

2015

System Administrator Guide



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System Administrator Guide
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CONFIGURATION

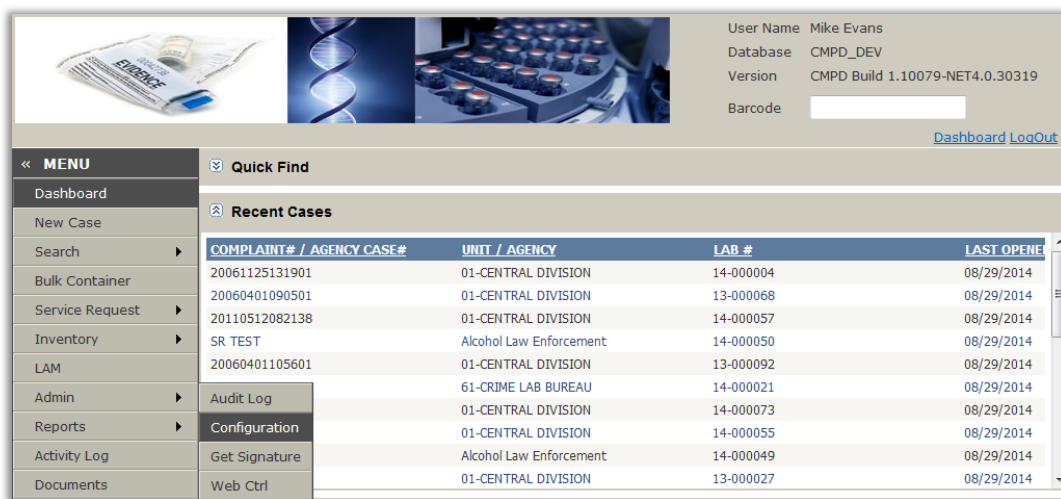
The PLIMS allows you to customize virtually every aspect of your system implementation. Most customization is done from the Configuration area in the PLIMS. After the initial implementation process, the Configuration area is used for maintaining and adding to the initial setup. This includes entering new users, configuring levels of user access, entering new codes, etc.

ACCESSING CONFIGURATION

The Configuration area is accessed from the Dashboard menu, by selecting the **Configuration** option under **Admin**. Access to this feature is typically limited to system administrators.

NOTE This option will not appear in the menu unless you have the User Group permission "Access Configuration Program." See page 11 for more information on setting user group permissions.

Figure 1: Select Configuration in the Dashboard Menu

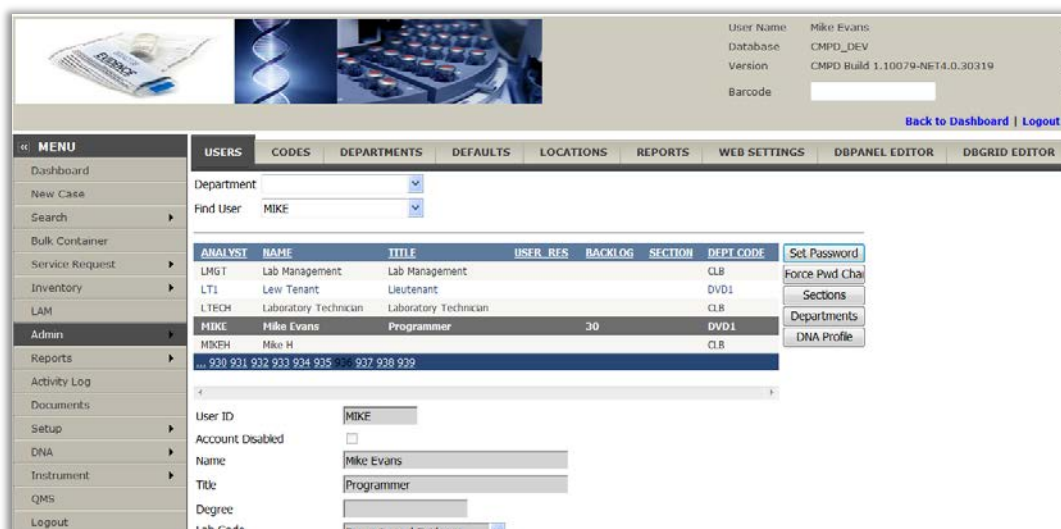


The screenshot shows the PLIMS Dashboard menu. The top right corner displays user information: User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10079-NET4.0.30319, and a Barcode field. The main menu is on the left, with 'Admin' expanded to show 'Configuration' as an option. The 'Recent Cases' table is visible on the right.

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
20061125131901	01-CENTRAL DIVISION	14-000004	08/29/2014
20060401090501	01-CENTRAL DIVISION	13-000068	08/29/2014
20110512082138	01-CENTRAL DIVISION	14-000057	08/29/2014
SR TEST	Alcohol Law Enforcement	14-000050	08/29/2014
20060401105601	01-CENTRAL DIVISION	13-000092	08/29/2014
	61-CRIME LAB BUREAU	14-000021	08/29/2014
	01-CENTRAL DIVISION	14-000073	08/29/2014
	01-CENTRAL DIVISION	14-000055	08/29/2014
	Alcohol Law Enforcement	14-000049	08/29/2014
	01-CENTRAL DIVISION	13-000027	08/29/2014

The Users tab will be selected by default on the Configuration screen. There are nine tabs on the Configuration screen. Each tab is used to configure different areas of the PLIMS. Descriptions of each tab are provided in the following sections of this chapter.

Figure 2: Users tab on Configuration screen



The screenshot shows the PLIMS Configuration screen, Users tab. The top right corner displays user information: User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10079-NET4.0.30319, and a Barcode field. The main menu is on the left, with 'Admin' expanded to show 'Users' as an option. The 'Users' table is visible on the right.




ANALYST	NAME	TITLE	USER RES	BACKLOG	SECTION	DEPT CODE
LMT	Lab Management	Lab Management				CLB
LTI	Lev Tenant	Lieutenant				DVD1
LTECH	Laboratory Technician	Laboratory Technician				CLB
MIKE	Mike Evans	Programmer	30			DVD1
MIKEH	Mike H					CLB

Below the table, there are fields for User ID (MIKE), Account Disabled (checkbox), Name (Mike Evans), Title (Programmer), Degree, and Lab Code (Properties and Evidence).

USERS TAB

The Users tab is used to add and maintain user accounts. Users must have a record saved here in order to log in to the PLIMS. Once a user record has been added, you can use the buttons on the tab to manage the user's password and configure their level of system access.

Figure 3: Users tab

User Name Mike Evans
 Database CMPD_DEV
 Version CMPD Build 1.11057-NET4.0.30319
 Barcode
[Back to Dashboard](#) | [Logout](#)

»

USERS

CODES

DEPARTMENTS

DEFAULTS

LOCATIONS

REPORTS

WEB SETTINGS

DBPANEL EDITOR

DBGRID EDITOR

Department
 Find User

ANALYST	NAME	TITLE	USER_RES	BACKLOG	SECTION	DEPT CODE
LT1	Lew Tenant	Lieutenant				DVD1
LTECH	Laboratory Technician	Laboratory Technician				CL8
MIKE	Mike Evans	Programmer	30			DVD1
MIKEH	Mike H					CL8
OA0	Outside Agency Officer	OA Officer				OTH

... 931 932 933 934 935 936 937 938 939 940

Set Password

Force Pwd Cha

Sections

Departments

DNA Profile

User ID

Account Disabled

☐

Name

Title

Degree

Lab Code

User Group

? Lab Administrator

EMAIL Address

Access

? Admin Security Group

Custody

Phone #

Access Time

?

Card Barcode List

?

Department Code

Assignment

Region Code

?

Full Access Report Groups

? Admin Reports

ACN Group Code

? Investigators

Document Group

?

Add

Edit

Save

Cancel

Delete

User Group

Web User

Reset Passwords

Manage Locks

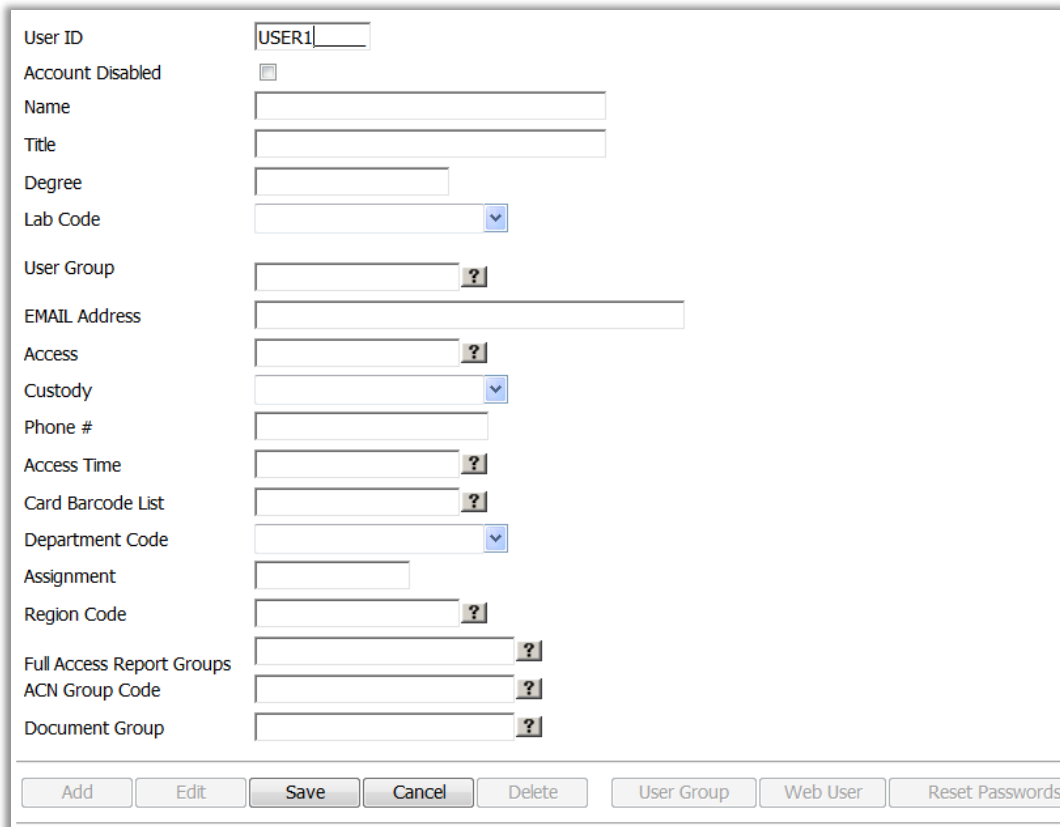
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ADDING A NEW USER

The following steps show how to add a new user record. Please note that once the record is created, you need to set the user's password in order to allow them to log in to PLIMS. See page 6 for instructions on setting a user's password.

1. Click the **Add** button on the Users tab.
2. Enter a **User ID**. User IDs can consist of letters and numbers and they can be up to six characters long. Each user's ID must be unique.



User ID	USER1
Account Disabled	<input type="checkbox"/>
Name	
Title	
Degree	
Lab Code	
User Group	
EMAIL Address	
Access	
Custody	
Phone #	
Access Time	
Card Barcode List	
Department Code	
Assignment	
Region Code	
Full Access Report Groups	
ACN Group Code	
Document Group	

Buttons: Add, Edit, Save, Cancel, Delete, User Group, Web User, Reset Passwords

3. Enter the user's **Name** as you want it to display throughout the system.
4. Select the user's **Lab Code**.
5. Select their **User Group**. User Groups determine a user's level of system access. Clicking the question mark icon next to the field displays a User Group Codes lookup. Double-click an option in the lookup to select it.

User ID	USER1	<div style="text-align: center;">USER GROUP CODES</div> <div style="text-align: right;">Search </div> <table border="1"> <thead> <tr> <th>GROUP CODE</th> <th>GROUP DESCRIPTION</th> </tr> </thead> <tbody> <tr><td>ADA</td><td>Assistant District Attorney</td></tr> <tr><td>ADMIN</td><td>Lab Administrator</td></tr> <tr><td>CMPDO</td><td>CMPD Officer</td></tr> <tr><td>CMPDS</td><td>CMPD Supervisor</td></tr> <tr><td>CSUP</td><td>Crime Scene Supervisor</td></tr> <tr><td>CTECH</td><td>Crime Scene Tech</td></tr> <tr><td>EXTU</td><td>External Agency User</td></tr> <tr><td>GROUP</td><td>LIMS User Group</td></tr> <tr><td>ITSP</td><td>CMPD Systems Admin</td></tr> <tr><td>LMGT</td><td>Lab Supervisor</td></tr> <tr><td>ITFCH</td><td>Lah Technician</td></tr> </tbody> </table> <div style="text-align: left;"> <input checked="" type="checkbox"/> Active Only </div> <div style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div>	GROUP CODE	GROUP DESCRIPTION	ADA	Assistant District Attorney	ADMIN	Lab Administrator	CMPDO	CMPD Officer	CMPDS	CMPD Supervisor	CSUP	Crime Scene Supervisor	CTECH	Crime Scene Tech	EXTU	External Agency User	GROUP	LIMS User Group	ITSP	CMPD Systems Admin	LMGT	Lab Supervisor	ITFCH	Lah Technician
GROUP CODE	GROUP DESCRIPTION																									
ADA	Assistant District Attorney																									
ADMIN	Lab Administrator																									
CMPDO	CMPD Officer																									
CMPDS	CMPD Supervisor																									
CSUP	Crime Scene Supervisor																									
CTECH	Crime Scene Tech																									
EXTU	External Agency User																									
GROUP	LIMS User Group																									
ITSP	CMPD Systems Admin																									
LMGT	Lab Supervisor																									
ITFCH	Lah Technician																									
Account Disabled	<input type="checkbox"/>																									
Name	Crime Lab User																									
Title																										
Degree																										
Lab Code	Crime Lab																									
User Group																										
EMAIL Address																										
Access																										
Custody																										
Phone #																										
Access Time																										
Card Barcode List																										
Department Code																										

6. You can assign an Access Code for the user in the **Access** field.
7. Select the user's **Custody**. A location for the user will automatically be added to that custody once you save the new record.
8. Select the user's **Department Code**.
9. Select the user's **ACN Group Code**
10. Enter any additional information and click **Save**.

User ID	USER1
Account Disabled	<input type="checkbox"/>
Name	Crime Lab User
Title	
Degree	
Lab Code	Crime Lab
User Group	LMGT Lab Supervisor
EMAIL Address	katherinew@porterlee.com
Access	ALL All labs
Custody	CMPD Personnel
Phone #	
Access Time	
Card Barcode List	
Department Code	61-CRIME LAB BUREAU
Assignment	
Region Code	
Full Access Report Groups	
ACN Group Code	AN Analysts
Document Group	CMPDO Officers and Civilians

DISABLING USER ACCOUNTS

Disabling a user's account prevents the user from logging in to PLIMS. It's recommended that you disable user accounts instead of deleting them, in case the user is associated with any records in the system.

In order to disable a user's account, select the user on the Users tab and click the **Edit** button. Check the **Account Disabled** box below the User ID and click **Save**.

Figure 4: Check Account Disabled

The screenshot shows the 'USERS' tab in the PLIMS system. At the top, there are tabs for CODES, DEPARTMENTS, DEFAULTS, LOCATIONS, REPORTS, WEB SETTINGS, and DBPANEL EDITOR. Below these, there are dropdowns for 'Department' and 'Find User' (set to 'Crime Lab User'). A table lists users with columns: ANALYST, NAME, TITLE, USER_RES, BACKLOG, SECTION, and DEPT CODE. The first row shows 'USER1' for 'Crime Lab User' with dept code 'CLB'. To the right of the table are buttons: Set Password, Force Pwd Chal, Sections, Departments, and DNA Profile. Below the table is a form for editing user 'USER1'. The 'Account Disabled' checkbox is checked. Other fields include Name (Crime Lab User), Title, Degree, Lab Code (Crime Lab), User Group (LMGT - Lab Supervisor), EMAIL Address (katherinew@porterlee.com), Access (ALL - All labs), Custody (CMPD Personnel), Phone #, Access Time, Card Barcode List, Department Code (61-CRIME LAB BUREAU), Assignment, Region Code, Full Access Report Groups, and Document Group (DOC - Document Group). At the bottom are buttons: Add, Edit, Save, Cancel, Delete, User Group, Web User, and Reset Passwords.

ANALYST	NAME	TITLE	USER_RES	BACKLOG	SECTION	DEPT CODE
USER1	Crime Lab User					CLB

User ID: USER1

Account Disabled: ☒

Name: Crime Lab User

Title:

Degree:

Lab Code: Crime Lab

User Group: LMGT Lab Supervisor

EMAIL Address: katherinew@porterlee.com

Access: ALL All labs

Custody: CMPD Personnel

Phone #:

Access Time:

Card Barcode List:

Department Code: 61-CRIME LAB BUREAU

Assignment:

Region Code:

Full Access Report Groups:

Document Group: DOC Document Group

Buttons: Add, Edit, Save, Cancel, Delete, User Group, Web User, Reset Passwords

SETTING A USER'S PASSWORD

To set a new user's password, or change an existing user's current password, select the user record on the Users tab and click the **Set Password** button.

Figure 5: Set Password button on the Users tab

The screenshot shows the 'USERS' tab selected in the top navigation bar. Below the navigation bar, there are dropdown menus for 'Department' and 'Find User'. A table lists users, with 'USER1' selected. To the right of the table, the 'Set Password' button is circled in red. Below the table, there are input fields for 'User ID', 'Account Disabled', 'Name', 'Title', 'Degree', 'Lab Code', and 'User Group'. The 'Set Password' button is also visible in the right-hand sidebar.

A Set Password dialog box will display. Enter a new password for the user in the **Password** field. Enter it again in the **Re-Type Password** field and click **OK**. The dialog box will close if the password was set correctly.

Figure 6: Set Password dialog box

The 'Set Password' dialog box has a title bar with the text 'Set Password'. It contains two text input fields: 'Password:' and 'Re-Type Password:'. Both fields are filled with five dots. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

FORCE PASSWORD CHANGE

The Force Pwd Change button forces a user to change their password to a new one of their own choosing. To make a user to change their password, select the user on the Users tab and click the **Force Pwd Change** button.

Figure 7: Force Pwd Change button on the Users tab

The screenshot shows the PLIMS Users tab interface. At the top, there is a header with a logo and user information: User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10079-NET4.0.30319, and a Barcode field. Below the header is a navigation bar with tabs: USERS, CODES, DEPARTMENTS, DEFAULTS, LOCATIONS, REPORTS, WEB SETTINGS, DBPANEL EDITOR, and DBGRID EDITOR. The USERS tab is selected. Below the navigation bar, there are dropdown menus for Department and Find User (set to CMPD Officer). A table lists users with columns: ANALYST, NAME, TITLE, USER_RES, BACKLOG, SECTION, and DEPT CODE. The first row shows CMPDO, CMPD Officer, CMPD Officer, and DVD1. To the right of the table, there are buttons: Set Password, Force Pwd Change (circled in red), Departments, and DNA Profile. Below the table, there are input fields for User ID (CMPDO), Account Disabled (checkbox), Name (CMPD Officer), Title (CMPD Officer), Degree, Lab Code (Property and Evidence), and User Group (CMPDO).

A Force Password Change dialog box will display. Check the box on the screen and click **OK**. The user will be forced to change their password the next time they try to log in to PLIMS.

Figure 8: Force Password Change dialog box

The screenshot shows a dialog box titled "Force Password Change". It contains a checkbox labeled "Check to force CMPD Officer to change password." which is checked. Below the checkbox is an "OK" button.

RESET PASSWORDS

You can force all system users to change their passwords by clicking the **Reset Passwords** button on the bottom of the Users tab.

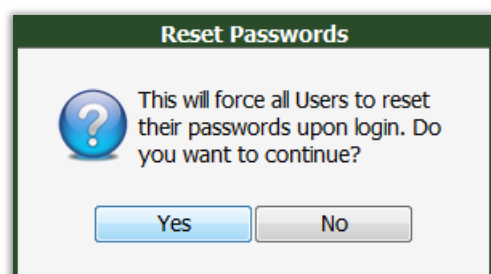
Figure 9: Reset Passwords button on the Users tab

The screenshot shows the 'USERS' tab in the PLIMS system. At the top, there are tabs for 'USERS', 'CODES', 'DEPARTMENTS', 'DEFAULTS', 'LOCATIONS', 'REPORTS', 'WEB SETTINGS', and 'DBPANEL EDITOR'. Below these tabs are search fields for 'Department' and 'Find User'. A table lists users with columns: ANALYST, NAME, TITLE, USER, RES, BACKLOG, SECTION, and DEPT CODE. The user 'MIKE' (Mike Evans, Programmer) is selected. To the right of the table are buttons: 'Set Password', 'Force Pwd Cha', 'Sections', 'Departments', and 'DNA Profile'. Below the table is a scrollable list of user IDs. At the bottom of the form are buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'User Group', 'Web User', and 'Reset Passwords'.

ANALYST	NAME	TITLE	USER	RES	BACKLOG	SECTION	DEPT CODE
KRIS	Kris DelBarba	Porter Lee LIMS Field Engineer					CLB
LMGT	Lab Management	Lab Management					CLB
LT1	Lew Tenant	Lieutenant					DVD1
LTECH	Laboratory Technician	Laboratory Technician					CLB
MIKE	Mike Evans	Programmer		30			DVD1

Clicking the button displays a Reset Passwords dialog box. If you select **Yes**, all users will be forced to reset their passwords the next time they try to log in to PLIMS.

Figure 10: Reset Passwords dialog box



SECTION PERMISSIONS

The Section permissions control a user's level of access to the report writing tools for each lab section. These settings determine whether a user can perform tasks like writing, reviewing, and approving lab reports for a particular section. To edit a user's section permissions, select the user on the Users tab and click the **Sections** button.

Figure 11: Sections button on Users tab

The screenshot shows the 'USERS' tab selected. A table lists users with columns: ANALYST, NAME, TITLE, USER, RES, BACKLOG, SECTION, and DEPT CODE. The user 'MIKE' (Mike Evans, Programmer) is selected. To the right of the table, a vertical menu contains buttons: 'Set Password', 'Force Dvd Chal', 'Sections' (circled in red), 'Departments', and 'DNA Profile'. Below the table, there are input fields for User ID (MIKE), Account Disabled (checkbox), Name (Mike Evans), Title (Programmer), Degree, and Lab Code (Property and Evidence).

The Sections screen will display. The grid columns contain a row for each lab section. To change the user's permissions for a section, select the row for that section, and click the **Edit** button. An entry field will appear below each column in the selected row. Enter "T" in a field to grant the user the permission described in the column heading, or enter "F" to restrict their access. Descriptions of the section settings are provided in Table 1 on the next page. Once you are done, click **Update**.

The screenshot shows the 'Sections for Mike Evans' screen. It features a table with the following columns: Section Description, Write, Review, Approve, View Approved, Admin, Review Service Request, and Edit Reports For O. The 'BIO - Biology' row is selected. Below the table, there is a red note: '* Type 'T' for true or 'F' for false'. At the bottom, there are buttons for 'Update', 'Cancel', 'Task Permissions', and 'Back'.

You can view/change additional settings by clicking the **Edit All** button. A list of all the permissions will display. Enter "T" in the entry field to allow the user access to a function or enter an "F" to restrict it. Once you are done, click **Save**.

The screenshot shows a web application interface for managing user permissions. A modal window titled 'Biology' is open, displaying a list of permissions and their status. The permissions are listed in a table with columns for the permission name and a text input field for the status. The status 'T' (True) is entered for most permissions. The permissions listed are: WRITE REPORTS, REVIEW REPORTS, APPROVE REPORTS, IN ROTATION, ROTATION, DISTRIBUTE REPORTS, VIEW IN PROCESS REPORTS, VIEW APPROVED REPORTS, BATCH ASSIGNMENT, ROUTE ANY ASSIGNMENT, EDIT TASKS, CREATE WORKSHEETS, ADMIN CLOSE REPORTS, EDIT REPORTS FOR OTHERS, MAINTAIN RAW DATA LINKS, PRINT EDITABLE REPORT, CREATE SUPERVISOR WORKSHT, and REVIEW ROTATION. The 'Edit All' button is visible at the bottom of the modal. In the background, a table of sections for Mike Evans is visible, with columns for Section Description, Write, and Review. The sections listed are: BAC - Blood Alcohol, BIO - Biology, CS - Controlled Substances, FA - Firearms, FD - Fire Debris, IBIS - NIBIN (IBIS), LP - Latent Prints, QD - Questioned Documents, TEST - Test Section, and TM - Tool Marks. A note at the bottom of the background table states: '* Type "T" for true or "F" for false'.

Table 1: Section Permissions

Permission	Description
Write Reports	Allows user to write reports for section
Review Reports	Allows user to review reports for section
Approve Reports	Allows user to approve reports for section
Distribute Reports	Allows analyst to distribute reports for section. This distribution is done through the Report Distribution application.
View In Process Reports	Allows the user to view reports prior to their final approval
View Approved Reports	Allows the user to view approved reports
Batch Assignment	Allows the user to make batch assignments for the section from the Assignments search
Route Any Assignment	User will be able to route any assignment, including other users' assignments and assignments not currently routed to them
Edit Tasks	Allows user to edit assigned tasks. Most applicable to batch processes.
Create Worksheets	Allows the user to create new worksheets for the section
Admin Close Reports	Allows the user to close a report before it's finalized. Supervisors commonly use this to cancel an assignment after work has been done, for example, if the District Attorney requests that analysis be suspended.
Edit Reports For Others	Allows the user to edit reports for other users' assignments
Maintain Raw Data Links	Allows the user to update the raw data link to source files linked to a specific assignment
Review Service Requests	Allows the user to review and approve service requests for the section
Can Do Confirmation	Allows user to enter their pin for matrix test types that need confirmation

USER GROUPS

User Groups are used to create standard levels of system access that can be assigned to users based on job function. You add and manage the user groups by clicking the **User Group** button on the bottom of the Users tab.

Figure 12: User Group button

The screenshot shows the 'USERS' tab in a system administrator interface. At the top, there are tabs for 'USERS', 'CODES', 'DEPARTMENTS', 'DEFAULTS', 'LOCATIONS', 'REPORTS', 'WEB SETTINGS', and 'DBPANEL EDITOR'. Below these tabs, there are search fields for 'Department' and 'Find User'. A table lists users with columns: ANALYST, NAME, TITLE, USER, RES, BACKLOG, SECTION, and DEPT CODE. The table includes entries for KRIS, LMG, LT1, LTECH, and MIKE. To the right of the table are buttons: 'Set Password', 'Force Pwd Cha', 'Sections', 'Departments', and 'DNA Profile'. Below the table is a form for editing user details for 'MIKE'. The form fields include: User ID (MIKE), Account Disabled (checkbox), Name (Mike Evans), Title (Programmer), Degree, Lab Code (Property and Evidence), User Group (ADMIN), EMAIL Address, Access (ALL), Custody (CMPD Personnel), Phone # ((847) 985 - 2060), Access Time, Card Barcode List, Department Code (01-CENTRAL DIVISION), Assignment (UA01), Region Code (ALL), Full Access Report Groups (ADM, LAB), and Document Group (PTECH). At the bottom of the form are buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'User Group' (circled in red), 'Web User', and 'Reset Passwords'.

ANALYST	NAME	TITLE	USER	RES	BACKLOG	SECTION	DEPT CODE
KRIS	Kris DelBarba	Porter Lee LIMS Field Engineer				CLB	
LMGT	Lab Management	Lab Management				CLB	
LT1	Lew Tenant	Lieutenant				DVD1	
LTECH	Laboratory Technician	Laboratory Technician				CLB	
MIKE	Mike Evans	Programmer		30		DVD1	

... 930 931 932 933 934 935 936 937 938 939

User ID: MIKE

Account Disabled: ☐

Name: Mike Evans

Title: Programmer

Degree:

Lab Code: Property and Evidence

User Group: ADMIN Lab Administrator

EMAIL Address:

Access: ALL All labs

Custody: CMPD Personnel

Phone #: (847) 985 - 2060

Access Time:

Card Barcode List:

Department Code: 01-CENTRAL DIVISION

Assignment: UA01

Region Code: ALL

Full Access Report Groups: ADM, LAB Admin Reports, Laboratory Reports

Document Group: PTECH Property Technicians

Add Edit Save Cancel Delete User Group Web User Reset Passwords

The User Group screen will display. You can view the permissions for a group by selecting it in the grid columns. The permissions for the selected group will display in the Group Options area.

Figure 13: User Groups screen

The screenshot shows the 'User Groups' screen with a tabbed interface. The 'USERS' tab is selected. Below the tabs is a table of user groups. The 'ADMIN' group is selected, and its details are shown in the 'Group Options' area below.

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,M
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: ADMIN
 Group Description: Lab Administrator
 Comments: This group is for administrators

Group Options:
 Search: GO
 Program Access
 Code Group Access

Buttons: Add, Edit, Save, Cancel, Delete, Back

The permissions for the selected group will be checked in the Group Options. You can expand and collapse the menus in the Group Options area by clicking the folder icons next to them. Descriptions of the individual options are listed in Table 2 on page 15.

You can use the Search field to find a specific group option. You can search based on a whole or partial description, an Authcode, or a menu name. Enter the value into the field and click **GO**. The Group Options will be filtered based on the results.

Figure 14: Group Options

The screenshot shows the 'Group Options' screen. It has a search field with the text 'Items' and a 'GO' button. Below the search field is a tree view of permissions. The 'Program Access' folder is expanded, showing 'PRELIMS' and 'Web' sub-folders. The 'Web' folder is expanded, showing several options with checkboxes. The 'Inventory' folder is also expanded, showing two options. The 'LIMS' folder is collapsed.

- Program Access
 - PRELIMS
 - Web
 - ☒ Can Access Item Status Change Button (ITEMSTATCH)
 - ☐ Can Access Items Tab LRN field (RMSEXT)
 - ☐ Hide (4) Items Tab (HIDEITTAB)
 - ☐ Hide Kit Button Items Tab (HIDEKIT)
 - ☐ Hide Sample Button Items Tab (HIDESAMPLE)
 - Inventory
 - ☐ Restrict Editing of Item Status (ITEMSTAT)
 - ☐ Route Department Items (ROUTDITEM)
 - LIMS

Buttons: Add, Edit, Save, Cancel, Delete, Back

ADDING A USER GROUP

1. Click the **User Group** button on the bottom of the Users tab. The Users Groups screen will display.
2. Click the **Add** button on the User Groups screen.

The screenshot shows the 'User Groups' screen with a table of existing groups. The 'ADMIN' group is highlighted. Below the table is a form for adding a new group, with fields for Group Code, Group Description, and Comments. The 'Add' button is visible at the bottom.

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,N
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: ADMIN
Group Description: Lab Administrator
Comments: This group is for administrators

Group Options
Search: [] GO
Program Access
Code Group Access

Add Edit Save Cancel Delete Back

3. Enter the **Group Code** and **Description**. You can enter any comments about the group in the **Comments** field.

The screenshot shows the 'Add' form for a new user group. The 'Group Code' field is filled with 'GROUP', the 'Group Description' field is filled with 'LIMS User Group', and the 'Comments' field is filled with 'Comments about the user group'. The 'Add' button is visible at the bottom.

Group Code: GROUP
Group Description: LIMS User Group
Comments: Comments about the user group

Group Options
Search: [] GO
Program Access
Code Group Access

Add Edit Save Cancel Delete Back

4. Select the **Group Options**. You can expand and collapse the Group Options menus by clicking the folder icons next to them. Check the box next to an option in order to select it. Descriptions of the individual options are listed in Table 2 on page 15.

The screenshot shows a dialog box titled "Group Options". At the top, there are three input fields: "Group Code" with the value "GROUP", "Group Description" with the value "LIMS User Group", and "Comments" with the value "Comments about the user group". Below these fields is a section titled "Group Options". Inside this section, there is a "Search" field with the text "can access" and a "GO" button. Below the search field is a tree view of folders: "Program Access", "PRELIMS", and "WEB". Under "WEB", there is a list of options, each with a checkbox and a description: "Can Access ATF Form Button (ATFFORM)", "Can Access BATS Batch (BATSBATCH)", "Can Access DNA Batch (DNABATCH)", "Can Access Instrument Batch Create Menu (IBATCHCRE)", "Can Access Instrument Batch Results Menu (IBATCHRES)", "Can Access Instrument Menu (INSTMENU)", "Can Access Item Status Change Button (ITEMSTATCH)", "Can Access Items Tab LRN field (RMSEXT)", and "Can Access web Program (PRELIMS)". The "Can Access web Program (PRELIMS)" option is checked. At the bottom of the dialog box, there are six buttons: "Add", "Edit", "Save", "Cancel", "Delete", and "Back".

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

USER OPTION DESCRIPTIONS

Table 2: User Option Descriptions

User Option	Description	Auth Code
Program Access/Utility		
Access Clear Database Program	This program completely empties the database of all records. Access should be limited to the system administrator.	CLEARDB
Access Custody Command Center	Allows user to run CustodyCommandCenter.exe. This utility is used to modify chain of custody records.	CCC
Uses Instrument Interface	Allows user to use INSTVIEW, INSTPOP, and other instrument interface-related applications	SEQWIZ
Access the Auto Task Program	Allows user to access Autotask program. Autotask is used for automating tasks such as sending notifications when a specific event occurs. Used by system administrators and Porter Lee Corporation personnel	AUTOTASK
Load Image from a folder to Image Vault	Allows user to upload files from local or network drives to the Image Vault	LOADIMG
Program Access/Quality Management System		
Access Audits	Allow users to work with the Audits and CAs feature	QMS-AUDIT
Access Custom Reports	Allows the user to work with the Custom Reports feature	QMS-REPORT
Access Document Control	Allows the user to work with the Document Controls feature	QMS-DOCS
Access Proficiency Tests	Allows the user to work with the Proficiency Test feature	QMS-PTEST
Access QC Flags	Allows the user to place Quality Control Flags on user accounts	QMS-QCFLAG
Access QMS	Allows the user to access the QMS program	QMS
Access QMS Programs	Allows the user to work with the Programs feature	QMS-PROGS
Access Testimony Monitoring	Allows the user to work with the Testimony Monitoring feature	QMS-MONIT
Document Administrator	Allows user to edit document reviews assigned by other users and to define the QMS Working Folder for all system users	QMS-DOCSA
QMS Program Administrator	Allows the user to set status for milestones and cancel milestones	QMS-PROGA
Program Access/ PRELIMS/ Web		
Ability to transfer to a 1023 location	Authorizes user to transfer items to a 1023 location (i.e., a location where "L1023dep" or "L1023epc" is set to "T" in CUSTLOC table). User will be able to select reason for refusal on transfer screen	1023LOC
Access Agency Locked Cases	User can access locked cases for their agency (the user's Department Code must match the Investigating Agency)	AGENLOCK
Access All Locked Cases	User can access all locked cases	ALLOCK
Access Inst View	Displays Inst View option under Instruments in the Dashboard menu. Allows user to access instrument interface for viewing and capturing tiff files	INSTVIEW
Access NICS Images	Customer-specific. Displays NICS button on Case Info tab	NICSIMG
Access Superlock Cases	User can access all locked and super-locked cases. Allows user to lock, unlock, and manage team members for any case, even if they are not the Investigator or Alternative Investigator.	SUPERLOCK
Allow Batch Service Requests	Allows user to scan item and task barcodes to create service requests	BATCHSR
Approve Retention Review Requests	User can be selected as second reviewer and perform final retention review	RETENTION
Can Access DNA Batch	Displays DNA options in the Dashboard menu	DNABATCH
Can Access Instrument Batch Create Menu	Displays Batch Create option under Instrument in Dashboard menu. Allows user to access Batch Create screen.	IBATCHCRE
Can Access Instrument Batch Results Menu	Displays Batch Results option under Instrument in Dashboard menu. Allows user to access Batch Results screen.	IBATCHRES
Can Access Instrument Menu	Displays Instrument options in Dashboard menu	INSTMENU
Can Access Item Status Change Button	Displays Change Status button on Items tab. Allows user to manually update item status	ITEMSTATCH
Can Access Items Tab LRN field	User can edit LRN field on Items tab	RMSEXT
Can Access web Program	Controls top level access to the PLIMS application. Authorizes user to log in to PLIMS	PRELIMS

Can Authorize Restricted Transfer	User can verify transfers to or from a restricted custody location	RESTTRANS
Can change Case IOR	Allows user to change the Investigator for a case	IORCHANGE
Can Change Department	User can change the case Department	AC_BOOKAGN
Can change URN	User can edit Complaint #/Agency Case #	URNCHANGE
Can Create CSI Request	Displays CSI Request option under Service Request in Dashboard menu. Allows user to create Crime Scene Investigation service request.	CREATECSIR
Can Create Digi Request	Displays Digital Imaging Request option under Service Request in Dashboard menu. Allows user to create Digital Imaging Request.	CREATEDIGI
Can Edit Container Description	User can edit case container description	EDITCONT
Can Make Delivery Requests	Displays Item List button on Items tab	MAKEDREQ
Can Perform Retention Review	Displays Retention Review button on Case Info tab. User can perform initial review if they are case Investigator or Alternative Investigator	REVIEW
Can use Assignment Batch ID		ABATCHID
Can Validate Currency	These users can enter their pin to validate (count) currency amounts on the items tab.	VCURRENCY
Court Monitoring Supervisor Access	Displays Monitor button for Court activities in Activity Log. Allows user to answer to Court Monitoring by Supervisor questions for Court activities	MCRTSUP
Create Item Lists	Allows user to work with Item Lists in Custody Inquiry	CUSTLIST
Create NARCO Service Requests	Displays Narco Request button on Service Requests tab. Allows user to submit NARCO Quick Request for qualifying items	SRNARCO
Create Service Request for Agency Only	User can only create service requests for cases for their agency	SRDEPT
Create Service Request for All Cases	User can create service requests for all cases	SRALL
Disable Add Delete Buttons in Names Tab	Hides Add and Delete buttons on the Names tab	NOEDITNAME
Enable EPADOCX to run	Set if ePad signature pad is used	EPADOCX
Enable Evid Property Approval Barcode	Gives user permission to approve evidence via barcode	EVIDBAR
Enable PLCWEB OCX to run	PLCWEB OCX will automatically download when user logs in to program. Allows use of features that utilize OCX	PLCWEBOCX
Enable TOPAZOCX to run	Set if Topaz signature pad is used	TOPAZOCX
Hide (1) Case Tab	Hides the Case Info tab	HIDECATAB
Hide (2) Submissions Tab	Hides the Submissions tab	HIDESUTAB
Hide (3) Names Tab	Hides the Names tab	HIDENATAB
Hide (4) Items Tab	Hides the Items tab	HIDEITTAB
Hide (5) Custody Tab	Hides the Custody tab	HIDECUTAB
Hide (6) Assignments Tab	Hides the Assignments tab	HIDEASTAB
Hide (7) Reports Tab	Hides the Reports tab	HIDERETAB
Hide Case Container Button	Hides the Container button on the Items tab	HIDECCONT
Hide Kit Button Items Tab	Hides the Kit button on the Items tab	HIDEKIT
Hide Reports Matrix Button	Hides the Matrix button the Reports tab	HIDEMATRIX
Hide Sample Button Items Tab	Hides the Sample button on the Items tab	HIDESAMPLE
Hide Service Request Tab	Hides the Service Requests tab	HIDSEETAB
Hide Supplements Button	Hides the Supplements button on the Case Info tab	HIDESUPP
Pull List - Station Pull List	User can print Station Pull List on Pull List Report screen	PLIST1
Pull List - Lab Courier Route Sheet	User can print Pending Lab Courier Route Sheet on Pull List Report screen	PLIST4
Pull List - Pending Transfer to CPE	User can print Pending Transfer to CPE report on Pull List Report screen	PLIST2
Pull List - Staff Request Pull List	User can print Staff Request Pull List on Pull List Report screen	PLIST3
Restrict Item Edit Only for Booked By	User can only edit items they booked into PLIMS. Their name must be selected in the Booked By field in order for them to be able to edit an item record.	EDITBOOKBY
Program Access/PRELIMS/ Inventory		
Can Close Inventory or Batch	Can close any user's inventory or batch	INVCLOSE

Can create a new Inventory	Allows user to create a new inventory. They can create and assign batches for the inventory. They can also edit, print, close, and delete inventory and batches in inventory.	INVCREATE
Can Delete Any Inventory or Batch	Can delete any user's inventory or batch	INVDELETE
Can Finalize Any Inventory	Can finalize, i.e., approve, any inventory. Inventories cannot be finalized by the same user who closed them	INVFINAL
Can perform Container Inventory	Allows user to inventory bulk container contents	CONTINV
Can Print Any Inventory	Can print any user's inventory	INVPRINT
Can Scan Inventory Items	Batches can be assigned to user. User is able to scan locations, items, and containers for a batch. Can also print and close their assigned batches	INVSCAN
Clear Misplaced items	Displays Clear Extra button on Container Inventory screen. Allows user to clear scanned items that are not inside the container.	CONTINVCL
Container inventory Start Over	Displays Start Over button on Container Inventory screen. Allows user to start the inventory over.	CONTINVSO
Unseal a container	Displays Seal/Unseal button Search Bulk Container tab	CONTUNSEAL
Program Access/PRELIMS/ Update		
Access to DBPanel and DBGrid Editor	Allows user to access DBPanel and DBGrid Editor in Configuration	DBPEDIT
Program Access/Lab Asset Management		
Access Chemicals Only	Allows access to the Chemical/Purchased Reagent asset class in Laboratory Asset Manager	CHEMICALS
Access Custom Asset Type Only	Allows access to the Custom asset class in the Laboratory Asset Manager	CUSTOMTYPE
Access Firearms Only	Allows access to the Firearms asset class in the Laboratory Asset Manager	FIREARMS
Access Instrument Only	Allows access to the Instruments asset class in the Laboratory Asset Manager	INSTRUMENT
Access Lab Asset Management Program	Allows user to access the Laboratory Asset Manager	CHEMINV
Access Other Assets Only	Allows access to the Other asset class in the Laboratory Asset Manager	OTHERASSET
Access Reagents Only	Allows access to the Prepared Reagent asset class in the Laboratory Asset Manager	REAGENTS
Access Setup	Allows access to Setup in the Laboratory Asset Manager	CHEMSETUP
Add MSDS Information	Allows the user to add material safety data sheet information in the Laboratory Asset Manager	CHEMMSDS
Can Delete Custody	Allows user to delete asset custody records in Laboratory Asset Manager	LAMCUSTD
Can Edit Custody	Allows the user to edit records on the Custody tab in the Laboratory Asset Manager	LAMCUSTE
Can Edit Exhausted Asset	Allows user to edit assets marked as "Exhausted" (common with drug standards)	EDITEXHA
Can Manually Add Custody	Allows user to add custody records with Add button on Custody tab in Laboratory Asset Manager	LAMCUSTA
Can edit calibration reports		INSTCALI
Delete MSDS	Allows the user to delete material safety data sheet information in the Laboratory Asset Manager	DELMSDS
Inquiry Mode	Restricts user to read-only in Laboratory Asset Manager. The user will be unable to add, edit, or delete asset records.	LAMINQ
Restrict Adding LAM Record	Restricts user from adding asset records in the Laboratory Asset Manager	RADDLAMR
Restrict Changing Section	User can only view assets assigned to their Cheminv Default Section	RCNGSECT
Restrict Deleting LAM Record	Restricts user from deleting asset records in the Laboratory Asset Manager	RDELLAMR
Restrict Editing LAM Record	Restricts user from editing asset records in the Laboratory Asset Manager	REDTLAMR
Restrict Instr Calibr History Editing		REDINCLHIS
Program Access/LIMS		
Can Delete Locked Records	Allows the user to delete locked records in the LIMS	DELLOCKS
Program Access/LIMS/ Configuration		
Access Code Tables Program	Gives user access to a program that just makes codehead tables available for edit	CODECON
Access Codes Tab	Allows user to access Codes tab and modify codes in Config	CFG-CODE

Access Configuration Program	Allows user to access Configuration area	CONFIG
Access Defaults Tab	Allows the user to access the Defaults tab in Config	CFG-DFLT
Access Departments Tab	Allows the user to access the Departments tab in Config	CFG-DEPT
Access Locations Tab	Allows the user to access the Locations tab in Config	CFG-LOCA
Access Waiting List Program	The Waiting List is a separate program that provides a list of submitters in a waiting room.	WAITLIST
Can edit Department Info - DeptName	Allows the user to edit the Department Information for a record on the Departments tab in Config	DEPTNAMEED
Can have full Access - DeptName	Allows the user full access to add and delete on the Departments tab in Config	DEPTNAMEFA
Can View Analyst Signatures	Allows user to view an analyst's active signature from the Users tab in Config	VIEWANLSIG
Department List	This gives a user access to the Departments tab in Config	DEPTNAME
Disable Web Users Tab	Restricts access to the Web User tab in Config	CFG-WEBU
Edit User Information	Grants access to the Users tab in Config. Allows user to edit user profiles	EDITUSER
Restrict User Access to Departments Tab	Prevents user from accessing the Departments tab in Config	RESCONDEPT
Program Access/LIMS/ Evidence Receiving		
Access Quick Label Printing	Displays speed label button on Quick Create screen so that a case number can be pulled to reserve the case(s) needed.	LABELS
Access Receiving Program	Grants user permission to run the Evidence Receiving program	RECEIVE
Add New Lab Cases	Allows user to create new lab cases	ADDCASE
Can Approve Supplies	Allows the user to approve supply orders from others in the lab using Supply Order feature	APPRSUP
Can Assign Worklist to others	Allows user to pull a work list and change the assigned analyst.	ASSIGNWRKL
Can Change Item process	Allows user to change the Process for an item	ITEMPROS
Can Create Addendum Reports	This feature allows a lab to create additional addendum reports that are linked and can be printed together.	MAKEADDUM
Can Enter QC Received By	Enables Received By fields on the Quick Create screen	QCRECBY
Can Expunge Samples	For DNA Databank: Allows user to expunge an offender sample.	EXPUNGE
Can maintain others worklist	Allows the user to maintain a work list created by another user on the Worklist and Batch screens	MWORKLIST
Can Order Supplies	Allows the user to order lab supplies using the Supply Ordering feature	ORDERSUP
Can Preview Approved Reports	After a report is approved, the user can view the report from the Reports tab	PREVREPT
Can Recapture Batch Signature	This enables the ability to recapture the signature on the submission tab for the entire batch if High volume user was turned on at QC.	RECAPSIG
Can Regenerate Approved Report	Allows users to regenerate an approved report. Usually limited to Supervisors/Sys Administrators.	REGENRPT
Can Reset approved reports	Allows the user to reset reports once they've been approved. This will gray out the report on the reports tab and automatically create an assignment on the Assignments tab. All data from the reset report will still be in the new assignment.	RESETREPT
Can Verify Custody Transfer	If a transfer requires a verifier, allows the user to act as a verifier.	VERIFYTRAN
Can view others pending assignments	Allows the user to see assignments for other analysts.	VOTHERSA
Can View Routing History	This enables the user to access the information behind the Routing history button on the assignments tab.	ROUTEHIST
Cannot Edit Assignment Analyst	Prevents the user from changing the analyst that is assigned to an assignment.	NOEDITAA
Change Lab Case Number	If this option is selected, the user is able to change the lab case number assigned to a case. This option should be restricted.	CHANGECASE
Change Report Number	Report numbers are generated sequentially by the system. However, if it becomes necessary to modify a report number, only users with this option selected can do so.	RPTNUM
Default Analyst on Assignments	This field is not currently being used	DEFAULTA
Delete Approved Reports	This enables the button on the reports tab for this user.	DELREPT
Delete Assignment Information	Allows the user to delete assignment information.	DELASGN

Delete Cases	Allows the user to delete cases. Usually restricted to System Administrators / PLC personnel.	DELCASE
Delete Documents From Image Vault	Allows the user to delete documents from the Image Vault.	DELDOC
Delete Items	Controls the ability of the user to delete items. If a user does not have this authority he can ask a supervisor to enter his password. A reason must be specified. All deleted information is stored in the audit log.	DELITEM
Delete Narrative	Allows user to delete information found in the Case Narrative.	DELSTORY
Disable Assignment Button	This disables the Assignment button from the main screen.	DSBLASSG
Disable the Attributes search tab	This disables the Attributes search tab in Find a Case window	DSATTR
Disable the By Case search tab	This disables the By Case search tab in Find a Case window	DSCASE
Disable the By Name search tab	This disables the By Name search tab in Find a Case window	DSNAME
Disable the My Assignments search tab	This disables the My Assignments search tab in Find a Case window	DSASSIGN
Disable the My Reports search tab	This disables the My Reports search tab in Find a Case window	DSREPT
Disable the Pending search tab	This disables the Pending search tab in Find a Case window	DSPEND
Disable the Recent search tab	This disables the Recent search tab in Find a Case window	DSRECENT
Disable the Reference search tab	This disables the Reference search tab in Find a Case window	DSREF
Edit Activity	Allows the user to edit information in the Activity module.	EDITACT
Edit Assignment Information	This option allows a user to edit case assignments. In a lab where work assignments are made by a supervisor, this option would be given to the supervisors. If this is not selected, it will prevent analysts from picking their own cases.	EDITASSGN
Edit Department Case Number	Select this option to allow the user to edit the case number from the submitting agency (department).	EDITDEPT
Edit Forms For Others	This allows a user to edit a form on the case info tab when it was created by another user.	EDITFORM
Edit Help Information	Allows the user to edit the online help topics. Pressing F1 will bring up the help windows if this feature is enabled.	EDITHELP
Edit Images	This allows the edit of item detail information for an image vault attachment	EDITIMAGES
Edit Link Names to Submissions	When lab control flag "Link Names to Subs" is set to True, this flag will enable the "edit" button for the user to change which submissions a user is referenced to	LINKSNAMES
Edit or Delete Approved Reports	Allows the user to open and edit reports after they have been approved.	EDITAPPR
Edit Reports for Others	Selecting this option allows the user to edit lab reports assigned to another user. This enables someone to type lab reports for the analysts.	EDITREPORT
Edit Submission Link Information	This allows the user to edit the submission item link information on the submission tab.	SUBLINK
Edit Tasks	Allows user to edit the tasks for an assignment. These tasks are used in conjunction with the Worklists feature for Toxicology / DNA.	EDITTASK
Edit/Delete Any Narrative	Allows user to delete/edit case narratives.	EDITSTORY
Inquiry Mode	This sets all tabs to read only for a user. This can be used for an auditor.	RECEIVEINQ
Lock or Unlock Cases	The Evidence Receiving program has the ability to lock a case. If a case is locked, only users who currently have custody of evidence for the case can access it. System administrators can lock and unlock cases.	CASELOCK
Manage Assignments	Allows user to merge and split assignments	MNGASSIGN
Print Bar Code Labels	Grants the user the ability to print barcode labels.	PRINTBAR
Remove DA Case Restriction	Grants the user permission to remove the DA case restriction from a lab case.	DELDALOCK
Restrict Access by Submission Type	This restricts access to a case by the submission type.	RESSUBTYPE
Restrict Creating of Bulk Containers	Prevents user from creating Bulk Evidence Containers (containers that contain items from more than one case).	RESBULK
Restrict Delete Narrative	Prevents user from deleting case narrative information.	RESDELNAR
Restrict Deleting Own Assignment	Prevents user from deleting their assignments.	RESOASGN
Restrict Edit/Delete Supplement	Prevents user from editing/deleting Case Supplements (accessed using the Supplements button on the Case Info tab).	RESSUPPTBL

Restrict Editing Date Assigned Field	This setting prevents user from editing the Date Assigned field for completed reports shown on the Reports tab.	RESDATEASS
Restrict Editing of Narrative	Restricts user from editing case narratives (Narrative button on Case Info tab).	RESEDNAR
Restrict Submission Adding	This disables the Submission Add button for a user.	RESSUBMADD
Restrict Submission Editing	This restricts the Submission Edit button for a user.	RESSUBMED
Review Prosecutor Request All Labs	There is a prosecutor web-site where prosecutors can make a request. This permission allows the end user to review the request on an assignment for labs where the assigned lab matches the user's lab code.	PROSREQALL
Review Prosecutor Request Assigned Lab	There is a prosecutor web-site where prosecutor can make a request. This permission allows the end user to review the request on an assignment for labs where the assigned lab matches the user's lab code.	PROSREQLAB
Save Documents To Image Vault	This allows a user to attach a document to the image vault.	REPSAVE
See Assignments	Allows the user to see assignments in the Assignments tab. This option only applies to Police users of the LIMS.	SEEASGN
See Reports	Allows the user to see reports in Evidence Receiving application. This option only applies to Police users of the LIMS.	SEEREPT
Select Lab Code	Allows the user to select lab codes (effectively allowing them to switch labs).	SELCODE
Uses Assignment Request Type	This enables a request type field on the assignment.	REQUEST
Uses Worklists	This program is for the toxicology or other batch processing modules that incorporates the use of Worklists. Enables the Worklist button on the main receive screen for the user.	WORKLIST
View Completed Reports	Allows the user to view reports from the Reports tab.	COMPREPT
Program Access/LIMS/ Evidence Receiving/Custody		
Can use Custody Add Button	Allows the user to manually add an entry into the chain of custody of an item directly from the Custody tab. Access should be limited to system administrator or PLC. These changes are still recorded in the audit log.	CUSTODYADD
Can Use Transfer Button	Chain of Custody is usually accomplished using the barcode scanner. Users can be given the ability to do manual chain of custody by selecting this option. This grants permission to use the custody Transfer button from the Items tab in Receive.exe.	MANUALCUST
Custody Override	Allows user to override the requirement to have custody of an item you are transferring.	CUSTOVER
Edit/Delete Chain of Custody	If this option is selected, a user will be able to change or delete chain of custody records. These changes are still recorded in the audit log.	EDITCHAIN
Handle Evidence	A user can have custody of evidence if this option is selected. Should disable this option for people who do not need to take custody of evidence, or for employees who no longer work in the lab. If this option is not selected when a user attempts to take custody of evidence, a message will be displayed. Note: If you select "Can Handle Evidence" a storage location (custody code) for this analyst will be created automatically.	HANDLE
Program Access/LIMS/ Evidence Receiving/DNA Case Work		
Access to Batch QC/CHECK	For DNA Databank, batch quality control feature. Allows user to use the batch QC feature.	QC/CHECK
Can Access Closed DNA Worksheets	Allows user to continue to access a Worksheet after it has been closed (ordinarily these are not available).	DNACWRK
Can Edit Plate ID	This allows the user to edit the Plate ID in the DNA module.	EDITPLID
Can Override Max Extraction Samples	This allows the user to edit the max number on the work list screen.	MXSMPOVR
Restrict DNA Manual Quant Update	DNA Casework: Prevents user from doing manual quantitation updates.	RDNAQNTUPD
Program Access/LIMS/ Image Vault		
Attach Images	For Image Vault: allows user to attach files/images to case/item/assignments.	IVATTACH
Copy Images	For Image Vault: allows user to copy files.	IVCOPY
Delete Images	For Image Vault: allows user to delete files.	IVDELETE
Edit Image Information	For Image Vault: allows user to edit the file information.	IVEDIT

Export Images	For Image Vault: enables the export feature in image vault. Allows the user to send images to a directory outside of the database.	IVEXPORT
Print Images	For Image Vault: enables the user to print any stored image/file.	IVPRINT
Restrict Approved Report Image Delete	This is an Image Vault restriction on the Reports tab of the case.	IVAPPDEL
Restrict Approved Report Image Edit	This is an Image Vault restriction on the Reports tab of the case.	IVAPPEDIT
Restrict Save to File	This only allows the user to save an image to a file	IVNOSAVE
Scan Images	For Image Vault: enables the Scan button so that the user can scan images with an attached scanner or other imaging device.	IVSCAN
View Images	For Image Vault: enables image vault for the user.	IVVIEW
Program Access/LIMS/ Other		
Access Inventory All	In the remote inventory program this gives you access to all inventories.	INVALL
Access Inventory Current User	In the remote inventory program this gives you access to only the logged on user inventories	INVUSER
Access Inventory For Department	In the remote inventory program this gives you access to all inventories for this department	INVDEPT
Access LABSEND Program	This gives users the ability to open up cases and transfer items to remote laboratories existing on their own servers, but still within the same laboratory system.	LABSEND
Access the Audit Log Program	Selecting this option grants permission to run the Audit Log program. Access should be limited to system administrator or PLC.	AUDITLOG
Access the Report Wizard Editor	Selecting this option grants permission to run the Report Flowchart Editor program.	WIZEDIT
Allow Item Due Monitoring	This is used primarily for pull-lists in a property room, also if items are set to be back from court or another trigger.	ITEMDUE
Can Cancel Requests and items	Enables the Cancel Request and Cancel Item buttons on the Pending Supply Request(s) tab in the Evidence Receiving program and on the Supply Request(s) tab in the Chemical Inventory program.	CNCRREIT
Can Create Purchase Orders	Enables the Create PO button on the Supply Request(s) tab in the Chemical Inventory program. This allows users to create purchase orders for approved supply requests.	CNCRPORD
In / Out Board Edit All Entries	Allows user to edit all of the entries in the In/Out board module.	INOUTBEALL
In / Out Board Edit Extra Entries	Allows user to edit Extra entries in the In/Out board module.	INOUTBEEXT
Program Access/LIMS/ Quality Management		
Analyst Cannot Edit Proficiency Test	User will be unable to edit their assigned proficiency tests from the main LIMS program	QMS-EDITPT
Can approve Audits and CAs	Allows user to approve reports and to edit and delete approved reports.	QMS-APPACA
Can Attach to Completed Milestones	Allows the user to create, scan, edit, and remove attachments from completed milestones	QMS-ATTACH
Can Check In Out Documents	Check in and check out documents assigned for review	QMS-CHIODC
Can Delete Attached Docs	Allows user to delete documents in the QMS Image Viewer	QMSDELA
Can Delete Milestone Reviews	Allows the user to delete reviews from the selected milestone	QMS-DELMRV
Can Delete Proficiency Test	Allows the user to delete proficiency tests. Enables the Delete Test button on the Proficiency Test screen.	QMS-DELPT
Can Delete Program	Allows user to delete QMS Program codes	QMS-DELPRG
Can Override Milestone Signoff	These users can enter milestone completion for other users	OVMLSIGN
Can Scan Images	Allows the user to scan images from the QMS Document Viewer.	QMS-DSI
Can Set Milestone Status	Allows user to set status of milestones assigned to other users.	QMS-SETMSS
Can Unassign QMS Program/Milestone	Enables Un-Assign button in program Assignments window. Allows user to un-assign selected milestone(s)	QMS-PROGU
Document Administrator	N/A	DOCADMIN
Program Access/LIMS/ Remote		
Access LAM Transfer program	Allows user to access the transfer program for the Laboratory Asset Manager.	LAMTRANS

Access Palm RF Program	This program is necessary for individuals using the palm-pilot radio frequency setup.	PALMRF
Access Remote Custody Update	Grants permission to run the palm-based remote custody update program.	RMTCUST
Access Remote Inventory	Selecting this option grants permission to run the Remote Inventory program.	INVENTORY
Access Remote LAM Inventory	Allows the user to use the remote inventory application with Lab Asset Manager.	LAMINV
Access the Remote Custody Program	Allows the user to use the palm-based remote custody application with the Palm computer.	CUSTODY
Access the Remote Transfer Program	Allows the user to use the palm-based remote transfer application.	TRANSFER
Program Access/LIMS/ Reports		
Access Management Reports	Selecting this option grants permission to run the Management Reports program.	REPORTS
Restricted Management Reports	Restricts the use of Management Reports	REPORTS_R
Unrestricted Management Reports	Allows user to run management reports for all sections/labs in the enterprise.	UNRESTRICT
Program Access/CODNA		
Access CODNA Program	This allows the user to have access to the CODNA module (Convicted Offender DNA Database). Not utilized by all labs.	CODNA
Access Convicted Offender Hit Statistics	Allows the user to generate the convicted offender hit statistics crystal report. Must have the Access CODNA Program feature selected as well.	CODNAHIT
Access Transfer/CMF Program	Provides access for a user to the transfer/CMF program	TRANCMF
Access CODNA Audit Log	Allows access to the Audit Log for the CODNA application.	COAUDITLOG
Delete CO Documents From Image Vault	Allows the user to delete convicted offender docs stored in the Image Vault (scanned sample cards, for example).	DELCODOC
Delete Convicted Offender Samples	If your lab utilizes the CODNA module (Convicted Offender DNA Database), selecting this option allows the user to delete records from the database. Allows the user to delete the convicted offender sample record. Must have the Access CODNA Program feature selected as well.	DELCODNA
Do Manual Chain Of Custody	Allows the user to manually enter/modify the chain of custody for CODNA samples. Must have the Access CODNA Program feature selected as well.	COMANCUST
Print and Do CO Duplicate Samples	If your lab utilizes the CODNA module (Convicted Offender DNA Database), selecting this option allows the user to run the Duplicate Samples report which checks for existing or duplicate DNA samples in the database.	DUPCODNA
Print Convicted Offender Expunge Report	Allows the user to generate the convicted offender expungement crystal report. Must have the Access CODNA Program feature selected as well.	CODNADEL
Program Access/COBIS		
Access COBIS Program	Allows the user to access the COBIS program.	COBIS
Allow editing COBIS records for others	Allows access/edit of other analyst's COBIS records.	EDITCOBIS

CODES TAB

The PLIMS is highly customizable. This is largely due to the extensive use of codes throughout the system. Codes are used so that you can insert a variety of variables into a standard framework. Most code creation and maintenance is performed on the Codes Tab in Configuration.

Figure 15: Codes tab

TABLE HEADING	LAST CHANGE DATE	TABLE NAME	GROUP
Assignment Views	9/21/2010	ASGNVIEW	LIM
Attribute Types	7/3/2013	ATTRTYPE	LIM
Attributes	8/1/2013	ATTRIB	LIM,EXAM
Authorizing Agency	11/9/2012	COAUTH	COD
Automated Task Configuration	8/17/2012	TOXATASK	TOX
Bill Payment Status	9/10/2009	BILLSTAT	LIM
Billing Service Codes	9/10/2009	SERVCODE	LIM
Body Disposition Type	8/19/2004	MEDBODIS	MED
Breath Alcohol Calibration Instruments	1/19/2010	BACALINS	
Breath Instrument Part List	7/31/2012	BAINSTPT	
Breath Simulator Part List	12/30/1899	BASIMUPT	
Caliber	5/25/2011	CALIBER	LAM
Call Source	12/30/1899	CSOURCE	
Case Name Status	9/11/2012	NAMESTAT	LIM
Case Name Type	8/30/2013	NAMETYPE	LIM

CODE MAINTENANCE

Selecting a table on the Codes tab displays a table maintenance screen like the one shown below. The name and number of fields on the screen will vary depending upon the selected table.

CODE	DESCRIPTION	USER RES	USAGE RES	ACTIVE	FILTER FLAG
C	Court Record Number				B
CIT	Citation				B
COR	Coroner Case Number				B
D	Complaint# / Agency Case #		D		
IAB	Internal Affairs Bureau				B
L	Lab Case		L		
M	Master Case File Number		M		X
O	Outside Agency Case Number			T	B
R	Random Drug Testing Case			F	B
U	URN		U	F	
W	Warrant			F	B

Code: C
Description: Court Record Number
Usage:

The followings steps show how to add a code to a table from the Codes tab. Once you add a code, you can edit the description, and possibly other fields, at any time by selecting the code in the table and clicking the **Edit** button.

1. Select the code table on the Code tab.
2. Click the **Add** button on the code table details screen.

» USERS **CODES** DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR

ALL CODES >> NAME REFERENCE TYPE DETAILS

Find a code Filter Filter

REFERENCE_TYPE	DESCRIPTION	USER_RES
A	Arrest Number	
COR	Coroner Case Number	
DL	Driver's License	1

« »

Add Edit Save Cancel Delete Print One Print All Back To All Codes

REFERENCE_TYPE

DESCRIPTION

USER_RES

3. Enter a code in the **Code** field.

NOTE The field name may be different, depending upon the table.

» USERS **CODES** DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR DBGRID EDITOR

ALL CODES >> NAME REFERENCE TYPE DETAILS

Find a code Filter Filter

REFERENCE_TYPE	DESCRIPTION	USER_RES
A	Arrest Number	
COR	Coroner Case Number	
DL	Driver's License	1

« »

Add **Edit** Save Cancel Delete Print One Print All Back To All Codes

REFERENCE_TYPE

DESCRIPTION

USER_RES

4. Enter a description for the code in the **Description** field.
5. Enter any additional information and then click **Save**.

DEACTIVATING CODES

It is recommended that you deactivate codes rather than delete them, in case the code is associated with records in the system. To deactivate a code, select the code in the code table and click the **Edit** button. Set the **Active** field to 'F' and then click **Save**. The code will no longer appear in picklists in the PLIMS, but it will remain associated with existing records in the system.

Figure 16: Deactivated code

» USERS **CODES** DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR

ALL CODES >> CALIBER DETAILS

Find a code Filter

CODE	DESCRIPTION	USER_RES	ACTIVE
1	10 GAUGE		
10	219 ZIPPER		
100	35 S&W AUTO		
101	35 WHELEN		
102	350 REMINGTON MAG		
103	351 WINCHESTER SL		
104	356 TSW		
105	356 WINCHESTER		
106	357 HERRETT		
107	357 MAGNUM		
108	357 MAXIMUM		
109	357 SIG		
11	22 ACCELERATOR		
110	357 WINCHESTER		
111	358 WINCHESTER		

1 2 3 4 5 6 7 8 9 10 ...

Code


Description

Active

ITEM TYPES

Item type codes allow you to identify, track, and count different types of evidence submitted to the laboratory. Selecting the Item Type table on the Codes tab will display the Item Type Details screen, shown below.

Figure 17: Item Type table



User Name Mike Evans
Database CMPD_DEV
Version CMPD Build 1.10106-NET4.0.30319
Barcode

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»

USERSCODESDEPARTMENTSDEFAULTSLOCATIONSREPORTSWEB SETTINGSDBPANEL EDITORDBGRID EDITOR

ALL CODES >> ITEM TYPE DETAILS

Find a code Filter

ITEM TYPE	DESCRIPTION
ALCO	Alcohol
AMMO	Ammunition
ANASMR	Anal Smear Slide
ANASWB	Anal Swab(s)
BED	Bedding
BIKE	Bicycle
BIO	Biological Other
DNA	Biological Sample
CLOTHES	Clothes
CONT	Container
COUNTER	Counterfeit Currency
DOC	Documents
DRUGP	Drug Paraphernalia
DRUG	Drugs
STALL	Drying Stall Key

Item Type

ALCO

Description

Alcohol

Default Custody

Default Location

Default Section

Requires Weight

ASSIGNING ATTRIBUTES FOR ITEM TYPES

Attributes are assigned to item types to further define characteristics of the item. For example, a Firearm item type could have attributes for Make, Model, Serial Number, and Caliber assigned to it. Entry fields for the assigned attributes will appear on the Items tab when a record for that item type is entered in PLIMS.

1. Select the Item Type on the Item Type Details screen and click the **Attributes** button. The Select Attributes screen will display.

ALL CODES >> ITEM TYPE DETAILS

Find a code Filter

ITEM TYPE	DESCRIPTION
DWI	DWI Kit
DYE	Dye Pack
ELEC	Electronics
ELPRINT	Elimination Prints
EXPLOD	Explosives
EXTGEN	External Genitalia or Penile Swab(s)
FIN	Financial Cards - Checks
FIRED	Fire Debris
FA	Firearm
FAACC	Firearm Accessories
FRCURR	Foreign Currency
GSR	GSR Kit
HOUSE	Household
ID	Identification
JEWEL	Jewelry

1 2 3 4 5

Item Type:
Description:
Default Custody:
Default Location:

2. Select the attribute you want to link to the item type in the Available list, on the left side of the screen. Then click the right arrow button. The attribute will be moved to the Selected list on the right side of the screen. Repeat this step for each attribute you want to link to the item type.

Select Attributes

Available

- FACALI - Firearm Caliber
- FADESC - Firearm Description
- FAMAKE - Firearm Make
- FATYP - Type Firearm**
- FIFTY - \$50.00
- FINART - Type Article
- FIVE - \$5.00
- FRAMT - Foreign Amount
- GRUNIT - Gross Weight Units
- GRWGT - Gross Weight

Press CTRL key to multi-select.

Selected

Check the box on the selected list if the Attribute Type is mandatory

3. Checking the box for an attribute in the Selected list will make the attribute mandatory. This means it will be required to save records for that item type on the Items tabs. Check the box next to attributes that should be mandatory. Make sure the box is unchecked for attributes that are not mandatory.

Select Attributes

Available

- 1COIN - Dollar Coin
- 50COIN - \$0.50
- ALCBRD - Brand
- ALCTYP - Type Alcohol
- AMTYP - Type Ammo
- AREA - Area Collected From
- BEDTYP - Type Bedding
- BKINCH - Inch
- BKSPD - Speed
- BRAND - Brand

Press CTRL key to multi-select.

Selected

- ☒ FATYP - Type Firearm
- ☒ FAMAKE - Firearm Make
- ☒ MODEL - Model
- ☒ SERNUM - Serial Number
- ☐ DESC - Description

Check the box on the selected list if the Attribute Type is mandatory

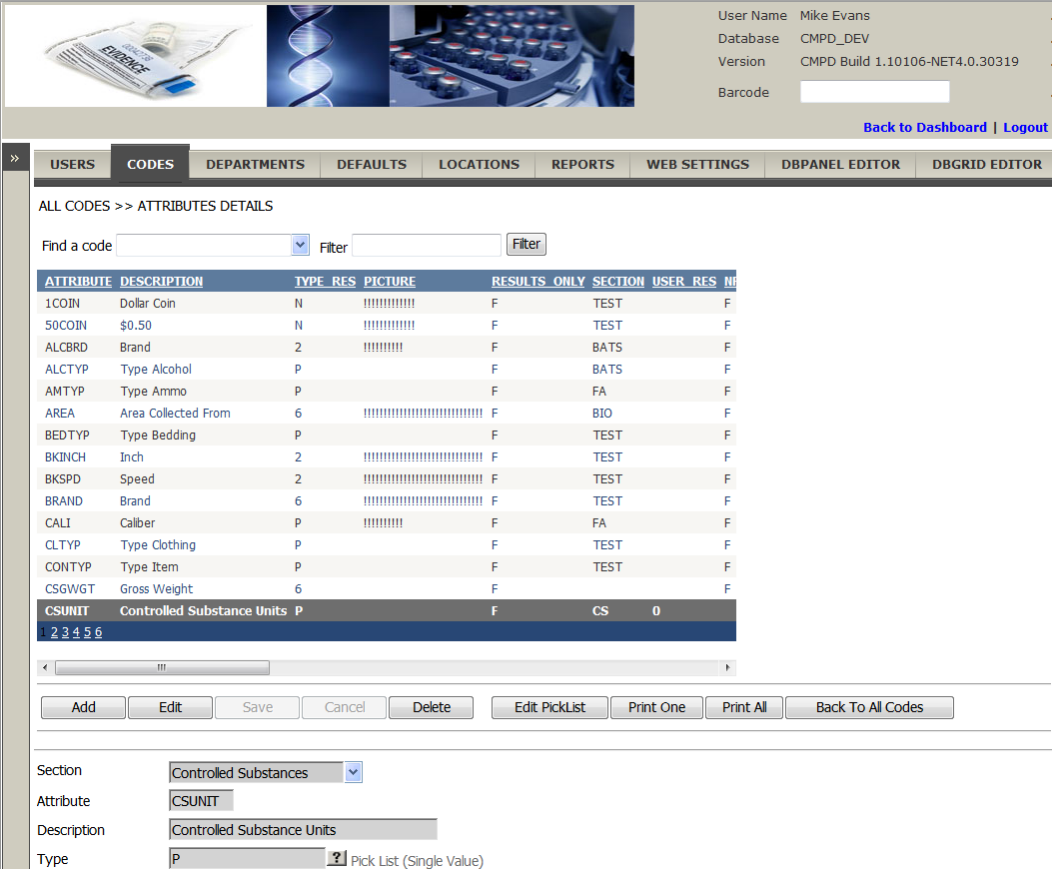
OK Cancel

4. Click **OK** once you are finished.

ATTRIBUTES

Attributes are used to extend and enhance the type of information you can collect and report on in PLIMS. Attributes can be assigned to item types to further document the characteristics of an item. Attributes are defined in the Attributes table. Selecting the Attributes table on the Codes tab will display the Attributes Details screen, shown below.

Figure 18: Attributes Details screen



User Name Mike Evans
Database CMPD_DEV
Version CMPD Build 1.10106-NET4.0.30319
Barcode

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» **USERS** **CODES** DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR DBGRID EDITOR

ALL CODES >> ATTRIBUTES DETAILS

Find a code Filter Filter

ATTRIBUTE	DESCRIPTION	TYPE	RES	PICTURE	RESULTS ONLY	SECTION	USER RES	...
1COIN	Dollar Coin	N		!!!!!!	F	TEST	F	
50COIN	\$0.50	N		!!!!!!	F	TEST	F	
ALCBRD	Brand	2		!!!!!!	F	BATS	F	
ALCTYP	Type Alcohol	P			F	BATS	F	
AMTYP	Type Ammo	P			F	FA	F	
AREA	Area Collected From	6		!!!!!!!!!!!!!!!!!!!!!!	F	BIO	F	
BEDTYP	Type Bedding	P			F	TEST	F	
BKINCH	Inch	2		!!!!!!!!!!!!!!!!!!!!!!	F	TEST	F	
BKSPD	Speed	2		!!!!!!!!!!!!!!!!!!!!!!	F	TEST	F	
BRAND	Brand	6		!!!!!!!!!!!!!!!!!!!!!!	F	TEST	F	
CALI	Caliber	P		!!!!!!	F	FA	F	
CLTYP	Type Clothing	P			F	TEST	F	
CONTYP	Type Item	P			F	TEST	F	
CSGWT	Gross Weight	6			F		F	
CSUNIT	Controlled Substance Units	P			F	CS	0	

1 2 3 4 5 6

« »

Add Edit Save Cancel Delete Edit PickList Print One Print All Back To All Codes

Section

Attribute

Description

Type ? Pick List (Single Value)

ADDING ATTRIBUTES

The following steps show how to add an attribute for an item type.

1. Click the **Add** button on the Attributes Details screen.

ATTRIBUTE	DESCRIPTION	TYPE	RES	PICTURE	RESULTS	ONLY	SECTION	USER
1COIN	Dollar Coin	N		!!!!!!	F		TEST	
50COIN	\$0.50	N		!!!!!!	F		TEST	
ALCBRD	Brand	2		!!!!!!	F		BATS	
ALCTYP	Type Alcohol	P			F		BATS	
AMTYP	Type Ammo	P			F		FA	
AREA	Area Collected From	6		!!!!!!	F		BIO	
BEDTYP	Type Bedding	P			F		TEST	
BKINCH	Inch	2		!!!!!!	F		TEST	
BKSPD	Speed	2		!!!!!!	F		TEST	
BRAND	Brand	6		!!!!!!	F		TEST	
CALI	Caliber	P		!!!!!!	F		FA	
CLTYP	Type Clothing	P			F		TEST	
CONTYP	Type Item	P			F		TEST	
CSUNIT	Controlled Substance Units	P			F		CS	0
CSWGT	Weight of Controlled Substance	N		!!!!!!	F		CS	0

2. Enter a code for the attribute in the **Attribute** field.

Section: Controlled Substances

Attribute: CSWGT

Description:

Type:

3. Enter a **Description** for the attribute.
4. Select the data **Type** for the attribute. You can select several data types for an attribute. If you need numerical sums and averages from the attribute, select a numeric type. If you are entering character information, select the smallest character type that will fit your information. This will save you space on your server.

Section: Controlled Substances

Attribute: CSWGT

Description: Gross Weight

Type:

Picture:

Results Only:

NFLIS:

Units:

Report As:

QC Entry:

Edit Access Codes:

TYPE CODES

Search:

TYPE	RES	DESCRIPTION
1		Character (5 Chars Max)
2		Character (10 Chars Max)
3		Character (15 Chars Max)
4		Character (20 Chars Max)
5		Character (25 Chars Max)
6		Character (30 Chars Max)
D		Date
M		Pick List (Multiple Values)
N		Number
P		Pick List (Single Value)
T		Memn

☒ Active Only

OK Cancel

- The **Picture** field further determines what the user can enter for the attribute. Use an exclamation point “!” for upper case characters, “X” for any character, or the numeral “9” for numeric characters. For example, “999.99” would allow the user to enter a number between 0.00 and 999.99. The picture “!!!!!!” would allow the user to enter 7 uppercase characters.

Add Edit Save Cancel Delete Edit PickList Print One Print All Back To All Codes

Section:
 Attribute: CSGWGT
 Description: Gross Weight
 Type: N ? Number
 Picture: 999999.99

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

PICK LISTS

Some attributes will have pick lists associated with them. A pick list is a listing of options relating to an attribute. For example, an attribute of “Handgun Manufacturer” could have a pick list of all known handgun manufacturers assigned to it.

- Select the attribute on the Attribute Details screen and click the **Edit Picklist** button.

USERS CODES DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR DBGRID EDITOR

ALL CODES >> ATTRIBUTES DETAILS

Find a code: Filter: Filter

ATTRIBUTE	DESCRIPTION	TYPE	RES	PICTURE	RESULTS	ONLY	SECTION	USER	RES
CSWGT	Weight of Controlled Substance	N		!!!!!!	F		CS	0	
DENOM	Denomination	P			F		TEST		F
DESC	Description	6		!!!!!!!!!!!!!!!!!!!!!!	F		TEST		F
DIME	\$0.10	N		!!!!!!	F		TEST		F
DOCTYP	Type Document	P			F		TEST		F
DOLLAR	\$1.00	N		!!!!!!	F		TEST		F
DRGTYP	Type Drug	P			F		TEST		F
ELCTYP	Type Electronics	P			F		TEST		F
EVITYP	Type Evidence	P			F		BIO		F
EXPLOD	Type Explosives	P			F		TEST		F
FAACTY	Type Firearm Accessory	P			F		FA		F
FACALI	Firearm Caliber	6		!!!!!!!!!!!!!!!!!!!!!!	F		FA		F
FADESC	Firearm Description	6		!!!!!!!!!!!!!!!!!!!!!!	F		FA		F
FAMAKE	Firearm Make	6		!!!!!!!!!!!!!!!!!!!!!!	F		FA		F
FATYP	Type Firearm	P			F		FA		F

1 2 3 4 5 6

Add Edit Save Cancel Delete Edit PickList Print One Print All Back To All Codes

Section: Firearms
 Attribute: FATYP
 Description: Type Firearm
 Type: P

2. Click the **Add** button on the Edit Picklist screen.

The screenshot shows the 'Edit PickList' window. It contains a table with two columns: 'VALUE' and 'DESCRIPTION'. The table lists several gun types: BBGUN, DERR, OTHER, PISTOL, REVOL, RIFLE, and SHOTG. Below the table, there are input fields for 'Value' and 'Description'. The 'Value' field is currently empty, and the 'Description' field is empty. At the bottom of the window, there are several buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Close'. The 'Add' button is highlighted in blue.

VALUE	DESCRIPTION
BBGUN	Pellet Gun/BB Gun
DERR	Derringer
OTHER	Other
PISTOL	Pistol
REVOL	Revolver
RIFLE	Rifle
SHOTG	Shotgun

Value:

Description:

Buttons: Add, Edit, Save, Cancel, Delete, Close

3. Enter the **Value** and the **Description**, and then click **Save**.

The screenshot shows the 'Edit PickList' window. It contains a table with two columns: 'VALUE' and 'DESCRIPTION'. The table lists several gun types: BBGUN, DERR, OTHER, PISTOL, REVOL, RIFLE, and SHOTG. Below the table, there are input fields for 'Value' and 'Description'. The 'Value' field is now filled with 'MACHINE', and the 'Description' field is filled with 'Machine Gun'. At the bottom of the window, there are several buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Close'. The 'Save' button is highlighted in blue.

VALUE	DESCRIPTION
BBGUN	Pellet Gun/BB Gun
DERR	Derringer
OTHER	Other
PISTOL	Pistol
REVOL	Revolver
RIFLE	Rifle
SHOTG	Shotgun

Value:

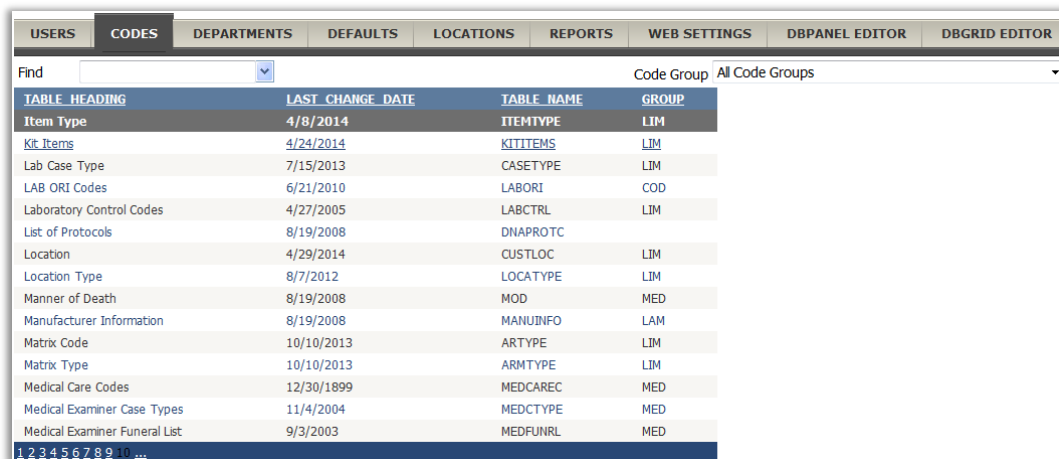
Description:

Buttons: Add, Edit, Save, Cancel, Delete, Close

KIT ITEMS

Kits allow you to create item types that represent laboratory analysis kits, such as a sexual assault kit or a DUI kit. Kit items are entered into the Item Type table just like any other item type. The kit item is further defined to contain other existing item type codes in the Kit Items code table. For example, a sexual assault kit might contain a vaginal swab, oral swab, underwear, etc. The following procedure shows how to add an item to kit in the Kit Items table.

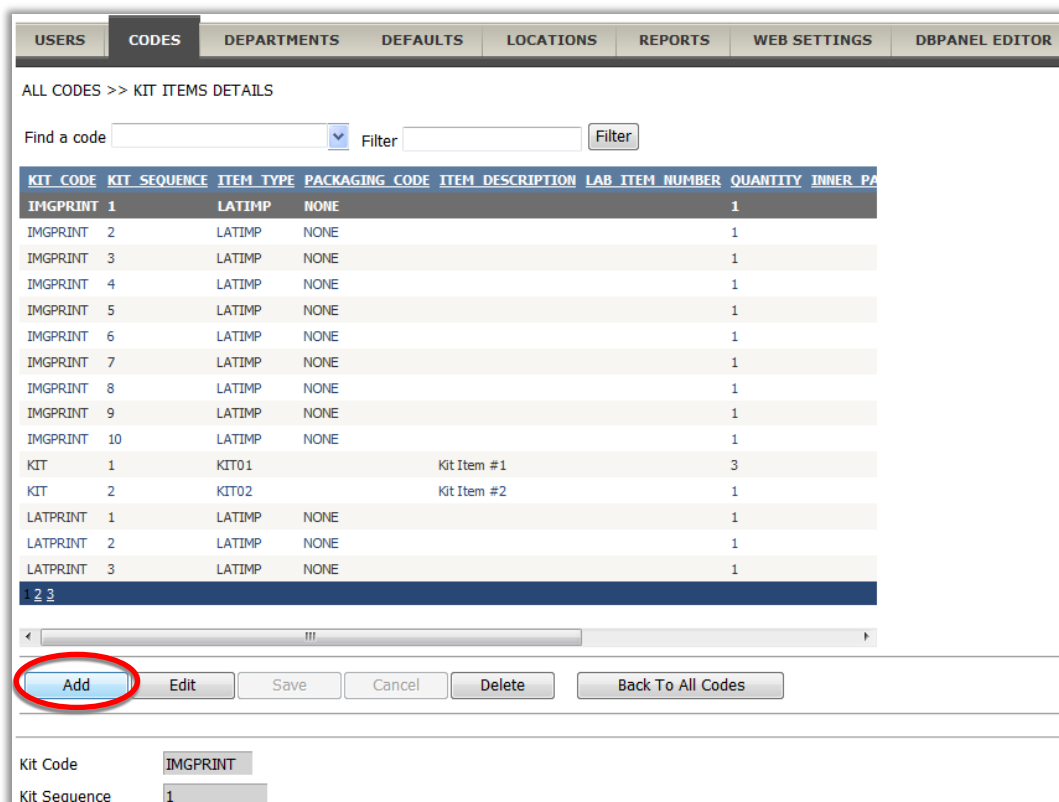
1. Verify that kit and each of its components is entered in the Item Type table.
2. Select the **Kit Items** table on the Codes tab. The Kit Items Details screen will display.



The screenshot shows the 'CODES' tab selected in the top navigation bar. Below the navigation bar, there is a search bar and a dropdown menu for 'Code Group' set to 'All Code Groups'. A table is displayed with the following columns: TABLE HEADING, LAST CHANGE DATE, TABLE NAME, and GROUP. The table lists various item types, with 'Kit Items' highlighted in blue.

TABLE HEADING	LAST CHANGE DATE	TABLE NAME	GROUP
Item Type	4/8/2014	ITEMTYPE	LIM
Kit Items	4/24/2014	KITITEMS	LIM
Lab Case Type	7/15/2013	CASETYPE	LIM
LAB ORI Codes	6/21/2010	LABORI	COD
Laboratory Control Codes	4/27/2005	LABCTRL	LIM
List of Protocols	8/19/2008	DNAPROTC	
Location	4/29/2014	CUSTLOC	LIM
Location Type	8/7/2012	LOCATYPE	LIM
Manner of Death	8/19/2008	MOD	MED
Manufacturer Information	8/19/2008	MANUINFO	LAM
Matrix Code	10/10/2013	ARTYPE	LIM
Matrix Type	10/10/2013	ARMTYPE	LIM
Medical Care Codes	12/30/1899	MEDCAREC	MED
Medical Examiner Case Types	11/4/2004	MEDCTYPE	MED
Medical Examiner Funeral List	9/3/2003	MEDFUNRL	MED

3. Click the **Add** button on the Kit Items Details screen.



The screenshot shows the 'ALL CODES >> KIT ITEMS DETAILS' screen. At the top, there is a search bar and a 'Filter' button. Below this is a table with columns: KIT CODE, KIT SEQUENCE, ITEM TYPE, PACKAGING CODE, ITEM DESCRIPTION, LAB ITEM NUMBER, QUANTITY, and INNER PA. The table lists various kit items, including 'IMGPRIINT' and 'KIT'. At the bottom of the screen, there is a row of buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', and 'Back To All Codes'. The 'Add' button is highlighted with a red circle.

KIT CODE	KIT SEQUENCE	ITEM TYPE	PACKAGING CODE	ITEM DESCRIPTION	LAB ITEM NUMBER	QUANTITY	INNER PA
IMGPRIINT	1	LATIMP	NONE			1	
IMGPRIINT	2	LATIMP	NONE			1	
IMGPRIINT	3	LATIMP	NONE			1	
IMGPRIINT	4	LATIMP	NONE			1	
IMGPRIINT	5	LATIMP	NONE			1	
IMGPRIINT	6	LATIMP	NONE			1	
IMGPRIINT	7	LATIMP	NONE			1	
IMGPRIINT	8	LATIMP	NONE			1	
IMGPRIINT	9	LATIMP	NONE			1	
IMGPRIINT	10	LATIMP	NONE			1	
KIT	1	KIT01		Kit Item #1		3	
KIT	2	KIT02		Kit Item #2		1	
LATPRINT	1	LATIMP	NONE			1	
LATPRINT	2	LATIMP	NONE			1	
LATPRINT	3	LATIMP	NONE			1	

4. The **Kit Code** identifies the kit that you want to add the item to. Enter the Item Type code for the kit item in this field. For example, if you are adding an oral swab to a sexual assault kit, you would enter the Item Type code for the sexual assault kit.

Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="0"/>
Item Type	<input type="text"/>
Packaging Code	<input type="text"/>
Item Description	<input type="text"/>
Lab Item Number	<input type="text"/>
Quantity	<input type="text"/>

5. Enter the **Kit Sequence**. The Kit Sequence determines the order in which items will be created when they are added from the kit. Items with the same Kit Code cannot have the same Kit Sequence. Each entry in the Kit Items table must have a unique Kit Code/Kit Sequence combination.

Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="3"/>
Item Type	<input type="text"/>
Packaging Code	<input type="text"/>
Item Description	<input type="text"/>
Lab Item Number	<input type="text"/>
Quantity	<input type="text"/>

6. Enter the Item Type code for the item that you want to add to the kit in the **Item Type** field. For example, if you are adding an oral swab to a sexual assault kit, you would enter the Item Type code for the oral swab in this field.

Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="3"/>
Item Type	<input type="text" value="KIT03"/>
Packaging Code	<input type="text"/>
Item Description	<input type="text"/>
Lab Item Number	<input type="text"/>
Quantity	<input type="text"/>

7. The **Packaging Code** determines the item's default packaging. Enter the corresponding code from the from the PACKTYPE table in this field to specify the packaging type for the item.

Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="3"/>
Item Type	<input type="text" value="KIT03"/>
Packaging Code	<input type="text" value="NONE"/>
Item Description	<input type="text"/>
Lab Item Number	<input type="text"/>
Quantity	<input type="text"/>

8. You can enter default description for the item in the **Description** field.

Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="3"/>
Item Type	<input type="text" value="KIT03"/>
Packaging Code	<input type="text" value="NONE"/>
Item Description	<input type="text" value="Kit Item #3"/>

9. You can define a default quantity in the **Quantity** field. If this field is left blank the quantity will default to "1".

Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="3"/>
Item Type	<input type="text" value="KIT03"/>
Packaging Code	<input type="text" value="NONE"/>
Item Description	<input type="text" value="Kit Item #3"/>
Lab Item Number	<input type="text"/>
Quantity	<input type="text" value="2"/>

10. Click **Save**.

Once you've added a record, you can make changes to it at any time. To modify an item, select the record in the Kit Items table and click **Edit**. Once you are done making changes, click **Save**.

»

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ALL CODES >> KIT ITEMS DETAILS

Find a code Filter

KIT CODE	KIT SEQUENCE	ITEM TYPE	PACKAGING CODE	ITEM DESCRIPTION	LAB ITEM NUMBER	QUANTITY
IMGPRINT	1	LATIMP	NONE			1
IMGPRINT	2	LATIMP	NONE			1
IMGPRINT	3	LATIMP	NONE			1
IMGPRINT	4	LATIMP	NONE			1
IMGPRINT	5	LATIMP	NONE			1
IMGPRINT	6	LATIMP	NONE			1
IMGPRINT	7	LATIMP	NONE			1
IMGPRINT	8	LATIMP	NONE			1
IMGPRINT	9	LATIMP	NONE			1
IMGPRINT	10	LATIMP	NONE			1
KIT	1	KIT01		Kit Item #1		3
KIT	2	KIT02	BAGS1	Kit Item #2		1
KIT	3	KIT03	NONE	Kit Item #3		2
LATPRINT	1	LATIMP	NONE			1
LATPRINT	2	LATIMP	NONE			1

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Kit Code	<input type="text" value="KIT"/>
Kit Sequence	<input type="text" value="3"/>
Item Type	<input type="text" value="KIT03"/>
Packaging Code	<input type="text" value="None"/>
Item Description	<input type="text" value="Kit Item #3"/>

In order to remove items from a kit, you need to delete the record in the Kit Items table. Select the item you want to remove in the Kit Items table and click **Delete**. A confirmation message will display. Click **OK** to remove the item from the kit.

»

USERS

CODES

DEPARTMENTS

DEFAULTS

LOCATIONS

REPORTS

WEB SETTINGS

DBPANEL EDITOR

DBGGRID EDITOR

ALL CODES >> KIT ITEMS DETAILS

Find a code

Filter

Filter

KIT CODE	KIT SEQUENCE	ITEM TYPE	PACKAGING CODE	ITEM DESCRIPTION	LAB ITEM NUMBER	QUANTITY
IMGPRINT	1	LATIMP	NONE			1
IMGPRINT	2	LATIMP	NONE			1
IMGPRINT	3	LATIMP	NONE			1
IMGPRINT	4	LATIMP	NONE			1
IMGPRINT	5	LATIMP	NONE			1
IMGPRINT	6	LATIMP	NONE			1
IMGPRINT	7	LATIMP	NONE			1
IMGPRINT	8	LATIMP	NONE			1
IMGPRINT	9	LATIMP	NONE			1
IMGPRINT	10	LATIMP	NONE			1
KIT	1	KIT01		Kit Item #1		3
KIT	2	KIT02	BAGS1	Kit Item #2		1
KIT	3	KIT03	NONE	Kit Item #3		2
LATPRINT	1	LATIMP	NONE			1
LATPRINT	2	LATIMP	NONE			1

Print

2 3

Add

Edit

Save

Cancel

Delete

Back To All Codes

Kit Code

KIT

Kit Sequence

3

Item Type

KIT03

Packaging Code

None

Item Description

Kit Item #3

PROCESS CODES

Process codes are used to track an item's status. They can also be used to restrict custody transfers to certain locations based on the item's status. Process codes are defined in the Process Codes table. Selecting the Process Codes table on the Codes tab displays the Process Codes Details screen, shown below.

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10106-NET4.0.30319
Barcode:

[Back to Dashboard](#) | [Logout](#)

CODES | USERS | DEPARTMENTS | DEFAULTS | LOCATIONS | REPORTS | WEB SETTINGS | DBPANEL EDITOR | DBGRID EDITOR

ALL CODES >> PROCESS CODES DETAILS

Find a code Filter

PROCESS TYPE	DESCRIPTION	ON LIST	REPORT NAME	USER RES	MAX DAYS	MAX HOURS
DISP	Disposed					
DISP12	12 Months Dispose					
DISP2	2 Months Dispose					
DISP36	36 Months Dispose					
DISP6	6 Months Dispose					
HOLD	Hold			15		
RRT0	Ready to Release to Owner					
RRTS	Ready to Release to School Board					
RTD	Ready to Dispose					
RTDEP	Ready to Deposit					

Process Type:
Description:
On List:
Report Name:
Max Days:
Max Hours:
Max Minutes:
Warning Days:
Warning Hours:
Warning Minutes:

Initial Status

Items are assigned an initial/default status by the LIMS based on a trigger named GET_INITIAL_STATUS. Porter Lee will need to update this trigger in the database in order to implement any changes to the initial status. Please contact your Porter Lee support personnel regarding any changes needed to the initial status.

Status Changes

There are four ways to update an item's status in the LIMS:

- 1) Via a stored procedure that runs nightly in LIMS. The procedure is named BATCH_ITEM_UPDATE_PROCESS. The item status is updated based on specific triggers being met. Please consult your Porter Lee support personnel regarding any changes to the BATCH_ITEM_UPDATE_PROCESS.
- 2) Status Change Button, which is used to change the status of items directly from the Items tab. 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 12 month review cycle (as appropriate for the case circumstances). A stored procedure determines if a second review is required.
- 3) Status Change via an Action Item (AI) process, also referred to as the Retention Review Process. This process is set up to reflect the review logic of the customer's organization. After "X" number of days, items with a specific status are assigned to the Investigator and Alternative Investigator for review. A second review may be required

based on certain factors. Porter Lee will set up the Retention Review Process prior to implementation. Please consult your Porter Lee support personnel about making changes to the Retention Review process.

4) Transferred to final disposition location. When an item is transferred to one of the DISP Custody Of locations, the status is automatically updated in LIMS to "Disposed."

Custody Locations

Process codes can be used to restrict custody transfers based on an item's status. Custody locations are defined by two codes, "Custody Of" and "Location." Custody Of codes define general categories like "Evidence Storage" under which specific Locations are organized.

Custody Of codes are stored in the CUSTCODE table, which can be accessed from the Codes tab in Configuration. Entering a Process code in the "Invalid Process" field will prevent items with that status from being transferred to all the locations grouped under the selected Custody code.

You can set rules for the individual locations on the Locations tab. There are two location fields that apply to status changes and the Retention Review process:

- Process—automatically changes status when item is transferred to location, enter Process code to determine new status
- Valid Prior Process—items required to have specific status in order to be transferred to location

EVIDENCE CATEGORY

Evidence Category codes are used to group Item Type codes into categories. Evidence Category codes can be linked to Item Type codes using the Master Field Filter field in the Item Type table. The Item Type field on the Items tab will be filtered based on the selected Category. The Evidence Category also plays role in calculating the item's initial status and when the item is scheduled for retention review.

User Name Mike Evans
Database CMPD_DEV
Version CMPD Build 1.10106-NET4.0.30319
Barcode

[Back to Dashboard](#) | [Logout](#)

» **USERS** **CODES** DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR DBGRID EDITOR

ALL CODES >> EVIDENCE CATEGORY DETAILS

Find a code

CAT_CODE	CAT_CODE DESCRIPTION	USER_RES	MINIMUM_HOLD	MAXIMUM_HOLD	ACTIVE
E	Evidence				T
F	Found Property				T
S	Safekeeping				T

CAT_CODE
CAT_CODE_DESCRIPTION
USER_RES
MINIMUM_HOLD
MAXIMUM_HOLD
ACTIVE

DEPARTMENTS TAB

The **Departments** tab is used to set up a profile for each police department or agency that submits evidence to the laboratory. The steps for adding a new department are shown below.

Figure 19: Departments tab

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10106-NET4.0.30319
Barcode:

[Back to Dashboard](#) | [Logout](#)

» **USERS** **CODES** **DEPARTMENTS** **DEFAULTS** **LOCATIONS** **REPORTS** **WEB SETTINGS** **DBPANEL EDITOR** **DBGRID EDITOR**

Find Department

DEPARTMENT_CODE	DEPARTMENT_NAME	ADDRESS	CITY	STATE	ZIP
DVD1	01-CENTRAL DIVISION				
DVD2	02-METRO DIVISION				
CHR2	06-EASTWAY DIVISION				
DVD3	07-NORTH TRYON DIVISION				
CHR1	11-NORTH DIVISION				

1 2 3 4 5 6 7 8 9 10 ...

[Department Information](#) [General](#) [Additional](#) [Comments](#)

Department Code:

Department Name:

County:

Picture Mask:

Email Address:

Attention:

Phone Number:

Dept Head Email Address:

Department Type:

Distribution Department:

Lab Code:

Prosecutor Office:

ADDING A DEPARTMENT

1. Click the **Add** button on the Departments tab.
2. Enter the **Department Code** and the **Department Name**.

[Department Information](#) [General](#) [Additional](#) [Comments](#)

Department Code:

Department Name:

County:

Picture Mask:

Email Address:

Attention:

Phone Number:

Dept Head Email Address:

3. Enter the **Picture Mask**. The picture mask determines the format of the complaint number or agency case number for cases submitted by this department.

The screenshot shows a web form titled "Department Information" with tabs for "General", "Additional", and "Comments". The "General" tab is active. The form contains the following fields:

Department Code	<input type="text" value="CMPD"/>
Department Name	<input type="text" value="Charlotte-Mecklenburg Police Department"/>
County	<input type="text" value=""/> ?
Picture Mask	<input type="text" value="99999999999999"/>
Email Address	<input type="text"/>
Attention	<input type="text"/>
Phone Number	<input type="text"/>
Dept Head Email Address	<input type="text"/>

4. Select the **Department Type**.
5. Select the **Lab Code** and click **Save**.

The screenshot shows the bottom portion of the "Department Information" form. The fields are:

Dept Head Email Address	<input type="text"/>
Department Type	<input type="text" value="Charlotte-Mecklenburg Police"/>
Distribution Department	<input type="text"/>
Lab Code	<input type="text" value="Property and Evidence"/>
Prosecutor Office	<input type="text"/>

Below the form are several buttons: "Add", "Edit", "Save", "Cancel", "Delete", "Dept Picture Mask", and "Department Roles".

DEFAULTS TAB

The Defaults tab is used to configure basic information for the laboratory. If yours is a multi-laboratory system, you can configure the defaults for each of the laboratories from this tab. The fields on the Defaults tab are described in Table 3, below.

Figure 20: Defaults tab

Table 3: Default Settings

Screen Element	Description
Lab Code	This code uniquely identifies each laboratory. The code for each lab is already defined and cannot be changed.
Lab Name	This is the name of the laboratory, as it will appear on the lab reports. This default is already set for each lab and cannot be changed.
Director Name	This is the lab director's name as it will appear on the lab reports
Default Item Quantity	This defines the default quantity that's entered when you add a new item record.
Number of Case Labels	This specifies the number of case file labels that print for when a case is received via PDF417 barcode
Default Goback Code	Default custody code used for evidence returns
Address	Mailing address and other pertinent addresses for the laboratory
E-Mail Host	Host name for the E-mail server. Do not edit this field unless directed to do so by a Porter Lee Corporation employee.
E-Mail User	Default sign on for the E-mail server. Do not edit this field unless directed to do so by a Porter Lee Corporation employee.

DOCUMENTS

The Documents button is used to upload the documents for your agency into PLIMS. Users can view the documents by clicking the **Documents** option in the Dashboard menu. The documents that display for the user will depend upon their assigned document group.

ADDING DOCUMENT GROUPS

1. Select the **Documents Group** table on the Codes tab in Configuration.

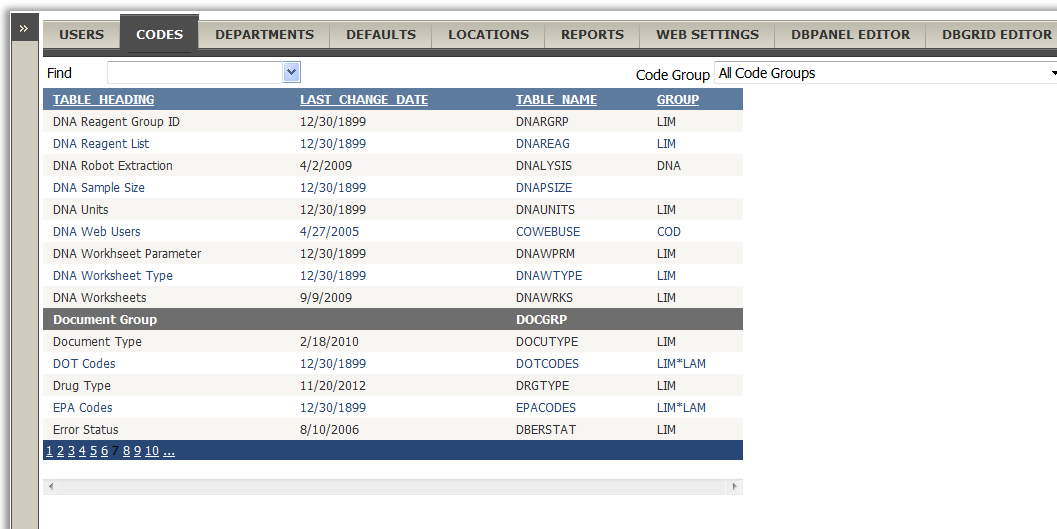
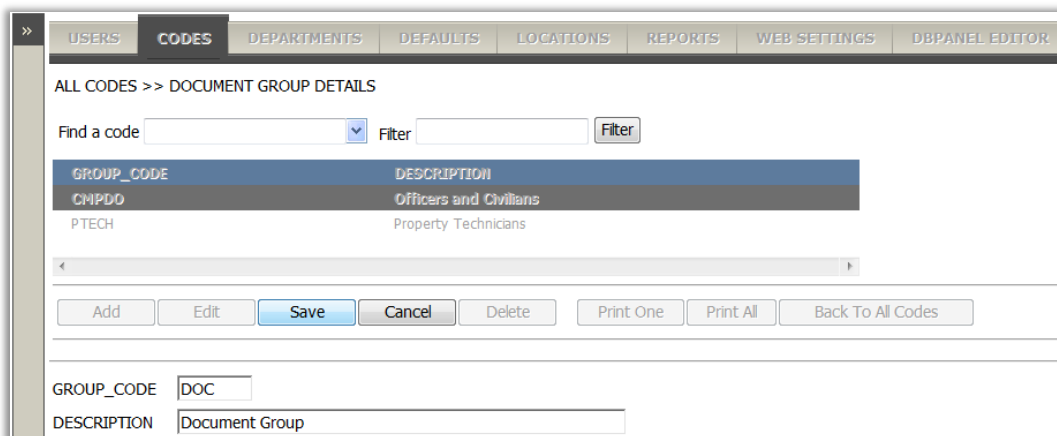


TABLE HEADING	LAST CHANGE DATE	TABLE NAME	GROUP
DNA Reagent Group ID	12/30/1899	DNARGRP	LIM
DNA Reagent List	12/30/1899	DNAREAG	LIM
DNA Robot Extraction	4/2/2009	DNALYSIS	DNA
DNA Sample Size	12/30/1899	DNAPSIZE	
DNA Units	12/30/1899	DNAUNITS	LIM
DNA Web Users	4/27/2005	COWEBUSE	COD
DNA Worksheet Parameter	12/30/1899	DNAWPRM	LIM
DNA Worksheet Type	12/30/1899	DNAWTYPE	LIM
DNA Worksheets	9/9/2009	DNAWRKS	LIM
Document Group		DOCGRP	
Document Type	2/18/2010	DOCUTYPE	LIM
DOT Codes	12/30/1899	DOTCODES	LIM*LAM
Drug Type	11/20/2012	DRGTYPE	LIM
EPA Codes	12/30/1899	EPACODES	LIM*LAM
Error Status	8/10/2006	DBERSTAT	LIM

2. Click the **Add** button on the Documents Group Details screen.
3. Enter the **Group Code** and **Description**. Then click **Save**.



GROUP_CODE	DESCRIPTION
CHPDD	Officers and Civilians
PTECH	Property Technicians

GROUP_CODE: DOC
DESCRIPTION: Document Group

4. Go to the Users tab. Select the user you want to assign to the group and click **Edit**.

5. Select the Document Group(s) and click **Save**. The user will now have access to the documents added for the selected Document Group.

User ID	USER1
Account Disabled	<input checked="" type="checkbox"/>
Name	Crime Lab User
Title	
Degree	
Lab Code	Crime Lab
User Group	LMGT ? Lab Supervisor
EMAIL Address	katherinew@porterlee.com
Access	ALL ? All labs
Custody	CMPD Personnel
Phone #	
Access Time	
Card Barcode List	
Department Code	61-CRIME LAB BUREAU
Assignment	
Region Code	
Full Access Report Groups	
Document Group	DOC ? Document Group

ADDING DOCUMENTS TO A DOCUMENT GROUP

1. Click the **Documents** button on the Defaults tab in Configuration. The Add Document screen will display.

LAB_CODE	LAB_NAME	DIRECTOR_NAME
L	Crime Lab	LAB DIRECTOR
O	Outside Agencies	LAB DIRECTOR
P	Property and Evidence	LAB DIRECTOR

Lab Code: L
 Lab Name: Crime Lab
 Director Name: LAB DIRECTOR
 Default Item Quantity: 1
 Number Of Case Labels:
 Default Goback Code:
 Address 1: Demonstration Lab
100 Main Street
Anyplace, USA
 Address 2:
 Address 3:
 Address 4:
 Email Host: 192.168.1.225
 Email User: sarahm@porterlee.com

2. Click the **Add Document** button on the Add Document screen.

Group	Description
Property Technicians	Money Process
Officers and Civilians	train the trainer
Property Technicians	LIMS User Guide

Document Group: ?

Description:

Upload File:

3. Select the **Document Group**.

Group	Description
Property Technicians	Money Process
Officers and Civilians	train the trainer
Property Technicians	LIMS User Guide

Document Group: DOC ? Document Group

Description:

Upload File:

4. Enter a **Description** for the document. The description will display on the Documents screen.
5. Click the **Browse** button and select the document in the browser window.

Group	Description
Property Technicians	Money Process
Officers and Civilians	train the trainer
Property Technicians	LIMS User Guide

Document Group: DOC ? Document Group

Description: PLIMS Document

Upload File: C:\Users\Public\Documents\

6. Click **Save Document**.

LOCATIONS

The Locations tab is used to add to and edit custody locations. Custody locations are grouped under "Custody Of" codes, which are added and maintained from the Codes tab. Custody Of codes define general categories like "Lab Staff" or "Evidence Storage" under which specific locations are organized.

Figure 21: Locations tab

The screenshot shows the 'LOCATIONS' tab selected in the top navigation bar. The interface includes a header with user information (User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10106-NET4.0.30319) and a 'Back to Dashboard | Logout' link. Below the navigation bar, there are filter fields for 'Department', 'Custody Of' (set to 'Biology'), and 'Location'. A table displays a list of locations with columns: CUSTODY_CODE, LOCATION, DESCRIPTION, and ACTIVE. The table shows five entries for 'Cold Storage' locations (CS01 to CS05) under custody code 'B'. Below the table is a pagination control showing '1 2 3 4 5 6 7 8 9 10 ...'. At the bottom, there are input fields for 'Custody Code' (set to 'Biology'), 'Location' (set to 'CS01'), 'Description' (set to 'Cold Storage 1'), and 'Active' (set to 'T'). Action buttons include 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'AuditLoc', 'Print One', 'Print All', and 'Command Barcodes'.

CUSTODY_CODE	LOCATION	DESCRIPTION	ACTIVE
B	CS01	Cold Storage 1	T
B	CS02	Cold Storage 2	T
B	CS03	Cold Storage 3	T
B	CS04	Cold Storage 4	T
B	CS05	Cold Storage 5	T

You can filter the locations using the Department, Custody Of, and Location fields at the top of the screen.

This screenshot shows the 'LOCATIONS' tab with filters applied. The 'Department' field is set to '61-CRIME LAB BUREAU'. The 'Custody Of' dropdown is open, showing options: 'Biology', 'Chemistry', 'Firearms', 'Latent Prints', and 'Questioned Documents'. The 'Location' field is also open, showing 'CS01'. The table below shows the same five 'Cold Storage' locations as in the previous screenshot. The pagination control shows '1 2 3 4 5 6 7 8 9 10 ...'. The bottom section has the same input fields and action buttons as the previous screenshot.

CUSTODY_CODE	LOCATION	DESCRIPTION	ACTIVE
B	CS01	Cold Storage 1	T
B	CS02	Cold Storage 2	T
B	CS03	Cold Storage 3	T
B	CS04	Cold Storage 4	T
B	CS05	Cold Storage 5	T

LOCATION SETTINGS

The Location setting are described in Table 4, below.

Table 4: Location Settings

Setting	Description
Custody Code	Custody Of code the location is grouped under
Location	Location code
Description	Location description
Access Code	Entering an Access Code in this field restricts custody transfers to users with that Access Code. Multiple codes can be entered in a comma-separated list. Users without the specified Access Code will be prevented from transferring items to or from that location.
Active	Evidence can only be transferred to active locations. If this flag is set to "F" users will not be able to transfer evidence to the location.
Process	Item Status changes to specified Process when evidence is transferred to location
Comment Heading	Defines Comments field prompt on transfer screen
Tracking Number Required	If set to "T" a Tracking Number is required in order to transfer items to location
Tracking Number Title	Defines Tracking Number field prompt on transfer screen
Issued Location	Used to manage consumable items in Cheminv.
Received Location	Used to manage consumable items in Cheminv.
Transfer Restriction Type	Restricts transfers based on corresponding Restrict Type code. RESTTYPE table "Authorization Required," "Invalid Item Types," and "Valid Item Types"
Signature Required	Get Signature checked
Comment Required	If set to "T" Comments are required in order to transfer items to location
Display Release To	Displays Released to Department and Released to User fields on transfer screen
Require Release To Pin	Pin required for user selected in Released to User field
Valid Prior Process	Items required to have specified status in order to be transferred to location

PRINTING LOCATION BARCODES

You can print labels to affix to each of the locations. These labels can be useful when performing custody transfers or taking inventory with a barcode reader. In order to print a barcode for a location, select the location in the grid columns in the top half of the screen. Then click the **Print One** button on the bottom of the Locations tab. A barcode label will print for the selected custody location. You can also use the **Print All** button to print barcode labels for all of the locations for the selected Custody Of.

Figure 22: Print One button on Locations tab

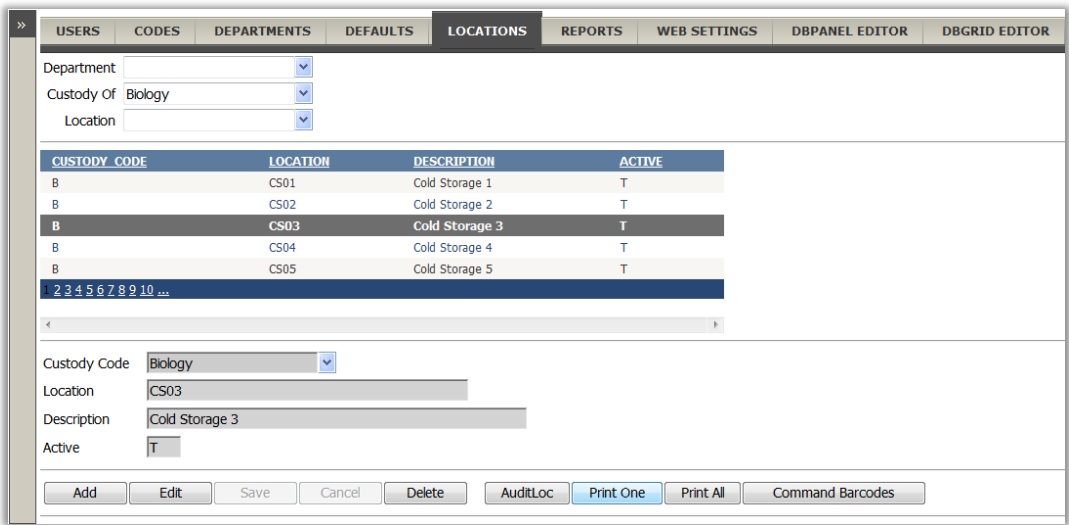
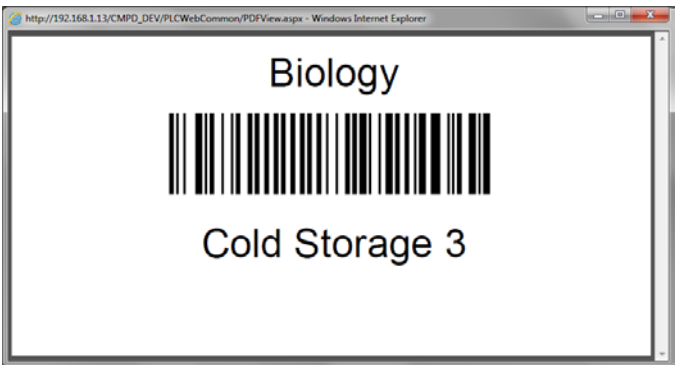


Figure 23: Location barcode label



PRINTING COMMAND BARCODES

It is possible to print barcode labels that automate various lab tasks. Using these labels can save a lot of time. To print these labels, click the **Command Labels** button on the bottom of the Locations tab.

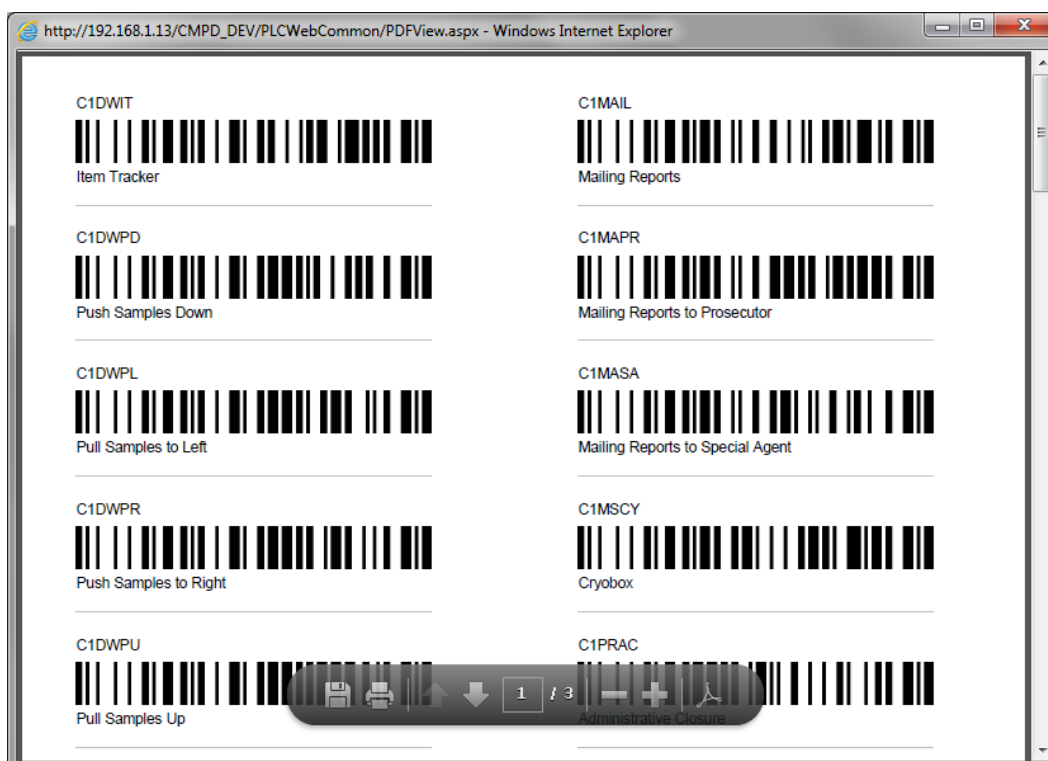
Figure 24: Command Barcodes button on Locations tab

The screenshot shows a web application interface with a tabbed menu at the top. The 'LOCATIONS' tab is selected. Below the menu, there are three dropdown menus: 'Department' (set to 'Biology'), 'Custody Of' (set to 'Biology'), and 'Location' (set to 'CS03'). Below these is a table with the following data:

CUSTODY CODE	LOCATION	DESCRIPTION	ACTIVE
B	CS01	Cold Storage 1	T
B	CS02	Cold Storage 2	T
B	CS03	Cold Storage 3	T
B	CS04	Cold Storage 4	T
B	CS05	Cold Storage 5	T

Below the table is a pagination bar showing '2 3 4 5 6 7 8 9 10 ...'. At the bottom of the form, there are several buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'AuditLoc', 'Print One', 'Print All', and 'Command Barcodes' (highlighted in blue).

Figure 25: Command barcodes



REPORTS

The Reports tab is used to add custom reports to the PLIMS. Users can access reports for from the Dashboard menu, by selecting the **Custom Reports** option below Reports.

Custom Report Groups determine which reports users can access. Reports are assigned to one or more groups and users assigned to those groups will be able to generate the reports. The following two sections explain how to add a Custom Report Group and assign users to the group. The last section of this chapter explains how to add a custom report in PLIMS.

Figure 26: Reports tab

CUSTOM_GROUP	CUSTOM_GROUP_DESCRIPTION	USER_RES
ADM	Admin Reports	1
CUST	Custom Report Group	
LAB	Laboratory Reports	2

ADDING A CUSTOM REPORT GROUP

1. Click the **Add** button on the Reports tab.
2. Enter the group code in the **Custom Group** field.
3. Enter the **Custom Group Description** and click **Save**.

CUSTOM_GROUP	CUSTOM_GROUP_DESCRIPTION	USER_RES
ADM	Admin Reports	1
LAB	Laboratory Reports	2

ASSIGNING USERS TO CUSTOM REPORT GROUPS

You can assign users to a custom report group by selecting the user on the Users tab and then clicking Edit. Select the user's report group(s) in the **Full Access Report Groups** field and then click **Save**.

The screenshot shows the 'USERS' tab in a system administrator interface. At the top, there are tabs for 'USERS', 'CODES', 'DEPARTMENTS', 'DEFAULTS', 'LOCATIONS', 'REPORTS', 'WEB SETTINGS', 'DBPANEL EDITOR', and 'DBGRID EDITOR'. Below these tabs, there are fields for 'Department' and 'Find User'. A table lists users with columns: ANALYST, NAME, TITLE, USER_RES, BACKLOG, SECTION, and DEPT CODE. The user 'USER1' is selected, and their details are shown in the form below. The 'Full Access Report Groups' field is highlighted with a red box.

ANALYST	NAME	TITLE	USER_RES	BACKLOG	SECTION	DEPT CODE
SJM	Sarah Mikolajczyk	Porter Lee		5		DVD1
SU	Officer					DVD1
TEST	TEST USER	TEST USER				CLB
TEST1	Test User					DVD1
USER1	Crime Lab User					CLB

User ID: USER1
Account Disabled: ☒
Name: Crime Lab User
Title:
Degree:
Lab Code: Crime Lab
User Group: LMGT Lab Supervisor
EMAIL Address: katherinew@porterlee.com
Access: ALL All labs
Custody: CMPD Personnel
Phone #:
Access Time:
Card Barcode List:
Department Code: 61-CRIME LAB BUREAU
Assignment:
Region Code:
Full Access Report Groups: ADM, LAB Laboratory Reports
Document Group: DOC Document Group

Buttons: Add, Edit, Save, Cancel, Delete, User Group, Web User, Reset Passwords

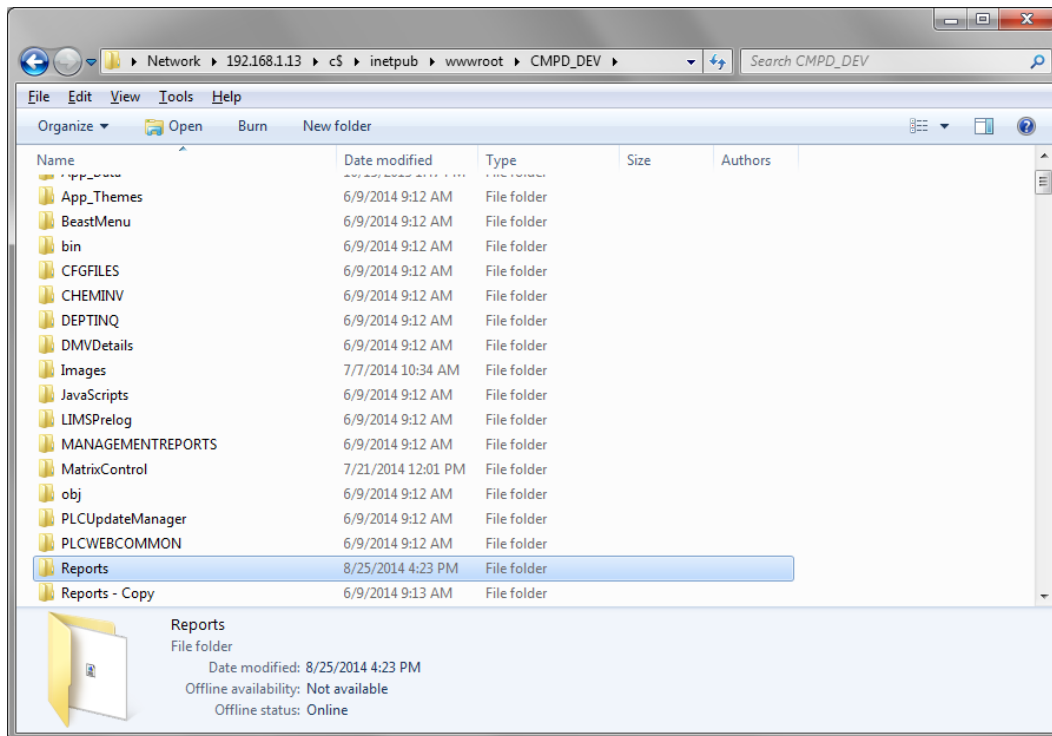
ADDING CUSTOM REPORTS

There are three main steps to adding a custom report:

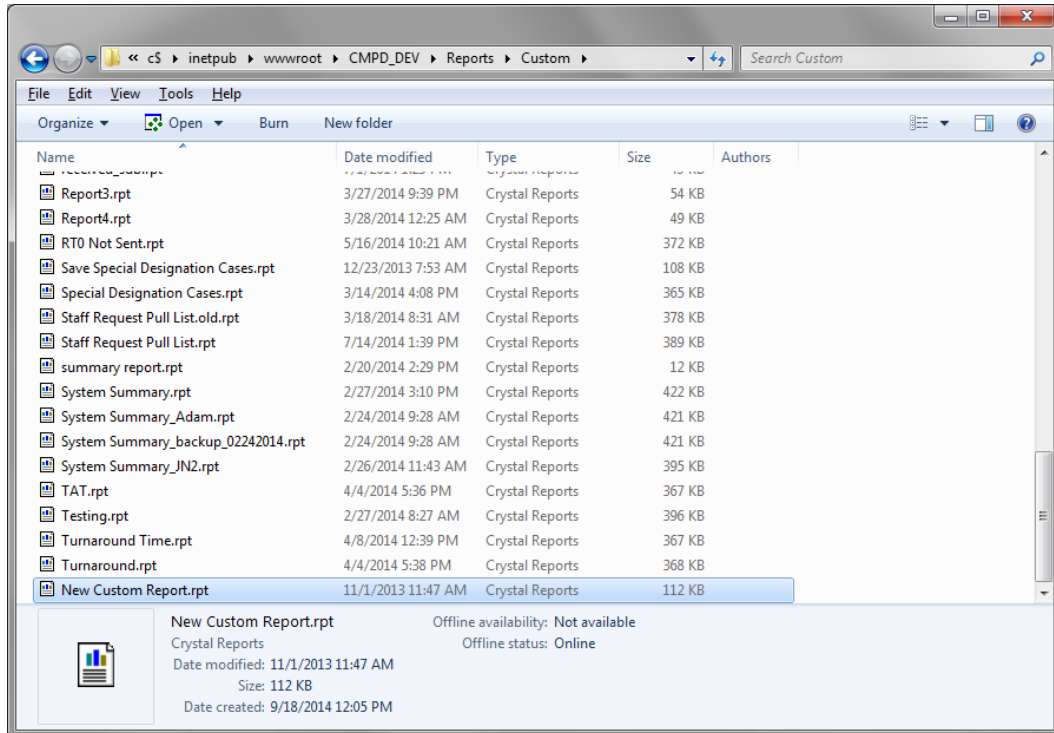
1. Save report to virtual directory
2. Add report on Reports tab
3. Define report parameters in adhoc.ini

SAVING REPORTS TO THE VIRTUAL DIRECTORY

Crystal Reports are saved to the virtual directory in the Reports folder. Stock reports (Case Jacket, Chain of Custody, etc.) are saved in either the SQL or Oracle folder within the Reports folder. Custom reports are stored in the Custom folder along with adhoc.ini, which is used to define parameters for custom reports.



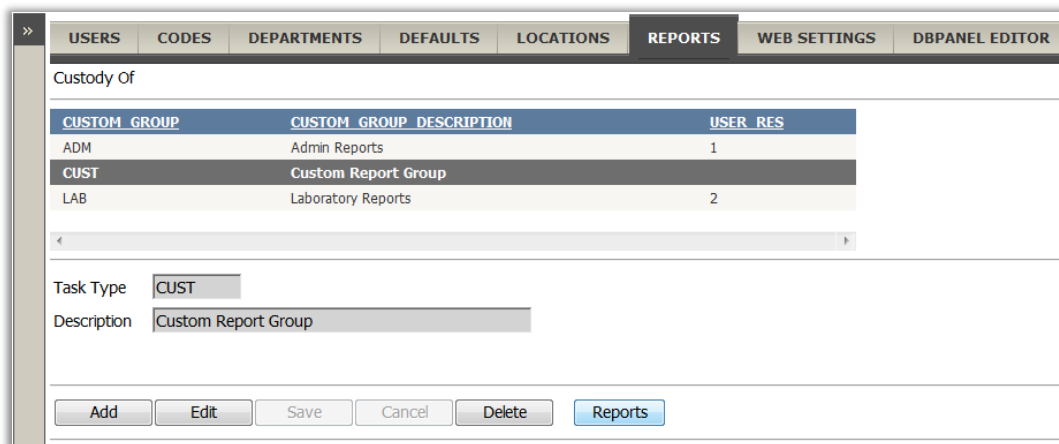
Navigate to the Custom folder and save the new custom report to the virtual directory.



ADDING CUSTOM REPORTS IN PLIMS

Once the custom report is saved to the virtual directory, you can add it to a report group in the PLIMS.

1. Select the Custom Group on the Reports tab and click the **Reports** button.



2. Click the **Add** button.

The screenshot shows a software interface with a top navigation bar containing tabs: USERS, CODES, DEPARTMENTS, DEFAULTS, LOCATIONS, **REPORTS**, WEB SETTINGS, and DBPANEL EDITOR. Below the navigation bar is a table with the following data:

CUST. REPORT KEY	ORDER	DESCRIPTION	RPT. FILE
2	1	Departments	Departments.rpt
3	2	CMPD Evidence Locations	CMPD Evidence Locations.rpt
6	3	List for disposal	CPE - List for disposal.rpt
7	4	Asset Forfeiture Review	Asset Forfeiture Review.rpt
11	5	90 Day Past Due Owner Letter	90 Day Owner Letter.rpt
12	6	Owner Letter Not Sent	RTO Not Sent.rpt
13	7	System Summary	System Summary.rpt

Below the table is a scroll bar. Underneath the scroll bar is a form for adding a new report with the following fields:

- Report Group: * ADM [?] Admin Reports
- Order: * 1
- Description: * Departments
- Format: * Departments.rpt
- Source: * MANAGEMENT
- Security Groups: ADMIN,ITSP,PSUP [?]

At the bottom of the form are buttons: Add, Edit, Save, Cancel, Delete, and Back to Groups.

3. Enter a number in the **Order** field. The Order determines that reports added to the Custom Group display on Custom Reports screen.

This screenshot shows the same form as the previous one, but with the **Order** field set to 8. The other fields remain unchanged: Report Group is ADM, Description is Departments, Format is Departments.rpt, Source is MANAGEMENT, and Security Groups is ADMIN,ITSP,PSUP. The buttons at the bottom are Add, Edit, Save, Cancel, Delete, and Back to Groups.

4. Enter a **Description** of the report. The description you enter here will display on the Custom Reports screen.

This screenshot shows the same form with the **Order** field set to 8 and the **Description** field set to Custom Report. The other fields remain unchanged: Report Group is ADM, Format is Departments.rpt, Source is MANAGEMENT, and Security Groups is ADMIN,ITSP,PSUP. The buttons at the bottom are Add, Edit, Save, Cancel, Delete, and Back to Groups.

5. Enter the name of the Crystal Report saved to the virtual directory in the **Format** field.

A screenshot of a report configuration dialog box. The fields are: Report Group (ADM, with a help icon and 'Admin Reports' text), Order (8), Description (Custom Report), Format (New Custom Report.rpt), Source (empty dropdown), and Security Groups (empty field with a help icon). At the bottom are buttons: Add, Edit, Save, Cancel, Delete, and Back to Groups. A red asterisk is next to each field label. A red box highlights the 'Format' field.

6. Select the **Source**

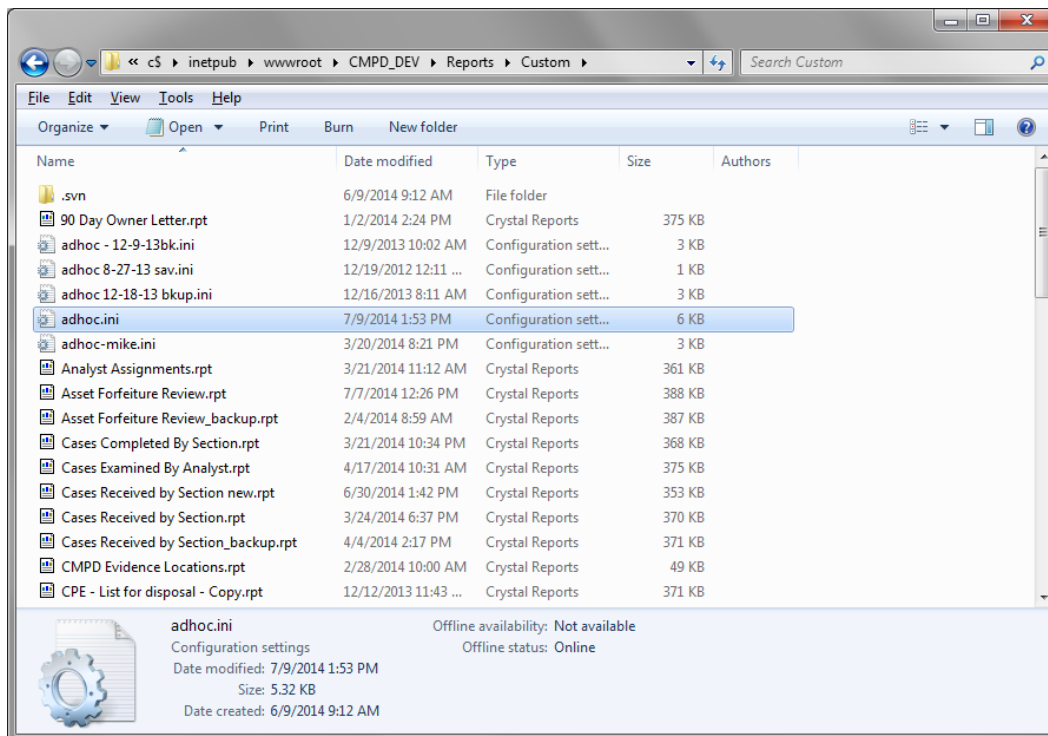
A screenshot of the same report configuration dialog box. The 'Source' dropdown menu is open, showing 'MANAGEMENT' as the selected option. A red box highlights the 'Source' field.

7. Select any **Security Groups** that

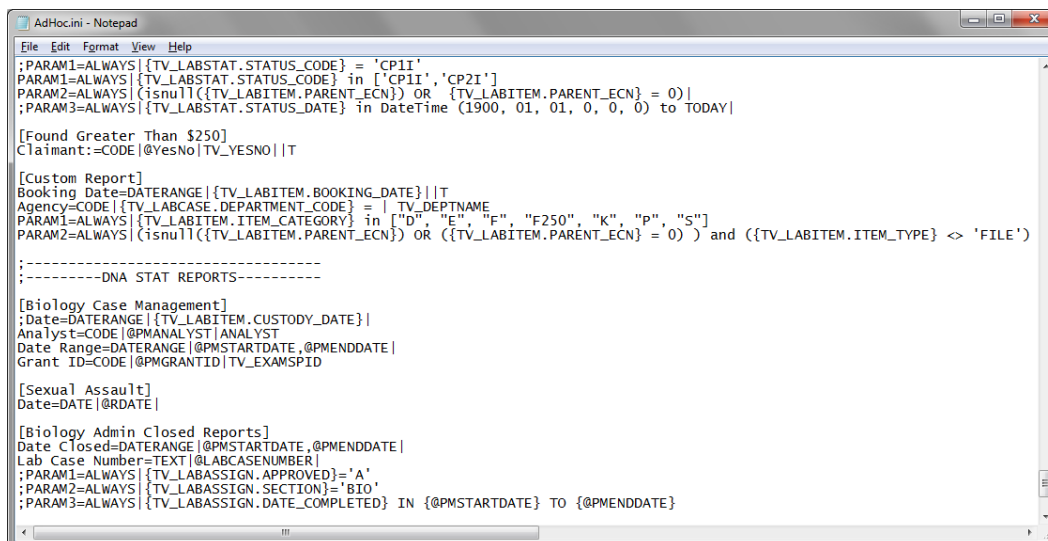
A screenshot of the same report configuration dialog box. The 'Security Groups' field now contains the text 'ADMIN, ITSP' and has a help icon to its right. A red box highlights the 'Security Groups' field.

ADHOC.INI

You can define the report parameters in the `adhoc.ini`. To define the report parameters, navigate to the Custom folder under Reports in the virtual directory, and open the `adhoc.ini` file.



Enter the name of the report in brackets (this should be the same as the Description you entered on the Reports tab). Enter each parameter in a separate line beneath the report name and save.



WEB SETTINGS

The Web Settings tab is used to define high-level system settings. The settings are described in Table 5, below.

Figure 27: Web Settings tab

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10106-NET4.0.30319
Barcode:

[Back to Dashboard](#) | [Logout](#)

CODE	DESCRIPTION	VALUE
MATRIXAUTOSAVE	Matri Auto Save Timer (in minutes)	2
RPTSVURL	Reports Service URL	
RPTSVCTIMEOUT	Reports Service URL	600
ISEMPYFIELDSCACHE	Enable PLCQuery Empty Fields Caching	T
RMSCONNECTION	Connection String for RMS	Provider=MSDAORA.1;Data Source=PLCORA1;User ID=""CMP

Code: * MATRIXAUTOSAVE
Description: * Matri Auto Save Timer (in minutes)
Value: * 2
Encrypted: ☐

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

Website Data and Settings
Click the button below to refresh static data, program and configuration settings.
[Refresh Now](#)

Table 5: Web Settings

Setting	Code	Description
Matrix Auto Save Timer (in minutes)	MATRIXAUTOSAVE	This provides the administrator with the ability to increase the frequency with which the matrix data saves to the database. This can be an extra safeguard in case of network connection dropout.
Reports Service URL	RPTSVURL	A separate report server can be configured for processing crystal reports. The URL is defined here.
Reports Service URL	RPTSVCTIMEOUT	This timeout will control the report server so that an extremely large report can complete if necessary and not just fail.
Connection String for RMS	RMSCONNECTION	This is a customer specific RMS interface connection string for importing selected data on case create.
Notes Packet Service	NOTESVCURL	A separate server can be configured for processing the notes packet. The URL is defined here.
Enable DBPanel AutoSave	DBPANEL_ISAUTOSAVE	This provides the administrator with the ability to increase the frequency with which DBPanel data entries save to the database. This can be an extra safeguard in case of network connection dropout.
FLEXBOXQUERYDELAY	FLEXBOXQUERYDELAY	Increasing or decreasing this number can optimize the display and filtering on code lookups utilizing the flexbox control.
DBCACHE_EXP	DBCACHE_EXP	This tells the program how often it can refresh the cache on normally used items, such as lookup tables. The longer the cache timeout, the more efficient the program (speed), however, the screen could display bad or obsolete data.

DBPANEL

The DBPanel Editor allows Porter Lee support personnel to edit the fields on various screens throughout the PLIMS. Please contact PLC with any questions regarding field configuration in the PLIMS.

Figure 28: DBPanel Editor

The screenshot displays the DBPanel Editor interface. At the top, there are three images: a document, a DNA helix, and a circuit board. To the right, user information is shown: User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10005-NET4.0.30319, and a Barcode field. Below this is a navigation bar with tabs: USERS, CODES, DEPARTMENTS, DEFAULTS, LOCATIONS, REPORTS, WEB SETTINGS, DBPANEL EDITOR (selected), and DBGRID EDITOR. The main content area is titled 'DBPANEL EDITOR' and contains a 'DBPANEL TABLE VIEW' section. This section includes a dropdown for 'Panel Name' set to 'ACT_ADMINIST', and buttons for 'New Panel', 'Delete Panel', 'Preview DBPanel', and 'Download as .sql'. Below these is a table with columns: TABLE_NAME, FIELD_NAME, PROMPT, EDIT_MASK, LENGTH, CODE_TABLE, STOP_ON_ERROR, and ERROR_HELP. The table lists four fields for 'TV_ACT_ADMINIST'. Below the table are buttons for 'Add Field' and a checkbox for 'Field Auto-Sequence on Add/Update'. The bottom section is 'FIELD NAME INFORMATION', which includes a link 'Show More Fields' and a list of configuration fields with input boxes: TABLE_NAME (TV_ACT_ADMINIST), SEQUENCE (1), FIELD_NAME (ACTIVITY_KEY), PROMPT (ACTIVITY_KEY), EDIT_MASK (999999), LENGTH (6), REMOVE_FROM_SCREEN (T), HAS_BUTTON, BUMP_NEXT_FIELD_UP, FIELD_DISPLAY_WIDTH, and MANDATORY.

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10005-NET4.0.30319
Barcode:

[Back to Dashboard](#) | [Logout](#)

» USERS CODES DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS **DBPANEL EDITOR** DBGRID EDITOR

DBPANEL EDITOR

DBPANEL TABLE VIEW

Panel Name: [New Panel](#) [Delete Panel](#) [Preview DBPanel](#) [Download as .sql](#)

TABLE_NAME	FIELD_NAME	PROMPT	EDIT_MASK	LENGTH	CODE_TABLE	STOP_ON_ERROR	ERROR_HELP
TV_ACT_ADMINIST	ACTIVITY_KEY	ACTIVITY_KEY	999999	6			
TV_ACT_ADMINIST	EXAMINER_NAME	Examiner Name	!!!!!!	10			
TV_ACT_ADMINIST	TYPE_RES	Type	XX	60			
TV_ACT_ADMINIST	DESCRIPTION	Description	XX	60			

[Add Field](#) ☐ Field Auto-Sequence on Add/Update

FIELD NAME INFORMATION

[Show More Fields](#)

TABLE_NAME:

SEQUENCE:

FIELD_NAME:

PROMPT:

EDIT_MASK:

LENGTH:

REMOVE_FROM_SCREEN:

HAS_BUTTON:

BUMP_NEXT_FIELD_UP:

FIELD_DISPLAY_WIDTH:

MANDATORY:

DBGRID

The DBGrid Editor allows Porter Lee support personnel to edit the grid columns on various screens throughout the PLIMS. Please contact PLC with any questions regarding grid column configuration in the PLIMS.

Figure 29: DBGrid Editor

The screenshot displays the DBGrid Editor interface. At the top, there are three images: a newspaper, a DNA helix, and a laboratory instrument. To the right of these images, the user information is displayed: User Name: Mike Evans, Database: CMPD_DEV, Version: CMPD Build 1.10005-NET4.0.30319, and a Barcode field. Below this, there are links for "Back to Dashboard" and "Logout".

The main navigation bar includes tabs for USERS, CODES, DEPARTMENTS, DEFAULTS, LOCATIONS, REPORTS, WEB SETTINGS, DBPANEL EDITOR, and DBGRID EDITOR. The DBGRID EDITOR tab is currently selected.

The DBGRID EDITOR section is divided into two main parts:

DBGRIDHDD/DBGRIDDL TABLE VIEW

This section shows a table with columns: GRID_NAME, FIELD_NAME, FIELD_HEADER, FIELD_WIDTH, HIDE_FIELD, DISPLAY_ORDER, FIELD_TYPE, and OPTIONS. The table is filtered by Grid Name: AI_ASSIGNMENTS. The table contains four rows of data:

GRID_NAME	FIELD_NAME	FIELD_HEADER	FIELD_WIDTH	HIDE_FIELD	DISPLAY_ORDER	FIELD_TYPE	OPTIONS
AI_ASSIGNMENTS	CASE_KEY	CASE KEY	1	T	0		
AI_ASSIGNMENTS	LAB_CASE	Lab Case #	100	E	1		
AI_ASSIGNMENTS	ANALYST_ASSIGNED	Analyst	100	E	2		
AI_ASSIGNMENTS	SECTION	Section	100	E	3		

Below the table, there is an "Add Grid Field" button.

DBGRIDDL FIELD INFORMATION

This section contains form fields for editing the selected field (CASE_KEY):

- DISPLAY_ORDER: 0
- FIELD_NAME: CASE_KEY
- FIELD_HEADER: CASE_KEY
- FIELD_WIDTH: 1
- HIDE_FIELD: T (dropdown menu)
- FIELD_TYPE: (empty field)
- OPTIONS: (empty text area)

At the bottom of this section, there are buttons for "Update Grid Field" and "Delete Grid Field".

At the very bottom of the page, there is a link: (go to top of page)

AUDIT LOG

The Audit Log is used to monitor system activity. It is an integral part of the PLIMS system security. This section explains how to search for records in the Audit Log.

Access to the Audit Log is typically limited to system administrators. It is accessed from the Dashboard menu, by selecting the **Audit Log** option under **Admin**. This will display the Audit Log screen.

NOTE This option will not appear in the Dashboard menu unless you have the user group permission "Access the Audit Log Program." See page 11 for more information on user group permissions.

Figure 30: Select Audit Log in the Dashboard menu

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10106-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

☒ Quick Find

☐ Recent Cases

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENE
20140512082038	01-CENTRAL DIVISION	14-000055	09/19/2014
20060401105601	01-CENTRAL DIVISION	13-000092	09/18/2014
DDDDFFDFDFDF	Charlotte Park Police	14-000077	09/18/2014
20060315000000	01-CENTRAL DIVISION	13-000001	09/17/2014
SR TEST	Alcohol Law Enforcement	14-000050	09/17/2014
	01-CENTRAL DIVISION	14-000004	09/17/2014
	Alcohol Law Enforcement	14-000076	09/11/2014
	01-CENTRAL DIVISION	14-000056	09/04/2014
	01-CENTRAL DIVISION	13-000067	09/04/2014
	01-CENTRAL DIVISION	14-000075	09/04/2014

☐ My Assignments

PRIORITY	UNIT / AGENCY	COMPLAINT#	LAB CASE #	SECTION	STATUS	COURT/APPT. DATE	DELIVERY
2	01-CENTRAL DIVISION	20060401090401	13-000067	BAC	1		A

[Close Request](#)

You can search for audit information by date range, system user, case number, or agency using the fields on the Audit Log screen. To run a search, enter at least one search value and click the **Search** button.

Figure 31: Audit Log screen

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10106-NET4.0.30319
Barcode:

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

» Audit Log

Enter search values

Date from: 08/29/2014

Date to: 08/29/2014

User: Mike Evans

Lab Case#:

Agency:

Complaint# /Agency Case #: 20140512082138

Deleted Cases Only? ☐

[Clear](#) [Search](#) [Adv Case Search...](#) [Item](#)

Figure 32: Audit Log search results

System Administrator Guide
Prepared by Porter Lee Corporation

You can search for a case using additional criteria by clicking the **Adv. Case Search...** button. This will display the Case Search screen, shown below. There are three tabs on the Case Search screen. Each tab allows you to search for a case based on different types of information:

- The By Case tab is used to search based on general case information.
- The By Name/Soundex tab is used to search based on the case name information.
- The By Reference tab is used to search by a case reference.

Select the tab you want to use. Enter at least one search value and click **Find Cases**. The results will display at the bottom of the screen. Once you've found the case, click on the case in the search results. The audit records for the selected case will display on the Audit Log screen.

Figure 33: Case Search screen

The screenshot shows the 'Case Search' window with three tabs: 'BY CASE', 'BY NAME/SOUNDEX', and 'BY REFERENCE'. The 'BY CASE' tab is selected. The search criteria include:

- Agency: [Dropdown]
- Case Year: [Text]
- Complaint# / Agency Case#: [Text]
- Investigator: [Dropdown]
- Charge: 09C - Justifiable Homicide [Dropdown]
- Incident Rpt Date From: 08/01/2014 [Calendar]
- Incident Rpt Date To: 08/31/2014 [Calendar]
- Lab Case #: [Text]
- Lab Case Type: [Dropdown]

A 'Find Cases' button is located below the search criteria. A 'Clear' button is in the top right corner. The results are displayed in a table with the following data:

Case Date	Agency	DeptCase	LabCase	I/O	Incident Rpt Date	Charge
8/25/2014 12:	01-CENTRAL DIVI:	20140512082138	14-000073	CMPD Officer	8/23/2014 12:	Justifiable Homicide
8/27/2014 12:	Cornelius Police De	82714-01	14-000074	Mike Evans	8/25/2014 12:	Justifiable Homicide
8/29/2014 12:	01-CENTRAL DIVI:	20141018090316	14-000075	CMPD Officer	8/25/2014 12:	Justifiable Homicide

A 'Close' button is located at the bottom center of the window.

You can use the **Print** button to generate an audit report that will include all the records from the search results. An example of the audit report is shown below.

Figure 34: Audit report

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

Auditlog for 61-CRIME LAB BUREAU Complaint #: 20140925154800

09/19/2014

Laboratory Case #: 13-000026

Time Stamp: 9/19/14 15:05

User Id: MIKE

Application: iLIMSCMP

Complaint #: 20140925154800

Labe Case #: 13-000026

Item #: 2

Message: Record Modification

Additional Information: TABLE_NAME: TV_BEASTINI
BAR_CODE_COMMAND: [*ACROBAT]
BARCODE_PRINTER_NAME: [] => [MikeLMJL_BC]

Time Stamp: 9/19/14 15:10

User Id: MIKE

Application: iLIMSCMP

Complaint #: 20140925154800

Labe Case #: 13-000026

Item #: 1

Message: Record Modification

Additional Information: TABLE_NAME: TV_BEASTINI
BARCODE_PRINTER_NAME: [MJL_BC on MikeL] => [MikeLMJL_BC]

Time Stamp: 12/18/13 11:26

User Id: MIKE

Application: iLIMSCMas

Complaint #: 20140925154800

Labe Case #: 13-000026

Item #:

Message: Record Modification

Additional Information: TABLE_NAME: TV_LABEXAM
CASE_KEY: [] => [336]
EXAM_KEY: [] => [397]
SEQUENCE: [] => [2]
SECTION: [] => [FA]
ANALYST_ASSIGNED: [] => [MIKE]
DATE_ASSIGNED: [] => [12/18/2013 12:00:00 AM]
STATUS: [] => [1]
PRIORITY: [] => [2]
ANALYST_DATE: [] => [12/18/2013 12:00:00 AM]
LAB_CODE: [] => [P]
SECTION_NUMBER: [] => [F13-002]
ENTRY_ANALYST: [] => [MIKE]
ENTRY_TIME_STAMP: [] => [12/18/2013 11:26:37 AM]

Selecting an item record in the search results will enable the **Item** button on the Audit Log screen. Clicking the button generates a report that includes all the audit records for the selected item, even the ones not listed in the search results.

Figure 35: Audit Item report

Auditlog for Item #: 1				9/19/2014
61-CRIME LAB BUREAU Complaint #: 20140925154800				
Laboratory Case #: 13-000026				
Time Stamp: 8/29/14 14:48	User Id: MIKE	Application: iLIMSCMP	Item #: 1	
Message: Additional Information: TABLE_NAME: TV_LABCASECM TABLE_KEY1: 201405610034 TABLE_KEY2: ALE TABLE_KEY3: -1 LOCKED_BY: MIKE LOCKED_ON: 8/29/2014 2:48:35 PM OS_USER_NAME: OS_COMPUTER_NAME: 192.168.1.117				
Time Stamp: 9/19/14 14:43	User Id: MIKE	Application: iLIMSCMP	Item #: 1	
Message: Additional Information: TABLE_NAME: TV_PLCLCLOCK TABLE_NAME: [] => [TV_LABITEM] TABLE_KEY1: [] => [336] TABLE_KEY2: [] => [925] TABLE_KEY3: [] => [-1] LOCKED_BY: [] => [MIKE] LOCKED_ON: [] => [9/19/2014 2:43:26 PM] OS_COMPUTER_NAME: [] => [192.168.1.117]				

CONFIGURING ACTION ITEMS AND NOTIFICATIONS

1. Create your query. Make sure you include at least one key field that uniquely identifies the records you are selecting. They can be CASE_KEY, EVIDENCE_CONTROL_NUMBER, EXAM_KEY, or NAME_KEY. The order is not important.

```
Select
    TV_LABCASE.CASE_KEY,
    DEPARTMENT_CASE_NUMBER,
    TV_LISTTYPE.DESCRPTION as LIST_TYPE,
    TV_ANALYST.NAME as REQUESTOR_NAME,
    TO_CHAR(TV_LISTMSTR.PREPARED_DATE, 'MM/DD/YYYY') as REQUEST_DATE,
    TV_LISTMSTR.DESCRPTION COMMENTS
from TV_LISTMSTR
    INNER JOIN TV_LABCASE on
        TV_LABCASE.CASE_KEY = TV_LISTMSTR.CASE_KEY
    INNER JOIN TV_ANALYST on
        TV_ANALYST.ANALYST = TV_LISTMSTR.PREPARED_BY
    INNER JOIN TV_LISTTYPE on
        TV_LISTTYPE.CODE = TV_LISTMSTR.LIST_TYPE
WHERE
    TV_LISTMSTR.STATUS = 'A'
    and (TV_LISTMSTR.PREPARED_BY <> TV_LABCASE.CASE_MANAGER)
    and (TV_LISTMSTR.PREPARED_BY <> TV_LABCASE.CASE_ANALYST) and
    ((TV_LABCASE.CASE_ANALYST = 'MIKE') or (TV_LABCASE.CASE_ANALYST = 'MIKE'))
```

2. Replace the "Context" fields with macros. In this case, 'MIKE' will be replaced by %USER% (Note: this query will no longer run in SQL DEVELOPER or SQLPLUS).

```
Select
    TV_LABCASE.CASE_KEY,
    DEPARTMENT_CASE_NUMBER,
    TV_LISTTYPE.DESCRPTION as LIST_TYPE,
    TV_ANALYST.NAME as REQUESTOR_NAME,
    TO_CHAR(TV_LISTMSTR.PREPARED_DATE, 'MM/DD/YYYY') as REQUEST_DATE,
    TV_LISTMSTR.DESCRPTION COMMENTS
from TV_LISTMSTR
    INNER JOIN TV_LABCASE on
        TV_LABCASE.CASE_KEY = TV_LISTMSTR.CASE_KEY
    INNER JOIN TV_ANALYST on
        TV_ANALYST.ANALYST = TV_LISTMSTR.PREPARED_BY
    INNER JOIN TV_LISTTYPE on
        TV_LISTTYPE.CODE = TV_LISTMSTR.LIST_TYPE
WHERE
    TV_LISTMSTR.STATUS = 'A'
    and (TV_LISTMSTR.PREPARED_BY <> TV_LABCASE.CASE_MANAGER)
    and (TV_LISTMSTR.PREPARED_BY <> TV_LABCASE.CASE_ANALYST)
    and ((TV_LABCASE.CASE_ANALYST = %USER%) or (TV_LABCASE.CASE_ANALYST = %USER%))
```

3. Create a "summary" version of your query. Summary queries are used to show the count of records only.

```
Select  count(*)
from TV_LISTMSTR
  INNER JOIN TV_LABCASE on
    TV_LABCASE.CASE_KEY = TV_LISTMSTR.CASE_KEY
  INNER JOIN TV_ANALYST on
    TV_ANALYST.ANALYST = TV_LISTMSTR.PREPARED_BY
  INNER JOIN TV_LISTTYPE on
    TV_LISTTYPE.CODE = TV_LISTMSTR.LIST_TYPE
WHERE
  TV_LISTMSTR.STATUS = 'A'
and (TV_LISTMSTR.PREPARED_BY <> TV_LABCASE.CASE_MANAGER)
and (TV_LISTMSTR.PREPARED_BY <> TV_LABCASE.CASE_ANALYST)
and ((TV_LABCASE.CASE_ANALYST = %USER%) or (TV_LABCASE.CASE_ANALYST = %USER%))
```

4. Come up with a name for your action item. Determine if it should appear in the Notification section or the Action Item section. Then, use SQL Developer (or similar) to add the row to the ACNITEM table.

Field	Value	Description
ACN Item Code	REQMADE	This is a key to identify your action item.
ACN Type Code	N	A)ction Item N)otification
Prompt	Delivery Request Made	This is the top-level text the user will see on the action item screen.
Description	A request for delivery has been made on one of your cases	This is a more descriptive second level phrase the user will see when he accesses the list of cases/items.
Response Type	1	Just put a one here.
Summary Query	Use the SQL query from Step 3 above	This is the query that will run your action item on the dashboard.
Action Page	ACTIONITEMS	Just put ACTIONITEMS here.
Detail DBGRID	AI_REQMADE	The Grid will be created in steps 8 and 9. You can wait until then to add this setting.
RPT Format Name	AI_REQMADE	Leave this blank if you do not plan to create or use a report.

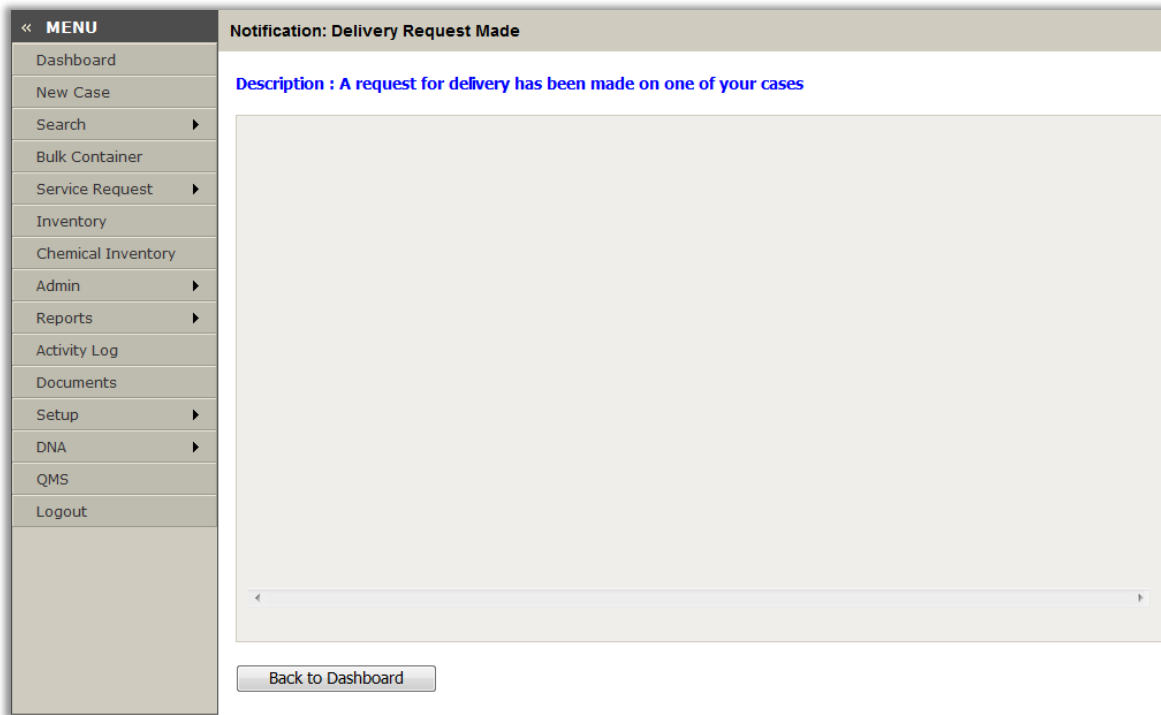
5. Link your new action item to an action item group (Note: users can be in one or more action item groups).

Field	Value	Description
ACN Group Code	*	An asterisk means the query will run for everyone.
Sequence	25	This is the order within the group that the action item will appear.
ACN Item Code	REQMADE	This is the tag or your new action item created in step 4.

6. You can test your action item now. If you don't see anything, it means there aren't any records that match your query, or, your query has an error in it. Check the log files. Copy, and paste into SQL Plus to find the error. If it's not in the log file, verify that the action item and action item group were linked correctly in step 5.

Notifications	
On Hold 180.....	195
Refused Items.....	7
Arrival Notification.....	2
Delivery Request Made.....	1

However, you can't click on it yet. There is more to do. (If you do, you will see a blank screen with the Prompt and Description entered in step 4.) Next, we need to define the layout for the records we want to see in the "Action items" screen. (Now is the time to add the "Detail DBGRID" setting to ACNITEM Table.)



7. Add a row to the DBGRIDHD table for your action item.

Field	Value	Description
Grid Name	AI_REQMADE	AI_ + the Key for your action item from step 4.
SQL String	Your query from step 2	

8. Add rows to the DBGRIDDL table to determine how the data appears (Note: you can add one field at a time to make it easier to find your mistake).

The screenshot shows a database management tool interface. The table selected is DBGRIDDL. The table has the following columns: Grid Name, Field Name, Field Header, Field Width, Hide Field, Display..., Field Type, and Options. The table contains 6 rows of data.

	Grid Name	Field Name	Field Header	Field Width	Hide Field	Display...	Field Type	Options
1	AI_REQMADE	CASE_KEY	CASE_KEY	1	T	0	(null)	(null)
2	AI_REQMADE	DEPARTMENT_CASE_NUMBER	URN / Agency #	175	F	1	(null)	(null)
3	AI_REQMADE	LIST_TYPE	List Type	175	F	2	(null)	(null)
4	AI_REQMADE	REQUESTOR_NAME	Requested By	175	F	3	(null)	(null)
5	AI_REQMADE	REQUEST_DATE	Request Date	175	F	4	(null)	(null)
6	AI_REQMADE	COMMENTS	Comments	300	F	5	(null)	WRAP:T

9. The grid can now be viewed.

Notification: Delivery Request Made

Description : A request for delivery has been made on one of your cases

URN / Agency #	List Type	Requested By	Request Date	Comments
010-22222-0200-011	Out to Court	ELA LT	03/15/2013	Please get these ready to go to court on Friday

Back to Dashboard

10. You can define a report that will print the contents of the Action Item. This is a special type of crystal report. The report should be named the same as the DBGRIDHD.

Report Name	AI_REQMADE.RPT
Location to store	In the CUSTOM reports folder under you application's virtual directory.

The action item screen is user-definable, so each report will need to be custom made. To make this job easier, the data that corresponds to the action item is written to two temporary tables, ACNPRINT and ACNPRINTDATA. The batch key to the data is passed into crystal reports when the user clicks the Print button.

Note: A sub-report is used to pull the data from the ACNPRINDATA table.

Crystal Reports - [AI_REQMADE.rpt]

File Edit View Insert Format Database Report Window Help

Start Page AI_REQMADE.rpt

Design ACNPRINTDATA.rpt

Report Header

Page Header

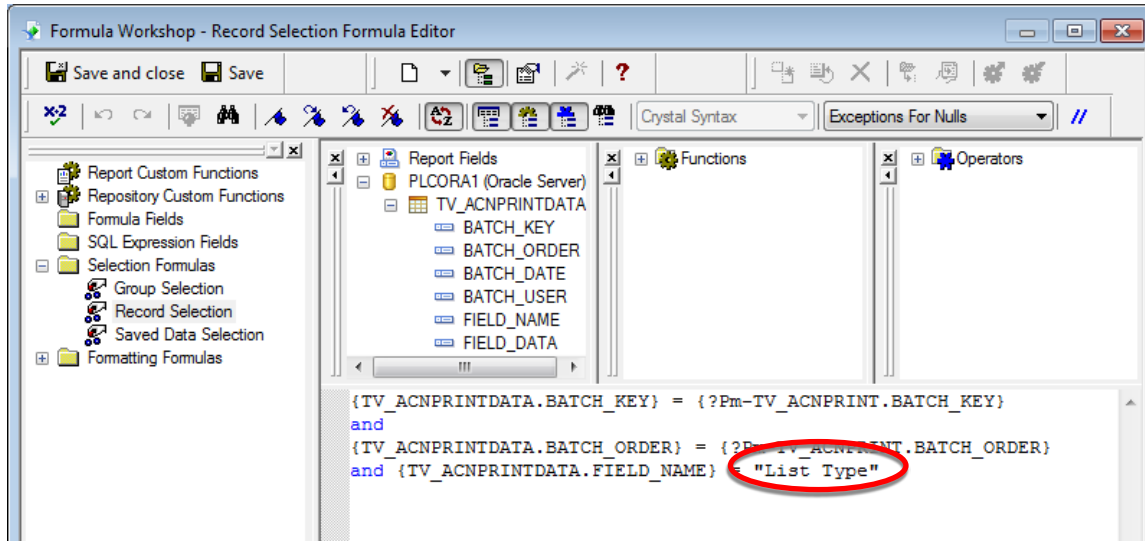
Details a

Details b

Report Footer

Page Footer

Change the selection formula in the subreport to select the row you want from ACNPRINTDATA.



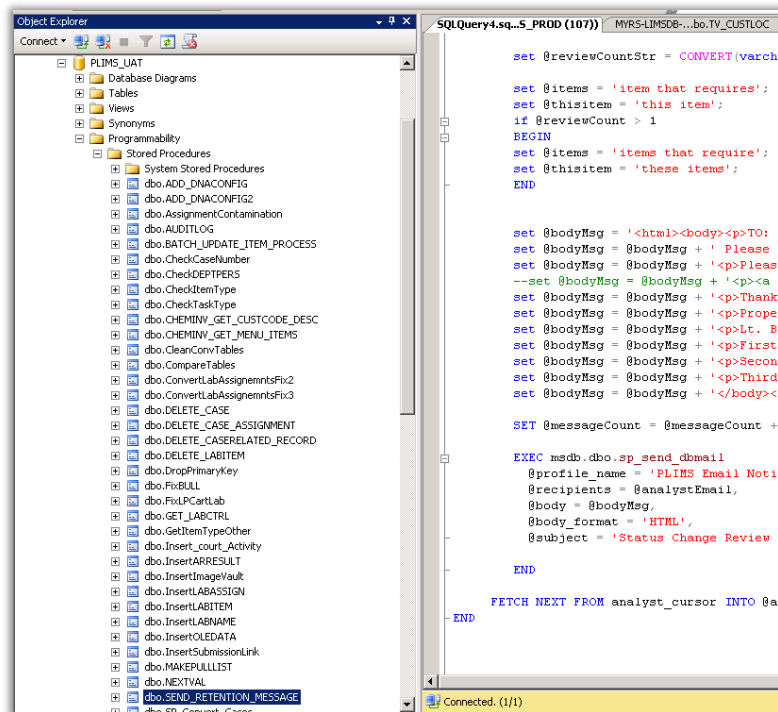
EMAIL NOTIFICATION FOR PLIMS RETENTION REVIEW

Notification Objective: Send an email every morning to a PLIMS user that has pending retention review to complete. There are three parts to this configuration:

1. Setup the Stored Procedure that defines the objective (retention review required notification)
2. Setup the Database Email
3. Setup the Job to call the stored procedure and send the email

SETUP STORED PROCEDURE

Create a Stored Procedure on <http://myrs-limsweb-01/PLIMSPROD/> called Dbo.SEND_RETENTION_MESSAGE.



```
USE [PLIMS_UAT]
GO
/***** Object:  StoredProcedure [dbo].[SEND_RETENTION_MESSAGE]      Script Date:
03/18/2014 15:42:17 *****/
SET ANSI_NULLS ON
GO
SET QUOTED_IDENTIFIER ON
GO
ALTER PROCEDURE [dbo].[SEND_RETENTION_MESSAGE]
AS
BEGIN
    SET NOCOUNT ON;

    DECLARE @analystID VARCHAR(50);
    DECLARE @analystName VARCHAR(50);
```

```

DECLARE @analystEmail VARCHAR(50);

DECLARE @items VARCHAR(50);
DECLARE @thisitem VARCHAR(50);

DECLARE @reviewCount int;

DECLARE @reviewCountStr VARCHAR(20);

DECLARE @messageCount int;
DECLARE @messageCountStr VARCHAR(20);

DECLARE @skippedCount int;
DECLARE @skippedCountStr varchar(20);

DECLARE @adminAddress VARCHAR(200);

SET @messageCount = 0;
SET @skippedCount = 0;

DECLARE @bodyMsg VARCHAR(2000);

DECLARE analyst_cursor CURSOR FOR
    SELECT ANALYST, NAME, EMAIL_ADDRESS FROM PLIMS_UAT.DBO.TV_ANALYST;

OPEN analyst_cursor;

FETCH NEXT FROM analyst_cursor
    INTO @analystID, @analystName, @analystEmail;

WHILE @@FETCH_STATUS = 0
BEGIN

    SELECT @reviewCount = COUNT(*) FROM PLIMS_UAT.DBO.TV_REVREQUEST RR
        INNER JOIN PLIMS_UAT.DBO.TV_LABITEM LI ON RR.EVIDENCE_CONTROL_NUMBER =
LI.EVIDENCE_CONTROL_NUMBER
        INNER JOIN PLIMS_UAT.DBO.TV_LBCASE LC ON LI.CASE_KEY = LC.CASE_KEY
        AND ((RR.REVIEW_STATUS = '1' AND (LC.CASE_MANAGER = @analystID OR
LC.CASE_ANALYST = @analystID))
        OR (RR.REVIEW_STATUS = '2' AND RR.FINAL_REVIEW_BY = @analystID));

    if (@reviewCount > 0) and ((LEN(@analystEmail) = 0) or (@analystEmail IS NULL))
        SET @skippedCount = @skippedCount + 1;

    if (@reviewCount > 0) and (LEN(@analystEmail) > 0)
    BEGIN

        set @reviewCountStr = CONVERT(varchar(10), @reviewCount);

        set @items = 'item that requires';
        set @thisitem = 'this item';
        if @reviewCount > 1
        BEGIN
            set @items = 'items that require';
            set @thisitem = 'these items';
        END

        set @bodyMsg = '<html><body><p>TO: ' + @analystName + '(' + @analystID +
')</p><p>This is to notify you that you have ' + @reviewCountStr + ' ' + @items + ' a
second approval review.';
        set @bodyMsg = @bodyMsg + ' Please log into the PLIMS and either agree or
disagree with this request.</p>';
        set @bodyMsg = @bodyMsg + '<p>Please do this as soon as possible. Please feel
free to contact us at 704-336-2033 if you have any questions or concerns.</p>';
        --set @bodyMsg = @bodyMsg + '<p><a HREF="http://myrs-limsweb-01/PLIMSPROD/">PLIMS
Login</a></p>';
    END
END

```

```

set @bodyMsg = @bodyMsg + '<p>Thanks</p>';
set @bodyMsg = @bodyMsg + '<p>Property and Evidence Management Team</p>';
set @bodyMsg = @bodyMsg + '<p>Lt. Brian Russell - brussell@cmpd.org - 704-502-5985</p>';
set @bodyMsg = @bodyMsg + '<p>First Shift Supervisor - Carolyn Carr - ccarr@cmpd.org - 704-432-6780</p>';
set @bodyMsg = @bodyMsg + '<p>Second Shift Supervisor - David Crowley - dcrowley@cmpd.org - 704-562-5023</p>';
set @bodyMsg = @bodyMsg + '<p>Third Shift Supervisor - Tonya Scott - tscott@cmpd.org - 704-336-2033</p>';
set @bodyMsg = @bodyMsg + '</body></html>';

SET @messageCount = @messageCount + 1;

EXEC msdb.dbo.sp_send_dbmail
    @profile_name = 'PLIMS Email Notification Profile',
    @recipients = @analystEmail,
    @body = @bodyMsg,
    @body_format = 'HTML',
    @subject = 'Status Change Review Required' ;

END

FETCH NEXT FROM analyst_cursor INTO @analystID, @analystName, @analystEmail;
END

CLOSE analyst_cursor;

DEALLOCATE analyst_cursor;

SET @messageCountStr = CONVERT(varchar(10), @messageCount);
SET @skippedCountStr = CONVERT(varchar(10), @skippedCount);

SET @bodyMsg = '<p>Notification messages have been sent to ' + @messageCountStr + ' users.</p>';

if @skippedCount > 0
SET @bodyMsg = @bodyMsg + '<p>Messages to ' + @skippedCountStr + ' users were skipped because they do not have an email address defined.</p>';

SET @adminAddress =
'brussell@cmpd.org;ccarr@cmpd.org;dcrowley@cmpd.org;tscott@cmpd.org;mevans@porterlee.com;dsanchez@cmpd.org;sarahm@porterlee.com';

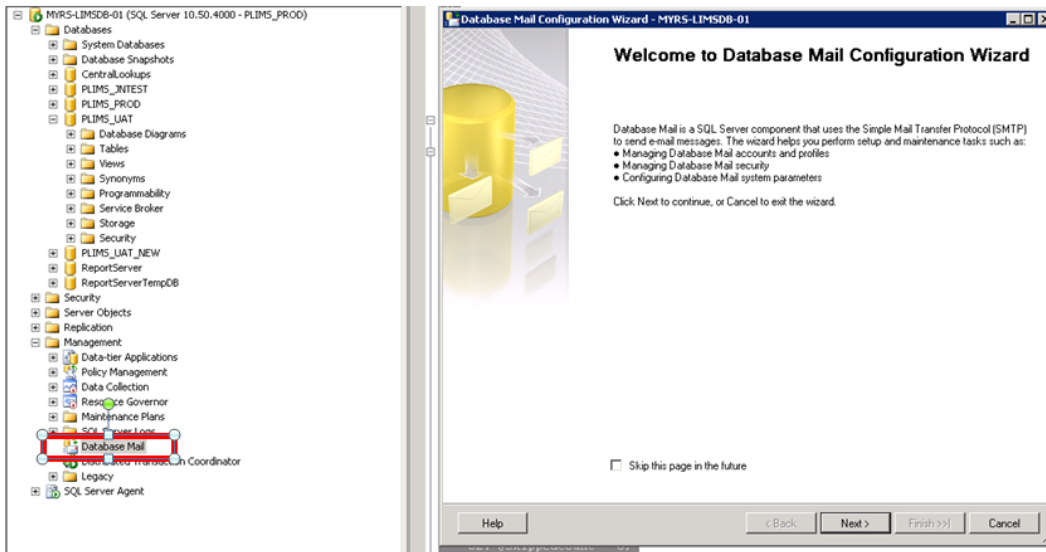
EXEC msdb.dbo.sp_send_dbmail
    @profile_name = 'PLIMS Email Notification Profile',
    @recipients = @adminAddress,
    @body = @bodyMsg,
    @body_format = 'HTML',
    @subject = 'Status Change Notification Completed';

END

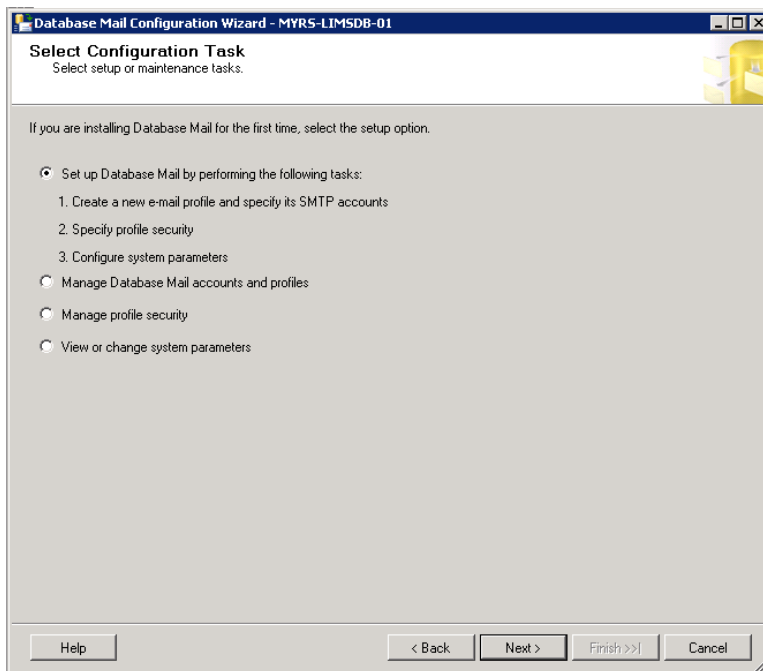
```

SETUP DATABASE EMAIL

1. Right Click on Database Mail and click Create. Then click Next.



2. Click Next.



3. Click Add and define a profile. Note: This profile needs to be called in the stored procedure.

The screenshot shows the 'Manage Existing Profile' dialog box. The title bar reads 'Database Mail Configuration Wizard - MYRS-LIMSD8-01'. The main heading is 'Manage Existing Profile' with the instruction 'Select the profile to view, change or delete.' Below this, there is a 'Profile name' dropdown menu set to 'PLIMS Email Notification Profile' and a 'Delete' button. The 'Description' field contains the text 'This profile is used to send email notifications from the LIMS system'. A note states: 'A profile may be associated with multiple SMTP accounts. If an account fails while sending an e-mail, the profile uses the next account in the priority list. Specify the accounts associated with the profile, and move the accounts to set the failover priority.' Below the note is a table for 'SMTP accounts' with columns 'Priority', 'Account Name', and 'E-mail Address'. The table contains one entry with priority '1', account name 'PLIMS Email No...', and email address 'plims-notification@cmpd.org'. To the right of the table are buttons: 'Add...', 'Remove', 'Move Up', and 'Move Down'. At the bottom are 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel' buttons.

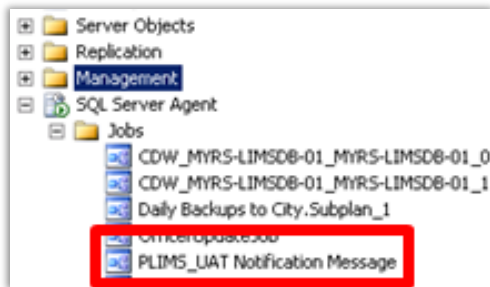
Priority	Account Name	E-mail Address
1	PLIMS Email No...	plims-notification@cmpd.org

4. The email server name will need to be provided by the customer. Verify that anonymous can be used. Click Next and Close.

The screenshot shows the 'Manage Existing Account' dialog box. The title bar reads 'Database Mail Configuration Wizard - MYRS-LIMSD8-01'. The main heading is 'Manage Existing Account' with the instruction 'Choose the account to view, change, or delete.' Below this, there is an 'Account name' dropdown menu set to 'PLIMS Email Notification Account' and a 'Delete' button. The 'Description' field contains the text 'This account is used to send emails from the PLIMS system'. The 'Outgoing mail server (SMTP)' section contains fields for 'E-mail address' (plims-notification@cmpd.org), 'Display name' (PLIMS Notification Account), 'Reply e-mail' (plims-notification@cmpd.org), 'Server name' (transport.ci.charlotte.nc.us), and 'Port number' (25). There is a checkbox for 'This server requires a secure connection (SSL)' which is unchecked. The 'SMTP Authentication' section has three radio buttons: 'Windows Authentication using Database Engine service credentials' (unchecked), 'Basic authentication' (unchecked), and 'Anonymous authentication' (checked). Below the radio buttons are fields for 'User name', 'Password', and 'Confirm password'. At the bottom are 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel' buttons.

SETUP JOB TO CALL STORED PROCEDURE

1. Right click on Jobs and create a new job called PLIMS_UAT Notification Message.



2. Create the Notification script.

```
USE [msdb]
GO

/***** Object:  Job [PLIMS_UAT Notification Message]      Script Date: 03/18/2014
16:02:17 *****/
BEGIN TRANSACTION
DECLARE @ReturnCode INT
SELECT @ReturnCode = 0
/***** Object:  JobCategory [[Uncategorized (Local)]]      Script Date: 03/18/2014
16:02:17 *****/
IF NOT EXISTS (SELECT name FROM msdb.dbo.syscategories WHERE name=N'[Uncategorized
(Local)]' AND category_class=1)
BEGIN
EXEC @ReturnCode = msdb.dbo.sp_add_category @class=N'JOB', @type=N'LOCAL',
@name=N'[Uncategorized (Local)]'
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback

END

DECLARE @jobId BINARY(16)
EXEC @ReturnCode =  msdb.dbo.sp_add_job @job_name=N'PLIMS_UAT Notification Message',
        @enabled=1,
        @notify_level_eventlog=0,
        @notify_level_email=0,
        @notify_level_netsend=0,
        @notify_level_page=0,
        @delete_level=0,
        @description=N'This JOB will send a message each morning to notify
prelims users that items are waiting in thier queue for retention review.',
        @category_name=N'[Uncategorized (Local)]',
        @owner_login_name=N'PLIMS_PROD', @job_id = @jobId OUTPUT
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback
/***** Object:  Step [Batch Update]      Script Date: 03/18/2014 16:02:18 *****/
EXEC @ReturnCode = msdb.dbo.sp_add_jobstep @job_id=@jobId, @step_name=N'Batch Update',
        @step_id=1,
        @cmdexec_success_code=0,
        @on_success_action=3,
        @on_success_step_id=0,
        @on_fail_action=3,
        @on_fail_step_id=0,
        @retry_attempts=0,
        @retry_interval=0,
        @os_run_priority=0, @subsystem=N'TSQL',
        @command=N'EXEC BATCH_UPDATE_ITEM_PROCESS',
        @database_name=N'PLIMS_UAT',
        @flags=0
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback
/***** Object:  Step [Send Message]      Script Date: 03/18/2014 16:02:18 *****/
```

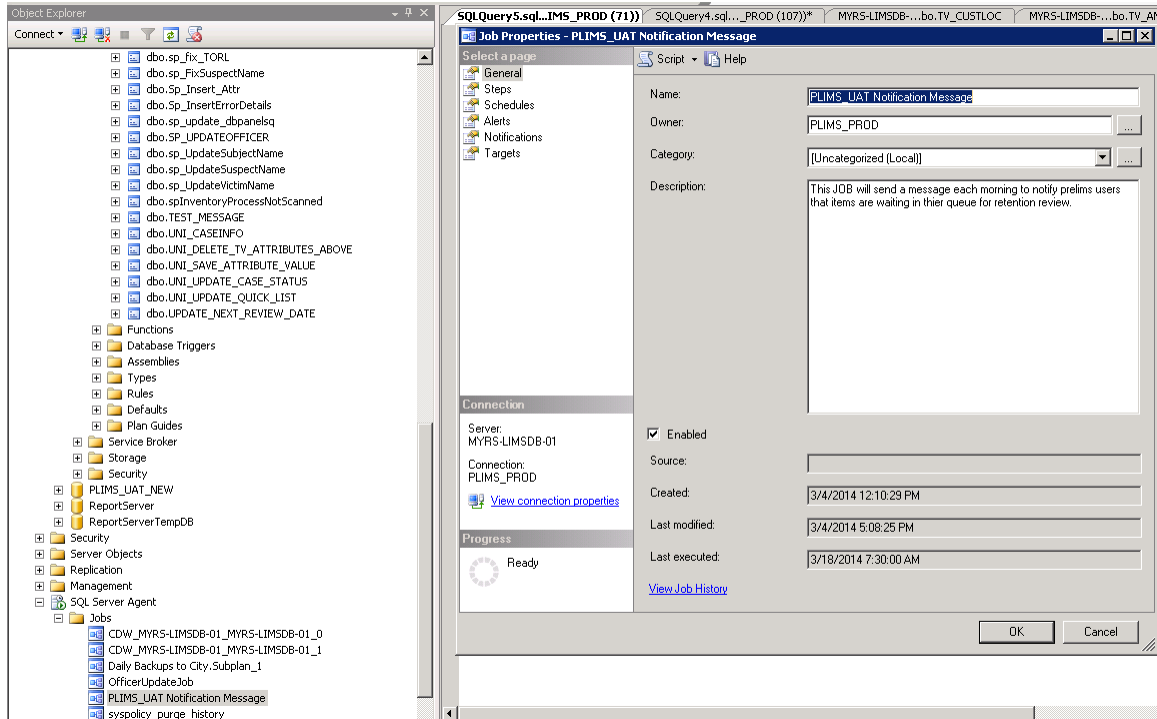
```

EXEC @ReturnCode = msdb.dbo.sp_add_jobstep @job_id=@jobId, @step_name=N'Send Message',
    @step_id=2,
    @cmdexec_success_code=0,
    @on_success_action=1,
    @on_success_step_id=0,
    @on_fail_action=2,
    @on_fail_step_id=0,
    @retry_attempts=0,
    @retry_interval=0,
    @os_run_priority=0, @subsystem=N'TSQL',
    @command=N'EXEC PLIMS_UAT.DBO.SEND_RETENTION_MESSAGE',
    @database_name=N'PLIMS_UAT',
    @flags=0
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback
EXEC @ReturnCode = msdb.dbo.sp_update_job @job_id = @jobId, @start_step_id = 1
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback
EXEC @ReturnCode = msdb.dbo.sp_add_jobschedule @job_id=@jobId, @name=N'7:30 Every
Morning',
    @enabled=1,
    @freq_type=4,
    @freq_interval=1,
    @freq_subday_type=1,
    @freq_subday_interval=0,
    @freq_relative_interval=0,
    @freq_recurrence_factor=0,
    @active_start_date=20140304,
    @active_end_date=99991231,
    @active_start_time=73000,
    @active_end_time=235959,
    @schedule_uid=N'2ca9a6db-ab37-4467-af34-94950f8ea0f8'
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback
EXEC @ReturnCode = msdb.dbo.sp_add_jobserver @job_id = @jobId, @server_name =
N'(local)'
IF (@@ERROR <> 0 OR @ReturnCode <> 0) GOTO QuitWithRollback
COMMIT TRANSACTION
GOTO EndSave
QuitWithRollback:
    IF (@@TRANCOUNT > 0) ROLLBACK TRANSACTION
EndSave:

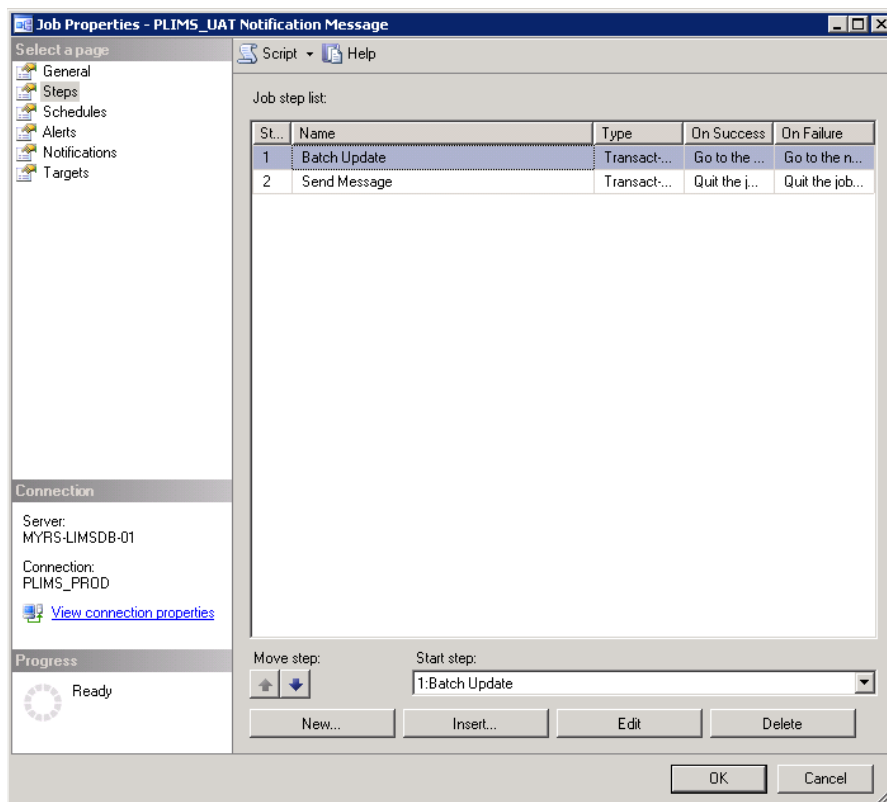
GO

```

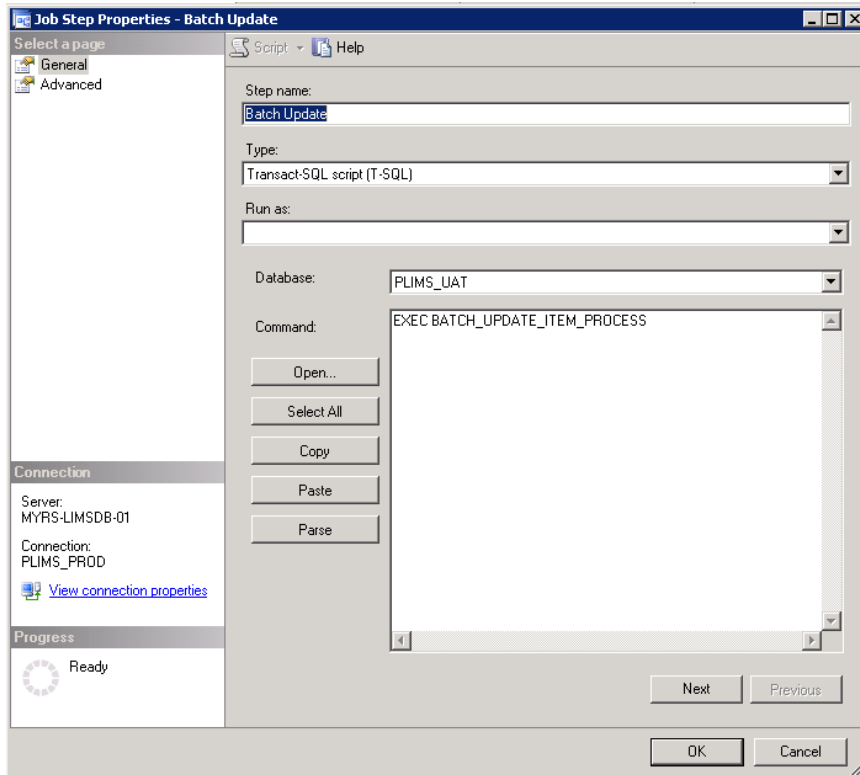
3. Right click on the job and select Properties.



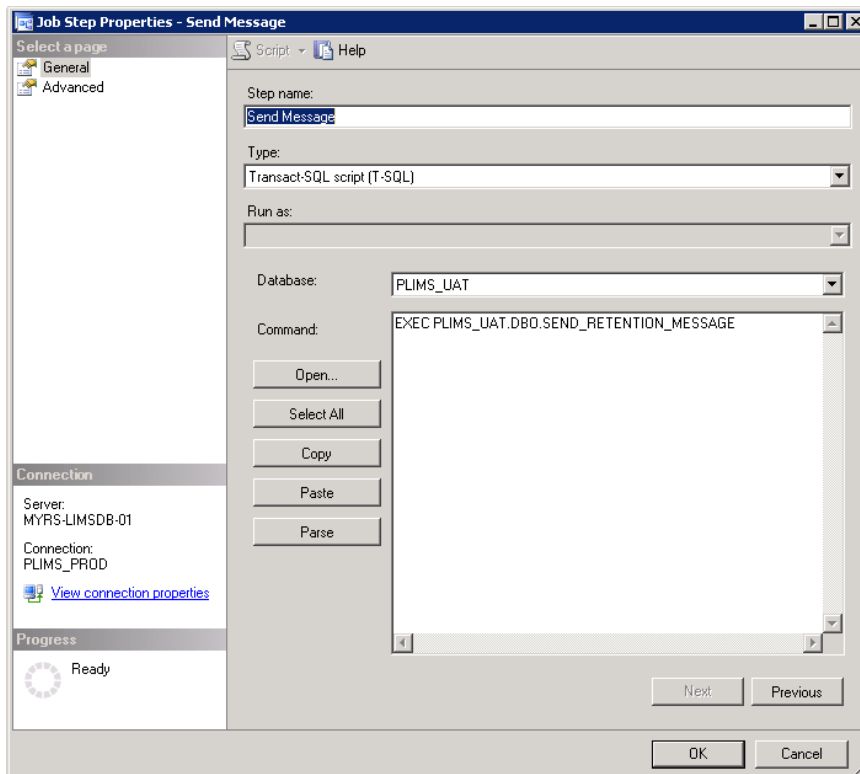
4. Click Steps. Step 1 is running the Batch Update procedure (ignore this for now as the focus of this documentation is the email notification). Step 2 is the Send Message.



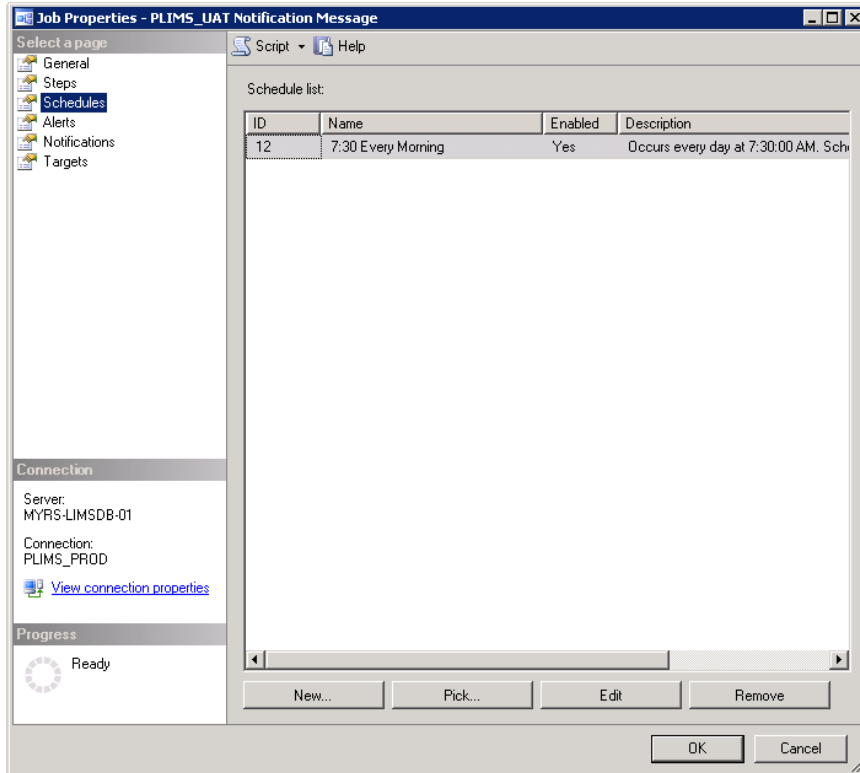
5. Click Edit on Batch Update.



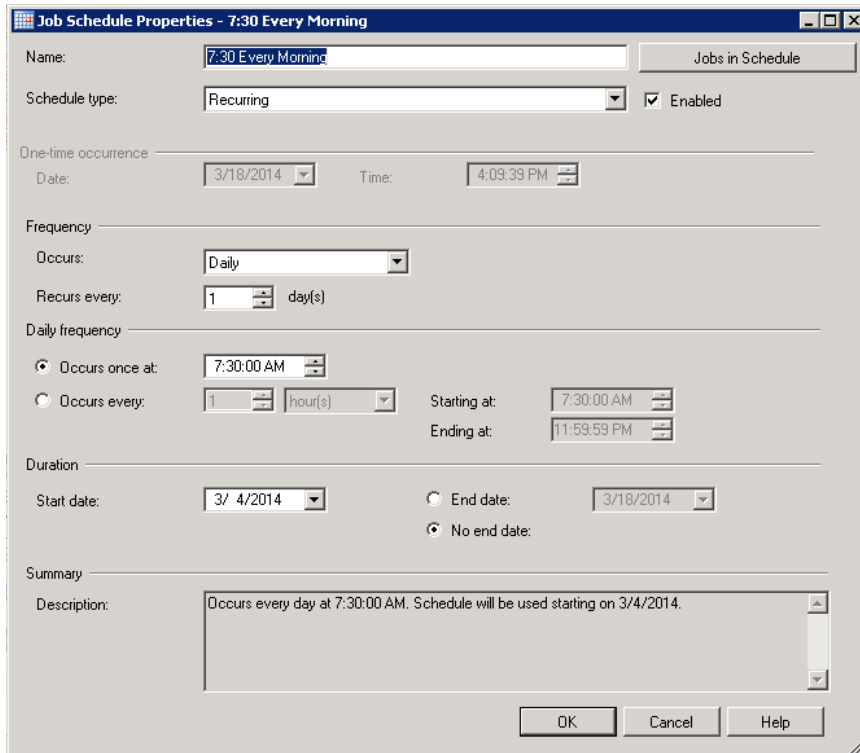
6. Click Edit on Send Message.



7. Click OK and select Schedule.



8. Click Edit to adjust time. Click Ok.



1. Upload the Token.ini file you need to the database using the Template.exe program. Set the Source to be INSTRUMENT INTERFACE.

KEY	SECTION	TEMPLATE_NAME	VERSION	DESCRIPTION	ACTIVE	ENTRY_DATE	ENTRY_ANALYST
45	BIO	BIO.dotx		BIO-Suspect Kit Worksheet	T		
46	IBIS	IBIS.dotx	1	IBIS Report	T		
47	BIO	Bead.ini		Bead	T		
48	*	token.ini		TOKEN.ini	T		

Section: ?

Description: Leave section Blank if it is for all sections/Case Forms

Active:

Version:

Template:

Template Ini:

Source:

2. From the Workstation Setup in PLIMS, enter the description you entered in Template.exe into the **InstView Tokenini Name** field.

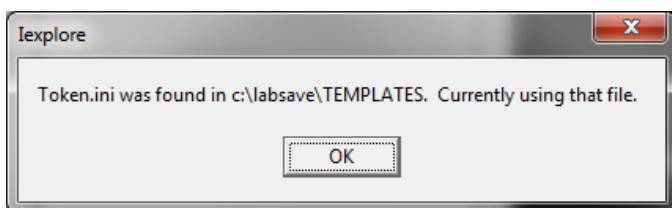
User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10353-NET4.0.30319
Barcode:

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

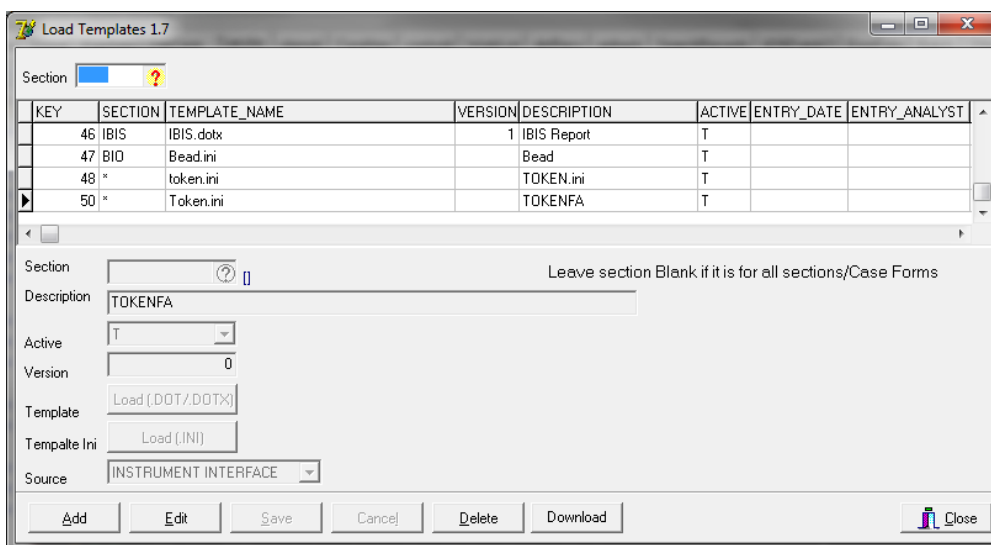
Client Configuration Parameters
Client ID: 18-03-73-DE-7A-AB

Remote IP Address	<input type="text" value="192.168.1.135"/>
Bar Code Command	<input type="text" value="*ACROBAT"/>
Bar Code Printer Name	<input type="text" value="\\Mikel\\MDL_BC"/>
Receipt Printer Name	<input type="text"/>
Bar Code Printer Name 1	<input type="text"/>
Bar Code Printer Name 2	<input type="text"/>
Bar Code Printer Name 3	<input type="text"/>
Bar Code Printer Name 4	<input type="text"/>
Bar Code Printer Name 5	<input type="text"/>
Bar Code Printer Name 6	<input type="text"/>
InstView Tokenini Name	<input type="text" value="TOKEN.ini"/>
Scanner Monitor Path	<input type="text" value="C:\labsave\SCANNERMONITOR"/>
Allow Duplicate Tasks	<input type="text" value="Yes"/>
Delete Scanner Monitor Files	<input type="text" value="T"/>
Delay Word Report Processing	<input type="text"/>
Delay Word Report After Save	<input type="text"/>

3. If a TOKEN.ini file is placed in the C:\Labsave\Templates folder, the program will always use that version of the .ini file, and it won't pull down a new one when InstView is loaded. It will notify you if it is setup this way.



4. The program is designed to handle multiple setups, with different .ini files on different machines. In this case, you would upload each separate .ini file using the Template.exe program. Then in the Workstation Setup, you define which one that machine uses. In the screenshots below, this machine would pull down the TOKENFA file.



Client Configuration Parameters

Client ID: 18-03-73-DE-7A-AB

Remote IP Address	192.168.1.135
Bar Code Command	*ACROBAT
Bar Code Printer Name	\\Mikel\MJL_BC
Receipt Printer Name	
Bar Code Printer Name 1	
Bar Code Printer Name 2	
Bar Code Printer Name 3	
Bar Code Printer Name 4	
Bar Code Printer Name 5	
Bar Code Printer Name 6	
InstView Tokenini Name	TOKENFA
Scanner Monitor Path	C:\labsave\SCANNERMONITOR
Allow Duplicate Tasks	Yes
Delete Scanner Monitor Files	T
Delay Word Report Processing	
Delay Word Report After Save	

SETTING UP NFLIS

Step 1

Edit security for users so they have access to Triangle Application. Enable security option “Access PLC NFLIS Program (PLCNFLIS)”

User Name: Sarah Mikolajczyk
Database: DEVELOPMENT
Version: CMPD Build 1.10939-NET4.0.30319
Barcode:

Back to Dashboard | Logout

» USERS CODES DEPARTMENTS DEFAULTS LOCATIONS REPORTS WEB SETTINGS DBPANEL EDITOR DBGRID EDITOR

User Groups

GROUP_CODE	GROUP_DESCRIPTION	USER_PES	COMMENTS	ACTIVE REPORT_GROUPS
ADA	Assistant District Attorney			
ADMIN	Lab Administrator		This group is for administrators	C1,FID1,HDS1,LAB,M
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:

Program Access

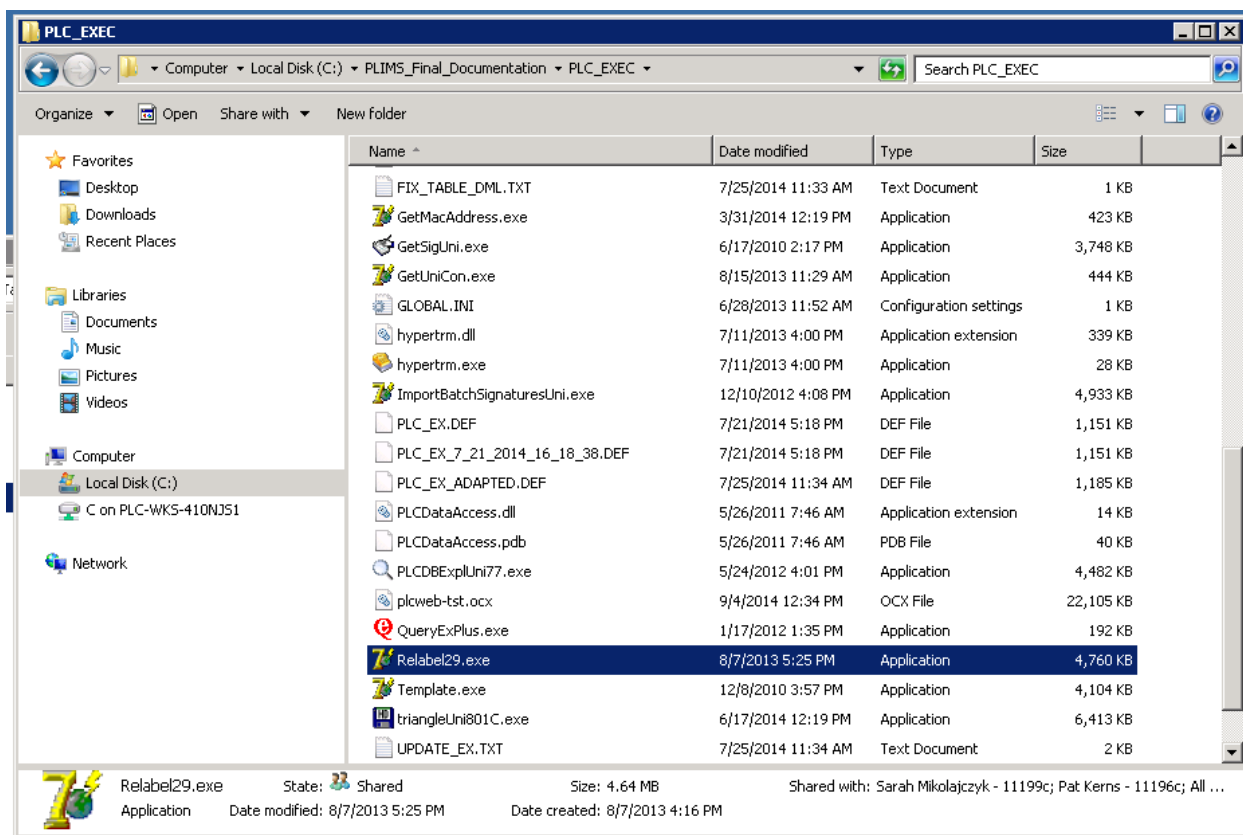
- LIMS
- Other
 - ☒ Access PLC NFLIS Program (PLCNFLIS)

Add Edit Save Cancel Delete Back

Step 2

Run triangleUNI801c.exe to configure and submit information to NFLIS.

NOTE: When using this application the <ftp.rti.org.key> file must be in the same directory as the executable. This file contains encryption information the program needs to make the SFTP connection.



Report for 20140525010801 14-003468 [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 # 1 - 3 * \$20 - Serial Number JEB1310439F [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](#)

Configuration - Version 7.0.3 (V) - Crime Lab - PLIMSDEV - Mike Evans (MIKE)

Advanced

(1) Users (2) Codes (3) Departments (4) Defaults (5) Locations (6) Web Users

Find

Section CS Controlled Substances

Table Heading

Access Codes

Access Level

Access Plan

Activity Codes

All Locations

Amplification System

Analysis Methods

Asset Group

Asset Status

Asset Type And Code

Assign County to Analyst

Assignment Views

Attribute Types

Attributes

Authorizing Agency

Automated Task Configuration

Bill Payment Status

Billing Service Codes

Matrix Configuration

Analysis Type

Test Types

Link Test Types to Analysis Type

Link Test Types to Analysis Type By Item Type

Conclusion Text Setup

Table Type Setup

Link Analysis Type to Wizard

Worksheet Configuration

Print Manager Setup

Reports Tab Setup

Section Link Import / Export Close

Link Test Types to Analysis Type

Analysis Type CSANLYS Controlled Substance Analysis

Available

(FARESUL4)

"Before" Photo Taken (FABPHOTO)

Cann (FACANN)

L&G (FALG)

Live in Magazine (FANINMAG)

of Impressions Developed (LPPAMLD)

of Impressions Developed (LPPCYNLD)

of Impressions Developed (LPPDFOLD)

of Impressions Developed (LPPDOLD)

of Impressions Developed (LPPNINLD)

of Impressions Developed (LPPPDLD)

of Impressions Developed (LPPQWLD)

of Impressions Developed (LPPRHLD)

Submitted (FAMAGSUB)

+/- Control (LPPCONT1)

+/- Control (LPPCONT2)

+/- Control (LPPCONT3)

+/- Control (LPPCONT4)

Selected

☐ Result(DRGRES1)

☐ Gross Weight(CSGSWG1) [StartNewLine]

☐ Units(CSGWU1)

☐ Net Weight(CSNTWTG1)

☐ Units(CSNWU1)

☐ UOM(CSUOM1)

☐ Units(CSUMU1)

☒ Result 2(CSRES2) [StartNewLine]

☐ Gross Weight(CSGSWG2) [StartNewLine]

☐ Units(CSGWU2)

☐ Net Weight(CSNTWTG2)

☐ Units(CSNWU2)

☐ UOM(CSUOM2)

☐ Units(CSUMU2)

☒ Result 3(CSRES3) [StartNewLine]

☐ Gross Weight(CSGSWG3) [StartNewLine]

☐ Units(CSGWU3)

☐ Net Weight(CSNTWTG3)

Check the box on the selected list if the Test Type is mandatory

Preview Save Close

View Edit Print Prelog Sync Access Teams Matrix Task & Reagents Exit

Step 3

Use config.exe to access the Matrix designer. Look under Analysis type to determine the Analysis type used by Controlled Substance Analysis Matrix panel. Then click the "Link Test Type to Analysis Type" button. Select the Analysis type to see the selected panel fields. These field names will be needed to configure the NFLIS export.

NFLIS Setup Information

Data From
☐ Attribute ☒ Matrix ☐ Examlog ☐ Outline

Valid Sections: CS

Use Conclusions ☒ Enable the NY UDIS Reporting ☐

Setup Data Collection Type
☐ Use the NFLIS flag on the attribute table
☒ Use Single Weight Type Attribute
☐ Use Multiple Weight type Attributes

NFLIS Setup

Multiple Attributes for storing the drug type found
 DRGRES1 ? ->

Exclude these Drug Codes

CSFORM		?
CSWGT	CSGSWGT	?
CSUNIT	CSGWU1	?
CSPURE		?
CSACQ		?
CSORI		?
CSDRG2	CSRES2	?
CSDRG3	CSRES3	?
ITEMDESG		?

NFLIS Transmission Settings

SFTP Address: ftp.rti.org
 SFTP Folder: NFLISsFTP
 SFTP User Name: nflislabstftp
 SFTP Password: *****
 Zip File Name: PLCCMPD (8 Characters Max)

☒ Auto Create NFLIS.BAT File
☐ Block Sending Department Case Numbers

Results to filter (i.e. NOT APPLICABLE)
 NO ANALYSIS

☐ Weight Required For Sending ☐ Use Exhibit Number

Auto Run Instructions OK Cancel

Step 4

After launching the triangleUNI801c.exe program, click setup button and configure as shown above

SFTP password: f5heE8p%XGN

- For Attribute area you will need to select matrix field for the initial results. Then for the fields listed below that link the fields from the matrix panel that apply as shown in the lower right of the screen shoot above. Some labs will capture more or less fields depending on their configuration.

PLC to NFLIS Submission Program - Version 8.0.1(B)

Starting date: 01/01/2014
Ending date: 12/31/2014
Jurisdiction / County Code: [?] ?

Last: Month Year
Current: Month Year

Buttons: Create NFLIS File, Send to NFLIS, Reprint, Print Summary, Print Detailed, Export To Excel

Status: **Generating data : 05/27/2014**

Cases that are being selected:
Lab Name: Property and I
Lab Number: 13-420438
Submission Date: 04/03/2014

Buttons: Setup, Close

Step 5 Once configuration has been completed users will skip steps 1-4. They will launch triangleUNI801c.exe and enter a date range for submissions they want to send to NFLIS. They will then click “Create NFLIS File”.

PLC to NFLIS Submission Program - Version 8.0.1(B)

Starting date: 01/01/2014
Ending date: 12/31/2014
Jurisdiction / County Code: [?] ?

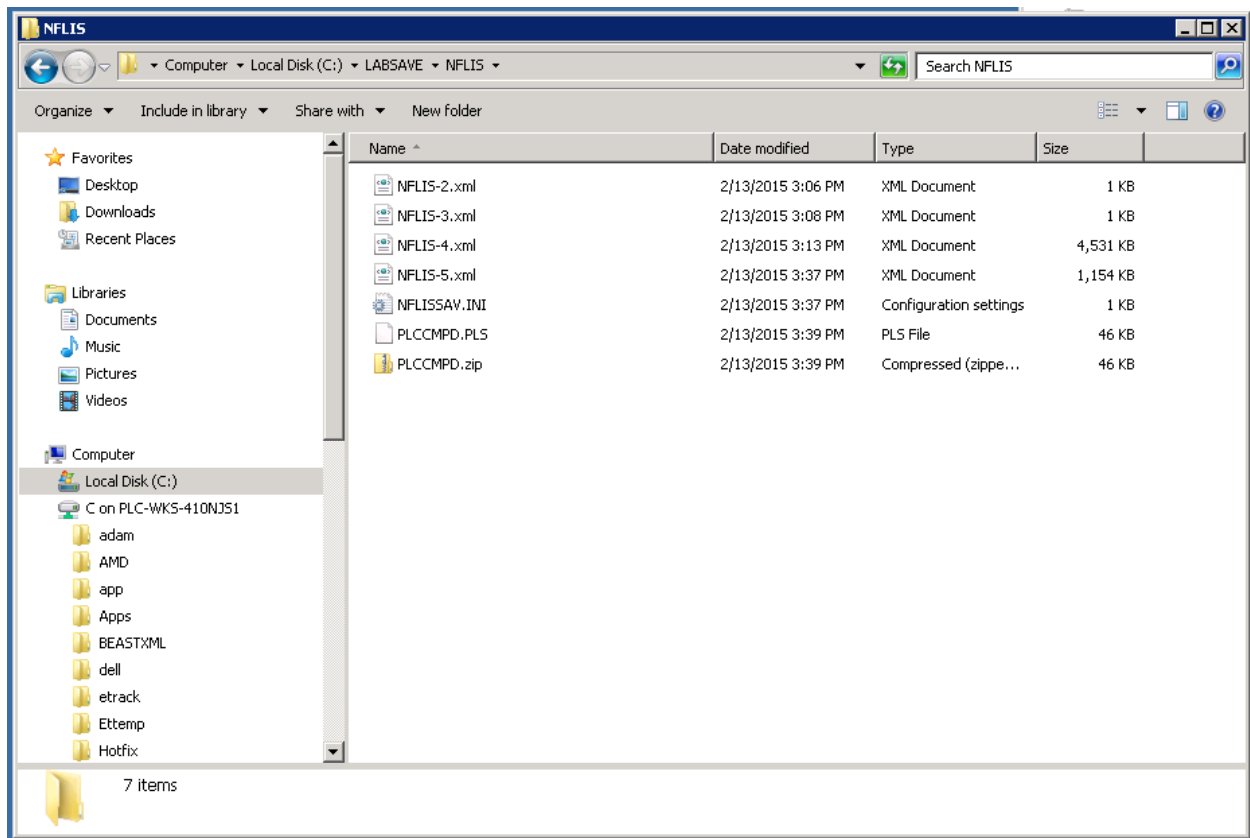
Last: Month Year
Current: Month Year

Buttons: Create NFLIS File, Send to NFLIS, Reprint, Print Summary, Print Detailed, Export To Excel

Status: **Upload Complete**

Buttons: Setup, Close

Step 6 Once NFLIS file has been generated. The user will click “Send to NFLIS” button. User will receive message “Upload Complete” They may then close the application and repeat steps 4 and 5 next time they need to submit new date to NFLIS.



HARDWARE

This sections includes installation and setup instructions for system hardware:

- Barcode Printer Installation
- Barcode Scanner Installation
- Signature Pad Installation
- Topaz Setup

BARCODE PRINTER INSTALLATION

These are installation instructions for the TLP3842 barcode printer.



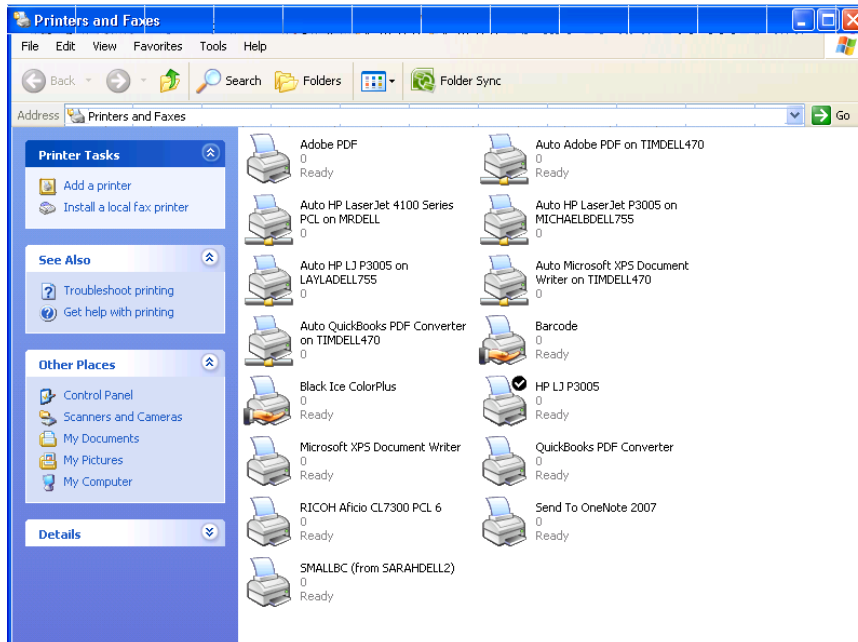
This printer requires the installation of the following driver:
ZUD55725

Step 1: Plug the power cord into the back of the printer and into a power source. Plug a USB cable into the back of the printer and into a functional USB port on the computer.

Step 2: Install the printer driver:



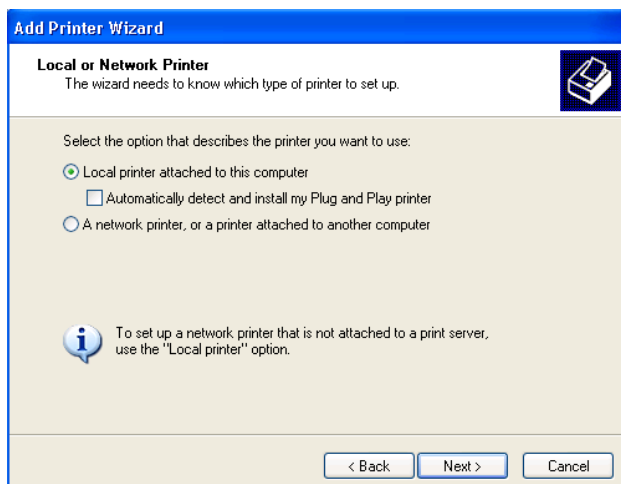
Click Add Printer



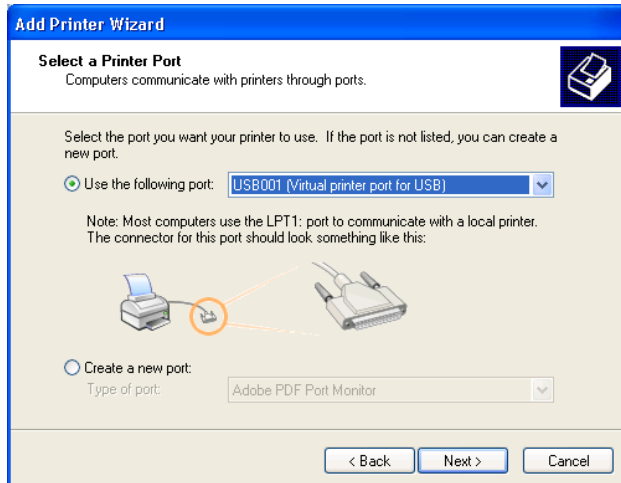
Click Next



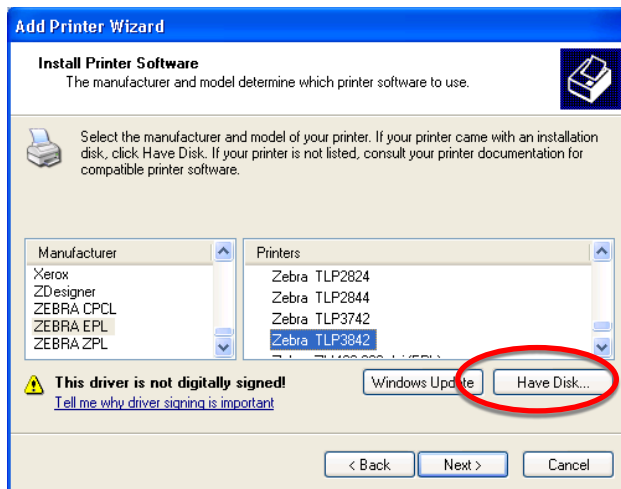
Click Next



Select the USB virtual printer port and click Next

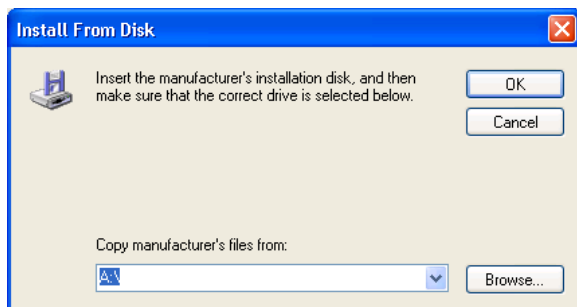


Select ZEBRA EPL and Zebra TLP3842 and click the <Have Disk> button

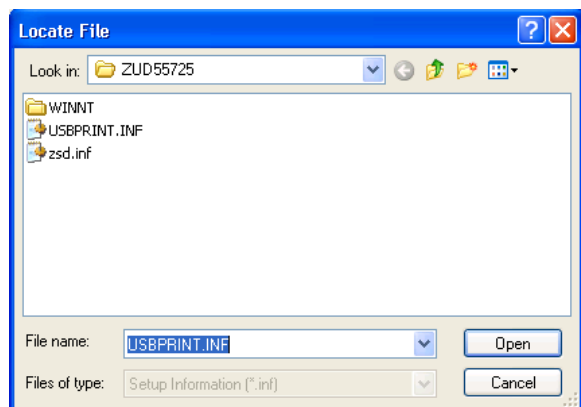


NOTE Depending on the drivers loaded on the computer, this screen, and the following several screens may vary.

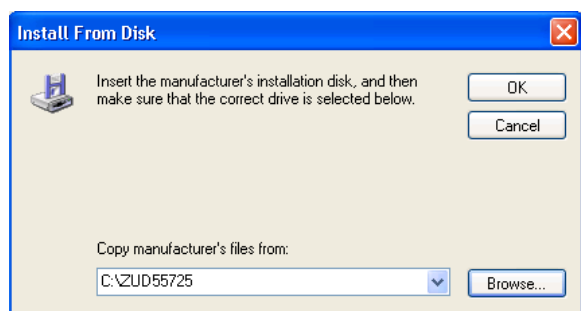
Click the <Browse> button to navigate to the driver files.



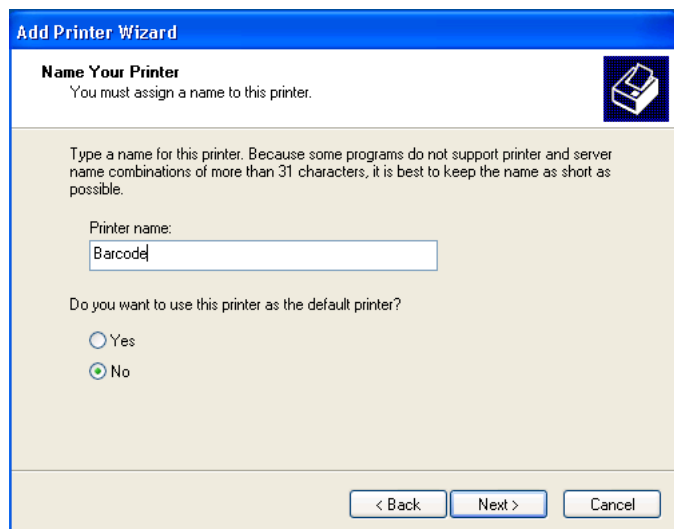
Click open



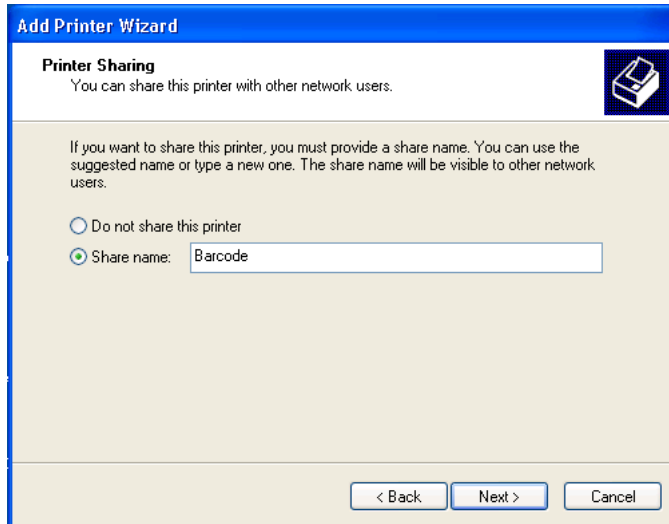
Click the <OK> button



Enter the Printer Name and Click Next



Click Next



Add Printer Wizard

Printer Sharing
You can share this printer with other network users.

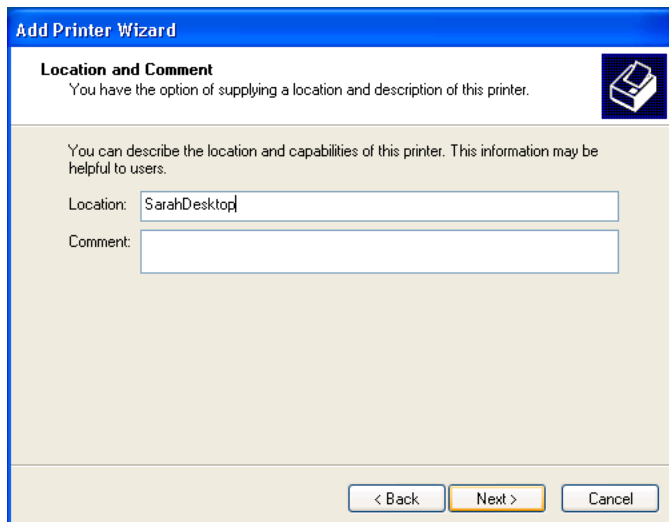
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

☐ Do not share this printer

☒ Share name: Barcode

< Back Next > Cancel

Click Next



Add Printer Wizard

Location and Comment
You have the option of supplying a location and description of this printer.

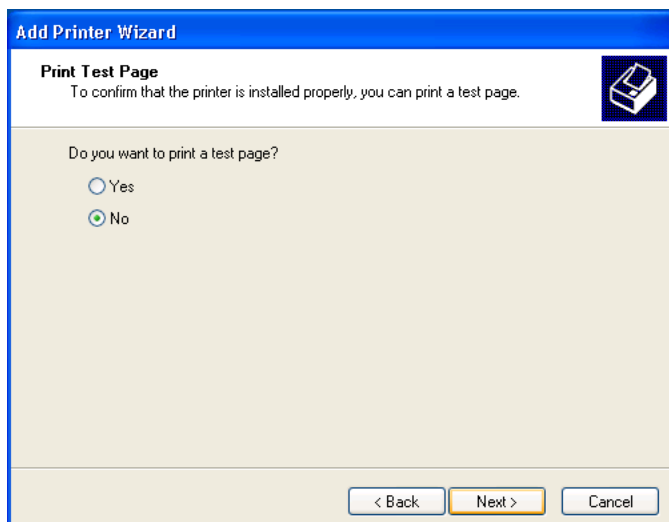
You can describe the location and capabilities of this printer. This information may be helpful to users.

Location: SarahDesktop

Comment:

< Back Next > Cancel

Click Next



Add Printer Wizard

Print Test Page
To confirm that the printer is installed properly, you can print a test page.

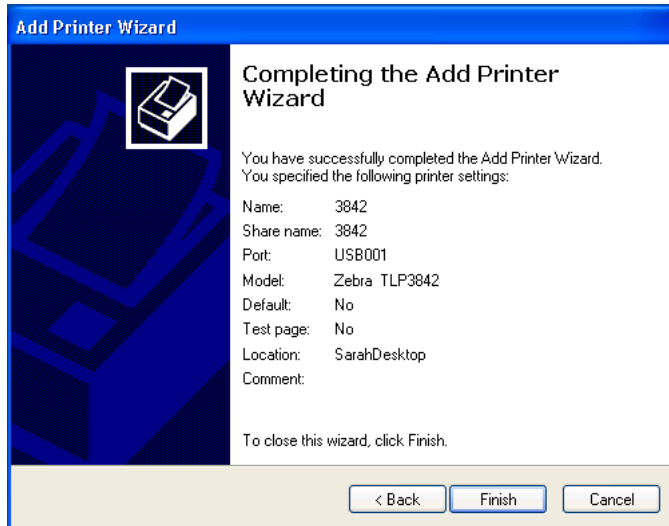
Do you want to print a test page?

☐ Yes

☒ No

< Back Next > Cancel

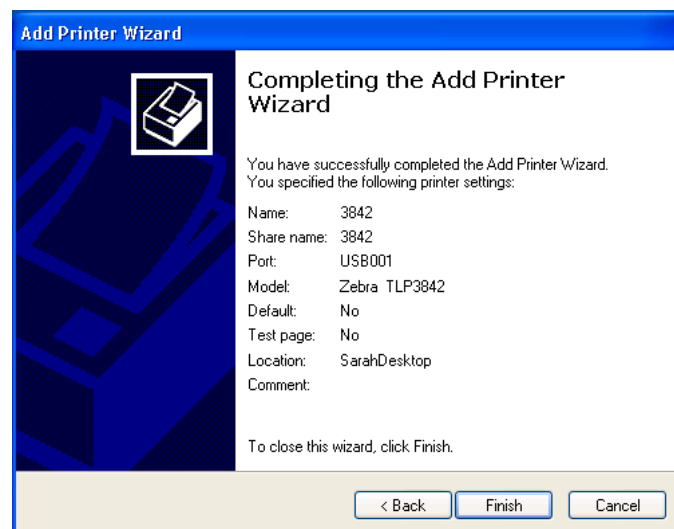
Click Finish



Click <Continue Anyway> button

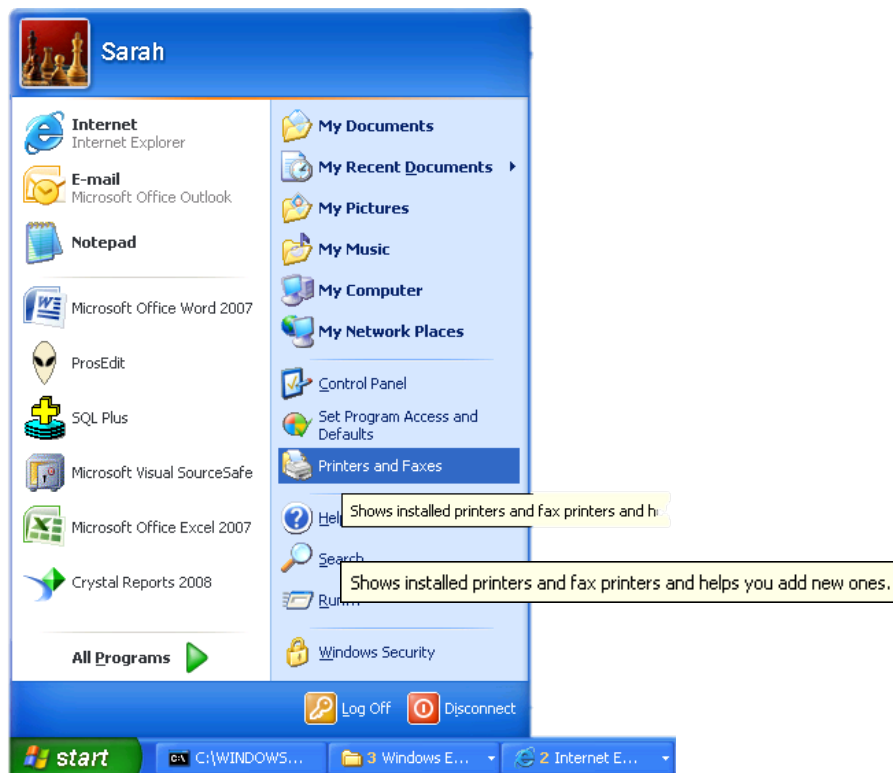


If the wizard doesn't automatically close, click Finish

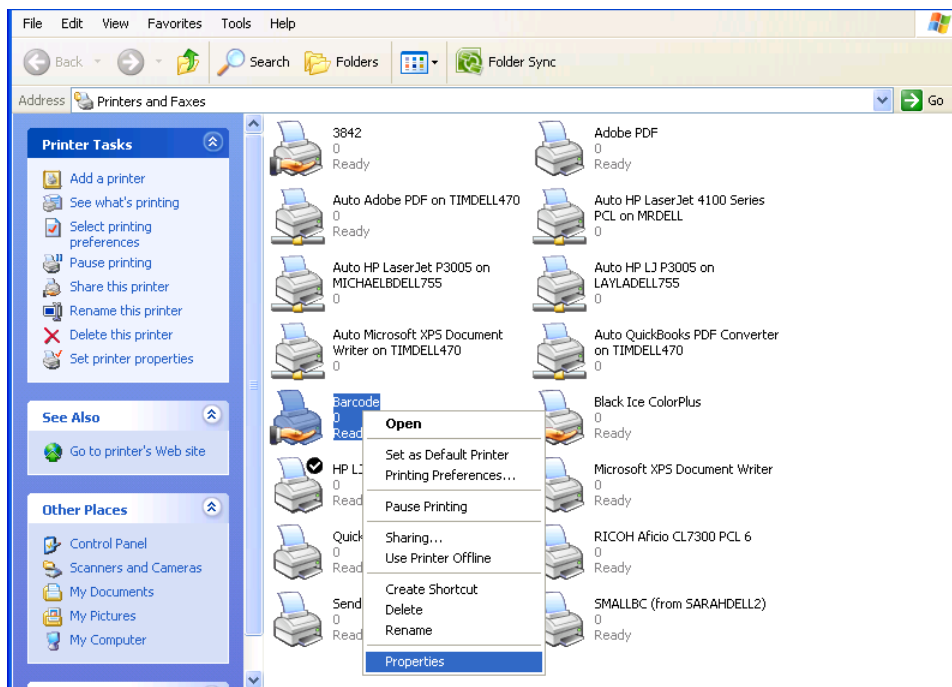


Step 3: Configure Printer Properties

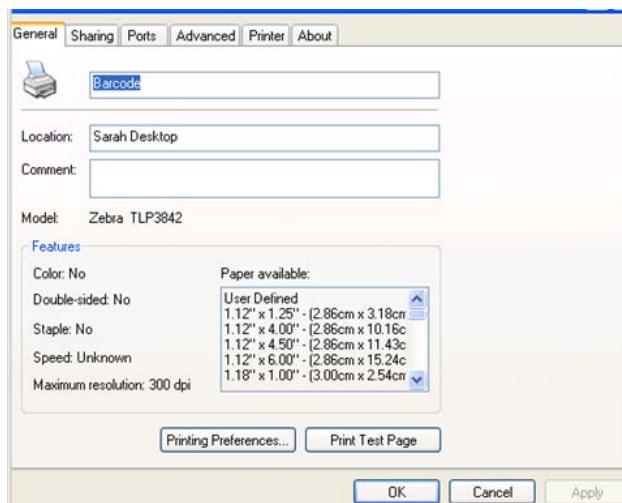
Go to Printers



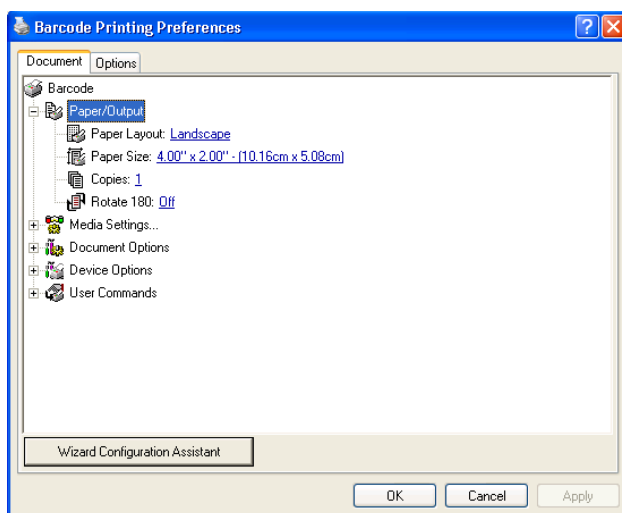
Right click on the Barcode printer and select properties



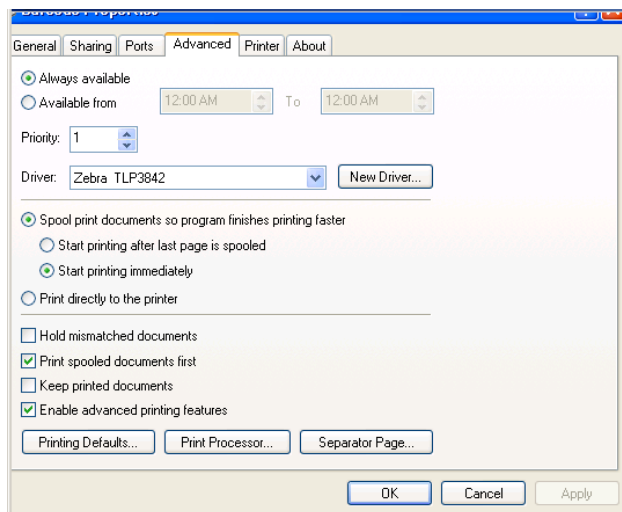
Click the <Printing Preferences> button



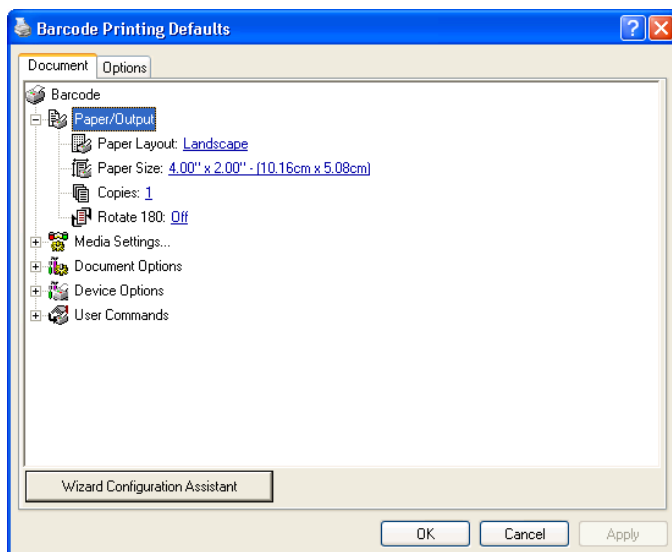
Under Paper/Output, set the layout to Landscape and paper size to 4.00" x 2.00." Click OK.



On the advanced tab click the <Printing Defaults> button.






Under Paper Output set layout to Landscape and Size to 4.00" x 2.00"



Step 4: Test

Log on to PLIMS. Select a case (click on a recent case)

User Name Sarah Mikolajczyk
 Database PRELIMS_OWNER
 Version LASD Build 1.8870-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

Quick Find

Department

URN/Dept Case#

Lab Case #

Recent Cases

URN / Dept Case #	Department	Investigating Agency	Lab Case #	Last Opened
015-08230-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000732	02/05/2014
088-05550-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-001319	02/05/2014
091-87736-2000-099	ADMIN-EXECUTIVE OFFICES	EAST LOS ANGELES STATION	12-000574	02/05/2014
015-06190-0200-184	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000656	02/05/2014
SR2	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	14-000020	02/04/2014
910-04803-0200-999	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	10-000018	02/04/2014
2010-20994	BELL GARDENS POLICE DEPARTMENT	BELL GARDENS POLICE DEPARTMENT	10-000019	02/04/2014
SR1	ADMIN-EXECUTIVE OFFICES	ADMIN-EXECUTIVE OFFICES	14-000019	02/04/2014
187-14356-3199-011	DET-HOMICIDE BUREAU	EAST LOS ANGELES STATION	11-000032	02/04/2014
411-07654-1400-167	INDUSTRY STATION	INDUSTRY STATION	11-000977	02/03/2014

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[...](#)

Click on the items tab

LASD Build 1.8870-NET4.0.30319, PRELIMS_OWNER, Sarah Mikolajczyk, TECHNICAL SERV-SCIENTIFIC SERVICES BUREAU

015-08230-0200-390 / EAST LOS ANGELES STATION

CASE INFO SUBMISSION NAMES ITEMS CUSTODY SERVICE REQUESTS ASSIGNMENTS REPORTS

Department * EAST LOS ANGELES STATION

Case Type * UJ URN

URN/Dept# * 015-08230-0200-390

Investigating Agency * EAST LOS ANGELES STATION

Investigator ELA IO - ELA

Alternate Inv

Contact Info

Charge 1 * 596.5PC-M - ABUSIVE BEHAVIOR OF ELEPHANT BY OWNER/MANAGER

Charge 2

Charge 3

Part I/II Crime * MISDEMEANORS

Location

Incident Report Date * 11/07/2013

Supplements

Case Jacket

Case Label

Reference

Case Corresp.

Retention Review

Team

Lock Case

NICS

Edit Save Cancel Delete RecordUnlock

Select an item and click the label button. A label should print in the right orientation and size.

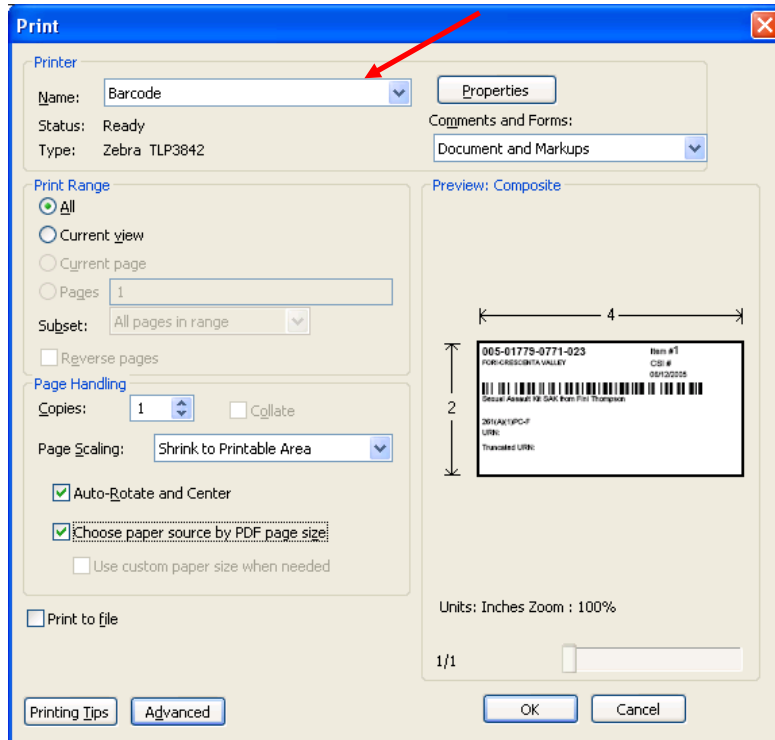
EAST LOS ANGELES STATION

URN / Dept No: 015-08230-0200-390

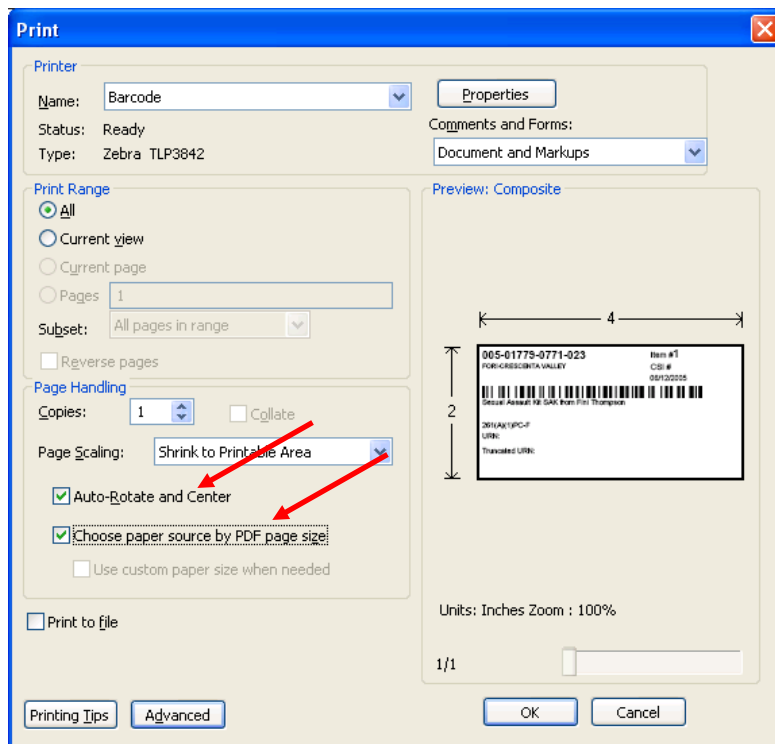
Lab Case No: 13-000732

[Barcode]

Select the name of the barcode printer that the label will be printing to.



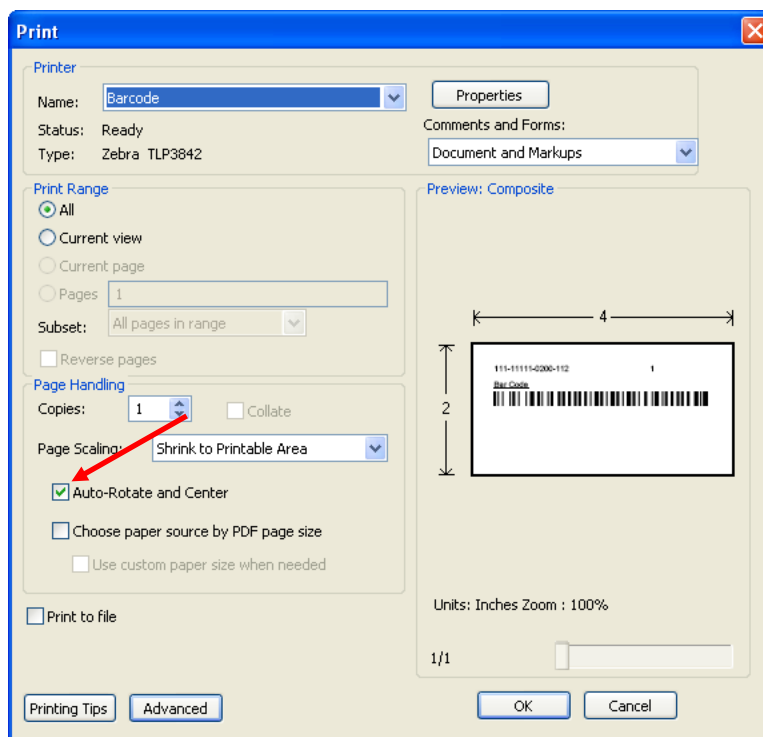
From the PDF print dialog under Page Handling, make sure the settings for “Auto-Rotate and Center” and “Choose paper source by PDF page size” are checked.



Press the OK button to print labels.

FAQs

- If the barcode printer does not print or stops printing and the light blinks red, check that the labels and ribbon are both loaded properly.
- If a workstation needs access to other printers, those printers will need to be installed locally on every machine so selection when the labels are printed.
- If the dimensions of the label are not setting as specified in the driver and crystal report OR even though these settings are correct, the orientation flips, check to make sure that Omniform is not set as the default printer.
- If the preview screen shows the margins correctly after choosing “Choose paper source by PDF page size” and the label prints out incorrectly, check to see if Omniform is set as the default printer. If it is, please make a valid document printer the default printer. Log out of PRELIMS and log back in and print the label again.
- If the barcode prints portrait instead of landscape and you have verified the properties are set correctly in both places in the driver then check the print screen to make sure the “Auto-Rotate and Center” setting is checked.



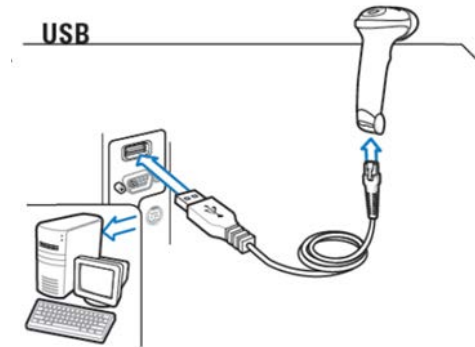
BARCODE SCANNER INSTALLATION

These are instructions for the installation of the LS2208 USB barcode scanner. This requires **NO DRIVER** to be installed.

The PLIMS web application requires that all scanners be converted from their standard configuration to utilize a Keyboard wedge emulation and “Carriage Return + Line Feed” after every scan. To do this, all scanners regardless of manufacturer, have to be converted from their standard configuration. To accomplish this you must scan the appropriate barcodes to set the parameters.



Step 1: Plug USB end of scanner into a functional USB port on the computer.



Step 2: Scan the following barcodes

Set Defaults



SET DEFAULTS

Carriage Return/Line Feed



SCAN OPTIONS



<DATA><SUFFIX>



ENTER



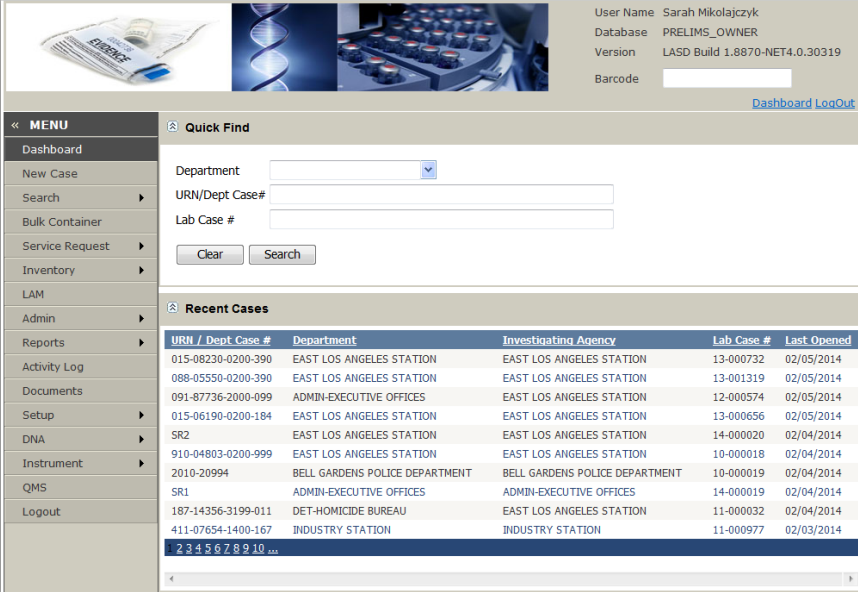
HID KEYBOARD EMULATION

Step 3: Test

Test functionality by Logging onto PLIMS website:

Create a label to scan if you do not already have one. You can do this by selecting a case and then click the “Case Label” button.

Click the “Case Label” Button.



The screenshot shows the PLIMS website dashboard. At the top, there are three images: a DNA helix, a fingerprint, and a computer keyboard. To the right of these images, the user information is displayed: User Name: Sarah Mikolajczyk, Database: PRELIMS_OWNER, Version: LASD Build 1.8870-NET4.0.30319, and a Barcode field. Below the images and user information, there is a navigation menu on the left with options: Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Activity Log, Documents, Setup, DNA, Instrument, QMS, and Logout. The main content area is divided into two sections. The top section is titled "Quick Find" and contains a search form with fields for Department, URN/Dept Case#, and Lab Case #, along with Clear and Search buttons. The bottom section is titled "Recent Cases" and contains a table with the following data:

URN / Dept Case #	Department	Investigating Agency	Lab Case #	Last Opened
015-08230-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000732	02/05/2014
088-05550-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-001319	02/05/2014
091-87736-2000-099	ADMIN-EXECUTIVE OFFICES	EAST LOS ANGELES STATION	12-000574	02/05/2014
015-06190-0200-184	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000656	02/05/2014
SR2	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	14-000020	02/04/2014
910-04803-0200-999	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	10-000018	02/04/2014
2010-20994	BELL GARDENS POLICE DEPARTMENT	BELL GARDENS POLICE DEPARTMENT	10-000019	02/04/2014
SR1	ADMIN-EXECUTIVE OFFICES	ADMIN-EXECUTIVE OFFICES	14-000019	02/04/2014
187-14356-3199-011	DET-HOMICIDE BUREAU	EAST LOS ANGELES STATION	11-000032	02/04/2014
411-07654-1400-167	INDUSTRY STATION	INDUSTRY STATION	11-000977	02/03/2014

Now scan the barcode



You should see the barcode scan into the barcode field and it should process automatically, navigating you to the process screen, displaying the appropriate location:

User Name Sarah Mikołajczyk
Database PRELIMS_OWNER
Version LASD Build 1.8870-NET4.0.30319
Barcode V02W2SAFE [Dashboard](#) [LogOut](#)

« MENU

Dashboard

New Case

Search

Bulk Container

Service Request

Inventory

LAM

Admin

Reports

Activity Log

Documents

Setup

DNA

Instrument

QMS

Logout

Quick Find

Department

URN/Dept Case#

Lab Case #

Clear Search

Recent Cases

URN / Dept Case #	Department	Investigating Agency	Lab Case #	Last Opened
015-08230-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000732	02/05/2014
088-05550-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-001319	02/05/2014
091-87736-2000-099	ADMIN-EXECUTIVE OFFICES	EAST LOS ANGELES STATION	12-000574	02/05/2014
015-06190-0200-184	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000656	02/05/2014
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910-04803-0200-999	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	10-000018	02/04/2014
2010-20994	BELL GARDENS POLICE DEPARTMENT	BELL GARDENS POLICE DEPARTMENT	10-000019	02/04/2014
SR1	ADMIN-EXECUTIVE OFFICES	ADMIN-EXECUTIVE OFFICES	14-000019	02/04/2014
187-14356-3199-011	DET-HOMICIDE BUREAU	EAST LOS ANGELES STATION	11-000032	02/04/2014
411-07654-1400-167	INDUSTRY STATION	INDUSTRY STATION	11-000977	02/03/2014

2 3 4 5 6 7 8 9 10 ...

User Name Sarah Mikołajczyk
Database PRELIMS_OWNER
Version LASD Build 1.8870-NET4.0.30319
Barcode [Dashboard](#) [LogOut](#)

BARCODE TRANSFER

Custody Of 02W2 - ELA Watch Commander Office

Location SAFE - Safe - Restricted

Transfer By Sarah Mikołajczyk

Comments

Tracking Number

Please scan items

☐ Get Signature ☐ Print Receipt (transfer.rpt)

Save Cancel Drop Item

FAQs

- If the barcode stops scanning during the install, unplug and plug USB end back into computer. Repeat Step 3.
- If the barcode scans into the field but it does not automatically process, you need to rescan the carriage return barcodes.
- If the barcode scans and behaves other than expected it is possible that the scanner has not been converted to keyboard wedge. Repeat Step 3.

SIGNATURE PAD INSTALLATION

These are instructions for the installation of the ePad-ink (V9805) USB signature pad.

The following is required for installation:

- ePad-ink (V9805) signature pad
- Driver installation disk
- esW25com.ocx
- esutil.dll



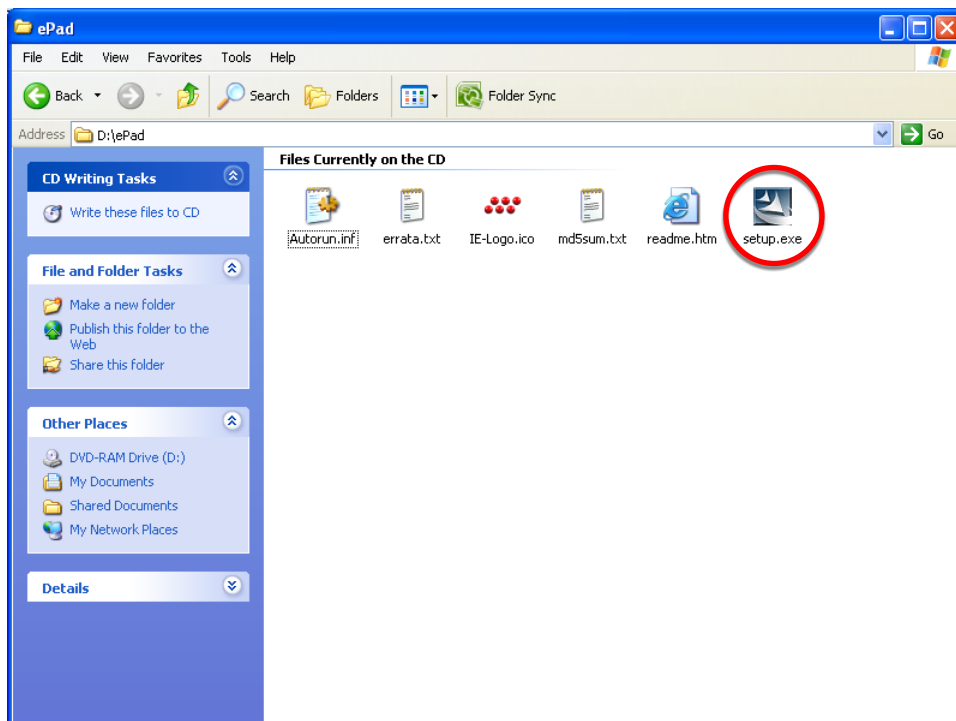
ePad-ink (V9805)

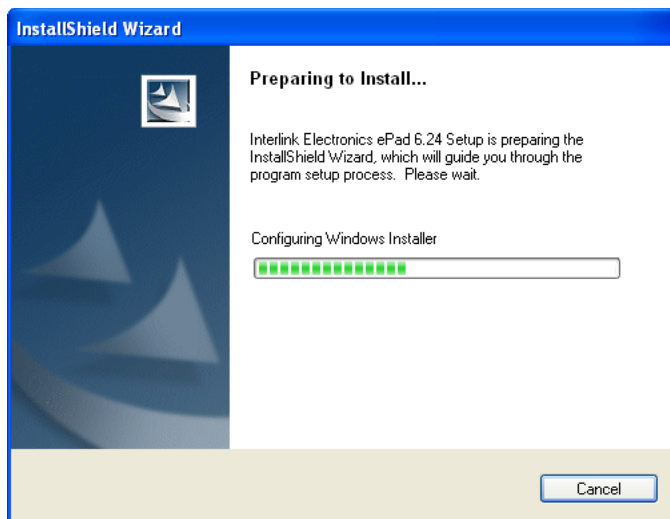
Step 1: Install the driver

Place the disk in the disk drive and select Install ePad Drivers.

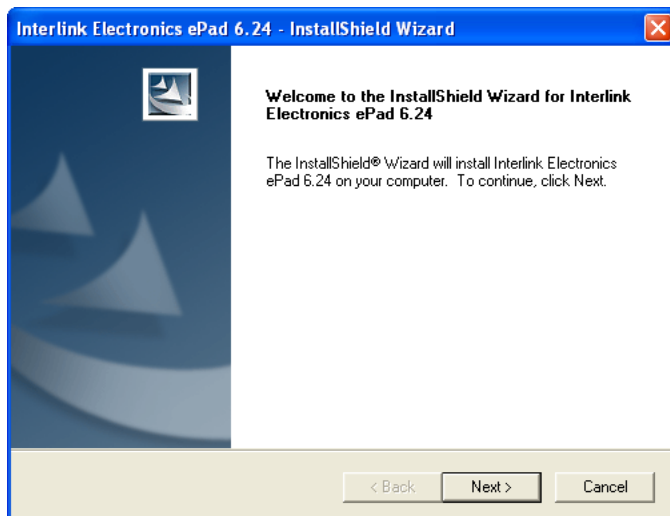


If it does not run automatically, open the epad folder and select setup.exe.

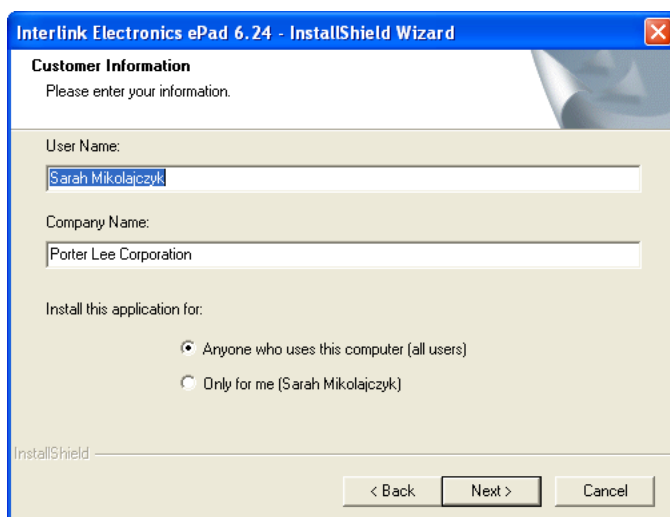




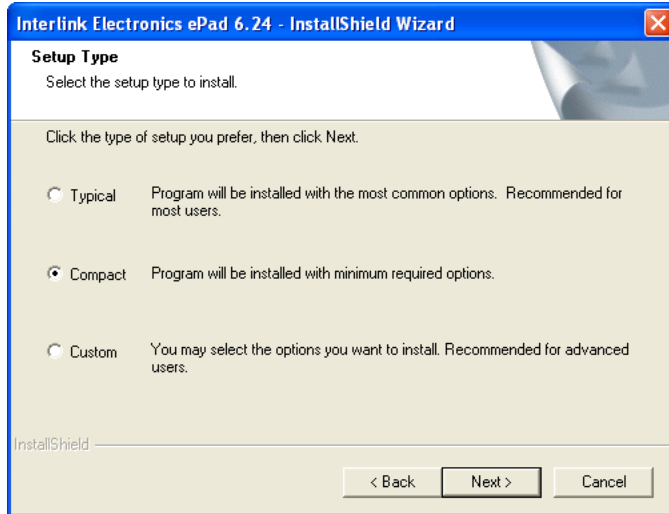
Click Next



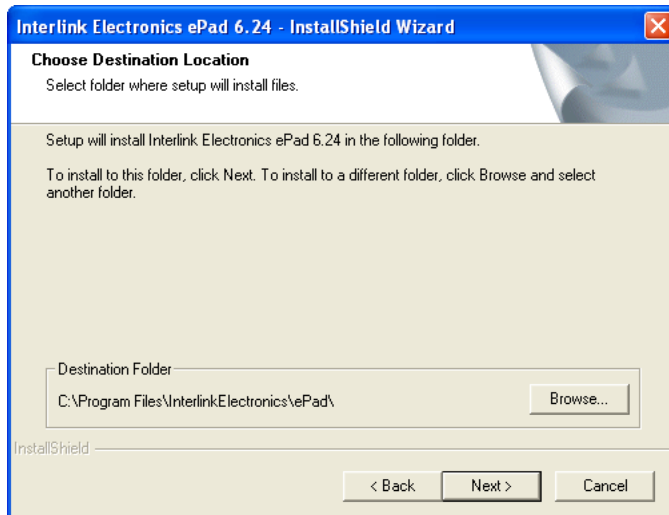
Click Next



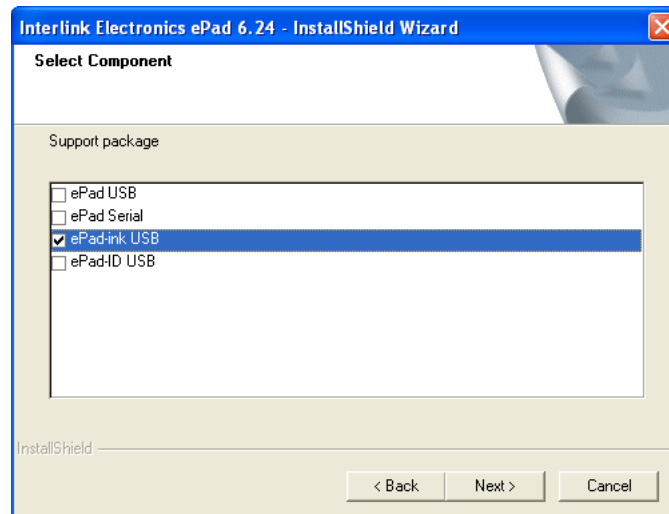
Click Next



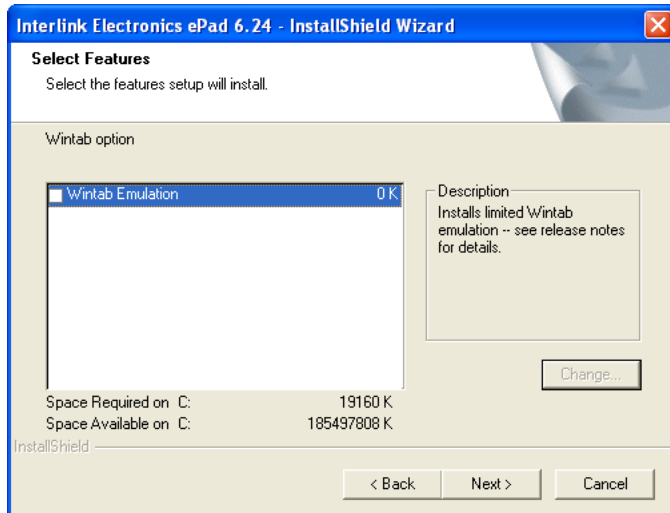
Click Next



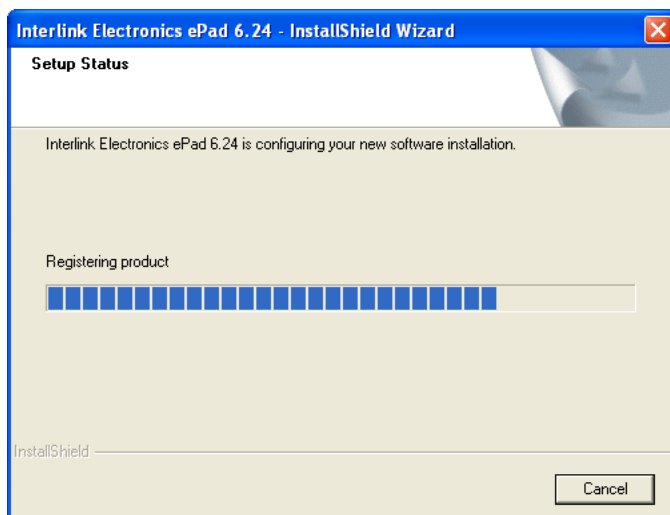
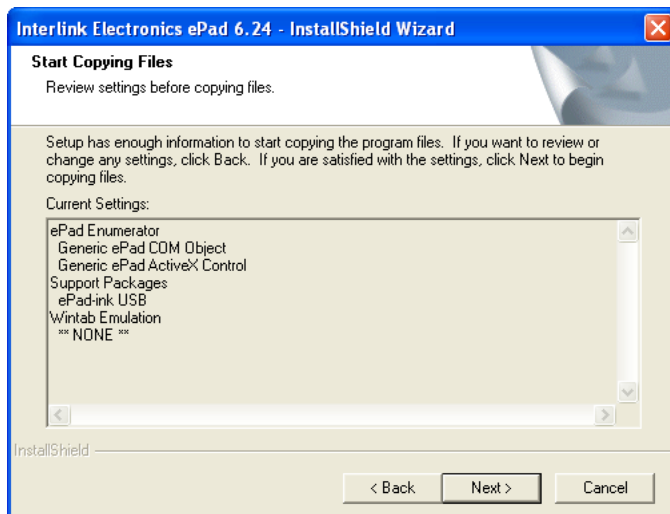
Select ePad-ink USB and Click Next



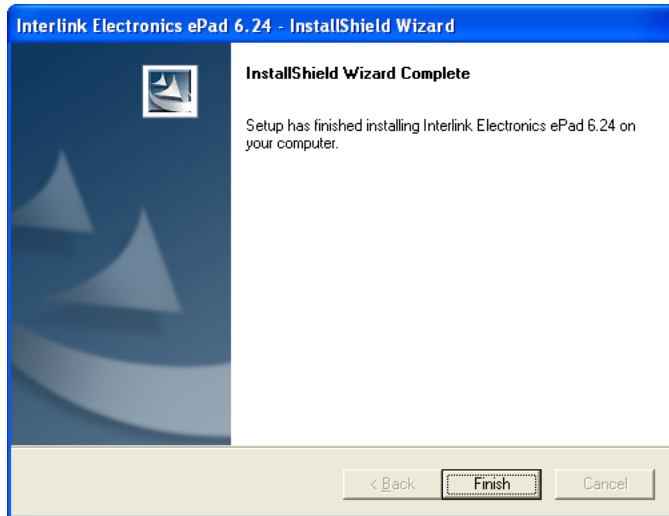
Click Next



Click Next



Click Finish

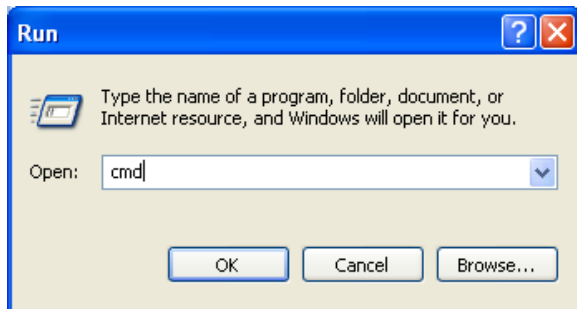


Step 2: Plug the signature pad into an operable USB port on the computer. The light on the screen may flash and the computer will recognize that it has been attached.

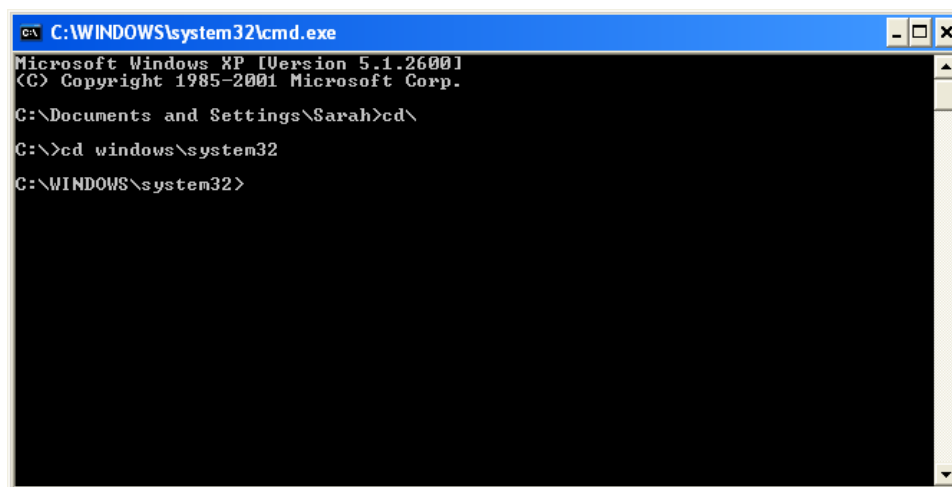
Step 3: Put the following files in the c:\windows\system32 directory

- esW25com.ocx
- esutil.dll

Register the esW25com.ocx by opening a command prompt



Click ok



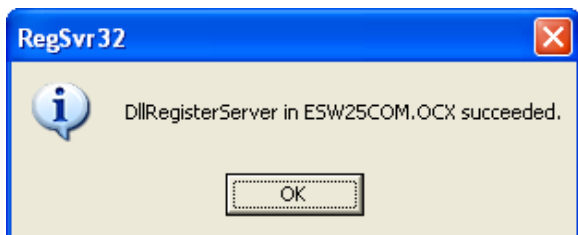
Navigate to the c:\windows\system32 directory

Type: **Regsvr32 esw25com.ocx**

```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.




C:\Documents and Settings\Sarah>cd\
C:\>cd windows\system32
C:\WINDOWS\system32>REGSVR32 ESW25COM.OCX_
```

Click Enter and you should receive the following message:



Step 4: Test

Log on to PLIMS. Select a case (click on a recent case)



User Name Sarah Mikołajczyk
Database PRELIMS_OWNER
Version LASD Build 1.8870-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

Quick Find

Department
URN/Dept Case#
Lab Case #

Recent Cases

URN / Dept Case #	Department	Investigating Agency	Lab Case #	Last Opened
015-08230-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000732	02/05/2014
088-05550-0200-390	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-001319	02/05/2014
091-87736-2000-099	ADMIN-EXECUTIVE OFFICES	EAST LOS ANGELES STATION	12-000574	02/05/2014
015-06190-0200-184	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	13-000656	02/05/2014
SR2	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	14-000020	02/04/2014
910-04803-0200-999	EAST LOS ANGELES STATION	EAST LOS ANGELES STATION	10-000018	02/04/2014
2010-20994	BELL GARDENS POLICE DEPARTMENT	BELL GARDENS POLICE DEPARTMENT	10-000019	02/04/2014
SR1	ADMIN-EXECUTIVE OFFICES	ADMIN-EXECUTIVE OFFICES	14-000019	02/04/2014
187-14356-3199-011	DET-HOMICIDE BUREAU	EAST LOS ANGELES STATION	11-000032	02/04/2014
411-07654-1400-167	INDUSTRY STATION	INDUSTRY STATION	11-000977	02/03/2014

Click on the items tab. Select an item and click the transfer button.

LASD Build 1.8870-NET4.0.30319, PRELIMS_OWNER, Sarah Mikolajczyk, TECHNICAL SERV-SCIENTIFIC SERVICES BUREAU

015-08230-0200-390 / EAST LOS ANGELES STATION

Dashboard | Logout

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

Item #	CSI #	Category	Packaging	Item Type	Status	Item Location
1		Evidence	Envelope	Narcotics	Hold	LASD Personnel CPE EPC
2		Evidence	Envelope	Narcotics	Hold	ELA Bulk 1 Floor
3		Evidence	Plastic bag	Firearm	Hold	LASD Personnel ELA SGT
4		Evidence	Envelope	Bottles/Cans	Hold	CPE1 Narcotics N1, Aisle A, Column
5		Evidence	Bucket	Bedding	Hold	Scientific Services Bureau (Crime La
6		Evidence	Bucket	Bicycle/Bike	Hold	Scientific Services Bureau (Crime La
7		Evidence	Bucket	Bicycle/Bike	Hold	Scientific Services Bureau (Crime La
8		Found Prope Box		Beverage	6 Month Dispo	Scientific Services Bureau (Crime La

Find Custody Location: LASD Personnel-CPE EPC Tracking Number: 052060100

Item # 1 CSI # Qty 1 LRN

Category * Evidence

Packaging * Envelope

Item Type * Narcotics

Description * suspected controlled substance

Collected By Date

Booked By Sarah Mikolajczyk - SSB Date 11/11/2013

Status Hold

Reference Barcode

Add Edit Save Cancel Delete RecordUnlock

Attribute Currency Names

Drug Type * Suspected Heroin

Gross weight (CPE/Lab Use Only) 500.00

Gross Weight Units grams

Dupe Sample Kit Container Item List Evidence Page Transfer Label Status Change

Enter the custody, location, check the Get Signature Box and select at least one item by checking the box. Click the Transfer Items button. If it requests a password, type it in and then click the Transfer Items button again.

User Name Sarah Mikolajczyk

Database PRELIMS_OWNER

Version LASD Build 1.8870-NET4.0.30319

Barcode

Dashboard LogOut

URN/Dept Case#: 015-08230-0200-390 - Transfer Information

Date/Time * 02/05/2014 03:38:32 PM

Custody * ELA Bulk 1

Location * Floor

Comments

Tracking Number

☒ Get Signature ☐ Print Receipt (transfer.rpt)

Item Description	Custody Of - Location	Open Assignments
<input type="checkbox"/> C# BOX2013-00089 Item#: 1 - Envelope Qty: 1 Narcotics Desc: suspected controlled substance	LASD Personnel - CPE EPC	
<input type="checkbox"/> C# BOX2013-00088 Item#: 2 - Envelope Qty: 1 Narcotics Desc: suspected controlled substance	ELA Bulk 1 - Floor	
<input type="checkbox"/> Item#: 3 - Plastic bag Qty: 1 Firearm Desc: rifle	LASD Personnel - ELA SGT	
<input checked="" type="checkbox"/> Item#: 4 - Envelope Qty: 1 Bottles/Cans Desc: metal can	CPE1 Narcotics - N1, Aisle A, Column 6, Shelf E	
<input type="checkbox"/> Item#: 5 - Bucket Qty: 1 Bedding Desc: bedding okav test	Scientific Services Bureau (Crime Lab) - MIKE EVANS	

Transfer Items Back to Case

The following screen will appear:

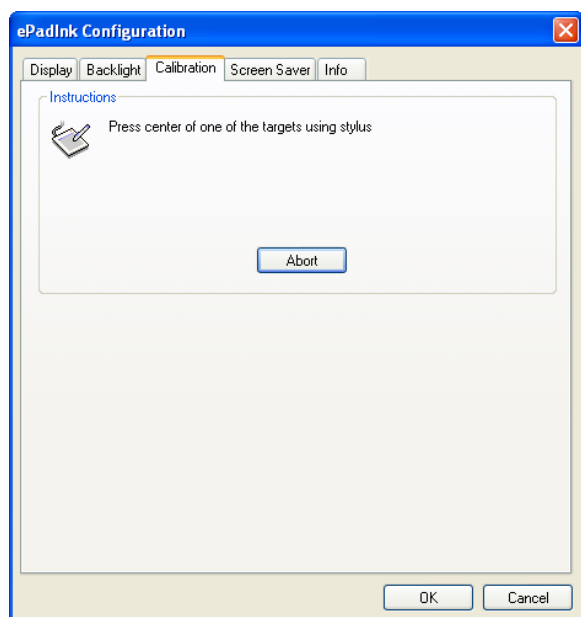
The screenshot shows the ePadLink application interface. At the top, there are three images: a fingerprint scanner, a DNA helix, and a laboratory setup. To the right, user information is displayed: User Name: Sarah Micolajczyk, Database: PRELIMS_OWNER, Version: LASD Build 1.8870-NET4.0.30319, and a Barcode field. Below this, there are links for 'Dashboard' and 'LogOut'. The main area displays 'URN/Dept Case#: 015-08230-0200-390 - Transfer Information'. On the left, there are fields for Date/Time, Custody, Location, Comments, Tracking Number, and checkboxes for 'Get Signature' and 'Print R'. A list of items is shown with checkboxes and descriptions. A 'Signature Capture' dialog box is open in the center, prompting the user to enter their signature. The dialog box contains instructions: '1. Type your name in the space provided.', '2. Sign on the signature pad.', and '3. Click the "Accept Signature" button.' It includes a text field for the name, a large signature pad area with the 'IntegriSign' logo, and buttons for 'Sign', 'Redo Signature', 'Accept Signature', and 'Cancel'. At the bottom right of the main window, there are buttons for 'Transfer Items' and 'Back to Case'.

Type in your name and sign

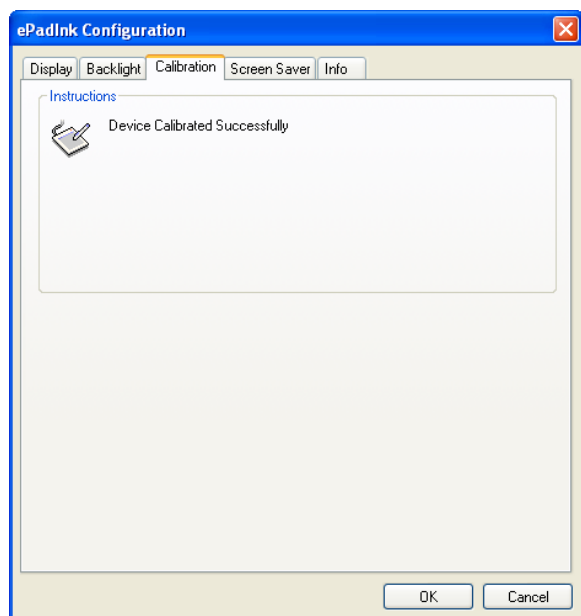
You may see the following the first time:

The screenshot shows the 'ePadLink Configuration' dialog box. It has tabs for 'Display', 'Backlight', 'Calibration', 'Screen Saver', and 'Info'. The 'Display' tab is selected. Under 'Default Background Image', there are radio buttons for 'On', 'Off', and 'User Defined', with a dropdown menu set to 'Alternate1'. Under 'Inking', there are radio buttons for 'On', 'Off', and 'Auto', with a 'Seconds' field set to '5.0'. There is also a 'Color' section with radio buttons for 'Black' and 'White'. Under 'Region', there are input fields for 'X1', 'Y1', 'X2', and 'Y2', with 'X1' set to '0', 'Y1' set to '0', 'X2' set to '319', and 'Y2' set to '239'. A checkbox for 'Map Inking Region Only' is checked. At the bottom, there are 'OK' and 'Cancel' buttons.

Click on the Calibration tab and click ok



Tap on the boxes on the pad with the stylus. They will both disappear once you have tapped them. Click Ok.



Click Ok. You will see that a signature screen appears on the epad. Type in your name on the web page and sign. Click Accept Signature

The screenshot displays a web-based interface for a case management system. At the top, there are three small images: a document, a DNA helix, and a laboratory tray. To the right, user information is shown: User Name: Sarah Mikołajczyk, Database: PRELIMS_OWNER, Version: LASD Build 1.8870-NET4.0.30319, and a Barcode field. Below this, a header bar indicates the current case: URN/Dept Case#: 015-08230-0200-390 - Transfer Information. The main area on the left contains a list of case details: Date/Time (02/05/2014), Custody (ELA Bulk), Location (Floor), Comments, Tracking Number, and checkboxes for 'Get Signature' (checked) and 'Print R'. Below this is a table of items with columns for Item Description, Qty, and Desc. The table lists several items, including narcotics, a plastic bag, a firearm, an envelope, and a bucket. A 'Signature Capture' dialog box is overlaid on the right side of the screen. The dialog has a title bar and a close button. The main text reads 'Please enter your signature.' followed by three numbered instructions: 1. Type your name in the space provided. 2. Sign on the signature pad. 3. Click the 'Accept Signature' button. Below the instructions is a text input field labeled 'Type your name here :' with the value 'PLC Tester'. Underneath the text field is a large rectangular area for a signature, which contains the handwritten word 'Tester'. At the bottom of the dialog are four buttons: 'Sign', 'Redo Signature', 'Accept Signature', and 'Cancel'. In the bottom right corner of the main interface, there are two buttons: 'Transfer Items' and 'Back to Case'.

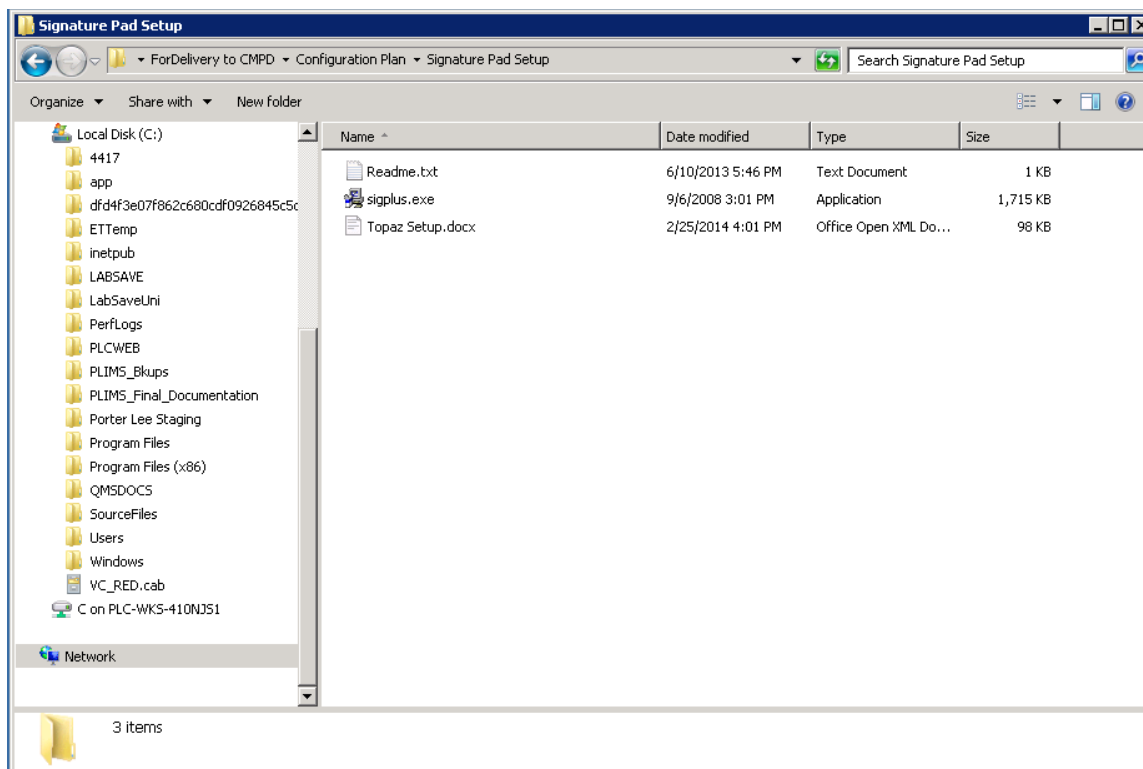
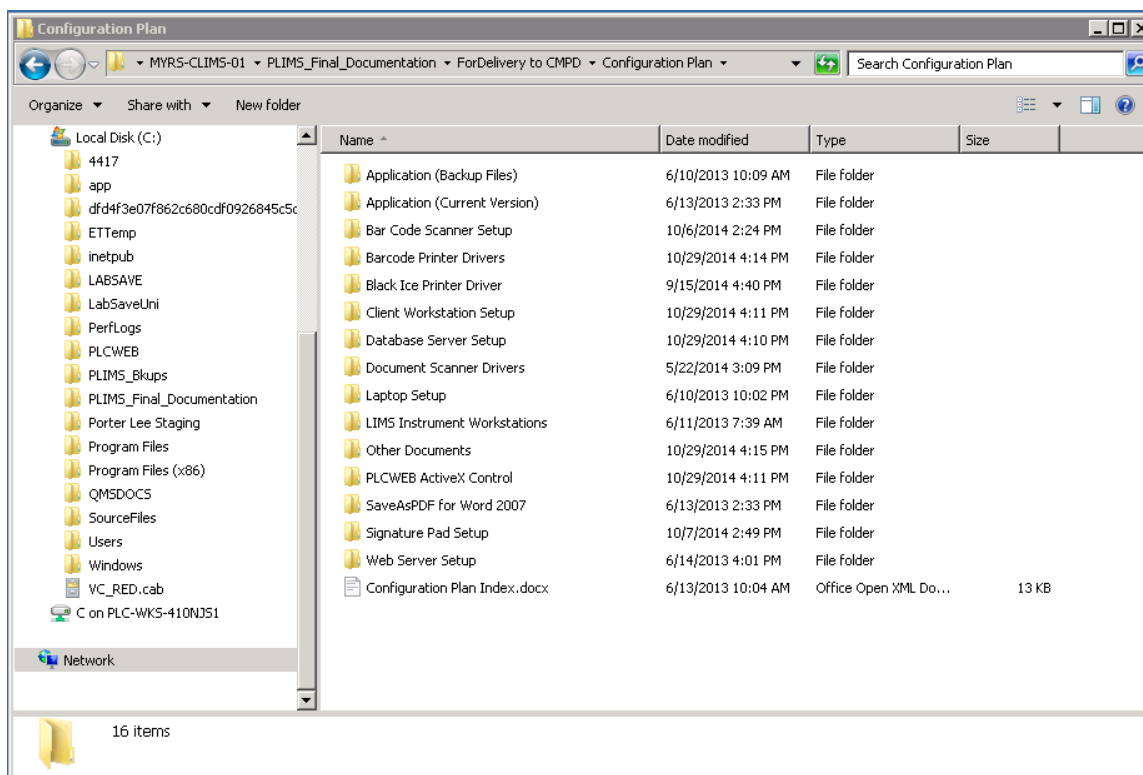
FAQs

- If the computer is just not recognizing the epad try another USB port and completely uninstall, reinstall and re-register the OCX.

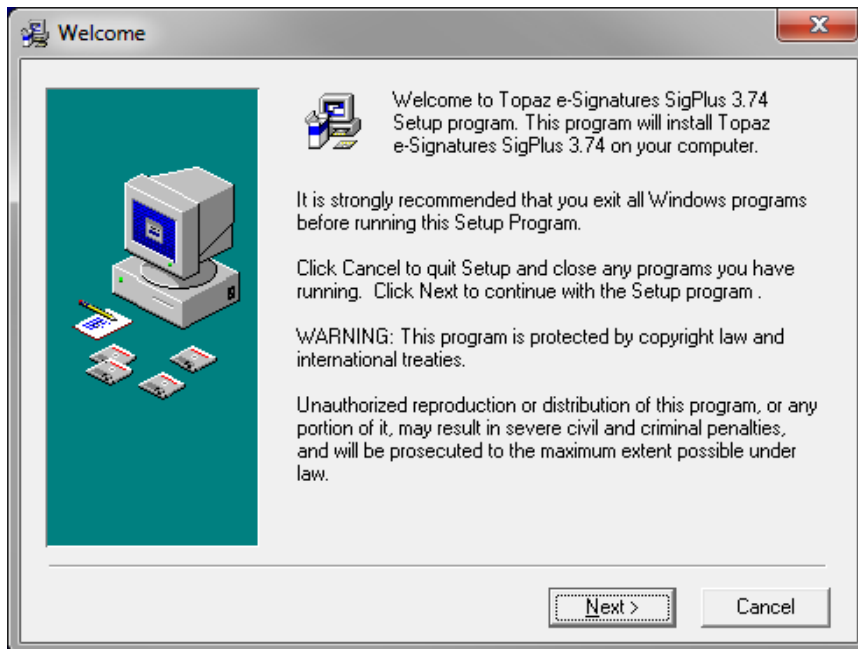
TOPAZ SETUP

Run Sigplus.exe. The application can be found on server 10.66.33.31 in PLIMS_Final_Documentation\ForDelivery to CMPD\Configuration Plan\Signature Pad Setup.

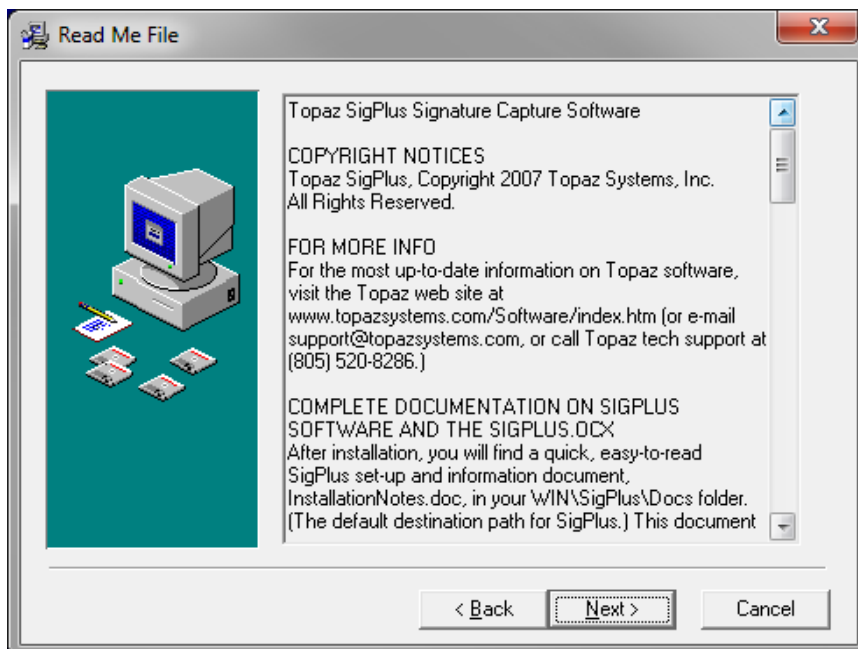
NOTE If the signature pad is already plugged in to the USB port, unplug it before running Sigplus.exe.



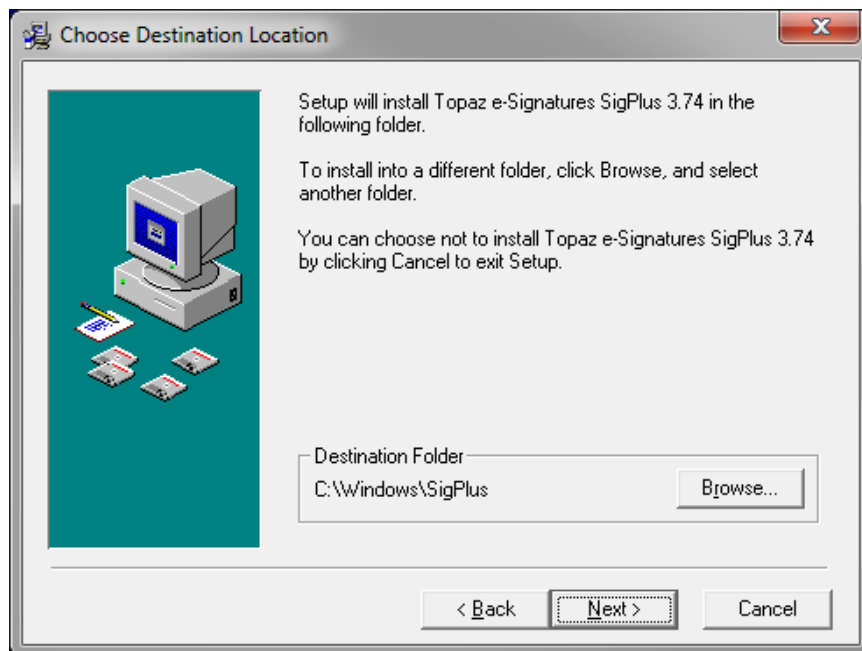
Click **Next**.



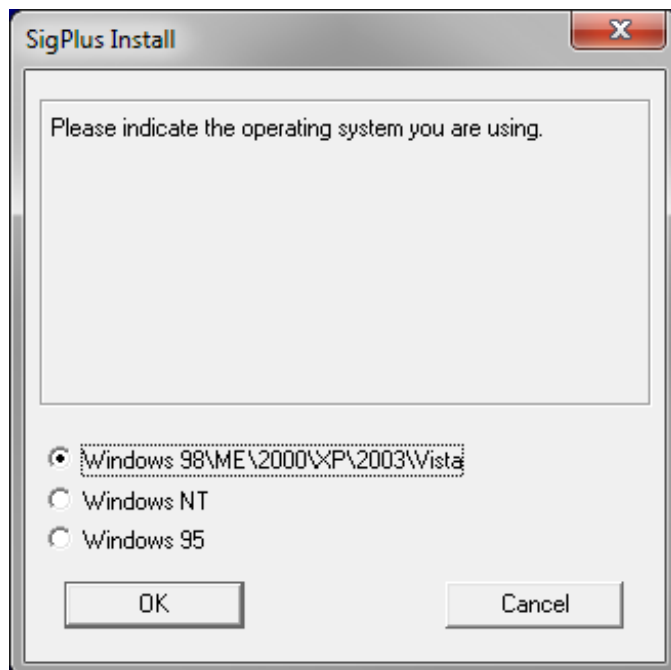
Click **Next**.



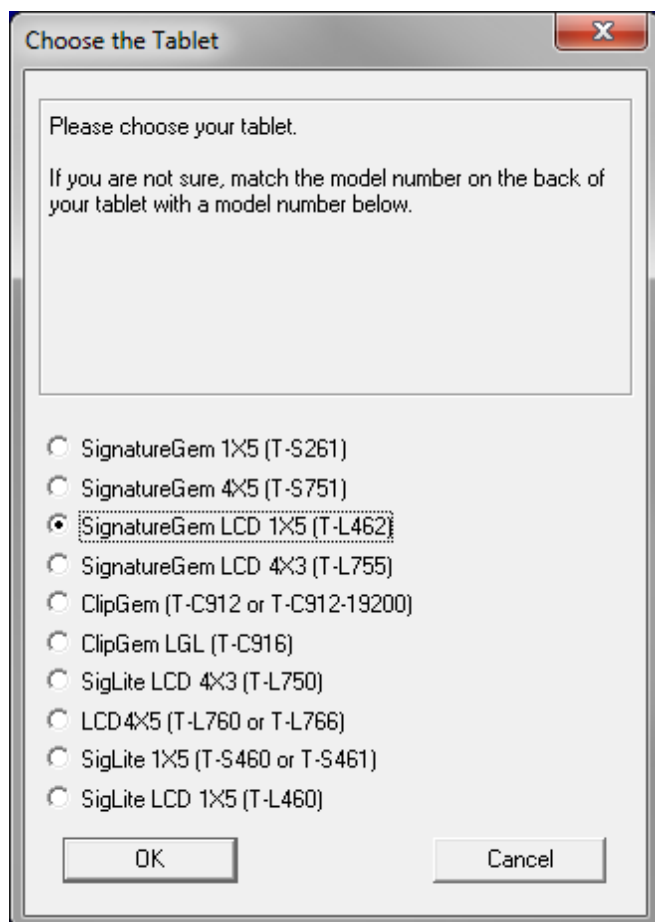
Click **Next**.



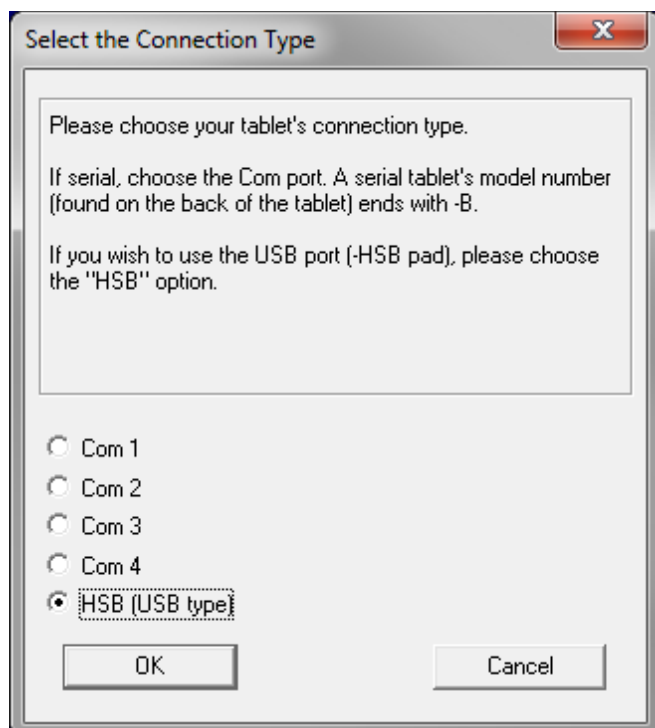
Select your version of Windows and click **OK**.



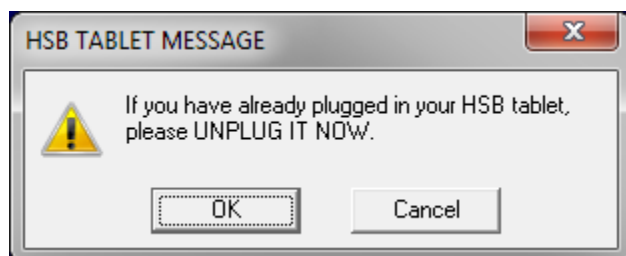
Select the model of your tablet and click **OK**.



Select **HSB (USB type)** and click **OK**.



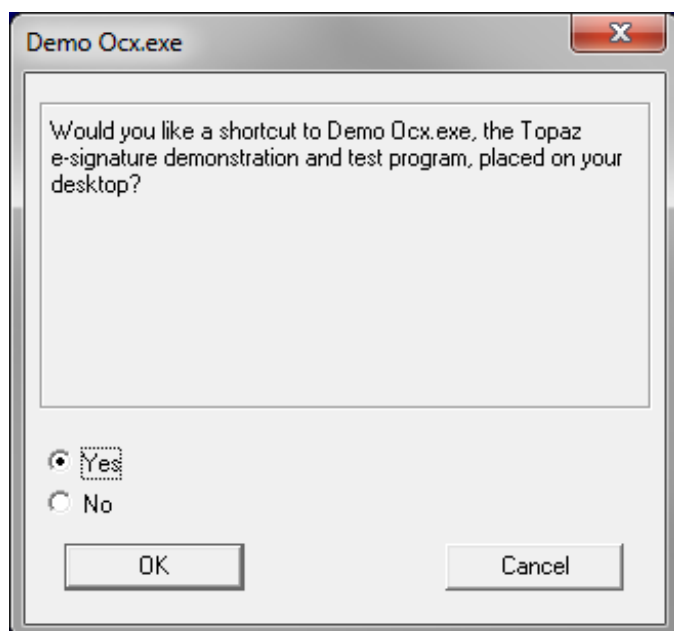
If the signature pad is already plugged in to the workstation, unplug it and click **OK**.



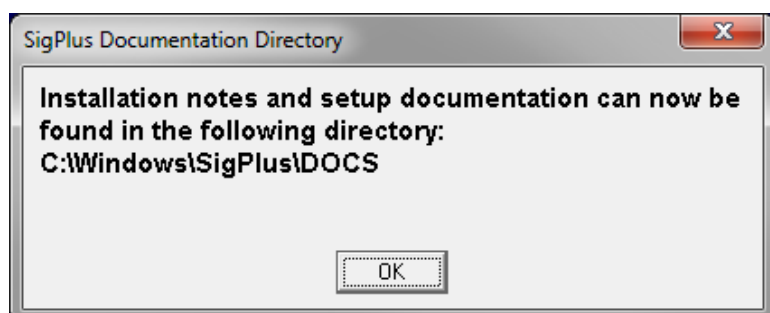
Click **Agree**.



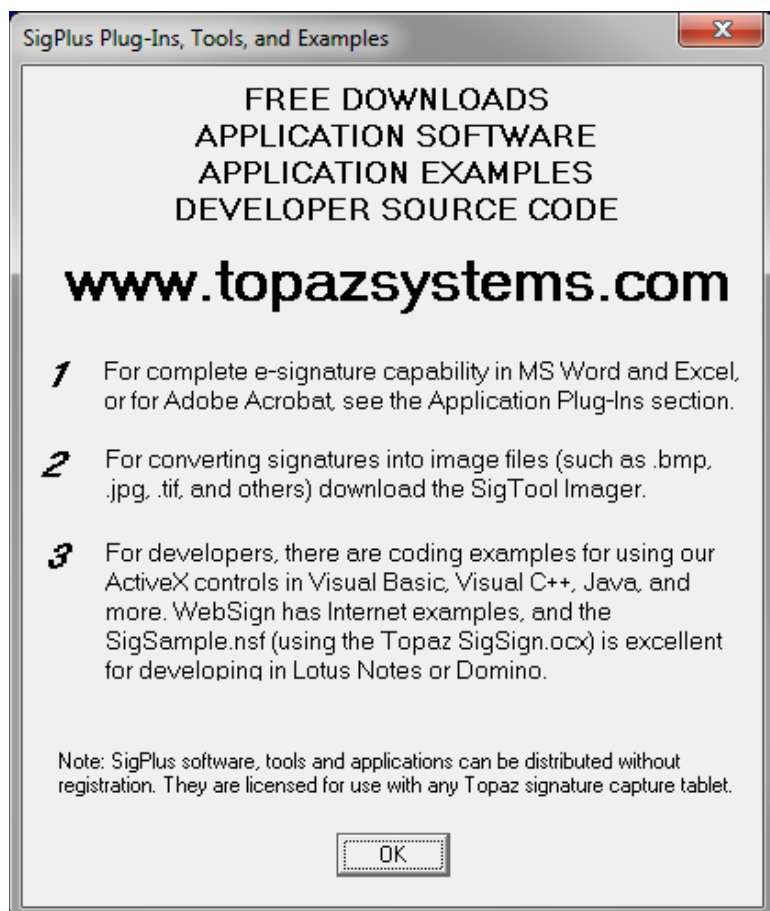
Click **OK**.



Click **OK**.



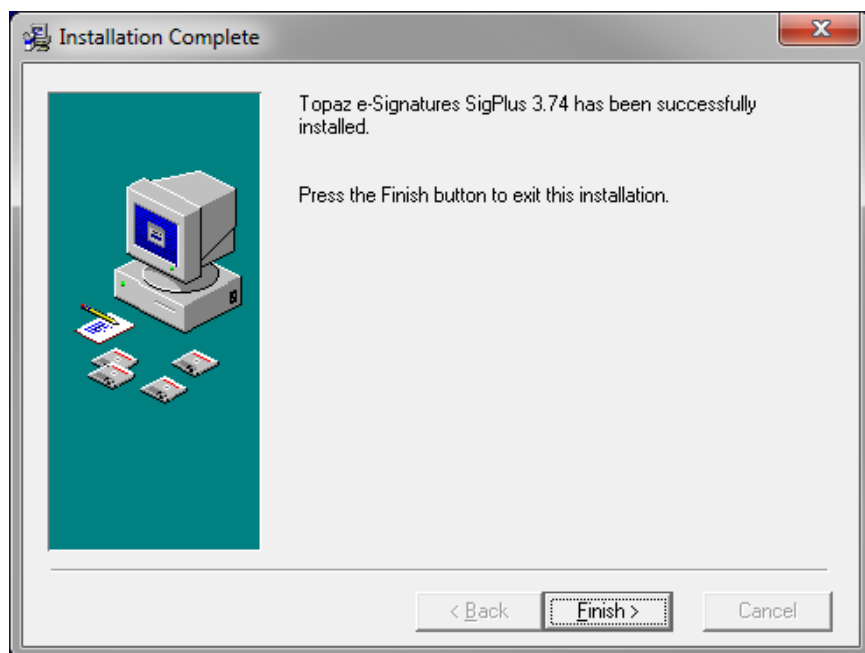
Click **OK**.



Click **OK**.



Click **Finish**. Then plug the tablet into the USB port. The drivers should load automatically.



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.

UPDATING TV_LABCTRL AND TV_USERPREFS

In order to enable the scanner monitor feature, you need to run the following query:

```
UPDATE TV_LABCTRL4  
SET USES_SCANNER_MONITOR = 'T'
```

The scanner monitor path will be set to C:\LabSave\SCANNERMONITOR by default. You can set a different default path by running the following query:

```
UPDATE TV_LABCTRL4  
SET SCANNER_MONITOR_PATH = 'Enter your path here'
```

The scanner monitor path set in the LIMS is saved for individual users in TV_USERPREFS. You may need to run the following query to increase the length of the PREFERENCE_VALUE field:

```
ALTER TABLE TV_USERPREFS  
ALTER COLUMN PREFERENCE_VALUE VARCHAR(250)
```

INSTALL THE THIRD PARTY SCANNER DRIVER

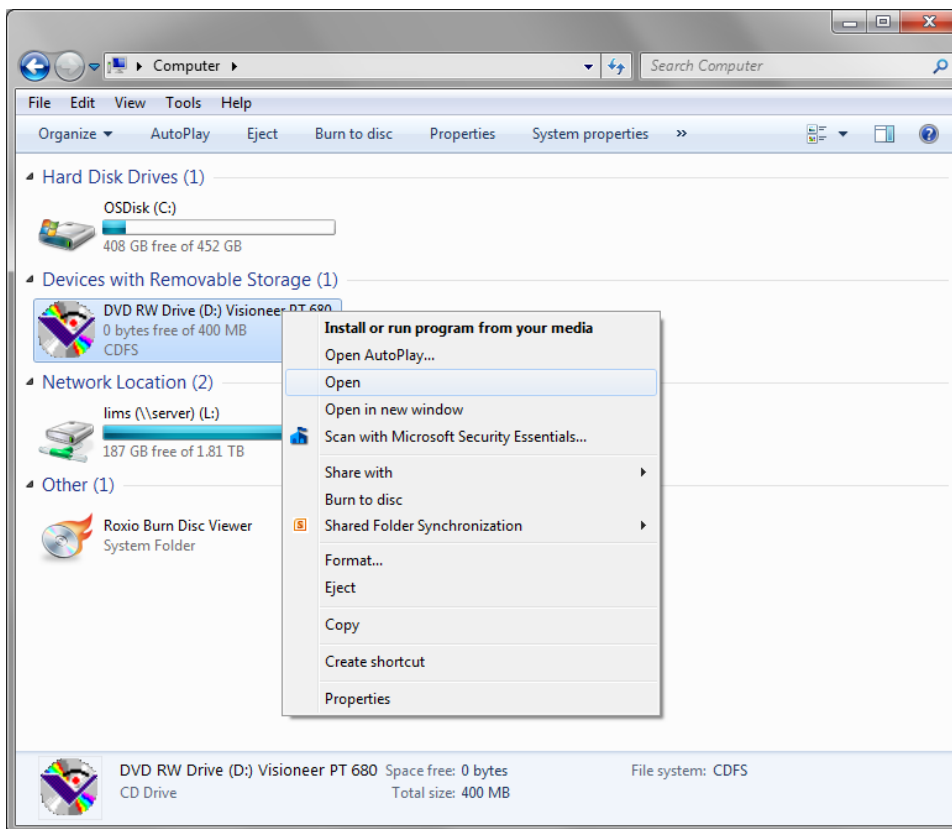
NOTE In this document, we are using the Visioneer Patriot 6870 scanner software. Please refer to your product-specific manual for driver configurations.

1. If you have the installation disc that came with your Visioneer Patriot 680 Scanner, proceed to step 2.

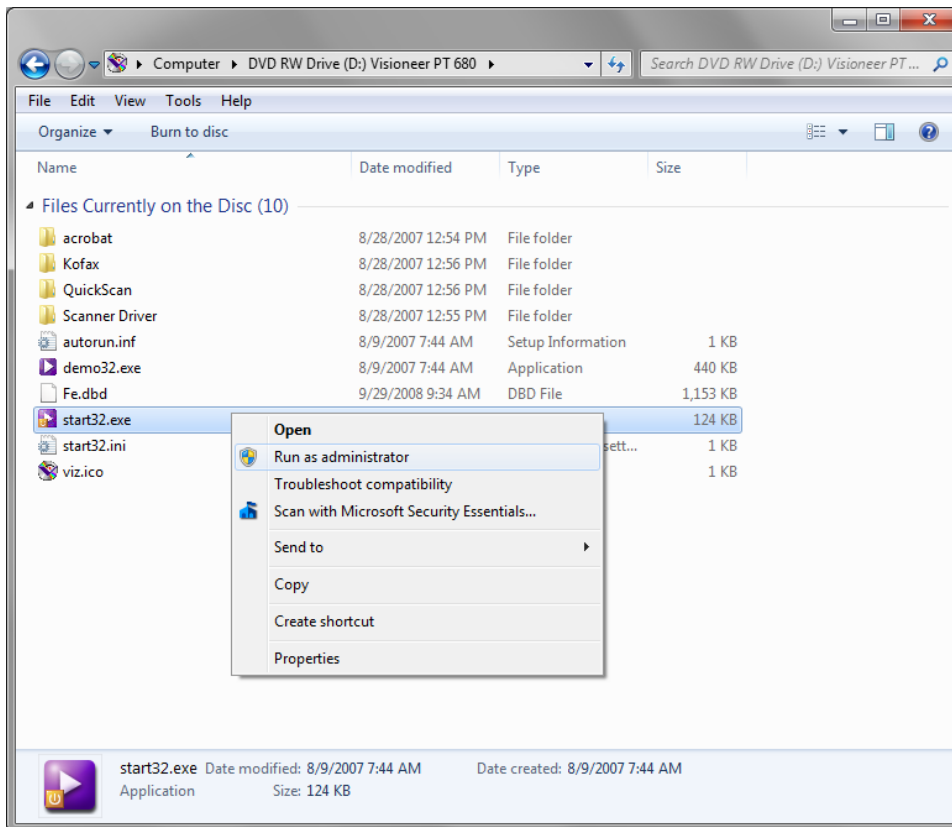
If you do not have the disc, download the scanner driver and OneTouch software from <http://support.visioneer.com>. Once you have downloaded both files, go to the download location, right-click on the file named PT680.46101028.EN.msi. Select **Install** and proceed to step 5.

2. Insert Disc 1 "Application, Documentation & Driver Disc" into your computer's disk drive. The Installation menu should open automatically. If the menu does not open, see page 9 of the [Visioneer Patriot 680 Scanner User's Guide](#) for troubleshooting information.

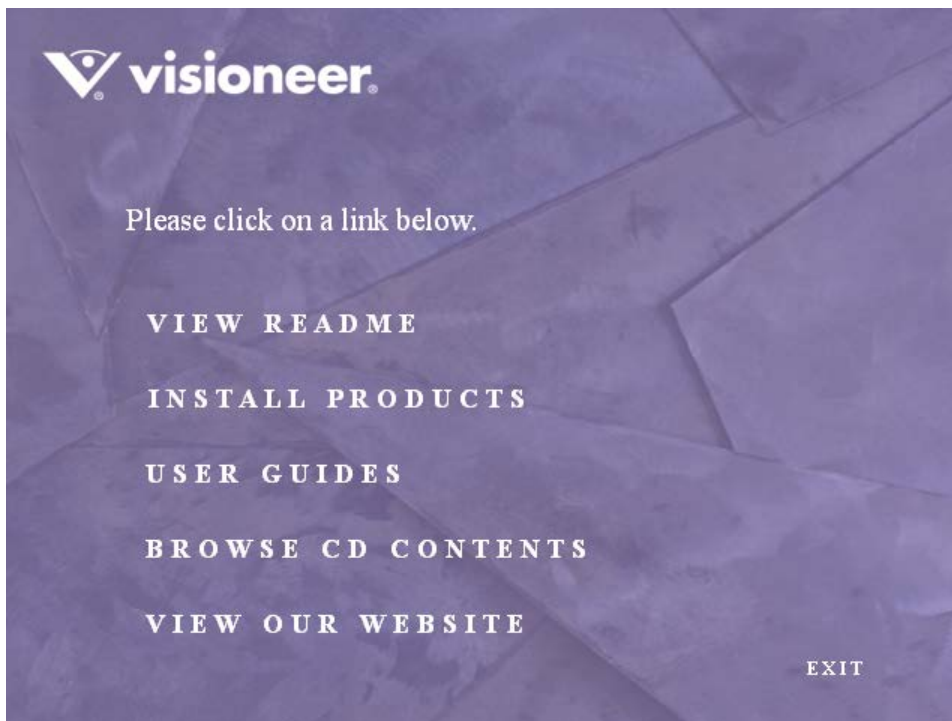
NOTE If you are using Windows 7, you need to run the installation software as an administrator. If the program runs automatically when you insert the disc, click Exit and go to your Computer. Right-click on the disk drive and select **Open**.



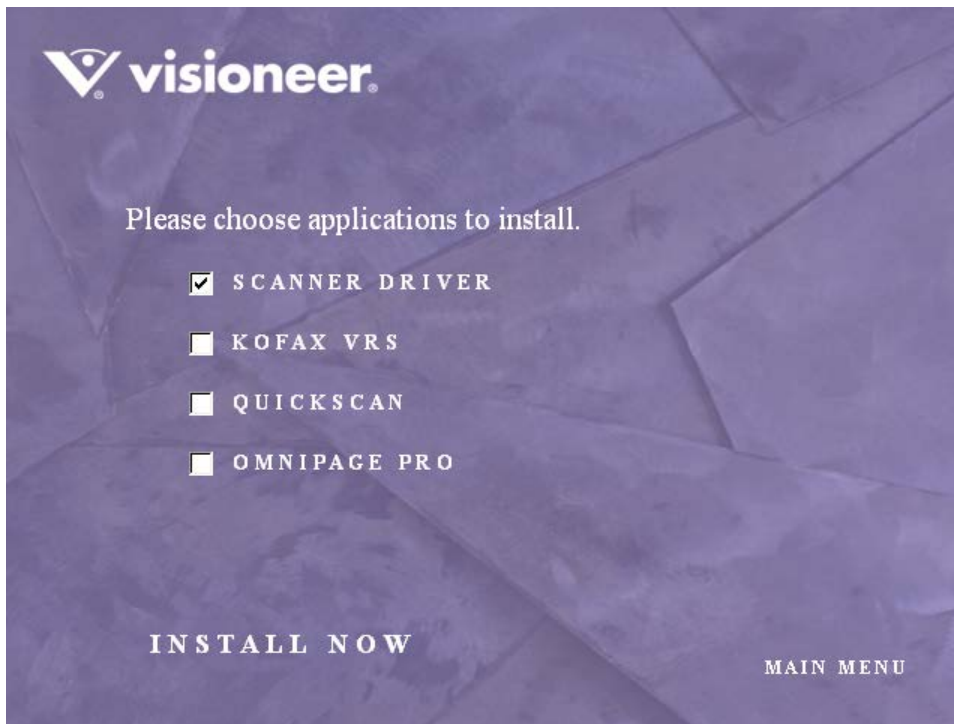
3. Right-click on the file named START32.EXE and select **Run as administrator**.



4. On the Installation menu, click Install Products.



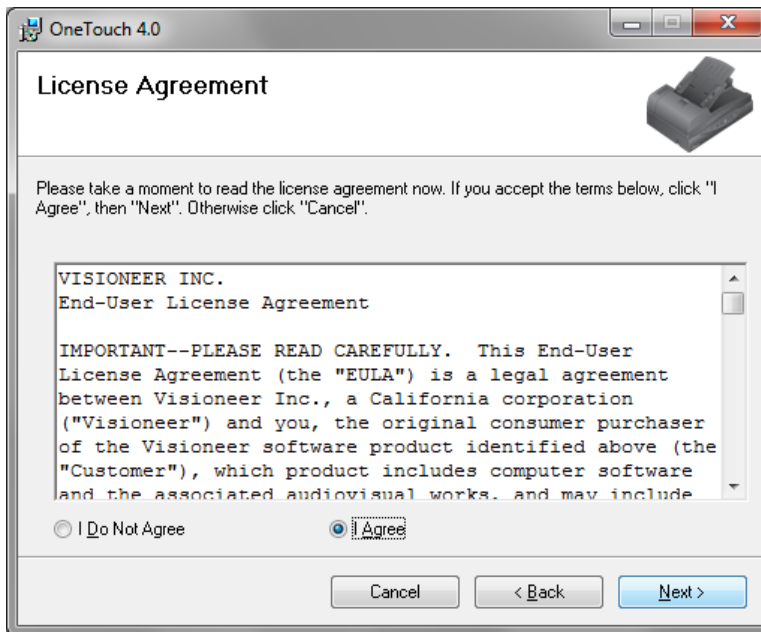
5. Select Scanner Driver and then click Install Now.



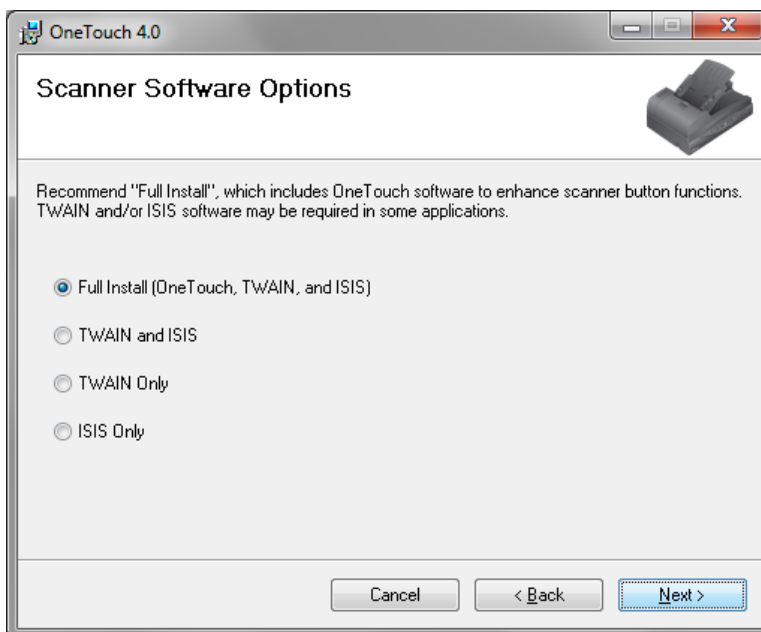
6. The OneTouch Setup Wizard will open. Click **Next**.



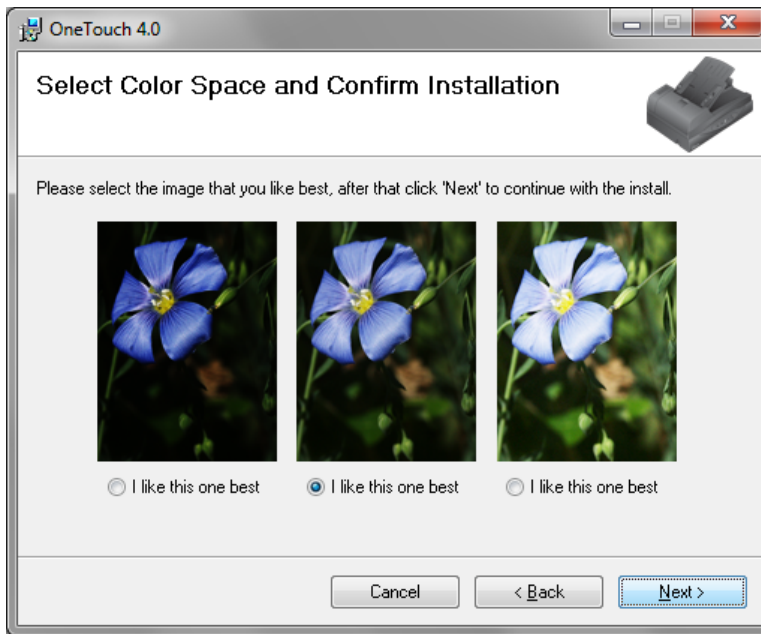
7. Select **I Agree** and click **Next**.



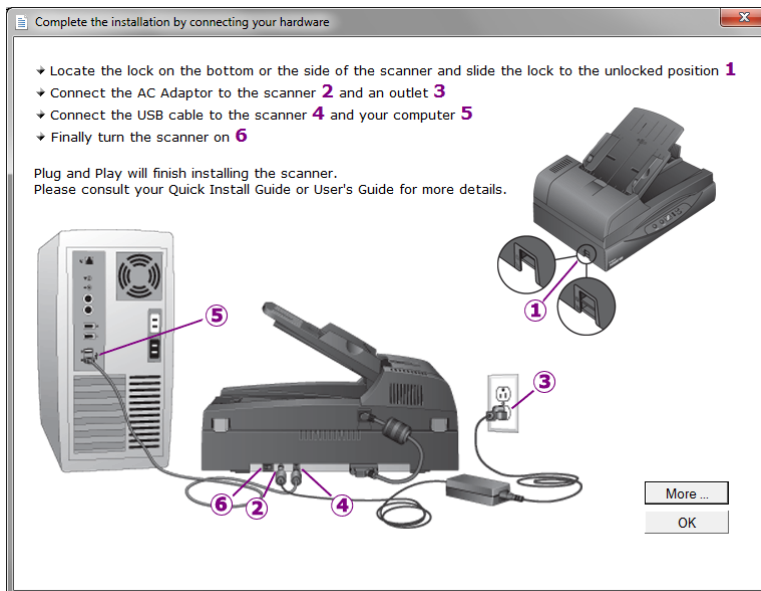
8. Select Full Install (OneTouch, TWAIN, and ISIS) and click Next.



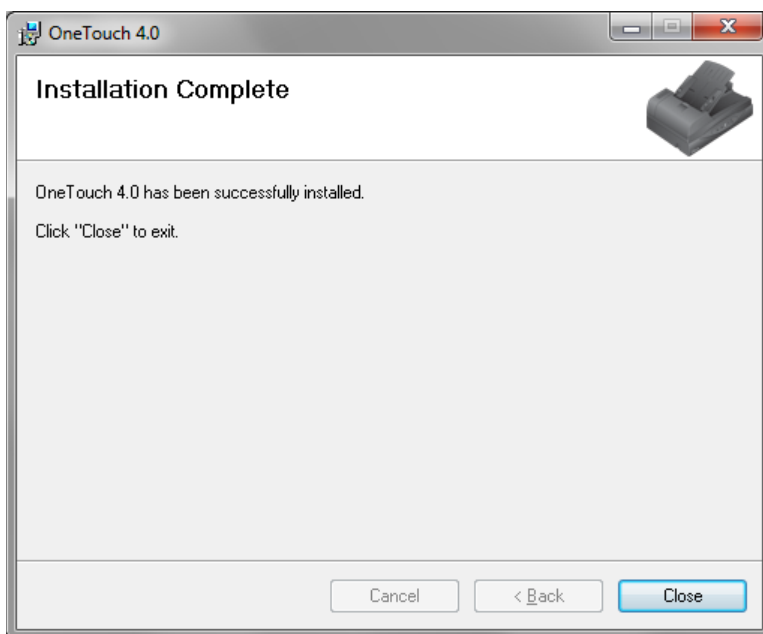
9. This screen displays three image quality samples. Select the image that looks best and click **Next**.



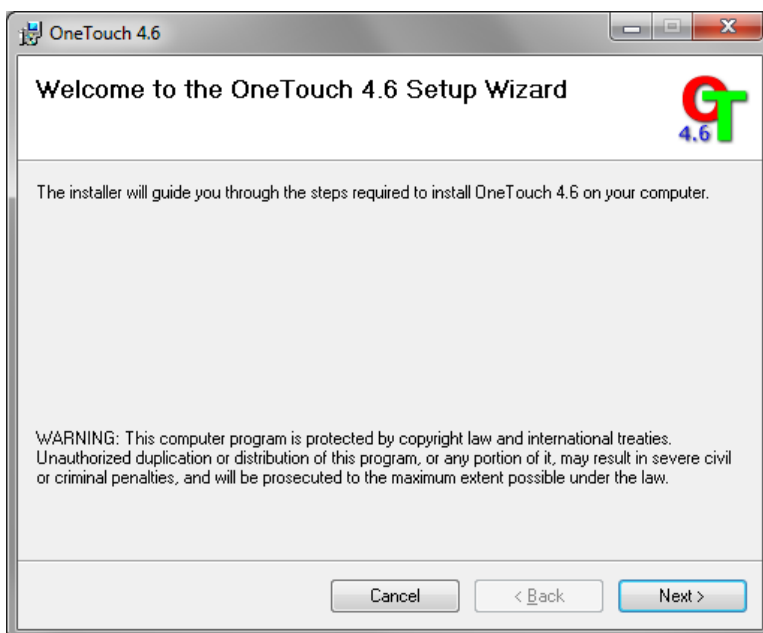
10. STOP WHEN YOU SEE THIS SET UP WINDOW. Do not click OK yet.
11. Following the instructions on the screen, connect and power on the scanner. Do not proceed until you receive a message that your computer has found the new hardware. When you're certain that the software has completely loaded, click **OK**.



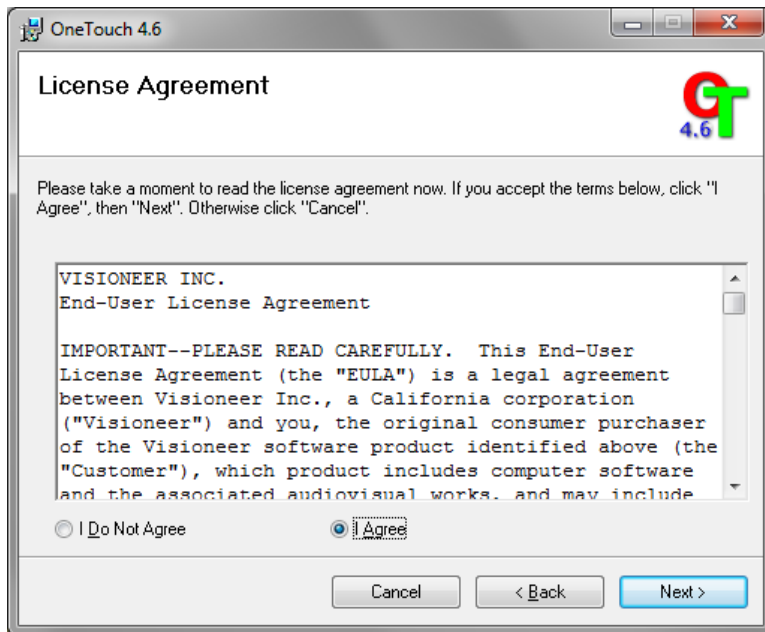
12. Click **Close** on the Installation Complete screen to exit the Setup Wizard.



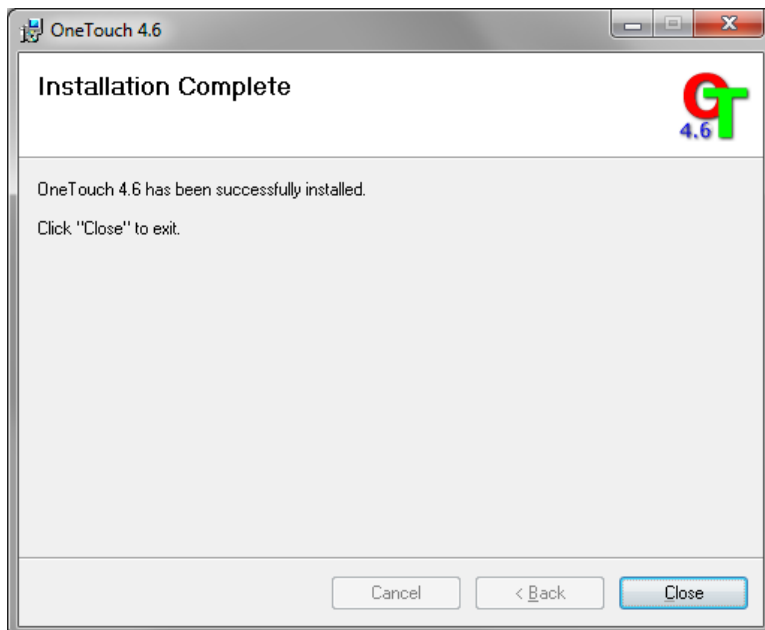
13. If you downloaded the scanner driver and OneTouch software instead of using the installation disc, go to the download location and right-click on the file named OT4.6.1112.8238.EN.msi and select Install.
14. The OneTouch Setup Wizard will open. Click **Next**.



15. Select **I Agree** and click **Next**.

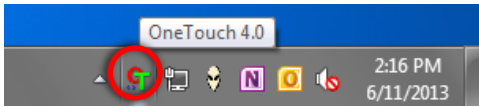


16. Click **Close** in the Installation Complete window to exit the Setup Wizard.

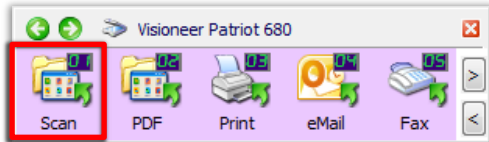


CONFIGURE THE ONETOUCH BUTTON

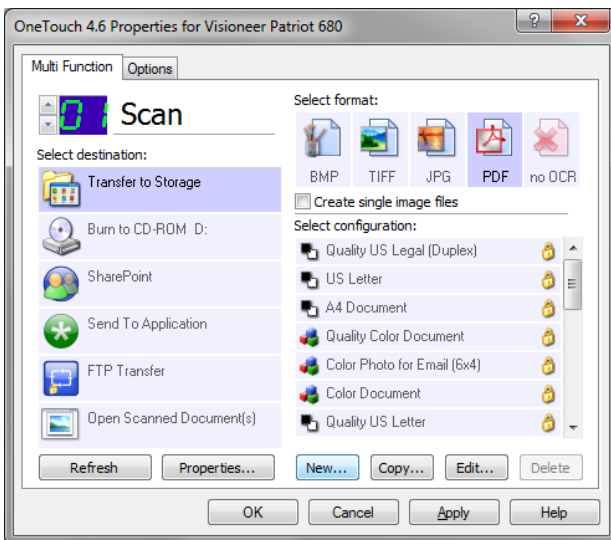
1. Once the scanner driver is installed, the one OneTouch icon will appear in your computer's taskbar. Click the OneTouch icon to display the OneTouch Button Panel.



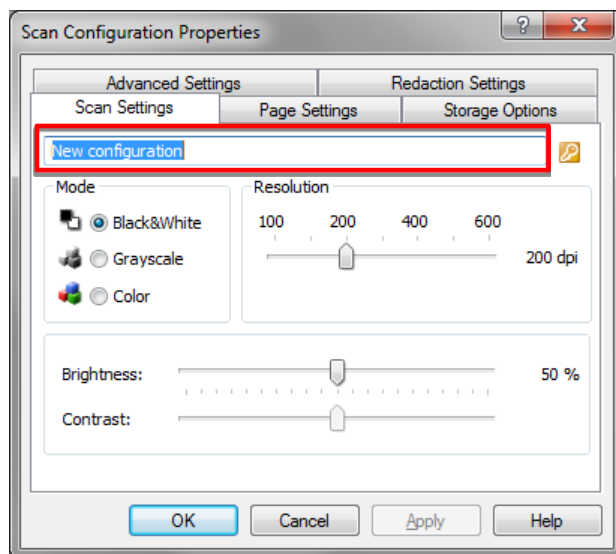
2. Right-click on the **Scan** button in the OneTouch Button Panel. The Properties window will display.



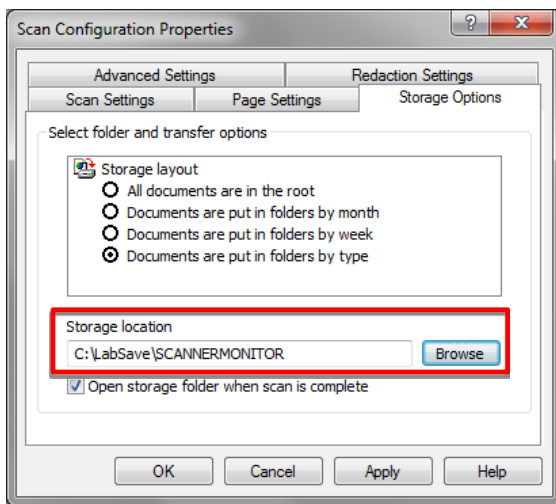
3. Click the **New** button in the OneTouch Properties window.



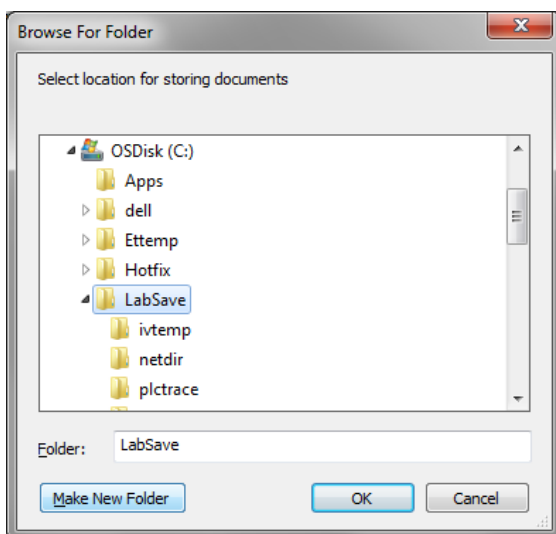
4. The Scan Configuration Properties window will display. Enter a name for the new configuration on the Scan Settings tab. The name you enter will be used to identify this configuration on the OneTouch Button Panel.



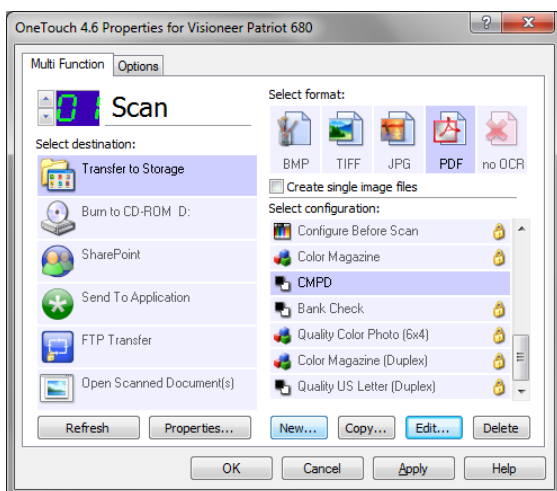
5. Select the Storage Options tab. In the **Storage location** field, enter the location where scanned images should be saved, or click Browse and select the folder in Windows Explorer. Then click **OK**.



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



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



Hardware and Software Specifications

All workstations

- OS: Windows XP, Windows 7, or Windows 8
- Browser IE8 or higher
- Acrobat Reader 10 /11 (need to put the ActiveX)
- PLCWEB ActiveX Control
- Virus Checking, VPN, and any other system software provided by CMPD
- Read/write access to the c:\labsave folder (exclude from active scan)

Conditional Components

- PLIMS report writing workstations require the Black Ice printer driver. See page 132 for installation instructions.
- PLIMS report writing workstations require Microsoft Office 2007 or 2010.
- PLIMS instrument workstations need to be configured to run Porter Lee's INSTPOP application.
- Workstations using a barcode scanner must be set up according the instructions on page 99.
- Workstations using a barcode label printer will require driver installation. See page 87 for instructions.
- Workstations using a signature capture pad will require driver installation. See page 102 for instructions.
- Any workstation using a document scanner will require driver installation and configuration.
- The PLCWEB ActiveX Control will be installed on each workstation.

WORKSTATION SETUP

The workstation settings are defined in Table 6, below.

User Name: Mike Evans
Database: CMPD_DEV
Version: CMPD Build 1.10106-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

Client Configuration Parameters

Client ID: 18-03-73-DE-7A-AB

Remote IP Address:

Bar Code Command:

Bar Code Printer Name:

Receipt Printer Name:

Bar Code Printer Name 1:

Bar Code Printer Name 2:

Bar Code Printer Name 3:

Bar Code Printer Name 4:

Bar Code Printer Name 5:

Bar Code Printer Name 6:

InstView Tokenini Name:

Scanner Monitor Path:

Allow Duplicate Tasks:

Delete Scanner Monitor Files:

Delay Word Report Processing:

Delay Word Report After Save:

Table 6: 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

INSTALLING BLACK ICE COLOR PRINTER

There are two main steps to install the Black Ice ColorPlus Printer:

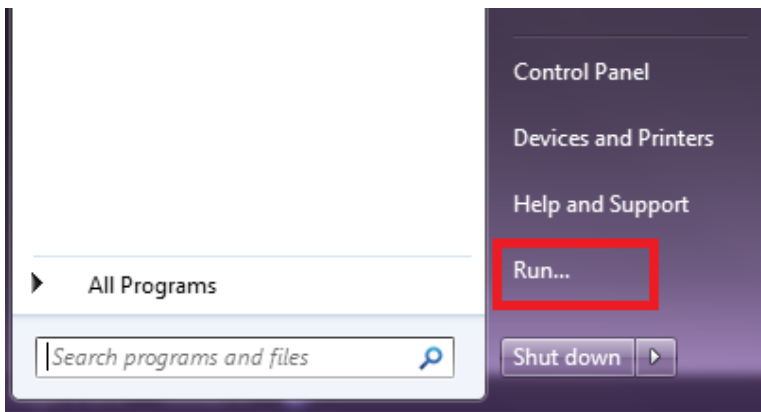
1. Install the printer driver first.
2. Install the Resource Toolkit second.

A third step is required if you are installing the Black Ice Printer on a 64-bit machine:

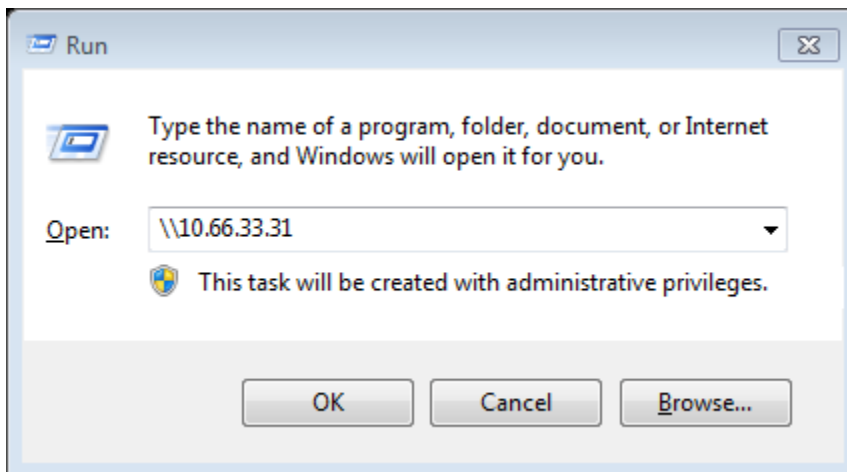
3. Register the OCX files.

CONNECT TO SERVER

1. Click **Start** and select **Run**.

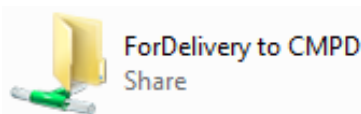


2. Type in the address shown below and click **OK**.

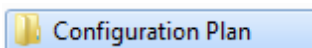


GETTING TO INSTALLER

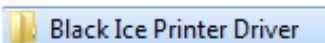
1. Select the folder **ForDelivery to CMPD**.



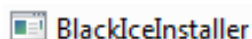
2. Select the **Configuration Plan** folder.



3. Select the **Black Ice Printer Driver** folder.

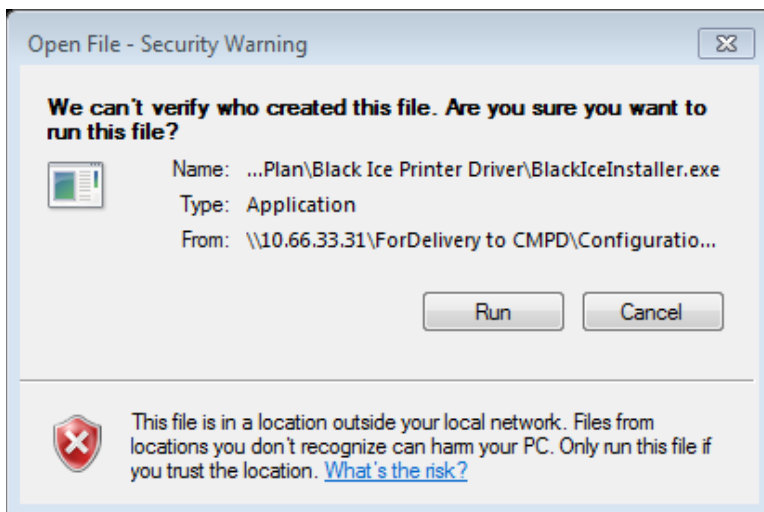


4. Right-click on **BlackIceInstaller** and select **Run as Administrator** if the option is available to you. Otherwise, double-click on the file to open it.

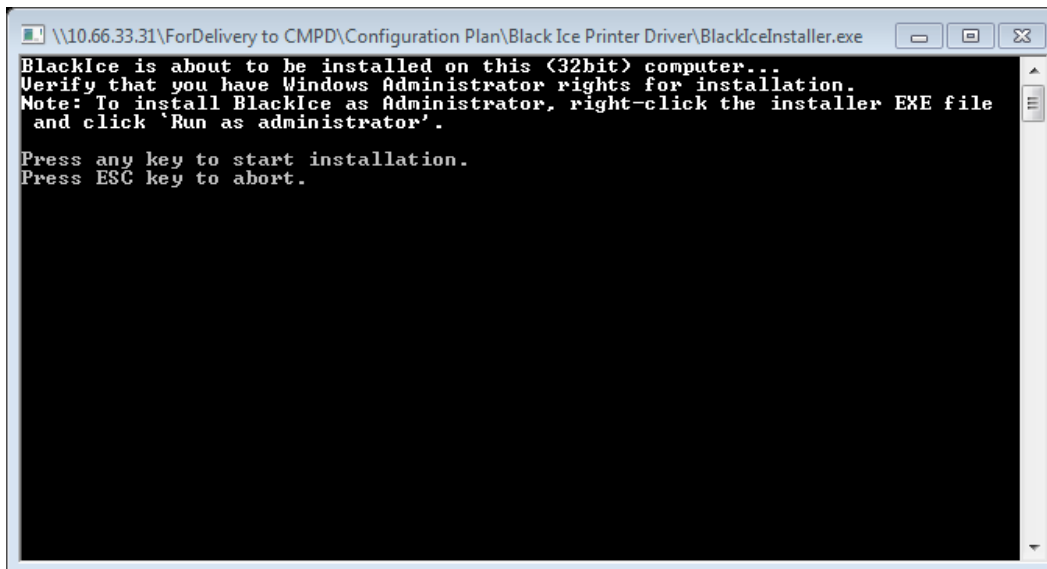


RUNNING THE INSTALLER

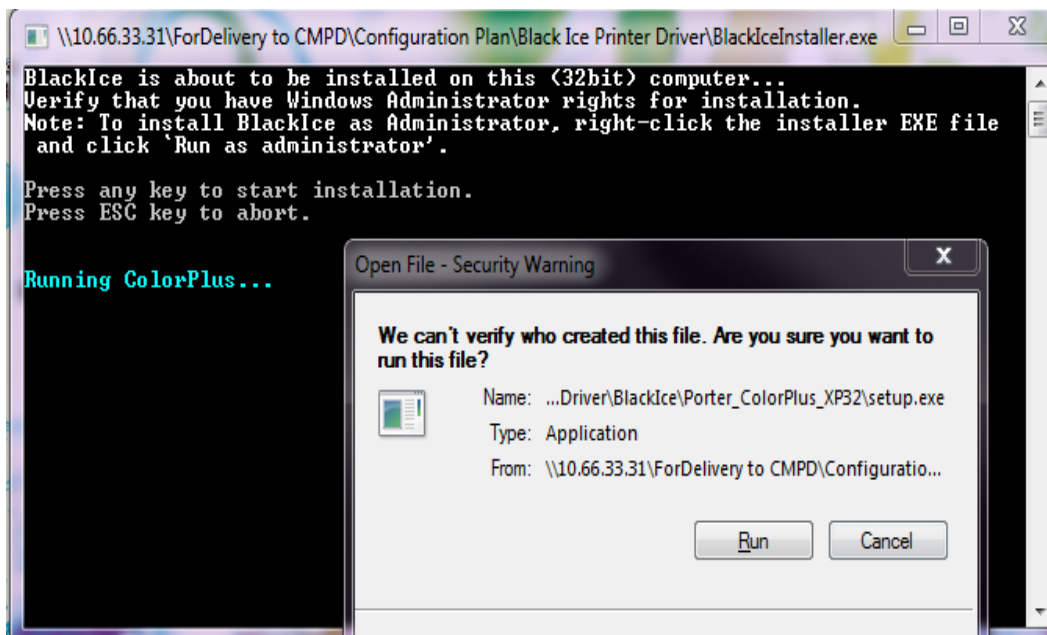
1. Once BlackIceInstaller is selected, the following screen will appear. Click **Run**.



2. After you click Run, this screen will appear. Hit **[Enter]**.

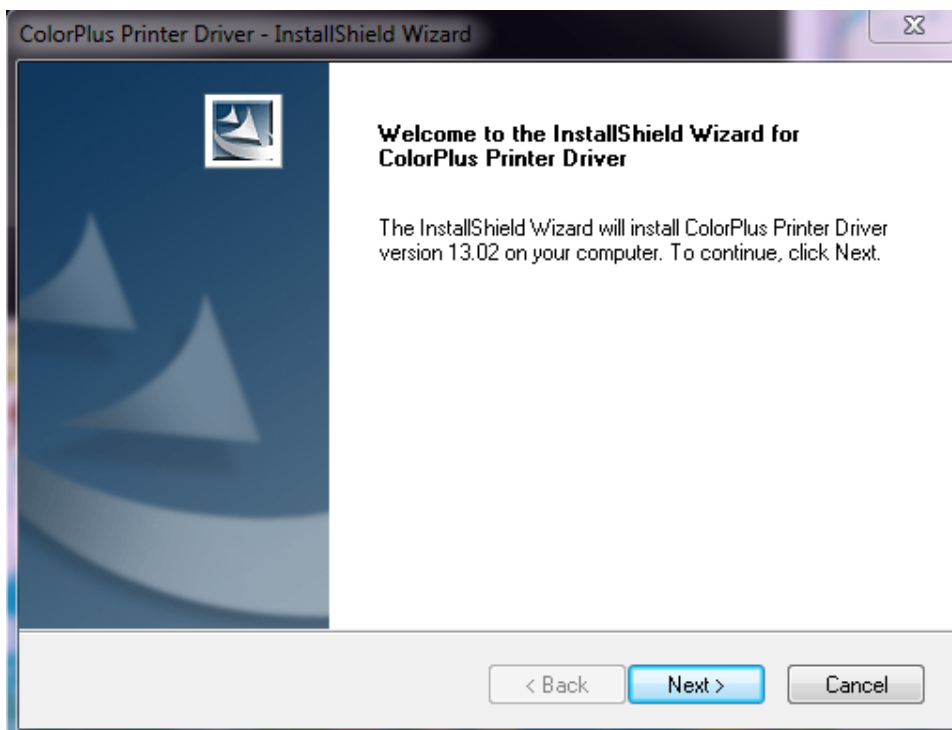


3. After you hit Enter, you'll see the screen below. Click **Run**.

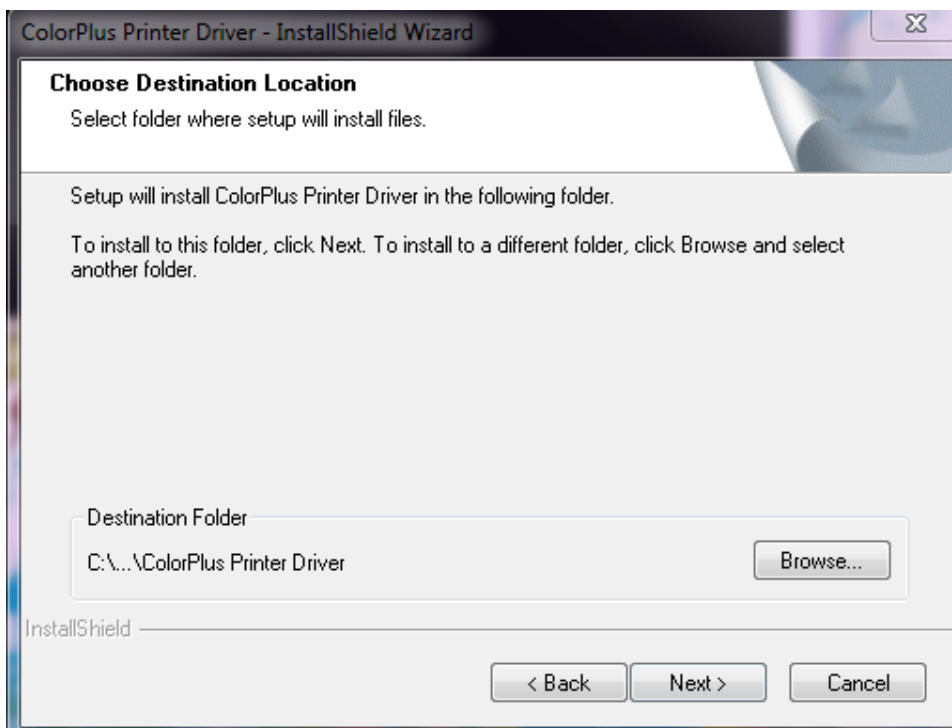


INSTALL COLORPLUS DRIVER

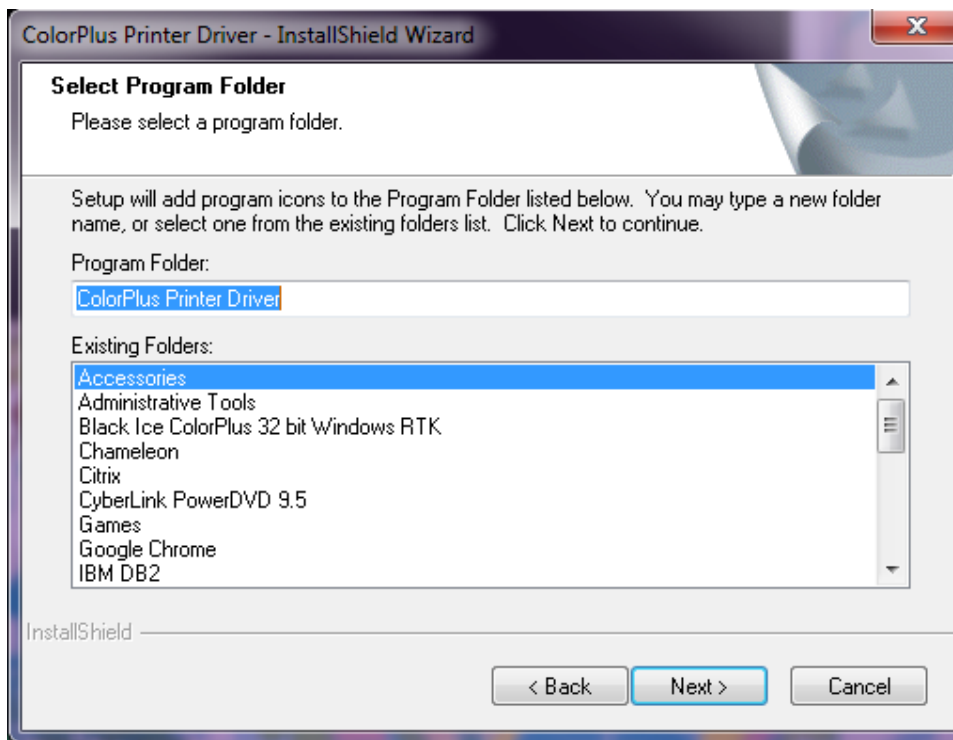
1. Make sure that it says "ColorPlus Printer Driver" and click **Next**.



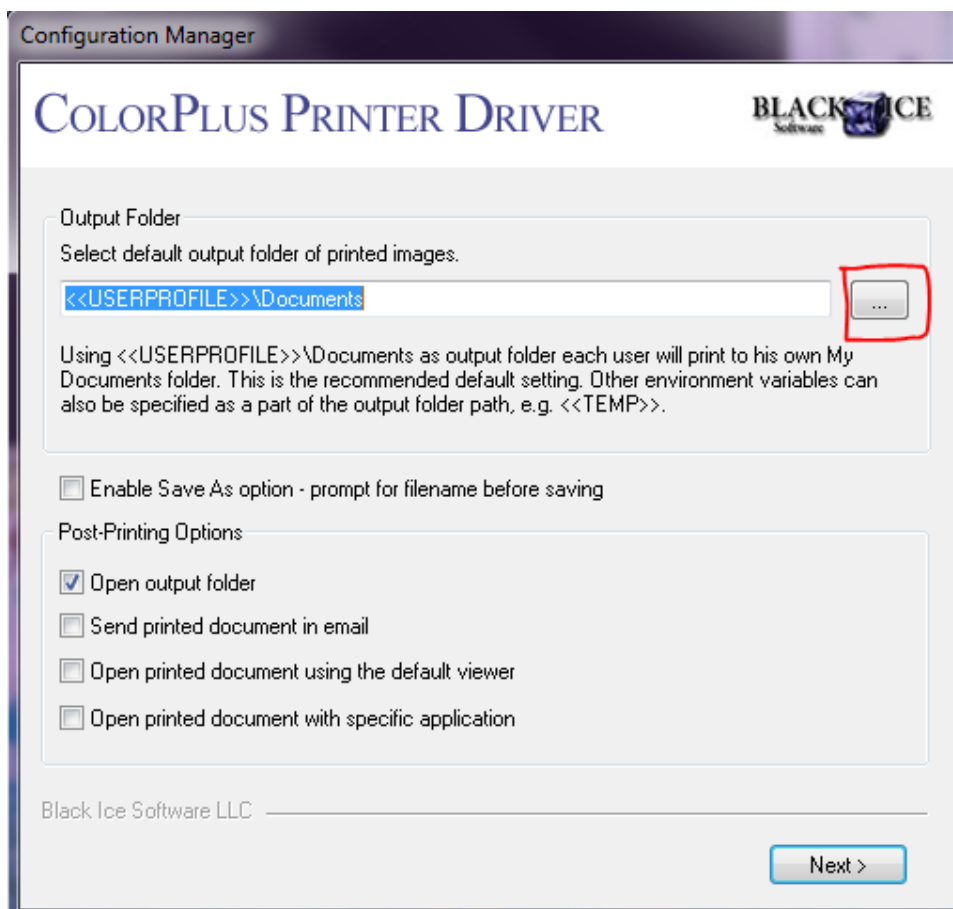
2. After you click Next, the screen shown below will display. Click **Next**.



3. Make sure the Program Folder is "ColorPlus Printer Driver" and the selected Existing Folders is "Accessories." Then click **Next**.



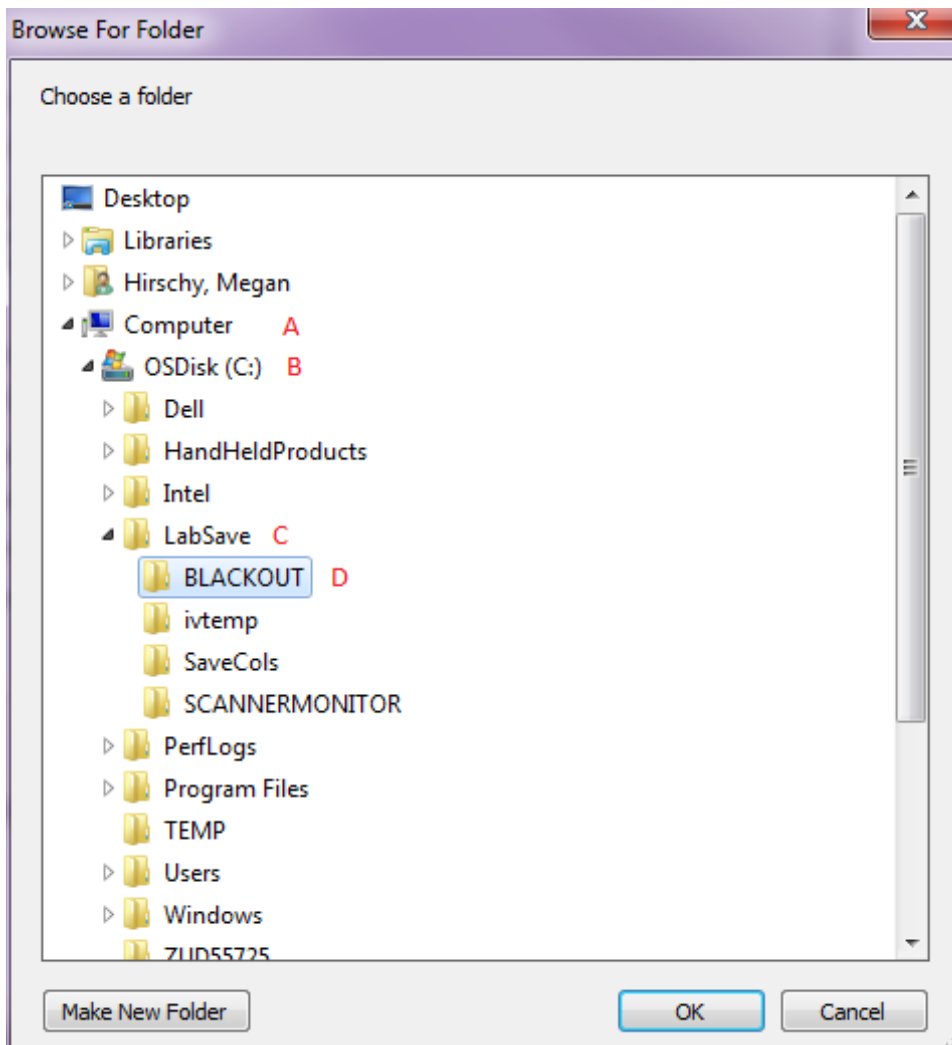
4. Click the browse button (circled in red) to select the Output Folder.



5. The screen below will pop up. Follow the letters:

- a. Select Computer
- b. C: drive
- c. LabSave
- d. BLACKOUT

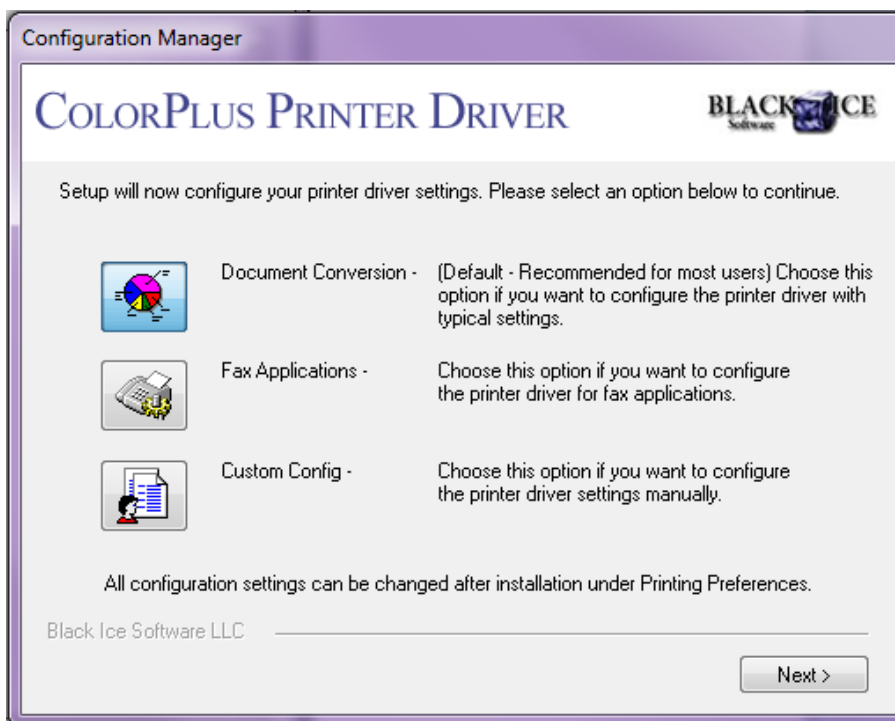
Then select **OK**.



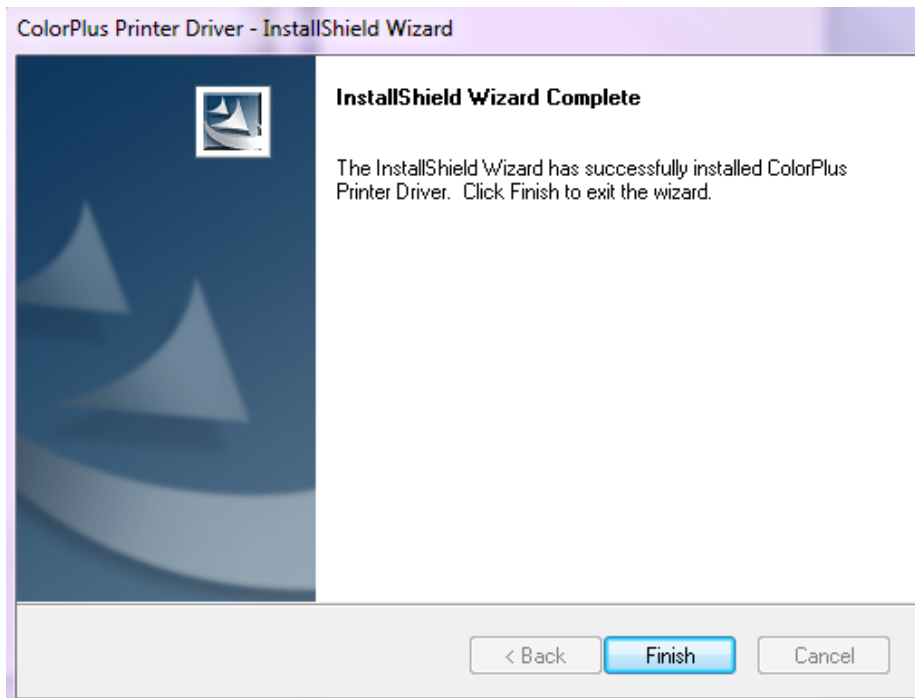
6. In the Output Folder field, it should read C:\LabSave\BLACKOUT. Select **Next**.



7. Once you select Next, the Configuration Manager ColorPlus Printer Driver screen will appear. The Document Conversion option should be highlighted blue. Select **Next**.



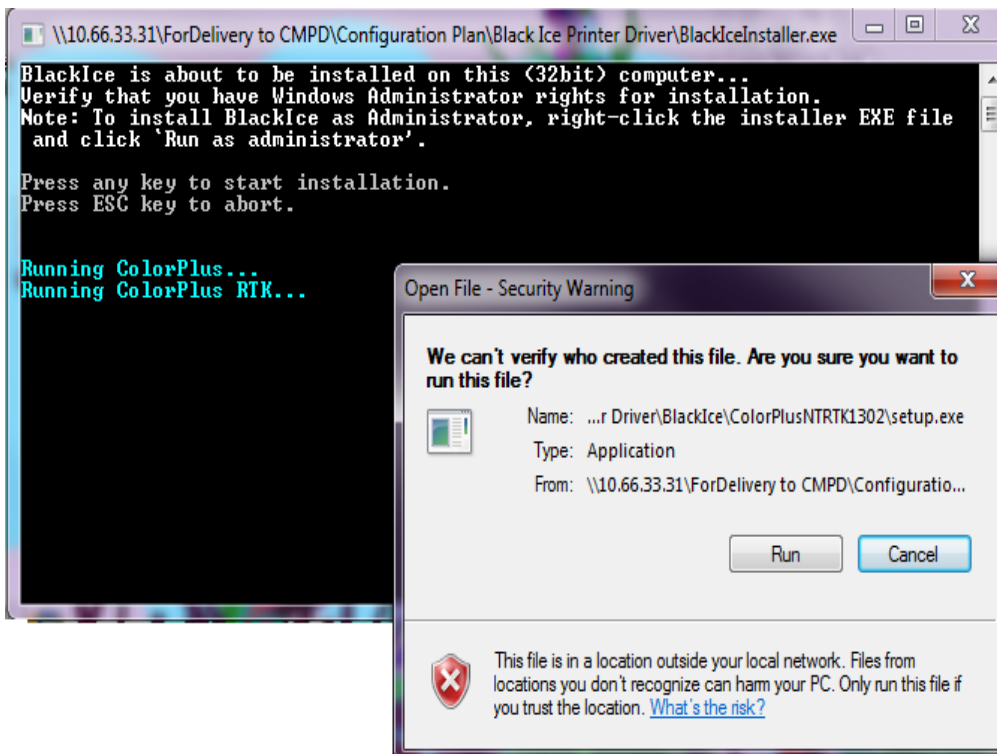
- After you select Next, a window will display the message "InstallShield Wizard Complete." Then click **Finish**.



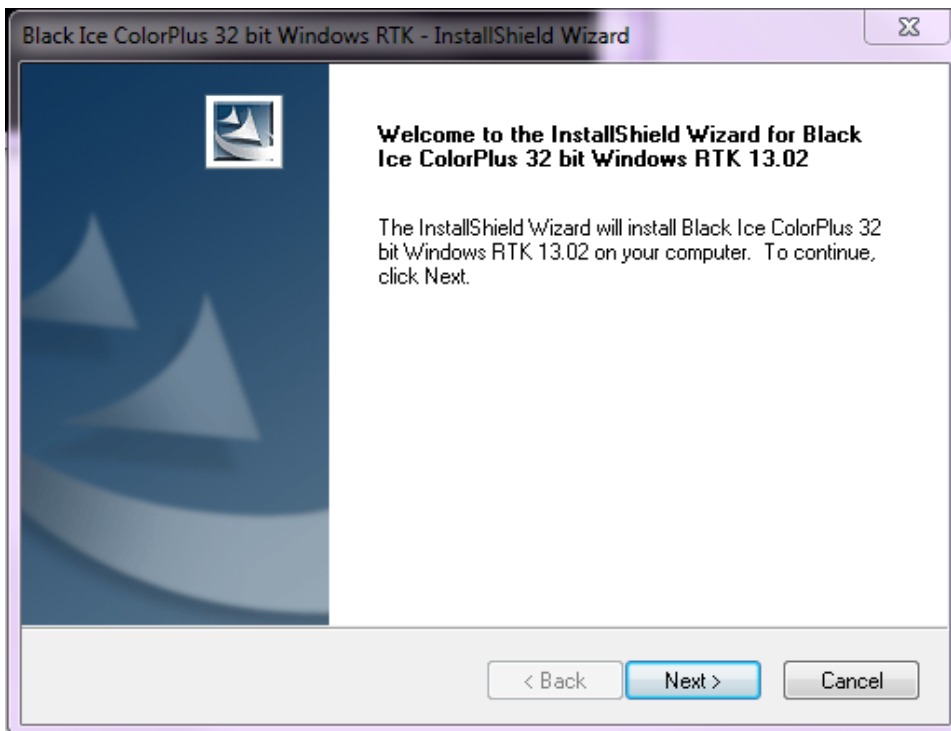
INSTALL COLORPLUS RTK

NOTE If you are installing the RTK on a 64 bit machine, you will have to register two ocx files by hand once the installation is complete. See page 146 for instructions on registering the files.

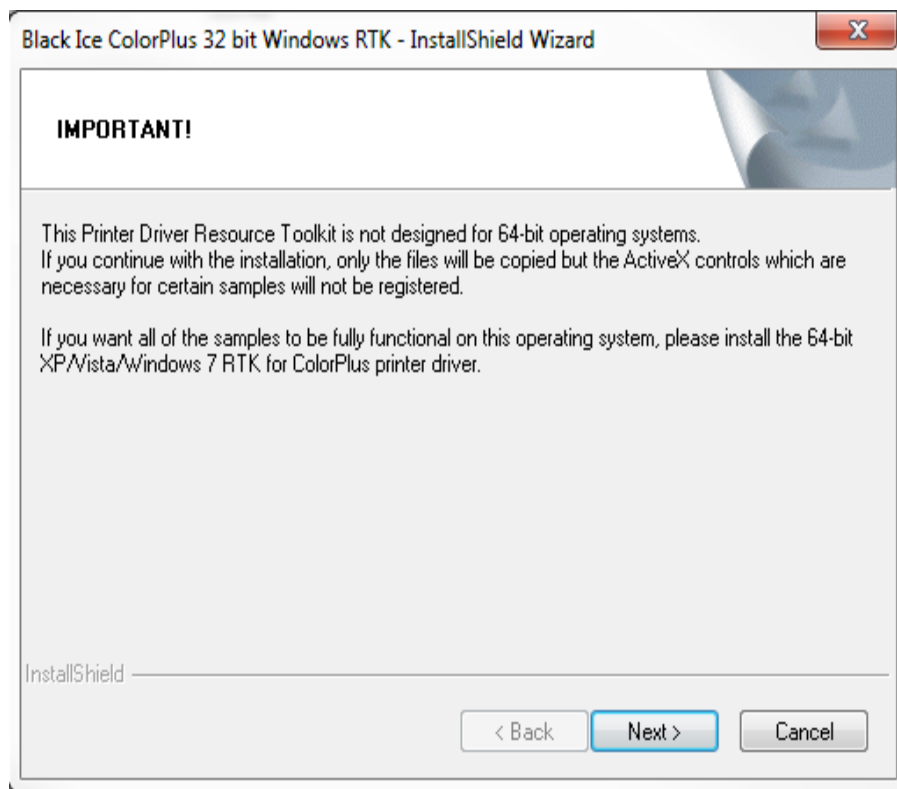
- After you click Finish, another pop-up will display. This will be for the RTK download. Once the file opens, click **Run**.



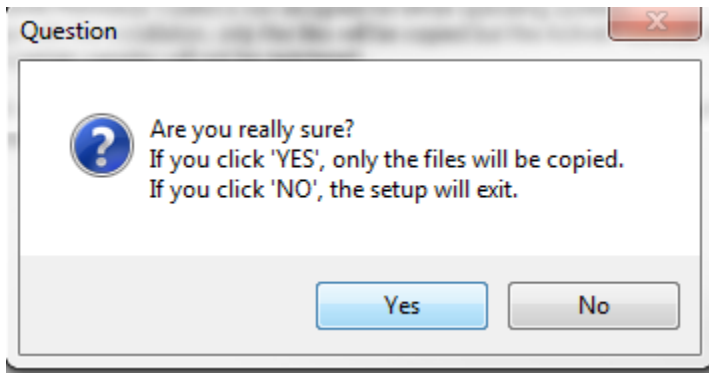
2. ColorPlus RTK will show up in the command line. Hit **[Enter]**.
3. The screen below will appear. Click **Next** to start installing the ColorPlus RTK.



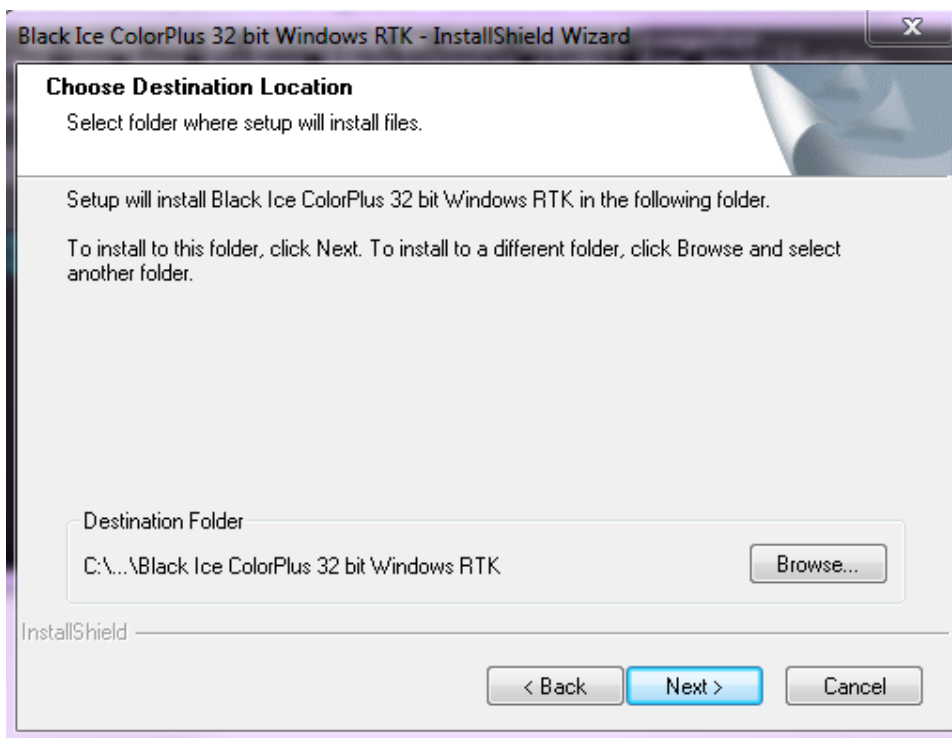
NOTE If you are installing the RTK on a 64 bit machine, you may receive the following message. Click **Next** if you receive this warning.



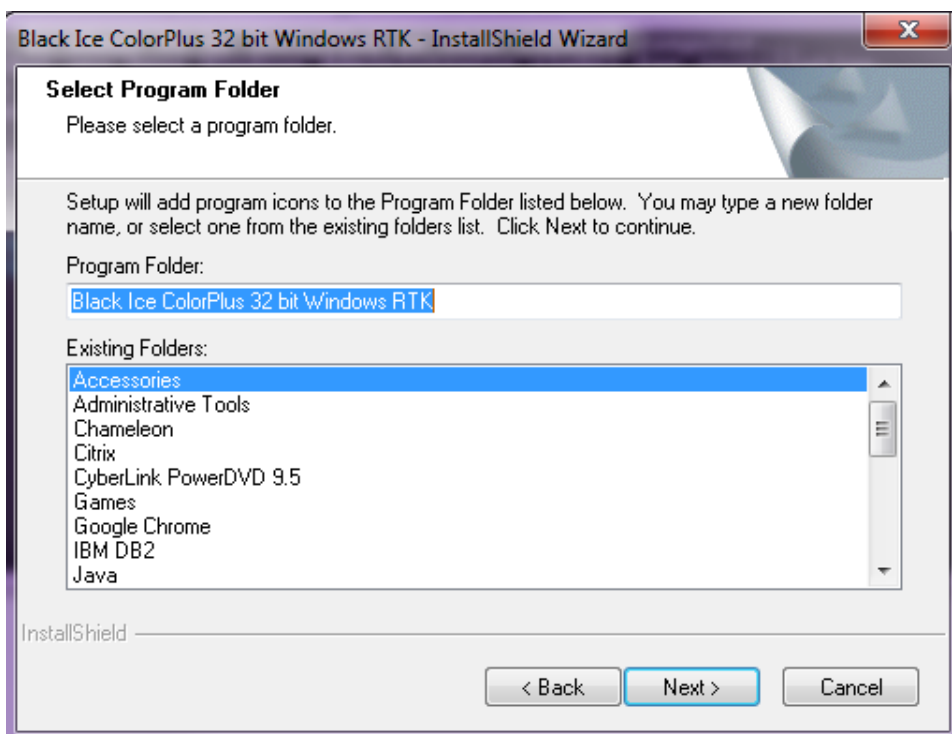
Once you click Next, the following dialog box will appear. Select **Yes** in the dialog box and continue with the installation. Once the installation is completed, see page 146 for instructions on registering the OCX files.



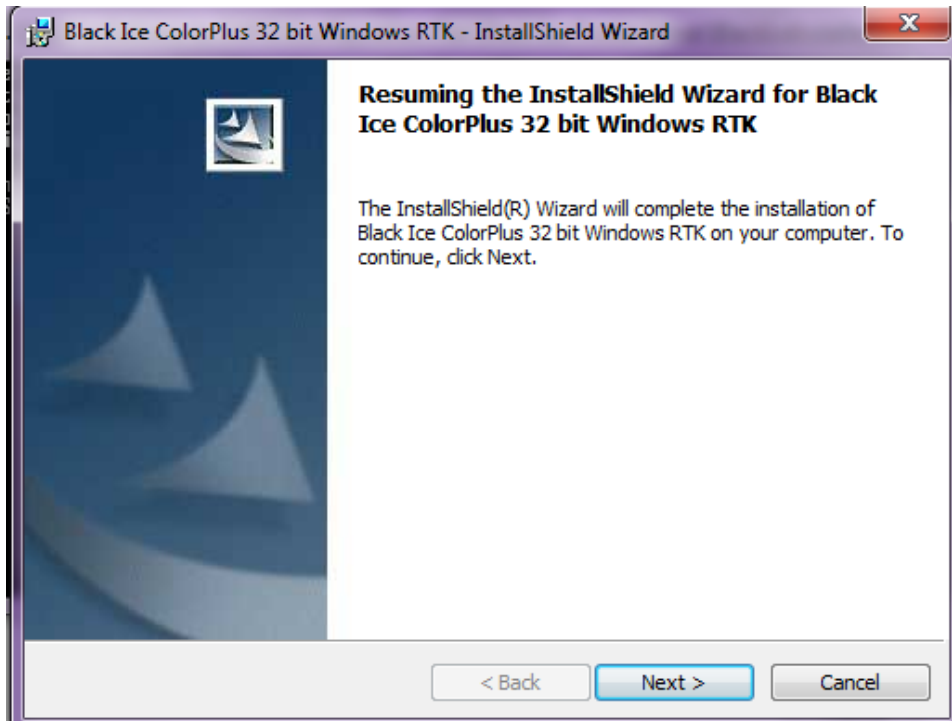
4. After you click Next, this screen for selecting the Destination Folder will appear. Click **Next**.



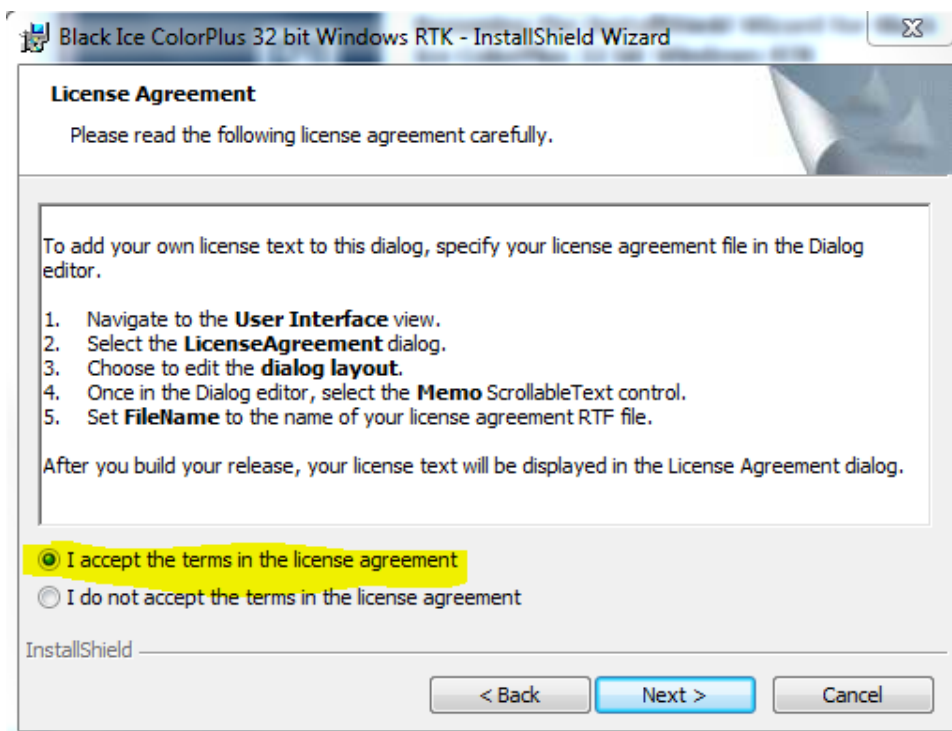
5. Once you click Next, the Select Program Folder screen will appear. Do not make any changes to the information highlighted in the fields on this screen. Leave the fields as they are and click **Next**.



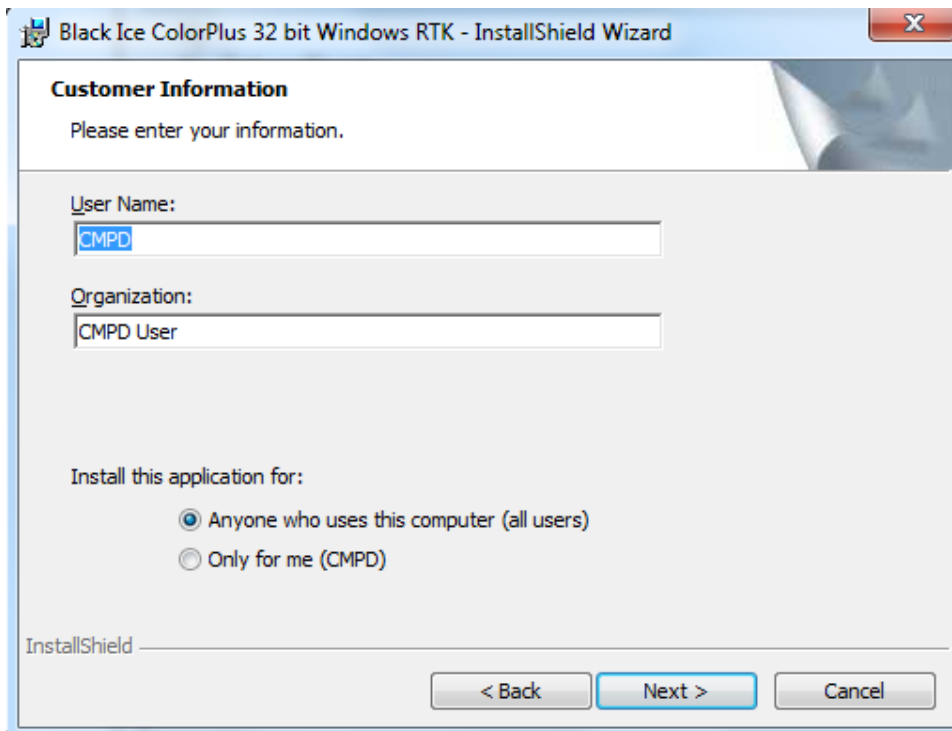
6. Once you click Next, the Resuming InstallShield Wizard for Black Ice ColorPlus 32 bit screen will come up. Click **Next**.



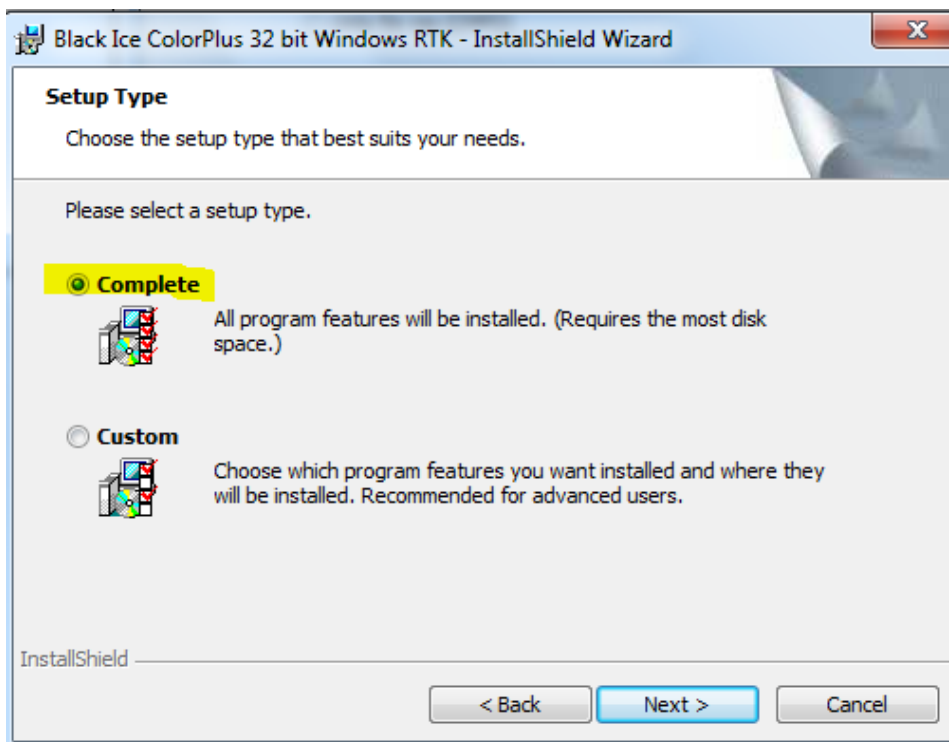
7. Once you click Next, the License Agreement screen will appear. Select “I accept the terms in the license agreement” and click **Next**.



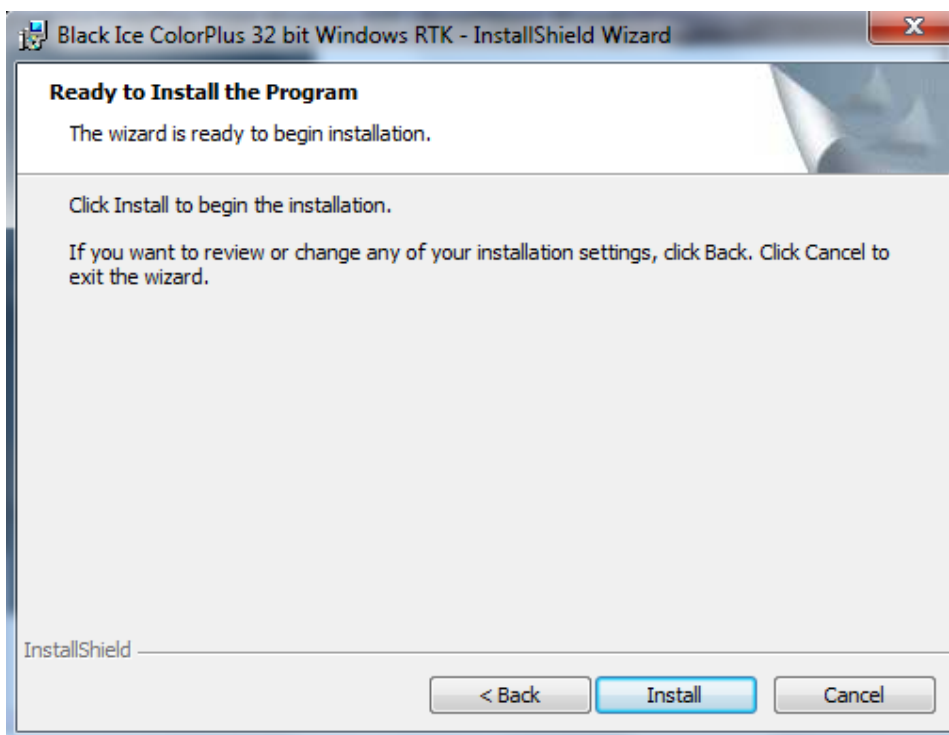
8. Once you click Next on the License Agreement screen, the Customer Information screen will appear. Click **Next** on the Customer Information screen.



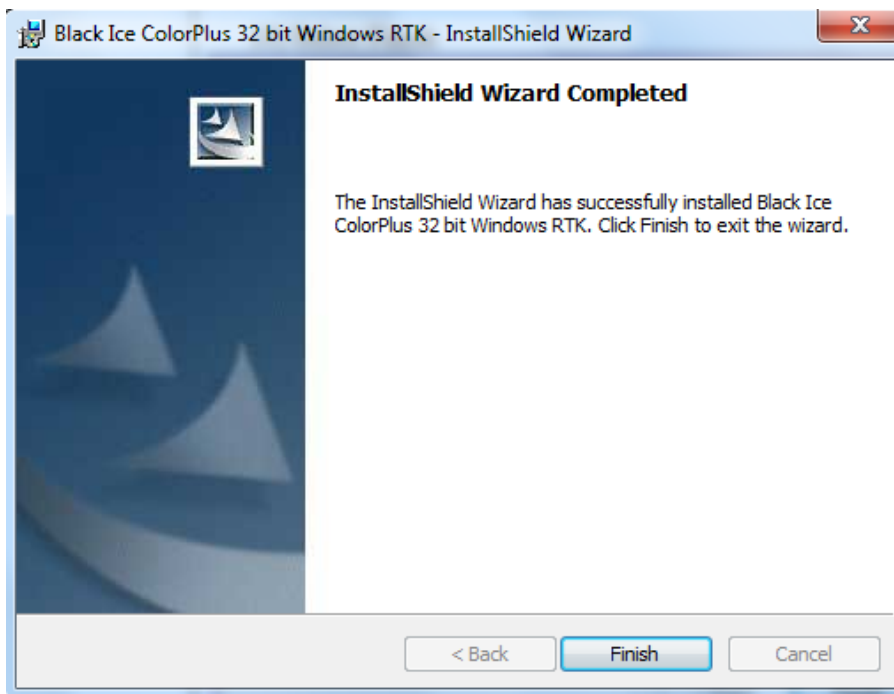
9. The Setup Type screen will appear. Make sure **Complete** is selected on this screen. Once you've made sure the correct option is selected, click **Next**.



10. Once you click Next, the Ready to Install the Program window will appear. Click **Install**.

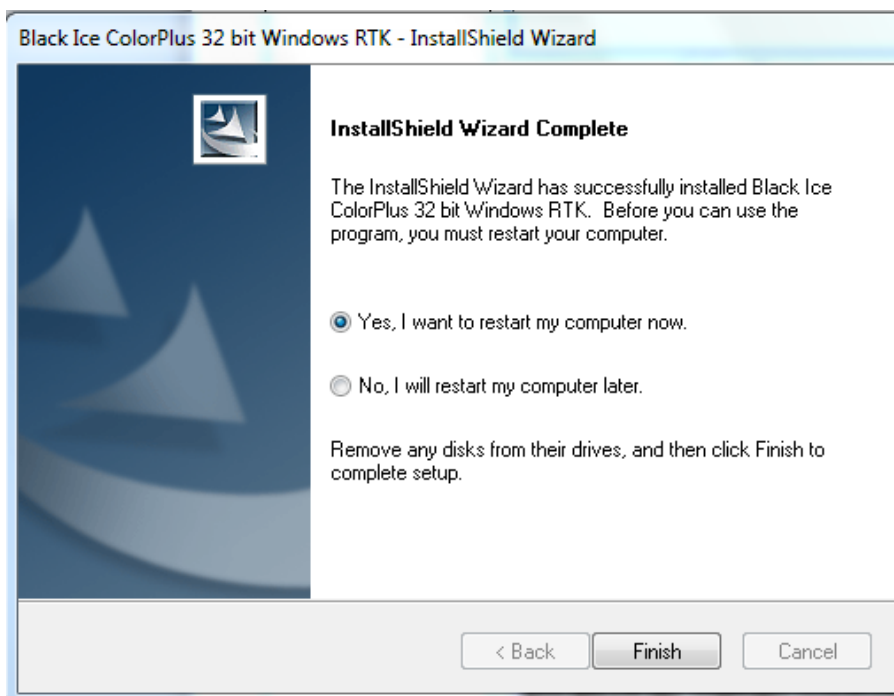


11. Once you click Install, the installation process will start. Then you will see the screen shown below. Click **Finish** once this screen displays.



12. Once you click Finish, you might see the screen shown below. You can select "Yes, I want to restart my computer now" OR "No, I will restart my computer later."

NOTE If this window comes up and you select "Yes, I want to restart my computer now," check for successful installation of Black Ice when your computer reboots.



NOTE If this screen does not appear after you click Finish, then you will see the message "Successful Install: Black Ice is now installed on your computer." Then you can complete the steps to make sure the install was successful.

REGISTER OCX FILES (64 BIT WINDOWS)

If you are installing the Resource Toolkit on a 64-bit machine, you will have to register the following two ocx files by hand once the installation is complete:

biprndrv.ocx

blackicedevmode.ocx

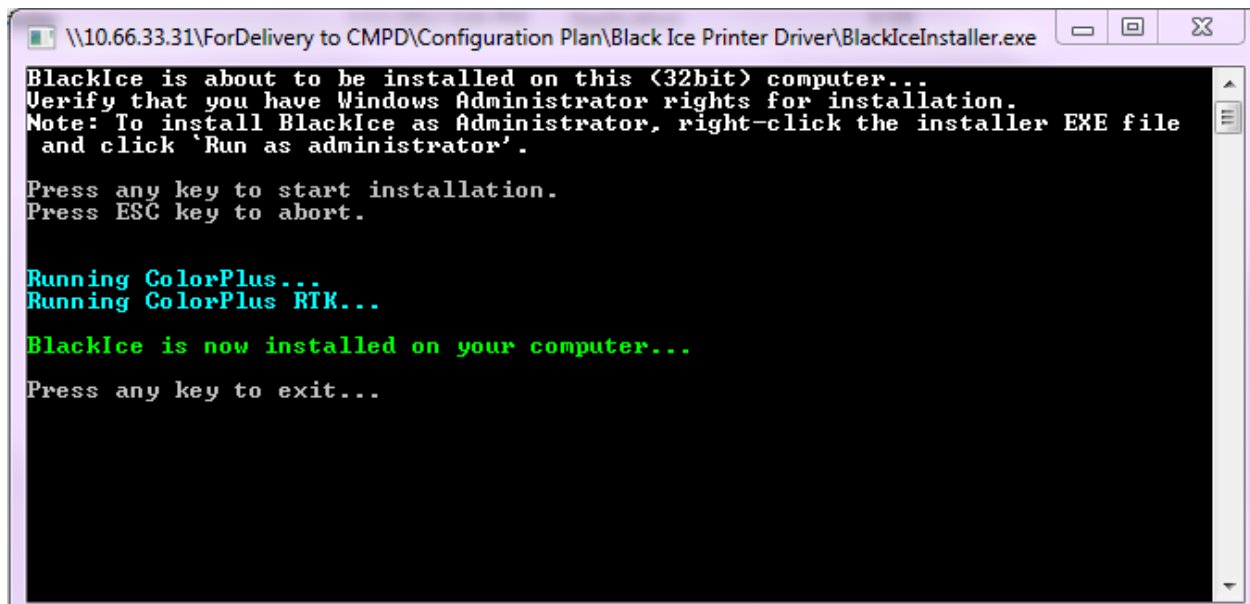
In order to register the files, copy **ALL** of the files from the following location to your C: drive:

\\10.66.33.31\PLIMS_Final_Documentation\ForDelivery to CMPD\Configuration Plan\Black Ice Printer Driver\PLCBin

Once the files are copied over, right-click on the reg.bat file and select **Run as administrator** in the context menu. This should complete the registration.

SUCCESSFUL INSTALL

If the installation was successful, you should see this screen. Press any key to close the window,

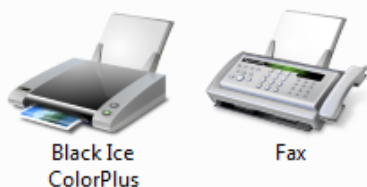


CHECK FOR SUCCESSFUL INSTALLATION

View Devices and Printers:

1. Go to start and select Devices and Printers
2. Black Ice ColorPlus should show up under Printers and Faxes.

Printers and Faxes (6)



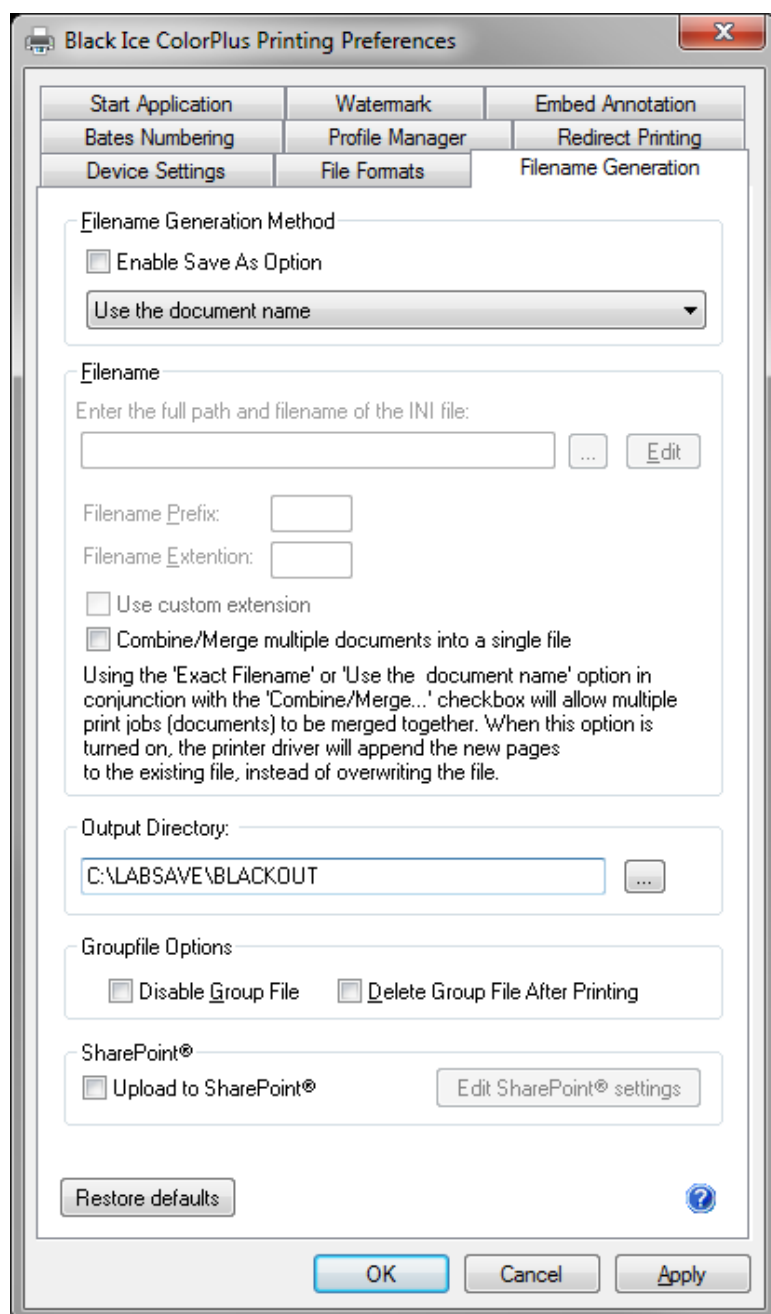
Print document using Black Ice ColorPlus printer:

1. Open Microsoft Word and enter some text into a document.
2. Click File and Print.
3. Select the new Black Ice printer and print the document. You should have a PDF document in the new C:\LABSAVE\BLACKOUT directory with the text you typed into the document.

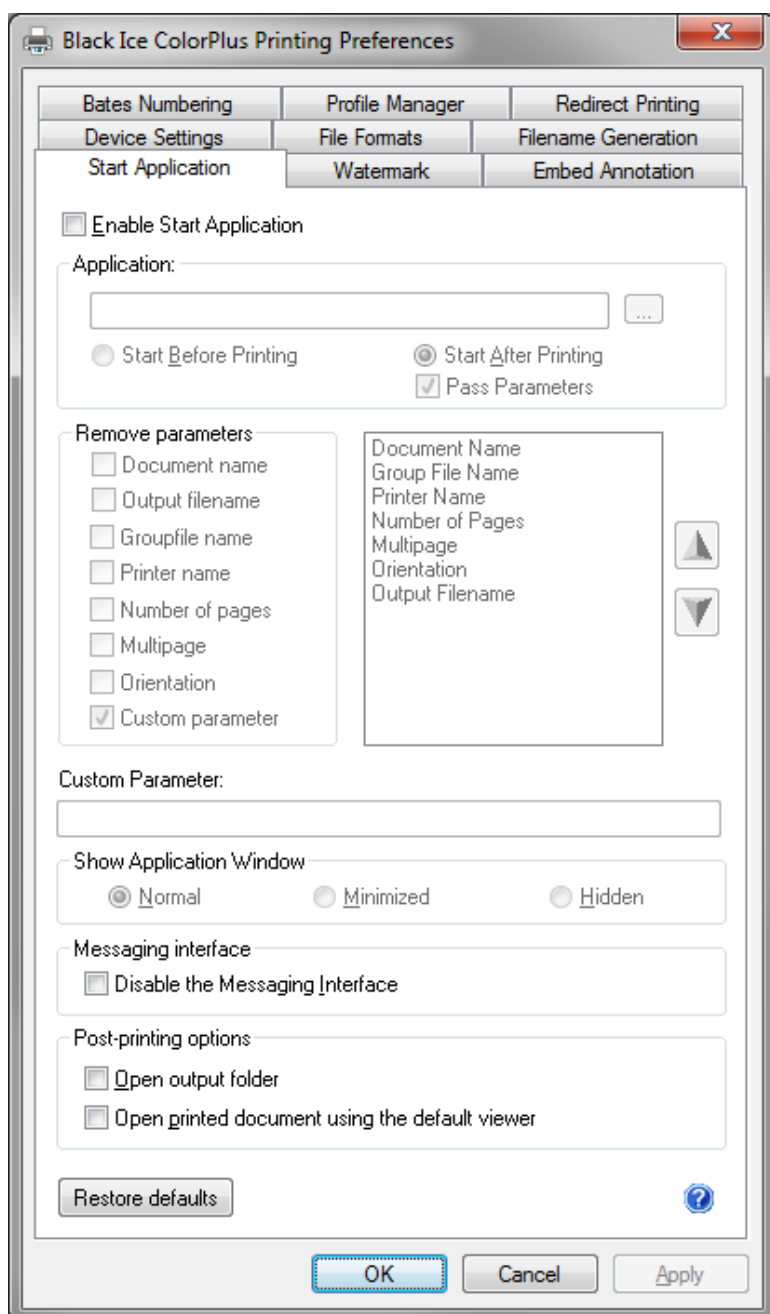
TROUBLESHOOTING

Open the Black Ice printing preferences from the Control Panel. Go to the Filename Generation tab and verify that you have the following settings.

NOTE This is only on standard workstations. Instrument computers have different Black Ice settings.



Go to the Start Application tab and verify you have the following settings:



NETWORK DEPLOYMENT OF PLCWEB.OCX

The PLIMS software uses an ActiveX control to perform several functions that must run on the client computer. These include:

- Controlling Microsoft Word to generate reports
- Direct printing of receipts and barcodes to the printer without going through the windows printer selection dialog
- Instrument Interface function for sending data to and receiving data from analytical instruments
- Interfacing to document scanners

Four separate OCX controls are available for use for the Testing, Training, and Production environment. The PLCUpdate control will always be installed and is used to update the other controlled when needed.

File Name	Class ID	Description
PLCUPDATE.OCX	{C16AEE46-115F-416d-B539-AD7CEA1CDBC}	Used to load the other OCX controls. Always installed for every environment.
PLCWEB-PRD.OCX	{3F5D0EDD-D290-4643-AFA3-5FB718C2739E}	Production
PLCWEB-TRN.OCX	{38490131-0902-4bde-9CAA-04ADF22D9F42}	Training
PLCWEB-TST.OCX	{0EE49F2A-04AC-4ee9-B59E-4F2E32B75D56}	Testing

INTERFACES

This section includes documentation on the interfaces in your system implementation:

- RMS connection
- RMS web application
- Configuring ChemStation sequence file import

RMS CONNECTION

CONNECTION FOR PLIMS CASE CREATION

Interface Objective: Connect to KBCOPS using the complaint number. If the complaint number is in KBCOPS and the incident report is at least of working status, the case will be found. If the case has already been entered in PLIMS, the system will not reimport the information.

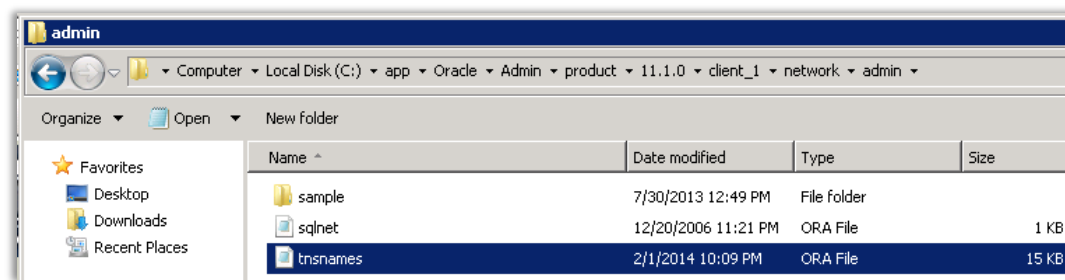
This connection relies on two things:

1. The ORACLE connection setup on the webserver
2. The connection set in the database

ORACLE CONNECTION SETUP ON WEBSERVER

The Oracle Client needs to be installed on the webserver. Locate the tnsnames file on the Development webserver 10.66.33.31 (MYRS-CLIMS-01).

C:\app\Oracle\Admin\product\11.1.0\client_1\network\admin

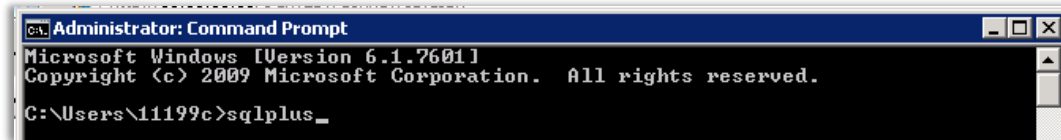


The following is the entry to connect to the test RMS database:

```
RMS204 =  
(DESCRIPTION =  
  (ADDRESS_LIST =  
    (ADDRESS = (PROTOCOL = TCP)(HOST = 172.16.7.155)(PORT = 1571))  
  )  
  (CONNECT_DATA =  
    (SERVICE_NAME = rms204)  
  )  
)
```

NOTE The CMPD Oracle DBA will have the correct TNSNames and account information to connect to KBCOPS RMS.

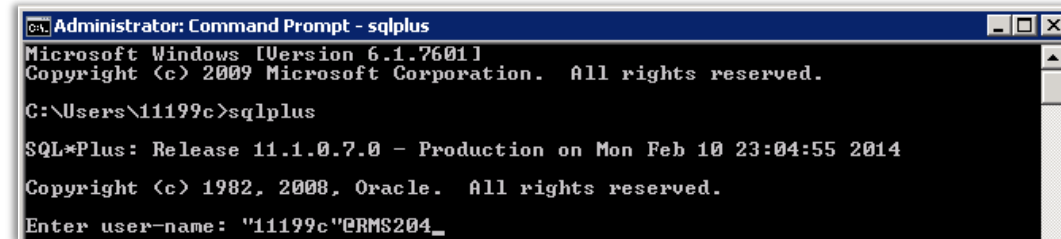
To test this connection, go to a command prompt and type: Sqlplus. Press enter.



```
Administrator: Command Prompt
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\11199c>sqlplus_
```

Enter the user name connection: "11199c"@RMS204. Press enter.



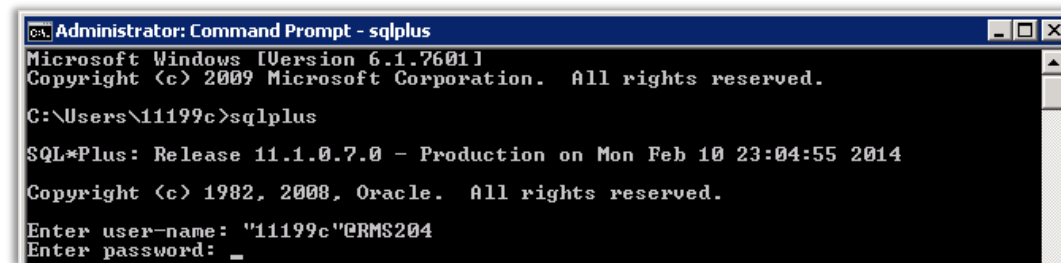
```
Administrator: Command Prompt - sqlplus
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\11199c>sqlplus

SQL*Plus: Release 11.1.0.7.0 - Production on Mon Feb 10 23:04:55 2014
Copyright (c) 1982, 2008, Oracle. All rights reserved.

Enter user-name: "11199c"@RMS204_
```

Enter the password: B\$u95cRy



```
Administrator: Command Prompt - sqlplus
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\11199c>sqlplus

SQL*Plus: Release 11.1.0.7.0 - Production on Mon Feb 10 23:04:55 2014
Copyright (c) 1982, 2008, Oracle. All rights reserved.

Enter user-name: "11199c"@RMS204
Enter password: _
```

The connection was successful.



```
Enter user-name: "11199c"@RMS204
Enter password:

Connected to:
Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - 64bit Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options

SQL> _
```

CONNECTION SET IN DATABASE

Log in to PLIMS as an administrator and, in the dashboard menu, select the **Configuration** option below **Admin**.

The screenshot shows the PLIMS dashboard for the Charlotte-Mecklenburg Police Department. The top header includes the department logo and user information: User Name Sarah Mikolajczyk, Database PLIMS_UAT, Version CMPD Build 1.8888-NET4.0.30319, and a Barcode field. The left sidebar contains a menu with options like Dashboard, New Case, Search, Bulk Container, Service Request, Inventory, LAM, Admin, Reports, Documents, Setup, and DNA. The 'Admin' option is expanded, showing sub-options: Audit Log, Configuration, Get Signature, Web Ctrl, and 20131019220402. The 'Configuration' option is selected, displaying a table of configuration items.

AGENCY CASE#	UNIT / AGENCY	LAB #	LAST OPENED
65-FIB - ADMINISTRATION	13-036401	02/10/2014	
54-PROPERTY CONTROL BUREAU	14-000012	02/10/2014	
66-FIB - HOMICIDE	13-383217	02/10/2014	
01-CENTRAL DIVISION	14-000029	02/10/2014	

Click the Web Settings tab and select RMSCONNECTION. Click **Edit** and enter the following:

Provider=MSDAORA.1;Data Source=RMS204;User ID=""11199c"";Password=B\$u95cRy;Persist Security

NOTE The Data Source should match the tnsnames entry.

The screenshot shows the PLIMS Web Settings tab. The top header is the same as the previous screenshot. The left sidebar shows the 'Web Settings' tab selected. The main content area displays a table of settings with columns CODE, DESCRIPTION, and VALUE. The 'RMSCONNECTION' setting is highlighted, showing its value as 'Provider=MSDAORA.1;Data Source=RMS204;User ID=""11199c""'. Below the table, there is a form to edit the 'RMSCONNECTION' setting, with fields for Code, Description, and Value, and a checkbox for Encrypted. The 'Edit' button is visible. At the bottom, there is a 'Website Data and Settings' section with a 'Refresh Now' button.

CODE	DESCRIPTION	VALUE
MATRIXAUTOSAVE	Matri Auto Save Timer (in minutes)	2
RPTSVURL	Reports Service URL	
RPTSVTIMEOUT	Reports Service URL	120
ISEMPTYFIELDSCACHE	Enable PLCQuery Empty Fields Caching	T
RMSCONNECTION	Connection String for RMS	Provider=MSDAORA.1;Data Source=RMS204;User ID=""11199c""

Code * RMSCONNECTION
Description * Connection String for RMS
Value * Provider=MSDAORA.1;Data Source=RMS204;User ID=""11199c""
Encrypted ☐

Add Edit Save Cancel Delete

Website Data and Settings
Click the button below to refresh static data, program and configuration settings.
Refresh Now

RMS CONNECTION FOR PLIMS INVESTIGATOR AUTO-UPDATE

Interface Objective: For PLIMS to keep the case investigator in sync with the investigator of record in KBCOPS.

Description of connection: This connection requires both the tnsnames connection to the RMS database and the direct server connection setup directly on the database. Additionally the “11199c” user needs to be given read/write access to the following table in the RMS database:

PROPERTY_CONTROL_INTERFACE

THE ORACLE CLIENT

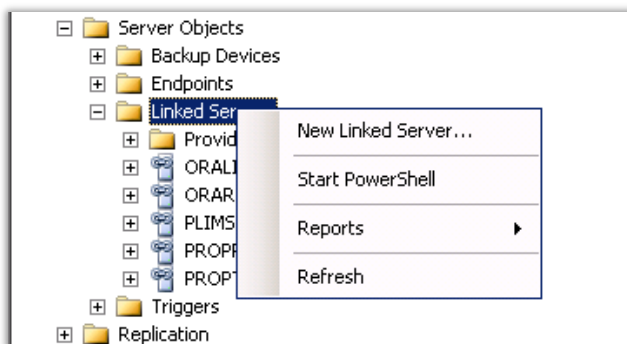
The Oracle Client needs to be installed on the database server 10.66.32.147 (MYRS-CMPDSQL-01). The following is the entry to connect to the test RMS database:

```
RMS204 =  
(DESCRIPTION =  
  (ADDRESS_LIST =  
    (ADDRESS = (PROTOCOL = TCP)(HOST = 172.16.7.155)(PORT = 1571))  
  )  
  (CONNECT_DATA =  
    (SERVICE_NAME = rms204)  
  )  
)
```

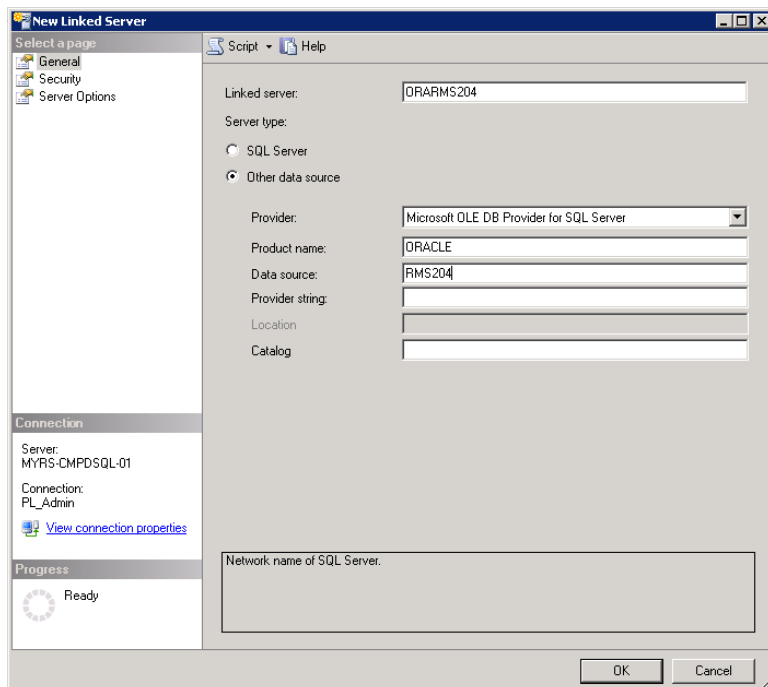
VERIFY ORACLE CONNECTION TO RMS FROM THE DATABASE

On the Development database server 10.66.32.147 (MYRS-CMPDSQL-01) open up SQL Management Studio. Test the connection to the RMS server by creating a server link.

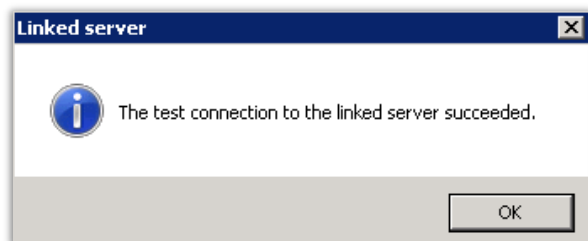
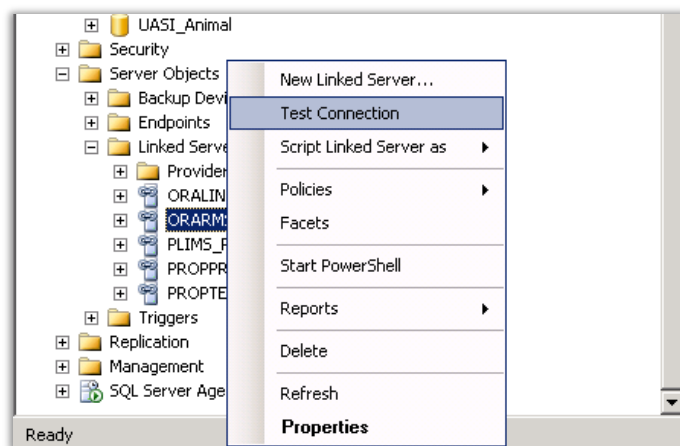
Go to Server Objects/Linked Servers. Right click on Linked Server and select New Linked Server.



Create the link (e.g., ORARMS204). Click OK.



Right click on the link and select Test Connection.



The following stored procedure needs to be setup on the database:

```
dbo.SP_UPDATEOFFICER

GO
/***** Object:  StoredProcedure [dbo].[SP_UPDATEOFFICER]      Script Date:
02/11/2014 00:13:33 *****/
SET ANSI_NULLS ON
GO
SET QUOTED_IDENTIFIER ON
GO

ALTER PROCEDURE [dbo].[SP_UPDATEOFFICER]
AS
BEGIN
DECLARE @CMPLNUM VARCHAR(16)
DECLARE @ACODNUM VARCHAR(6)
DECLARE @TRIMACODNUM VARCHAR(6)
DECLARE @ALNAME VARCHAR(20)
DECLARE @AFNAME VARCHAR(15)
DECLARE @AMNAME VARCHAR(15)
DECLARE @ASECT VARCHAR(100)
DECLARE @ID INT
DECLARE @INVCNT INT
DECLARE @MSG VARCHAR(255)
DECLARE @STATUS VARCHAR(1)
DECLARE @ANLSTNAME VARCHAR(40)
DECLARE @CKEY INT
DECLARE @SQL1 VARCHAR(1000)
DECLARE @SQL2 VARCHAR(1000)
DECLARE @DPTCODE VARCHAR(9)

DECLARE CUR_RMSUPDATE CURSOR FOR
    SELECT ID, COMPLAINT_NO, ASGN_CODE_NUMBER, ASGN_LAST_NAME, ASGN_FIRST_NAME,
    ASGN_MIDDLE_NAME, ASGN_SECTION
    FROM OPENQUERY (ORARMS204, 'select ID, COMPLAINT_NO,
    ASGN_CODE_NUMBER, ASGN_LAST_NAME, ASGN_FIRST_NAME, ASGN_MIDDLE_NAME, ASGN_SECTION
    From PROPERTY_CONTROL_INTERFACE WHERE STATUS_CODE = 'N'')

OPEN CUR_RMSUPDATE

FETCH NEXT FROM CUR_RMSUPDATE INTO
@ID, @CMPLNUM, @ACODNUM, @ALNAME, @AFNAME, @AMNAME, @ASECT
WHILE @@FETCH_STATUS = 0
BEGIN
    SET @STATUS = 'P'
    SET @CKEY = 0
    SET @MSG = ''
    SET @INVCNT = 0

    SELECT @CKEY = CASE_KEY FROM TV_LABCASE
        WHERE (DEPARTMENT_CASE_NUMBER = @CMPLNUM or DEPARTMENT_CASE_NUMBER =
REPLACE(@CMPLNUM, '-', ''))

    IF @CKEY = 0
    BEGIN
        SET @STATUS = 'E'
```

```

        SET @MSG = 'Complaint# ' + @CMPLNUM + ' Not Found'
    END

    SET @TRIMACODNUM = SUBSTRING(@ACODNUM, PATINDEX('%[^0]%', @ACODNUM),
LEN(@ACODNUM))

    SELECT @DPTCODE = DEPARTMENT_CODE FROM TV_DEPTNAME WHERE DEPARTMENT_NAME =
UPPER(LTRIM(RTRIM(@ASECT)))

    IF @ACODNUM <> ''
    BEGIN
        SELECT @INVCNT = COUNT(*) FROM TV_ANALYST WHERE (ANALYST = @ACODNUM or
ANALYST = @TRIMACODNUM)

        IF @INVCNT =0
        BEGIN
            IF @AMNAME <> ''
            SET @ANLSTNAME= @AFNAME + ' ' + @AMNAME + ' ' + @ALNAME
            ELSE
            SET @ANLSTNAME= @AFNAME + ' ' + @ALNAME

            IF LEN(@ANLSTNAME) > 3
            INSERT INTO TV_ANALYST (ANALYST, NAME, DEPARTMENT_CODE) VALUES
(@TRIMACODNUM, @ANLSTNAME, @DPTCODE)

            IF @MSG = ''
            BEGIN
                SET @STATUS = 'E'
                SET @MSG = 'Investigating officer ID ' + @TRIMACODNUM + ' Not
Found'
            END
        END
    END

    IF @ACODNUM <> '' AND @CKEY > 0
        UPDATE TV_LABCASE SET CASE_MANAGER = @TRIMACODNUM,
INVESTIGATING_AGENCY=@DPTCODE WHERE CASE_KEY = @CKEY

    SET @SQL1= 'SELECT STATUS_CODE,STATUS_MSG,COMPLAINT_NO from
PROPERTY_CONTROL_INTERFACE where ID = ' + cast(@ID as varchar(10)) + ' and
COMPLAINT_NO = '''' + @CMPLNUM + ''''
    SET @SQL2= 'UPDATE OPENQUERY(ORARMS204,' + '''' + @SQL1 + '''' + ') set
STATUS_CODE = '' + @STATUS + '' , STATUS_MSG = '' + @MSG + ''

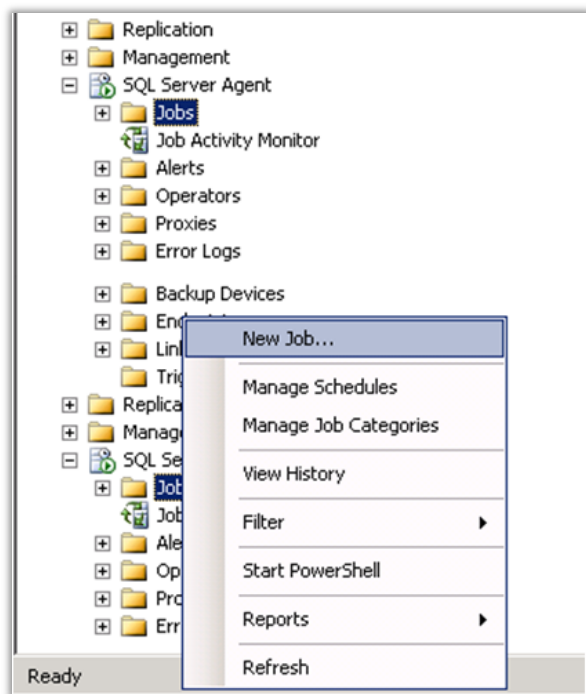
    exec (@SQL2)
    FETCH NEXT FROM CUR_RMSUPDATE INTO
@ID, @CMPLNUM, @ACODNUM, @ALNAME, @AFNAME, @AMNAME, @ASECT
    END
    CLOSE CUR_RMSUPDATE;
    DEALLOCATE CUR_RMSUPDATE;
END

```

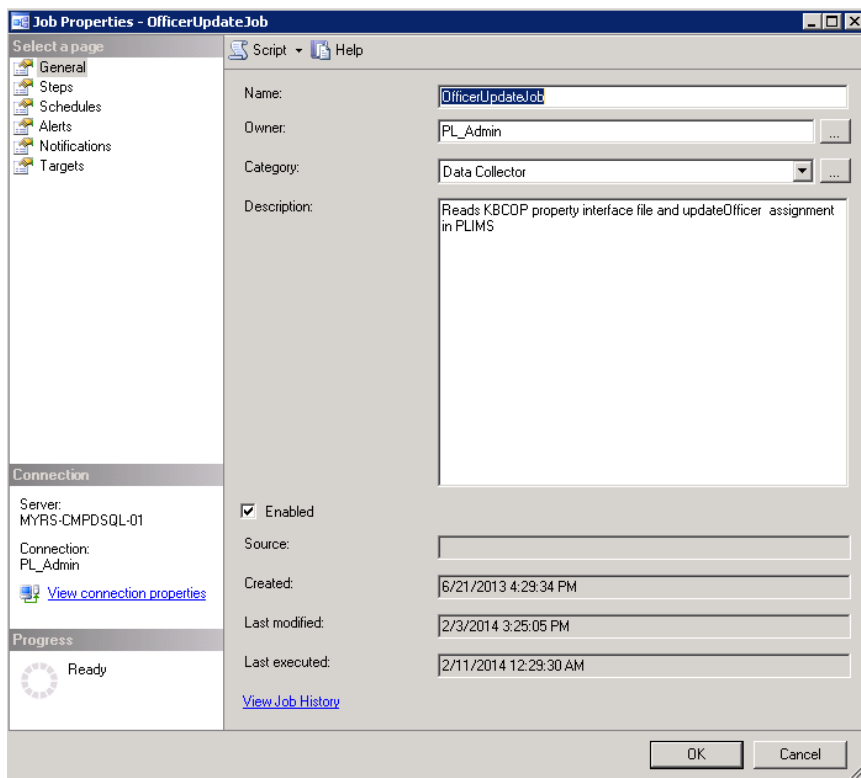
CREATE THE JOB TO RUN ON A CERTAIN TIME INTERVAL

On the Development database server 10.66.32.147 (MYRS-CMPDSQL-01) open up SQL Management Studio.

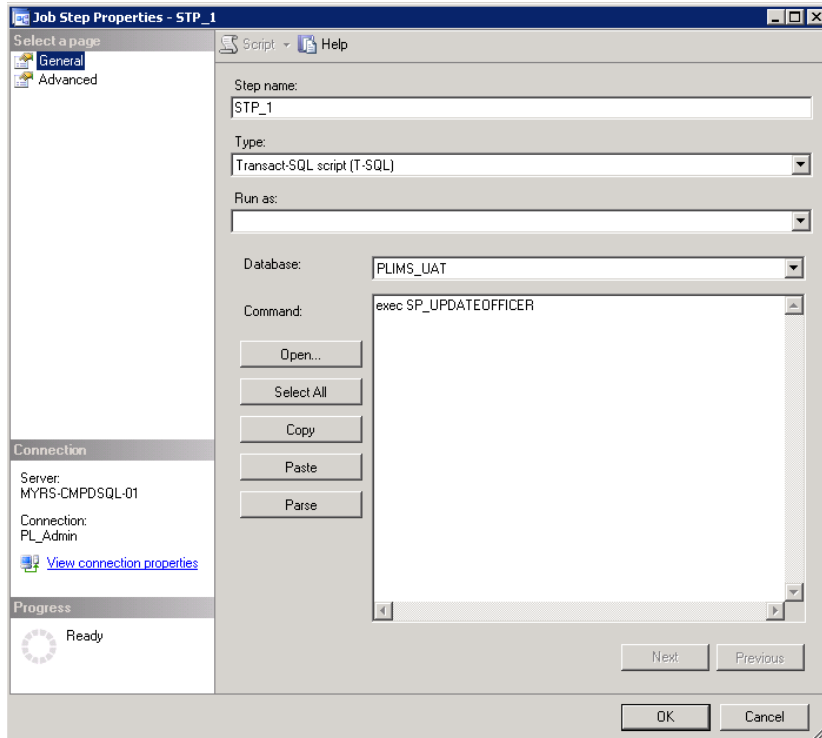
Go to SQL Server Agent and right click on Jobs. Select New Job.



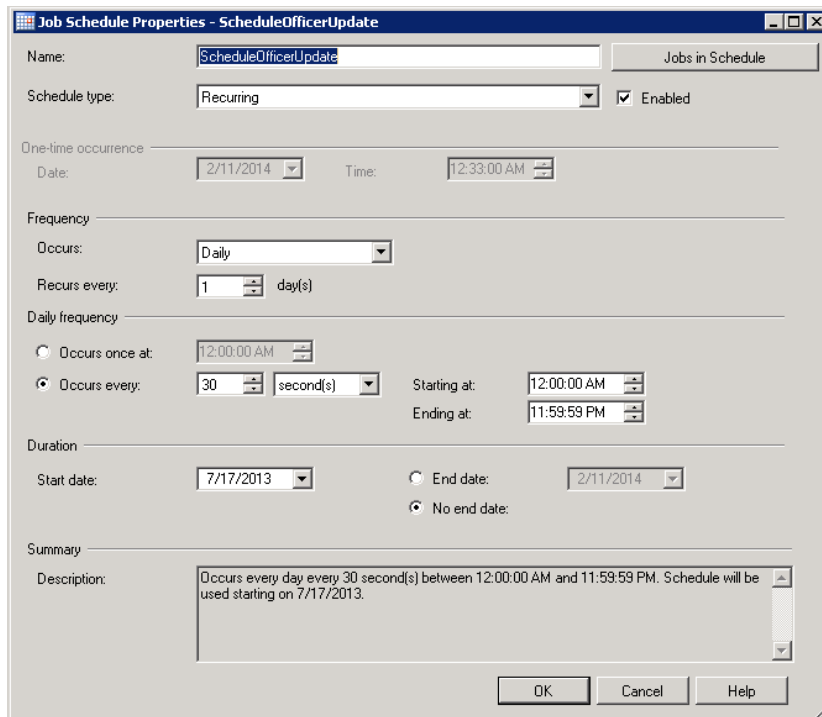
General



Steps



Schedule



To test: Make a change to the investigator in RMS, wait one minute and look in PLIMS for the change.

NOTE If the investigator in RMS is not found in PLIMS, the stored procedure adds that as an inactive user in PLIMS and loads the new name as the investigator of the case.

RMS-PLIMS WEBSERVICE INTERFACE – RMS AND DAPAPERING WEBSITE AND WEB SERVICE INSTALLATION

The following instructions explain how to install the web app and the web service. They also show the connections necessary for the installation.

ADD NEW REPORTS TO THE BARCODE WEB SERVICE (BCWS)

1. Obtain the location of your Barcode Web Service installation. In this example the installation is located at <http://192.168.1.13/BPDLIMS/BarcodeService.asmx>
2. Install the *srequest.rpt* and *receipt49a.rpt* reports onto the Barcode Web Service. (If already exists then skip.)
 - a. Use the most recent version of the report; otherwise, obtain the default *srequest.rpt* and *receipt49a.rpt* packaged with the original documentation for this feature.
 - b. Copy *srequest.rpt* and *receipt49a.rpt* onto the directory ...\\CMPD\\Reports\\ under the corresponding database you are using, either MSSQL or Oracle (e.g., C:\\inetpub\\wwwroot\\CMPD\\Reports\\MSSQL).
3. DB Connection: The LIMS database connection name (DBName) used in the BCWS must match the one used in the Web Service installation (see step 5.a in the next section). This can be determined using Connect_Web32.exe.

INSTALL WEB SERVICE

1. Obtain the web service files:
Web Service: PLimsRMSWS (located in zip file *PLimsRMSWS.zip*)
Example Located in folder: L:\\AGENCIES\\NC, CMPD\\RMS Project\\PLimsRMSWS
2. Copy/unzip the complete PLimsRMSWS directory and files onto target server (e.g., Instance, add Virtual Directory)
 - a. Example Installation Structure
 - i. Install the zip file into the folder C:\\inetpub\\wwwroot\\
 - ii. Make sure the directory structure follows this:
C:\\inetpub\\wwwroot\\PLimsRMSWS
C:\\inetpub\\wwwroot\\PLimsRMSWS\\bin
C:\\inetpub\\wwwroot\\PLimsRMSWS\\Service References
C:\\inetpub\\wwwroot\\PLimsRMSWS\\Web References
3. If using IIS Manager, Refresh and then <Convert to Application>.
4. **Important:** Make “MainServiceFunctions.asmx” the default document page. Add to Default document: “MainServiceFunctions.asmx” as the first page. In IIS Manager click on PLIMS RMSWS. Then under Home → ISS → open <Default Document>. Right click <Add...> and type *MainServiceFunctions.asmx*.
5. Set the Application Settings (web.config) of the site. The defaults are already set, if keeping these settings then skip. These settings can be changed in IIS → Application Settings.
 - a. **DBName:** Set the database connection name to the LIMS db.
DBName = “CMPD” (default)
Important Note: This DBName must match the name in step 3 in the previous set of instructions, “Add New Reports to the Barcode Web Service.”

- b. **BarcodeWebServiceURL**: Set the URL link in *PLimsRMSWS* to the Barcode Web Service (i.e. this web service invokes another web service).
 - i. Parameter = **BarcodeWebServiceURL**
 - ii. Default = <http://192.168.1.13/BPDLIMS/BarcodeService.aspx> (this will likely need to be changed depending on the location of your barcode web service)
 - c. The Crystal Reports have configurable parameters defined, they are correctly set to defaults and do not need to be changed (if the following are correct, skip this step.)
 - i. **PLIMS_BaseReportName_CustodyReport**: Default = "CUSTODY" (custody.rpt)
 - ii. **PLIMS_BaseReportName_ReceiptReport**: Default = "receipt49a" (receipt49a.rpt)
 - iii. **PLIMS_BaseReportName_SRequestReport**: Default = "srequest" (srequest.rpt)
- 6.** Test the web service. (If you have IIS : [Manage Application] -> [Browse])
- Note and save the URL that will be used for this web service. It will be needed in the next step "Install Web Application"*
- 7.** Usage: From a client app, you may interface directly with the web service PLIMSRMSWS using the method calls.
- a. Test DAPAPER Web Method Call: Using the built in test functions on the web service, do a simple test to see if your installation is functioning correctly. The test functions have a 'Test' as a suffix in the function name. Parameters can be manually typed in the browser.
 - b. See document: *PLIMS-RMS Interface Functional Requirements-Specs.docx* Section (**SP-001**) on how to use the web method calls.

INSTALL WEB APPLICATION

1. Obtain the web service files:

Web Service: PLimsRMS (located in zip file PLimsRMS.zip)

Example Located in folder: L:\AGENCIES\NC, CMPD\RMS Project\PLimsRMS

2. Copy/unzip the complete PLimsRMS directory onto target server (e.g., Instance, add Virtual Directory).

Example: Create the directory structure into the C:\inetpub\wwwroot\PLimsRMS

3. If using IIS Manager, Refresh and then <Convert to Application>.
4. **Important:** Make sure “default.aspx” is on the Default Document list: Within IIS Manager click on PLIMS RMS. Then under Home → ISS → open <Default Document>.
5. **Important:** If files exist, remove PLCCONTROLS.dll and PLCCONTROLS.pdb from the \bin directory.
6. Set the Application Settings (web.config) of the site. The defaults are already set, if keeping these settings then skip. These settings can be changed in IIS → Application Settings.
 - a. **PLimsRMSWebServiceURL:** Set the URL link in *PLimsRMS* to the RMS Web Service that was setup in the previous set of instructions (i.e., this web application invokes another web service).
 - i. Parameter = **PLimsRMSWebServiceURL**
Default = <http://192.168.1.13/PLimsRmsWS/>
 - b. **PLIMS_TimeOutMinutes:** Set the time out number of minutes that a login session will stay active during inactivity until another login is needed. Default = 60 minutes.
 - c. One Crystal Reports parameter is defined; it is correctly set to defaults and does not need to be changed (if the following is correct, skip this step).
 - i. **PLIMS_BaseReportName_ReceiptReport:** Default = “receipt49a” (receipt49a.rpt)
7. Test the web service. (If you have IIS : [Manage Application] -> [Browse])
8. Usage: Using the link to the server where the app is stored, pass in data to the web app via parameters.
 - a. See the next page for information on how to use the web method calls.

Web Application

Once the RMS Web Application is installed onto a server, it can be used to invoke reports to be loaded and displayed in a browser. The application will invoke the RMS Web Service to gather report data. Then it will format and display in html to the browser page.

Web Application Link

The web application is to be installed onto a server (e.g., <http://192.168.1.13/PLIMSRMS/>). To use the application, send a URL along with parameters in a browser. The URL will contain the path to the server plus parameters.

Parameters

Report parameters will need to be passed to the Web Application via the URL to trigger which report to retrieve and display.

Parameter	Description	Values	Value Desc	Format
Report Name	Possible reports that can be retrieved.	PROPEVID	The Property Evidence List Report	RPT=PROPEVID
		LABRPT	The Crime Lab Reports	RPT=LABRPT
Complaint Number	The Complaint number of the report to retrieve	#####	Alphanumeric matching the Lab Department Case Number.	CNO=#####

URL Format:

- `<server>/PLIMSRMS/Default.aspx?RPT=<report>&CNO=####`

Examples:

`http://192.168.1.13/PLIMSRMS/Default.aspx?RPT=PROPEVID&CNO=20130101-1200-00`

`http://192.168.1.13/PLIMSRMS/Default.aspx?RPT=LABRPT&CNO=20130101-1200-00`

`http://192.168.1.13/PLimsRms/?RPT=LABRPT&CNO=20080227-2125-00`

Login

The first time the web application is invoked, the user will be prompted for a login. The login access will need to be setup in the LIMS installation and available to the user. The web app will time out the login after a period of time specified in its web application configuration (see installation doc).

WEB METHODS

- `public ReportPacket DAPAPER()`
This web method retrieves a report for the given Complaint Number and formats/returns the information into a ReportPacket structure.

Parameters

`string` ComplaintNumber

Input: ComplaintNumber : matches to TV_LABCASE.DEPARTMENT_CASE_NUMBER.

Returns: A ReportPacket class containing the complete list of reports for a ComplaintNumber

- `public byte[] GETREPORT()`
This web method is used primarily by the RMS Web Application and not typically to be called directly. It retrieves a report for the given Complaint Number and returns a PDF report in a set of raw bytes. It can be viewed in a PDF view / or browser.

Parameters

<code>string</code> UserId	User ID in LIMS
<code>string</code> Password	User Password in LIMS
<code>string</code> ReportName	Custody or Lab Report(<i>receipt49a or LABRPT</i>)
<code>string</code> ComplaintNumber	Number matching a <i>DEPARTMENT_CASE_NUMBER in the Lims system LABCASE</i>
<code>out ReportPacket</code> TheReportPacket	Returns the ReportPacket structure for the report
<code>out int</code> ErrCode	An error number (0=No Error)
<code>out string</code> ErrMsg)	Cooresponding Description of the Error

Returns: The Raw PDF Bytes of the requested report

PARAMETER MAPPING

Sample:

```
<ReportPacketItem>
  <ReportType>Custody</ReportType>
  <Section/>
  <SRMasterKey>0</SRMasterKey>
  <RequestedDate/>
  <RequestedBy/>
  <LabReportNumber>0</LabReportNumber>
  <Data>JVBERi0xLjcgcjE48/TIAoxIDAgb2JqIAo8PCA
  <Msg/>
</ReportPacketItem>
```

TAG	Description	Notes
ReportPacket	– The main structure (soap message) returned by Web Method : DAPAPER()	A packet will contain: 1 Custody report. 1 Receipt report N number of Service Request reports M number of Lab Reports
ReportPacketItem	– Each individual Report within the ReportPacket	
ReportType	Custody, Receipt, ServiceRequest, LabReport	
Section	Only used by LabReport type	Blank for other types TV_LABASSIGN.SECTION
SRMasterKey	Only used by ServiceReequest type	Blank for other types
RequestedDate	Only used by ServiceReequest type	Blank for other types TV_SRMASTER.REQUESTEDDATE
RequestedBy	Only used by ServiceReequest type	Blank for other types TV_SRMASTER.REQUESTEDBY
LabReportNumber	Only used by LabReport type	0 for other types; TV_LABASSIGN. REPORT_NUMBER
Data	Raw PDF data in bytes	
Msg	Empty or contains an error message	
Msg	There is also a top level error message for the whole ReportPackt.	

CLASS DEFINITIONS

```
public class ReportPacket
{
    public List<ReportPacketItem> ReportList = null;
    public string Msg = "";

    public ReportPacket()
    {
        ReportList = new List<ReportPacketItem>();
    }

    public void Add(PDFReport thePDFReport)
    {
        if (thePDFReport != null)
        {
            ReportPacketItem item = new ReportPacketItem();
            item.ReportType = thePDFReport.ReportType;
            item.Section = thePDFReport.Section;
            item.SRMasterKey = thePDFReport.SRMasterKey;
            item.RequestedDate = thePDFReport.RequestedDate;
            item.RequestedBy = thePDFReport.RequestedBy;
            item.LabReportNumber = thePDFReport.LabReportNumber;

            if (thePDFReport.Data != null)
                item.Data = (byte[])thePDFReport.Data.Clone();
            item.Msg = thePDFReport.Msg;
            ReportList.Add(item);
        }
    }

    public void DemoAdd(string ReportType, byte[] data)
    {
        ReportPacketItem item;

        item = new ReportPacketItem();
        item.ReportType = ReportType;
        item.Section = "DNA";
        item.Data = (byte[])data.Clone();
        item.Msg = "Successful";
        ReportList.Add(item);
    }
}

public class ReportPacketItem
{
    public string ReportType="";
    public string Section="";
    public int SRMasterKey = 0;
    public string RequestedDate = "";
    public string RequestedBy = "";
    public int LabReportNumber = 0;
    public byte[] Data = null;
    public string Msg = "";

    /* Constructor */
    public ReportPacketItem()
    {
    }
}
```

CONFIGURING CHEMSTATION SEQUENCE FILE IMPORT

This section explains how to enable the ChemStation software to import sequence.xml files. Natively the ChemStation software only imports csv files.

ChemStation B (or other version with ChemstationPlus XML Interface)

Step 1: Create the XMLSEQ folder.

- A. From a command prompt or windows explorer, create the following folder:

C:\labsave\XMLSEQ

Step 2: Enable the XML import function in the chemstation.ini file.

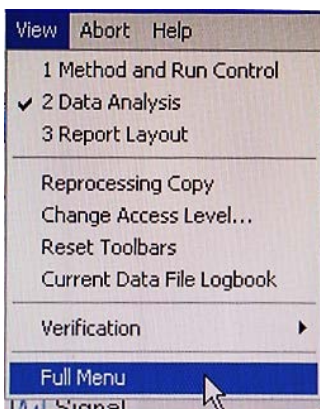
- A. Locate the chemstation.ini file in c:\windows and add the following line directly under the [PCS] section heading:

XMLEnableImport=1

- B. Locate the [PCS,1] section (for instrument #1) and add the following line directly under the heading:

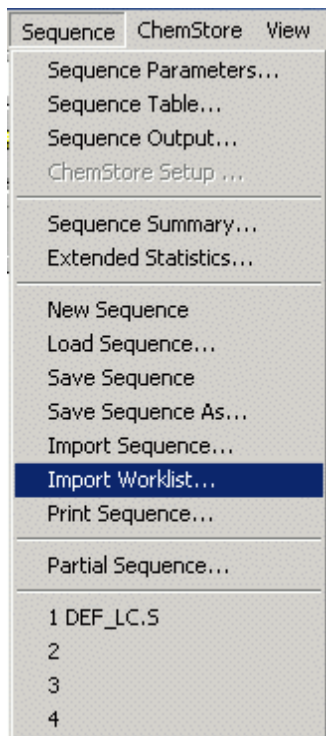
XMLImportPath=C:\labsave\XMLSeq

Step 3: Restart the ChemStation program and select "Full Menu" from the data analysis "View" menu.



Step 4: Verify the Import Worklist option is available.

- A. Switch back to Method and Run Control
- B. Click on the sequence menu
- C. C: Click on the Import Worklist (Front) Menu item. When you do this, a file open dialog should display allowing you to select a file from the c:\labsave\XMLSEQ folder.



Step 5: Change the network connection priority in Windows.

Additionally the ChemStation uses two network cards. One connects the device to the pc and the other connects the pc to the website. Follow the steps in this article to set priority of the network connections so that both work properly:

<http://support.microsoft.com/kb/2526067>

NOTE For information on configuring the export file from ChemStation to PLIMS refer to CMPD Chemstation documentation.