Evidence Items

Evidence Items

Purpose and when to use this record

Catalog an item of evidence under its case with identifying detail, storage location, condition, and custody state.

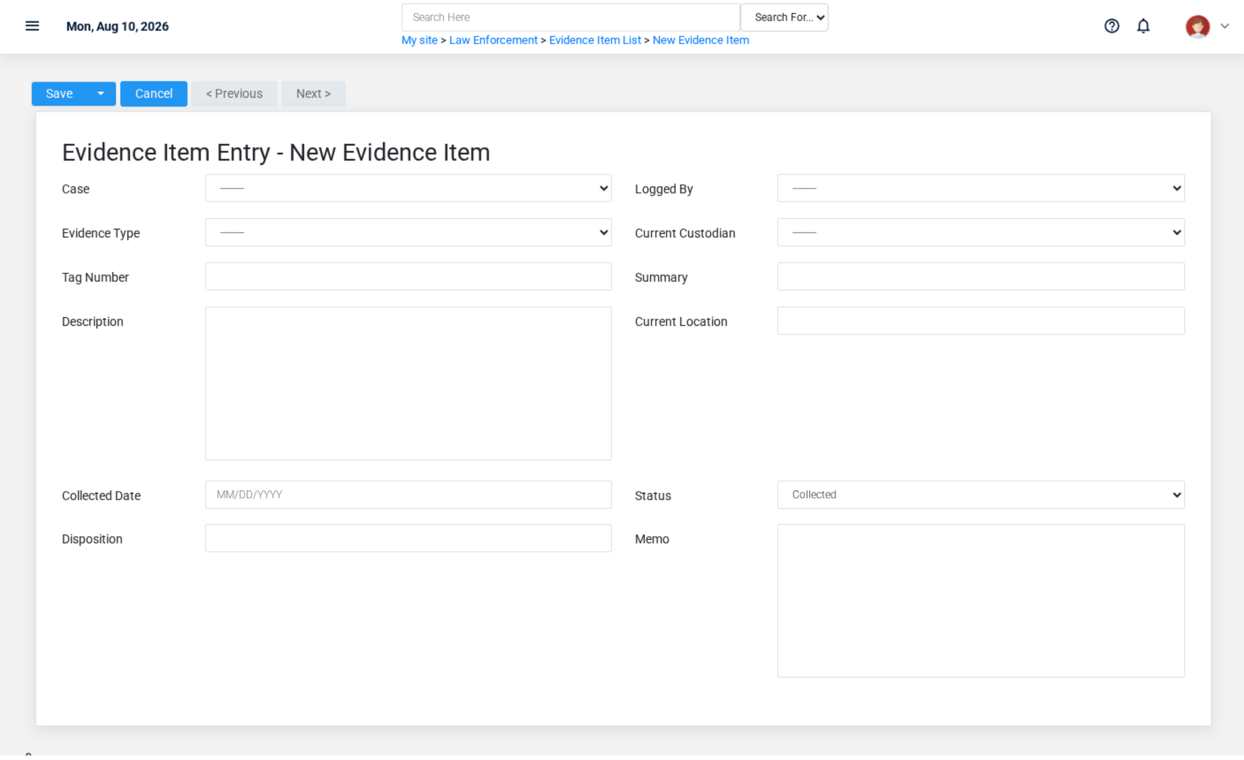
At a glance

- **Identify it by: Collected Date**, and **Status**.
- **Check its business context: Case**, **Logged By**, **Evidence Type**, and **Current 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.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on evidence items. 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.

Create an Evidence Item



The Evidence Items create screen in the Brisk documentation demo.

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

1. Select the business context first: **Case**, **Logged By**, **Evidence Type**, and **Current Custodian**.
2. Enter the required identifying and operational values: **Tag Number**.
3. Review **Status** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Evidence Item, then confirm **Collected Date**, and **Status** on its detail page before continuing.

After saving: Add a chain-of-custody entry for every transfer or material handling event and verify that Current Custodian and Current Location agree with physical custody.

Delete an Evidence Item

Delete this Evidence Item 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.

Before confirming, check for related **Evidence Chain Entries**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Collected Date**, and **Status**. After confirmation, return to the Evidence Items list and make sure only the intended Evidence Item was removed.

Review Evidence Item details

Use the detail page as the shared record of what this Evidence Item currently means. Verify **Collected Date**, and **Status** before relying on it for a decision.

Follow **Case**, **Logged By**, **Evidence Type**, and **Current Custodian** to determine whether the issue is on this Evidence Item or on one of those linked records.

Next check: Add a chain-of-custody entry for every transfer or material handling event and verify that Current Custodian and Current Location agree with physical custody.

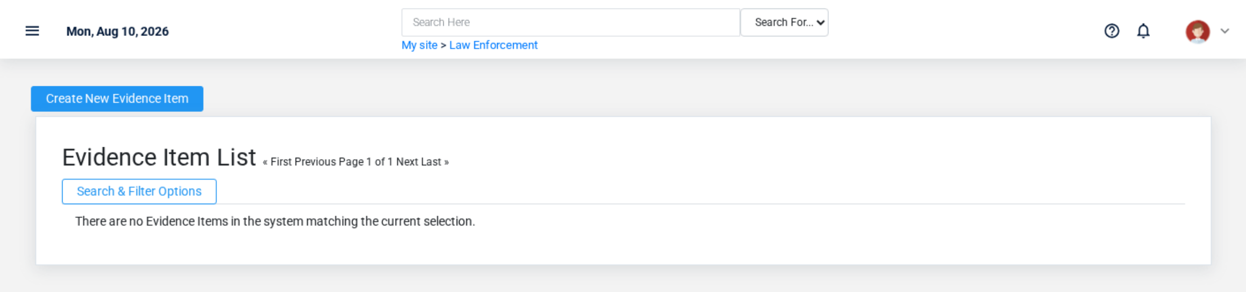
Edit an existing Evidence Item

Edit this Evidence Item 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 **Case**, **Logged By**, **Evidence Type**, and **Current Custodian** with the supporting document or approved request.
2. Recheck **Collected Date**, and **Status**. 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 Item now appears under the expected **Status**.

After the change: Add a chain-of-custody entry for every transfer or material handling event and verify that Current Custodian and Current Location agree with physical custody.

Find and review evidence items



The Evidence Items list screen in the Brisk documentation demo.

Use the Evidence Items list to find the correct record before opening or changing it. Compare **Collected Date**, and **Status**. Records with similar names or numbers can still belong to different

Case, **Logged By**, **Evidence Type**, and **Current Custodian**.

- The initial order emphasizes **Collected Date**, and **Tag Number**. Select a column heading when you need a different comparison.

Open the Evidence Item whose **Collected Date**, and **Status** match the task. If it is missing, clear the list filters and recheck **Status** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 12 user-relevant fields for this Evidence Item, including 4 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
Case	No	The case associated with this evidence item.
Logged By	No	The logged by associated with this evidence item.
Evidence Type	No	The evidence type associated with this evidence item.
Current Custodian	No	The current custodian associated with this evidence item.
Tag Number	Yes	The tag number recorded for this evidence item.
Summary	No	The summary recorded for this evidence item.
Description	No	Description of this evidence item.
Current Location	No	The current location recorded for this evidence item.
Collected Date	No	Date recorded for collected date on this evidence item.
Status	No	Current status of this evidence item. Available values: Collected, In Storage, Checked Out, Submitted, Returned, Disposed, Released.
Disposition	No	The disposition recorded for this evidence item.
Memo	No	The memo recorded for this evidence item.

What happens next

Add a chain-of-custody entry for every transfer or material handling event and verify that Current Custodian and Current Location agree with physical custody.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Tag Number** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Status**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Case**, **Logged By**, **Evidence Type**, and **Current Custodian** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

Revision #3
Created 2026-08-10 16:08:22 UTC by Brisk
Updated 2026-08-10 20:26:42 UTC by Brisk