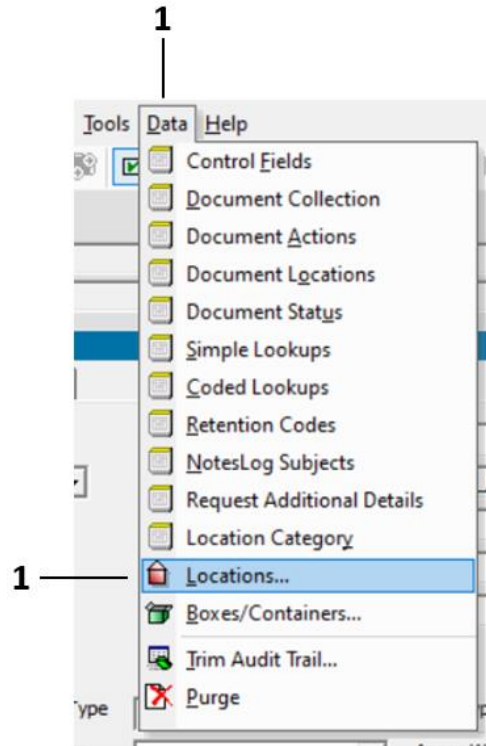
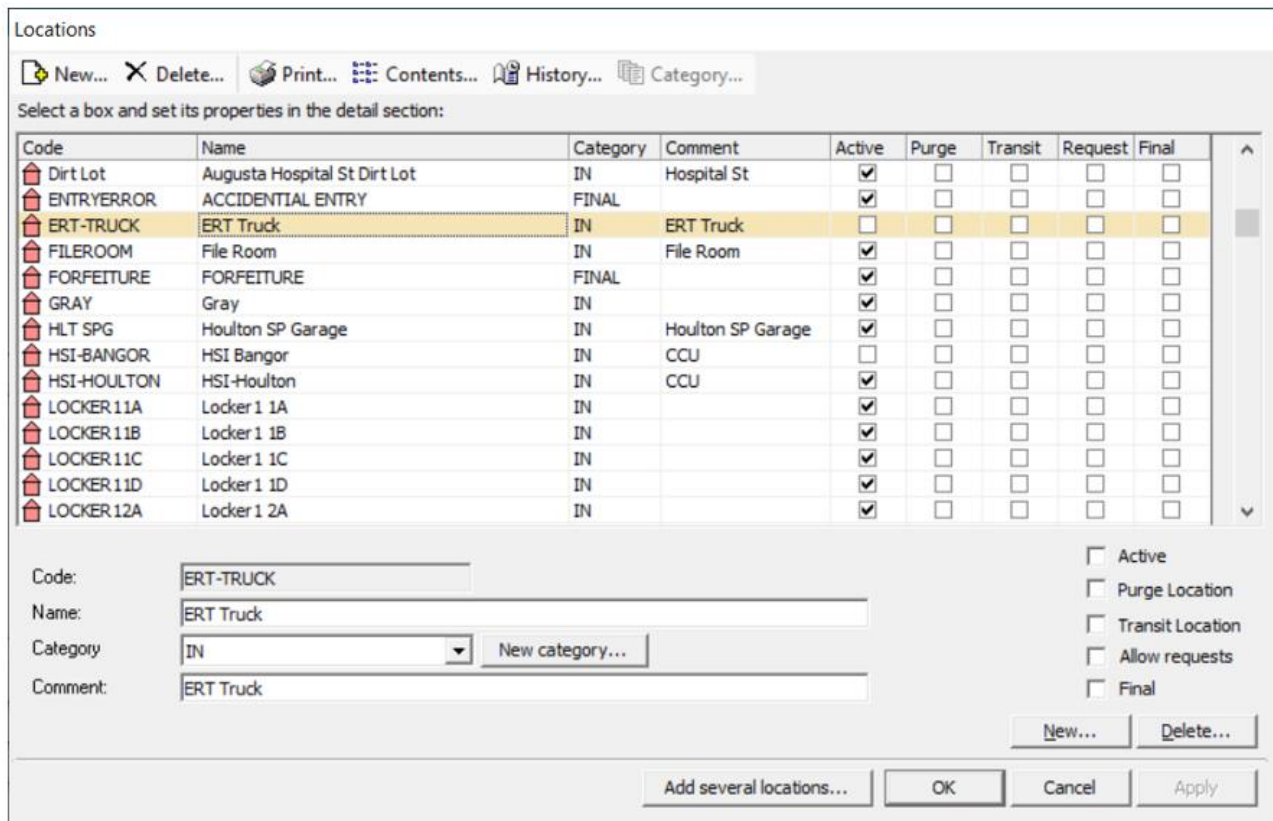


1. Open **Data**, click **Locations**



The **Locations** window opens ...



In the Locations window...

Code	Name	Category	Comment	Active	Purge	Transit	Request	Final
Dirt Lot	Augusta Hospital St Dirt Lot	IN	Hospital St	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENTRYERROR	ACCIDENTIAL ENTRY	FINAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERT-TRUCK	ERT Truck	IN	ERT Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILEROOM	File Room	IN	File Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FORFEITURE	FORFEITURE	FINAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAY	Gray	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HLT SPG	Houlton SP Garage	IN	Houlton SP Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HSI-BANGOR	HSI Bangor	IN	CCU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HSI-HOULTON	HSI-Houlton	IN	CCU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER 11A	Locker 1 1A	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER 11B	Locker 1 1B	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER 11C	Locker 1 1C	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER 11D	Locker 1 1D	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER 12A	Locker 1 2A	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A Code: ERT-TRUCK

B Name: ERT Truck

C Category: IN

D Comment: ERT Truck

Active: Purge Location: Transit Location: Allow requests: Final:

New... Delete... Add several locations... OK Cancel Apply

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.

2 —

Locations

New... Delete... Print... Contents... History... Category...

Select a box and set its properties in the detail section:

Code	Name	Category	Comment	Active	Purge	Transit	Request	Final
Dirt Lot	Augusta Hospital St Dirt Lot	IN	Hospital St	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENTRYERROR	ACCIDENTIAL ENTRY	FINAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERT-TRUCK	ERT Truck	IN	ERT Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILEROOM	File Room	IN	File Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FORFEITURE	FORFEITURE	FINAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAY	Gray	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HLT SPG	Houlton SP Garage	IN	Houlton SP Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HSI-BANGOR	HSI Bangor	IN	CCU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HSI-HOULTON	HSI-Houlton	IN	CCU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER11A	Locker 1 1A	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER11B	Locker 1 1B	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER11C	Locker 1 1C	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER11D	Locker 1 1D	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCKER12A	Locker 1 2A	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code: ERT-TRUCK
Name: ERT Truck
Category: IN New category...
Comment: ERT Truck

Active
 Purge Location
 Transit Location
 Allow requests
 Final

New... Delete...

Add several locations... OK Cancel Apply

The **New Location** window opens...

New Location...

Code:

Name:

Comment:

Category: New category...

Current Location: ...

Home Location: ...

Active
 Transit
 Purge
 Allow requests
 Final

OK Cancel

In the **New Location** window ...

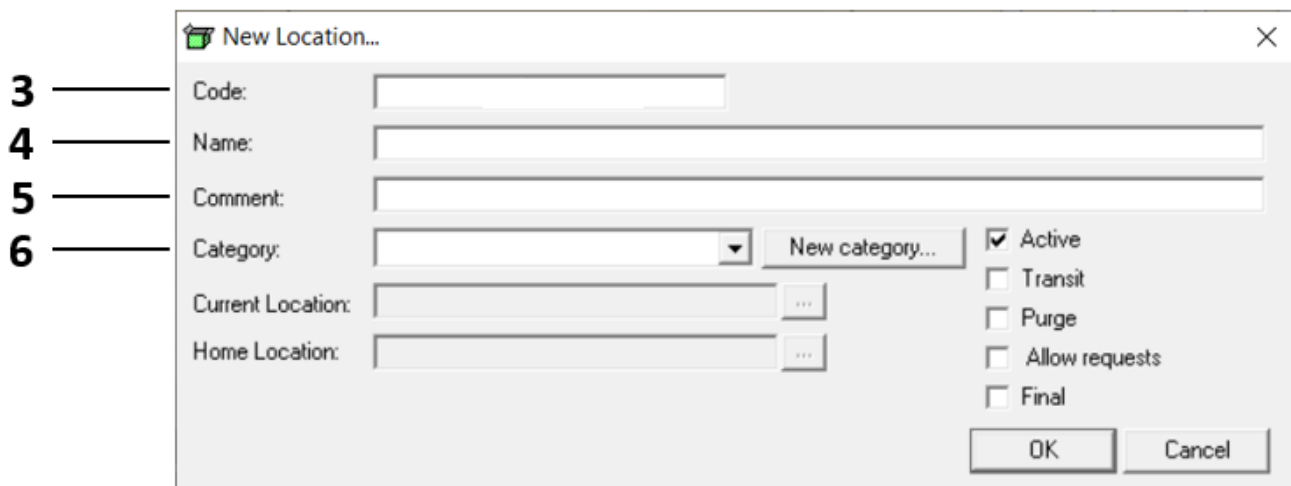
3. Type the required unique location CODE in the Code field.

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.

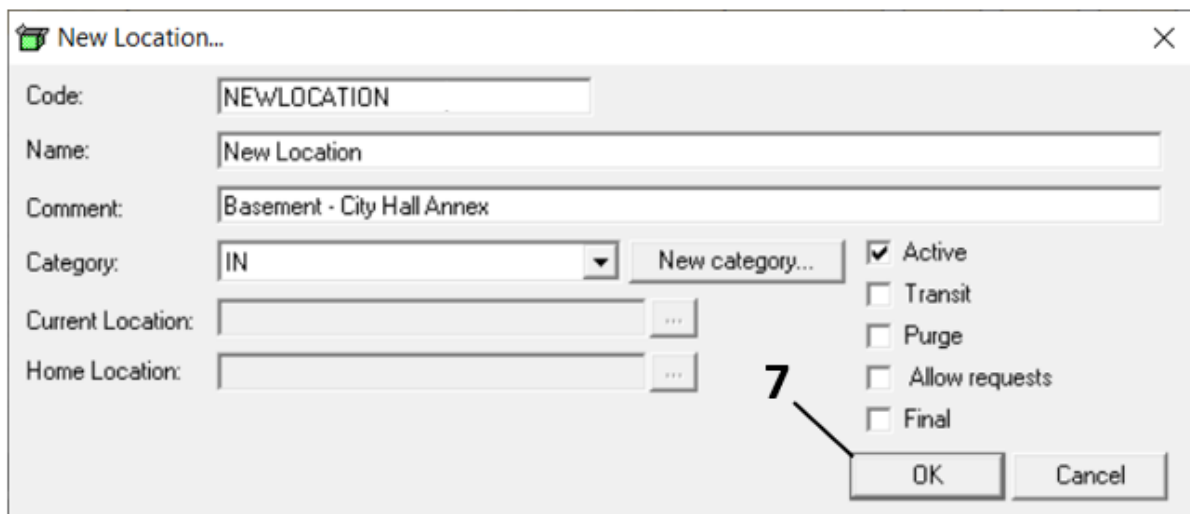
4. Type the required NAME of the location in the Name field.

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 window and exit locations.

Code	Name	Category	Comment	Active	Purge	Transit	Request	Final
TRP-F-PRM	Troop F Permanent Locker	IN	Troop F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-F-TL	Troop F Temporary Locker	IN	Troop F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-G-GAR	Troop G Garage	IN	Troop G	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-G-PRM	Troop G Permanent Locker	IN	Troop G	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-G-TL	Troop G Temporary Locker	IN	Troop G	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-H-GC	Troop H Gambling Control Room	IN	Troop H	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-H-SIL	Troop H Special Investigations Locker	IN	Troop H	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-H-TD	Troop H Traffic Division Locker	IN	Troop H	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-J-CFO	Troop J Calais Field Office	IN	Troop J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-J-GAR	Troop J Garage	IN	Troop J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-J-PRM	Troop J Permanent Locker	IN	Troop J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRP-J-TL	Troop J Temporary Locker	IN	Troop J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VASSALBORO	Vassalboro	IN		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEWLOCATION	New Location	IN	Basement - City Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code: NEWLOCATION
Name: New Location
Category: IN
Comment: Basement - City Hall Annex

Active
 Purge Location
 Transit Location
 Allow requests
 Final

New... Delete...

Add several locations... OK Cancel Apply

9

8