Evidence Types

Evidence Types

Purpose and when to use this record

Maintain the controlled evidence classifications used for search, storage, and reporting.

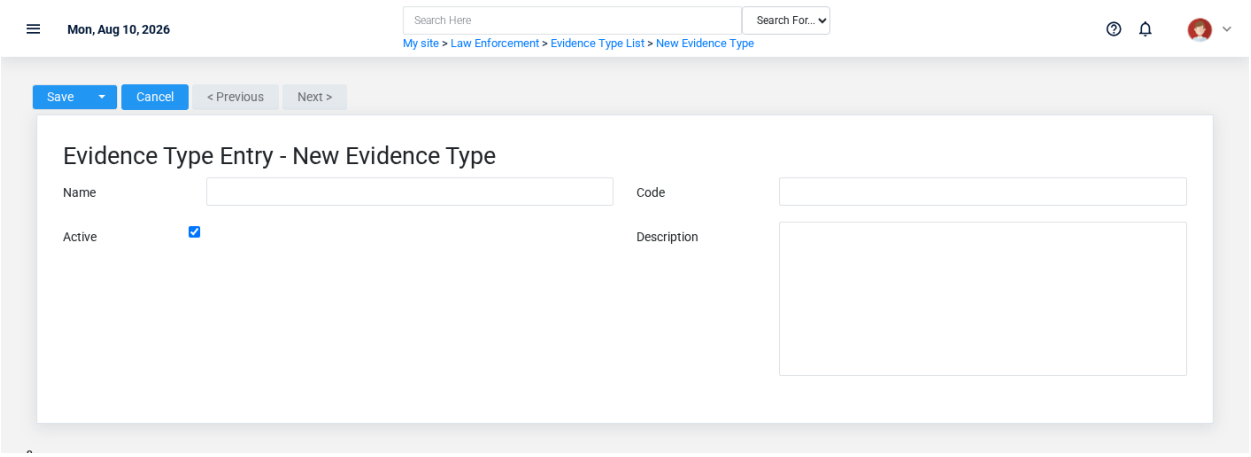
At a glance

- **Identify it by: Name**, and **Code**.
- **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:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

Before you begin

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



The Evidence Types create screen in the Brisk documentation demo.

Create an Evidence Type only when the existing choices do not represent the policy or classification you need. Near-duplicate setup values split reporting and make later selection harder.

1. Select the business context first.
2. Enter the required identifying and operational values: **Name**.
3. Review **Active** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Evidence Type, then confirm **Name**, and **Code** on its detail page before continuing.

After saving: Open **Evidence Items** and confirm the Evidence Type appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Delete an Evidence Type

Delete this Evidence Type only if it is an unused duplicate or setup mistake. Once other records refer to it, preserve that history and make the value inactive when the screen provides that option.

If the record is merely obsolete, use **Active** to remove it from future use while preserving existing references.

Before confirming, check for related **Evidence Items**. 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 **Name**, and **Code**. After confirmation, return to the Evidence Types list and make sure only the intended Evidence Type was removed.

Review Evidence Type details

Use the detail page as the shared record of what this Evidence Type currently means. Verify **Active** before relying on it for a decision.

Compare the Evidence Type with its source document or approved setup request before deciding that it needs correction.

Next check: Open **Evidence Items** and confirm the Evidence Type appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

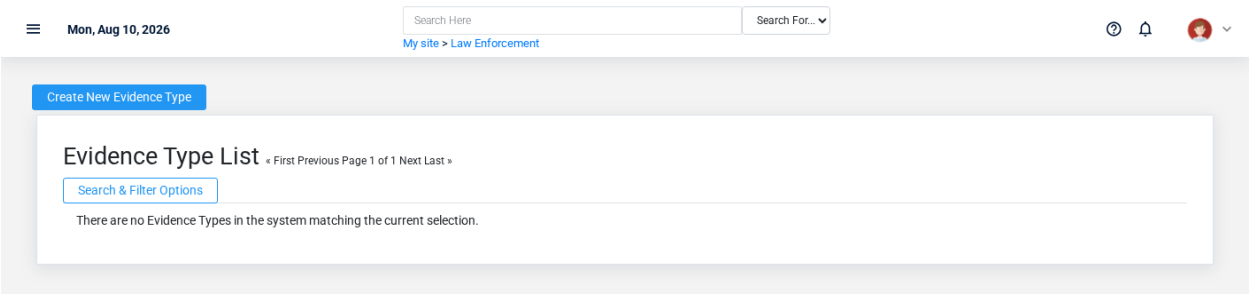
Edit an existing Evidence Type

Edit this Evidence Type when the underlying policy or classification changed. First determine whether historical transactions should retain the old value; if so, deactivate the old choice and create a new one.

1. Open the detail page. Compare **Name**, and **Code** with the supporting document or approved request.
2. Recheck **Active**. 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 Type now appears under the expected **Active**.

After the change: Open **Evidence Items** and confirm the Evidence Type appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Find and review evidence types



The Evidence Types list screen in the Brisk documentation demo.

Use the Evidence Types list to find the correct record before opening or changing it. Compare **Name**, and **Code**. Compare the full identifier rather than relying on a similar name.

Open the Evidence Type whose **Name**, and **Code** match the task. If it is missing, clear the list filters and recheck **Active** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 4 user-relevant fields for this Evidence Type, including 0 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Name	Yes	Human-readable name for this evidence type.
Code	No	Short code used to identify this evidence type.
Active	No	Whether this evidence type is active and available for use.
Description	No	Description of this evidence type.

What happens next

Open **Evidence Items** and confirm the Evidence Type appears with the intended label and availability. Keep the old value for historical records when changing it would split or relabel prior reporting.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name** 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 **Active**, 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:** Compare this Evidence Type with the source document or approved setup decision, then check the downstream screen where it is used.

Revision #3
Created 2026-08-10 16:08:23 UTC by Brisk
Updated 2026-08-10 20:26:44 UTC by Brisk