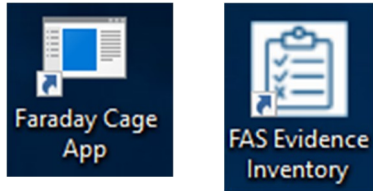
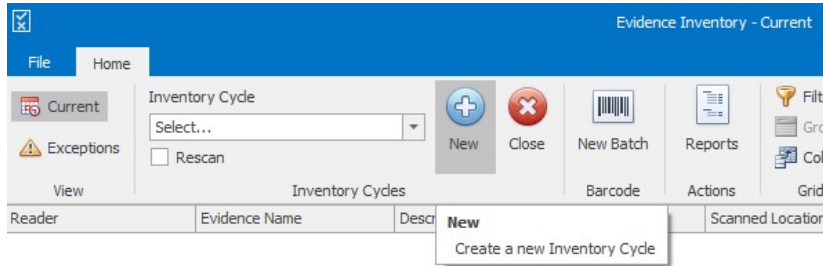


## Instructions for RFID Evidence Inventory

- 1.0 Plug the Faraday cage into a power outlet, then plug the USB cable into a computer with the evidence inventory applications loaded onto it.
- 2.0 Double-click on the Faraday Cage App icon to start the program, followed by the FAS Evidence Inventory icon.

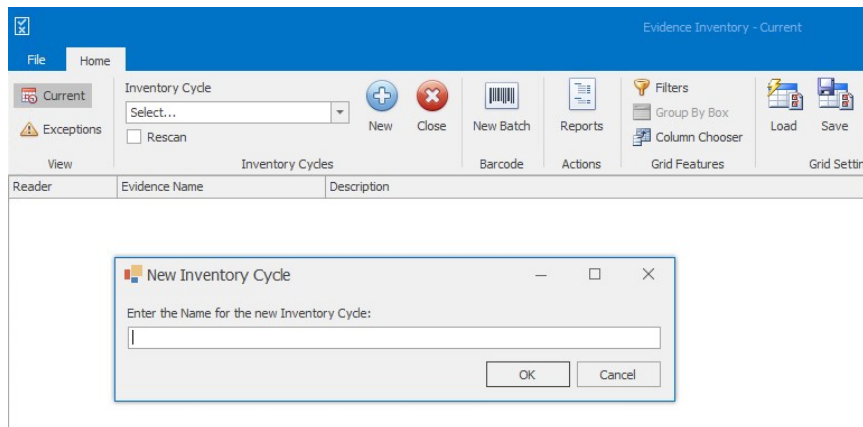


- 3.0 Open the FAS Evidence Inventory app and click on the (+) New button to start a new inventory cycle.



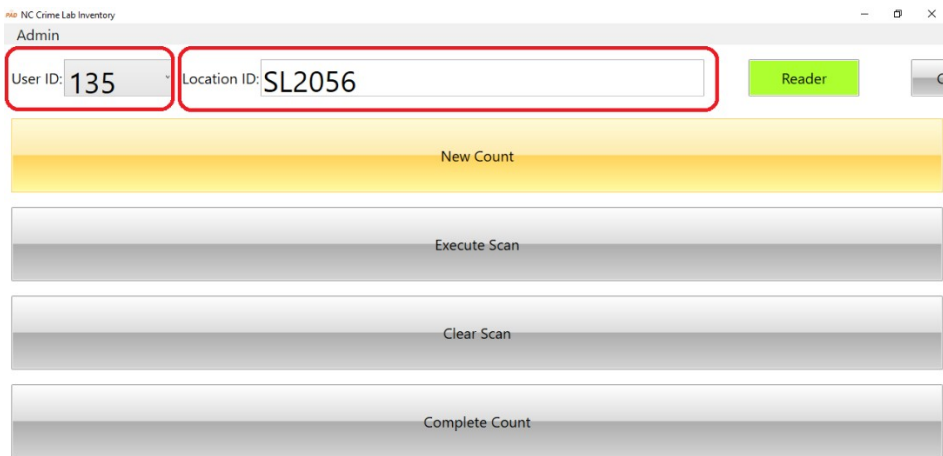
- 3.1 Once you start an inventory cycle, all scanned evidence will be compared to its current location according to FA. For best results, make sure no evidence transfers occur while the inventory cycle is in process.
- 3.2 If you are resuming an inventory cycle that was previously started, select the inventory cycle from the dropdown list to continue working on it.
- 4.0 Enter the name for the new inventory cycle and click OK.

- 4.1 When naming annual section inventories, use the standard naming convention as follows: “Laboratory Section Month Year” (e.g., “Raleigh Evidence Control June 2024”).



## 5.0 Inventory using the Faraday Cage

### 5.1 Open the Faraday Cage app and click “New Count” to reset the program.



**5.1.1** A green Reader button indicates that the Faraday cage is correctly attached and is functioning properly. A red Reader button indicates that the application cannot contact the Faraday cage.

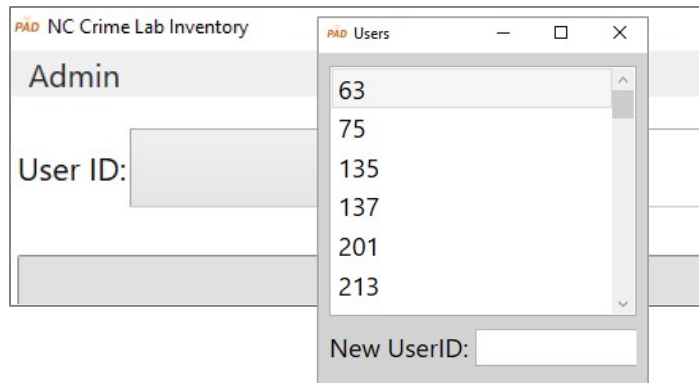
**5.1.2** If the Reader button is red, the Faraday cage may not be connected or properly powered, or the program and/or computer may need to be restarted.

### 5.2 Select your FA User ID from the dropdown. Click in the Location ID box, then, using a barcode scanner, scan the storage location barcode for the location being inventoried.

**5.2.1** In order to perform inventory, the User ID must match the individual signed in to the computer.

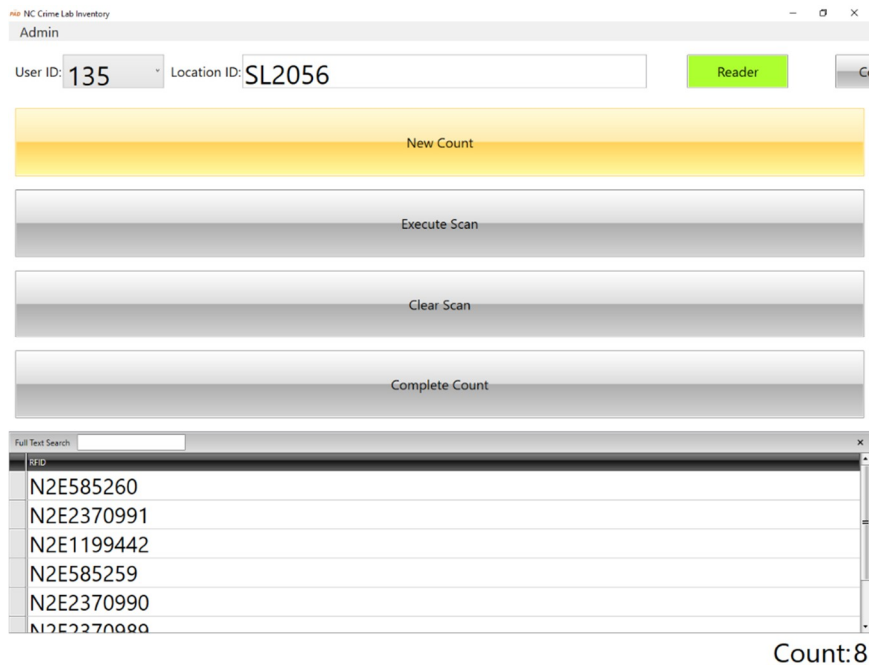
**5.2.2** To obtain your FA User ID, contact the FA Manager. Users must also have the proper RFID roles added to their FA employee profile.

**5.2.3** If an individual is not listed in the dropdown, click the Admin button in the top left of the Faraday Cage app. Type in the new User ID and click Enter.



**\*Note** – this will only add the User ID to the current machine.

- 5.3 Open the Faraday cage and place the evidence to be inventoried inside, then close the cage.
- 5.4 Place loose items in bins or boxes prior to inserting inside the Faraday cage. Do not lay RFID labels against the metal bottom of the cage or they may not be detected.
- 5.5 Any RFID tags placed directly on metal packaging (i.e., evidence labels on metal cans) may not be detected by the Faraday cage and may require hand-scanning the barcode label.
- 5.6 In order to ensure the best read, make sure any RFID tags are not packed tightly or are in direct contact with each other.
- 5.7 Click “Execute Scan”. The cage is set to scan for 60 seconds, but may be halted before the cycle is complete. Make sure the cage is not opened until the tag list is displayed.
- 5.8 Once the scan is complete, the program will display the list of tag numbers detected in the Faraday cage, followed by the total number of tags (the Count in the bottom right corner).



- 5.9 If additional evidence in the storage location must be scanned, remove the first group of evidence from the cage and replace it with new evidence. Close the cage and click “Execute Scan” again, adding new tags to the total count. Repeat this process until all evidence in the location has been scanned.
- 5.10 If an error is noted while scanning (scanning the incorrect Location ID barcode, loading the incorrect evidence, etc.), click “Clear Scan” to reset the scan. This will clear out the list of tags but retain the User ID and Location ID.
- 5.11 Some agencies have their own RFID evidence labels. These tags may be detected by the Faraday cage but will not impact inventory. State Crime Laboratory tags have an RFID value that starts with “N2E...”

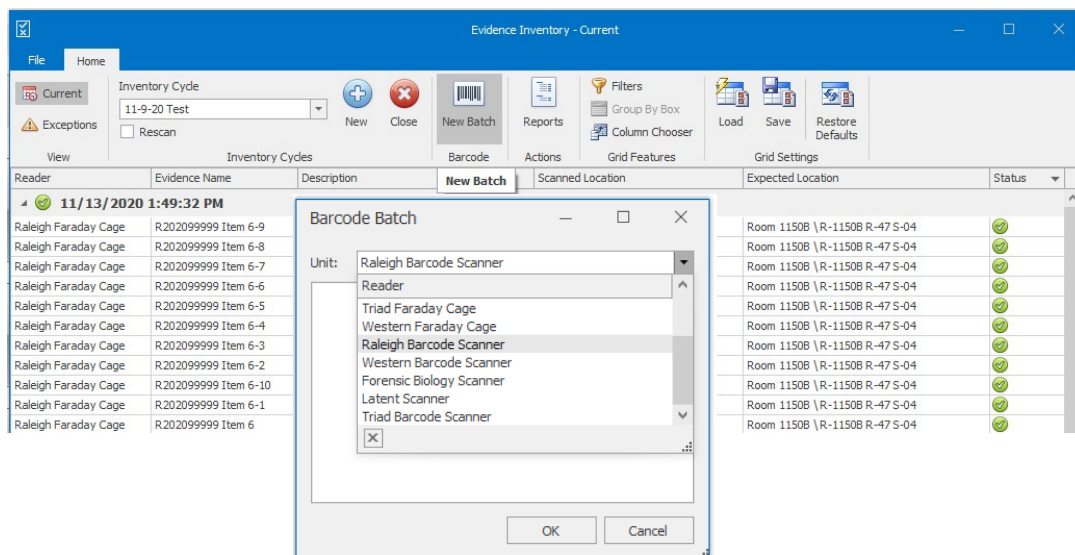
In the example below, two items of evidence were scanned but four RFID tags were detected: two SCL tags and two agency tags. Only the two tags that match the SCL nomenclature will be queried against FA for inventory purposes.

RFID
?CS30
N2E2398601
?CS33
N2E2398600

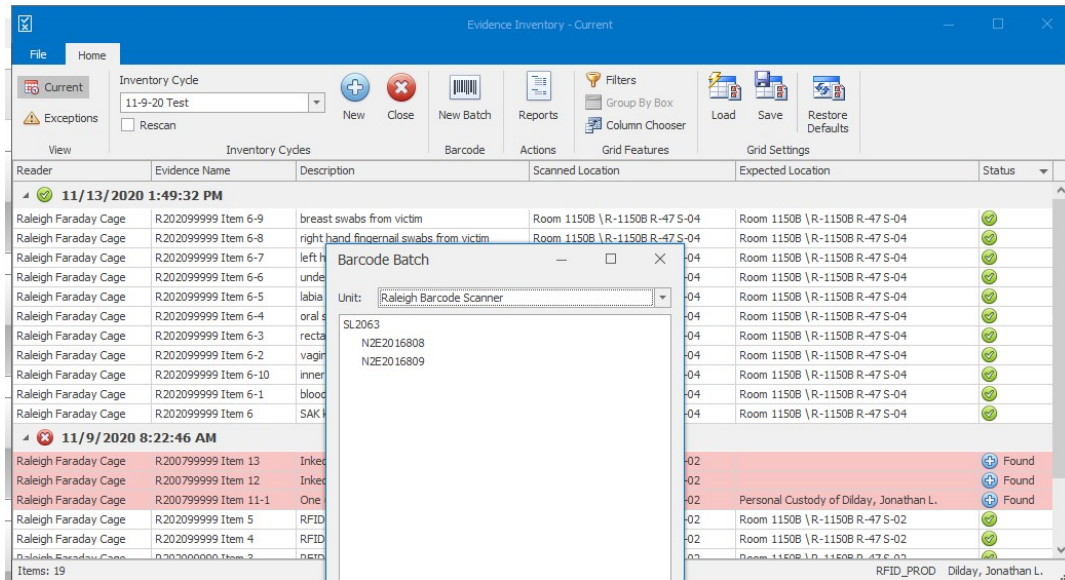
- 5.12 Once the list is complete, click “Complete Count” to send the Faraday cage results to FA.
- 5.13 To continue the inventory, click “Clear Scan” to clear the tag list, then move on to the next storage location.

## 6.0 Inventory Using Handheld Barcode Scanners

- 6.1 Handheld barcode scanners can be used to scan barcodes on evidence labels to include them in the inventory cycle. Barcode scanners may be used to scan items that cannot fit in or will not be detected by the Faraday cage, or to allow multiple users to simultaneously scan items and expedite the inventory process.
  - 6.1.1 Barcode scanners can be used in conjunction with the Faraday cage on the primary inventory computer, or by a different user on a secondary computer.
  - 6.1.2 The inventory report is cumulative. All items scanned under the same inventory cycle will be added to one inventory report, regardless of the method in which they were scanned.
- 6.2 Open the FAS Evidence Inventory app. If you are starting a new inventory cycle, click on the “New” button and name the inventory. If you are resuming an inventory cycle, select the inventory from the dropdown list.
- 6.3 Once you open an inventory cycle, click on the “New Batch” button in the top center to open the Barcode Batch window, then select the scanner being utilized (e.g., Raleigh Barcode Scanner) in the Unit dropdown.



- 6.4 Start by scanning the barcode for the storage location being inventoried, followed by each evidence label barcode in that storage location. Once all items have been scanned in that location, click OK to submit the barcode batch to the inventory.



- 6.5 As you scan label barcodes, they will appear in a list indented below the storage location ID. RFID label barcodes will be indicated by “N2E...” nomenclature, while paper label barcodes will be indicated by “E...” nomenclature.
- 6.6 If at any point you inadvertently scan an incorrect barcode (such as an agency label barcode) it will appear left-justified in the list, not indented below the storage location. If that occurs, the barcode batch is compromised and cannot be submitted to the inventory. You must cancel that barcode batch and start again.
- 6.7 If items are missed when scanning with the Faraday cage, they can be hand-scanned with the barcode scanner. Click New Batch, scan the storage location barcode, followed by the evidence label barcode, then click OK. The indicator next to the scan should turn to a green checkmark for both the Faraday cage scan and the barcode reader scan.
- 7.0 As locations are being scanned, the results of the inventory are displayed in the FAS Inventory app. If all scanned items in a location are correct, there will be a **green checkmark** next to the scan timestamp. If any issues are noted, there will be a **red X** next to the timestamp. The results can be expanded for further information.
  - 7.1 Once expanded, the scanned items are listed, along with their description, location and status. The total number of items is displayed in the bottom left corner of the screen.
  - 7.2 Items that were read in the Faraday cage or hand-scanned will have a green checkmark in the “Status” column.
  - 7.3 Items assigned to the storage location being inventoried that were **not read** in the Faraday cage or hand-scanned are highlighted in red and noted as **Lost** in the “Status” column.

- 7.4 Items assigned to a **different storage location** than the one being inventoried that were read in the Faraday cage or hand-scanned are highlighted in red and noted as **Found** in the “Status” column. The location where the items are assigned in FA will be displayed in the “Expected Location” column.

Reader	Evidence Name	Description	Scanned Location	Expected Location	Status
<b>11/9/2020 8:12:43 AM</b>					
Raleigh Faraday Cage	R200799999 Item 13	Inked prints of John Doe.	Room 1150B \R-1150B R-47 S-02		Found
Raleigh Faraday Cage	R200799999 Item 12	Inked prints of Jane Doe.	Room 1150B \R-1150B R-47 S-02		Found
Raleigh Faraday Cage	R200799999 Item 11-1	One (1) photograph of a latent print.	Room 1150B \R-1150B R-47 S-02	Personal Custody of Dilday, Jonathan L.	Found
Raleigh Faraday Cage	R202099999 Item 5	RFID Test Item #5	Room 1150B \R-1150B R-47 S-02	Room 1150B \R-1150B R-47 S-02	
Raleigh Faraday Cage	R202099999 Item 4	RFID Test Item #4	Room 1150B \R-1150B R-47 S-02	Room 1150B \R-1150B R-47 S-02	
Raleigh Faraday Cage	R202099999 Item 3	RFID Test Item #3	Room 1150B \R-1150B R-47 S-02	Room 1150B \R-1150B R-47 S-02	
Raleigh Faraday Cage	R202099999 Item 2	RFID Test Item #2	Room 1150B \R-1150B R-47 S-02	Room 1150B \R-1150B R-47 S-02	
Raleigh Faraday Cage	R202099999 Item 1	RFID Test Item #1	Room 1150B \R-1150B R-47 S-02	Room 1150B \R-1150B R-47 S-02	

- 8.0 Corrections may be made as the inventory progresses, or may be made at the end of the cycle. See the **Instructions for Evidence Inventory Reconciliation** for further information.
- 9.0 Continue inventorying the storage locations as described above until the inventory is complete. Once complete, click Close and prepare the final inventory reports according to the **Instructions for Evidence Inventory Reports**.