Forfeiture Options

Forfeiture Options

Purpose and when to use this record

Maintain the permitted forfeiture outcomes or handling options available on applicable cases and property.

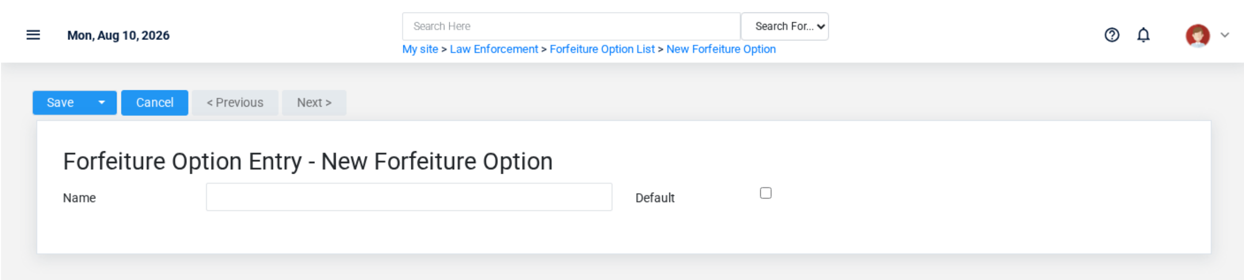
At a glance

- **Identify it by: Name**.
- **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 forfeiture options. 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 a Forfeiture Option



The Forfeiture Options create screen in the Brisk documentation demo.

Create a Forfeiture Option 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 **Default** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Forfeiture Option, then confirm **Name** on its detail page before continuing.

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

Delete a Forfeiture Option

Delete this Forfeiture Option 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.

Before confirming, check for related **Cases**. 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**. After confirmation, return to the Forfeiture Options list and make sure only the intended Forfeiture Option was removed.

Review Forfeiture Option details

Use the detail page as the shared record of what this Forfeiture Option currently means. Verify **Name**, and **Default** before relying on it for a decision.

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

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

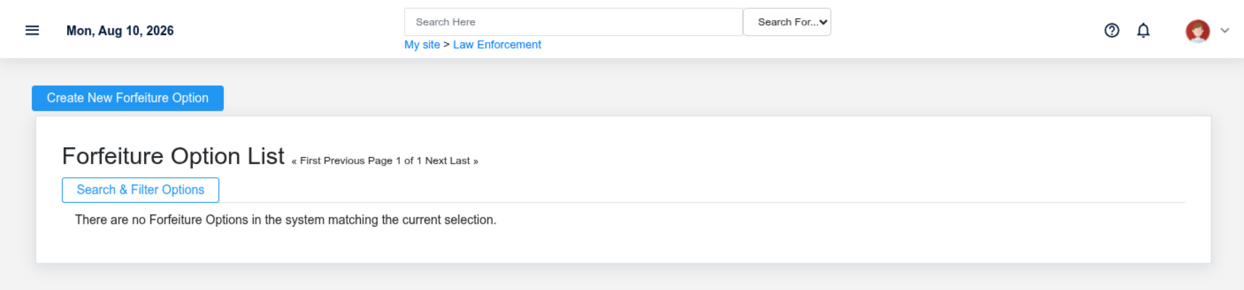
Edit an existing Forfeiture Option

Edit this Forfeiture Option 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** with the supporting document or approved request.
2. Recheck the identifying information shown on the screen. 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 Forfeiture Option now appears under the expected **Name**.

After the change: Open **Cases** and confirm the Forfeiture Option 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 forfeiture options



The Forfeiture Options list screen in the Brisk documentation demo.

Use the Forfeiture Options list to find the correct record before opening or changing it. Compare **Name**. Compare the full identifier rather than relying on a similar name.

Open the Forfeiture Option whose **Name** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Fields and business rules

Brisk stores 2 user-relevant fields for this Forfeiture Option, 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	Sets the name of this option.
Default	No	If this is selected, cases will automatically select this forfeiture option.

What happens next

Open **Cases** and confirm the Forfeiture Option 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 values look right but the result is wrong:** Compare this Forfeiture Option with the source document or approved setup decision, then check the downstream screen where it is used.

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