

Instructions for Evidence Inventory Reports

1.0 There are two reports used to evaluate the results of the inventory: the Evidence Detail report and the Evidence Exceptions report.

1.1 These reports can be run at any point during the inventory cycle as a snapshot of the progress, and may be run multiple times.

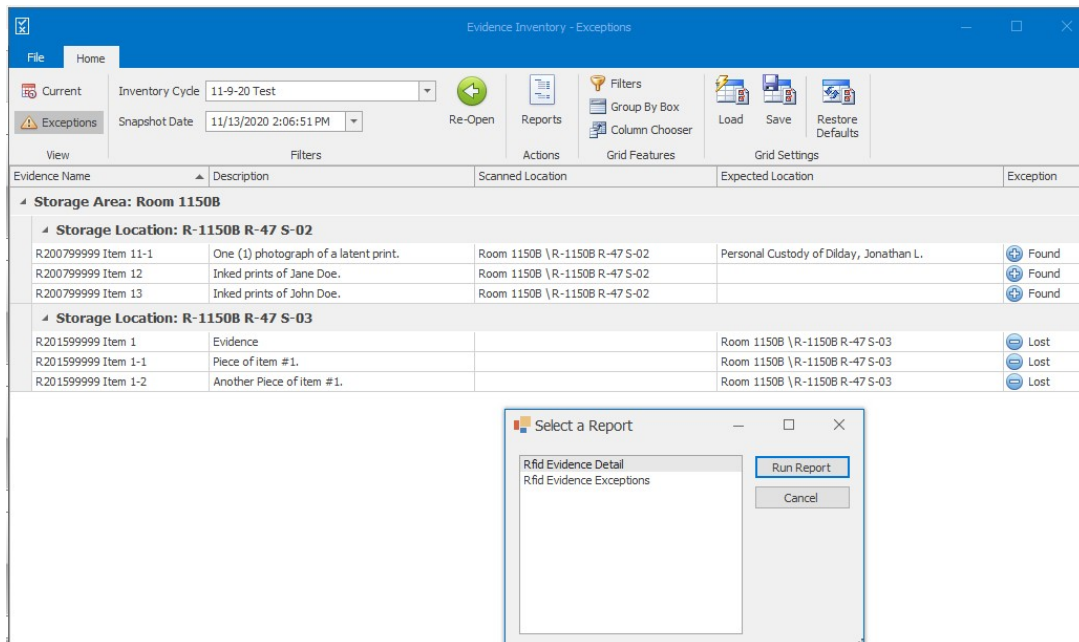
1.2 Once an item has been scanned at a location during an inventory cycle, any subsequent transfers will be reflected on the Evidence Exceptions report. To minimize the number of exceptions, make sure no evidence transfers occur while the inventory cycle is in process.

2.0 Double-click on the FAS Evidence Inventory icon to start the program.



3.0 In the evidence inventory window, click on “Exceptions” in the top left to temporarily close the inventory cycle, then select your inventory from the dropdown list.

4.0 Click on the “Reports” button in the top center. In the popup, the two inventory reports are displayed. Select a report and click the “Run Report” button.



5.0 If a report is run during the inventory cycle, exit out of the report and click the green “Re-Open” arrow to resume the inventory process. Once inventory is complete, both reports should be exported and saved for section records. To export the reports:

- 5.1 Select a report and click Run Report,
- 5.2 Click the “Export To” button in the top right corner of the report,
- 5.3 Select “PDF File” at the top of the dropdown, then click OK at the next popup.
- 5.4 Name the file and choose a storage location, then click Save.
- 5.5 Repeat for both the Evidence Detail and Evidence Exceptions reports.

6.0 RFID Evidence Detail report

- 6.1 The Evidence Detail report shows all evidence scanned during the inventory cycle.
- 6.2 The report is grouped by storage location, and lists the following:
 - Case number, item number and description,
 - Method by which the item was scanned (Faraday cage or barcode scanner),
 - The individual who scanned the item, and
 - The date and time the item was scanned.

Example of Evidence Detail report:

NC SBI Forensic Laboratory		Evidence Inventory Detail
Cycle: 11-9-20 Test		Closed 13 Nov 2020 2:06 PM
Raleigh Barcode Scanner		By: Dilday, Jonathan L. 13 Nov 2020 1:58 PM
Room 1150B - R-1150B R-47 S-03		
Item	Sub Description	
R201599997 Item 1	1 Evidence in Case	
R201599997 Item 2	1 More Evidence in Case	
2 items in R-1150B R-47 S-03		
Raleigh Faraday Cage		By: Dilday, Jonathan L. 9 Nov 2020 8:22 AM
Room 1150B - R-1150B R-47 S-02		
Item	Sub Description	
R200799999 Item 11-1	37 One (1) photograph of a latent print.	
R200799999 Item 12	1 Inked prints of Jane Doe.	
R200799999 Item 13	1 Inked prints of John Doe.	
R202099999 Item 1	1 RFID Test Item #1	
R202099999 Item 2	1 RFID Test Item #2	
R202099999 Item 3	1 RFID Test Item #3	
R202099999 Item 4	1 RFID Test Item #4	
R202099999 Item 5	1 RFID Test Item #5	
8 items in R-1150B R-47 S-02		

7.0 RFID Evidence Exceptions report

- 7.1 The Evidence Exceptions report shows all evidence where there was an exception noted (Lost or Found) during the inventory cycle.

7.1.1 Lost – Items with a red “Lost” in the location field indicate that this item should be in the scanned storage location according to FA, but the item was not scanned during inventory (previously referred to as Unmatched).

7.1.2 Found – Items with a storage location listed in the Location column indicate that this item was scanned in a storage location different than what was expected according to FA (previously referred to as Unexpected).

- 7.2** The report is grouped by storage location, and lists the following:
- Case number, item number and description,
 - If item is lost – states “Lost” in Location field, if the item was not scanned
 - If item is found – lists the location where the item was scanned

Example of Evidence Exceptions report:

North Carolina State Crime Lab				Evidence Inventory Exceptions
Cycle: 11-9-20 Test				Snapshot: 13 Nov 2020 2:06 PM
Case	Sub	Evidence Id	Description	Location
R200799999	1	R200799999 Item 12	Inked prints of Jane Doe.	Room 1150B \ R-1150B R-47 S-02
R200799999	1	R200799999 Item 13	Inked prints of John Doe.	Room 1150B \ R-1150B R-47 S-02
Personal Custody of Dilday, Jonathan L.				
Case	Sub	Evidence Id	Description	Location
R200799999	37	R200799999 Item 11-	One (1) photograph of a latent print	Room 1150B \ R-1150B R-47 S-02
Room 1150B \ R-1150B R-47 S-03				
Case	Sub	Evidence Id	Description	Location
R201599999	1	R201599999 Item 1	Evidence	Lost
R201599999	1	R201599999 Item 1-1	Piece of item #1.	Lost
R201599999	1	R201599999 Item 1-2	Another Piece of item #1.	Lost