



GENERAL SPECIFICATIONS / SYSTEM FEATURES

for the

EVIDENCE MANAGER SYSTEM

The PERCS Index **Evidence Manager** base system includes all software, hardware (except for PC's and network) supplies and services to plan, configure, install, train and support a full evidence department.

1. Evidence Manager runs on an Intel based system and is compatible with any Windows 32 bit platform which includes Windows 98 or above. Recommended minimum requirements include a 20 Gig hard drive, 128 MB RAM, and a Pentium 3 or higher processor. The basic system is fully network enabled and includes an **Officers Module** enabling remote data entry and reporting outside the Evidence Room as well as a **Field Module** to be used by a laptop computer for remote data entry at a crime scene or other offsite application.
2. There are **NO** additional charges for additional users on the system. The basic system price is in essence a site license.
3. The thermal transfer bar code printer supplied is capable of printing labels off-site e.g. at a crime scene. The bar code labels also include human readable information such as the case number, item number, officer, date, item number etc. 10,000 labels are included in the base system price.
4. The software package maintains basic descriptive information as well as the ability to track movement of evidence items as they are checked in and out. The system permits the user to specify the fields of information to keep about each piece of evidence or property.
5. A new feature now includes a Case Notes tab which enables a user to detail information in free form on each case. This information can be searched and printed.

6. The fields for the item includes item, description and control number, seized time and location (optional), and disposal information from a drop-down list.
7. Items of evidence can be categorized and diary dated for further action.
8. Full Chain of Custody report is tracked.
9. Concluded case files can be archived
10. The system supports the collection or input of data using a bar code scanner. The system also supports the use of both a bar code scanner attached directly to a PC or a portable handheld data collection apparatus with an integrated scanner to gather and collect data. The optional portable data terminal is able to store the required data and to load the data in a PC through a serial port. Each time an item is transferred or acted upon, the system automatically records the transactions.
11. The system is a PC-based turnkey software package. No additional software is necessary to run the product.
12. Full access levels (password protected), for users accessing various areas of the program. It has the ability to restrict members from viewing sensitive files.
13. The system is capable of handling at least 1,000,000 records.
14. The system is quick to learn and user friendly.
15. The system has clear and self-explanatory data menu selections and data entry screens. Each screen offers a series of help messages at the bottom of the screen indicating what options the users have at each point in usage of the screen. Additionally, the user is able to access on-line help from within the application.
16. The system provides easy inquiry and rapid response to queries of individual records within the database. Many of the searching queries can include date ranges etc.
17. The system protects the user from accidentally deleting records and confirm changes or edits to a record, to avoid the possibility of mistakes.
18. The system allows entry of many like items by easily copying the previous item record.
19. The system generates all required related reports and/or forms at the time data is entered into the system.

The system has the ability to share all duplicative information (i.e., name address etc.) among all relevant reports and/of forms without additional input.