Forensic Advantage User Guide

Core 30, Michigan State Police Deployment

Starting Forensic Advantage

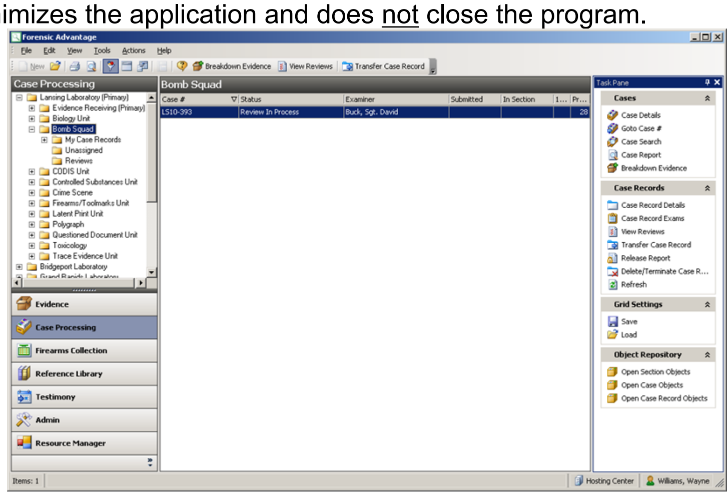
The Forensic Advantage (FA) application is found under Start, Programs, TCSC and is named Forensic Advantage (MSP) for the Production version and Forensic Advantage (Train) for the Training version. Only one version of FA can be running on the PC.

When Forensic Advantage is started for the very first time it will prompt you to select a server. A window listing all seven laboratories and the Hosting Center is displayed. If you are working from a remote location choose hosting center otherwise select the laboratory you are working in.

The server selection screen can be brought up later if you need to change work locations. This is done by holding the CTRL and SHIFT keys on the left side of the keyboard while launching the program. To do this go to Start, Programs, TCSC, Forensic Advantage (MSP) just as if you were running the program normally. Before clicking the Forensic Advantage (MSP) menu item, depress the CTRL and SHIFT keys on the left side of the keyboard and then select the FA menu item. Continue to hold the keys for approximately 30 seconds until the server selection window is displayed. Note that this selects the server that will be used for you on this PC until this process is repeated and another server is chosen.

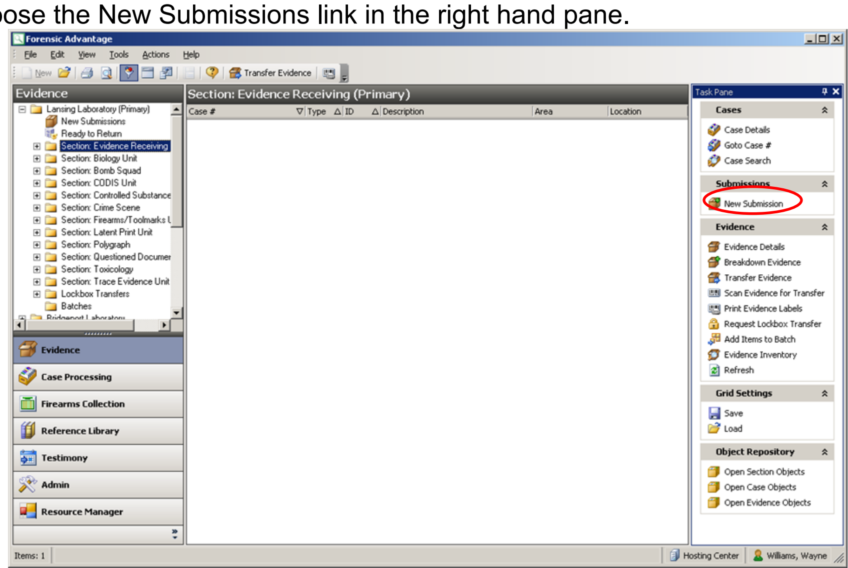
Forensic Advantage will open in the Case Processing view and have your default laboratory selected. The server you are running FA from and the user name currently logged in is displayed in the lower right corner of the screen. Expanding the Laboratory folder will display the units that you are authorized to access. Expanding the unit folder displays the My Case Records, Unassigned and Reviews folders. Selecting the Unit folder displays all cases assigned to the unit with columns for the lab case number, current case status, the name of the examiner assigned the case, the date the case was submitted to the lab, the first court date (if applicable) and the case priority. The My Case Records folder displays cases that are assigned to the examiner with columns for lab case number, status, date submitted, in section date and case priority. The Unassigned folder displays all cases not currently assigned to an examiner and cases can be assigned to analysts from this screen by either selecting the desired analyst from the Examiner pull down menu, or by clicking Assign Examiner and specifying the examiner in the pull-down menu then clicking OK. Both actions require the Commit Assignments link in the right hand menu to be selected after specifying which examiner to assign the case to. The Reviews folder displays case review requests that have been sent to you. This view has columns to display the lab case number, the case record number, the type of review requested, the date the review was requested, the status of the review, the examiner requesting the review and a list of examiners that the review request was sent to. This folder structure is repeated for every lab/section you are granted access to.

To close Forensic Advantage click File, Exit from the top menu. The familiar X in the upper right corner minimizes the application and does not close the program.

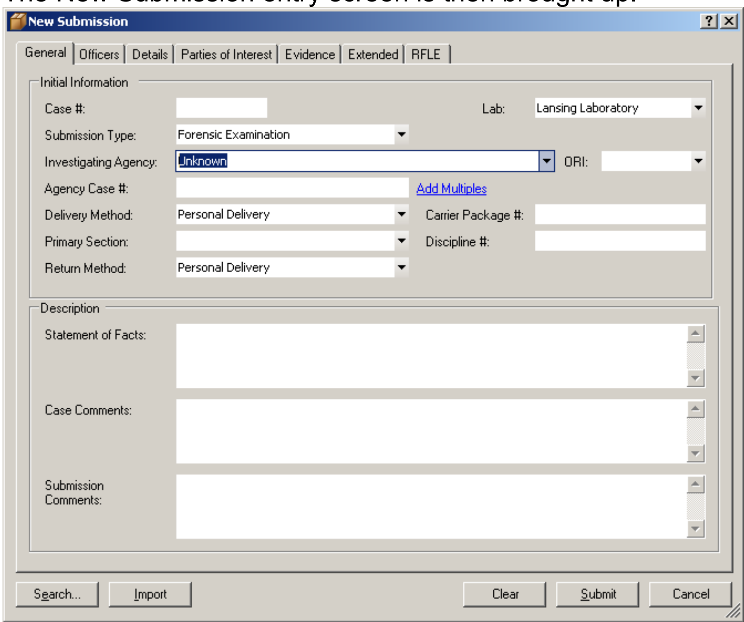


New Submission Entry

A new submission is entered in Forensic Advantage by selecting the Evidence module then selecting any of the section folders you have access to or the New Submissions item in the section folder listing. Then choose the New Submissions link in the right hand pane.



The New Submission entry screen is then brought up.

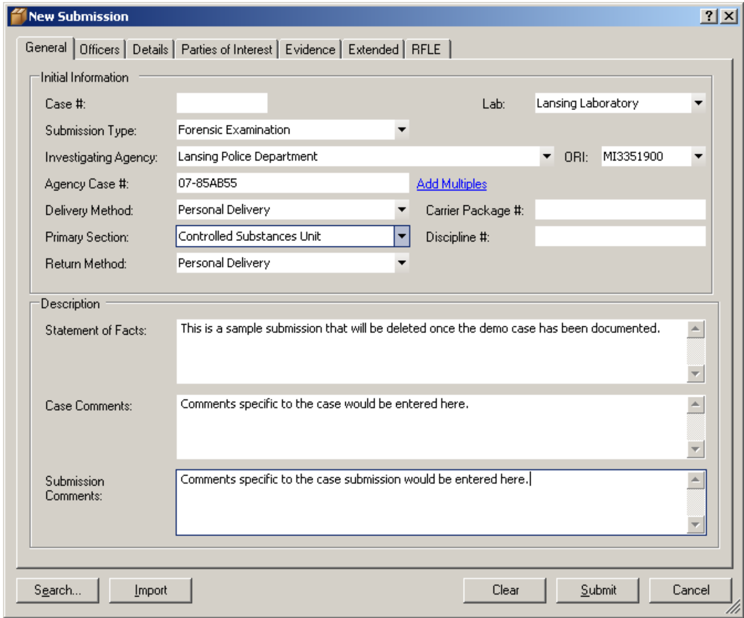


Begin by entering the agency name in the Investigating Agency area. FA utilizes a 'type ahead' feature so you can usually enter the first few characters of the agency name which will take you either to or very close to that agency's entry in FA. Use the arrow keys on the keyboard to scroll up or down in the agency listings.

Next enter the agency case number. FA then runs a check in the background to determine if the agency name and case number correlate to a previous case and if so it will be entered as a Supplemental Submission which is covered later.

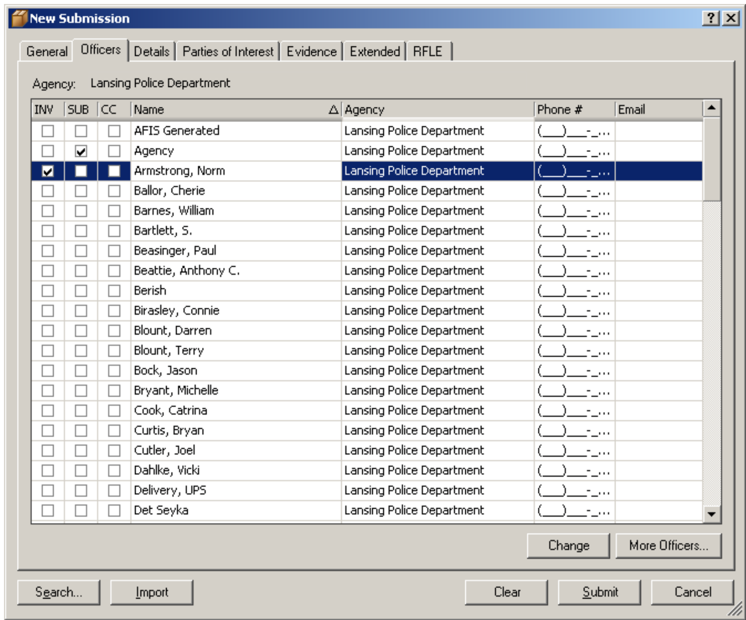
The Delivery and Return Method areas default to Personal Delivery but there are options for Commercial Carrier, First Class Mail and FAX as well as other selectable options. Some selections for Delivery Method such as FedEx or UPS will require that the Carrier Package # field be completed.
Next select the Primary Section which would be the section performing the first requested examination for this submission.

Toward the bottom of the submission screen are three comment sections named Statement of Facts, Case Comments and Submission Comments. These are free text areas that can be used to enter any pertinent data for the submission and case.

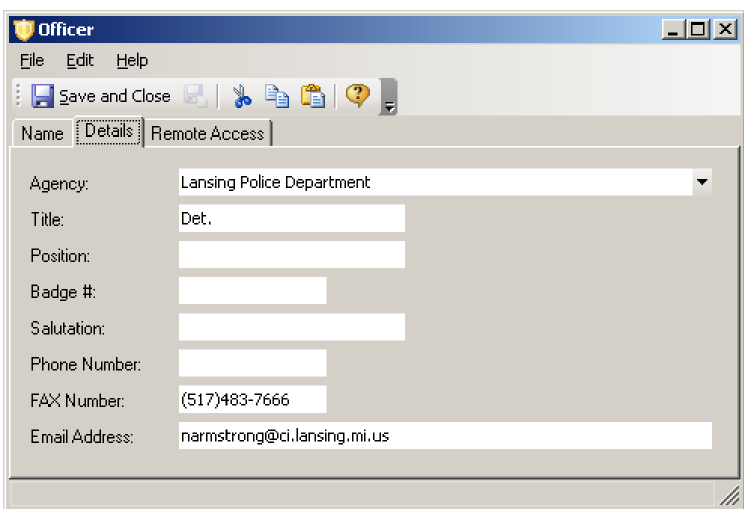


Adding and Modifying Officer Details

The officer tab of the new submission window will list all currently entered officers for the selected agency. Select the Investigating, Submitting and any officers who are to receive a copy (CC column) of the report.



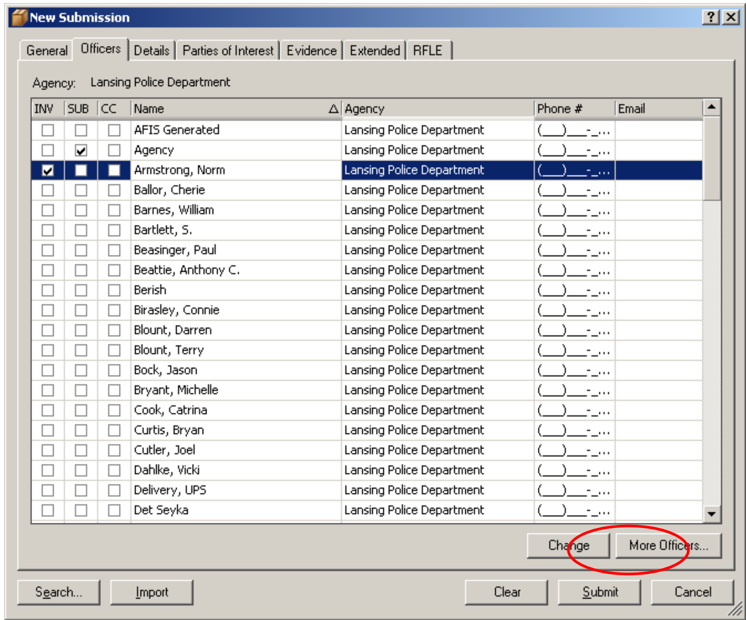
Highlighting an officer entry and selecting the Change button brings up the Officer Profile for that officer. The name tab is where the officer's first, last and optional middle name are entered, the Details tab is where the officer's title, phone number, FAX number and e-mail address would be entered. The system will send the report via e-mail if an address is entered for the officer, otherwise it will then look for an officer specific FAX number and if neither are present it will default to the FAX number entered for the agency.

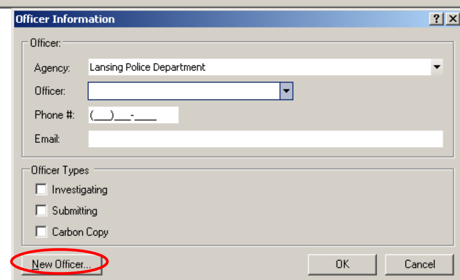


The Remote Access tab pertains to the FAWeb application and is managed by the FA System Administrators.

Click Save and Close in the upper left of the screen to save any changes you've made to the officer profile screen.

If you need to enter an officer who is not listed in the existing list for the agency click the More Officers button then in the next screen the New Officer button.





This brings up a blank Officer Profile screen where you can enter the information for the new officer.

Populating the Details tab

The Details tab is where we specify the nature of the offense, the offense date and court date (if known) and the requested exam(s) for the submission.

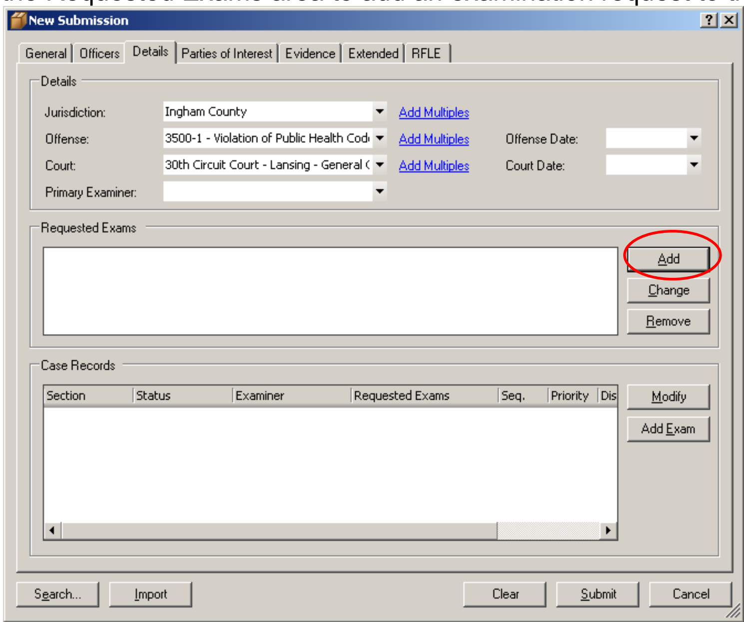
The Jurisdiction field will be populated with the jurisdiction entered for the agency. This may need to be changed from the default selection for multi-jurisdictional teams or federal agencies this is a type-ahead enabled field.

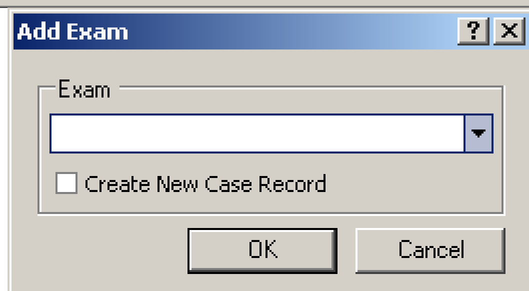
The offense field lists the Michigan offense codes numerically and is also a type-ahead field so you can either choose the offense from the pull-down menu or enter it in numerically.

The Court field is populated alpha-numerically with numbered courts being listed first. If known you can specify the court in this area.

The Offense Date and Court Date areas use fly-out calendars so you can easily choose the date (if known) for those fields.

Click the Add button in the Requested Exams area to add an examination request to the submission.





The pull down menu in the Add Exam screen contains all available exams for the Forensic Science Division listed alphabetically. Select the exam and click OK, then if necessary click the Add button again and select the next requested exam and repeat as necessary. The Create New Case Record option is rarely used, each exam type will have its own case record. This option is used when an agency desires a separate report for the same exam on several items as by default all evidence examined appears on the same report for that exam type. One example would be a Polygraph exam, it is generally desired that the Polygraph exam report consist of only one examinee while a Polygraph case often has multiple subjects to examine.

During the submission entry you do have the option to Change or Remove the selections in the Requested Exams field if necessary.

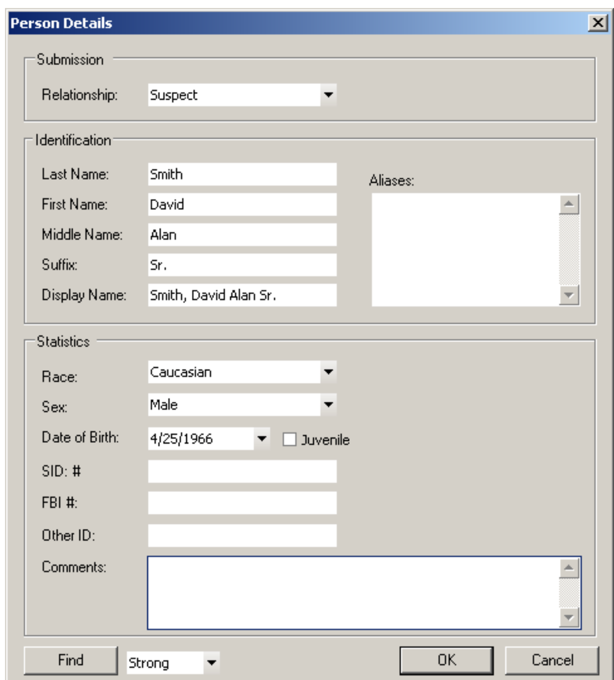
Creating and Searching for Parties of Interest

The Parties of Interest tab is used to specify persons and/or businesses that are involved with the case. The entry screen for each is similar but still slightly different as the details for persons and businesses do differ.

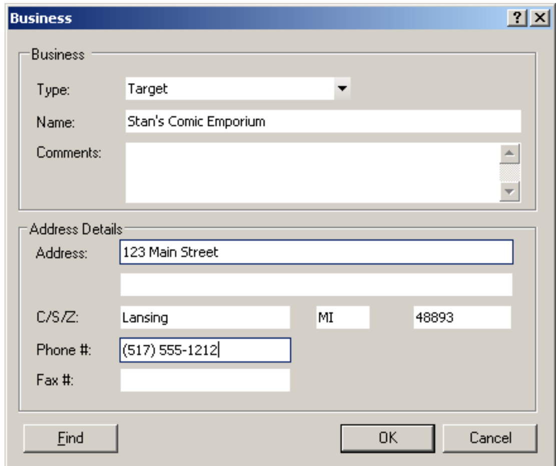
The Person of Interest entry begins with a Relationship selection which contains all the selectable options. Next the Identification area is to be completed which is where the person's last, first and middle names are entered as well as a suffix such as Jr. and any known aliases can also be entered.

The bottom portion of the screen is where statistics for the person are entered which consists of the person's race, sex, date of birth, a Juvenile indicator which is automatically enabled based on the date of birth entry, a SID #, FBI #, other ID field and Comments section.

There is also a Find button that can be used to search for previous entries for that person based if desired.



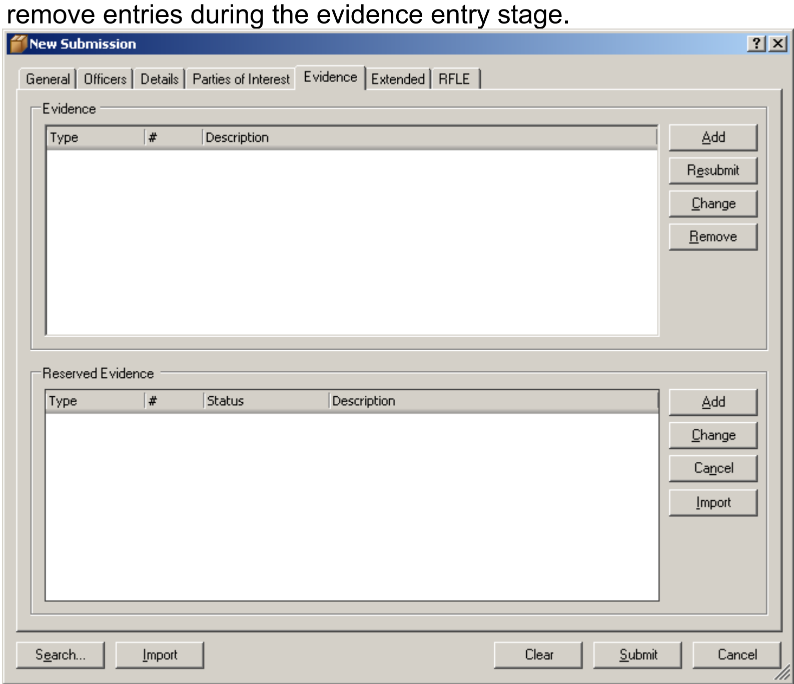
The Business of Interest entry is very similar to the Person of Interest entry screen except it uses an Address area in place of the Statistics area.



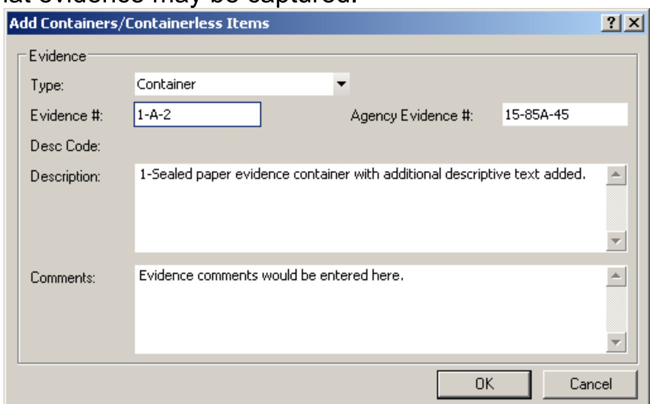
During submission entry you also have the option on this screen to Add, Change and Remove entries as necessary.

Entering Evidence

The evidence tab is where you enter the evidence being submitted for examination. A new submission would begin with the Add button to enter new evidence into the system. If evidence is being returned for a examination or as a supplemental submission the Resubmit button would be used. You also have the option to change and remove entries during the evidence entry stage.



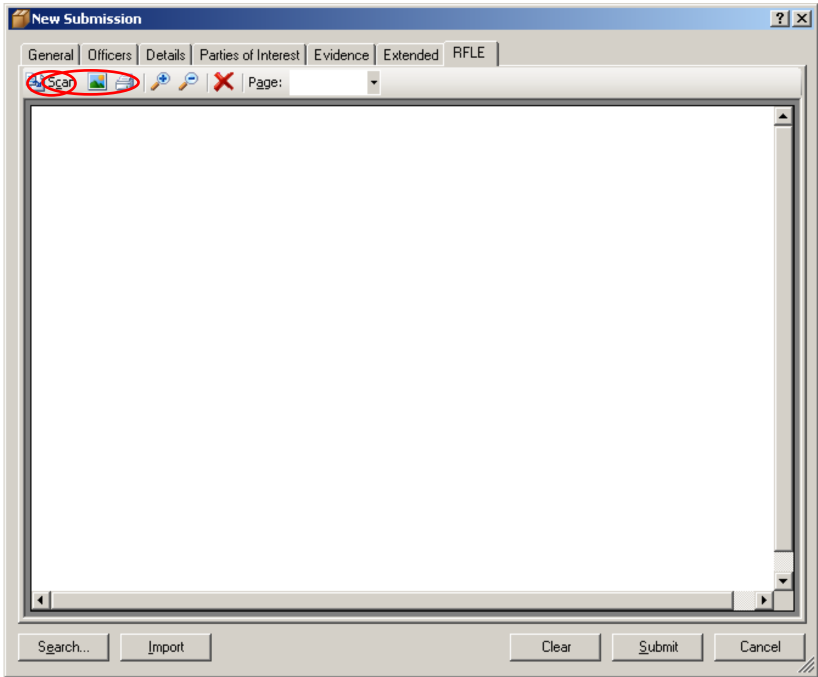
Selecting the Add button brings up the Add Containers/Containerless Items window. Generally the evidence is always submitted in a container. You can assign evidence numbers or allow the system to auto assign numbers to the evidence. Evidence numbers **<u>can not</u>** contain decimal characters. There is also a place to enter the Agency Evidence number if applicable. There are options to describe the evidence; the Desc Code pull down menu has many pre-defined evidence descriptions available. Simply select one from the list and then click in the Description window and the pre-defined description will be inserted. The Description area is a free text zone so you can alter the pre-defined description or enter a description that is specific to the evidence if desired. This screen also has a free text comments area so any comments specific to that evidence may be captured.



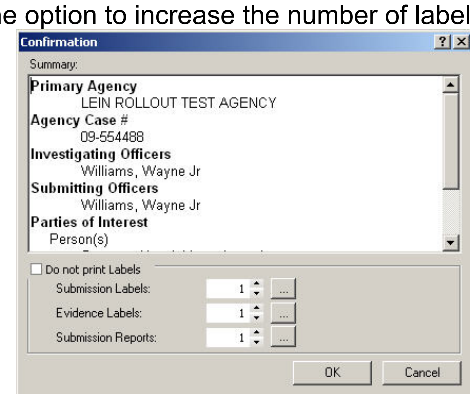
The Reserved Evidence area is generally used with a pre-logged submission which is covered separately.

The Extended tab is not currently used but is an optional area that can be configured by the FA Administrator to contain selectable values that are optional or mandatory for the submission.
The RFLE tab is used to capture the FSD-7 Request for Examination form that is completed and provided by the submitting agency. This form is generally scanned in either at the time of submission or shortly afterwards at the discretion of the employee. The system can accommodate a direct scan into this tab, or an image can be imported from the file system if the documentation is scanned elsewhere and transported as an image file.

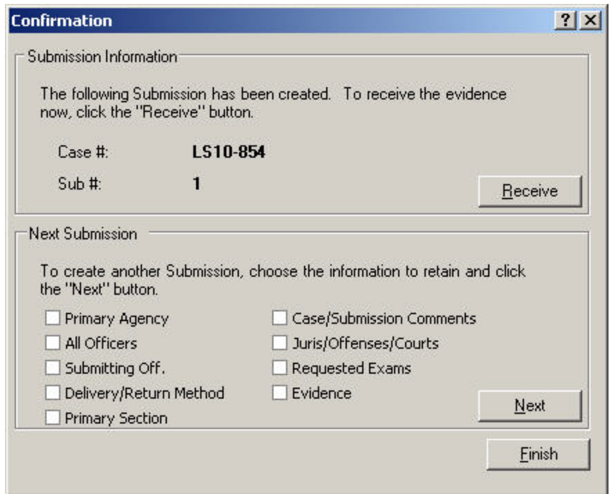
To scan the FSD-7 form into the RFLE tab place the document(s) into the scanner's sheet feeder assembly ensuring that they are fully inserted into the device. Then click the Scan button on the RFLE tab of the new submission entry and the scanner should then scan the documents into the submission. Importing an image file to the tab is done by clicking the icon to the immediate right of the Scan button. This action brings up a browse window where you can then select the file to import. Note that this tab only accommodates <u>image</u> files such as PDF, TIFF, or BMP. Adobe PDF files are not acceptable formats at this time.



When the submission entry is complete select the Submit button on the lower right portion of the window and the Submission Confirmation window will appear. The default parameters for your labels and report (receipt) are configured under Tools, Settings from the main Forensic Advantage screen. The system will print one label for each submission, one label for each container/item entered on the submission and one receipt by default. You do have the option to increase the number of labels and receipts if desired.



After labels and receipt is printed a second confirmation window appears where you can then receive the evidence or continue with another submission. If you choose to continue with another submission you have the option to retain several entries from the current submission for the next entry.



Confirmation
Submission Information
The following Submission has been created. To receive the evidence now, click the "Receive" button.
Case #:
LS10-854
Sub #:
1
Receive
Next Submission
To create another Submission, choose the information to retain and click the "Next" button.
Primary Agency
All Officers
Submitting Off.
Delivery/Return Method
Primary Section
Case/Submission Comments
Juris/Offenses/Courts
Requested Exams
Evidence
Next
Finish

Pre-Logged Submissions

Client agencies can pre-log submission information using the FAWeb application which is provided in the MSP MICJIN portal web site. This application allows the remote user to pre-enter the submission details and that information is then imported into a new submission which saves the front desk user significant time and effort.

A typical pre-log submission form is shown below:

FA Web Page 1 of 1

Pre-Submission Confirmation

Pre-Log Entry ID: 11991

Submitting Officer:

General

- File #:
- Laboratory: Lansing Laboratory
- Submission Type: Forensic Examination
- Agency: LEIN ROLLOUT TEST AGENCY
- Agency Case #'s: 09-554488
- Delivery Method: Personal Delivery
- Carrier Package #:
- Return Method: Personal Delivery
- Statement of Fact:

Officers

Officer Name	Agency Name	Investigating?	Submitting?	Phone Number	Email Address
Williams, Wayne Jr	LEIN ROLLOUT TEST AGENCY	Yes	Yes	(517) 242-2778	williamw@michigan.gov

Details

- Jurisdiction: Ingham County
- Date of Offense:
- Offenses: 3500-1 - Controlled Substances: Violation of the Public Health Code
- Court:
- Court Date:
- Requested Exams: Controlled Substances

Parties of Interest

For security reasons, this information cannot be displayed.

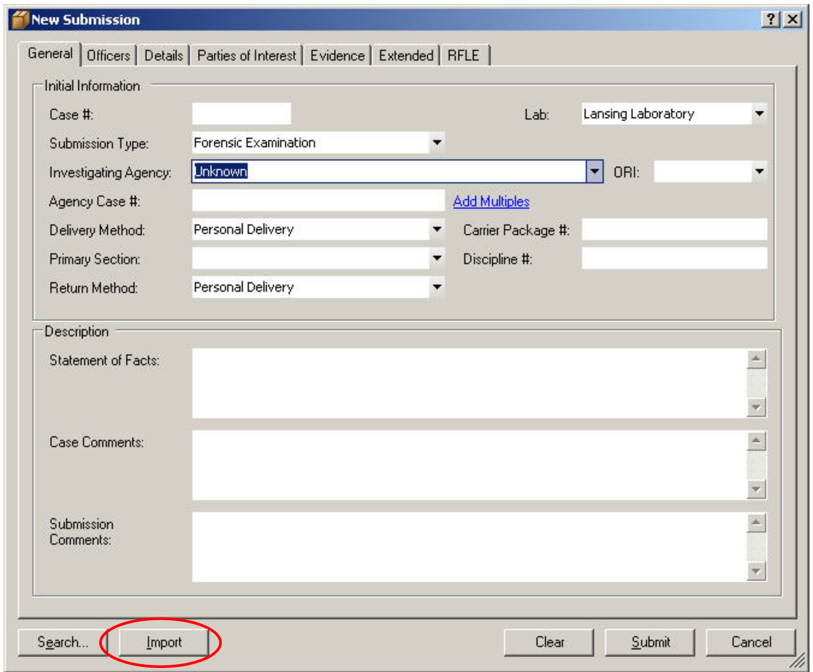
Evidence

Item Number	Item Description	Item Comments
1	Sealed plastic evidence envelope	Contains suspected narcotics

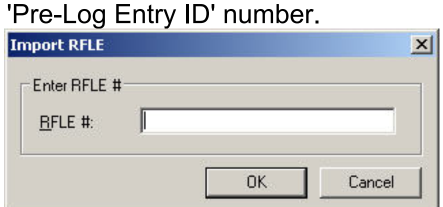
Submission Comments:

https://micjin.state.mi.us/FAWeb/Secure/Views/PreLog/Summary.aspx 3/1/2010

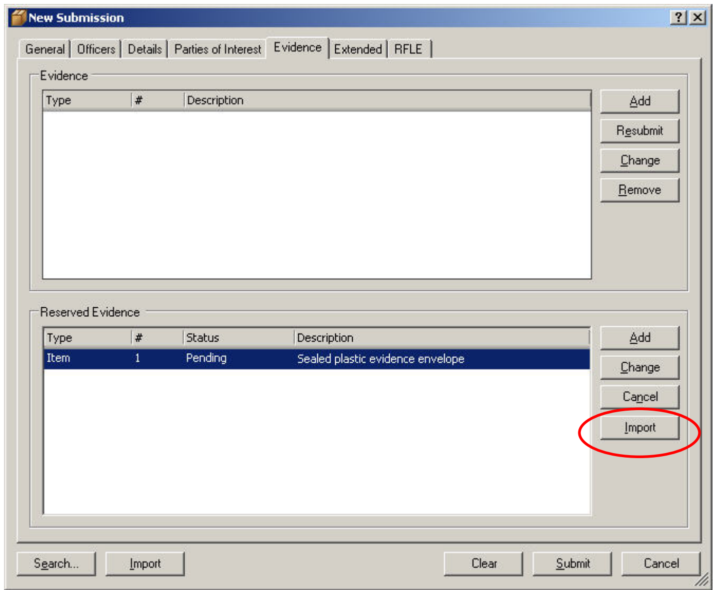
Note that this document does not include any Parties of Interest information. To enter the pre-logged submission start a new submission and then select the Import button near the bottom of the screen.



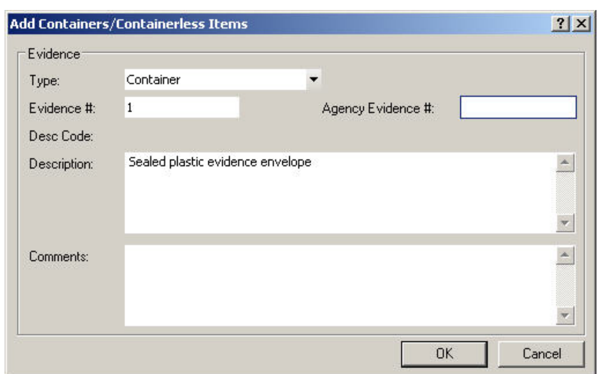
This brings up the 'Import RFLE' window where you either scan in the bar code on the Pre Log Submission form or simply enter the 'Pre-Log Entry ID' number.



The submission window is now populated with the data the officer entered remotely. You will need to specify the Primary Section on the General tab, then confirm the data on each tab is accurate. The Evidence tab will contain the evidence the officer entered is in the Reserved Evidence window. You can alter the evidence description by selecting the evidence and then the Change button as necessary. You can also add new evidence in the top Evidence portion of the window just as you would on a manually entered submission. To bring the pre-entered evidence into the submission you select it then click the Import button.



When the Import button is selected the Add Containers/Containerless Items window appears and you can alter the evidence number, agency evidence number, evidence description and enter any pertinent comments.

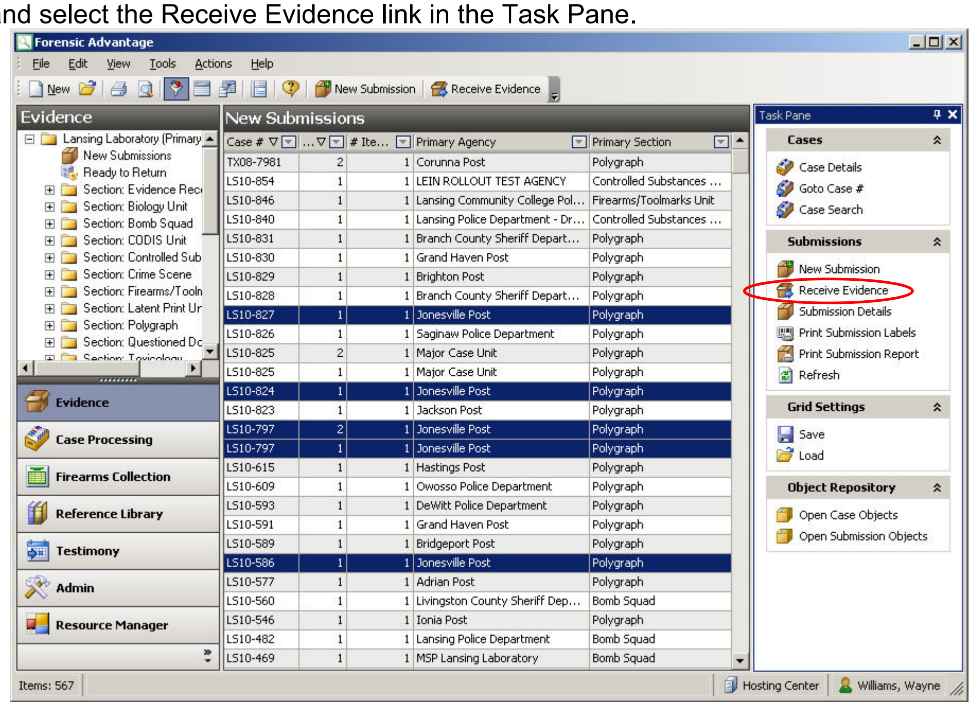


Next scan the Pre-Submission Confirmation document into the RFLE tab and the submission entry is complete.

Receiving Evidence

Evidence can be received in Forensic Advantage either immediately after the submission entry or after the submission(s) has been entered into the system. Receiving the evidence immediately after submission entry only affects the evidence on that specific submission while receiving the evidence after all submissions are entered allows you to receive multiple submissions simultaneously.

Clicking the Receive button on the second confirmation screen after submission entry brings up the Transfer Evidence window for the evidence in that single submission. To receive multiple submissions select the New Submissions section in the Evidence Module under your lab. Then select the submissions from the list and select the Receive Evidence link in the Task Pane.

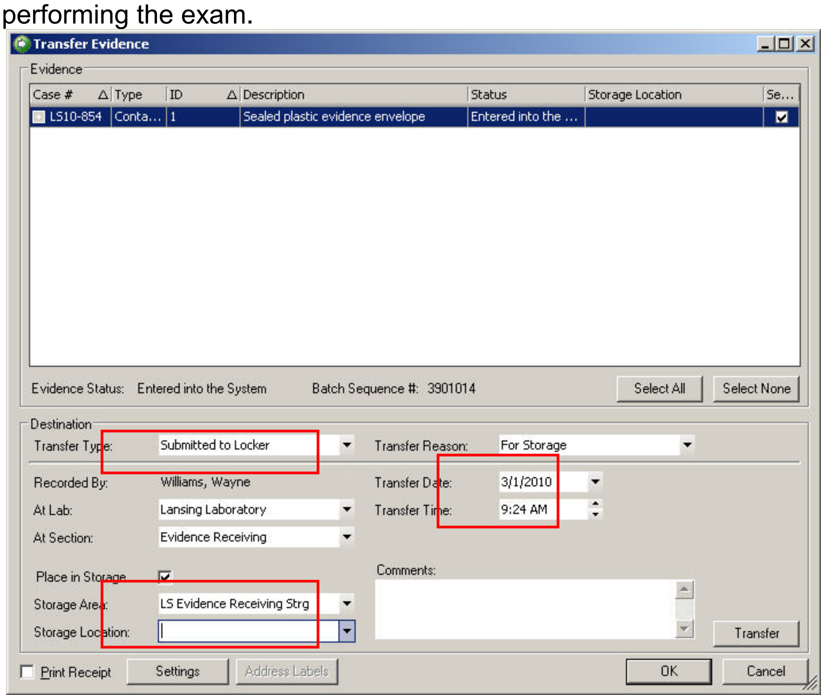


There are four Transfer Types available for receiving submissions. The default option is Submitted by Agency but other options are Escorted to Storage, Placed in Storage and Submitted to Locker. We want to keep the front desk staff from populating the Chain of Custody for the evidence and the only option that does not require the intervention of an evidence technician or forensic scientist is Submitted to Locker.

When selecting this option you will see that the 'Recorded by' field is defaulted to the currently logged in user and cannot be changed. You do need to check the Place in Storage option then specify the Storage Area and if applicable the Storage Location.

Note that when initially receiving evidence you can alter the date and time the transfer occurs. This is only available on this screen, the date and time for all other transfers of evidence in the system are recorded as they occur.

Once the evidence is received into the lab the case record is then available for examination and if the section(s) performing the exam has automatic case rotation enabled the case record is then assigned to an examiner. Cases are not assigned to examiners until evidence is received in the laboratory. The case record status remains in 'Backlog – Waiting for Evidence' until the evidence is received into a storage area for the section performing the exam.



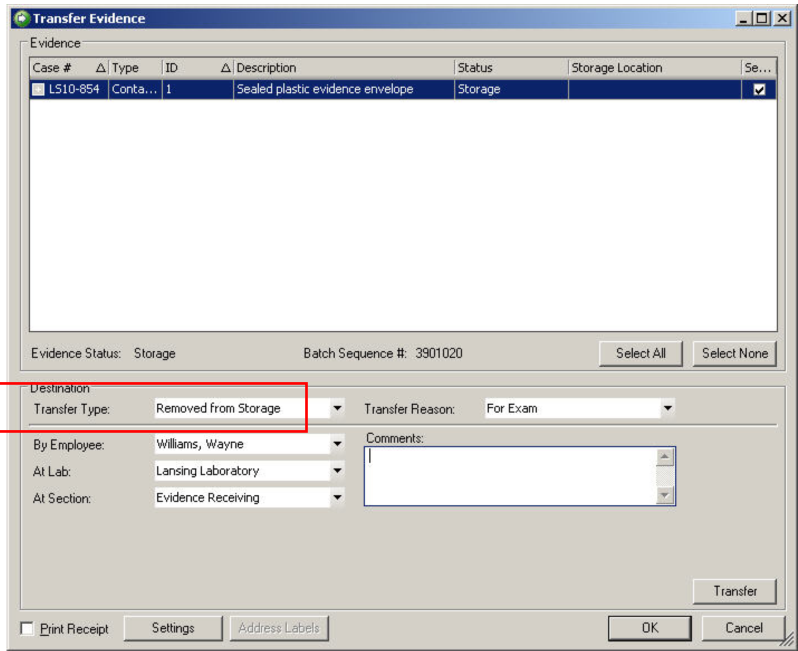
If transfer types other than Submitted to Locker are selected the user specified is recorded in the Chain of Custody for the evidence. Those transfer types do allow you to select from the list of all laboratory employees and the At Lab and At Section options will change to the selected individual's default lab and section. To commit the transfer click the Transfer button in the lower right area of the Evidence Transfer Window. All evidence transfers require the selected person to enter their unique password before the transfer is committed. As you can have multiple selections in the upper evidence window this window does not auto-close after the Transfer button is selected. This way you can select multiple submissions to receive to different areas by different individuals if desired. When you are finished with this screen click OK to close it and return to the main window in Forensic Advantage.

Evidence Transfers

There are several different types of evidence transfers available within Forensic Advantage. Depending on what you plan on doing with the evidence will determine which Transfer Type is appropriate for the situation.

The available Transfer Types are:

- Removed from Storage
- Placed in Storage
- Change Storage Location
- Placed in Archive
- Returned to Agency
- Transferred Out
- Placed in Lockbox
- Personal Delivery
- Consumed
- Destroyed



The **Removed from Storage** Transfer Type is used when you are taking the evidence into your personal custody for examination.

The **Placed in Storage** Transfer Type is used when you are returning the evidence to storage or are changing the storage area the evidence will be stored in. Storage Areas are physical locations within the laboratory often described as a Property Room, Vault or Garage.

The **Change Storage Location** Transfer Type is used when you are changing the storage location the evidence is currently located in. Storage Locations are within Storage Areas and are generally described as Bins, Shelves, or Lockers.

The **Placed in Archive** Transfer Type is only available when the property is in your personal custody and places the evidence in a unique storage area that is exempt from Ready to Return searches. Evidence stored in the archive is available for future use as necessary.

The **Returned to Agency** Transfer Type is used when returning evidence and requires the officer receiving the evidence to be specified. This puts two links into the chain of custody, a 'Remove from Storage' transfer is assumed and listed on the chain prior to the Return to Agency link.

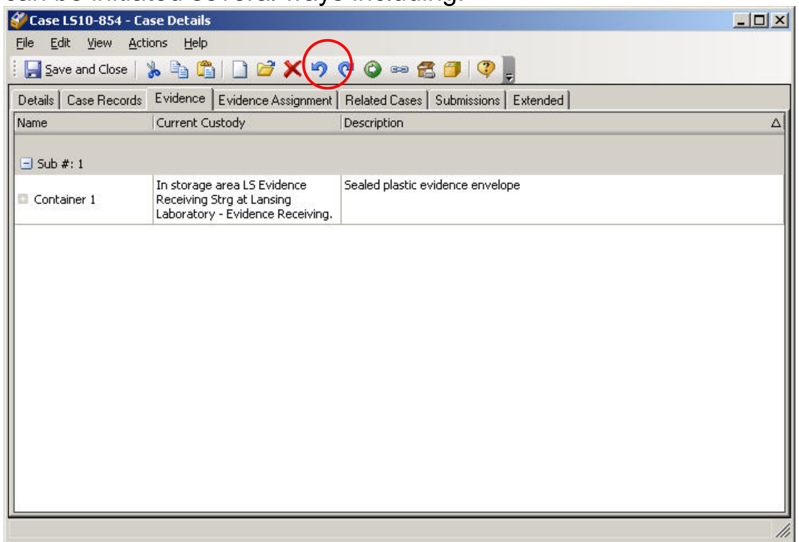
The **Transferred Out** Transfer Type is generally used when the evidence is transferred to a 3rd party lab for analysis.

The **Placed in Lockbox** Transfer Type is used when evidence is being transported to another laboratory for analysis. This may be replaced by the Personal Delivery option described below.

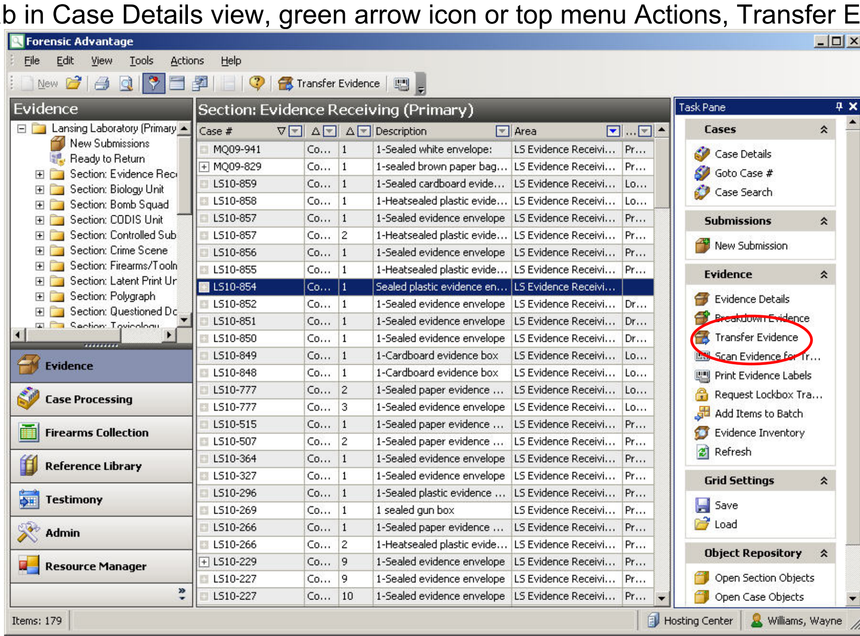
The **Personal Delivery** Transfer Type is used when you are transferring the evidence to another individual. The system requires you specify the person you are transferring the evidence to and then requires the password for the person delivering and receiving the evidence. There is a 'Place in Storage' option for this transfer type that when enabled allows the person receiving the evidence to specify a Storage Area and Storage Location where they are placing the evidence. This puts two links in the chain of custody, transfer from person A to person B and placed in storage by person B.

The **Consumed** and **Destroyed** Transfer Types are used when evidence is either consumed or destroyed during analysis and updates the chain of custody accordingly.

Evidence transfers can be initiated several ways including:



The evidence tab in Case Details view, green arrow icon or top menu Actions, Transfer Evidence.



The Transfer Evidence Link or top menu Actions, Transfer Evidence in the Evidence Module view.

Case Processing

When a new submission is entered into the Forensic Advantage system a Case is generated with a corresponding lab number. The individual examination requests for that case are referred to as Case Records. Evidence may be examined on a single case record, or multiple case records as desired. For example Firearms may want to have the suspect firearm, fired case cartridges and recovered bullet fragments all worked on one worksheet with one report while Polygraph may want individual worksheets and reports for multiple polygraph exams requested on the case.

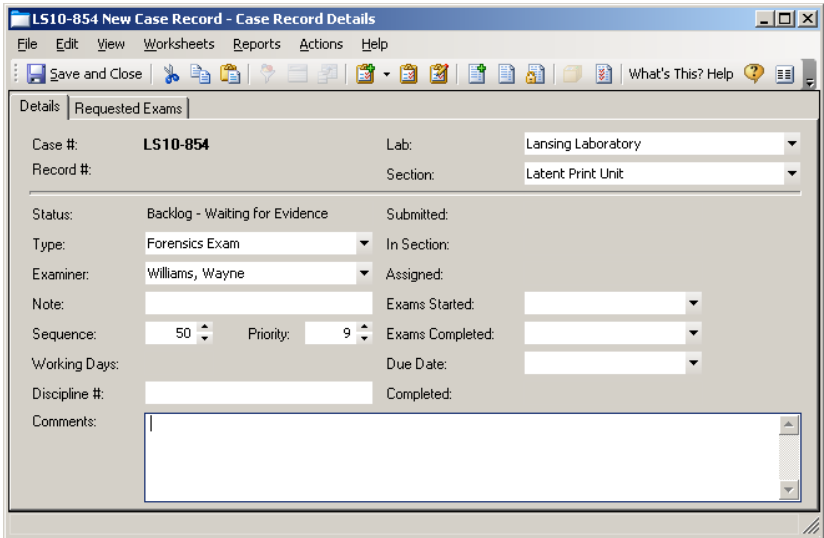
Case Record Status

The case status for case records in the system are:

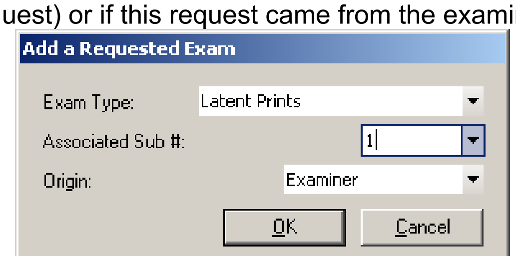
- Backlog – Waiting for Evidence – This is the status assigned when the case is initially entered into the system. This implies the evidence for the case has not been received into the storage area for the unit.
- Backlog – Evidence Available – This implies the evidence has been received and stored in a storage area belonging to the unit performing the examination.
- Backlog – Evidence Transferred Out – This status is <u>manually set</u> and is used when the evidence for the case has been transferred out of the lab for court or for examination at a third party laboratory.
- Exam in Process – The case has been assigned to an examiner, the evidence has been broken down and assigned to the exam but a worksheet has not yet been created.
- Worksheet Data Entered – This status is set when the examiner has broke down the evidence, assigned it to an exam and has built a worksheet but is yet to build the report.
- Review Required – The case has a complete worksheet and report but one or more required reviews has not been sent to a reviewer.
- Review in Process – All required review requests have been made but are not yet complete.
- Pending Release – The review(s) for the case have been successfully completed but the examiner has not yet released the report.
- Complete – The report has been released to the submitting agency and the exam is complete.

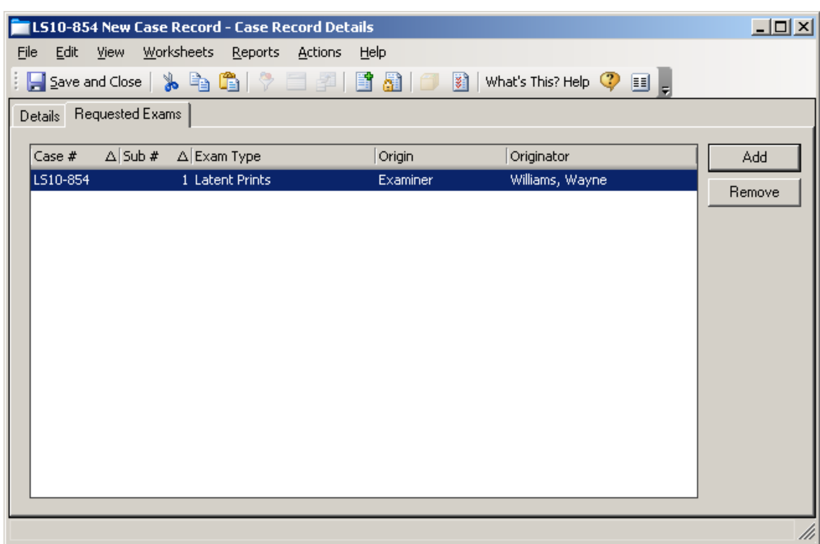
Adding Additional Exams

There are several ways to add exam requests to existing cases. One way to create an additional case record on a case is to open the case details, case records tab and select the New Case Record icon or select New Case Record from the Actions menu. Select the Laboratory and Section as appropriate and if applicable you can specify a specific examiner.

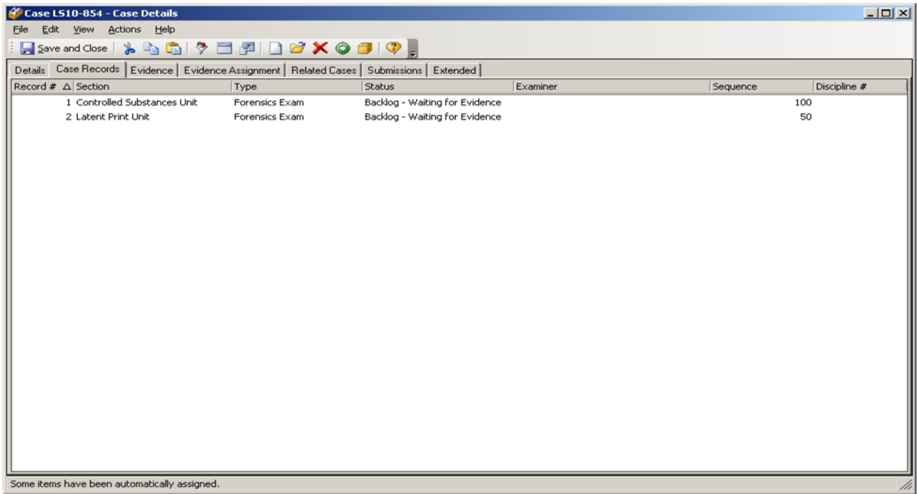


Next go to the Requested Exams tab and click the Add button. Specify the exam type from the pull down menu, select the appropriate submission the request is associated to, and then specify the origin of the request either RFLE (agency request) or if this request came from the examiner themselves.



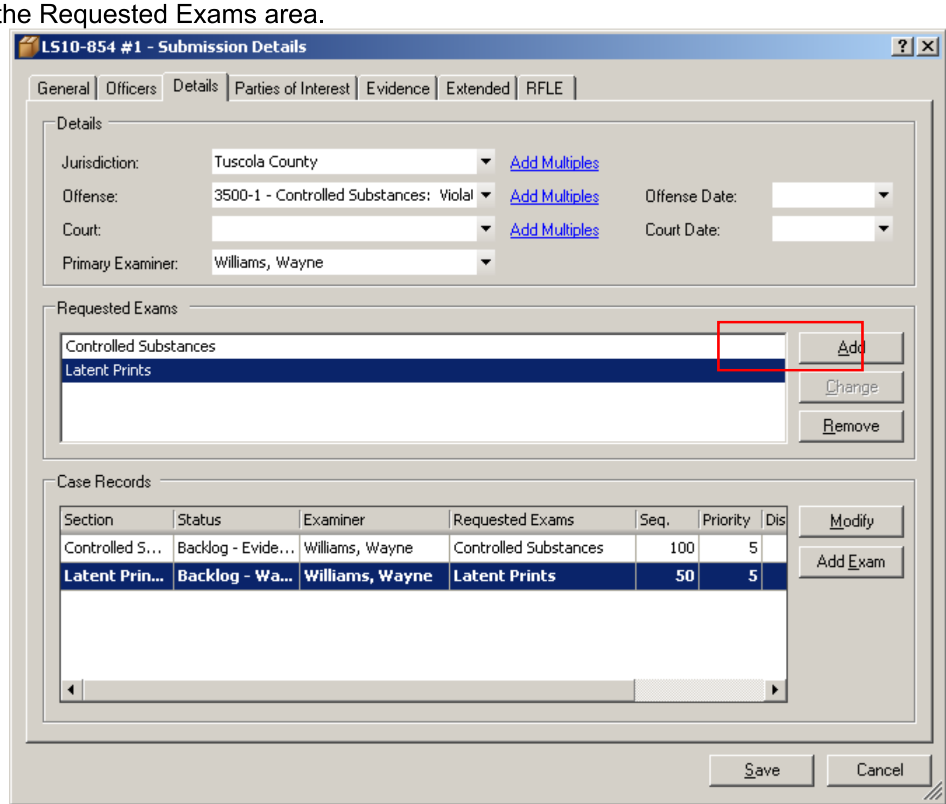


View of screen after clicking OK in Add a Requested Exam



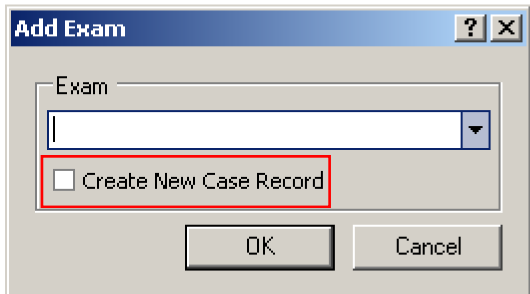
View of Case Records list after new case record successfully added to case.

Another method to add an exam to a case is to open the submission, go to the Details tab then click the Add button in the Requested Exams area.



When adding an exam request using this method you are asked if you wish to create a new case record. This only applies if an exam of the same type is already selected for this case otherwise a new case

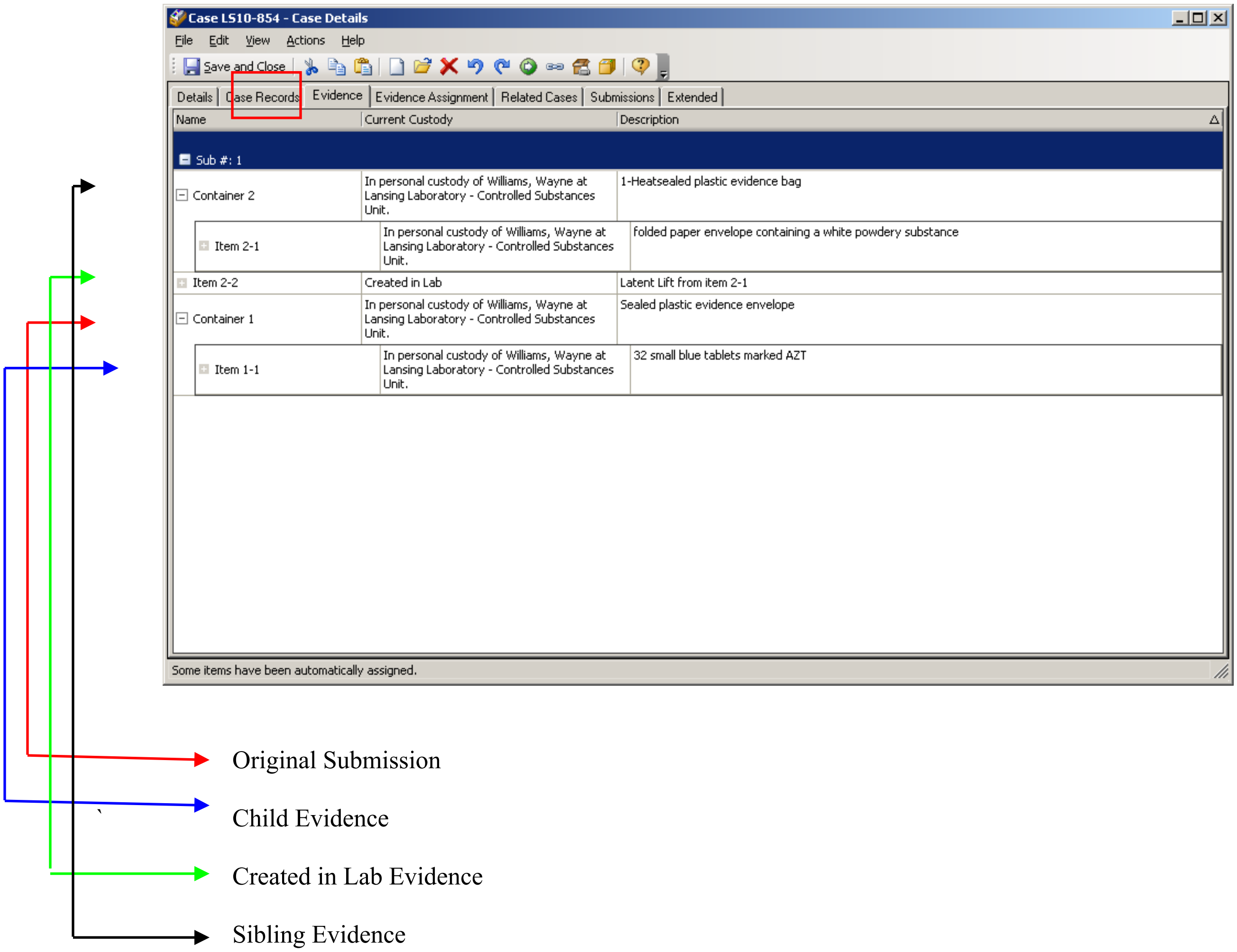
record is created by default – Biology and Latent Print exams would certainly not belong on the same worksheet or report!
Generally a single case record per exam is desired meaning all the evidence on the exam request is examined on the same worksheet and a single report is built. There are instances where that is not applicable though, Polygraph may have a case with multiple persons (evidence) to be tested and it is desired to have a report for each test which in turn would require separate case records for each examinee. If a supplemental submission is received after the initial exam has been completed a new case record is automatically generated and the evidence on the new submission is reported on separately than the evidence received and examined earlier.



Evidence Breakdown

Submitted evidence is generally packaged in sealed containers or envelopes. There are exceptions of course such as vehicles and polygraph examinees. When evidence is submitted in a container, it must be opened by the examiner and the items within are then described in detail in the application, this is called 'evidence breakdown'. The system is quite flexible to accommodate any and all types of evidence submitted. The most common items have pre-defined descriptions that are available in a pull-down menu. The user can add to these pre-defined descriptions or free type a unique description if desired.

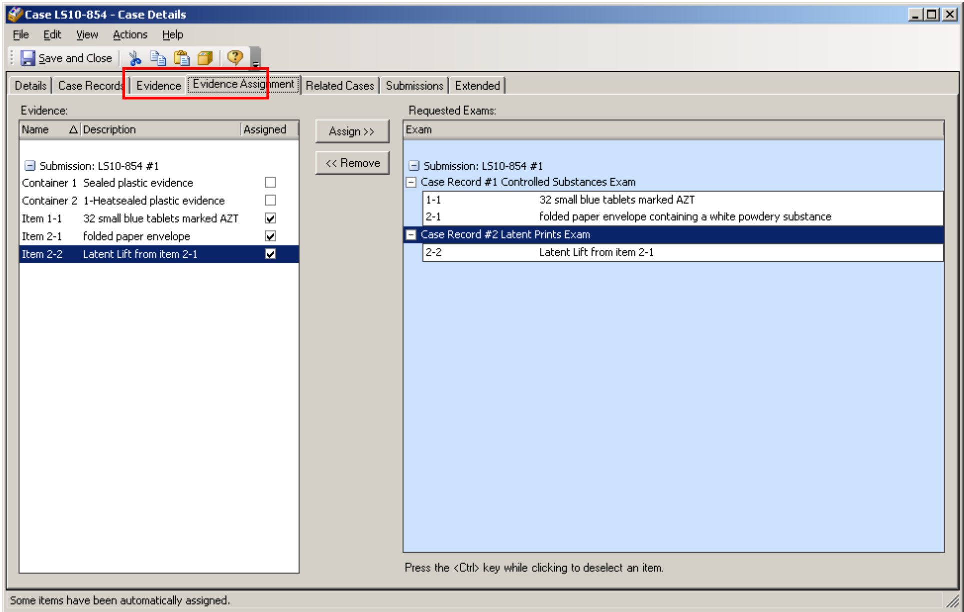
To create a new sub-item within the submitted container select the blank page (new child evidence) icon from the top menu or from the Actions menu select New Child evidence, New Sibling evidence, or New Evidence Created in Lab as appropriate. New Child evidence refers to evidence within existing evidence such as an item or container within another container. New Sibling evidence refers to evidence that is not within another existing container. New Evidence Created in Lab refers to an item created for examination such as a sample or cutting from a submitted item.



Assigning Evidence

Once the evidence has been broken down the individual items need to be assigned to the appropriate exam. If there is only a single exam request all items are assigned to the exam by default. Select the evidence on the left hand pane then select the appropriate exam in the right hand pane and click the

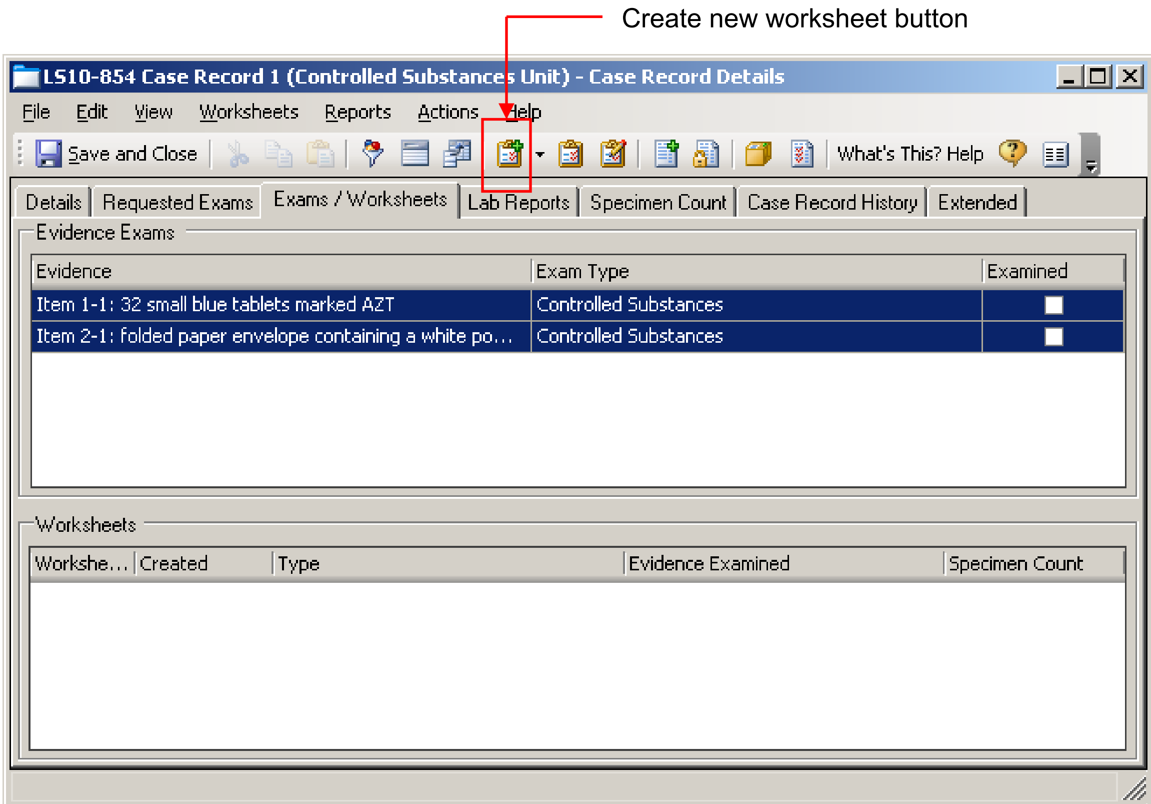
Assign button in the center of the screen. Note the evidence in the left hand pane is sorted numerically by container and then by item. In this example it appears that all three items are within Container 2 but that is not the case.



Worksheets

Each lab discipline has its own unique worksheet. It is not the purpose of this document to detail how each individual worksheet should be completed, but common tasks in creating and working with worksheets will be addressed.

In the Case Record Details view select the Exams / Worksheet Tab. The evidence assigned to this particular exam request as detailed above in the Assigning Evidence section should be present in the upper portion of this window. Select the evidence that you wish to examine on the worksheet by left clicking and holding the Shift key for items adjacent to each other, or use the CTRL key to select multiple items not next to each other. Once all desired items are selected and highlighted select the New Worksheet icon on the icon bar or Worksheets, New Worksheet from the top menu.

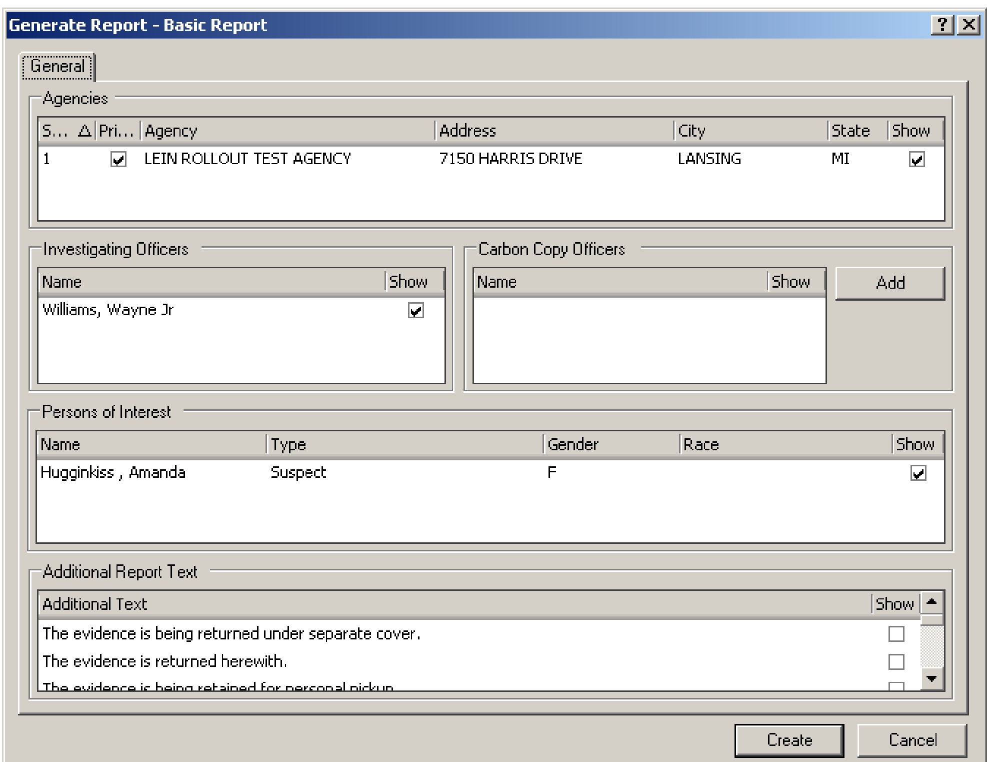


Microsoft InfoPath will now launch with the appropriate worksheet loaded. Complete the worksheet to record the results of examination as required and click Submit when finished. Once an item has been recorded as being examined in a worksheet the Examined checkbox will be marked in the upper pane of the Exams / Worksheets tab. The lower pane will contain the worksheet(s) for this exam. Clicking the plus sign to the left of the worksheet displays the evidence examined on the worksheet. Right clicking the worksheet brings up a menu that has several options available to the examiner.

- View Worksheet (read-only)
- Edit Worksheet (restricted to the analyst, his/her supervisor and system administrators)
- Cancel Edit
- Open Worksheet Details – lists resources used in the exam and displays Persons/Businesses of Interest that are included in the worksheet
- Add Item(s) to Worksheet – applicable if not all evidence was included in the initial build of the worksheet or if additional evidence was received prior to the case being complete.
- Remove Item(s) from Worksheet – expand the plus sign to the left of the worksheet to display the evidence examined, then select one or more items prior to selecting this option.
- View Worksheet History – shows a list of previous worksheets from the case record and provides an option to open each version.

- View Worksheet Check Out Status – shows if the worksheet is opened for edit and if so which user has the worksheet checked out.
- Delete Worksheet – this action deletes the worksheet (which is still available under Worksheet History) and un-marks the Examined option next to the evidence listed in the pane above so the evidence can now be examined in another new worksheet.

When you are satisfied with your worksheet select the Lab Reports tab then click the 'Create a new lab report' icon in the icon bar or from the top menu select Reports, New Lab Report. Either action brings up the Generate Report window. You can choose to show the primary and/or secondary agencies on the report, the Investigating Officer(s), Carbon Copy Officer(s), Persons of Interest and select any additional predefined text from this screen. Note that selecting Carbon Copy Officers on this window does **not** send a copy of the report to the specified individuals; it simply includes their names on the report near a CC heading. To add carbon copy recipients do so in the Officer tab of the case Submission.



By default the Generate Report window will have the Primary Agency, Investigating Officer and Persons of Interest selected to appear on the report. Clicking the Create button will create the report which initially appears on the Lab Reports tab in a Draft mode. Double clicking the report opens it in a Read-Only state. Right clicking the report or selecting Reports from the top menu bring up the following options:

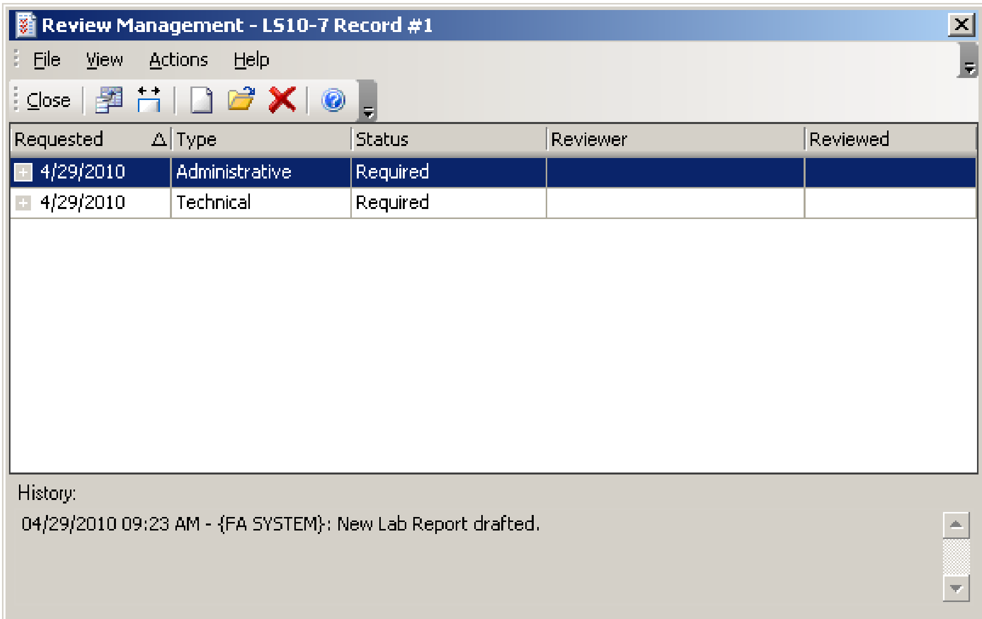
- New Lab Report – Used for re-creating a cancelled report or creating an amended report after the initial report has been released.
- View Lab Report (Read Only) – the default action when double clicking a report on this screen.

- Check-out Lab Report – downloads a copy of the report to your PC and then opens the report so you can modify the report as necessary. The report can only be checked out by one user at a time, no one else can access this report in an editable mode while the report is checked out.
- Check-in Lab Report – only valid if the report is currently checked out.
- Undo Check-out – only valid if the report is checked out, use this option to check the report in but only if no changes were made.
- View Lab Report Check-out Status – if the report is checked out this will tell you the name of the user who checked out the report, when the report was checked out, the name of the computer it was checked out to, and the location the report was checked out (saved) to.
- View Lab Report History – displays a list of the various versions of the report that were created and saved during the case history. You have the option to download any versions of the report, they are saved as editable files at a destination of your choosing.
- Release Lab Report – sends the report to the Investigating Officer and CC Officers as specified on the case submission. Delivery is automated and done by either fax or e-mail.
- Cancel Lab Report – cancels the report so a new version can be made. Some areas such as worksheet editing are locked once a report is created and the report may need to be cancelled and re-created if the worksheet requires changes.

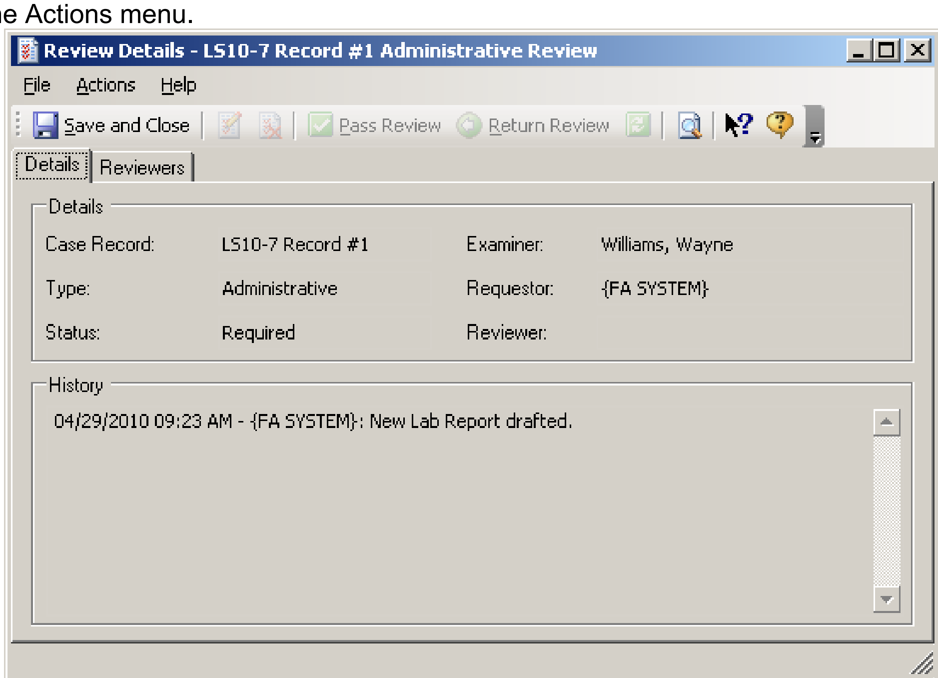
Case Review

Case reviews consist of a Technical and Administrative review which can be done as a single Tech/Admin review or separately. This is configured at the Lab/Section level and would apply to all members of that particular Lab/Section. Reviews are required on all cases prior to the report being released, the system will not allow a report to be released until all required reviews have been successfully completed.

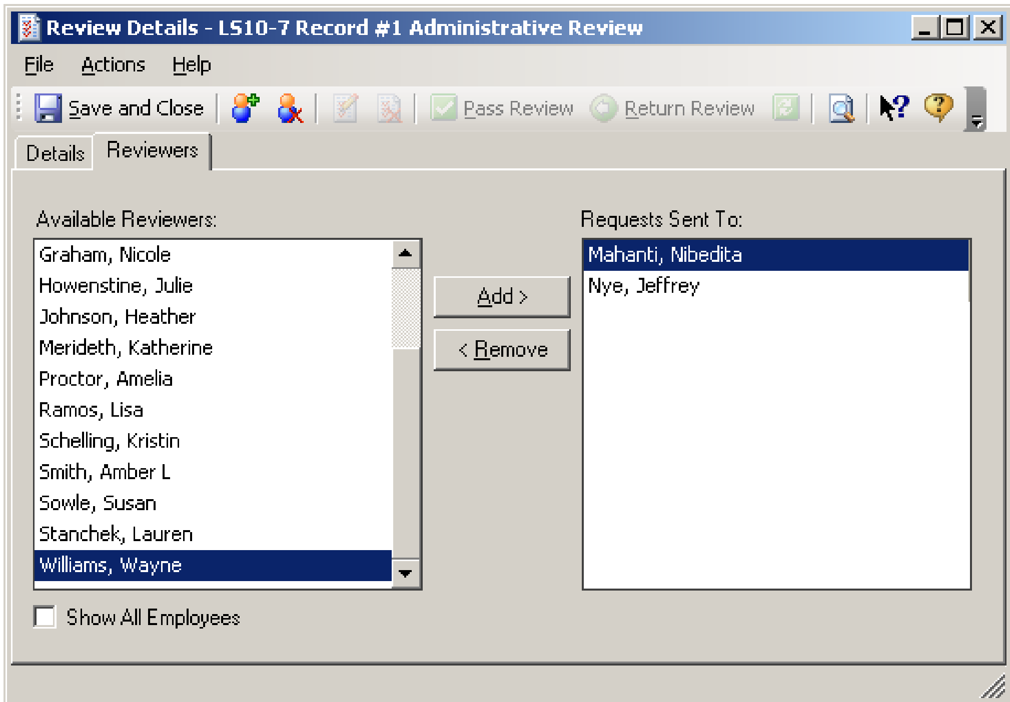
The system will auto-generate review request(s) when the lab report is created and place the case record status to Review Required. The analyst needs to specify the individuals that are eligible to perform the review. The analyst can access the Review Management window by either clicking Actions, Manage Reviews from the Case Record Details view, or in the Case Processing view selecting the case record then clicking the View Reviews link.



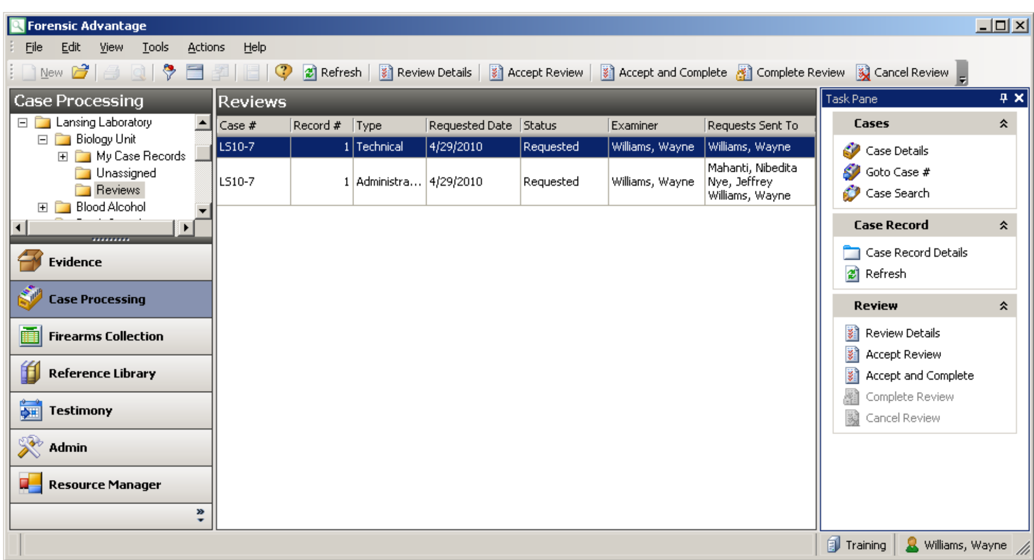
To select personnel to assign the review to open the desired review with a double click or select Open Review from the Actions menu.



Select the Reviewers tab then choose the personnel from the list and click the Add button. You can send reviews to as few or as many staff as desired.

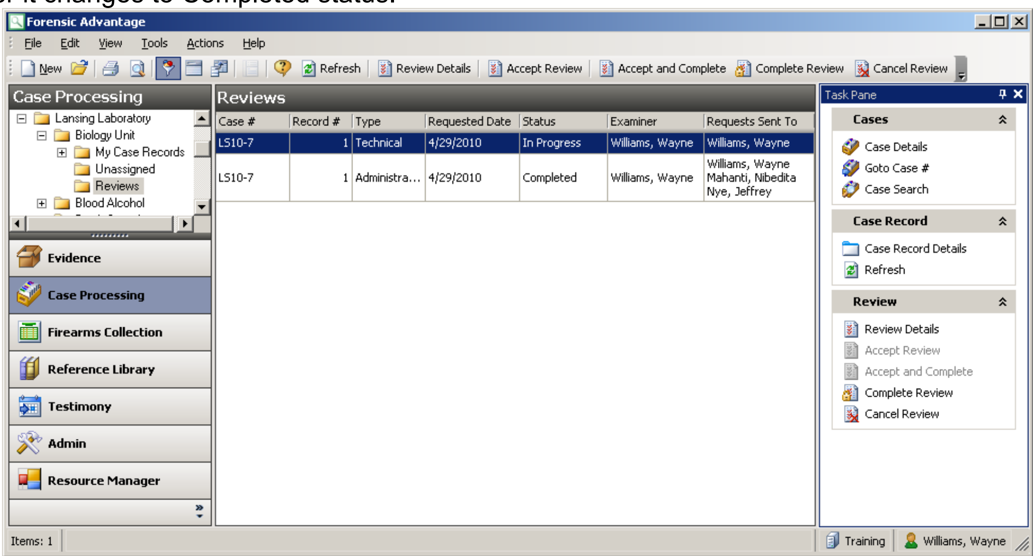


The analyst is prevented from selecting themselves as a reviewer, that rule has been temporarily rescinded for the purpose of creating this manual. The review status changes to Requested and the Case Record status is changed to Review in Process.

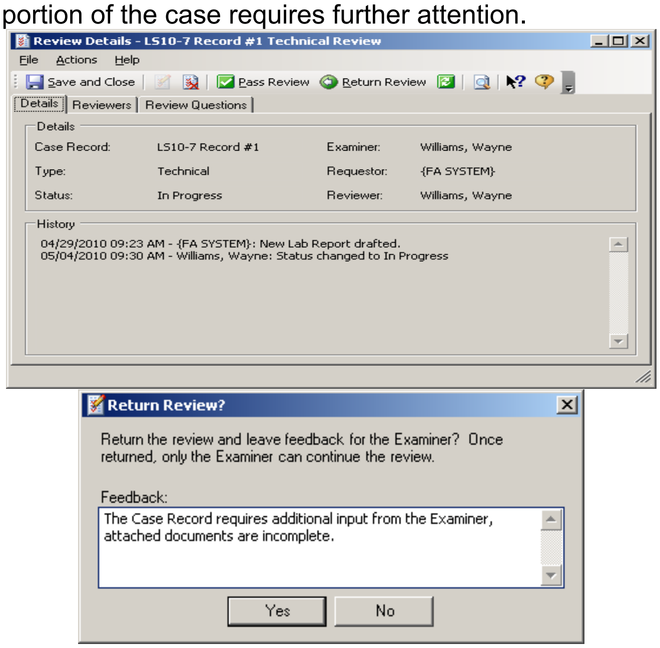


The analyst receiving the review request will find them in the Case Processing view in the Reviews folder under the specific Lab/Section. Once an individual accepts a review the system prevents any other

person from accepting and completing that review as such a review should only be accepted if you are certain you can complete the review in a timely manner.
When a review is accepted it changes to the In Progress status and then when the review is passed by the reviewer it changes to Completed status.



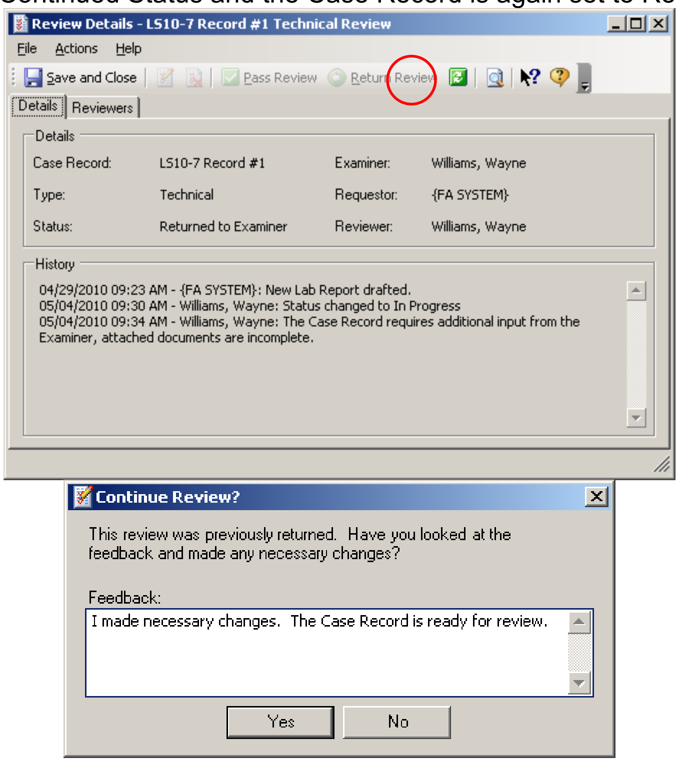
If the case does not pass the review criteria for any reason the reviewer has the option to Return the review back to the examiner. The reviewer is prompted to enter comments when the review is returned so the analyst knows what portion of the case requires further attention.



When a Review is Returned to the Examiner the status of the review changes to Returned to Examiner and the case status returns to Review Required as the case does need to be re-reviewed once any changes to the case are made.

When the analyst is ready for the case to be re-reviewed they select View Reviews from the Task Pane or Manage Reviews from the Actions menu and then open the returned review. The green icon with the circular arrows will return the review back to the reviewer. A comments box is opened for the analyst to include any pertinent information regarding the case.

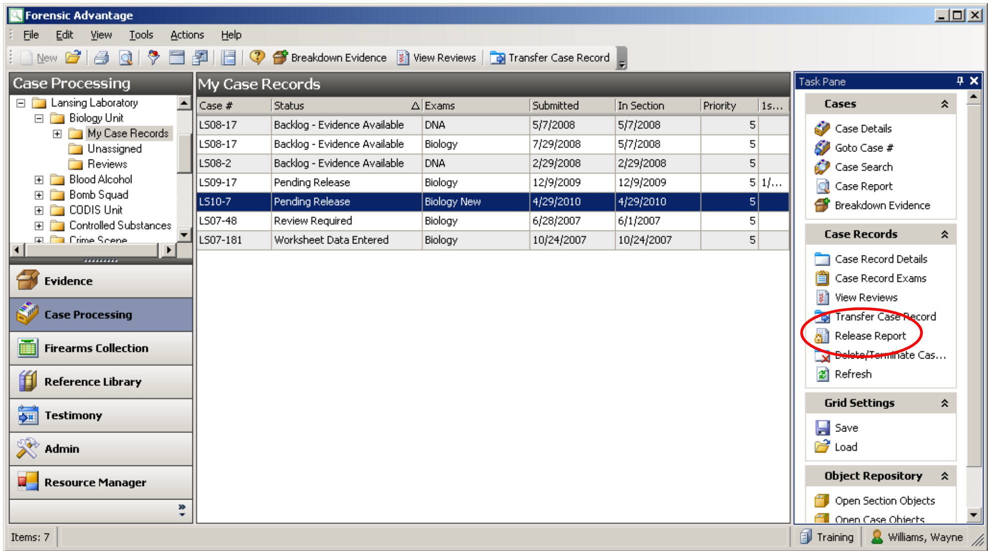
The Review is then set to Continued Status and the Case Record is again set to Review in Process.



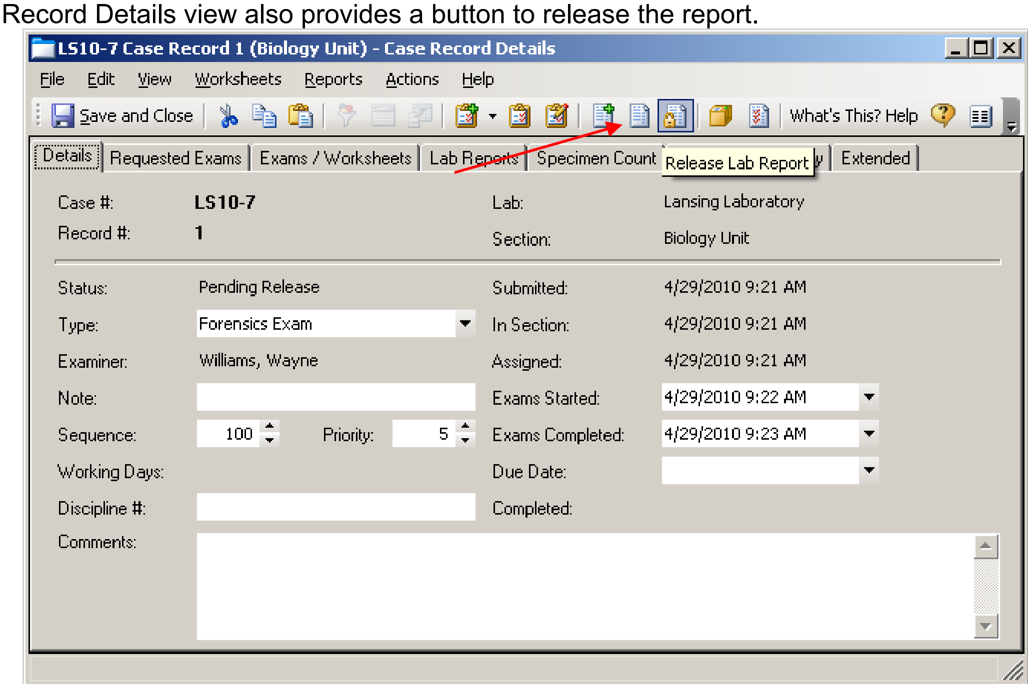
Once all required reviews have been passed the case is then set to Pending Release and the examiner can now release the report.

Releasing the Report and Completing the Case

There are multiple options available to the analyst to release the report. In Case Processing view the Task Pane under the Case Records section includes a Release Report object. Clicking this option will release the report of the selected case.

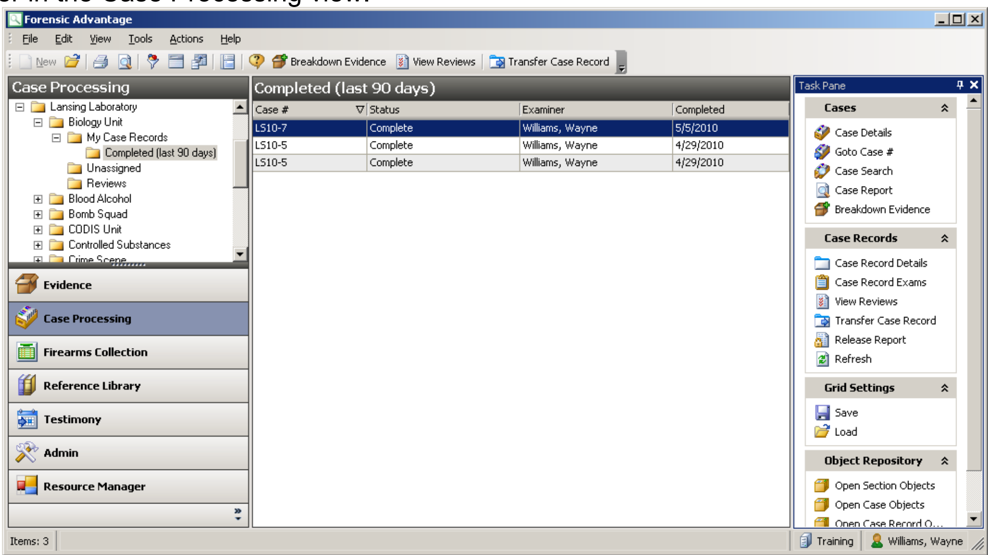


The Case Record Details view also provides a button to release the report.

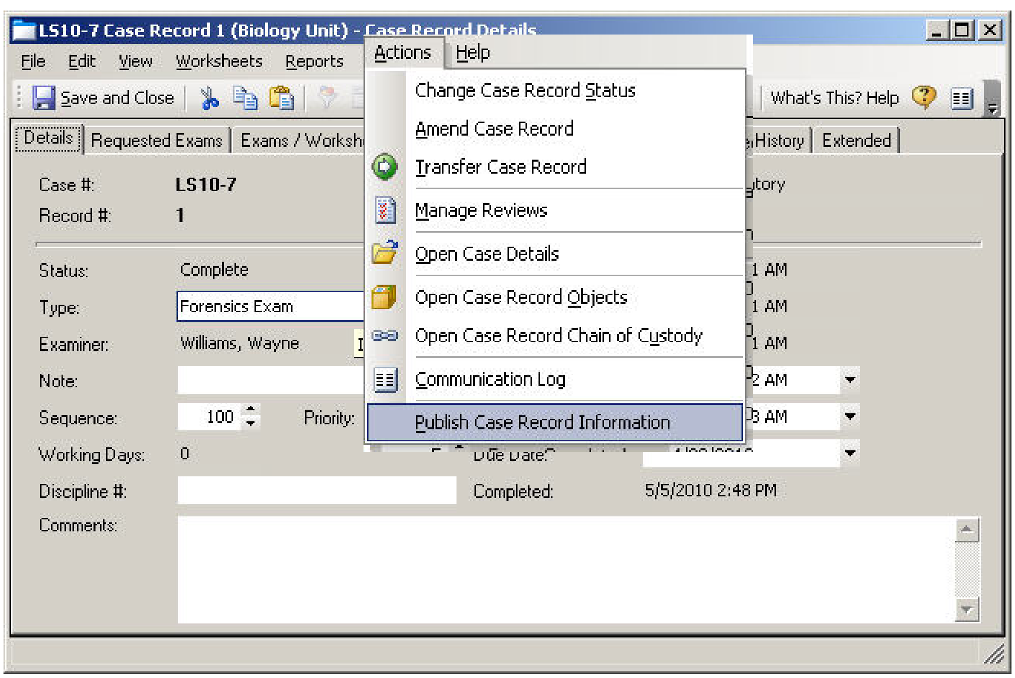


The Reports menu also includes a Release Lab Report command.

Once the report is released it is sent by either e-mail or fax to the individuals specified on the related submission(s). The status of the case is then set to Complete and it is removed from the sections backlog view and is now found in the analyst's Completed folder which is found beneath the My Case Records folder in the Case Processing view.

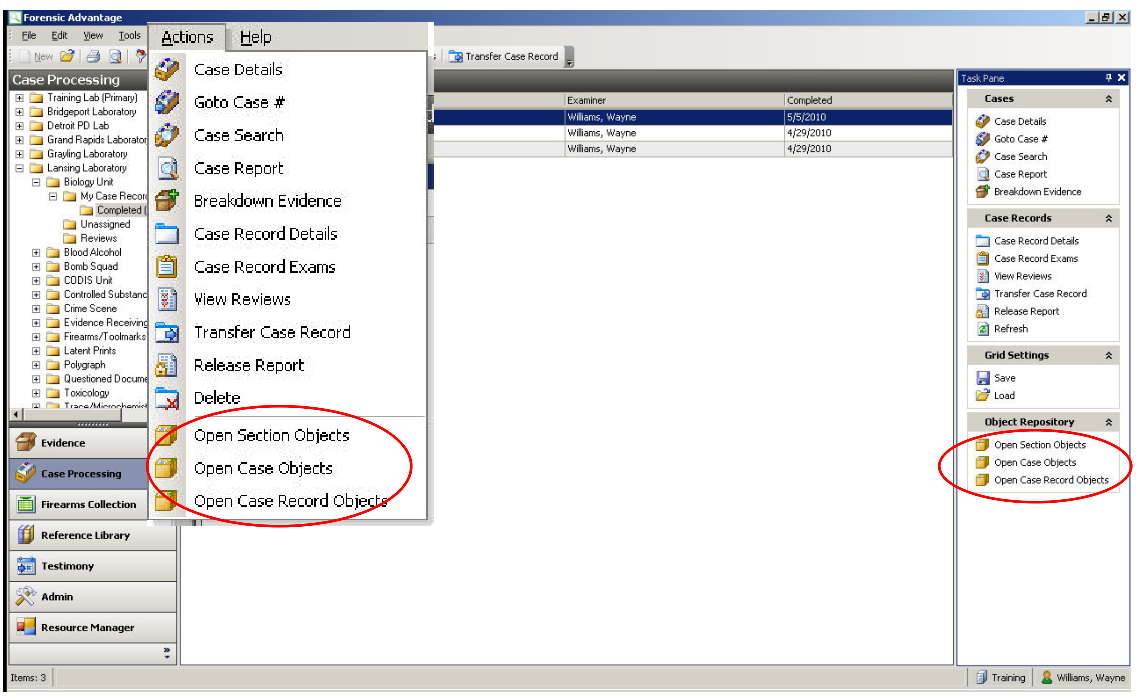


This folder shows the completed cases for the past 90 days. If it becomes necessary to re-release a report, if for instance the receiving agency misplaced the fax, or an additional recipient needs a copy of the report the report can be re-published. Additional recipients would need to be specified in the Officer tab of the case submission and any pertinent delivery information such as fax number or e-mail address may need to be entered. To re-publish the report select Publish Case Record Information from the Actions menu in the Case Record Details view.



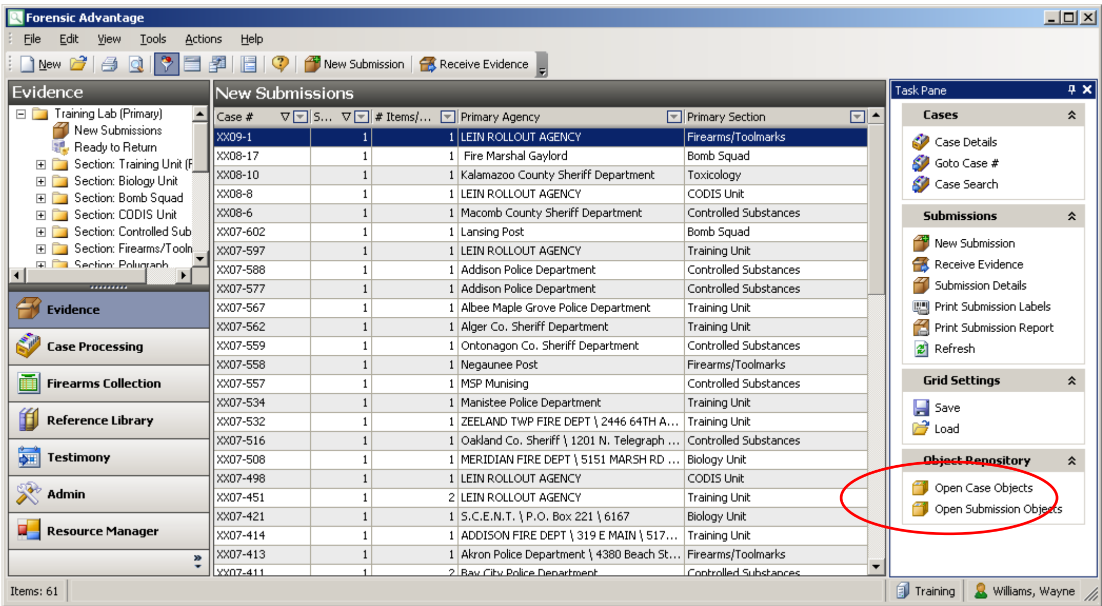
Working with the Object Repository

The Object Repository is accessed either through the Object Repository area in the Task Pane, from the top level Actions menu, or by selecting the Object Repository icon in the current view.



Submission Objects

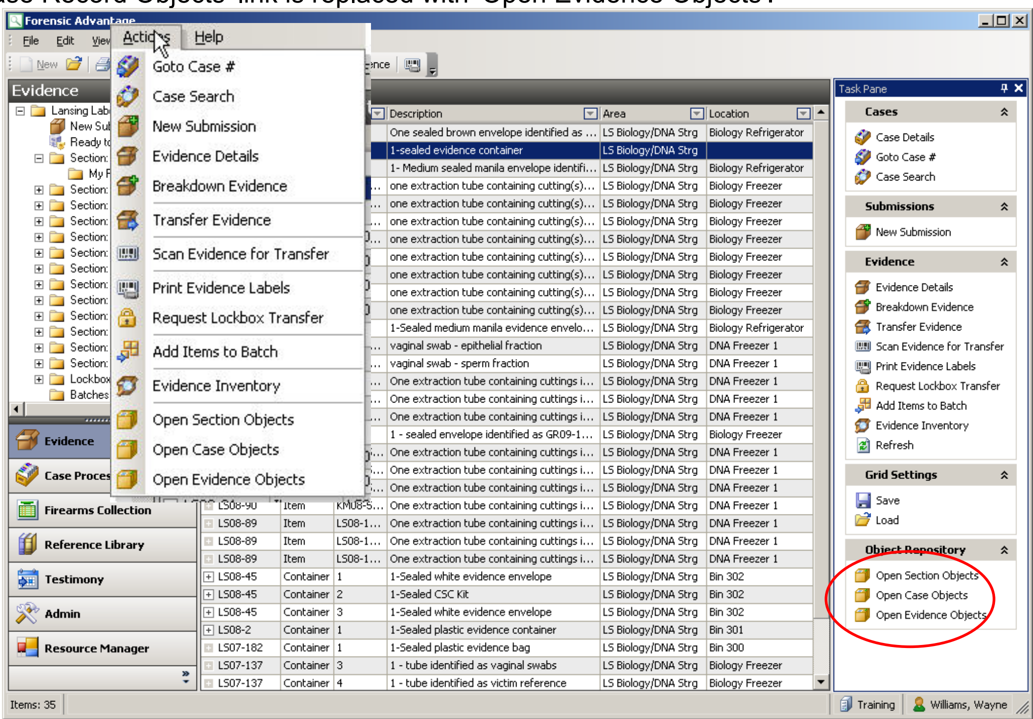
The Submission Object Repository is accessed through the link in the lower right corner of the Evidence view when viewing **new submissions**.



The submission object repository is **<u>only</u>** accessible through this screen. Once the evidence is received on that particular submission there does not appear to be any way to access the submission object repository. This is a known issue with Forensic Advantage and the Submission Object Repository should <u>not be utilized at this time.</u>

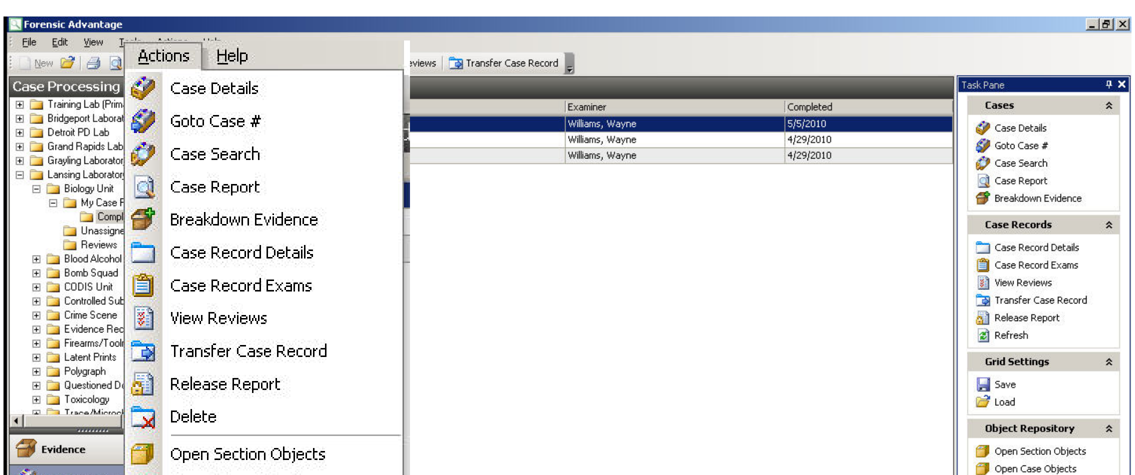
Evidence Objects

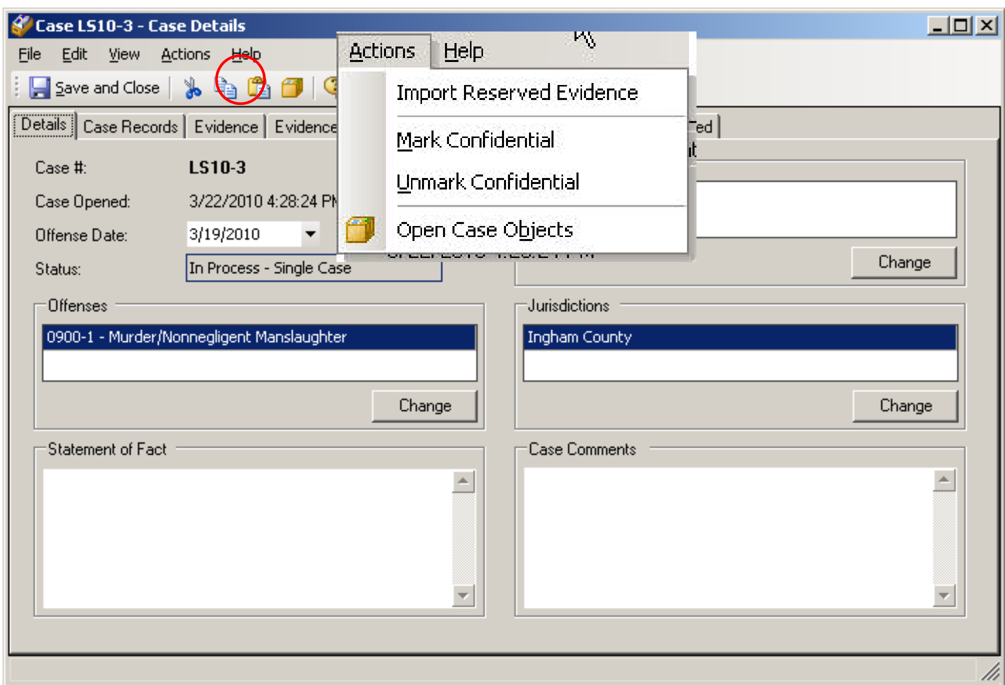
The Object Repository section of the Task Pane changes slightly when in the Evidence Module. The 'Open Case Record Objects' link is replaced with 'Open Evidence Objects'.



Case Objects

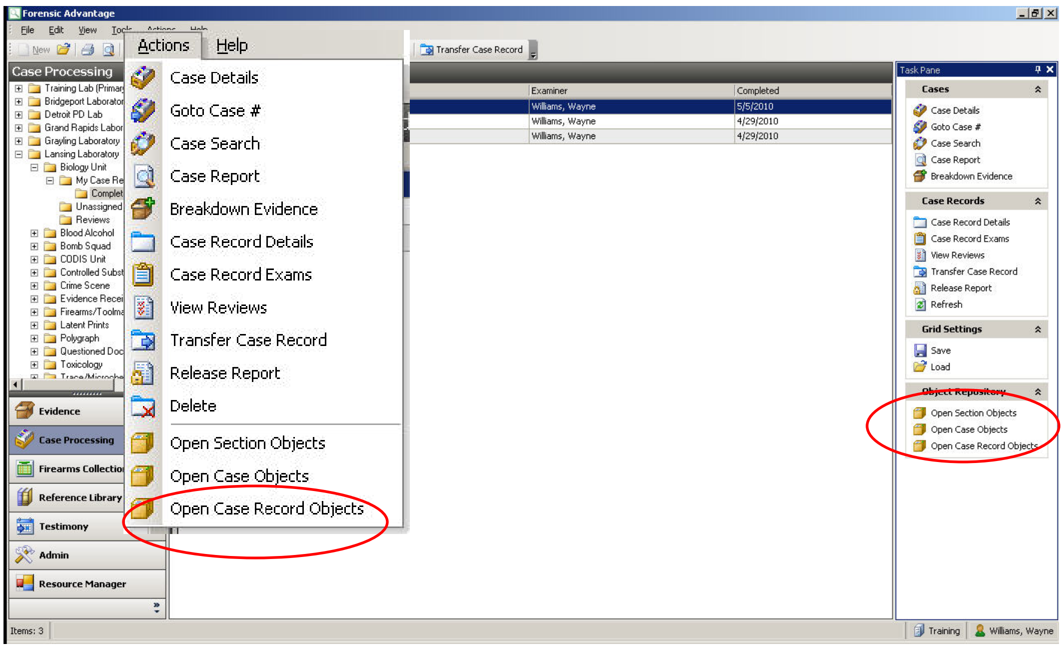
The Case Object Repository can be accessed through the link in the Object Repository section of the Task Pane when in Case Processing view, the Actions menu in Case Processing view, the Actions menu in the Case Details view or by selecting the Object Repository Icon.

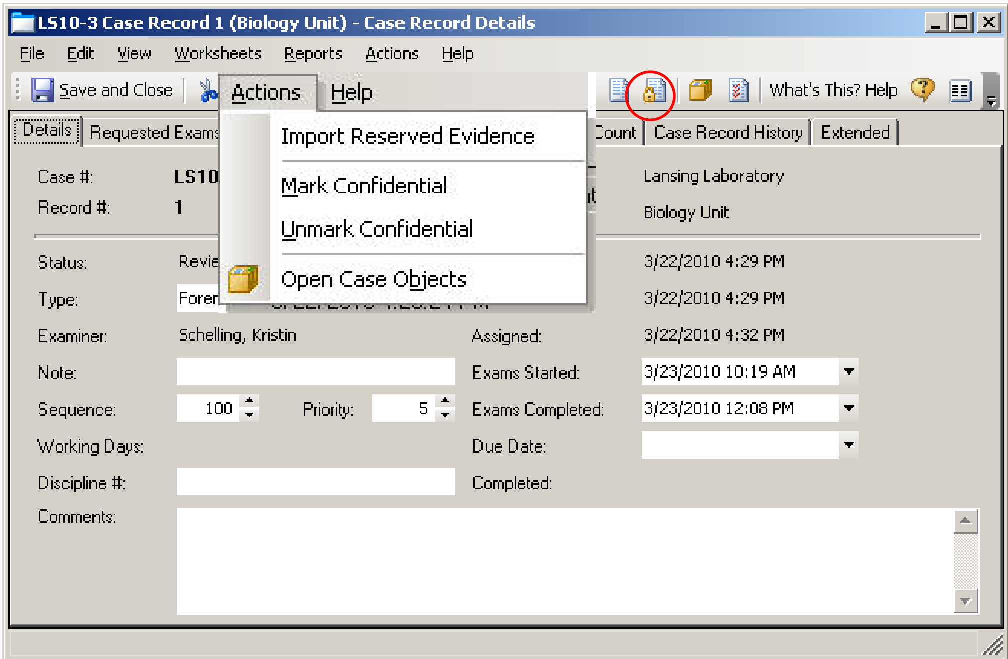



Case LS10-3 - Case Details
File Edit View Actions Help
Save and Close
Details
Case Records
Evidence
Evidence
Actions
Help
Import Reserved Evidence
Mark Confidential
Unmark Confidential
Open Case Objects
Case #:
LS10-3
Case Opened:
3/22/2010 4:28:24 PM
Offense Date:
3/19/2010
Status:
In Process - Single Case
Change
Offenses
0900-1 - Murder/Nonnegligent Manslaughter
Change
Jurisdictions
Ingham County
Change
Statement of Fact
Case Comments

Case Record Objects

The Case Record Object Repository is accessed through the Object Repository section of the Task Pane while in Case Processing view, the Actions Menu in Case Processing view or by selecting the Object Repository icon.





All objects imported into the Object Repository should be approved by the analyst once they are satisfied that the imported item should be associated with the case or case record. Currently once an item is approved in the Object Repository it cannot be removed or deleted. An upcoming release of Forensic Advantage will provide the ability to delete approved objects from the Object Repository but we currently don’t know how exactly that option will be configured.