The Modify module allows you to edit certain feature about property that you have assigned to your station.

For example, in Modify you can change FSC, Item Name, NSNs and unit of issue if it is incorrect.

Additionally, you can initiate the action to transfer property in this section.

Property images can also be updated or uploaded in this module.

Any actions initiated must be approved by the State Coordinator’s office and also through the Law Enforcement Support Office.

To begin a property modification, select the Modify module under LESO FEPMIS.

Click the Requisition Number of the property you wish to modify.
**Modify (continued)**

This page allows you to edit all of the characteristics of your property.

Anything that is changes that has approval required needs to be approve by the State Coordinator and LESO HQ.

To initiate a transfer request from this module, select the station block and select which station the property is to be transferred to.

To upload new or updated images to the property, click the manage images link at the top of the page.

Add any comments or justifications that you wish in the Comment 1 block.

Once all modifications are complete, click the submit button at the bottom of the page to send the request to the State Coordinator’s office.

After the modification has been completed by LESO HQ, the receiving agency must accept the property in their Modify Tab.