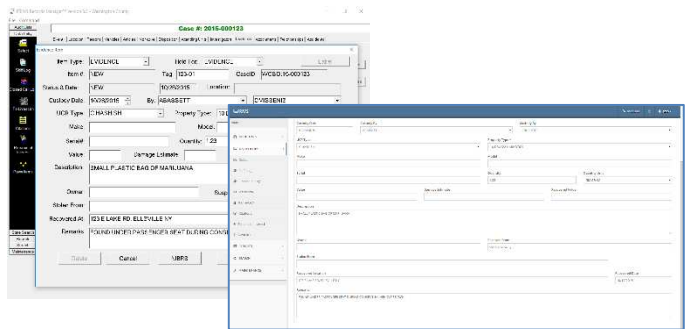# PSIMS EVIDENCE

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Evidence Gathering On Scene:

The best time to enter evidence information is at the scene or while completing incident reports.

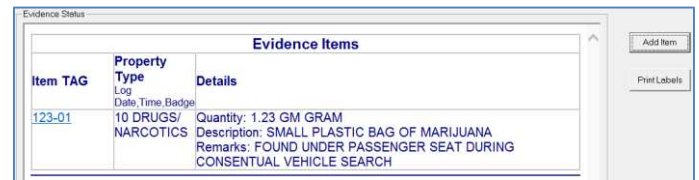The PSIMS systems allows for both!

Officers complete all the required information and can print labels before placing items in an incoming locker.

The officer has the ability to add to or modify the record data until such time as the evidence officer takes control of the item. Once securely in custody, case records will only sow the evidence data portion but will not permit changes except by an evidence officer.

Case View:

The print label process is available for a single item or as a batch of all items at once.

Easy Entry of Similar Items:

When an officer seizes multiple similar items, e.g. 30 bags of marijuana with varying weights, repetitive entry is simplified by using the Submit & More button. This feature preserves all pertinent data, other than quantity, monetary values, from entry to entry.

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Property Room Management:

One of the largest tasks facing most evidence officers is the cataloging of all incoming items.

No more! As the PSIMS system permits initial entry by attending officers, all the items are already entered. All the evidence officer has to do is scan each item and allocate a location for storage.

The first task for the evidence officer is to view the Pending Items list which shows all incoming items. This list also serves as an inventory control for the incoming locker, providing a quick check mechanism for validating incoming locker contents.

Being satisfied that incoming inventory balances, the officer simply select each item and assigns a location.

Easy Check-out and Check-in:

As each item is labeled with a barcode, simply scanning the items will automatically select the next logical operation.

If and items is out, then check-in is the obvious next choice for action. Similarly, if an item is in, then check-out will probably be the most likely next action.

Every action is logged.

Bulk Action:

To minimize the data entry as items are moved, checked-out or any other activity where many items requiring the same data, PSIMS provides a facility to apply one action to many items in one group task.

Never Type The Same Word Twice!

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