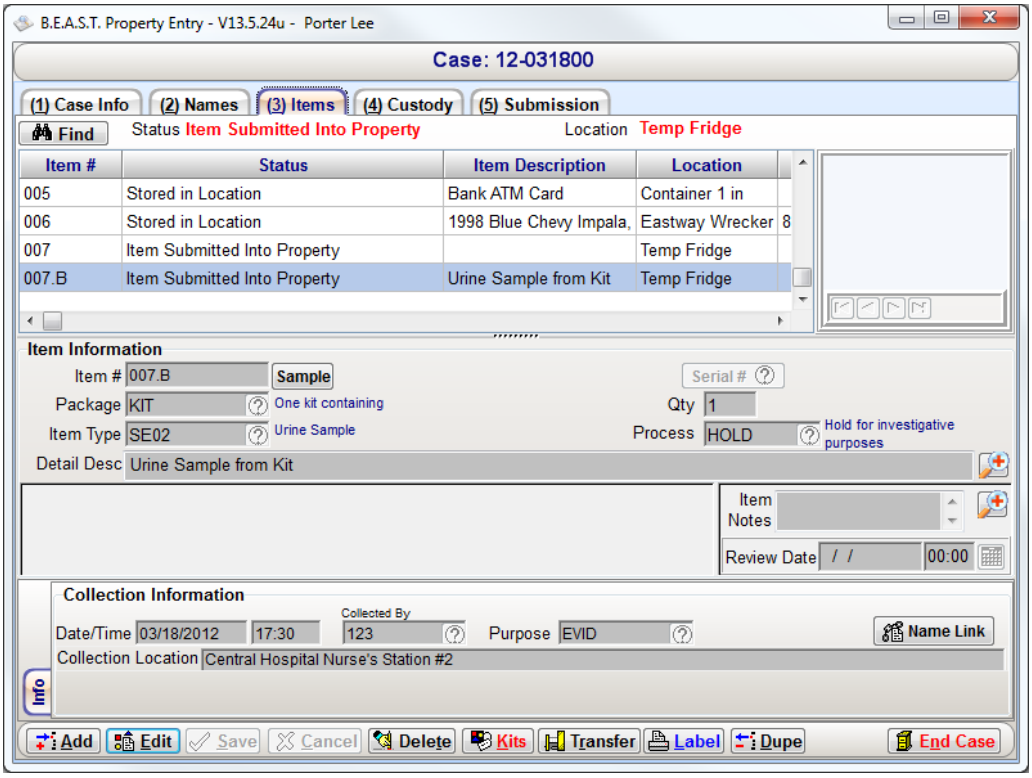
1. Open a case where the items will be created.
2. Go to the Items tab
3. Press the Kits button located at the bottom. This will bring up the Kit Selection window and will also display the item number that will be associated with the kit.
4. Select the kit you are using from the Kit ID code lookup.

After selecting the Kit ID, the predefined Kit Items will be displayed in the selection panel. Only the selected items will be auto created on the Items tab. Each Kit Item will be auto created and assigned the Item Number combination consisting of the displayed item number and the Kit Item suffix.



5. Select the items from the kit that will be created in the BEAST.
6. Enter the date and time of when the items in the kit were collected
7. Enter the collection officer.
8. Next, select the collection purpose of why the item was collected.
9. Link the name of person that this kit is for via the Name Link button
10. Enter the collection location of the item.
11. Enter the temporary location the item will be stored in.
12. Enter who the officer that is submitting the item to temp storage.
13. Enter the date and time of time being stored in temp storage.
14. Press the OK button.

After clicking “OK” on the “Kit Selection” window, the system will automatically create each of the selected “Kit Items”, and enter the initial chain of custody. Each of these items will be given their own unique “Item Barcode”, thus allowing each item to be stored and transferred independently of each other.



Unit 12

Internal Lab Assignments

In this unit you will learn how to:

- Create lab assignments
- Search, manage and make lab assignments
- Process, record, and print examination results

In this unit you will learn how to use the analysis tab for use with your internal laboratory.

Overview

The BEAST Property Advanced system (MS SQL or Oracle Version) allows those agencies with internal labs to make laboratory assignments and write analysis reports for their findings. The Lab Assignments function has the following functionality:

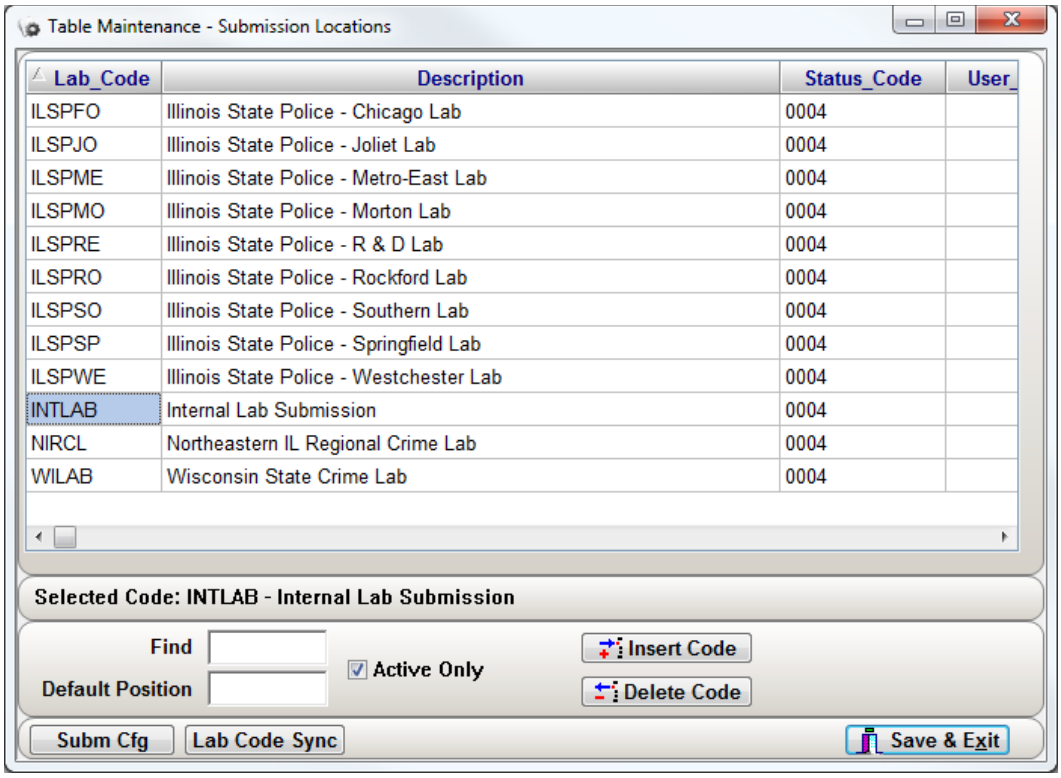
- Customizable analysis attributes.
- Workload review/assign.
- Auto Analysis assignment based on exam request by officer.
- Recording of analysis results.
- Standardized analysis result reporting using MS Word.
- Customizable report templates.

Setup

If your agency does already have an internal lab form configured, you can skip the setup portion of this unit.

To setup an internal lab submission location:

1. Launch the Code Maintenance program.
2. Highlight the Submission Locations table on the Table Maintenance tab.
3. Press the Edit button.
4. Press the Insert Code button.
5. Enter “INTLAB” for the lab code
6. Enter “Internal Lab Submissions” for the description
7. Enter “0004” for the Status Code.
    - This will be the code that is used to update the chain of custody as To Lab.
8. Enter “C” for the form type that will be printed.
9. Enter “GENERAL1” for format.
    - This will print the general lab form to be submitted with the items.
10. Enter “Y” for Auto Create Assignment.
    - When an internal lab submission is created, this will automatically create the lab assignment for the internal lab.
11. Press the Save and Exit button.



Creating Lab Assignments

Lab assignments are automatically created when the lab submission is created in Property Inventory. To learn more about creating a lab submission, please refer to the Property Inventory Unit 5 Lab Submissions.

Managing Lab Assignments

Managing of lab assignments is controlled through user security permissions. Each user can be assigned permissions based on their needs and job functionality. The security permissions pertaining to assignments are listed below and can also be found in Code Maintenance under the Employee Names tab.

Security Code	Purpose
Access Lab Assignments	Users with this permission are able to access the Assignments tab within the Property and Inventory Program. Only those users with the permission "Edit Property Inventory Records" will be able to edit data on this tab. Users with the permission "Property Inventory Add Only" will be able to make assignments.
Access to Assignment Search	Users with this permission will be able to access the "Assignments" search screen by clicking the "Assignments" button from the main screen of Property and Inventory program. Analyst can then search for assignments assigned to them and printout the work list.
Allow Making Assignments to Analyst	Users with this permission will be able to Assign examination requests to individual analysts.

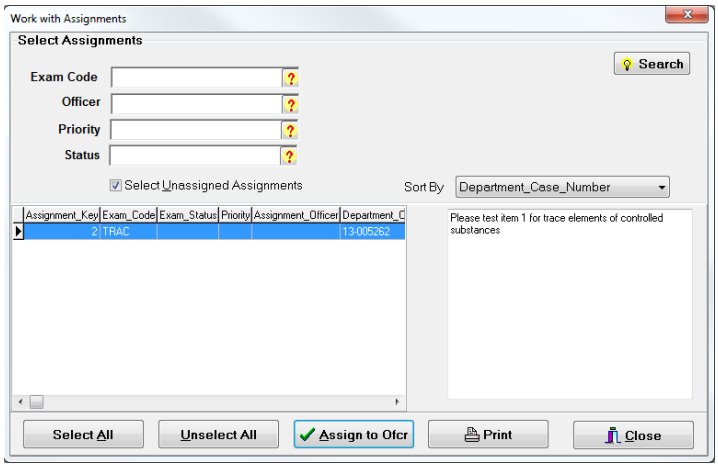
To access the assignments screen, press the Assignments button located on the right hand side of the Property Inventory main form.

Searching for Assignments

Users with the security permission of “Access to Assignment Search” can search for open assignments or assignments, assigned to them. Users can also print out a list of the search results, by clicking the “Print” button.

To search for unassigned assignments:

1. Press the Assignments button on the Property Inventory main form.
2. Check the Select Unassigned Assignments checkbox.
3. Press the Search button.



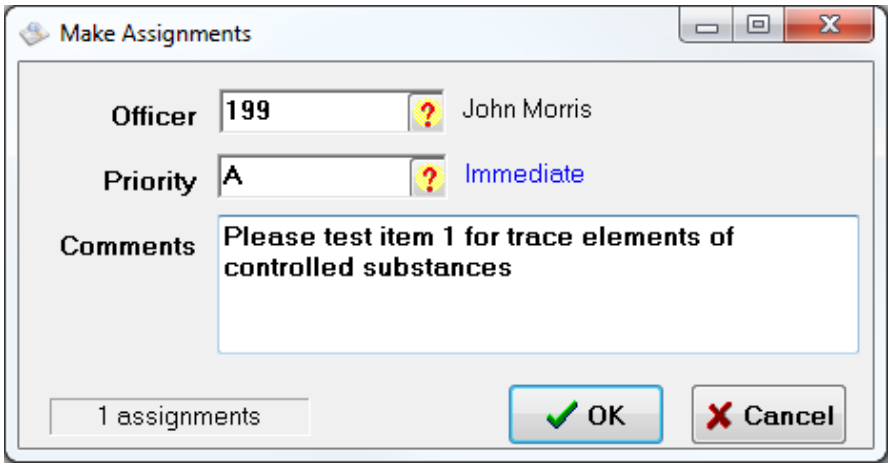
Making Assignments

From the assignment search screen the system administrator can assign examination requests to the lab analyst. The system administrator can also input comments with each of the assignments; these comments will be saved with the assignment and will be accessible to the analyst during examination.

To make an assignment:

1. Search for unassigned assignments
2. Highlight the assignment in the grid.
3. Press the Assign to Ofcr button.
4. This button will bring up the Make Assignments dialog.

5. Select the analyst the assignment is to be assigned to.
6. Enter a Priority for the assignment
7. Enter any comments to the analyst.



8. Press the OK button.

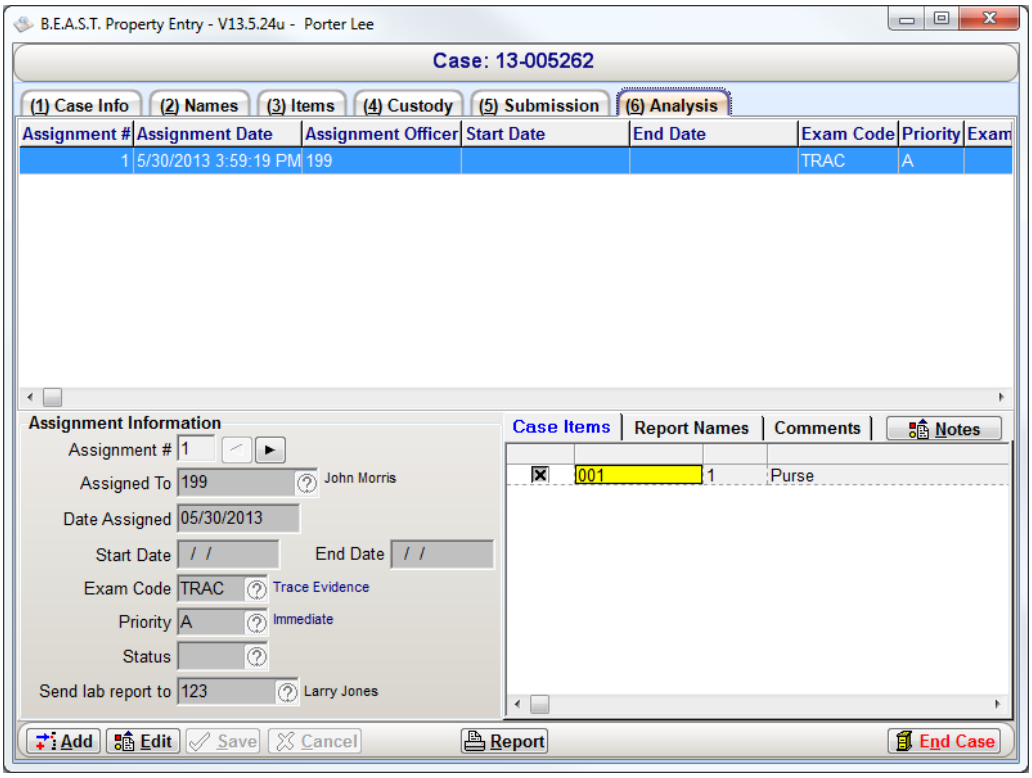
Processing Examination Assignments

Here the analyst will be able to modify and review the requested assignments for this case. Assignments are created based on the exam codes entered on the submission tab (Tab 5). For example if there are five items in the case and the three of these items have an exam code of “BALI” (Ballistics examination) and all of the items have “FING” (Finger print examination). Then there will be two assignments for this case one for “FING” with all five items selected and one for “BALI” with only three of the items selected.

Results of these two examinations types will be recorded per item by clicking the “Notes” button. If the Analysts findings can be typed back to one of the names within the case then the analyst will be able to select the “Report Names” tab and select the name from the list. By associating this name to the examination findings, the name information can be printed on the examination report.

To process an examination assignment:

1. Launch the Property Inventory program.
2. Open the case where the assignment was created for.
3. Go to the Analysis tab (Tab 6).



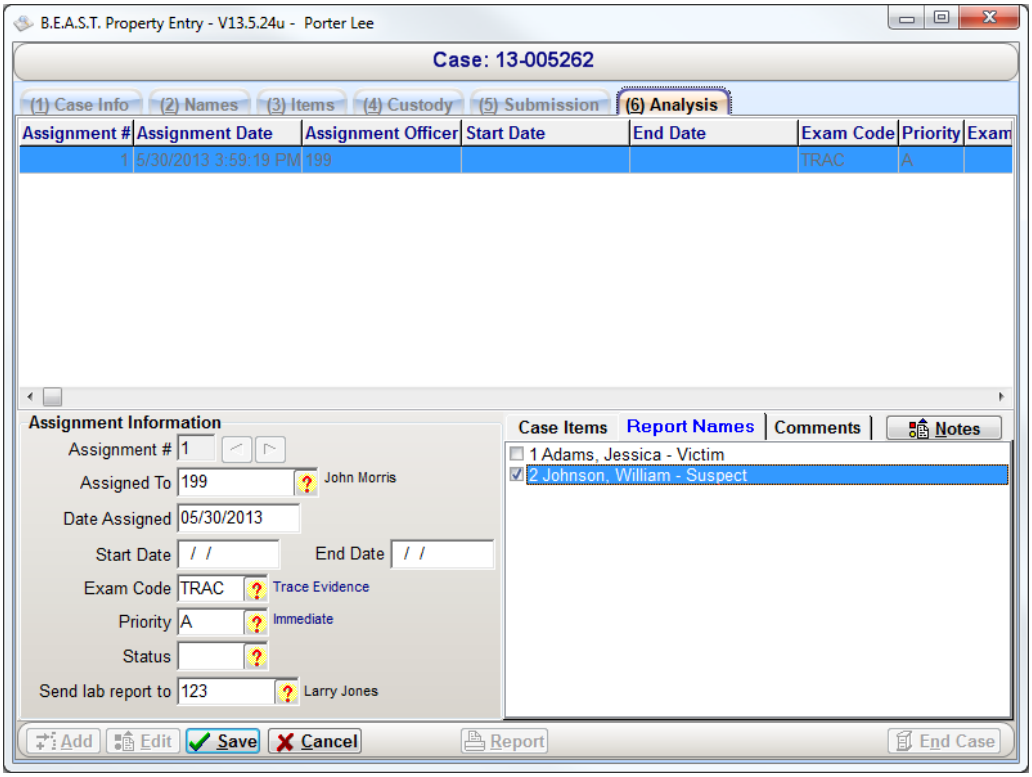
Recording Examination Results

Once the analyst has examined the submitted items they will want to record their examination results. These results are formatted based on the examination type and the attributes associated with the examination type. Only those users who have the permission “Edit Property Inventory Records” will be able to record the examination results.

To record your results:

1. On the Analysis tab, highlight the assignment to record results for.
2. Press the Edit button.
3. Enter a start date when the analysis begins

4. If a name on the case can be tied to the assignment, select the report names tab and select the names to be tied to the results.

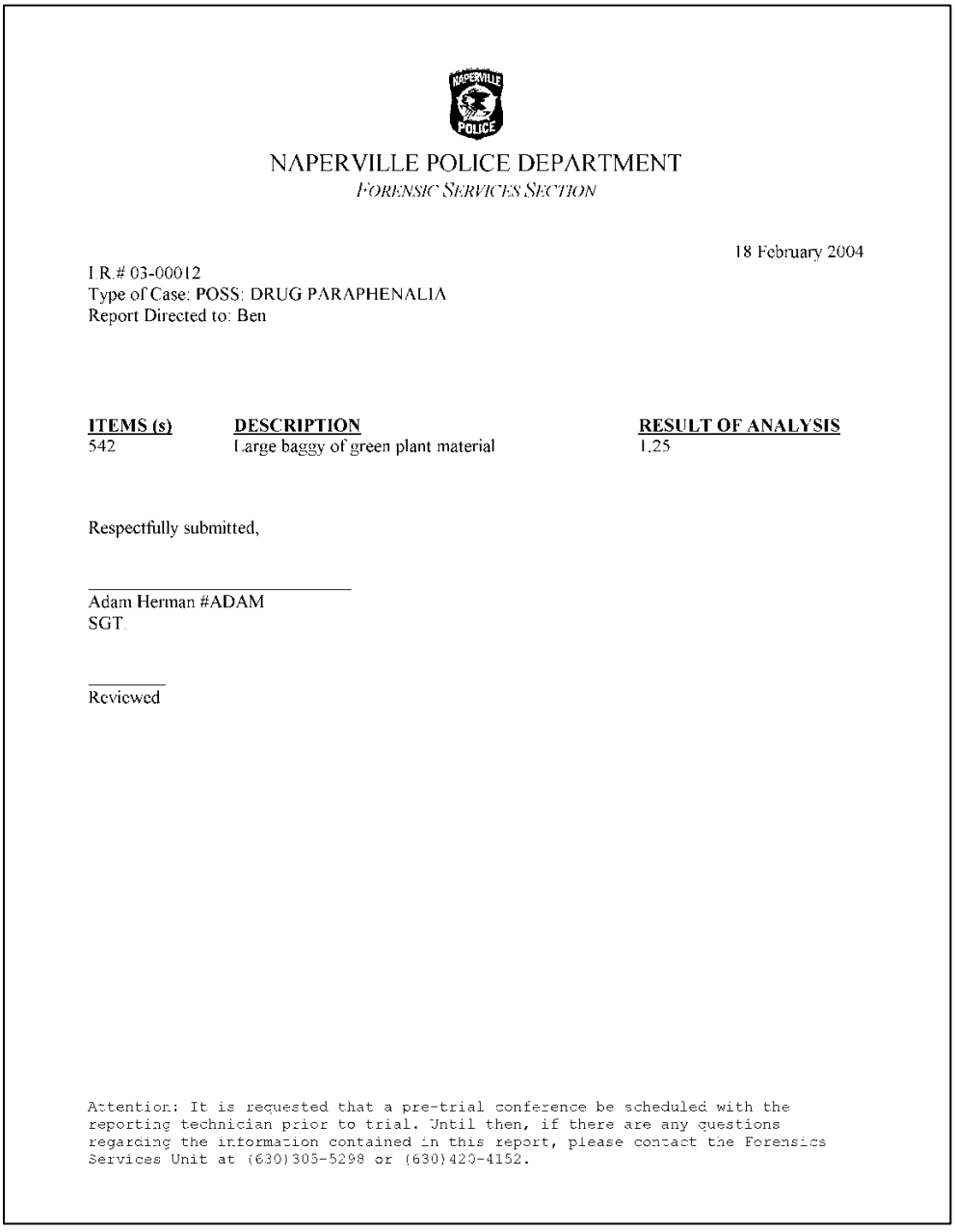


5. Click the Notes button to add your findings.
   - ❖ Exam Attributes used in the Analysis notes dialog can be defined for each exam code in the Code Maintenance program.

6. Press the Save button finished.
7. When finished with the Analysis, enter an end date.
8. Update the Status of the assignment as completed.
9. Press the Save button.

Generating the Examination Report

After the analyst records the examination results to generate a preformatted examination report the analyst can click on the “Report” button located on the “Analysis” tab (Tab 6). An example of the examination report is shown below. This form can be modified to display any of the recorded data pertaining to the associated case. The reports are generated using MS Word template files and configured using a templat.ini file. Contact your Porter Lee Support technician for assistance on configuring these files.



NAPERVILLE POLICE DEPARTMENT
FORENSIC SERVICES SECTION

18 February 2004

I.R.# 03-00012
Type of Case: POSS: DRUG PARAPHENALIA
Report Directed to: Ben

ITEMS (s)	DESCRIPTION	RESULT OF ANALYSIS
542	Large baggy of green plant material	1.25

Respectfully submitted,

Adam Herman #ADAM
SGT.

Reviewed

Attention: It is requested that a pre-trial conference be scheduled with the reporting technician prior to trial. Until then, if there are any questions regarding the information contained in this report, please contact the Forensics Services Unit at (630)305-5298 or (630)420-4152.

Unit 13

Motion F5 Tablet

In this unit you will learn how to:

- Setup and use the Motion F5 tablet

In this unit you will learn how to configure and use the Motion F5 tablet.

Overview

As of 2015, the Motion F5t3 tablet is a supported device to use with the Beast system. This device is a Windows 8 based tablet with integrated barcode scanner, touchscreen for signatures, and camera for uploading images into the Image Vault.

For more information on the Motion F5te tablet, please visit their website at https://www.motioncomputing.com/us/.

Workstation Setup

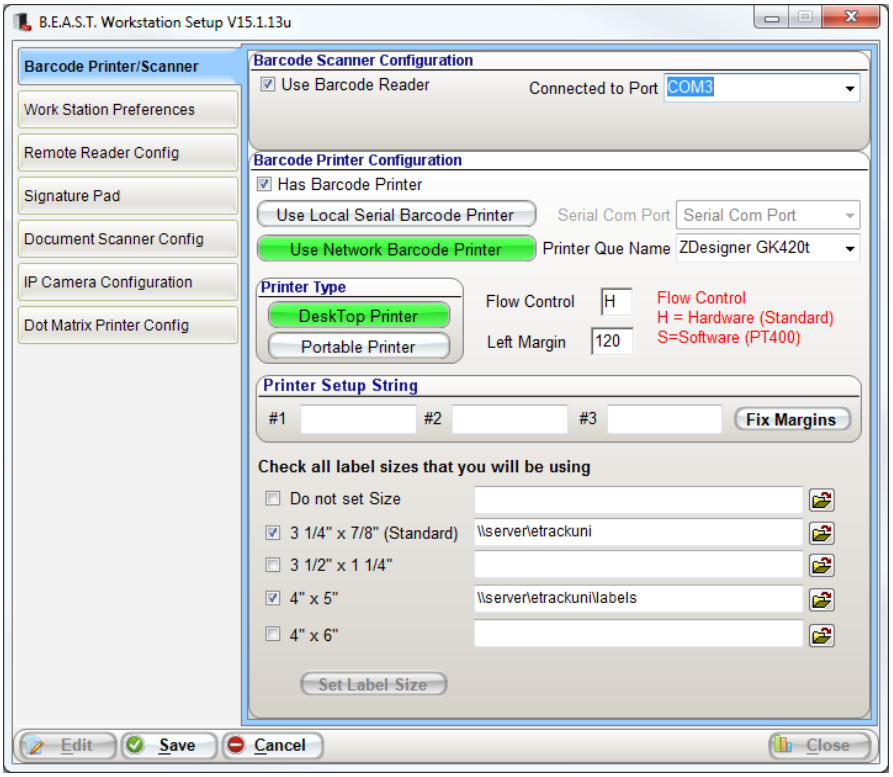
To configure the scanner, image capture and signature pad options, this will need to be done through the Workstation Setup program.

Barcode Scanner

Under the Barcode Printer/Scanner tab of Workstation Setup, the Motion F5 tablet's built in scanner is always set to COM3.

1. Open Workstation Setup

2. Under Barcode Printer/Scanner check Use Barcode Reader and set it to COM3 from the drop down.

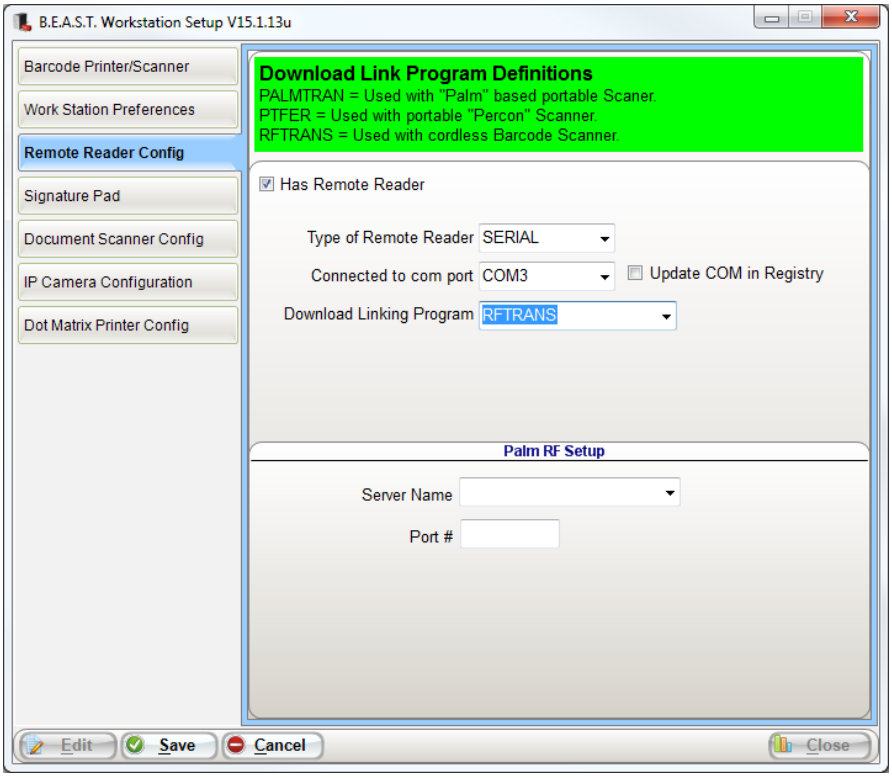


Remote Reader Configuration

To use the scanner to do inventory audits of your evidence room, use the following steps to configure the scanner option.

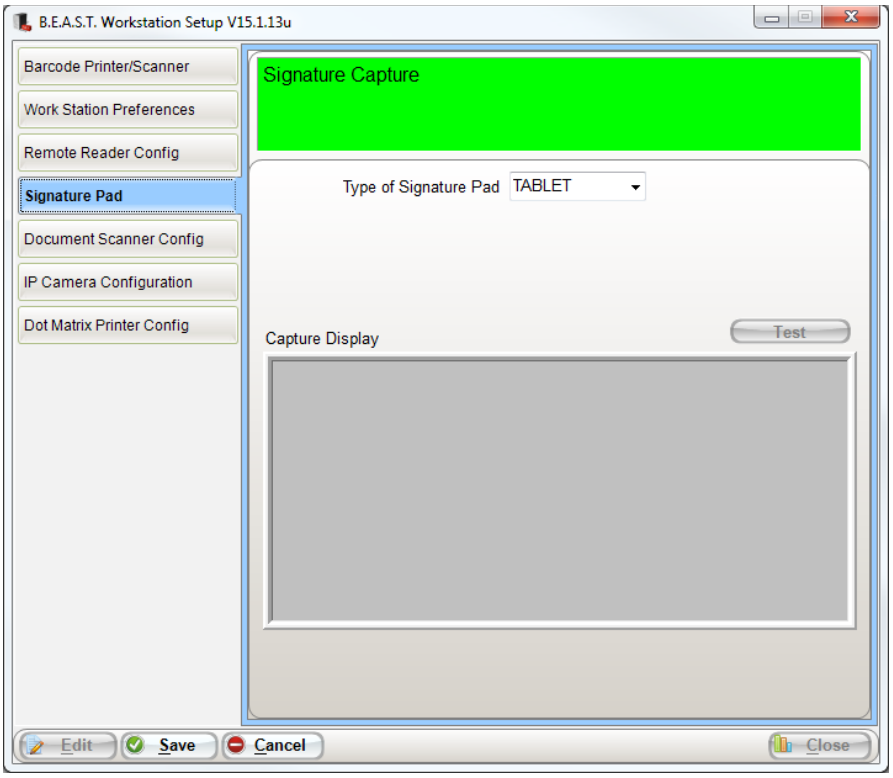
1. In Workstation Setup under the Remote Reader Config tab, check the Has Remote Reader checkbox.
2. Set Type of Remote Reader to Serial from the drop down menu.
3. Set Connected to com port to COM3 from the drop down menu.

4. Set the Download Linking Program to RFTRANS from the drop down menu.



Signature Pad

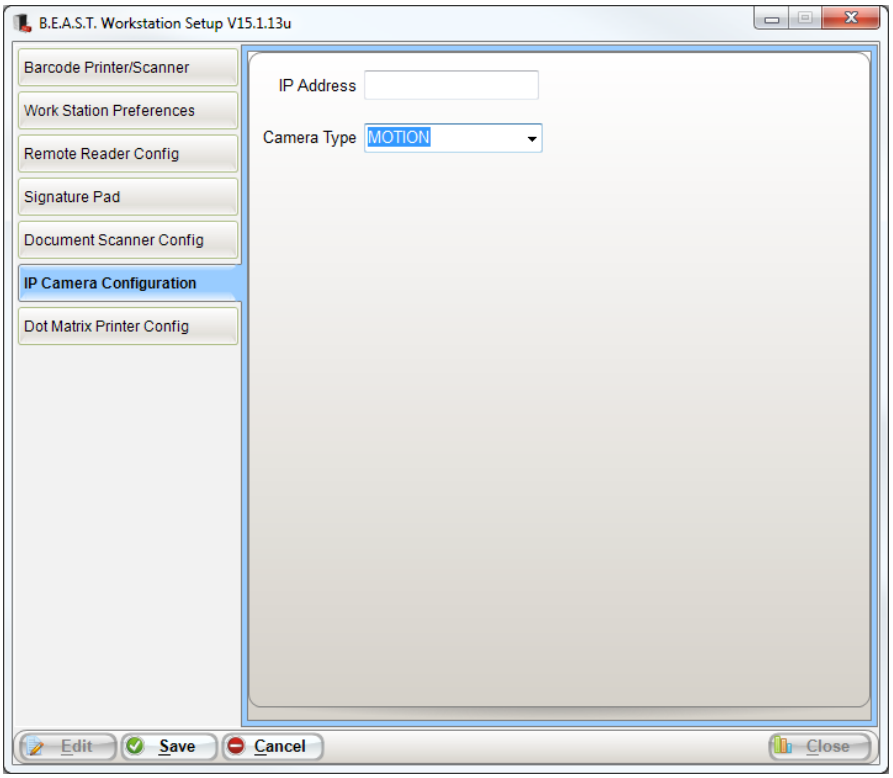
To use the touchscreen of the tablet as the signature pad, select TABLET from the Type of Signature Pad drop down menu.



IP Camera Configuration

With the introduction of the Motion F5 tablet, the Beast is able to utilize its built in camera to take pictures to upload into the Beast Image Vault. This will require the user to have the Scan Monitor configured to monitor the folder where the images are stored when captured before import.

Under the IP Camera Configuration tab in Workstation Setup, set the Camera Type to MOTION.

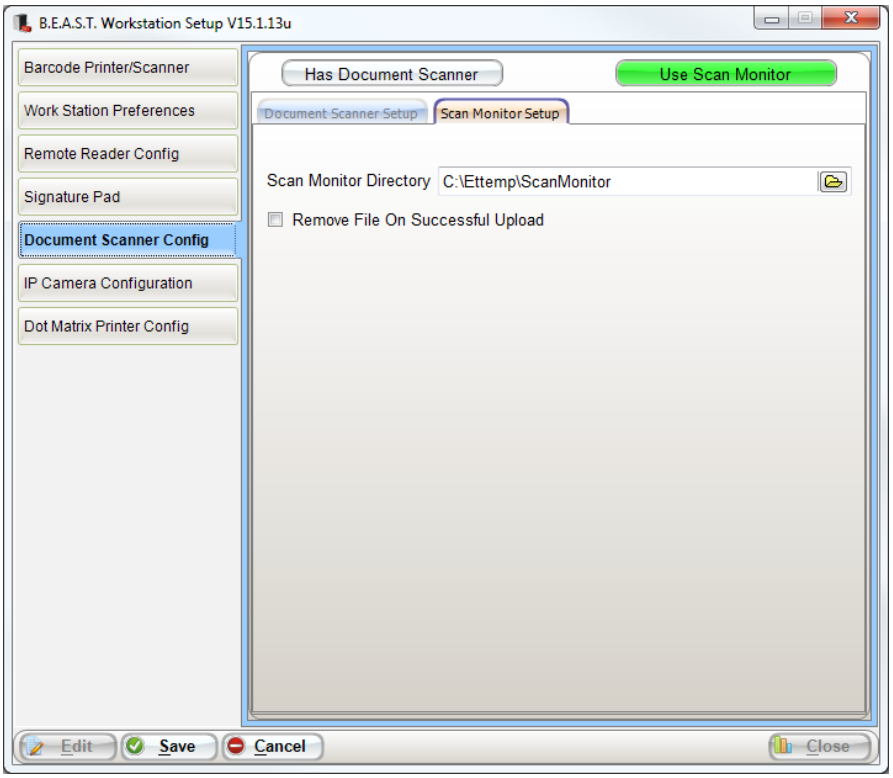


Document Scanner Configuration

Along with the IP Camera Configuration, the Scan Monitor will need to be configured for the Beast to utilize the camera pictures that are taken.

To configure Scan Monitor:

1. Under the Document Scanner Config in Workstation Setup, press the Edit button.
2. Select Use Scan Monitor
3. Under the Scan Monitor Setup tab, enter the following:
    a. **Scan Monitor Directory**: This will allow the Beast to monitor this directory for new images taken with the Snap Works camera app on the tablet.
    b. **Remove File on Successful Upload**: Checking this box will remove files from the computer once they have been successfully uploaded into the Beast.



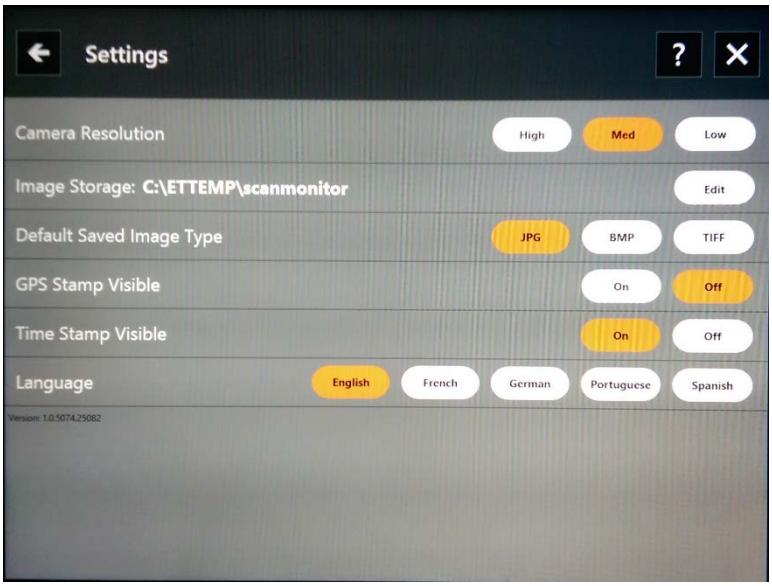
4. Press the Save button

To configure the Snap Works Camera App:

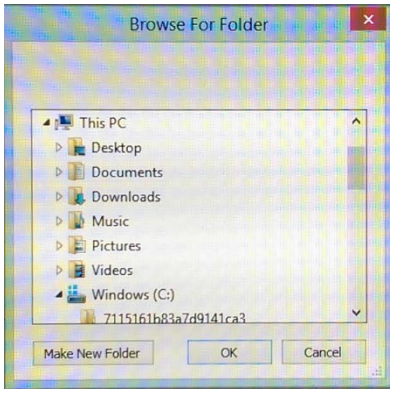
1. On the Motion F5 tablet, press the camera button located on the right side of the tablet

2. When the camera app starts up, press the Settings button. It looks like a cog located in the upper right corner of the screen.

3. On the settings screen, change the Image Storage path by pressing the Edit button.



4. Select the path of where the Scan Monitor is pointed in Workstation Setup and press OK.



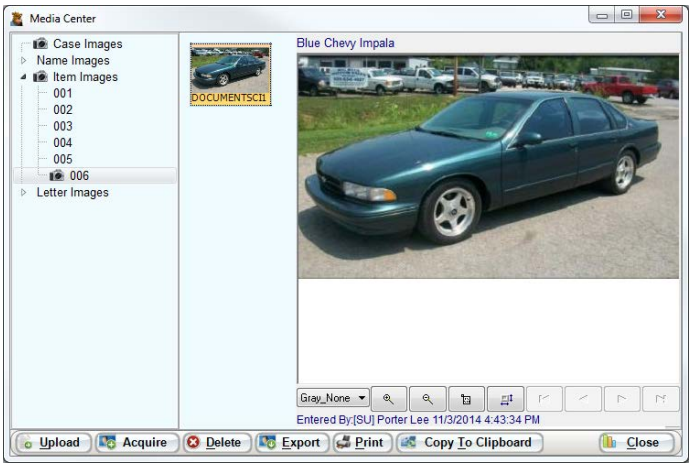
5. When completed, press the X button located at the top right hand side of the Snap Works camera app screen.

Using the Motion F5 tablet

The process of using the Motion tablet is the same like any other client workstation but the process to use the built in camera is as follows using the Scan Monitor.

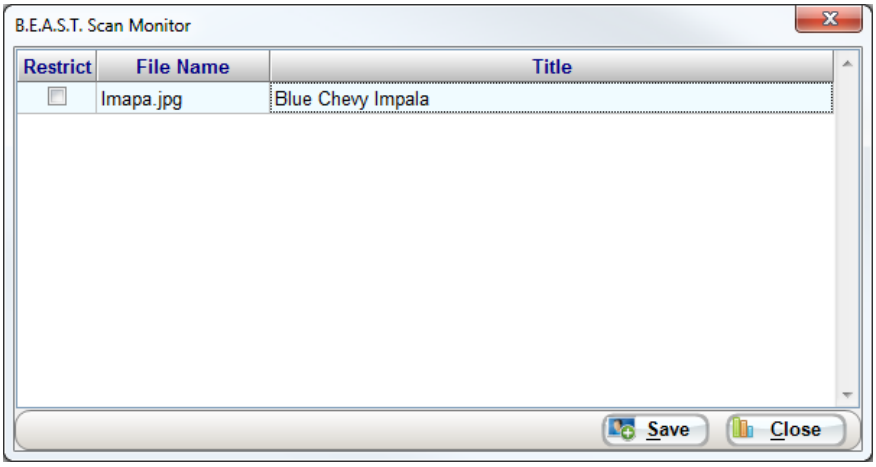
To upload images using the built in camera:

1. In the Property Inventory program, open up a case.
2. At the top right of the screen press the Images button.
   - ❖ If you do not have the Images button, you will not be able to use this feature. Please contact a Porter Lee technician to discuss converting your images to be stored in the database.
3. When the Media Center dialog opens, select the section on the left to choose where you are uploading files from the camera.



4. Press the Acquire button to start the Motion tablet camera. This in turn will also start the Scan Monitor.
5. Press the Camera button on the screen to take pictures that you will upload.
6. When finished, press the X button located at the top right of the camera app screen. This will close the camera and display the Scan Monitor with the images that were captured.

7. From the Scan Monitor screen, the images captured will be displayed along with options to restrict them as well as apply a title to them.



8. To upload those images, press the Save button and they will be then uploaded into the Beast Image Vault.

Unit 14

Workstation Setup

In this unit you will learn how to:

- Register BEAST License(s)
- Configure hardware such as printers and scanners
- Set Workstation specific settings
- Configure document scanner settings for use with Image Vault

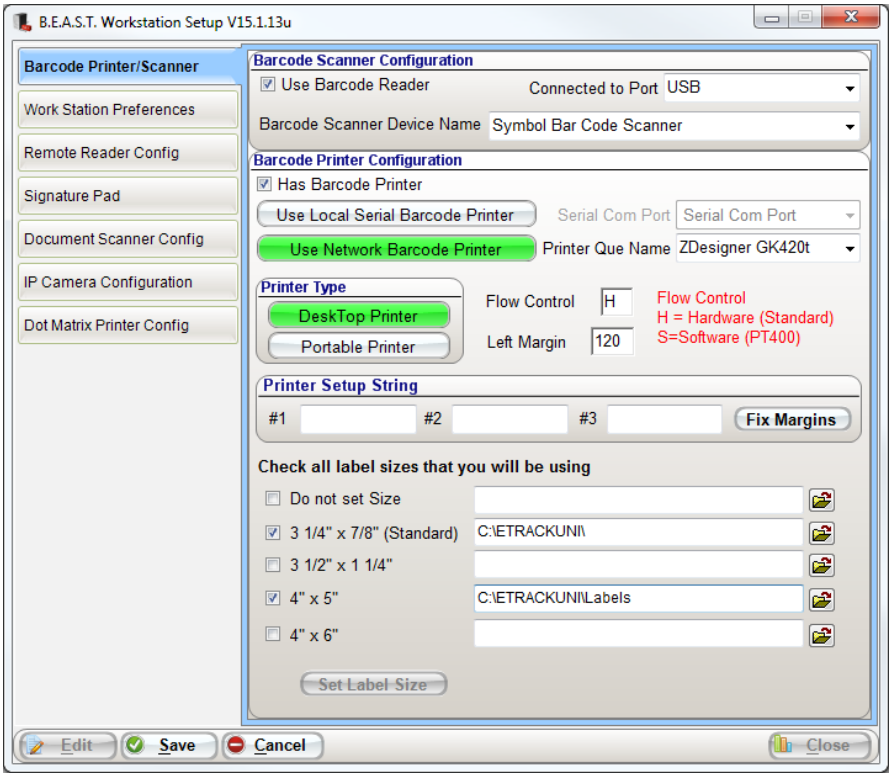
In this unit you will learn how to configure barcode printers and scanners for use within the BEAST. You will also learn how to register workstations with a BEAST license, setup workstation specific settings and configure TWAIN enabled document scanners for use with the Image Vault module.

Overview

The Workstation Setup application is used to manage and control the various peripheral components which may be connected to an individual workstation. Examples of such peripherals are as follows; barcode scanner, barcode printer, remote data terminal, and signature capture pads.

Barcode Printer/Scanner

The Barcode Printer/Scanner tab is used to configure the communication ports by which the application will access a barcode printer and scanner. Shown below is a common configuration of this screen.



Evidence Management

Barcode Scanner Configuration

- **Use Barcode Scanner**

  This checkbox will enable the barcode scanner to be used within the BEAST application.

- **Connected to Port**

  This drop down box will allow the user to select which Serial COM port the scanner is connected to. If using a USB connected scanner, select the USB option and then select Symbol Bar Code Scanner from the Barcode Scanner Device Name drop down.

Barcode Printer Configuration

- **Has Barcode Printer**

  This checkbox will enable the barcode printer to be used within the BEAST application.

- **Use Local Serial Barcode Printer**

  If the printer is connected via a Serial COM port, select this option and then select the COM port in which the printer is connected to form the "Connected to Com Port" drop down list.

  If using a Joint or "Y" cable to connect both the barcode printer and scanner to the same COM port, you will need to have the COM port selections of the printer and scanner the same.

- **Use Network Barcode Printer**

  If the barcode printer is connected in another manner such as, USB, networked, or it needs to be shared for other workstations to use, the appropriate Zebra printer drivers will need to be installed. After the printer has been set up in Windows, the printer name will need be selectable in the Printer Queue Name drop down field.

  Before installing the windows driver, please consult the Porter Lee Support Desk.

Printer Configuration

- **Printer Type**

  The printer type specifies which type of printer that is being used on the workstation.

- **Flow Control**

  The flow control is used to specify how the data is transferred to the printer. All printers except the Zebra PT400 should be set to "H".

- **Left Margin**

  Left margin I used to adjust the left/right alignment of the barcode label.

Setup String

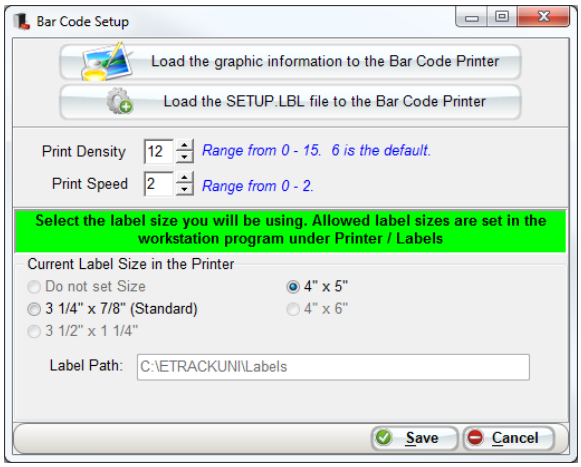
Setup String is used if the computer is attached to the high output Eltron printer. If it is, click the Fix Margins button to load special information in the "Setup Strings" fields. If one of the other types or printers is being used, these fields should be left blank.

Label Sizes

The label size checkboxes allow the user to specify the size labels that the barcode printer can print. The label sizes selected will be the only sizes available on the Barcode Setup screen.

Barcode Setup

Barcode setup is used to adjust the speed, density and format of the barcode label. This screen is accessed two ways. First by clicking the “Set Label Size” button on the “Barcode Printer /Scanner” tab of the Workstation Setup program and the other is to press the “S” key after printing an item label from the Property Inventory program.



Load Graphic & Load Setup

The Load Graphic button will load your department’s logo to the Zebra Printer. The Load Setup button completes the loading image load process of your department logo to the printer.

- Porter Lee Corporation will create the LOGOBAR.pcx file of your department logo.

Print Density

This feature is used to adjust how dark or how light the barcode label will print.

Print Speed

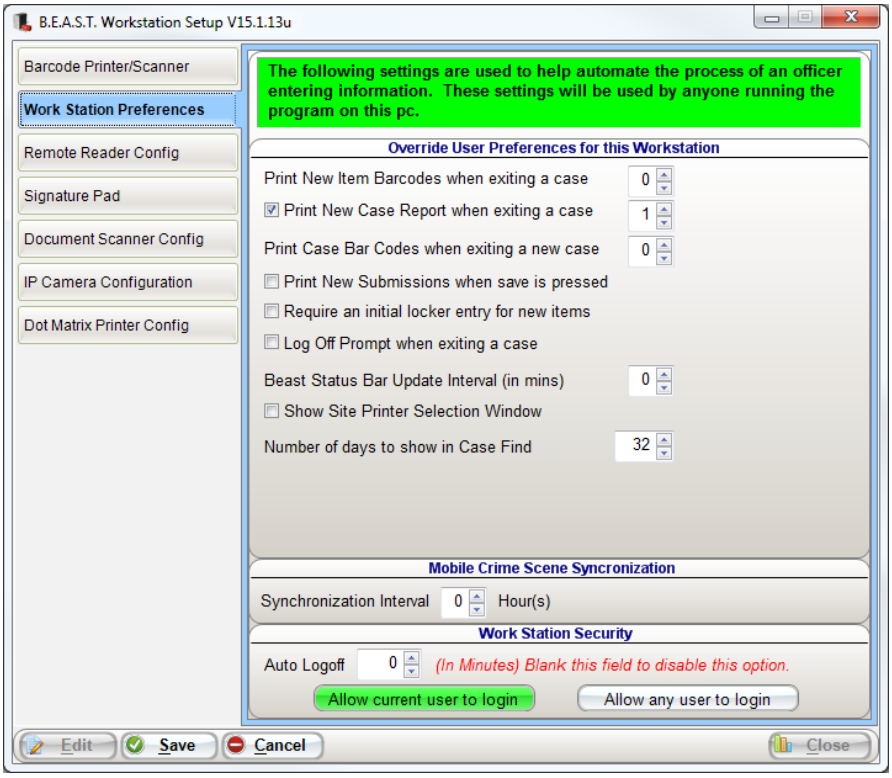
This feature controls the speed of the label being printed from the barcode printer. The faster the print, the higher the print density may need to set at. As well as the slower the speed, the lower the print density may need to be set.

Current Label Size in Printer

Current Label Size in Printer is where the user will tell the BEAST what size labels are in the printer. When the size is set the software will automatically realign itself with the tear off portion of the printer when a new label is printed. This prevents occasional label skipping when loading new labels.

Workstation Preferences

The Workstation Preferences tab is used to globally set the system preferences for all users utilizing this workstation, as opposed to the user preferences, which are set by each user in the Property Inventory program. Setting preferences in the workstation setup program will overwrite any individual user preferences set in property inventory. To make it easier for individuals who may not use the system on regular bases the system administrator can set these preferences to help users remember steps which may be over looked.



Print new Item Barcodes When Exiting a Case

If a value greater than 0 is entered then that number of item barcodes will be printed when the user exits a case. These barcodes are only printed for new items, which were not previously printed.

Print New Case Report When Exiting a Case

If a check mark is placed in this box then the Case Report will print each time the user opens and closes a case.

Evidence Management

Print Case Bar Codes When Exiting a New Case

If a value greater than 0 is entered then that number of case barcodes will be printed when the user exits a case. These barcodes are only printed when a new case is entered.

Print New Submission When Save is Pressed

If a check mark is placed in this box then the system will begin printing the Lab submission form when the save button is clicked on the submission form. Otherwise the user will need to click the submit button after saving the submission.

Require an Initial Locker Entry for New Items

If a check mark is placed in this box then the initial locker field located on the items screen of the Property Inventory program will be required to save the item.

Log Off Prompt When Exiting a Case

If a check mark is placed in this box then the user will receive a prompt when hitting the “End Case” button in Property Inventory. This prompt will ask the user if they want to log off. If the user selects “Yes” then both the Property and Inventory program and the Main Menu will automatically be closed.

Beast Status Bar Update Interval

If displaying the status bar on the main menu, this interval, set in minutes, will update the status bar entries every “X” minutes.

Show Site Printer Selection Window

If a check mark is placed in this box then the user will be presented with a list of label printers when the initially start the Property Inventory program. After selecting one of the printers the application will auto print labels to that printer until the application is closed. This is typically used on a laptop installation will the user may be connecting to the network in altering locations and each of these locations has a network assigned label printer.

Number of Days to Show in Case Find

This value will determine number of days to display in the Case Find screen of the Property Inventory program.

Mobile Crime Scene Synchronization

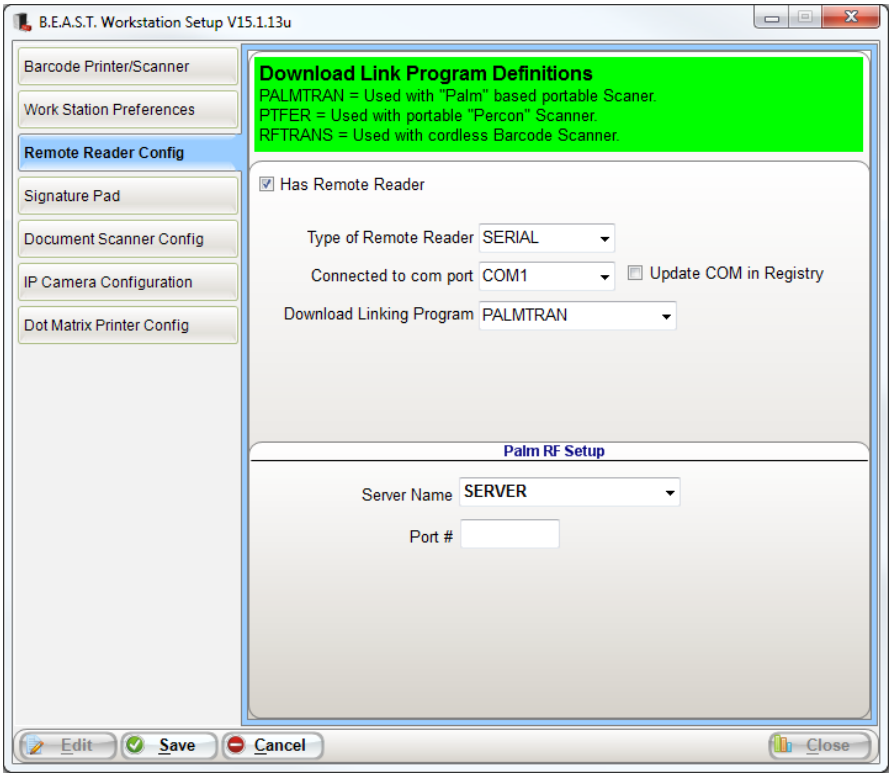
When using the Mobile Crime Scene module the application requires that during a 24hr period of activity the local database must synchronize at least once with the server database. By adjusting this value between 0 and 24 the user can adjust if the application syncs every time it is launched (set to 0) or once every “X” hour(s). The Mobile Crime Scene Sync cannot be turned off.

Workstation Security

Workstation Security is typically used wherever a pc is setup in an open location. The system administrator can set an Auto Logoff interval which will automatically exit any of the BEAST applications if there is inactivity in that application for the assigned period of time. The Administrator has two choices for how the application will exit. They can have the application become locked and then the user who was logged in must unlock it. Or they can have the application completely close and then any user may use the system. If the application closes any unsaved data will be lost.

Palm Configuration

The Palm Configuration tab is used to configure if the pc will be able to perform an inventory audit and if so, how it will use the inventory program. There are three options to choose from contact your Porter Lee Support tech to ensure you are configured for the correct version.



There are two support Palm Pilots that will work with the BEAST Evidence Management System. Those devices are:

- Janam XP20
- Symbol SPT1700/SPT1800

Type of Palm

- **Serial**

  If the palm pilot is connected serial, the Connected to com port section will be displayed. Select the COM port in which the unit will be connected to. The Update COM in Registry check box will also be enabled for this type of Palm. It will allow you to force hot sync to use the correct serial port for all users by checking the check box.

- **USB**

  If the palm pilot is connected USB, there is no additional configuration required. The Update Type in Registry check box that is enabled will allow you to force hot sync to sync via the USB port for all users by checking the check box.

Download Linking Program

- **PALMTRAN**

  PALMTRAN is the default download linking program that is used with the palm pilots to sync inventory and transfer data via the Hot Sync Manager.

- **RFTRANS**

  RFTRANS utilizes the barcode scanner for use with the Remote Inventory program instead of the palm pilot.

- **PTFER**

  If utilizing the Percon Portable Scanner, the download linking program to be used is PTFER. Upon selecting PTFER the Test button that appears on the Palm Configuration tab. This will allow you to test the Percon configuration only.

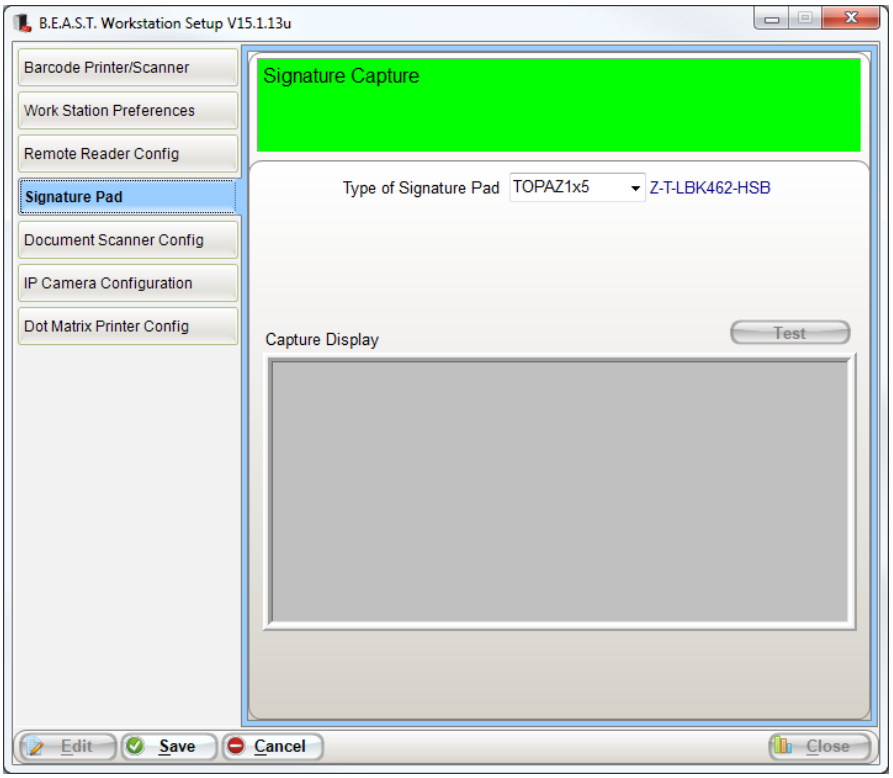
Palm RF Setup

The Palm RF Setup section is used to configure which database and which port # is to be used for the Wireless Palm. By connecting the Janam XP20 palm pilot to the department's Wi-Fi connection, you will be able to display item data to the palm pilot screen as well as transfer items in real time without the need to hot sync that palm to the workstation.

- To learn more about the Wireless Palm configuration, please contact a Porter Lee Representative.

Signature Pad

The Signature Pad tab is used to configure and test the connection to the desktop signature capture pad.



Type of Signature Pad

There are three types of signature pad devices that can be used within the BEAST application.

- HHP TT1500 (Serial)
- Topaz Signature Gem 1x5 LCD (USB)
- Tablet PC touchscreen

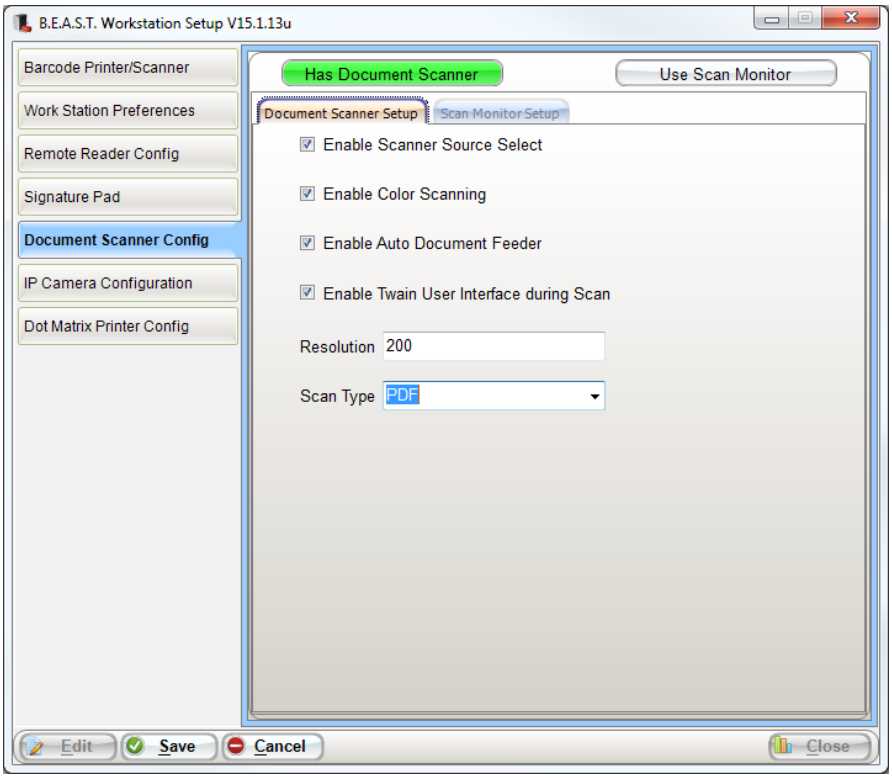
Testing the Signature Pad

After the signature pad is configured by selecting what type of signature pad, you can press the Test button to enable the Capture Display panel. The signature pad that is connected to the computer will also enable which allow you to test the connectivity by writing on the device and having it display to the screen.

- The Sigbox.ocx file must be registered to utilize the signature capture module. For Assistance installing this driver please contact your Porter Lee Support Tech

Document Scanner Configuration

This Document Scanner Configuration tab is used to configure TWAIN enabled document scanners to be used with scanning images and documents into the BEAST Image Vault. In addition, the Scan Monitor monitors a preconfigured folder where documents and images will be saved to.



Enable Scanner Source Select

This allows the user to select a different scanner source to scan from if using multiple scanning devices or scanning software.

Enable Color Scanning

This enables scanned documents/images to be in color from the document scanner.

Enable Auto Document Feeder

This enables the document feeder, if equipped, feature for use with scanning documents in the BEAST.

Evidence Management

Enable Twain Interface during Scan

This will enable the user to access the scanning software that came with the scanner or use the Windows default scanning software. It will allow the user more features when scanning documents/images. If not enabled, the user will be able to preview or make scanning changes before acquiring the document/image.

Resolution

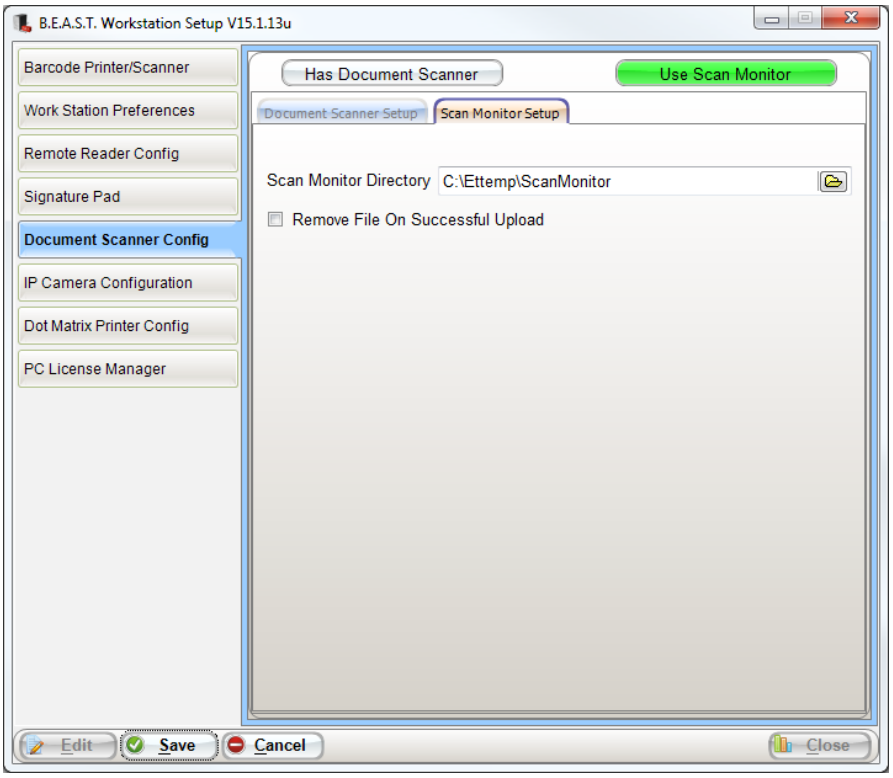
This is the quality setting of the document/image that is being scanned.

Scan Type

This is the default file type that scanned documents/images will be saved as. The three different scan types are PDF, JPG, and TIF.

Use Scan Monitor

Scan monitor allows the user to configure a directory where to find where the images and documents are saved to. Using the acquire button from the Image Button, it will display a dialog with new files saved to that directory that have not been uploaded to the Image Vault.



Scan Monitor Directory

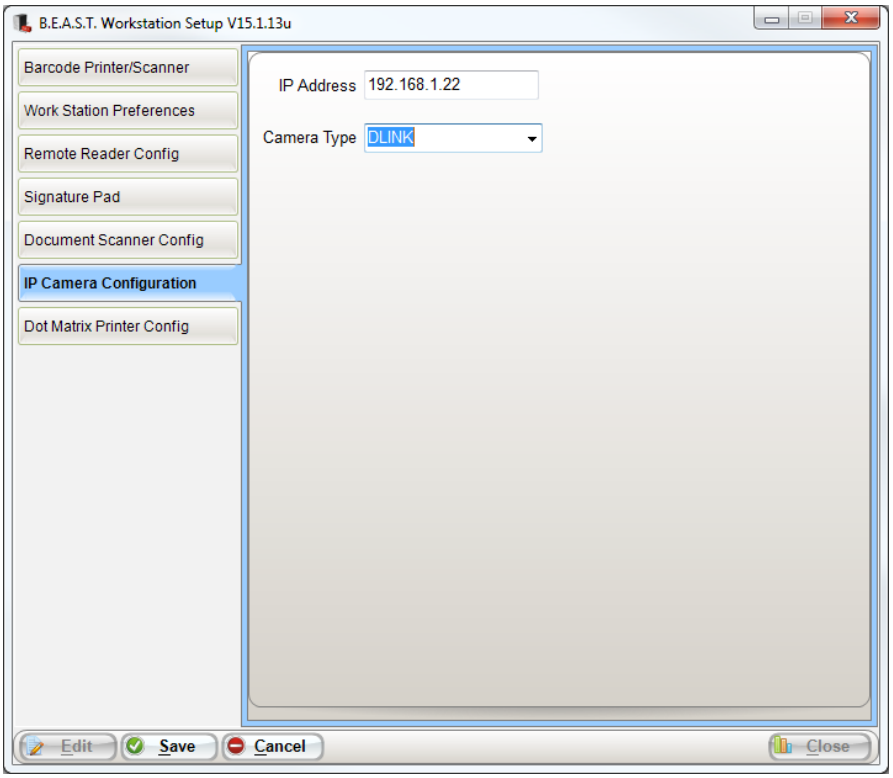
This is where the user can select the directory to monitor where files are stored and where the scan monitor will pull images from to import into the BEAST.

Remove File On Successful Upload

This setting will remove the file from the scan monitor directory once it has be uploaded into the BEAST system. Leaving this setting unchecked will keep the files in that directory.

IP Camera Configuration

The IP Camera tab is used to configure internet cameras to be used with capturing images into the Image Vault.



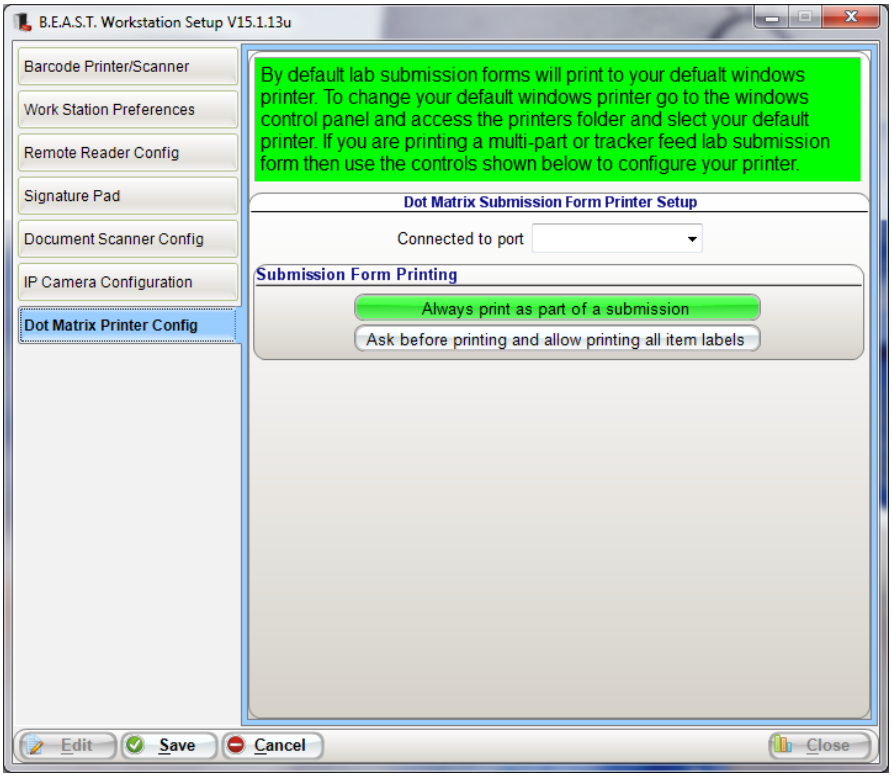
There are three support IP cameras that will work with the BEAST Evidence Management System. Those cameras are:

- D-LINK DCS-900W 2.4GHZ Wireless Internet Camera
- AXIS M1011 Network Camera
- Motion F5te Tablet PC Camera

To see if a scanner will be compatible with the BEAST Evidence Management system, please contact a Porter Lee Support Representative for assistance.

DOT Matrix Printer Configuration

The DOT Matrix Printer Configuration tab is only used if the lab you submit to uses multi part lab forms. Standard lab forms print on the users default windows printer, so configuration on this tab is then not necessary.

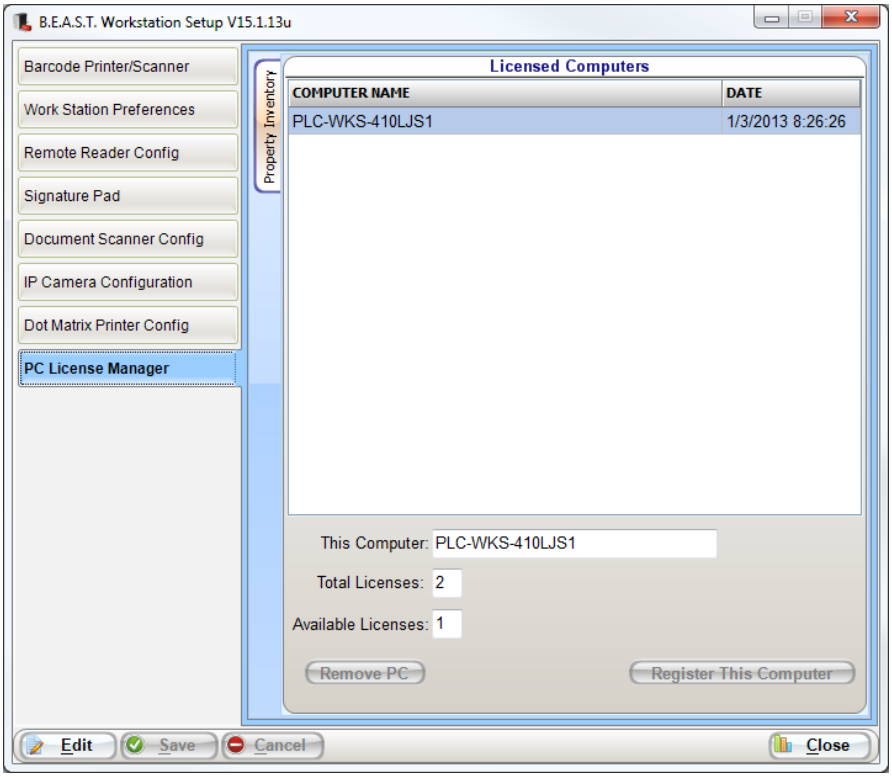


If you are not sure if you lab requires a multi-part form or a single page form, please contact a Porter Lee Support Representative for assistance.

PC License Manager

The PC License Manager tab is used to register workstations to use the full functionality of the BEAST Evidence Management System. Unregistered machines will only allow the user to access the Property Viewer from the BEAST Main Menu.

- Departments that have purchased a site license will not see this tab.

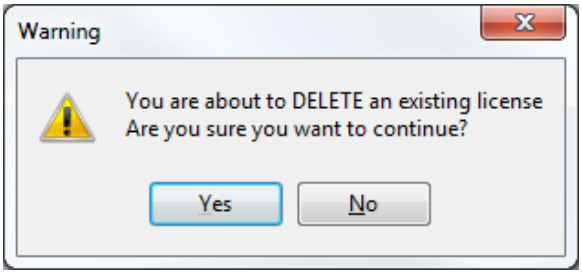


To register a workstation:

1. Open the Workstation Setup module.
2. Select the PC License Manager tab.
3. Press the Edit button.
4. Press the Register This Computer button.
    - This will add the computer name and the date it was registered in the License Computers list above and reduce the available licenses by 1.
5. Press Save.

To remove a license from a workstation:

1. Open the Workstation Setup module.
2. Select the PC License Manager tab.
3. Press the Edit button.
4. Select the workstation name from the list above that will have the licensed removed.
5. Press the Remove PC button.
    - ❖ This will remove the workstation from list above and increase the available licenses by 1.
6. Press the Yes button to confirm deleting (removing) the existing license from the workstation.



7. Press Save.

Unit 15

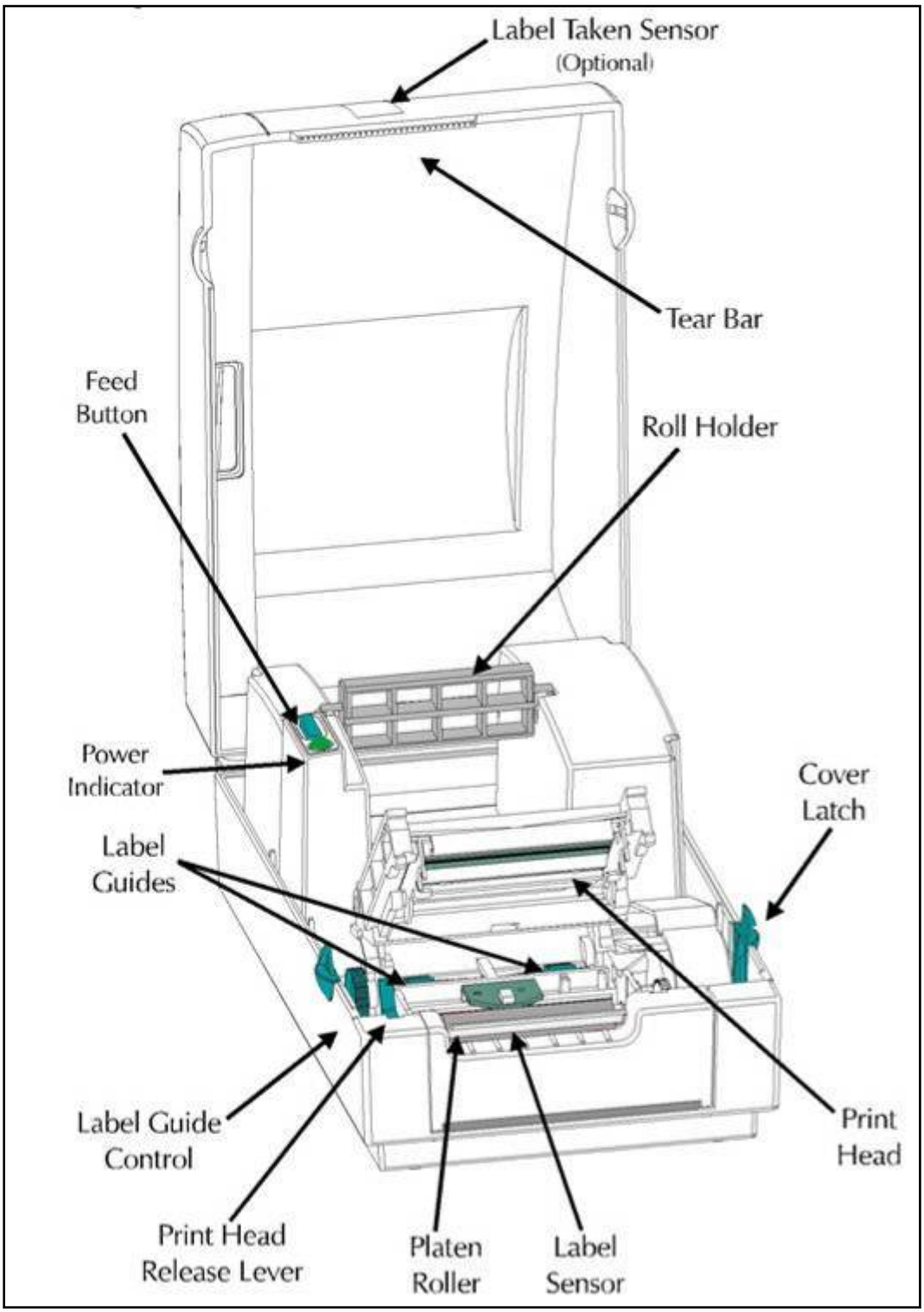
Label Printer Setup

In this unit you will learn how to:

- Setup and troubleshoot various supported barcode printers

In this unit you will learn load labels and ribbon into various supported barcode printers as well as troubleshoot common issues.

TLP2242, TLP2642, and TLP2742

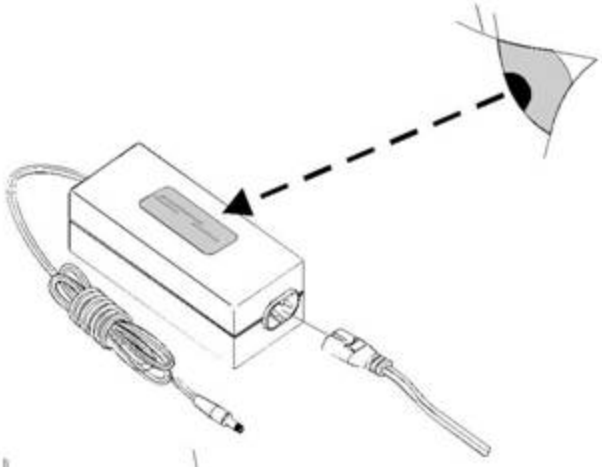


Installation The following steps will guide you through the installation of the printer, media and software.

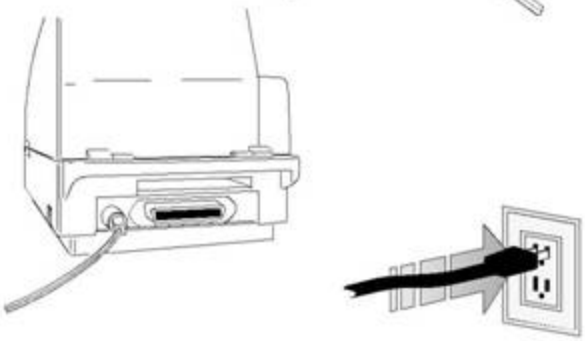
Step ❶ - Attach Power

Power OFF

Check Power Module Voltage



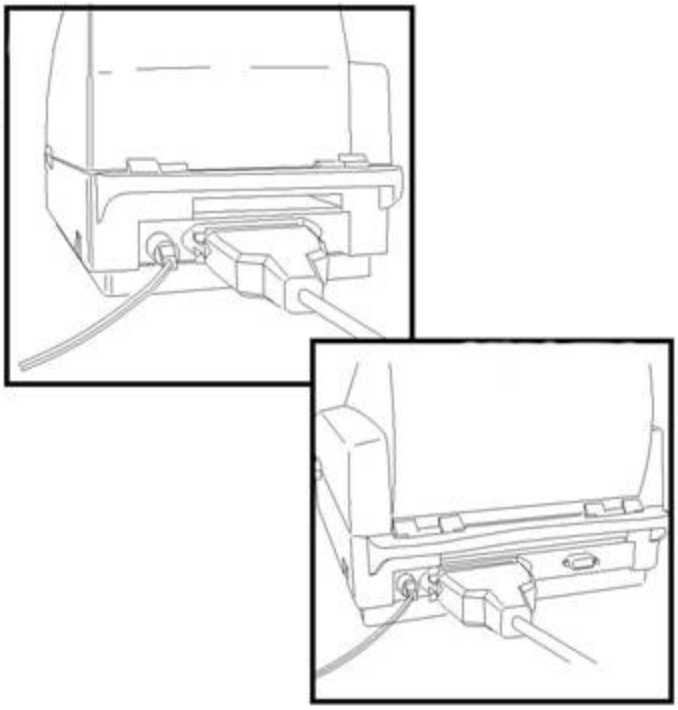
Plug Into Power Module



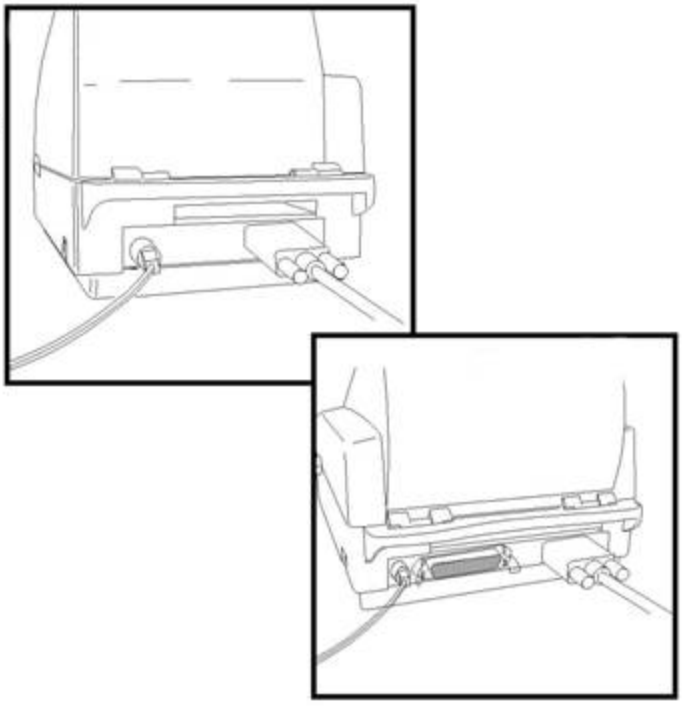
SHOCK HAZARD WARNING

Step ❷ - Attach Interface Cable

Parallel Interface

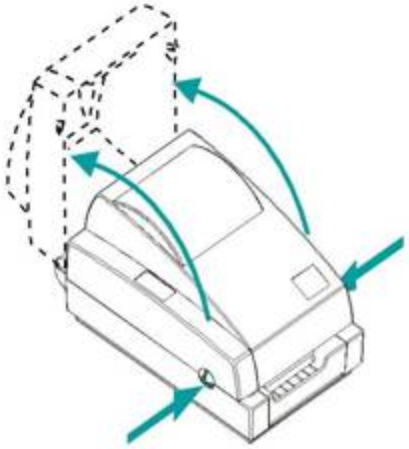


Serial Interface

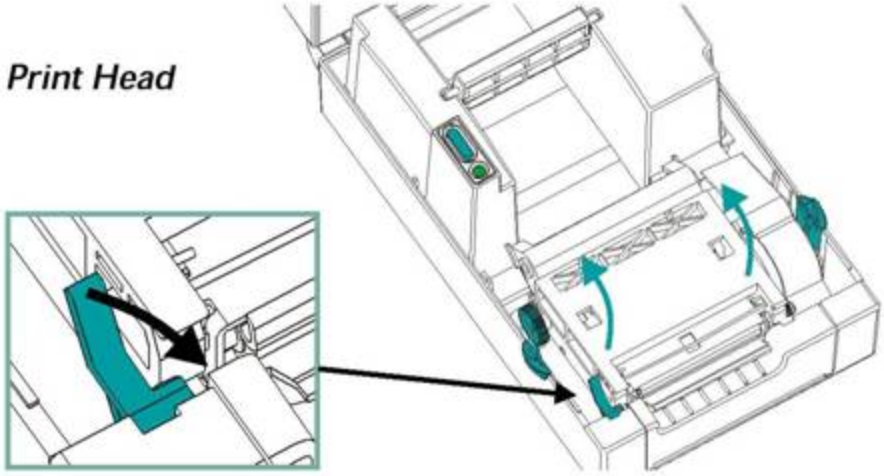


Step ❸ - Load Media

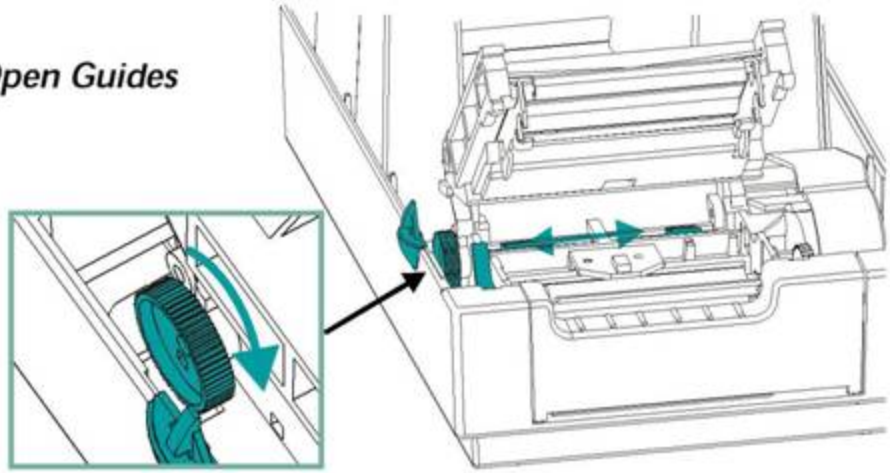
Open Cover



Open Print Head



Open Guides

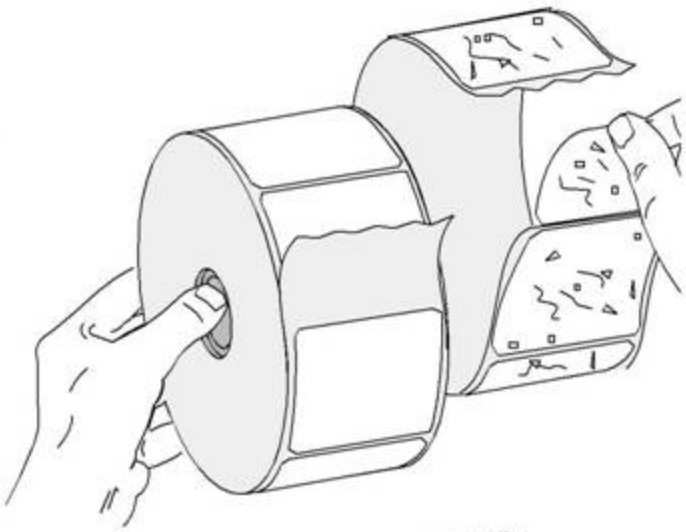


Before You Load Media in the Printer

You must remove the outside length of media (that is, one, full revolution of labels and any liner). When you remove this part of the media, you remove the oils, dust, and adhesives that contaminate it. Tape or adhesive holds the loose end and the outside length of media becomes contaminated when handled or stored.

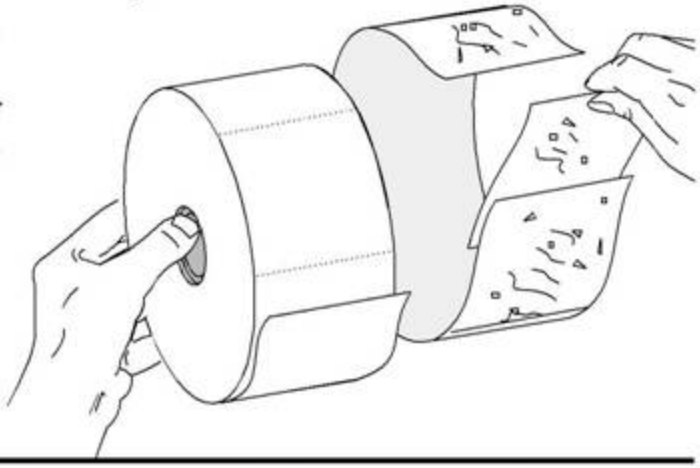
Labels

Remove all labels that are held by adhesives or tape



Tag Stock

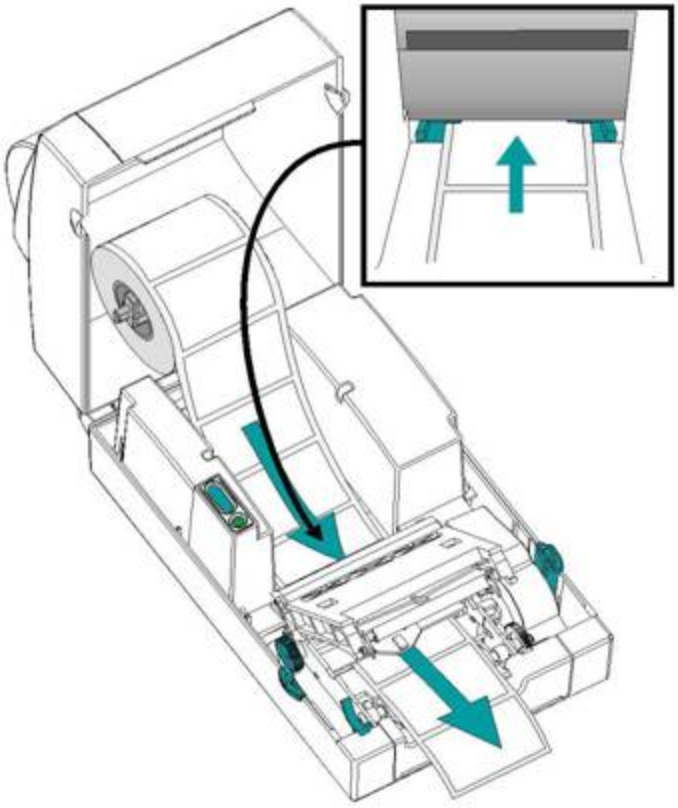
Detach both ends of the bottom tag



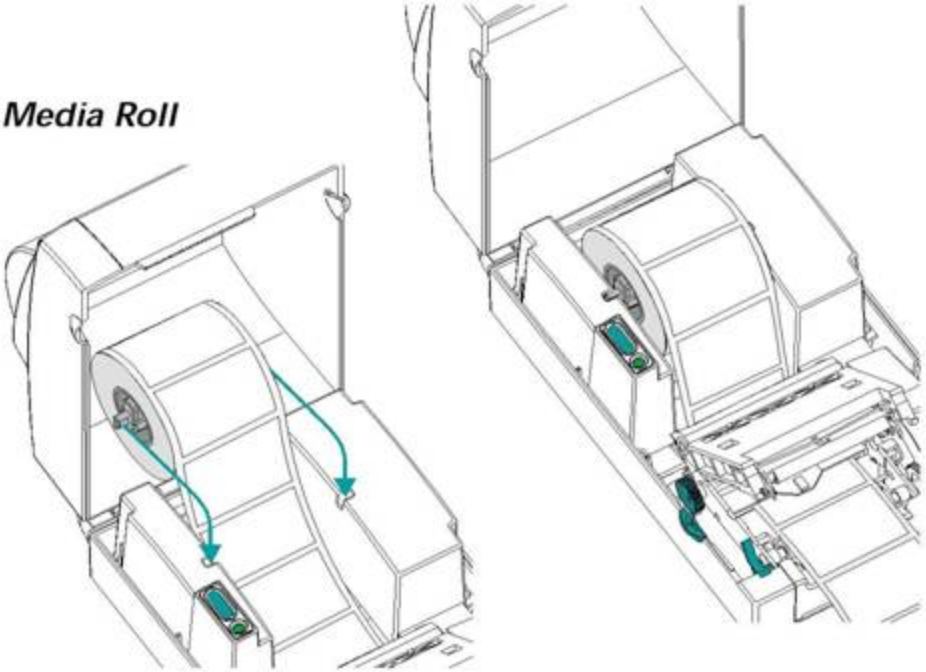
You must avoid dragging adhesive or dirty media between the print head and platen. Such an occurrence damages the print head and is not covered under your warranty. Using clean media prevents damage and reduces wear on the print head and platen.

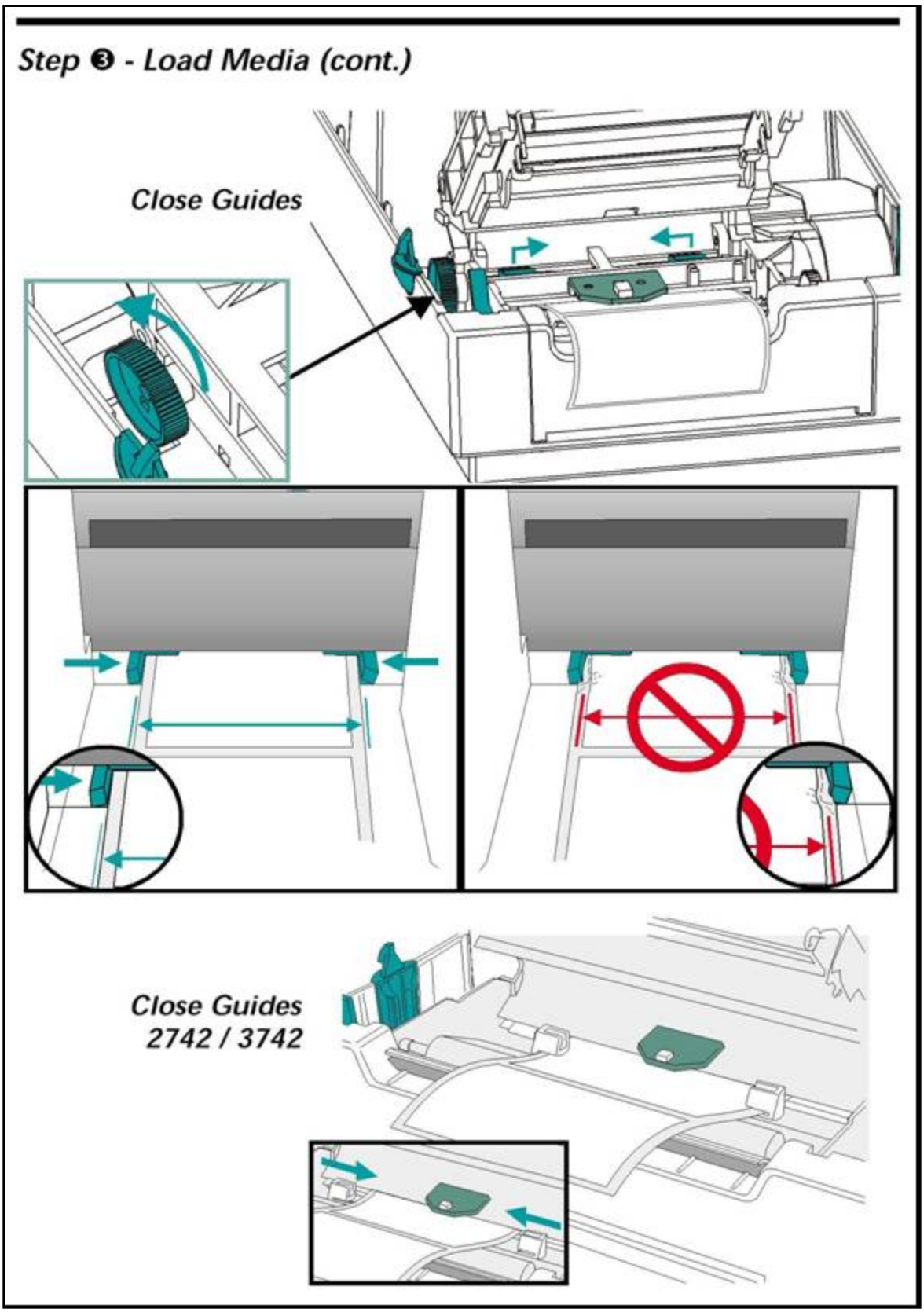
Step ❸ - Load Media (cont.)

Thread the Media



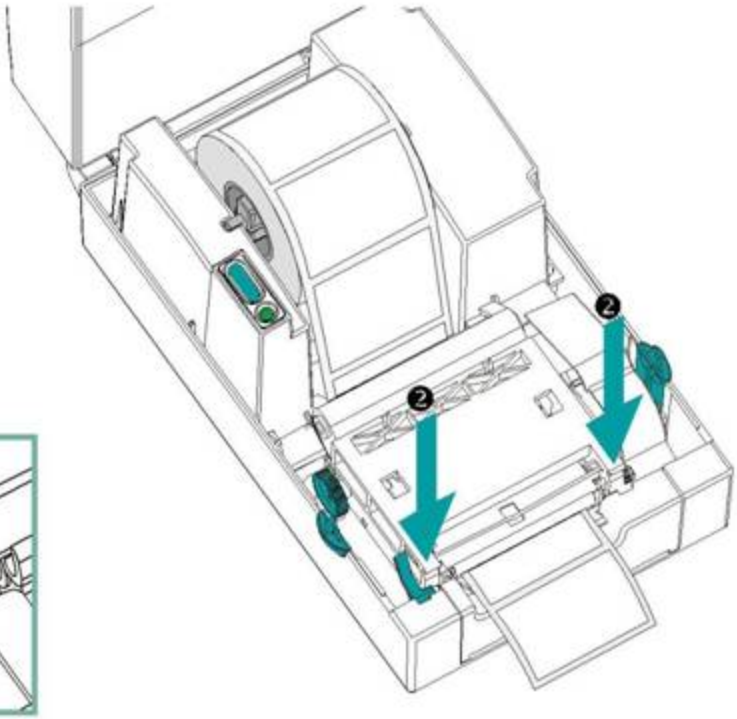
Seat Media Roll



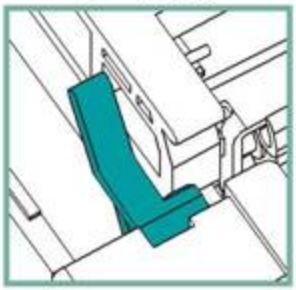

Step ❸ - Load Media (cont.)
Close Guides
Close Guides
2742 / 3742

Step ❸ - Load Media (cont.)

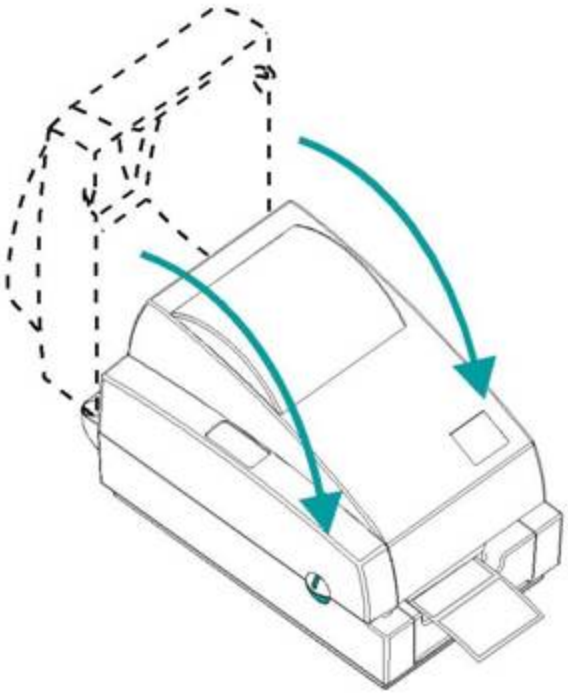
Close Print Head



❶ - Verify

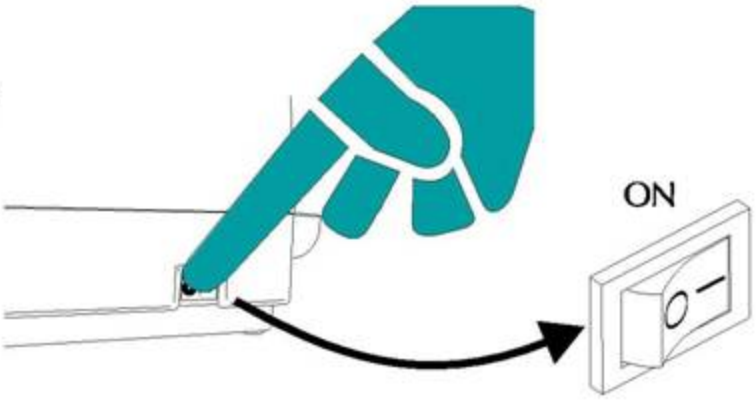


Close Cover

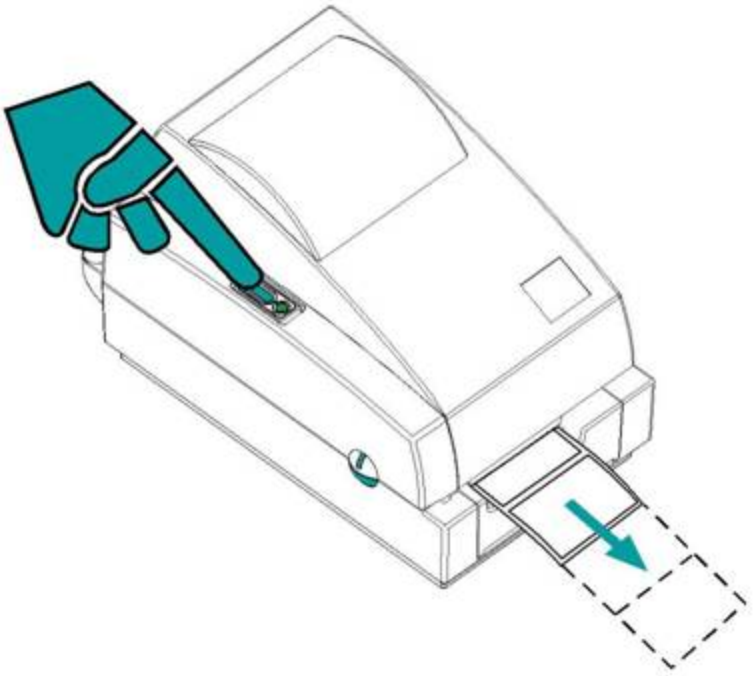


Step ❸ - Load Media (cont.)

Power ON



Press FEED Button

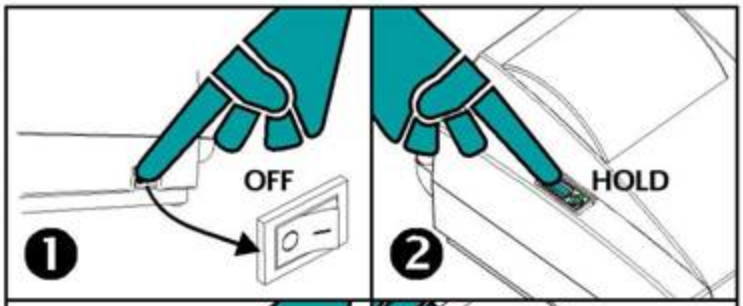


Run the AutoSense routine.

Step ❹ - AutoSense

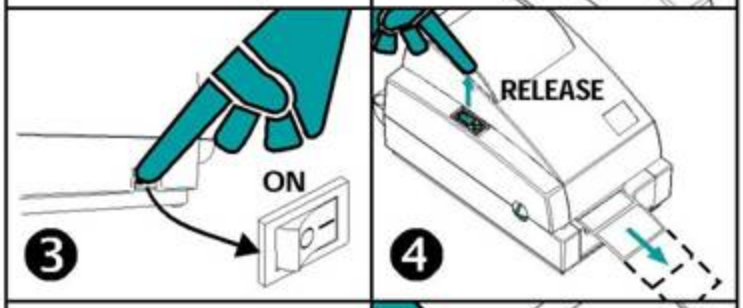
Power OFF

Press & Hold FEED Button



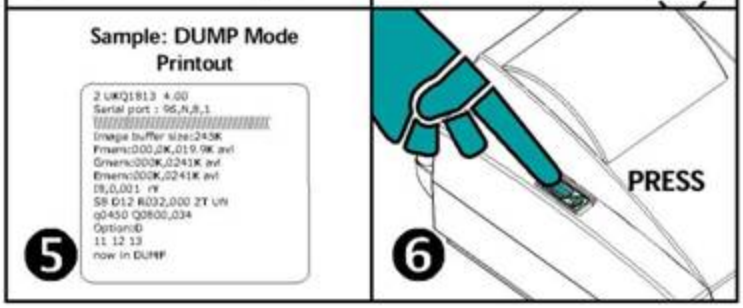
Power ON

Release FEED Button



Print Status
(Dump Mode Printout)

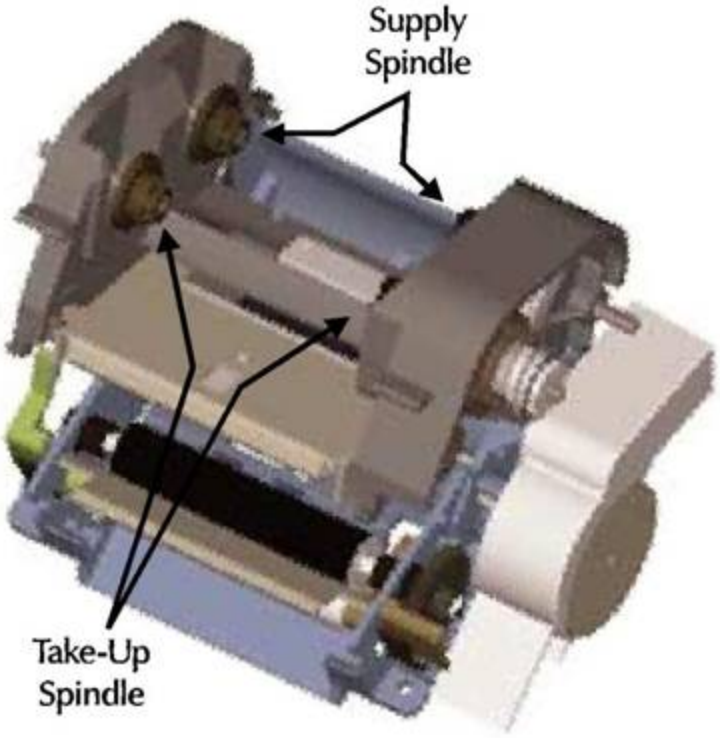
Press FEED Button



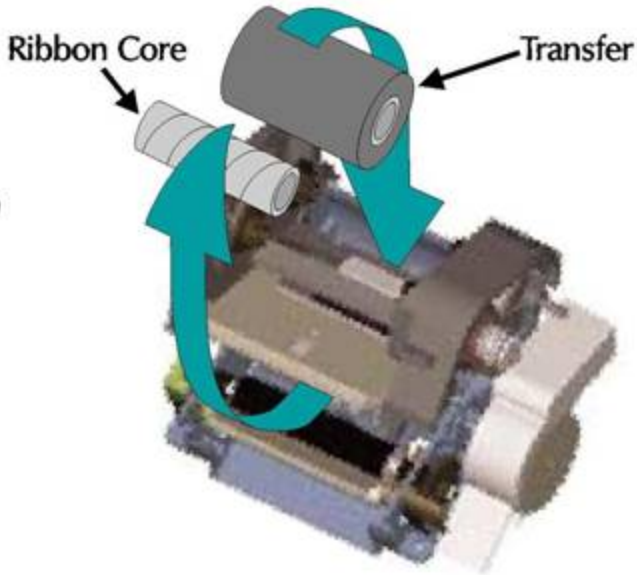
Thermal Transfer Ribbon Loading

This feature is supported on TLP model printers, only.

Thermal Transfer Print Head Mechanism



Ribbon Path



Thermal Transfer Ribbon Loading

Open Print Head

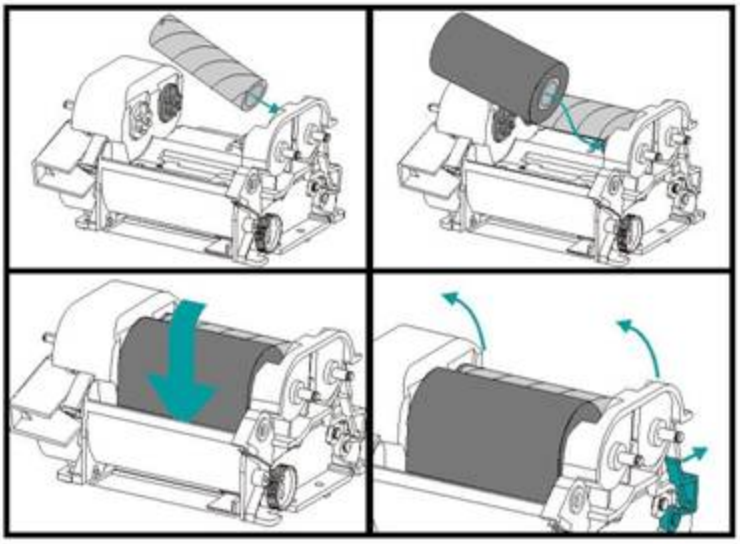
Load Ribbon Core

Load Transfer Ribbon

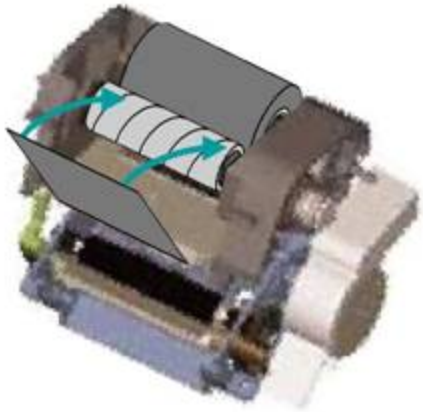
Start Ribbon

Open Print Head

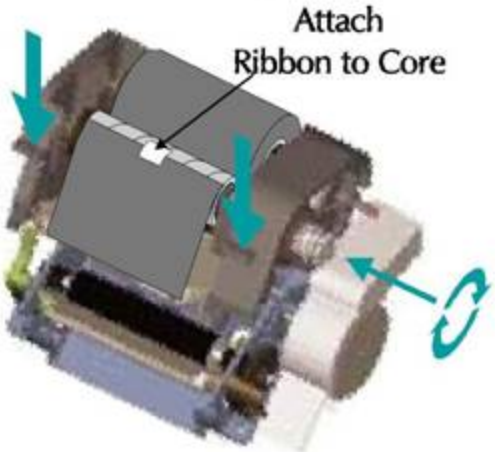
(Rear View)



Pull Ribbon Around Print Head



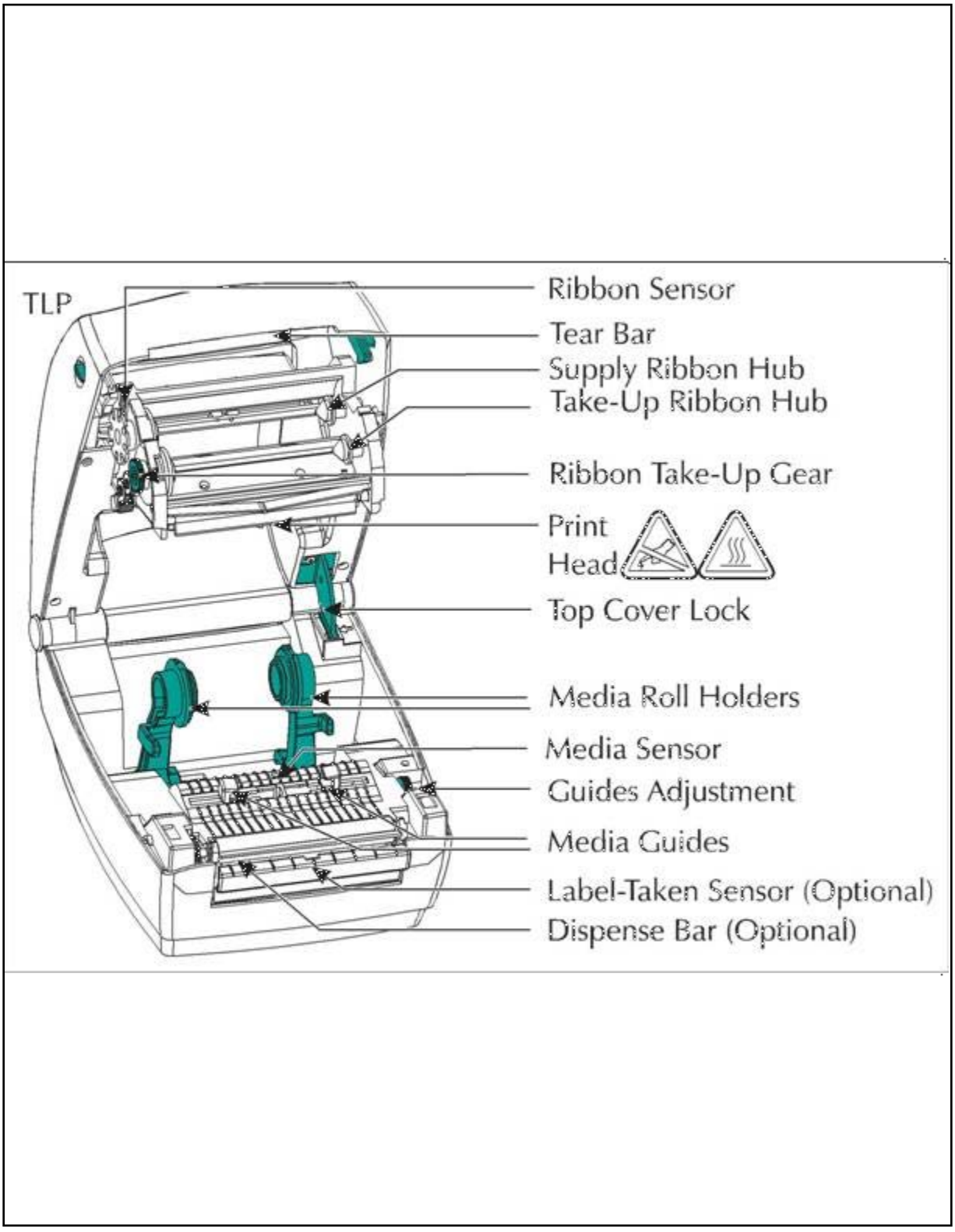
Close



Troubleshooting - Models: TLP2242, TLP2642, and TLP2742

Problem	Solution or Reason
POWER indicator does not light GREEN when power switch is turned to ON (1) position.	1. Check power connections from A.C. outlet to power supply to printer.
POWER indicator lights GREEN, but printer will not print.	1. Check interface cable connections from computer to printer.
Printer appears to be working (media is being fed out), but nothing is printed.	1. Verify that the labels are the correct type (direct thermal). 2. Check that the roll is loaded with the direct thermal side facing up. 3. Clean the print head with cleaning pen. 4. For TLP models, check that the ribbon is properly installed.
Printing is faded or poor quality.	1. Clean the print head with cleaning pen. 2. Adjust print speed/darkness in software.
Prints only partial label or skips a label.	1. Perform Auto sense gap sensor adjustment. 2. Label caught on print head. 3. Print head is not properly latched. 4. Possible software problem.
Printing stops and POWER indicator lights ORANGE or RED.	1. Perform Auto sense gap sensor adjustment. 2. Possible problem with label stock. Use only approved labels and tags. 3. Possible label jam. 4. Insufficient memory for label size. Check the printer memory configuration. 5. Possible software problem.

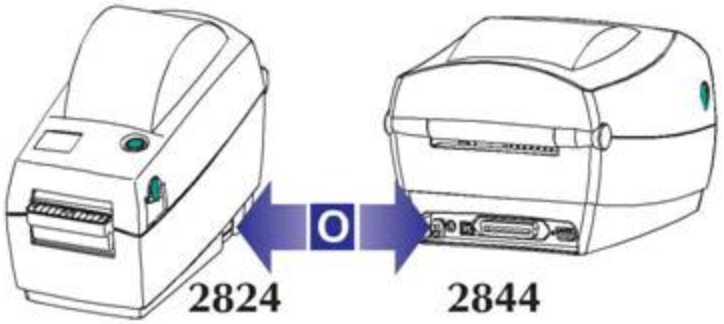
TLP2844


TLP
Ribbon Sensor
Tear Bar
Supply Ribbon Hub
Take-Up Ribbon Hub
Ribbon Take-Up Gear
Print Head
Top Cover Lock
Media Roll Holders
Media Sensor
Guides Adjustment
Media Guides
Label-Taken Sensor (Optional)
Dispense Bar (Optional)

Installation The following steps will guide you through the installation of the printer and software.

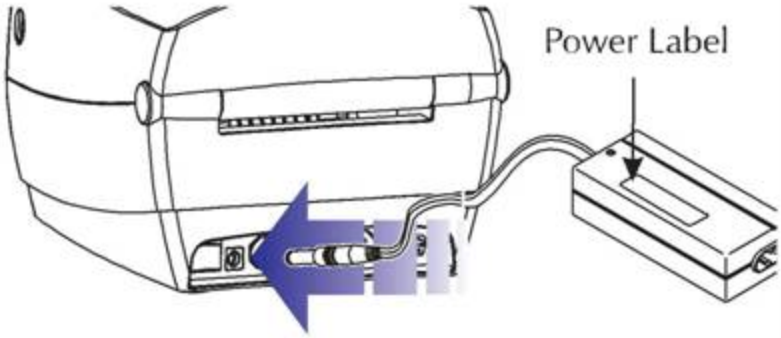
Step ❶ Attach Power Supply To The Printer

Power OFF

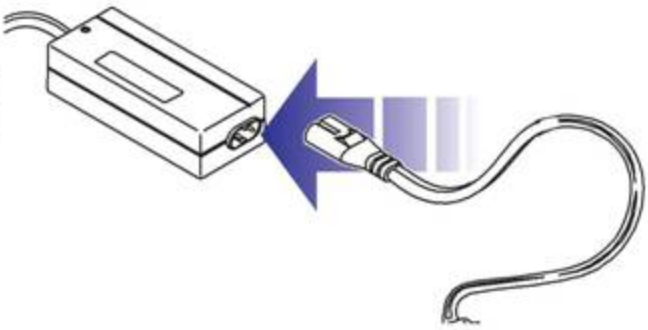


Check Voltage

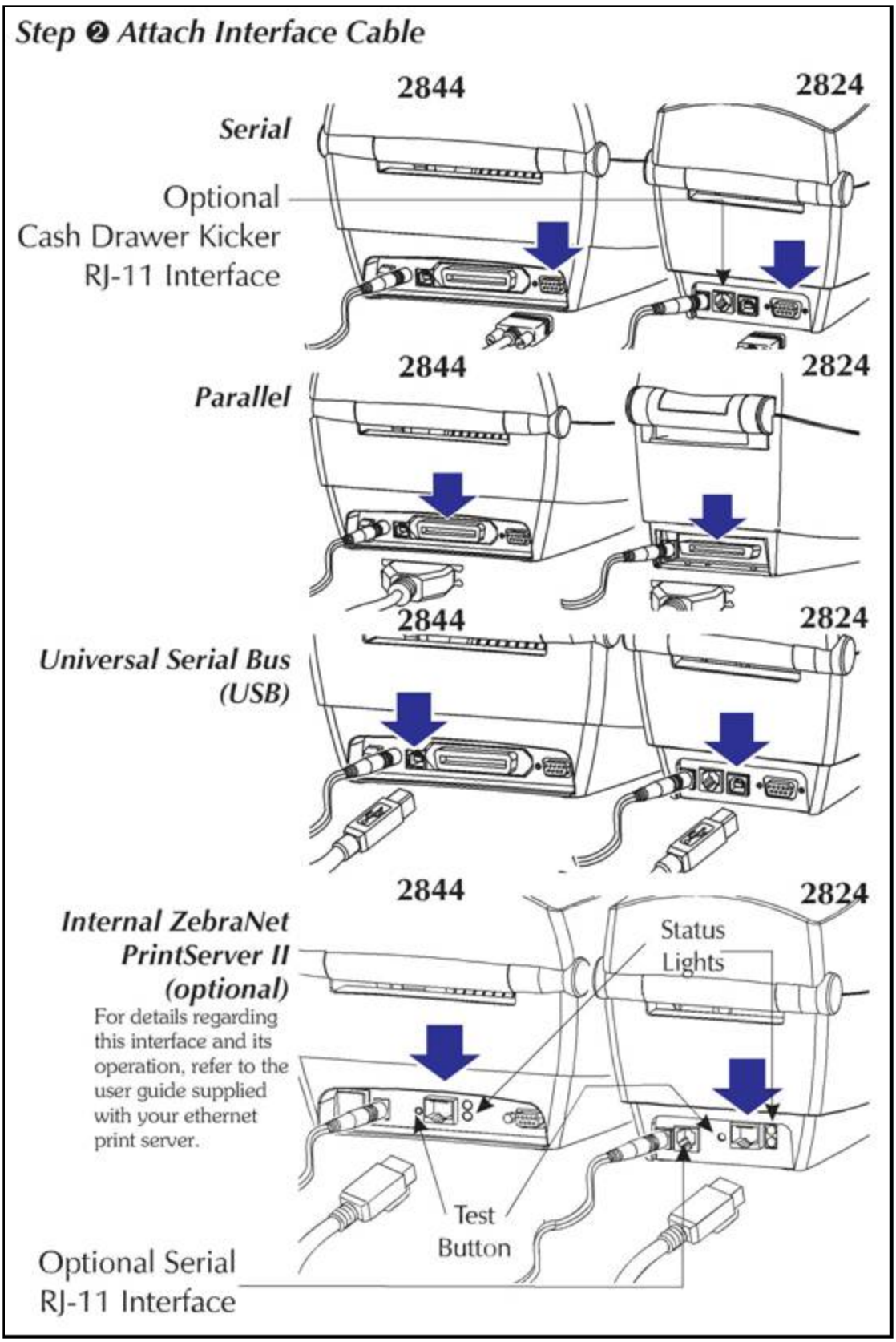
Plug in Power Module



Plug in Power Cord



Plug Power Cord into a Suitable AC Outlet

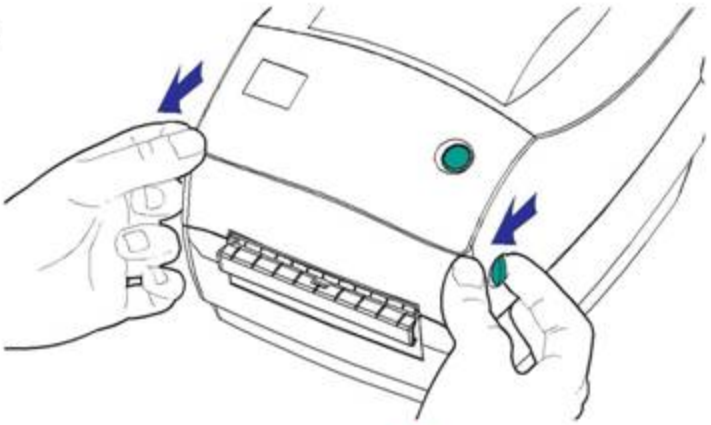

Step ❷ Attach Interface Cable
2844
2824
Serial
Optional
Cash Drawer Kicker
RJ-11 Interface
2844
2824
Parallel
2844
2824
Universal Serial Bus
(USB)
2844
2824
Internal ZebraNet
PrintServer II
(optional)
For details regarding this interface and its operation, refer to the user guide supplied with your ethernet print server.
Status
Lights
Test
Button
Optional Serial
RJ-11 Interface

Step ❸ Load Media

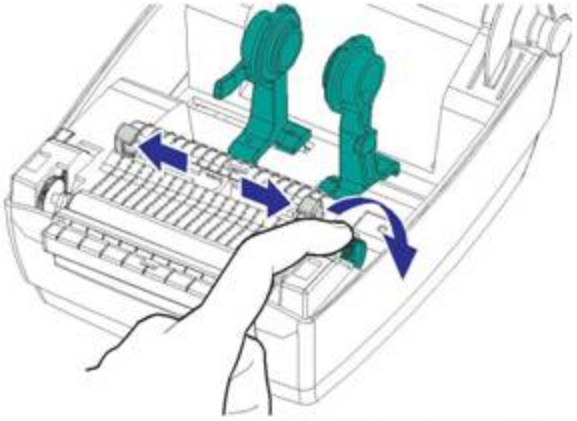
Open Cover

TLP 2844 LP 2844

TLP 2824 LP 2824

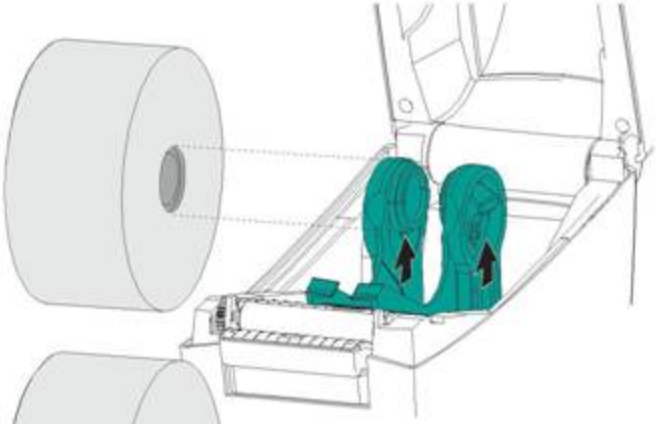


Open Guides

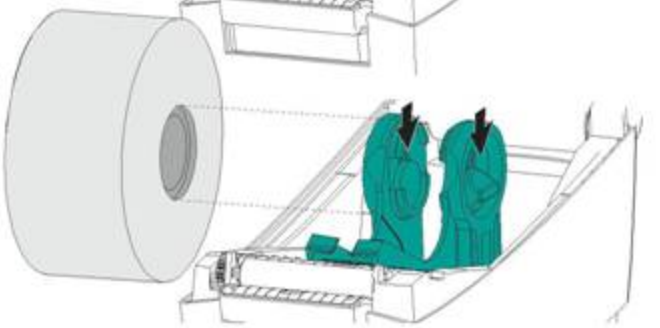


2824

Adjust Holders
1.0 inch
2.5 cm



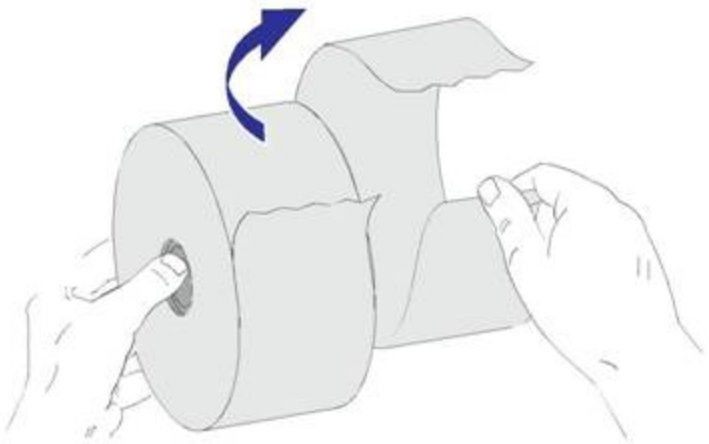
1.5 inch
3.8 cm



Load Media - continued

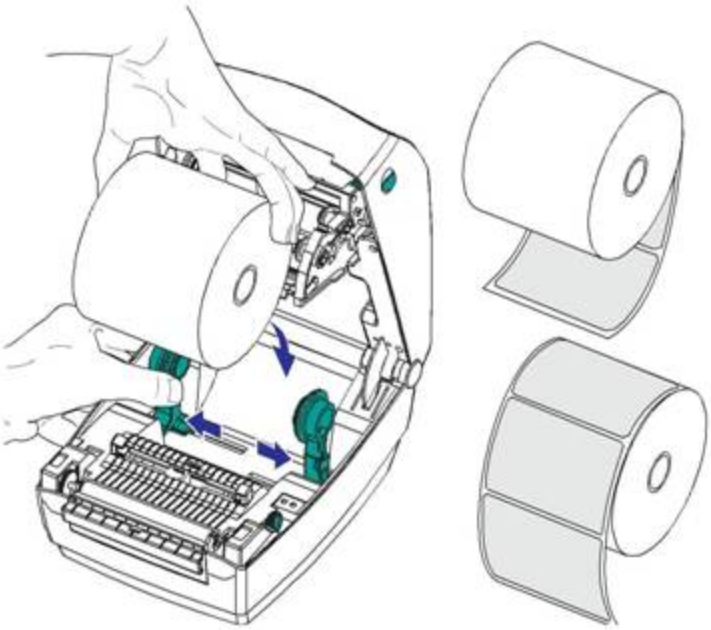
Remove the outside length of media

For more information on media preparation, refer to Appendix A.



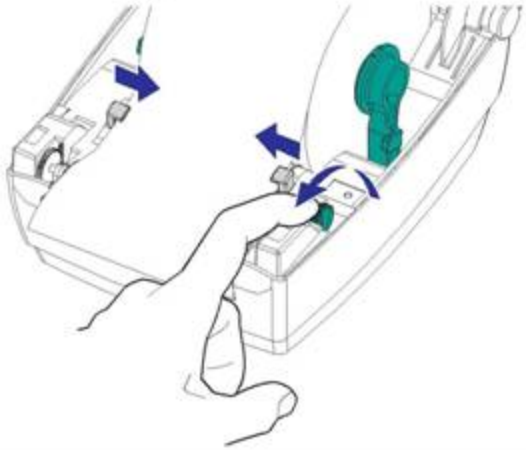
Install Roll

Note: Find the instructions for preparing media in Appendix A.



Close Guides to the Width of the Media

Note: When using linerfree labels, adjust the guides to the widest position

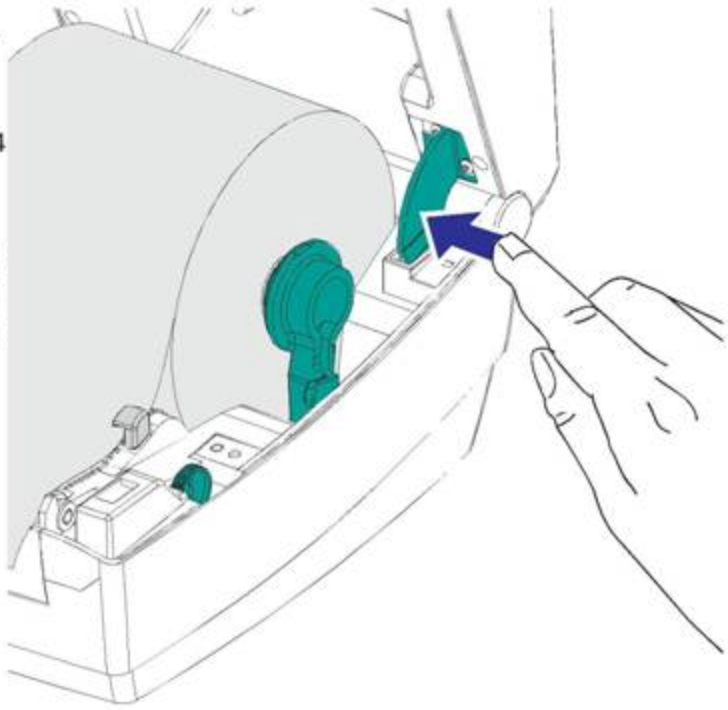


Load Media - continued

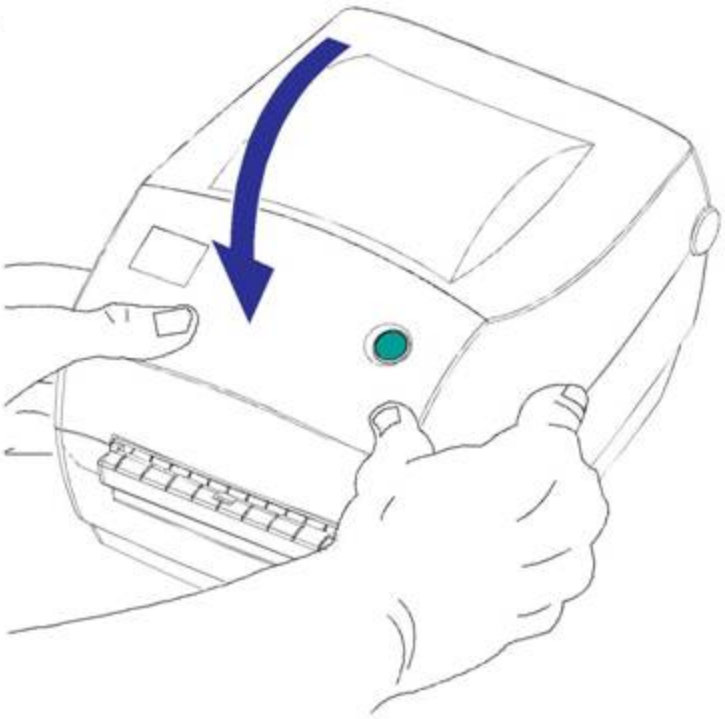
Release Cover

TLP 2844 TLP 2824

Note: This step applies to thermal transfer printers



Close Cover



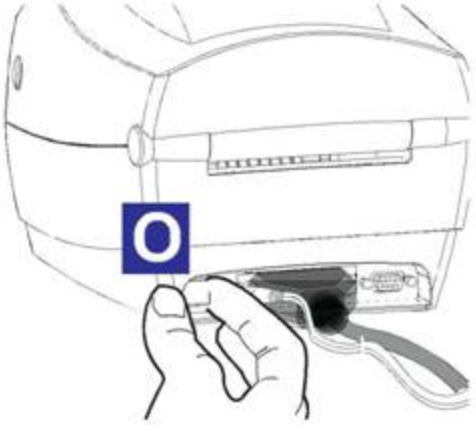
Step ❹ AutoSense Media Gap Sensing

TLP 2844 LP 2844

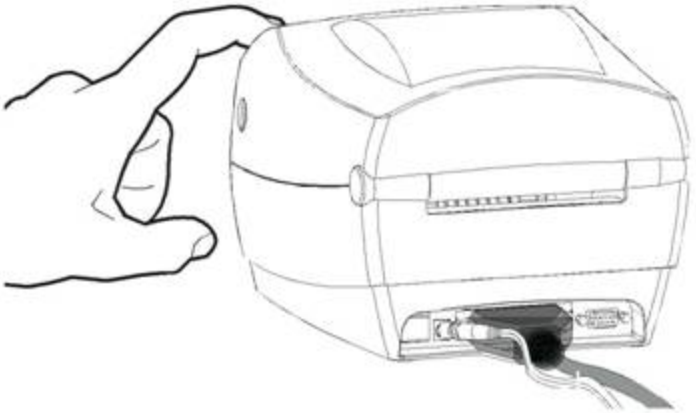
TLP 2824 LP 2824

Perform this procedure when loading a new roll. If your printer has the label dispenser option, turn OFF the label taken sensor.

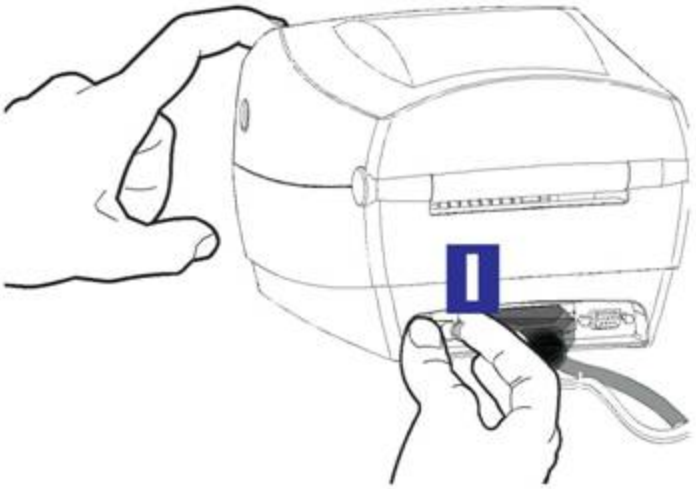
Power OFF



Hold Feed Button

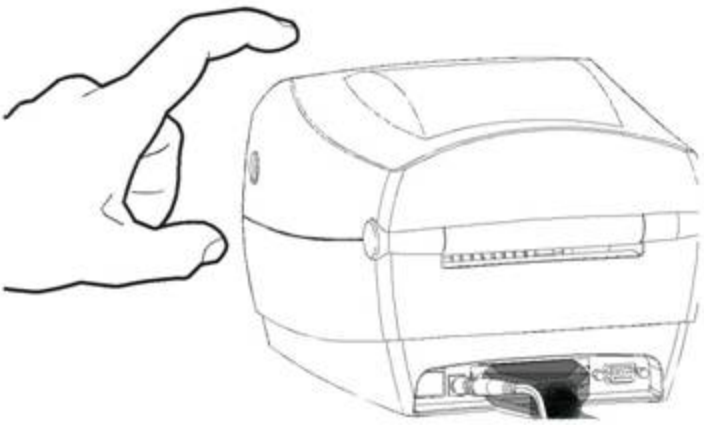


Power ON



AutoSense Gap Sensor Adjustment - continued

When Indicator Flashes, Release Feed Button



Printer Advances Media and Prints Status Summary

Note: Printer is in diagnostic dump mode

```
UKQ1935     16 V3.21
Serial port : 96,N,8,1
Image buffer size:1032K
Fmem:000.0K,016.4K avl
Gmem:000K,0593K avl
Emem:000K,0593K avl
I8,0,001  rY
S2 D10 R016,000 ZT UN
q800 Q01225,026
Option:
04 08 13
now in DUMP
```

Tap Feed Button To Begin Normal Operation

Note: Printer prints "out of DUMP"

If the indicator remains orange or red, see the troubleshooting steps.

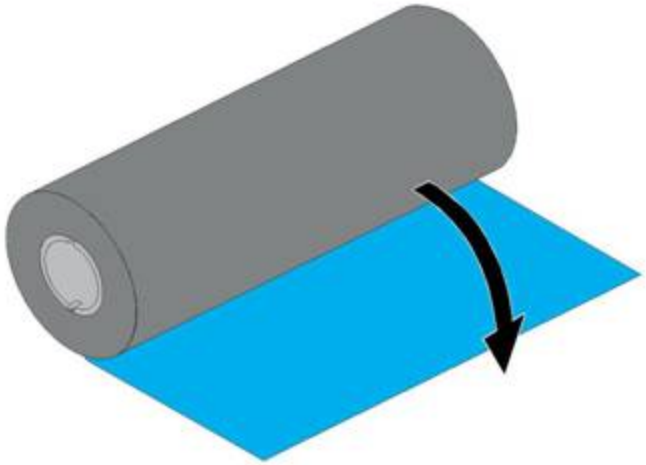
Using Transfer Ribbon

The TLP printer supports both direct thermal media (chemically treated to darken when heated) and thermal transfer media (accepts wax and/or resin transferred off a ribbon).

Step ❶ Prepare Ribbon

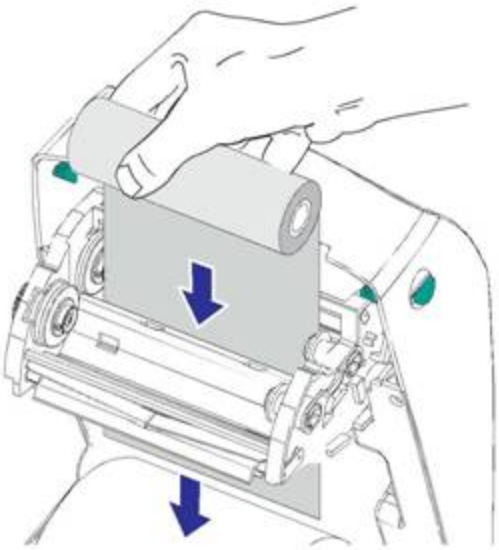
Pull Adhesive Strip Free

TLP 2844 TLP 2824

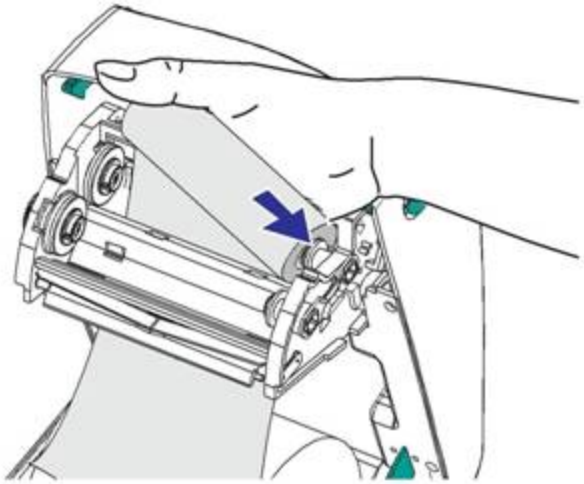


Step ❷ Install Supply Roll

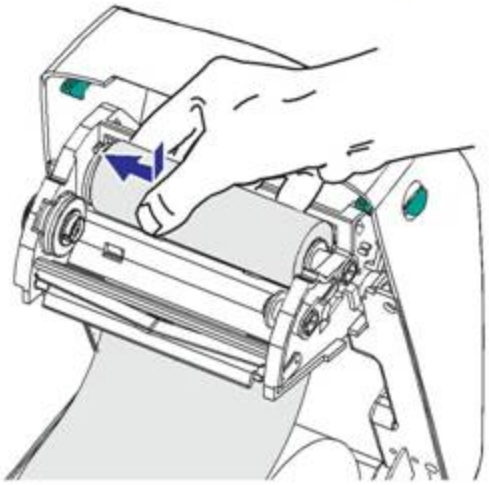
Thread Ribbon Through Carriage



Press onto Hub

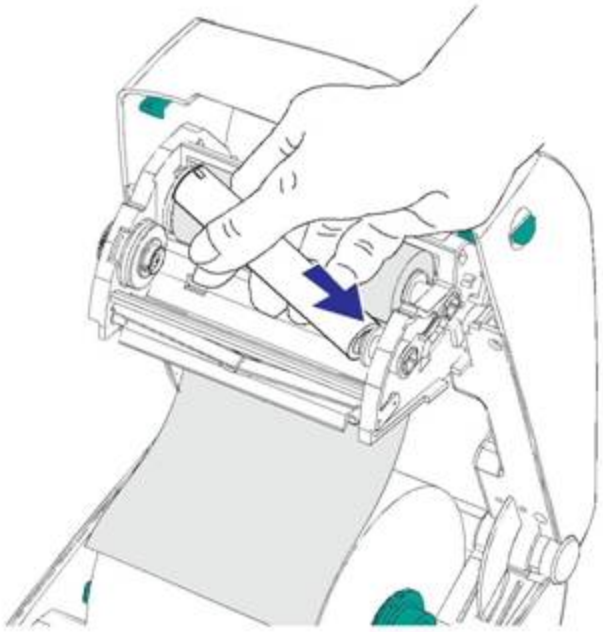


Align Notches onto Hub Spokes

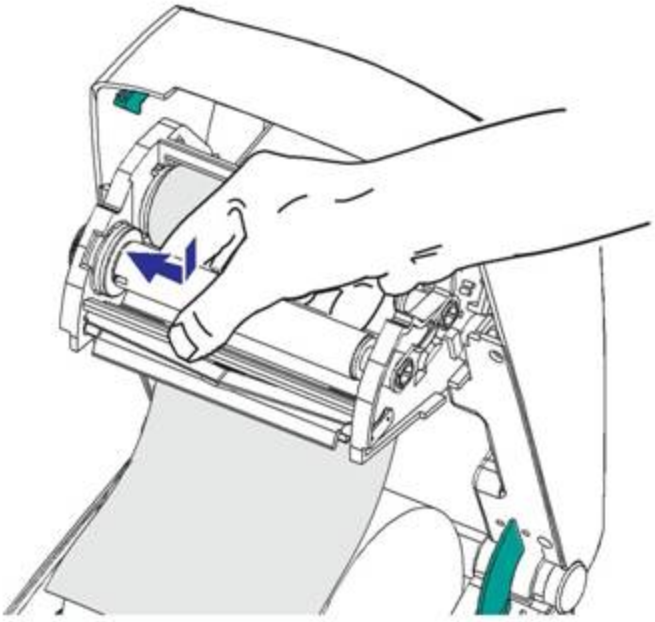


Step ❸ Install Take-Up Core

Press onto Hub

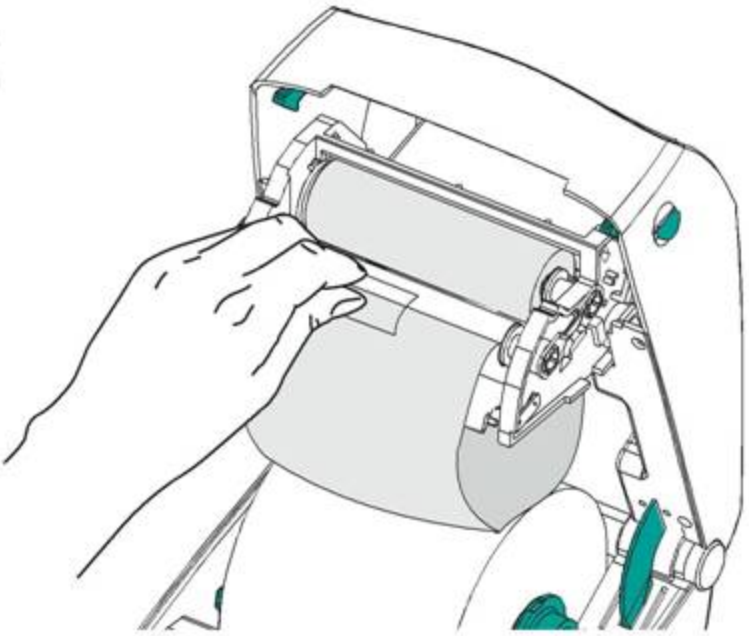


Align Notches onto Hub Spokes



Step ❹ Tighten Ribbon

Attach Ribbon to Take-Up Core

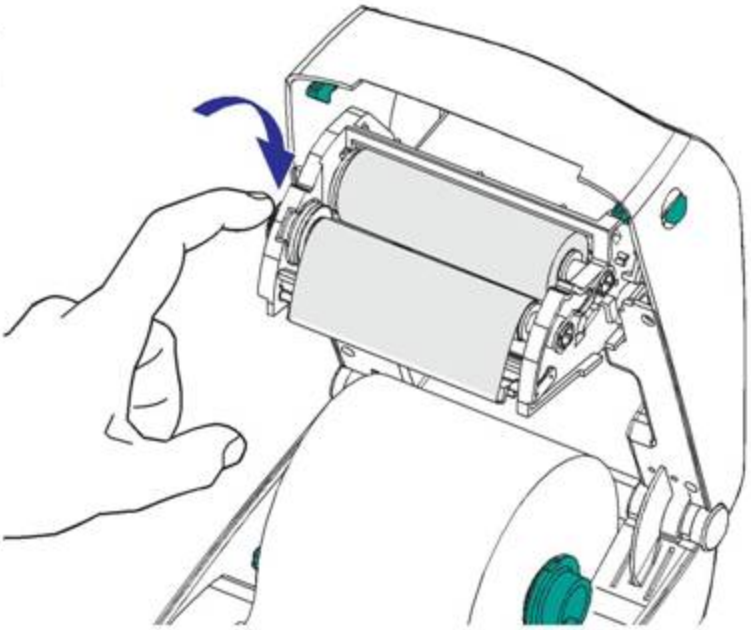


Notes:

Align ribbon so that it will be taken straight onto core.

Use the adhesive strip on new rolls; otherwise, use tape.

Remove Slack From Ribbon



When using ribbon, make sure you also use thermal transfer media.

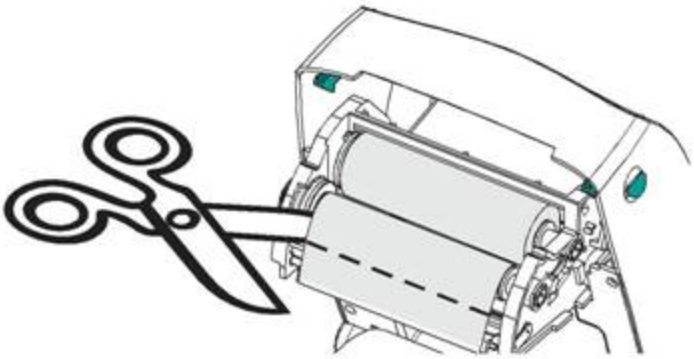
Adding a New Transfer Ribbon

If ribbon runs out in the middle of a print job, the indicator lights orange and the printer waits for you to add a fresh roll. Keep the power on as you change ribbon. Open the top cover, then cut the used ribbon so you can remove the cores. Load a new ribbon roll (refer to the previous procedure if necessary). Close the top cover. Press the Feed button to restart printing.

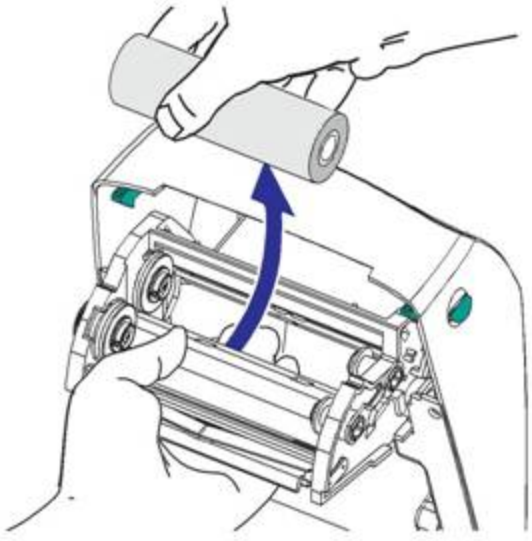
Replacing a Partially Used Transfer Ribbon

To remove used transfer ribbon, cut the ribbon from the take-up roll. Remove the take-up roll and discard used ribbon. Remove the supply roll and tape the end of any fresh ribbon to prevent it from unwrapping. When reinstalling a partially used supply roll, tape the cut end onto the empty take-up roll.

Cut Used Ribbon from Supply



Push Supply Roll Out



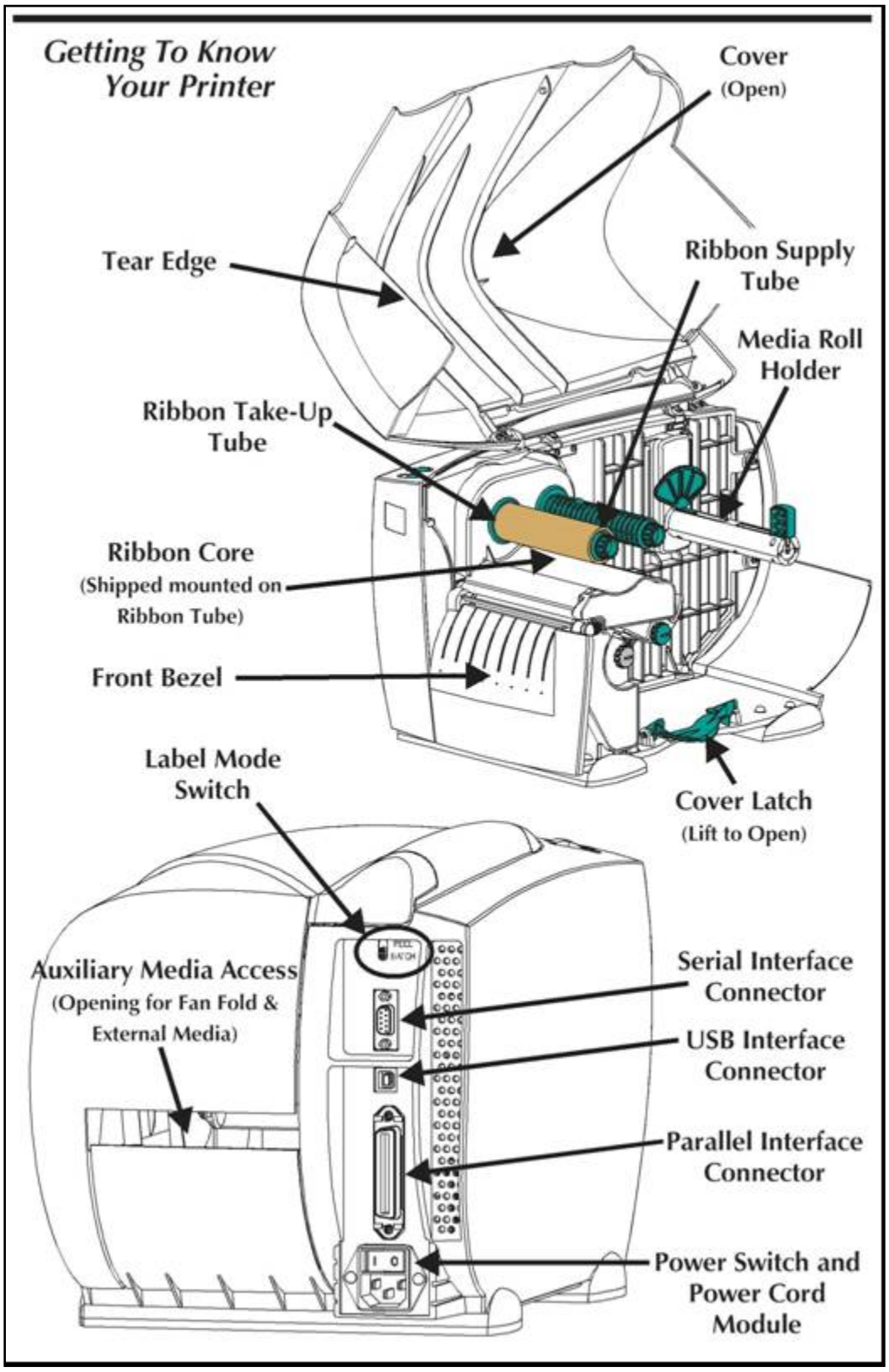
Troubleshooting - Model: TLP2844

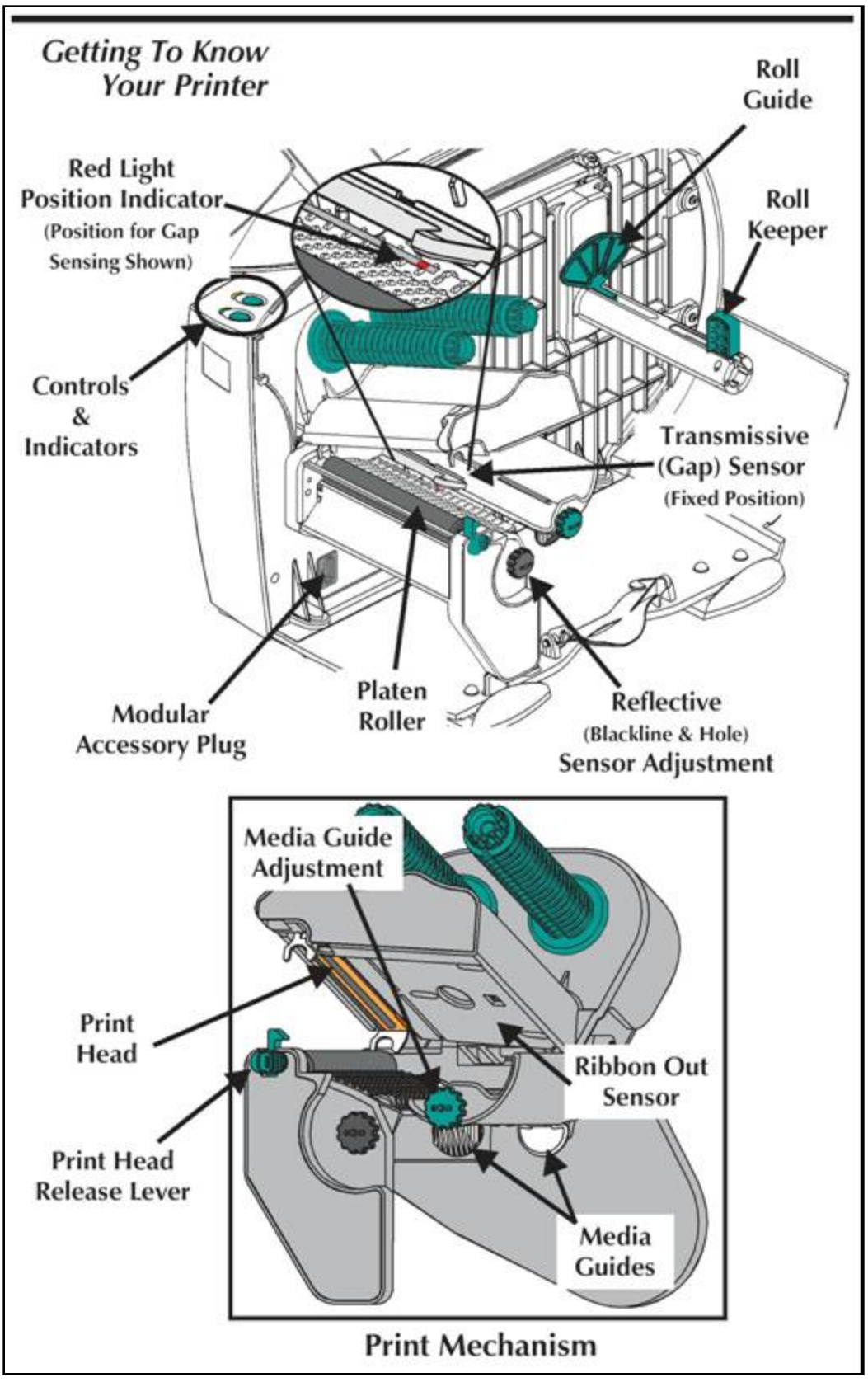
Problem	Solution or Reason
STATUS Indicator	
Does not light after turning ON (**I**) printer.	1. Check power connections from A.C. outlet to power supply to printer. 2. Check that media or ribbon is present.
Blinks GREEN.	1. Printer receiving data through interface. 2. Signal to begin Auto sense after turning
ON printer. Release the FEED button. Lights ORANGE.	1. The optional cover open sensor is active. Press top cover to close and lock. 2. Printer has a syntax or command error. Check program and resend print job.
Blinks RED.	1. Firmware download in process. Indicator lights red, then green.
Lights RED.	1. Media or ribbon is out. Reload a new supply. 2. Power-up failure. 3. Printer ready to receive flash programming during firmware download.
Printer Operation Lights GREEN, but printer will not print.	1. Check interface cable connections from computer to printer. 2. Make sure top cover is locked closed. 3. Check that labels are correct. 4. Verify media has print surface up for printing. 5. Check that transfer ribbon is correctly routed and has the ink side out for thermal transfer printing.

Printer Operation	
Lights GREEN, but printer will not print.	1. Check interface cable connections from computer to printer. 2. Make sure top cover is locked closed. 3. Check that labels are correct. 4. Verify media has print surface up for printing. 5. Check that transfer ribbon is correctly routed and has the ink side out for thermal transfer printing.
Printer Operation--continued Printer appears to be working (media is being fed out), but nothing is printed.	1. Verify that the labels are the correct type. 2. Check that the roll is loaded with the direct thermal side facing up. 3. Clean the print head with cleaning pen. 4. Ensure top cover is locked closed.
Printing is faded or poor quality.	1. Clean the print head with cleaning pen. 2. Adjust print speed/darkness in software. 3. Check the media and verify that print surface is facing up. 4. Check the correct combination thermal transfer ribbon and media are in use.
Prints only partial label or skips a label.	1. Perform Auto sense gap sensor adjustment. 2. Label caught on print head. 3. Top cover is not properly latched. 4. Possible software problem. Check the printer memory configuration.
Printing stops and STATUS indicator lights ORANGE or RED.	1. Perform Auto sense gap sensor adjustment 2. Possible problem with label stock. Use only approved labels and tags. 3. Possible label jam. 4. Insufficient memory for label size. Check the printer memory configuration. 5. Possible software problem.

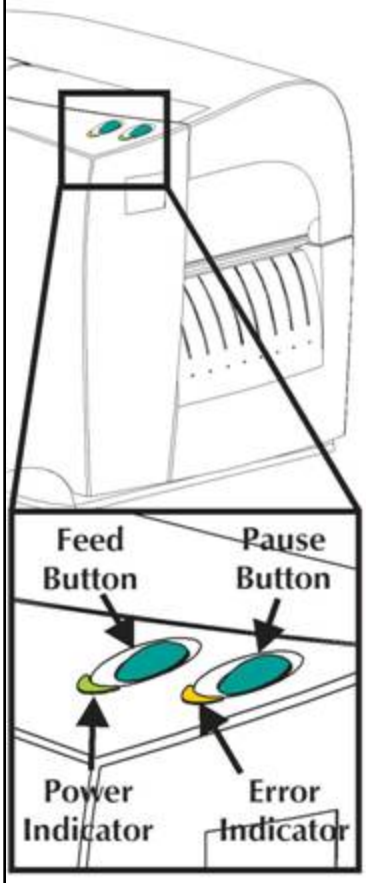
Ribbon Path	
Evident wrinkles result in diagonal stripes on printout.	1. Make sure ribbon mounts straight onto take-up core.
Label Dispenser Printing continues between labels.	1. Make sure label-taken sensor is on. 2. The label-taken sensor is blocked or dirty. Remove any scraps or dust. 3. Continuous media may be set. Verify form length setting through programming
Print one label and stops.	1. Verify the quantity has been correctly set.

HT146


Getting To Know Your Printer
Cover
(Open)
Tear Edge
Ribbon Supply Tube
Media Roll Holder
Ribbon Take-Up Tube
Ribbon Core
(Shipped mounted on Ribbon Tube)
Front Bezel
Label Mode Switch
Cover Latch
(Lift to Open)
Auxiliary Media Access
(Opening for Fan Fold & External Media)
Serial Interface Connector
USB Interface Connector
Parallel Interface Connector
Power Switch and Power Cord Module


Getting To Know Your Printer
Roll Guide
Red Light Position Indicator
(Position for Gap Sensing Shown)
Roll Keeper
Controls & Indicators
Transmissive (Gap) Sensor
(Fixed Position)
Modular Accessory Plug
Platen Roller
Reflective
(Blackline & Hole)
Sensor Adjustment
Media Guide Adjustment
Print Head
Ribbon Out Sensor
Print Head Release Lever
Media Guides
Print Mechanism

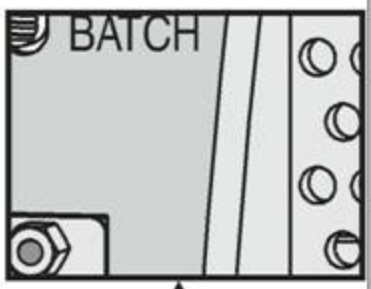
Controls & Indicators

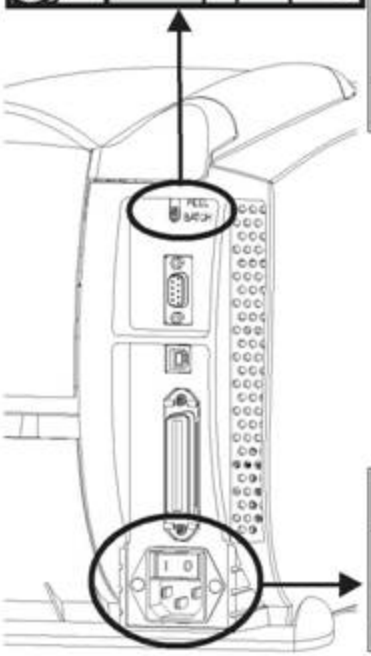


Button	Function
PAUSE	**Press Once** - Halt batch printing.
	Press Second Time - Resume batch printing operation.
FEED	**Press Once** - Feed one label or "form".
	Press & Hold - Feed a single label, stop, feed a single label, stop, and so on until the **FEED** button is released.
PAUSE & FEED	**Press & Hold** a minimum of 3 seconds **to reset the printer.**

Indicator LEDs		Condition Report
POWER (Green)	ERROR (Amber)	
On Solid	OFF	Power On
Flashing	OFF	Pause
OFF	On Solid	Media/Ribbon Out
OFF	On Solid	Hardware Error
OFF	Flashing	Head Open or Rewind Full
On Solid	On Solid	Data/Command Syntax Error

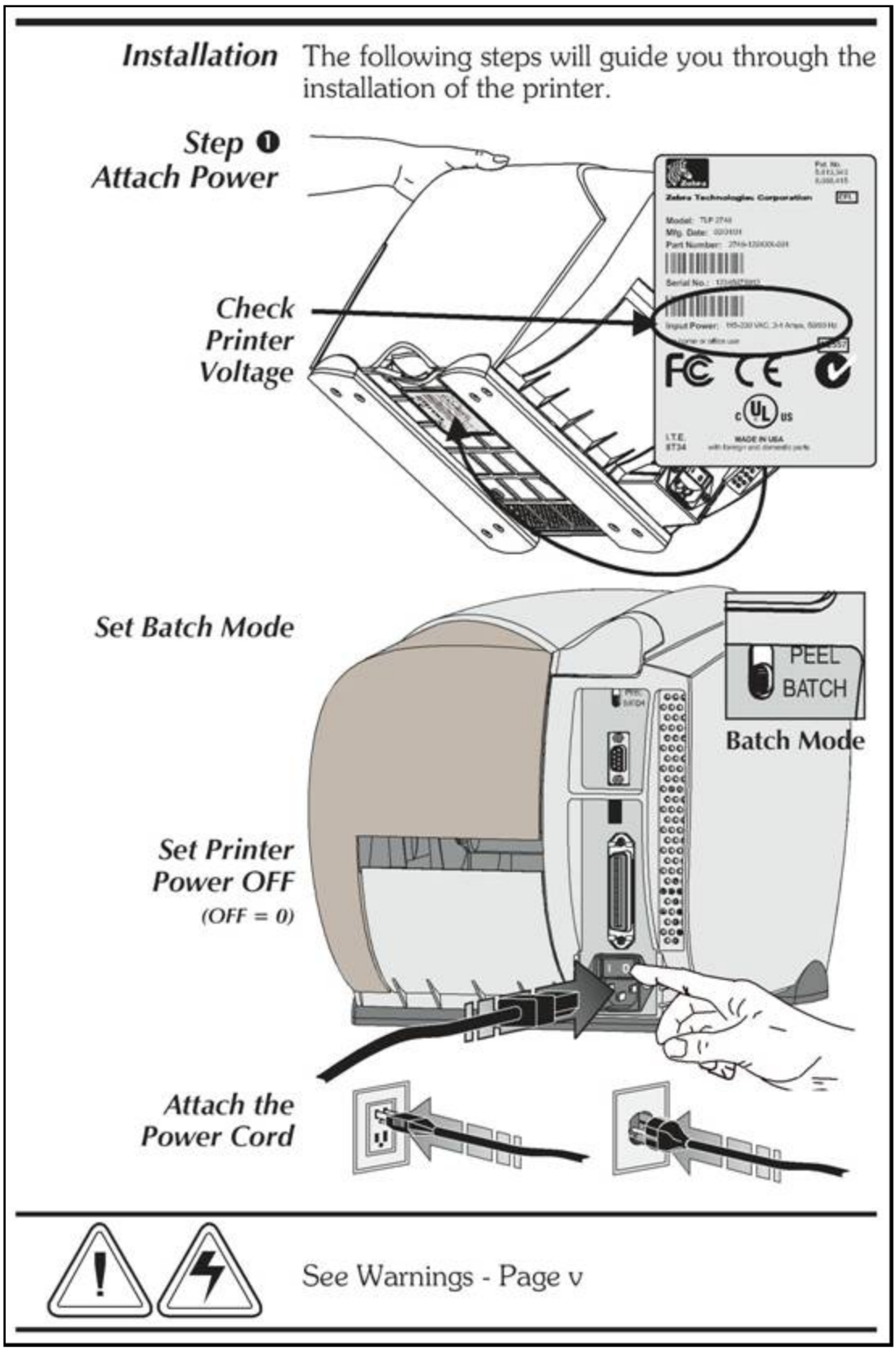
Controls & Indicators

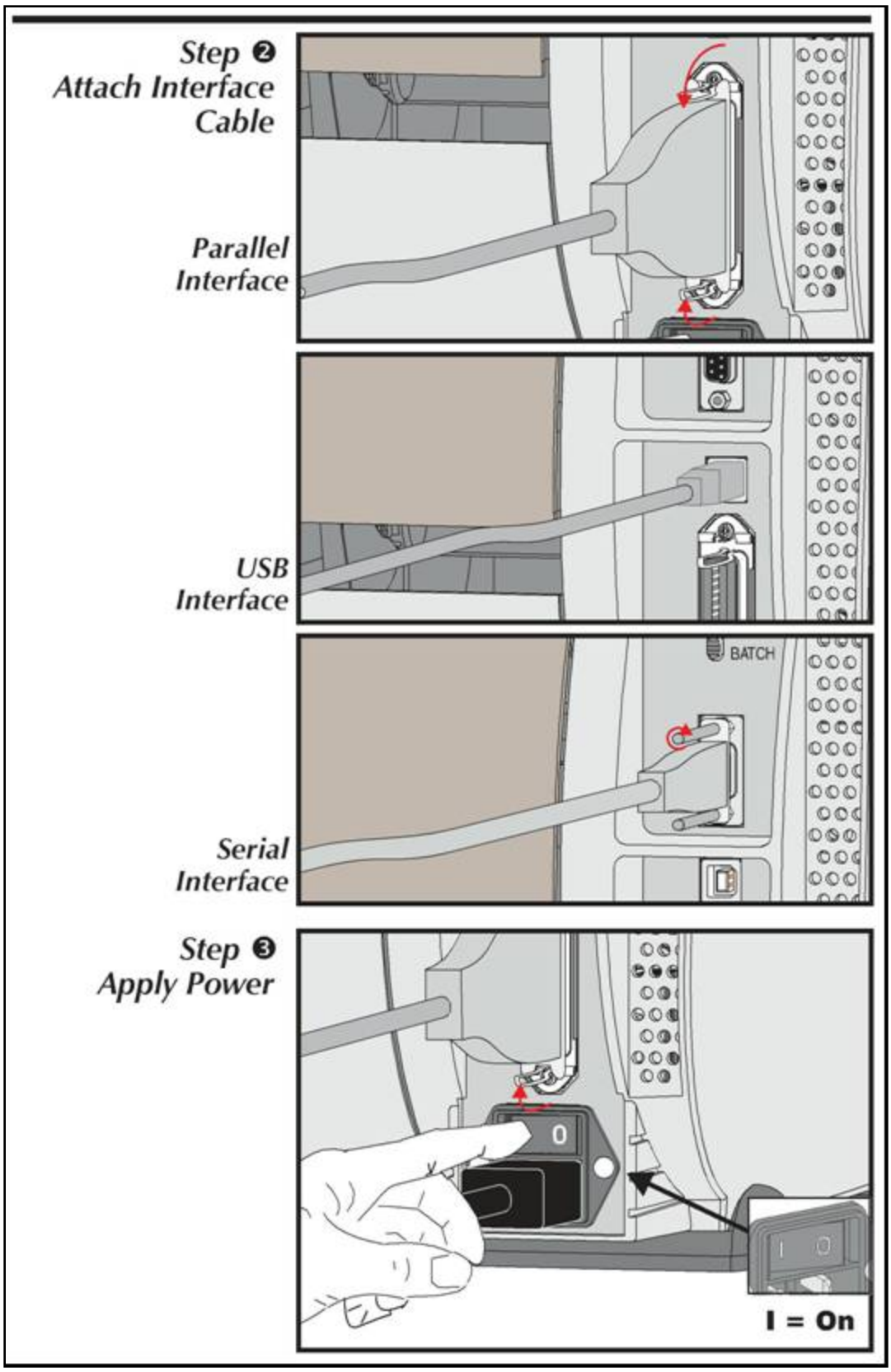




Label Mode Switch	
Mode	**Description**
Batch	Standard operation - Prints one or more labels until the batch form (label) print operation is complete.
Peel with Label Taken Sensor	Print one label and pause. Remove label. Prints next label. Repeats until print operation is completed.
Peel without a Label Taken Sensor	Print one label and pause. Remove label. Press Feed to print next label. Repeat until print operation is completed. (See EPL2 **O** command with **L** parameter).
Note: Reset the printer to initialize the mode change.	

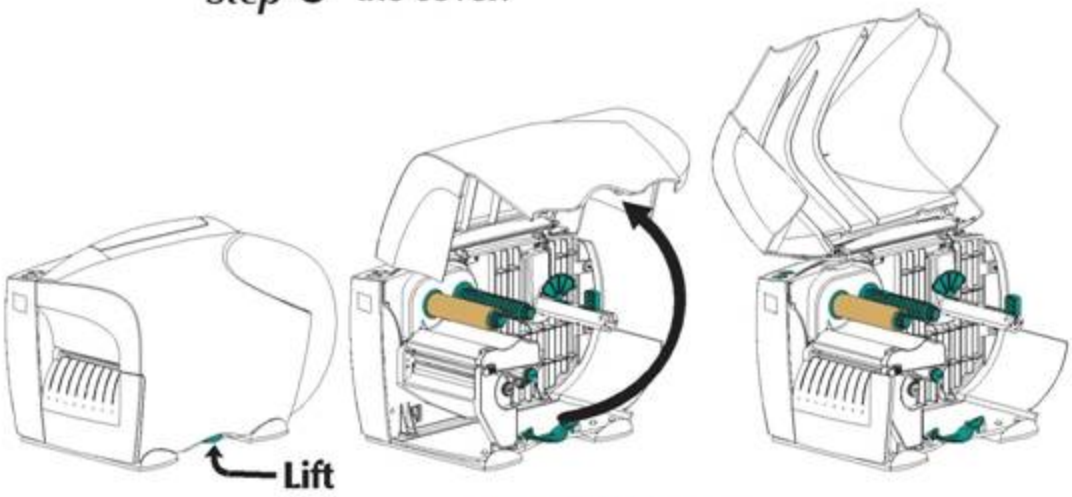
Power Switch			
0 = OFF (8 seconds to power off)		**1 = ON**	


Installation
The following steps will guide you through the installation of the printer.
Step ❶
Attach Power
Check
Printer
Voltage
Set Batch Mode
PEEL
BATCH
Batch Mode
Set Printer
Power OFF
(OFF = 0)
Attach the
Power Cord
See Warnings - Page v


Step ❷
Attach Interface Cable
Parallel Interface
USB Interface
BATCH
Serial Interface
Step ❸
Apply Power
O
I = On

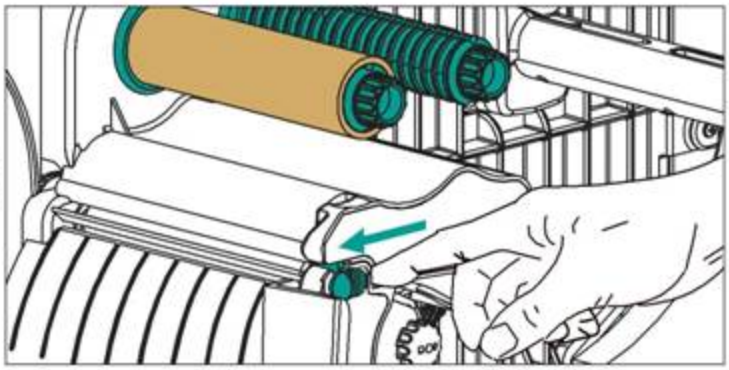
Media Loading

Step ❶ Open the cover. Lift the green latch to unlock the cover.



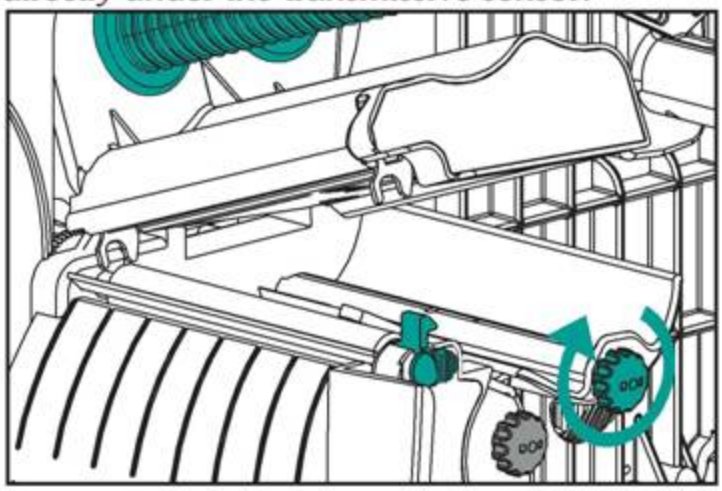
Step ❷

Open the Print Head



Step ❸ Turn the green adjustment knob clockwise to open. Verify the media sensor indicator light is directly under the transmissive sensor.

Open the Media Guides

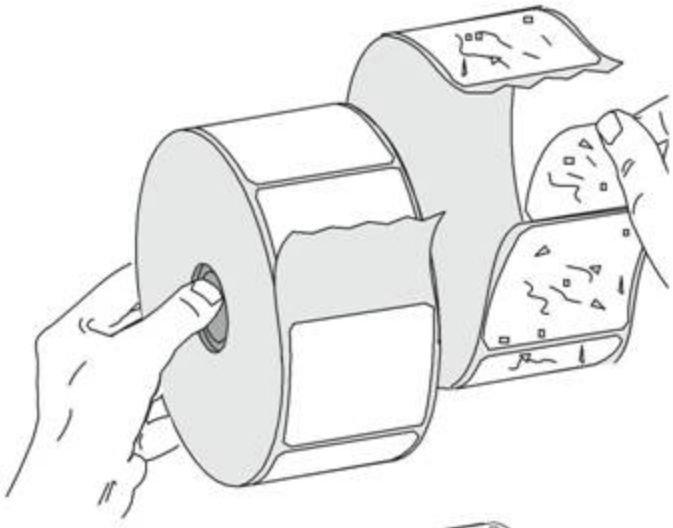


Before You Load Media in the Printer

You must remove the outside length of media (that is, one, full revolution of labels and any liner). When you remove this part of the media, you remove the oils, dust, and adhesives that contaminate it. Tape or adhesive holds the loose end and the outside length of media becomes contaminated when handled or stored.

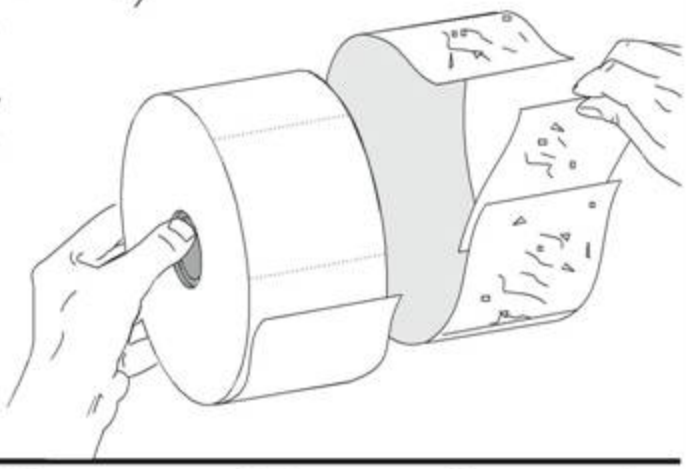
Labels

Remove all labels that are held by adhesives or tape

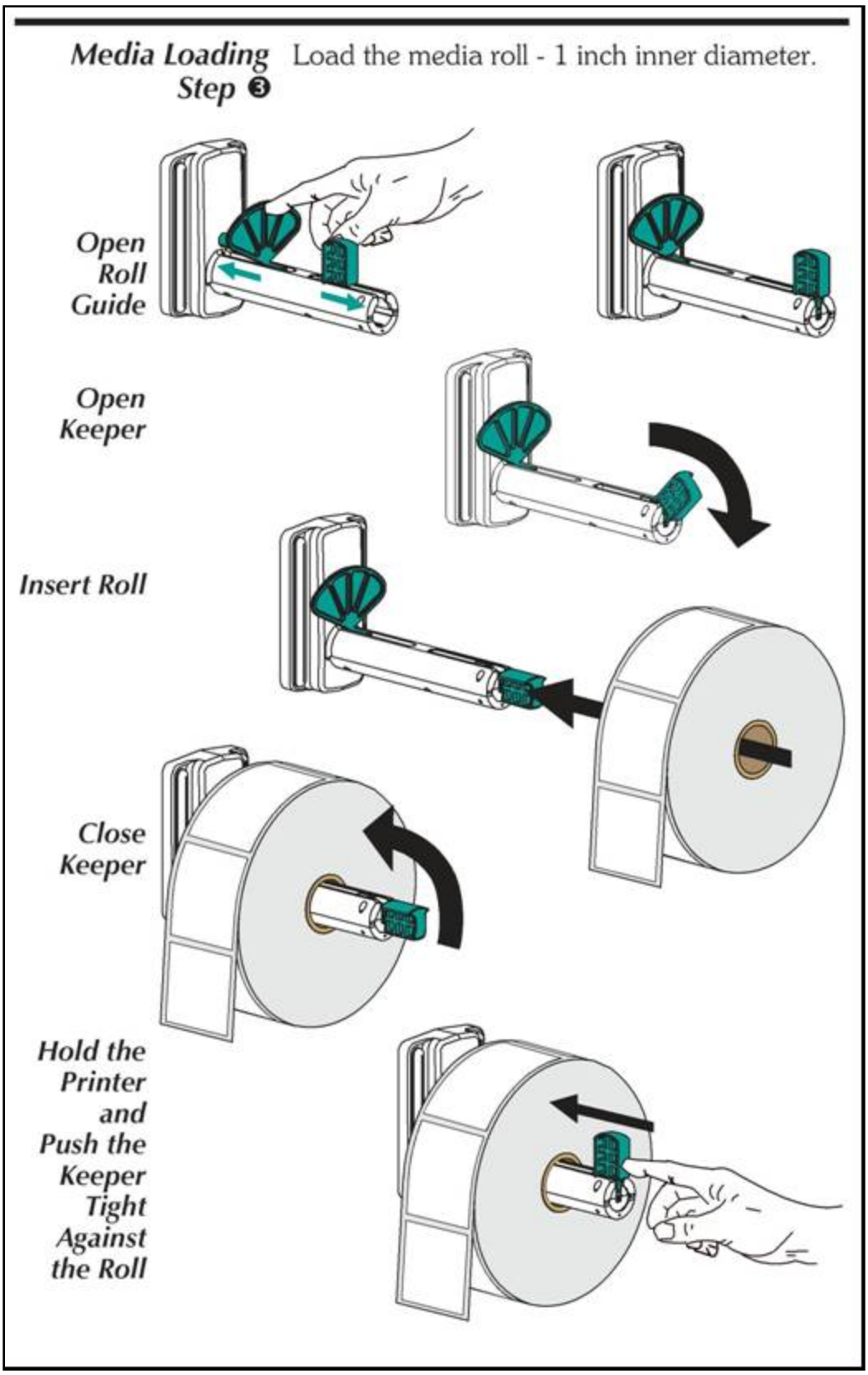


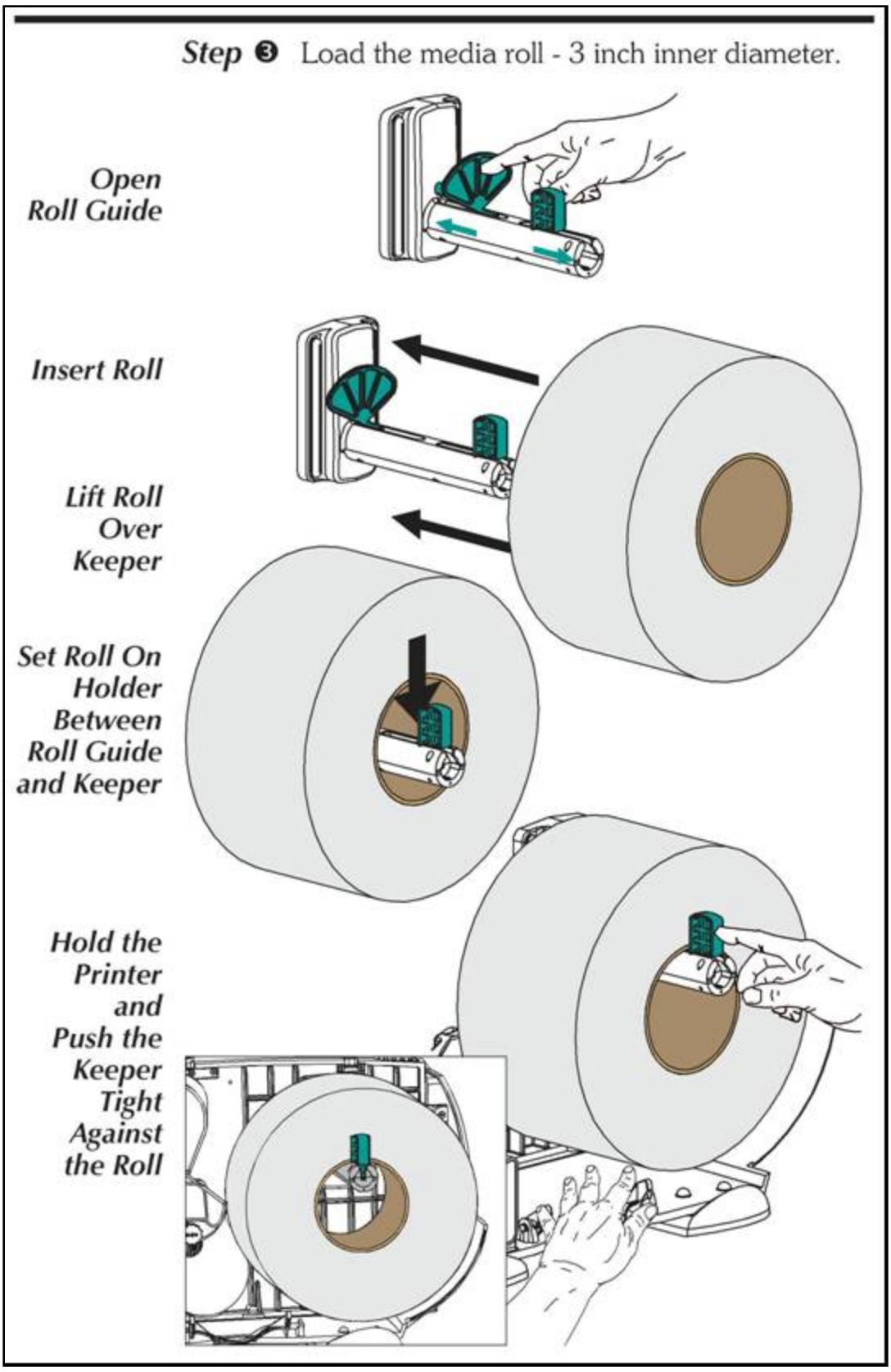
Tag Stock

Detach both ends of the bottom tag



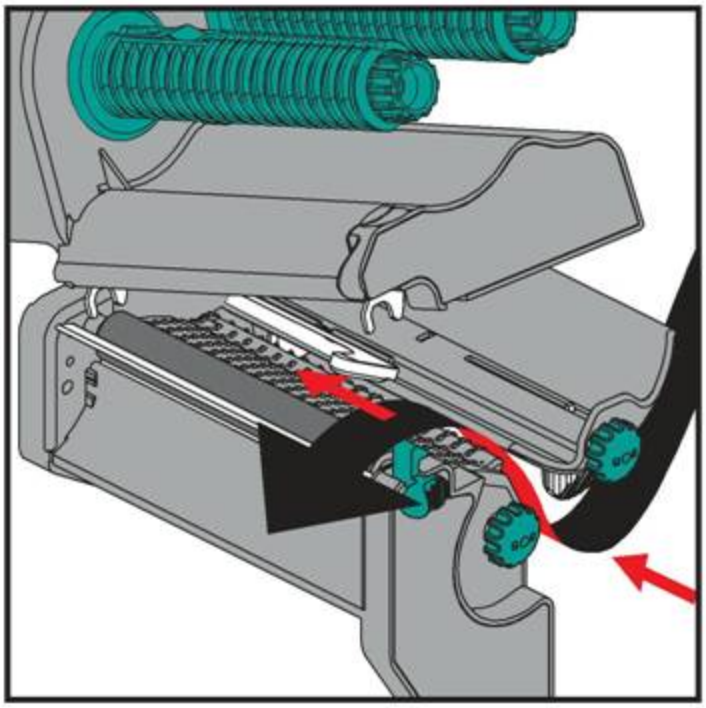
You must avoid dragging adhesive or dirty media between the print head and platen. Such an occurrence damages the print head and is not covered under your warranty. Using clean media prevents damage and reduces wear on the print head and platen.


Media Loading Step ❸
Load the media roll - 1 inch inner diameter.
Open Roll Guide
Open Keeper
Insert Roll
Close Keeper
Hold the Printer and Push the Keeper Tight Against the Roll

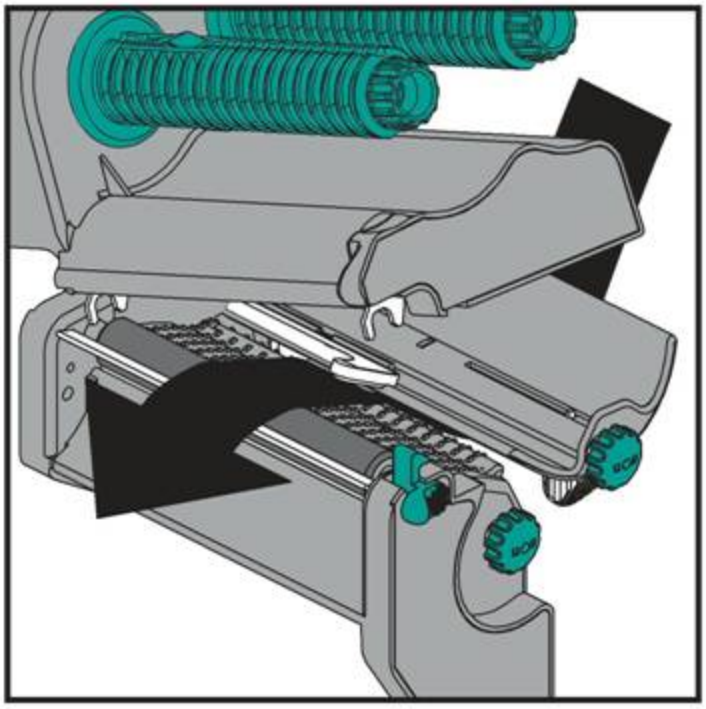

Step ❸ Load the media roll - 3 inch inner diameter.
Open Roll Guide
Insert Roll
Lift Roll Over Keeper
Set Roll On Holder Between Roll Guide and Keeper
Hold the Printer and Push the Keeper Tight Against the Roll

Media Loading Step ❹ Thread the media between the media guide and platen assembly. Center media over the platen roller and under the media sensor.

Thread Media

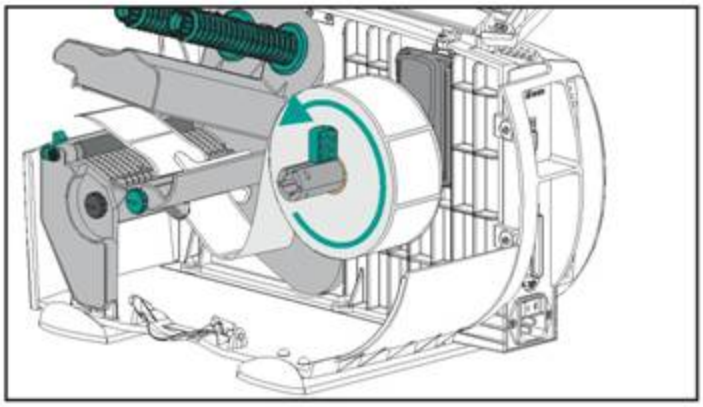


Center Media

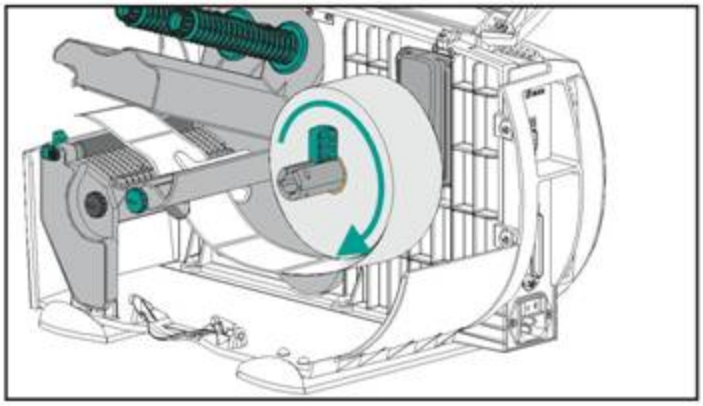


Step ❹ Note the media orientation for the different media delivery methods.

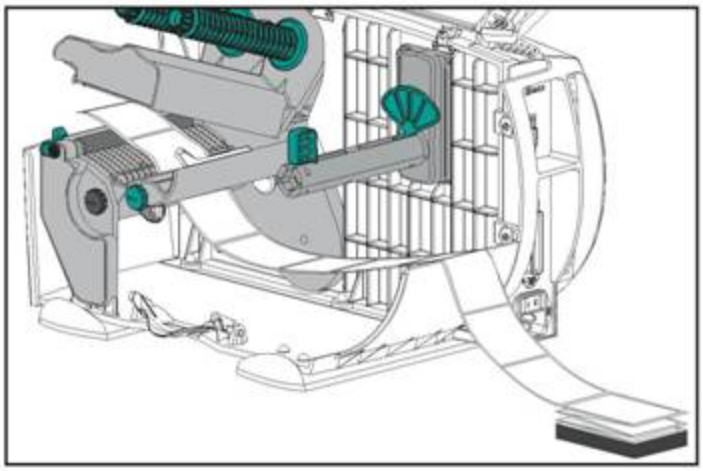
Outside Wound



Inside Wound



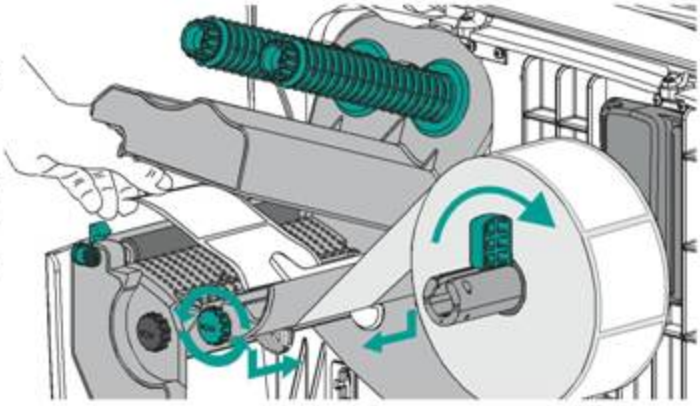
Fan Fold



Media Loading Step ❺ Adjust media guides to match the media width. Turn the adjustment knob clockwise to narrow the guides.

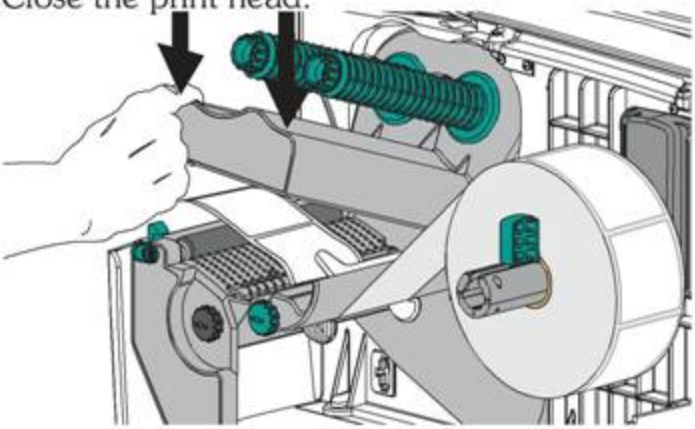
Pull Media Taut

Adjust Media Guides to Media Width



Step ❻ Close the print head.

Close Print Head

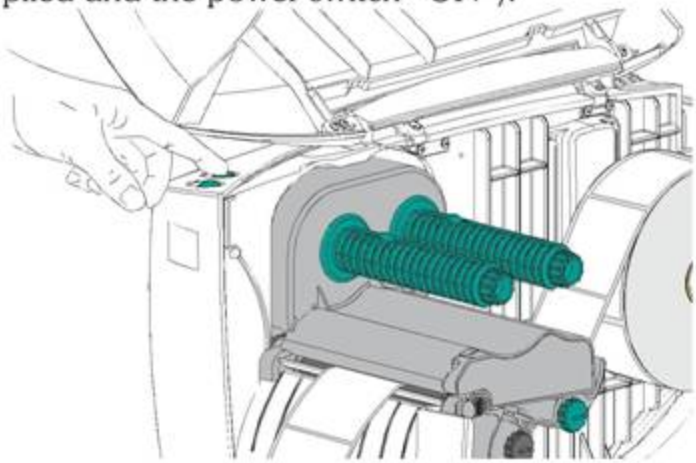


Step ❼ Press the Feed button once (with the power applied and the power switch "ON").

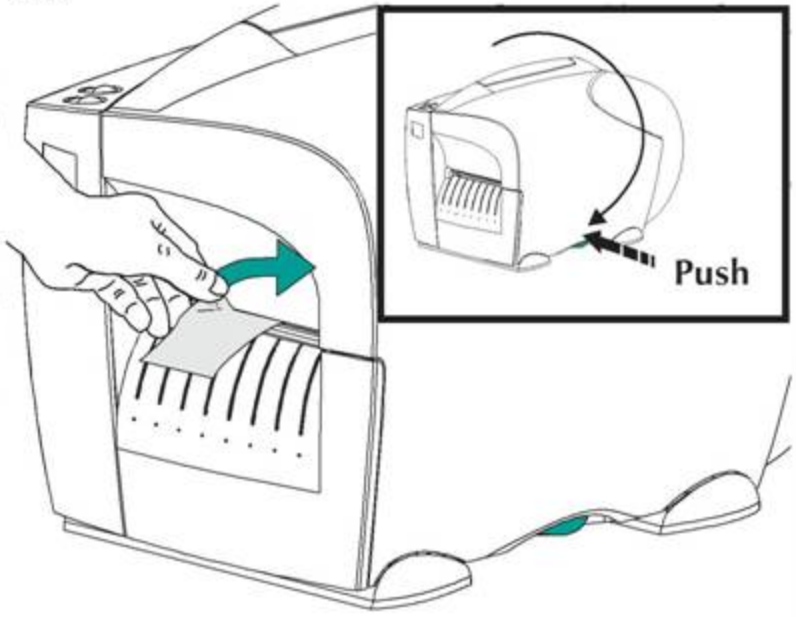
Power ON

Labels Loaded

Press FEED



Step ❽ Close the cover. Remove excess media. Use the tear edge in the cover, directly above the media.



Step ❾ Set label detection parameters for media:

- Use the AutoSense procedure (page 16) for first time use of new media to set transmissive (gap) sensor.
- Use the AutoSense procedure for detection of label and gap lengths.
- Use programming to set continuous media mode. See the **Q** command in the EPL2 programmer's manual for details.

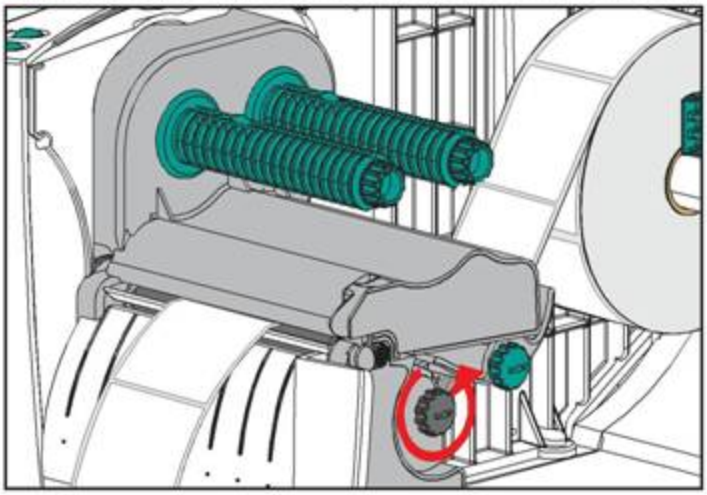
DO NOT turn the power switch OFF (0) while reloading media or data loss may result. Load new media and press the FEED button to automatically resume printing.

Using AutoSense AutoSense sets the sensitivity of the transmissive (gap) sensor, measures and stores the form (label) and gap lengths. For more details on media sensing and sensors see page 65. To activate the AutoSense feature:

Step ❶ Load labels into the printer. Verify that the reflective sensor's location (red light) is under the transmissive sensor for label mode operations.

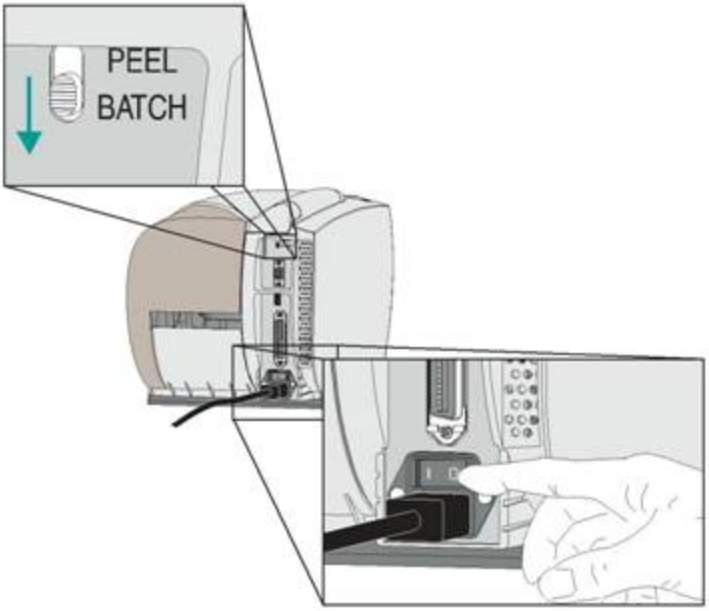
Load Labels

Visually Verify Reflective Sensor Position



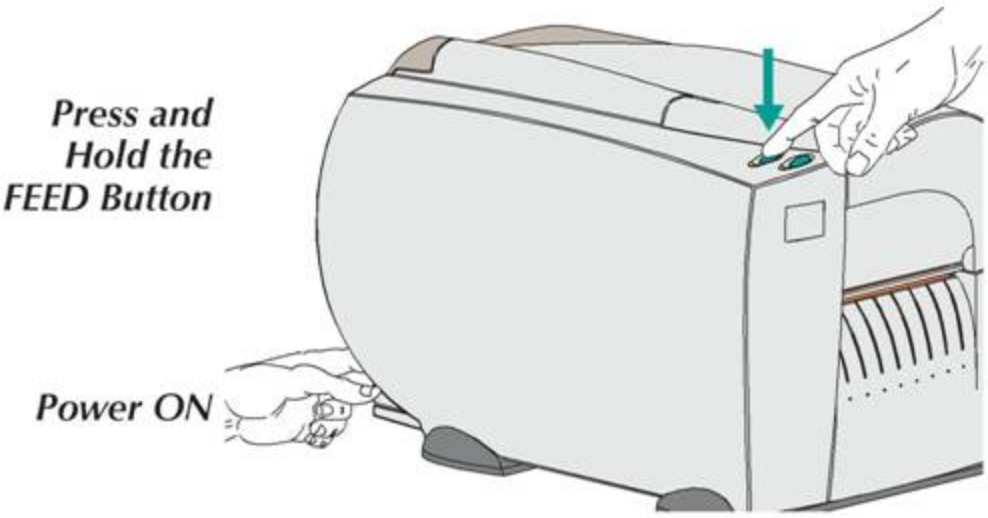
Step ❷ Turn OFF printer power. Set Batch mode. Do not use the peel mode.

Batch Mode

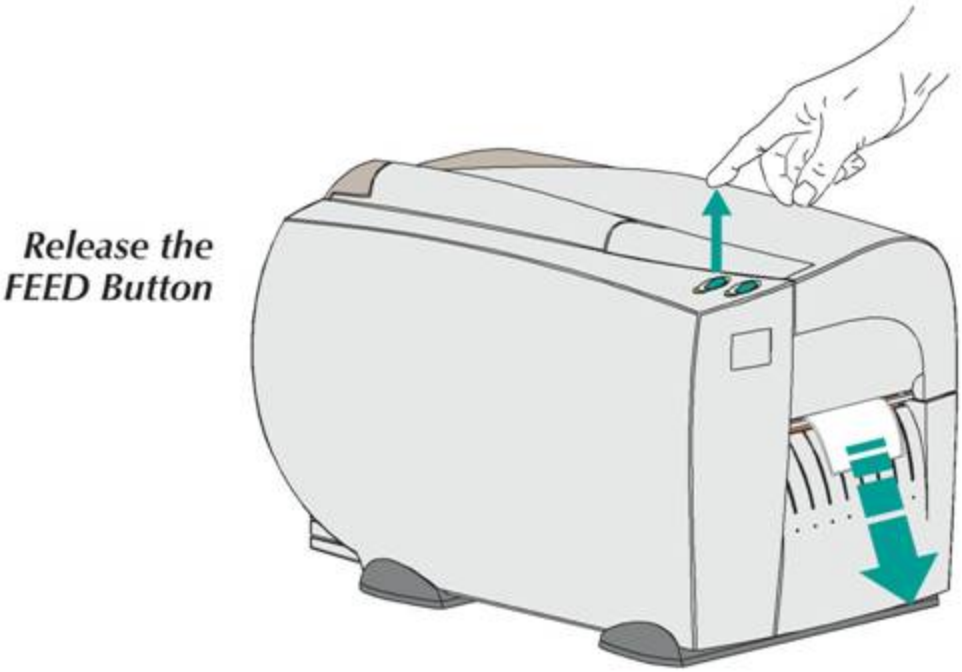


Power OFF

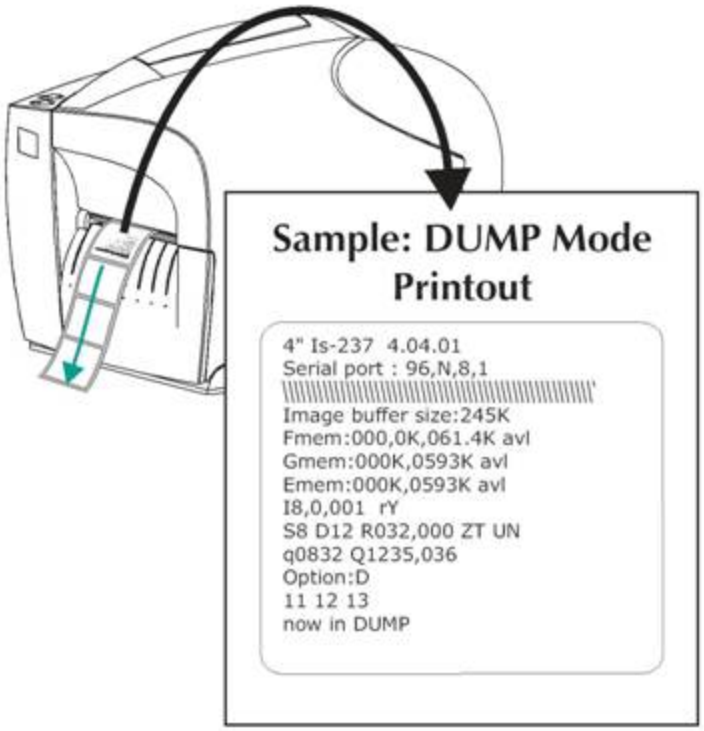
Step ❸ Press and hold the FEED button while turning ON printer power.



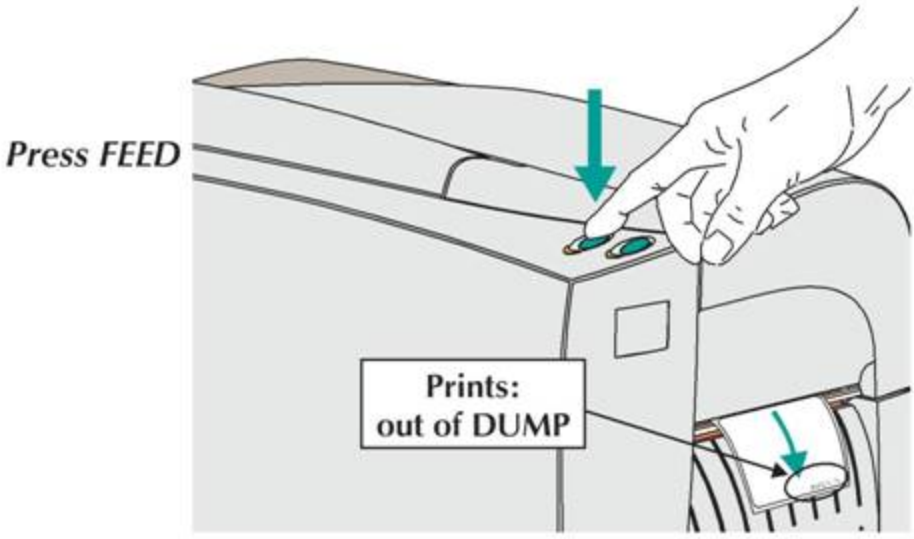
Step ❹ Release the FEED button when the power indicator begins to flash and the label will begin to advance.



Step ❺ The printer will advance 3-4 labels while performing the sensor adjustment. When the adjustment is complete, a status summary label will be printed and the printer will be placed in Diagnostic Dump mode.

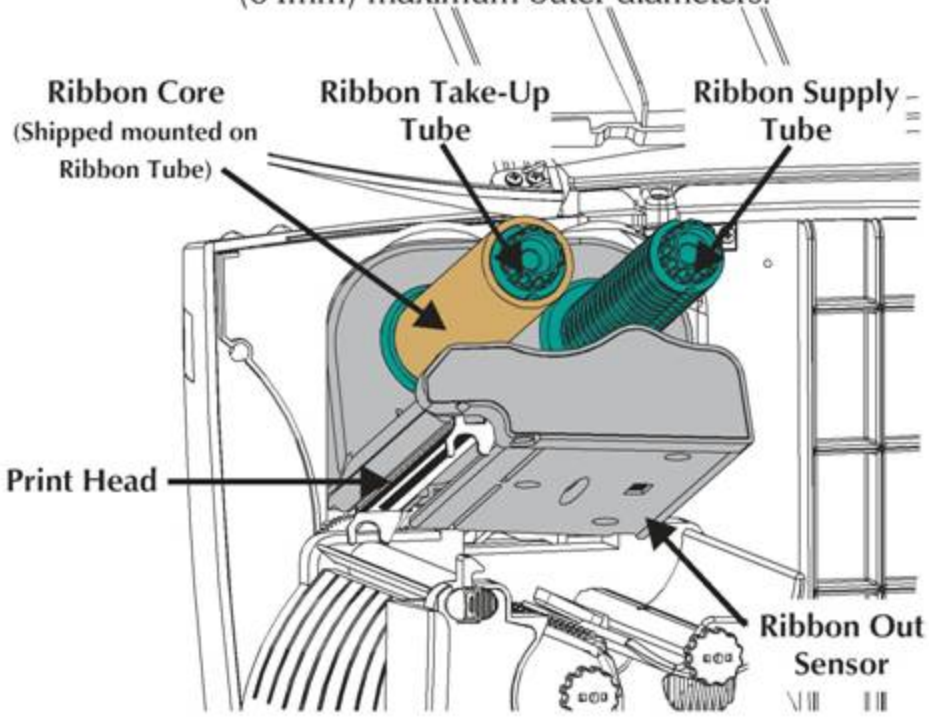


Step ❻ Press the FEED button to exit the Dump mode. Remove excess labels.



Thermal Transfer Printer Features

The thermal transfer printer supports wax, resin, and wax resin ribbons in 1 inch (24.5mm) inner (nominal) and 2.53 inch (64mm) maximum outer diameters.

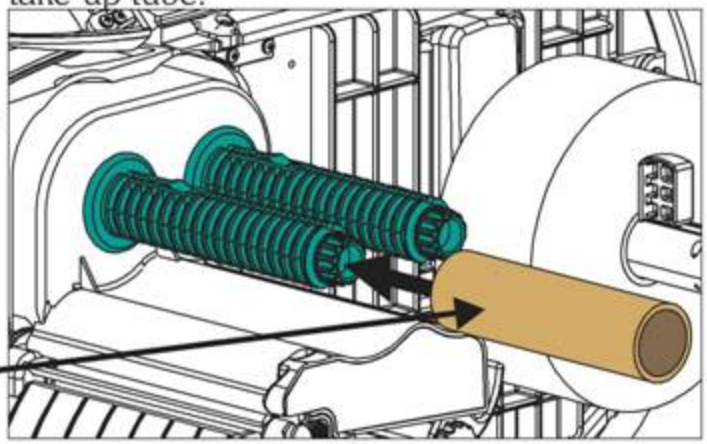


Loading Transfer Ribbon

Refer to the following instructions for installation of the ribbon.

Step ❶ Insert an empty ribbon core on the ribbon take-up tube.

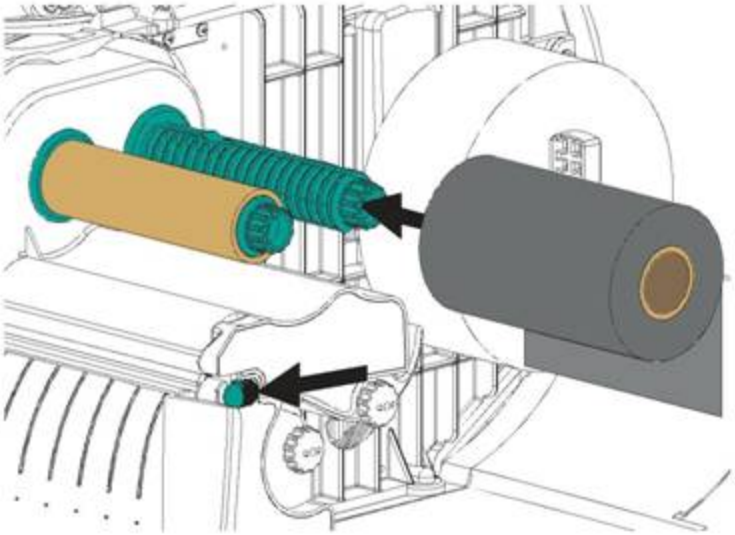
Insert Ribbon Core



Step ❷ Insert a transfer ribbon roll on the ribbon supply tube. The transfer ribbon unwinds clockwise. Open the print head.

Insert Ribbon Roll

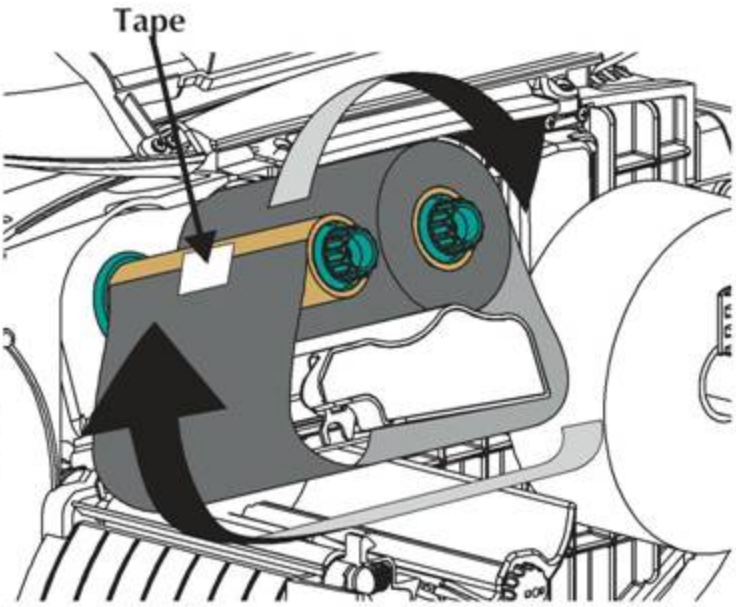
Open Print Head



Step ❸ Thread the transfer ribbon under the print head assembly and clockwise around the ribbon core and take-up tube. Attach the ribbon to the core.

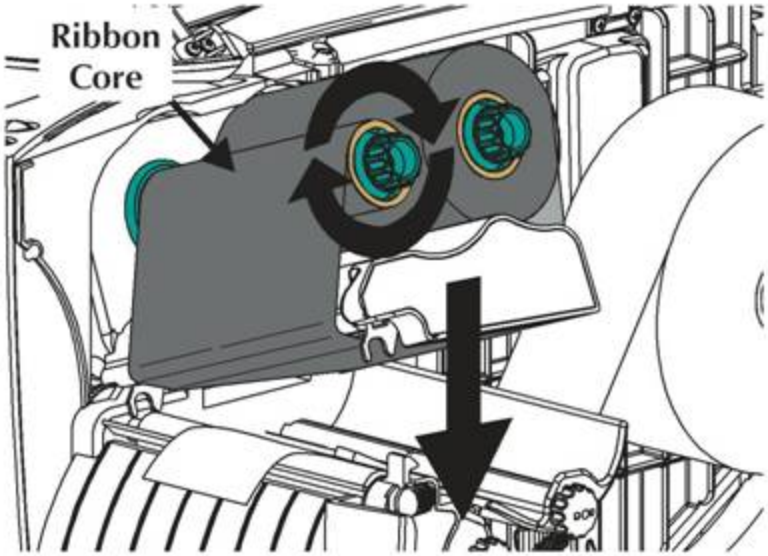
Thread Ribbon

Attach Ribbon to Ribbon Core



Loading Transfer Ribbon - Step ❹

Turn the ribbon take-up tube clockwise a minimum of two (2) times to lock the ribbon on the core.



Step ❺

With printer power ON and media loaded, press the FEED button until approximately 6 inches or 150 mm of media has advanced.

Configuring Thermal Transfer Printing

By default, the thermal transfer printer is set to the direct thermal print mode as configured "Out of the Box". The printer will print thermal transfer media in direct thermal mode, but it will not sense a ribbon out media condition.

The most common method of changing the print mode is to use the Windows printer driver. Select the Ht-146 printer and print a label.

Troubleshooting - Model: HT146

Problem	Solution or Reason
Status indicators do not light with printer power ON (=1).	1. Check power connections from the printer to the outlet.
With the POWER indicator GREEN, the printer appears to be working, but nothing is printed.	1. Verify that the labels are the correct type. 2. Check the roll and verify that the print surface faces up for printing. 3. Check that the transfer ribbon is correctly routed and has the ink side out for thermal transfer printing, only.
Printing stops and the indicators are: Power - Off Error - Amber	1. Check for Out-of-Media or Ribbon condition, missing labels in the middle of a roll, ribbon damage or label jam. 2. Possible problem sensing labels. a) For labels, verify the reflective sensor (light source with red dot) is positioned under the Transmissive sensor. b) Perform Auto sense adjustment. 3. Possible problem with media. a) Gap between the bottom of a label and the top of the next label should be at least 1/16" (1.6mm). b) Use only Zebra approved labels and tags. 4. Possible software/programming problem.
The printer has issued a command and the indicators are: Power - Off Error - Amber	1. Media is not loaded or properly loaded. 2. When direct thermal printing, verify that the programmed mode (or printer driver) is set for direct thermal printing. The printer may be detecting the absence of transfer ribbon.
The printer has issued a command, media moves and then stops. The indicators are: Power - Green Error - Amber	1. Verify that the adjustable reflective media sensor is correctly positioned to detect an inter label gap, index holes (notches), or black marks (stripes). 2. Not detecting label gaps properly. Perform Auto sense.

Printing is faded or poor quality.	1. Clean the print head with cleaning pen. 2. Adjust print speed/darkness in software or with programming. 3. Check the roll and verify that the media print surface is facing up. 4. Verify that the correct combination thermal transfer ribbon and media are in use. 5.- The print head life may have been exceeded if quality is still poor after cleaning.
Printer cuts (melts) through the transfer ribbon. The ribbon is advancing normally, i.e. at the same rate as the media.	1. Verify the density (heat) setting. If this is unknown reduce setting several levels until the transferred ink is clear and the ribbon is not damaged. 2. Verify that the correct media is in use. 3. Verify that the ink (transfer material) side is out on the transfer ribbon roll.

S4M

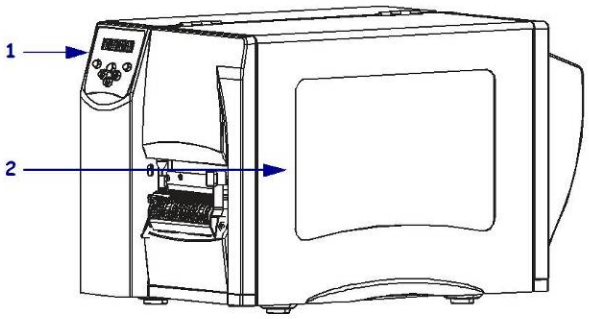
S4M Quick Reference Guide

Use this guide to operate your printer on a daily basis. For more detailed information, refer to the *S4M User Guide*.

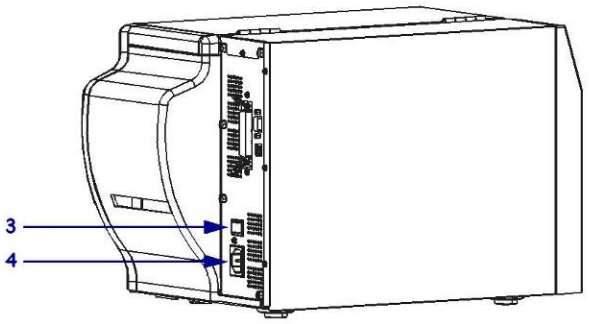
External View

Figure 1 • Exterior of Printer

Front



Rear



1	Control panel
2	Media door
3	Power switch (**O** = Off, **I** = On)
4	AC power connector

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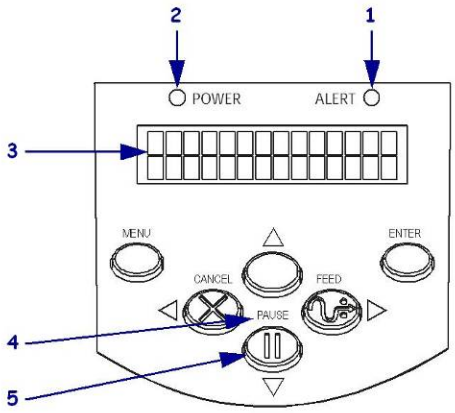
9/21/05

13292L-001 Rev. A

Control Panel

See Figure 2 for the lights that reflect basic operation and the buttons that you may need to press during basic operation.

Figure 2 • Control Panel

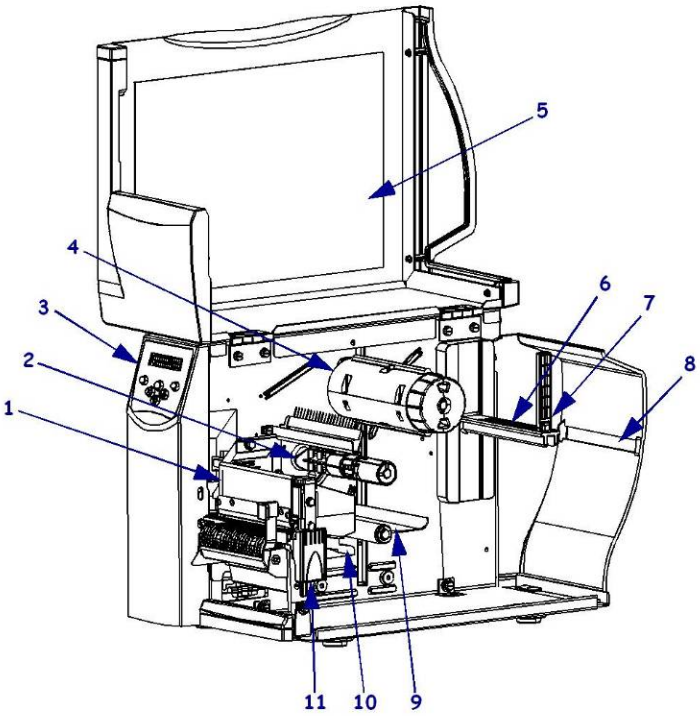


1	Alert light	Blinks or remains on when the printer needs attention.
2	Power light	Indicates that the printer is on.
3	LCD	Shows the printer's operating status.
4	PAUSE light	Blinks when the printer is paused.
5	PAUSE button	Starts or stops printer operation when pressed.

Printer Components

Figure 3 shows the components inside the media compartment of your printer. Depending on installed options, your printer may look slightly different.

Figure 3 • S4M Printer Components



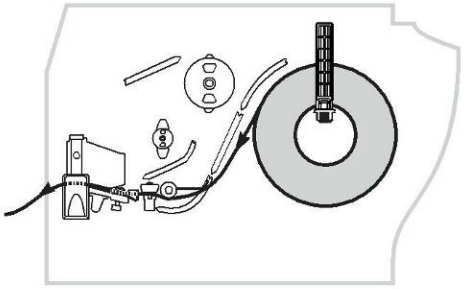
1	Printhead assembly	7	Media supply guide
2	Ribbon supply spindle*	8	Fanfold media slot
3	Control panel	9	Dancer assembly
4	Ribbon take-up spindle*	10	Media guide
5	Media door	11	Printhead release latch
6	Media supply hanger		

* Present only on printers that have the Thermal Transfer option installed.

Load Media

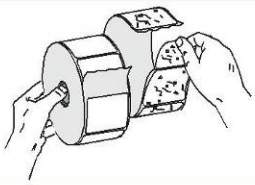
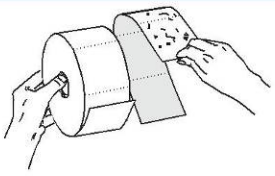
Use the instructions in this section to load roll media in Tear-Off mode (Figure 4). For instructions for loading fanfold media or for loading in different print modes, refer to the *User Guide*.

Figure 4 • Tear-Off Mode Media Path

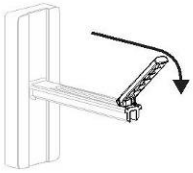


To Load Roll Media in Tear-Off Mode, complete these steps:

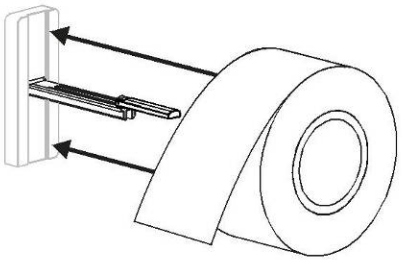
1. Remove and discard one full revolution of labels or tags and any liner.

Labels	Tag Stock
	

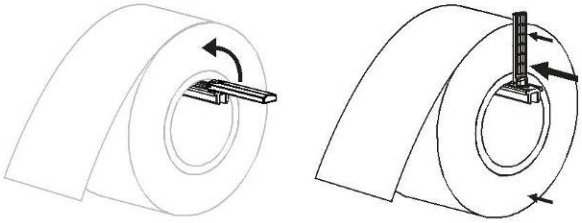
2. Flip down the media supply guide.



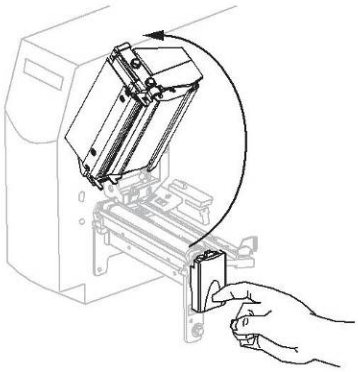
3. Place the roll of media on the media supply hanger. Push the roll as far back as it will go.



4. Flip up the media supply guide, and then slide it in until it touches, but does not restrict, the edge of the roll.

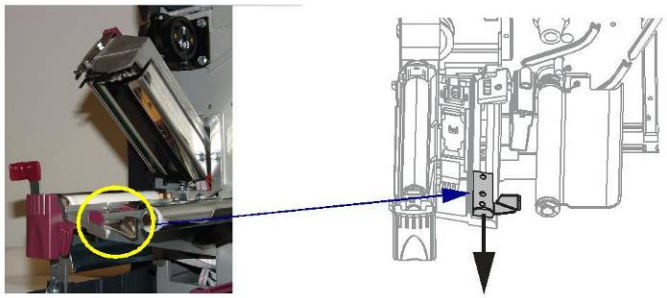


5. Press the printhead release latch to open the printhead assembly. Lift the printhead until it latches open.

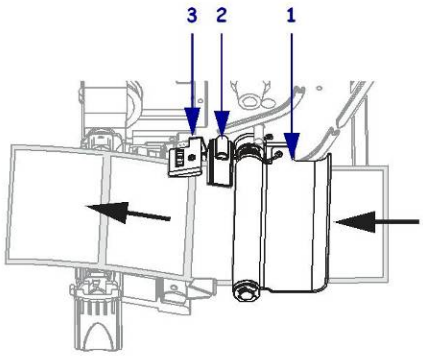


6 | Load Media

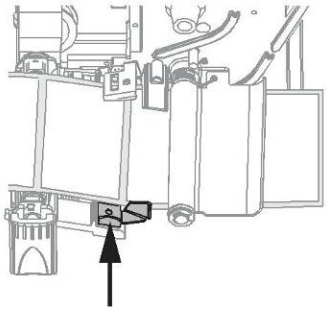
6. Slide out the media guide.



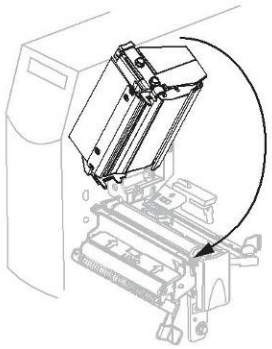
7. Feed the media under the dancer assembly (**1**), through the slot in the transmissive sensor (**2**), and under the ribbon sensor (**3**). Push the media to the back of the transmissive sensor.



8. Slide in the media guide until it just touches the edge of the media.



9. Close the printhead assembly.



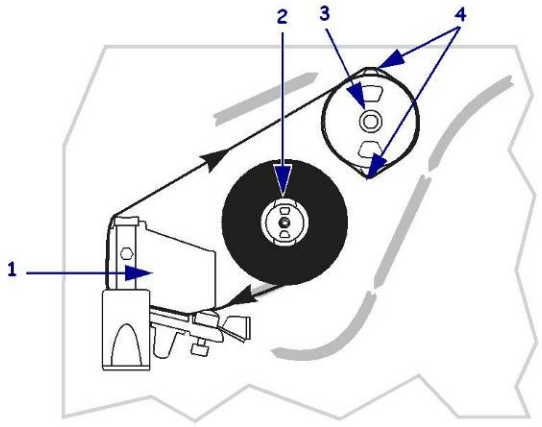
10. If the printer is paused (the PAUSE light is blinking), press PAUSE to enable printing.

Load Ribbon

This section applies only to printers that have the Thermal Transfer option installed.

Note • Always use ribbon that is wider than the media to protect the printhead from wear. For direct thermal printing, do not load ribbon in the printer.

Figure 5 • Ribbon Path

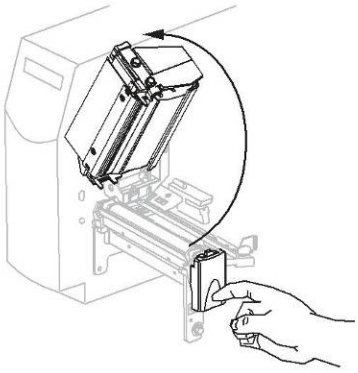


1	Printhead assembly
2	Ribbon supply spindle
3	Ribbon take-up spindle
4	Tension blades

8 | Load Ribbon

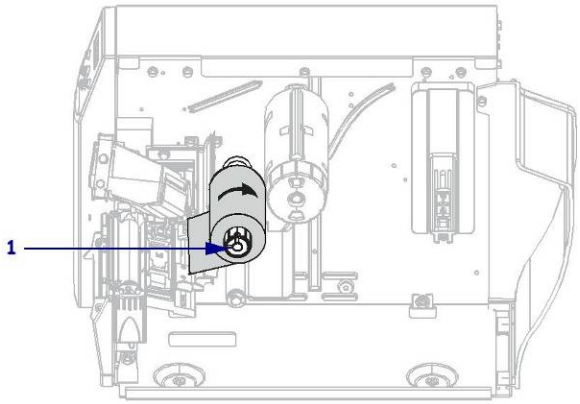
To load ribbon, complete these steps:

1. Press the printhead release latch to open the printhead assembly. Lift the printhead until it latches open.

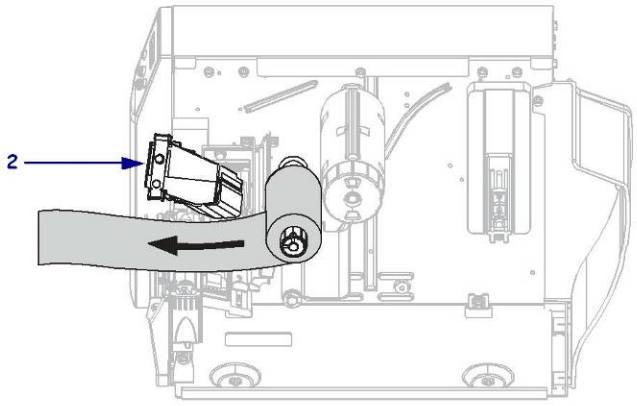


2. Orient the ribbon with the loose end unrolling clockwise.

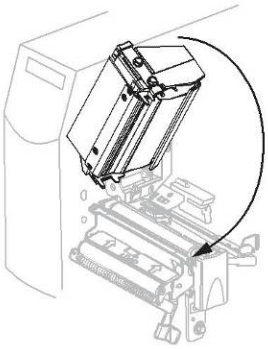
3. Place the ribbon roll onto the ribbon supply spindle (**1**) and push it all the way back.



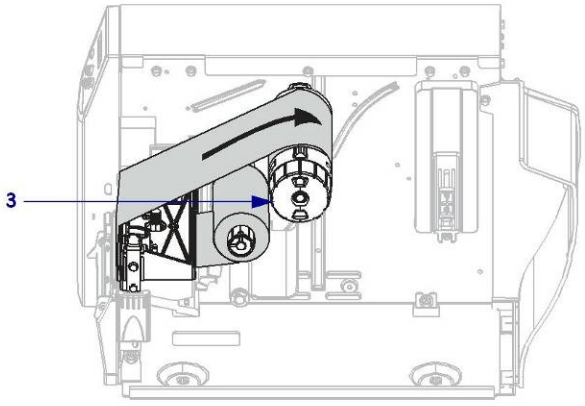
4. Pull the end of the ribbon under the printhead assembly (**2**) and out the front of the printer.



5. Close the printhead assembly.



6. Wind the ribbon clockwise onto the ribbon take-up spindle (**3**).



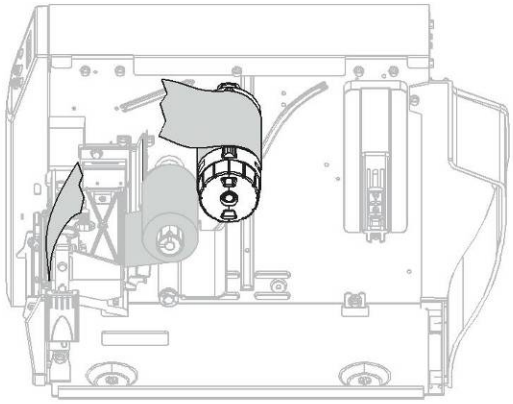
10 | Load Ribbon

Remove the Ribbon

To remove used ribbon, complete these steps:

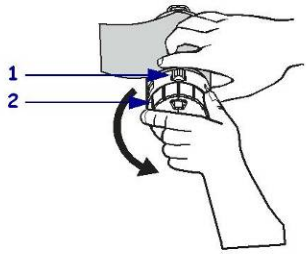
1. If the ribbon has not run out, cut or break it before the ribbon take-up spindle.

Caution • Do not cut the ribbon directly on the ribbon take-up spindle. Doing so may damage the spindle.

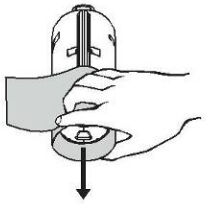


2. Squeeze the ribbon against the ribbon take-up spindle tension blades (**1**). At the same time, turn the ribbon take-up spindle release knob counterclockwise (**2**).

   The tension blades collapse into the ribbon take-up spindle, loosening the ribbon.



3. Slide the ribbon off of the ribbon take-up spindle.

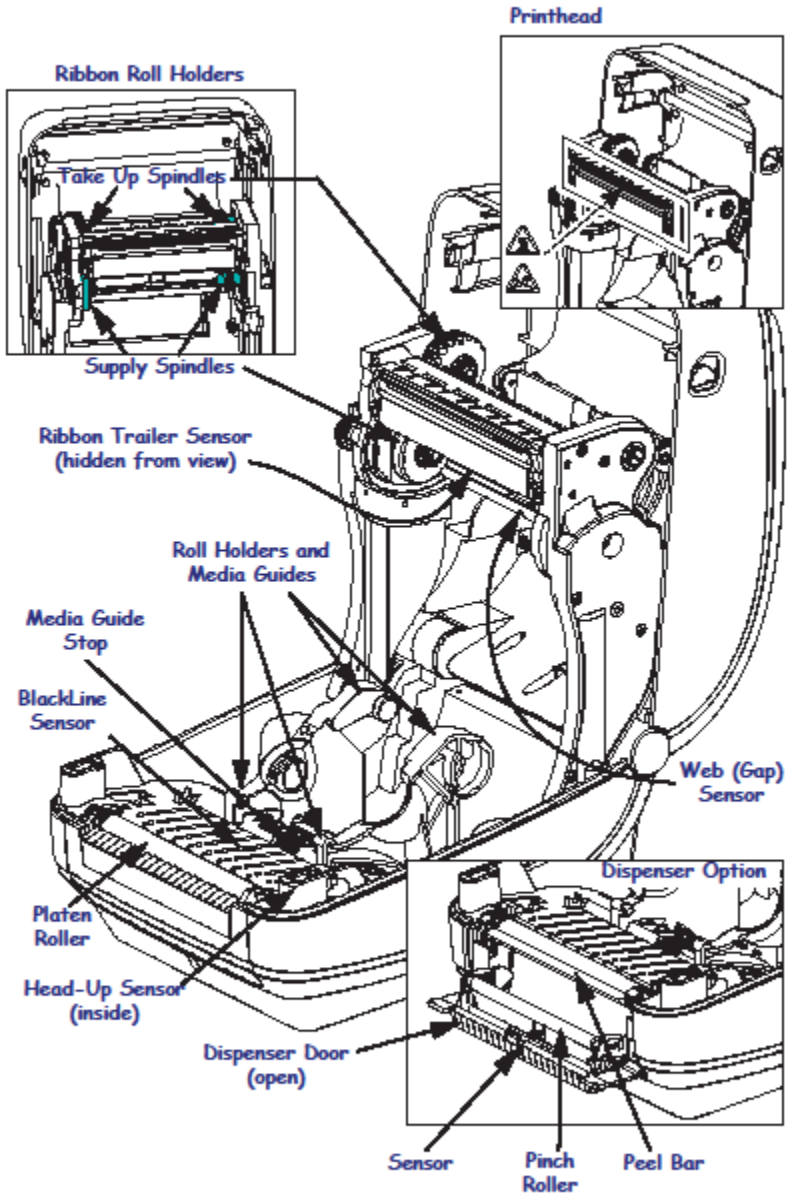


Troubleshooting - Model: S4M

For more information on configuring or troubleshooting your printer please refer to the S4M Users guide which came with your printer or visit www.zebra.com to download a copy of the manual.

GK420t and GX420t

Printer Features



Loading Roll Media

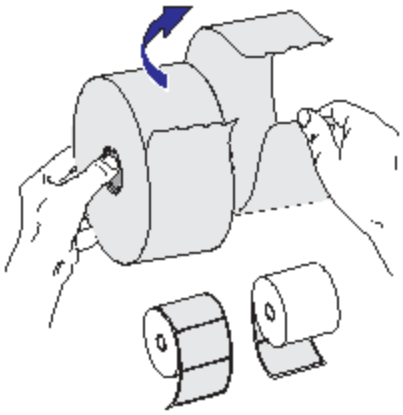
When you load media, you must place the roll onto the media hangers.

You must use the correct media for the type of printing you require.

Preparing Media

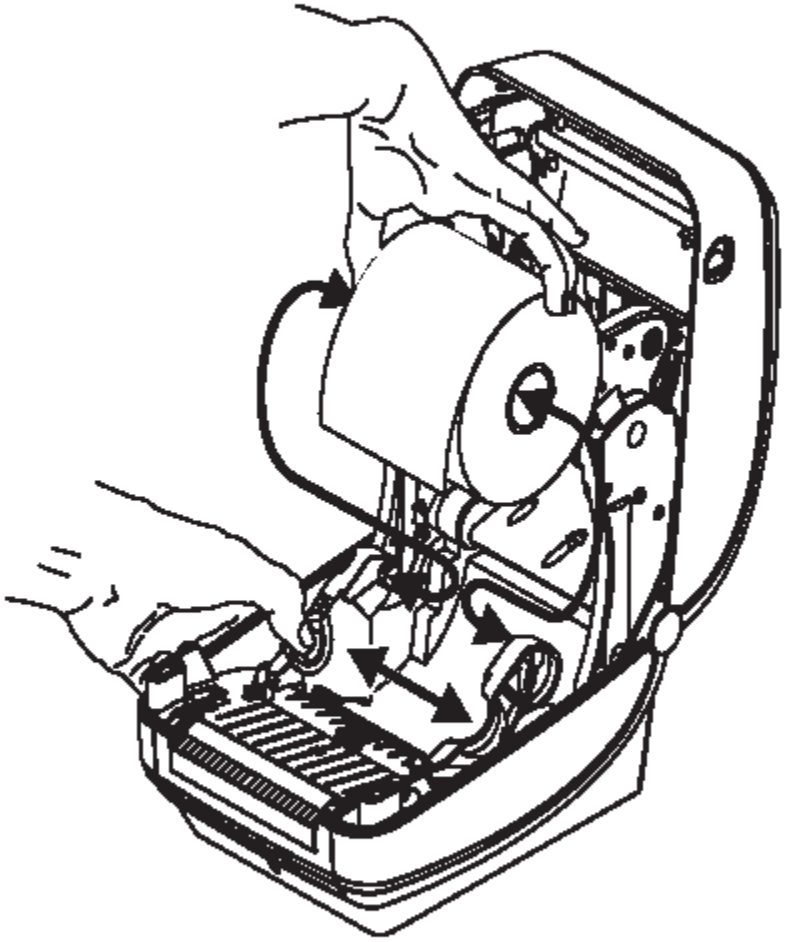
Whether your roll media is inside or outside wound, you load it into the printer the same way.

- Remove the outside length of media. During shipment, handling, or storage, the roll may become dirty or dusty. Removing the outside length of media avoids dragging adhesive or dirty media between the printhead and platen.

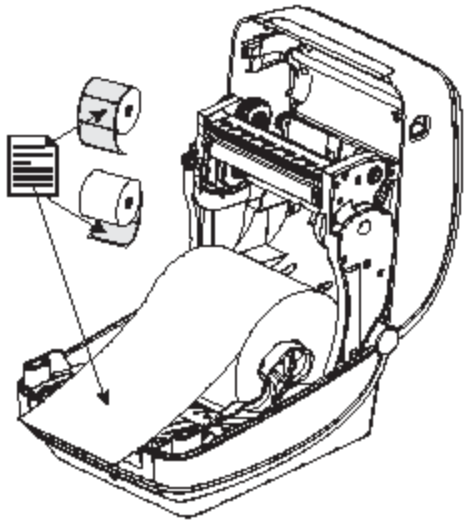


Placing the Roll in the Media Compartment

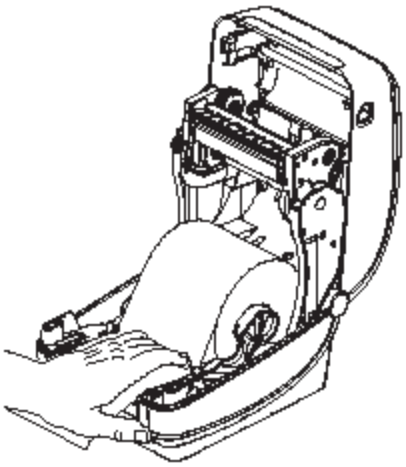
1. Open the printer. Remember that you need to pull the release latch levers toward the front of the printer.
2. Open the media roll holders. Pull the media guides open with your free hand and place the media roll on the roll holders and release the guides. Orient the media roll so that its printing surface will face up as it passes over the platen (drive) roller.

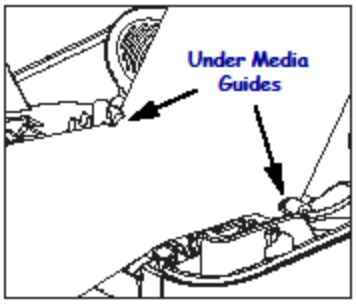


3. Pull the media so that it extends out of the front of the printer. Verify the roll turns freely. The roll must not sit in the bottom of the media compartment. Verify that the media's printing surface is facing up.



4. Push the media under both of the media guides.





5. Close the printer. Press down until the cover snaps closed.

Loading Transfer Ribbon

Transfer ribbons come in several varieties and in some cases colors to match your application needs. Genuine Zebra® transfer ribbons are specifically designed for your printer and Zebra brand media. Using non-Zebra media or ribbons not approved for use in your Zebra® printer may damage your printer or printhead.

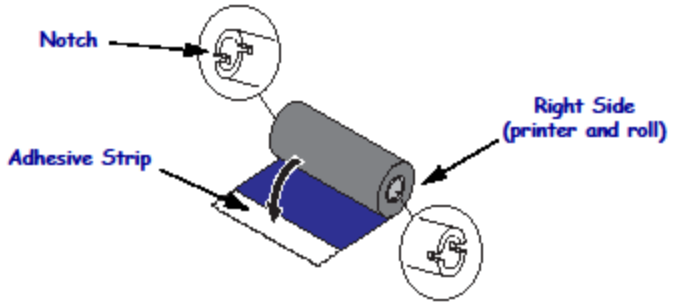
- The media and ribbon types should be matched to provide you with optimal print results.
- Always use ribbon that is wider than the media to protect the printhead from wear.
- For direct thermal printing, do not load ribbon in the printer.

Your printer needs to use Zebra® Uni-Ribbon™ (universal ribbon). Uni-Ribbons have a ribbon out trailer (reflector) to stop printing when empty. Zebra® Uni-Ribbon™ will work on older model Zebra® desktop printers too.

Uni-Ribbons are identified with a color coded leader.

- **Blue** - Performance Wax (5319)
- **Silver** - Premium Wax/Resin (3200)
- **Gold** - Performance Resin (5095) for synthetics (6 ips max. speed) and coated paper (4 ips max. speed)
- **Red** - Premium Resin (5100) for synthetics (4 ips max. speed)

Before following these steps, prepare the ribbon by removing its wrapping and pulling its adhesive strip free.

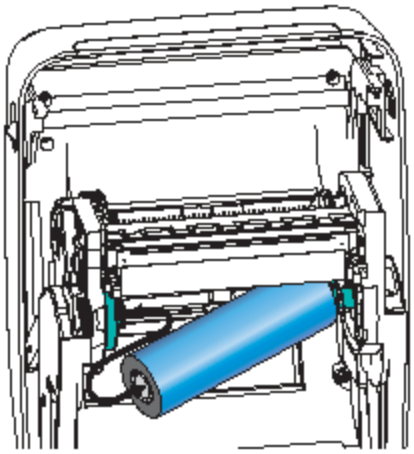


See *Ribbon Overview* on page 36 for more information on ribbon use.

Important • DO NOT USE early model desktop printer ribbon cores! The older ribbon cores can be identified by notches on only one side of the ribbon core. These older cores are too large and will cause take-up spool to bind.

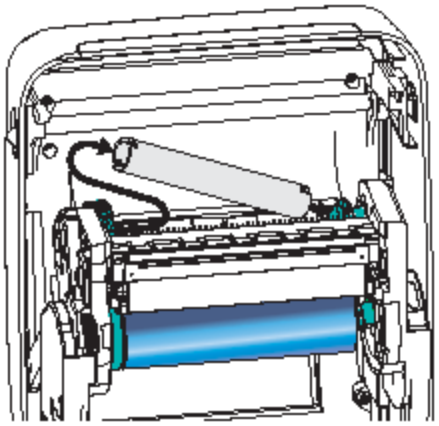
Note • DO NOT USE ribbon cores with damaged notches - rounded, frayed, smashed, etc. The core notches should be square to lock the core on the spindle or the core may slip causing ribbon wrinkle, poor end of ribbon sensing or other intermittent failures.

1. With the printer open, place a new ribbon roll on printer's lower ribbon supply spindles.



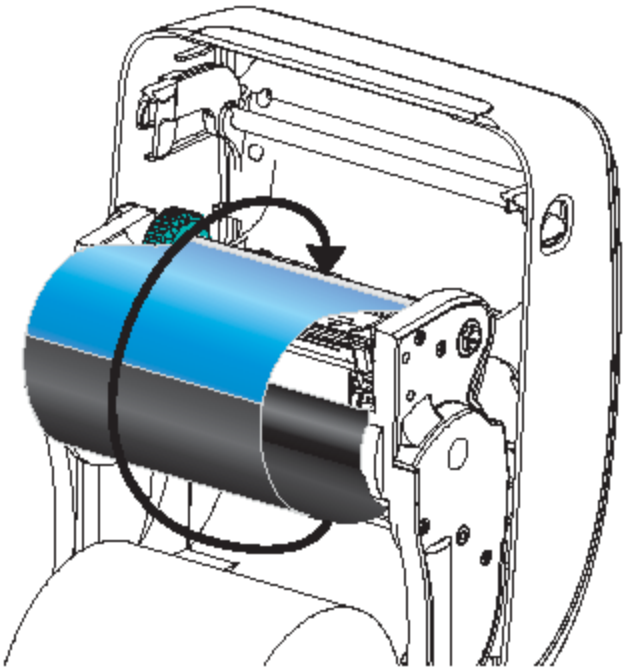
Rotate the roll until the notches align and lock into the left side of the supply hub.

2. Place an empty ribbon core on printer's take-up spindles. Rotate the ribbon core until the notches align and lock into the left side of the take-up hub.

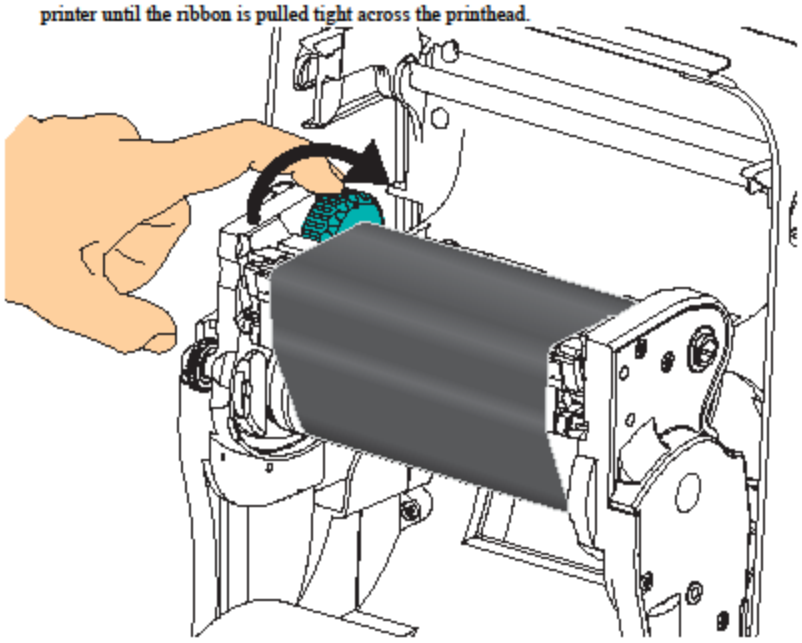


You can find your first ribbon take-up core in the packing box. Subsequently, use the empty supply core to take up the next roll of ribbon.

3. Pull the transfer ribbon's leader off the roll and attach it with the adhesive strip on the leader to the empty ribbon core on the supply spindle. Center the ribbon on the ribbon core.



4. Rotate the thumb wheel on the left side of the supply spindle towards the rear of the printer until the ribbon is pulled tight across the printhead.



5. Verify that the media is loaded and ready to print and then close the printer cover.

6. Press the Feed button to have the printer feed a minimum of 10 cm (4 inches) of media to remove slack and ribbon wrinkle, and to align the ribbon on the spindles.

7. Change the print mode setting from direct thermal printing to thermal transfer to set the printer's temperature profiles for thermal transfer media. This can be done with the printer driver, application software, or printer programming commands.

   - When controlling printer operations with ZPL programming, refer to the Media Type (^MT) ZPL II command (follow the instructions in the ZPL Programming Guide).
   - When controlling printer operations with EPL Page Mode, refer to the Options (O) EPL command (follow the instructions in the *EPL Page Mode Programmer's Guide*).

8. To verify the mode change from direct thermal printing to thermal transfer printing, use the *Printing a Test (Printer Configuration) Label* on page 18 to print a configuration label. The 'PRINT METHOD' should read 'THERMAL-TRANS' on the printer configuration status label.

   Your printer is now ready to print.

Troubleshooting - Model: GK420t & GX420t

For more information on configuring or troubleshooting your printer please refer to the GK420t Users guide which came with your printer or visit www.zebra.com to download a copy of the manual.

Unit 16

Audit Log

In this unit you will learn how to:

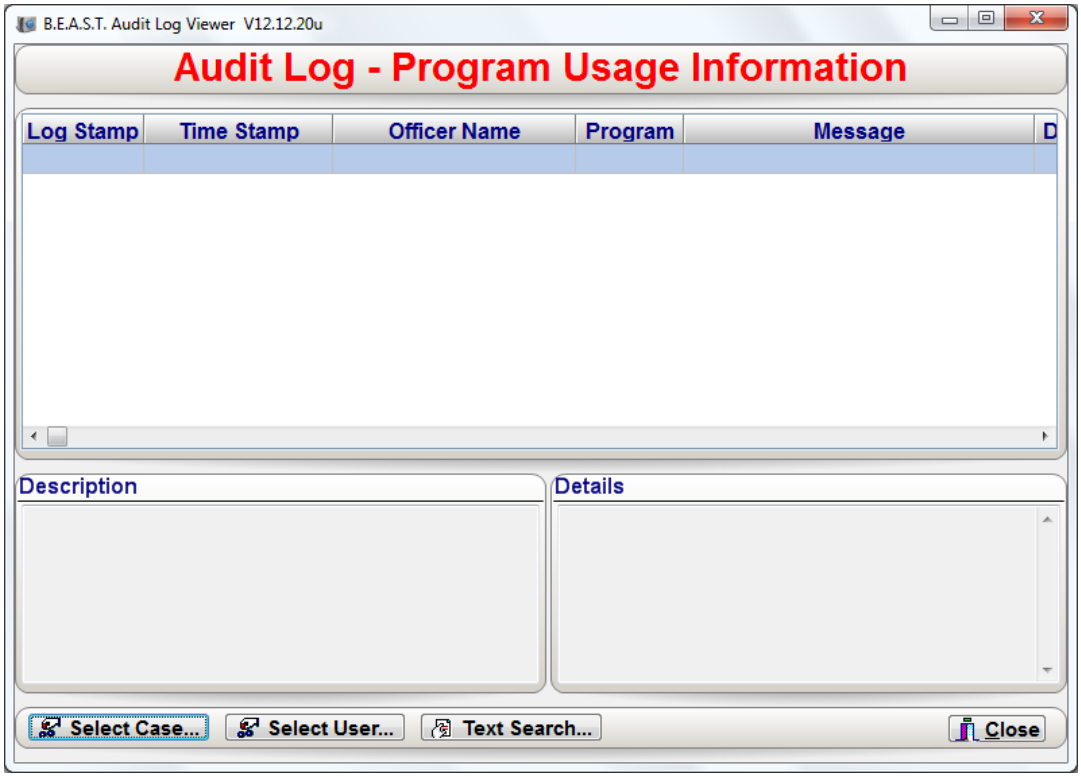
- Query audit logged entries by case, user, and text
- Review audit log entries

In this unit you will learn how use the Audit Log program to monitor system access. You can complete this task by searching audit log entries by case, user and by text search. With each search you will be able to review the details associated with each audit log entry.

Overview

The Audit Log application is used to monitor all system access. This program is a very important part of the BEAST system security. No system access occurs without being recorded in the audit log. The Audit Log shows system access in four ways:

- All system access by Case
- All system access by User
- All system access by Text Search

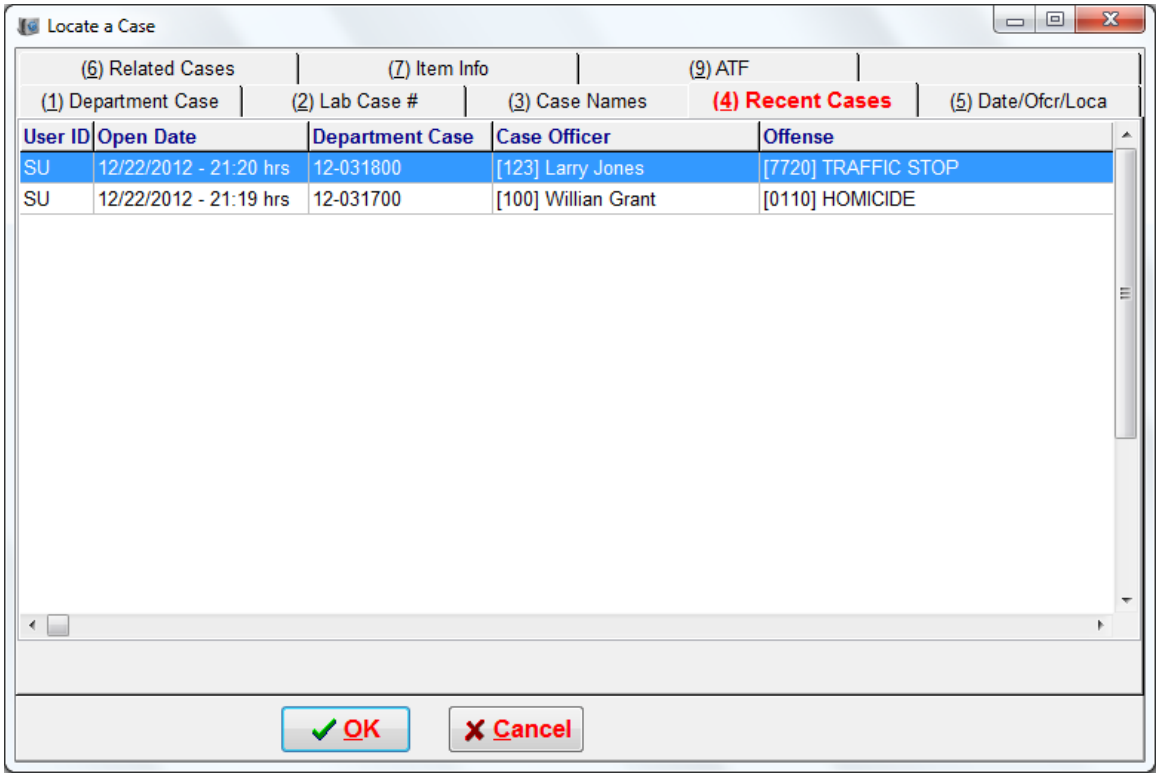


For each transaction, the following is recorded.

- Date & Time
- Program that was accessed
- System Message
- User ID
- Name and number of user (Officer)
- Department Case Number

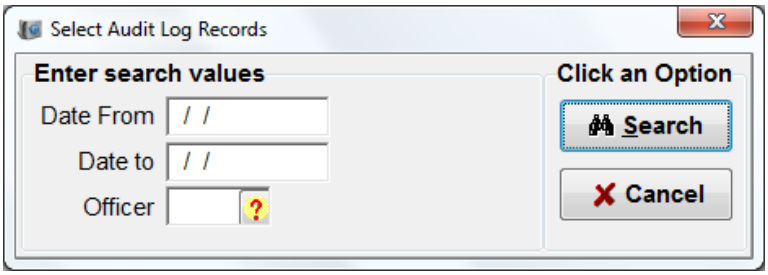
Select Case

By clicking the “Select Case” button the user can limit the displayed audit log journal to a specific case number. The user has all of the same case selection options as those found in the “Property Inventory” program.



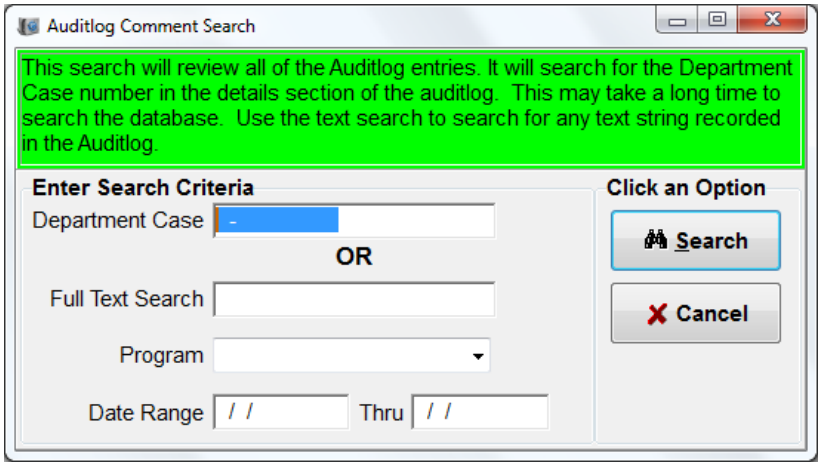
Select User

By clicking the “Select User” button the user can limit the displayed audit log journal to a specific user. Whenever data is changed or an application is accessed the audit log journal records the entry and associates the data to the user currently logged in. So by selecting a specific user, the current user can validate all changes and logins made by the selected user.



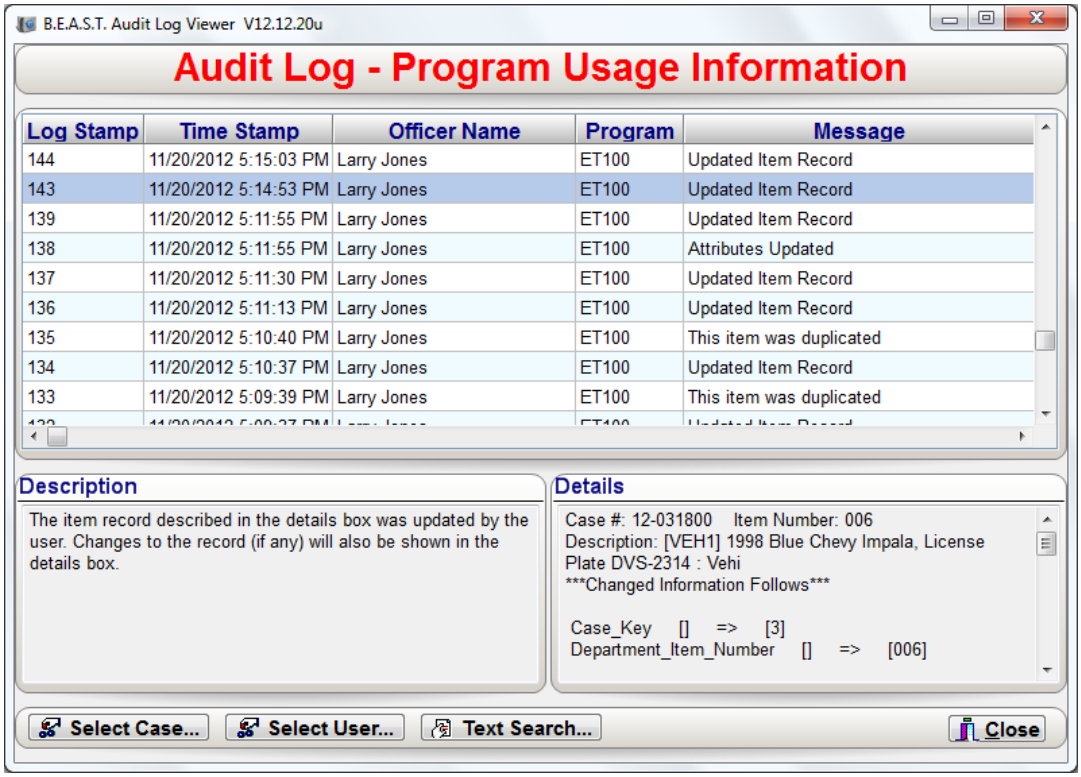
Text Search

By clicking the “Text Search” button the user can locate deleted cases or search for a specific string of text. The user can also search the audit log by access of a specific application (program) code. This type of searching is very slow since the fields being searched are not indexed within the database. This search should only be used of the previous two methods did not display the desired results.



Reviewing Results

The description panel displays a brief explanation of the type of data modification made to the property information.



The details panel displays the before and after record information pertaining to the field or fields whose information has been altered.

Unit 17

Pull List Requests

In this unit you will learn how to:

- Request items to be pulled.

In this unit you will learn how to request items to be pulled from the property and evidence room using the Property Viewer and Property Inventory modules.

Overview

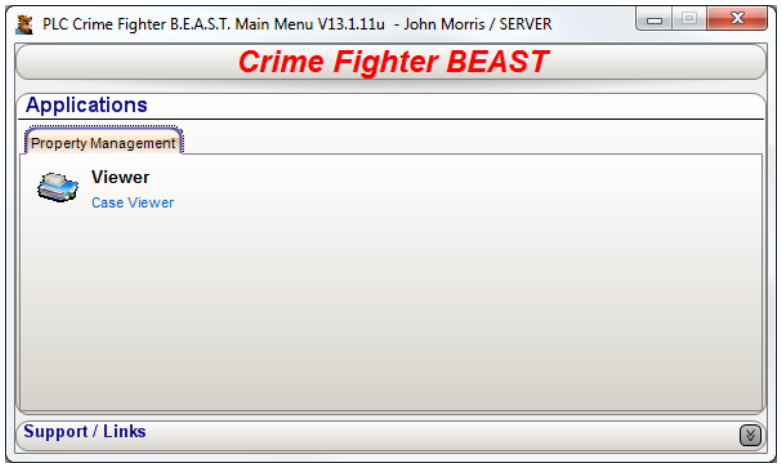
When officers need to check evidence out of the Property Room they can generate an online request of the evidence and specify the purpose and pick up time needed for the evidence. The property facility can then pool these requests and generate a pull list for this evidence. This way evidence will be ready for pickup when the officers arrive at the property facility, thus reducing wait time at the pickup location.

Requesting Evidence

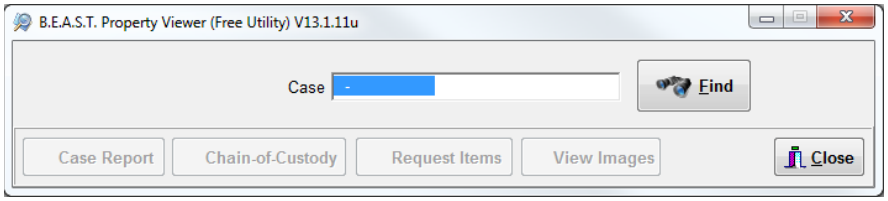
To request evidence to be pulled you will need to have access to a workstation that has the BEAST client software installed. There are two methods of requesting evidence from the property room. You will be able request items through the Property Viewer module or from the Property Inventory module.

To request items from the Property Case Viewer:

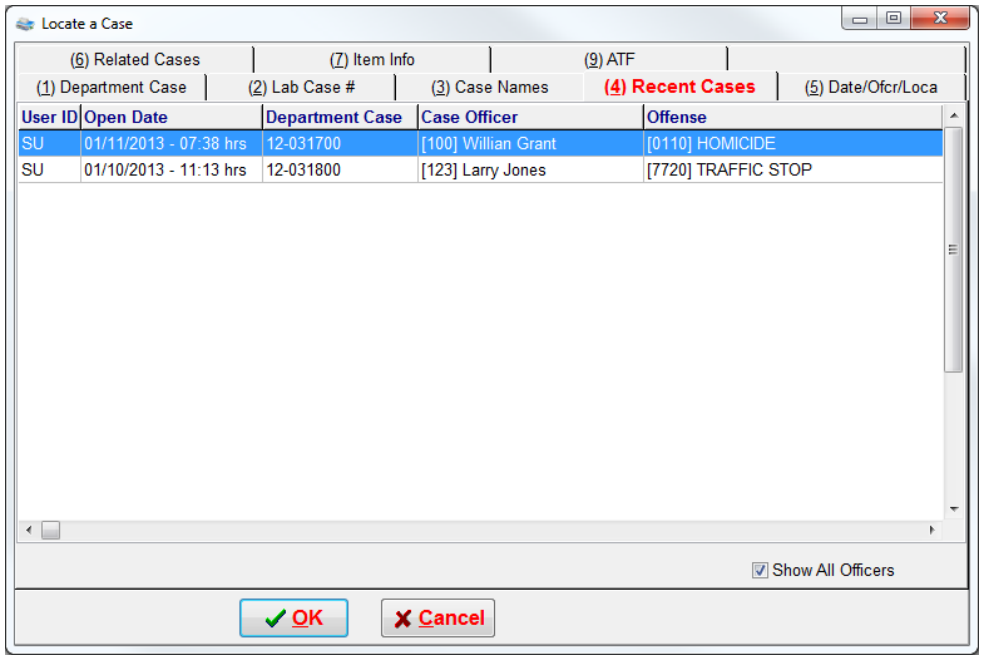
1. Login to the BEAST Main Menu application.
    - ❖ The Property Case Viewer application is only accessible if the user logging in only has permissions to access the Property Case Viewer or the workstation that the user has logged into, does not have a license registered to it.



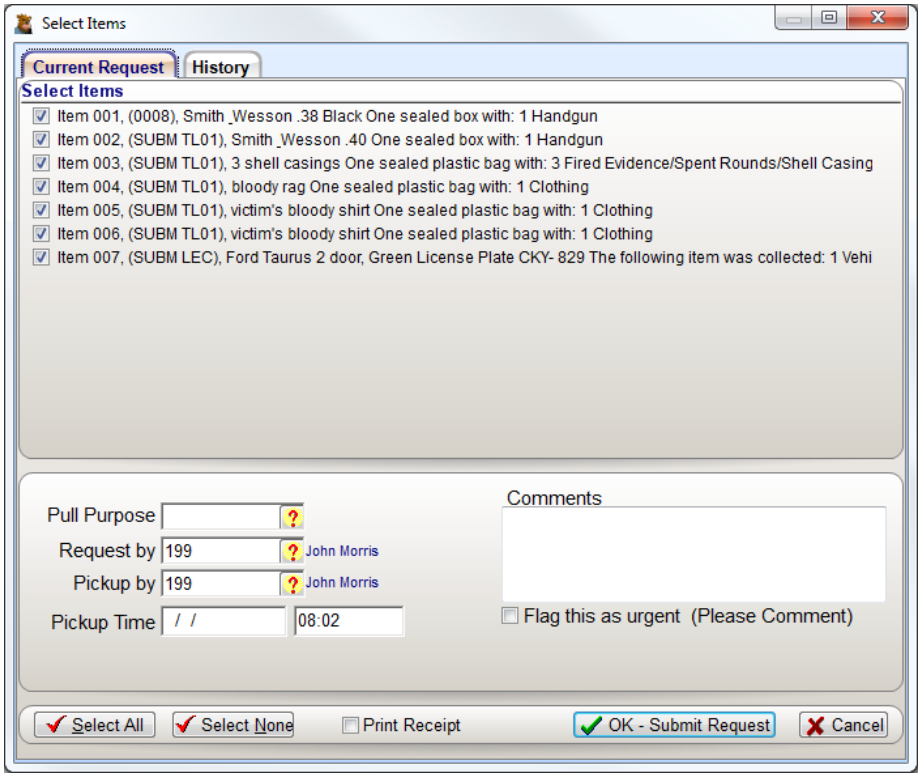
2. Click on the Property Case Viewer application



3. Enter the department case number you would like to display then press the Enter key. Once you press the Enter key, the disabled buttons will enabled if the case number entered is valid.
   - ❖ If you do not know the case number, use the Find button to display the Locate a Case dialog to search for the specific case.



4. Next, press the Request Items button to display the Select Items screen



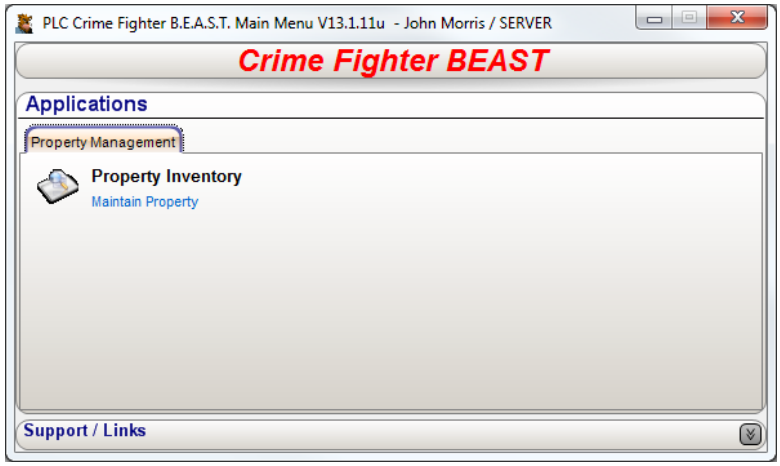
5. From the Select Items screen, select the items you want to request to be pulled.
6. Select the purpose of the request from the Pull Purpose code lookup.
7. Next, select the person that will requesting and picking up the requested items from the evidence room.
8. Enter the Pickup Date and Time that the item(s) will be requested.
9. Next, enter comments regarding your request, if any, for the evidence room.
10. If the request being made is urgent, check the Flag this as urgent checkbox and enter a comment for the urgency.
11. Press the OK – Submit Request button.

After press the OK Submit Request button, the request will be sent to the property room for the evidence custodian to process.

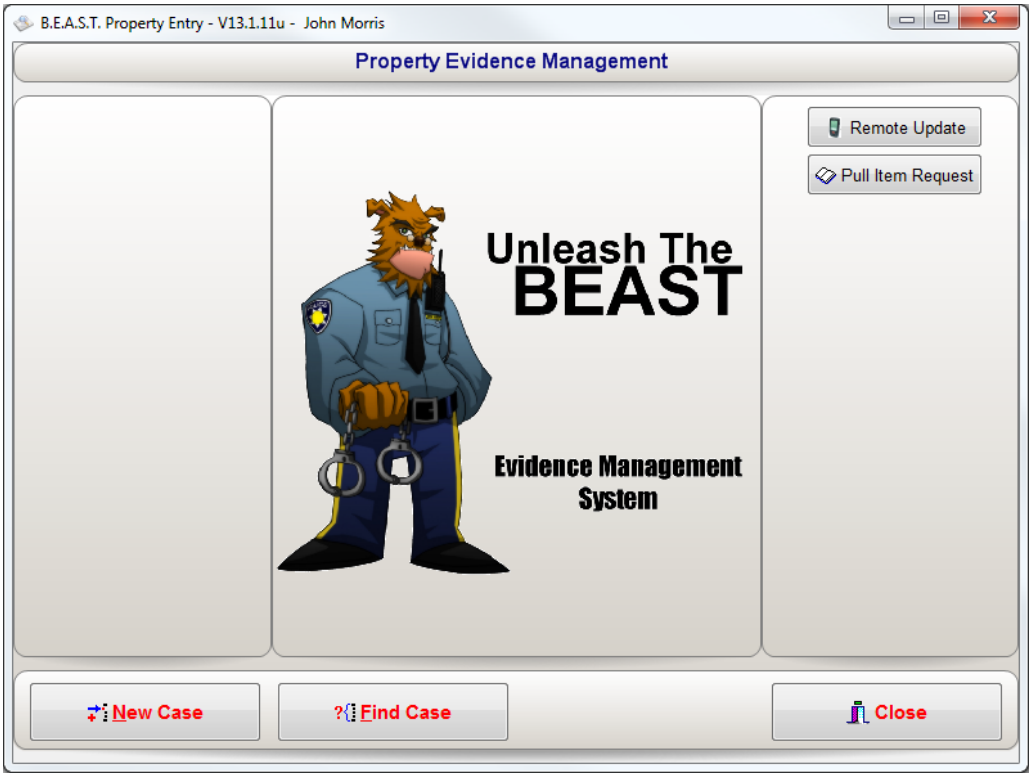
Evidence Management

To request items from Property Inventory:

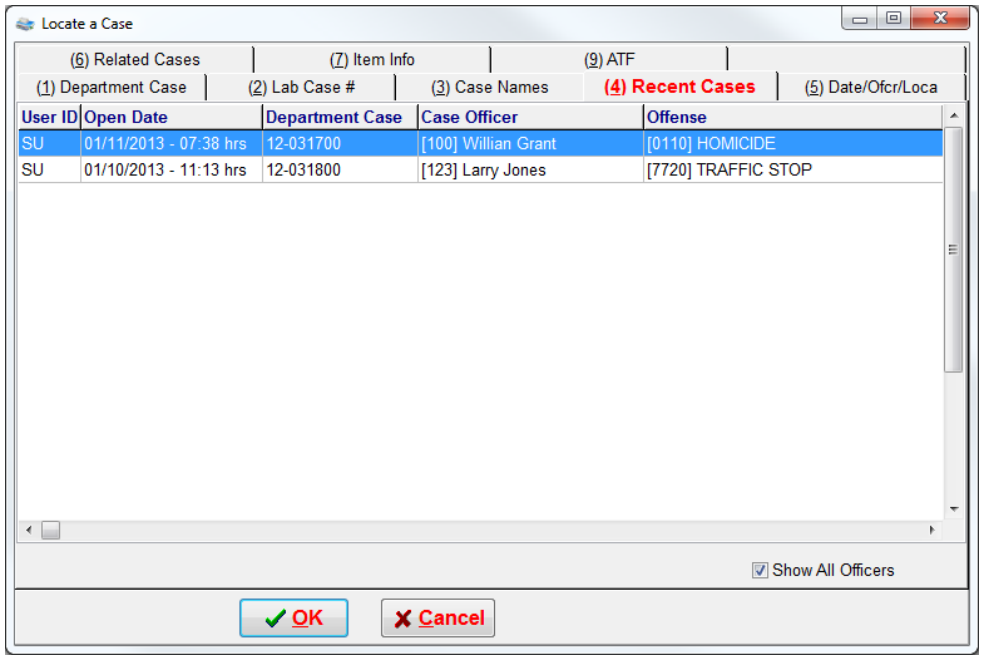
1. Login to the BEAST Main Menu application.



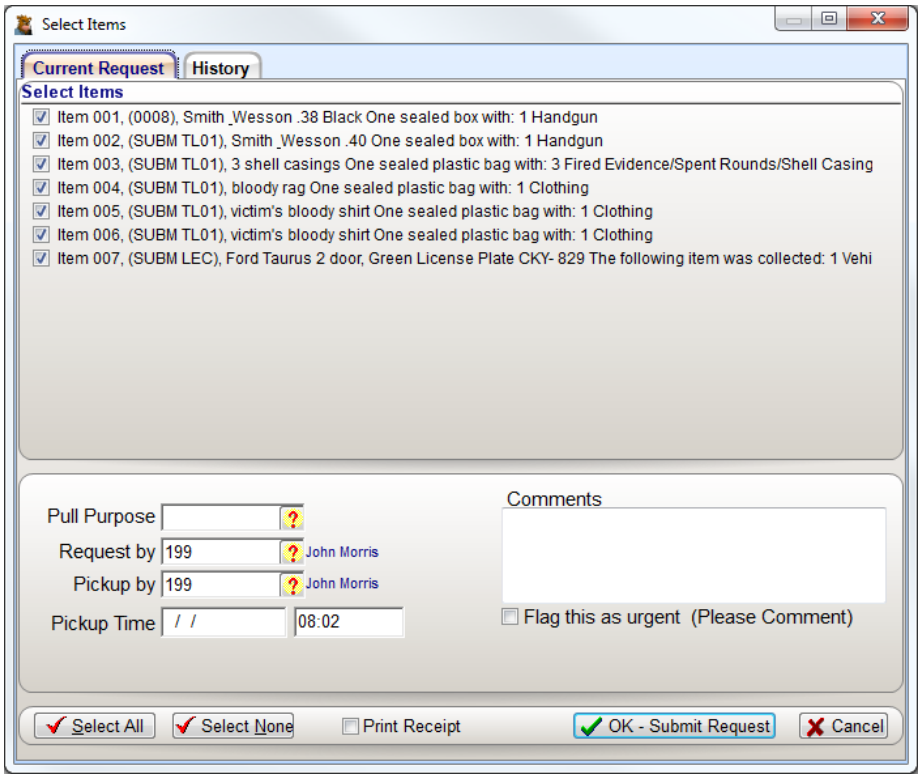
2. Click on the Property Inventory application



3. Press the Pull Item Request button located on the right side of the Property Inventory application to display the Locate a Case dialog.
4. Locate the case you would like to request items from and press the OK button.



5. From the Select Items screen, select the items you want to request to be pulled.



6. Select the purpose of the request from the Pull Purpose code lookup.
7. Next, select the person that will requesting and picking up the requested items from the evidence room.
8. Enter the Pickup Date and Time that the item(s) will be requested.
9. Next, enter comments regarding your request, if any, for the evidence room.
10. If the request being made is urgent, check the Flag this as urgent checkbox and enter a comment for the urgency.
11. Press the OK – Submit Request button.

After press the OK Submit Request button, the request will be sent to the property room for the evidence custodian to process.

Unit 18

Pull List Review

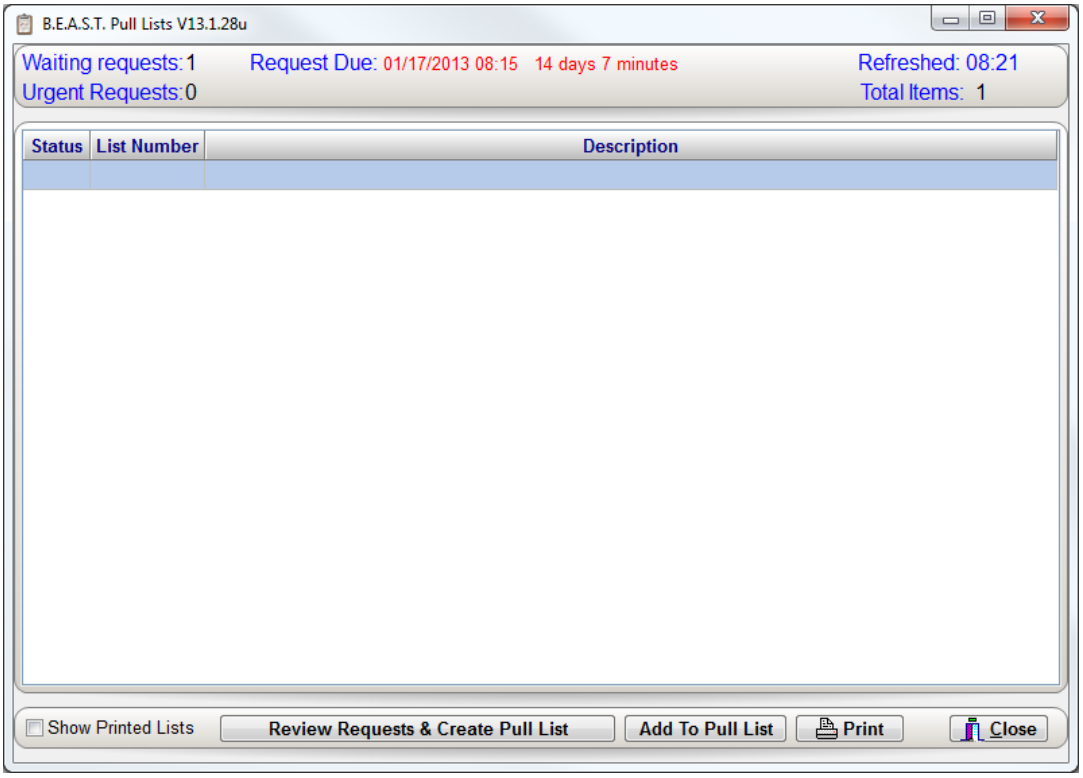
In this unit you will learn how to:

- Review item requests
- Generate a Pull List

In this unit you will learn how to use the Pull List module to review the item requests sent in. You will also learn how to add these requests to a Pull List and then generate the printed Pull List form.

Managing Pull Requests

After Launching the Pull List application you will be presented with the “Pull Lists” review screen. This screen allows the property room personnel to manage and group pull requests.



This status panel at the top of the screen displays the number of pull requests from officers still waiting to be processed, the number of urgent requests still waiting, the Due date of the earliest request, and the total number of items still waiting to be processed. To manage these requests the user will need to click the “Review Requests & Create Pull List” button at the bottom of the screen.

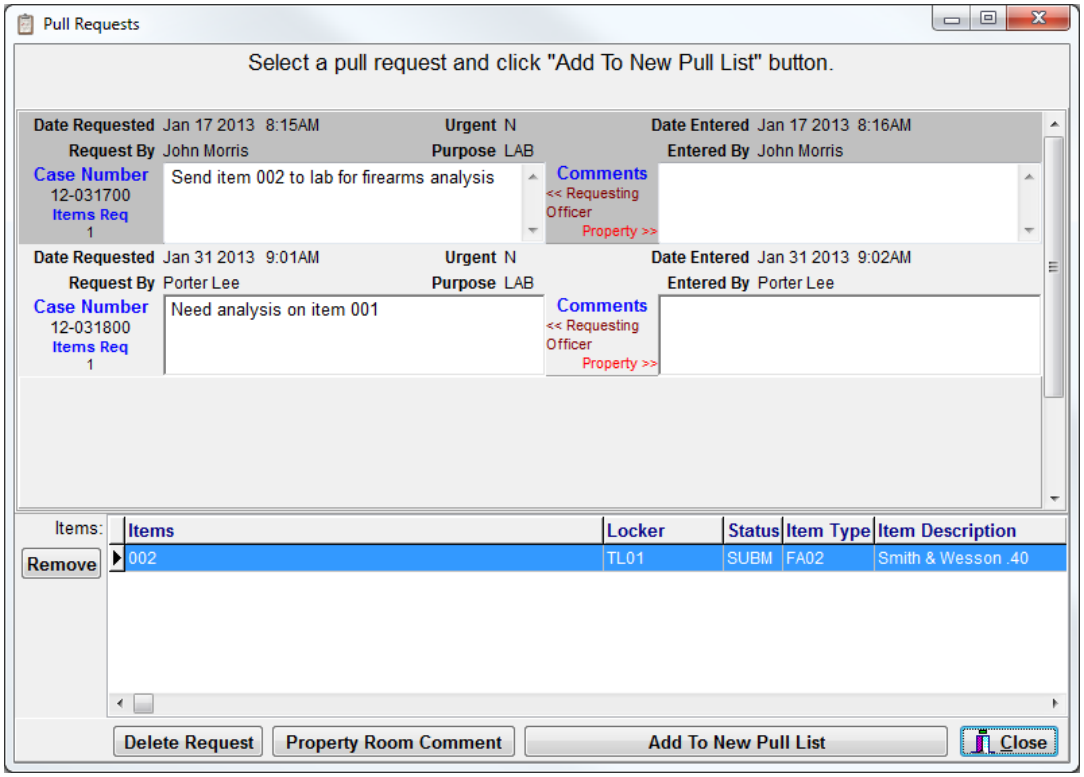
- The Request Due will display oldest overdue or upcoming request date and time. If it appears in **RED**, it is overdue. If **GREEN**, then the requested date has not arrived yet.

Processing Pending Pull Requests

The property personnel can administrate the pull requests, by adding comments, removing items from the original request, and by combining multiple requests into one pull report. This is all accomplished from the “Pending pull requests screen”.

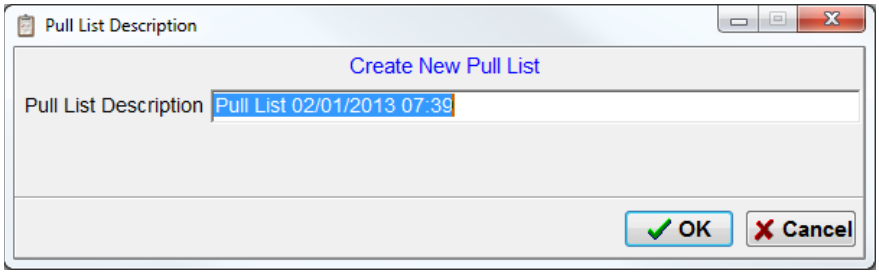
To review requests and create the pull list:

1. Press the “Review Requests & Create Pull List” button.
2. Click on the request you would like to manage.



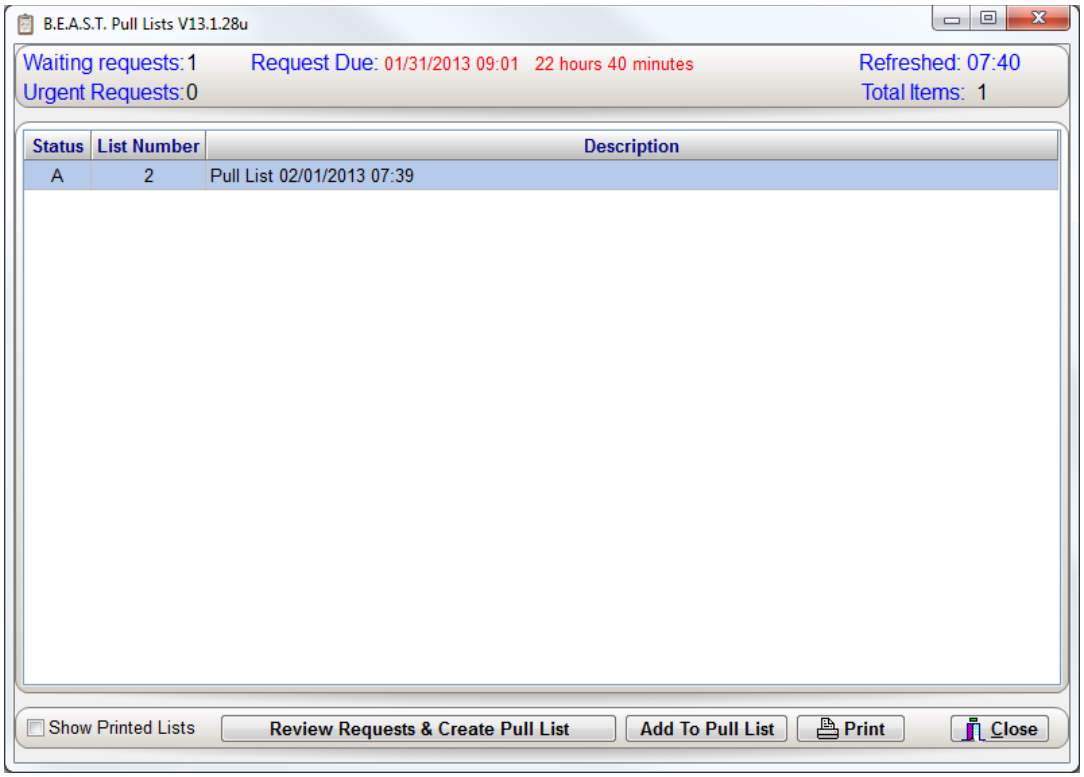
   - ❖ Clicking on a pull request will highlight the request as shown and allow the user to review the items in the request, as shown at the bottom of the screen.
3. If needed, to add a comment to the highlighted request, press the “Property Room Comment” button.
4. Press the “Add to New Pull List” button to add the request to a new pull list.

After clicking the “Add to New Pull List” button the following screen will appear. This screen allows the user to give each pull list a unique name or they can accept the default description which is “Pull List” and the current date and time. This description will appear at the top of the pull list report and will be the name which appears on the “Manage Pull List” screen.



To add to an existing Pull List:

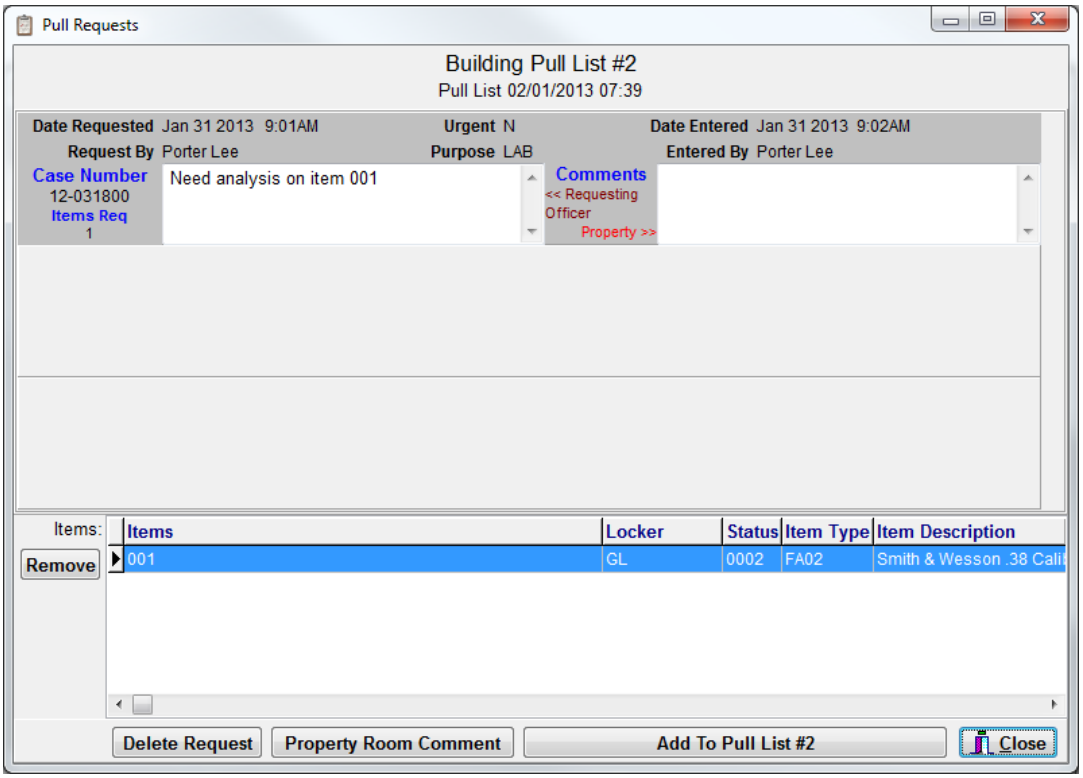
1. Highlight the pull list you want to add to.



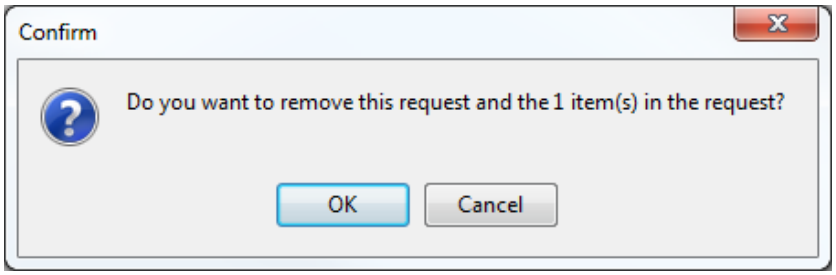
2. Press the “Add to Pull List” button
3. Click on the request you would add to the existing pull list.
4. Press the “Add to New Pull List” button to add the request to a new pull list.

To delete a pull request:

1. Click on the “Review Requests & Create Pull List button”
2. Highlight the request to be deleted.



3. Press the “Delete Request” button.
4. Confirm the deletion of the request by pressing the OK button.



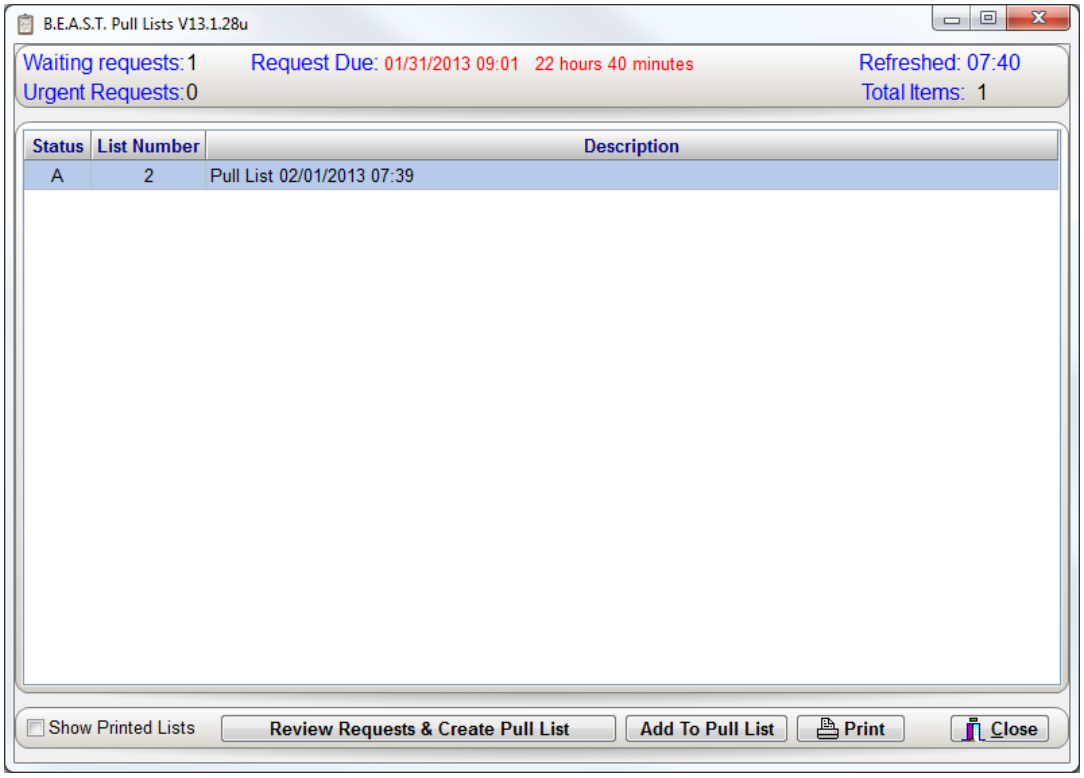
To remove an item from a request:

1. Click on the “Review Requests & Create Pull List button”
2. Highlight the request in which an item will be removed.
3. Select the item from the item grid at the bottom of the screen
4. Press the “Remove” button.
5. Confirm the removal of the item from the request by pressing the “OK” button.

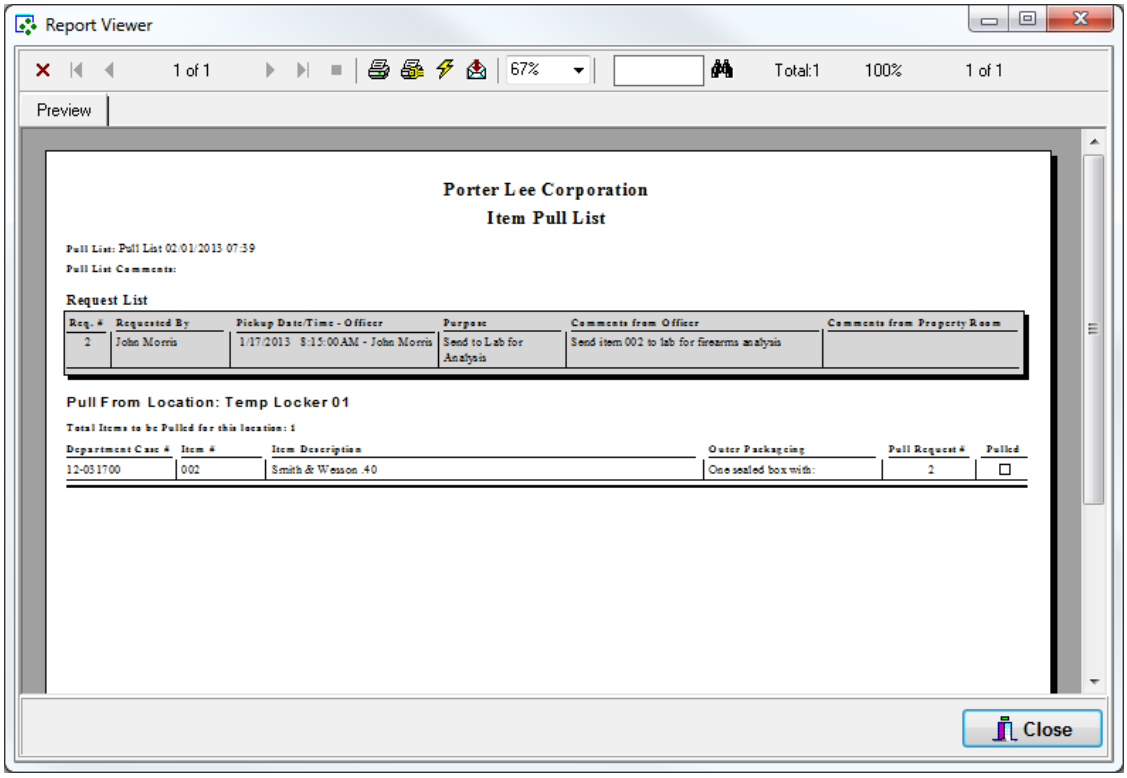
Printing Pull Lists

When the pull lists have been created and are ready to be printed:

1. Highlight the pull list that will be printed.



2. Press the “Print” button to generate the report to the screen.

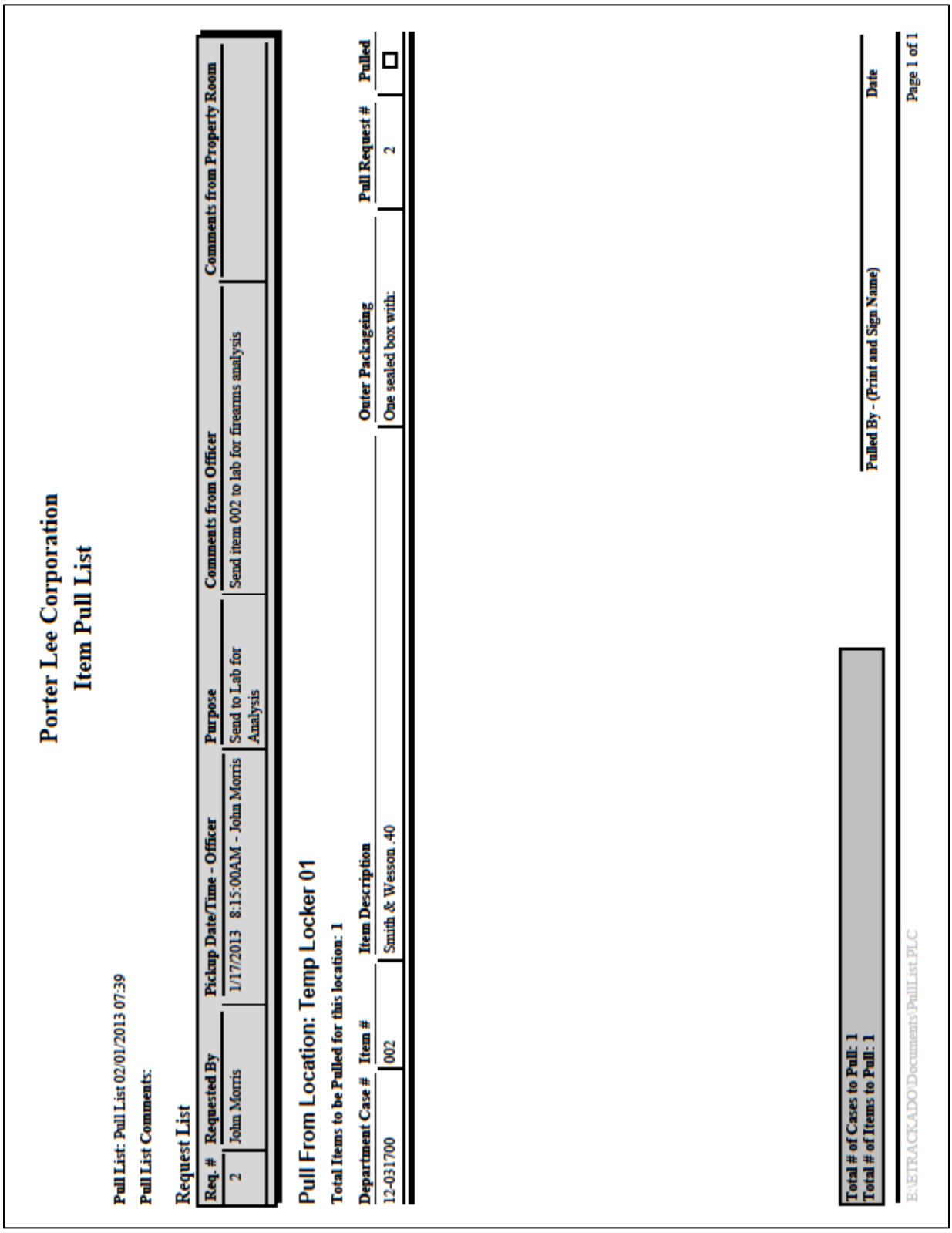


3. To print out the report, use the printer button at the top of the screen to send the request to the printer.
4. Once printed, press the “Close” button.
5. Press the “OK” button to confirm the pull list printed.
    - ❖ If the pull list did not print, press the “Cancel” button to repeat the process again.

With the pull list successfully printed, it will no longer be an active pull list and will be marked as completed.

To view the completed pull lists again or to reprint them, check the “Show Printed Lists” checkbox located at the bottom left of the Pull List module.

Sample Pull List



Porter Lee Corporation

Item Pull List

Pull List: Pull List 02/01/2013 07:39

Pull List Comments:

Request List

Req. #	Requested By	Pickup Date/Time - Officer	Purpose	Comments from Officer	Comments from Property Room
2	John Morris	1/17/2013 8:15:00AM - John Morris	Send to Lab for Analysis	Send item 002 to lab for firearms analysis	

Pull From Location: Temp Locker 01

Total Items to be Pulled for this location: 1

Department Case #	Item #	Item Description	Outer Packageing	Pull Request #	Pulled
12-031700	002	Smith & Wesson .40	One sealed box with:	2	☐

Total # of Cases to Pull: 1
Total # of Items to Pull: 1

Pulled By - (Print and Sign Name) Date

E:\ETRACKADO\Documents\PullList.PLC

Page 1 of 1

Unit 19

Stock Reports

In this unit you will learn:

- Various uses of each of the seventeen stock reports
- Examples of how each one is used
- View samples of each report

In this unit you will learn how to generate a variety of administrative reports. These reports can be used to help manage inventory, get statistical data, and to help plan budgetary reports.

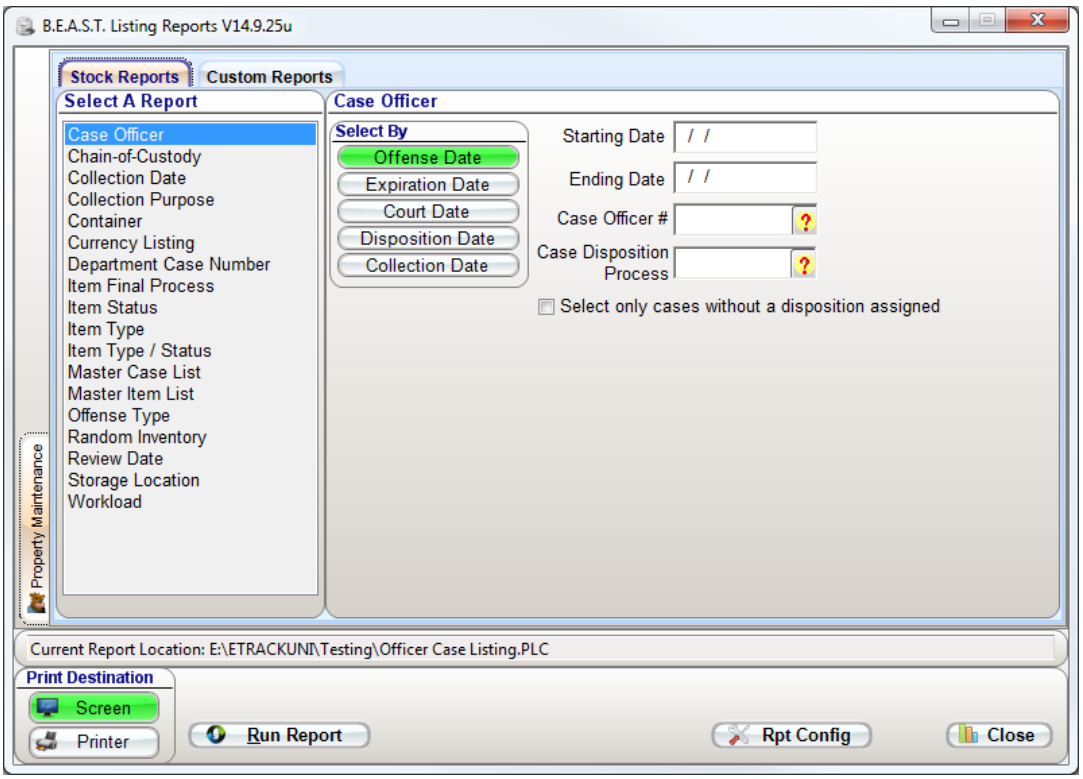
Case Officer

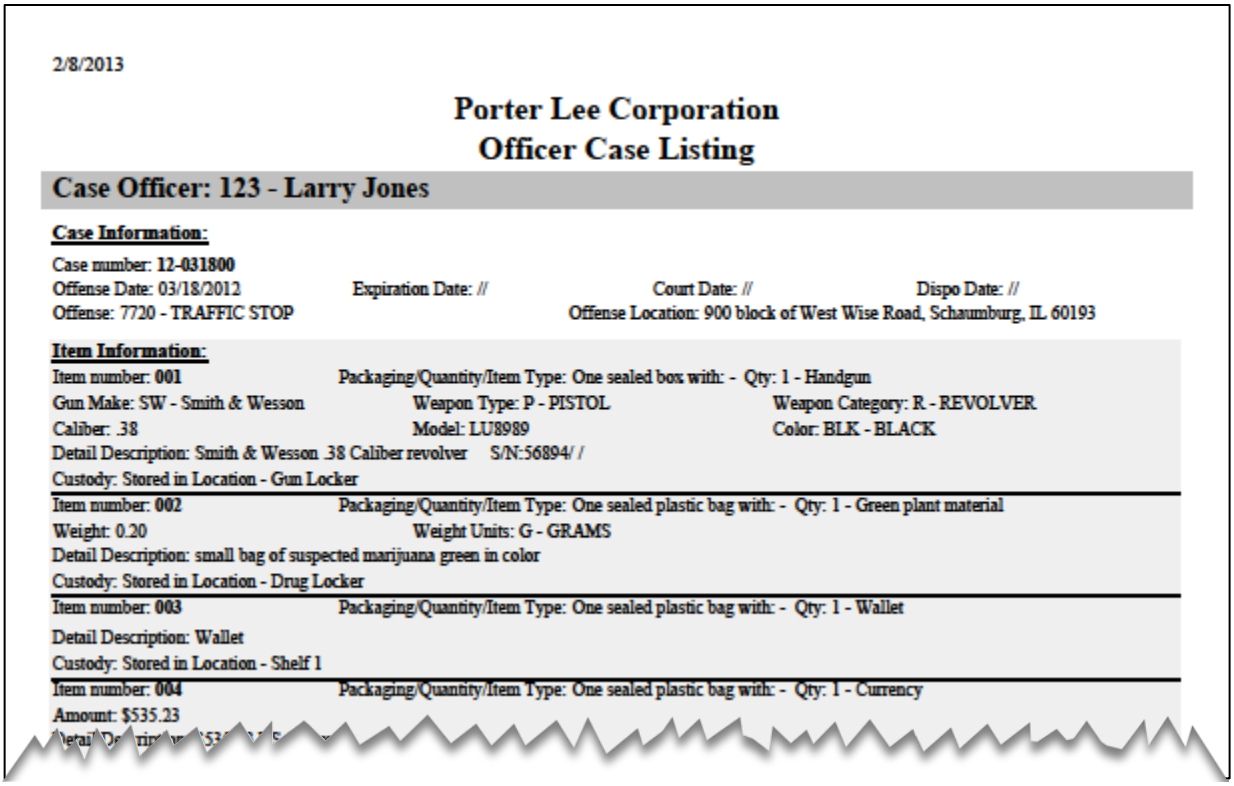
The “Case Officer” report allows the property officer to generate a report for an officer listing all of the Cases he/she is responsible for and it’s corresponding items.

This report contains the following information:

Attributes*	Expiration Date	Offense Date	Case Number
Item Description	Offense Location	Court Date	Item Number
Packaging	Current Location	Item Type	Quantity
Current Status	Make/Model/Value*	Disposition Date	Offense Code

** The report will display either Attribute information or the Make/Model/Value fields.*





2/8/2013

Porter Lee Corporation
Officer Case Listing

Case Officer: 123 - Larry Jones

Case Information:

Case number: **12-031800**
Offense Date: 03/18/2012 Expiration Date: // Court Date: // Dispo Date: //
Offense: 7720 - TRAFFIC STOP Offense Location: 900 block of West Wise Road, Schaumburg, IL 60193

Item Information:

Item number: **001** Packaging/Quantity/Item Type: One sealed box with: - Qty: 1 - Handgun
Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: R - REVOLVER
Caliber: .38 Model: LU8989 Color: BLK - BLACK
Detail Description: Smith & Wesson .38 Caliber revolver S/N:56894/ /
Custody: Stored in Location - Gun Locker

Item number: **002** Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Green plant material
Weight: 0.20 Weight Units: G - GRAMS
Detail Description: small bag of suspected marijuana green in color
Custody: Stored in Location - Drug Locker

Item number: **003** Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Wallet
Detail Description: Wallet
Custody: Stored in Location - Shelf 1

Item number: **004** Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Currency
Amount: $535.23

Example

This report is most useful in allowing an officer who will be transferring or retiring to review his/her cases and then to determine who the new case officer will be. By keeping this information up to date the property officer can better utilize the “Disposition Tracer” letter of the “Letter Reports” program.

To see a list of all the cases that are still open and are currently assigned to an officer whom is retiring, use the following parameters:

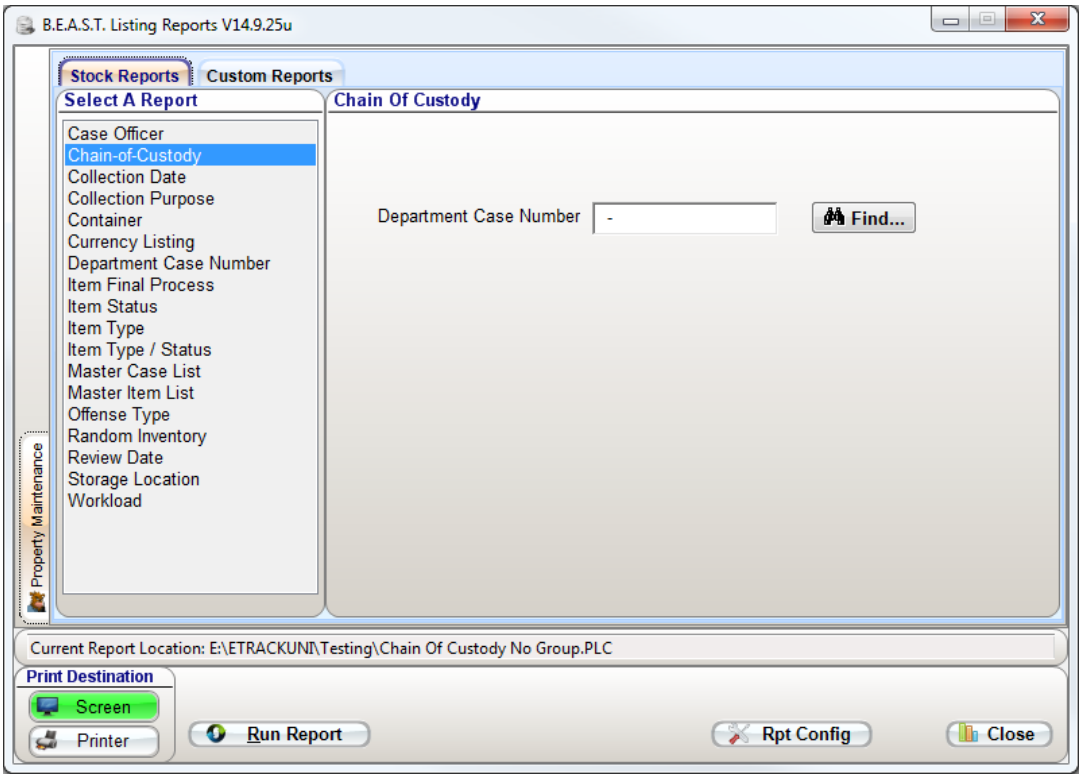
Parameter	Selection
Case Officer #	Select the officer you would like to run a report for from the Officer Code Lookup box.
Select only cases without a disposition assigned	Check this field to show only the open cases. (Open cases are those where the Disposition Code on the Case Info tab is not filled in)

Chain of Custody

The “Chain-of-Custody” report is one of the most important reports in the entire system. This report displays one of the greatest assets of using an electronic database to record property information. Unlike it cumbersome ancestor the paper Chain-of-Custody, this modern version is easy to find, can be copied on demand, is always up to date, and it’s bullet proof in court with the systems built in Audit logging system, which verifies any possible indiscretions. With integrated signature capture this report allows departments to keep a paperless audit trail of an items custody history.

The Report is based on a specific Case Number and display the following information:

Case Information
Case Item Information
Case Name Information
Chain of Custody Information



- If you are not sure of your complete case number, click the “Find” button to access the Case Find screen.

2/18/2013

Porter Lee Corporation
Chain Of Custody Report

Department Case Number: 12-031800

Related Case # 's:

Case Information

Case Officer: 123 - Larry Jones
Offense Date/Time: 03/18/2012 - 17:00Hrs
Offense Location: 900 block of West Wise Road, Schaumburg, IL 60193
Offense Type: 7720 - TRAFFIC STOP
Expiration Date:
Jurisdiction: Cook
Court Date:
Disposition:
Disposition Date:
Case Comments:

Case Names

Name Type: Suspect

Name: Miller, Jacob, **Sex:** M **Race:** W **DOB:** 12/13/1984 **Home Phone#:** (630) 432-9090
Address: 2356 Greenway Drive **ID#:**
Schaumburg IL 60193
Additional Name Information: **SSN#:**

Case Items

Item Number: 001
Current Custody: Stored in Location - Gun Locker
Collection Date/Time: 03/18/2012 - 17:00Hrs **Process:** Hold for investigative purposes
Collection Purpose: Evidence
Collected By: 123 - Larry Jones
Collection Location: Right Rear pocket Of Suspect
Packaging/Quantity/Item Type: One sealed box with: - 1 - Handgun
Detail Description: Smith & Wesson .38 Caliber revolver
Posessor: Jacob Miller
Serial #: 56894
/
Gun Make : SW - Smith & Wesson **Weapon Type :** P - PISTOL **Weapon Category :** R - REVOLVER
Caliber : .38 **Model :** LU8989 **Color :** BLK - BLACK
Item Notes:

Chain Of Custody History - Item: 001

Date/Time: 03/18/2012 17:00 **Officer:** 123 Larry Jones
Custody Information: Item Collected
Comments:

Date/Time: 03/18/2012 18:00 **Officer:** 123 Larry Jones
Custody Information: Item Submitted Into Property - Temp Locker 01
Comments:

Date/Time: 12/03/2012 8:13 **Officer:** SU Porter Lee
Custody Information: Stored in Location - Gun Locker
Comments:

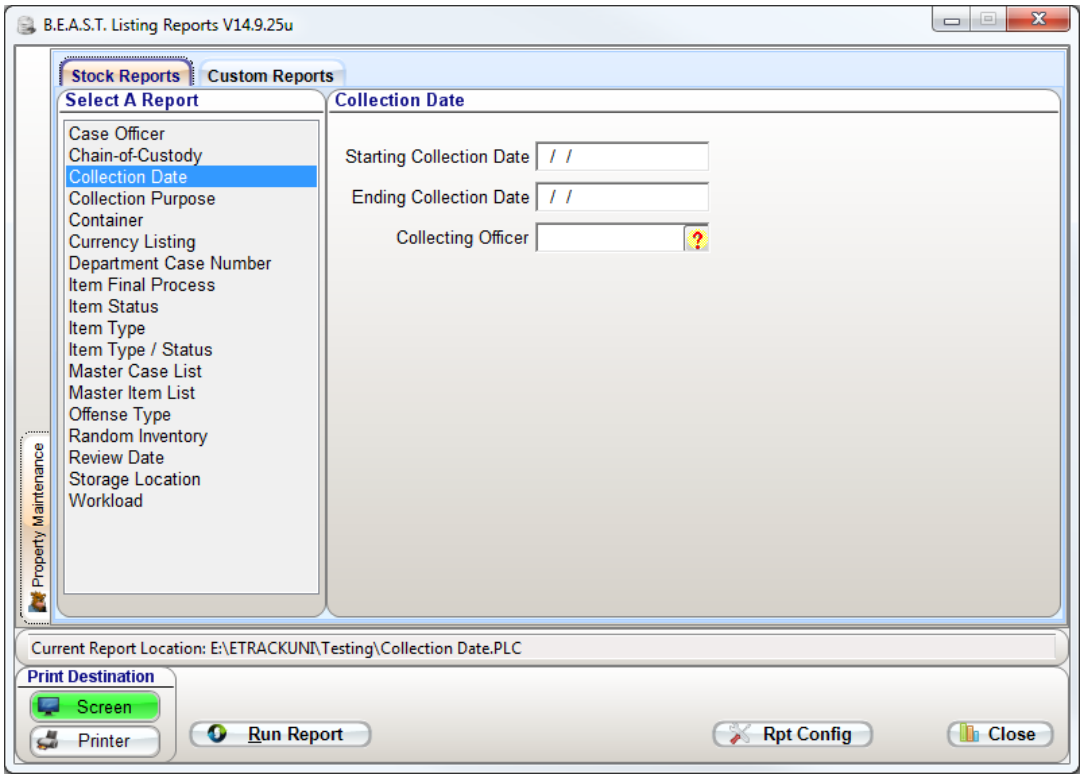
E:\ETRACKADO\Documents\Chain Of Custody No Group.PLC

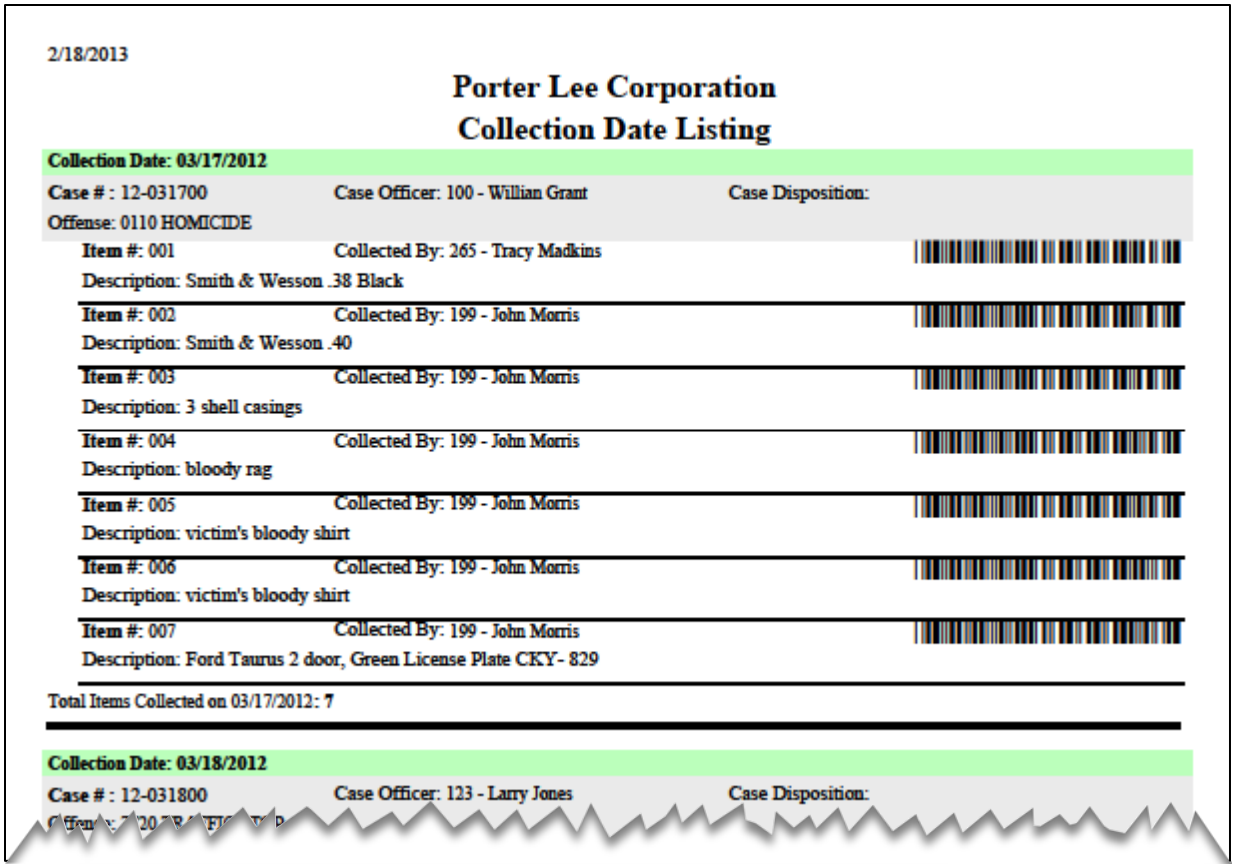
Collection Date

The “Collection Date” report is used to generate a report what items were collected for a given date. The report is grouped by distinct dates and includes the following information.

This report contains the following information:

Case Number	Final Disposition	Case Officer	Item Number
Collecting Officer	Offense Type	Collection Date	





2/18/2013

Porter Lee Corporation
Collection Date Listing

Collection Date: 03/17/2012

Case # : 12-031700 — Case Officer: 100 - Willian Grant — Case Disposition:
Offense: 0110 HOMICIDE

Item #: 001 — Collected By: 265 - Tracy Madkins
Description: Smith & Wesson .38 Black

Item #: 002 — Collected By: 199 - John Morris
Description: Smith & Wesson .40

Item #: 003 — Collected By: 199 - John Morris
Description: 3 shell casings

Item #: 004 — Collected By: 199 - John Morris
Description: bloody rag

Item #: 005 — Collected By: 199 - John Morris
Description: victim's bloody shirt

Item #: 006 — Collected By: 199 - John Morris
Description: victim's bloody shirt

Item #: 007 — Collected By: 199 - John Morris
Description: Ford Taurus 2 door, Green License Plate CKY- 829

Total Items Collected on 03/17/2012: **7**

Collection Date: 03/18/2012

Case # : 12-031800 — Case Officer: 123 - Larry Jones — Case Disposition:

Example

This report is most useful for obtaining a list of items that were collected between a specific date range. This report uses the Collection Date on the Items tab that was entered in for each item.

To see a list of items that were collected for the month of January in 2013, use the following parameters:

Parameter	Selection
Starting Collection Date	Enter 01/01/2013 into this field for starting date
Ending Collection Date	Enter 01/31/2013 into this field for ending date

Collection Purpose

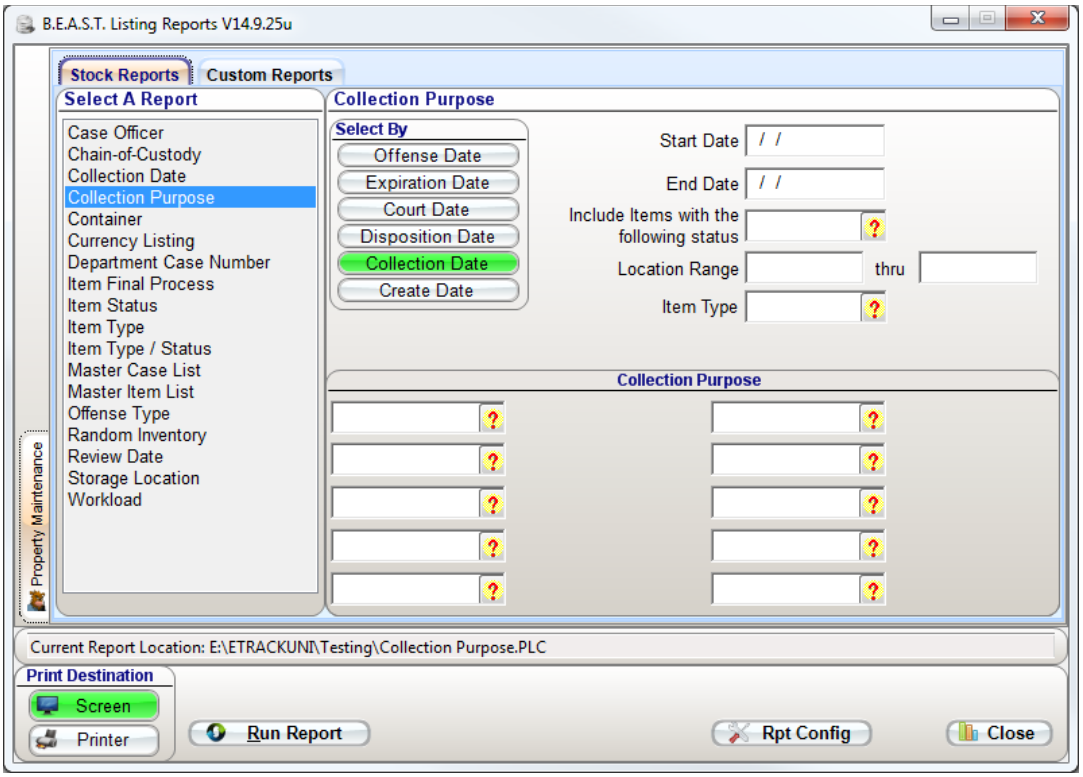
The “Collected Purpose” report helps the Property Officer manage his/her room more efficiently by listing items which were collected based on the collection purpose. This report allows the property officer a means to track and manage these items for quick and easy disposition.

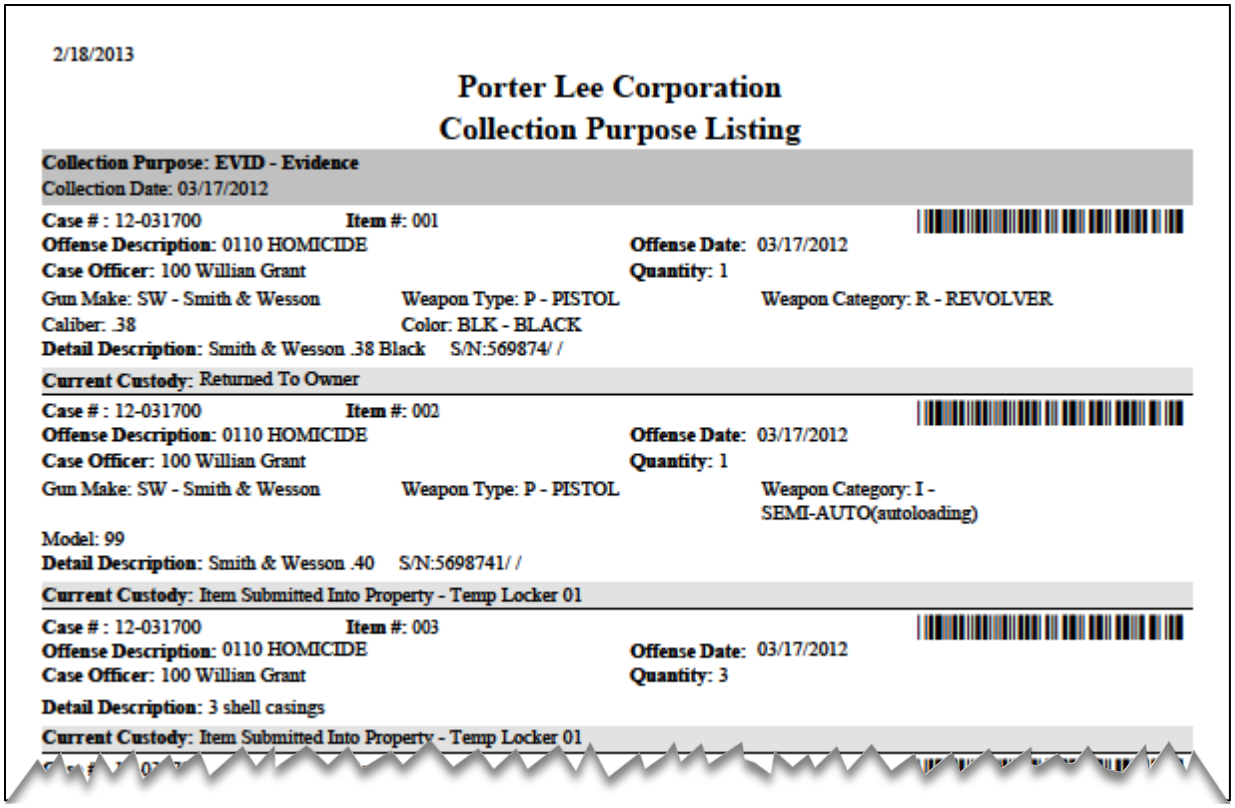
You can enter a variety of collected purposes or leave the fields blank to list cases for all purposes. Leave the date fields blank to include all cases with the collected purposes you select.

This report contains the following information:

Attributes*	Collection Purpose	Make/Model/Value*	Case Number
Item Description	Offense Code	Case Officer	Item Number
Packaging	Collection Date	Item Type	Quantity

** The report will display either Attribute information or the Make/Model/Value fields.*





2/18/2013

Porter Lee Corporation
Collection Purpose Listing

Collection Purpose: EVID - Evidence
Collection Date: 03/17/2012

Case # : 12-031700 **Item #:** 001
Offense Description: 0110 HOMICIDE **Offense Date:** 03/17/2012
Case Officer: 100 Willian Grant **Quantity:** 1
Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: R - REVOLVER
Caliber: .38 Color: BLK - BLACK
Detail Description: Smith & Wesson .38 Black S/N:569874/ /

Current Custody: Returned To Owner

Case # : 12-031700 **Item #:** 002
Offense Description: 0110 HOMICIDE **Offense Date:** 03/17/2012
Case Officer: 100 Willian Grant **Quantity:** 1
Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: I - SEMI-AUTO(autoloading)
Model: 99
Detail Description: Smith & Wesson .40 S/N:5698741/ /

Current Custody: Item Submitted Into Property - Temp Locker 01

Case # : 12-031700 **Item #:** 003
Offense Description: 0110 HOMICIDE **Offense Date:** 03/17/2012
Case Officer: 100 Willian Grant **Quantity:** 3
Detail Description: 3 shell casings

Current Custody: Item Submitted Into Property - Temp Locker 01

Example

Many items are submitted into custody for purposes other than Evidence, such as (Safe Keeping, Found Property, and Confiscated). Often times based on local laws these items can be disposed of after a given period of time at the property officer's discretion.

To receive a list of Handguns that were turned over for Safe Keeping before July 1, 2012 and currently have a status code of being stored in location, use the following parameters:

Parameter	Selection
Select By	Select the Collection Date as the date range to limit the items to be displayed between the entered date range
End Date	Enter 07/01/2012 in the start date range
Include Items with the Following Status Code	Select Stored In Location (Status Code 0002) from the Item Status code lookup
Item Type	Select the item type code used for Handgun from the Item Type code lookup
Collection Purpose	Select Safe Keeping from the Collection Purpose code lookup

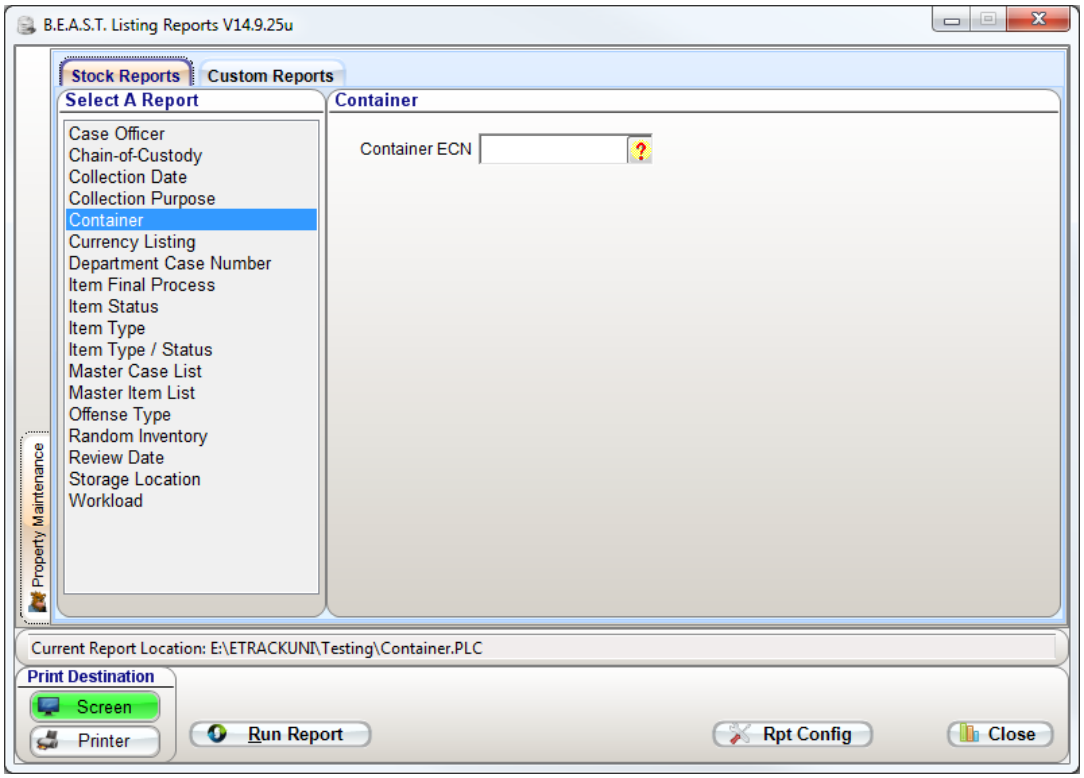
Container

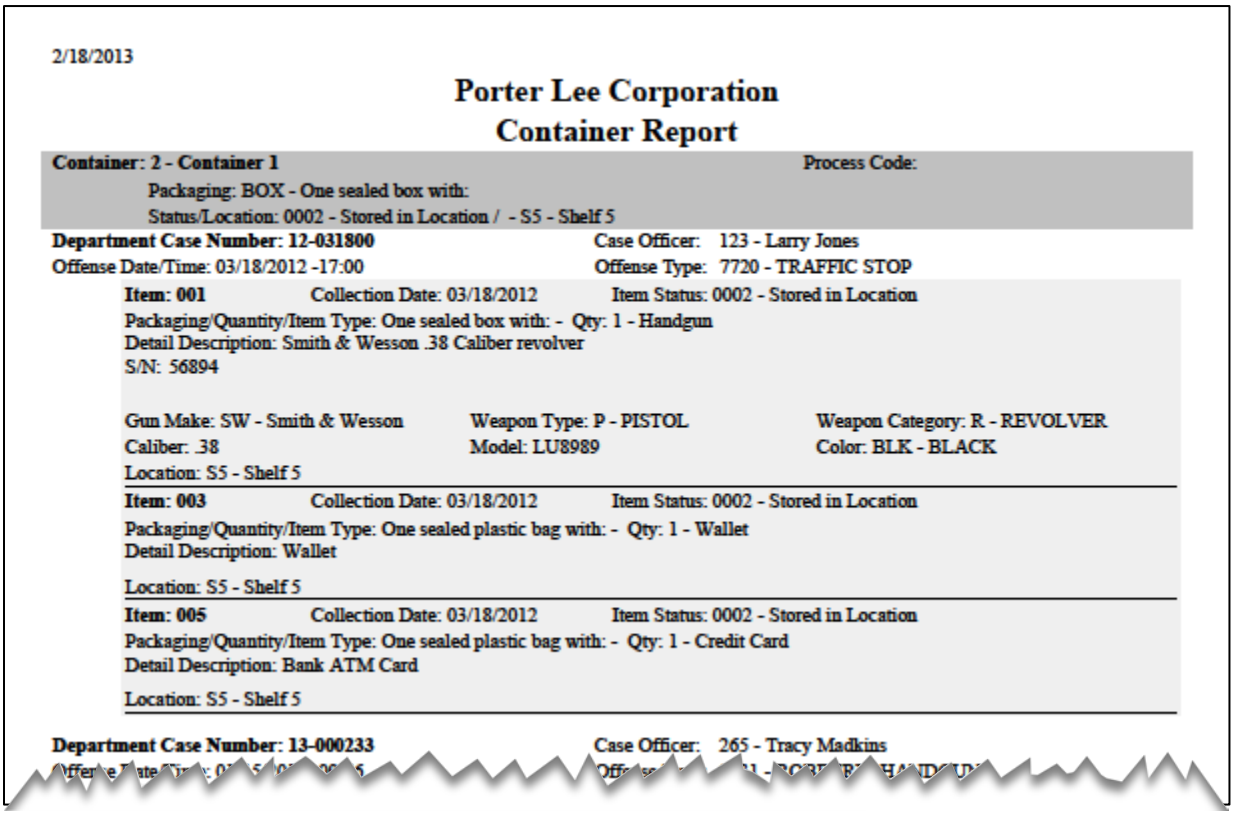
The “Container” report allows the property officer a way to generate a list of items currently assigned to a specific container. Containers are typically used for bar-coding outer packaging used to contain multiple case items.

This report contains the following information:

Attributes*	Container Number	Item Type
Case Number	Container Status	Make/Model/Value*
Case Officer	Description	Offense Date/Time
Collection Date	Item Number	Offense Type
Container Description	Item Location	Packaging
Container Location	Item Status	Quantity

** The report will display either Attribute information or the Make/Model/Value fields.*





2/18/2013

Porter Lee Corporation
Container Report

Container: 2 - Container 1 Process Code:
Packaging: BOX - One sealed box with:
Status/Location: 0002 - Stored in Location / - S5 - Shelf 5

Department Case Number: 12-031800 Case Officer: 123 - Larry Jones
Offense Date/Time: 03/18/2012 -17:00 Offense Type: 7720 - TRAFFIC STOP

Item: 001 Collection Date: 03/18/2012 Item Status: 0002 - Stored in Location
Packaging/Quantity/Item Type: One sealed box with: - Qty: 1 - Handgun
Detail Description: Smith & Wesson .38 Caliber revolver
S/N: 56894

Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: R - REVOLVER
Caliber: .38 Model: LU8989 Color: BLK - BLACK
Location: S5 - Shelf 5

Item: 003 Collection Date: 03/18/2012 Item Status: 0002 - Stored in Location
Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Wallet
Detail Description: Wallet
Location: S5 - Shelf 5

Item: 005 Collection Date: 03/18/2012 Item Status: 0002 - Stored in Location
Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Credit Card
Detail Description: Bank ATM Card
Location: S5 - Shelf 5

Department Case Number: 13-000233 Case Officer: 265 - Tracy Madkins

Example

Containers allow the property officer to seal and store long term items, which must be held in custody, but will probably never leave the property room again. Since these containers are typically sealed the property officer can us this report to list out what is contained within the sealed container.

To receive a list of items that were stored in a sealed or open container, use the following parameters:

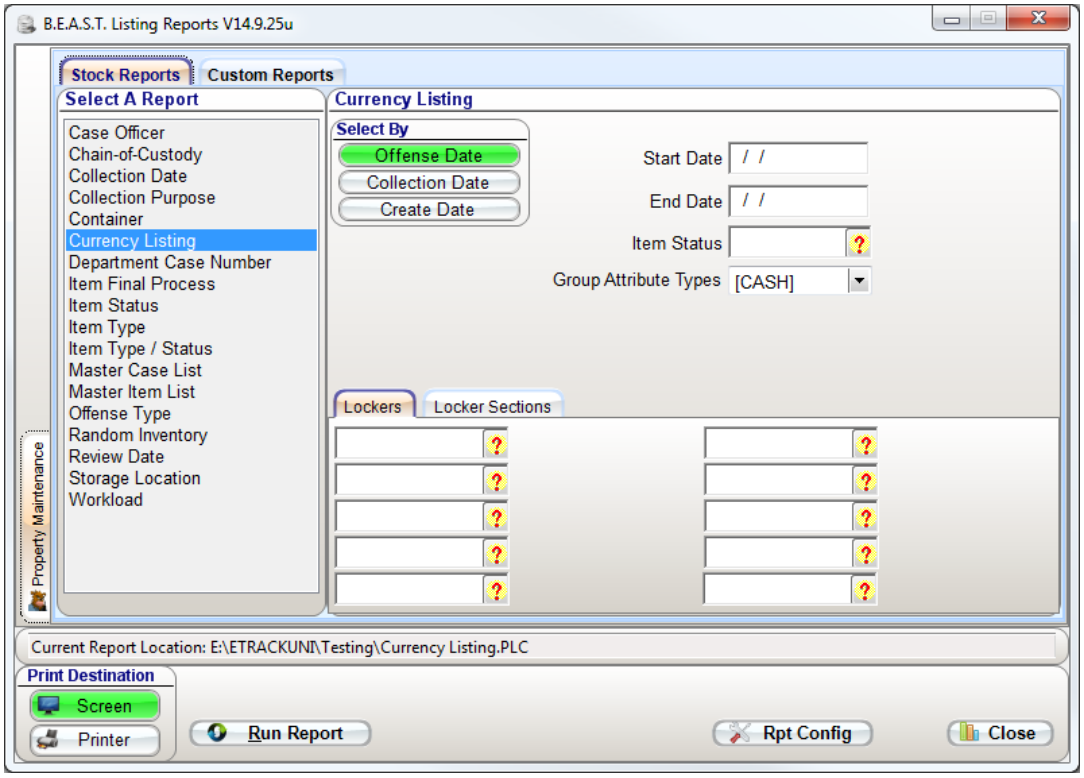
Parameter	Selection
Container ECN	Select the container from the Container code lookup

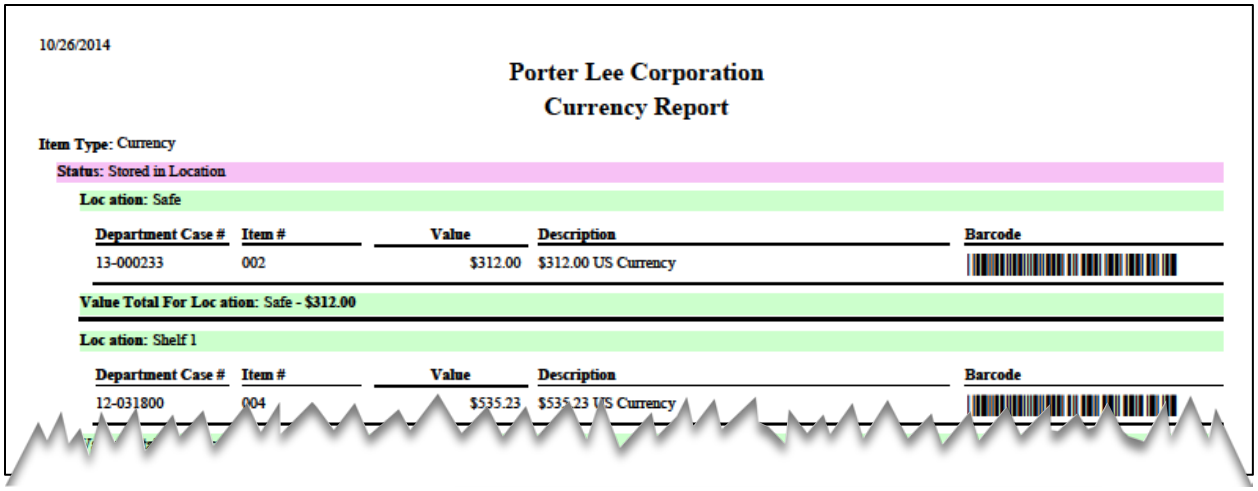
Currency Listing

The “Currency Listing” report allows the property officer a way to generate a list of items to display all items marked as currency and total amount.

This report contains the following information:

Case Number	Container Number	Item Number
Container Description	Description	Item Status
Container Location	Item Barcode	Item Type





10/26/2014

Porter Lee Corporation
Currency Report

Item Type: Currency

Status: Stored in Location

Loc ation: Safe

Department Case #	Item #	Value	Description	Barcode
13-000233	002	$312.00	$312.00 US Currency	

Value Total For Loc ation: Safe - **$312.00**

Loc ation: Shelf 1

Department Case #	Item #	Value	Description	Barcode
12-031800	004	$535.23	$535.23 US Currency	

Example

The currency report will allow the property officer to see a total amount of currency brought into the evidence room.

To receive an amount of currency items that have been entered into evidence , use the following parameters:

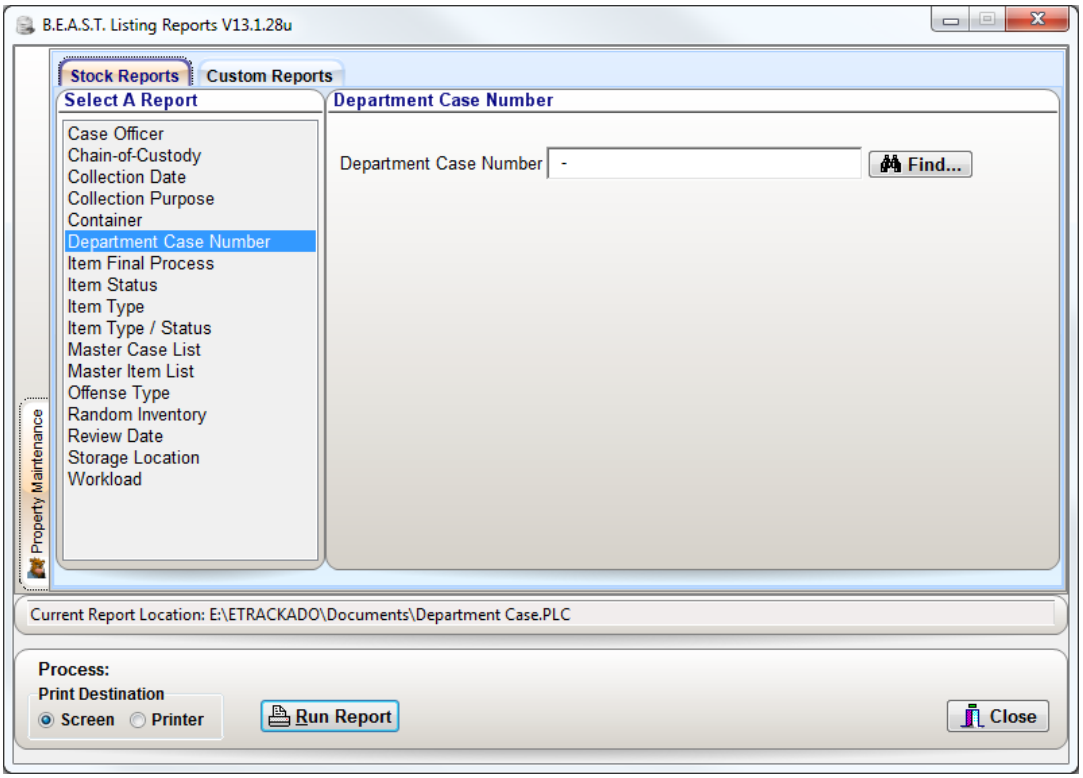
Parameter	Selection
Group Attribute	Select the checkbox of the Attribute Group used for currency

Department Case Number

The “Department Case Number” report generates a summary report which details all of the case information entered into the Property & Inventory program. A brief summary of the type of information displayed on the report is listed below. This report is typically auto printed from the Property system after a new case is entered and is used by an agency as the evidence submittal form. The report includes footer information for the submitting officer to sign and his supervisor.

This report contains the following information:

Case Information
Case Item Information
Case Name Information
Lab Submission Information



- If you are not sure of your complete case number, click the “Find” button to access the Case Find screen.

2/18/2013

Porter Lee Corporation
Department Case Report

Department Case Number: 12-031800

Related Case # 's:

Case Information

Case Officer: 123 - Larry Jones
Offense Date/Time: 03/18/2012 - 17:00Hrs
Offense Location: 900 block of West Wise Road, Schaumburg, IL 60193
Offense Type: 7720 - TRAFFIC STOP
Expiration Date:
Jurisdiction: Cook
Court Date:
Disposition:
Disposition Date:
Case Comments:

Case Names

Name Type: Suspect

Name: Miller, Jacob **Sex:** M **Race:** W **DOB:** 12/13/1984 **Home Phone#:** (630) 432-9090
Address: 2356 Greenway Drive **ID#:**
Schaumburg IL 60193
Additional Name Information: **SSN#:**

Case Items

Item Number: 001
Container #: **Process:** Hold for investigative purposes
Current Custody: Stored in Location - Gun Locker
Collection Date/Time: 03/18/2012 - 17:00Hrs **Collection Purpose:** Evidence
Collected By: 123 - Larry Jones
Collection Location: Right Rear pocket Of Suspect
Packaging/Quantity/Item Type: One sealed box with: - 1 - Handgun
Detail Description: Smith & Wesson .38 Caliber revolver
Posessor: Jacob Miller
Serial #: 56894
/
Gun Make : SW - Smith & Wesson **Weapon Type :** P - PISTOL **Weapon Category :** R - REVOLVER
Caliber : .38 **Model :** LU8989 **Color :** BLK - BLACK
Item Notes:

Item Number: 002
Container #: **Process:** Hold for investigative purposes
Current Custody: Stored in Location - Drug Locker
Collection Date/Time: 03/18/2012 - 17:00Hrs **Collection Purpose:** Evidence
Collected By: 123 - Larry Jones
Collection Location: Suspects Left Front Pocket
Packaging/Quantity/Item Type: One sealed plastic bag with: - 1 - Green plant material
Detail Description: small bag of suspected marijuana green in color
Posessor: Jacob Miller
Weight : 0.20 **Weight Units :** G - GRAMS
Item Notes:

E:\ETRACKADO\Documents\Department Case.PLC

Page 1 of 2

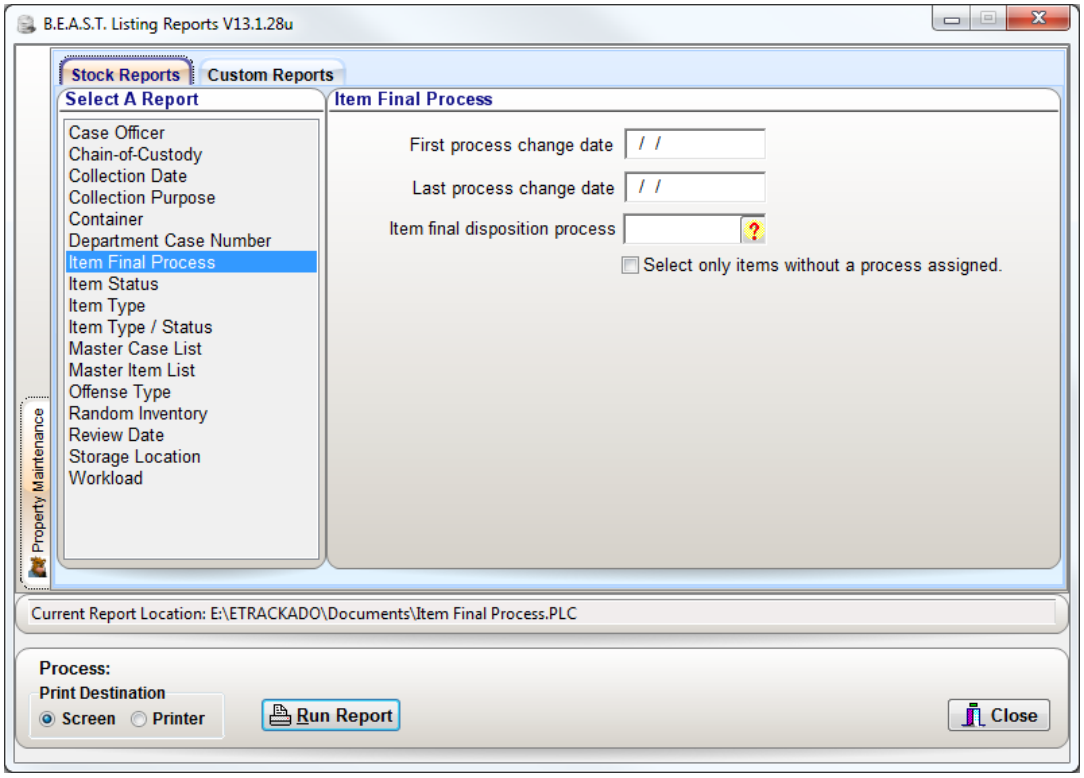
Item Final Process

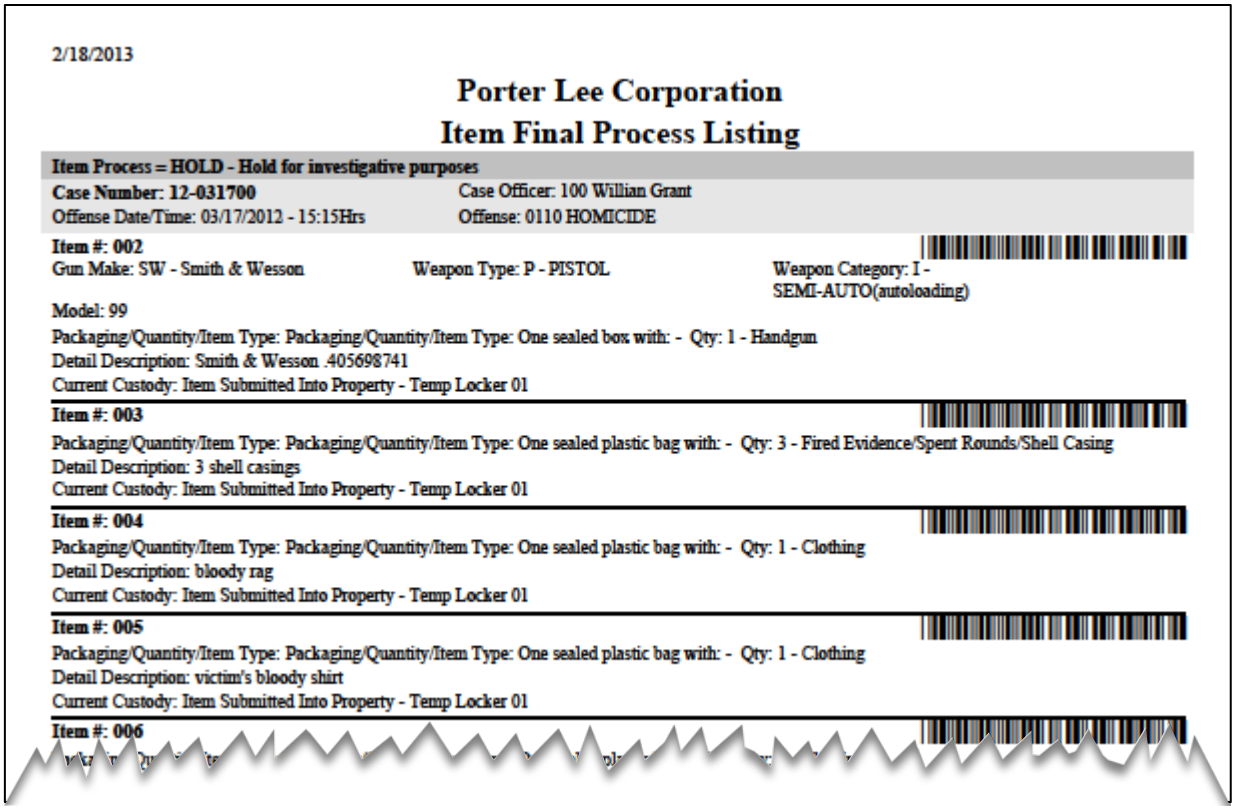
The “Item Final Process” report will list case items based on the current item process. This allows the property officer the ability to follow up and review items based on the process code assigned when they were last transferred or entered.

This report is grouped by Item Process and contains the following information:

Attributes*	Current Location	Offense Code
Case Number	Item Number	Process Code
Case Officer	Make/Model/Value*	Quantity

** The report will display either Attribute information or the Make/Model/Value fields.*





2/18/2013

Porter Lee Corporation

Item Final Process Listing

Item Process = HOLD - Hold for investigative purposes

Case Number: 12-031700 Case Officer: 100 Willian Grant

Offense Date/Time: 03/17/2012 - 15:15Hrs Offense: 0110 HOMICIDE

Item #: 002

Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: I - SEMI-AUTO(autoloading)

Model: 99

Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed box with: - Qty: 1 - Handgun

Detail Description: Smith & Wesson .405698741

Current Custody: Item Submitted Into Property - Temp Locker 01

Item #: 003

Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 3 - Fired Evidence/Spent Rounds/Shell Casing

Detail Description: 3 shell casings

Current Custody: Item Submitted Into Property - Temp Locker 01

Item #: 004

Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Clothing

Detail Description: bloody rag

Current Custody: Item Submitted Into Property - Temp Locker 01

Item #: 005

Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Clothing

Detail Description: victim's bloody shirt

Current Custody: Item Submitted Into Property - Temp Locker 01

Item #: 006

Example

An example of this would be when the property officer sends out an owner letter. The system will update the item process to show an owner letter was sent.

The Property officer can then review and check 30 days later which items still have this status based on the fact that they still have not been returned. Typically these items can then be transferred to a destruction status and assigned a new item process so that they can later be disposed of.

Parameter	Selection
Last Process Change Date	Enter this date as 30 days prior to the current date.
Item Final Disposition Process	Select RTOS from the Process Code lookup dialog. RTOS is the process code that items will default to when Owner Letters are generated from the BEAST.

- The Select only items without a process assigned checkbox will find items that do not have a Process code assigned to it.

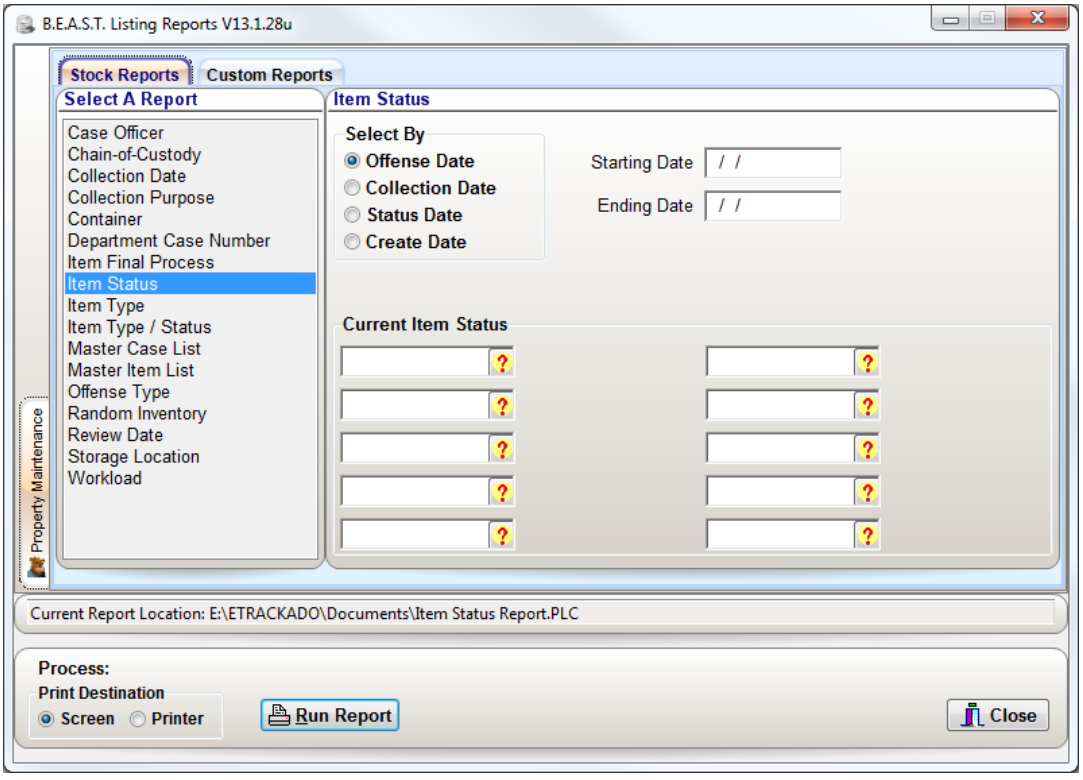
Item Status

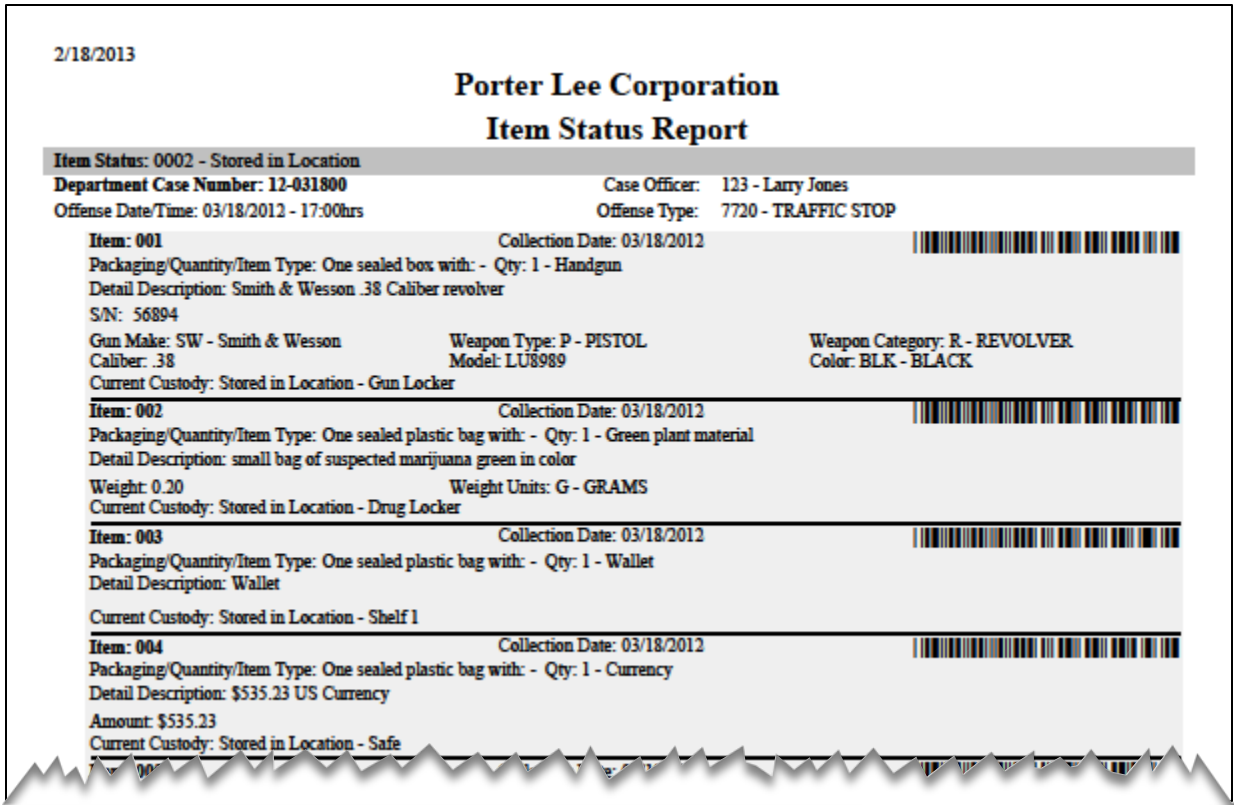
The “Item Status” report lists submitted items based on their current chain-of-custody status. As an item lives thru its life span it is given several different statuses. This report allows the property officer the ability to generate a report for items, which may currently be out to a crime lab, to court, out for review, etc.

This report is grouped by Item Status and contains the following information:

Attributes*	Item Description	Offense Date/Time
Case Number	Item Number	Offense Type
Case Officer	Item Status	Package Type
Collection Date	Item Type	Quantity
Current Location	Make/Model/Value*	

** The report will display either Attribute information or the Make/Model/Value fields.*





2/18/2013

Porter Lee Corporation

Item Status Report

Item Status: 0002 - Stored in Location

Department Case Number: 12-031800 Case Officer: 123 - Larry Jones

Offense Date/Time: 03/18/2012 - 17:00hrs Offense Type: 7720 - TRAFFIC STOP

Item: 001 Collection Date: 03/18/2012

Packaging/Quantity/Item Type: One sealed box with: - Qty: 1 - Handgun

Detail Description: Smith & Wesson .38 Caliber revolver

S/N: 56894

Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: R - REVOLVER

Caliber: .38 Model: LU8989 Color: BLK - BLACK

Current Custody: Stored in Location - Gun Locker

Item: 002 Collection Date: 03/18/2012

Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Green plant material

Detail Description: small bag of suspected marijuana green in color

Weight: 0.20 Weight Units: G - GRAMS

Current Custody: Stored in Location - Drug Locker

Item: 003 Collection Date: 03/18/2012

Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Wallet

Detail Description: Wallet

Current Custody: Stored in Location - Shelf 1

Item: 004 Collection Date: 03/18/2012

Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Currency

Detail Description: $535.23 US Currency

Amount: $535.23

Current Custody: Stored in Location - Safe

Example

Many items are submitted into custody for purposes other than Evidence, such as (Safe Keeping, Found Property, and Confiscated). Often times based on local laws these items can be disposed of after a given period of time at the property officer's discretion.

To receive a list of items that are currently having a status code of "To Lab" longer than a month, use the following parameters:

Parameter	Selection
Select By Date	Select Status Date
Ending Date	Enter this date as 30 days prior to the current date
Current Item Status	Select the "To Lab" (0004) Status code from the Item Status code lookup

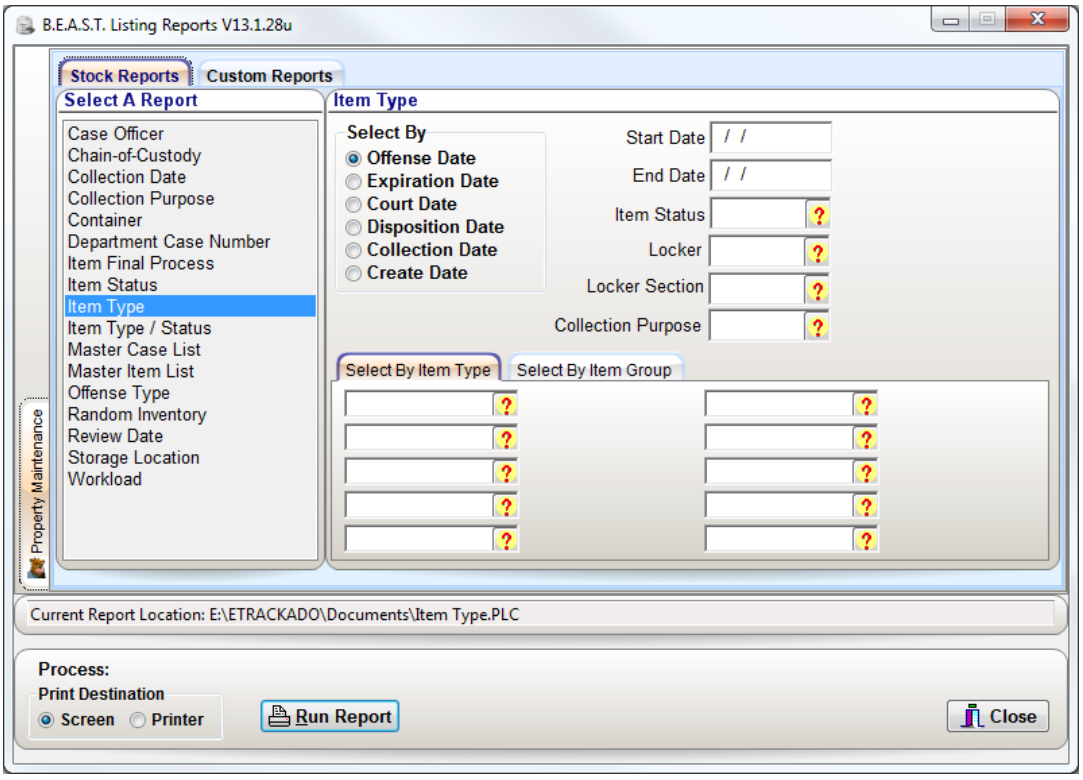
Item Type

The “Item Type” report is often found to be the most helpful and widely used report by the property officer. This report lists items by their item types, and gives a summary count per Item Type.

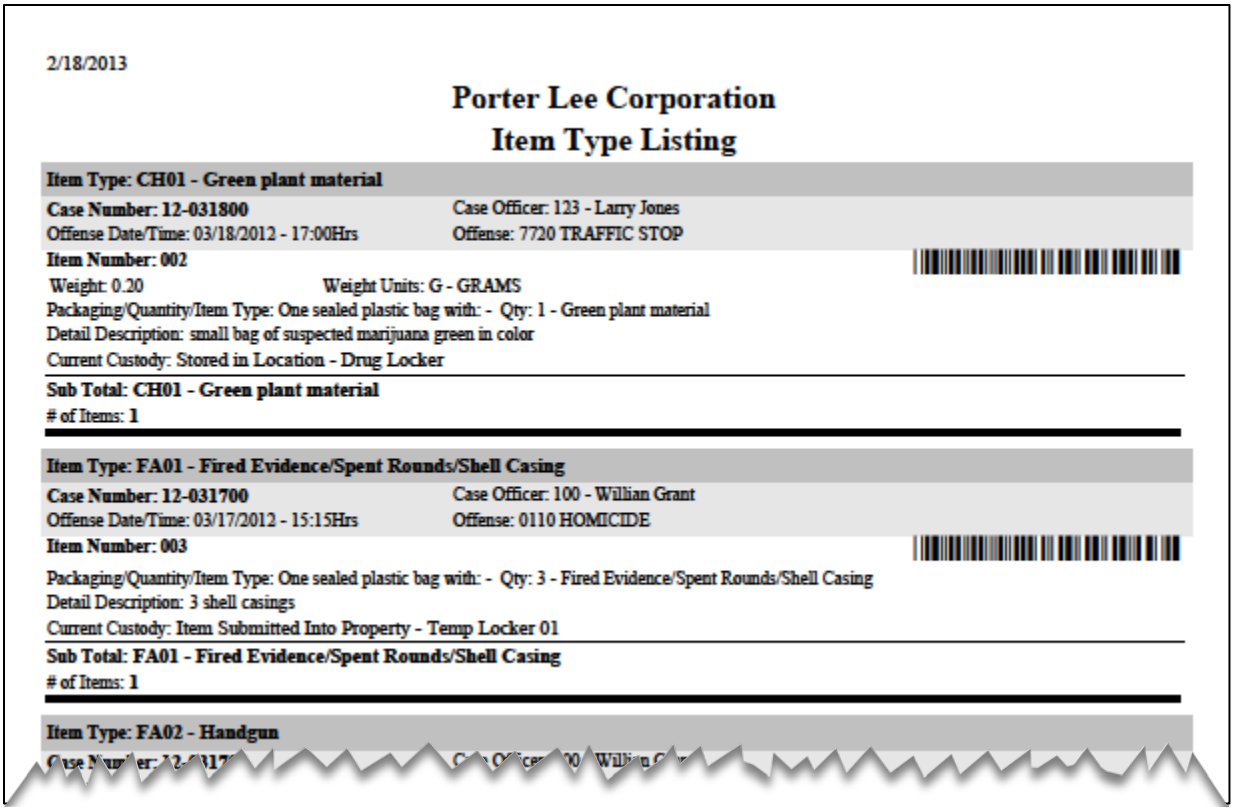
This report contains the following information:

Attributes*	Detail Description	Offense Type
Case Number	Item Number	Packaging
Case Officer	Item Status	Quantity
Current Location	Item Type	Current Status
Make/Model/Value*		

** The report will display either Attribute information or the Make/Model/Value fields.*



- This report can be filtered by either specific “Item types” or by “Item Groups”. Item groups are maintained within the item type code table.



2/18/2013

Porter Lee Corporation
Item Type Listing

Item Type: CH01 - Green plant material

Case Number: 12-031800 Case Officer: 123 - Larry Jones
Offense Date/Time: 03/18/2012 - 17:00Hrs Offense: 7720 TRAFFIC STOP
Item Number: 002
Weight: 0.20 Weight Units: G - GRAMS
Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Green plant material
Detail Description: small bag of suspected marijuana green in color
Current Custody: Stored in Location - Drug Locker

Sub Total: CH01 - Green plant material
# of Items: **1**

Item Type: FA01 - Fired Evidence/Spent Rounds/Shell Casing

Case Number: 12-031700 Case Officer: 100 - Willian Grant
Offense Date/Time: 03/17/2012 - 15:15Hrs Offense: 0110 HOMICIDE
Item Number: 003
Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 3 - Fired Evidence/Spent Rounds/Shell Casing
Detail Description: 3 shell casings
Current Custody: Item Submitted Into Property - Temp Locker 01

Sub Total: FA01 - Fired Evidence/Spent Rounds/Shell Casing
# of Items: **1**

Item Type: FA02 - Handgun

Example

This report is most useful for property officers who have had to count and catalog every hand gun, narcotic, and currency in there custody. They will find this report a tremendous time saver.

To see a list of firearms that were collected for the last 3 months and currently stored in a specific location, use the following parameters:

Parameter	Selection
Select By Date	Select the Collection Date as the date range to limit the items to be displayed between the entered date range
Start Date	Enter the date 3 months prior to the current date
Locker*	Select the location of where the items are located
Select By Item Type **	Select all item types used for firearms (if more than one)

* Use Locker Section instead of Locker if items are stored in multiple locations and the locations are grouped together into a section. ** Use Select By Item Group if using Item Groups and item types are grouped together.

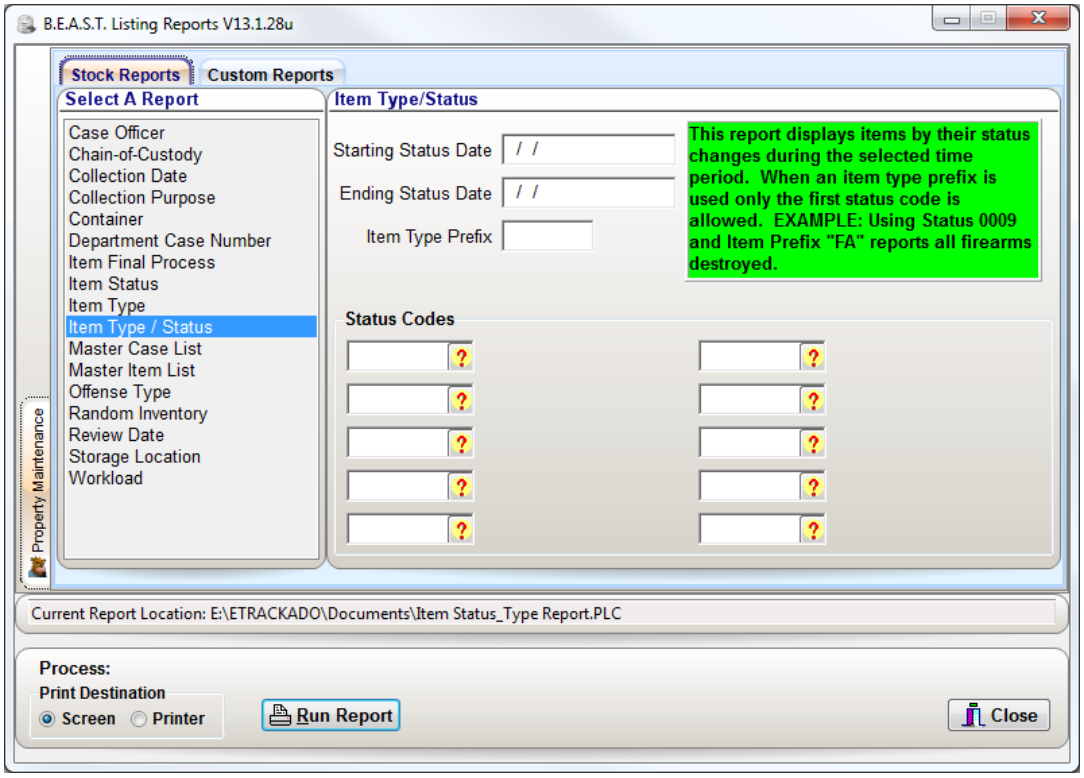
Item Type/Status

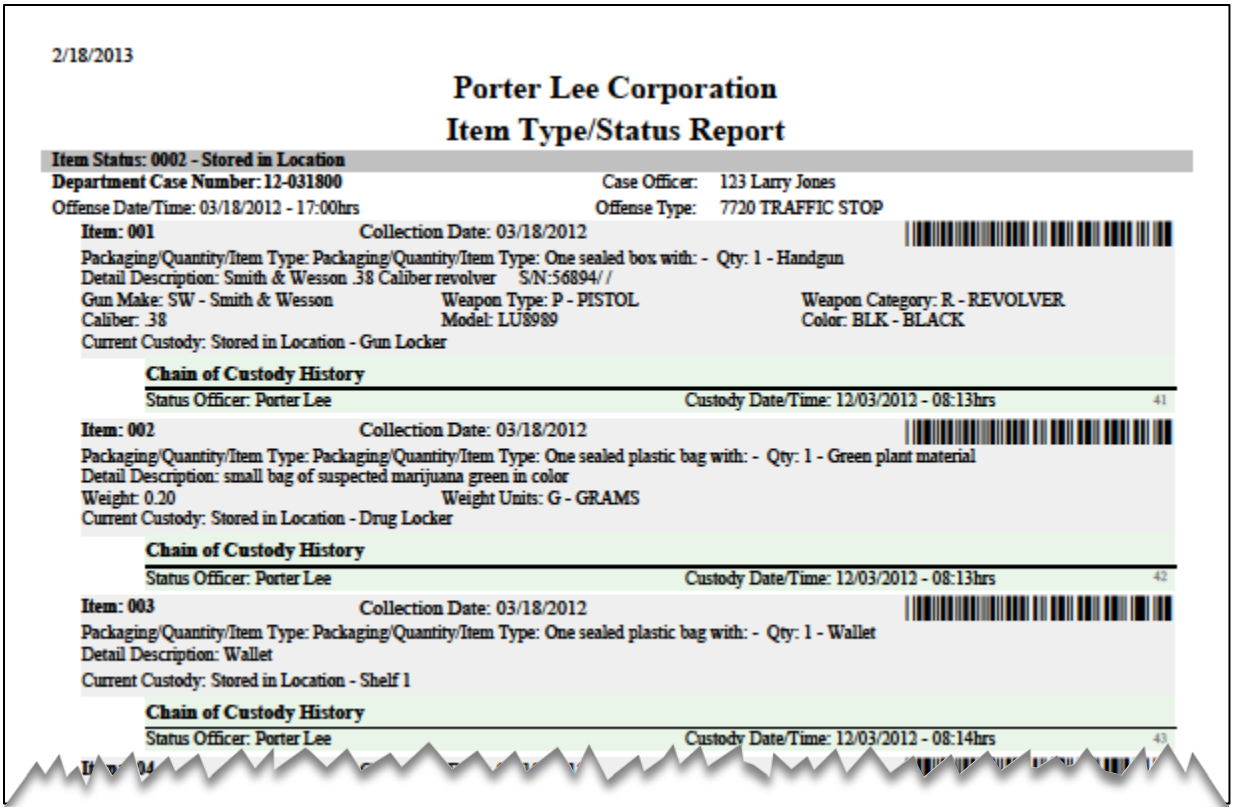
The “Item Type/Status” report is the only report other than the chain-of-custody report that is based on the item history. The purpose of this report is to allow the property officer a means to track and report the flow of inventory in and out of his/her custody. The report allows the officer to select several item statuses for all item types or one item status and either one item type or item type prefix. The report then displays and summarizes by status code how many items had the selected item status.

This report is grouped by Item Status and contains the following information:

Attributes*	Case Number	Offense Date/Time
Case Officer	Detail Description	Offense Type
Collection Date	Item Number	Packaging
Current Location	Item Type	Quantity
Custody Date	Make/Model/Value*	Serial Number

** The report will display either Attribute information or the Make/Model/Value fields.*





2/18/2013

Porter Lee Corporation
Item Type/Status Report

Item Status: 0002 - Stored in Location
Department Case Number: 12-031800 Case Officer: 123 Larry Jones
Offense Date/Time: 03/18/2012 - 17:00hrs Offense Type: 7720 TRAFFIC STOP

Item: 001 Collection Date: 03/18/2012
Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed box with: - Qty: 1 - Handgun
Detail Description: Smith & Wesson .38 Caliber revolver S/N:56894//
Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: R - REVOLVER
Caliber: .38 Model: LU8989 Color: BLK - BLACK
Current Custody: Stored in Location - Gun Locker

Chain of Custody History
Status Officer: Porter Lee Custody Date/Time: 12/03/2012 - 08:13hrs 41

Item: 002 Collection Date: 03/18/2012
Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Green plant material
Detail Description: small bag of suspected marijuana green in color
Weight: 0.20 Weight Units: G - GRAMS
Current Custody: Stored in Location - Drug Locker

Chain of Custody History
Status Officer: Porter Lee Custody Date/Time: 12/03/2012 - 08:13hrs 42

Item: 003 Collection Date: 03/18/2012
Packaging/Quantity/Item Type: Packaging/Quantity/Item Type: One sealed plastic bag with: - Qty: 1 - Wallet
Detail Description: Wallet
Current Custody: Stored in Location - Shelf 1

Chain of Custody History
Status Officer: Porter Lee Custody Date/Time: 12/03/2012 - 08:14hrs 43

Example

This report is most useful for track workload and to justify staffing needs, based on the amount of flow thru of evidence.

To see a list of handguns that went to court for the last month, use the following parameters:

Parameter	Selection
Starting Status Date	Enter the date as 1 month prior to the current date
Item Type Prefix*	Enter the item type for handgun
Status Codes	Select the To Court status code from the Item Status code lookup

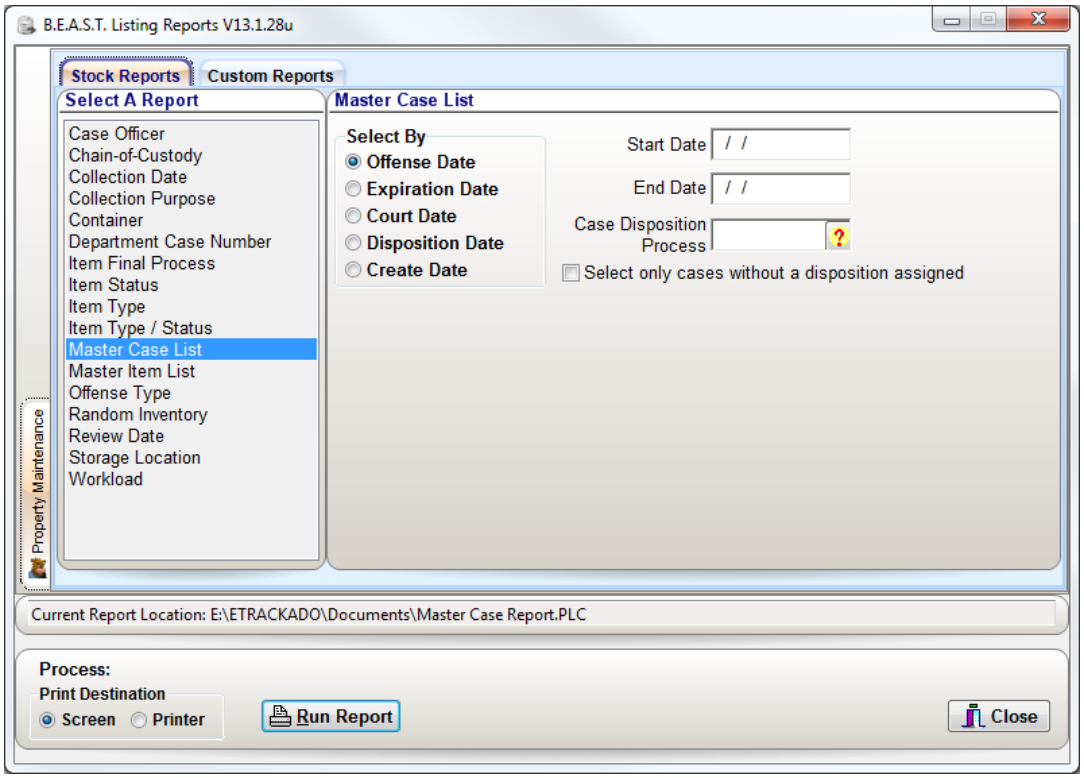
* If using multiple item types for firearms and those items share a common item type code prefix such as FA, enter the prefix code in the Item Type Prefix field to receive a list of all firearms.

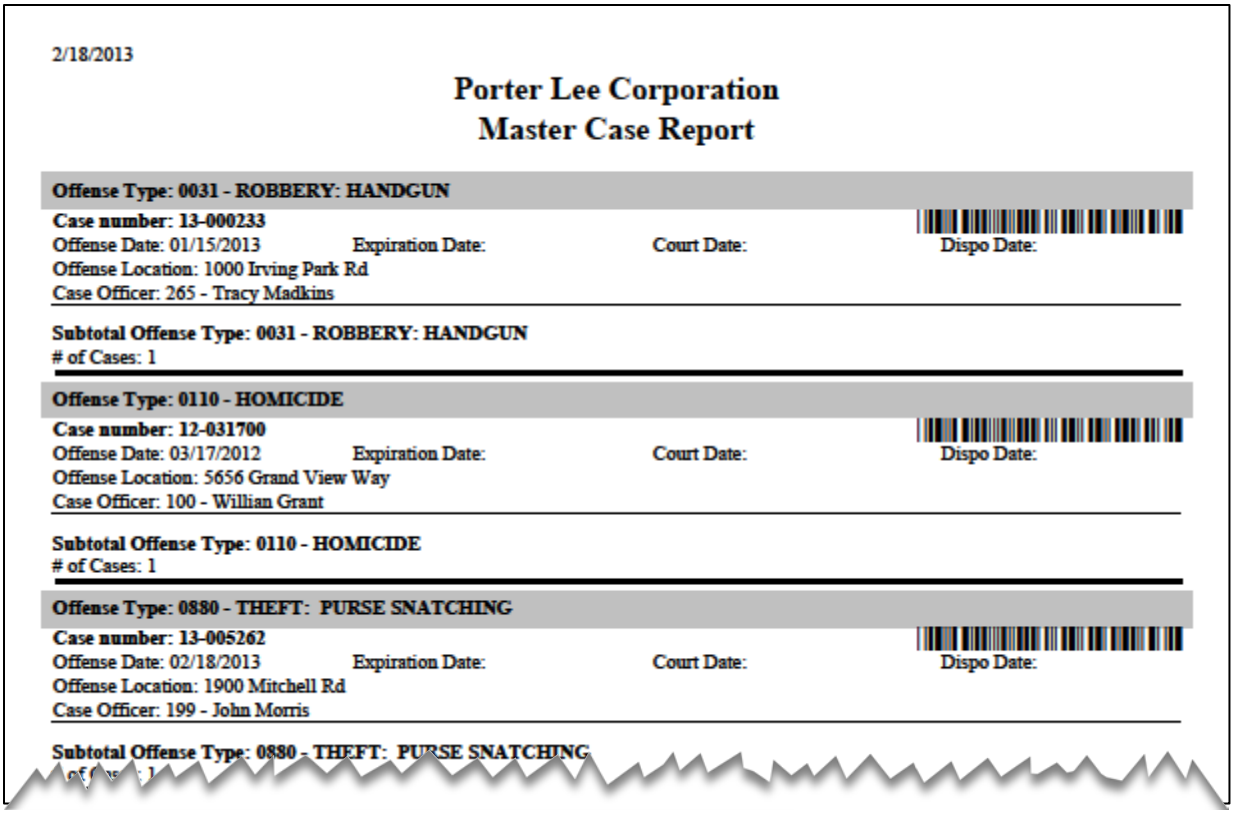
Master Case List

The Master Case Report lists all of the departmental cases for a given time period. The selection time period is based on the "Selected By" selection. Generating this report is as simple as entering a date range and clicking on the "Run Report" button.

This report contains the following information:

Case Number	Disposition Date	Offense Location	Case Officer
Expiration Date	Offense Type	Court Date	Offense Date





2/18/2013

Porter Lee Corporation
Master Case Report

Offense Type: 0031 - ROBBERY: HANDGUN

Case number: 13-000233
Offense Date: 01/15/2013 Expiration Date: Court Date: Dispo Date:
Offense Location: 1000 Irving Park Rd
Case Officer: 265 - Tracy Madkins

Subtotal Offense Type: 0031 - ROBBERY: HANDGUN
# of Cases: 1

Offense Type: 0110 - HOMICIDE

Case number: 12-031700
Offense Date: 03/17/2012 Expiration Date: Court Date: Dispo Date:
Offense Location: 5656 Grand View Way
Case Officer: 100 - Willian Grant

Subtotal Offense Type: 0110 - HOMICIDE
# of Cases: 1

Offense Type: 0880 - THEFT: PURSE SNATCHING

Case number: 13-005262
Offense Date: 02/18/2013 Expiration Date: Court Date: Dispo Date:
Offense Location: 1900 Mitchell Rd
Case Officer: 199 - John Morris

Subtotal Offense Type: 0880 - THEFT: PURSE SNATCHING

Example

This report is most useful for a list of all department cases for a selected time period.

To see a list of open cases broken down by offense, use the following parameters:

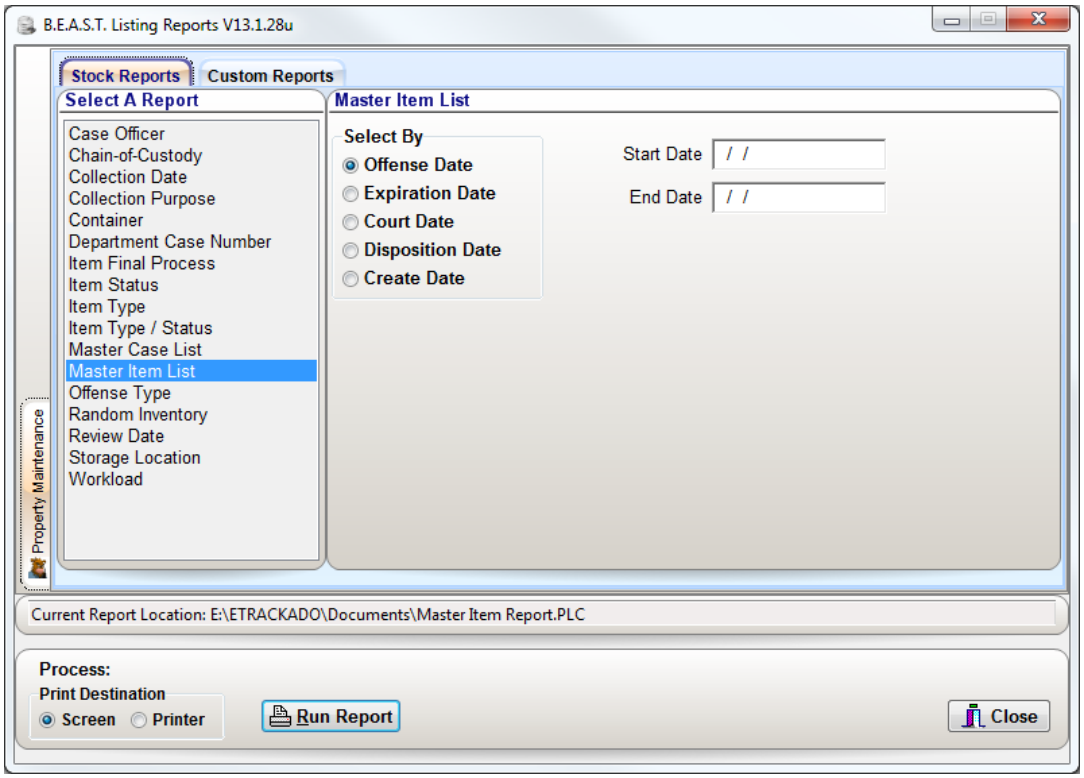
Parameter	Selection
Select only cases without a disposition assigned	Check off this item to select

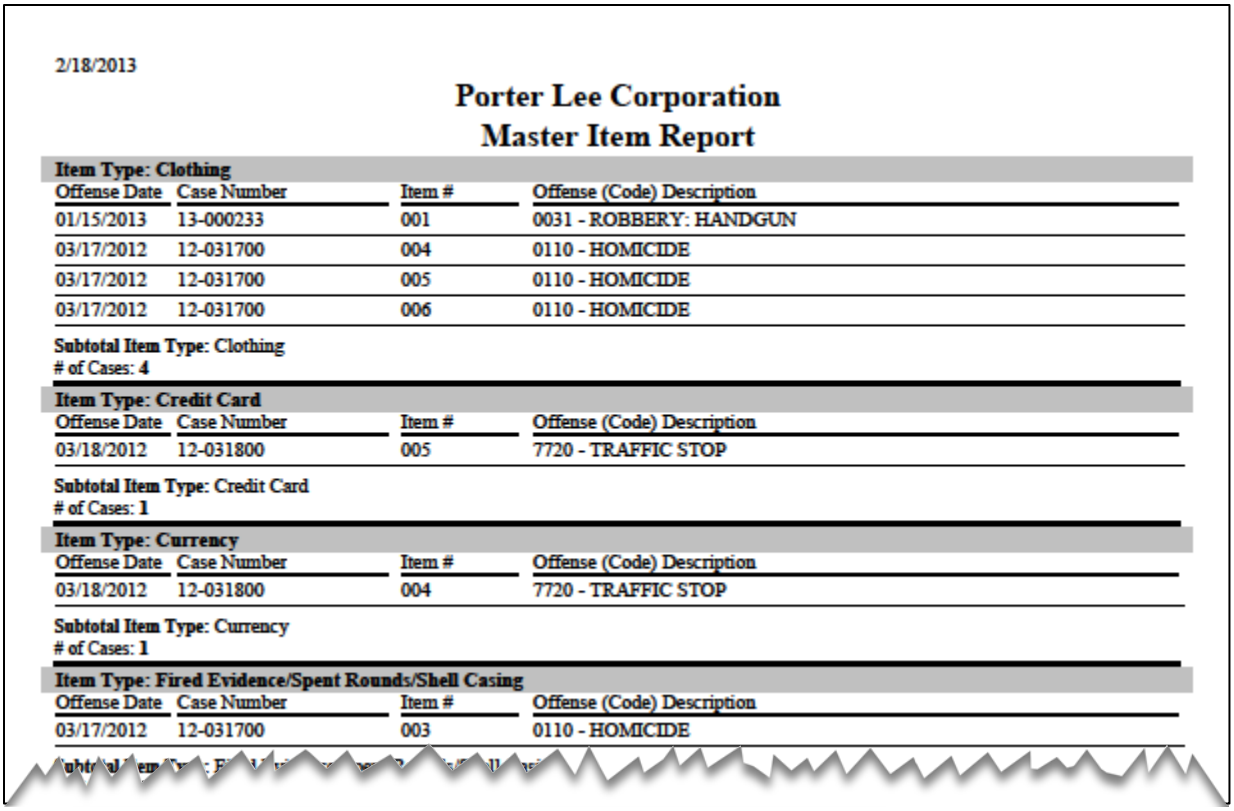
Master Item List

This report is designed to give the Property Officer a list of every item which has ever been in his custody. The list is grouped by Item Type and can be limited to include only those items, which were selected based on one of the selection dates.

This report contains the following information:

Case Number	Offense Code	Offense Description
Item Number	Offense Date	





2/18/2013

Porter Lee Corporation
Master Item Report

Item Type: Clothing

Offense Date	Case Number	Item #	Offense (Code) Description
01/15/2013	13-000233	001	0031 - ROBBERY: HANDGUN
03/17/2012	12-031700	004	0110 - HOMICIDE
03/17/2012	12-031700	005	0110 - HOMICIDE
03/17/2012	12-031700	006	0110 - HOMICIDE

Subtotal Item Type: Clothing
# of Cases: 4

Item Type: Credit Card

Offense Date	Case Number	Item #	Offense (Code) Description
03/18/2012	12-031800	005	7720 - TRAFFIC STOP

Subtotal Item Type: Credit Card
# of Cases: 1

Item Type: Currency

Offense Date	Case Number	Item #	Offense (Code) Description
03/18/2012	12-031800	004	7720 - TRAFFIC STOP

Subtotal Item Type: Currency
# of Cases: 1

Item Type: Fired Evidence/Spent Rounds/Shell Casing

Offense Date	Case Number	Item #	Offense (Code) Description
03/17/2012	12-031700	003	0110 - HOMICIDE

Example

This report is most useful for a list of all case items for a selected time period.

To see a complete list of items for the last year based on when they were entered into the Beast, use the following parameters:

Parameter	Selection
Select By Date	Select the Create Date (when the item was entered)
Start Date	Enter a date 1 year before the current date

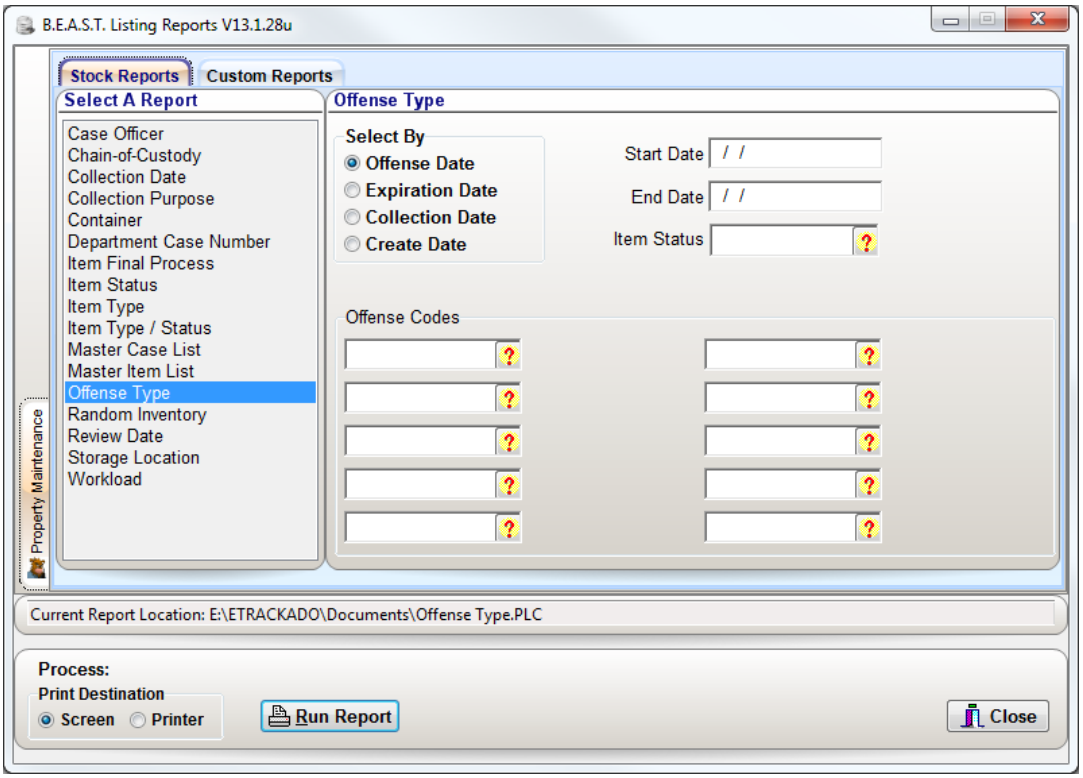
Offense Type

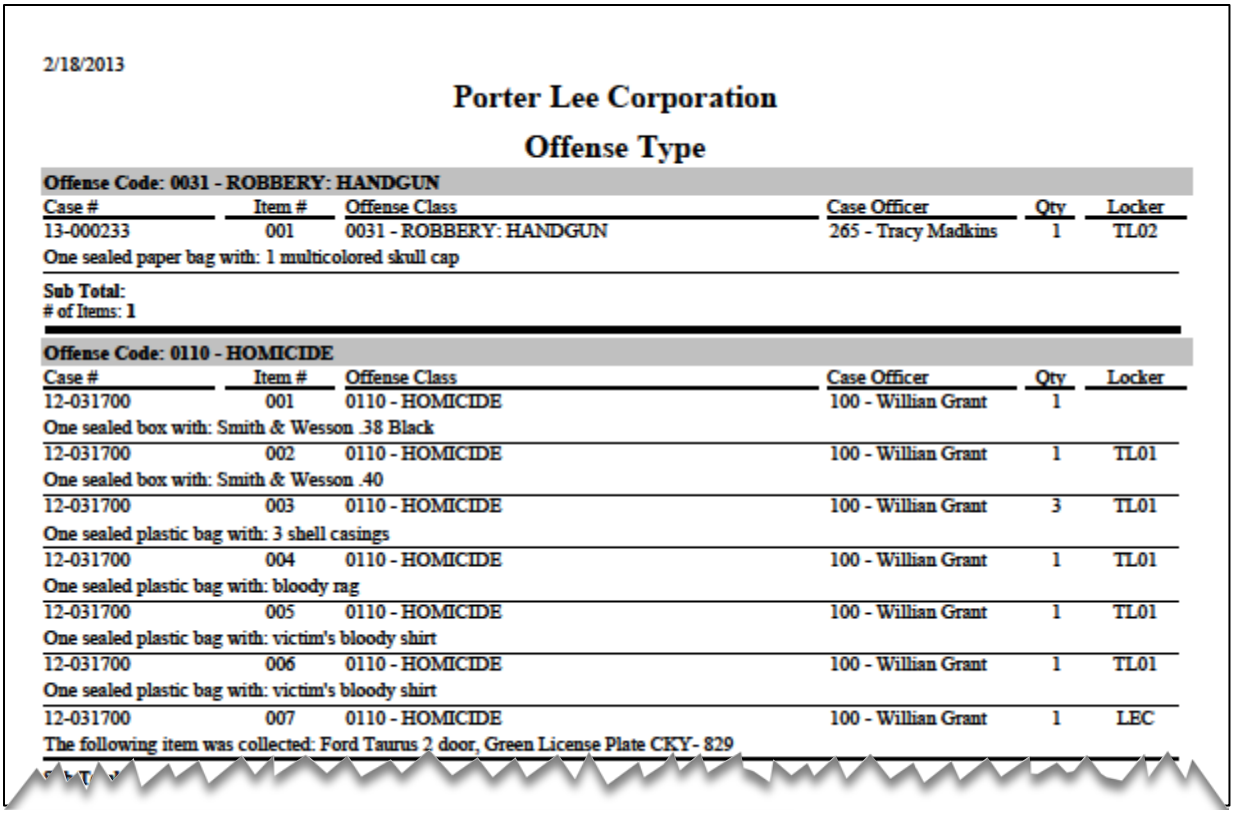
The “Offense Type” is designed to allow the property officer to statistically report how many items are collected based on their Offense Type. While this information may not be entirely important to the Property Officer, many Command Staff personnel who may have to report this information to the public will find this information very important. The speed and accuracy at which the property officer can produce this information will impress the command staff immensely

This report contains the following information:

Attributes*	Item Number	Offense Type	Case Number
Locker	Quantity	Case Officer	Make/Model/Value*

** The report will display either Attribute information or the Make/Model/Value fields.*





2/18/2013

Porter Lee Corporation

Offense Type

Offense Code: 0031 - ROBBERY: HANDGUN

Case #	Item #	Offense Class	Case Officer	Qty	Locker
13-000233	001	0031 - ROBBERY: HANDGUN	265 - Tracy Madkins	1	TL02
One sealed paper bag with: 1 multicolored skull cap					

Sub Total:
# of Items: 1

Offense Code: 0110 - HOMICIDE

Case #	Item #	Offense Class	Case Officer	Qty	Locker
12-031700	001	0110 - HOMICIDE	100 - Willian Grant	1	
One sealed box with: Smith & Wesson .38 Black					
12-031700	002	0110 - HOMICIDE	100 - Willian Grant	1	TL01
One sealed box with: Smith & Wesson .40					
12-031700	003	0110 - HOMICIDE	100 - Willian Grant	3	TL01
One sealed plastic bag with: 3 shell casings					
12-031700	004	0110 - HOMICIDE	100 - Willian Grant	1	TL01
One sealed plastic bag with: bloody rag					
12-031700	005	0110 - HOMICIDE	100 - Willian Grant	1	TL01
One sealed plastic bag with: victim's bloody shirt					
12-031700	006	0110 - HOMICIDE	100 - Willian Grant	1	TL01
One sealed plastic bag with: victim's bloody shirt					
12-031700	007	0110 - HOMICIDE	100 - Willian Grant	1	LEC
The following item was collected: Ford Taurus 2 door, Green License Plate CKY- 829					

Example

This report is most useful for displaying a list of items that are collected, grouped by the offense code, for a selected time period.

To see a list of items stored in the evidence room that were collected for cases, where the offense was theft, and the offense took place over the last 6 months, use the following parameters:

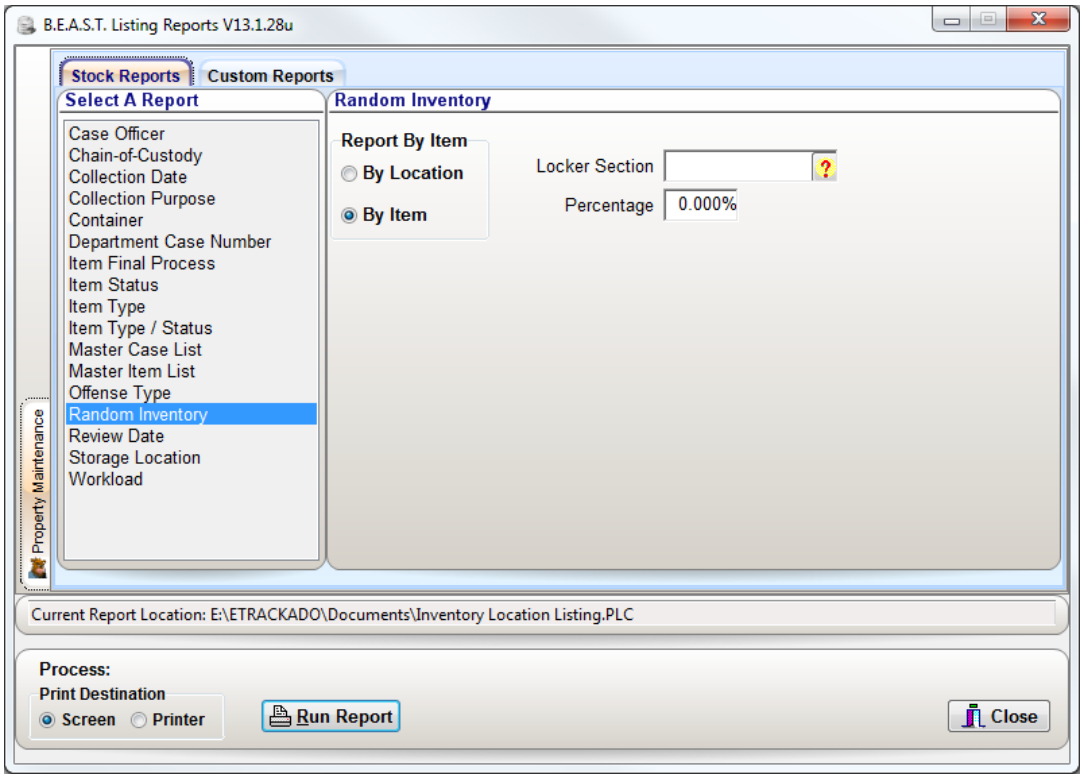
Parameter	Selection
Select By Date	Select the Offense Date
Start Date	Enter a date 6 months prior to the current date
Item Status	Select the Stored in Location (0002) item status code
Offense Codes	Select the Offense code(s) for Theft

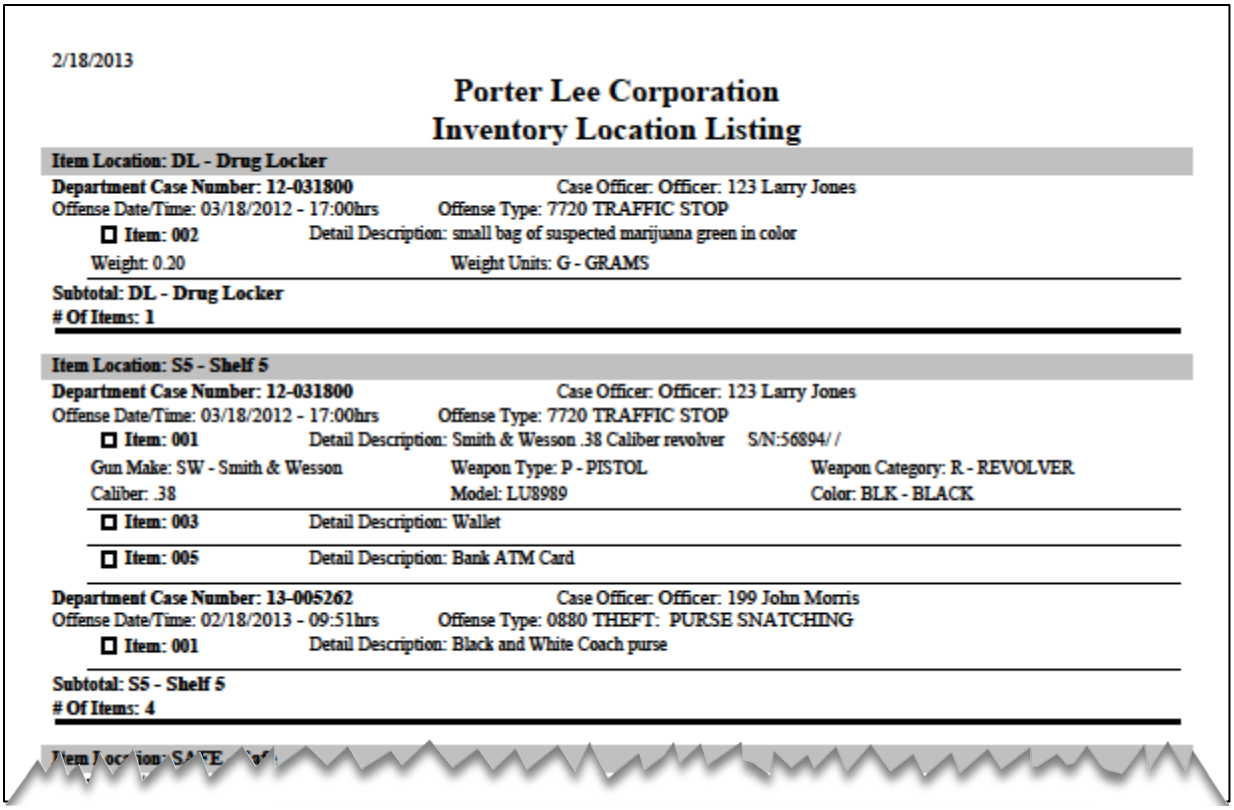
Random Inventory

The “Random Inventory” report is designed to allow the property staff to generate a random listing of items for a percentage of items in a location area or by total items on hand. This report is typically used for accreditation purposes or in place of the Remote Inventory unit when an agency does not have a portable scanner.

This report contains the following information:

Case Number*	Item Number	Offense Date/Time	Case Officer
Locker	Offense Type	Detail Description	





2/18/2013

Porter Lee Corporation
Inventory Location Listing

Item Location: DL - Drug Locker
Department Case Number: 12-031800 Case Officer: Officer: 123 Larry Jones
Offense Date/Time: 03/18/2012 - 17:00hrs Offense Type: 7720 TRAFFIC STOP
☐ **Item: 002** Detail Description: small bag of suspected marijuana green in color
Weight: 0.20 Weight Units: G - GRAMS

Subtotal: DL - Drug Locker
 # Of Items: 1

Item Location: S5 - Shelf 5
Department Case Number: 12-031800 Case Officer: Officer: 123 Larry Jones
Offense Date/Time: 03/18/2012 - 17:00hrs Offense Type: 7720 TRAFFIC STOP
☐ **Item: 001** Detail Description: Smith & Wesson .38 Caliber revolver S/N:56894/ /
Gun Make: SW - Smith & Wesson Weapon Type: P - PISTOL Weapon Category: R - REVOLVER
Caliber: .38 Model: LU8989 Color: BLK - BLACK
☐ **Item: 003** Detail Description: Wallet
☐ **Item: 005** Detail Description: Bank ATM Card

Department Case Number: 13-005262 Case Officer: Officer: 199 John Morris
Offense Date/Time: 02/18/2013 - 09:51hrs Offense Type: 0880 THEFT: PURSE SNATCHING
☐ **Item: 001** Detail Description: Black and White Coach purse

Subtotal: S5 - Shelf 5
 # Of Items: 4

Example

This report is most useful for obtaining a random list of case items for a group of locations for inventorying purposes.

To see a 25% random list of items currently stored in a locker section designated for firearms, use the following parameters:

Parameter	Selection
Report By Item	Select “By Item”
Locker Section	Select the Locker Section for Firearm locations
Percentage	Enter 25

To see a 10% random list of items for each location in the locker section designated for drugs, use the following parameters:

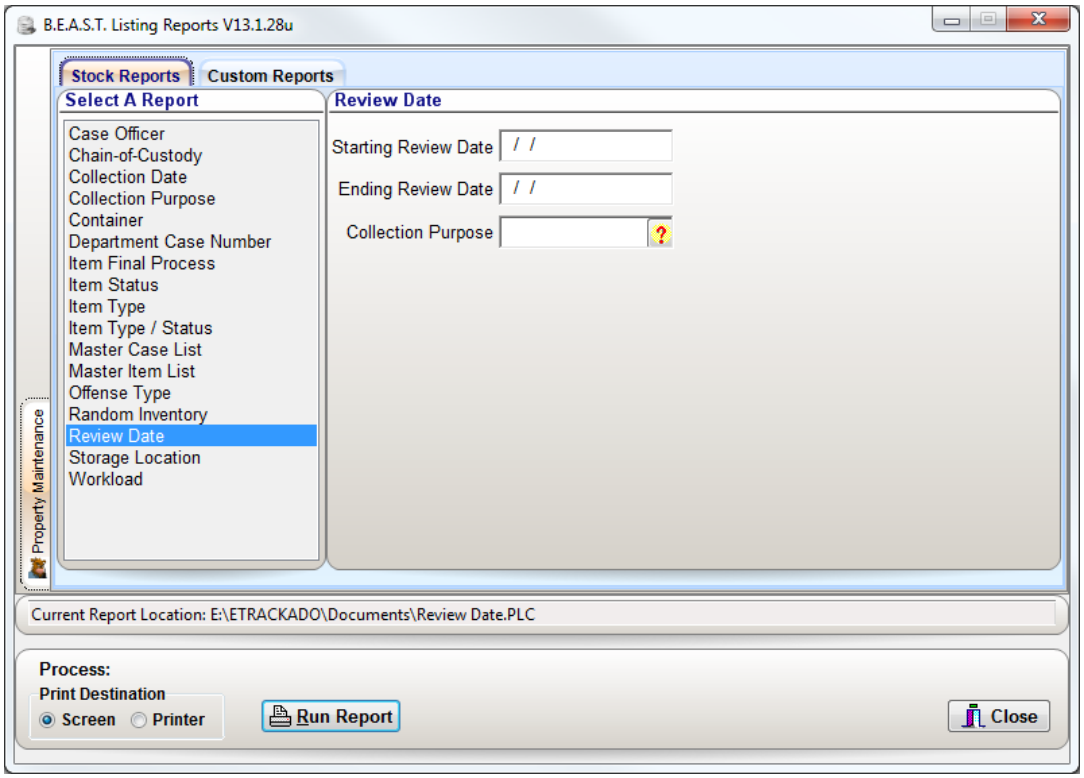
Parameter	Selection
Report By Item	Select “By Location”
Locker Section	Select the Locker Section for Drug locations
Percentage	Enter 10

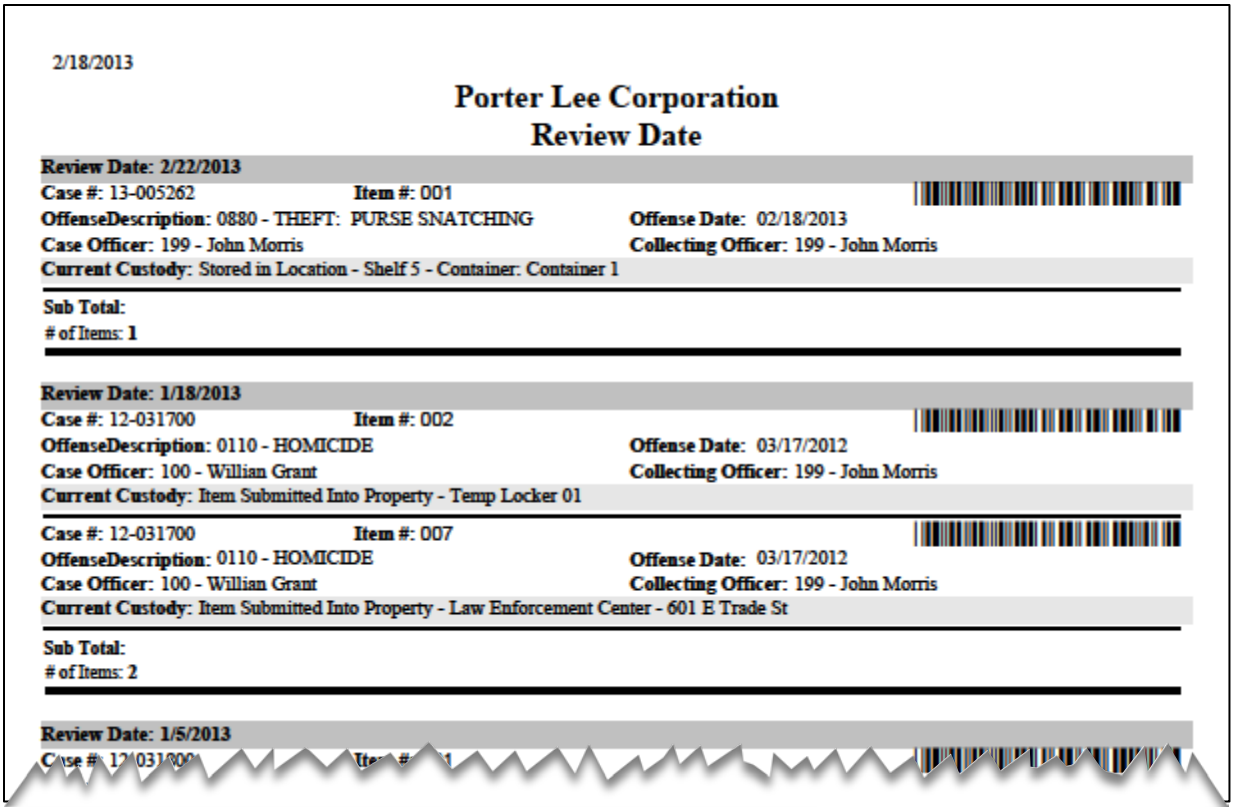
Review Date

The “Review Date” report allows the property officer to track items he/she has determined they wish to review at a given time. Depending on the departments setup they may decide to have an additional field enabled on the items tab of the Property Program. This “Review Date” field allows the entry officer to enter a date they determine they will want to review that item.

This report is grouped by Review Date and contains the following information:

Case Number	Collecting Officer	Item Number
Case Officer	Item Final Process	Offense Code/Description





2/18/2013

Porter Lee Corporation
Review Date

Review Date: 2/22/2013
Case #: 13-005262 **Item #:** 001
OffenseDescription: 0880 - THEFT: PURSE SNATCHING **Offense Date:** 02/18/2013
Case Officer: 199 - John Morris **Collecting Officer:** 199 - John Morris
Current Custody: Stored in Location - Shelf 5 - Container: Container 1

Sub Total:
# of Items: **1**

Review Date: 1/18/2013
Case #: 12-031700 **Item #:** 002
OffenseDescription: 0110 - HOMICIDE **Offense Date:** 03/17/2012
Case Officer: 100 - Willian Grant **Collecting Officer:** 199 - John Morris
Current Custody: Item Submitted Into Property - Temp Locker 01

Case #: 12-031700 **Item #:** 007
OffenseDescription: 0110 - HOMICIDE **Offense Date:** 03/17/2012
Case Officer: 100 - Willian Grant **Collecting Officer:** 199 - John Morris
Current Custody: Item Submitted Into Property - Law Enforcement Center - 601 E Trade St

Sub Total:
# of Items: **2**

Review Date: 1/5/2013

Example

This report is most useful for obtaining list of items that have a review date between the selected date ranges.

To see a list items collected as Found Property that have review date falls between 01/01/2013 and 03/31/2013, use the following parameters:

Parameter	Selection
Starting Review Date	Enter 01/01/2013
Ending Review Date	Enter 03/31/2013
Collection Purpose	Select Found Property from the Collection Purpose code lookup

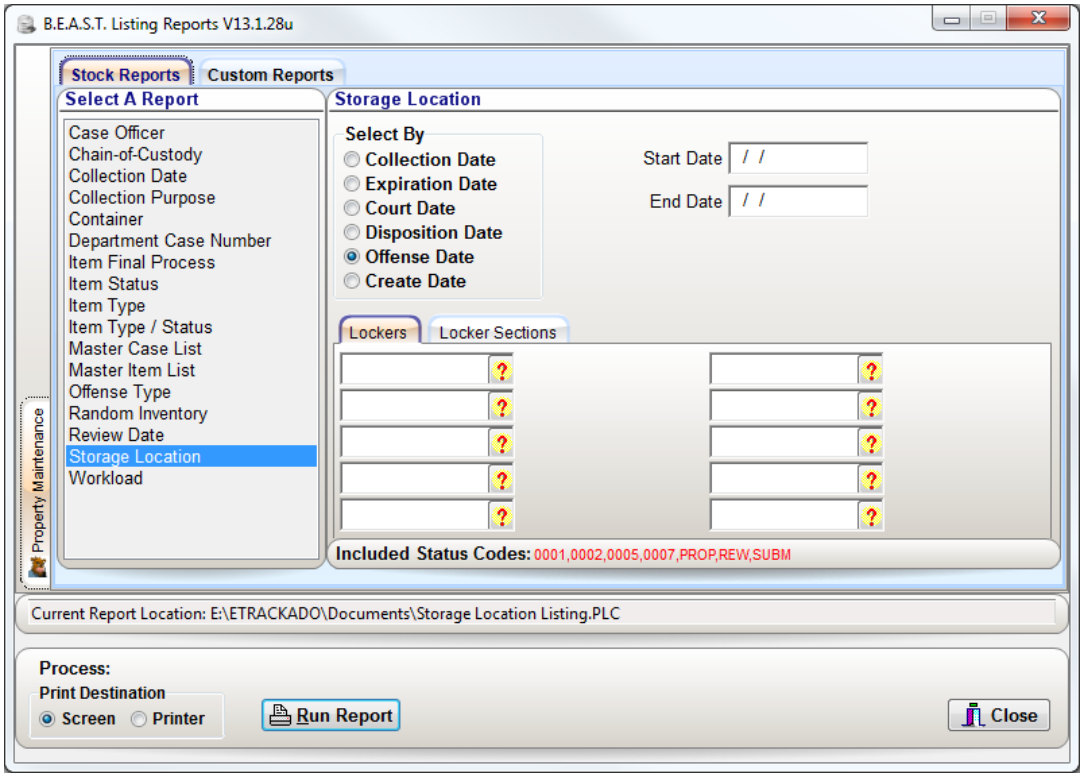
Storage Location

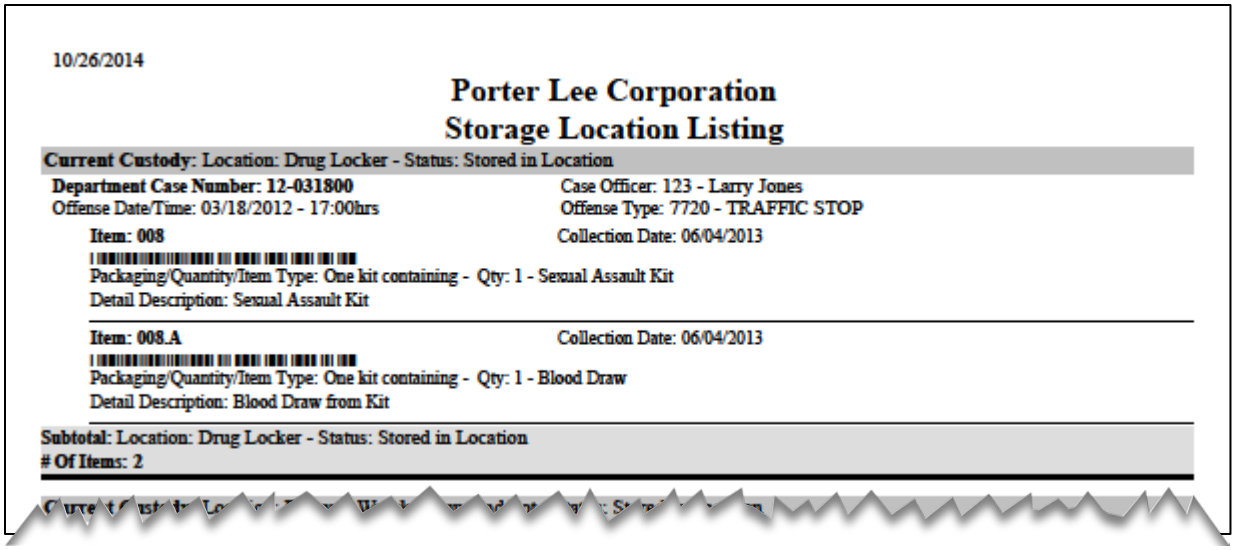
The “Storage Location” report lists items which are currently located in a specific location. This report is typically used by departments which have not purchased the “Remote Inventory” unit. When performing inventories manually the property officer can generate a report listing all of the items which should reside in the listed location and have the current status flagged as being an “In Location” status.

This report is grouped by “Storage Location” and contains the following information:

Attributes*	Item Number	Offense Type	Case Number
Item Status	Packaging	Case Officer	Item Type
Quantity	Collection Date	Make/Model/Value*	Detail Description
Offense Date/Time			

** The report will display either Attribute information or the Make/Model/Value fields.*





10/26/2014

Porter Lee Corporation
Storage Location Listing

Current Custody: Location: Drug Locker - Status: Stored in Location

Department Case Number: 12-031800 Case Officer: 123 - Larry Jones
Offense Date/Time: 03/18/2012 - 17:00hrs Offense Type: 7720 - TRAFFIC STOP

Item: 008 Collection Date: 06/04/2013
Packaging/Quantity/Item Type: One kit containing - Qty: 1 - Sexual Assault Kit
Detail Description: Sexual Assault Kit

Item: 008.A Collection Date: 06/04/2013
Packaging/Quantity/Item Type: One kit containing - Qty: 1 - Blood Draw
Detail Description: Blood Draw from Kit

Subtotal: Location: Drug Locker - Status: Stored in Location
 # Of Items: 2

Example

This report is most useful in generating a current list of items that are stored in specific locations.

To see a list all items currently stored in a specific location, use the following parameters:

Parameter	Selection
Locker	Select the location from the Location/Locker ID code lookup

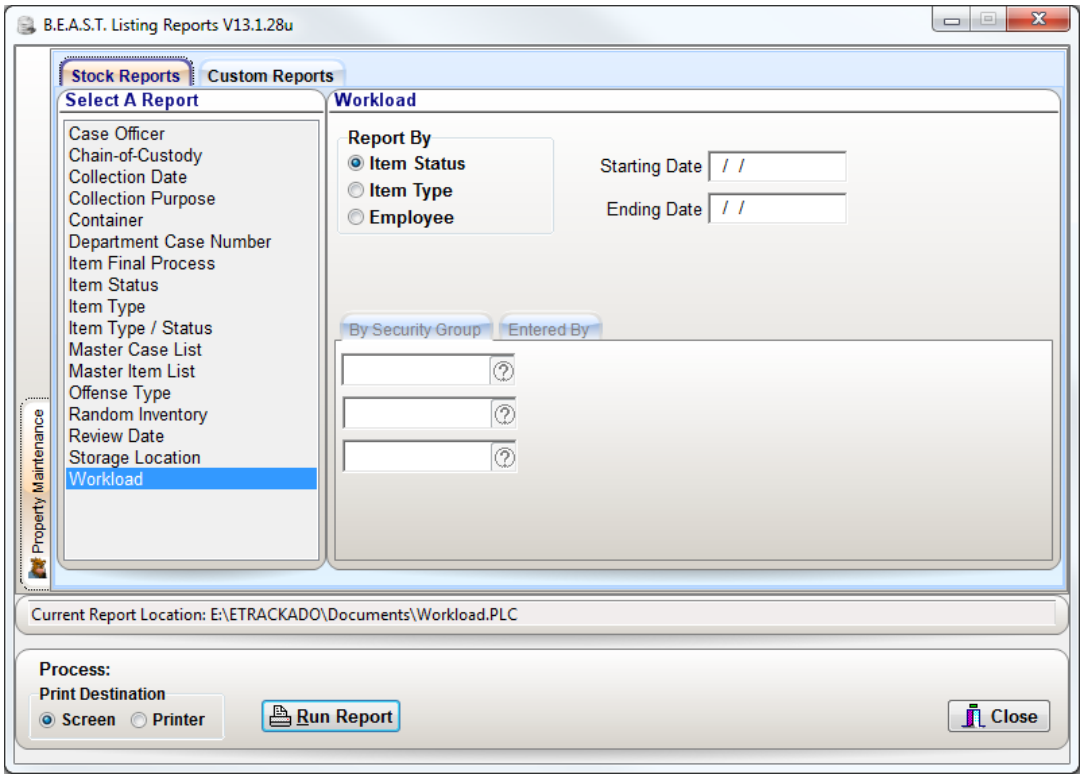
To see a list all items currently stored in the Valuable Items locker section, use the following parameters:

Parameter	Selection
Locker Sections	Select the section for Valuable Items from the Locker Section code lookup

To see a list all items currently stored in all locations, leave all parameter fields blank.

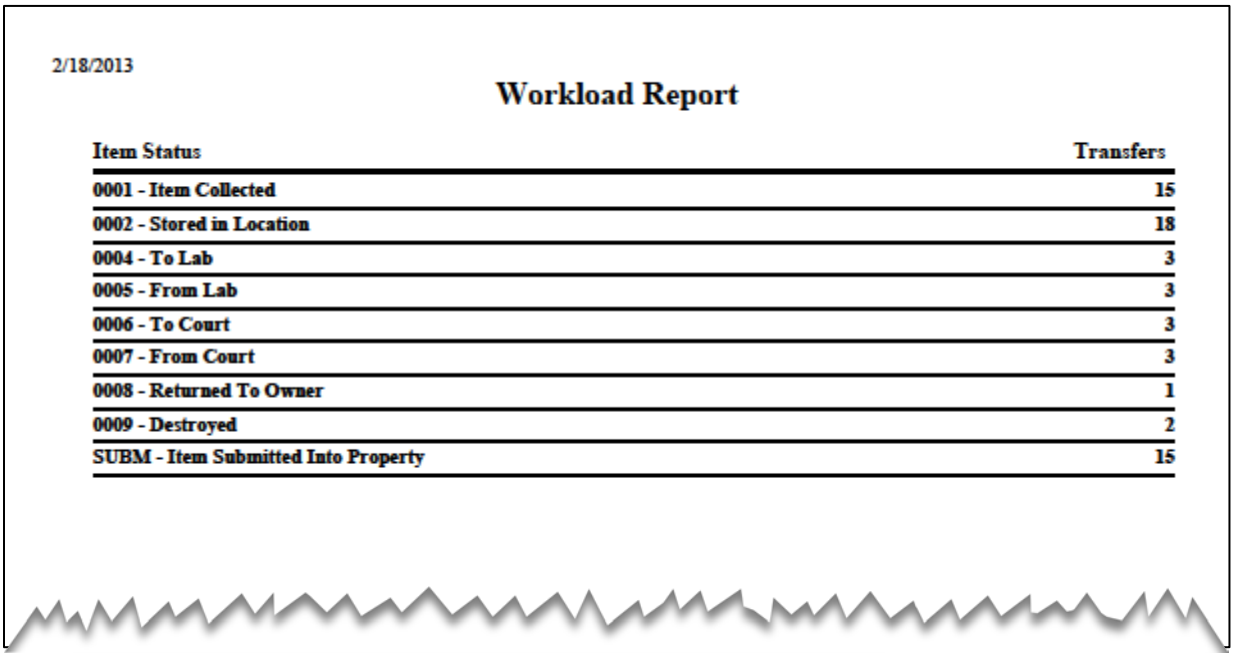
Workload

The “Workload” report summarizes the number of transaction performed during a given period of time. It also shows the number of collected, received into property, and disposed.



- If you run the report by “Employee” you will be given the opportunity to filter the report based on specific security groups or specific users.

Workload by Item Status

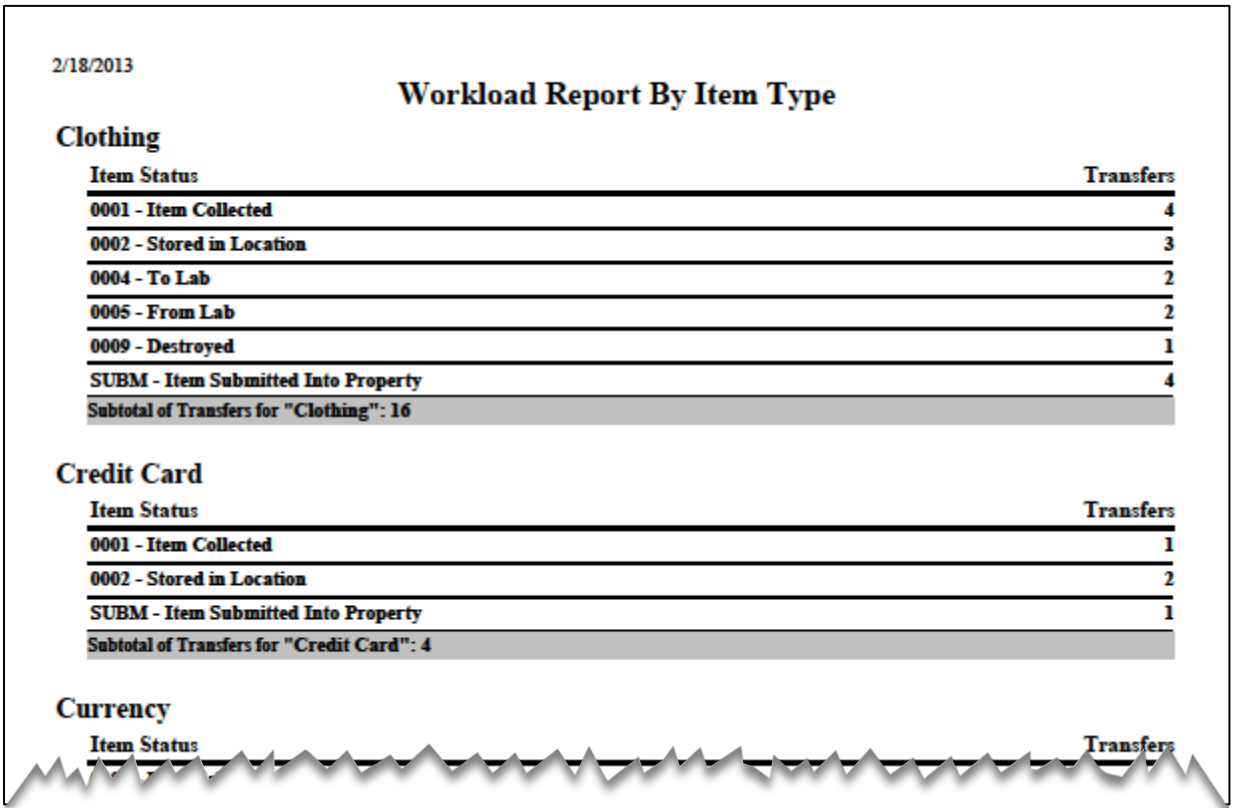


2/18/2013

Workload Report

Item Status	Transfers
0001 - Item Collected	15
0002 - Stored in Location	18
0004 - To Lab	3
0005 - From Lab	3
0006 - To Court	3
0007 - From Court	3
0008 - Returned To Owner	1
0009 - Destroyed	2
SUBM - Item Submitted Into Property	15

Workload by Item Type



2/18/2013

Workload Report By Item Type

Clothing

Item Status	Transfers
0001 - Item Collected	4
0002 - Stored in Location	3
0004 - To Lab	2
0005 - From Lab	2
0009 - Destroyed	1
SUBM - Item Submitted Into Property	4
Subtotal of Transfers for "Clothing": 16	

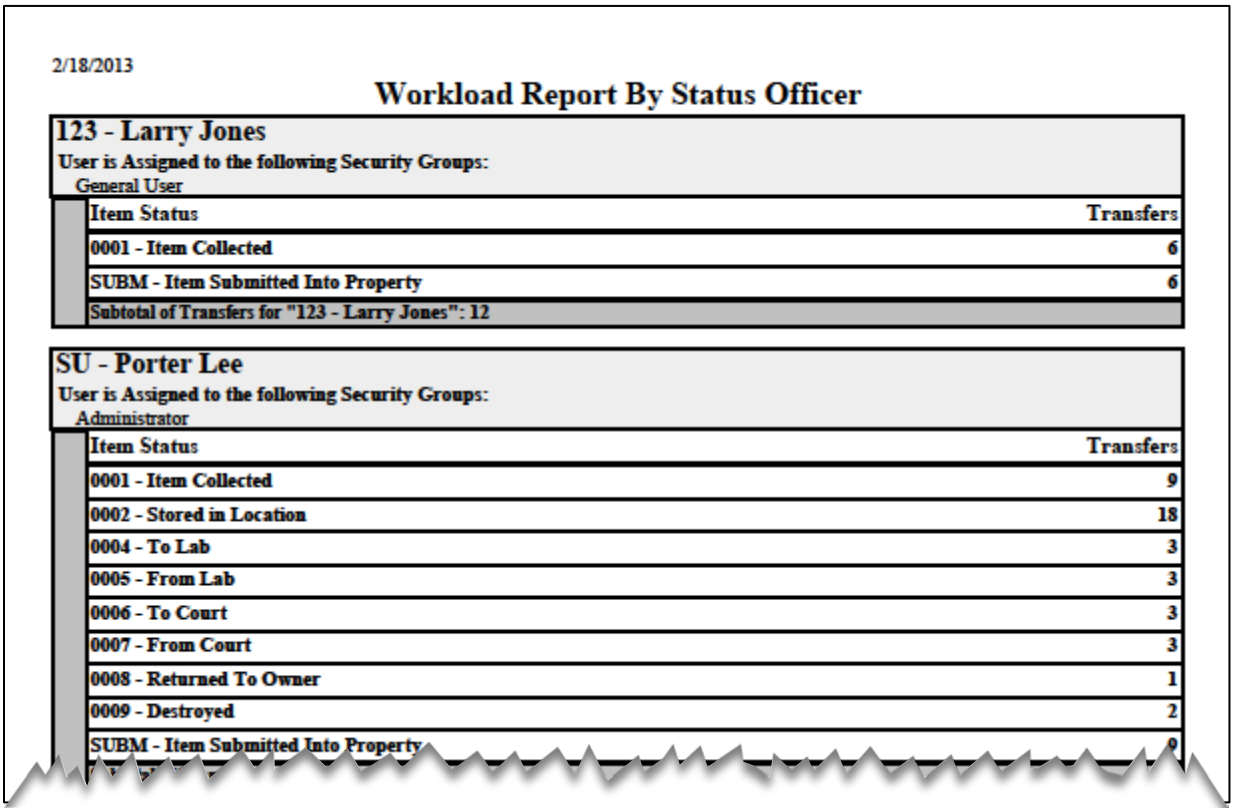
Credit Card

Item Status	Transfers
0001 - Item Collected	1
0002 - Stored in Location	2
SUBM - Item Submitted Into Property	1
Subtotal of Transfers for "Credit Card": 4	

Currency

Item Status	Transfers

Workload by Employee



2/18/2013

Workload Report By Status Officer

123 - Larry Jones

User is Assigned to the following Security Groups:
General User

Item Status	Transfers
0001 - Item Collected	6
SUBM - Item Submitted Into Property	6
Subtotal of Transfers for "123 - Larry Jones": 12	

SU - Porter Lee

User is Assigned to the following Security Groups:
Administrator

Item Status	Transfers
0001 - Item Collected	9
0002 - Stored in Location	18
0004 - To Lab	3
0005 - From Lab	3
0006 - To Court	3
0007 - From Court	3
0008 - Returned To Owner	1
0009 - Destroyed	2
SUBM - Item Submitted Into Property	9

Example

This report is very helpful in determining resources and storage space for a property facility. When numbers show more items coming in then going out, additional man-hours or space may be required to maintain the facility.

To see a list of transfers for each item for the last 6 months, use the following parameters:

Parameter	Selection
Report By	Select Item Status
Starting Date	Enter the date as 6 months prior to the current date

Unit 20

Custom Reports

In this unit you will learn:

- How to generate barcode speed sheets.
- How to create, use and define parameter fields to use in custom reports.

In this unit you will learn how to create, use and define parameter fields to use in custom reports. These reports will allow the user to display search parameters to filter and layout the data that is entered into the BEAST.

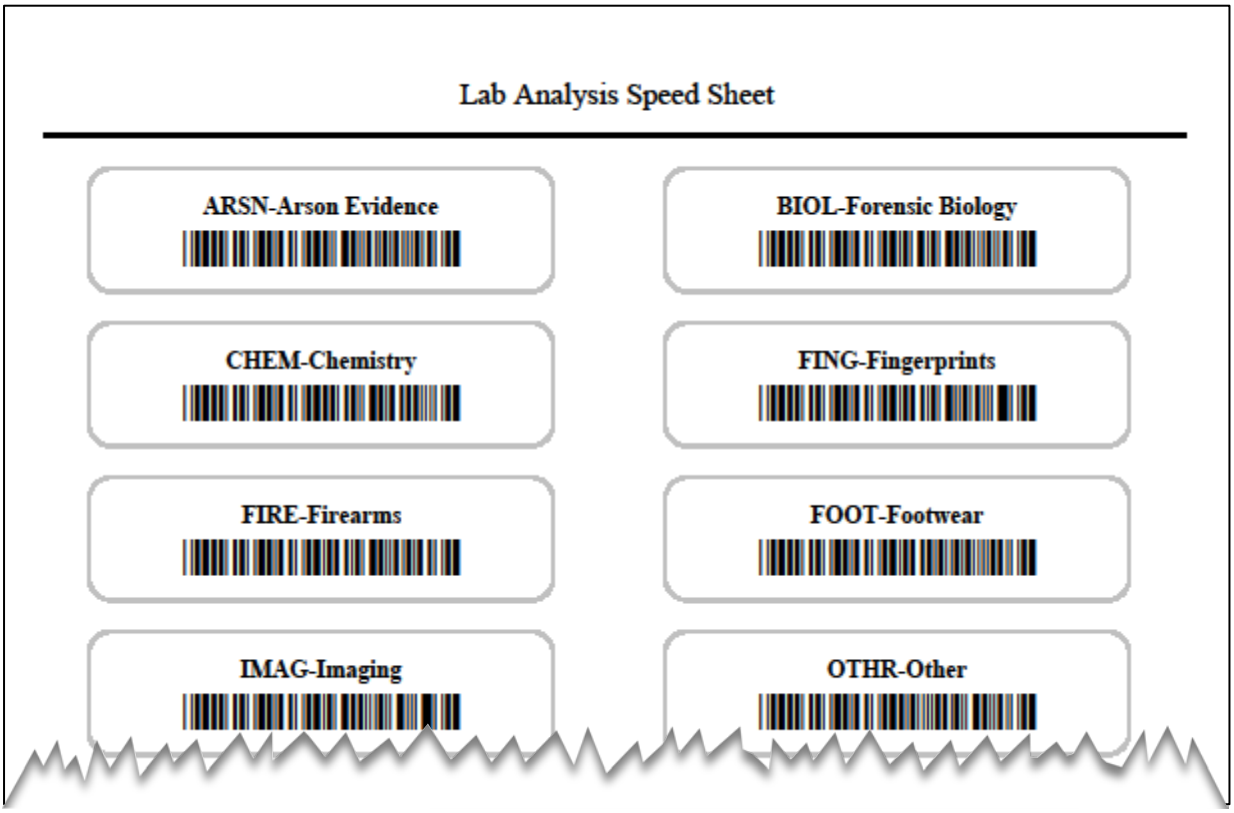
Barcode Speed Sheets

The barcode speed sheet allows the user to generate a list of barcodes that are used regularly in the transfer and updating of case items.

To generate a speed sheet:

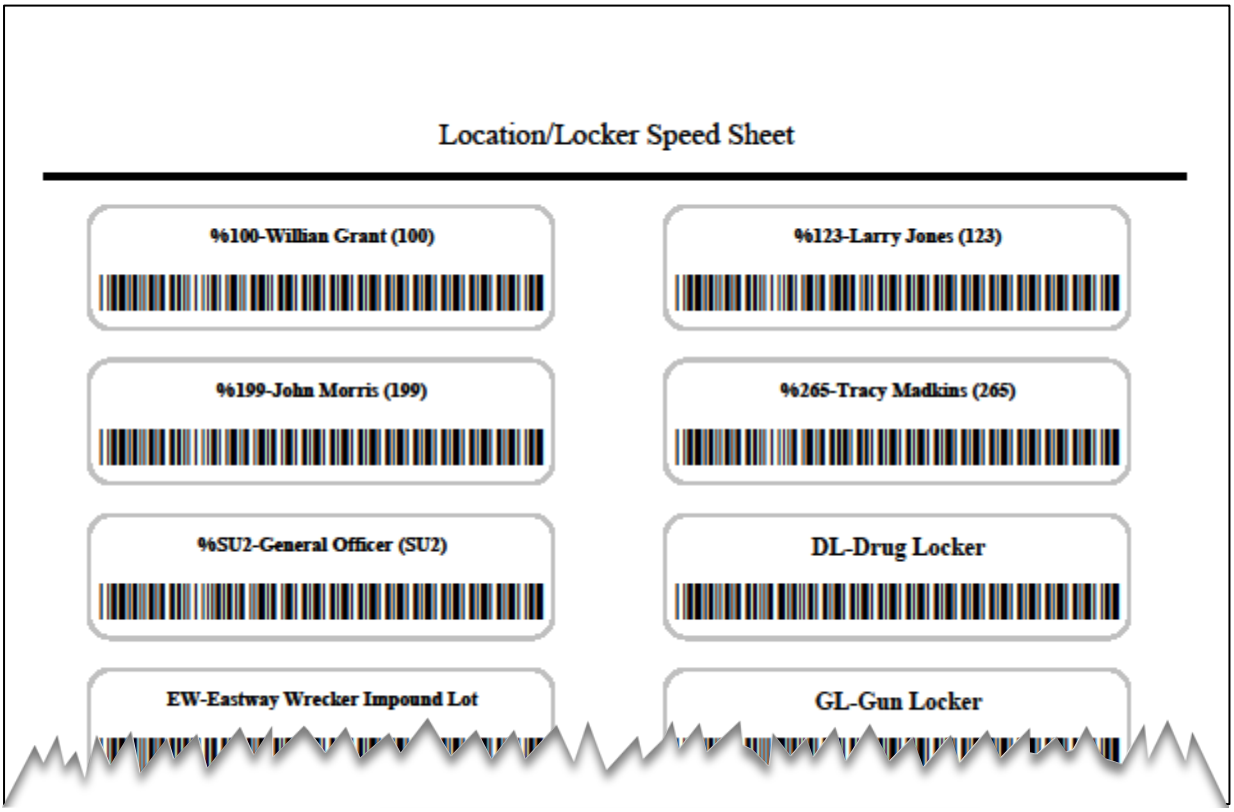
1. Open the Listing Reports module from the BEAST Main Menu.
2. Click on the Custom Reports tab located at the top of the program.
3. Select the speed sheet you would like to generate.
4. Leave the parameter fields blank that display for each report to show all records.
    - ❖ Enter data in the parameter fields to filter the report based on the criteria that is selected.
5. Select whether to print the report to the screen or printer.
6. Click Run Report.

Lab Analysis Speed Sheet (cst_analysis_speed_sheet)

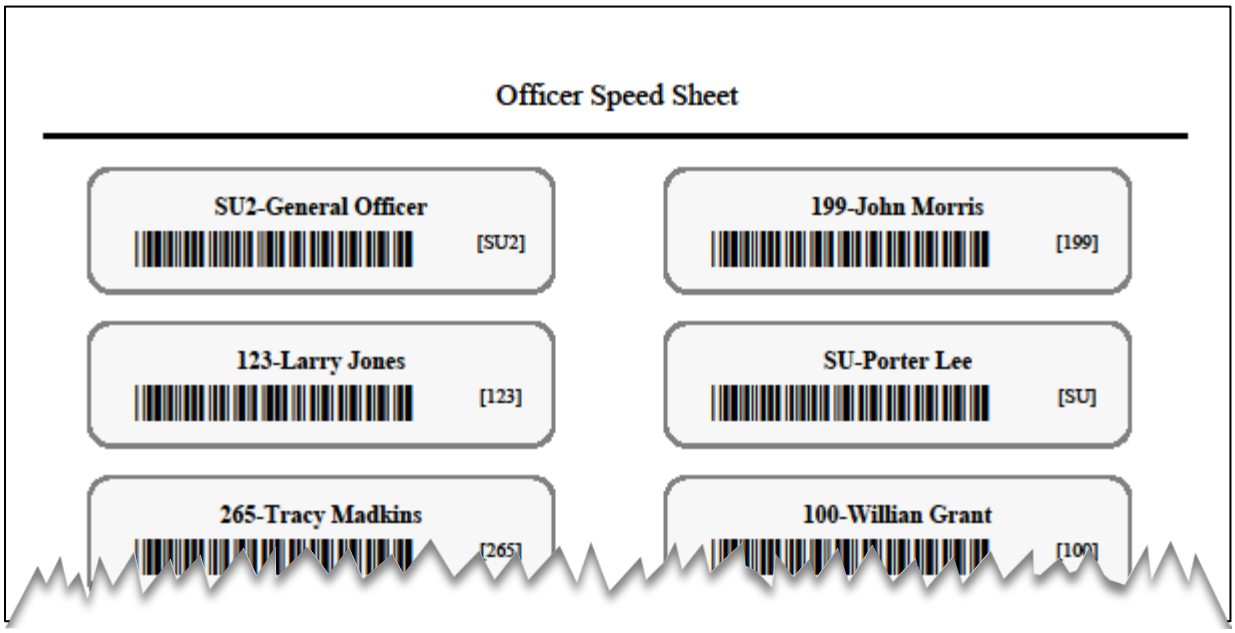


Evidence Management

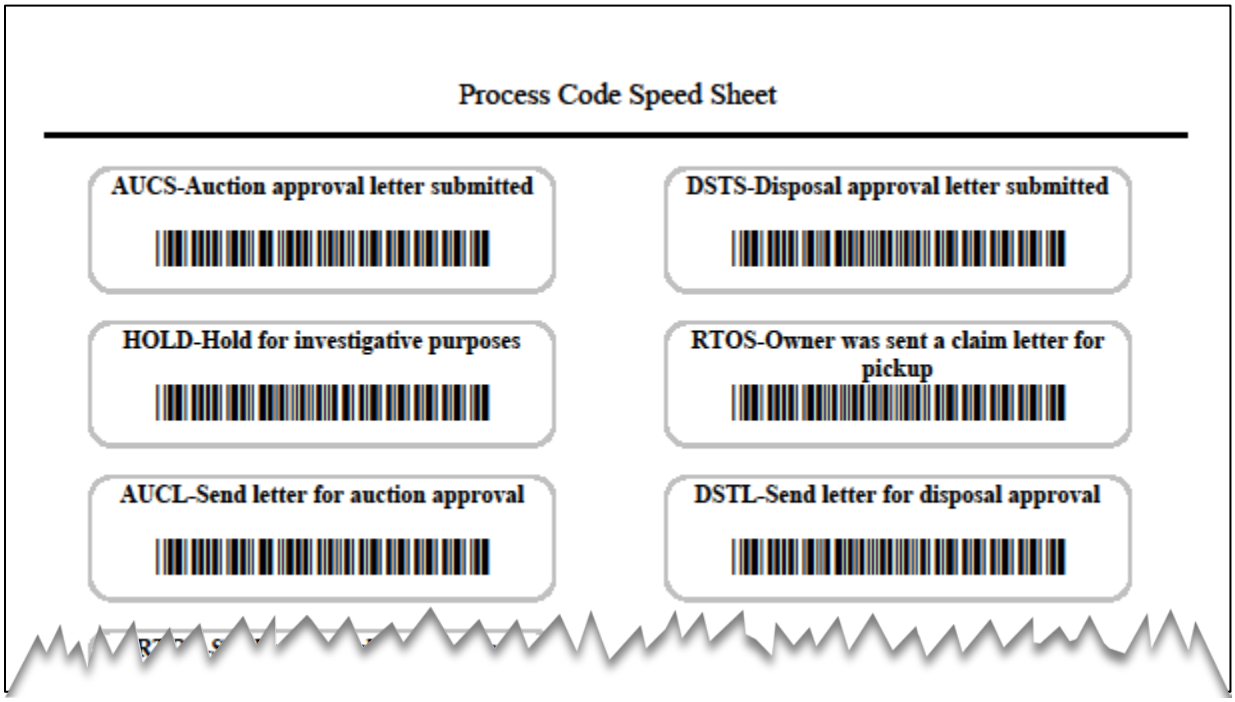
Locker Speed Sheet (cst_locker_speed_sheet)



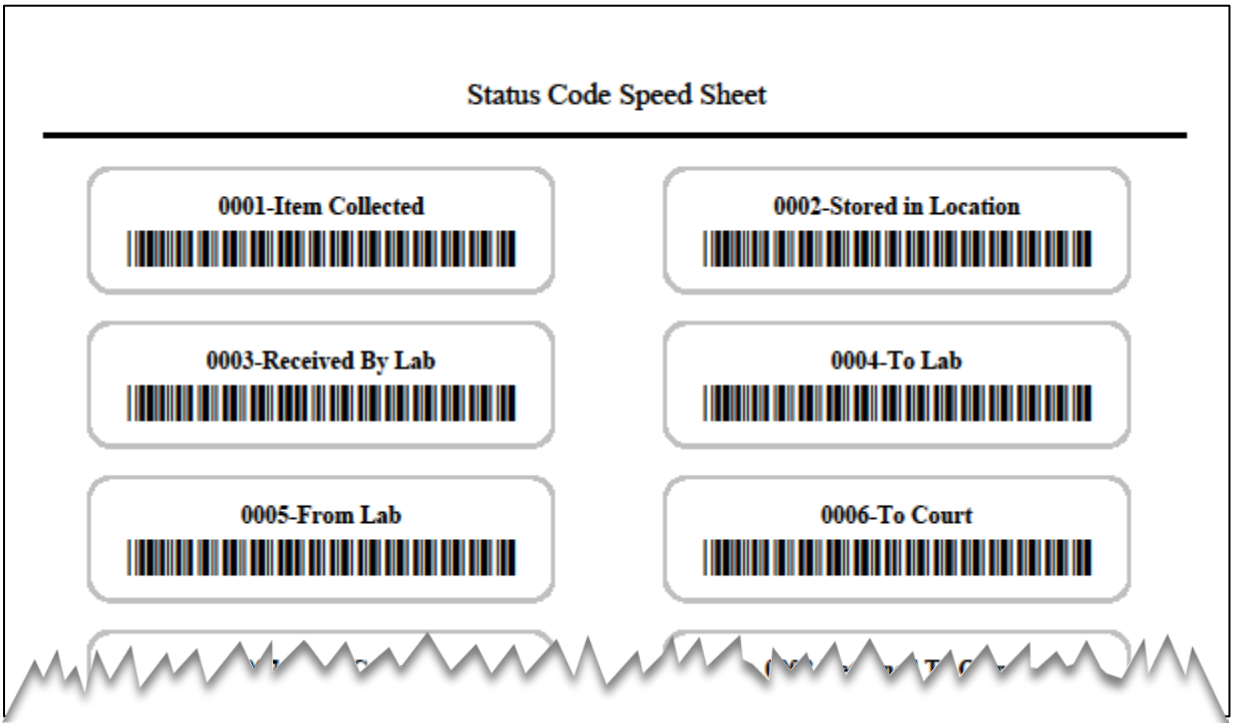
Officer Speed Sheet (cst_officer_speed_sheet)



Process Code Speed Sheet (cst_process_speed_sheet)



Status Code Speed Sheet (cst_status_speed_sheet)



Creating Custom Reports

Porter Lee Corporation offers several canned reports, which come standard with the system. These reports are available from the “Listing Reports” program. In the past when users requested additional reports or custom reports, many hours of development and testing where required in implementing these requests. Unfortunately many of these reports where custom to a specific customer and where not beneficial to other departments so additional programming had to be developed to enable and disable these reports. This made implementing and supporting these reports very difficult; it also limited the support staff when it came to modifying these reports for the customer because it required a programmer’s involvement. What we have done to improve the customer support and turnaround time in developing custom reports is convert our “Listing Reports” program to use “Crystal Reports”.

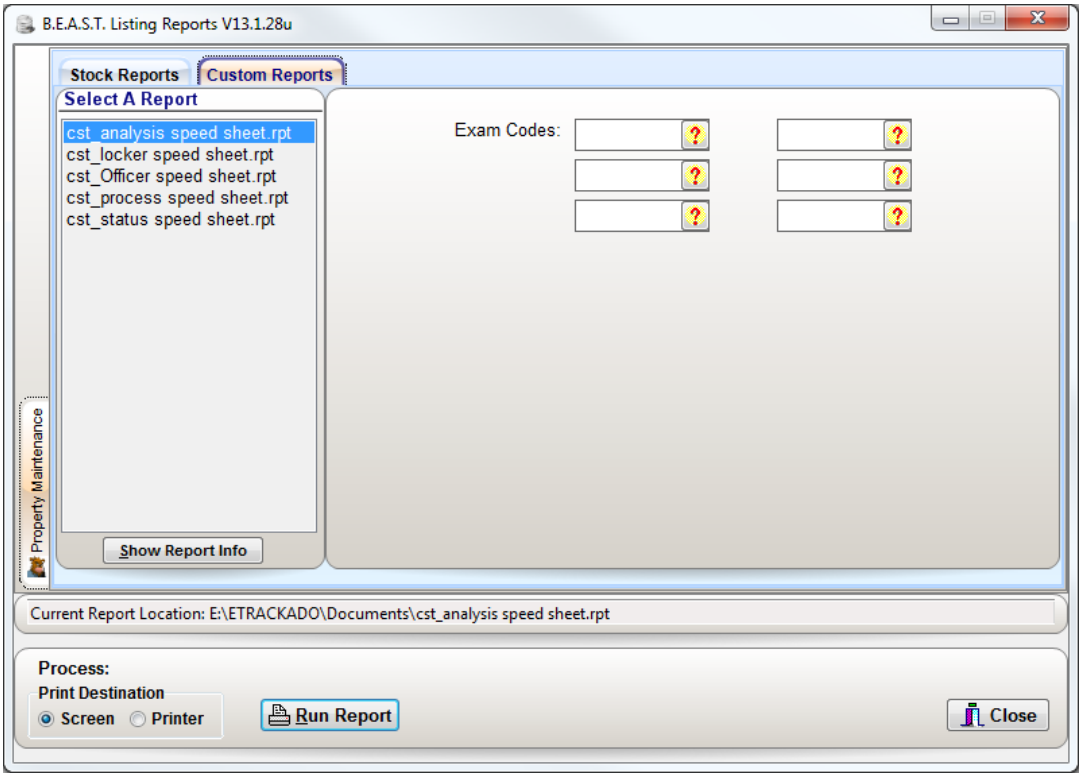
Crystal reports 8.5 is a third party off the shelf product which allows the customer to create their own reports which link directly to the property database. Porter Lee Corporation will continue to support all canned reports already developed for the system. New reports can be created for individual customers or multiple customers. These new report requests must be submitted in writing or via the web on the supplied form, these requests will be evaluated and a quote will be generated for development cost. This cost will be based on a flat hourly rate and will reflect the time needed to develop, test, and implement the requested report.

Upon agreement of cost Porter Lee Corporation will begin development of the requested report. Customers may also decide to purchase their own copy of Crystal reports 8.5, which will allow the individual customer to design and develop their own reports. By following the directions supplied in this document a customer may develop his or her own canned reports, which may be, accessed from the “Listing Reports” program. Porter Lee Corporation will not freely support these reports if assistance is requested by the customer a flat hourly rate will be billed.

Custom Reports Tab

The custom reports tab is where users will find their newly created reports designed by Porter Lee Corporation and any reports they create. These custom reports must be carefully named so that they appear on this tab. Special “Parameter field” must be created within these reports to allow the user to query or filter these reports.

To have a report appear in the “List of Custom Reports”, they must be named with a “CST_” prefix and have an “.RPT” extension. The user may place any combination of characters between these two sections. The custom reports must also reside in the same file folder as the Listing Reports program (rptquery.exe).



Crystal Reports – Parameter Fields

Name
Enter the name you want to assign to the parameter field in this box. This is the name that will appear in the Fields list in the Formula Editor and it will be used to identify the field when the field is used in the report or in a formula.
When a parameter field name appears, Crystal Reports puts a question mark at the beginning of the name, to identify it as a parameter field. Thus, if you name a parameter field "Prompt 1," the name will appear in the crystal reports field list as "?Prompt1" in the Formula Editor.
Parameters named “deptcase” will be masked the same as the “Department Case Number” field throughout the system.

Prompting Text
Enter the text you want the program to use for your prompt into this box. For example, if you are prompting for a state value, you might want to enter a prompt like "Enter state of interest." You can use approximately 20 characters/spaces in your prompt.

Value Type
Select the data type of the parameter field from this list. For example, if you are going to be prompting for text in a field, select "String."
While Crystal Reports allows for multiple value types, only three types are supported; string, date, and time. An additional custom value type is also supported, this value type is called a lookup and it uses the standard PLC code lookup box. ()

Allow Multiple Values
By selecting the Allow multiple values check box, you can select more than one default value for your parameter field.

Discrete Value(s)
By selecting the discrete value(s) option, you can select only discrete, or singular, values for your parameter field. If you have Allow multiple values selected, you will be able to select more than one discrete value for your parameter field, though those discrete values will continue to function singularly as opposed to a range value.

Range Value(s)
By selecting the Range value(s) option, you can select a range of values for your parameter field. For example, if you've selected a currency field, your parameter field (with range value selected) could equal any number that falls between $10,000 and $100,000.

Discrete and Range Values
Porter Lee Corporation does not support this option. To perform this procedure simple set your parameter field to range. This will give you six-parameter fields onscreen or three pairs, when the report is selected. An example of a discrete and range selection would be if your prompt was “Select Offense Date”. If you selected “01/01/2001 for both the start and end date in one of the pair of range value fields, and then you entered “02/01/2002” thru “02/28/2002” for one of the other pairs of range fields. You would obtain the results of a discrete date of “01/01/2001” and a range of “02/01/2002” thru “02/28/2002” for your selection criteria.

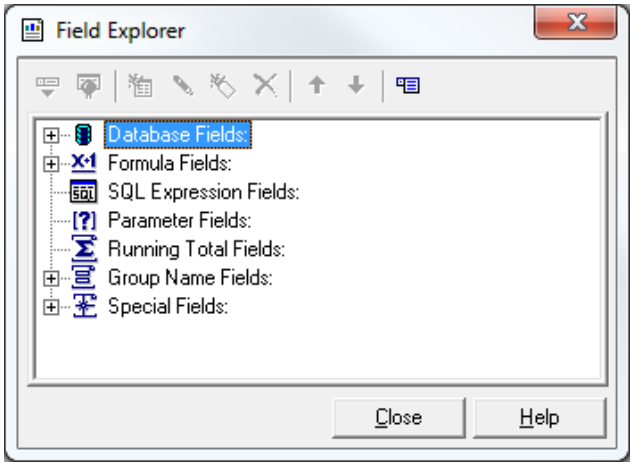
Allow Editing of Default Values
The Allow editing of default values check box is, by default, selected. With this check box selected, you can edit values in the parameter field after the parameter field has been added to the report. To edit default values, click the Refresh button and select prompt for new parameter values.

Set Default Values
Porter Lee Corporation does not support this option.

Creating a Parameter Field
Use the following steps to create a parameter that enables the user to specify a list of customers for a specific country. This procedure is made up of two sets of steps. The first is creating the parameter, and the second is using the Select Expert to incorporate the parameter.

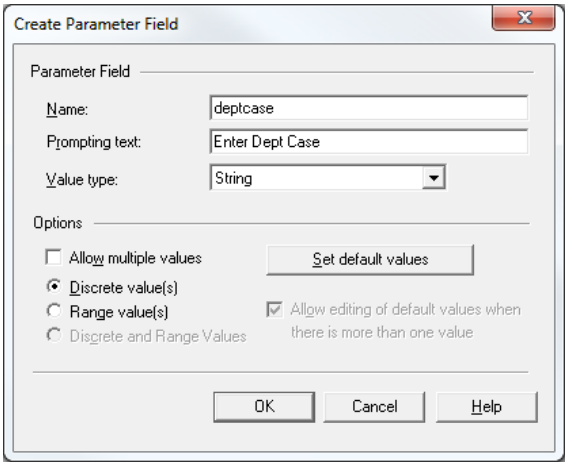
Creating a Parameter Field

1. To create a parameter field, check to make sure your report is open in the Design Tab.
2. On the Insert menu, click Field Object.



- Another way to do this is to click the Insert Fields button on the Standard toolbar. The Field Explorer dialog box appears.

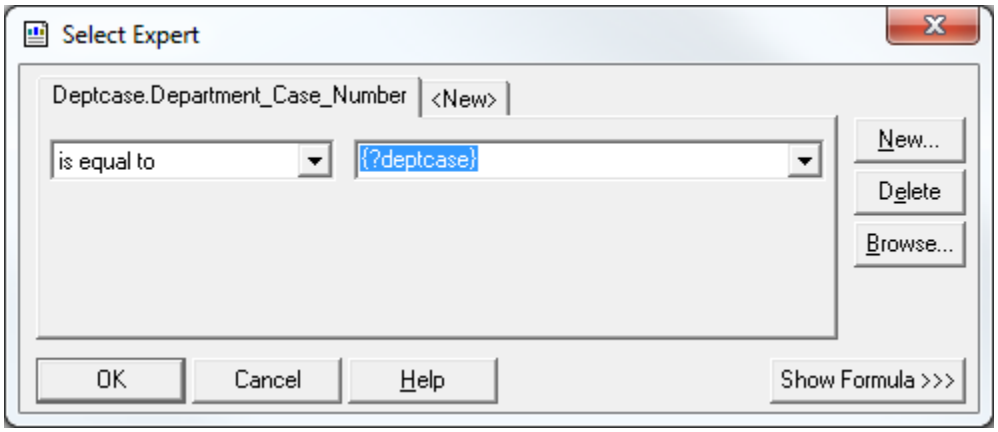
3. Select Parameter Fields and click the New Button. The Create Parameter Field dialog box will appear.
4. Enter a name for the parameter in the Name field. The following example uses "deptcase"
   - Field can be up to 255 alphanumeric characters.
5. Select the appropriate Value type from the list. This example uses "String".



- When creating a parameter whose Value type is either Date or Date Time, you can change the date format to suit your needs.

Incorporating the Parameter

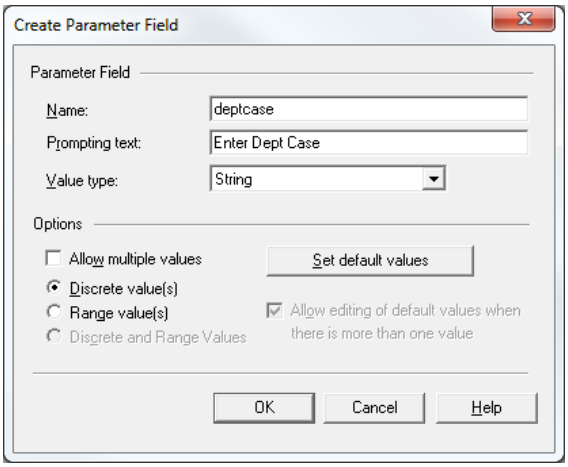
1. On the Report menu, click Select Expert.
   - ❖ Another way to do this is to click the Select Expert button on the Standard toolbar. The Choose Field dialog box appears.
2. Select Department Case Number from the DEPTCASE table, and then click OK. The Select Expert appears.
3. Choose is equal to from the drop-down list.
4. Choose the parameter from the adjacent drop-down list. This example uses {?deptcase}.



5. Click OK.

Selecting the Parameter

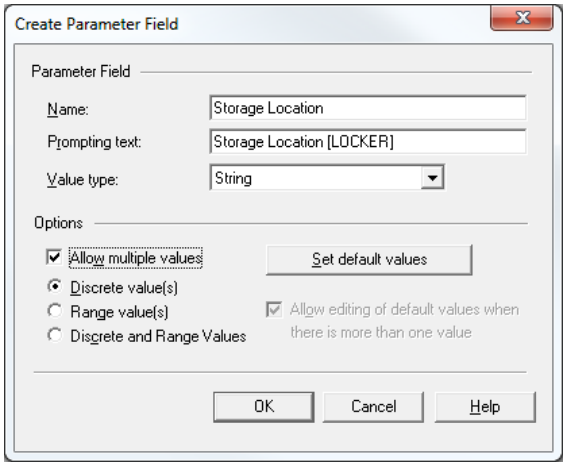
Department Case Number



Parameter field Name must be “deptcase” this instructs the application to use the same picture mask for the Department Case Number as the Property and Inventory program.
The Prompting Text may be set to whatever the user determines. Value Type must be set to “String” since the department case number field is formatted, as a string the selecting value type must match.

Under option if the report designer selects “Allow Multiple Values” the Custom Reports Tab will display six Department Case Number fields. These fields may be used as either Discrete or as a Range of Department Case Numbers.

Defining Code Lookups

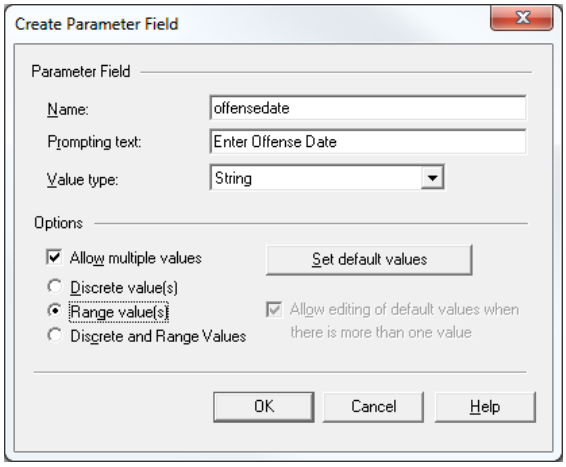


Parameter field Name may be set to whatever the report designer determines. It is suggested that this name be descriptive of the selection, as to help minimize confusion when setting the Report Selection Expert

The Prompting Text may be set to whatever the report designer determines. Value Type should be set to match the type of database field the parameter is selecting. Following the prompting text if the report designer determines the prompt should be a code lockup () then in brackets "[]" the actual database table name must appear (as shown above). This instructs the application to reference the appropriate table inside the code lookup window. The actual table names, which must be used, are listed in the "CODEHEAD" table.

Under option if the report designer selects "Allow Multiple Values" the Custom Reports Tab will display six Department Case Number fields. These fields may be used as either Discrete or as a Range of Department Case Numbers.

Defining Free Form Text Parameters



Parameter field Name may be set to whatever the report designer determines. It is suggested that this name be descriptive of the selection, as to help minimize confusion when setting the Report Selection Expert

The Prompting Text may be set to whatever the report designer determines. Value Type should be set to match the type of database field the parameter is selecting. Supported Value Types are as follows; String, Date, and Time. Currently no other Crystal Reports value types are supported.

Under option if the report designer selects “Allow Multiple Values” the Custom Reports Tab will display six Department Case Number fields. These fields may be used as either Discrete or as a Range of Department Case Numbers.

- These are custom parameter functions designed by Porter Lee Corporation they are not standard functions of Crystal Reports. Inquiries regarding these function should be directed to support@porterlee.com

Unit 21

Disposition Tracers

In this unit you will learn how to:

- Generate a disposition tracer using Letter Reports
- Generate a disposition tracer using Property Inventory
- Review printed disposition tracer

In this unit you will learn generate paper disposition tracers to case officers using both the Letter Reports and Property Inventory programs as well reviewing the printed letter.

Overview

The disposition tracer letter is used to solicit disposition information. The letter is directed to the case officer who is assigned to the case. When this letter is generated from the Letter reports program it will print a list of all items still in custody. The letter will be in case number/Item number order and will be limited to only those items that the selected officer is the case officer. If multiple officers are selected the letters will be split by case officer.

A unique feature of this letter is that it, instead of printing a hard copy of the letter an email notification can be sent to the case officer requesting that the officer access a PC equipped with the BEAST Property Viewer or Property Inventory so that they may review and administer the letter electronically. This eliminates the need for maintaining the paper tracer forms for archival purposes. Information entered by both parties is then maintained within the database making the entire process more convenient and more secure.

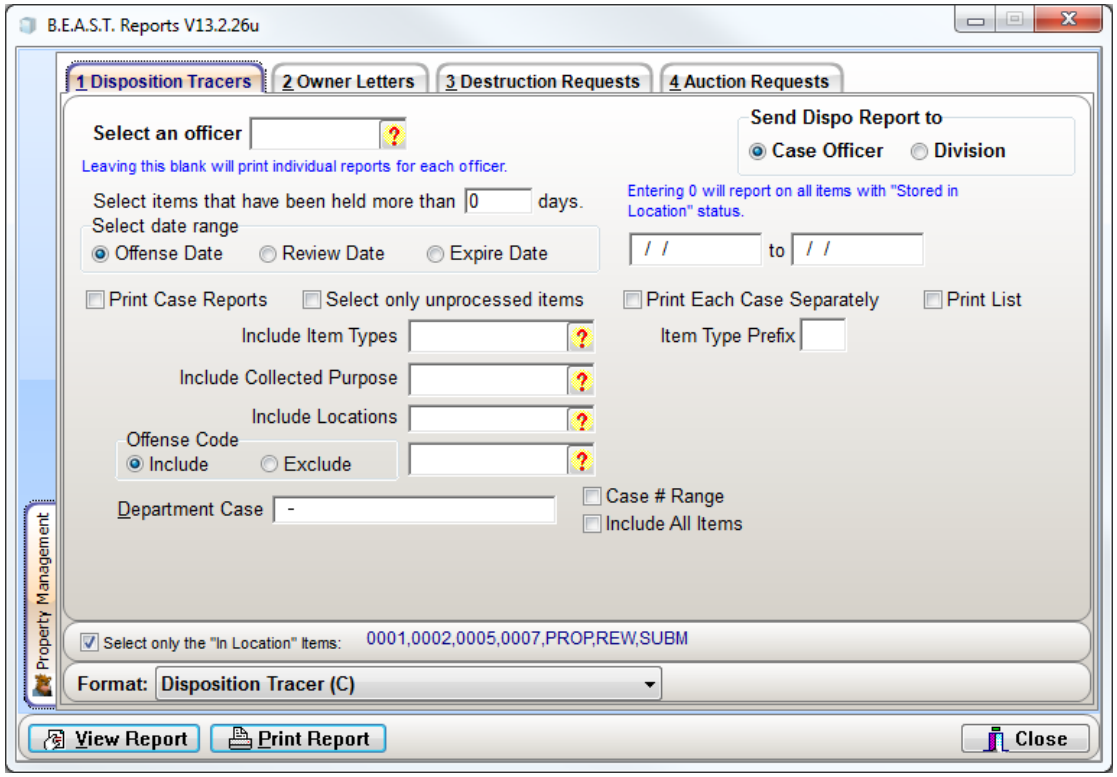
Generating From Letter Reports

When needing to generate a batch of Disposition Tracers for one or all officers, a property officer can access the Disposition Tracer form from the Letter Reports program.

To generate a Disposition Tracer:

1. Login to the BEAST Main Menu application.

2. Click on the Letter Reports program. The Disposition Tracer tab will be the first tab displayed.



3. Select the Case Officer from the Officer Code lookup.
4. Press the Print Report button
   - ❖ Pressing the View Report button will allow the property custodian to view the disposition tracers to the screen.

The Disposition Tracer report will now be sent to the printer and ready to be delivered to the officer for review.

Additional Report Selection Criteria

Select Items that have been held more than *{x}* days

Entering a value here would limit the dispo tracer to items that have been held more than *x* amount of days

Select Date Range

Entering a date range, based on Offense, Review, or Expiration date will limit the dispo to print items for items that have been held during the date range entered here. Leaving either one of these fields blank will generate a report, which shows evidence held before or after the date entered.

Print Case Reports

Selecting this value will print out the department case report associated with the dispo tracer.

Select Only Unprocessed Items

Selecting this checkbox will include items that do not have a process code assigned to the item.

Print Each Case Separately

Select this checkbox will generate a separate disposition tracer for each case rather than grouping each case into 1 disposition tracer.

Include Item Types

Selecting an item type will limit the dispo tracer to print items that match the selected item type

Item Type Prefix

Entering an Item Type prefix will limit the dispo tracer to print items that have an Item Type with a prefix of what was entered. It will allow the property custodian to print a report based on multiple item types that share the same prefix code. I.e. The prefix for FA02 is FA.

Include Collected Purpose

Selecting a collection purpose will limit the dispo tracer to print items that have been collected for the selected purpose.

Include Locations

Selecting a location to include will limit the dispo tracer to print only items that are in the current location.

Offense Code (Include/Exclude)

Select this option if you would like the dispo tracers to include only or exclude the selected offense code.

Department Case

Entering the department case number will limit the dispo tracer to that case number to be generated.

Case # Range

Selecting the Case # Range checkbox will enable a second case number field underneath the department case number field to allow the property custodian to generate dispo tracers for the entered range of case numbers.

Include All Items

Select Only the "In Location" Items

The items listed on the disposition tracer letter must have a current status, which matches one of the statuses shown here. To report on items regardless of their current status, uncheck the status checkbox located to the left of the status codes.

Format

Select the report printing format from the "Format" drop down. Reports ending with (H) will use the original hard coded format. Reports ending with (C) will use the Crystal reports format.

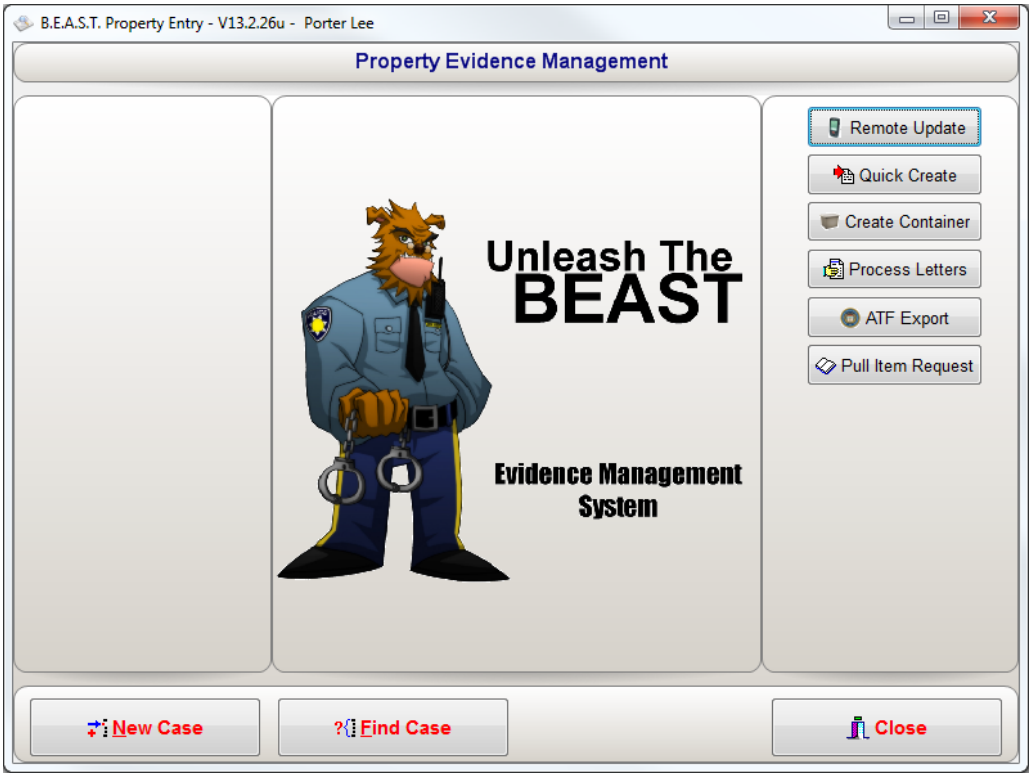
Generating From Property Inventory

When needing to generate a Disposition Tracer for a single case, the property officer can access the specific case from the Property Inventory program.

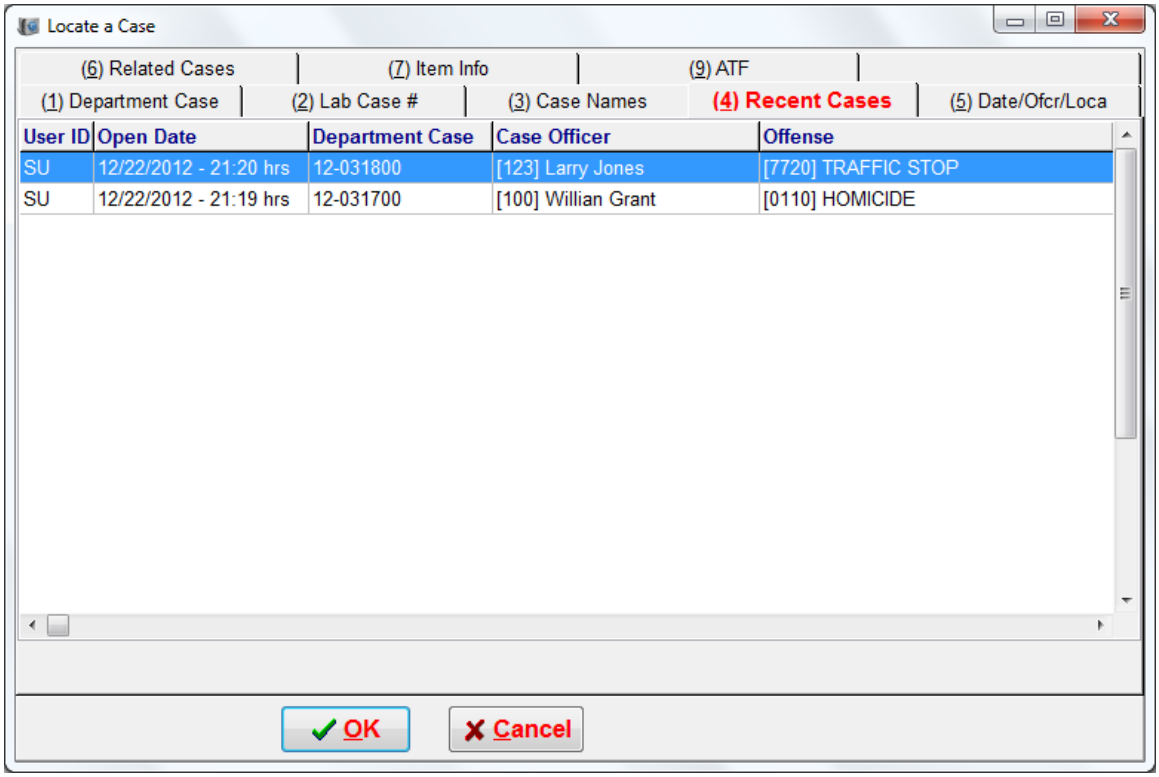
To generate a Disposition Tracer:

1. Login to the BEAST Main Menu application.

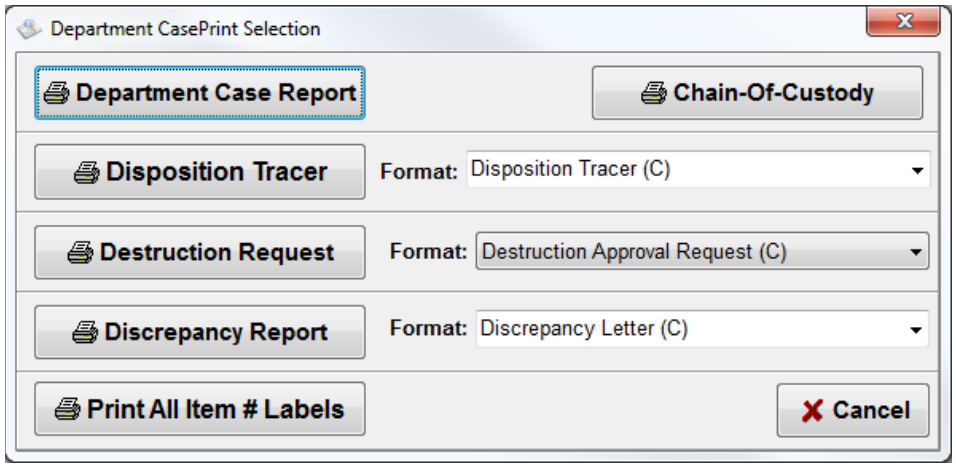
2. Click on the Property Inventory program.



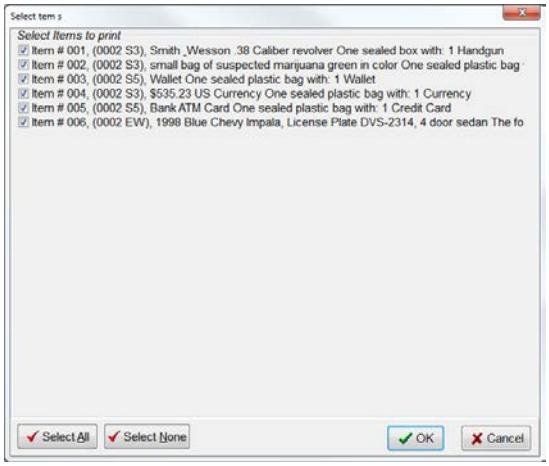
3. Press the Find Case button to locate the case from which the dispotracer will be generated.



4. From the Case Info tab, press the Print button.
5. Press the Disposition Tracer button.



6. Select the items to be printed on the dispotracer



7. Press the OK button.

The Disposition Tracer report will now be sent to the printer and read to be delivered to the officer for review.

Reviewing Printed Disposition Tracer

To process the hardcopy letter, the officer simply needs to follow the instructions on the printout and return the completed and signed letter to the property officer. Each letter printed from the letter report program is assigned an “RCN” number. This number is used to process the letters when it is returned to the property officer.

Evidence Management

Sample Disposition Tracer

Disposition Tracer

RCN #: 2064

To: Willian Grant (100)

From: Property Control Officer, Porter Lee

Date: 04/09/2013

Re: Property Disposition Request

The Property listed below has been held in the property/evidence control room for 0 days and is associated with a case or cases assigned to you.

Enter the appropriate status/disposition code next to each item so that the property may be reclassified or final disposition can be made.

This memorandum must be signed and returned to the property control officer listed above within **10** calendar days from the above date. If not received by that date a second notice will be forwarded to your supervisor.

Case #: 12-031700 **Offense Date:** 03/17/2012 **Offense:** HOMICIDE
Related Case # 's:

Other: Gerald Johnson **Suspect:** Allen Malinoski
Victim: Brent Johnson

	Current Process Code	Dispo (See Bottom of Page)
Item #: 002	**HOLD**	
Item Description: One sealed box with: - Qty: 1 - Handgun Smith & Wesson .40		
Serial #: 5698741/ /		
Current Custody: Stored in Location - Shelf 2		
Item #: 005	**HOLD**	
Item Description: One sealed plastic bag with: - Qty: 1 - Clothing victim's bloody shirt		
Current Custody: Stored in Location - Shelf 2		
Item #: 006	**HOLD**	
Item Description: One sealed plastic bag with: - Qty: 1 - Clothing victim's bloody shirt		
Current Custody: Stored in Location - Shelf 2		
Item #: 007	**HOLD**	
Item Description: The following item was collected: - Qty: 1 - Vehicle Ford Taurus 2 door, Green License Plate CKY- 829		
Serial #: 8524711/ /		
Current Custody: Stored in Location - Law Enforcement Center - 601 E Trade St		

Comments:

Case Officer Signature **Date** **Supervisor Signature** **Date**

Dispo Codes:
RTOL = Return to Owner
DEPT = Department Use
DSTL = Destroy
COD = Court Ordered Disposition (Attach copies of order)
HOLD = Hold for Investigation
NAME = Name Case Officer (specify)
W/O = Warrant Outstanding
AUCL = Auction

Page 1 of 1

Unit 22

Paperless Disposition Tracers

In this unit you will learn how to:

- Use paperless dispositions
- Send a disposition to case officer electronically
- Send a disposition to division head for distribute
- Review dispositions using both Basic and Advanced Review methods
- Approve, Re-Distribute, and Reject disposition tracers

In this unit you will learn how to use the online disposition tracer method for paperless dispositions.

Overview

The paperless online Dispo feature allows the property staff to direct disposition letters either thru the case officer or the case officer's/division's chain of command. For instance in a large agency at the time of submission, a case may simply be assigned to a division with no case officer identified. The property staff may then send the Dispo letter to the commander of the division who will then be able to disperse all of the letters for that division to the corresponding investigator. When the investigator completes his review of the letter, the letter is automatically then re-routed back thru the chain of command for approval. By doing this the Property staff is able to ensure that all required parties have reviewed and approved the submitted Dispo when they receive the letter back in the property queue. During this entire process the Property staff can monitor who has the letter utilizing the case letter summary panel or the item due program. The person who is currently working on the letter will show as the responsible officer for the in these applications.

Setup

To utilize this feature your agency must be configured to use online Dispo and officer divisions. This must be enabled by Porter Lee Support and then configured and maintained by your local administrator. The administrator must configure the following:

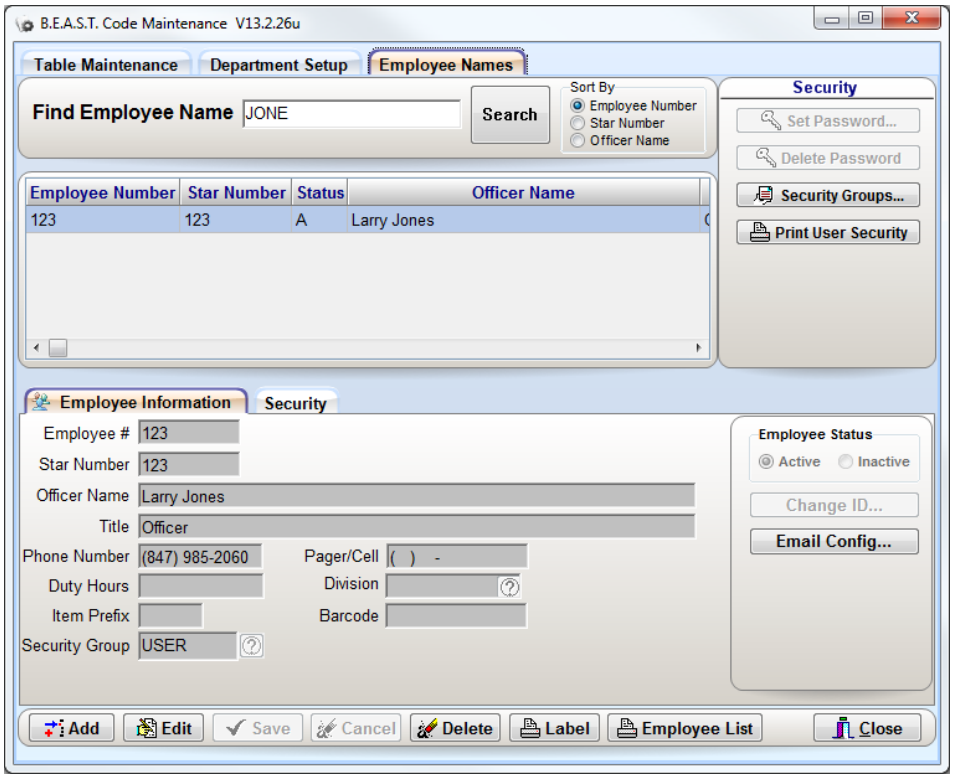
- Officer Email
- Division(s)
- Division Head(s)

Configuring Officer Email & Division

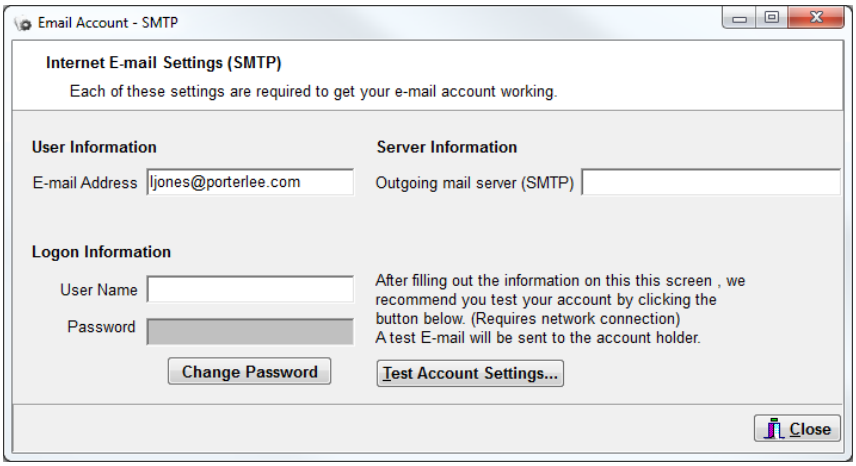
In order to send an email notification to the case officers or division heads, an email address will need to entered for the officer in the Code Maintenance.

To configure officer email:

1. Log into the BEAST
2. Launch the Code Maintenance program.
3. Go to the Employee Names tab.
4. Enter an officer's name in the Find Employee Name box.



5. Make sure the name is highlighted if more than one person is displayed in the list above and press the Edit button.
6. If using divisions, select the Division code lookup in the Employee Information section and select the division the officer belongs to.
7. On the right hand side, press the Email Config button
8. Enter the officer's email address
    - ❖ The email address is all that is needed for each officer to receive a dispo notice.



For the BEAST administrator's that will be emailing disposition tracers such as the evidence custodian or division head, the Server and Logon Information fields will need to be entered.

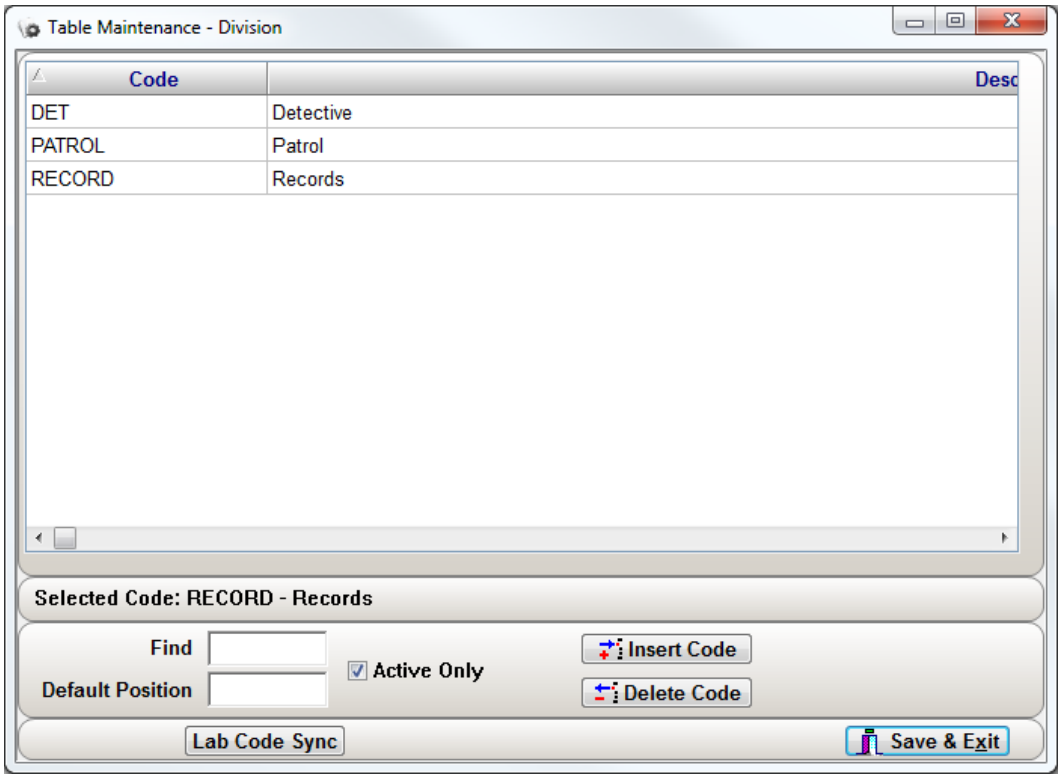
1. Enter the outgoing mail server (SMTP) address in the field for the Server Information. This information will need to be retrieved from your IT department.
2. For the Logon Information, this will be the User Name and Password you use to access your email.
    - ❖ If using Exchange Server, the User Name will be the only field to be entered. When sending dispos electronically using Exchange Server, the password will need to be entered only once per session.
3. Press the Test Account Settings button to send a test email to your email address.

Configuring Divisions

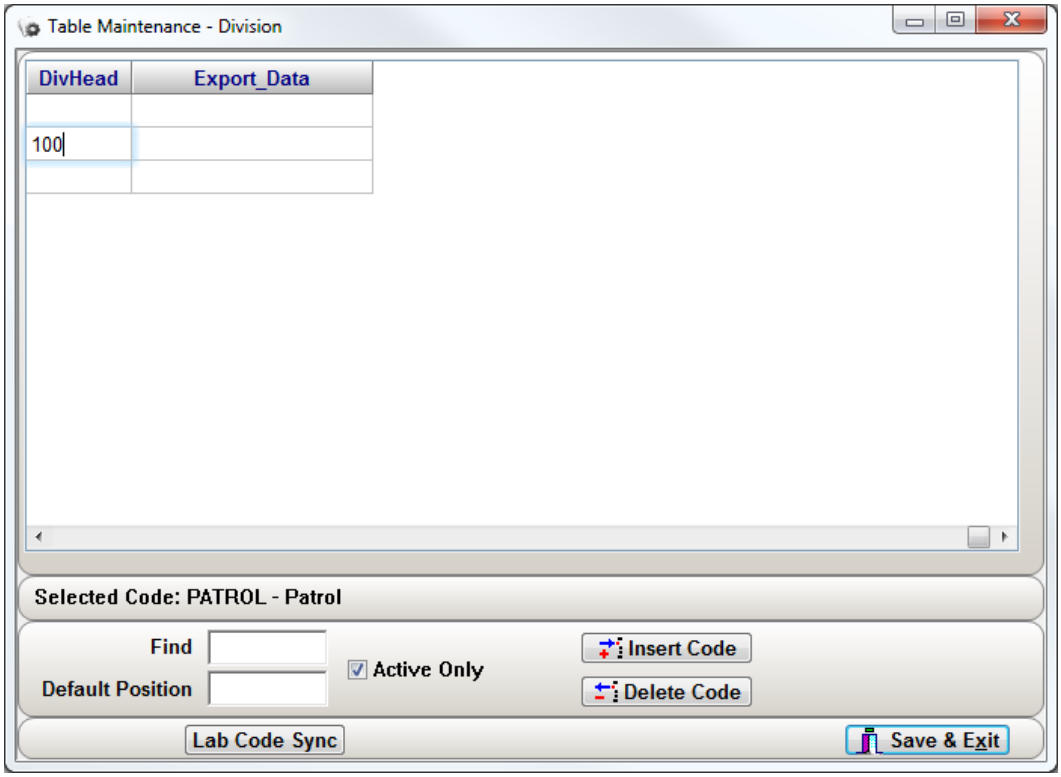
Divisions allows the evidence custodian to send the division head a disposition tracer for each case that is part of the division. This will then enable to the division head to distribute the disposition tracers to the correct officer and also review the return requests before sending them back to the evidence custodian

To setup divisions:

1. From the BEAST Main Menu, launch the Code Maintenance program.
2. From the Table Maintenance tab, select the Division table and press the edit button.
   - ❖ If the Division table is not available, please contact a Porter Lee representative for assistance.
3. To create a division, press the Insert Code button. A blank line will appear for code entry.
4. Enter a unique code for the division you are creating.
5. Enter a description for the Division, i.e. Patrol, Investigations, Detectives, etc.



6. In the column DivHead, enter the Employee Number of the officer that will receive the dispo tracers and distribute to the officers in his division.



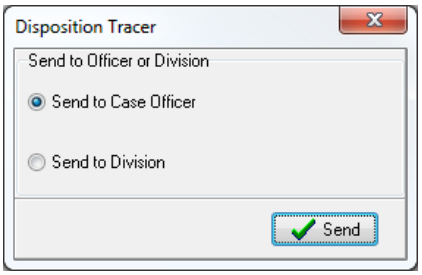
7. Press Save & Exit when finished.

Generating Online Disposition Tracer

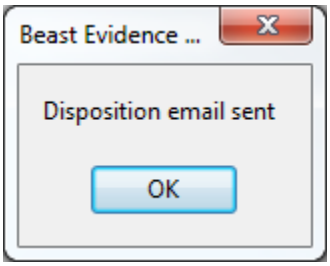
The steps for generating a paperless disposition tracer from Property Inventory or Letter Reports can be found in Unit 20 Disposition Tracers.

If your department is configured for divisions you will be presented with the option to either send the dispo tracer to the case officer or to the division for distribution.

From the Property Inventory program will display the following dialog for the user to choose case officer or division.



After making the selection and pressing the Send button, the user will receive confirmation that the email has been sent.

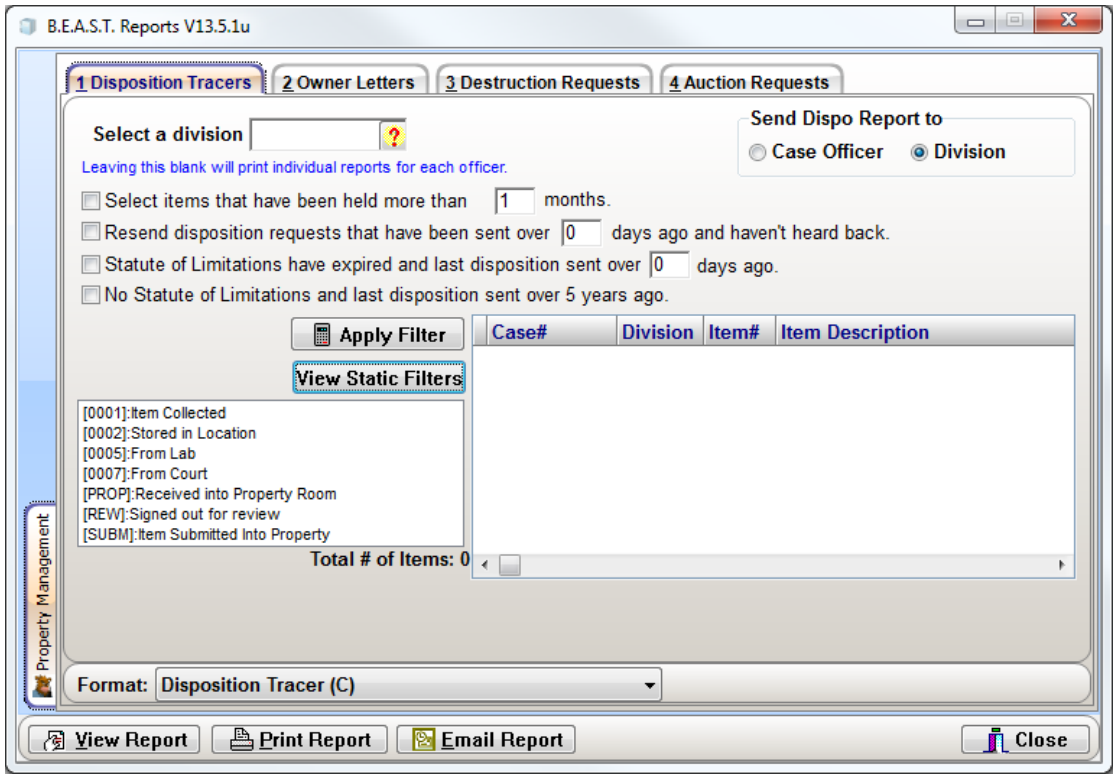


- If the email fails to be sent, the BEAST will display a message that there was an error sending the email. Even though the email did not get sent, the disposition was sent to the intended party. The email only serves as a notice to the officer that they have a dispo waiting in their queue.

Letter Reports with Divisions

From the Letter Reports program, the choice between case officer and division can be found in the upper right hand corner of the Disposition Tracers tab. The section is called, Send Dispo Report to.

When sending the disposition to the division head, the disposition tracer screen will display a new set of filters that the property custodian can choose from. The property custodian can chose from these filters and press the Email Report button which will send an email to the division head letting that person know they have disposition tracers to distribute to officers in their division.



The new set of filters include:

- Select a Division to send dispo tracers to
- Select items that have been held more than {x} months
- Resend disposition requests that have been sent over {x} days ago and haven't heard back
- Statute of Limitations have expired and last disposition sent over {x} days ago
- No Statute of Limitations and last disposition send over 5 years ago.

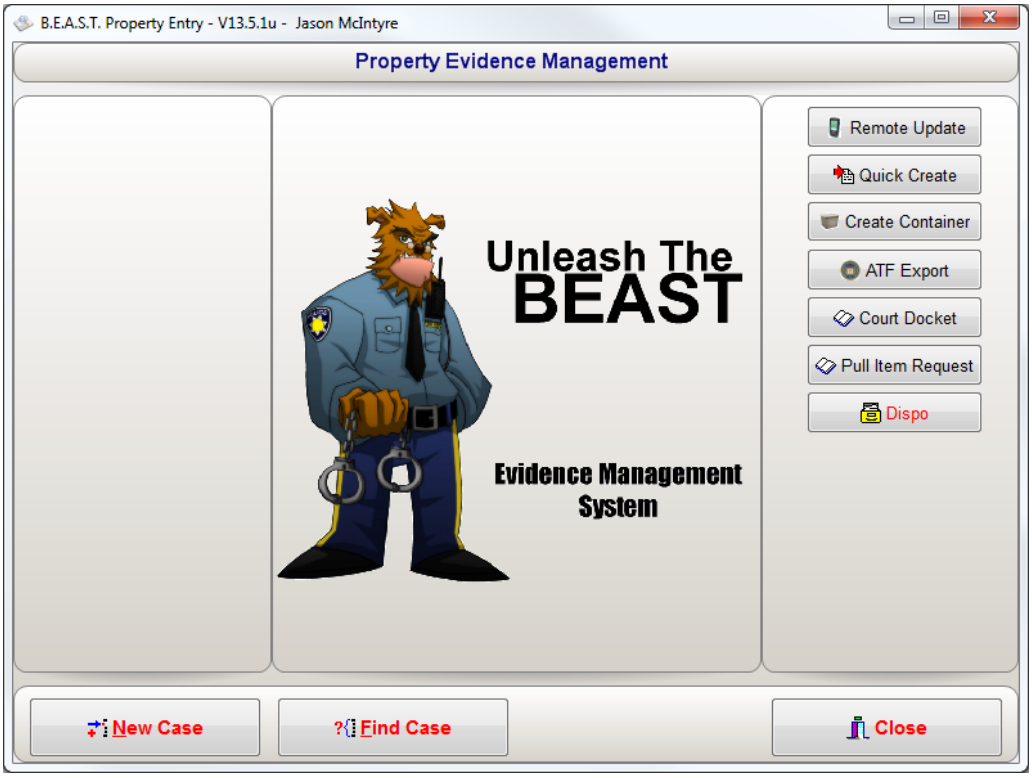
The Apply filter button will then display the items to the grid that will be sent to the division head. It will use the checkboxes listed above as well as static filters which item status codes that have the In Location flag set to “Y”.

Distributing Online Dispos

When online Dispo’s are issued to a division instead of an individual the letters must be distributed through the chain of command to the investigator. To do this the property staff will first issue the letters to the responsible division head and the division head must have security permissions which allows for distribution.

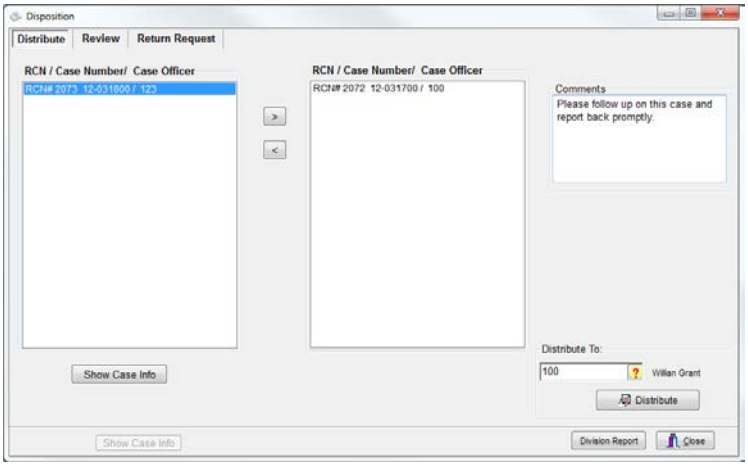
To distribute dispo tracers:

1. Log into the BEAST application
2. Launch the Property Inventory or Property Viewer program



3. Click on the Dispo button

4. From the Distribute tab, select an RCN to distribute
    - ❖ Multiple RCNs can be selected if desired



5. Press the > button to move the selected RNC(s) to the distribute panel on the right.
6. In the Distribute To Officer code lookup, select the officer who will be assigned the selected dispo tracers.
7. In the Comments box, enter comments to the receiving officer regarding the dispo tracers that are assigned to them.
8. Press the Distribute button.

The Division Report button displays, to the screen, a report of open dispo tracers, when they were issued, how many days outstanding the dispo is, and who was the requesting officer.

The Show Case Info will display the department case report of the selected dispo tracer from the dispo tracer list in the panel on the left.

Reviewing Online Disposition Tracers

There are two methods of reviewing online Disposition Tracers, basic and advanced. Both methods of review can be access either from the Property Viewer or the Property Inventory programs.

The Basic Review is agencies that do not have divisions enabled. The Dispo tracer was sent from the evidence custodian to the case officer for review and when complete, sent back to the evidence custodian.

The Advanced Review is when the dispo tracer came from the division head of the case officer and must be reviewed and submitted back through the chain of command for approval before it is approved and returned back to the evidence custodian.

For both basic and advanced review there are several disposition status code options to select from. They are as follows:

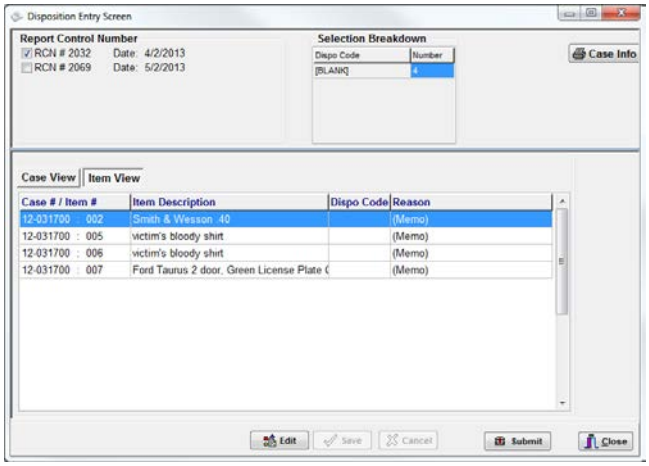
- Dispose of
- Destroy
- Auction
- Hold
- Update Case Officer
- Return to Owner

Basic Review

To review a basic online disposition tracer:

1. Login to the BEAST application.
2. Launch the Property Viewer or Property Inventory program
    a. Depending on if the workstation is registered, the appropriate application will be located on the BEAST Main Menu screen.
3. Press the Dispo button
    a. The Dispo button will only be available if the officer that is logged in has a disposition assigned to them.

4. At the top left of the screen, select the Report Control Number of the disposition to be processed.
    a. After selecting the RCN, the display will then list those department cases that the letter represents.



5. The officer now has the ability to assign a disposition code to the entire case or they can select the Item View button which will then display the items on the letter individually for officer to select.

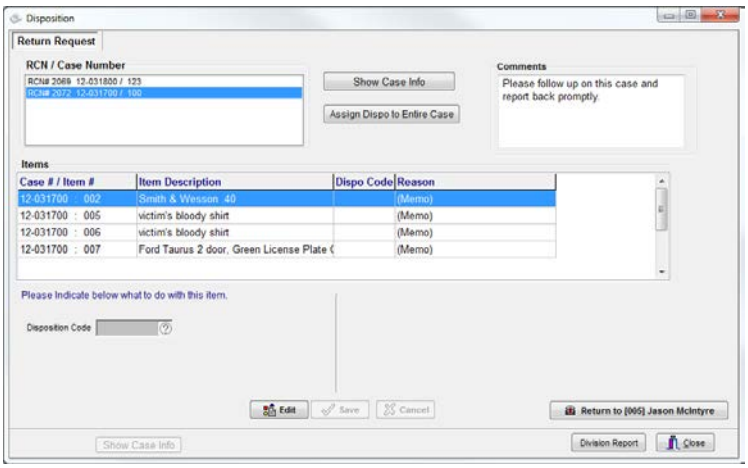
6. Press the Submit button once the RCN has been completed to send back to the evidence custodian for processing.
    a. If the officer would like to return to the list to make additional changes after assigning a disposition to the entire case, click the Close button so that you can return and continue working a list.

Advanced Review

To review an advanced online disposition tracer:

1. Login to the BEAST application.
2. Launch the Property Viewer or Property Inventory program
    - ❖ Depending on if the workstation is registered, the appropriate application will be located on the BEAST Main Menu screen.
3. Press the Dispo button to display the Return Request tab
    - ❖ The Dispo button will only be available if the officer that is logged in has a disposition assigned to them.

4. At the top left of the screen, select the Report Control Number of the disposition to be processed.
    - ❖ After selecting the RCN, the display will then show the department case and items that the letter represents.



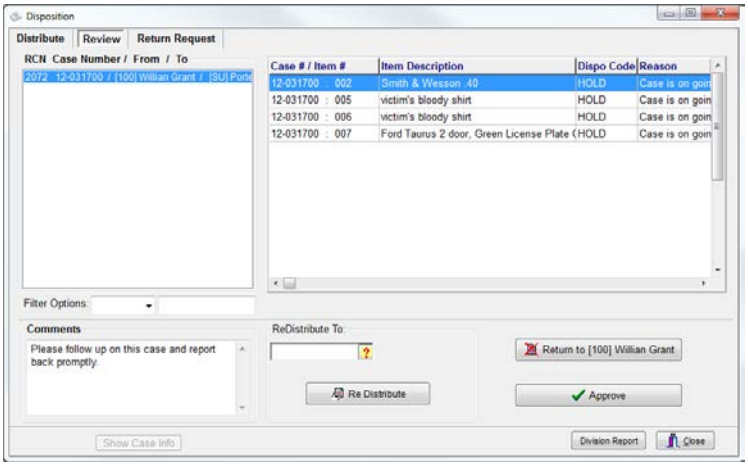
5. The officer now has the ability to assign a disposition code to the entire case or they can individually select a disposition status for each item.
    - ❖ If individually assigning a disposition to each item, press the edit button and select a disposition code and press save.
6. Press the Return to {*division head*} button once the RCN has been completed to send back to the division head for approval.

Approving Online Disposition Tracers

When letters are completed by the investigators that are returned to the previous officer in the chain of command, these officers who previously distributed the letters must now go in and review and approve the subordinate's submittal. Once a letter has traveled back to the Division head it will automatically be routed back to the Property Staff upon approval.

To access the Review screen:

1. Log into the BEAST application
2. Launch the Property Viewer or Property Inventory program
    - ❖ Depending on if the workstation is registered, the appropriate application will be located on the BEAST Main Menu screen.
3. Click on the Dispo button
4. From the Review tab, select an RCN to review for approval.



5. Click the Approve button to send completed disposition tracer back to the evidence custodian for processing or select the Return to {*officer*} to send the letter back for additional review.
    - ❖ When rejecting the letter, you utilize the comments box on the left to notify the officer why the letter was rejected.
    - ❖ If a letter was mistakenly distributed to the wrong officer, you can utilize the Re-Distribute button to send to another officer that can be selected from the Re-Distribute To officer code lookup.
6. Click the Close button once all dispos have been approved, re-distributed, or returned to the officer for review.

Unit 23

Owner Letters

In this unit you will learn how to:

- Generate a single Owner Letter or letters in batch

In this unit you will learn how to send a person or business an owner letter.

Overview

The Owner Letter is designed to notify property owners when it is time to pick up their property. There are two letters that you can generate from the either the Letter Reports program or Property Inventory. Those letters are:

- Return to Owner Letter
- Return to Owner Final Notice

You can select which letter you wish to generate by selecting the radio button next to the letter type. Since items can only be returned in an owner is known, a name must be associated to an item by using either the Name Link or Item Link buttons found on the Name and Items tabs of the Property Inventory program.

- In previous versions of the BEAST, you would press the Owner button on the Items tab of the Property Inventory program to associate an Owner with the item.

Each letter will have an "RCN" (Report Control Number) printed in the upper right hand corner of the letter and will be addressed to the selected owner. When the owner arrives with the owner letter, the property officer can update the chain-of-custody to show the items have been returned.

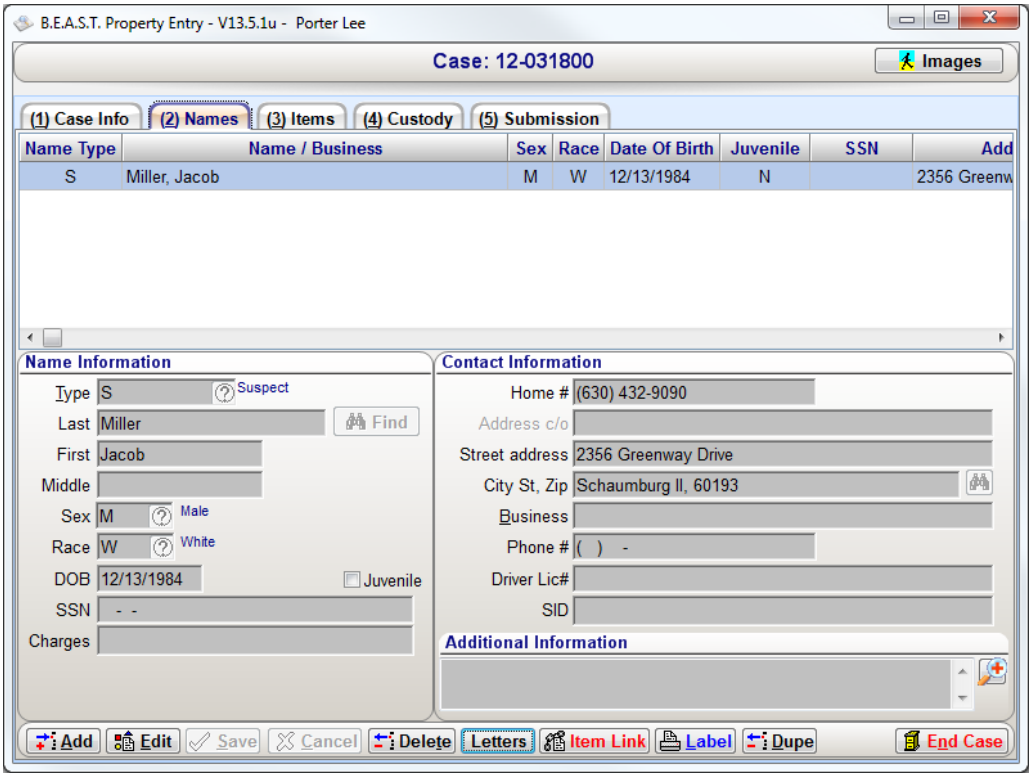
Generating from Property Inventory

Owner letters can be generated on a case/name basis. Only items that are currently in custody will be available to be selected. So even though a person may be the owner of multiple items only those still in custody will be available.

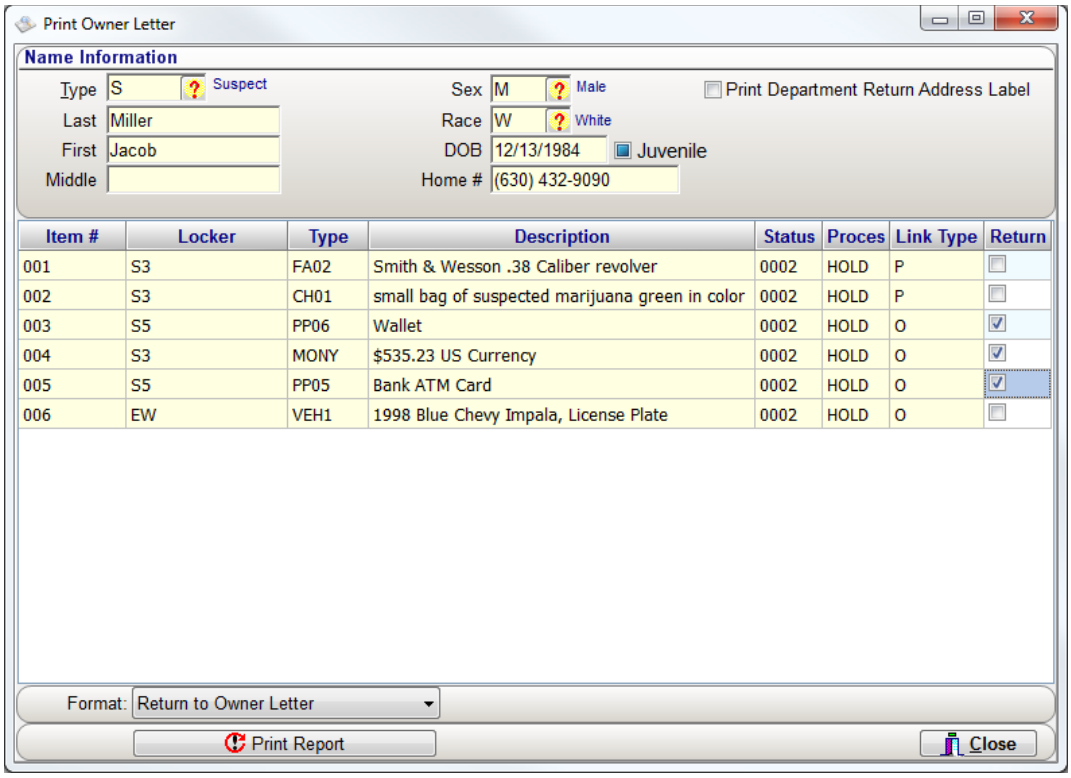
To do this:

1. Open the case containing the items that can be released.
    - These items will still need to be associated to an owner with a complete address but they do not need to have a specific process code at the time the letter is generated.

2. Go to the “Names” tab and select your owner.



3. Then click the “Letters” button at the bottom of the screen. You will then be presented with “Print Owner Letter” dialog.



4. From here you can select specific items to be returned.
   - ❖ By default items will be unselected and will need to be checked as shown here in the return box.
5. Select the letter that you are sending from the Format drop down box. This will list the stock and custom Owner Letters available in the BEAST.
6. Press the Print Report button to create and send the Owner Letter to the printer.

Generating from Letter Reports

The Letter Report program allows the user to flag an item for return and at a later time, generates a batch of Owner Letters to be mailed out. Each case item in the BEAST has a process code. By default, when an item is created, it's process code is set to "Hold for Investigative Purposes (HOLD)". In order to generate an Owner Letter from the Letter Reports program

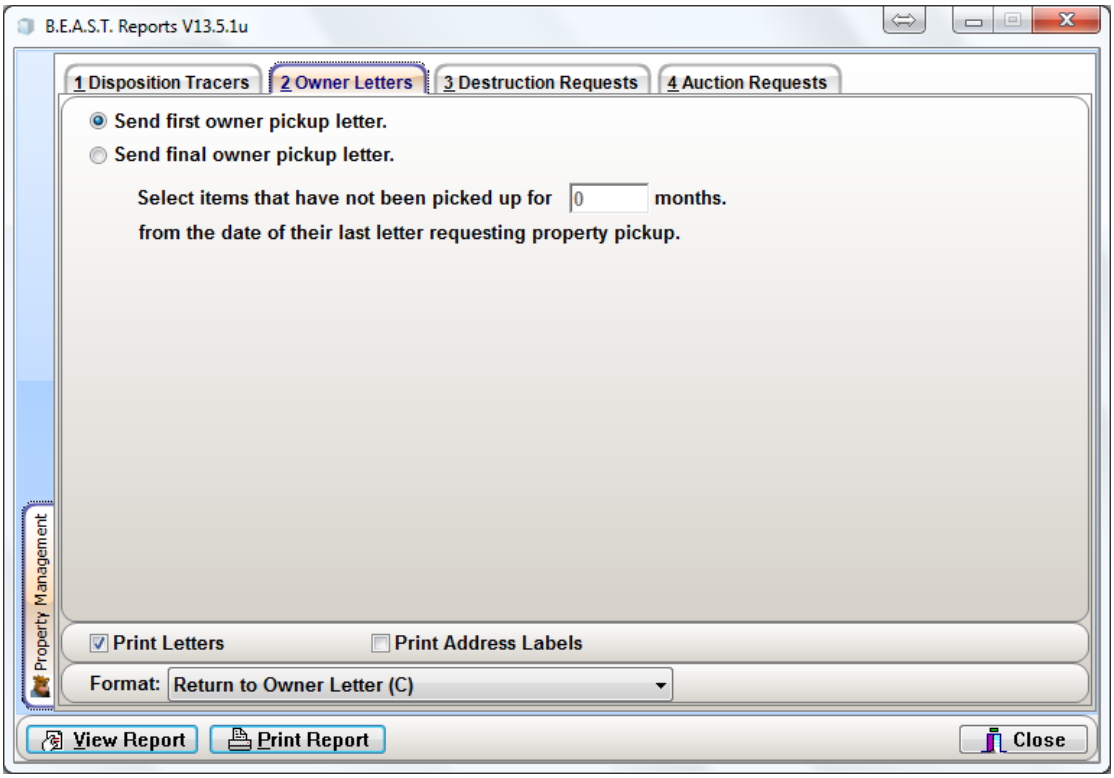
- ❖ The items being flagged for return, need to have a process code set to "RTOL"
- ❖ Be linked to a name found on the Names tab
- ❖ Have a mailing address of where to send the letter to

Once all three have been satisfied, you can then launch the Letter Reports program to generate the letter(s).

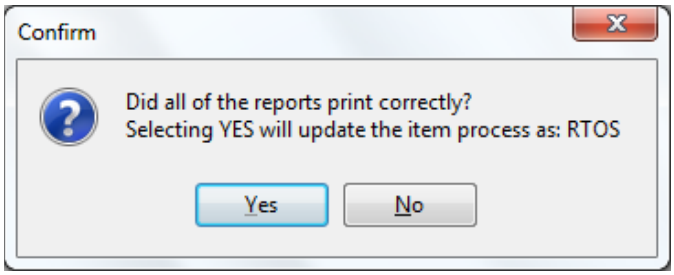
Evidence Management

To generate the Owner letter:

1. Open the Letter Reports program from the BEAST Main Menu.
2. Click on the Owner Letters tab.

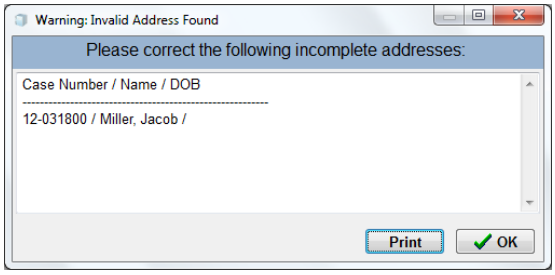


3. Select the Send first owner letter option
4. Press the Print Report to generate the batch of owner letters
   - ❖ Select View Report to bring the owner letters to the screen
5. Press the Yes button to confirm that the owner letters printed correctly. This will update the process code of each item that printed to RTOS.
   - ❖ Pressing the No button will discard the letters and will not change the process code.



Owner Letter Exceptions

When printing Owner letters, if any of the names associated with items, which have a current process code of “RTOL” and do not have complete mailing address, then the following message will appear.



The Names which appear on the above message box will not have letters printed until the contact information is completed. Complete contact information must include both lines of the address information. The address information must be complete per US Postal standards.

US Postal Standards:

- Line 1 = Street Address
- Line 2 = City, State Zip Code

Sample Owner Letter

Jacob Miller
2356 Greenway Drive
Schaumburg Il, 60193

RCN#: 2077

Date: 05/10/2013

Dear Jacob Miller:

A recent audit of our property control records indicates that the Porter Lee Corporation is in possession of property belonging to you. A description of this property is listed below:

Please call the property control officer, [123] Larry Jones at 847-985-2060 to make arrangements to pick up your property.

Property not picked up within 90 days of this notice will be disposed of in accordance with department procedures.

Property room business hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday (excluding official holidays).

Please bring this letter and personal identification with you when you pick up your property.

Sincerely,

Porter Lee

Department Case #: 12-031800

Item #	Location Code	Serial # / OAN
003	S5	
Item Description: One sealed plastic bag with: - Qty: 1 - Wallet Wallet		
004	S3	
Item Description: One sealed plastic bag with: - Qty: 1 - Currency $535.23 US Currency		
005	S5	
Item Description: One sealed plastic bag with: - Qty: 1 - Credit Card Bank ATM Card		

Page 1 of 1

Unit 24

Destruction Requests

In this unit you will learn how to:

- Generate how to generate a Destruction Request using the Letter Reports and Property Inventory programs.

In this unit you will learn flag items for destruction and generate a destruction request letter.

Overview

The Destruction Request Letter is a request for the permission to destroy property held in the lockers. The letter is directed toward the person responsible for approving the destruction of property. There are two letters you can generate:

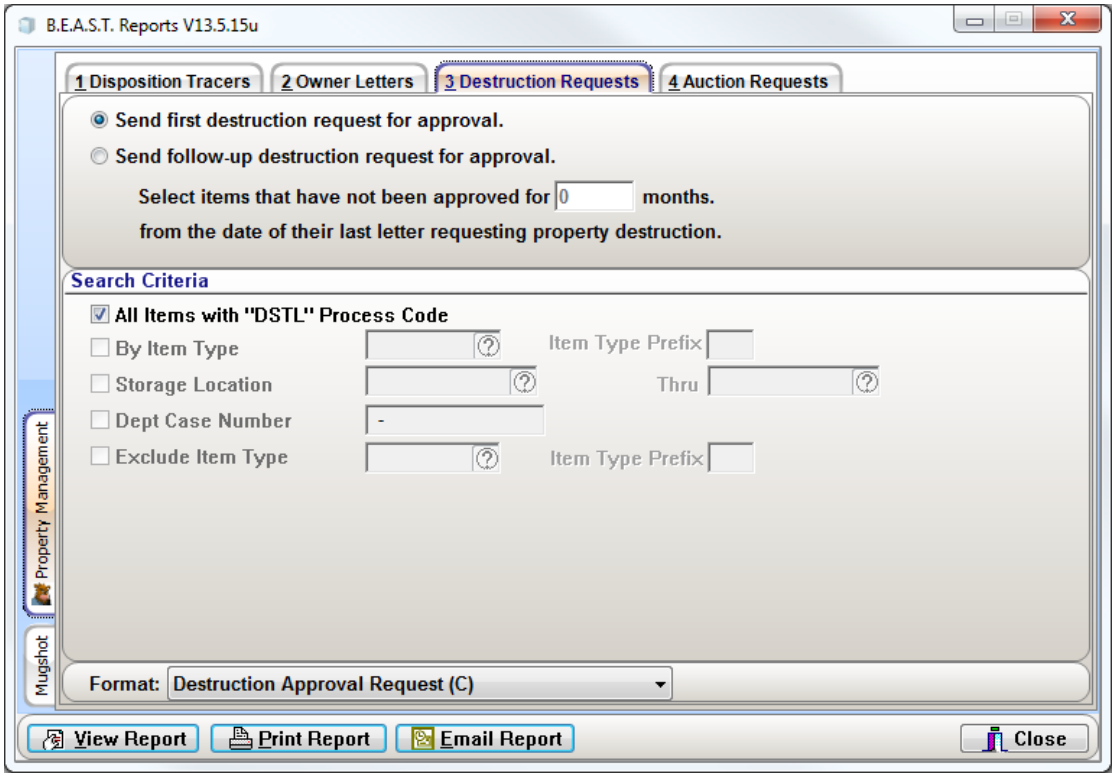
- First Request Letter
- Follow Up Request Letter

Generating from Letter Reports

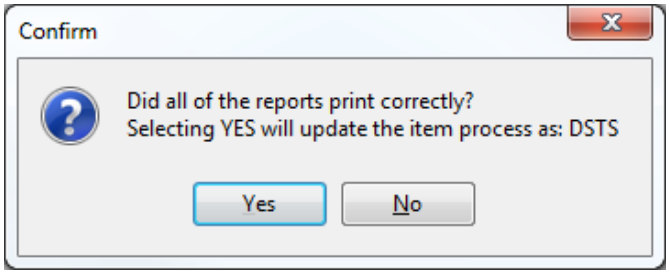
The Letter Report program allows the user to flag an item for destruction and at a later time, generates an destruction request letter. Each case item in the BEAST has a process code. By default, when an item is created, its process code is set to "Hold for Investigative Purposes (HOLD)". In order to generate an Destruction Request Letter from the Letter Reports program, each item being destruction needs to have its process code set to "DSTL".

To generate the Destruction Request:

1. Open the Letter Reports program from the BEAST Main Menu.
2. Click on the Destruction Requests tab.



3. Select the Send first destruction request for approval option
4. Press the Print Report to generate the destruction request
    - ❖ Select View Report to bring the destruction request to the screen
5. Press the Yes button to confirm that the destruction request printed correctly. This will update the process code of each item that printed to DSTS.
    - ❖ Pressing the No button will discard the letters and will not change the process code.



Search Criteria Options

All Items with "DSTL" Process Code

This is the default option. With this selected, the Letter Reports program will search all items that have a process code of "DSTL" and add them to the destruction request letter that will be generated.

The following options will be available if the "All Items with "DSTL" Process Code" option is unchecked:

By Item Type / Item Type Prefix

This option allows the user to generate an destruction request for items that have been flagged with the DSTL process code and with a specific item type. If there are a range of item types that share the same prefix, for example such FA for Firearms, CH for Chemistry, AU for Auto, the user can use that prefix and generate a report for all items flagged with the DSTL process code and items that share the same Item Type prefix.

This is helpful if you are running multiple destructions and want to specify which items appear on the destruction request.

Storage Location

The storage location range option lets the user generate an destruction request for items that have been flagged with the “DSTL” process code and where the items are currently stored.

Dept Case Number

This option allows the user to generate an destruction request report for items that have been flagged with the “DSTL” process code from a specific case.

Exclude Item Type / Item Type Prefix

Much like the By Item Type / Item Type Prefix option, this option allows the user to generate an destruction request for items that have been flagged with the DSTL process code and to exclude a specific item type or item types that share the same prefix.

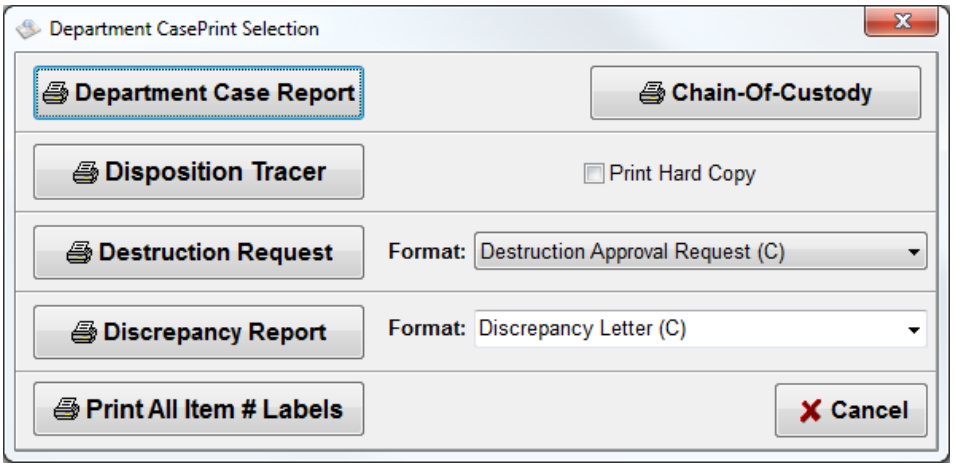
This would be helpful if you are want to generate an destruction request but want to exclude specific item type(s) from appearing on the destruction request.

Generating from Property Inventory

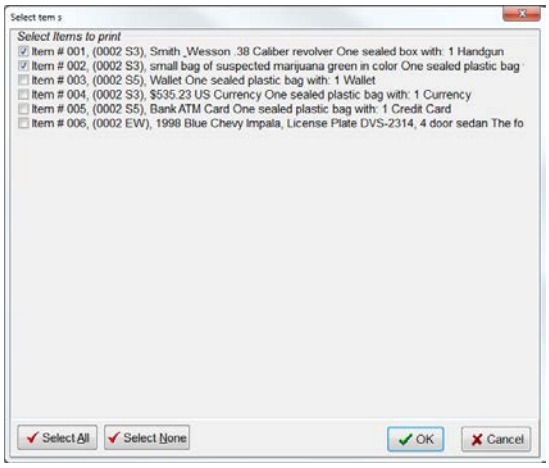
When needing to generate a Destruction Request for a single case, the property officer can access the specific case from the Property Inventory program.

To generate the destruction request for a specific case:

1. Launch the Property Inventory program
2. Open the case where items will be requested for destruction
3. On the Case Info tab, click the Print button. This will display the Case Print Selection dialog.



4. Click the Destruction Request button.
5. Select the items that are going to appear on the request.



6. Press the OK button to print the request

Sample Destruction Request Letter

RCN #: 2078

To:

From: Property Control Officer, Porter Lee

Date: 05/17/2013

Re: Request for Property Destruction

As property control officer of the Porter Lee Corporation, I request permission to prepare for destruction the below listed property now in our department's custody.

Department Case #: 12-031800

Item #: 001 Item Pulled/Ready for Destruction _____

Item Description: One sealed box with: - Qty: 1 - Handgun Smith & Wesson .38 Caliber revolver

Serial # / OAN: 56894/ /

Current Custody: Stored in Location - Shelf 3

Item #: 002 Item Pulled/Ready for Destruction _____

Item Description: One sealed plastic bag with: - Qty: 1 - Green plant material small bag of suspected marijuana green in color

Current Custody: Stored in Location - Shelf 3

Comments:

Requesting Officer: _____ Signature: _____ Date: _____
Please Print

Approving Officer: _____ Signature: _____ Date: _____
Please Print

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Unit 25

Auction Requests

In this unit you will learn how to:

- Generate how to generate an Auction Request.

In this unit you will learn flag items for auction and generate an auction request letter.

Overview

The Auction Request Letter is a request for the permission to auction property held in the lockers. The letter is directed toward the person responsible for approving the auctioning of property. There are two letters you can generate:

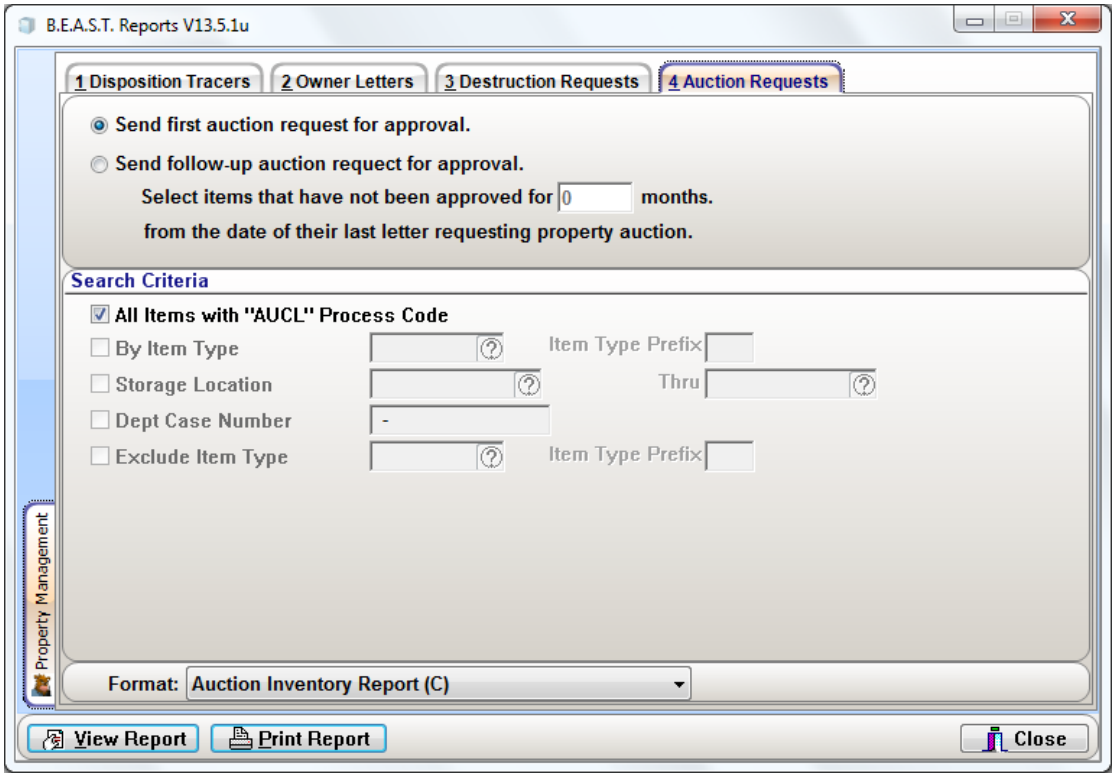
- First Request Letter
- Follow Up Request Letter

Generating from Letter Reports

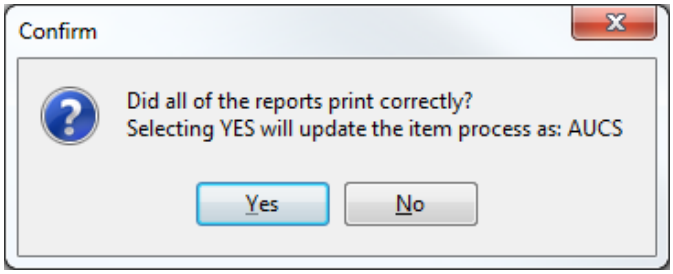
The Letter Report program allows the user to flag an item for auction and at a later time, generates an auction request letter. Each case item in the BEAST has a process code. By default, when an item is created, its process code is set to "Hold for Investigative Purposes (HOLD)". In order to generate an Auction Request Letter from the Letter Reports program, each item being auction needs to have its process code set to "AUCL".

To generate the Auction Request:

1. Open the Letter Reports program from the BEAST Main Menu.
2. Click on the Auction Request tab.



3. Select the Send first auction request for approval option.
4. Press the Print Report to generate the auction request.
    - ❖ Select View Report to bring the request to the screen
5. Press the Yes button to confirm that the auction request printed correctly. This will update the process code of each item that printed to AUCS.
    - ❖ Pressing the No button will discard the letters and will not change the process code.



Search Criteria Options

All Items with "AUCL" Process Code

This is the default option. With this selected, the Letter Reports program will search all items that have a process code of "AUCL" and add them to the auction request letter that will be generated.

The following options will be available if the "All Items with "AUCL" Process Code" option is unchecked:

By Item Type / Item Type Prefix

This option allows the user to generate an auction request for items that have been flagged with the AUCL process code and with a specific item type. If there are a range of item types that share the same prefix, for example such FA for Firearms, CH for Chemistry, AU for Auto, the user can use that prefix and generate a report for all items flagged with the AUCL process code and items that share the same Item Type prefix.

This is helpful if you are running multiple auctions and want to specify which items appear on the auction request.

Storage Location

The storage location range option lets the user generate an auction request for items that have been flagged with the “AUCL” process code and where the items are currently stored.

Dept Case Number

This option allows the user to generate an auction request report for items that have been flagged with the “AUCL” process code from a specific case.

Exclude Item Type / Item Type Prefix

Much like the By Item Type / Item Type Prefix option, this option allows the user to generate an auction request for items that have been flagged with the AUCL process code and to exclude a specific item type or item types that share the same prefix.

This would be helpful if you are want to generate an auction request but want to exclude specific item type(s) from appearing on the auction request.

Sample Auction Request Letter

RCN #: 2166

To:

From: Property Control Officer, Porter Lee

Date: 05/17/2013

Re: Request for Auction of Property

As property control officer of the Porter Lee Corporation, I request permission to prepare for auction the below listed property now in our department's custody.

Department Case #: 13-000004

Item #: 001 — Auct. Item # | BID Amount

Item Description: One sealed box with: - Qty: 1 - Television 32" Vizio TV

Current Custody: Item Submitted Into Property - Temp Locker 01

Item #: 002 — Auct. Item # | BID Amount

Item Description: One sealed plastic bag with: - Qty: 1 - Clock (Includes Electrical) Bose Wave Clock Radio

Current Custody: Item Submitted Into Property - Temp Locker 01

Department Case #: 13-000790

Item #: 001 — Auct. Item # | BID Amount

Item Description: The following item was collected: - Qty: 1 - Bicycle Blue Huffy dirt bike

Current Custody: Stored in Location - Storage Locker 01

Item #: 002 — Auct. Item # | BID Amount

Item Description: The following item was collected: - Qty: 1 - Bicycle Chrome BMX dirt bike

Current Custody: Stored in Location - Storage Locker 01

Comments:

Requesting Officer: _____ (Please Print) Signature: _____ Date: _____

Approving Officer: _____ (Please Print) Signature: _____ Date: _____

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Unit 26

Discrepancy Report

In this unit you will learn how to:

- Generate a discrepancy report

In this unit you will learn how to generate a printed Discrepancy Report as well as emailing the report to an officer.

Overview

The purpose of this report is to notify the officer involved that a mistake has been made such as packaging, labeling, or data entry and that must report to the property room to correct this issue. The selected items will be placed on administrative hold and will prevent transferring without approval. This is to ensure these items do not get released for any reason with a known problem that could cause the case to be lost.

Generating a Discrepancy Report

There is only program that the discrepancy report can be generated from and that is the Property Inventory program. The discrepancy report can only be created on a case by case basis. Upon pulling up the Discrepancy Report dialog, the user's first selection is to choose who the responsible officer is for the report to be generated. This officer can be the:

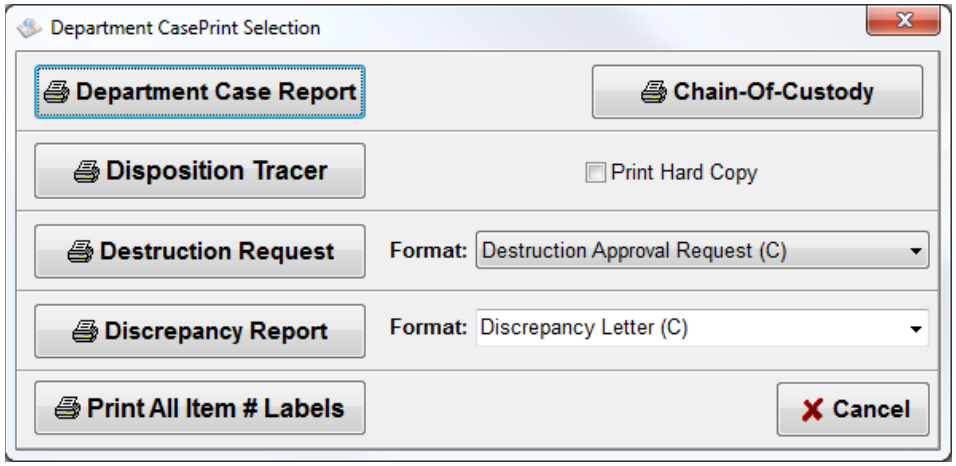
- Case Officer
- Collecting Officer, the officer that collected the items from the scene
- Submitting Officer, the officer that submitted the items to temporary evidence lockers
- Entry Officer, the officer that was logged into the BEAST and entered the case data

Below this choice will be a list of all the items the property custodian can select from with the name of the officer responsible.

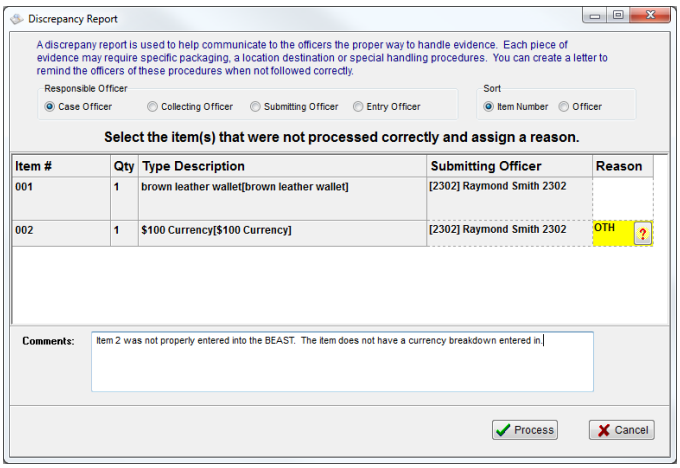
To generate this report:

1. Open the Property Inventory program
2. Using the Find Case dialog, open the case where the discrepancy has occurred
3. On the Case Info tab, press the Print button

4. Next, press the Discrepancy Report button



5. First, select the officer responsible for the issue
   - ❖ The officer name may or may not change in the grid below. This is because the officer may have been responsible for all four tasks.
6. Next, select the Reason code for why you are sending a discrepancy for this item.
   - ❖ Each item can only have one reason code.



7. Enter comments for the officer (optional)
8. Press the Process button

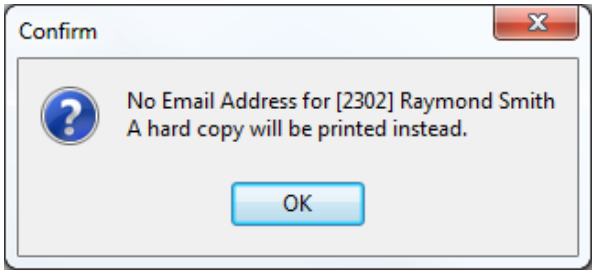
Once the process button has been pressed the report will be sent to the printed and ready for delivery to the officer.

Emailing the Discrepancy Report

The discrepancy report can be emailed to officers much like the online disposition tracers. But unlike the tracers, the discrepancy report gets emailed as a PDF attachment to the officer and the officer must report to the evidence custodian to resolve the outstanding issue at hand.

The process of emailing the discrepancy report is the same as generating the hard copy. This always requires the assistance from a Porter Lee Representative to enable this feature from with the program. The BEAST administrator will need to enter the officer's email address in order the report to be emailed from the Code Maintenance program.

Upon pressing Process button, the BEAST will begin the process of generating the email to be sent out. If an email was not configured for the officer receiving the report, a message will appear letter the sender know and a hardcopy report will be printed.



Sample Discrepancy Report

5/15/2013

Porter Lee Police
Discrepancy Report

RCN #: 2160

To: Raymond Smith
From: Property Control Officer, Porter Lee
Date: 05/15/2013
Re: Case # 13-000001

Attention

This issue requires your immediate response. Please report to the Property Unit/Section with this letter to address the evidence discrepancies listed below.

Item #	Description	Discrepancy
002	$100 Currency	See Discrepancy Notes for Details

Comments:

Item 2 was not properly entered into the BEAST. The item does not have a currency breakdown entered in.

E:\ETRACKADO\Testing\DISCREPANCY.PLC

Page 1 of 1

Unit 27

Processing Letters

In this unit you will learn how to:

- Process an Owner Letter
- Process an Destruction Request
- Process an Auction Request
- Process an Discrepancy Report
- Process a printed Disposition Tracer and paperless disposition tracer.

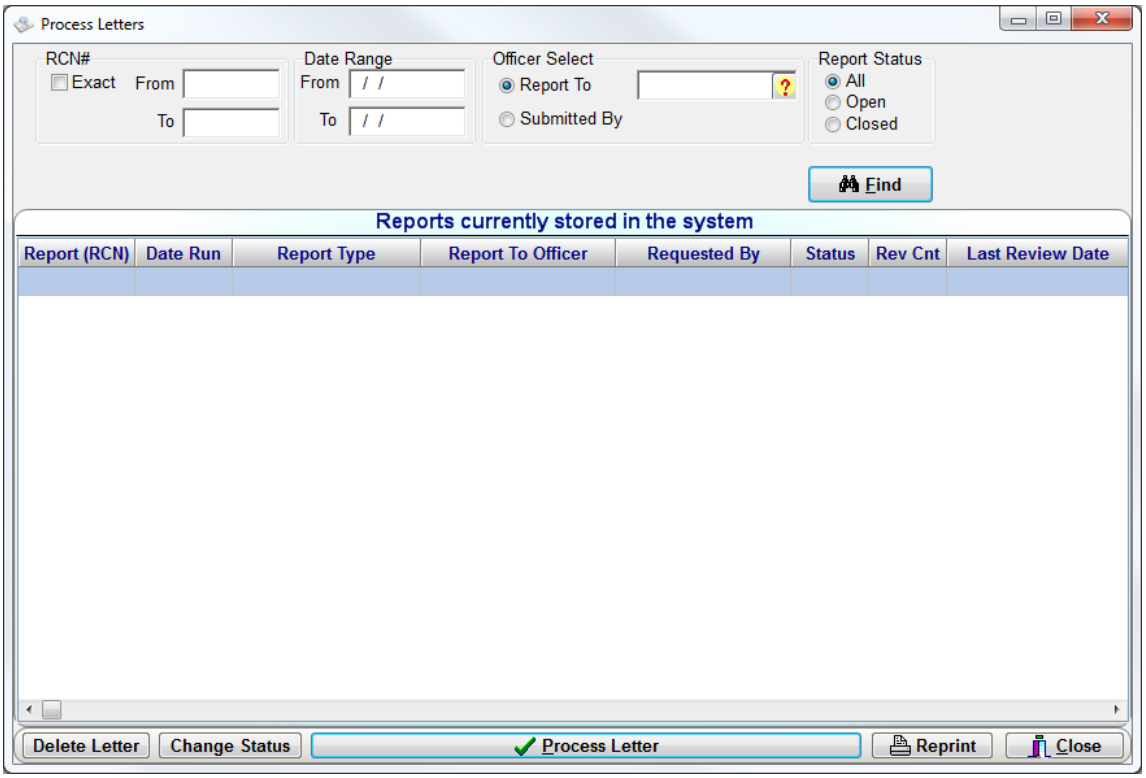
In this unit you will learn how to process open letters as well as finalizing an online disposition tracer.

Overview

Each letter that is generated using the BEAST evidence management system will eventually need to be processed. Each letter besides the online disposition tracer, can be processed from the Property Inventory Process Letter screen. The online disposition tracer can be finalized using the Dispo Process button on the same Property Inventory Main form.

Each letter is generated with a Report Control Number or RCN. Above that RCN is a barcode that will allow the user to scan it to begin the process of processing the open letter. If a barcode scanner is not available at the workstation, the letters can be manually processed by following the steps below:

1. Launch the Property Inventory program
2. Scan the RCN barcode or press the Process Letters button located on the right side of the Property Inventory form.
3. If manually processing the letter, you can search for the letter either by typing in the RCN, search on an RCN or date range, or select the officer the letter was sent to.



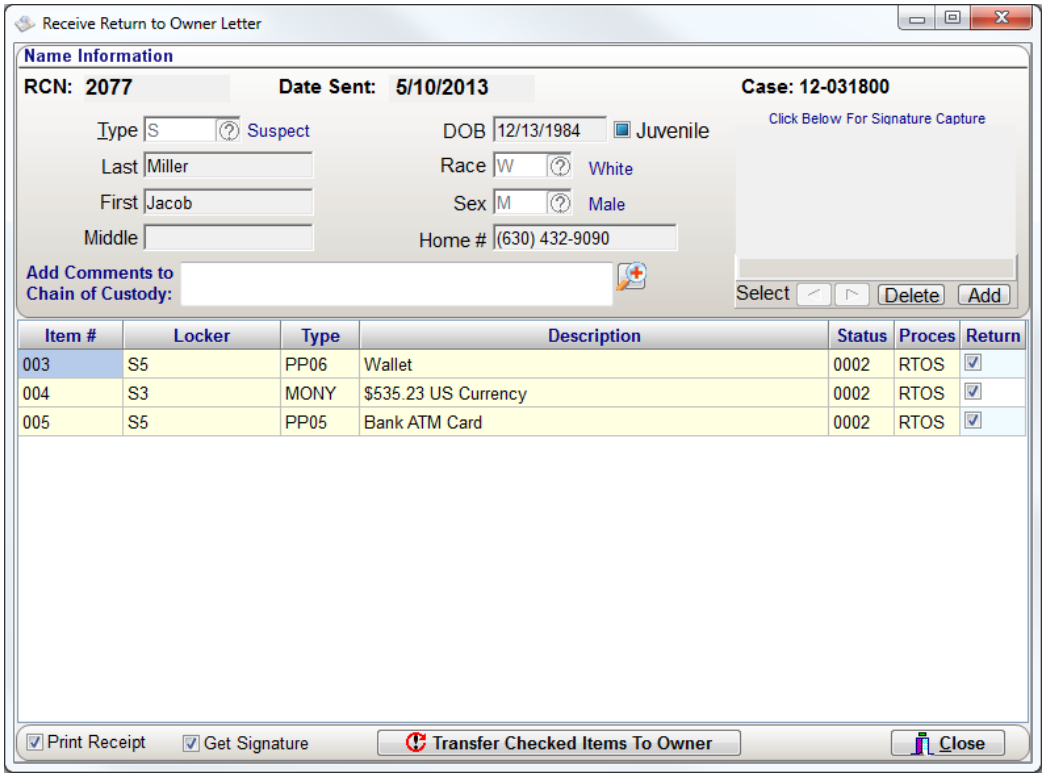
4. Highlight the letter to be processed and press the Process Letter button.
    - ❖ Other options available to the user is the abilty to delete the letter, change the status of the letter or reprint the letter to send to the officer again.

Once the letter has been scanned or manually been selected for process, the user will be presented with the following screens depending on the letter then are processing:

Owner Letter Process Screen

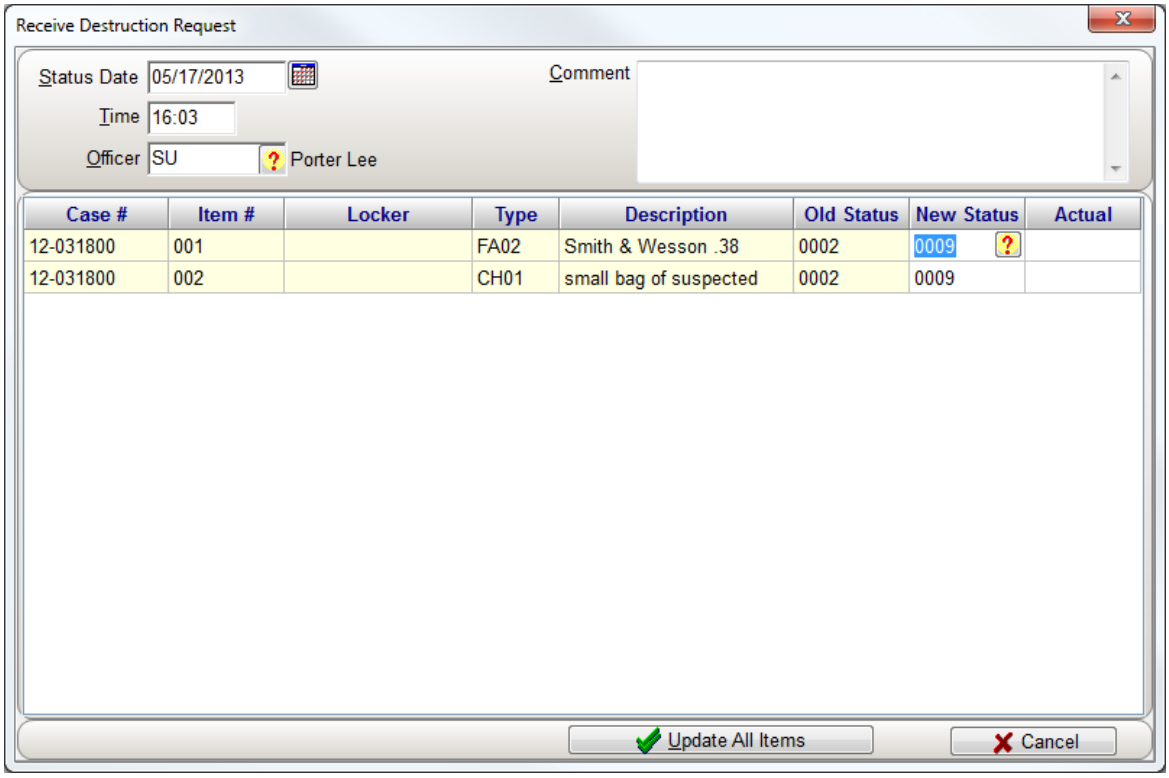
Shown below is an example of what the property officer will see when he processes the Owner Letter. At times, it may be necessary to check and uncheck which items are to be returned to an owner. This is beneficial when returning items to owners who may also have contraband items associated to them and is no longer legally allowed to own the items.

To check and uncheck items simple click the checkbox located in the return box for each item. Items without a checkmark in the return box will not have their chain-of-custody updated to show “Returned to Owner” when the transfer button is clicked.



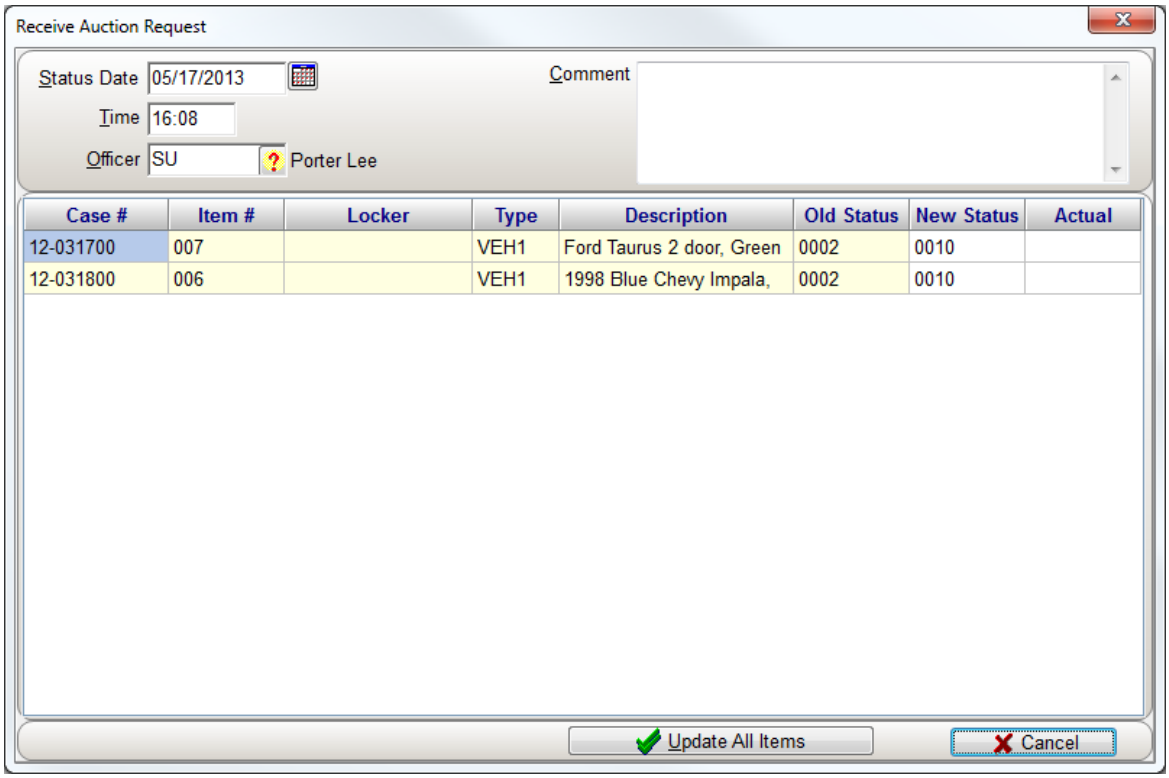
Processing a Destruction Request

Shown below is an example of what the property officer will see when he processes the Approved Destruction Request Letter. By default the system assumes that the property officer wishes to destroy all of the items listed on the destruction request. By default the new status value for each item, will be the value defined in the "Department Setup" program as the destruction value.



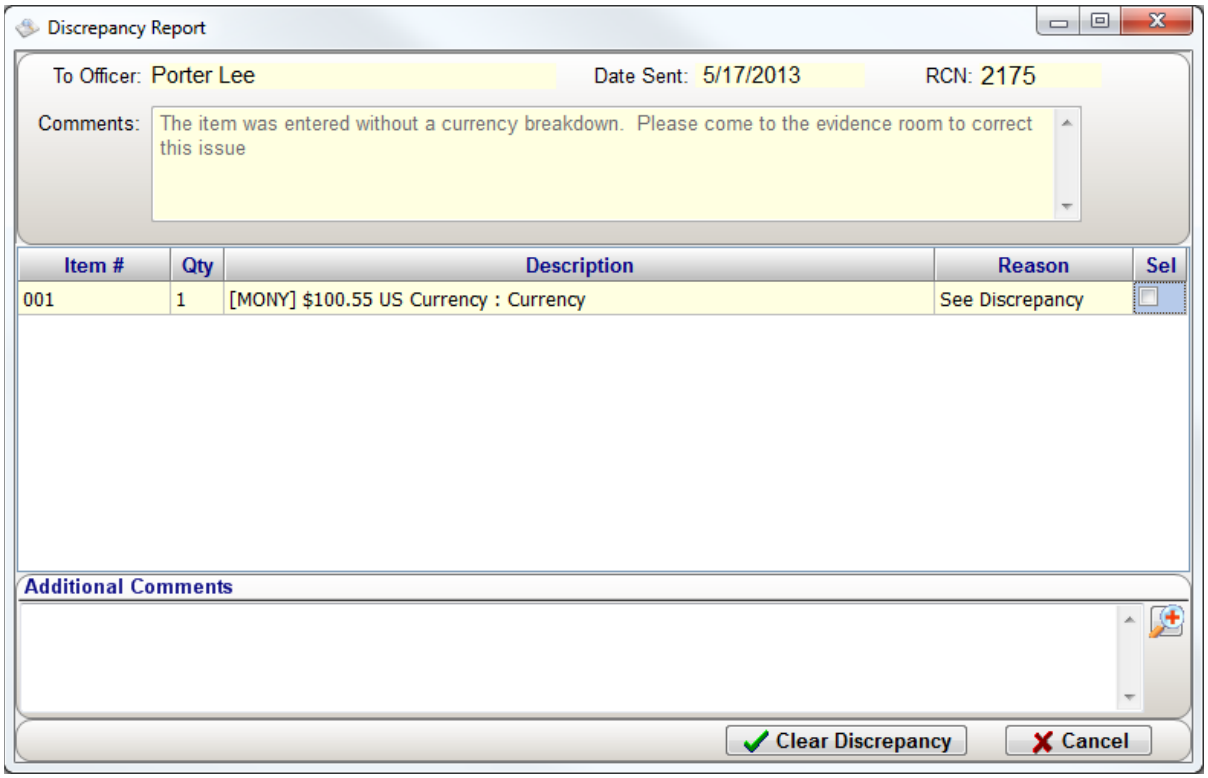
Processing an Auction Request

Shown below is an example of what the property officer will see when he processes the Approved Auction Request Letter. The system assumes that the property officer wishes to auction all of the items listed on the auction request. By default the new status value for each item, will be the value defined in the “Department Setup” program as the auction value.



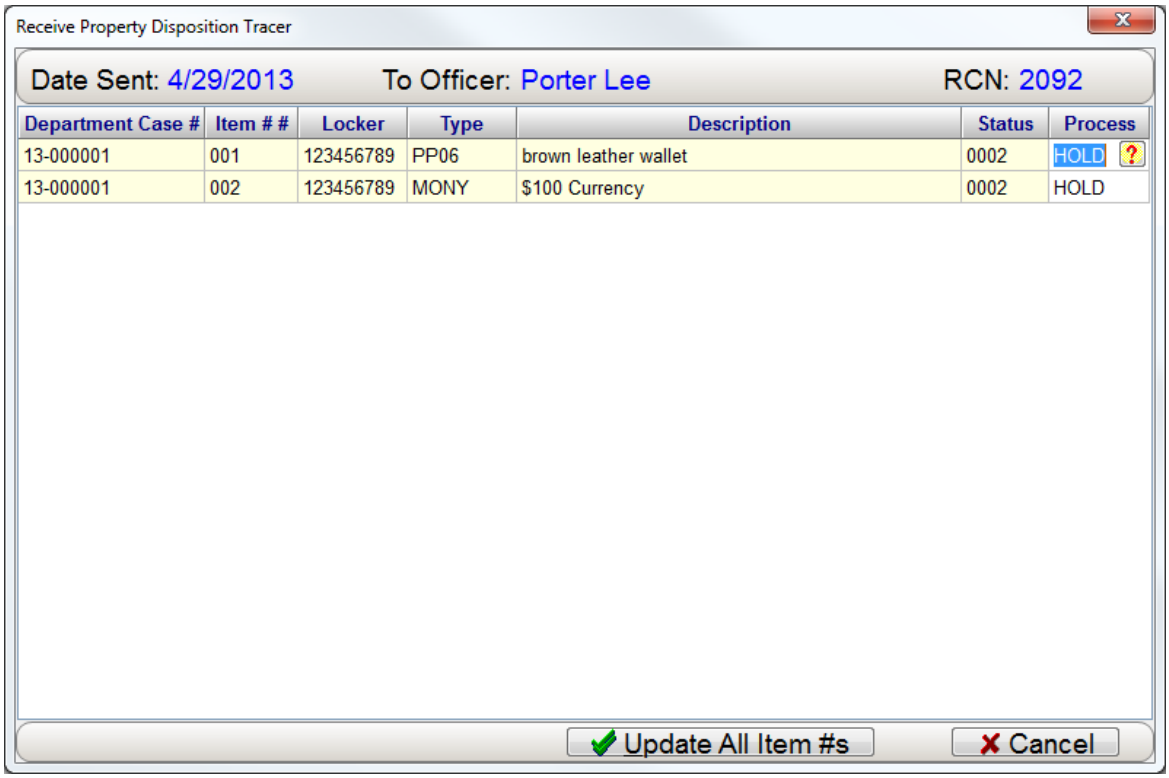
Processing a Discrepancy Report

Shown below is an example of what the property officer will see when he processes the Discrepancy Letter. Only cleared items will be available for transfer. To clear an item, check the Sel checkbox for each item and press Clear Discrepancy.



Processing a Printed Disposition Tracer

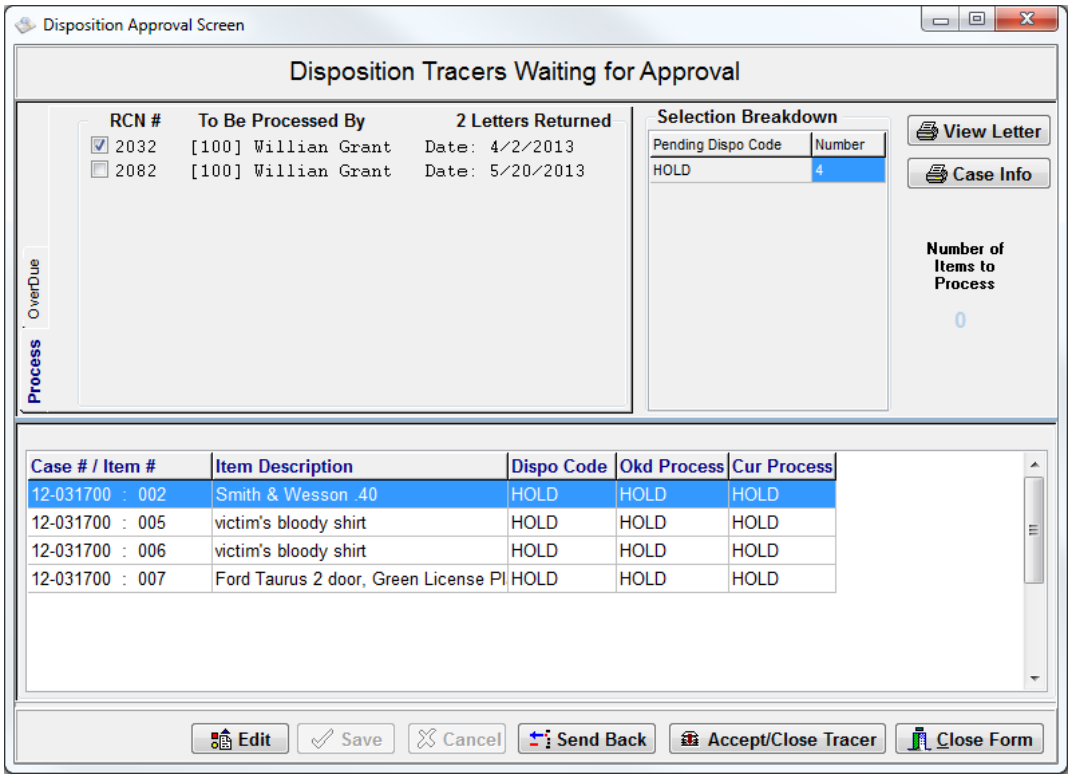
Shown below is an example of what the property officer will see when he processes the disposition tracer returned from the officer. By default the system will assume the property officer will need to continue to hold the evidence, so the process field will default to “HOLD”. The property officer can then update the process fields to match what the officer has approved for each item. By completing the disposition tracer process, the system is then prepared to create the necessary owner letters, destruction requests, and auction request forms.



Finalizing an Online Disposition Tracer

The online disposition approval screen allows the property officer to review the case officers input. At this time the property officer may then accept, edit or return the letter to the case officer or division head. Each letter needing review will be listed in the "Process" panel located in the upper left of the screen. This list will show the property officer how many letters have been completed and will include a summary breakdown for the selected letter.

Located at the bottom of the screen will be a list of the items, which pertain to each letter. Selecting a letter from the "Process" panel will refresh this list. Here the property officer may review the details at the item level and make edits as needed. The "Overdue" panel will show disposition tracers that are past the disposition tracer grace period.



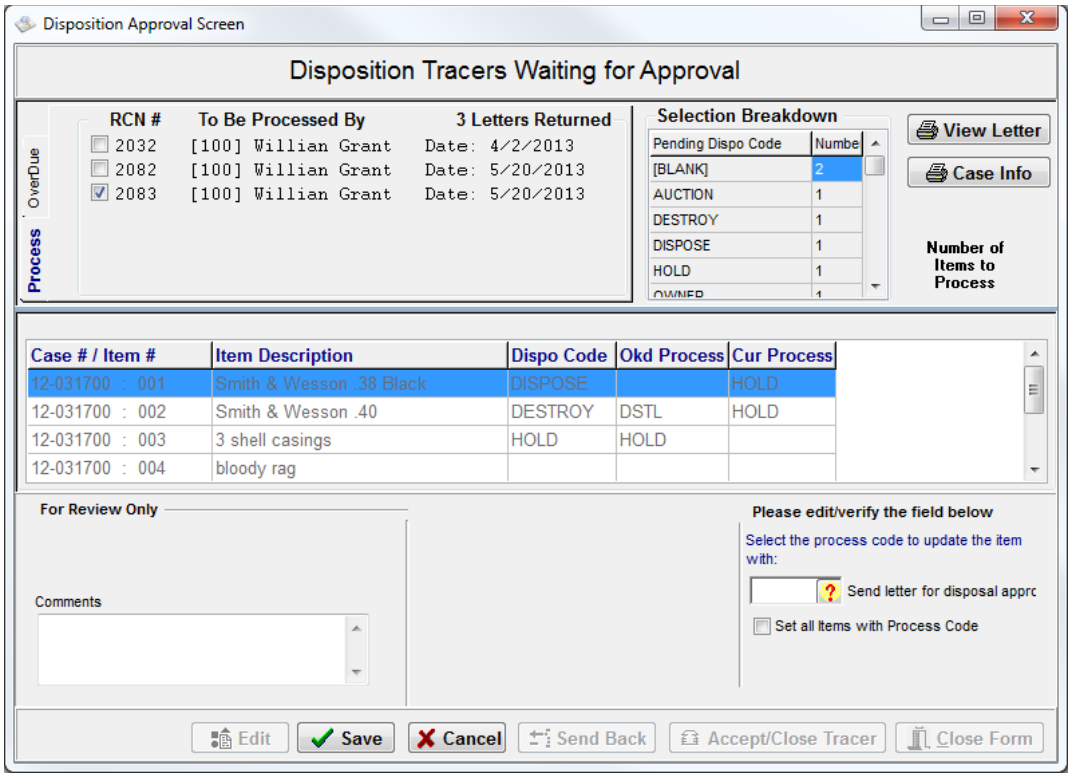
If the dispo tracer is acceptable, press the Accept/Close Tracer button to finalize the disposition tracer.

Modifying the Disposition Entry

Should you choose to edit the case officer's disposition entry, the following screens provide examples of what can be entered.

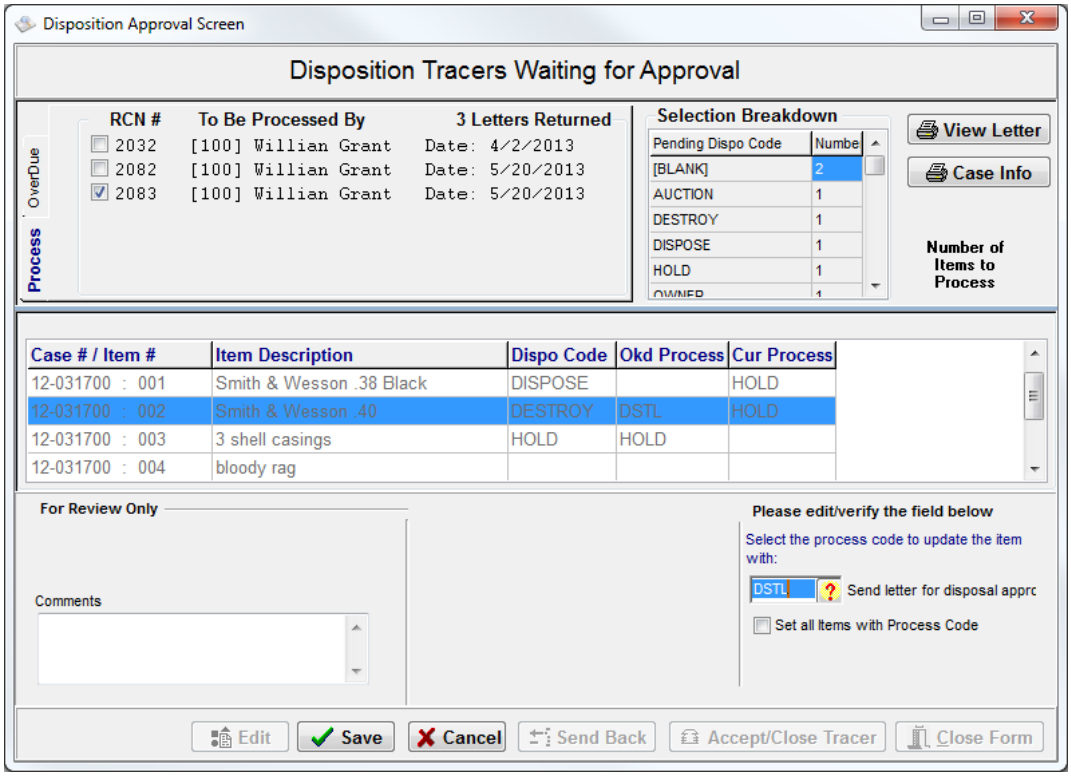
Dispose

Items marked as "Dispose of" will have no Process code set as the default. It will be the Administrator's decision to mark the Process code accordingly.



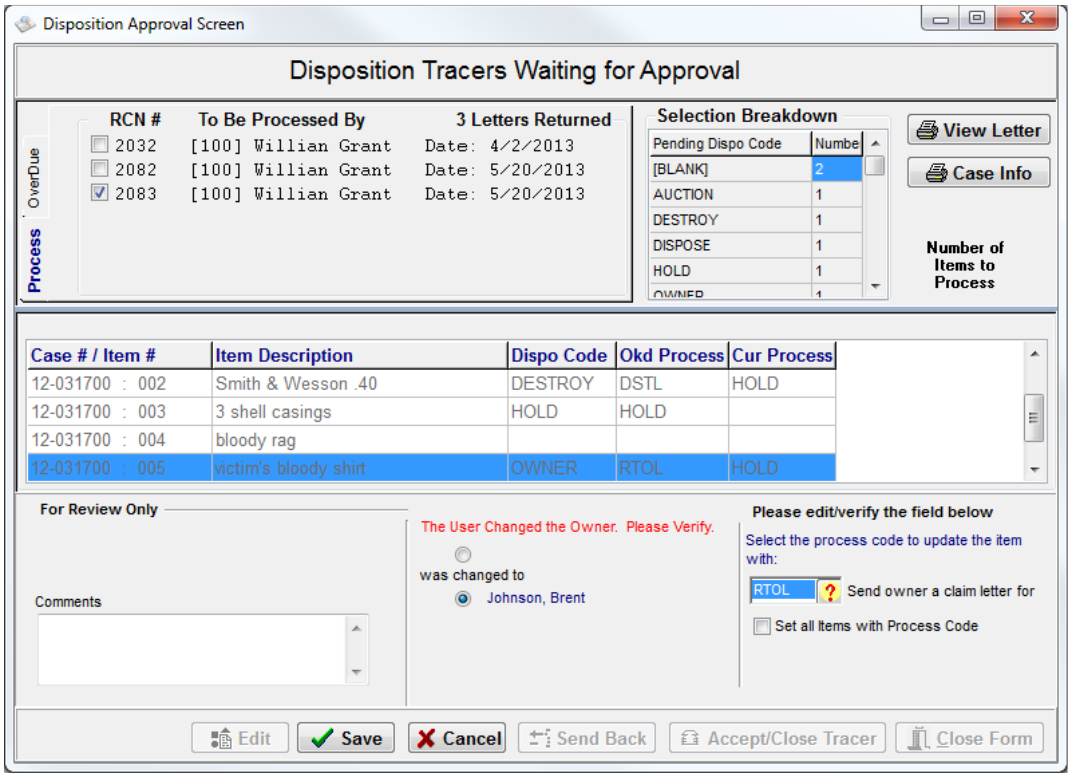
Destroy

When items are marked as “Destroy”, the process code will default to “DSTL” for the item.



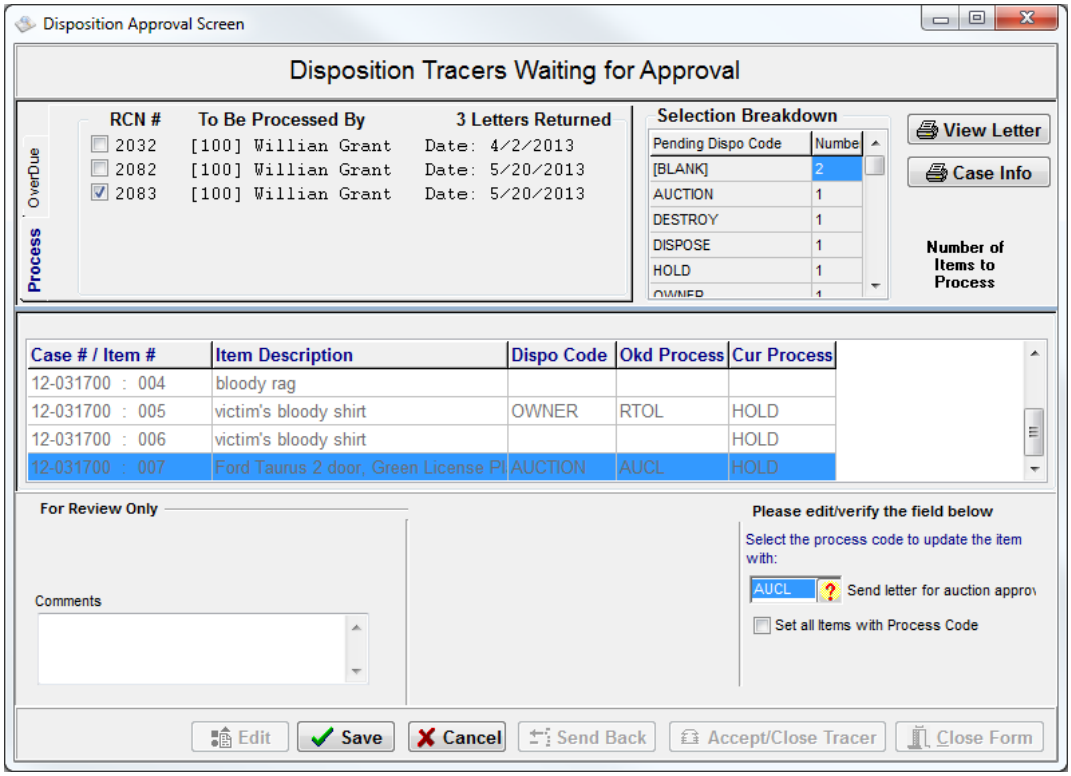
Return to Owner

When items are marked “Return to Owner, the Process code will default to “RTOL”. On this screen you can see who the owner is and if the officer changed the owner of the item.



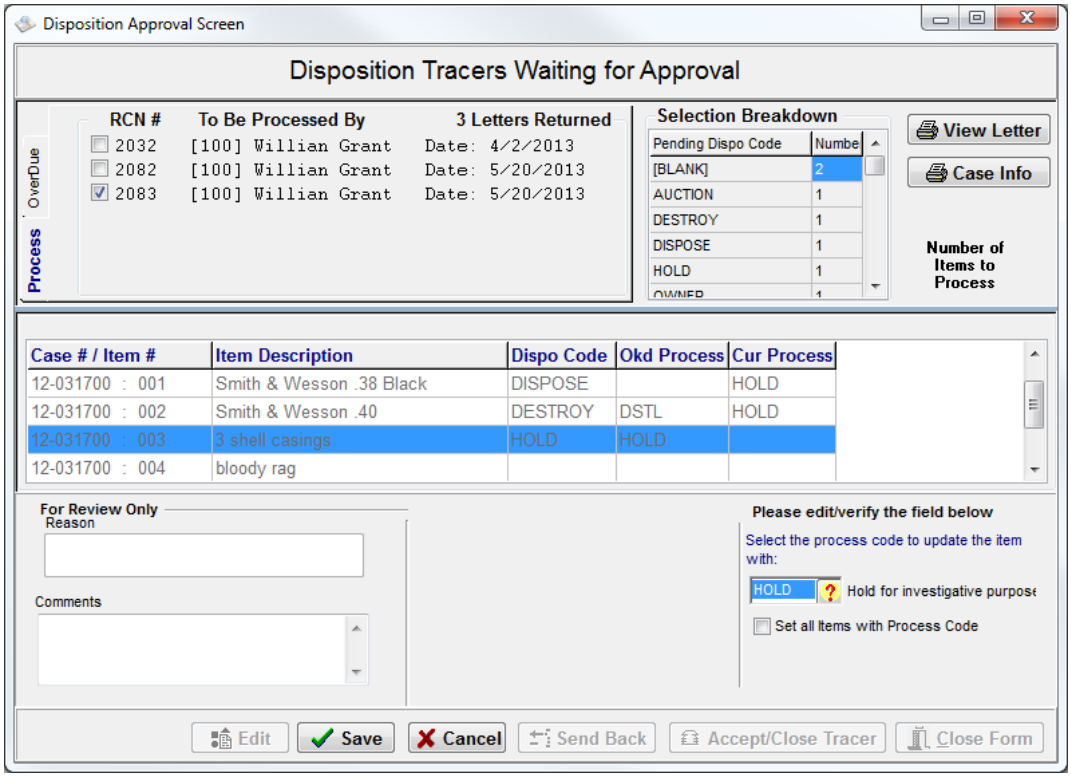
Auction

When Items are marked for “Auction”, the item Process code will default to “AUCL”.



Hold

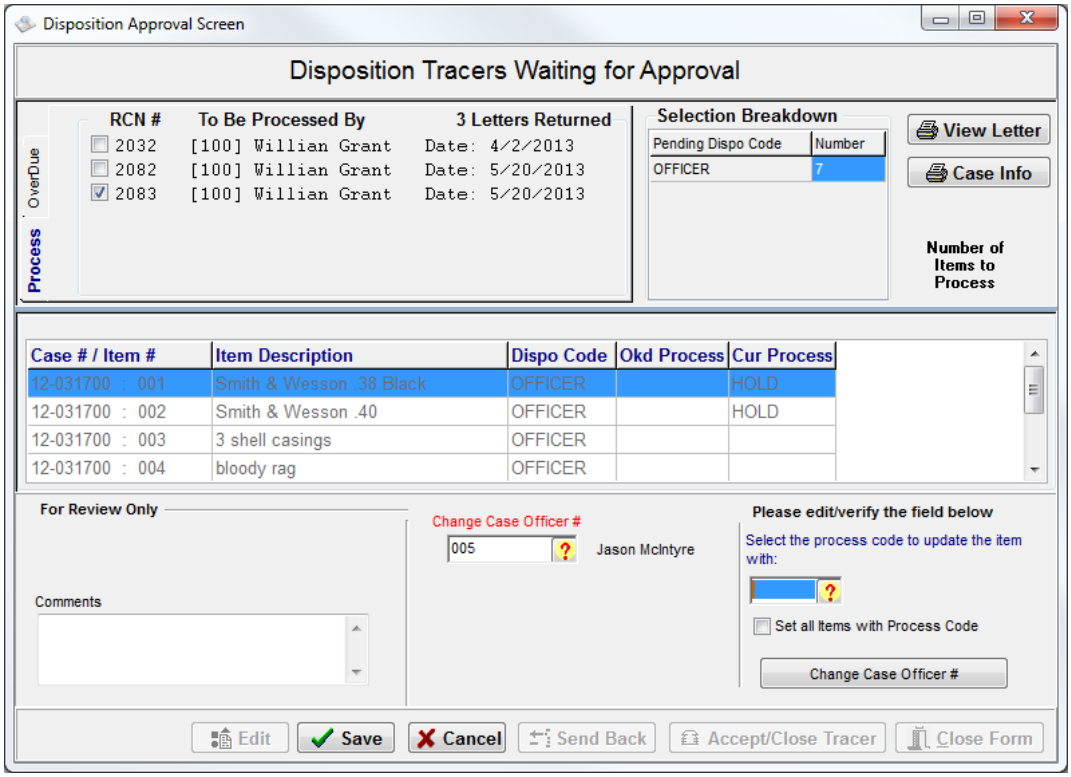
When items are marked as “Hold”, the item process code will default to “Hold”. It is also required that the officer give a reason if they instruct the evidence custodian to continue to hold the item longer.



Update Case Officer

When the officer selects to change the case officer, they are telling the evidence custodian that they are no longer the case officer on the case. The officer would have also selected the correct case officer when returning the disposition. By clicking the "Change Case Officer" button, will leave the disposition tracer open and allow the evidence custodian to resend the disposition tracer to the new case officer.

Clicking the "Accept/Close Tracer" button will accept and close the open tracer as well as update the case officer on the case. This will then allow the evidence custodian to send a new disposition tracer to the new case officer.



Unit 28

Item Due Reporting

In this unit you will learn how to:

- View and print reports of cases and items that are past due
- Retrieve info and process the reports

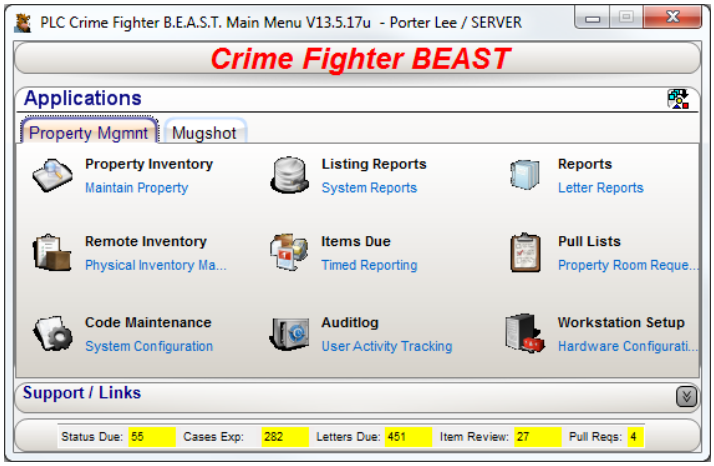
In this unit you will learn how to view a list of cases, items, and letters that are past due within the BEAST system.

Overview

The Item Due Reporting program allows the evidence custodian a quick glimpse of items that up for review. It allows the user to view cases, items, and letters that met or exceeded the allotted time configured for each.

Status Bar

The status bar located at the bottom of the BEAST Main Menu application works in conjunction with the Item Due Report program as well as the Pull List program. It gives the user a quick heads up of cases that have expired, items passed the max sign-out period, items up for review, overdue letters, and pull requests that have not been reviewed.



When new items arrive, the status bar will update and display the updated area in yellow. This update can reflect a counter that has increased or decreased.

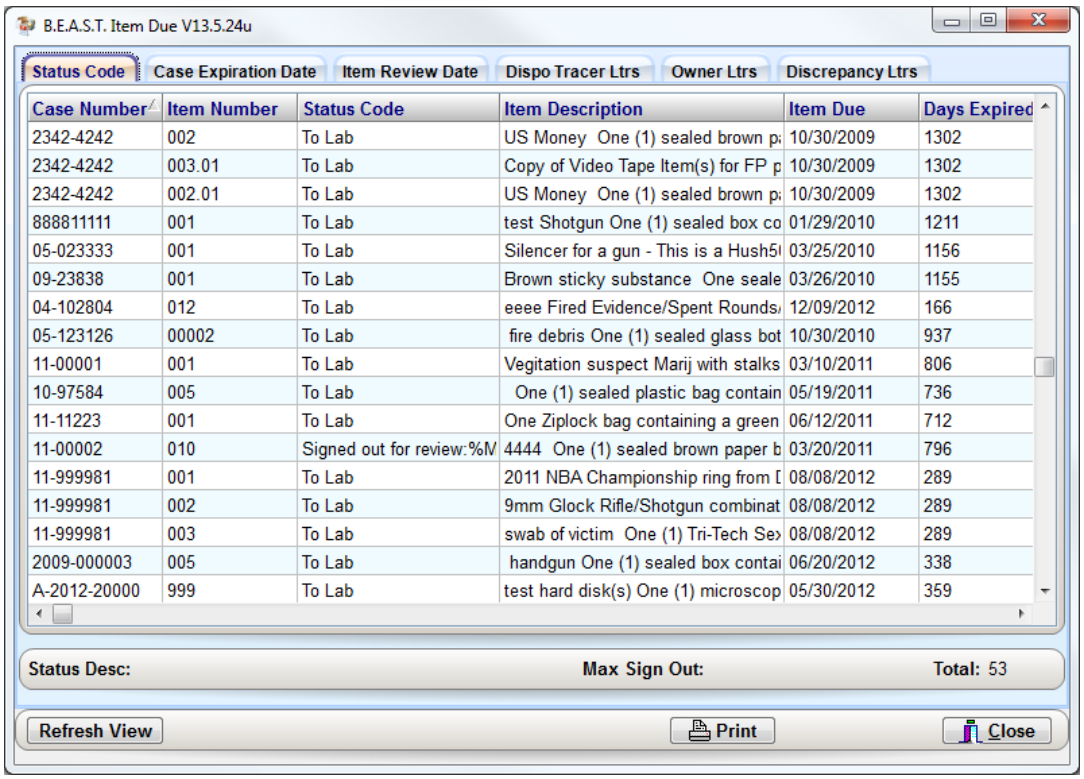
To enable the status bar, you will need to enable the “Check Item Due On Logon” security permission for the security group that will use this feature in the Code Maintenance program.

- To learn more about security permissions and restrictions, go to the Employee Names unit for the Code Maintenance program.

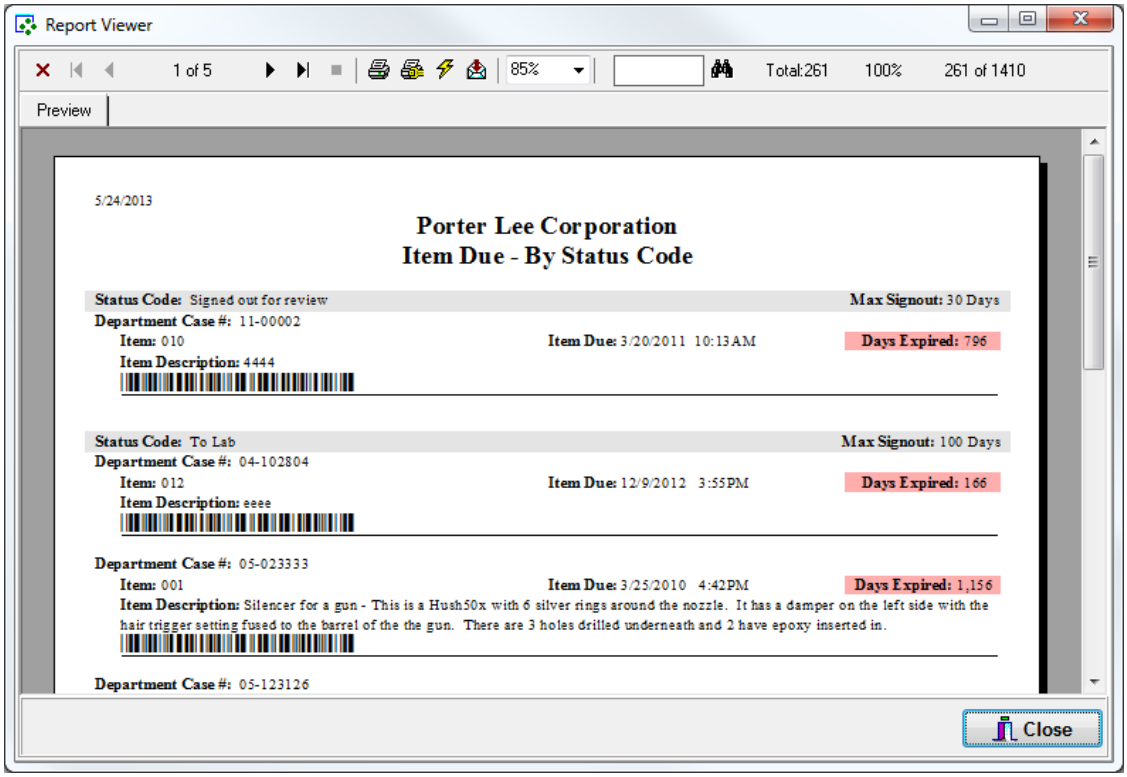
Status Code

The status code tab allows the user to see items that have a status code entry past the maximum sign-out time. This time can be specified for days, hours, or minutes. Once an item's current status has passed this sign-out period, it will be viewable within the Status Code screen.

- To set the max sign-out time for each status, you will need to go to the Item Status table located in Code Maintenance.

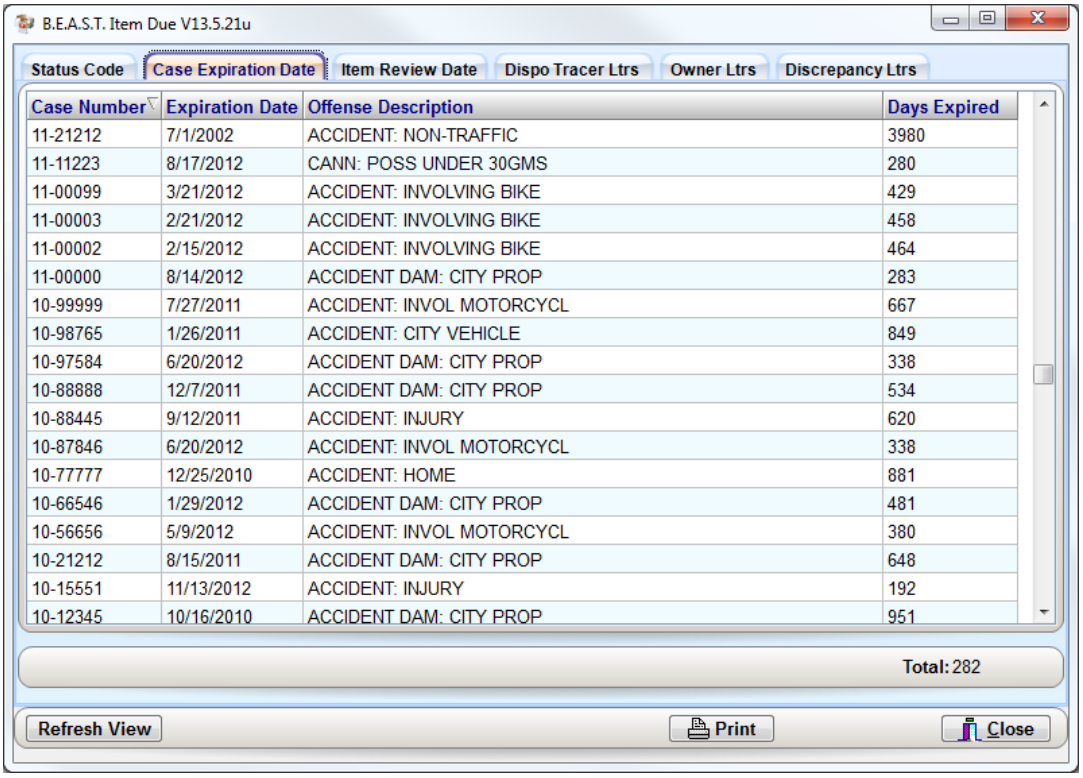


The Print button will display to the screen the Item Due – By Status Code report. The report is sorted by the item status code then by the department case number and item number.

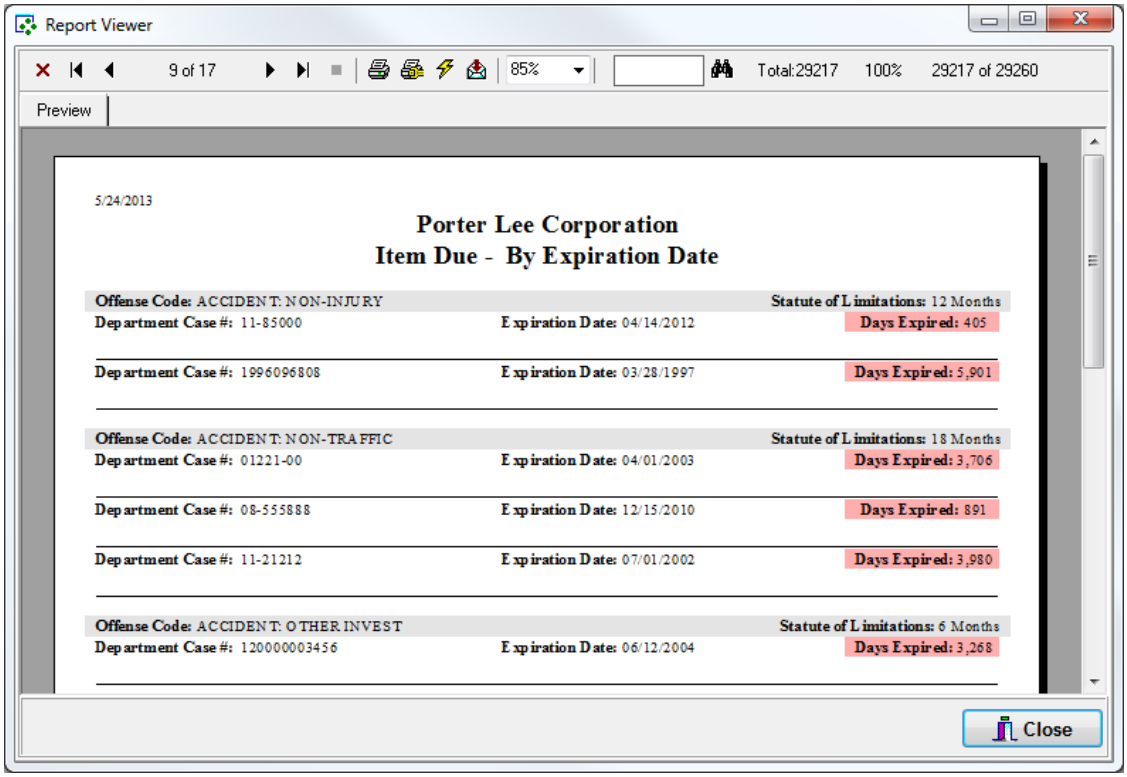


Case Expiration Date

The Case Expiration Date tab allows the user see the cases where the statute of limitation has expired. This date can be found on the Case Info tab of the Property Inventory program.

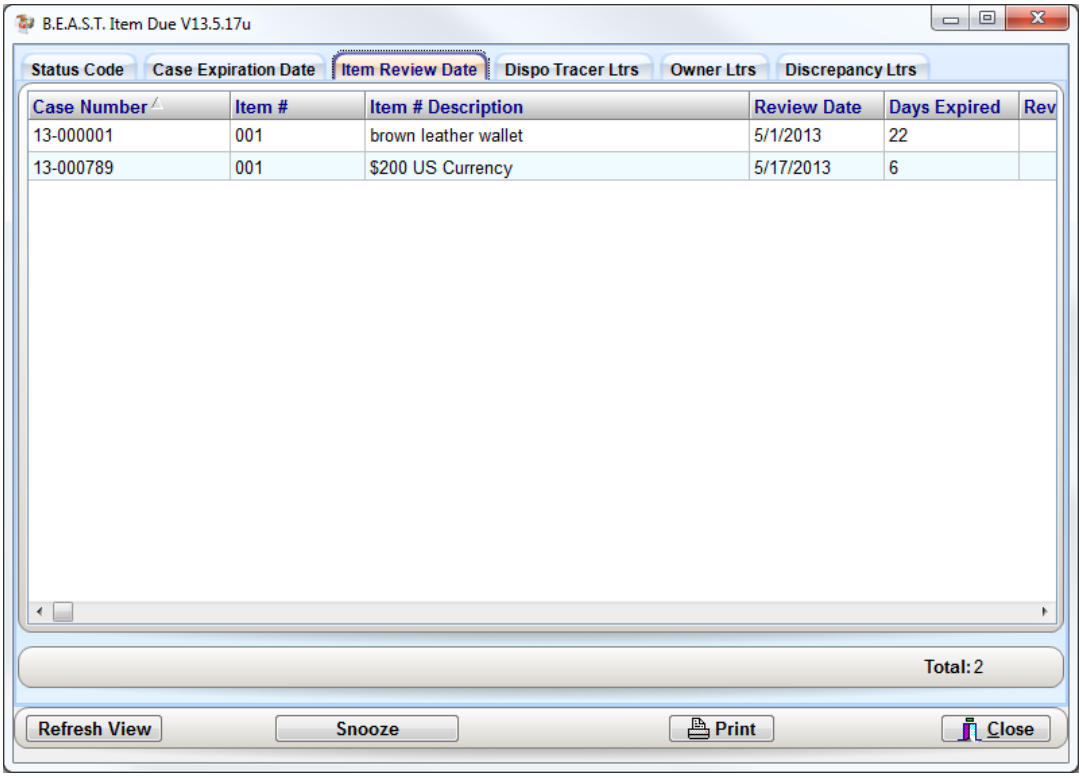


The Print button will display to the screen the Item Due – By Expiration Date report. The report is sorted by the offense code and then by the department case number.



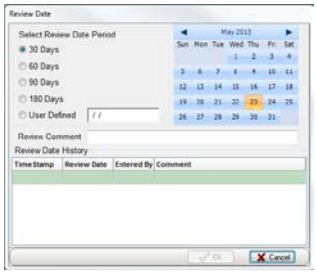
Item Review Date

The Item Review Date tab allows the user to see items where the item review date is today or in the past. The item review date is set on the items tab in the Property Inventory program.

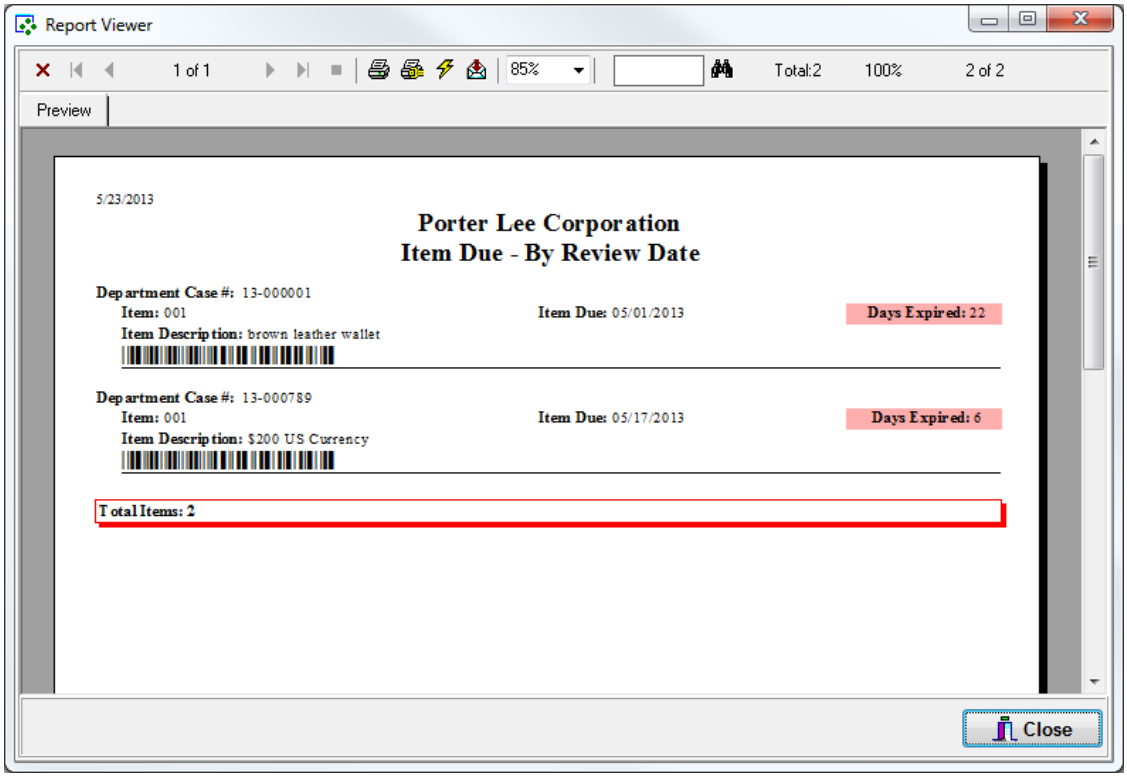


The Item Review Date screen will list out to the user case and item number, the item description, review date, how many days expired it is, and the current review note.

The Snooze button allows the user to highlight an item, and select a new review date to be remind in the future of the item

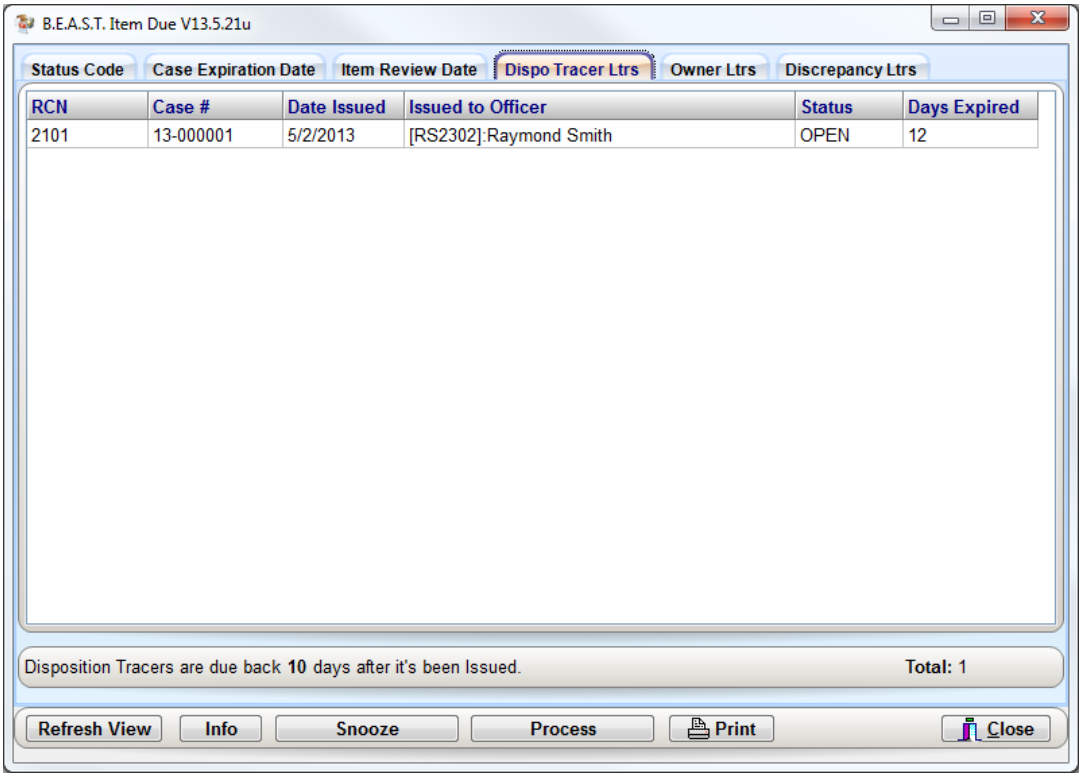


The Print button will display to the screen the Item Due – By Review Date report. The report is sorted by Department Case Number.

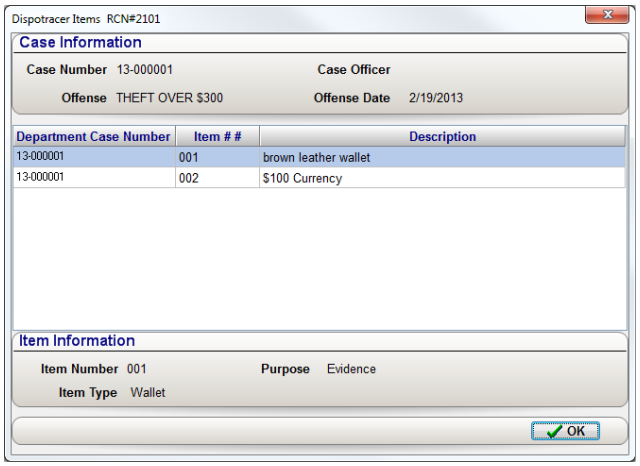


Dispo Tracer Letters

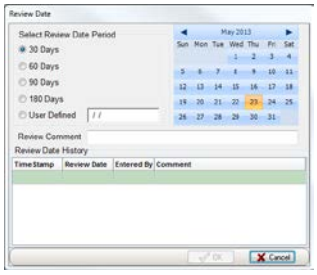
The Dispo Tracer Letter tab will display letters that are past the Disposition Tracer Grace Period. This grace period can be set on the Department Setup tab in the Code Maintenance program.



The Info button gives the user information about the disposition.

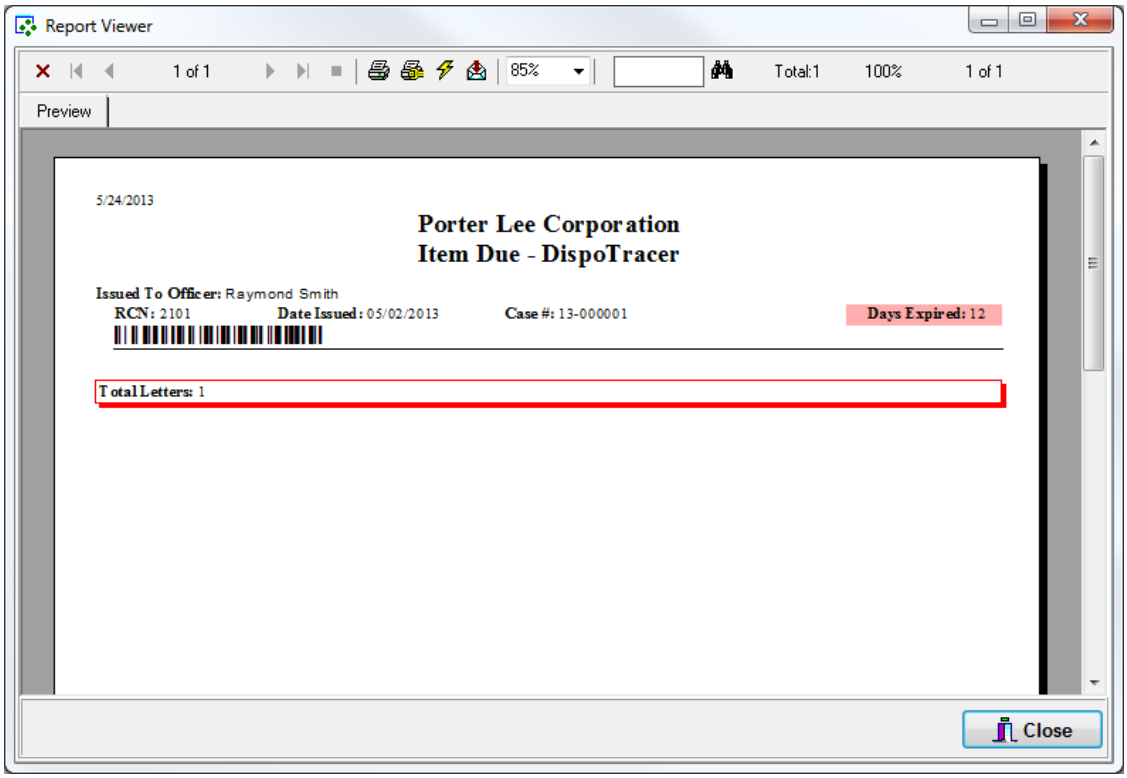


The Snooze button allows the user to extend the length of the disposition tracer if the officer is unable to complete the letter in the given time period.



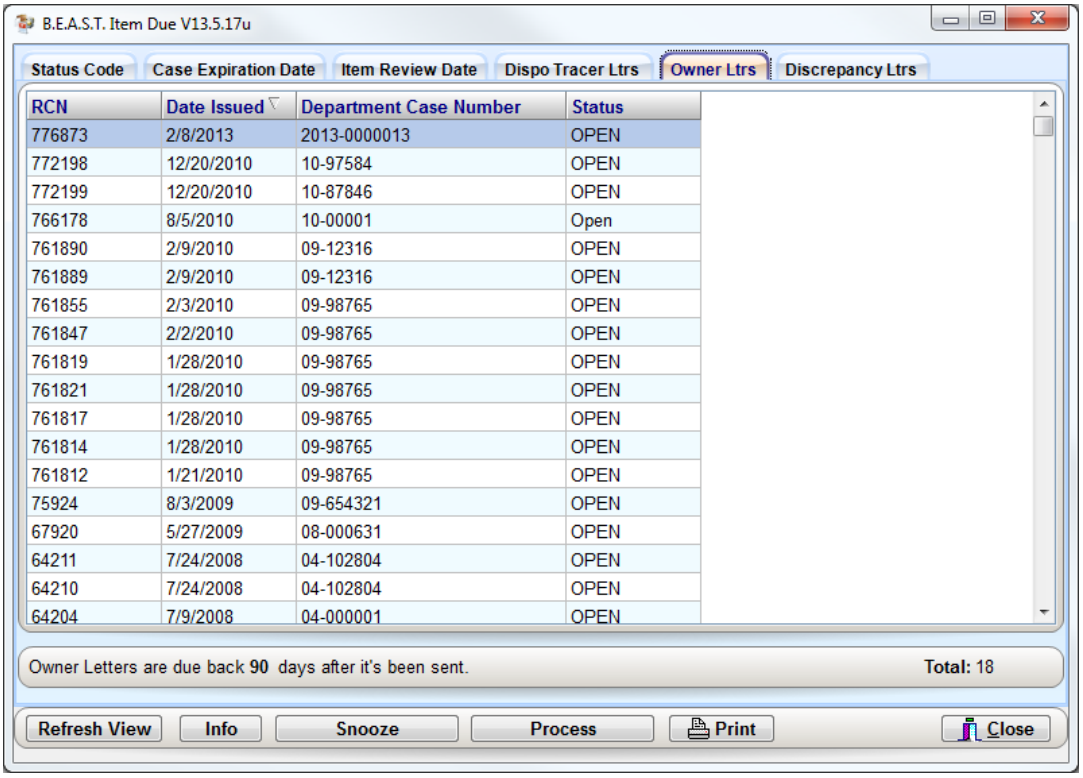
The Process button will display the Process Letter dialog with the letter that was highlighted. This dialog can also be displayed on the Property Inventory main form. To process letters, please refer to the Processing Letters unit in Letter Reports.

The Print button will display to the screen the Item Due – Dispo Tracer report. This report is sorted by officer the report is sent to and then in order by Report Control Number.

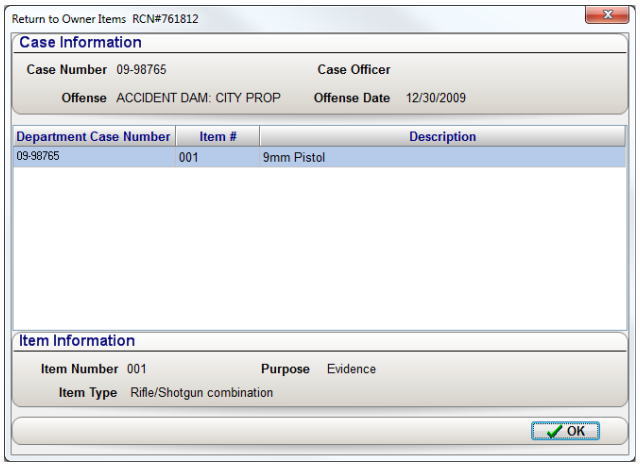


Owner Letters

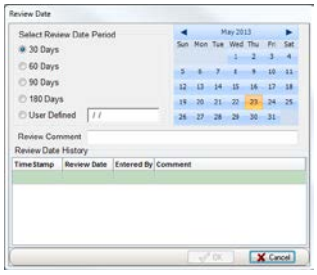
The Owner Letter tab will display letters that are past the Owner Letter Grace Period. This grace period can be set on the Department Setup tab in the Code Maintenance program.



The Info button gives the user information about the owner letter.

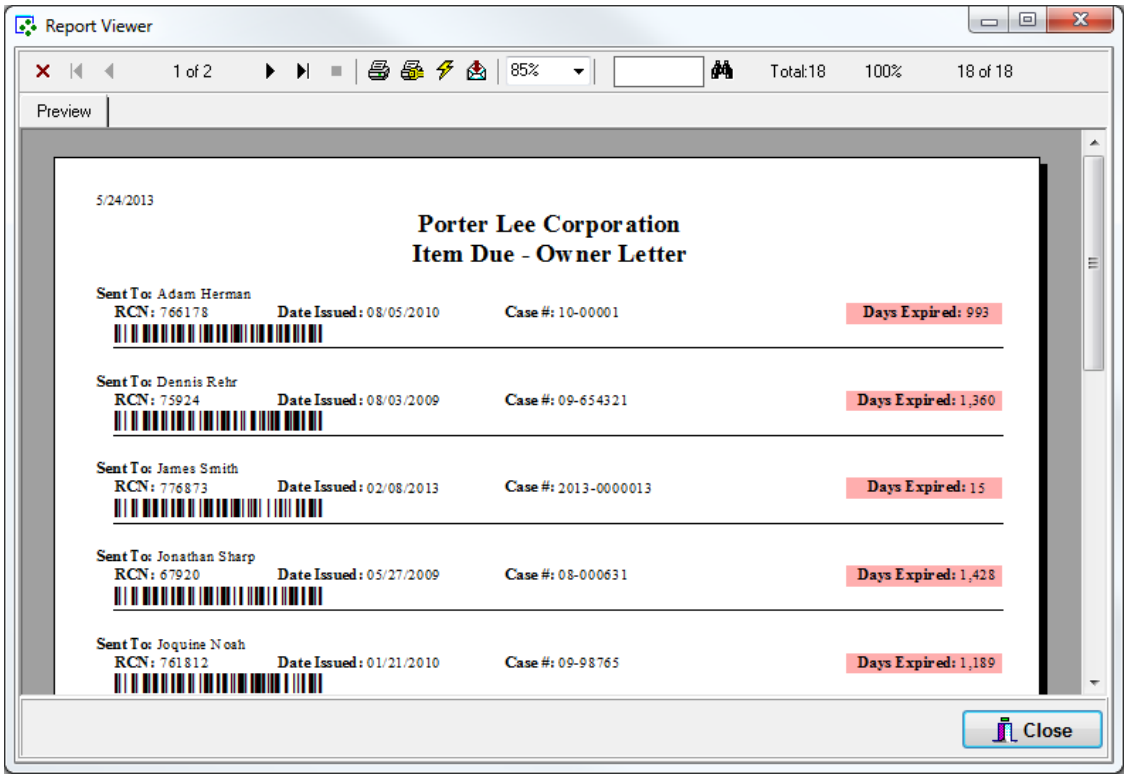


The Snooze button allows the user to extend the length of the owner letter if the owner has made arrangements with the evidence custodian to pick up the items at a later date.



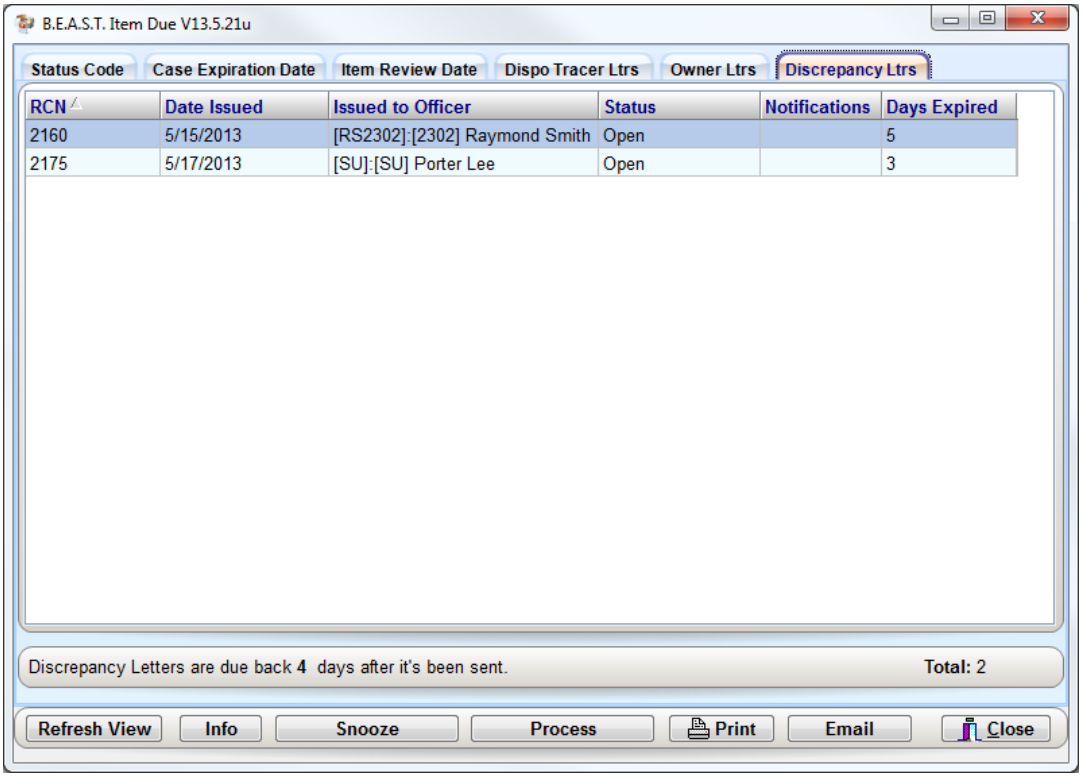
The Process button will display the Process Letter dialog with the letter that was highlighted. This dialog can also be displayed on the Property Inventory main form. To process letters, please refer to the Processing Letters unit in Letter Reports.

The Print button will display to the screen the Item Due – Owner Letter report. This report is sorted by the owner it was sent to and then in order by Report Control Number.

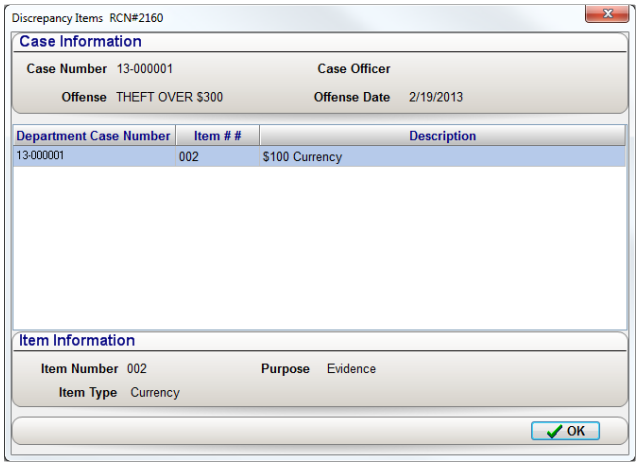


Discrepancy Letters

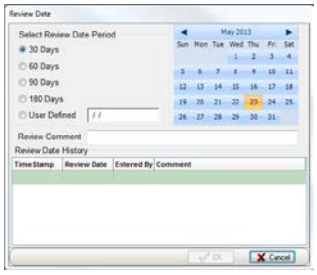
The Discrepancy Letter tab will display letters that are past the Discrepancy Letter Grace Period. This grace period can be set on the Department Setup tab in the Code Maintenance program.



The Info button gives the user information about the discrepancy letter.

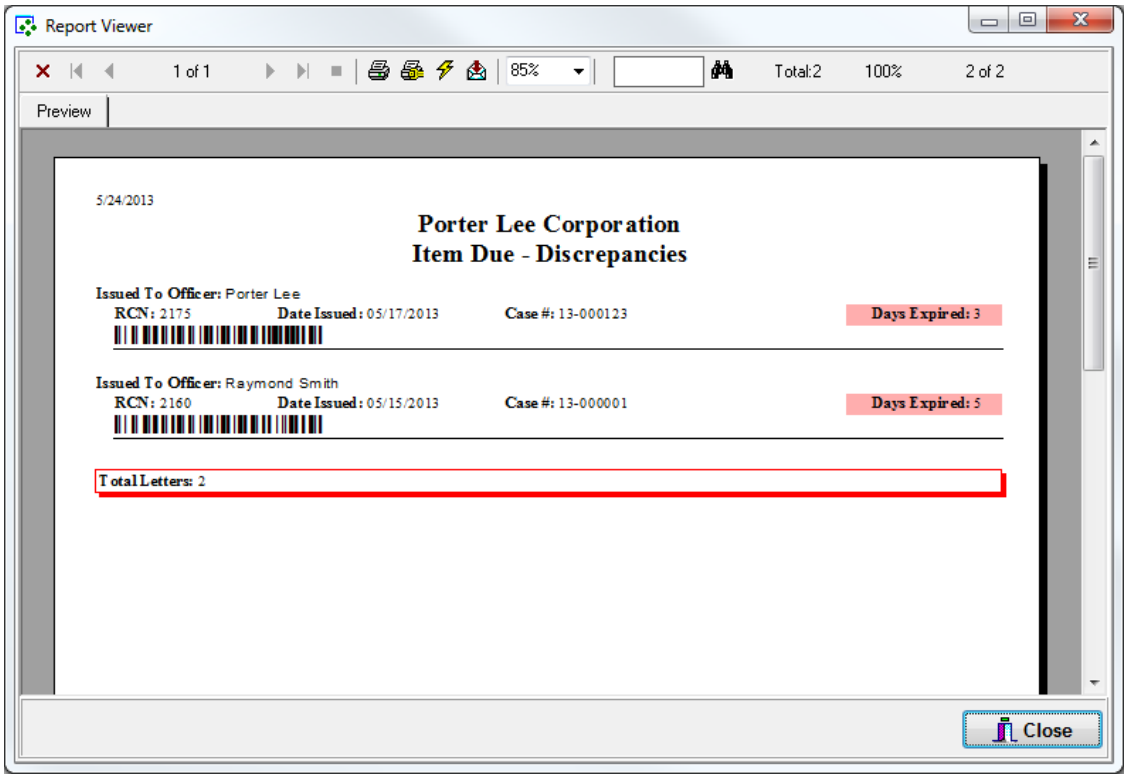


The Snooze button allows the user to extend the length of the discrepancy letter if the officer is unable to complete the letter in the given time period.



The Process button will display the Process Letter dialog with the letter that was highlighted. This dialog can also be displayed on the Property Inventory main form. To process letters, please refer to the Processing Letters unit in Letter Reports.

The Print button will display to the screen the Item Due – Discrepancies report. This report is sorted by the officer the report is sent to and then in order by Report Control Number.



Unit 29

Property Viewer

In this unit you will learn how to:

- Use the viewer to access reports, images, and make requests.

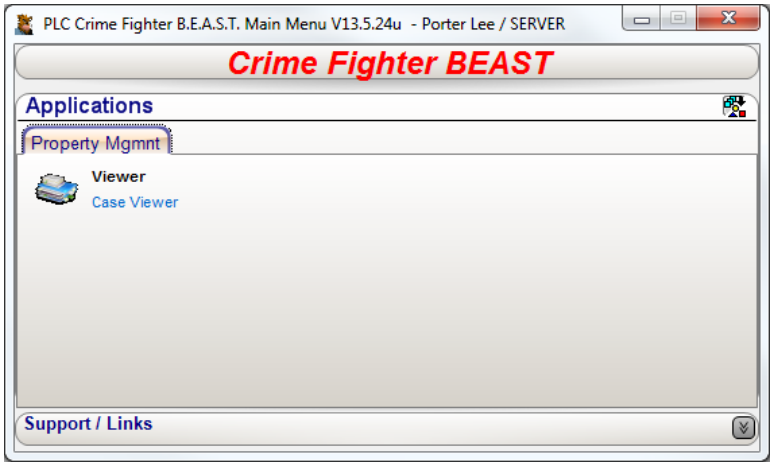
In this unit you will learn how to log in and access case and chain of custody reports as well as access request items and view images associated with the case.

Overview

The case report viewer is a free application, which can be loaded on any department workstation, which has network access to the Crime Fighter BEAST database files. These files are typically located in the “ETRACKADO” or “ETRACKUNI” folder. The viewer gives the user read only access to the “Department Case Report, Chain-of-Custody Report, and the Image files assigned to each item”. It will also allow the user to request items from the evidence custodian and process online disposition tracers that have been assigned. Only users with security permission to access the case viewer will be allowed to use this program. Security permissions are set in the Code Maintenance program, under the “Officers Name” tab.

Logging On

The case report viewer program is now integrated into the PLC Main Menu. Users with only permissions to access the Property Viewer application will only see the Viewer program when they log into the BEAST Main Menu from any machine that has had the BEAST software client installed. Those users whom have add only permissions will viewer icon displayed in the BEAST Main Menu only if access the BEAST software from a non-licensed workstation. If accessing from a licensed workstation, those users will be able to access the Property Inventory program to access the same information that the Property Viewer program has.

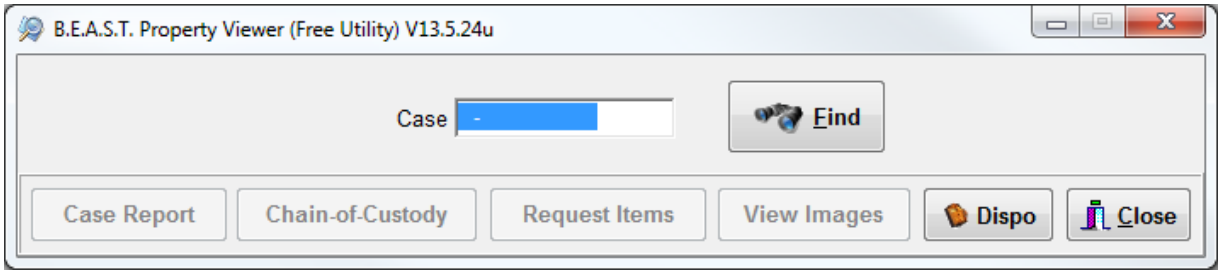


To log into the viewer:

1. Launch the BEAST Main Menu program.
2. Enter your user ID and password.
3. Press OK to log in.
4. Launch the Property Viewer program from the Main Menu.

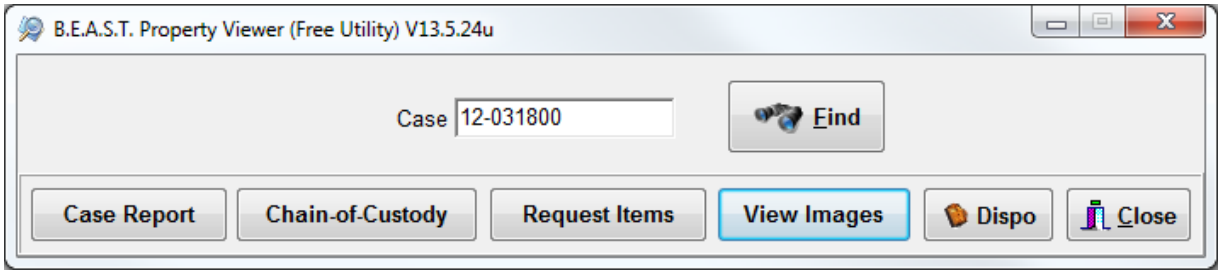
Selecting A Report

Once the program has been successfully logged onto, the following screen will appear. From this screen the user must enter the desired case number in the "Department Case Number" field. To enter this number the user can type in the case number and press the "Enter" key or use the find button and search for the proper number. The find button works the same as the "Find Case" button in the Property & Inventory program.



- The Case Report, Chain of Custody, Request Items, and View Images buttons will remain disabled until a valid case number has been selected using the Find button or the case number has been entered in an pressed the "Enter" key on the keyboard. If the after pressing the "Enter" key the buttons do not enable, the case number that was entered is not a valid case within the BEAST application.

After entering or selecting the desired case number, the user has the option to print the reports to their default printer or view them on screen by setting the output destination.

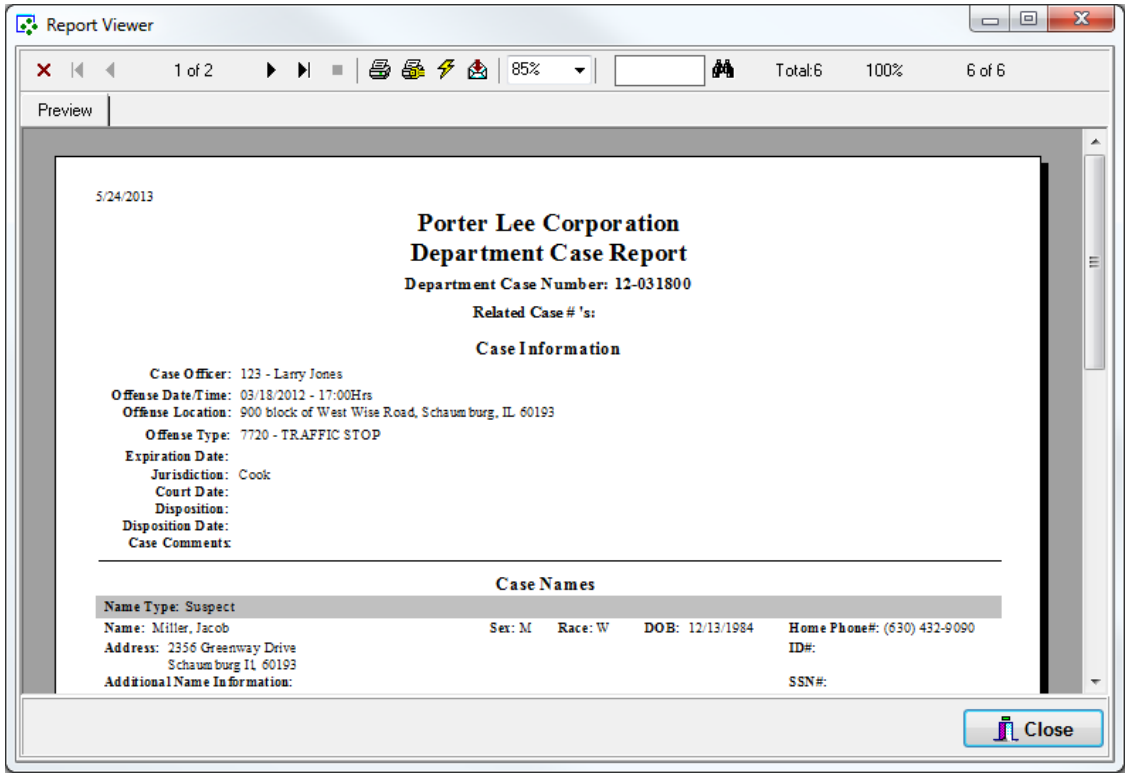


Clicking either the case report, chain-of-custody or view images buttons will load the appropriate viewer window. Samples of the viewer windows can be found in the sample viewer section of this chapter.

The Dispo button will allow the user to access the online disposition tracer screens. To view more information about this feature, go to the Paperless Disposition unit in Letter Reports.

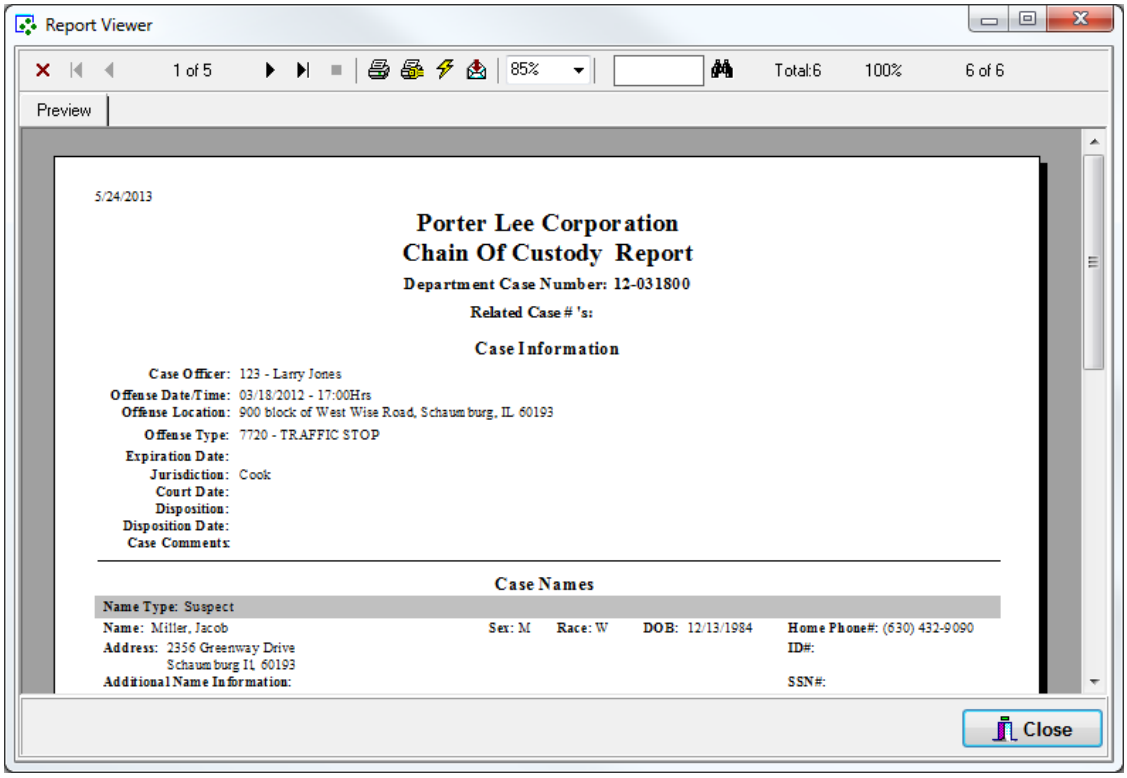
Sample Viewer Windows

Case Report

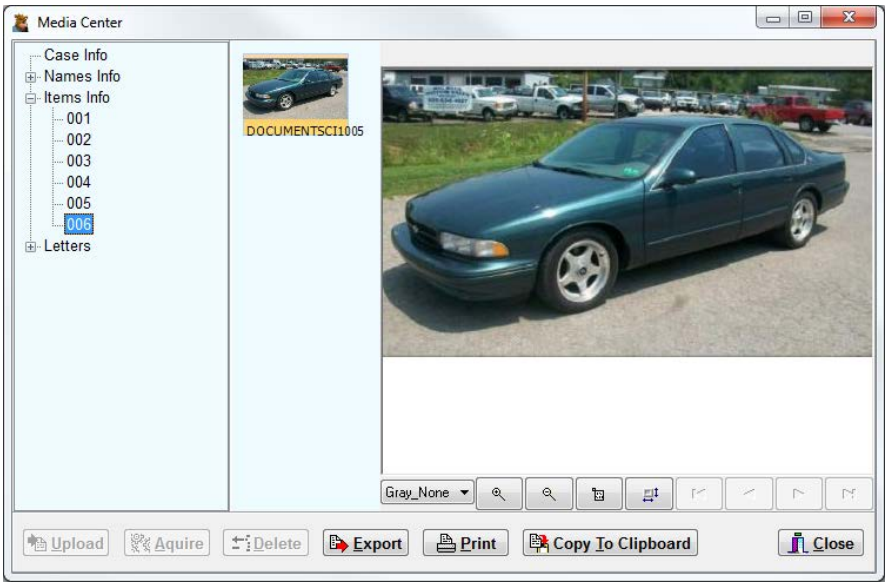


Evidence Management

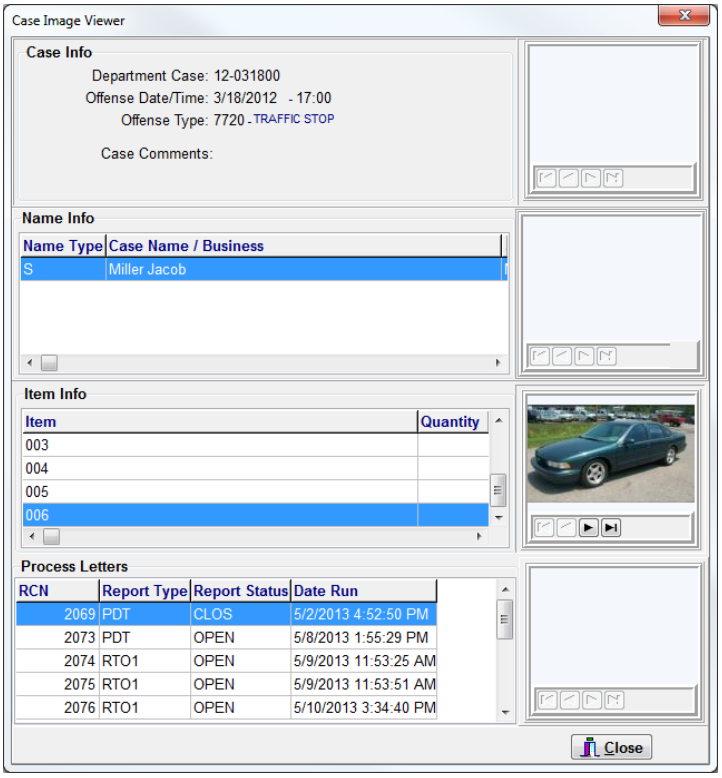
Chain of Custody



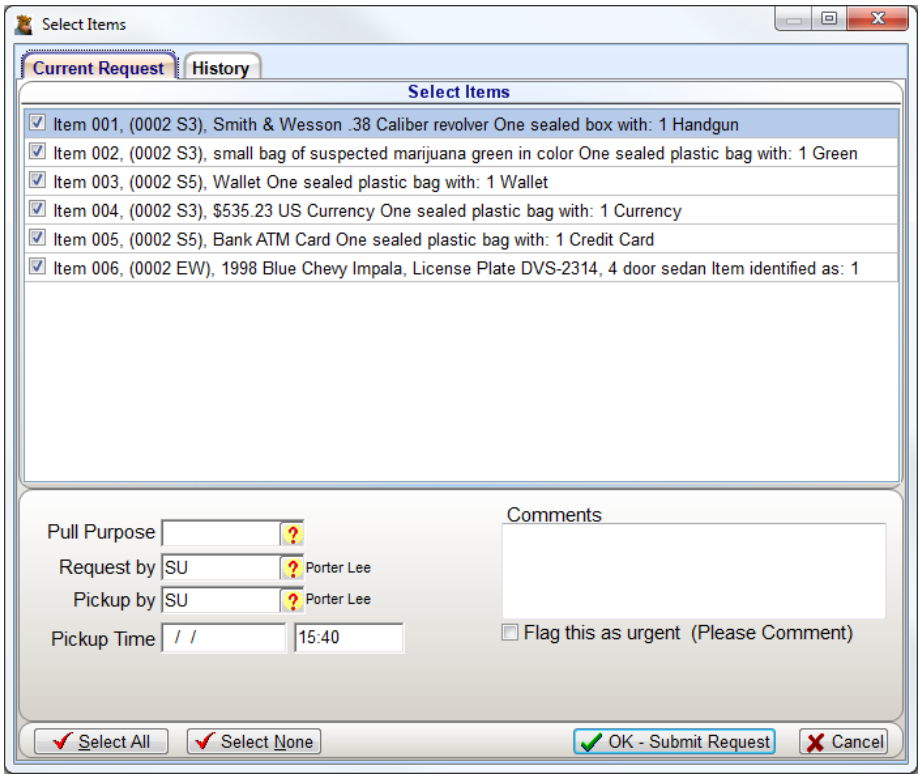
Case Images – Image Button



Case Images – Image Panels



Request Items



Unit 30

Inventory Collection Using Portable Scanners

In this unit you will learn how to:

- Use the PERCON and Palm Pilot scanners to inventory locations and items.

In this unit you will learn how use the PERCON portable scanner as well as the Symbol SPT 1800 and Janam XP20 palm pilots to collect inventory data of locations and items.

Overview

The Remote Inventory Program is used to process inventory data collected by either the Percon Unit or the Palm Pilot. The collected data is compared against the property item status data. Items with a current status which is tagged as “In Location”, which is set in the department setup program, will be checked to verify they are on-hand and stored in their proper location. Items which are found to be missing or improperly stored will appear on the Inventory Exception report.

Inventory Collection with PERCON

The Percon Portable Scanner is used to scan and record inventory data, which is then downloaded to the property workstation. The data is then processed using the Remote Inventory Program, which determines if items are; not found In System, Not in Locker Status, No Locker Information, Wrong Locker Information, and Which Items Are Missing.

PERCON Remote Inventory Reader

Taking Inventory with PERCON

To activate the PERCON remote reader, press the On/Off key. The On/Off Key is green and has the symbol "**I/O**".

1. From the Main Menu press the F1 key this will access the Time Stamp program.
2. Then press the F2 key to collect Inventory.
3. From the Item ID screen you will first scan the location you wish to inventory
4. Then scan each of the items located in that location.
5. Once Inventory is completed you will then press the F4 key to Exit the Item ID screen, and return to the Time Stamp menu.

From this point you are now ready to transfer data from the Reader to the Remote Inventory program.

Inventory Collection with Palm Pilot

The Palm Pilot Portable Scanner is used to scan and record inventory data, which is then downloaded to the property workstation. The data is then processed using the Remote Inventory Program, which determines if items are, either "Not Found In System", "Not In Locker Status", "No Locker Information", "Wrong Locker Information", and Which Items Are Missing.

Janam XP20

Symbol SPT 1800

The Icon for the Remote Inventory application will resemble the following.

Taking Inventory with Palm Pilot

Depending on the configuration of the BEAST Inventory program on the palm there are three inventory modes that can be used to inventory the evidence room locations.

- Locations Only
- Locations and Containers
- Containers Only

By default, the Locations Only method maybe configured for your Palm Pilot. To use the Inventory Mode function of the BEAST Inventory application, please contact a Porter Lee technician to enable this feature.

Locations Only

Locations Only mode is used if you are want to inventory only the location and the items within that location whether they are in a container or not.

1. Turn on the Palm Pilot
   - On the Symbol palm, press the red button located at the lower left corner of the unit
   - On the Janam palm, press the black/red button located on the top right hand side of the unit.
2. Launch the BEAST Inventory application on the palm unit.
3. Select Locations Only from the Inventory Mode screen.
   - If you do not see the Inventory Mode screen upon launch, your Palm Pilot is not configured for that function and the mode that you are using is Locations Only.
4. Scan the location barcode you intend inventory.
   - The unit will beep confirming that the barcode has been successfully scanned. The information displayed on the screen will be the information transferred to the database later. The “Barcode ID” displayed will be in code which the database understands, and not the location code used in the “Code Maintenance” application on your desktop.
5. Then scan each of the item barcodes located in that location.
6. Repeat this process for each location, which needs to be inventoried.

Evidence Management

Locations and Containers

Locations and Containers mode allows the user the ability to inventory loose items in the location as well as verify the items that are in open and sealed containers.

1. Turn on the Palm Pilot
    - ❖ On the Symbol palm, press the red button located at the lower left corner of the unit
    - ❖ On the Janam palm, press the black/red button located on the top right hand side of the unit.
2. Launch the BEAST Inventory application on the palm unit.
3. Select Locations and Containers from the Inventory Mode screen.
4. Scan the location barcode you intend inventory.
    - ❖ The unit will beep confirming that the barcode has been successfully scanned. The information displayed on the screen will be the information transferred to the database later. The "Barcode ID" displayed will be in code which the database understands, and not the location code used in the "Code Maintenance" application on your desktop.
5. Then scan each of the item barcodes located in that location that is not in a container.
6. To inventory items inside the container, scan the container barcode.
    - ❖ The palm pilot will notify you with a low tone to let you know you scanned a container.
7. From the Container screen, continue scanning the items located within the container you're inventorying.
    - ❖ If the container is sealed, press the Sealed button and this will take you out of the container screen. By pressing sealed, you are telling the application that all items located in the container are accounted for.
8. Press the Done button when completed with inventorying the container
9. Repeat this process for each location and containers within those locations, which needs to be inventoried.

Containers Only

Containers Only mode allows the user to verify the contents of the container that is located in a location. Items not in the container but located in the same location do not need to be inventoried with this process.

1. Turn on the Palm Pilot
   - ❖ On the Symbol palm, press the red button located at the lower left corner of the unit
   - ❖ On the Janam palm, press the black/red button located on the top right hand side of the unit.
2. Launch the BEAST Inventory application on the palm unit.
3. Select Containers Only from the Inventory Mode screen.
4. Scan the container barcode you intend inventory.
   - ❖ The unit will beep confirming that the barcode has been successfully scanned. The information displayed on the screen will be the information transferred to the database later. The "Barcode ID" displayed will be in code which the database understands, and not the container code used in the "Code Maintenance" application on your desktop.
5. Then scan each of the item barcodes located in that container.

Repeat this process for each location, which needs to be inventoried.

Erasing Data from Remote Readers

After transferring the data to the workstation you will want to erase the file from the remote unit. Turning the unit off and then back on will not erase the file.

PERCON

1. From the Time Stamp Menu you will need to press the F3 key to access the File Options menu.
2. Then pressing the F3 key again will erase the data file. You will be prompted to confirm the data file erasure.
3. Press the F3 key again to confirm the erasure.
    - ❖ Press the F4 key to abort the erasure.
4. After confirming the file erasure you will need to press the F4 key to exit. You will need to press the F4 key three times exit completely out of the system

Palm Pilot

If the application is not running on the palm pilot, then restart the application by tapping on the application icon.

1. To erase all of the stored data tap on either the application title bar or the drop down icon.

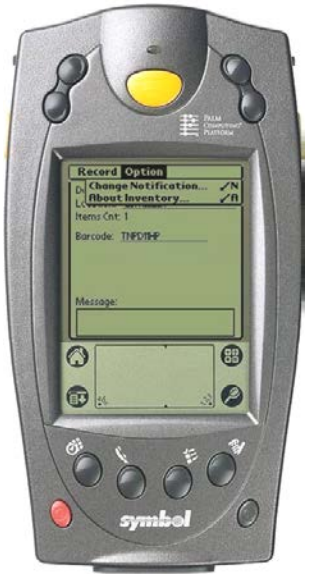
2. Then select “Delete All Items” from the drop down menu. A confirmation screen will be displayed, confirming the delete.
3. Tap “Yes” to this screen to erase all inventory data.
    - ❖ Tapping “No” will abort the deletion of the inventory data.

Palm Pilot Location Change Notification

The BEAST Inventory Program can be configured to notify the user when a new inventory location has been scanned with an audible tone. This tone would serve as a confirmation to the user that the inventory program has switched to a new inventory location. This function can be very helpful in that the user may either scan the wrong barcode or have a bad scan, which would affect items scanned afterwards. If the user scans the wrong barcode or has a bad scan the subsequent items will be inventoried to the wrong location and thus have to be re-inventoried later. This audible tone would warn the user of this location change.

To activate this audible notification:

1. Click the drop down menu or tap on the Inventory title bar.



2. From the Inventory menu go to the “Options” menu and select “Change Notification”. The Notification menu will then appear.
3. To enable the notification place a check mark in the “Beep on Location Scan” check box.
    - ❖ To disable this feature tap the check box to remove the check mark.

4. “OK” button when finished with your changes.

Unit 31

Processing Inventory Data

In this unit you will learn how to:

- Download data from the PERCON and Palm Pilot Units
- Process the data
- View printed reports related to the inventory

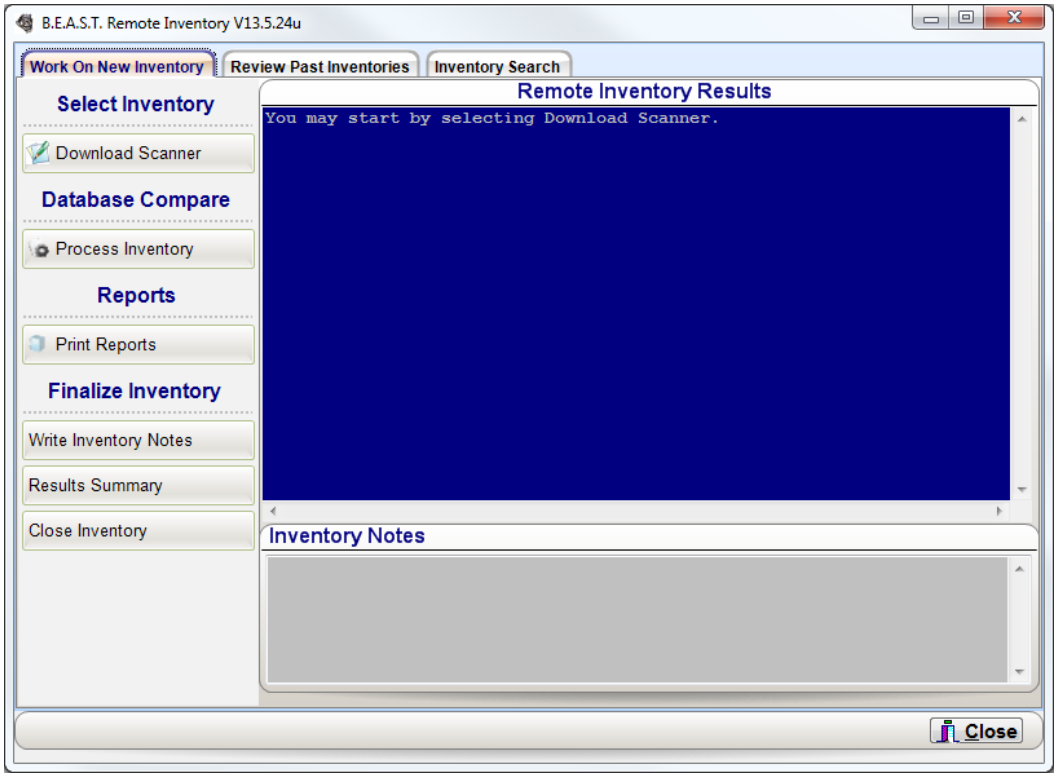
In this unit you will learn how to download the inventory data collected using the PERCON and Palm Pilot readers, process the data downloaded, view reports associated with the inventory and finalizing a completed inventory.

Overview

The Remote Inventory Program is used to process inventory data collected by either the Percon Unit or the Palm Pilot. The collected data is compared against the property item status data. Items with a current status which is tagged as “In Location”, which is set in the department setup program, will be checked to verify they are on-hand and stored in their proper location. Items which are found to be missing or improperly stored will appear on the Inventory Exception report.

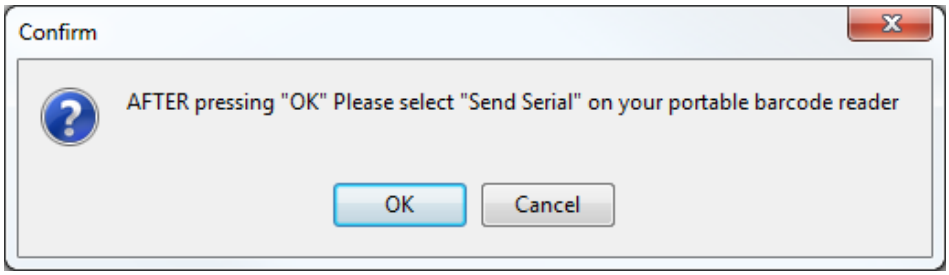
Downloading Remote Reader

Whether you are using the PERCON or any of the supported Palm Pilots the data will need to be transferred into the BEAST to be processed.

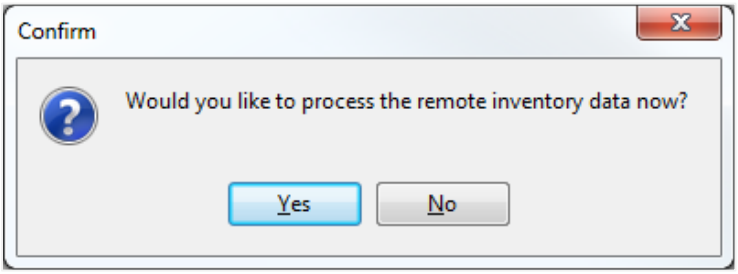


Transferring Data from PERCON

1. Place the PERCON in its storage cradle.
2. Launch the Remote Inventory program.
3. Click the Download Scanner button and a confirmation box will appear.



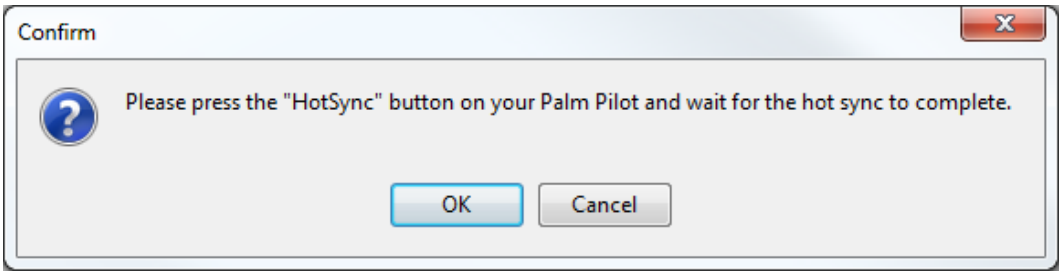
4. Click the OK button
5. On the PERCON reader, select “Send Serial”.
    - ❖ After selecting “Send Serial”, a file reception window will appear.
6. When the file transfer is complete, a confirmation will appear.



7. Press the Yes button to process the Inventory data.
    - ❖ Press No to process the data later
8. After selecting Yes, the inventory results will show in the blue inventory summary area on the right hand side of the window.

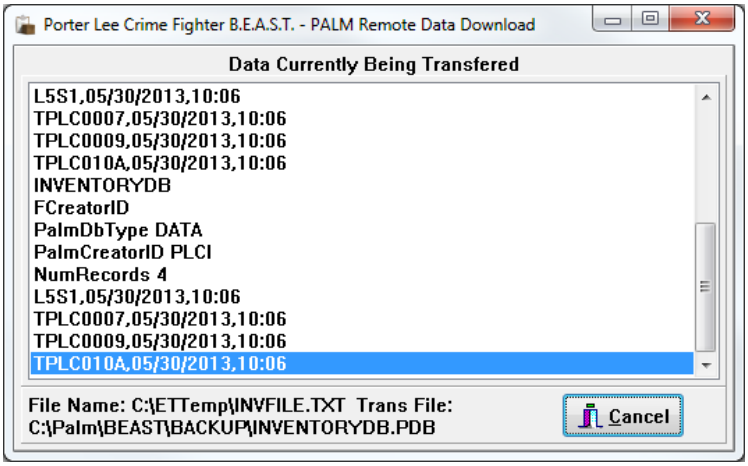
Transferring Data from Palm Pilot

1. Place the Palm Pilot in the its base cradle
2. Launch the Remote Inventory program.
3. Click the Download Scanner button and a confirmation box will appear.

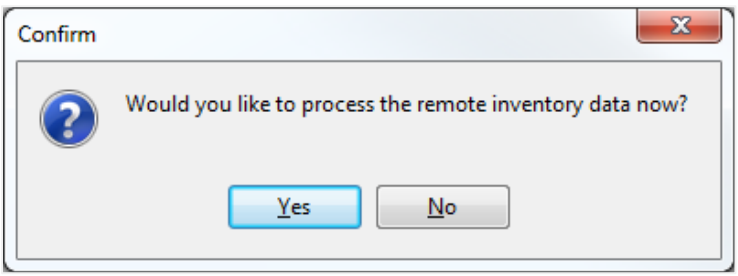


4. Press the Hot Sync button on the Palm Pilot Cradle
5. Click the OK button on the confirmation screen once the hot sync process is complete.

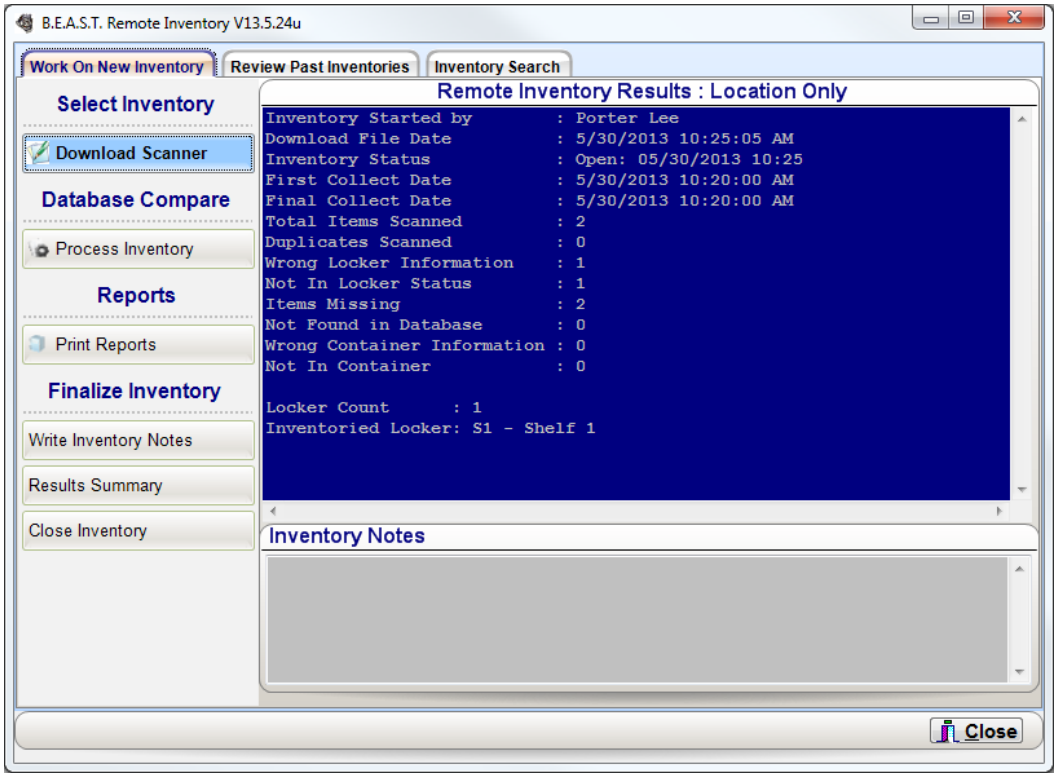
After clicking OK on the confirm screen the following screen will appear. This screen is used for display only and will disappear on its own. It shows the user what the application is downloading.



6. When the file transfer is complete, a confirmation will appear.



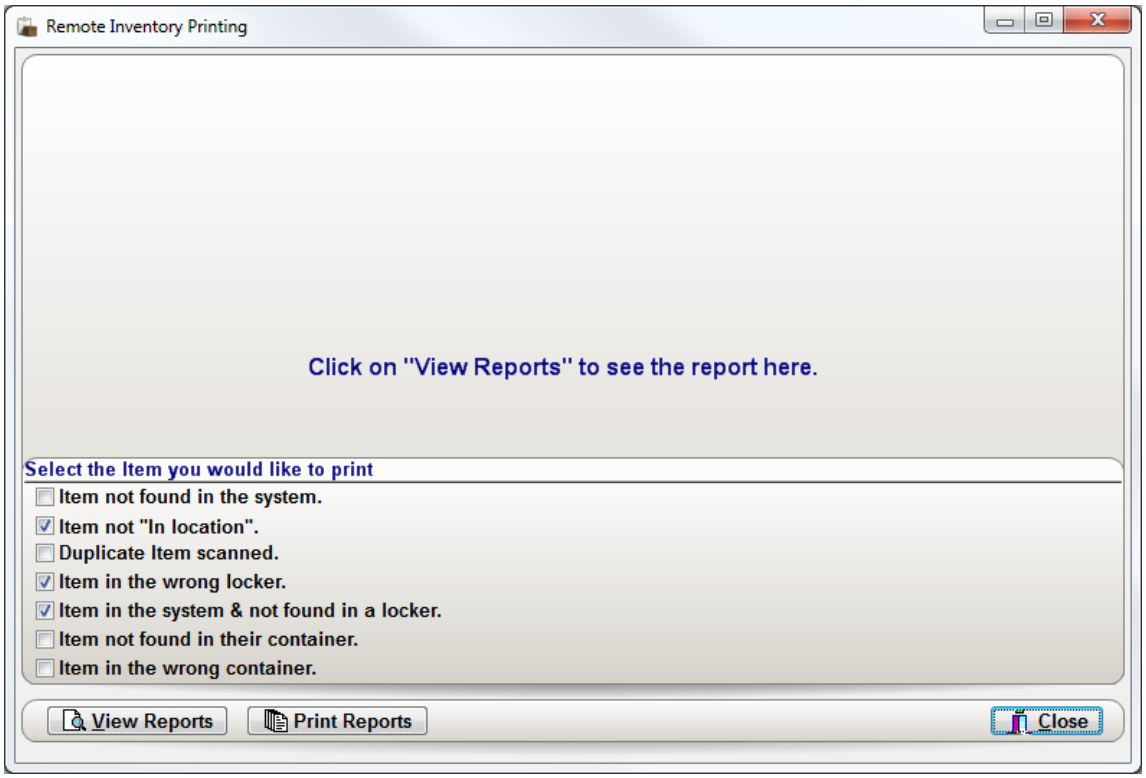
7. Press Yes to process the Inventory data.
    a. Press No to process the data later
8. After selecting Yes, the inventory results will show in the blue inventory summary area on the right hand side of the window.



A summary of the processed data will appear in the blue shaded portion of the screen as shown below. This summary will display the date and time the data was downloaded, when the collection process began and when it ended. It will then show how many items where scanned and then the total number of items scanned.

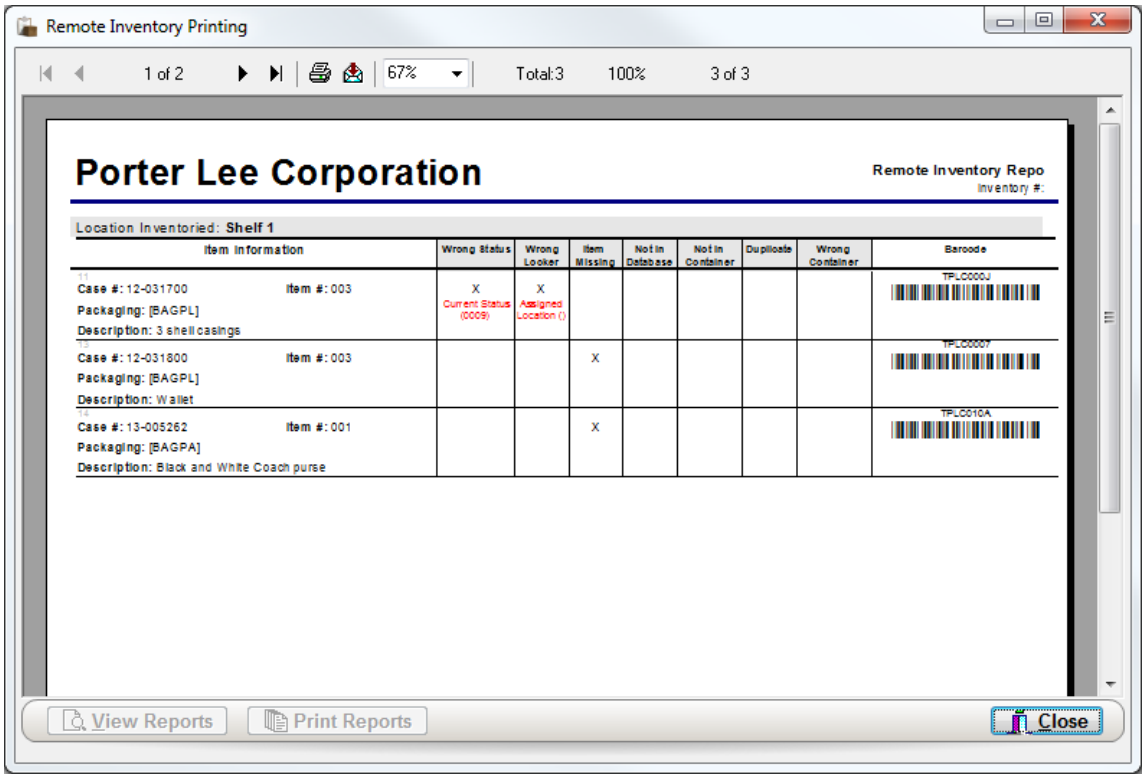
Viewing the Exception Report

After clicking the “Print Reports” button the following screen appears. From this screen the user can pick and choose which exceptions they would like to have printed. By default the application will highlight each of the exception where found.



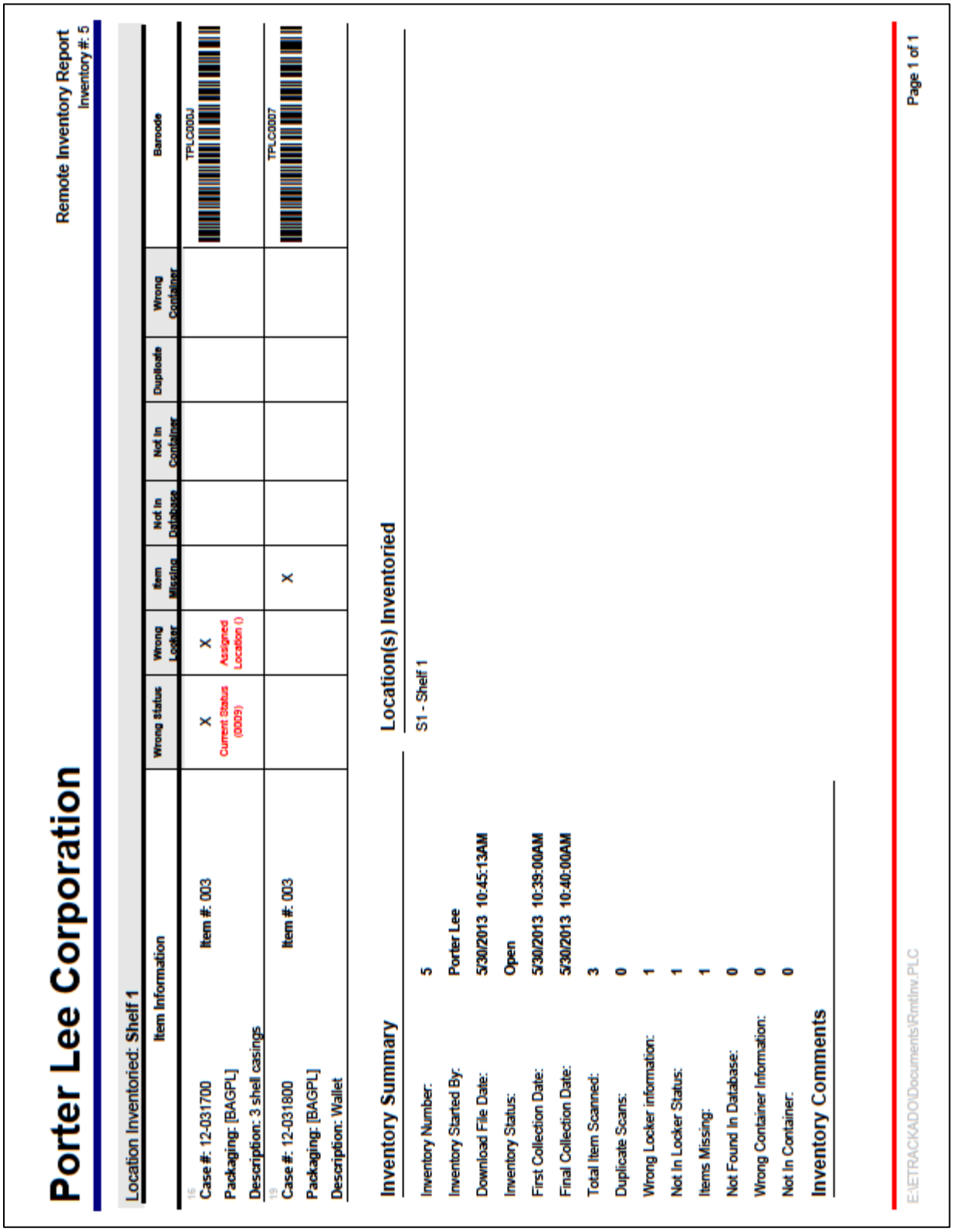
Press the Print Reports button send the report directly to you default printer.

To view the exception report, Press the View Reports button and the report will display right to the screen. You can print the report from the view using the printer icon or you can export the report by pressing the envelop icon.



Field Name	Description
Department Case Number	Case Number assigned by department, which identifies the case.
Item Number	Item number assigned by user or application, which identifies a specific item.
Packing Code	Code, which specifies how the inventoried item is packaged.
Collection Date	Date, which the item was inventoried.
Locker	Locker, which was inventoried to contain the item.
Inventory Exceptions	Description of the inventory exception.
Discrepancy Flags	These flags specify what was wrong with the items inventoried.
Barcode	Item barcode, which allows the user to rapidly inquire about the inventoried item.

Sample Inventory Report



Porter Lee Corporation

Remote Inventory Report
Inventory #: 5

Location Inventoried: Shelf 1

	Item Information	Wrong Status	Wrong Locker	Item Missing	Not In Database	Not In Container	Duplicate	Wrong Container	Barcode
16	Case #: 12-031700 Item #: 003 Packaging: [BAGPL] Description: 3 shell casings	X Current Status (0009)	X Assigned Location ()						TPLC000J
19	Case #: 12-031800 Item #: 003 Packaging: [BAGPL] Description: Wallet			X					TPLC0007

Inventory Summary

Inventory Number:	5
Inventory Started By:	Porter Lee
Download File Date:	5/30/2013 10:45:13AM
Inventory Status:	Open
First Collection Date:	5/30/2013 10:39:00AM
Final Collection Date:	5/30/2013 10:40:00AM
Total Item Scanned:	3
Duplicate Scans:	0
Wrong Locker information:	1
Not In Locker Status:	1
Items Missing:	1
Not Found In Database:	0
Wrong Container Information:	0
Not In Container:	0

Location(s) Inventoried

S1 - Shelf 1

Inventory Comments

E:\ETRACKADO\Documents\RmtInv.PLC

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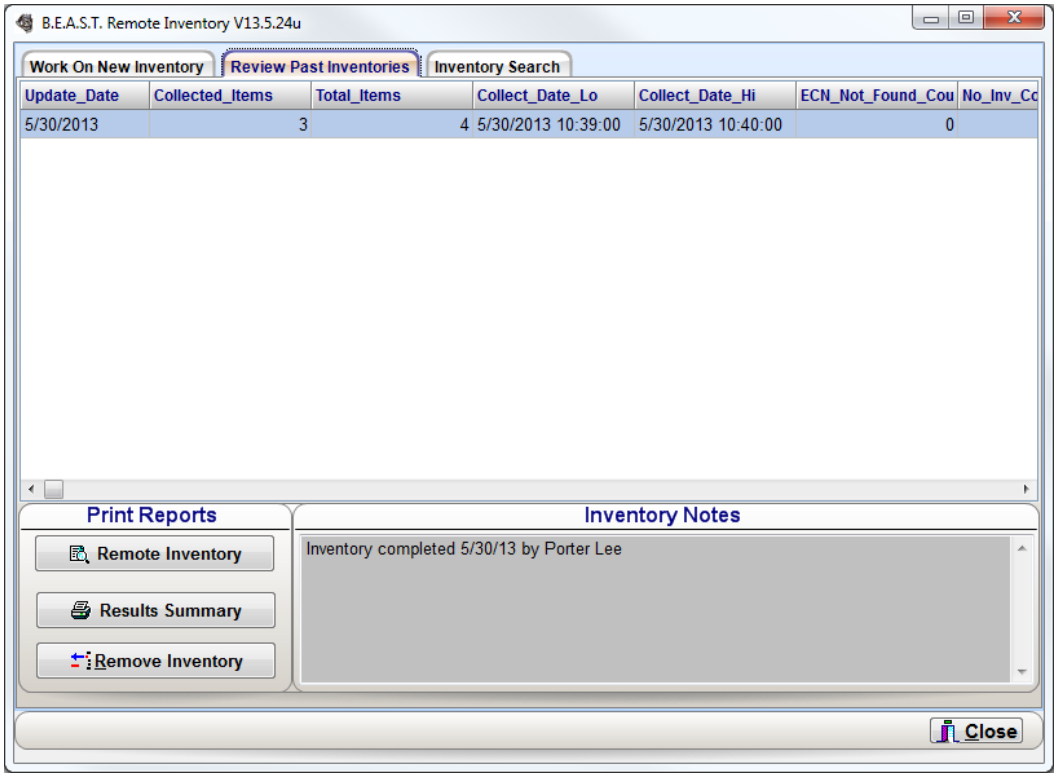
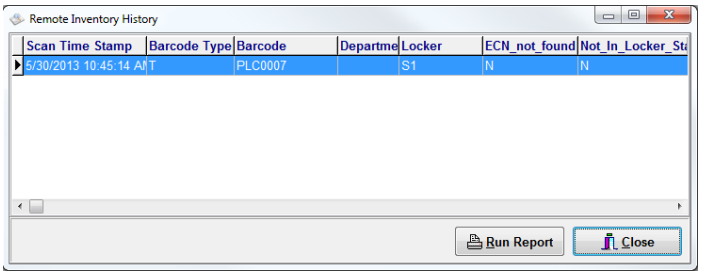
Finalizing Inventory Data

When an inventory is complete and the user is user is satisfied with the results, they can close the inventory by pressing the Close Inventory button. By pressing this button, the results will be locked down and only accessible on the Review Past Inventories tab.

In addition to closing the case, the user can enter inventory notes about the inventory that is currently in progress or just before it is closed. This will help in any future evidence custodians as well as current ones with retrieving information about past inventories.



Once an inventory has been closed, this also allows the property custodian to access inventory information about the items, how many times and when they were inventoried. This info can accessed by pressing the Inventory button located on the Custody tab of the Property Inventory program. A Remote Inventory History Report can also be generated.



Sample Remote Inventory History Report

Remote Inventory History Report

Porter Lee Corporation

Department Case Number: 12-031800
Item Number: 003
Packing Code: One sealed plastic bag with:
Item Description: Wallet

TPLC0007

Inventory Information	Wrong Status	Wrong Locker	Item Missing	Not In Database	Not In Container	Duplicate	Wrong Container
Inv. Date/Time: 5/30/2013 10:45 Inventory #: 5 Inv. Officer: SU - Porter Lee Inv. Location: Shelf 1 Inventory Notes: Inventory completed 5/30/13 by Porter Lee	N	N	Y	N	N	N	N

E:\ETRACKADO\Documents\InvHist.PLC

Page 1 of 1

Unit 32

RFTransfer Inventory

In this unit you will learn how to:

- Use the Symbol barcode scanner to inventory location, containers and items.

In this unit you will learn how use the Symbol barcode scanners to inventory locations and item in the evidence room.

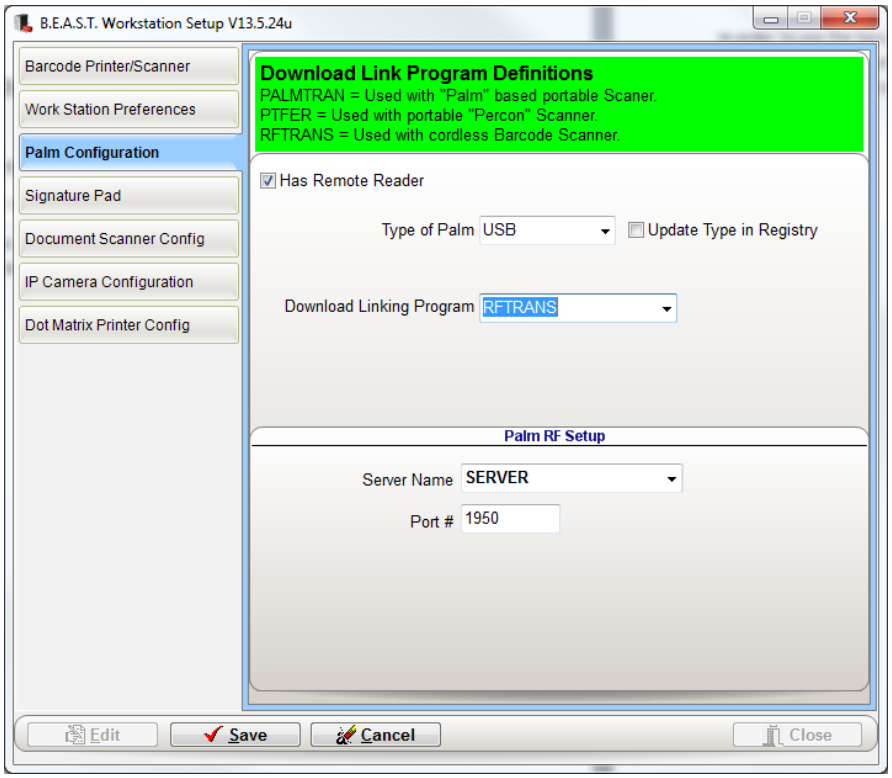
Overview

Agencies that do not have a Percon or Palm Pilot reader now have the ability to Inventory their locations in real time using the RFTransfer method. This method allows them to utilize the barcode scanner they currently have to transfer items, to inventory the items within the evidence room. This method does require an active connection to the BEAST software unlike the remote readers where it allows them to go in areas where a computer is not present.

In addition, an agency can utilize a Windows 7 based tablet PC running the BEAST software and their existing wireless network with either a wired or Bluetooth connected scanner in a similar fashion as if they were using a remote reader to inventory locations.

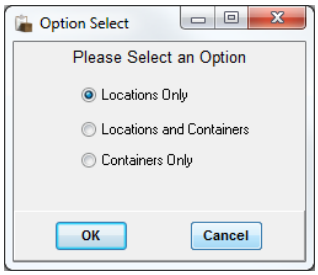
Inventory Collection Using Barcode Scanner

In order to use the barcode scanner to inventory locations and items in the BEAST you will need to go to workstation setup. On the Palm Configuration tab, select the RFTRANS as the download linking program. This will tell the Remote Inventory program that you are using the scanner and not the Percon or Palm Pilot to inventory locations.

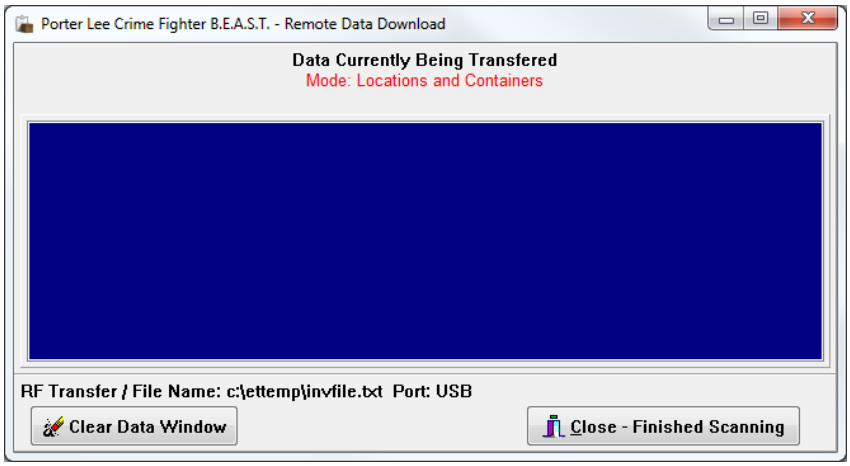


Evidence Management

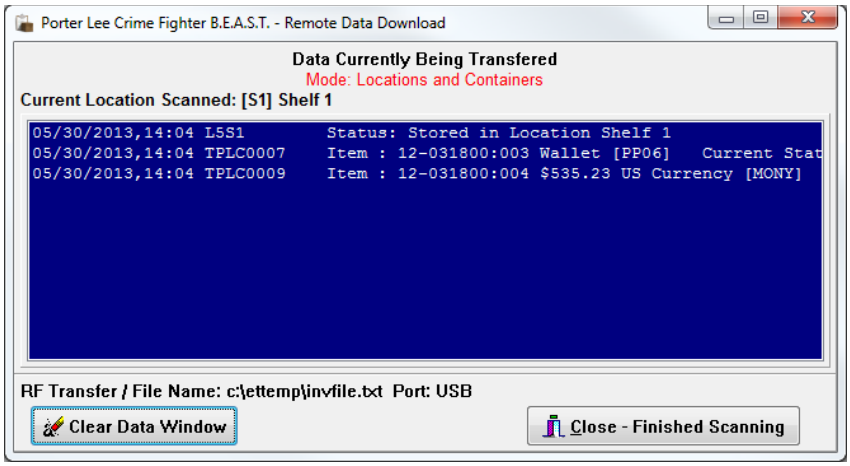
1. Launch the Remote Inventory program
2. Press the Download scanner button.
3. Select the Inventory Mode you want to use and press the OK button.



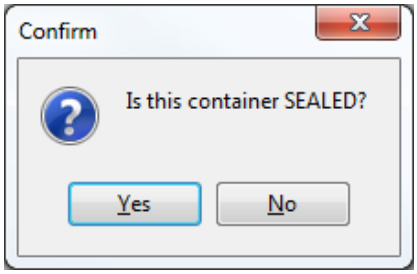
4. After pressing OK, the Remote Data Download screen will display.



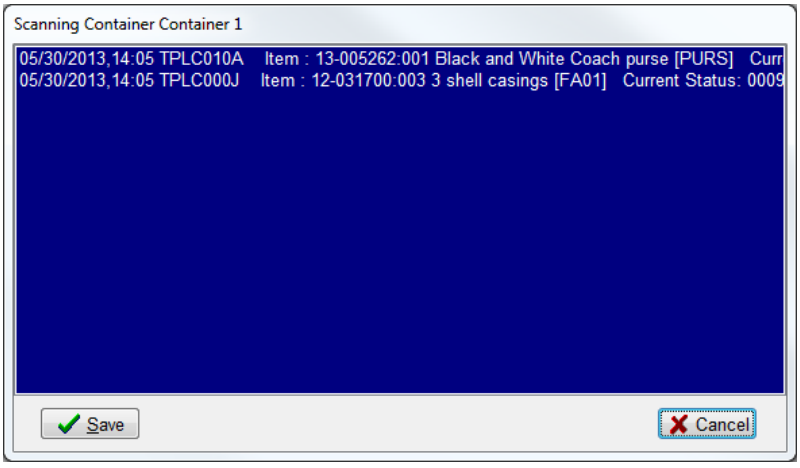
5. Scan the location being inventoried.
   - ❖ Depending on the Inventory Mode selected, scan the location or container being inventoried. In this example, we'll use Locations and Containers.
6. Then scan each of the item barcodes located in that location that is not in a container.



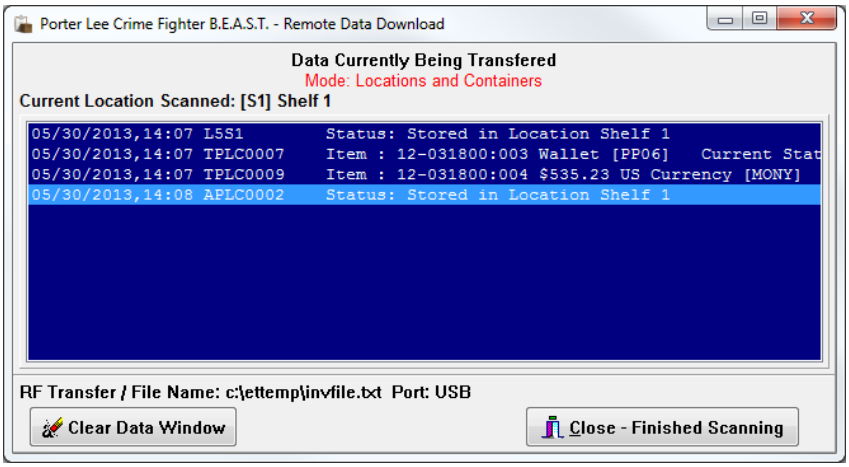
7. To inventory items inside the container, scan the container barcode. A confirmation screen will appear asking if the container is sealed or not.



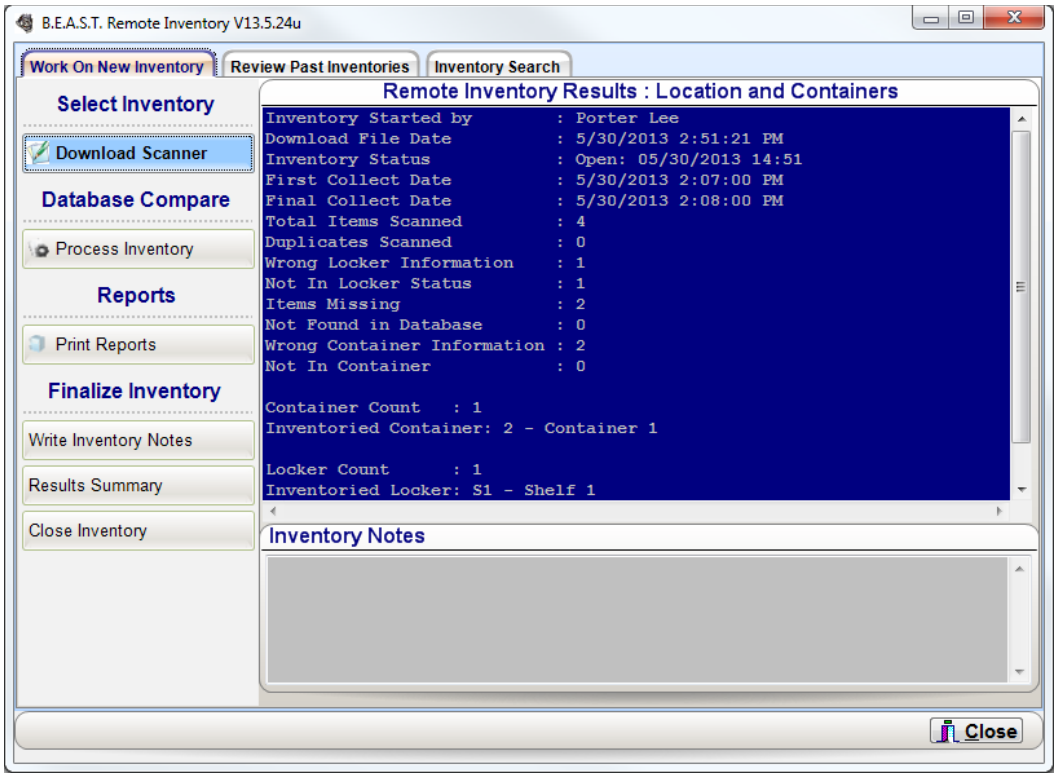
8. Press the No button.
   - ❖ If the container is sealed, press the Yes button and this will take you out of the container screen. By stating it is sealed, you are telling the application that all items located in the container are accounted for.
9. Scan the items inside the container.



10. Press the Save button once all items inside the container have been scanned.
    - ❖ Press the Cancel button to remove the container and items that were scanned from the inventory.



11. Repeat this process for each location and containers within those locations, which needs to be inventoried.
12. Press Close – Finished Scanning
13. Click the Yes button to process the inventory data that was collected.
14. After selecting Yes, the inventory results will show in the blue inventory summary area on the right hand side of the window.
15. A summary of the processed data will appear in the blue shaded portion of the screen as shown below. This summary will display the date and time the data was downloaded, when the collection process began and when it ended. It will then show how many items where scanned and then the total number of items scanned.



To view the exception report, refer to the Viewing the Exception Report in Remote Inventory Unit 2 Processing Inventory Data.

Unit 36

Table Maintenance

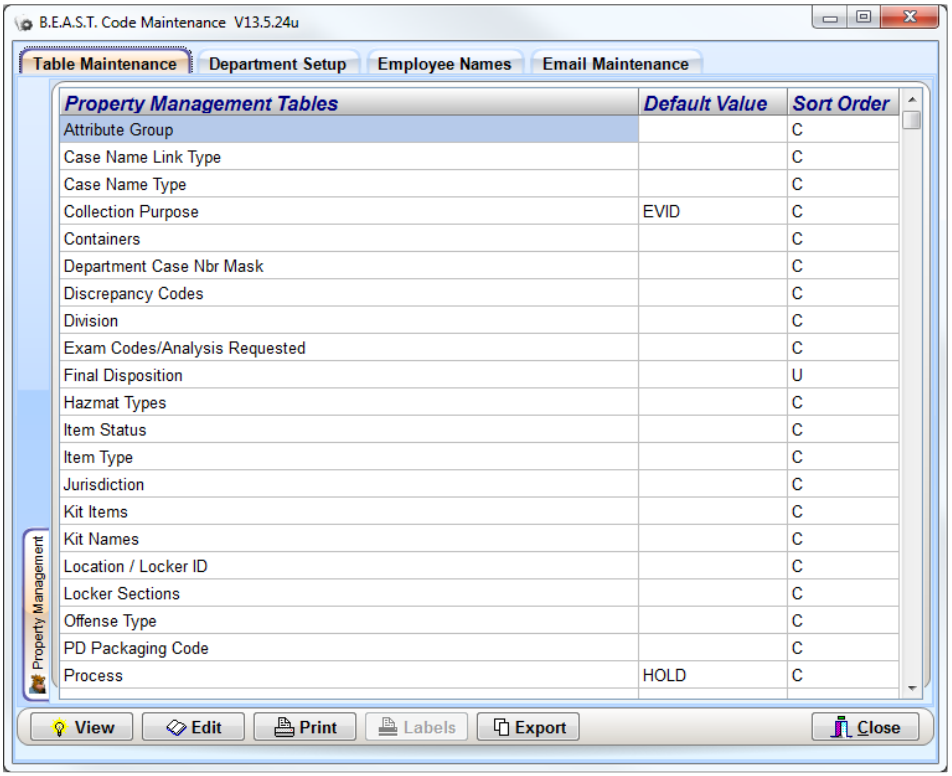
In this unit you will learn how to:

- Maintain Code tables.

In this unit you will learn how maintain code lookup tables used throughout the BEAST application.

Overview

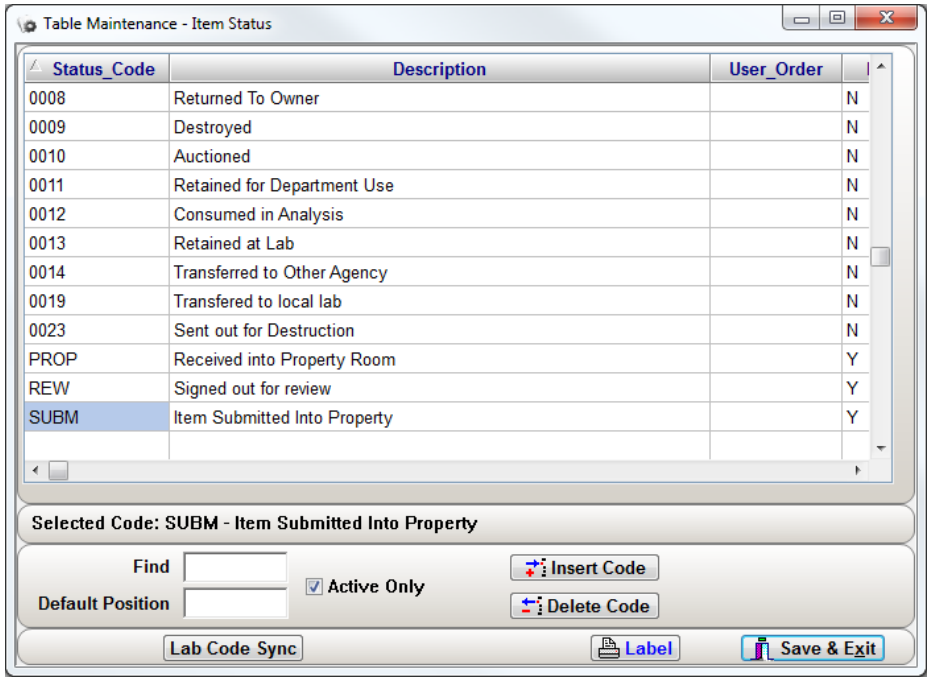
The Table Maintenance tab is designed to allow the System Administrator to maintain and modify the database code tables. These codes tables are accessed via the code lookup buttons ( ) contained within each of the BEAST programs. From time to time codes need to be updated, for example the state laws change and new Offense UCR codes are created. These new codes can be typed into the "Offense Type" table. This chapter will explain how to maintain and modify each of the code tables, and configure many of the special flags. These code tables are always being expanded or modified, and new installs may require custom tables unique to a particular agency. If the information on a specific table or table flag description is not contained within this chapter, please contact Porter Lee Support for more information.



Button	Description
View	This allows the user to view the contents of the selected table
Edit	This allows the user to modify the contents of the selected table
Print	This will print a report listing all codes contained in the selected table
Labels	This is used to print barcode labels within the selected table. This button will only become active for tables which utilize active barcodes
Export	This will export the contents of the table to a MS Excel spreadsheet
Close	This will close the Code Maintenance program.

Code Edit

The “Code Edit” window is a common user interface which allows the system administrator to manage and modify all of the code tables. Below we will discuss the basic functions of this window and later in this chapter we will discuss in detail each of the different code tables. All code tables follow the same basic format. The first column is the “Code or Key” column. The code column must be a unique value, which identifies the code. Typically these codes must be between 4 and 8 characters in length. If a duplicate code is entered the user will receive an error message stating, “Code Already Exists”. The second column is typically the “Code Description” field and this column is the user-friendly description of the “Code Column”. This description will be used to describe the code used for all reports. All subsequent columns are used as “System Flag” fields these flag fields determine how the program will respond when these codes are used.

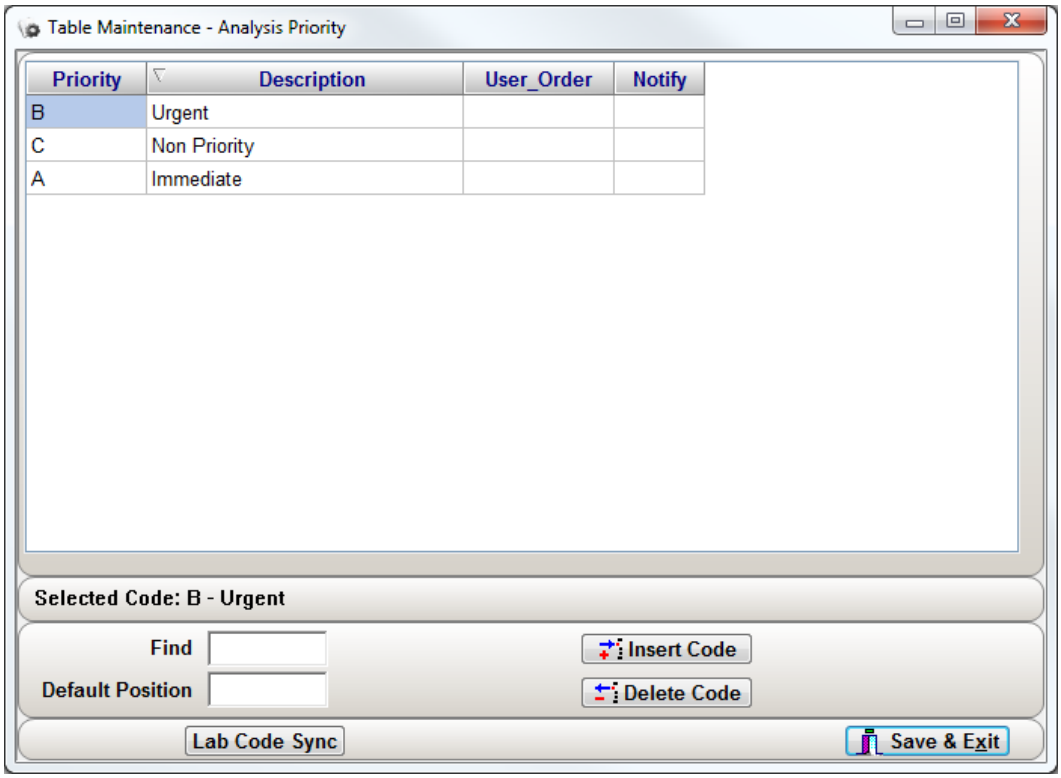


Field/Button	Description
Find	This fields helps narrow down the search for specific codes
Default Position	This field is used to default a specific code to be used when adding an entry
Active Only	This field filters inactive codes from the code edit window
Insert Code	This button inserts a new line for a new code entry
Delete Code	This button deletes the highlighted code from the list.
Lab Code Sync	This button allows you to synchronize your codes with outside agencies and crime labs
Label	This button is used to print a single label for the selected code

Code Tables

Analysis Priority

The “Analysis Priority” table is designed to allow the system administrator the ability to maintain a list of priority codes which are used to set the urgency of examination requests. Those agencies with internal labs can specify the importance/priority of analysis.



Analysis Priority Fields Explained		
Column Name	**Column Type**	**Purpose**
Priority	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Notify	Flag	This is a unique flag used by a specific customer and should be left alone by all other customers. Any values entered in these fields will not affect any other customers.

ATF Code Tables

The following code tables pertain to the ATF reporting feature. These code tables are provided by the ATF and should not be altered by the system administrator, without first consulting the ATF. These specific codes have been approved by the ATF for use with the ATF Website eTrace and allow agencies to submit weapons information without double entry into another system,

- ATF Crime Codes
- ATF Firearms Manufacturer
- ATF Firearms SN Removal Method
- ATF Firearms SN Restored

For more information on the ATF feature of the BEAST Property and Evidence system please refer to Property Inventory Unit 6 ATF Reporting.

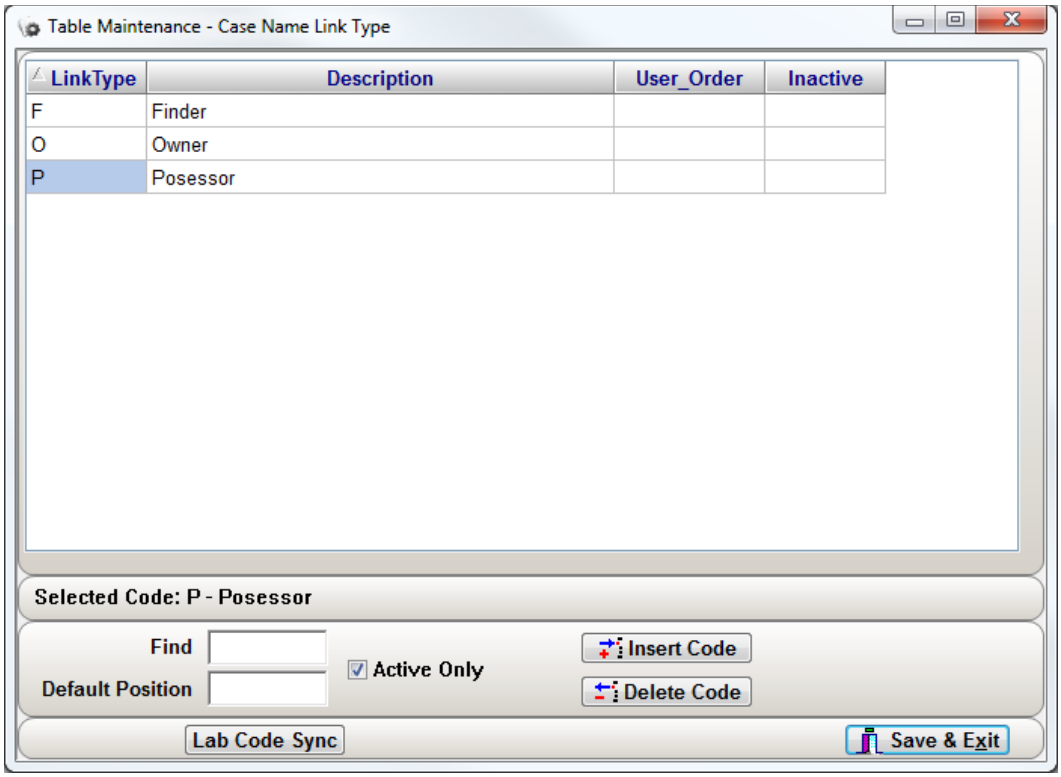
Attributes

The attribute code tables listed below are described in detail in Unit 33 Attributes. Please refer to this chapter in regards to maintaining the attribute code tables. Attributes are used to expand the data capture available per item type or analysis request.

- Attribute Group
- Attribute Group Options
- Attribute Result Picklist Values

Case Name Link Type

The “Case Name Link Type” table is used to distinguish the how a person is linked to a particular item.

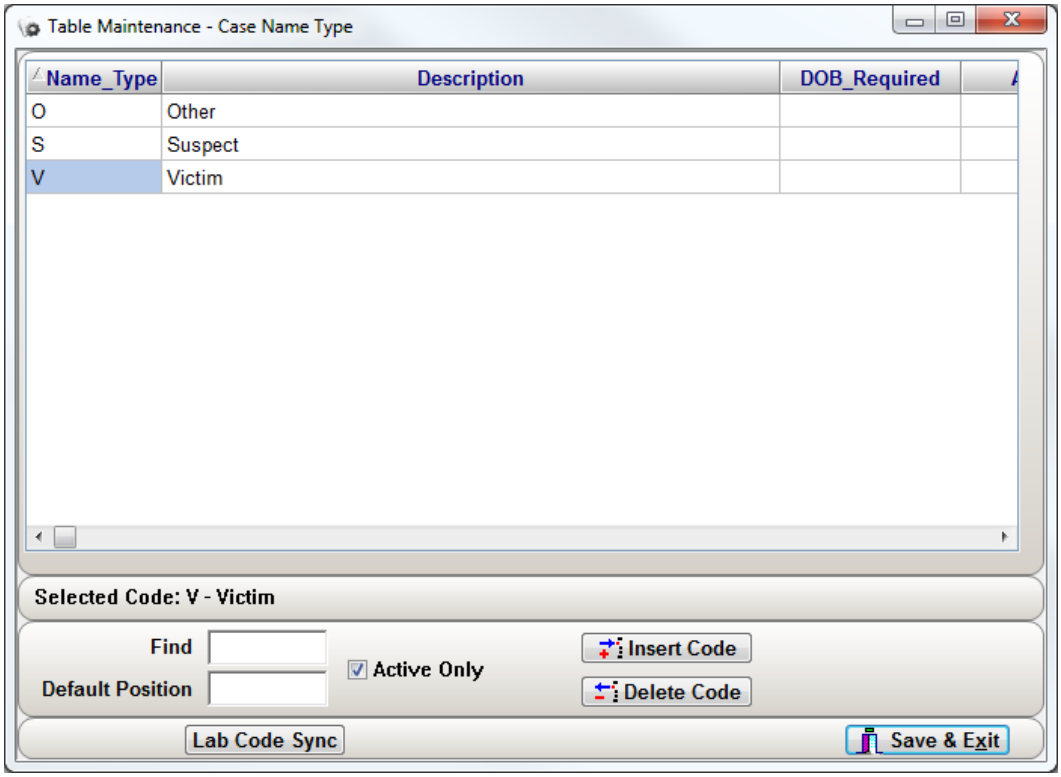


Case Name Link Type Fields Explained		
Column Name	**Column Type**	**Purpose**
Link Type	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Inactive	Flag	This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.

Parameter	Usage
Y	This code will no longer appear in the drop down menu
N	This code will remain active and will appear in the drop down unless restricted by “Allow Officer Entry” Leaving the field blank will result in the same functionality.

Case Name Type

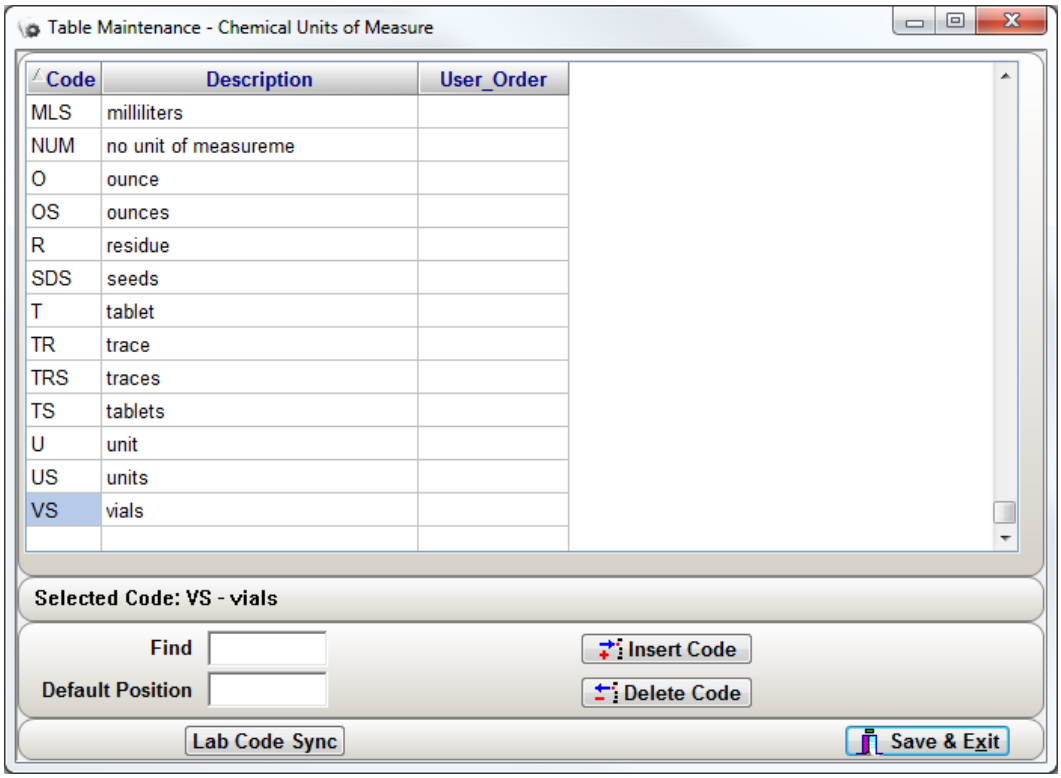
The “Case Name Type” table is used to distinguish the type of involvement a person may have with a particular case. Based on a person’s name type they are grouped or filtered different ways on some reports.



<table>
<tr><th colspan="3">Case Name Type Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Name Type</td><td>Code</td><td>A unique identifier used by the database to link a code to a record.</td></tr>
<tr><td>Description</td><td>Description</td><td>A printable description used on distributed reports.</td></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security restriction setup on the officer’s tab (Restrict Name Type Code Entry).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Regardless of security restrictions all officers may use this code.</td></tr>
<tr><td>N or (Blank)</td><td>Based on security only those officers without the (Restrict Name Type Code Entry) restriction can use these codes.</td></tr>
<tr><td>All (Blank)</td><td>Restrict Name Type Code Entry restriction is ignored</td></tr>
</table></td></tr>
<tr><td>Use Finder Wants</td><td>Flag</td><td>This flag allows the submitting officer to record that the finder wants to claim the found property if no owner is identified. Refer to your local laws and regulations to determine if you should enable this feature.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Enable the check box option for the selected name type on the Case Name tab of the Property / Evidence system.</td></tr>
<tr><td>N</td><td>Remove the check box option for the selected name type on the Case Name tab of the Property / Evidence system. By Default if this field is left blank the check box will not appear.</td></tr>
</table></td></tr>
<tr><td>Case Title Order</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This code will no longer appear in the drop down menu</td></tr>
<tr><td>N</td><td>This code will remain active and will appear in the drop down unless restricted by “Allow Officer Entry” Leaving the field blank will result in the same functionality.</td></tr>
</table></td></tr>
</table>

Chemical Units of Measure

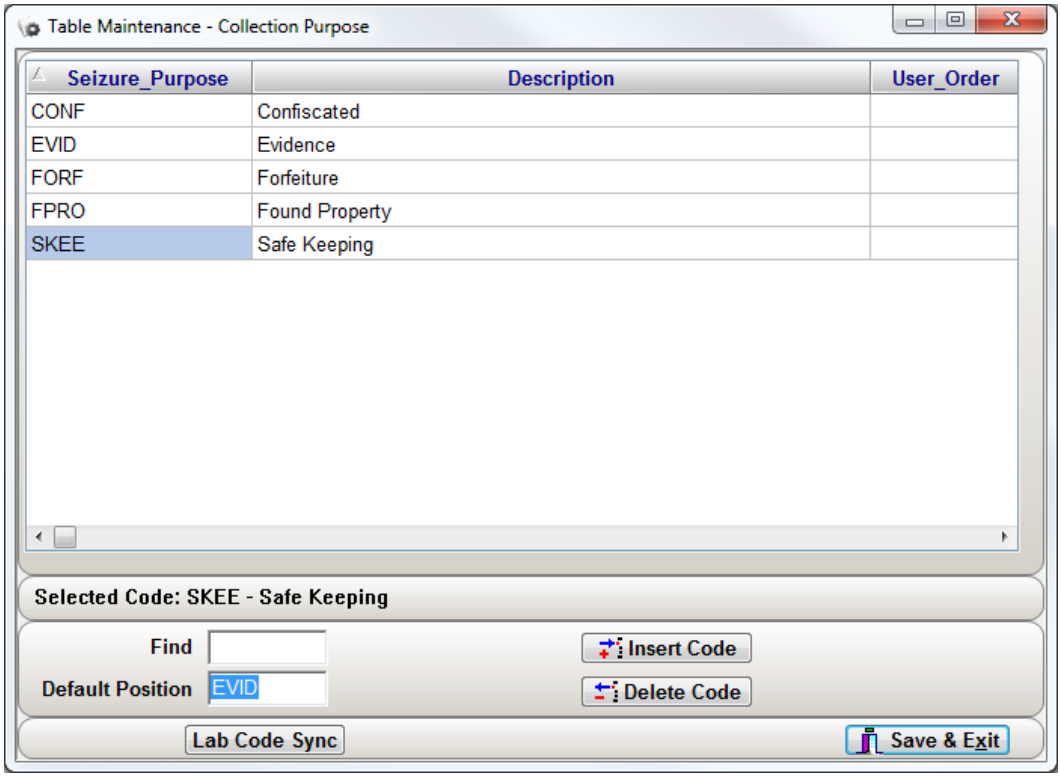
The “Chemical Units of Measure” table is used by those agencies who are not utilizing the attribute feature. These agencies will instead have static field of which contain fields called weight received and weight disposed. Each of these fields will require that the user specify the type of measurement the used.



Chemical Units of Measure Fields Explained		
Column Name	**Column Type**	**Purpose**
Priority	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Collection Purpose

The “Collection Purpose” table is used to specify why an item was collected. Often times based on the collection purpose many departments can disposes of items after a set period of time. For this reason the collection purpose can be set to mandatory.

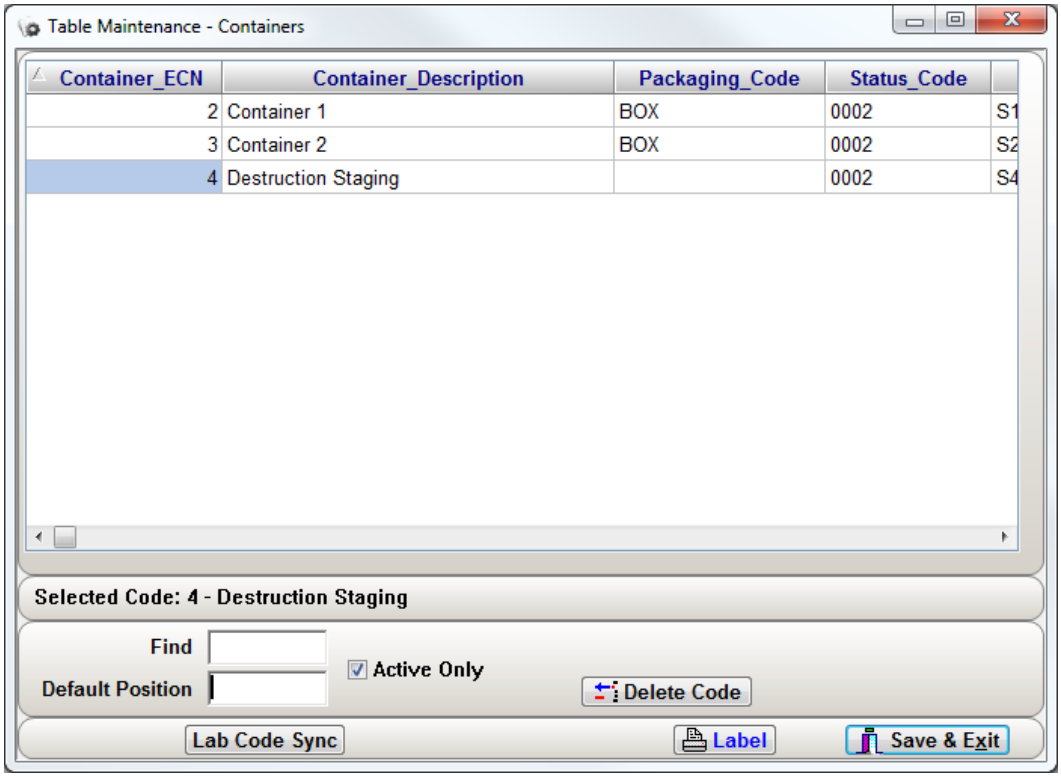


Collection Purpose Fields Explained		
Column Name	**Column Type**	**Purpose**
Seizure Purpose	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Flag Case	Flag	This flag is used to determine if a case should display a message on the case tab based on an items collection purpose. Parameter / Usage Y – A message panel will be displayed on the Case Info tab displaying the flagged collection purposes N – No collection purpose flag will be displayed for this collection purpose.
Flag Case Color BK	Flag	This flag currently is not available; all flags will use red text.
Label Format	Flag	This field is used to specify a custom label format. Some agencies will have the application print different information on their item label based on the Collection purpose of the item. Please contact Porter Lee support for assistance in configuring this feature.

<table>
<tr><th colspan="3">Collection Purpose Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security restriction setup on the officer's tab (Restrict Collection Purpose Code Entry).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Regardless of security restrictions all officers may use this code.</td></tr>
<tr><td>N or (Blank)</td><td>Based on security only those officers without the (Restrict Collection Purpose Code Entry) restriction can use these codes.</td></tr>
<tr><td>All (Blank)</td><td>Restrict Collection Purpose Code Entry restriction is ignored</td></tr>
</table></td></tr>
<tr><td>Reminder Message</td><td>Flag</td><td>This field allows the system administrator to type a message which will appear to the user after they mark an item with the selected collection purpose. This can be used as a good way to remind officers to provide specific information based on the collection purpose.</td></tr>
<tr><td>Print Receipt</td><td>Flag</td><td>This flag will ensure that a custody receipt is printed whenever an item with this collection purpose is transferred. Currently this function will only auto print on manual transfers. Transfers utilizing a PDA or bar code scanner will require the user to manually print the receipt.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
<tr><td>Print Chain</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Public Web Access</td><td>Flag</td><td>This flag works in conjunction with a department's internet server. Items with a flagged collection purpose will have specific item information exported to the web server so that they are searchable on the web. This is typically done for "Found Property" in hopes that it can be returned to an owner.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
</table>

Container

The “Container Table” allows the administrator to manage and maintain their storage containers. Containers are used to barcode an outer package that contains multiple individually bar-coded items. The container barcode is unique to a container and not to a specific case or item. For this reason container barcodes cannot be used for inventory purposes. They are designed to allow for easy transferring and updating of multiple items with minimal barcode scanning.

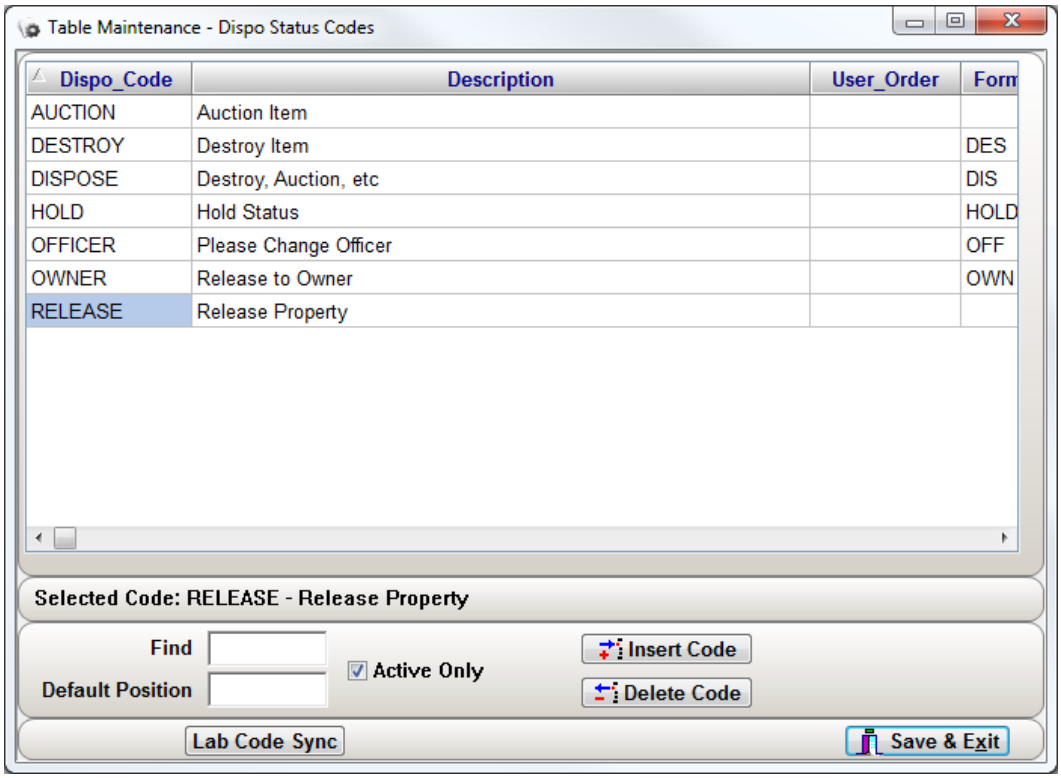


Container Fields Explained		
Column Name	**Column Type**	**Purpose**
Container ECN	Code	A unique identifier used by the database to link a code to a record.
Packaging Code	Flag	This flag is used to store the “Packaging Code”, which is used to describe the type of package the container is comprised of.
Container Description	Description	A printable description used on distributed reports.
Status Code	Flag	This flag is used to store the “Status Code”, which will be auto assigned to each items chain-of-custody when it is associated with the container.

<table>
<tr><th colspan="3">Container Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Locker</td><td>Flag</td><td>This flag is used to store the “Location Code”, which will be auto assigned to each items chain-of-custody when it is associated with the container.</td></tr>
<tr><td>Transfer Batch</td><td>System</td><td>This system field is maintained by the application and should be left alone.</td></tr>
<tr><td>Entry Officer</td><td>System</td><td>This system field is maintained by the application and should be left alone.</td></tr>
<tr><td>Entry Time Stamp</td><td>System</td><td>This system field is maintained by the application and should be left alone.</td></tr>
<tr><td>Status Date</td><td>System</td><td>This system field is maintained by the application and should be left alone.</td></tr>
<tr><td>Status Time</td><td>System</td><td>This system field is maintained by the application and should be left alone.</td></tr>
<tr><td>Use Container As Location</td><td>Flag</td><td>This flag is used to specify if the container is to be used as a location which will never move (As in a destruction bin), or whether the location will move (As in a case container).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Container will not move</td></tr>
<tr><td>N</td><td>Container will move</td></tr>
</table></td></tr>
<tr><td>Final Disposition Process</td><td>Flag</td><td>This flag is used to store the “Process Code”, which will be auto assigned to each item when it is associated with the container.</td></tr>
<tr><td>Blank Final Disposition Process</td><td>Flag</td><td>This flag is used to clear an items current process code when it is placed in the container. This is typically done when an item is placed into a case container and will be placed into long term storage. By blanking the process code the property officer can ensure that the item will not inadvertently appear on a Letter Report.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Process code will be blanked</td></tr>
<tr><td>N</td><td>Process code will not be blanked</td></tr>
</table></td></tr>
<tr><td>In Container</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
</table>

Dispo Status Codes

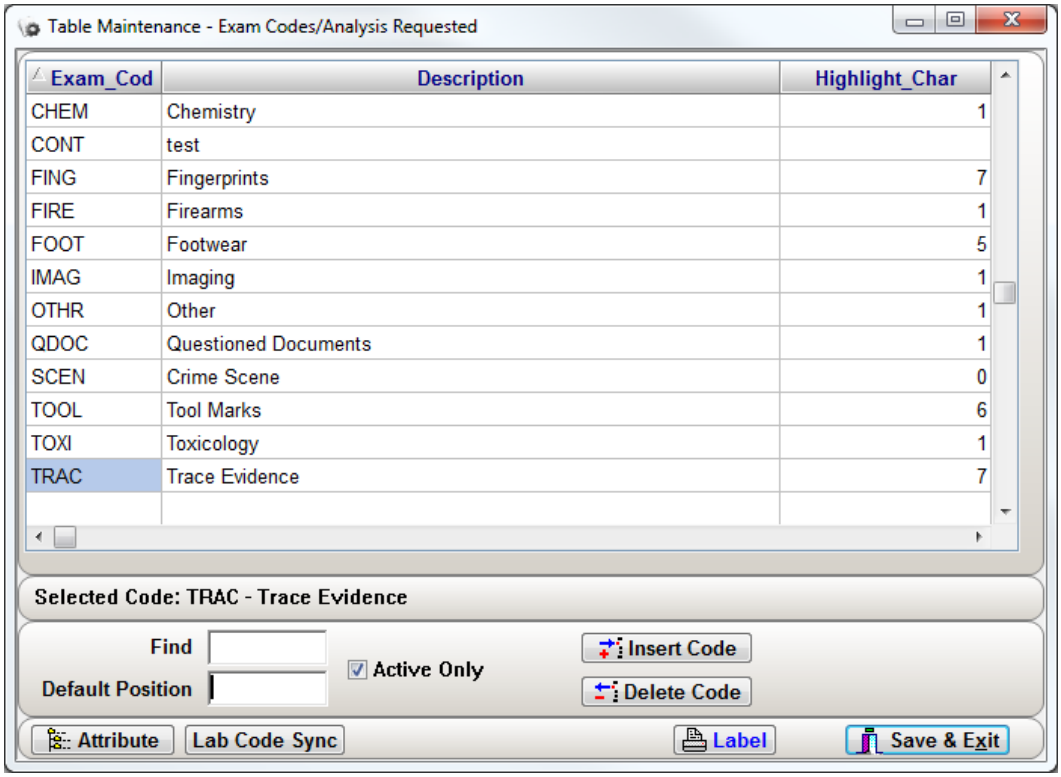
The “Disposition Control” table is used in conjunction with the online disposition tracers. The system administrator and Porter Lee support will configure to ensure proper functionality of the online disposition process. For more information on online disposition tracers please refer to Unit 21 Paperless Disposition Tracers.



Dispo Status Code Fields Explained		
Column Name	**Column Type**	**Purpose**
Dispo Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
Letter Generated Process	Flag	This field controls the default process code, which will be assigned to the item after the disposition tracer is accepted by the system administrator. The process code entered must be a valid process code from the process code table.
Letter Sent Process	Flag	This flag currently is not in use.
Status	Flag	This flag currently is not in use.

Exam Code / Analysis Requested

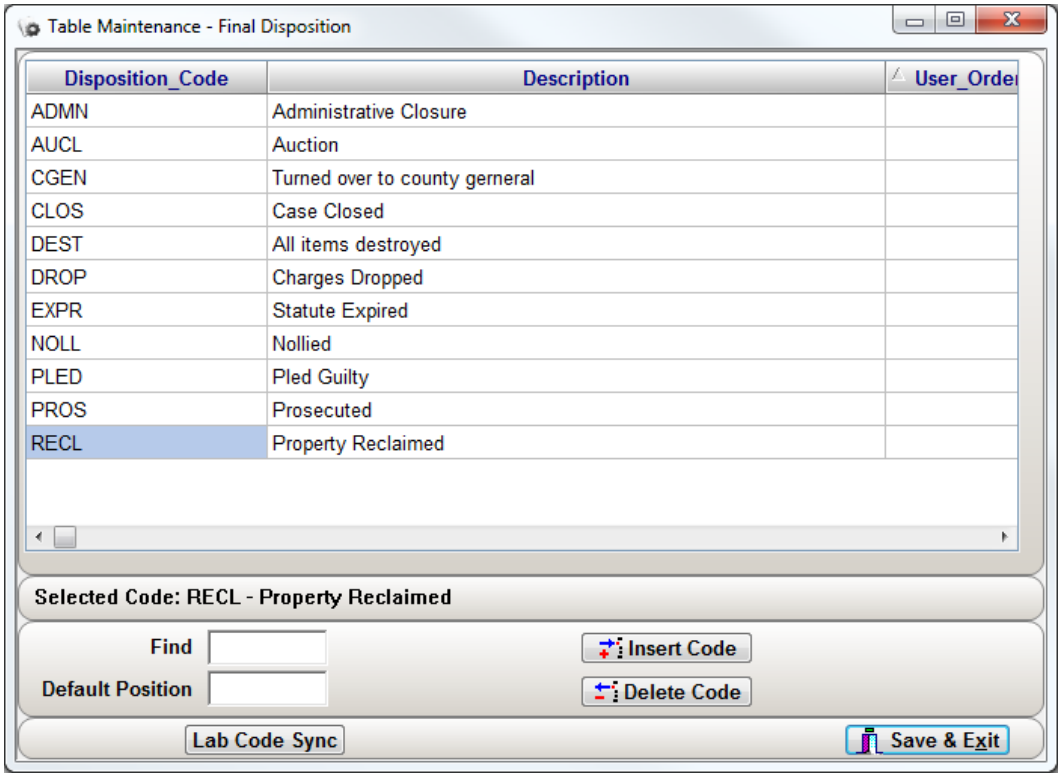
The “Analysis Requested” table is designed to allow the system administrator the ability the maintain a list of analysis codes which there crime lab performs. Not all labs can perform the same types of analysis or have the same names for the analysis they perform. So this table helps the police agency match what the crime lab will be looking for as far as examinations to be performed. These analysis codes will be printed on the lab submission sheet when a lab submission is made.



<table>
<tr><th colspan="3">Exam Code / Analysis Requested Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Exam Code</td><td>Code</td><td>A unique identifier used by the database to link a code to a record.</td></tr>
<tr><td>Description</td><td>Description</td><td>A printable description used on distributed reports.</td></tr>
<tr><td>Highlight Char</td><td>Flag</td><td>This is a unique flag used by a specific customer and should be left alone by all other customers. Any values entered in these fields will not affect any other customers.</td></tr>
<tr><td>Predefined ID</td><td>Flag</td><td>This is a unique flag used by a specific customer and should be left alone by all other customers. Any values entered in these fields will not affect any other customers.</td></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security restriction setup on the officer’s tab (Restrict Exam Codes).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Regardless of security restrictions all officers may use this code.</td></tr>
<tr><td>N or (Blank)</td><td>Based on security only those officers without the (Restrict Exam Codes) restriction can use these codes.</td></tr>
<tr><td>All (Blank)</td><td>Restrict Exam Codes restriction is ignored</td></tr>
</table></td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
<tr><td>Lab Codes</td><td>Flag</td><td>Some agencies submit evidence to multiple labs and not all of those labs perform the same analysis tasks. To reduce confusion and mistakes by the submitting officers the analysis codes can be limited to only display those codes accepted by the receiving crime lab. To do this, simply enter the “Lab Code” from the “Submission Location” table for the lab that the selected code may be used by.</td></tr>
</table>

Final Disposition

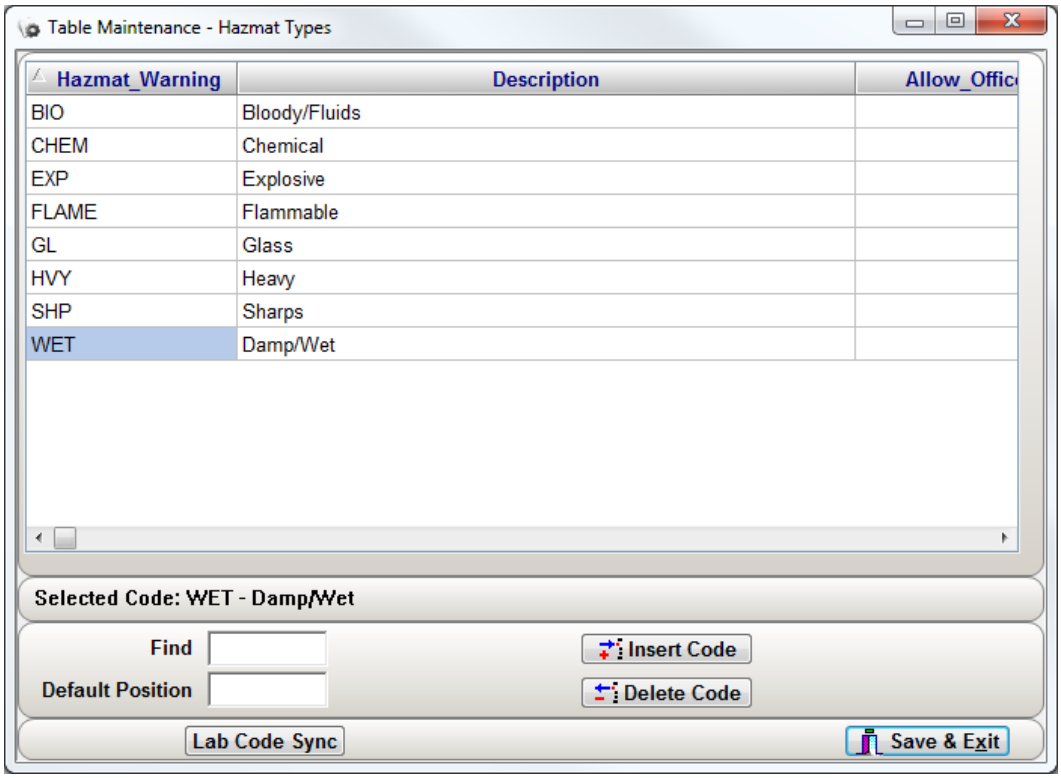
The “Final Disposition” table is used to manage and maintain the case disposition codes. These codes are used to flag a case and specify how the case was disposed. While some disposition codes can be setup to auto fill when the items are disposed of. The system administrator must manually enter other codes when the case is disposed. These codes are intended to allow a person reviewing a case, a quick way of determining the final disposition of a case, without having to review each items disposition individually.



<table>
<tr><th colspan="3">Final Disposition Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Disposition Code</td><td>Code</td><td>A unique identifier used by the database to link a code to a record.</td></tr>
<tr><td>Description</td><td>Description</td><td>A printable description used on distributed reports.</td></tr>
<tr><td>User Order</td><td>Variable</td><td>This variable is a numeric field, which allows the administrator to configure a custom sort order other then Code order or description order.</td></tr>
<tr><td>Auto Fill Status Codes</td><td>Flag</td><td>This flag is used to list the item status or statuses (separated by commas), which comprise this final disposition. For example if all of the items in a case have status “0008 Returned to owner” then the case disposition would be “RECL Property Reclaimed”. This is auto filled by the system if the “0008” code is placed in the auto fill flag field for the “RECL” code. The “CLOS Case Closed” disposition typically is comprised of multiple codes separated by commas. What this means is that a case which contains multiple items which are each be disposed of differently, but where each disposed of in a mean utilizing one of the selected codes, then the system will automatically tag the final disposition as Case Closed. The auto fill status codes must comprise of status code from the “Item Status” table.</td></tr>
<tr><td>Allow Archive</td><td>Flag</td><td>This flag is used to specify whether or not a case can be archived based on the cases final disposition. Typically when a case has a certain disposition it means there are no longer any items in custody for the case will probably never be reviewed again. By allowing archiving those flagged cases can have all of their data transferred from the live database to an archive database. Once the data is transferred it is no longer available for reports or case lookups. For large department running the paradox database this can improve load times of the application. This function is not available for departments using the MS SQL or Oracle databases, these databases are not affected by large record sets at load time.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Allow Case Archival</td></tr>
<tr><td>N</td><td>Do Not Archive Case</td></tr>
</table>
</td></tr>
</table>

Hazmat Types

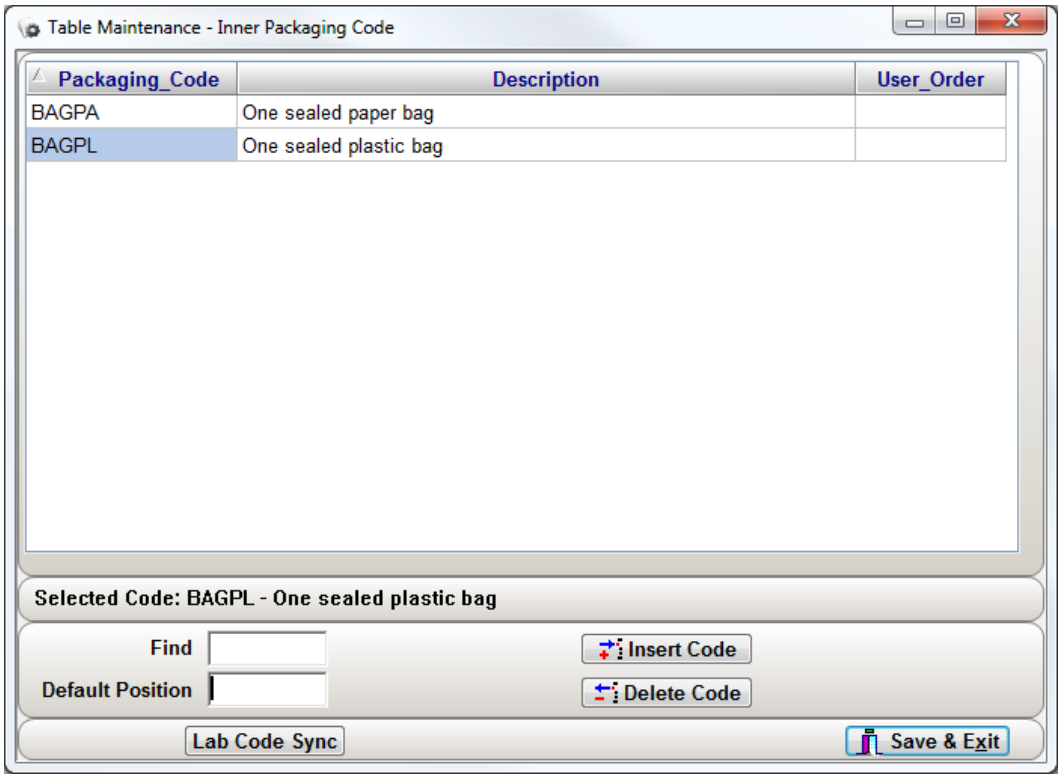
The “Hazmat Types” table is used to manage and maintain the Item Hazmat codes. These codes are used to flag an item that may be dangerous to handle. This Hazmat warning can then be printed on the item label to warn all who may come in contact with the item. Contact Porter Lee Support if you need assistance in adding this warning to your item barcodes.



Hazmat Types Fields Explained		
Column Name	**Column Type**	**Purpose**
Hazmat Warning	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
Allow Officer Entry	Flag	This flag works in conjunction with a security restriction setup on the officer’s tab (Restrict Hazmat Entry). Parameter: Y — Usage: Regardless of security restrictions all officers may use this code. Parameter: N or (Blank) — Usage: Based on security only those officers without the (Restrict Hazmat Entry) restriction can use this code. Parameter: All (Blank) — Usage: Restrict Hazmat Entry restriction is ignored

Inner Packaging Code

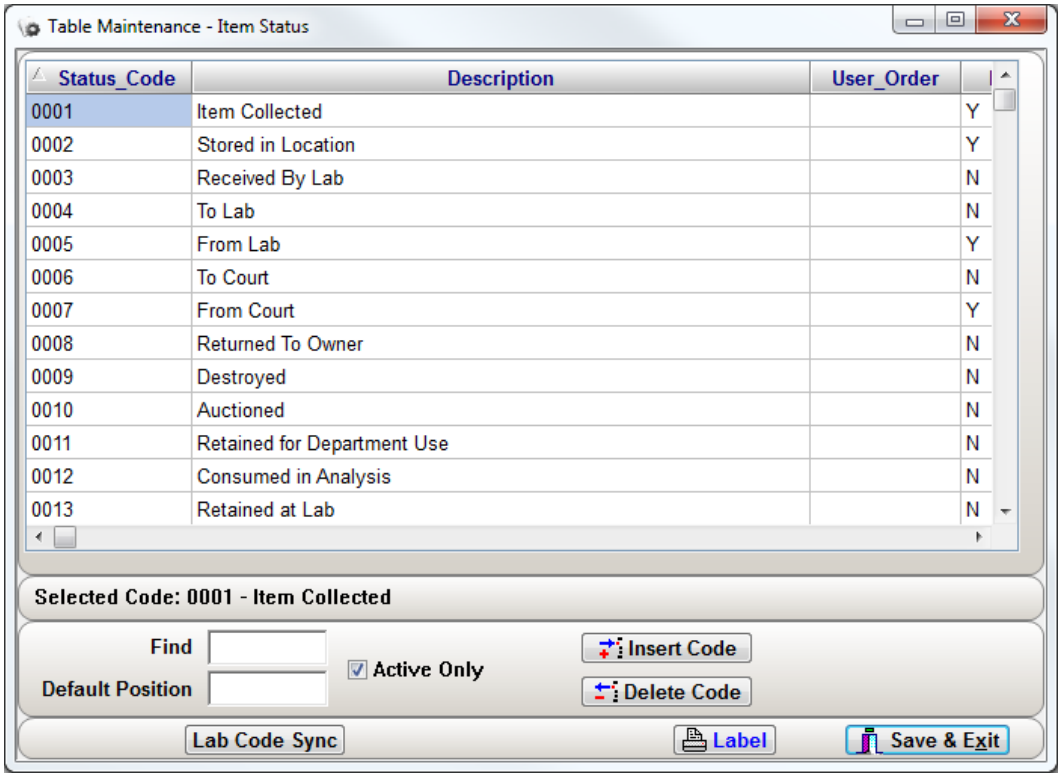
The “Inner Packaging Code” table is used to manage and maintain the codes related to an items inner packaging. These codes are used in conjunction with the PD Packaging Codes by some departments to better describe how an item is packaged. Most departments are only concerned with what the outer packaging of an item is, which is typically packaging the department has placed on the item for storage and security. What the inner packaging code does is allow the department to describe how the item was packaged before it was placed in the departments packaging.



Inner Packaging Code Fields Explained		
Column Name	**Column Type**	**Purpose**
Packaging Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Item Status

The “Item Status” table is used to manage and maintain the codes related to an items current chain-of-custody status. Throughout an items chain-of-custody it will typically move thru several status changes. The Item Status table allows the property officer a means to categorize the types of custody status he/she wants to track, and control how the program will respond based on the selected status.



Item Status Fields Explained		
Column Name	**Column Type**	**Purpose**
Status Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
In Location	Flag	This flag is used in conjunction with the “Letter Reports” program. This flag is used to designate those statuses, which are considered to be on-hand within the property room. The “Letter Reports” program will only list items on the “Disposition Tracer” whose current status is one of the flagged statuses.

Parameter	Usage
Y	Item Status means On-Hand
N or blank	Item Status means Checked Out of Custody. This will also disable the Location/Locker code lookup field during transfers if an status code used is set to in location.

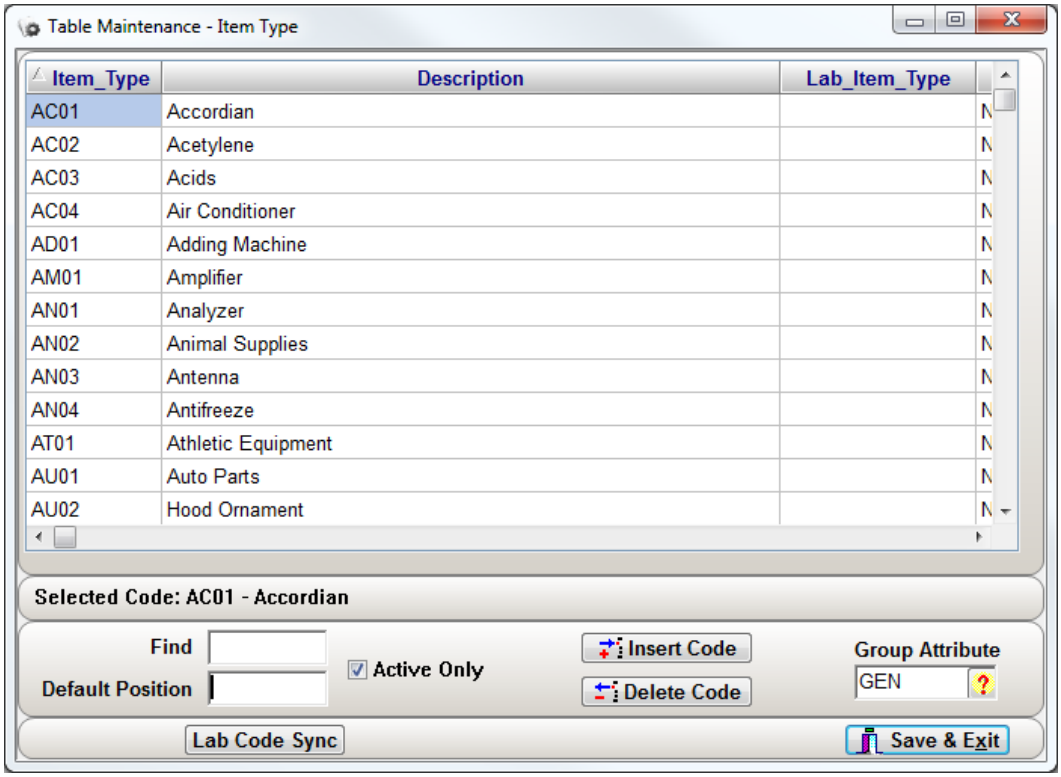
<table>
<tr><th colspan="3">Item Status Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Print Receipt</td><td>Flag</td><td>This flag is used to specify whether or not a custody receipt should be printed when an item is transferred using the “Property and Inventory” program.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>By Default print a receipt</td></tr>
<tr><td>N</td><td>By default the user must choose to print a custody receipt.</td></tr>
</table></td></tr>
<tr><td>Receipt Format</td><td>Flag</td><td>This flag is used to configure the “Property and Inventory” program to print alternate custom receipts. Porter Lee Corporation must create these receipts. This field should be left blank unless a custom receipt has been created for your department.</td></tr>
<tr><td>Receipt Get Dispo Auth</td><td>Flag</td><td>This flag is typically set for the status code of “To Court” this enables a signature signoff area on the stock receipt to appear for the judge to authorize the disposition of the items transferred to court.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Display the Court Disposition section of the receipt</td></tr>
<tr><td>N</td><td>By Default the application will assume “N” = “Blank” so the disposition section will not display on the stock receipt.</td></tr>
</table></td></tr>
<tr><td>Receipt Get Release COC</td><td>Flag</td><td>This flag is typically set for the status codes were the item will be transferred out of the property room and returned by an officer after hours to a temporary storage area. This enables a signature signoff area on the stock receipt to appear for the officer to note when the item was returned and if all of the items received have been returned or released.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Display the Release section of the receipt</td></tr>
<tr><td>N</td><td>By Default the application will assume “N” = “Blank” so the release section will not display on the stock receipt.</td></tr>
</table></td></tr>
<tr><td>Get Extra Case Num</td><td>Flag</td><td>This flag will prompt the user to record an “Extra Case Num” when an item is transferred using the “Property and Inventory” program. The “Extra Case Num” entered will be recorded with the associated cases.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Prompt for “Extra Case Num” while transferring items</td></tr>
<tr><td>N</td><td>Do not prompt for “Extra Case Num” while transferring items</td></tr>
</table></td></tr>
<tr><td>Get Extra Case Num Prefix</td><td>Flag</td><td>This flag is used to record a prefix value, which will automatically be entered as the prefix of the “Extra Case Num”, while transferring items using the “Property and Inventory” program. This prefix has a max length of “6” characters.</td></tr>
<tr><td>Get Extra Case Num Prompt</td><td>Flag</td><td>This flag is used to override the standard “Extra Case Num” prompts. The system administrator may specify a unique prompt per status transaction. This prompt will not appear on the “Property and Inventory” case tab, it will only appear on the “Custody Transfer” screen. The max length of this prompt is “30” characters.</td></tr>
</table>

<table>
<tr><th colspan="3">Item Status Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Get Weight</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Get Witness</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Comment Prefix</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Auto Create Container</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Get Signature</td><td>Flag</td><td>For those departments configured to use signatures. This flag will prompt the user to capture a signature after completing a custody transfer<table><tr><th>Parameter</th><th>Usage</th></tr><tr><td>Y</td><td>Prompt for custody Signature</td></tr><tr><td>N</td><td>Do not prompt for custody Signature</td></tr></table></td></tr>
<tr><td>Max Sign Out Days</td><td>Flag</td><td>This flag is used in conjunction with the “Item Due” program. This flag specifies how long an item can have a custody entry in days, before it appears on the “Item Due” program.</td></tr>
<tr><td>Max Sign Out Hours</td><td>Flag</td><td>This flag is used in conjunction with the “Item Due” program. This flag specifies how long an item can have a custody entry in days, before it appears on the “Item Due” program.</td></tr>
<tr><td>Max Sign Out Minutes</td><td>Flag</td><td>This flag is used in conjunction with the “Item Due” program. This flag specifies how long an item can have a custody entry in days, before it appears on the “Item Due” program.</td></tr>
<tr><td>Flag Color BK</td><td>Flag</td><td>This flag is used to record the numeric value of the item custody color. The custody colors are selected using the color dropdown box, which appears on the “Item Status” table.</td></tr>
<tr><td>Status Arrived Disposed</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Item Received</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Item Disposed Of</td><td>Flag</td><td>This is flag is used in conjunction with the “Remote Inventory” program to identify when an item should be ignored by the “Inventory Status” Report.<table><tr><th>Parameter</th><th>Usage</th></tr><tr><td>Y</td><td>Ignore Item on Inventory Report</td></tr><tr><td>N</td><td>Include Item on Inventory Report</td></tr></table></td></tr>
<tr><td>Get Password</td><td>Flag</td><td>This flag will prevent anyone from transferring items to another officer. To enable this function the storage location must be an officer and the status code must have this flag enabled.<table><tr><th>Parameter</th><th>Usage</th></tr><tr><td>Y</td><td>Require the system password of the receiving officer entered in the location field.</td></tr><tr><td>N</td><td>Allow the transfer without a password.</td></tr></table></td></tr>
<tr><td>Signature Overrides Password</td><td>Flag</td><td>This flag works in conjunction with the flag “Get Signature”. This flag allows the receiving officer to utilize a digital signature pad and sign the Chain of Custody for the item instead of entering their password for the item.<table><tr><th>Parameter</th><th>Usage</th></tr><tr><td>Y</td><td>Allow a digital signature to be used instead of the password.</td></tr><tr><td>N</td><td>Only a password will be accepted for the transaction if the “Get Password” flag is also set.</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="3">Item Status Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Auto Blank Process</td><td>Flag</td><td>This will ensure that when an item is marked with the flagged status code the item will also have its process code cleared. This is typically done when a final status code is entered manually. This also allows the manual transfers to function the same as the automated letter reports process.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Blank process code</td></tr>
<tr><td>N</td><td>Retain current process code</td></tr>
</table></td></tr>
<tr><td>Print Dispo With Receipt</td><td>Flag</td><td>This flag will force the system to generate a disposition tracer for the items transferred with the selected status code. This is typically done when Items are signed out for review or go to court so that the property officer can get a process update on the items while they are out for review or court purposes.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Print Disposition Tracer</td></tr>
<tr><td>N</td><td>Do not Print Disposition Tracer</td></tr>
</table></td></tr>
<tr><td>Dispo Format</td><td>Flag</td><td>This flag is used to configure the “Property and Inventory” program to print alternate custom disposition tracer. Porter Lee Corporation must create these tracers. This field should be left blank unless a custom tracer has been created for your department.</td></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security restriction setup on the officer’s tab (Restrict Item Status).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Regardless of security restrictions all officers may use this code.</td></tr>
<tr><td>N or (Blank)</td><td>Based on security only those officers without the (Restrict Item Status) restriction can use this code.</td></tr>
<tr><td>All (Blank)</td><td>Restrict Item Status restriction is ignored</td></tr>
</table></td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
<tr><td>Auto Blank Review Date</td><td>Flag</td><td>This will ensure that when an item is marked with the flagged status code the item will also have its review date cleared. This is typically done when a final status code is entered manually.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Blank Review Date</td></tr>
<tr><td>N</td><td>Retain current Review Date</td></tr>
</table></td></tr>
</table>

Item Type

The “Item Type” table is used to create and maintain codes, which allows the property officer to categorize items into standard groups for reporting purposes. By specifying an item type, statistical reports can be generated.



<table>
<tr><th colspan="3">Item Status Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Item Type</td><td>Code</td><td>This flag currently is not in use. A unique identifier used by the database to link a code to a record.</td></tr>
<tr><td>Description</td><td>Description</td><td>A printable description used on distributed reports.</td></tr>
<tr><td>Lab Item Type</td><td>Flag</td><td>This flag is used to identify and link the department’s item types with those item type codes used by the receiving Crime Lab. This flag is only useful if the receiving Crime Lab is using the Crime Fighter BEAST LIMS system.</td></tr>
<tr><td>Lab Use Only</td><td>Flag</td><td>This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.</td></tr>
<tr><td>Item Group</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
<tr><td>Label Format</td><td>Variable</td><td>This variable is used to identify those item types, which your agency would like a unique item label printed for. For this flag to work properly there must be an item label format file which is located in the working directory of your system. The name of this file must match the entry placed in this field. In addition the “Winprint_item_Label” field in “deptctrl” needs to be set to “ITEMTYPE” and the BEAST.ini needs a section called [ITEMLABELxxxx] replace xxxx with the format name
PRINTQUEMODE=NONE
Please contact Porter Lee Support for assistance ins configuring this feature.</td></tr>
<tr><td>ATF Reporting</td><td>Flag</td><td>This flag is used to identify those item types, which your agency will be reporting to the Bureau of Alcohol Tobacco and Firearms.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Report this item to the ATF.</td></tr>
<tr><td>N</td><td>Do not report this item to the ATF.</td></tr>
</table></td></tr>
<tr><td>Item Group Attribute</td><td>Code</td><td>Use this field to enter the “Attribute Group” code and link the item type to the attributes. You may also use the “Group Attribute” code lookup to populate this field.</td></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security restriction setup on the officer’s tab (Restrict Item Type).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Regardless of security restrictions all officers may use this code.</td></tr>
<tr><td>N or (Blank)</td><td>Based on security only those officers without the (Restrict Item Type) restriction can use this code.</td></tr>
<tr><td>All (Blank)</td><td>Restrict Item Type restriction is ignored</td></tr>
</table></td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
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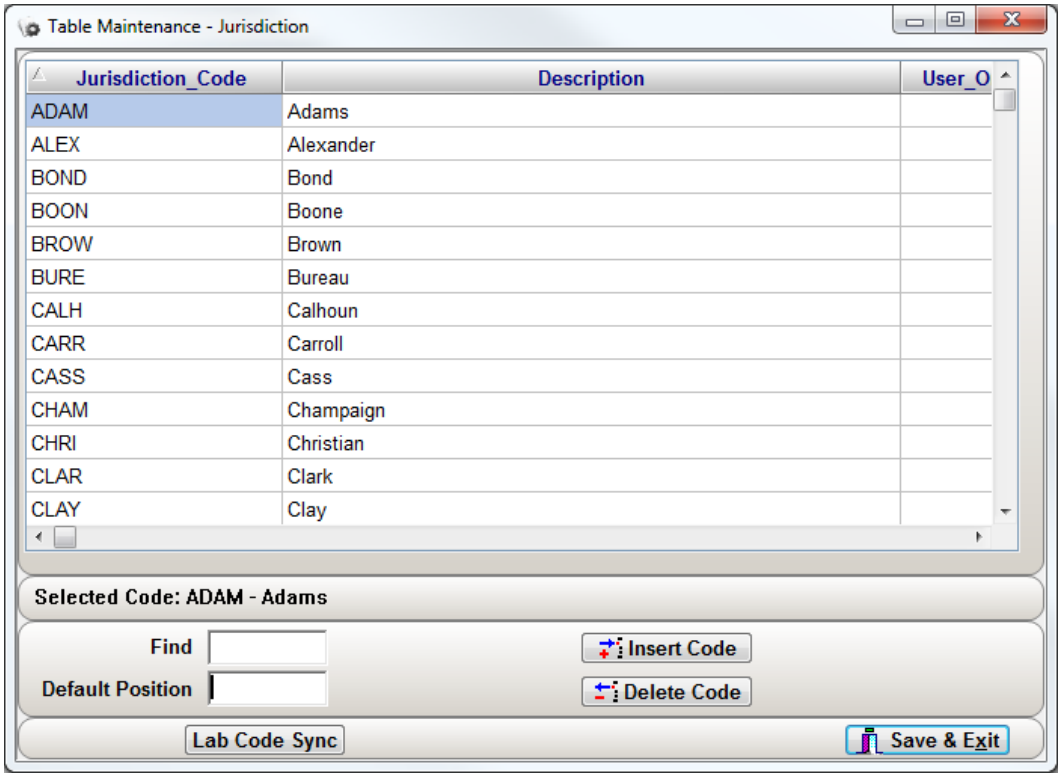
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
</table>

Jurisdiction

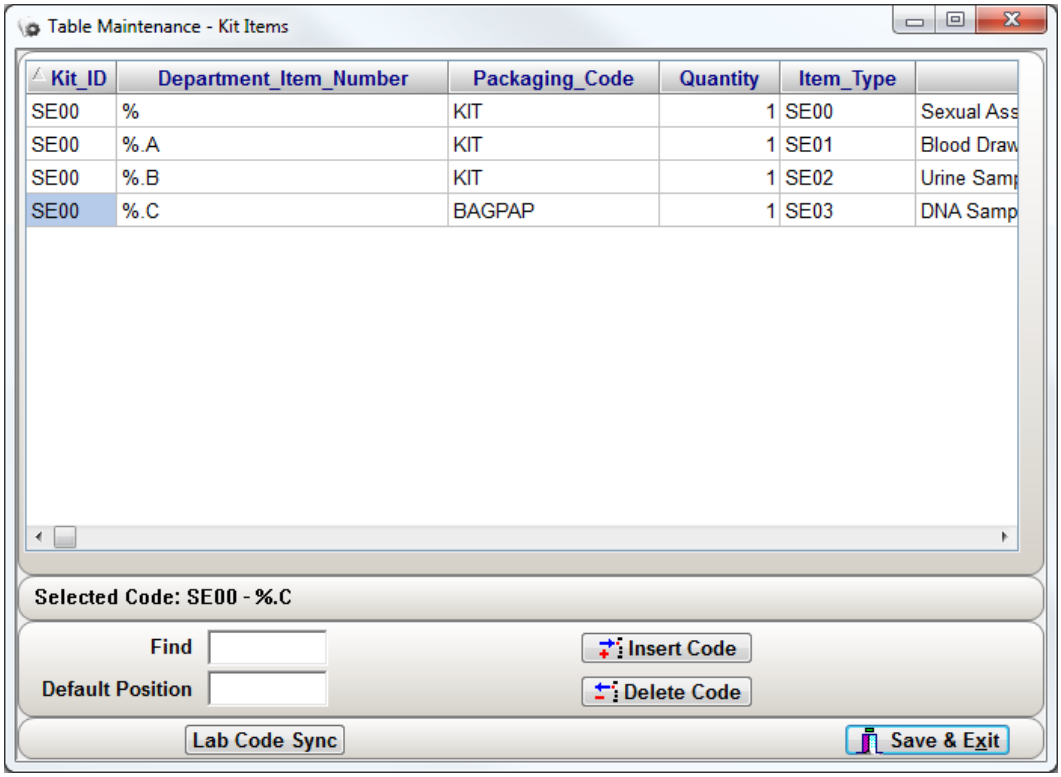
The “Jurisdiction” table is used to manage and maintain the codes related to a cases court jurisdiction. Most agencies fall under the jurisdiction of one court district. For those agencies the jurisdiction prompt on the “Case Tab” can be defaulted to that jurisdiction. For agencies who work in many court districts we allow the selection of these jurisdictions through the jurisdiction code lookup.



Jurisdiction Code Fields Explained		
Column Name	**Column Type**	**Purpose**
Packaging Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Type	Flag	This is a unique flag used by a specific customer and should be left alone by all other customers. Any values entered in these fields will not affect any other customers.

Kit Items

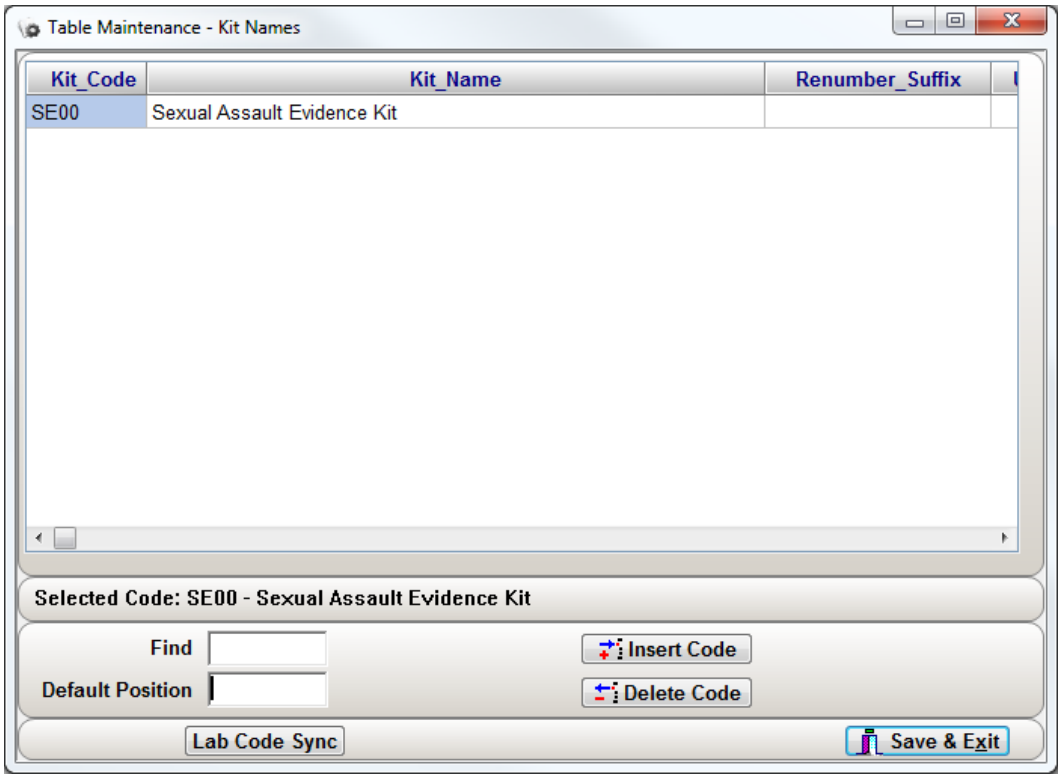
The “Kit Items” table is used to manage and maintain the codes relating to evidence kit items. These items are the predefined items found in specific kits. When the user clicks the “Kit” button and selects a kit to inventory they are presented with:



Kit Items Fields Explained		
Column Name	**Column Type**	**Purpose**
Kit ID	Code	This code is used to group/link kit items to a specific kit. The value entered here must match the code “Kit Code” used on the “Kit Names” table
Department Item Number	Variable	This field controls the number format that will be used to designate the kit items. Using the control characters “%.” the kit items will utilize the kit item number and then display the kit items as sub-items of the parent kit item number.
Packaging Code	Code	This code is used to describe how the “Kit Item” is packaged inside of the kit. This code must be a valid code found on the “Packaging Code” table. Codes must be entered in upper case letters.
Quantity	Variable	This variable is used to set the default item quantity for each kit item.
Item Type	Code	This code is used to describe item type of “Kit Item” inside of the kit. This code must be a valid code found on the “Item Type” table. Codes must be entered in upper case letters.
Item Description	Description	This filed is used to describe the individual kit items. This description will be placed in the detail description field of the item when the kit item is created on the “Case Items” tab.

Kit Names

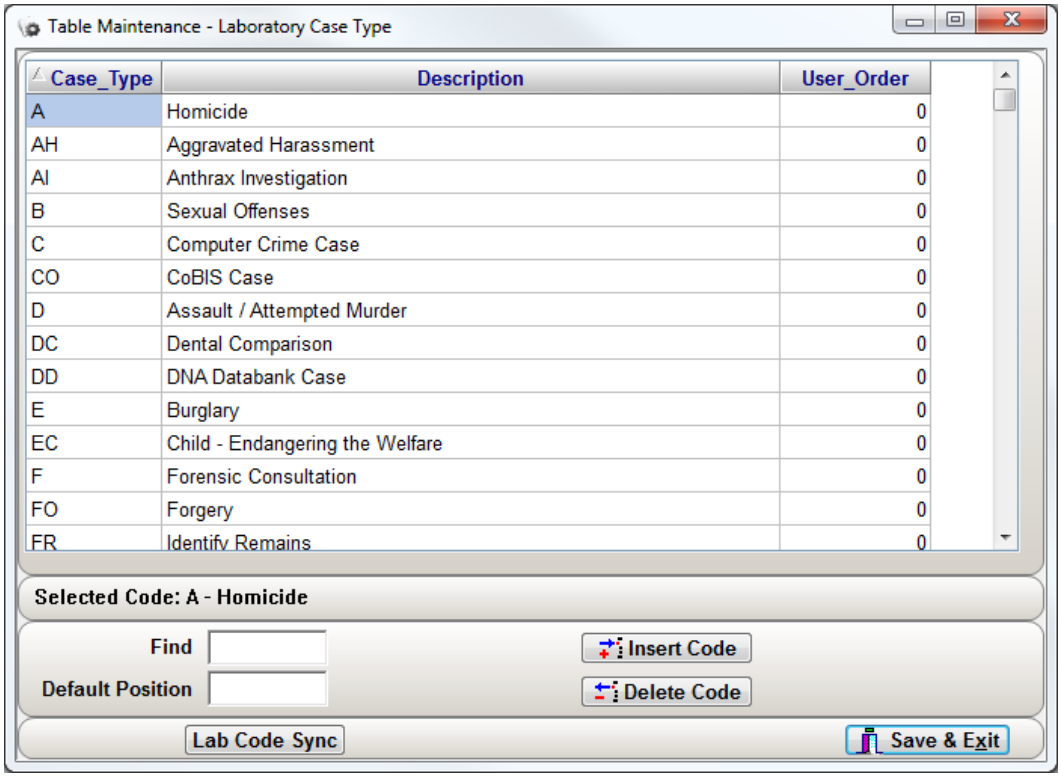
The “Kit Names” table is used to manage and maintain the codes relating to evidence kits used in investigation such as Rape or DUI kits. Agencies will typically record these kits as one item of sealed evidence and will not use this feature. For agencies who wish to itemize and barcode each piece of an evidence kit we have developed this feature. The “Kit Names” table works in conjunction with the “Kit Items” table, which is explained later in this chapter. These two tables together allow an agency to design evidence kits for evidence tracking. After a kit is created a “Kit” button will appear on the “Case Items” tab of “Property and Evidence”. When the user clicks the kit button they will be presented with a list of kits based on the information in this table. For more information on working with kits please refer to the chapter “Working with Kits”



Kit Names Fields Explained		
Column Name	**Column Type**	**Purpose**
Kit Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
Renumber Suffix	Variable	This variable will be appended to the item numbers generated for the selected kit.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Laboratory Case Type

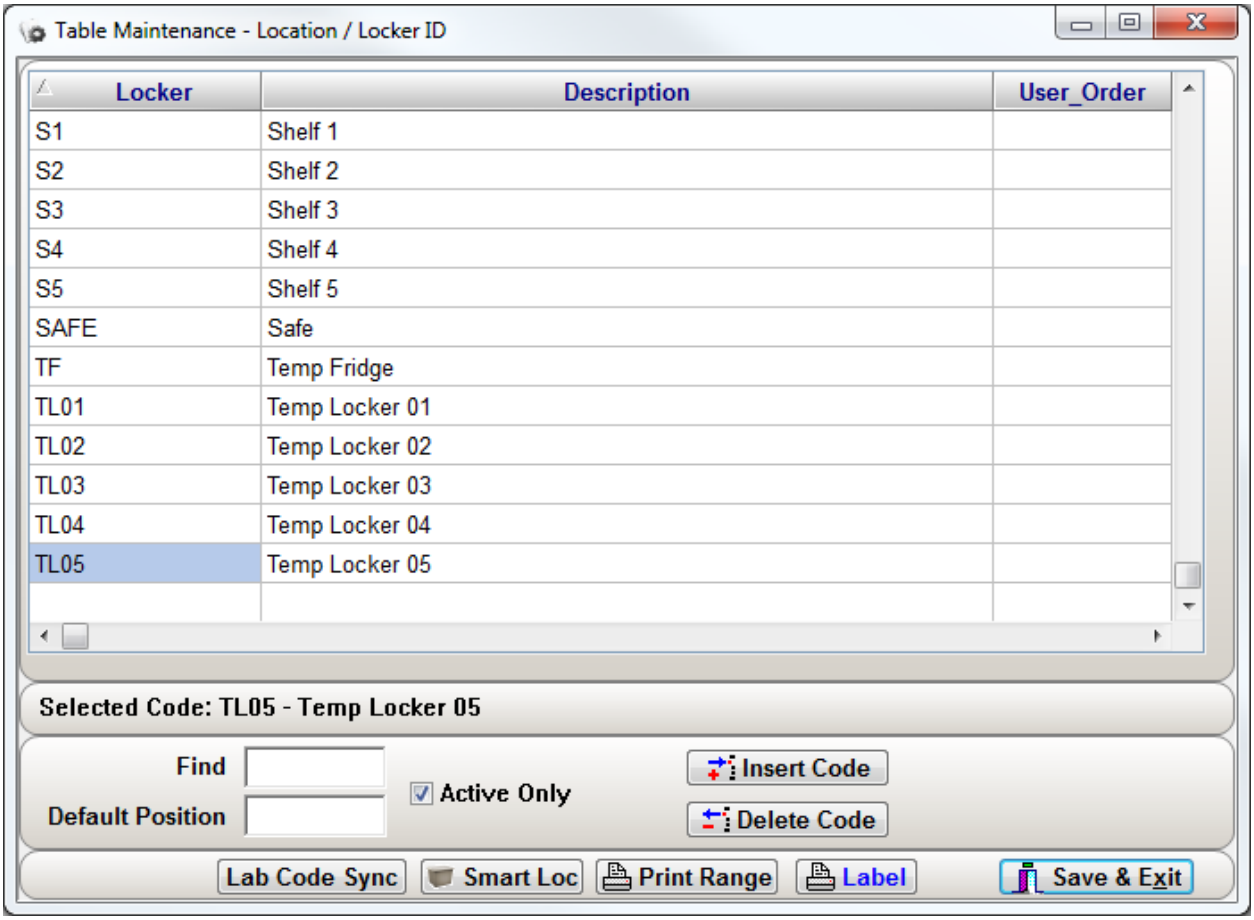
The “Laboratory Case Type” table is used to manage and maintain the codes pertaining to a laboratory case type. This table is only used by Crime Laboratory agencies that are using the “Lab Crime Scene Module”. This module is similarly to the “Mobile Crime Scene Module” but it has been tailored for use by crime laboratories equipped with a “Crime Scene Unit” (CSU/CSI).



Laboratory Case Type Fields Explained		
Column Name	**Column Type**	**Purpose**
Case Type	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Location / Locker ID

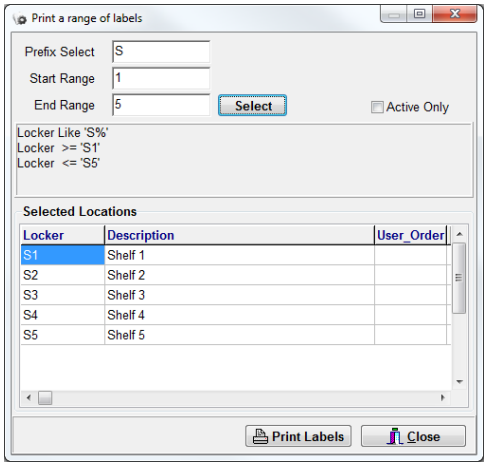
The “Location / Locker ID” table is used to manage and maintain the codes pertaining to evidence storage locations. These locations may be stationary location such as shelves and lockers, or they may be mobile such as officers. Each officer who is added to the property system is automatically entered as a storage location. These storage locations are system generated and have a location code which consists of a prefix character (Typically ‘O’ or ‘#’) and their employee number. For this reason location codes starting with the prefix character should be reserved for officer locations only. Location codes allow the property officer to specifically identify where an item is located when it is stored as evidence.



Field/Button	Description
Smart Loc	Used to create stationary containers.
Print Range	Will allow the user to reprint a range of location barcodes

Print Range

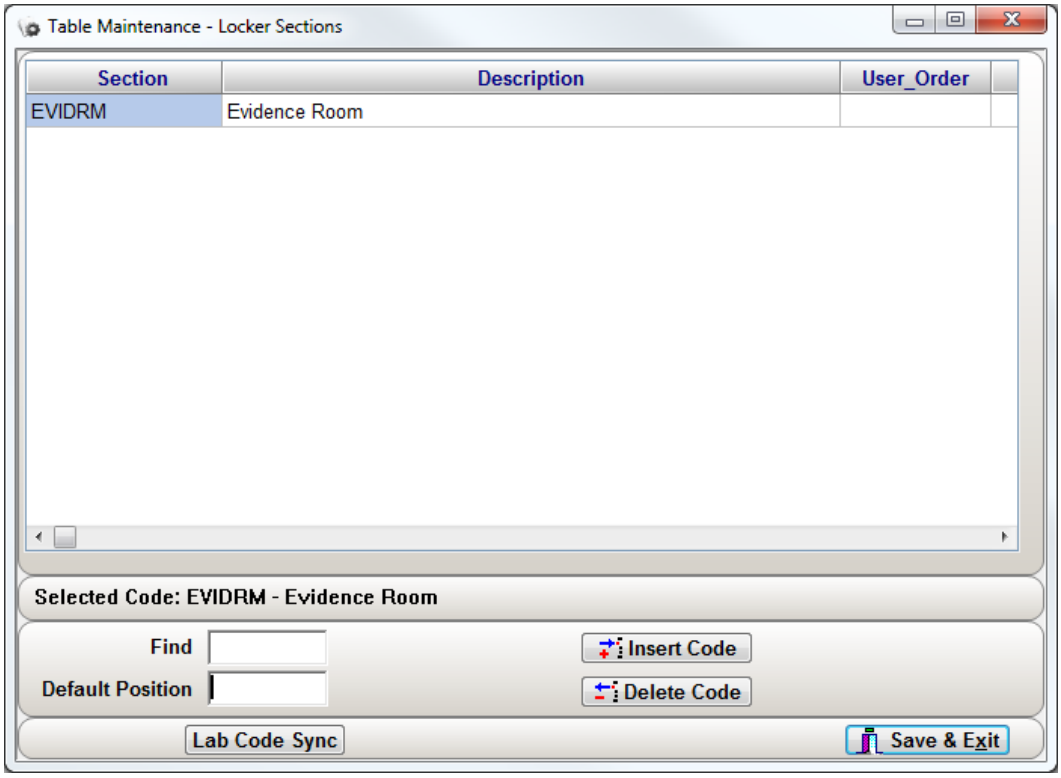
The “Print Range” dialog allows the user to generate multiple barcode labels in batch verses generating them one at a time. The user must first enter the prefix of the location range they wish to print. The user then enters the range of locations they want to print. You must click the “Select” button to generate the list of location that will be printed. This is to ensure that the correct location list will be printed. After reviewing you list clicking the “Print Labels” button will generate the requested labels.



<table>
<tr><th colspan="3">Location / Locker ID Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Locker</td><td>Code</td><td>A unique identifier used by the database to link a code to a record.</td></tr>
<tr><td>Description</td><td>Description</td><td>A printable description used on distributed reports.</td></tr>
<tr><td>User Order</td><td>Variable</td><td>This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.</td></tr>
<tr><td>Initial Locker</td><td>Flag</td><td>This flag is used to identify which locations should be displayed in the initial locker code lookup of the property and inventory program. This flag will only affect the initial locker lookup.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Display this location in the initial locker lookup.</td></tr>
<tr><td>N</td><td>Do not display this location in the initial locker lookup.</td></tr>
</table></td></tr>
<tr><td>Location is Officer</td><td>Flag</td><td>This flag is currently not in use.</td></tr>
<tr><td>Last Inventory Date</td><td>System Variable</td><td>The Remote Inventory program will fill in this variable when a storage location is inventoried. No user input is required.</td></tr>
<tr><td>Department Code</td><td>Flag</td><td>This flag is currently not in use.</td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
<tr><td>Group Name</td><td>Flag</td><td>This flag is currently not in use.</td></tr>
<tr><td>Section Group</td><td>Flag</td><td>This flag is currently not in use.</td></tr>
<tr><td>Section</td><td>Flag</td><td>Entering a Location Section code will assign the selected location to that section code. This grouping is used in several places two of which are the storage location report which allows you to select the reported locations based on the section and the other is the Random inventory report.</td></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security restriction setup on the officer’s tab (Allow Chain of Custody Add Only).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Based on the security permission “Allow Chain of Custody Add Only”. Those locations marked will be the only locations available to the officers</td></tr>
<tr><td>N or (Blank)</td><td>The selected location will not be available to those users who have the permission “Allow Chain of Custody Add Only”.</td></tr>
</table></td></tr>
</table>

Locker Sections

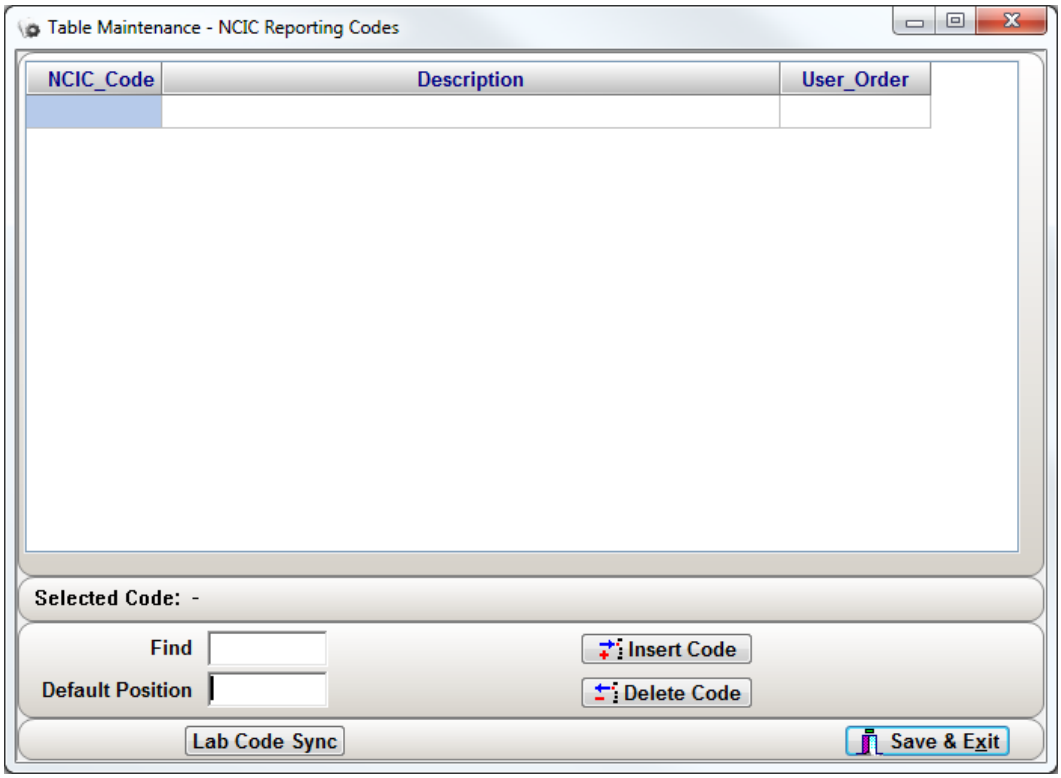
The “Locker Section” table is used for reporting purposes to make reporting on a group of locations easier. Some agencies will group locations based on purpose, while others will group them based on storage rooms. The “Storage Location” report is an example of a report that utilizes the locker section codes. Another report would be the Random Inventory report. For more information on the reports please refer to Listing Reports Unit 1 Stock Reports.



Locker Section Fields Explained		
Column Name	**Column Type**	**Purpose**
Section	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Inventory Percent	Variable	This variable is used as the default percentage that will be inventoried with the random inventory report.

NCIC Reporting Codes

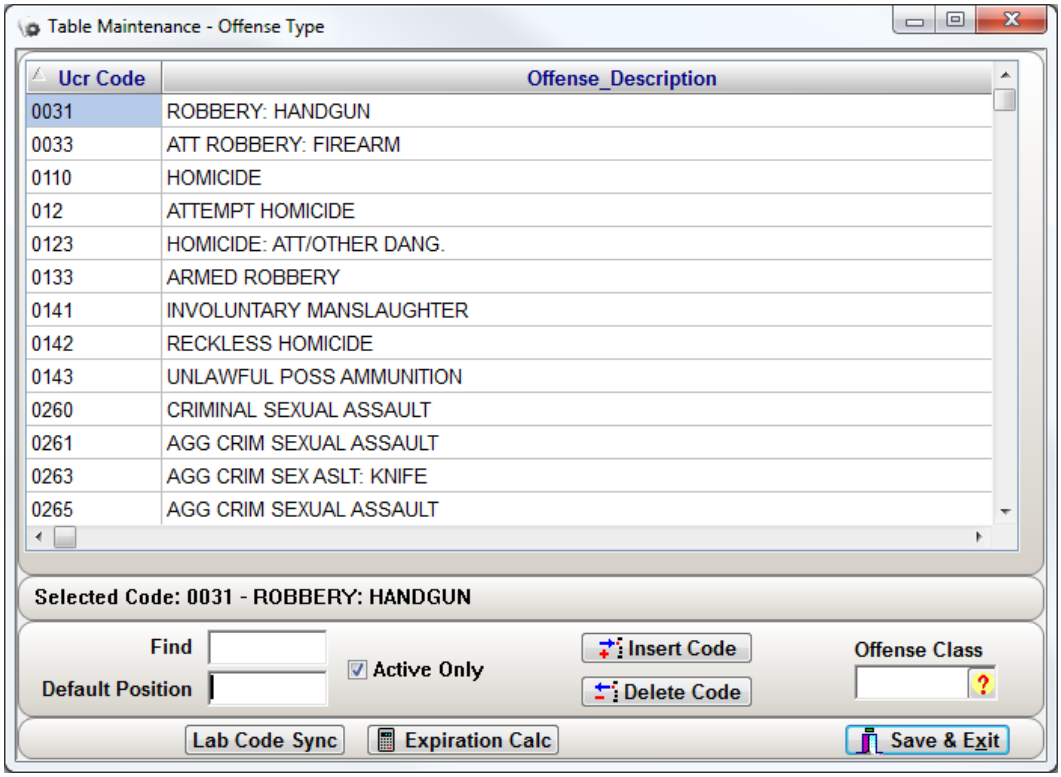
The “NCIC Reporting codes” table is used to manage and maintain the codes pertaining to “National Crime Information Center”. The code lookup this table pertains to is a system option and may not appear in your current configuration. To enable this feature please contact your Porter Lee support technician.



Locker Section Fields Explained		
Column Name	**Column Type**	**Purpose**
Section	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Offense Type

The “Offense” table is used to manage and maintain the codes relating to the primary offense of a case. Based on the selected offense code the system can calculate the expiration date of the case based on the statute of limitations entered in this table.

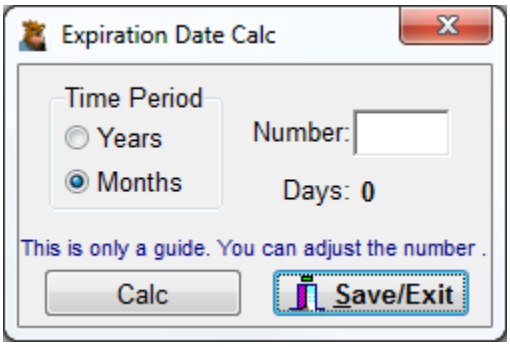


Field/Button	Description
Expiration Calc	This button allows the user to calculate the statute of limitations for each of the offense types.

Evidence Management

Expiration Calculator

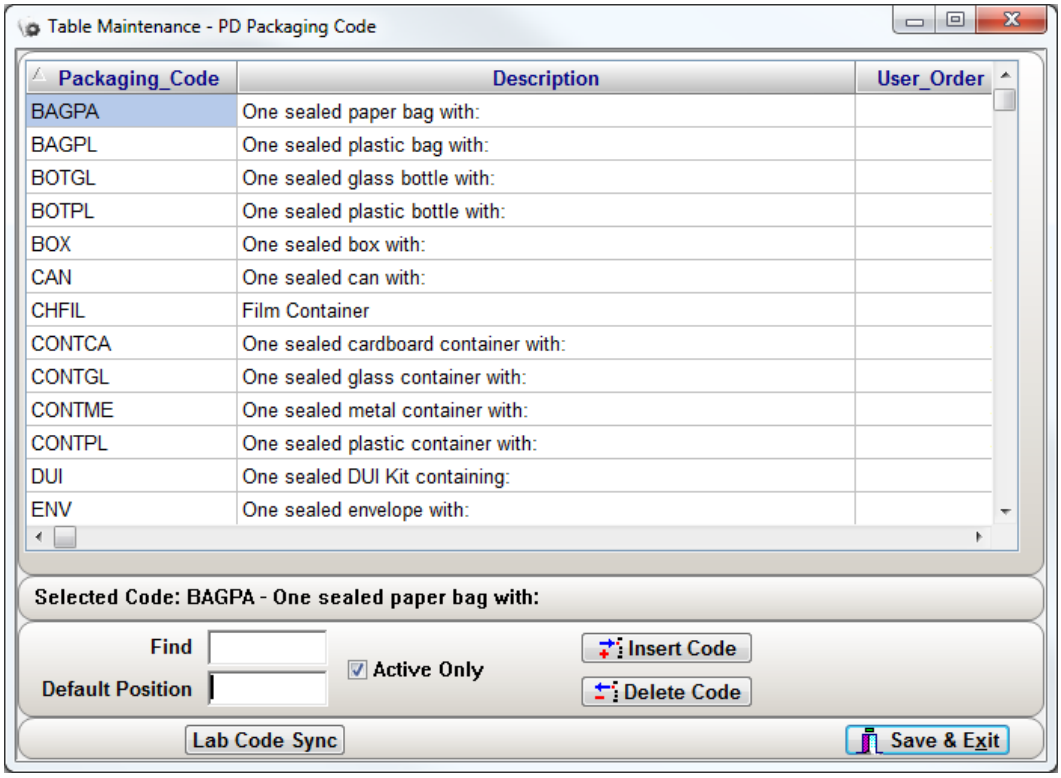
The Expiration Calculator allows the BEAST administrator to specify the statute of limitations on each offense type in the BEAST. From the calculator, the user will select the time period in either months or years. Then enter the number in the box to the right. Last, the user will press the Calc button and it will calculate the number of days of the given parameters.



Locker Section Fields Explained		
Column Name	**Column Type**	**Purpose**
Offense Code	Code	A unique identifier used by the database to link a code to a record.
Offense Description	Description	A printable description used on distributed reports.
Expiration in Days	Variable	A numeric value entered in this field will force the system to calculate out the expiration date of a case in days.
No Statute	Flag	This flag is used to identify those offense which have "No Statute of Limitation" Parameter: Y — Usage: No expiration date will be calculated Parameter: N — Usage: The expiration date will be calculated from the Expiration in Days variable.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Inactive	Flag	This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information. Parameter: Y — Usage: This will activate this feature Parameter: N — Usage: This will de-activate this feature. In addition leaving the field blank will produce the same results.
Class	Variable	If using Offense Class, this will allow you to specify which offense types belong to each offense class.

PD Packaging Code

The “PD Packaging Code” table is used to manage and maintain the codes related to an items Outer packaging. These codes are used in conjunction with the Inner Packaging Codes by some departments to better describe how an item is packaged. Most departments are only concerned with what the outer packaging of an item is, which is typically packaging the department has placed on the item for storage and security.



PD Packaging Fields Explained		
Column Name	**Column Type**	**Purpose**
Packaging Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

<table>
<tr><th colspan="3">PD Packaging Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Allow Officer Entry</td><td>Flag</td><td>This flag works in conjunction with a security permission setup on the officer's tab (Allow Chain of Custody Add Only). This will allow the user to add to the chain of custody but they will be limited to only those selected location in which they can assign items.
This flag works in conjunction with a security restriction setup on the officer's tab (Allow Chain of Custody Add Only).
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>User is allowed to store evidence in the selected location. Based on user also having the security permission (Allow Chain of Custody Add Only).
N or (Blank)</td></tr>
<tr><td>N or (Blank)</td><td>Based on user also having the security permission (Allow Chain of Custody Add Only). Locations marked with "N" or left blank will not be able to access these locations.</td></tr>
<tr><td>All (Blank)</td><td>Allow Chain of Custody Add Only restriction is ignored</td></tr>
</table></td></tr>
<tr><td>Lab Pack Type</td><td>Flag</td><td>This flag is currently no in use</td></tr>
<tr><td>Label Format</td><td>Variable</td><td>This variable is used to identify those package types, which your agency would like a unique item label printed for. For this flag to work properly there must be an item label format file with located in the working directory of your system. The name of this file must match the entry placed in this field. In addition the "Winprint_item_Label" field in "deptctrl" needs to be set to "PACKTYPE" and the BEAST.ini needs a section called
[ITEMLABELxxxx] replace xxxx with the format name
PRINTQUEMODE=NONE
Please contact Porter Lee Support for assistance ins configuring this feature.</td></tr>
<tr><td>Valid Initial Locker List</td><td>Variable</td><td>The system administrator can limit access of the initial lockers based on the packaging code the user identifies. This is typically done for sexual assault kits that require refrigeration. The administrator will only list location codes for refrigerators that the officer can access. When listing multiple locations, they should be separated by a comma.</td></tr>
<tr><td>Inactive</td><td>Flag</td><td>This flag is not dependent on a security profile. Any code marked inactive will no longer be visible from the drop down. This includes system administrators. This is the prefer method for removing a code from the system instead of deleting the code. Deleting codes from the system will affect reports on older records. Marking a code inactive will maintain all historical information.
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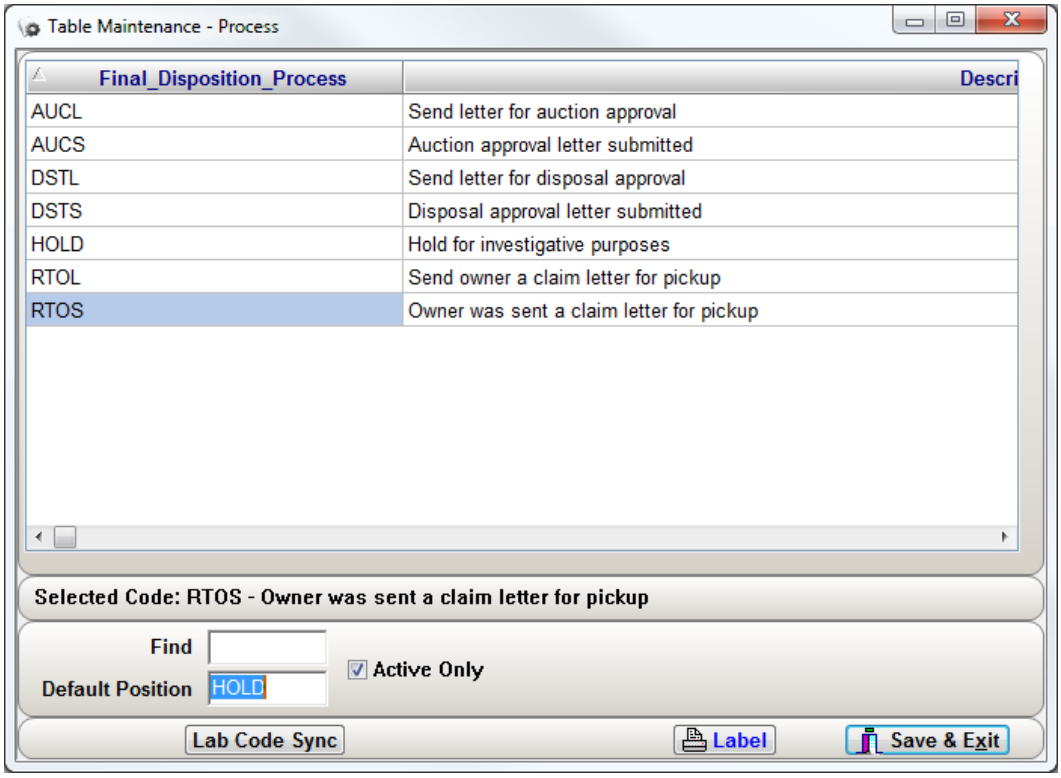
<tr><td>Y</td><td>This will activate this feature</td></tr>
<tr><td>N</td><td>This will de-activate this feature. In addition leaving the field blank will produce the same results.</td></tr>
</table></td></tr>
</table>

Process

The “Process” code table is used primarily by the “Letters Report” program. While the process code is typically set to “Hold” while entering a new item. The application will automatically change this code depending on the type of Letter Report generated containing the item. This process code is then used by the application to group items together for letter generation. For more information on letter reports refer to the “Letter Reports” chapter in this manual.



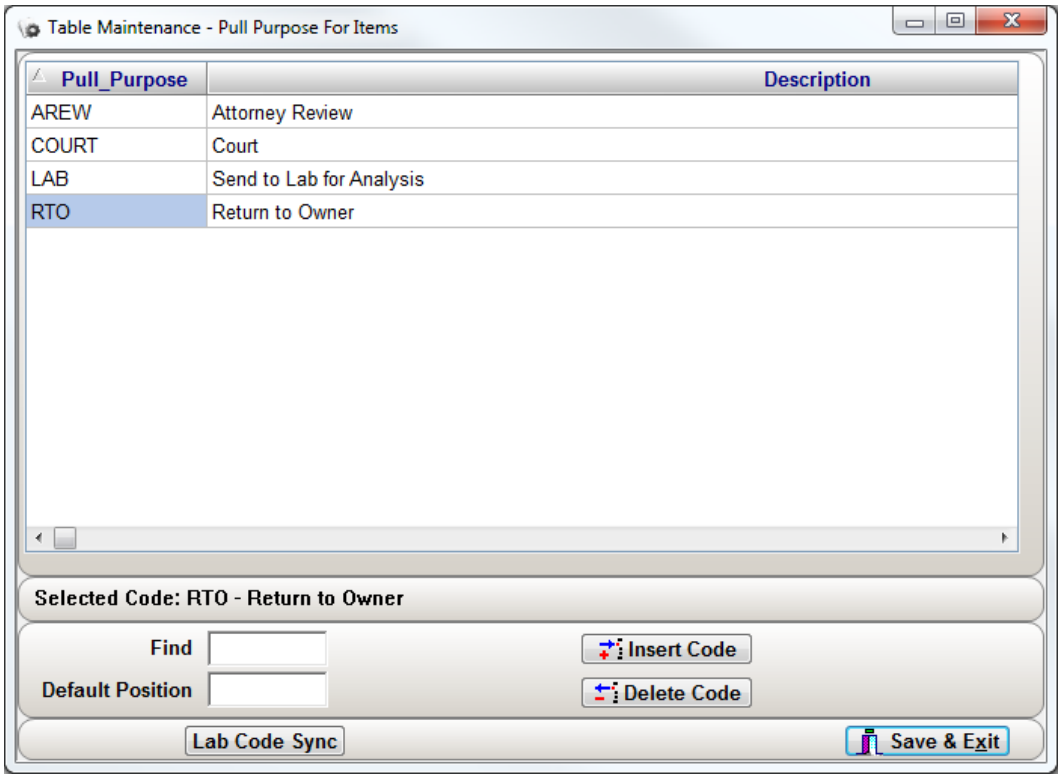
Process Fields Explained		
Column Name	**Column Type**	**Purpose**
Final Disposition Process	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.
Allow Officer Entry	Flag	This flag works in conjunction with a security restriction setup on the officer’s tab (Restrict Process Code Entry). Parameter: Y — Usage: Regardless of security restrictions all officers may use this code. Parameter: N or (Blank) — Usage: Based on security only those officers without the (Restrict Process Code Entry) restriction can use these codes. Parameter: All (Blank) — Usage: Restrict Process Code Entry restriction is ignored

Pull Purpose for Items

The “Pull Purpose” table is used to identify different types of reasons officers may request items be released from the property room. Utilizing the Free “Case Report Viewer” application any agency may utilize a paperless request system to track and manage evidence requests and custody releases.

Listed below are a few examples of common pull purposes typically used by many agencies.

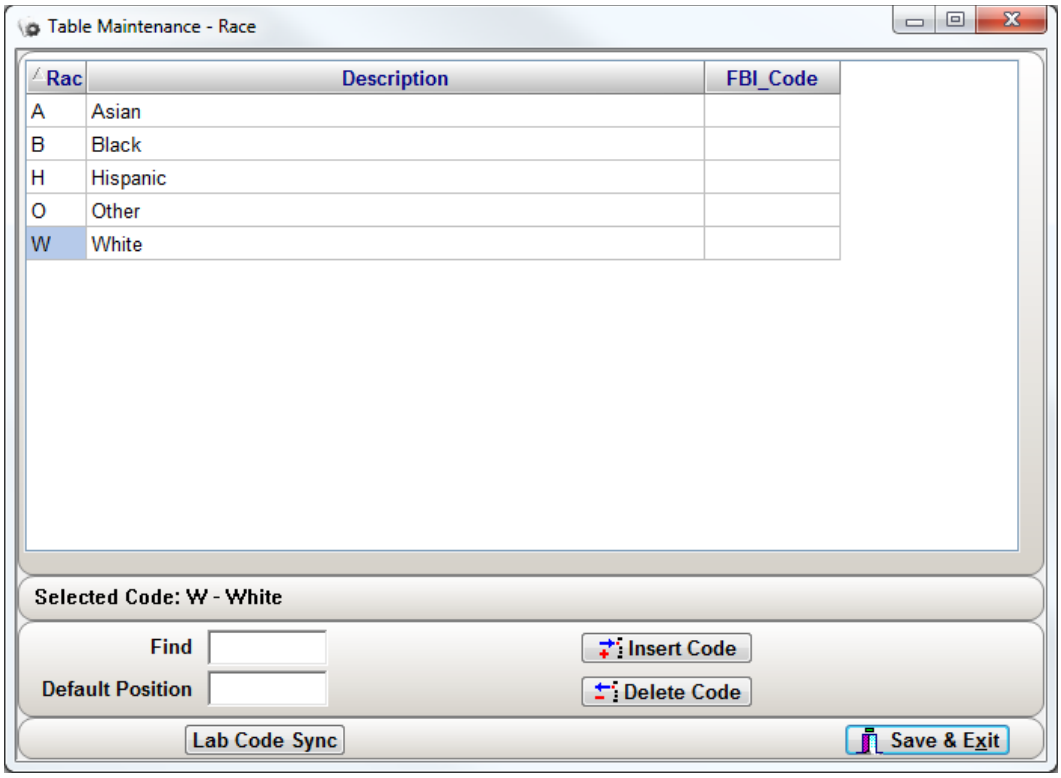
- Prepare Items for Court
- Send Items to Crime Lab
- Prepare for Attorney Review
- Return to Owner
- Prepare for Detective Review



Pull Purpose Fields Explained		
Column Name	**Column Type**	**Purpose**
Pull Purpose	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Race

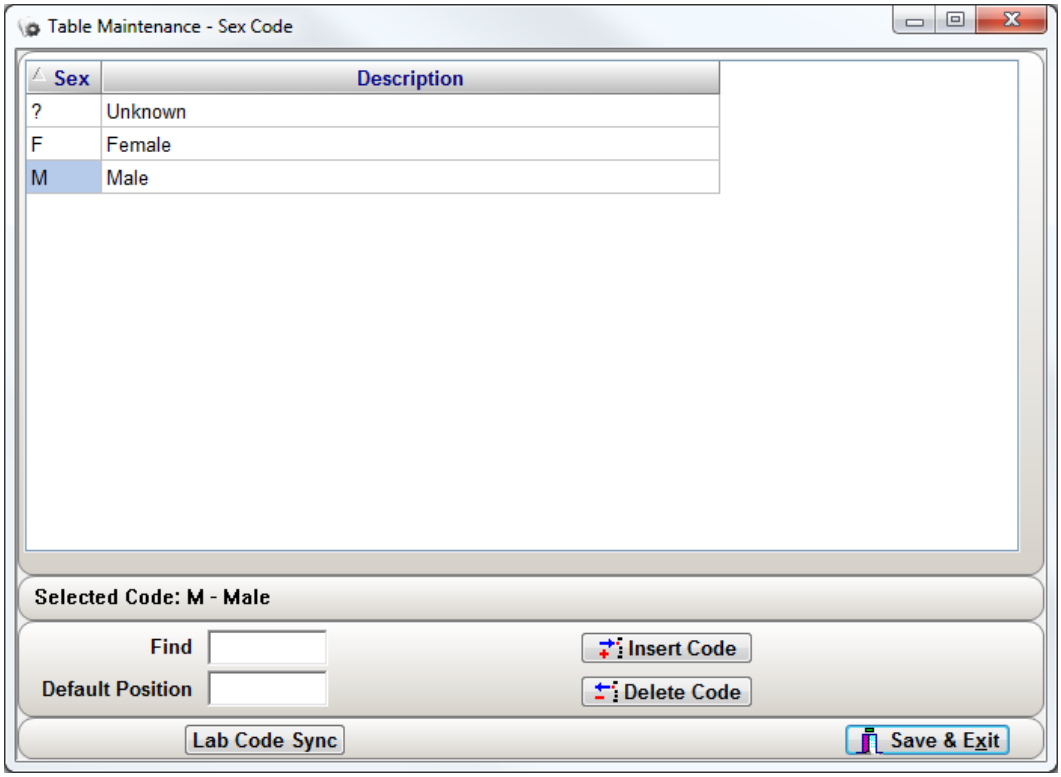
The Race code table is used when entering “Case Names” inside of the “Property Inventory” program. These codes are used to specify the ethnicity of the individual entered in the system.



Race Fields Explained		
Column Name	**Column Type**	**Purpose**
Race Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
FBI Code	Flag	This flag is currently not in use

Sex Code

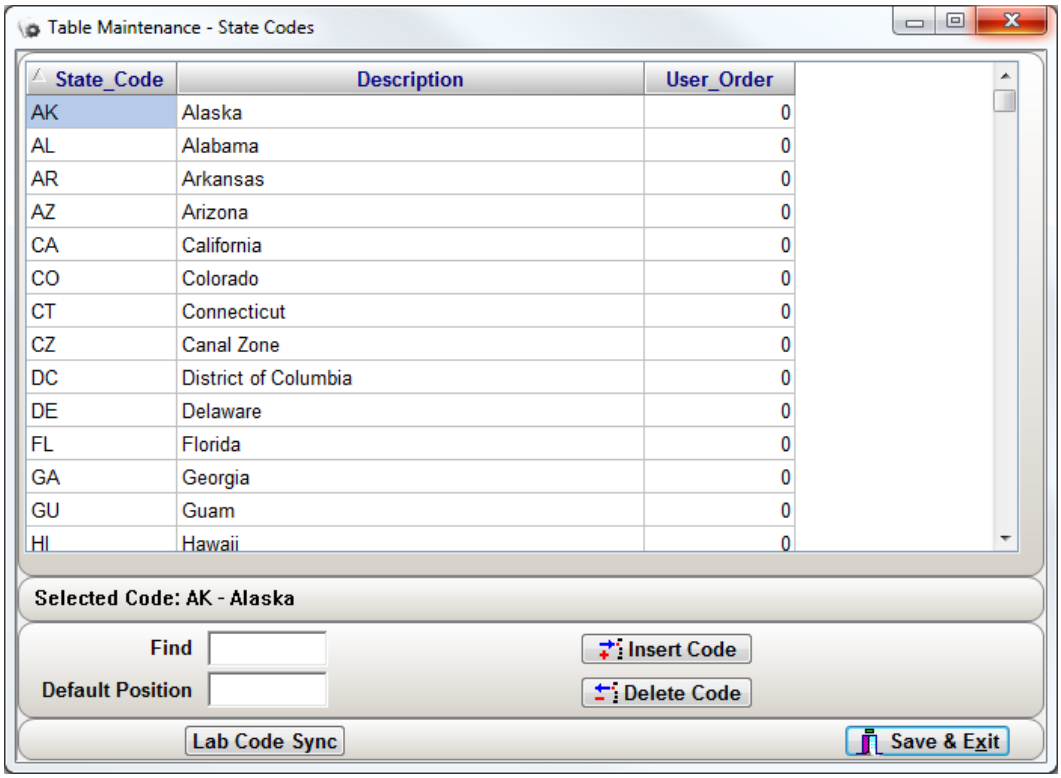
The Sex code table is used when entering “Case Names” inside of the “Property Inventory” program. These codes are used to specify the sexual gender of the individual entered in the system.



Sex Fields Explained		
Column Name	**Column Type**	**Purpose**
Sex	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.

State Code

The State code table is used when entering “Case Names” inside of the “Property Inventory” program. These codes are used by those agencies who record City, State, and Zip code information in individual entry fields. This is not a standard feature for more information on this feature, contact your Porter Lee support technician.

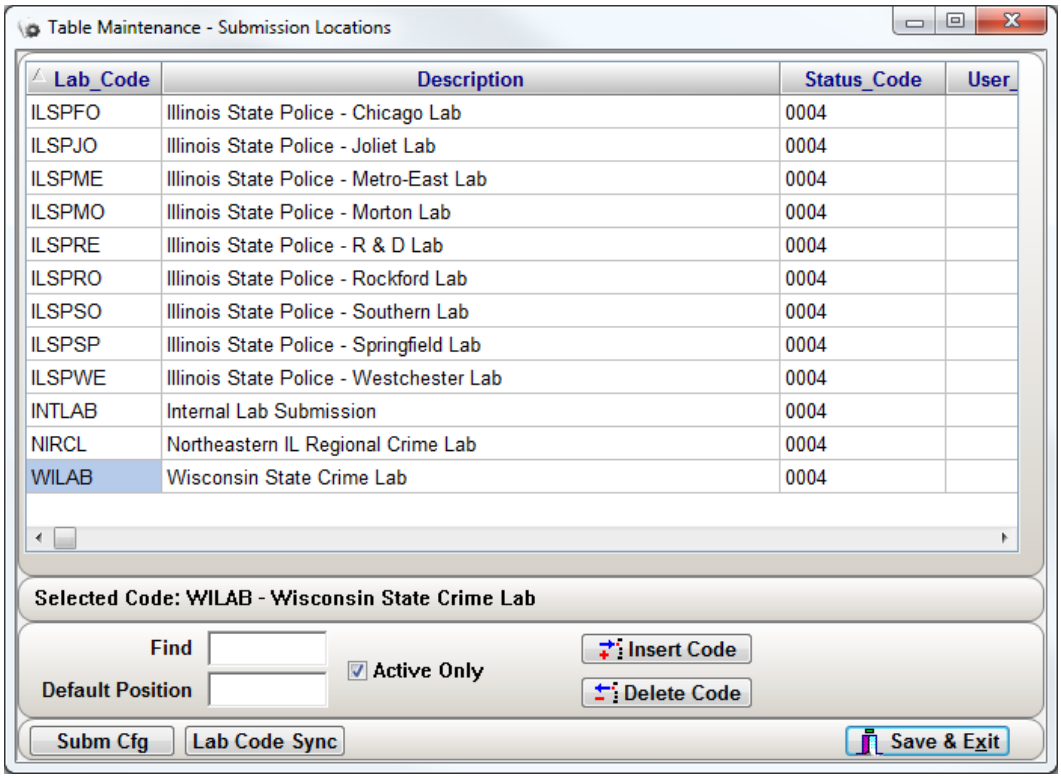


State Code Fields Explained		
Column Name	**Column Type**	**Purpose**
State Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Evidence Management

Submission Locations

The Submission Locations table is used to setup and maintain the Lab submittal forms which can be printed by the Property Inventory application. These printed forms are either built into the application are can be added using Crystal Reports. For these reasons this table is typically setup by a Porter Lee Technician.

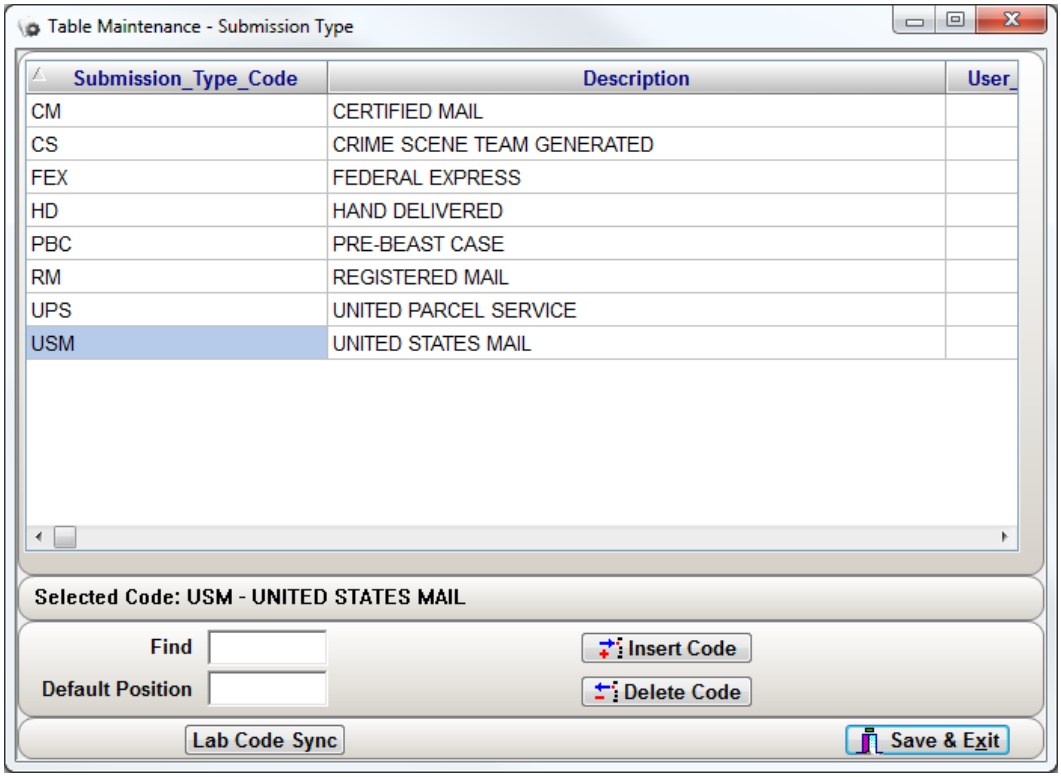


<table>
<tr><th colspan="3">Submission Location Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Lab Code</td><td>Code</td><td>A unique identifier used by the database to link a code to a record.</td></tr>
<tr><td>Description</td><td>Description</td><td>A printable description used on distributed reports.</td></tr>
<tr><td>Status Code</td><td>Variable</td><td>The “Status Code” entered in this field will be entered into the chain of custody for each item submitted using the selected lab code.</td></tr>
<tr><td>User Order</td><td>Variable</td><td>This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.</td></tr>
<tr><td>Form Type</td><td>Flag</td><td>This flag is used to specify the type of form the system will generate.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>C</td><td>Lab codes with this form type will generate the lab form using a crystal report file.</td></tr>
<tr><td>E</td><td>Lab codes with this form type will generate the lab form using the users default email program.</td></tr>
<tr><td>I</td><td>Lab codes with this form type will generate the lab form using built in Porter Lee programming.</td></tr>
</table></td></tr>
<tr><td>Print Copies</td><td>Variable</td><td>This variable is used to specify the number of copies the system will print. This variable does not affect Form Types of “E”</td></tr>
<tr><td>Only Owner Names</td><td>Variable</td><td>This variable is used with specific “Formats”. Contact your Porter Lee support technician regarding those specific “Formats”.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>T</td><td>List only those “Case Names” associated to items being submitted.</td></tr>
<tr><td>F or (Blank)</td><td>List “Case Names” based on the “Format” selected.</td></tr>
</table></td></tr>
<tr><td>All Names if None Found</td><td>Variable</td><td>This variable is used with specific “Formats”. Contact your Porter Lee support technician regarding those specific “Formats”.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>T</td><td>List all “Case Names” within a case if no Owners associated to items being submitted.</td></tr>
<tr><td>F or (Blank)</td><td>List “Case Names” based on the “Format” selected.</td></tr>
</table></td></tr>
<tr><td>Params</td><td>Variable</td><td>The “Params” variable is used by the application when submitting “Form Types” of “E”. Contact your Porter Lee support technician for the appropriate “Params” for your submittal form.</td></tr>
<tr><td>Top Margin</td><td>Variable</td><td>The “Top Margin” variable is used to adjust specific “Formats”. Those formats which utilize a dot matrix printer to print multi part submittal forms can have the first printed line moved down the page for alignment purposes.</td></tr>
<tr><td>Print PDF Barcode</td><td>Flag</td><td>This flag is used to specify how the system should handle generating the 2 Dimensional PDF barcode. This barcode is use to transfer submission information to Crime Lab systems utilizing the Porter Lee “LIMS” system.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Print PDF label to barcode label printer.</td></tr>
<tr><td>N</td><td>No label printed</td></tr>
<tr><td>C</td><td>Print PDF image to a standard paper printer.</td></tr>
</table></td></tr>
</table>

<table>
<tr><th colspan="3">Submission Location Fields Explained</th></tr>
<tr><th>Column Name</th><th>Column Type</th><th>Purpose</th></tr>
<tr><td>Auto Create Assignment</td><td>Flag</td><td>This flag is only used in the MS SQL and Oracle version of the application. This flag works in conjunction with the built in Lab Analysis function in Property Inventory.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Y</td><td>Analysis assignments are automatically created for the requested sections based on the exam codes selected.</td></tr>
<tr><td>N or (Blank)</td><td>No assignment created</td></tr>
</table></td></tr>
<tr><td>Force Packing Code</td><td>Flag</td><td>This flag is used override the individual packaging codes of those items submitted to the Crime Lab. This feature will only affect those labs utilizing the Porter Lee “LIMS” system. For information on available packaging code for your specific lab contact your Porter Lee support Technician.</td></tr>
<tr><td>Exam Margin</td><td>Variable</td><td>The “Exam Margin” variable is used to adjust specific “Formats”. Those formats which utilize a dot matrix printer to print multi part submittal form can have the first printed line of the examination information moved down the page for alignment purposes.</td></tr>
<tr><td>Lab System ID</td><td>Variable</td><td>This variable will be configured by your Porter Lee Support Technician. This variable will allow you to synchronize each of your code tables with the corresponding crime lab.</td></tr>
<tr><td>Dept Short Code</td><td>Variable</td><td>This variable will be provided by your crime laboratory and is used to identify your agency in the laboratory’s LIMS system. This variable should be used if your agency submits to multiple crime labs that utilize the BEAST LIMS system. Please contact your Porter Lee Support Rep for assistance with this field.</td></tr>
<tr><td>Send via Email</td><td>Flag</td><td>This flag currently is not in use.</td></tr>
</table>

Submission Type

The “Submission Type” table is used to maintain the codes pertaining to the method of transport used to transfer Lab submitted items to the Crime Lab. Using the PDF417 file this information is then transferred to those Crime Labs utilizing the Crime Fighter LIMS system.



Submission Type Fields Explained		
Column Name	**Column Type**	**Purpose**
Submission Type Code	Code	A unique identifier used by the database to link a code to a record.
Description	Description	A printable description used on distributed reports.
User Order	Variable	This variable is a numeric field, which allows the administrator to configure a custom sort order other than Code order or description order.

Unit 33

Attributes

In this unit you will learn how to:

- Create Item and Exam Code attributes
- Assign the attributes to item types and exam codes

In this unit you will learn how create and assign attributes for use with Item Types and Exam Codes.

Overview

There are two types of attributes used by the BEAST Property System, Exam Attributes and Item Type Attributes. Exam Attributes allow those agencies using the Lab Analysis module of the Property System to record Examination results based on the type of Examination performed. Item Type attributes allow officers to record specific item information based on the type of evidence entered. When Item type attributes are used, the standard “Make, Model, Value, and Weight” are replaced by the Item Type specific attribute fields.

Creating Attributes

The system administrator can create multiple attribute codes within the BEAST system. Each attribute can be created for specific attribute group. They can also be used generally over multiple attribute groups. For example the system administrator may create a multi selection pick list, where the pick list options only relate to a specific attribute group. Or the administrator may create a Memo value field which can be used by all attribute groups as a general comments box.

Attribute Type Codes

Type Code	Description
D	Date / Time
L	Multi Pick List
M	Memo Text - Length 4000 Characters
P	Pick List
T	Short Text - Length 25 Characters
N	Number
C	Currency

Picture Mask Types

Code	Description
X	Allows any character
!	Allows any character, forces upper case
L	Allows any character, forces lower case
x	Allows any character, forces mixed case
a	Allows alpha only
A	Allows alpha, forces upper case
1	Allows alphas only forces lower case
9	Allows number and spaces only
i	Allows numbers, spaces, minus
#	Allows number, spaces, minus, period
B	Allows T, t, F, f
Y	Allows Y,y,N,n

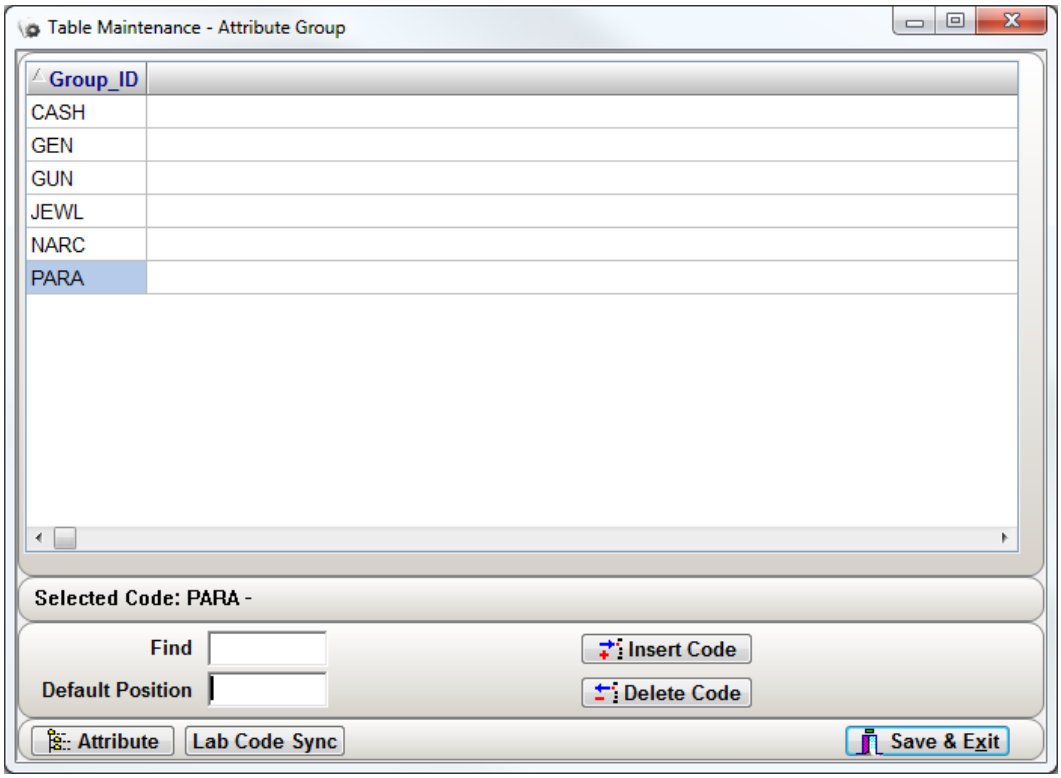
Creating Item Attributes

Item Type Attributes use Attribute groups to link a group of attributes to a single item type. These attribute groups can then be assigned to multiple item types. For example an agency may have separate item type codes for Handguns, Shotguns, and Rifles. Yet the attributes they want to collect on these three item type is identical. So by creating an attribute group of “Gun and then assigning the attributes of “Make, Model, Caliber, and Barrel Length” to this group. The system administrator can then assign the attribute group of “Gun” to all three item types.

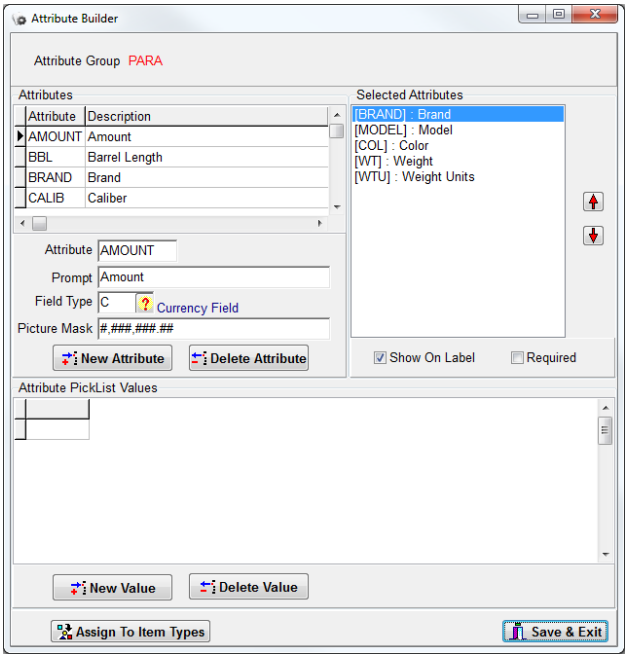
To manage these Attribute Groups:

1. Launch the Code Maintenance program
2. On the Table Maintenance tab, highlight the “Attribute Group” table and press the Edit button.

3. To create an Attribute Group, press the Insert Button.
   - ❖ If maintaining attribute groups proceed to step 5.
4. Enter a Group ID



5. With the Group ID selected, press the Attribute button. This will launch the attribute Builder dialog.



Evidence Management

To create an Attribute:

1. Press the New Attribute button. A blank line will appear in the Attributes grid above.
2. Enter an attribute name in the Attribute text box.
3. Enter what the attribute's label will read on the screen in the Prompt text box.
4. Select a field type from the Attribute Types code lookup.
    - ❖ Depending on which type you select, additional setup may be needed.
5. If creating a field that follows a certain picture mask, use the Picture Mask Types explained earlier
    - ❖ Picture masks allow for limiting the field a certain structure such as allowing only numeric or alpha characters.
6. Press Save & Exit when finished to close the Attribute Builder dialog.

Creating Pick List Values

If the field type that was selected is Pick List, you will be able to define the items that a user can select in the Attribute Pick List Values grid.

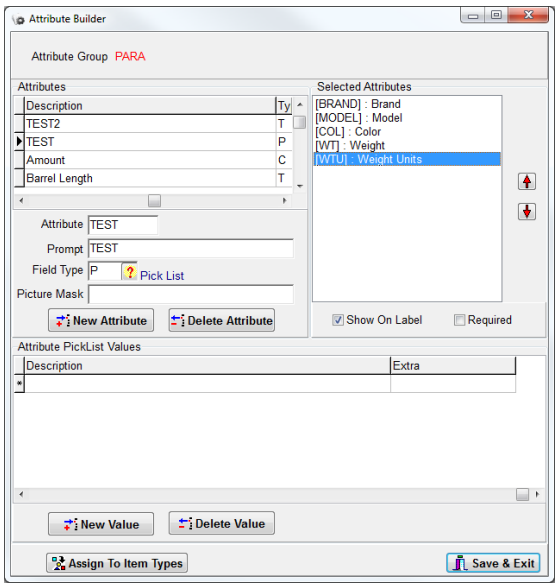
1. With your attribute highlighted In the Attributes grid above, press the New Value button.
    - ❖ The attribute name will appear in the Attribute section of the grid.
2. Place your mouse in the Value section and click.
3. Enter your unique pick list value code.
    - ❖ Codes like RED, BLUE, GREEN, FORD, CHVY, HNDA that uniquely identify the code.
4. Enter the description that will be easily read by the user when they select the pick list.
5. Repeat the process until all pick list values are entered.

Assigning Attributes to the Group

With the attributes created, this will now allow you to select them to be a part of the Attribute Group that will be assigned to specific Item Types.

To assign Attributes to the group:

1. From the Attributes grid, find the attribute you would like to add to the group.
2. Double click the attribute with the mouse.
    - ❖ This will move the attribute to the Selected Attributes list box
3. Repeat this process until all desired attributes are selected.
4. Using the Up and Down arrow keys you can choose the order of the attributes as they will appear on the screen.
    - ❖ To move the attribute first highlight the one that will be moved and then use the arrow keys



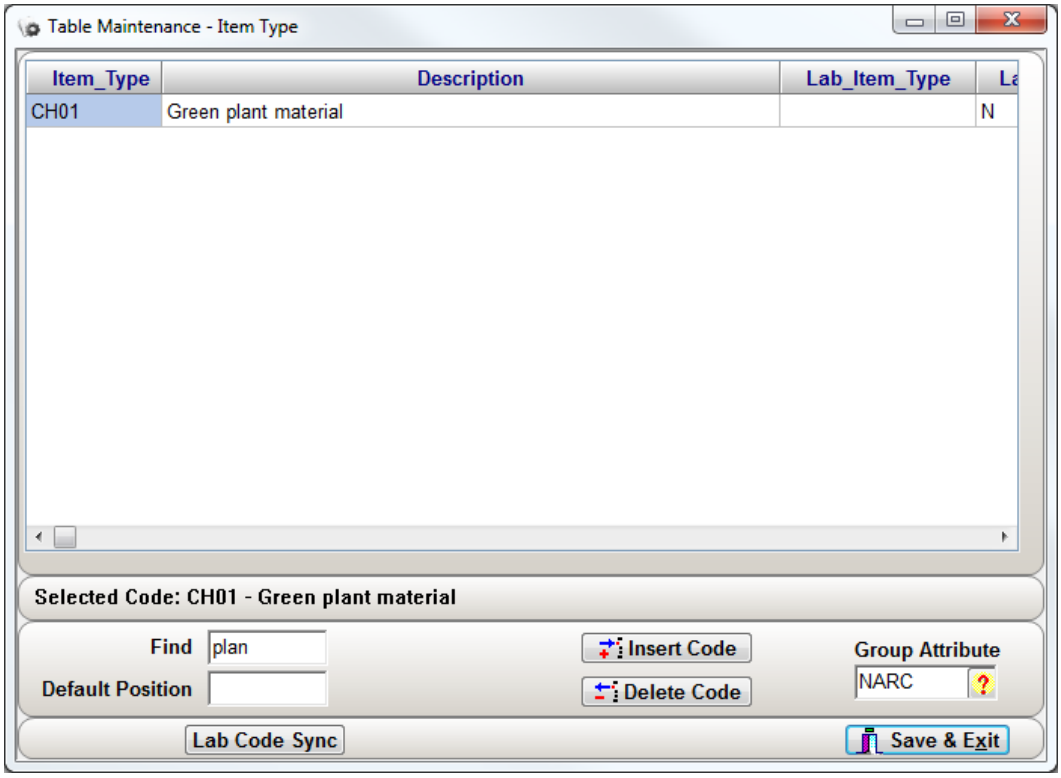
The Show On Label and Required checkboxes allow the user to extend functionality of the fields they created by requiring the user to enter a value in an attribute field if required as well as print the attribute data onto the label.

Assigning to Item Types

To enable the attributes to be used on the Items tab, you will need to assign the attribute group to the item types you want the attributes to appear for. There are 2 methods to accomplish the same task.

Item Type Table

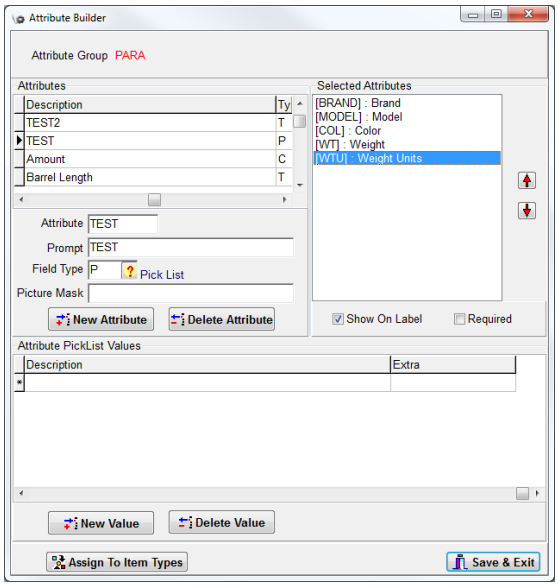
1. Highlight the Item Type table in Code Maintenance and press the edit button.
2. Locate the Item Type that will be assigned an attribute group.



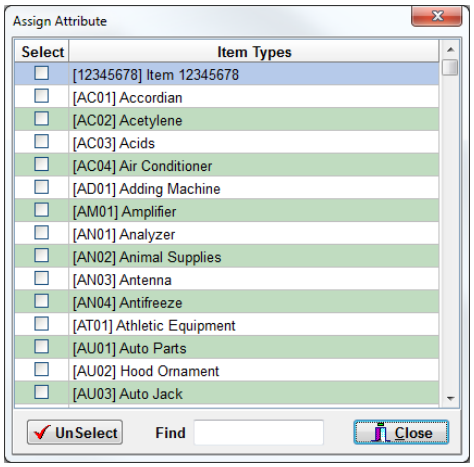
3. Select the Group Attribute code lookup box located in the lower right corner of the dialog and select the group the item type will be associated with.
4. Repeat until all item types desired are assigned an attribute group.
5. Press Save & Exit.

Attribute Builder

1. From the Attribute Group table in Code Maintenance, highlight the group you want to assign to item types and press the Attributes button.



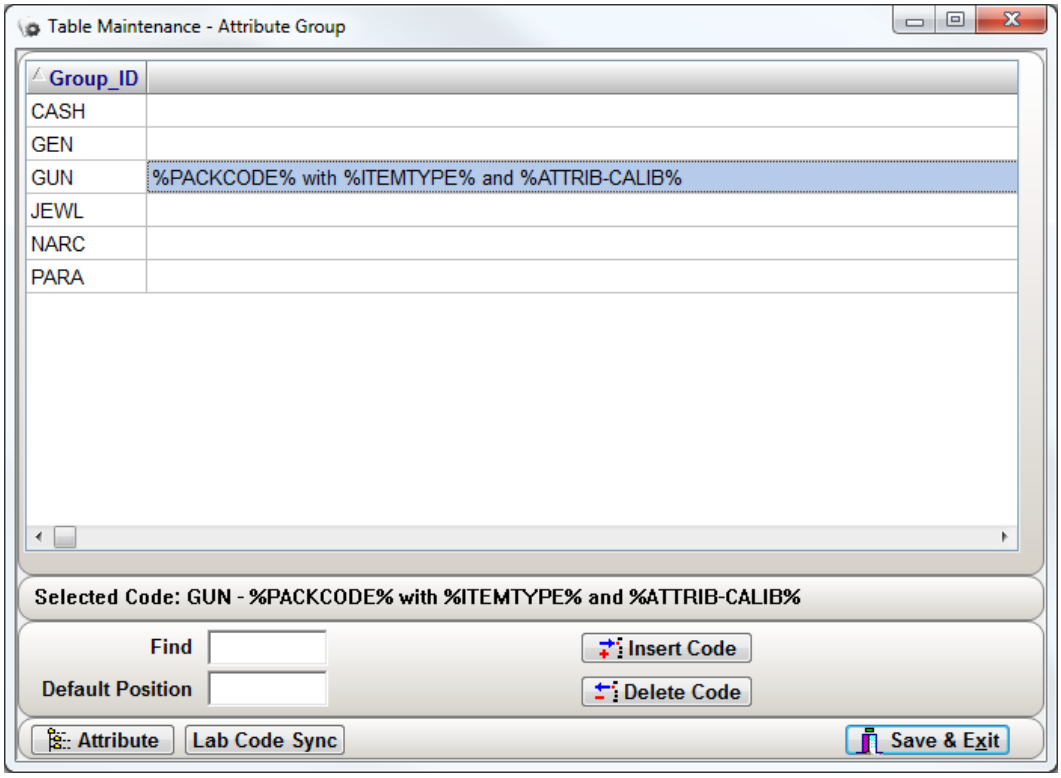
2. Press the Assign To Item Types button and the Assign Attribute dialog will appear



3. Select each of the Item Type checkboxes where the attribute group fields will display for when selected on the Items tab of Property Inventory.
4. When done, press the Close button.
5. Press the Save & Exit button to close the Attribute Builder Dialog.
6. Repeat the process by selecting another group to assign item types to the group.
7. When finished, press Save & Exit on the Attribute Group dialog.

Attribute Group Item Description

Based on the Attribute Group assigned to a specific Item Type, the application automatically builds the Detail Description of the Item. For example If an agency want the Detail description to be made up from the “Packaging Field”, “Item Type”, and one of the “Attribute fields”, they will configure this in the “Attribute Group” code table. An example of this configuration is shown below.



Creating Exam Attributes

Exam Code Attributes are defined based on a specific exam code. Each exam code can have one or more attributes associated with it. To configure the attributes for each exam code you will need to open the “Exam Code / Analysis Requested” table from Table Maintenance within Code Maintenance.

Creating attributes to be used with Exam Codes is the same as creating for item types. You can access the Attribute Builder from the Attribute Group table. For more information on how to create an attribute, read the Creating Item Attributes section of this unit.

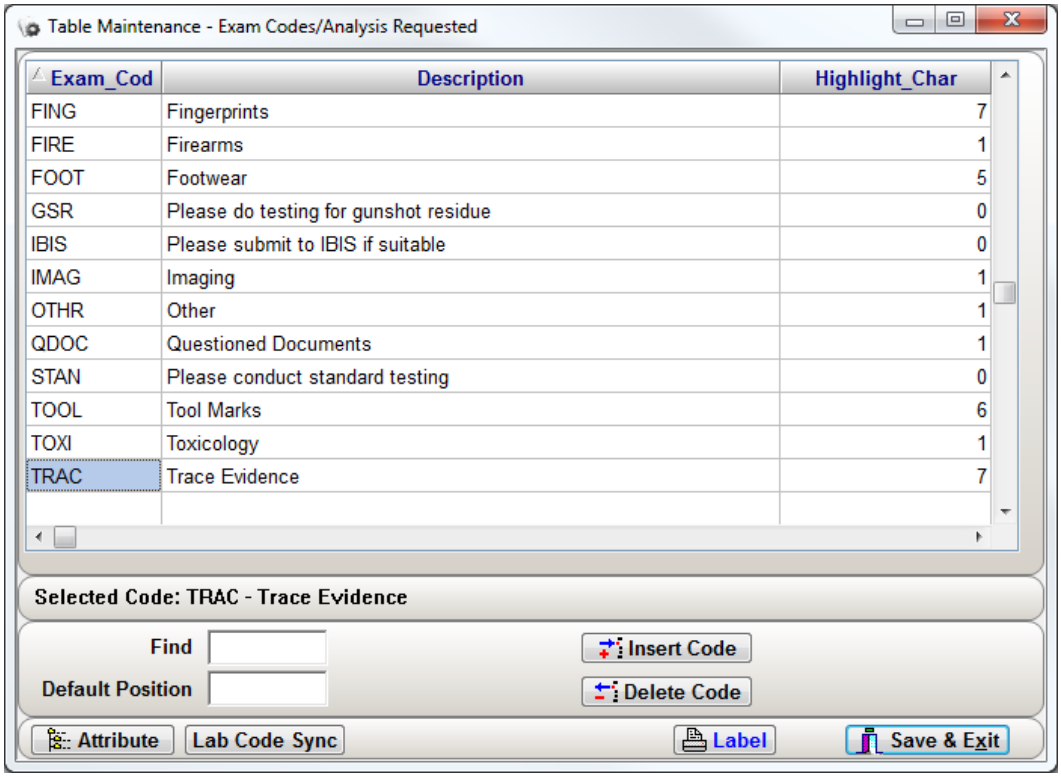
- Attribute Groups will not be need to create attributes. All that needs to be done is select an existing group and follow the steps of creating a new attribute.

Assigning to Exam Codes

To enable the attributes to be used on the Analysis tab, you will need to assign the attributes to the exam code you want the attributes to appear for.

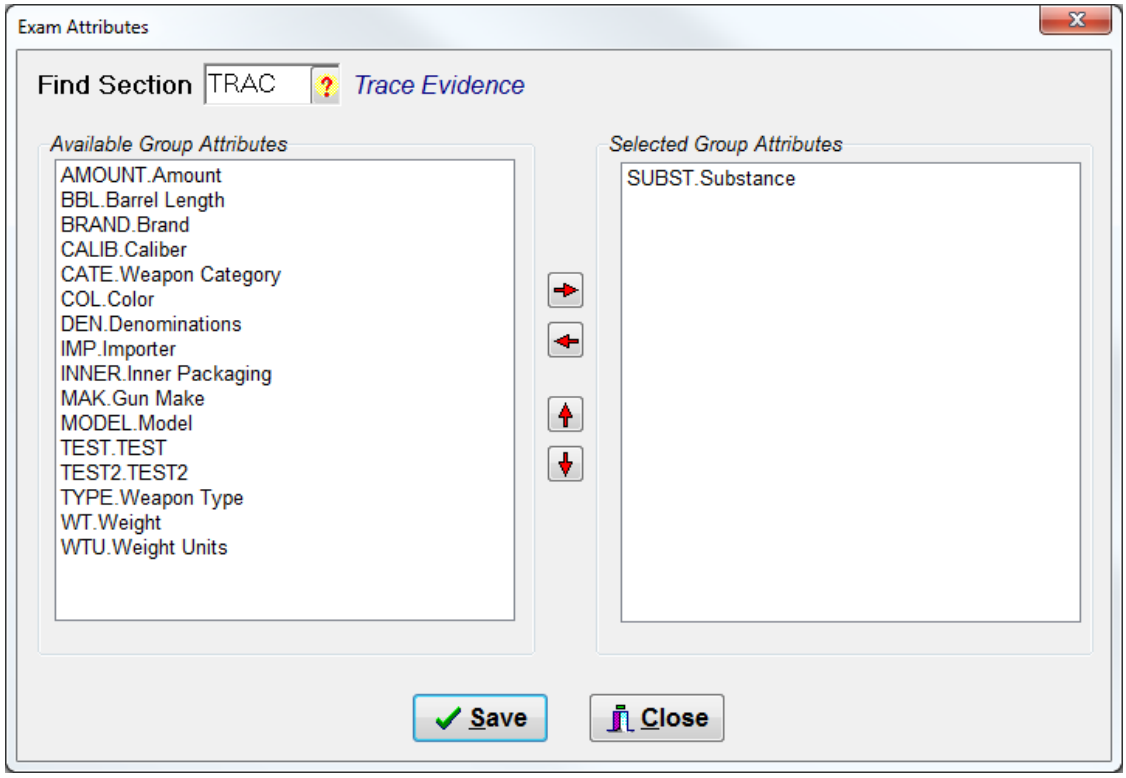
To assign the attributes:

1. From the Code Maintenance program, highlight the Exam Code / Analysis Requested table and press the Edit button.
2. Highlight the Exam Code that will be assigned attributes



3. Press the Attribute button.

4. Select the Available Group Attributes from the right hand side of the dialog
5. Press the Right Arrow button to move the attribute to the Selected Group Attributes located on the left.
6. Use the Up and Down arrows to sort the order of the Selected Group Attributes.



7. Press the Save button
8. To repeat the process for additional Exam Codes, select the Exam Code code lookup button located at the top and choose a new Exam Code.
9. Press the Close button
10. Press the Save & Exit button on the Exam Code table dialog.

Unit 34

Department Setup

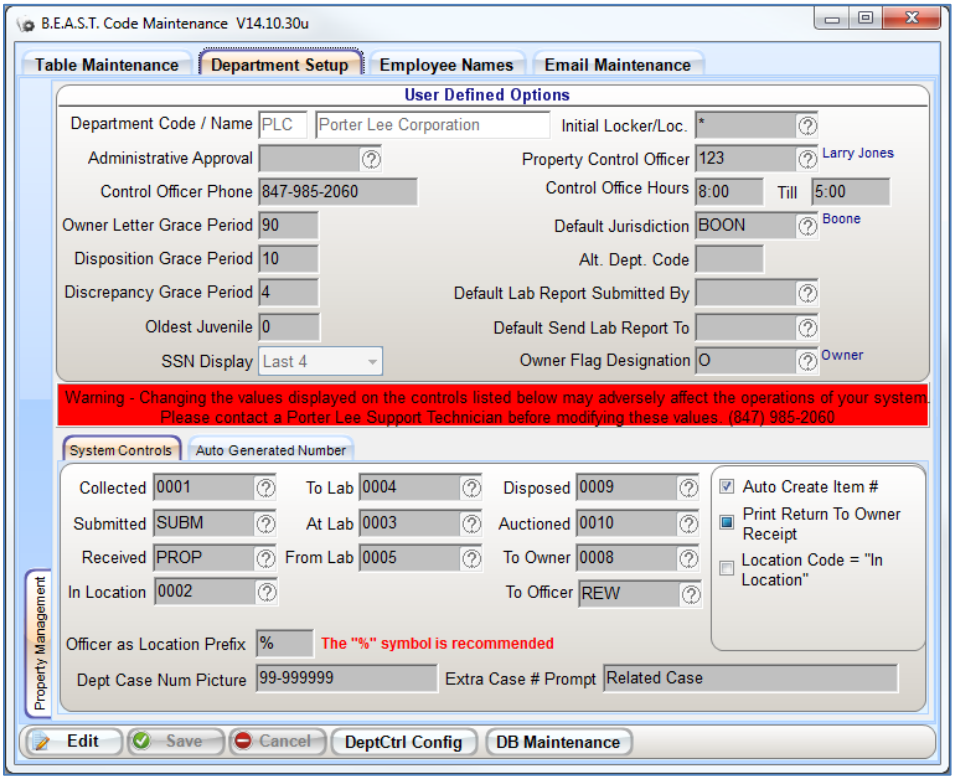
In this unit you will learn how to:

- Modify User Defined options

In this unit you will learn how make changes to user defined options and learn what they are used for. System Controls and Auto Generated Numbers are explained and how they affect how the BEAST operates.

Overview

The “Department Setup” screen is used to configure and control the way the BEAST property system looks and works. These controls are very powerful and should only be changed with support of a Porter Lee Support technician. The “Department Setup” screen is shown below.



User Defined Options

The User Defined Options located above the red warning message allow the user to modify flags and settings within the BEAST application. These settings can range from defaults to data that prints out on letters. Below is an explanation of the User Defined Options.

Department Setup – (User Defined Options) Field Information	
Field Name	Description
Department Code Name	Code and Description/Name for your police department **(not changeable).** The Department Name entered here will appear on your item barcodes.
Administrative Approval	Name of your police chief **(or equivalent)**. The officer name entered here will appear as the recipient of the "Auction Letter " and the "Destruction Letter"
Property Control Officer	Name of officer that is in charge of property room or section **(used on multiple letters)**.
Control Officer Phone	Telephone number, which letter recipients, can use to reach the property control officer.
Control Office Hours	Hours when property owners can retrieve property.
Owner Letter Grace Period	The value entered here will appear on the "Return to Owner Letter" as the number of days the owner has to pick up their property.
Default Jurisdiction	Default jurisdiction, which will be entered when a new case is entered.
Disposition Grace Period	The value entered here will appear on the "Disposition Tracer Letter" as the number of days the officer has to respond to the property enquiry.
Alt Dept Code	This variable will be provided by your crime laboratory and is used to identify your agency in the laboratory's LIMS system. This variable should be used if your agency submits to a single crime labs that utilize the BEAST LIMS system. Please contact your Porter Lee Support Rep for assistance with this field.
Discrepancy Grace Period	The value entered here will appear on the "Discrepancy Letter" as the number of days the officer has to correct his evidence submission.
Default Lab Report Submitted By	The value entered here will be the name automatically entered on the lab submission tab of the Property Inventory program.
Oldest Juvenile	Last Age at which persons connected with property will be considered juveniles.
SSN Display	Limits how the SSN is displayed on the Names tab of Property Inventory
Default Send Lab Report To	The value entered here will be the name automatically entered on the lab submission tab of the Property Inventory program.
Initial Locker/Loc.	By default, this value is set to "*". This enables the temp locker submission fields to use multiple locations. Setting it a specific initial locker will default the temp locker code to that specified location. Removing the "*" will disable the fields.
Owner Flag Designation	This flag is used to specify which Case Name Link Type is designated as the Owner of an item. This is set if using the Name/Item Link buttons located on the names and items tabs.

System Controls

System controls tell the BEAST how to operate when fields are used, barcodes are scanned, and reports are processed.

Modifying these values displayed on the controls may adversely affect the operations of your system. Please contact a Porter Lee Support Technician before changing these values.

Department Setup – (System Controls) Field Information	
Field Name	Description
Collected	The status code entered here will be entered into the Chain of Custody as the item collection status.
To Lab	This status option is no longer used. To set the status code used whenever items are submitted to a crime lab, see “Submission Location” table settings in “Code Maintenance”
Disposed	The status code entered here will be entered into the Chain of Custody when items are disposed of using the “Destruction Letter”
Submitted	The status code entered here will be entered into the Chain of Custody when the “Initial locker” fields are completed in the item entry screen.
At Lab	The status code entered her will be entered into the Chain of Custody when the active PDF417 lab receipt barcode is scanned. This barcode is only available from a BEAST equipped Crime Lab.
Auctioned	The status code entered here will be entered into the Chain of Custody when items are returned using the “Auction Letter”
Received	The status code entered here will be entered into the Chain of Custody when “Stored” field is completed in the item entry screen.
From Lab	This flag currently is not in use.
To Owner	The status code entered here will be entered into the Chain of Custody when items are returned using the “Owner Letter”.
In Location	The status code entered here will be entered into the Chain of Custody whenever an active location barcode is scanned.
To Officer	The status code entered here will be entered into the Chain of Custody when the active “Officer” barcode is scanned during a custody transfer. For more information on printing officer barcode see the “Officer Names” section of this chapter.
Officer As Prefix Location	When officers are entered on the “Officer Names” tab of “Code Maintenance”, storage locations are created using the prefix character and the officer’s employee number. These auto created locations are used to show possession of evidence by officers in the Chain of Custody. The typical prefix code is “O”.

Department Setup – (System Controls) Field Information	
Field Name	Description
Dept Case Num Picture	This field is used to specify the formatting of the department case number. Available formatting characters are as follows. "9" = Any Numeric Entry "A" = Any Alpha Entry "!" = Any Alpha or Numeric Entry
Extra Case # Prompt	Text entered into this field will appear as the field name of the Extra Case # field. This field is located on the "Case Info" tab of the Property & Inventory program.

Auto Generated Number

Auto Generated Number settings control how property control numbers are created as well as auto generating department case numbers.

Department Setup – (Auto Generated Number) Field Information	
Field Name	Description
Auto Create Item #	If this box is checked then the Property & Inventory system will automatically assign the next sequential item number when a new item is created.
Print Return to Owner Receipt	This flag currently is not in use.
Property Case # Type	This drop down will have pre-configured property case number formats. These formats are custom developed to fit specific agency needs. They should only be used after consulting with your Porter Lee Support representative.
Property Case # Size	This is the total length of the Property Case Number
Property Case # Prefix	Add a static prefix for the Property Case Number
Prefix Width	Add a static prefix for the Property Case Number
Property Control # Prefix	Add a static prefix to the PC number
Set CA #'s	Set the sequence number based on the prefix (year)
Use an additional property item control number	Turn on property control numbers
Display PC Next Number Button	Turn on the preview of the next PC number

Parameter	Usage
-	Default – No special property case number format used.
A	Create additional property case control number to department case #. Place the additional # in the Related Case # field.
S	Standard

<table>
<tr><th colspan="2">Department Setup – (Auto Generated Number) Field Information</th></tr>
<tr><th>Field Name</th><th>Description</th></tr>
<tr><td>Property Control # Type</td><td>This drop down will have pre-configured property control number formats. These formats are custom developed to fit specific agency needs. They should only be used after consulting with your Porter Lee Support representative.
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>-</td><td>Default – No special property control number format used.</td></tr>
<tr><td>A</td><td>Pre-Assigned Item Numbers. This flag is used in conjunction with the “Display PC Next Number Button” to auto assign the item numbers.</td></tr>
<tr><td>C</td><td>Standard</td></tr>
<tr><td>N</td><td>Uses the current year as a suffix to the item number.</td></tr>
</table></td></tr>
<tr><td>Property Control # Size</td><td>Total size of the PC number</td></tr>
<tr><td>Prefix Width</td><td>This is the an additional prefix from the Case Number (i.e. Year)</td></tr>
<tr><td>Property Control # Prefix</td><td>Add a static prefix to the PC number</td></tr>
<tr><td>Middle</td><td>Not used</td></tr>
<tr><td>Set PC #s</td><td>Set the sequence number based on the prefix (year)</td></tr>
</table>

Unit 35

Employee Names

In this unit you will learn how to:

- Add an Officer and assign a password and permissions
- Review the security permissions and restrictions to grant or deny access in the BEAST.
- Maintain Security Groups

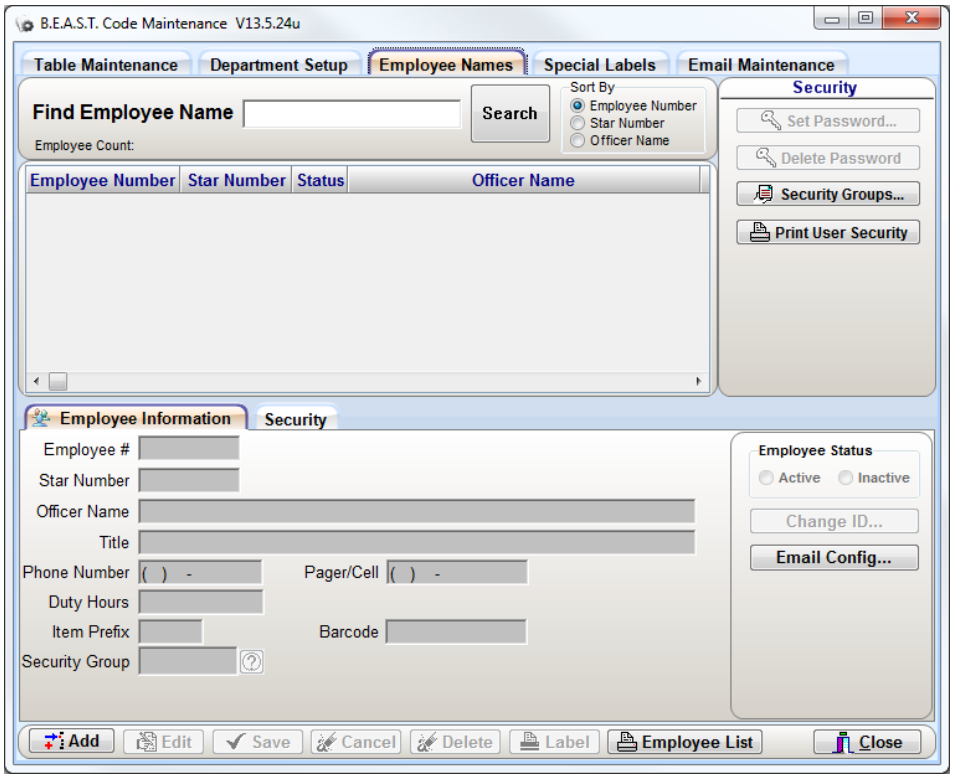
In this unit you will learn how add a new officer as well as assign a password and security rights to. Also, learn about maintaining security groups and understanding each permission and restriction.

Overview

The Officer Names tab is used to Maintain and Administrate system users and permissions within the BEAST Application. From this screen the System Administrator can “Add” new users, “Deactivate” existing users, and set security permissions/restrictions. In this unit we will explain features of this tab and explain who the affect the operations of the application for each user.

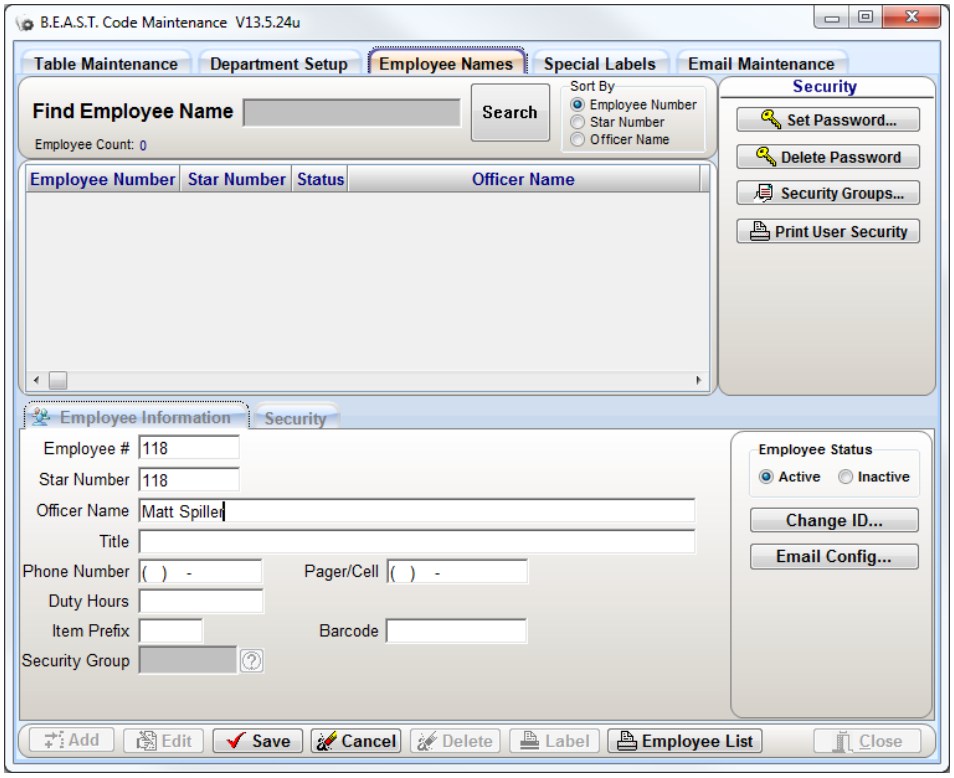
Adding an Officer

1. Launch the Code Maintenance program.
2. Click on the Employee Names tab.

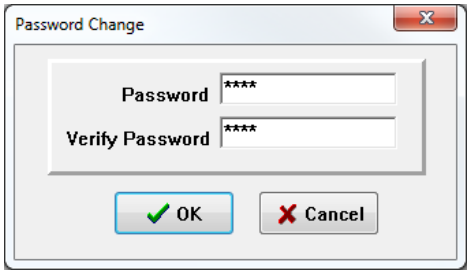


3. Press the Add button.
4. Enter a unique Employee ID.
    - ❖ Employee ID can be alphanumeric up to 6 characters
5. Enter a Star Number
    - ❖ If your agency does not have badge/star numbers, the Star # can be the same as the Employee Number.

6. Enter an Officer Name.



7. If the user is not going to have access into the BEAST, press the Save button.
   - ❖ If the employee that is being added will need access to the BEAST, continue on to the next step to assign a password and security group.
8. Press the Set Password button to assign a password to the user.
9. Enter and verify a password for the user.



10. Press the OK button. This will enable the security code lookup to enable in the Employee Information section.
11. Press the Security Group code lookup button and select a security group the user will be assigned to.
12. Press the Save button.

Security

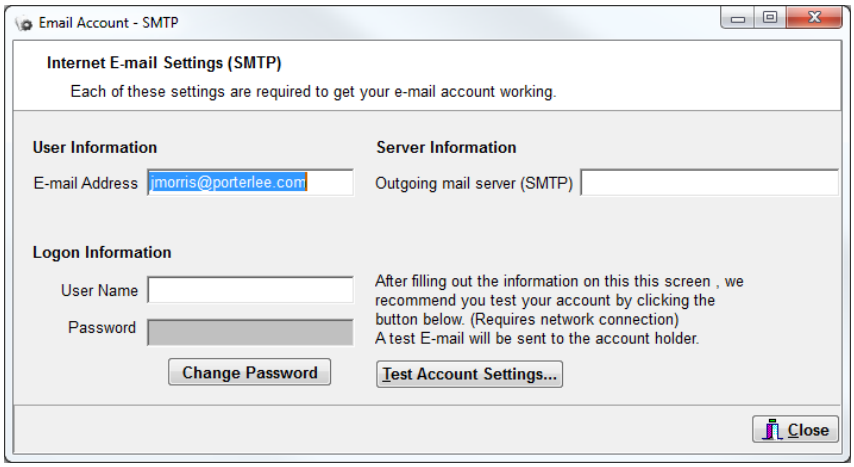
Listed below are the standard security features found in all versions of the application. Some versions may include additional permissions designed for specific customers and may not pertain to other users. For assistance with these permissions please contact your Porter Lee Support technician.

<table>
<tr><th colspan="2">Employee Names Fields Explained</th></tr>
<tr><th>Permission</th><th>Usage</th></tr>
<tr><td>Employee #</td><td>This field is required and Must Be a Unique / Never Reassigned Number. While this field is never displayed within the BEAST application it is this number which is used within the database to link an officer to any record. This allows an officers history to stay intact while allowing an agency to reassign or update an officers Star Number. Once entered and saved this number cannot be changed.</td></tr>
<tr><td>Star Number</td><td>This field is required and represents the officer’s star/badge/radio number. This field can be updated at any time</td></tr>
<tr><td>Employee Status</td><td>
<table>
<tr><th>Parameter</th><th>Usage</th></tr>
<tr><td>Active</td><td>Officer name will appear in all officer dropdown/code lookups.</td></tr>
<tr><td>Inactive</td><td>Officer will not appear in any dropdowns/code lookups unless the user specifically selects the inactive officer’s checkbox.</td></tr>
</table>
</td></tr>
<tr><td>Officer Name</td><td>This field is required; it is this name which will appear on all reports and letters. The Officers name will appear on reports as it is entered on this screen.</td></tr>
<tr><td>Title</td><td>This field is optional and is available for use on custom reports / letters.</td></tr>
<tr><td>Phone Number</td><td>This field is optional and is used by some Lab submission reports to display the officer’s personal phone number or officer number. In these reports if this field is blank the report will default to the agency phone number entered on the “Department Setup” screen</td></tr>
<tr><td>Pager/Cell</td><td>This field is optional and is used by some Lab submission reports to display the officer’s personal pager or cell number. In these reports if this field is blank the report will default to the agency phone number entered on the “Department Setup” screen</td></tr>
<tr><td>Duty Hours</td><td>This field is optional and is used by some Lab submission reports to display the officer’s duty hours.</td></tr>
<tr><td>Item # Prefix</td><td>The value entered into this field will be prefixed to the auto assigned item numbers. For instance if officer Jones enters three items in a case and his prefix is “JJJ” then those three items will be numbered as follows; “JJJ001, JJJ002, JJJ003”.</td></tr>
</table>

Employee Names Fields Explained	
Permission	Usage
Barcode	Utilizing a barcode scanner the system administrator can scan a third party identification barcode to allow that barcode to be used in place of barcode label generated from this tab for the officer. When an officer barcode is scanned within the property program the custody transfer screen will load and be defaulted to the “Signed out for review” status code.
Security Group	This multi-select code lookup box allows the administrator to assign a user to one or more security groups. These group security options override the user’s individual security permissions/restrictions.
Email Config	Refer to the following Email Config section

Email Config

The Email Config is used when an agency will utilize its MS Exchange server to distribute "Discrepancy" and "Disposition Tracer" letters to its officer. When configured, an agency can potentially run a paperless property room in regards to correspondences to and from its officers.



Permission	Usage
Outgoing mail server (SMTP)	This field is used to identify the sender or recipient of an emailed letter.
Email Out User Id	This field is used to identify the SMTP server used by the officer to send emails. This only needs to be populated if the officer will be sending emails from the BEAST application. Officers who will receive emails from the BEAST do not this field populated.
User Name	This field is used to securely login to the SMTP server used by the officer to send emails. This only needs to be populated if the officer will be sending emails from the BEAST application. Officers who will receive emails from the BEAST do not this field populated.
Password	This field is used to securely login to the SMTP server used by the officer to send emails. This only needs to be populated if the officer will be sending emails from the BEAST application. Officers who will receive emails from the BEAST do not this field populated.
Test Account Settings	This button will send a test email via the BEAST thru the agencies SMTP server. The email will be sent via the current users E-mail account settings. If you are configuring the current users email account you must first save your settings and exit the application first before testing this account. Once configured this account may be used to test other accounts without exiting the applications.

Security Permissions

Permission	Usage
Access Attribute Configuration	This will allow the user the ability to manage the screen layout of the item attribute fields.
Access Audit Log Program	This will allow the user to launch the audit log program. For information regarding this program please refer to the “Audit Log” chapter of this manual.
Access Case Notification	This will allow the user to write a case message which is not viewable by anyone without this permission. The concept of this would be similar to placing a Post-It® note on a case file in the property room. Only property personnel would have access to the note.
Access Court Docket	This will allow the user access to the Court Docket module on the case info tab
Access Department Setup	This will allow the user to launch the Code Maintenance program. For information regarding this program please refer to the “Code Maintenance” chapter of this manual.
Access Field Configuration	This will allow the user to access the help screen for a specific field and modify the field configuration. Field options include making the field required, changing the screen text for the prompt, removing the field from the screen and editing the picture mask for the field.
Access Item Due Program	This will allow the user to launch the Item Due program from the Main Menu.
Access Item Lab Description (Special Use)	This field was designed for a specific group of agencies and is used as a substitute “Item Description” on their lab submission form. When this field is enable the “Item Description field” on the Items screen of Property & Inventory is reduced to allow space for the additional field. This field serves no purpose for other agencies.
Access Lab Assignments	This will allow the user to access the “Analysis” tab within the Property/Inventory” program. Without this permission the tab will be hidden from view.
Access Letter Reports	This will allow the user to launch the Letter Reports program. For information regarding this program please refer to the “Letter Reports” chapter of this manual.
Access Locker Label Button in Prop Inv	This will enable a Print Locker Label button on the home screen of the property inventory program. This will allow the user to print new locker labels but they will not be able to create new ones.
Access Process Hold Notification	When this permission is checked the user will receive popup notification when they attempt to transfer items that have been placed on administrative hold by a Discrepancy Letter.

Permission	Usage
Access Property Inventory Add Only	This will allow the user to Launch the Property Inventory program and **Add** data. Until the user clicks the "End Case" button he will be able to make corrections to the data he/she has added. The user will not be able to modify any existing data. Once the user exits the case, the data the just added will be locked also.
Access Property Inventory Allow Case Delete	This will allow the user to delete an entire case and all of its related information (IE… Names, Items, Custody History, Submissions). The deleted data will be recorded in the Audit Log.
Access Property Inventory Allow COC Add Only	Utilizing a barcode scanner and location barcodes or status barcodes marked with "Allow Officer Entry" The user will be able to add to the chain of custody for those items he is in possession of.
Access Property Inventory Allow Edit	Access Property Inventory Allow Edit
Access Property Inventory Allow Edit if Case Officer	This will allow the officer assigned as the case officer, to open his case(s) and make modifications within the Property Inventory Program
Access Remote Inventory	This will allow the user to launch the Remote Inventory program. For information regarding this program please refer to the "Remote Inventory" chapter of this manual.
Access Report Query Program	This will allow the user to launch the Listing Reports program. For information regarding this program please refer to the "Listing Reports" chapter of this manual.
Access Seizure Information	This will allow the user access to the Seizure button on the Items tab.
Access the Pull List Program	This will allow the user to view/print/maintain the Pull List requests.
Access to Assignment Search	This will allow the user to search for analysis assignments.
Access to Palm Host	This will allow the user to access the Palm Host program to use with Wireless Palm Transfer program, RFTransfer.
Access to Print Locker Utility	This permission will allow the user to run the MakeLoc.exe utility. This utility is used to generate locker codes in batch. This utility should only be used after consulting with a Porter Lee Support Rep.
Access to Remote Update Delete	This will allow the user to delete records from being uploaded on the Remote Update screen after the Palm Pilot has already been synced.
Access Web Module (Add On)	This will allow the user access to the Web Module Add On
Access to RF Transfer Program	This will allow the user to use the handheld barcode scanner to perform an inventory on the BEAST system much like the inventories done with the Palm Pilot.

Evidence Management

Permission	Usage
Allow Access to Sync with CAD System	This permission requires that your agency has an interface between the BEAST and your CAD/RMS system. This permission will allow the user to import data from the CAD/RMS system where they are the Case Officer.
Allow Admin Access to CAD Sync	This permission requires that your agency has an n interface between the BEAST and your CAD/RMS system. This permission will allow the user to import data from the CAD/RMS system for any case.
Allow Analysis Delete	The permission requires that your agency is utilizing the lab “Analysis” tab within the Property Inventory program. This permission will allow the user to delete analysis entries from a case. The deleted data will be recorded in the Audit Log.
Allow Case Merge	This permission will allow the user to merge a case into another.
Allow Change to Custody with Signature	This permission will allow the user to edit chain of custody entries which contain digital signatures.
Allow Court Docket Delete	This permission will allow the user the ability to delete Court Docket information
Allow Court Docket Edit	This permission will allow the user the ability to edit Court Docket information
Allow Court Docket New	This permission will allow the user the ability to add Court Docket information
Allow Edit By Entry Officer	This permission will allow the user that is performing the data entry the ability to edit the records they entered. The user will not be allowed to edit other user records.
All Editing of ATF Form	The permission will allow the user to modify the information provided by the user on the ATF entry screen
Allow Editing the Help Information	This will allow the user to modify the online help screen for fields within the Property Inventory Program. For information regarding online help please refer to the “Getting Help” section of this manual.
Allow Email Maintenance	This will enable the Email Maintenance tab in Code Maintenance and allow the user to maintain the emails that were sent out from the BEAST application.
Allow Export of ATF Data	This permission will allow the user to create an export file, which can then be uploaded to the ATF E-Trace website. This function is accessed from the Property Inventory home screen by clicking on the ATF Export button.
Allow Item Sampling	Users with this permission will see a “Sample” button to the right of the item number field on the items tab. These users will be able to create subsets of the original items by clicking the sample button.

Permission	Usage
Allow Laptop Synchronization	Those agencies using the MSDE version of the Mobil Crime Scene unit, can determine which users are allowed to download data directly from the laptop database into the server database. Users without this permission will need to submit their laptops to the property room for synchronization.
Allow Making Assignments to Analysts	This will allow the user to assign open assignments to lab analysts.
Allow Menu Item Arrangement (Main Menu)	This will allow the user to modify the order of the programs on the main menu by pressing the CTRL button and clicking the first program to be moved and then click the place where it will be moved to.
Allow Restricting of Individual Images	This will allow the user to place a restriction on an image to prevent users without the proper permissions to view it
Allow Review Date Configuration	This will allow the user to configure the review date period and intervals on the review date dialog.
Allow RMS Code Conversion Update	This will give access to the user using a certain RMS Interfaces access to link codes that have not been previously linked from the RMS to those of the BEAST application.
Allow User to Edit Analysis	The permission requires that your agency is utilizing the lab “Analysis” tab within the Property Inventory program. This permission will allow the user to edit analysis entries from a case. The modified data will be recorded in the Audit Log.
Allow User to Edit Notifications	This permission will allow users to post and edit Case Notification messages.
Case Report Viewer	This will allow the user to launch the Case Report Viewer program.
Check Item Due On Logon	This will display the status bar below the BEAST Main Menu which will show total count of items displayed in the Item Due program as well as waiting pull requests.
Create Lab Submissions	This will allow the user to create lab submission within the Property Inventory Program. This security feature will only allow the user to “Add” new submissions.
Locked Case Access ADMIN	This permission allows the user to access all locked, without needing unlock password.
Locked Case Access Own Locks	This permission allows the user to access cases they have locked without needing to enter unlock password.
Locked Case Allow Setting A Lock	This permission allows the user to set a lock and password on a case. Only those users who know the unlock password will be able to access the case.

Evidence Management

Permission	Usage
Online Dispo – Allow Custodian to Finalize Letters	This permission is used by those agencies, which are sending out email disposition tracers or are requiring their officers to respond to disposition requests online via the property viewer. With this permission the property officer may review the online information from the case officer, approve, respond, or reject disposition inquires.
Online Dispo – Allow Emailing Dispositions	This permission will allow the user to send out disposition tracers via email. This feature requires that the agency is using online disposition tracers.
Online Dispo – Distribute Dispositions to Staff	This permission is allows division heads to be assigned dispositions and to distribute out to the proper person.
Temp Locker Show All Locations	This will allow the user to see all locations defined within the system when entering the items “Initial Locker/Location”.

Security Restrictions

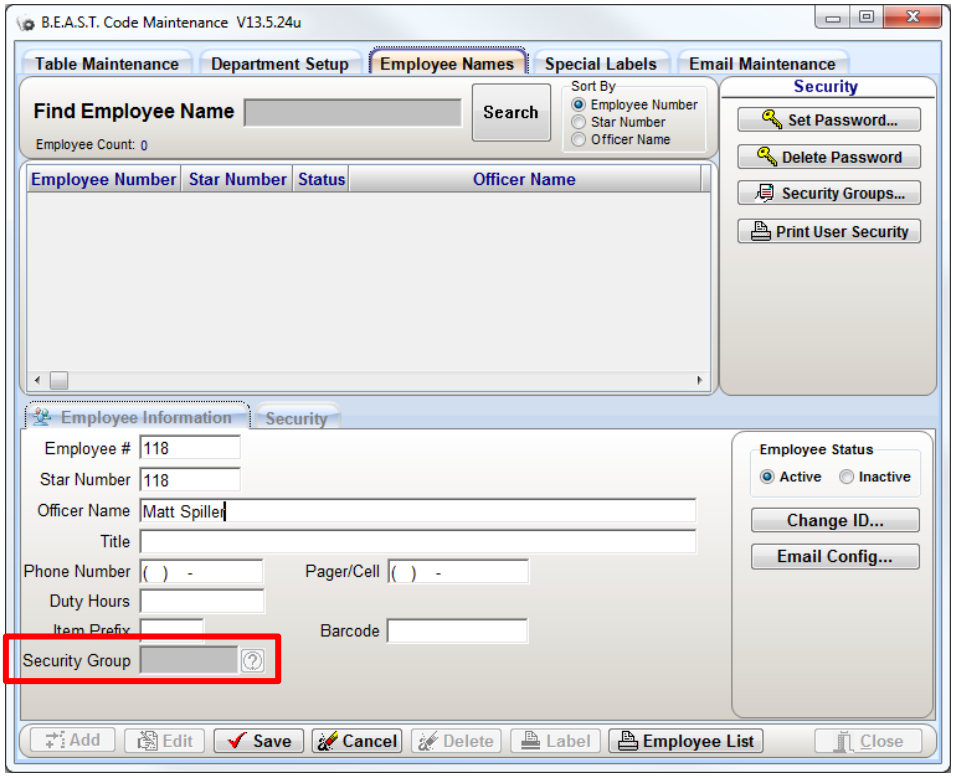
Permission	Usage
Disable Address Care Of	This will gray out the “Address Care Of” field on the case names tab. The user will not be able to edit or access this field.
Disable Disposition Date	This will gray out the “Disposition” field and the “Disposition Date” field on the case tab. The user will not be able to edit or access this field.
Disable Court Date	This will gray out the “Court Date” field on the case tab. The user will not be able to edit or access this field.
Disable Expiration Date	This will gray out the “Expiration Date” field on the case tab. The user will not be able to edit or access this field.
Disable Process	This will gray out the “Process” field on the case items tab. The user will not be able to edit or access this field.
Disable Submitted By	This will gray out the “Submitted By” field on the Submission tab. The user will not be able to edit or access this field.
Restrict Auction	Those agencies that use the Auction inventory tab on the items tab of property inventory can restrict access to this tab at the officer level. If you do not record auction items then this table will be disabled for all users regardless of this permission. For more information on the auction tab see “Auction Management” in this manual.
Restrict Case Item Number Changes	This will prevent the user from changing the item numbers assigned by the application.
Restrict Case Number Change	This will prevent the user from changing the case number previously assigned.
Restrict Case Tab Label Button	This restriction will remove the case label button from the case tab.
Restrict Collection Purpose	This will only allow the user to select Collection Purpose codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Collection Purpose” code maintenance in this chapter.
Restrict Department Setup	This will hide the “Department Setup” tab within the Code Maintenance Tab.
Restrict Dept Case Nbr Mask	This restriction will only allow the user to use the default department case number mask set for their login. Without this restriction, the user can select different case number formats from a Case Mask Type code lookup.
Restrict Exam Codes	This will only allow the user to select Exam codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Analysis Codes” code maintenance in this chapter.
Restrict Hazmat Entry	This will only allow the user to select Hazmat codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Hazmat” code maintenance in this chapter.

Permission	Usage
Restrict Image Copying	This will prevent users from coping images to the clipboard while viewing them in either the Property Inventory program or Property Viewer.
Restrict Image Printing	This will prevent users from printing a hardcopy of the digital image.
Restrict Item Container Entry	This will prevent the user from being able to create new containers and from assigning items to containers on the items screen.
Restrict Item Status	This will only allow the user to user to select Item Status codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Item Status” code maintenance in this chapter.
Restrict Item Type	This will only allow the user to user to select Item Type codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Item Type” code maintenance in this chapter.
Restrict Lab Info	
Restrict Link Access	This will prevent the user from accessing the Link button on the Case Info tab if using an interface (Spillman, HTE)
Restrict Manual Chain of Custody Updates	This will prevent the user from updating editing or adding any chain-of-custody history. Users with this restriction will only be able to log there evidence and specify the collection date/time and the initial locker date/time.
Restrict Media Adding	This will prevent users from adding images on the following tabs; Case, Names and Items
Restrict Media Deleting	This will prevent users from deleting images on the following tabs; Case, Names and Items
Restrict Media Exporting	This will prevent users from exporting a digital copy of the file to their pc.
Restrict Media Viewing	This will prevent the user from viewing any digital image on any case.
Restrict Name Type	This will only allow the user to select Case Name type codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Case Name Type” code maintenance in this chapter.
Restrict Officer Names	This will hide the officer names tab of code maintenance.
Restrict PD Package Entry	This will only allow the user to select PD Package codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “PD Package” code maintenance in this chapter.
Restrict Printing Auction Letter	This will prevent the user from being able to generate this letter.
Restrict Printing Destruction Letter	This will prevent the user from being able to generate this letter.
Restrict Discrepancy Letter	This will prevent the user from being able to generate this letter.

Permission	Usage
Restrict Dispotracer Letter	This will prevent the user from being able to generate this letter.
Restrict Printing of COC Report Button	This will hide/disable the Chain of Custody Print button in the Property Inventory Program and Case Report Viewer Program.
Restrict Printing Owner Letter	This will prevent the use from being able to generate this letter
Restrict Process To Allow Officer Entry	This will only allow the user to user to select Process codes which are flagged with “Allow Officer Entry = Y”. For more information on setting this flag see “Process” code maintenance in this chapter.
Restrict Pull Request	This will prevent users who have access to the Case Report Viewer from submitting an evidence pull request. For More information on the Case Report viewer see the “Case Report Viewer” section of this manual.
Restrict Quick Create Config Tab	This will prevent the user from accessing the Quick Create configuration tab on the Quick Create screen.
Restrict Quick Create Screen	This will prevent the user from accessing the Quick Create Screen. For more information of Quick Create see the “Quick Create” section of this manual.
Restrict Review Date	This will prevent users from modifying or accessing the “Review Date” field on the Items tab of Property Inventory
Restrict Send Report To	This will prevent the users from changing the Send Report To officer lookup on the Submission tab
Restrict Special Labels	This will remove the submission tab from the screen for those users with this restriction. These users will not be able to view or access the submission tab.
Restrict SSN Display Entry	This will restrict the Social Security Number entered on the Names tab of Property Inventory. On the Department Setup, this can be configured
Restrict Submission Tab	This will hide the submission tab of property inventory
Restrict Table Maintenance	This will hide the table maintenance tab of code maintenance.
Restrict Viewing existing Case Items/Names	This will prevent the user from viewing any previously entered case names or items within the Property Inventory program.
Restrict Zip Code Update	This will prevent new address entries from updating the zip code lookup table. Without this restriction each new case name address will update the zip code lookup table. In addition when the field is restricted the application will provide the user with a more intuitive search option which will search the zip code find table and auto populate the city, state, zip fields.
View Only Property Dispo	This will prevent the users from accepting Dispotracers that are sent back to the custodian.

Security Groups

Security Groups allow the system administrator to quickly and consistently assign security to officers. Instead of manually checking each security option / restriction for each user, the System Administrator can create security level groups and then assign users to that group. As new permissions / restrictions are added to the application the Administrator need only update the group profile and all users in that group will be globally updated. This ensures that security between users is consistent and can be easily modified.



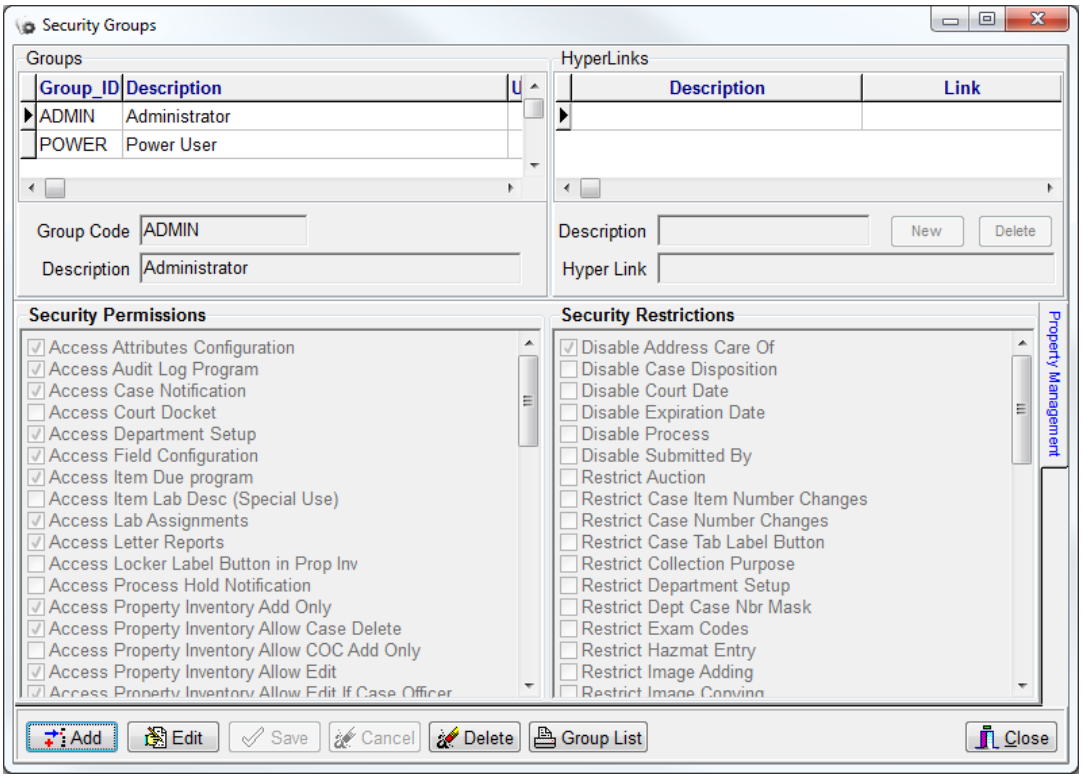
Use the “Security Group” code entry field to assign the user to one or more security groups. If the User is assigned to multiple groups then the user will receive the permissions selected in each group and only receive a restriction if the restriction appears in all the groups assigned.

Once a user is assigned to a group the Security option boxes located on the Security tab will be disabled and will only be accessible for viewing the security assigned by the group.

Maintaining Security Groups

The Security Groups form allows the Administrator to create and modify security groups. Shown here are three options for security groups.

- ADMIN - Typically will have Full System Access and no restrictions.
- USER - Typically will have Add-only permission and will have most restrictions.
- VIEW - Typically will have read-only permission and access to Property Viewer only.

As these are only suggestions, the system administrator will have full control over these groups and can define them as they see fit. For assistance in configuring groups contact your Porter Lee Support representative.

To maintain security groups, press the Security Groups button located under the Set Password button on the Employee Names screen. The following screen will display allowing the system administrator to maintain permissions and restrictions for each group.