

# PROCEDURE MANUAL



MICHIGAN STATE POLICE

## aAICS Quick Reference Guide – Changing Property Bin

**Purpose:** This manual provides instruction on changing the property bin of an item within eAICS.

**Effective Date:** August 02, 2022

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## Definitions:

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None

## Section 1: Changing Property Bin

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- a. Changing bin location without changing the property status:
  - i. Select the new bin location by completing the Bin field.
  - ii. Complete Addition Info field only if it applies or the field can be left blank.
  - iii. Click the Save button to save the journal entry and update the bin location.

The screenshot shows the AICS Form interface. At the top, there is a menu bar with options like File, Modules, Options, Home, Search, Issue Incident, Help, Network, Save, Validate, MCR, Submit, Report Locks, Close, Code Lookup, LEIN, Print, Dictation, and Templates. Below the menu bar, the user information is displayed: User: KLINE, PHYLENA, 439738, ANALYST; ORI: MI3300568; Date: 12/12/2018; Time: 1554. The main form area contains the following fields: Incident Number: TRN-0000082-18; Property: 0002; Type: 04 - BICYCLE; Quantity: 1; Bin: 4 - SHELF; Property Status: (empty); Additional Info: (empty). There are buttons for 'Save', 'Cancel', 'Copy All', and 'Copy List'.

Following the above steps will change the bin location without changing the property status.

**IMPORTANT:** All property items which have the following statuses: RELEASED, DESTROYED, SOLD, and RETAINED are no longer considered to be in possession therefore the user will not be able to complete a journal entry to change the bin location.

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**Review Responsibility:** CJIC; Incident Section, e-Applications Unit

**Accreditation Standards:** CALEA