Evidence Chain Entries

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Purpose and when to use this record

Append a custody event showing who transferred, received, stored, tested, or released an evidence item and when.

At a glance

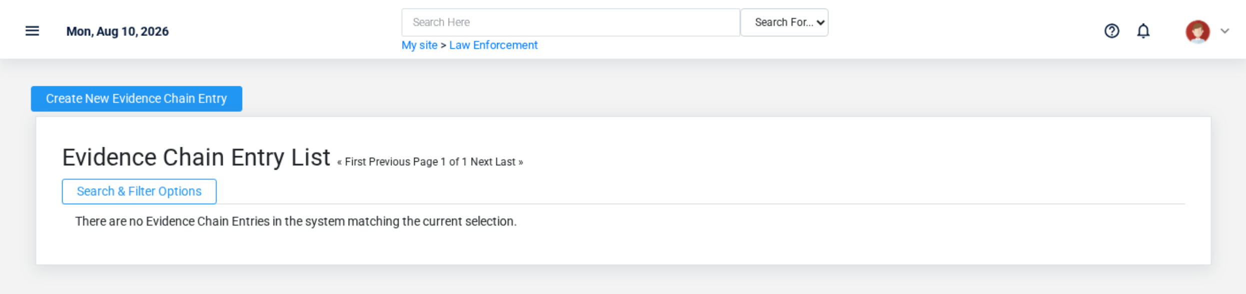
- **Identify it by: Action Date/Time**, and **Reference Number**.
- **Check its business context: Evidence Item**, **From Custodian**, and **To Custodian**.
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on evidence chain entries. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Evidence Item** records ready first. Those selections determine where this Evidence Chain Entry belongs and which later screens can find it.

Find and review evidence chain entries



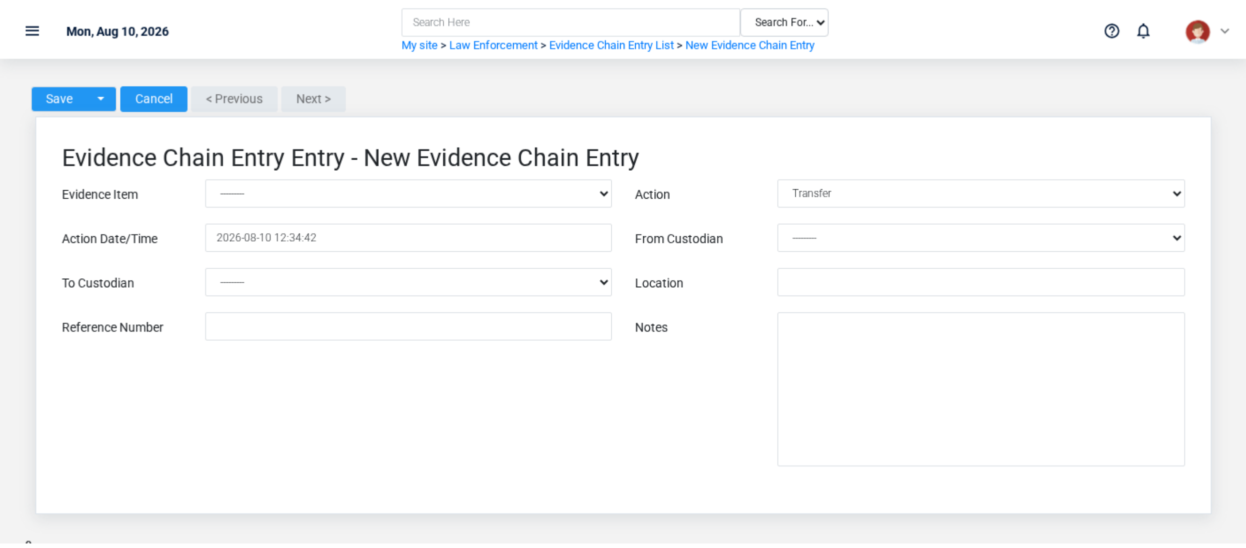
The Evidence Chain Entries list screen in the Brisk documentation demo.

Use the Evidence Chain Entries list to find the correct record before opening or changing it. Compare **Action Date/Time**, and **Reference Number**. Records with similar names or numbers can still belong to different **Evidence Item**, **From Custodian**, and **To Custodian**.

- The initial order emphasizes **Action Date/Time**, and **Id**. Select a column heading when you need a different comparison.

Open the Evidence Chain Entry whose **Action Date/Time**, and **Reference Number** match the task. If it is missing, clear the list filters and recheck **Action** rather than creating a replacement immediately.

Create an Evidence Chain Entry



The Evidence Chain Entries create screen in the Brisk documentation demo.

Create an Evidence Chain Entry only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Evidence Item**, **From Custodian**, and **To Custodian**.
2. Enter the required identifying and operational values: **Evidence Item**.
3. Review **Action** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Evidence Chain Entry, then confirm **Action Date/Time**, and **Reference Number** on its detail page before continuing.

After saving: Confirm the evidence item’s current custodian and location reflect this custody event; never rewrite an earlier transfer to describe a later one.

Delete an Evidence Chain Entry

Delete this Evidence Chain Entry only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

On the confirmation page, verify **Action Date/Time**, and **Reference Number**. After confirmation, return to the Evidence Chain Entries list and make sure only the intended Evidence Chain Entry was removed.

Review Evidence Chain Entry details

Use the detail page as the shared record of what this Evidence Chain Entry currently means. Verify **Action**, and **Action Date/Time** before relying on it for a decision.

Follow **Evidence Item**, **From Custodian**, and **To Custodian** to determine whether the issue is on this Evidence Chain Entry or on one of those linked records.

Next check: Confirm the evidence item’s current custodian and location reflect this custody event; never rewrite an earlier transfer to describe a later one.

Edit an existing Evidence Chain Entry

Edit this Evidence Chain Entry to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Evidence Item**, **From Custodian**, and **To Custodian** with the supporting document or approved request.
2. Recheck **Action**, and **Action Date/Time**. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
3. Save the change, return to the list, and confirm that the Evidence Chain Entry now appears under the expected **Action**.

After the change: Confirm the evidence item’s current custodian and location reflect this custody event; never rewrite an earlier transfer to describe a later one.

Fields and business rules

Brisk stores 8 user-relevant fields for this Evidence Chain Entry, including 3 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Evidence Item	Yes	The evidence item associated with this evidence chain entry.
Action	No	The action recorded for this evidence chain entry. Available values: Collected, Transfer, Checkout, Return, Submitted, Disposed, Released, Audit.
Action Date/Time	No	Date and time recorded for action date/time on this evidence chain entry.
From Custodian	No	The from custodian associated with this evidence chain entry.
To Custodian	No	The to custodian associated with this evidence chain entry.
Location	No	The location recorded for this evidence chain entry.
Reference Number	No	The reference number recorded for this evidence chain entry.
Notes	No	Additional internal notes about this evidence chain entry.

What happens next

Confirm the evidence item's current custodian and location reflect this custody event; never rewrite an earlier transfer to describe a later one.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Evidence Item** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Open **Evidence Item**, **From Custodian**, and **To Custodian** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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