EvidenceOnQ – Custom Query Building

An EvidenceOnQ *custom query* lets you perform an advanced or repetitive search of the system to find records containing very specific data you define. You create custom queries using a query-building tool in the EvidenceOnQ system. Queries can be made for one time use only or can be named and saved for repeated use.

Every custom query needs specific instructions or guidelines – called criteria – which the EvidenceOnQ system will follow when the query is run. Most queries require several criteria the system follows step by step in rapid sequence to accomplish the specified search. Some steps seek to *include* desired information, while other steps seek to *exclude* unwanted information. For example, you might build a query to locate records for all active-inventory firearms in the EvidenceOnQ system, while making sure to *exclude* records for all guns that have already been returned to the owner, destroyed, sold, or otherwise removed permanently from your agency's control.

Using the custom query tool, you will define each criterion and add it to the query, one by one, until all necessary criteria have been assembled to direct the system to find the specific records and data you are seeking. Each set of custom query instructions require four elements:

FIELD

This element tells the query <u>where</u> to find the information specified in the related criterion. In other words, which data field on your records, or which data category in the system contains the information you wish to include or exclude from the query? For example, if your query relates to a certain item type only *(clothing, sex assault kit, bicycle),* then **Item Type** would be a required FIELD element in the query.

OPERATOR

This element instructs the query <u>how</u> to use the data in the specified FIELD. For example, the OPERATOR may tell the system to **exclude** the specified field data, to **include** the data, to use records where the specified field is **blank**, to only use records within certain date ranges, etc.

VALUE

This element tells the system <u>what</u> specific data choices or values are needed to run the query when a certain FIELD and OPERATOR are used. For example, if your query FIELD is 'Item Type,' and your OPERATOR instructs the system to *include* the two item type choices of 'Bicycle' and 'Bicycle Parts/Accessories,' then the VALUE choices for the item type criterion will be 'Bicycle' and 'Bicycle Parts/Accessories.'

VALUE DEFINITION

This element tells the system <u>when</u> the specified search values are to be entered into the query – at the time the query is CREATED, or at the time the query is RUN. When making custom queries that will be run repeatedly with values that do not change, the VALUE DEFINITION will be entered at the time the query is built. For example, if your specific query is intended to *always* search for records having the item type of bicycle, then the single value of BICYCLE can be set initially and will remain unchanged. Alternatively, if your query is intended to search for records having a different item type each time you run it, you will set the VALUE DEFINITION, so the system requires you to select the 'Item Type' at the moment you run it. For example, when using this alternate setting, the first time you run the query you select the item type of BICYCLE, the next time you run it you select item type TOOLS, and the next time you choose item type FIREARM. The alternate definition is especially helpful when creating custom queries that use different calendar dates each time the query is run. In this circumstance, the VALUE DEFINITION is set to ask (prompt) the user for the specific date or date range

needed on the day it is run. Such circumstances are common for custom queries created to produce weekly, monthly, and annual statistics using different dates for each week, month, and year.

Custom queries that are created, named, and saved for repeated use can be organized into differently named categories defined and created by the user. Example custom query categories could be Monthly Report, Area Statistics, Due Back to Evidence, Current Inventory, Disposition Review, etc.

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CREATE THE QUERIES THAT FOLLOW USING THE SUGGESTED FORMATS

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To create **one-time only** CUSTOM QUERIES, i.e., no saving or naming of the query: File > Custom Queries > **Ad Hoc**

To create, name and save CUSTOM QUERIES **for repeated use**, or to modify existing custom queries: File > Custom Queries > **Manage.**   *The **Query Manager** window opens.*

   *Under **Detail** tab…*

1. Click **New**.
2. Enter a unique **Name** for your query.
3. Enter a query **Category** where your new query will be grouped, to help you find it for future use *(optional)*. Select an existing category from drop-down menu or create and name a new category.
4. Enter query **Description** details – a brief narrative explanation for the purpose of the query *(optional)*. The explanation can help others understand why you created the query.
5. Click **Save**.
6. Click **Criteria** tab.

   *Under **Criteria** tab…*   **USING VALUES PROVIDED IN SUGGESTED QUERI ES BELO W…**

7. Choose specified **Field** from drop-down list.
8. Choose specified **Operator** from drop-down list.
9. Enter specified **Value.**
10. Choose specified **Value Definition.**
11. Click **Add Criteria**. Your criteria values, selected in steps 7-10, now appear in the **Query Definition** section of the **Query Designer** window.

Continue adding additional criteria sets (Field, Operator, Value, Value Definition) as needed, to match query formats provided in the suggested queries below. After building each criteria set, click **Add Criteria** each time, to add the set to the **Query Definition** section of the upper section of the **Query Designer** window. When finished creating and adding all criteria sets…

12. Click **Save**.
13. Click **Search.**

Your created query will run, and your requested records will display on the home screen behind the **Query Manager** window. The number of returned records will be indicated in the extreme lower right-hand corner of the home screen (for example: *1 of 32*). If no records match your search criteria, a pop-up message will display **No Records Found**. If your query includes a Value Definition that *prompts* you to enter or select changeable data at the time the query is run, the system will display blank field(s) for you to enter your data – a date range for example – or it will display a drop-down box for you to select your specified criteria from the appropriate list.

14. Click **Close** in the **Query Manager** window.

Review your query-returned records to ensure that the query has been created correctly, i.e., that the returned records represent the data you wanted and specified, and that unwanted records have been excluded from the results.

If your query functions properly, no further query building action is required. If you need to change the criteria of the query, or to run the query again at any time, open Custom Queries (**File > Custom Queries**) and click on the query in the displayed list.

To make changes to a query (add criteria, remove criteria, modify criteria), return to the **Custom Query Manager** (**File > Custom Queries > Manage**). Find the questioned query in the displayed list of saved queries. To modify the query, click on it in the list to highlight it, and then click the 'Open' button to display its properties. The **Query Designer** window reopens. Add, remove, or change your criteria as needed and click the 'Update Criteria' button. Then repeat steps 12 and 13 to save, run and review the query results.

The suggested queries below include the following location-related terms: FINAL, OUT and IN. These terms are defined below:

FINAL Locations: Locations wherein items are *no longer* in your evidence unit possession and are not expected to ever return to your evidence unit control or possession. For example: Destroyed, Released to Other Agency, Sold, Returned to Owner.

OUT Locations: Locations wherein items are not *currently* in your evidence unit possession but *are* expected to return to your evidence control or possession. For example: Out to Lab, Out to Investigator, Out for Court.

IN Locations: Locations wherein items are currently in the possession of and full control of your evidence unit. For example: Money Vault, Shelf B-3, Bike Pound, Long-Gun Rack, Freezer.

The following custom query formats do NOT exclude any training records that may exist in your system. If you want to eliminate these records, let me know and we'll discuss them to determine the best method to identify and eliminate them from your query results.

TOTAL INVENTORY			
Searches for all property and evidence currently being stored in the property room.			
CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Location Current Category	In the list of	*Choose all IN location categories from the displayed list*	Enter value now
Add Criteria			

MONEY INVENTORY
Searches for all property and evidence currently being stored in the property room.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Location Current Category	In the list of	*Choose all IN location categories*	Enter value now
		Add Criteria	
Item Type	In the list of	*Choose all money item types from the displayed list (currency, coin, etc.)*	Enter value now
		Add Criteria	

FIREARMS INVENTORY
Searches for all guns/weapons currently in the property room.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Location Current Category	In the list of	*Choose all IN location categories*	Enter value now
		Add Criteria	
Item Type	In the list of	*Choose all firearm item types from the displayed list (pistols, rifles, etc.)*	Enter value now
		Add Criteria	

DRUGS INVENTORY
Searches for all drugs currently in the property room.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Location Current Category	In the list of	*Choose all IN location categories from the displayed list*	Enter value now
		Add Criteria	
Item Type	In the list of	*Choose all drug item types from the displayed list (marijuana, prescription meds, etc.)*	Enter value now
		Add Criteria	

UNCLAIMED FOUND PROPERTY
Searches for all found property being held that has retention review date prior to the date the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Category	In the list of	*Found*	Enter value now
Add Criteria			
Retention Reviewed Date	Less than	*NO VALUE REQUIRED*	Replace <DATE> with current date when query runs
Add Criteria			
Location Current Category	In the list of	*Choose all IN location categories from the displayed list*	Enter value now
Add Criteria			

If you're not using the retention module, substitute the last criteria with the following:

Created Date	Less than	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Insert the appropriate date when running the query, i.e., if the policy is to hold found property for 90 days, the date given in the query would be 90 days prior to the date the query is run. For example: Query is run on October 1st. The date given in the query would be July 1st.			

RETENTION REVIEW
Searches for all evidence being held that has retention review date prior to the date the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Retention Reviewed Date	Less than	*NO VALUE REQUIRED*	Replace <DATE> with current date when query runs
Add Criteria			
Location Current Category	In the list of	*Choose all IN location categories from the displayed list*	Enter value now
Add Criteria			
NEXT ACTION - This query will generally be printed into a custom report (disposition notification) that is sent to each officer. The custom report would be sorted first by officer, then by case number.			

LETTERS SENT

Searches for all owner notification letters sent where the time has expired for the owner to claim the property.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Letter Sent	Less than	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current Category	In the list of	*Choose all IN location categories from the displayed list*	Enter value now
Add Criteria			
Insert the appropriate date when running the query, i.e., if the letter gives the owner 30 days to claim the property, the date in the query would be 30 days prior to the date the query is run. For example: Query is run on October 1st. The date in the query would be September 1st.			
NEXT ACTION after running this query would be to pull items and assign to appropriate locations for pending auction, pending destruction, pending donation to charity, or pending transfer to finance department.			

INTAKE

Searches for ALL items entered into the system during a specific period of time at the time query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Created Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year or any detailed period of time.			

To include CATEGORY in your intake search (Evidence, Found Property, Safe Keeping, For Destruction), add the following criteria:

Category	In the list of	*Choose the desired CATEOGORY from the displayed list (Evidence, Found, etc.)*	Prompt for value when running query *(Choose the desired category when the query is run.)*
Add Criteria			

To include ITEM TYPE in your intake query (Firearms, Money, Drugs) add the following criteria:

Item Type	In the list of	*Choose the desired ITEM TYPE from the displayed list (Firearms, Drugs, etc.)*	Prompt for value when running query *(Choose the desired category when the query is run.)*
Add Criteria			

FIREARMS RECEIVED
Searches for all firearms entered into the system during a specific period of time.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Created Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Item Type	In the list of	*Choose all FIREARM item types (handgun, rifle, etc.)*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year or any detailed period of time.			

MONEY RECEIVED
Searches for all money items entered into the system during a specific period of time.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Created Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Item Type	In the list of	*Choose all MONEY item types (currency, coin, etc.)*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year or any detailed period of time.			

DRUGS RECEIVED
Searches for all drug items entered into the system during a specific period of time.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Created Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Item Type	In the list of	*Choose all drug item types from the displayed list (marijuana, prescription meds, etc.)*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			

DESTROYED
Searches for ALL items destroyed during a specific period of time chosen at the time the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Transferred Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current	In the list of	*Destroyed*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			

AUCTIONED
Searches for ALL items auctioned during a specific period of time chosen at the time the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Transferred Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current	In the list of	*Auctioned*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			

RETURNED TO OWNER
Searches for ALL items returned to the owner during a specific period of time chosen at the time the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Transferred Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current	In the list of	*Returned to Owner*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			

RELEASED TO FINANCE
Searches for all MONEY released during a specific period of time chosen at the time the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Transferred Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current	In the list of	*Released to Finance*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			

FIREARMS DESTROYED
Searches for all FIREARMS destroyed during a specific period of time chosen at the time the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Transferred Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current	In the list of	*Destroyed*	Enter value now
Add Criteria			
Item Type	In the list of	*Enter all FIREARM item types (handgun, rifle, etc.)*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			

DRUGS DESTROYED
Searches for all DRUGS destroyed during a specific period of time chosen at the time the query is run.

CRITERIA	OPERATOR	VALUE	VALUE DEFINITION
Transferred Date	Between	*NO VALUE REQUIRED*	Prompt for value when running query *See explanation below…*
Add Criteria			
Location Current	In the list of	*Destroyed*	Enter value now
Add Criteria			
Item Type	In the list of	*Enter all DRUG item types (marijuana, prescription medications, etc.)*	Enter value now
Add Criteria			
This query is written to prompt the user for a date range. It can be a specific day, week, month, year, or any detailed period of time.			