IDAHO STATE POLICE FORENSIC SERVICES ILIMS PRELOG V2 USER GUIDE

Table of Contents

Revision History

Revision #	Description of Changes
1	Original Qualtrax Version
2	Additions for new features in Prelog (attachments to submissions and Notifications panel on dashboard), general updates
3	Update to reflect functional changes for Master branch update to Prelog V2.
4	Clarification on procedures, removed reference to “New” procedures relating to master branch

Overview

The Idaho Laboratory Information Management System (ILIMS) PreLog is the customer interface to the ISP Forensic laboratory system. ISPFS Prelog is used for logging evidence for submission, tracking the progress of the submitted case in the laboratory, and retrieval of reports and case notes associated with analysis performed by ISPFS.

Accessing the PreLog System

Users must be granted permission to access the PreLog System before they can sign on to the web application. All users must be approved by Idaho State Police Forensic Services (ISPFS). Depending on the user type specified by the agency the user is associated with and ISPFS user set up determines the functions that the user will be allowed to access.

The Prelog system is for Authorized use only. The reports on this system are to be used for criminal investigation and/or prosecution only. Each agency and prosecutors' office authorized access to Prelog agrees that it is responsible for any misuse of the information obtained by it or its employees and agrees that ISPFS will not be held liable for any unauthorized use of ILIMS Prelog.

All users agree not to view, download, or distribute in any way, reports that do not pertain to the agency or prosecutor's office they represent. ISPFS retains the right to deny any person access to the system and may terminate any authorized agency or individual user at any time without notice.

Authorized agencies agree to submit individual user names to ISPFS for authorization and access to ILIMS Prelog. Authorized individual users are each given a unique login name and password. ***All users agree not to share passwords.*** Any user found sharing login information will be immediately terminated from access to the ILIMS without further notice. All users agree to verify passwords at least once a year. **Authorized agencies are responsible to immediately notify ISPFS if an individual user with access to ISPFS Prelog leaves employment with the authorized agency.**

If any authorized agency or individual user is terminated from ILIMS for a violation of the ILIMS user agreement, approval for reauthorization must be granted by the ISP Forensic Services Director and appropriate ISP Major before access to ILIMS will be restored.

Procedure 1: ***Logging into Evidence PreLog System***

1. Obtain a login from ISPFS. The USERID is unique to the individual accessing ISPFS PreLog, please contact the Laboratory for assistance.

2. Using Chrome browser, sign on to PreLog System by going to the website address provided by ISPFS. The website address is not published for security reasons.

3. Enter the designated User ID and Password provided by ISPFS. Upon initial log-in the user will need to reset the password given to them by ISPFS following the instructions in Procedure 2. **User passwords are unique and should not be shared.** This account is intended to be used solely by the individual associated with the account. Unauthorized use of this system will result in agency termination from ILIMS.

   Note:

   Passwords can be changed at any time on the ILIMS PreLog system using the "Reset Pwd" button (see Procedure 2). If password has been forgotten (See Procedure 3).

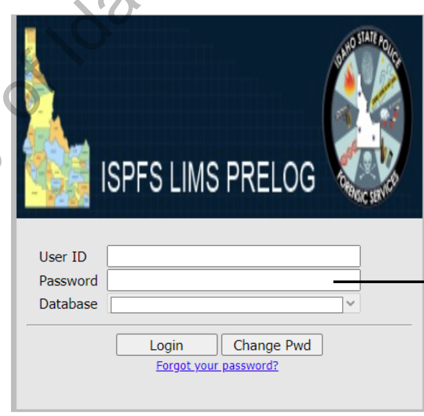
Procedure 2: ***Changing Your Password:***

Passwords sent from ISPFS via email or other means are not secure and must be changed immediately. Upon initial login the user will be prompted to change their password. If at anytime the users would like to update their Prelog password the instructions are provided below.

Forgot Your Password:

See Procedure 3: Forgotten Password

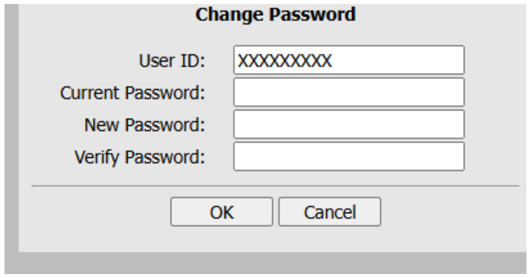
1. Click on the **Reset Pwd** button.



Passwords are case sensitive

2. The **Change Password** screen will display.
   Enter User ID in the **User ID** field.
   Enter current password in the **Current Password** field.
   Enter a new password in the **New Password** field (passwords are case

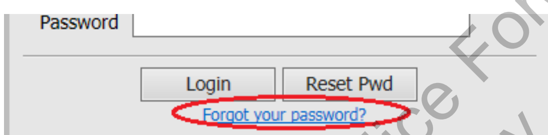
sensitive).
Retype new password in the **Verify New Password** field, and then click **OK**.



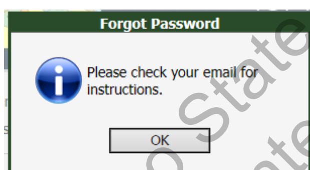
4. If the password was changed successfully, a prompt will appear stating the change was successful and once acknowledged, the user will be returned to the log-in screen.

Procedure 3: ***Forgotten Password Reset***

1. If you forget your password and need to reset it. Enter your username in the applicable field and select the "Forgot your Password?" link

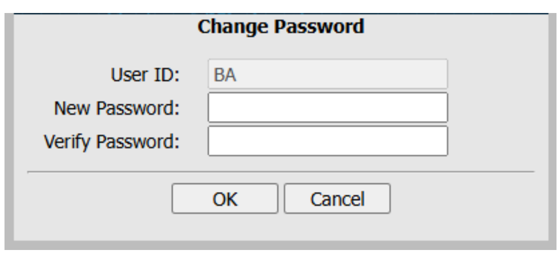


2. The following prompt will be shown.



3. Open the email received from no-reply@isp.idaho.gov (ISP Automated Emailer), and select the "ISPFS Prelog Password Reset" text.

4. You will be redirected to a Change Password screen, enter your new password in the "New Password" field and the same password in the "Verify Password" field.



Default Tabs

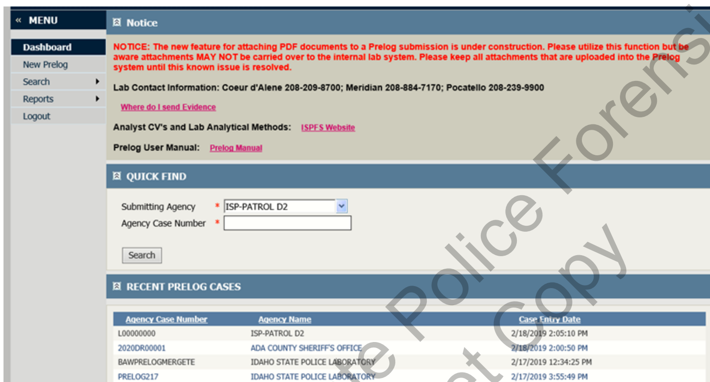
Default tabs will differ based on the users Agency. Users from law enforcement offices submitting evidence will have different defaults than agencies designated as prosecutors/Legal entities.

The dashboard is the navigation screen or the homepage and is the first screen visible after login. Users navigate from the dashboard to create a new PreLog Case or submission, view previous PreLogged case or submissions, case status, and cases with case reports and notes available for downloading.

Note:

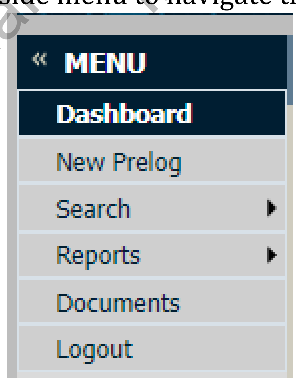
***<u>Search Results sorting</u>**: most of the search results may be sorted by clicking on the desired column header. E.g. if you would like to sort by date, click on the date header to sort by that column.*

DASHBOARD

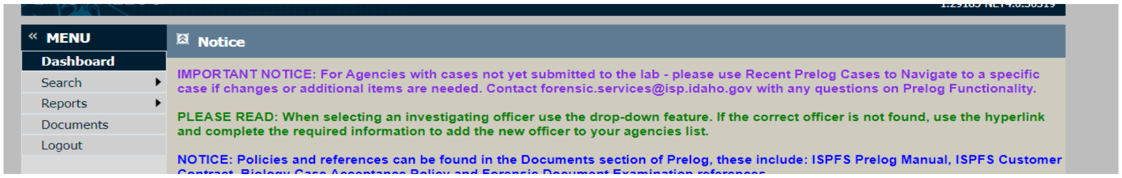


The dashboard in full has four sections:

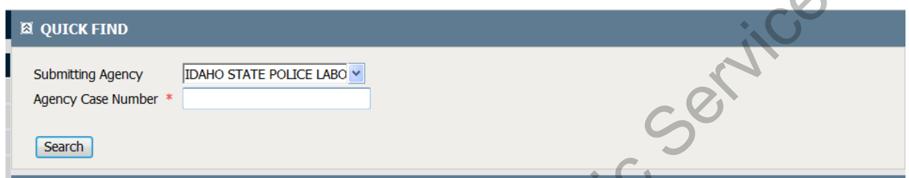
1. ***Menu:***
   Use the side menu to navigate throughout the PreLog System.



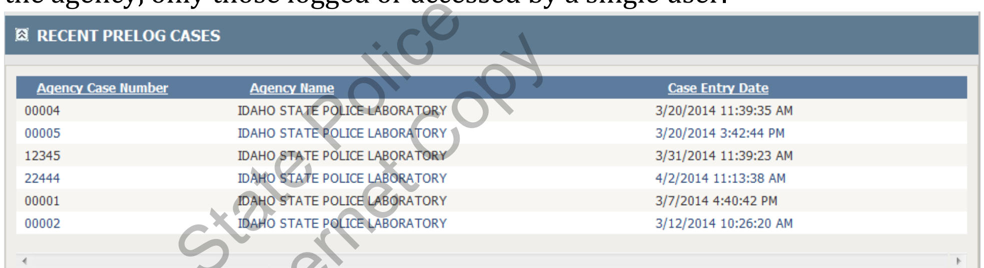
2. ***Notice****:*
   Any important notifications regarding maintenance to ISPFS Prelog will be added into this section. Contact information for each of the ISPFS Laboratories and links to helpful information relating to Prelog.



3. ***Quick find***:
__(Submitting Agencies Only)__ Depending on the user settings, the user may have the ability to select different agencies in the Quick Find Submitting Agency dropdown field. Single agency users will have the Submitting Agency default to the agency designated at account creation. Full or partial case numbers may be searched using the Quick find function.



4. ***Recent PreLog Cases:***
This section lists the cases that have recently been PreLogged or accessed under the designated USERID. This feature does not track all cases logged by the agency, only those logged or accessed by a single user.



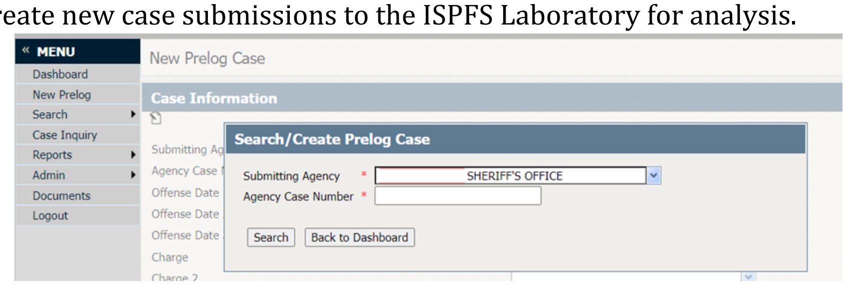
Agency Case Number	Agency Name	Case Entry Date
00004	IDAHO STATE POLICE LABORATORY	3/20/2014 11:39:35 AM
00005	IDAHO STATE POLICE LABORATORY	3/20/2014 3:42:44 PM
12345	IDAHO STATE POLICE LABORATORY	3/31/2014 11:39:23 AM
22444	IDAHO STATE POLICE LABORATORY	4/2/2014 11:13:38 AM
00001	IDAHO STATE POLICE LABORATORY	3/7/2014 4:40:42 PM
00002	IDAHO STATE POLICE LABORATORY	3/12/2014 10:26:20 AM

Note:

If a different user from the same agency PreLog a case, it will not appear under the recent PreLog cases section for all users of that agency. However, all users for an agency can access all cases for that agency by using the Quick Find or Search Received PreLog Cases features.

NEW PRELOG

Used to create new case submissions to the ISPFS Laboratory for analysis.



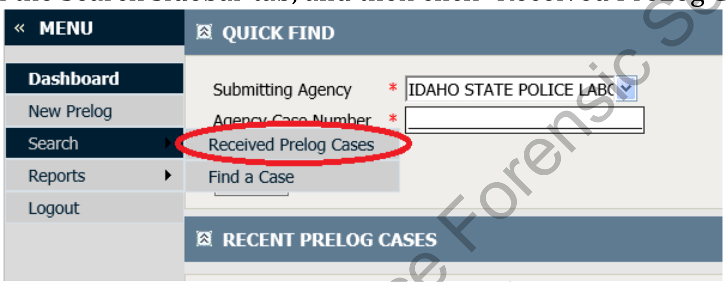
__Prior to any case being entered into the system, search for the agency case number (using the correct format designated by the submitting agency).__ There are two possibilities for search results.

1. The specified agency case number has not been entered, and therefore a new lab case will be created for the submission. (See PreLog a New Case)

2. The agency case number has been entered before, with or without having been submitted to the appropriate ISPFS lab(s) and given a lab case number. The user will then create a new submission on the previously submitted case. (See Additional Submissions or Resubmission of Evidence)

SEARCH- RECEIVED PRELOG:
Received PreLog Case search allows for access to all cases which have been entered into PreLog, received by the laboratory for analysis **and** approval granted for prelog access. Cases which have not been received by the lab will not be found in the results of this search function.

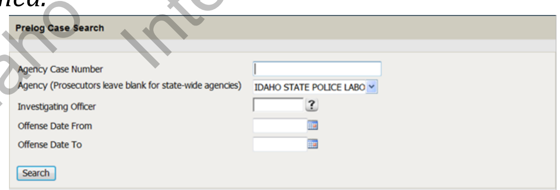
Click on the Search sidebar tab, and then click "Received PreLog Cases".



Search By Agency: To search for received cases from a specific agency: select the desired agency from the Agency drop-down, then select search.

Note:

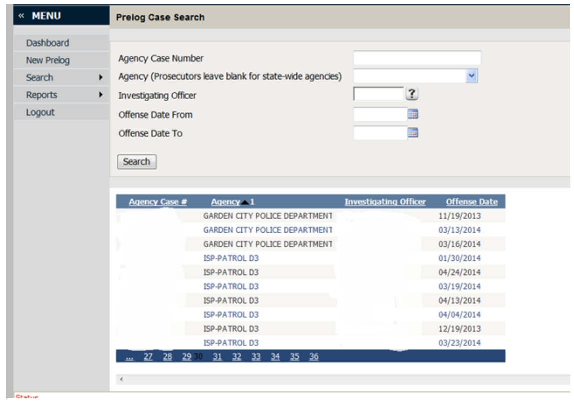
Additional fields may be completed to filter the results of the search being performed.



Display All Received Cases: The ability to search for any case received by the lab for the prelog users approved agency(ies).

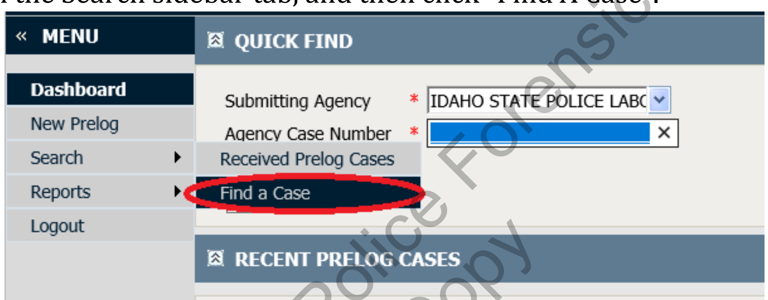
Note:

The resulting cases from search may be further limited by using additional criteria; to include agency case number (ensure that the agency case number format is correct, or the search will yield no results), investigating officer, and or Offense date to and from fields.



SEARCH- FIND A CASE
Find a Case Search allows for alternative method of searching for case information based on the users' access. (For additional instructions see Procedure 14)

Click on the Search sidebar tab, and then click "Find A Case".



The following screen will load giving multiple search options

Search By (1) Case Number: This search can be used for full or partial case numbers.

Search by (2) Case Names: The ability to search for lab cases with a specific name. Partial searches are allowed in the name search option. If spelling is unknown use %to key for a partial search (Ex: Jo% will display results for all name entries containing the letters JO).

Search by (3) Items: The ability to search for lab cases with a certain packaging or item type. (Generally not used for case searches)

REPORTS
Completed lab reports can be found in this section of the system. A user can search for any completed lab reports (reports completed after January 2014). Reports completed prior to January 2014 must be obtained by request to the ISPFS Lab.

DOCUMENTS
ISPFS Documents related to PreLog, case acceptance policies or any document ISPFS would like the agency to have readily accessible will be located under this section. The ISPFS Prelog User Guide will be located here, as well as on the ISP Forensics public website (https://isp.idaho.gov/forensics/analytical-methods/).

LOGOUT
Used to logout of the PreLog System.

PreLogging Cases

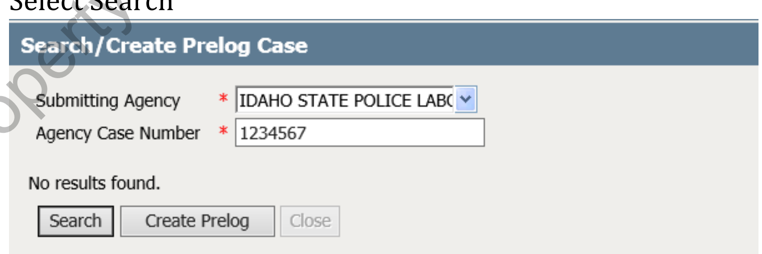
An individual user can PreLog cases for any Agency they have been assigned as a Prelog user for. Agencies are **<u>required to create a case PreLog for all evidence that is to be submitted to the lab for analysis</u>** before shipping or delivering any evidence to ISPFS. Agency representatives will deliver the PreLog Submission form in-person or place it in the shipping box. Exceptions: Breath Alcohol Instruments and NIBIN Exemplar test fires are not entered into Prelog.

Procedure 4: ***<u>PreLogging a New Case:</u>***

IMPORTANT NOTES:

- *When a single item or multiple items need analysis in a **<u>single</u> ISPFS laboratory**, the evidence is submitted to that lab.*
- *If a single item needs analysis in **<u>more than one</u> laboratory**, agencies should call the laboratory to determine where the item should be submitted first, if they are unfamiliar. The initial laboratory will forward any item that requires analysis that is performed in more than one laboratory.*
- *When one item from an agency case needs analysis in one ISP laboratory and another item needs analysis in a second ISPFS laboratory, **each item will need to be Prelogged into two separate Service Requests** to the laboratory where they need to be submitted.*
- It is recommended that the submitting agency ENTER ALL **APPROPRIATE** CASE EVIDENCE ITEMS **eligible for Lab analysis** when entering new cases. If all items are not added on original **entry,** then additional items will need to be added to the case individually for additional **Service Requests/Lab Submissions.**
- Questions regarding where to submit items are addressed in the document "Where do I send my evidence". A link to the document is in the Notice Section on the Dashboard in Prelog or can be found on the ISPFS website https://isp.idaho.gov/forensics/evidence/

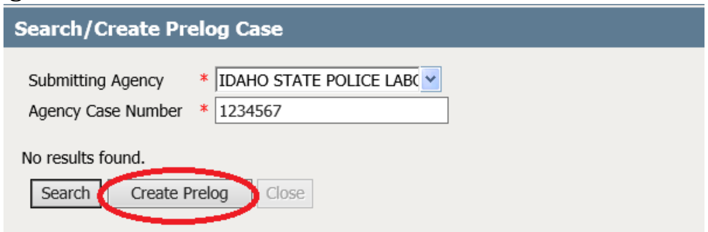
1. **Select New PreLog**
   a. Verify the selected Submitting Agency is appropriate for the new case
   b. Enter the agency case number.
   c. Ensure that the agency case number is correct (using the correct case number format).
   d. Select Search



Note:

*A multi-agency user **must** ensure the proper Submitting Agency is selected from the dropdown for each PreLog case.*

e. If there are no results found, select Create PreLog. If a case has previously been entered using the case number refer to the Procedure for Additional Submissions.



2. New PreLog Case screen.

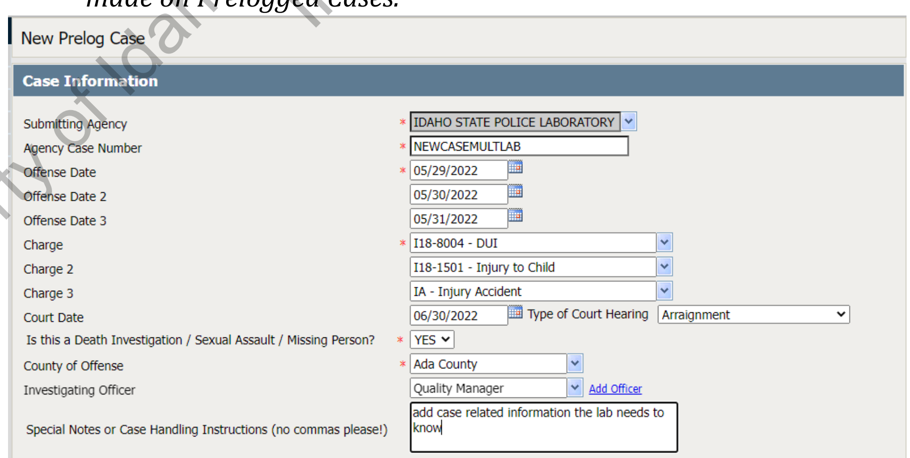
a. The top section of the New PreLog Case screen is the Agency Case Information.

i. Fields indicated with red marks are required, but all fields are important to ISPFS. Not completing the form may slow the analysis process.

ii. The investigating officer field is used by ISPFS for correspondence relating to analysis of the ssubmitted evidence is needed. Please use select from the drop-down or use the Add officer hyper link if the officer is not found.

Note:

- *You may enter comments in the Special Notes field that are pertinent for the lab to know at intake of the case.*
- *If a Court Date is known, please use the Court Date and Type of Court Hearing fields to provide the date to the lab.*
- *If there are multiple items of evidence that support one charge, the charge will only need to be completed in the Charge field. If there are multiple charges associated with the case, enter additional differing charges in the Charge 2 and Charge 3 fields.*
- *Attachments of Agency case reports or documents that the lab requires can be made on Prelogged Cases.*



b. The lower section of the new case screen is for case information regarding the evidence items and any persons associated with the case. Reminder you must Toggle between the Names and Items tab to enter the appropriate information.

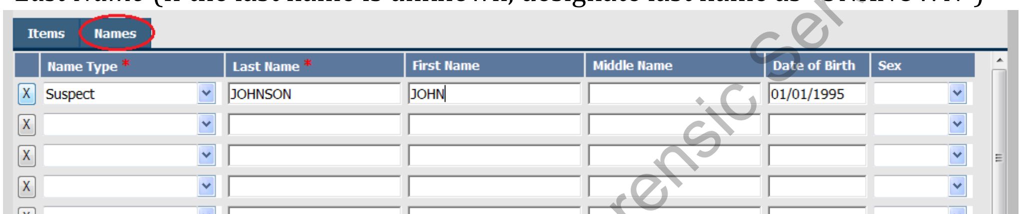
Note:

Spelling of names and item numbers provided will automatically fill into the laboratory report. ***The lab will not issue amended reports due to incorrectly entered data provided incorrectly by the submitting agency.***

i. Required Information Fields in the NAMES Section:

a. *Name Type* (i.e. Suspect, Subject or Victim). Enter any individuals associated with this case.

b. *Last Name* (If the last name is unknown, designate last name as "UNKNOWN")



ii. Required information for ITEMS being submitted:

ENTER ALL INFORMATION FOR ALL CASE ITEMS AT THIS POINT, even if the evidence will be submitted to multiple laboratories, or only a limited number of items being sent upon initial testing request.

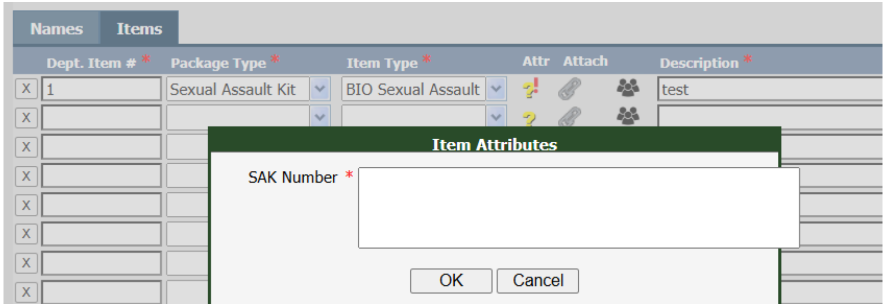
Important: ***Each line item should reflect the external packages being submitted to the lab****. For example: if multiple agency exhibits are placed in one evidence envelope to be submitted. Then the Dept. Item # field should include all item numbers in that evidence envelope, items need to be comma separated. (EX1, EX2, EX3..)*

a. ***Agency Item number***: the unique item designation given to the item of evidence by the submitting agency. This must be the designation used for the item by the agency- this number should be located on the evidence being submitted to the lab.

b. ***Package Type***: exterior sealed packaging of your evidence (i.e. envelope, box, urine kit, heat sealed plastic bag, etc.)

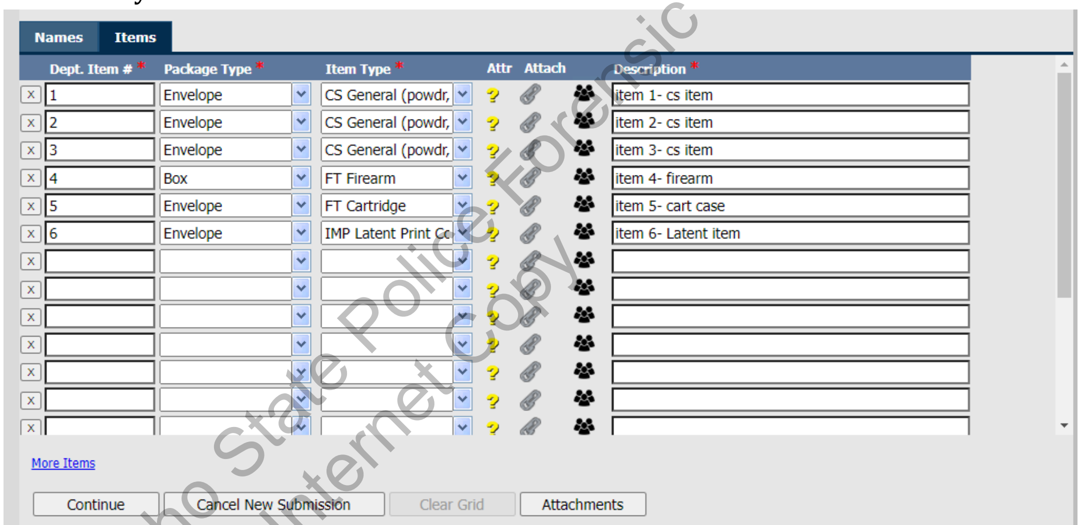
c. ***Item Type:*** Lab designation of the type of evidence being submitted for analysis (example: Blood Collection Kit, CS Marijuana, IMP Latent Print Comparison Item(s), FT Firearm, etc.). For a list of all available item types see Appendix B.

d. ***Attr:*** This field is an item specific attribute for ONLY BIO Sexual Assault Kits and CS Syringes. These two item types are the only types that will trigger the Attribute as being required, a red exclamation point will generate on the . This field is not required to be selected for all items entered. **This is not required for most item types.**



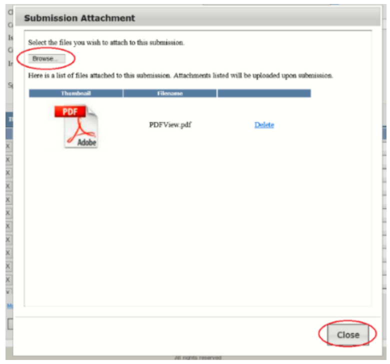
e. *Linking Item to an individual (optional):* When multiple individuals are added to the names tab and a single item is attributed to a specific person, you may attribute the item to a person by selecting the  button.

f. ***Description:*** This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.



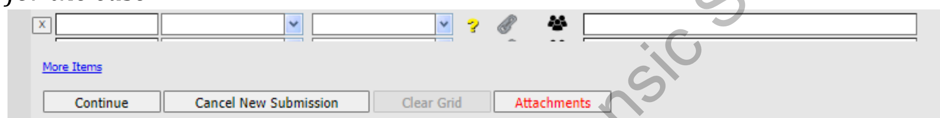
iii. **Attachments:** If there are documents that are needed by ISPFS regarding the case being submitted, please submit them to the lab via the Attachments feature. **<u>ISPFS requests only PDF attachments.</u>**

a. Select the **Attachments** button at the bottom of the screen, then follow the prompts for attaching the document.



NOTE:

The attachments button will change to red text, indicating an attachment is present for the case

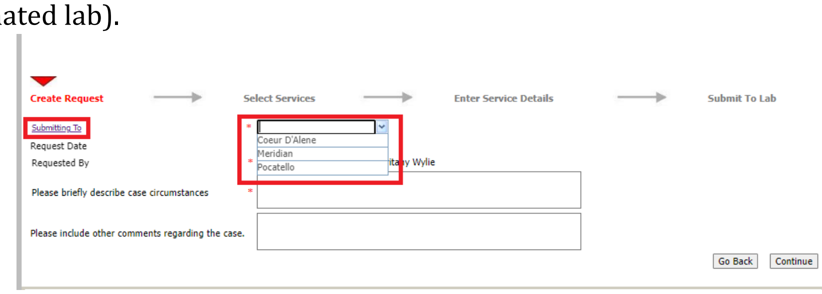


iv. When all the information has been entered, select **Continue**

3. Requesting Analysis:

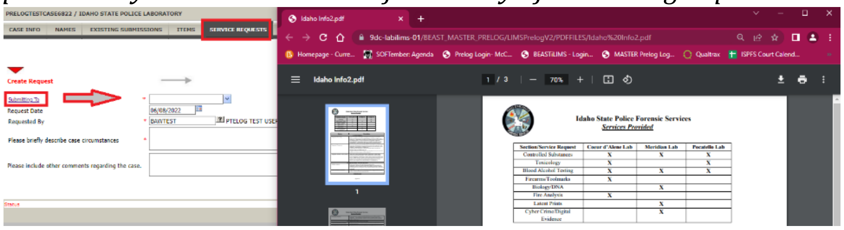
The first step is to create the PreLog Submission and Service request, this screen will populate based on the information entered on the previous screen for new cases, select Continue.

a. To create a request for testing: in the “Submitting To” field, select the appropriate lab (Depending on the lab selected the available testing is limited to the services provided at the designated lab).

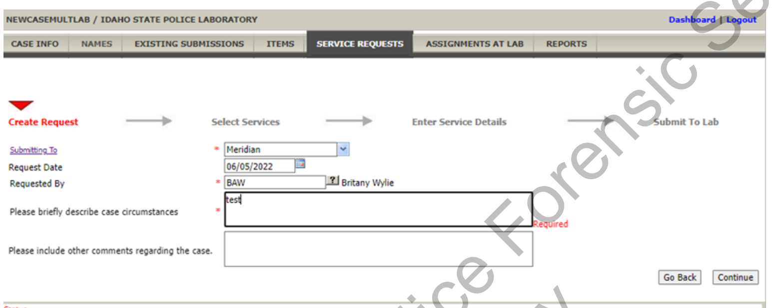


NOTE:

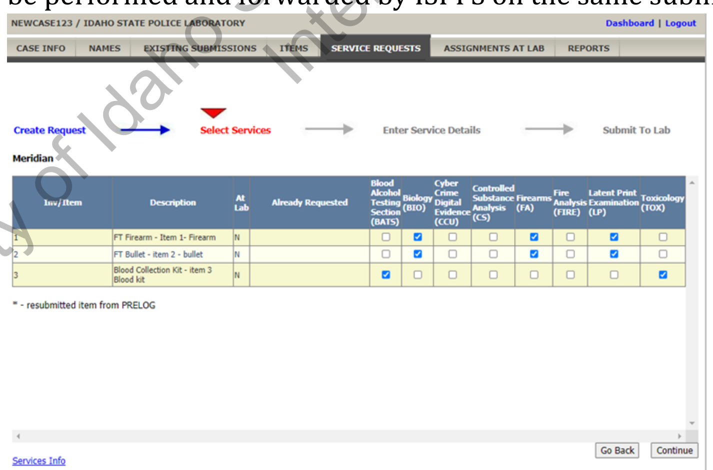
*The **Submitting to** Label is a hyperlink that will open a document showing the services provided by each lab and a brief summary of the testing capabilities.*



Once a lab has been selected, click "Continue" The list of testing options will be limited based on your lab selection.



- For each item of evidence, select the analysis to be performed. Remember ISPFS will forward single items that must be worked in multiple ISPFS laboratories. *Example*- A firearm needing latent prints in Meridian and operability testing in CDA will be submitted to Meridian first, with service request selected for all analysis to be performed and forwarded by ISPFS on the same submission.



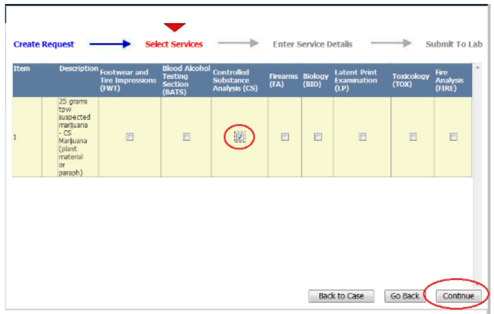
Items that will only be worked in one ISPFS lab must be directly submitted to that lab.

- *Example*- A firearm not requiring latent print analysis should be sent directly to the Coeur d'Alene Lab.

If one case requires analysis of evidence performed in different labs, evidence would require an additional Service Requests for each lab receiving evidence.

- *Example*- A case with a controlled substance item going to Meridian and another item needing blood toxicology in Pocatello ,requires two separate service requests to be created ([see Procedure 5](#)).

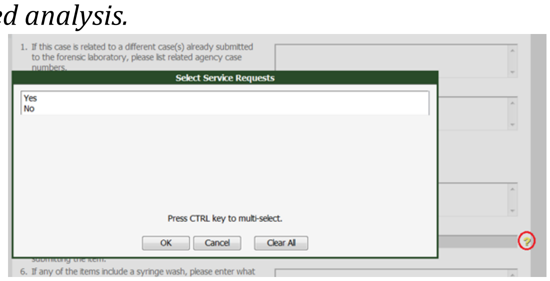
Once all analysis for each item has been checked, select Continue



b. Based on the selected Analysis requested, there will be a required set of questions that will be used in the laboratory to assist the analyst in the examination of the evidence submitted (red asterisk indicate required responses).

Note:

Within the question sets there may be free-text fields, drop downs, or ? buttons which are generally yes/no answers. Click on the ? icon to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional or specified analysis.

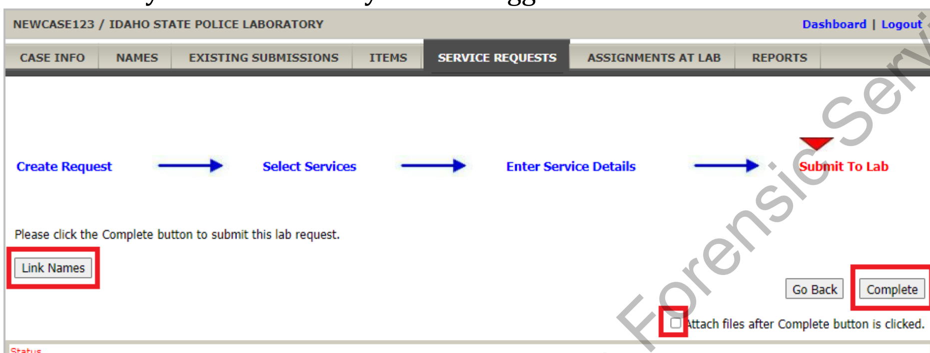


c. Once all questions have been answered select Continue.

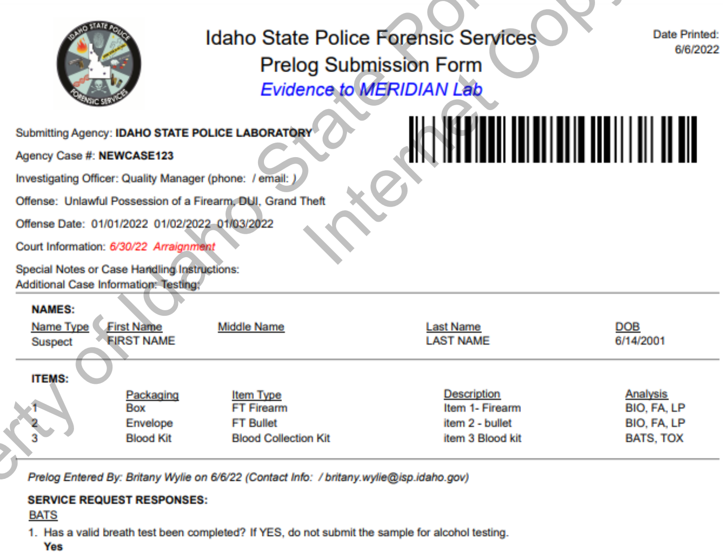
Note:

If the original submission Service Request page is navigated away from prior to completion of the service request questions (step c in this procedure) a draft will not be saved. To restart the request, navigate to the service request tab and select new (ONLY if you did not select continue after the last question set). See [*Editing Service Request Procedure 8*]() *if the Submit to Lab continue button was not selected.*

4. When finished with all question sets (if multiple), select **<u>Complete on the Submit to Lab page</u>**. This will finalize the request and will also generate a PreLog Submission Form (PDF format). This ***<u>form must be printed and provided to the ISPFS lab (hand-delivered or shipped) with the evidence</u>***. This form allows the laboratory to scan the barcode and immediately access and verify the PreLogged information.



If the complete button is not selected, the PreLog Submission form will not generate.



Idaho State Police Forensic Services
Prelog Submission Form
Evidence to MERIDIAN Lab

Date Printed: 6/6/2022

Submitting Agency: **IDAHO STATE POLICE LABORATORY**
Agency Case #: **NEWCASE123**
Investigating Officer: Quality Manager (phone: / email:)
Offense: Unlawful Possession of a Firearm, DUI, Grand Theft
Offense Date: 01/01/2022 01/02/2022 01/03/2022
Court Information: *6/30/22 Arraignment*
Special Notes or Case Handling Instructions:
Additional Case Information: Testing;

NAMES:

Name Type	First Name	Middle Name	Last Name	DOB
Suspect	FIRST NAME		LAST NAME	6/14/2001

ITEMS:

	Packaging	Item Type	Description	Analysis
1	Box	FT Firearm	Item 1- Firearm	BIO, FA, LP
2	Envelope	FT Bullet	item 2 - bullet	BIO, FA, LP
3	Blood Kit	Blood Collection Kit	item 3 Blood kit	BATS, TOX

Prelog Entered By: Britany Wylie on 6/6/22 (Contact Info: / britany.wylie@isp.idaho.gov)

SERVICE REQUEST RESPONSES:
BATS
1. Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
Yes

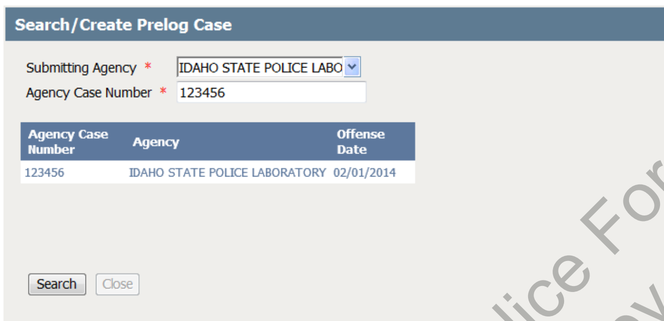
Note:

<u>The PreLog Submission Form must be included with the evidence regardless of how the evidence is submitted to the lab (Hand Delivered, US Mail, UPS, etc.).</u>

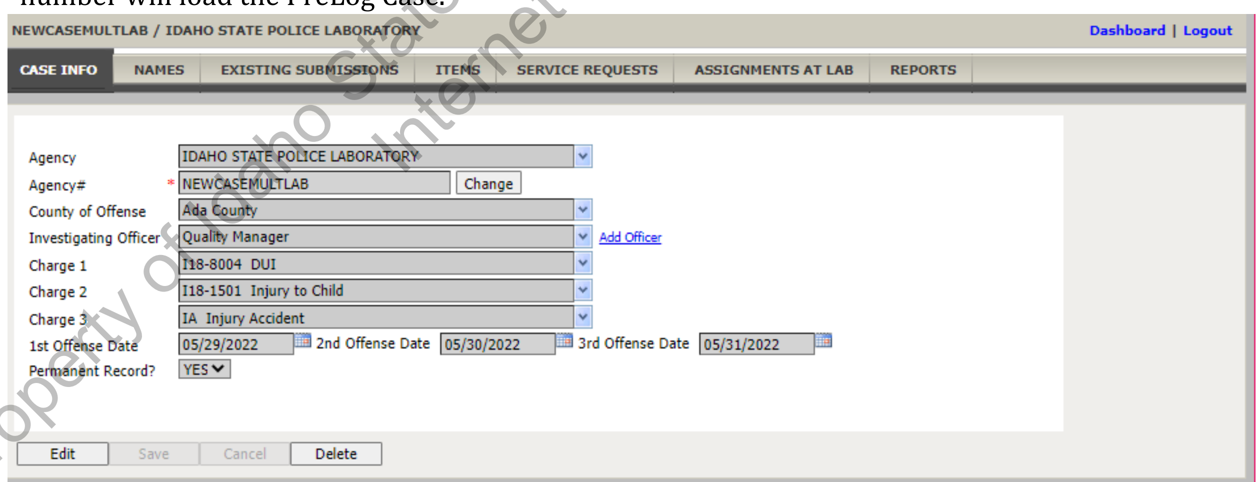
Procedure 5: ***Additional Lab Service Request/Submission :***

Additional Submissions are referred to as Additional Service Requests. Once a Prelog entry has been completed for a case, any additional evidence being sent to a second laboratory for testing or new items being sent on an existing case, will need to have a new Service Request completed. After completing the request for the first subset of the items entered, requests for additional testing performed at a second lab using the following procedure.

1. **Search for the Case in Quick Find or Select New PreLog**
   a. Select the correct Agency from the drop-down (if applicable)
   b. Enter the agency case number (using the correct format designated by the submitting agency).
   c. Ensure that the agency case number is correct.
   d. Select Search.



   e. The previously entered case will populate the search results. Clicking on the agency case number will load the PreLog Case.

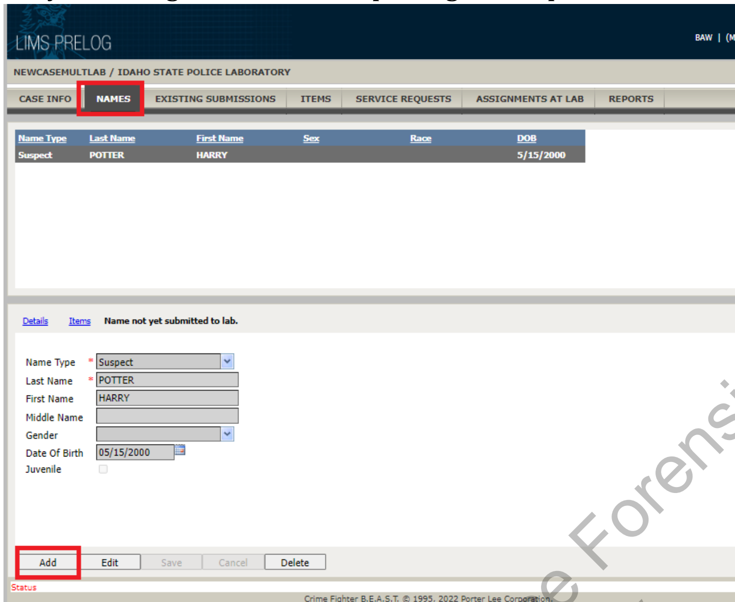


Note:

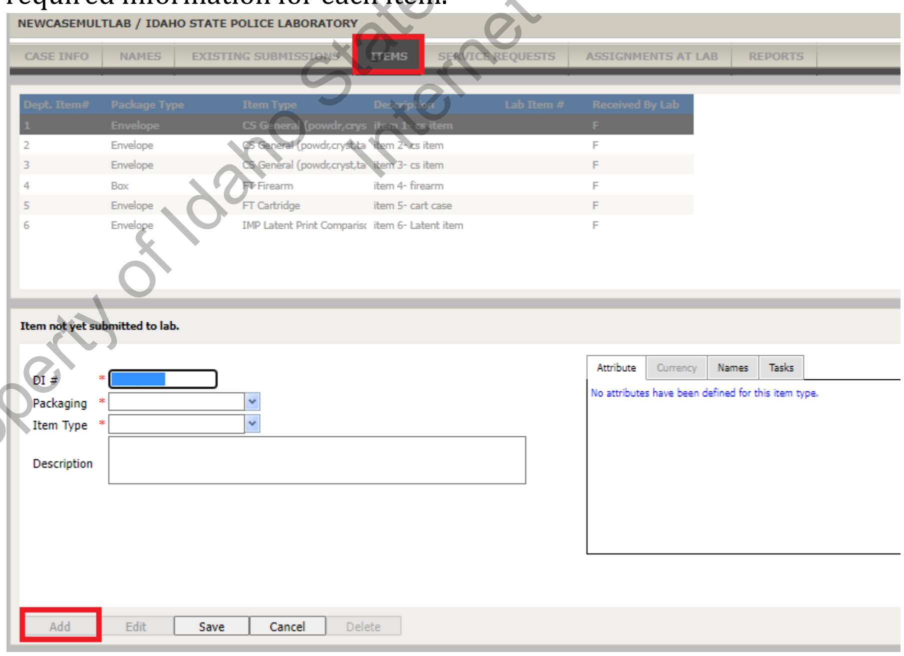
Verify the items and names to be sent in the new submission are in the prelog appropriate prelog tab. ***If new items or names need to be added continue to step 2-9***

New items and/or names <u>need</u> added for new lab submission
(skip to step 4, if items and/or names were previously added):

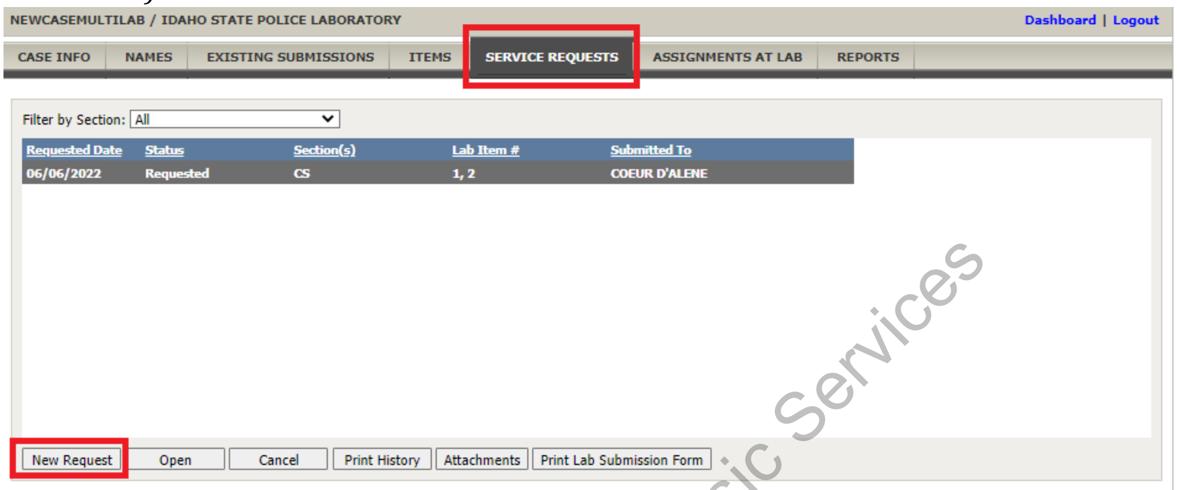
2. After navigating to the applicable case. Select Names tab from the case header. Add new case name by selecting "Add" and completing the required information.



3. Select Items Tab- to enter new evidence items for the case. (If items for submission are being displayed- skip to step3). Add new items one at a time by selecting "Add" and completing all of the required information for each item.



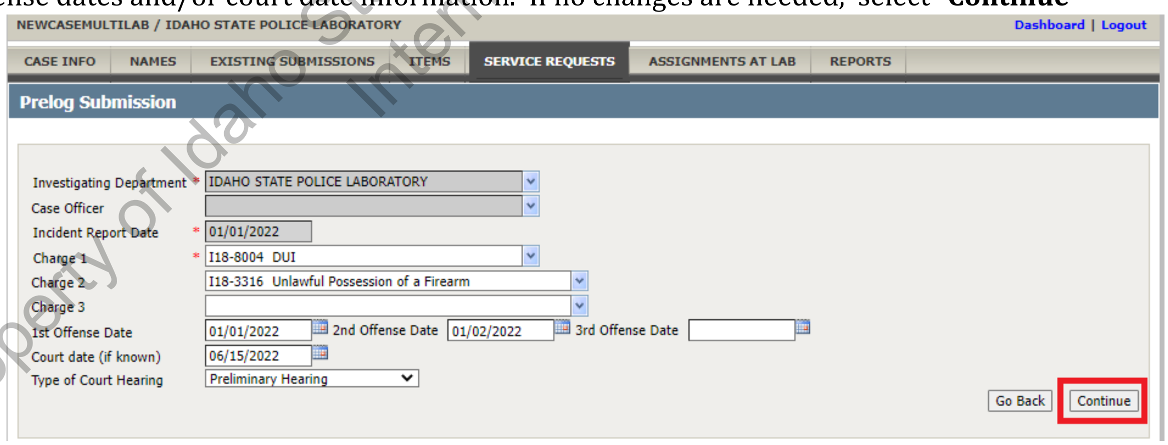
4. Once all new items and/or names have been added to the case, Select the "**Service Request**" tab. Then select "**New Request**" *(Note: Service requests are the process of creating additional lab submissions)*



NOTE:

For Items added upon initial case entry follow steps 4-9 of this procedure
If all case related items needing testing were added upon initial grid-style items entry for the case. Begin the new Service Request for testing, starting with Step 4 of this procedure and continuing through step 9.

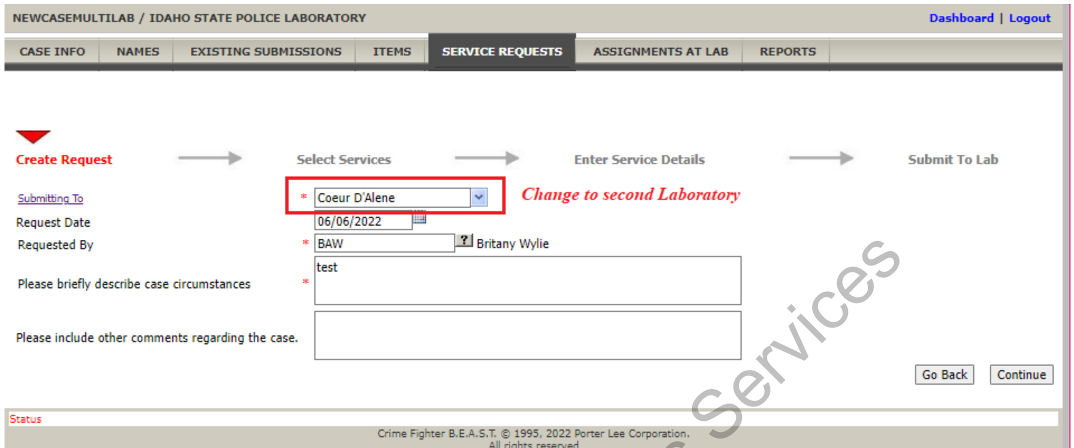
5. The Prelog Submission page will display, if applicable, you may update any of the charges, offense dates and/or court date information. If no changes are needed, select "**Continue**"

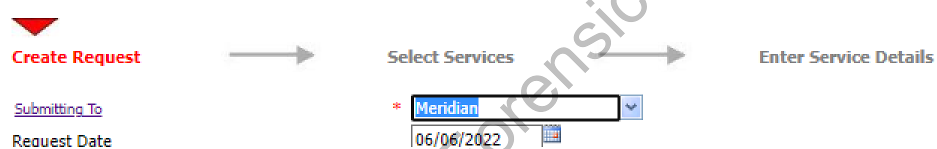


Note:

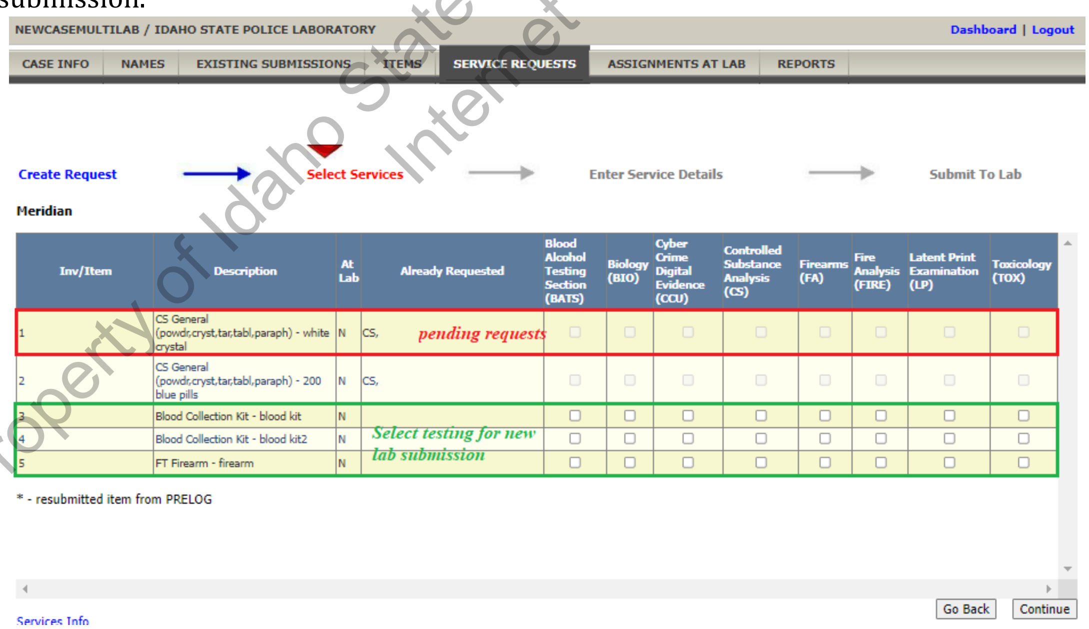
If there are changes to the information relating to only the second submission, the pre-populated information for the additional submission may be changed to reflect that which is relevant to the evidence included.

6. Verify the Lab to be Submitted to is correct for the new submission (*this field will populate with previously entered information.*) Changes to the laboratory being submitted to should be made at this time if needed.





7. Select the requested analysis for all items for the additional lab submission (items previously selected for testing will show in the grid but will not be selectable- if modifications are needed for previously requested testing see [Procedure 7](#) for editing information prior to lab submission.

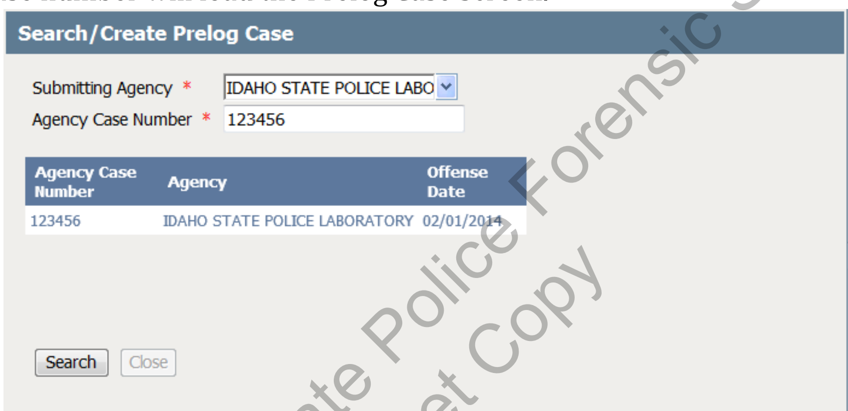


8. Select "Continue" and complete the requested testing Service Request questions
9. Select "Complete" on the Submit to Lab Screen to finalize your analysis request and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

Procedure 6: ***Resubmission of Evidence:***

Any evidence items that have been previously submitted to the lab, or items the lab has created during analysis and **<u>returned to the Submitting Agency</u>** which need to be **<u>resubmitted</u>** to the lab for additional analysis are entered into the PreLog system as a **<u>New Service request</u>**. You will not be allowed to request additional testing, using prelog unless the items are in a lab location designated for being returned to the submitting agency.

1. **Search for the Case in Quick Find or Select New PreLog**
   a. Select the correct agency from the drop-down (if applicable)
   b. Enter the agency case number (using the correct format designated by the submitting agency).
   c. Ensure that the agency case number is correct.
   d. Select Search.
   e. The previous submission will populate the search results. Clicking on the agency case number will load the Prelog Case Screen.

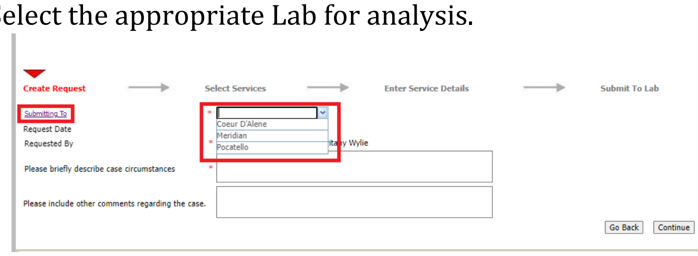


Note:

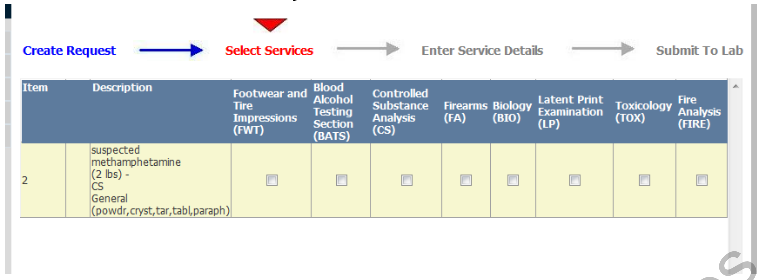
An Existing Submissions and Service Request tab will be available in the Case PreLog Screen after a case has an original submission. This section allows the user to view the information related to each submission.

   f. Select the "Service Request" tab. Then select "New Request"
   g. The Prelog Submission page will display, if applicable: you may update any of the charges, offense dates and/or court date information. If no changes are needed, select "Continue"

   h. Once continue has been selected the system will be directed to the Create Request page. Select the appropriate Lab for analysis.



i. Designate the requested analysis for the item(s) being resubmitted. (NOTE: any items created in the laboratory will also display for testing in the grid- if resubmission is need on those items created by the Laboratory (IE DNA Extracts, Firearm Test fires etc)



ii. Answer the required question set(s) based on the requested analysis.
iii. Select Continue.

i. Select **Complete** on the Submit to Lab page and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

Procedure 7: ***Editing Case Information, Names, Items:***

Any changes to information contained in PreLog must be completed <u>prior</u> to the lab receiving a case: The user has the ability to edit most information that may have been entered in the PreLog system incorrectly. Any information, **<u>excluding</u>** the Submitting Agency Name may be corrected.

<u>The ISPFS Laboratory will not amend a report based on errors in the information provided by the submitting agency.</u>

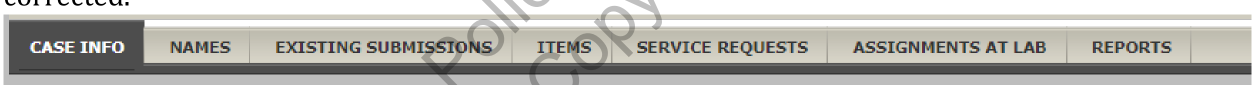
Note:

- *If the **<u>Agency Name</u>** has been entered incorrectly, a new prelog must be created under the correct Agency Name (applies to multi-agency users only).*
- *If the **<u>Agency Case number</u>** has been entered incorrectly; **<u>an agency administrator may correct the Agency case number PRIOR to submission to the laboratory.</u>***

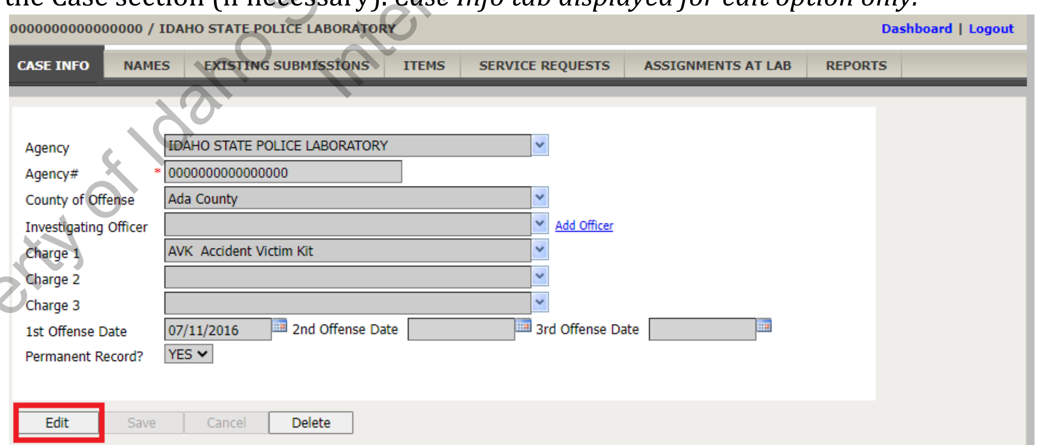
To correct information: Search for the case using the **Quick Find** feature on the Dashboard.

1. Enter the Agency Case Number as previously entered and select search. Multi-agency users must select the proper agency in the Submitting Agency field.

2. The selected case will load, select the appropriate case tab where information needs corrected.

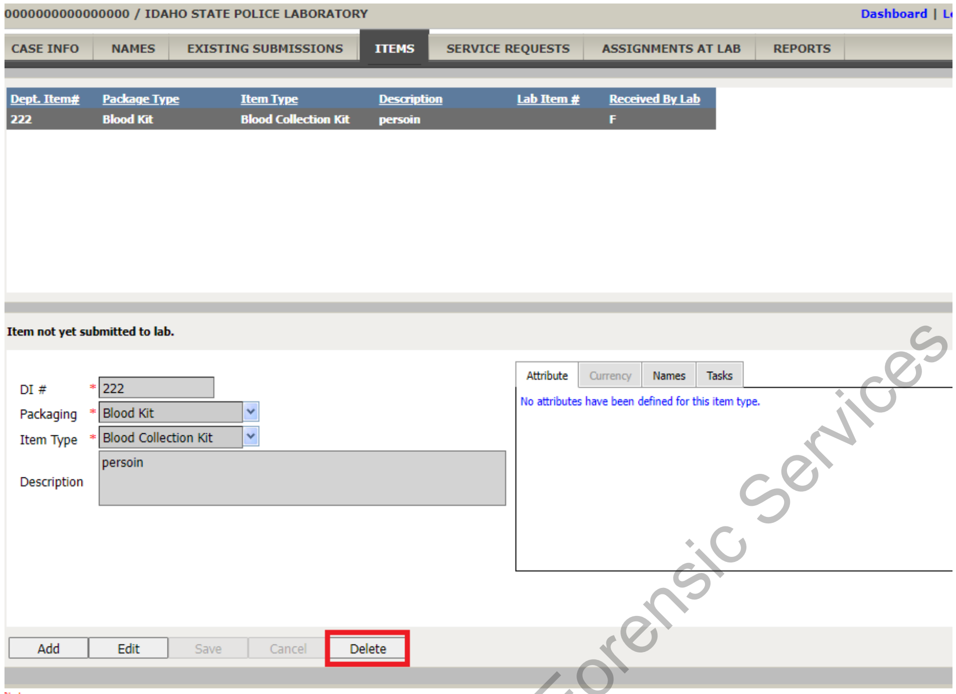


3. Select Edit on the appropriate tab to unlock and correct or change desired information in the Case section (if necessary). *Case Info tab displayed for edit option only.*

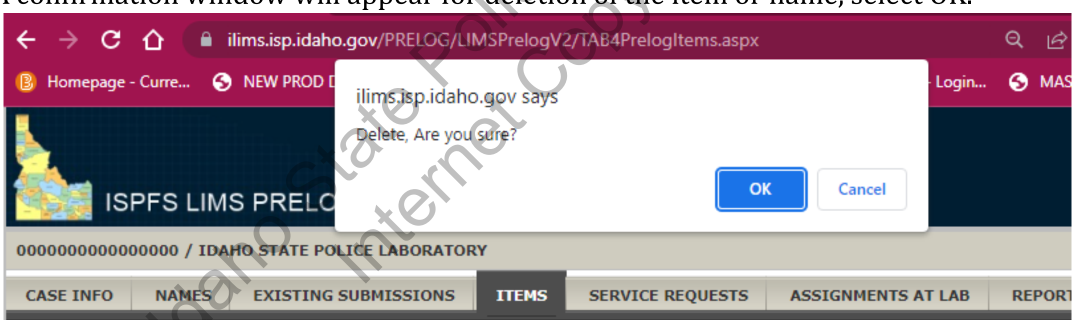


4. When existing case related information, the user may add additional names (following procedure 5, step 2) and/or items (following procedure 5, step 3) on the appropriate case tab (eg Names, Items or Service Requests). The user may also make necessary corrections or remove previously entered items or names information.

5. To delete a name or item, navigate to the appropriate tab, select the item or name to be removed and select the Delete button



6. A confirmation window will appear for deletion of the item or name, select OK.



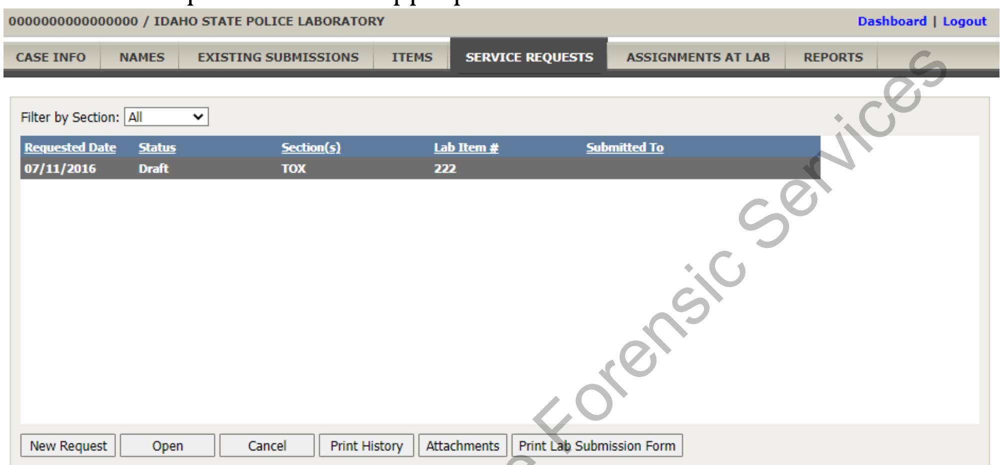
7. Any changes made to the case related information will need to be reflectedon the lab submission. To apply the changes made, navigate to the Service Request tab. Select Open on any pending requests. The user will not need to modify the request, but MUST continue through until a new Prelog Submission form is generated.

Procedure 8: ***Modifying/Editing Service Request (Adding/Removing):***

The user may request additional testing or remove requested testing associated with an item **prior to submission of the evidence to the lab**. If the additional analysis is completed at a second lab different than other items associated with the case, the item may need to be removed from the current submission and an additional submission created for that item of evidence.

To Remove an item from a Service Request:

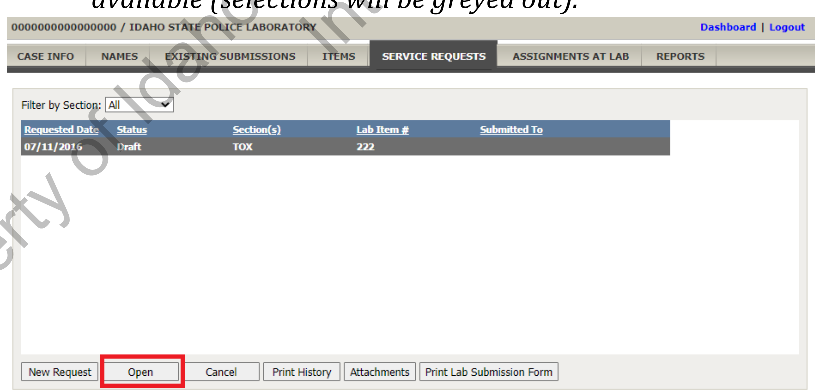
1. Select Service Request tab in the appropriate case.



2. The list of selected Service Requests will display
3. Select the appropriate line for the Service Request that needs correction (addition of an item or removal of an item). Then select **Open**.

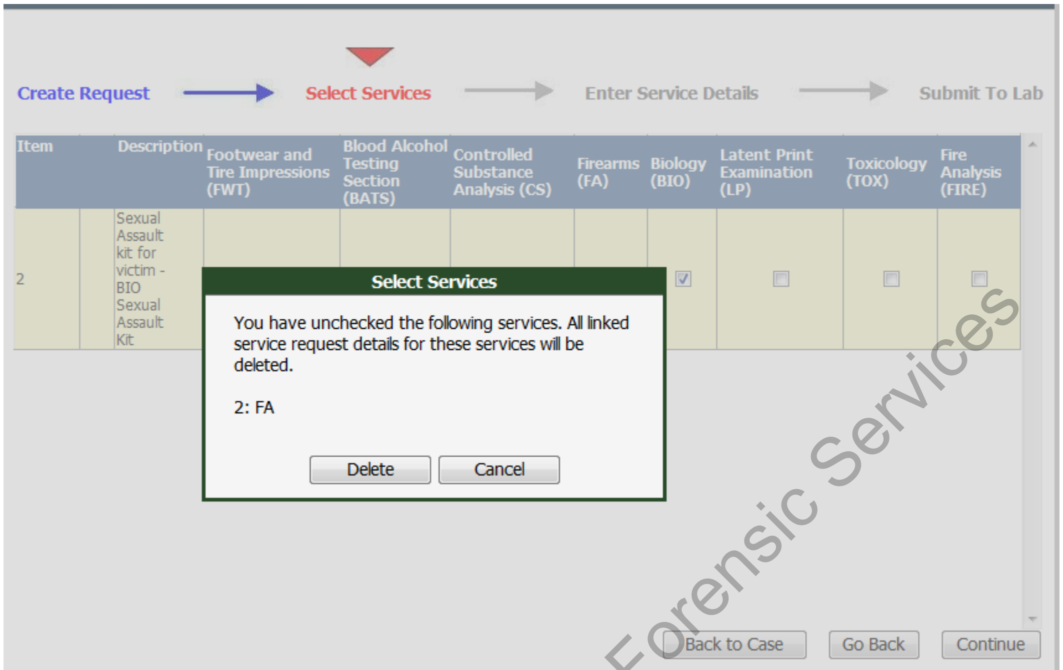
Note:

If New request is for an item linked to an existing request, it will not be available (selections will be greyed out).



4. On the create request page verify the information in the required fields is correct and select Continue.

5. Items that are associated with the selected service will display. To remove the request, uncheck the box for the discipline, select continue. Select Delete in the Confirmation window.



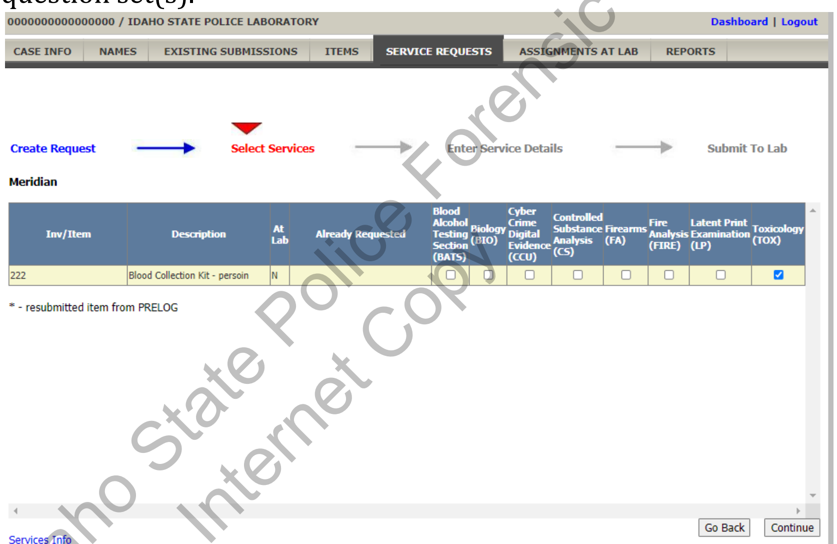
Procedure 9: ***To Add an Additional Service Request***

Note: Items for testing must be on the items tab for the case prior to creating the new request.

1. To create a New Service Request (<u>additional type of analysis, which have not previously been selected at the designated lab for testing</u>)
   a. Select the Service Request tab, then select the Service request containing the evidence to receive additional analysis, then select Open.

2. On the create request page ensure that the information in the required fields is populated and select Continue.

3. Check the additional analysis for the evidence being submitted and complete the required question set(s).



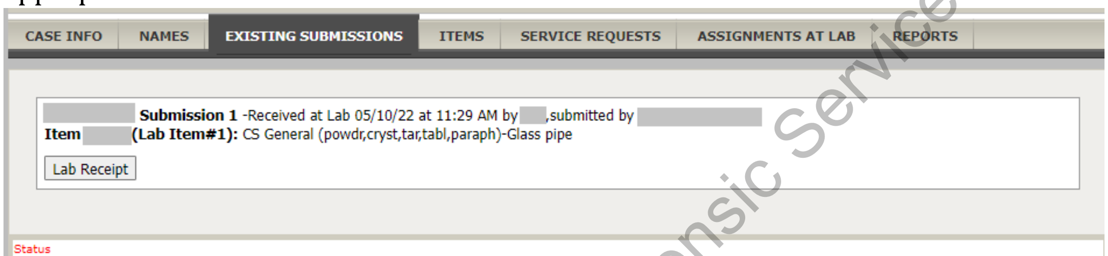
4. Select Complete on the Submit to Lab Screen and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

Procedure 10: *Lab Evidence Submission Receipts/ Evidence Request*

For cases that have been entered into PreLog **and received at the Lab**, users will be able to access the Evidence Submission Receipt generated at the lab when evidence has been accepted. This is the receipt that is given to agencies (if requested) for cases that are Hand Delivered to the laboratory.

To retrieve LIMS Receipt:

1. Navigate to the intended **Case**, select the Existing **Submission** tab in the Case header, for the case in which the receipt is needed. Select the Lab receipt associated with the appropriate submission.

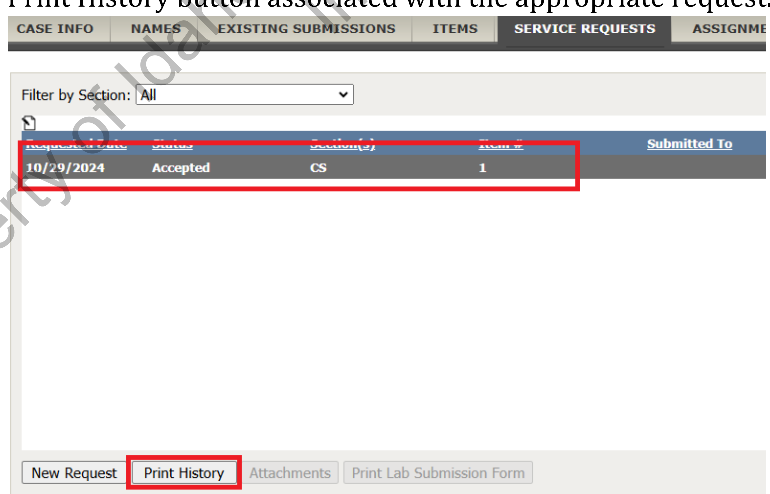


NOTE:

To retrieve Lab Submission receipts for cases received by the laboratory prior to the update completed on June 10, 2022, please contact eh laboratory to generate the Lab receipt in the Lab system. Once the lab generates this receipt it will be available for downloading.

2 To retrieve Service Request History:

1. Navigate to the intended **Case**, select the Service Request tab in the Case header. Select the Print History button associated with the appropriate request.



Checking the Lab Status:

Procedure 11: ***Checking Case Status/Progress***

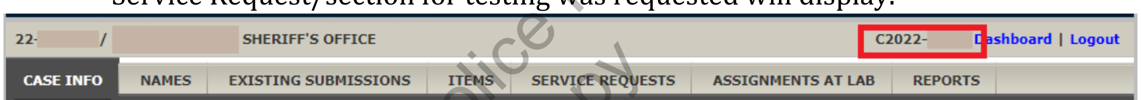
There are several items of information that will be automatically updated in the Prelog system as evidence moves through the lab system. The user may use the different areas to check the status of a case within the lab system.

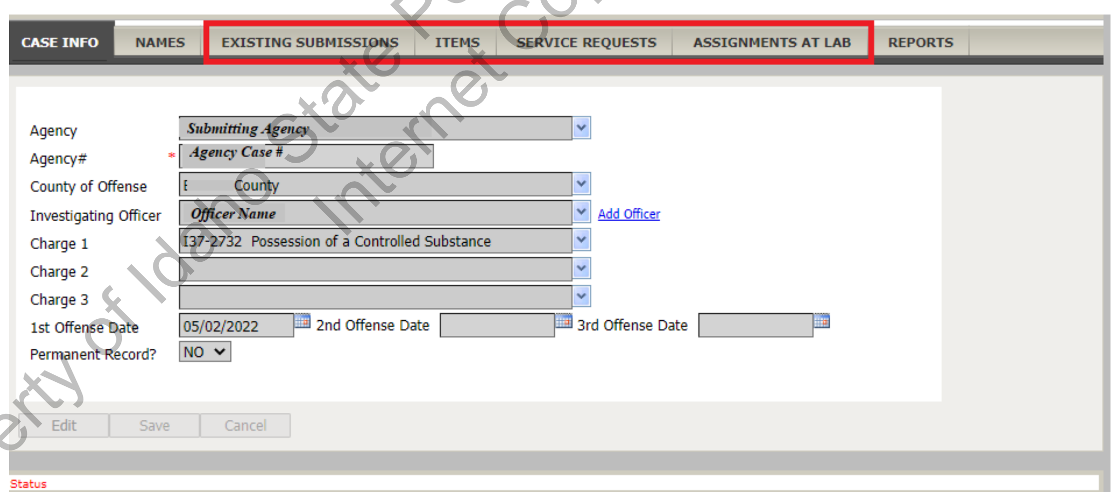
1. From the dashboard search for the case using Quick Find or Recent PreLog Cases.

   Note:

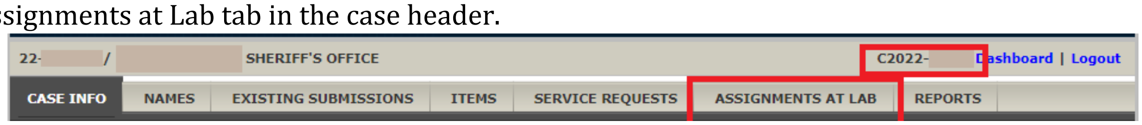
   Use of the additional Search Option may be used for agencies that are state-wide, or if searching for all cases that have been submitted to the Lab.

2. When the case is received by the laboratory the information on the Case screen is updated. Three helpful pieces of information are available in this view.
   - When the evidence is received by the lab, the assigned laboratory case number will be displayed in the case header.
   - The Existing Submissions tab will be updated to reflect received by lab status and the Lab submission receipt will be available for viewing.
   - The Pending Lab assignments designated for the items related to each Service Request/section for testing was requested will display.

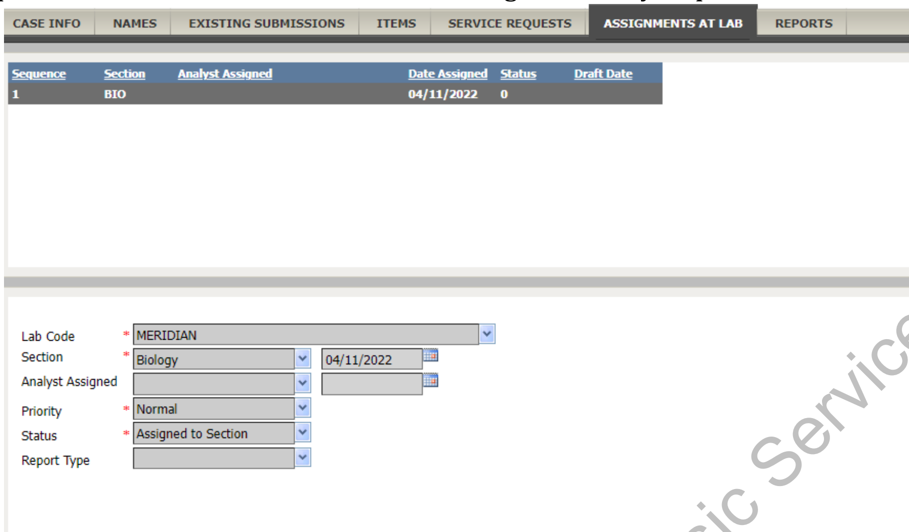




3. To check where in the lab system a specific section requested for testing is, select the Assignments at Lab tab in the case header.



4. If there are multiple lab section assignments for testing, select the appropriate assignment to view detailed information. The lab status of each requested analysis will update when the evidence is moved through the analysis process.



5. The lab status column will display blank prior to the lab receiving the evidence associated with the selected service request. Below is a list of the different Lab Status codes and what the process means within the lab system.

Lab Status	**Where in the lab system**
0 Assigned to Section	Case has been accepted by lab, awaiting checkout by analyst
1 Assigned to Analyst	The assigned analyst has possession of the evidence
2 Report in Progress	The analysts has begun writing the Analytical report
3 Ready for Review	The report has been submitted for review by a second analyst
4 Ready for Admin Review	Applies only to Document Examination, Digital Forensics, Firearms, Fingerprints and Fire Discipline. The report is awaiting Administrative Review
5 Approved	The report has been approved and is available for download.
6 Closed	If this status is showing. The requested analysis was not completed, there may be multiple reasons for closing an assignment. Please contact the assigned Lab to inquire, if necessary.

Search Received PreLog Cases

Search Received PreLog Case function is used to find a complete listing of cases the lab has received from a select agency, or for retrieval of case information for cases submitted by a state-wide agency. This search is not available for users defined as Prosecutors, or ALS users.

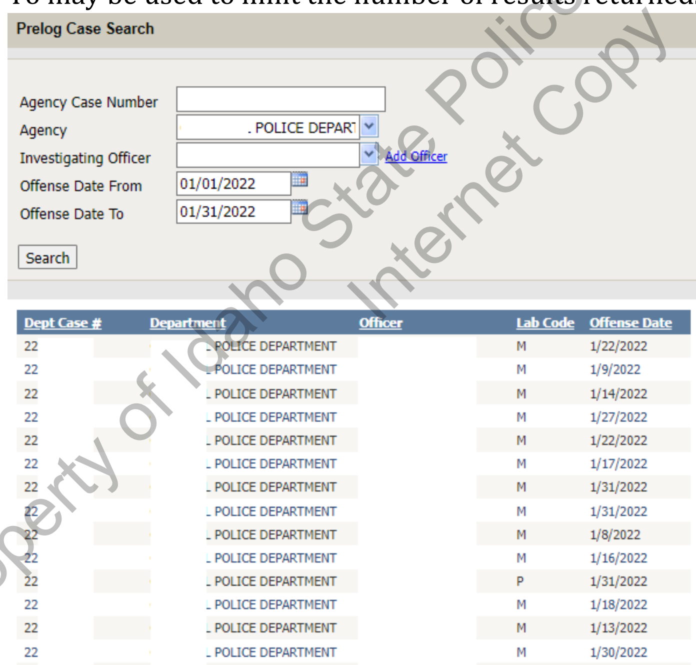
Note:

This function will return results for cases entered in the PreLog system ***and*** *received by the lab for analysis. If the case has not been received by the lab, it will not be found in the results of the Search.*

Procedure 12: ***Agency Specific:***

Results will populate based on the settings for the user agency. To search for cases received by the lab for a Specified Agency:

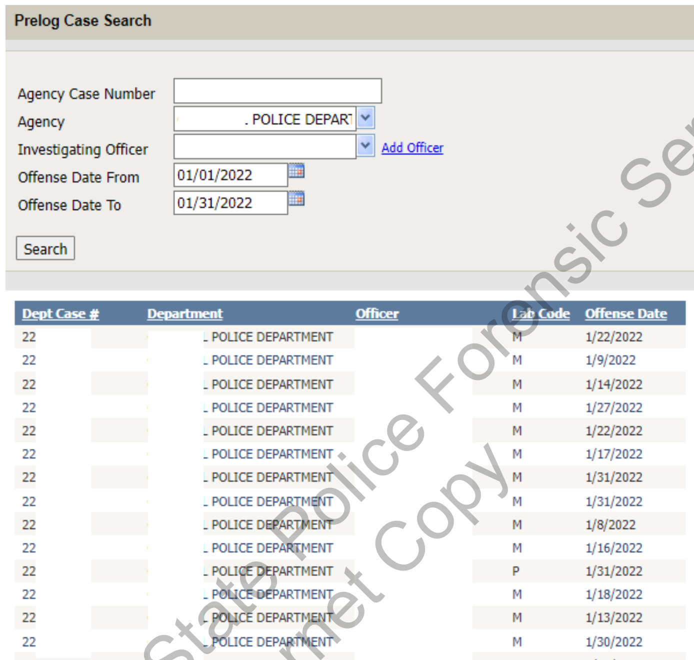
1. Select **Search,** then Received PreLog Cases
2. Select **Search button** to view all cases for the selected agency (based on user settings).
    - All cases that have been received by the lab will be displayed. Cases not appearing in the list may not have a PreLog entry or the lab has not received the case for analysis.
3. Additional fields including Investigating Officer, Offense Date From and Offense Date To may be used to limit the number of results returned.



Procedure 13: ***Search All Cases Or Cases for State-Wide/Multi-County Agencies***

To view results for all agencies the users account is set to have access to, remove the Agency Name from the Agency field. This will display **all cases** in which the user's agency has been approved to view.

1. Select **Search**, then Received PreLog Cases
2. Delete the Agency name from the **Agency Field**. (This field is pre-populated based on the users home/default agency)
3. To limit the results of the search additional fields may be completed (Agency Case Number, Investigating Officer, Offense Date From, or Offense Date To), this is not required.



Dept Case #	Department	Officer	Lab Code	Offense Date
22	. POLICE DEPARTMENT		M	1/22/2022
22	. POLICE DEPARTMENT		M	1/9/2022
22	. POLICE DEPARTMENT		M	1/14/2022
22	. POLICE DEPARTMENT		M	1/27/2022
22	. POLICE DEPARTMENT		M	1/22/2022
22	. POLICE DEPARTMENT		M	1/17/2022
22	. POLICE DEPARTMENT		M	1/31/2022
22	. POLICE DEPARTMENT		M	1/31/2022
22	. POLICE DEPARTMENT		M	1/8/2022
22	. POLICE DEPARTMENT		M	1/16/2022
22	. POLICE DEPARTMENT		P	1/31/2022
22	. POLICE DEPARTMENT		M	1/18/2022
22	. POLICE DEPARTMENT		M	1/13/2022
22	. POLICE DEPARTMENT		M	1/30/2022

4. To view status of the case, select the desired case from the search results. Once the case is selected the page will be redirected to the case information screen.

Search Find a Case

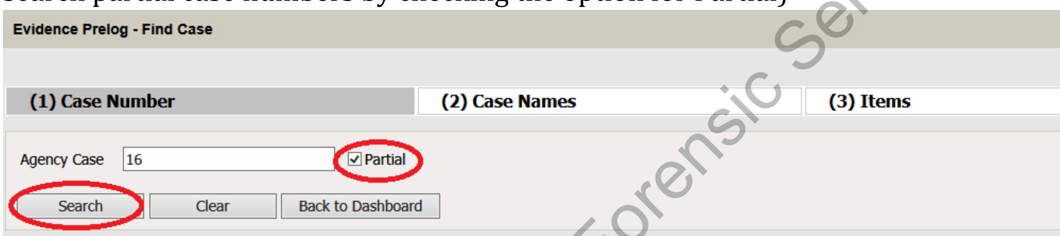
Search “find a case” function is used to find cases using partial case numbers and names. .

Procedure 14: ***Find A Case - Search by Partial Case Number or Names***

Similar to Search Received Prelog Cases, for these search options to return results **the case must be PreLogged and Accepted** by the Laboratory for analysis. There are three different options that can be used in the Find a Case Section: (1) Case Number, (2) Case Name and (3) Items- the items search has limited functionality

<u>To search by (1) Case Number:</u>

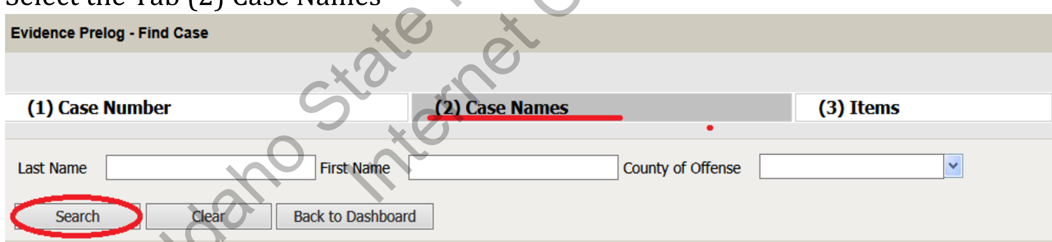
1. From the Menu: Select **Search**, then **Find a Case**.
2. Enter the desired agency case number into the **Agency Case** Field (you are able to search partial case numbers by checking the option for Partial)



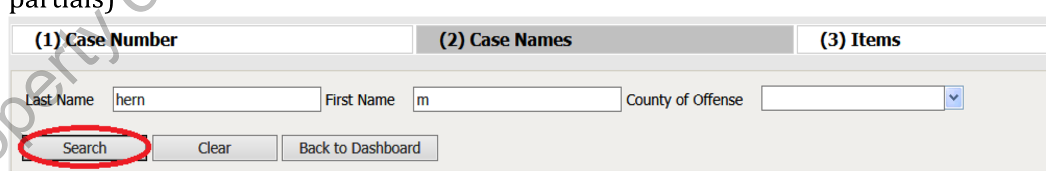
3. Select **Search**, the results will populate below.

<u>To search by (2) Case Names:</u>

1. From the Menu: Select **Search**, then **Find a Case**.
2. Select the Tab (2) Case Names



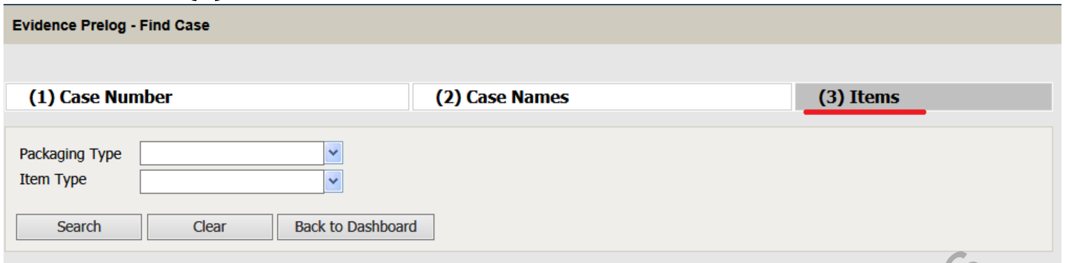
3. Search using last name only, first name only or combination of both (this may include partials)



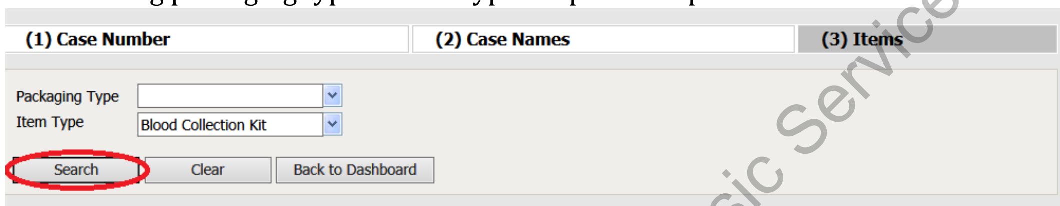
4. Select **Search,** the results will populate below.

To search by (3) Items: (not typically used)

1. From the Menu: Select **Search**, then **Find a Case**.
2. Select the Tab **(3) Items**



3. Search using packaging type or item type drop-down options.



4. Select **Search,** the results will populate below.

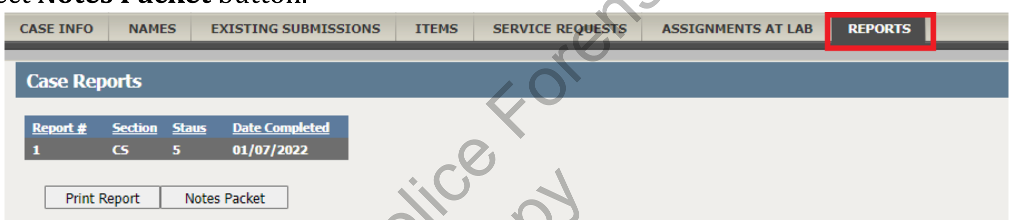
Completed Lab Reports

Procedure 15: ***Accessing Lab Report and Case Notes:***

Case Specific:

Completed lab reports and analytical case notes can be accessed and downloaded from PreLog. Search for the case using the **Quick Find** (Submitting Agencies) or Find A Case (non-Submitting Agencies).

1. Quick Find Search: Enter the agency case number and select search. Multi-agency users must select the proper agency into the Submitting Agency field.
2. Find A Case Search: enter appropriate Search criteria (Agency case number or Case name)
3. Once inside the Prelog case screen, select the **Reports** tab from the top case menu.
4. To view/print the lab report:
   - Select the report
   - Select the **Print Report** button.
5. To view the lab notes:
   - Select the report
   - Select **Notes Packet** button.



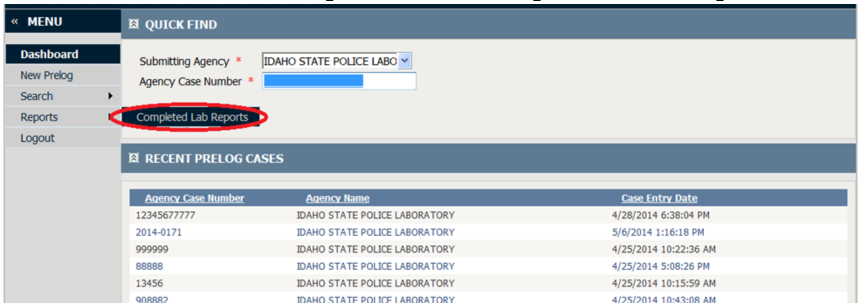
Note:

The notes packet may not include all the quality related data, or internal lab chain of custody pertaining to a case. Additional case related data including chain of custody and quality related data for instrumentation or controls may exist in the laboratory and is available through a discovery request.

Completed During a Specified Time Period:

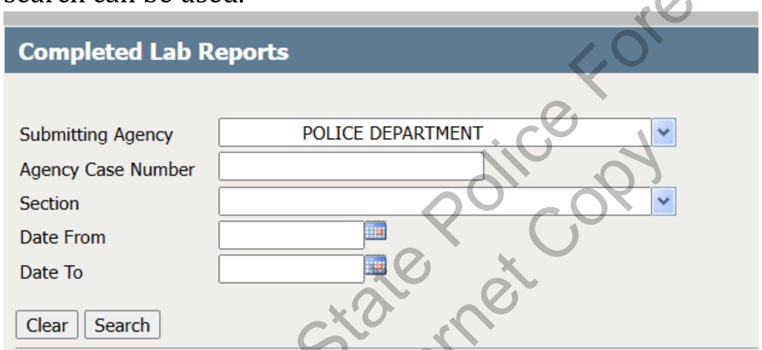
Users looking for all lab reports completed during a specific time frame should use the **Completed Lab Report** search from the Dashboard side menu.

1. From the Menu: Select **Reports**, then **Completed Lab Reports**



2. Enter the specified start **and** end date, then select **Search**. If a multi-agency user/prosecutors office, remove the Submitting agency from the search field and case reports for all agencies approved for viewing will display.

3. A combination of the Submitting agency, section (lab discipline) and date filters in this search can be used.



4. If there is a completed case that fits the specified search criteria, the search results will display below.

5. Highlight the case and select Print Report or Print Notes. PDF download is available once the notes and/or report are opened.

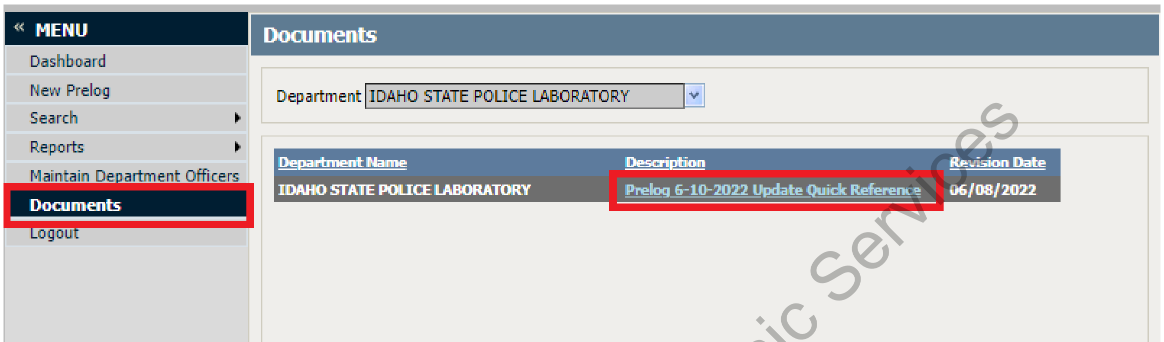
Note:

*The **Print Report** will include the lab report and associated restitution, if applicable.*
The **Print Notes** will include the lab analytical notes but may not include all laboratory documentation on the case (see note on previous page).

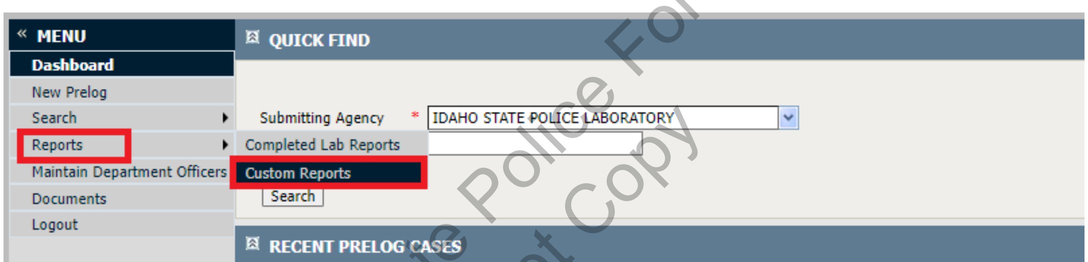
Accessing Prelog Documents and Custom Reports

From the Dashboard menu, select the Documents option. *(A list of ISPFS Defined Documents will be available for reference)*

Select the document description hyperlink to open the document.



Custom reports (IN PROCESS)



Appendix A: Packaging Types

(These are external evidence packaging)

Description
Bucket
Blood Kit
Blood/Urine Kit
Box
Butcher/craft paper
Can
Case File
Envelope
Friction Lid Can
Gun Case
Heat Sealed Arson Bags
Heat Sealed Plastic Bag
Item
Jar
None
Paper bag
Plastic bag
Sexual Assault Kit
Suitcase
Urine Kit

Appendix B: Item Types

Item Type
(Coroner Only) Blood Collection Kit
Accident Victim Kit
BIO Bones/Teeth
BIO Clothing for DNA only (wearer DNA)
BIO Fetal Tissue
BIO Hair
BIO Hand Swabs from Subject/Suspect
BIO Penile Swabs
BIO Reference Sample
BIO Sexual Assault Kit
BIO Suspected Bio Stain (Bedding)
BIO Suspected Bio Stain (Clothing)
BIO Suspected BIO Stain (Firearm)
BIO Suspected Bio Stain (Swbs/Misc Itms)
Blood
Blood Collection Kit
CCU Cellular Device Evidence
CCU Computer/Memory Evidence
CCU Working Copy Evidence
Combination Blood and Urine Kit
CS Clandestine Lab Samples
CS Federal Quantitation
CS General (powdr,cryst,tar,tabl,paraph)
CS Hemp
CS Liquid/Wash (Controlled Sub Analysis)
CS Marijuana (plant material or paraph)
CS Mushrooms
CS Pharmaceutical Pills/Tablets

CS Spice (plant material or paraph)
CS Syringe
Digital Media (digital images/files)
Explosives/Fireworks
Fire Debris (Arson related)
FT Ammunition
FT Bullet
FT Cartridge
FT Cartridge Case
FT Distance Determination (Clothing)
FT Firearm
FT Firearms Accessories/Components
FT Impressions for Toolmark Comparison
FT Misc
FT Shotshell/Shotshell Components
FT Tools for Toolmark Comparison
IMP Firearm for LP Processing
IMP Footwear Items(s)
IMP Latent Print Comparison Item(s)
IMP Latent Print Exemplar(s)
IMP Latent Print Processing Item(s)
IMP Tire Impression Item(s)
Liquid (Alcohol Analysis)
Photographs
QD Exemplar (known source)
QD Question Document (unknown)
Urine Collection Kit
Vitreous Humor

Appendix C: Evidence PreLog Discipline Based Questions

Discipline	Question #	Question
Alcohol Analysis (includes testing for Inhalants)		
BATS	1	Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
BATS	2	If YES, what were the results? If the valid breath test results are within 0.020 of each other, do not submit the sample for alcohol testing. If NO, enter N/A.
BATS	3	If there is a valid breath test, and the results are within 0.020 of each other, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstances if you still intend to submit the sample.
BATS		Please make sure the chain of custody is complete and available outside the evidence box.
BATS	4	Is evidence box sealed and initialed? If not please seal and initial before submission.
BATS	5	Is the subject deceased?
BATS	6	If submitting multiple items, please indicate by name if each subject is deceased or alive.
BATS	7	When the submitted blood kit only contains one blood tube, the submitting agency and prosecuting attorney, stipulate upon submission that ISPFS can open and consume the sample, as necessary, from the submitted tube to run the necessary methods selected by the ISPFS analyst?
Biology/DNA Analysis		
BIO	1	Have you read our case acceptance policy? If yes please answer all required questions. If No, please refer to the Biology Case Acceptance Policy located on the ISPFS website prior to continuing.
BIO	2	Have you received approval for case submission? If not, please contact the Biology Section at 208-884-7170 with case specific questions. Requests for additional item examinations should be approved in advance of submission.
BIO	3	Please briefly describe case circumstances:
BIO	4	Has a report been included with the submission? Reports are required for all biology/DNA cases
BIO	5	Was the victim bleeding? Victim reference samples are required for DNA testing.
BIO	6	Was the suspect bleeding? Known suspect reference samples are required for DNA testing.
BIO	7	Was anyone other than victim or suspect bleeding? Applicable elimination samples are required for DNA testing.
BIO	8	Is animal blood suspected for any of these items?

Biology/DNA Analysis cont.		
BIO	9	List any items you suspect may be contaminated with animal blood.
BIO	10	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
BIO	11	Is the submission for a burglary/robbery/property crime case? If so, please limit the submission to 1 or 2 items and any known reference samples.
BIO	12	Is the submission for a sexual related crime? If so, please limit the submission to the kit, penile swabs if applicable, and any known reference samples. Suspect body swabs require suspect known reference samples for testing.
BIO	13	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
BIO	14	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
BIO	15	Indicate the gender assigned at birth for all relevant individuals (victim, suspect, consensual partner, etc).
BIO	16	If any required reference samples are missing, provide a detailed explanation why. If prior laboratory approval was obtained, include the name of the individual.
BIO	17	Is this case currently inactive?
BIO	18	If yes, will the DNA results change the status of the case?
BIO	19	If known, what is the date of the jury trial?
BIO	20	Is rush testing being requested for this case?
BIO	21	How does this case meet the rush testing requirements outlined in the case acceptance policy? (if case is not a rush, please mark n/a
BIO	22	Is this a resubmission for Y-STR testing? If yes, the laboratory must be contacted prior to resubmission.
BIO	23	The ISPFS Biology/DNA unit makes every effort to use only a portion of each sample for testing whenever possible. However, the laboratory will consume samples of limited size and/or quantity for DNA analysis, if necessary. If you do NOT wish for the laboratory to consume a sample, please indicate this request in the comments section (Please note, if consumption is necessary and you have indicated that the lab is not to do so, DNA testing will be placed on hold until the lab receives written permission to consume from the prosecuting attorney).
BIO	24	I acknowledge that routine analysis completed by the Biology/DNA section has the potential to destroy any fingerprint evidence that may be present on the submitted item, as well as, remove the ability to request Latent Print analysis at a later date.

Cyber Crime/Digital Evidence

CCU	1	Please complete a separate prelog submission for each location items seized from. In addition, please submit with the prelog form and evidence, a paper copy of search warrant affidavit and/or the investigative report.
CCU	2	Location of search site (please use address items found)
CCU	3	Authority for seizure and examination. (If other please complete question 3)
CCU	4	For Verbal/Other consent cases please include brief documentation from the investigator attesting to the fact that verbal consent was granted.
CCU	5	Date Seized
CCU	6	Has the evidence been viewed/accessed since seizure? If yes, complete question 6.
CCU	7	Explanation of Access: include date and time of view/access, please be as precise as possible.
CCU	8	Cellular device evidence status at time of seizure.
CCU	9	List any known username/passwords/pin code/swipe pattern.
CCU	10	Service Requested (brief explanation).

Controlled Substances

CS	1	If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
CS	2	Please list the highest charge for the case submitted (i.e. trafficking, manufacturing, delivery, felony possession, misdemeanor possession). Analysis will be conducted to support the highest charge.
CS	3	Are items from different suspects notated on the item packaging? If particular items are associated with specific suspects, please note that on the evidence.
CS	4	If a particular item is the probable cause for the case please note the agency exhibit number.
CS	5	Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item.
CS	6	If any of the items include a syringe wash, please enter what solvent was used to wash the syringe. Please also submit a control sample of the wash solvent.
CS	7	Were these items found in the same location? If not, is this information provided on the evidence packaging?

Controlled Substances cont.		
Federal Quantitative Analysis for methamphetamine only (federal jurisdiction): ISP forensic services only offers this type of testing for cases that are being tried federally, or may be tried federally and the AUSA has expressed an interest in pursuing the case. These questions and your responses are part of the case record. If there is more than one sample, the samples will be combined to form a composite sample at the laboratory's discretion. If this answer is "no" to this question (or the answer is blank), the case will be returned to your agency without analysis.		
CS	9	Federal Quantitative Analysis - Is this a federal case needing methamphetamine quantitation performed?
CS	10	Federal Quantitative Analysis - Do you approve of multiple samples being composited for analysis?

Firearms/Toolmarks Analysis (includes Distance Determination, Serial Number Restoration and NIBIN Entry)

FA	1	Type of analysis requested:
FA	2	Does any of the evidence require latent print processing or Biology/DNA analysis, in addition to the Firearms examination/comparisons? (If Yes, please ensure a BIO and/or LP request is completed for those items and send only relevant evidence to Meridian lab for Latent Prints or Biology/DNA (any FA only items can be sent directly to CDA); if no, send to CDA).
FA	3	If it's a firearm is it unloaded? (All firearms must be unloaded prior to submission, contact Coeur d'Alene lab with questions)
FA	4	If it's a firearm or a tool is it securely fastened within a hard-backed packaging (e.g. box using multiple zip-ties) with the action secured open? (Please package in a manner to which the item is secure in the package and can be visually determined that the firearm is unloaded)
FA	5	Does the evidence require comparative examination? If Yes, are the items requiring comparative examination included with this submission? If NO, "Firearms Examiner must have two items to compare".
FA	6	Is the incident report included with the evidence? (Incident report must be included)
FA	7	Is the area which was suspected to have been used to make the mark or includes the mark protected from further contact with other objects? If no, area should be preserved to prevent damage to either the mark or the tool.
FA	8	If applicable, please note any specific requests for analysis.
FA	9	I acknowledge that routine analysis completed by the Firearms section has the potential to destroy any biological or fingerprint evidence that may be present on the submitted item, as well as, remove the ability to request Biology or Latent Processing at a later date.

Fire Debris/Arson Analysis

FIRE	1	Is the case report included with the submission?
FIRE	2	Are the items designated as either sample or controls?
FIRE	3	Is the description of the item clear?
FIRE	4	Briefly describe the circumstances behind the case.
FIRE	5	Were these items found in the same location? If not, is this information provided on the evidence packaging?

Latent Print Analysis

LP	1	Do any items need to be processed (treated with chemicals/powders in an attempt to locate latent prints)? If YES please answer questions 2 through 6 below. If NO skip to question 7.
LP	2	If submitting multiple items for processing – list the items that are most probative to the case (these items may be examined first).
LP	3	List any items you suspect may be contaminated with biological fluids (blood, semen, etc.).
LP	4	Have weapons been rendered safe and are they secured in an evidence box?
LP	5	Some processing methods may damage items or pose a health risk. List ANY items you plan to return to the victim.
LP	6	List all items you are submitting that were processed or partially processed by your agency. Specify which processing methods (glue, powder, ninhydrin, etc.) were used on which items.
LP	7	Are there any specific instructions for any comparisons? (if none answer N/A)
LP	8	Are all digital images/photographs or fingerprint/palm print cards (exemplars) packaged as evidence?
LP	9	Provide Full Name, DOB, and SID# (State Identification number) of ALL persons (victims, subjects, suspects) that may have had contact with the items submitted for latent prints (if unknown answer N/A). If you need to add additional names at a later date – please call the laboratory.
LP	10	I acknowledge that routine analysis completed by the Latent Print section has the potential to destroy any biological evidence that may be present on the submitted item, as well as, remove the ability to request Biology/DNA screening at a later date.

Toxicology Analysis (Drugs in Blood or Urine)

TOX	1	Has a valid breath alcohol test been completed?
TOX	2	If yes, what was the result?
TOX	3	If the result is greater than .100, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstance if you still intend to submit the sample.
TOX	4	Please make sure the chain of custody is complete and available outside the evidence box.
TOX	5	Is evidence box sealed and initialed? If not please seal and initial before submission.
TOX	6	What behaviors/symptoms were observed (e.g. slurred speech, jerky movements, profuse sweating)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
TOX	7	What prescriptions or over-the-counter medications does the subject take?
TOX	8	What drugs are suspected in this case (other than those previously listed)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
TOX	9	Please contact the Toxicology Section supervisor at 208-209-8700 (CDA) or 208-239-9900 (Pocatello) with any additional comments or concerns regarding your case and/or a specific item(s).
TOX	10	Is the subject deceased?
TOX	11	Do you need alcohol or inhalant testing done on this sample? (You will need to log a separate service request for alcohol if you have not done so already).
TOX	12	When the submitted blood kit only contains one blood tube, the submitting agency and prosecuting attorney, stipulate upon submission that ISPFS can open and consume the sample, as necessary, from the submitted tube to run the necessary methods selected by the ISPFS analyst?

Appendix D: PreLog Administrative Procedures

Administrative procedures to designated personnel include:

- Deleting Prelog Cases
- Modification of Incorrect Agency Case Number

Procedure 16: *Deleting a PreLog case*

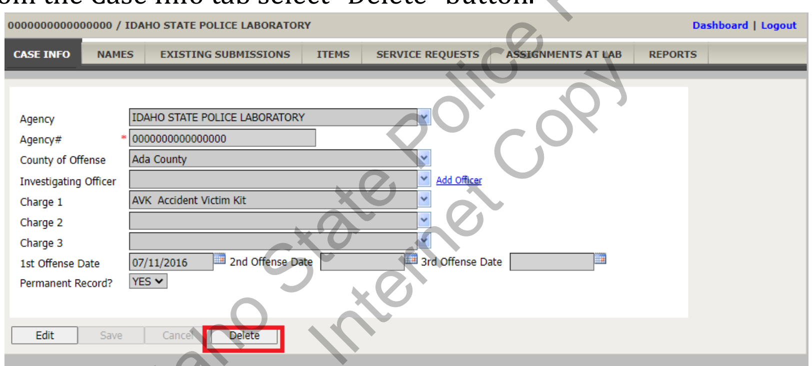
The ability to delete an entire case is limited to designated Agency Representatives only. Deletion can ONLY be done prior to sending the case to the lab for analysis. Once ISPFS has received and accepted the case, it will be locked from deletion.
Example of case that would require deletion: case was entered with the incorrect ***Agency name*** *selected.*

To Delete An Entire Case (Administrative Prelog Users Only):

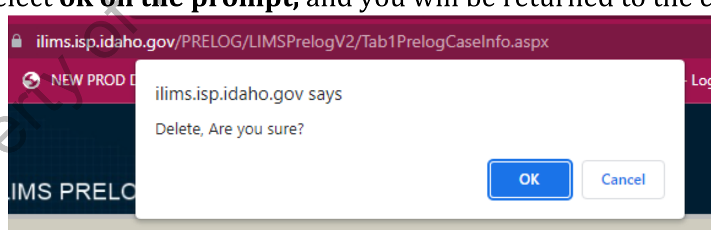
Note:

Submissions can be corrected, but not deleted, using the edit function prior to lab acceptance.

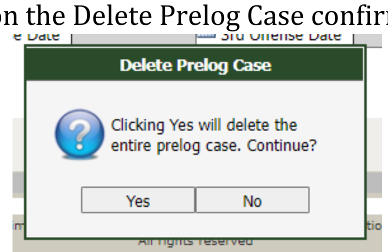
1. Navigate to the case using the Quick Find or Recent Cases
2. From the Case Info tab select "Delete" button.



3. Select **ok on the prompt,** and you will be returned to the case page



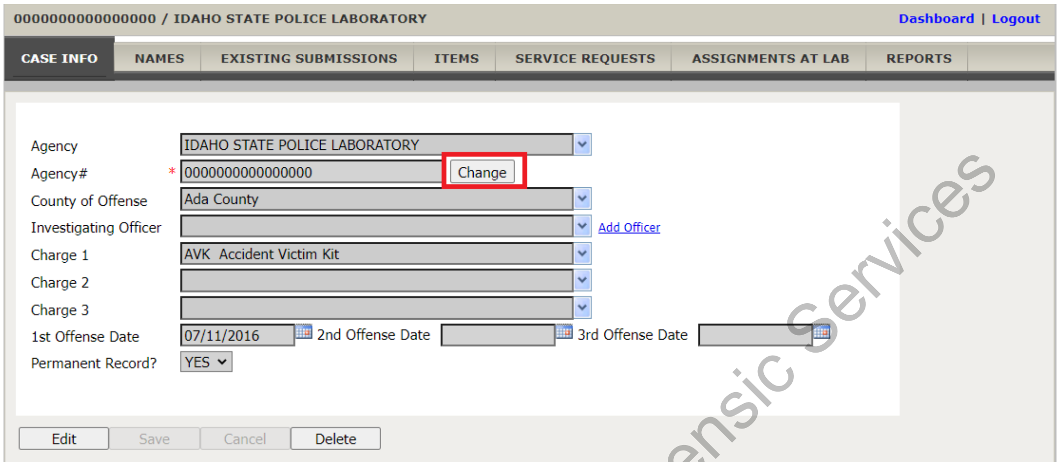
4. Select Yes on the Delete Prelog Case confirmation prompt



Procedure 17: ***Correcting Agency Case Number***

If an Agency Case number was entered incorrectly and needs to be corrected, this may be completed by Prelog administrators, using the Change Case Number button.

1. This **<u>must be completed PRIOR to the lab acceptance of the evidence</u>**. Navigate to the appropriate case, then select the Change button



2. Enter the new correct case number into the prompt and select the update button.