2015

Users Guide



Users Guide
PLC-XX– Rev. 4/24/2015

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Contents

Overview

Topics covered in this chapter:

- Logging in to PLIMS
- Dashboard screen
- Using barcodes in PLIMS
- Entering information in PLIMS
- Viewing records in PLIMS

Logging In

Double click the PLIMS icon on your desktop. The Login screen will display in your web browser. Enter your code number in the **Code #** field and your password in the **Password** field. Make sure the correct database is selected, and then click the **Log In** button.

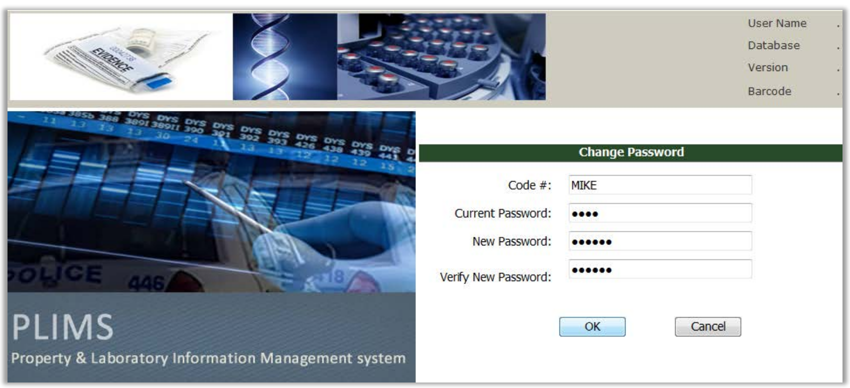
NOTE You can reset your password at any time from the Login screen. See the next page for instructions on changing your password.

Figure 1: PLIMS Login screen

Reset Password

1. Click the **Reset Pwd** button on the PLIMS Login screen. The Change Password screen will display.

2. Enter your Code number in the **Code #** field and your **Current Password**. Then enter a **New Password**, and retype it in the **Verify New Password** field.



3. Click **OK**. You will return to the Login screen if the change was successful.

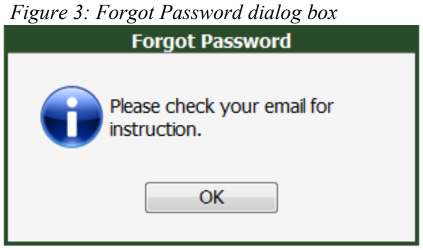
Forgot Your Password

If you forget your password, enter your code number in the **Code #** field and click the **Forgot your password?** hyperlink on the PLIMS login screen.

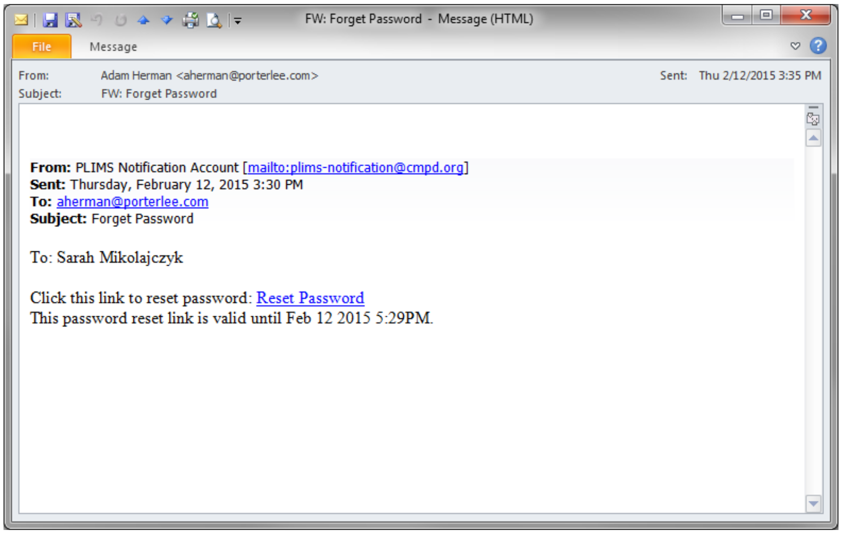
Figure 2: Forgot your password? hyperlink

Once you click the link, a Forgot Password dialog box will display. Click **OK**. You will receive an email with further instructions.

Figure 3: Forgot Password dialog box

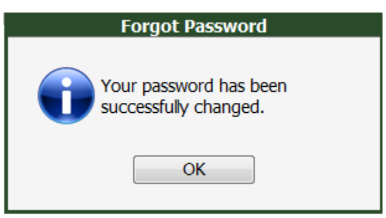


You will receive an email with a Reset Password hyperlink. Click on the hyperlink.



The Change Password screen will display in your internet browser. Enter a **New Password**, and retype it in the **Verify New Password** field. Then click **OK**.

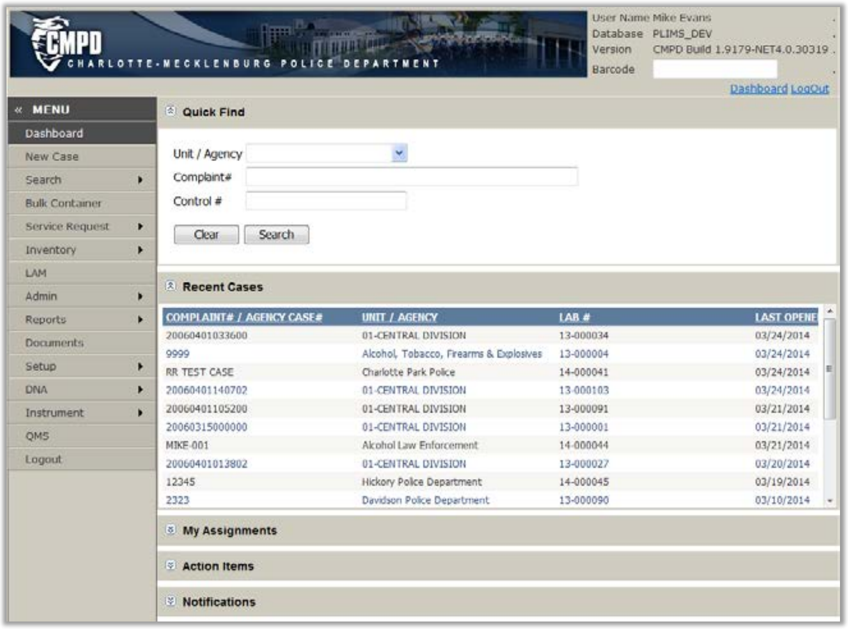
You will receive the message, "Your password has been successfully changed."



Dashboard

After you log in to PLIMS, the Dashboard screen will display. You can access most of the features in PLIMS from the Dashboard screen. This section describes the different parts of the Dashboard screen and explains how they are used to access features in PLIMS.

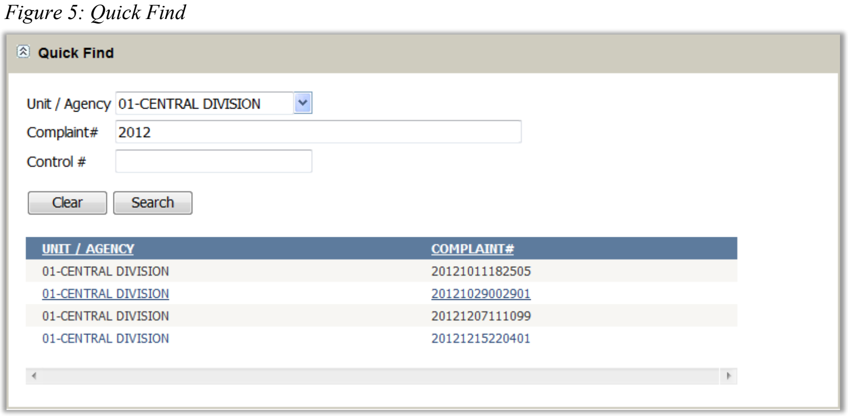
Figure 4: Dashboard screen



Quick Find

Quick Find is used to search for cases based on the case number. To run a search, enter the case number into the search field and click **Search** (you can also search by a partial case number). The case will load automatically if there is only one search result. If there are multiple results, the cases will display below the Search button. Clicking on a case in the search results to will open the case record.

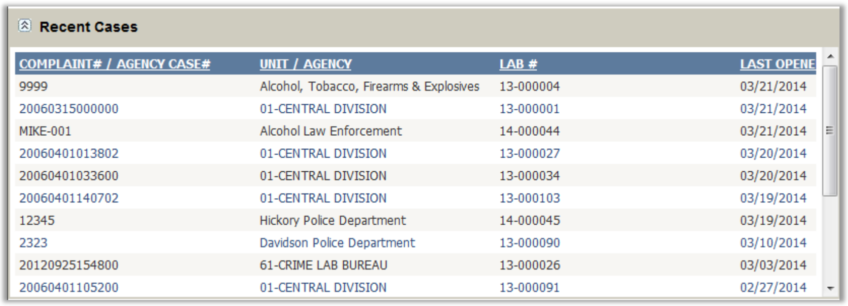
Figure 5: Quick Find



Recent Cases

Recent Cases displays the cases you accessed most recently. Cases are ordered based on the date they were last opened. The last case you've viewed will appear at the top of the list. Clicking on a case will open the case record.

Figure 6: Recent Cases



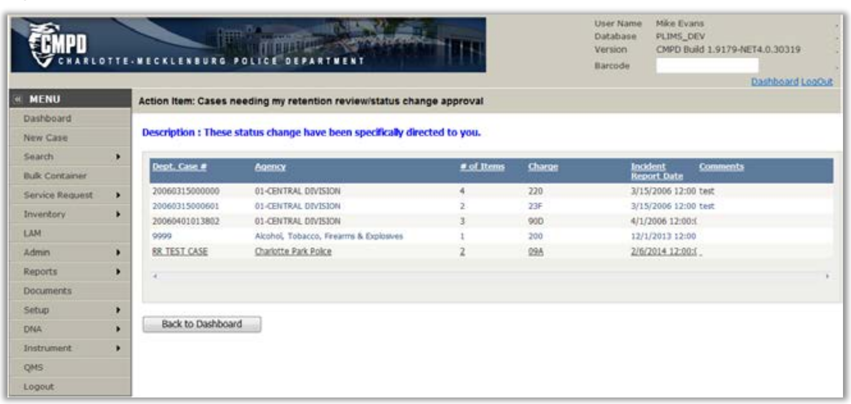
Action Items

Action Items alert you to tasks that you need to perform, such as a retention review or status change approval. The number following each action item indicates how many cases or items there are for that specific task type. You can view the individual case or item records for an Action Item by clicking on the hyperlink on the Dashboard screen.

Figure 7: Action Items

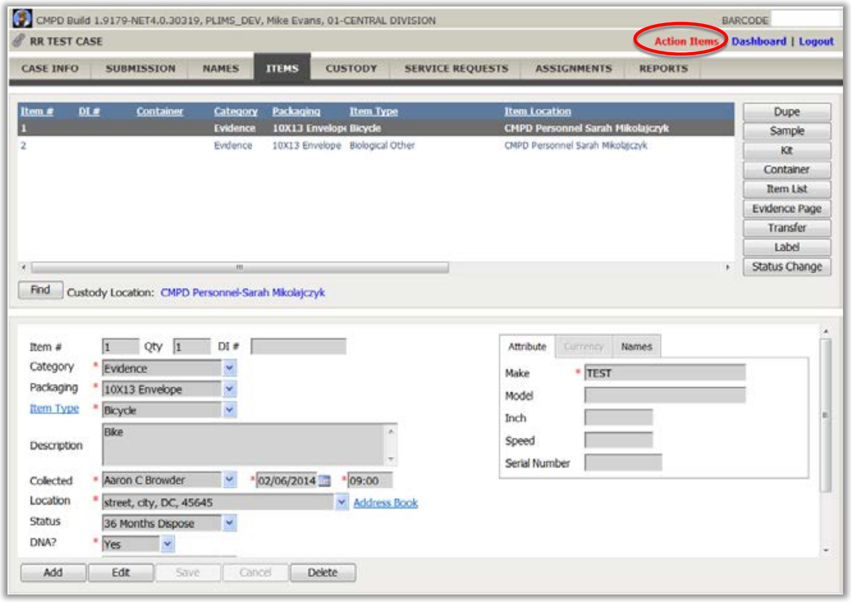
Clicking on the hyperlink displays the individual case or item records on the Action Item screen. Clicking a record will take you to that lab case.

Figure 8: Action Items screen



When you access a case from the Action Items screen, you'll see an Action Items hyperlink on the upper right corner or the screen once the case loads. Clicking the link will return you to the Action Items screen.

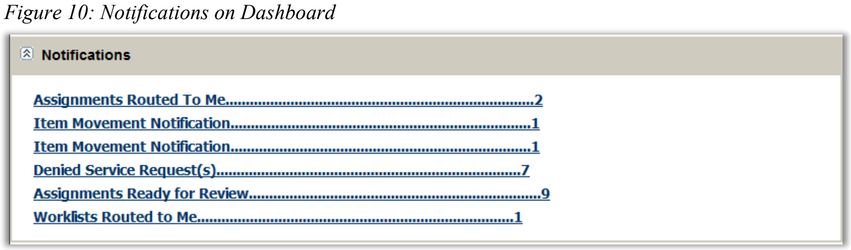
Figure 9: Case accessed from Action Items



Notifications

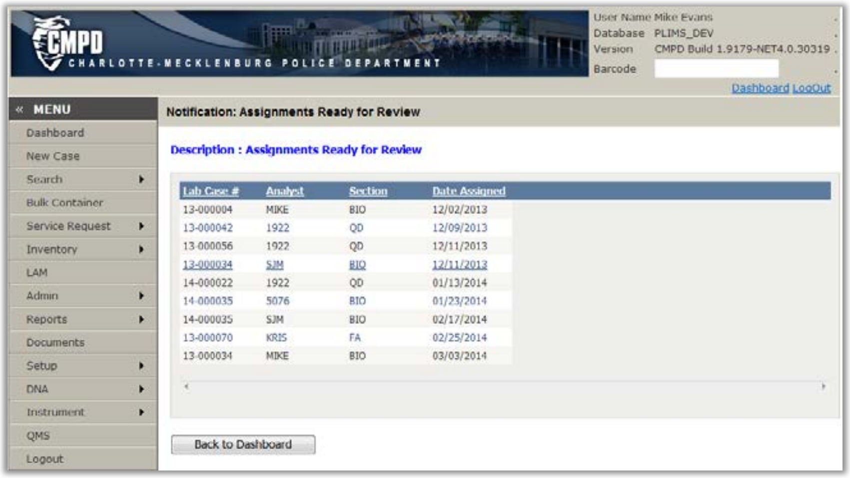
Notifications alert you to events such as item status changes or item list requests. The number following each notification indicates how many case records there are for that specific notification type. You can view the individual case records for a Notification by clicking the hyperlink on the Dashboard screen.

Figure 10: Notifications on Dashboard



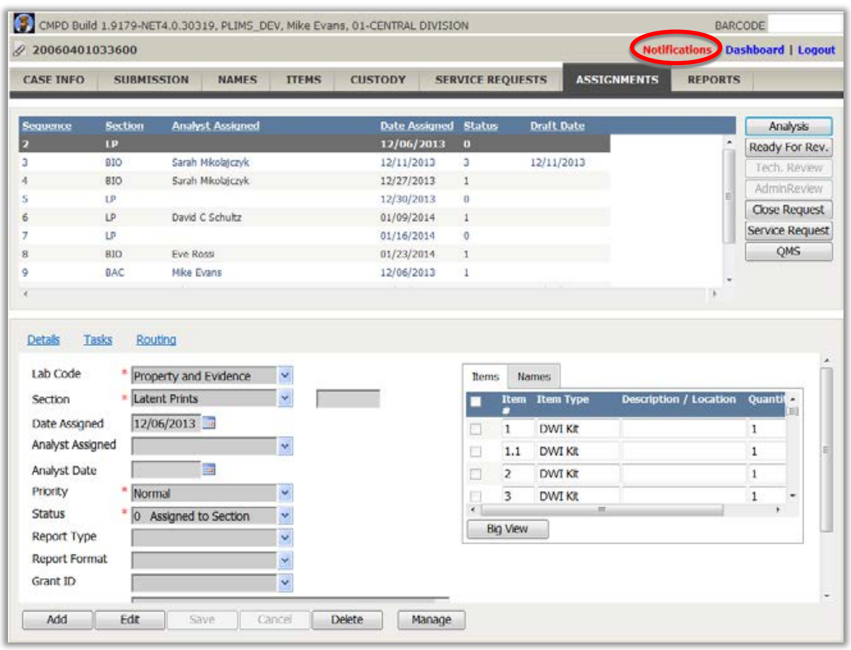
The individual case records will display on the Notification screen. Clicking a case on the Notifications screen will take you to that case record.

Figure 11: Notifications screen



When you access a case from the Notifications screen, you'll see a Notifications hyperlink on the upper right corner or the screen once the case loads. Clicking the link will take you back to the Notifications screen.

Figure 12: Case accessed from Notifications



Dashboard Menu

Most of the features in PLIMS can be accessed from the Dashboard Menu on the left side of the screen. The options that appear in the menu will vary depending upon your individual permission settings. Table 1 below describes the Dashboard Menu options that are available to most users.

Figure 13: Dashboard Menu

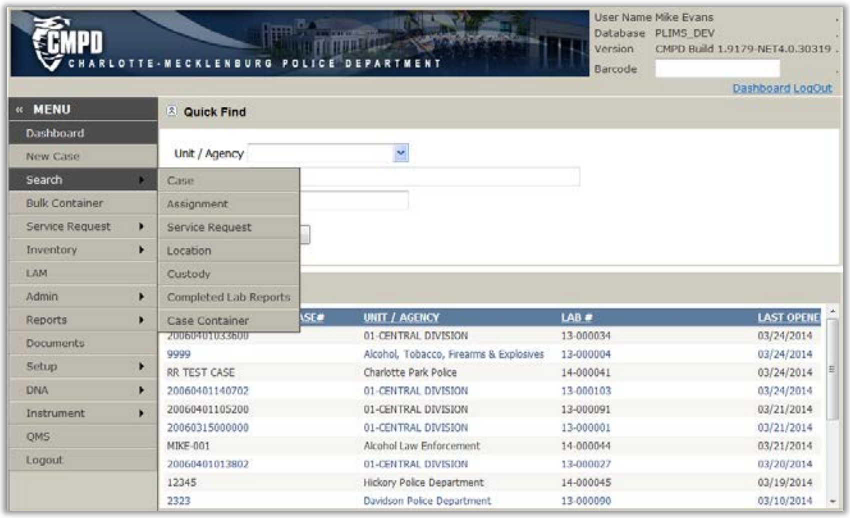


TABLE 1: DASHBOARD MENU OPTIONS

Prompt	Description
Dashboard	Returns you to the Dashboard
New Case	Displays Create a Case screen, used to book new cases in PLIMS
Search	Displays Search options
Case	The Case Search is used to search for cases by case info, case names, references, item attributes, and addresses
Location	Location Search is used to search an evidence location
Custody	Custody inquiry is used to search for items based on item information such as item type, date received, custody, status, etc.
Inventory	Displays the Inventory options
Location Inventory	Used to inventory items in one or more custody locations
Admin	Displays Admin options
Get Signature	Get Signature is used to capture and store your electronic signature
Reports	Displays Report options
Custom Reports	Custom reports defined for your agency, such as statistical reports, inventories, and documents used in business processes
Pull List	Used to print list of items pending transfer or item list requests
Activity Log	Activity Log is used to record the time spent on activities that are not case related
Documents	Displays documents for your agency
Setup	Displays setup options
User Preferences	Allows you to select the default state for different sections of the Dashboard
Workstation Setup	
Logout	Ends your current session

Barcodes

Scanning a barcode is the quickest way to locate case information in PLIMS. For example, scanning a case file barcode instantly displays the case on your screen. Barcodes can also be used to automate procedures like custody transfers or assigning tasks for a lab case assignment. The different kinds of barcode labels used in PLIMS are listed in the table below.

TABLE 2: BARCODE LABELS

Label Type	Description
Case File	Case labels can be placed on case folders, reports, and other paperwork you would like to label with the case number. Scanning a case label will take you to the Case Info tab.
Item	Item labels are placed on the outer packaging of evidence to identify the case and item record. Scanning an item label will display the item on the Items tab.
Custody Location	Custody location barcodes are used to update chain of custody. Scanning a custody location label will initiate a custody transfer to that location.
Task Type	Used to assign tasks for lab assignments

Information Fields

This section explains how to enter information into the different types of fields in PLIMS.

Required

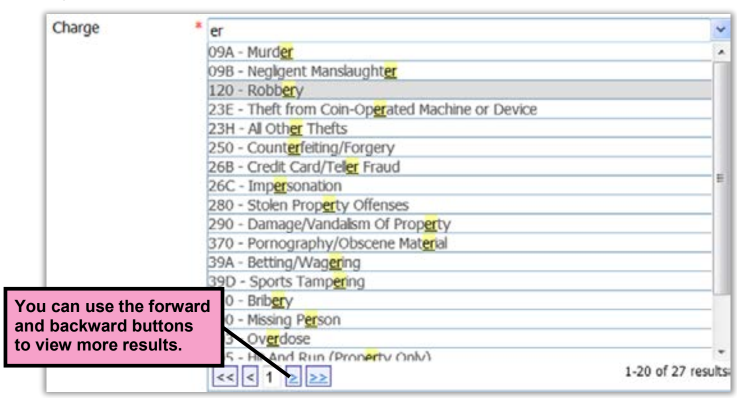
Required fields are identified by a red asterisk. Information must be entered in every required field on the current screen in order to save changes.

Figure 14: Required field

Flex Box

"Flex box" refers to a field that contains a dropdown menu. You must select an option from the dropdown menu in order to enter information into this type of field. Some dropdown menus may display hundreds of results. To locate your choice quickly, begin typing the option into the field. The list of results will narrow to options that contain the exact value entered into the field. Then click on the option once it appears in the dropdown menu.

Figure 15: Flex box

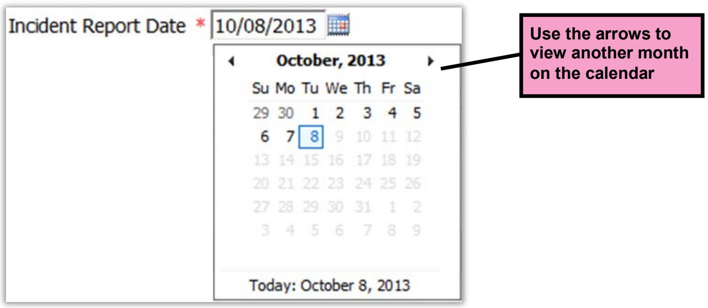


Date

Dates must be entered in mm/dd/yyyy format. For example, April 7, 1987 must be entered into a date field as 04/07/1987. (You do not need to enter in the backslashes. They will fill in automatically.)

You can also select a date from the calendar by clicking on the calendar icon that appears next to each date field. Once you click on the calendar icon, a calendar will display above or below the date field. To select a date, click it on the calendar. The date will then populate the field.

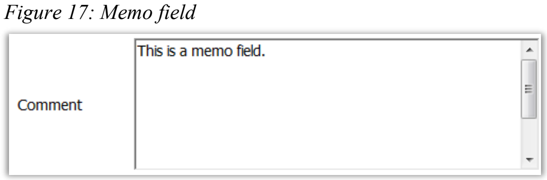
Figure 16: Date field



Memo

Memo fields are freeform fields. They can be several lines in length and can contain any sequence of characters, letters, or numbers.

Figure 17: Memo field



Multi Pick

"Multi Pick" fields are identified by a question mark icon. Information is entered into multi-pick fields by clicking the icon and selecting one or more options from the pick menu.

Figure 18: Multi Pick field

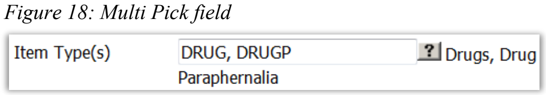
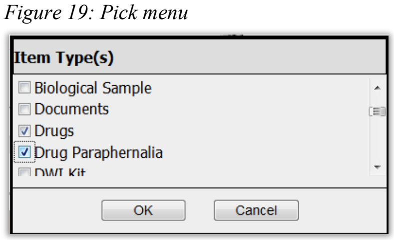


Figure 19: Pick menu

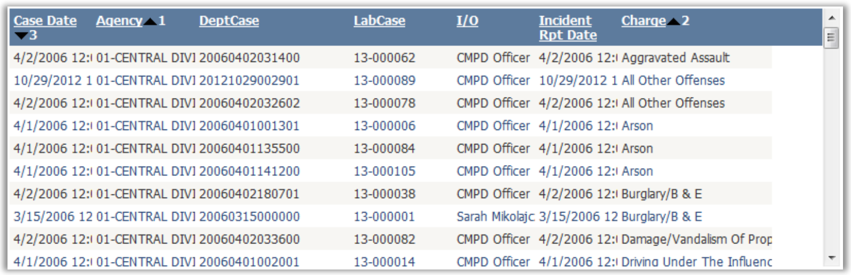


Sorting and Viewing Grid Columns

"Grid columns" refer to a sortable list of records like the ones that display on the case tabs or in the search results. The records displayed in the grid columns can be sorted by clicking on the column headings. Clicking on a heading once will sort the records based on the information in that column in ascending order. Clicking a on a heading a second time will sort the records in descending order. Clicking the heading a third time will remove the column from the sort order.

A “1” will appear next to the first column heading you click, a “2” will appear next to the second heading, and so on. These numbers indicate the order the records are sorted in. In Figure 20 below, the search results are sorted by Agency in ascending order first, then by Charge, and then Case Date descending order.

Figure 20: Sort order applied to results from Case Search



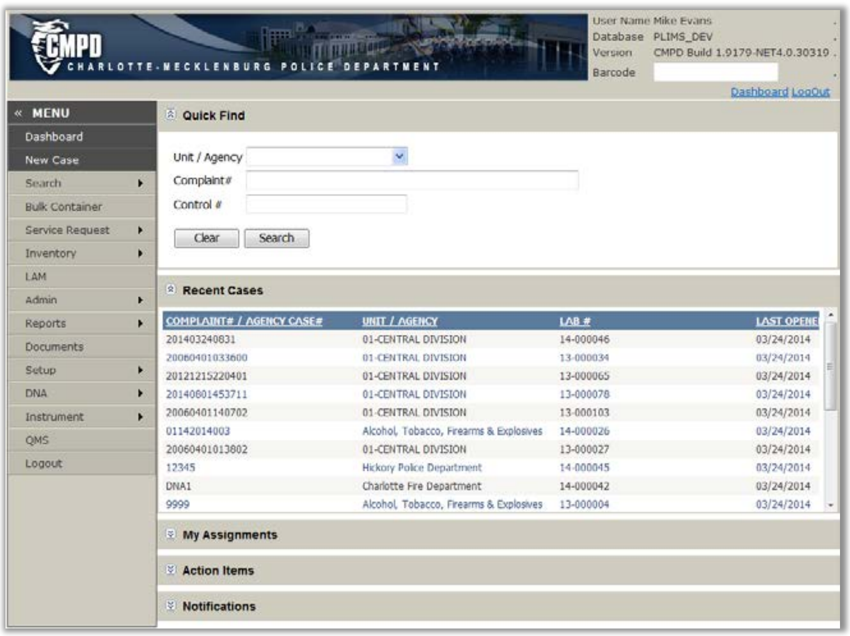
Case Date ▼3	Agency ▲1	DeptCase	LabCase	I/O	Incident Rpt Date	Charge ▲2
4/2/2006 12:	01-CENTRAL DIVI	20060402031400	13-000062	CMPD Officer	4/2/2006 12:	Aggravated Assault
10/29/2012 1	01-CENTRAL DIVI	20121029002901	13-000089	CMPD Officer	10/29/2012 1	All Other Offenses
4/2/2006 12:	01-CENTRAL DIVI	20060402032602	13-000078	CMPD Officer	4/2/2006 12:	All Other Offenses
4/1/2006 12:	01-CENTRAL DIVI	20060401001301	13-000006	CMPD Officer	4/1/2006 12:	Arson
4/1/2006 12:	01-CENTRAL DIVI	20060401135500	13-000084	CMPD Officer	4/1/2006 12:	Arson
4/1/2006 12:	01-CENTRAL DIVI	20060401141200	13-000105	CMPD Officer	4/1/2006 12:	Arson
4/2/2006 12:	01-CENTRAL DIVI	20060402180701	13-000038	CMPD Officer	4/2/2006 12:	Burglary/B & E
3/15/2006 12	01-CENTRAL DIVI	20060315000000	13-000001	Sarah Mikolajc	3/15/2006 12	Burglary/B & E
4/2/2006 12:	01-CENTRAL DIVI	20060402033600	13-000082	CMPD Officer	4/2/2006 12:	Damage/Vandalism Of Prop
4/1/2006 12:	01-CENTRAL DIVI	20060401002001	13-000014	CMPD Officer	4/1/2006 12:	Driving Under The Influenc

Booking Cases

Cases can be booked using a Complaint Number or an Agency Case Number. Users must belong to a User Group with the permission "Add New Lab Cases" (ADDCASE) in order to access this screen.

RMS (KBCOPS) PLIMS Interface Procedure

1. Click **New Case** in the Dashboard menu. The Create a Case screen will display.

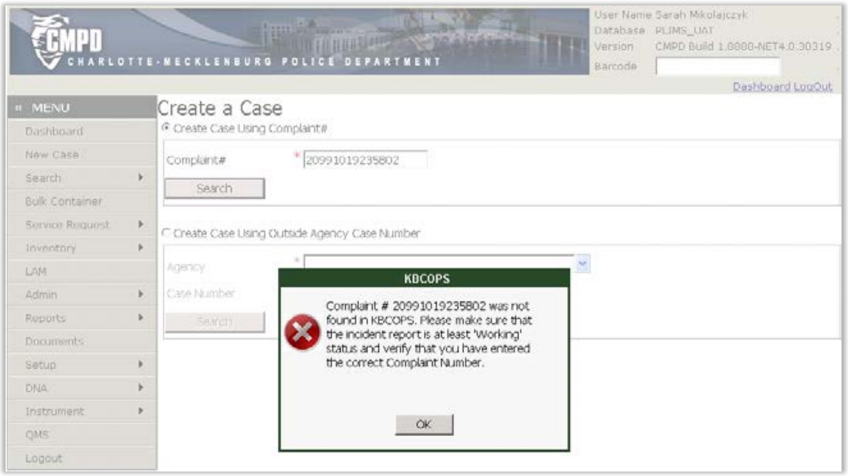


2. Enter the Complaint Number and click search

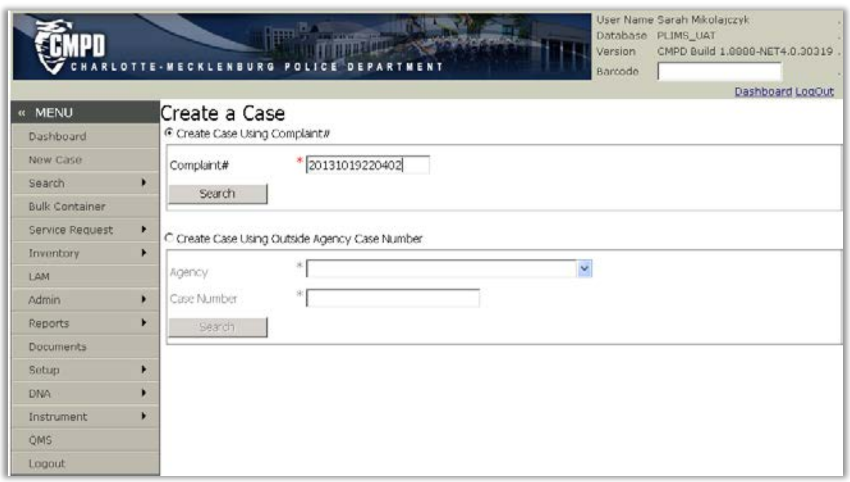
NOTE The system is smart enough to search both with and without dashes. The incident report on this complaint number must be at least working status to be found.

Example: 20991019234802

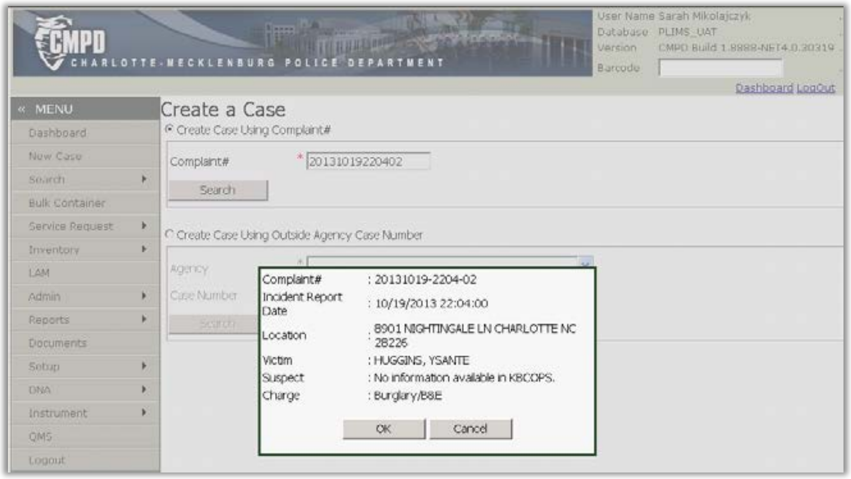
3. If the Complaint number does NOT exist or the incident report is not working status, you will receive the following message.



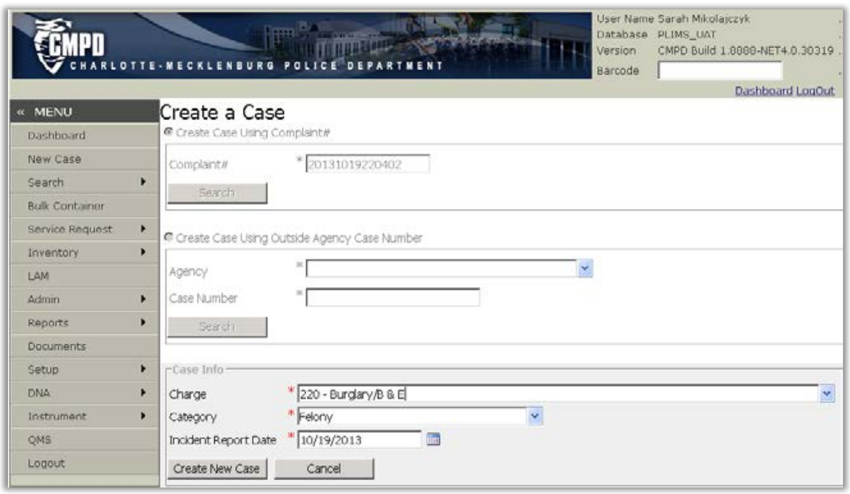
4. Complaint Number DOES exist in RMS, but not yet in PLIMS



5. The RMS case information will display. Click **OK**.

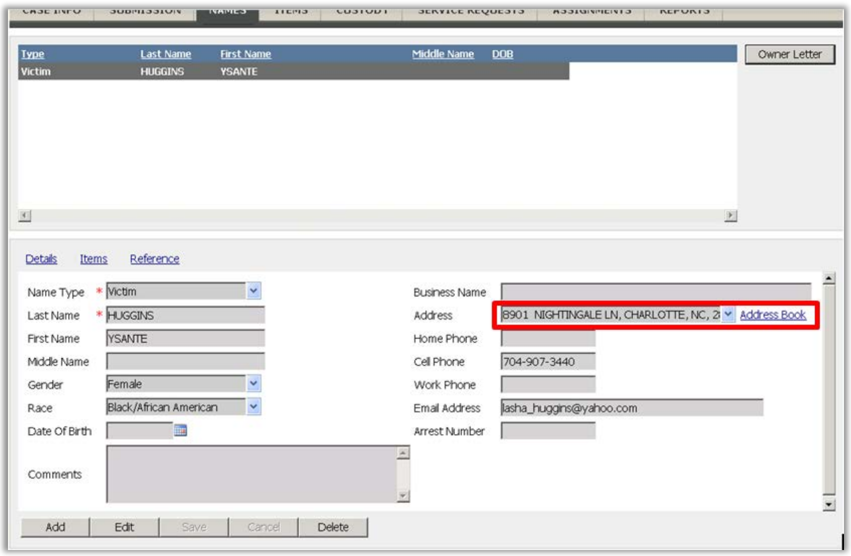


6. Click **Create New Case**.

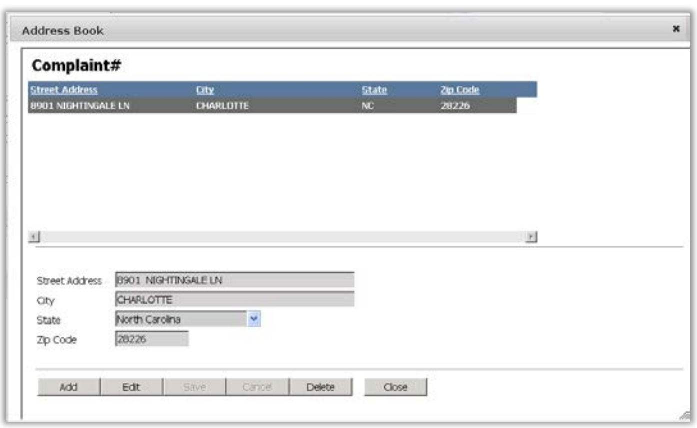


7. The electronic case file opens directly to the Names tab. This is all the name information loaded from the interface import. Click on the Items tab.

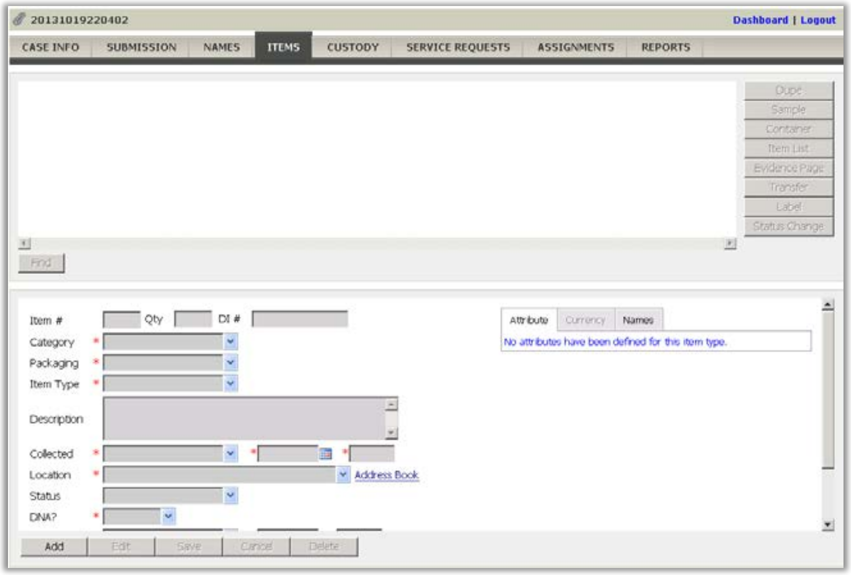
NOTE Notice the Address Book link on the right side of the screen. This accesses a central address list for the entire case that is brought in from conversion, RMS, etc. This address book can be accessed from the Case Info tab, Submissions tab, Names tab, and Items tab.



Clicking on the hyperlink will open up the address book for entry.

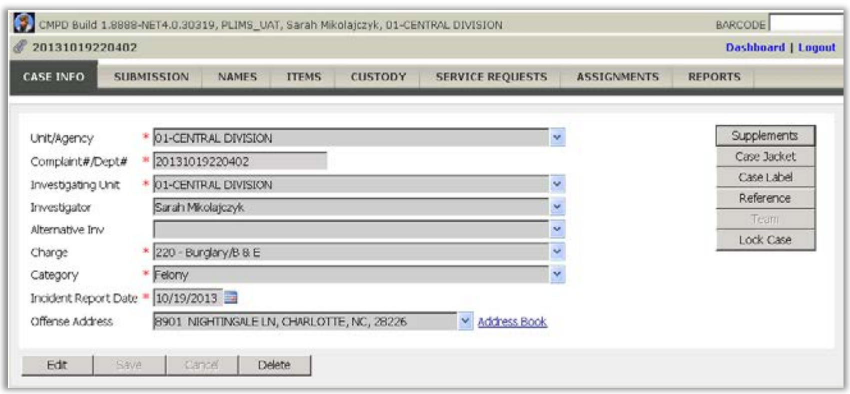


8. Click on the Items tab to begin entry of items submitted to Property.



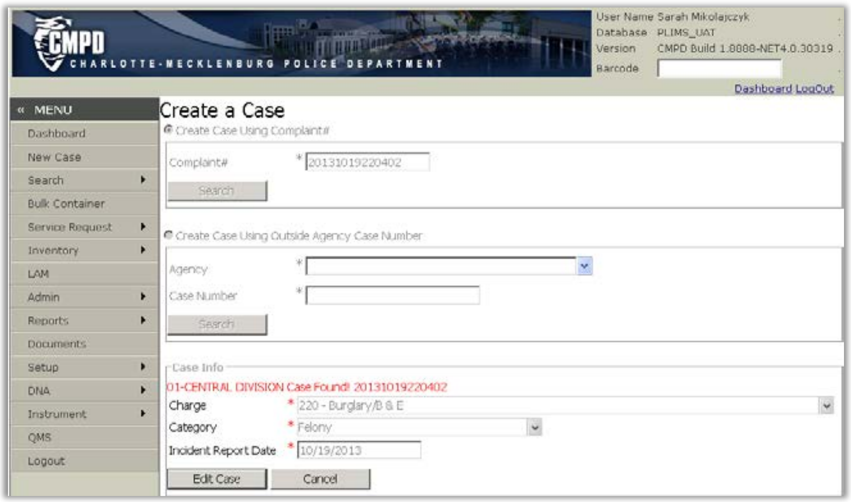
9. Clicking on the Case Info tab will display the information imported from RMS.

NOTE The Investigator will be auto-populated from RMS as changes are made. This update is currently happening every 10 seconds.



10. Enter a Complaint Number that already exists in PLIMS.

NOTE Notice that it says “Case Found!” and the button at the bottom says Edit Case. Clicking the Edit Case button opens the electronic case file, and additional information, evidence, etc. can be added to the case.



Case Tabs

The case tabs are used to manage information for individual lab cases. This chapter discusses the different case tabs as well as attachments, which can be accessed from all of the case tabs.

In this chapter:

- Case Attachments
- Case Info tab
- Names tab
- Items tab
- Custody tab

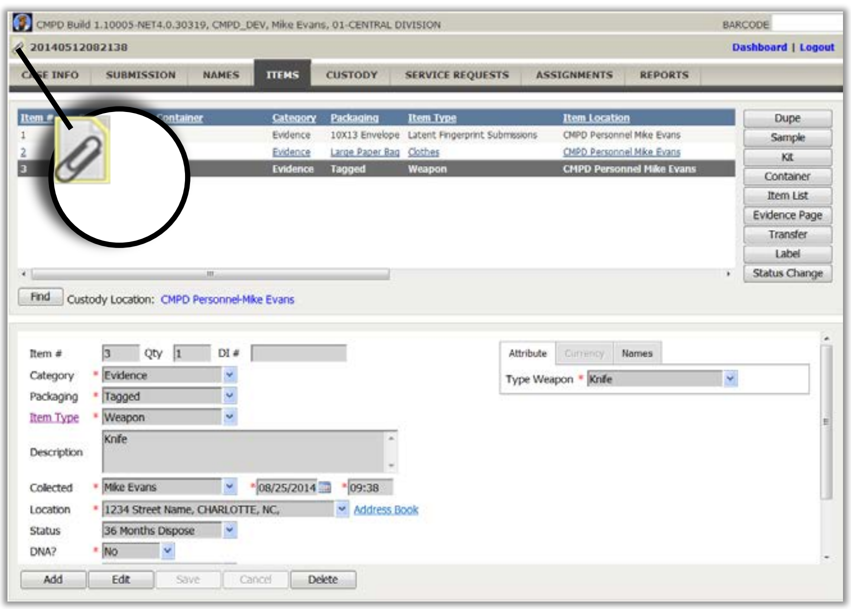
Attachments

Attachments can be accessed from any of the case tabs by clicking on the paperclip icon in the upper left corner of the screen.

Viewing Attachments

Attachments are associated with a specific record, such as an item or an assignment. The appearance of the attachments icon will change once files are attached to the case. Figure 21, below, shows the attachments icon when files are attached for the case. You can view the attachments for a record by selecting it on the case tab and then clicking the attachments icon.

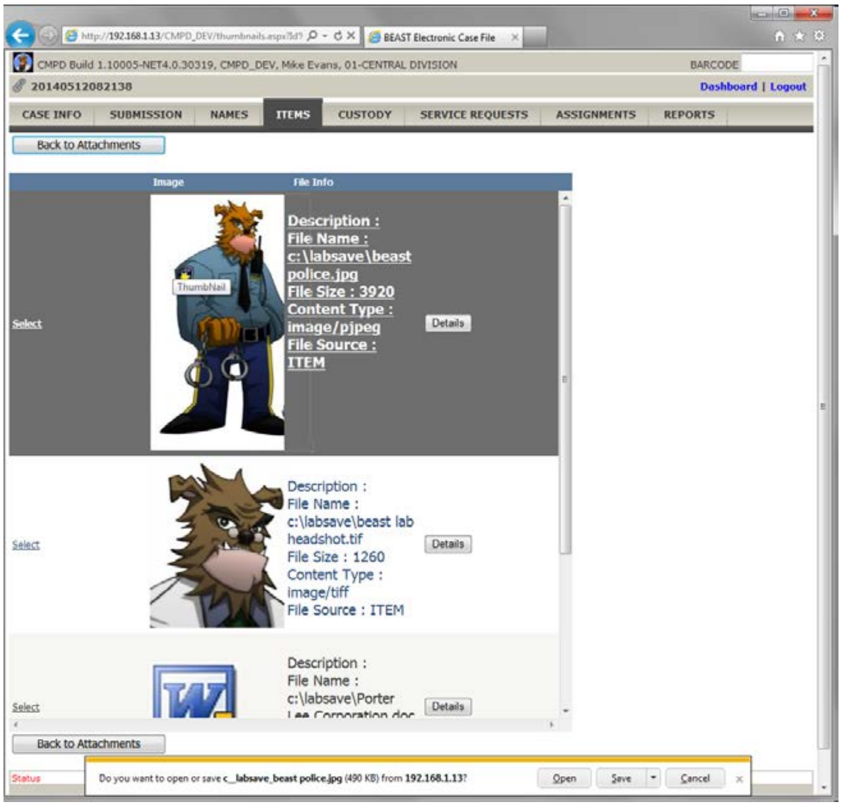
Figure 21: Icon when files are attached to the case



If there are files attached to the case, the Thumbnail screen will display. You can preview all of the attached images for the case on this screen. Click on the thumbnail to view a file. A File Download dialog box will appear. Select **Open** to open the attached file in the default program for that file type. Select **Save** to save a copy of the file to your computer.

Clicking the **Details** button next to a thumbnail will display the file info on the Attachments screen. Clicking the **Back to Attachments** button will take you to the Attachments screen. From there you can attach additional files to the case and edit the file info.

Figure 22: Thumbnails screen

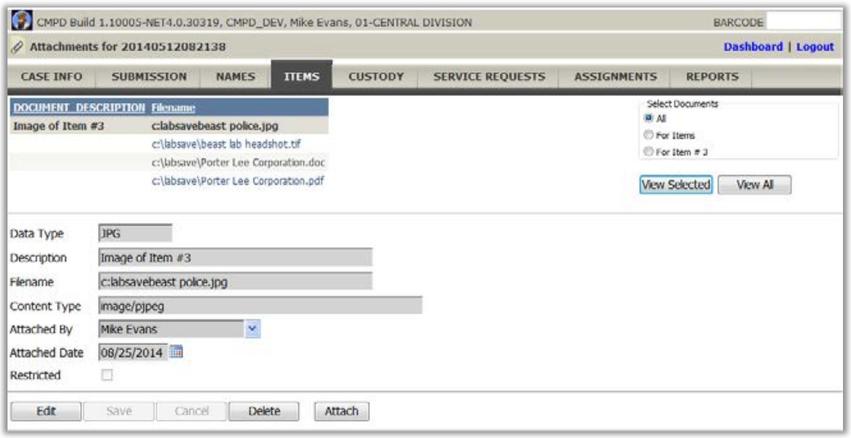


The files attached to the case are list in the top half of the Attachments screen. All the attachments for the case appear by default. You can view the attachments for the selected case record or all similar case records by choosing a different option under **Select Documents** on the right side of the screen.

Selecting a file will display the details in the lower half of the screen. You can make changes to the file info by clicking the **Edit** button. Clicking **Delete** will delete the selected file. Clicking the **View Selected** button will open the selected file. Clicking **View All** will take you back to the Thumbnails screen.

NOTE Not all users will be able to edit or delete files. The ability to edit and delete files depends on their User Group permissions.

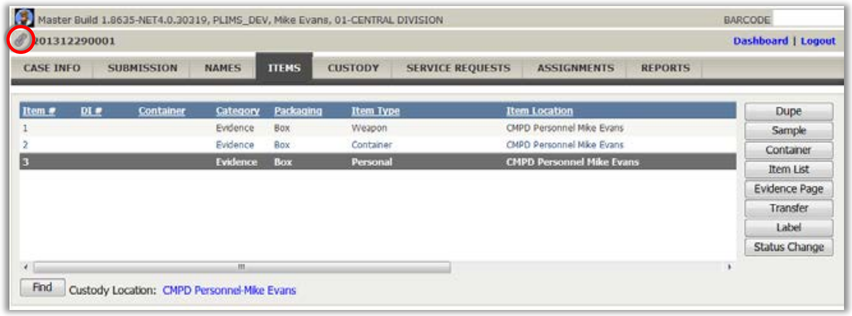
Figure 23: Attachments screen



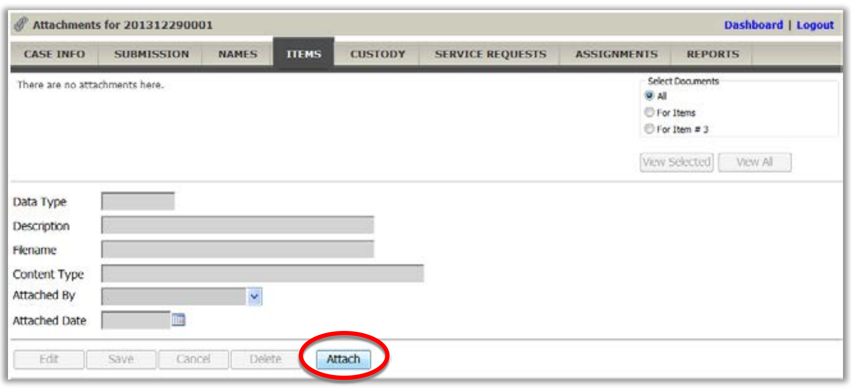
Attaching Files to a Case

The following procedure shows how to attach files to a case record.

1. Files are attached to a specific case record, like an item or assignment. Select the record you that want to attach the file to and click the Attachments icon. The Attachments screen will display.



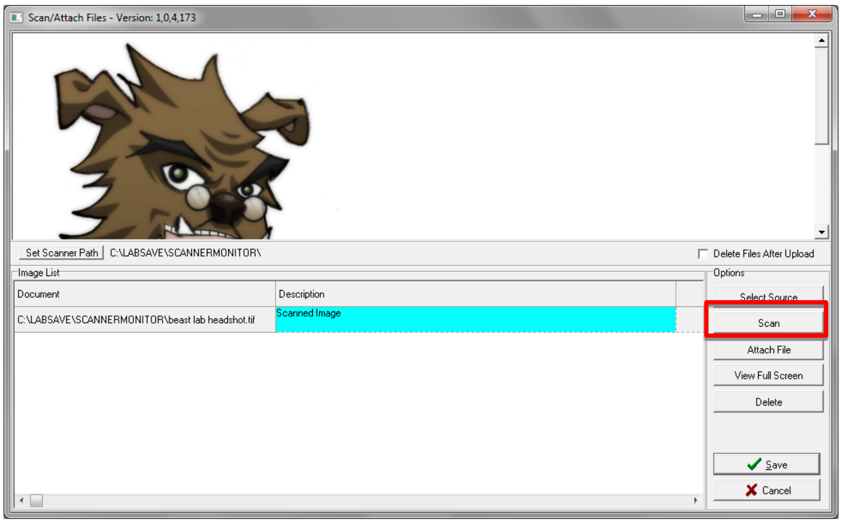
2. Click the **Attach** button on the bottom of the Attachments screen.



3. The Scan/Attach Files screen will display. From here, you can scan a hard copy of a document or select a file saved to your computer to attach it to the case.

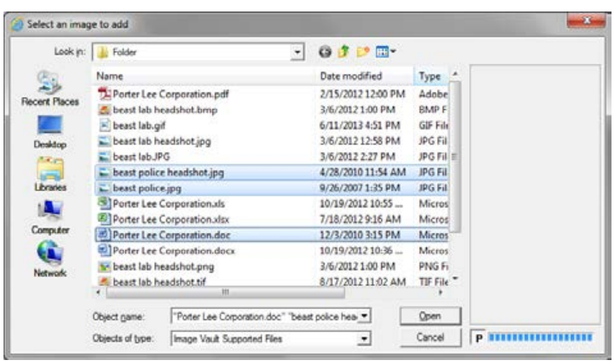
   To scan a document, load it in the scanner and then click the **Scan** button. Once the scan is complete, a preview of the image will display in the top half of the screen.

   NOTE The first time you connect to a scanner from a workstation, you must select the scanner driver. To select the driver, click the **Select Source** button. A Select Source dialog box will appear. Select the source in the dialog box and click the **Select** button. Your selection will be saved for the workstation.

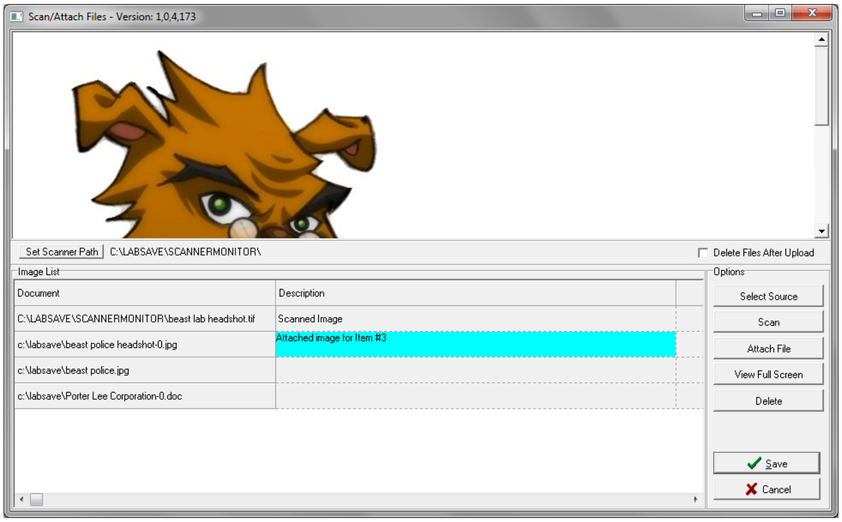


4. To attach a file from your computer, click the **Attach File** button on Scan/Attach Files screen.

5. Navigate to the file location in the browser window. Select the file(s) you want to attach for the case. You can select multiple files by holding the **[Ctrl]** key as you click on each file. Then click **Open** to attach the selected files.

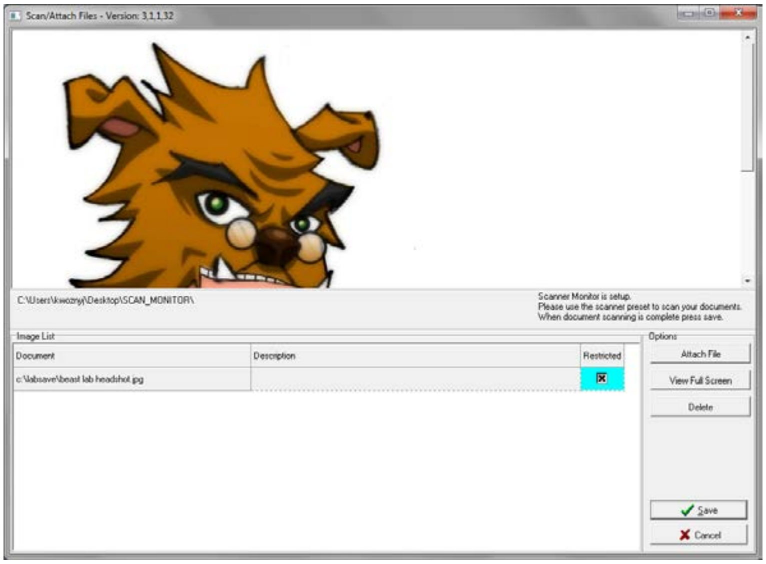


6. Once all the files are added to the Image List, click **Save** to upload them to the case.



Restricted Images

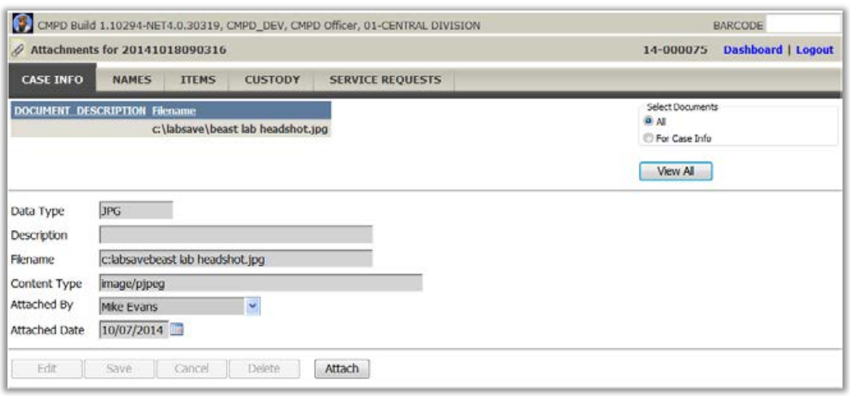
If image is restricted, user without the User Group permission "Allow access to Restricted Images" cannot view, edit, or open the file. If you have the User Group permission "Allow access to Restricted Images," a **Restricted** check box will appear on the Scan/Attach Files screen. Checking that box will designate the image as restricted.



Once you upload the file, users without the permission will be unable to view or open the image from the thumbnails screen.

Figure 24: Restricted image on Thumbnails screen

They will be prevented from deleting the image or editing the information on the Attachments screen. Users will also be prevented from viewing the image on this screen. The **View Selected** button will not appear when they select a restricted image.

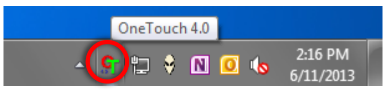


Scanner Monitor

This section explains how to configure and use the scan monitor feature. The scan monitor can be used with any document scanner and provides for support of vendor programmable scanners/scanner macros that are only available outside of the PLIMS application.

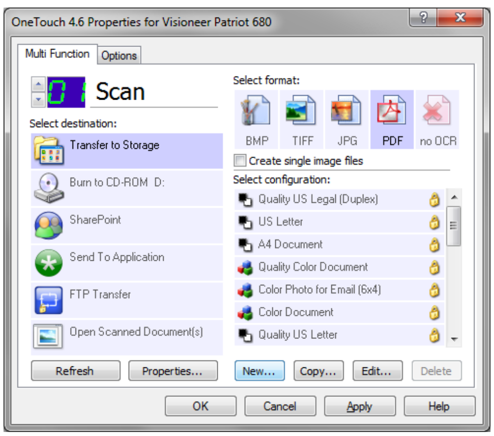
Configure the OneTouch Button

1. Once the scanner driver is installed, the one OneTouch icon will appear in your computer's taskbar. Click the OneTouch icon to display the OneTouch Button Panel.

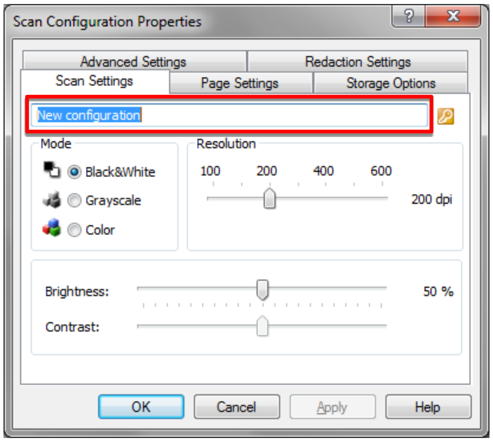


2. Right-click on the **Scan** button in the OneTouch Button Panel. The Properties window will display.

3. Click the **New** button in the OneTouch Properties window.

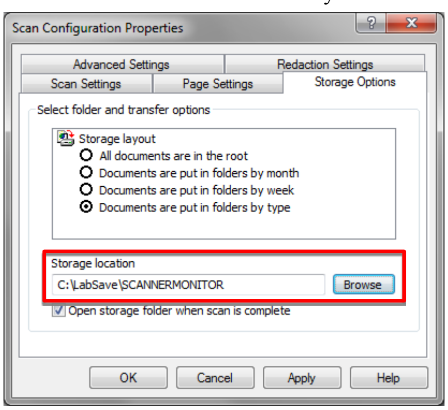


4. The Scan Configuration Properties window will display. Enter a name for the new configuration on the Scan Settings tab. The name you enter will be used to identify this configuration on the OneTouch Button Panel.

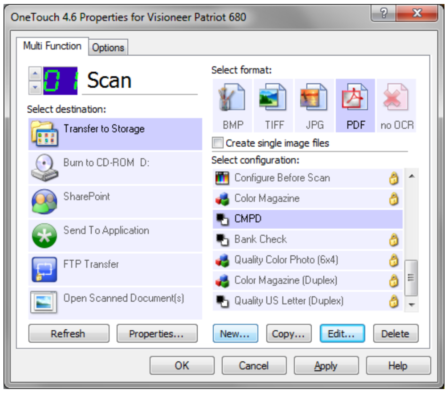


5. Select the Storage Options tab. In the **Storage location** field, enter the location where scanned images should be saved, or click Browse and select the folder in Windows Explorer. Then click **OK**.

NOTE You can create a new folder by typing the path directly into the Storage location field, or by clicking Browse and then Make New Folder in the Windows Explorer. The new folder will be added as a subfolder to the selected directory.

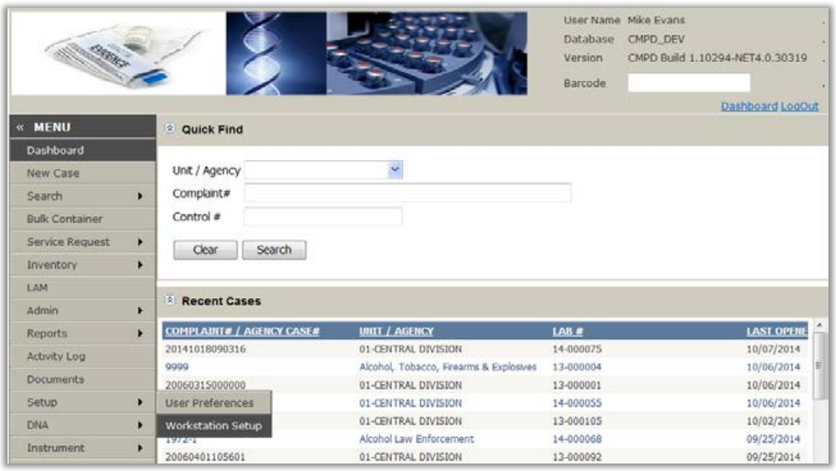


6. You will return to the OneTouch Properties window. The new configuration will automatically be selected on the Multi Function tab. Click **OK** to return to the OneTouch Button Panel.



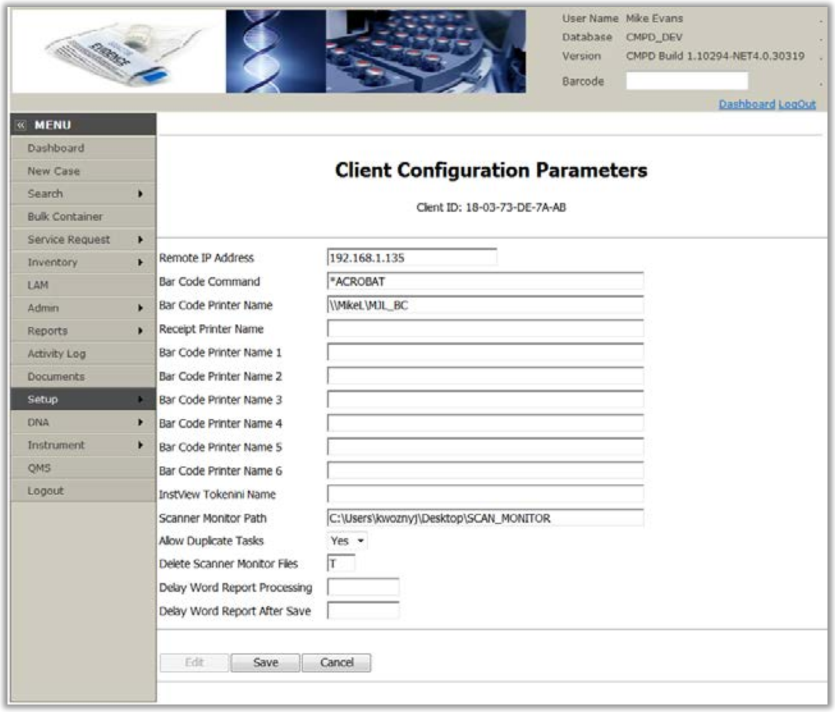
Set Scanner Path in the LIMS

1. In the Dashboard menu, select the **Workstation Setup** option under **Setup**. The Client Configuration Parameters screen will display.



2. Click the **Edit** button on the Client Configuration Parameters screen.

3. Enter the **Scanner Monitor Path** in the field.

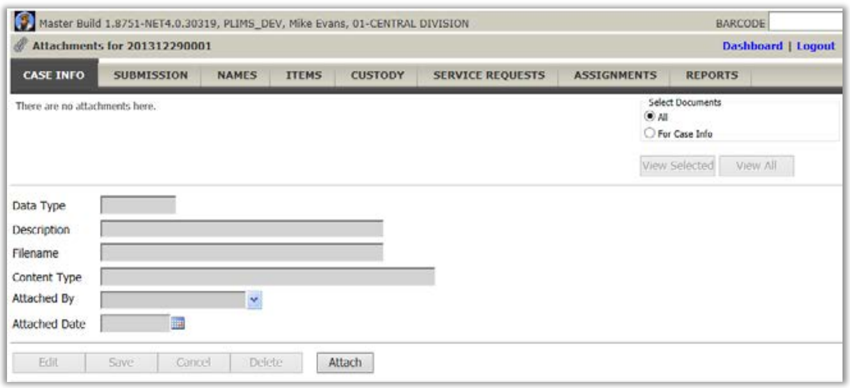


4. It is not required, but it is recommended you enter a "T" in the **Delete Scanner Monitor Files** field. This ensures that once the file is attached and saved, it will be removed from your local scan monitor folder. If you do not do this, the files will remain in the folder and may cause gradual slowness of this feature as files build up in this folder over time.

5. Click **Save** once you are done.

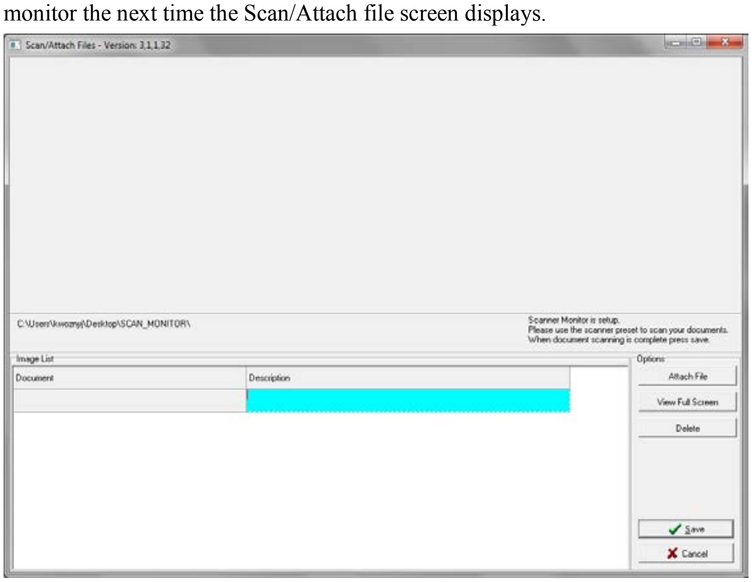
Using the Scanner Monitor

1. To use the scan monitor, open the case you want to attach the document to. Then click the paperclip icon in the upper left hand corner of the screen. The Attachments will display. Here you will see any documents previously attached to the case.

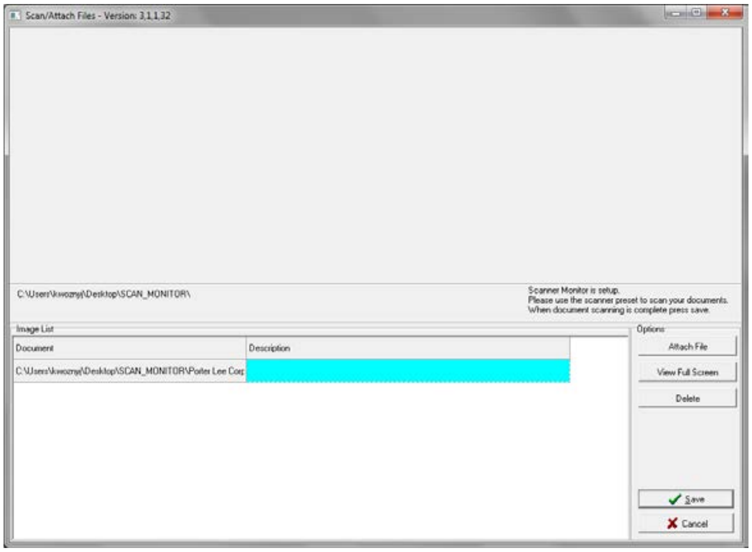


2. Click the **Attach** button. The Scan/Attach Files screen will appear. At this point the scan monitor will be in monitoring mode. You will now use the Visioneer macro buttons to scan in your document using the presets previously defined. As documents are scanned into the monitor folder they will be auto attached to the Image List.

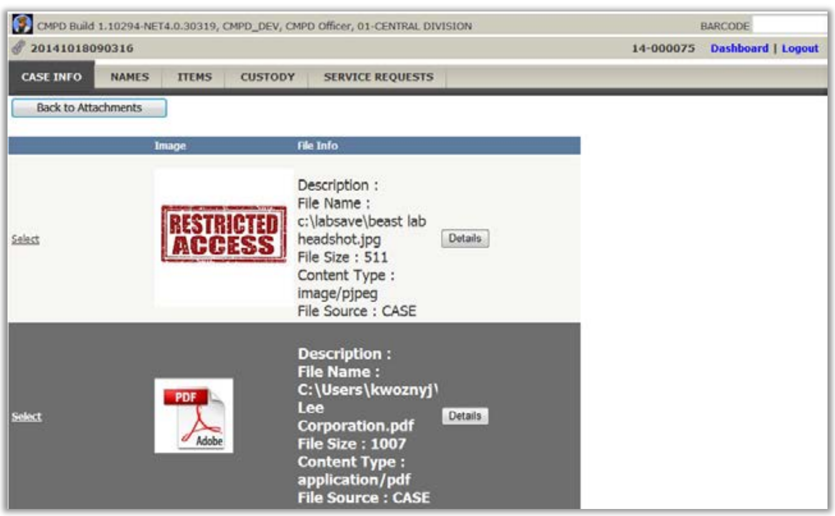
NOTE If you hit Cancel before the documents in the Image List are saved, they will have to be manually attached using the **Attach File** button the next time the application is loaded. The unsaved documents will not be automatically deleted, and they will not be automatically attached by the scan monitor the next time the Scan/Attach file screen displays.



3. You can scan multiple documents into this folder at one time using your scanner. Once you have scanned all of the documents, the documents will appear in the Image List as shown below. You can add descriptions for each document in the **Description** field and then click **Save**.



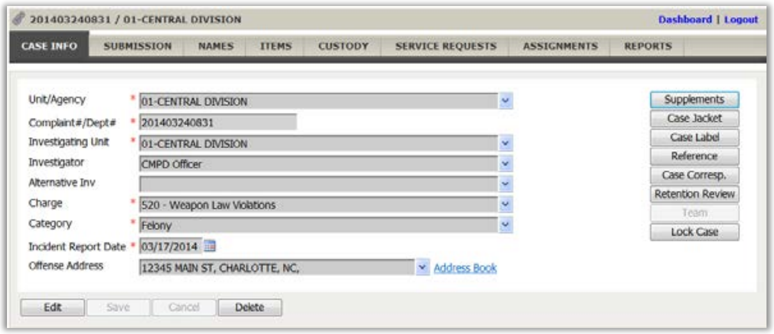
4. Once you click save you will return to the Attachment screen where you will see all of the attachments for the case.



Case Info Tab

The Case Info tab displays general case information. You can change this information at any time by clicking the **Edit** button.

Figure 25: Case Info tab



Case Label

Case labels can be placed on case folders, reports, and other paperwork you want to label with the case number. Scanning a case label will display the Case Info tab for that case. You can print a case label by clicking the **Case Label** button on the Case Info tab. This will print a label for the current lab case.

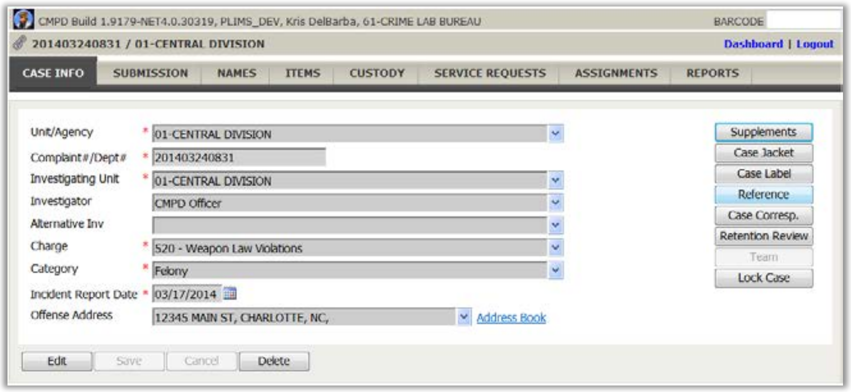
Case Jacket

The Case Jacket report displays general information, names, items, pending lab assignments, and approved reports for the case. You can print this report by clicking the **Case Jacket** button on the Case Info tab. The report is generated for the current case.

Figure 26: Case Jacket report

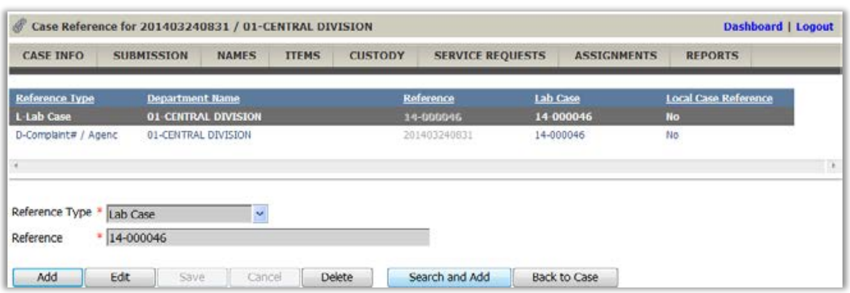
Case Cross Reference/Master Case

You can work with the case references by clicking the **Reference** button on the Case Info tab.



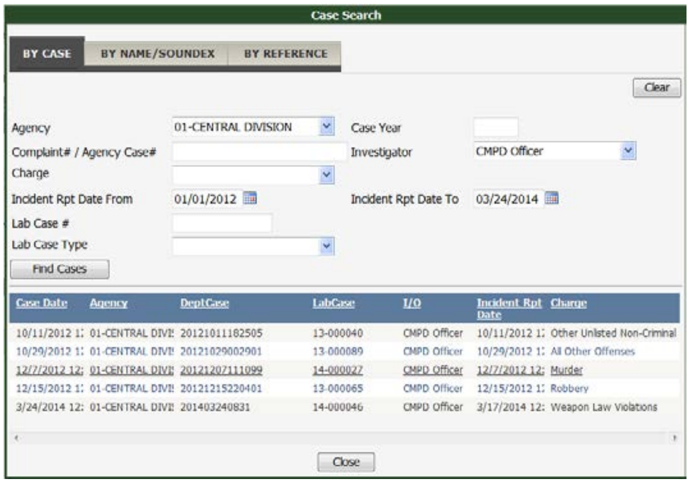
Clicking the Reference button displays the Case Reference screen. There are two ways to add a case reference. The **Search and Add** button is used to reference the Complaint Number or the Agency Number for another case in PLIMS. The **Add** button is used to enter a reference other than a Complaint Number or Agency Number.

Figure 27: Case Reference screen



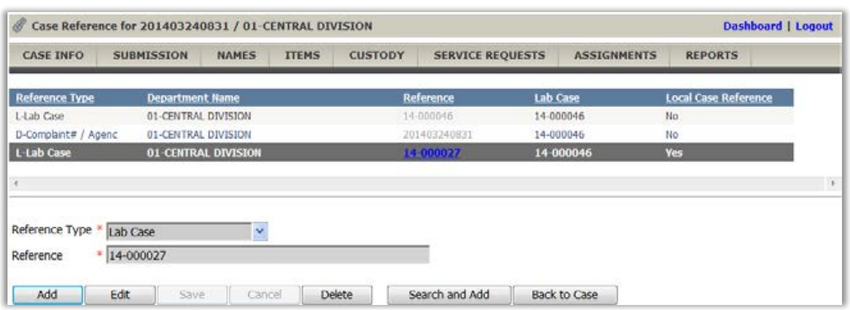
Clicking the **Search and Add** button displays the Case Search screen. Use the By Case, By Name/Soundex, or By Reference tab to search for the case you want to reference (see page 86 for more information on using the Case Search) and then click on the case in the search results.

Figure 28: Case Search screen

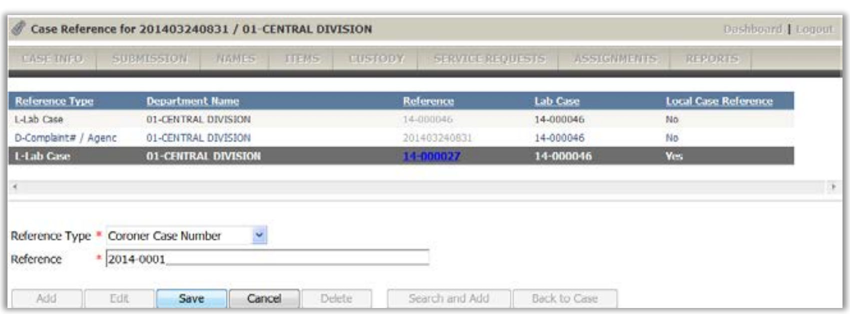


The Complaint Number or the Agency Number will be added as a reference. If there are any Complaint Numbers or Agency Numbers that reference the selected case, they will be added as well.

Figure 29: References added using Search and Add button



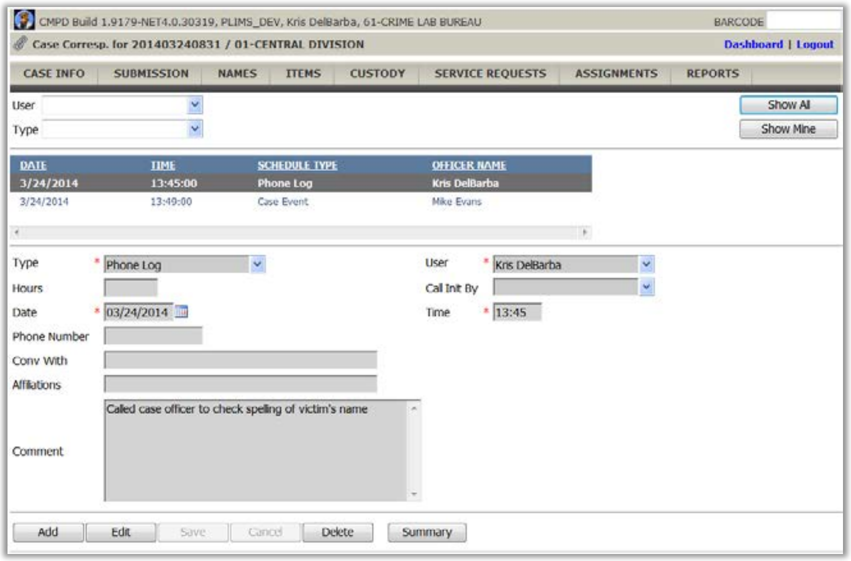
To add a reference other than a Complaint Number or Agency Number, click the **Add** button. Select the **Reference Type** and enter the **Reference**, then click **Save**.



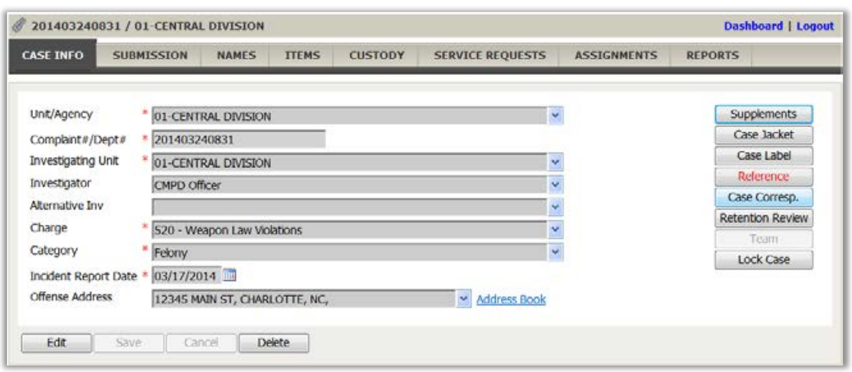
Case Correspondence

The Case Correspondence feature is used to log communications regarding the case, such as phone conversations and emails. The following steps show how to add a correspondence record.

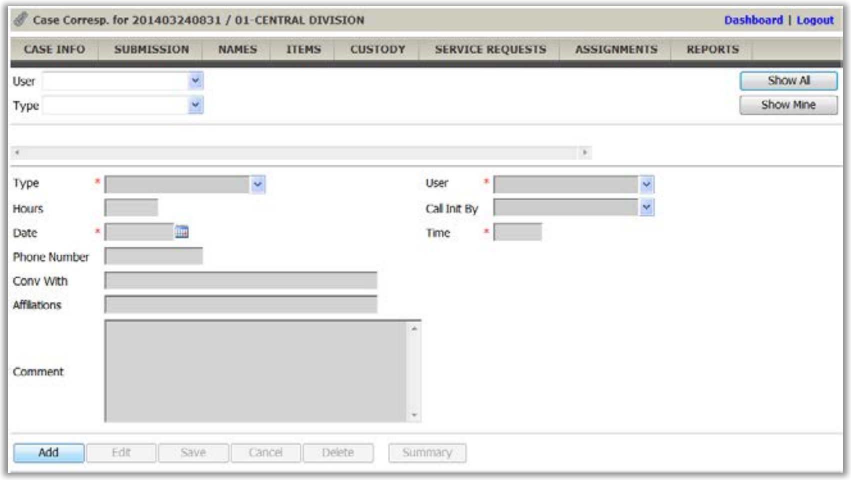
Figure 30: Case Correspondence screen



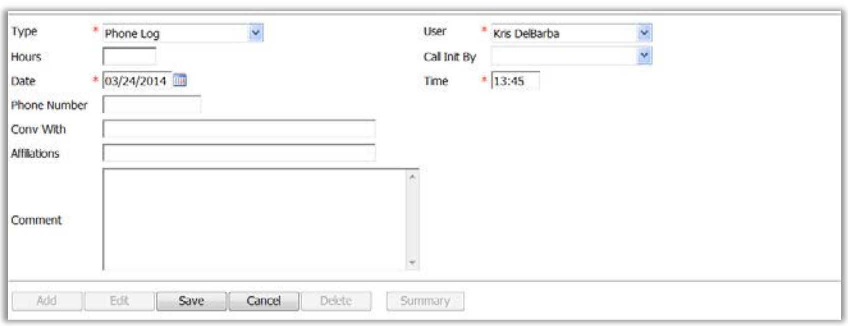
1. Click the **Case Corresp.** button on the Case Info tab.



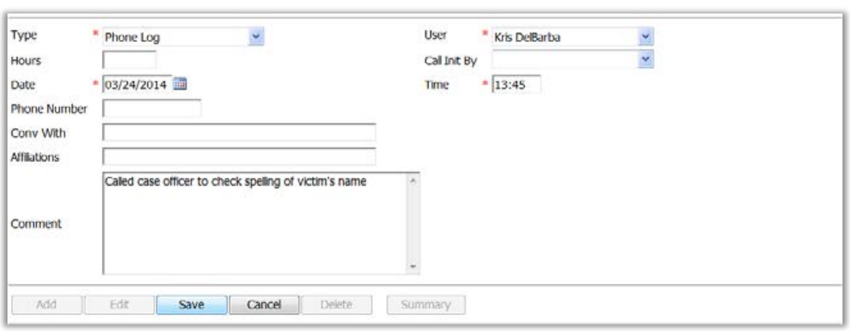
2. Click the **Add** button on the Case Correspondence screen.



3. Select the **Type** of event.



4. Enter any additional information, and then click **Save**.



Case Confidentiality and Teams

There are two permissions for accessing locked cases:

- Access Agency Locked Cases—the logged on user can accessed locked case if their Department Code matches the Investigating Unit
- Access All Locked Cases—logged on user can access all locked cases

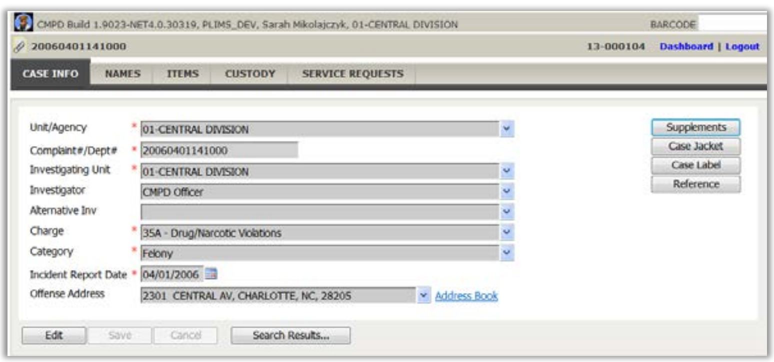
If you are the Investigator or Alternative Inv for the case, you can access a locked case regardless of the above permissions being set for your security group.

The ability to lock and unlock a case, manage case team members, and superlock a case is limited to the Investigator and Alternative Inv and users with the User Group permission "Access Superlock Cases."

- Access Superlock Cases—the logged on user can access all locked and superlocked cases. Allows user to manage team members for any case and to lock, unlock, and superlock any case, even if the user is not the Investigator or Alternative Investigator.

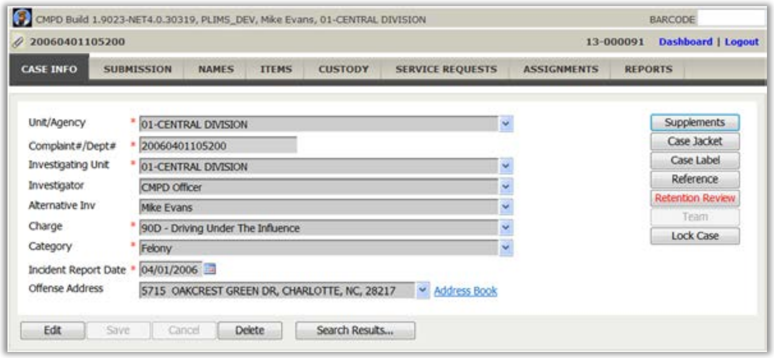
The following steps show how to lock a case and manage team members.

1. Log in to PLIMS as a user without the permission "Access Agency Locked Cases," "Access All Locked Cases," or "Access Superlock Cases." Navigate to a case from the Dashboard screen.
2. You will not see the Lock Case or Team button on the Case Info tab unless you are the Investigator or the Alternative Inv for the case. The current user is not the Investigator for case 20060401141000 shown below.

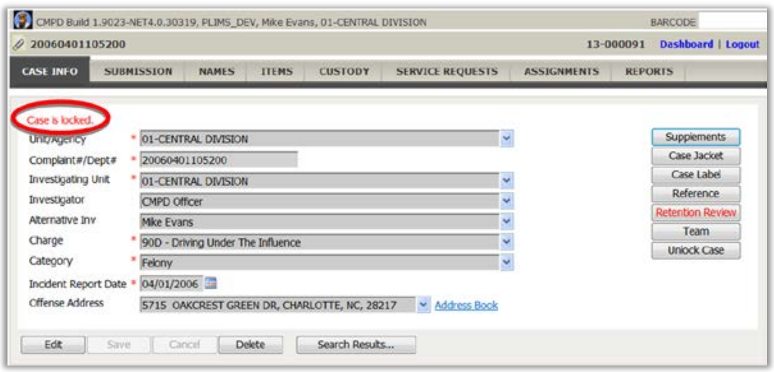


3. To lock a case, log in as the case Investigator.

4. The logged in user, Mike Evans, is the Investigator for case 20060401105200. Since Mike is the Investigator, Lock Case and Team buttons are visible for him.

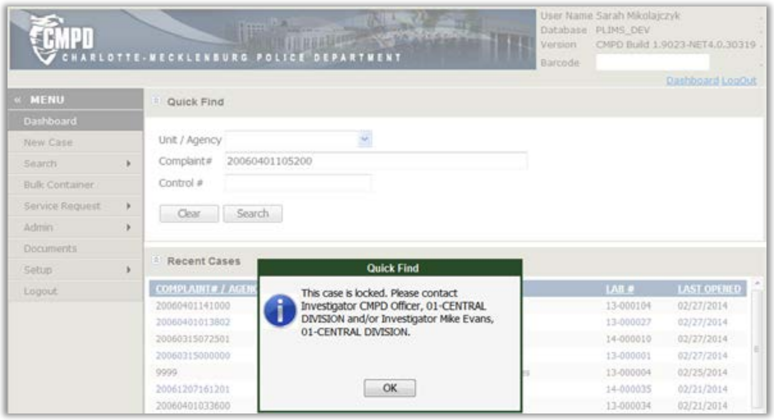


5. Clicking the Lock Case button will lock the case. You will see the message "Case is locked" in a red font at the top of the Case Info tab.



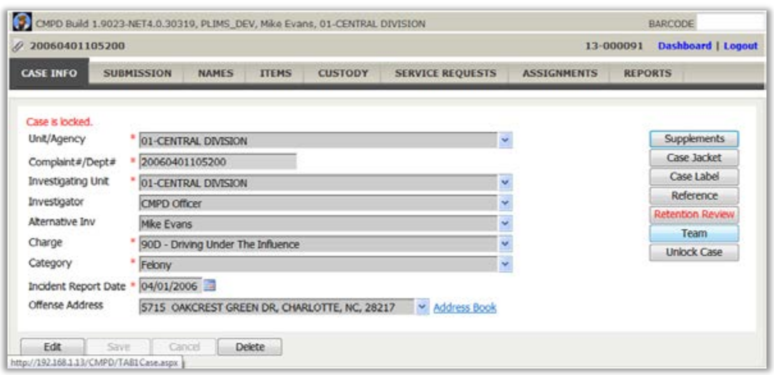
6. Log out of PLIMS. Log back in as a user without the permissions "Access Agency Locked Cases," "Access All Locked Cases," or "Access Superlock Cases."

7. Try to access the locked case. You will receive the message "This case is locked" since you don't have permission to access locked cases. The logged in user, SJM, can access the case the following ways:
   1. Adding the User Group permission "Access All Locked Cases"
   2. If the Investigator or Alternative Inv adds the user as a case team member

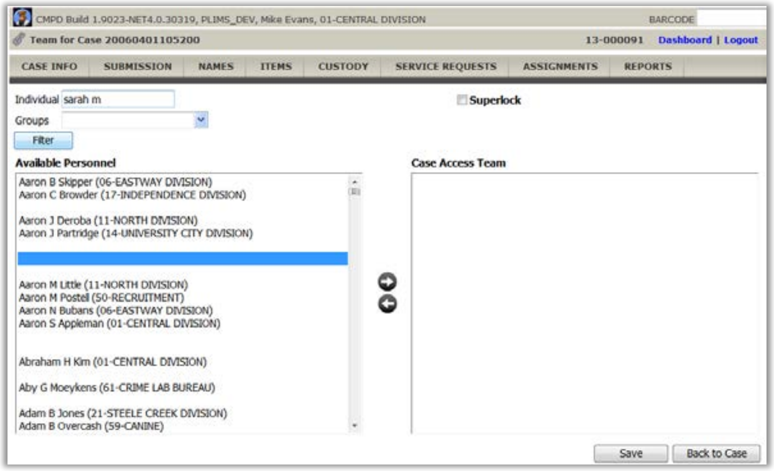


8. To add the user as a case team member, log back in as the case Investigator.

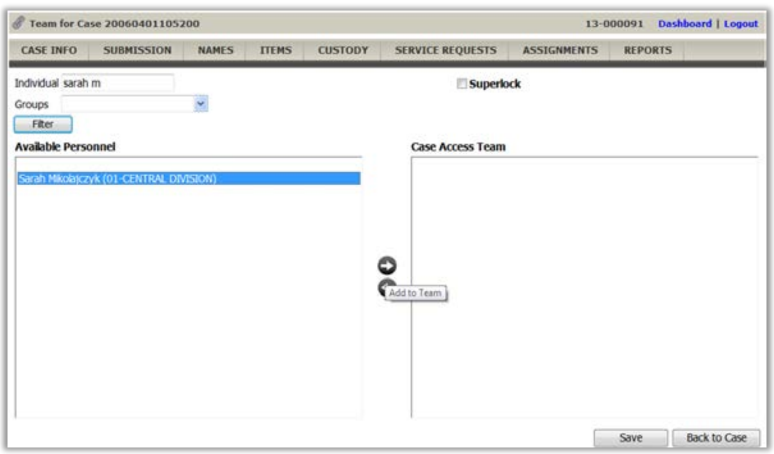
9. Go to the case and click the **Team** button. The Case Team screen will display.



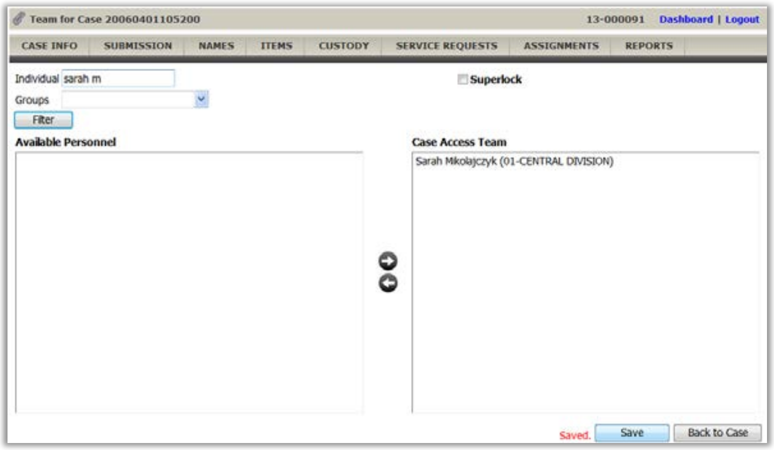
10. You can search and add an Individual, a group, or part of a group to the Case Access Team. Enter the name of the user you want to add to the team in the **Individual** field and hit the **Filter** button.



11. Select the user on the left side of the screen and click the right arrow button to add the user to the Case Access Team.

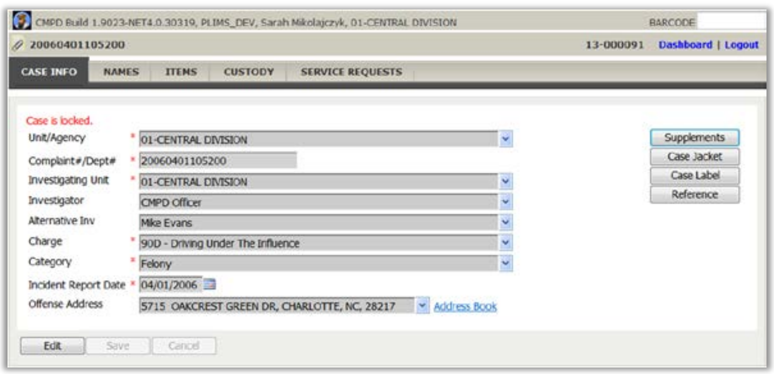


12. Click the **Save** button to save changes to the Case Access Team.

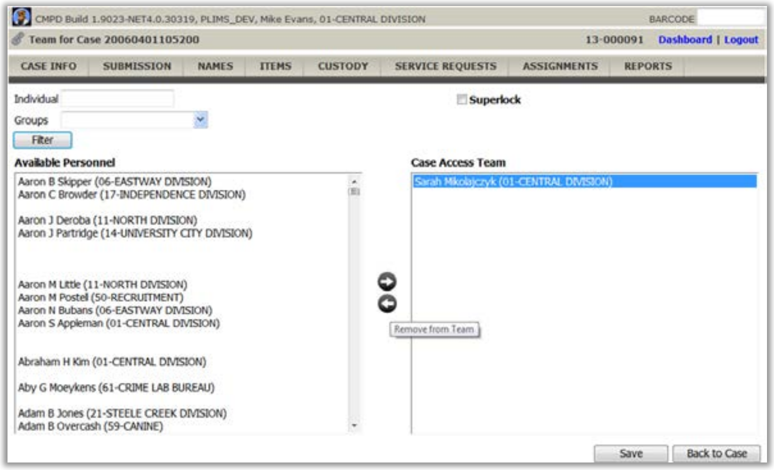


13. Now, log out of PLIMS. Log in again as the user who was just added to the case team.

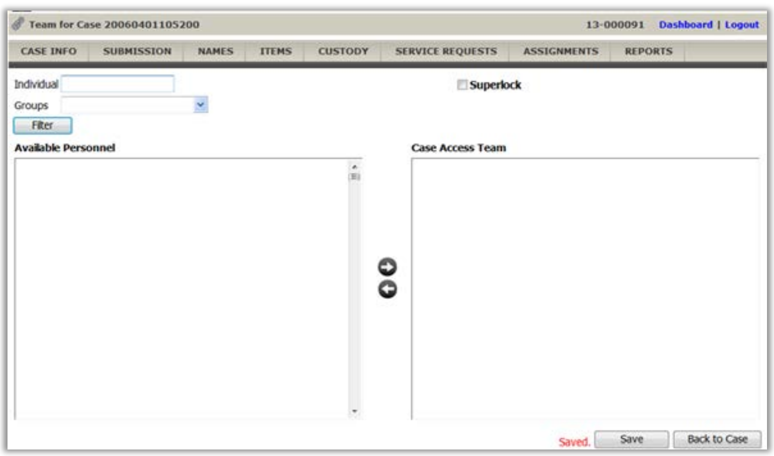
14. Go to the locked case. Since the user was added as a team member, they are able to access this case.



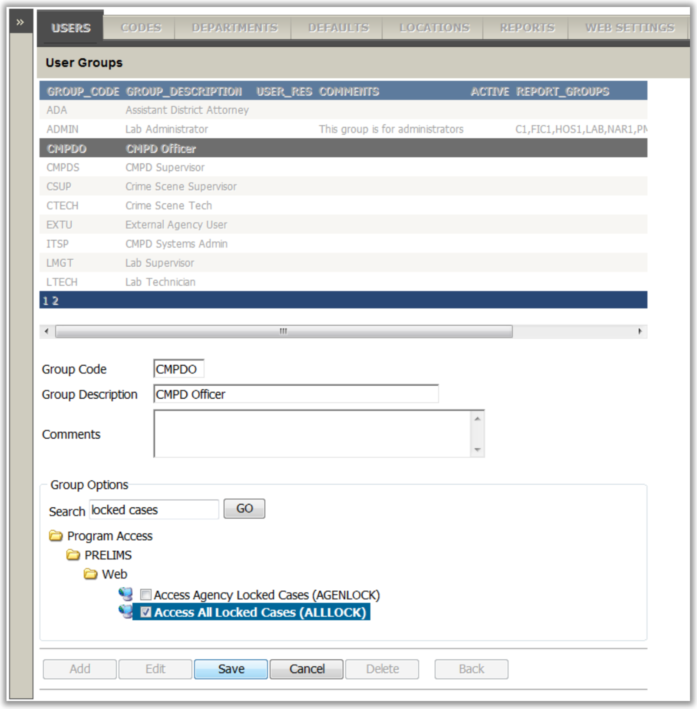
15. Now login as the case Investigator and go to the locked case. Click the Team button and remove the user from the team by selecting their name and clicking the left arrow button.



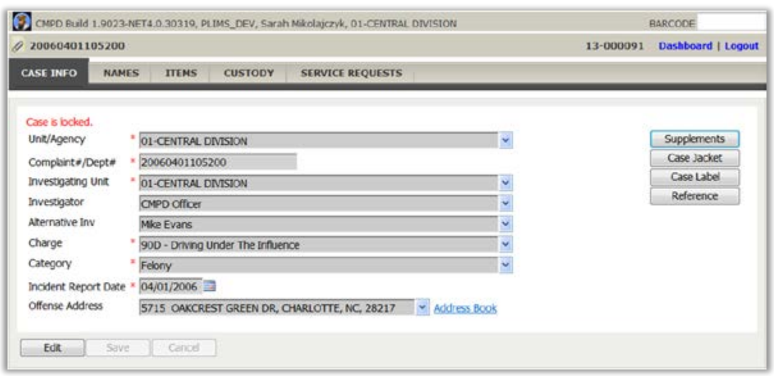
16. Click the Save button. Now the user does not have the permission to access the case since they were removed from the Case Access Team.



17. Another way to access the case is to grant the user the permission "Access All Locked Cases." Navigate to the Users tab in Configuration and set the above permission for their User Group. This will allow group members to access any locked case.



18. Now login as the user with permission "Access All Locked Cases" and go to the locked case. The user will be able to access the case even though they are not a member of the Case Access Team.



19. **<u>Accessing Agency Locked Cases</u>**

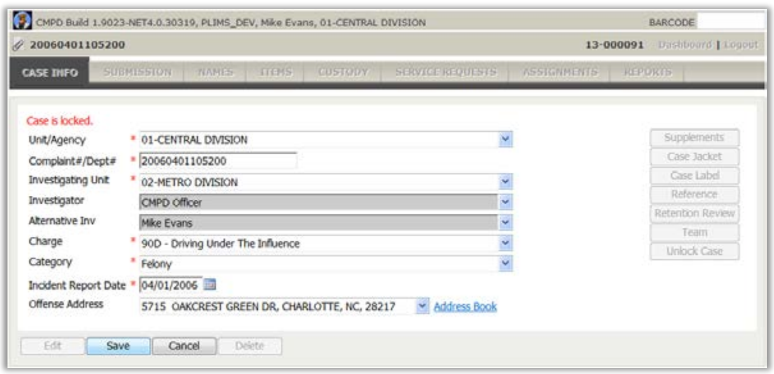
If the Booking Agency is different from the Investigating Unit (example 01-CENTRAL DIVISION case assigned to 02-METRO DIVISION as the Investigating Unit), then the Booking Agency will not have access to those cases that are locked by the Investigating Unit. To access the Agency locked cases you need one of the following permissions:

1. If you have the user permission "Access Agency Locked Cases" and your Department code matches the Investigating Unit

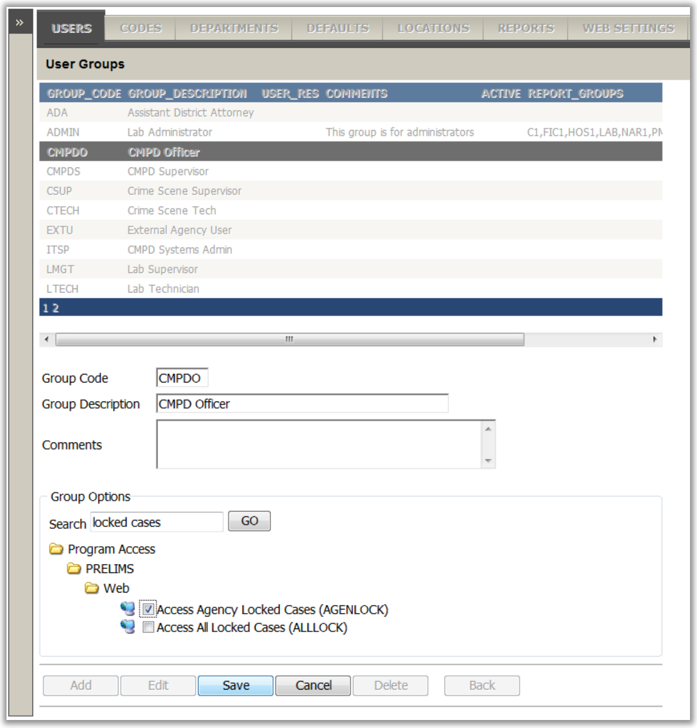
2. If you have the user permission "Access All Locked Cases"

3. If you are a member of the Case Access Team for the locked case

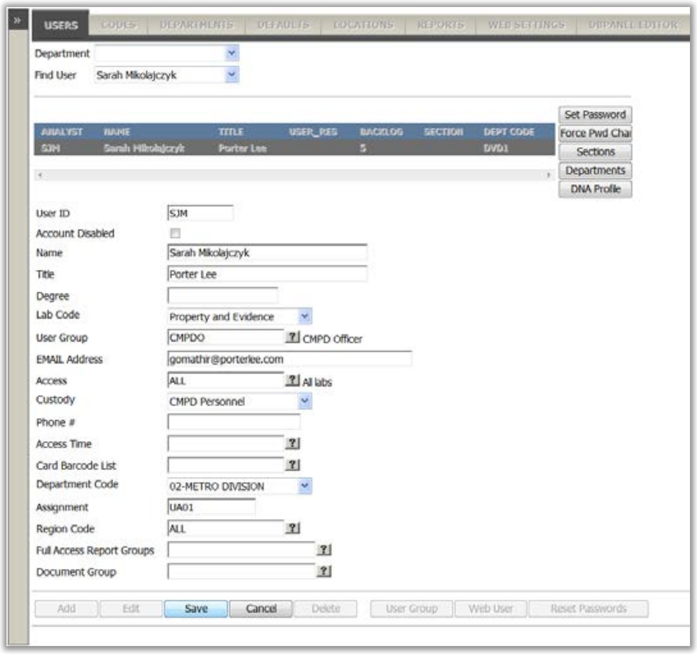
20. Login as the Investigator and go to the locked case. Click the Edit button on the Case Info tab and change the Investigating Unit to a different unit from the booking agency.



21. Navigate to the Users tab in Configuration and grant the permission "Access Agency Locked Cases" for SJM's User Group.



22. Set the user's Department Code as the same agency as the Investigating Unit for the locked case, "02-METRO DIVISION." Now the user can access locked cases for the selected agency.



23. Superlock Check Box

The Superlock check box is used for highly confidential cases. Check the Superlock check box on the Case Team screen (accessed by clicking the Team button).

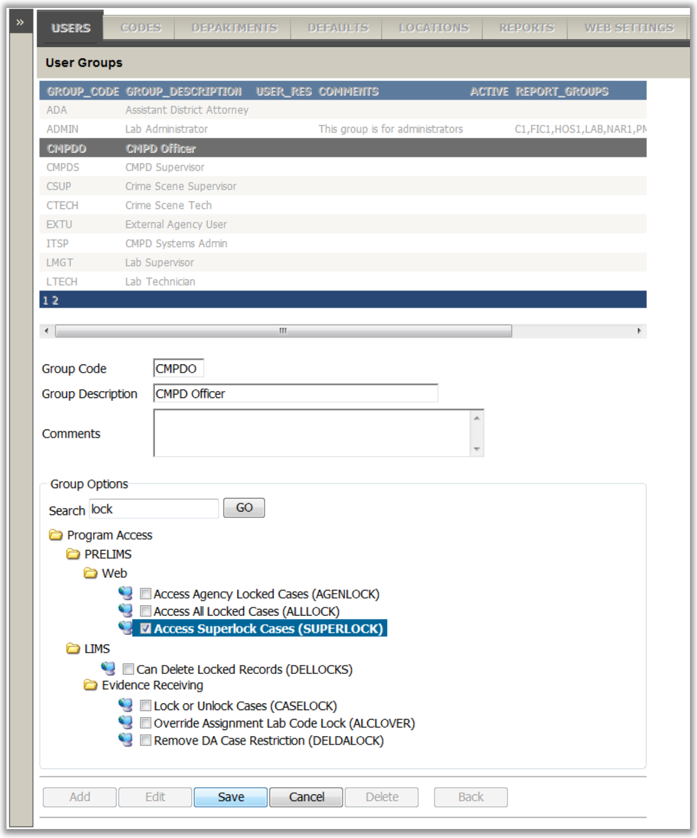
Checking Superlock immediately clears anyone previously added to the team, with the exception of the Investigator or Alternative Inv. They will still have access once the case is superlocked. After the case is superlocked, the Investigator or Alternative Inv can add new members to the Case Access Team, who can access the superlocked case.

Unchecking the Superlock box will allow the default personnel (those with User Group permission "Access Agency Locked Cases" or "Access All Locked Cases") to access the case once again.

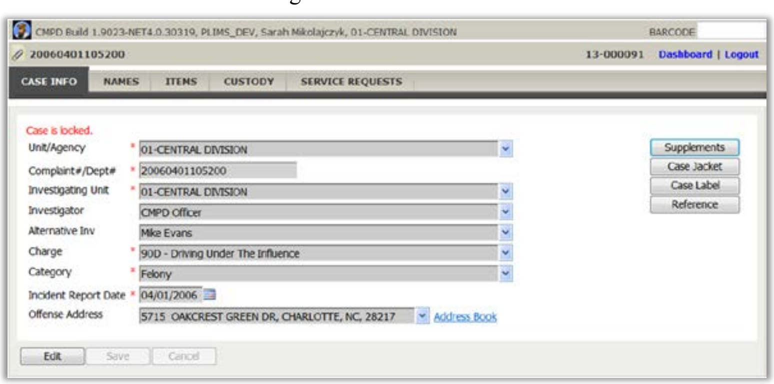
24. Access Superlock Cases

"Access Superlock Cases" is a User Group permission that is superior to "Access Agency Locked Cases" and "Access All Locked Cases." If a user belongs to a group with this permission, they can access any locked or superlocked cases. They can also lock, unlock, superlock, and manage team members for any case even, if they are not the case Investigator or Alternative Investigator.

25. Navigate to the Users tab in Configuration and grant the permission "Access Superlock Cases" for SJM's User Group.



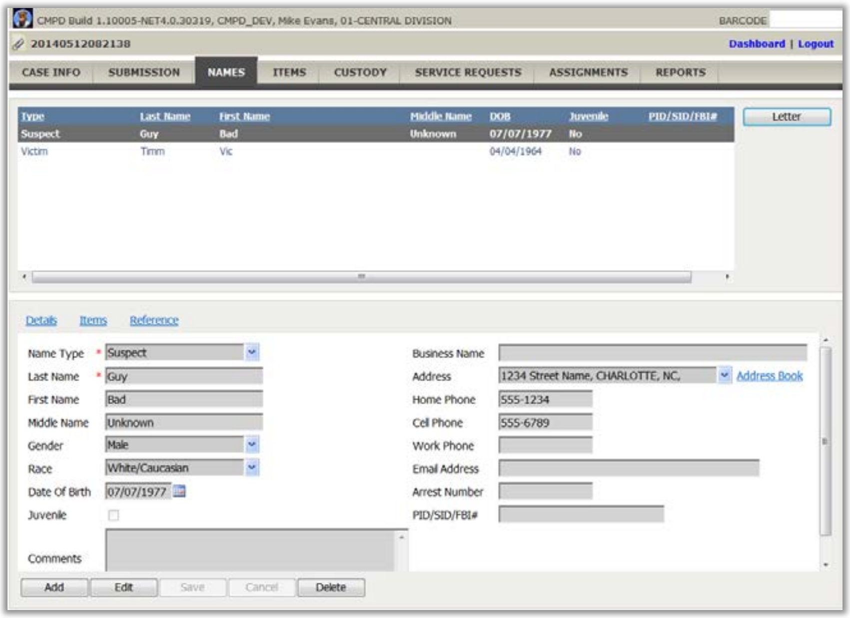
26. Go to the locked case, 20060401105200. Even though the user is not the Investigator and does not have the permission "Access Agency Locked Cases" or "Access All Locked Cases," they can still lock and unlock the case as well as manage the Case Access Team members.



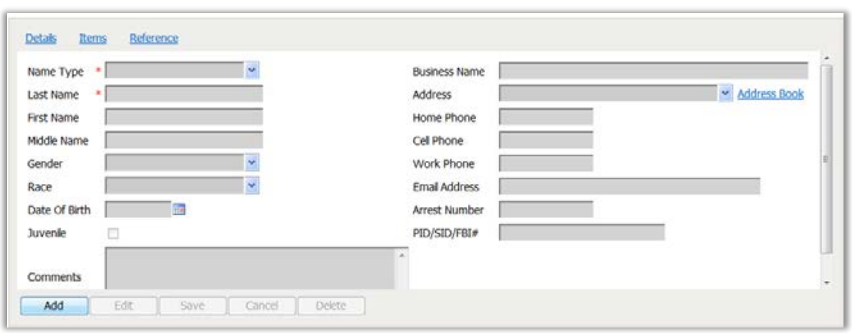
Names Tab

The Names tab is used to manage information regarding the individuals associated with a case. Case name information can be edited at any time by selecting the name on the Names tab and then clicking the Edit button. The following steps how to add a case name.

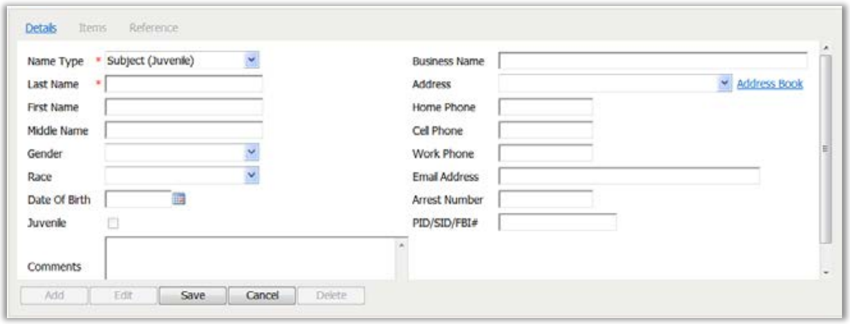
Figure 31: Names tab



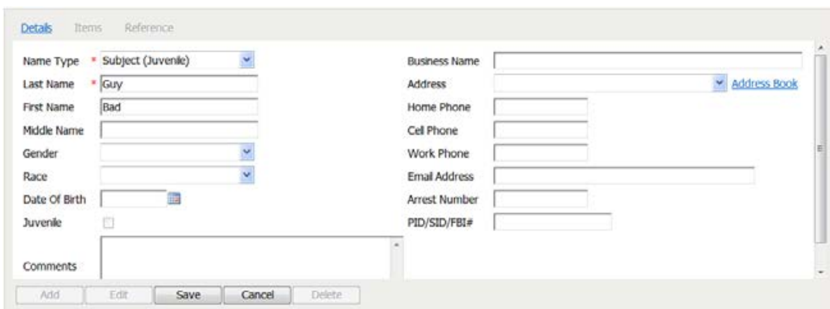
1. Locate the case in PLIMS and select the **Names** tab.
2. Click the **Add** button at the bottom of the Names tab.



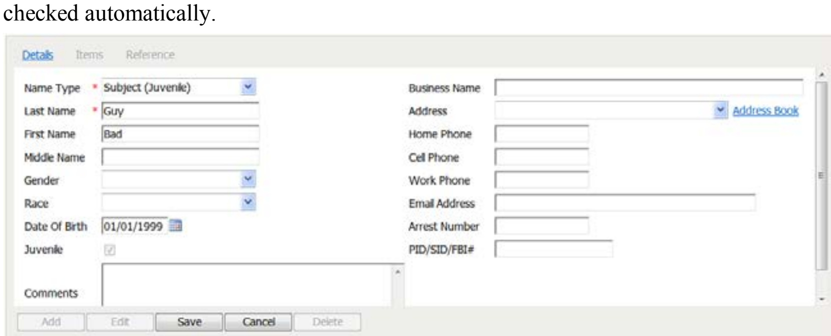
3. Select the **Name Type**.



4. Enter the individual's **Last Name**.



5. Enter the **Date of Birth**. If an Offense Date was entered for the case, the individual's age will be calculated once you tab out of the Date of Birth field. If the individual is a **Juvenile**, the box will be checked automatically.

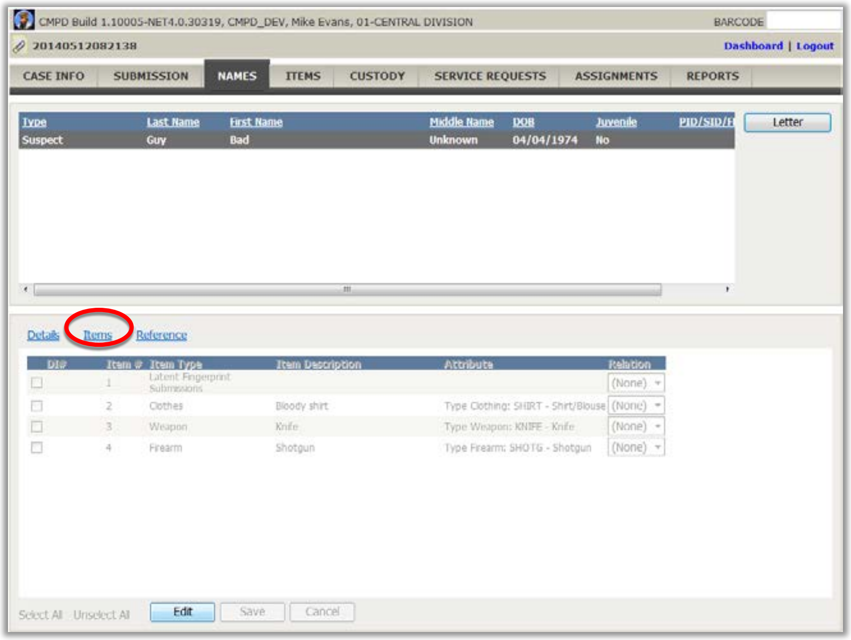


6. Enter any additional information and click **Save**.

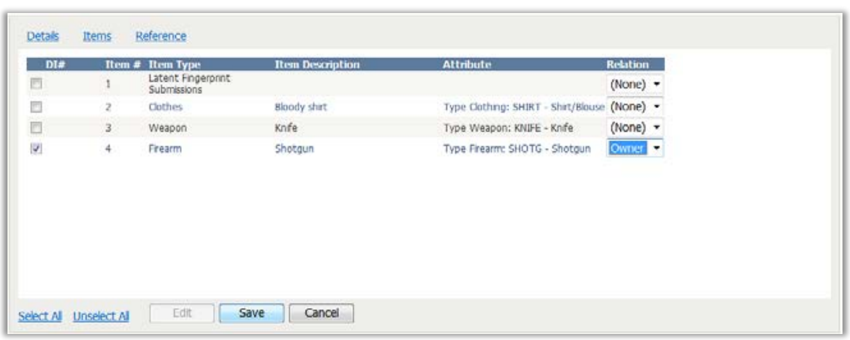
Linking Names to Case Items

Names can be associated with any of the items entered on the Items tab. To link a name with a case item, select the name on the Names tab. Then click the **Items** hyperlink on the bottom half of the tab and click **Edit**.

Figure 32: Item hyperlink



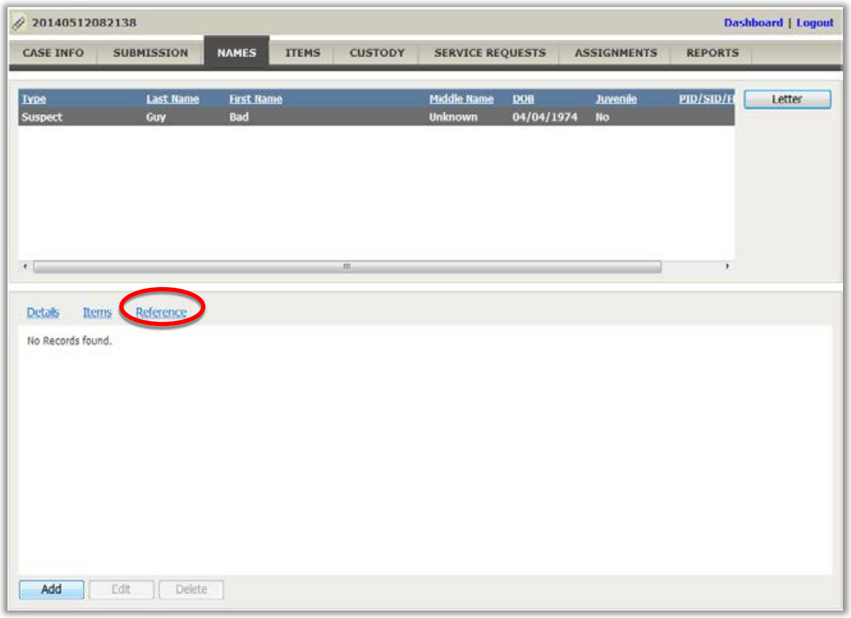
Select the item(s) you want to link to the name by checking the box to the left of the item. You can check/unchecked all of the items by clicking **Select All** or **Unselect All**. Then select a **Relation** for each item you checked and click **Save**.



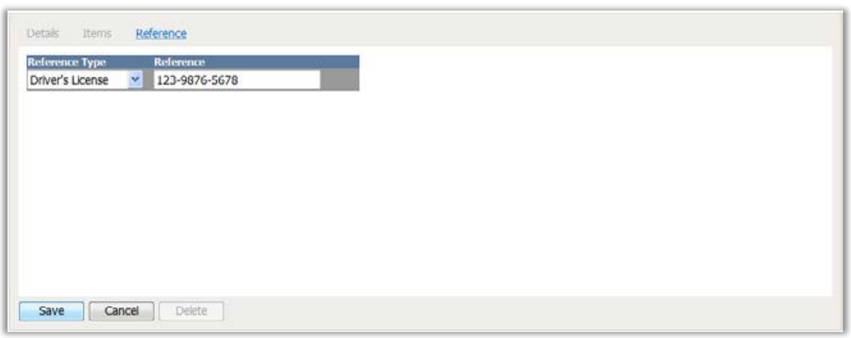
Name References

To record a name reference, such as a Social Security number or an additional arrest number, select the individual's name on the Names tab, and then click the **Reference** hyperlink.

Figure 33: Reference hyperlink



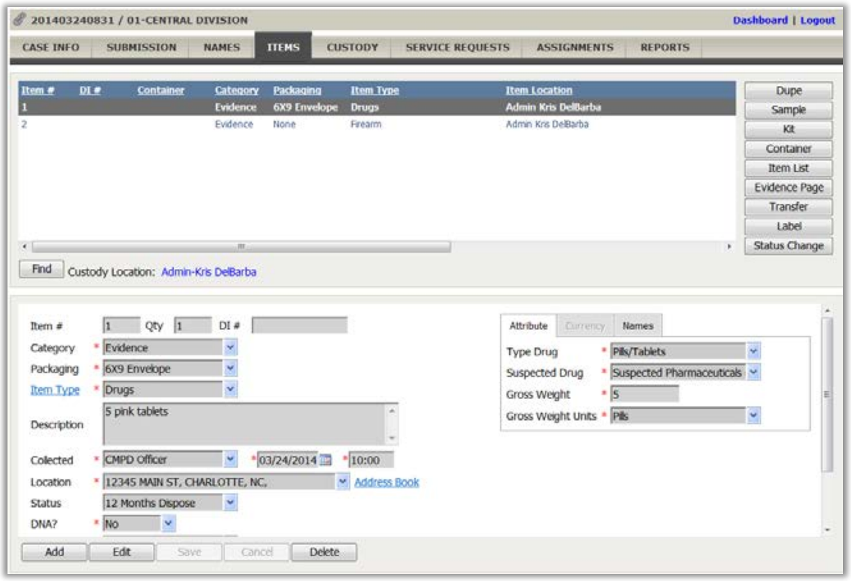
Click the **Add** button. Select the **Reference Type** and enter the **Reference**. Then click **Save**.



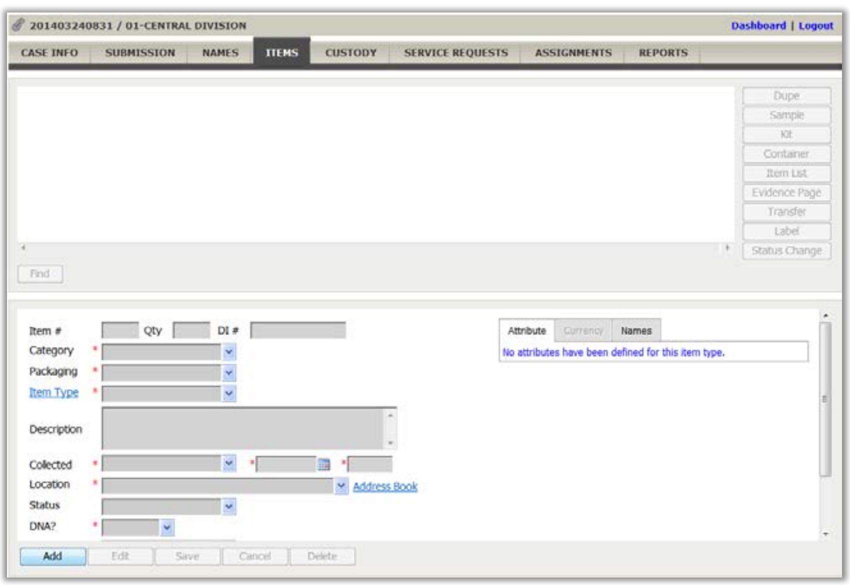
Items Tab

The Items tab is used to manage individual case item information. The following steps show how to add a case item.

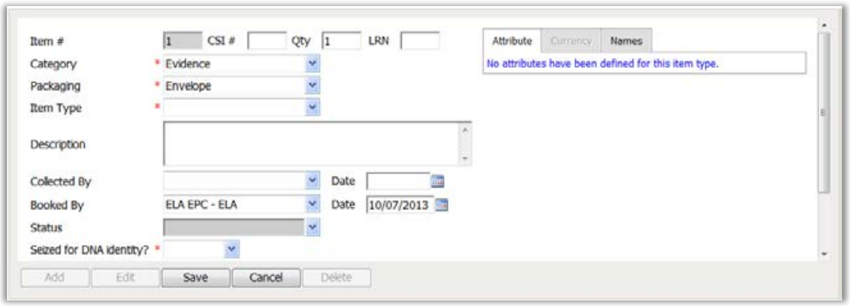
Figure 34: Items tab



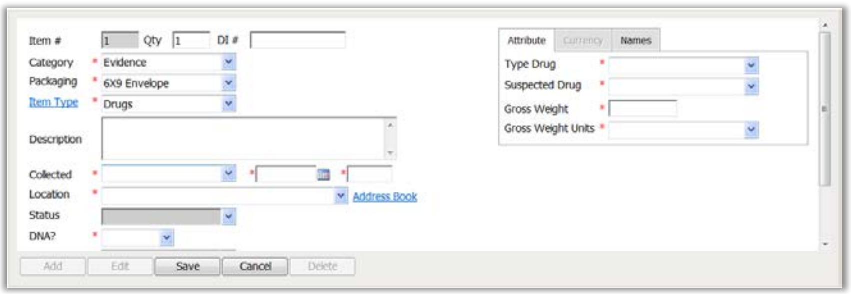
1. Click the **Add** button on the Items tab.



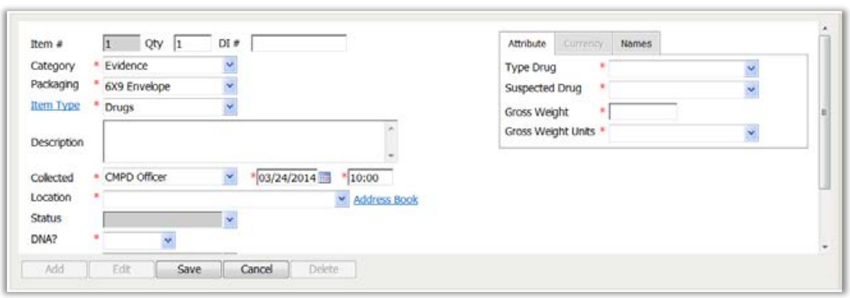
2. Select the item **Category** and **Packaging**.



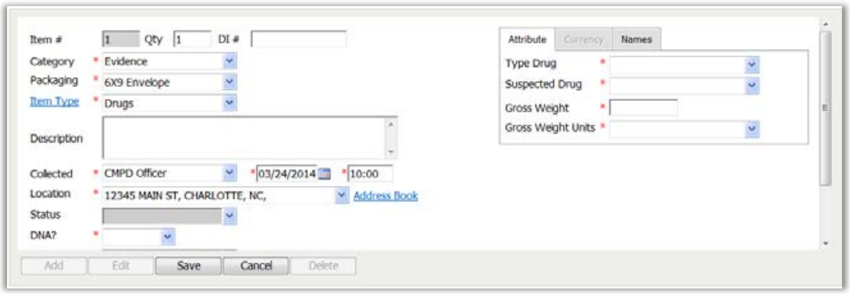
3. Select the **Item Type**.



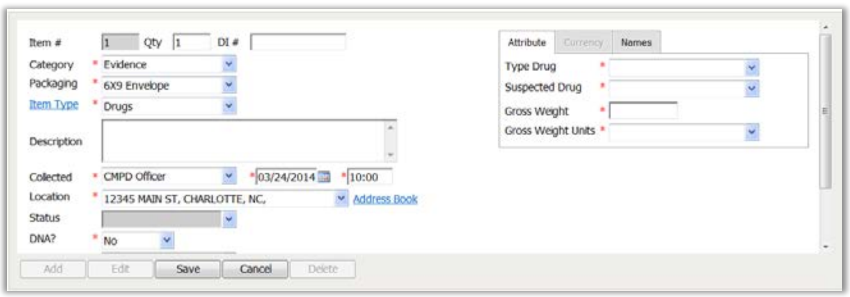
4. Select the user that **Collected** the item and enter the date and time that the item was collected.



5. Enter the **Location** that the item was collected from.



6. If there is a felony charge for the case, the **DNA?** field will appear. Select "Yes" or "No" from the dropdown menu in the DNA field.

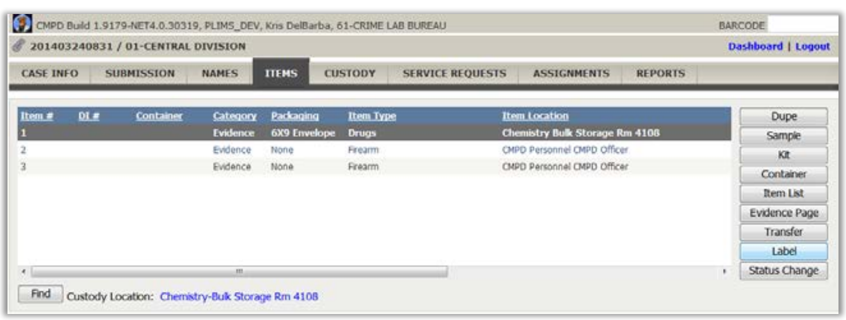


7. Enter any required attributes on the Attributes tab. Enter any additional information and click **Save**.

Label

To print an item label, click the **Label** button on the Items tab.

Figure 35: Label button on Items tab



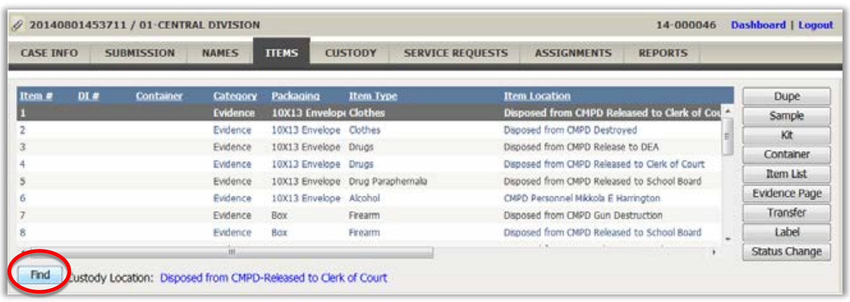
The Print Label(s) screen will appear. Check the items you want to print a label for on the screen and then click **Print**.

Figure 36: Print Label(s) screen

Find

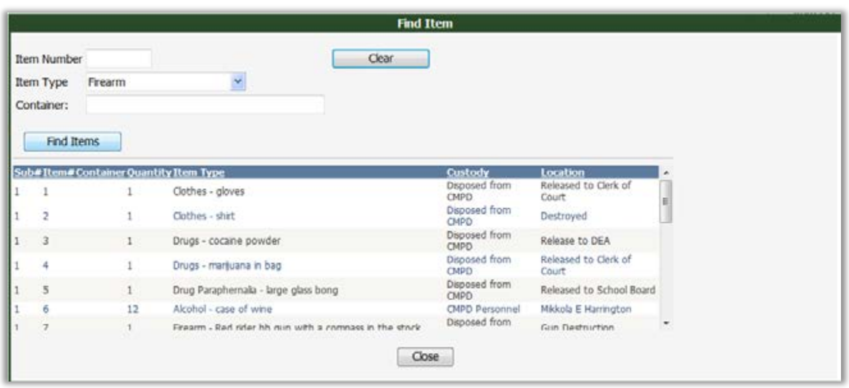
If a case has a large number of items, you can use the Find feature to find an item record and select it on the Items tab.

Figure 37: Find button on Items tab



Clicking **Find** displays the Find Item screen. You can search for an item by Item Number, Item Type, and Container Description. Enter one or more search criteria and click **Find Items**. Possible matches will display on the screen. Clicking on one of the results will select the record on the Items tab.

Figure 38: Find Item window

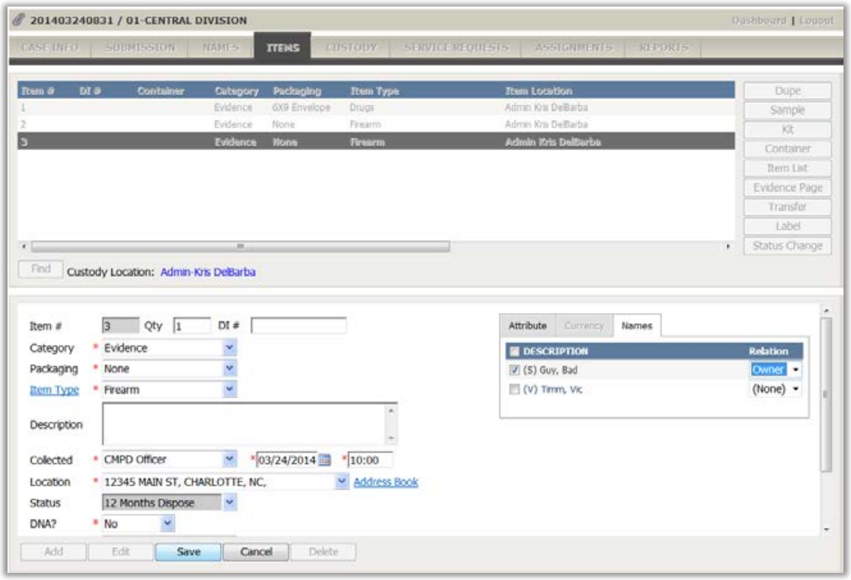


Linking Items to Case Names

Items can be associated with any of the names entered on the Names tab. To link an item with a case name, select the item record on the Items tab and click **Edit**.

Select the **Names** tab in the bottom half of the screen. All of the names that have been entered for the case will appear on the Names tab. Select the name(s) you want to link to the item by checking the box to the left of the name. Then select the **Relation** for each name you checked and click **Save**.

Figure 39: Case names linked to item record

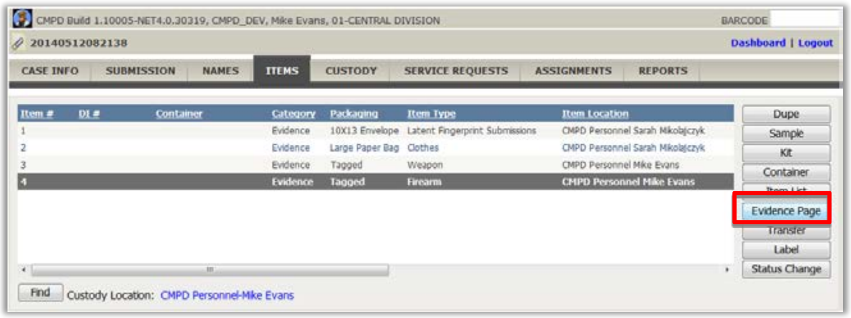


Attributes

Attributes are characteristics about items of evidence that the laboratory wishes to track for future statistical or investigative purposes. Attributes are assigned to item types to further document the characteristics of the item. For example, the Firearm Item Type could have attributes for Make, Model, Serial Number, and Caliber. Required attributes are entered when the item is added. Additional attributes can be entered by editing the item record.

Evidence Page

To print the Evidence Page for a case, click the **Evidence Page** button on the Items tab.

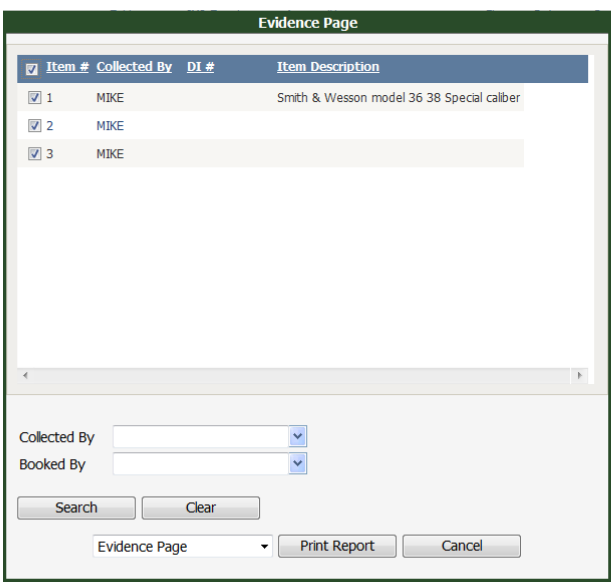


Select the report you want to print from the dropdown at the bottom of the screen. You can print four reports from this screen:

- Evidence Page
- ATF Form—printed for firearm submissions
- Inventory History—shows item's location inventory history
- Status Change History

You can filter the items that appear on the screen using the **Collect By** and **Booked By** fields. Check the items that you want to include in the report and click **Print Evidence Page**. The Evidence Page will display in the PDF Viewer.

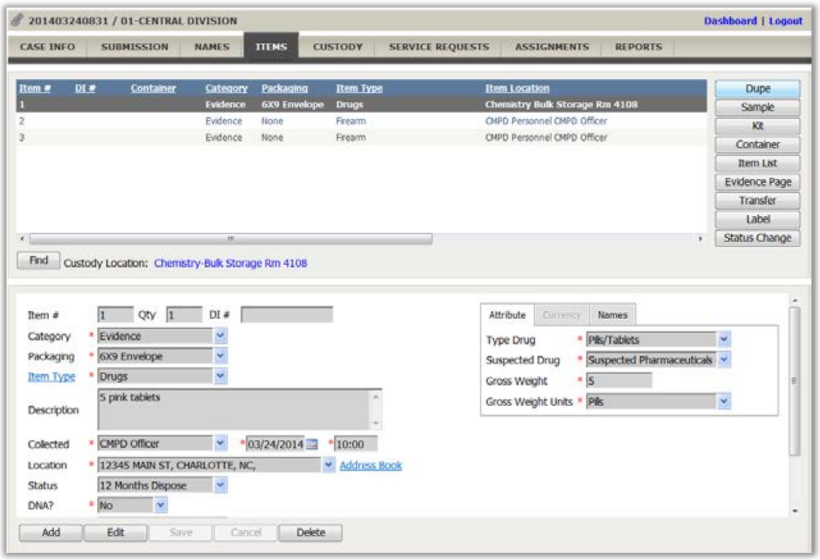
Figure 40: Evidence Page screen



Dupe

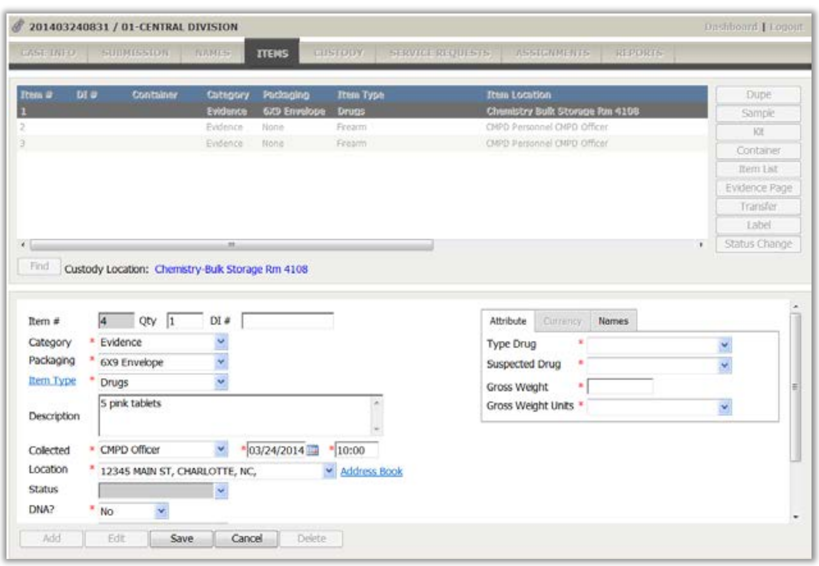
The Dupe button creates a new item record based off an existing item record. The specific fields that are copied depend upon your lab's configuration settings. To duplicate an existing item record, select the item on the Items tab, and then click the **Dupe** button.

Figure 41: Dupe button on Items tab



A new item record will be created based off the selected record. Enter any required information that was not copied and make any changes needed. Then click **Save**.

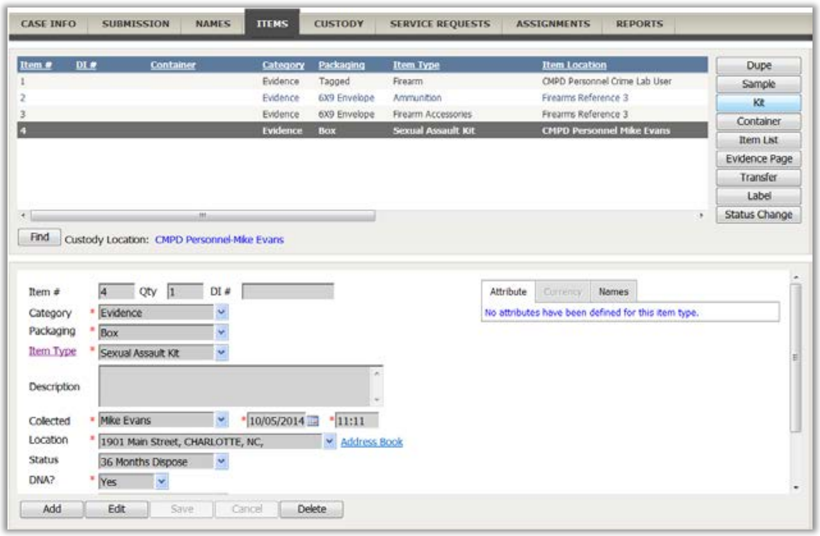
Figure 42: New item record created by clicking Dupe button



Kits

The **Kit** button creates item records for individual components within a defined kit. A kit is associated with a specific item type within the Configuration area**.** For example, a sexual assault kit (as an item) typically contains certain standard components that are representative of that type of kit, such as vaginal swabs, oral swabs, underwear, etc. Click on the **Kit** button to add items from a kit.

Figure 43: Kit button on Items tab



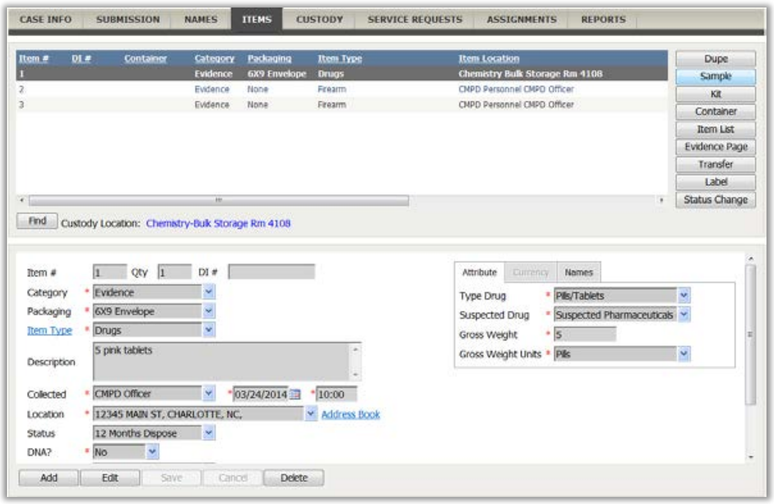
The Add Items From Kit screen will display. Select the items you want to create and click **OK**.

Figure 44: Add Items From Kit screen

Sample

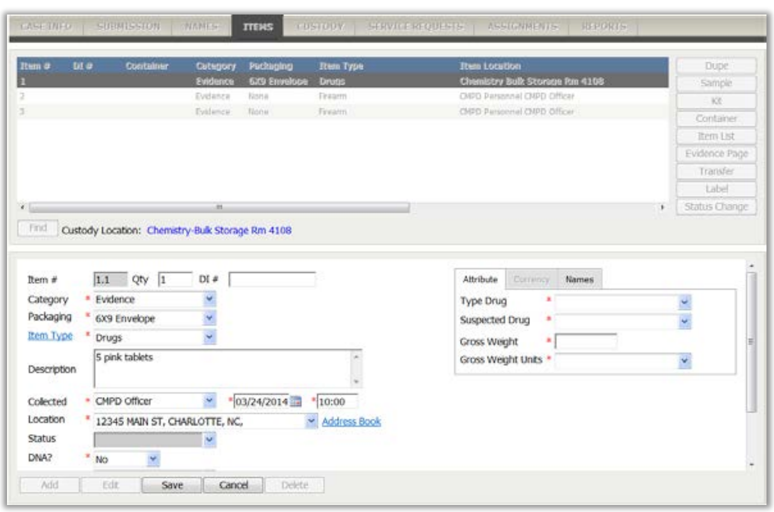
The **Sample** button is used to create an item record for a portion of an existing item. For example, an analyst can create a cutting for a shirt that was previously collected. Using the Sample button to create an item record establishes a parent-child relationship between the two items. To sample an item, select the item on the Items tab and click the **Sample** button.

Figure 45: Sample button on Items tab



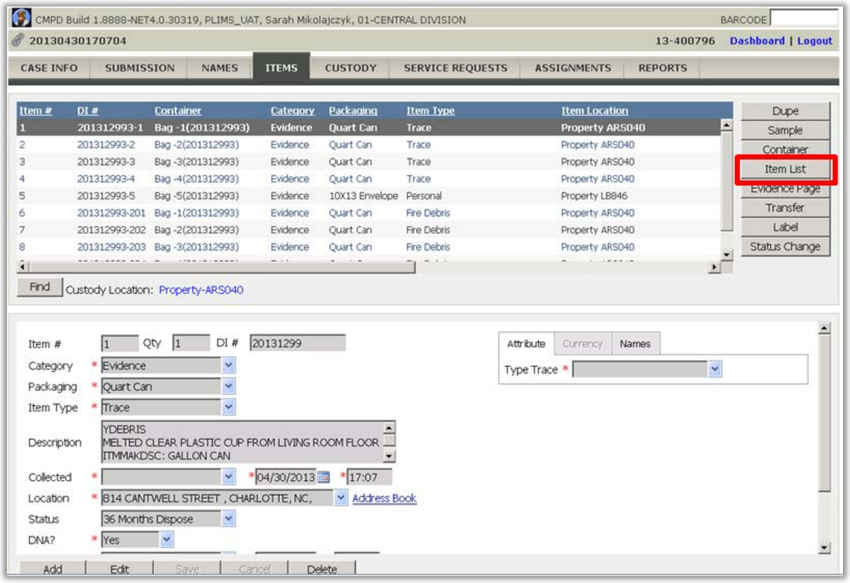
If this is the first sample taken from this item, then the lab item number of the sample will be the lab item number of the parent item followed by “.1.” Make any changes to the item information and enter any required information that wasn't copied from the parent. Then click **Save**.

The sample item's Status is assigned automatically by the system. It is not based on the parent's Status. The sample is placed in your custody by default. It will be linked to its parent if the parent item is also in your custody.

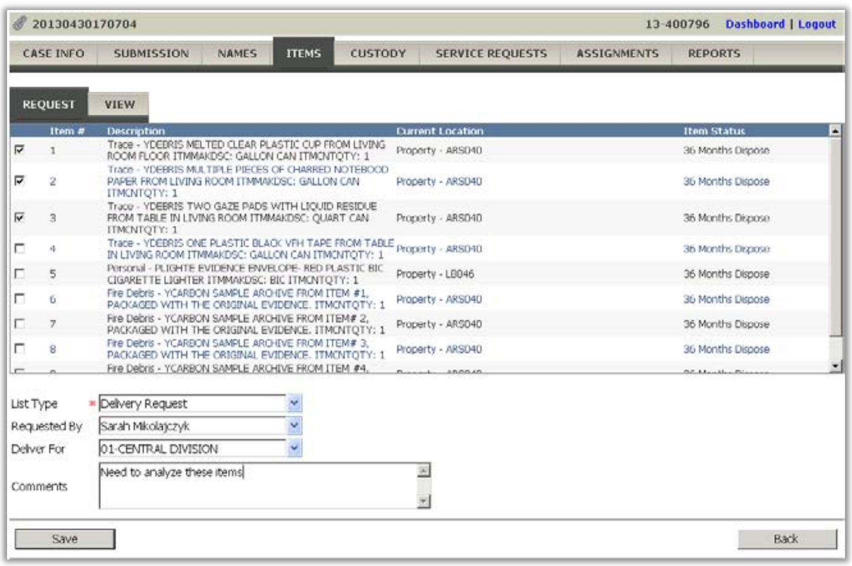


Adding Items to Pull Lists

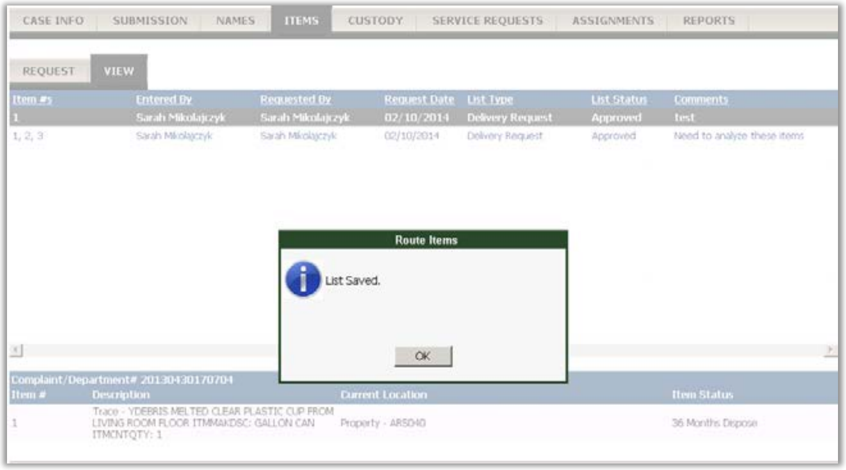
1. Click the **Item List** button on the Items tab.



2. Select the items for delivery by checking the box to the left of the items. Enter the details of list type, requested by (Deliver For will default), and any comments. Click Save.

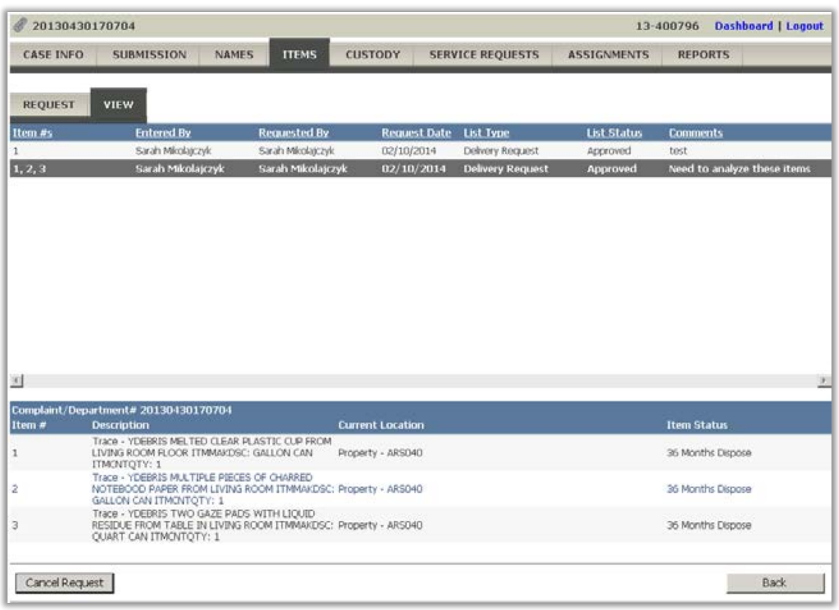


3. Click **OK**.



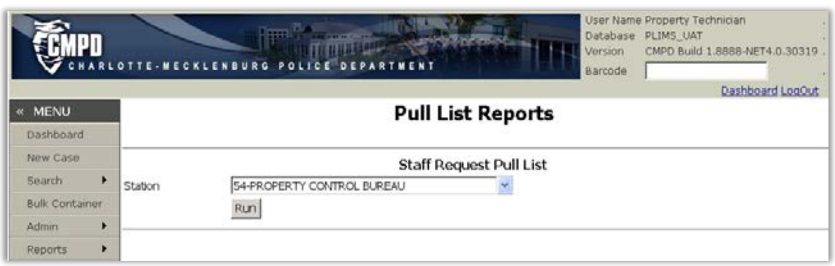
4. The request is now available on the "view" tab.

NOTE Notice that the current location of these items is in a property storage location. Items will NOT appear on the property pull list unless they are currently in a property location.

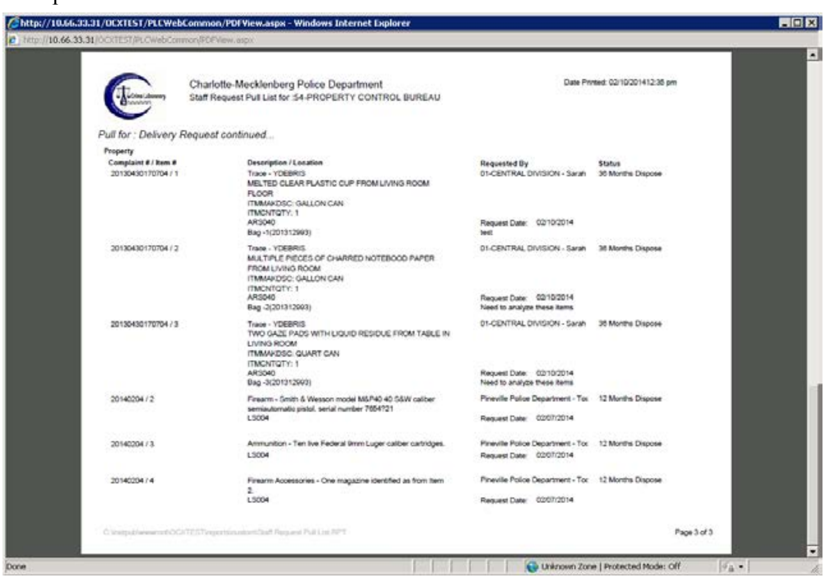


5. Log in as a Property Technician. Select the Pull List option under Reports in the Dashboard menu.

6. Click Run.
NOTE Notice that the select location of Property Control Bureau reflects where the evidence currently is. (This can be setup so that multi-sites can run pull lists.)



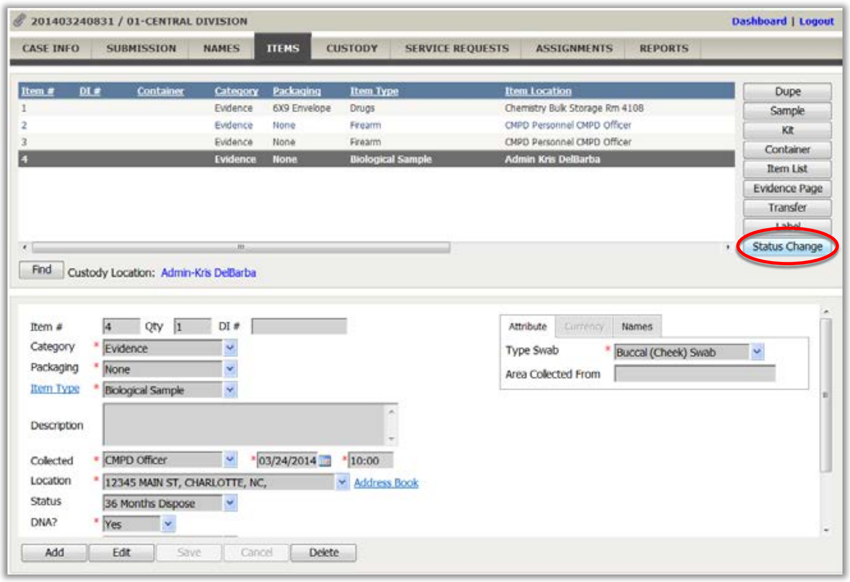
7. The Property Technician will now see all property that needs to be pulled. Note the one from this example.



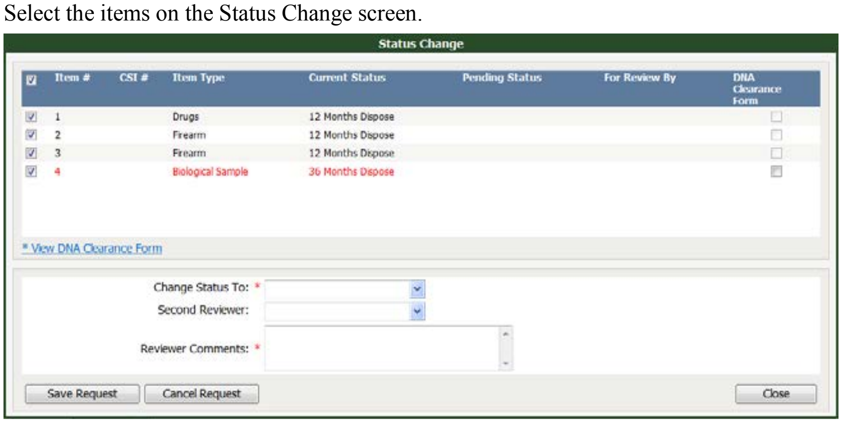
Status Changes

This process can also be used by the Investigator to change the status of one or more items in a case before they would normally get an Action Item at either the 6 month or 24 month review cycle (as appropriate for the case circumstances). For example, the Investigator gets an action item (6-month cycle) for a case that has 300 items on Hold that they determine can now be changed to "Ready to Dispose." Instead of having to change the status of each item on the action list from Hold to "Ready to Dispose," the Investigator can use the process described below to change the status of one, some or all items at one time.

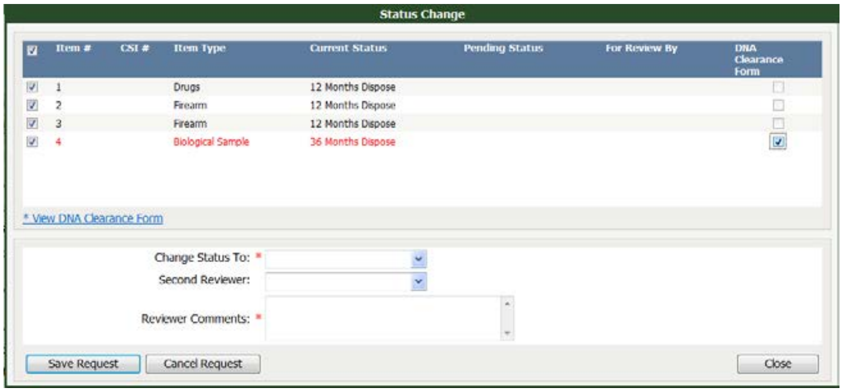
1. Click the **Status Change** button on the case Items tab. The Status Change screen will display.



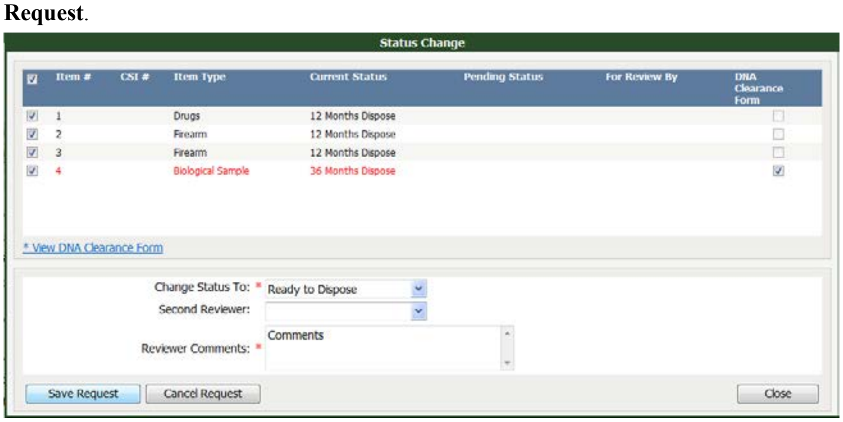
2. Select the items on the Status Change screen.



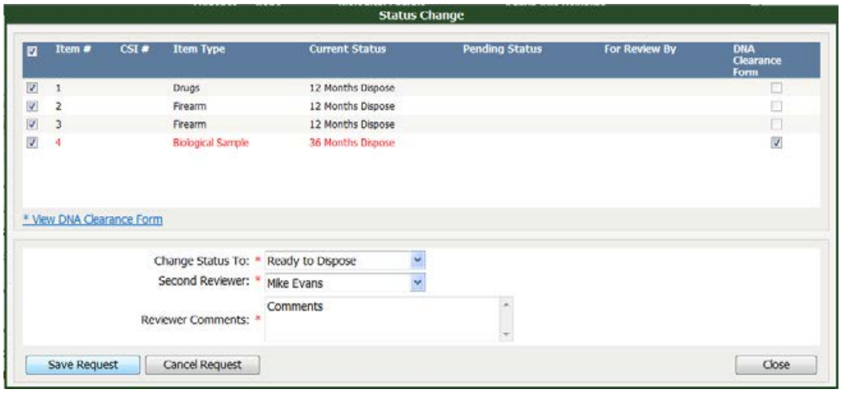
3. If "Yes" was selected in the "DNA?" field for an item, you must check the box for the **DNA Clearance Form**. The item will display in red and a "View DNA Clearance Form" hyperlink will appear on the Status Change screen. You can click on the link to view the common verbiage.



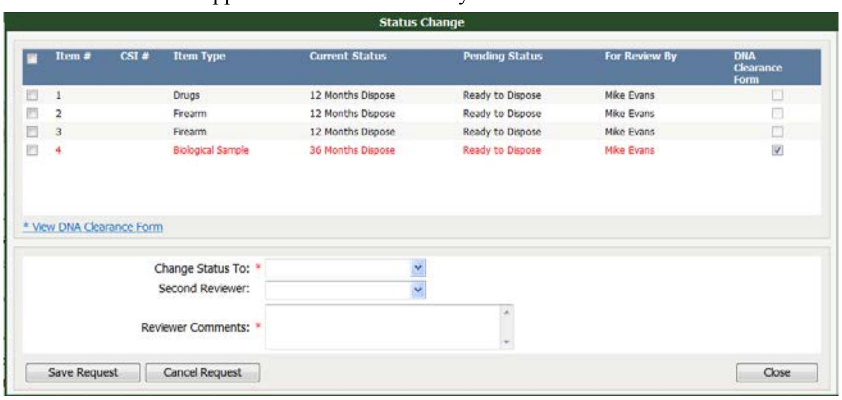
4. Select new status in the **Change Status To** field, enter your **Reviewer Comments**, and click **Save Request**.



5. A final review may be required depending upon the case type and selected item types. If you receive the message "A second reviewer is required," click **OK** and select a **Second Reviewer** on the Status Change screen. Then click **Save Request**.



6. Updates to new status or new status will appear in the Pending Status column. The user selected as the second reviewer will appear in the For Review By column.

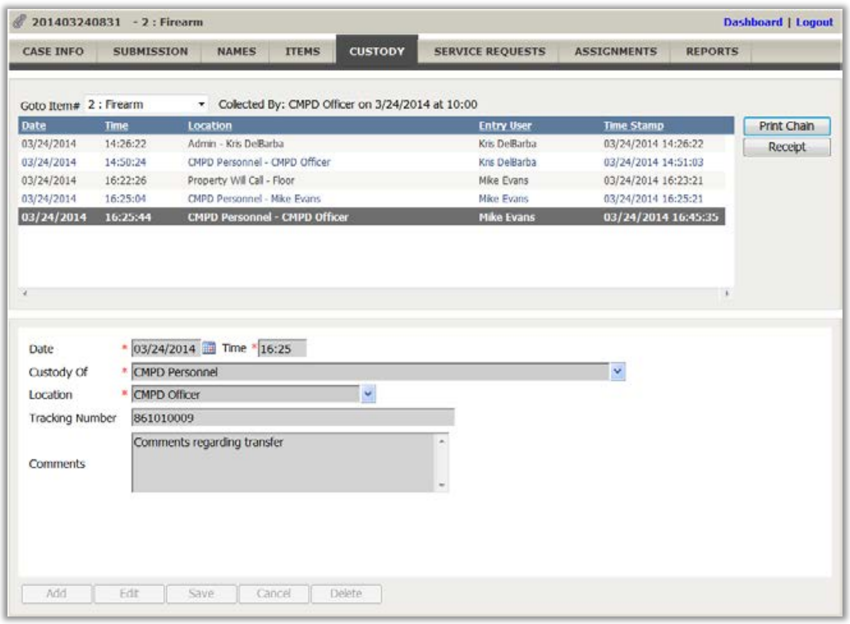


Custody Tab

The Custody tab displays the chain of custody records for the individual case items. To view an item's custody records, select the item from the **Goto Item #** menu at the top of the Custody tab.

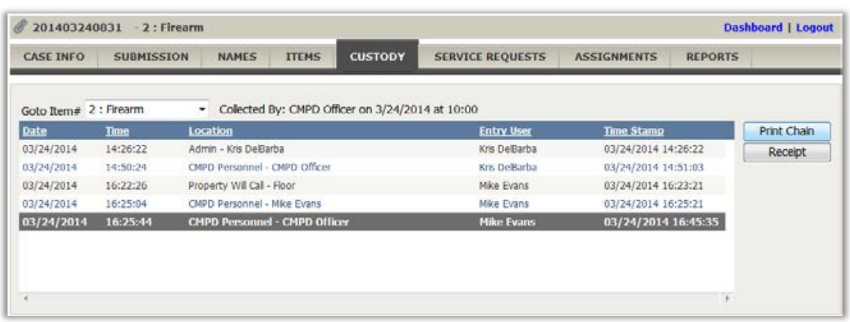
You can reprint the Evidence Transfer Receipt for a specific custody transaction by selecting the transfer record and then clicking the **Receipt** button. You can also print the Chain of Custody for one or more of the case items. The following section explains how to generate the Chain of Custody report.

Figure 46: Custody tab

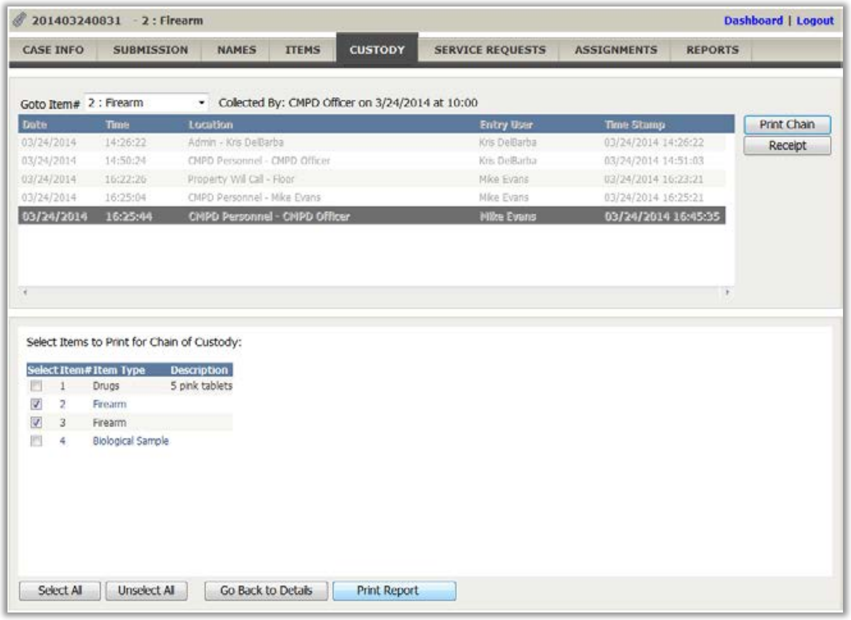


Printing Chain of Custody

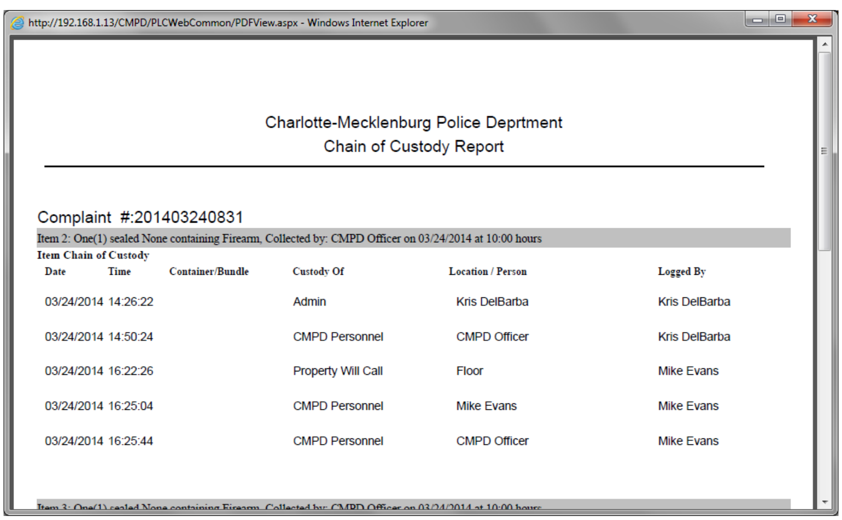
To print the Chain of Custody report, click the **Print Chain** button on the Custody tab.



The case items will display in the bottom half of the screen. Check the items that you want to include in the report. You can check/unchecked all of the items by clicking the **Select All** or **Unselect All** buttons. Click **Print Report** once the items are selected.



The Chain of Custody Report will display in the PDF viewer.



Charlotte-Mecklenburg Police Deprtment
Chain of Custody Report

Complaint #:201403240831

Item 2: One(1) sealed None containing Firearm, Collected by: CMPD Officer on 03/24/2014 at 10:00 hours

Item Chain of Custody

Date	Time	Container/Bundle	Custody Of	Location / Person	Logged By
03/24/2014	14:26:22		Admin	Kris DelBarba	Kris DelBarba
03/24/2014	14:50:24		CMPD Personnel	CMPD Officer	Kris DelBarba
03/24/2014	16:22:26		Property Will Call	Floor	Mike Evans
03/24/2014	16:25:04		CMPD Personnel	Mike Evans	Mike Evans
03/24/2014	16:25:44		CMPD Personnel	CMPD Officer	Mike Evans

Custody Transfers

Topics covered in this chapter:

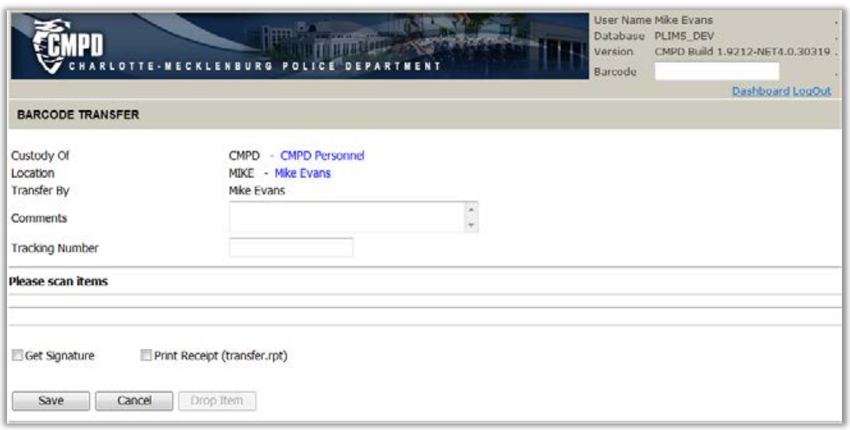
- Barcode transfers
- Manual custody transfers
- Disposing of items

This chapter provides instructions for updating item chain of custody when an item is transferred to another location. The easiest way for updating item chain of custody utilizes a barcode scanner and barcode labels. This chapter shows how to perform barcode transfers and manual transfers for times when a barcode scanner is unavailable.

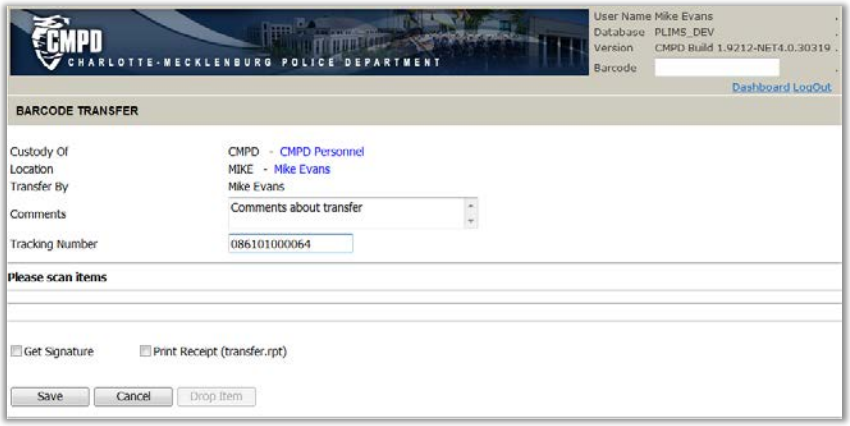
Barcode Transfers

Refer to the following procedure for instructions on performing a barcode transfer. These instructions apply whether you are transferring a case item, case container, or bulk container.

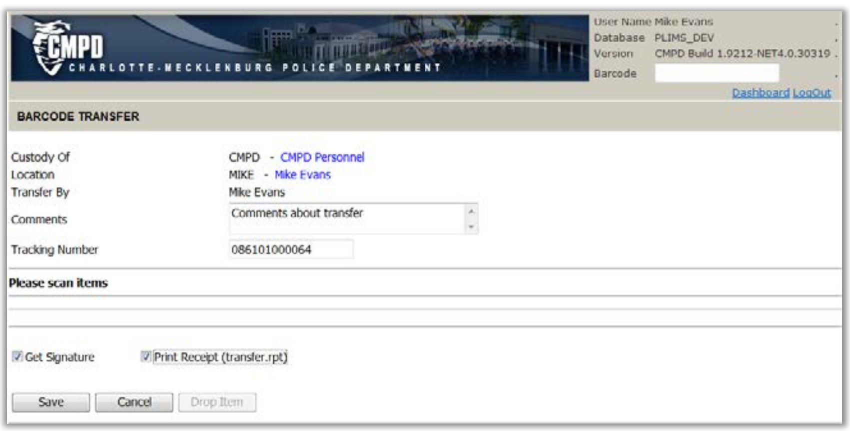
1. Scan the barcode label for the new custody location. The Barcode Transfer screen will display. The scanned location will appear on the screen.



2. Enter **Comments** or a **Tracking Number** if they're required for the scanned location. A red asterisk will appear in front of the field to indicate it's required, otherwise, they're optional.

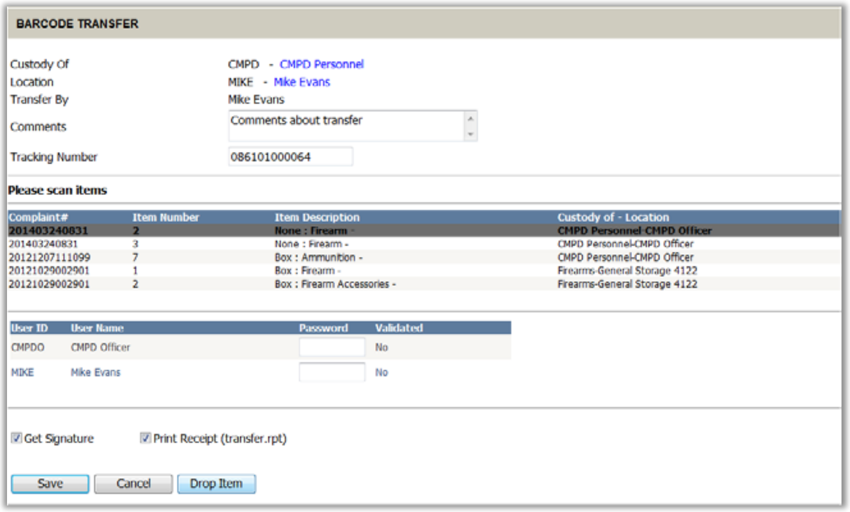


3. If you want to collect a signature for this transaction, check **Get Signature**. This box is checked automatically if a signature is required for the scanned location. If you want to print an Evidence Transfer Receipt, check **Print Receipt**. This box will be checked automatically if a custom receipt exists for the location.



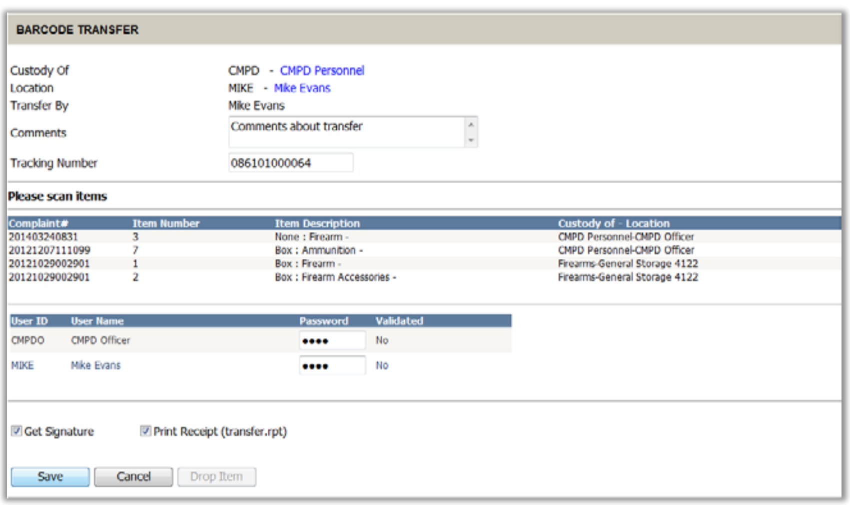
4. Scan the barcode labels of the items you want to transfer. After you scan an item, it will display on the Barcode Transfer screen.

   You can remove a scanned item by selecting it on the Transfer screen and clicking the **Drop Item** button. Then click **Yes** in the Confirm dialog box that displays.

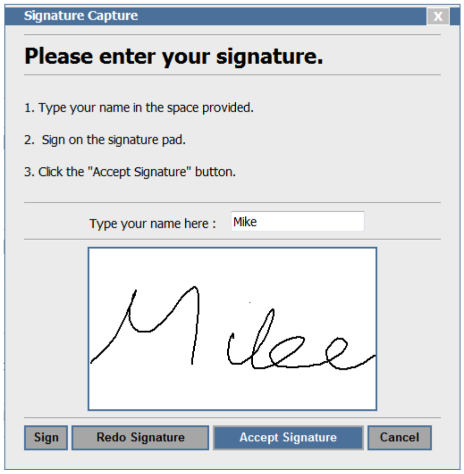


5. The logged in user's password is required to complete the transfer. If items are being transferred to or from another user, then their password is required, too. If a user's password is required, a Password field will display next to their name at the bottom of the screen.

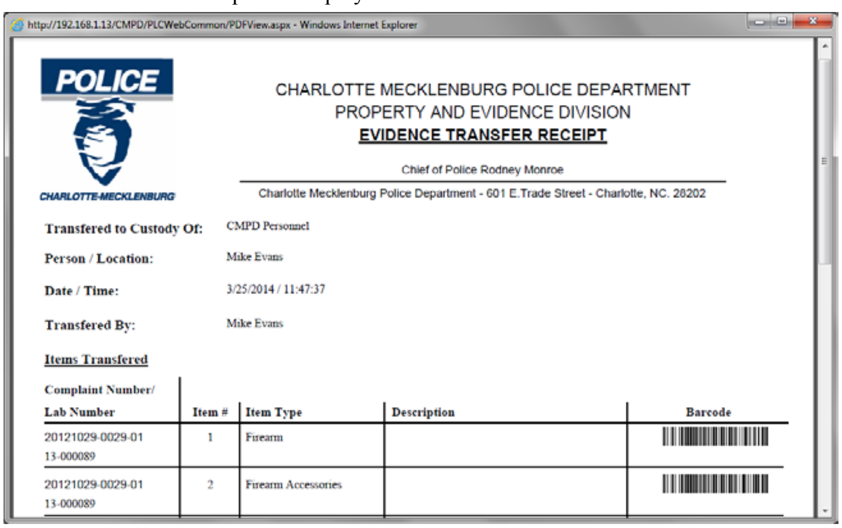
   Once you've scanned all the items, enter your password. If another user's password is required, have them enter their password, and then click **Save**.



6. If the Get Signature box was checked on the Barcode Transfer screen, the Signature Capture window will display after you click save. Follow the instructions in the window to capture a signature for this transaction.



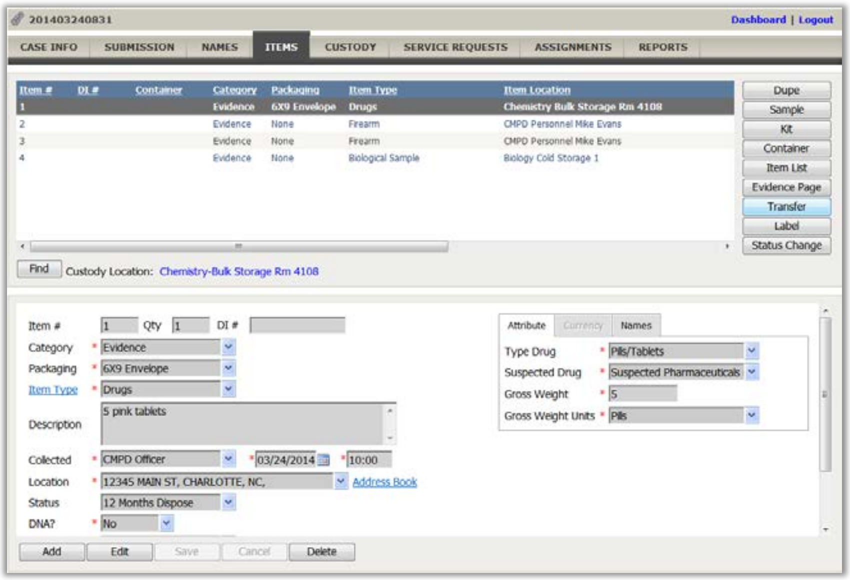
7. Once the transfer is complete, you will return to the previous screen. If you checked Print Receipt, the Evidence Transfer Receipt will display in the PDF viewer.



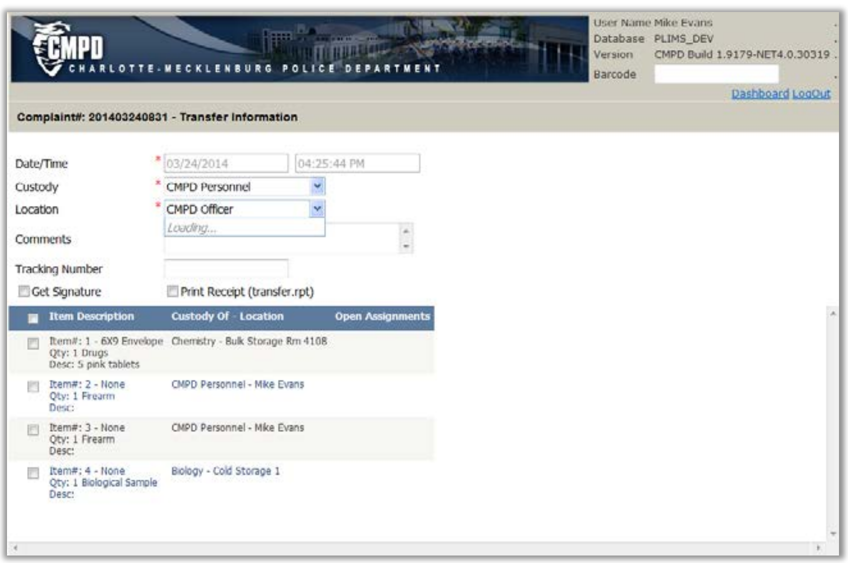
Complaint Number/ Lab Number	Item #	Item Type	Description	Barcode
20121029-0029-01 13-000089	1	Firearm		
20121029-0029-01 13-000089	2	Firearm Accessories		

Manual Custody Transfers

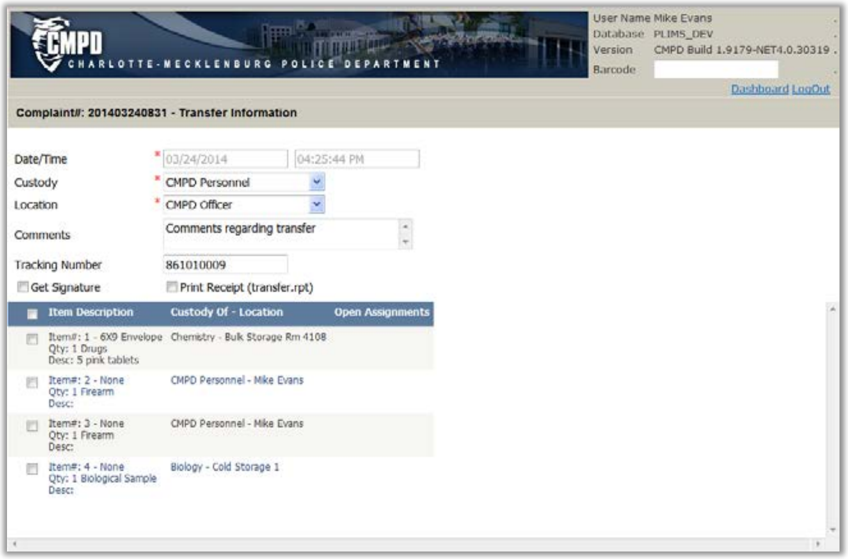
1. Click the **Transfer** button on the **Items** tab.



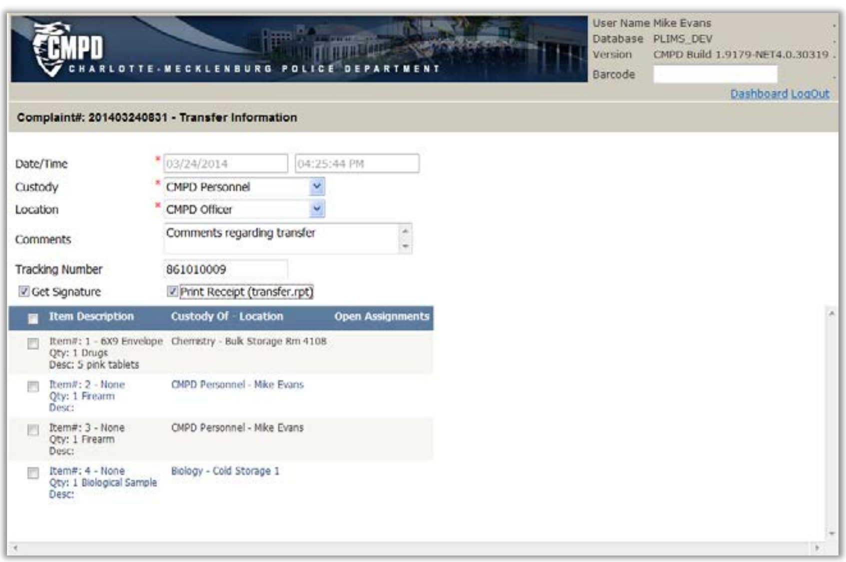
2. The Transfer Custody screen will display. Select the new **Custody** and **Location**.



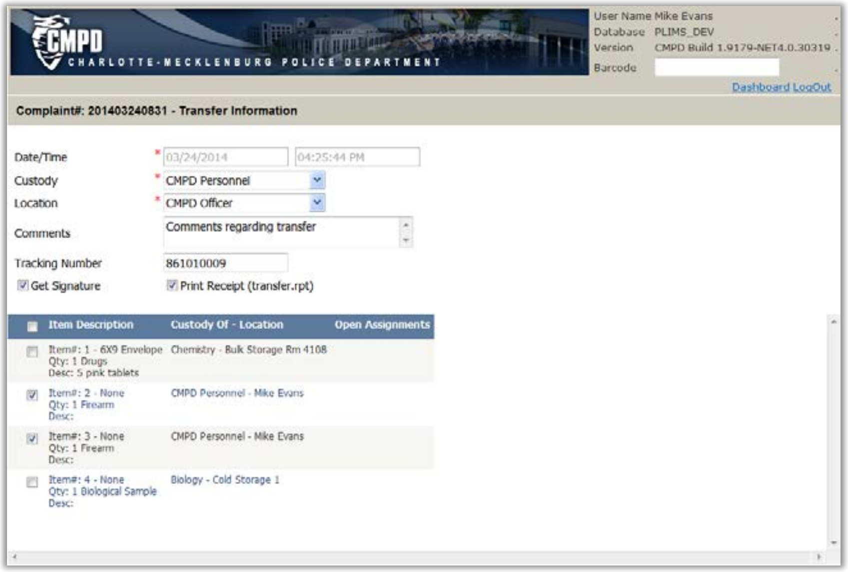
3. Enter **Comments** or a **Tracking Number** if they're required for the selected location. A red asterisk will appear in front of the field to indicate it's required, otherwise, these fields are optional.



4. If you want to collect a signature for this transaction, check **Get Signature**. This box will be checked automatically if a signature is required for the selected location. If you want to print an Evidence Transfer Receipt for this transaction, check **Print Receipt**. This box will be checked automatically if a custom receipt exists for the location.

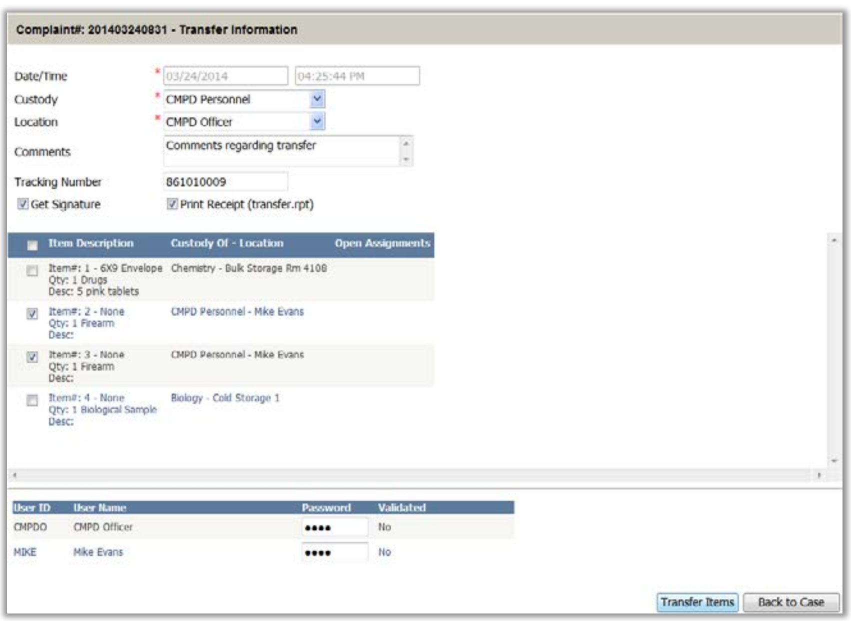


5. Select the item(s) you want to transfer.

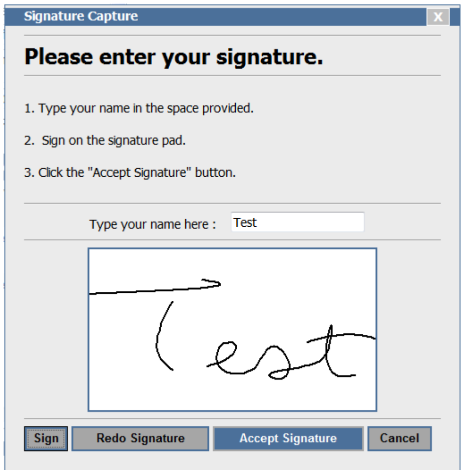


6. The logged in user's password is required to complete the transfer. If items are being transferred to or from another user, then their password is required, too. If a user's password is required, a Password field will display next to their name at the bottom of the screen.

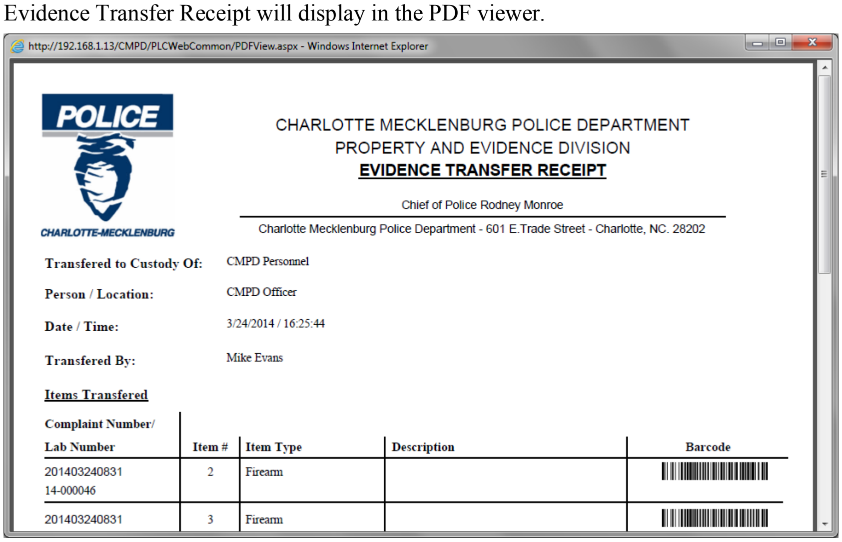
   Once you've scanned all the items, enter your password. If another user's password is required, have them enter their password, and then click **Transfer Items**.



7. If Get Signature was checked on the Transfer screen, the Signature Capture window will display after you click Transfer items. Follow the instructions in the window to capture a signature for this transaction.



8. Once the transfer is complete, you will return to the Items tab. If you checked Print Receipt, the Evidence Transfer Receipt will display in the PDF viewer.



CHARLOTTE MECKLENBURG POLICE DEPARTMENT
PROPERTY AND EVIDENCE DIVISION
EVIDENCE TRANSFER RECEIPT

Chief of Police Rodney Monroe

Charlotte Mecklenburg Police Department - 601 E.Trade Street - Charlotte, NC. 28202

Transfered to Custody Of: CMPD Personnel

Person / Location: CMPD Officer

Date / Time: 3/24/2014 / 16:25:44

Transfered By: Mike Evans

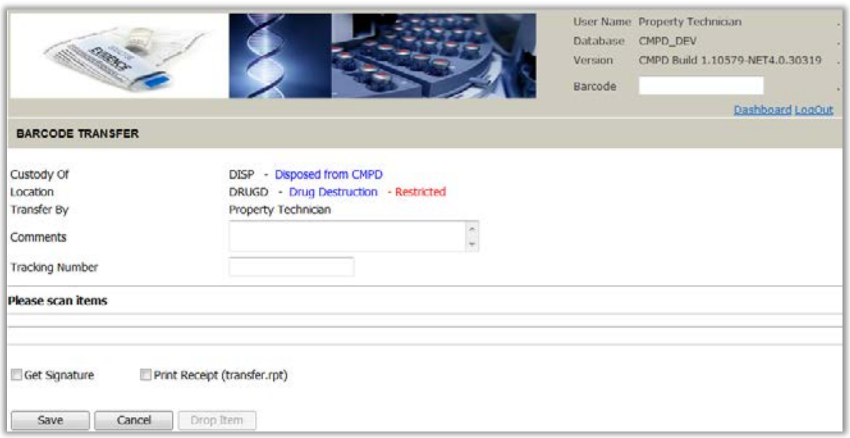
Items Transfered

Complaint Number/ Lab Number	Item #	Item Type	Description	Barcode
201403240831 14-000046	2	Firearm		
201403240831	3	Firearm		

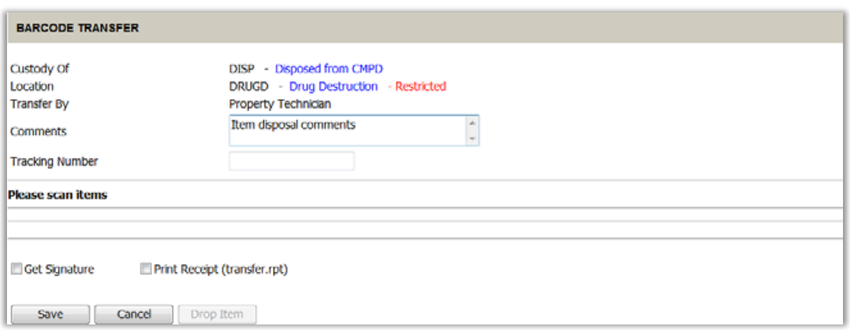
Disposing of Items

The following procedure shows how to transfer evidence when disposing of items. Disposition locations have specific rules in place dependent on an item's status. Items cannot be transferred to these locations unless they have a qualifying status. For example, items must have the status "Ready to Release to Owner" in order to transfer them to the "Released to Owner" location. The following procedure demonstrates how to tranfer items to a disposition location.

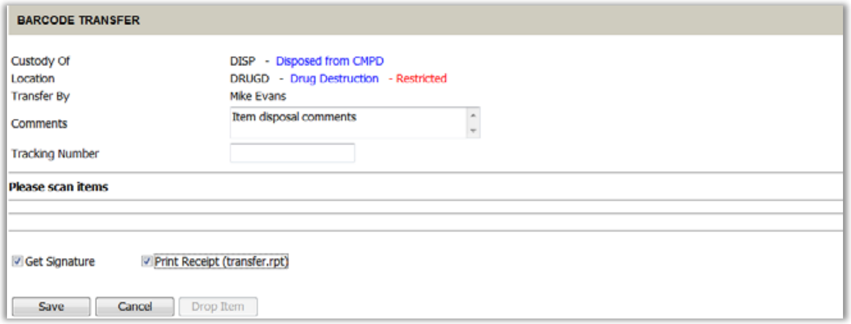
1. Scan the barcode label for the disposition location. The Barcode Transfer screen will display. The scanned location will appear on the screen.



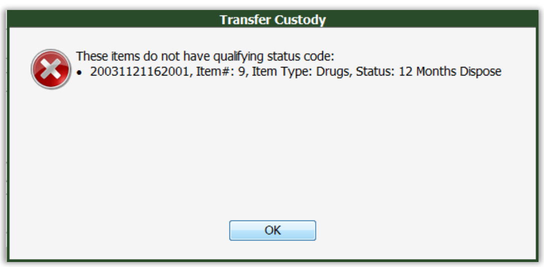
2. Enter **Comments** or a **Tracking Number** if it's required for the location. A red asterisk will appear in front of required fields. Otherwise, these fields are optional.



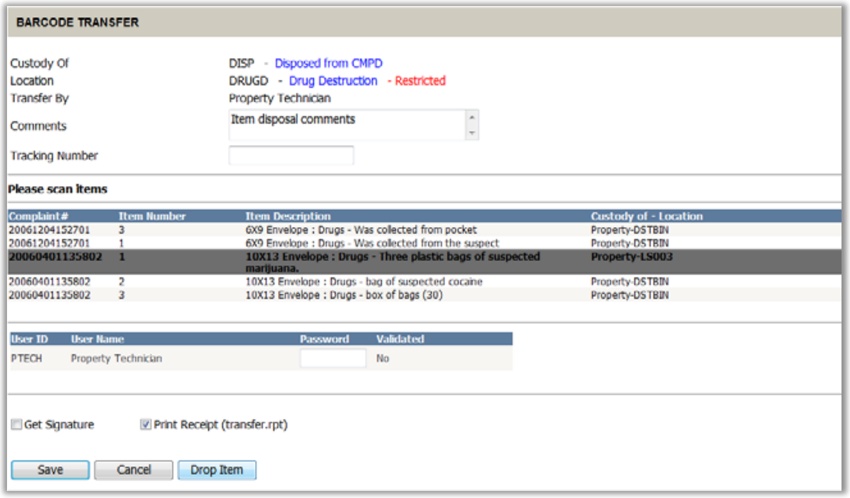
3. If you want to collect a signature for this transaction, check **Get Signature**. The box is checked automatically if a signature is required for the location. If you want to print an Evidence Transfer Receipt, check **Print Receipt**. This box will be checked automatically if a custom receipt exists for the location.



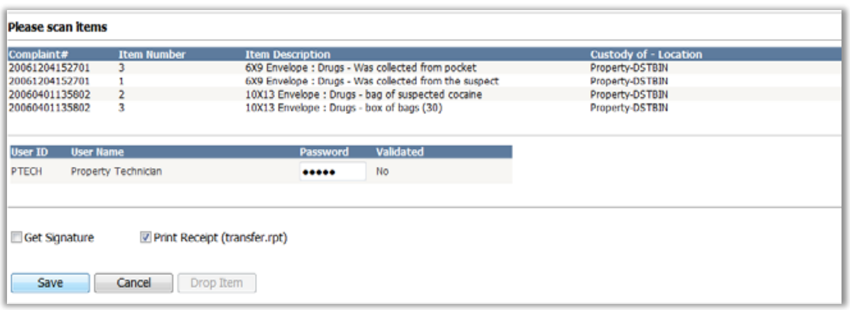
4. Scan the barcode labels for the items you want to transfer. Depending on the rules for the location, items may be required to have a specific status. If you scan an item with an invalid status, you will receive a message like the one shown below. You will have to update the item status in order to transfer it to the location.



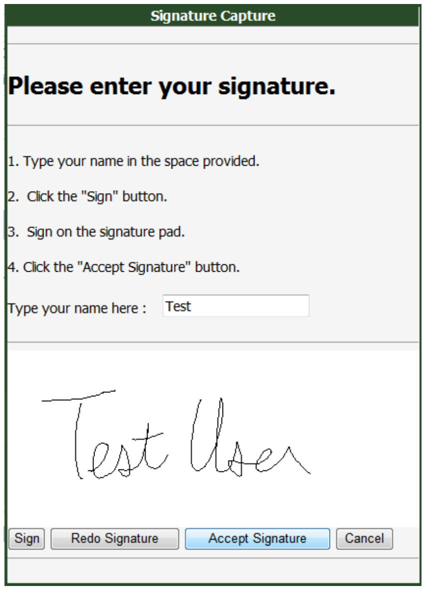
5. The scanned items will display on the Barcode Transfer screen if they have a qualifying status. To remove a scanned item, select it on the Transfer screen and then click the **Drop Item** button. Click **Yes** in the Confirm dialog box that displays to remove the item.



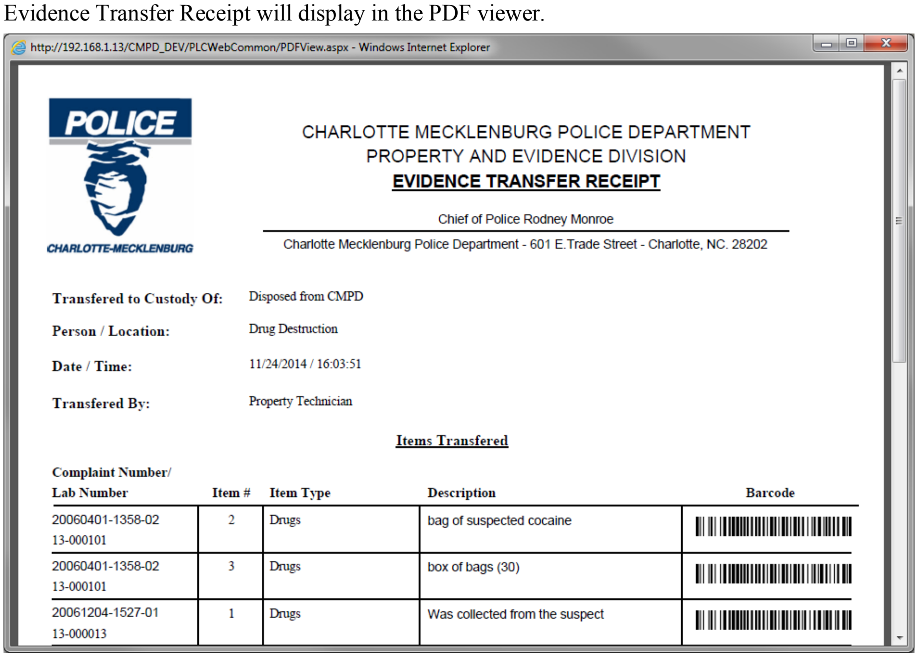
6. Once you've scanned all the items, enter your password if it's required. If another user's password is required, have them enter their password, too. Then click **Save**.



7. If the Get Signature box was checked, the Signature Capture window will display after you click Save. Follow the instructions in the window to capture a signature for this transaction.



8. Once the transfer is complete, you will return to the previous screen. If you checked Print Receipt, the Evidence Transfer Receipt will display in the PDF viewer.



CHARLOTTE MECKLENBURG POLICE DEPARTMENT
PROPERTY AND EVIDENCE DIVISION
EVIDENCE TRANSFER RECEIPT

Chief of Police Rodney Monroe

Charlotte Mecklenburg Police Department - 601 E.Trade Street - Charlotte, NC. 28202

Transfered to Custody Of: Disposed from CMPD

Person / Location: Drug Destruction

Date / Time: 11/24/2014 / 16:03:51

Transfered By: Property Technician

Items Transfered

Complaint Number/ Lab Number	Item #	Item Type	Description	Barcode
20060401-1358-02 13-000101	2	Drugs	bag of suspected cocaine	
20060401-1358-02 13-000101	3	Drugs	box of bags (30)	
20061204-1527-01 13-000013	1	Drugs	Was collected from the suspect	

Searching

Topics covered in this chapter:

- Case search
- Location search
- Custody Inquiry

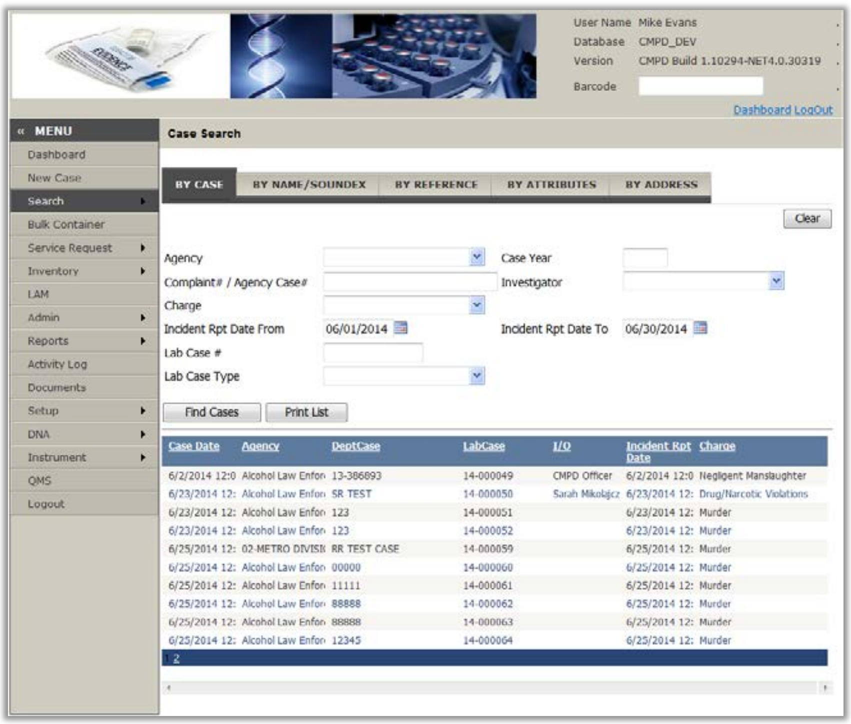
Case Search

The Case Search is used to find a specific case in PLIMS. There are five tabs on the Case Search screen: By Case, By Name/Soundex, By Reference, By Attributes, and By Address. The following sections describe the search options available on each tab.

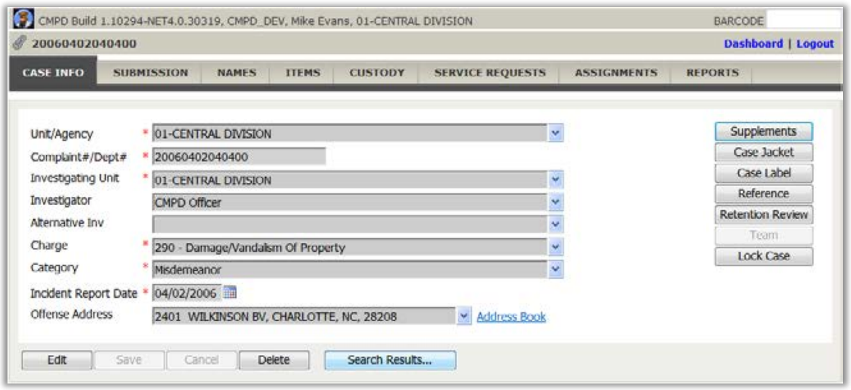
By Case

The By Case tab is used to search for a case based on general case information like Agency, Complaint# / Agency Case#, Investigator, Charge, etc. To run a search on the By Case tab, enter one or more search criteria into the search fields and click **Find Cases**. The search results will display on the bottom half of the tab. Clicking on a search result will take you that case.

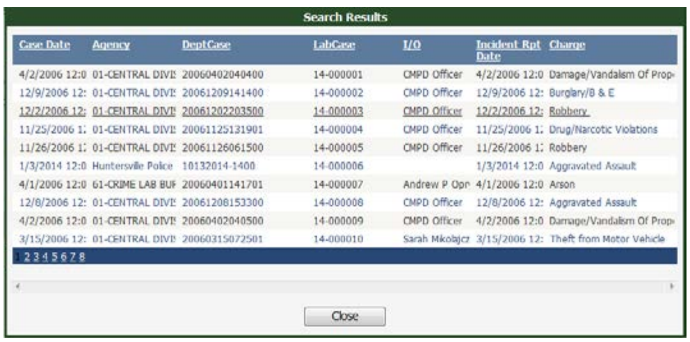
Figure 47: By Case tab



When the case opens, a **Search Results** button will appear on the bottom of the Case Info tab.



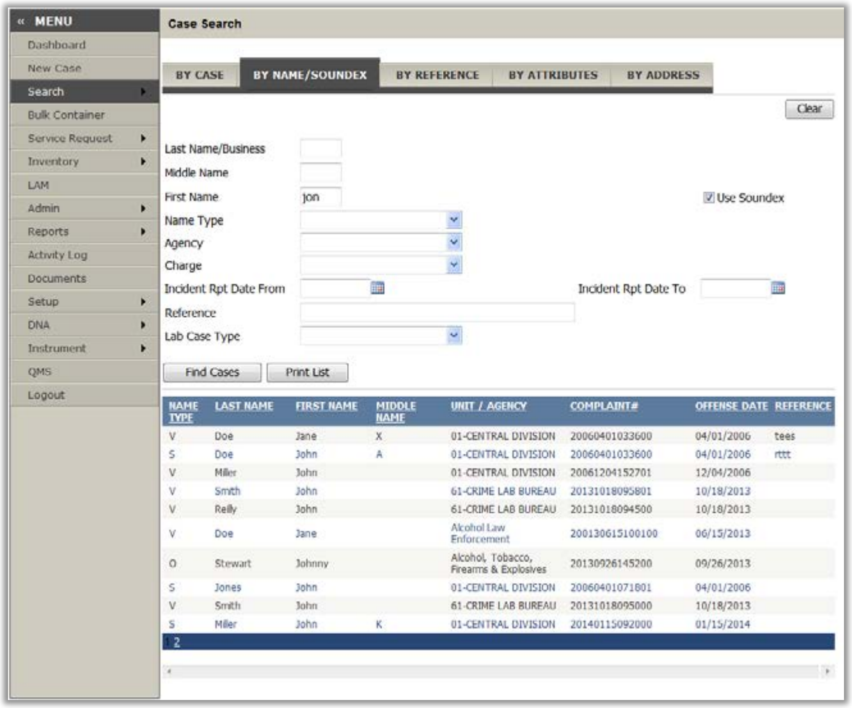
Clicking this button allows you to select another case from the search results.



By Name/Soundex

The By Name/Soundex tab is used to search for a case based on name information such as Last Name, First Name, Name Type, Reference, etc. To run a search on the By Names/Soundex tab, enter one or more search criteria into the search fields and click **Find Cases**. If you are unsure of the exact spelling of a name, you can check the **Use Soundex** box in order to return results with similar spelling. The search results will display on the bottom half of the tab. Clicking on a case in the results will take you that case.

Figure 48: By Name/Soundex tab

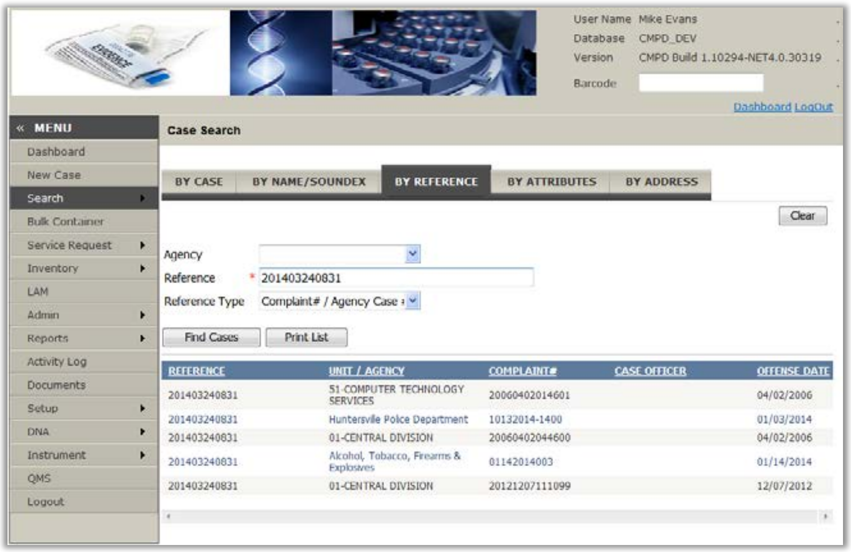


NAME TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	UNIT / AGENCY	COMPLAINT#	OFFENSE DATE	REFERENCE
V	Doe	Jane	X	01-CENTRAL DIVISION	20060401033600	04/01/2006	tees
S	Doe	John	A	01-CENTRAL DIVISION	20060401033600	04/01/2006	rttt
V	Miller	John		01-CENTRAL DIVISION	20061204152701	12/04/2006	
V	Smith	John		61-CRIME LAB BUREAU	20131018095801	10/18/2013	
V	Reilly	John		61-CRIME LAB BUREAU	20131018094500	10/18/2013	
V	Doe	Jane		Alcohol Law Enforcement	20130615100100	06/15/2013	
O	Stewart	Johnny		Alcohol, Tobacco, Firearms & Explosives	20130926145200	09/26/2013	
S	Jones	John		01-CENTRAL DIVISION	20060401071801	04/01/2006	
V	Smith	John		61-CRIME LAB BUREAU	20131018095000	10/18/2013	
S	Miller	John	K	01-CENTRAL DIVISION	20140115092000	01/15/2014	

By Reference

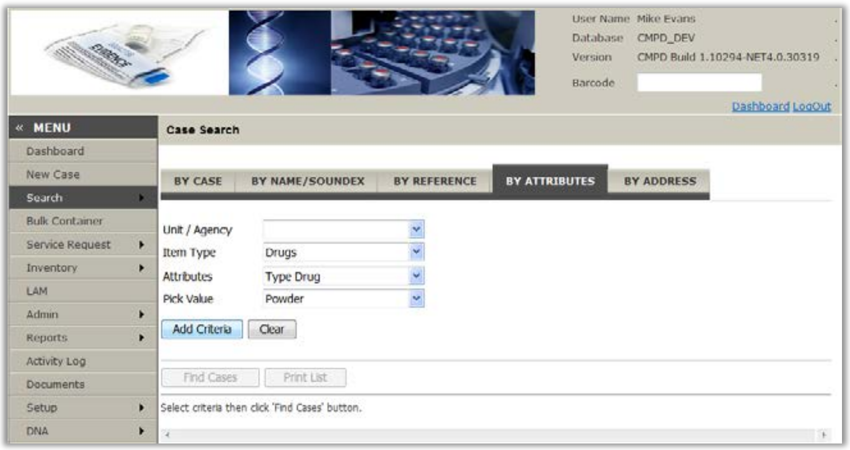
The By Reference tab is used to search for cases based on a case reference. To run a search on the By Reference tab, enter the case **Reference** and any additional criteria, and then click **Find Cases**. The search results will display on the bottom half of the tab. Clicking on a case in the results will take you that case.

Figure 49: By Reference tab

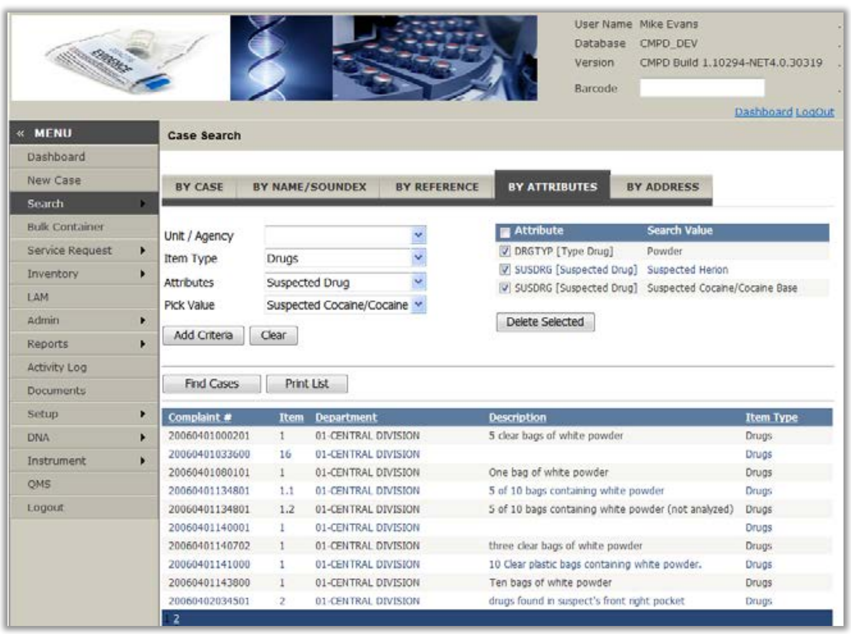


By Attributes

The By Attributes tab is used to run a search based on item attributes. For example, you could a search for firearms based on a specific caliber and make. To run a search on the Attributes tab, select an attribute in the **Attributes** field. You can filter the attributes based on a specific item type by selecting the item type in the **Item Type** field. Only the attributes for the selected item type will display in the dropdown in the Attributes field. Once you select an attribute, a value field will display. Enter or select the attribute value you want to search by and then click **Add Criteria**.



Add any additional criteria to further refine the search and then click **Find Case**. The search results will display on the bottom half of the tab. Clicking on a case in the search results will take you that case.



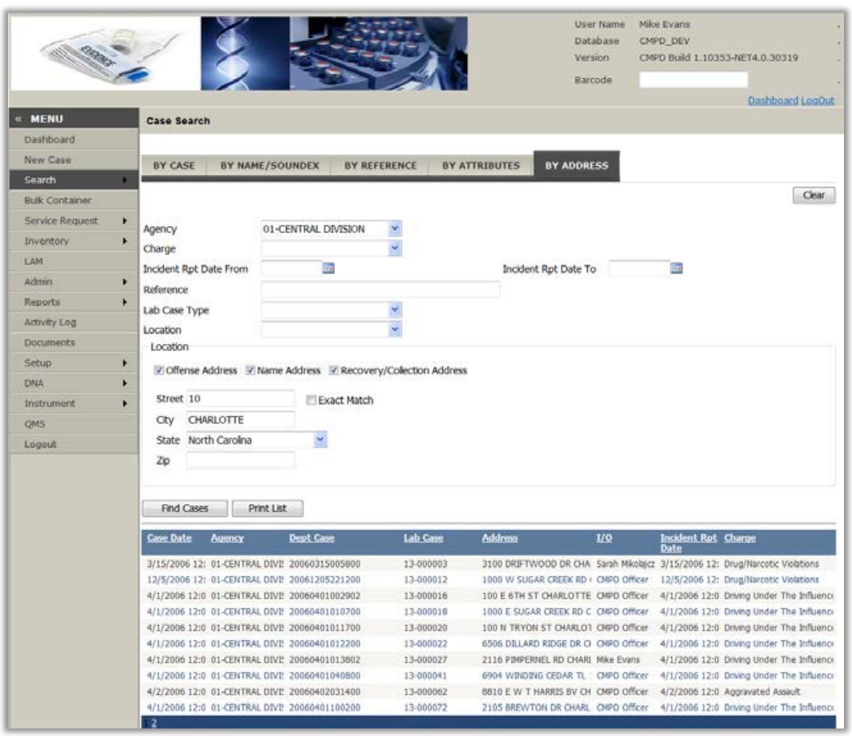
By Address

The By address search allows you to search by on an offense address, name address, or collection/recovery address. To search by an address, enter the street, city, state, and/or zip code for the location. You don't need to enter the complete street address. You can search using just a street number or name. However, if you are searching for a particular address, check the **Exact Match** check box. Otherwise, the results will include partial matches.

You can narrow the search to specific type of location using the Offense Address, Name Address, and Recovery/Collection Address check boxes. For example, if you know the address you're searching by is a collection location, you can uncheck the Offense and Name Address boxes to exclude those types of address the search.

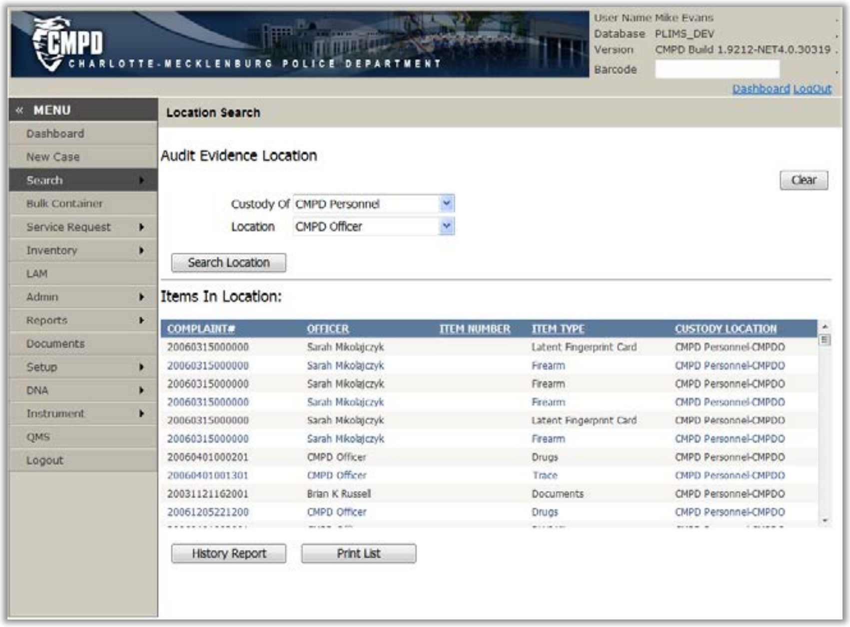
The fields on the top half of the tab can be used to filter the search further based on basic case information. Once you've entered the search criteria, click **Find Cases.** The search results will display on the bottom half of the screen. Clicking on a result will display the Case Info tab for that case.

Figure 50: By Address tab



Location Search

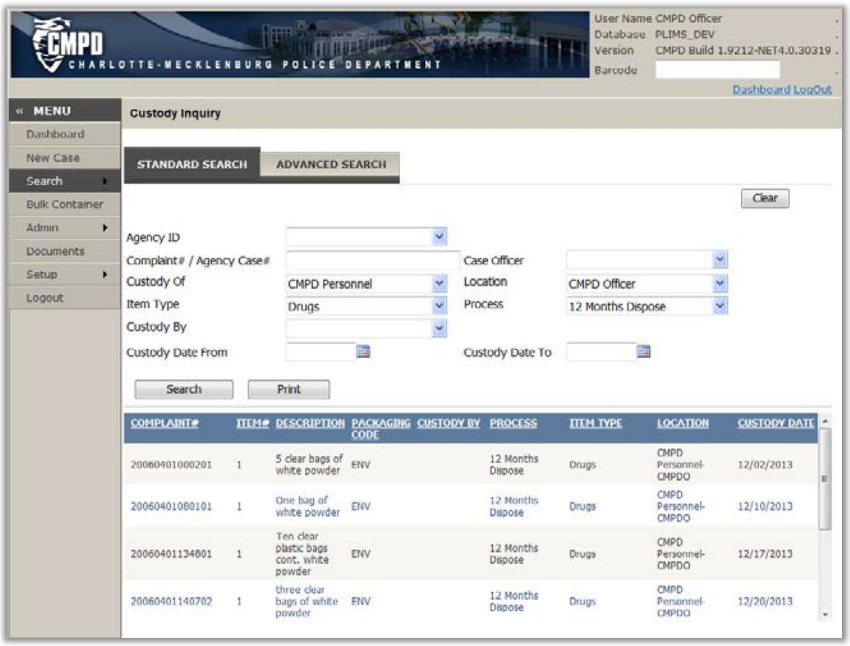
The Location Search is used to search for the all items that are currently in a custody location. To search a location, select the location in the **Custody Of** and **Location** fields. Then click **Search Location**. The items currently in the location will display on the search screen. Clicking on an item in the search results will display the item record on the case Items tab.



Custody Inquiry

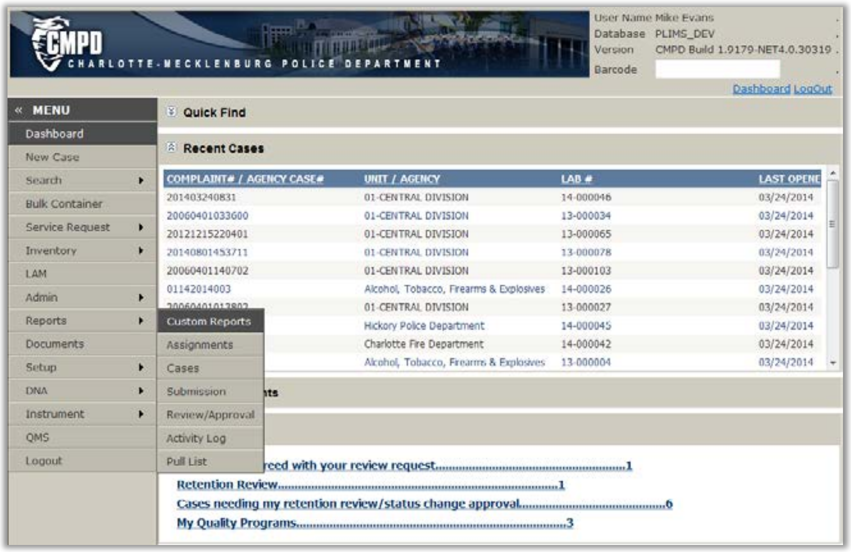
Custody Inquiry is used to search for items based on their current custody location. There are two tabs on the Custody Inquiry screen: Standard Search and Advanced Search. The two searches are similar except that the Advanced Search allows you to search for multiple item types. To run a search on either tab, enter one or more search criteria and click **Search**. The search results will display on the bottom half of the tab. Clicking on an item in the search results will display the item on the case Items tab.

Figure 51: Custody Inquiry—Standard Search tab



Custom Reports

Custom Reports are used to print statistical reports, inventories, and documents used in business processes, such as item lists. To print a report, select the **Custom Reports** option under Reports in the Dashboard Menu. You will be taken to the Custom Reports screen.

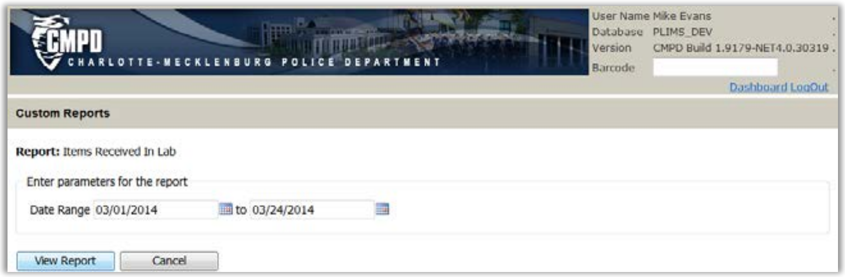


The reports that appear on the Custom Reports screen depend upon your assigned Report Group(s) as well as your assigned Security Group(s). If you have access to the reports from more than one report group, you can select which reports display by selecting a group in the Report Category menu at the top of the screen.

To generate a report, click **Select** next to the report, and then click the **Run selected report** button.

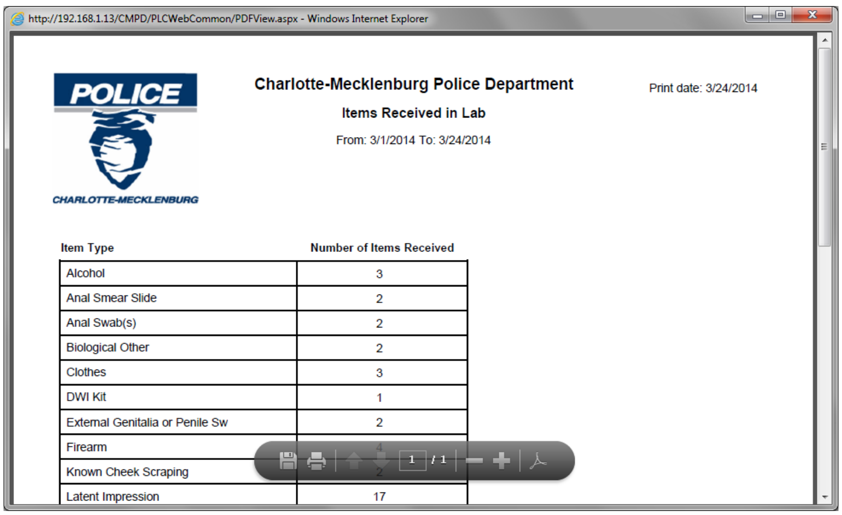
Figure 52: Custom Reports screen

Some reports require you to enter parameters, such as a date range, agency, item status, etc. Enter the parameters for the report and then click **View Report**.



The report will display in the PDF viewer.

Figure 53: Sample custom report

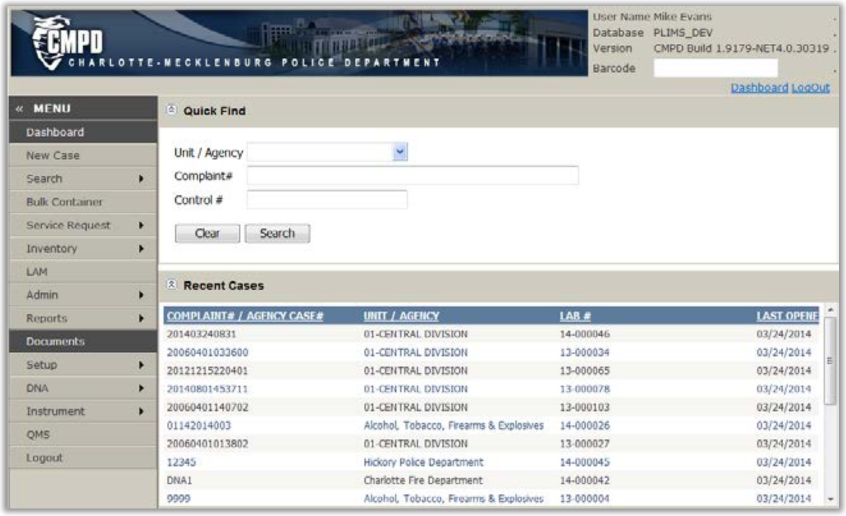


Item Type	Number of Items Received
Alcohol	3
Anal Smear Slide	2
Anal Swab(s)	2
Biological Other	2
Clothes	3
DWI Kit	1
External Genitalia or Penile Sw	2
Firearm	[illegible]
Known Cheek Scraping	[illegible]
Latent Impression	17

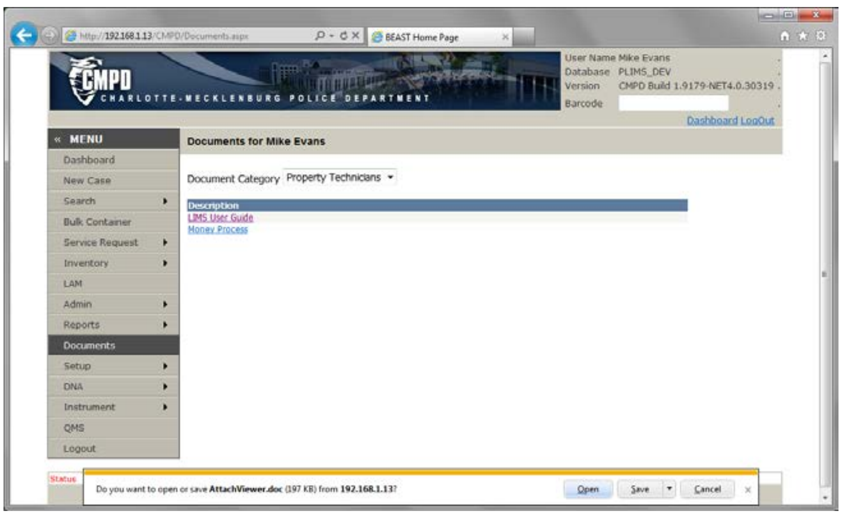
Documents

This feature can be used to store documents such as user manuals, packaging guides, and other information related to system use. Selecting **Documents** in the Dashboard Menu will display the documents that have been added for your Documents Group.

Figure 54: Documents screen



To view a document, click the link on the Documents screen. The document will then open in the appropriate program for its file type.



Setup

Topics covered in this chapter:

- User Preferences
- Get Signature
- Workstation Settings

User Preferences

User Preferences determine the default state of the different Dashboard sections and the Dashboard menu. To change your User Preference settings, select **User Preferences** under **Setup** in the Dashboard Menu. Once the User Preferences screen displays, select your settings from the dropdown menu that appears beside each option. Then click **Save**. You will be taken to the Dashboard after your settings are saved. The individual user preferences are described in Table 3.

Figure 55: User Preferences

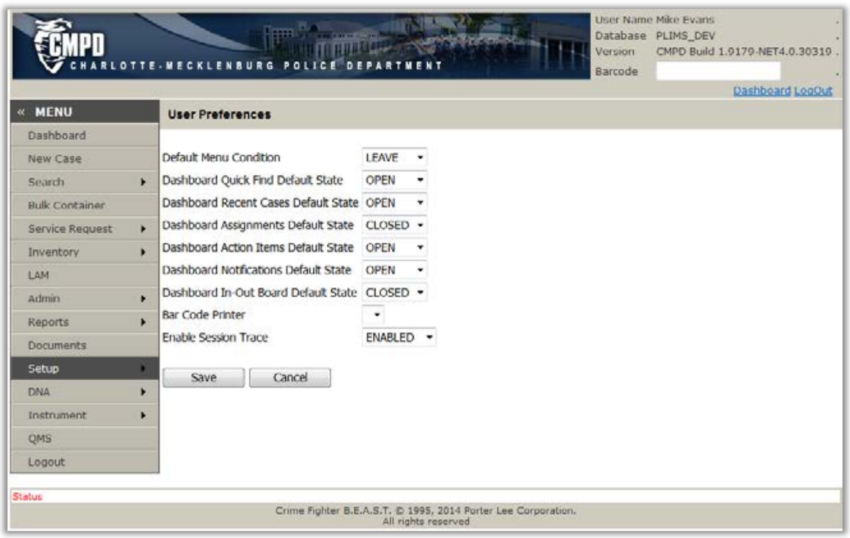


TABLE 3: USER PREFERENCES

Preference	Description
Default Menu Condition	Determines whether Dashboard Menu is expanded or collapsed on all screens other than the Dashboard (menu is always expanded on Dashboard)
Dashboard Quick Find Default State	Determines whether Quick Find section is expanded or collapsed when Dashboard is accessed
Dashboard Recent Cases Default State	Determines whether Recent Cases section is expanded or collapsed when Dashboard is accessed
Dashboard Assignments Default State	Determines whether My Assignments section is expanded or collapsed when Dashboard is accessed
Dashboard Action Items Default State	Determines whether Action Items section is expanded or collapsed when Dashboard is accessed
Dashboard Notifications Default State	Determines whether Notifications section is expanded or collapsed when Dashboard is accessed

Workstation Setup

The workstation settings are described in Table 4, below.

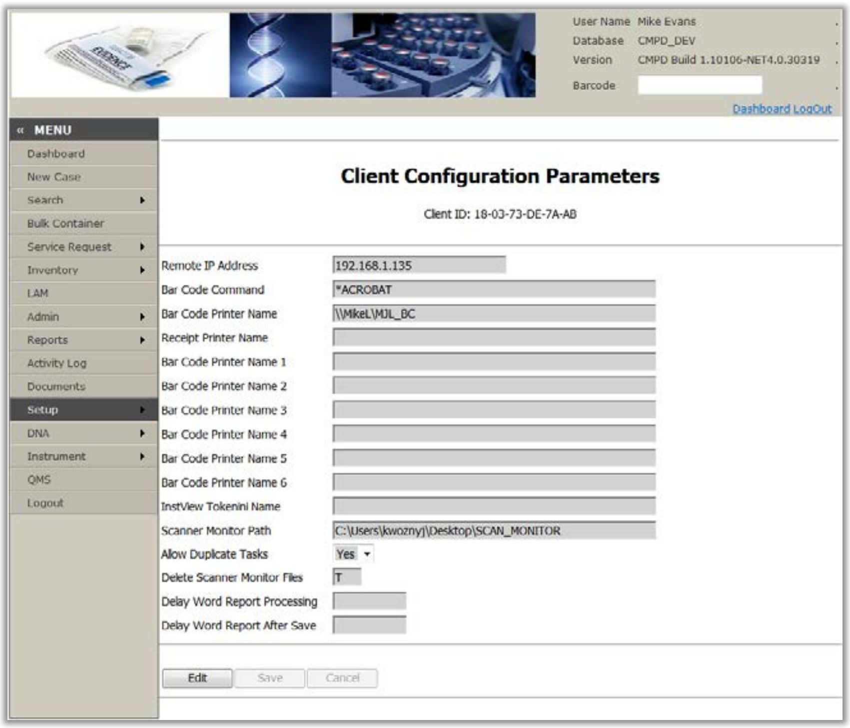


TABLE 4: WORKSTATION SETTINGS

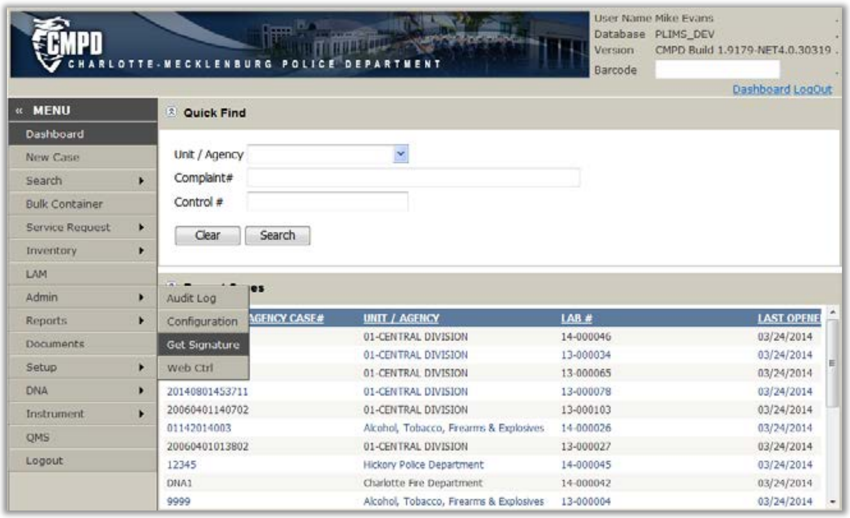
Setting	Description
Bar Code Command	Should be set to *ACROBAT
Bar Code Printer Name	Name of barcode printer
Receipt Printer Name	Name of receipt printer
InstView Tokenini Name	Path for token.ini
Scanner Monitor Path	Defines import folder for scanner monitor feature. Files in this location will be uploaded to PLIMS
Allow Duplicate Tasks	Allows duplicate tasks in the worklist for DNA module
Delete Scanner Monitor Files	Files in scanner monitor folder will automatically be deleted once uploaded to PLIMS
Delay Word Report Processing	Enter number of seconds to delay if you get the message "Callee to Word failed" when a document is sent to Word
Delay Word Report After Save	Enter number of seconds to delay if you get the message "Callee to Word failed" when a document is sent to Word

Get Signature

The following steps show how to capture and store your electronic signature.

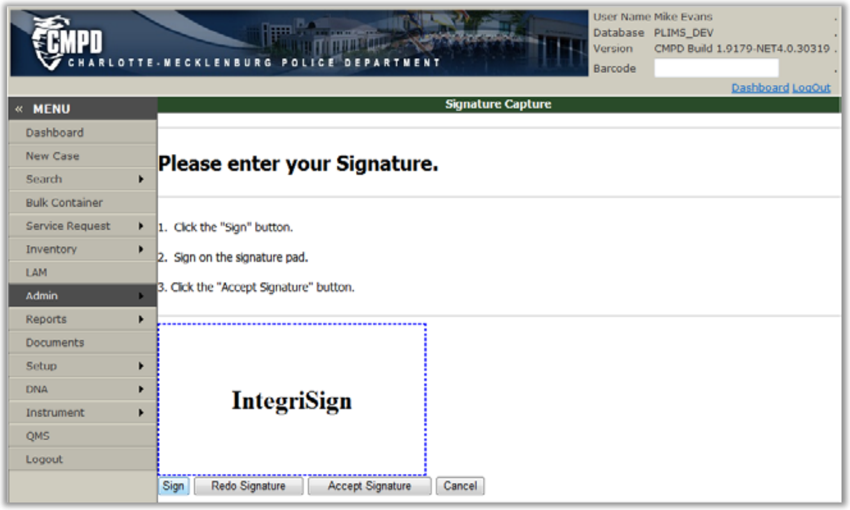
NOTE A signature pad must be attached and installed on the computer in order to capture your signature.

9. Select **Get Signature** under Admin in the Dashboard Menu. The Get Signature screen will display.

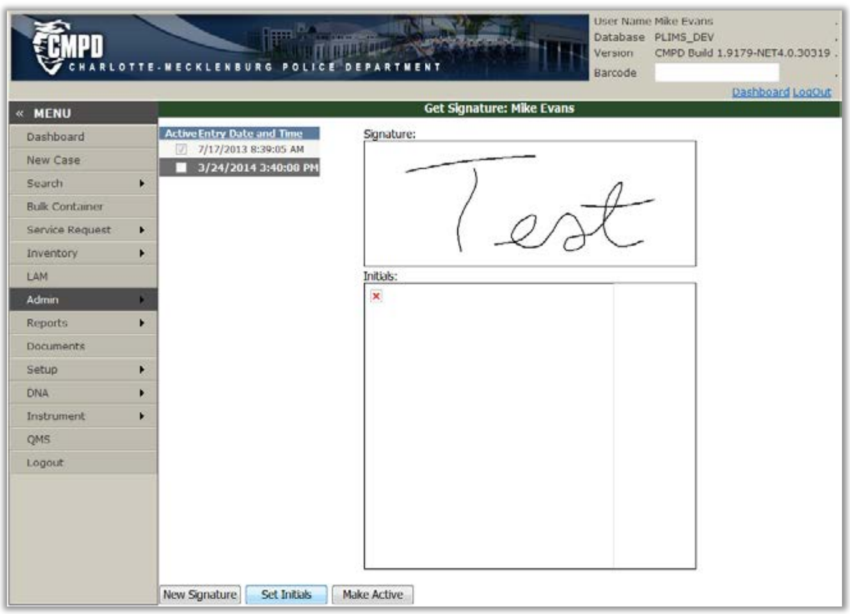


10. Click the **New Signature** button on the bottom of the screen.

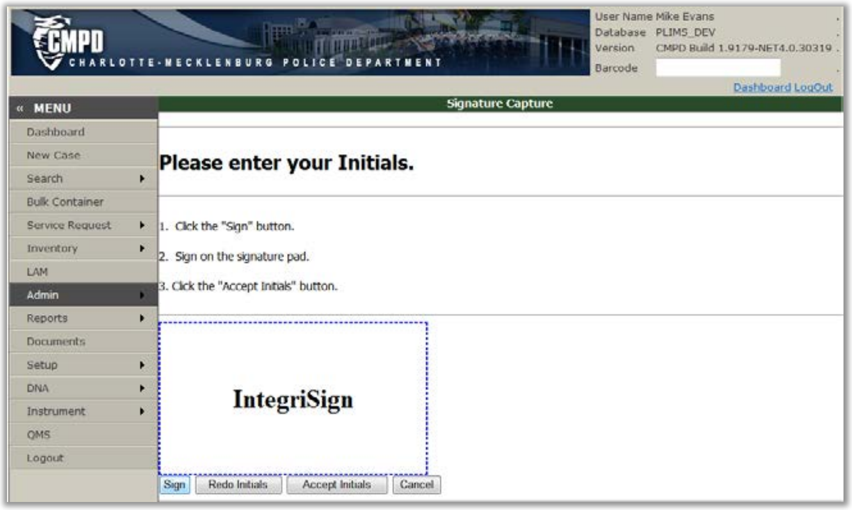
11. Follow the instructions on the Signature Capture screen.



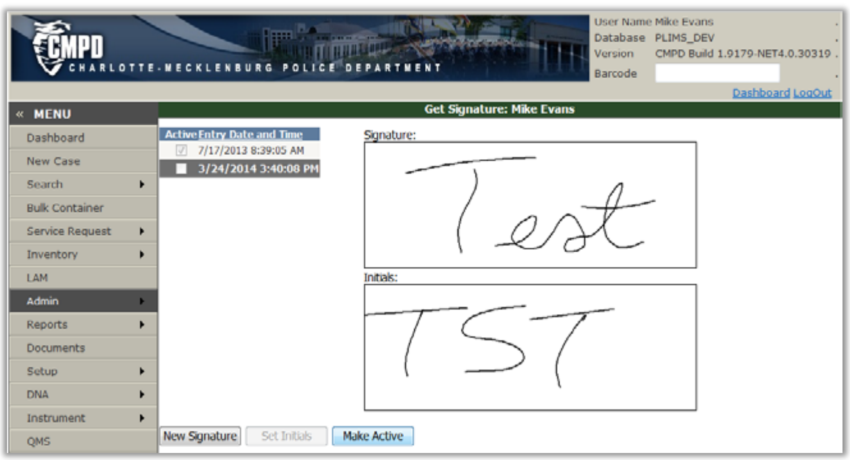
12. To enter your initials, click the **Get Initials** button.



13. Follow the instructions on the screen. You will return to the Signature Capture screen once you are done.



14. Select your signature under Active Entry Date and Time. Then click the **Make Active** button at the bottom of the screen.



Retention Review

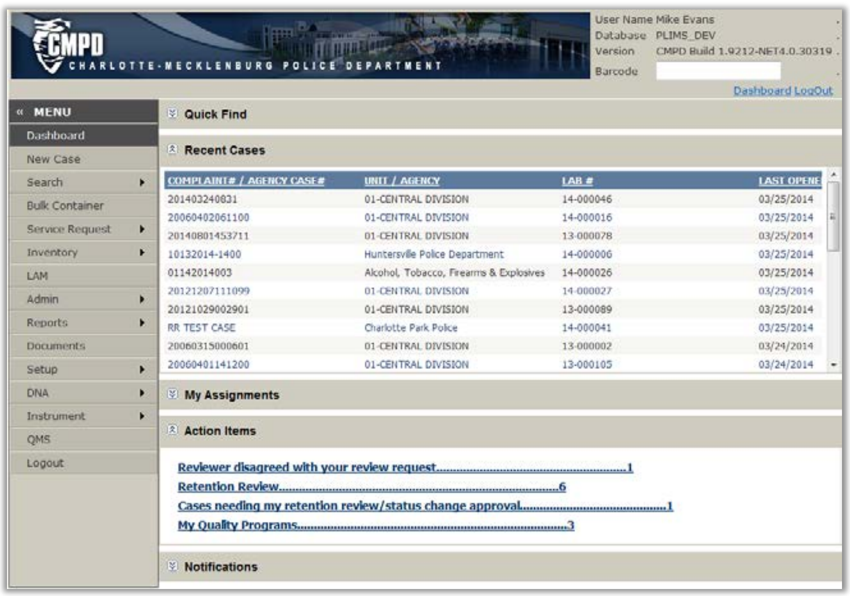
Complete Initial and Final Retention Review. Initial Reviews are automatically assigned to the Investigator or Alternative Investigator by the system via Oracle Job. Final Reviews are assigned by clicking the Update Status button on the Items tab.

Initial Review

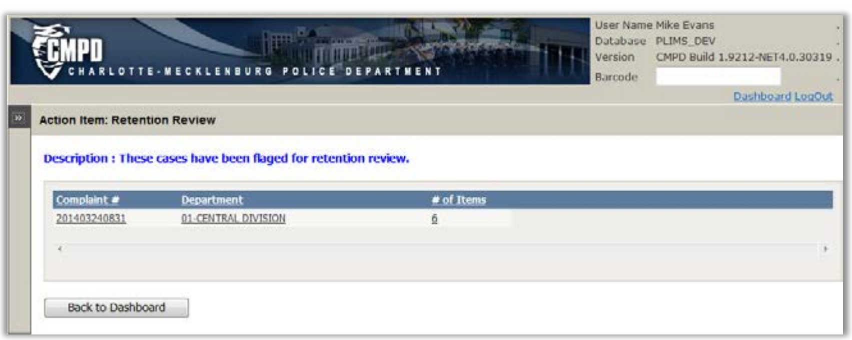
<u>Permissions and User Accounts</u>

User Group option "Approve Retention Review Requests"= T

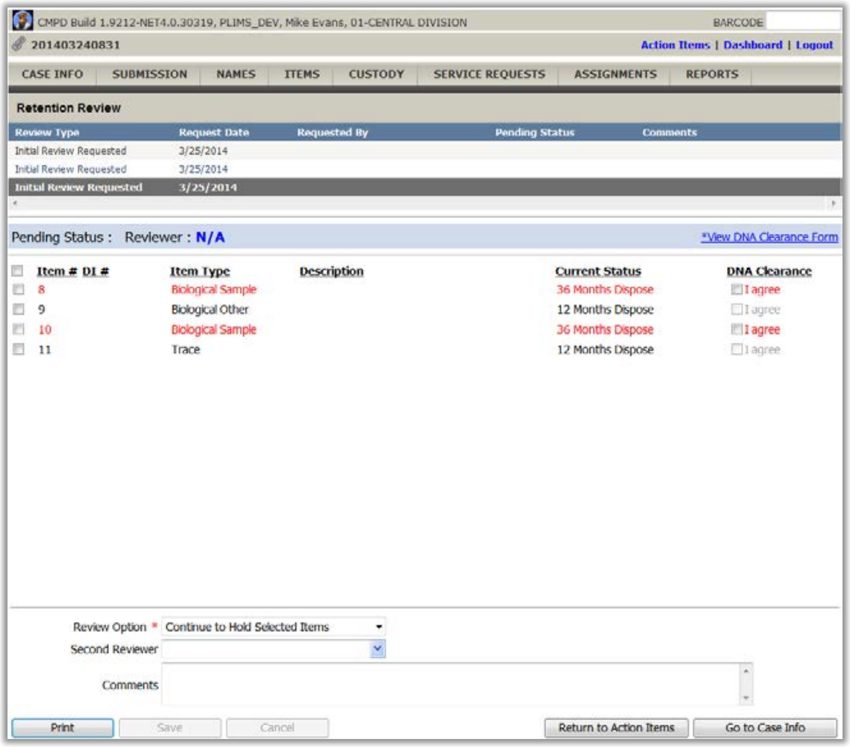
1. Go to the Dashboard screen. Expand the Action Items section. Click the Retention Review link.



2. You will be taken to the Action Items screen. Click on the link to the Complaint# that the Initial Review was assigned for.

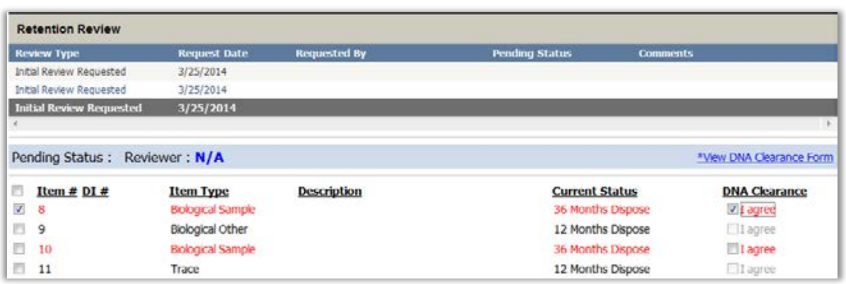


3. The Retention Review screen will display. Reviews assigned for the case are listed at the top of the screen. If there is more than one review listed, select the Initial Review. The items assigned for the Initial Review will display on the screen.



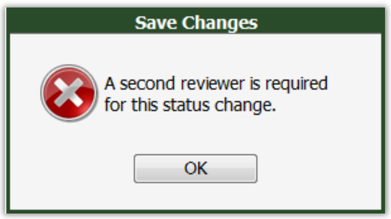
4. Select one of the items assigned for review by checking the box next to the item.

If "Yes" was selected in the "DNA?" field for an item, you must check the box for the **DNA Clearance Form**. The item will display in red and a "View DNA Clearance Form" hyperlink will appear on the Status Change screen. You can click on the link to view the common verbiage.

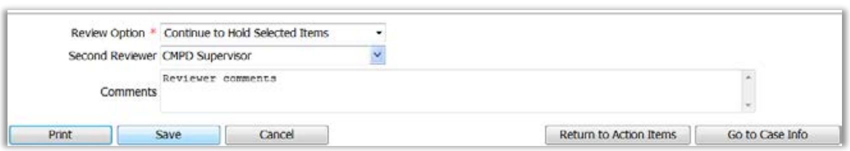


5. Select the Review Option "Continue to Hold Selected Items." Enter information into the Comments field. Click Save.

6. You should receive the message "A second reviewer is required for this status change." Click OK in the Save Changes dialog box.

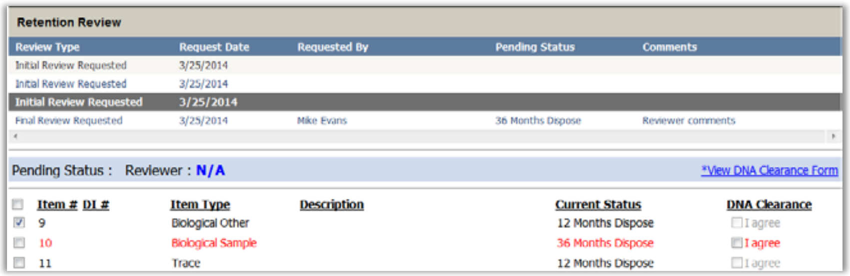


7. Select a Second Reviewer. Click Save.

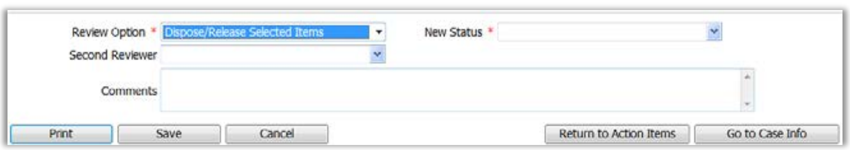


8. You will be returned to the Action Items screen. If there are additional items for that case, select the same case on the Action Items screen to complete the review.

9. Select another item on the Retention Review screen.



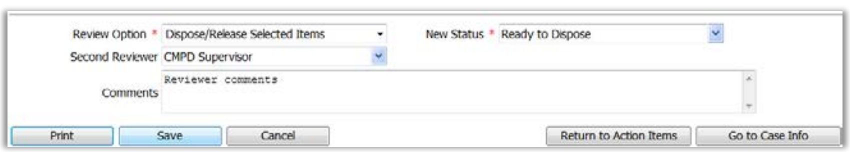
10. Select the Review Option "Dispose/Release Selected Items." The New Status field will display.



11. Select the New Status "Ready to Dispose." Enter information in the Comments field. Click Save.

A final review may be required depending upon the case type and selected item type. If you receive the message "A second reviewer is required," click OK and select a Second Reviewer. Then click Save.

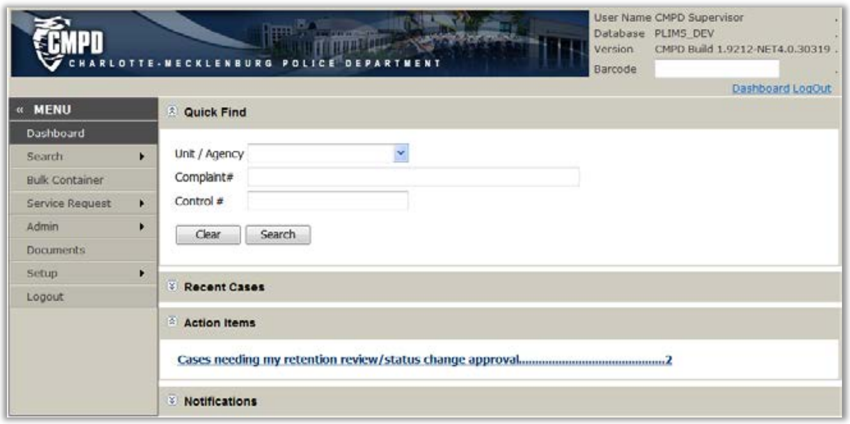
This will complete the Initial Review.



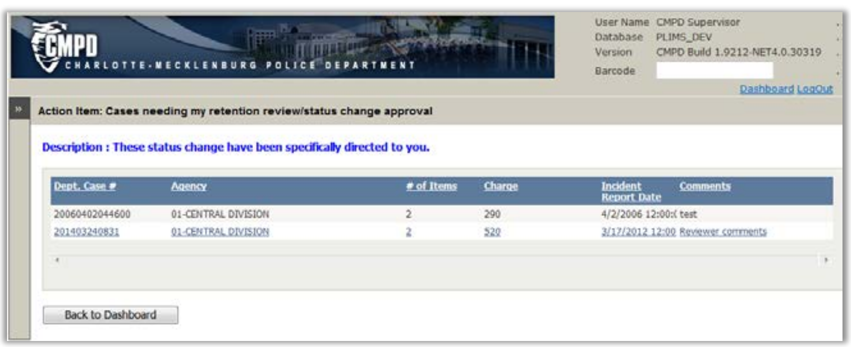
Final Review

1. Login as the user assigned to perform the Final Review.
   NOTE For CMPD, these are supervisors.

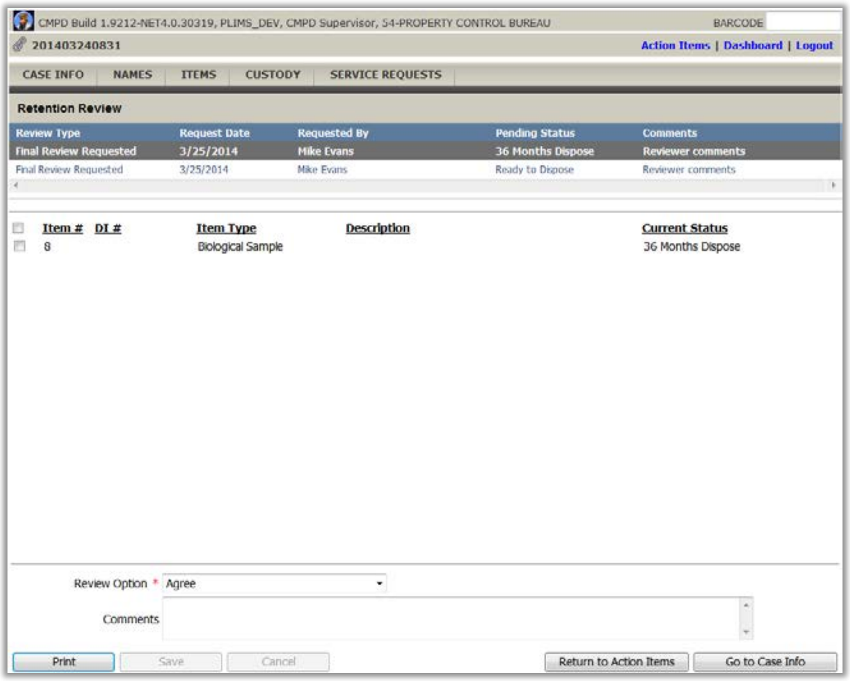
2. Expand the Action Items section on the Dashboard screen. Click the "Cases needing my retention review/status change approval" link.



3. You will be taken to the Action Items screen. Click on the link to the Complaint# that the Final Review was assigned for.

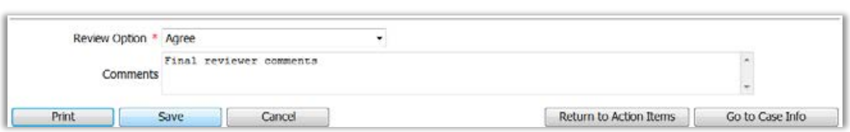


4. The Retention Review screen will display. Reviews assigned for the case are listed at the top of the screen. If there is more than one review listed, select the Final Review. The items assigned for the Final Review will display on the screen.

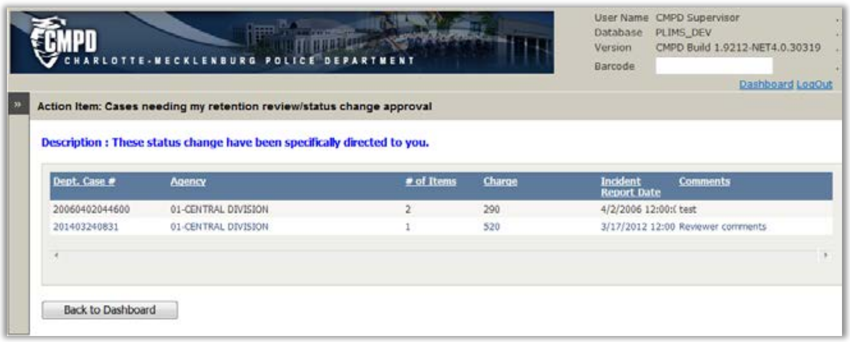


5. Select one of the items assigned for review by clicking in the check box next to the item.

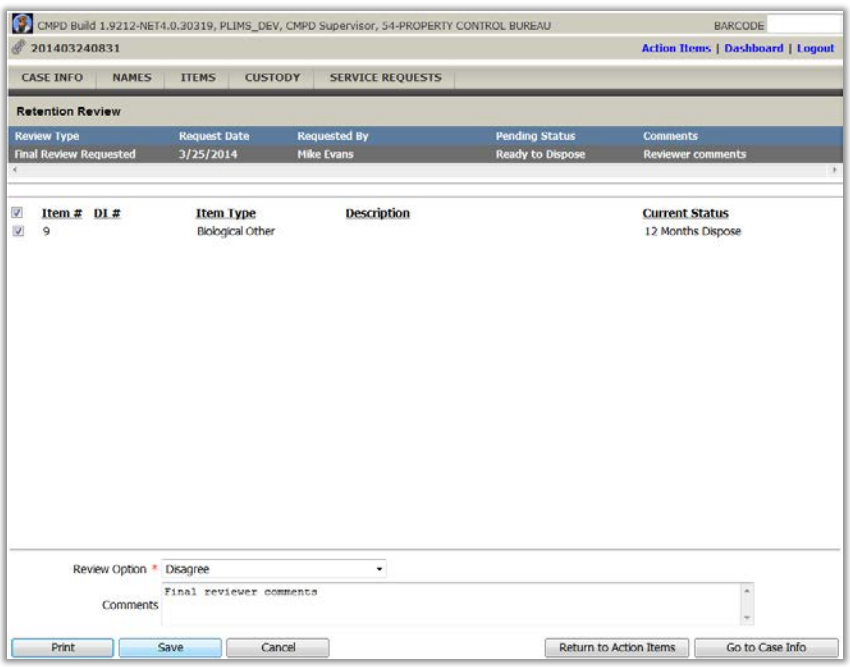
6. Select the Review Option "Agree." Enter information into the Comments field. Then click Save.



7. You will be returned to the Action Items screen. If there are more items for that case, select same case on the Action Items screen in order to complete the review.



8. Select the remaining item. Select the Review Option "Disagree." Enter information into the Comments field. Then click Save. This will complete the Final Review.



Location Inventory

Permissions and User Accounts

INVCREATE - Can Create a new inventory. Can Create and assign a batch to it. (Batch needs the ability to pick/edit the assigned user. This will be used when a manager creates an inventory and assigns different team members to do different LOCATIONS)

INVSCAN - Can Scan locations, items and containers into a batch, user can close their own batch.

INVCLOSE - Can close anyone's inventory or batch

INVFINAL - Can finalize (Approve) any inventory. Inventory cannot be finalized by the same person who closed the inventory.

INVDELETE - Can delete any inventory or batch.

INVPRINT - Can print anyone's inventory.

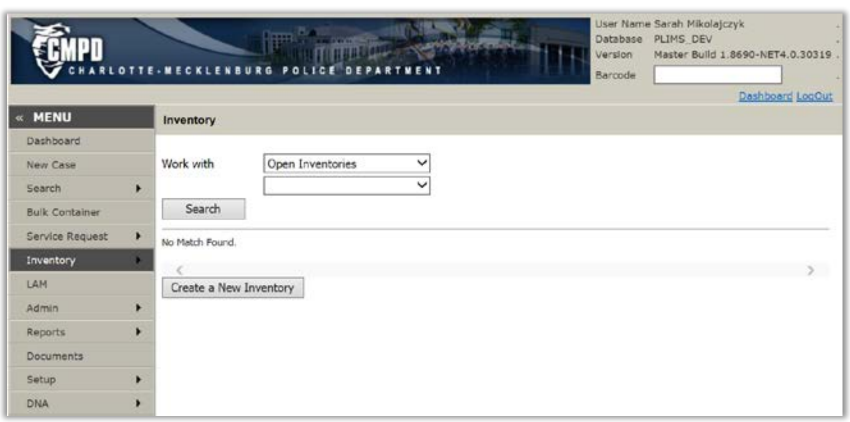
Other Security Functionality

A. If user creates an inventory, they can edit it, print it, close it or any batch that is a part of it, they can delete it.

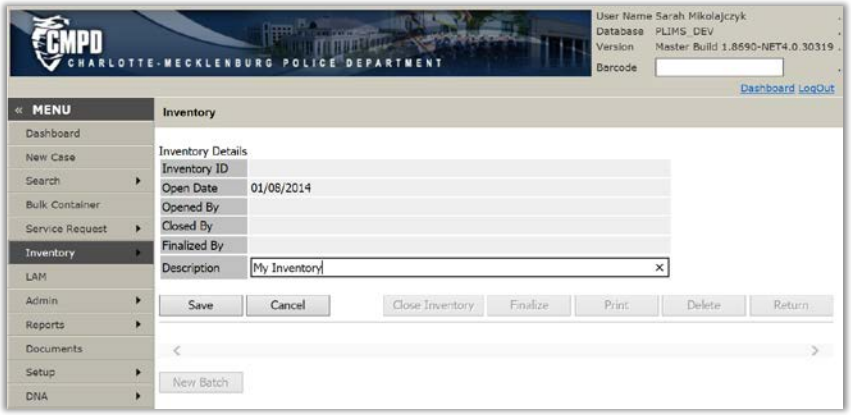
B. A batch can be assigned to any user if they have INVSCAN authority permission. If they are assigned a batch they can scan into it, print it or they can close it.

Performing a Location Inventory

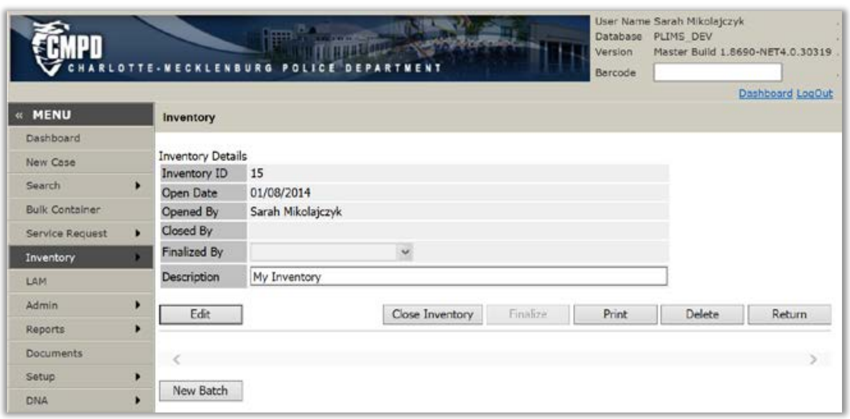
1. Select **Location Inventory** under **Inventory** in the Dashboard menu. The Inventory screen will display.



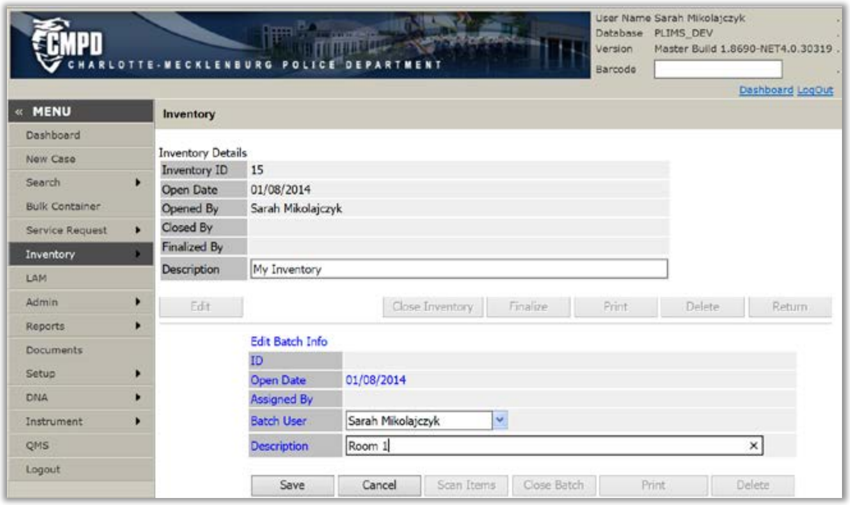
2. Click **Create a New Inventory** button and enter the inventory **Description**.



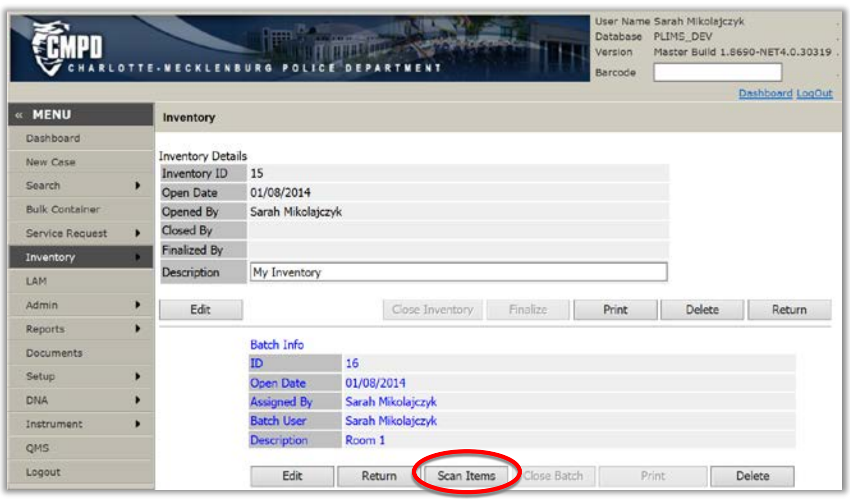
3. Click the **Save** button to save your inventory.



4. Click the **New Batch** button and enter the **Description**. Then click **Save**.

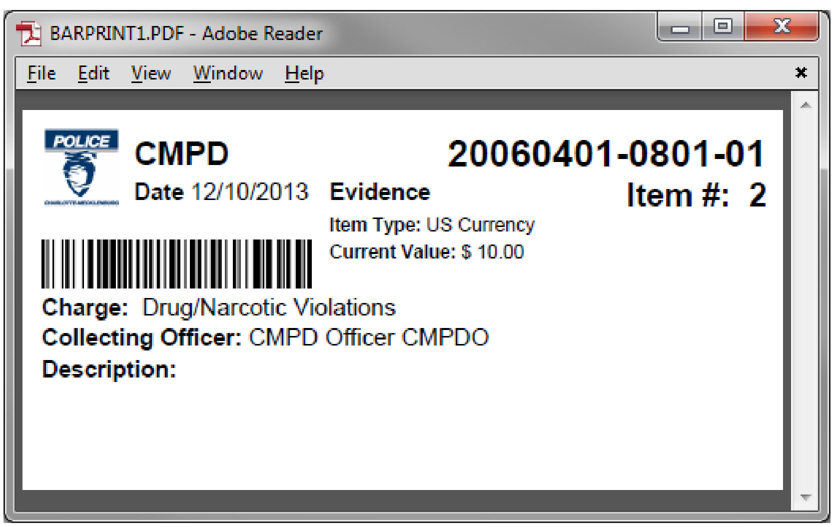


5. Batch is created and it is ready to scan the items. Click the **Scan Items** button.

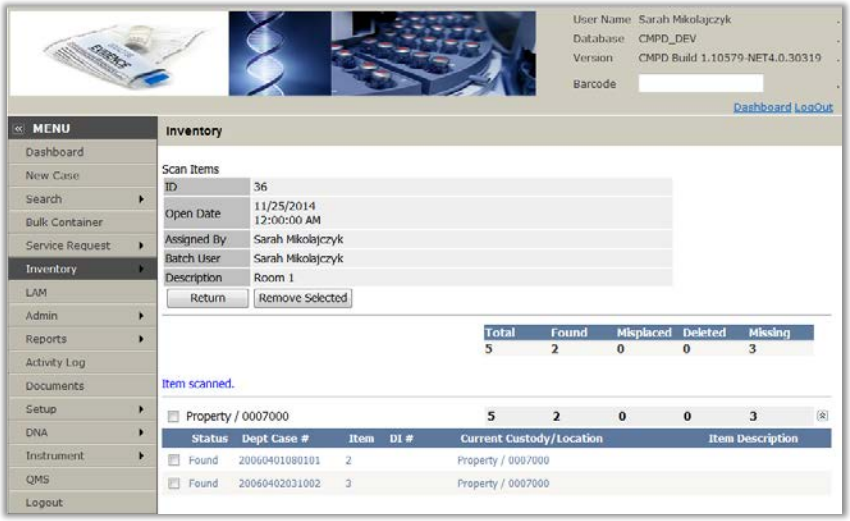


6. On the next screen, scan the barcode for the location you want to inventory.

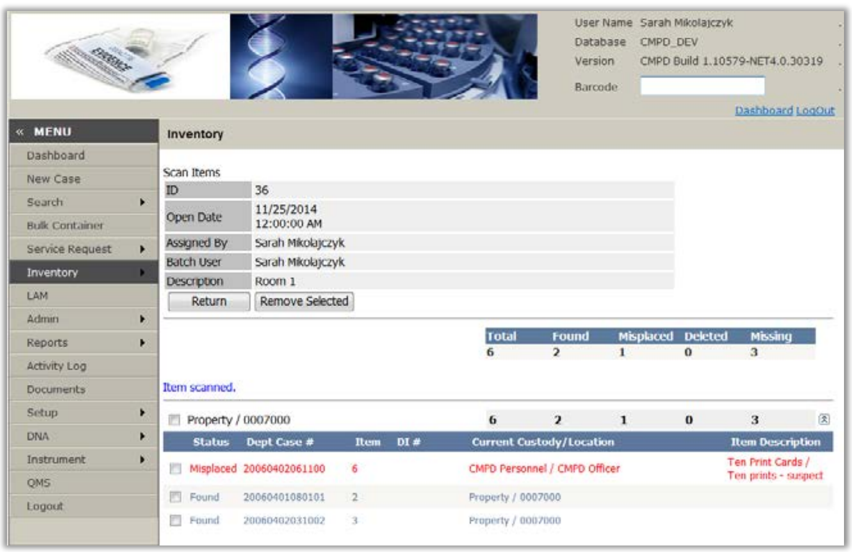
7. Scan the barcodes of the items in the location.



8. The scanned items will display on the Inventory screen. If the scanned item is in that location (stored in database), then the status of that item is "Found."

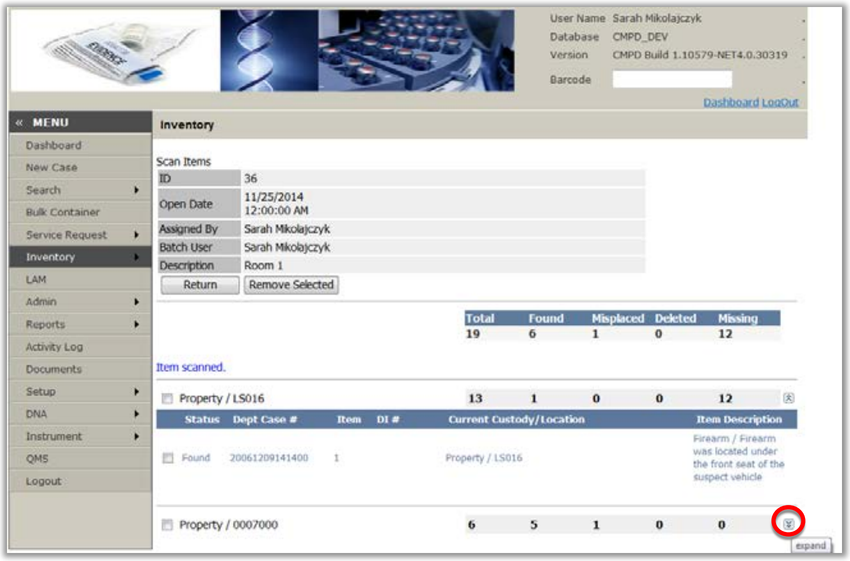


9. If the item is stored in the database in a different location, then the status is "Misplaced' and original location is marked in the Current Custody/Location column.

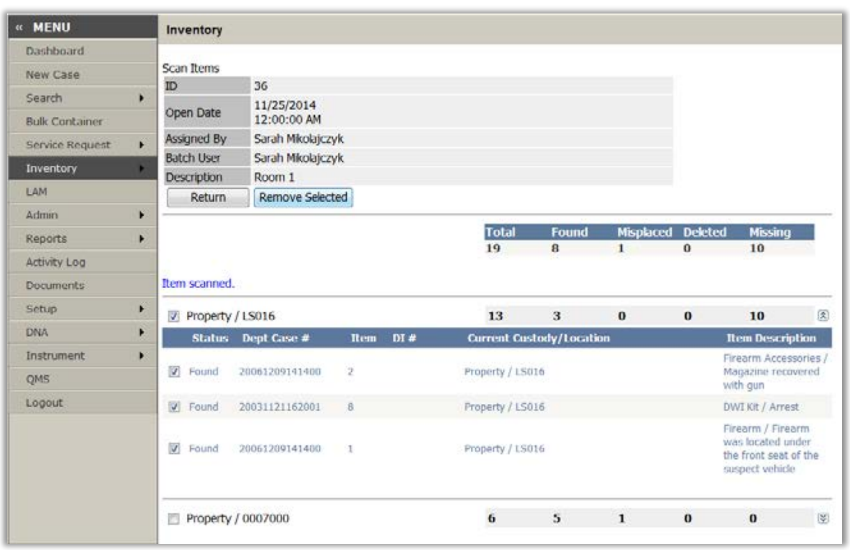


10. You can add multiple locations to the batch. Once you are done scanning the items for the first location, scan the next location you want to inventory.

The list of items from the previous location will collapse. You can expand the list of items for a location by clicking the icon on the right side of the screen.

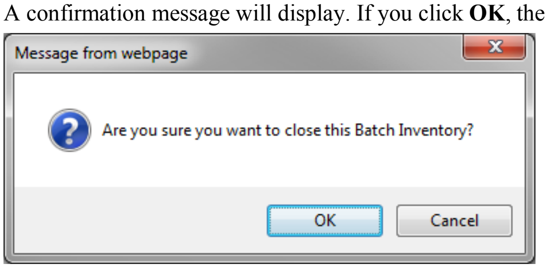


11. Locations can be removed by checking the box next to the location and clicking the **Remove Selected** button. If you remove the location, items scanned for that location will also be removed.



12. After you have scanned all the items for the batch, click the **Return** button and then click the **Close Batch** button.

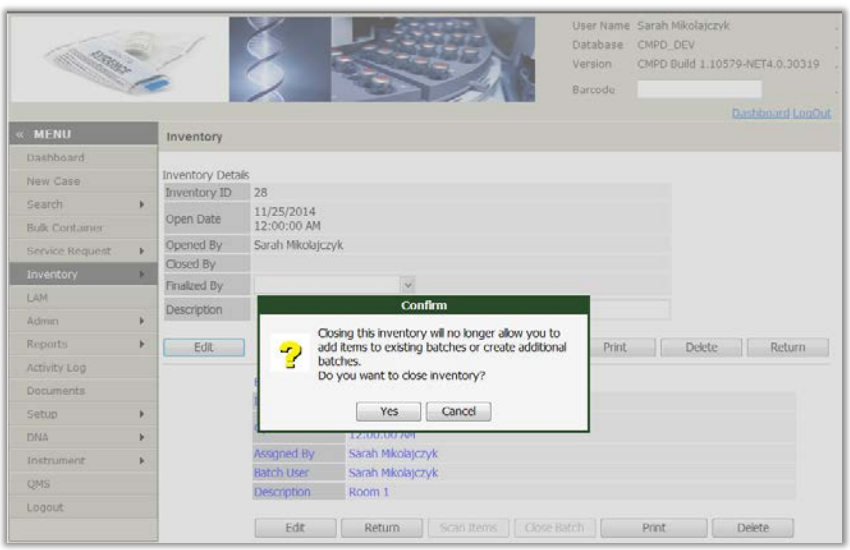
13. A confirmation message will display. If you click **OK**, the batch will be closed.



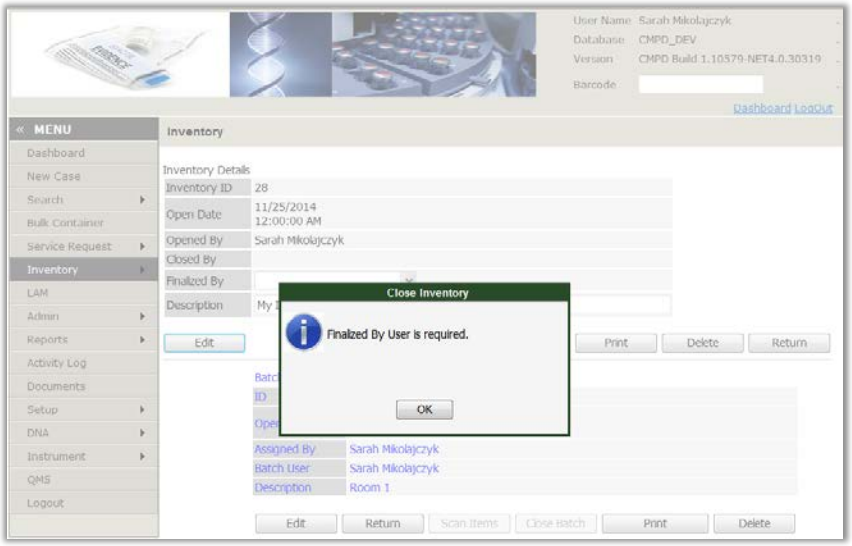
14. If all the batches in the inventory are closed, then the inventory will be ready to be closed. 'Close Inventory' button will be enabled after all the batches in that inventory are closed.

NOTE It's recommended that you do not close the inventory until the missing and misplaced items are resolved. Once the inventory is closed, you can no longer scan items for existing batches or add additional batches. If there are misplaced/missing items from the inventory when it's closed, you can make a note about them in Comments field when you finalize the inventory.

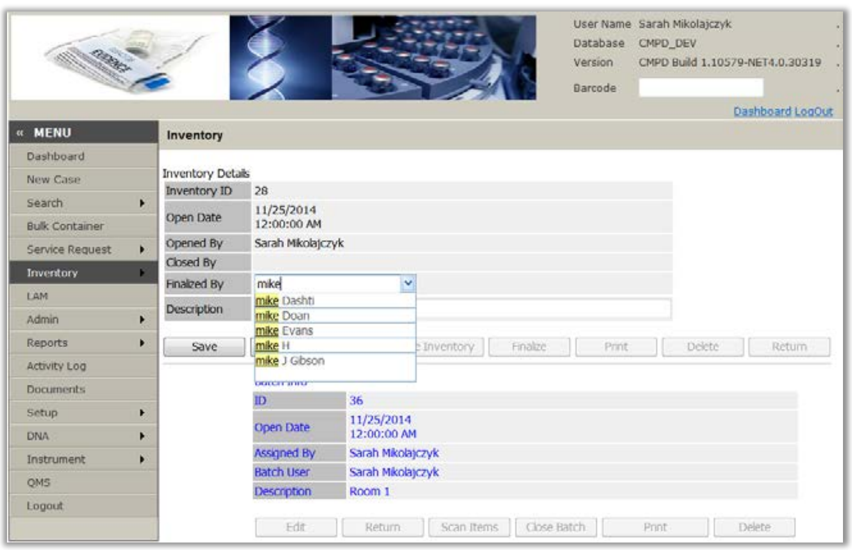
15. Hitting the close Inventory button, will show the confirmation message to close the inventory.



16. Hit yes on the confirmation message will check for the “Finalized By” person. If this field is blank then the following dialog will appear

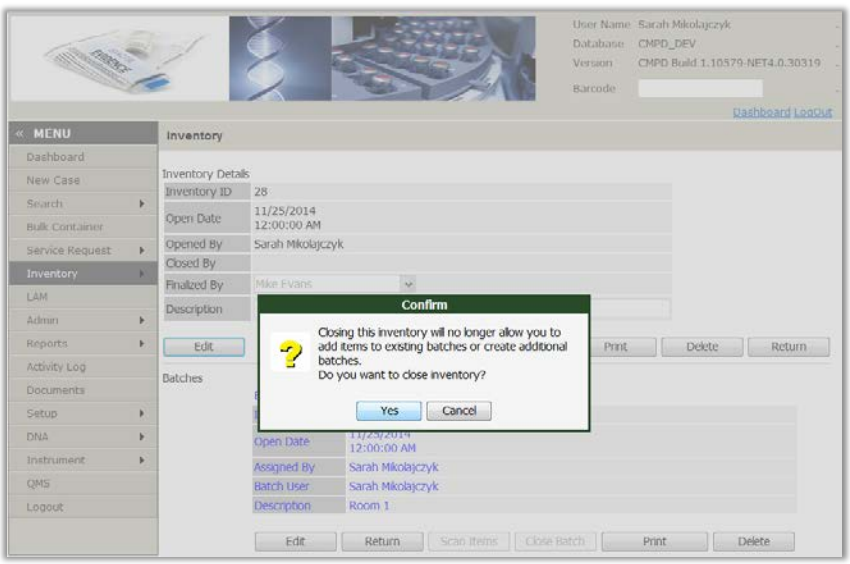


17. Hit ok and then hit Edit button to pick the finalizing person.



18. Hit save to save the finalizing person.

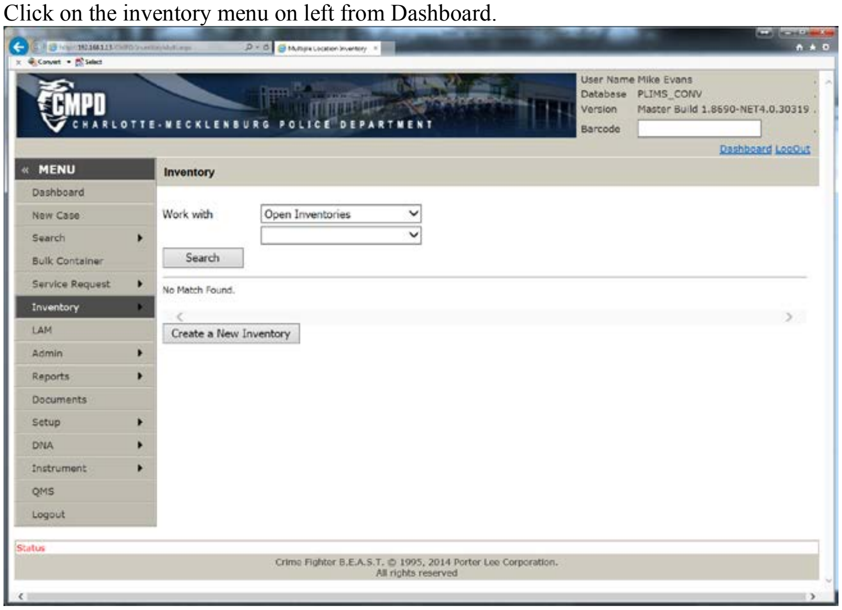
19. Now close the inventory and hit yes on confirmation screen. Now the inventory is ready for finalization.



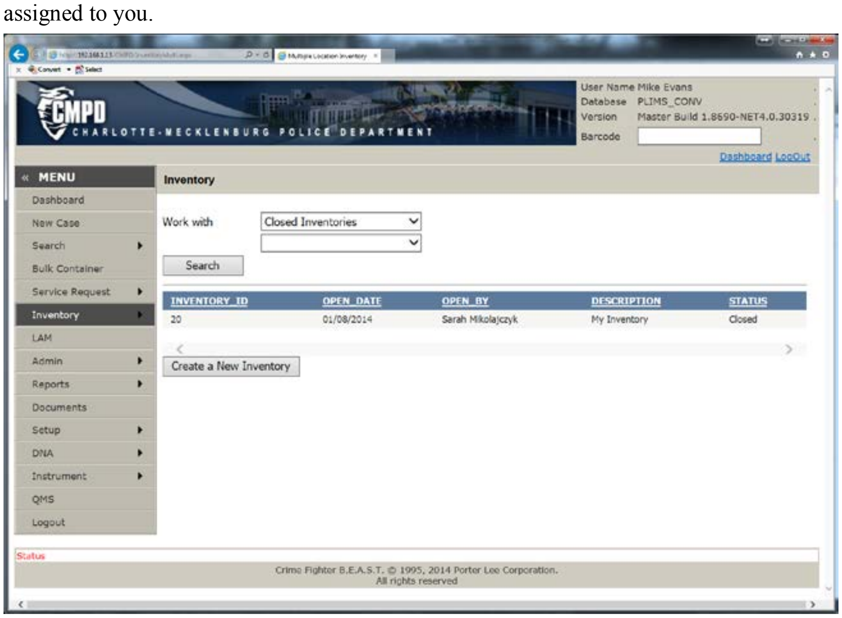
Finalizing an Inventory

1. Log in into the PLIMS as selected finalizing person for your inventory.

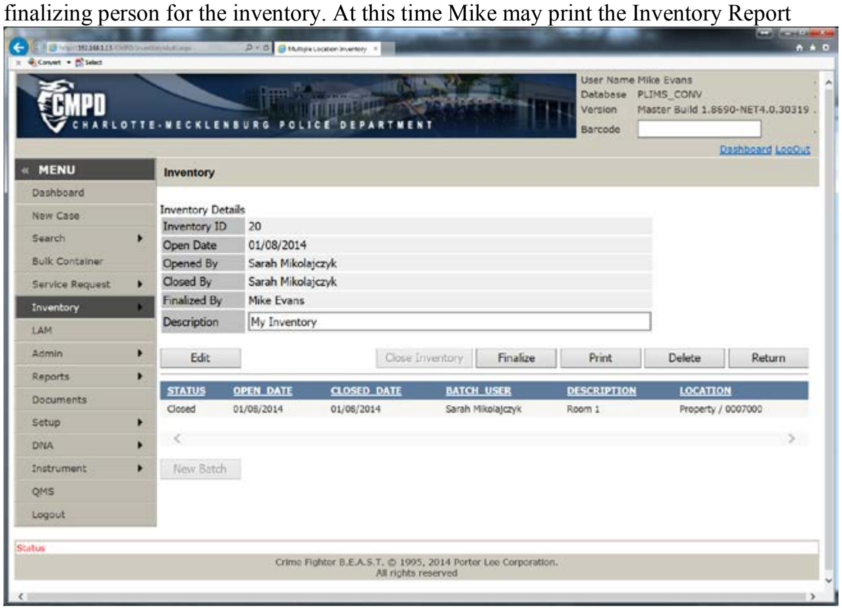
2. Click on the inventory menu on left from Dashboard.



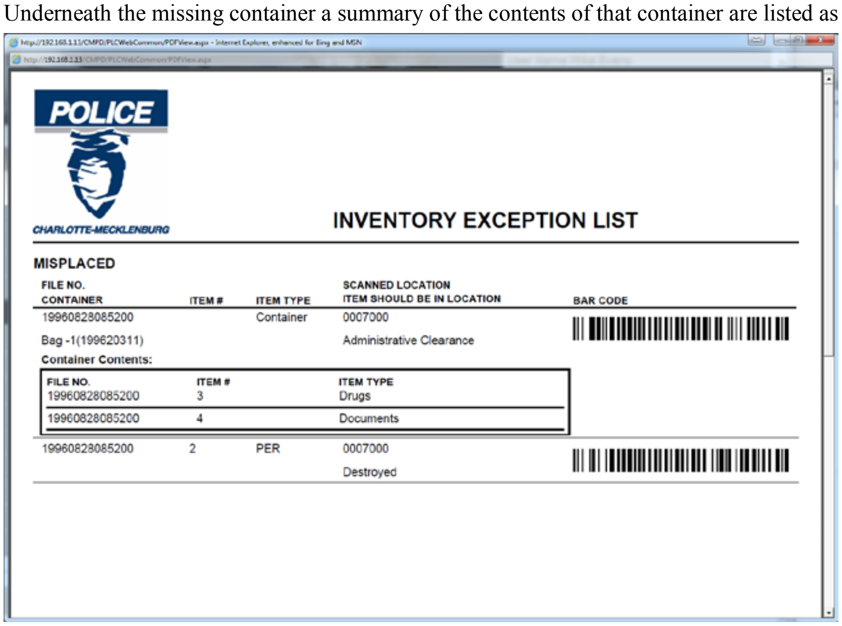
3. Various search options are available to search for the inventory. Search for closed inventories assigned to you.



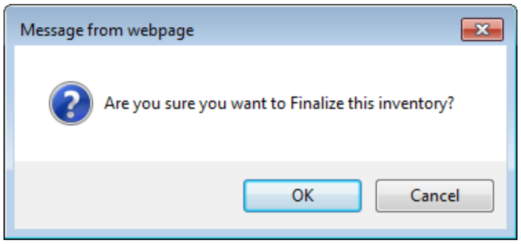
4. Click on that inventory. Finalized button will be enabled for the user “MIKE” since MIKE is the finalizing person for the inventory. At this time Mike may print the Inventory Report



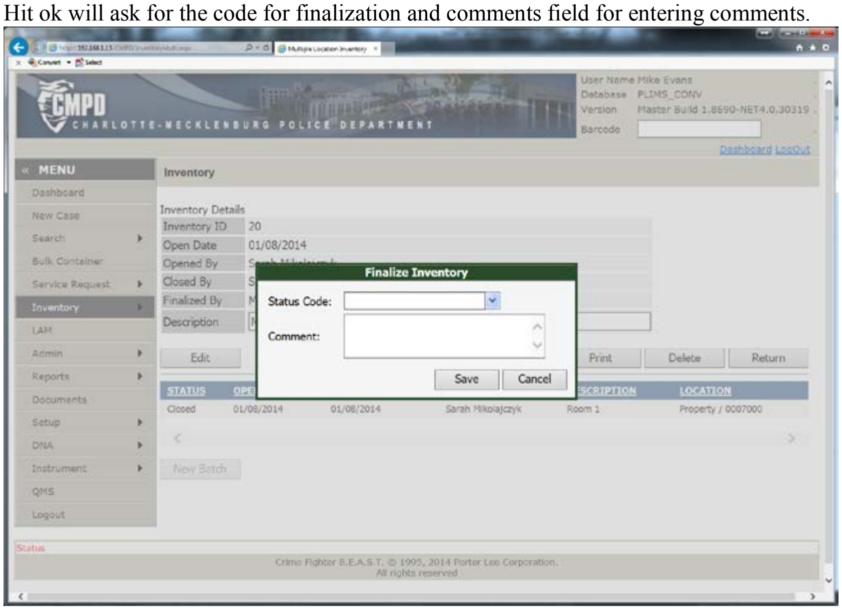
5. Sample of completed inventory report. In this example a container is misplaced and a single item. Underneath the missing container a summary of the contents of that container are listed as well.



6. After viewing the report, hitting the finalize button, will show the confirmation message.

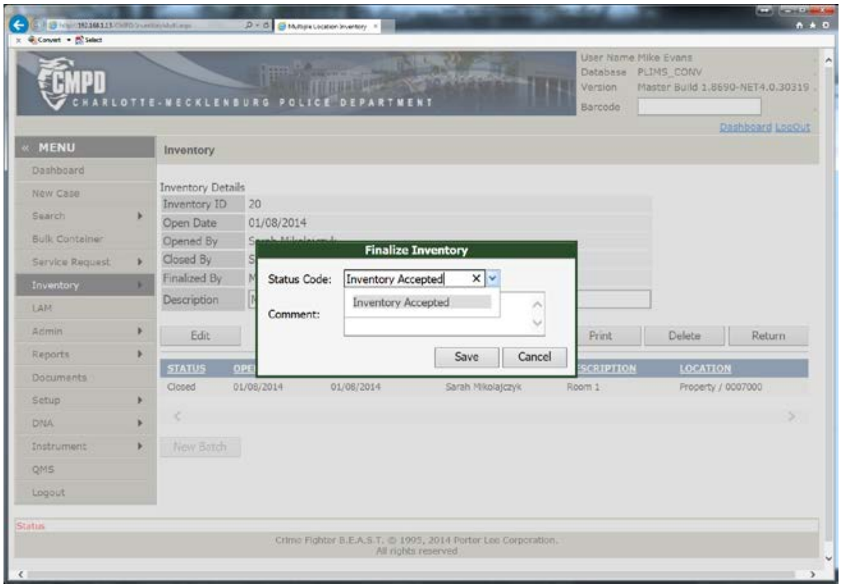


7. Hit ok will ask for the code for finalization and comments field for entering comments.

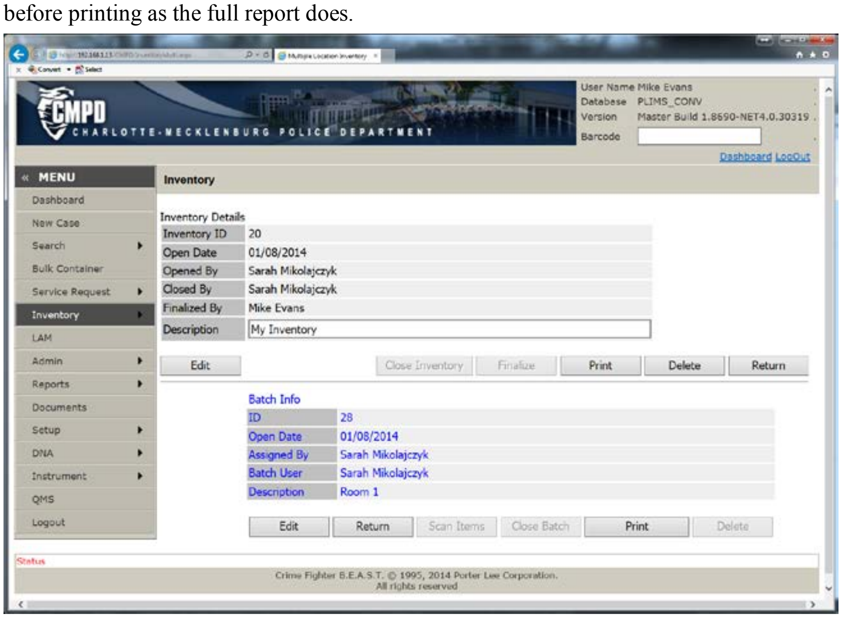


8. Pick the code for finalization and click **Save**.

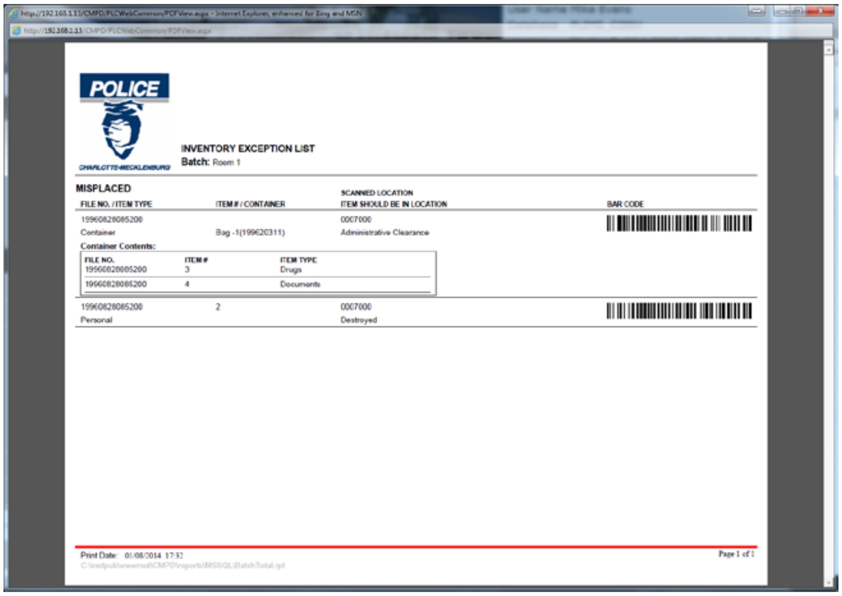
   NOTE The Status Code will not do anything to affect the inventory. The inventory will be finalized when you click Save, regardless of the Status Code you selected.



9. Additionally if you open the inventory, individual batch reports may be printed. The batch report is available once the batch is closed. It does not require that the complete inventory be closed before printing as the full report does.



Sample of Batch report



POLICE
CHARLOTTE-MECKLENBURG

INVENTORY EXCEPTION LIST
Batch: Room 1

MISPLACED

FILE NO. / ITEM TYPE	ITEM # / CONTAINER	SCANNED LOCATION ITEM SHOULD BE IN LOCATION	BAR CODE
19960828085200 Container	Bag -1(199620311)	0007000 Administrative Clearance	

Container Contents:

FILE NO.	ITEM #	ITEM TYPE
19960828085200	3	Drugs
19960828085200	4	Documents

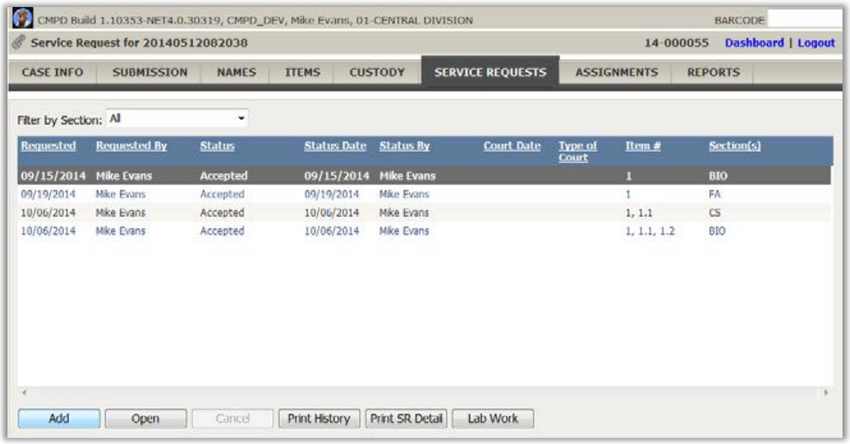
FILE NO. / ITEM TYPE	ITEM # / CONTAINER	SCANNED LOCATION ITEM SHOULD BE IN LOCATION	BAR CODE
19960828085200 Personal	2	0007000 Destroyed	

Print Date: 01/08/2014 17:32
C:\inetpub\wwwroot\CMPD\reports\MSSQL\BatchTotal.rpt

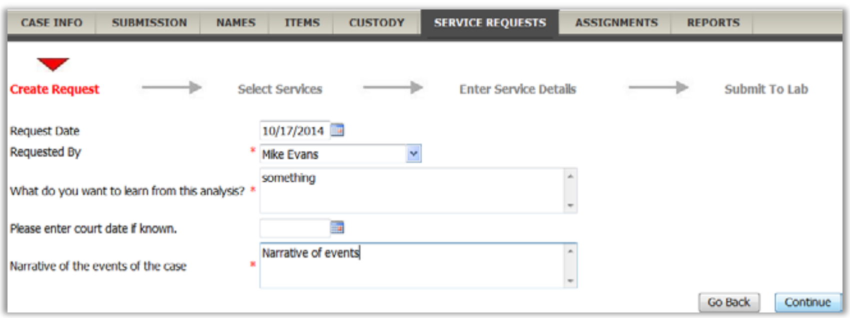
Page 1 of 1

Service Requests

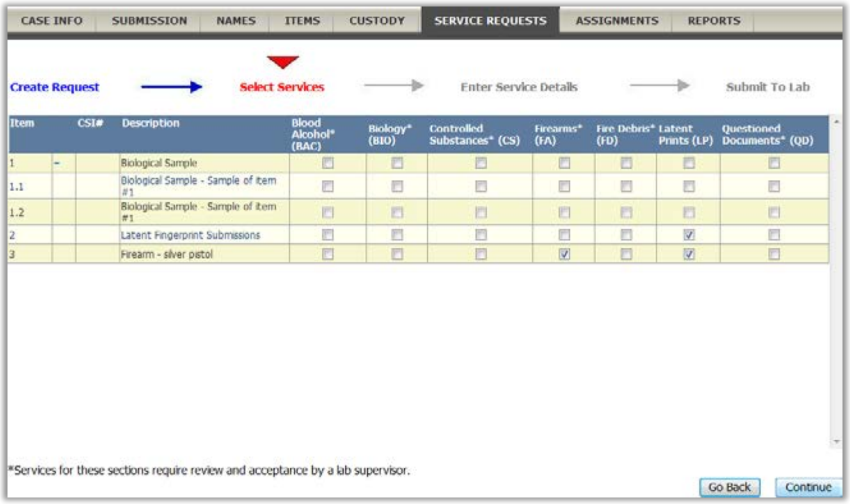
In order to create a service request, go to the Service Requests tab for the case and click **Add.**



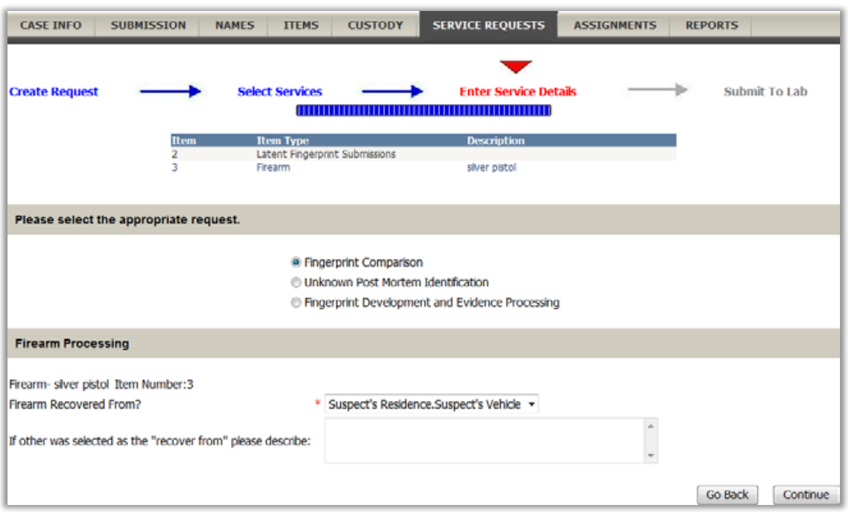
Enter the mandatory information on the Create Requests screen and click **Continue.**



On the next screen, select the services for the item(s). Services are selected by checking the column for the section that provides the service. For example, you'd check the Firearms column to request a firearm examination, or Latent Prints to request a fingerprint comparison. You can select services for more than one item, and you can select multiple services for each item. Once you are done, click **Continue.**

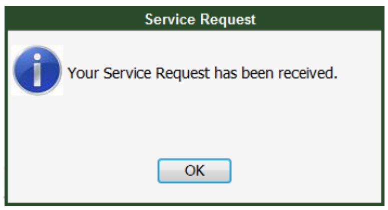


The next screens will vary depending on the services selected and the types of items being examined. Enter the mandatory information on each screen and click **Continue.**

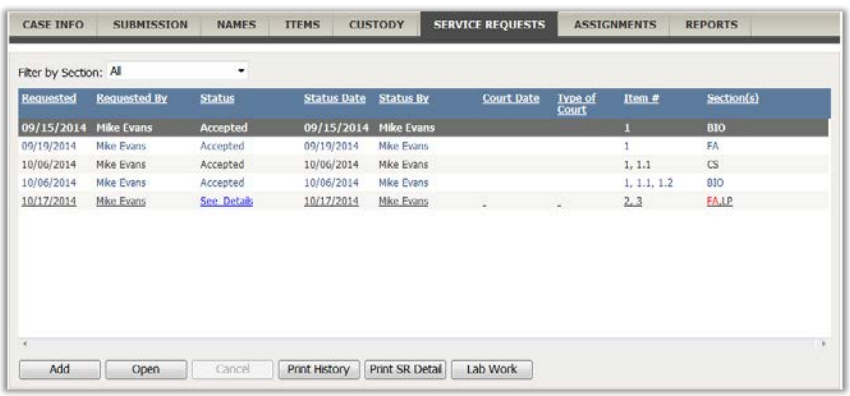


Click **Complete** to submit the request.

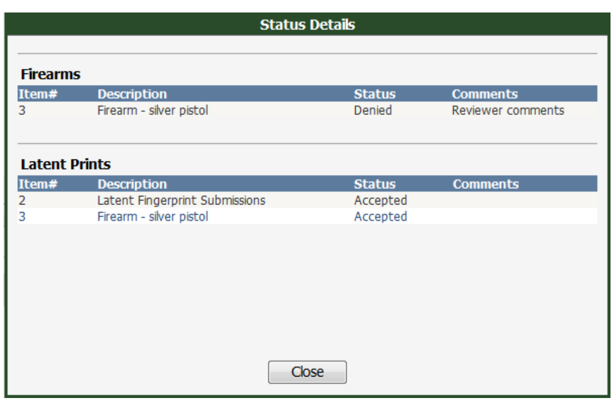
You'll get a message confirming your request was received.



The request will display on the Service Requests tab. If you requested services from multiple sections, a See Details link will appear in the Status column.

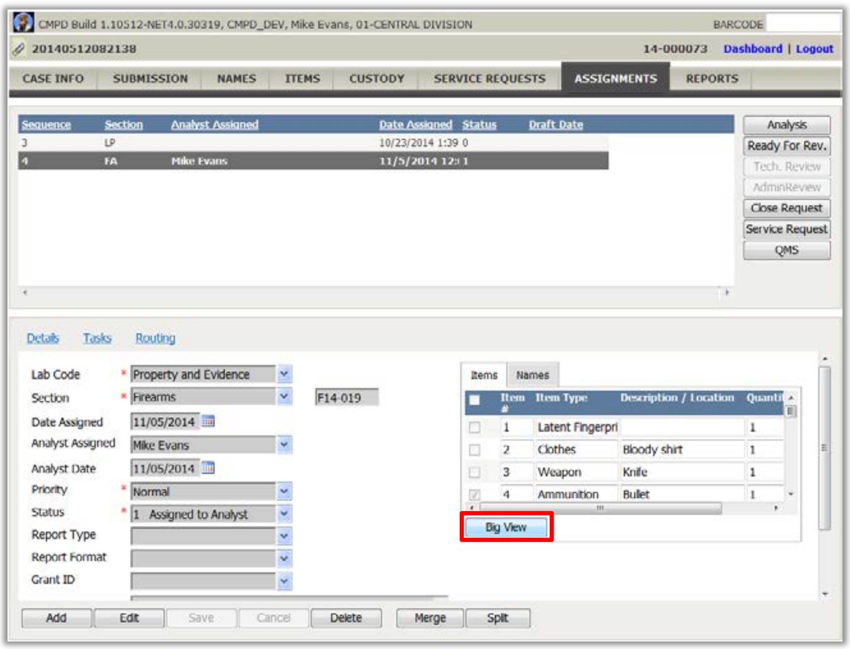


Clicking the link displays the status details for each section. If a request is denied, the section text will turn red on the Service Requests tab.

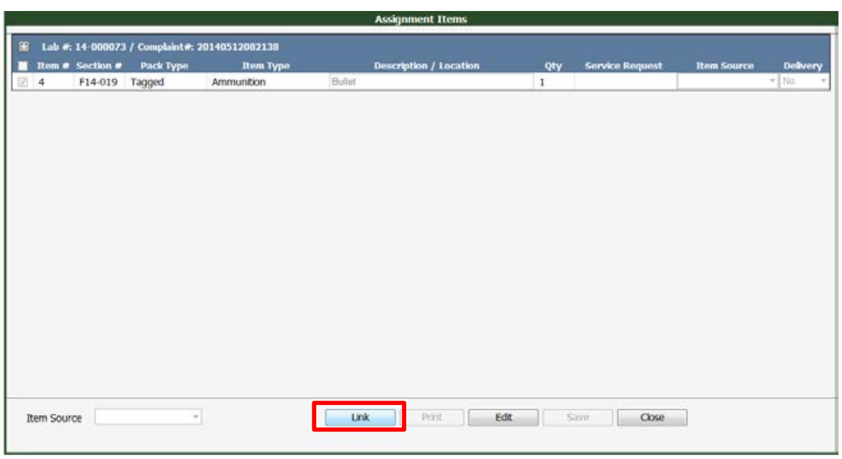


Linking Assignments

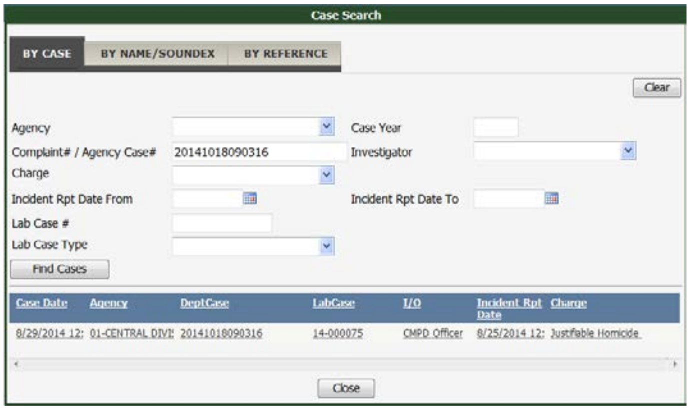
To link to items from another case to an assignment, select the assignment on the **Assignments** tab and click the **Big View** button.



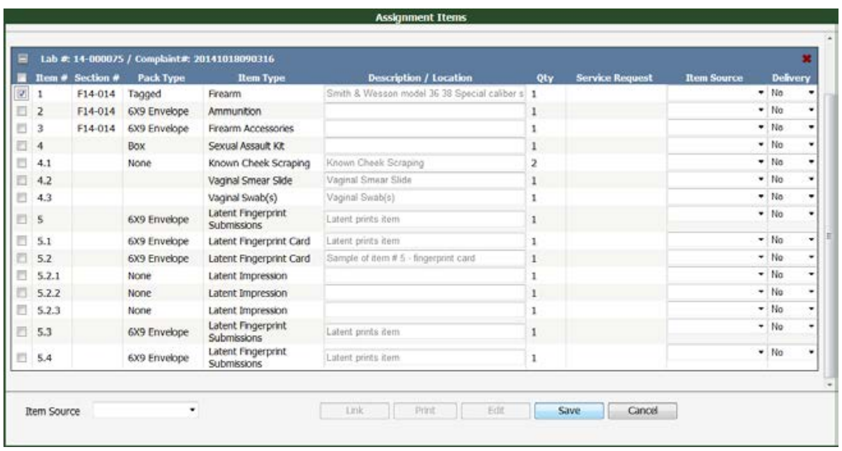
Click the **Link** button on the Assignment Items screen.



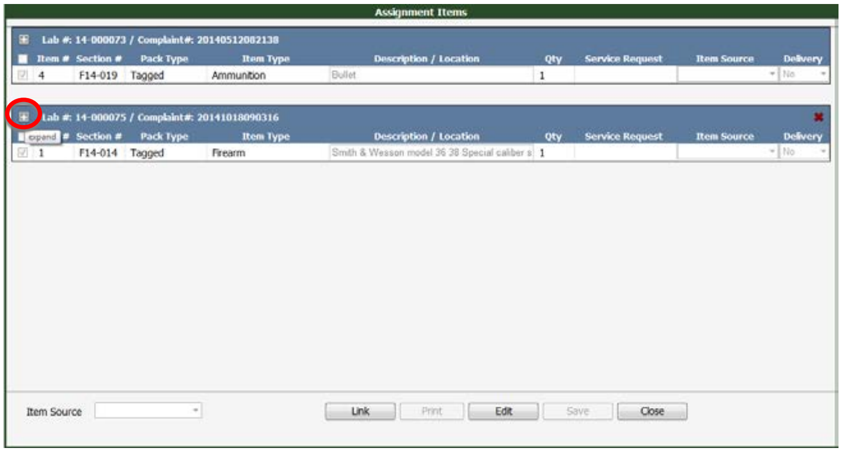
Search for a case you want to link by selecting the **By Case, By Name/Soundex** or **By Reference** tab. Enter information into any of the fields then click the **Find Cases** button. Click on the case in the search results.



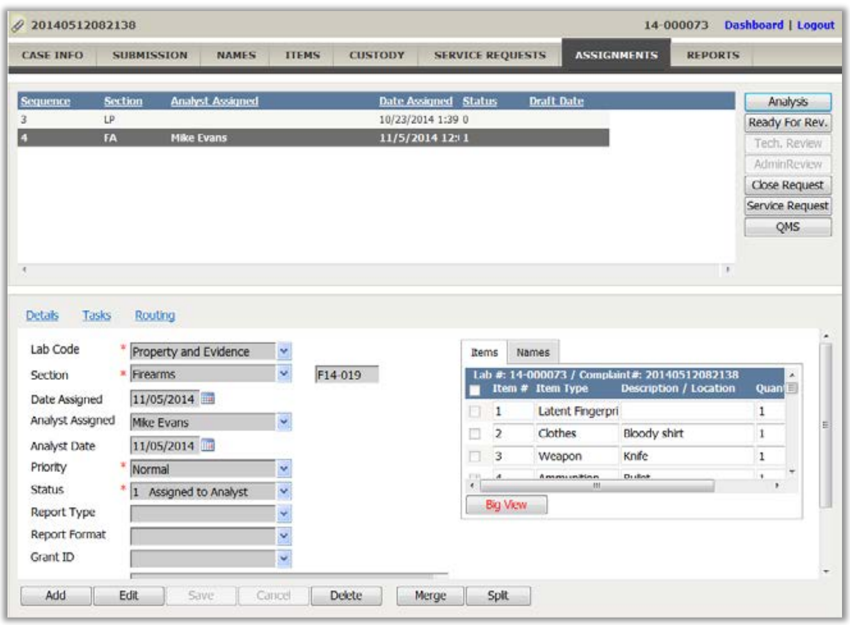
The items for the selected case will be displayed. Check the items that you want to link to the assignment and click **Save.**



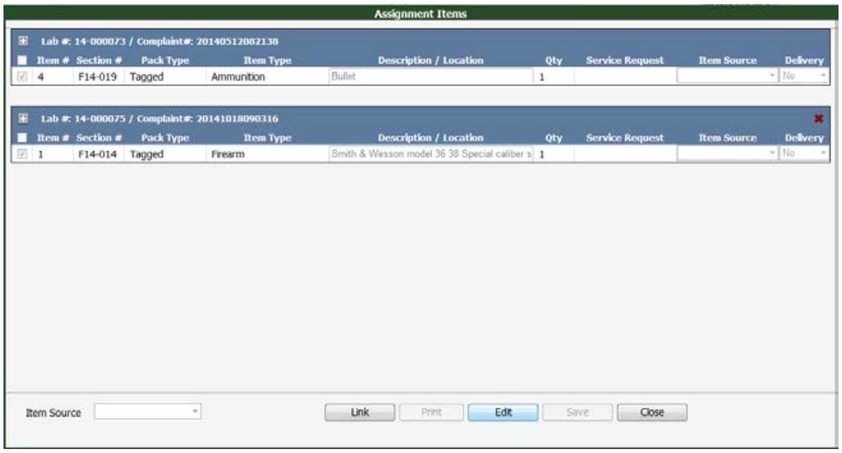
The selected items will display on the Assignment Items screen. To view all the items for the case, click the **Expand** button.



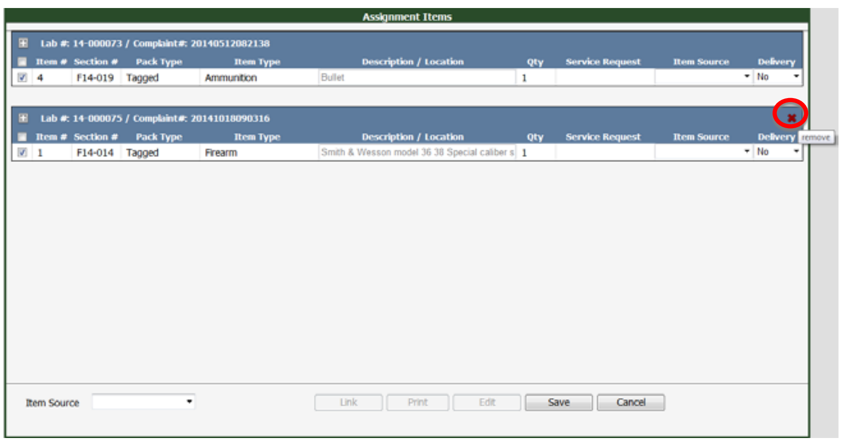
Once you've linked the assignment to items from another case, the text on the Big View button will turn red.



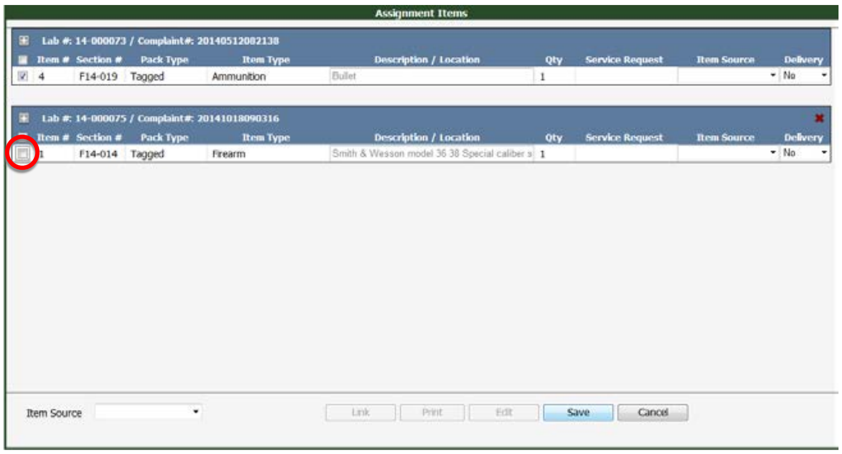
To remove linked items from an assignment, click the Big View button, and then click the Edit button on the Assignment items screen.



You can remove all the items from a linked case by clicking the red "X" to the right of the case number.

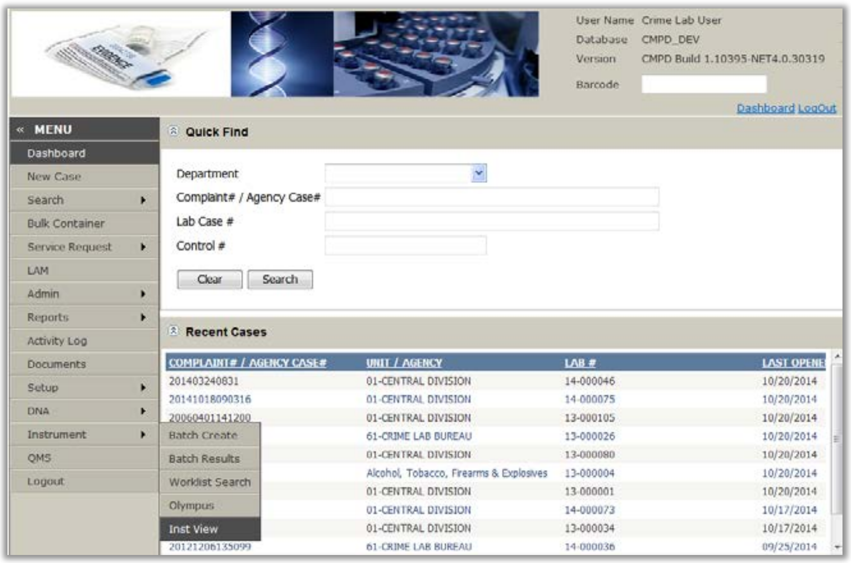


You can unlink individual items by unchecking them on the Assignment Items screen. Once you are done, click **Save.**

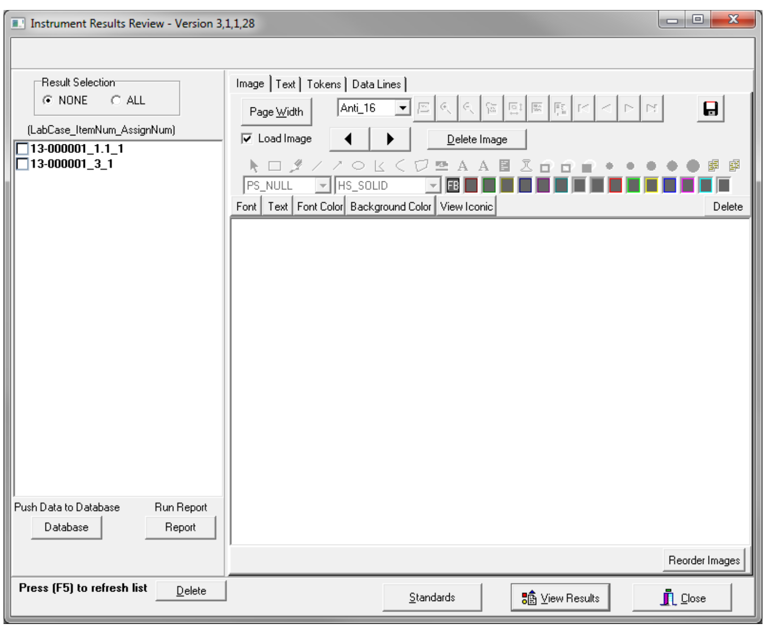


InstView

To get to the InstView screen, select the **Inst View** option under Instrument in the Dashboard menu.



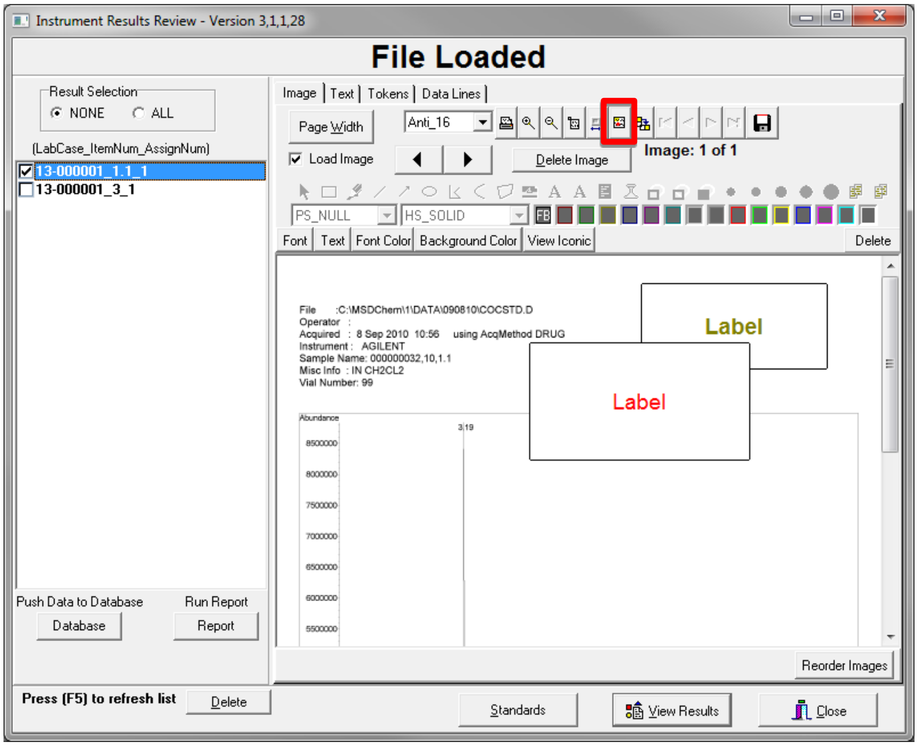
This should bring up a screen that looks like the one pictured below.



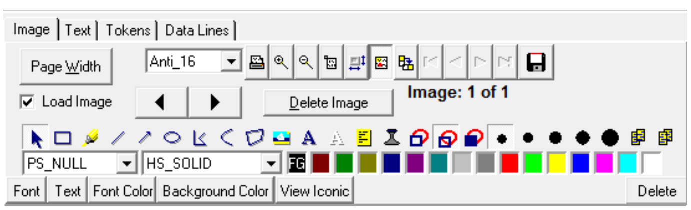
The files listed on the left will come from the InstPop program that should be running on the instrument machine. They need to be located in the path defined in the Token.ini file. For example:

[CS]
DATAPATH=C:\labsave\POP

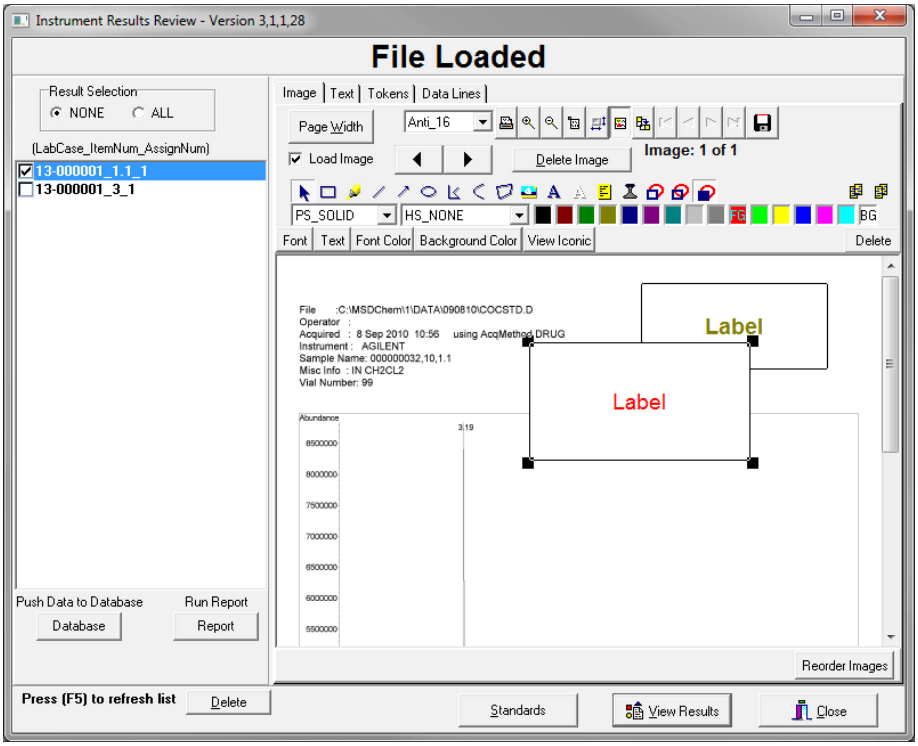
Checking a file will bring up the attached images and display the Allow Annotations button highlighted below.



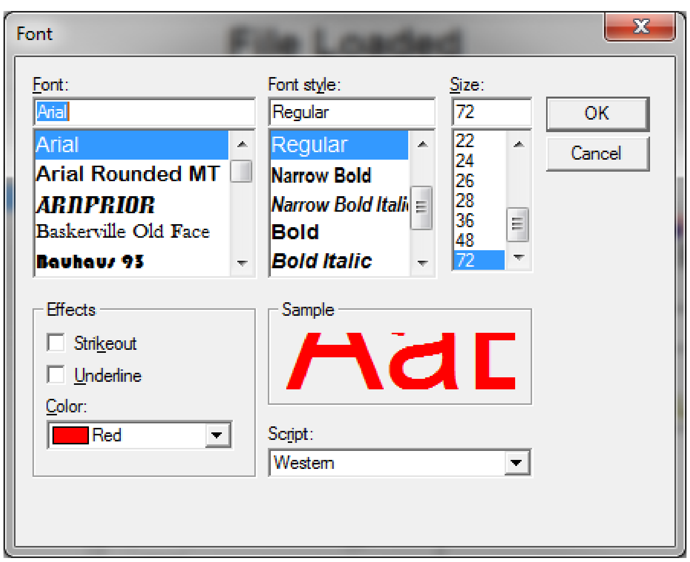
Clicking the button will enable the annotations toolbar. From here you can add, edit, and delete annotations to the image. Hints are enabled so you can use the mouse to hover over a button to get a brief description of each button.



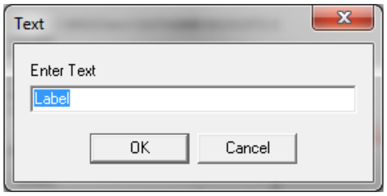
To use the custom buttons on the bottom, use the Edit Annotation button and select an annotation on the image.



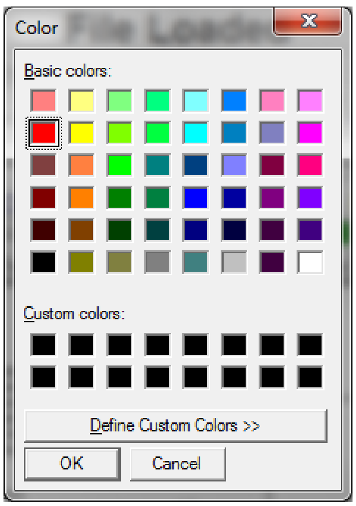
Now you can change the font:

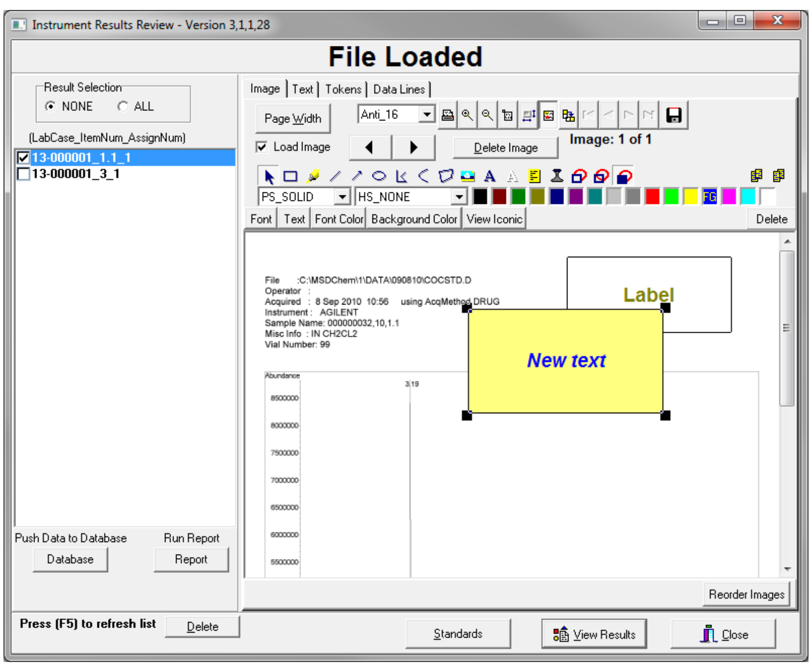


The text:

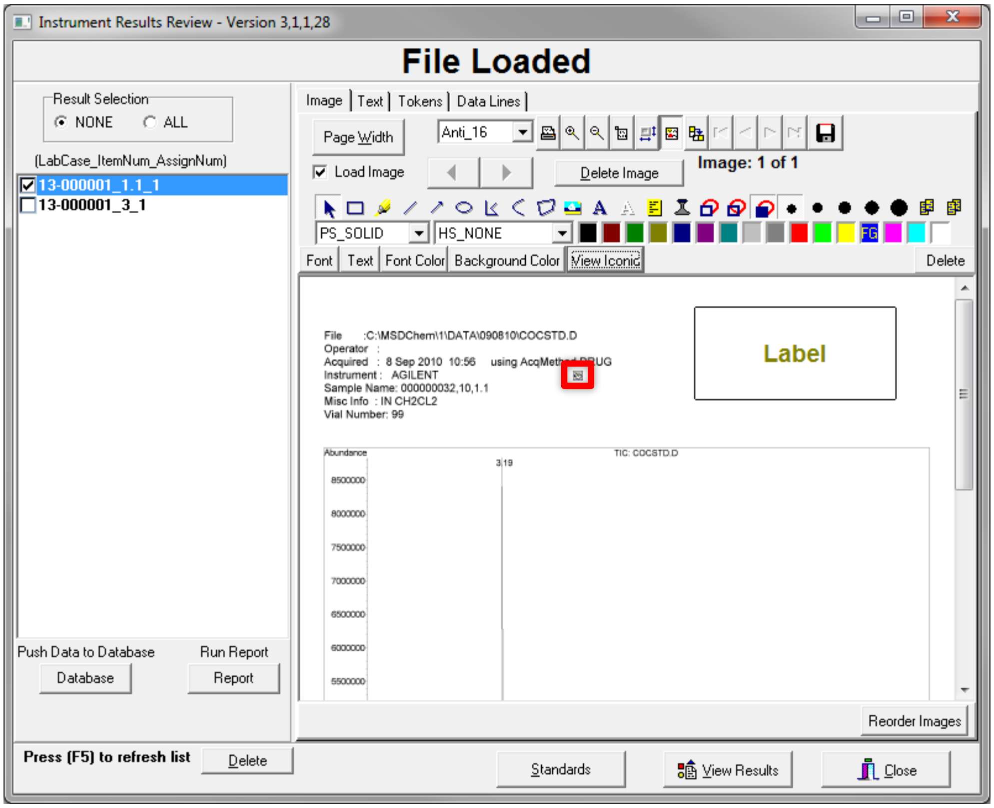


Or font or background color:

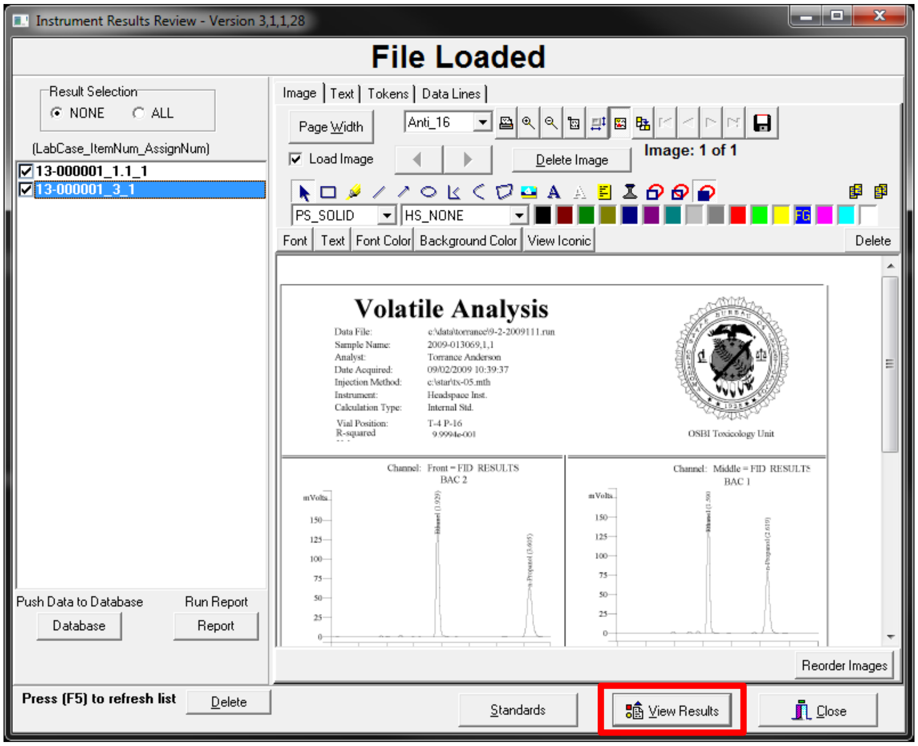




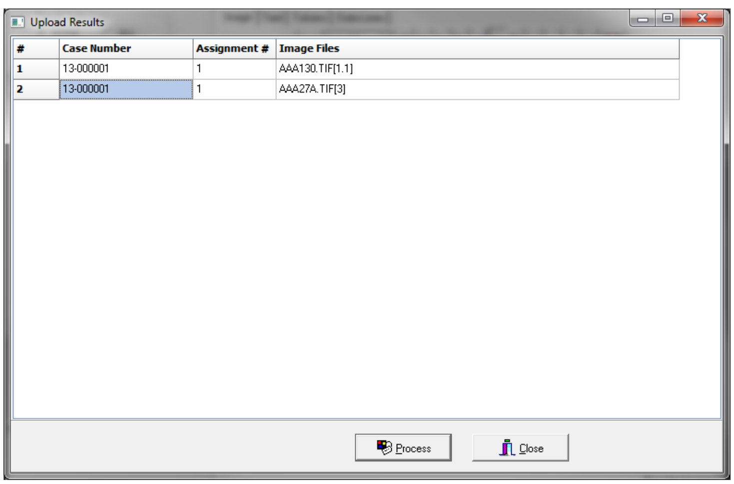
The View Iconic button will shrink the selected annotation to a small icon. Click it again to restore the annotation to its full size.



When you are ready to upload the file to the LIMS, click the View Results button at the bottom of the screen.



This will bring up a brief summary of what you have selected to be pushed to the LIMS. Click Process and it will push the image files to their respective cases.



Return to Owner Process

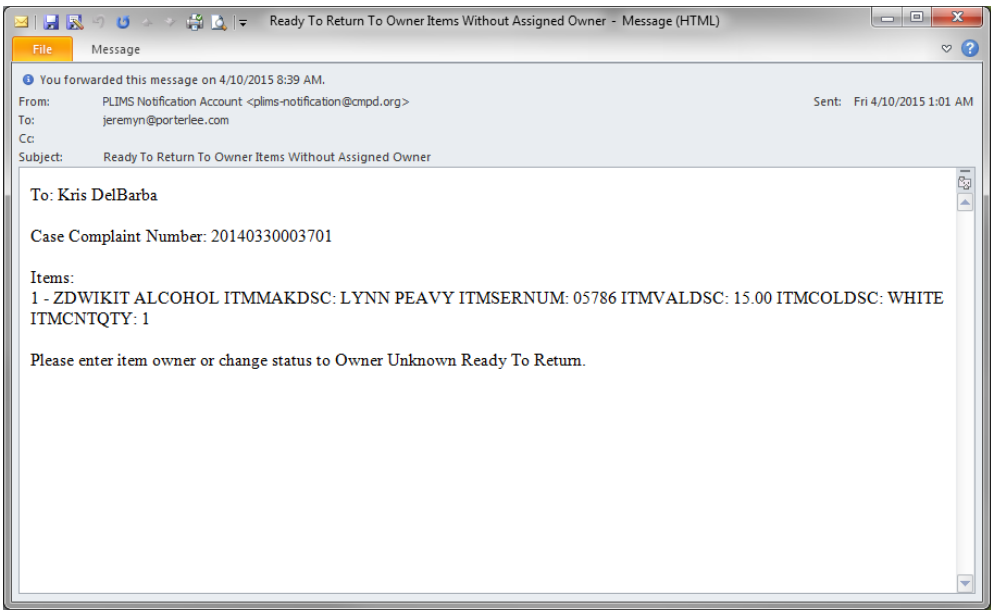
Notification process

Each night at 0200 hours, a process will run that will send the assigned investigator an email if they have a case that has an item that has a status of Ready to Return to Owner, and there is no Owner associated to the item or the owner does not have a complete address consisting of (Street Address, City, State, Zip).
The investigator will receive an email that will list the following:

a. Case complaint number

b. Item number

c. Item description


Ready To Return To Owner Items Without Assigned Owner - Message (HTML)

File Message

You forwarded this message on 4/10/2015 8:39 AM.

From: PLIMS Notification Account <plims-notification@cmpd.org> Sent: Fri 4/10/2015 1:01 AM

To: jeremyn@porterlee.com

Cc:

Subject: Ready To Return To Owner Items Without Assigned Owner

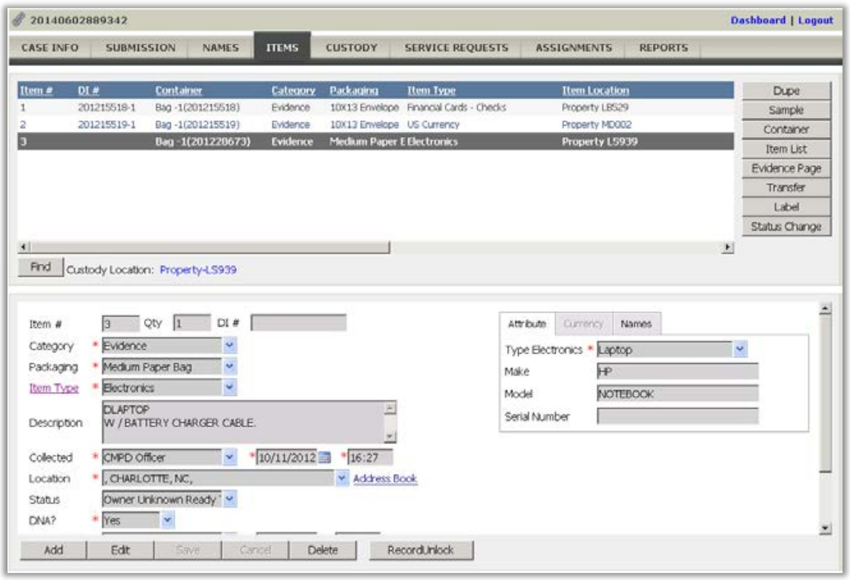
To: Kris DelBarba

Case Complaint Number: 20140330003701

Items:
1 - ZDWIKIT ALCOHOL ITMMAKDSC: LYNN PEAVY ITMSERNUM: 05786 ITMVALDSC: 15.00 ITMCOLDSC: WHITE ITMCNTQTY: 1

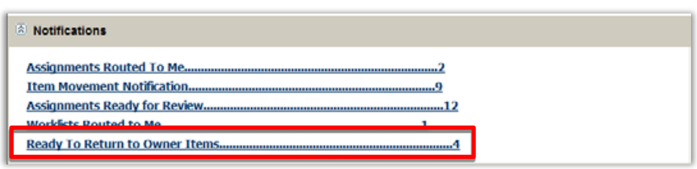
Please enter item owner or change status to Owner Unknown Ready To Return.

~~The first step is to implement~~Officers will have the ability ~~for the officer~~ to indicate that the owner of ~~the~~ an item is unknown. When the Item has a Status of Ready to Return and no owner is known by the ~~Investigation~~ investigating officer~~. The Investigating Officer~~, he/she ~~will~~ can change the status from “Ready to Release to Owner” to “Owner Unknown Ready to Return.” Instructions for updating the item status are provided on page 69 of this guide.

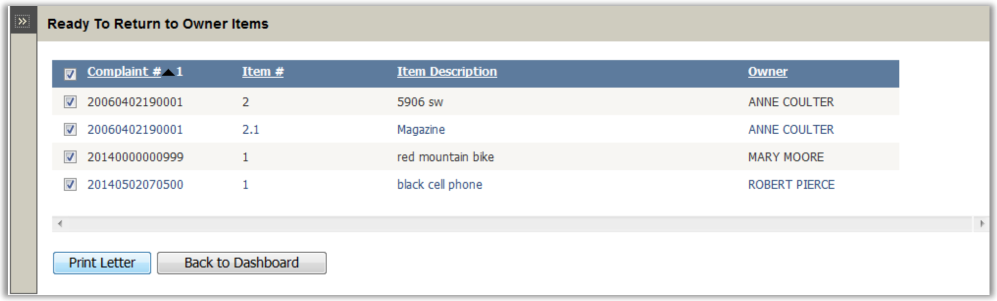


Owner Letter Process

Property clerks will receive a dashboard notification so that they can print owner letters for cases/items where the status of the items is “Ready to Release to Owner” and the item has an owner associated to it with complete owner information.



A tree view will ~~be show listing~~list the case, then the owner and their associated items. If there are ~~multiply~~ multiple items with the same complaint number in the queue, they will be printed on one letter. To print a letter, check the item(s) you want to print the letter for, and click **Print Letter.**



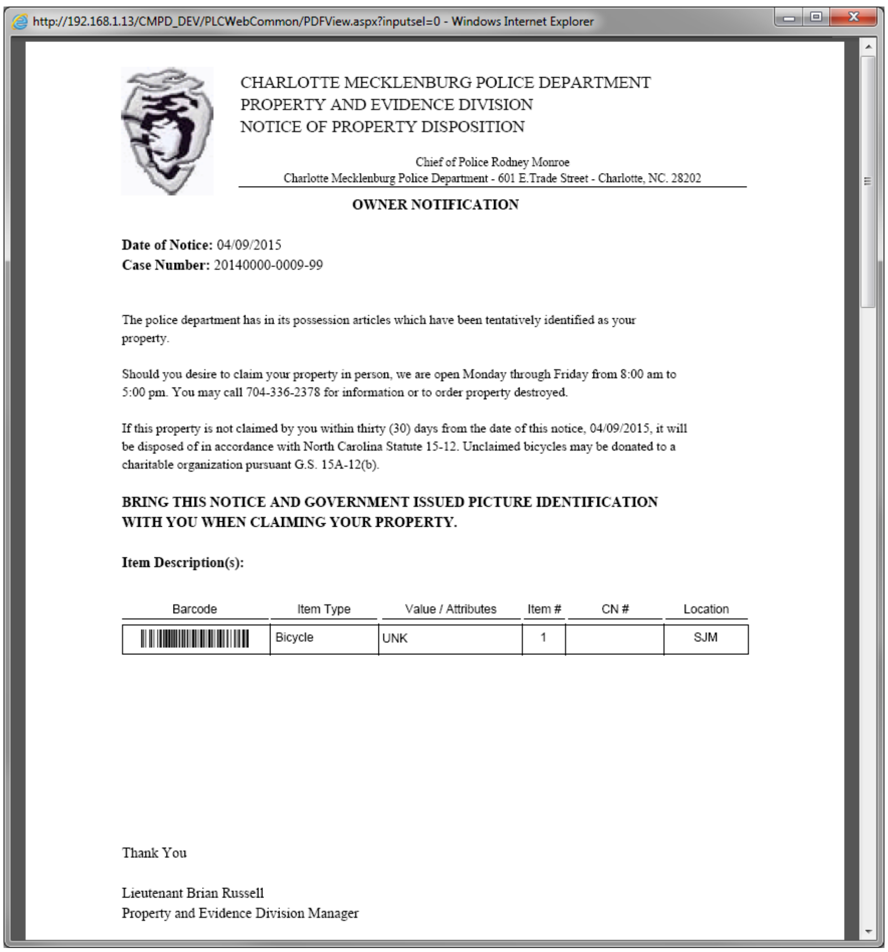
Ready To Return to Owner Items

Complaint # 1	Item #	Item Description	Owner
20060402190001	2	5906 sw	ANNE COULTER
20060402190001	2.1	Magazine	ANNE COULTER
20140000000999	1	red mountain bike	MARY MOORE
20140502070500	1	black cell phone	ROBERT PIERCE

Print Letter   Back to Dashboard

The letter will print to the screen, and the item(s) will be removed from notification screen ~~after the letter is printed.~~ .

The Owner Letter can be reprinted if needed from the owner's record under the case's Names tab.



http://192.168.1.13/CMPD_DEV/PLCWebCommon/PDFView.aspx?inputsel=0 - Windows Internet Explorer

CHARLOTTE MECKLENBURG POLICE DEPARTMENT
PROPERTY AND EVIDENCE DIVISION
NOTICE OF PROPERTY DISPOSITION

Chief of Police Rodney Monroe
Charlotte Mecklenburg Police Department - 601 E.Trade Street - Charlotte, NC. 28202

OWNER NOTIFICATION

Date of Notice: 04/09/2015
Case Number: 20140000-0009-99

The police department has in its possession articles which have been tentatively identified as your property.

Should you desire to claim your property in person, we are open Monday through Friday from 8:00 am to 5:00 pm. You may call 704-336-2378 for information or to order property destroyed.

If this property is not claimed by you within thirty (30) days from the date of this notice, 04/09/2015, it will be disposed of in accordance with North Carolina Statute 15-12. Unclaimed bicycles may be donated to a charitable organization pursuant G.S. 15A-12(b).

BRING THIS NOTICE AND GOVERNMENT ISSUED PICTURE IDENTIFICATION WITH YOU WHEN CLAIMING YOUR PROPERTY.

Item Description(s):

Barcode	Item Type	Value / Attributes	Item #	CN #	Location
	Bicycle	UNK	1		SJM

Thank You

Lieutenant Brian Russell
Property and Evidence Division Manager

Automatic Status Change

The item status will ~~update~~ automatically update in the following two scenarios:

1. When an item status ~~has been changed~~is to Ready to Return to Owner and an Owner letter has been sent

- 70 days from the date the Owner Letter was generated ~~printed to the queue~~ and the owner has not picked up the item it will automatically change to Ready to Dispose.

2. When an item status has been changed to Owner Unknown Ready to Return

- 70 days from the date the item was marked as having an unknown owner the item status will automatically change to Ready to Dispose.

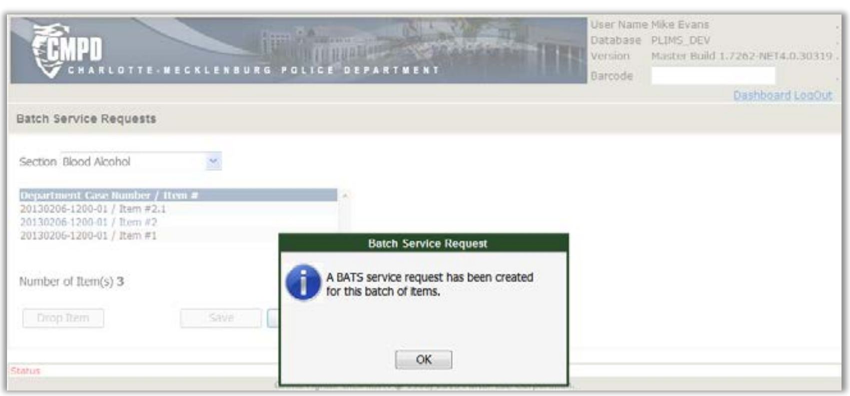
Section Walkthroughs

Blood Alcohol Walkthrough

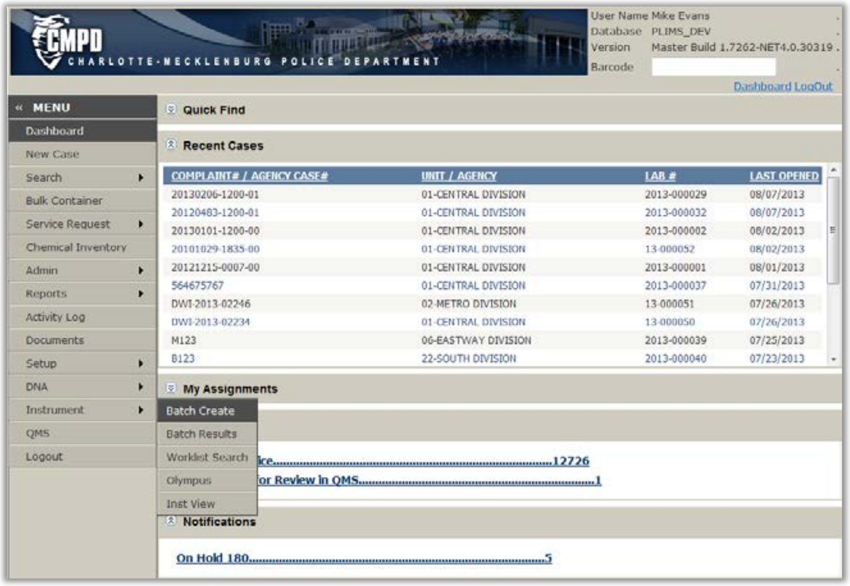
1. Create tasks by scanning the Create Tasks barcode. Select Blood Alcohol as the Section on the Batch Service Requests screen.

2. Scan the item barcodes of the blood being sampled to create the tasks for grouping. Click Save when you've finished.

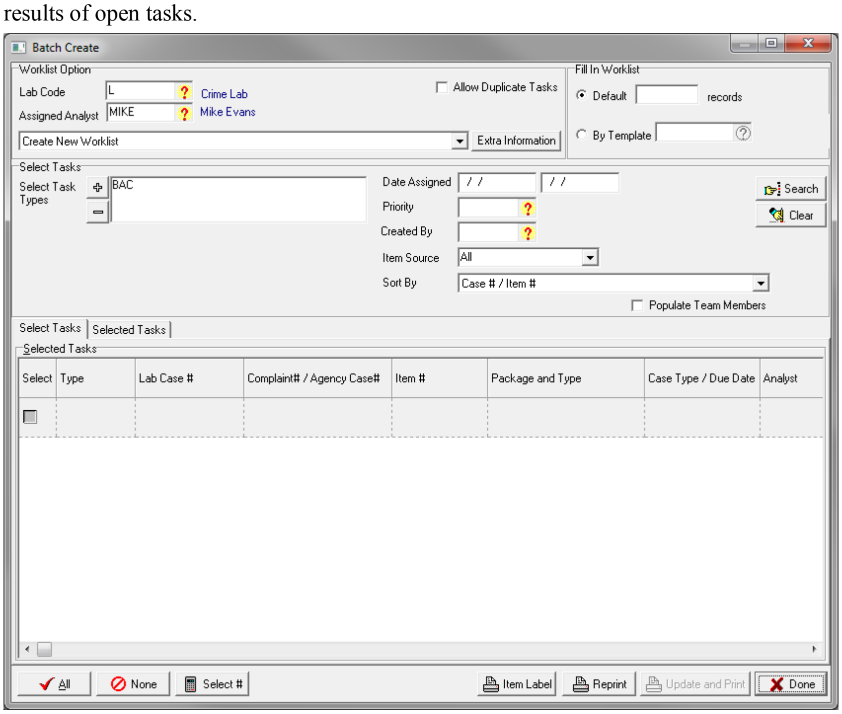
3. A confirmation message will appear.



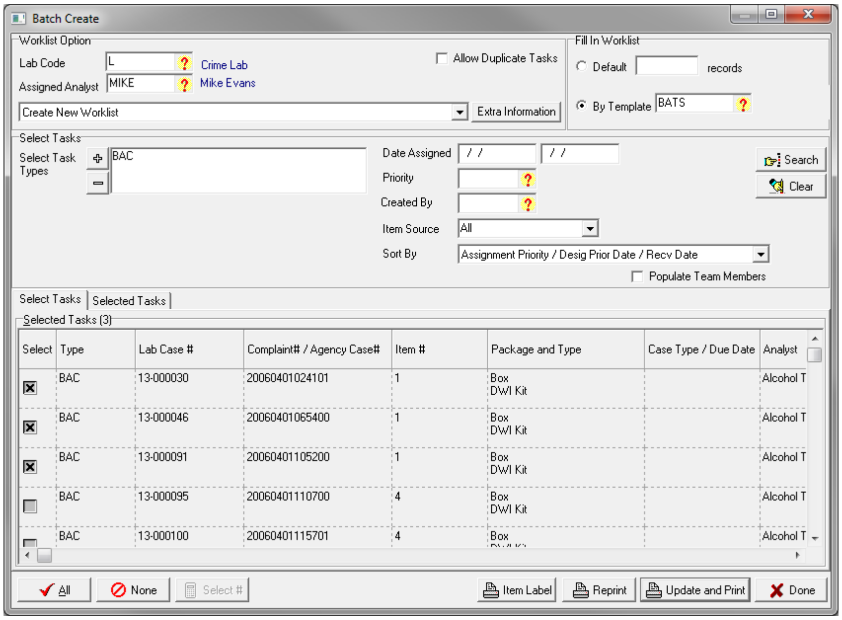
4. Create a batch of the created BAC tasks by selecting Instrument >, Batch Create in the Dashboard menu.



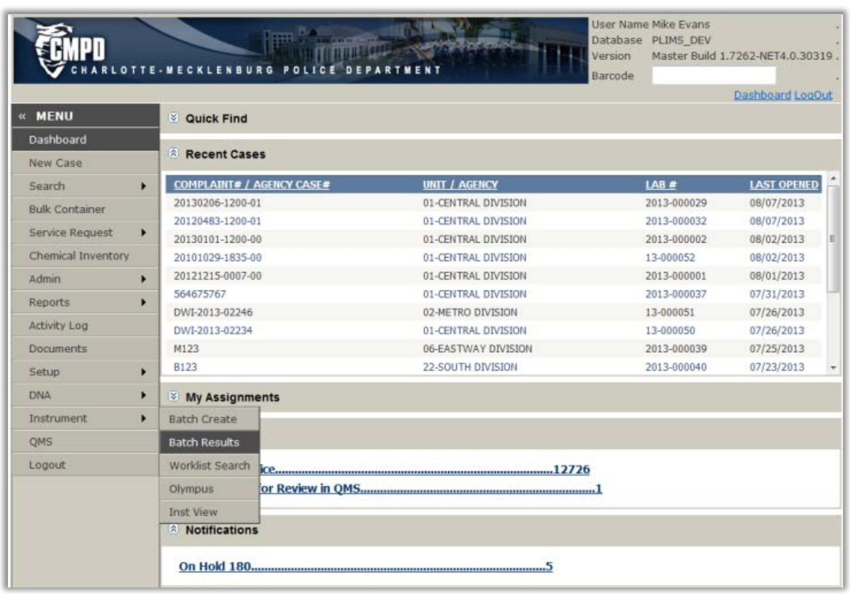
5. Select BAC for the task by clicking the + button. Enter other search parameters to narrow down the results of open tasks.



6. Select the desired tasks to be created into the batch. This can be done by scanning the item barcodes.

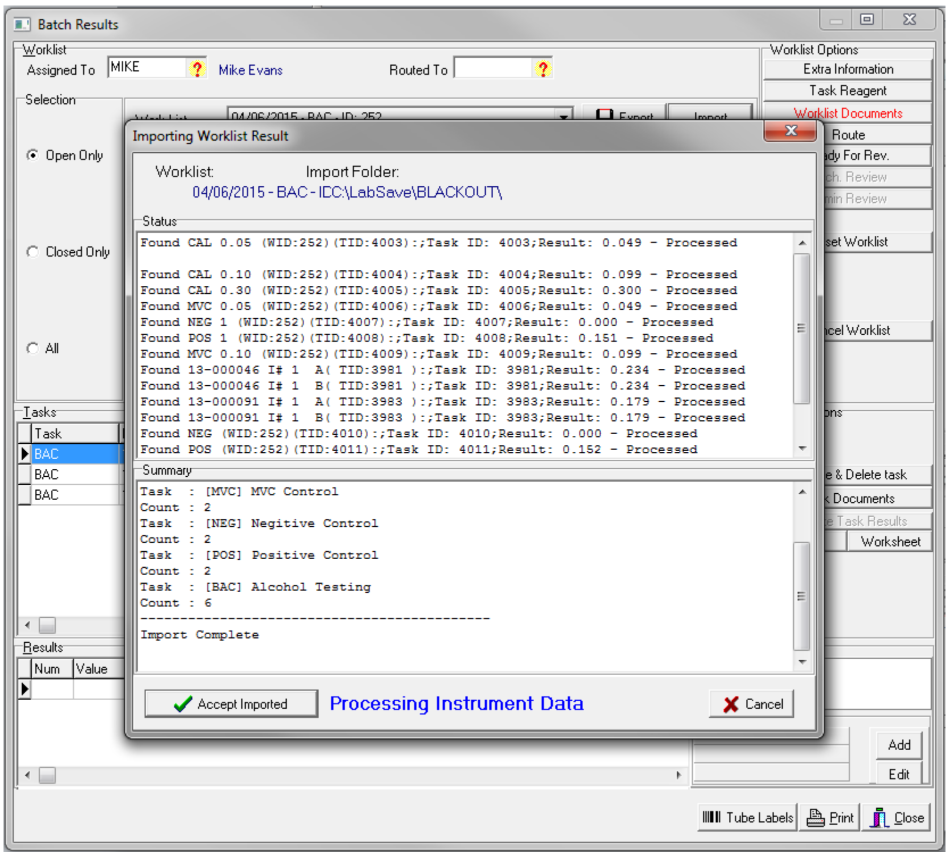


7. After clicking Update and Print, and then Done, select Instrument > Batch Results in the Dashboard menu.

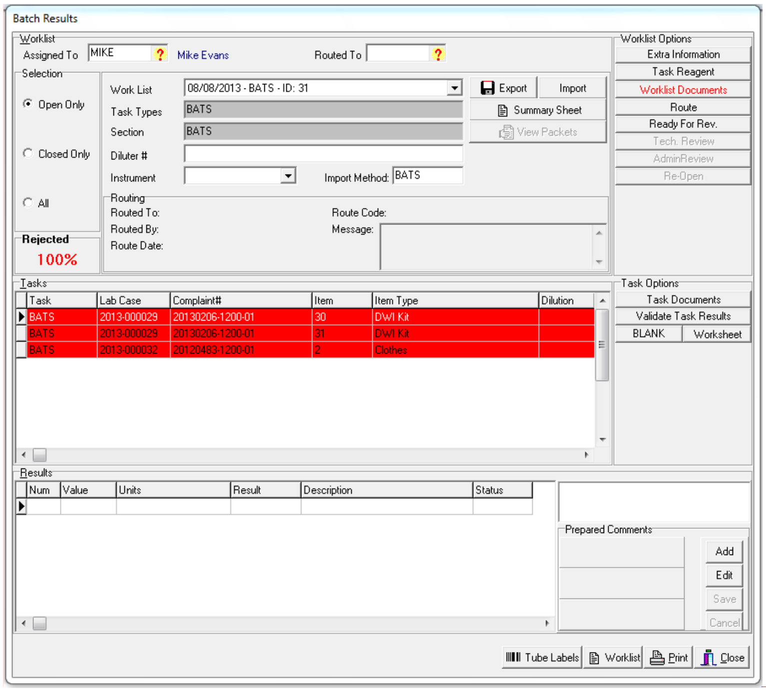


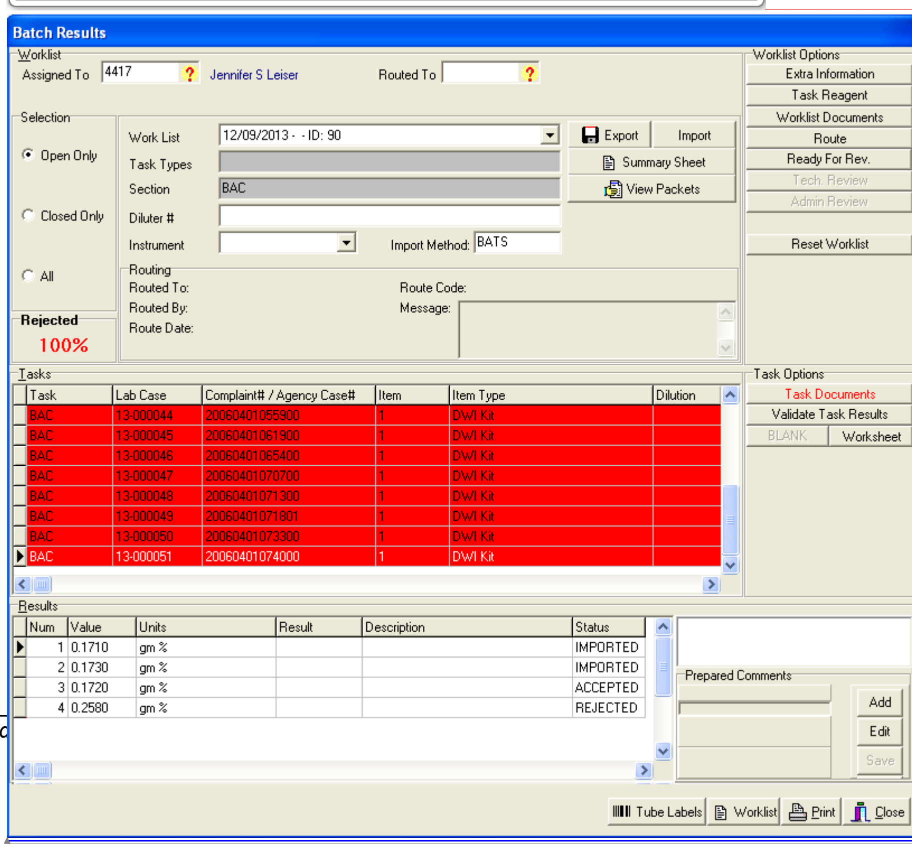
8. Select the Work List that was just created and click the Export button. The default will be to create an .XML sequence file that can be imported by Chemstation. The file will open in a separate browser window once you click Export. It is automatically saved to C:\LabSave\XMLSEQ\SEQUENCE.XML.

9. Run the Sequence file now on the instrument. Then print the entire run to the Black Ice Printer on the instrument. Along with the run data, the calibration charts and curves need to be printed to black ice. Click the Import button and select the C:\labsave\Blackout directory.



10. After clicking Done, the QC rules will automatically run. If the results are rejected based on the values returned, the tasks will turn red.

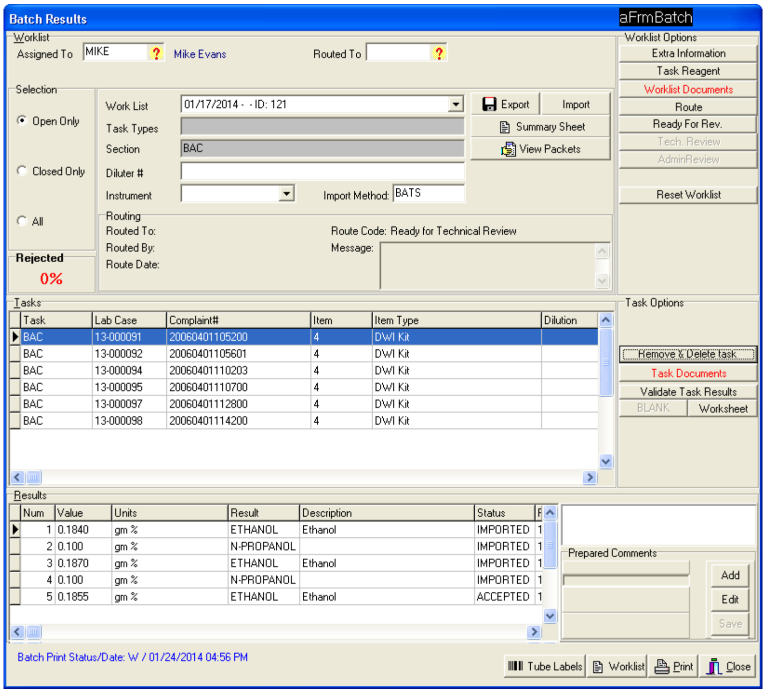




Comment [KW1]: screen needs to be updated

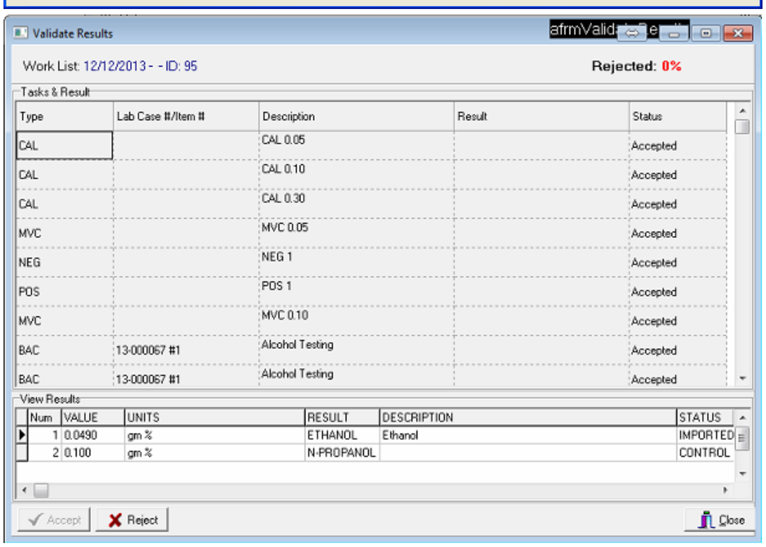
Field Code Changed

11. The Validate Task Results button allows the accepting or rejecting of individual results.



Task	Lab Case	Complaint#	Item	Item Type	Dilution
BAC	13-000091	20060401105200	4	DWI Kit	
BAC	13-000092	20060401105601	4	DWI Kit	
BAC	13-000094	20060401110203	4	DWI Kit	
BAC	13-000095	20060401110700	4	DWI Kit	
BAC	13-000097	20060401112800	4	DWI Kit	
BAC	13-000098	20060401114200	4	DWI Kit	

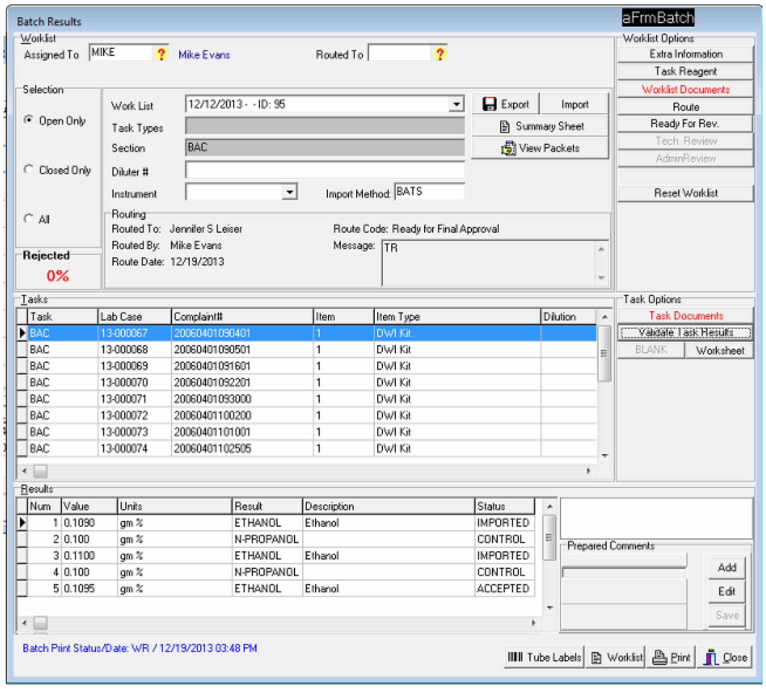
Num	Value	Units	Result	Description	Status	F
1	0.1840	gm %	ETHANOL	Ethanol	IMPORTED	1
2	0.100	gm %	N-PROPANOL		IMPORTED	1
3	0.1870	gm %	ETHANOL	Ethanol	IMPORTED	1
4	0.100	gm %	N-PROPANOL		IMPORTED	1
5	0.1855	gm %	ETHANOL	Ethanol	ACCEPTED	1



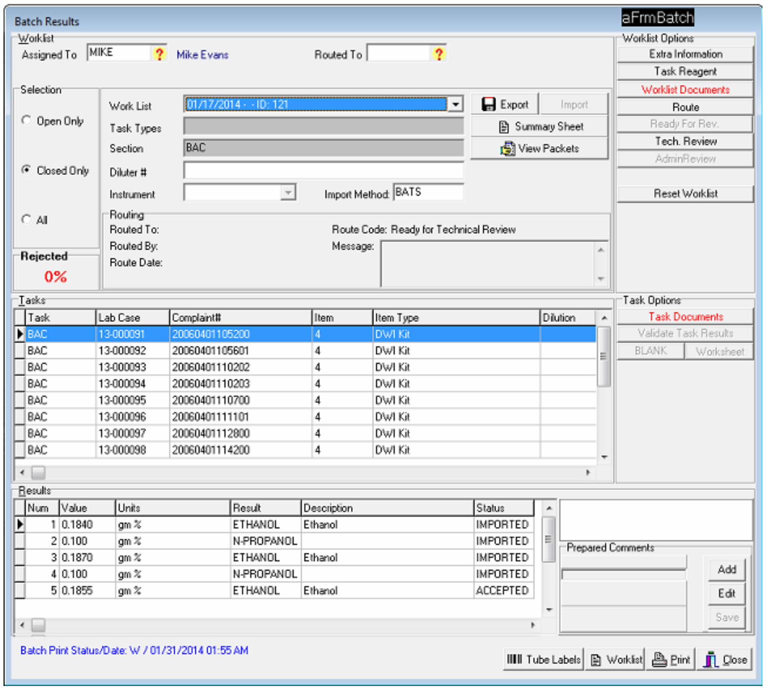
Type	Lab Case #/Item #	Description	Result	Status
CAL		CAL 0.05		Accepted
CAL		CAL 0.10		Accepted
CAL		CAL 0.30		Accepted
MVC		MVC 0.05		Accepted
NEG		NEG 1		Accepted
POS		POS 1		Accepted
MVC		MVC 0.10		Accepted
BAC	13-000067 #1	Alcohol Testing		Accepted
BAC	13-000067 #1	Alcohol Testing		Accepted

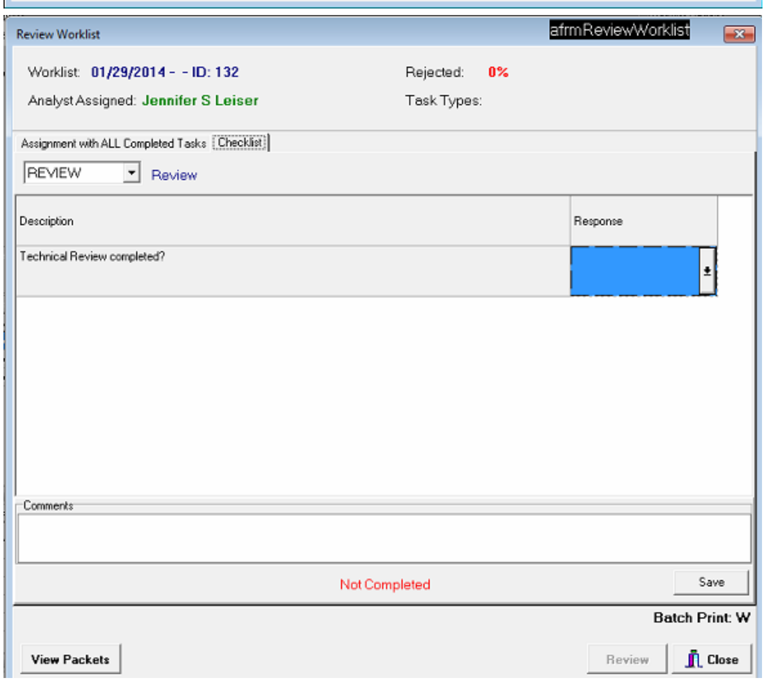
Num	VALUE	UNITS	RESULT	DESCRIPTION	STATUS
1	0.0490	gm %	ETHANOL	Ethanol	IMPORTED
2	0.100	gm %	N-PROPANOL		CONTROL

12. After everything is accepted, the batch can be marked Ready For Rev, which creates the packets and sets them up to be reviewed. Along with the packets, the reports are generated and are to be reviewed in the technical and admin reviews.

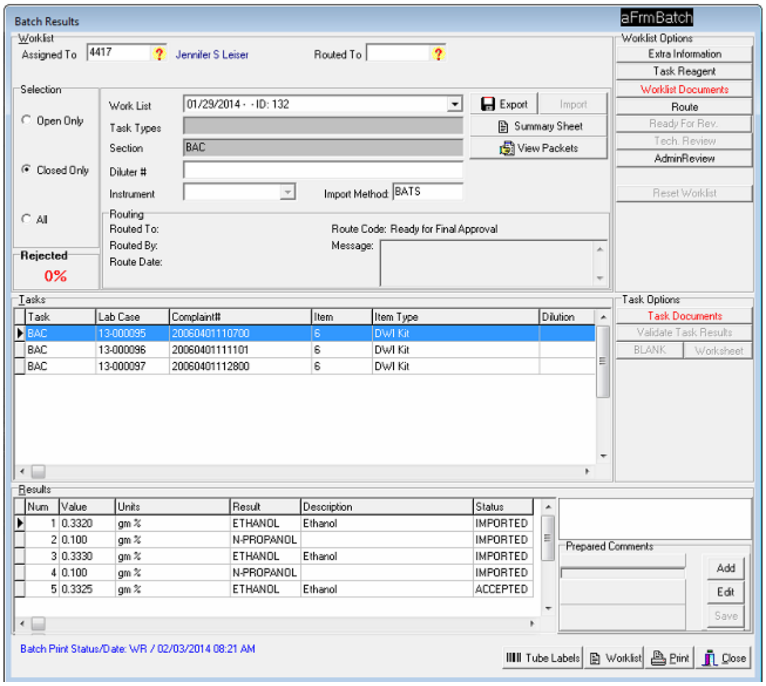


13. A reviewer can select the worklist and review it by changing the Assigned To name to the analyst and the Selection to Closed Only. The Tech Review button will be active.

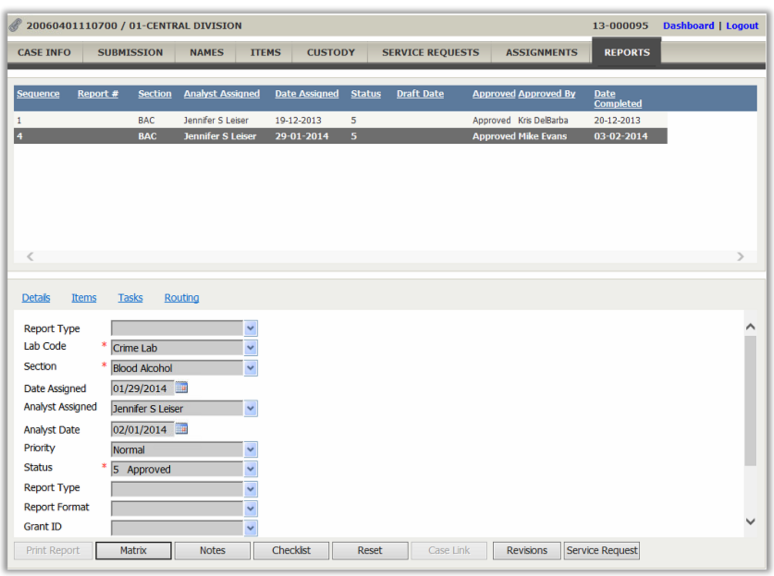




14. After tech review, the Admin Review can be performed for the worklist. This will release all the reports built in the worklist.

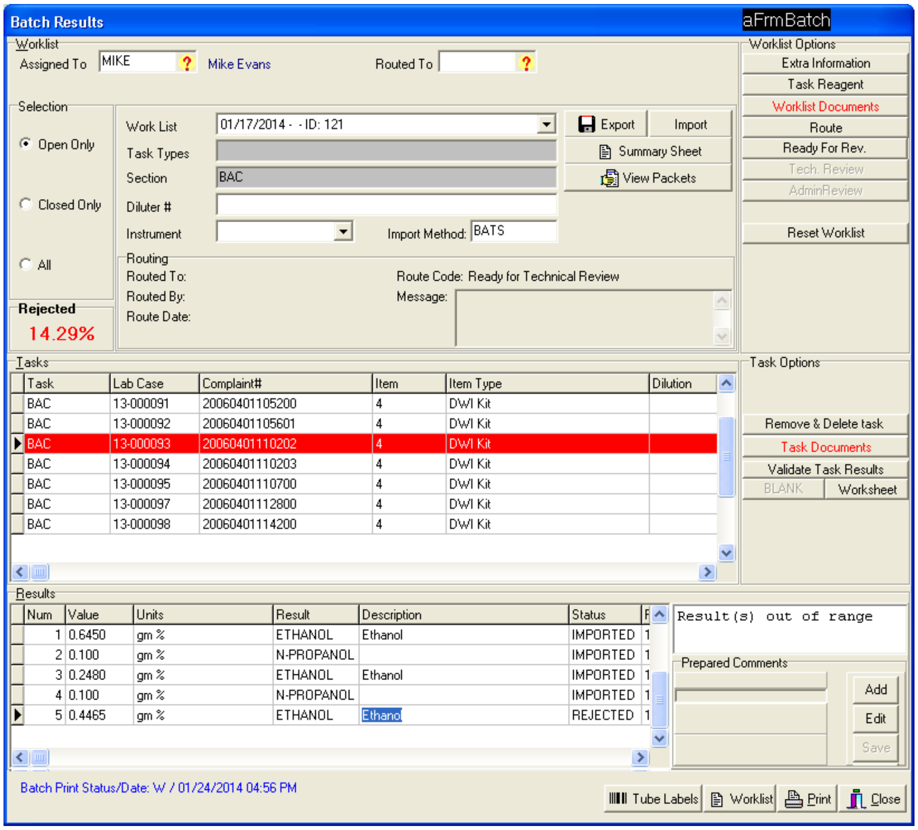


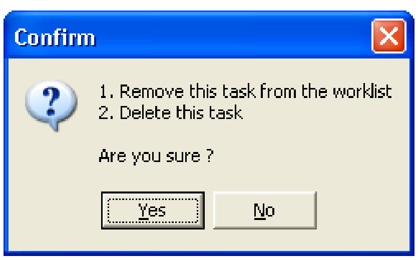
15. The report can be opened from the Reports tab for the individual case. It can then be printed and brought to the notary.



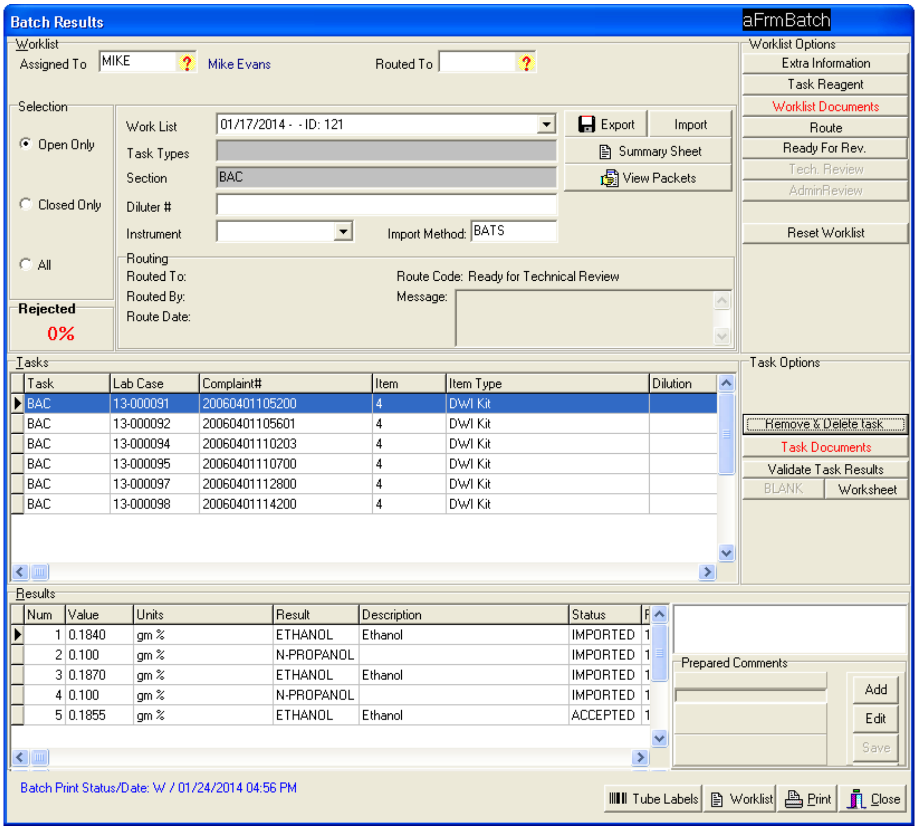
Removing an Item from a worklist

Sometimes an examiner may want to remove a sample from a work list so the accepted data can be reported on. The sample can be removed by selecting the rejected sample and clicking the "Remove and Delete Task" button.





If the user clicks the "Yes" button, the rejected sample will be removed and the percent rejected for the worklist will be recalculated.

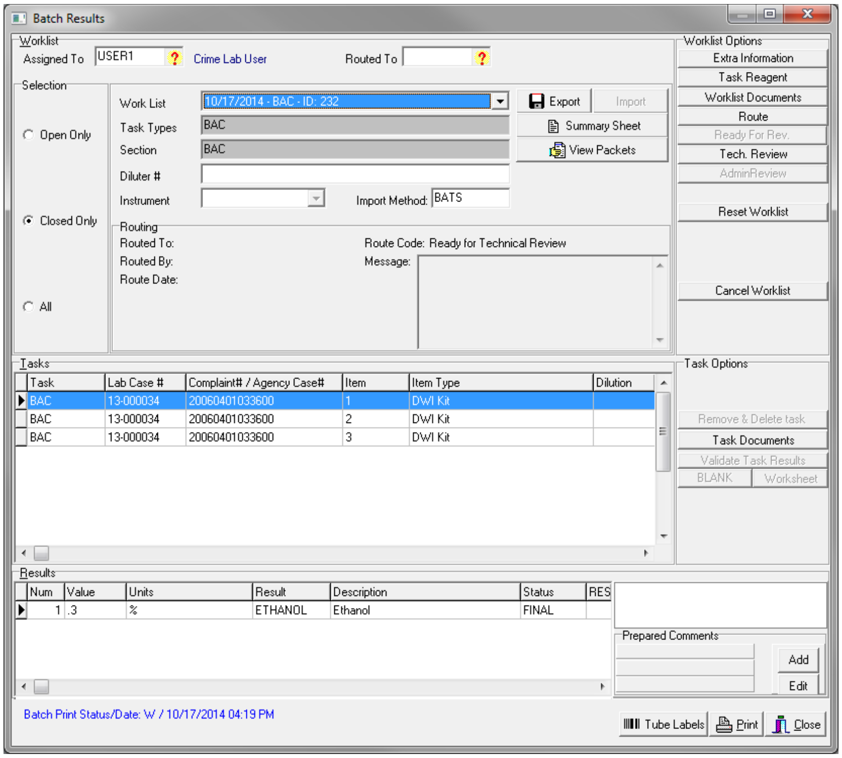


Task	Lab Case	Complaint#	Item	Item Type	Dilution
BAC	13-000091	20060401105200	4	DWI Kit	
BAC	13-000092	20060401105601	4	DWI Kit	
BAC	13-000094	20060401110203	4	DWI Kit	
BAC	13-000095	20060401110700	4	DWI Kit	
BAC	13-000097	20060401112800	4	DWI Kit	
BAC	13-000098	20060401114200	4	DWI Kit	

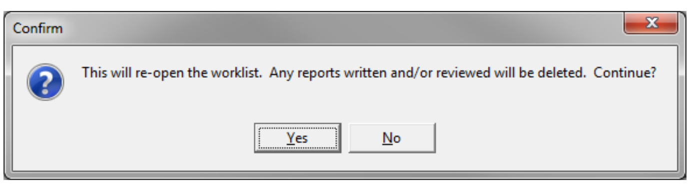
Num	Value	Units	Result	Description	Status	F
1	0.1840	gm %	ETHANOL	Ethanol	IMPORTED	1
2	0.100	gm %	N-PROPANOL		IMPORTED	1
3	0.1870	gm %	ETHANOL	Ethanol	IMPORTED	1
4	0.100	gm %	N-PROPANOL		IMPORTED	1
5	0.1855	gm %	ETHANOL	Ethanol	ACCEPTED	1

Resetting a Worklist

You can reopen a closed worklist by clicking the **Reset Worklist** button. Resetting the worklist will also delete any reports or reviews.

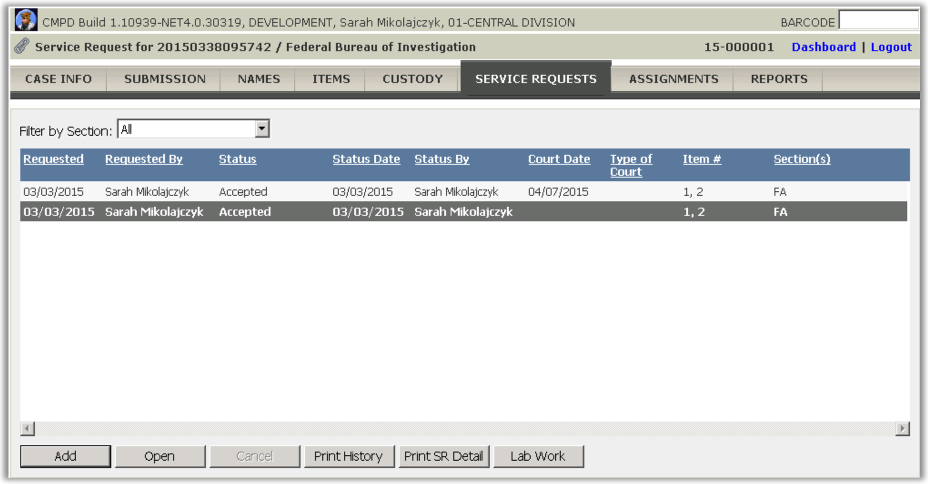


A Confirm dialog box will display. Click **Yes** to reset the worklist.

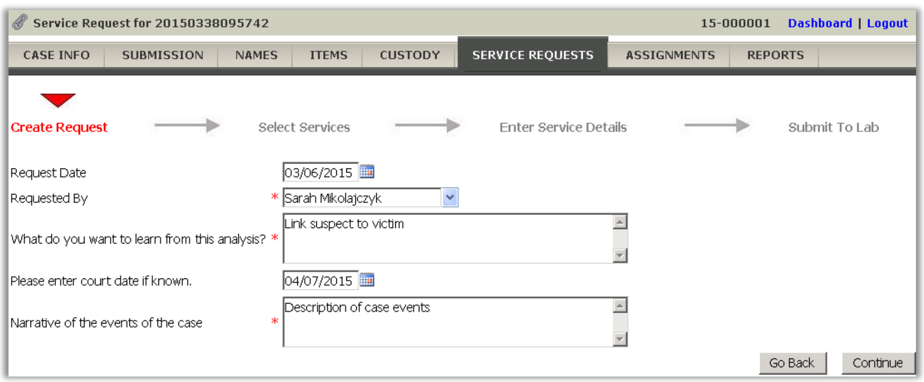


Biology Walkthrough

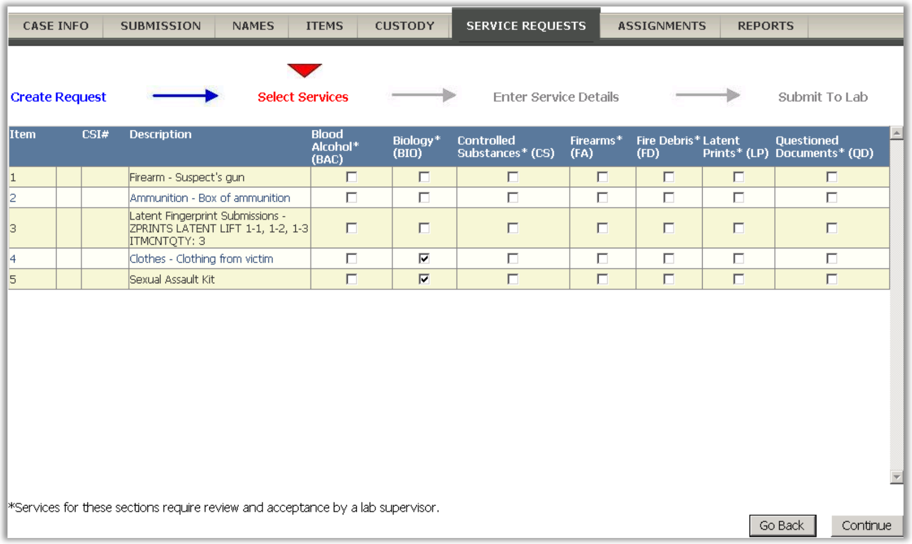
1. To submit a Service Request, select a case and click the **Service Requests** tab then click the **Add** button.



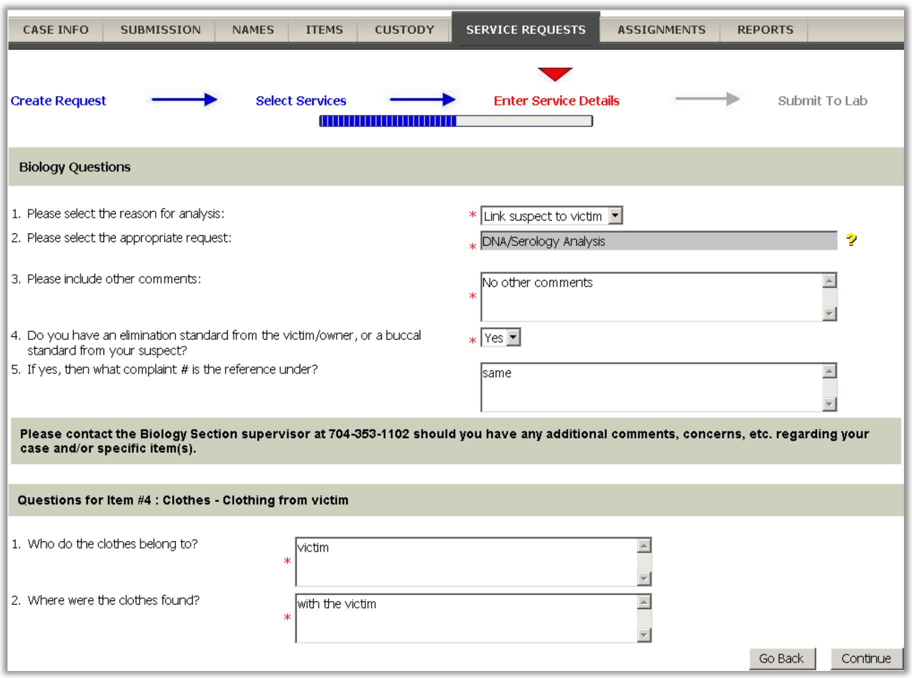
2. Fill in the required information that you would like to learn from the analysis then click **Continue**. Fill out the information as needed.



3. For each specific item to be examined, check the box to the right of the item under the Biology (BIO) column then click **Continue**.

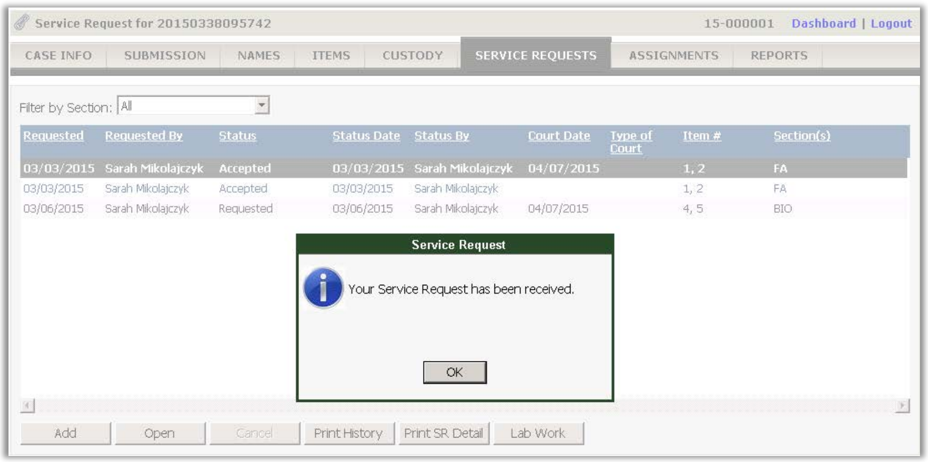


4. Clicking the yellow question mark will open a new window, allowing you to specify specific examinations requested. When you ~~hit~~ select Continue, you will be given additional questions based upon items attached to the request.



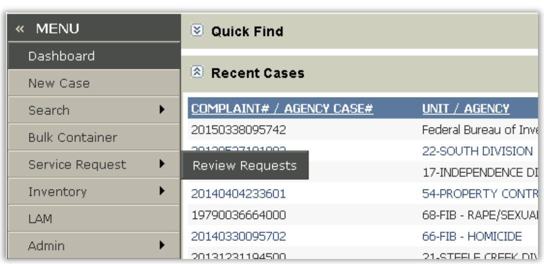
5. Once you have entered all the required information, ~~you~~ click **Continue** and proceed to the final screen.

6. The service request will be submitted, and you will be back on the service request screen. Note that the request you just created is marked "Requested." The Status will change when the Lab Supervisor either Accepts or Rejects the Service Request.

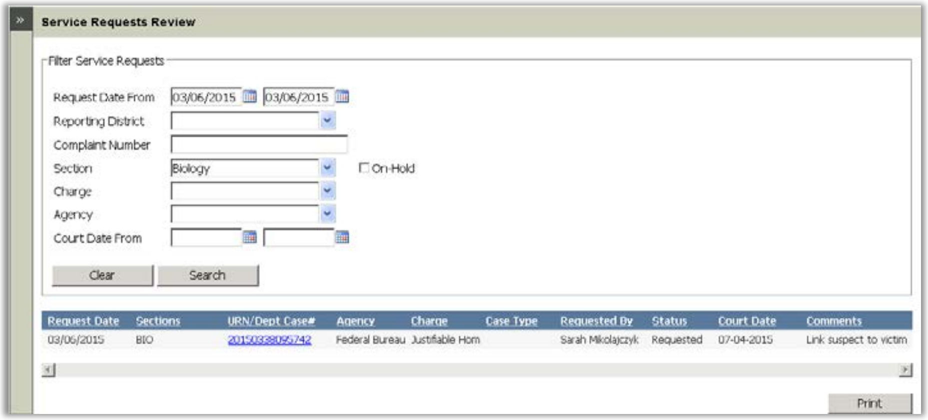


The normal process for handling assignments will begin at reviewing/approving service requests.

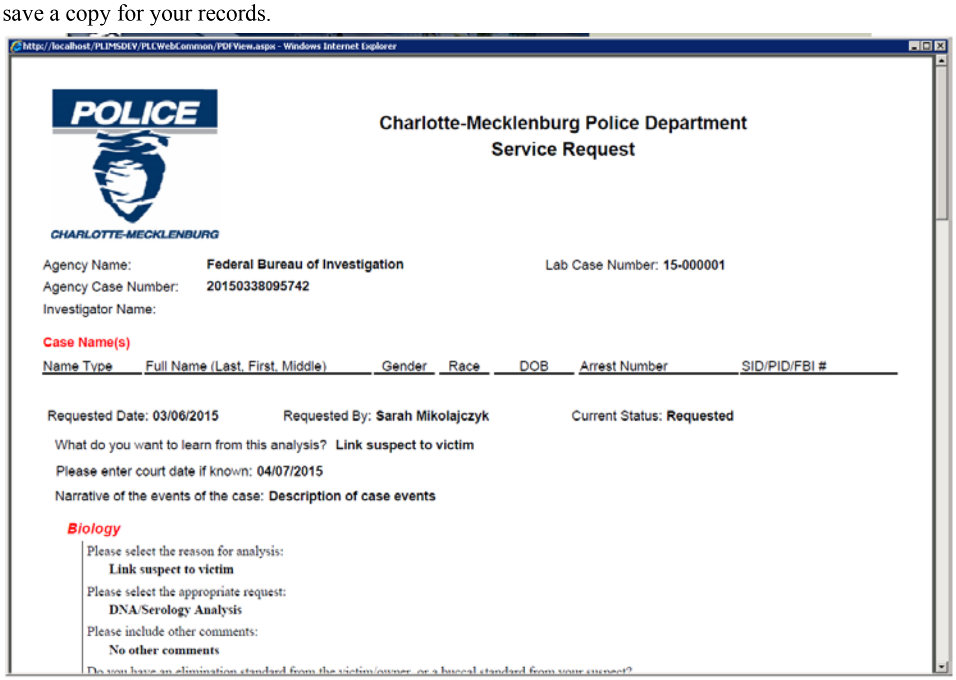
1. Review service requests by selecting Review Requests from the Service Request menu option under the Dashboard.



2. Select or filter the service request by entering additional information. You will not need to filter by section~~,~~ Biology will be the default.



3. Clicking the complaint number will open a PDF printable copy of the service request. You can also save a copy for your records.



Charlotte-Mecklenburg Police Department
Service Request

Agency Name: **Federal Bureau of Investigation** Lab Case Number: **15-000001**
Agency Case Number: **20150338095742**
Investigator Name:

Case Name(s)

Name Type	Full Name (Last, First, Middle)	Gender	Race	DOB	Arrest Number	SID/PID/FBI #

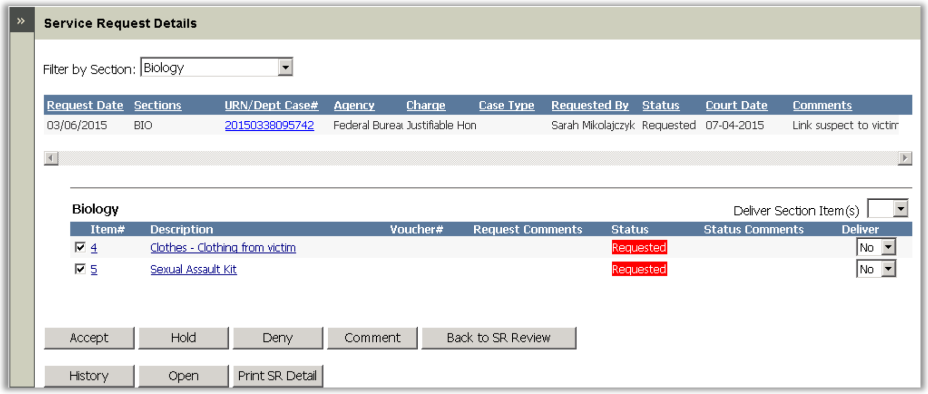
Requested Date: **03/06/2015** Requested By: **Sarah Mikolajczyk** Current Status: **Requested**

What do you want to learn from this analysis? **Link suspect to victim**
Please enter court date if known: **04/07/2015**
Narrative of the events of the case: **Description of case events**

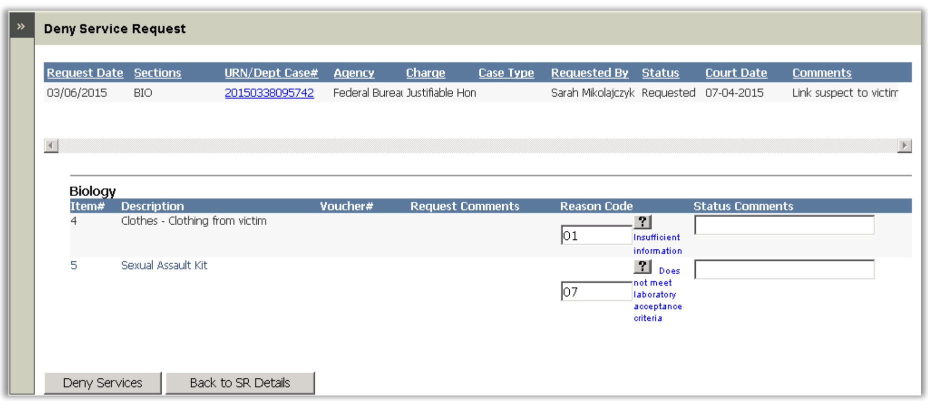
Biology

Please select the reason for analysis:
Link suspect to victim
Please select the appropriate request:
DNA/Serology Analysis
Please include other comments:
No other comments
Do you have an elimination standard from the victim/owner, or a buccal standard from your suspect?

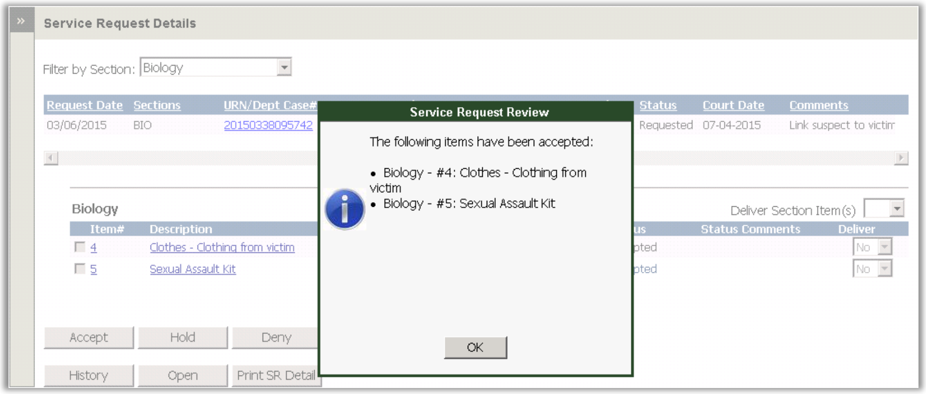
4. Clicking any other area of the service request brings up a list of all the items requested for examination. You can see your options along the bottom. Here the request can be accepted, placed on hold, or denied. If the request is accepted, the items can also be requested for delivery to the section at this time. Clicking Open will take you to the service request, where you can review all the details attached to the request.



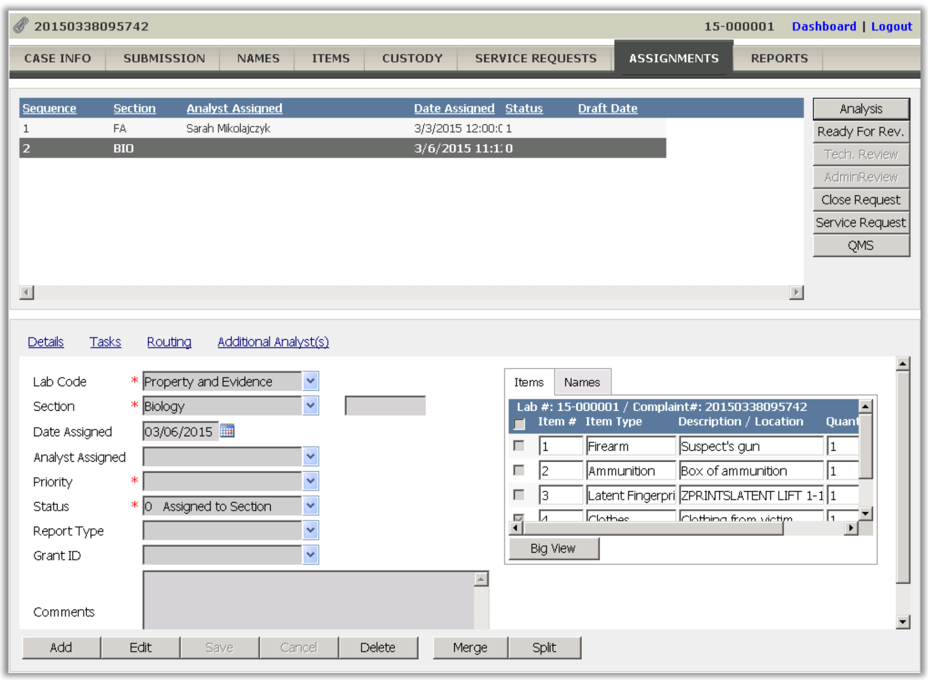
5. If an item(s) is to be rejected for analysis, make sure the check box for that item is active, then click the **Deny** button. Select the appropriate Reason Code by clicking the ? box and add any comments, then click the **Deny Services** button.



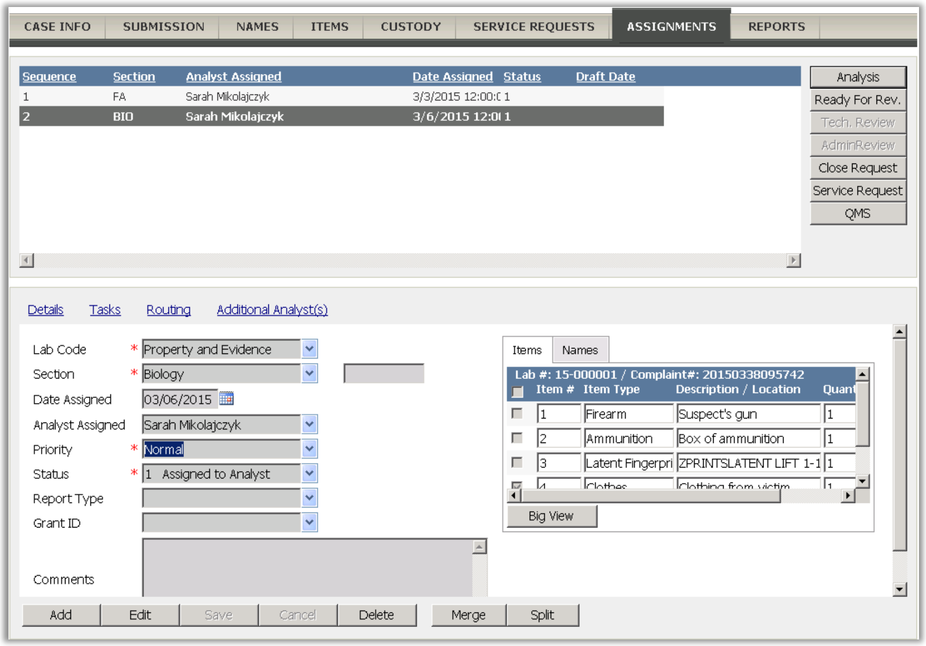
6. To accept item(s) for examination, make sure the check box for that item is active, select yes or no for that item to be delivered to the section, and then click the **Accept** button. Then click **OK**.



7. Once accepted, the Service Request will create a new assignment. This assignment will be unassigned, with a Status of "0" on the Assignments tab. You can click Open to go to the case and see the accepted service request. If there are multiple requests for multiple items under the same service request and one gets rejected, click on the blue "See Details" link to see which item(s) got rejected and by which section.

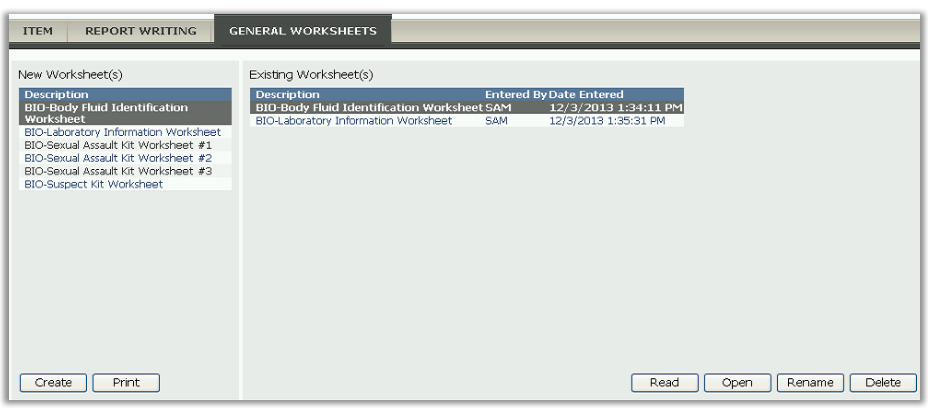


8. From here, an analyst must be assigned, and then the analysis begins with the **Analysis** button under the **Assignments** tab. Clicking this button will open the Report Writing Matrix. The Report Writing screen will be utilized as necessary depending on the case.



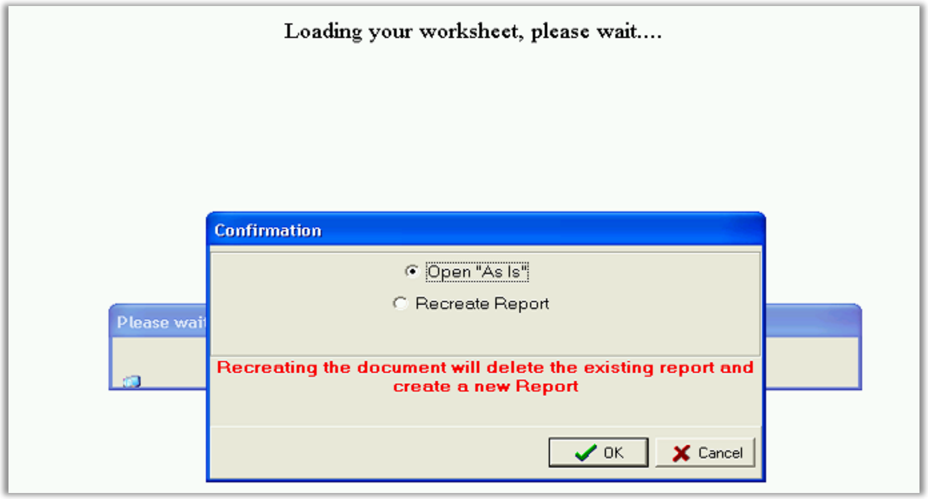
Screening Evidence

9. After selecting the **Analysis** tab, click on the **General Worksheets** tab to open the worksheets window. All available worksheet templates are displayed on the left. Click **Create** to make a worksheet, after which the new worksheet will appear on the right.



10. When a worksheet is opened, it functions just as it does now, in Word. You can work within the existing worksheet in Word and save results there, or you have the option to print the worksheet and have a physical copy.

    If you save the document in LIMS, you will receive a screen asking to Open "As Is" or "Recreate Report" when you reopen it.



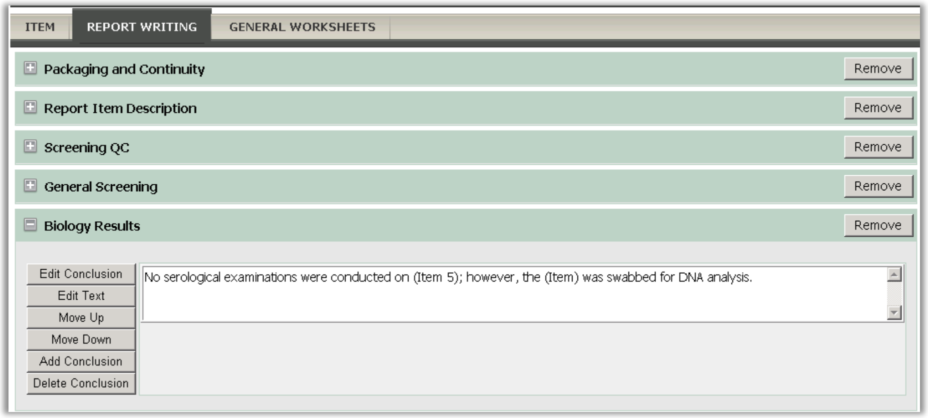
11. To create a sample item click on the **Items** tab. Select the item you need to sample then click the **Sample** button on the right to create your child or grandchild item. Update the Collected and Location and any other information that is necessary then click **Save**. The Dupe button can be used if making multiple samples from a single item.

12. After you have created the sample item(s), you will need to add those to your assignment. From the **Assignments** tab click the **Big View** button. Click the + sign by the lab case to expand the items in the case. Click **Edit** and select your sample item(s) then click **Save**.

13. Once screening is complete, the analyst will skip to the Report Writing stage, or they will move on to DNA work. For instructions on creating extraction worksheets, see "Creating Extraction Worksheets - Batch" on page 169.

Report Writing

14. The final steps of the process will be the Biology Results, Biology Conclusions, and CODIS Conclusions. Those are all accessed from the matrix, and all of the panels function in the same way. Expand the panel and click “Add Conclusion” to see a list of available options.



“Edit Conclusion” will open a new window that will allow you to re-select the items that are linked into the conclusion statement.

“Edit Text” will allow you to edit the actual text of the conclusion statement for this entry (and only this entry, it will have no effect on past/future statements).

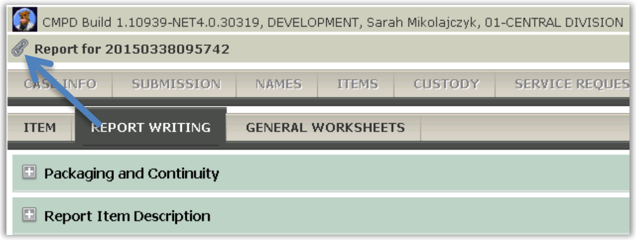
“Move Up” and “Move Down” move the statements up and down. They will appear on the final report in the same order they appear on screen.

“Add Conclusion” and “Delete Conclusion” add and delete conclusion statements.

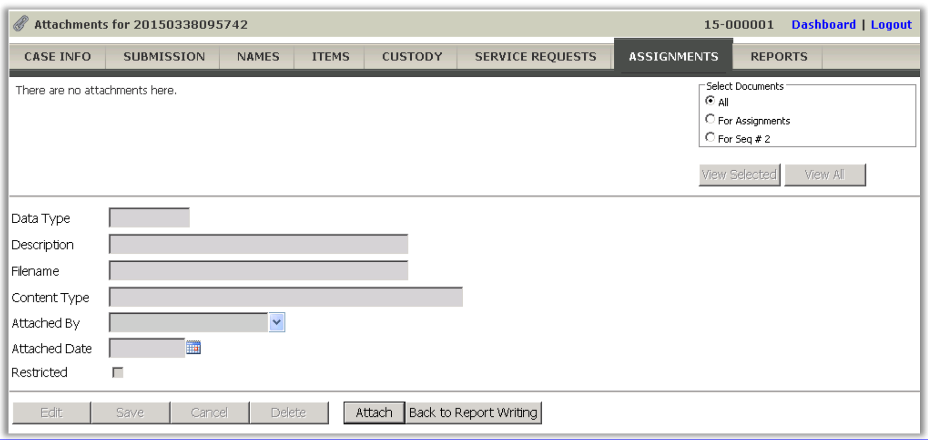
15. Once all necessary panels have been completed, click the **Send to Word** button to generate a Draft of the report. Once Word opens, you can make small changes to the document (e.g., spacing) but any changes you may make to the Results/Conclusions will not be displayed on the Matrix once the report has been closed. If you need to make changes and/or additions to the report, you will need to do that on the Matrix and follow the previous steps as needed. If no changes need to be made to the report you can close out of the draft to move onto the review process.

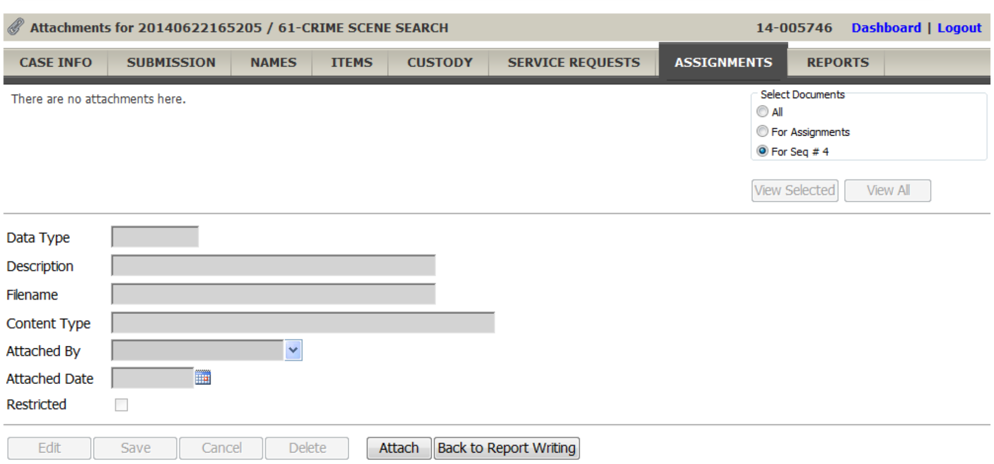
16. If you need to make edits to the matrix, select the necessary panel then click the Send to Word button. A pop up will ask you if you want to open the report as is or recreate report. Click the "Recreate Report" option and click **OK**.

17. From the Report Writing screen, you can select the Paper Clip icon in the top left hand corner to add any additional documents or images that need to be included in the report. This will open the image vault.



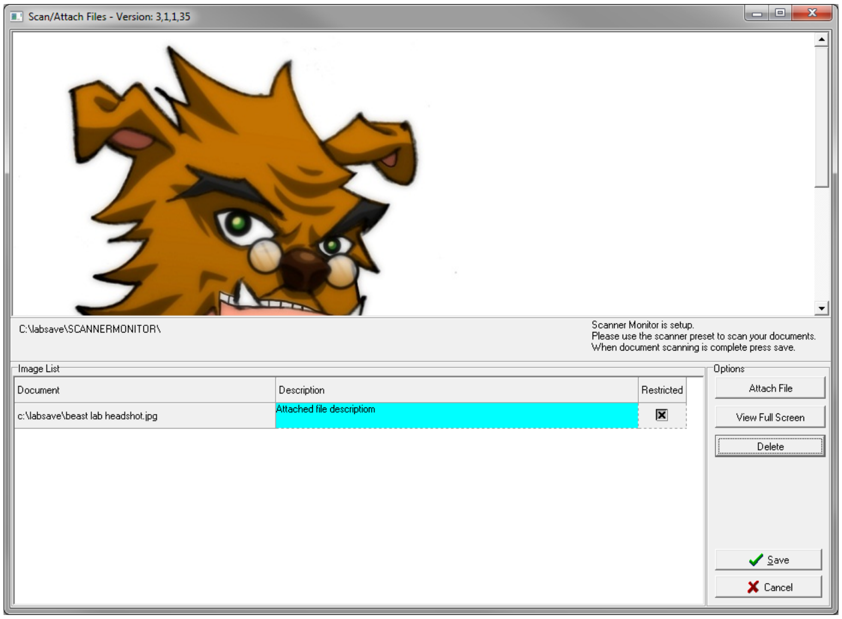
18. This screen will ~~show~~ display ~~all current~~ attachments for the selected assignment. By default, your sequence will be selected. ~~In the top right, make sure the correct assignment is selected.~~ To attach a new document, click **Attach**.



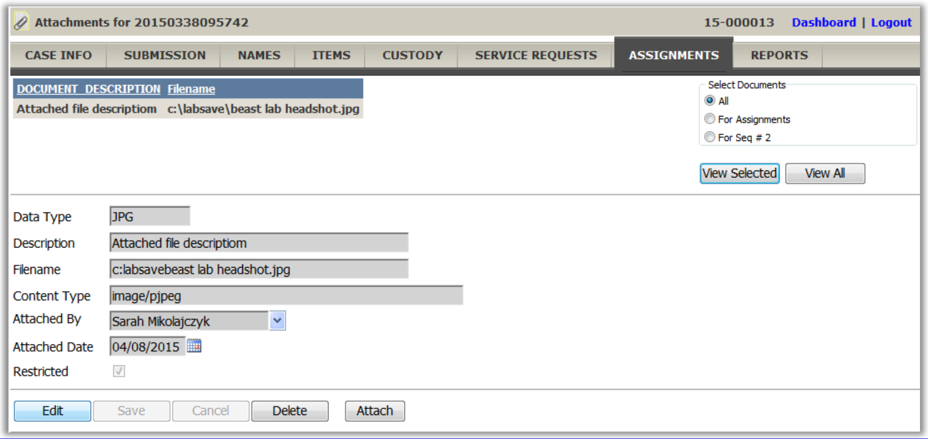


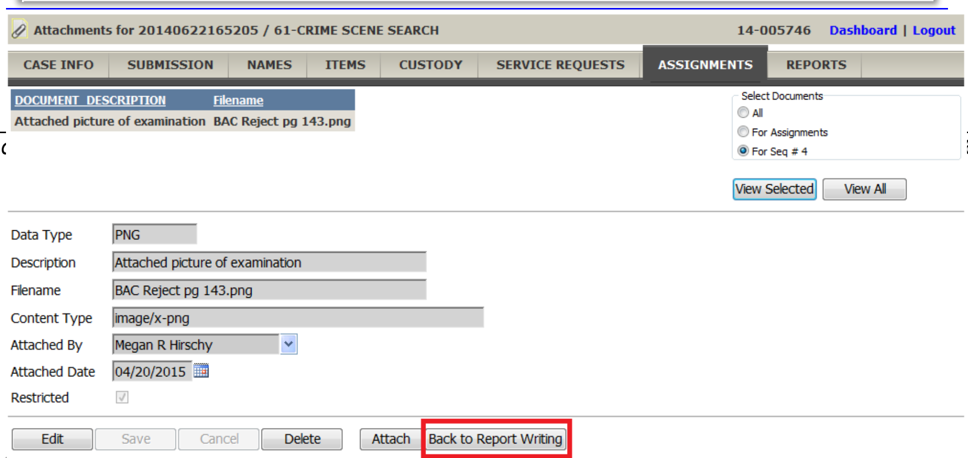
19. Images can be attached (if they already exist on the computer), or they can be scanned in.

Clicking attach will open a file browser, to select the document and/or image you need to attach to the assignment. From here, you will also be able to set the file(s) to Restricted if that document is sensitive information by checking the check box next to the file(s). Hitting scan will open the scanner software on your computer. Once done, click Save and the file will be uploaded to the database.



Note that the paperclip icon will now flash yellow. You will also be able to see which files are restricted by the check in the check box. You can edit the document description or the Filename by clicking the **Edit** button. You can click the **Back to Report Writing** button if you are not finished with your initial report.

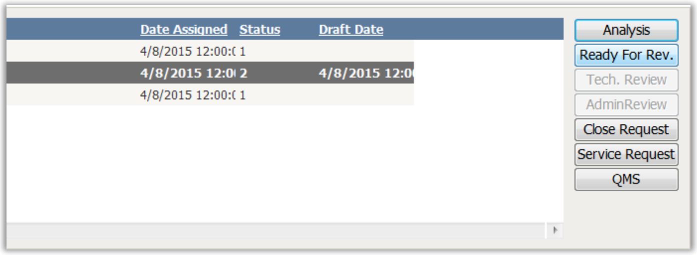




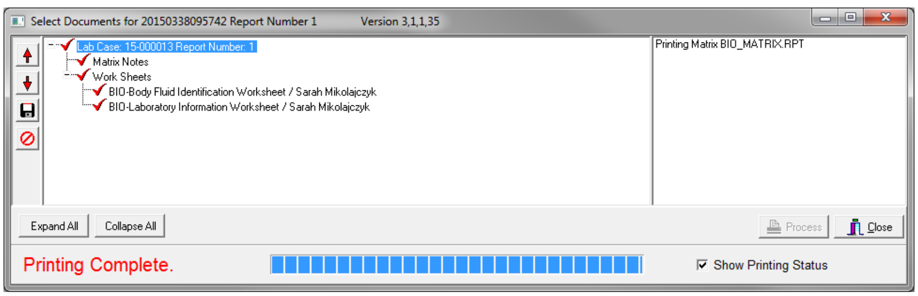
Field Code Changed

20. Once the report has been completed and the case is ready ~~for TR~~for review, select the **Back to Assignments**- button from the Report Writing tab.

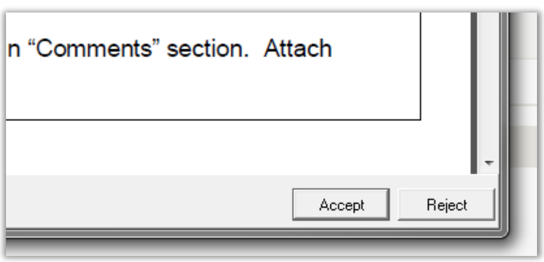
21. When the assignment has been completed, click the **Ready For Rev.** button to begin the process of closing the assignment for technical and administrative review.



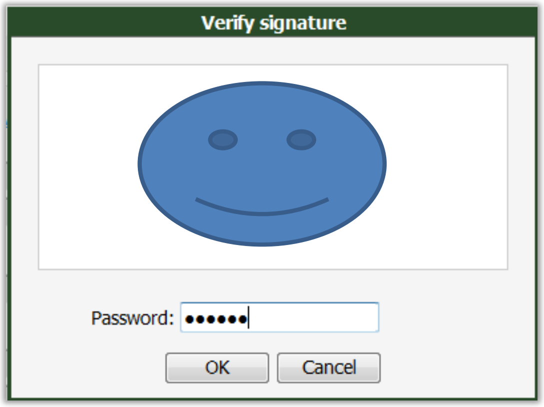
22. This window allows you to select which documents are included the in the notes packet. Worksheets can be included or excluded as necessary. When the necessary documents are selected in the proper order, click **Process**.



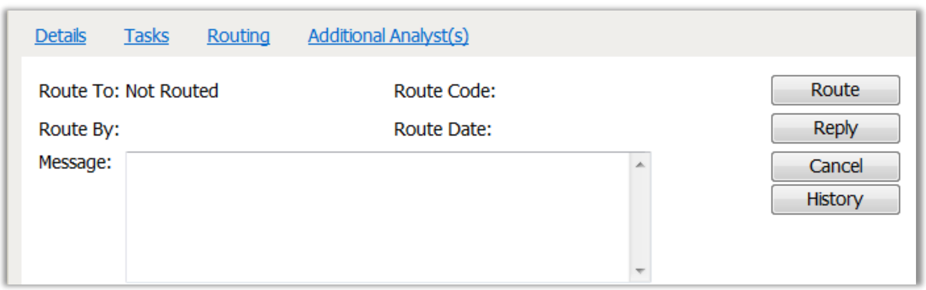
23. Once the processing is complete, a new window will open and display all the selected documents in a single PDF file. It can be saved or printed. You must then **Accept** or **Reject** this packet. Accepting will finalize the report and prompt for a signature.



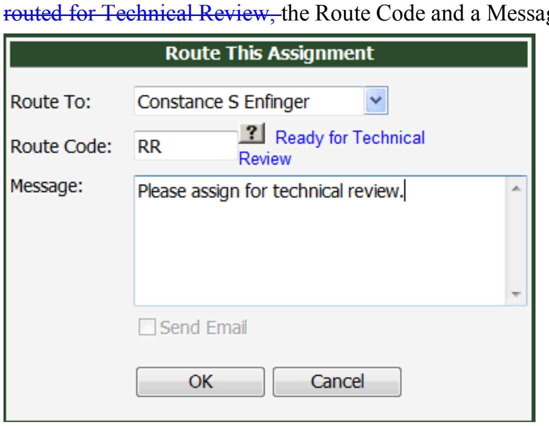
24. The Verify Signature screen should display your active signature, and then prompt for your password. Then click OK to Route the report for Tech~~nical~~ and Admin review.



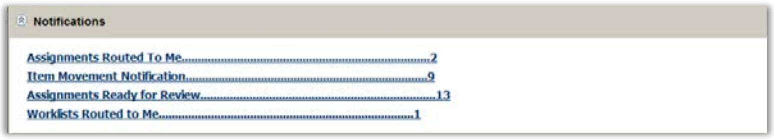
25. Tech reviewers will be assigned ~~out~~ by the section head. From the assignments tab, click the "Routing" link. ~~Once a report is marked as "Ready for Review," the analyst should route the assignment to the section~~. ~~From the assignments tab, click the "Routing" link.~~



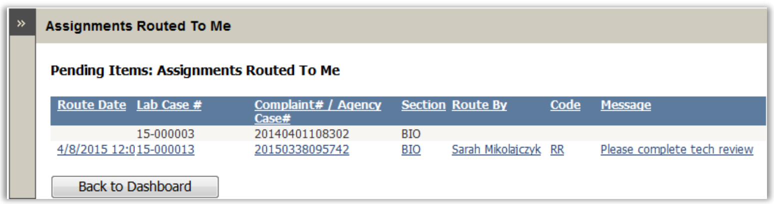
26. From this screen, the analyst will click "Route" and ~~then~~ select the section head, ~~that will then be routed for Technical Review,~~ the Route Code and a Message then click OK.



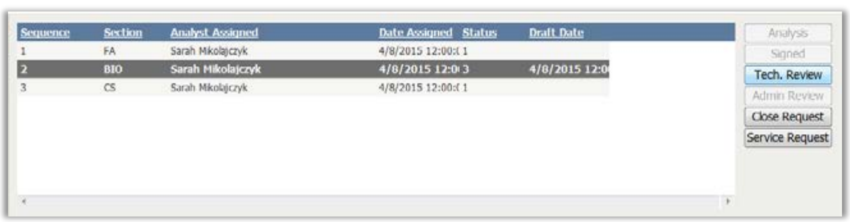
27. Once the assignment has been routed, the Tech Reviewer will be able to see a notification on their dashboard, under ~~notifications~~Notifications.



Clicking the link will take the reviewer to the routing screen, where they can see the routed assignment, along with the code and the attached message.



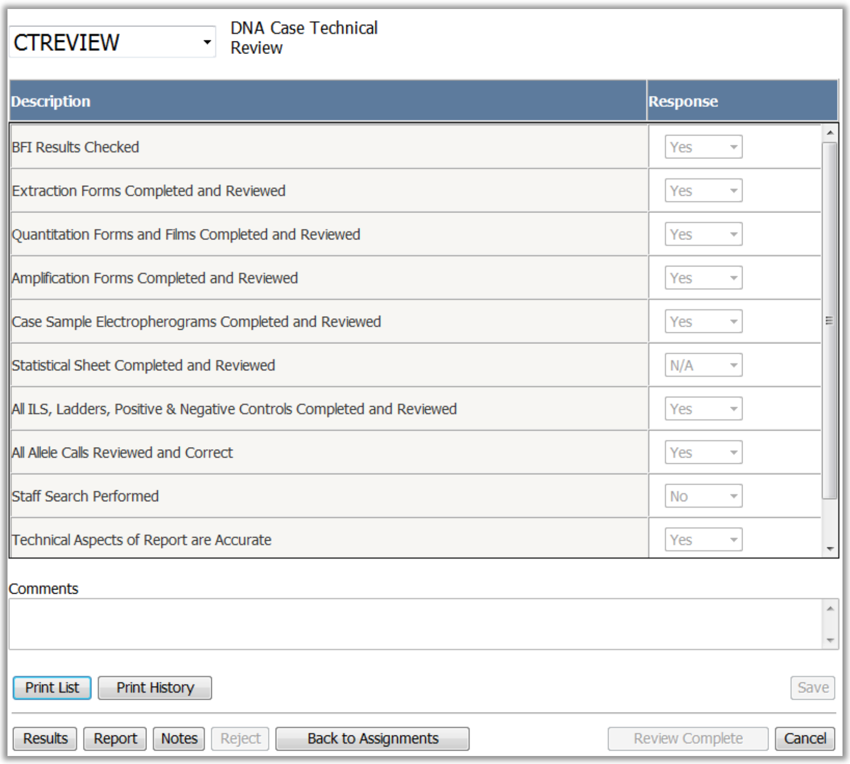
28. Clicking the assignment will take the reviewer to the assignments screen, where they can then click "Tech. Review" button.



29. Once the Tech. Review screen opens, the reviewer will need to choose the appropriate review checklist. CTREVIEW is used for DNA Case Technical Review, BFREVIEW is for Body Fluid Identification Case Technical Review, and OREVIEW is the Outsourcing Review Checklist. Each checklist has a specific list of questions, all of which must be marked Yes or indicated that the question is not applicable to this case.

Along the bottom of this page are a series of tools for the reviewer. Print List will print the checklist questions and responses. Results will open the Matrix in a read-only format. Report will open the completed report. Notes will open the Analytical Notes if they are present (note: The analytical notes are only used in the Matrix screening path). The rest of the buttons allow the report to be accepted or rejected.

If rejected, the assignment will be routed back to the analyst with the review Comments inserted into the routing message. This will allow the analyst to see what's wrong with the report.



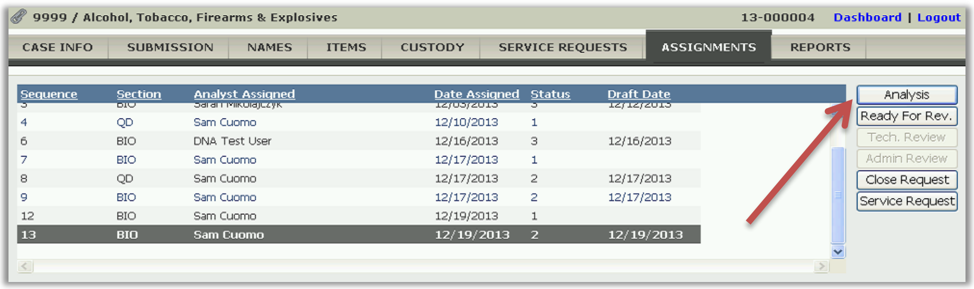
30. Once the report is approved, the assignment should then be routed by the reviewer to the section head. This is the same process as mentioned above. From here, the admin reviewer (normally the section head) will complete an admin review. The process is the same as above, except the "Admin Review" button will be enabled, and the review checklist will be specific to the Admin questions.

31. Once admin reviewed, the report moves from the 'Assignments' tab to the 'Reports' tab. From here, you can view the completed report and the notes packet.

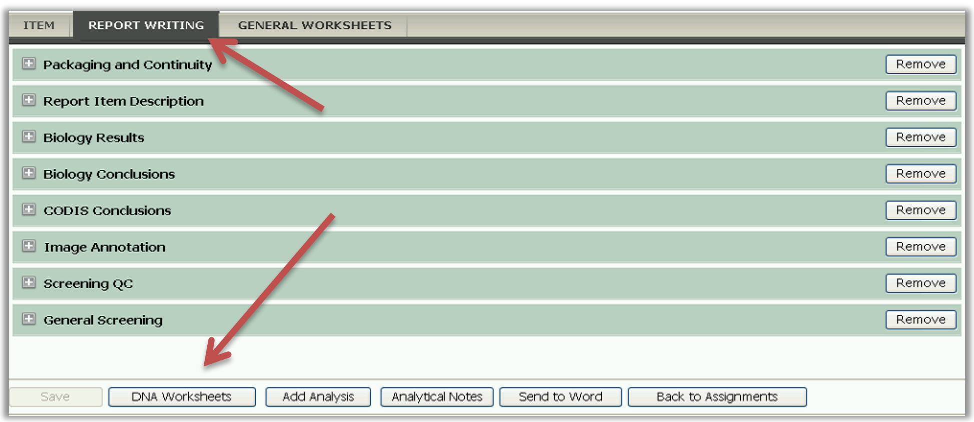
Creating Extraction Worksheets - Batch

In order to create extraction worksheets, all samples need to be submitted for extraction (EXTSUB) with the ~~and~~ type of extraction (BEAD or DIFF)~~, selected~~. ~~All samples submitted per case."~~

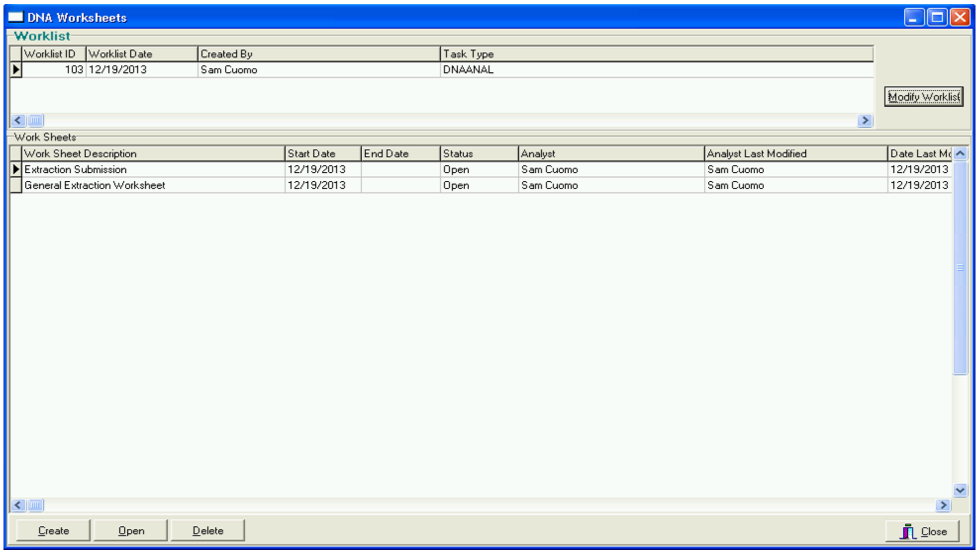
1. ~~Open a case, and go into the appropriate assignment~~. From the Assignments tab select the assignment ~~in question,~~ and then ~~select~~ click "Analysis" in the top right corner.



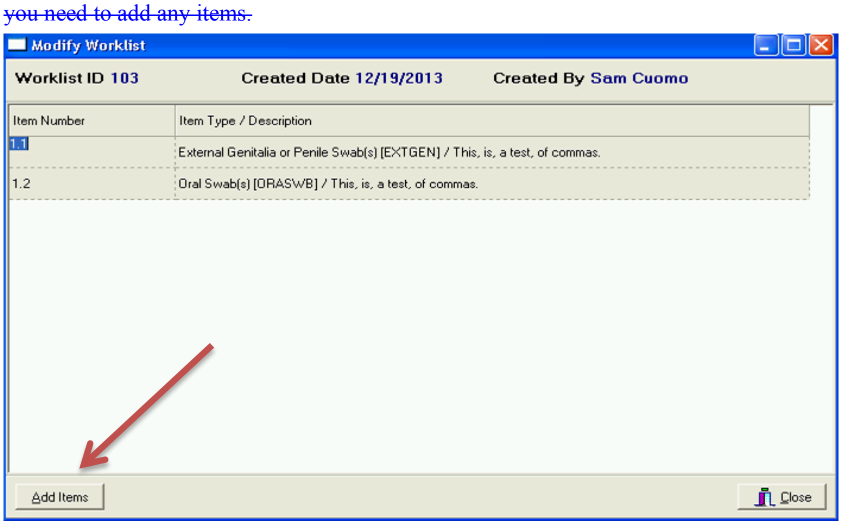
2. Inside the Assignments screen, select Report Writing and then DNA Worksheets.



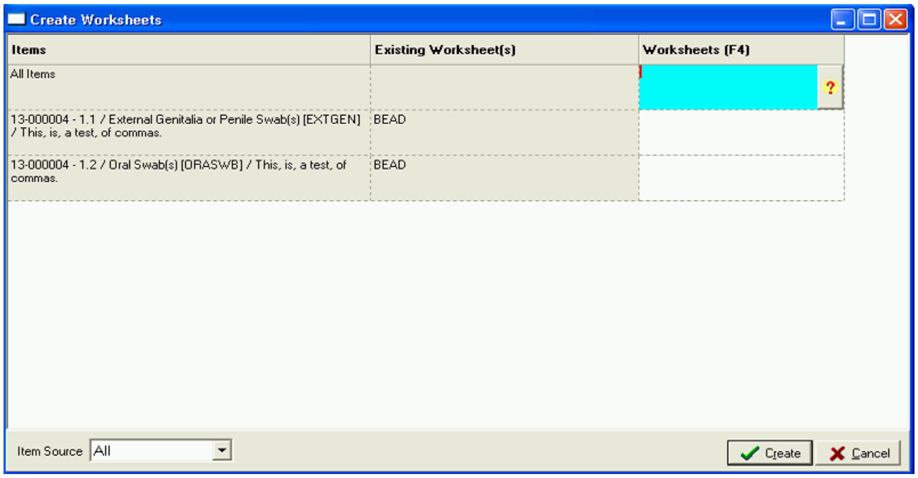
3. The DNA Worksheets screen will show any existing worksheets, and any Worklists that have assignment items on them.



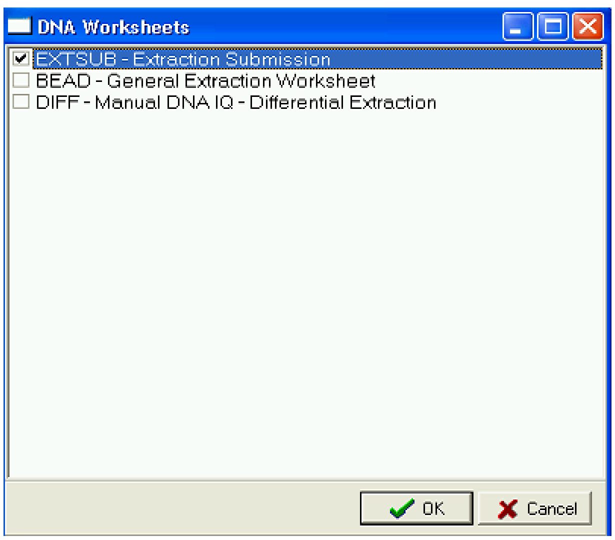
4. By default, the worklist for submissions will populate with the bottom-most items attached to it. If you have Item 4, Item 4.1, Item 4.1.1, and Item 4.1.2, it will start with items 4.1.1 and 4.1.2 attached to the worklist. To add additional items (or see the list of items currently attached), you can click “Modify Worklist” in the top right hand corner. When the Modify Worklist window opens~~,~~ click “Add Items”. ~~if you need to add any items.~~



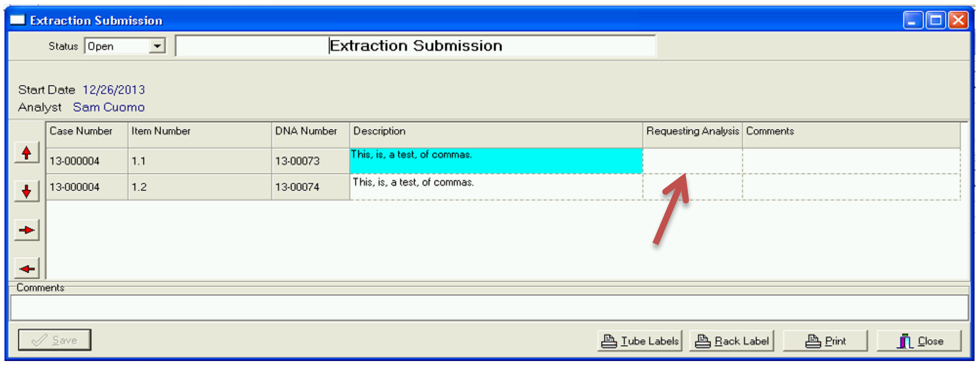
5. Click the ? icon next to the item(s) to open up the DNA Worksheets list. Select EXTSUB – Extraction Submissions for all items to be extracted.~~When the worklist for submissions is correct~~, ~~select~~ Click "Create" in the bottom ~~left~~ right corner of the DNA Create Worksheets screen~~.~~ ~~This will be used~~ to create the Extraction Submission. ~~Click the ? icon next to the item to open up a list.~~

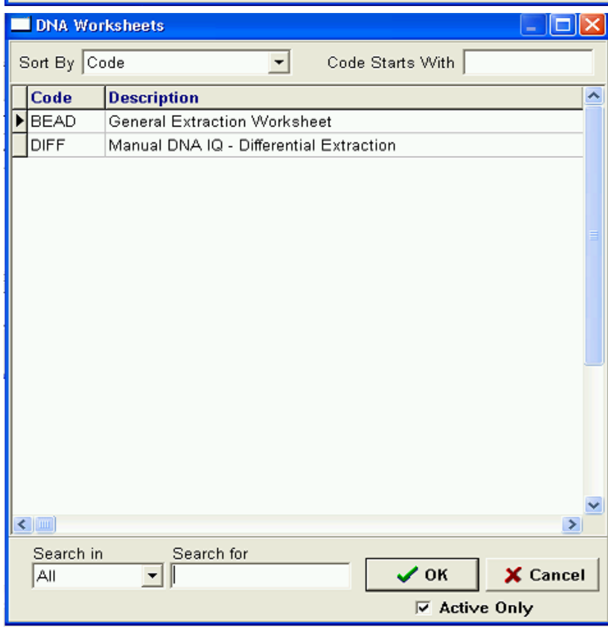


~~From this screen, select EXTSUB - Extraction Submission for all items to be extracted.~~

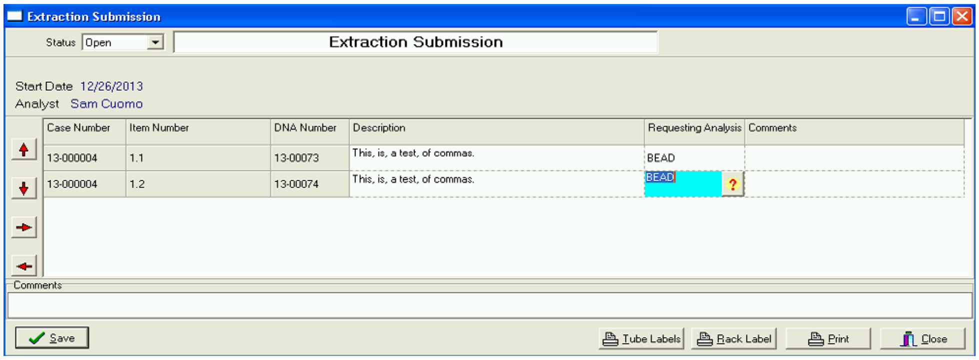


6. Once the worksheets are added to the Create Worksheets screen, ~~select~~ click “Create” and it will open a new window that is the extraction submission worksheet. This sheet lists all the items that were attached as well as relevant numbers. Comments can be added as necessary. Requesting Analysis needs to be selected, and the analyst can choose between “BEAD – General Extraction Worksheet” and “DIFF – Manual DNA IQ – Differential Extraction.”

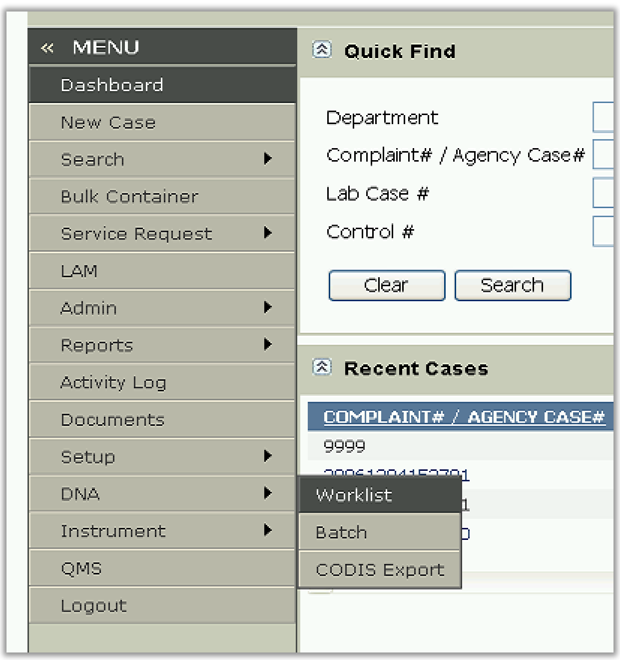




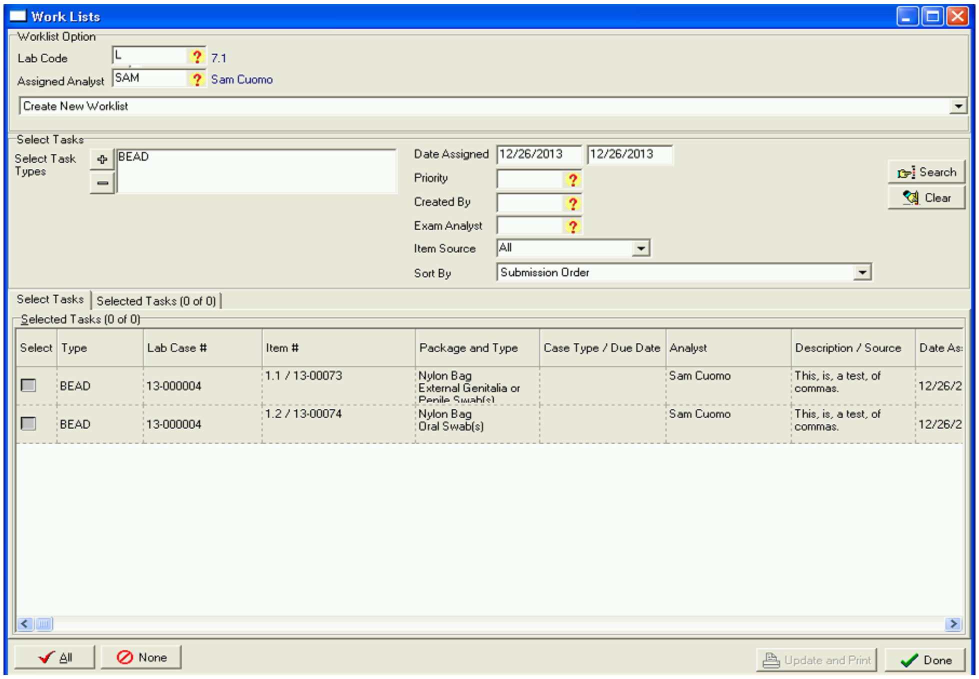
7. Once the tests are selected, click "Save."



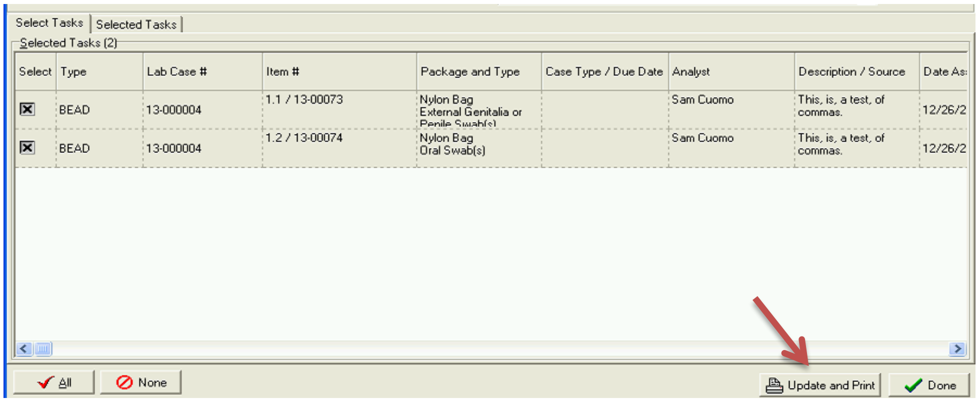
8. Once the sheet is saved, you can close out of the DNA Worksheets window and it will send you back to the Report Writing/Matrix window. From there, go back to the dashboard. From the dashboard, click DNA and then click Worklist.



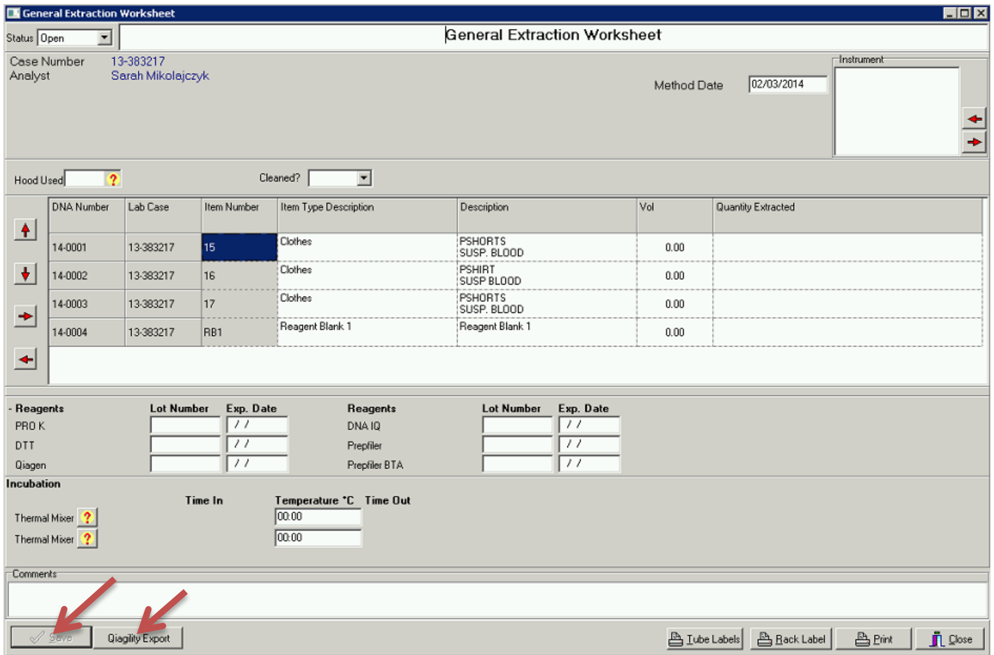
9. On the worklist screen, you can view existing worklists by clicking the drop down. If you are creating a new worklist, you should leave this set at "Create New Worklist." You should then select the task that you are looking to work (either BEAD or DIFF) by hitting the + next to "Select Task Types." Filter the tasks by the entering your code number for 'Exam Analyst'. Click search and you should see the tasks that you just created.



10. Select the tasks you want and then click "Update and Print." You MUST click **Update and Print**. Just clicking Done will not save the selection and will not create the new worklist.



11. Once you have selected **Update and Print**, a screen will flash open showing the worklist, and then the extraction worksheet will open. It will be the General Extraction Worksheet or the Manual DNA IQ – Differential Extraction depending on what options were selected. After the sheet is saved, if using Qiagility, clicking "Qiagility Export" will create the export file.



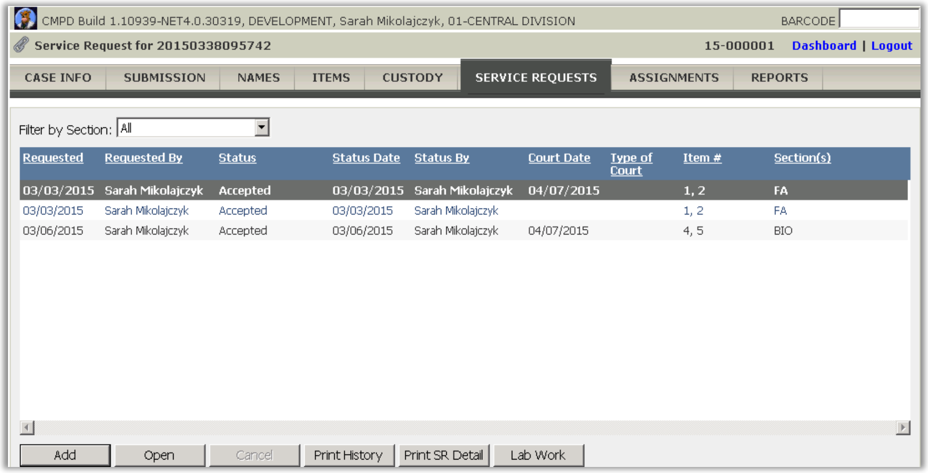
12. When r~~R~~eady to extract, from the Dashboard under DNA, select Batch then the desired worksheet. From there, click Open and make any edits if necessary. When you are finished, click **Save**.

If using Qiagility, click **Qiagility Export** to create the export file.

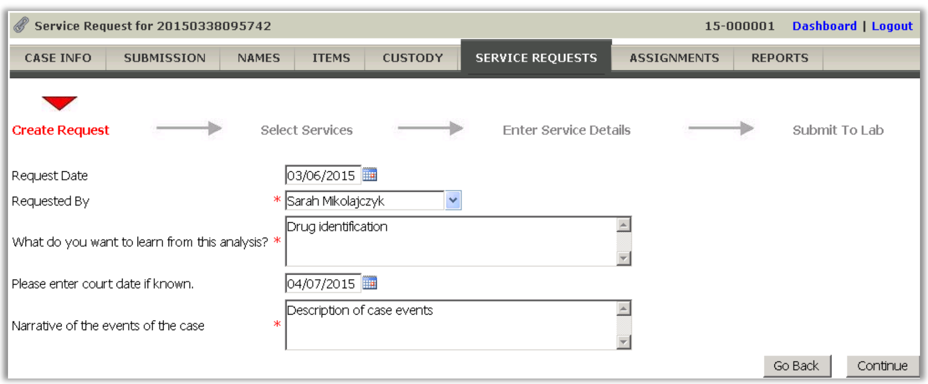
13. After the sheet is saved and the Qiagility Export is created, a window will open and tell the analyst exactly where the export file was created. From here, the analyst can continue their work from the .csv.

Controlled Substances Walkthrough

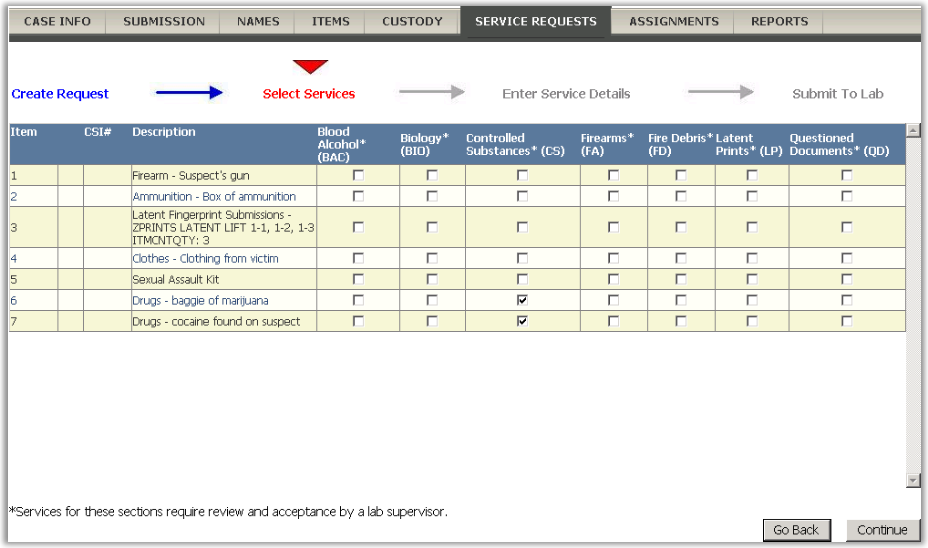
1. To ~~C~~create a service request, ~~. This is typically done on submission.~~ c~~C~~lick the **Add** button.



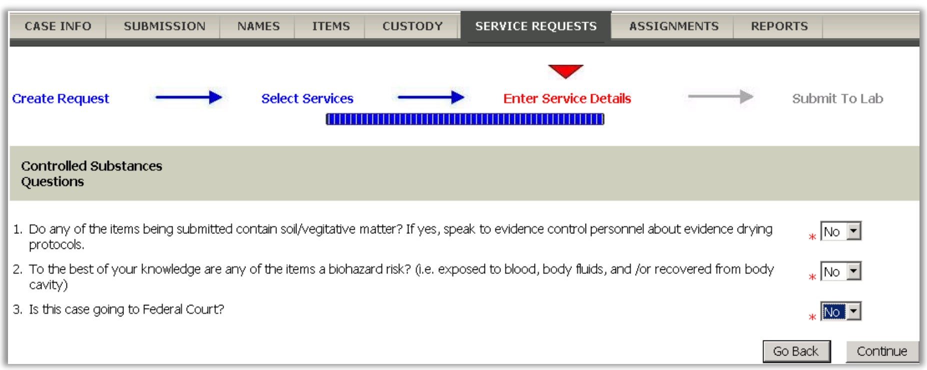
2. Fill in the information about the service request and click **Continue**.



3. Select a Controlled Substances request for the specific Controlled Substance item(s).



4. Answer the ~~Controlled Substances~~required questions that appear following the request.

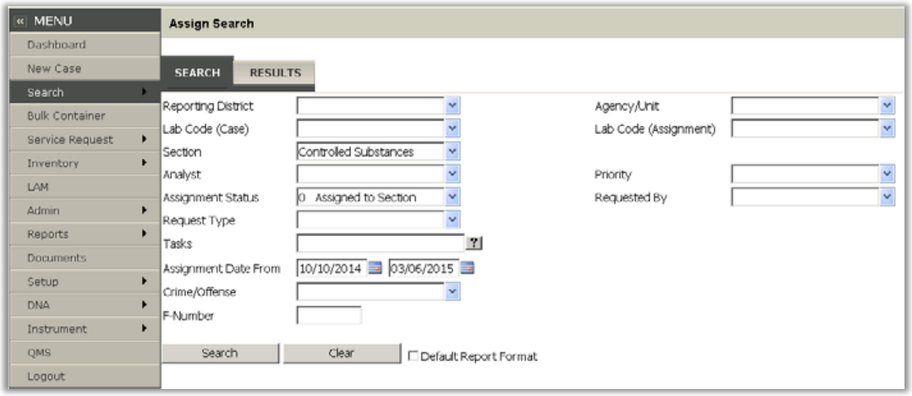


5. Click **Complete** if the service request is complete. ~~The service request is auto accepted for Controlled Substances.~~ Work on the assignment can start as soon as the open assignment is assigned to an analyst.

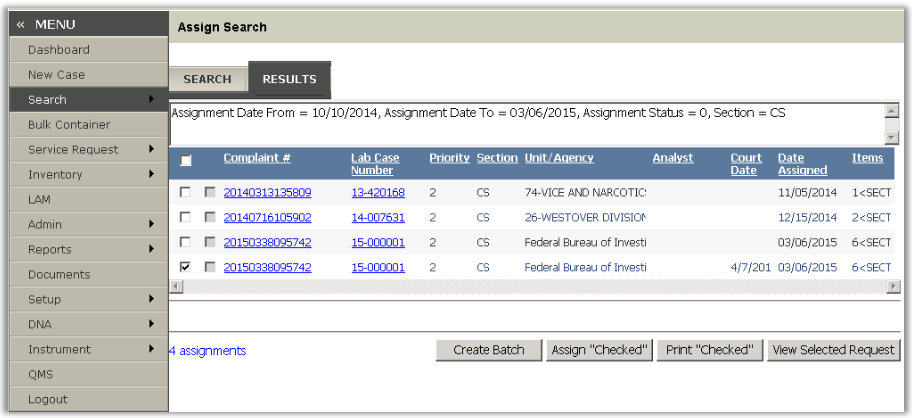
Comment [KW2]: Isn't in development db

Comment [MH3]: This doesn't happen anymore and can be deleted.

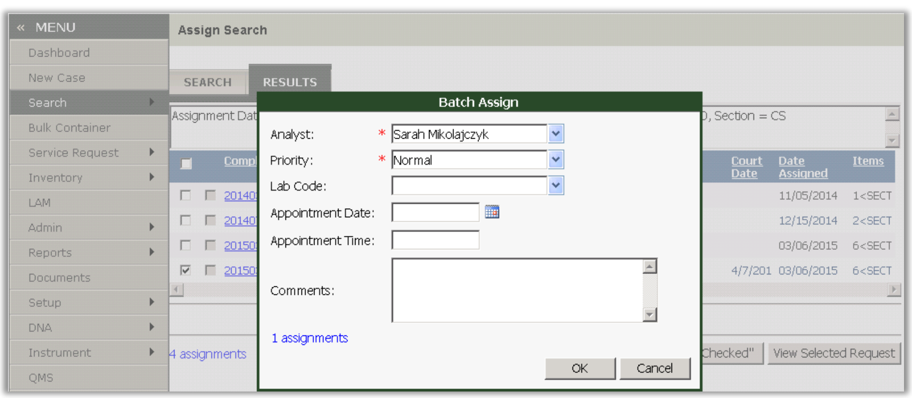
6. To assign an analyst to an open assignment from a service request, go to the dashboard and select Search then Assignment. For the search criteria pick the Section Controlled Substances and the Assignment Status "0 – Assigned to Section" and click Search.



7. Check the assignments to be assigned to an analyst. Then click Assign "Checked."

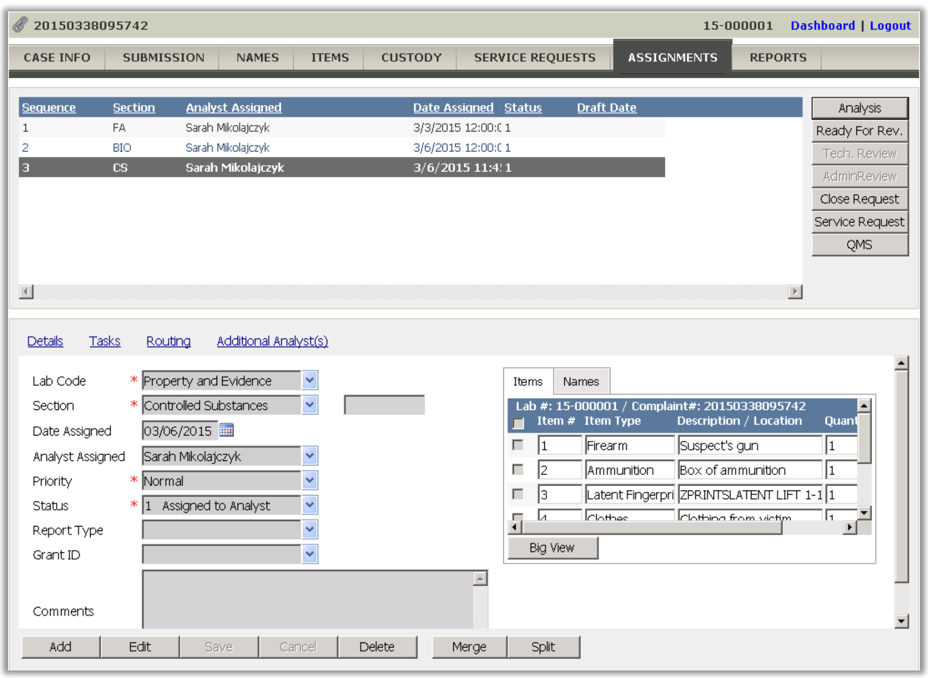


8. Fill in the information to assign the analyst that will be doing the selected assignments.

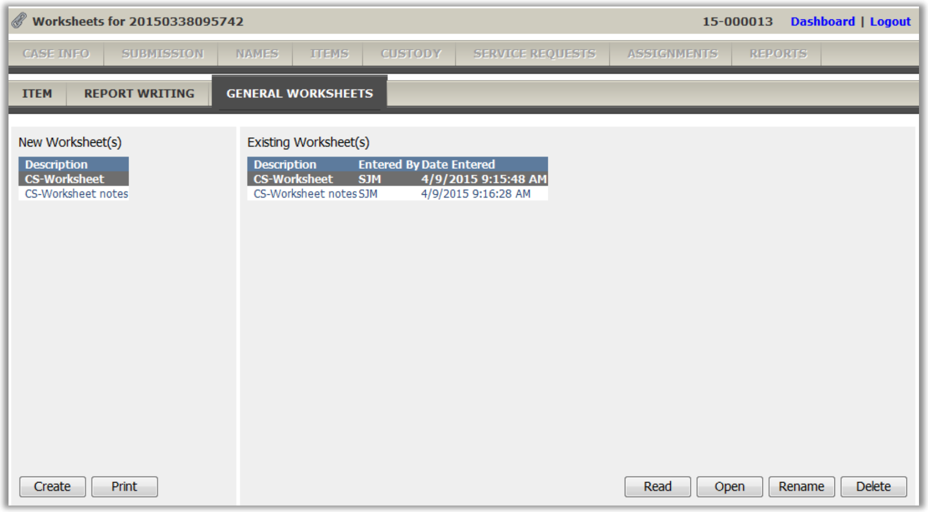


9. On the assigned analyst's dashboard, the assignments will now appear in their queue.

10. Select the assignment to be worked from the list and the assignments tab on that case will open up. Clicking Analysis will allow information regarding the analysis to be entered into the Matrix.

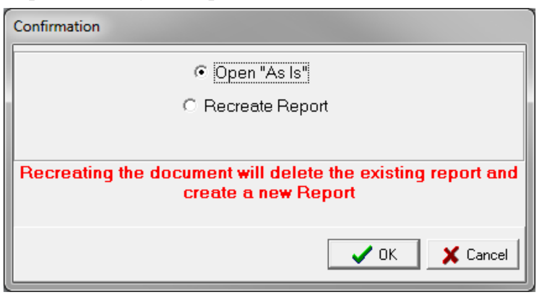


11. After selecting the **Analysis** tab, click on the **General Worksheets** tab to open the worksheets window. All available worksheet templates are displayed on the left. Click **Create** to make a worksheet, after which the new worksheet will appear on the right.



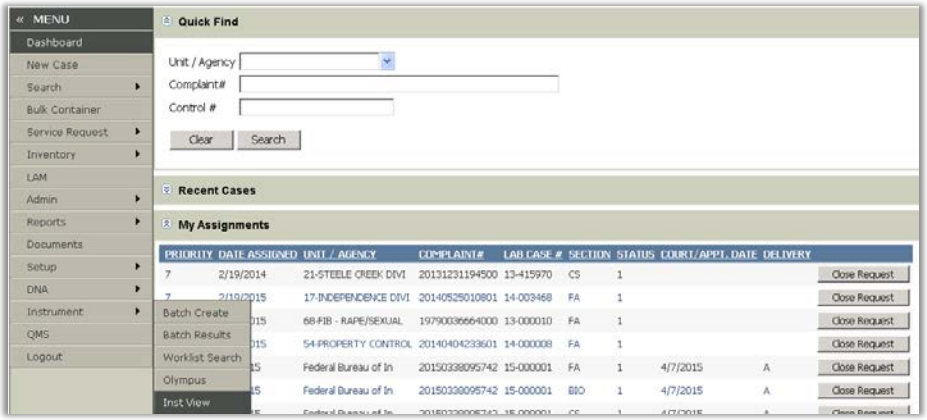
12. When a worksheet is opened, it functions just as it does now, in Word. You can work within the existing worksheet in Word and save results there, or you have the option to print the worksheet and have a physical copy.

If you save the document in LIMS, you will receive a screen asking to Open "As Is" or "Recreate Report" when you reopen it.

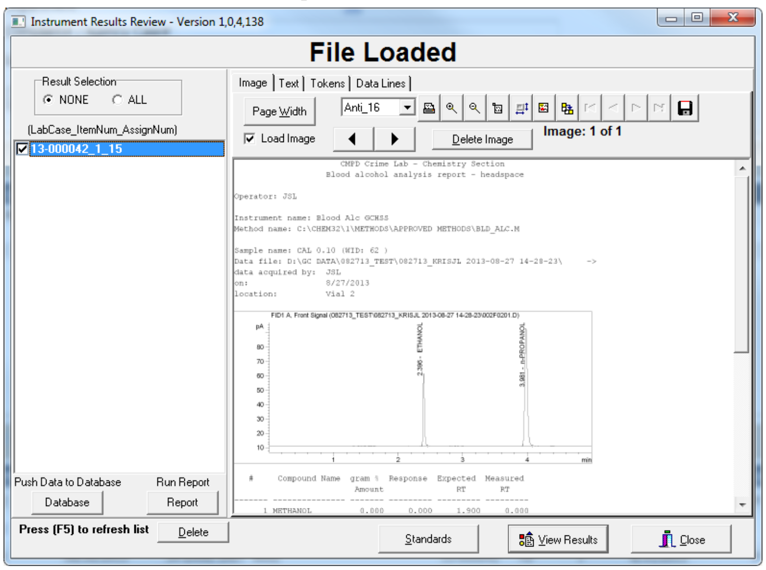


13. To attach instrument data from an instrument from the Dashboard click Instrument, Instview.

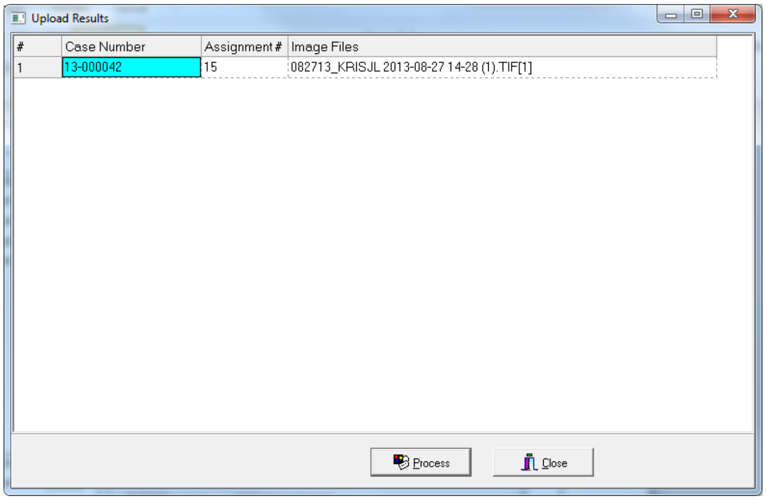
Comment [MH4]: Steps 13, 14 and 15 need to be moved before Step 11.



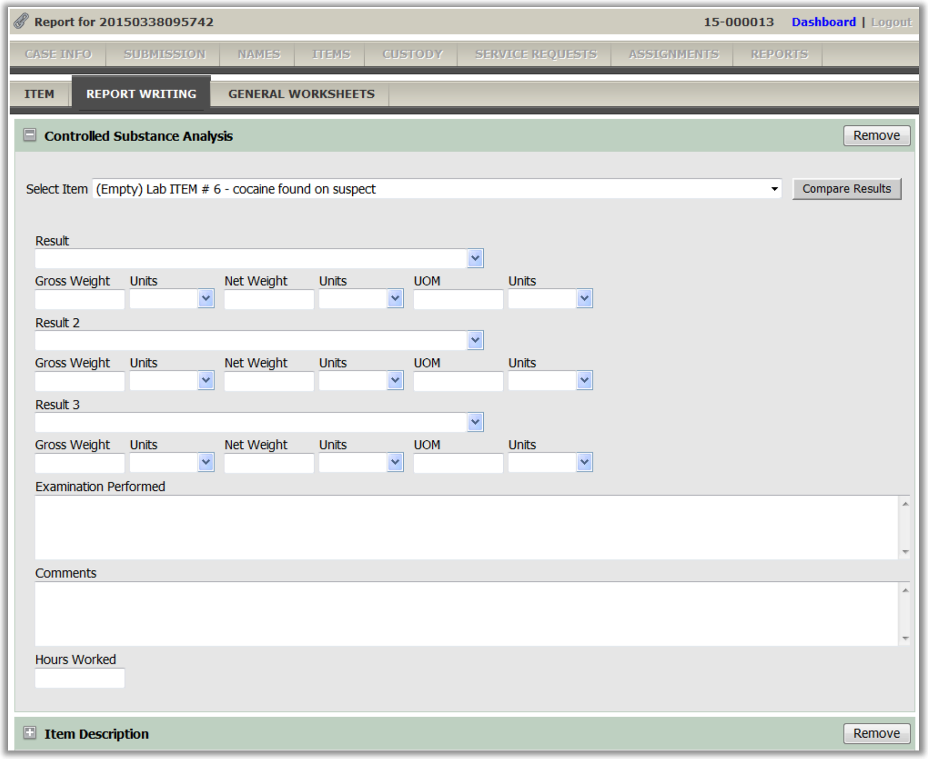
14. The instrument data should be uploadable. Click the View Results button.



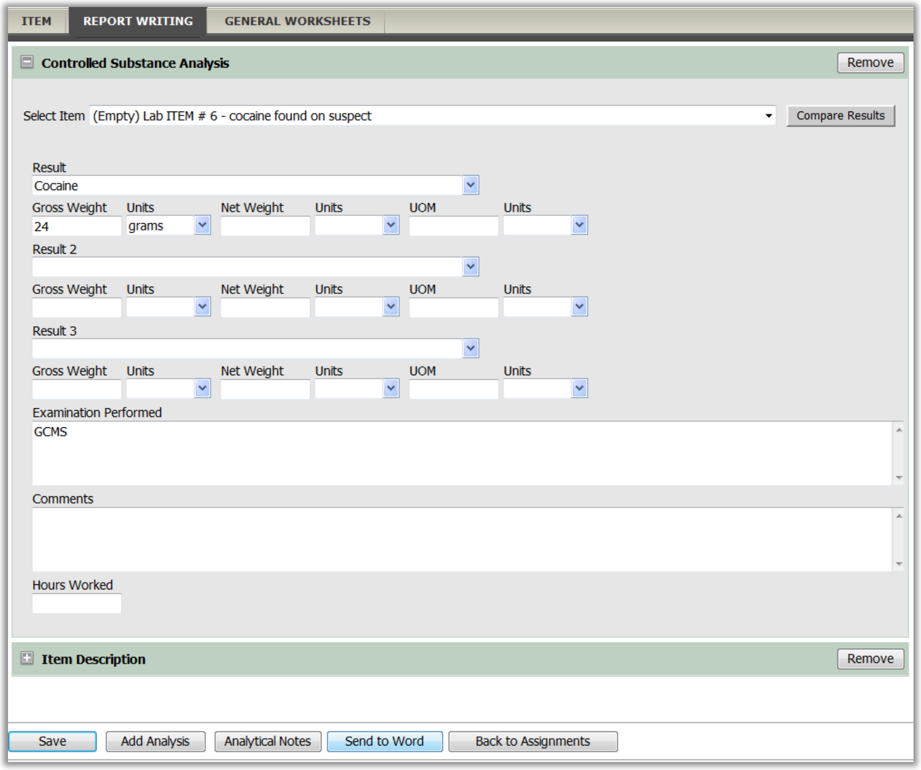
15. This window will appear and the file, case, and assignment can be validated. ~~Press~~ Click ~~process~~ Process to upload the file into the image vault.



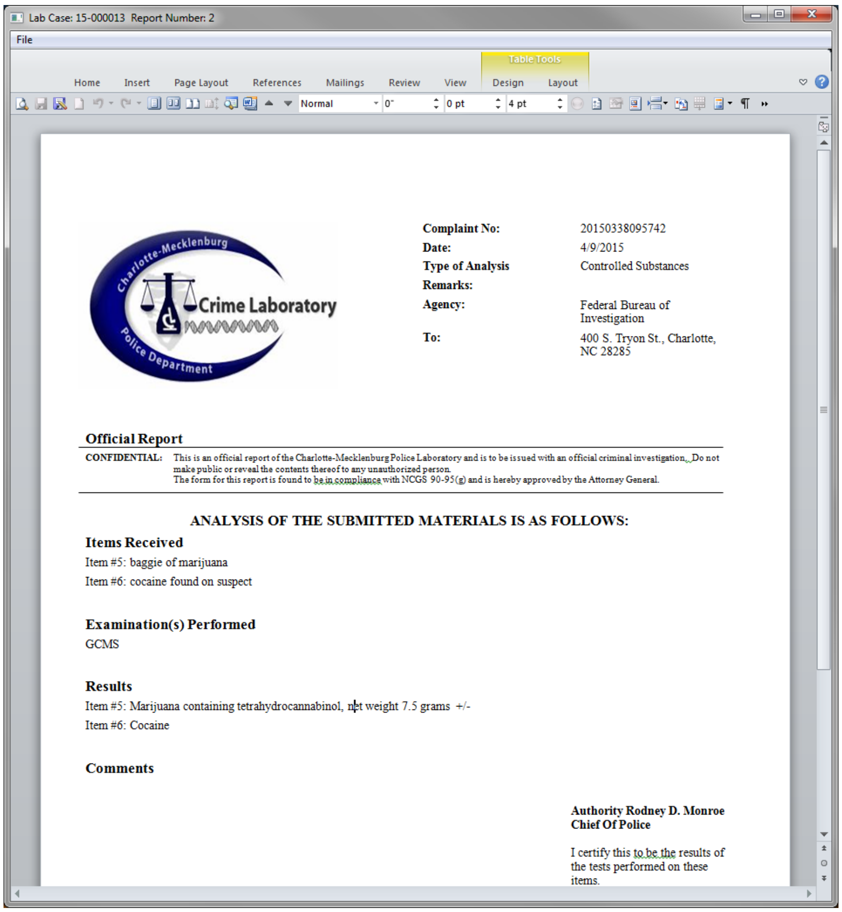
16. The Controlled Substances matrix has two panels, Item Description and Controlled Substance Analysis. Fill out the fields and this will be available for stat purposes as well as generating the final report. The panel is an entry based panel, so multiple entries can be made by filling in the box in the top right corner.



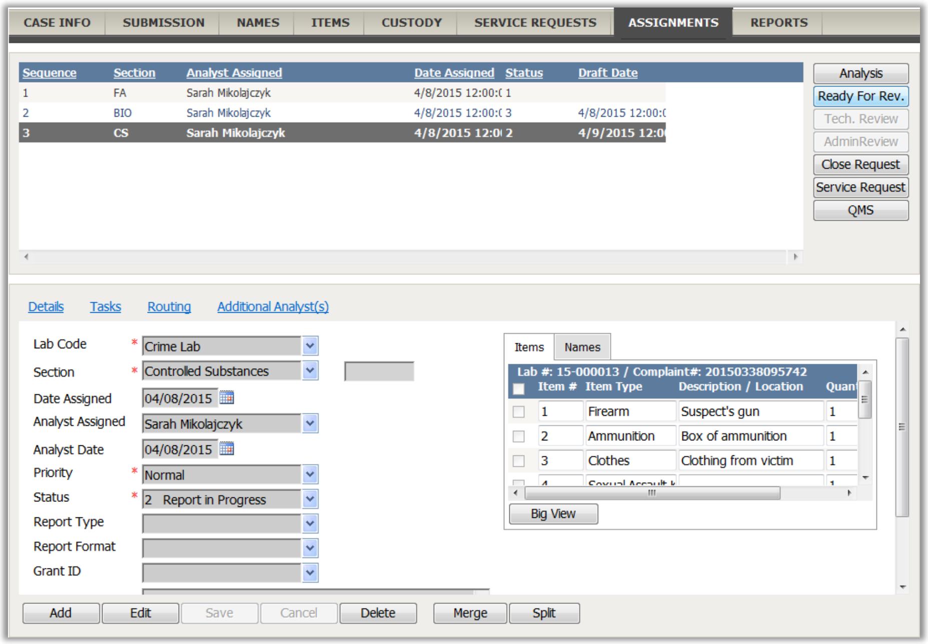
17. After entering in the analysis, Send to Word can be ~~pressed~~ selected and the report will be generated.



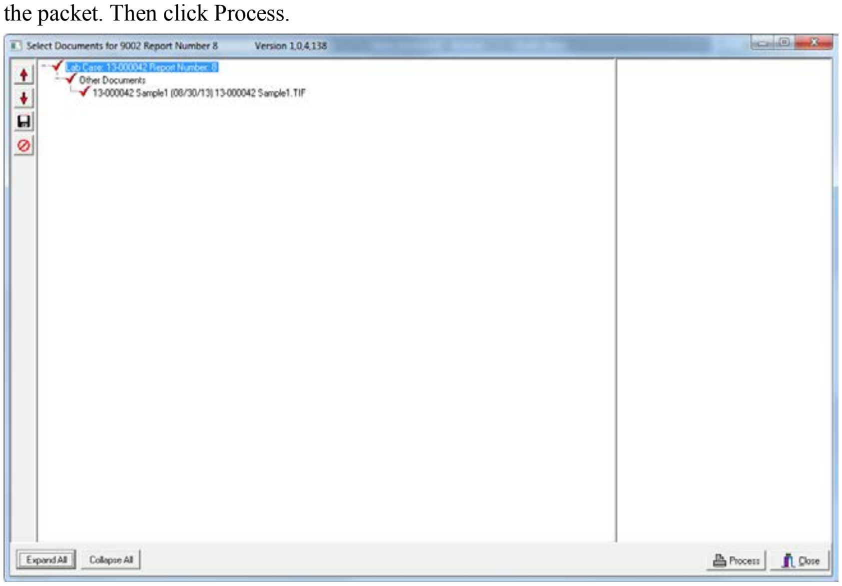
18. The report opens in Word and is able to be edited. Once Word opens, you can make small changes to the document (e.g., spacing) but any changes you may make to the Item Description or Controlled Substance Analysis panels will not be displayed on the Matrix once the report has been closed. If you need to make changes and/or additions to the report, you will need to do that in the Matrix and follow the previous steps as needed. If no changes need to be made to the report you can close out of the draft and move onto the review process.



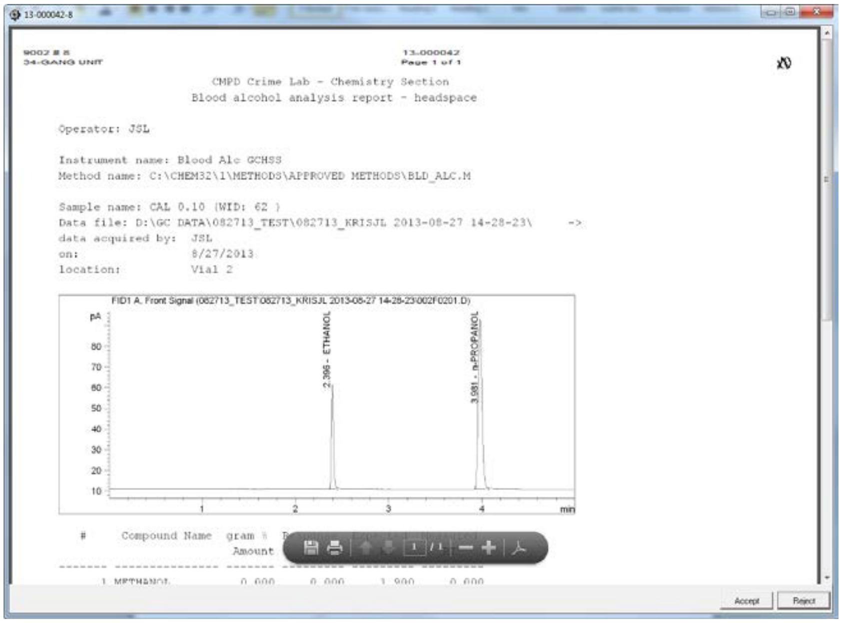
19. Back on the Assignments tab, the Ready for Review button can now be ~~pressed~~ selected if the report was finished. This will bundle the attached images into a packet.



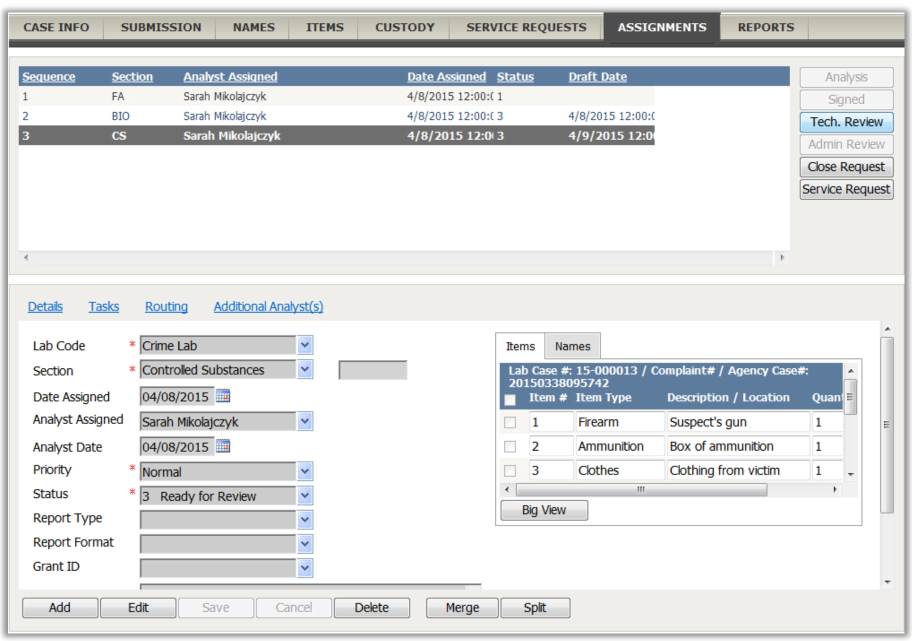
20. The process packet screen will appear. Press the check and uncheck the documents you want included in the packet. Then click Process.



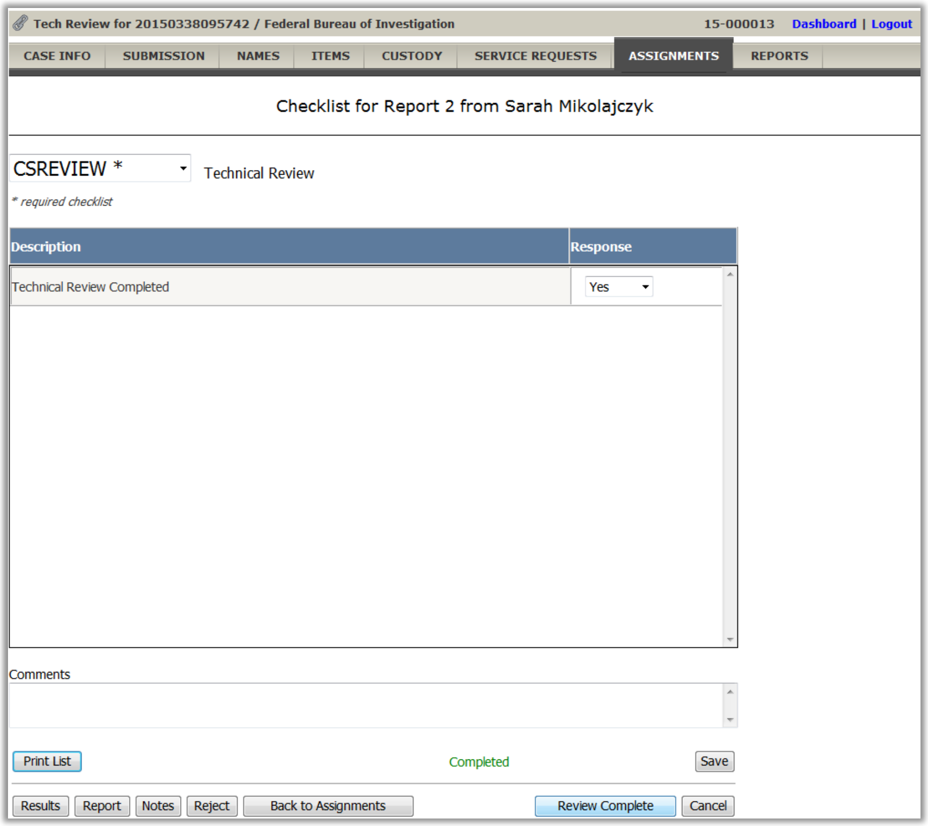
21. Accept the packet if it looks correct.



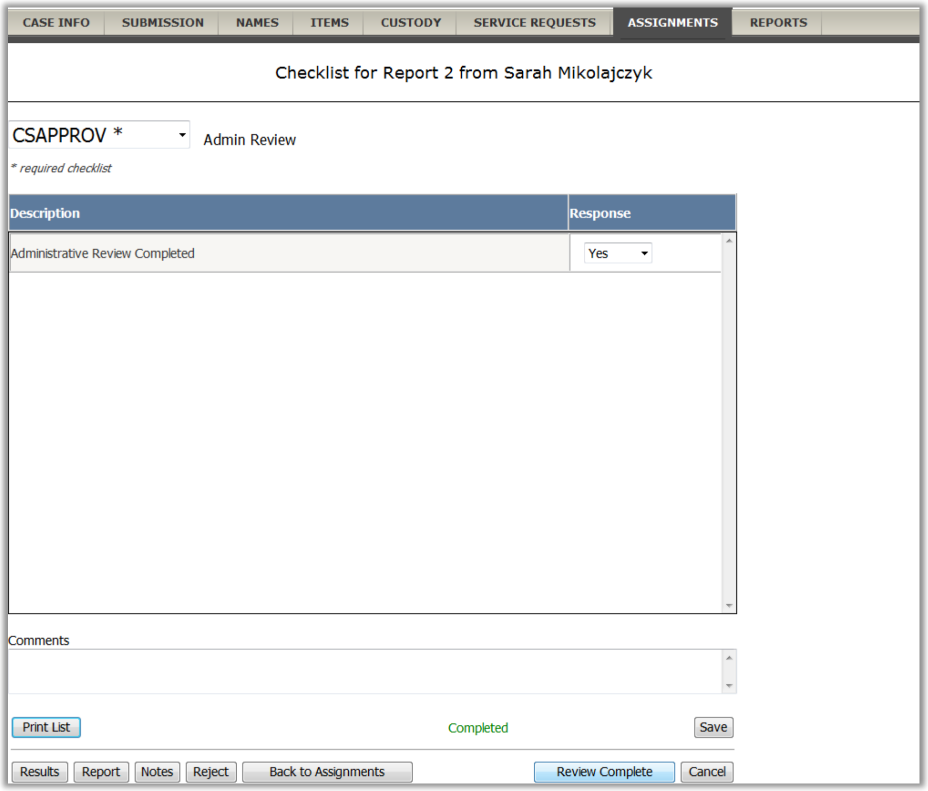
22. Next another analyst will can review the report and packet as a tech review. Click the Tech Review button.



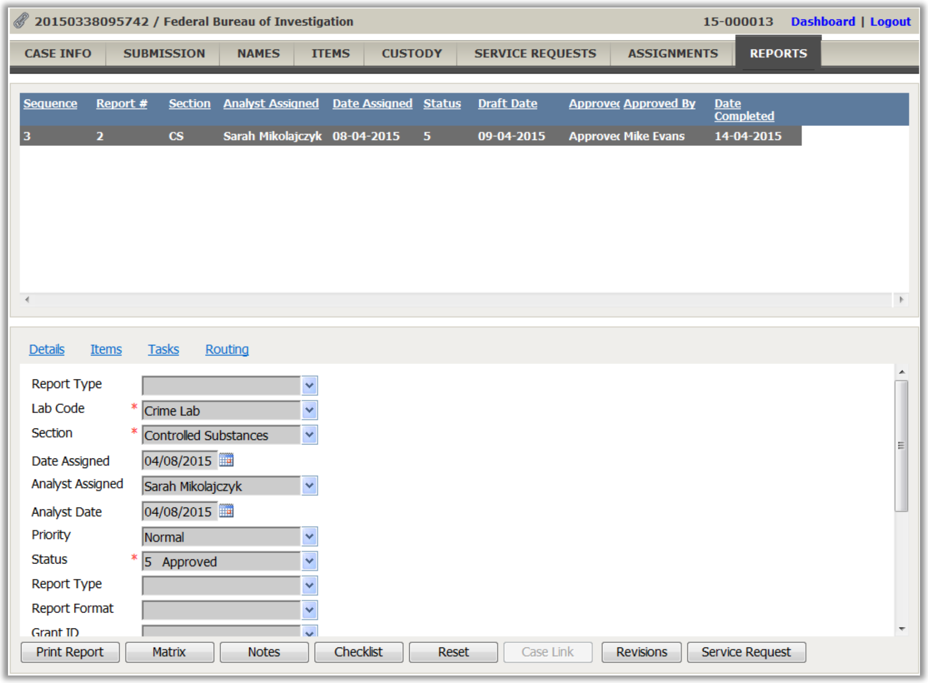
23. A checklist will appear and when the checklist is finished, click Review Complete. The Save button can be used and the checklist can be resumed.



24. The Admin Review works the same way as the Tech review only finishing this review will release the report.



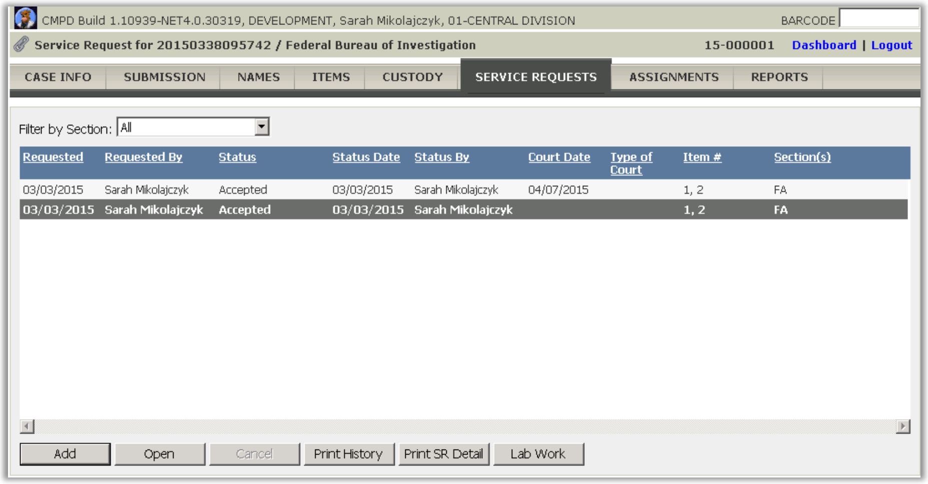
25. The report is now approved and can be found on the REPORTS tab. Clicking Print will print the report, Notes will show the notes made, and Checklist will show the review checklists.



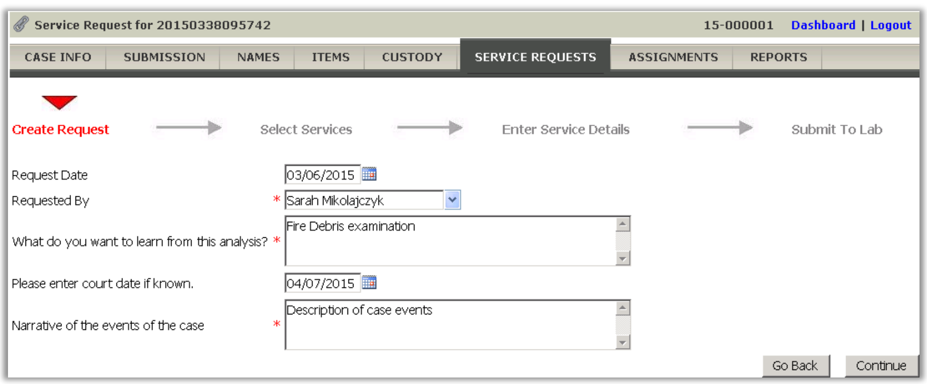
26. The print button shows a PDF of the report.

Fire Debris Walkthrough

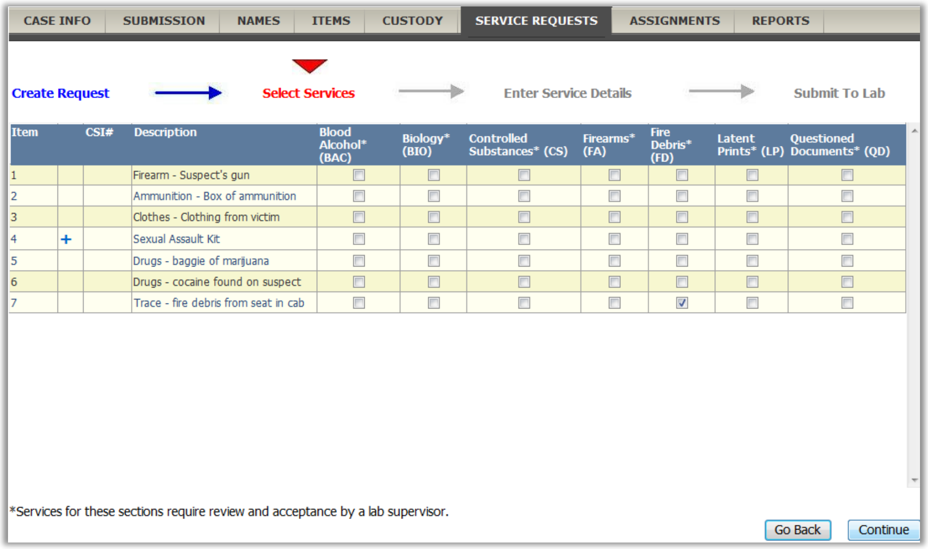
1. To ~~C~~create a service request. ~~This is typically done on submission. Press~~ click the **Add** button.



2. Fill in the information about the service request and click Continue.

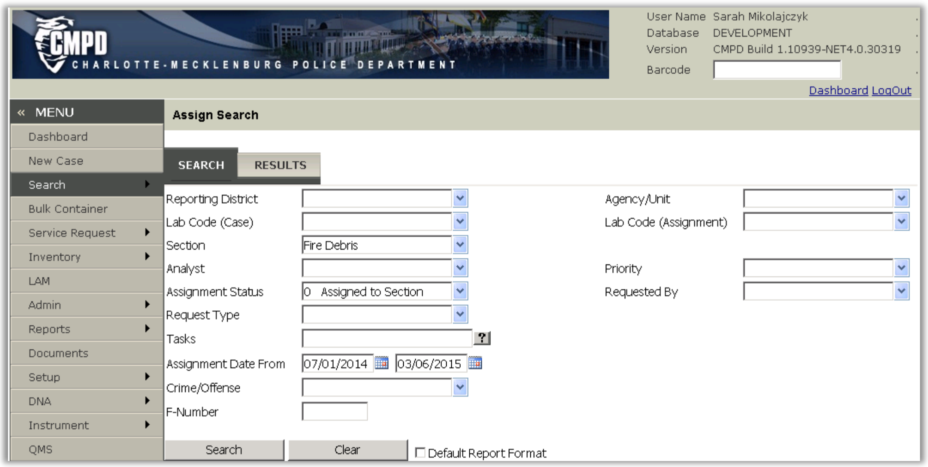


3. Select a Fire Debris request for the specific F~~f~~ire D~~d~~ebris item(s).

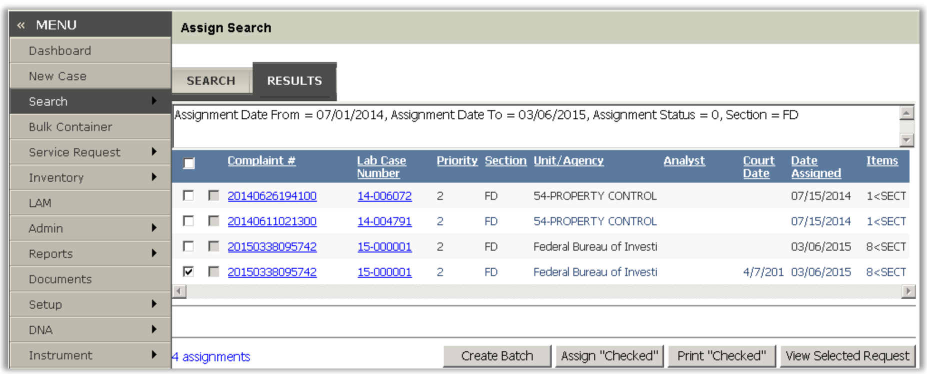


4. ~~Press~~ Click complete if the service request is complete. The service request will be sent to the Fire Debris section to be reviewed. Work on the assignment can start as soon as the open assignment is assigned to an analyst.

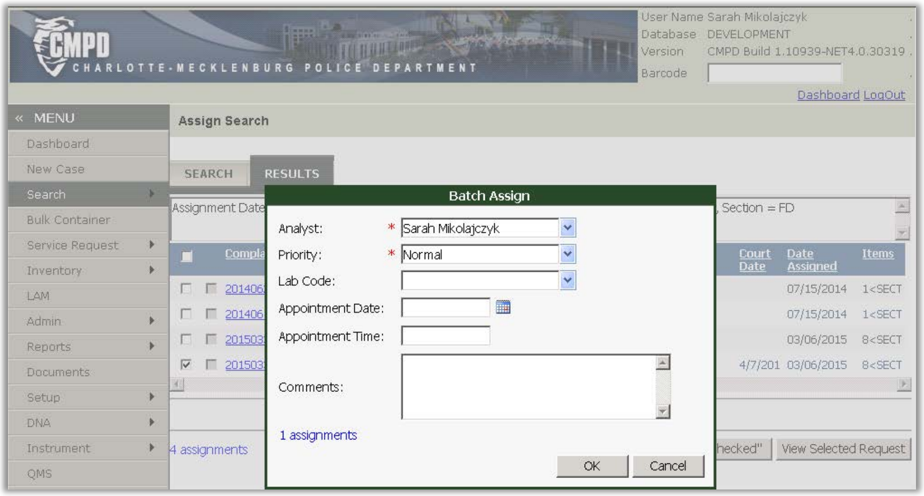
5. To assign an analyst to an open assignment from a service request go to the dashboard and select Search -> Assignment. For the search criteria pick the Section Fire Debris and the Assignment Status as 0 – Assigned to Section and click search.



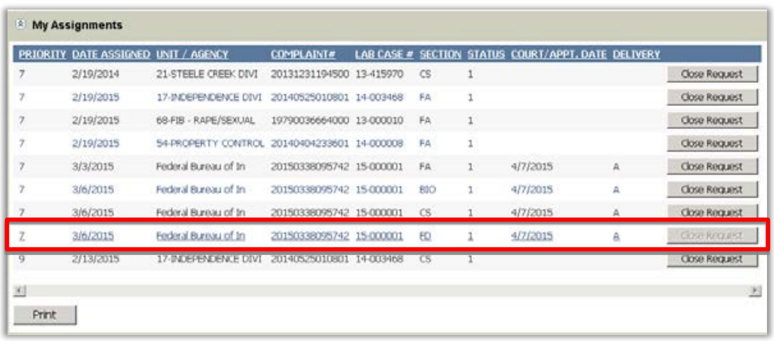
6. Check the assignments to be assigned to an analyst. Then click Assign "Checked"



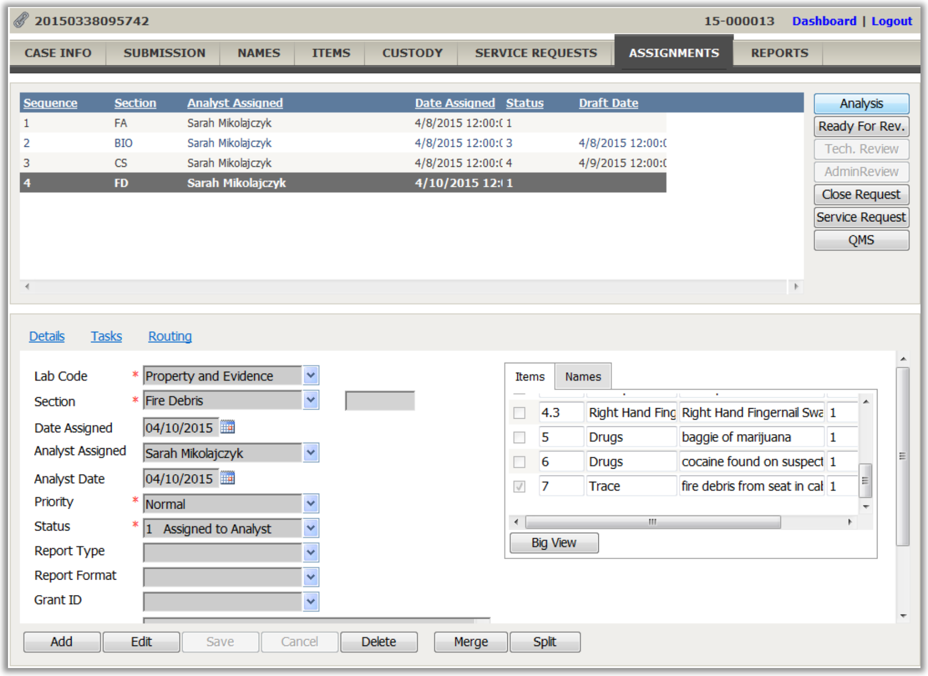
7. Fill in the information to assign the analyst that will be doing the selected assignments.



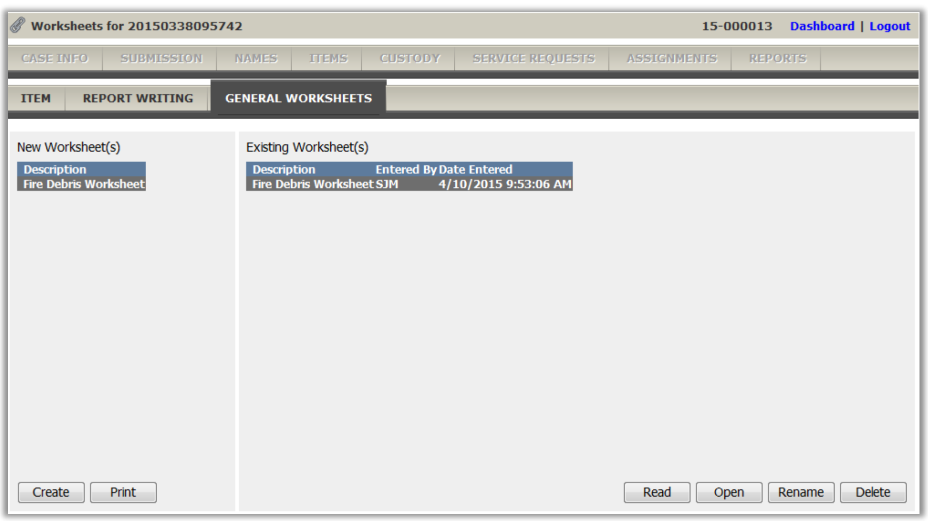
8. On the assigned analyst's dashboard, the assignments will now appear in their queue.



9. Select the assignment to be worked from the list and the assignments tab on that case will open up. Pressing Analysis will allow information regarding the analysis to be entered into the Matrix.



10. After selecting the **Analysis** tab, click on the **General Worksheets** tab to open the worksheets window. All available worksheet templates are on the left. Click **Create** to make a worksheet, after which the new worksheet will appear on the right.



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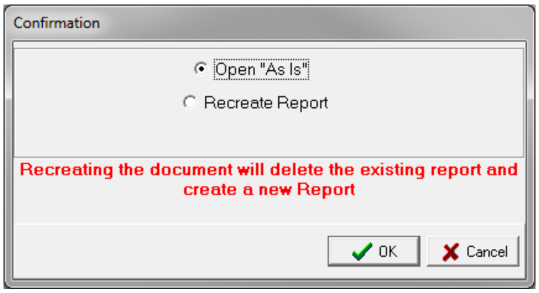
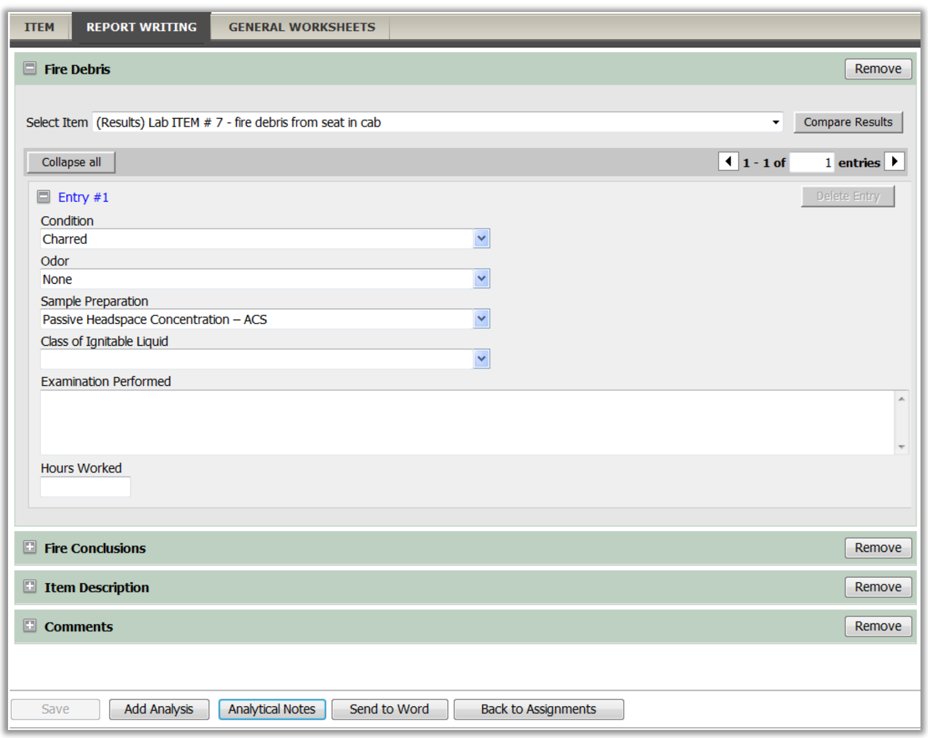


12. The Fire Debris matrix has four ~~three~~ panels: Item Description, Fire Debris Analysis, and Results. Item Description is for capturing the report description of the items being analyzed. Fire Debris Analysis is for capturing details about findings. Results is a conclusion panel that contains predefined statements that can be added to the report by selecting them.

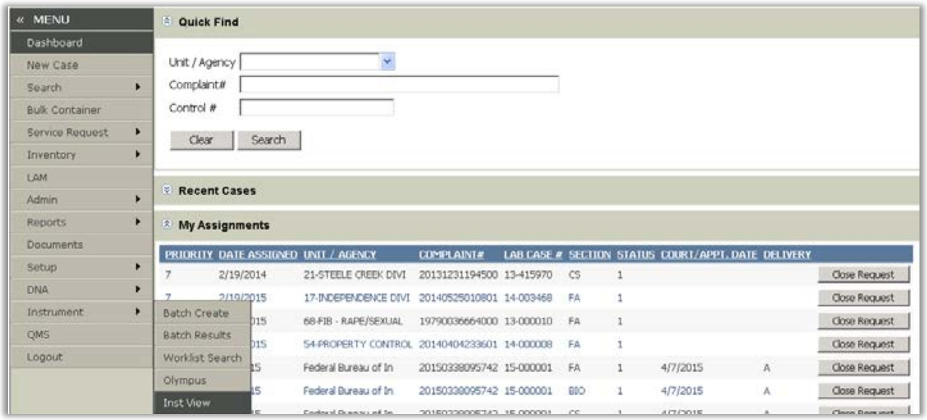
Comment [KW5]: These 4 appear in development db

Comment [MH6]: You can change 3 to 4 and add Comments.

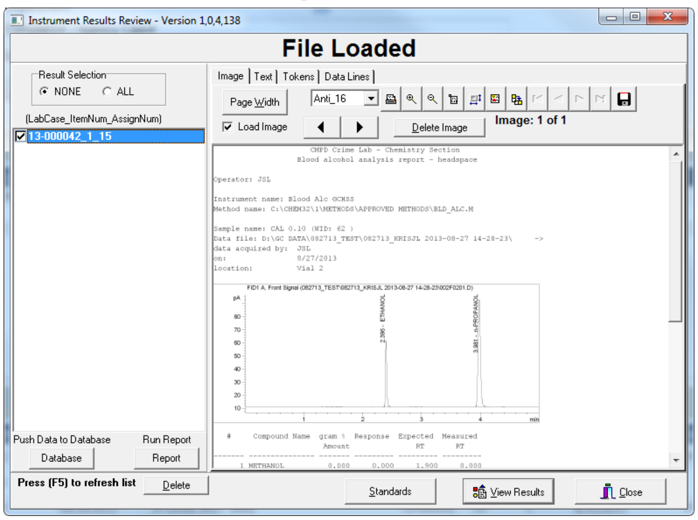


13. To attach instrument data from an instrument from the Dashboard click Instrument, Instview.

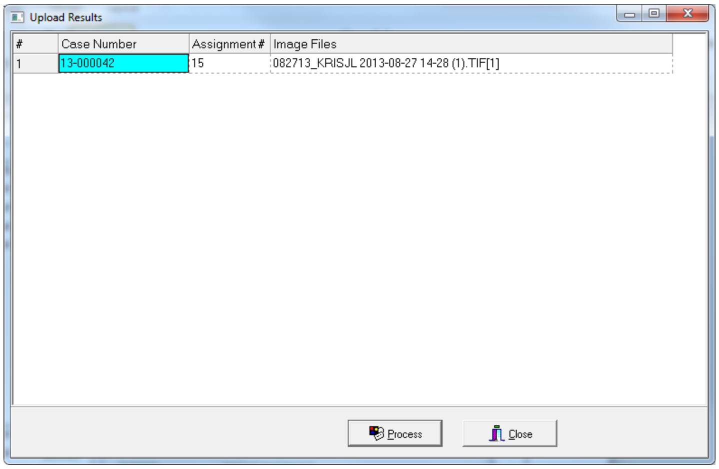
Comment [MH7]: Steos 13, 14 and 15 need to be moved before Step 12 please.



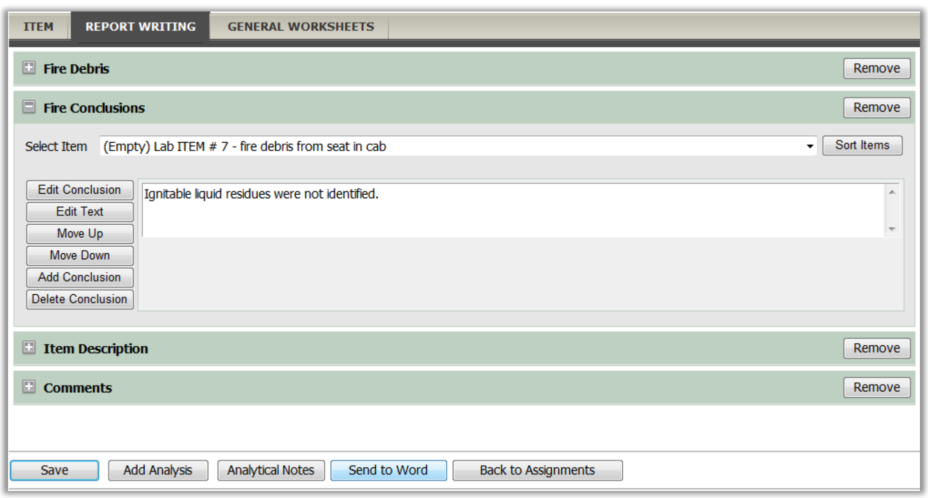
14. The instrument data should be uploadable. Click the View Results button.



15. This window will appear and the file, case, and assignment can be validated. Press process to upload the file into the image vault.



16. After entering in the analysis, Send to Word can be ~~pressed~~ selected and the report will be generated.



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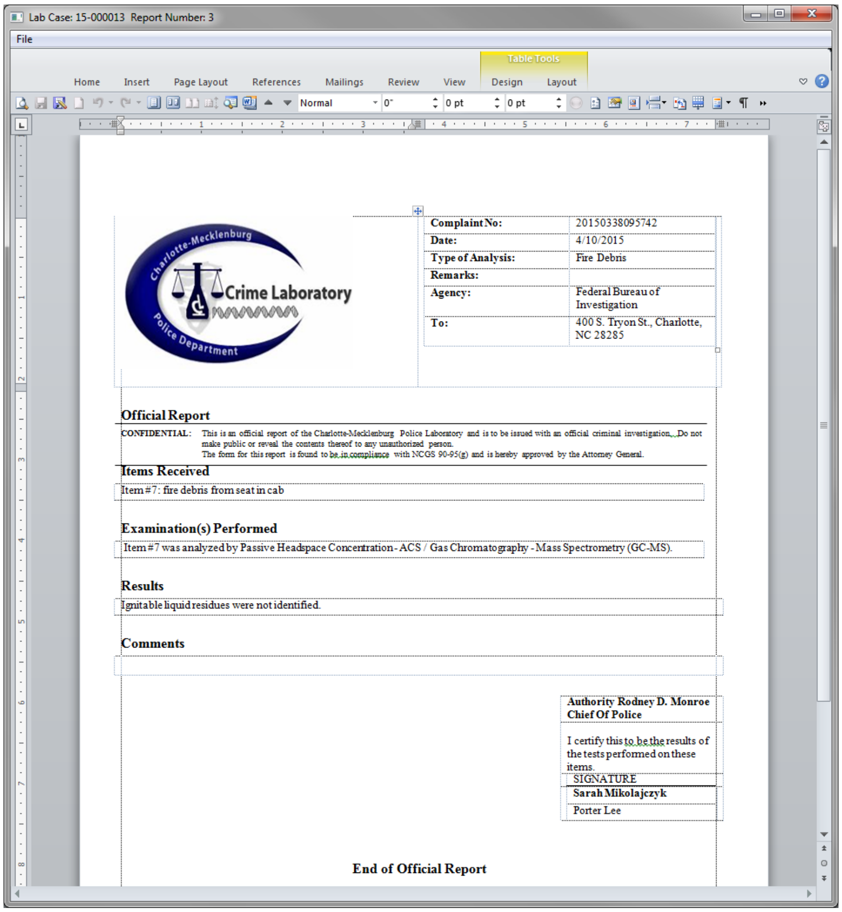


Complaint No:	20150338095742
Date:	4/10/2015
Type of Analysis:	Fire Debris
Remarks:	
Agency:	Federal Bureau of Investigation
To:	400 S. Tryon St., Charlotte, NC 28285

Official Report

CONFIDENTIAL: This is an official report of the Charlotte-Mecklenburg Police Laboratory and is to be issued with an official criminal investigation. Do not make public or reveal the contents thereof to any unauthorized person. The form for this report is found to be in compliance with NCGS 90-95(g) and is hereby approved by the Attorney General.

Items Received

Item #7: fire debris from seat in cab

Examination(s) Performed

Item #7 was analyzed by Passive Headspace Concentration - ACS / Gas Chromatography - Mass Spectrometry (GC-MS).

Results

Ignitable liquid residues were not identified.

Comments

Authority Rodney D. Monroe
Chief Of Police

I certify this to be the results of the tests performed on these items.

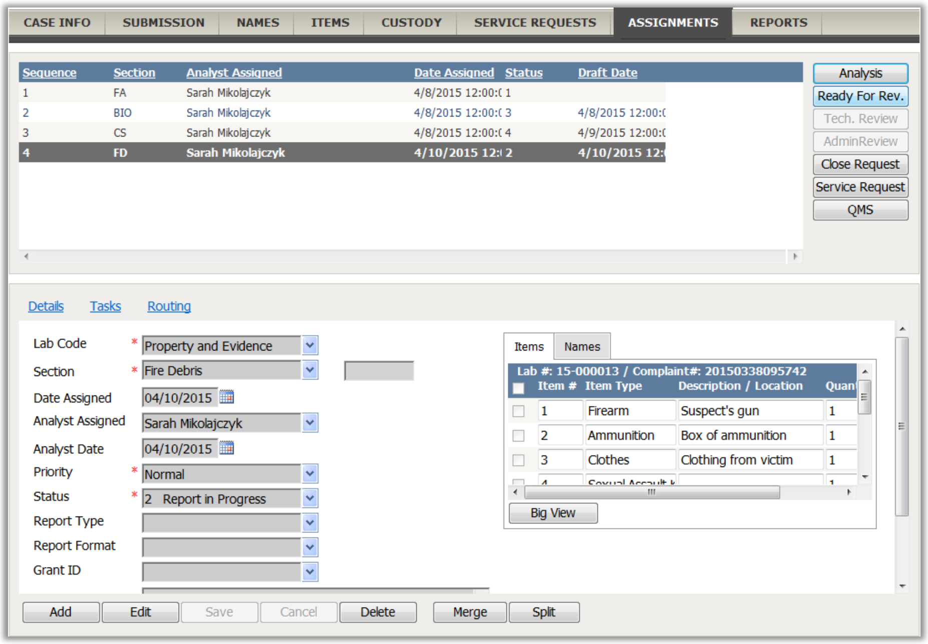
SIGNATURE

Sarah Mikolajczyk

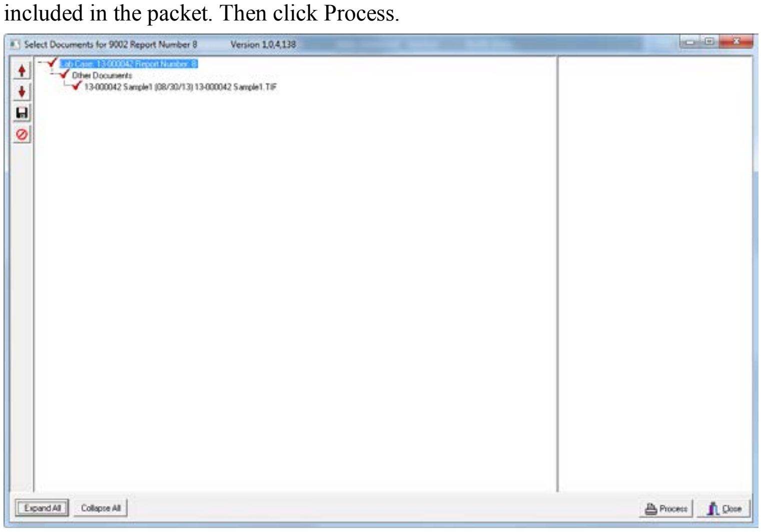
Porter Lee

End of Official Report

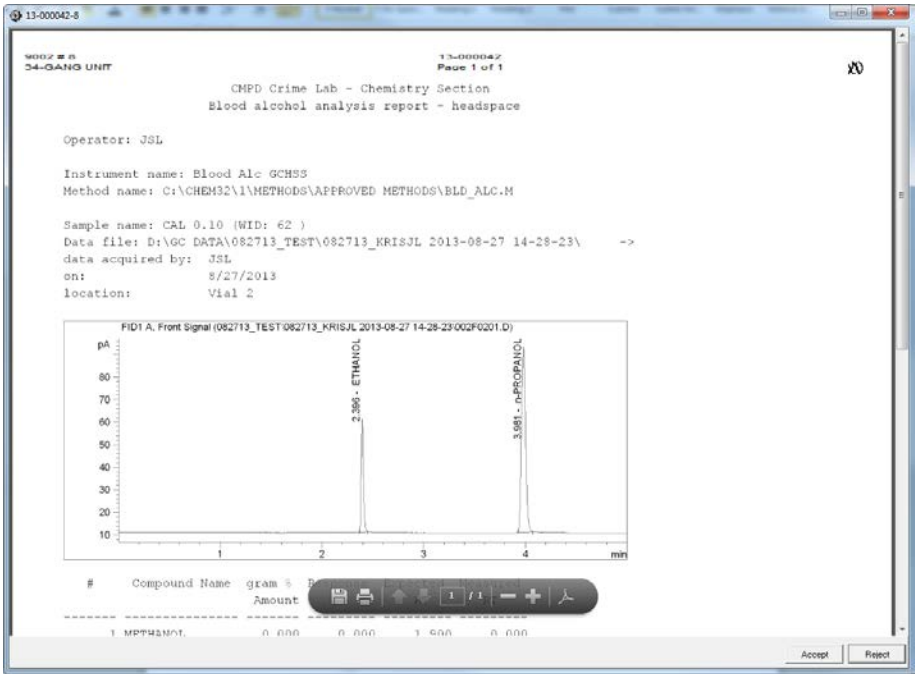
18. Back on the Assignments tab, the Ready for Review button can now be ~~pressed~~ selected if the report was finished. This will bundle the attached images into a packet.



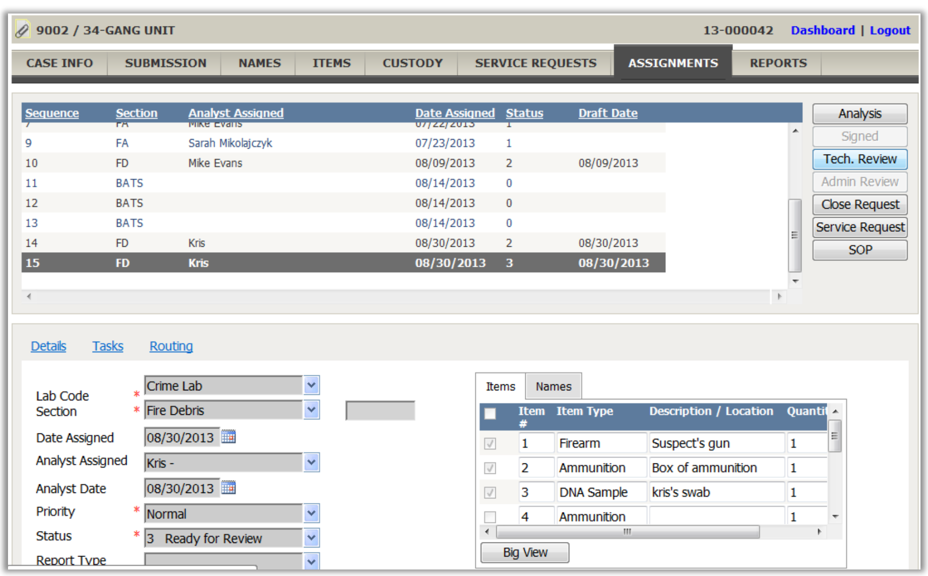
19. The process packet screen will appear. ~~Press~~ Select the check and uncheck the documents you want included in the packet. Then click Process.



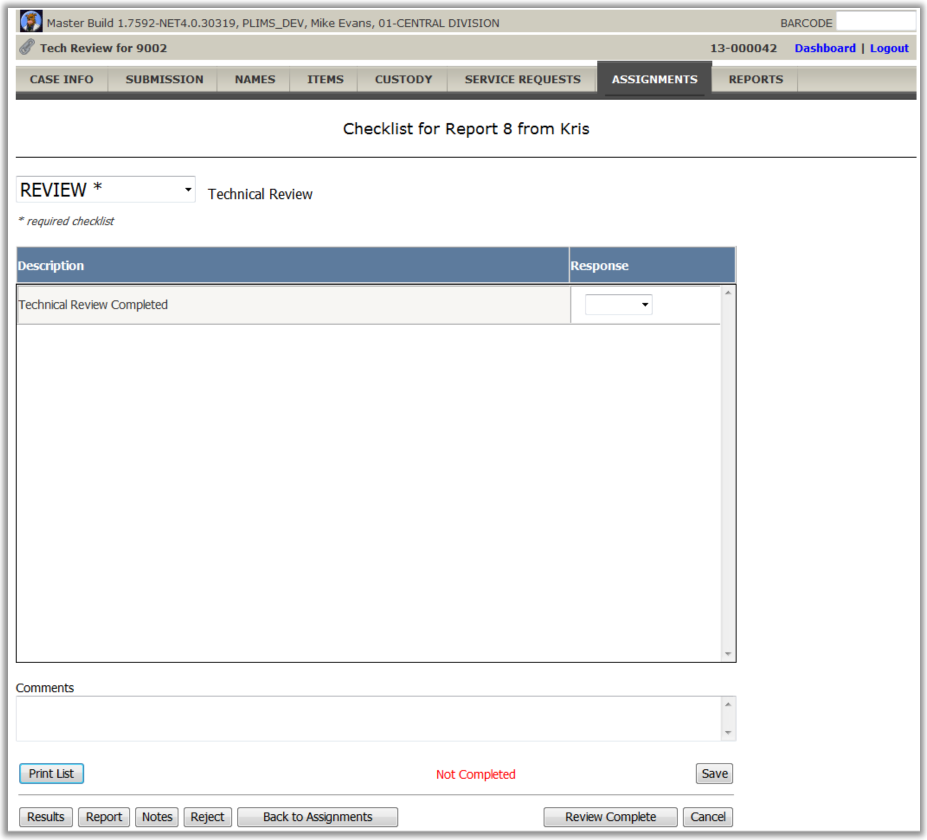
20. Accept the packet if it looks correct.



21. Next another analyst will can review the report and packet as a tech review. Click the Tech Review button.



22. A checklist will appear and when the checklist is finished, click Review Complete. The Save button can be used and the checklist can be resumed.



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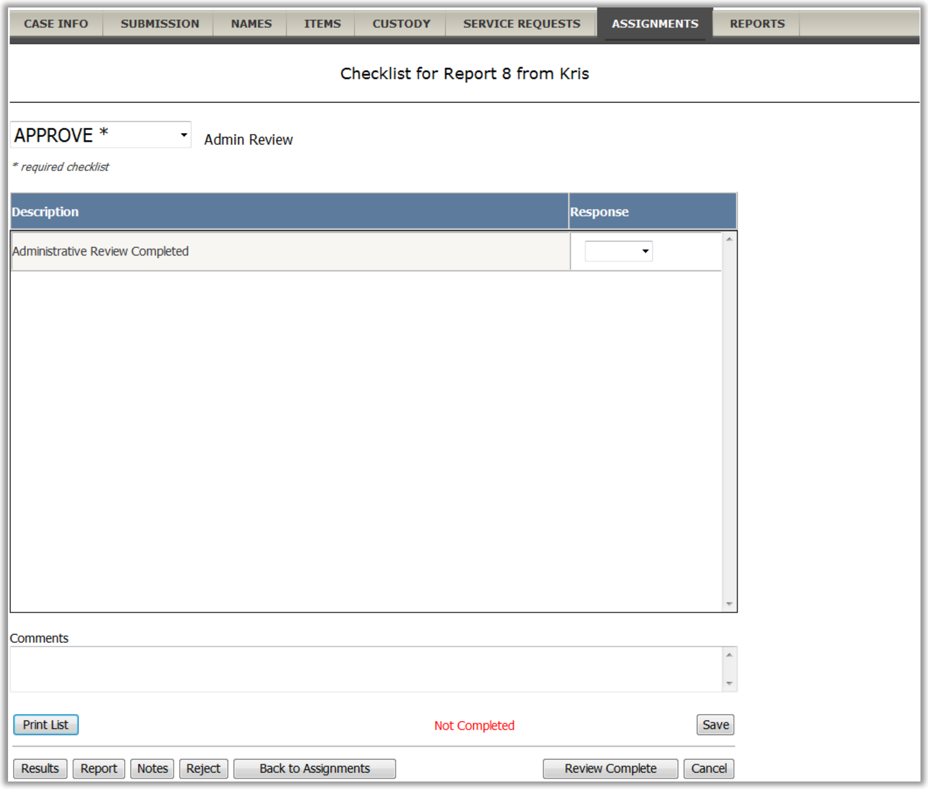
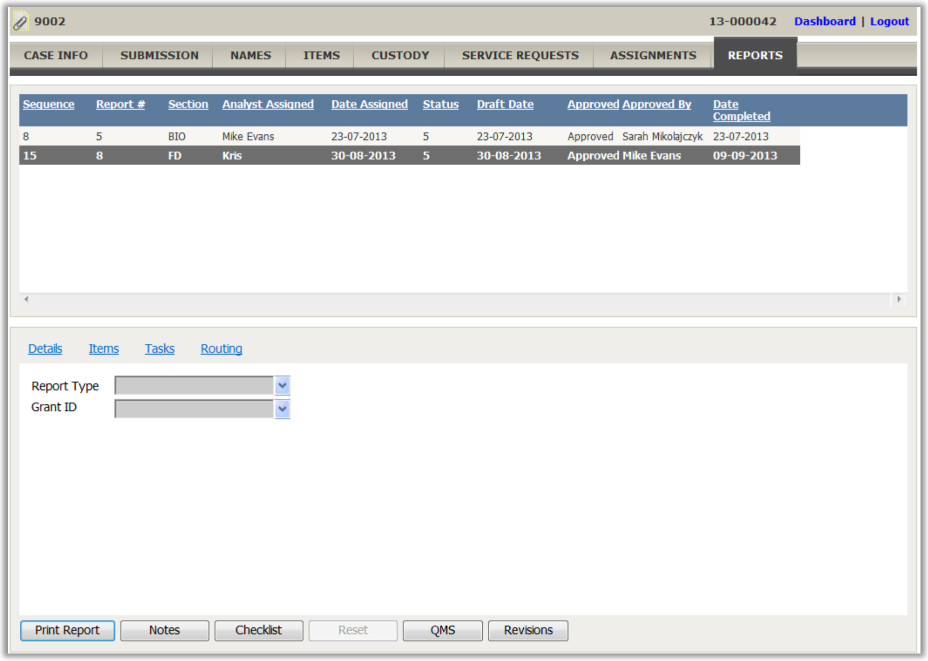
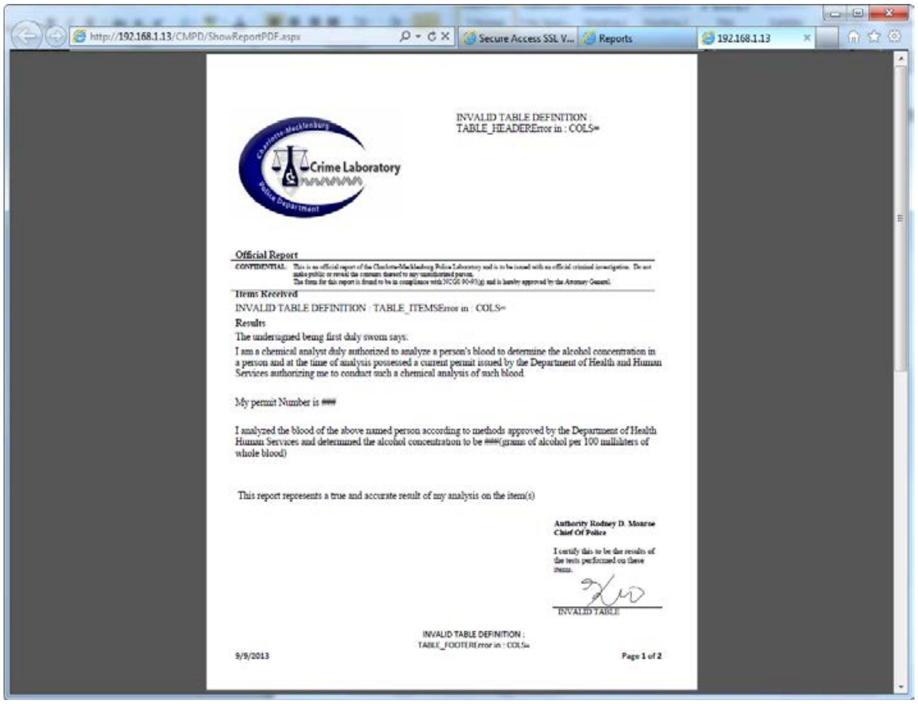


24. The report is now approved and can be found on the ~~REPORTS~~ Reports tab. Clicking Print will print the report, Notes will show the notes made, and Checklist will show the review checklists.

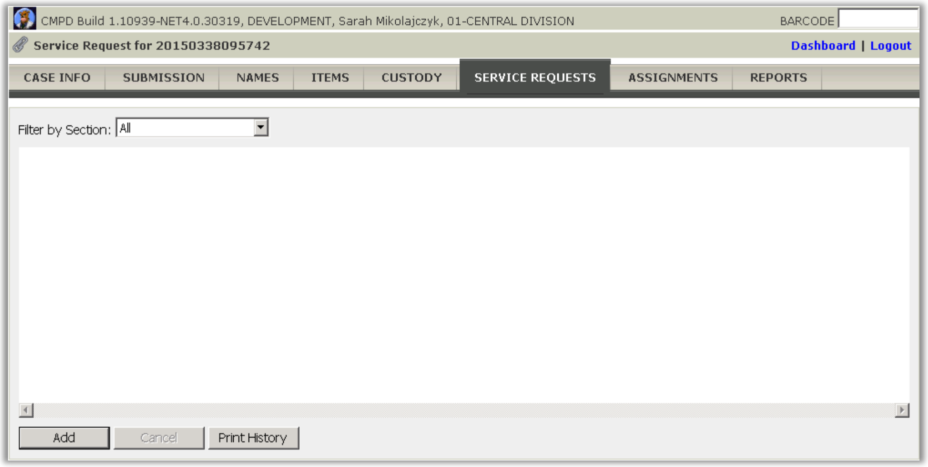


25. The print button shows a PDF of the report.

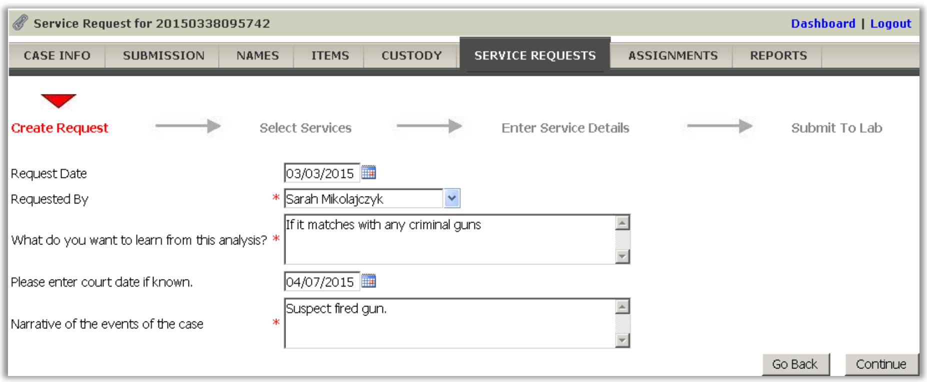


Firearms Walkthrough

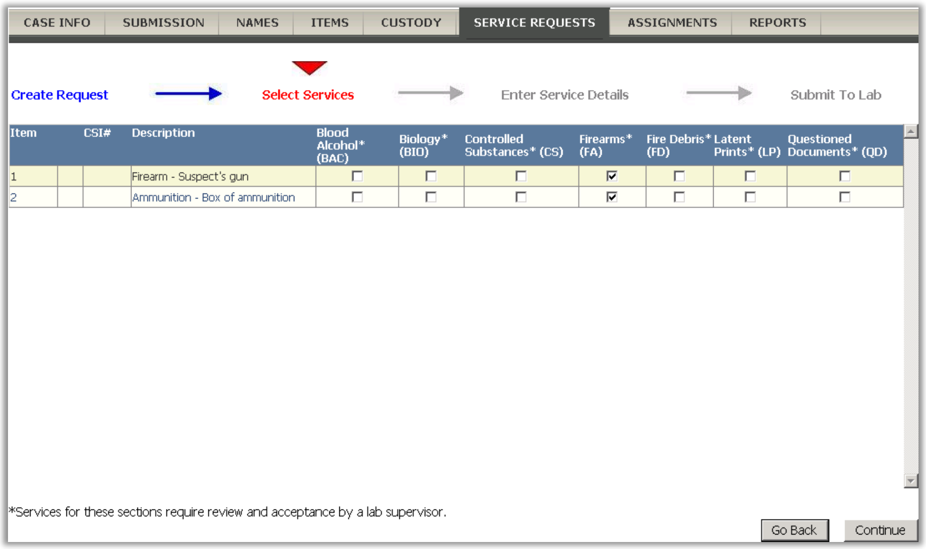
1. Create a service request from the **Service Request** tab. Click the **Add** button.



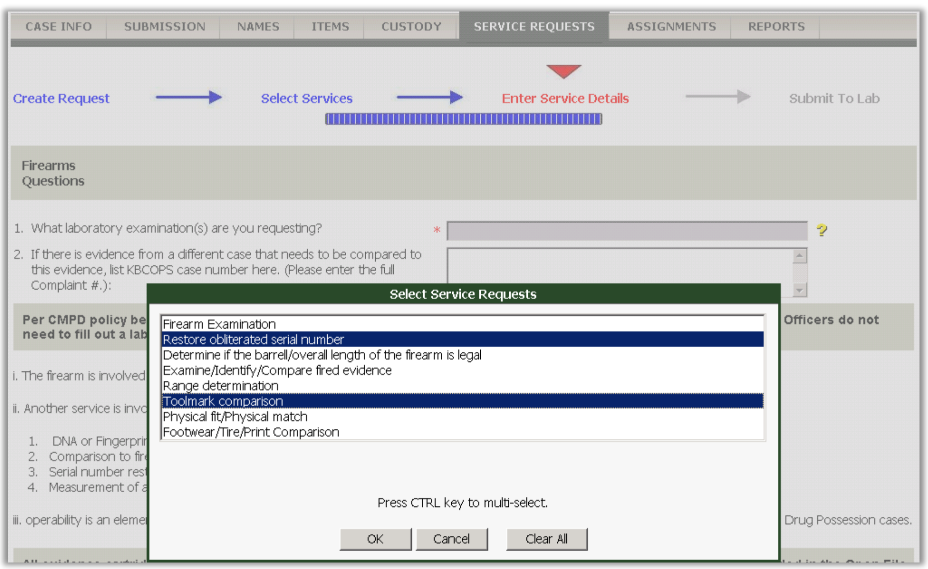
2. Fill in all the required information about the Service Request and click **Continue**.



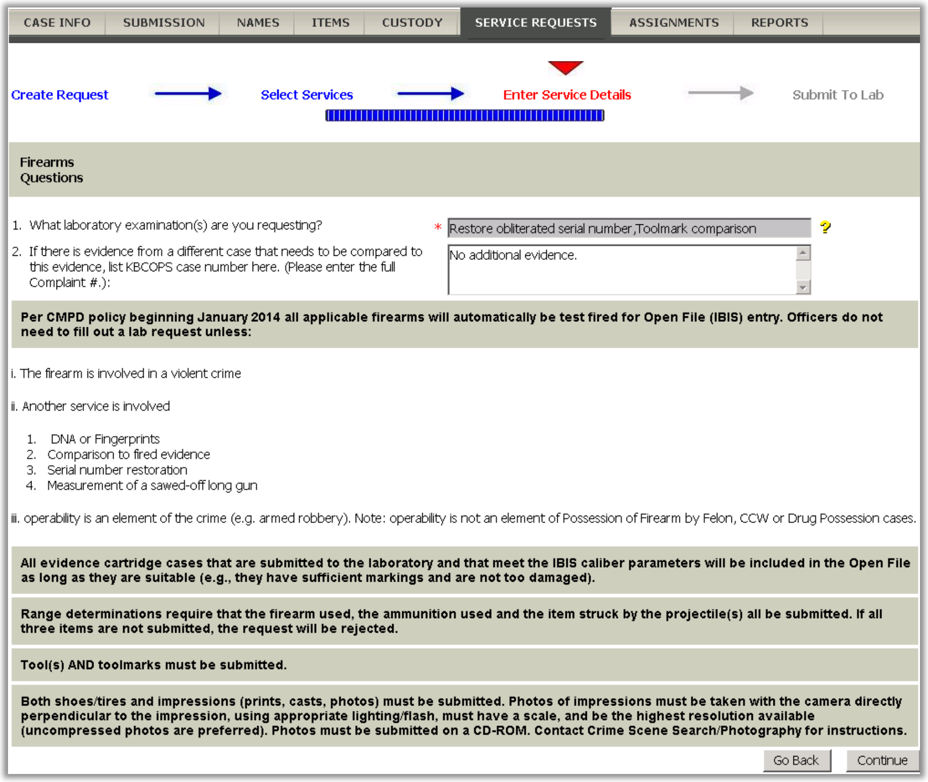
3. For each specific item(s) to be examined, check the box to the right of the item(s) under the Firearms (FA) column.



4. Select the service requests to be performed by clicking on the yellow question mark then select OK.

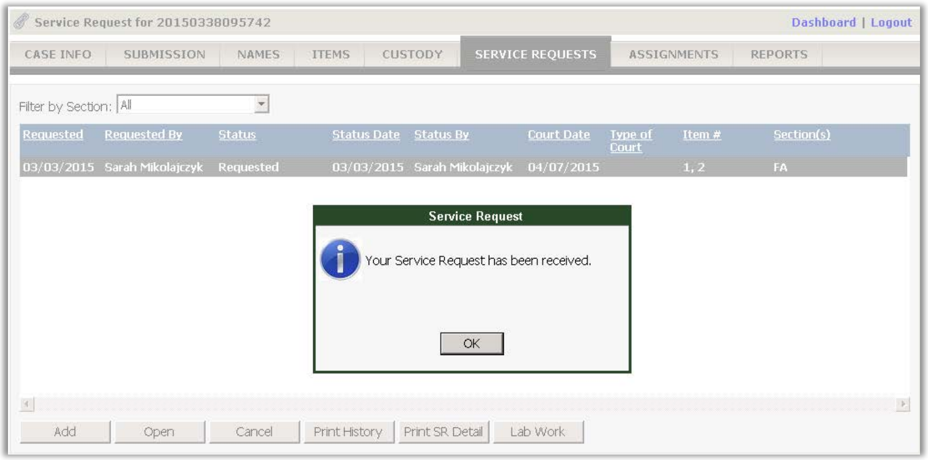


5. If there is evidence from a different case that needs to be compared, list the complaint number in the text box. Click **Continue**.

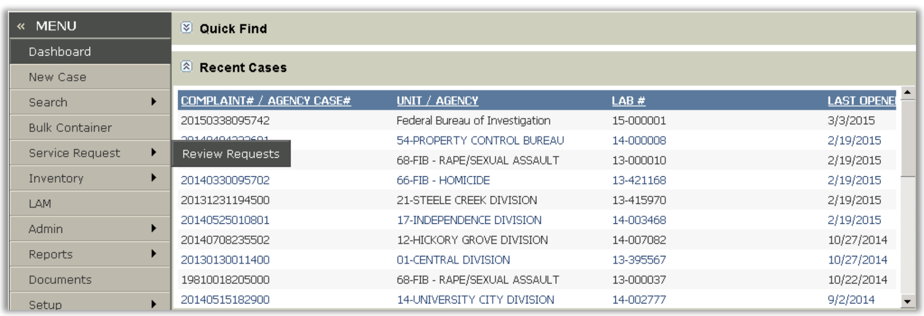


6. Click **Complete** to submit the service request.

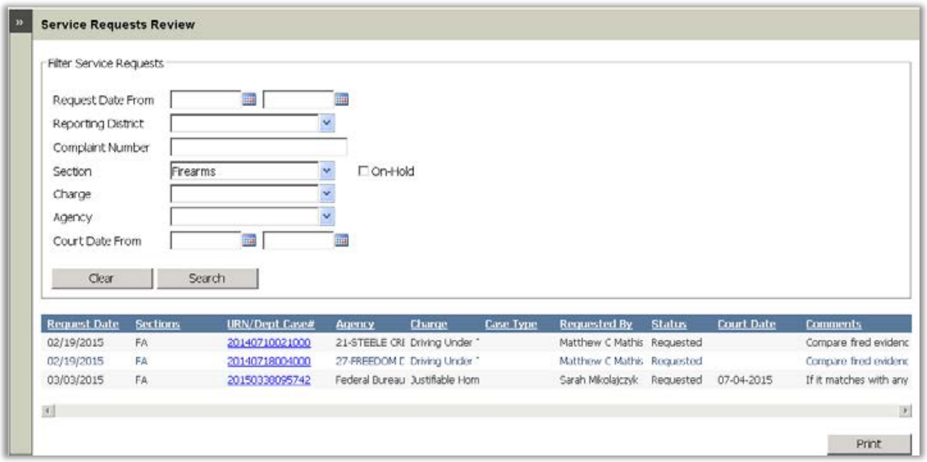
7. Confirmation will appear after the service request has been submitted successfully.



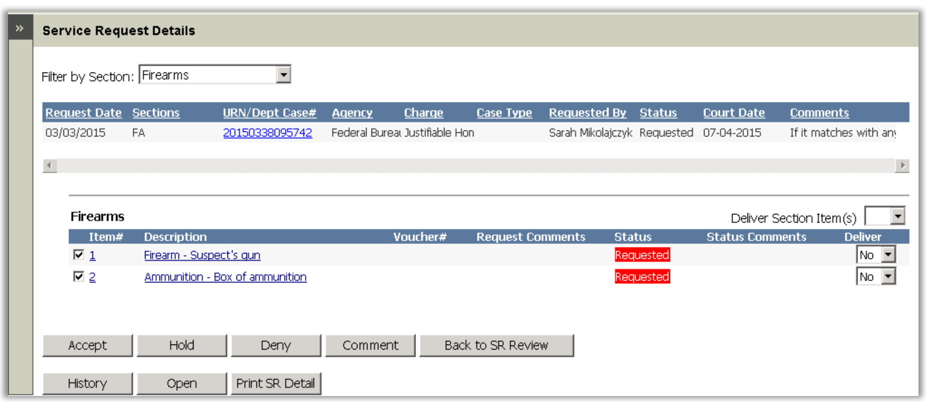
8. Review service requests by selecting **Review Requests** from the Service Request menu option.



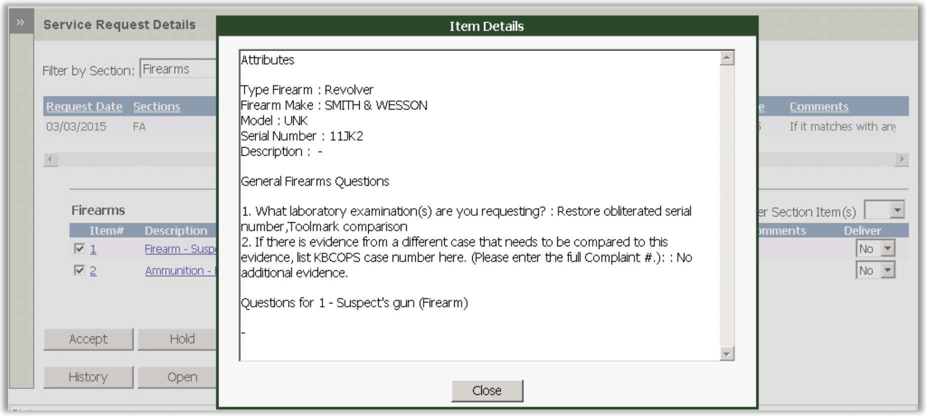
9. The Service Requests will be defaulted to your section. You can filter the requests by filling in any of the fields. By clicking the complaint number, it will open a printable PDF copy of the service request. By clicking any other area of the service request row will bring up the list of the item(s) that are being requested for examination.



10. Here the request can be accepted, placed on hold, or denied. If the request is accepted, the item(s) can also be requested for delivery to the section. Comments can be made and the service request can be accepted or rejected.

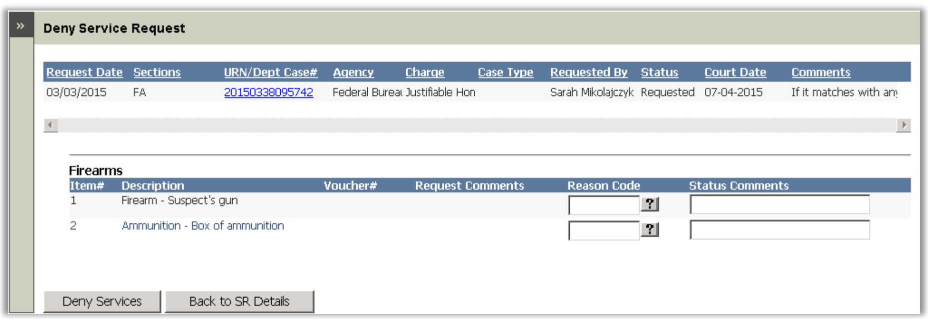


11. Clicking an individual item on the service request will open a text box containing the details about that particular item and the examination(s) requested.

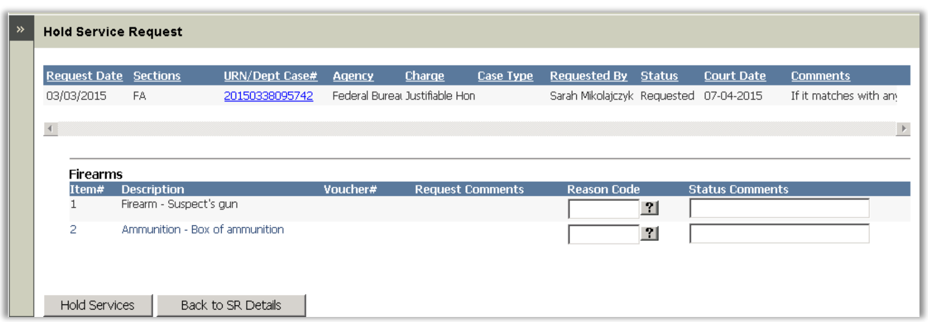


12. If an item(s) is to be rejected for analysis make sure the check box is selected for that item then click the **Deny** button. Select the appropriate Reason Code and add any comments if necessary, then click the **Deny Services** button.

NOTE You can deny all or multiple items at once and can give each item a different reason code if one applies differently to that item.

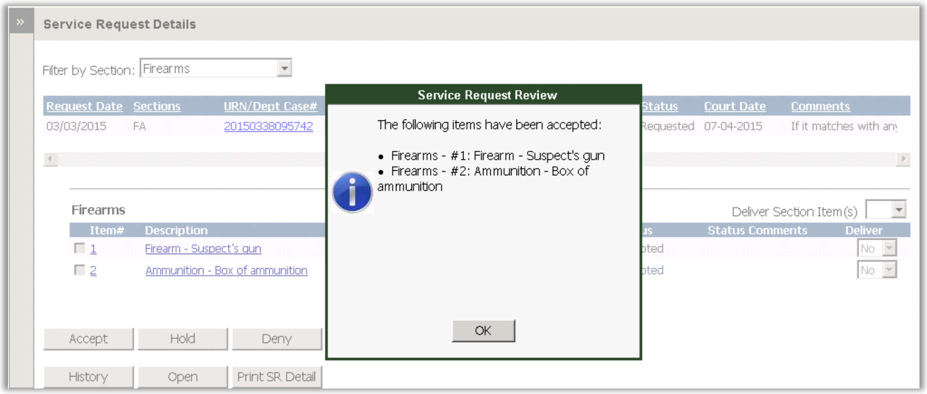


13. If an item(s) is to be placed on hold make sure the check box for that item is active then click the **Hold** button. Select the appropriate Reason Code and add any comments if necessary, then click the **Hold Services** button.



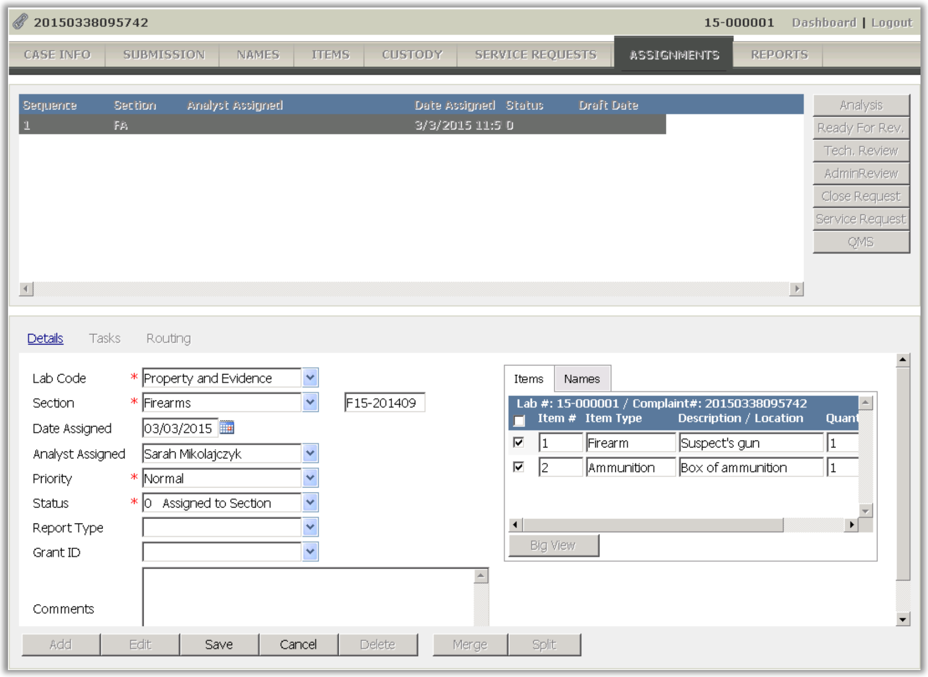
14. To accept an item(s) for examination, make sure the check box for that item is active, select 'Yes' or 'No' for that item to be delivered to the section (if you wish to have all the items delivered at the same time, select 'Yes' in the **Deliver Section Item(s)**), then click the **Accept** button. Select the types of analysis to be performed on that item(s) then click the **Save** button then OK.

NOTE Clicking the **Open** button after a Service Request has been accepted will direct you to the Service Request for that case.

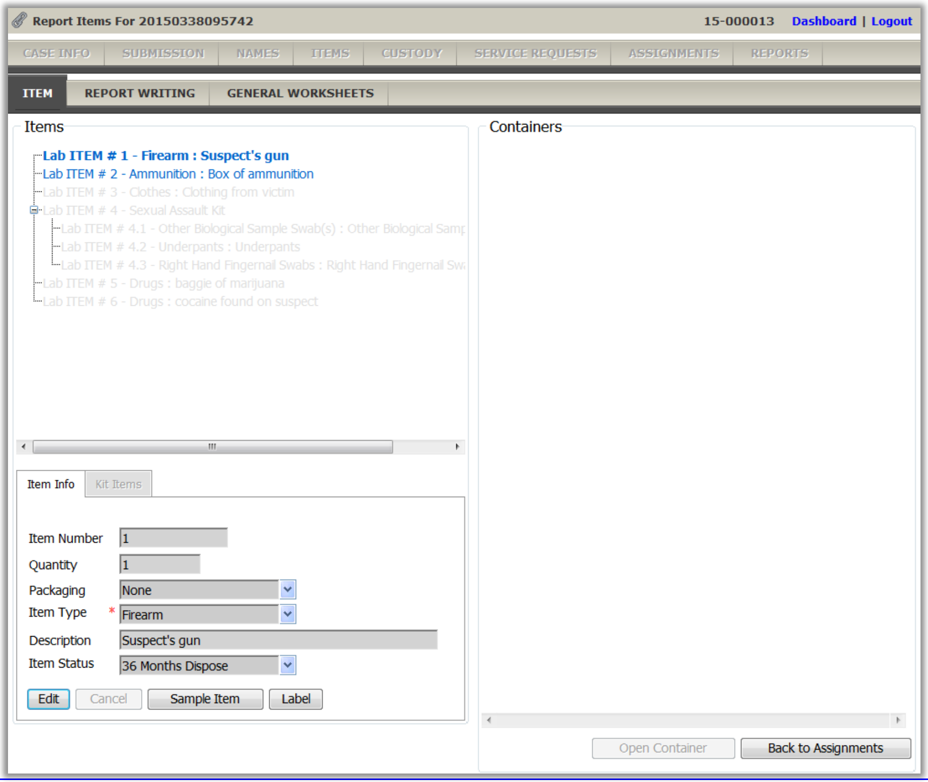


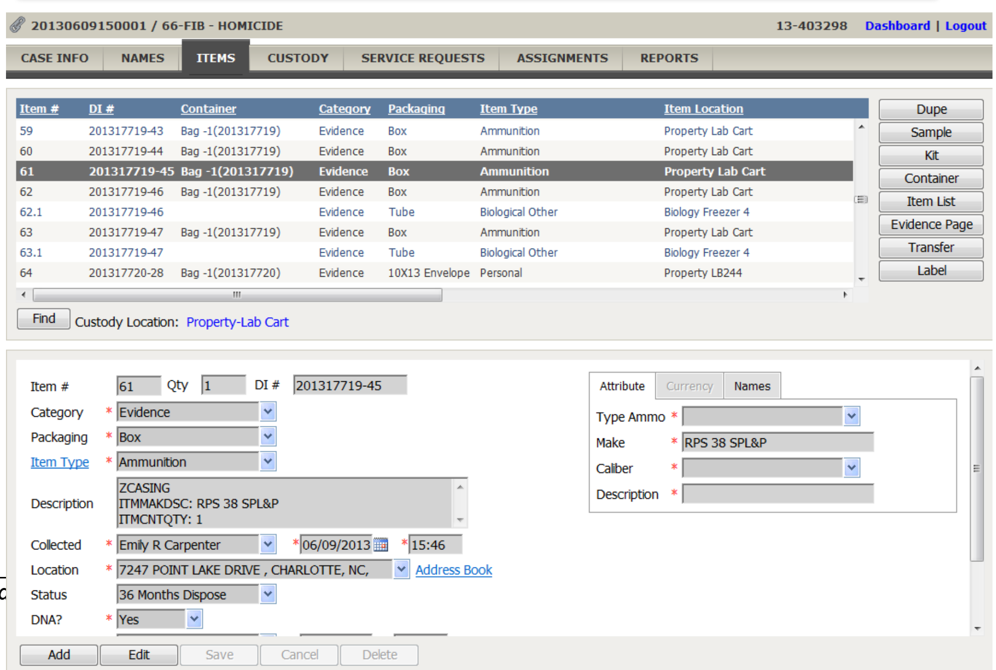
15. Once the Service Request has been accepted an open assignment will be created with the item(s) accepted from the request under the **Assignments** tab. Click the **Edit** button to assign an analyst and the priority to the assignment.

NOTE If you are filling out an IBIS assignment, click the **Add** button, and add the required information and the item(s) for that assignment.

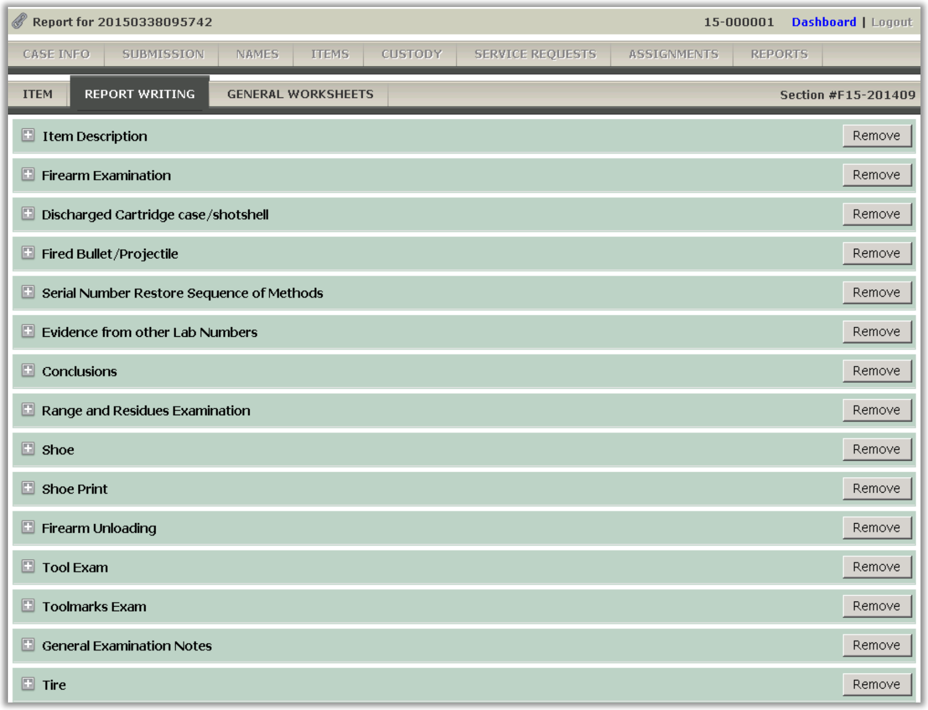


16. To create test fires or child items select the assignment, ~~click the **Analysis** button, and~~ then click the **Items** tab. Select the item that needs to be sampled and click the **Sample** button to the right of the items list. Complete all required fields and click **Save**.



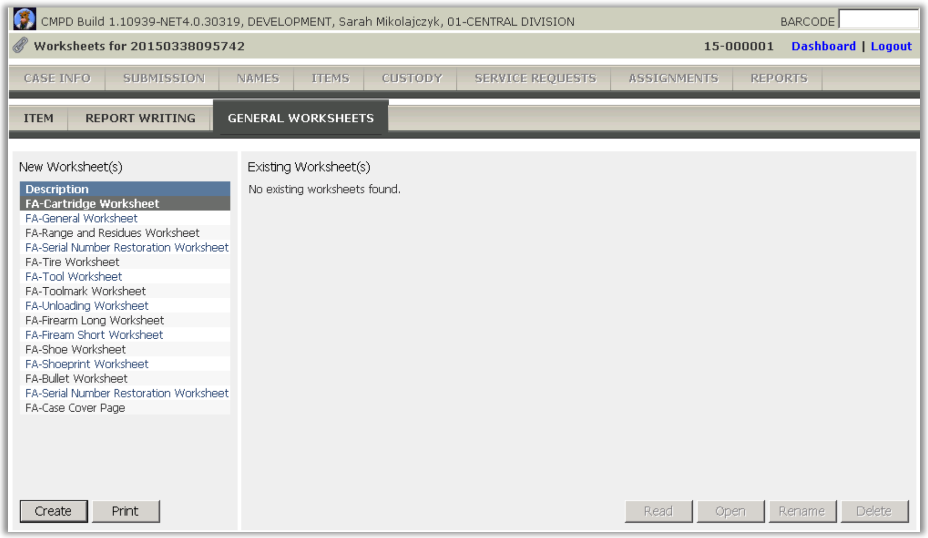


17. Under the **Report Writing** tab from the Analysis button, complete applicable analysis panels for the current assignment. Unused panels may be deleted by clicking the **Remove** button on the right of the panel. The Item Descriptions from the top matrix box and the Conclusions panel will be visible on the report.

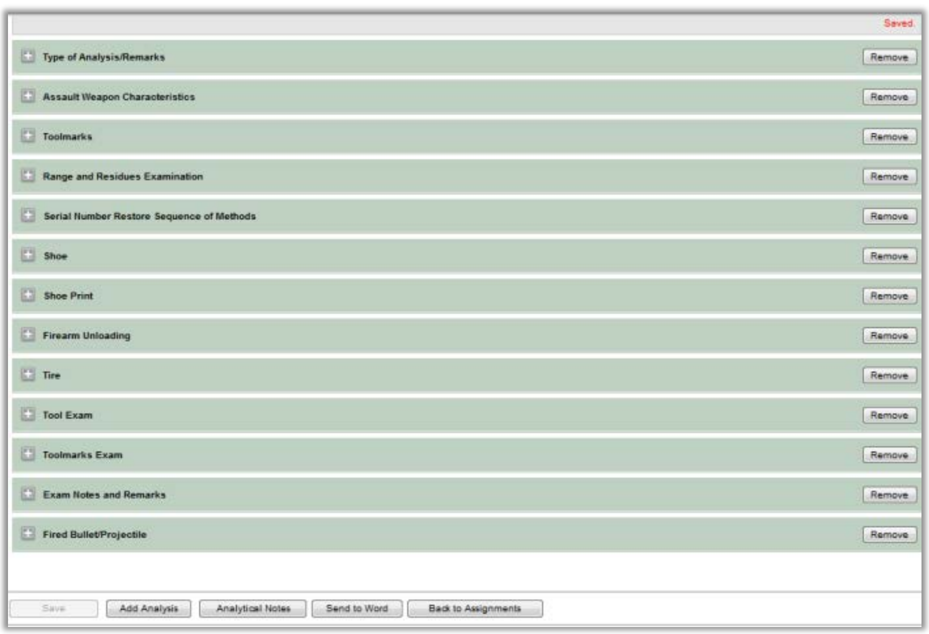


18. Worksheets are available under the **General Worksheets** tab and can be printed to Word from this location.

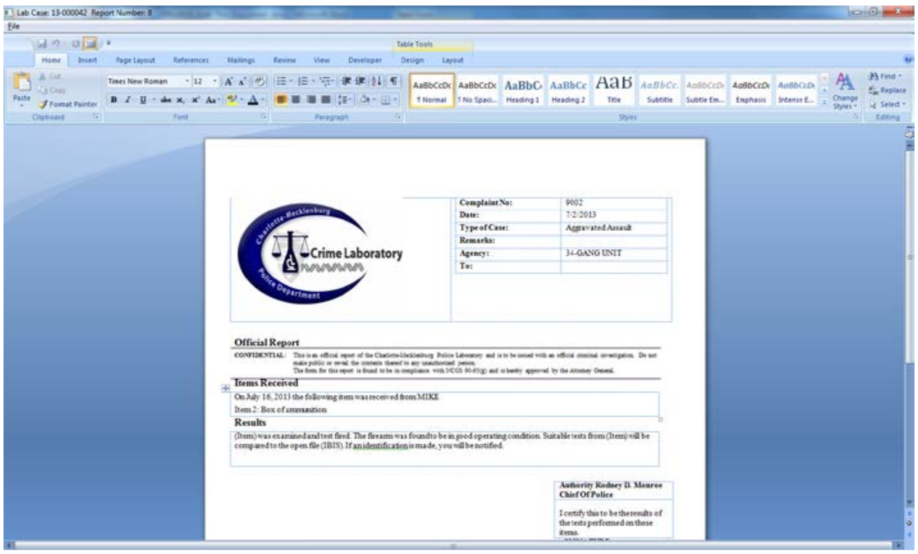
NOTE Worksheets will be added to your final report.



19. Once the Conclusions panel has been completed, click the Send to Word button to generate a Draft of the report.

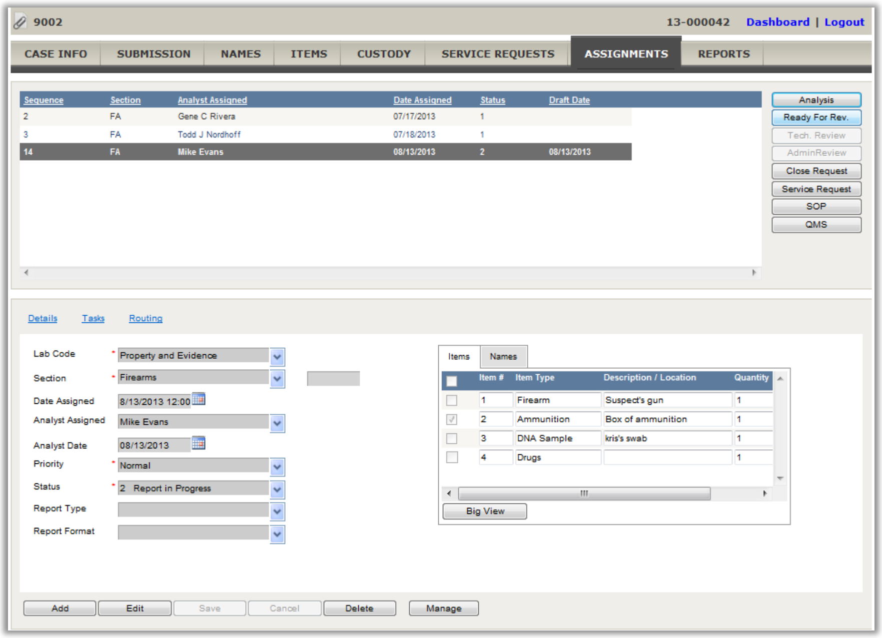


20. Changes can be made to the draft copy (ex. IBIS hits), but those changes must be saved when the Word document is closed. The report will need to be regenerated by clicking the Send to Word button again and selecting the "Recreate Report" option for those changes to be made permanent on the official copy.



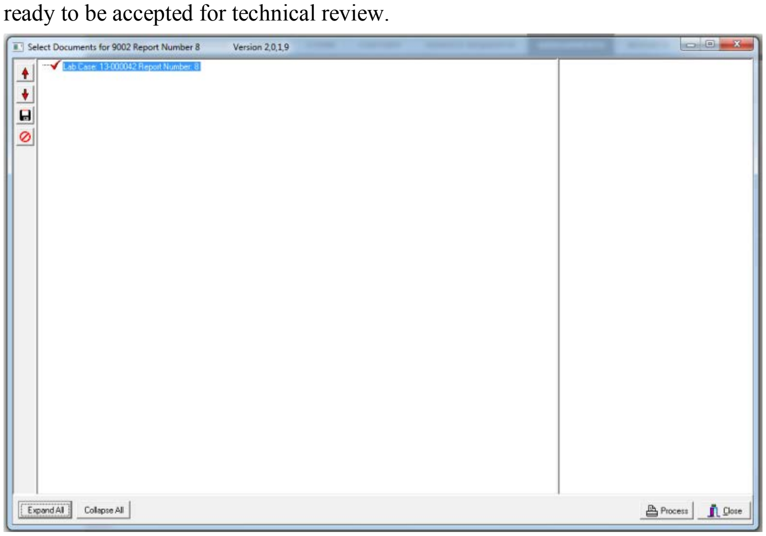
21. Attach pictures and other documents by clicking the paperclip in the upper-left hand corner when the Assignments tab is active. Click the Attach button to open another window where photos and documents can be selected from the computer's files or scanned in. You can select which files you want to be restricted if there is any sensitive data. Those files will appear on the report and will not be visible to anyone that does not have the rights to view restricted documents.

22. When the assignment has been completed, click the **Ready for Rev** button to begin processing the report to go thru Technical and Administrative review.

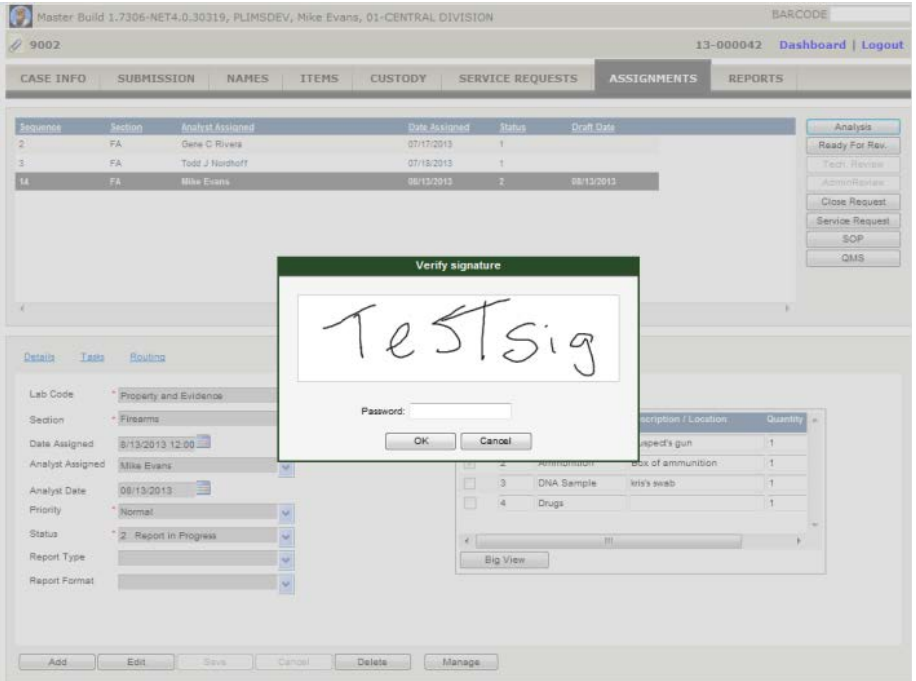


23. Confirm the photos and/or documents that should be included in the Notes Packet are displayed. Click the **Process** button if everything is displayed correctly. Review the contents of the Analysis Notes packet then click the **Accept** button to sign the report or the **Reject** button to make changes to the report.

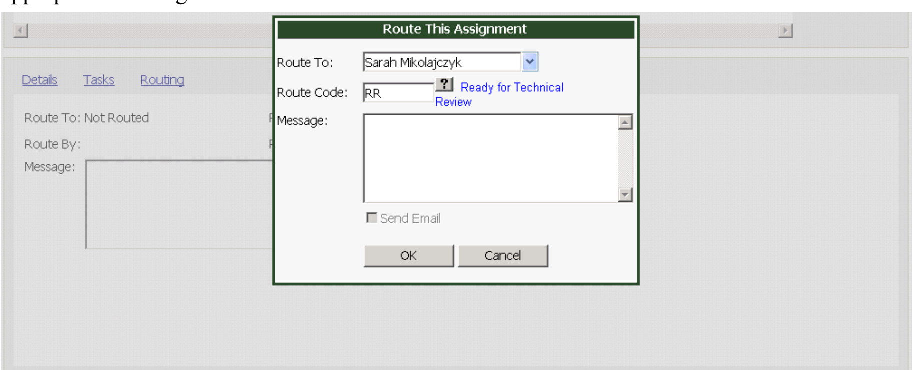
NOTE If you make changes to the report from the Matrix or add a document, you will need to send the report to word again then click the "Recreate Report" button. Follow the above steps until the report is ready to be accepted for technical review.



24. After the Notes Packet has been accepted, the system will require the user's password to apply their signature to the report. At this point, the assignment is locked from changes.

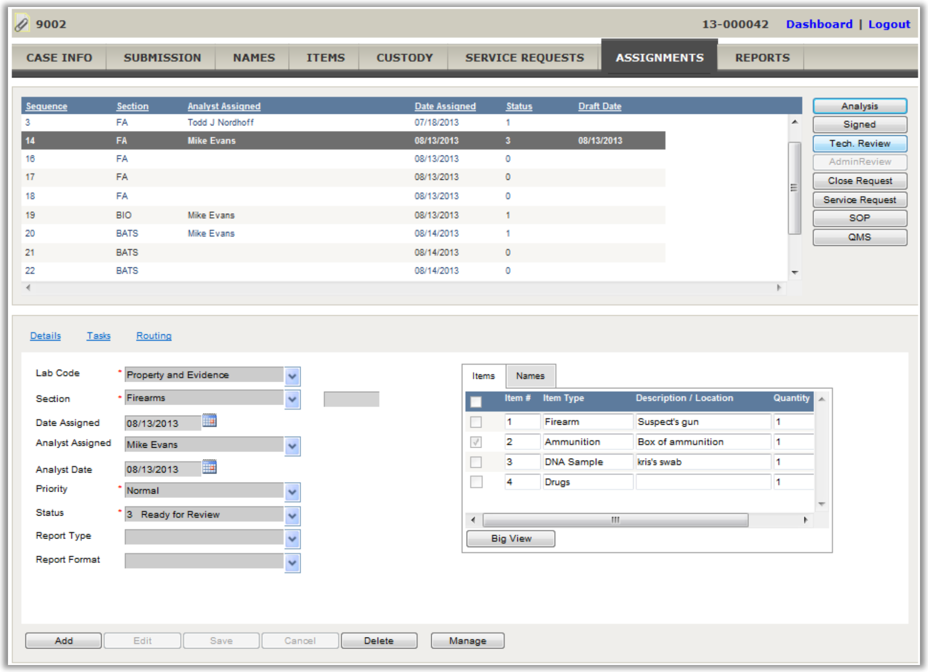


25. To Route the assignment to be reviewed, click the **Routing** link from the Assignments tab. Click the **Route** button to select the analyst to do the Technical Review and/or Admin Review. Select the appropriate Routing Code for Technical Review and select OK.

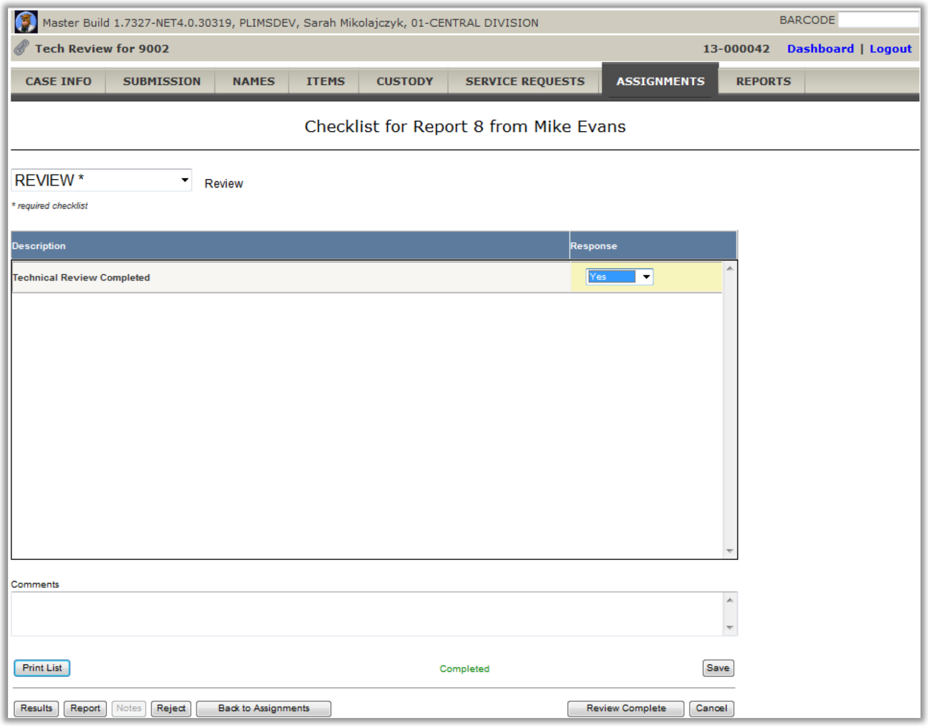


26. To review another examiner's assignment click on **Assignments Routed To Me** under the Notifications on the Dashboard.

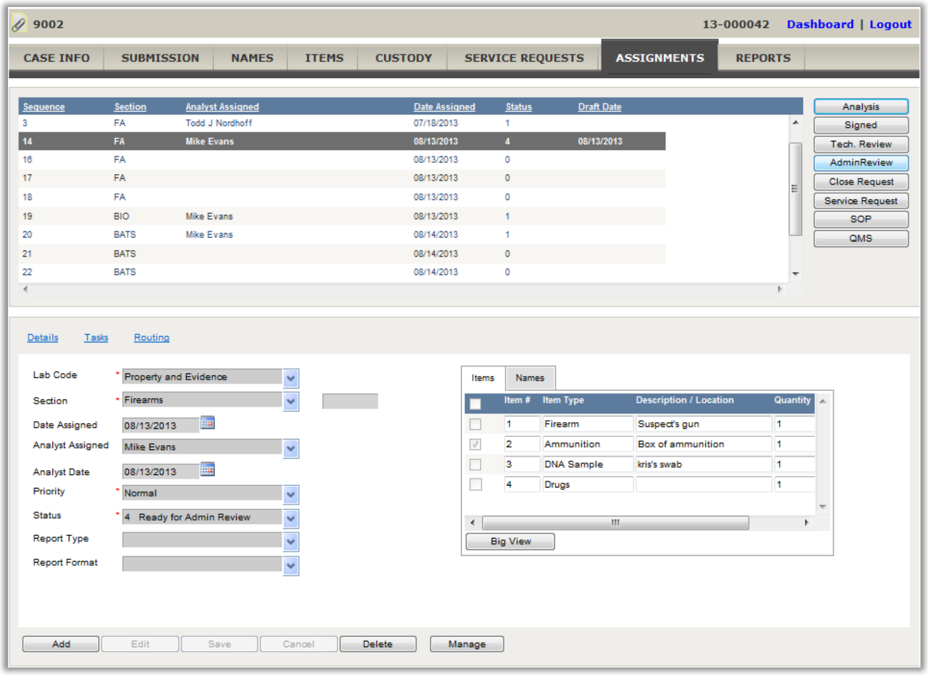
27. Click the assignment to be reviewed then click the **Tech Review** button to begin the review process.



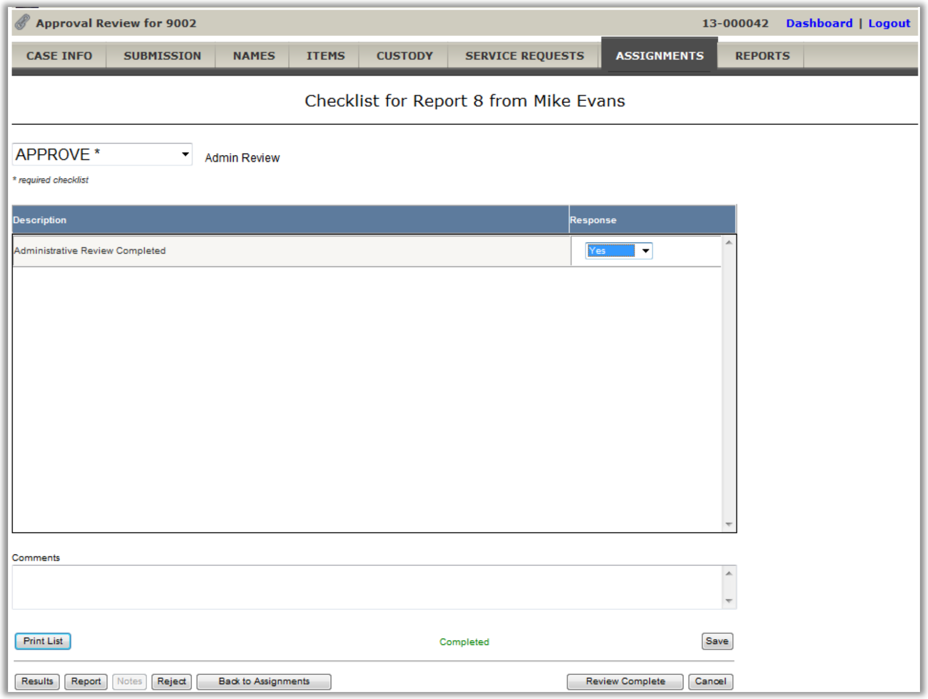
28. Review the Notes Packet and Report by clicking their respective buttons at the bottom of the page. If the assignment passes technical review, click "Yes" in the drop down under Response then click the **Review Complete** button. If there is an issue to be addressed, include details in the Comments box and click the **Reject** button.



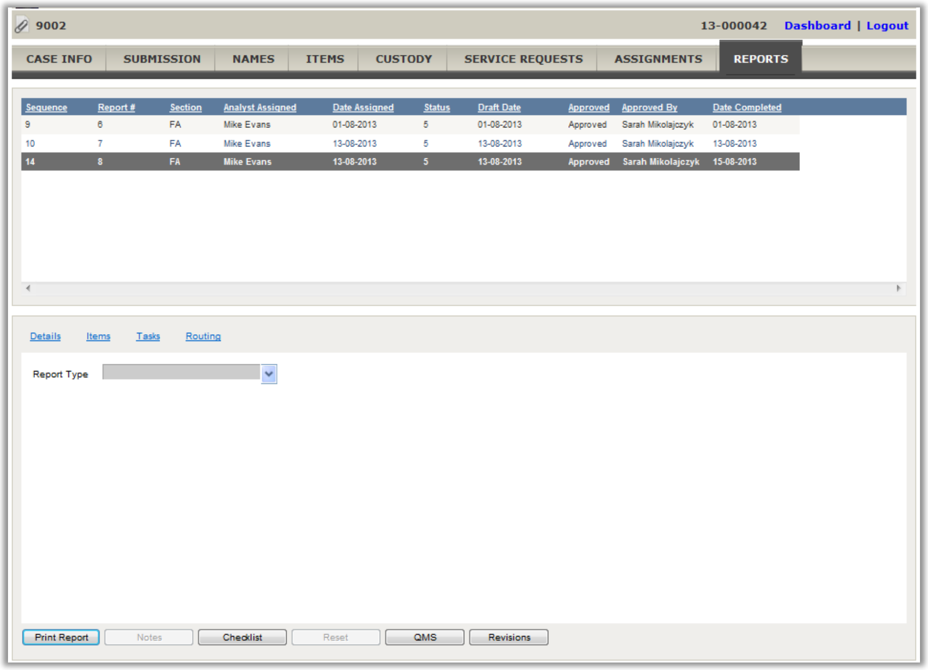
29. Once the Technical review has been completed, the **Admin Review** button will become active. Click to begin the administrative review.



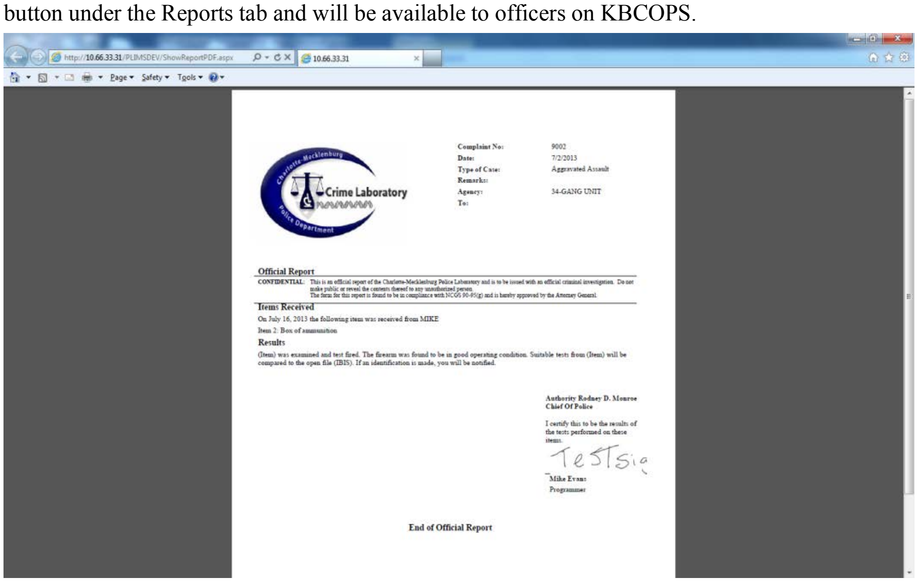
30. If needed, review the Notes Packet by clicking their respective buttons at the bottom of the page. If the assignment passes administrative review, click 'Yes' under Response then click the **Review Complete** button. This will close the assignment from the Assignments Tab. If there are any issues to be addressed, include details in the Comments box and click the **Reject** button.



31. Once both reviews have been completed the examiner's signature will be applied to the report, and the assignment will be listed as "Approved" under the **Reports** tab.

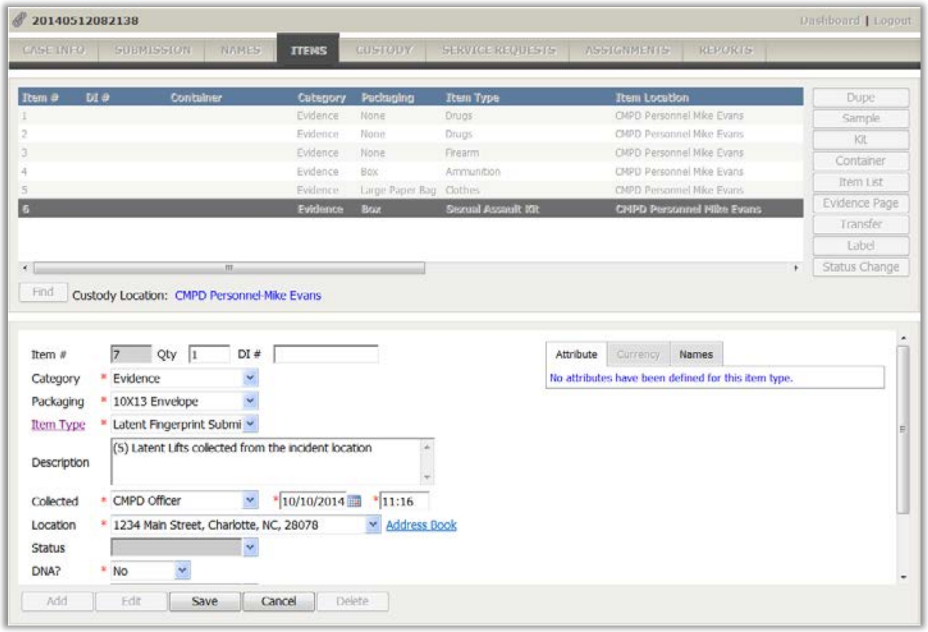


32. The completed lab report with the examiner's signature can be viewed by clicking the **Print Report** button under the Reports tab and will be available to officers on KBCOPS.

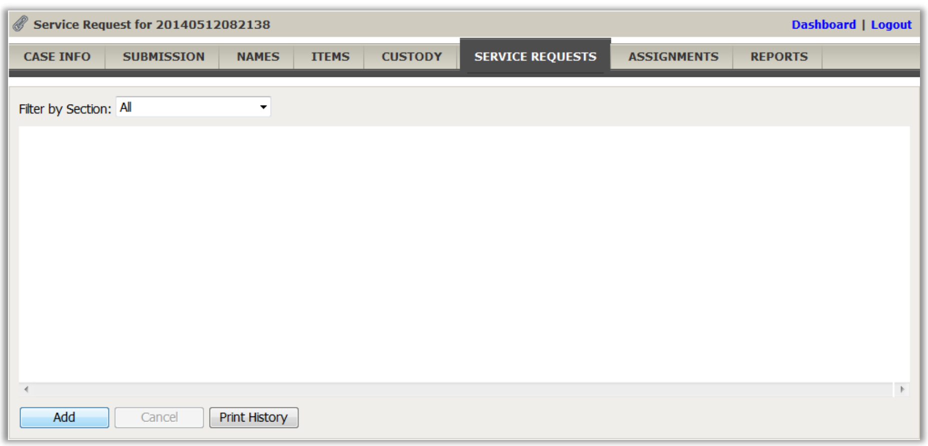


Latent Prints Walkthrough- Latent Lifts

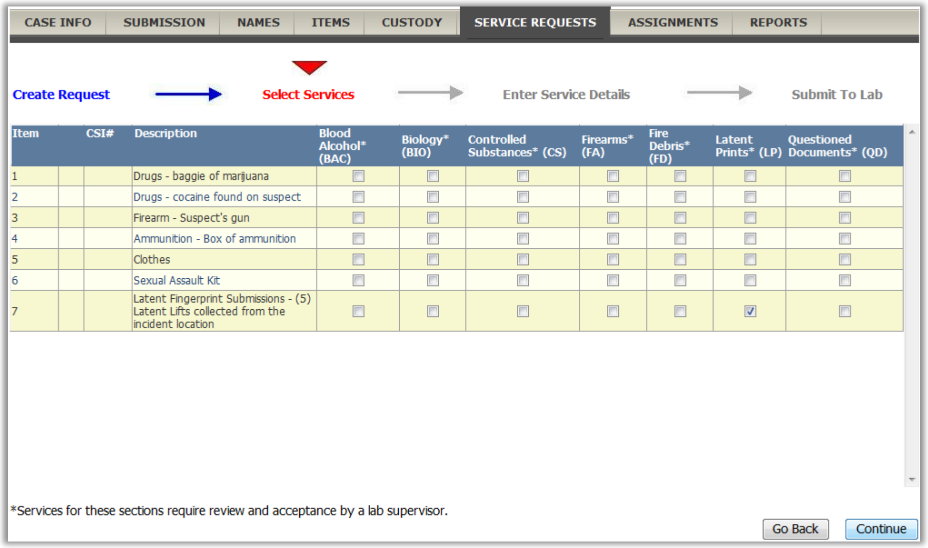
1. Create an Item on the Items tab with the Item Type “Latent Fingerprint Submissions.”



2. To create a service request, go to the Service Request Tab and click **Add.**

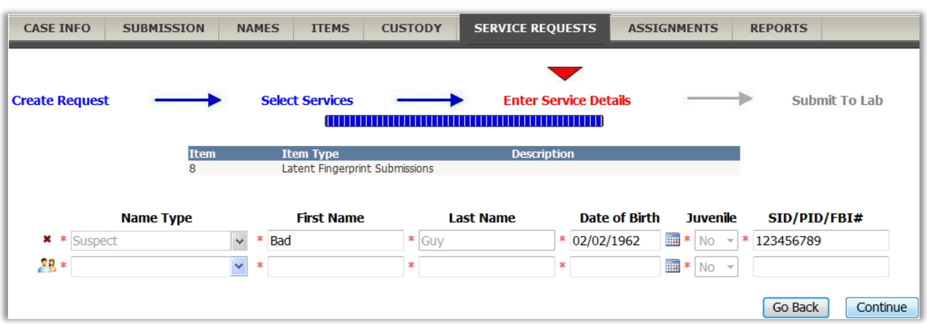


3. Go through the screens as directed. Be sure to select Latent Prints for the Latent Fingerprints Submissions items. Be sure to only select latent impressions of value, t~~h~~en prints or checks/pawn tickets unless you are requesting physical evidence processing.



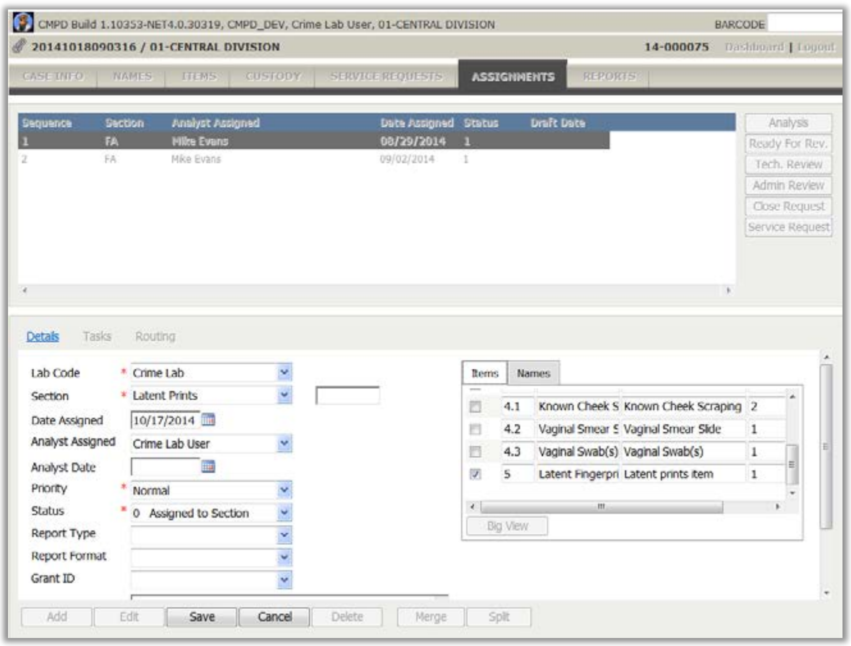
4. If you select Fingerprint Comparison on the next screen, you will be prompted to enter the names of the people you want compared. You can import a name from the Names tab by clicking on the icon ( ) to the left of the fields. Select the name on the screen that displays. The name information will be imported into the fields on the Service Requests tab. Importing information into the fields will disable them.

   If the Name Type is "Suspect," the PID/SID/FBI# field will be mandatory. Individuals under 16 years old are Juveniles. The program automatically selects the correct option based on their date of birth. Enter any additional required information and click **Continue**.

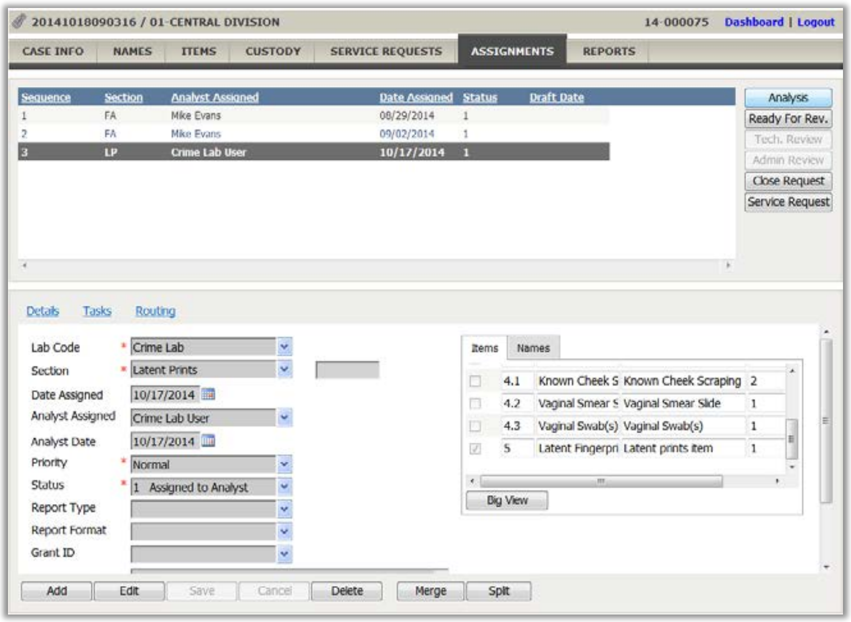


5. Click **Complete** to submit the request. Service requests for the Latent Prints section are automatically accepted. A new assignment will be created when your request is received and accepted. Once reviewed and accepted, this assignment will be unassigned, at Status 0 in the Assignments tab.

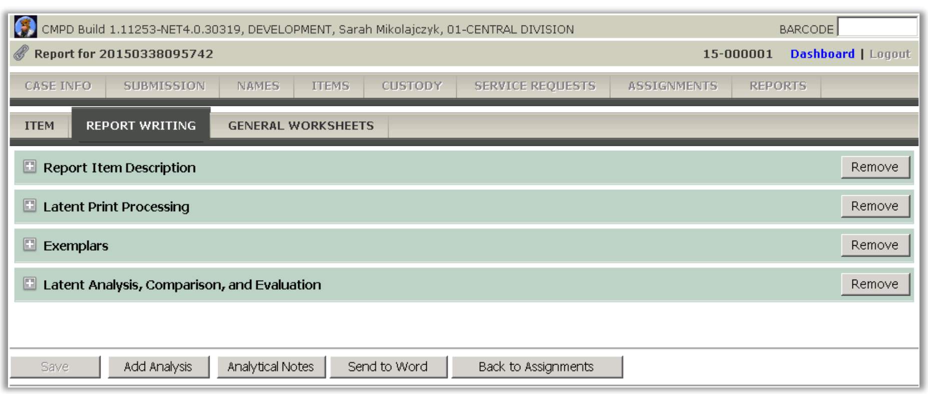
6. Go to **Assignments** tab. Edit the assignment created by the service request or assigned by the supervisor. Here you can add any additional assignments for the Latent Print section if needed. Select an Analyst to be assigned and the Priority of the assignment. The item(s) will be checked to indicate associated with that assignment. Click **Save**.



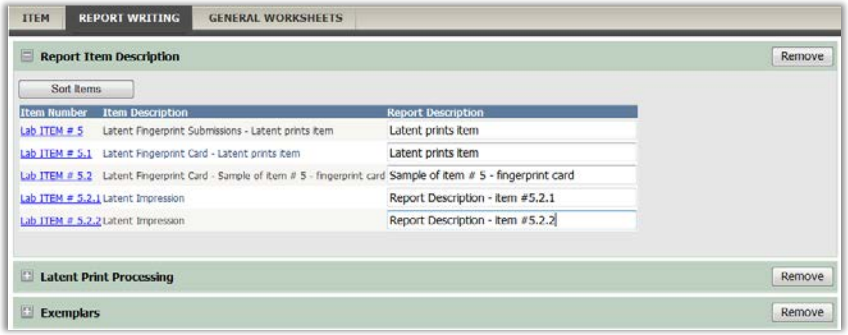
7. As the assigned analyst, click the **Analysis** button to access the report-writing matrix.



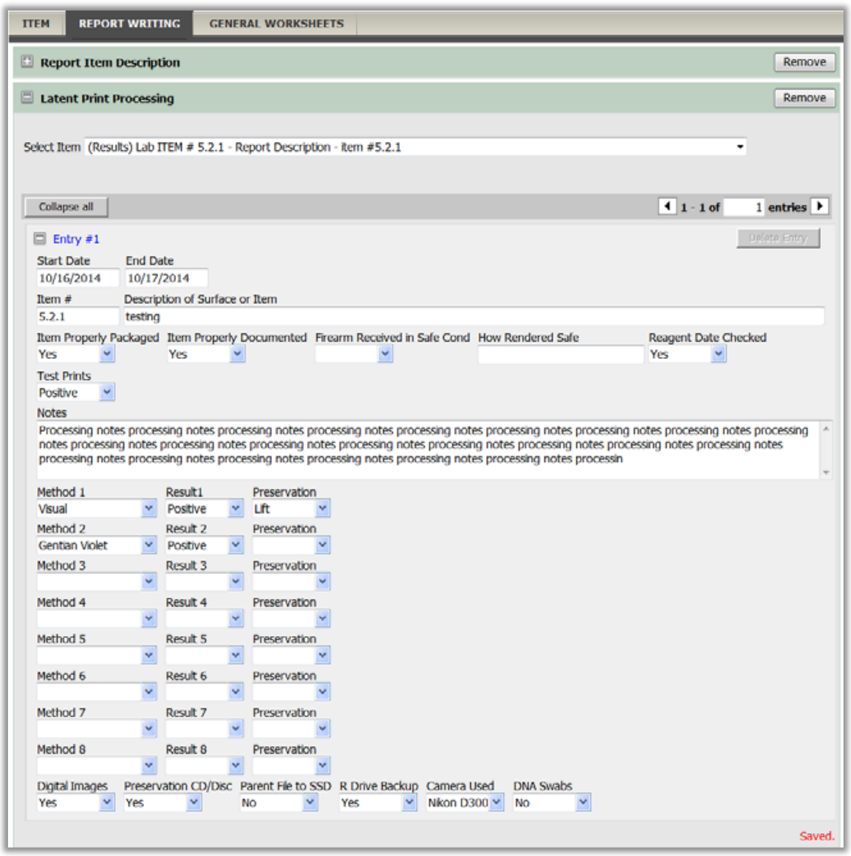
8. Select the **Report Writing** tab. This tab consists of several panels. Click the button next to a panel in order to expand it.



9. The Report Item Description panel is used to enter the description of the item(s) as you want it to appear in the final report. If left blank, the report will display the description entered on the Items tab.

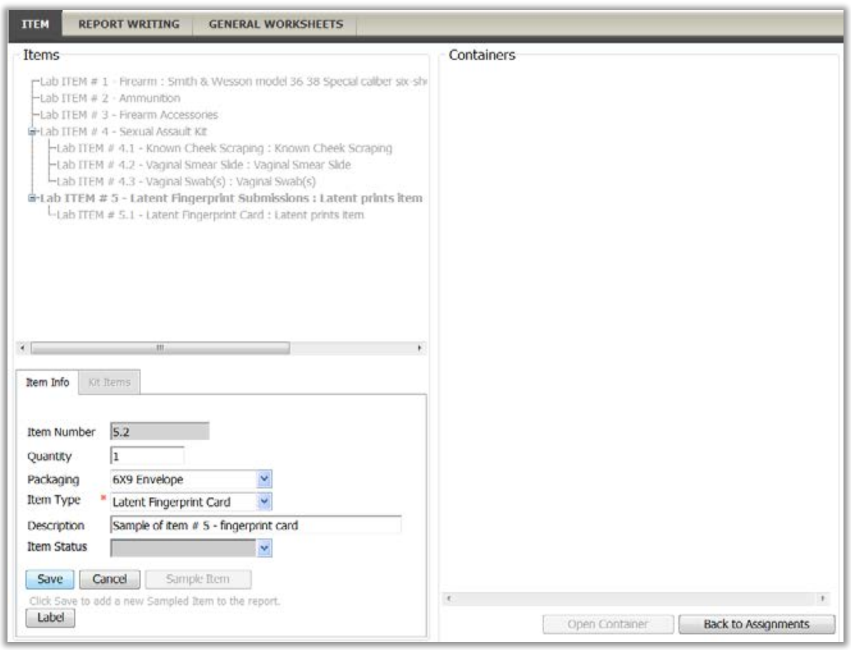


10. The Latent Print Processing panel is for taking notes and to report data of all processing performed. Fill out as appropriate for each process applied.

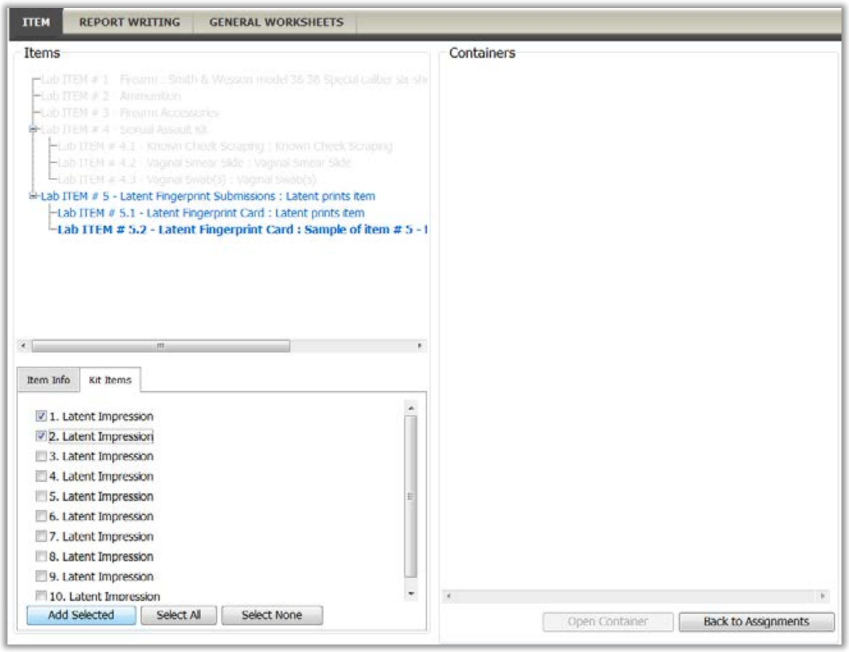


11. If impressions are developed, you can create the sampled items from the Item tab (next to Report Writing). Samples created on this tab will be added to the report. Select the item used to create the impressions and click the **Sample Item** button. Select the Item Type "Latent Fingerprint Card." Make any other necessary changes and click **Save**.

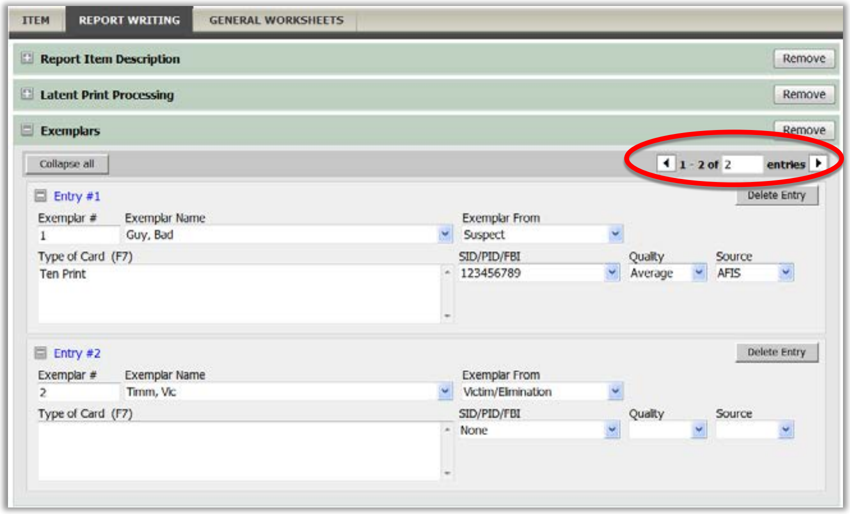
    NOTE If you create a child item under this screen the collected by will be carried over from the person who collected that item. To change the name of the collected by go to the Items tab and edit the collected by to your name.



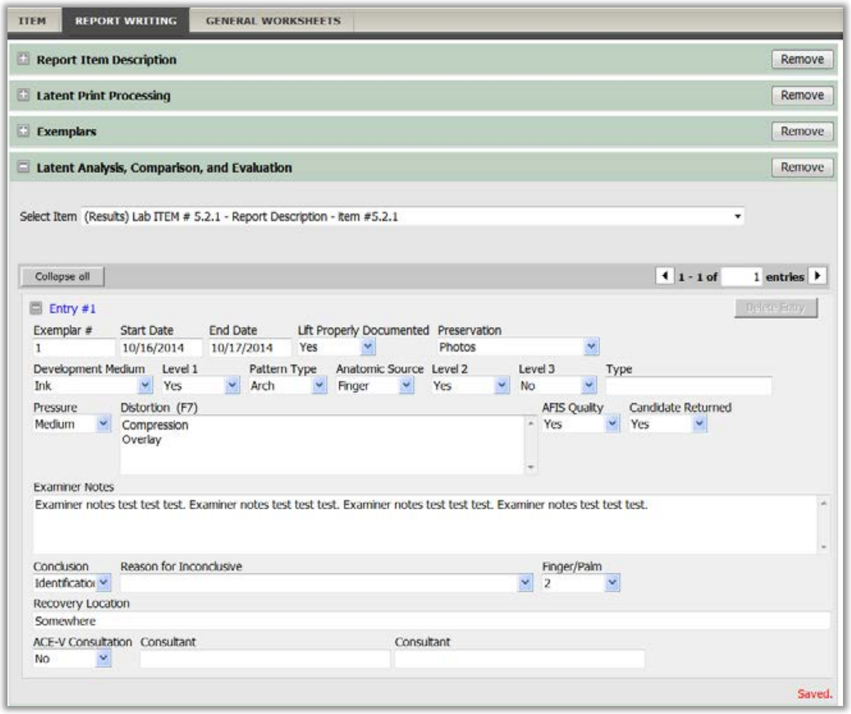
12. Select the new Latent Fingerprint Card item. The Kit Items tab in the lower half of the screen will become activated. Check the number of latent impressions you need on the Kit Items tab and then click **Add Selected**. Select **Yes** in the dialog box that displays to add the new kit items to the report. You can create ten impressions at a time. If you need to add more than ten, click **Select All** and create the first ten. Check the additional number of impressions and click **Add Selected**.



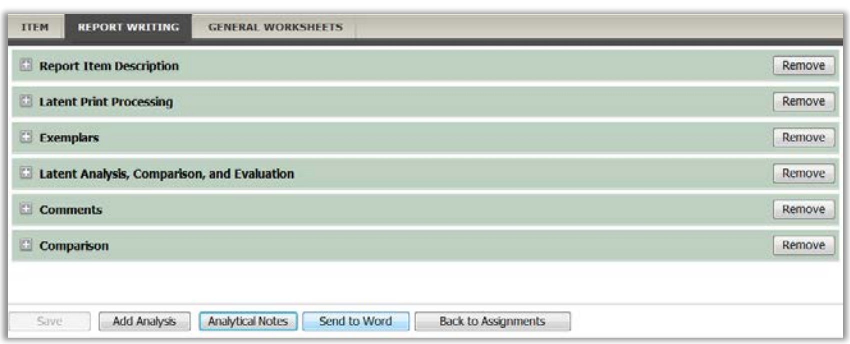
13. If exemplars are submitted, they should be documented in the Exemplars panel. Each exemplar should be recorded in a separate entry. The panel has one entry by default. To add more, enter the total number needed into the field at the top of the panel. Assign an Exemplar # for each entry so that you can reference them in the next panel.



14. The Latent Print Analysis, Comparison, and Evaluation panel is to document the ACE-V process and to document all of the analytical notes, results, and conclusions. The data entered here will be exported to the final report and to the notes packet.

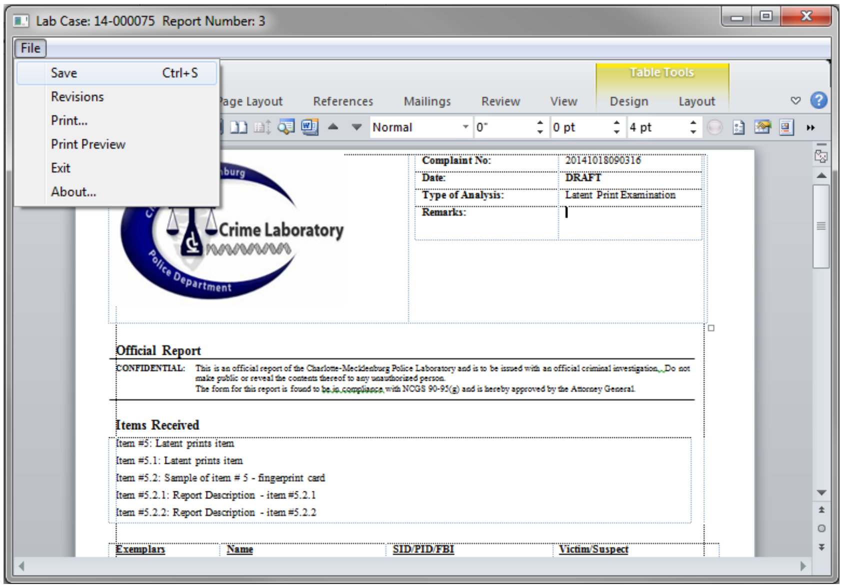


15. To create the report, return to the Report Writing tab and click **Send to Word**. This will bring up the report in Microsoft Word.

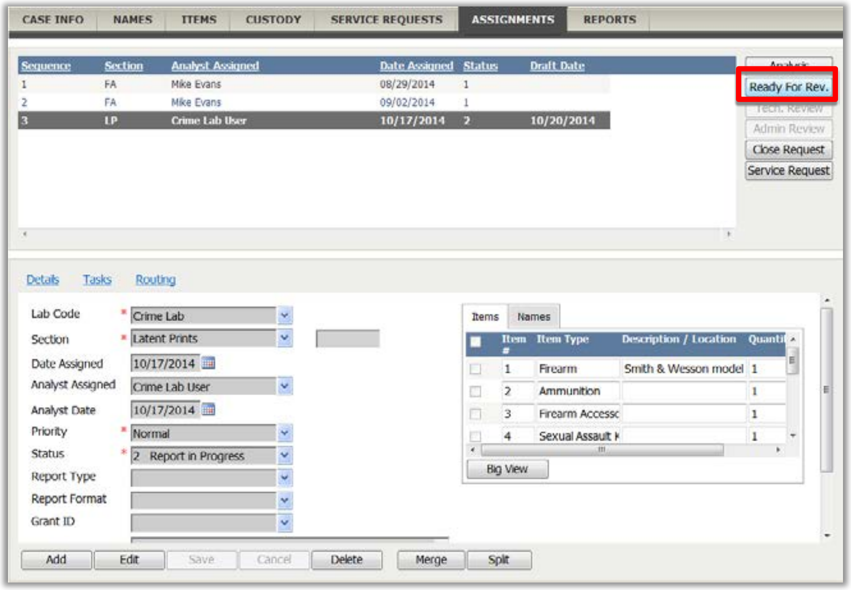


16. Make any changes needed to the report. Once you are done, select **Save** in the File menu or just close out of the window to close the report. Changes to the report can be made in the matrix or in the word document.

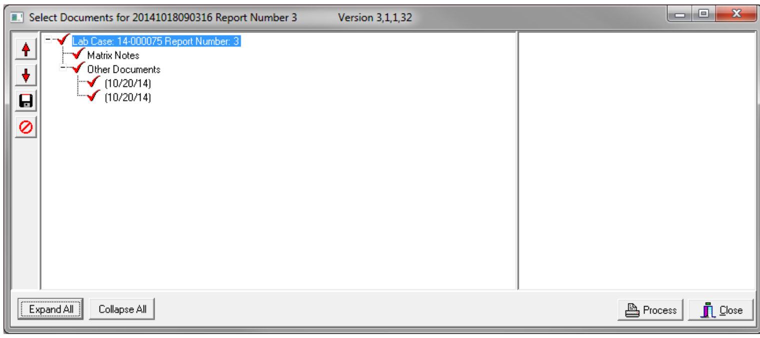
NOTE If you need to make changes to the results of your report, close out of the word document and make the necessary changes from Steps 7 thru Step 15. Before creating the report you will be prompt with a pop up (Display pop up to recreate report) to Open "As Is" or "Recreate Report". Select the "Recreate Report" button and click OK.



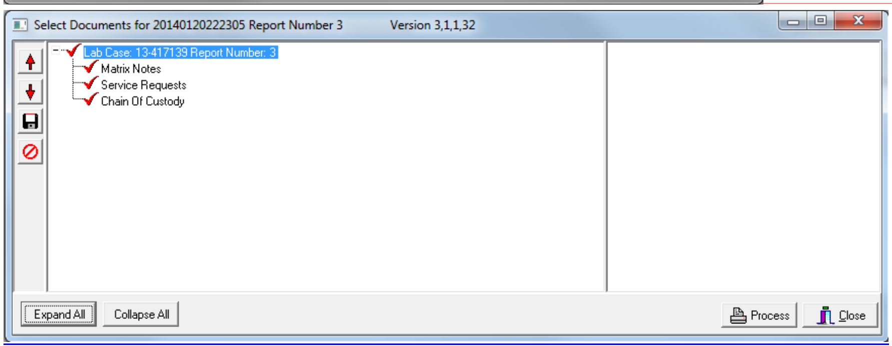
17. Click the **Back to Assignments** button on the Report Writing tab to exit the matrix. Once you have completed the analysis, select the **Ready For Rev.** button to process your report.



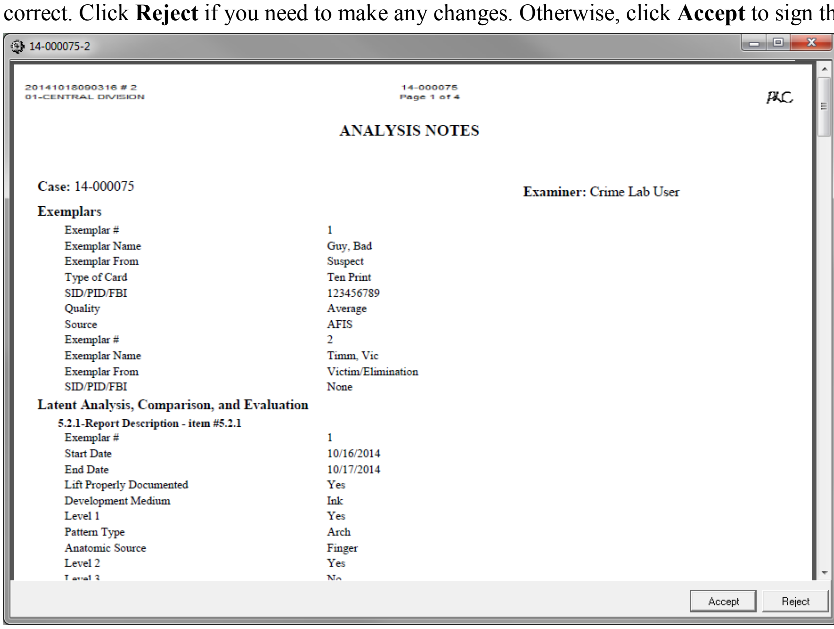
18. Review the documents that will be included in your notes packet for the report. To deselect a document, click on the document. You will notice the check mark before "Lab Case" and that document are unchecked. If this screen is correct click on the **Process** button to process the report.



Comment [KW8]: Screen shot needs to be updated to display Service Requests and Chain of Custody
Need to connect to machine with black ice installed

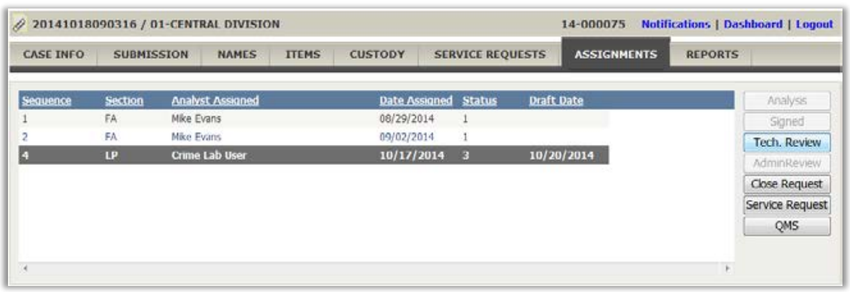


19. Review the notes packet. Verify that all the necessary documents are included and the information is correct. Click **Reject** if you need to make any changes. Otherwise, click **Accept** to sign the report.

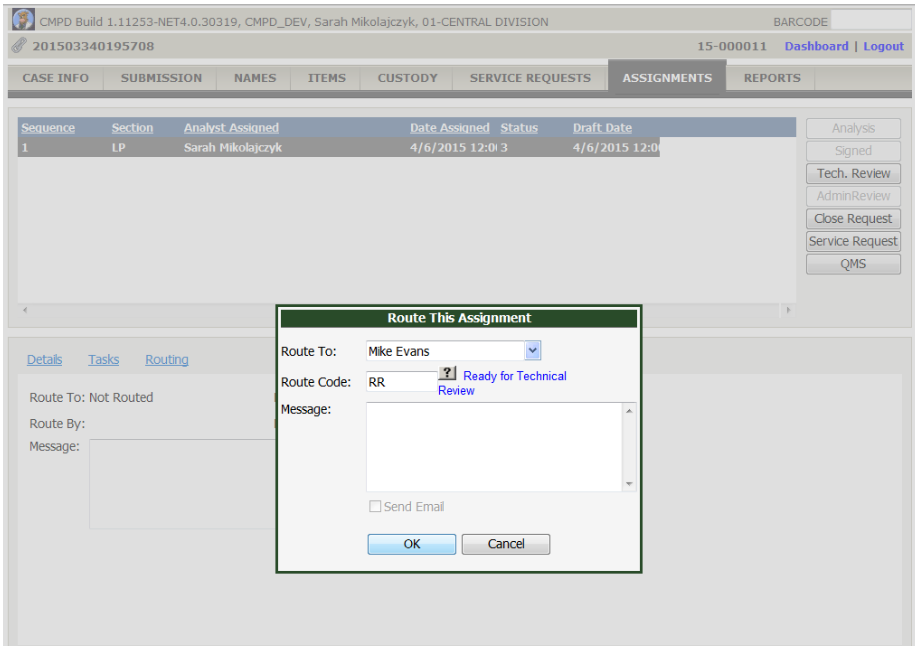


20. Enter your password to apply your electronic signature to the report. This allows the report to be submitted for review.

21. Analysts cannot review their own reports. In order to perform the technical ~~I~~and administrative review, the assignment must be routed to another analyst.

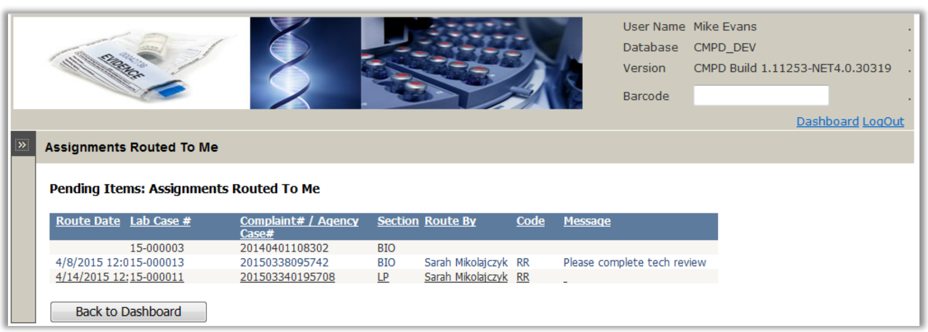


22. To route the assignment to be reviewed for technical and administrative select the **Routing** link. Select the **Route** button. ~~Then s~~Select the analyst in your section and the appropriate route code and a message if one is needed then click **OK**.



23. Under Notifications from the Dashboard you will see Assignments Routed To Me. Click the link to see all the cases that are routed to you. There you can click on the selected case and perform your Technical and/or Administrative Review.

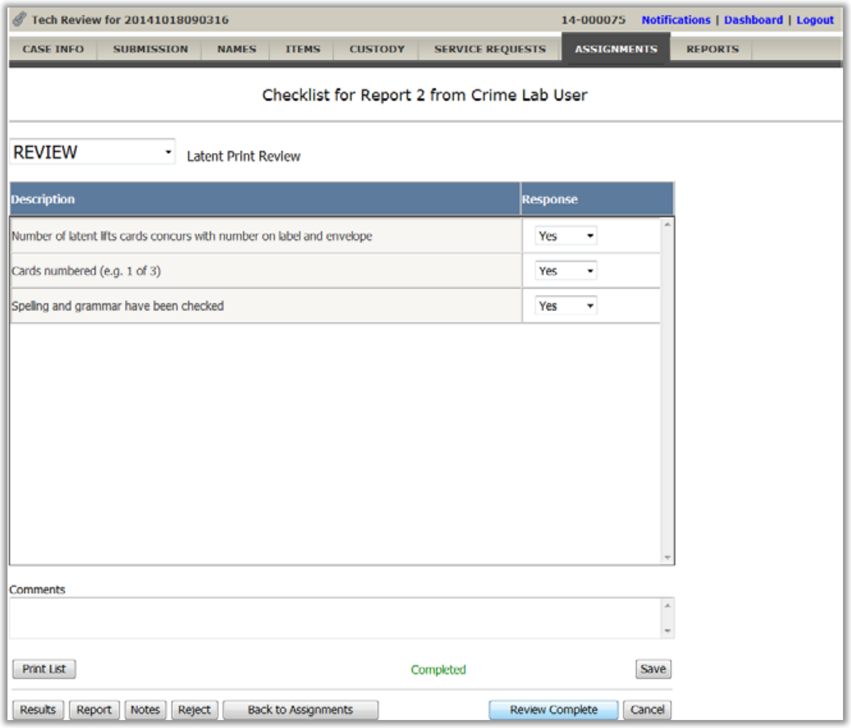
NOTE If you are not permitted to perform both technical and administrative review follow step 22.



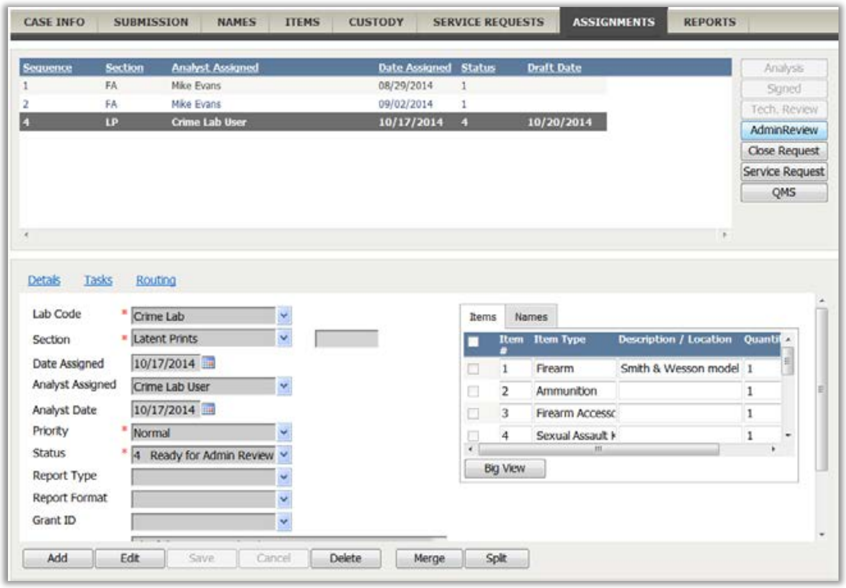
24. In order to complete the technical review, the reviewer needs to select a response for each item in the checklist. They can view the completed report by clicking the Reports button on the bottom of the screen. The Results button will open the Matrix in a read-only format. The Notes button opens the Analytical Notes if they are present. Print List prints the checklist questions and responses.

The Reject button allows the reviewer to reject the report. If rejected, the assignment will be routed back to the analyst with the reviewer's comments inserted into the routing message. This will allow the analyst to see what's wrong with the report.

Once the report has been reviewed, click the **Review Complete** button to move to Admin Review.

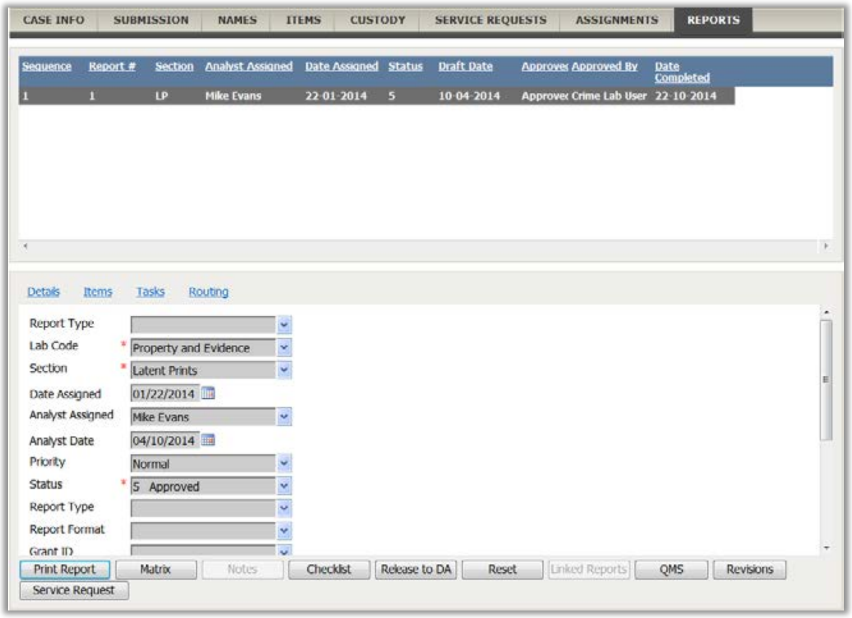


25. Once the reviewer completes the review, the report status will update to "Ready for Admin Review." If the analyst has the rights to do both technical and administrative review, they can click the Admin Review button after completing the Tech Review. If a new analyst needs to do the Admin Review follow steps 22 through 24.



26. The administrative review process is the same as the technical review, except completing this review will release the report.

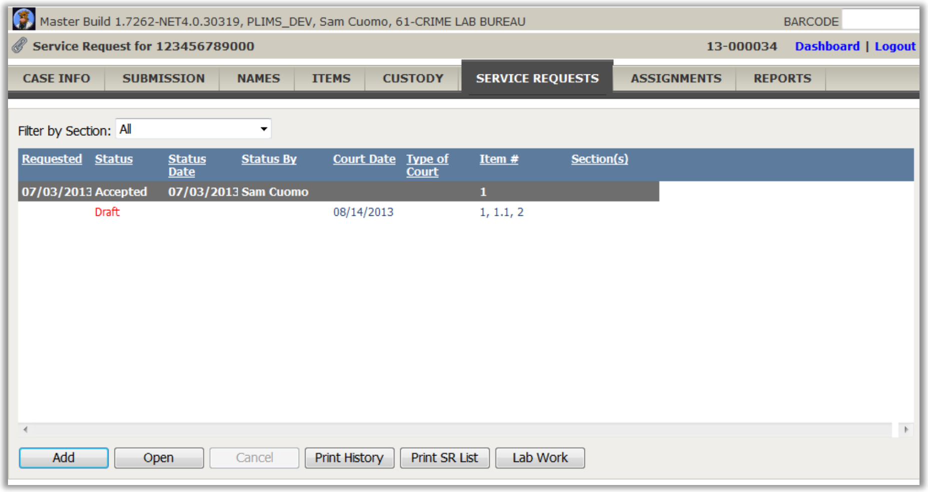
27. Once the report is approved, it will move from the Assignments tab to the Reports tab. From there you can print a copy of the completed report and view the assignment notes.



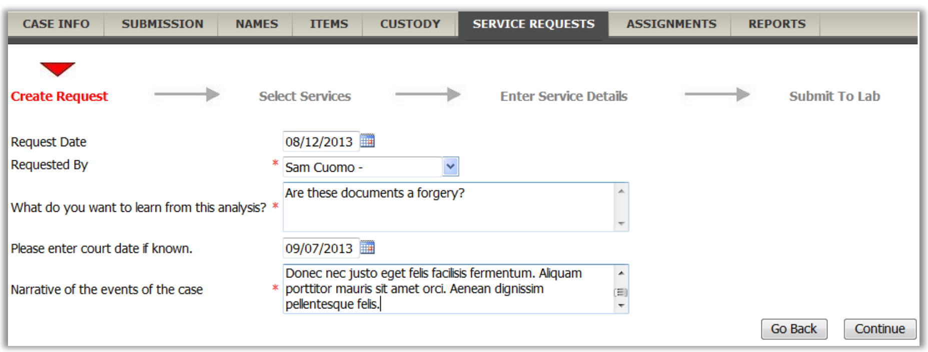
Questioned Documents Walkthrough

Steps for testing prep: (Please note these steps will not be done when the system is live, but will be necessary for testing and training.)

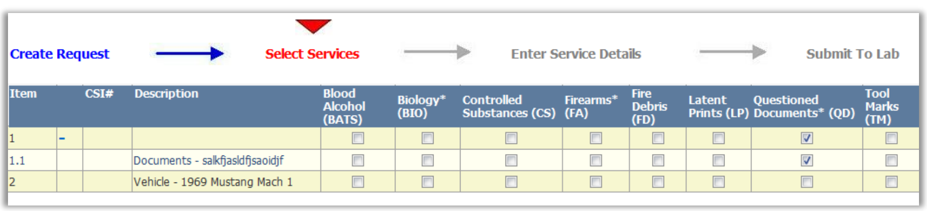
1. Enter an existing case and select the Service Requests tab.



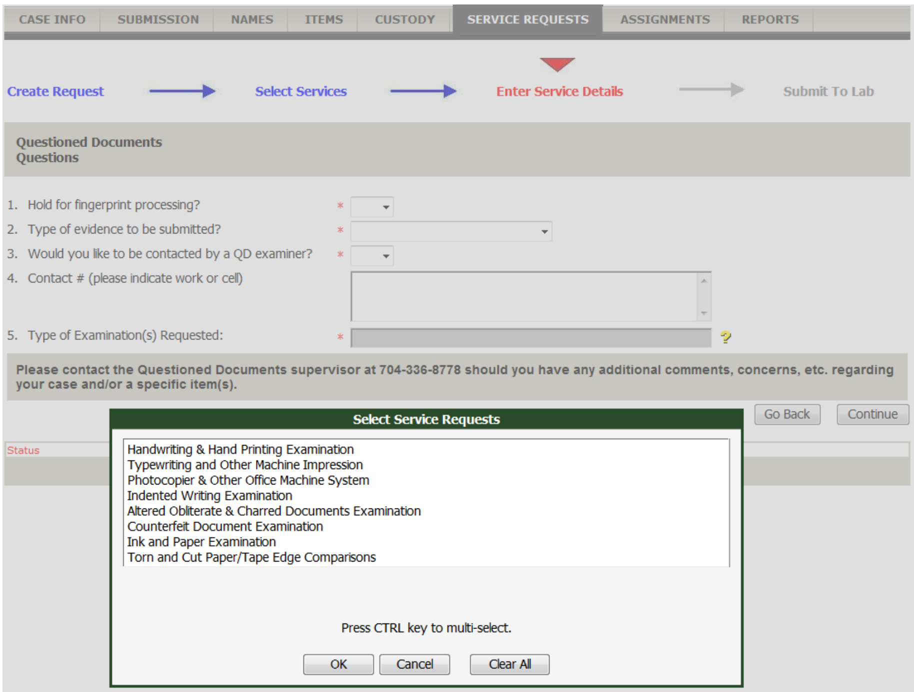
2. Click 'Add'. This will open the Service Request process. Fill out the information as needed.



3. Select Questioned Documents as the service requested.



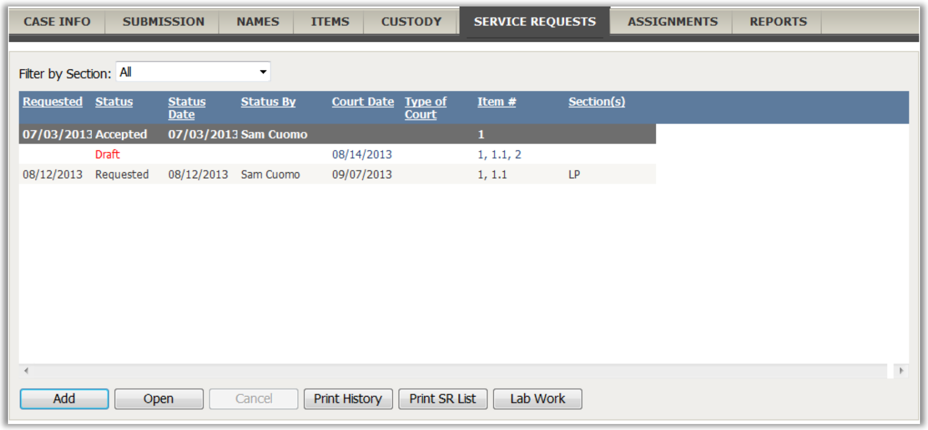
4. Click Continue and you will get the details screen. These questions can be adjusted. We can add/remove as necessary. Selecting the yellow question mark will open a new window allow you to specify specific examinations that are requested.



5. Once you have entered all the required information, you can hit continue and proceed to the final screen.

6. The service request will be submitted, and you will be back to the service request screen. Now, as aforementioned, when the system is live these requests will come in and you will not be creating them yourself, unless needed. The screen you are now on will be one you do regularly see.

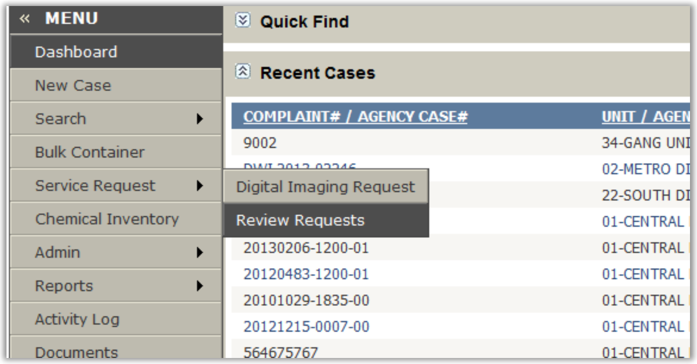
Note that the request you just created is marked 'Requested'. The QD section has been configured to require approval of service requests.



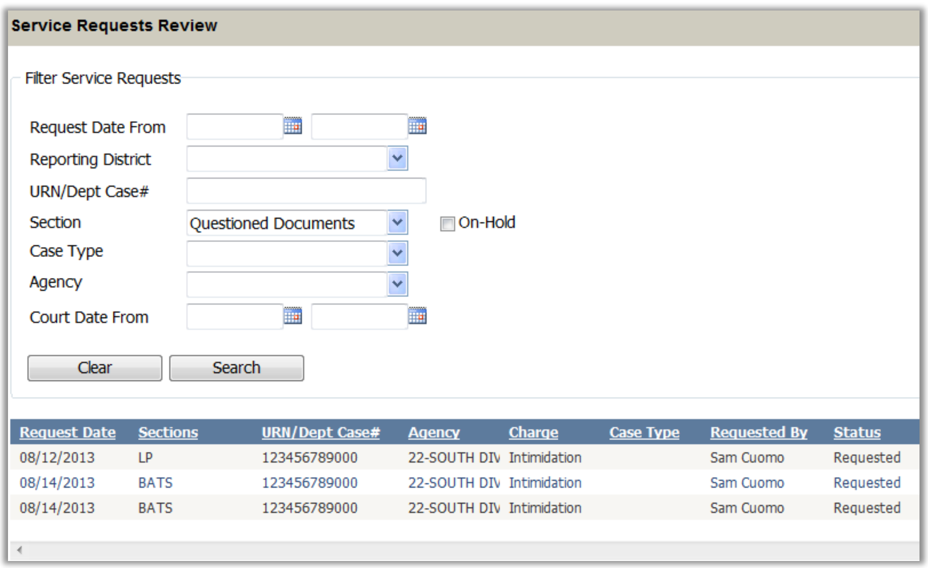
Normal procedure:

The normal process for handling assignments will begin at reviewing/approving service requests:

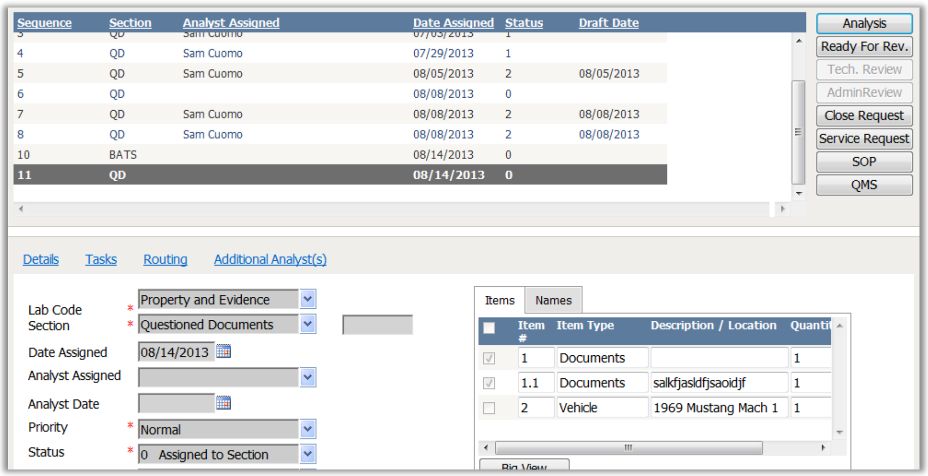
1. Select Review Requests under Service Requests in the Dashboard menu.



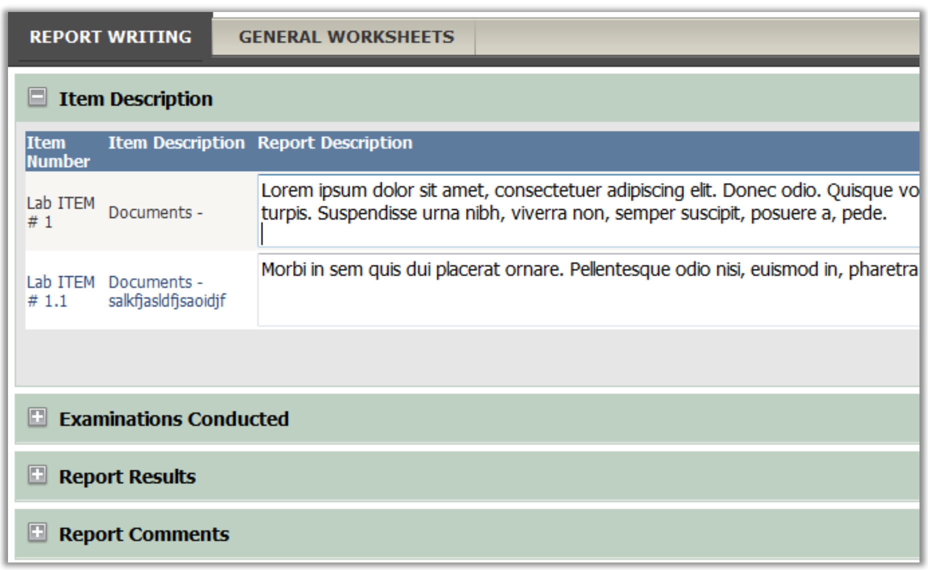
2. Input all desired filters in the Service Requests Review window and search.



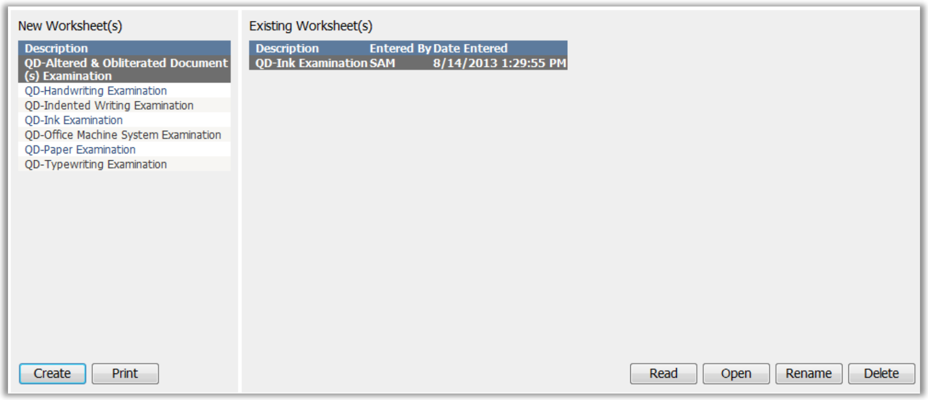
3. Once approved, the Service Request will create a new assignment. This assignment will be unassigned, at Status 0 in the Assignments tab. From here, an analyst must be assigned, and then the analysis begins with the ‘Analysis’ button.



4. Clicking this button will open the Report Writing. The first step will be to enter the ‘Report Description’ for the item. This description will be carried into the worksheets, so it should be filled out first.



5. Select "General Worksheets" and then choose the worksheet(s) that is desired. Click Create and the worksheet will open in Word. When Word is closed, it will prompt to save changes, and then upload the document into the database.

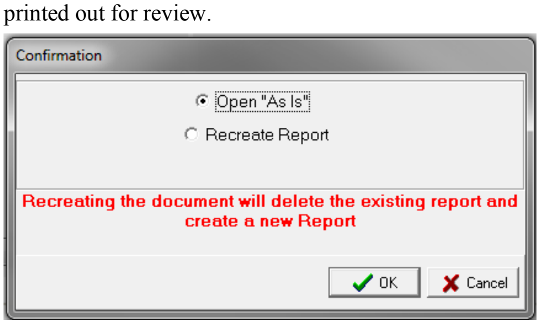


6. When an existing report is opened (after the initial creation), it will pop up the following window.

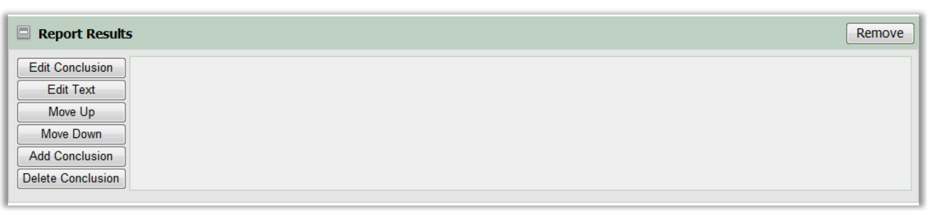
   'Open "As Is"' will open the saved copy of the worksheet. 'Recreate Report' will regenerate the worksheet, erasing all data on it. The second option is only useful if case information or the Report Description was changed. Do not recreate if there is data you need to save.

   Selecting 'Read' will open a read-only copy of the worksheet.

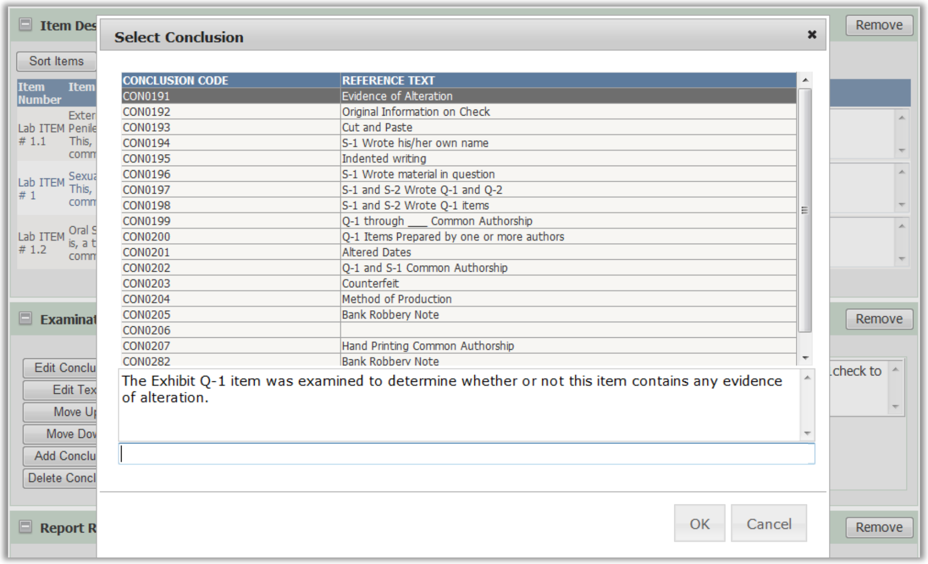
   As many worksheets can be created as are necessary. They can be attached to the notes packet and printed out for review.



7. Once all the analysis is complete, you will go back to 'Report Writing' and begin to build the final report. This includes selecting Examinations Conducted, Comments, and Results.

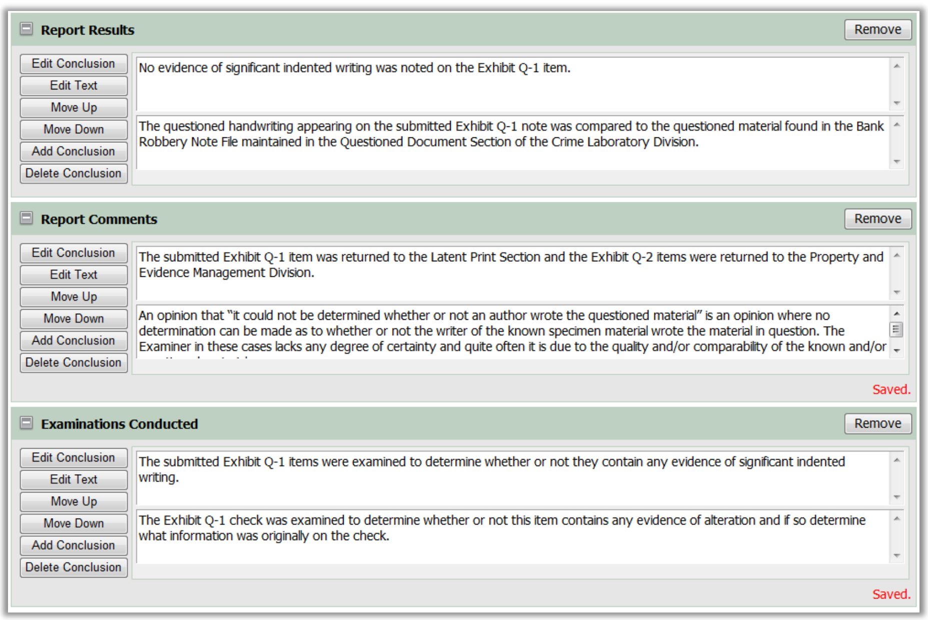


8. The 'Conclusion' panel allows you to add conclusions, edit conclusions, and move them up and down (the order in which they will appear on the final report). Clicking Add will open a new window to select the desired conclusion.

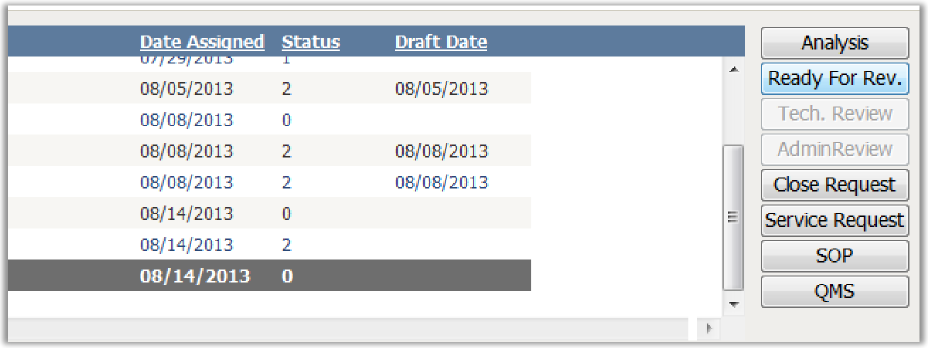


9. Once all desired conclusion statements are added, the report is ready to generate.

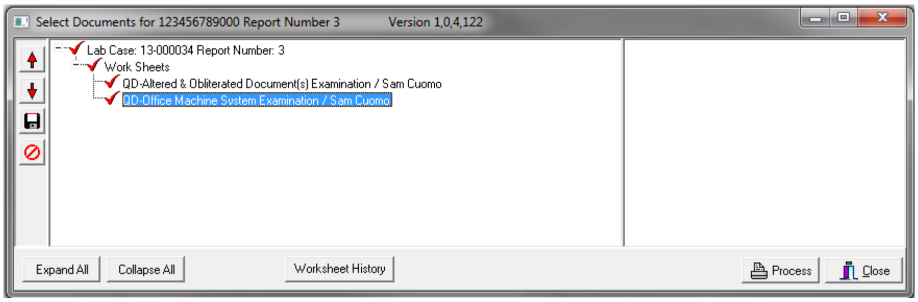
The last step in the analysis is to hit Send to Word. This will send all the information entered into the final report. Once Word opens, any necessary changes can be made as on any other Word document. Once the document is closed, it's uploaded back into the database as a draft.



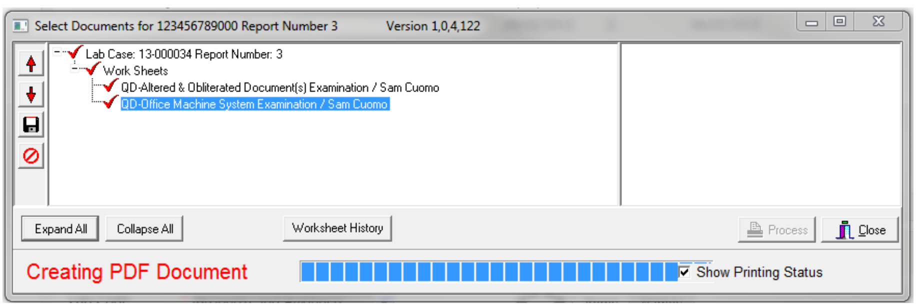
10. Now, back at the dashboard, the analysis can be marked Ready for Review.



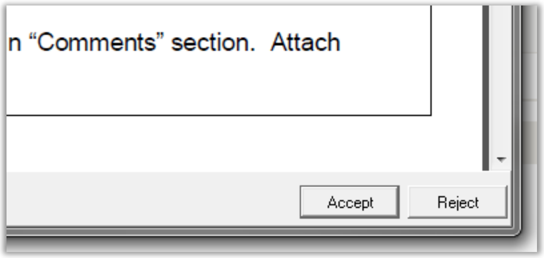
11. This button will open the Notes packet. This packet will take all worksheets and compile them into a single PDF so they can be easily printed and reviewed.



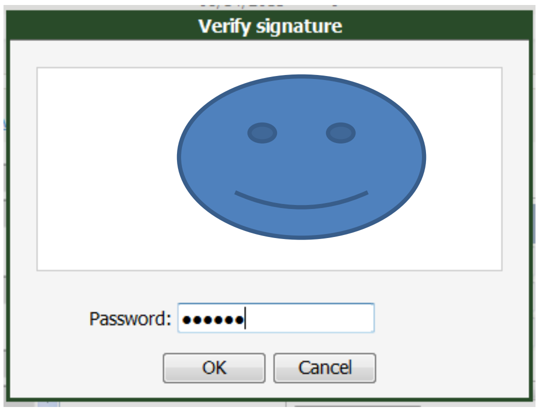
12. This window allows you to select which documents are included the in the notes packet. Worksheets can be included or excluded as necessary. When the necessary documents are selected and in the proper order, click Process.



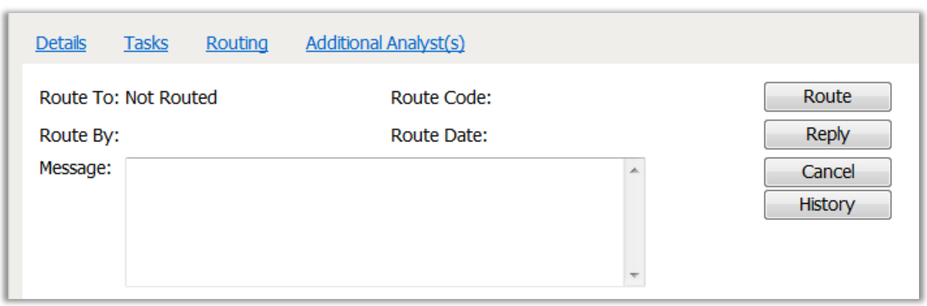
13. Once the processing is complete, a new window will open and display all the selected documents in a single PDF file. It can be saved or printed. You must then Accept or Reject this packet. Accepting will finalize the report and prompt for a signature.



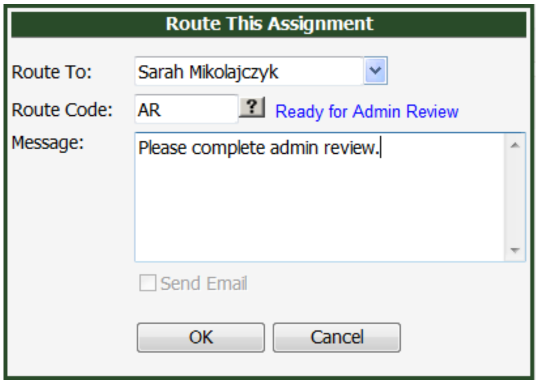
14. The Verify Signature screen should display your active signature and prompt for your password.



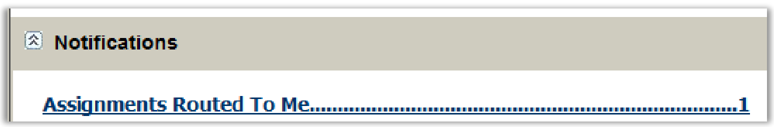
15. From here, the report is ready for Admin review. Someone besides the assigned analyst must do Admin Review. First, the assignment should be routed to whoever will be doing the review. From the assignments tab, click the "Routing" link.



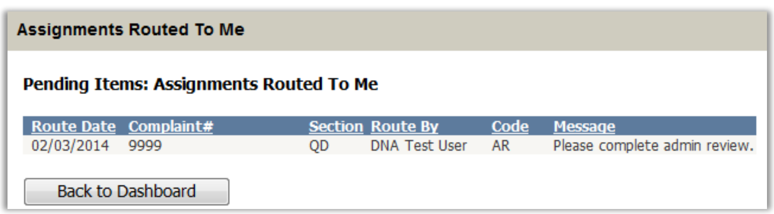
16. From this screen, the analyst will click “Route” and then choose the person that will admin review the report, and enter a code and a message.



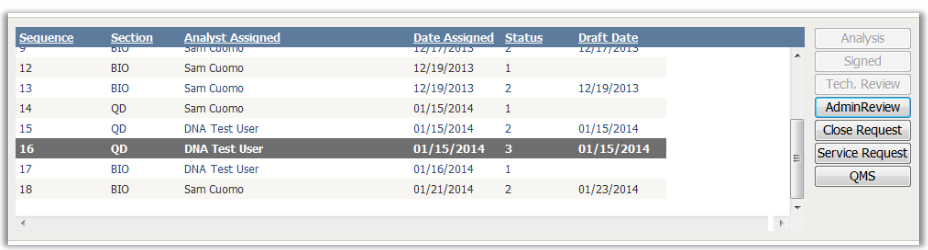
17. Once the assignment has been routed, the Admin Reviewer will be able to see a notification on their dashboard, under notifications.



18. Clicking the link will take the reviewer to the routing screen, where they can see the routed assignment, along with the code and the attached message.

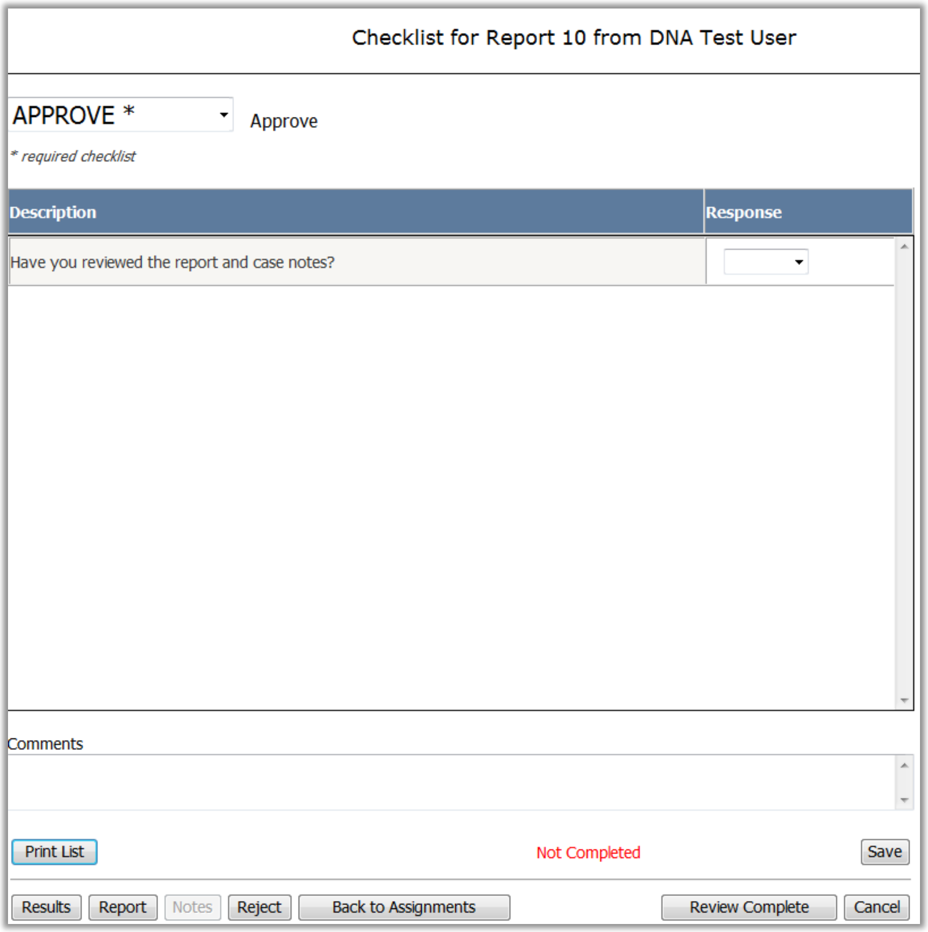


19. Clicking the assignment will take the reviewer to the assignments screen, where they can then click “Admin Review” button.

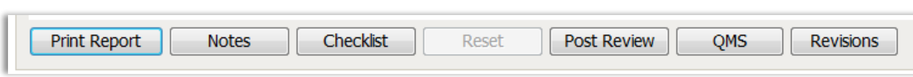


20. Clicking 'Admin Review' will open the admin approval checklist. On the checklist will be the list of questions (note: for QD, there is only the one confirmation question). Along the bottom of this page are a series of tools for the reviewer. Print List will print the checklist questions and responses. Results will open the Matrix in a read-only format. Report will open the completed report. Notes will open the Analytical Notes if they are present (note: QD does not use analytical notes). The rest of the buttons allow the report to be accepted or rejected.

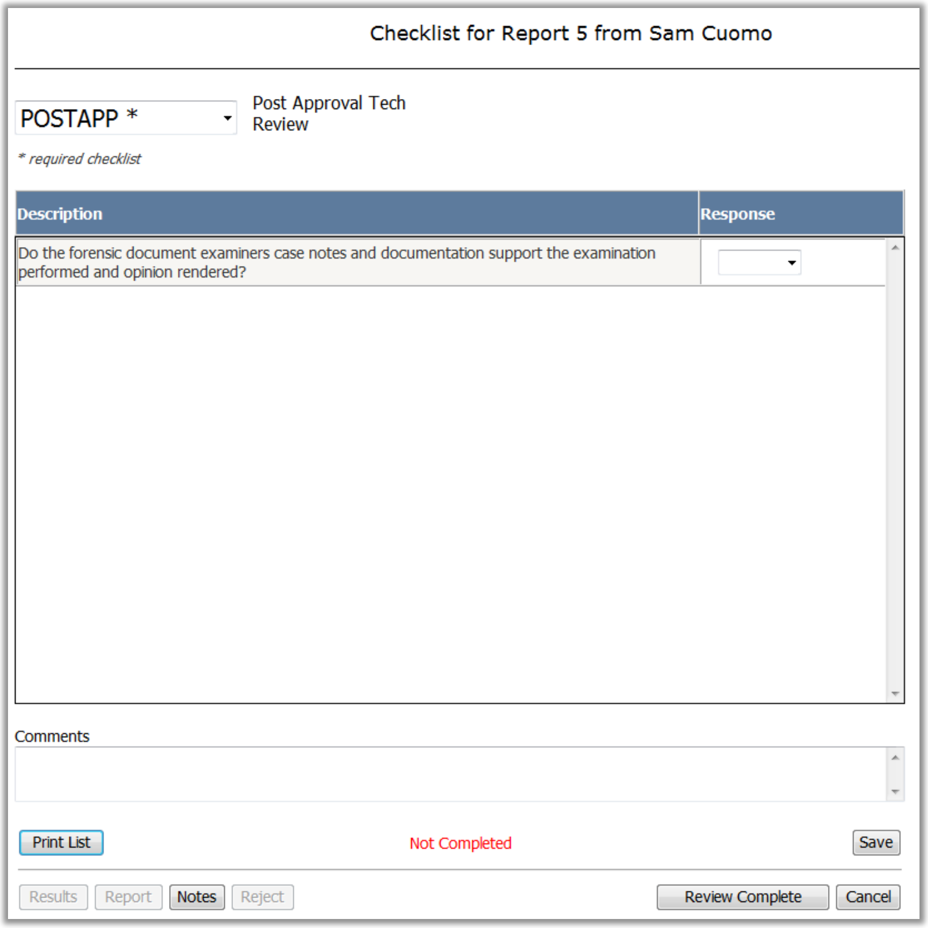
If rejected, the assignment will be routed back to the analyst with the review Comments inserted into the routing message. This will allow the analyst to see what's wrong with the report.



21. Once admin reviewed, the report moves from the 'Assignments' tab to the 'Reports' tab. From here, you can view the completed report and the notes packet. This is also where the 'Post Review' button is at, for the post completion technical review.



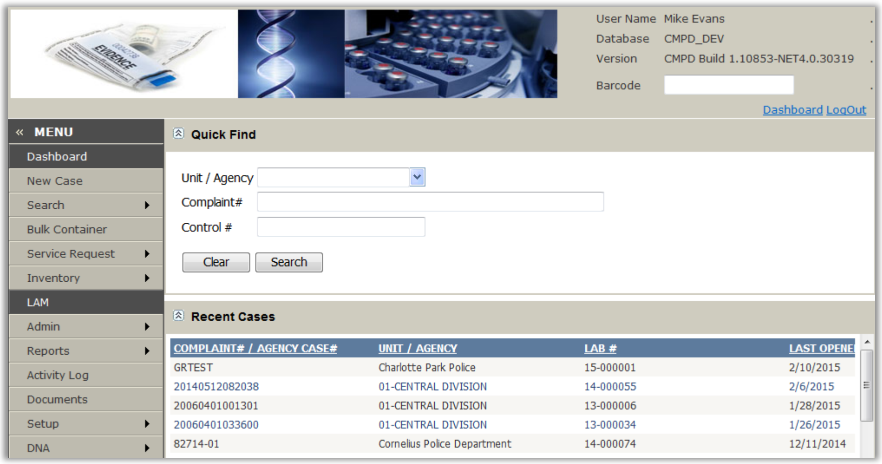
22. Selecting Post Review will open up a technical review checklist. This tech review can be expanded as necessary. Once all the questions are answered, the review can be marked as completed, and the Post Review is finished.



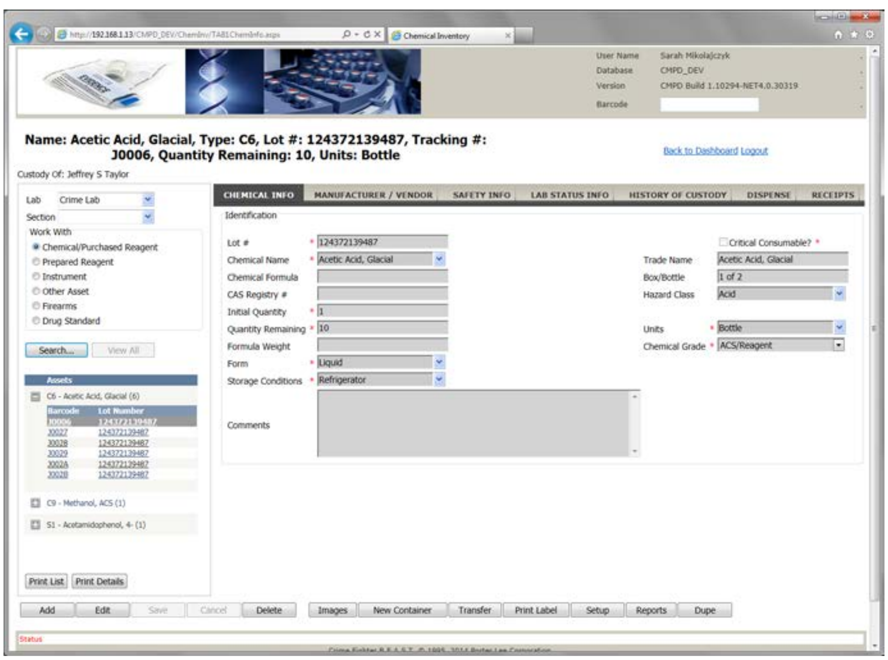
Lab Asset Manager Walkthrough

Chemicals

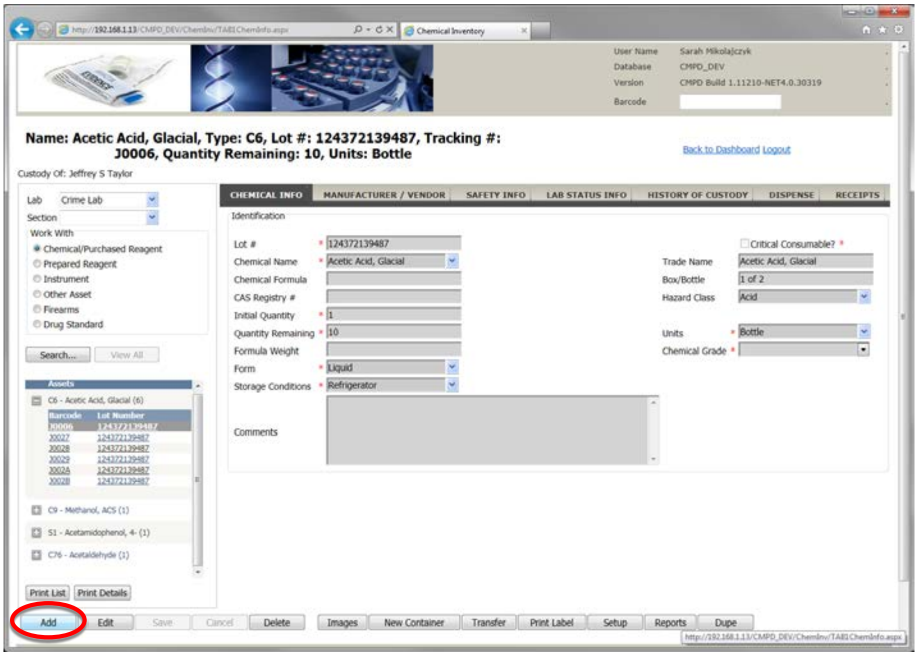
1. To access the Lab Asset Manager, select the **LAM** option in the Dashboard Menu.



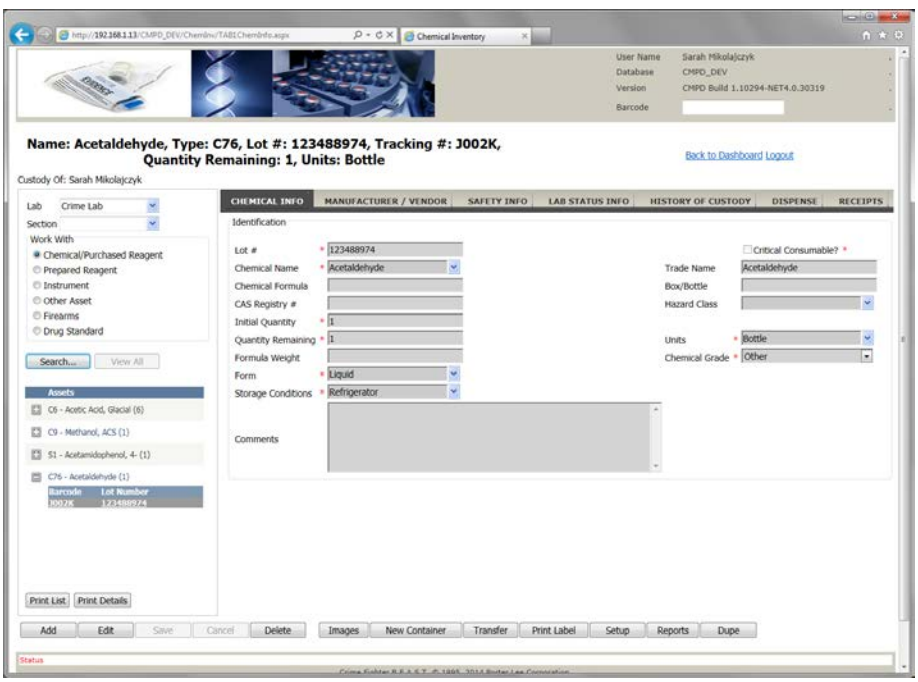
2. To add/modify a chemical, select the lab section from the **Section** dropdown ~~under the Lab dropdown~~list.



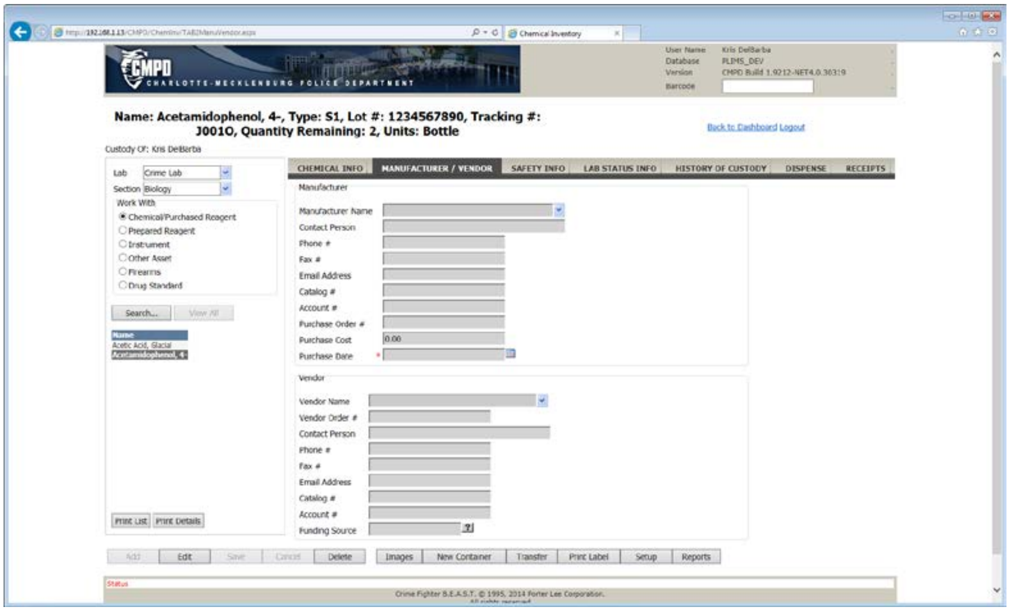
3. ~~Next, select~~Click the **Add** button on the bottom left.



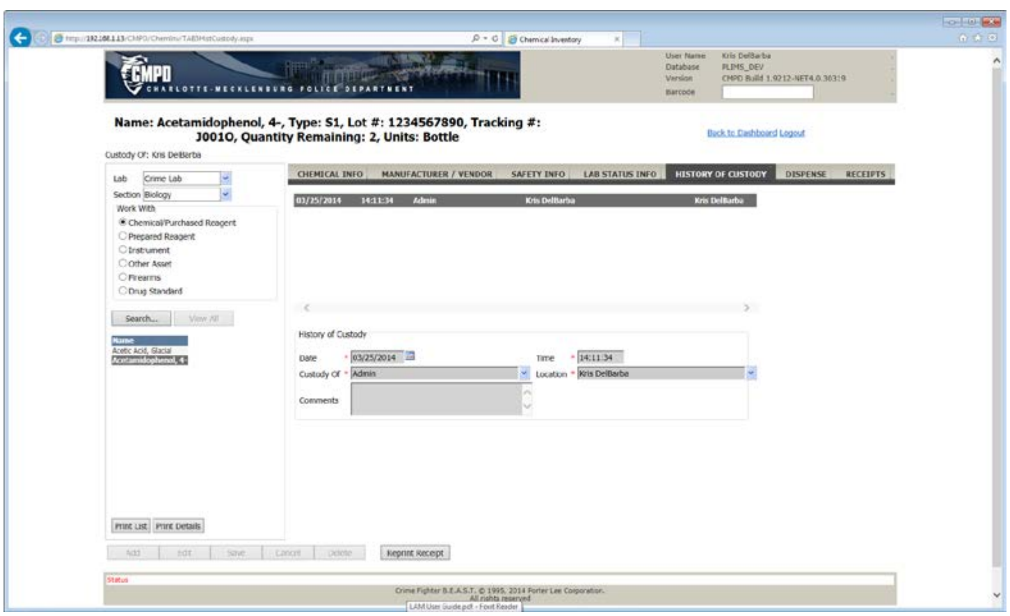
4. Fill in all the required information and any other ~~necessary~~ information. Then click **Save**.



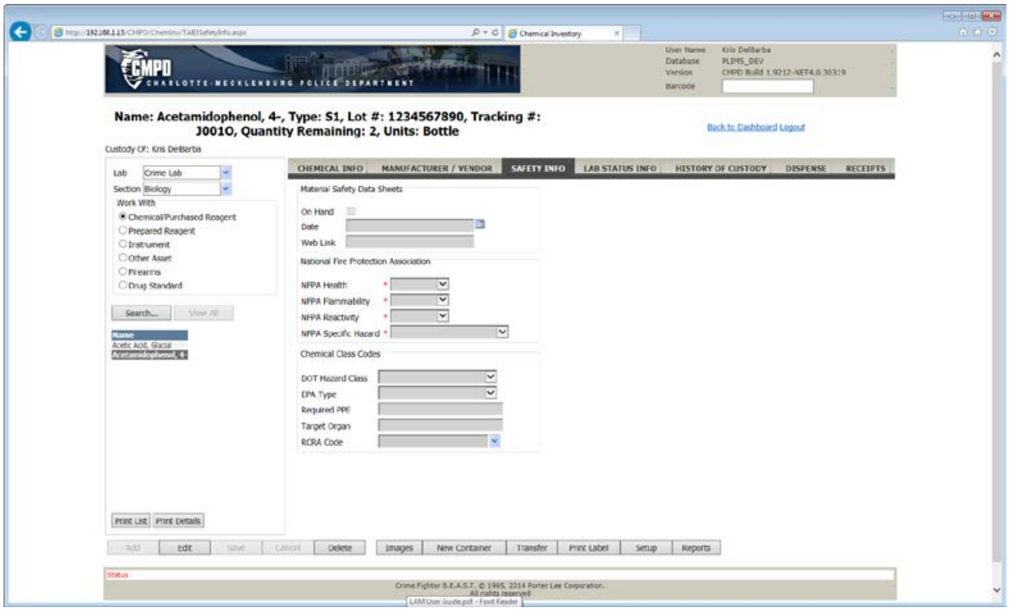
5. To add information about the manufacturer/vendor, select the **Manufacturer/Vendor** tab then select the **Edit** button. Enter all ~~necessary~~ required information. When completed ~~select~~ click the **Save** button.



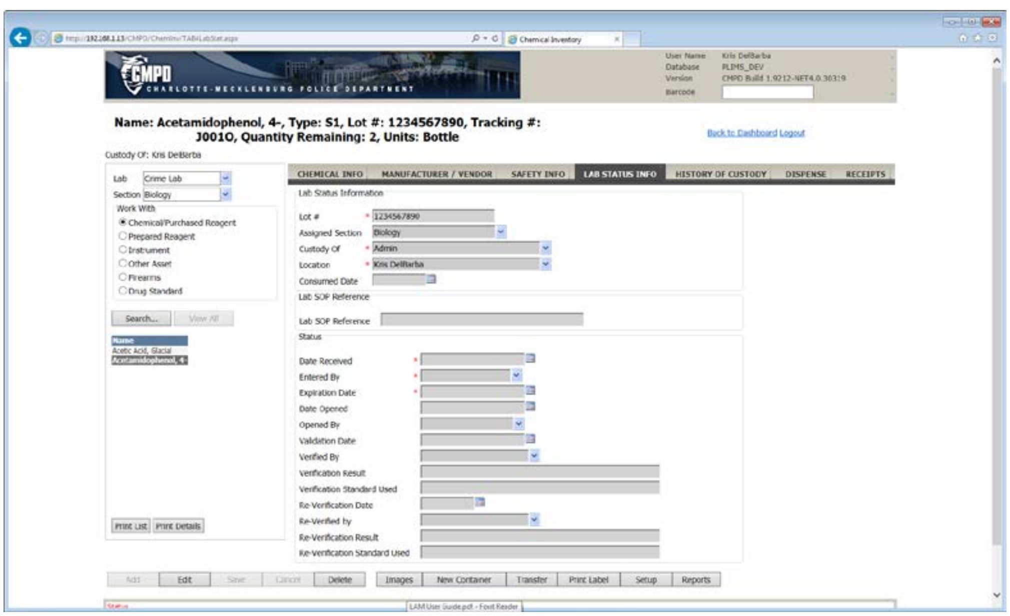
6. You can now update the custody by manually adding a custody record on the **History Of Custody** tab or using the barcode scanner to transfer the chemical to a new location.



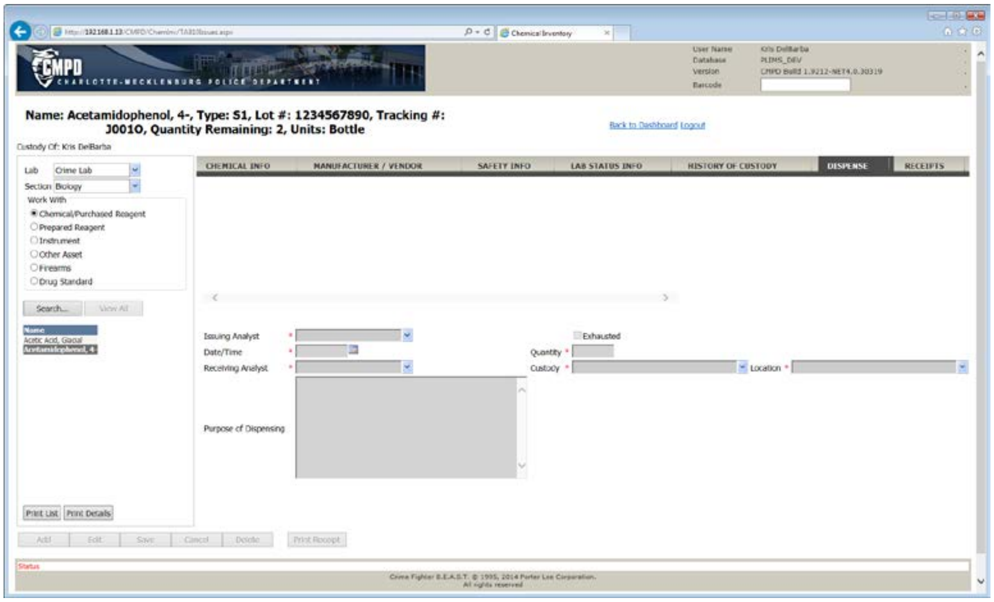
7. If there is any safety information, select the **Safety Info** tab and ~~select~~ click the **Edit** button. Enter in all required fields and any other ~~necessary~~ information. When finished ~~select~~ click the **Save** button.



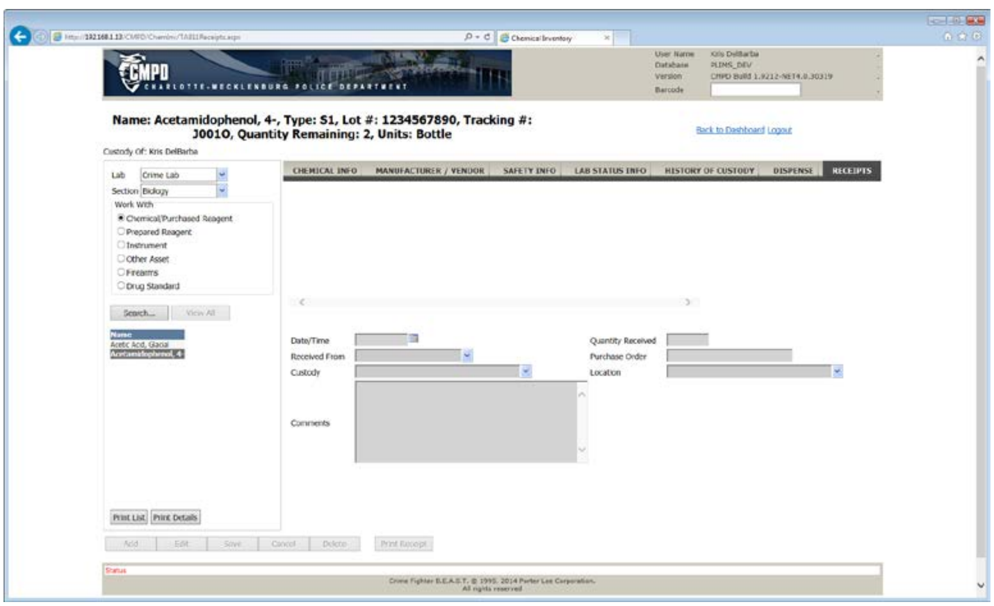
8. The **Lab Status ~~i~~Info** is another tab that stores received, validation, and verification data regarding the chemical.



9. The **Dispense** tab is available to record dispensing of the chemical.

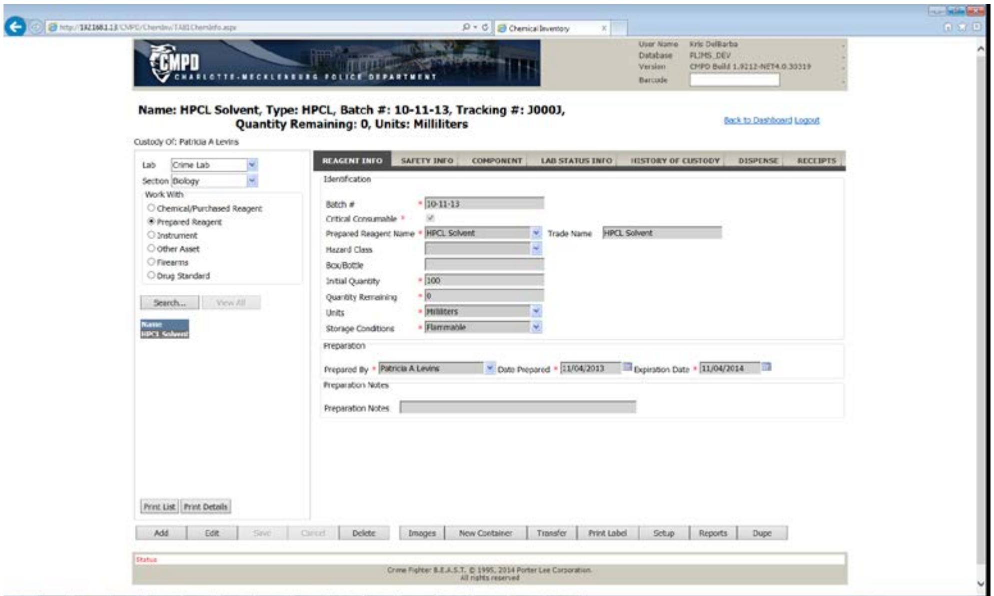


10. The **Receipt** tab is available to print receipts for updated quantities and paperwork regarding the chemical.

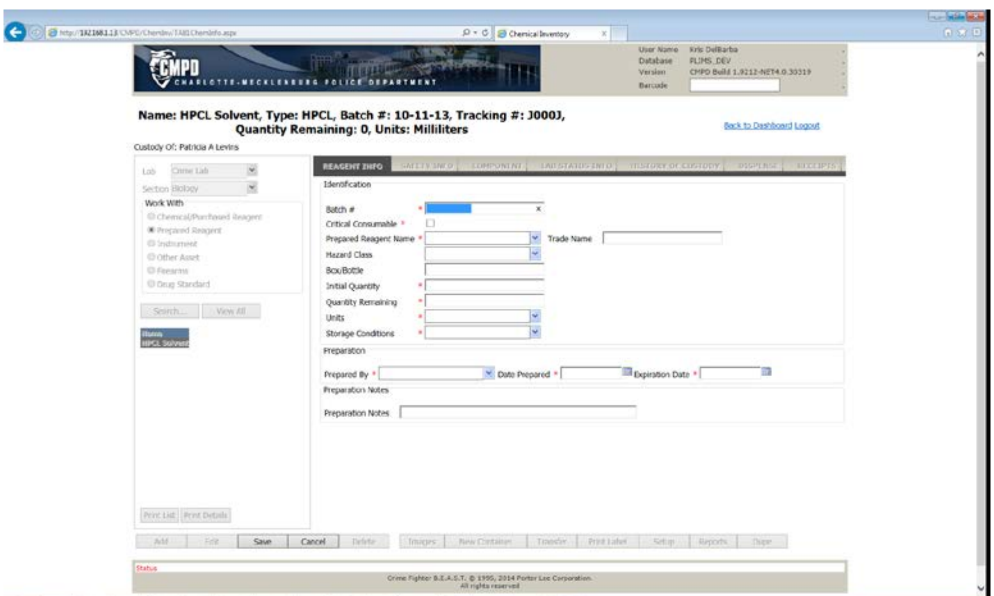


Prepared Reagents

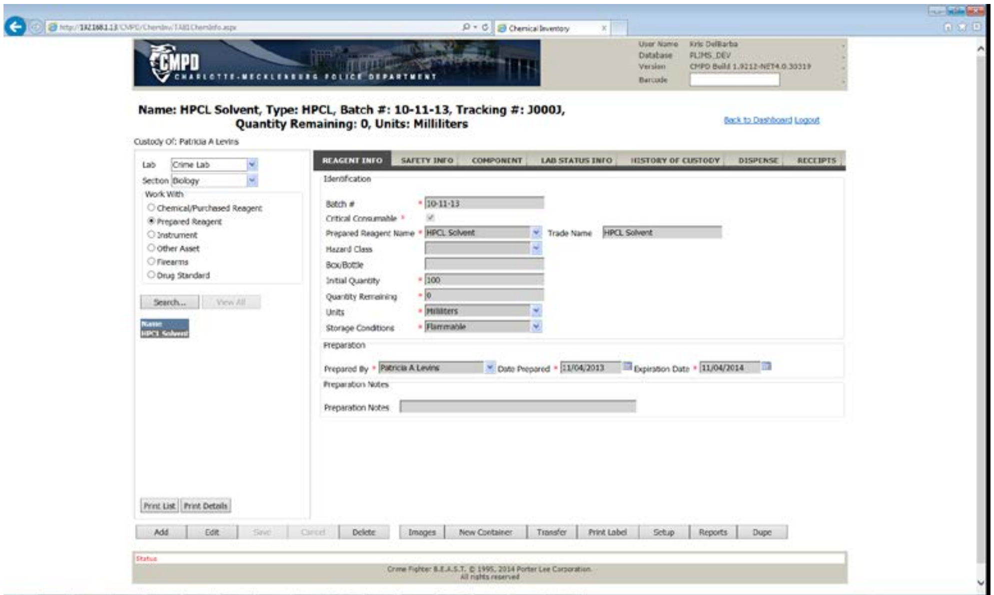
1. Select the section the reagent belongs to from the drop down in the top left.



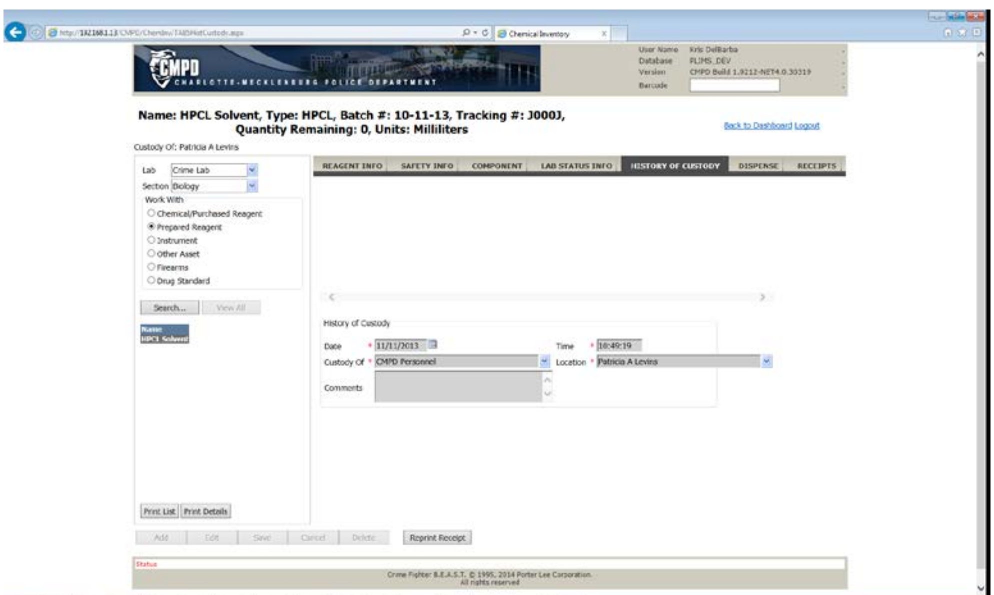
2. To add a Reagent, ~~select~~ click the **Add** button.



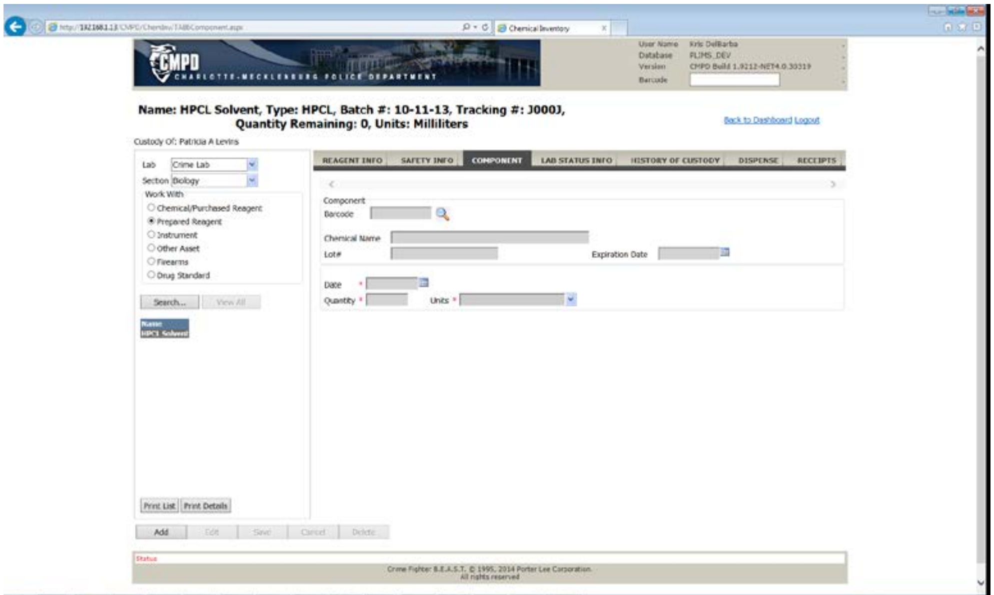
3. Enter in all required fields and any other ~~necessary~~ information. When finished ~~select~~ click the **Save** button.



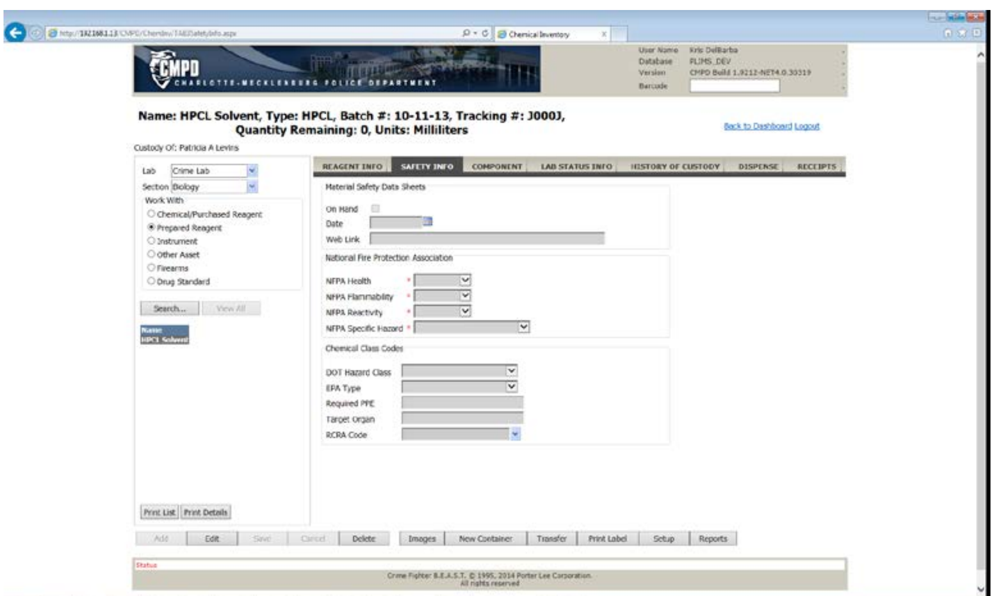
4. You can now update the custody by manually adding a custody record on the **History Of Custody** tab or using the barcode scanner to transfer the reagents to a new location.



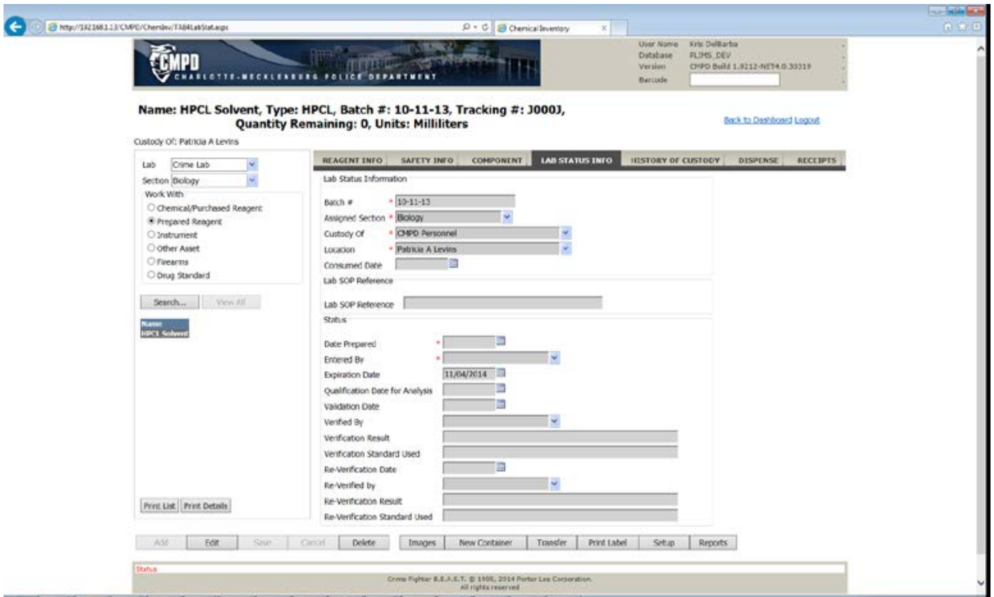
5. The components for a prepared reagent can be added on the ~~component~~ Component tab. When the add button is clicked the component's chemical barcode can also be scanned.



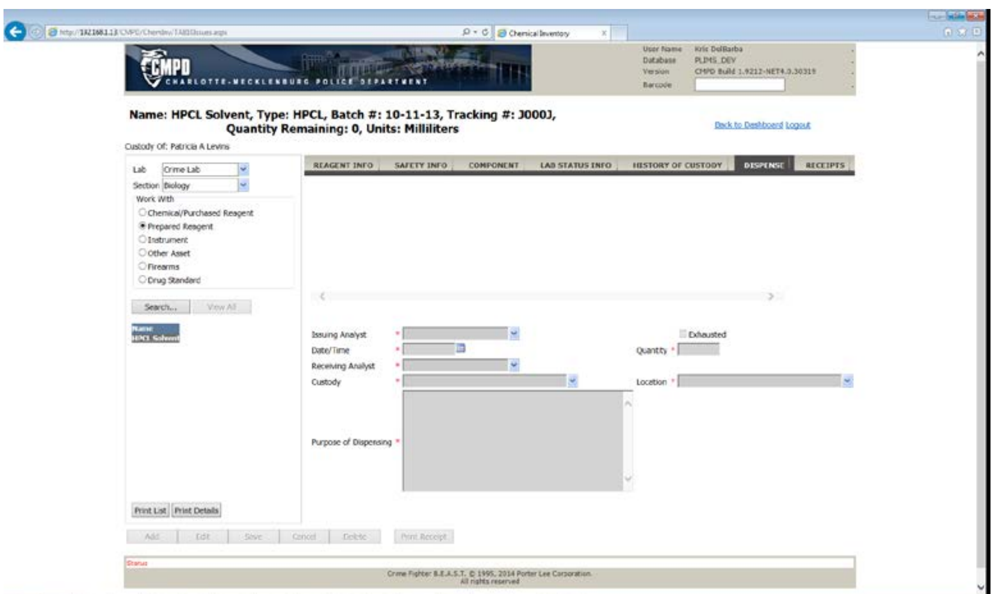
6. The **Safety** ~~i~~**Info** is also available on the respective tab.



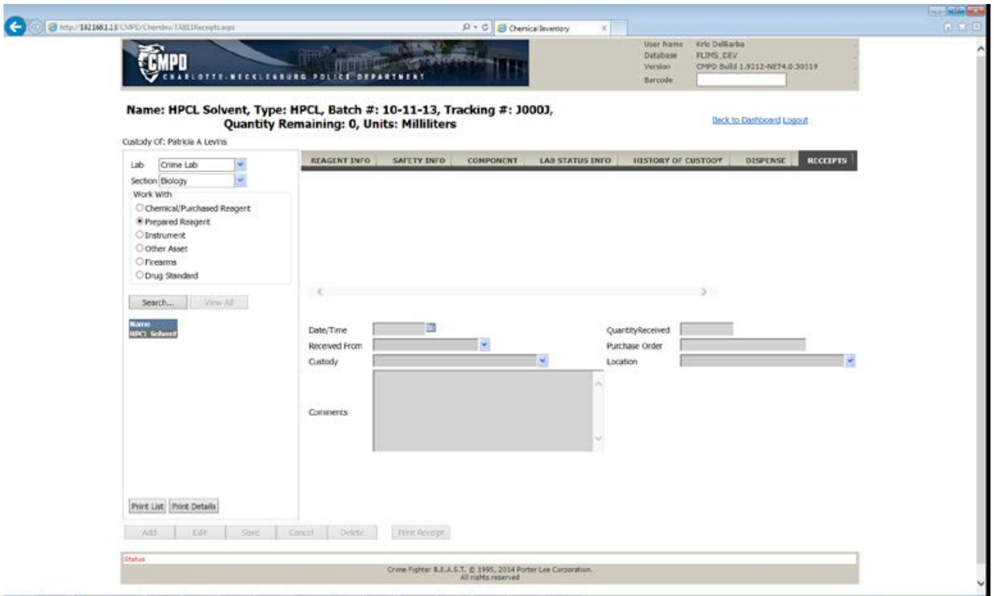
7. The **Lab Status** ~~info~~ Info is another tab that stores received, validation, and verification data regarding the reagents.



8. The **Dispense** tab is available to record dispensing of the reagents.

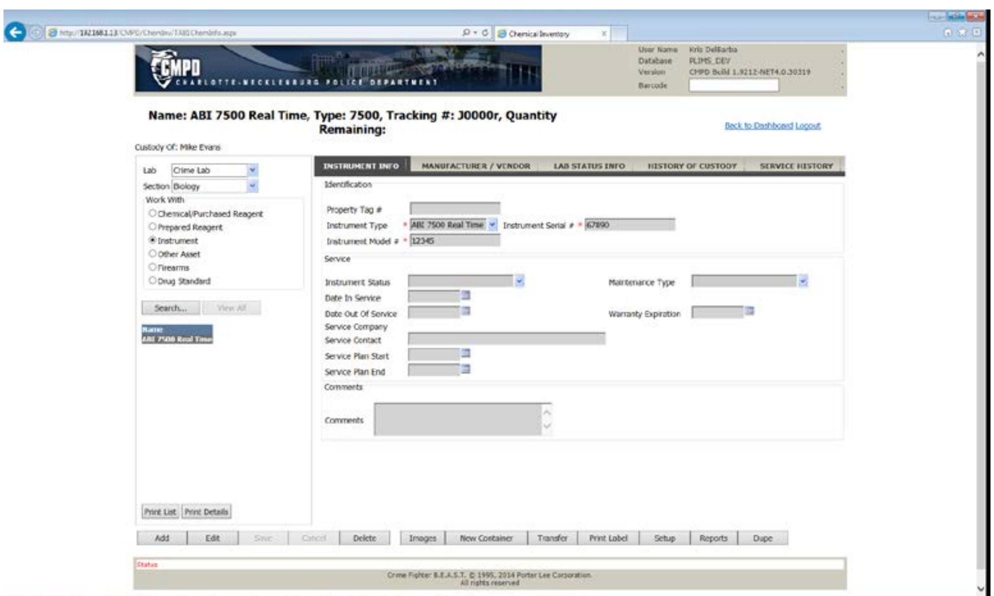


9. The **Receipt** tab is available to print receipts for updated quantities and paperwork regarding the reagents.

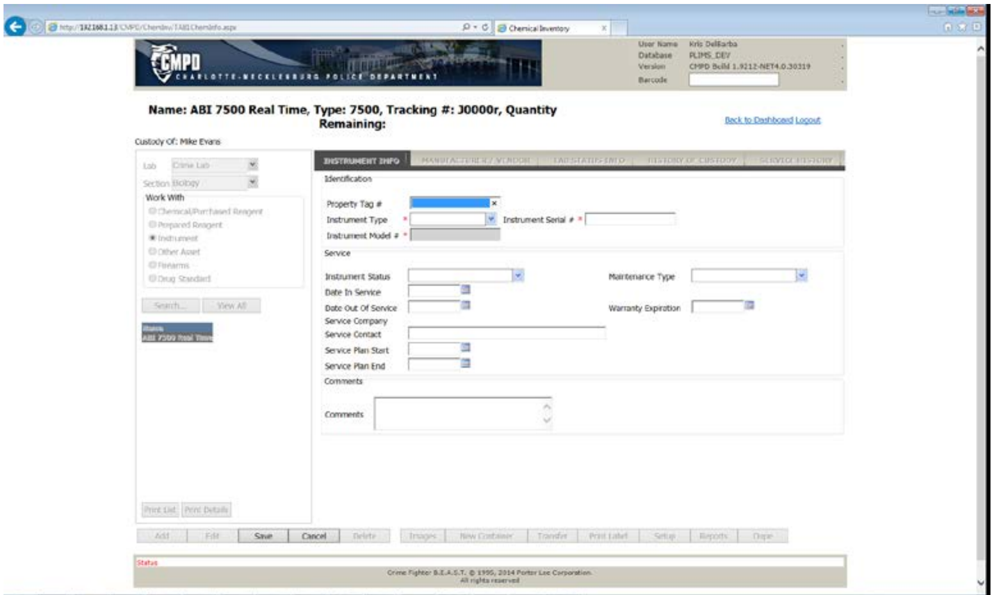


Instruments

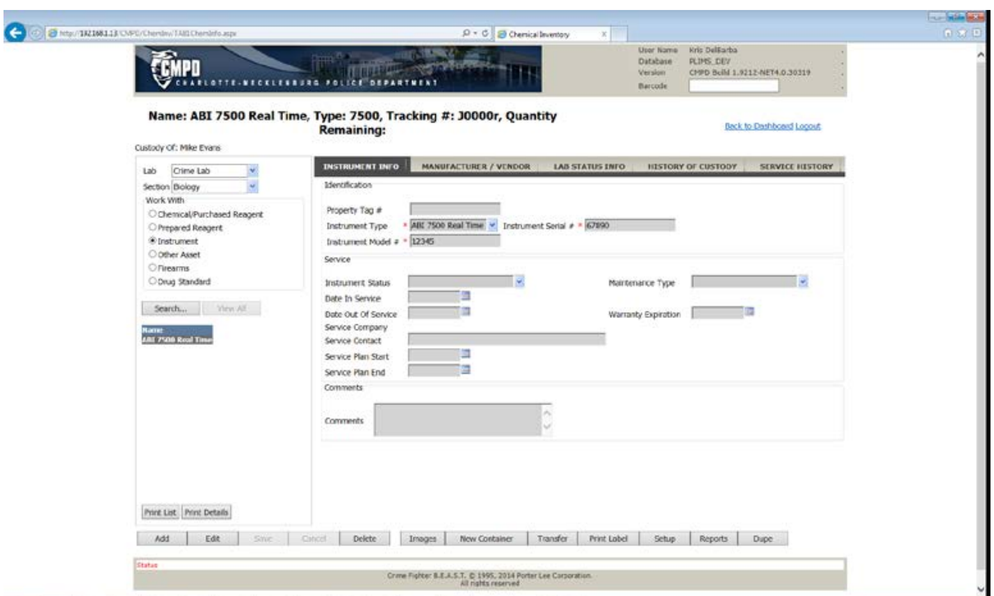
1. Select the section the instrument belongs to from the drop down in the top left.



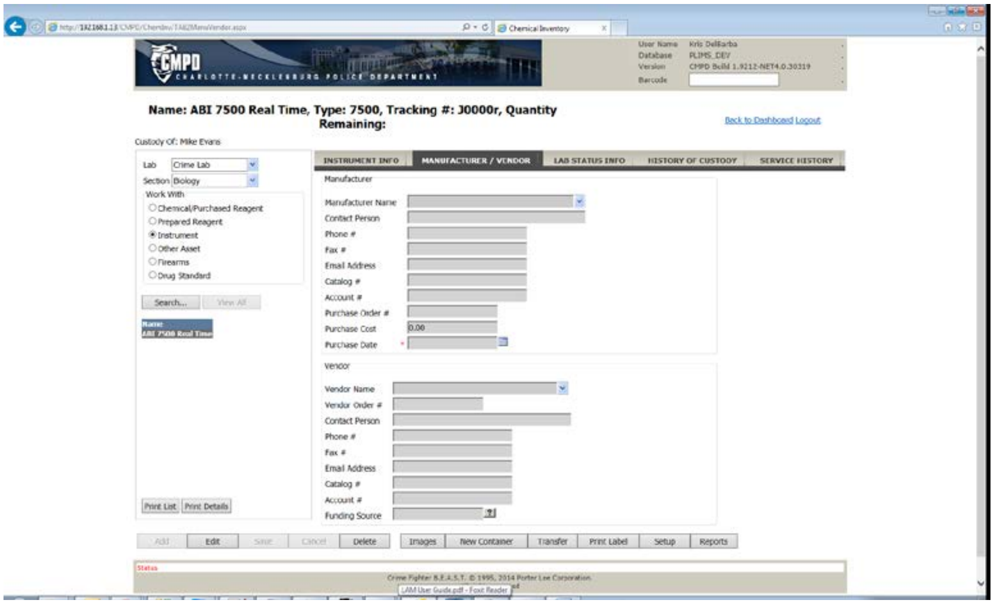
2. Enter in all required fields and any other ~~necessary~~ information. When finished ~~select~~ click the **Save** button.



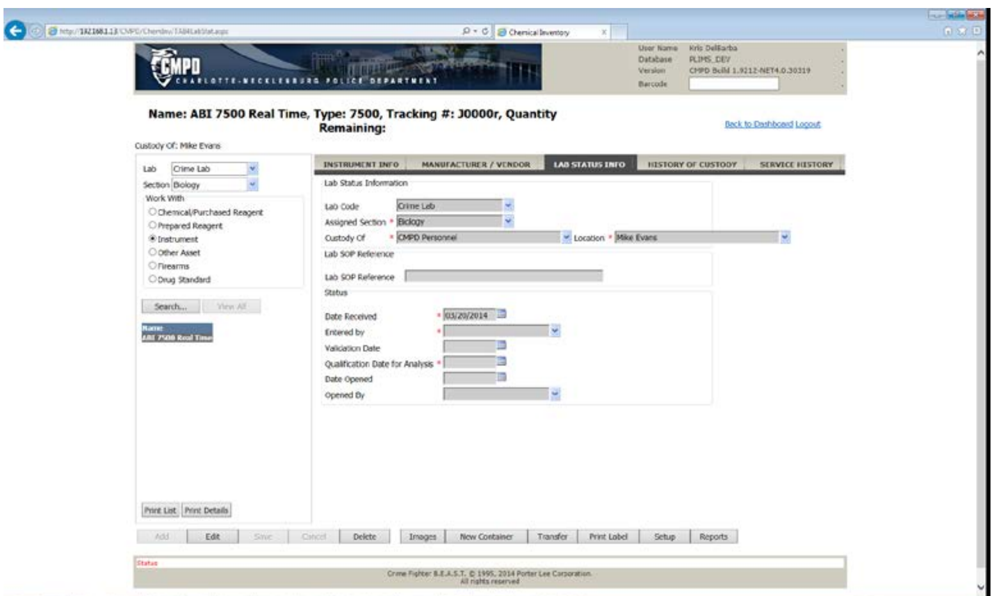
3. ~~Hit the save button and now you~~ You now have the opportunity to print a label with the Print Label button to keep track of the instrument and then use the barcode to transfer locations with the instrument.



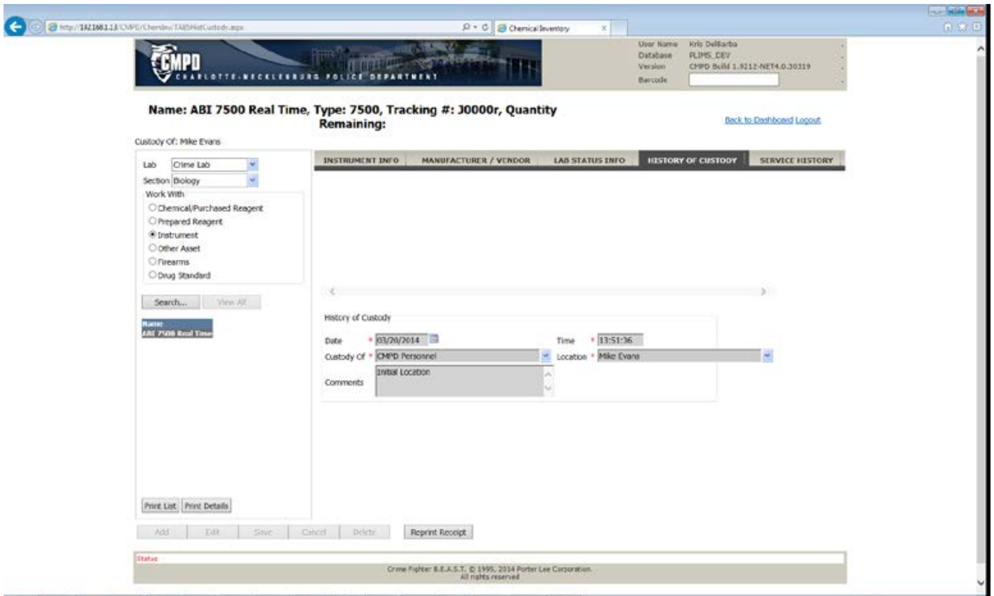
4. The **Manufacturer/Vendor** tab stores the manufacturer and vendor information of the instrument.



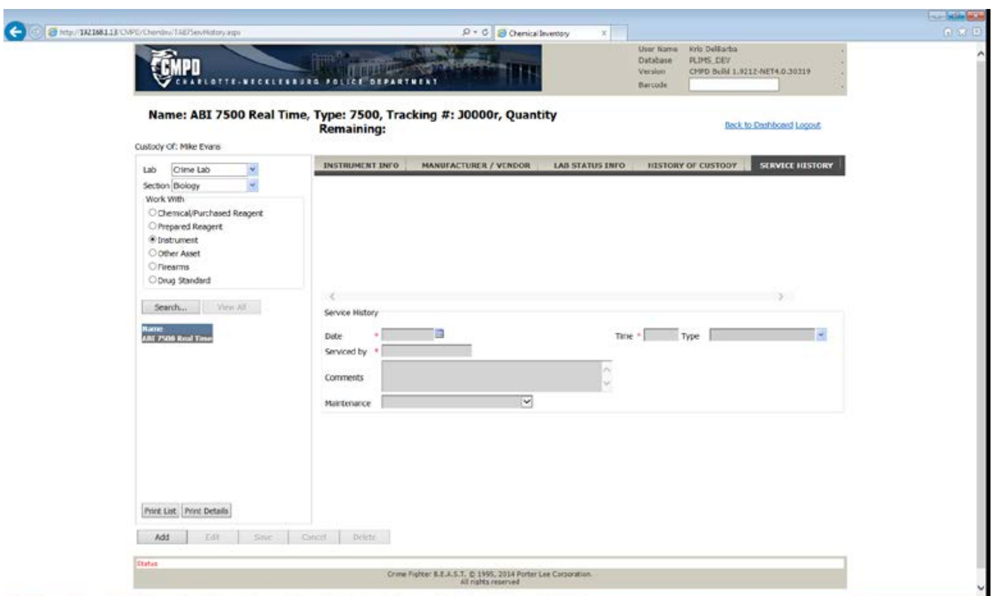
5. The **Lab Status Info** tab tracks the status information regarding an instrument.



6. You can now update the custody by manually adding a custody record on the **History Of Custody** tab or using the barcode scanner to transfer the instrument to a new location.

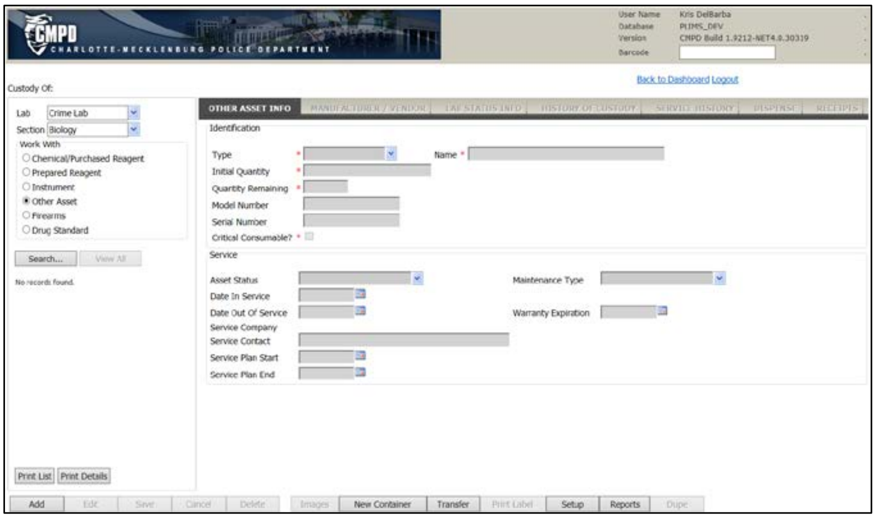


7. The **Service History** tab tracks information regarding servicing from the manufacturer/vendor and calibration records.



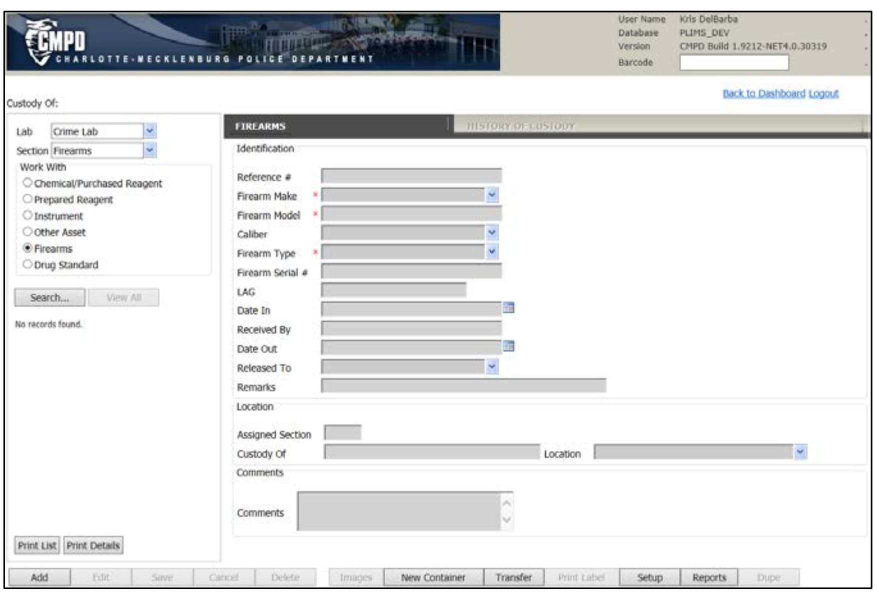
Other Assets

Other assets can be used to track supplies around the lab like books, beakers, vials, computers, etc. Select the section to work worth and click the add button. Custody can be tracked. Other tabs can be customized with the assistance of PLC.



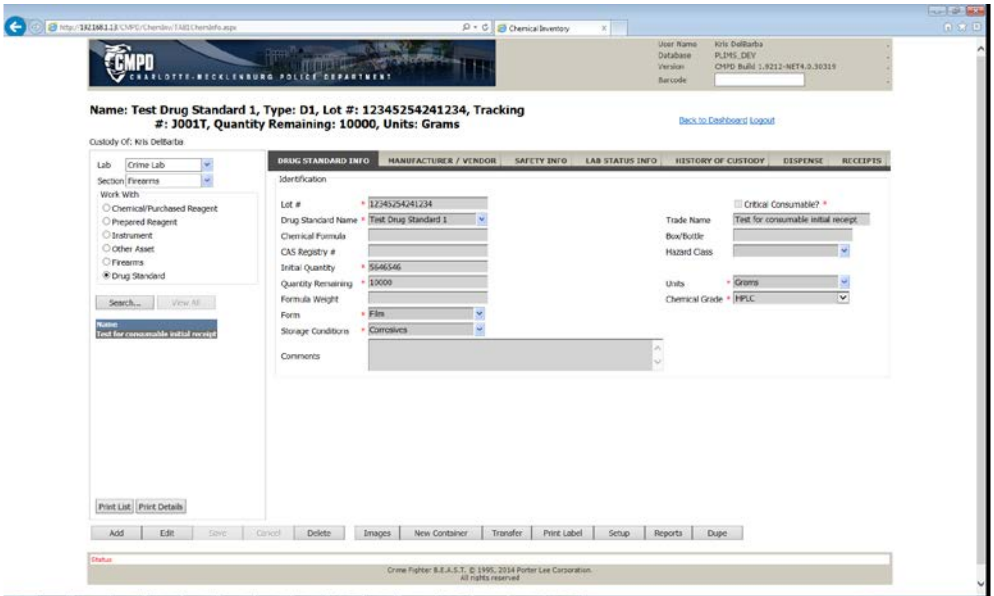
Firearms

Select the section the Firearm belongs to from the drop down in the top left and click **Add**. This is for the firearms reference collection, and allows the tracking of the reference collections custody. Barcodes can be printed with the Print Label button after the firearm has been added.

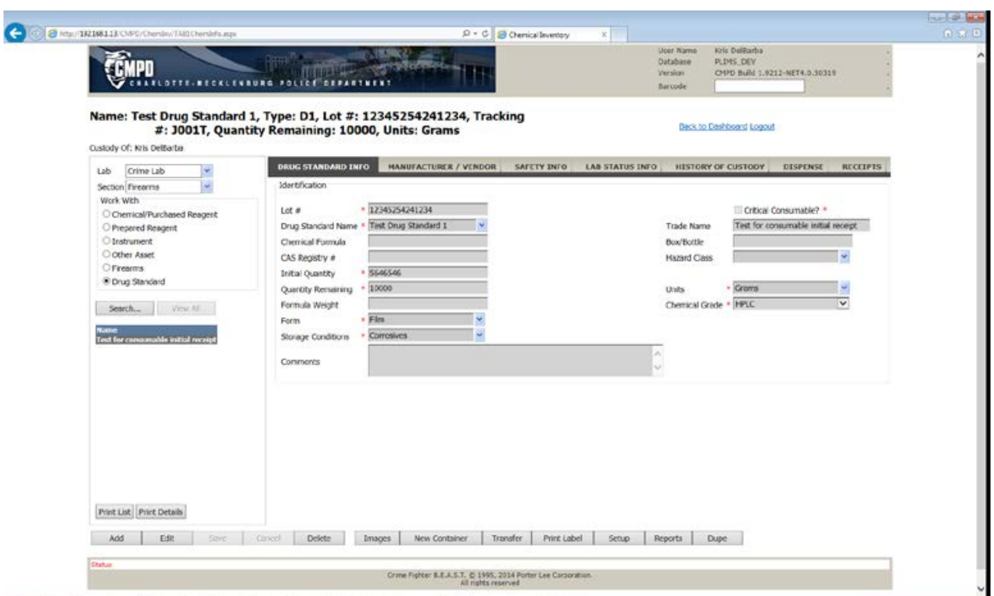


Drug Standard

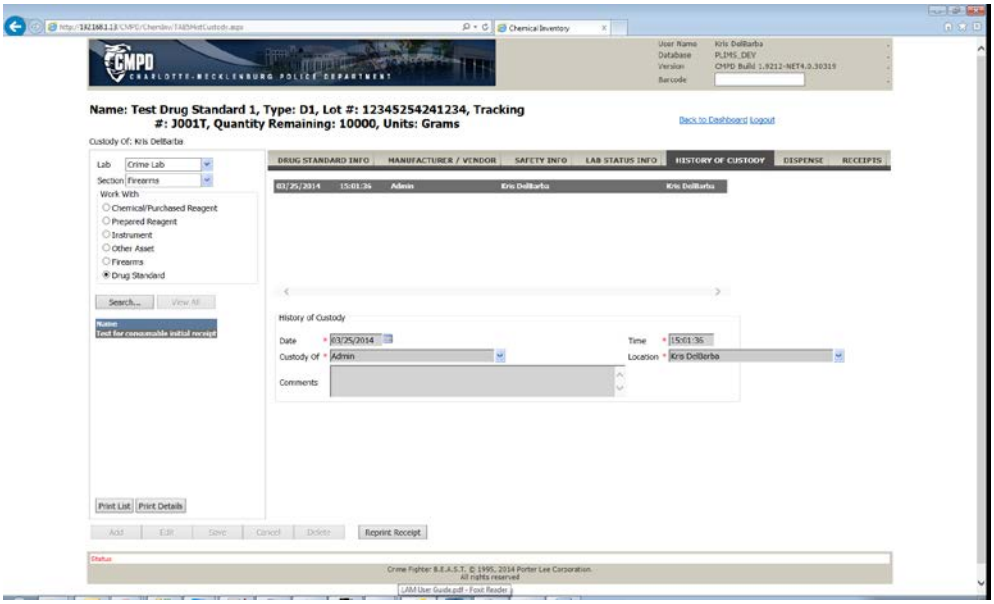
1. Select the section the Drug Standard belongs to from the drop down in the top left.



2. ~~Select~~ Click the ~~add~~ **Add** button on the bottom left and enter at least the required information indicated by the red asterisks.

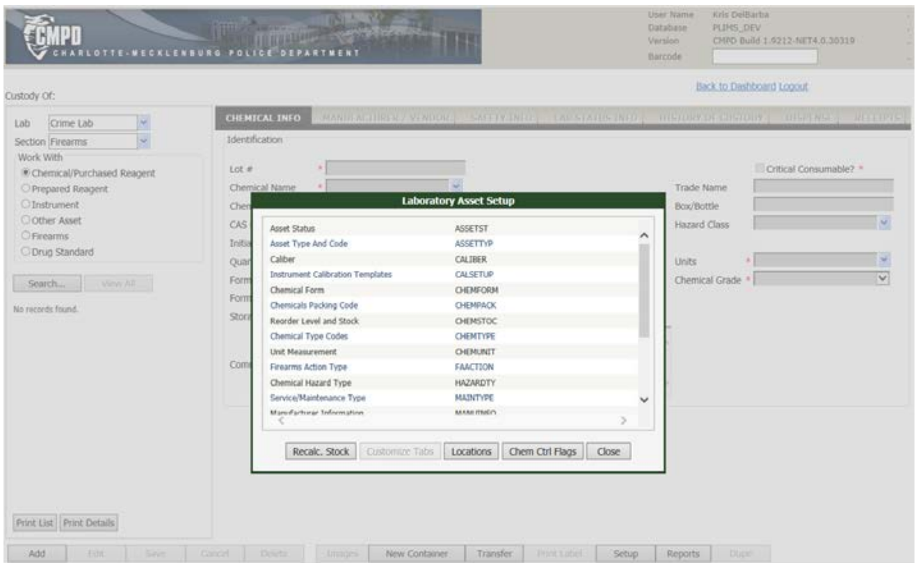


3. ~~Select~~ Click the save button and now you have the opportunity to print a label with the Print Label button to keep track of the Drug Standard and then use the barcode to transfer locations with the Drug Standard's storage. The tabs then function identically as the Chemical Reagent asset type.

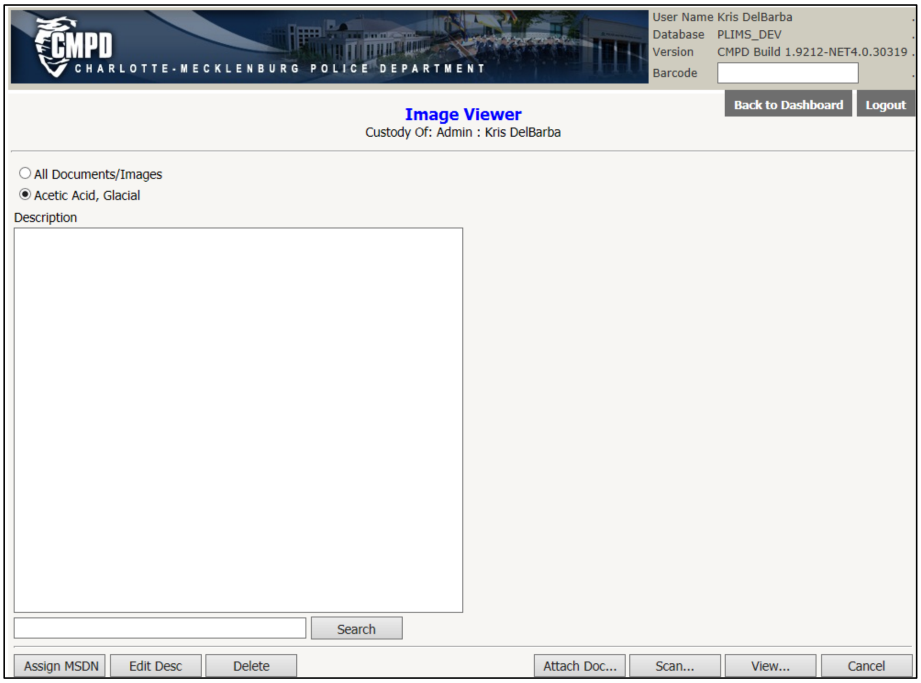


Setup and Other Features

The Setup button below allows the adjustment of the lookup tables used in the drop downs in the Lab Asset Manager. To start hit the **Setup** button. A menu will appear. If you have any questions regarding the Code Tables for the drop downs please contact your system administrator.



The **Images** button allows the storing of images associated with the specific asset type. The images button is in the button bar on all asset types. Attaching and scanning are allowed from this screen.



The **Search** button on the left side of the screen below the Asset Type selector allows for searching of specific details to track down the specific asset. The example shown is for chemicals.