Search Warrant 1.0

User

Guide

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About SearchWarrant

SearchWarrant is a computer program that you install on your desktop or laptop computer(s). No other connections (LAN, WAN, Internet etc.) are required. However, if you *are* able to connect to FDLE's LAN, you will be able to receive software updates automatically. Updates can also be requested via CD from FDLE.

SearchWarrant is used to help automate the recording of activities that occur during the serving of a court issued search warrant. You can enter this information at the scene (on your laptop computer) while the search warrant is being executed or you can enter some or all of the information back at your office after completing the search warrant actions.

SearchWarrant allows you to enter a description of each item found and seized. This description can include where the item was found, who found the item and its estimated value.

You can run several reports such as inventory reports to leave at the scene, agent reports, and individual item identifying labels. You can also export search warrant information from your computer to be imported into another user's **SearchWarrant** program on another computer or you can import data from another user's computer into your computer.

The search warrant data is organized around "Cases", "Warrants" and "Exhibits". A Case may have one or more Warrants (search warrants issued) and each Warrant may have one or more Exhibits (articles found during the execution of the search warrant).

1. Getting Started

Install SearchWarrant by running the Setup.exe program found on your CD. If the program does not start running automatically, select **Start > Run… [**CD drive: setup.exe**]** and enter the drive letter of your CD player and the name of the program to run (setup.exe). Follow the installation instructions displayed on your screen to complete the installation.

SearchWarrant can then be accessed from **Start > Programs** or by double-clicking the shortcut icon on your desktop.

2. Select Case / Warrant Screen (first screen displayed when Search Warrant application is started)
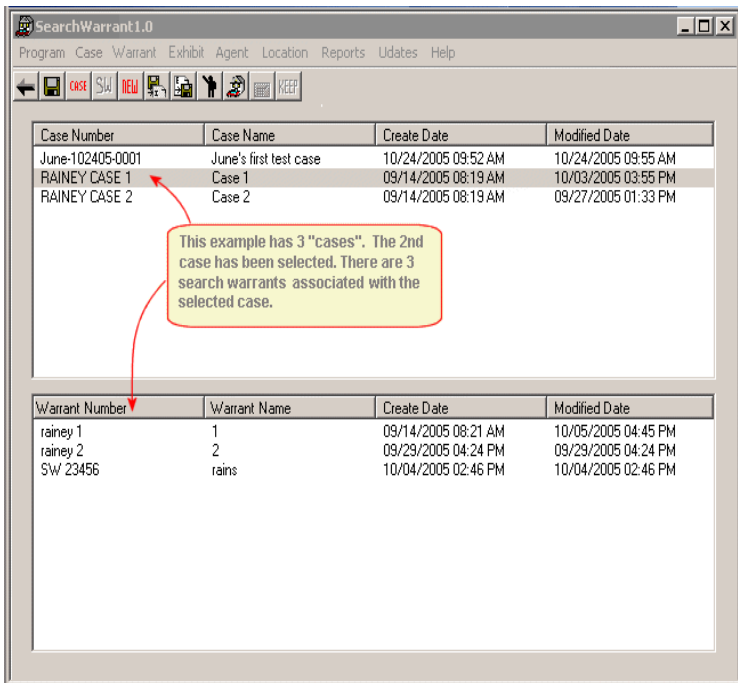
Figure 1 – Select Case / Warrant Screen

SearchWarrant opens to the Select Case / Warrant screen *(see Figure 1)*. This screen is used to:

- **Create** a new Case, **edit** an existing Case Name or Number, **delete** a Case, **export** or **import** a Case, and run **reports** at the Case level

- **Create** a new Search Warrant or **select** an existing Search Warrant

The Case list is at the top. The Search Warrant list is at the bottom and is populated each time you select a different case in the Case list.

Double clicking or pressing the "Enter" key while on a selected Case will open the Edit / Add Case popup screen *(see Figure 2)*.

Double clicking or pressing the "Enter" key while on a selected Search Warrant will transfer you to the Search Warrant - Entry screen *(see Figure 8)*.

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Figure 2 – Edit / Add Case Popup Screen – **OK** saves your changes / **Cancel** returns you to the original screen

3. Working with Cases

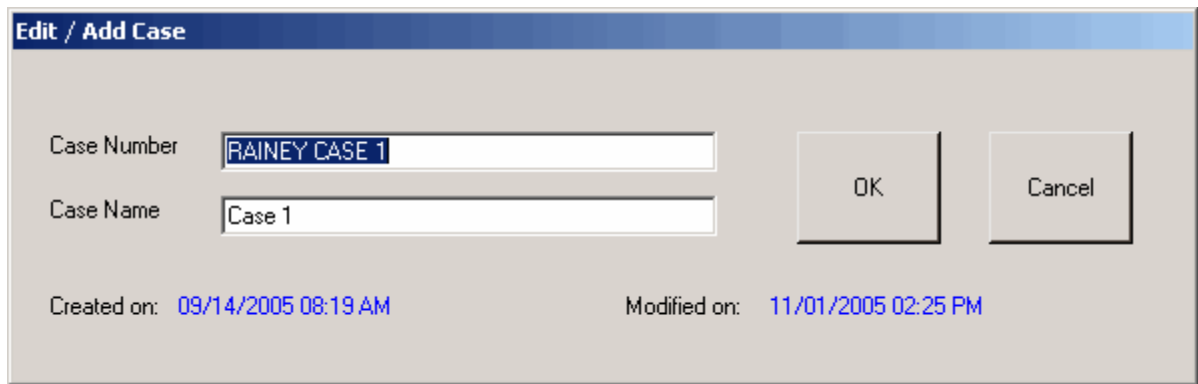SearchWarrant allows you to create new Cases, edit or delete existing Cases (and related Search Warrants and Exhibits), run reports at the Case level, and import / export information at the Case level (includes Case/ Search Warrants /Exhibits data). Let's take a look at each of these activities in more detail.

3.1 Create a New Case

1. Access the Edit / Add Case popup screen *(see Figure 2)* using one of these two methods:

- Select **Case > New Case** from the menu bar *(see Figure 3)*, **or**

- From the Select Case / Event screen *(see Figure 1)*, click the NEW button on the toolbar.
  Note: You must be on the Select Case / Warrant screen to use the NEW Case button. If you are not on this screen, choose **Case > Select Case** from the menu bar, which will get you to the Select Case / Warrant screen. Use this option to first see which Cases you currently have before creating a new Case.
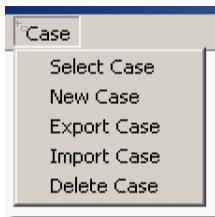

Figure 3 – Case Menu

2. On the Edit/Add Case popup screen, enter a Case Number. Use your agency's numbering system or something you can remember.

3. On the Edit/Add Case popup screen, enter a Case Name. Use something descriptive about the Case that will help you select this Case in the future if you need to make changes or additions.

4. Click the **OK** button on the Edit/Add Case popup screen to save your entries – **or** – click the **Cancel** button to abandon this activity and return to your previous location.

5. If you clicked the **OK** button in step 4, your new Case (number and name) and date/time of creation will now show up in the Select Case / Warrant screen's Case list.

3.2 Edit an Existing Case

1. If you are not already on the Select Case / Warrant screen, go to this screen by choosing **Case > Select Case** from the menu bar.

2. From the Case list on the Select Case / Warrant screen, chose the Case you wish to edit by either double clicking any place on the Case's information line or by single clicking any place on the Case's information line and pressing the Enter key.

3. The Edit / Add Case popup screen will be displayed.

4. Enter any changes to the Case number and / or Case name.

5. Click the **OK** button to save your entries – **or** – click the **Cancel** button to abandon this activity and return to your previous location (the Select Case / Warrant screen).

6. If you clicked the **OK** button in step 5, your changed Case information (number and name) and date/time of modification will now show up in the Select Case / Warrant screen's Case list.
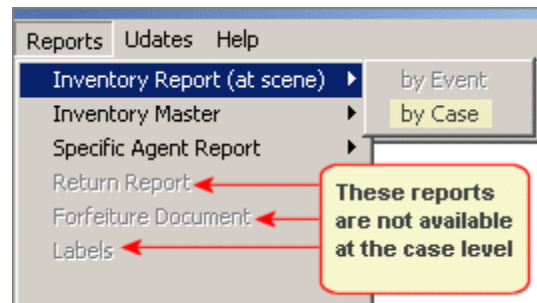
3.3 Delete an Existing Case

1. If you are not already on the Select Case / Warrant screen *(see Figure 1)*, go to this screen by choosing **Case > Select Case** from the menu bar *(see Figure 3),*

2. From the Case list on the Select Case / Warrant screen, chose the Case you wish to delete by single clicking any place on the Case's information line.

3. Choose **Case > Delete Case** from the menu bar.

4. A Delete confirmation message will appear telling you that the selected Case, all Search Warrants and all Exhibits associated with this Case will be deleted. Click **OK** to delete. Click **Cancel** to not delete.

3.4 Case Reports

1. If you are not already on the Select Case / Warrant screen *(see Figure 1)*, go to this screen by choosing **Case > Select Case** from the menu bar *(see Figure 3)*.

2. From the Case list on the Select Case / Warrant screen, chose the Case you wish to report on by single clicking any place on the Case's information line.

3. Select **Reports** from the main menu *(see Figure 4)*.

4. Then select one of the available reports: Inventory Report (at Scene), Inventory Master, or Specific Agent.

Figure 4 – Report menu – Case Level

The Specific Agent report will open a popup screen that displays a list of agents (that you have previously entered) to choose from *(see Figure 5)*.

Reports will run in their own form. See Appendix A for report examples.

Case and Warrant level reports also provide a popup screen where you can enter footer information (Name and Agency of Authorizing Signature and Witness name – name – *see Figure 11a)*.

Figure 5 – Specific Agent Report Selection

3.5 Export Case

1. If you are not already on the Select Case / Warrant screen *(see Figure 1)*, go to this screen by choosing **Case > Select Case** from the menu bar *(see Figure 3)* - *or -* by clicking the **Case** button on the tool bar.

2. From the Select Case / Warrant screen, chose **Case > Export Case** from the menu bar – *or -* click the Export toolbar button - .

3. A Case list popup screen will be displayed *(see Figure 6)*.

4. Select one or more Cases to export (click the **Multiple** button and either <ctrl> or <shift> to select more than one Cases to export).

5. From the Export Cases popup list, click the **Export** button to create an export XML file – *or* – click the **Return** button to return to the Select Case / Warrant screen without exporting anything.

6. If you clicked the **Export** button, a *save file dialogue* will open and allow you to enter the file name and a destination for the export file.

NOTE: Each selected Case will be exported with all its Search Warrants. Each of the Search Warrants will also include all of their Exhibits. An export file should only be imported at the
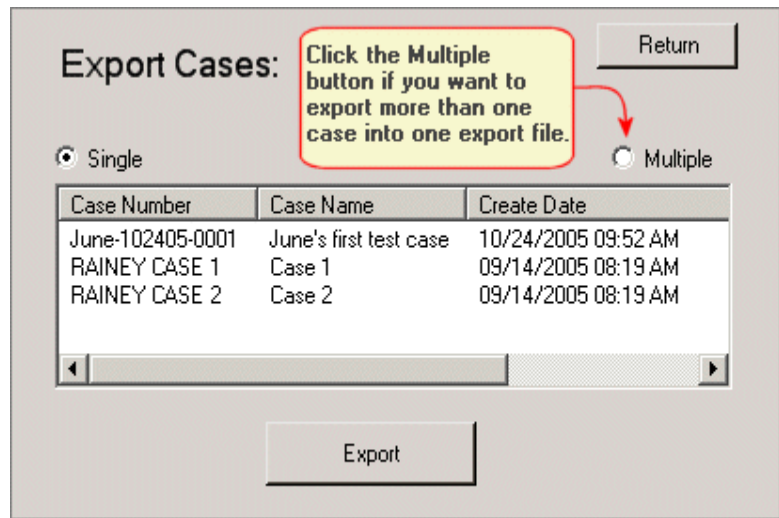
Figure 6 – Export Case selection screen

same level as it was created. If you create an export file at the Case level, you should not import this file at the Search Warrant or Exhibit level. If you create the export file at the Search Warrant level, you should only import it at the Search Warrant level and if the export file is created at the Exhibit level, it should be imported only at that level.

If you select an export file for import at the Case level, a new Case (including all Search Warrants and Exhibits) will be created from the import file data. If you select an export file for import at the Search Warrant level, a new Search Warrant (including all related Exhibits) will be created for the Case currently selected. If you select an export file for import at the Exhibit level, all Exhibits on the file will be imported to the currently selected Search Warrant.

Hint: Name your export file something that will indicate export level and other identifying information. For example: Case123Warrant24Export or Case25Warrant54Exhibit3Export.

See Appendix B for an example of an export file created at the Case level.

3.6 Import Case

1. If you are not already on the Select Case / Warrant screen *(see Figure 1)*, go to this screen by choosing **Case > Select Case** from the menu bar *(see Figure 3)* - **or -** by clicking the **Case** button on the tool bar.

2. From the Select Case / Warrant screen, choose **Case > Import Case** from the menu bar – **or -** select the Import toolbar button 🖫.

Figure 7 – Import File Selection Screen

3. A Select File popup screen will then be displayed to allow you to find a file to import *(see Figure 7)*.
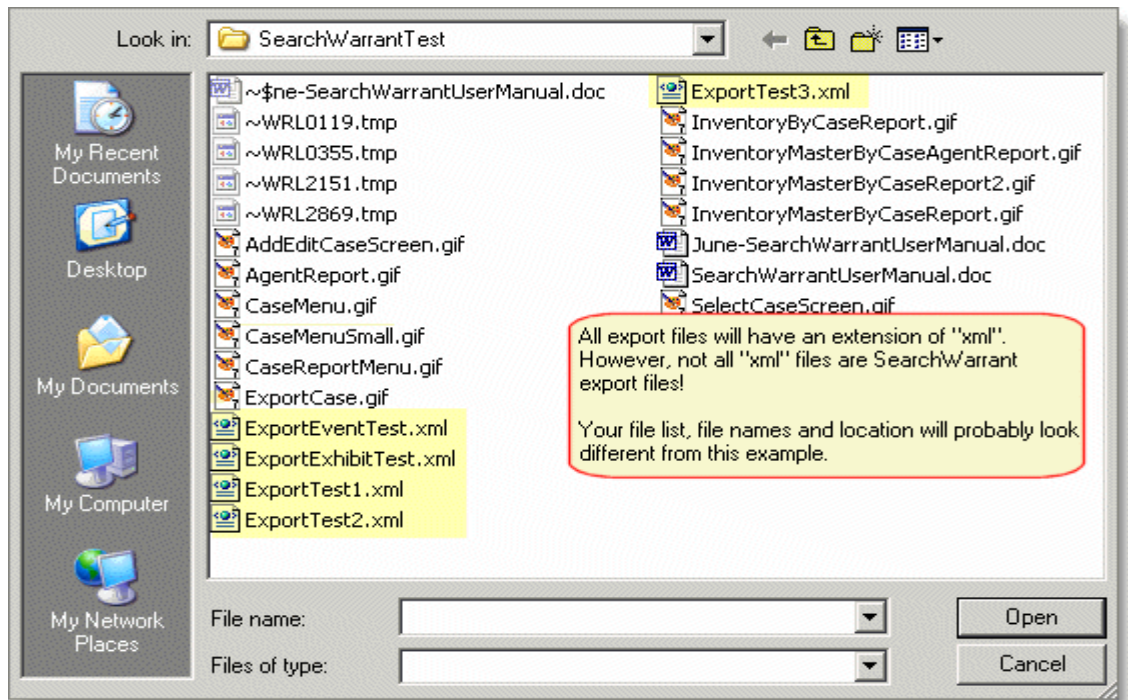
4. Find the Export file you want to import. You may have to change the "Look in" folder name. Single click the file and click the **Open** button or double-click the file to start the import process.

NOTE: because you are at the Case level, the Export file selected must have been created at the Case level. If it was not, you will see an error message that the file does not contain a Case and therefore, cannot be imported.

When a Case is imported, **SearchWarrant** checks the import file to see if there are any Search Warrants with Exhibits that need to be associated with the imported Case. Multiple Cases can be found in an import file. Each Case may have zero to many Search Warrants that in turn may have zero to many Exhibits. All associations will be imported correctly.   For example, if you exported two Cases, one is empty and one has two Search Warrants with five Exhibits each, the Case with the Search Warrants will be correctly imported to include the associated Search Warrants and their Exhibits; the other Case will be created but will not have Search Warrants or Exhibits.

See Appendix B for an example of an Export file created at the Case level.

4. Working with Search Warrants

Once you have a Case defined in **SearchWarrant,** you can begin to enter information about your searches. You can create new Search Warrants, edit or delete existing Search Warrants (and related Exhibits), run reports at the Search Warrant level, and import / export information at the Search Warrant level (includes Search Warrants /Exhibits data). Let's take a look at each of these activities in more detail.

The Search Warrant Entry screen *(see Figure 8)* is used to enter information for a new Search Warrant or to change information for an existing Search Warrant. You must also be on this screen in order to delete the currently selected Search Warrant and run various reports for the currently selected Search Warrant. The currently selected Case's ID number (to which this Search Warrant is attached) is displayed in the upper left part of the screen right under the screen name.

All fields with an asterisk * are required. If you leave any required fields blank, an error message will be displayed. You must correct all errors before this Search Warrant can be saved to the system's database.

Figure 8 – Search Warrant Entry Screen

Search Warrant Number – is *required*. You can enter up to 50 characters (alpha or numeric). Use your Agency's numbering system or enter any letter/number combination desired that will help you keep track of the Search Warrants for this Case. This will usually be the actual Search Warrant ID number as assigned by the court issuing the warrant.

Search Warrant Name – is *required*. You can enter up to 50 characters (alpha or numeric). Use your Agency's numbering system or enter any letter/number combination desired that will help you keep track of the Search Warrants for this Case.

Search Warrant Location –

The **first line** of the location is *required*. You can enter up to 200 characters (alpha or numeric). This will usually be a street address but can be any identifying information such as: "the south part of town" or the "river walk area" for example.

The **second line** of the location is *optional*. You can enter up to 200 characters (alpha or numeric). This is usually an apartment number but can be any identifying information similar to what you entered in address line one.

City is *required*. You can enter up to 200 characters (alpha or numeric).

State is *required*. Select the state from the drop down list.

Zip (code) is *optional*. If entered, you must enter five numbers (such as 32303) or five numbers, a dash, then four numbers (such as 32303-1023).

Remarks – is *optional*. There is no limit on the number of characters (alpha or numeric) that you can enter. Remarks will be displayed on the Inventory Master reports (by Event and by Agent).

Additional Comments – is *optional* and will be printed on all reports. There is no limit on the number of characters (alpha or numeric) that you can enter.

Date of Warrant – is *required*.   **Time of Warrant** is *optional*. This is when the warrant was served and the search began and ended.

Figure 9 – Calendar Date Selection

The **ending date and/or time** must be *later* than the **beginning date and/or time**. You can enter future dates/times for both the beginning and ending fields. You can either type in the date or you can select the date from the drop-down calendar that will be displayed when you click the down arrow on each field *(see Figure 9)*.

The time is entered in military 24 hour format. Hours must be between 0 – 23 and minutes must be between 0 – 59.

County – is *required*. Make a selection from the drop-down list. Click the down arrow to see the list. This list contains the county names for each of the 67 Florida counties in alphabetical order. Chose "any other state" if this search warrant is not associated with any of the Florida counties listed.

Agency – is *required*. You can enter up to 50 characters (alpha or numeric). This is the name of the agency serving the search warrant.

Case Agent – is *required*. Make a selection from the drop-down list. Click the down arrow to see the list. This list contains the agent names that you have entered from the Agent Form. Entering Agent information is covered in section seven of this User Guide. Briefly, the Agent Form is accessed via the Agent button. If you do not see any agents listed or you do not see the agent you need for this search warrant, click the Agent button and add the agent. The Agent Form has a Return button that brings you back to the Search Warrant Entry screen.

Multi Site ID – is *optional*. You must first enter the site (s) information via the Multi-Site Popup screen *(see Figure 10)*. The Multi-Site Popup screen is accessed by clicking the Add button located just to the left of the drop down selection field on the Search Warrant Entry screen. The Multi Site information is later associated with a specific piece of evidence (an exhibit). Entering Exhibit information is covered in section five of this User Guide.

When entering the Multi-Site information on the popup screen, you can enter up to 50 characters (alpha or numeric). Use your Agency's numbering system or enter any letter/number combination desired that will help you keep track of the different sites for this search warrant.

Figure 10 – Multi-Site Popup screen

Exhibits List – is *optional*. You do not have to have any Exhibits for a Search Warrant. An Exhibit is the actual piece of evidence that is found at the site such as a weapon, drugs, computer, or paper files. Double-clicking an existing Exhibit will open the Exhibits Entry Screen *(see Figure 13)*. This screen is used to modify the selected Exhibit or add a new Exhibit or delete the selected Exhibit. Entering Exhibit information is covered in section five of this User Guide.

4.1 Create a New Warrant

1. You must be on the Search Warrant Entry screen *(see Figure 8)* before you can create a new Search Warrant. This screen can be selected via the Warrant menu or via the 𝐍𝐄𝐖 button on the toolbar. Selection options depend on which part of **SearchWarrant** you are currently working in. Select the Search Warrant Entry screen using one of these methods:

- If you have just started SearchWarrant or are on the Select Case / Warrant screen, choose **Warrant > New Warrant** from the menu bar *(see Figure 10a)*. **or**

- If you are already on the Search Warrant Entry screen, choose **Warrant > New Warrant** from the menu bar or click the 𝐍𝐄𝐖 button on the toolbar **or**

- If you are on the Exhibit Entry screen, click the (Search Warrant) button on the toolbar to return to the Search Warrant Entry screen. Then, choose **Warrant > New Warrant** from the menu bar or click the 𝐍𝐄𝐖 button on the toolbar.
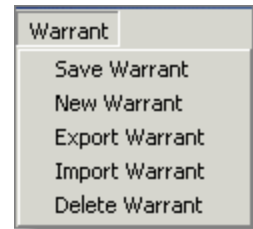
2. Enter all required information. All required fields are marked with an asterisk (*****). See section 4 above for more details on field specifications.

Figure 10a – *Warrant Menu*

3. Save your new Warrant by choosing **Warrant > Save Warrant** from the menu bar or by clicking the save button on the toolbar. If you have left any required fields blank, a message will be displayed telling you which fields are missing. You have to correct these errors before your Warrant can be saved to the SearchWarrant database.

4.2 Edit an Existing Warrant

A Warrant must first be selected before it can be changed. A Warrant is selected from the Select Case / Warrant screen *(see Figure 1).*

1. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, select the Case that contains the Warrant you want to modify. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. Select the Warrant you want to modify. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant. Make changes as needed and save your work either by choosing **Warrant > Save Warrant** from the menu bar or by clicking the 💾 save button on the tool bar.

NOTE: If you don't wish to keep your changes, just request the Select Case / Warrant screen again or click any other button on the tool bar. You will see a message asking if you wish to save changes. Click the **NO** button.

4.3 Delete an Existing Warrant

A Warrant must first be selected before it can be deleted. A Warrant is selected from the Select Case / Warrant screen *(see Figure 1).*

1. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, select the Case that contains the Warrant you want to delete. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. Select the Warrant you want to delete. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant. Request Warrant deletion by choosing **Warrant > Delete Warrant** from the menu bar.

5. A delete confirmation message will be displayed. Click **Yes** to finish the delete or **No** to not delete.

NOTE: If you are already looking at the Warrant that you want to delete, you can just select **Warrant > Delete Warrant** from the menu bar while on the Search Warrant Entry screen. You do not have to select the Warrant a second time just to delete it.

4.4 Warrant Reports

A Warrant must first be selected before you can run a report on it. A Warrant is selected from the Select Case / Warrant screen *(see Figure 1)*.

1. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, select the Case that contains the Warrant you want to report on. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. Select the Warrant you want to report on. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

Figure 11 – Report menu – Events Level

NOTE: If you are already looking at the Warrant that you want to report on, you can just select **Reports** from the menu bar while on the Search Warrant Entry screen. You do not have to select the Warrant a second time just to report on it.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant. Select **Reports** from the menu bar *(see Figure 11)*.

5. Then select one of the available reports: Inventory Report (at scene), Inventory Master, Specific Agent Report, Return Report, or Forfeiture Document.

The Specific Agent report will open a popup screen that displays a list of agents (that you have previously entered) to choose from *(see Figure 5)*.

Reports will run in their own form. See Appendix A for report examples.

Case and Warrant level reports also provide a popup screen where you can enter footer information (Name and Agency of Authorizing Signature and Witness name – *see Figure 11a.*
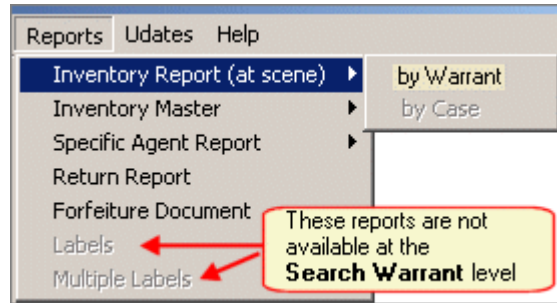

Figure 11a – Popup for adding footer information to Case / Warrant reports

4.5 Export Warrant Information

A Warrant must first be selected before it can be exported. A Warrant is selected from the Export Warrants screen *(see Figure 12).*

1. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* - **or** - by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, select the Case that contains the Warrant (s) you want to export. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. Select the Warrant you want to export. **You will have an opportunity later to select more than one Warrant if needed.** The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant. Request Warrant export by choosing **Warrant > Export Warrant** from the menu bar.

5. A popup screen will display *all* Warrants (not just the one you selected in step 3 above) associated with the case currently selected *(see Figure 12).*

6. Select one or more Warrants to export (click the **Multiple** button and either <CTRL> or <shift> to select more than one Warrant to export).

Figure 12 – Export Warrant selection screen
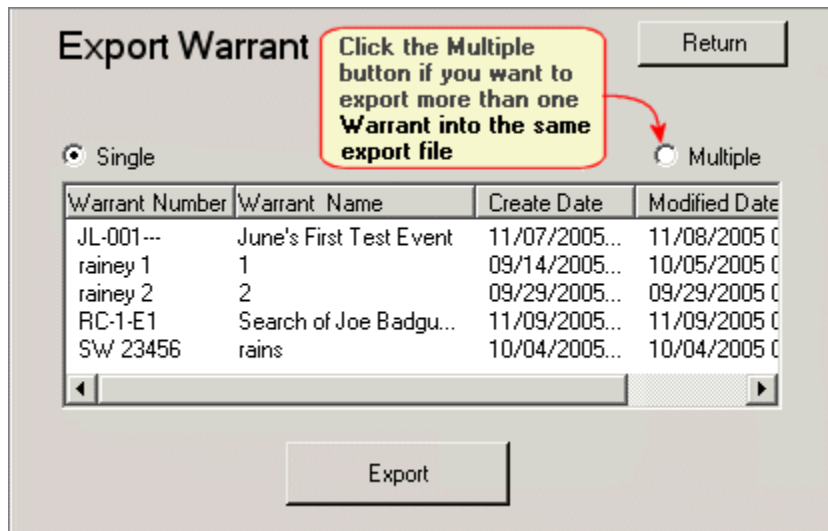
NOTE: If you are already looking at the Warrant that you want to export, you can just choose **Warrant > Export Warrant** from the menu bar while on the Search Warrant Entry screen. You do not have to select the Warrant a second time just to export it

7. From the Export Warrant popup list, click the **Export** button to create an export XML file – **or** – click the **Return** button to return to the original screen without exporting anything.

8. If you clicked the **Export** button, a *save file dialogue* will open and allow you to enter the file name and a destination for the export file.

NOTE: Each selected Warrant will be exported with all its Exhibits. An export file should only be imported at the same level as it was created. If you create the export file at the Warrant level, you should only import it at the Warrant level and if the export file is created at the Exhibit level, it should be imported only at that level.

If you select an export file for import at the Warrant level, a new Warrant (including all related Exhibits) will be created for the Case currently selected. If you select an export file for import at the Exhibit level, all Exhibits on the file will be imported to the currently selected Warrant.

Hint: Name your export file something that will indicate export level and other identifying information. For example: Warrant 24Export or Warrant 54Exhibit3Export.

See Appendix B for an example of an export file created at the Case level. An export file created at the Warrant and Exhibit levels will be similar.

4.6 Import Warrant Information

You must be on the Search Warrant Entry screen before you can request to import a file at the Warrant level.

1. If you are not currently on this screen, select it either by choosing **Warrant > New Warrant** from the menu bar - *or* - by selecting a specific Warrant from the Select Case / Warrant screen *(see Figure 1).*

2. From the Search Warrant Entry screen, choose **Warrant > Import Warrant** from the menu bar – *or* – click the Import toolbar button - .

3. A Select File popup screen will then be displayed to allow you to find a file to import *(see Figure 7).*

4. Find the Export file containing the information you want to import. You may have to change the "Look in" folder name. Single click the file and click the **Open** button or double-click the file to start the import process.

NOTE: because you are at the Warrant level, the Export file selected *should* have been created at the Warrant level. If the file was created at the case level, there must have been Warrant information exported along with the Case information. If you select a file created at the Case level, you will see one of two information messages.

This message may tell you that there is no Warrant information to import. If you see this message, you must select another file to import. The other message will tell you that the file contains information for one or more cases and that all information will be imported to the currently selected case. If you see this second message, click the **Yes** button if you want to import all information in the file into the current case, or, click the **No** button to select a different file or cancel the import process.

When a Warrant is imported, **SearchWarrant** checks the import file to see if there are any Exhibits that need to be associated with the imported Warrant. Multiple Warrants can be found in an import file. Each Warrant may have zero to many Exhibits for each Warrant. All associations will be imported correctly. For example, if you exported two Warrants, one with no Exhibits and one with five Exhibits, the second Warrant will be correctly imported to include the five associated Exhibits; the first Warrant will be created but will have not any Exhibits.

See Appendix B for an example of an Export file created at the Case level. An export file created at the Warrant and Exhibit levels will be similar.

5. Working with Exhibits

Once you have a Case and a Warrant defined in **SearchWarrant,** you can begin to enter information about the items recovered. These are known as "Exhibits". You can create new Exhibits, edit or delete existing Exhibits, run reports at the Exhibits level, and import / export information at the Exhibits level. Let's take a look at each of these activities in more detail.

The Exhibit Entry screen *(see Figure 13)* is used to enter information for a new Exhibit or to change information for an existing Exhibit. You must also be on this screen in order to delete the currently selected Exhibit, run various reports for the currently selected Exhibit and request Import or Export functions at the Exhibit level. The currently selected Case's ID number and Warrant number (to which this Exhibit is attached) is displayed in the upper part of the screen right under the screen name.

All fields with an asterisk * are required. If you leave any required fields blank, an error message will be displayed. You must correct all errors before this Exhibit can be saved to the system's database.

Figure 13 – Exhibit Entry Screen

Multi Site ID – is *optional*. You must have previously entered the site (s) information via the Multi-Site Popup screen *(see Figure 10)*. The Multi-Site Popup screen is accessed by clicking the Add button located just to the left of the drop down selection field on the Search Warrant Entry screen. The Multi Site information is then associated with a specific piece of evidence (an exhibit). Select the location where this specific piece of evidence was found. If all evidence was found / seized at the primary location entered for this warrant, you can leave the Multi Site entry blank.

When entering the Multi-Site information on the popup screen, you can enter up to 50 characters (alpha or numeric). Use your Agency's numbering system or enter any letter/number combination desired that will help you keep track of the different sites for this search warrant.

Exhibit Number – is *required*. You can enter up to 50 characters (alpha or numeric). Use your Agency's numbering system or enter any letter/number combination desired that will help you keep track of the Exhibits for this search warrant.

Date – is *required.* This is the date that you seized this piece of evidence. This date should be within the same range as the date entered for this search warrant. You must enter the date in MM/DD/YYY format or you can select the date from the drop-down calendar that will be displayed when you click the down arrow on each field *(see Figure 9).*

Time – is *optional.* This is the approximate time that you seized this piece of evidence. This time should be within the same range as the time entered for this search warrant. You can type in the time directly or you can use the up/down arrows to set. Click on the hours and scroll up or down to change. Click on the minutes and scroll up or down to change. The time is entered in military 24 hour format. Click the small check box to enter or change the time value.

Seizing Agent – is *required*. This is the name of the person who actually recovered this piece of evidence. Make a selection from the drop-down list. Click the down arrow to see the list. This list contains the agent names that you have entered from the Agent Form. Entering Agent information is covered in section seven of this User Guide.

Exhibit Type – is *required.* This is the general category that describes this piece of evidence, for example, clothing, currency, or drugs. Make a selection from the drop-down list. Click the down arrow to see the list. This list contains the Exhibit types. You cannot change this list. It is provided as part of the SearchWarrant program. If you need something different, please contact: Florida Department of Law Enforcement - Investigations and Forensics, Office of Field Services, SAS Jim Madden, Sally Coultas or the person who gave you the SearchWarrant CD and training.

Description – is *required.* This field allows you to more specifically describe this piece of evidence. There is no limit on the number of characters (alpha or numeric) that you can enter. Description will print on all reports.

Evidence Type – is *required.* This is not the same as the Exhibit Type. Evidence Type is either: Evidence, Property or Statistics. "Evidence" is something that may be used in the prosecution of a crime. "Property" is something that is seized during the execution of the warrant but that may not be specifically involved with any crime investigation. "Statistics" is used for evidence that an FDLE agent assisted with seizing but which FDLE is not physically responsible for (the evidence is physically maintained by another agency).

Click the down arrow to see the list of Evidence Types. You cannot change this list. It is provided as part of the SearchWarrant program. If you need something different, , please contact: Florida Department of Law Enforcement - Investigations and Forensics, Office of Field Services, SAS Jim Madden, Sally Coultas or the person who gave you the SearchWarrant CD and training.

Forfeiture – is *optional*. This check box indicates that this piece of evidence or property is to be forfeited. Any exhibit marked for forfeiture will show up on the Forfeiture Document report.

Main Location – is *required.* This is the general location of where this evidence was found. You can either type in the location where this evidence was found (up to 200 alpha or numeric characters), or you can make a selection from the drop-down list. Click the down arrow to see the list. This list contains all location names that you have previously entered on the Location Form. Entering Location information is covered in section eight of this User Guide.

NOTE: Any locations selected from the Location drop-down list on the Location form will be available for *all* Cases/Events/Exhibits. Any locations *typed* into this field on the Exhibit Entry screen will be available only for this *specific* Exhibit.

Location Seized – is *required.* This is a more specific location of where this evidence was found. You can either type in the location where this evidence was found (up to 200 alpha or numeric characters), or you can make a selection from the drop-down list. Click the down arrow to see the list. This list contains all location names that you have previously entered on the Location Form. Entering Location information is covered in section eight of this User Guide.

NOTE: Any locations selected from the Location drop-down list on the Location form will be available for *all* Cases/Events/Exhibits. Any locations *typed* into this field on the Exhibit Entry screen will be available only for this *specific* Exhibit.

Sub Location – is *optional.* This is a very specific location of where this evidence was found. You can either type in the location where this evidence was found (up to 200 alpha or numeric characters), or you can make a selection from the drop-down list. Click the down arrow to see the list. This list contains all location names that you have previously entered on the Location Form. Entering Location information is covered in section eight of this User Guide.

NOTE: Any locations selected from the Location drop-down list on the Location form will be available for *all* Cases/Events/Exhibits. Any locations *typed* into this field on the Exhibit Entry screen will be available only for this *specific* Exhibit.

Item Seized On – is *required.* Make a selection from the drop-down list. Click the down arrow to see the list. This list contains the circumstances justifying the seizure such as: Search Warrant, Amended Search Warrant, Consent, Plain View and Warrant less Search. You cannot change this list. It is provided as part of the SearchWarrant program. If you need something different, please contact: Florida Department of Law Enforcement - Investigations and Forensics, Office of Field Services, SAS Jim Madden, Sally Coultas or the person who gave you the SearchWarrant CD and training.

Item Value – is *optional.* This is the estimated value of this seized item. You can enter numbers and currency formatting characters such as the following: $123,456.00. You can enter only one "$" and one period. If you enter more than one of each of these characters or enter alpha or other special characters or enter more than one comma in secession, you will get an error message telling you that this field is not numeric. You can enter up to 25 characters including the $, and period ($9,999,999,999,999,999.99). The commas will be added for you if you leave them out. The data will not be stored or redisplayed with the "$".

Quantity – is *optional.* This indicates how many of the item you are seizing or collecting. This is might be the number of pills or CDs or other small items not recorded individually. You can enter up to 50 characters (alpha or numeric).

Weight – is *optional.* This indicates an estimate of how much the seized item weighs. This is usually entered for drugs. You can enter up to 25 numbers.

Unit – is *optional*. This field is used in conjunction with the Quantity and Weight fields to indicate a unit of measure. Make a selection from the drop-down list. Click the down arrow to see the list. For example, you may have entered "5" in the Quantity field and now you select "Pills" for Unit or you may have entered "15" in the Weight field and now you select "Ounces" for Unit. You cannot change this list. It is provided as part of the SearchWarrant program. If you need something different, please contact: Florida Department of Law Enforcement - Investigations and Forensics, Office of Field Services, SAS Jim Madden, Sally Coultas or the person who gave you the SearchWarrant CD and training.

Remarks – is *optional.* This field allows you to enter more information about this piece of evidence. There is no limit on the number of characters (alpha or numeric) that you can enter. Remarks will print on the Inventory Master by Warrant and by Agent reports.

Exhibits List – is *display* only. This is a display of the Exhibits you have already created for this warrant. To select a different Exhibit, double-click on the Exhibit number or description of the Exhibit you want to review or modify.

5.1 Create a new Exhibit

1. You must be on the Exhibit Entry screen *(see Figure 13)* before you can create a new Exhibit. This screen can be selected via the Exhibit menu or via the NEW button on the toolbar. Selection options depend on which part of **SearchWarrant** you are currently working in. Select the Exhibit Entry screen using one of these methods:

Exhibit

Save Exhibit
New Exhibit
Export Exhibit
Import Exhibit
Delete Exhibit

Figure 14 – Exhibit Menu

- If you have just started **SearchWarrant** or are on the Select Case / Warrant screen, you must first select a Case and Warrant to which this new Exhibit will be associated *(see figure 1)*. – **or -**

- If you are already on the Search Warrant Entry screen, choose **Exhibit > New Exhibit** from the menu bar **– or -**

- If you are already on the Exhibit Entry screen, choose **Exhibit > New Exhibit** from the menu bar or click the NEW button on the toolbar.

2. Enter all required information. All required field are marked with an asterisk (*****). See section 5 above for more details on field specifications.

3. Save your new Exhibit by choosing **Exhibit > Save Exhibit** from the menu bar or by clicking the save button on the toolbar. If you have left any required fields blank, a message will be displayed telling you which fields are missing. You have to correct these errors before your Exhibit can be saved to the **SearchWarrant** database.

5.2 Edit an existing Exhibit

An Exhibit must first be selected before it can be changed. An Exhibit is selected from the list of Exhibits displayed on the Search Warrant Entry screen *(see Figure 8 - lower right hand section)*.

1. Select the Case that has the Warrant that has the Exhibit you want to change. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, **select the Case** that contains the Warrant that contains the Exhibit you want to modify. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. **Select the Warrant** that contains the Exhibit you want to modify. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant.

5. **Select the Exhibit** you want to change by double-clicking any place on its display line (lower right section of the Search Warrant Entry screen).

6. The Exhibit Entry screen will be displayed with your selected Exhibit information. All other exhibits associated with this warrant will also be displayed in the Exhibit Entry screen in the lower right hand section.

7. Make changes as needed and save your work either by choosing **Exhibit > Save Exhibit** from the menu bar or by clicking the save button on the tool bar.

NOTE: If you don't wish to keep your changes, just request the Select Case / Warrant screen again or click any other button on the tool bar. You will see a message asking if you wish to save changes. Click the **NO** button.

5.3 Delete an Existing Exhibit

An Exhibit must first be selected before it can be deleted. An Exhibit is selected from the list of Exhibits displayed on the Search Warrant Entry screen *(see Figure 8 - lower right hand section)*.

1. Select the Case that has the Warrant that has the Exhibit you want to delete. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, **select the Case** that contains the Warrant that contains the Exhibit you want to delete. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. **Select the Warrant** that contains the Exhibit you want to delete. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant.

5. Select the Exhibit you want to delete by double-clicking any place on its display line (lower right section of the Search Warrant Entry screen).

6. The Exhibit Entry screen will be displayed with your selected Exhibit information. All other exhibits associated with this warrant will also be displayed in the Exhibit Entry screen in the lower right hand section.

7. Request Exhibit deletion by choosing **Exhibit > Delete Exhibit** from the menu bar.

8. A delete confirmation message will be displayed. Click **Yes** to finish the delete or **No** to not delete.

NOTE: If you are already looking at the Exhibit that you want to delete, you can just choose **Exhibit > Delete Exhibit** from the menu bar while on the Exhibit Entry screen. You do not have to select the Warrant a second time just to delete it.

5.4 Exhibit Reports (only Labels)

An Exhibit must first be selected before you can report on it. An Exhibit is selected from the list of Exhibits displayed on the Search Warrant Entry screen *(see Figure 8 - lower right hand section)*.

1. Select the Case that has the Warrant that has the Exhibit(s) on which you want to report. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, **select the Case** that contains the Warrant that contains the Exhibit(s) on which you want to report. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. **Select the Warrant** that contains the Exhibit(s) on which you want to report. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant.

5. Select the Exhibit on which you want to report by double-clicking any place on its display line (lower right section of the Search Warrant Entry screen).

6. The Exhibit Entry screen will be displayed with your selected Exhibit information. All other exhibits associated with this warrant will also be displayed in the Exhibit Entry screen in the lower right hand section.

7. Request an Exhibit report (single or multiple labels) by choosing **Reports** from the menu bar *(see Figure 15)*.

NOTE: If you are already looking at the Exhibit that you want to report on, you can just select **Reports** from the menu bar while on the Exhibit Entry screen. You do not have to select the Exhibit a second time just to report on it.

8. Then select one of the available reports:
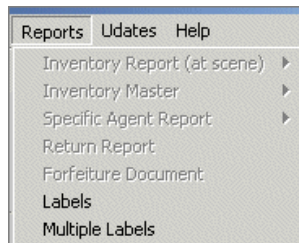
Figure 15 – Reports menu – Exhibit Level

Figure 15a –"Labels" - will print for one selected Exhibit
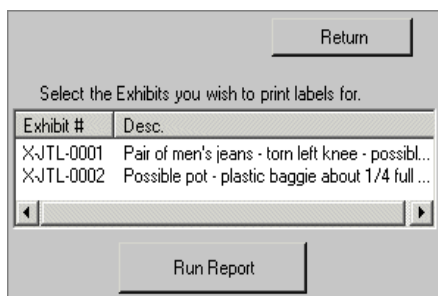
Figure 15b – "Multiple Labels" - will display a popup to allow selection of multiple Exhibits – use the <ctrl> or <shift> key to select multiple Exhibits for printing

Figure 15c – "Multiple Labels" – print "2 up" – one for each selected Exhibit

5.5 Export Exhibit Information

An Exhibit must first be selected before it can be exported. An Exhibit is selected from the list of Exhibits displayed on the Search Warrant Entry screen (lower right hand section – *see Figure 13*).

1. **Select the Case** that has the Warrant that has the Exhibit you want to export. If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, **select the Case** that contains the Warrant that contains the Exhibit you want to delete. The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. **Select the Warrant** that contains the Exhibit you want to export. The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant.

5. From the Search Warrant Entry screen, select the **Exhibit > Export** menu option.

6. The Export Exhibits selection popup will be displayed (see Figure 999).

NOTE: If you are already looking at the Warrant that contains the exhibits that you want to export, you can just select **Exhibit > Export** from the menu bar while on the Search Warrant Entry screen. You do not have to select the Warrant a second time just to export the exhibits it contains.
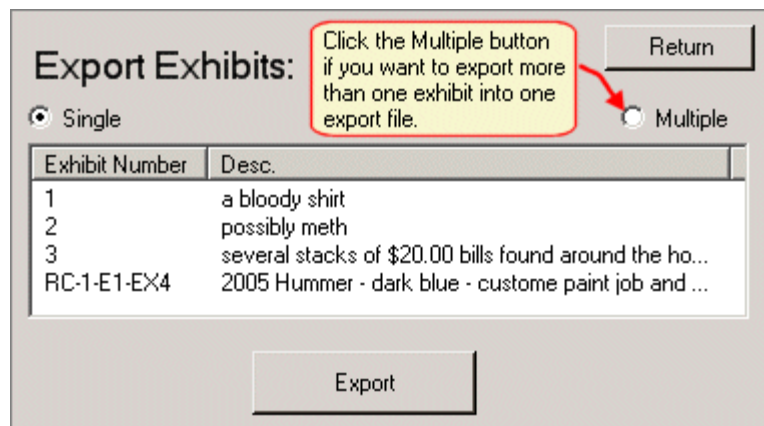

Figure 16 – Export Exhibit selection screen

7. **Select one or more Exhibits** to export (click the **Multiple** button and either <CTRL> or <shift> to select more than one Exhibit to export).

8. From the Export Exhibits popup list, click the **Export** button to create an export XML file – *or* – click the **Return** button to return to the original screen without exporting anything.

9. If you clicked the **Export** button, a *save file dialogue* will open and allow you to enter the file name and a destination for the export file.

All selected Exhibits will be exported into one file. An export file should only be imported at the same level as it was created. If you create the export file at the Warrant level, you should only import it at the Warrant level and if the export file is created at the Exhibit level, it should be imported only at that level.

If you select an export file for import at the Warrant level, a new Warrant (including all related Exhibits) will be created for the Case currently selected. If you select an export file for import at the Exhibit level, all Exhibits on the file will be imported to the currently selected Warrant.

Hint: Name your export file something that will indicate export level and other identifying information. For example: Warrant 24Export or Warrant 54Exhibit3Export.

See Appendix B for an example of an export file created at the Case level. An export file created at the Warrant and Exhibit levels will be similar.

5.6 Import Exhibit

You must be on the Exhibit Entry screen before you can request to import a file at the Exhibit level.

1. **Select the Case** that has the Warrant to which you want to associate or import a specific Exhibit (s). If you are not currently on the Select Case / Warrant screen, request it either by choosing **Case > Select Case** from the menu bar *(see Figure 3)* or by clicking the **Case** button on the tool bar.

2. Once you are on the Select Case / Warrant screen, **select the Case** that contains the Warrant to which you want to associate or import a specific Exhibit (s). The Case is selected by a single click any place on its display line.

3. All warrants currently available for the selected Case will be displayed in the lower half of the screen. **Select the Warrant** to which you want to associate or import a specific Exhibit (s). The Warrant is selected by a double click any place on its display line or by a single click and a click of the "Enter" key on your keyboard.

4. The Search Warrant Entry screen *(see Figure 8)* will display the selected Warrant.

5. From the Search Warrant Entry screen, select the **Exhibit > New Exhibit** menu option.

2. From the Exhibit Entry screen, choose **Exhibit > Import Exhibit** from the menu bar – **or** – click the Import toolbar button - .

3. A Select File popup screen will then be displayed to allow you to find a file to import *(see Figure 7).*

4. Find the Export file containing the information you want to import. You may have to change the "Look in" folder name. Single click the file and click the **Open** button or double-click the file to start the import process.

NOTE: because you are at the Exhibit level, the Export file selected *should* have been created at the Exhibit level. If the file was created at the case level, there must have been Warrant and Exhibit information exported along with the Case information. If you select a file created at the Case or Warrant level, you will see one of two information messages.

This message may tell you that there is no Warrant or Exhibit information to import. If you see this message, you must select another file to import. The other message will tell you that the file contains information for one or more cases and that all information will be imported to the currently selected case / warrant. If you see this second message, click the **Yes** button if you want to import all information in the file into the current case / warrant, or, click the **No** button to select a different file or cancel the import process.

Importing an Exhibit(s) that does *not* have a multi site designation into a Warrant that *does* have a multi site designation will default to "site not specified" as the Exhibit's multi site entry. Multiple Exhibits can be found in an import file. All exhibits found on the export file will be imported to the currently selected case / warrant.

See Appendix B for an example of an Export file created at the Case level. An export file created at the Warrant and Exhibit levels will be similar.

5.7 Keep button on Toolbar

The ⚡KEEP button on the Toolbar allows you to rapidly create Exhibits that contain similar data. When clicked, all the data on the current Exhibit Entry screen will be kept except the Exhibit number. Enter a new Exhibit number, make modification to the description if needed, then click the Save button. When saved, the Exhibit will be saved as a new record with a new Exhibit number.

For example: If you have two pieces of evidence found in the same place at the same time, say two DVDs, you can enter the Exhibit information for the first DVD, **save** the information, then press ⚡KEEP. Fill in another Exhibit number and description and **save** again. You now have two Exhibits that are mostly identical. Repeat as needed.

6. Other Menu and Toolbar Items

Figure 17 – Color Picker – select a Basic Color or create a Custom Color
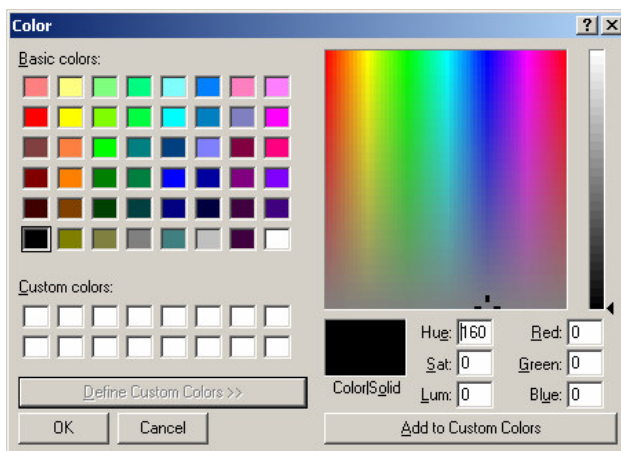
6.1 Program > Color

The **Program > Color** menu allows you to change the background color of the application. Do not use dark colors because some of the text and label fields will be hard to see or may not be visible at all (if you select black or a *very* dark color). Choose a color from the color picker, or create your own custom color.

Figure 18 – Light color chosen for background

Figure 19 – Dark color chosen for background

6.2 Tool Bar Buttons

The **Back** button will take you back to the previous screen. This works very much like your web browser back button.

The **Save** button will save what ever you are currently working on.

The **Case** button will take you to the Case / Warrant selection screen.

The **SW (**Search Warrant) button will take you to the Search Warrant Entry screen. This button is only available if you are currently on the Exhibit Entry screen.

The **NEW** button will display a blank screen for whatever level you are currently. For example, if you are currently viewing or changing an exhibit, clicking the **NEW** button will allow you to enter a new exhibit. If you are currently viewing or changing a warrant, clicking the **NEW** button will allow you to enter a new warrant. And, if you are currently on the select case / warrant screen, clicking the **NEW** button will allow you to enter a new case.

The **Import** button allows you to import data from a previously created Export file. The results vary depending on where you are in the application (case, warrant or exhibit level). See sections 3.6, 4.6 and 5.6 for more information.

The **Export** button allows you to create a file of data to export to another user. The results vary depending on where you are in the application (case, warrant or exhibit level). See sections 3.5, 4.5 and 5.5 for more information.

The **Agent** button displays the Agent Management screen. This function is available from all levels of **SearchWarrant**. See section 7 for more information on adding, changing and deleting Agents.

The **Location** button displays the Location Management screen. This function is available from all levels of **SearchWarrant**. See section 8 for more information on adding, changing and deleting Locations.

The **Label** button is only available at the Exhibit level. Clicking this button will print a label for the selected exhibit. This is the same as selecting **Reports > Labels** from the menu bar.

The **KEEP** button allows you to rapidly create Exhibits that contain similar data. See section 5.7 for more information.

7. Agent Form

The 👨 - Agent button allows you to manage Agent data. Agent data populates the Warrant and Exhibit Entry screen's agent combo boxes and is used to associate an agent in the database to a Warrant or Exhibit. When you click the 👨 button, the Agent Management popup screen is displayed *(see figure 21)*. You can also request the Agent Management form from the Agent menu *(see figure 20)*.
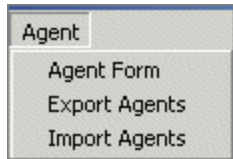
Figure 20 – Agent Menu

Figure 21 – Agent Management screen (Add / Update / Delete Agents)

7.1 Add a new Agent

1. Select the Agent Management Form *(see Figure 21)*.

2. Enter the Agent's First and Last Names. In this example, the new Agent is "James Bond, FDLE# 007"

3. If this Agent is an FDLE Member, click the FDLE Member check box and enter the FDLE Member #. This number is assigned in the Automated Information Management (AIM) system.

4. Click the Add button. The new Agent information will be displayed in the Agent list.

7.2 Update an existing Agent

1. Select the Agent Management Form *(see Figure 21)*.

2. From the Agent list, select the Agent you want to update by single-clicking any place on its display line. In this example, we are updating Agent Coultas.

3. Make any changes.

4. Click the Update button. The changes will be reflected in the Agent list and on all Warrants and Exhibits that are associated with this Agent.

7.3 Delete an existing Agent

1. Select the Agent Management Form *(see Figure 21)*.

2. From the Agent list, select the Agent you want to update by single-clicking any place on its display line.

3. Click the Delete button. The Agent will be deleted from the **SearchWarrant** database.

    NOTE: If this Agent is associated with any Warrants or Exhibits, he/she cannot be deleted. You will have to find all occurrences of association, choose a different Agent, then request the deletion.

7.4 Export Agent Information

You can request to export agent information from any place in the application. Exporting and importing Agent information will save you a lot of time if your organization has several people who use **SearchWarrant** on several different computers (for example, laptops). You can add all Agent information one time on one computer, create an export file and then, import that information into all other computers.
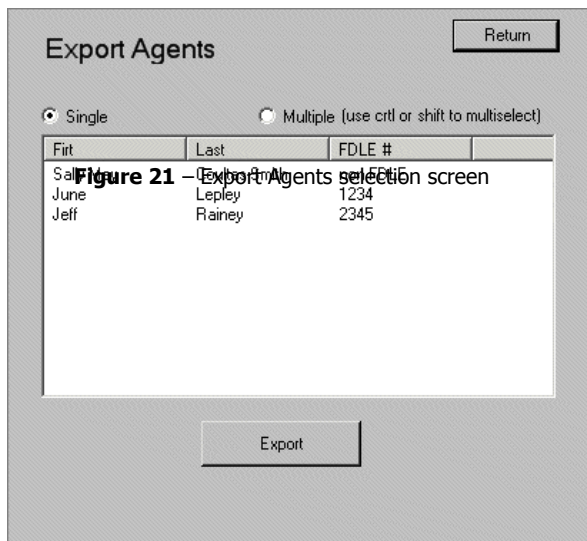

Figure 21 – Export Agents selection screen

1. Select **Agent > Export Agents** from the menu bar *(see Figure 20)*. The Export Agents selection list screen will then be displayed *(see Figure 21)*.

2. Select one or more Agents to export (click the **Multiple** button and either <ctrl> or <shift> to select more than one Agent.

3. From the Export Agents selection list screen, click the **Export** button to create an export XML file – *or* – click the **Return** button to return to your original screen without exporting anything.

4. If you clicked the **Export** button, a *save file dialogue* will open and allow you to enter the file name and a destination (folder) for the export file.

All selected Agents will be exported into one file. See Appendix C for an example of a multiple agent export file.

7.5 Import Agent Information

You can request to import agent information from any place in the application.

1. Select **Agent > Import Agents** from the menu bar *(see Figure 20)*.

2. A Select File popup screen will then be displayed to allow you to find a file to import *(see Figure 7)*.

3. Find the Export file you want to import. You may have to change the "Look in" folder name. Single click the file and click the Open button or double-click the file to start the import process.

8. Location Form

Clicking the Location button on the Toolbar displays the Location Management form *(see Figure 22)* which allows you to enter, change and delete search location data. This data populates the location combo boxes on the Exhibit Entry screen *(see Figure 23)*.

Figure 22 – Location Management screen

8.1 Add a new Location

1. Select the Location Management Form *(see Figure 22)*.

2. Enter the Location information. In this example, the new Location is "Kitchen"

3. Click the Add button. The new Location will be displayed in the Location list.

Figure 23 – Search Location dropdown list on the Exhibits Entry screen

8.2 Update an existing Location

1. Select the Location Management Form *(see Figure 22)*.

2. From the Location list, select the Location you want to update by single-clicking any place on its display line. In this example, we are updating 1st floor bedroom #1.

3. Make any changes

4. Click the Update button. The changes will be reflected in the Location list and on all Exhibits that are associated with this Location.

8.3 Delete an existing Location

1. Select the Location Management Form *(see Figure 22)*.

2. From the Location list, select the Location you want to update by single-clicking any place on its display line.

3. Click the Delete button. The Location will be deleted from the **SearchWarrant** database.

9. Special Notes on Importing and Exporting

Exporting can be performed at four levels:

Case: to include the Case, its Warrants, and its Warrants' Exhibits. When a Case or multiple Cases are exported, they should be imported at the Case level.

Warrant: to include the Warrant and its Exhibits. A Warrant level export should be imported at the Warant level.

Exhibit: to include the Exhibit's data. An Exhibit level export should be imported at the Exhibit level.

Agent: to include one or more Agent's name and if an FDLE Agent, an FDLE Agent number.

The file is saved in XML format and has an associated Export Version number attached *(see Appendix B and C for examples)*. A higher export version file cannot be imported into an older version of the program. For example, you cannot import a version 3 export file into a version 1 **SearchWarrant** program. However, you will be able to import a version 1 export file into a version 3 **SearchWarrant** program.

You can view what version your **SearchWarrant** program and export file are by selecting **Help > About** from the main menu. You can also look at the end of the export file for the Export Version number. Do not change this number in an attempt to manipulate an import, this may cause errors and is not recommended. Also, name your export files so you know what they are. This will help when it comes time to select an export file for importing.

Appendix A – Report Examples

Search Warrant Inventory by Case

Case Number: RAINEY CASE 1
Site ID:
Date: 06/13/2005
County: Leon
Event Number: rainey 1
Event Name: 1

Address: 1239 Church St.
Apt. 1234
Tallahassee   FL   32308-3655
Agency Name: FDLE

Exhibit#	Description
1a	polo shirt with blood stains on back
3	French Franks
4	Deutsch Marks
5	9 mm Glock

Additional Comments:
Good mission.

Case Number: RAINEY CASE 1
Site ID:
Date: 09/29/2005
County: Leon
Event Number: rainey 2
Event Name: 2

Address: 9043 Joes St.
Apt. 4512
Tallahassee   FL   32308
Agency Name: FDLE

Exhibit#	Description
1	Flight Jacket
2	Boarding Pass

Additional Comments:

NO FURTHER ITEMS

_____
Authorized Signature
Florida Department of Law Enforcement

_____
Witness   Date

Page 1 of 1

Appendix A – Report Examples

Search Warrant Inventory Master by Case

Case Number: RAINEY CASE 1
Site ID:
County: Leon
Event Number: rainey 1
Event Name: 1

Address: 1239 Church St.
Apt. 1234
Tallahassee   FL   32308-3655
Office: Tallahassee
Case Agent: Jeff Rainey

Date & Time Begin: 06/13/2005   08:19 AM
Date & Time Ended: 02/16/2006   08:19 AM

Agency Name: FDLE

Exhibit#	Description	Seizing Agent	Item Seized On/Time	Location Seized	Quantity	Value	Remarks
1a	polo shirt with blood stains on back	Bugs Bunny	Search Warrant 09/14/2005 08:21 AM	House living room under mattress		$2.58	
3	French Franks	Daffy Duck	Plain View 09/14/2005 09:24 AM	House living room on sofa		$50.00	may have traveled to Germany
4	Deutsch Marks	Daffy Duck	Search Warrant 09/14/2005 09:32 AM	House living room on sofa		$100.00	may have traveled to Germany
5	9 mm Glock	Bugs Bunny	Amended Search 10/03/2005 02:52 PM	House Oven lower drawer		$0.00	

Additional Comments: Good mission.

Case Number: RAINEY CASE 1
Site ID:
County: Leon
Event Number: rainey 2
Event Name: 2

Address: 9043 Joes St.
Apt. 4512
Tallahassee   FL   32308
Office: Tallahassee
Case Agent: BugsBunny

Date & Time Begin: 09/29/2005   04:23 PM
Date & Time Ended: 02/03/2006   04:23 PM

Agency Name: FDLE

Exhibit#	Description	Seizing Agent	Item Seized On/Time	Location Seized	Quantity	Value	Remarks
1	Flight Jacket	John Denver	Amended Search 10/04/2005 01:23 PM	Airport Hanger 12 Under Mechanic Bench		$459.00	good find
2	Boarding Pass	Daffy Duck	Amended Search 10/04/2005 01:23 PM	Airport Hanger 12 Top of Mechanic Bench		$459.00	good find

Additional Comments:

NO FURTHER ITEMS

Total Items : 6

Total Values : $1,070.58

_____
Authorized Signature
Florida Department of Law Enforcement

_____
Witness   Date

Appendix A – Report Examples

Search Warrant Inventory Master by Case
By Seizing Agent

Case Number: RAINEY CASE 1	Address : 1239 Church St.	Date & Time Begin : 06/13/2005 08:19 AM
Site ID :	Apt. 1234	Date & Time Ended : 02/16/2006 08:19 AM
County : Leon	Tallahassee FL 32308-3655	
Event Number : rainey 1	Office : Tallahassee	
Event Name : 1	Case Agent : Jeff Rainey	Agency Name : FDLE

Seizing Agent	Exhibit#	Description	Item Seized On/Time	Location Seized	Quantity	Value	Remarks
Bugs Bunny	1a	polo shirt with blood stains on back	Search Warrant 09/14/2005 08:21 AM	House living room under mattress		$2.58	
Bugs Bunny	5	9 mm Glock	Amended Search 10/03/2005 02:52 PM	House Oven lower drawer		$0.00	

Additional Comments: Good mission.

NO FURTHER ITEMS

Total Items : 2

Total Values : $2.58

Authorized Signature
Florida Department of Law Enforcement

Witness   Date

Appendix B – Export File Example

This is an example of the XML file that is created when you request to export something from **SearchWarrant**.

This file will contain various sections depending on what you requested to export. If you were at the Case level, this file will contain information on the Case(s) you requested to export and all Events and Exhibits associated with that Case(s).

If you were at the Event level, this file will contain only the system assigned Case ID, the selected Event(s) and all Exhibit information associated with the Event(s).

If you were at the Exhibit level, this file will contain only the system assigned Case ID, the system assigned Event ID, and all Exhibit information associated with the Event.

It is not recommended that you make any changes to this file if you intend to import this information back into SearchWarrant. All changes to data **should** be made via the application. If you do need to change data in this file for some reason, **be very careful** not to change the system assigned CaseID or EventID values or to change or delete any "tags". Tags are enclosed in angle brackets. This is a "tag" - **<Casenumber>.**

```
<?xml version="1.0" standalone="yes"?>
<NewDataSet>

  <Cases>    <-------------------------------------------------This section describes the Case(s) you selected to export
    <CaseID>269</CaseID>
    <Casenumber>June-102405-0001</Casenumber>
    <Casename>June's first test Case</Casename>
    <createdate>10/24/2005 09:52 AM</createdate>
    <modifieddate>11/01/2005 03:07 PM</modifieddate>
  </Cases>

  <Events>    <-------------- This section describes each Event that is associated with the Case(s) you selected to export
    <EventID>3075</EventID>
    <Eventname>June's First Test Event</Eventname>
    <CaseID>269</CaseID>
    <Eventnumber>JL-001</Eventnumber>
    <county>Leon</county>
    <state>FL</state>
    <region>Tallahassee</region>
    <swaddress1>123 Main Street</swaddress1>
    <swaddress2>Apartment 2B</swaddress2>
    <swcity>Tallahassee</swcity>
    <swzip>32303</swzip>
    <datebegan>10/24/2005</datebegan>
    <dateend>10/27/2005</dateend>
    <agency>Any agency I guess</agency>
    <remarks>where does 'remarks' show up?</remarks>
    <addcomment>if this is listed at the end of the inventory report, where is the 'remarks' listed?</addcomment>
    <multisite>What is this?</multisite>
    <lname>Bond</lname>
    <fname>James</fname>
    <fdlenumber>007</fdlenumber>
    <timebegan>10:05 AM</timebegan>
    <timeend>10:05 AM</timeend>
```

```
</Events>

<Exhibits> <-------------- This section describes each Exhibit that is associated with each Event you selected to export
  <EventID>3075</EventID>
  <itemseizedon>Plain View</itemseizedon>
  <lname>Bond</lname>
  <fname>James</fname>
  <fdlenumber>007</fdlenumber>
  <Exhibitdate>10/26/2005</Exhibitdate>
  <Exhibittype>Currency - US</Exhibittype>
  <evidencetype>Property</evidencetype>
  <quantity>?</quantity>
  <itemvalue>1000000.00</itemvalue>
  <weight>0.00</weight>
  <unit>Grams</unit>
  <description>lots of money! yea! money, money, money</description>
  <locationseized>Basement</locationseized>
  <sublocationseized>In the Refrigerator</sublocationseized>
  <forfeiture>yes</forfeiture>
  <remarks>remarks...</remarks>
  <Exhibitnumber>JL-001</Exhibitnumber>
  <Exhibittime>10:05 AM</Exhibittime>
  <mainlocation>House</mainlocation>
</Exhibits>

<ExportVersion>
  <version>1.0</version>
</ExportVersion>
</NewDataSet>
```

Appendix C– Export Agent File Example

Sample XML file created by requesting
the "Export Agent" function. This example
contains information for three "Agents".

```xml
<?xml version="1.0" standalone="yes" ?>
- <NewDataSet>
  - <Agents>
      <lname>Coultas-Smith</lname>
      <fname>Sally May</fname>
      <fdlenumber>non FDLE</fdlenumber>
      <fullname>Coultas-Smith, Sally May</fullname>
    </Agents>
  - <Agents>
      <lname>Lepley</lname>
      <fname>June</fname>
      <fdlenumber>1234</fdlenumber>
      <fullname>Lepley, June</fullname>
    </Agents>
  - <Agents>
      <lname>Rainey</lname>
      <fname>Jeff</fname>
      <fdlenumber>2345</fdlenumber>
      <fullname>Rainey, Jeff</fullname>
    </Agents>
</NewDataSet>
```

- End of User Guide -