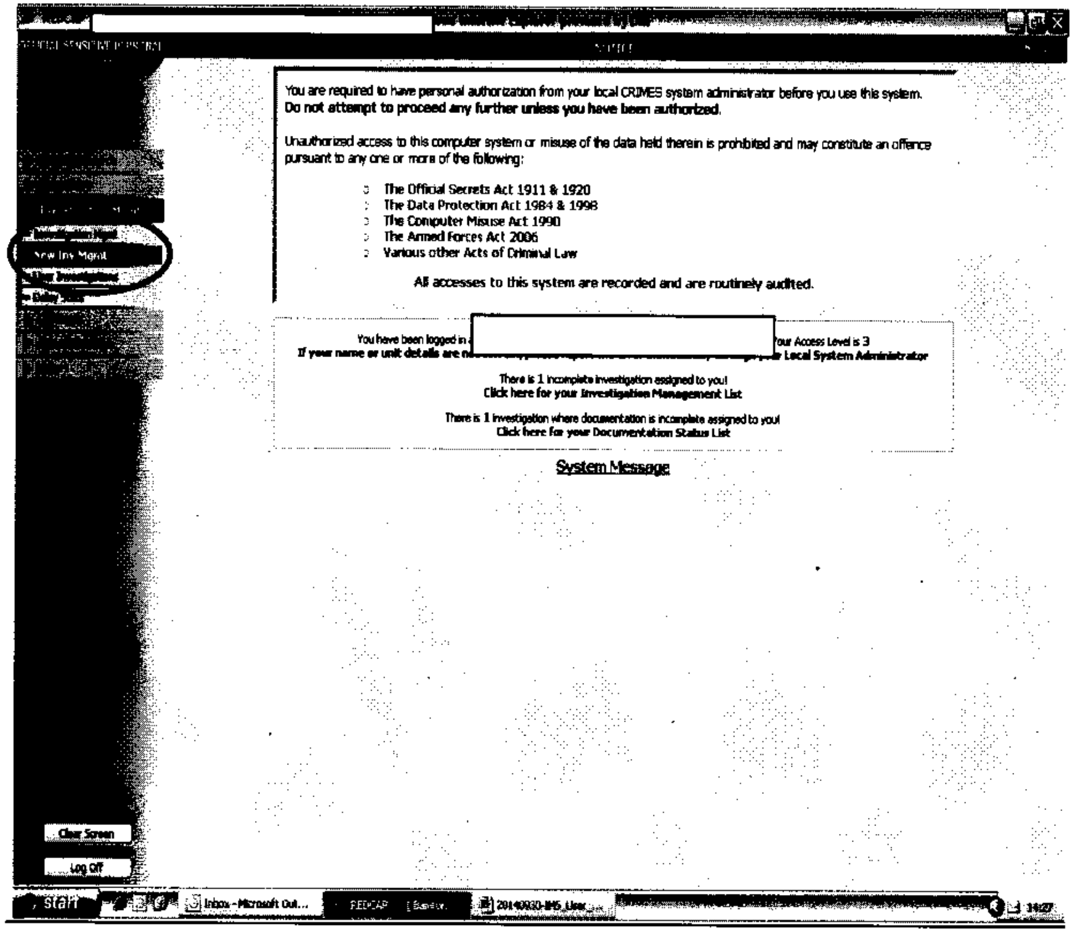
IMS ACCESS



The IMS is accessed via the **Investigation Mgmt** link on the REDCAP home page.

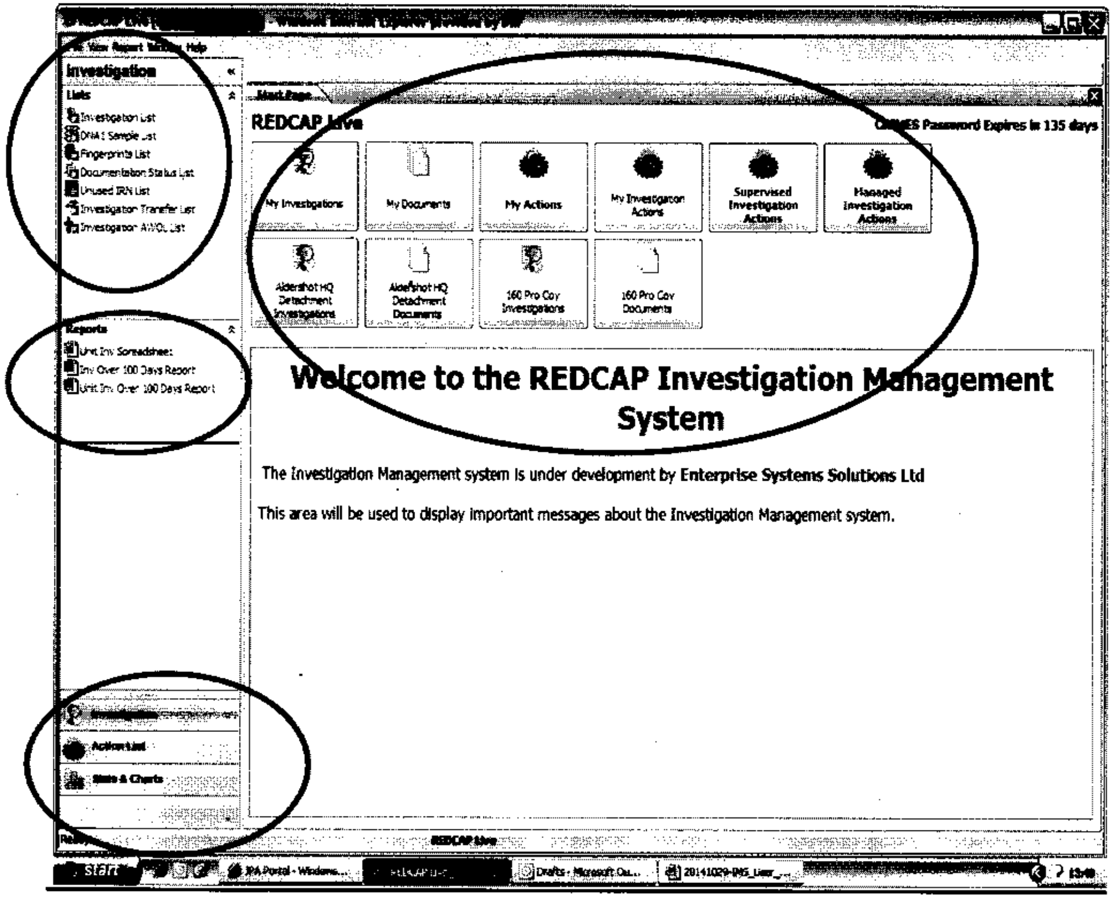
Notes

What is displayed to the individual user in the IMS may change depending on your role. For the purposes of this user guide, managerial level permissions are in place.

All available buttons and options within each tab of the IMS can also be accessed by right clicking the mouse.

The IMS is an e-investigation management tool only and does not replace or negate any existing protocols and procedures in current MPID.

IMS QUICK LINKS



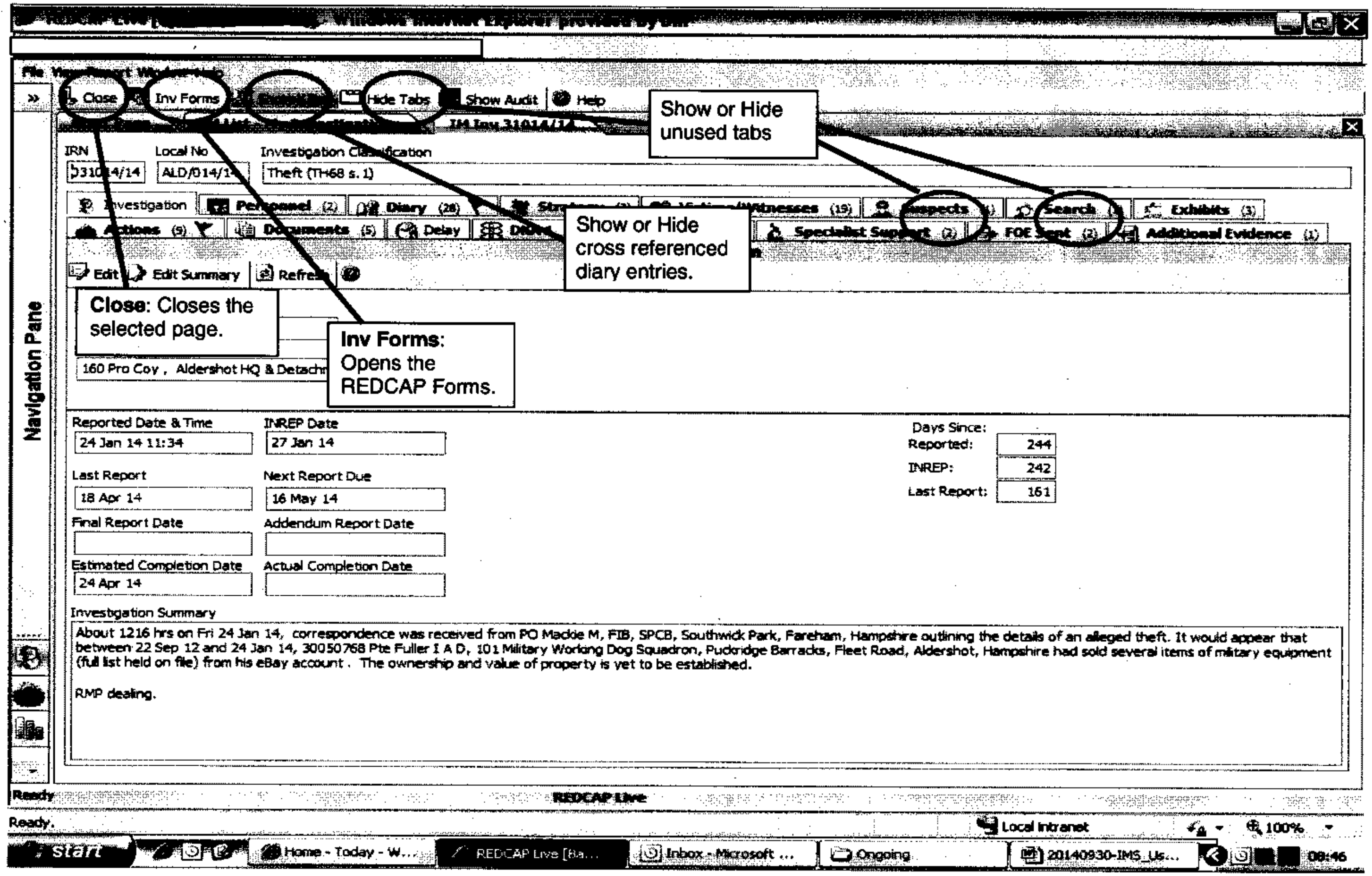
Notes

What is displayed to the individual user in the IMS may change depending on your role. For the purposes of this user guide, managerial level permissions are in place.

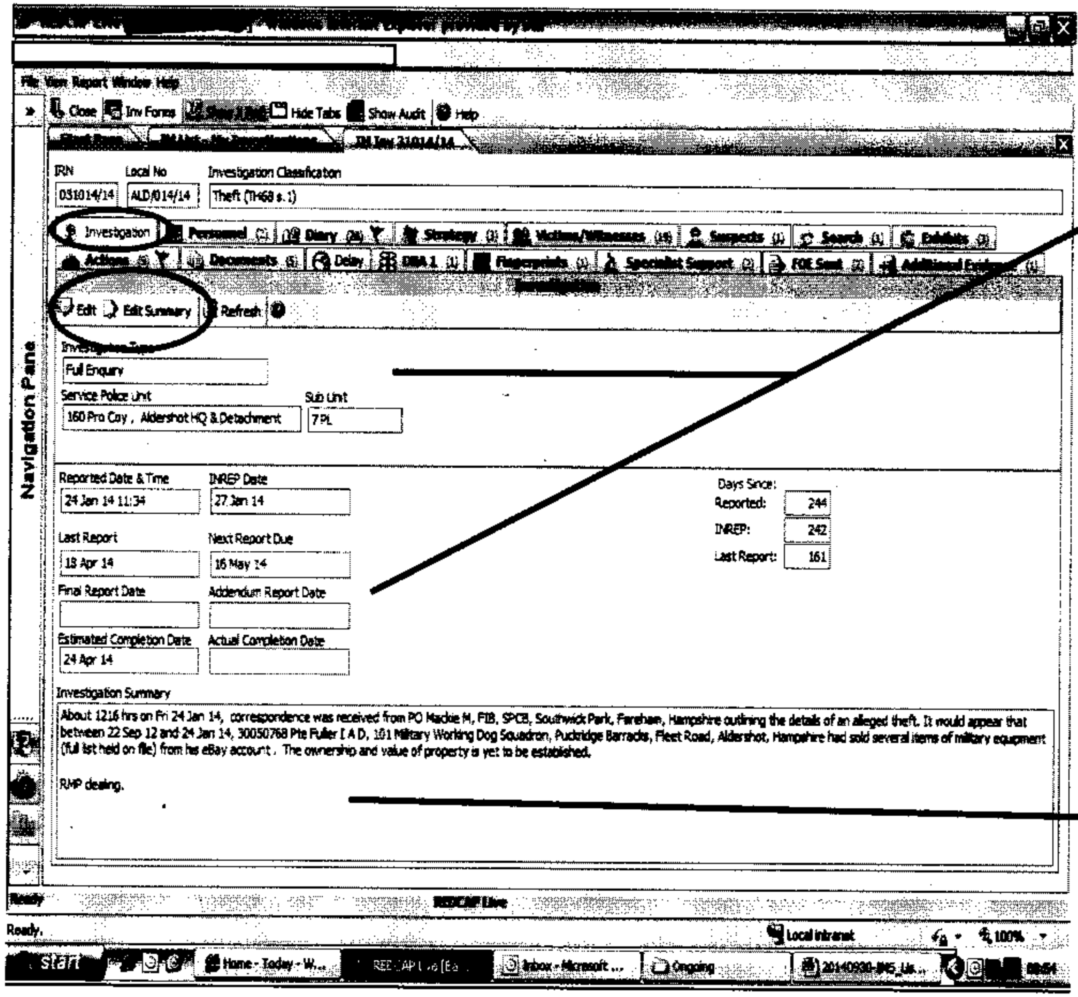
All available buttons and options within each tab of the IMS can also be accessed by right clicking the mouse.

Investigation Lists	**Location: At the top left of the screen in the Navigation Pane.**
IM Investigation List	Allows user to define the parameters of what investigations they wish to view.
DNA 1 Sample List	Allows user to define the parameters of what DNA submissions they wish to view.
Fingerprints List	Allows user to define the parameters of what fingerprint submissions they wish to view.
Documentation Status List	Takes user to the REDCAP Documentation Status menu.
Unused IRN List	Displays a list of all unused IRN's for the Unit.
Investigation Transfer List	Takes user to a list of all investigations transferred into or out of their parent Unit.
IM AWOL List	Takes user to a list of their unit's cases where the suspect is marked as AWOL.
Reports	**Location: At the centre left of the screen in the Navigation Pane.**
IM Spreadsheet	Provides a brief synopsis of all ongoing investigations (for case file conference / prayers etc).
IM Over 100 Days Report	Consolidated delay entries for all ongoing investigations over 100 days old (Single Service wide).
IM Unit Over 100 Days Report	Consolidated delay entries for all ongoing investigations over 100 days old (User's unit only).
Buttons	**Location: At the bottom left of the screen in the Navigation Pane.**
Investigation	Displays Investigation specific links.
Actions List	Displays Actions specific links.
Stats & Charts	Displays links to statistics and charts.

Start Page	**The default page opened on entering the IMS.**
My Investigations	All current investigations assigned to the user.
My Documents	Opens the documents status page in REDCAP for all forms and reports in cases assigned to the user.
My Actions	All actions assigned to the user **in any investigation**.
My Investigation Actions	All actions assigned to the user **specific to their assigned investigations**.
Supervised and Managed Investigation Actions	Displays oversight of all actions **in investigations where the user is assigned those roles**.
Detachment Investigations	Managerial oversight of all detachment / section investigations.
Detachment Documents	Opens the documents status page in REDCAP for all forms and reports in ongoing Det cases.
Company Investigations	Managerial oversight of all company investigations.
Company Documents	Opens the documents status page in REDCAP for all forms and reports in ongoing Coy cases.


Close: Closes the selected page.
Inv Forms: Opens the REDCAP Forms.
Show or Hide unused tabs
Show or Hide cross referenced diary entries.
Close
Inv Forms
Hide Tabs
Show Audit
Help
IRN
Local No
Investigation Classification
Theft (TH68 s. 1)
Investigation
Personnel (2)
Diary (28)
Victims/Witnesses (19)
Suspects
Search
Exhibits (3)
Actions (9)
Documents (5)
Delay
Specialist Support (2)
FOE Sent (2)
Additional Evidence (1)
Edit
Edit Summary
Refresh
160 Pro Coy , Aldershot HQ & Detachm
Reported Date & Time
24 Jan 14 11:34
INREP Date
27 Jan 14
Last Report
18 Apr 14
Next Report Due
16 May 14
Final Report Date
Addendum Report Date
Estimated Completion Date
24 Apr 14
Actual Completion Date
Days Since:
Reported: 244
INREP: 242
Last Report: 161
Investigation Summary
About 1216 hrs on Fri 24 Jan 14, correspondence was received from PO Mackie M, FIB, SPCB, Southwick Park, Fareham, Hampshire outlining the details of an alleged theft. It would appear that between 22 Sep 12 and 24 Jan 14, 30050768 Pte Fuller I A D, 101 Military Working Dog Squadron, Puckridge Barracks, Fleet Road, Aldershot, Hampshire had sold several items of military equipment (full list held on file) from his eBay account . The ownership and value of property is yet to be established.
RMP dealing.
Navigation Pane
Ready
REDCAP Live
Local intranet
100%
start
Home - Today - W...
REDCAP Live [Ba...
Inbox - Microsoft ...
Ongoing
20140930-IMS_Us...
08:46

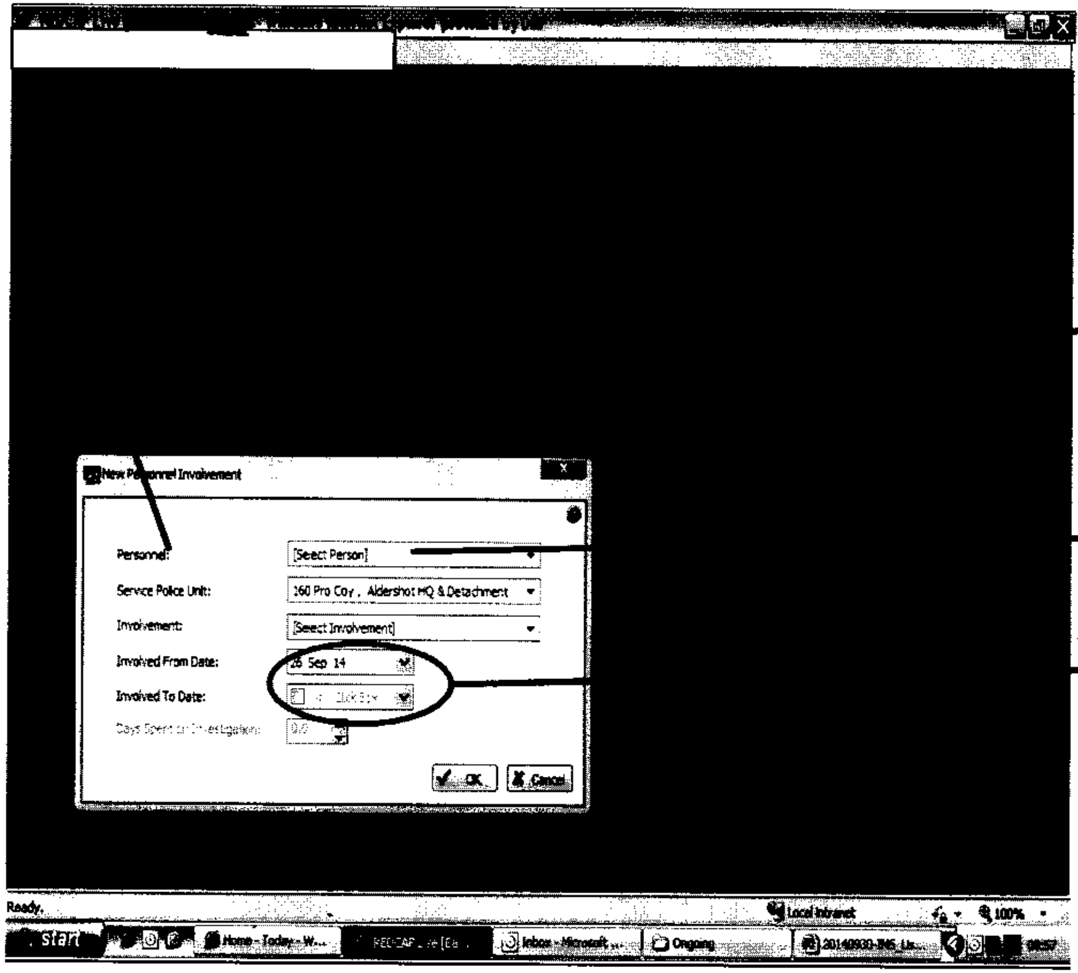
INVESTIGATION TAB



Edit: Lets the user edit the investigation detail.

Edit Summary: Lets the user edit the investigation summary.

PERSONNEL TAB



New: Creates a new personnel involvement.

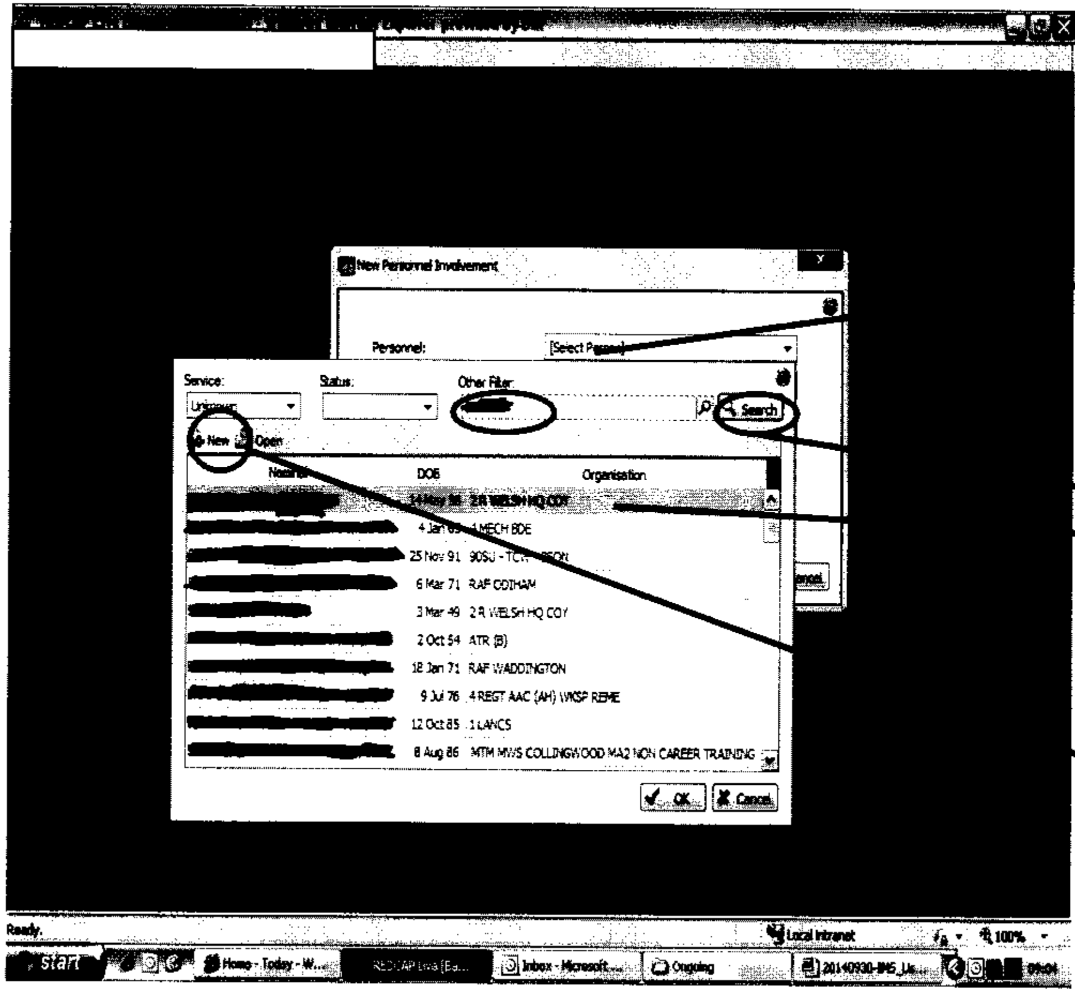
Edit: Allows editing of the selected entry.

Delete: Deletes the selected entry (available to investigation managers only).

Clicking in the **Select Person** field will open a separate search window (see next page).

The **Involved from and to** dates will auto populate if a new entry is created with the same involvement as an entry that already exists. This is because doing this indicates a change of person in that role. The dates can also be changed manually.

PERSONNEL TAB

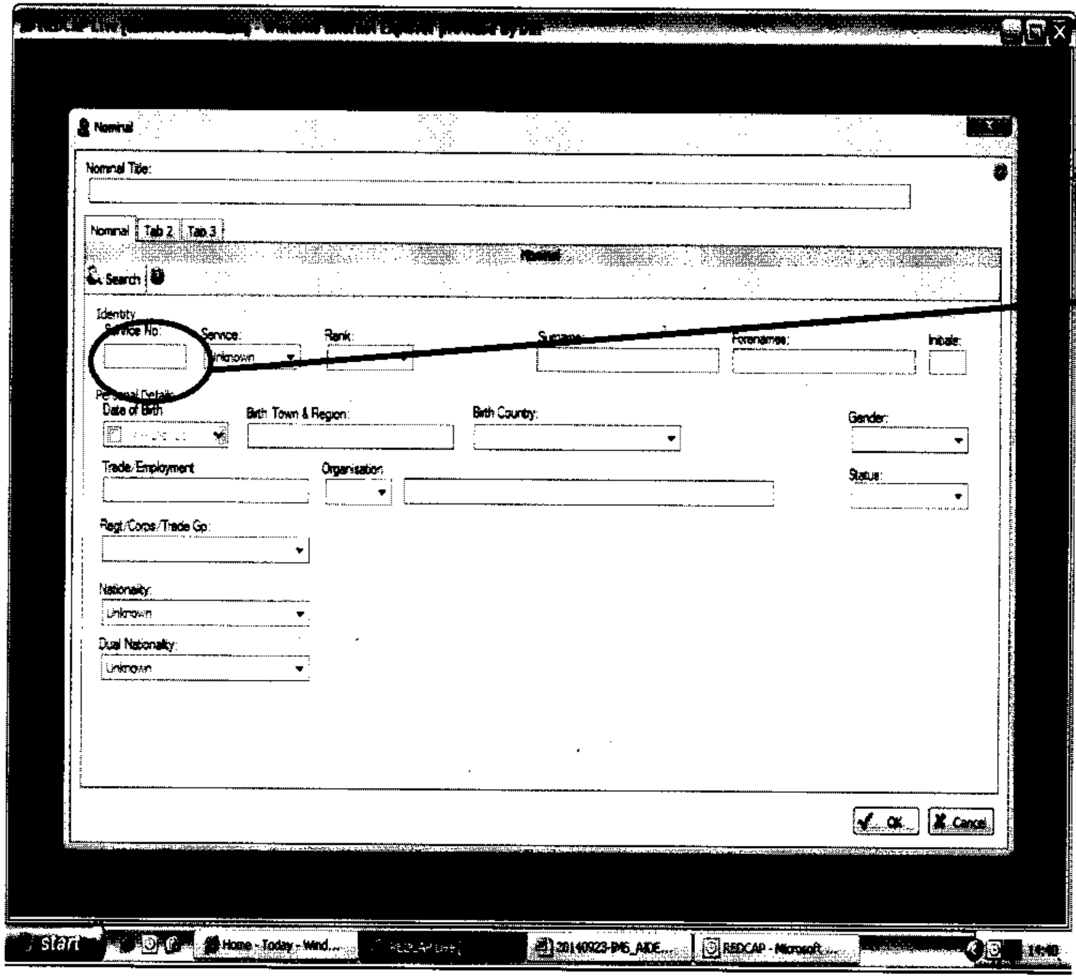


Clicking in the **Select Person** field will open a separate search window.

The **search** filter is linked to existing JPA and REDCAP records and will auto fill the selected detail. This detail **MUST** always be checked manually if used to ensure it is current and correct.

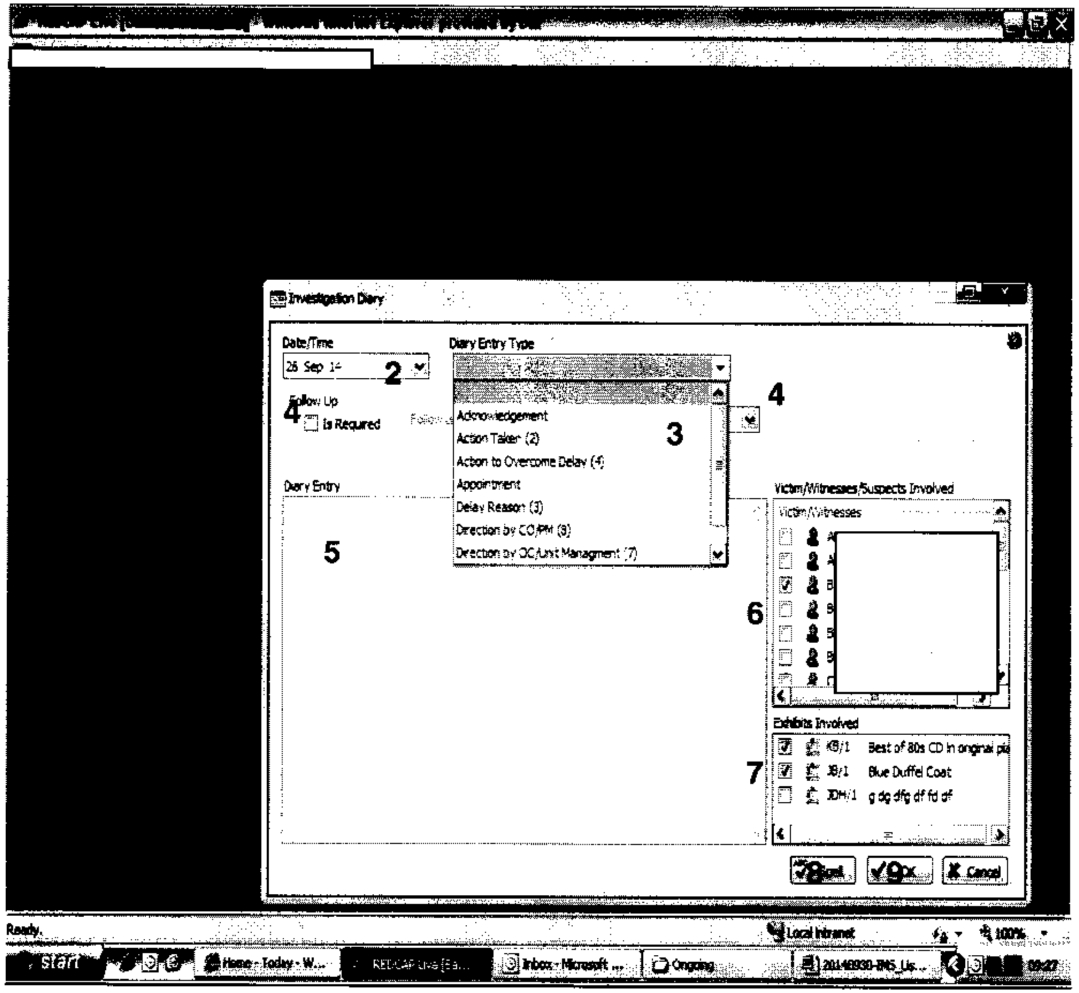
Personnel can also be entered by clicking **'New'** if you prefer not to use the search and auto fill tools.

PERSONNEL TAB



Clicking **'New'** in the previous screen will open a new window. A service number must be entered or the form will not generate an entry. Entering a service number will auto fill the personnel detail from existing JPA and REDCAP records. This detail must then be checked manually to ensure it is current and correct.

DIARY TAB



Create a basic diary entry:

1. Click **'New'**.

2. Select the date.

3. Select the type of entry.

4. Check the **'follow up'** box (optional) and select the date and time when you want the reminder for the follow up to occur.

5. Type in the diary entry text.

6 & 7 Check the boxes against any witnesses or exhibits you want to link to the entry.

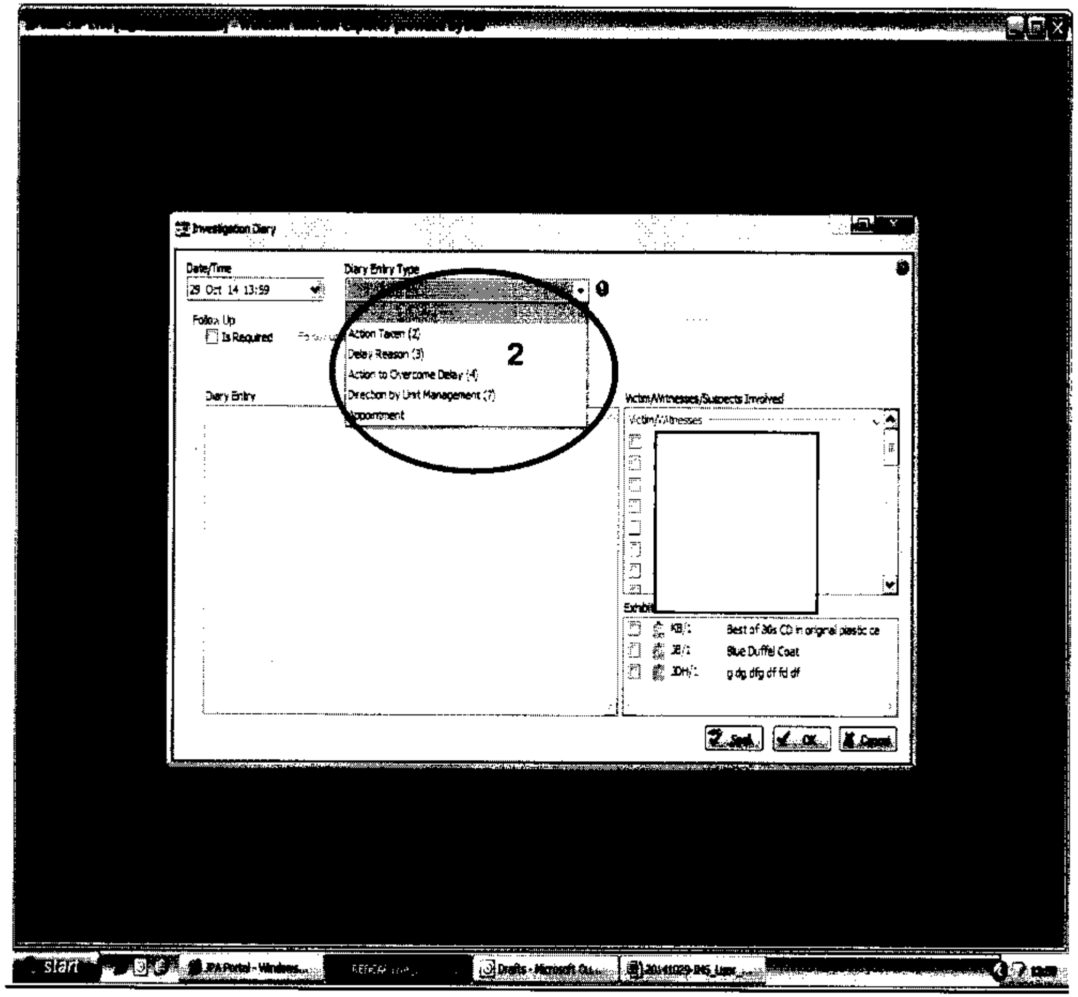
8. Spell check the entry.

9. Click 'OK'

Note

Once a follow up is complete, right click the original diary entry and click **'follow up'**. This will create a new diary entry where you can state the outcome of the follow up in the text field. The new entry will then cross reference with the original entry to show the full audit of the follow up action.

DIARY TAB



Give direction in a diary entry:

1. Create a new diary entry.

2. These options will change depending on your role.

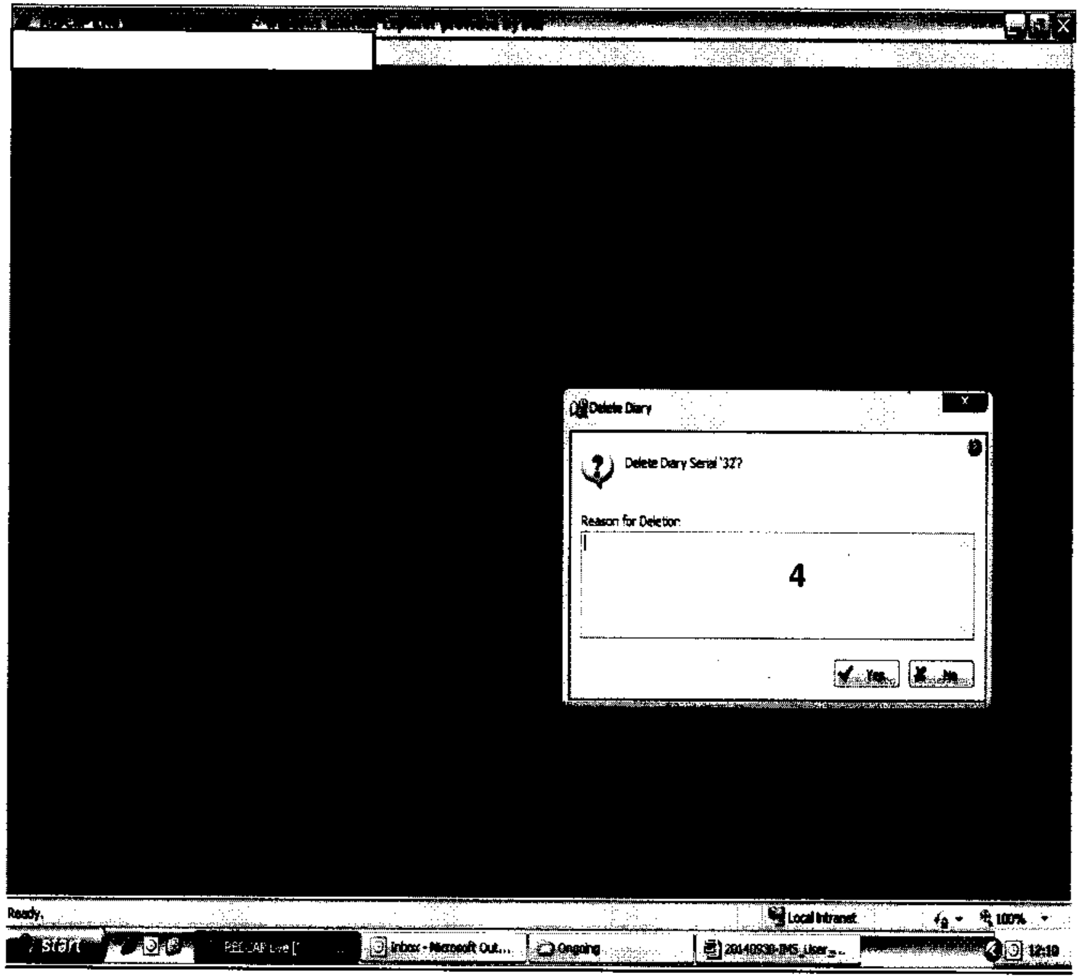
3. On completion of the entry, the direction will be automatically replicated as an action for the case investigator (see actions).

Note

Direction in the diary will always appear in red font. This is so the command chain can quickly find all direction given.

4. Cross referenced diary entries will appear in a separate window at the bottom of the page if any exist and the **'Show X Ref'** button is active.

DIARY TAB



Edit / Delete a diary entry:

1. Highlight the entry that you want to edit or delete.

2. Click the **'Edit'** button. This option will only remain available for **30 minutes** after the creation of the original diary entry.

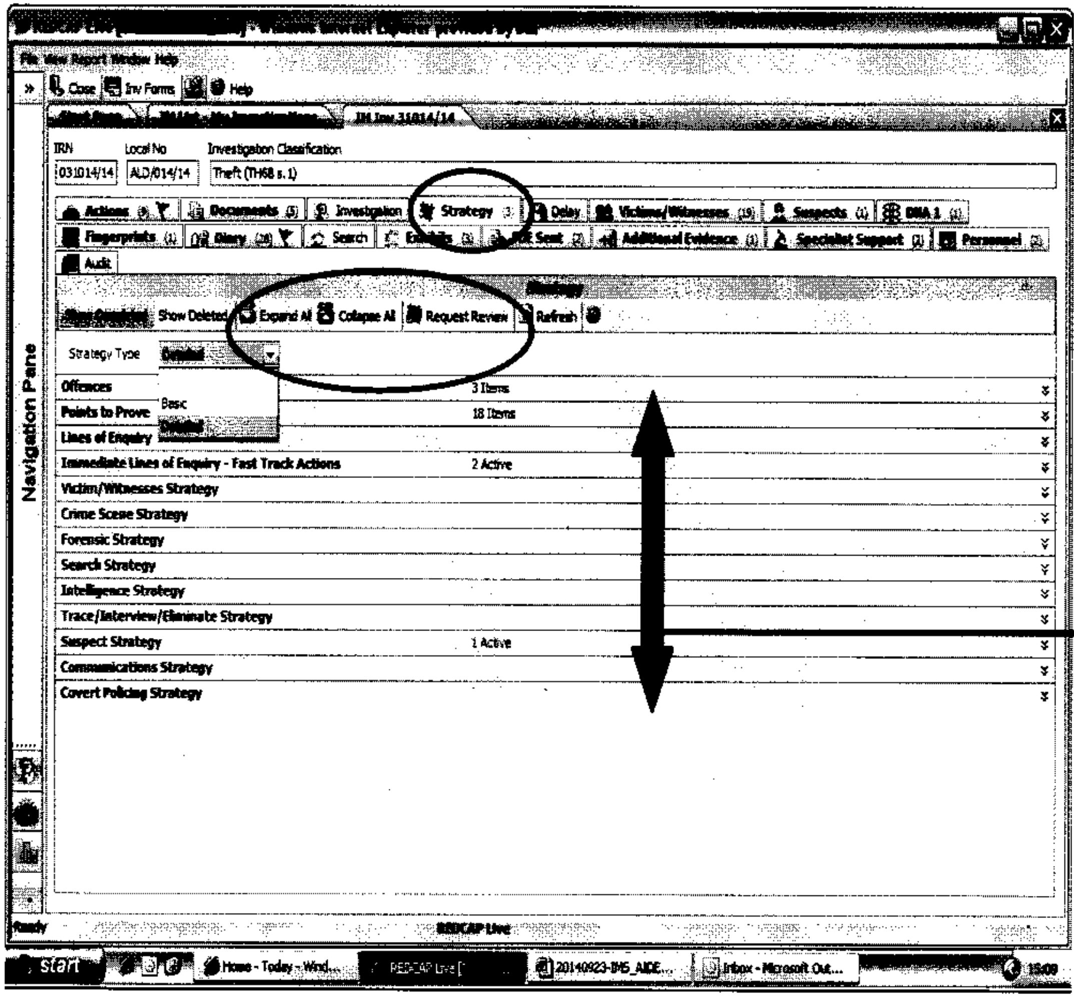
Or

3. Click the **'Delete'** button.

4. This will open a confirmation window where you must explain why you are deleting the entry.

5. The deleted entry remains visible for integrity, but is struck through.

STRATEGY TAB



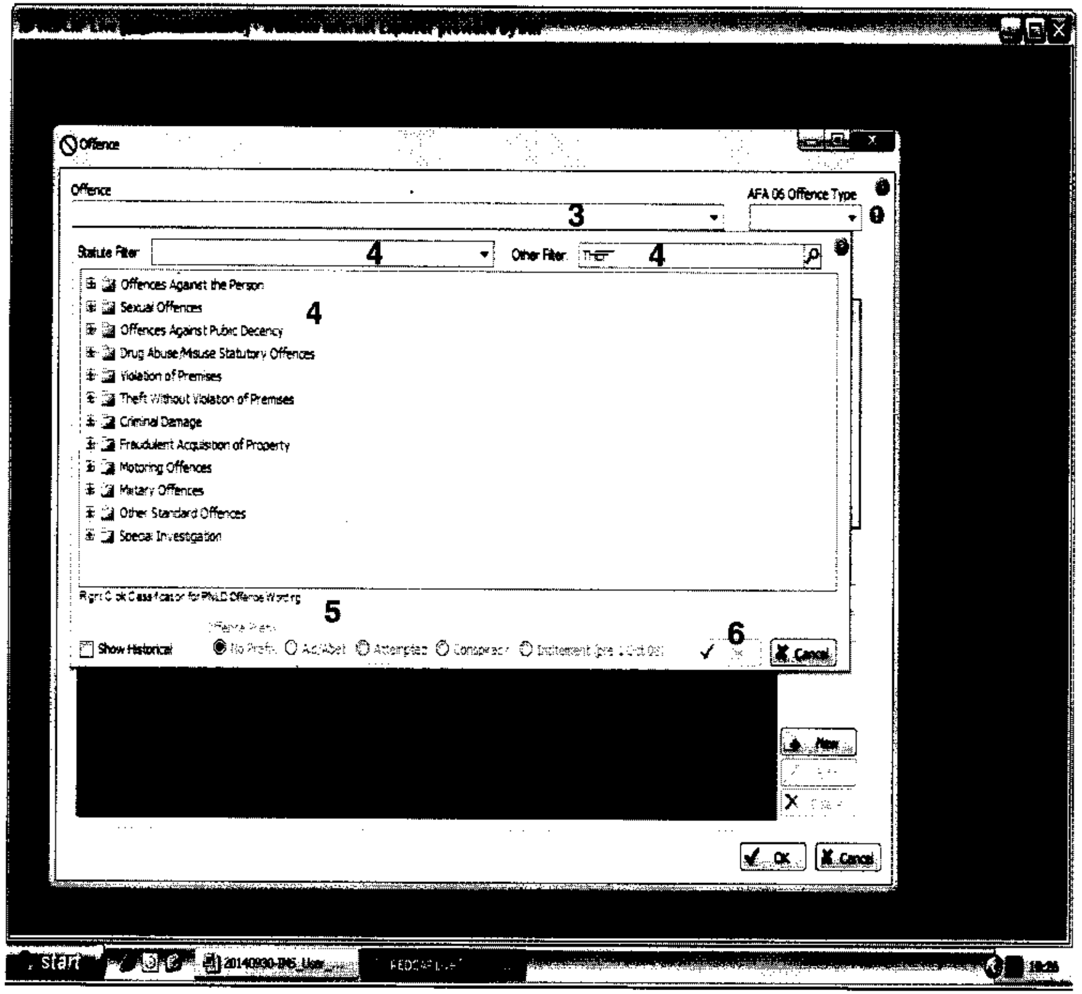
Expand / Collapse all: opens / closes all individual strategy elements.

Request review: creates an action for your supervisor to review the current strategy.

All strategy titles have been reproduced as per the current templates.

Each element can be expanded or collapsed for ease of viewing.

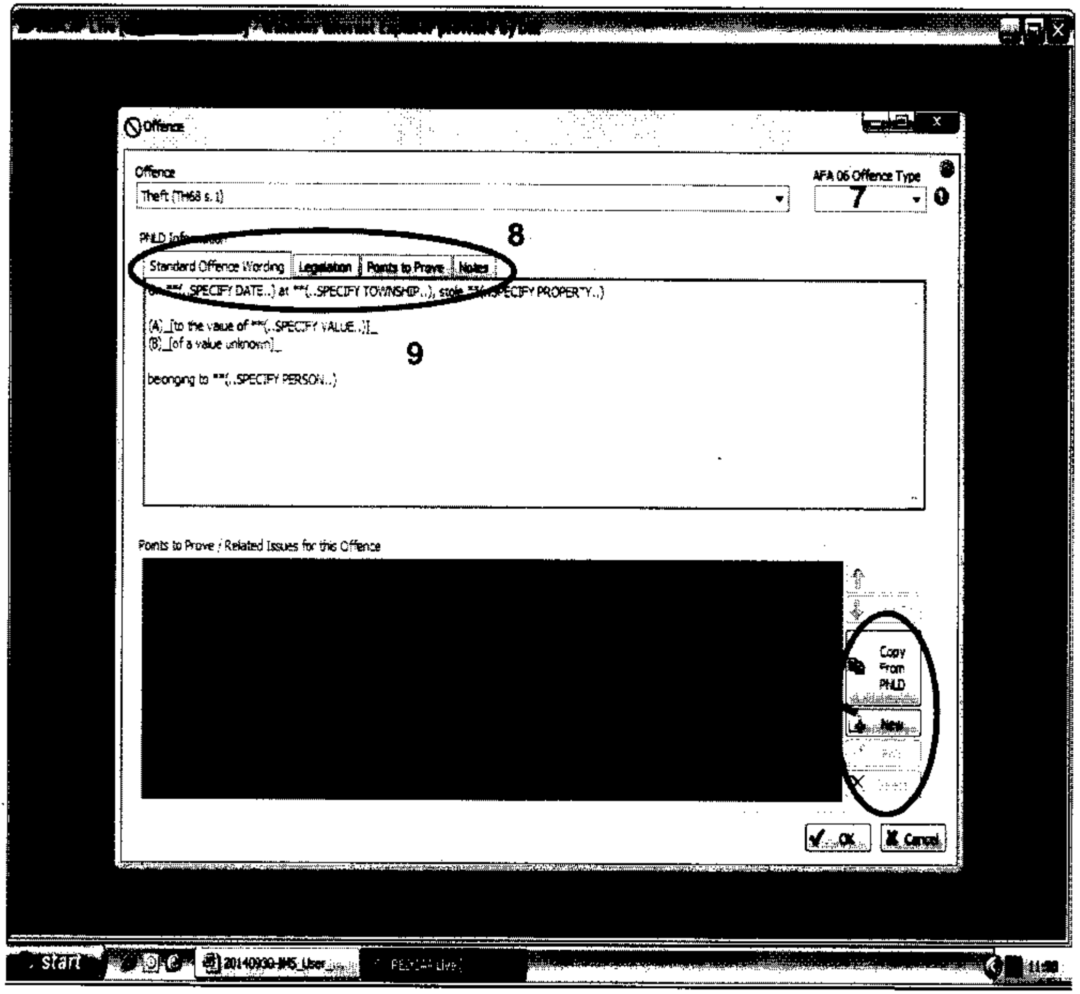
STRATEGY TAB – OFFENCES



Create a new offence

1. Expand the **'Offence'** group.
2. Click **'New'**. This will open a new window.
3. Click in the offence field to open the offence selection area.
4. Select the offence by drilling down into the offence categories or using the search filters.
5. Select any prefix to the offence.
6. Click 'OK'.

STRATEGY TAB – OFFENCES



Create a new offence (continued)

7. Select the correct AFA 06 offence type. The form will not close without this being done.

8. Any linked PNLD data for the selected offence can be viewed and amended here to assist the investigator to build their case.

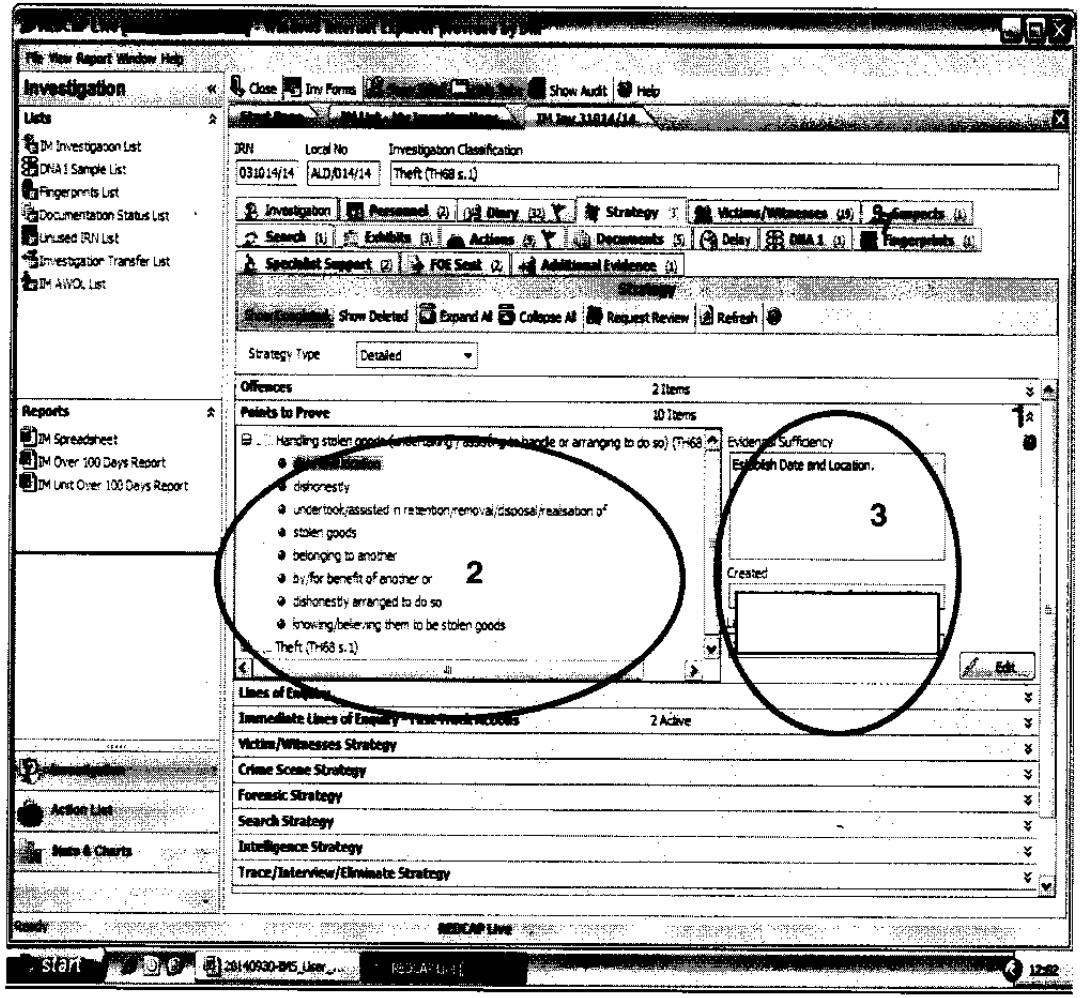
Note

If no PNLD information is available, it will need to be entered here manually from the legislation source.

9. The detail of the PNLD offence wording can be manually amended to reflect the specific circumstances of your case. This will also provide the wording for your charge(s).

10. Points to prove can be input manually or copied from PNLD. They can then be edited or deleted as necessary.

STRATEGY TAB – POINTS TO PROVE



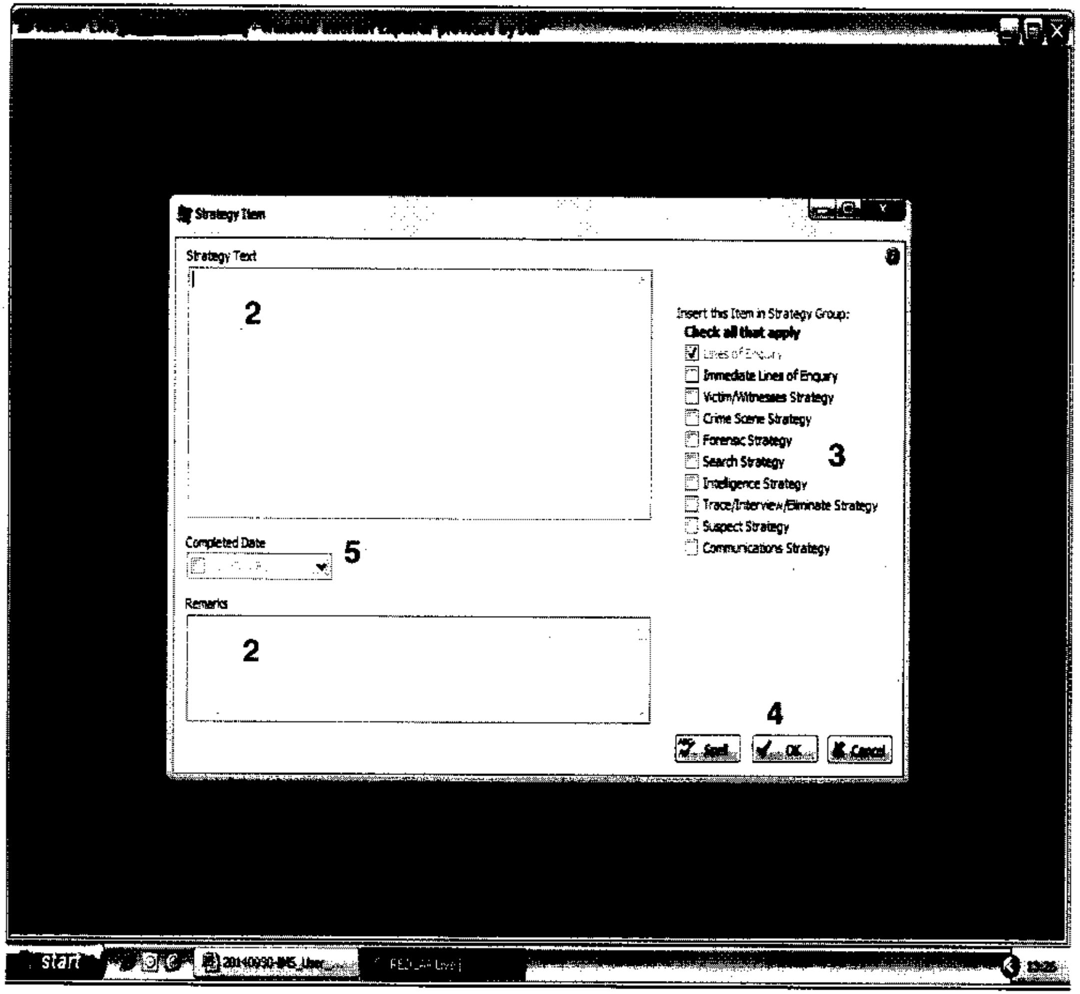
Managing Points to Prove

1. Expand the **'Point to Prove'** field.

2. Each offence created will copy the points to prove here.

3. Highlighting each individual point to prove allows information to be recorded here to assist with meeting the EST. This is incredibly useful as it focuses lines of enquiry and develops the investigative mind.

STRATEGY TAB – LINES OF ENQUIRY



Managing Lines of Enquiry (LOE)

1. Expand the '**Lines of Enquiry**' field and click '**New**'.

2. Enter the strategy text and any remarks.

Note

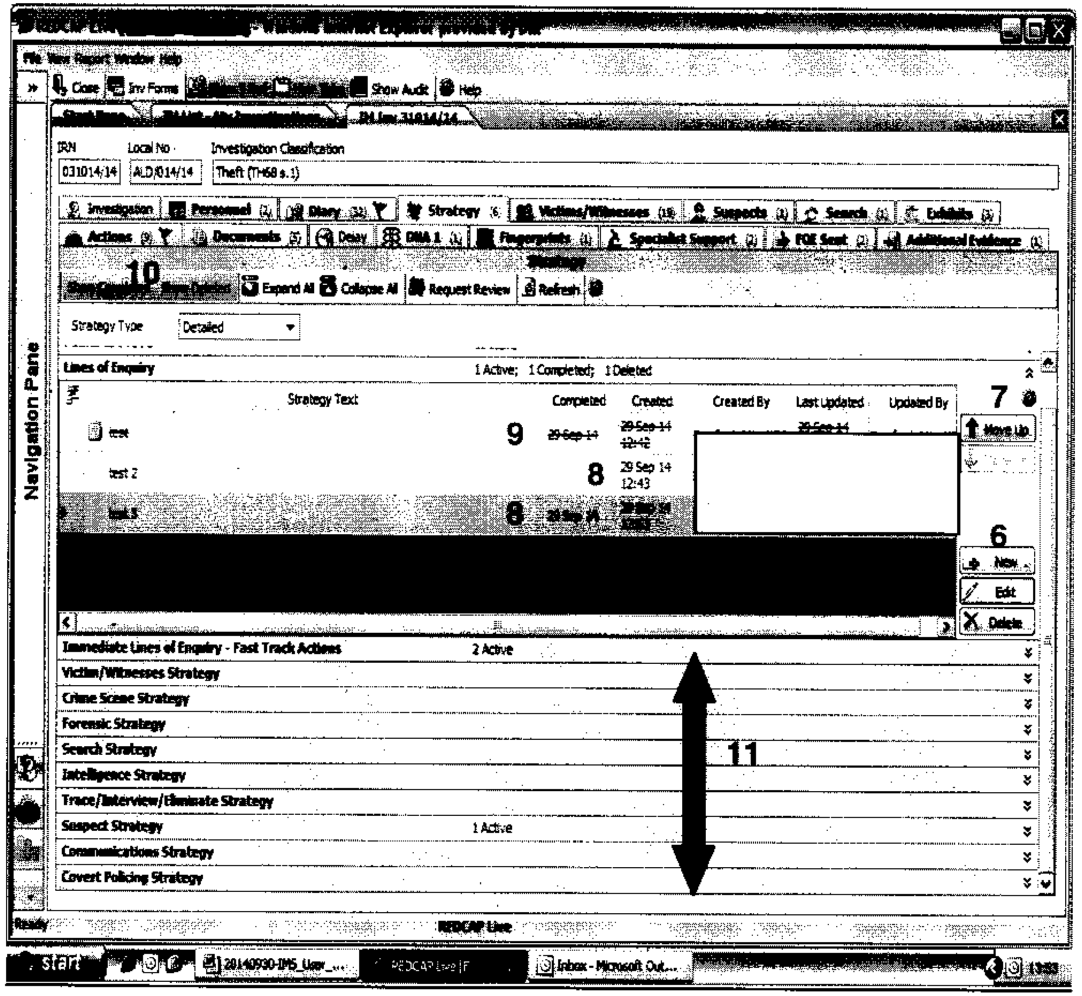
The supervisor and wider CoC should enter any remarks separately to preserve the original strategy text of the investigator. This demonstrates proper CoC engagement and investigator guidance and development.

3. Checking these boxes will duplicate the text in each selected strategy area. This saves time when the same LOE is relevant to more than one aspect of an overall strategy.

4. Click 'OK' to close the form.

5. The completed date should only be entered once this line of enquiry has been concluded.

STRATEGY TAB – LINES OF ENQUIRY



Managing Lines of Enquiry (Continued)

6. Once created, each entry can be edited or deleted as required as the strategy evolves.

7. Move up & down allows you to rearrange the selected entries to prioritise LOE.

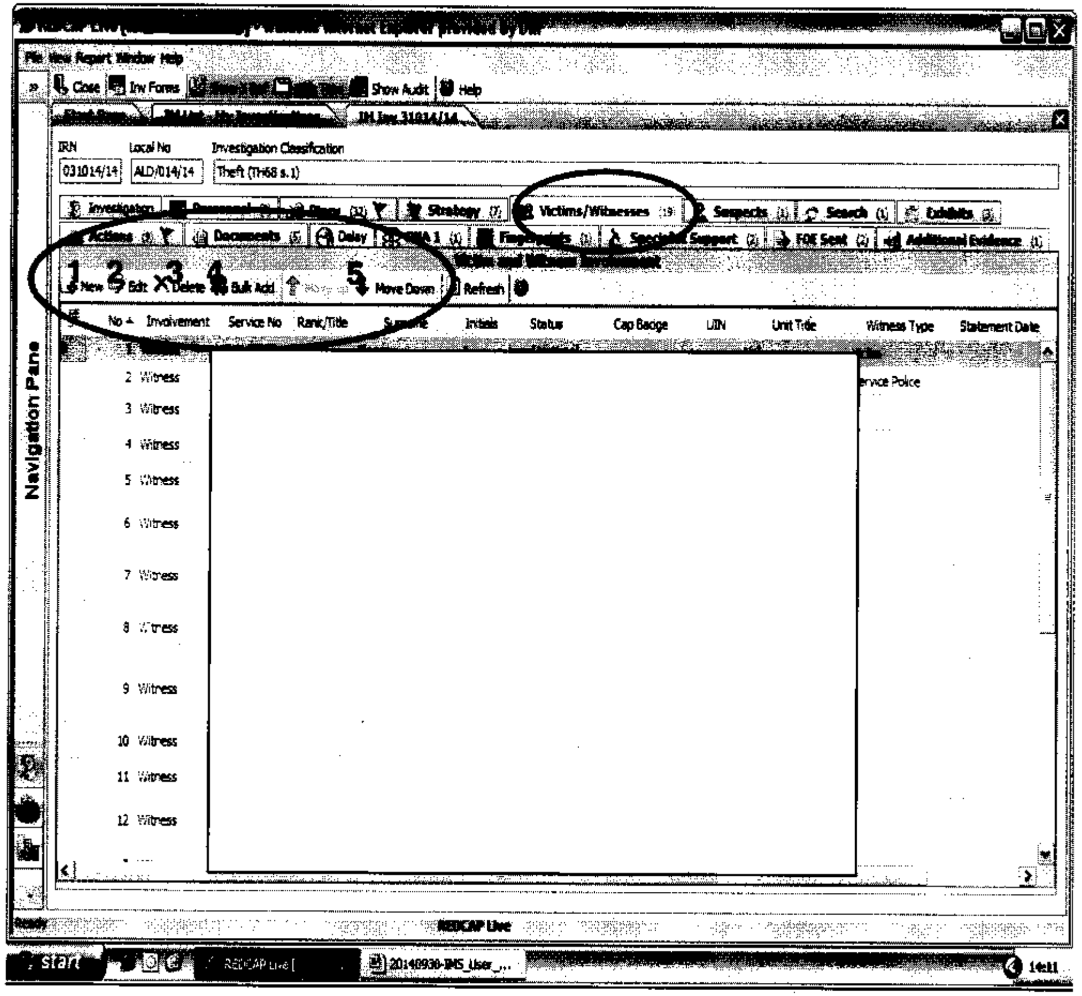
8. Completed LOE will appear in green font. Active LOE will appear in black font.

9. Deleted entries work the same way as deleted diary entries.

10. Deleted and Completed entries can be hidden to un-clutter the viewing pane.

11. All subsequent strategy fields are managed in exactly the same way as lines of enquiry.

VICTIMS / WITNESSES TAB



Victims and Witnesses Buttons

1. Create a new single entry.

2. Edit the selected entry

3. Delete the selected entry

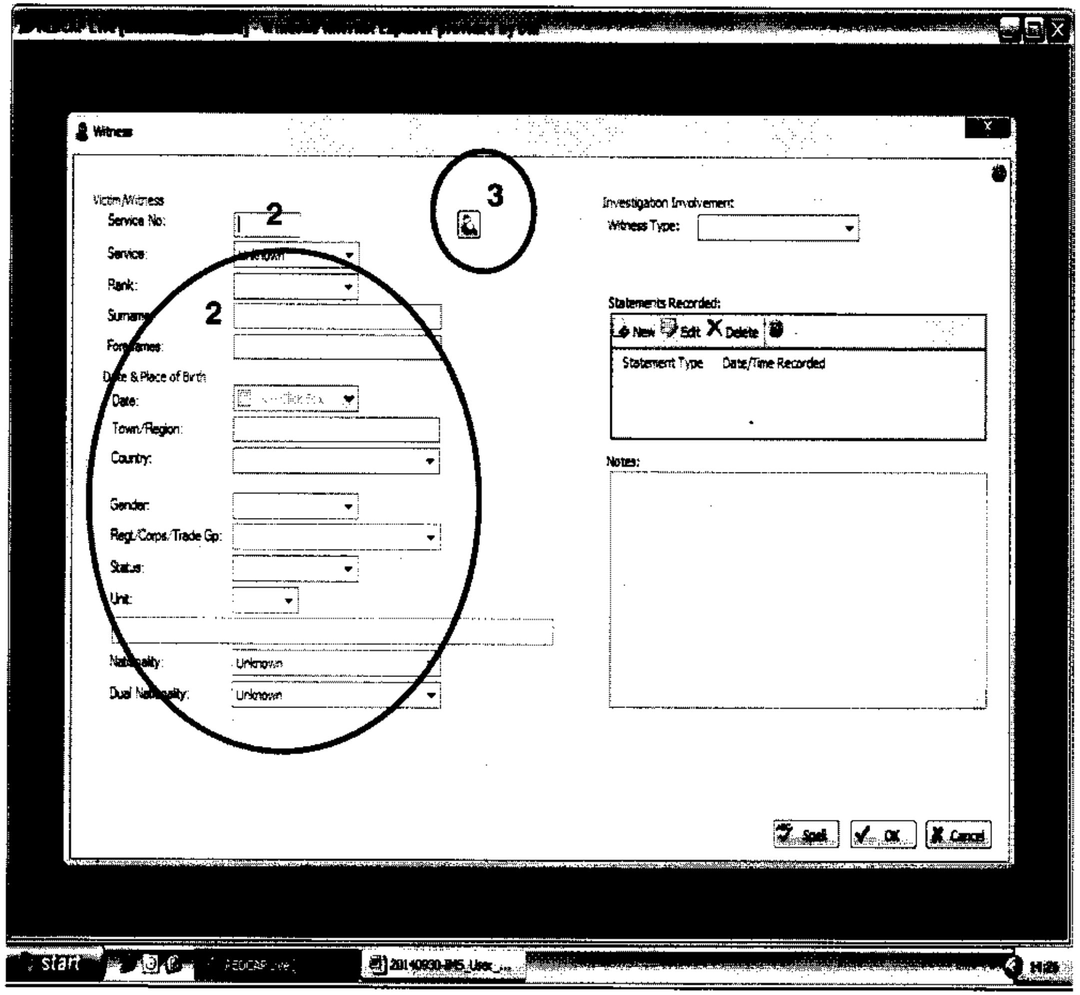
4. Create a new bulk add (multiple) entry.

5. Move the selected entry up or down.

Note

Witnesses should only be added to the IMS once their involvement is confirmed and their identity is known.

VICTIMS / WITNESSES TAB



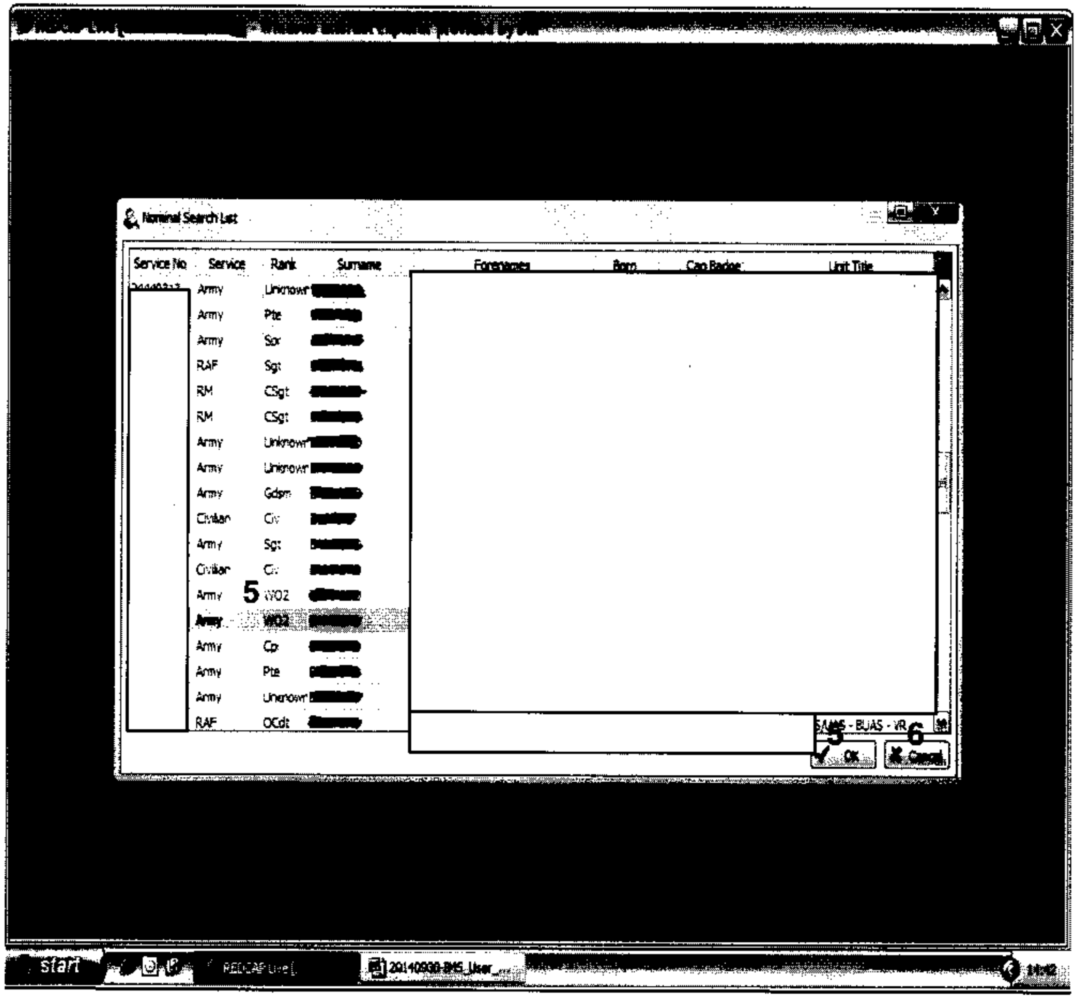
Create a new witness

1. Click '**New**'.

2. Enter a valid service number or as much detail as possible into the information fields

3. Click the search icon.

VICTIMS / WITNESSES TAB

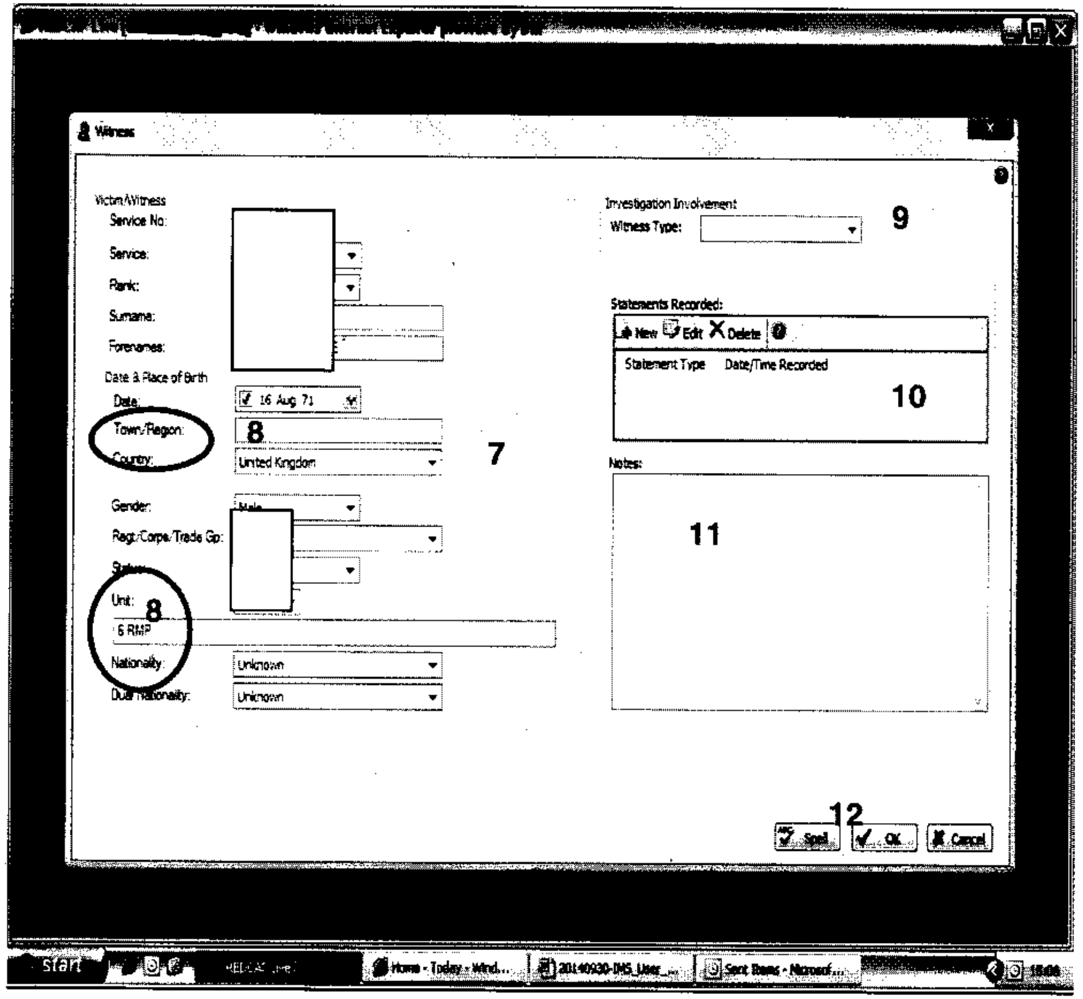


Create a new witness (continued)

5. If the person you are looking for is in the search results, highlight them and click 'OK'.

6. If the person you are looking for is not in the search results, click 'Cancel' and input the detail you do have manually into the information fields. This will create a new record for them in the REDCAP database.

VICTIMS / WITNESSES TAB



Create a new witness (continued)

7. Any existing records from JPA and REDCAP will auto populate the data fields. This detail can be edited at any time if you subsequently establish further information.

8. Due to the way JPA and REDCAP updates, any detail auto populated **<u>MUST</u>** be manually checked to confirm it is current and correct.

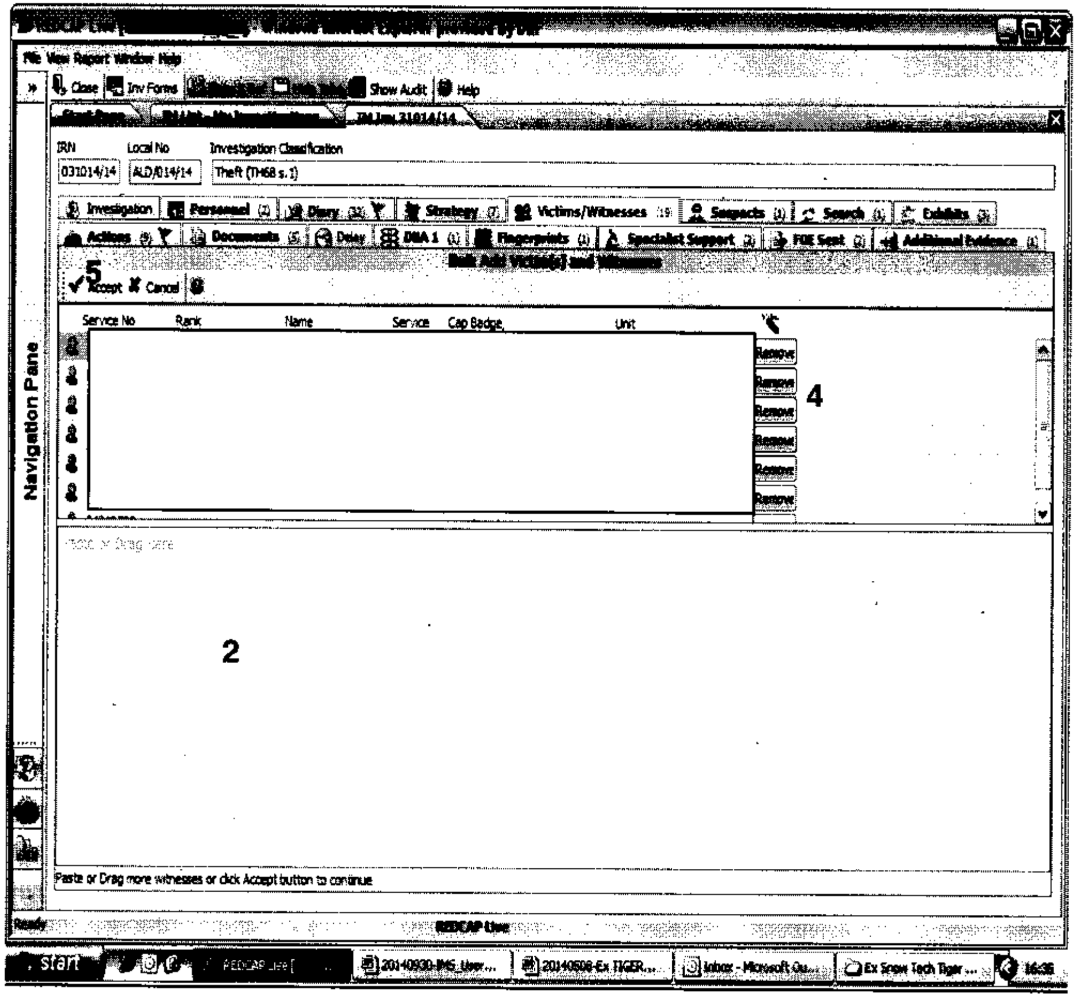
9. Once you are content with all the information on the left, select the witness type. **Victims** will also require a nominal form to be created in REDCAP.

10. Input the date and time the statement was recorded. This should reflect the date and time on the back of page 1 of the statement form. If you take further statements from the same witness, the date and time should be recorded here for each individual statement.

11. Useful notes about the witness can be entered here, such as how the witness is linked to the investigation and any follow up action that should be considered as a result of what this witness said. This should then be discussed with the investigation supervisor and input into the diary and / or strategy as necessary.

12. Spell check the entry and then click **'OK'**

VICTIMS / WITNESSES TAB



Create witnesses using Bulk Add

1. Click '**Bulk Add**' on the main '**Victims / Witnesses**' page.

2. Copy and paste or drag and drop a piece of e-text from another e-source into this area. This could for example be a nominal role, flap sheet or other similar list of service numbers.

Note

The IMS bulk add will only work with service numbers. If the text you are importing contains names without service numbers, these will not be recognised by the IMS.

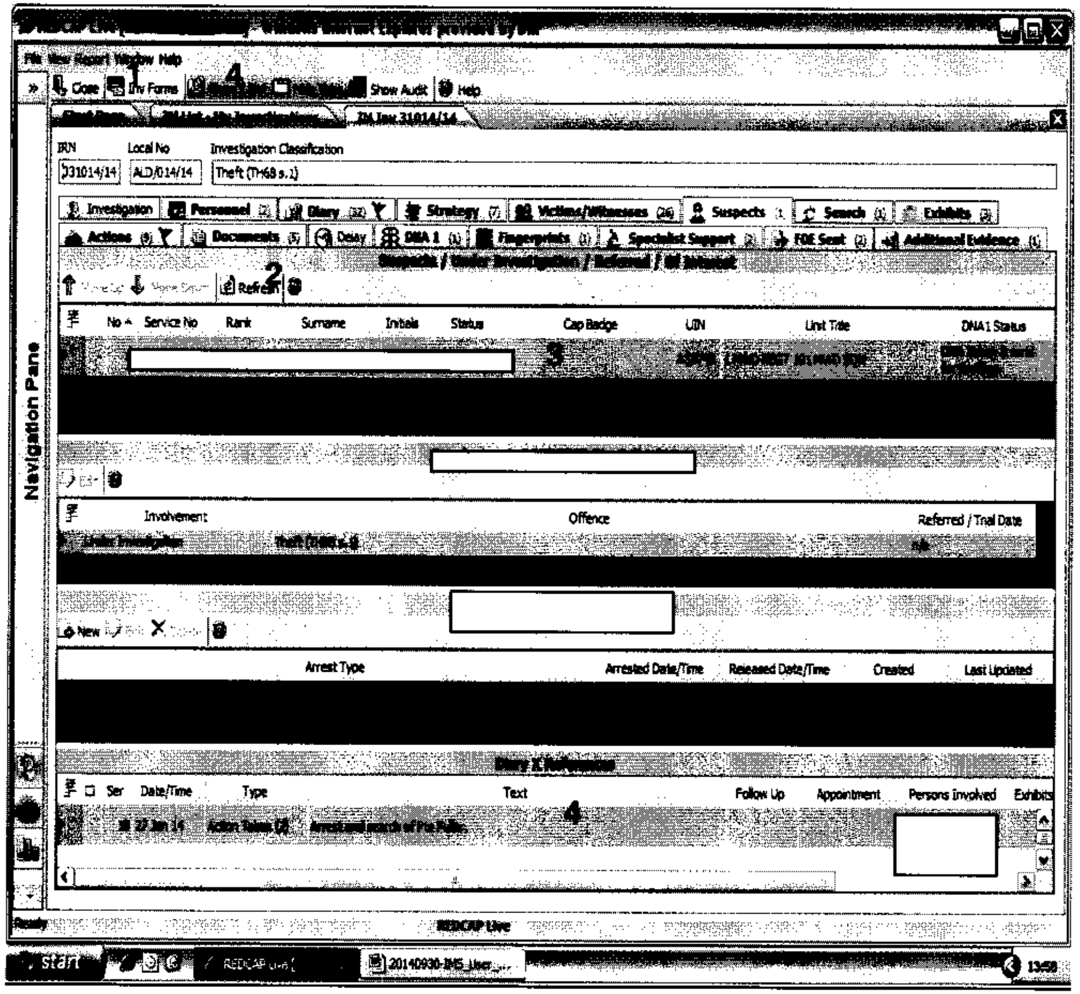
3. Check the detail of each bulk added entry to ensure that the auto populated detail is correct.

4. Remove any entries that are unwanted.

5. Once you are happy with all entries click '**Accept**'.

The selected persons will then be added to the witness list. All individual bulk added entries must then be manually edited in the same way as for '**New**' entries using '**Edit**'. This is to check the personal detail is current and correct and to assign the witness type.

SUSPECTS TAB



Create a new suspect

1. Click the button to open the REDCAP forms.

2. Create a new nominal form in REDCAP as normal and record the person as '**under investigation**'. Close the nominal forms page and then click 'Refresh' in the IMS.

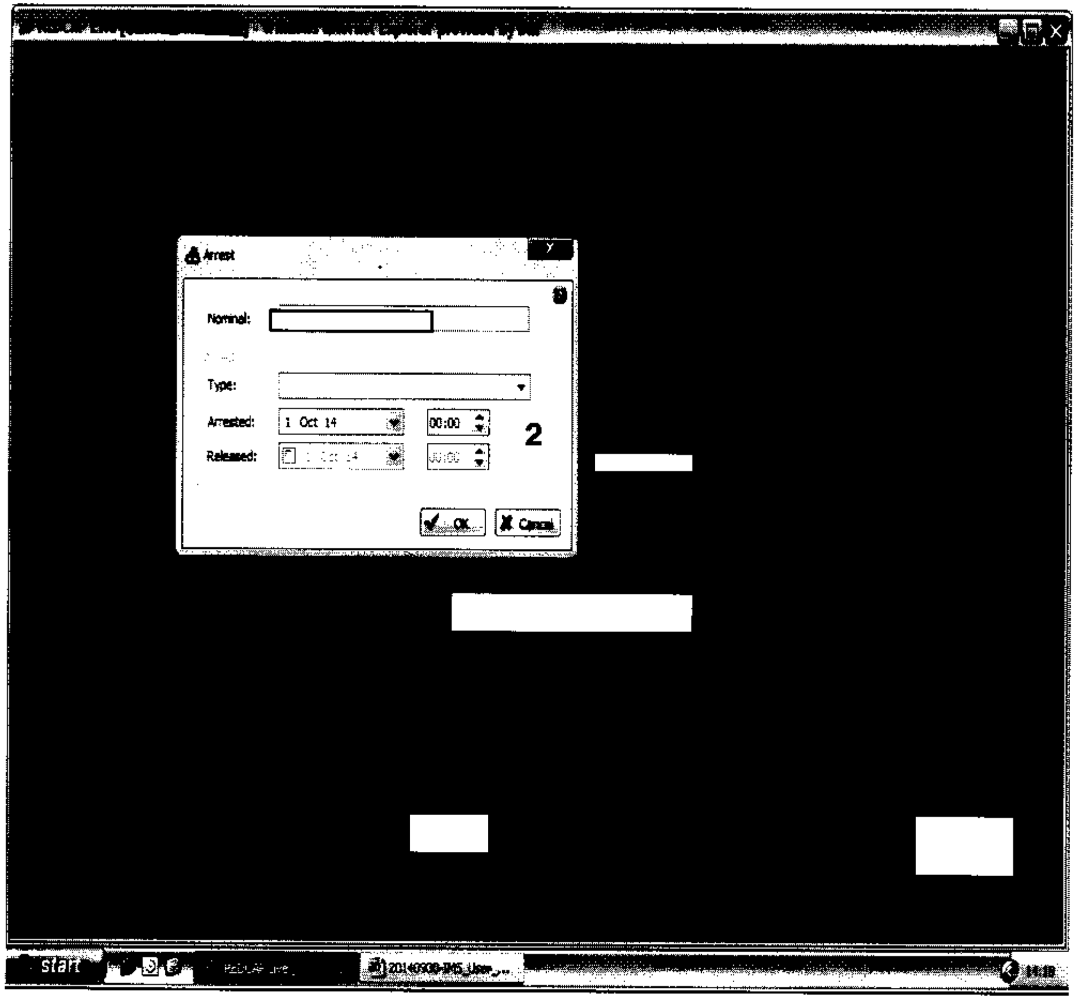
3. The newly created suspect will now appear in the IMS.

4. Any cross referenced diary entries will be visible here if the '**Show X Ref**' button is active.

Note

At present suspects can only be created and managed using a nominal form in REDCAP, they cannot be created or managed in the IMS like witnesses. This is important if you need to change their status during the enquiry.

SUSPECTS TAB



Create a new arrest record

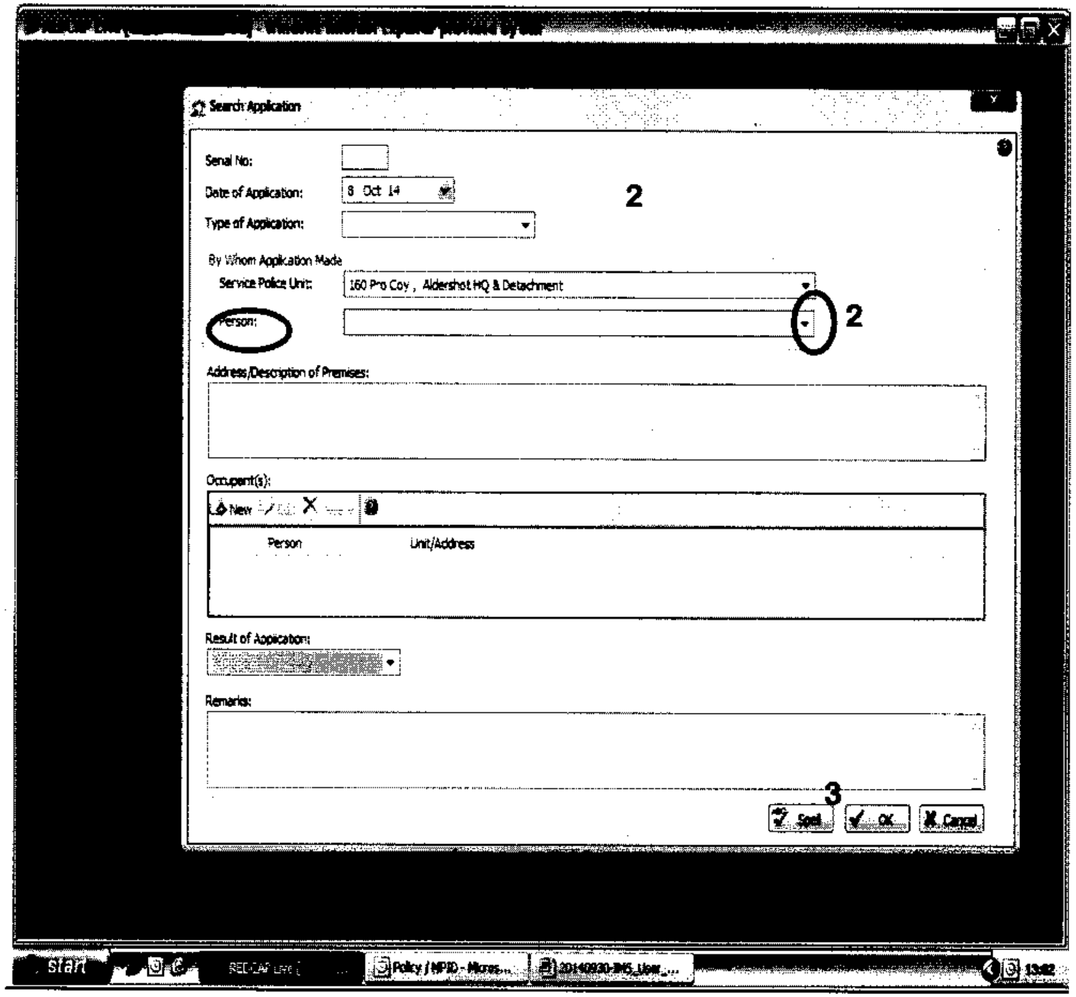
1. Click **'New'** in the arrest field.

2. Enter the detail of the search and click **'OK'**.

Note

The arrest field in the IMS suspect page is designed as a quick reference only. It does not replace the arrest register.

SEARCH TAB



Create a new search application

1. Click '**New**'.

2. Complete the form.

Note

When entering people using the drop down '**Person**' menus, right clicking the mouse will open a contextual list of persons already linked to the investigation (ie suspects). This saves time if the subject of the search is already in the IMS.

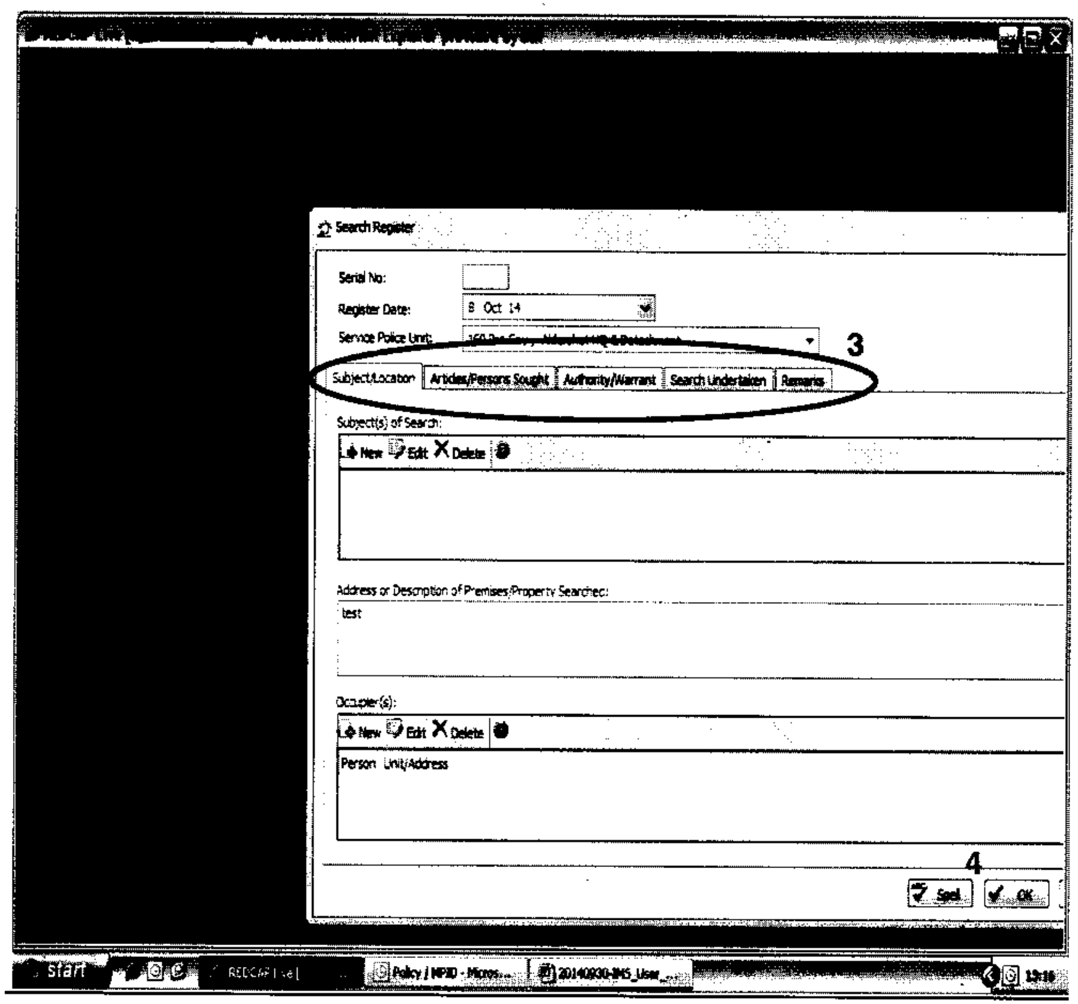
Left clicking the mouse will open the standard search engine linked to existing JPA and REDCAP records (see personnel tab).

3. Spell check and then click '**OK**'.

Note

The search application record in the IMS is designed as a quick reference only. It does not replace the search register.

SEARCH TAB



Create a new record of search

1. Highlight the search application you want to create a record for (if applicable).

2. Click '**New Search**'. This will link the detail from the highlighted application record.

Or

Click '**New**'. This will give you the option of creating a record of search without linking it to an application (eg on arrest).

3. Complete the form.

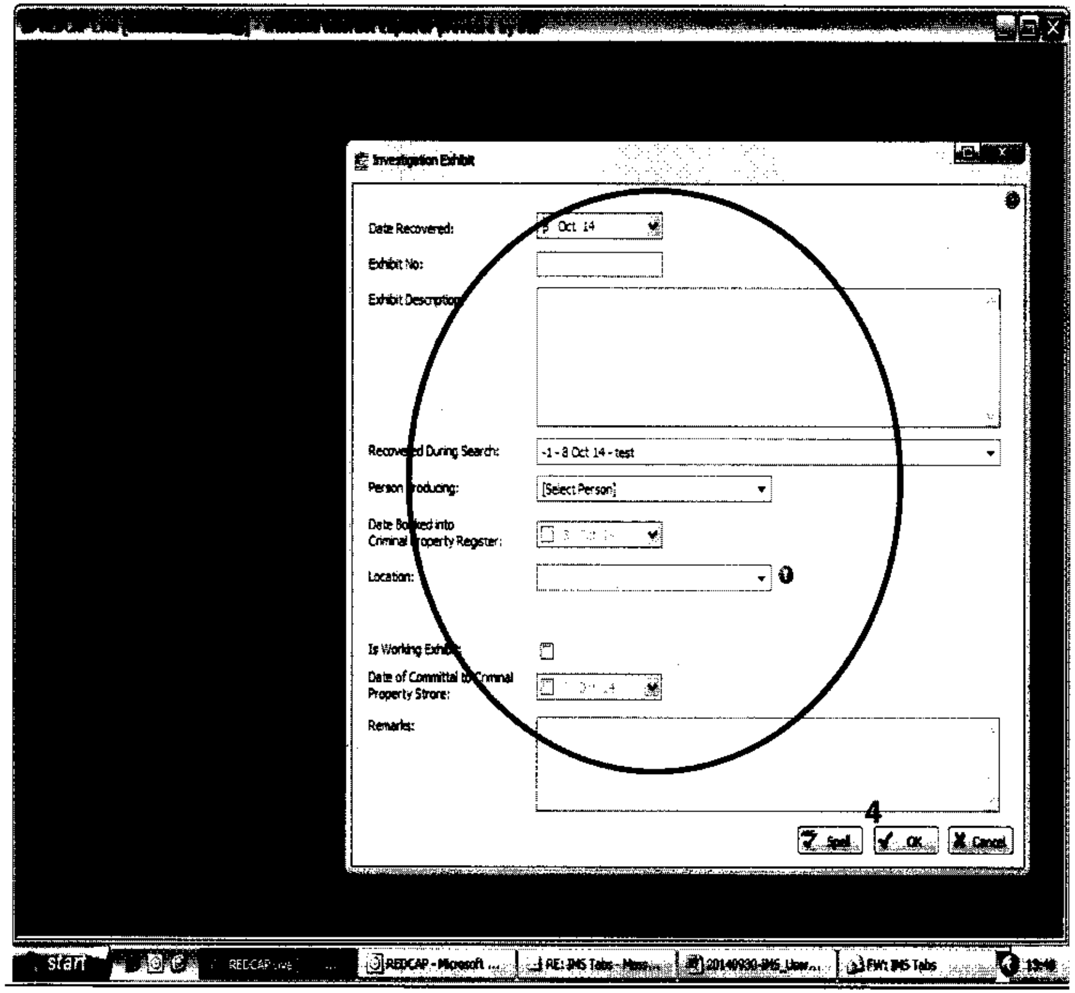
4. Spell check and then click '**OK**'.

5. Edits / Deletes the selected entry.

Note

The record of search in the IMS is designed as a quick reference only. It does not replace the search register.

SEARCH TAB



Record of exhibits recovered during search

1. Highlight the record of search you want to add an exhibit to.

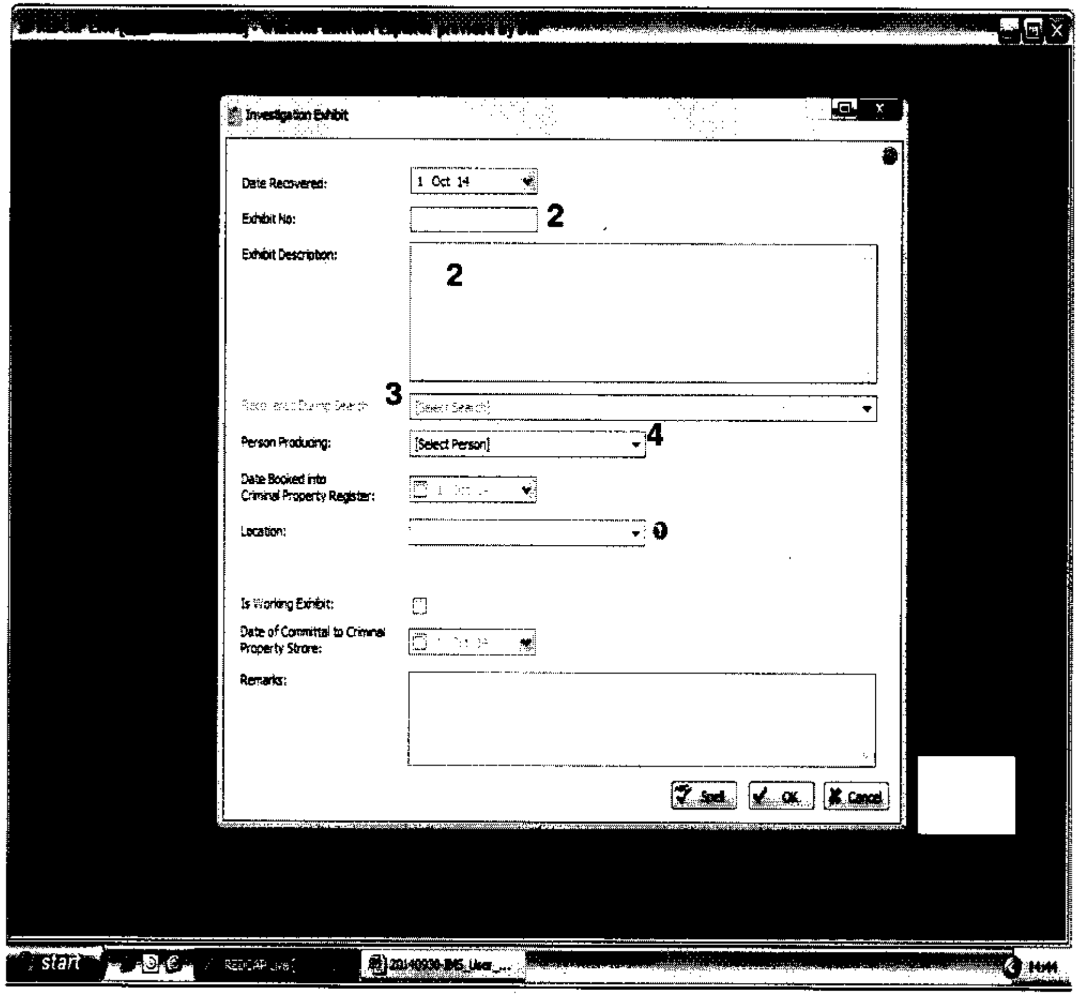
2. Click '**New Exhibit**'.

3. Complete the detail in the same way as if you were creating an exhibit in the '**Exhibits**' tab (see Exhibits Tab on next page).

4. Spell check and then click '**OK**'.

5. Exhibits recovered during the highlighted search will appear in the '**Search Exhibits Recovered**' field at the bottom of the main search page. They will also be automatically added to the IMS '**Exhibits**' tab.

EXHIBITS TAB



Create a new exhibit

1. Click '**New**'.

2. Enter the exhibit number and description. These details must **exactly** reflect the detail on the physical exhibit label.

Note

It is critical that the exhibit number and detail is correct as this text is used to auto populate the IMS templates. Errors here will be replicated throughout.

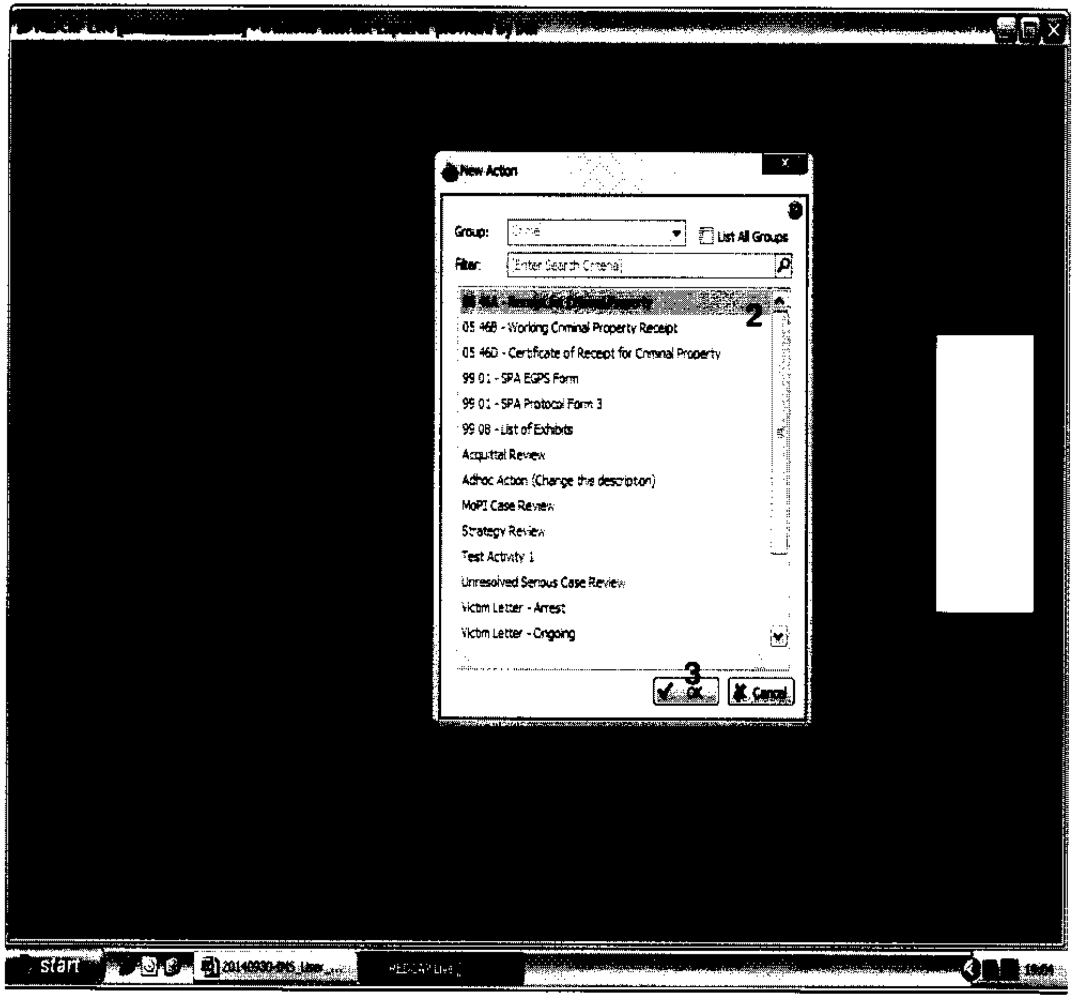
3. This field will auto complete if the exhibit was recovered during a search (see Search Tab on previous page). Otherwise ignore it.

4. The person producing must be created in the IMS as a witness before the exhibit or they will not appear in this drop down menu.

5. Exhibits can be edited at any time to track movement and current location.

6. Deletes the selected entry.

ACTIONS TAB



Create an auto populated document

1. Click '**New**'.

2. Select the document that you want to create.

3. Click 'OK'.

Notes

The pool of document templates will increase as the IMS becomes established over time.

Actions should not be raised for routine business that would normally appear in the diary or strategy.

They are designed to be used in two distinct instances by the following roles:

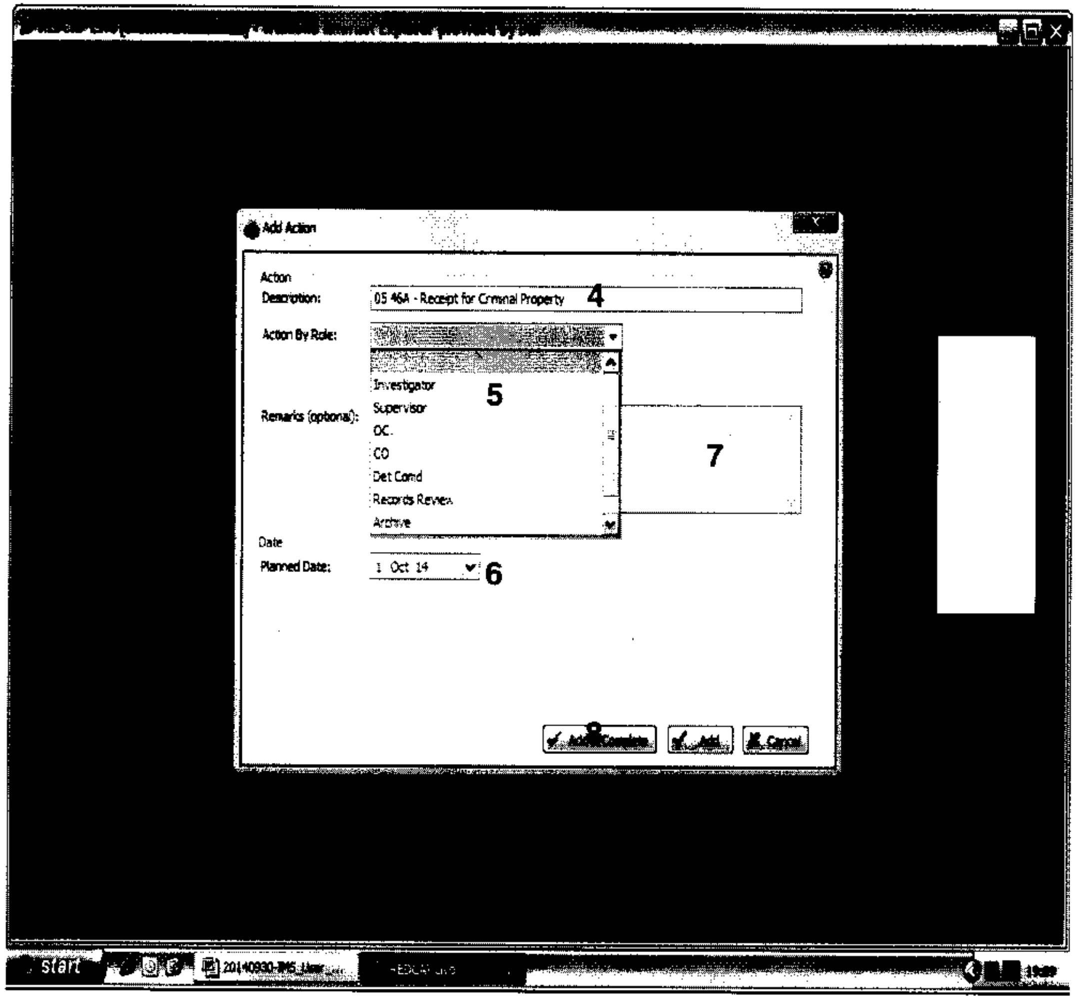
Investigators

To generate self populating documents or request supervisory reviews.

CoC / Management

To direct specific requests within the SP community or to flag future action requirements / reviews linked to specific cases.

ACTIONS TAB



Create an auto populated document (Continued)

4. The description text should be amended using normal MoD naming conventions.

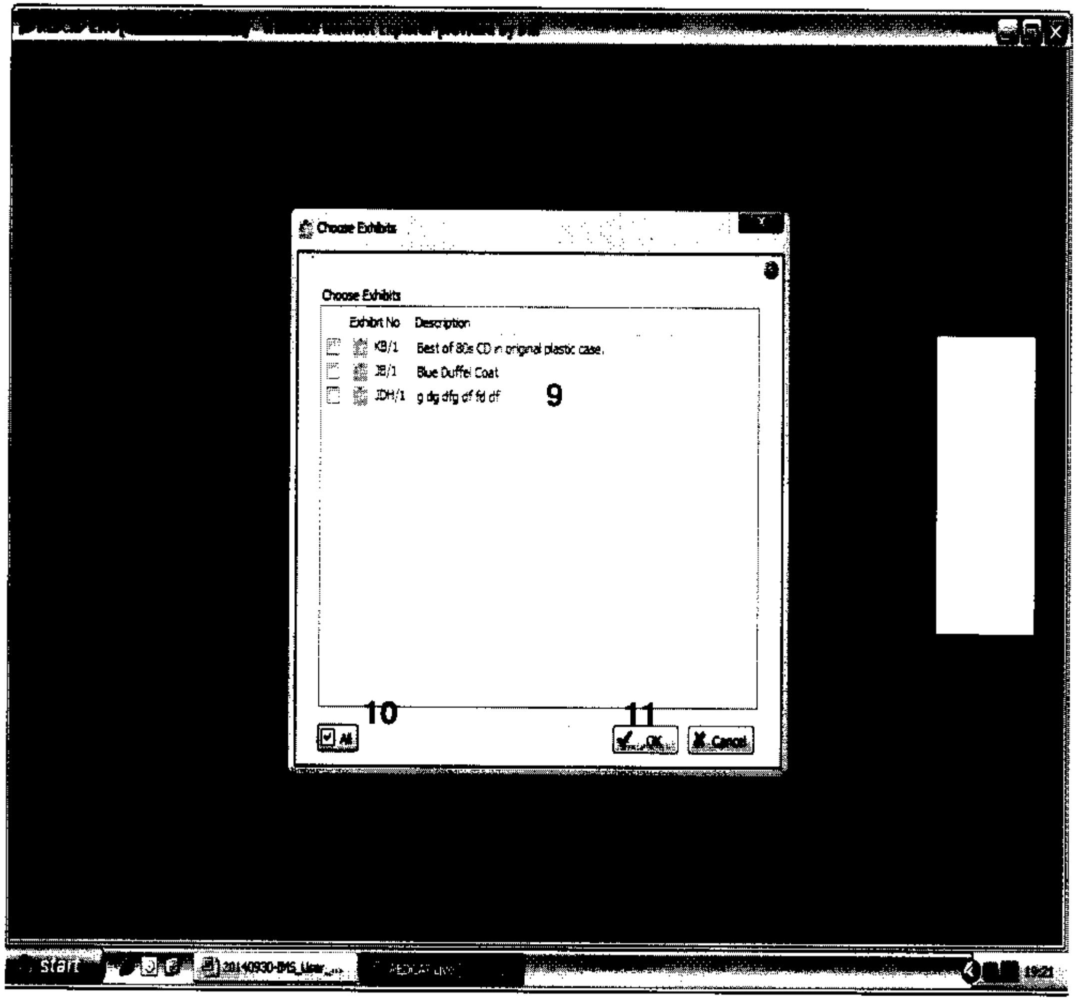
5. Select who is responsible for completing this action. This will normally be the investigator creating the action for all template documents.

6. Select the date that the action is to be completed by. This will normally be the default today date for all template documents as they are being created in real time.

7. Add any remarks in this box.

8. Click '**Add & Complete**'. This will complete the action now. '**Add**' is only used when the action is to be completed in the future.

ACTIONS TAB



Create an auto populated document

9. Select the exhibits you want to be auto populated into the document.

10. You can select or deselect all items using this box. This is useful for creating full exhibits lists.

11. Click 'OK'.

A window will then appear to warn you that a document is being downloaded. Click 'OK'.

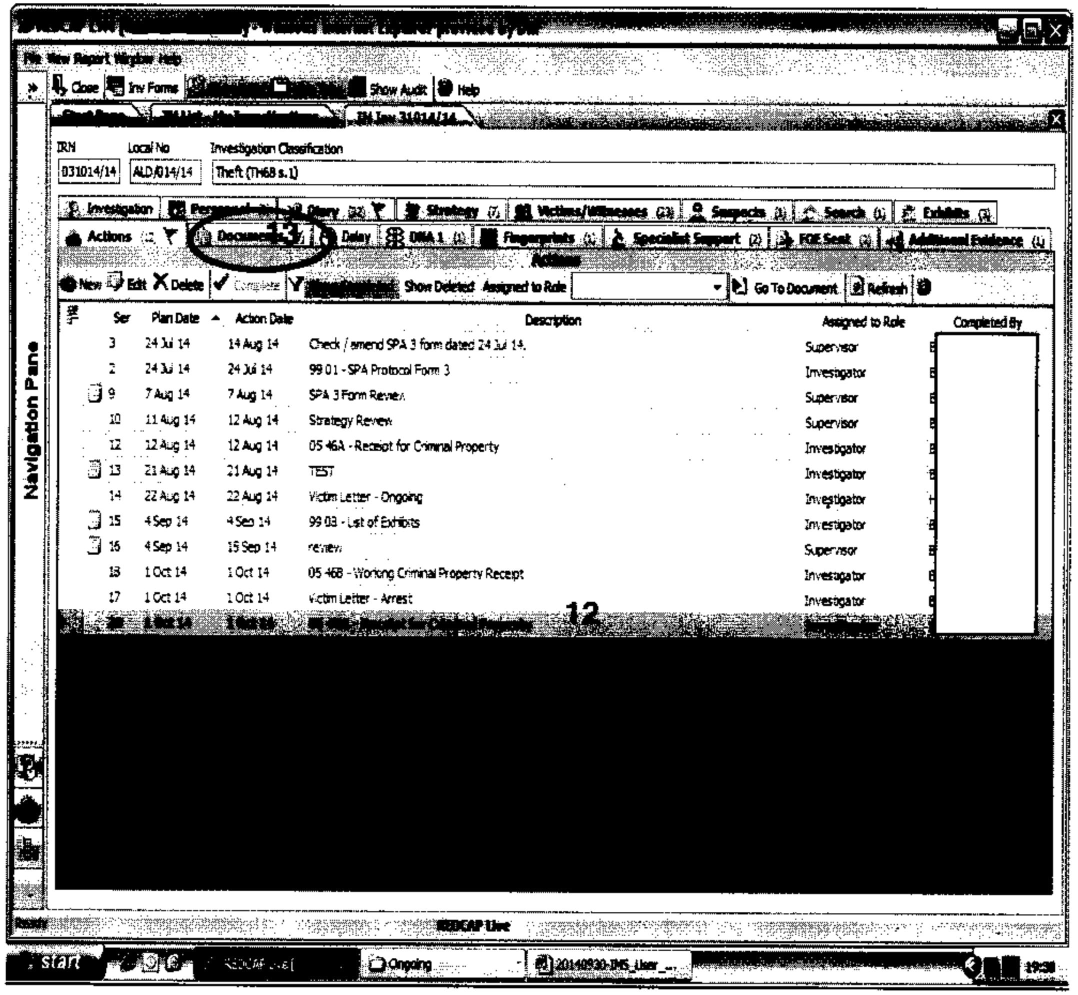
The REDCAP login window will then appear and you will need to login.

The auto populated document will then appear. Amend as necessary, save any changes and then close the document.

Note

Creating different documents will present different options depending on the template.

ACTIONS TAB

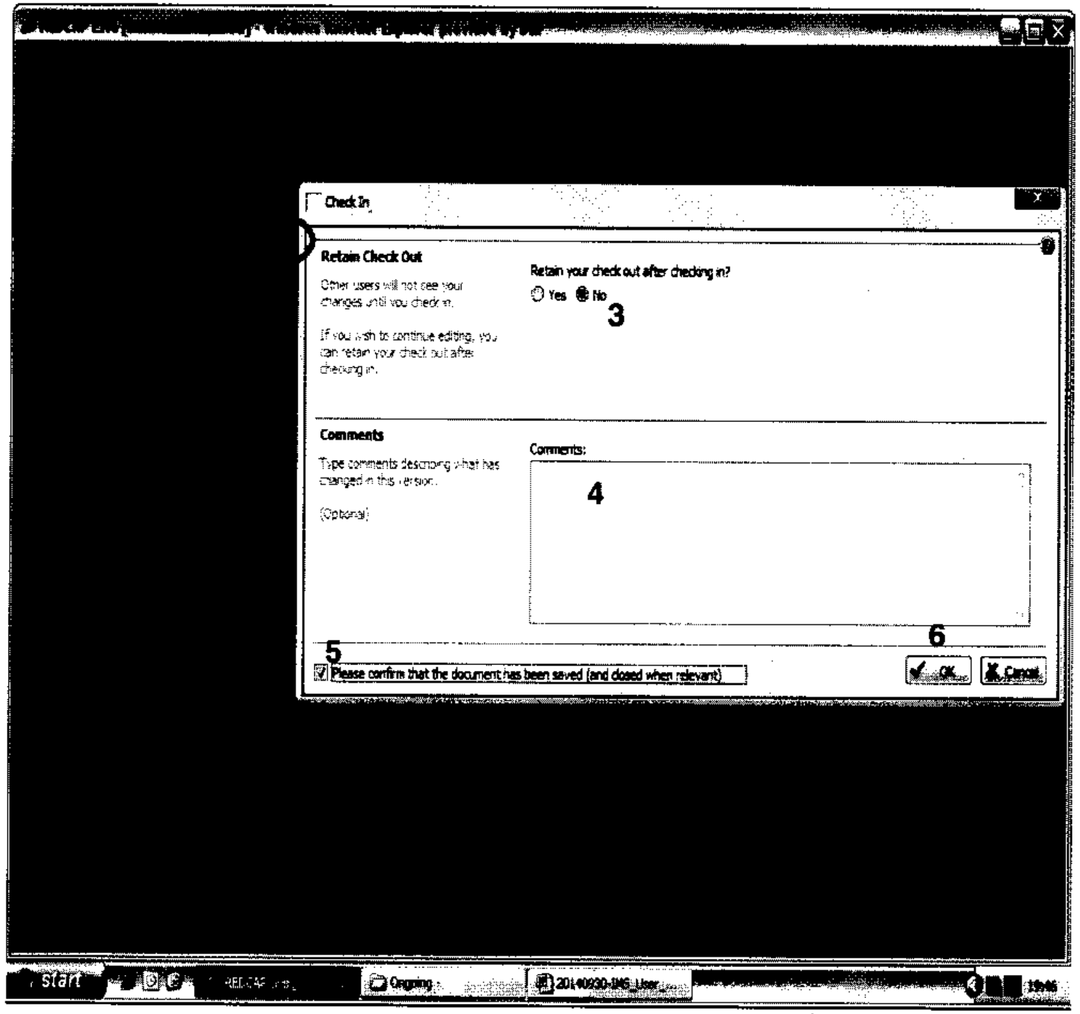


Create an auto populated document

12. The completed action is now added to the list.

13. Because your action created a document, you now need to check that document into the IMS.

ACTIONS TAB



Check in an auto populated document

1. Click the 'Documents' tab.

2. Select the document you have just created and click 'Check In'.

3. Select 'No'.

4. Add any comments about this specific version of the document. This will be rare.

5. Check this box.

6. Click 'OK'.

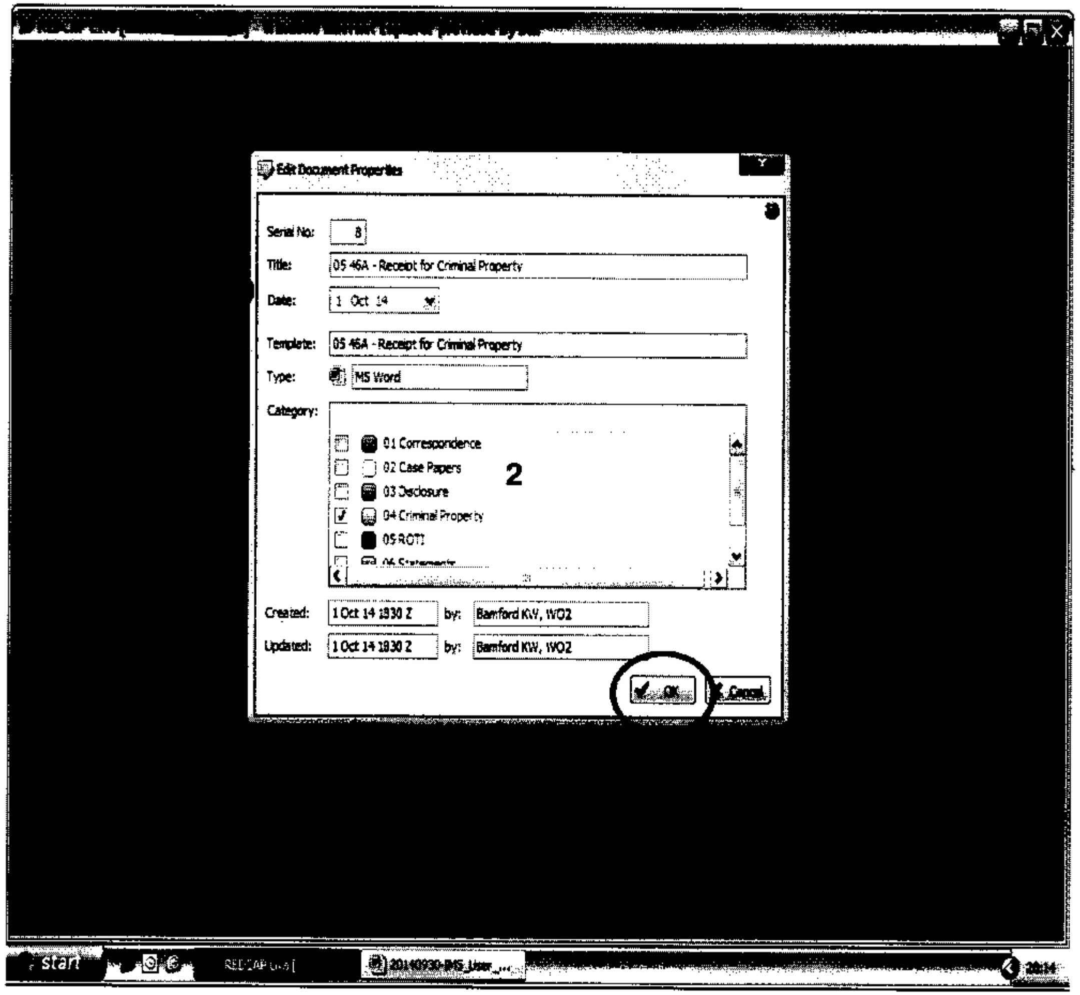
ACTIONS TAB

Check in an auto populated document

7. If this window appears click '**No**' and then click '**Cancel**'.

8. Once both sub windows have closed, back in the main screen click '**Discard Check Out**'.

ACTIONS TAB



Categorise the document

1. Select the document you have just checked in and click '**Edit**'.

Note

'**Edit**' will only edit the document properties. To edit the document content you must check it out in a similar way to MOSS.

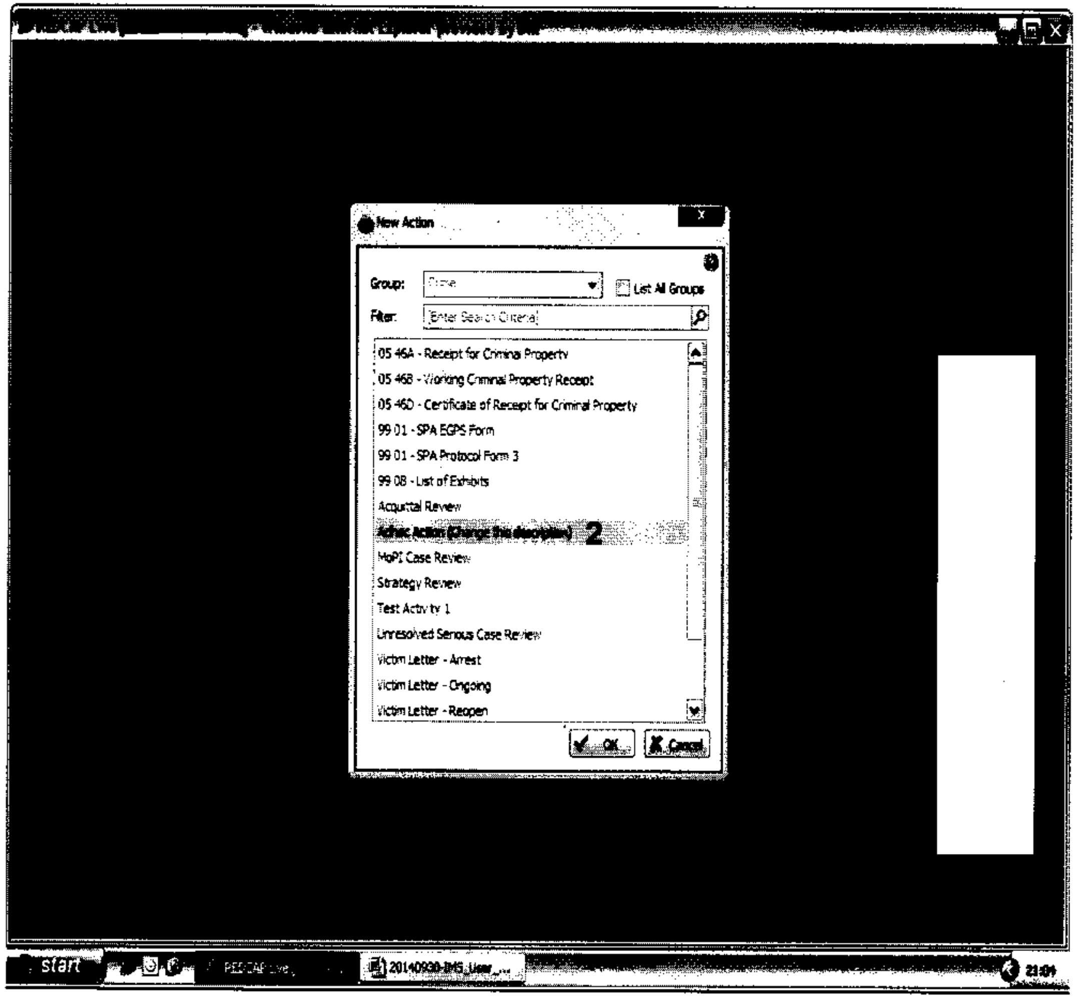
2. Select the most appropriate category for the document and click '**OK**'.

3. Clicking '**Go To**' will take you back to the action that created the document.

Note

For ease of transition and familiarity the categories in the IMS are the same as the existing investigation work areas on MOSS.

ACTIONS TAB



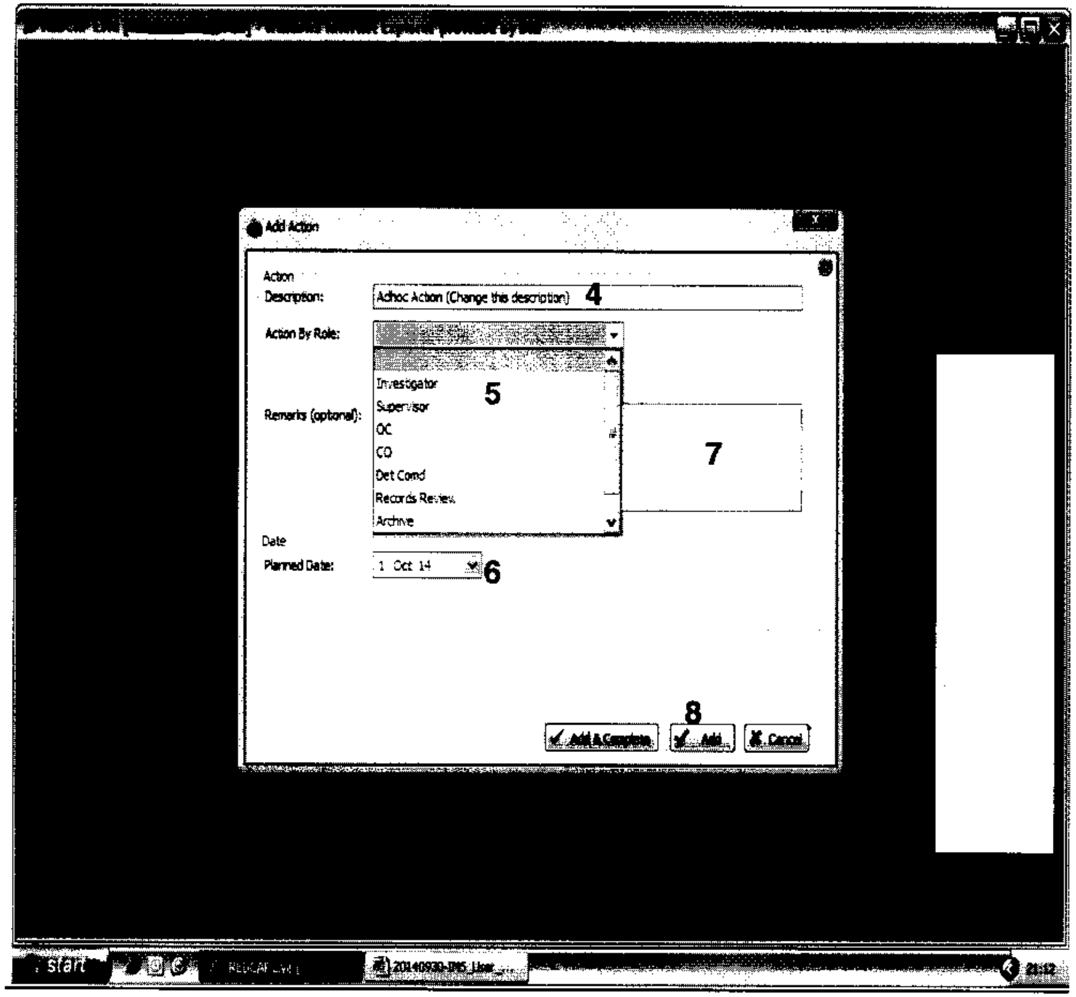
Create an action

1. Click 'New'.

2. Select 'Ad Hoc Action'.

3. Click 'OK'.

ACTIONS TAB



Create an Action (Continued)

4. Amend the description to accurately reflect the nature of the action.

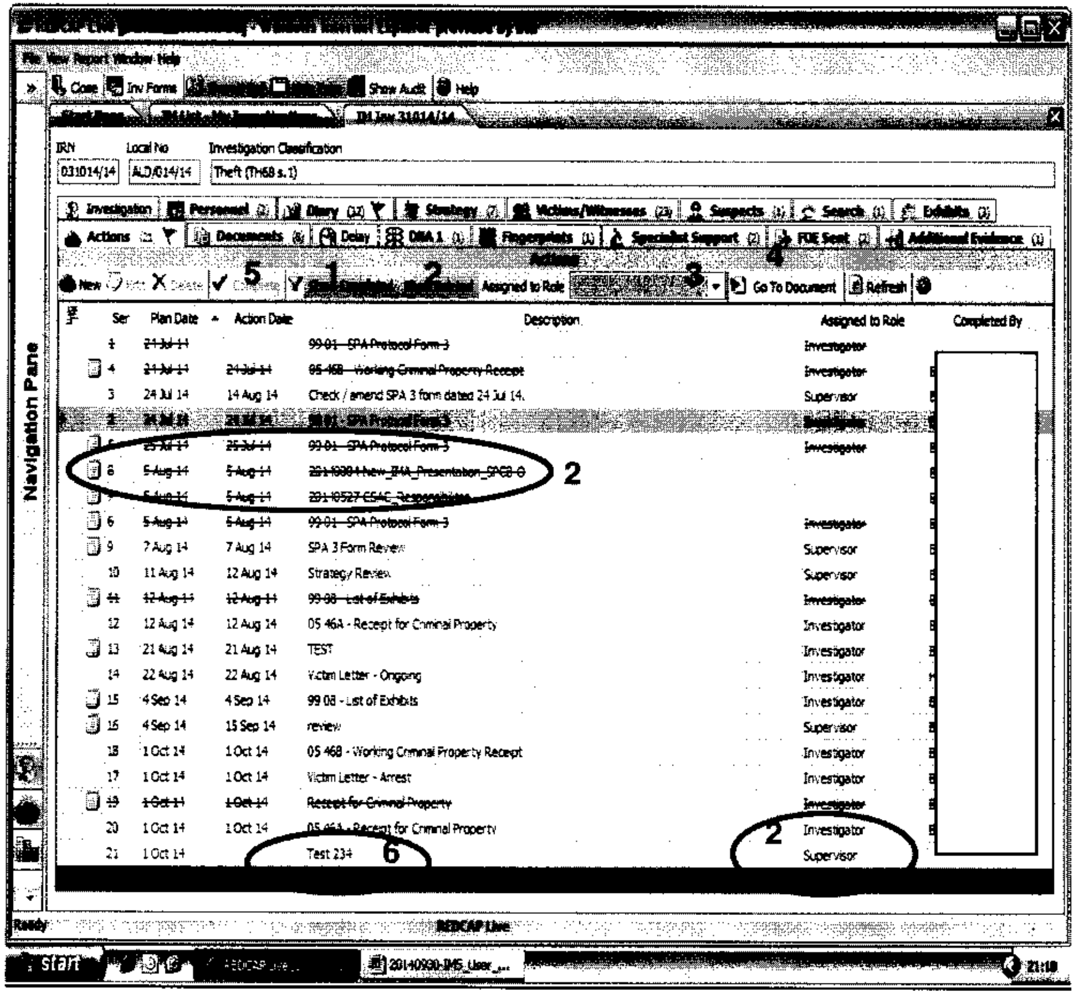
5. Select who is responsible for completing this action.

6. Select the date that the action is to be completed by. This can be a date in the future.

7. Add any remarks in this box.

8. Click '**Add**'. This will create the action. The action will also appear in the '**My Actions**' list of the person in the selected role at step 5 above.

ACTIONS TAB



Actions General

1. Shows or hides all completed actions.

2. Shows or hides all deleted actions. Deleting actions works in the same way as the diary.

3. Filter only those actions assigned to a specific role.

4. Go to the document created by the selected action (if one exists).

5. Mark the selected action as complete.

Note

There may be a temptation if you are busy to mark actions as complete without actually doing the required work. If discovered this could bring into question both your integrity and the integrity of the entire case, so only mark actions as complete if they are in fact complete.

6. Actions are colour coded.

Green = Future actions.
Blue = Actions due to be completed today.
Red = Actions that are overdue for completion.
Black = Completed actions.

DOCUMENTS TAB

Upload a single document

1. Click ‘Upload’.

2. Click ‘Add’.

3. Click ‘Browse’.

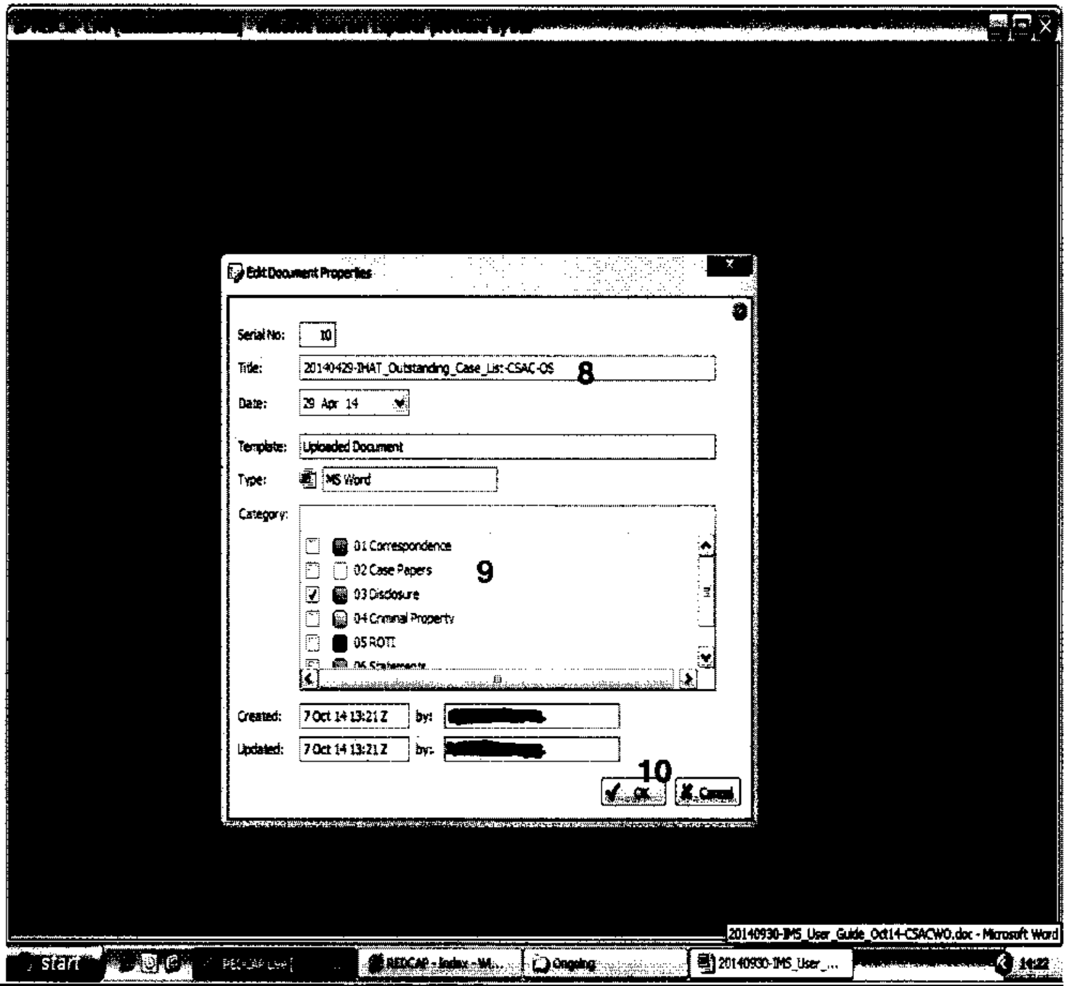
4. This will open a separate window to your local system files. Navigate to the document you want to upload and click ‘Open’.

5. This will close the upload window and the selected file path will appear here.

6. Click ‘OK’.

The document will then appear in the documents list.

DOCUMENTS TAB



Upload a single document (continued)

7. Highlight the new document and click **'Edit'**.

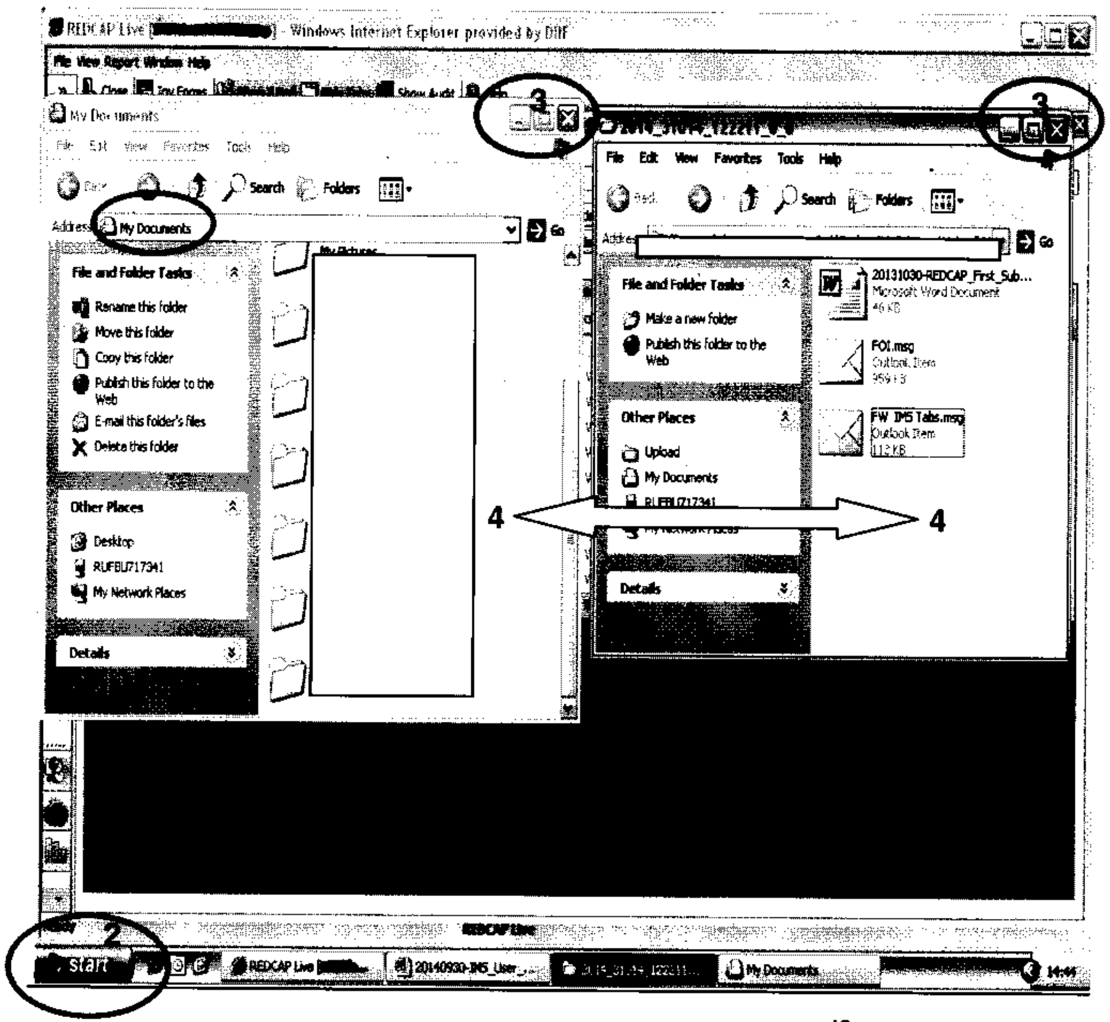
8. Edit the document name if necessary.

9. Categorise the document.

10. Click **'OK'**.

Note

All documents created or uploaded to the IMS are linked to an action. **To delete any document, you must delete the associated action**, you cannot delete documents from the documents tab.



Upload Using the Upload Folder

1. Click **'Upload Folder'**. This will open a sub window.

2. Click **'Start'** and then **'My Documents'**. This will open a second sub window.

Note

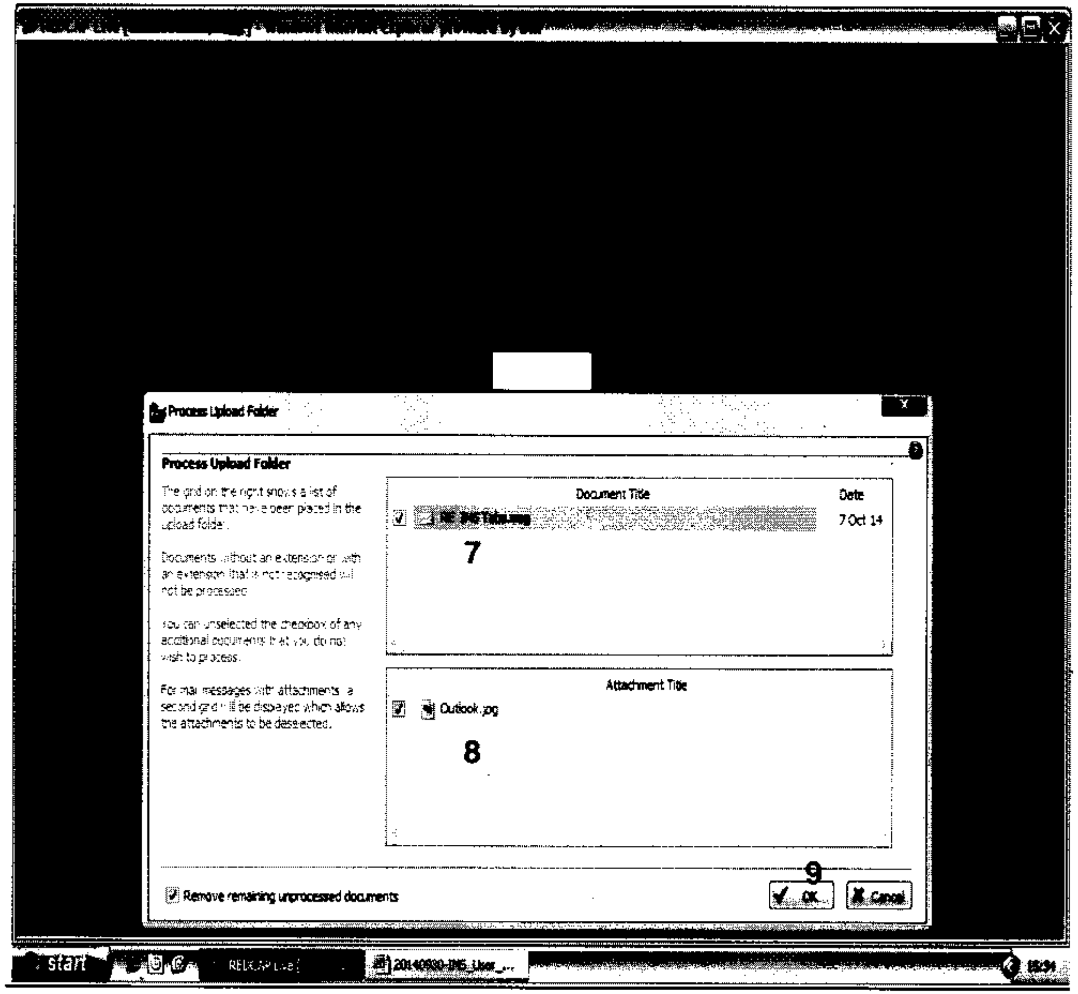
Step 2 will work with any sub window, such as Outlook, which allows you to drag e-mails direct into the upload folder.

3. Minimise both windows and reduce their size until you can fit them side by side on the screen.

4. Navigate to the desired files and / or folders in your documents. Drag and drop or copy and paste the files or folders from your documents into the upload folder.

5. Once all the files you want to upload are copied into the upload folder, close both sub windows to return to the main documents page.

DOCUMENTS TAB



Upload Using the Upload Folder (Continued)

6. Click '**Process**'.

7. Check the boxes of the document(s) you want to add to the IMS Documents library. These will be the documents you copied into the upload folder in step 4.

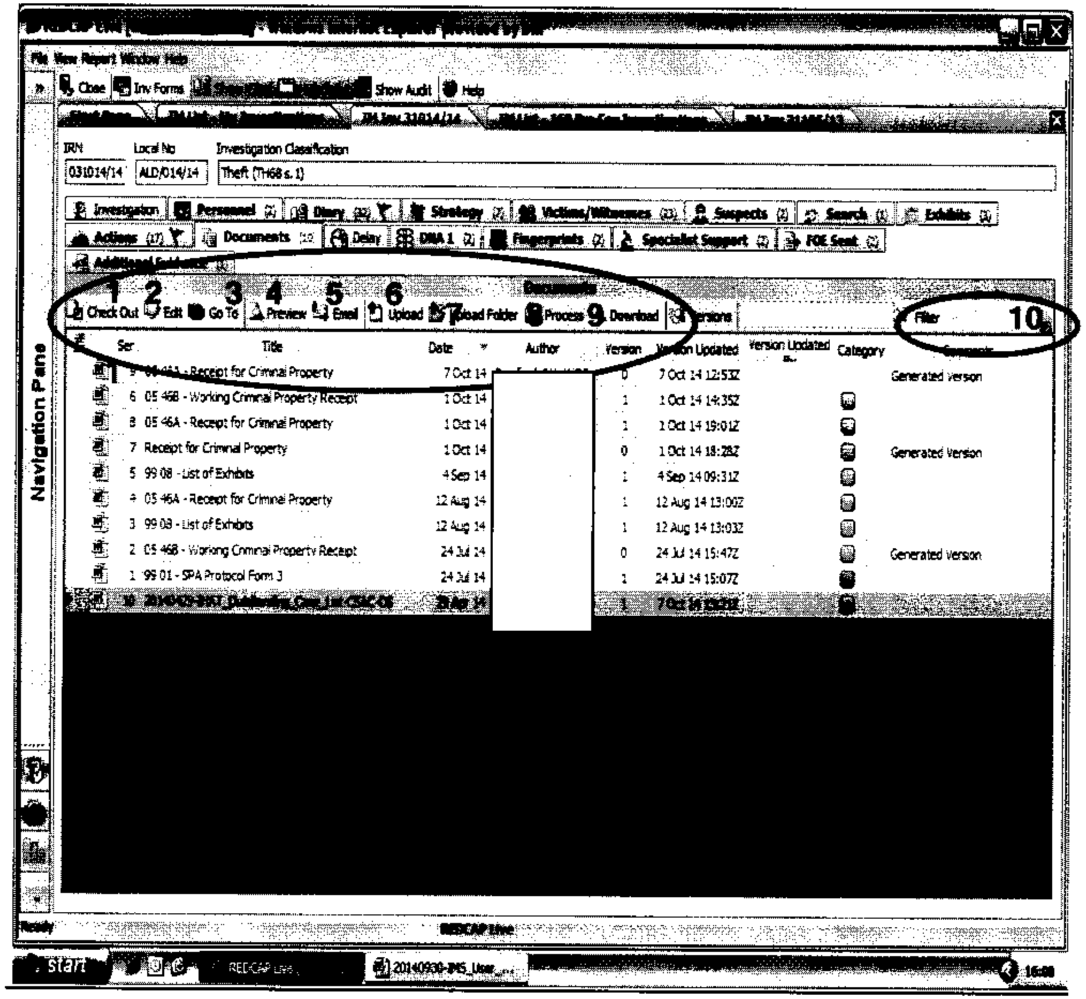
8. E-mails with attachments that are processed will have a separate check box so you can choose to import both the e-mail and any linked attachment(s) together.

9. Click '**OK**'.

Note

You must then highlight each new document and click '**Edit**' to categorise it and change the name if required in the same way as for a single document upload.

DOCUMENTS TAB



General Navigation

1. Check out the selected document to edit the content.

2. Edit the selected document properties (Categorise).

3. If the document was auto created from a template using '**Actions**' this will take you to the action that created it.

4. Preview the selected document.

5. E-mail the selected document as an attachment.

6. Upload a single document to the IMS Document library.

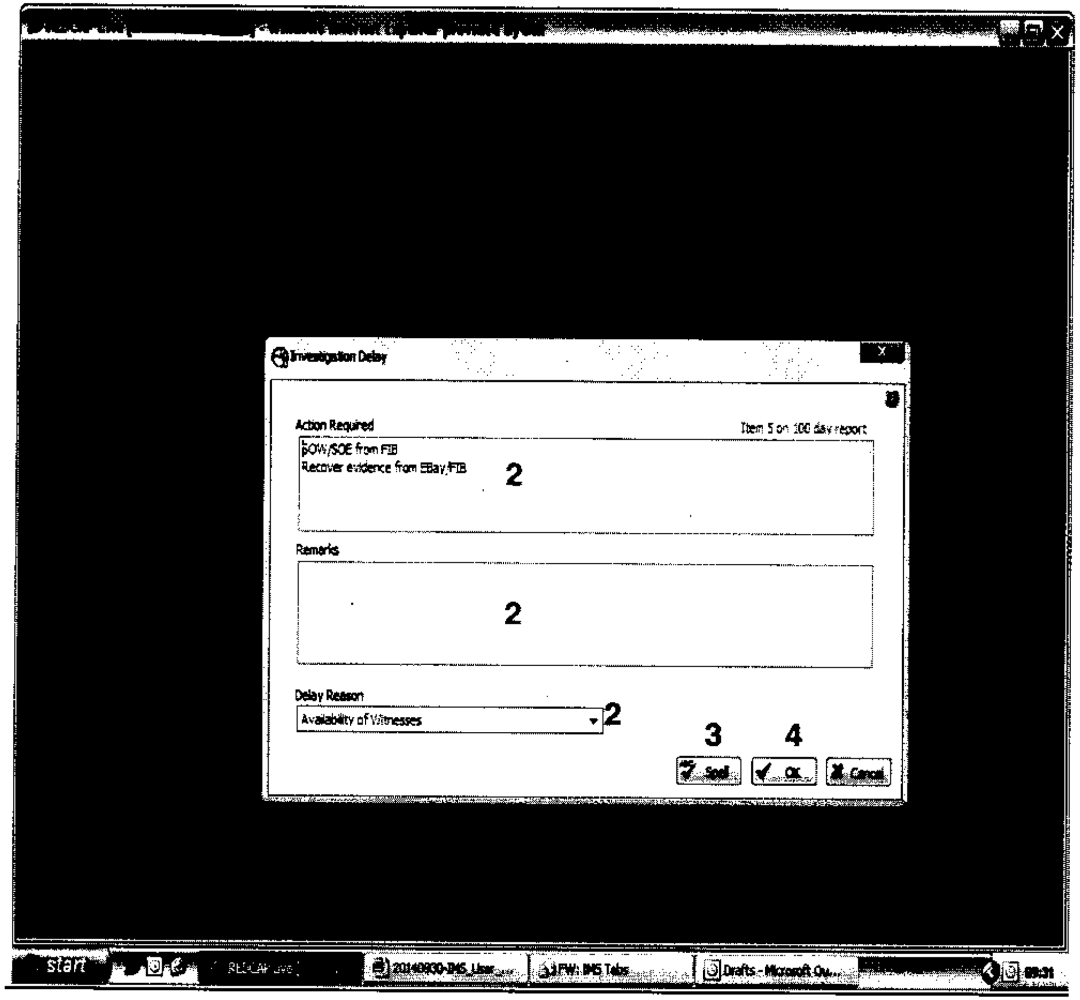
7. Open the upload folder to copy and prepare multiple files and folders for processing.

8. Process (import) all documents in the upload folder to the IMS Documents library.

9. Download the selected document.

10. Filter all documents in the IMS document library by category.

DELAY TAB



Delay Management

1. Click 'Edit.

2. Amend the fields as appropriate. This should be done weekly by the investigation manager.

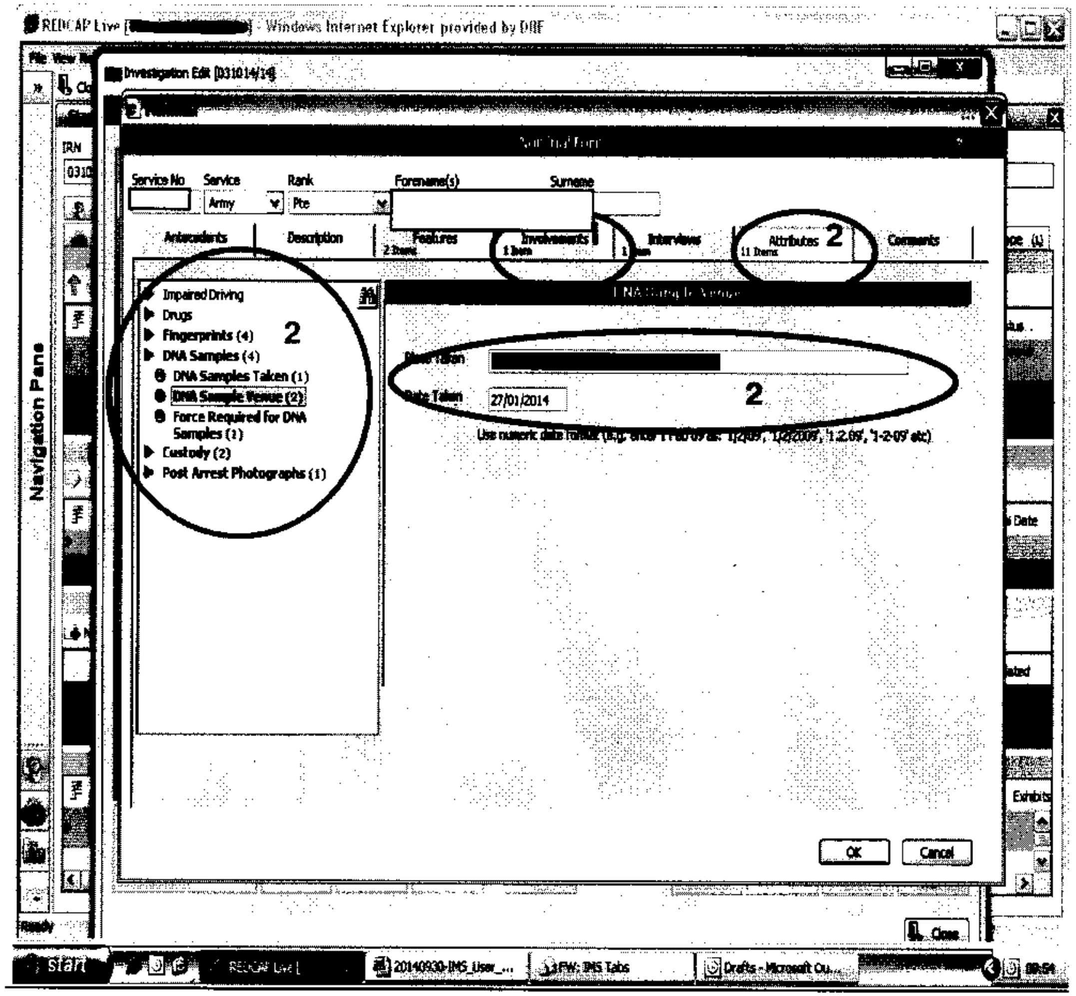
Note

The information in the Delay tab is used solely to populate the >100 day report.

3. Spell check the entry.

4. Click 'OK'.

DNA & FINGERPRINTS TAB



DNA & fingerprints management

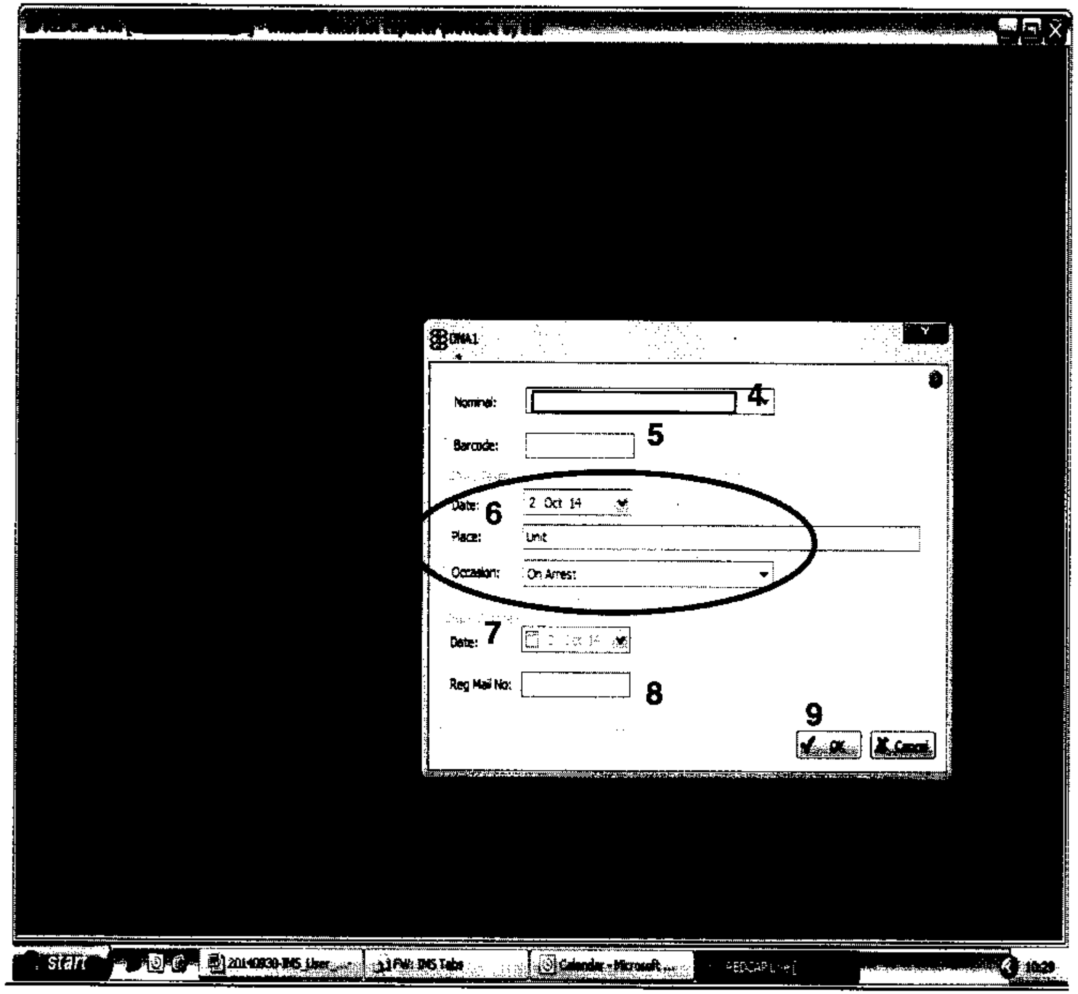
1. Before any DNA or fingerprint records can be created in the IMS, there must be a nominal form created in REDCAP where the person's involvement is '**Under Investigation**'.

2. The detail in the REDCAP nominal forms '**Attributes**' tab should be completed as normal when the new suspect nominal is created.

Note

The IMS and REDCAP deal with entirely different aspects of sample tracking and management. Therefore DNA and fingerprint data must be input into both the REDCAP nominal forms and the IMS as separate records.

DNA & FINGERPRINTS TAB



Create a new DNA management record

1. Create a new suspect nominal in REDCAP.

2. Click 'Refresh'. This will synchronise REDCAP and the IMS to create the suspect in the IMS from the REDCAP nominal form.

3. Click 'New'.

4. Select the suspect from the drop down list.

Note

If you do not create a suspect in REDCAP first, they will not appear in this list.

5. Add any tracking bar code for the sample.

6. This detail must be the same as recorded in the REDCAP nominal form.

7. Enter the date you physically send the submission to SPCB.

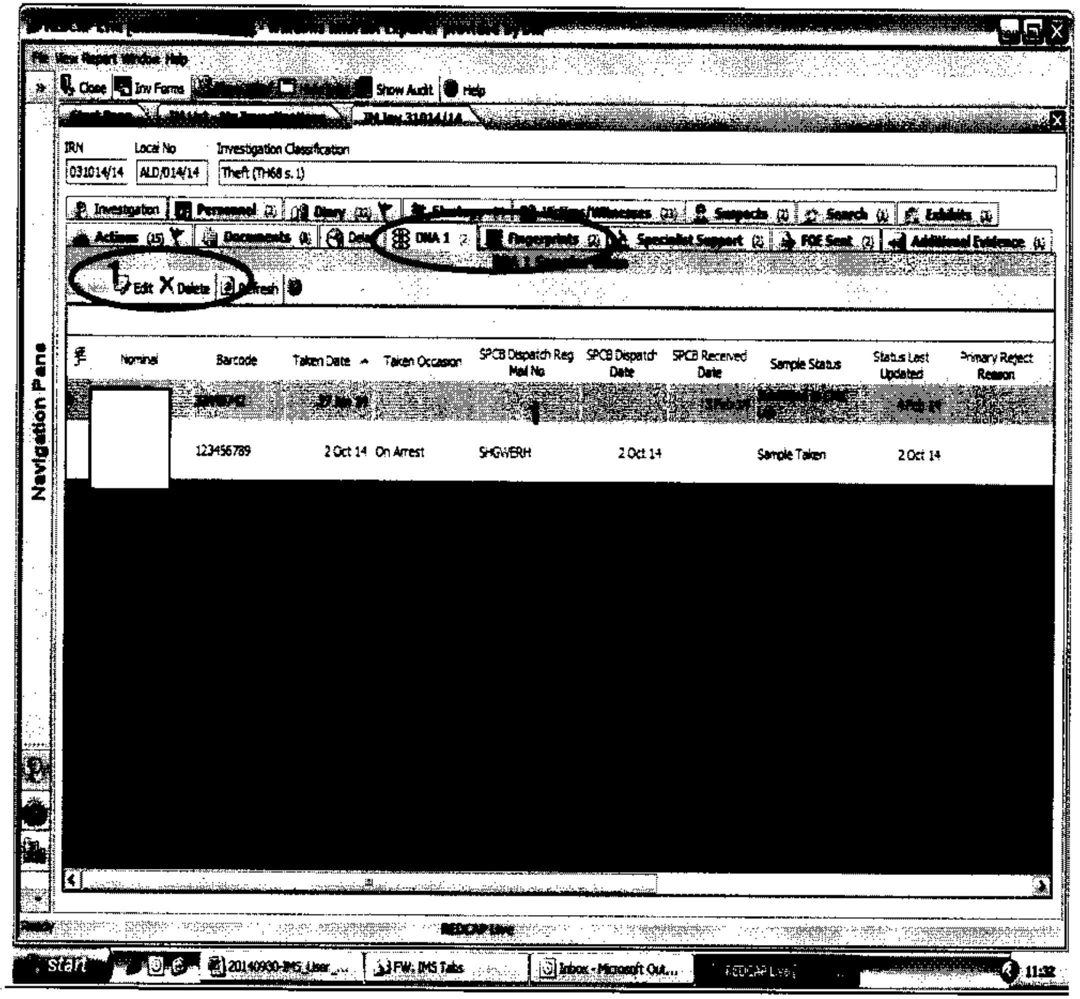
8. Enter the registered mail number.

9. Click 'OK'

Note

Fingerprint management records are created in exactly the same way as DNA, but will require less information.

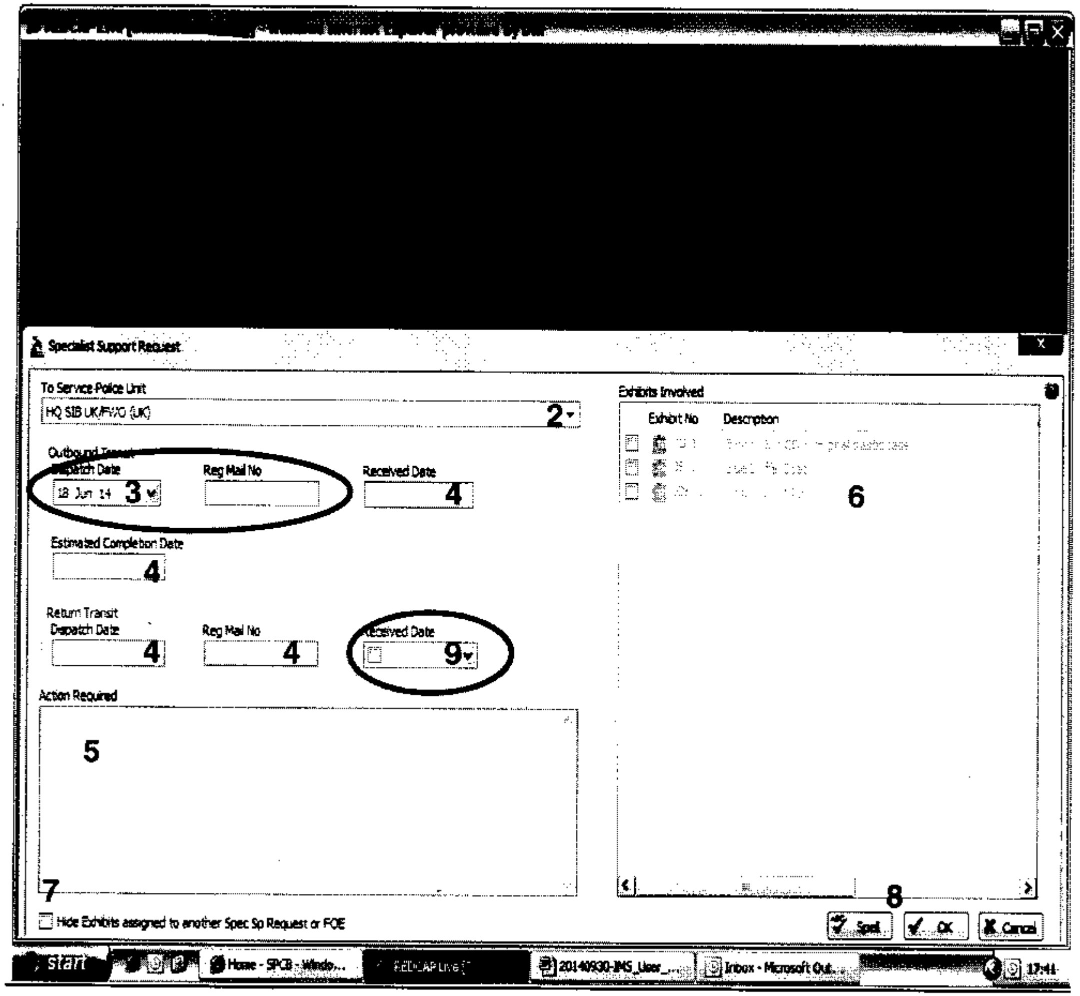
DNA & FINGERPRINTS TAB



Manage DNA and fingerprint records

1. Edit or Delete the selected entry using these buttons to update the current status of each submission.

SPECIALIST SUPPORT TAB



Create a Specialist Support request

1. Click 'New'. A dialogue box will open to confirm that the request has been discussed and agreed with the provider.

2. Select the provider.

3. Select the date that you physically dispatched the items and the registered mail number.

4. These fields cannot be accessed by the requestor and will be completed by the support provider. The support provider should update the '**Estimated Completion Date**' weekly to negate the need for the requestor to repeatedly chase progress and to inform the CoC.

5. Summarise the request. This does not have to be as detailed as in the submission paperwork. It is for your reference only.

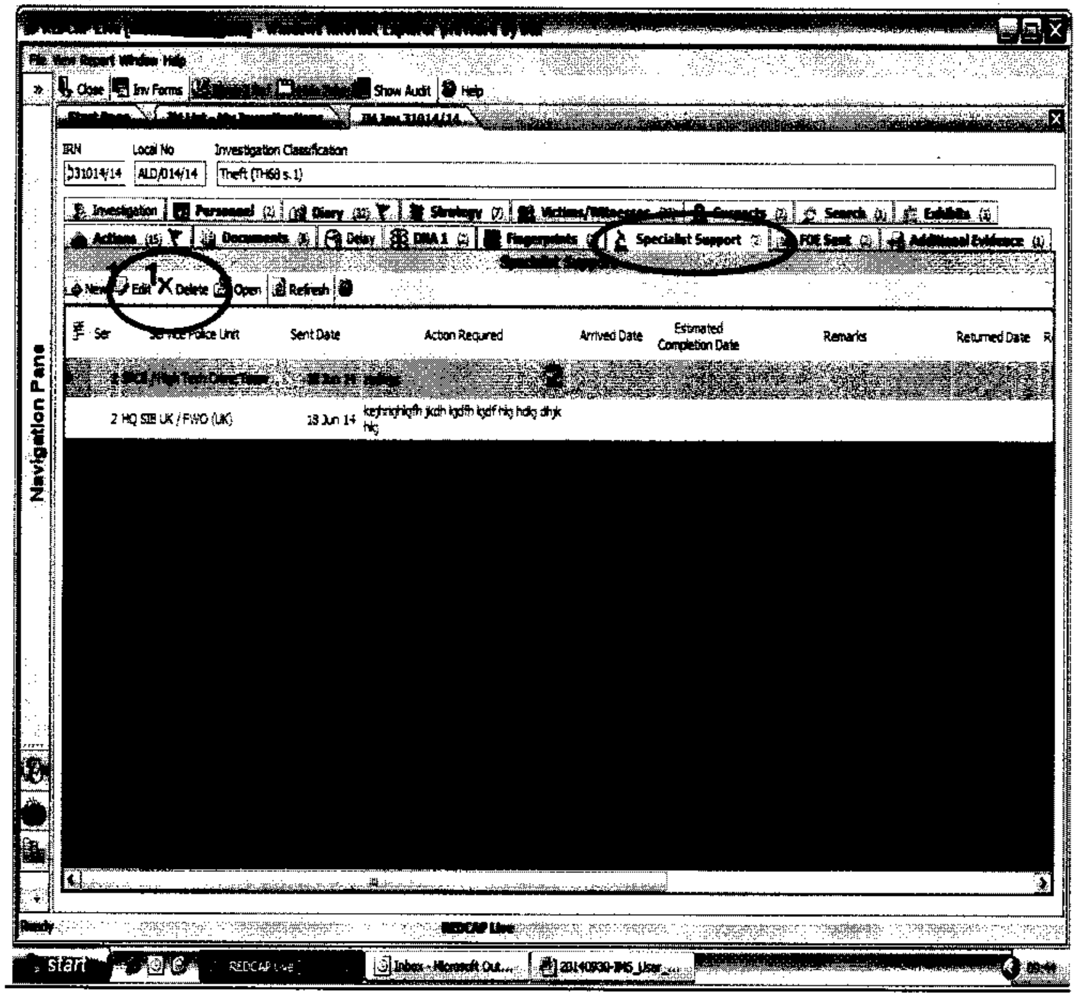
6. Check the boxes to link exhibits with the request.

7. If you check this box it will hide any exhibits currently linked to other requests.

8. Spell check the entry and then click 'OK'.

9. Only check this box and enter the date when you physically receive the completed request back from the support provider.

SPECIALIST SUPPORT TAB

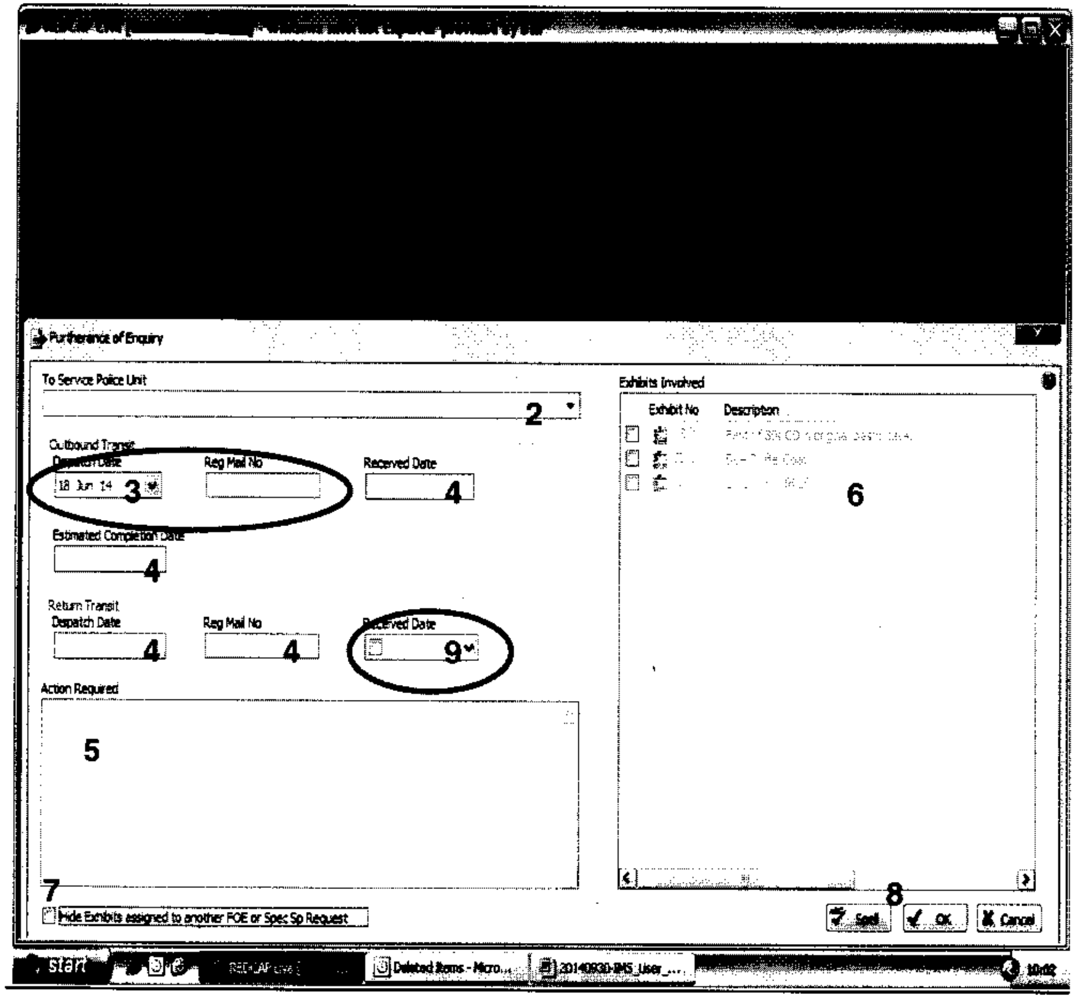


Manage a Specialist Support request

1. Edit or Delete the selected entry using these buttons to update the current status of each request.

2. Supervisory and Managerial roles will be able to see both sides of the requesting and receiving unit IMS by double clicking the entry.

FOE TAB



Create and Manage a FOE request

FOE requests are created and managed in exactly the same way as Specialist Support Requests.

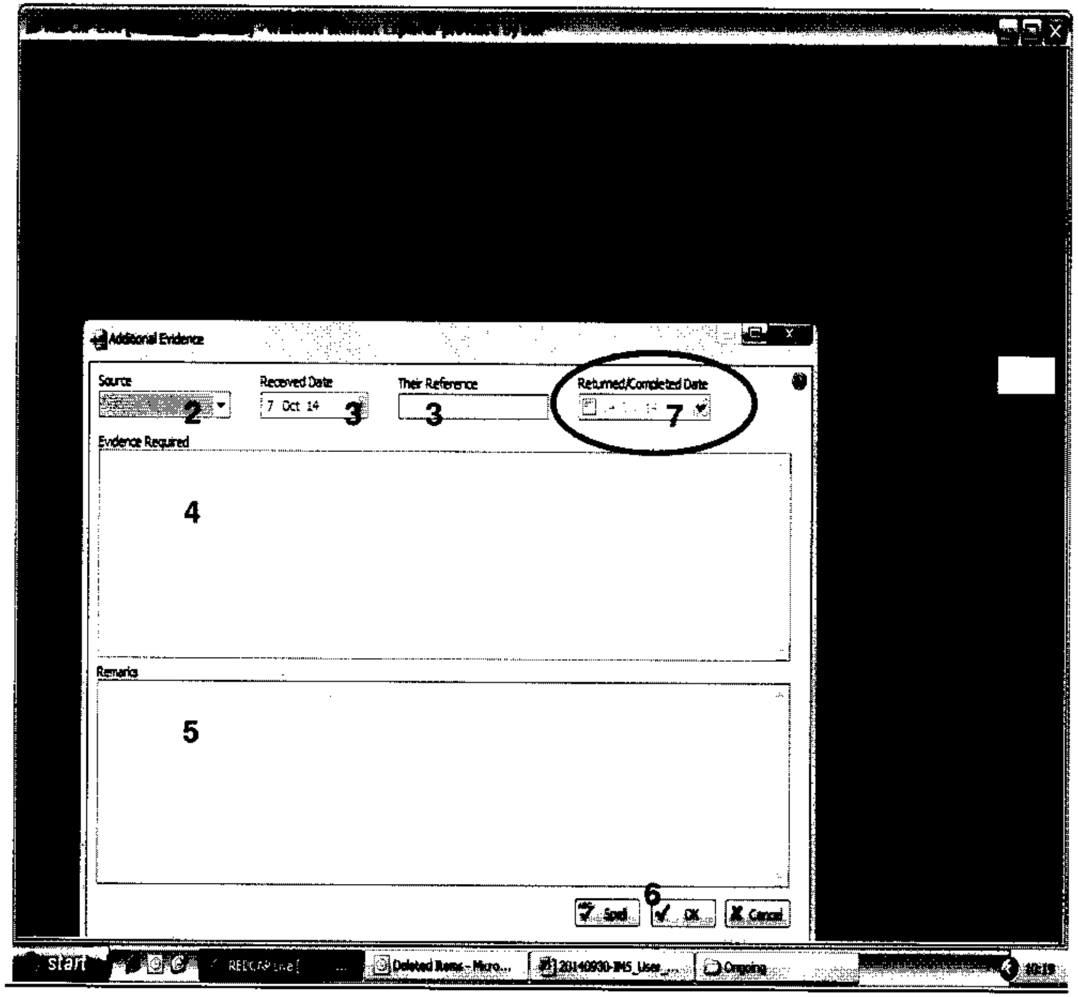
Note

Simple FOE requests, where no physical evidence or material is moving from the requesting to the receiving unit, can now be managed entirely within the IMS.

This eliminates the burden of creating nugatory paperwork, but relies on both the requesting and receiving unit keeping the IMS fully up to date at all times.

Any disclosure material generated by the receiving (dealing) unit should be returned with a MOD (F) 24 and appropriate CPIA paperwork as normal.

ADDITIONAL EVIDENCE TAB



Create an Additional Evidence Request

1. Click 'New'.

2. Select the request source.

3. Select the date that you physically received the request and any reference number from the formal request letter (if applicable).

4. Enter the evidence requested. This should be clear and specific.

5. If requests are received by any other means than a formal letter, the name of the requestor and medium of communication should be entered into the remarks field.

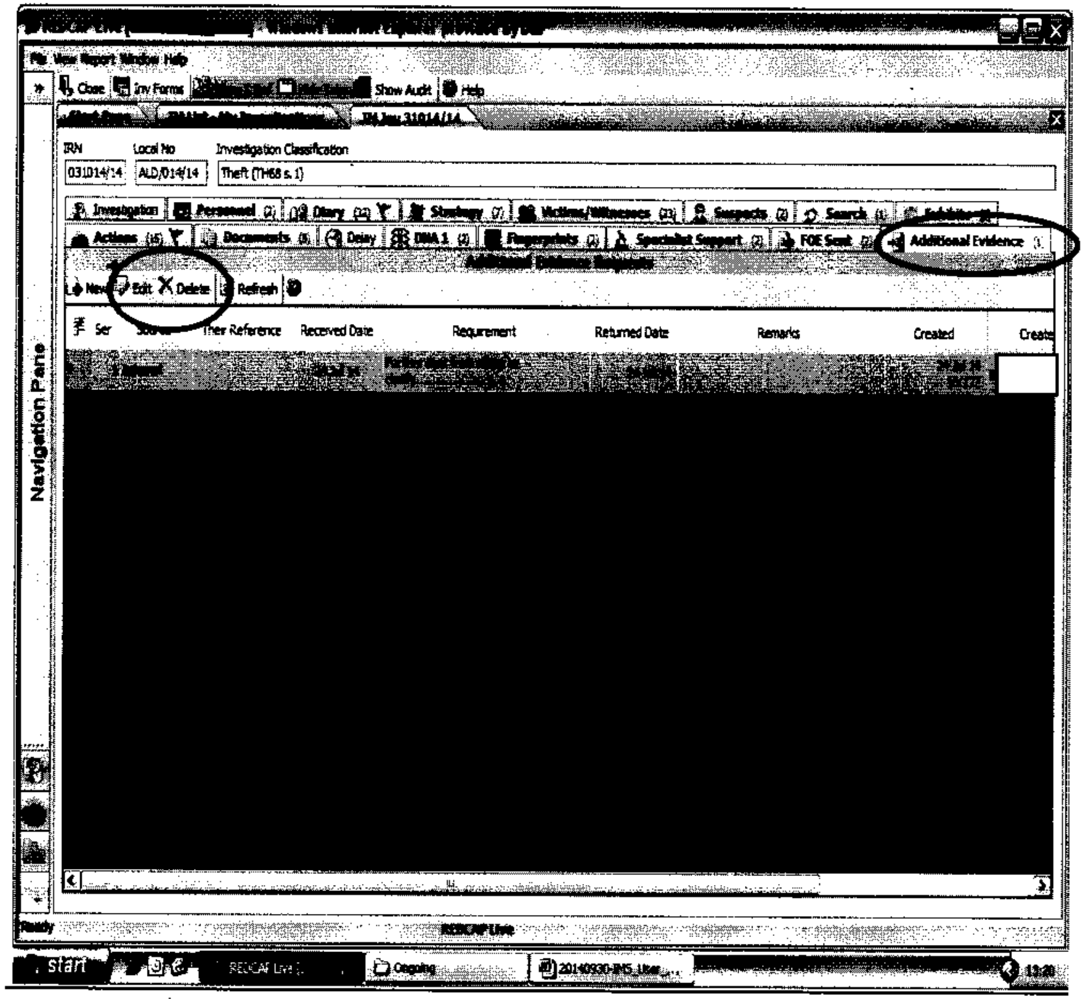
Note

Other mediums of communication include, for example, telephone, e-mail or direct word of mouth. The SPA may do this during the run up to a busy trial. It is important that all such informal requests are properly logged for integrity and to keep the CoC fully informed.

6. Spell check the entry and then click 'OK'.

7. Only check this box and enter the date when you have physically returned the completed request.

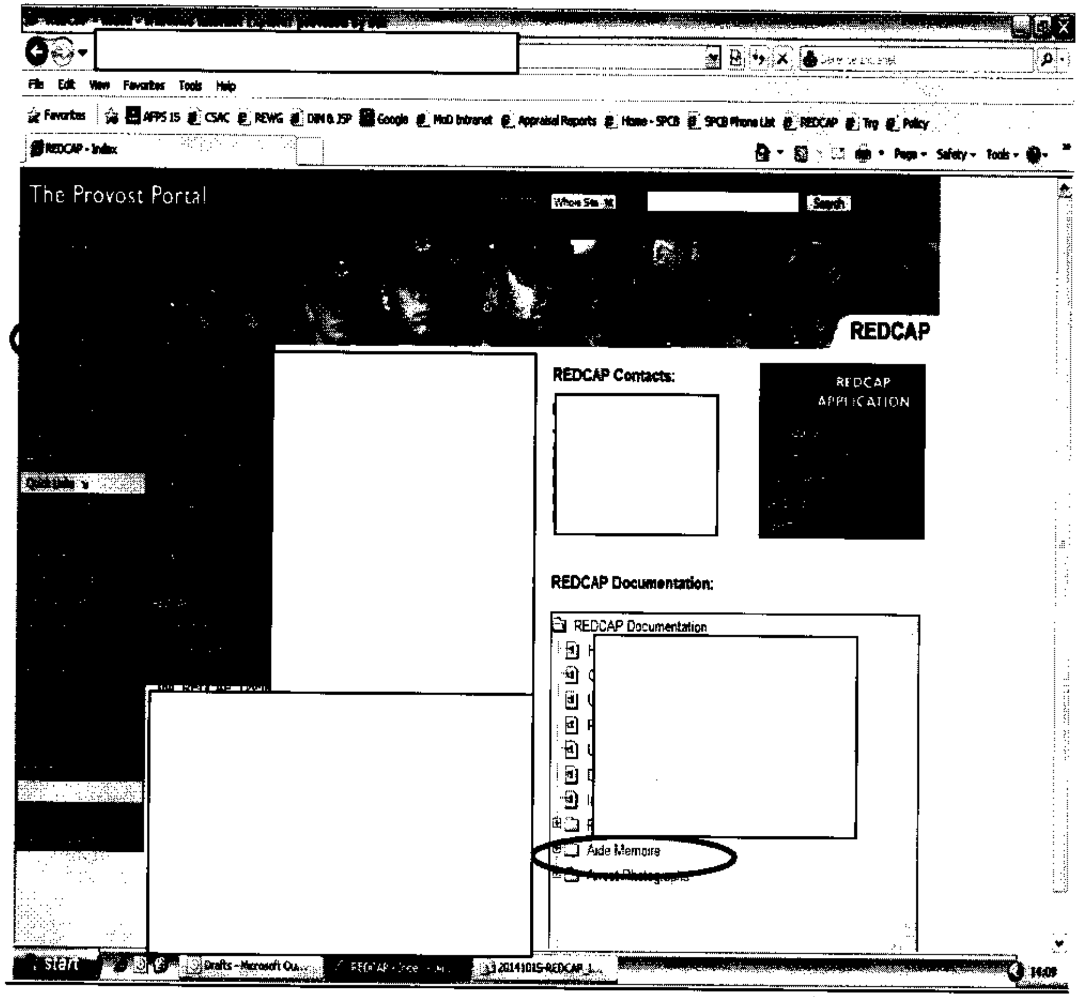
ADDITIONAL EVIDENCE TAB



Manage an Additional Evidence Request

1. Edit or Delete the selected entry using these buttons to update the current status of each request.

HELP & ASSISTANCE



A comprehensive IMS User Guide and information can be accessed via:

Provost Portal > Policing Tools > REDCAP