

2015

Users Guide



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Users Guide

PLC-XX– Rev. 4/24/2015

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Contents

Overview	6
Logging In	6
Reset Password	7
Forgot Your Password	8
Dashboard	10
Quick Find	10
Recent Cases	11
Action Items	11
Notifications	12
Dashboard Menu	14
Barcodes	15
Information Fields	15
Required	15
Flex Box	15
Date	16
Memo	16
Multi Pick	16
Sorting and Viewing Grid Columns	17
Booking Cases	18
RMS (KBCOPS) PLIMS Interface Procedure	18
Case Tabs	24
Attachments	24
Viewing Attachments	24
Attaching Files to a Case	27
Restricted Images	29
Scanner Monitor	31
Case Info Tab	37
Case Label	37
Case Jacket	37
Case Cross Reference/Master Case	38
Case Correspondence	40
Case Confidentiality and Teams	42
Names Tab	53
Linking Names to Case Items	55
Name References	56
Items Tab	57
Label	59
Find	60
Linking Items to Case Names	61
Attributes	61

Evidence Page	62
Dupe	63
Kits	64
Sample	65
Adding Items to Pull Lists	66
Status Changes	69
Custody Tab	72
Printing Chain of Custody	72
Custody Transfers	74
Barcode Transfers	74
Manual Custody Transfers	78
Disposing of Items	82
Searching	86
Case Search	86
By Case	86
By Name/Soundex	88
By Reference	89
By Attributes	90
By Address	91
Location Search	92
Custody Inquiry	93
Custom Reports	94
Documents	96
Setup	97
User Preferences	97
Workstation Setup	98
Get Signature	99
Retention Review	102
Initial Review	102
Final Review	106
Location Inventory	109
Performing a Location Inventory	109
Finalizing an Inventory	119
Service Requests	124
Linking Assignments	127
InstView	132
Return to Owner Process	138
Notification process	138
Owner Letter Process	139
Automatic Status Change	141
Section Walkthroughs	142
Blood Alcohol Walkthrough	142
Biology Walkthrough	154

Screening Evidence	160
Report Writing	162
Creating Extraction Worksheets - Batch	169
Controlled Substances Walkthrough	176
Fire Debris Walkthrough	191
Firearms Walkthrough	206
Latent Prints Walkthrough- Latent Lifts	225
Questioned Documents Walkthrough	242
Lab Asset Manager Walkthrough	254
Chemicals	254
Prepared Reagents	259
Instruments	263
Other Assets	267
Firearms	267
Drug Standard	268
Setup and Other Features	270
Overview	4
Logging In	4
Reset Password	5
Forgot Your Password	6
Dashboard	8
Quick Find	8
Recent Cases	9
Action Items	9
Notifications	10
Dashboard Menu	12
Barcodes	13
Information Fields	13
Required	13
Flex Box	13
Date	14
Memo	14
Multi Pick	14
Sorting and Viewing Grid Columns	15
Booking Cases	16
RMS (KBCOPS) PLIMS Interface Procedure	16
Case Tabs	22
Attachments	22
Viewing Attachments	22
Attaching Files to a Case	25
Restricted Images	27
Scanner Monitor	29
Case Info Tab	35

Case Label	35
Case Jacket	35
Case Cross Reference/Master Case	36
Case Correspondence	38
Case Confidentiality and Teams	40
Names Tab	51
Linking Names to Case Items	53
Name References	54
Items Tab	55
Label	57
Find	58
Linking Items to Case Names	59
Attributes	59
Evidence Page	60
Dupe	61
Kits	62
Sample	63
Adding Items to Pull Lists	64
Status Changes	67
Custody Tab	70
Printing Chain of Custody	70
Custody Transfers	72
Barcode Transfers	72
Manual Custody Transfers	76
Disposing of Items	80
Searching	84
Case Search	84
By Case	84
By Name/Soundex	86
By Reference	87
By Attributes	88
By Address	89
Location Search	90
Custody Inquiry	91
Custom Reports	92
Documents	94
Setup	95
User Preferences	95
Workstation Setup	96
Get Signature	97
Retention Review	100
Initial Review	100
Final Review	104

Location Inventory	107
Performing a Location Inventory	107
Finalizing an Inventory	117
Service Requests	122
Linking Assignments	125
InstView	130
Return to Owner Process	136
Notification process	136
Owner Letter Process	137
Automatic Status Change	138
Section Walkthroughs	139
Blood Alcohol Walkthrough	139
Biology Walkthrough	151
Screening Evidence	157
Report Writing	159
Creating Extraction Worksheets – Batch	166
Controlled Substances Walkthrough	173
Fire Debris Walkthrough	188
Firearms Walkthrough	203
Latent Prints Walkthrough – Latent Lifts	222
Questioned Documents Walkthrough	238
Lab Asset Manager Walkthrough	250
Chemicals	250
Prepared Reagents	255
Instruments	259
Other Assets	263
Firearms	263
Drug Standard	264
Setup and Other Features	266

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

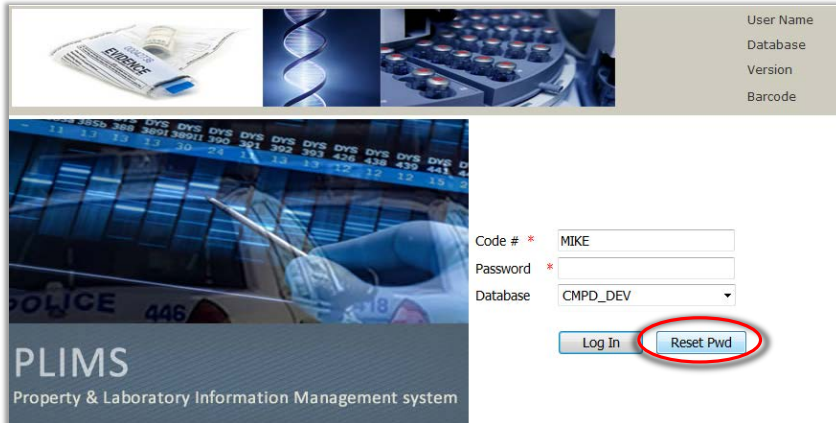
The screenshot shows the PLIMS login interface. At the top, there are four icons: a document, a DNA helix, a keyboard, and a person. To the right of these icons are four links: User Name, Database, Version, and Barcode. Below the icons is a large image of a police car with the text 'POLICE 446' and '18'. The main login area contains the following fields and buttons:

- Code #**: A text box containing 'MIKE'.
- Password**: A text box with masked characters '.....'.
- Database**: A dropdown menu showing 'CMPD_DEV'.
- Log In**: A blue button.
- Reset Pwd**: A grey button.

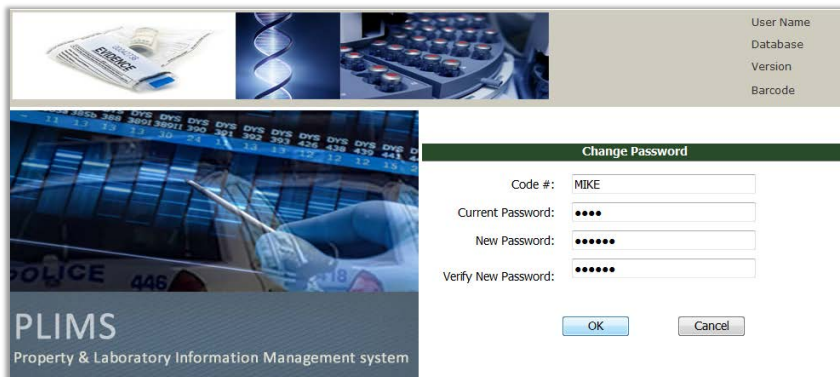
Below the login fields, there is a red text message: 'Please enter the User ID and Password'. At the bottom, there is a copyright notice: 'Crime Fighter B.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved'.

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.

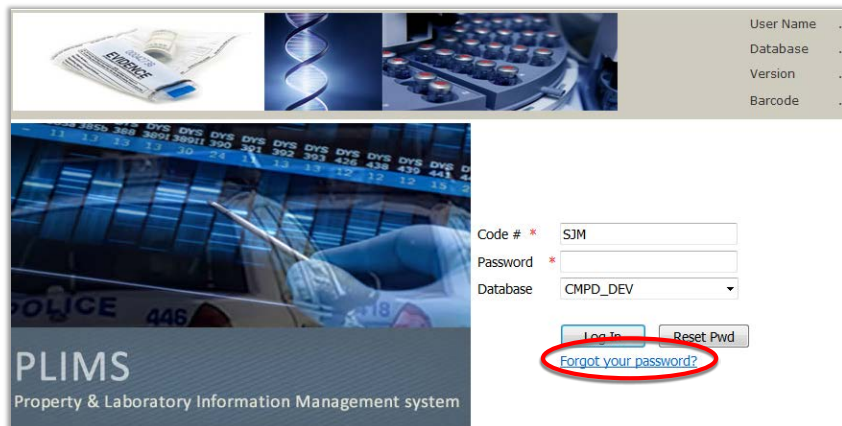


3. Click **OK**. You will return to the Login screen if the change was successful.

Forgot Your Password

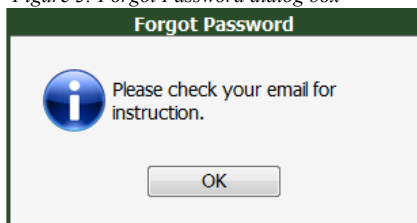
If you forget your password, enter your code number in the **Code #** field and click the **Forgot your password?** hyperlink on the PLIMS login screen.

Figure 2: Forgot your password? hyperlink

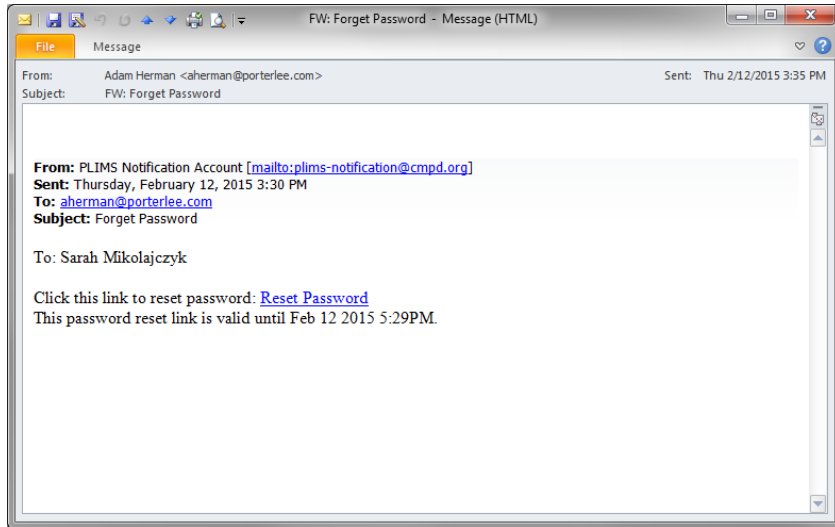


Once you click the link, a Forgot Password dialog box will display. Click **OK**. You will receive an email with further instructions.

Figure 3: Forgot Password dialog box



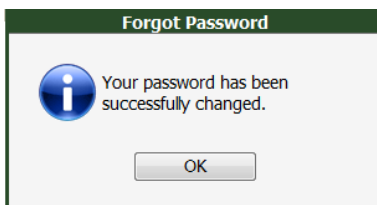
You will receive an email with a Reset Password hyperlink. Click on the hyperlink.



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**.

A screenshot of the PLIMS (Property & Laboratory Information Management System) Change Password screen. The screen has a header with the CMPD (Charlotte-Mecklenburg Police Department) logo and a navigation menu on the right with links for User Name, Database, Version, and Barcode. The main content area is titled "Change Password" and contains three input fields: "Code #:" with the value "5JM", "New Password:" with four asterisks, and "Verify New Password:" with four asterisks. There are "OK" and "Cancel" buttons at the bottom. The background of the screen shows a police car and the PLIMS logo.

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 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

Recent Cases				
COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED	
9999	Alcohol, Tobacco, Firearms & Explosives	13-000004	03/21/2014	
20060315000000	01-CENTRAL DIVISION	13-000001	03/21/2014	
MIKE-001	Alcohol Law Enforcement	14-000044	03/21/2014	
20060401013802	01-CENTRAL DIVISION	13-000027	03/20/2014	
20060401033600	01-CENTRAL DIVISION	13-000034	03/20/2014	
20060401140702	01-CENTRAL DIVISION	13-000103	03/19/2014	
12345	Hickory Police Department	14-000045	03/19/2014	
2323	Davidson Police Department	13-000090	03/10/2014	
20120925154800	61-CRIME LAB BUREAU	13-000026	03/03/2014	
20060401105200	01-CENTRAL DIVISION	13-000091	02/27/2014	

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

Action Items	
Reviewer disagreed with your review request.....	1
Retention Review.....	1
Cases needing my retention review/status change approval.....	5
My Quality Programs.....	3

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



Charlotte-Mecklenburg Police Department

User NameMike Evans
DatabasePLIMS_DEV
VersionCMPD Build 1.9179-NET4.0.30319
Barcode

[Dashboard Logout](#)

MENU

Dashboard

New Case

Search

Bulk Container

Service Request

Inventory

LAM

Admin

Reports

Documents

Setup

DNA

Instrument

QMS

Logout

Action Item: Cases needing my retention review/status change approval

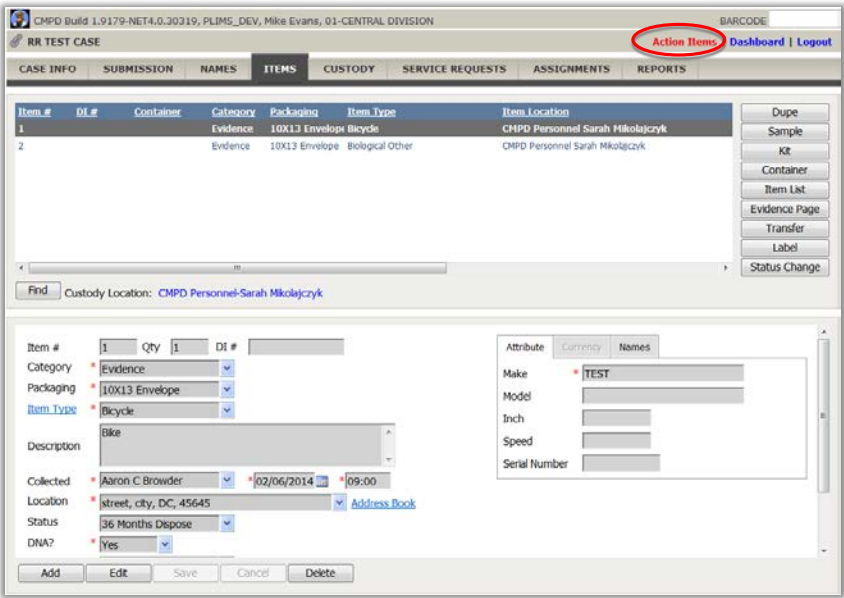
Description : These status change have been specifically directed to you.

Dept. Case #	Agency	# of Items	Charge	Incident Report Date	Comments
20060315000000	01-CENTRAL DIVISION	4	220	3/15/2006 12:00	test
20060315000001	01-CENTRAL DIVISION	2	23F	3/15/2006 12:00	test
20060401013802	01-CENTRAL DIVISION	3	900	4/12/2006 12:00	
9999	Alcohol, Tobacco, Firearms & Explosives	1	200	12/1/2013 12:00	
BR TEST CASE	Charlotte Park Police	2	000	2/6/2014 12:00	

[Back to Dashboard](#)

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

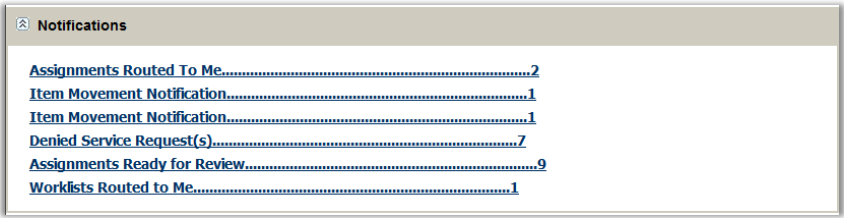
Figure 9: Case accessed from Action Items



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

Lab Case #	Analyst	Section	Date Assigned
13-000004	MIKE	BIO	12/02/2013
13-000042	1922	QD	12/09/2013
13-000056	1922	QD	12/11/2013
13-000034	SJM	BIO	12/11/2013
14-000022	1922	QD	01/13/2014
14-000035	5076	BIO	01/23/2014
14-000035	SJM	BIO	02/17/2014
13-000070	KRIS	FA	02/25/2014
13-000034	MIKE	BIO	03/03/2014

Back to Dashboard

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

Figure 12: Case accessed from Notifications

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
2	LP		12/06/2013	0	
3	BIO	Sarah Mikolajczyk	12/11/2013	3	12/11/2013
4	BIO	Sarah Mikolajczyk	12/27/2013	1	
5	LP		12/30/2013	0	
6	LP	David C Schultz	01/09/2014	1	
7	LP		01/16/2014	0	
8	BIO	Eve Rossi	01/23/2014	1	
9	BAC	Mike Evans	12/06/2013	1	

Details Tasks Routing

Lab Code: * Property and Evidence
Section: * Latent Prints
Date Assigned: 12/06/2013
Analyst Assigned: [Dropdown]
Analyst Date: [Dropdown]
Priority: * Normal
Status: * 0 Assigned to Section
Report Type: [Dropdown]
Report Format: [Dropdown]
Grant ID: [Dropdown]

Items Names

Item #	Item Type	Description / Location	Quantity
1	DWI KR		1
1.1	DWI KR		1
2	DWI KR		1
3	DWI KR		1

Big View

Add Edit Save Cancel Delete Manage

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

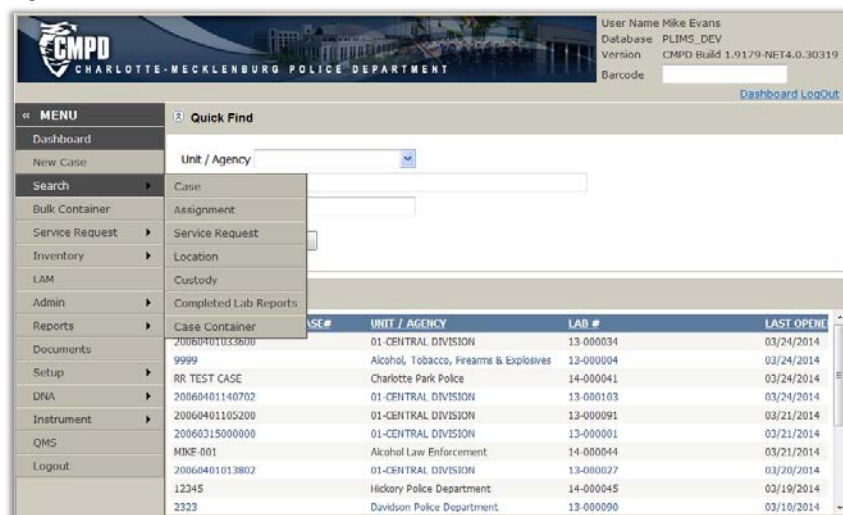


TABLE 1: DASHBOARD MENU OPTIONS

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

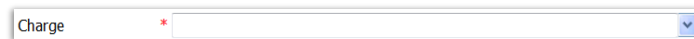
Information Fields

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.

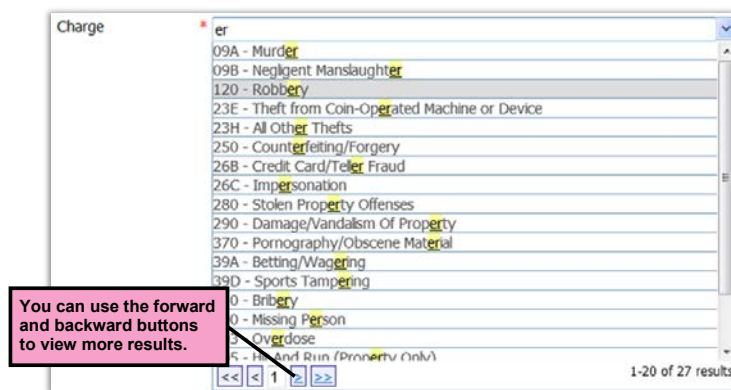
Figure 14: Required field



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

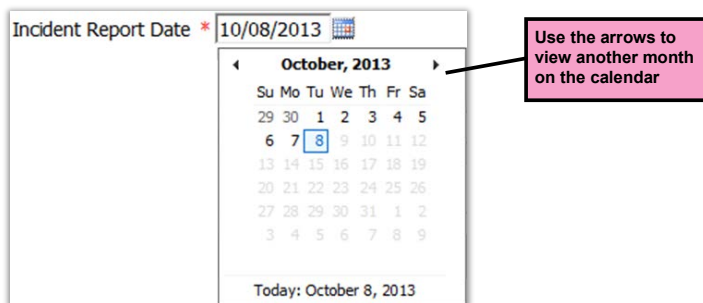


Date

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.

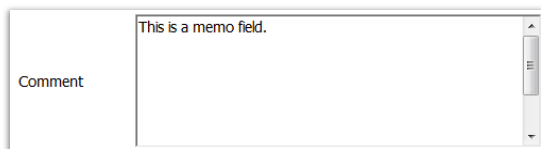
Figure 16: Date field



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

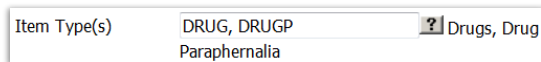
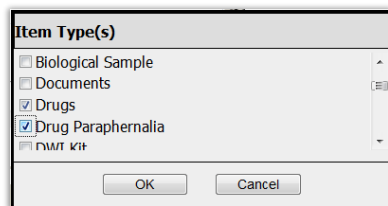


Figure 19: Pick menu

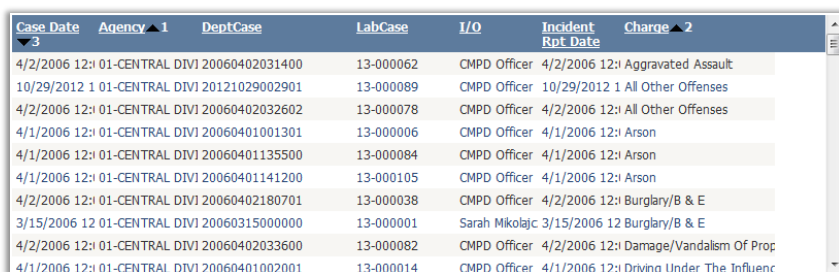


Sorting and Viewing Grid Columns

"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 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	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 12:01	Aggravated Assault
10/29/2012 1	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 12:01	All Other Offenses
4/1/2006 12:01	CENTRAL DIVI	20060401001301	13-000006	CMPD Officer	4/1/2006 12:01	Arson
4/1/2006 12:01	CENTRAL DIVI	20060401135500	13-000084	CMPD Officer	4/1/2006 12:01	Arson
4/1/2006 12:01	CENTRAL DIVI	20060401141200	13-000105	CMPD Officer	4/1/2006 12:01	Arson
4/2/2006 12:01	CENTRAL DIVI	20060402180701	13-000038	CMPD Officer	4/2/2006 12:01	Burglary/B & E
3/15/2006 12	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 12:01	Damage/Vandalism Of Prop
4/1/2006 12:01	CENTRAL DIVI	20060401002001	13-000014	CMPD Officer	4/1/2006 12:01	Driving Under The Influen

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.

The screenshot shows the RMS (KBCOPS) PLIMS Interface. The top header includes the CMPO logo and the text 'CHARLOTTE-WECKLENBURG POLICE DEPARTMENT'. The top right corner displays user information: 'User Name: Mike Evans', 'Database: PLIMS_DEV', 'Version: CMPO Build 1.0170-NET4.0.30310', and a 'Barcode' field. The left sidebar contains a 'MENU' with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The main content area features a 'Quick Find' section with a dropdown for 'Unit / Agency', a text field for 'Complaint #', and a 'Control #' field. Below these are 'Clear' and 'Search' buttons. The 'Recent Cases' section displays a table with the following data:

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
201403240831	01-CENTRAL DIVISION	14-000046	03/24/2014
20060401033600	01-CENTRAL DIVISION	13-000034	03/24/2014
20121215220401	01-CENTRAL DIVISION	13-000065	03/24/2014
20140601453711	01-CENTRAL DIVISION	13-000078	03/24/2014
20060401140702	01-CENTRAL DIVISION	13-000103	03/24/2014
01142014003	Alcohol, Tobacco, Firearms & Explosives	14-000026	03/24/2014
20060401013802	01-CENTRAL DIVISION	13-000027	03/24/2014
12345	Hickory Police Department	14-000045	03/24/2014
DNA1	Charlotte Fire Department	14-000042	03/24/2014
9999	Alcohol, Tobacco, Firearms & Explosives	13-000004	03/24/2014

Below the table are sections for 'My Assignments', 'Action Items', and 'Notifications'.

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.

The screenshot shows the 'Create a Case' interface in the PLIMS system. The user is logged in as Sarah Mikolajczyk. The interface has a left-hand menu with options like Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The main area is titled 'Create a Case' and has two sections: 'Create Case Using Complaint#' and 'Create Case Using Outside Agency Case Number'. In the first section, the 'Complaint#' field contains '20991019235802' and the 'Search' button is visible. An error message box is displayed in the center, stating: 'KBCOPS Complaint # 20991019235802 was not found in KBCOPS. Please make sure that the incident report is at least "Working" status and verify that you have entered the correct Complaint Number.' The error box has a red 'X' icon and an 'OK' button.

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

The screenshot shows the 'Create a Case' interface in the PLIMS system. The user is logged in as Sarah Mikolajczyk. The interface has a left-hand menu with options like Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The main area is titled 'Create a Case' and has two sections: 'Create Case Using Complaint#' and 'Create Case Using Outside Agency Case Number'. In the first section, the 'Complaint#' field contains '20131019220402' and the 'Search' button is visible. The second section, 'Create Case Using Outside Agency Case Number', has fields for 'Agency' and 'Case Number', both with dropdown menus, and a 'Search' button.

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

The screenshot shows the 'Create a Case' window in the PLIMS interface. The left sidebar contains a menu with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The main area has two tabs: 'Create Case Using Complaint#' (selected) and 'Create Case Using Outside Agency Case Number'. Under the selected tab, there is a 'Complaint#' field with the value '20131019220402' and a 'Search' button. A modal window is displayed over the main area, showing the following case details:

Complaint#	: 20131019-2204-02
Incident Report Date	: 10/19/2013 22:04:00
Location	: 8901 NIGHTINGALE LN CHARLOTTE NC 28226
Victim	: HUGGINS, YSANTE
Suspect	: No information available in KBCOPS.
Charge	: Burglary/B&E

At the bottom of the modal window are 'OK' and 'Cancel' buttons.

6. Click **Create New Case**.

The screenshot shows the 'Create a Case' window with the 'Create Case Using Outside Agency Case Number' tab selected. The 'Complaint#' field still contains '20131019220402'. Below it, the 'Agency' and 'Case Number' fields are empty, with a 'Search' button. The 'Case Info' section is expanded, showing the following details:

Charge	: 220 - Burglary/B & E
Category	: Felony
Incident Report Date	: 10/19/2013

At the bottom of the 'Case Info' section are 'Create New Case' and 'Cancel' buttons.

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.

Type	Last Name	First Name	Middle Name	DOB	Owner Letter
Victim	HUGGINS	YSANTE			

Details Items Reference

Name Type: Victim

Last Name: HUGGINS

First Name: YSANTE

Middle Name:

Gender: Female

Race: Black/African American

Date Of Birth:

Comments:

Business Name:

Address: 8901 NIGHTINGALE LN, CHARLOTTE, NC, 28226 [Address Book](#)

Home Phone:

Cell Phone: 704-907-3440

Work Phone:

Email Address: lasha_huggins@yahoo.com

Arrest Number:

Add Edit Save Cancel Delete

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

Complaint#	Street Address	City	State	Zip Code
	8901 NIGHTINGALE LN	CHARLOTTE	NC	28226

Street Address: 8901 NIGHTINGALE LN

City: CHARLOTTE

State: North Carolina

Zip Code: 28226

Add Edit Save Cancel Delete Close

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.

The screenshot displays the PLIMS interface for the Charlotte-Mecklenburg Police Department (CMPD). The top header includes the CMPD logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. The user information at the top right shows 'User Name: Sarah Mikolajczyk', 'Database: PLIMS_UAT', 'Version: CMPD Build 1.8888-NET4.0.30319', and a 'Barcode' field. The main menu on the left lists various options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The 'Create a Case' section is active, showing two tabs: 'Create Case Using Complaint#' and 'Create Case Using Outside Agency Case Number'. The first tab is selected, displaying a 'Complaint#' field with the value '20131019220402' and a 'Search' button. The second tab shows fields for 'Agency', 'Case Number', and 'Incident Report Date'. The 'Case Info' section displays '01-CENTRAL DIVISION Case Found! 20131019220402', 'Charge: 220 - Burglary/B & E', and 'Category: Felony'. At the bottom are 'Edit Case' and 'Cancel' buttons.

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

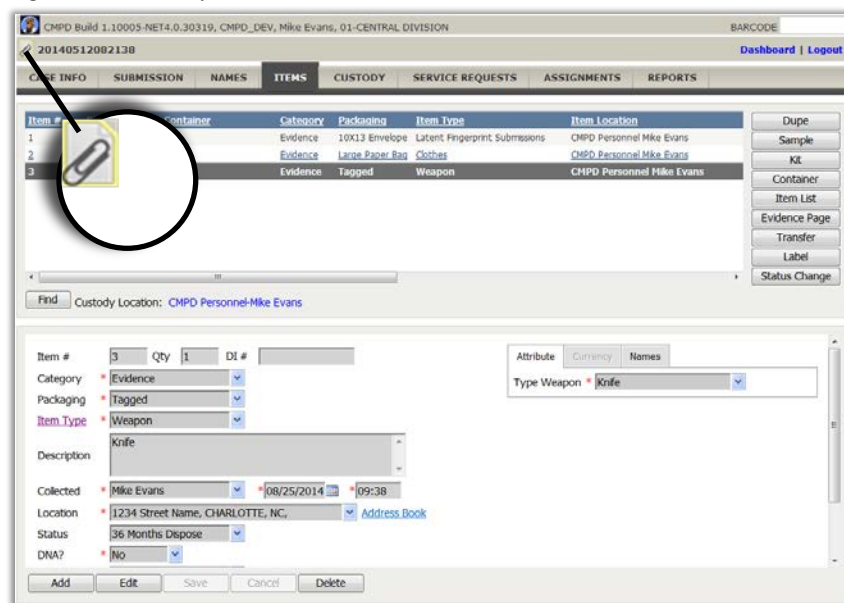
Attachments

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.

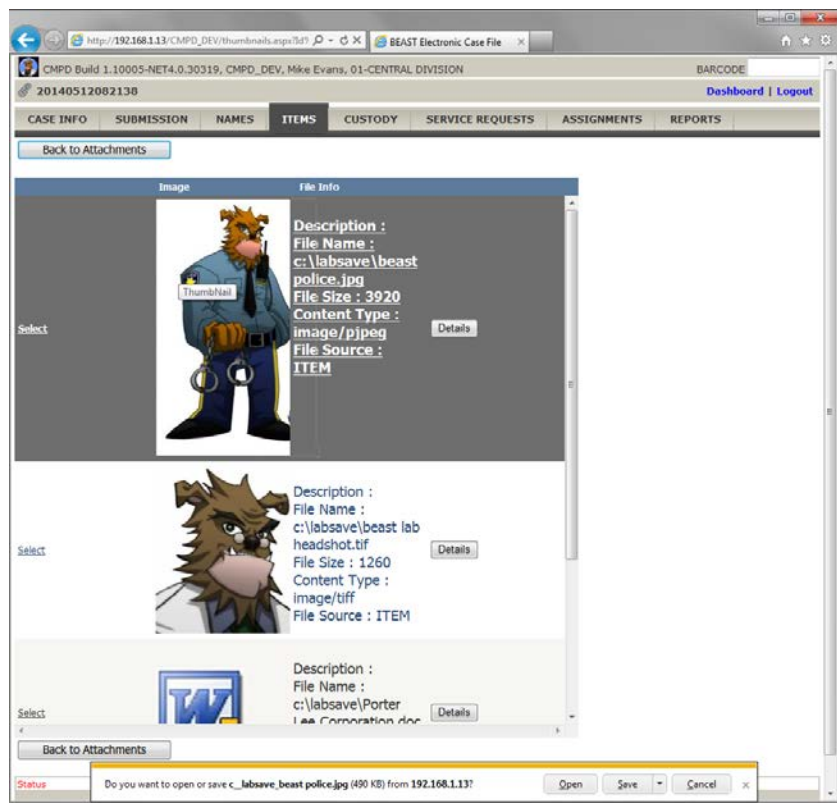
Figure 21: Icon when files are attached to the case



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

CPD Build 1.10005-NET4.0.30319, CPD_DEV, Mike Evans, 01-CENTRAL DIVISION

Attachments for 20140512082138

Dashboard | Logout

CASE INFO SUBMISSION NAMES **ITEMS** CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

DOCUMENT	DESCRIPTION	Filename
Image of Item #3		c:\absavebeast police.jpg
		c:\absavebeast lab headshot.tif
		c:\absave\Porter Lee Corporation.doc
		c:\absave\Porter Lee Corporation.pdf

Select Documents

☒ All

☐ For Items

☐ For Item # 3

View Selected View All

Data Type: JPG

Description: Image of Item #3

Filename: c:\absavebeast police.jpg

Content Type: image/jpeg

Attached By: Mike Evans

Attached Date: 08/25/2014

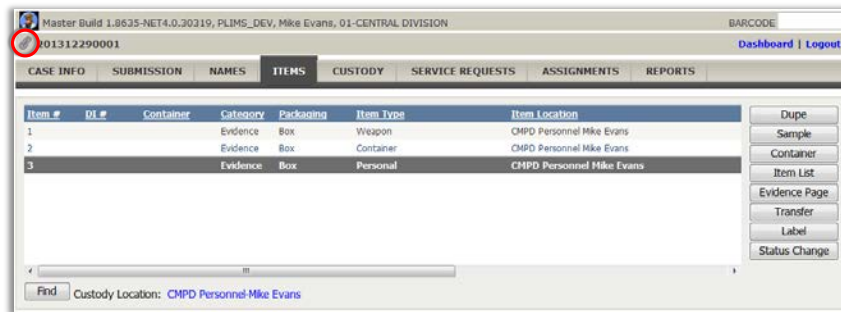
Restricted: ☐

Edit Save Cancel Delete Attach

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.



Master Build 1.8635-NET4.0.20219, PLIMS_DEV, Mike Evans, 01-CENTRAL DIVISION

201312290001

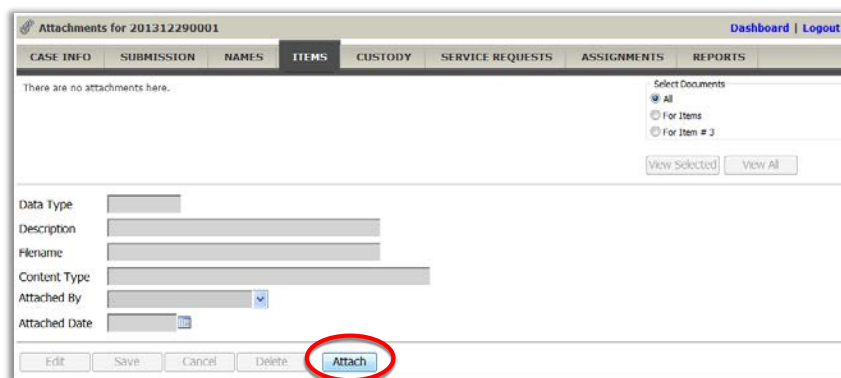
Dashboard | Logout

Item #	DI #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	Box	Weapon	CHPD Personnel Mike Evans
2			Evidence	Box	Container	CHPD Personnel Mike Evans
3			Evidence	Box	Personal	CHPD Personnel Mike Evans

Buttons: Dupe, Sample, Container, Item List, Evidence Page, Transfer, Label, Status Change

Find Custody Location: CHPD Personnel Mike Evans

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



Attachments for 201312290001

Dashboard | Logout

CASE INFO	SUBMISSION	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS
-----------	------------	-------	-------	---------	------------------	-------------	---------

There are no attachments here.

Select Documents

☒ All
☐ For Items
☐ For Item # 3

View Selected View All

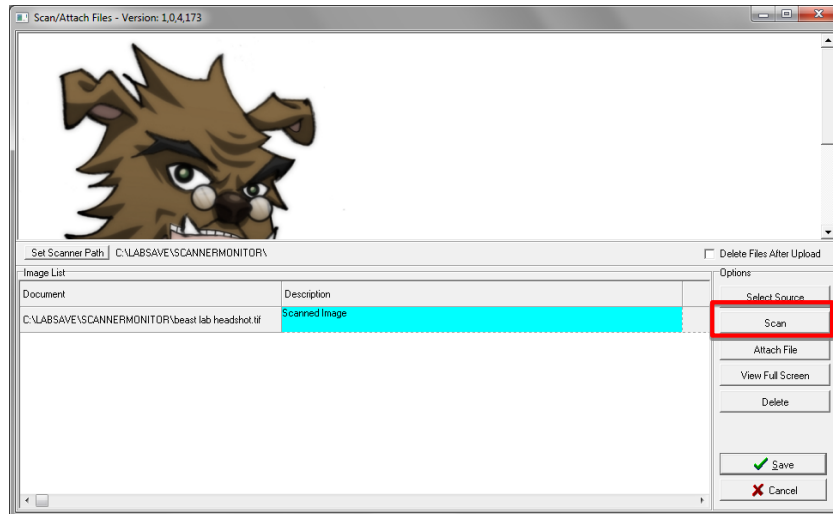
Data Type
Description
Filename
Content Type
Attached By
Attached Date

Edit Save Cancel Delete **Attach**

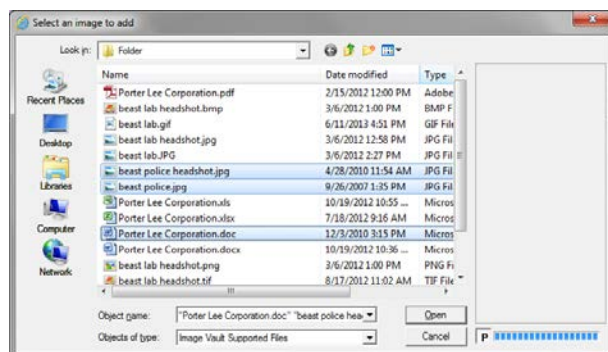
3. The Scan/Attach Files screen will display. From here, you can scan a hard copy of a document or select a file saved to your computer to attach it to the case.

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.

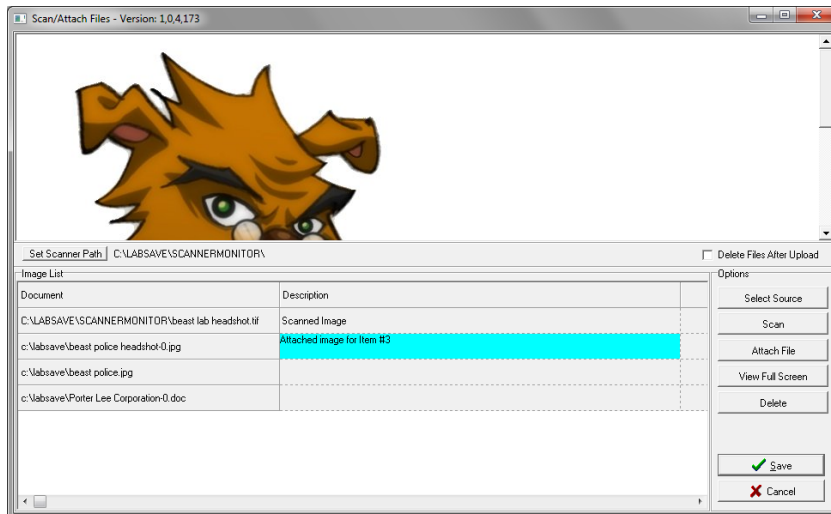
NOTE The first time you connect to a scanner from a workstation, you must select the scanner driver. To select the driver, click the **Select Source** button. A Select Source dialog box will appear. Select the source in the dialog box and click the **Select** button. Your selection will be saved for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

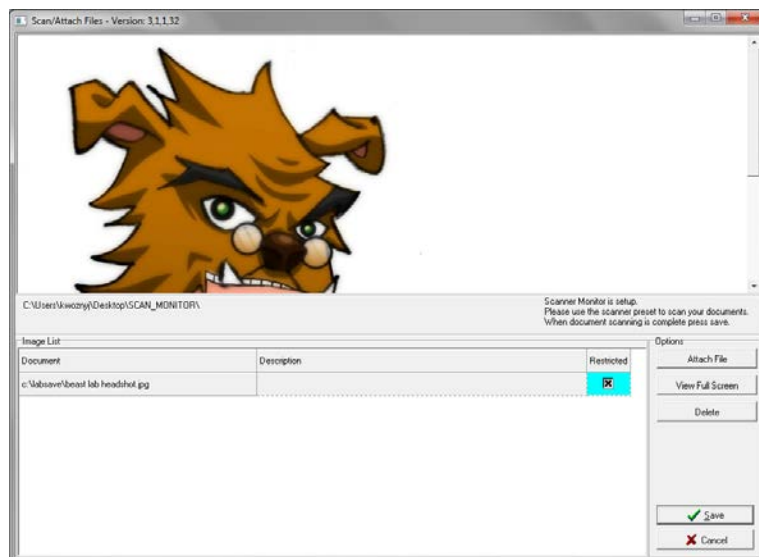


6. Once all the files are added to the Image List, click **Save** to upload them to the case.



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.

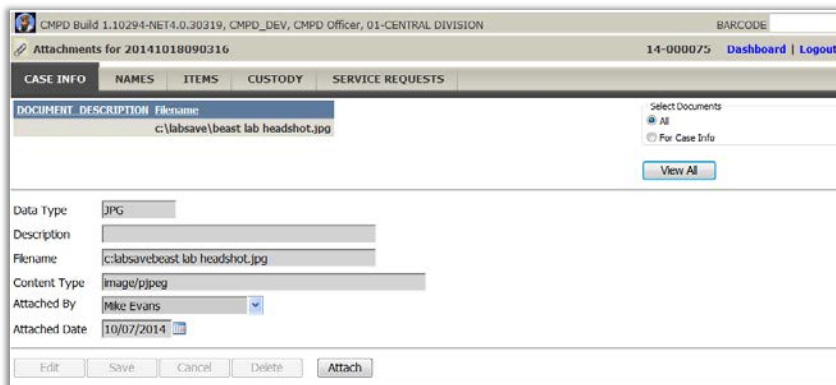


Once you upload the file, users without the permission will be unable to view or open the image from the thumbnails screen.

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.

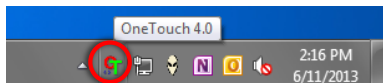


Scanner Monitor

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

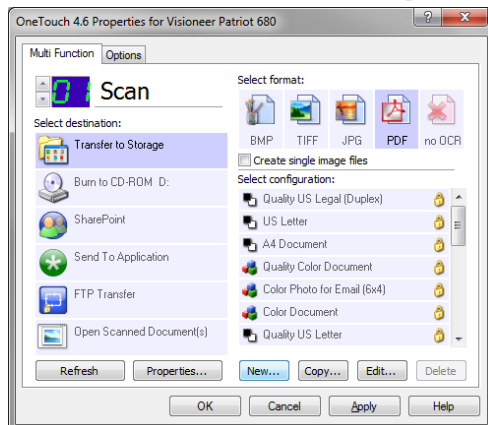
1. Once the scanner driver is installed, the one OneTouch icon will appear in your computer's taskbar. Click the OneTouch icon to display the OneTouch Button Panel.



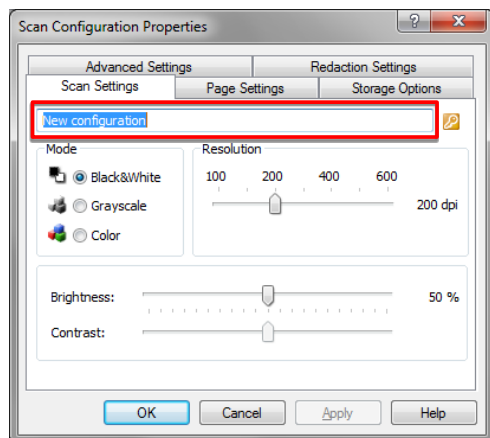
2. Right-click on the **Scan** button in the OneTouch Button Panel. The Properties window will display.



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

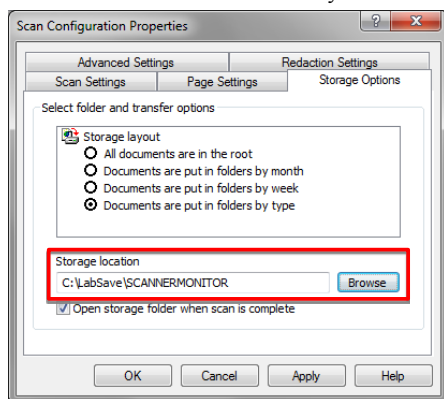


4. The Scan Configuration Properties window will display. Enter a name for the new configuration on the Scan Settings tab. The name you enter will be used to identify this configuration on the OneTouch Button Panel.

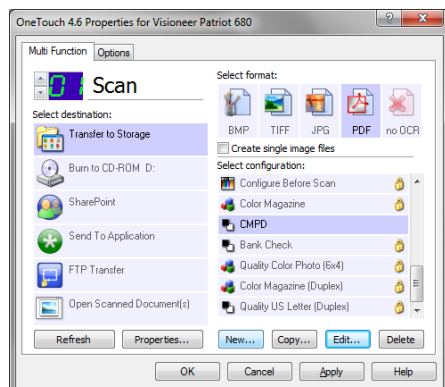


5. Select the Storage Options tab. In the **Storage location** field, enter the location where scanned images should be saved, or click Browse and select the folder in Windows Explorer. Then click **OK**.

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.

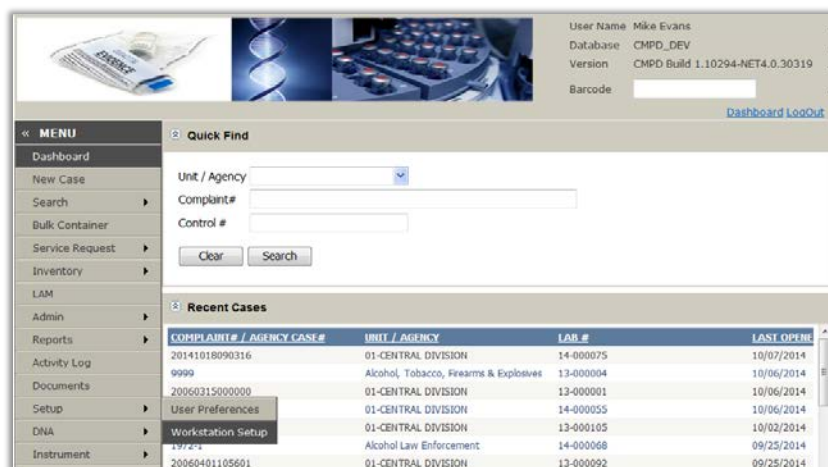


- You will return to the OneTouch Properties window. The new configuration will automatically be selected on the Multi Function tab. Click **OK** to return to the OneTouch Button Panel.



Set Scanner Path in the LIMS

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



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

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

The screenshot shows a web application interface for 'Client Configuration Parameters'. At the top, there are three small images: a DNA helix, a microscope, and a circuit board. To the right of these images, user information is displayed: User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10294-NET4.0.30319, and a Barcode field. Below this is a 'Dashboard Logout' link. On the left, a 'MENU' sidebar lists various options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Activity Log, Documents, Setup (highlighted), DNA, Instrument, QMS, and Logout. The main content area is titled 'Client Configuration Parameters' and shows 'Client ID: 18-03-73-DE-7A-AB'. It contains several configuration fields: Remote IP Address (192.168.1.135), Bar Code Command (*ACROBAT), Bar Code Printer Name (\\Miket\\MIL_BC), Receipt Printer Name, Bar Code Printer Name 1 through 6, InstView Tokenini Name, Scanner Monitor Path (C:\\Users\\kwozmy\\Desktop\\SCAN_MONITOR), Allow Duplicate Tasks (Yes), Delete Scanner Monitor Files (T), Delay Word Report Processing, and Delay Word Report After Save. At the bottom, there are 'Edit', 'Save', and 'Cancel' buttons.

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.

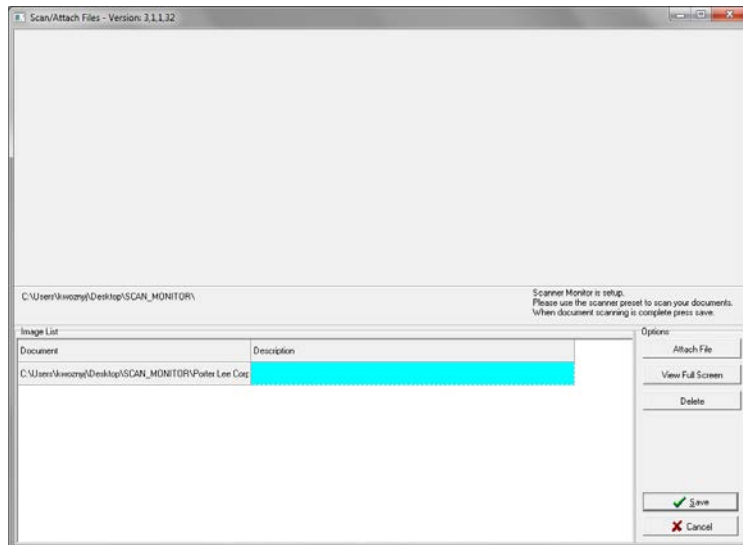
Using the Scanner Monitor

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.

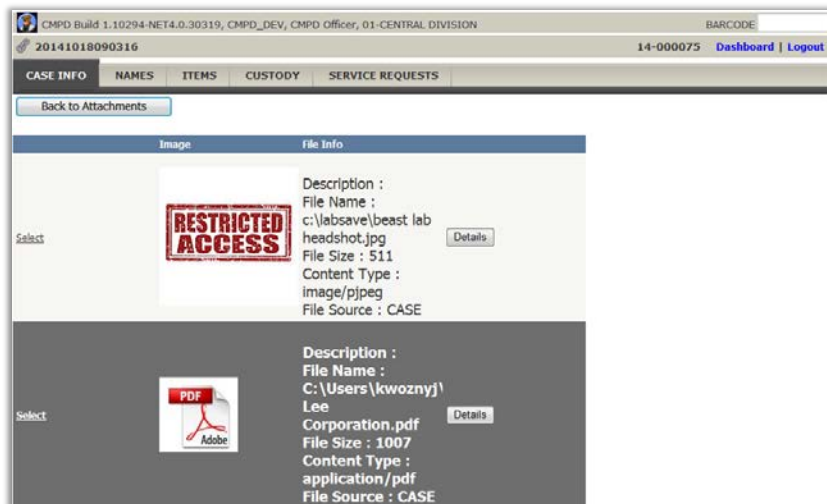
2. Click the **Attach** button. The Scan/Attach Files screen will appear. At this point the scan monitor will be in monitoring mode. You will now use the Visioneer macro buttons to scan in your document using the presets previously defined. As documents are scanned into the monitor folder they will be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

201403240831 / 01-CENTRAL DIVISION Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Unit/Agency * 01-CENTRAL DIVISION

Complaint#/Dept# 201403240831

Investigating Unit 01-CENTRAL DIVISION

Investigator CMPD Officer

Alternative Inv

Charge * 520 - Weapon Law Violations

Category Felony

Incident Report Date * 03/17/2014

Offense Address 12345 MAIN ST, CHARLOTTE, NC. [Address Book](#)

Supplements

Case Jacket

Case Label

Reference

Case Corresp.

Retention Review

Team

Lock Case

Edit Save Cancel Delete

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

http://192.168.1.13:8080/PLCWebCommon/PDFView.aspx - Windows Internet Explorer

POLICE

Charlotte-Mecklenburg Police Department

Case Jacket for 20140512082138

CHARLOTTE-MECKLENBURG

Case Info

Unit/Agency 01-CENTRAL DIVISION

Lab Number 14-000073

Investigating Unit 01-CENTRAL DIVISION

Charge Justifiable Homicide

Category Felony

Incident Report Date 08/25/2014

Offense Address

Submission Info

Sub #	Received	Submitted By	Type	Comments
1	08/25/2014		Hand Delivered	

Case Info

Name Type	Last Name	First Name	Middle Name	Sex	Race	DOB
S	Guy				W	
V	Timm	Vic		M	W	08/08/1968

Item Info

Item #	DI #	Category	Packaging	Submissions	Submission #('s)
1		Evidence	10X13 Envelope	1	1

8:50 x 11.00 in

Case Cross Reference/Master Case

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

CMPD Build 1.9179-NET4.0.30319, PLIMS_DEV, Kris Delbarba, 61-CRIME LAB BUREAU

201403240831 / 01-CENTRAL DIVISION

Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Unit/Agency * 01-CENTRAL DIVISION

Complaint # /Dept # * 201403240831

Investigating Unit * 01-CENTRAL DIVISION

Investigator * CMPD officer

Alternative Inv *

Charge * 520 - Weapon Law Violations

Category * Felony

Incident Report Date * 03/17/2014

Offense Address * 12345 MAIN ST, CHARLOTTE, NC Address Book

Supplements

Case Jacket

Case Label

Reference

Case Corresp.

Retention Review

Team

Lock Case

Edit Save Cancel Delete

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

Case Reference for 201403240831 / 01-CENTRAL DIVISION

Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Reference Type	Department Name	Reference	Lab Case	Local Case Reference
L-Lab Case	01-CENTRAL DIVISION	14-000046	14-000046	No
D-Complaint# / Agenc	01-CENTRAL DIVISION	201403240831	14-000046	No

Reference Type * Lab Case

Reference * 14-000046

Add Edit Save Cancel Delete Search and Add Back to Case

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 Case Search screen displays search criteria and a list of results. The search criteria include Agency (01-CENTRAL DIVISION), Case Year, Complaint# / Agency Case#, Charge, Incident Rpt Date From (01/01/2012), Incident Rpt Date To (03/24/2014), Lab Case #, and Lab Case Type. The results table shows the following data:

Case Date	Agency	Dept Case	Lab Case	I/O	Incident Rpt Date	Charge
10/11/2012 1:	01-CENTRAL DIVISION	20121011102505	13-000040	CMPD Officer	10/11/2012 1:	Other Unrelated Non-Criminal
10/29/2012 1:	01-CENTRAL DIVISION	20121029002901	13-000089	CMPD Officer	10/29/2012 1:	All Other Offenses
12/7/2012 12:	01-CENTRAL DIVISION	20121207111099	14-000027	CMPD Officer	12/7/2012 12:	Murder
12/15/2012 1:	01-CENTRAL DIVISION	20121215220401	13-000065	CMPD Officer	12/15/2012 1:	Robbery
3/24/2014 12:	01-CENTRAL DIVISION	201403240831	14-000046	CMPD Officer	3/17/2014 12:	Weapon Law Violations

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

The Case Reference screen for 201403240831 / 01-CENTRAL DIVISION shows the following references:

Reference Type	Department Name	Reference	Lab Case	Local Case Reference
L-Lab Case	01-CENTRAL DIVISION	14-000046	14-000046	No
D-Complaint# / Agenc	01-CENTRAL DIVISION	201403240831	14-000046	No
L-Lab Case	01-CENTRAL DIVISION	14-000027	14-000046	Yes

The Reference Type is set to Lab Case and the Reference is 14-000027. Buttons include Add, Edit, Save, Cancel, Delete, Search and Add, and Back to Case.

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**.

The Case Reference screen for 201403240831 / 01-CENTRAL DIVISION shows the following references:

Reference Type	Department Name	Reference	Lab Case	Local Case Reference
L-Lab Case	01-CENTRAL DIVISION	14-000046	14-000046	No
D-Complaint# / Agenc	01-CENTRAL DIVISION	201403240831	14-000046	No
L-Lab Case	01-CENTRAL DIVISION	14-000027	14-000046	Yes

The Reference Type is set to Coroner Case Number and the Reference is 2014-0001. Buttons include Add, Edit, Save, Cancel, Delete, Search and Add, and Back to Case.

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

CMPD Build 1.9179-NET4.0.30319, PLIMS_DEV, Kris DeBarba, 61-CRIME LAB BUREAU

Case Corresp. for 201403240831 / 01-CENTRAL DIVISION

Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

User: [Dropdown] Show All

Type: [Dropdown] Show Mine

DATE	TIME	SCHEDULE TYPE	OFFICER NAME
3/24/2014	13:45:00	Phone Log	Kris DeBarba
3/24/2014	13:49:00	Case Event	Mike Evans

Type: * Phone Log [Dropdown] User: * Kris DeBarba [Dropdown]

Hours: [Text] Call Int By: [Dropdown]

Date: * 03/24/2014 [Calendar] Time: * 13:45 [Text]

Phone Number: [Text]

Conv With: [Text]

Affiliations: [Text]

Comment: Called case officer to check spelling of victim's name

Add Edit Save Cancel Delete Summary

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

201403240831 / 01-CENTRAL DIVISION

Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Unit/Agency: * 01-CENTRAL DIVISION [Dropdown]

Complaint #/Dept #: * 201403240831 [Text]

Investigating Unit: * 01-CENTRAL DIVISION [Dropdown]

Investigator: CMPD Officer [Dropdown]

Alternative Inv: [Dropdown]

Charge: * S20 - Weapon Law Violations [Dropdown]

Category: * Felony [Dropdown]

Incident Report Date: * 03/17/2014 [Calendar]

Offense Address: 12345 MAIN ST, CHARLOTTE, NC [Text] Address Book

Edit Save Cancel Delete

Supplements

Case Jacket

Case Label

Reference

Case Corresp.

Retention Review

Team

Lock Case

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

The screenshot shows the 'Case Correspondence' screen for case 201403240031 / 01-CENTRAL DIVISION. The interface includes a top navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. Below the navigation bar, there are fields for 'User' and 'Type', each with a dropdown arrow. To the right of these fields are buttons labeled 'Show All' and 'Show Mine'. The main form area contains several fields: 'Type' (dropdown), 'Hours' (text), 'Date' (calendar icon), 'Phone Number' (text), 'Conv With' (text), 'Affiliations' (text), 'Comment' (text area), 'User' (dropdown), 'Call Init By' (dropdown), and 'Time' (text). At the bottom of the form are buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Summary'.

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

This screenshot shows the same Case Correspondence form, but with the 'Type' field set to 'Phone Log'. The 'Date' field is now populated with '03/24/2014' and the 'Time' field is populated with '13:45'. The 'User' field is set to 'Kris DelBarba' and the 'Call Init By' field is set to 'Kris DelBarba'. The 'Add' button is highlighted in blue.

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

This screenshot shows the Case Correspondence form with the 'Save' button highlighted in blue. The 'Comment' field now contains the text: 'Called case officer to check spelling of victim's name'.

Case Confidentiality and Teams

There are two permissions for accessing locked cases:

- Access Agency Locked Cases—the logged on user can access 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.

The screenshot shows the PLIMS Case Info tab for case 20060401141000. The user is not the Investigator or Alternative Inv, so the 'Lock Case' and 'Team' buttons are not visible. The case details are as follows:

Field	Value
Unit/Agency	01-CENTRAL DIVISION
Complaint#/Dept#	20060401141000
Investigating Unit	01-CENTRAL DIVISION
Investigator	CMPD Officer
Alternative Inv	
Charge	35A - Drug/Narcotic Violations
Category	Felony
Incident Report Date	04/01/2006
Offense Address	2301 CENTRAL AV, CHARLOTTE, NC, 28205

Buttons visible: Edit, Save, Cancel, Search Results..., Supplements, Case Jacket, Case Label, Reference.

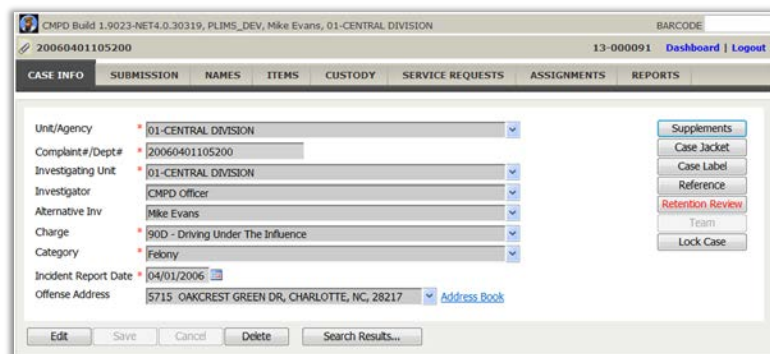
3. To lock a case, log in as the case Investigator.

The screenshot shows the PLIMS login screen. The user is logging in as MIKE, a user with the permission to lock cases. The login details are as follows:

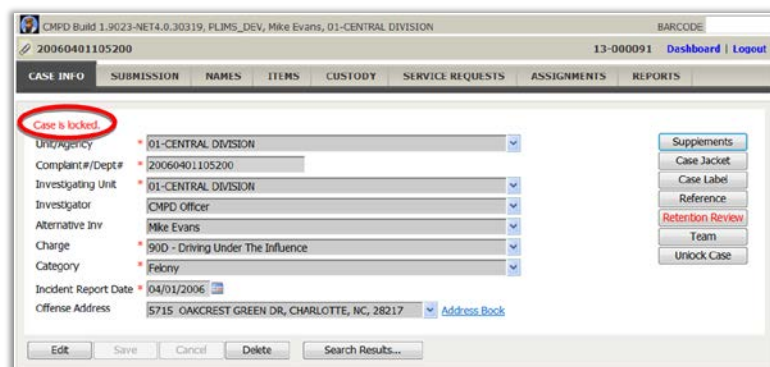
Field	Value
User Name	MIKE
Password	*****
Database	PLIMS_DEV

Buttons visible: Log In, Reset Pwd.

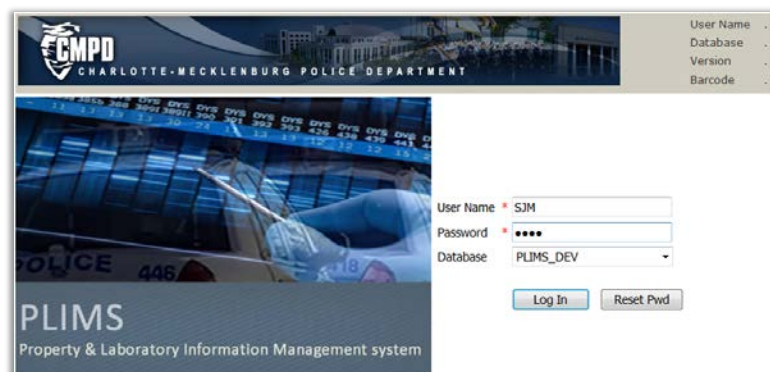
4. The logged in user, Mike Evans, is the Investigator for case 20060401105200. Since Mike is the Investigator, Lock Case and Team buttons are visible for him.



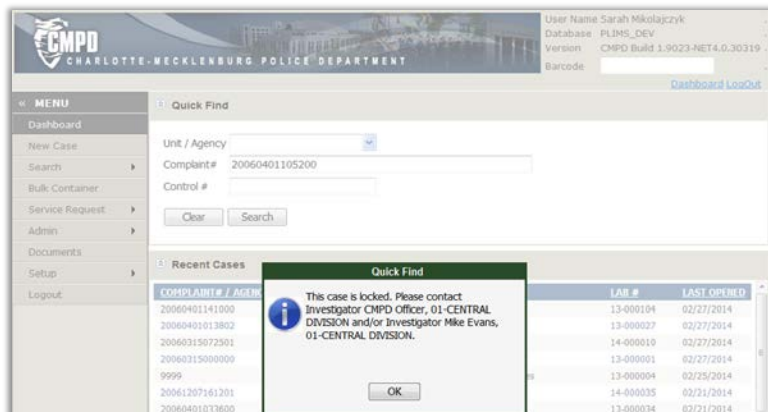
5. Clicking the Lock Case button will lock the case. You will see the message "Case is locked" in a red font at the top of the Case Info tab.



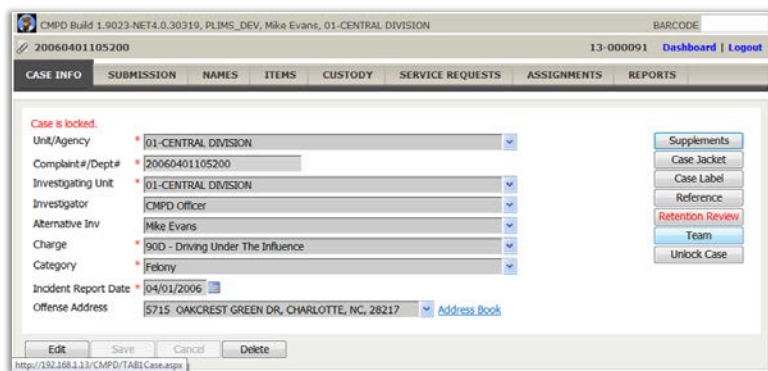
6. Log out of PLIMS. Log back in as a user without the permissions "Access Agency Locked Cases," "Access All Locked Cases," or "Access Superlock Cases."



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.

The screenshot shows the 'Team for Case 20060401105200' interface. At the top, there's a header with 'CHPD Build 1.9023-NET4.0.30319, PLIMS_DEV, Mike Evans, 01-CENTRAL DIVISION' and a 'Barcode' field. Below the header is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The 'CASE INFO' tab is active. The main area has two sections: 'Individual' and 'Groups'. The 'Individual' field contains 'sarah m' and the 'Groups' field is empty. A 'Filter' button is below the 'Groups' field. To the right of the 'Individual' field is a 'Superlock' checkbox. Below these fields is a list of 'Available Personnel' with names and divisions. A right arrow button is between the 'Available Personnel' list and the 'Case Access Team' list. The 'Case Access Team' list is currently empty. At the bottom right are 'Save' and 'Back to Case' buttons.

Available Personnel
Aaron B Skipper (06-EASTWAY DIVISION)
Aaron C Browder (17-INDEPENDENCE DIVISION)
Aaron J Deroba (11-NORTH DIVISION)
Aaron J Partridge (14-UNIVERSITY CITY DIVISION)
Aaron M Little (11-NORTH DIVISION)
Aaron M Postel (50-RECRUITMENT)
Aaron N Bublans (06-EASTWAY DIVISION)
Aaron S Appleman (01-CENTRAL DIVISION)
Abraham H Kim (01-CENTRAL DIVISION)
Abby G Moeykens (61-CRIME LAB BUREAU)
Adam B Jones (21-STEELE CREEK DIVISION)
Adam B Overcash (59-CANINE)

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.

This screenshot shows the same interface as the previous one, but with 'Sarah Mikończuk (01-CENTRAL DIVISION)' selected in the 'Available Personnel' list. A right arrow button is now highlighted with a tooltip that says 'Add to Team'. The 'Case Access Team' list remains empty. The 'Save' and 'Back to Case' buttons are still at the bottom right.

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

Team for Case 20060401105200 13-000091 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Individual sarah m ☐ Superlock

Groups

Available Personnel

Case Access Team

Sarah Mkołajczyk (01-CENTRAL DIVISION)

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.

CMPD Build 1.9023-NET4.0.30319, PLIMS_DEV, Sarah Mkołajczyk, 01-CENTRAL DIVISION BARCODE

20060401105200 13-000091 Dashboard | Logout

CASE INFO NAMES ITEMS CUSTODY SERVICE REQUESTS

Case is locked.

Unit/Agency * 01-CENTRAL DIVISION

Complaint#/Dept# * 20060401105200

Investigating Unit * 01-CENTRAL DIVISION

Investigator * CMPD Officer

Alternative Inv * Mike Evans

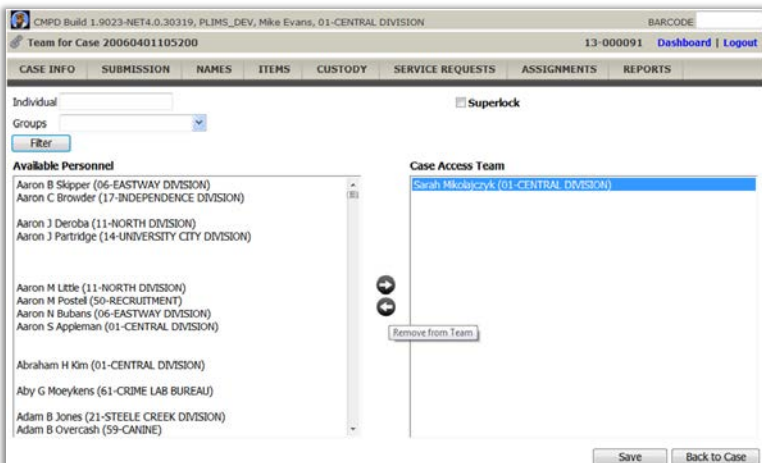
Charge * 90D - Driving Under The Influence

Category * Felony

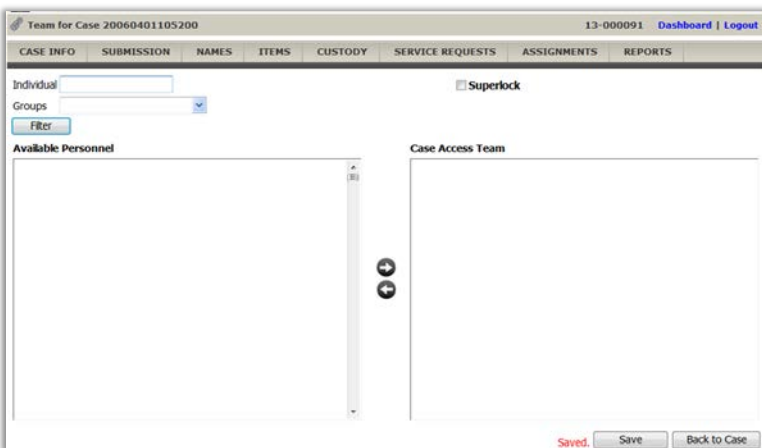
Incident Report Date * 04/01/2006

Offense Address * 5715 OAKCREST GREEN DR, CHARLOTTE, NC, 28217 [Address Book](#)

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.

The screenshot shows the 'USERS' configuration window with the 'User Groups' tab selected. A table lists various user groups, with 'CMPDO' (CMPD Officer) highlighted. Below the table, the 'Group Code' is 'CMPDO' and the 'Group Description' is 'CMPD Officer'. The 'Comments' field is empty. Under 'Group Options', the 'Search' field contains 'locked cases' and the 'GO' button is visible. In the 'Program Access' section, 'PRELIMS' and 'Web' are listed. Under 'Access Agency Locked Cases (AGENLOCK)', the 'Access All Locked Cases (ALLLOCK)' checkbox is checked.

GROUP_CODE	GROUP_DESCRIPTION	USER_PES	COMMENTS	ACTIVE	REPORT_GROUPS
ADA	Assistant District Attorney				
ADMIN	Lab Administrator		This group is for administrators		C1,FIC1,HOS1,LAB,NAR1,PA
CMPDO	CMPD Officer				
CMPDS	CMPD Supervisor				
CSUP	Crime Scene Supervisor				
CTECH	Crime Scene Tech				
EXTU	External Agency User				
ITSP	CMPD Systems Admin				
UMGT	Lab Supervisor				
LTECH	Lab Technician				

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.

The screenshot shows the 'Case Info' window for a locked case. The case is titled '20060401105200' and is locked. The user is logged in as 'CMPD Officer'. The case details include: Unit/Agency: 01-CENTRAL DIVISION, Complaint#/Dept#: 20060401105200, Investigating Unit: 01-CENTRAL DIVISION, Investigator: CMPD Officer, Alternative Inv: Mike Evans, Charge: 900 - Driving Under The Influence, Category: Felony, Incident Report Date: 04/01/2006, and Offense Address: 5715 OAKCREST GREEN DR, CHARLOTTE, NC, 28217. The 'Supplements' button is visible on the right.

19. Accessing Agency Locked Cases

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.

CHPD Build 1.9023-NET4.0.30319, PLIMS_DEV, Mike Evans, 01-CENTRAL DIVISION

20060401105200 13-000091 Dashboard Logout

CASE INFO SUBMISSION RAPIS ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Case is locked.

Unit/Agency * 01-CENTRAL DIVISION

Complaint#/Dept# * 20060401105200

Investigating Unit * 02-METRO DIVISION

Investigator CHPD Officer

Alternative Inv Mike Evans

Charge * 90D - Driving Under The Influence

Category * Felony

Incident Report Date * 04/01/2006

Offense Address 5715 OAKCREST GREEN DR, CHARLOTTE, NC, 28217 Address Book

Edit Save Cancel Delete

Supplements
Case Jacket
Case Label
Reference
Retention Review
Team
Unlock Case

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

USERS CODES DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS

User Groups

GROUP_CODE	GROUP_DESCRIPTION	USER_RES	COMMENTS	ACTIVE	REPORT_GROUPS
ADA	Assistant District Attorney				
ADMIN	Lab Administrator		This group is for administrators		C1,FIC1,HOS1,LAB,NAR1,PA
CMPDO	CMPD Officer				
CMPDS	CMPD Supervisor				
CSUP	Crime Scene Supervisor				
CTECH	Crime Scene Tech				
EXTU	External Agency User				
ITSP	CMPD Systems Admin				
LMGT	Lab Supervisor				
LTECH	Lab Technician				

1 2

Group Code:

Group Description:

Comments:

Group Options

Search locked cases

Program Access

- PRELIMS
- Web
 - ☒ Access Agency Locked Cases (AGENLOCK)
 - ☒ Access All Locked Cases (ALLLOCK)

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.

The screenshot shows the 'USER EDITOR' window with the following details:

#	NAME	TITLE	USER_RES	BACKLOG	SECTION	DEPT CODE
1	Sarah Mikolajczyk	Porter Lee	5		DVA1	

Below the table, the user details are as follows:

- User ID: SJM
- Account Disabled: ☐
- Name: Sarah Mikolajczyk
- Title: Porter Lee
- Degree:
- Lab Code: Property and Evidence
- User Group: CHPDO (CHPD Officer)
- EMAIL Address: gomathr@porterlee.com
- Access: ALL (All labs)
- Custody: CHPD Personnel
- Phone #:
- Access Time:
- Card Barcode List:
- Department Code: 02-METRO DIVISION
- Assignment: UA01
- Region Code: ALL
- Full Access Report Groups:
- Document Group:

Buttons at the bottom: Add, Edit, Save, Cancel, Delete, User Group, Web User, Reset Passwords.

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.

The screenshot shows the 'USERS' configuration window. The 'User Groups' table lists various roles, with 'CMPDO' (CMPD Officer) selected. Below the table, the 'Group Options' section is visible, showing a tree structure of permissions. The 'Access Superlock Cases (SUPERLOCK)' option is checked and highlighted.

GROUP_CODE	GROUP_DESCRIPTION	USER_RES	COMMENTS	ACTIVE	REPORT_GROUPS
ADA	Assistant District Attorney				
ADMIN	Lab Administrator		This group is for administrators		CL,FIC1,LAB,NAR1,PA
CMPDO	CMPD Officer				
CMPDS	CMPD Supervisor				
CSUP	Crime Scene Supervisor				
CTECH	Crime Scene Tech				
EXTU	External Agency User				
ITSP	CMPD Systems Admin				
LMGT	Lab Supervisor				
LTECH	Lab Technician				

Group Code:
Group Description:
Comments:
Group Options:
Search:
Program Access:
PRELIMS
Web
Access Agency Locked Cases (AGENLOCK)
Access All Locked Cases (ALLLOCK)
Access Superlock Cases (SUPERLOCK)
LIMS
Can Delete Locked Records (DELLOCKS)
Evidence Receiving
Lock or Unlock Cases (CASELOCK)
Override Assignment Lab Code Lock (ALCLOCK)
Remove DA Case Restriction (DELDALOCK)

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.

The screenshot shows the 'Case Info' window for case 20060401105200. The 'Case is locked' message is displayed at the top. The case details are shown in a form with dropdown menus for Unit/Agency, Complaint#/Dept#, Investigating Unit, Investigator, Alternative Inv, Charge, and Category. The Incident Report Date is 04/01/2006, and the Offense Address is 5715 OAKCREST GREEN DR, CHARLOTTE, NC, 28217. The 'Supplements' button is visible on the right.

Case is locked.
Unit/Agency: 01-CENTRAL DIVISION
Complaint#/Dept#: 20060401105200
Investigating Unit: 01-CENTRAL DIVISION
Investigator: CMPD Officer
Alternative Inv: Mike Evans
Charge: 90D - Driving Under The Influence
Category: Felony
Incident Report Date: 04/01/2006
Offense Address: 5715 OAKCREST GREEN DR, CHARLOTTE, NC, 28217
Buttons: Edit, Save, Cancel, Supplements, Case Jacket, Case Label, Reference

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

The screenshot shows the PLIMS application interface. At the top, there's a header bar with the text "CMPD Build 1.10005-NET4.0.30319, CMPD_DEV, Mike Evans, 01-CENTRAL DIVISION" and a "BARCODE" field. Below this is a navigation bar with tabs: "CASE INFO", "SUBMISSION", "NAMES", "ITEMS", "CUSTODY", "SERVICE REQUESTS", "ASSIGNMENTS", and "REPORTS". The "NAMES" tab is selected. Below the navigation bar is a table with columns: "Type", "Last Name", "First Name", "Middle Name", "DOB", "Juvenile", and "PID/SID/FBI#". The table contains two rows: "Suspect" (Guy, Bad, Unknown, 07/07/1977, No) and "Victim" (Timm, Vic, , 04/04/1964, No). To the right of the table is a "Letter" button. Below the table is a detailed form with tabs: "Details", "Items", and "Reference". The "Details" tab is selected. The form contains fields for: Name Type (Suspect), Last Name (Guy), First Name (Bad), Middle Name (Unknown), Gender (Male), Race (White/Caucasian), Date Of Birth (07/07/1977), Juvenile (checkbox), Business Name, Address (1234 Street Name, CHARLOTTE, NC), Home Phone (555-1234), Cell Phone (555-6789), Work Phone, Email Address, Arrest Number, and PID/SID/FBI#. At the bottom of the form are buttons: "Add", "Edit", "Save", "Cancel", and "Delete".

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

This screenshot shows the same detailed form as the previous one, but with the "Add" button highlighted in blue. The form fields are the same as in the previous screenshot.

3. Select the **Name Type**.

Details Items Reference

Name Type * Subject (Juvenile) ▼

Last Name *

First Name

Middle Name

Gender ▼

Race ▼

Date Of Birth

Juvenile ☐

Comments

Business Name

Address ▼ Address Book

Home Phone

Cell Phone

Work Phone

Email Address

Arrest Number

PID/SID/FBI#

Add Edit Save Cancel Delete

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

Details Items Reference

Name Type * Subject (Juvenile) ▼

Last Name * Guy

First Name Bad

Middle Name

Gender ▼

Race ▼

Date Of Birth

Juvenile ☐

Comments

Business Name

Address ▼ Address Book

Home Phone

Cell Phone

Work Phone

Email Address

Arrest Number

PID/SID/FBI#

Add Edit Save Cancel Delete

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.

Details Items Reference

Name Type * Subject (Juvenile) ▼

Last Name * Guy

First Name Bad

Middle Name

Gender ▼

Race ▼

Date Of Birth 01/01/1999

Juvenile ☒

Comments

Business Name

Address ▼ Address Book

Home Phone

Cell Phone

Work Phone

Email Address

Arrest Number

PID/SID/FBI#

Add Edit Save Cancel Delete

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

CMPD Build 1.10005-NET14.0.30319, CMPD_DEV, Mike Evans, 01-CENTRAL DIVISION

20140512082138

Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Type	Last Name	First Name	Middle Name	DOB	Juvenile	PID/SID/H	Letter
Suspect	Guy	Bad	Unknown	04/04/1974	No		

Details **Items** Reference

DI#	Item #	Item Type	Item Description	Attribute	Relation
<input type="checkbox"/>	1	Latent Fingerprint Submissions			(None)
<input type="checkbox"/>	2	Clothes	Bloody shirt	Type Clothing: SHIRT - Shirt/Blouse	(None)
<input type="checkbox"/>	3	Weapon	Knife	Type Weapon: KNIFE - Knife	(None)
<input type="checkbox"/>	4	Firearm	Shotgun	Type Firearm: SHOTG - Shotgun	(None)

Select All Unselect All Edit Save Cancel

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

Details Items **Reference**

DI#	Item #	Item Type	Item Description	Attribute	Relation
<input type="checkbox"/>	1	Latent Fingerprint Submissions			(None)
<input type="checkbox"/>	2	Clothes	Bloody shirt	Type Clothing: SHIRT - Shirt/Blouse	(None)
<input type="checkbox"/>	3	Weapon	Knife	Type Weapon: KNIFE - Knife	(None)
<input checked="" type="checkbox"/>	4	Firearm	Shotgun	Type Firearm: SHOTG - Shotgun	Owner

Select All Unselect All Edit Save Cancel

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

The screenshot shows the 'Names' tab selected in a web application. At the top, there is a header bar with '20140512082138' on the left and 'Dashboard | Logout' on the right. Below this is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The 'NAMES' tab is active. A table displays individual information with columns: Type, Last Name, First Name, Middle Name, DOB, Juvenile, PID/SID/R, and a 'Letter' button. The first row shows 'Suspect', 'Guy', 'Bad', 'Unknown', '04/04/1974', 'No', and a 'Letter' button. Below the table, there are three tabs: 'Details', 'Items', and 'Reference'. The 'Reference' tab is selected and circled in red. Below the tabs, it says 'No Records found.' At the bottom, there are three buttons: 'Add', 'Edit', and 'Delete'.

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

The screenshot shows the 'Reference' form. At the top, there is a header bar with 'Details', 'Items', and 'Reference' tabs. The 'Reference' tab is active. Below the tabs, there is a table with two columns: 'Reference Type' and 'Reference'. The 'Reference Type' column has a dropdown menu with 'Driver's License' selected. The 'Reference' column has a text input field containing '123-9876-5678'. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Delete'.

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

The screenshot shows the 'ITEMS' tab in a software application. The top navigation bar includes 'CASE INFO', 'SUBMISSION', 'NAMES', 'ITEMS', 'CUSTODY', 'SERVICE REQUESTS', 'ASSIGNMENTS', and 'REPORTS'. The 'ITEMS' tab is active, displaying a table with two items:

Item #	DL #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	6X9 Envelope	Drugs	Admin Kris DelBarba
2			Evidence	None	Firearm	Admin Kris DelBarba

Below the table is a 'Find' button and a 'Custody Location' dropdown set to 'Admin-Kris DelBarba'. To the right of the table are buttons for 'Dupe', 'Sample', 'Kit', 'Container', 'Item List', 'Evidence Page', 'Transfer', 'Label', and 'Status Change'. Below the table is a form for adding a new item:

Item # Qty Dt #

Category Packaging Item Type

Description

Collected Location Status DNA?

Buttons: Add, Edit, Save, Cancel, Delete

Attribute Currency Names

Type Drug Suspected Drug Gross Weight Gross Weight Units

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

The screenshot shows the 'ITEMS' tab in a software application. The top navigation bar includes 'CASE INFO', 'SUBMISSION', 'NAMES', 'ITEMS', 'CUSTODY', 'SERVICE REQUESTS', 'ASSIGNMENTS', and 'REPORTS'. The 'ITEMS' tab is active, displaying a table with two items:

Item #	DL #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	6X9 Envelope	Drugs	Admin Kris DelBarba
2			Evidence	None	Firearm	Admin Kris DelBarba

Below the table is a 'Find' button and a 'Custody Location' dropdown set to 'Admin-Kris DelBarba'. To the right of the table are buttons for 'Dupe', 'Sample', 'Kit', 'Container', 'Item List', 'Evidence Page', 'Transfer', 'Label', and 'Status Change'. Below the table is a form for adding a new item:

Item # Qty Dt #

Category Packaging Item Type

Description

Collected Location Status DNA?

Buttons: Add, Edit, Save, Cancel, Delete

Attribute Currency Names

No attributes have been defined for this item type.

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

The screenshot shows the 'Item Entry' form. The 'Category' dropdown is set to 'Evidence' and the 'Packaging' dropdown is set to 'Envelope'. The 'Item Type' dropdown is currently empty. The 'Description' field is empty. The 'Collected By' dropdown is empty, and the 'Date' field is set to '10/07/2013'. The 'Booked By' dropdown is set to 'ELA EPC - ELA', and the 'Status' dropdown is empty. The 'Seized for DNA identity?' checkbox is unchecked. The 'Attribute', 'Currency', and 'Names' tabs are visible at the top right, with a message stating 'No attributes have been defined for this item type.' The 'Add', 'Edit', 'Save', 'Cancel', and 'Delete' buttons are at the bottom.

3. Select the **Item Type**.

The screenshot shows the 'Item Entry' form with the 'Item Type' dropdown set to 'Drugs'. The 'Description' field is empty. The 'Collected' dropdown is empty, and the 'Location' dropdown is set to 'Address Book'. The 'Status' dropdown is empty, and the 'DNA?' checkbox is unchecked. The 'Attribute', 'Currency', and 'Names' tabs are visible at the top right, with a message stating 'No attributes have been defined for this item type.' The 'Add', 'Edit', 'Save', 'Cancel', and 'Delete' buttons are at the bottom.

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

The screenshot shows the 'Item Entry' form with the 'Collected' dropdown set to 'CMPD Officer', the 'Date' field set to '03/24/2014', and the 'Time' field set to '10:00'. The 'Location' dropdown is set to 'Address Book'. The 'Status' dropdown is empty, and the 'DNA?' checkbox is unchecked. The 'Attribute', 'Currency', and 'Names' tabs are visible at the top right, with a message stating 'No attributes have been defined for this item type.' The 'Add', 'Edit', 'Save', 'Cancel', and 'Delete' buttons are at the bottom.

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

Item #	DI #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	6X9 Envelope	Drugs	Chemistry Bulk Storage Rm 4108
2			Evidence	None	Firearm	CMPD Personnel CMPD Officer
3			Evidence	None	Firearm	CMPD Personnel CMPD Officer

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

Item #	CS Item #	Description
<input checked="" type="checkbox"/> 1		Drugs 5 pink tablets
<input checked="" type="checkbox"/> 2		Firearm
<input checked="" type="checkbox"/> 3		Firearm

Print Close

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

Item #	DL #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	10X13 Envelope	Clothes	Deposited from CHPD Released to Clerk of Court
2			Evidence	10X13 Envelope	Drugs	Deposited from CHPD Released to Clerk of Court
3			Evidence	10X13 Envelope	Drugs	Deposited from CHPD Released to Clerk of Court
4			Evidence	10X13 Envelope	Drug Paraphernalia	Deposited from CHPD Released to School Board
5			Evidence	10X13 Envelope	Alcohol	CHPD Personnel Mikko E Harrington
6			Evidence	Box	Firearm	Deposited from CHPD Gun Destruction
7			Evidence	Box	Firearm	Deposited from CHPD Released to School Board
8			Evidence	Box	Firearm	Deposited from CHPD Released to School Board

Find Custody Location: Deposited from CHPD-Released to Clerk of Court

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

Find Item

Item Number: Clear

Item Type: Firearm

Container:

Find Items

Sub#	Item#	Container	Quantity	Item Type	Custody	Location
1	1	1		Clothes - gloves	Deposited from CHPD	Released to Clerk of Court
1	2	1		Clothes - shirt	Deposited from CHPD	Destroyed
1	3	1		Drugs - cocaine powder	Deposited from CHPD	Released to DEA
1	4	1		Drugs - marijuana in bag	Deposited from CHPD	Released to Clerk of Court
1	5	1		Drug Paraphernalia - large glass bong	Deposited from CHPD	Released to School Board
1	6	12		Alcohol - case of wine	CHPD Personnel	Mikko E Harrington
1	7	1		Firearm - .38 S&W 44 Smith & Wesson	Deposited from	Gun Destruction

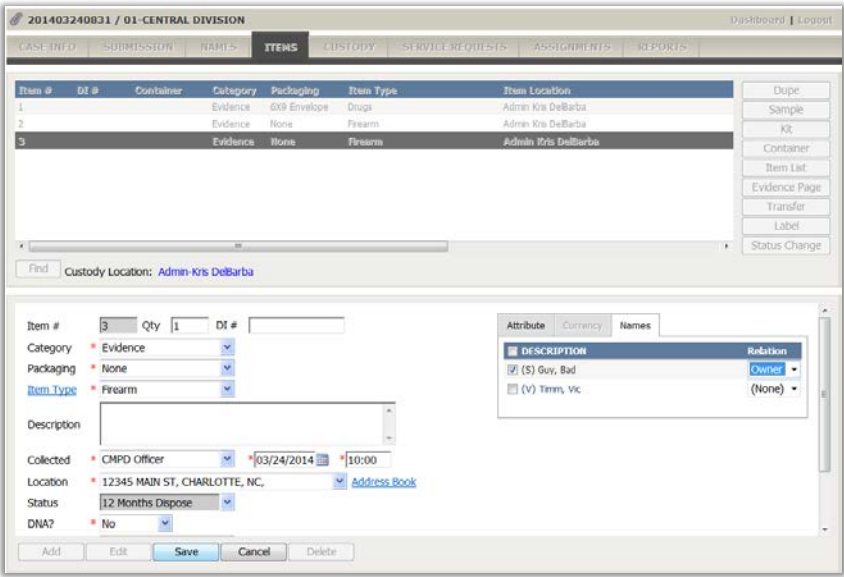
Close

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

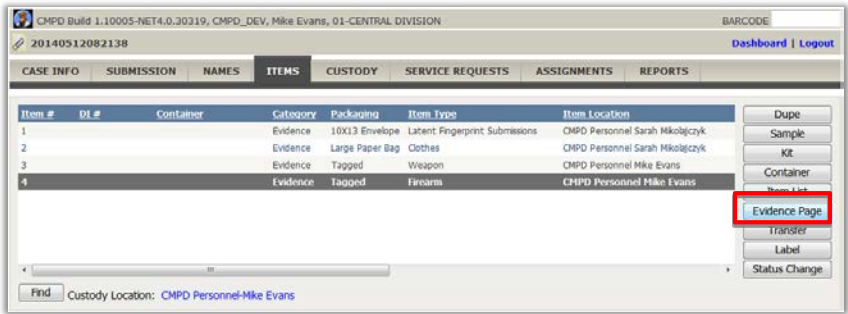


Attributes

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.

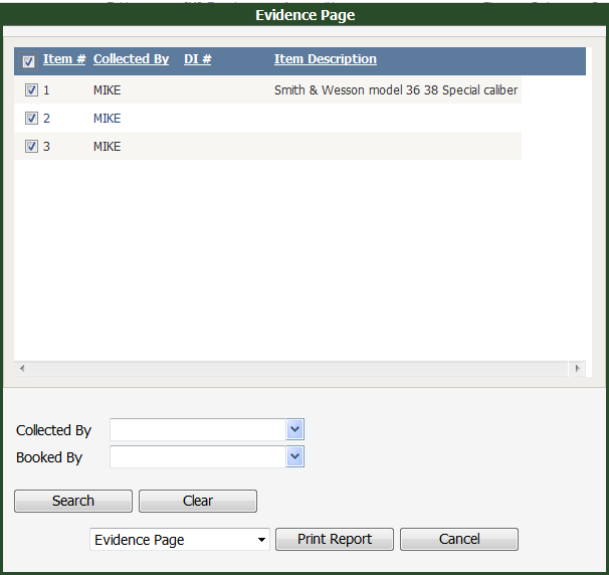


Select the report you want to print from the dropdown at the bottom of the screen. You can print four reports from this screen:

- 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

The screenshot shows the 'Items' tab of a software application. At the top, there is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS (selected), CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. Below the navigation bar is a table with columns: Item #, DI #, Container, Category, Packaging, Item Type, and Item Location. The table contains three rows of data. To the right of the table is a vertical menu with buttons: Dupe, Sample, Kit, Container, Item List, Evidence Page, Transfer, Label, and Status Change. Below the table is a search bar with the text 'Find' and 'Custody Location: Chemistry Bulk Storage Rm 4108'. Below the search bar is a form for creating a new item record. The form has fields for Item #, Qty, DI #, Category, Packaging, Item Type, Description, Collected, Location, Status, and DNA?. There are also dropdown menus for Type Drug, Suspected Drug, Gross Weight, and Gross Weight Units. The 'Dupe' button is highlighted in blue.

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**.

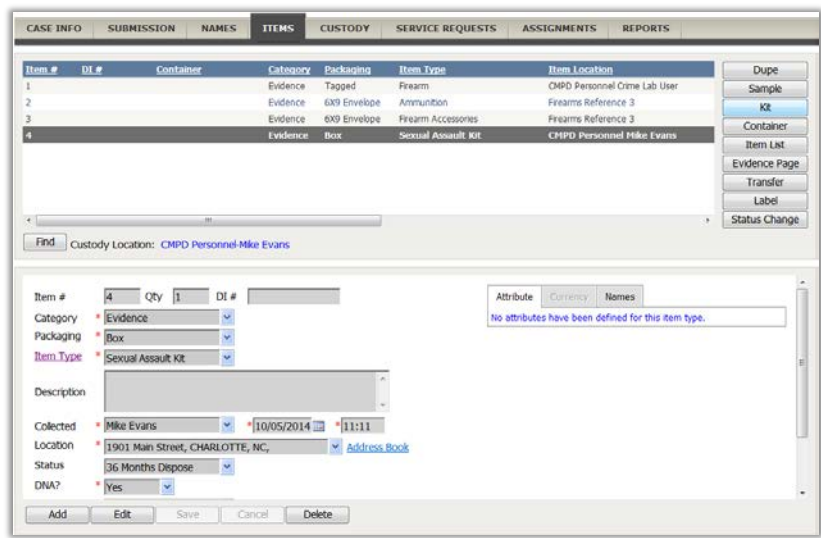
Figure 42: New item record created by clicking Dupe button

The screenshot shows the 'Items' tab of a software application, similar to Figure 41. The table now contains four rows of data, with the fourth row being a new record. The 'Dupe' button is still highlighted in blue. The form below the table is the same as in Figure 41, but the 'Item #' field is now populated with the value '4'. The 'Save' button is highlighted in blue.

Kits

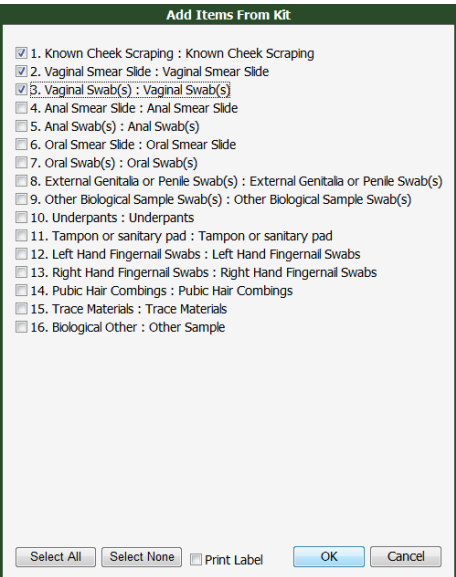
The **Kit** button creates item records for individual components within a defined kit. A kit is associated with a specific item type within the Configuration area. For example, a sexual assault kit (as an item) typically contains certain standard components that are representative of that type of kit, 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

The screenshot shows the 'ITEMS' tab selected in a software application. A table lists three items. Item 1 is selected, and the 'Sample' button is highlighted in blue. To the right of the table is a vertical toolbar with buttons: Dupe, Sample, Kit, Container, Item List, Evidence Page, Transfer, Label, and Status Change. Below the table is a search bar with 'Find' and 'Custody Location: Chemistry Bulk Storage Rm 4108'. Below the search bar is a form for item details. The form has fields for Item # (1), Qty (1), DI #, Category (Evidence), Packaging (6X9 Envelope), Item Type (Drugs), Description (5 pink tablets), Collected (CHPD Officer, 03/24/2014, 10:00), Location (12345 MAIN ST, CHARLOTTE, NC), Status (12 Months Dispose), and DNA? (No). To the right of the form is a section for attributes: Type Drug (Pills/Tablets), Suspected Drug (Suspected Pharmaceuticals), Gross Weight (5), and Gross Weight Units (Pills). At the bottom are buttons: Add, Edit, Save, Cancel, and Delete.

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.

This screenshot is identical to the one above, showing the 'Sample' button on the Items tab. The form fields are the same: Item # (1), Qty (1), DI #, Category (Evidence), Packaging (6X9 Envelope), Item Type (Drugs), Description (5 pink tablets), Collected (CHPD Officer, 03/24/2014, 10:00), Location (12345 MAIN ST, CHARLOTTE, NC), Status (12 Months Dispose), and DNA? (No). The attribute section on the right shows Type Drug (Pills/Tablets), Suspected Drug (Suspected Pharmaceuticals), Gross Weight (5), and Gross Weight Units (Pills). The buttons at the bottom are Add, Edit, Save, Cancel, and Delete.

Adding Items to Pull Lists

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

CPMO Build 1.9888-NET4.0.30319, PLIMS_UAT, Sarah Mikolajczyk, 01-CENTRAL DIVISION

20130430170704 13-400796 Dashboard | Logout

CASE INFO SUBMISSION NAMES **ITEMS** CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Item #	DI #	Container	Category	Packaging	Item Type	Item Location	
1	201312993-1	Bag -1(201312993)	Evidence	Quart Can	Trace	Property ARS040	<input type="checkbox"/>
2	201312993-2	Bag -2(201312993)	Evidence	Quart Can	Trace	Property ARS040	<input type="checkbox"/>
3	201312993-3	Bag -3(201312993)	Evidence	Quart Can	Trace	Property ARS040	<input type="checkbox"/>
4	201312993-4	Bag -4(201312993)	Evidence	Quart Can	Trace	Property ARS040	<input type="checkbox"/>
5	201312993-5	Bag -5(201312993)	Evidence	10X13 Envelope	Personal	Property LB846	<input type="checkbox"/>
6	201312993-201	Bag -1(201312993)	Evidence	Quart Can	Fire Debris	Property ARS040	<input type="checkbox"/>
7	201312993-202	Bag -2(201312993)	Evidence	Quart Can	Fire Debris	Property ARS040	<input type="checkbox"/>
8	201312993-203	Bag -3(201312993)	Evidence	Quart Can	Fire Debris	Property ARS040	<input type="checkbox"/>

Find Custody Location: Property-ARS040

Item # 1 Qty 1 DI # 20131299

Category Evidence Packaging Quart Can Item Type Trace

Description YDEBRIS MELTED CLEAR PLASTIC CUP FROM LIVING ROOM FLOOR ITMMKANDSC: GALLON CAN

Collected 04/30/2013 17:07

Location 814 CANTWELL STREET, CHARLOTTE, NC. Address Book

Status 36 Months Dispose DNA? Yes

Add Edit Save Cancel Delete

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.

20130430170704 13-400796 Dashboard | Logout

CASE INFO SUBMISSION NAMES **ITEMS** CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

REQUEST VIEW

Item #	Description	Current Location	Item Status
<input checked="" type="checkbox"/> 1	Trace - YDEBRIS MELTED CLEAR PLASTIC CUP FROM LIVING ROOM FLOOR ITMMKANDSC: GALLON CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input checked="" type="checkbox"/> 2	Trace - YDEBRIS MULTIPLE PIECES OF CHARRED NOTEBOOK PAPER FROM LIVING ROOM ITMMKANDSC: GALLON CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input checked="" type="checkbox"/> 3	Trace - YDEBRIS TWO GAZE PADS WITH LIQUID RESIDUE FROM TABLE IN LIVING ROOM ITMMKANDSC: QUART CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input type="checkbox"/> 4	Trace - YDEBRIS ONE PLASTIC BLACK VIN TAPE FROM TABLE IN LIVING ROOM ITMMKANDSC: GALLON CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input type="checkbox"/> 5	Personal - FLIGHT EVIDENCE ENVELOPE- RED PLASTIC BIC CIGARETTE LIGHTER ITMMKANDSC: BIC ITMONTQTY: 1	Property - LB846	36 Months Dispose
<input type="checkbox"/> 6	Fire Debris - YCARBON SAMPLE ARO IVE FROM ITEM #1, PACKAGED WITH THE ORIGINAL EVIDENCE. ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input type="checkbox"/> 7	Fire Debris - YCARBON SAMPLE ARCHIVE FROM ITEM# 2, PACKAGED WITH THE ORIGINAL EVIDENCE. ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input type="checkbox"/> 8	Fire Debris - YCARBON SAMPLE ARCHIVE FROM ITEM# 3, PACKAGED WITH THE ORIGINAL EVIDENCE. ITMONTQTY: 1	Property - ARS040	36 Months Dispose
<input type="checkbox"/> 9	Fire Debris - YCARBON SAMPLE ARCHIVE FROM ITEM# 4, PACKAGED WITH THE ORIGINAL EVIDENCE. ITMONTQTY: 1	Property - ARS040	36 Months Dispose

List Type Delivery Request

Requested By Sarah Mikolajczyk

Deliver For 01-CENTRAL DIVISION

Comments Need to analyze these items

Save Back

3. Click **OK**.

The screenshot shows a web application interface with a top navigation bar containing tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. Below this is a sub-navigation bar with 'REQUEST' and 'VIEW' tabs. The 'VIEW' tab is active, displaying a table with columns: Item #s, Entered By, Requested By, Request Date, List Type, List Status, and Comments. The table contains two rows: one for item 1 and another for items 1, 2, and 3. A modal dialog box titled 'Route Items' is centered on the screen, displaying an information icon, the text 'List Saved.', and an 'OK' button. Below the dialog, a table shows item details for 'Complaint/Department# 20130430170704', including item number, description, current location, and item status.

Item #s	Entered By	Requested By	Request Date	List Type	List Status	Comments
1	Sarah Mikolajczyk	Sarah Mikolajczyk	02/10/2014	Delivery Request	Approved	test
1, 2, 3	Sarah Mikolajczyk	Sarah Mikolajczyk	02/10/2014	Delivery Request	Approved	Need to analyze these items

Item #	Description	Current Location	Item Status
1	Trace - YDEBRIS MELTED CLEAR PLASTIC CUP FROM LIVING ROOM FLOOR ITMMAKDSC; GALLON CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose

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.

The screenshot shows the same web application interface as before, but now the 'VIEW' tab is selected. The table below the dialog box is expanded, showing three items. At the bottom of the screen, there are 'Cancel Request' and 'Back' buttons.

Item #	Description	Current Location	Item Status
1	Trace - YDEBRIS MELTED CLEAR PLASTIC CUP FROM LIVING ROOM FLOOR ITMMAKDSC; GALLON CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose
2	Trace - YDEBRIS MULTIPLE PIECES OF CHARRED NOTEBOOK PAPER FROM LIVING ROOM ITMMAKDSC; GALLON CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose
3	Trace - YDEBRIS TWO GAZE PADS WITH LIQUID RESIDUE FROM TABLE IN LIVING ROOM ITMMAKDSC; QUART CAN ITMONTQTY: 1	Property - ARS040	36 Months Dispose

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.

http://10.66.33.31/OCXTEST/PLCWebCommon/PDFView.aspx - Windows Internet Explorer

Charlotte-Mecklenburg Police Department
Staff Request Pull List for 54-PROPERTY CONTROL BUREAU

Date Printed: 02/10/2014 12:38 pm

Pull for: Delivery Request continued...

Property	Description / Location	Requested By	Status
Complaint # / Item # 20130430/17004 / 1	Trace - Y08BR3 MELTED CLEAR PLASTIC CUP FROM LIVING ROOM FLOOR ITEM#AD55C: GALLON CAN ITEM#N7QTY: 1 AR3040 Bag -1201312949	01-CENTRAL DIVISION - Sarah	30 Months Dispose
20130430/17004 / 2	Trace - Y08BR3 MULTIPLE PIECES OF CHARRED NOTEBOOK PAPER FROM LIVING ROOM ITEM#AD55C: GALLON CAN ITEM#N7QTY: 1 AR3040 Bag -1201312949	01-CENTRAL DIVISION - Sarah	30 Months Dispose
20130430/17004 / 3	Trace - Y08BR3 TWO GAZZ PADS WITH LIQUID RESIDUE FROM TABLE IN LIVING ROOM ITEM#AD55C: GALLON CAN ITEM#N7QTY: 1 AR3040 Bag -1201312949	01-CENTRAL DIVISION - Sarah	30 Months Dispose
20140204 / 2	Firearm - Smith & Wesson model M&P40 40 S&W caliber semiautomatic pistol, serial number 7054721 L3004	Pineville Police Department - Tor	12 Months Dispose
20140204 / 3	Ammunition - Ten live Federal 9mm Luger caliber cartridges. L3004	Pineville Police Department - Tor	12 Months Dispose
20140204 / 4	Firearm Accessories - One magazine identified as from item 2. L3004	Pineville Police Department - Tor	12 Months Dispose

Page 3 of 3

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.

The screenshot shows the 'Items' tab interface. At the top, there's a header with '201403240831 / 01-CENTRAL DIVISION' and 'Dashboard | Logout'. Below this is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS (selected), CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The main area displays a table of items:

Item #	DI #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	6X9 Envelope	Drugs	Chemistry Bulk Storage Rm 4106
2			Evidence	None	Firearm	CHPD Personnel CHPD Officer
3			Evidence	None	Firearm	CHPD Personnel CHPD Officer
4			Evidence	None	Biological Sample	Admin Kri's DelBarba

On the right side of the table, there is a vertical sidebar with buttons: Dupe, Sample, Kit, Container, Item List, Evidence Page, Transfer, Label, and **Status Change** (circled in red). Below the table is a search bar with 'Find' and 'Custody Location: Admin-Kri's DelBarba'. At the bottom, there are fields for Item #, Qty, DI #, Category, Packaging, Item Type, Description, Collected (CHPD Officer, 03/24/2014, 10:00), Location (12345 MAIN ST, CHARLOTTE, NC), Status (36 Months Dispose), and DNA? (Yes). Buttons at the bottom include Add, Edit, Save, Cancel, and Delete.

2. Select the items on the Status Change screen.

The screenshot shows the 'Status Change' screen. It has a title bar 'Status Change'. Below it is a table with columns: Item #, CSI #, Item Type, Current Status, Pending Status, For Review By, and DNA Clearance Form. The table contains four rows of items, all of which are checked with a checkbox in the first column:

Item #	CSI #	Item Type	Current Status	Pending Status	For Review By	DNA Clearance Form
1		Drugs	12 Months Dispose			<input type="checkbox"/>
2		Firearm	12 Months Dispose			<input type="checkbox"/>
3		Firearm	12 Months Dispose			<input type="checkbox"/>
4		Biological Sample	36 Months Dispose			<input checked="" type="checkbox"/>

Below the table is a link: [View DNA Clearance Form](#). At the bottom, there are fields for 'Change Status To:', 'Second Reviewer:', and 'Reviewer Comments:'. Buttons at the bottom include 'Save Request', 'Cancel Request', and 'Close'.

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.

The screenshot shows the 'Status Change' dialog box. It contains a table with the following data:

Item #	CSI #	Item Type	Current Status	Pending Status	For Review By	DNA Clearance Form
1		Drugs	12 Months Dispose			<input type="checkbox"/>
2		Firearm	12 Months Dispose			<input type="checkbox"/>
3		Firearm	12 Months Dispose			<input type="checkbox"/>
4		Biological Sample	36 Months Dispose			<input checked="" type="checkbox"/>

Below the table is a hyperlink: [* View DNA Clearance Form](#)

The form below the table has the following fields:

- Change Status To: * (dropdown menu)
- Second Reviewer: (dropdown menu)
- Reviewer Comments: * (text area)

At the bottom are three buttons: 'Save Request', 'Cancel Request', and 'Close'.

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

The screenshot shows the 'Status Change' dialog box after the status has been changed. The table data is the same as in the previous screenshot, but the 'DNA Clearance Form' checkbox for item 4 is now checked.

Below the table is a hyperlink: [* View DNA Clearance Form](#)

The form below the table has the following fields:

- Change Status To: * (dropdown menu, now set to 'Ready to Dispose')
- Second Reviewer: (dropdown menu)
- Reviewer Comments: * (text area, now containing the word 'Comments')

At the bottom are three buttons: 'Save Request', 'Cancel Request', and 'Close'.

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**.

The screenshot shows the 'Status Change' dialog box. It contains a table with the following data:

Item #	CSI #	Item Type	Current Status	Pending Status	For Review By	DNA Clearance Form
1		Drugs	12 Months Dispose			<input type="checkbox"/>
2		Firearm	12 Months Dispose			<input type="checkbox"/>
3		Firearm	12 Months Dispose			<input type="checkbox"/>
4		Biological Sample	36 Months Dispose			<input checked="" type="checkbox"/>

Below the table is a link: [* View DNA Clearance Form](#).

At the bottom, there are three fields:

- Change Status To:
- Second Reviewer:
- Reviewer Comments:

Buttons at the bottom: **Save Request**, **Cancel Request**, and **Close**.

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.

The screenshot shows the 'Status Change' dialog box after updates. The table data is as follows:

Item #	CSI #	Item Type	Current Status	Pending Status	For Review By	DNA Clearance Form
1		Drugs	12 Months Dispose	Ready to Dispose	Mike Evans	<input type="checkbox"/>
2		Firearm	12 Months Dispose	Ready to Dispose	Mike Evans	<input type="checkbox"/>
3		Firearm	12 Months Dispose	Ready to Dispose	Mike Evans	<input type="checkbox"/>
4		Biological Sample	36 Months Dispose	Ready to Dispose	Mike Evans	<input checked="" type="checkbox"/>

Below the table is a link: [* View DNA Clearance Form](#).

At the bottom, there are three fields:

- Change Status To:
- Second Reviewer:
- Reviewer Comments:

Buttons at the bottom: **Save Request**, **Cancel Request**, and **Close**.

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

The screenshot shows the 'Custody' tab for case item '2 : Firearm'. The table below lists the custody chain:

Date	Time	Location	Entry User	Time Stamp
03/24/2014	14:26:22	Admin - Kris DeBarba	Kris DeBarba	03/24/2014 14:26:22
03/24/2014	14:59:24	CMPD Personnel - CMPD Officer	Kris DeBarba	03/24/2014 14:51:03
03/24/2014	16:22:26	Property Will Call - Floor	Mike Evans	03/24/2014 16:23:21
03/24/2014	16:25:04	CMPD Personnel - Mike Evans	Mike Evans	03/24/2014 16:25:21
03/24/2014	16:25:44	CMPD Personnel - CMPD Officer	Mike Evans	03/24/2014 16:45:35

Below the table is a form to add a new custody record:

Date: 03/24/2014 Time: 16:25
 Custody Of: CMPD Personnel
 Location: CMPD Officer
 Tracking Number: 861010009
 Comments: Comments regarding transfer

Buttons: Add, Edit, Save, Cancel, Delete

Printing Chain of Custody

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

This screenshot is identical to the one above, showing the custody records table and the 'Print Chain' button located to the right of the table.

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.

201403240831 - 2 : Firearm Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS **CUSTODY** SERVICE REQUESTS ASSIGNMENTS REPORTS

Goto Item# 2 : Firearm Collected By: CMPD Officer on 3/24/2014 at 10:00

Date	Time	Location	Entry User	Time Stamp
03/24/2014	14:26:22	Admin - Kris DelBarba	Kris DelBarba	03/24/2014 14:26:22
03/24/2014	14:50:24	CMPD Personnel - CMPD Officer	Kris DelBarba	03/24/2014 14:51:03
03/24/2014	16:22:26	Property Will Call - Floor	Mike Evans	03/24/2014 16:23:21
03/24/2014	16:25:04	CMPD Personnel - Mike Evans	Mike Evans	03/24/2014 16:25:21
03/24/2014	16:25:44	CMPD Personnel - CMPD Officer	Mike Evans	03/24/2014 16:45:35

[Print Chain](#)
[Receipt](#)

Select Items to Print for Chain of Custody:

Select	Item#	Item Type	Description
<input type="checkbox"/>	1	Drugs	5 pink tablets
<input checked="" type="checkbox"/>	2	Firearm	
<input checked="" type="checkbox"/>	3	Firearm	
<input type="checkbox"/>	4	Biological Sample	

[Select All](#) [Unselect All](#) [Go Back to Details](#) [Print Report](#)

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

http://192.168.1.13/CMPD/PLCWebCommon/PDFView.aspx - Windows Internet Explorer

Charlotte-Mecklenburg Police Department
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

Item 3: One(1) sealed None containing Firearm, Collected by: CMPD Officer on 03/24/2014 at 10:00 hours

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.

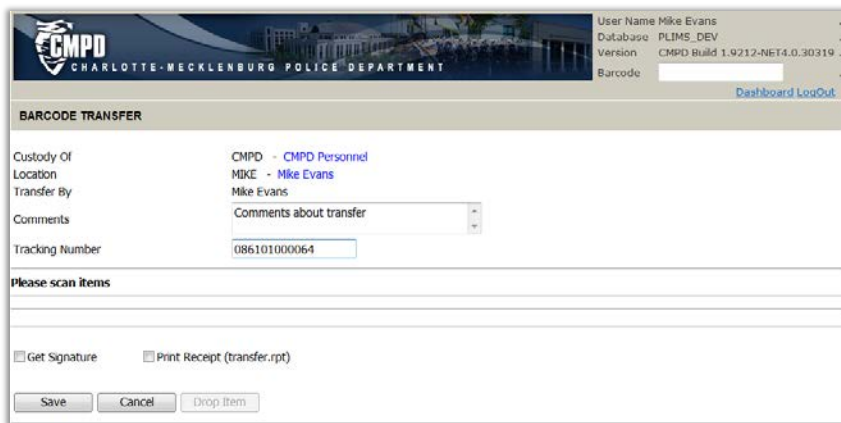
Barcode Transfers

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.

The screenshot shows the 'BARCODE TRANSFER' screen in the CMPD (Charlotte-Mecklenburg Police Department) system. The top header includes the CMPD logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. On the right, user information is displayed: 'User Name Mike Evans', 'Database PLIMS_DEV', 'Version CMPD Build 1.9212-NET4.0.30319', and a 'Barcode' field. A 'Dashboard LogOut' link is also present. The main form area contains the following fields: 'Custody Of' (set to 'CMPD - CMPD Personnel'), 'Location' (set to 'MIKE - Mike Evans'), 'Transfer By' (set to 'Mike Evans'), 'Comments' (a text area), and 'Tracking Number' (a text field). Below these fields is a section titled 'Please scan items' with a table for scanning. At the bottom, there are checkboxes for 'Get Signature' and 'Print Receipt (transfer.rpt)', and three buttons: 'Save', 'Cancel', and 'Drop Item'.

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.



The screenshot shows the 'Barcode Transfer' form for the Charlotte-Mecklenburg Police Department. The top header includes the CMPD logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. On the right, user information is displayed: 'User Name Mike Evans', 'Database PLIMS_DEV', 'Version CMPD Build 1.9212-NET4.0.30319', and a 'Barcode' field. Below this is a 'Dashboard LogOut' link. The main form area is titled 'BARCODE TRANSFER' and contains the following fields: 'Custody Of' (set to 'CMPD - CMPD Personnel'), 'Location' (set to 'MIKE - Mike Evans'), 'Transfer By' (set to 'Mike Evans'), 'Comments' (with a text input field containing 'Comments about transfer'), and 'Tracking Number' (with a text input field containing '086101000064'). Below these fields is a section titled 'Please scan items' with three empty rows. At the bottom, there are two checkboxes: 'Get Signature' and 'Print Receipt (transfer.rpt)', both of which are currently unchecked. Below the checkboxes are three buttons: 'Save', 'Cancel', and 'Drop Item'.

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.



This screenshot is identical to the one above, showing the 'Barcode Transfer' form. However, in this instance, the 'Get Signature' and 'Print Receipt (transfer.rpt)' checkboxes at the bottom of the form are now checked, indicating that a signature and receipt are required for this transfer.

- 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.

BARCODE TRANSFER

Custody Of: CMPD - CMPD Personnel
 Location: MIKE - Mike Evans
 Transfer By: Mike Evans
 Comments: Comments about transfer
 Tracking Number: 086101000064

Please scan items

Complaint#	Item Number	Item Description	Custody of - Location
201403240831	2	None : Firearm -	CMPD Personnel-CMPD Officer
201403240831	3	None : Firearm -	CMPD Personnel-CMPD Officer
20121207111099	7	Box : Ammunition -	CMPD Personnel-CMPD Officer
20121029002901	1	Box : Firearm -	Firearms-General Storage 4122
20121029002901	2	Box : Firearm Accessories -	Firearms-General Storage 4122

User ID	User Name	Password	Validated
CMPDO	CMPD Officer		No
MIKE	Mike Evans		No

☒ Get Signature ☒ Print Receipt (transfer.rpt)

- 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**.

BARCODE TRANSFER

Custody Of: CMPD - CMPD Personnel
 Location: MIKE - Mike Evans
 Transfer By: Mike Evans
 Comments: Comments about transfer
 Tracking Number: 086101000064


Please scan items

Complaint#	Item Number	Item Description	Custody of - Location
201403240831	3	None : Firearm -	CMPD Personnel-CMPD Officer
20121207111099	7	Box : Ammunition -	CMPD Personnel-CMPD Officer
20121029002901	1	Box : Firearm -	Firearms-General Storage 4122
20121029002901	2	Box : Firearm Accessories -	Firearms-General Storage 4122

User ID	User Name	Password	Validated
CMPDO	CMPD Officer	****	No
MIKE	Mike Evans	****	No

☒ Get Signature ☒ Print Receipt (transfer.rpt)

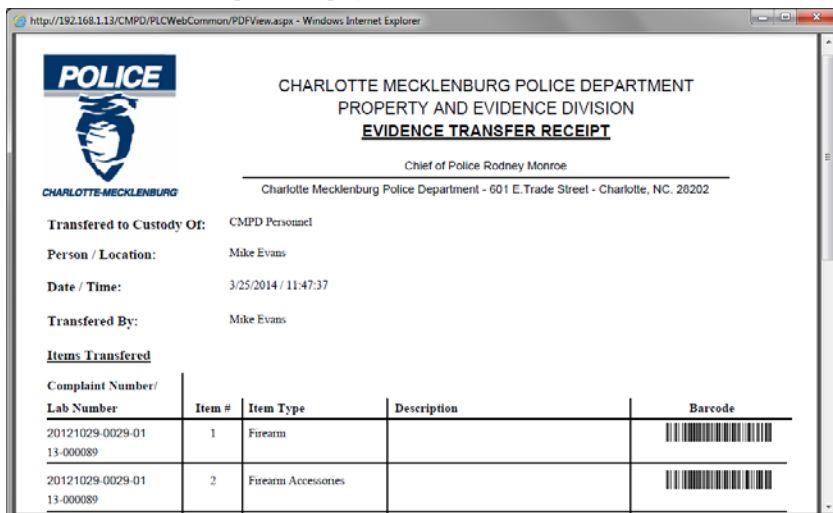
6. If the Get Signature box was checked on the Barcode Transfer screen, the Signature Capture window will display after you click save. Follow the instructions in the window to capture a signature for this transaction.



The Signature Capture window is a small application window with a title bar that says "Signature Capture". It contains the following elements:



- Title Bar:** "Signature Capture" with a close button (X).
- Instructions:**
 1. Type your name in the space provided.
 2. Sign on the signature pad.
 3. Click the "Accept Signature" button.
- Name Input:** A text field labeled "Type your name here :" containing the text "Mike".
- Signature Pad:** A rectangular area showing a handwritten signature "Mike" in black ink.
- Buttons:** Four buttons at the bottom: "Sign", "Redo Signature", "Accept Signature", and "Cancel".

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.



The Evidence Transfer Receipt is a PDF document displayed in a Windows Internet Explorer window. It contains the following information:

- Header:** "POLICE" logo, "CHARLOTTE MECKLENBURG POLICE DEPARTMENT", "PROPERTY AND EVIDENCE DIVISION", and "EVIDENCE TRANSFER RECEIPT".
- Chief of Police:** Rodney Monroe.
- Address:** Charlotte Mecklenburg Police Department - 601 E. Trade Street - Charlotte, NC. 28202.
- Transferred to Custody Of:** CMPD Personnel.
- Person / Location:** Mike Evans.
- Date / Time:** 3/25/2014 / 11:47:37.
- Transferred By:** Mike Evans.
- Items Transferred:** A table with 5 columns: Complaint Number/, Lab Number, Item #, Item Type, Description, and Barcode.

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.

201403240831 [Dashboard](#) [Logout](#)

CASE INFO SUBMISSION NAMES **ITEMS** CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Item #	DI #	Container	Category	Packaging	Item Type	Item Location
1			Evidence	6X9 Envelope	Drugs	Chemistry Bulk Storage Rm 4108
2			Evidence	None	Firearm	CMPD Personnel Mike Evans
3			Evidence	None	Firearm	CMPD Personnel Mike Evans
4			Evidence	None	Biological Sample	Biology Cold Storage 1

Find Custody Location: [Chemistry-Bulk Storage Rm 4108](#)

Item # DI #

Category Packaging Item Type

Description

Collected

Location [Address Book](#)

Status

DNA?

[Add](#) [Edit](#) [Save](#) [Cancel](#) [Delete](#)

Attribute Currency Names

Type Drug

Suspected Drug

Gross Weight

Gross Weight Units

[Dupe](#) [Sample](#) [KIT](#) [Container](#) [Item List](#) [Evidence Page](#) **[Transfer](#)** [Label](#) [Status Change](#)

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

CMPD CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

User Name Mike Evans
Database PLIMS_DEV
Version CMPD Build 1.9179-NET4.0.30319
Barcode [Dashboard](#) [Logout](#)

Complaint#: 201403240831 - Transfer Information

Date/Time

Custody

Location

Comments

Tracking Number

☐ Get Signature ☐ Print Receipt (transfer.rpt)

Item Description	Custody Of	Location	Open Assignments
Item#: 1 - 6X9 Envelope Qty: 1 Drugs Desc: 5 pink tablets	Chemistry - Bulk Storage Rm 4108		
Item#: 2 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans		
Item#: 3 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans		
Item#: 4 - None Qty: 1 Biological Sample Desc:	Biology - Cold Storage 1		

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.

CMPD
CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

User Name Mike Evans
Database PLIMS_DEV
Version CMPD Build 1.9179-NET4.0.30319
Barcode

[Dashboard](#) [LogOut](#)

Complaint#: 201403240831 - Transfer Information

Date/Time * 03/24/2014 04:25:44 PM
Custody * CMPD Personnel
Location * CMPD Officer
Comments Comments regarding transfer
Tracking Number 861010009
☐ Get Signature ☐ Print Receipt (transfer.rpt)

Item Description	Custody Of - Location	Open Assignments
Item#: 1 - 6X9 Envelope Qty: 1 Drugs Desc: 5 pink tablets	Chemistry - Bulk Storage Rm 4108	
Item#: 2 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
Item#: 3 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
Item#: 4 - None Qty: 1 Biological Sample Desc:	Biology - Cold Storage 1	

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.

CMPD
CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

User Name Mike Evans
Database PLIMS_DEV
Version CMPD Build 1.9179-NET4.0.30319
Barcode

[Dashboard](#) [LogOut](#)

Complaint#: 201403240831 - Transfer Information

Date/Time * 03/24/2014 04:25:44 PM
Custody * CMPD Personnel
Location * CMPD Officer
Comments Comments regarding transfer
Tracking Number 861010009
☒ Get Signature ☒ Print Receipt (transfer.rpt)

Item Description	Custody Of - Location	Open Assignments
Item#: 1 - 6X9 Envelope Qty: 1 Drugs Desc: 5 pink tablets	Chemistry - Bulk Storage Rm 4108	
Item#: 2 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
Item#: 3 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
Item#: 4 - None Qty: 1 Biological Sample Desc:	Biology - Cold Storage 1	

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

Complaint#: 201403240831 - Transfer Information

Date/Time: 03/24/2014 04:25:44 PM

Custody: CMPD Personnel

Location: CMPD Officer

Comments: Comments regarding transfer

Tracking Number: 861010009

☒ Get Signature ☒ Print Receipt (transfer.rpt)

Item Description	Custody Of - Location	Open Assignments
Item# 1 - 6X9 Envelope Qty: 1 Drugs Desc: 5 pink tablets	Chemistry - Bulk Storage Rm 4108	
<input checked="" type="checkbox"/> Item# 2 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
<input checked="" type="checkbox"/> Item# 3 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
<input type="checkbox"/> Item# 4 - None Qty: 1 Biological Sample Desc:	Biology - Cold Storage 1	

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**.

Complaint#: 201403240831 - Transfer Information

Date/Time: 03/24/2014 04:25:44 PM

Custody: CMPD Personnel

Location: CMPD Officer

Comments: Comments regarding transfer

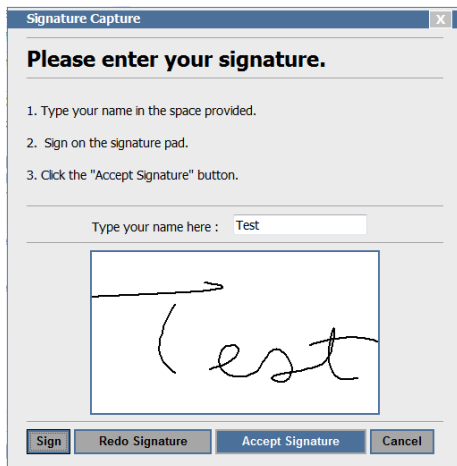
Tracking Number: 861010009

☒ Get Signature ☒ Print Receipt (transfer.rpt)

Item Description	Custody Of - Location	Open Assignments
Item# 1 - 6X9 Envelope Qty: 1 Drugs Desc: 5 pink tablets	Chemistry - Bulk Storage Rm 4108	
<input checked="" type="checkbox"/> Item# 2 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
<input checked="" type="checkbox"/> Item# 3 - None Qty: 1 Firearm Desc:	CMPD Personnel - Mike Evans	
<input type="checkbox"/> Item# 4 - None Qty: 1 Biological Sample Desc:	Biology - Cold Storage 1	

User ID	User Name	Password	Validated
CMPDO	CMPD Officer	••••	No
MIKE	Mike Evans	••••	No

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.



The Signature Capture window is titled "Signature Capture" and contains the following elements:

- Please enter your signature.**
- Instructions:
 1. Type your name in the space provided.
 2. Sign on the signature pad.
 3. Click the "Accept Signature" button.
- A text input field labeled "Type your name here :" with the text "Test" entered.
- A signature pad showing a handwritten signature "Test" with a horizontal line above it.
- Buttons: "Sign", "Redo Signature", "Accept Signature", and "Cancel".

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.



The Evidence Transfer Receipt is displayed in a PDF viewer window. It contains the following information:

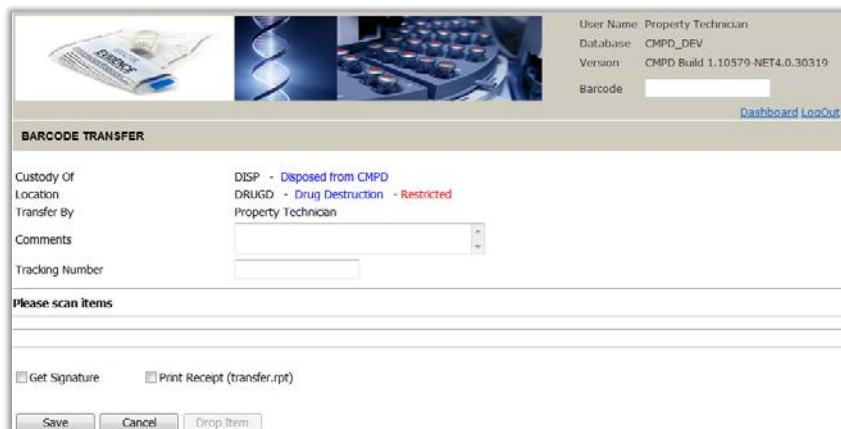
- POLICE** logo and **CHARLOTTE-MECKLENBURG** text.
- CHARLOTTE MECKLENBURG POLICE DEPARTMENT**
PROPERTY AND EVIDENCE DIVISION
EVIDENCE TRANSFER RECEIPT
- Chief of Police Rodney Monroe
Charlotte Mecklenburg Police Department - 601 E. Trade Street - Charlotte, NC. 28202
- Transferred to Custody Of: CMPD Personnel
- Person / Location: CMPD Officer
- Date / Time: 3/24/2014 / 16:25:44
- Transferred By: Mike Evans
- Items Transferred**
- Table with 5 columns: Complaint Number/ Lab Number, Item #, Item Type, Description, and Barcode.

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

Disposing of Items

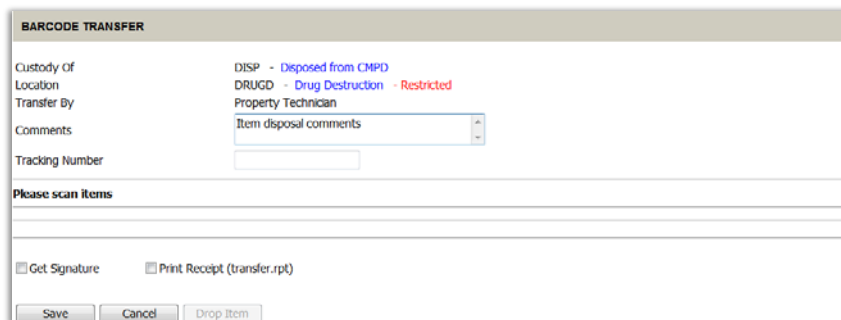
The following procedure shows how to transfer evidence when disposing of items. Disposition locations have specific rules in place dependent on an item's status. Items cannot be transferred to these locations unless they have a qualifying status. For example, items must have the status "Ready to Release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



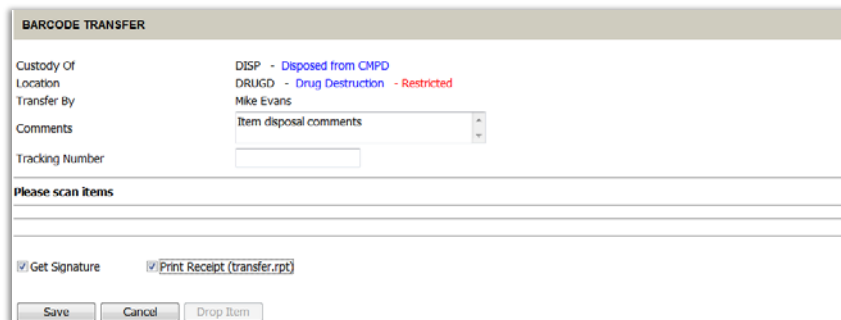
The screenshot shows the 'Barcode Transfer' window. At the top, there are three small images: a medical syringe, a DNA helix, and a circuit board. To the right of these images, the user information is displayed: User Name: Property Technician, Database: CMPD_DEV, Version: CMPD Build 1.10579-NET4.0.30319, and a Barcode field. Below this, there are links for 'Dashboard' and 'LogOut'. The main section of the window is titled 'BARCODE TRANSFER'. It contains several fields: 'Custody Of Location' (DISP - Disposed from CMPD), 'Transfer By' (DRUGD - Drug Destruction - Restricted), 'Transfer By' (Property Technician), 'Comments' (empty text box), and 'Tracking Number' (empty text box). Below these fields, there is a section titled 'Please scan items' with two checkboxes: 'Get Signature' and 'Print Receipt (transfer.rpt)'. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Drop Item'.

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.



This screenshot shows the 'Barcode Transfer' window after the 'Comments' field has been populated with the text 'Item disposal comments'. The 'Tracking Number' field remains empty. All other elements, including the user information, 'Please scan items' section, and buttons at the bottom, are identical to the previous screenshot.

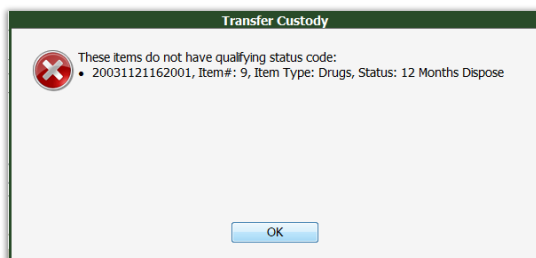
3. If you want to collect a signature for this transaction, check **Get Signature**. The box is checked automatically if a signature is required for the location. If you want to print an Evidence Transfer Receipt, check **Print Receipt**. This box will be checked automatically if a custom receipt exists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



The 'Barcode Transfer' dialog box contains the following fields and controls:

- Custody Of Location:** DISP - Disposed from CMPD
- Transfer By:** DRUGD - Drug Destruction - Restricted
- Transfer By:** Mike Evans
- Comments:** Item disposal comments (with a dropdown arrow)
- Tracking Number:** (empty text box)
- Please scan items:** (empty list area)
- Get Signature:** ☒ (checked)
- Print Receipt:** ☒ (checked, labeled 'transfer.rpt')
- Buttons:** Save, Cancel, Drop Item

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.

BARCODE TRANSFER

Custody Of: DISP - Disposed from CMPD
 Location: DRUGD - Drug Destruction - Restricted
 Transfer By: Property Technician
 Comments: Item disposal comments
 Tracking Number:

Please scan items

Complaint#	Item Number	Item Description	Custody of - Location
20061204152701	3	6X9 Envelope : Drugs - Was collected from pocket	Property-DSTBBI
20061204152701	1	6X9 Envelope : Drugs - Was collected from the suspect	Property-DSTBBI
20060401135802	1	10X13 Envelope : Drugs - Three plastic bags of suspected marijuana	Property-LS003
20060401135802	2	10X13 Envelope : Drugs - bag of suspected cocaine	Property-DSTBBI
20060401135802	3	10X13 Envelope : Drugs - box of bags (30)	Property-DSTBBI

User ID	User Name	Password	Validated
PTECH	Property Technician		No

☐ Get Signature ☒ Print Receipt (transfer.rpt)

Save Cancel Drop 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**.

Please scan items

Complaint#	Item Number	Item Description	Custody of - Location
20061204152701	3	6X9 Envelope : Drugs - Was collected from pocket	Property-DSTBBI
20061204152701	1	6X9 Envelope : Drugs - Was collected from the suspect	Property-DSTBBI
20060401135802	2	10X13 Envelope : Drugs - bag of suspected cocaine	Property-DSTBBI
20060401135802	3	10X13 Envelope : Drugs - box of bags (30)	Property-DSTBBI

User ID	User Name	Password	Validated
PTECH	Property Technician	*****	No

☐ Get Signature ☒ Print Receipt (transfer.rpt)

Save Cancel Drop Item


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.

Signature Capture

Please enter your signature.


1. Type your name in the space provided.
2. Click the "Sign" button.
3. Sign on the signature pad.
4. Click the "Accept Signature" button.

Type your name here :



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.

http://192.168.1.13/CMPD_DEV/PLCWebCommon/PDFView.aspx - Windows Internet Explorer



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




Transferred to Custody Of: Disposed from CMPD

Person / Location: Drug Destruction

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

Transferred By: Property Technician

Items Transferred

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

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10294-NE14.0.30319
Barcode:
[Dashboard LogOut](#)

Case Search

BY CASE BY NAME/SOUNDEX BY REFERENCE BY ATTRIBUTES BY ADDRESS

Clear

Agency: Case Year:
Complaint# / Agency Case#: Investigator:
Charge:
Incident Rpt Date From: 06/01/2014 Incident Rpt Date To: 06/30/2014
Lab Case #:
Lab Case Type:

Find Cases Print List

Case Date	Agency	Descr Case	Lab Case	I/O	Incident Rpt Date	Charge
6/2/2014 12:0	Alcohol Law Enfon	13-386693	14-000049	CMPD Officer	6/2/2014 12:0	Negligent Manslaughter
6/23/2014 12:	Alcohol Law Enfon	SR TEST	14-000050	Sarah Mikolajcz	6/23/2014 12:	Drug/Narcotic Violations
6/23/2014 12:	Alcohol Law Enfon	123	14-000051		6/23/2014 12:	Murder
6/23/2014 12:	Alcohol Law Enfon	123	14-000052		6/23/2014 12:	Murder
6/25/2014 12:	02 METRO DIVISI	RR TEST CASE	14-000059		6/25/2014 12:	Murder
6/25/2014 12:	Alcohol Law Enfon	00000	14-000060		6/25/2014 12:	Murder
6/25/2014 12:	Alcohol Law Enfon	11111	14-000061		6/25/2014 12:	Murder
6/25/2014 12:	Alcohol Law Enfon	88888	14-000062		6/25/2014 12:	Murder
6/25/2014 12:	Alcohol Law Enfon	88888	14-000063		6/25/2014 12:	Murder
6/25/2014 12:	Alcohol Law Enfon	12345	14-000064		6/25/2014 12:	Murder

2

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

CMPD Build 1.10294-NET4.0.30319, CMPD_DEV, Mike Evans, 01-CENTRAL DIVISION

20060402040400

Dashboard | Logout

CASE INFO | SUBMISSION | NAMES | ITEMS | CUSTODY | SERVICE REQUESTS | ASSIGNMENTS | REPORTS

Unit/Agency * 01-CENTRAL DIVISION

Complaint#/Dept# * 20060402040400

Investigating Unit * 01-CENTRAL DIVISION

Investigator * CMPD Officer

Alternative Inv *

Charge * 290 - Damage/Vandalism Of Property

Category * Misdemeanor

Incident Report Date * 04/02/2006

Offense Address * 2401 WILKINSON BV, CHARLOTTE, NC, 28208

Supplements

Case Jacket

Case Label

Reference

Retention Review

Team

Lock Case

Edit Save Cancel Delete Search Results...

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

Search Results						
Case Date	Agency	Dept/Case	Lab/Case	I/O	Incident_Rpt Date	Charge
4/2/2006 12:0	01-CENTRAL DIVI	20060402040400	14-000001	CMPD Officer	4/2/2006 12:0	Damage/Vandalism Of Prop
12/9/2006 12:0	01-CENTRAL DIVI	20061209141400	14-000002	CMPD Officer	12/9/2006 12:0	Burglary/B & E
12/2/2006 12:0	01-CENTRAL DIVI	20061202203500	14-000003	CMPD Officer	12/2/2006 12:0	Robbery
11/25/2006 1:0	01-CENTRAL DIVI	20061125131901	14-000004	CMPD Officer	11/25/2006 1:0	Drug/Narcotic Violations
11/26/2006 1:0	01-CENTRAL DIVI	20061126061500	14-000005	CMPD Officer	11/26/2006 1:0	Robbery
1/3/2014 12:0	Huntersville Police	10132014-1400	14-000006		1/3/2014 12:0	Aggravated Assault
4/1/2006 12:0	61-CRIME LAB BUF	20060401141701	14-000007	Andrew P. Ogn	4/1/2006 12:0	Arson
12/8/2006 12:0	01-CENTRAL DIVI	20061208153300	14-000008	CMPD Officer	12/8/2006 12:0	Aggravated Assault
4/2/2006 12:0	01-CENTRAL DIVI	20060402040500	14-000009	CMPD Officer	4/2/2006 12:0	Damage/Vandalism Of Prop
3/15/2006 12:0	01-CENTRAL DIVI	20060315072501	14-000010	Sarah Mikojc	3/15/2006 12:0	Theft from Motor Vehicle
2 3 4 5 6 7 8						
Close						

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

Case Search

BY CASE | **BY NAME/SOUNDEX** | BY REFERENCE | BY ATTRIBUTES | BY ADDRESS

Clear

Last Name/Business:

Middle Name:

First Name: ☒ Use Soundex

Name Type:

Agency:

Charge:

Incident Rpt Date From: Incident Rpt Date To:

Reference:

Lab Case Type:

Find Cases Print List

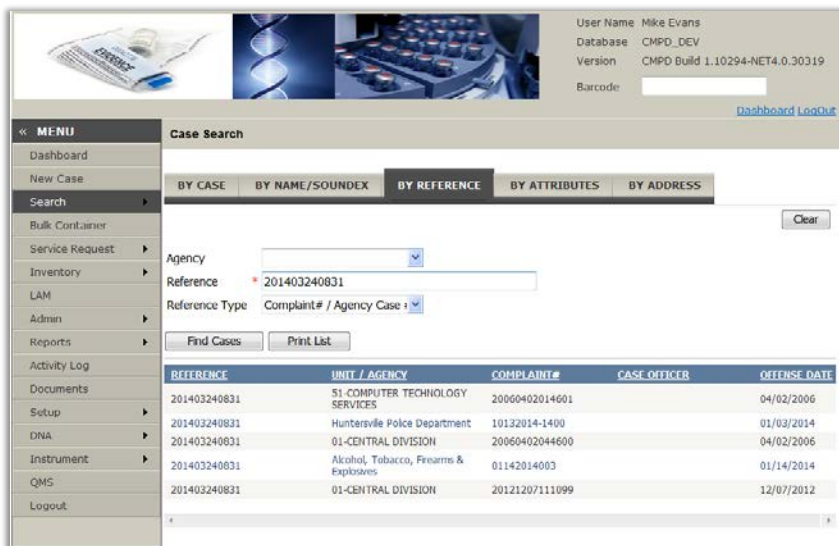
NAME TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	UNIT / AGENCY	COMPLAINT#	OFFENSE DATE	REFERENCE
V	Doe	Jane	X	01-CENTRAL DIVISION	20060401033600	04/01/2006	tees
S	Doe	John	A	01-CENTRAL DIVISION	20060401033600	04/01/2006	rttt
V	Miller	John		01-CENTRAL DIVISION	20061204152701	12/04/2006	
V	Smith	John		61-CRIME LAB BUREAU	20131018095801	10/18/2013	
V	Reilly	John		61-CRIME LAB BUREAU	20131018094500	10/18/2013	
V	Doe	Jane		Alcohol Law Enforcement	200130615100100	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	

2

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



User Name: Mike Evans
Database: CMPO_DEV
Version: CMPO Build 1.10294-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

Case Search

BY CASE BY NAME/SOUNDEX **BY REFERENCE** BY ATTRIBUTES BY ADDRESS

Clear

Agency:

Reference: * 201403240831

Reference Type: Complaint# / Agency Case

Find Cases Print List

REFERENCE	UNIT / AGENCY	COMPLAINT#	CASE OFFICER	OFFENSE DATE
201403240831	S1 COMPUTER TECHNOLOGY SERVICES	20060402014601		04/02/2006
201403240831	Huntersville Police Department	10132014-1400		01/03/2014
201403240831	01-CENTRAL DIVISION	20060402044600		04/02/2006
201403240831	Alcohol, Tobacco, Firearms & Explosives	01142014083		01/14/2014
201403240831	01-CENTRAL DIVISION	20121207111099		12/07/2012

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**.

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10294-NET4.0.30319
Barcode:

[Dashboard](#) [LogOut](#)

Case Search

BY CASE BY NAME/SOUNDEX BY REFERENCE **BY ATTRIBUTES** BY ADDRESS

Unit / Agency

Item Type

Attributes

Pick Value

Add Criteria

Select criteria then click 'Find Cases' button.

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.

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10294-NET4.0.30319
Barcode:

[Dashboard](#) [LogOut](#)

Case Search

BY CASE BY NAME/SOUNDEX BY REFERENCE **BY ATTRIBUTES** BY ADDRESS

Unit / Agency

Item Type

Attributes

Pick Value

Add Criteria

Attribute Search Value

<input checked="" type="checkbox"/> DRGTYP [Type Drug]	Powder
<input checked="" type="checkbox"/> SUSDRG [Suspected Drug]	Suspected Heroin
<input checked="" type="checkbox"/> SUSDRG [Suspected Drug]	Suspected Cocaine/Cocaine Base

Complaint #	Item	Department	Description	Item Type
20060401000201	1	01-CENTRAL DIVISION	5 clear bags of white powder	Drugs
20060401033609	16	01-CENTRAL DIVISION		Drugs
20060401080101	1	01-CENTRAL DIVISION	One bag of white powder	Drugs
20060401134801	1.1	01-CENTRAL DIVISION	5 of 10 bags containing white powder	Drugs
20060401134801	1.2	01-CENTRAL DIVISION	5 of 10 bags containing white powder (not analyzed)	Drugs
20060401140001	1	01-CENTRAL DIVISION		Drugs
20060401140702	1	01-CENTRAL DIVISION	three clear bags of white powder	Drugs
20060401141009	1	01-CENTRAL DIVISION	10 Clear plastic bags containing white powder.	Drugs
20060401143909	1	01-CENTRAL DIVISION	Ten bags of white powder	Drugs
20060402034301	2	01-CENTRAL DIVISION	drugs found in suspect's front right pocket	Drugs

2

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

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10353-NET4.0.30319
Barcode:
[Dashboard](#) [LogOut](#)

Case Search

BY CASE BY NAME/SOUNDEX BY REFERENCE BY ATTRIBUTES **BY ADDRESS**

Clear

Agency: 01-CENTRAL DIVISION
Charge:
Incident Rpt Date From: Incident Rpt Date To:
Reference:
Lab Case Type:
Location:
Location:
☒ Offense Address ☒ Name Address ☒ Recovery/Collection Address
Street: 10 ☐ Exact Match
City: CHARLOTTE
State: North Carolina
Zip:
Find Cases Print List

Case Date	Agency	Detail Case	Lab Case	Address	I/O	Incident Rpt Date	Charge
3/15/2006 12:01	01-CENTRAL DIV	20060315058000	13-000003	3100 DRIFTWOOD DR CHA	Sarah Mikolajcz	3/15/2006 12:01	Drug/Narcotic Violations
12/5/2006 12:01	01-CENTRAL DIV	20061205221200	13-000012	1000 W SUGAR CREEK RD +	CMPD Officer	12/5/2006 12:01	Drug/Narcotic Violations
4/1/2006 12:01	01-CENTRAL DIV	20060401002902	13-000016	100 E 6TH ST CHARLOTTE	CMPD Officer	4/1/2006 12:01	Driving Under The Influence
4/1/2006 12:01	01-CENTRAL DIV	20060401010700	13-000018	1000 E SUGAR CREEK RD C	CMPD Officer	4/1/2006 12:01	Driving Under The Influence
4/1/2006 12:01	01-CENTRAL DIV	20060401011700	13-000020	100 N TRYON ST CHARLOT	CMPD Officer	4/1/2006 12:01	Driving Under The Influence
4/1/2006 12:01	01-CENTRAL DIV	20060401012200	13-000022	6506 DELLARD RIDGE DR O	CMPD Officer	4/1/2006 12:01	Driving Under The Influence
4/1/2006 12:01	01-CENTRAL DIV	20060401013802	13-000027	2116 PIMPERNEL RD CHARL	Mike Evans	4/1/2006 12:01	Driving Under The Influence
4/1/2006 12:01	01-CENTRAL DIV	20060401040800	13-000041	6904 VINDING CEDAR TL	CMPD Officer	4/1/2006 12:01	Driving Under The Influence
4/2/2006 12:01	01-CENTRAL DIV	20060402031400	13-000062	8810 E W T HARRIS BV CH	CMPD Officer	4/2/2006 12:01	Aggravated Assault
4/1/2006 12:01	01-CENTRAL DIV	20060401100200	13-000072	2105 BREVTON DR CHARL	CMPD Officer	4/1/2006 12:01	Driving Under The Influence

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.

CMPD
CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

User Name: Mike Evans
Database: PLIMS_DEV
Version: CMPD Build 1.9212-NET4.0.30319
Barcode:

[Dashboard Logout](#)

MENU

- Dashboard
- New Case
- Search**
- Bulk Container
- Service Request
- Inventory
- LAM
- Admin
- Reports
- Documents
- Setup
- DNA
- Instrument
- QMS
- Logout

Location Search

Audit Evidence Location

Custody Of:

Location:

Items In Location:

COMPLAINT#	OFFICER	ITEM NUMBER	ITEM TYPE	CUSTODY LOCATION
20060315000000	Sarah Mikolajczyk		Latent Fingerprint Card	CMPD Personnel-CMPDD
20060315000000	Sarah Mikolajczyk		Firearm	CMPD Personnel-CMPDD
20060315000000	Sarah Mikolajczyk		Firearm	CMPD Personnel-CMPDD
20060315000000	Sarah Mikolajczyk		Firearm	CMPD Personnel-CMPDD
20060315000000	Sarah Mikolajczyk		Latent Fingerprint Card	CMPD Personnel-CMPDD
20060315000000	Sarah Mikolajczyk		Firearm	CMPD Personnel-CMPDD
20060401000201	CMPD Officer		Drugs	CMPD Personnel-CMPDD
20060401001301	CMPD Officer		Trace	CMPD Personnel-CMPDD
20031121162001	Brian K Russell		Documents	CMPD Personnel-CMPDD
20061205221200	CMPD Officer		Drugs	CMPD Personnel-CMPDD

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

The screenshot shows the 'Custody Inquiry' screen with the 'STANDARD SEARCH' tab selected. The search filters are as follows:

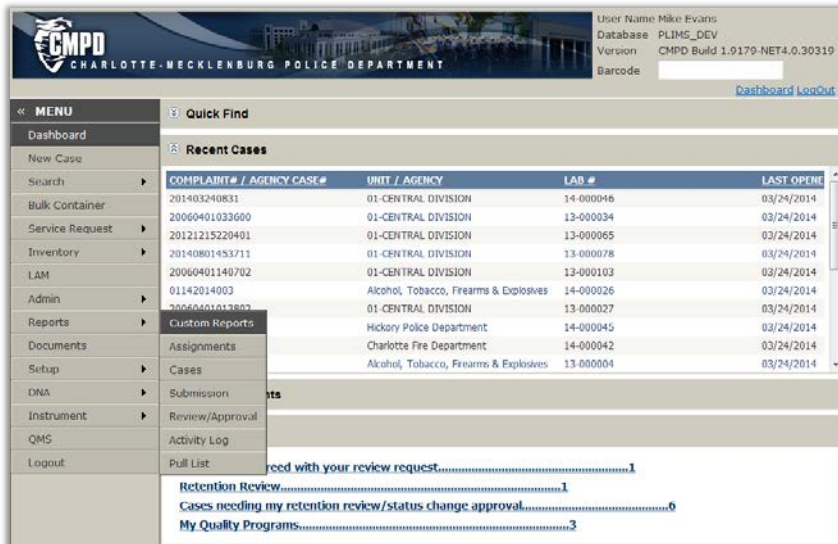
- Agency ID: [Dropdown]
- Complaint# / Agency Case#: [Text]
- Case Officer: [Dropdown]
- Custody Of: CMPD Personnel [Dropdown]
- Location: CMPD Officer [Dropdown]
- Item Type: Drugs [Dropdown]
- Process: 12 Months Dispose [Dropdown]
- Custody By: [Dropdown]
- Custody Date From: [Text]
- Custody Date To: [Text]

Buttons: Search, Print, Clear.

COMPLAINT#	ITEM#	DESCRIPTION	PACKAGING CODE	CUSTODY BY	PROCESS	ITEM TYPE	LOCATION	CUSTODY DATE
20060401000201	1	5 clear bags of white powder	ENV		12 Months Dispose	Drugs	CMPD Personnel-CMPDO	12/02/2013
20060401000101	1	One bag of white powder	ENV		12 Months Dispose	Drugs	CMPD Personnel-CMPDO	12/10/2013
20060401134001	1	Ten clear plastic bags cont. white powder	ENV		12 Months Dispose	Drugs	CMPD Personnel-CMPDO	12/17/2013
20060401140702	1	three clear bags of white powder	ENV		12 Months Dispose	Drugs	CMPD Personnel-CMPDO	12/20/2013

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.



COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
201403240831	01-CENTRAL DIVISION	14-000046	03/24/2014
20060401033600	01-CENTRAL DIVISION	13-000034	03/24/2014
20121215220401	01-CENTRAL DIVISION	13-000065	03/24/2014
20140801433711	01-CENTRAL DIVISION	13-000078	03/24/2014
20060401140702	01-CENTRAL DIVISION	13-000103	03/24/2014
01142014003	Alcohol, Tobacco, Firearms & Explosives	14-000026	03/24/2014
20060401033600	01-CENTRAL DIVISION	13-000027	03/24/2014
	Hickory Police Department	14-000045	03/24/2014
	Charlotte Fire Department	14-000042	03/24/2014
	Alcohol, Tobacco, Firearms & Explosives	13-000004	03/24/2014

Retention Review.....1
 Cases needing my retention review/status change approval.....6
 My Quality Programs.....3

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



Report#	Description
1	Outside Agency Report
2	Lab Backlog Report
3	Special Designation Cases
4	Items Received In Lab
5	Cases Examined by Analyst

Run selected report

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**.

User Name: Mike Evans
Database: PLIMS_DEV
Version: CMPD Build 1.9179-NET4.0.30319
Barcode:
[Dashboard](#) [Logout](#)

Custom Reports

Report: Items Received In Lab

Enter parameters for the report

Date Range: 03/01/2014 to 03/24/2014

[View Report](#) [Cancel](#)

The report will display in the PDF viewer.

Figure 53: Sample custom report

http://192.168.1.13/CMPD/PLCWebCommon/PDFView.aspx - Windows Internet Explorer

POLICE Charlotte-Mecklenburg Police Department Print date: 3/24/2014

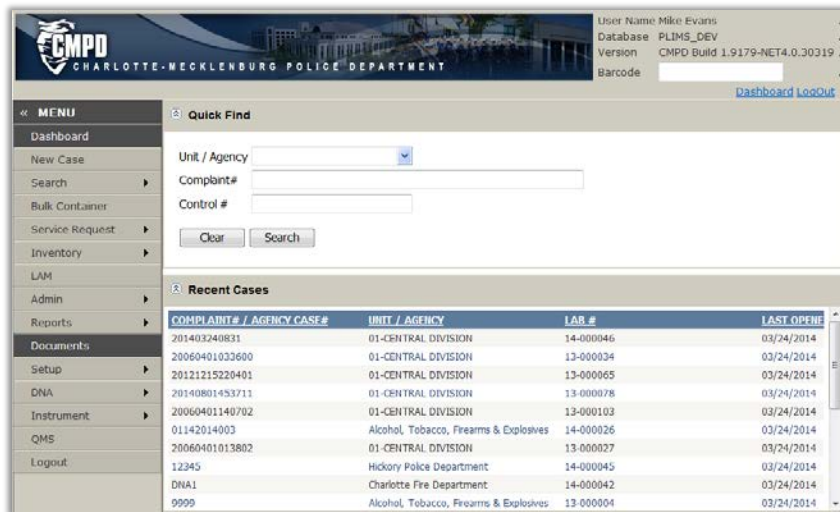
Items Received in Lab
From: 3/1/2014 To: 3/24/2014

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	
Known Cheek Scraping	
Latent Impression	17

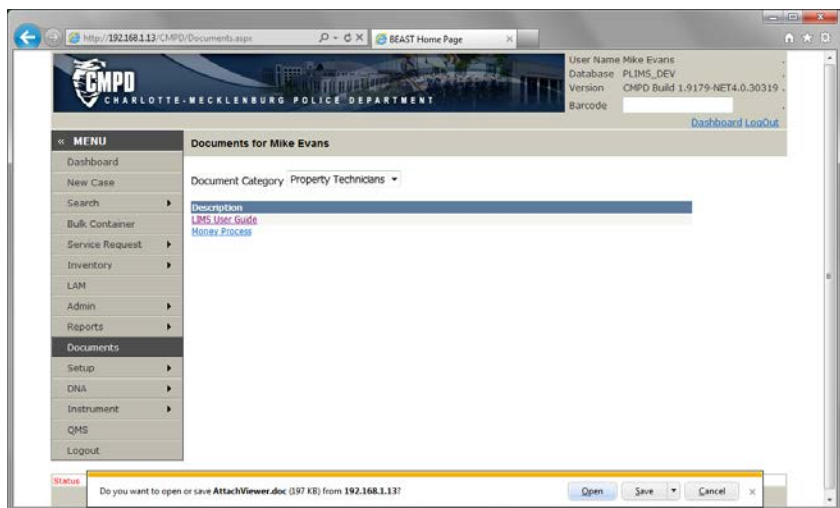
Documents

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

The screenshot displays the 'User Preferences' configuration page. On the left is a vertical menu with 'Setup' selected. The main content area lists various preferences, each with a dropdown menu. The 'Default Menu Condition' is set to 'LEAVE'. The 'Dashboard Quick Find Default State' is 'OPEN'. 'Dashboard Recent Cases Default State' is 'OPEN'. 'Dashboard Assignments Default State' is 'CLOSED'. 'Dashboard Action Items Default State' is 'OPEN'. 'Dashboard Notifications Default State' is 'OPEN'. 'Dashboard In-Out Board Default State' is 'CLOSED'. The 'Bar Code Printer' field is empty. 'Enable Session Trace' is set to 'ENABLED'. At the bottom of the settings are 'Save' and 'Cancel' buttons. The top of the interface includes the CMPD logo, user details (Mike Evans), database name (PLIMS_DEV), version (1.9179-NET4.0.30310), a barcode field, and a 'Dashboard Logout' link. A status bar at the very bottom contains copyright information for Porter Lee Corporation.

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.

AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
	01-CENTRAL DIVISION	14-000046	03/24/2014
	01-CENTRAL DIVISION	13-000034	03/24/2014
	01-CENTRAL DIVISION	13-000065	03/24/2014
	01-CENTRAL DIVISION	13-000078	03/24/2014
	01-CENTRAL DIVISION	13-000103	03/24/2014
	Alcohol, Tobacco, Firearms & Explosives	14-000026	03/24/2014
	01-CENTRAL DIVISION	13-000027	03/24/2014
	Hickory Police Department	14-000045	03/24/2014
	Charlotte Fire Department	14-000042	03/24/2014
	Alcohol, Tobacco, Firearms & Explosives	13-000004	03/24/2014

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

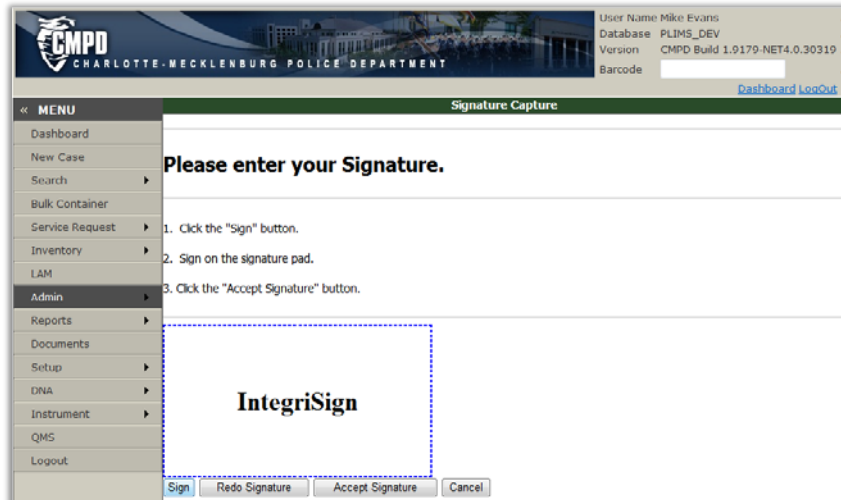
Signature: Testsig

Initials: TST

Active Entry Date and Time: 7/17/2013 8:39:05 AM

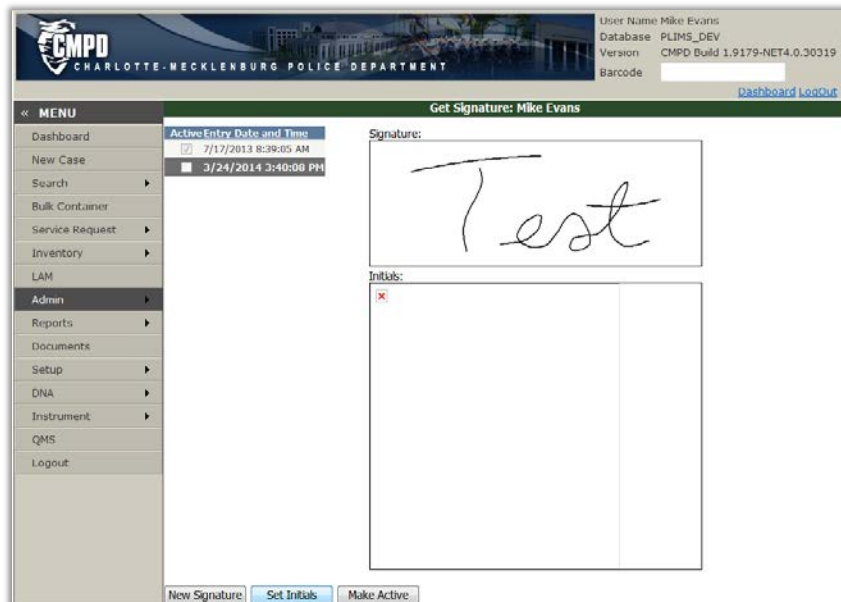
New Signature Set Initials Make Active

11. Follow the instructions on the Signature Capture screen.



The screenshot shows the 'Signature Capture' screen of the CMPD system. The header includes the CMPD logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. On the right, user information is displayed: 'User Name Mike Evans', 'Database PLIMS_DEV', 'Version CMPD Build 1.9179-NET4.0.30319', and a 'Barcode' field. A 'Dashboard LogOut' link is also present. The left sidebar contains a 'MENU' with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The main content area has the title 'Signature Capture' and the instruction 'Please enter your Signature.' Below this, three numbered steps are listed: 1. Click the "Sign" button. 2. Sign on the signature pad. 3. Click the "Accept Signature" button. A dashed blue box highlights the 'IntegriSign' logo, which represents the signature pad. At the bottom, there are four buttons: 'Sign', 'Redo Signature', 'Accept Signature', and 'Cancel'.

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



The screenshot shows the 'Get Signature: Mike Evans' screen. The header and sidebar are identical to the previous screen. The main content area has the title 'Get Signature: Mike Evans'. On the left, there is a section for 'Active Entry Date and Time' with two entries: '7/17/2013 8:38:05 AM' and '3/24/2014 3:40:00 PM'. The right side features a 'Signature:' field with a handwritten 'Test' signature and an 'Initials:' field with a red 'X' mark. At the bottom, there are three buttons: 'New Signature', 'Set Initials', and 'Make Active'.

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

The screenshot shows the 'Signature Capture' interface. At the top, the CMPD logo and name are displayed. The user's name 'Mike Evans' and system version 'CMPD Build 1.9179-NET4.0.30319' are shown in the top right. A left-hand menu lists various system functions. The main area contains instructions: 'Please enter your Initials.' followed by a numbered list: 1. Click the 'Sign' button. 2. Sign on the signature pad. 3. Click the 'Accept Initials' button. Below the instructions is a dashed rectangular box labeled 'IntegriSign'. At the bottom of the main area are four buttons: 'Sign', 'Redo Initials', 'Accept Initials', and 'Cancel'.

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

This screenshot shows the 'Signature Capture' interface after a signature has been entered. The title bar now reads 'Get Signature: Mike Evans'. The 'Active Entry Date and Time' section shows two entries: '7/17/2013 8:39:05 AM' (checked) and '3/24/2014 3:40:08 PM'. The 'Signature' field displays a handwritten 'Test' signature, and the 'Initials' field displays 'TST'. At the bottom, there are three buttons: 'New Signature', 'Set Initials', and 'Make Active'.

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

Permissions and User Accounts

User Group option "Approve Retention Review Requests"= T

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

The screenshot shows the CMPD Dashboard for User Name Mike Evans. The dashboard includes a menu on the left, a quick find bar, and a table of recent cases. Under the 'Action Items' section, there are several links: 'Reviewer disagreed with your review request' (1), 'Retention Review' (6), 'Cases needing my retention review/status change approval' (1), and 'My Quality Programs' (3). The 'Retention Review' link is highlighted.

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENE
201403240831	01-CENTRAL DIVISION	14-000046	03/25/2014
20060492061109	01-CENTRAL DIVISION	14-000016	03/25/2014
20140801453711	01-CENTRAL DIVISION	13-000078	03/25/2014
10132014-1400	Huntersville Police Department	14-000000	03/25/2014
01142014003	Alcohol, Tobacco, Firearm & Explosives	14-000026	03/25/2014
20121207111099	01-CENTRAL DIVISION	14-000027	03/25/2014
20121029002901	01-CENTRAL DIVISION	13-000089	03/25/2014
RR TEST CASE	Charlotte Park Police	14-000041	03/25/2014
20060315000601	01-CENTRAL DIVISION	13-000002	03/24/2014
20060401141200	01-CENTRAL DIVISION	13-000105	03/24/2014

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

The screenshot shows the 'Action Item: Retention Review' screen. It includes a description: 'These cases have been flagged for retention review.' Below the description is a table with columns: Complaint #, Department, and # of Items. The table shows one row with Complaint # 201403240831, Department 01-CENTRAL DIVISION, and # of Items 6. There is a 'Back to Dashboard' button at the bottom.

Complaint #	Department	# of Items
201403240831	01-CENTRAL DIVISION	6

- 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.

Retention Review

Review Type	Request Date	Requested By	Pending Status	Comments
Initial Review Requested	3/25/2014			
Initial Review Requested	3/25/2014			
Initial Review Requested	3/25/2014			

Pending Status : Reviewer : N/A [*View DNA Clearance Form](#)

Item # DI #	Item Type	Description	Current Status	DNA Clearance
<input checked="" type="checkbox"/> 8	Biological Sample		36 Months Dispose	<input type="checkbox"/> I agree
<input type="checkbox"/> 9	Biological Other		12 Months Dispose	<input type="checkbox"/> I agree
<input type="checkbox"/> 10	Biological Sample		36 Months Dispose	<input checked="" type="checkbox"/> I agree
<input type="checkbox"/> 11	Trace		12 Months Dispose	<input type="checkbox"/> I agree

Review Option * Continue to Hold Selected Items

Second Reviewer

Comments

Print Save Cancel Return to Action Items Go to Case Info

- 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.

Retention Review

Review Type	Request Date	Requested By	Pending Status	Comments
Initial Review Requested	3/25/2014			
Initial Review Requested	3/25/2014			
Initial Review Requested	3/25/2014			

Pending Status : Reviewer : N/A [*View DNA Clearance Form](#)

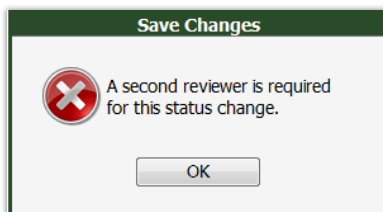
Item # DI #	Item Type	Description	Current Status	DNA Clearance
<input checked="" type="checkbox"/> 8	Biological Sample		36 Months Dispose	<input checked="" type="checkbox"/> I agree
<input type="checkbox"/> 9	Biological Other		12 Months Dispose	<input type="checkbox"/> I agree
<input type="checkbox"/> 10	Biological Sample		36 Months Dispose	<input type="checkbox"/> I agree
<input type="checkbox"/> 11	Trace		12 Months Dispose	<input type="checkbox"/> I agree

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



Review Option * Continue to Hold Selected Items
Second Reviewer Reviewer comments
Comments
Print Save Cancel Return to Action Items Go to Case Info

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.



Review Option * Continue to Hold Selected Items
Second Reviewer CMPD Supervisor
Comments Reviewer comments
Print Save Cancel Return to Action Items Go to Case Info

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.



CMPD CHARLOTTE-MECKLENBURG POLICE DEPARTMENT
User Name Mike Evans
Database PLIMS_DEV
Version CMPD Build 1.9212-NET4.0.30319
Barcode
[Dashboard](#) [LogOut](#)

Action Item: Retention Review

Description : These cases have been flagged for retention review.

Complaint #	Department	# of Items
201402450821	01-CENTRAL DIVISION	2

[Back to Dashboard](#)

9. Select another item on the Retention Review screen.

Retention Review				
Review Type	Request Date	Requested By	Pending Status	Comments
Initial Review Requested	3/25/2014			
Initial Review Requested	3/25/2014			
Initial Review Requested	3/25/2014			
Final Review Requested	3/25/2014	Mike Evans	36 Months Dispose	Reviewer comments

Pending Status : Reviewer : **N/A** [*View DNA Clearance Form](#)

<input type="checkbox"/> Item #	Item Type	Description	Current Status	DNA Clearance
<input checked="" type="checkbox"/> 9	Biological Other		12 Months Dispose	<input type="checkbox"/> I agree
<input type="checkbox"/> 10	Biological Sample		36 Months Dispose	<input type="checkbox"/> I agree
<input type="checkbox"/> 11	Trace		12 Months Dispose	<input type="checkbox"/> I agree

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

Review Option *	Dispose/Release Selected Items	New Status *	
Second Reviewer			
Comments			
<input type="button" value="Print"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Return to Action Items"/> <input type="button" value="Go to Case Info"/>

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.

Review Option *	Dispose/Release Selected Items	New Status *	Ready to Dispose
Second Reviewer	CMPD Supervisor		
Comments	Reviewer comments		
<input type="button" value="Print"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Return to Action Items"/> <input type="button" value="Go to Case Info"/>

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.

The screenshot shows the CMPD Dashboard interface. At the top, the header includes the CMPD logo and the text "CHARLOTTE-MECKLENBURG POLICE DEPARTMENT". To the right of the header, user information is displayed: "User Name: CMPD Supervisor", "Database: PLIMS_DEV", "Version: CMPD Build 1.9212-NET4.0.30319", and a "Barcode" field. Below the header, there is a "Quick Find" section with input fields for "Unit / Agency", "Complaint#", and "Control #", along with "Clear" and "Search" buttons. The "Action Items" section is expanded, showing a link: "Cases needing my retention review/status change approval.....2". Other sections visible include "Recent Cases" and "Notifications".

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

The screenshot shows the "Action Item: Cases needing my retention review/status change approval" screen. It features a description: "Description : These status change have been specifically directed to you." Below the description is a table with the following data:

Dept. Case #	Agency	# of Items	Change	Incident Report Date	Comments
20060402044600	01-CENTRAL DIVISION	2	290	4/2/2006 12:00:00	test
201403240831	01-CENTRAL DIVISION	2	520	3/17/2012 12:00	Reviewer comments

At the bottom of the screen, there is a "Back to Dashboard" button.

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.

CMPS Build 1.9212-NET4.0.30319, PLIMS_DEV, CMPS Supervisor, 54-PROPERTY CONTROL BUREAU

201403240831 [Action Items](#) | [Dashboard](#) | [Logout](#)

CASE INFO | NAMES | ITEMS | CUSTODY | SERVICE REQUESTS

Retention Review

Review Type	Request Date	Requested By	Pending Status	Comments
Final Review Requested	3/25/2014	Mike Evans	36 Months Dispose	Reviewer comments
Final Review Requested	3/25/2014	Mike Evans	Ready to Dispose	Reviewer comments

<input type="checkbox"/> Item #	DI #	Item Type	Description	Current Status
<input type="checkbox"/>	8	Biological Sample		36 Months Dispose

Review Option * Agree

Comments

Print Save Cancel Return to Action Items Go to Case Info

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

201403240831 [Action Items](#) | [Dashboard](#) | [Logout](#)

CASE INFO | NAMES | ITEMS | CUSTODY | SERVICE REQUESTS

Retention Review

Review Type	Request Date	Requested By	Pending Status	Comments
Final Review Requested	3/25/2014	Mike Evans	36 Months Dispose	Reviewer comments
Final Review Requested	3/25/2014	Mike Evans	Ready to Dispose	Reviewer comments

<input checked="" type="checkbox"/> Item #	DI #	Item Type	Description	Current Status
<input checked="" type="checkbox"/>	8	Biological Sample		36 Months Dispose

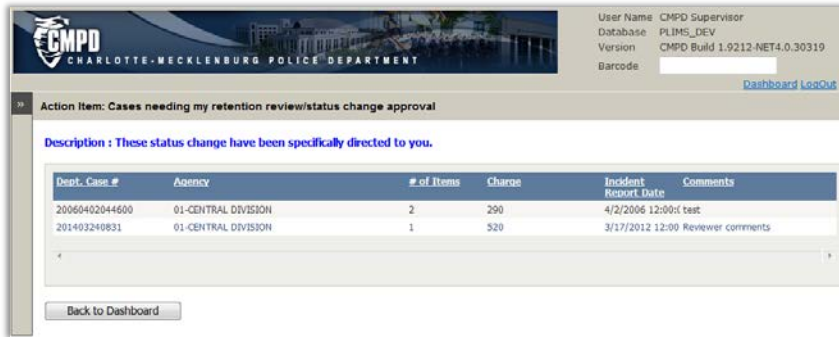
6. Select the Review Option "Agree." Enter information into the Comments field. Then click Save.

Review Option * Agree

Comments Final reviewer comments

Print Save Cancel Return to Action Items Go to Case Info

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.

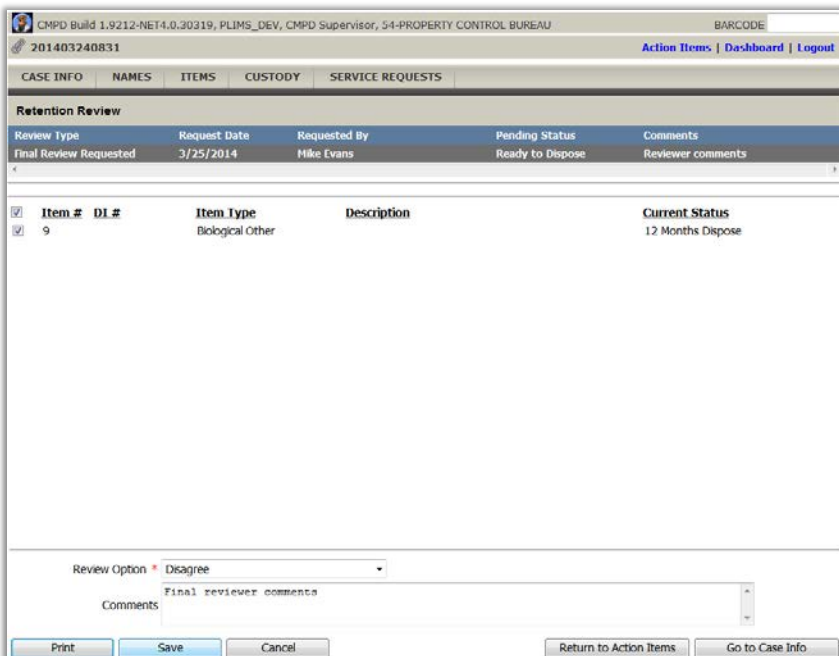


The screenshot shows the 'Action Item: Cases needing my retention review/status change approval' screen. It includes a header with the CMPD logo and user information. Below the header, there is a description: 'Description : These status change have been specifically directed to you.' A table lists items for review:

Dept. Case #	Agency	# of Items	Charge	Incident Report Date	Comments
20060402044600	01-CENTRAL DIVISION	2	290	4/2/2006 12:00:c test	
201403240831	01-CENTRAL DIVISION	1	520	3/17/2012 12:00	Reviewer comments

At the bottom, there is a 'Back to Dashboard' button.

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.



The screenshot shows the 'Retention Review' screen. It includes a header with the CMPD logo and user information. Below the header, there is a table with the following columns: Review Type, Request Date, Requested By, Pending Status, and Comments. The table shows a 'Final Review Requested' for 3/25/2014, requested by Mike Evans, with a pending status of 'Ready to Dispose' and reviewer comments.

Review Type	Request Date	Requested By	Pending Status	Comments
Final Review Requested	3/25/2014	Mike Evans	Ready to Dispose	Reviewer comments

Below the table, there is a section for 'Item #', 'DI #', 'Item Type', 'Description', and 'Current Status'. The table shows a single item with a checkmark, item number 9, item type 'Biological Other', and current status '12 Months Dispose'.

Item #	DI #	Item Type	Description	Current Status
9		Biological Other		12 Months Dispose

At the bottom, there is a 'Review Option' dropdown menu set to 'Disagree', a 'Comments' field, and buttons for 'Print', 'Save', 'Cancel', 'Return to Action Items', and 'Go to Case Info'.

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.

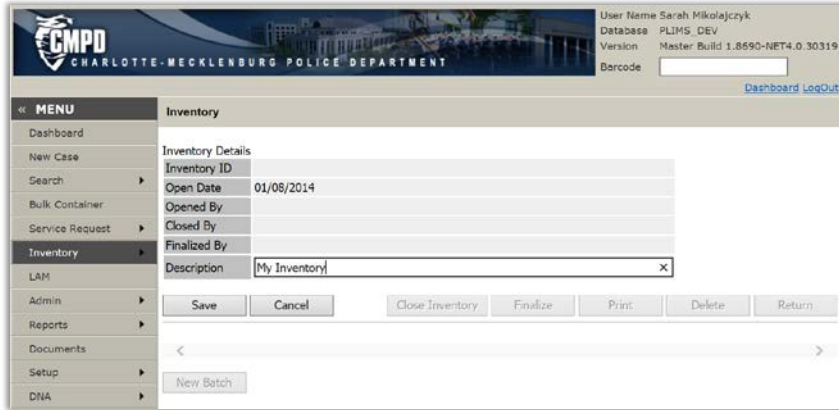
B. A batch can be assigned to any user if they have INVSCAN authority permission. If they are assigned a batch they can scan into it, print it or they can close it.

Performing a Location Inventory

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

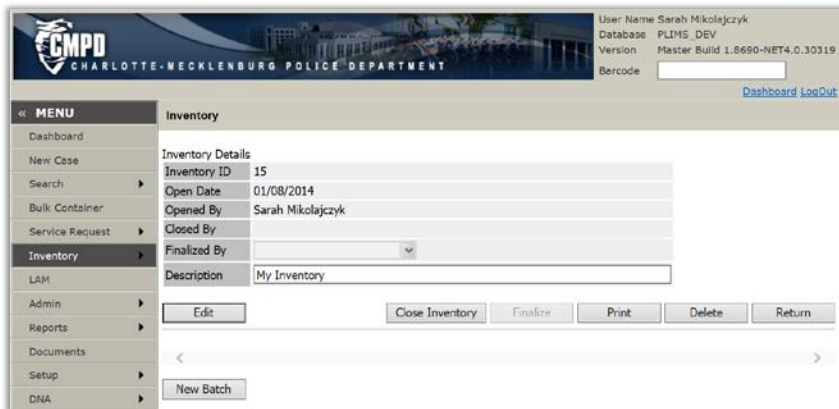
The screenshot displays the CMPD Inventory management interface. On the left is a vertical menu with 'Inventory' highlighted. The main panel shows a 'Work with' dropdown menu currently set to 'Open Inventories', followed by a 'Search' button. Below the search area, it states 'No Match Found.' and provides a 'Create a New Inventory' button. The top of the interface includes a header with the CMPD logo and a user information section on the right showing the current user as Sarah Mikolajczyk, the database as PLIMS_DEV, and the version as Master Build 1.8690-NET4.0.30319. There is also a barcode input field and links for 'Dashboard' and 'LogOut'.

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



The screenshot shows the CMPO (Charlotte-Mecklenburg Police Department) software interface. The top header includes the CMPO logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. The top right corner displays user information: 'User Name Sarah Mikolajczyk', 'Database PLIMS_DEV', 'Version Master Build 1.8690-NET4.0.30319', and a 'Barcode' field. A 'Dashboard LogOut' link is also present. The left sidebar contains a 'MENU' with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory (highlighted), LAM, Admin, Reports, Documents, Setup, and DNA. The main area is titled 'Inventory' and contains 'Inventory Details' with the following fields: 'Inventory ID' (empty), 'Open Date' (01/08/2014), 'Opened By' (empty), 'Closed By' (empty), 'Finalized By' (empty), and 'Description' (My Inventory). Below these fields are buttons: 'Save', 'Cancel', 'Close Inventory', 'Finalize', 'Print', 'Delete', and 'Return'. At the bottom, there is a 'New Batch' button.

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



The screenshot shows the same CMPO software interface as the previous one, but with the 'Inventory ID' field now containing the value '15'. The 'Open Date' remains 01/08/2014, and the 'Opened By' field now contains 'Sarah Mikolajczyk'. The 'Description' field still contains 'My Inventory'. The 'Save' button has been replaced by an 'Edit' button. The other buttons ('Cancel', 'Close Inventory', 'Finalize', 'Print', 'Delete', 'Return') and the 'New Batch' button at the bottom remain the same.

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

The screenshot shows the CMPO (Charlotte-Mecklenburg Police Department) Inventory system interface. The top header includes the CMPO logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. On the right, user information is displayed: User Name Sarah Mikolajczyk, Database PLIMS_DEV, Version Master Build 1.8690-NET4.0.30319, and a Barcode field. A 'Dashboard LogOut' link is also present. The left sidebar contains a 'MENU' with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory (selected), LAM, Admin, Reports, Documents, Setup, DNA, Instrument, QMS, and Logout. The main content area is titled 'Inventory' and shows 'Inventory Details' for Inventory ID 15, Open Date 01/08/2014, Opened By Sarah Mikolajczyk, Closed By, and Finalized By. The Description field contains 'My Inventory'. Below this, there are buttons: Edit, Close Inventory, Finalize, Print, Delete, and Return. A section titled 'Edit Batch Info' shows fields for ID, Open Date, Assigned By, Batch User (Sarah Mikolajczyk), and Description (Room 1). At the bottom of this section are buttons: Save, Cancel, Scan Items, Close Batch, Print, and Delete.

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

This screenshot shows the same CMPO Inventory system interface as the previous one, but with the 'Scan Items' button highlighted by a red circle. The 'Inventory Details' section remains the same. The 'Edit Batch Info' section now shows a new Batch ID of 16, with the same Open Date, Assigned By, Batch User, and Description. The buttons at the bottom of the 'Edit Batch Info' section are: Edit, Return, Scan Items (highlighted), Close Batch, Print, and Delete.

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

User Name Sarah Mikolajczyk
Database PLIMS_CONV
Version Master Build 1.8690-NET4.0.30319
Barcode

[Dashboard](#) [LogOut](#)

Inventory

Scan Items

ID 28
Open Date 01/08/2014
Assigned By Sarah Mikolajczyk
Batch User Sarah Mikolajczyk
Description Room 1

Total	Found	Misplaced	Deleted	Missing
0	0	0	0	0

Scan a location barcode first.

Property
0007000

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

CMPD 20060401-0801-01
Date 12/10/2013 Evidence Item #: 2
Item Type: US Currency
Current Value: \$ 10.00
Charge: Drug/Narcotic Violations
Collecting Officer: CMPD Officer CMPDO
Description:

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."

User Name: Sarah Mikolajczyk
Database: CMPD_DEV
Version: CMPD Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [LogOut](#)

Inventory

Scan Items

ID: 36
Open Date: 11/25/2014 12:00:00 AM
Assigned By: Sarah Mikolajczyk
Batch User: Sarah Mikolajczyk
Description: Room 1

Total	Found	Misplaced	Deleted	Missing
5	2	0	0	3

Item scanned.

☐ Property / 0007000 5 2 0 0 3 (8)

Status	Dept Case #	Item	DI #	Current Custody/Location	Item Description
<input type="checkbox"/> Found	20060401080101	2		Property / 0007000	
<input type="checkbox"/> Found	20060402031002	3		Property / 0007000	

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.

User Name: Sarah Mikolajczyk
Database: CMPD_DEV
Version: CMPD Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [LogOut](#)

Inventory

Scan Items

ID: 36
Open Date: 11/25/2014 12:00:00 AM
Assigned By: Sarah Mikolajczyk
Batch User: Sarah Mikolajczyk
Description: Room 1


Total	Found	Misplaced	Deleted	Missing
6	2	1	0	3

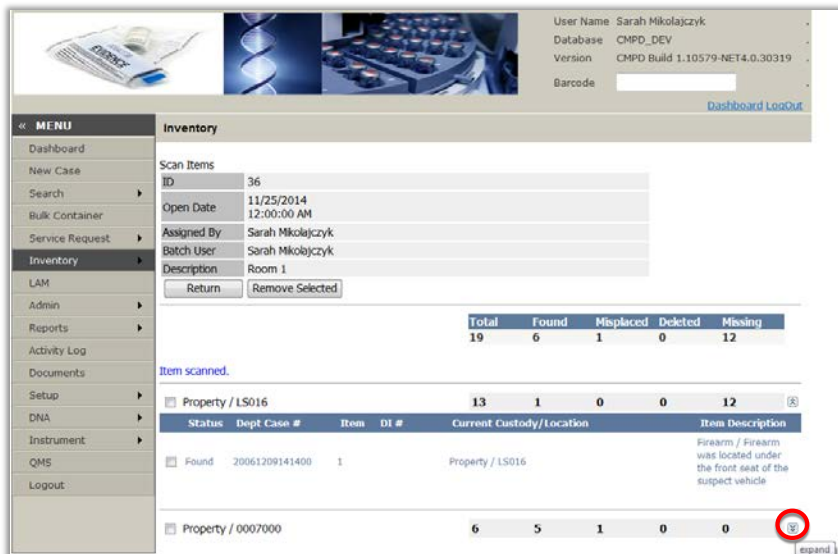
Item scanned.

☐ Property / 0007000 6 2 1 0 3 (8)

Status	Dept Case #	Item	DI #	Current Custody/Location	Item Description
<input type="checkbox"/> Misplaced	20060402061100	6		CMPD Personnel / CMPD Officer	Ten Print Cards / Ten prints - suspect
<input type="checkbox"/> Found	20060401080101	2		Property / 0007000	
<input type="checkbox"/> Found	20060402031002	3		Property / 0007000	

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.



User Name: Sarah Mikolajczyk
Database: CMPD_DEV
Version: CMPD Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

Inventory


Scan Items

ID: 36
Open Date: 11/25/2014 12:00:00 AM
Assigned By: Sarah Mikolajczyk
Batch User: Sarah Mikolajczyk
Description: Room 1


[Return](#) [Remove Selected](#)

Total	Found	Misplaced	Deleted	Missing
19	6	1	0	12

Item scanned.

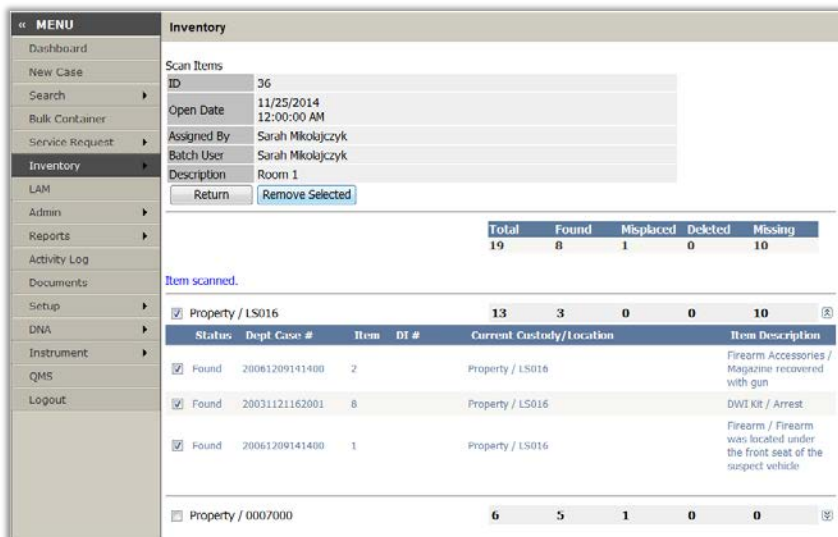
Property / LS016	Total	Found	Misplaced	Deleted	Missing	
13	1	0	0	12		

Status	Dept Case #	Item	DI #	Current Custody/Location	Item Description
Found	20061209141400	1		Property / LS016	Firearm / Firearm was located under the front seat of the suspect vehicle

Property / 0007000	Total	Found	Misplaced	Deleted	Missing	
6	5	1	0	0		

[expand](#)

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.



User Name: Sarah Mikolajczyk
Database: CMPD_DEV
Version: CMPD Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

Inventory


Scan Items

ID: 36
Open Date: 11/25/2014 12:00:00 AM
Assigned By: Sarah Mikolajczyk
Batch User: Sarah Mikolajczyk
Description: Room 1


[Return](#) [Remove Selected](#)

Total	Found	Misplaced	Deleted	Missing
19	8	1	0	10

Item scanned.

Property / LS016	Total	Found	Misplaced	Deleted	Missing	
13	3	0	0	10		

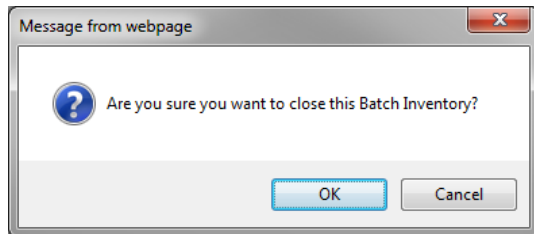
Status	Dept Case #	Item	DI #	Current Custody/Location	Item Description
Found	20061209141400	2		Property / LS016	Firearm Accessories / Magazine recovered with gun
Found	20031121162001	8		Property / LS016	DWI Kit / Arrest
Found	20061209141400	1		Property / LS016	Firearm / Firearm was located under the front seat of the suspect vehicle

Property / 0007000	Total	Found	Misplaced	Deleted	Missing	
6	5	1	0	0		

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

The screenshot shows the 'Inventory' section of a web application. At the top right, user information is displayed: User Name: Sarah Mikolajczyk, Database: CMPO_DEV, Version: CMPO Build 1.10579-NET4.0.30319, and a Barcode field. Below this is a 'MENU' sidebar with options like Dashboard, New Case, Search, Bulk Container, Service Request, Inventory (selected), LAM, Admin, Reports, Activity Log, Documents, Setup, DNA, Instrument, QMS, and Logout. The main content area is titled 'Inventory' and contains 'Inventory Details' with fields for Inventory ID (28), Open Date (11/25/2014 12:00:00 AM), Opened By (Sarah Mikolajczyk), Closed By, Finalized By, and Description (My Inventory). Below these are buttons: Edit, Close Inventory, Finalize, Print, Delete, and Return. Further down is 'Batch Info' with fields for ID (36), Open Date (11/25/2014 12:00:00 AM), Assigned By (Sarah Mikolajczyk), Batch User (Sarah Mikolajczyk), and Description (Room 1). At the bottom are buttons: Edit, Return, Scan Items, Close Batch (highlighted in blue), Print, and Delete.

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.

User Name: Sarah Mikolajczyk
Database: CMPO_DEV
Version: CMPO Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

Inventory

Inventory Details

Inventory ID: 28

Open Date: 11/25/2014 12:00:00 AM

Opened By: Sarah Mikolajczyk

Closed By:

Finalized By:

Description: My Inventory

Batch Info

ID: 36

Open Date: 11/25/2014 12:00:00 AM

Assigned By: Sarah Mikolajczyk

Batch User: Sarah Mikolajczyk

Description: Room 1

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

User Name: Sarah Mikolajczyk
Database: CMPO_DEV
Version: CMPO Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

Inventory

Inventory Details

Inventory ID: 28

Open Date: 11/25/2014 12:00:00 AM

Opened By: Sarah Mikolajczyk

Closed By:

Finalized By:

Description: My Inventory

Batch Info

ID: 36

Open Date: 11/25/2014 12:00:00 AM

Assigned By: Sarah Mikolajczyk

Batch User: Sarah Mikolajczyk

Description: Room 1

Confirm

Closing this inventory will no longer allow you to add items to existing batches or create additional batches. Do you want to close 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

User Name: Sarah Mikołajczyk
Database: CMPD_DEV
Version: CMPD Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

« MENU

- Dashboard
- New Case
- Search
- Bulk Container
- Service Request
- Inventory**
- LAM
- Admin
- Reports
- Activity Log
- Documents
- Setup
- DNA
- Instrument
- QMS
- Logout

Inventory

Inventory Details

Inventory ID: 28

Open Date: 11/25/2014 12:00:00 AM

Opened By: Sarah Mikołajczyk

Closed By:

Finalized By:

Description: My 2

[Edit](#) [Print](#) [Delete](#) [Return](#)

Close Inventory

Finalized By User is required.

[OK](#)

Assigned By: Sarah Mikołajczyk
Batch User: Sarah Mikołajczyk
Description: Room 1

[Edit](#) [Return](#) [Scan Items](#) [Close Batch](#) [Print](#) [Delete](#)

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

User Name: Sarah Mikołajczyk
Database: CMPD_DEV
Version: CMPD Build 1.10579-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

« MENU

- Dashboard
- New Case
- Search
- Bulk Container
- Service Request
- Inventory**
- LAM
- Admin
- Reports
- Activity Log
- Documents
- Setup
- DNA
- Instrument
- QMS
- Logout

Inventory

Inventory Details

Inventory ID: 28

Open Date: 11/25/2014 12:00:00 AM

Opened By: Sarah Mikołajczyk

Closed By:

Finalized By: mikel

Description: Mike Dashti

[Save](#) [Inventory](#) [Finalize](#) [Print](#) [Delete](#) [Return](#)

Assigned By: Sarah Mikołajczyk
Batch User: Sarah Mikołajczyk
Description: Room 1

[Edit](#) [Return](#) [Scan Items](#) [Close Batch](#) [Print](#) [Delete](#)

18. Hit save to save the finalizing person.

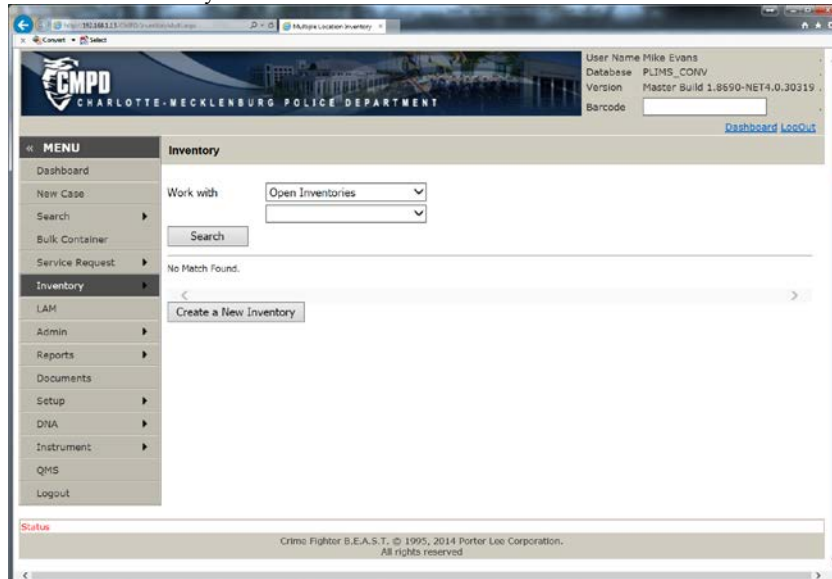
The screenshot shows the 'Inventory' management interface. At the top, there are three small images: a DNA helix, a microarray chip, and a test tube. To the right, user information is displayed: User Name: Sarah Mikolajczyk, Database: CMPD_DEV, Version: CMPD Build 1.10579-NET4.0.30319, and a Barcode field. Below this is a 'Dashboard Logout' link. On the left is a 'MENU' sidebar with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory (selected), LAM, Admin, Reports, Activity Log, Documents, Setup, DNA, Instrument, QMS, and Logout. The main area is titled 'Inventory' and contains 'Inventory Details' with fields for Inventory ID (28), Open Date (11/25/2014 12:00:00 AM), Opened By (Sarah Mikolajczyk), Closed By, Finalized By (Mike Evans), and Description (My Inventory). Below these fields are buttons: Edit, Close Inventory, Finalize, Print, Delete, and Return. Under the 'Batches' section, there is a 'Batch Info' table with fields: ID (36), Open Date (11/25/2014 12:00:00 AM), Assigned By (Sarah Mikolajczyk), Batch User (Sarah Mikolajczyk), and Description (Room 1). Buttons for Edit, Return, Scan Items, Close Batch, Print, and Delete are at the bottom.

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

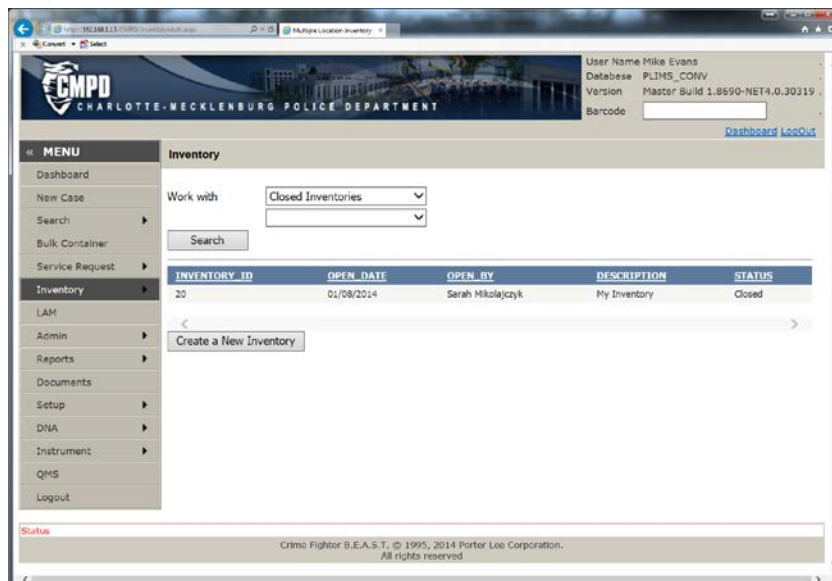
This screenshot shows the same 'Inventory' management interface as the previous one, but with a confirmation dialog box overlaid. The dialog box has a green header with a yellow question mark icon and the text: 'Confirm', 'Closing this inventory will no longer allow you to add items to existing batches or create additional batches.', and 'Do you want to close inventory?'. At the bottom of the dialog are 'Yes' and 'Cancel' buttons. The background interface is dimmed, showing the same 'Inventory Details' and 'Batch Info' sections.

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

CMPD CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

User Name: Mike Evans
Database: PLTMS_CONV
Version: Master Build 1.8690-NET4.0.30319
Barcode:

[Dashboard](#) [Logout](#)

Inventory

Inventory Details

Inventory ID: 20
Open Date: 01/08/2014
Opened By: Sarah Mikolajczyk
Closed By: Sarah Mikolajczyk
Finalized By: Mike Evans
Description: My Inventory

STATUS	OPEN DATE	CLOSED DATE	BATCH USER	DESCRIPTION	LOCATION
Closed	01/08/2014	01/08/2014	Sarah Mikolajczyk	Room 1	Property / 0007000

Status: Error

Crime Fighter S.E.A.S.T., © 1995, 2014 Porter Lee Corporation. All rights reserved.

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.

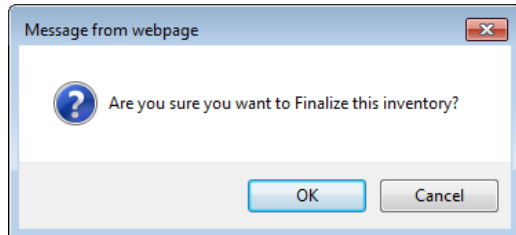
POLICE
CHARLOTTE-MECKLENBURG

INVENTORY EXCEPTION LIST

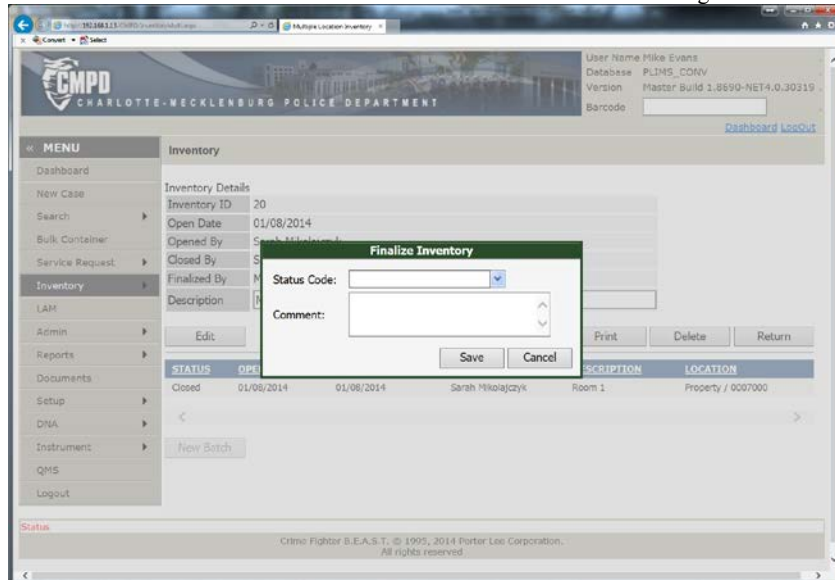
MISPLACED

FILE NO. CONTAINER	ITEM #	ITEM TYPE	SCANNED LOCATION ITEM SHOULD BE IN LOCATION	BAR CODE
19960828085200		Container	0007000	
Bag -1(199620311)			Administrative Clearance	
Container Contents:				
FILE NO. 19960828085200	ITEM # 3	ITEM TYPE Drugs		
19960828085200	4	Documents		
19960828085200	2	PER	0007000	
		Destroyed		

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.

The screenshot shows the 'Finalize Inventory' dialog box in the CMPD system. The 'Status Code' is set to 'Inventory Accepted' and the 'Comment' is 'Inventory Accepted'. The background displays the 'Inventory' details for ID 20, which was opened on 01/08/2014 by Sarah Mikolajczyk. The 'Inventory' table shows a single row with status 'Closed'.

STATUS	OPEN DATE	CLOSE DATE	OPENED BY	CLOSED BY	DESCRIPTION	LOCATION
Closed	01/08/2014	01/08/2014	Sarah Mikolajczyk	Sarah Mikolajczyk	My Inventory	Room 1

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.

The screenshot shows the 'Batch Info' section in the CMPD system. The 'Batch Info' table shows a single row with ID 28, Open Date 01/08/2014, Assigned By Sarah Mikolajczyk, Batch User Sarah Mikolajczyk, and Description Room 1. The background displays the 'Inventory' details for ID 20, which was opened on 01/08/2014 by Sarah Mikolajczyk.

ID	Open Date	Assigned By	Batch User	Description
28	01/08/2014	Sarah Mikolajczyk	Sarah Mikolajczyk	Room 1

Sample of Batch report

The screenshot shows a web browser window with the address bar displaying a URL. The main content area features a police department logo and the title 'INVENTORY EXCEPTION LIST' with a subtitle 'Batch: Room 1'. Below this, a table lists misplaced items. The first item is a container with a scanned location of '0007000' and a scanned location of 'Administrative Clearance'. A sub-table 'Container Contents:' shows two items: '3' (Drugs) and '4' (Documents). The second item is 'Personal' with a scanned location of '0007000' and a scanned location of 'Destroyed'. Each item has a corresponding barcode. At the bottom, a red line separates the report content from the footer, which includes the print date '01/08/2014 17:32' and the page number 'Page 1 of 1'.

POLICE

INVENTORY EXCEPTION LIST
Batch: Room 1

MISPLACED

FILE NO. / ITEM TYPE	ITEM # / CONTAINER	SCANNED LOCATION ITEM SHOULD BE IN LOCATION	BAR CODE
1996022005200	Container	0007000 Administrative Clearance	
Container Contents:			
FILE NO.	ITEM #	ITEM TYPE	
1996022005200	3	Drugs	
1996022005200	4	Documents	
1996022005200	2	0007000 Destroyed	

Print Date: 01/08/2014 17:32
C:\Inventory\Inventory\ICRP\Reports\MISPLACED\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**.

CMPD Build 1.10353-NET4.0.30319, CMPD_DEV, Mike Evans, 01-CENTRAL DIVISION

Service Request for 20140512082038 14-000055 [Dashboard](#) | [Logout](#)

CASE INFO SUBMISSION NAMES ITEMS CUSTODY **SERVICE REQUESTS** ASSIGNMENTS REPORTS

Filter by Section: All

Requested	Requested By	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
09/15/2014	Mike Evans	Accepted	09/15/2014	Mike Evans			1	BIO
09/19/2014	Mike Evans	Accepted	09/19/2014	Mike Evans			1	FA
10/06/2014	Mike Evans	Accepted	10/06/2014	Mike Evans			1, 1.1	CS
10/06/2014	Mike Evans	Accepted	10/06/2014	Mike Evans			1, 1.1, 1.2	BIO

[Add](#) [Open](#) [Cancel](#) [Print History](#) [Print SR Detail](#) [Lab Work](#)

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

CASE INFO SUBMISSION NAMES ITEMS CUSTODY **SERVICE REQUESTS** ASSIGNMENTS REPORTS

Create Request → Select Services → Enter Service Details → Submit To Lab

Request Date: 10/17/2014

Requested By: Mike Evans

What do you want to learn from this analysis?: something

Please enter court date if known.

Narrative of the events of the case: Narrative of events

[Go Back](#) [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**.

Item	CSI#	Description	Blood (Alcohol)* (BAC)	Biology* (BIO)	Controlled Substances* (CS)	Firearms* (FA)	Fire Debris* (FD)	Latent Prints (LP)	Questioned Documents* (QD)
1	-	Biological Sample	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.1		Biological Sample - Sample of item #1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.2		Biological Sample - Sample of item #1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		Latent Fingerprint Submissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3		Firearm - silver pistol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Services for these sections require review and acceptance by a lab supervisor.

Go Back 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**.

Item	Item Type	Description
2	Latent Fingerprint Submissions	
3	Firearm	silver pistol

Please select the appropriate request.

☒ Fingerprint Comparison
☐ Unknown Post Mortem Identification
☐ Fingerprint Development and Evidence Processing

Firearm Processing

Firearm- silver pistol Item Number:3

Firearm Recovered From? Suspect's Residence.Suspect's Vehicle

If other was selected as the "recover from" please describe:

Go Back Continue

Click **Complete** to submit the request.

Workflow: Create Request → Select Services → Enter Service Details → **Submit To Lab**

Please click the Complete button to submit this lab request.

Buttons: Go Back, Complete

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

Service Request

i Your Service Request has been received.

OK

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.

Filter by Section: All

Requested	Requested By	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
09/15/2014	Mike Evans	Accepted	09/15/2014	Mike Evans			1	BIO
09/19/2014	Mike Evans	Accepted	09/19/2014	Mike Evans			1	FA
10/06/2014	Mike Evans	Accepted	10/06/2014	Mike Evans			1, 1.1	CS
10/06/2014	Mike Evans	Accepted	10/06/2014	Mike Evans			1, 1.1, 1.2	BIO
10/17/2014	Mike Evans	See Details	10/17/2014	Mike Evans			2, 3	FA, LP

Buttons: Add, Open, Cancel, Print History, Print SR Detail, Lab Work

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.

Status Details

Firearms

Item#	Description	Status	Comments
3	Firearm - silver pistol	Denied	Reviewer comments

Latent Prints

Item#	Description	Status	Comments
2	Latent Fingerprint Submissions	Accepted	
3	Firearm - silver pistol	Accepted	

Close

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.

The screenshot shows the 'Assignments' tab in the CMPD Build 1.10512-Net14.0.30319 interface. The top navigation bar includes 'CASE INFO', 'SUBMISSION', 'NAMES', 'ITEMS', 'CUSTODY', 'SERVICE REQUESTS', 'ASSIGNMENTS', and 'REPORTS'. The 'ASSIGNMENTS' tab is active, displaying a table with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. The table contains two rows: Row 3 (LP, 10/23/2014 1:39 0) and Row 4 (FA, Mike Evans, 11/5/2014 12:11). To the right of the table are buttons: Analysis, Ready For Rev., Tech. Review, Admin Review, Close Request, Service Request, and QMS. Below the table is a 'Details' panel with tabs for 'Details', 'Tasks', and 'Routing'. The 'Details' tab is active, showing fields for Lab Code (Property and Evidence), Section (Firearms), Date Assigned (11/05/2014), Analyst Assigned (Mike Evans), Analyst Date (11/05/2014), Priority (Normal), Status (Assigned to Analyst), Report Type, Report Format, and Grant ID. To the right of these fields is a table with columns: Item #, Item Type, Description / Location, and Quantity. The table contains four rows: Row 1 (Latent Fingerprint, 1), Row 2 (Clothes, Bloody shirt, 1), Row 3 (Weapon, Knife, 1), and Row 4 (Ammunition, Bullet, 1). The 'Big View' button is highlighted in the bottom right corner of the assignment details panel.

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

The screenshot shows the 'Assignment Items' screen. The top navigation bar includes 'Lab # 14-000073 / Complaint #: 20140512082138'. The table has columns: Item #, Section #, Pack Type, Item Type, Description / Location, Qty, Service Request, Item Source, and Delivery. The table contains one row: Item # 4, Section # F14-019, Pack Type Tagged, Item Type Ammunition, Description / Location Bullet, Qty 1, Service Request, Item Source, and Delivery. At the bottom of the screen is a 'Link' button, which is highlighted in the bottom right corner.

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.

Case Search

BY CASE BY NAME/SOUNDEX BY REFERENCE

Clear

Agency Case Year

Complaint# / Agency Case# 20141018090316 Investigator

Charge

Incident Rpt Date From Incident Rpt Date To

Lab Case #

Lab Case Type

Find Cases

Case Date	Agency	Dept/Case	Lab Case	I/O	Incident Rpt Date	Charge
8/29/2014 12:01	CENTRAL DIV	20141018090316	14-000075	CHPD Officer	8/25/2014 12:01	Justifiable Homicide

Close

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

Assignment Items

Lab #: 14-000075 / Complaint#: 20141018090316

Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery
1	F14-014	Tagged	Firearm	Smith & Wesson model 36 38 Special caliber s	1			No
2	F14-014	6X9 Envelope	Ammunition		1			No
3	F14-014	6X9 Envelope	Firearm Accessories		1			No
4		Box	Sexual Assault Kit		1			No
4.1		None	Known Cheek Scraping	Known Cheek Scraping	2			No
4.2			Vaginal Smear Slide	Vaginal Smear Slide	1			No
4.3			Vaginal Swab(s)	Vaginal Swab(s)	1			No
5		6X9 Envelope	Latent Fingerprint Submissions	Latent prints item	1			No
5.1		6X9 Envelope	Latent Fingerprint Card	Latent prints item	1			No
5.2		6X9 Envelope	Latent Fingerprint Card	Sample of item # 5 - fingerprint card	1			No
5.2.1		None	Latent Impression		1			No
5.2.2		None	Latent Impression		1			No
5.2.3		None	Latent Impression		1			No
5.3		6X9 Envelope	Latent Fingerprint Submissions	Latent prints item	1			No
5.4		6X9 Envelope	Latent Fingerprint Submissions	Latent prints item	1			No

Item Source

Link Print Edit Save Cancel

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

The screenshot shows the 'Assignment Items' window. At the top, it displays 'Lab #: 14-000073 / Complaint#: 20140512082138'. Below this is a table with columns: Item #, Section #, Pack Type, Item Type, Description / Location, Qty, Service Request, Item Source, and Delivery. The first row shows item 4, section F14-019, tagged as Ammunition, with a description of 'Bullet' and a quantity of 1. The second row is expanded, showing item 1, section F14-014, tagged as Firearm, with a description of 'Smith & Wesson model 36 38 Special caliber s' and a quantity of 1. A red circle highlights the 'Expand' button (a small square with a plus sign) to the left of the second row. At the bottom, there is an 'Item Source' dropdown and buttons for 'Link', 'Print', 'Edit', 'Save', and 'Close'.

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

The screenshot shows the main case management interface. At the top, it displays '20140512082138' and '14-000073'. Below this is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The 'ASSIGNMENTS' tab is selected. Below the navigation bar is a table with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. The first row shows sequence 3, section LP, analyst Mike Evans, date 10/23/2014 1:39 0, and status 0. The second row shows sequence 4, section FA, analyst Mike Evans, date 11/5/2014 12:01, and status 1. To the right of the table are buttons for 'Analysis', 'Ready For Rev.', 'Tech. Review', 'Admin Review', 'Close Request', 'Service Request', and 'QMS'. Below the table is a 'Details' section with fields for Lab Code, Section, Date Assigned, Analyst Assigned, Analyst Date, Priority, Status, Report Type, Report Format, and Grant ID. To the right of the details section is a 'Items' section with a table showing items 1, 2, and 3. Item 1 is 'Latent Fingerpri', item 2 is 'Clothes Bloody shirt', and item 3 is 'Weapon Knife'. Below the items table is a red 'Big View' button. At the bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Merge', and 'Split'.

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

Assignment Items

Lab #: 14-000073 / Complaint#: 20140512082138

Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery
4	F14-019	Tagged	Ammunition	Bullet	1			No

Lab #: 14-000075 / Complaint#: 20141018090316

Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery
1	F14-014	Tagged	Firearm	Smith & Wesson model 36 38 Special caliber s	1			No

Item Source:

Link Print Edit Save Close

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

Assignment Items

Lab #: 14-000073 / Complaint#: 20140512082138

Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery
4	F14-019	Tagged	Ammunition	Bullet	1			No

Lab #: 14-000075 / Complaint#: 20141018090316

Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery
1	F14-014	Tagged	Firearm	Smith & Wesson model 36 38 Special caliber s	1			No

Item Source:

Link Print Edit Save Cancel

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

The screenshot shows the 'Assignment Items' interface. It contains two tables. The first table, for Lab # 14-000073, has one item checked. The second table, for Lab # 14-000075, has one item with a red circle around its checkbox, indicating it is selected for unlinking. At the bottom, there is an 'Item Source' dropdown and buttons for 'Link', 'Print', 'Edit', 'Save', and 'Cancel'.

Assignment Items									
Lab # 14-000073 / Complaint#: 20140512082138									
Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery	
<input checked="" type="checkbox"/>	4	F14-019	Tagged	Ammunition	Bullet	1			No

Lab # 14-000075 / Complaint#: 20141018090316									
Item #	Section #	Pack Type	Item Type	Description / Location	Qty	Service Request	Item Source	Delivery	
<input checked="" type="checkbox"/>	F14-014	Tagged	Firearm	Smith & Wesson model 36 38 Special caliber s	1			No	

Item Source:

InstView

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

The dashboard interface includes a top header with user information and a left sidebar menu. The main content area features a 'Quick Find' section with search filters and a 'Recent Cases' table.

User Name: Crime Lab User
Database: CMPD_DEV
Version: CMPD Build 1.10395-NET4.0.30319
Barcode:

[Dashboard LogOut](#)

« MENU

- Dashboard
- New Case
- Search
- Bulk Container
- Service Request
- LAM
- Admin
- Reports
- Activity Log
- Documents
- Setup
- DNA
- Instrument
 - Batch Create
 - Batch Results
 - Worklist Search
 - Olympus
 - Inst View**
- Logout

Quick Find

Department:

Complaint# / Agency Case#:

Lab Case #:

Control #:

Recent Cases

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENE
201403240831	01-CENTRAL DIVISION	14-000046	10/20/2014
20141018090316	01-CENTRAL DIVISION	14-000075	10/20/2014
20060491141200	01-CENTRAL DIVISION	13-000105	10/20/2014
	61-CRIME LAB BUREAU	13-000026	10/20/2014
	01-CENTRAL DIVISION	13-000080	10/20/2014
	Alcohol, Tobacco, Firearms & Explosives	13-000004	10/20/2014
	01-CENTRAL DIVISION	13-000001	10/20/2014
	01-CENTRAL DIVISION	14-000073	10/17/2014
	01-CENTRAL DIVISION	13-000034	10/17/2014
20121206153099	61-CRIME LAB BUREAU	14-000036	09/25/2014

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

The 'Instrument Results Review' window displays a list of results on the left and a detailed view of a selected result on the right. The detailed view includes tabs for Image, Text, Tokens, and Data Lines, along with various toolbars for image manipulation and data viewing.

Result Selection: ☒ NONE ☐ ALL

(LabCase_ItemNum_AssignNum)

- ☒ 13-000001_1.1.1
- ☒ 13-000001_3.1

Push Data to Database:

Press (F5) to refresh list

Image | Text | Tokens | Data Lines

Page Width:

☒ Load Image

Font:

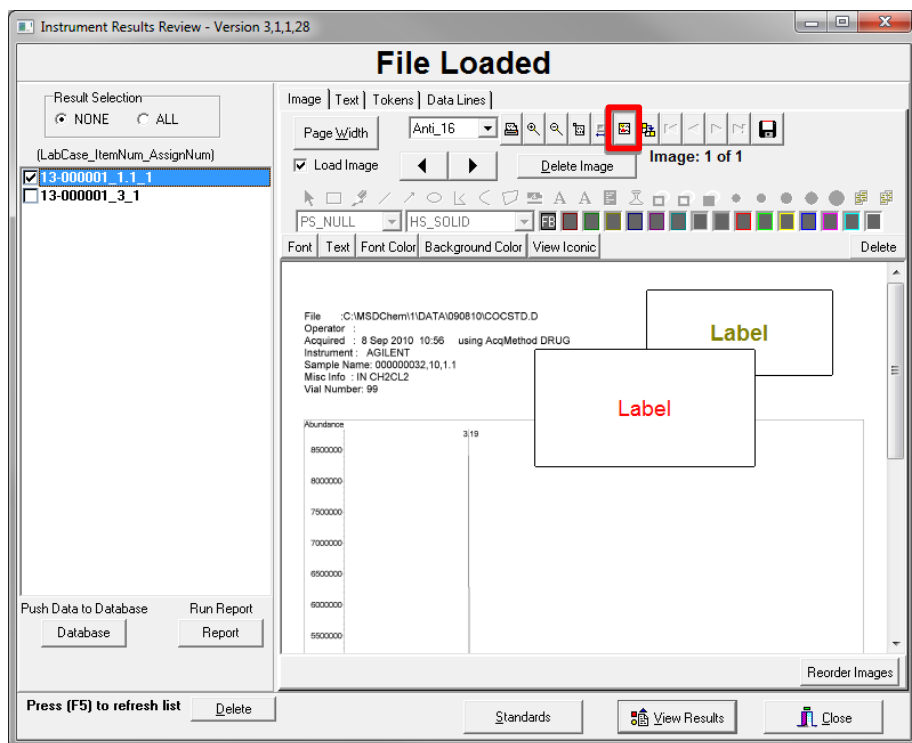
Font | Text | Font Color | Background Color | View Iconic | Delete

Reorder Images

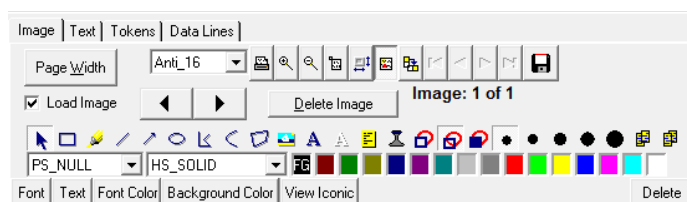
The files listed on the left will come from the InstPop program that should be running on the instrument machine. They need to be located in the path defined in the Token.ini file. For example:

```
[CS]  
DATAPATH=C:\labsave\POP
```

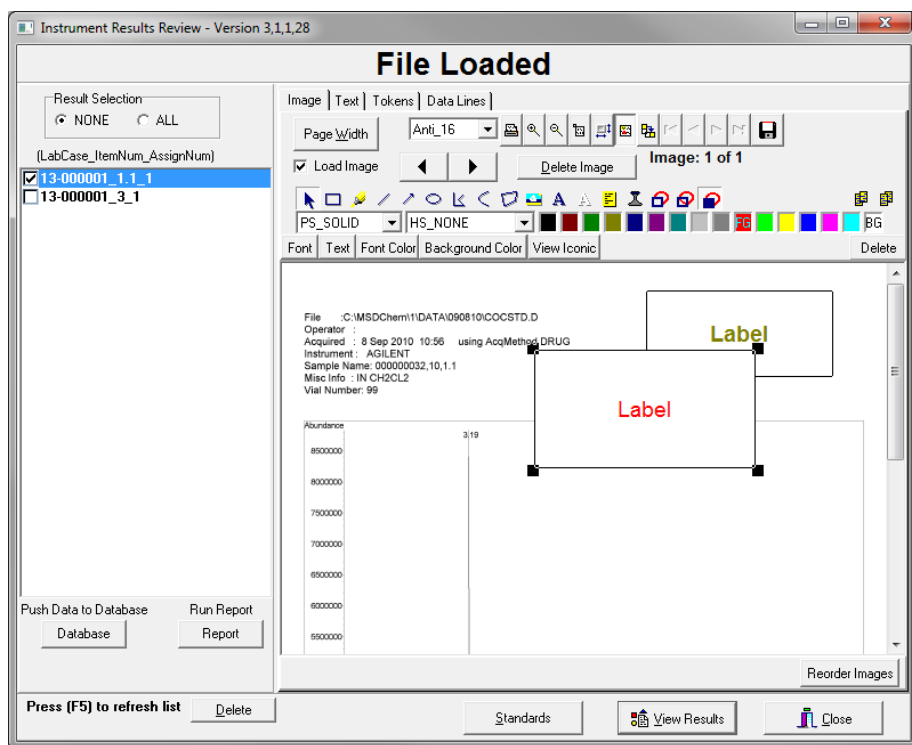
Checking a file will bring up the attached images and display the Allow Annotations button highlighted below.



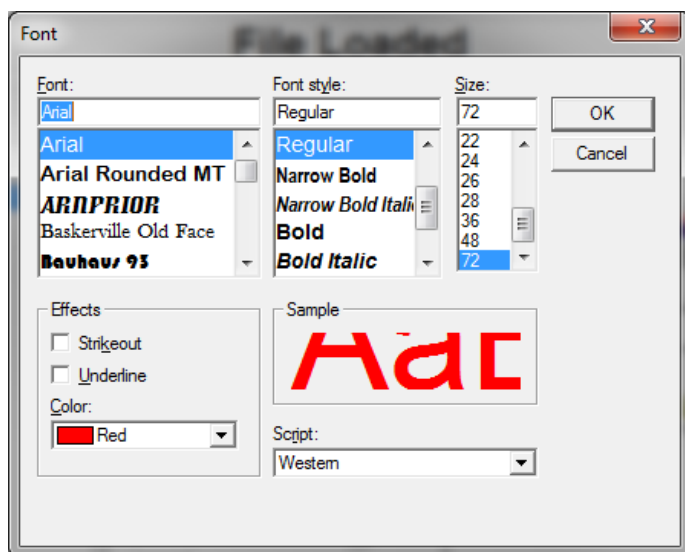
Clicking the button will enable the annotations toolbar. From here you can add, edit, and delete annotations to the image. Hints are enabled so you can use the mouse to hover over a button to get a brief description of each button.



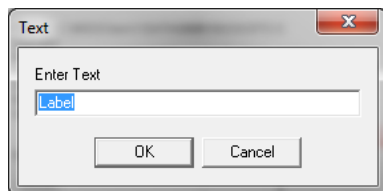
To use the custom buttons on the bottom, use the Edit Annotation  button and select an annotation on the image.



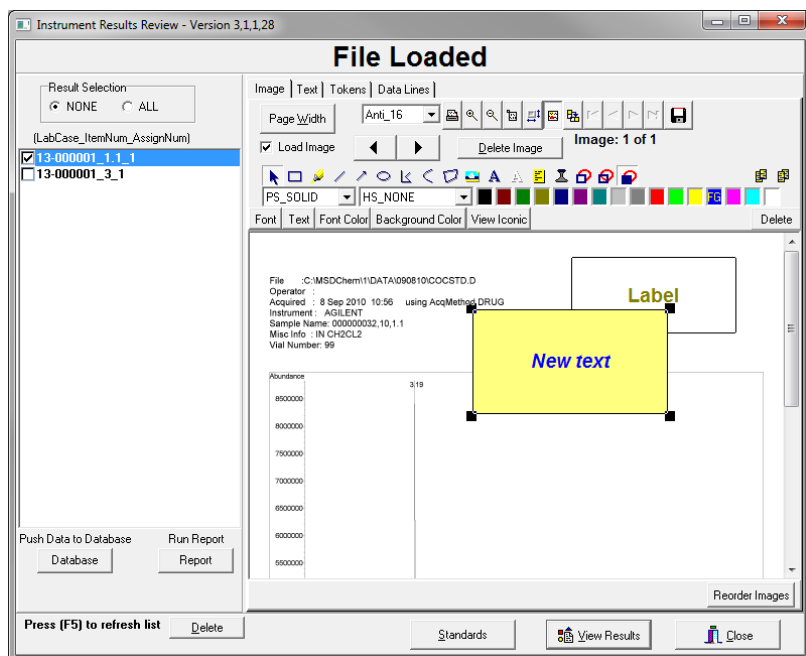
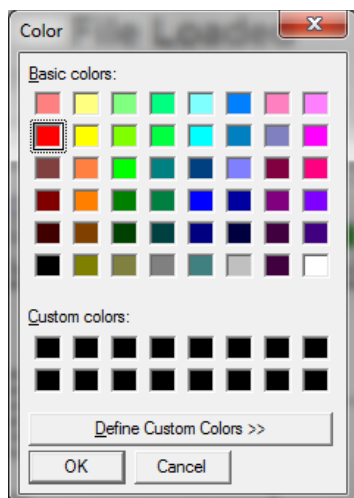
Now you can change the font:



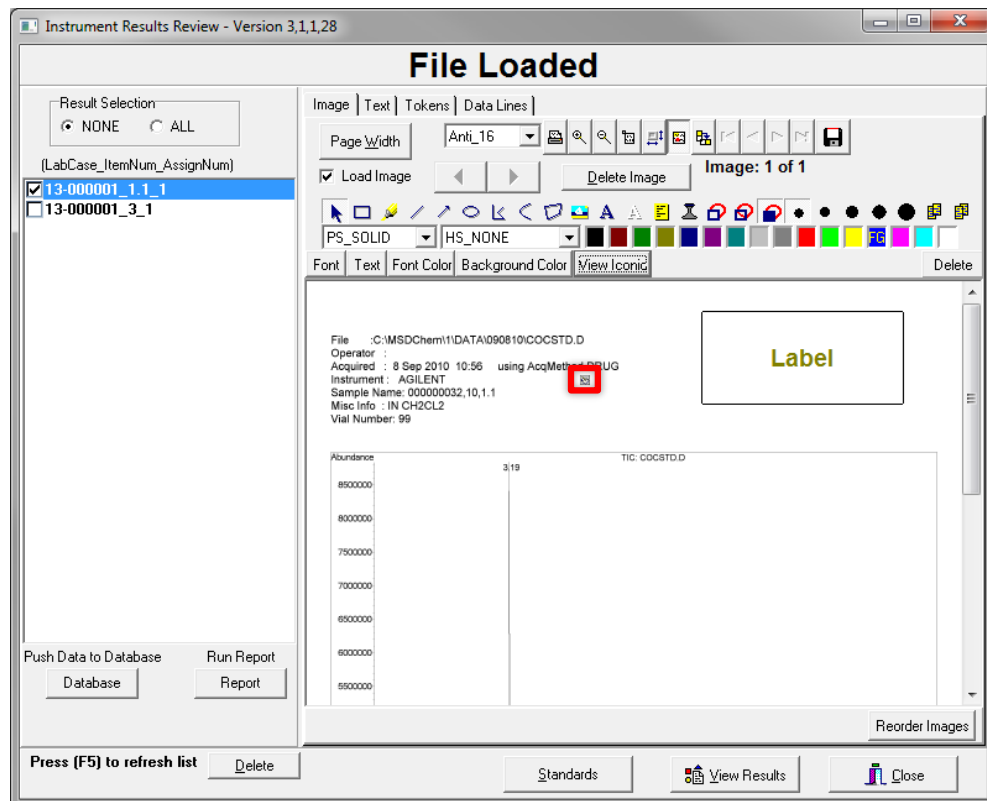
The text:



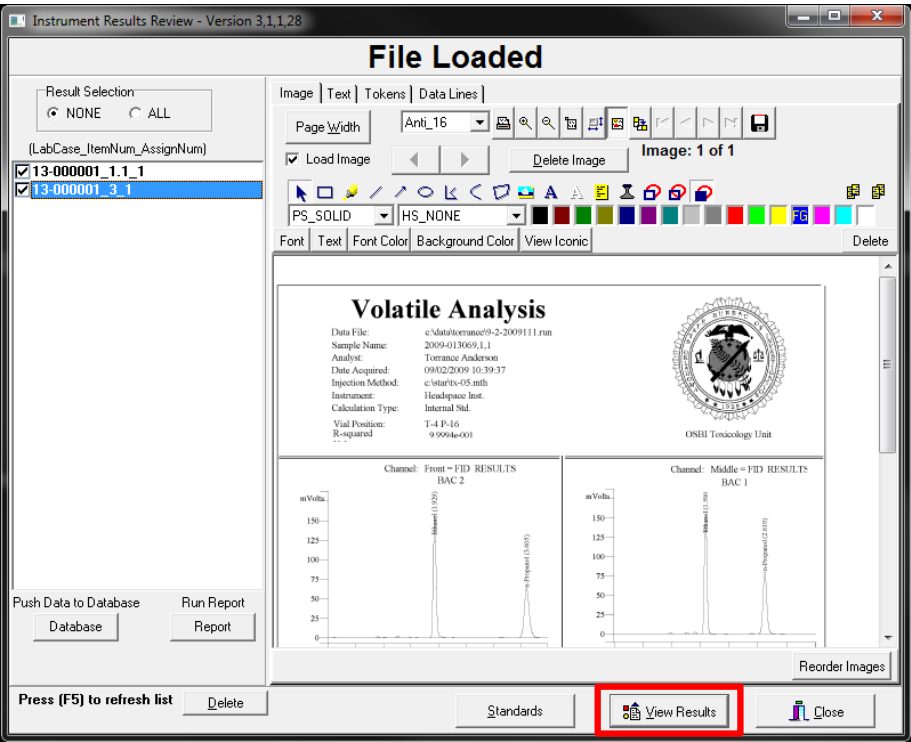
Or font or background color:



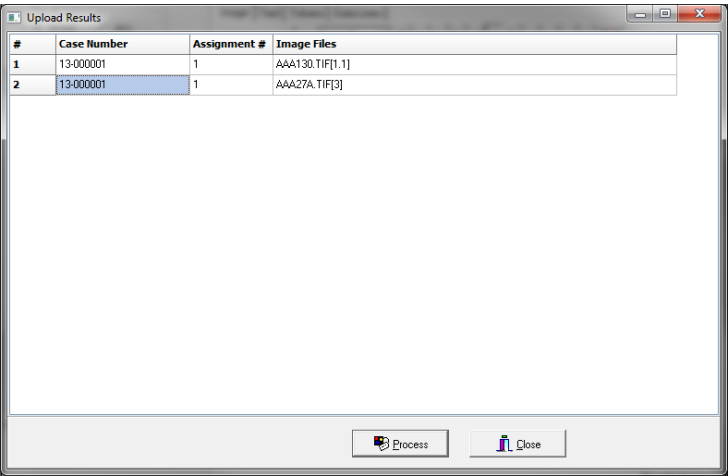
The View Iconic button will shrink the selected annotation to a small icon. Click it again to restore the annotation to its full size.



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.

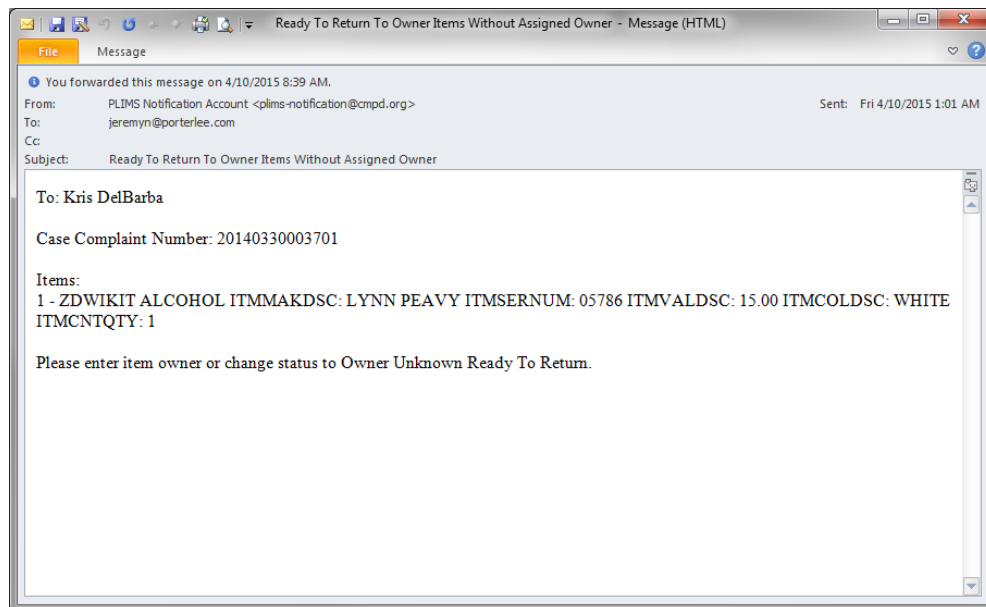


Return to Owner Process

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



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.

Item #	DI #	Container	Category	Packaging	Item Type	Item Location
1	201215518-1	Bag -1(201215518)	Evidence	10x13 Envelope	Financial Cards - Checks	Property L8529
2	201215519-1	Bag -1(201215519)	Evidence	10x13 Envelope	US Currency	Property MD032
3		Bag -1(201220673)	Evidence	Medium Paper	Electronics	Property L5939

Find Custody Location: Property-L5939

Item # 3 Qty 1 DI #

Category Evidence

Packaging Medium Paper Bag

Item Type Electronics

Description DUAPTOP W / BATTERY CHARGER CABLE.

Collected CHPD Officer 10/11/2012 16:27

Location CHARLOTTE, NC. Address Book

Status Owner Unknown Ready

DNA? Yes

Add Edit Save Cancel Delete Record/Unlock

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.

Notifications

Assignments Routd To Me.....2

Item Movement Notification.....9

Assignments Ready for Review.....12

Worklists Routd to Me.....1

Ready To Return to Owner Items.....4

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


<input checked="" type="checkbox"/>	Complaint #▲1	Item #	Item Description	Owner
<input checked="" type="checkbox"/>	20060402190001	2	5906 sw	ANNE COULTER
<input checked="" type="checkbox"/>	20060402190001	2.1	Magazine	ANNE COULTER
<input checked="" type="checkbox"/>	20140000000999	1	red mountain bike	MARY MOORE
<input checked="" type="checkbox"/>	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?inputset=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.

The screenshot shows the 'Batch Service Requests' window for the Charlotte-Mecklenburg Police Department (CMPD). The 'Section' dropdown is set to 'Blood Alcohol'. Below it, a 'Please scan items...' area is visible. The 'Number of Item(s)' is 0. Buttons for 'Drop Item', 'Save', and 'Cancel' are at the bottom.

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

The screenshot shows the 'Batch Service Requests' window with three items added to the list. The 'Number of Item(s)' is 3. The items are listed as follows:

Department	Case Number	Item #
20130206-1200-01		Item #2.1
20130206-1200-01		Item #2
20130206-1200-01		Item #1

Buttons for 'Drop Item', 'Save', and 'Cancel' are at the bottom.

3. A confirmation message will appear.

The screenshot shows the 'Batch Service Requests' window with the same three items. A confirmation dialog box is displayed in the foreground with the following text:

Batch Service Request

A BATS service request has been created for this batch of items.

OK

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

Dashboard

User Name: Mike Evans
Database: PLIMS_DEV
Version: Master Build 1.7262-NET4.0.30319
Barcode: [Blank]

Quick Find

Recent Cases

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
20130206-1200-01	01-CENTRAL DIVISION	2013-000029	08/07/2013
20120403-1200-01	01-CENTRAL DIVISION	2013-000032	08/07/2013
20130101-1200-00	01-CENTRAL DIVISION	2013-000002	08/02/2013
20101029-1835-00	01-CENTRAL DIVISION	13-000052	08/02/2013
20121215-0007-00	01-CENTRAL DIVISION	2013-000001	08/01/2013
564675767	01-CENTRAL DIVISION	2013-000037	07/31/2013
DWI-2013-02246	02-METRO DIVISION	13-000051	07/26/2013
DWI-2013-02234	01-CENTRAL DIVISION	13-000050	07/26/2013
M123	06-EASTWAY DIVISION	2013-000039	07/25/2013
B123	22-SOUTH DIVISION	2013-000040	07/23/2013

My Assignments

Batch Create

Batch Results

Worklist Search:

Olympus

Inst View

Notifications

On Hold 180

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

Batch Create

Worklist Option

Lab Code: ☐ Allow Duplicate Tasks

Assigned Analyst:

Create New Worklist:

Fill In Worklist

☒ Default records

☐ By Template

Select Task Types

BAC

Date Assigned: / /

Priority:

Created By:

Item Source:

Sort By:

Select Tasks | Selected Tasks

Selected Tasks

Select	Type	Lab Case #	Complaint# / Agency Case#	Item #	Package and Type	Case Type / Due Date	Analyst
<input type="checkbox"/>							

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

Batch Create

Worklist Option: Lab Code: L, Assigned Analyst: MIKE, Date Assigned: / / , Priority: , Created By: , Item Source: All, Sort By: Assignment Priority / Design Prior Date / Recv Date

Fill In Worklist: Default records, By Template: BATS

Select Tasks: Select Task Types: BAC, Date Assigned: / / , Priority: , Created By: , Item Source: All, Sort By: Assignment Priority / Design Prior Date / Recv Date

Select Tasks | Selected Tasks |

Select	Type	Lab Case #	Complaint# / Agency Case#	Item #	Package and Type	Case Type / Due Date	Analyst
<input checked="" type="checkbox"/>	BAC	13-000030	20060401024101	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	13-000046	20060401065400	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	13-000091	20060401105200	1	Box DWI Kit		Alcohol T
<input type="checkbox"/>	BAC	13-000095	20060401110700	4	Box DWI Kit		Alcohol T
<input type="checkbox"/>	BAC	13-000100	20060401115701	4	Box DWI Kit		Alcohol T

Buttons: All, None, Select #, Item Label, Reprint, Update and Print, Done

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

CMPO CHARLOTTE-MECKLENBURG POLICE DEPARTMENT

User Name: Mike Evans, Database: PLIMS_DEV, Version: Master Build 1.7262-NET4.0.30319, Barcode: , Dashboard Logout

MENU

- Dashboard
- New Case
- Search
- Bulk Container
- Service Request
- Chemical Inventory
- Admin
- Reports
- Activity Log
- Documents
- Setup
- DNA
- Instrument
- QMS
- Logout

Quick Find

Recent Cases

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
20130206-1200-01	01-CENTRAL DIVISION	2013-000029	08/07/2013
20120483-1200-01	01-CENTRAL DIVISION	2013-000032	08/07/2013
20130101-1200-00	01-CENTRAL DIVISION	2013-000002	08/02/2013
20101029-1835-00	01-CENTRAL DIVISION	13-000052	08/02/2013
20121215-0007-00	01-CENTRAL DIVISION	2013-000001	08/01/2013
564675767	01-CENTRAL DIVISION	2013-000037	07/31/2013
DWI-2013-02246	02-METRO DIVISION	13-000051	07/26/2013
DWI-2013-02234	01-CENTRAL DIVISION	13-000050	07/26/2013
M123	06-EASTWAY DIVISION	2013-000039	07/25/2013
B123	22-SOUTH DIVISION	2013-000040	07/23/2013

My Assignments

- Batch Create
- Batch Results**
- Worklist Search
- Olympus
- Inst. View

Worklist Search

Search: 12726, Results: 1, Review in QMS: 1

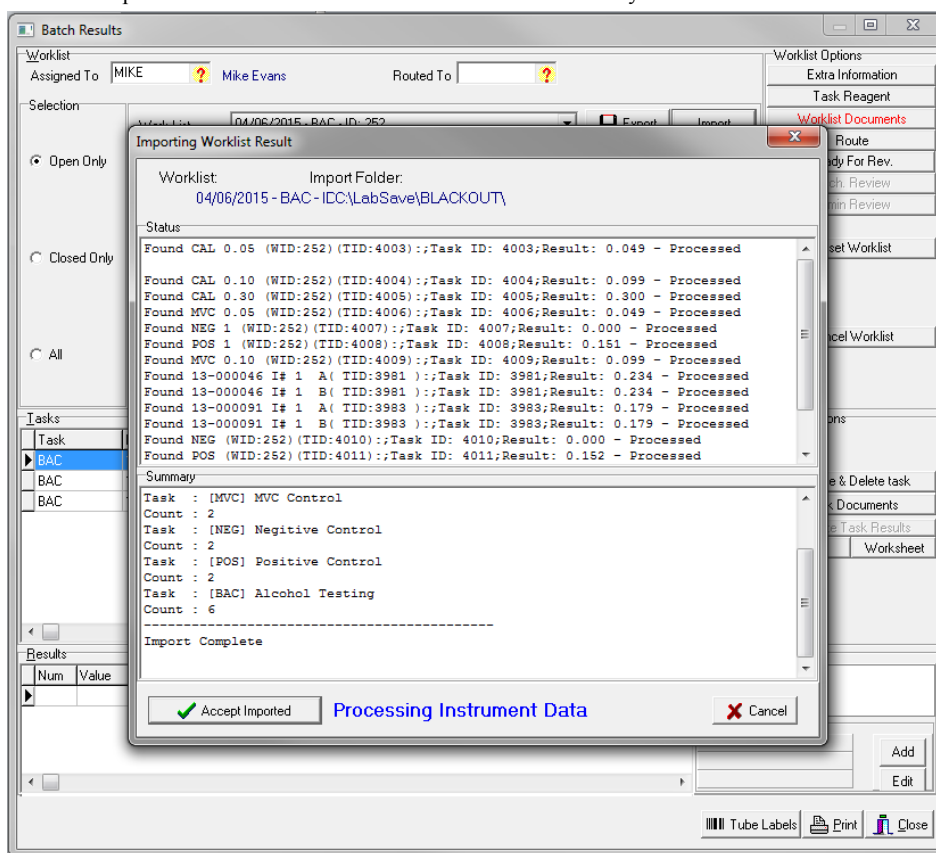
Olympus

Search: On Hold 180, Results: 5

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.

Batch Results

Worklist

Assigned To: MIKE Mike Evans

Routed To: ?

Selection

Open Only

Closed Only

All

Work List: 09/09/2013 - BATS - ID: 31

Task Types: BATS

Section: BATS

Diluter #:

Instrument:

Import Method: BATS

Export

Import

Summary Sheet

View Packets

Routing

Routed To:

Routed By:

Route Date:

Route Code:

Message:

Rejected

100%

Tasks

Task	Lab Case	Complaint#	Item	Item Type	Dilution
BATS	2013-000029	20130206-1200-01	30	Dwl Kit	
BATS	2013-000029	20130206-1200-01	31	Dwl Kit	
BATS	2013-000032	20120483-1200-01	2	Clothes	

Results

Num	Value	Units	Result	Description	Status
-----	-------	-------	--------	-------------	--------

Prepared Comments

Add

Edit

Save

Cancel

Tube Labels

Worklist

Print

Close

Worklist Options

Extra Information

Task Reagent

Worklist Documents

Route

Ready For Rev.

Tech. Review

Admin Review

Re-Open

Task Options

Task Documents

Validate Task Results

BLANK

Worksheet

Comment [KW1]: screen needs to be updated

Batch Results

Worklist

Assigned To: 4417 Jennifer S Leiser

Routed To: ?

Selection

Open Only

Closed Only

All

Work List: 12/09/2013 - ID: 90

Task Types:

Section: BAC

Diluter #:

Instrument:

Import Method: BATS

Export

Import

Summary Sheet

View Packets

Routing

Routed To:

Routed By:

Route Date:

Route Code:

Message:

Rejected

100%

Tasks

Task	Lab Case	Complaint# / Agency Case#	Item	Item Type	Dilution
BAC	13-000044	20060401055900	1	Dwl Kit	
BAC	13-000045	20060401061900	1	Dwl Kit	
BAC	13-000046	20060401065400	1	Dwl Kit	
BAC	13-000047	20060401070700	1	Dwl Kit	
BAC	13-000048	20060401071300	1	Dwl Kit	
BAC	13-000049	20060401071801	1	Dwl Kit	
BAC	13-000050	20060401073300	1	Dwl Kit	
BAC	13-000051	20060401074000	1	Dwl Kit	

Results

Num	Value	Units	Result	Description	Status
1	0.1710	gm %			IMPORTED
2	0.1730	gm %			IMPORTED
3	0.1720	gm %			ACCEPTED
4	0.2580	gm %			REJECTED

Prepared Comments

Add

Edit

Save

Tube Labels

Worklist

Print

Close

Worklist Options

Extra Information

Task Reagent

Worklist Documents

Route

Ready For Rev.

Tech. Review

Admin Review

Reset Worklist

Task Options

Task Documents

Validate Task Results

BLANK

Worksheet

Field Code Changed

Prepared

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

Batch Results aFrmBatch

Worklist Assigned To: MIKE ? Mike Evans Routed To: ?

Selection: ☒ Open Only ☐ Closed Only ☐ All

Work List: 01/17/2014 - ID: 121 Task Types: Section: BAC Diluter #: Instrument: Import Method: BATS

Export Import Summary Sheet View Packets

Routing Routed To: Route Code: Ready for Technical Review Routed By: Message: Routed Date:

Rejected 0%

Task Options: Remove & Delete Task Task Documents Validate Task Results BLANK Worksheet

Task	Lab Case	Complaint#	Item	Item Type	Dilution
BAC	13-000091	20060401106200	4	Dwl Kit	
BAC	13-000092	20060401106501	4	Dwl Kit	
BAC	13-000094	20060401110203	4	Dwl Kit	
BAC	13-000095	20060401110700	4	Dwl Kit	
BAC	13-000097	20060401112800	4	Dwl Kit	
BAC	13-000098	20060401114200	4	Dwl Kit	

Results

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

Prepared Comments: Add Edit Save

Batch Print Status/Date: W / 01/24/2014 04:56 PM

Tube Labels Worklist Print Close

Validate Results aFrmValid

Work List: 12/12/2013 - ID: 95 Rejected: 0%

Tasks & Result

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

View Results

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

Accept Reject Close

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.

Batch Results aFrmBatch

Worklist
Assigned To: MIKE ? Mike Evans Routed To: ?

Selection
☒ Open Only
☐ Closed Only
☐ All

Work List: 12/12/2013 - ID: 95
 Task Types:
 Section: BAC
 Diluter #:
 Instrument:
 Import Method: BATS
 Export Import
 Summary Sheet
 View Packets

Routing:
 Routed To: Jennifer S Leiser
 Routed By: Mike Evans
 Route Code: Ready for Final Approval
 Message: TR
 Route Date: 12/19/2013

Rejected
 0%

Task Options
 Extra Information
 Task Reagent
 Worklist Documents
 Route
 Ready For Rev.
 Tech Review
 Admin Review
 Reset Worklist

Task	Lab Case	Complaint#	Item	Item Type	Dilution
BAC	13-000067	20060401090401	1	D/Wt Kit	
BAC	13-000068	20060401090901	1	D/Wt Kit	
BAC	13-000069	20060401091601	1	D/Wt Kit	
BAC	13-000070	20060401092201	1	D/Wt Kit	
BAC	13-000071	20060401093000	1	D/Wt Kit	
BAC	13-000072	20060401100200	1	D/Wt Kit	
BAC	13-000073	20060401101001	1	D/Wt Kit	
BAC	13-000074	20060401102505	1	D/Wt Kit	

Task Options
 Task Documents
 Validate Task Results
 BLANK Worksheet

Num	Value	Units	Result	Description	Status
1	0.1090	gm %	ETHANOL	Ethanol	IMPORTED
2	0.100	gm %	N-PROPANOL	Ethanol	CONTROL
3	0.1100	gm %	ETHANOL	Ethanol	IMPORTED
4	0.100	gm %	N-PROPANOL	Ethanol	CONTROL
5	0.1095	gm %	ETHANOL	Ethanol	ACCEPTED

Prepared Comments:
 Add
 Edit
 Save

Batch Print Status/Date: WR / 12/19/2013 03:48 PM

Tube Labels Worklist Print Close

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.

Batch Results aFrmBatch

Worklist
Assigned To: MIKE ? Mike Evans Routed To: ?

Selection
☐ Open Only
☒ Closed Only
☐ All

Work List: 01/17/2014 - ID: 121
Task Types: BAC
Section:
Diluter #:
Instrument:
Import Method: BATS

Routing
Routed To:
Routed By:
Route Date:
Route Code: Ready for Technical Review
Message:
Rejected: 0%

Tasks

Task	Lab Case	Complaint#	Item	Item Type	Dilution
BAC	13-000091	20060401105200	4	Dwl Kit	
BAC	13-000092	20060401105601	4	Dwl Kit	
BAC	13-000093	20060401110202	4	Dwl Kit	
BAC	13-000094	20060401110203	4	Dwl Kit	
BAC	13-000095	20060401110700	4	Dwl Kit	
BAC	13-000096	20060401111101	4	Dwl Kit	
BAC	13-000097	20060401112800	4	Dwl Kit	
BAC	13-000098	20060401114200	4	Dwl Kit	

Results

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

Batch Print Status/Date: W / 01/31/2014 01:55 AM

Tube Labels Worklist Print Close

Review Worklist aFrmReviewWorklist

Worklist: 01/29/2014 - ID: 132 Rejected: 0%
Analyst Assigned: Jennifer S Leiser Task Types:

Assignment with ALL Completed Tasks: [Checklist]
[REVIEW] Review

Description: Technical Review completed? Response:
[]

Comments:
Not Completed Save

Batch Print: W
View Packets Review Close

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

The screenshot displays the 'aFrmBatch' application window. The 'Batch Results' section shows a worklist assigned to 'Jennifer S Leiser' with a 'Rejected' status of 0%. The 'Tasks' table lists three items: BAC 13-000095, BAC 13-000096, and BAC 13-000097, all with a status of 'S' and 'Dwl Kit' type. The 'Results' table shows five rows of data with values ranging from 0.100 to 0.3325, all with a status of 'IMPORTED' or 'ACCEPTED'. The 'Task Options' section includes a 'Task Documents' button and a 'Validate Task Results' button. The 'Prepared Comments' section has 'Add', 'Edit', and 'Save' buttons. The bottom status bar shows 'Batch Print Status/Date: WR / 02/03/2014 08:21 AM' and buttons for 'Tube Labels', 'Worklist', 'Print', and 'Close'.

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

The screenshot displays the '2006040110700 / 01-CENTRAL DIVISION' case page. The 'REPORTS' tab is selected, showing a table with columns: Sequence, Report #, Section, Analyst Assigned, Date Assigned, Status, Draft Date, Approved, Approved By, and Date Completed. The table contains two rows of data. Below the table, the 'Details' tab is selected, showing a form with fields for Report Type, Lab Code, Section, Date Assigned, Analyst Assigned, Analyst Date, Priority, Status, Report Type, Report Format, and Grant ID. The 'Status' field is set to 'S Approved'. At the bottom, there are buttons for 'Print Report', 'Matrix', 'Notes', 'Checklist', 'Reset', 'Case Link', 'Revisions', and 'Service Request'.

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.

Batch Results aFrmBatch

Worklist
Assigned To: MIKE ? Mike Evans Routed To: ?

Selection
☒ Open Only
☐ Closed Only
☐ All

Work List: 01/17/2014 - ID: 121
 Task Types:
 Section: BAC
 Diluter #:
 Instrument:
 Import Method: BATS
 Routing: Routed To: Route Code: Ready for Technical Review
 Routed By: Message:
 Route Date:

Export Import
 Summary Sheet
 View Packets

Rejected
 14.29%

Tasks

Task	Lab Case	Complaint#	Item	Item Type	Dilution
BAC	13-000091	20060401105200	4	DWI Kit	
BAC	13-000092	20060401105601	4	DWI Kit	
BAC	13-000093	20060401110202	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	

Task Options
 Remove & Delete task
 Task Documents
 Validate Task Results
 BLANK Worksheet

Results

Num	Value	Units	Result	Description	Status	f
1	0.6450	gm %	ETHANOL	Ethanol	IMPORTED	1
2	0.100	gm %	N-PROPANOL		IMPORTED	1
3	0.2480	gm %	ETHANOL	Ethanol	IMPORTED	1
4	0.100	gm %	N-PROPANOL		IMPORTED	1
5	0.4465	gm %	ETHANOL	Ethanol	REJECTED	1

Result(s) out of range

Prepared Comments
 Add
 Edit
 Save

Batch Print Status/Date: W / 01/24/2014 04:56 PM

Tube Labels Worklist Print Close

Confirm

1. Remove this task from the worklist
 2. Delete this task

Are you sure ?

Yes No

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

Batch Results aFrmBatch

Worklist
Assigned To: MIKE Mike Evans Routed To:

Selection:
☒ Open Only
☐ Closed Only
☐ All

Work List: 01/17/2014 - ID: 121
Task Types:
Section: BAC
Diluter #:
Instrument:
Import Method: BATS

Export Import
Summary Sheet
View Packets

Routing:
Routed To: Route Code: Ready for Technical Review
Routed By: Message:
Route Date:

Rejected
0%

Tasks

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	

Task Options:
Remove & Delete Task
Task Documents
Validate Task Results
BLANK Worksheet

Results

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

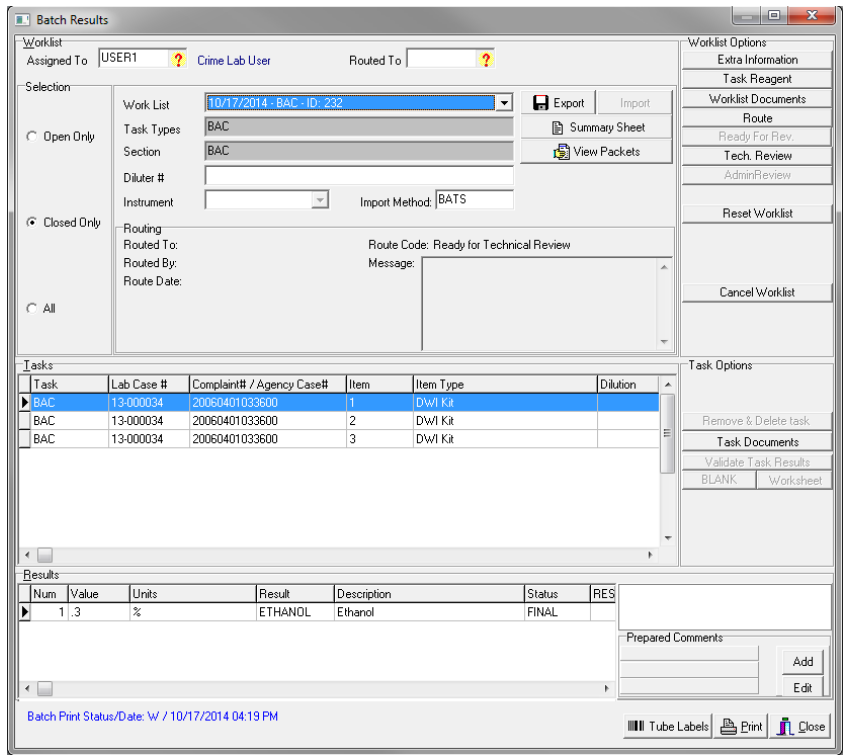
Prepared Comments:
Add
Edit
Save

Batch Print Status/Date: W / 01/24/2014 04:56 PM

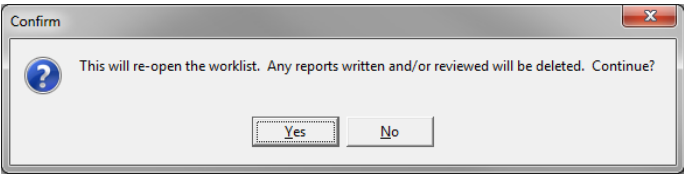
Tube Labels Worklist Print Close

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.

Service Request for 20150338095742 / Federal Bureau of Investigation 15-000001 [Dashboard](#) | [Logout](#)

CASE INFO SUBMISSION NAMES ITEMS CUSTODY **SERVICE REQUESTS** ASSIGNMENTS REPORTS

Filter by Section: All

Requested	Requested By	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk	04/07/2015		1, 2	FA
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk			1, 2	FA

Add Open Cancel Print History Print SR Detail Lab Work

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

Service Request for 20150338095742 15-000001 [Dashboard](#) | [Logout](#)

CASE INFO SUBMISSION NAMES ITEMS CUSTODY **SERVICE REQUESTS** ASSIGNMENTS REPORTS

Create Request → Select Services → Enter Service Details → Submit To Lab

Request Date: 03/06/2015

Requested By: * Sarah Mikolajczyk

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

Go Back Continue

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**.

Navigation: Create Request → Select Services → Enter Service Details → Submit To Lab

Item	CSI#	Description	Blood Alcohol* (BAC)	Biology* (BIO)	Controlled Substances* (CS)	Firearms* (FA)	Fire Debris* (FD)	Latent Prints* (LP)	Questioned Documents* (QD)
1		Firearm - Suspect's gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		Ammunition - Box of ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		Latent Fingerprint Submissions - ZPRINTS LATENT LIFT 1-1, 1-2, 1-3 ITMCNTQTY: 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		Clothes - Clothing from victim	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		Sexual Assault Kit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Services for these sections require review and acceptance by a lab supervisor.

Go Back 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.

Navigation: Create Request → Select Services → Enter Service Details → Submit To Lab

Biology Questions

1. Please select the reason for analysis: * Link suspect to victim

2. Please select the appropriate request: * DNA/Serology Analysis ?

3. Please include other comments: * No other comments

4. Do you have an elimination standard from the victim/owner, or a buccal standard from your suspect? * Yes

5. If yes, then what complaint # is the reference under? same

Please contact the Biology Section supervisor at 704-353-1102 should you have any additional comments, concerns, etc. regarding your case and/or specific item(s).

Questions for Item #4: Clothes - Clothing from victim

1. Who do the clothes belong to? * victim

2. Where were the clothes found? * with the victim

Go Back Continue

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

Workflow diagram showing the steps to submit a service request:

```

graph LR
    A[Create Request] --> B[Select Services]
    B --> C[Enter Service Details]
    C --> D[Submit To Lab]
  
```

Please click the Complete button to submit this lab request.

Buttons: Go Back, Complete

- 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.

Service Request for 20150338095742

15-000001 Dashboard | Logout

Filter by Section: All

Requested	Requested By	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk	04/07/2015		1, 2	FA
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk			1, 2	FA
03/06/2015	Sarah Mikolajczyk	Requested	03/06/2015	Sarah Mikolajczyk	04/07/2015		4, 5	BIO

Service Request

Your Service Request has been received.

OK

Buttons: Add, Open, Cancel, Print History, Print SR Detail, Lab Work

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

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

« MENU

- Quick Find
- Recent Cases
- COMPLAINT# / AGENCY CASE#
- UNIT / AGENCY
- 20150338095742
- Federal Bureau of Investigation
- 20150338095742
- 22-SOUTH DIVISION
- Review Requests
- 17-INDEPENDENCE DISTRICT
- 20140404233601
- 54-PROPERTY CONTR
- 19790036664000
- 68-FIB - RAPE/SEXUAL
- 20140330095702
- 66-FIB - HOMICIDE
- 20131231194500
- 21-STEEL CREEK DIST

2. Select or filter the service request [by entering additional information](#). You will not need to filter by section; Biology will be the default.

Service Requests Review

Filter Service Requests

Request Date From: 03/06/2015 To: 03/06/2015

Reporting District: [Dropdown]

Complaint Number: [Text Box]

Section: Biology [Dropdown] ☐ On-Hold

Charge: [Dropdown]

Agency: [Dropdown]

Court Date From: [Text Box] To: [Text Box]

Clear Search

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
03/06/2015	BIO	20150338095742	Federal Bureau	Justifiable Hom		Sarah Mikolajczyk	Requested	07-04-2015	Link suspect to victim

Print

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

POLICE

Charlotte-Mecklenburg Police Department
Service Request

CHARLOTTE-MECKLENBURG

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.

Service Request Details

Filter by Section: Biology

Request Date	Sections	URN/Dent Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
03/06/2015	BIO	20150338095742	Federal Bureau Justifiable Hon			Sarah Mikolajczyk	Requested	07-04-2015	Link suspect to victim

Biology

Deliver Section Item(s)

Item#	Description	Voucher#	Request Comments	Status	Status Comments	Deliver
<input checked="" type="checkbox"/> 4	Clothes - Clothing from victim			Requested		No
<input checked="" type="checkbox"/> 5	Sexual Assault kit			Requested		No

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.

Deny Service Request

Request Date	Sections	URN/Dent Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
03/06/2015	BIO	20150338095742	Federal Bureau Justifiable Hon			Sarah Mikolajczyk	Requested	07-04-2015	Link suspect to victim

Biology

Item#	Description	Voucher#	Request Comments	Reason Code	Status Comments
4	Clothes - Clothing from victim			01 ? Insufficient information	
5	Sexual Assault kit			07 ? Does not meet laboratory acceptance criteria	

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**.

The screenshot shows the 'Service Request Details' window. A 'Service Request Review' dialog box is open in the center, displaying the following items that have been accepted:

- Biology - #4: Clothes - Clothing from victim
- Biology - #5: Sexual Assault Kit

The dialog box has an 'OK' button at the bottom. In the background, the 'Service Request Details' window shows a table with columns: Request Date, Sections, URN/Dept Case#, Status, Court Date, and Comments. The table contains one row with the following data:

Request Date	Sections	URN/Dept Case#	Status	Court Date	Comments
03/06/2015	BIO	20150338095742	Requested	07-04-2015	Link suspect to victim

Below the table, there is a 'Biology' section with a list of items:

Item#	Description
4	Clothes - Clothing from victim
5	Sexual Assault Kit

At the bottom of the window, there are buttons: Accept, Hold, Deny, History, Open, and Print SR Detail.

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.

The screenshot shows the 'Assignments' tab in the system interface. The top navigation bar includes links for CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The 'ASSIGNMENTS' tab is currently selected.

The main table displays the following data:

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Sarah Mikolajczyk	3/3/2015 12:00:01		
2	BIO		3/6/2015 11:11:0		

On the right side of the table, there is a vertical menu with the following options: Analysis, Ready For Rev., Tech. Review, Admin Review, Close Request, Service Request, and QMS.

Below the table, there is a 'Details' section with the following fields:

- Lab Code: * Property and Evidence
- Section: * Biology
- Date Assigned: 03/06/2015
- Analyst Assigned: [Dropdown]
- Priority: *
- Status: * 0 Assigned to Section
- Report Type: [Dropdown]
- Grant ID: [Dropdown]
- Comments: [Text Area]

At the bottom of the 'Details' section, there are buttons: Add, Edit, Save, Cancel, Delete, Merge, and Split.

On the right side of the 'Details' section, there is a 'Items' table with the following data:

Item #	Item Type	Description / Location	Quant
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	Latent Fingerpri	Z-PRINTSLATENT LIFT 1-1	1
4	Clothes	Clothing from victim	1

Below the 'Items' table, there is a 'Big View' button.

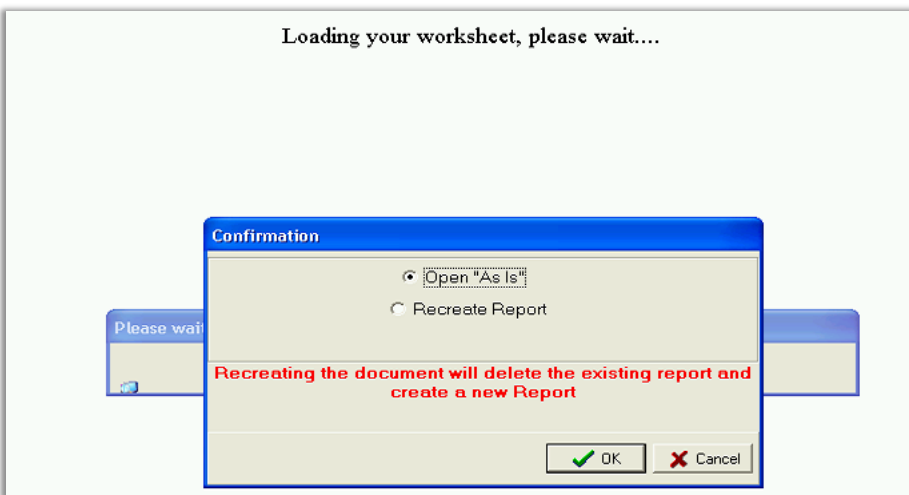
8. From here, an analyst must be assigned, and then the analysis begins with the **Analysis** button under the **Assignments** tab. Clicking this button will open the Report Writing Matrix. The Report Writing screen will be utilized as necessary depending on the case.

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.

ITEM	REPORT WRITING	GENERAL WORKSHEETS
+ Packaging and Continuity		Remove
+ Report Item Description		Remove
+ Screening QC		Remove
+ General Screening		Remove
- Biology Results		Remove
<div><div><div>Edit Conclusion</div><div>Edit Text</div><div>Move Up</div><div>Move Down</div><div>Add Conclusion</div><div>Delete Conclusion</div></div><div>No serological examinations were conducted on (Item 5); however, the (Item) was swabbed for DNA analysis.</div></div>		

“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.

CMPD Build 1.10939-NET4.0.30319, DEVELOPMENT, Sarah Mikolajczyk, 01-CENTRAL DIVISION

Report for 20150338095742

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS

ITEM REPORT WRITING GENERAL WORKSHEETS

Packaging and Continuity

Report Item Description

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**.

Attachments for 20150338095742 15-000001 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

There are no attachments here.

Select Documents

☒ All

☐ For Assignments

☐ For Seq # 2

View Selected View All

Data Type

Description

Filename

Content Type

Attached By

Attached Date

Restricted

Edit Save Cancel Delete Attach Back to Report Writing

Attachments for 20140622165205 / 61-CRIME SCENE SEARCH 14-005746 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

There are no attachments here.

Select Documents

☐ All

☐ For Assignments

☒ For Seq # 4

View Selected View All

Data Type

Description

Filename

Content Type

Attached By

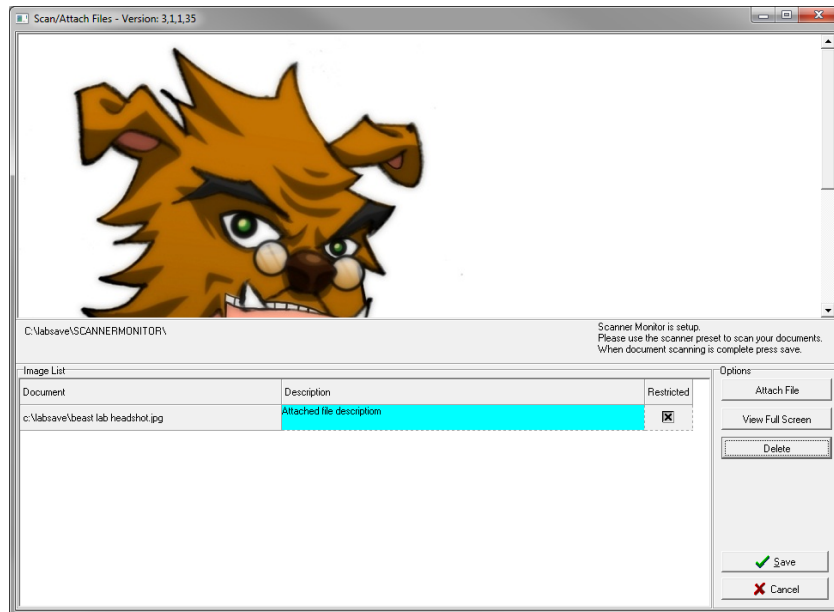
Attached Date

Restricted

Edit Save Cancel Delete Attach Back to Report Writing

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.](#)

Attachments for 20150338095742 15-000013 [Dashboard](#) | [Logout](#)

CASE INFO	SUBMISSION	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS
<div> <div>DOCUMENT DESCRIPTION Filename</div> <div>Attached file description c:\absave\beast lab headshot.jpg</div> </div> <div> <div>Select Documents</div> <div> <input checked="" type="radio"/> All <input type="radio"/> For Assignments <input type="radio"/> For Seq # 2 </div> <div> View Selected View All </div> </div> <div> <div>Data Type</div> <div>JPG</div> </div> <div> <div>Description</div> <div>Attached file description</div> </div> <div> <div>Filename</div> <div>c:\absave\beast lab headshot.jpg</div> </div> <div> <div>Content Type</div> <div>image/jpeg</div> </div> <div> <div>Attached By</div> <div>Sarah Mikołajczyk</div> </div> <div> <div>Attached Date</div> <div>04/08/2015</div> </div> <div> <div>Restricted</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Edit</div> <div>Save</div> <div>Cancel</div> <div>Delete</div> <div>Attach</div> </div>							

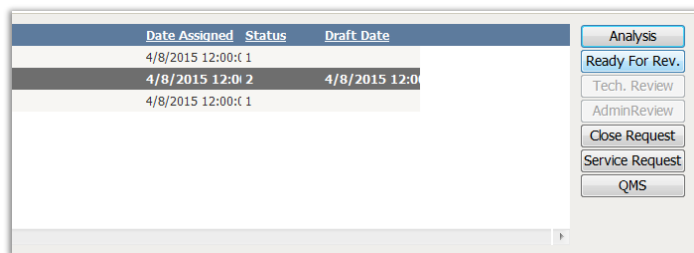
Attachments for 20140622165205 / 61-CRIME SCENE SEARCH 14-005746 [Dashboard](#) | [Logout](#)

CASE INFO	SUBMISSION	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS
<div> <div>DOCUMENT DESCRIPTION Filename</div> <div>Attached picture of examination BAC Reject pg 143.png</div> </div> <div> <div>Select Documents</div> <div> <input type="radio"/> All <input type="radio"/> For Assignments <input checked="" type="radio"/> For Seq # 4 </div> <div> View Selected View All </div> </div> <div> <div>Data Type</div> <div>PNG</div> </div> <div> <div>Description</div> <div>Attached picture of examination</div> </div> <div> <div>Filename</div> <div>BAC Reject pg 143.png</div> </div> <div> <div>Content Type</div> <div>image/x-png</div> </div> <div> <div>Attached By</div> <div>Megan R Hirschy</div> </div> <div> <div>Attached Date</div> <div>04/20/2015</div> </div> <div> <div>Restricted</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Edit</div> <div>Save</div> <div>Cancel</div> <div>Delete</div> <div>Attach</div> <div>Back to Report Writing</div> </div>							

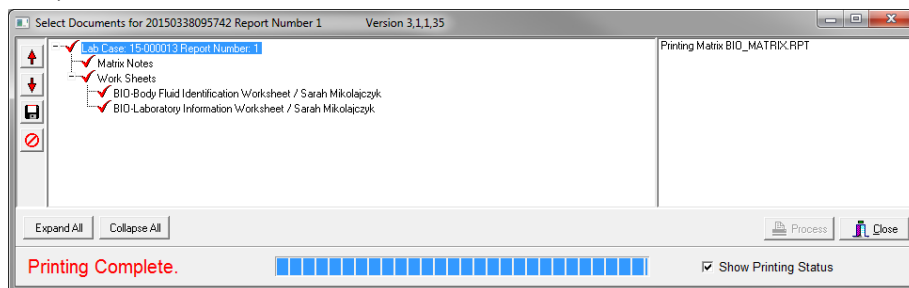
Prepare

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.



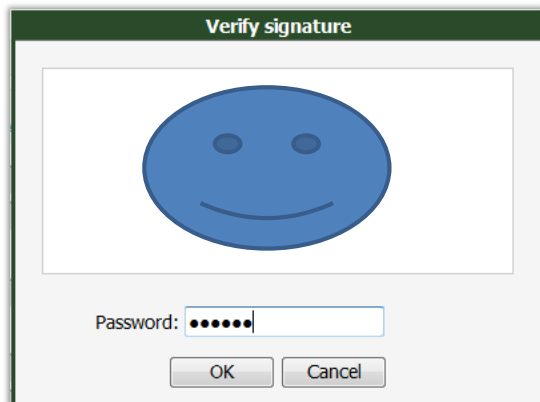
22. This window allows you to select which documents are included in the notes packet. Worksheets can be included or excluded as necessary. When the necessary documents are selected in the proper order, click **Process**.



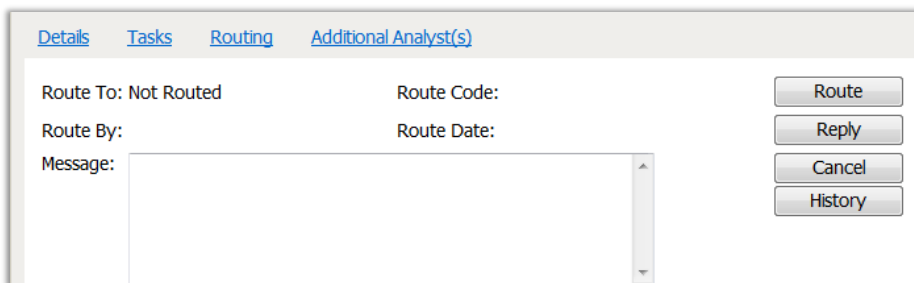
23. Once the processing is complete, a new window will open and display all the selected documents in a single PDF file. It can be saved or printed. You must then **Accept** or **Reject** this packet. Accepting will finalize the report and prompt for a signature.



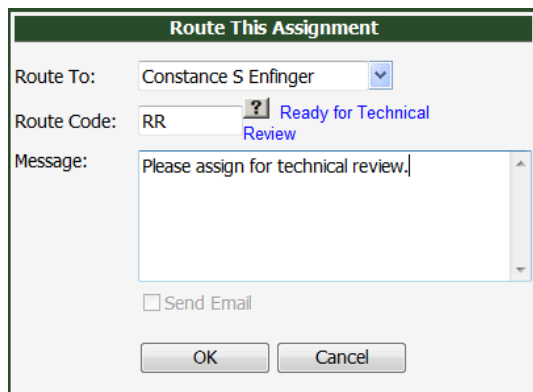
24. The Verify Signature screen should display your active signature, and then prompt for your password. Then click OK to Route the report for Technical and Admin review.

A dialog box titled "Verify signature" with a green header bar. Inside, there is a large blue oval containing a simple smiley face. Below the oval is a password field labeled "Password:" with six dots and a cursor. At the bottom are two buttons: "OK" and "Cancel".

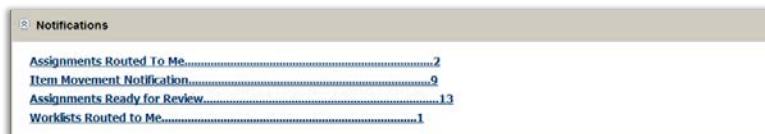
25. Tech reviewers will be assigned out by the section head. [From the assignments tab, click the "Routing" link.](#) Once a report is marked as "Ready for Review," the analyst should route the assignment to the section. [From the assignments tab, click the "Routing" link.](#)

A dialog box with tabs: "Details", "Tasks", "Routing" (selected), and "Additional Analyst(s)". The "Routing" tab shows fields for "Route To: Not Routed", "Route Code:", "Route By:", "Route Date:", and a "Message:" text area. On the right side, there are four buttons: "Route", "Reply", "Cancel", and "History".

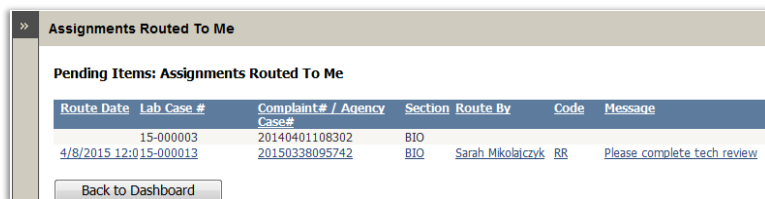
26. From this screen, the analyst will click "Route" and then select the section head, [that will then be routed for Technical Review](#), the Route Code and a Message then click OK.

A dialog box titled "Route This Assignment" with a green header bar. It contains a "Route To:" dropdown menu showing "Constance S Enfinger". Below it is a "Route Code:" field with "RR" and a button with a question mark and the text "Ready for Technical Review". There is a "Message:" text area with the text "Please assign for technical review.". At the bottom left is a checkbox labeled "Send Email". At the bottom are two buttons: "OK" and "Cancel".

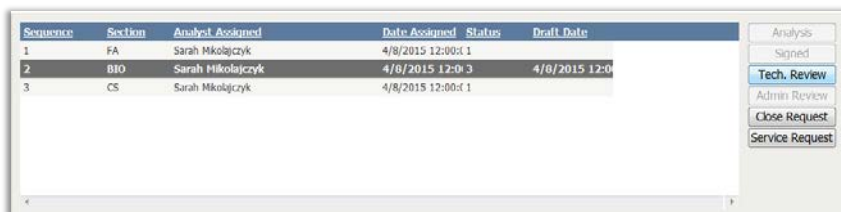
27. Once the assignment has been routed, the Tech Reviewer will be able to see a notification on their dashboard, under [notifications](#)Notifications.



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.

Description	Response
BFI Results Checked	Yes
Extraction Forms Completed and Reviewed	Yes
Quantitation Forms and Films Completed and Reviewed	Yes
Amplification Forms Completed and Reviewed	Yes
Case Sample Electropherograms Completed and Reviewed	Yes
Statistical Sheet Completed and Reviewed	N/A
All ILS, Ladders, Positive & Negative Controls Completed and Reviewed	Yes
All Allele Calls Reviewed and Correct	Yes
Staff Search Performed	No
Technical Aspects of Report are Accurate	Yes

Comments

Print List Print History Save

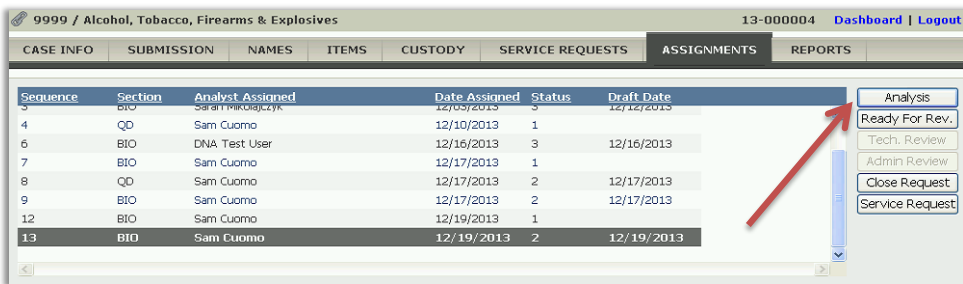
Results Report Notes Reject Back to Assignments Review Complete Cancel

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.

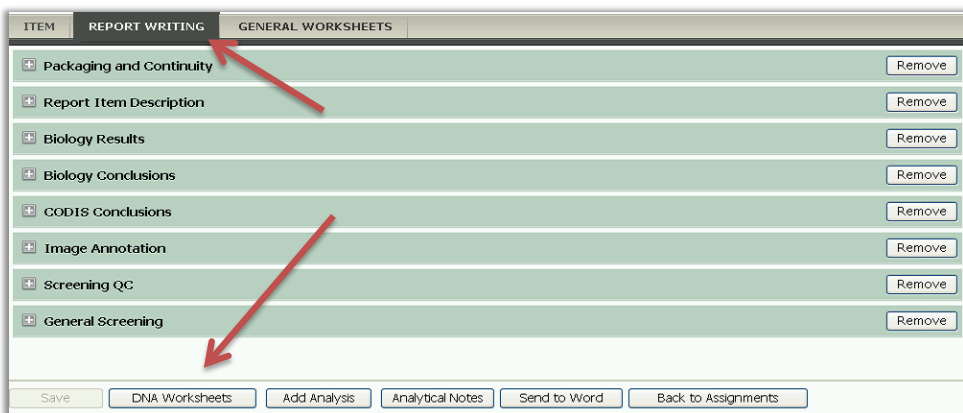


9999 / Alcohol, Tobacco, Firearms & Explosives 13-000004 Dashboard | Logout

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
3	BIO	Sam Cuomo	12/10/2013	1	12/16/2013
4	QO	Sam Cuomo	12/10/2013	1	
6	BIO	DNA Test User	12/16/2013	3	12/16/2013
7	BIO	Sam Cuomo	12/17/2013	1	
8	QO	Sam Cuomo	12/17/2013	2	12/17/2013
9	BIO	Sam Cuomo	12/17/2013	2	12/17/2013
12	BIO	Sam Cuomo	12/19/2013	1	
13	BIO	Sam Cuomo	12/19/2013	2	12/19/2013

Analysis
Ready For Rev.
Tech. Review
Admin Review
Close Request
Service Request

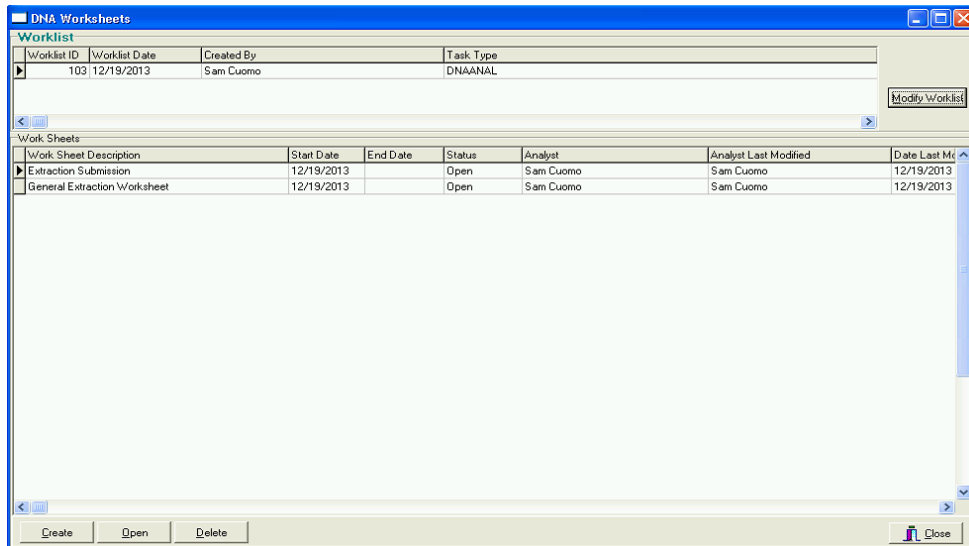
2. Inside the Assignments screen, select Report Writing and then DNA Worksheets.



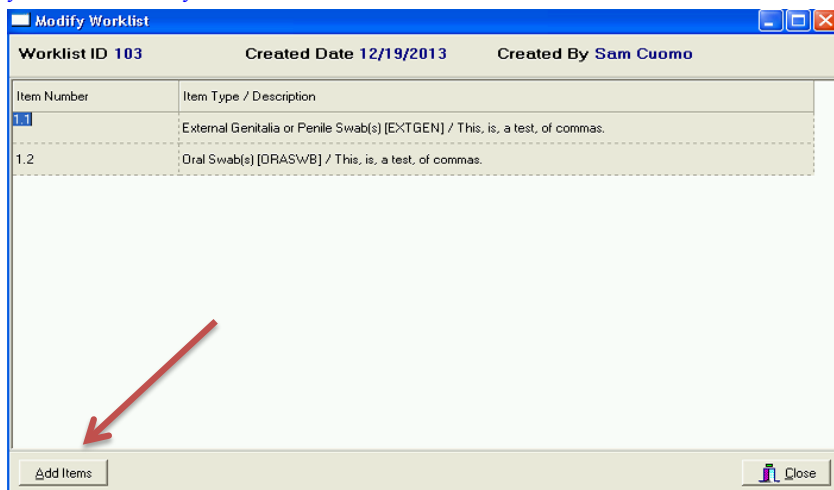
ITEM	REPORT WRITING	GENERAL WORKSHEETS
+ Packaging and Continuity		Remove
+ Report Item Description		Remove
+ Biology Results		Remove
+ Biology Conclusions		Remove
+ CODIS Conclusions		Remove
+ Image Annotation		Remove
+ Screening QC		Remove
+ General Screening		Remove

Save DNA Worksheets Add Analysis Analytical Notes Send to Word Back to Assignments

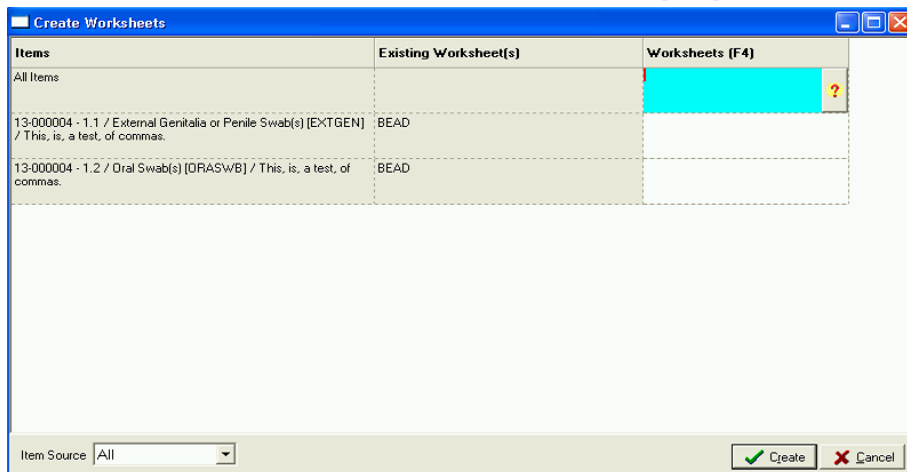
3. The DNA Worksheets screen will show any existing worksheets, and any Worklists that have assignment items on them.



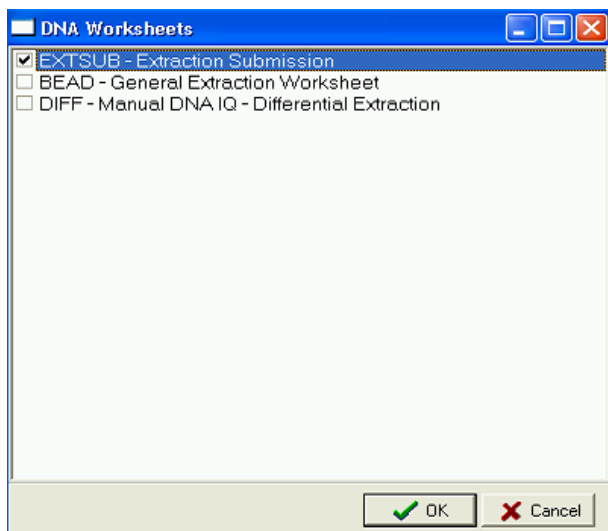
4. By default, the worklist for submissions will populate with the bottom-most items attached to it. If you have Item 4, Item 4.1, Item 4.1.1, and Item 4.1.2, it will start with items 4.1.1 and 4.1.2 attached to the worklist. To add additional items (or see the list of items currently attached), you 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.



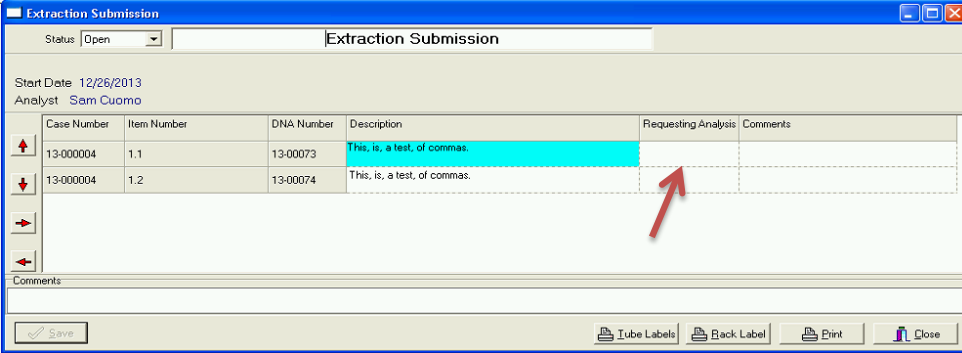
5. Click the ? icon next to the item(s) to open up the DNA Worksheets list. Select EXTSUB – Extraction Submissions for all items to be extracted. When the worksheet for submissions is correct, select Click “Create” in the bottom left-right corner of the DNA Create Worksheets screen. This will be used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



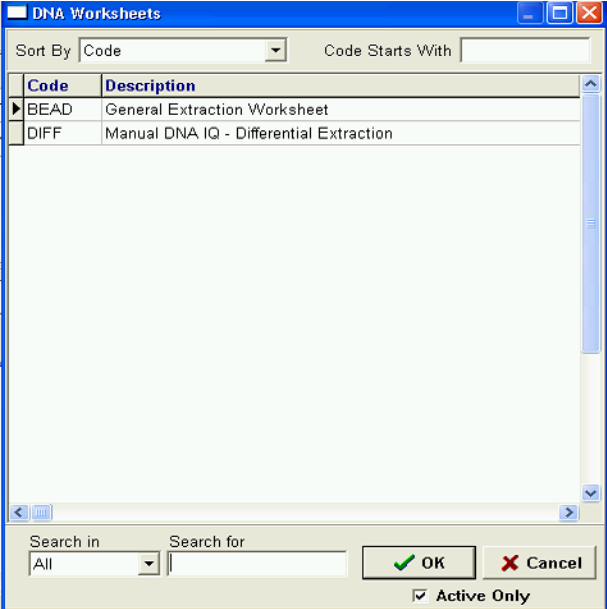
Extraction Submission

Status: |

Start Date: 12/26/2013
Analyst: Sam Cuomo

Case Number	Item Number	DNA Number	Description	Requesting Analysis	Comments
13-000004	1.1	13-00073	This is, a test, of commas.		
13-000004	1.2	13-00074	This is, a test, of commas.		

Comments:



DNA Worksheets

Sort By: | Code Starts With:

Code	Description
BEAD	General Extraction Worksheet
DIFF	Manual DNA IQ - Differential Extraction

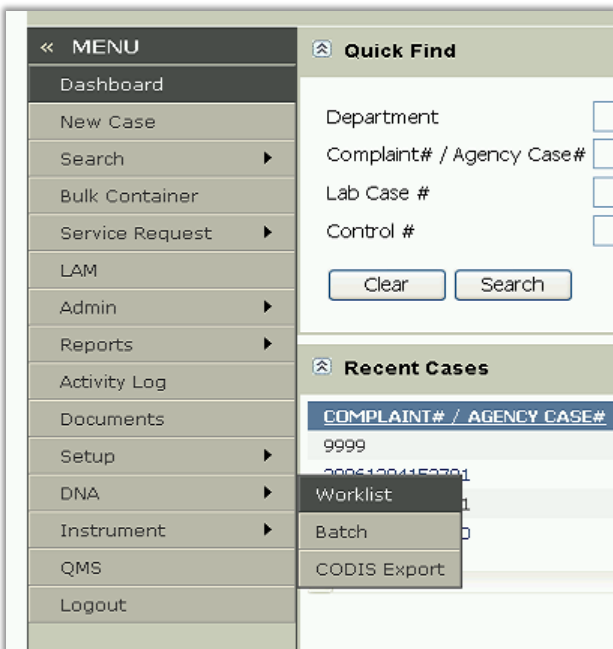
Search in: | Search for:

☒ Active Only

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

Case Number	Item Number	DNA Number	Description	Requesting Analysis	Comments
13-000004	1.1	13-00073	This is, a test, of commas.	BEAD	
13-000004	1.2	13-00074	This is, a test, of commas.	BEAD	?

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.

Work Lists

Worklist Option
 Lab Code: L 7.1
 Assigned Analyst: SAM Sam Cuomo
 Create New Worklist

Select Tasks
 Select Task Types: BEAD
 Date Assigned: 12/26/2013
 Priority: ?
 Created By: ?
 Exam Analyst: ?
 Item Source: All
 Sort By: Submission Order

Select Tasks | Selected Tasks (0 of 0)

Select	Type	Lab Case #	Item #	Package and Type	Case Type / Due Date	Analyst	Description / Source	Date As:
<input type="checkbox"/>	BEAD	13-000004	1.1 / 13-00073	Nylon Bag External Genitalia or Penile Swab(s)		Sam Cuomo	This is, a test, of commas.	12/26/2
<input type="checkbox"/>	BEAD	13-000004	1.2 / 13-00074	Nylon Bag Oral Swab(s)		Sam Cuomo	This is, a test, of commas.	12/26/2

Update and Print Done

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.

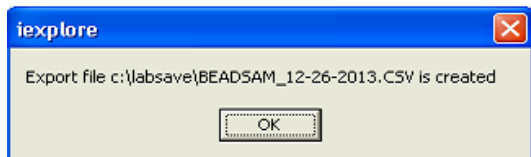
Select Tasks | Selected Tasks (2)

Select	Type	Lab Case #	Item #	Package and Type	Case Type / Due Date	Analyst	Description / Source	Date As:
<input checked="" type="checkbox"/>	BEAD	13-000004	1.1 / 13-00073	Nylon Bag External Genitalia or Penile Swab(s)		Sam Cuomo	This is, a test, of commas.	12/26/2
<input checked="" type="checkbox"/>	BEAD	13-000004	1.2 / 13-00074	Nylon Bag Oral Swab(s)		Sam Cuomo	This is, a test, of commas.	12/26/2

Update and Print Done

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 ready 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 ~~create a service request~~, ~~This is typically done on submission.~~ Click the **Add** button.

The screenshot shows the 'Service Request for 20150338095742' interface. At the top, there's a header with 'CMPD Build 1.10939-NET4.0.30319, DEVELOPMENT, Sarah Mikolajczyk, 01-CENTRAL DIVISION' and a 'BARCODE' field. Below this is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS (selected), ASSIGNMENTS, and REPORTS. A 'Filter by Section:' dropdown is set to 'All'. The main area contains a table with the following data:

Requested	Requested By	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk	04/07/2015		1, 2	FA
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk			1, 2	FA
03/06/2015	Sarah Mikolajczyk	Accepted	03/06/2015	Sarah Mikolajczyk	04/07/2015		4, 5	BIO

At the bottom, there are buttons: Add, Open, Cancel, Print History, Print SR Detail, and Lab Work.

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

The screenshot shows the 'Service Request for 20150338095742' interface with the 'SERVICE REQUESTS' tab selected. A workflow diagram at the top shows: Create Request → Select Services → Enter Service Details → Submit To Lab. The 'Create Request' step is active, showing a form with the following fields:

- Request Date: 03/06/2015
- Requested By: * Sarah Mikolajczyk
- What do you want to learn from this analysis? *: Drug Identification
- Please enter court date if known: 04/07/2015
- Narrative of the events of the case: * Description of case events

At the bottom right, there are buttons: Go Back and Continue.

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

Item	CSI#	Description	Blood Alcohol* (BAC)	Biology* (BIO)	Controlled Substances* (CS)	Firearms* (FA)	Fire Debris* (FD)	Latent Prints* (LP)	Questioned Documents* (QD)
1		Firearm - Suspect's gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		Ammunition - Box of ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		Latent Fingerprint Submissions - ZPRINTS LATENT LIFT 1-1, 1-2, 1-3 ITMONTQTY: 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		Clothes - Clothing from victim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		Sexual Assault Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		Drugs - baggie of marijuana	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		Drugs - cocaine found on suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Services for these sections require review and acceptance by a lab supervisor.

Go Back Continue

4. Answer the [Controlled Substancesrequired](#) questions that appear following the request.

Controlled Substances Questions

1. Do any of the items being submitted contain soil/vegetative matter? If yes, speak to evidence control personnel about evidence drying protocols. * No
2. To the best of your knowledge are any of the items a biohazard risk? (i.e. exposed to blood, body fluids, and /or recovered from body cavity) * No
3. Is this case going to Federal Court? * No

Go Back Continue

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.

Please click the [Complete](#) button to submit this lab request.

Go Back Complete

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."

Complaint #	Lab Case Number	Priority	Section	Unit/Agency	Analyst	Court Date	Date Assigned	Items
20140313135809	13-420168	2	CS	74-VICE AND NARCOTIC			11/05/2014	1<SECT
20140716105902	14-007631	2	CS	26-WESTOVER DIVISION			12/15/2014	2<SECT
20150338095742	15-000001	2	CS	Federal Bureau of Investi			03/06/2015	6<SECT
<input checked="" type="checkbox"/> 20150338095742	15-000001	2	CS	Federal Bureau of Investi		4/7/201	03/06/2015	6<SECT

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.

My Assignments

PRIORITY	DATE ASSIGNED	UNIT / AGENCY	COMPLAINT#	LAB CASE #	SECTION	STATUS	COURT/APPT. DATE	DELIVERY	
7	2/19/2014	21-STEELE CREEK DIVI	20131231194500	13-415970	CS	1			Close Request
7	2/19/2015	17-INDEPENDENCE DIVI	20140525010801	14-003468	FA	1			Close Request
7	2/19/2015	68-FIB - RAPE/SEXUAL	19790036664000	13-000010	FA	1			Close Request
7	2/19/2015	54-PROPERTY CONTROL	20140404233601	14-000008	FA	1			Close Request
7	3/3/2015	Federal Bureau of In	20150338095742	15-000001	FA	1	4/7/2015	A	Close Request
7	3/6/2015	Federal Bureau of In	20150338095742	15-000001	BIO	1	4/7/2015	A	Close Request
2	3/6/2015	Federal Bureau of In	20150338095742	15-000001	CS	1	4/7/2015	A	Close Request
9	2/13/2015	17-INDEPENDENCE DIVI	20140525010801	14-003468	CS	1			Close Request

Print

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.

20150338095742 15-000001 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS **ASSIGNMENTS** REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date	
1	FA	Sarah Mikolajczyk	3/3/2015 12:00:1			Analysis
2	BIO	Sarah Mikolajczyk	3/6/2015 12:00:1			Ready For Rev.
3	CS	Sarah Mikolajczyk	3/6/2015 11:4:1			Tech. Review
						Admin Review
						Close Request
						Service Request
						QMS

Details Tasks Routing Additional Analyst(s)

Lab Code * Property and Evidence

Section * Controlled Substances

Date Assigned 03/06/2015

Analyst Assigned Sarah Mikolajczyk

Priority * Normal

Status * 1 Assigned to Analyst

Report Type

Grant ID

Comments

Items Names

Lab #: 15-000001 / Complaint#: 20150338095742

Item #	Item Type	Description / Location	Quant
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	Latent Fingerpri	ZPRINTSLATENT LIFT 1-1	1
4	Clothes	Clothing from victim	1

Big View

Add Edit Save Cancel Delete Merge Split

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.

New Worksheet(s)	
Description	CS-Worksheet
	CS-Worksheet notes

Existing Worksheet(s)			
Description	Entered By	Date Entered	Entered
CS-Worksheet	SJM	4/9/2015	9:15:48 AM
CS-Worksheet notes	SJM	4/9/2015	9:16:28 AM

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.

Confirmation

☒ Open "As Is"

☐ Recreate Report

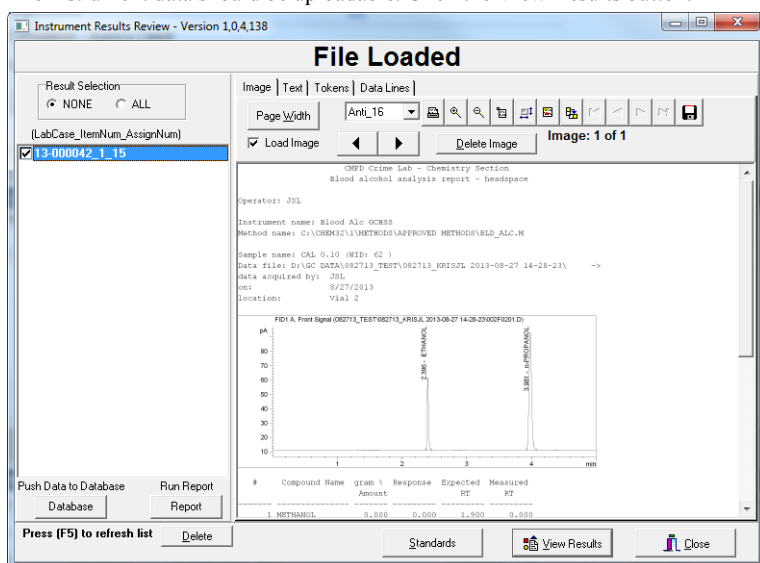
Recreating the document will delete the existing report and create a new Report

OK Cancel

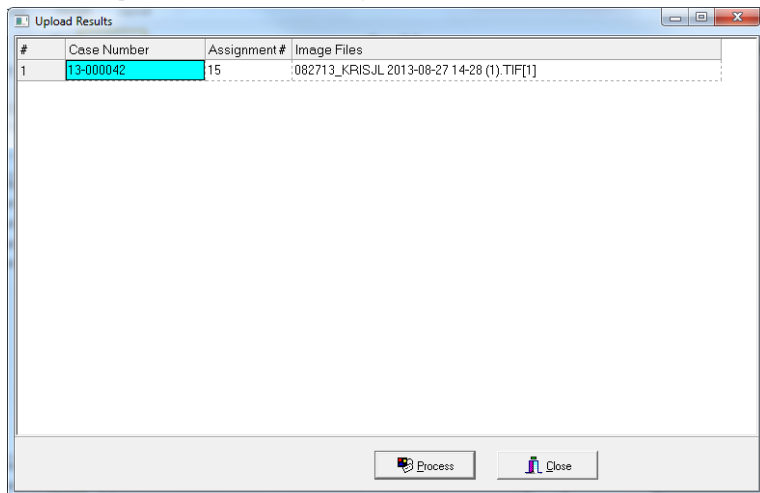
13. To attach instrument data from an instrument from the Dashboard click Instrument, Instview.

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.

The screenshot shows a web application interface for a report titled "Report for 20150338095742". The top navigation bar includes links for CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The main navigation bar has tabs for ITEM, REPORT WRITING, and GENERAL WORKSHEETS. The "REPORT WRITING" tab is active, and the "Controlled Substance Analysis" panel is expanded. This panel contains a "Select Item" dropdown menu with the text "(Empty) Lab ITEM # 6 - cocaine found on suspect" and a "Compare Results" button. Below this are three result entry sections, each with a "Result" label and a dropdown menu. Each section includes fields for "Gross Weight", "Units", "Net Weight", "Units", "UOM", and "Units". At the bottom of the panel are fields for "Examination Performed", "Comments", and "Hours Worked". A "Remove" button is located in the top right corner of the panel. Below the "Controlled Substance Analysis" panel is the "Item Description" panel, which also has a "Remove" button.

Report for 20150338095742 15-000013 Dashboard Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

ITEM REPORT WRITING GENERAL WORKSHEETS

Controlled Substance Analysis Remove

Select Item (Empty) Lab ITEM # 6 - cocaine found on suspect Compare Results

Result

Gross Weight Units Net Weight Units UOM Units

Result 2

Gross Weight Units Net Weight Units UOM Units

Result 3

Gross Weight Units Net Weight Units UOM Units

Examination Performed

Comments

Hours Worked

Item Description Remove

17. After entering in the analysis, Send to Word can be [pressed-selected](#) and the report will [be](#) generated.

The screenshot shows a software window titled "Controlled Substance Analysis" with a "Remove" button in the top right. The window has three tabs: "ITEM", "REPORT WRITING" (which is active), and "GENERAL WORKSHEETS".

Under the "REPORT WRITING" tab, there is a "Select Item" dropdown menu showing "(Empty) Lab ITEM # 6 - cocaine found on suspect" and a "Compare Results" button. Below this are three result entry sections:

- Result 1:** A dropdown menu showing "Cocaine". Below it are fields for "Gross Weight" (24), "Units" (grams), "Net Weight", "Units", "UOM", and "Units".
- Result 2:** Similar fields for "Gross Weight", "Units", "Net Weight", "Units", "UOM", and "Units".
- Result 3:** Similar fields for "Gross Weight", "Units", "Net Weight", "Units", "UOM", and "Units".

Below the result sections are two text areas: "Examination Performed" (containing "GCMS") and "Comments". At the bottom of the main form area is a "Hours Worked" field.

At the bottom of the window is a section titled "Item Description" with a "Remove" button. Below this is a row of five buttons: "Save", "Add Analysis", "Analytical Notes", "Send to Word", and "Back to Assignments".


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.

Lab Case: 15-000013 Report Number: 2

File

Home Insert Page Layout References Mailings Review View Design Layout

Normal 0 0 pt 4 pt

 **Complaint No:** 20150338095742
Date: 4/9/2015
Type of Analysis: Controlled Substances
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.

ANALYSIS OF THE SUBMITTED MATERIALS IS AS FOLLOWS:

Items Received
 Item #5: baggie of marijuana
 Item #6: cocaine found on suspect

Examination(s) Performed
 GCMS

Results
 Item #5: Marijuana containing tetrahydrocannabinol, net weight 7.5 grams +/-
 Item #6: Cocaine

Comments

Authority Rodney D. Monroe
Chief Of Police
 I certify this to be the results of the tests performed on these items.

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.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Sarah Mikolajczyk	4/8/2015 12:00:01		
2	BIO	Sarah Mikolajczyk	4/8/2015 12:00:03		4/8/2015 12:00:03
3	CS	Sarah Mikolajczyk	4/8/2015 12:00:02		4/9/2015 12:00:02

Analysis
Ready For Rev.
Tech. Review
AdminReview
Close Request
Service Request
QMS

Details Tasks Routing Additional Analyst(s)

Lab Code * Crime Lab
Section * Controlled Substances
Date Assigned 04/08/2015
Analyst Assigned Sarah Mikolajczyk
Analyst Date 04/08/2015
Priority * Normal
Status * 2 Report in Progress
Report Type
Report Format
Grant ID

Items Names

Item #	Item Type	Description / Location	Quantity
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	Clothes	Clothing from victim	1

Big View

Add Edit Save Cancel Delete Merge Split

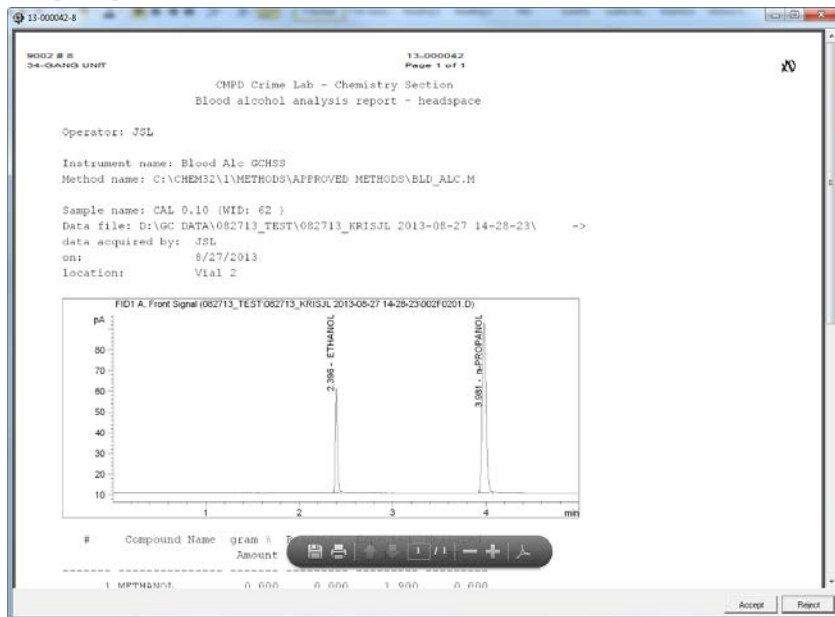
20. The process packet screen will appear. Press the check and uncheck the documents you want included in the packet. Then click Process.

Select Documents for 9002 Report Number 8 Version 1.0.4.138

13-000042 Sample1 (08/30/13) 13-000042 Sample1.TIF

Expand All Collapse All Process Close

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.

CASE INFO	SUBMISSION	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS
Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date	Analysis Signed Tech. Review Admin Review Close Request Service Request	
1	FA	Sarah Mikolajczyk	4/8/2015 12:00:01				
2	BIO	Sarah Mikolajczyk	4/8/2015 12:00:03		4/8/2015 12:00:03		
3	CS	Sarah Mikolajczyk	4/8/2015 12:00:03		4/9/2015 12:00:03		

Details	Tasks	Routing	Additional Analyst(s)																
Lab Code * Crime Lab Section * Controlled Substances Date Assigned 04/08/2015 Analyst Assigned Sarah Mikolajczyk Analyst Date 04/08/2015 Priority * Normal Status * 3 Ready for Review Report Type Report Format Grant ID	<table border="1"> <thead> <tr> <th>Item #</th> <th>Item Type</th> <th>Description / Location</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Firearm</td> <td>Suspect's gun</td> <td>1</td> </tr> <tr> <td>2</td> <td>Ammunition</td> <td>Box of ammunition</td> <td>1</td> </tr> <tr> <td>3</td> <td>Clothes</td> <td>Clothing from victim</td> <td>1</td> </tr> </tbody> </table> Big View			Item #	Item Type	Description / Location	Quantity	1	Firearm	Suspect's gun	1	2	Ammunition	Box of ammunition	1	3	Clothes	Clothing from victim	1
Item #	Item Type	Description / Location	Quantity																
1	Firearm	Suspect's gun	1																
2	Ammunition	Box of ammunition	1																
3	Clothes	Clothing from victim	1																

Add Edit Save Cancel Delete Merge Split

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.

Tech Review for 20150338095742 / Federal Bureau of Investigation 15-000013 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Checklist for Report 2 from Sarah Mikolajczyk

CSREVIEW * Technical Review

* required checklist

Description	Response
Technical Review Completed	Yes

Comments

Print List Completed Save

Results Report Notes Reject Back to Assignments Review Complete Cancel

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

The screenshot shows a web application interface for an 'Admin Review'. At the top, there is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The 'ASSIGNMENTS' tab is selected. Below the navigation bar, the title 'Checklist for Report 2 from Sarah Mikolajczyk' is displayed. A dropdown menu labeled 'CSAPPROV *' is set to 'Admin Review', with a note '* required checklist' below it. The main area contains a table with two columns: 'Description' and 'Response'. The first row has 'Administrative Review Completed' in the 'Description' column and a 'Yes' dropdown in the 'Response' column. Below the table is a 'Comments' text area. At the bottom, there are several buttons: 'Print List', 'Save', 'Results', 'Report', 'Notes', 'Reject', 'Back to Assignments', 'Review Complete', and 'Cancel'. The word 'Completed' is displayed in green text between the 'Print List' and 'Save' buttons.

Description	Response
Administrative Review Completed	Yes

Comments

Print List Completed Save

Results Report Notes Reject Back to Assignments Review Complete Cancel

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.

20150338095742 / Federal Bureau of Investigation 15-000013 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS **REPORTS**

Sequence	Report #	Section	Analyst Assigned	Date Assigned	Status	Draft Date	Approver	Approved By	Date Completed
3	2	CS	Sarah Mikolajczyk	08-04-2015	5	09-04-2015	Approver Mike Evans		14-04-2015

Details Items Tasks Routing

Report Type

Lab Code * Crime Lab

Section * Controlled Substances

Date Assigned 04/08/2015

Analyst Assigned Sarah Mikolajczyk

Analyst Date 04/08/2015

Priority Normal

Status * 5 Approved

Report Type

Report Format

Grant ID

Print Report Matrix Notes Checklist Reset Case Link Revisions Service Request

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

Complaint No: 20150338095742

Date: 4/9/2015

Type of Analysis: Controlled Substances

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 90-93(g) and is hereby approved by the Attorney General.

ANALYSIS OF THE SUBMITTED MATERIALS IS AS FOLLOWS:

Items Received

Item #5: baggie of marijuana

Item #6: cocaine found on suspect

Examination(s) Performed

GCMS

Results

Item #5: Marijuana containing tetrahydrocannabinol, net weight 7.5 grams +/-

Item #6: Cocaine

Fire Debris Walkthrough

1. To Create a service request. This is typically done on submission. Press click the Add button.

The screenshot shows the 'Service Request' interface for case 20150338095742. The 'SERVICE REQUESTS' tab is active. A table lists existing requests:

Requested	Requested By	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk	04/07/2015		1, 2	FA
03/03/2015	Sarah Mikolajczyk	Accepted	03/03/2015	Sarah Mikolajczyk			1, 2	FA

At the bottom, there are buttons: Add, Open, Cancel, Print History, Print SR Detail, and Lab Work.

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

The screenshot shows the 'Service Request' form for case 20150338095742. The 'SERVICE REQUESTS' tab is active. The form includes a progress bar with steps: Create Request, Select Services, Enter Service Details, and Submit To Lab. The 'Create Request' step is currently active.

Fields to be filled include:

- Request Date: 03/06/2015
- Requested By: Sarah Mikolajczyk
- What do you want to learn from this analysis?: Fire Debris examination
- Please enter court date if known: 04/07/2015
- Narrative of the events of the case: Description of case events

Buttons at the bottom: Go Back, Continue.

3. Select a Fire Debris request for the specific Fire Debris item(s).

Item	CSI#	Description	Blood Alcohol* (BAC)	Biology* (BIO)	Controlled Substances* (CS)	Firearms* (FA)	Fire Debris* (FD)	Latent Prints* (LP)	Questioned Documents* (QD)
1		Firearm - Suspect's gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		Ammunition - Box of ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		Clothes - Clothing from victim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	+	Sexual Assault Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		Drugs - baggie of marijuana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		Drugs - cocaine found on suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		Trace - fire debris from seat in cab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Services for these sections require review and acceptance by a lab supervisor.

Go Back Continue

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.

Create Request → Select Services → Enter Service Details → Submit To Lab

Please click the Complete button to submit this lab request.

Go Back Complete

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”

	Complaint #	Lab Case Number	Priority	Section	Unit/Agency	Analyst	Court Date	Date Assigned	Items
<input type="checkbox"/>	20140626194100	14-006072	2	FD	54-PROPERTY CONTROL		07/15/2014	1<SECT	
<input type="checkbox"/>	20140611021300	14-004791	2	FD	54-PROPERTY CONTROL		07/15/2014	1<SECT	
<input type="checkbox"/>	20150338095742	15-000001	2	FD	Federal Bureau of Investi		03/06/2015	8<SECT	
<input checked="" type="checkbox"/>	20150338095742	15-000001	2	FD	Federal Bureau of Investi		4/7/201	03/06/2015	8<SECT

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

The screenshot shows the CMPD Assign Search interface. The user is Sarah Mikolajczyk, and the database is DEVELOPMENT. The version is CMPD Build 1.10939-NET4.0.30319. The interface includes a menu on the left with options like Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, DNA, Instrument, and QMS. The main area shows the Assign Search results with a table of assignments. A 'Batch Assign' dialog box is open, allowing the user to assign an analyst (Sarah Mikolajczyk), priority (Normal), lab code, appointment date, and appointment time. The dialog also includes a comments field and OK/Cancel buttons.

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

The screenshot shows the 'My Assignments' dashboard. It displays a table of assignments with columns: PRIORITY, DATE ASSIGNED, UNIT / AGENCY, COM-PLAINT#, LAB-CASE#, SECTION, STATUS, COURT/APPT. DATE, and DELIVERY. The table lists several assignments, with one row highlighted in red, indicating an assignment to the user.

PRIORITY	DATE ASSIGNED	UNIT / AGENCY	COM-PLAINT#	LAB-CASE#	SECTION	STATUS	COURT/APPT. DATE	DELIVERY
7	2/19/2014	21-STEEL CREEK DIVI	20131231194500	13-415970	CS	1		Close Request
7	2/19/2015	17-INDEPENDENCE DIVI	20140525010801	14-003468	FA	1		Close Request
7	2/19/2015	68-FIB - RAPE/SEXUAL	19790036664000	13-000010	FA	1		Close Request
7	2/19/2015	54-PROPERTY CONTROL	20140404233601	14-000008	FA	1		Close Request
7	3/3/2015	Federal Bureau of In	20150338095742	15-000001	FA	1	4/7/2015	A
7	3/6/2015	Federal Bureau of In	20150338095742	15-000001	BIO	1	4/7/2015	A
7	3/6/2015	Federal Bureau of In	20150338095742	15-000001	CS	1	4/7/2015	A
7	3/6/2015	Federal Bureau of In	20150338095742	15-000001	FD	1	4/7/2015	A
9	2/13/2015	17-INDEPENDENCE DIVI	20140525010801	14-003468	CS	1		Close Request

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.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Sarah Mikolajczyk	4/8/2015 12:00:1		
2	BIO	Sarah Mikolajczyk	4/8/2015 12:00:3		4/8/2015 12:00:3
3	CS	Sarah Mikolajczyk	4/8/2015 12:00:4		4/9/2015 12:00:4
4	FD	Sarah Mikolajczyk	4/10/2015 12:31		

Analysis
Ready For Rev.
Tech. Review
AdminReview
Close Request
Service Request
QMS

Details Tasks Routing

Lab Code * Property and Evidence
Section * Fire Debris
Date Assigned 04/10/2015
Analyst Assigned Sarah Mikolajczyk
Analyst Date 04/10/2015
Priority * Normal
Status * 1 Assigned to Analyst
Report Type
Report Format
Grant ID

Items Names

Items	Names	
<input type="checkbox"/> 4.3	Right Hand Fing	Right Hand Fingernail Swz 1
<input type="checkbox"/> 5	Drugs	baggie of marijuana 1
<input type="checkbox"/> 6	Drugs	cocaine found on suspect 1
<input checked="" type="checkbox"/> 7	Trace	fire debris from seat in cal 1

Big View

Add Edit Save Cancel Delete Merge Split

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.

Worksheets for 20150338095742 15-000013 Dashboard Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

ITEM REPORT WRITING GENERAL WORKSHEETS

New Worksheet(s)

Description	Entered By Date Entered
Fire Debris Worksheet	

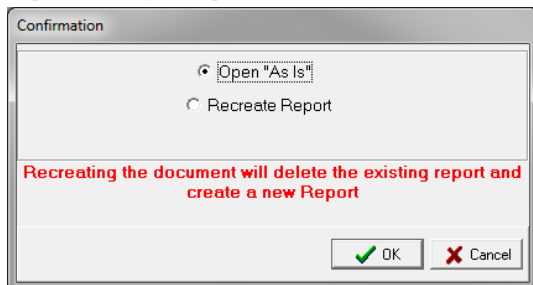
Existing Worksheet(s)

Description	Entered By Date Entered	
Fire Debris Worksheet SJM	4/10/2015 9:53:06 AM	

Create Print Read Open Rename Delete

11. 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.



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.

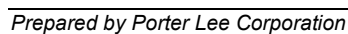
Comment [KW5]: These 4 appear in development db

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

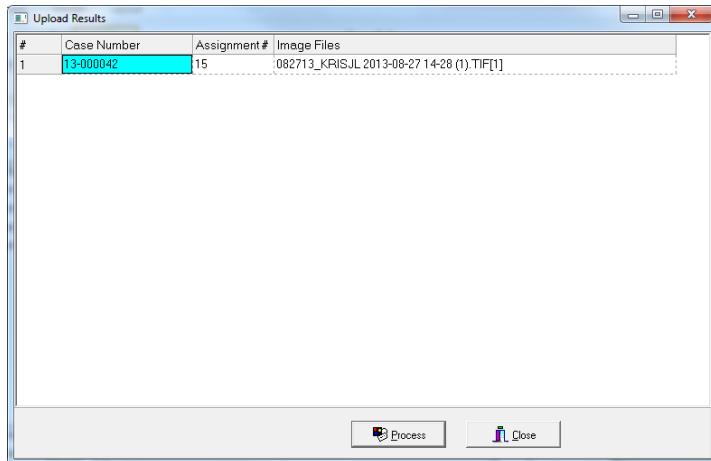
A screenshot of the "Fire Debris" matrix interface. The interface has a tabbed header with "ITEM", "REPORT WRITING", and "GENERAL WORKSHEETS". The "ITEM" tab is active. Below the header, there's a "Fire Debris" section with a "Remove" button. A "Select Item" dropdown menu shows "(Results) Lab ITEM # 7 - fire debris from seat in cab". To the right of the dropdown is a "Compare Results" button. Below this is a "Collapse all" button and a pagination indicator "1 - 1 of 1 entries". The main area contains a list of items, with "Entry #1" expanded. It shows fields for "Condition" (Charred), "Odor" (None), "Sample Preparation" (Passive Headspace Concentration - ACS), and "Class of Ignitable Liquid". Below these is a text area for "Examination Performed" and a "Hours Worked" field. At the bottom, there are three expandable sections: "Fire Conclusions", "Item Description", and "Comments", each with a "Remove" button. At the very bottom, there are buttons for "Save", "Add Analysis", "Analytical Notes" (highlighted), "Send to Word", and "Back to Assignments".

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

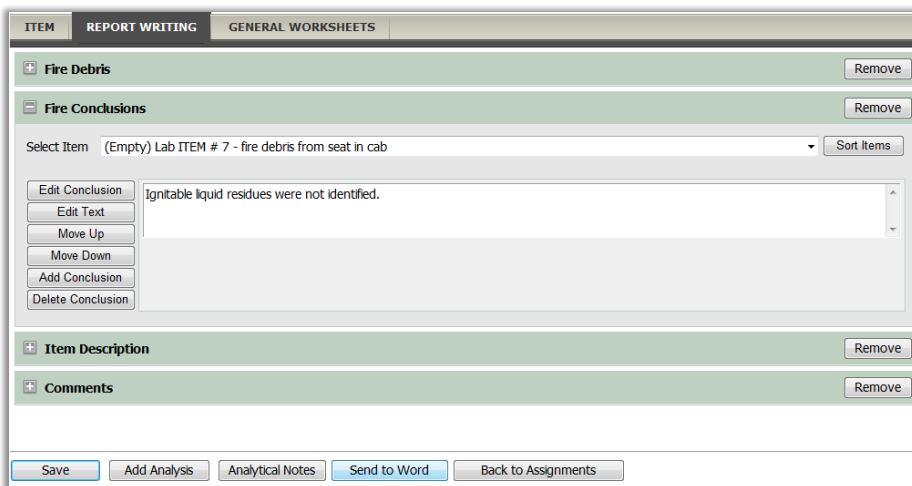
14. The instrument data should be uploadable. Click the View Results button.



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.



17. 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 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.

Lab Case: 15-000013 Report Number: 3

File

Home Insert Page Layout References Mailings Review View Design Layout

Normal 0" 0 pt 0 pt

ComplaintNo: 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 NCOS 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
Identifiable 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.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Sarah Mikolajczyk	4/8/2015 12:00:01		
2	BIO	Sarah Mikolajczyk	4/8/2015 12:00:03		4/8/2015 12:00:03
3	CS	Sarah Mikolajczyk	4/8/2015 12:00:04		4/9/2015 12:00:04
4	FD	Sarah Mikolajczyk	4/10/2015 12:00:02		4/10/2015 12:00:02

Buttons: Analysis, Ready For Rev., Tech. Review, AdminReview, Close Request, Service Request, QMS

Details | Tasks | Routing

Lab Code: * Property and Evidence
Section: * Fire Debris
Date Assigned: 04/10/2015
Analyst Assigned: Sarah Mikolajczyk
Analyst Date: 04/10/2015
Priority: * Normal
Status: * 2 Report in Progress
Report Type:
Report Format:
Grant ID:
Add Edit Save Cancel Delete Merge Split

Items | Names

Lab #: 15-000013 / Complaint #: 20150338095742

Item #	Item Type	Description / Location	Quan
<input type="checkbox"/> 1	Firearm	Suspect's gun	1
<input type="checkbox"/> 2	Ammunition	Box of ammunition	1
<input type="checkbox"/> 3	Clothes	Clothing from victim	1
<input type="checkbox"/> 4	Control Ammunition		1

Big View

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

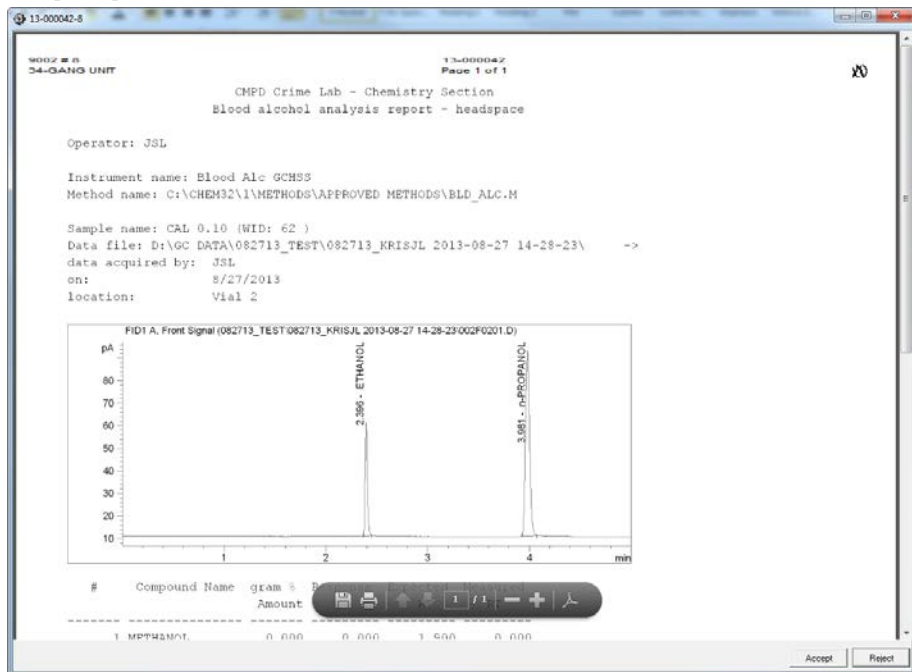
Select Documents for 9002 Report Number 0 Version 1.0.4.138

Documents:

- ☒ 13-000042 Sample1 (08/20/13) 13-000042 Sample1.TIF

Buttons: Expand All, Collapse All, Process, Close

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.

9002 / 34-GANG UNIT 13-000042 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
7	FA	Mike Evans	07/22/2013	1	
9	FA	Sarah Mikołajczyk	07/23/2013	1	
10	FD	Mike Evans	08/09/2013	2	08/09/2013
11	BATS		08/14/2013	0	
12	BATS		08/14/2013	0	
13	BATS		08/14/2013	0	
14	FD	Kris	08/30/2013	2	08/30/2013
15	FD	Kris	08/30/2013	3	08/30/2013

Analysis
Signed
Tech. Review
Admin Review
Close Request
Service Request
SOP

Details Tasks Routing

Lab Code: Crime Lab
Section: Fire Debris
Date Assigned: 08/30/2013
Analyst Assigned: Kris
Analyst Date: 08/30/2013
Priority: Normal
Status: 3 Ready for Review
Report Type:

Item	Item Type	Description / Location	Quantity
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	DNA Sample	kris's swab	1
4	Ammunition		1

Big View

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.

Master Build 1.7592-NET4.0.30319, PLIMS_DEV, Mike Evans, 01-CENTRAL DIVISION

Barcode

Tech Review for 9002 13-000042 Dashboard Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Checklist for Report 8 from Kris

REVIEW * Technical Review

* required checklist

Description	Response
Technical Review Completed	<input type="text"/>

Comments

Print List Not Completed Save

Results Report Notes Reject Back to Assignments Review Complete Cancel

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

The screenshot shows a web application interface for an 'Admin Review'. At the top, there is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The 'ASSIGNMENTS' tab is currently selected. Below the navigation bar, the title 'Checklist for Report 8 from Kris' is displayed. The main content area includes an 'APPROVE *' dropdown menu set to 'Admin Review', with a note '* required checklist' below it. A table with two columns, 'Description' and 'Response', is shown. The first row has 'Administrative Review Completed' in the 'Description' column and a dropdown arrow in the 'Response' column. Below the table is a 'Comments' text area. At the bottom of the form, there is a 'Print List' button, a 'Not Completed' status indicator in red, and a 'Save' button. A footer bar contains several buttons: Results, Report, Notes, Reject, Back to Assignments, Review Complete, and Cancel.

Description	Response
Administrative Review Completed	<input type="button" value="v"/>

Comments

Print List Not Completed Save

Results Report Notes Reject Back to Assignments Review Complete Cancel

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.

Sequence	Report #	Section	Analyst Assigned	Date Assigned	Status	Draft Date	Approved	Approved By	Date Completed
8	5	BID	Mike Evans	23-07-2013	5	23-07-2013	Approved	Sarah Mikołajczyk	23-07-2013
15	8	FD	Kris	30-08-2013	5	30-08-2013	Approved	Mike Evans	09-09-2013

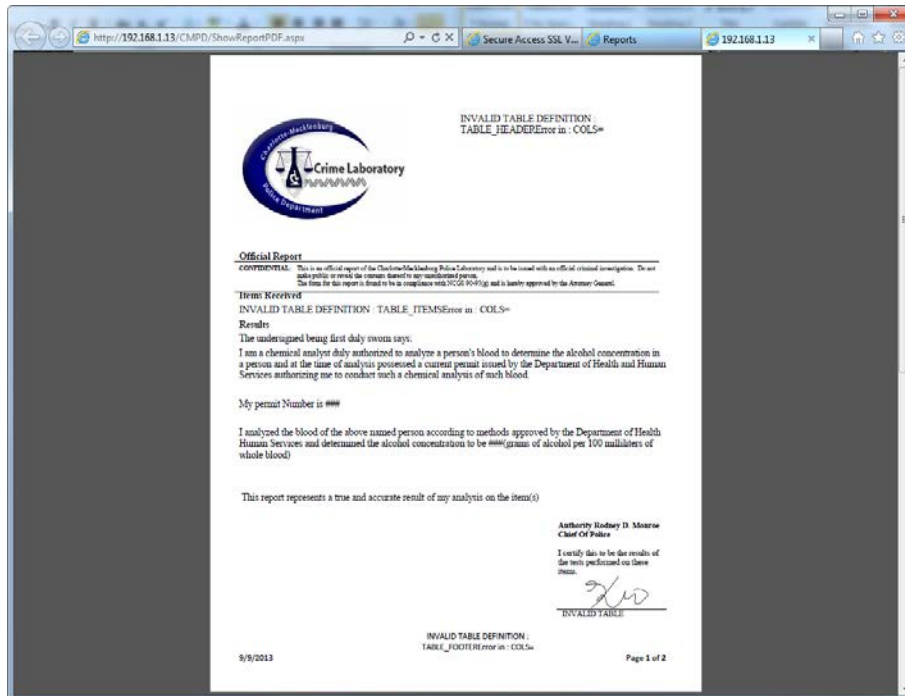
Details Items Tasks Routing

Report Type

Grant ID

Print Report Notes Checklist Reset QMS Revisions

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.

The screenshot shows the 'Service Request' tab selected in the application. The header bar includes the text 'CMPD Build 1.10939-NET4.0.30319, DEVELOPMENT, Sarah Mikolajczyk, 01-CENTRAL DIVISION' and a 'BARCODE' field. Below the header, there is a navigation bar with tabs: 'CASE INFO', 'SUBMISSION', 'NAMES', 'ITEMS', 'CUSTODY', 'SERVICE REQUESTS' (which is active), 'ASSIGNMENTS', and 'REPORTS'. A 'Filter by Section:' dropdown menu is set to 'All'. The main content area is empty. At the bottom, there are three buttons: 'Add', 'Cancel', and 'Print History'.

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

The screenshot shows the 'Service Request' form. The header bar is the same as the previous screenshot. The navigation bar is also the same. The main content area contains a flow diagram with four steps: 'Create Request' (with a red downward arrow), 'Select Services', 'Enter Service Details', and 'Submit To Lab'. Below the flow diagram, there are several input fields: 'Request Date' (03/03/2015), 'Requested By' (Sarah Mikolajczyk), 'What do you want to learn from this analysis?' (If it matches with any criminal guns), 'Please enter court date if known.' (04/07/2015), and 'Narrative of the events of the case' (Suspect fired gun.). At the bottom right, there are two buttons: 'Go Back' and '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.

Item	CSI#	Description	Blood Alcohol* (BAC)	Biology* (BIO)	Controlled Substances* (CS)	Firearms* (FA)	Fire Debris* (FD)	Latent Prints* (LP)	Questioned Documents* (QD)
1		Firearm - Suspect's gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		Ammunition - Box of ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Services for these sections require review and acceptance by a lab supervisor.

Go Back Continue

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

Firearms Questions

1. What laboratory examination(s) are you requesting? *

2. If there is evidence from a different case that needs to be compared to this evidence, list KBCOPS case number here. (Please enter the full Complaint #.):

Per CMPD policy be need to fill out a lab

i. The firearm is involved

ii. Another service is involved

1. DNA or Fingerprint

2. Comparison to fired

3. Serial number rest

4. Measurement of a

iii. operability is an element

Select Service Requests

- Firearm Examination
- Restore obliterated serial number
- Determine if the barrel/overall length of the firearm is legal
- Examine/Identify/Compare fired evidence
- Range determination
- Toolmark comparison
- Physical fit/Physical match
- Footwear/Tire/Print Comparison

Press CTRL key to multi-select.

OK Cancel Clear All

Officers do not

Drug Possession cases.

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

The screenshot shows the 'Enter Service Details' step of the 'SERVICE REQUESTS' process. At the top, a navigation bar includes tabs for CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS (active), ASSIGNMENTS, and REPORTS. Below the tabs, a progress bar shows the sequence: Create Request → Select Services → Enter Service Details (current) → Submit To Lab. The main content area is titled 'Firearms Questions' and contains two numbered questions. Question 1 asks for the laboratory examination(s) requested, with a dropdown menu showing 'Restore obliterated serial number, Toolmark comparison'. Question 2 asks for evidence from a different case to be compared, with a text box containing 'No additional evidence.' Below the questions, a green banner states: 'Per CMPD policy beginning January 2014 all applicable firearms will automatically be test fired for Open File (IBIS) entry. Officers do not need to fill out a lab request unless:'. This is followed by three bullet points: i. The firearm is involved in a violent crime; ii. Another service is involved (with sub-points: 1. DNA or Fingerprints, 2. Comparison to fired evidence, 3. Serial number restoration, 4. Measurement of a sawed-off long gun); iii. operability is an element of the crime (e.g. armed robbery). A note specifies that operability is not an element of Possession of Firearm by Felon, CCW or Drug Possession cases. Further instructions include: 'All evidence cartridge cases that are submitted to the laboratory and that meet the IBIS caliber parameters will be included in the Open File as long as they are suitable (e.g., they have sufficient markings and are not too damaged).', 'Range determinations require that the firearm used, the ammunition used and the item struck by the projectile(s) all be submitted. If all three items are not submitted, the request will be rejected.', 'Tool(s) AND toolmarks must be submitted.', and 'Both shoes/tires and impressions (prints, casts, photos) must be submitted. Photos of impressions must be taken with the camera directly perpendicular to the impression, using appropriate lighting/flash, must have a scale, and be the highest resolution available (uncompressed photos are preferred). Photos must be submitted on a CD-ROM. Contact Crime Scene Search/Photography for instructions.' At the bottom right are 'Go Back' and 'Continue' buttons.

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

The screenshot shows the 'Submit To Lab' step of the 'SERVICE REQUESTS' process. The navigation bar and progress bar are identical to the previous step. The main content area now shows the 'Submit To Lab' step as the final step in the sequence. Below the progress bar, a text box contains the instruction: 'Please click the Complete button to submit this lab request.' At the bottom right are 'Go Back' and 'Complete' buttons.

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

The screenshot shows a web application interface for a Service Request. At the top, there's a header bar with "Service Request for 20150338095742" and links for "Dashboard" and "Logout". Below this is a navigation menu with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS (selected), ASSIGNMENTS, and REPORTS. A "Filter by Section:" dropdown is set to "All". Below the filter is a table with columns: Requested, Requested By, Status, Status Date, Status By, Court Date, Type of Court, Item #, and Section(s). The table contains one row: 03/03/2015, Sarah Mikolajczyk, Requested, 03/03/2015, Sarah Mikolajczyk, 04/07/2015, 1, 2, FA. In the center, a modal dialog box titled "Service Request" displays an information icon and the message "Your Service Request has been received." with an "OK" button. At the bottom of the main window are buttons: Add, Open, Cancel, Print History, Print SR Detail, and Lab Work.

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

« MENU	Quick Find
Dashboard	
New Case	
Search	
Bulk Container	
Service Request	
Inventory	
LAM	
Admin	
Reports	
Documents	
Setup	

Recent Cases				
COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED	
20150338095742	Federal Bureau of Investigation	15-000001	3/3/2015	
2014001552501	54-PROPERTY CONTROL BUREAU	14-000008	2/19/2015	
	68-FIB - RAPE/SEXUAL ASSAULT	13-000010	2/19/2015	
20140330095702	66-FIB - HOMICIDE	13-421168	2/19/2015	
20131231194500	21-STEEL CREEK DIVISION	13-415970	2/19/2015	
20140525010801	17-INDEPENDENCE DIVISION	14-003468	2/19/2015	
20140708235502	12-HICKORY GROVE DIVISION	14-007082	10/27/2014	
20130130011400	01-CENTRAL DIVISION	13-395567	10/27/2014	
19810018205000	68-FIB - RAPE/SEXUAL ASSAULT	13-000037	10/22/2014	
20140515182900	14-UNIVERSITY CITY DIVISION	14-002777	9/2/2014	

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.

Service Requests Review

Filter Service Requests:

Request Date From:

Reporting District:

Complaint Number:

Section: ☐ On-Hold

Charge:

Agency:

Court Date From:

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
02/19/2015	FA	20140710021000	21-STEELB OR	Driving Under "		Matthew C Mathis	Requested		Compare fired evidence
02/19/2015	FA	20140718004000	27-FREEDOM C	Driving Under "		Matthew C Mathis	Requested		Compare fired evidence
03/03/2015	FA	20150330095742	Federal Bureau	Justifiable Hom		Sarah Mikolajczyk	Requested	07-04-2015	If it matches with any

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.

Service Request Details

Filter by Section:

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
03/03/2015	FA	20150330095742	Federal Bureau	Justifiable Hom		Sarah Mikolajczyk	Requested	07-04-2015	If it matches with any

Firearms

Deliver Section Item(s)

Item#	Description	Voucher#	Request Comments	Status	Status Comments	Deliver
<input checked="" type="checkbox"/> 1	Firearm - Suspect's gun			Requested		No <input type="text"/>
<input checked="" type="checkbox"/> 2	Ammunition - Box of ammunition			Requested		No <input type="text"/>

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.

Service Request Details

Filter by Section: Firearms

Request Date: 03/03/2015 Sections: FA

Firearms

Item#	Description
1	Firearm - Susp
2	Ammunition -

Accept Hold

History Open

Item Details

Attributes

Type Firearm : Revolver
 Firearm Make : SMITH & WESSON
 Model : UNK
 Serial Number : 11JK2
 Description : -

General Firearms Questions

1. What laboratory examination(s) are you requesting? : Restore obliterated serial number, Toolmark comparison
 2. If there is evidence from a different case that needs to be compared to this evidence, list KBCOPS case number here. (Please enter the full Complaint #.): : No additional evidence.

Questions for 1 - Suspect's gun (Firearm)

Close

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.

Deny Service Request

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
03/03/2015	FA	20150338095742	Federal Bureau	Justifiable Hon		Sarah Mikolajczyk	Requested	07-04-2015	If it matches with an

Firearms

Item#	Description	Voucher#	Request Comments	Reason Code	Status Comments
1	Firearm - Suspect's gun			?	
2	Ammunition - Box of ammunition			?	

Deny Services Back to SR Details

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.

Hold Service Request

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
03/03/2015	FA	20150338095742	Federal Bureau	Justifiable Hon		Sarah Mikolajczyk	Requested	07-04-2015	If it matches with an

Firearms

Item#	Description	Voucher#	Request Comments	Reason Code	Status Comments
1	Firearm - Suspect's gun			?	
2	Ammunition - Box of ammunition			?	

Hold Services Back to SR Details

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.

The screenshot displays the 'Service Request Details' window. A 'Service Request Review' dialog box is open in the center, listing accepted items: 'Firearms - #1: Firearm - Suspect's gun' and 'Firearms - #2: Ammunition - Box of ammunition'. The dialog has an 'OK' button at the bottom. In the background, the 'Service Request Details' window shows a table with columns: Request Date, Sections, URN/Dept Case#, Status, Court Date, and Comments. The table contains one row with the following data: Request Date: 03/03/2015, Sections: FA, URN/Dept Case#: 20150338055742, Status: Requested, Court Date: 07-04-2015, Comments: If it matches with an... Below the table, there is a 'Firearms' section with a table of items. The table has columns: Item#, Description, and Deliver. It contains two rows: Item# 1, Description: Firearm - Suspect's gun, Deliver: No; and Item# 2, Description: Ammunition - Box of ammunition, Deliver: No. At the bottom of the window, there are buttons: Accept, Hold, Deny, History, Open, and Print SR Detail.

Request Date	Sections	URN/Dept Case#	Status	Court Date	Comments
03/03/2015	FA	20150338055742	Requested	07-04-2015	If it matches with an...

Item#	Description	Deliver
1	Firearm - Suspect's gun	No
2	Ammunition - Box of ammunition	No

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.

The screenshot displays the Ibis assignment management interface. At the top, there is a header bar with the case number 20150338095742 and the lab number 15-000001. Below this is a navigation bar with tabs for CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The ASSIGNMENTS tab is currently selected.

The main area shows a table of assignments with the following columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, Draft Date, and Analysis. The first row shows an assignment with Sequence 1, Section FA, Analyst Assigned, Date Assigned 3/3/2015 11:50, and Status. To the right of the table are buttons for Analysis, Ready For Rev., Tech. Review, Admin Review, Close Request, Service Request, and QMS.

Below the table is a detailed form for editing an assignment. The form has tabs for Details, Tasks, and Routing. The Details tab is active, showing fields for Lab Code, Section, Date Assigned, Analyst Assigned, Priority, Status, Report Type, and Grant ID. The Section field is set to Firearms, and the Date Assigned is 03/03/2015. The Analyst Assigned is Sarah Mikolajczyk. The Priority is Normal, and the Status is Assigned to Section. The Report Type and Grant ID fields are empty.

On the right side of the form is a table of items with the following columns: Item #, Item Type, Description / Location, and Quantity. The table contains two items: Item 1, Firearm, Suspect's gun, and Item 2, Ammunition, Box of ammunition. Both items are checked. Below the table is a Big View button.

At the bottom of the form are buttons for Add, Edit, Save, Cancel, Delete, Merge, and Split.

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**.

Report Items For 20150338095742 15-000013 [Dashboard](#) | [Logout](#)

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

ITEM REPORT WRITING GENERAL WORKSHEETS

Items

- Lab ITEM # 1 - Firearm : Suspect's gun
- Lab ITEM # 2 - Ammunition : Box of ammunition
- Lab ITEM # 3 - Clothes : Clothing from victim
- Lab ITEM # 4 - Sexual Assault Kit
 - Lab ITEM # 4.1 - Other Biological Sample Swab(s) : Other Biological Samp
 - Lab ITEM # 4.2 - Underpants : Underpants
 - Lab ITEM # 4.3 - Right Hand Fingernail Swabs : Right Hand Fingernail Sw
- Lab ITEM # 5 - Drugs : baggie of marijuana
- Lab ITEM # 6 - Drugs : cocaine found on suspect

Containers

Item Info Kit Items

Item Number 1

Quantity 1

Packaging None

Item Type * Firearm

Description Suspect's gun

Item Status 36 Months Dispose

[Edit](#) [Cancel](#) [Sample Item](#) [Label](#)

[Open Container](#) [Back to Assignments](#)

20130609150001 / 66-FIB - HOMICIDE 13-403298 [Dashboard](#) | [Logout](#)

CASE INFO NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Item #	DI #	Container	Category	Packaging	Item Type	Item Location
59	201317719-43	Bag -1(201317719)	Evidence	Box	Ammunition	Property Lab Cart
60	201317719-44	Bag -1(201317719)	Evidence	Box	Ammunition	Property Lab Cart
61	201317719-45	Bag -1(201317719)	Evidence	Box	Ammunition	Property Lab Cart
62	201317719-46	Bag -1(201317719)	Evidence	Box	Ammunition	Property Lab Cart
62.1	201317719-46		Evidence	Tube	Biological Other	Biology Freezer 4
63	201317719-47	Bag -1(201317719)	Evidence	Box	Ammunition	Property Lab Cart
63.1	201317719-47		Evidence	Tube	Biological Other	Biology Freezer 4
64	201317720-28	Bag -1(201317720)	Evidence	10X13 Envelope	Personal	Property LB244

[Dupe](#) [Sample](#) [Kit](#) [Container](#) [Item List](#) [Evidence Page](#) [Transfer](#) [Label](#)

Find Custody Location: Property Lab Cart

Item # 61 Qty 1 DI # 201317719-45

Category * Evidence

Packaging * Box

Item Type * Ammunition

Description ZCASING
ITMMAKSC: RPS 38 SPL&P
ITMCNTQTY: 1

Collected * Emily R Carpenter * 06/09/2013 * 15:46

Location * 7247 POINT LAKE DRIVE, CHARLOTTE, NC. [Address Book](#)

Status 36 Months Dispose

DNA? * Yes

[Add](#) [Edit](#) [Save](#) [Cancel](#) [Delete](#)

Attribute Currency Names

Type Ammo *

Make * RPS 38 SPL&P

Caliber *

Description *

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.

Report for 20150338095742 15-000001 Dashboard Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

ITEM REPORT WRITING GENERAL WORKSHEETS Section #F15-201409

- + Item Description Remove
- + Firearm Examination Remove
- + Discharged Cartridge case/shotshell Remove
- + Fired Bullet/Projectile Remove
- + Serial Number Restore Sequence of Methods Remove
- + Evidence from other Lab Numbers Remove
- + Conclusions Remove
- + Range and Residues Examination Remove
- + Shoe Remove
- + Shoe Print Remove
- + Firearm Unloading Remove
- + Tool Exam Remove
- + Toolmarks Exam Remove
- + General Examination Notes Remove
- + Tire Remove

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.

The screenshot shows a web application interface for 'Worksheets for 20150338095742'. The top navigation bar includes 'CASE INFO', 'SUBMISSION', 'NAMES', 'ITEMS', 'CUSTODY', 'SERVICE REQUESTS', 'ASSIGNMENTS', and 'REPORTS'. The 'GENERAL WORKSHEETS' tab is selected. On the left, under 'New Worksheet(s)', a list of worksheet types is shown, with 'FA-Outgoing Worksheet' highlighted. The list includes: FA-General Worksheet, FA-Range and Residues Worksheet, FA-Serial Number Restoration Worksheet, FA-Tire Worksheet, FA-Tool Worksheet, FA-Toolmark Worksheet, FA-Unloading Worksheet, FA-Firearm Long Worksheet, FA-Firearm Short Worksheet, FA-Shoe Worksheet, FA-Shoeprint Worksheet, FA-Bullet Worksheet, FA-Serial Number Restoration Worksheet, and FA-Case Cover Page. On the right, under 'Existing Worksheet(s)', it states 'No existing worksheets found.' At the bottom, there are buttons for 'Create', 'Print', 'Read', 'Open', 'Rename', and 'Delete'.

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

The screenshot shows a 'Conclusions' panel with a list of analysis items. Each item has a plus icon on the left and a 'Remove' button on the right. The items are: Type of Analysis/Remarks, Assault Weapon Characteristics, Toolmarks, Range and Residues Examination, Serial Number Restore Sequence of Methods, Shoe, Shoe Print, Firearm Unloading, Tire, Tool Exam, Toolmarks Exam, Exam Notes and Remarks, and Fired Bullet/Projectile. At the bottom, there are buttons for 'Save', 'Add Analysis', 'Analytical Notes', 'Send to Word', and 'Back to Assignments'. A 'Saved' status indicator is visible in the top right corner.

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.

Lab Case 13-000042 Report Number 8

Charlotte-Mecklenburg Police Department Crime Laboratory

Complainant No:	9902
Date:	7-2-2013
Type of Case:	Aggravated Assault
Remarks:	
Agency:	31-QUANG UNIT
Tel:	

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 send the content listed to any unauthorized person.
The form for this report is based to be in compliance with NCIS 50-470g and is hereby approved by the Attorney General.

Items Received
On July 16, 2013 the following item was received from MIKE
Item 2: Box of ammunition

Results
(Item) was examined and test fired. The firearm was found to be in good operating condition. Suitable tests from (Item) will be compared to the open file (2013). If an identification is made, you will be notified.

Authority Rodney D. Moore
Chief Of Police
I certify this to be the results of the tests performed on these items.

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.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
2	FA	Gene C Rivera	07/17/2013	1	
3	FA	Todd J Nordhoff	07/18/2013	1	
14	FA	Mike Evans	08/13/2013	2	08/13/2013

Item #	Item Type	Description / Location	Quantity
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	DNA Sample	kris's swab	1
4	Drugs		1

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.

Master Build 1.7306-NET4.0.30319, PLIMSDEV, Mike Evans, 01-CENTRAL DIVISION

9002 13-000042 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS **ASSIGNMENTS** REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
2	FA	Gene C Rivera	07/17/2013	1	
3	FA	Todd J Nordhoff	07/18/2013	1	
14	FA	Mike Evans	08/13/2013	2	08/13/2013

Analysis
Ready For Rev.
Tech. Review
Admin Review
Close Request
Service Request
SOP
QMS

Details Tasks **Routing**

Lab Code: Property and Evidence
Section: Firearms
Date Assigned: 8/13/2013 12:00
Analyst Assigned: Mike Evans
Analyst Date: 08/13/2013
Priority: Normal
Status: 2 Report in Progress
Report Type:
Report Format:
Add Edit Save Cancel Delete Manage

Verify signature

TestSig

Password:
OK Cancel

Description / Location Quantity
1 2 Ammunition Box of ammunition 1
3 DNA Sample Iris's swab 1
4 Drugs 1
Big View

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.

Route To: Sarah Mikolajczyk
Route Code: RR Ready for Technical Review
Message:
Send Email
OK Cancel

Details Tasks **Routing**

Route To: Not Routed
Route By:
Message:
OK Cancel

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.

The screenshot displays the 'ASSIGNMENTS' tab of a software interface. At the top, there's a header bar with '9002' on the left and '13-000042 Dashboard | Logout' on the right. Below this is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, **ASSIGNMENTS**, and REPORTS. The main area shows a table of assignments with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. The table lists several assignments, with the one for Sequence 14 (FA, Mike Evans, 08/13/2013, Status 3) highlighted. To the right of the table is a vertical toolbar with buttons: Analysis, Signed, **Tech Review**, Admin Review, Close Request, Service Request, SOP, and QMS. Below the table, there are tabs for Details, Tasks, and Routing. The 'Details' tab is active, showing a form with fields for Lab Code (Property and Evidence), Section (Firearms), Date Assigned (08/13/2013), Analyst Assigned (Mike Evans), Analyst Date (08/13/2013), Priority (Normal), Status (3 Ready for Review), Report Type, and Report Format. To the right of these fields is a table of items with columns: Item #, Item Type, Description / Location, and Quantity. This table lists four items: 1 (Firearm, Suspect's gun, 1), 2 (Ammunition, Box of ammunition, 1), 3 (DNA Sample, Kri's swab, 1), and 4 (Drugs, 1). A 'Big View' button is located below the items table. At the bottom of the interface are buttons for Add, Edit, Save, Cancel, Delete, and Manage.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
3	FA	Todd J Nordhoff	07/18/2013	1	
14	FA	Mike Evans	08/13/2013	3	08/13/2013
16	FA		08/13/2013	0	
17	FA		08/13/2013	0	
18	FA		08/13/2013	0	
19	BIO	Mike Evans	08/13/2013	1	
20	BATS	Mike Evans	08/14/2013	1	
21	BATS		08/14/2013	0	
22	BATS		08/14/2013	0	

Item #	Item Type	Description / Location	Quantity
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	DNA Sample	Kri's swab	1
4	Drugs		1

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.

The screenshot displays a web application interface for a technical review. At the top, a header bar includes a user profile icon, the text "Master Build 1.7327-NET4.0.30319, PLIMSDEV, Sarah Mikolajczyk, 01-CENTRAL DIVISION", and a "BARCODE" field. Below this, a sub-header shows "Tech Review for 9002" and "13-000042" with links for "Dashboard" and "Logout". A navigation menu contains tabs for "CASE INFO", "SUBMISSION", "NAMES", "ITEMS", "CUSTODY", "SERVICE REQUESTS", "ASSIGNMENTS" (which is active), and "REPORTS". The main content area is titled "Checklist for Report 8 from Mike Evans". It features a "REVIEW *" dropdown menu set to "Review", with a note "* required checklist". Below this is a table with two columns: "Description" and "Response". The first row shows "Technical Review Completed" in the description column and a "Yes" dropdown in the response column. A "Comments" text area is located below the table. At the bottom of the form, there is a "Print List" button, a "Completed" status indicator, and a "Save" button. A footer bar contains buttons for "Results", "Report", "Notes", "Reject", "Back to Assignments", "Review Complete", and "Cancel".

Description	Response
Technical Review Completed	Yes

Comments

Print List Completed Save

Results Report Notes Reject Back to Assignments Review Complete Cancel

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

9002 13-000042 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS **ASSIGNMENTS** REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
3	FA	Todd J Nordhoff	07/16/2013	1	
14	FA	Mike Evans	08/13/2013	4	08/13/2013
16	FA		08/13/2013	0	
17	FA		08/13/2013	0	
18	FA		08/13/2013	0	
19	BIO	Mike Evans	08/13/2013	1	
20	BATS	Mike Evans	08/14/2013	1	
21	BATS		08/14/2013	0	
22	BATS		08/14/2013	0	

Analysis
Signed
Tech. Review
Admin Review
Close Request
Service Request
SOP
CMS

Details Tasks Routing

Lab Code * Property and Evidence
Section * Firearms
Date Assigned 08/13/2013
Analyst Assigned Mike Evans
Analyst Date 08/13/2013
Priority * Normal
Status * 4 Ready for Admin Review
Report Type
Report Format

Item #	Item Type	Description / Location	Quantity
1	Firearm	Suspect's gun	1
2	Ammunition	Box of ammunition	1
3	DNA Sample	kris's swab	1
4	Drugs		1

Big View

Add Edit Save Cancel Delete Manage

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.

Approval Review for 9002 13-000042 [Dashboard](#) | [Logout](#)

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS **ASSIGNMENTS** REPORTS

Checklist for Report 8 from Mike Evans

APPROVE * Admin Review
* required checklist

Description	Response
Administrative Review Completed	Yes

Comments

[Print List](#) Completed [Save](#)

[Results](#) [Report](#) [Notes](#) [Reject](#) [Back to Assignments](#) [Review Complete](#) [Cancel](#)

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.

The screenshot shows the 'REPORTS' tab in the KBCOPS system. At the top, there is a header bar with '9002' on the left and '13-000042 Dashboard | Logout' on the right. Below this is a navigation bar with tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and **REPORTS**. The main content area displays a table with the following data:

Sequence	Report #	Section	Analyst Assigned	Date Assigned	Status	Draft Date	Approved	Approved By	Date Completed
9	6	FA	Mike Evans	01-06-2013	5	01-06-2013	Approved	Sarah Mikolajczyk	01-06-2013
10	7	FA	Mike Evans	13-06-2013	5	13-06-2013	Approved	Sarah Mikolajczyk	13-06-2013
14	8	FA	Mike Evans	13-08-2013	5	13-08-2013	Approved	Sarah Mikolajczyk	13-08-2013

Below the table, there is a 'Report Type' dropdown menu. At the bottom of the interface, there are several buttons: 'Print Report', 'Notes', 'Checklist', 'Reset', 'QMS', and 'Revisions'.

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.

The screenshot shows a printed lab report from the Crime Laboratory. The report includes the following information:

- Complainant No:** 9002
- Date:** 7/2/2013
- Type of Case:** Aggravated Assault
- Branch:** 34-GAING UNIT
- Tel:**

The report is titled 'Official Report' and includes a 'CONFIDENTIAL' notice. It states that the report is an official report of the Crime Laboratory and is to be used with an official criminal investigation. It also includes a 'Form Received' section with the date 'On July 16, 2013 the following items were received from MIKE' and a 'Results' section stating 'One (1) Box of ammunition'.

The report is signed by 'Authorizer Rodney D. Moore, Chief Of Police' and 'Examiner Mike Evans, Programmer'. The signature of Mike Evans is handwritten and reads 'Test Sig'.

The report ends with 'End of Official Report'.

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, then prints or checks/pawn tickets unless you are requesting physical evidence processing.

Item	CSI#	Description	Blood Alcohol* (BAC)	Biology* (BIO)	Controlled Substances* (CS)	Firearms* (FA)	Fire Debris* (FD)	Latent Prints* (LP)	Questioned Documents* (QD)
1		Drugs - baggie of marijuana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		Drugs - cocaine found on suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		Firearm - Suspect's gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		Ammunition - Box of ammunition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		Clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		Sexual Assault Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		Latent Fingerprint Submissions - (5) Latent Lifts collected from the incident location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Services for these sections require review and acceptance by a lab supervisor.

Go Back Continue

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**.

Item	Item Type	Description
8	Latent Fingerprint Submissions	

Name Type: First Name: Last Name: Date of Birth: Juvenile: ☐ SID/PID/FBI#:

Go Back 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.

The screenshot shows a workflow diagram with four steps: 'Create Request', 'Select Services', 'Enter Service Details', and 'Submit To Lab'. Arrows connect the first three steps. Below the diagram, a text prompt says 'Please click the Complete button to submit this lab request.' At the bottom right, there are two buttons: 'Go Back' and 'Complete'.

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**.

The screenshot shows the 'ASSIGNMENTS' tab. At the top, there's a header with 'CMPD Build 1.10353-NET4.0.30319, CMPD_DEV, Crime Lab User, 01-CENTRAL DIVISION' and a 'BARCODE' field. Below this is a table with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. The table contains two rows of data. To the right of the table is an 'Analysis' section with buttons: 'Ready For Rev.', 'Tech. Review', 'Admin Review', 'Close Request', and 'Service Request'. Below the table is a 'Details' section with various fields: Lab Code, Section, Date Assigned, Analyst Assigned, Analyst Date, Priority, Status, Report Type, Report Format, and Grant ID. To the right of these fields is a table with columns 'Items' and 'Names'. This table lists four items: 4.1 Known Cheek S. Known Cheek Scraping, 4.2 Vaginal Smear S. Vaginal Smear Slide, 4.3 Vaginal Swab(s) Vaginal Swab(s), and 5 Latent Fingerpri Latent prints item. The last item is checked. At the bottom of the details section are buttons: Add, Edit, Save, Cancel, Delete, Merge, and Split.

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

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Mike Evans	08/29/2014	1	
2	FA	Mike Evans	09/02/2014	1	
3	LP	Crime Lab User	10/17/2014	1	

Details Tasks Routing

Lab Code: * Crime Lab
Section: * Latent Prints
Date Assigned: 10/17/2014
Analyst Assigned: Crime Lab User
Analyst Date: 10/17/2014
Priority: * Normal
Status: * 1 Assigned to Analyst
Report Type:
Report Format:
Grant ID:

Items Names

Item	Name	Count
<input type="checkbox"/> 4.1	Known Cheek S	Known Cheek Scraping 2
<input type="checkbox"/> 4.2	Vaginal Smear S	Vaginal Smear Slide 1
<input type="checkbox"/> 4.3	Vaginal Swab(s)	Vaginal Swab(s) 1
<input checked="" type="checkbox"/> 5	Latent Fingerpr	Latent prints item 1

Big View

Add Edit Save Cancel Delete Merge Split

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

CMPD Build 1.11253-NET4.0.30319, DEVELOPMENT, Sarah Mikolajczyk, 01-CENTRAL DIVISION

Report for 20150338095742

15-000001 Dashboard Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

ITEM REPORT WRITING GENERAL WORKSHEETS

+ Report Item Description Remove

+ Latent Print Processing Remove

+ Exemplars Remove

+ Latent Analysis, Comparison, and Evaluation Remove

Save Add Analysis Analytical Notes Send to Word Back to Assignments

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.

[illegible]

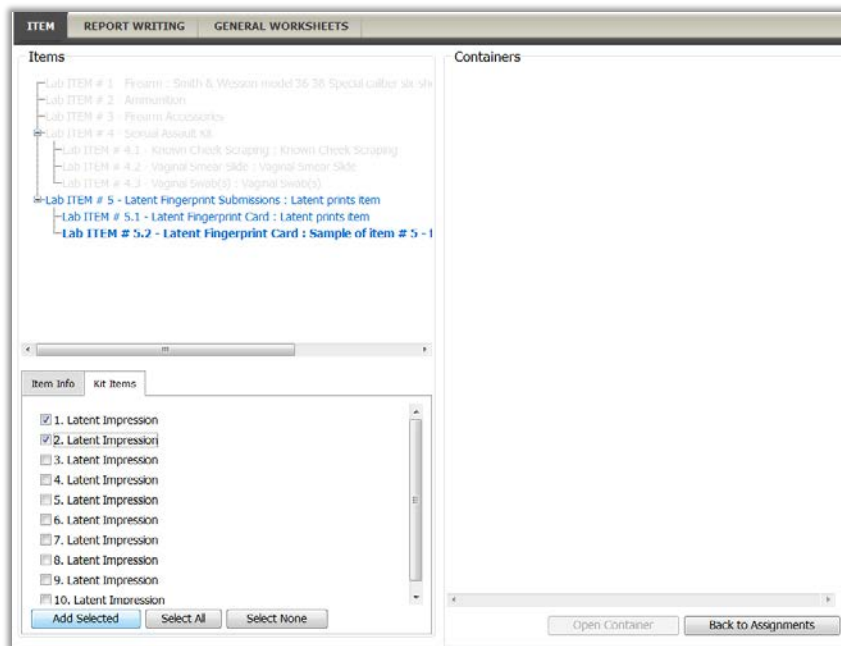
11. If impressions are developed, you can create the sampled items from the Item tab (next to Report Writing). Samples created on this tab will be added to the report. Select the item used to create the impressions and click the **Sample Item** button. Select the Item Type "Latent Fingerprint Card."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

The screenshot shows the 'ITEM' tab in a software application. The interface is divided into several sections:

- Items List:** A tree view on the left showing a hierarchy of items. The selected item is 'Latent Fingerprint Card' under 'Latent Fingerprint Submissions : Latent prints Item'.
- Item Info:** A section on the right containing fields for:
 - Item Number: 5.2
 - Quantity: 1
 - Packaging: 6X9 Envelope
 - Item Type: Latent Fingerprint Card
 - Description: Sample of item # 5 - fingerprint card
 - Item Status: (dropdown menu)
- Buttons:** 'Save', 'Cancel', 'Sample Item', and 'Label' are located at the bottom left. 'Open Container' and 'Back to Assignments' are at the bottom right.
- Containers:** A list on the right side of the interface, currently empty.

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.

ITEM REPORT WRITING GENERAL WORKSHEETS

Report Item Description Remove

Latent Print Processing Remove

Exemplars Remove

Collapse all 1 - 2 of 2 entries

Entry #1 Delete Entry

Exemplar # 1 Exemplar Name Guy, Bad Exemplar From Suspect

Type of Card (F7) Ten Print SID/PID/FBI 123456789 Quality Average Source AFIS

Entry #2 Delete Entry

Exemplar # 2 Exemplar Name Timm, Vic Exemplar From Victim/Elimination

Type of Card (F7) SID/PID/FBI None Quality Source

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.

The screenshot shows the 'Latent Analysis, Comparison, and Evaluation' panel. At the top, there are tabs for 'ITEM', 'REPORT WRITING', and 'GENERAL WORKSHEETS'. Below the tabs, there are four expandable sections: 'Report Item Description', 'Latent Print Processing', 'Exemplars', and 'Latent Analysis, Comparison, and Evaluation'. The 'Latent Analysis, Comparison, and Evaluation' section is expanded, showing a form for 'Entry #1'. The form includes fields for 'Exemplar #', 'Start Date', 'End Date', 'Lift Properly Documented', 'Preservation', 'Development Medium', 'Level 1', 'Pattern Type', 'Anatomic Source', 'Level 2', 'Level 3', 'Type', 'Ink', 'Pressure', 'Distortion (F7)', 'AFIS Quality', 'Candidate Returned', 'Examiner Notes', 'Conclusion', 'Reason for Inconclusive', 'Finger/Palm', 'Recovery Location', 'Somewhere', 'ACE-V Consultation', 'Consultant', and 'No'. A 'Save' button is visible at the bottom right of the panel.

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.

The screenshot shows the 'REPORT WRITING' tab. It displays a list of sections: 'Report Item Description', 'Latent Print Processing', 'Exemplars', 'Latent Analysis, Comparison, and Evaluation', 'Comments', and 'Comparison'. Each section has a 'Remove' button next to it. At the bottom of the panel, there are buttons for 'Save', 'Add Analysis', 'Analytical Notes', 'Send to Word', and 'Back to Assignments'.

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.

Lab Case: 14-000075 Report Number: 3

File

- Save Ctrl+S
- Revisions
- Print...
- Print Preview
- Exit
- About...

Table Tools

Complaint No: 20141018090316

Date: DRAFT

Type of Analysis: Latent Print Examination

Remarks:

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 NCOS 90-92(g) and is hereby approved by the Attorney General.

Items Received

Item #5: Latent prints item

Item #5.1: Latent prints item

Item #5.2: Sample of item # 5 - fingerprint card

Item #5.2.1: Report Description - item #5.2.1

Item #5.2.2: Report Description - item #5.2.2

Exemplars	Name	SID/FID/FBI	Victim/Suspect
-----------	------	-------------	----------------

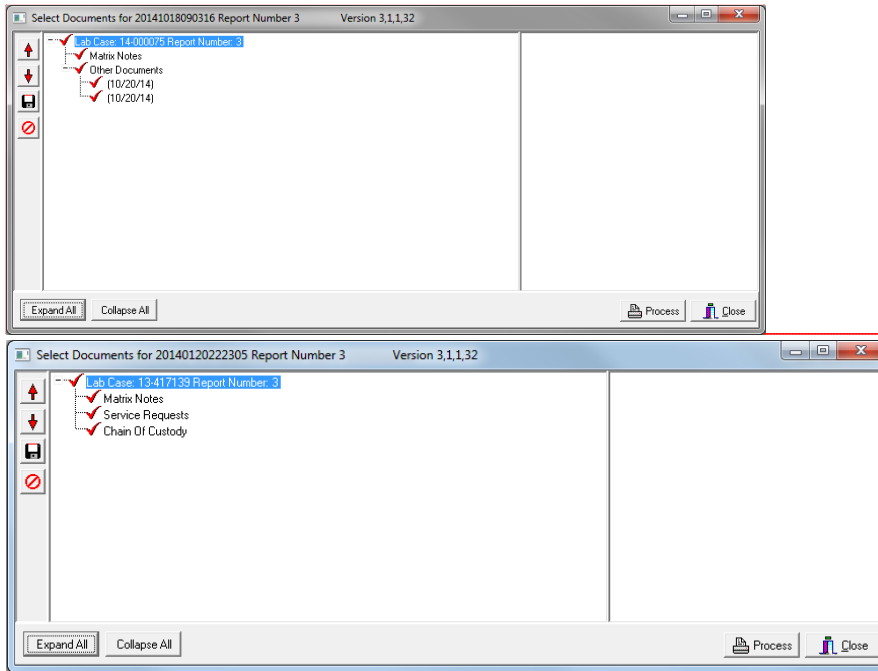
17. Click the **Back to Assignments** button on the Report Writing tab to exit the matrix. Once you have completed the analysis, select the **Ready For Rev.** button to process your report.

The screenshot displays the 'ASSIGNMENTS' tab in the software. At the top, a table lists assignments with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. The table contains three rows of data. To the right of the table, a vertical toolbar contains buttons: 'Ready For Rev.' (highlighted with a red box), 'Ready Review', 'Admin Review', 'Close Request', and 'Service Request'. Below the table, there are tabs for 'Details', 'Tasks', and 'Routing'. The 'Details' tab is active, showing fields for Lab Code, Section, Date Assigned, Analyst Assigned, Analyst Date, Priority, Status, Report Type, Report Format, and Grant ID. To the right of these fields is a smaller table with columns: Item #, Item Type, Description / Location, and Quantity. This table lists four items: 1. Firearm (Smith & Wesson model), 2. Ammunition, 3. Firearm Access, and 4. Sexual Assault. At the bottom of the interface are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Merge', and 'Split'.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Mike Evans	08/29/2014	1	
2	FA	Mike Evans	09/02/2014	1	
3	LP	Crime Lab User	10/17/2014	2	10/20/2014

Item #	Item Type	Description / Location	Quantity
1	Firearm	Smith & Wesson model	1
2	Ammunition		1
3	Firearm Access		1
4	Sexual Assault		1

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.

20141018090316 # 2
01-CENTRAL DIVISION

14-000075
Page 1 of 4

ANALYSIS NOTES

Case: 14-000075
Examiner: Crime Lab User

Exemplars

Exemplar #	1
Exemplar Name	Guy, Bad
Exemplar From	Suspect
Type of Card	Ten Print
SID/PID/FBI	123456789
Quality	Average
Source	AFIS
Exemplar #	2
Exemplar Name	Timm, Vic
Exemplar From	Victim/Elimination
SID/PID/FBI	None

Latent Analysis, Comparison, and Evaluation

5.2.1-Report Description - item #5.2.1

Exemplar #	1
Start Date	10/16/2014
End Date	10/17/2014
Lift Properly Documented	Yes
Development Medium	Ink
Level 1	Yes
Pattern Type	Arch
Anatomic Source	Finger
Level 2	Yes
Total	Yes

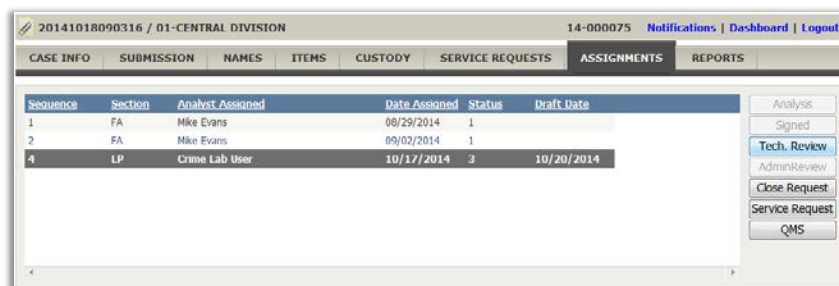
Accept Reject

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



A dialog box titled "Verify signature" with a green header. It contains a large white box with the word "Signature" written in a cursive script. Below this box is a password field labeled "Password: " followed by four dots. At the bottom are two buttons: "OK" and "Cancel".

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



A screenshot of a web application interface for latent prints. The top navigation bar includes a case ID "20141018090316 / 01-CENTRAL DIVISION", a user ID "14-000075", and links for "Notifications", "Dashboard", and "Logout". Below this is a tabbed interface with tabs for "CASE INFO", "SUBMISSION", "NAMES", "ITEMS", "CUSTODY", "SERVICE REQUESTS", "ASSIGNMENTS", and "REPORTS". The "ASSIGNMENTS" tab is active, displaying a table with the following data:

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	FA	Mike Evans	08/29/2014	1	
2	FA	Mike Evans	09/02/2014	1	
4	LP	Crime Lab User	10/17/2014	3	10/20/2014

To the right of the table is a vertical stack of buttons: "Analysis", "Signed", "Tech. Review" (highlighted in blue), "Admin Review", "Close Request", "Service Request", and "QMS".

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**.

CMPD Build 1.11253-NET4.0.30319, CMPD_DEV, Sarah Mikolajczyk, 01-CENTRAL DIVISION

201503340195708 15-000011 Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
1	LP	Sarah Mikolajczyk	4/6/2015 12:00:3		4/6/2015 12:00:3

Analysis
Signed
Tech. Review
AdminReview
Close Request
Service Request
QMS

Details Tasks Routing

Route To: Not Routed
Route By:
Message:

Route To: Mike Evans
Route Code: RR
Message: Ready for Technical Review
☐ Send Email
OK Cancel

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.

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.11253-NET4.0.30319
Barcode:

Dashboard Logout

Assignments Routed To Me

Pending Items: Assignments Routed To Me

Route Date	Lab Case #	Complaint# / Agency	Section	Route By	Code	Message
15-000003	20140401108302	BIO				
4/8/2015 12:015-000013	20150338095742	BIO	Sarah Mikolajczyk	RR		Please complete tech review
4/14/2015 12:15-000011	201503340195708	LP	Sarah Mikolajczyk	RR		

Back to Dashboard

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.

Tech Review for 20141018090316 14-000075 Notifications | Dashboard | Logout

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Checklist for Report 2 from Crime Lab User

REVIEW Latent Print Review

Description	Response
Number of latent lifts cards concurs with number on label and envelope	Yes
Cards numbered (e.g. 1 of 3)	Yes
Spelling and grammar have been checked	Yes

Comments

Print List Completed Save

Results Report Notes Reject Back to Assignments Review Complete Cancel

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.

The screenshot displays the 'ASSIGNMENTS' tab in the software. A table lists assignments with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. Assignment 4 is highlighted, showing it is for 'LP' (Latent Prints) by 'Crime Lab User' on '10/17/2014' with a status of '4' and a draft date of '10/20/2014'. To the right of the table are buttons for 'Analysis', 'Signed', 'Tech. Review', 'AdminReview' (highlighted), 'Close Request', 'Service Request', and 'QMS'.

Below the table, the 'Details' tab is active, showing a form for assignment details. The 'Lab Code' is 'Crime Lab' and the 'Section' is 'Latent Prints'. The 'Date Assigned' is '10/17/2014' and the 'Analyst Assigned' is 'Crime Lab User'. The 'Analyst Date' is '10/17/2014'. The 'Priority' is 'Normal' and the 'Status' is '4 Ready for Admin Review'. The 'Report Type', 'Report Format', and 'Grant ID' are also visible. To the right of the form is a table of items:

Item #	Item Type	Description / Location	Quantity
1	Firearm	Smith & Wesson model	1
2	Ammunition		1
3	Firearm Accessc		1
4	Sexual Assault		1

At the bottom of the form are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Merge', and 'Split'.

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.

The screenshot displays a software interface with a top navigation bar containing tabs: CASE INFO, SUBMISSION, NAMES, ITEMS, CUSTODY, SERVICE REQUESTS, ASSIGNMENTS, and REPORTS. The REPORTS tab is currently selected. Below the navigation bar is a table with the following columns: Sequence, Report #, Section, Analyst Assigned, Date Assigned, Status, Draft Date, Approver, Approved By, and Date Completed. The table contains one row of data:

Sequence	Report #	Section	Analyst Assigned	Date Assigned	Status	Draft Date	Approver	Approved By	Date Completed
1	1	LP	Mike Evans	22-01-2014	5	10-04-2014	Approver Crime Lab User		22-10-2014

Below the table, there are four sub-tabs: Details, Items, Tasks, and Routing. The Details sub-tab is active, showing a form with the following fields and values:

- Report Type: [Dropdown]
- Lab Code: * Property and Evidence [Dropdown]
- Section: * Latent Prints [Dropdown]
- Date Assigned: 01/22/2014 [Calendar]
- Analyst Assigned: Mike Evans [Dropdown]
- Analyst Date: 04/10/2014 [Calendar]
- Priority: [Dropdown]
- Status: * 5 Approved [Dropdown]
- Report Type: [Dropdown]
- Report Format: [Dropdown]
- Grant ID: [Dropdown]

At the bottom of the form, there are several buttons: Print Report (highlighted), Matrix, Notes, Checklist, Release to DA, Reset, Linked Reports, QMS, Revisions, and Service Request.

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.

Master Build 1.7262-NET4.0.30319, PLIMS_DEV, Sam Cuomo, 61-CRIME LAB BUREAU

Service Request for 123456789000

13-000034 [Dashboard](#) | [Logout](#)

CASE INFO SUBMISSION NAMES ITEMS CUSTODY **SERVICE REQUESTS** ASSIGNMENTS REPORTS

Filter by Section: All

Requested	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
07/03/2013	Accepted	07/03/2013	Sam Cuomo			1	
	Draft			08/14/2013		1, 1.1, 2	

Add Open Cancel Print History Print SR List Lab Work

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

CASE INFO SUBMISSION NAMES ITEMS CUSTODY **SERVICE REQUESTS** ASSIGNMENTS REPORTS

Create Request → Select Services → Enter Service Details → Submit To Lab

Request Date: 08/12/2013

Requested By: Sam Cuomo -

What do you want to learn from this analysis? *: Are these documents a forgery?

Please enter court date if known: 09/07/2013

Narrative of the events of the case *: Donec nec justo eget felis facilis fermentum. Aliquam porttitor mauris sit amet orci. Aenean dignissim pellentesque felis.

Go Back Continue

3. Select Questioned Documents as the service requested.

Create Request → **Select Services** → Enter Service Details → Submit To Lab

Item	CSI#	Description	Blood Alcohol (BATS)	Biology* (BIO)	Controlled Substances (CS)	Firearms* (FA)	Fire Debris (FD)	Latent Prints (LP)	Questioned Documents* (QD)	Tool Marks (TM)
1	-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1		Documents - sakfjasldfjsaoidjf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2		Vehicle - 1969 Mustang Mach 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Create Request → Select Services → Enter Service Details → Submit To Lab

Questioned Documents Questions

1. Hold for fingerprint processing? *

2. Type of evidence to be submitted? *

3. Would you like to be contacted by a QD examiner? *

4. Contact # (please indicate work or cell)

5. Type of Examination(s) Requested: *

Please contact the Questioned Documents supervisor at 704-336-8778 should you have any additional comments, concerns, etc. regarding your case and/or a specific item(s).

Go Back Continue

Status

Select Service Requests

Handwriting & Hand Printing Examination
Typewriting and Other Machine Impression
Photocopier & Other Office Machine System
Indented Writing Examination
Altered Obliterate & Charred Documents Examination
Counterfeit Document Examination
Ink and Paper Examination
Torn and Cut Paper/Tape Edge Comparisons

Press CTRL key to multi-select.

OK Cancel Clear All

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

Create Request → Select Services → Enter Service Details → Submit To Lab

Please click the Complete button to submit this lab request.

Go Back Complete

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.

CASE INFO	SUBMISSION	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS
Filter by Section: All							
Requested	Status	Status Date	Status By	Court Date	Type of Court	Item #	Section(s)
07/03/2013	Accepted	07/03/2013	Sam Cuomo			1	
	Draft			08/14/2013		1, 1.1, 2	
08/12/2013	Requested	08/12/2013	Sam Cuomo	09/07/2013		1, 1.1	LP

[Add](#) [Open](#) [Cancel](#) [Print History](#) [Print SR List](#) [Lab Work](#)

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.

<< MENU		Quick Find
Dashboard		
New Case		Recent Cases
Search		
Bulk Container		
Service Request		
Chemical Inventory		
Admin		
Reports		
Activity Log		
Documents		

COMPLAINT# / AGENCY CASE#	UNIT / AGEN
9002	34-GANG UNI
2012013-02246	02-METRO DI
Digital Imaging Request	22-SOUTH DI
Review Requests	01-CENTRAL
20130206-1200-01	01-CENTRAL
20120483-1200-01	01-CENTRAL
20101029-1835-00	01-CENTRAL
20121215-0007-00	01-CENTRAL
564675767	01-CENTRAL

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

Service Requests Review

Filter Service Requests

Request Date From
Reporting District
URN/Dept Case#
Section Questioned Documents ☐ On-Hold
Case Type
Agency
Court Date From

Clear Search

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status
08/12/2013	LP	123456789000	22-SOUTH DIV	Intimidation		Sam Cuomo	Requested
08/14/2013	BATS	123456789000	22-SOUTH DIV	Intimidation		Sam Cuomo	Requested
08/14/2013	BATS	123456789000	22-SOUTH DIV	Intimidation		Sam Cuomo	Requested

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.

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
4	QD	Sam Cuomo	07/29/2013	1	
5	QD	Sam Cuomo	08/05/2013	2	08/05/2013
6	QD		08/08/2013	0	
7	QD	Sam Cuomo	08/08/2013	2	08/08/2013
8	QD	Sam Cuomo	08/08/2013	2	08/08/2013
10	BATS		08/14/2013	0	
11	QD		08/14/2013	0	

Analysis
 Ready For Rev.
 Tech. Review
 AdminReview
 Close Request
 Service Request
 SOP
 QMS

Details Tasks Routing Additional Analyst(s)

Lab Code * Property and Evidence
 Section * Questioned Documents
 Date Assigned 08/14/2013
 Analyst Assigned
 Analyst Date
 Priority * Normal
 Status * 0 Assigned to Section

Item #	Item Type	Description / Location	Quantity
<input checked="" type="checkbox"/> 1	Documents		1
<input checked="" type="checkbox"/> 1.1	Documents	salkfjasldfjsaoidjf	1
<input type="checkbox"/> 2	Vehicle	1969 Mustang Mach 1	1

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.

REPORT WRITING

GENERAL WORKSHEETS

-

Item Description

Item Number	Item Description	Report Description
Lab ITEM # 1	Documents -	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec odio. Quisque volutpat nibh. Suspendisse urna nibh, viverra non, semper suscipit, posuere a, pede. </div>
Lab ITEM # 1.1	Documents - salkfjasldfjsaoidjf	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> Morbi in sem quis dui placerat ornare. Pellentesque odio nisi, euismod in, pharetra </div>

+

Examinations Conducted

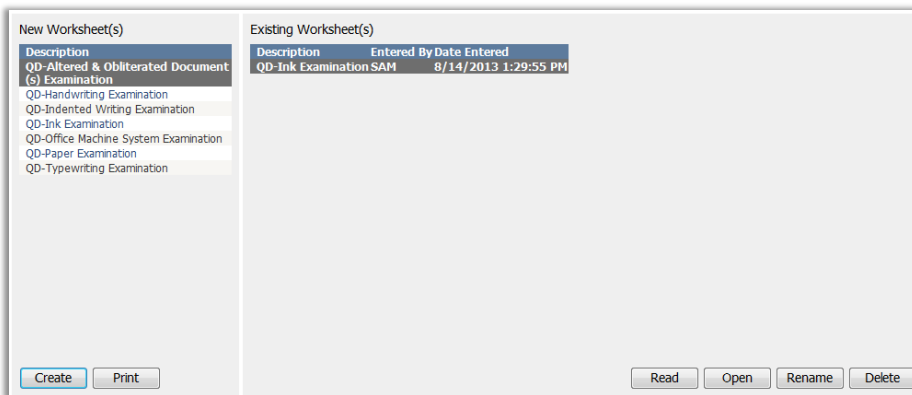
+

Report Results

+

Report Comments

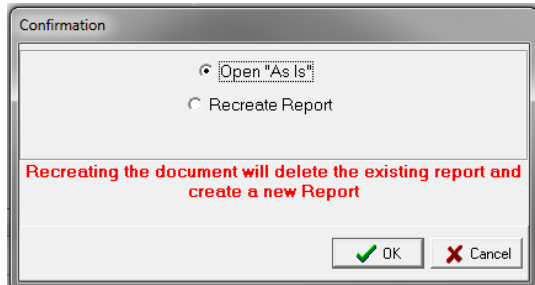
5. Select “General Worksheets” and then choose the worksheet(s) that is desired. Click Create and the worksheet will open in Word. When Word is closed, it will prompt to save changes, and then upload the document into the database.



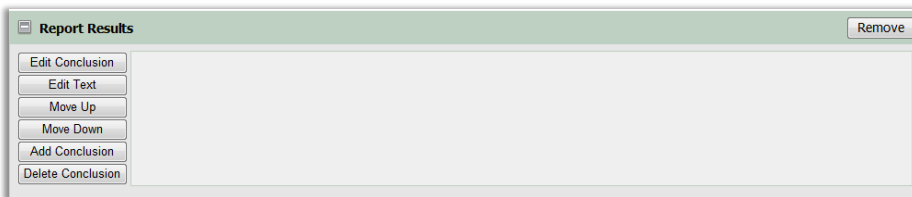
6. When an existing report is opened (after the initial creation), it will pop up the following window. ‘Open “As Is”’ will open the saved copy of the worksheet. ‘Recreate Report’ will regenerate the worksheet, erasing all data on it. The second option is only useful if case information or the Report 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.

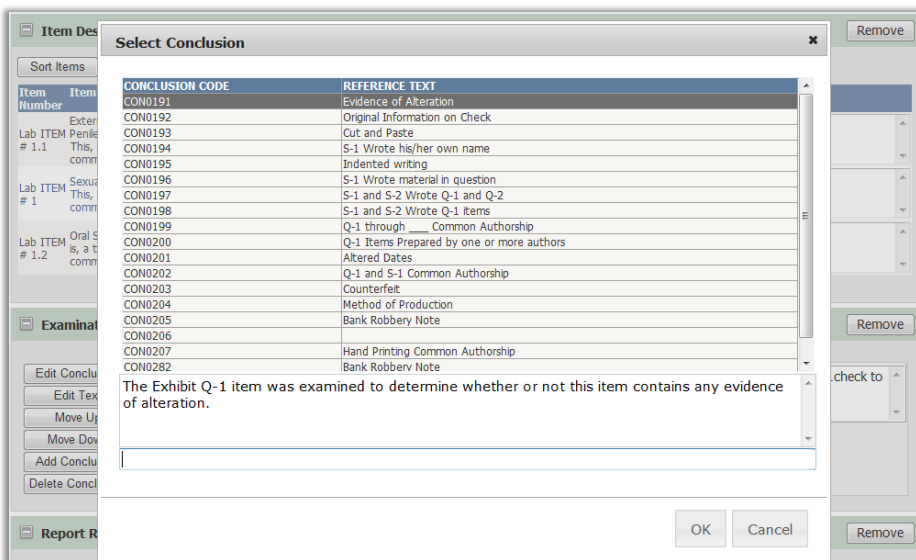
As many worksheets can be created as are necessary. They can be attached to the notes packet and printed out for review.



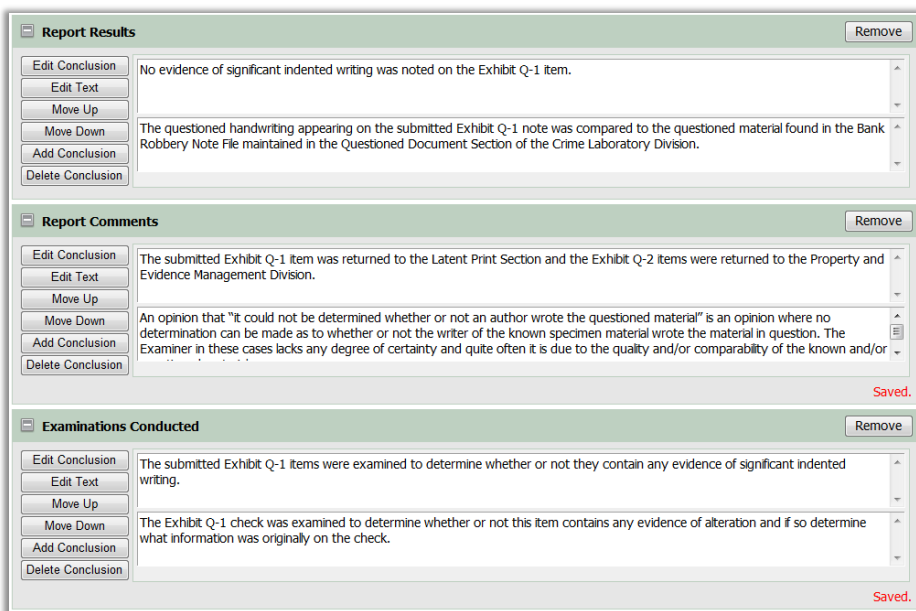
7. Once all the analysis is complete, you will go back to ‘Report Writing’ and begin to build the final report. This includes selecting Examinations Conducted, Comments, and Results.



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 final 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.

Date Assigned	Status	Draft Date	
07/29/2013	1		
08/05/2013	2	08/05/2013	
08/08/2013	0		
08/08/2013	2	08/08/2013	
08/08/2013	2	08/08/2013	
08/14/2013	0		
08/14/2013	2		
08/14/2013	0		

Analysis

Ready For Rev.

Tech. Review

AdminReview

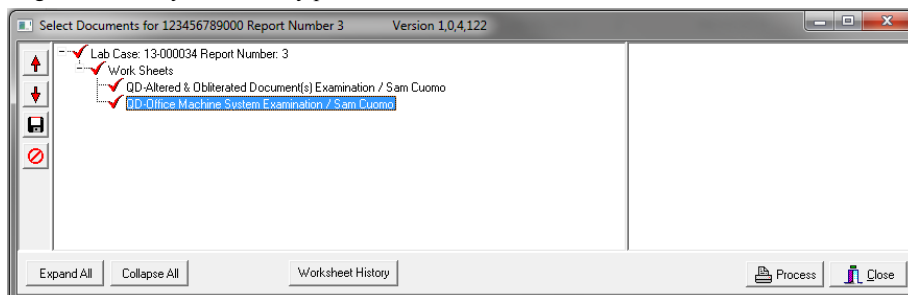
Close Request

Service Request

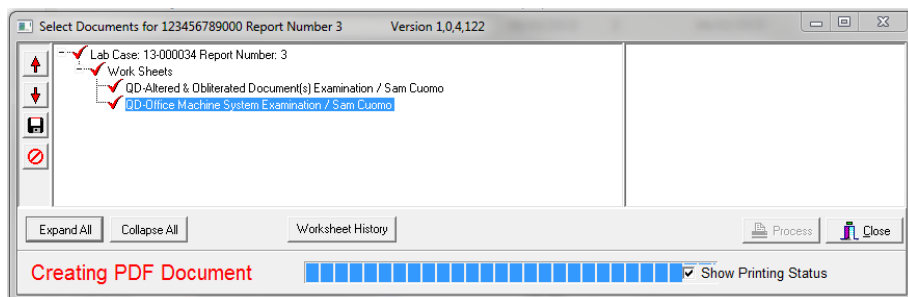
SOP

QMS

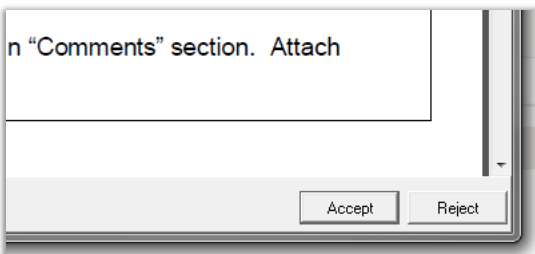
11. This button will open the Notes packet. This packet will take all worksheets and compile them into a single PDF so they can be easily printed and reviewed.



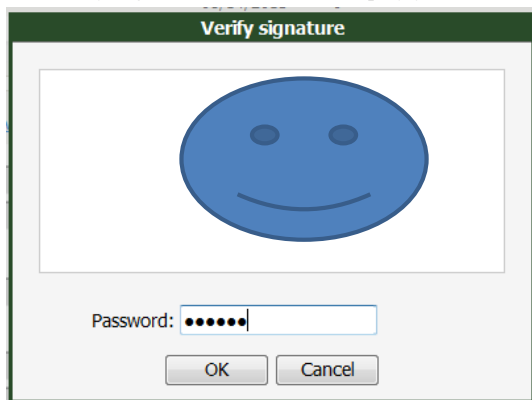
12. This window allows you to select which documents are included the in the notes packet. Worksheets can be included or excluded as necessary. When the necessary documents are selected and in the proper order, click Process.



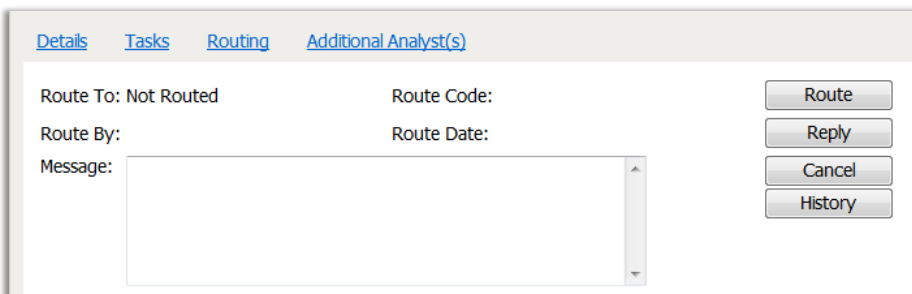
13. Once the processing is complete, a new window will open and display all the selected documents in a single PDF file. It can be saved or printed. You must then Accept or Reject this packet. Accepting will finalize the report and prompt for a signature.



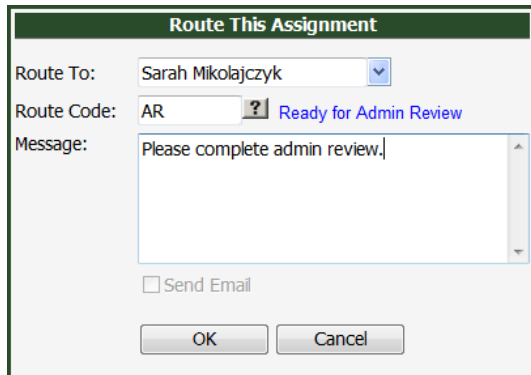
14. The Verify Signature screen should display your active signature and prompt for your password.



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.



Route This Assignment

Route To: Sarah Mikolajczyk

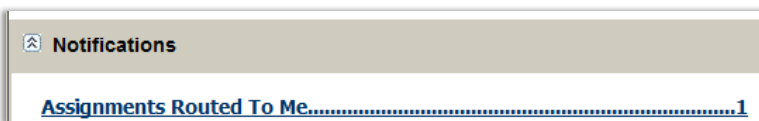
Route Code: AR ? Ready for Admin Review

Message: Please complete admin review.

☐ Send Email

OK Cancel

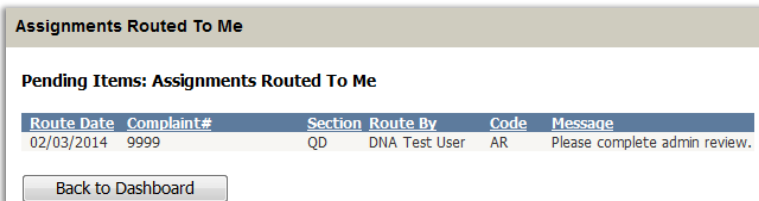
17. Once the assignment has been routed, the Admin Reviewer will be able to see a notification on their dashboard, under notifications.



Notifications

[Assignments Routed To Me.....1](#)

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.



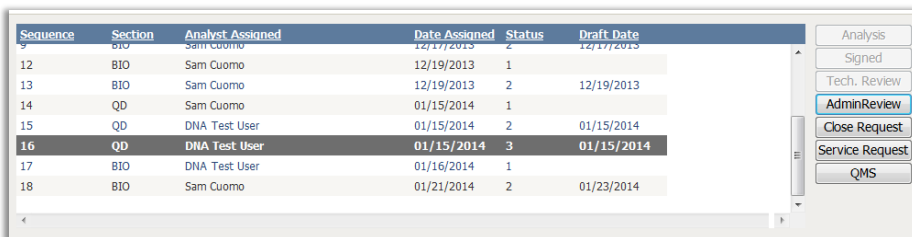
Assignments Routed To Me

Pending Items: Assignments Routed To Me

Route Date	Complaint#	Section	Route By	Code	Message
02/03/2014	9999	QD	DNA Test User	AR	Please complete admin review.

Back to Dashboard

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



Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
12	BIO	Sam Cuomo	12/19/2013	1	
13	BIO	Sam Cuomo	12/19/2013	2	12/19/2013
14	QD	Sam Cuomo	01/15/2014	1	
15	QD	DNA Test User	01/15/2014	2	01/15/2014
16	QD	DNA Test User	01/15/2014	3	01/15/2014
17	BIO	DNA Test User	01/16/2014	1	
18	BIO	Sam Cuomo	01/21/2014	2	01/23/2014

Analysis
Signed
Tech. Review
AdminReview
Close Request
Service Request
QMS

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.

Checklist for Report 10 from DNA Test User

APPROVE *

Approve

* required checklist

Description	Response
Have you reviewed the report and case notes?	<div></div>

Comments

Print List

Not Completed

Save

Results

Report

Notes

Reject

Back to Assignments

Review Complete

Cancel

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.

Print Report

Notes

Checklist

Reset

Post Review

QMS

Revisions

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.

Checklist for Report 5 from Sam Cuomo

POSTAPP *

Post Approval Tech Review

** required checklist*

Description	Response
Do the forensic document examiners case notes and documentation support the examination performed and opinion rendered?	<div></div>
<div></div>	

Comments

Print List

Not Completed

Save

Results

Report

Notes

Reject

Review Complete

Cancel

Lab Asset Manager Walkthrough

Chemicals

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

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
GRTEST	Charlotte Park Police	15-000001	2/10/2015
20140512082038	01-CENTRAL DIVISION	14-000055	2/6/2015
20060401001301	01-CENTRAL DIVISION	13-000006	1/28/2015
20060401033600	01-CENTRAL DIVISION	13-000034	1/26/2015
82714-01	Cornelius Police Department	14-000074	12/11/2014

2. To add/modify a chemical, select the **lab** section from the **Section** dropdown [under the Lab dropdown list](#).

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
GRTEST	Charlotte Park Police	15-000001	2/10/2015
20140512082038	01-CENTRAL DIVISION	14-000055	2/6/2015
20060401001301	01-CENTRAL DIVISION	13-000006	1/28/2015
20060401033600	01-CENTRAL DIVISION	13-000034	1/26/2015
82714-01	Cornelius Police Department	14-000074	12/11/2014

3. Next, select [Click](#) the Add button on the bottom left.

The screenshot shows the 'Chemical Inventory' application window. The main header displays the user name 'Sarah Mikolajczyk', database 'CHPD_DEV', version 'CHPD Build 1.11210-NET4.0.30319', and a barcode field. The main content area shows the details for 'Acetic Acid, Glacial, Type: C6, Lot #: 124372139487, Tracking #: J0006, Quantity Remaining: 10, Units: Bottle'. The 'Add' button at the bottom left is highlighted with a red circle.

Chemical Inventory

User Name: Sarah Mikolajczyk
Database: CHPD_DEV
Version: CHPD Build 1.11210-NET4.0.30319
Barcode: [Empty]

Name: Acetic Acid, Glacial, Type: C6, Lot #: 124372139487, Tracking #: J0006, Quantity Remaining: 10, Units: Bottle
[Back to Dashboard](#) [Logout](#)

Custody Of: Jeffrey S Taylor

Lab: Crime Lab
Section: [Empty]
Work With:
☒ Chemical/Purchased Reagent
☐ Prepared Reagent
☐ Instrument
☐ Other Asset
☐ Firearms
☐ Drug Standard

Search... View All

Assets:

Barcode	Lot Number
10006	124372139487
20022	124372139487
20028	124372139487
20029	124372139487
20026	124372139487
20028	124372139487

☒ C6 - Acetic Acid, Glacial (6)
☒ C9 - Methanol, ACS (1)
☒ S1 - Acetaminophen, 4 (1)
☒ C76 - Acetaldehyde (1)

Print List Print Details

Add Edit Save Cancel Delete Images New Container Transfer Print Label Setup Reports Dupe

4. Fill in all the required information and any other [necessary](#) information. Then click Save.

The screenshot shows the 'Chemical Inventory' application window. The main header displays the user name 'Sarah Mikolajczyk', database 'CHPD_DEV', version 'CHPD Build 1.10294-NET4.0.30319', and a barcode field. The main content area shows the details for 'Acetaldehyde, Type: C76, Lot #: 123488974, Tracking #: J002K, Quantity Remaining: 1, Units: Bottle'. The 'Add' button at the bottom left is highlighted with a red circle.

Chemical Inventory

User Name: Sarah Mikolajczyk
Database: CHPD_DEV
Version: CHPD Build 1.10294-NET4.0.30319
Barcode: [Empty]

Name: Acetaldehyde, Type: C76, Lot #: 123488974, Tracking #: J002K, Quantity Remaining: 1, Units: Bottle
[Back to Dashboard](#) [Logout](#)

Custody Of: Sarah Mikolajczyk

Lab: Crime Lab
Section: [Empty]
Work With:
☒ Chemical/Purchased Reagent
☐ Prepared Reagent
☐ Instrument
☐ Other Asset
☐ Firearms
☐ Drug Standard

Search... View All

Assets:

Barcode	Lot Number
10006	124372139487
20022	124372139487
20028	124372139487
20029	124372139487
20026	124372139487
20028	124372139487

☒ C6 - Acetic Acid, Glacial (6)
☒ C9 - Methanol, ACS (1)
☒ S1 - Acetaminophen, 4 (1)
☒ C76 - Acetaldehyde (1)

Print List Print Details

Add Edit Save Cancel Delete Images New Container Transfer Print Label Setup Reports Dupe

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.

The screenshot shows the 'Manufacturer/Vendor' tab in the Chemical Inventory system. The chemical being tracked is Acetamidophenol, 4-, Type: S1, Lot #: 1234567890, Tracking #: J0010, Quantity Remaining: 2, Units: Bottle. The user is Kris DeBarba. The form includes fields for Manufacturer Name, Contact Person, Phone #, Fax #, Email Address, Catalog #, Account #, Purchase Order #, Purchase Cost (\$0.00), and Purchase Date. The Vendor section includes fields for Vendor Name, Vendor Order #, Contact Person, Phone #, Fax #, Email Address, Catalog #, Account #, and Funding Source. The bottom of the screen shows buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'Print Label', 'Setup', and 'Reports'.

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.

The screenshot shows the 'History Of Custody' tab in the Chemical Inventory system. The chemical being tracked is Acetamidophenol, 4-, Type: S1, Lot #: 1234567890, Tracking #: J0010, Quantity Remaining: 2, Units: Bottle. The user is Kris DeBarba. The form includes fields for Date (03/25/2014), Time (14:11:34), Custody Of (Admin), and Location (Kris DeBarba). The bottom of the screen shows buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Request Receipt', and 'Status'.

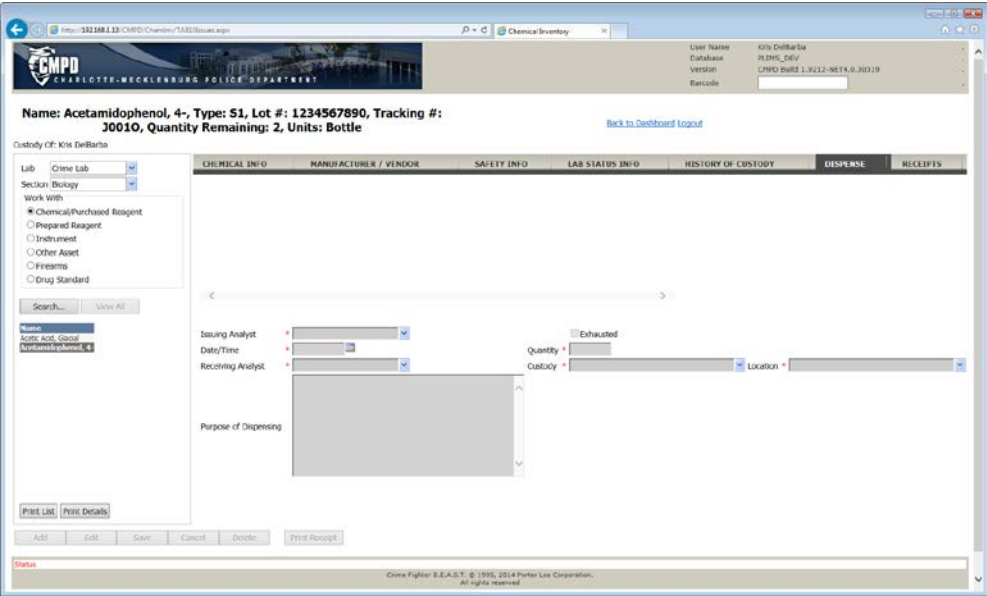
7. If there is any safety information, select the **Safety Info** tab and [select-click](#) the **Edit** button. Enter in all required fields and any other ~~necessary~~ information. When finished [select-click](#) the **Save** button.

The screenshot shows the 'Safety Info' tab for a chemical entry. The chemical is 'Acetamidophenol, 4-' with Lot # 1234567890 and Tracking # J0010. The 'On Hand' checkbox is checked. The 'Material Safety Data Sheets' section includes fields for NFPA Health, NFPA Flammability, NFPA Reactivity, and NFPA Specific Hazard, each with a dropdown menu. The 'Chemical Class Codes' section includes fields for DOT Hazard Class, EPA Type, Required PPE, Target Organ, and RCRA Code, each with a dropdown menu. The 'Work With' section has radio buttons for Chemical/Purchased Reagent, Prepared Reagent, Instrument, Other Asset, Firearms, and Drug Standard. The 'Lab' is set to 'Crime Lab' and the 'Section' is 'Biology'. The 'Custody Of' is 'Kris DellBarba'. The 'Status' is 'Active Acid Base'. The 'Name' is 'Acetamidophenol, 4-'. The 'PIRE Label' and 'PIRE Details' buttons are visible. The 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'PIRE Label', 'Setup', and 'Reports' buttons are at the bottom.

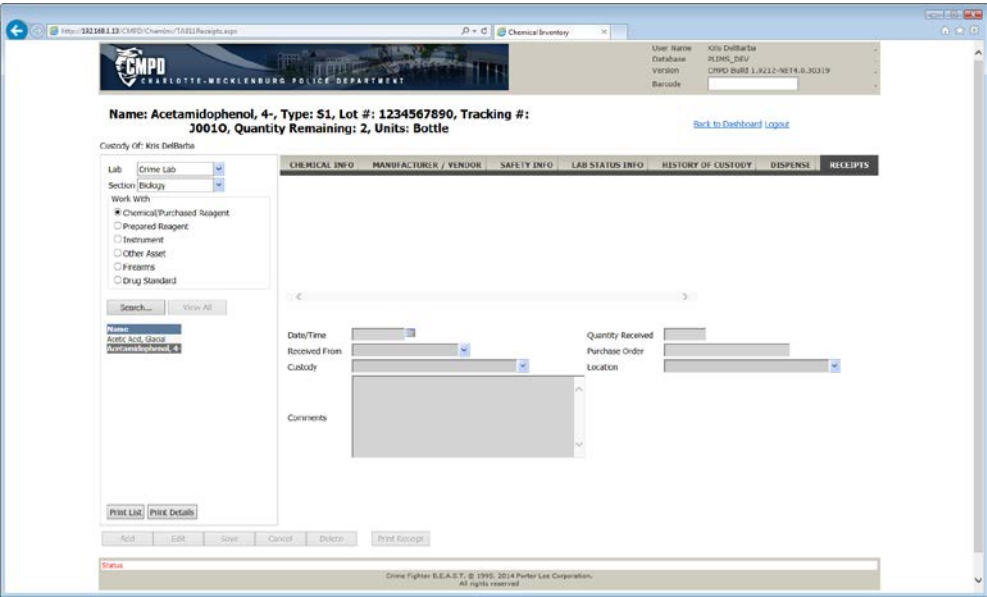
8. The **Lab Status Info** is another tab that stores received, validation, and verification data regarding the chemical.

The screenshot shows the 'Lab Status Info' tab for the same chemical entry. The 'Lab Status Information' section includes fields for Lot #, Assigned Section, Custody Of, Location, and Consumed Date, each with a dropdown menu. The 'Lab SOP Reference' section includes a text field for the reference number. The 'Lab SOP Reference Status' section includes a dropdown menu for the status. The 'Date Received' section includes fields for Date Received, Entered By, Expiration Date, Date Opened, Opened By, Validation Date, Verified By, Verification Result, Verification Standard Used, Re-Verification Date, Re-Verified By, Re-Verification Result, and Re-Verification Standard Used, each with a dropdown menu. The 'Work With' section has radio buttons for Chemical/Purchased Reagent, Prepared Reagent, Instrument, Other Asset, Firearms, and Drug Standard. The 'Lab' is set to 'Crime Lab' and the 'Section' is 'Biology'. The 'Custody Of' is 'Kris DellBarba'. The 'Status' is 'Active Acid Base'. The 'Name' is 'Acetamidophenol, 4-'. The 'PIRE Label' and 'PIRE Details' buttons are visible. The 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'PIRE Label', 'Setup', and 'Reports' buttons are at the bottom.

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.

Name: HPCL Solvent, Type: HPCL, Batch #: 10-11-13, Tracking #: J0003,
Quantity Remaining: 0, Units: Milliliters

Back to Dashboard Logout

Custody Of: Patricia A Lewis

Lab: Crime Lab
 Section: Biology

Work With:
☐ Chemical/Purchased Reagent
☒ Prepared Reagent
☐ Instrument
☐ Other Asset
☐ Firearms
☐ Drug Standard

Search... View All

Name: HPCL Solvent

Print List Print Details

Add Edit Save Cancel Delete Images New Container Transfer Print Label Setup Reports Duplicate

Status

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2. To add a Reagent, [select-click](#) the Add button.

Name: HPCL Solvent, Type: HPCL, Batch #: 10-11-13, Tracking #: J0003,
Quantity Remaining: 0, Units: Milliliters

Back to Dashboard Logout

Custody Of: Patricia A Lewis

Lab: Crime Lab
 Section: Biology

Work With:
☐ Chemical/Purchased Reagent
☒ Prepared Reagent
☐ Instrument
☐ Other Asset
☐ Firearms
☐ Drug Standard

Search... View All

Name: HPCL Solvent

Print List Print Details

Add Edit Save Cancel Delete Images New Container Transfer Print Label Setup Reports Duplicate

Status

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

The screenshot shows the 'REAGENT INFO' tab in the Chemical Inventory application. The reagent is identified as 'HPCL Solvent' with Batch # 10-11-13 and Tracking # 30003. The quantity remaining is 0 units in milliliters. The custody is assigned to Patricia A. Levens. The form includes fields for Batch #, Critical Consumable (checked), Prepared Reagent Name (HPCL Solvent), Trade Name (HPCL Solvent), Hazard Class, Solu/Bottle, Initial Quantity (100), Quantity Remaining (0), Units (milliliters), and Storage Conditions (Flammable). The preparation date is 11/04/2013 and the expiration date is 11/04/2014. The prepared by field is Patricia A. Levens. The bottom of the screen shows a status bar with the text 'Crime Fighter S.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved.'

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.

The screenshot shows the 'HISTORY OF CUSTODY' tab in the Chemical Inventory application. It displays a table with columns for Date, Time, Custody Of, and Location. The first entry shows a date of 11/11/2013, a time of 10:49:19, custody of CHPD Personnel, and location Patricia A. Levens. The bottom of the screen shows a status bar with the text 'Crime Fighter S.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved.'

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.

The screenshot displays the 'Component' tab within the CMPO Chemical Inventory application. The header shows the user is logged in as 'Kris DeBarba' with database 'FLHS_DEV' and version 'CMPO Build 1.9112-NET4.0.30319'. The main content area is titled 'Name: HPCL Solvent, Type: HPCL, Batch #: 10-11-13, Tracking #: J0003, Quantity Remaining: 0, Units: Milliliters'. Below this, a sidebar on the left contains a 'Lab' dropdown set to 'Crime Lab', a 'Section' dropdown set to 'Biology', and a 'Work With' section with radio buttons for 'Chemical/Purchased Reagent', 'Prepared Reagent' (selected), 'Instrument', 'Other Asset', 'Firearms', and 'Drug Standard'. The main form area has tabs for 'REAGENT INFO', 'SAFETY INFO', 'COMPONENT', 'LAB STATUS INFO', 'HISTORY OF CUSTODY', 'DISPENSE', and 'RECEIPTS'. The 'COMPONENT' tab is active, showing fields for 'Component Barcode', 'Chemical Name', 'Lot#', 'Expiration Date', 'Date', and 'Quantity'. At the bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', and 'Delete'.

6. The [Safety Info](#) is also available on the respective tab.

The screenshot displays the 'Safety Info' tab within the CMPO Chemical Inventory application. The header and main content area are identical to the previous screenshot. The sidebar on the left remains the same. The main form area has the 'SAFETY INFO' tab selected. It contains a 'Material Safety Data Sheets' section with fields for 'On Hand', 'Date', and 'Web Link'. Below this is a 'National Fire Protection Association' section with dropdowns for 'NFPA Health', 'NFPA Flammability', 'NFPA Reactivity', and 'NFPA Specific Hazard'. The 'Chemical Class Codes' section includes dropdowns for 'DOT Hazard Class', 'EPA Type', 'Required PPE', 'Target Organ', and 'RCRA Code'. At the bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'Print Label', 'Setup', and 'Reports'.

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

The screenshot shows the 'Lab Status Info' tab for a reagent named 'HPCL Solvent, Type: HPCL, Batch #: 10-11-13, Tracking #: 30003'. The quantity remaining is 0 units in milliliters. The interface includes a sidebar with filters for Lab (Crime Lab), Section (Biology), and Work With (Prepared Reagent). The main area contains fields for Batch #, Assigned Section (Biology), Custody Of (CHPD Personnel), Location (Patricia A Lewis), Consumed Date, Lab SOP Reference, Lab SOP Reference Status, Date Prepared, Entered By, Expiration Date (11/04/2014), Qualification Date for Analysis, Validation Date, Verified By, Verification Result, Verification Standard Used, Re-Verification Date, Re-Verified by, Re-Verification Result, and Re-Verification Standard Used. At the bottom, there are buttons for Add, Edit, Save, Cancel, Delete, Images, New Container, Transfer, Print Label, Setup, and Reports.

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

The screenshot shows the 'Dispense' tab for the same reagent. The interface includes a sidebar with filters for Lab (Crime Lab), Section (Biology), and Work With (Prepared Reagent). The main area contains fields for Issuing Analyst, Date/Time, Receiving Analyst, Custody, Location, Quantity, and Purpose of Dispensing. There is also a checkbox for 'Exhausted'. At the bottom, there are buttons for Add, Edit, Save, Cancel, Delete, and Print Receipt.

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

The screenshot shows the 'Receipt' tab selected in the 'REAGENT INFO' section. The main header displays: 'Name: HPCL Solvent, Type: HPCL, Batch #: 10-11-13, Tracking #: J0003, Quantity Remaining: 0, Units: Milliliters'. Below this, the 'Custody Of: Patrick A. Lovins' is noted. The left sidebar contains a 'Lab' dropdown set to 'Crime Lab', a 'Section (Biology)' dropdown, and a 'Work With' section with radio buttons for 'Chemical/Purchased Reagent', 'Prepared Reagent' (selected), 'Instrument', 'Other Asset', 'Firearms', and 'Drug Standard'. The main form area includes fields for 'Date/Time', 'Received From', 'Custody', 'Quantity Received', 'Purchase Order', and 'Location'. A 'Comments' text area is at the bottom. At the very bottom, there are buttons for 'Print List', 'Print Details', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Print Receipt'.

Instruments

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

The screenshot shows the 'Instrument' tab selected in the 'INSTRUMENT INFO' section. The main header displays: 'Name: ABI 7500 Real Time, Type: 7500, Tracking #: J00000, Quantity Remaining:'. Below this, the 'Custody Of: Mike Evans' is noted. The left sidebar is identical to the previous screenshot, with 'Prepared Reagent' selected under 'Work With'. The main form area is divided into 'Identification' and 'Service' sections. The 'Identification' section includes fields for 'Property Tag #', 'Instrument Type' (set to 'ABI 7500 Real Time'), 'Instrument Serial #', and 'Instrument Model #'. The 'Service' section includes fields for 'Instrument Status', 'Date In Service', 'Date Out Of Service', 'Maintenance Type', 'Service Company', 'Service Contact', 'Service Plan Start', 'Service Plan End', and 'Warranty Expiration'. A 'Comments' text area is at the bottom. At the very bottom, there are buttons for 'Print List', 'Print Details', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'Print Label', 'Setup', 'Reports', and 'Duplicate'.

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

The screenshot shows the CMPO Chemical Inventory system interface. The top header displays the CMPO logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. The user information section shows 'User Name: WFO Dellbarba', 'Database: FLHIS_DEV', 'Version: CMPO BSM 1.0112-NET4.0.30319', and a 'Barcode' field. The main form is titled 'Name: ABI 7500 Real Time, Type: 7500, Tracking #: J0000r, Quantity Remaining:'. Below this, there is a 'Custody Of: Mike Evans' section. The 'Work With' section has radio buttons for 'Chemical/Purchased Reagent', 'Prepared Reagent', 'Instrument' (selected), 'Other Asset', 'Firearms', and 'Drug Standard'. The 'Instrument Info' section includes fields for 'Property Tag #', 'Instrument Type' (set to 'ABI 7500 Real Time'), 'Instrument Serial #', 'Service', 'Instrument Status', 'Date In Service', 'Date Out Of Service', 'Service Company', 'Service Contact', 'Service Plan Start', 'Service Plan End', 'Comments', 'Maintenance Type', and 'Warranty Expiration'. The 'Save' button is highlighted in the bottom toolbar.

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.

This screenshot is identical to the one above, showing the same CMPO Chemical Inventory system interface. The 'Print Label' button in the bottom toolbar is now highlighted, indicating the next step in the process.

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

The screenshot shows the 'Manufacturer/Vendor' tab for an instrument. The instrument details are: Name: ABI 7500 Real Time, Type: 7500, Tracking #: J0000r, Quantity Remaining: (blank). The user is Mike Evans. The left sidebar has a 'Lab' dropdown set to 'Crime Lab' and a 'Section' dropdown set to 'Biology'. Under 'Work With', there are radio buttons for 'Chemical/Purchased Reagent', 'Prepared Reagent', 'Instrument' (selected), 'Other Asset', 'Firearms', and 'Drug Standard'. The main area has two sections: 'Manufacturer' and 'Vendor'. Each section has fields for Name, Contact Person, Phone #, Fax #, Email Address, Catalog #, Account #, Purchase Order #, Purchase Cost (0.00), and Purchase Date. At the bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'Print Label', 'Setup', and 'Reports'. A status bar at the very bottom reads 'Crime Fighter 8.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved.'

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

The screenshot shows the 'Lab Status Info' tab for the same instrument. The instrument details are the same. The left sidebar is identical. The main area has a 'Lab Status Information' section with dropdowns for 'Lab Code' (Crime Lab), 'Assigned Section' (Biology), 'Custody Of' (CPMPD Personnel), and 'Location' (Mike Evans). Below this is a 'Lab SOP Reference' field. A 'Status' section contains fields for 'Date Received' (03/29/2014), 'Entered by', 'Validation Date', 'Qualification Date for Analysis', 'Date Opened', and 'Opened By'. At the bottom, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Images', 'New Container', 'Transfer', 'Print Label', 'Setup', and 'Reports'. The status bar at the bottom is the same as in the previous screenshot.

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.

The screenshot shows the 'History Of Custody' tab for an instrument named 'ABI 7500 Real Time, Type: 7500, Tracking #: J0000r, Quantity Remaining:'. The left sidebar contains a 'Custody Of: Mike Evans' section with dropdowns for 'Lab' (Crime Lab) and 'Section' (Biology). Below these are radio buttons for 'Work With' categories: Chemical/Purchased Reagent, Prepared Reagent, Instrument (selected), Other Asset, Firearms, and Drug Standard. A 'Search...' field and a 'View All' link are also present. The main area displays a 'History of Custody' table with columns for Date, Time, Custody Of, Location, and Comments. The first entry shows a date of 03/20/2014, time of 11:51:36, custody of CMPS Personnel, and location Mike Evans. A 'Print List' and 'Print Details' button are at the bottom left. The bottom status bar indicates 'Crime Fighter 8.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved.'

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

The screenshot shows the 'Service History' tab for the same instrument. The left sidebar is identical to the previous screenshot. The main area displays a 'Service History' table with columns for Date, Time, Type, Serviced By, Comments, and Maintenance. The first entry shows a date of 03/20/2014, time of 11:51:36, type of Calibration, serviced by CMPS Personnel, and comments 'Calibration'. A 'Print List' and 'Print Details' button are at the bottom left. The bottom status bar indicates 'Crime Fighter 8.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved.'

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.

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.

267

Drug Standard

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

CMPS Chemical Inventory

User Name: Kiri DelBarba
Database: PLMS_DEV
Version: CMPS Build 1.8212-NET4.0.30319
Barcode:

Name: Test Drug Standard 1, Type: D1, Lot #: 12345254241234, Tracking #: J001T, Quantity Remaining: 10000, Units: Grams

Back to Dashboard Logout

Custody Of: Kiri DelBarba

Lab: Crime Lab
Section: Firearms

Work With:
☐ Chemical Purchased Reagent
☐ Prepared Reagent
☐ Instrument
☐ Other Asset
☐ Firearms
☒ Drug Standard

Search... View All

Name: Test for consumable initial receipt

Print List Print Details

Add Edit Save Cancel Delete Images New Container Transfer Print Label Setup Reports Duplicate

Status

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

CMPS Chemical Inventory

User Name: Kiri DelBarba
Database: PLMS_DEV
Version: CMPS Build 1.8212-NET4.0.30319
Barcode:

Name: Test Drug Standard 1, Type: D1, Lot #: 12345254241234, Tracking #: J001T, Quantity Remaining: 10000, Units: Grams

Back to Dashboard Logout

Custody Of: Kiri DelBarba

Lab: Crime Lab
Section: Firearms

Work With:
☐ Chemical Purchased Reagent
☐ Prepared Reagent
☐ Instrument
☐ Other Asset
☐ Firearms
☒ Drug Standard

Search... View All

Name: Test for consumable initial receipt

Print List Print Details

Add Edit Save Cancel Delete Images New Container Transfer Print Label Setup Reports Duplicate

Status

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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.

The screenshot shows the 'Chemical Inventory' application window. The top header includes the logo for the Charlotte-Mecklenburg Police Department (CMPD) and user information: User Name: Kris DellBarba, Database: PLMS_DEV, Version: CMPD Build 1.9212-RET4-0.30319, and Barcode: [empty].

The main content area displays details for a 'Test Drug Standard 1, Type: D1, Lot #: 12345254241234, Tracking #: J001T, Quantity Remaining: 10000, Units: Grams'. A 'Back to Dashboard Logout' link is visible.

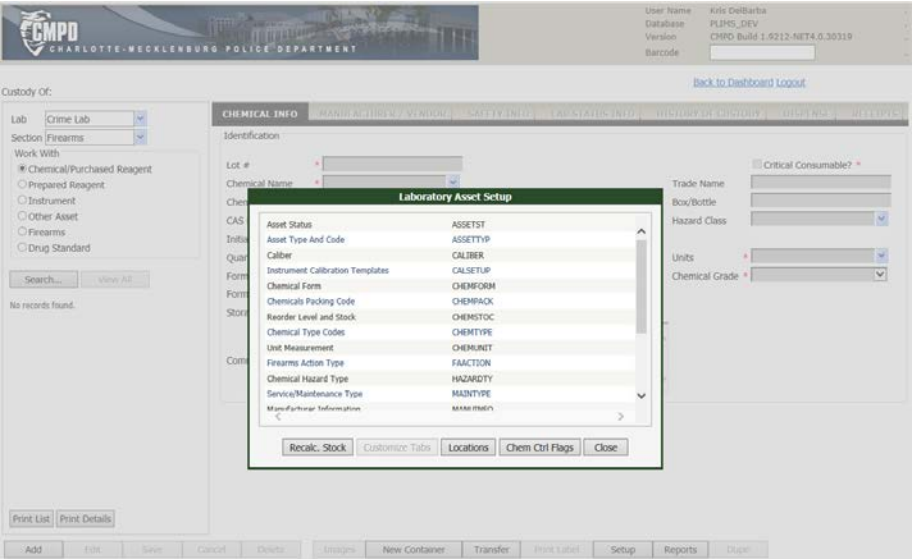
On the left, there is a 'Custody Of: Kris DellBarba' section with a dropdown menu for 'Lab' (set to 'Crime Lab') and 'Section' (set to 'Firearms'). Below this are radio buttons for 'Work With' categories: Chemical/Purchased Reagent, Prepared Reagent, Instrument, Other Asset, Firearms, and Drug Standard (which is selected).

A 'History of Custody' table is displayed with columns: DATE, TIME, CUSTODY OF, and LOCATION. The table shows a single entry for 03/25/2014 at 15:01:36, with Custody Of: Admin and Location: Kris DellBarba. A 'Comments' field is also present.

At the bottom, there are buttons for 'Print Label', 'Print Details', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Reprint Receipt'. A status bar at the very bottom indicates 'Status: OK' and provides copyright information for Crime Fighter 9.0 A.S.T. © 1995, 2014 Porter Lee Corporation.

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 screenshot shows the 'Image Viewer' interface within the Charlotte-Mecklenburg Police Department (CMPD) system. The header includes the CMPD logo and name, and user information for Kris DelBarba. The main area displays a list of asset types with radio buttons, where 'Acetic Acid, Glacial' is selected. Below this is a large empty box for the image description. At the bottom, there is a search bar and a row of action buttons: Assign MSDN, Edit Desc, Delete, Attach Doc..., Scan..., View..., and Cancel.

CMPD CHARLOTTE-MECKLENBURG POLICE DEPARTMENT		User Name: Kris DelBarba Database: PLIMS_DEV Version: CMPD Build 1.9212-NET4.0.30319 Barcode: <input type="text"/>
Image Viewer Custody Of: Admin : Kris DelBarba		Back to Dashboard Logout
<input type="radio"/> All Documents/Images <input checked="" type="radio"/> Acetic Acid, Glacial		
Description <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
<input type="text"/> <input type="button" value="Search"/>		
<div>Assign MSDN Edit Desc Delete Attach Doc... Scan... View... Cancel</div>		

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.

The screenshot displays the 'Search Chemical/Purchased Reagent' form within the Charlotte-Mecklenburg Police Department (CMPD) PLIMS system. The header bar includes the CMPD logo and the text 'CHARLOTTE-MECKLENBURG POLICE DEPARTMENT'. On the right side of the header, the following information is displayed: User Name: Kris DelBarba, Database: PLIMS_DEV, Version: CMPD Build 1.9212-NET4.0.30319, and a Barcode field. The main form area contains a list of search criteria, each with a corresponding input field or dropdown menu. The criteria include: Lot #, Chemical Name, Chemical Formula, Formula Weight, Box/Bottle, CAS Registry #, Hazard Class, Chemical Grade, Storage Conditions, Form, Custody Of, Location, Comments, Date Received, Entered By, Date Opened, Opened By, Validation Date, Verified By, Expiration Date, Consumed Date, Manufacturer Name, Vendor Name, Vendor Order #, Purchase Order #, Purchase Date, Purchase Cost, and Funding Source. At the bottom of the form, there are three buttons: Search, Clear, and Back.

Search Chemical/Purchased Reagent	
Lot #	<input type="text"/>
Chemical Name	<input type="text"/>
Chemical Formula	<input type="text"/>
Formula Weight	<input type="text"/>
Box/Bottle	<input type="text"/>
CAS Registry #	<input type="text"/>
Hazard Class	<input type="text"/>
Chemical Grade	<input type="text"/>
Storage Conditions	<input type="text"/>
Form	<input type="text"/>
Custody Of	<input type="text"/>
Location	<input type="text"/>
Comments	<input type="text"/>
Date Received	<input type="text"/>
Entered By	<input type="text"/>
Date Opened	<input type="text"/>
Opened By	<input type="text"/>
Validation Date	<input type="text"/>
Verified By	<input type="text"/>
Expiration Date	<input type="text"/>
Consumed Date	<input type="text"/>
Manufacturer Name	<input type="text"/>
Vendor Name	<input type="text"/>
Vendor Order #	<input type="text"/>
Purchase Order #	<input type="text"/>
Purchase Date	<input type="text"/>
Purchase Cost	<input type="text"/>
Funding Source	<input type="text"/>

Search Clear Back