1. Open **Data,** click **Locations**
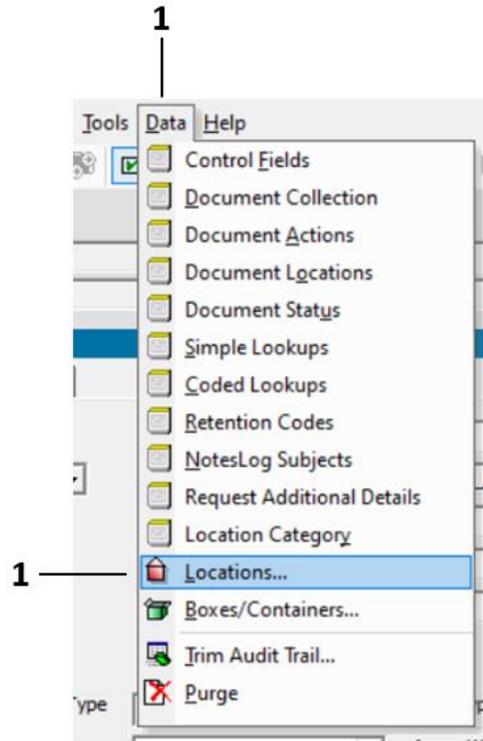
The **Locations** window opens …

In the Locations window…

A. The location **CODE** is the backend identifier for each location. It must be unique – no two locations can have the same code. The code is converted to barcode font and serves as the zebra-striped barcode symbol representing the corresponding location. As such, the code cannot exceed 15 characters, or the resulting barcode symbol will be too wide to scan successfully. Codes can be composed of numbers and letters, alone or in combination. Upper case letters are preferred. Do not use special characters or punctuation symbols in a code, except a dash (hyphen) and underscore are allowed. A location code is required.

B. The location **NAME** is the 'human readable' form of the location code. Names do not have to be unique – multiple locations can use the same name. Names can be any reasonable length, but long names may not display in full if the label is too narrow to accommodate every character. Names can be composed of letters, numbers, and any special characters. A location name is required.

C. The location **CATEGORY** is a high-level classification used for grouping different locations. A category assignment is optional. Category names can vary by user-agency; however, the following names and category meanings are used commonly:

IN
These locations usually represent secure storage places accessible by evidence control staff only. IN locations typically include bins, boxes, racks, shelves, refrigerator, freezer, vault.

OUT
These locations are places to which evidence is checked out temporarily. Evidence in OUT locations will typically be returned to evidence staff control in the future. Common locations include 'out to detective, out to court, out to lab.' When agencies use officers' personal names as locations when evidence is checked out to them, these officer names are usually categorized as OUT locations.

FINAL
Final locations are those to which evidence is released permanently. Evidence in FINAL locations will almost never be returned to evidence staff or brought back to the law enforcement agency. These locations commonly include 'returned to owner, released to other agency, destroyed, donated, sold.'

PENDING
These locations usually represent places outside evidence staff control such as the beginning location for new evidence items before the items are received formally into evidence staff control. Common PENDING locations include 'pending intake, new item, temporary lockers.'

If you're uncertain how to categorize a new location, it's helpful to find a similar existing location in the locations list to match that location's category.

D. The location **COMMENT** provides additional information about a given location. Typically, no functionality is associated with a location comment; however, some EvidenceOnQ applications may apply special functionality to this data element. Location comments are often used to describe the general whereabouts of a location such as a building, floor, room. The use of a comment is optional.

2. Click **NEW** using either of the two New buttons in the window. Both buttons perform the same function.
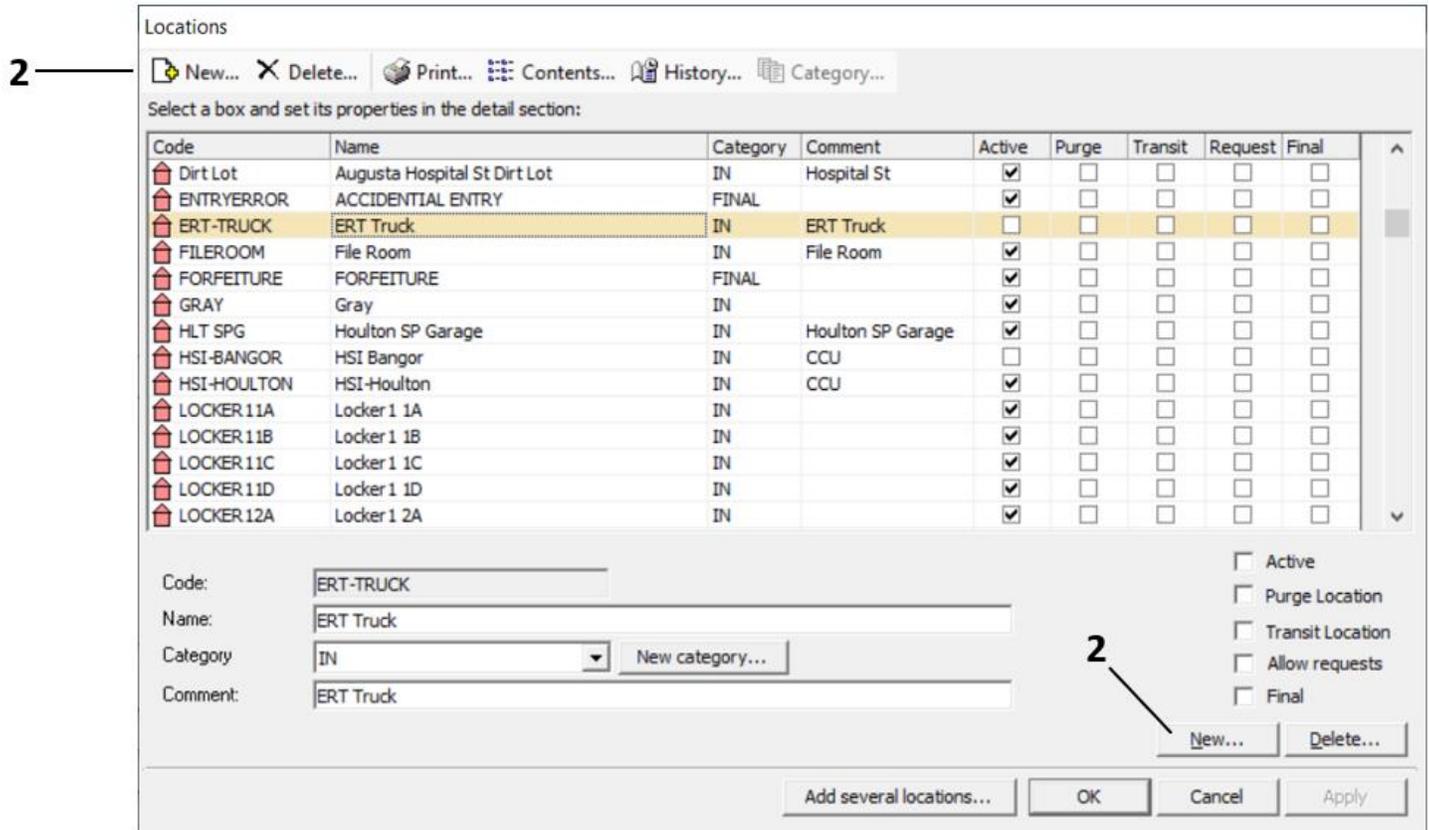
The **New Location** window opens…
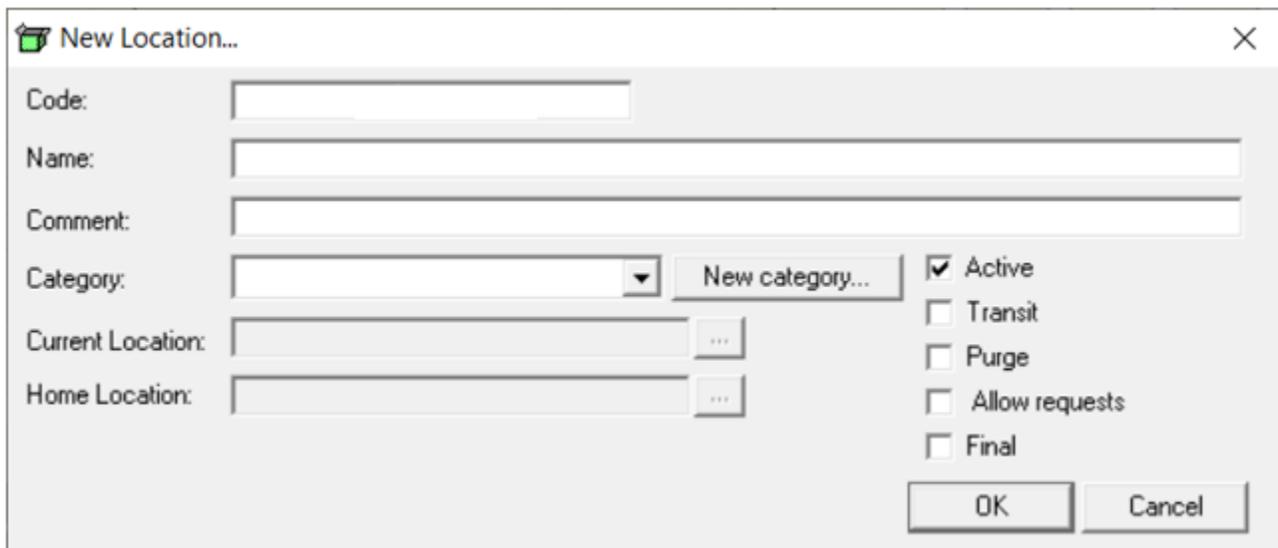
In the **New Location** window …

3. Type the required unique location CODE in the Code field.

   Some users prefer to enter the location name first followed by the location code while looking at the location name for reference to decide how to abbreviate the name into short code form.

4. Type the required NAME of the location in the Name field.

5. Type the optional COMMENT in the Comment field.

6. Select the optional location CATEGORY from the Category drop-down field.
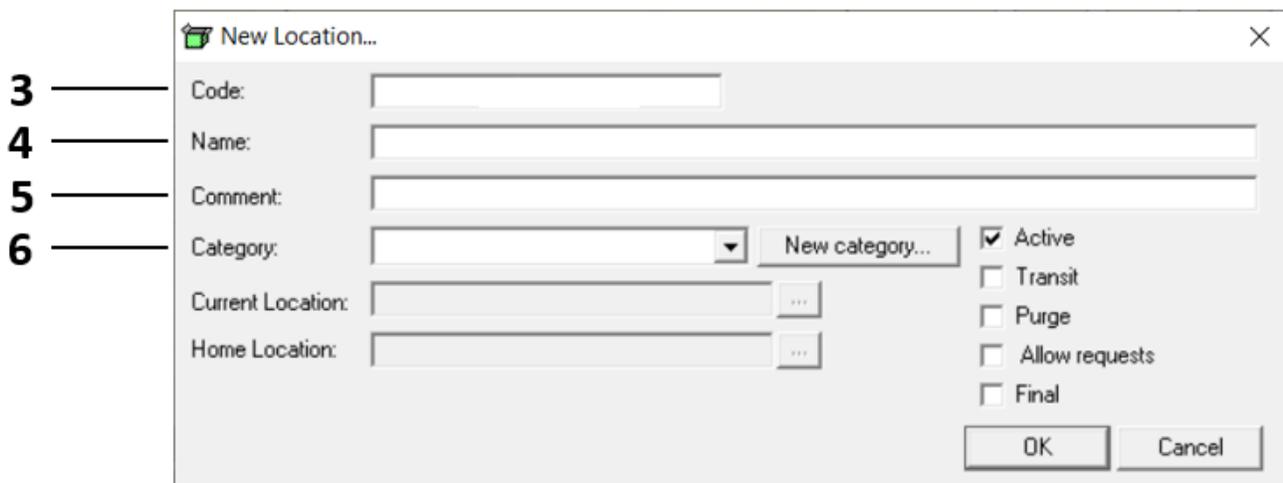
7. When finished, click **OK**
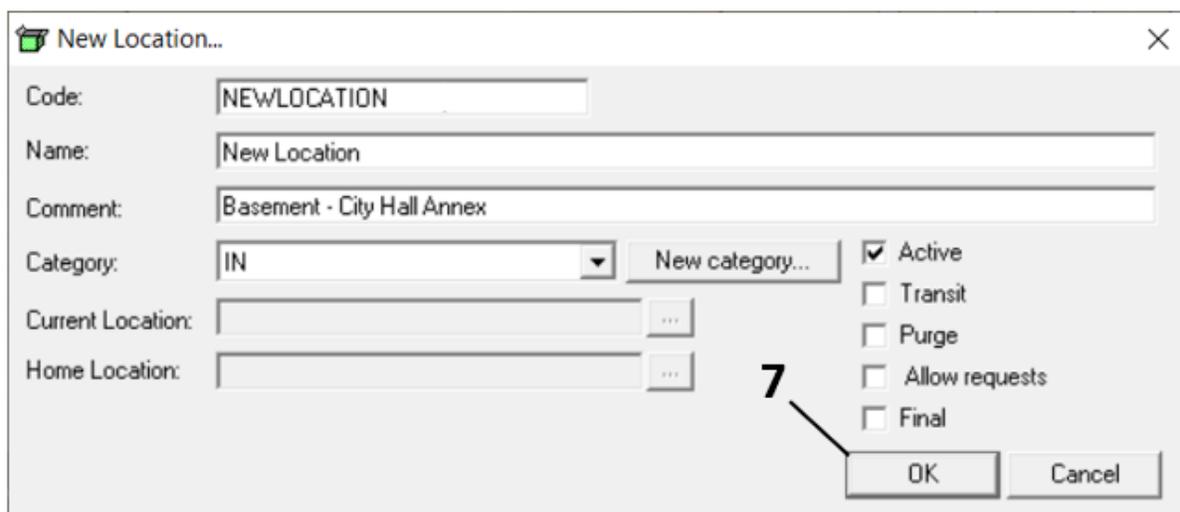
To add more locations, repeat steps 2 through 7.

8. When all new locations have been added, click **APPLY** to ensure all changes have been updated to the EvidenceOnQ system.

9. When finished in the Locations window, click **OK** to close the widow and exit locations.