Forensic Advantage

FORENSIC LABORATORY USER GUIDE

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Product Information

This document applies to Forensic Advantage® Version 15.1 and may also apply to subsequent releases. To check for newer versions of this document, visit the Forensic Advantage® Systems FAQ Resource Center (http://www.forensicadvantage.com).

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Introduction

This document is intended for use with Forensic Advantage®. Forensic Advantage® is a product with integrated features for case management and reporting. This document explains how to use Forensic Advantage® to create, view, edit, assign and collaborate on cases within a laboratory. To use this guide, you should be familiar with Microsoft Windows, Office and Web Based tools.

ABBREVIATIONS

Please see the table below for abbreviations used throughout this guide.

Table 1 – Abbreviations

Abbreviation	Description
TCSC	The Computer Solution Company
FA	Forensic Advantage®
FAS	Forensic Advantage® Systems
CL	Crime Lab
CNI	Central Name Index
PDF	Portable Document Format
RFLE	Request for laboratory examination
WBS	Work Breakdown Schedule
ZIP	Compressed File
e.g.	Abbreviation meaning “for example”

NOTATION CONVENTIONS

The following fonts, symbols, and style conventions are used throughout this guide.

Table 2 – Notation Conventions

Notation	Description	Example
Bold	Action buttons	**Cancel, Open File**
Italics	Screen, pane or module names	*Submission Details, Evidence module*
Bold and Italics	Keys on keyboard or notes	***Tab, Enter, Note: Pay close attention***
Blue Underlined	Active links	See tcsc.com for more information.
Bold with > separators	Menu navigation	Select **Document** > **New** > **Template** from the **File** menu.

THREE PANE VIEW

Forensic Advantage is a feature-rich application that provides a dynamic view of its contents. The system leverages an interface paradigm called the three pane view. The primary components of the user interface are the *Navigation Pane*, *Contents Pane* and *Notifications Pane*.

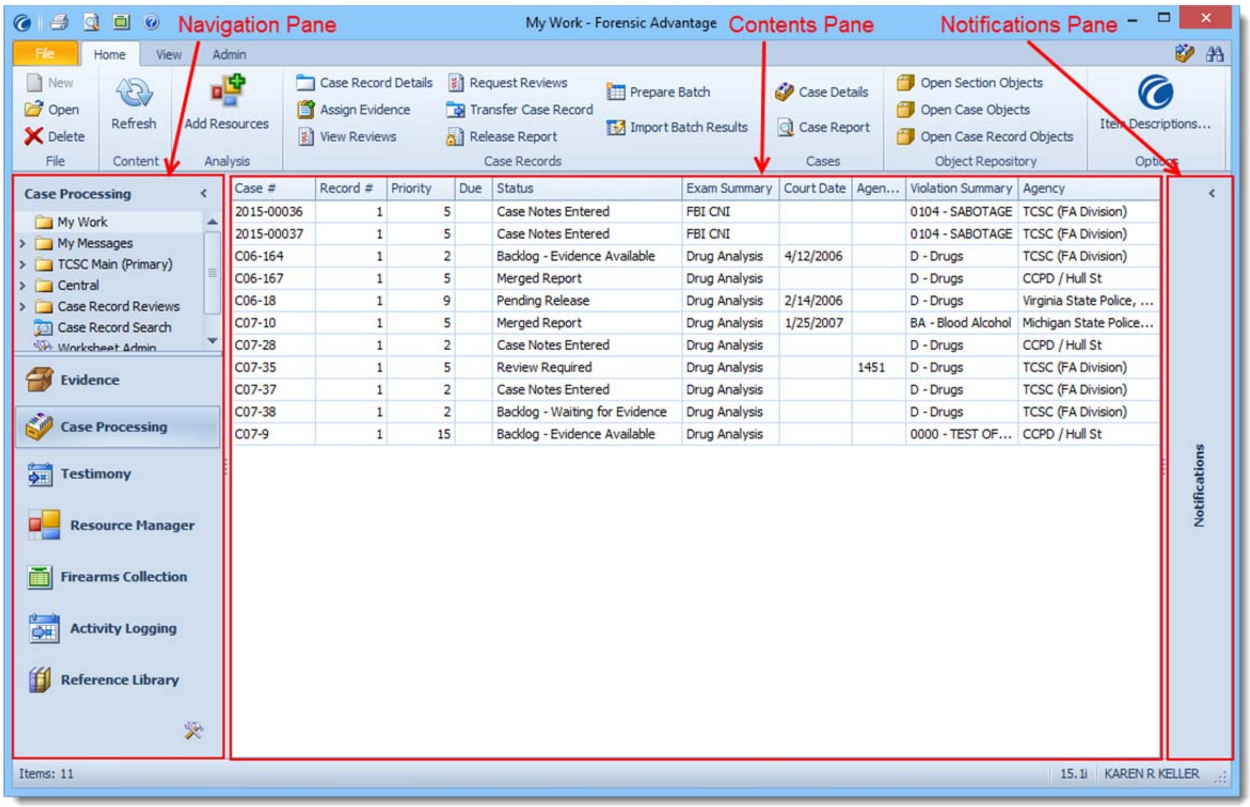


Figure 1 – Case Processing My Work View

NAVIGATION PANE

The *Navigation Pane* provides a functional directory and is used to select high level categories within the application.

CONTENTS PANE

The *Contents Pane* populates the relevant data from the selection made in the *Navigation Pane*. Double-clicking a row in the *Contents Pane* typically displays a window with additional information or functions related to that entry. The *Contents Pane* can be customized per user (see Customizing Your Workspace).

NOTIFICATIONS PANE

The *Notifications Pane* displays any notifications for the current user logged in to the system. System Notifications allow FA to notify users when certain actions occur by other users on the system. See User Settings for information on managing notifications.

THE RIBBON

The Ribbon allows for easy navigation and access to the available menu options. Each set of actions is grouped together into a section grouping or ribbon tab. Clicking an icon results in the same action as selecting a drop-down menu option.

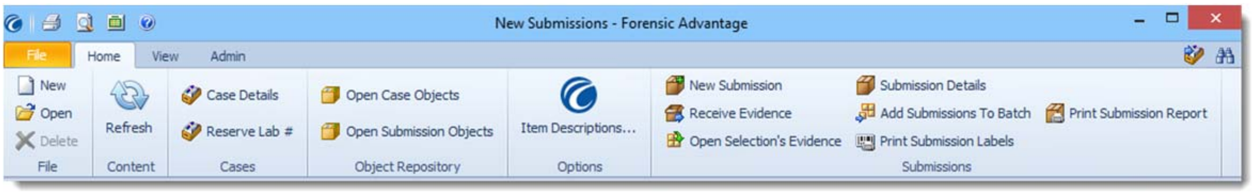


Figure 2 – New Submissions Ribbon

Table 3 – New Submissions View Ribbon Options

Grouping	Option	Effect
File	**New**	Opens *New-Submission Entry* form to start a new submission.
	Open	Opens *Submission Details* form to view or modify details of the selected submission.
Content	**Refresh**	Updates the *Contents Pane* with any new entries.
Cases	**Case Details**	Opens *Case Details* form for the selected submission.
	Reserve Lab #	Opens *Reserve Lab #* dialog to reserve a Lab #. This number can be used to create a new case later using historical entry (see Appendix 7 – Reserve Lab #).
Object Repository	**Open Case Objects**	Opens *Object Repository – [Case #]* to view/manage objects for the case associated with the selected submission.
	Open Submission Objects	Opens *Object Repository – [Submission #]* to view/manage objects associated with the selected submission.
Options	**Item Descriptions**	Opens *Evidence Descriptions* form to add, change, delete, or copy evidence descriptions (see Figure 26 – Evidence Descriptions).
Submissions	**New Submission**	Opens *New-Submission Entry* form to start a new submission.
	Receive Evidence	Opens *Transfer Evidence* form to receive evidence for the selected submission (see Figure 19 – Transfer Evidence).
	Open Selection's	Opens *Batch Details* for evidence associated with

Grouping	Option	Effect
	Evidence	the selected submission (see Figure 30 – Batch Details).
	Submission Details	Opens *Submission Details* to view or modify details of the selected submission.
	Add Submissions to Batch	Opens *Add Evidence to Batch* to add evidence associated with selected submission(s) to a new or previous batch (see Appendix 51 – Add Evidence to Batch).
	Print Submission Labels	Opens *Submission Label* to select options for printing submission labels for the selected submission (see Appendix 8 – Submission Label).
	Print Submission Report	Opens *Submission Report* to select options for printing the submission report for the selected submission (see Appendix 9 – Submission Report).

TERMINOLOGY

The following table describes basic terms used throughout Forensic Advantage.

Table 4 – Terminology

Term	Description
Agency Case #	Case Number assigned to a criminal investigation.
Analysis Forms	Collection of result data recorded by an examiner for one or more examinations within a single case record.
Case	Contains all case-related data including all submissions, case records, evidence, specimens, lab reports, etc. regarding an investigation. The Case is equivalent to the Master File.
Case #	FA-generated identifier for a case. The case number is the Lab File Number.
Case Record	Unit of work within the section or discipline that results in a single laboratory report. The Case Record is equivalent to the discipline assignment.
Case Record #	FA-generated identifier for a case record. A sequentially assigned number associated with a request for examination, typically by section/discipline. Combined with the Case (Lab File) number, it provides uniqueness to a specific result set (report).
Chain of Custody	The documented record of an individual piece of evidence while in the care and custody of the laboratory.

Term	Description
Evidence	Items and/or containers submitted to the office.
Exams	Unit of work that may be associated with a piece of evidence.
Lab Report	Official document of the results for a single case record.
Management & Section Reports	Management reports are statistical reports produced monthly, quarterly or yearly to provide information on the work product of the office.
Offense	Classification of the suspected criminal event.
Primary Analyst	Person assigned to oversee completion of the case. The Primary Analyst is the person assigned to complete the case.
RFLE	Request for Laboratory Examination (RFLE) is the source document completed by a submitter, which identifies the evidence submitted and the examinations requested. Paper RFLEs and supporting documentation can be scanned into FA for storage with the submission. RFLE is equivalent to a Laboratory Analysis Request.
Submission	Single instance for providing evidence and request for live exam to the laboratory.

CONFIGURATIONS

Several configurations exist to customize the FA application to accommodate user workflow. Not only are system configurations available for the core product, such as entering agencies into the system and being available within any case where needed, but most screens are also administratively configurable to alter layout, positioning, and visibility of the controls on screen. For example, if a particular data field is not necessary, the administrator may remove it from the user's view. Administrator changes to the layout of a screen become the view seen by everyone who accesses the screen. This feature may also be reset back to the original setting. System date and time formatting is configurable for all date edit fields on all screens. Drop-downs within the system may also be configured to customize values specific to the user.

Configurations may be added to enable limited visibility and access to cases based on jurisdiction (e.g. county investigators only have access to cases within their own county). Employees may be assigned to multiple counties or all counties. Access to screens is configured based on a list of over 130 tasks, which may be assigned according to employees' work requirements. Viewing but not adding records, editing but not deleting records, and any other combination of add/edit/delete operations is supported.

MANAGING SETTINGS

The File Tab menu provides options for exporting information from FA and accessing user settings and notifications.

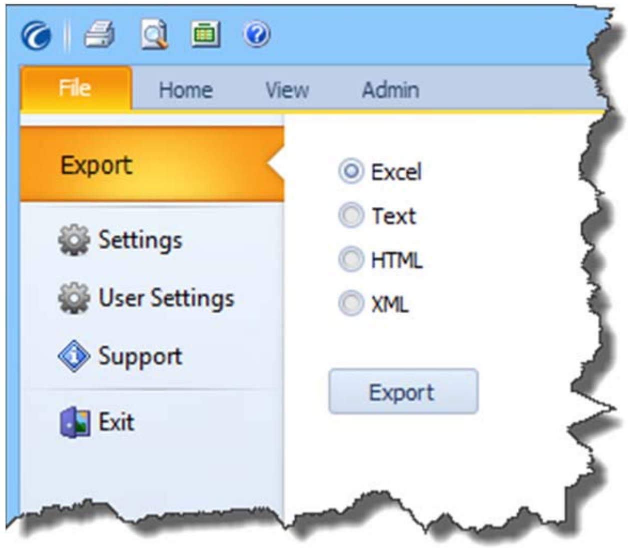


Figure 3 – File Tab Options

Table 5 – File Tab Options

Option	Effect
Export	Opens *Save As* dialog to select a location in which to export data in one of the selected formats.
Settings	Opens *Forensic Advantage Settings* to select a signature pad display and select a Logging level (see Appendix 1 – Forensic Advantage Settings).
User Settings	Opens *Notifications – User Settings* to view and opt in or out of system notifications (see Figure 4 – Notifications - User Settings).
Support	Opens *Forensic Advantage Support* to display system information and current logs (see Appendix 2 – Forensic Advantage Support).
Exit	Exits the Forensic Advantage application.

USER SETTINGS

Notifications – User Settings (see Figure 4 – Notifications - User Settings) provides access to all system notifications and may be viewed according to Notification Type or Recipient Type. By default, all notification types are disabled. Administrators review each notification type, determine its applicability to their users, and set one of the following status options (see Table 6 – Notification Status Descriptions).

Table 6 – Notification Status Descriptions

Notification Status	Description
Disabled	Users will never receive notifications of this type.
Required	Users will always receive notifications of this type.

Notification Status	Description
Opt In	Users will only receive notifications of this type if they opt in via User Settings (see Figure 4 – Notifications - User Settings).
Opt Out	Users will always receive notifications of this type unless they opt out via User Settings (see Figure 4 – Notifications - User Settings).

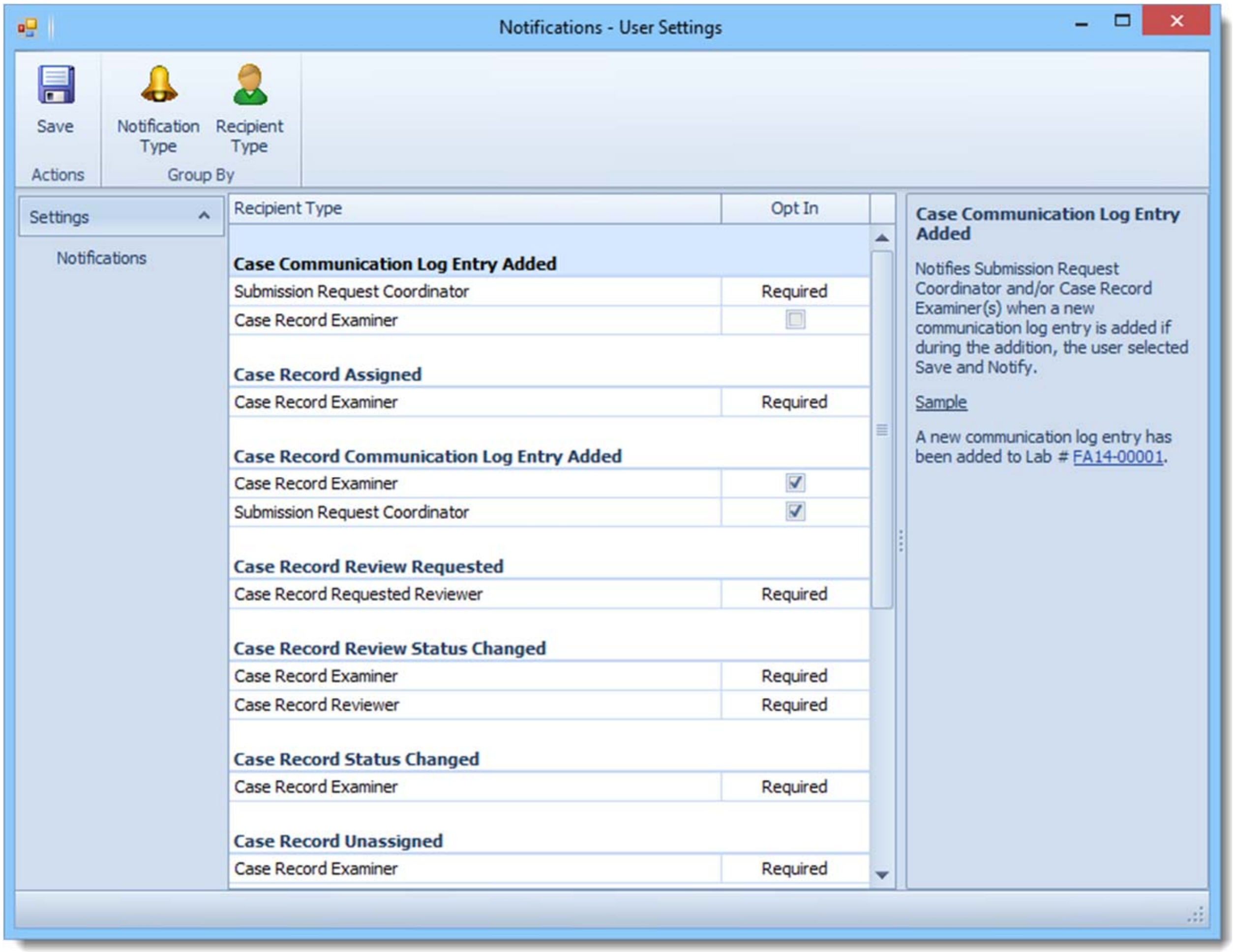


Figure 4 – Notifications - User Settings

To manage user notification settings:

1) Click the File Tab at the top of the ribbon in the main FA user interface (see Figure 3 – File Tab Options).
2) Select **User Settings** to open *Notifications – User Settings* (see Figure 4 – Notifications - User Settings).
3) Select empty checkbox to Opt In to the associated notification.
4) Deselect checkbox to Opt Out of the associated notification.
   Note: Required notifications may not be changed.
5) Click **Save** in the Actions grouping of the ribbon to save any status changes.
6) Click the red **x** in the upper right corner to close the form.
7) Click the Home Tab to return to the main FA user interface.

CUSTOMIZING YOUR WORKSPACE

The View Tab ribbon offer multiple options for customizing the *Contents Pane* of Forensic Advantage.

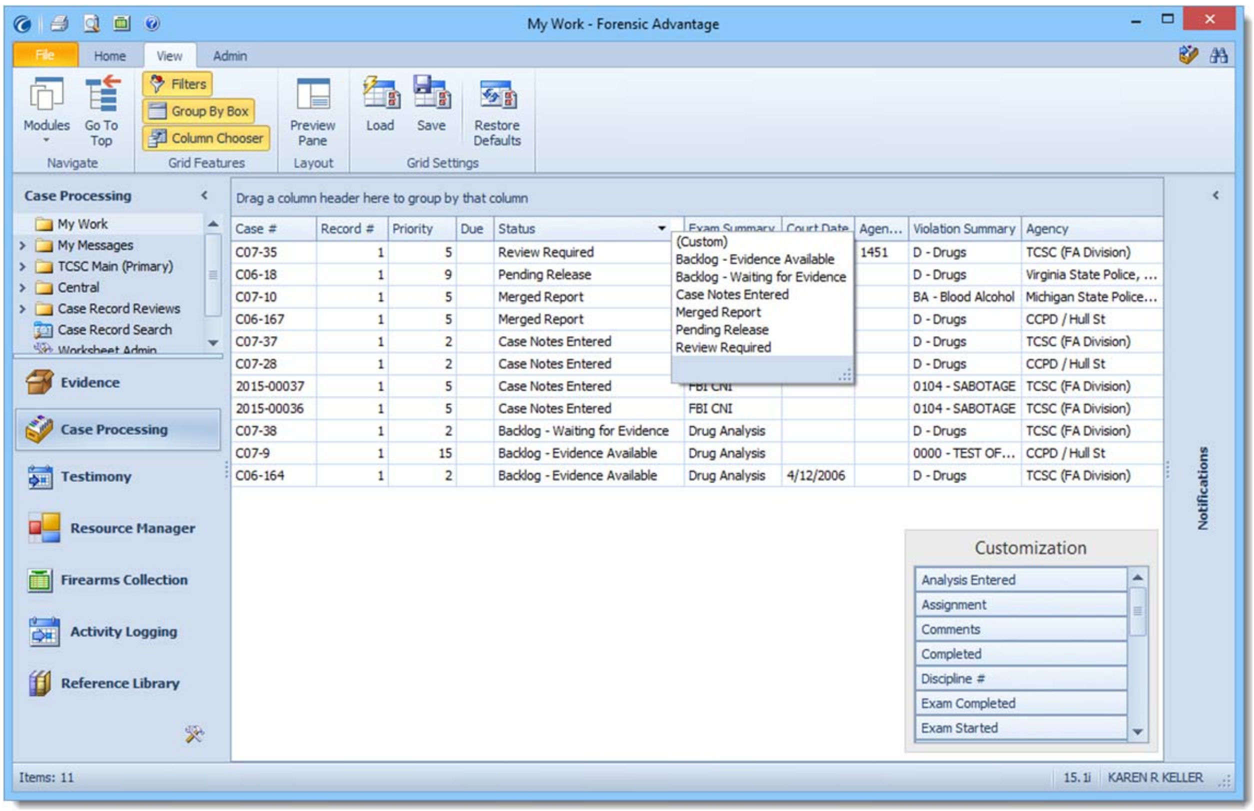


Figure 5 – My Work View

Table 7 – My Work View – View Tab Ribbon Options

Grouping	Option	Effect
Navigate	**Modules**	Drop-down allows you to navigate to desired module.
	Go To Top	Navigates to the top node displayed in the *Navigation Pane*.
Grid Features	**Filters**	Toggles visibility of column filters.
	Group By Box	Toggles visibility of Group Panel at top of *Contents Pane*.
	Column Chooser	Toggles visibility of *Customization* box.
Layout	**Preview Pane**	Toggles visibility of Preview Pane at the bottom of the *Contents Pane*.
Grid Settings	**Load**	Opens *Load Grid Settings* to select previously

Grouping	Option	Effect
		saved grid settings from a file or database profile.
	Save	Opens *Save Grid Settings* to save current settings to a file or database profile.
	Restore Defaults	Resets *Contents Pane* to default grid settings.

SORTING

Sorting is built into columns throughout the FA user interface. Click on a column header to sort ascending. Click on the column header again to reverse order descending. An arrow appears in the column heading to designate the current order of the column. Use ***Shift***-click to sort multiple columns.

FILTERS

In each view within FA, the Filters button activates a list of column options. Selecting a menu option filters the *Contents Pane* to display only entries that match the selected criteria.

To filter the Contents Pane:

1) Click the View Tab at the top of the ribbon menu (see Figure 5 – My Work View).
2) Select **Filters** in the Grid Features grouping of the ribbon to activate column filters.
3) Click the filter icon ( ) in the appropriate column heading to select an available menu option.
   Note: Contents Pane will automatically update to display only the entries which match the selected column filters.
4) Select Custom in the drop-down menu to open *Custom AutoFilter* (see Appendix 3 – Custom AutoFilter).
5) Select an operator and enter specific values by which to filter (may enter * for wildcard search) then click **OK**.
6) To reset the *Contents Pane*, select All from the drop-down menu for each column heading or deselect the checkbox next to the listed filters at the bottom of the *Contents Pane*.

GROUPING

Group Headers activate a Group Panel at the top of the *Contents Pane* to facilitate grouping entries according to headings and sub-headings.

To use group headers to sort the *Contents Pane*:

1) Click the View Tab at the top of the ribbon menu (see Figure 5 – My Work View).
2) Click **Group by Box** in the Grid Features grouping of the ribbon to activate the Group Panel at the top of the *Contents Pane*.
3) Right-click a column header and select **Group by this Column** to place the header in the group panel.
4) Click the **>** next to an entry in the *Contents Pane* to expand/collapse the results.
5) Repeat steps 3-4 to group by multiple sub-headings.

6) To reset the *Contents Pane*, right-click the column headings in the Group Panel and select **Ungroup**.

COLUMNS

Column Chooser activates a Customization box (see Figure 5 – My Work View) that contains all available column headings for the *Contents Pane*. Choose which characteristics to view in the *Contents Pane* for any view in FA. To adjust column width, drag the column edge, double-click the column divider to auto fit the width, or right-click and select **Best Fit (all columns)**.

To select which columns to view in the *Contents Pane*:

1) Click the View Tab at the top of the ribbon menu (see Figure 5 – My Work View).
2) Select **Column Chooser** from the Grid Features grouping of the ribbon to display *Customization* box.
3) Right-click a column header in the *Contents Pane* and select **Remove this Column** to remove it from view and place it in the *Customization* box.
4) Right-click a column header in the *Customization* box and select **Show this Column** to display the column in the *Contents Pane*.

PREVIEW PANE

The Preview Pane displays the Laboratory Request and Property Receipt (any document(s) that are imported into the Lab Request Scan tab of *Submission Details*) associated with the selected case.

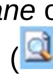
To display the Preview Pane:

1) Select the Evidence or Case Processing module at the bottom of the *Navigation Pane.*
2) Click the View Tab at the top of the ribbon menu (see Figure 5 – My Work View).
3) Select **Preview Pane** from the Layout grouping of the ribbon.
4) Select a case in the *Contents Pane* to view any documents that were imported into the Lab Request Scan Tab of *Submission Details*.
   Note: If the case has multiple submissions, the documents for each submission can be viewed by selecting the drop-down next to Submission. Each page of the submission documents can be viewed by selecting the drop-down next to Page.

LIST GRID CONTENT

The Title Bar of FA user interface offers options to print the current grid listing displayed in the Contents Pane.

To print a grid listing:

1) Customize *Contents Pane* of any view to display the appropriate information.
2) Click Print Preview icon () in title bar to open *Preview* (see Appendix 4 – Preview Grid Listing).
3) Configure as desired.
4) **Print**, **Export** or **Email** grid listing by selecting appropriate option from the File menu.
5) When finished, click the red **x** in the upper right corner to close *Preview*.

GRID SETTINGS

While many of the customization tools available for the *Contents Pane* are used to search and sort entries, they also create unique workspaces that suits individual needs. Thus, FA provides options to save grid settings. You can also import and load another employee’s grid settings in order to share effective organization techniques.

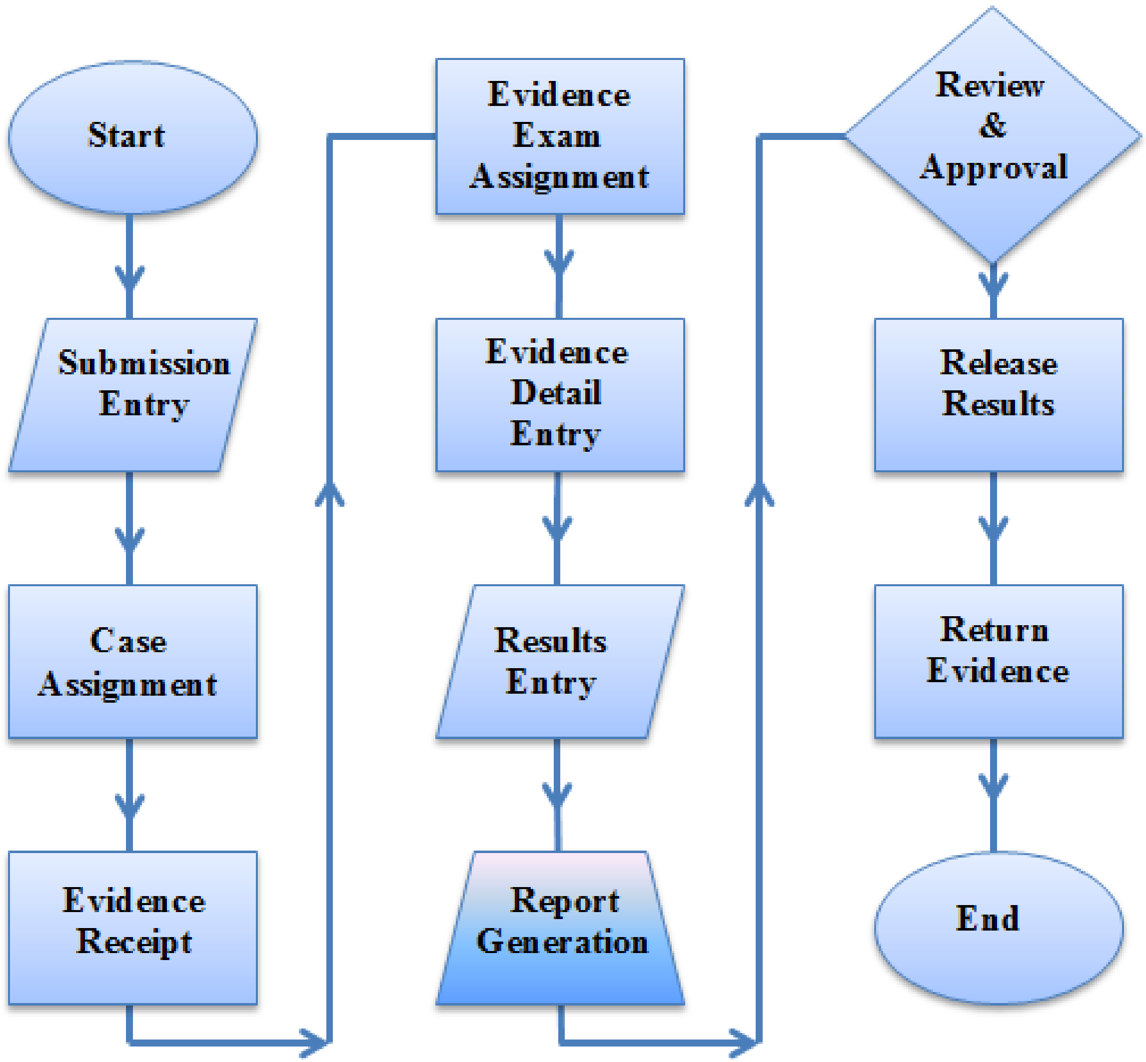
To save grid settings:

1) Click the View Tab at the top of the ribbon menu (see Figure 5 – My Work View) and customize the *Contents Pane*.
2) Select **Save** from the Grid Settings grouping of the ribbon to open *Save Grid Settings* (see Appendix 5 – Save Grid Settings).
3) Choose whether to Save to database profile, so other users may access, or Save to a file, for individual use.
4) Enter a Name and click **Save**.

To load grid settings:

1) Click the View Tab at the top of the ribbon menu (see Figure 5 – My Work View).
2) Select **Load** from the Grid Settings grouping of the ribbon to open *Load Grid Settings* (see Appendix 6 – Load Grid Settings).
3) Select from saved database profiles or click to browse for a previously saved file.
4) Click **Load** to close the dialog and load grid settings into the *Contents Pane*.

Workflow



STEP 1: SUBMISSION ENTRY

Submission Entry is the beginning of the workflow process in the crime lab. The more information you enter in the submission tabs, the more complete the case. Select **Search** to determine if a previous request was submitted for a particular Incident Number, Property Receipt Number, or Party of Interest.

To enter a new submission:

1) Select the Evidence module and navigate to New Submissions View (under user's primary lab) in the *Navigation Pane.*
2) Select **New** from the File grouping of the ribbon menu or select **New Submission** from the Submissions grouping of the ribbon menu.
3) *New Submission* screen opens (see Figure 7 – New Submission Details Tab).

4) On the Details Tab, ensure the Lab, Submission Type, Delivery Method and Return Method are correct, then select/enter the Primary Agency, Violation (Offense) and any other known information (see Details Tab).
5) On the Officers Tab, **Add** an Investigating and Submitting Officer, as well as any other contributors for the submission (see Officers Tab).
6) On the Exams Tab, select the Primary Dept and **Add** at least one Requested Exam (see Exams Tab).
7) On the Parties of Interest Tab, may **Add** any individuals and/or businesses associated with the submission (see Parties of Interest Tab).
8) On the Evidence Tab, **Add** at least one piece of evidence (see Evidence Tab).
9) On the Description/Comments Tab, may enter Statement of Fact, Case Comments and/or Submission Comments (see Description/Comments Tab).
10) On the Extended Data Tab, may enter any client specific information related to the submission or case (see Extended Data Tab).
11) On the RFLE Scan Tab, may scan/import the Laboratory Request and/or Property Receipt (see RFLE Scan Tab).
12) When data entry is complete, click **Submit** and choose whether to print labels (see Submit New Submission).

NEW SUBMISSION SCREEN

Populating information in the *New Submission* screen makes information available throughout the system without having to re-enter the same information in subsequent screens. This design increases data entry efficiency and increases data integrity throughout the system. Complete information on all necessary tabs before selecting **Submit**. Information is mandatory in the Details, Officer, Exams and Evidence tabs. Information is optional in the Parties of Interest, Description/Comments, Extended Data and Lab Request Scan tabs.

See below for available ribbon menu options on the *New Submission* form.

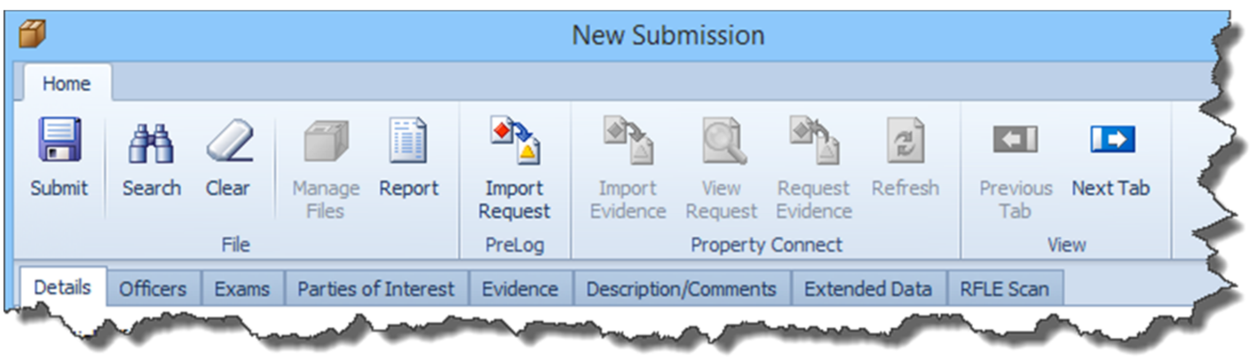


Figure 6 – New Submission Ribbon Menu

Table 8 – New Submission Ribbon Options

Grouping	Option	Effect
File	**Submit**	Submits the information entered as a new submission.
	Search	Opens *Search* to search for submissions using available criteria (see Appendix 10 – Search).

Grouping	Option	Effect
	Clear	Clears information and RFLE scan images from the submission form.
	Manage Files	Opens *Object Repository* to manage file for the existing submission.
	Report	Opens *Submission Preview* dialog to select printer and format options for printing the submission report (see Appendix 9 – Submission Report).
PreLog	**Import Request**	Opens *Import RFLE* to import a RFLE scan by number from the PreLog system (see Appendix 11 – Import RFLE).
Property Connect	**Import Evidence**	Opens a dialog to import evidence to the submisison.
	View Request	Opens the Property Connect page in the FA Property Connect web app.
	Request Evidence	Opens Request Evidence page in Property Connect web app.
	Refresh	Refreshes any changes made to property connect.
View	**Previous Tab**	Moves to the previous tab in the *New Submission* form.
	Next Tab	Moves to the next tab in the *New Submission* form.

Details Tab

Case # (Lab #) is generated by the system when the **Submit** button is selected. Lab, Submission Type, Primary Agency and Violation (Offense) are required.

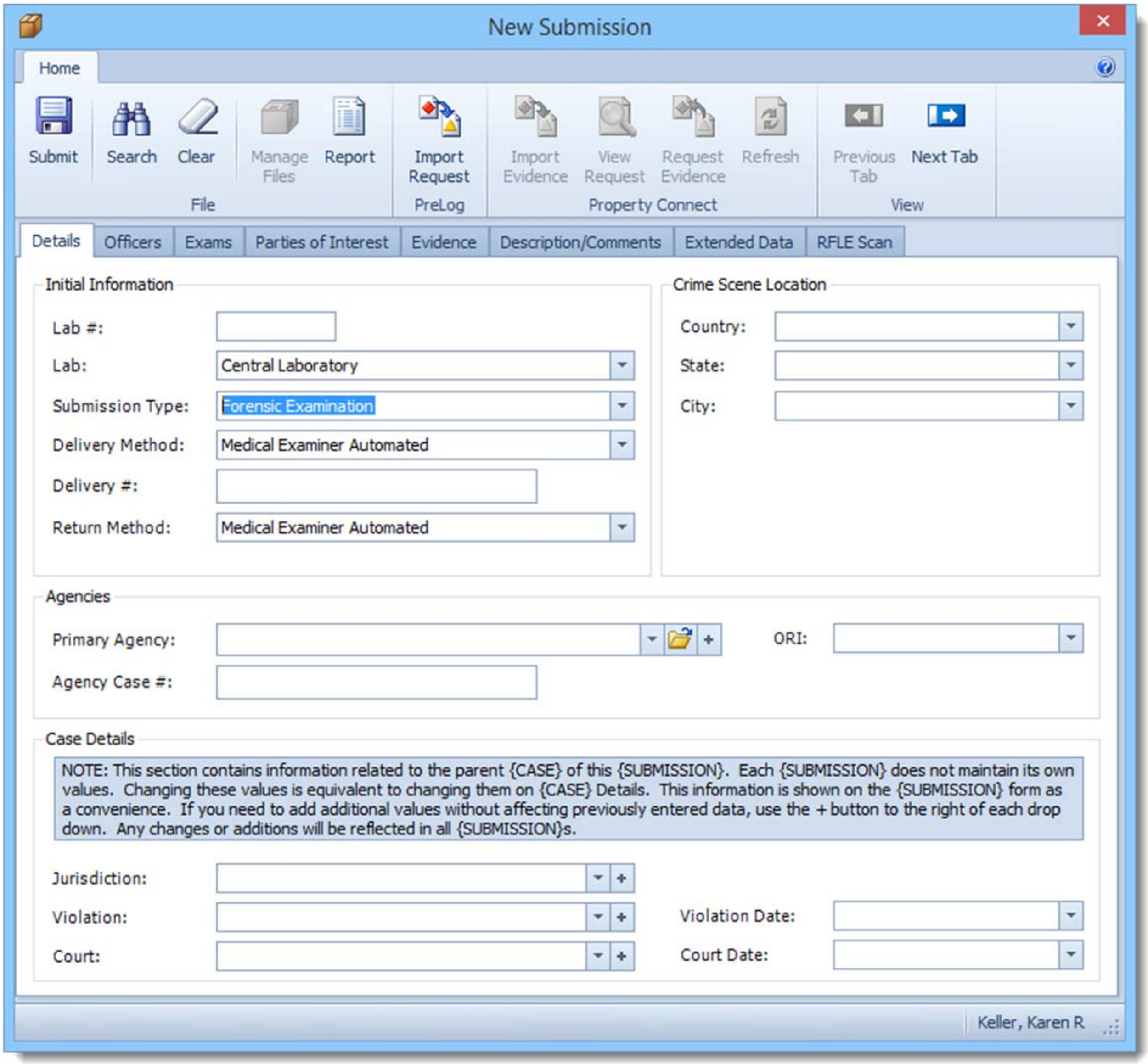


Figure 7 – New Submission Details Tab

Officers Tab

Submitting Officer and Investigating Officer are required. Add, change or remove officers for the submission (see Table 9 – Officers Tab Options). Officer information is grouped according to role(s) assigned. Officers can be assigned to more than one role.

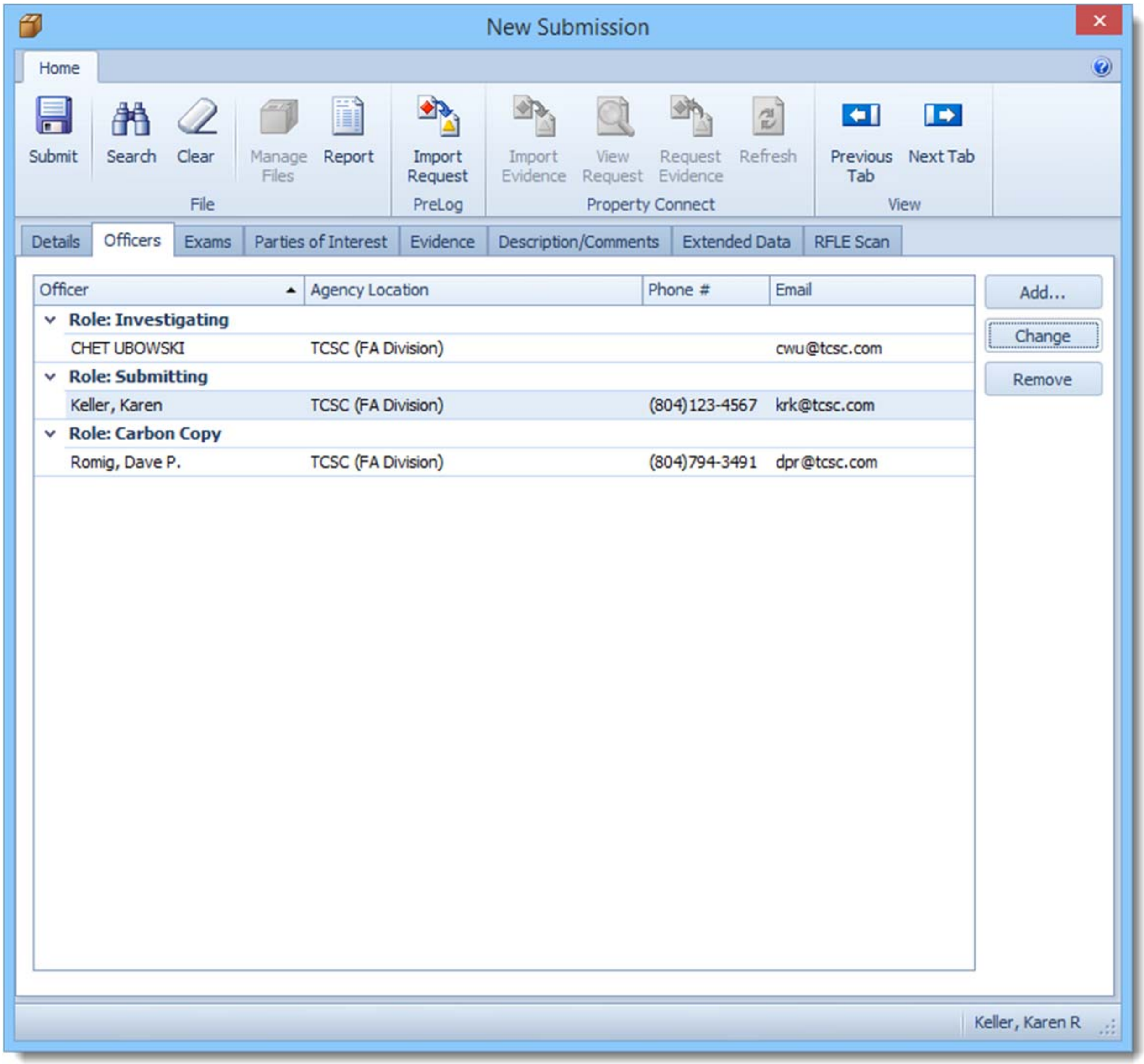


Figure 8 – New Submission Officers Tab

Table 9 – Officers Tab Options

Option	Effect
Add	Opens *Choose Officer* screen to select a previously entered officer or click **New…** to add an officer to the submission (see Appendix 12 – Choose Officer).
Change	Opens *Officer Information* to modify the displayed details of the selected officer or click **Edit Officer…** to edit full details for the officer (see Appendix 13 – Officer Information).
Remove	Removes the selected officer from the submission.

Exams Tab

Primary Dept and at least one Requested Exam are required. Request Coordinator is the individual responsible for oversight on a particular case. After an exam is added, case record information is highlighted in the Case Records grid.

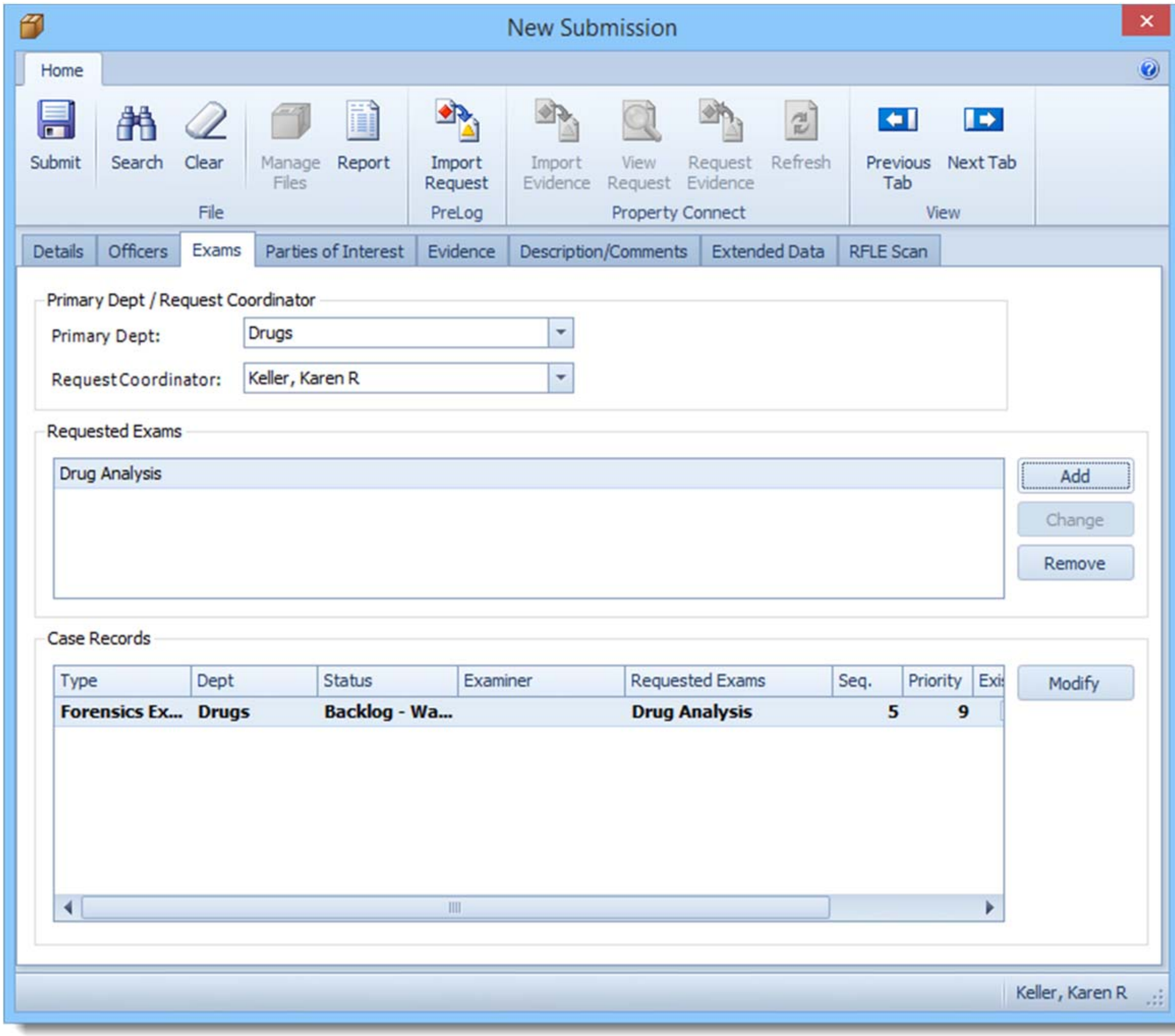


Figure 9 – New Submission Exams Tab

Table 10 – New Submission Exams Tab Options

Option	Effect
Add	Opens *Add Exam* to select the exam type and add it to a case record (see Appendix 14 – Add Exam).
Remove	Removes the selected requested exam from the submission.
Modify	Opens *Modify New Case Record* to modify the selected case record (see Appendix 15 – Modify New Case Record).

Parties of Interest Tab

Enter the Victim(s), Suspect(s), Individual(s), and Business(es) listed on the Laboratory Request. Choose role of person(s) being added. Roles are also available on the drop-down within the *Person* form (see Appendix 16 – Person).

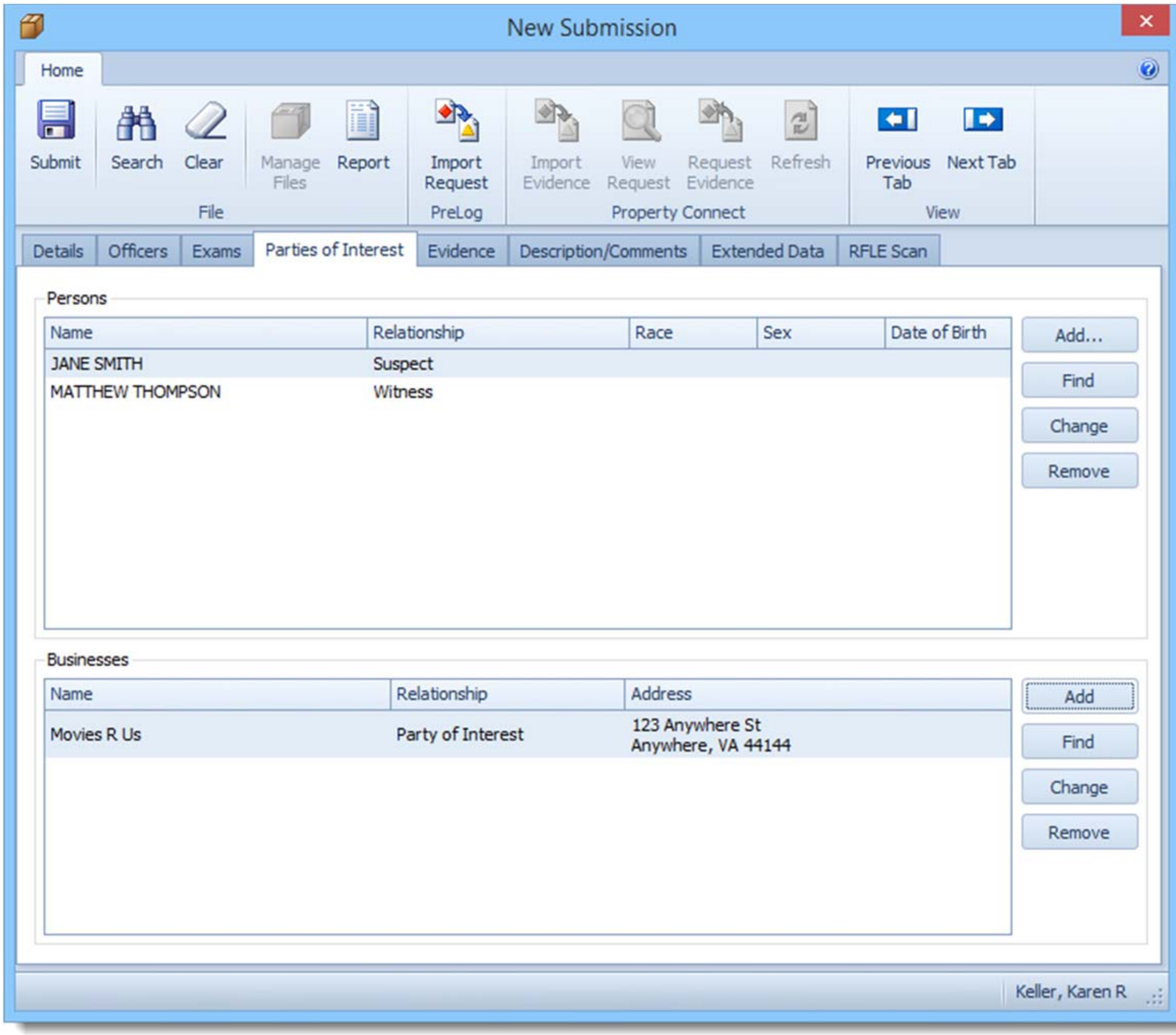


Figure 10 – New Submission - Parties of Interest Tab

Table 11 – Parties of Interest Tab Options

Grouping	Option	Effect
Persons	**Add…**	Opens *Person* form to capture details of a party of interest for the submission (see Appendix 16 – Person).
	Find	Opens *Search* form at the Parties of Interest Tab to find previously entered persons (see Appendix 17 – Search Parties of Interest Tab).

Grouping	Option	Effect
	Change	Opens *Person* form to modify details of the selected person.
	Remove	Removes selected person from the submission.
Businesses	**Add**	Opens *New Business* form to capture details of a business related to the submission (see Appendix 18 – New Business).
	Find	Opens *Business Search* form to find previously entered businesses (see Appendix 19 – Business Search).
	Change	Opens *Business Details* to modify details of the selected business.
	Remove	Removes the selected business from the submission.

Evidence Tab

Enter the evidence to be examined from the request. Evidence entered or imported into the system is not verified by default. "Verified" indicates that the physical evidence was observed in the lab. Until evidence is verified, it cannot be entered into an Analysis Form. Some actions, like transferring or assigning to an exam, will automatically verify the evidence. Once evidence is verified, it cannot be removed from the system without administrator or supervisor approval.

Codes (or shortcuts) can be created to auto populate descriptions (e.g. Type “DCS” into the description field and it will auto populate the statement “DNA Collection Swab”). See Managing Evidence Descriptions for instructions on how to create or copy user defined evidence lists.

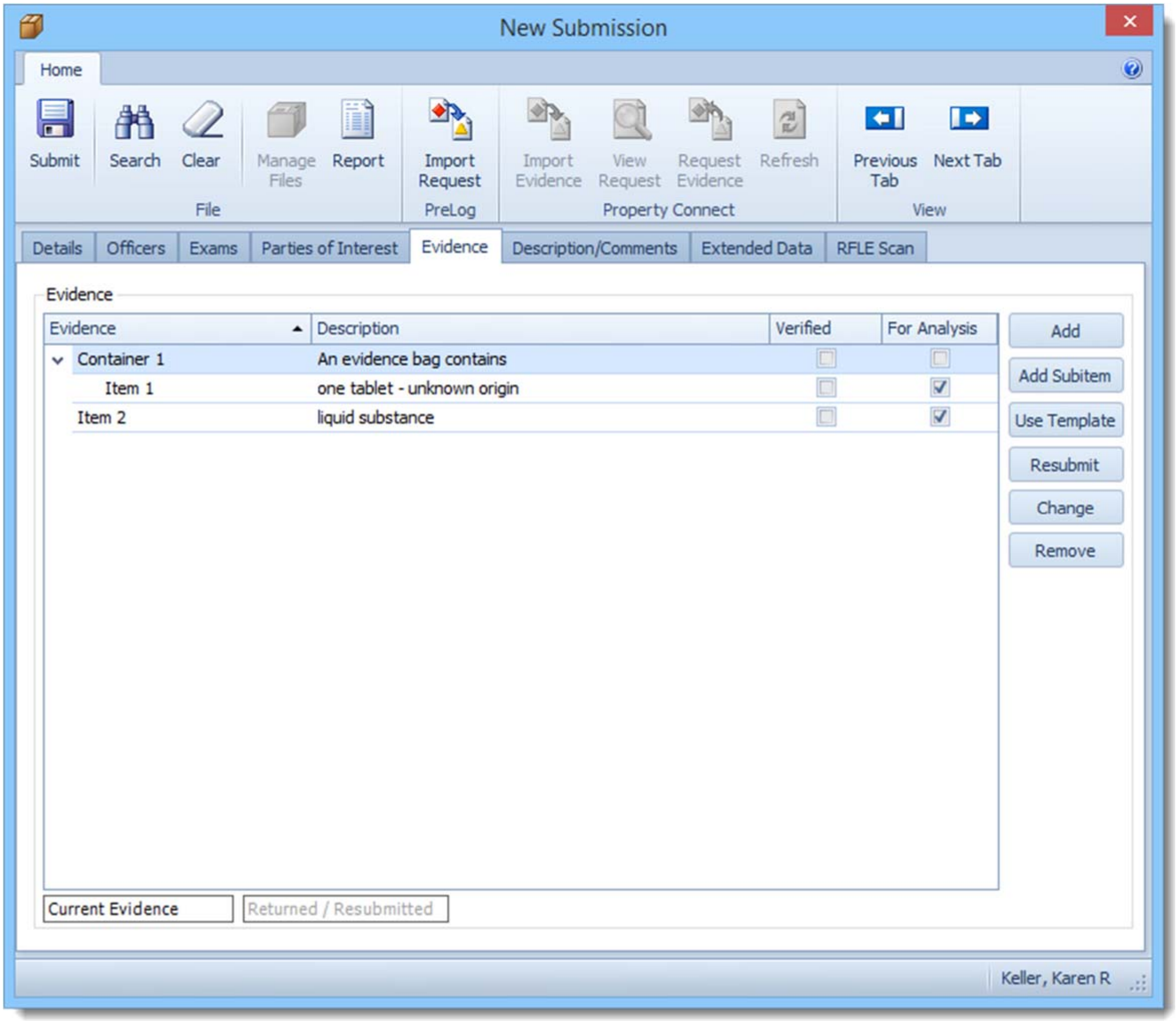


Figure 11 – New Submission Evidence Tab

Table 12 – Evidence Tab Options

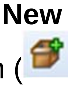
Option	Effect
Add	Opens *New Submission – New Evidence* to enter a new piece of evidence for the submission (see Figure 12 – New Evidence).
Add Subitem	Opens *New Submission – New Evidence* to add new evidence as a subitem of the selected evidence.
Use Template	Opens *Create Evidence from Template* to select evidence from a designated template. A template can be used to select from many possible items or to add a common collection, e.g. Sexual Assault Kit (see Appendix 20 – Create Evidence From Template).
Resubmit	Opens *Transfer Evidence* for a subsequent submission to select evidence which was returned to the agency location and is being

Option	Effect
	resubmitted to the lab.
Change	Opens *New Submission – New Evidence* to modify the details of the selected evidence.
Remove	Removes the selected evidence from the submission. If the evidence has already been transferred to the lab, only an authorized user can remove it.

To enter evidence:

1) In *New Submission* form, select the Evidence Tab.
2) Select **Add** to open *New Submission – New Evidence* (see Figure 12 – New Evidence).
3) Designate Type of evidence as an Item or a Container of items.
Note: Evidence # is automatically populated with next available # according to evidence type, but may be changed.
4) Select the 'For Analysis' checkbox if the evidence is to be analyzed.
5) Enter a description or click **Description** to open *Select Item Description* and select from a list of user defined descriptions (see Managing Evidence Descriptions to create a list of evidence descriptions).
6) Enter any additional information available, as well as any comments related to the evidence.
7) Click **Add** to add the evidence.
8) Repeat steps 1-7 for additional evidence.
9) When finished, click **Close**.

To add bulk evidence:

1) Select **Evidence > New Evidence > New Subitem(s)** from the menu bar or click on the arrow next to the **New Evidence** icon () and select **New Subitem(s)** from the drop-down to open *New Evidence*.
2) Select the Multiple – Disables Additional Data radio button at the top of *New Evidence*.
3) Select or enter Type, Agency #, Delivery #, Description and Comments for the bulk evidence.
4) Select Parent, if applicable, and select the For Analysis checkbox if the bulk evidence is to be examined.
5) Enter or verify the first evidence number and FA will sequentially number from that starting point.
6) Click **Add** to open *Add Multiple Evidence* (see Appendix 25 – Add Multiple Evidence).
7) Use arrows or manually enter the quantity and click **Generate** to populate the grid.
8) Click Verified checkbox, if appropriate, then click **Add**.
9) *Add Multiple Evidence* screen closes once evidence is loaded.
Note: If adding more than 100 items of evidence, may take several minutes for evidence to load.
10) Repeat steps 2-9 for additional bulk evidence entry.
11) Click **Close** when finished entering evidence.

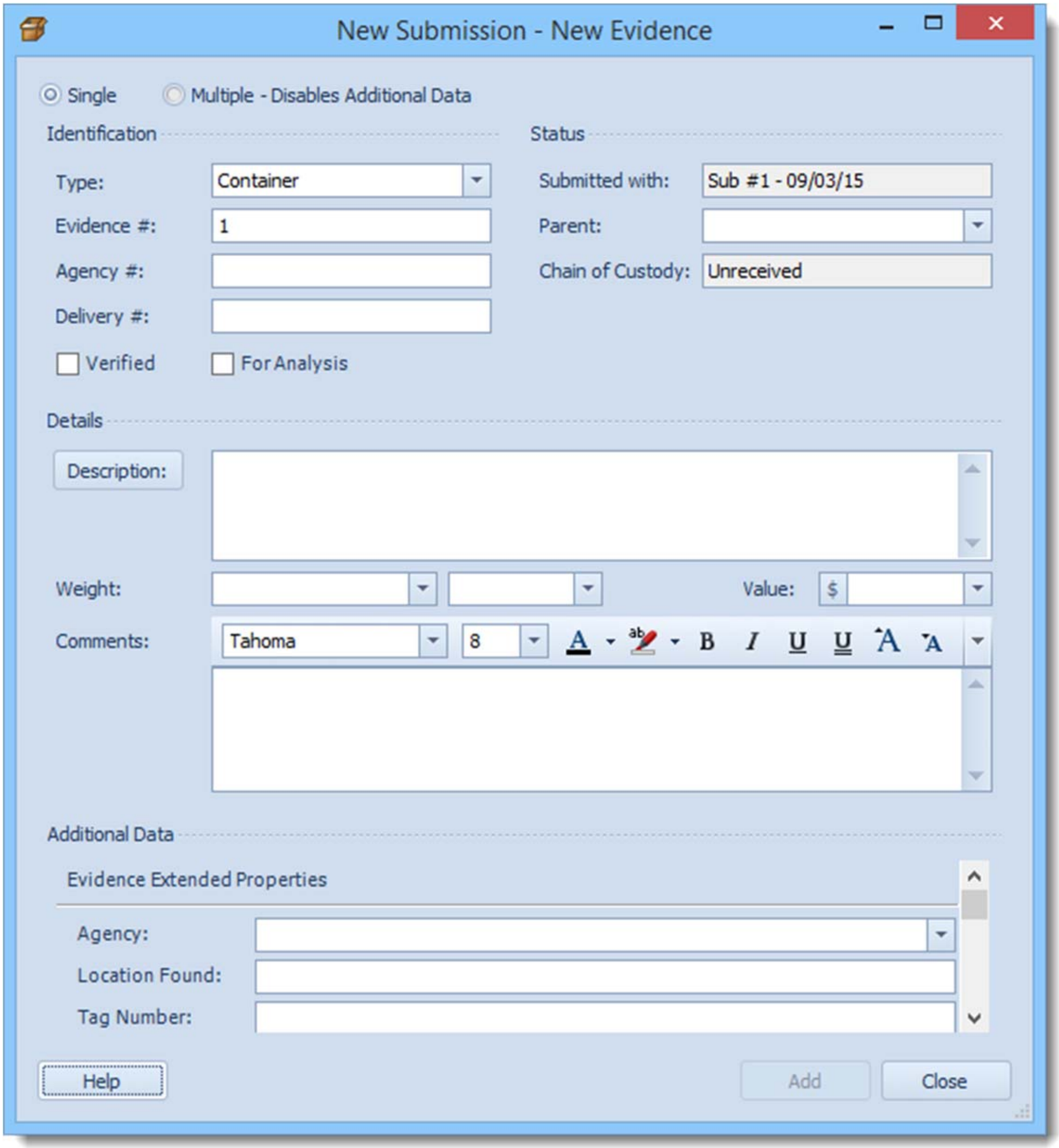


Figure 12 – New Evidence

Description/Comments Tab

Information in the Description/Comments Tab can be typed in or cut and pasted from an incident report.

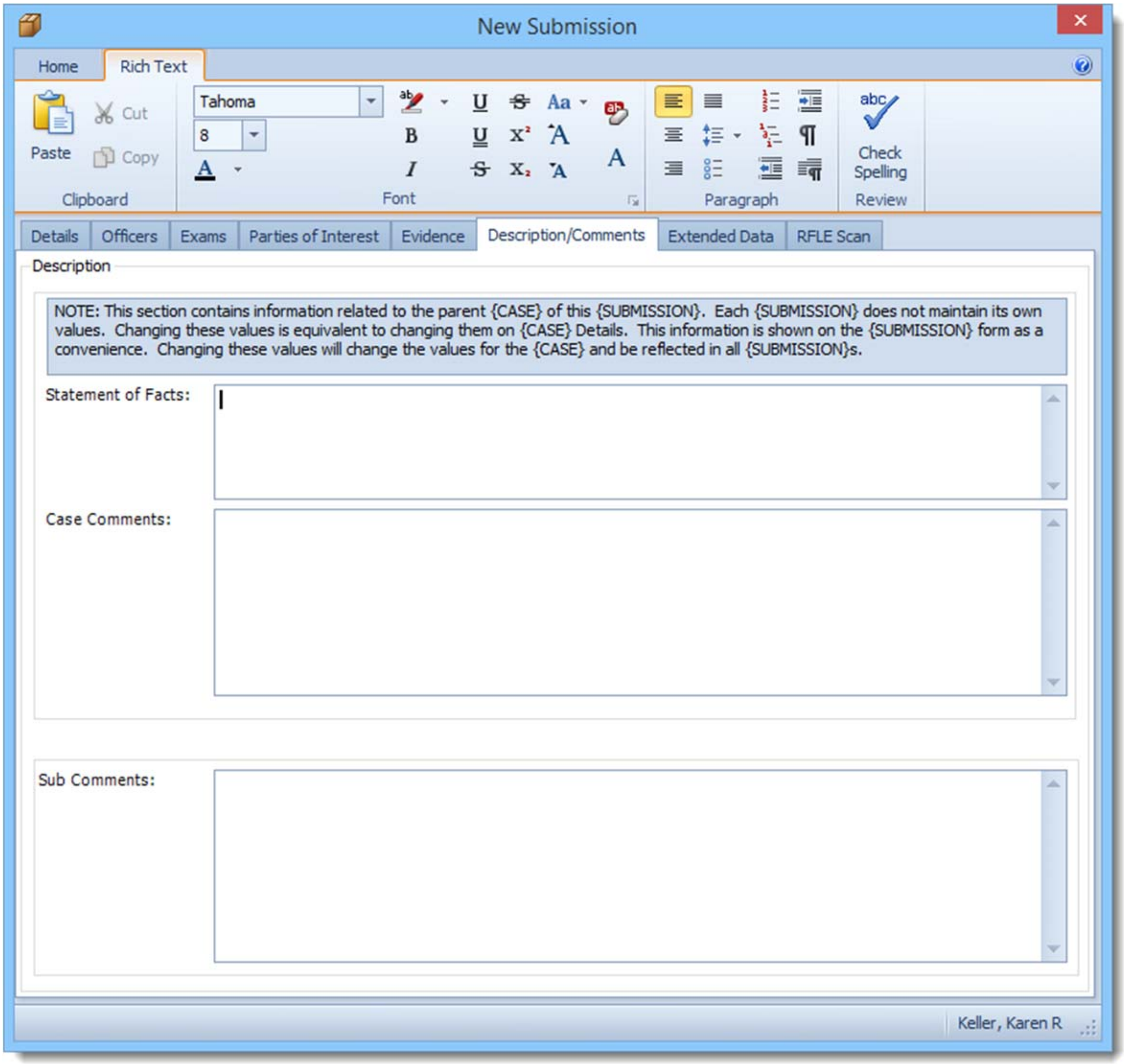


Figure 13 – New Submission Description/Comments Tab

Extended Data Tab

Client specific information can be entered in the Extended Data Tab.

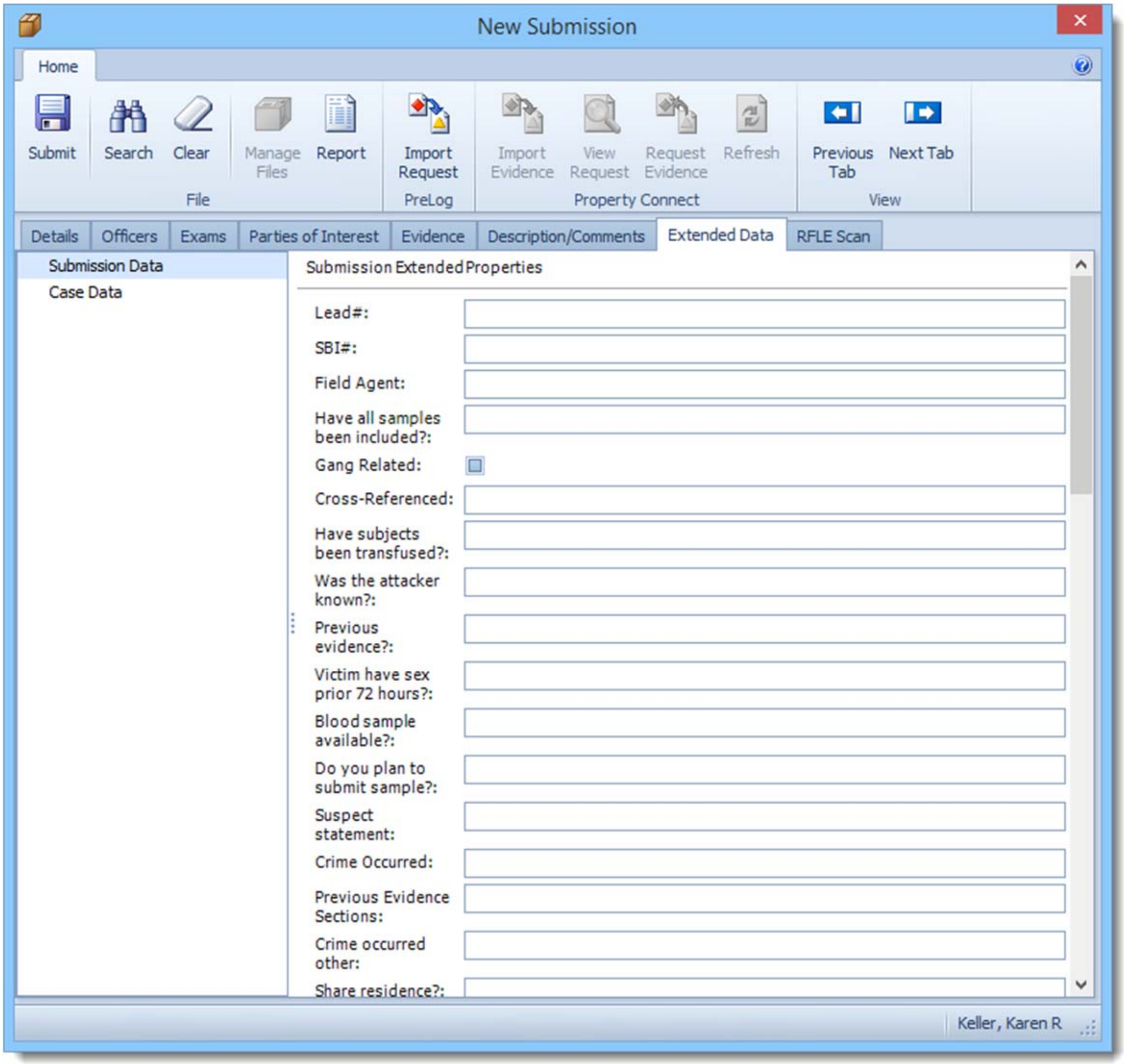


Figure 14 – New Submission Extended Data Tab

RFLE Scan Tab

RFLE Scan Tab provides access to the laboratory request and property receipt associated with the submission. Scan the Laboratory Request and Property Receipt (if available) as a .tiff file from the multi-function device to be imported into FA. Click the image icon () to import the Laboratory Request and Property Receipt.

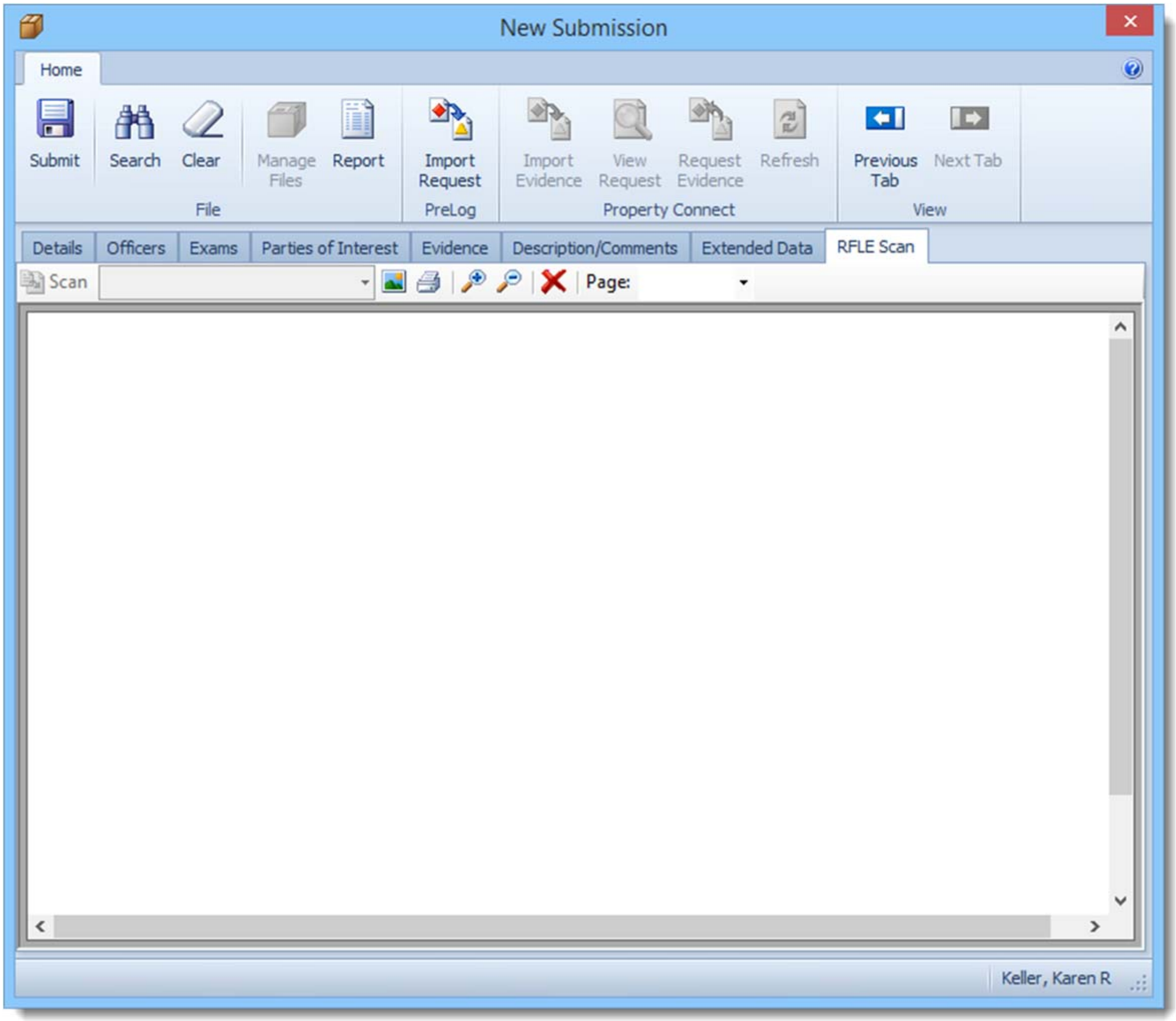


Figure 15 – New Submission RFLE Scan Tab

SUBMIT NEW SUBMISSION

After all available information has been entered in the *New Submission* form, select **Submit** to enter the submission into the system. Upon confirmation of the submission, user will have an opportunity to preview the information and the option to print submission labels, evidence labels, and submission reports (see Figure 16 – New Submission Confirmation Dialog 1).

The number next to the label is the number of labels per submission and items of evidence. Evidence labels will print on the designated label printer in the format designed by the user. If the evidence came in a container, place the submission label on the container and all of the evidence labels with the container. If the evidence did not come in a container, place each evidence label on the appropriate piece of evidence.

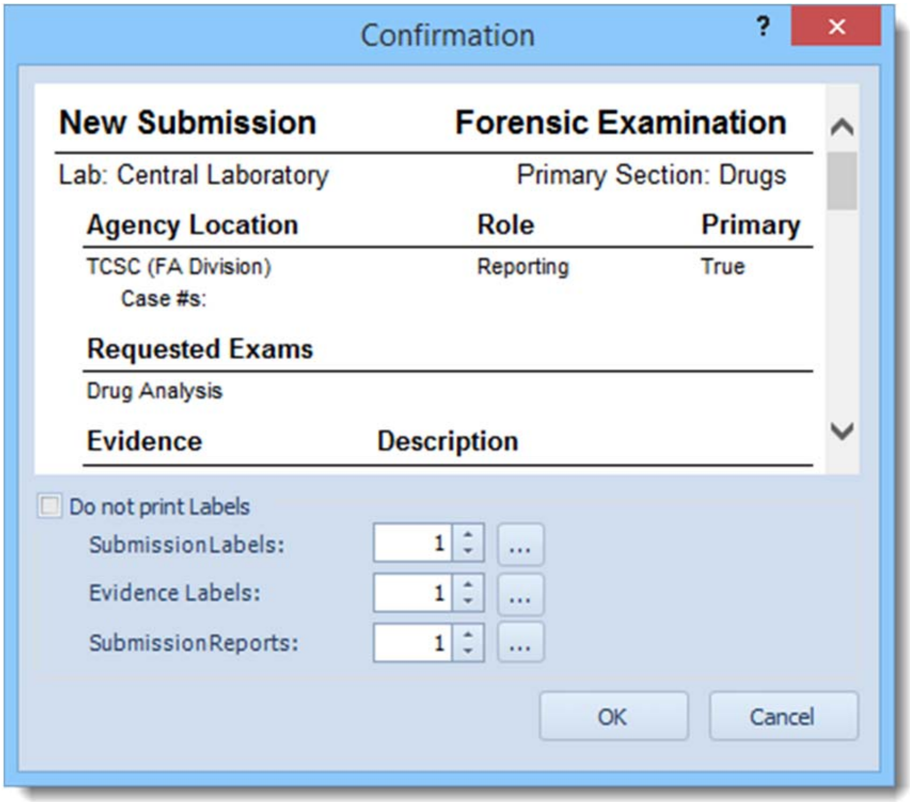


Figure 16 – New Submission Confirmation Dialog 1

After selecting **OK**, a second *Confirmation* dialog appears (see Figure 17 – Submission Confirmation Dialog 2), giving the assigned Case # (Lab #) and options to receive evidence, enter another submission, or finish the submission process. See Table 13 – Submission Confirmation Options for more information on each of these options.

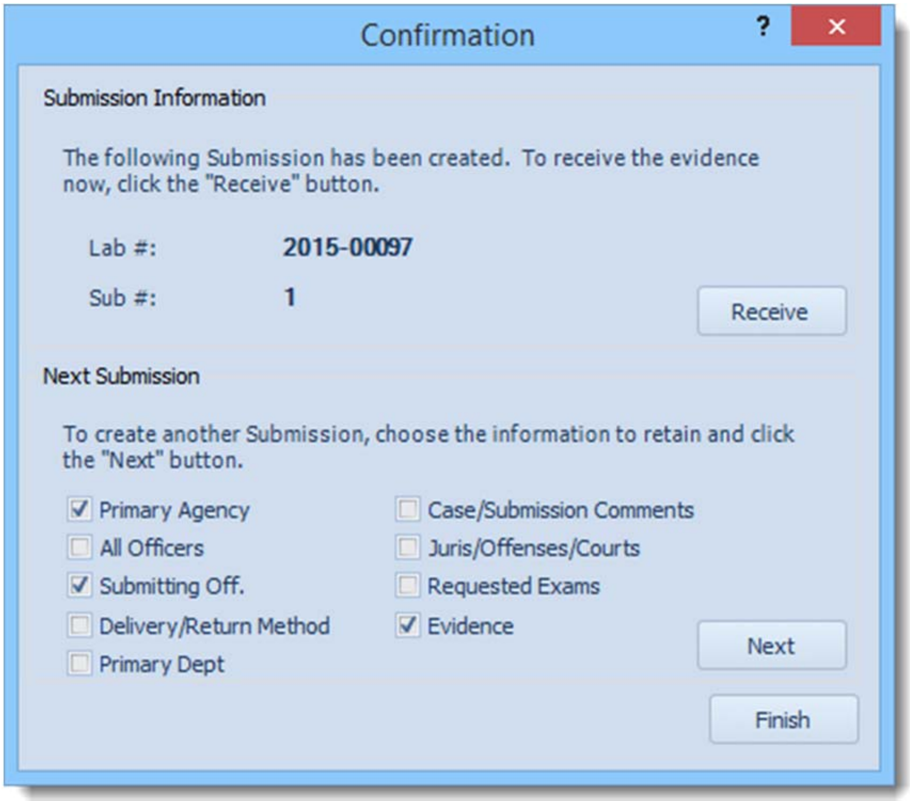


Figure 17 – Submission Confirmation Dialog 2

Table 13 – Submission Confirmation Options

Option	Effect
Receive	Opens *Transfer Evidence* form to receive the evidence for the submission (see Figure 19 – Transfer Evidence).
Next	Returns to the *New Submission* form to create another new submission, with any selected information retained.
Finish	Finishes the new submission and closes the *Confirmation* dialog.

STEP 2: CASE ASSIGNMENT

Case assignment may occur automatically by FA, depending on the examiner assignment method(s) enabled in the lab/section. However, if a case is not automatically assigned, it may be assigned using the Unassigned View in the Case Processing module (see Figure 18 – Case Processing - Unassigned View).

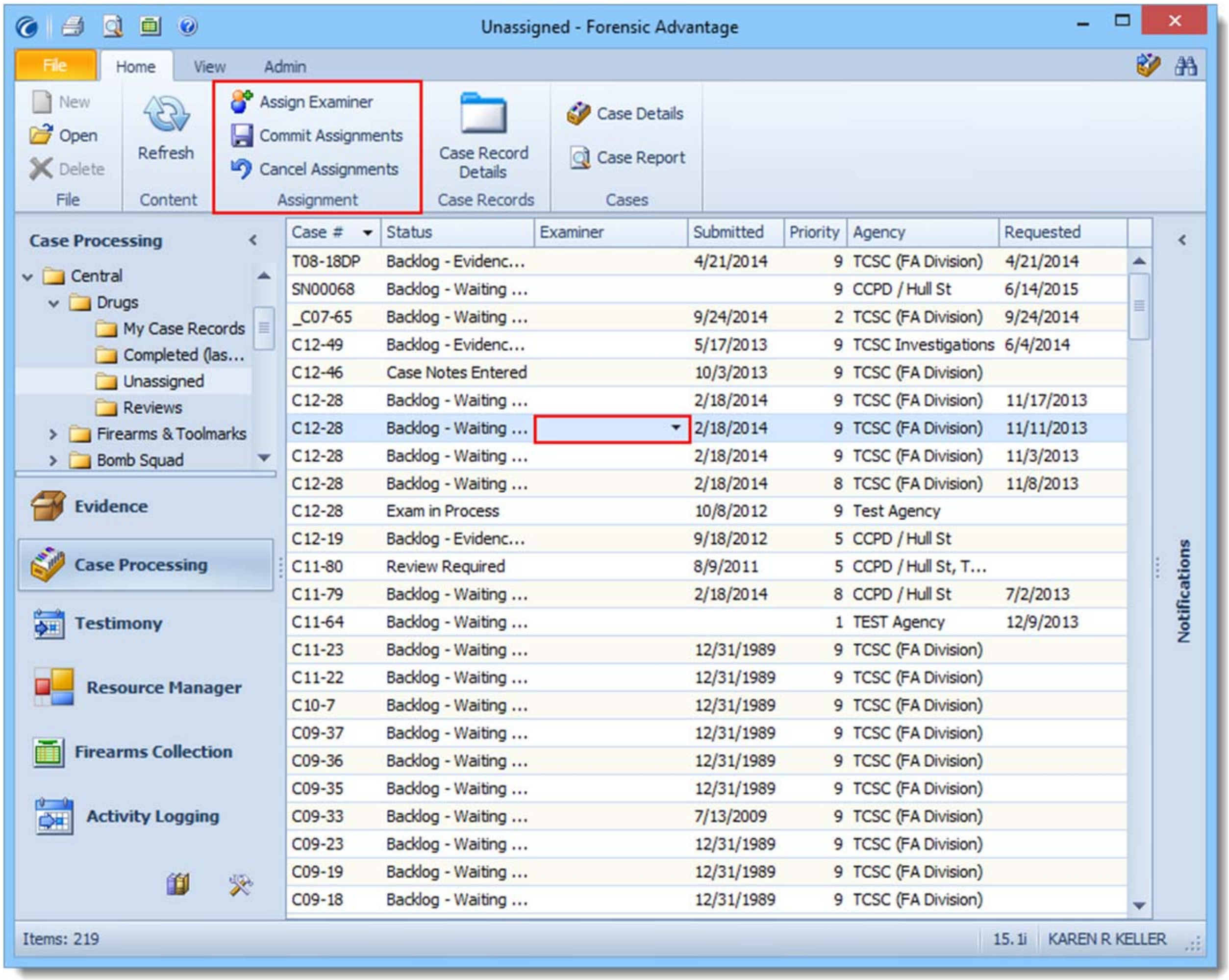


Figure 18 – Case Processing - Unassigned View

To assign case(s) to an examiner:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Expand user's primary Laboratory and Section folders at the top of the *Navigation Pane.*
3) Select the Unassigned folder to load Unassigned View (see Figure 18 – Case Processing - Unassigned View).
4) Select the appropriate case(s).
   Note: Assign multiple cases to the same examiner by holding down CTRL and selecting each case individually or by holding down Shift and selecting a group of cases.
5) Assign the case(s) to an examiner by one of two methods:
   a. Select the examiner name from the drop-down in the *Contents Pane.*
   b. Select **Assign Examiner** from the ribbon (see Appendix 22 – Select Examiner), highlight the examiner name and click **OK.**

   Note: May cancel assignments until assignments are committed. Cancel the assignment by selecting Cancel Assignments from the ribbon.
6) Once case(s) are assigned, select **Commit Assignments** from the Assignment grouping of the ribbon.

STEP 3: EVIDENCE RECEIPT/TRANSFER

Receive Evidence is the term used to indicate the first transfer of evidence after being entered into the system. For most evidence transfers, the transfer date and time are not editable; however, when receiving evidence, these values can be specified because the evidence may be electronically received before or after the evidence is physically received.

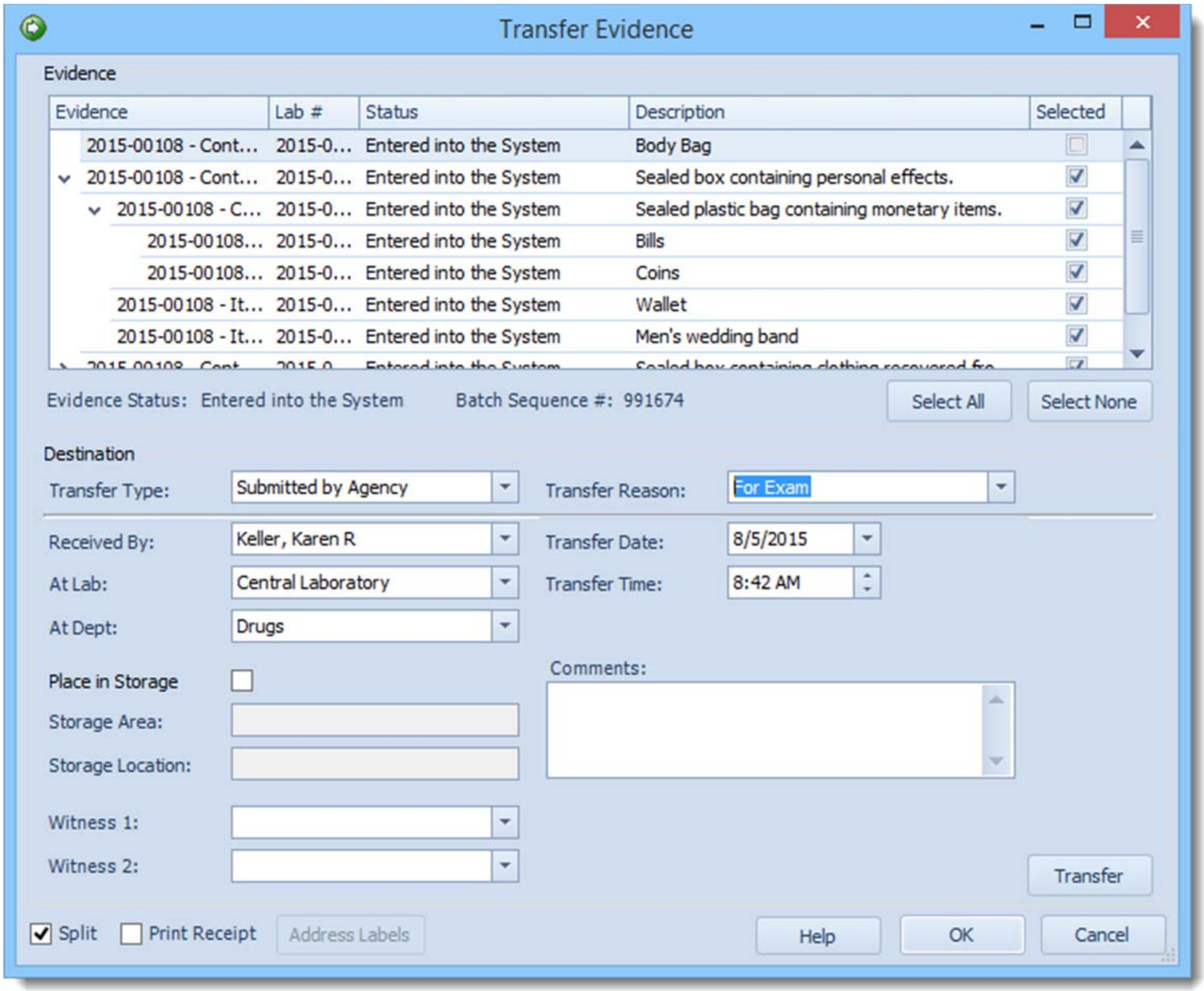


Figure 19 – Transfer Evidence

Table 14 – Transfer Evidence Fields/Options

Option	Description
Select All	Selects all evidence items in the grid for transfer.
Select None	Deselects all evidence items in grid.
Transfer Type	Select the type of evidence transfer from the drop down list. Current status of evidence selected for transfer determines available transfer types.

Option	Description
Transfer Reason	Select reason for evidence transfer. Some transfer types may require selection of transfer reason.
Received By At Lab At Dept	Default places evidence in user's personal custody at primary lab and section. Information may be changed.
Transfer Date Transfer Time	Default enters current date and time.
Storage Area Storage Location	Select Place in Storage checkbox to activate Storage Area and Storage Location fields. Only one transfer per target location, whether personal custody or storage location.
Witness	If any witnesses are designated, they will need to enter their credentials in order to complete the transfer.
Comments	Enter any comments related to the evidence transfer.
Split	Select checkbox to record a separate transfer for each case. When applicable, separate receipts will be created for each case. If not selected, action will be recorded as a single (batch) transfer with all selected evidence.
Print Receipt	Print receipt(s) of the committed evidence transfer(s). Some transfer types, such as Submitted to Lab or Returned to Agency, may be automatically attached to the related case(s) as a PDF.
Transfer	Accepts transfer information for selected evidence, but does not close form, so additional transfers may be completed. Does not commit the transfer. Once all transfers are complete, select **OK** to commit the transfers.
Help	Opens Help topics related to evidence transfer.
Ok	Commits transfers and closes the form.
Cancel	Cancels evidence transfers and closes the form.

To receive/transfer evidence for a new submission:

1) Select the Evidence module and navigate to the New Submissions View (under user's primary lab) in the *Navigation Pane*.
2) Select the appropriate case # (lab #) in the *Contents Pane*.
3) Select **Receive Evidence** from the Submissions grouping of the ribbon to open *Transfer Evidence*.
4) Use **Select All**, **Select None** or checkboxes to select items for transfer.
5) Select appropriate Transfer Reason and Transfer Type.
6) Select destination for evidence.

Note: Defaults to personal custody, select Place in Storage checkbox to select a storage location.

7) Choose witnesses from the drop-down lists, if needed.
8) Select Split checkbox to record separate transfers for each case, if needed.
9) Select **Transfer** to transfer the selected evidence to the specified location.
10) Repeat steps 4-9 for any remaining evidence.
11) When complete, select **OK** to commit the evidence transfer(s).
12) Confirm transfer by entering password (login credentials). If witnesses are selected, their credentials are also required in order to complete the transfer.
    Note: If Received from Agency is selected as the transfer type, a pop-up window will appear for the Submitting Officer to sign using the Topaz Signature Pad. If the Submitting Officer is a Property Room, leave the signature window blank.

To transfer evidence for outsourcing or independent testing:

1) Select the Evidence module and navigate to the My Personal Custody View (under user's primary lab and section) in the *Navigation Pane*.
2) Select the appropriate evidence in the *Contents Pane*.
3) Select **Transfer Evidence** from the Evidence grouping of the ribbon.
4) Select all evidence items to be transferred.
5) Select Transferred Out for Transfer Type and Outsourcing for Transfer Reason.
6) In the Comments section, document where, how and when the evidence will be outsourced and tested.
7) Click **OK** and enter login credentials to commit the transfer.
8) Select a printer and click **OK** to print evidence transfer receipt.

To transfer evidence out that you do not expect to be returned to the lab:

1) Select the Evidence module and navigate to the My Personal Custody View (under user's primary lab and section) in the *Navigation Pane*.
2) Select the appropriate evidence in the *Contents Pane*.
3) Select **Transfer Evidence** from the Evidence grouping of the ribbon.
4) Select evidence items to be transferred.
5) Select Consumed as the Transfer Type and Independent Testing as the Transfer Reason.
6) In the Comments section, document where, how and when the evidence was consumed.
1) Click **OK** and enter login credentials to commit the transfer.

STEP 4: EVIDENCE EXAMINATION ASSIGNMENT

Assign evidence to exams in the Evidence Tab of *Case Details* (see Figure 20 – Case Details Evidence Tab).

To assign evidence to exams:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Select **Case Details** from the Cases grouping of the ribbon to open *Case Details*.
5) Click on the Evidence Tab.

6) Select **Actions > Assign Evidence** from the menu bar or click **Assign Evidence** button in the toolbar to open *Assign Evidence to Exams* (see Appendix 23 – Assign Evidence to Exams).
7) Assign the exams to the evidence by selecting the checkbox under the appropriate exam column, if needed (the column headers display the sections assigned to the case during submission entry).
Note: If an item of evidence is greyed out, that indicates the evidence has not been selected for analysis and therefore cannot be examined. To select the evidence for analysis, double-click the item to open Evidence Details, select the "For Analysis" checkbox then click Save and Close.
8) When finished, select **Save and Close** to save the assignments and close *Assign Evidence to Exams*.
9) Select **Save and Close** to save changes and close *Case Details*.

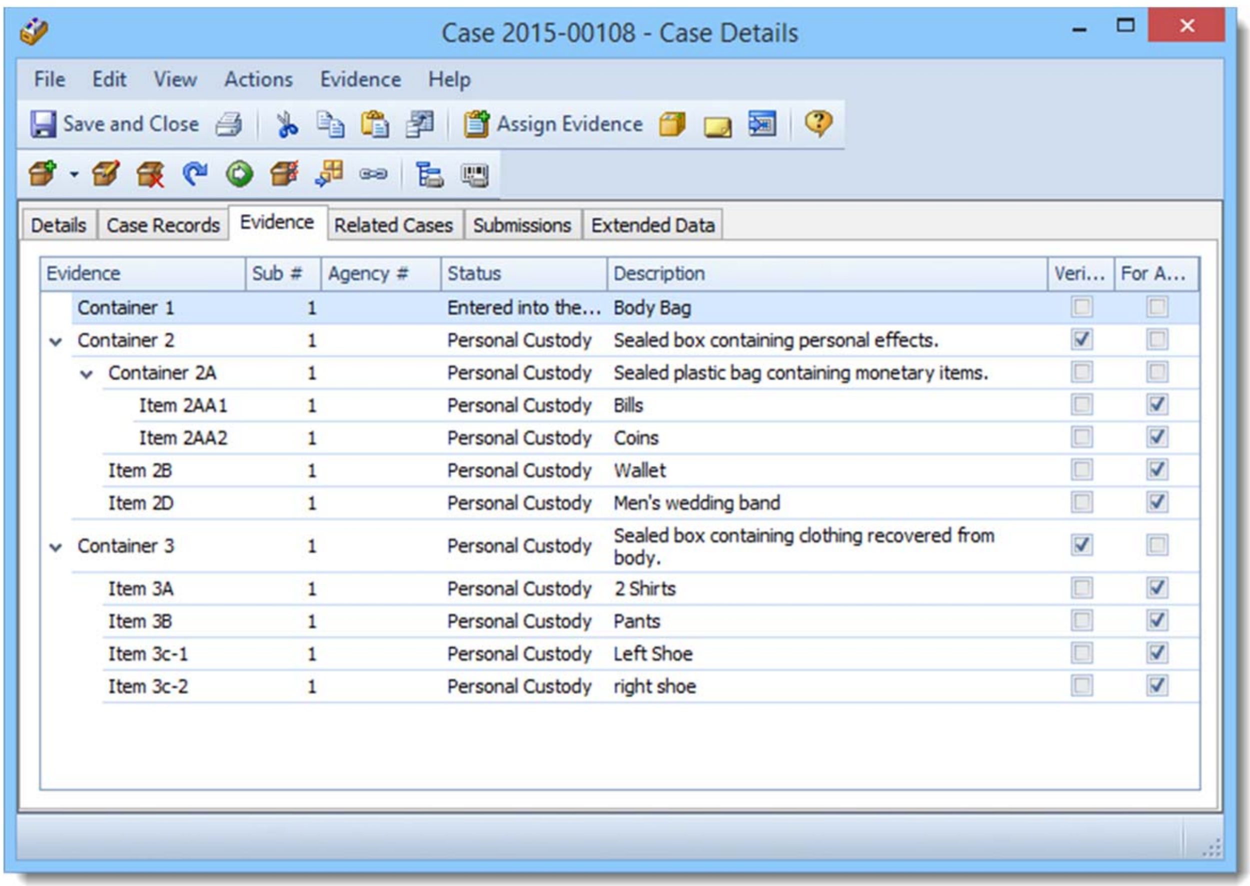


Figure 20 – Case Details Evidence Tab

Table 15 – Case Details Evidence Tab Ribbon Options

Icon	Option	Effect
	**New Evidence**	Opens *New Evidence* to add new evidence to the case (see Figure 12 – New Evidence). Drop-down menu facilitates entry of **New Subitem(s)**, **New Unreceived Evidence**, **New Evidence Generated/Separated in Lab**, **New Inherited Evidence**, and **Use Template** for entering evidence.

Icon	Option	Effect
	Modify Evidence	Opens *Evidence Details* to modify the details of the selected evidence (see Appendix 24 – Evidence Details).
	Remove Evidence	Removes selected evidence from the submission.
	Resubmit Evidence	Opens *Transfer Evidence* to resubmit evidence that has been returned to agency location.
	Transfer Evidence	Opens *Transfer Evidence* to transfer selected evidence to another lab, section, or examiner.
	Verify Evidence	Marks selected evidence as verified, which indicates that the physical evidence was observed in the lab.
	Add to Batch	Opens *Add Evidence to Batch* to add the selected evidence to a new or existing batch (see Appendix 51 – Add Evidence to Batch).
	Chain of Custody	Opens *Chain of Custody Details* for evidence related to the case (see Figure 27 – Chain of Custody Details).
	Print Evidence List	Opens *Preview* to select options for printing the evidence list for the case.
	Print Evidence Labels	Opens *Evidence Label* dialog to select options for printing labels for the selected evidence.

STEP 5: EVIDENCE DETAIL ENTRY

Evidence detail entry also occurs in the Evidence Tab of *Case Details*. See Table 12 – Evidence Tab Options for description of available evidence actions and see Managing Evidence Descriptions to learn how to create evidence description codes.

To change an evidence description:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Select **Case Details** from the Cases grouping of the ribbon to open *Case Details*.
5) Click on the Evidence Tab and select the appropriate evidence from the grid.
6) Double-click the item, select **Evidence > Modify Evidence** from the menu bar or click the Modify Evidence icon ( ) in the ribbon to open *Evidence Details*.
7) Change the description and then click **Save and Close**.

To create a subitem:

1) Select **Evidence > New Evidence > New Subitem(s)** from the menu bar or click on the arrow next to the **New Evidence** icon ( ) and select **New Subitem(s)** from the drop-down to open *New Evidence*.
2) Select the Type of evidence.
3) Evidence # is automatically assigned, but may be changed.
4) Select the For Analysis checkbox if the item is to be analyzed.
5) Select the Parent (Item it came from).
   Note: Parent item must be in your personal custody.
6) Chain of Custody defaults to Inherited from…
7) Verify the appropriate Created at Section.
8) Enter a Description by typing in the Description field, clicking Description to select from a list of user defined descriptions or enter a code to auto populate the desired description (for more details, see Managing Evidence Descriptions).
9) Enter any necessary Comments.
10) Enter the Property Receipt Number and any other available information in the Additional Information section.
11) Select the **Add** button to enter the new evidence.
12) Repeats steps 2-11 to create additional subitems.
13) When finished, select **Close**.

STEP 6: RESULTS ENTRY

The Analysis Tab of *Case Record Details* (see Figure 37 – Case Record Details - Analysis Tab) facilitates results entry. See the Analysis User Interface section for detailed instructions on navigating and using the analysis forms.

To add a new analysis:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Double-click the appropriate case in the *Contents Pane* or select **Case Record Details** from the ribbon.
4) Click on the Analysis Tab of *Case Record Details*.
5) Select All Exams, Remaining Exams or, holding down the ***Ctrl*** key, select specific examinations.
6) Select individual evidence from the grid or select All Exams heading.
7) Right-click and select **New Analysis of Type > [Analysis Form Name]** to open a blank Analysis User Interface (AUI), ready for results entry.
8) In the AUI, click **Add** in the ribbon to view a dropdown list of available analysis forms.
   Note: If an analysis form has one or more child analysis forms, the child forms will be inactive until the parent analysis form is saved.
9) Select the desired analysis form to add a new node to the *Navigation Pane* with an add icon .
   Note: An add icon indicates that a new node has been added. It also indicates that the form has not been saved.

10) Enter data into the appropriate form controls (see Table 17 – AUI Form Control Operations).
11) When results entry is complete, click **Save** in the ribbon and add icon will disapear, indicating the new analysis form has been saved.
Note: Saving the analysis without filling in the required fields will cause a dialog to appear that specifies the missing field(s).
12) Click **Save & Close** in the ribbon to return to *Case Record Details*.
13) The Analysis Tab in *Case Record Details* now has a grouping for the new analysis entry.
Note: If additional analysis is needed, create another analysis form, or edit the existing analysis form and add new entries.

STEP 7: REPORT GENERATION

The Final Report is the lab report created after all exams are performed and analysis results are entered. The Final Report Tab of *Case Record Details* (see Figure 38 – Case Record Details – Final Report Tab) displays any created reports as well as options for reviewing and releasing reports.

To generate a report:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Double-click on the case record or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details.*
5) Click on the Lab Reports Tab.
6) Click **New Final Report** in the ribbon, select **Reports > New Final Report** from the menu bar, or click the **New Final Report** icon ( ) on the toolbar and *Generate Report – Basic Report* opens (see Figure 21 – Generate Report).
7) Ensure the correct Agency is selected and click the Show checkbox to display the agency information in the report.
8) Select whether or not to display any listed Investigating or Carbon Copy Officers, and **Add** additional officers, if necessary.
9) Click Show checkbox to display any Persons of Interest.
10) Click Show checkbox for any Additional Report Text needed.
11) Select **Create** to create the report, close the window, and display a Basic Report with Draft status in the Final Report Tab.
12) Select **Save and Close** when finished with *Case Record Details*.

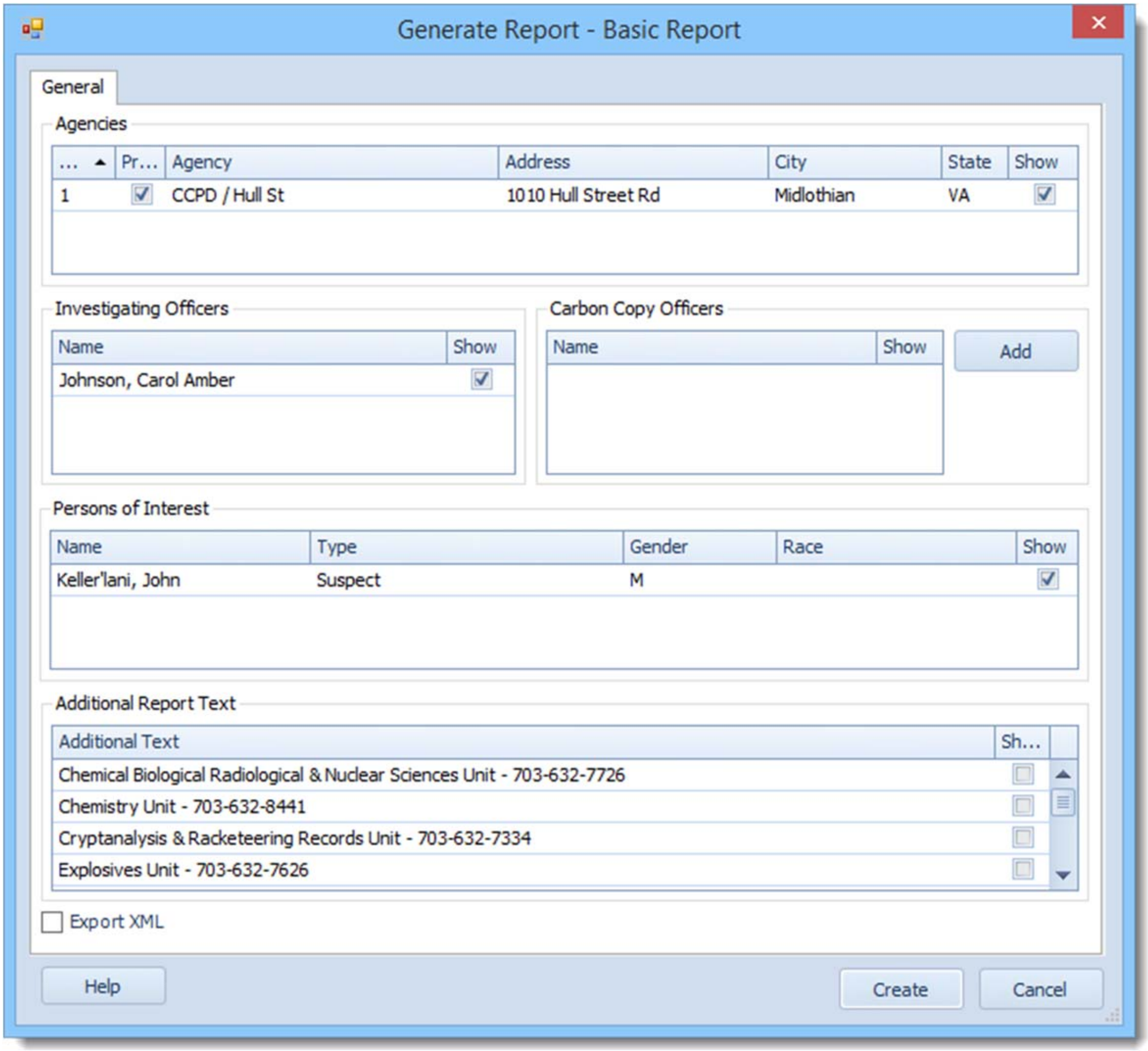


Figure 21 – Generate Report

STEP 8: REVIEW AND APPROVAL

The review process aids in maintaining the accuracy and integrity of examination results. To request a review after the final report has been released (e.g. Quality Review), it must be done from the *Contents Pane*. See Review Management for information on accepting, completing, returning and continuing reviews.

To request a review in *Case Record Details*:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Double-click on the case record or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details.*

5) Select **Request Review** in the ribbon to open *Review Details*.
6) In the Details Tab, select the Review Type.
7) Click on the Reviewers Tab.
8) Select an individual(s) from the Available Reviewers list then click the **Add >** button, click the Add Reviewer icon ( ) on the toolbar or go to **Actions > Add Reviewer** in the menu bar.
9) Repeat step 7 for any additional reviewers.
10) Select **Save and Close.**

To request a review from the *Contents Pane*:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Select **Request Reviews** from the Case Records grouping of the ribbon to open *Review Details*.
5) In the Details Tab, select the Review Type.
6) Click on the Reviewers Tab and select an individual(s) from the Available Reviewers list.
7) Click the **Add >** button, the Add Reviewer icon ( ) on the toolbar or go to **Actions > Add Reviewer** in the menu bar to add the selected reviewer to the Request Sent To list.
8) Repeat step 7 for any additional reviewers.
9) Select **Save and Close.**

To request reviews for multiple cases:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) In the *Contents Pane*, select multiple cases by holding down ***CTRL*** and selecting each case individually or by holding down ***Shift*** to select a group of cases.
4) Select **Request Reviews** from the Case Records grouping of the ribbon to open *Review Details*.
5) In the Details Tab, select the Review Type.
6) Click on the Reviewers Tab and select an individual(s) from the Available Reviewers list.
7) Click the **Add >** button, the Add Reviewer icon ( ) on the toolbar or go to **Actions > Add Reviewer** in the menu bar to add the selected reviewer to the Request Sent To list.
8) Repeat step 7 for any additional reviewers.
9) Select **Save and Close.**

STEP 9: RELEASE RESULTS

If reviews are required or requested for a case, they must be completed before the report may be released. Only cases with Pending Release status may release results. Once a final report has been released, the document can no longer be changed. The case status is set to Complete and the case record is moved to the Completed node under the Case Records node in the *Navigation Pane*.

To release a lab report:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*

2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case record from the *Contents Pane*.
4) Select **Release Report** from the Case Records grouping of the ribbon or open *Case Record Details*, select the Lab Reports Tab and select **Release Lab Report.**
5) Select **Yes** on the *Confirmation* dialog to complete the case record and finalize the lab report.
6) Use the checkboxes to select the documents to publish and enter any Comments on the *Publish* dialog (see Appendix 32 – Publish), then select **Publish**.

STEP 10: RETURN EVIDENCE

There are several places from which you can return evidence to the submitting agency. If you are working in *Case Record Details*, simply click on the Evidence Tab and choose **Transfer Evidence** from the toolbar or actions menu. If you are not currently working with the case record, you could use Ready to Return node or My Personal Custody node when ready to return evidence.

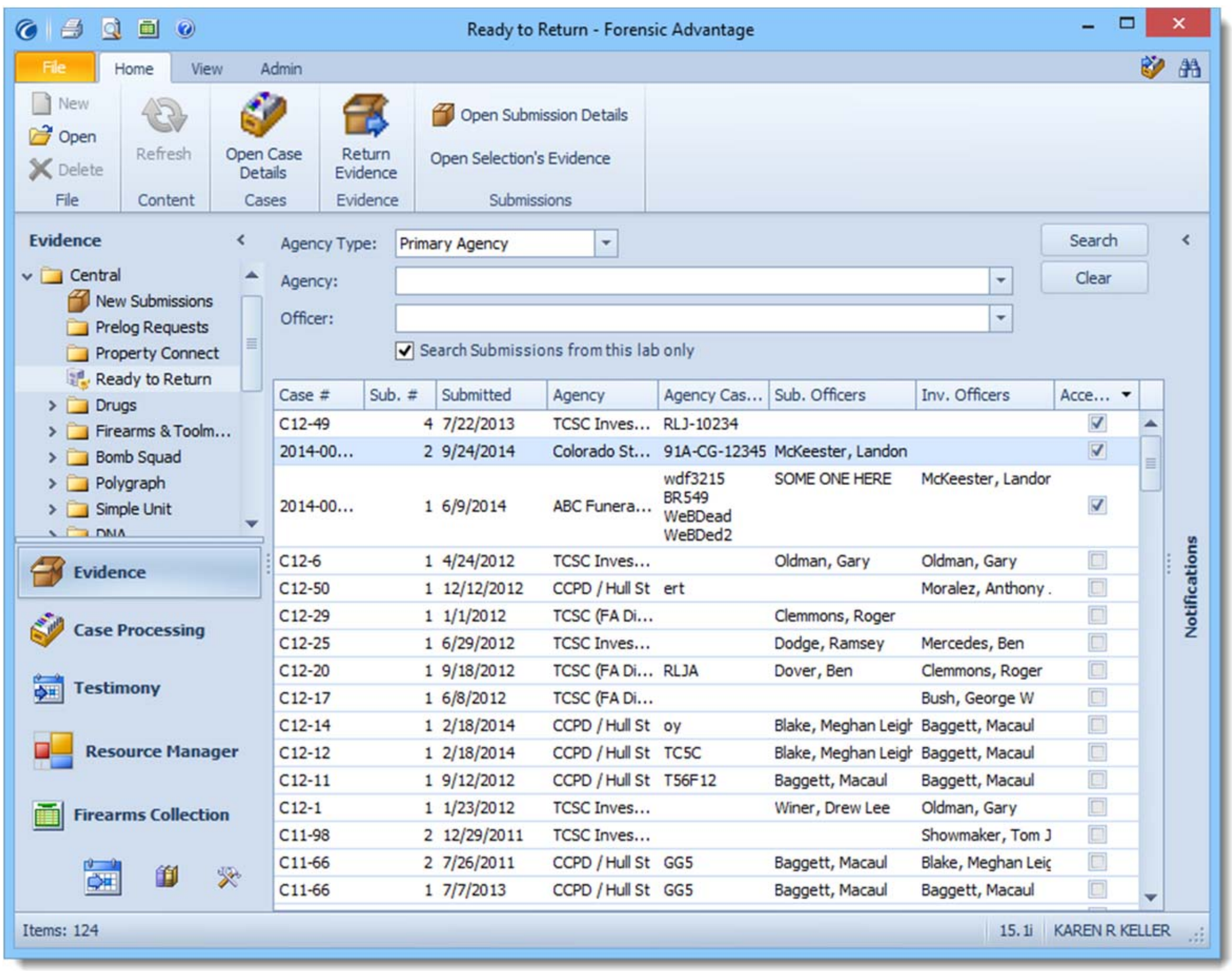


Figure 22 – Ready to Return View

To return evidence:

1) Select Evidence module at the bottom of the *Navigation Pane* and select Ready to Return folder from the top of the *Navigation Pane*.
2) Enter appropriate criteria and select **Search** to find all submissions that match selected criteria and whose evidence is ready to be returned to agency.
3) Select the appropriate case record in the *Contents Pane*.
4) Select **Return Evidence** from the Evidence grouping of the ribbon (see Appendix 33 – Return Evidence).
5) Use checkboxes to select items for transfer.
6) Select appropriate Transfer Reason and Transfer Type.
7) Ensure Employee, Laboratory, and Dept. are correct.
8) Enter any necessary Comments.
9) Specify Return Method and enter Return Package ID, if returning by mail.
10) Return to Agency Transfer Type activates checkboxes to return evidence to the Inv. Off. or Sub. Off., or click **Add** to select Return Officer(s) from a specific agency.
11) Select Split checkbox to record separate transfers for each case, if needed.
12) Select **Transfer** to transfer the selected evidence to the specified location.
13) Repeat steps 4-9 for any remaining evidence.
14) When complete, select **OK** to commit the evidence transfer(s).
15) Confirm transfer by entering password (login credentials).
NOTE: If Returned to Agency is selected as the transfer type, a pop-up window will appear for the Submitting Officer to sign using the Topaz Signature Pad.

To return evidence that was transferred out for outsourcing:

1) Select the Go to Case # icon ( ) in the upper right corner of the FA user interface.
2) Enter the Case # (Lab #) and click **OK** to open the associated *Case Details*.
3) Select the Evidence Tab and highlight the appropriate evidence.
4) Click the **Transfer Evidence** icon ( ) or select **Evidence > Transfer Evidence** from the menu bar.
5) Select Transferred In as the Transfer Type.
6) In the Comments section, document who, how, and when the evidence is transferred in.
7) Click **OK** and enter login credentials to commit the transfer.

Analysis User Interface

Users assigned as members of a specific Lab/Section have permission to add, edit and delete Analysis User Interface (AUI) forms associated with their designated Lab/Section.

ANALYSIS FORM

Analysis forms are used to enter results for various exams performed on the evidence associated with a specific case record. See below for a sample analysis form and available ribbon menu options.

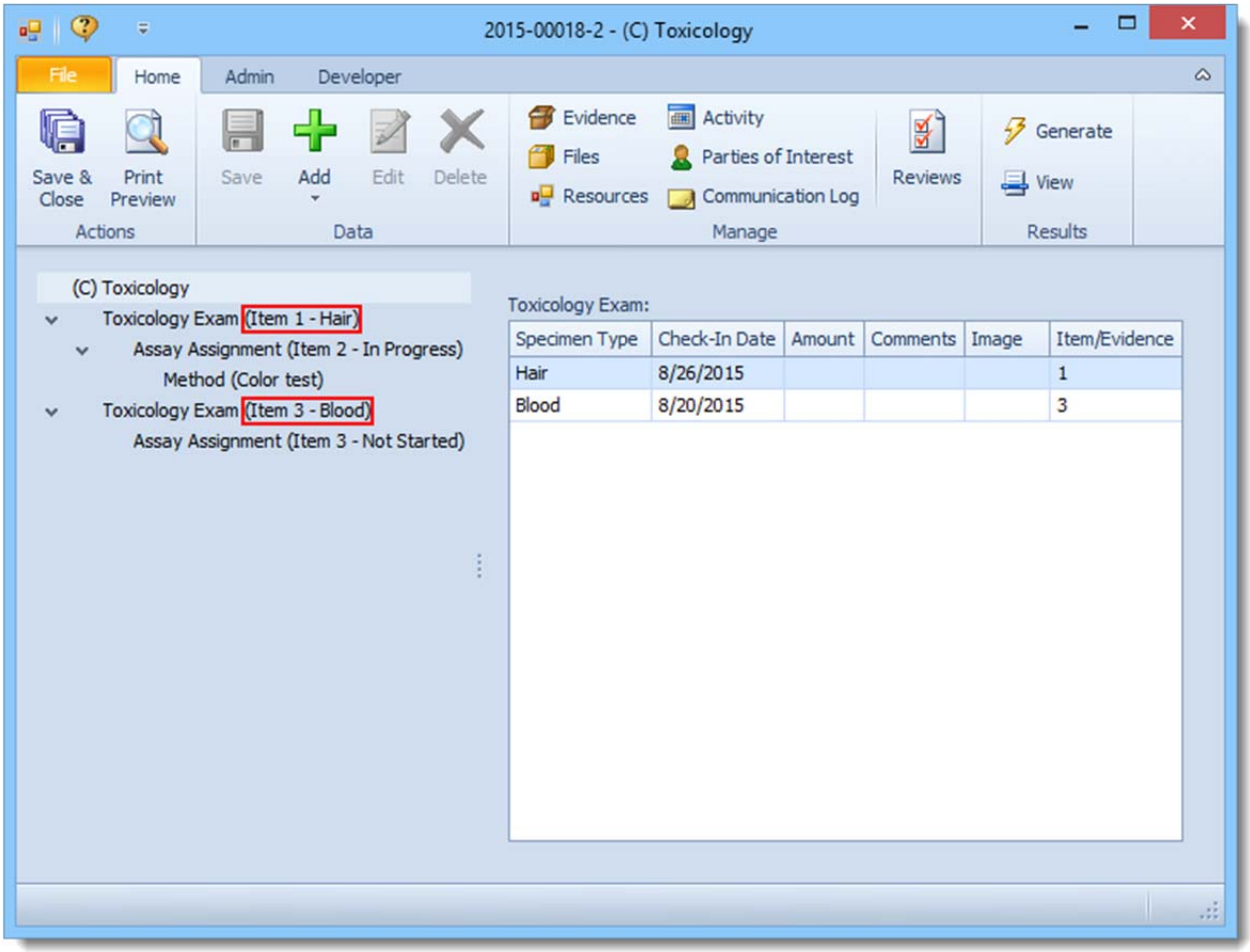


Figure 23 – Sample Analysis Form

Table 16 – Analysis Form Ribbon Options

Grouping	Option	Effect
Actions	**Save & Close**	Saves examination information and closes the form.
	Print Preview	Opens *Generate Document* to select a template for previewing the automated report generated from the entered examination results.
Data	**Save**	Saves the data entered. Required before adding sub-exams.
	Add	Click arrow to select from list of available exams for the current analysis form.
	Delete	Deletes the current section of information.
Manage	**Evidence**	Opens *Assign Exams to Analysis* to assign additional evidence to the current analysis.

Grouping	Option	Effect
	Files	Opens *Object Repository* to view or add any files or images associated with the case record.
	Resources	Opens *Analysis - Resources* to add resources to the analysis (see Appendix 26 – Analysis Resources).
	Activity	Opens *Activity* form to manage activities associated with the analysis and associated case record (see Appendix 27 – Activities).
	Parties of Interest	Opens *Parties of Interest* to add a person or business of interest to the associated case record (see Appendix 28 – Case Record # – Parties of Interest).
	Communication Log	Opens *New Communication Log Entry* to enter or reply to conversations associated with the case record (see Appendix 29 – New Communication Log Entry).
	Reviews	Opens *Review Management* to manage reviews for the associated case record (see Appendix 30 – Review Management).
Results	**Generate**	Generates any result statements associated with the analysis form related to the entered examinations.
	View	Opens *Analysis Results* to view the generated result statements for the analysis form (see Appendix 31 – Analysis Results). ***Note: Must Generate statements to activate View.***

To add a new analysis:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user’s primary lab and section folders to select My Case Records folder.
3) Double-click the appropriate case in the *Contents Pane* or select **Case Record Details** from the ribbon.
4) Click on the Analysis Tab of *Case Record Details*.
5) Select All Exams, Remaining Exams or, holding down the ***Ctrl*** key, select specific examinations.
6) Select individual evidence from the grid or select All Exams heading.
7) Right-click and select **New Analysis of Type > [Analysis Form Name]** to open the AUI.
8) In the Analysis User Interface (AUI), click **Add** in the ribbon to view a dropdown list of available analysis forms.

Note: If an analysis form has one or more child analysis forms, the child forms will be inactive until the parent analysis form is saved.

9) Select the desired analysis form to add a new node to the *Navigation Pane* with an add icon .

   Note: An add icon indicates that a new node has been added. It also indicates that the form has not been saved.

10) Enter data into the appropriate form controls (see Table 17 – AUI Form Control Operations).

11) When data entry is complete, click **Save** in the ribbon and add icon  will disapear, indicating the new analysis form has been saved. If adding multiples of the same exam, the exams will display in the order in which they are saved.
   Note: Saving the analysis without filling in the required fields will cause a dialog to appear that specifies the missing field(s).

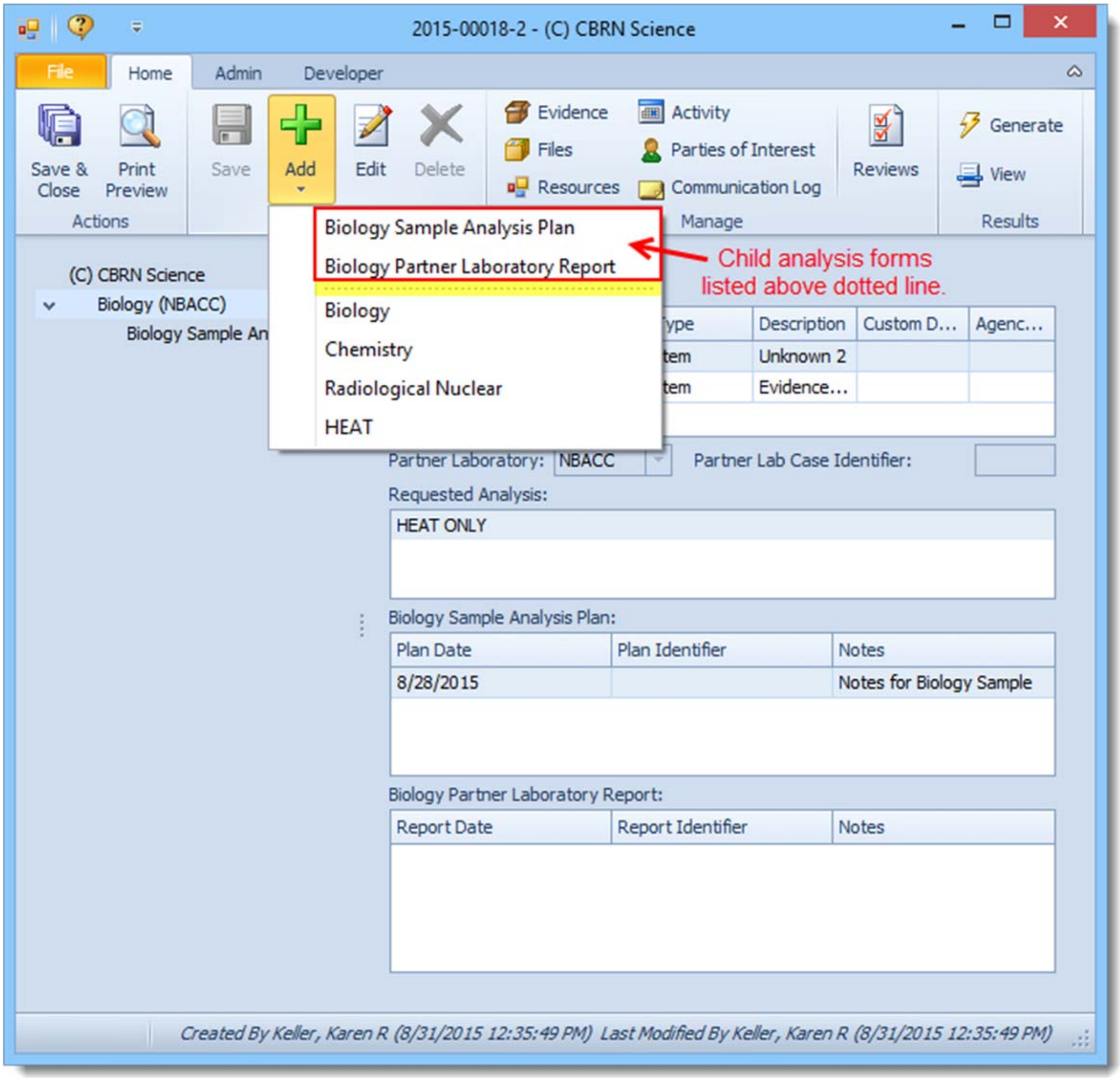


Figure 24 – Analysis Form Add Menu

To add a child node to an analysis form:

1) Select the parent analysis form node in the *Navigation Pane*.
2) Click **Add** in the ribbon and a drop-down list of available analysis forms will appear along with a list of available child analysis forms (see Figure 24 – Analysis Form Add Menu).
   Note: Any child node analysis forms are listed first, above the dotted line.
3) Select the desired child analysis form to add a new child node to the *Navigation Pane,* under the parent analysis form node, with an add icon .
   Note: An add icon indicates that a new node has been added. It also indicates that the form has not been saved.
4) Enter data into the appropriate form controls (see Table 17 – AUI Form Control Operations).

5) When data entry is complete, click **Save** in the ribbon and add icon will disappear, indicating the new child analysis form has been saved.
Note: Saving the analysis without filling in the required fields will cause a dialog to appear that specifies the missing field(s).

To edit an existing analysis form:

1) In the Analysis User Interface (AUI) *Navigation Pane*, select the node for the analysis form that requires editing.
2) Click **Edit** in the ribbon to unlock the fields and check-out the selected analysis form for editing.
3) Once a field is selected to edit, the analysis form node in the *Navigation Pane* will display an edit icon.
Note: The edit icon indicates the node is being edited and the data in the form has not been saved.
4) After completing needed edits, click **Save** in the ribbon and the edit icon will disappear, indicating the edited analysis form has been saved.

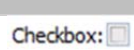
To delete an existing analysis form:

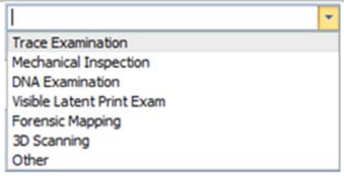
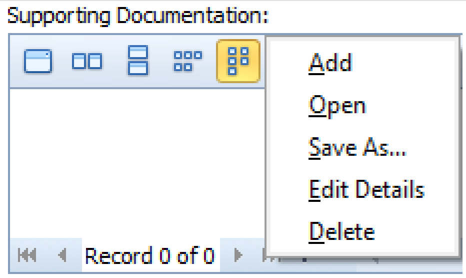
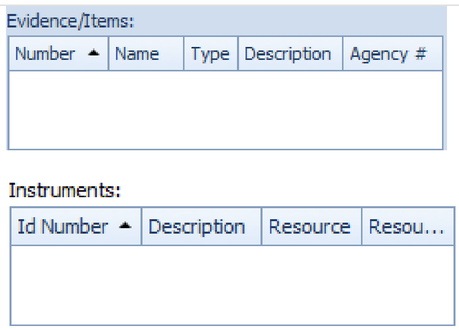
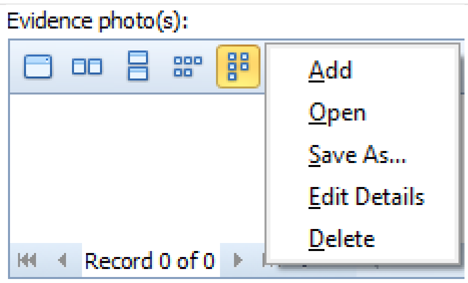
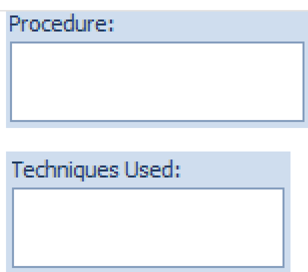
1) In the Analysis User Interface (AUI) *Navigation Pane*, select the node for the analysis form that needs to be deleted.
2) Click **Delete** in the ribbon and a *Confirm Deletion* dialog box will appear.
3) Select **Yes** to confirm deletion of the selected analysis form.
Note: If an analysis form has child analysis form(s), each of the child analysis form(s) must be deleted before deleting the parent analysis form. If the child analysis form(s) have not been deleted, the Delete button will be disabled for the selected analysis form.

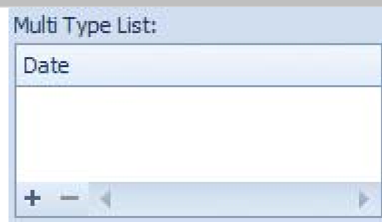
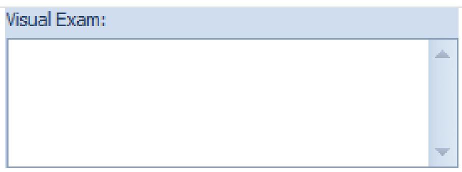
AUI FORM CONTROLS

Analysis forms contain various form controls to capture data. See the table below for descriptions of the available form controls and associated operations.

Table 17 – AUI Form Control Operations

Type	Representation	Operation
Checkbox		Select checkbox to indicate value is True (1) or clear checkbox to indicate value is False (0).
Date Picker		Select a date from the date picker by selecting the drop-down arrow or by typing the date in the data control.

Type	Representation	Operation
Drop-down		Select a value by selecting the drop-down arrow and clicking the value. Drop-down values are tied to lookup tables and can be managed by FA Administrator.
File Control		Right-click on the File control and select **Add** to add file(s) to the File control placeholder (see Appendix 37 – Select – File). If a file exists in the File control placeholder, user can **Open**, **Save As**, **Edit Details** or **Delete** using the right-click menu options.
Grid Control		Double-click in the grid control to open a form populated with evidence or resources associated with the case record (see Appendix 34 – Select Evidence and Appendix 35 – Select Resources).
Image Control		Right-click on the Image control and select **Add** to add image(s) to the Image control placeholder (see Appendix 36 – Edit – Image). If an image exists in the Image control placeholder, user can **Open**, **Save As**, **Edit Details** or **Delete** using the right-click menu options.
Multi Select List		Double-click in Multi Select List control to open form populated with values associated with the field (see Appendix 38 – Select Values). Select multiple values in the same field. Multi Select List values are tied to the lookup tables and can be managed by FA Administrator.

Type	Representation	Operation
Multi Type List	 	Type multiple values within the same field using Multi Type List control. Multi Type Lists are used for entering text or date values.
Rich Text		Double-click on Rich Text control to open Editor (see Appendix 39 – Rich Text Editor) and type detail information. Unlike Text control, Rich Text does not have a character limit.
Spin Edit		Enter decimal or whole number values using up and down arrows or by typing the value directly into the control. If the Spin Edit control is set as a decimal, FA Administrator can control the number of decimal places.
Text		Type limited character data using Text control. The character limits are pre-defined in the AUI Forms.

To upload file(s) using file control:

1) Right-click on the file control in the AUI form and select **Add**.
2) The *Select - File* window opens (see Appendix 37 – Select – File).
   Note: If a file exists in the file control placeholder, user can Open, Save As, Edit Details or Delete using the right-click menu options.
3) Enter a File Name and click **Browse** to navigate to the folder where the file is located.
4) Click **Open** to upload the file.
5) Enter Description and Comments as necessary.
6) Click **Update & Close** in the ribbon to close *Select - File* window and populate the file control.

To add evidence/item(s) using evidence grid control:

1) Double-click the evidence grid control in the AUI form.

2) The *Select Evidence* window opens with a list of Evidence(s)/Item(s) assigned to the case record.
3) Select evidence(s)/item(s) by selecting the checkboxes.
   Note: Select All, Select None or Invert Selection by clicking appropriate buttons in the ribbon.
4) Click **Update & Close** in the ribbon to close *Select Evidence* window and populate the evidence grid control.

To enter resources using resource grid control:

1) Double-click the resource grid control in the AUI form.
2) The *Select Resources* window opens with list of resource(s) assigned to the case record.
3) Select resource(s) by selecting the checkboxes.
   Note: Select All, Select None or Invert Selection by clicking appropriate buttons in the ribbon.
4) Click **Update & Close** in the ribbon to close *Select Resources* window and populate the resources grid.
   Note: If no resources are available in Select Resources, see Manage Analysis Form Resources ***to add resources via Resource Manager.***

To add image(s) using image control:

1) Right-click on the image control in the AUI form and select **Add**.
2) The *Edit-Image* window opens (see Appendix 36 – Edit – Image).
   Note: If an image exists in the Image control placeholder, user can Open, Save As, Edit Details or Delete using the right-click menu options.
3) Provide the File Name, Description and Comments as necessary.
4) Right-click the image control and select **Load**.
   Note: May also Paste an image into the Image control.
5) Navigate to the folder where the image is located, then click **Open** to upload the image.
6) Click **Update & Close** in the ribbon to close *Edit-Image* window and populate image control.

To enter multiple values using multi type list control:

1) Click the **+** button located at the bottom of the multi type list control.
   Note: May also use Insert button on the keyboard to add a new row.
2) A new row appears with the option to type in the text value or date.
   Note: As new rows are added, a scroll bar appears to see the complete list.
3) Select **–** button at the bottom of the multi type list to remove an empty row.
4) To delete an entry, click out of the field and use **Up** and **Down** arrow buttons on the keyboard to select the appropriate row and then click **–** button.
   Note: May also use Delete button on the keyboard to delete the highlighted row.

To enter multiple values using multi select list control:

1) Double-click the multi select list control in the AUI form.

2) *Select Values* window (see Appendix 38 – Select Values) opens with list of options related to the field.
   Note: Values are tied to lookup tables, which are managed by the FA Administrator.
3) Select value(s) by selecting the checkboxes.
   Note: Select All, Select None or Invert Selection by clicking appropriate buttons in the ribbon.
4) Click **Update & Close** in the ribbon to close *Select Values* window and populate the multi select list control.

To enter data using rich text control:

1) Double-click the rich text control or click on the rich text control in the AUI form and hit ***Enter*** on the keyboard.
2) *Editor* window opens (see Appendix 39 – Rich Text Editor) with ribbon options for formatting, editing and checking spelling.
3) Type in the detail information as necessary.
4) Click **Update & Close** in the ribbon to close *Editor* window and populate rich text control.

NAVIGATING ANALYSIS USER INTERFACE (AUI) FORMS

The size of an Analysis User Interface (AUI) forms depends on the discipline and the case. Some disciplines use AUI with multiple layers of analysis forms whereas other disciplines use AUI with a single analysis form. Similarly, even a small size analysis form could become very large depending on the case. FA provides two features to facilitate navigating large AUIs:

- Key Values in the *Navigation Pane*
- Selecting Rows in the Grid Controls

KEY VALUE(S) IN THE *NAVIGATION PANE*

Most analysis forms within the Analysis User Interface (AUI) have one or more key values assigned to help differentiate between repeating analysis forms. The designation of key values are determined by the lab as an internal practice. FA does not designate any key values in the analysis forms. Generally, the key values are the Evidence(s)/Item(s) selected in the analysis form. However, some analysis forms use a combination of multiple fields as the key value (see Figure 23 – Sample Analysis Form). Key values represent the fields within the analysis form that would potentially make the data entry for the analysis form incomplete.

FA Administrators have permissions to add, edit or remove the key values assigned to the analysis forms within each AUI. The key fields for each AUI are client specific and not user specific. After data is entered into the analysis form, the designated key values appear to the right of the analysis form node in parenthesis (see Figure 23 – Sample Analysis Form). Navigate between analysis forms by selecting the node with the appropriate key values.

SELECTING ROWS IN THE GRID CONTROLS

FA assigns a grid table to each analysis form that contains child node analysis form(s) to provide an overview of the data entered into each child node analysis form(s). Double-clicking a row in the grid table opens the associated child analysis form. The main area of the AUI displays the selected child node analysis form along with the previously populated data.

CONFIGURING GRID COLUMNS

Grid columns in the Analysis User Interface (AUI) forms may be customized per user. Once the user customizes the grid columns, the layout is stored in FA. See Customizing Your Workspace for explanation on how to sort and filter grid columns.

To customize grid columns:

1) Select a grid table in an analysis form.
2) Right-click on a column header and select **Column Chooser** to open *Customization* box with list of hidden columns.
   Note: If there are no hidden columns, the box will be empty.
3) Drag and drop column headings from the *Customization* box to the grid table.
4) To hide a column, drag the column to the *Customization* box or right-click on the column header and select **Remove This Column**.

Object Repository

The Object Repository is where files and images are stored. The Object Repository tracks all access to the files it maintains. When files are checked out for editing, they are locked such that multiple users cannot have a file out for modification simultaneously. When files are checked in, the previous version is not overwritten. The new file simply becomes a new version of the file. Each version is tracked with who uploaded the revision and when. The Object Repository provides visibility to users and administrators of the change log for critical files.

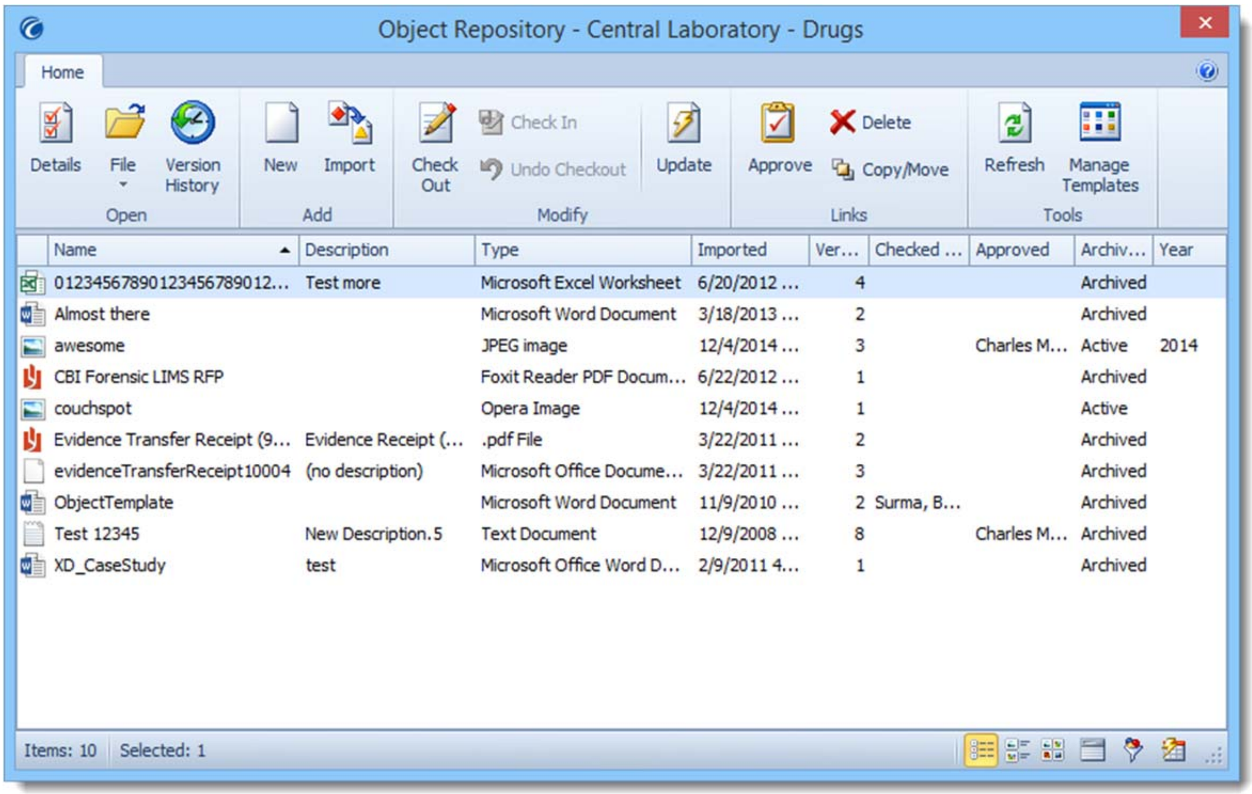


Figure 25 – Object Repository

Table 18 – Object Repository Ribbon Options

Grouping	Option	Effect
Open	**Details**	Opens *File Properties* for the selected file (see Appendix 40 – File Properties).
	File > Open	Downloads the selected file to a local cache and automatically launches the application associated with the extension.
	File > Download a Copy	Downloads a copy of the selected file to the local drive.
	Version History	Opens *Version History* screen to view version history and download selected version to the local drive (see Appendix 41 – Version History).

Grouping	Option	Effect
Add	**New**	Opens *Select Template Source* to add a new file to the object repository.
	Import	Opens dialog to select one or more files to import into the repository.
Modify	**Check Out**	Allows user to select a local folder for storage of file and marks record as checked out, preventing other users from modifying file until it is checked back in.
	Check In	Checks in the updated file and makes file available for checkout.
	Undo Checkout	Cancels the current checkout information.
	Update	Allows user to browse to the updated file, marks file with new version # and checks it back in. ***Note: Cannot update a file which is checked out.***
Links	**Approve**	Approves selected file link(s).
	Delete	Deletes the files' links from the current entity. If a file is linked only to the current entity, deletes the actual file.
	Copy/Move	Opens *Copy/Move Files* to move unapproved files or copy any files from one entity to another (see Appendix 42 – Copy/Move Files).
Tools	**Refresh**	Refreshes the list of files associated with the entity.
	Manage Templates	Opens another *Object Repository* which contains template documents that act as source files when creating a new file with the **New** button.

TYPES OF OBJECT REPOSITORIES

CASE OBJECT REPOSITORY

Typically used to collect files associated with the entire case over (potentially) many case records. These include subpoenas, court orders, etc.

CASE RECORD OBJECT REPOSITORY

Typically used to collect files associated with the completion of a single discipline's case record. These could include spectra, chromatograms, electropherograms, other instrumentation files, photos, officer affidavits, sexual assault evidence collection notes, etc.

SUBMISSION OBJECT REPOSITORY

Used to collect files associated with the submission of evidence, such as the submission form.

SECTION OBJECT REPOSITORY

Used to collect files associated with the laboratory section, such as the section specific policies or procedures.

EVIDENCE OBJECT REPOSITORY

Used to collect information associated with evidence items, such as the sexual assault kit circumstances or location found.

RESOURCE MANAGER OBJECT REPOSITORY

Typically used to collect files associated with a specific resource instance. These could include an instruction set or recipe for a reagent preparation, printout of test or calibration results, documentation of a manufacturer's instruction sheet, log sheets, etc.

WORKING WITH OBJECTS

Objects can be imported from your computer, digital camera, or other source. Once a file is imported into the *Object Repository*, it can be viewed, edited, copied or moved from one entity (e.g. case record, laboratory, department) to another. However, once an object is approved, it cannot be deleted or moved (only copied) without an administrator.

To import an object:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case record from the *Contents Pane*.
4) Open the appropriate Object Repository using the options in the Object Repository grouping of the ribbon (see Table 18 – Object Repository Ribbon Options).
5) Or, select **Case Record Details** from the Case Records grouping of the ribbon and then click the Case Record Files icon ( ) on the toolbar or go to **Actions > Manage > Case Record Files** in the menu bar.
6) In *Object Repository* (see Figure 25 – Object Repository), select **Import** from the ribbon to browse and find a file, then click Open.
   Note: May also drag and drop files from Windows Explorer or emails from Outlook.
7) In *File Properties* (see Appendix 40 – File Properties) enter the Name and Description for the file or object, to appear in the object list, then click **Save & Close**.
8) Select new object and click **Approve** from the Links grouping of the ribbon to protect the file, if needed.

Note: Once a file is approved, it cannot be changed, deleted or moved without an administrator.

To view an object:

1) Select an entry in the grid and click **Details** from the Open grouping of the ribbon or double-click the selection to open *File Properties* (see Appendix 40 – File Properties) for the object.
2) Click **File > Download a Copy**, select a location and file name, click **Save** and navigate to selected location to open and view the object.

To edit an object in the object repository:

1) Select the entry in the grid and click **Check Out** from the Modify grouping of the ribbon.
2) Select a folder in which to save a copy of the object and click **OK.**
3) Navigate to the selected folder on your machine, make needed changes to the file and save.
4) Select the object in the grid and click **Check In** from the Modify grouping of the ribbon. ***Note: Status will change and version will update to next sequential number.***

To copy/move an object:

1) In *Object Repository*, select the object to be moved/copied.
2) Click **Copy/Move** from the Links grouping of the ribbon to open *Copy/Move Files*.
3) Click **Select Entity** from the Target grouping of the ribbon to open *Select Entity*.
4) Expand entity, if needed, select the Case #/Section to be moved/copied to and click **Select**.
5) Select **Move to Target** or **Copy to Target** from Source grouping of ribbon to share object with another entity.
6) Select **Move to Source** of **Copy to Source** from Target grouping of ribbon to share another entity's object(s) with current entity.
7) Click red **x** in upper right corner to close *Copy/Move Files* and return to Object Repository.

OBJECT TEMPLATES

Another feature available in the Object Repository is object templates. Create and store templates per lab section such as line drawings of standard clothing items, standard images, checklists, or Office document templates.

To access templates:

1) In *Object Repository*, click **Manage Templates** in the Tools grouping of the ribbon to open *Object Repository – Repository Templates*.
2) View current templates, **Import** a file as a template, or create a **New** template based on an existing template.

To create a new object based on a template:

1) In *Object Repository*, click **New** in the Add grouping of the ribbon to open *Select File* dialog.
2) Select the appropriate template and click **OK**.

3) Enter a unique name for the template and click **Save & Close** to upload a copy of the template to the current *Object Repository*.

INTEGRATION SERVICES

The Instrument Integration server moves files into FA's object repository. The deployment of the services includes a drop folder, usually a Windows file share, on a designated server. If you drop a file into the drop folder, the Instrument Integration Server will take the file and move it into Object Repository. You can use it to get a file into Object Repository without having to load FA. Also, various instruments around the lab, with access to the drop folder, could place result files into the drop folder to get results into Object Repository. How you name the file determines where the file will end up in Object Repository. A file with the name of "1_2012-0001_1_MyFile.pdf" will attach to case record #1 of case 2012-0001. A file name is made of multiple parts separated by underscores.

The rules for the file name are as follows:

- If you want to attach the file to a case record, name the file "1_A_B_fileName" where A is the case # and B is the case record #.
- If you want to attach the file to a case, name the file "2_A_fileName" where A is the case #.
- If you want to attach the file to a submission, name the file "3_A_C_fileName" where A is the case # and C is the submission #.
- If you want to attach the file to a Lab/Section, name the file "4_D_E_fileName" where D is the Lab Code and E is the Section Code. The section codes are unique to each client and setup by FA Administrator.
- If you want to attach the file to a piece of evidence, name the file "5_A_F_G_fileName" where A is the case #, F is the evidence type and G is the evidence Id.

By default, in the shared folder of each instance of FAS Integration Services, there are 3 sub-folders named Processing, Processed and Error.

When the processing starts, the files are dropped into the share and are moved to Processing sub-folder. Once the processing completes, the files end up in one of two sub-folders: Error or Processed. The Processed folder is used to indicate that the file was successfully moved into Object Repository. The Error folder is used to indicate that there was problem (most likely, the file was incorrectly named) and the file could not be added to Object Repository. If processed correctly, the file should appear in the repository on the central server immediately.

Important Notes:

- ***Do not rename or delete the three system-use sub-folders (Processing, Processed and Error).***
- ***Do not create any sub-folders in the share. Although people have permissions to create sub-folders in the share, the FAS Integration Services does not process sub-folders.***
- ***If your file(s) ends up in the Error sub-folder, please make sure that you delete the file from the Error folder before you attempt to put the file(s) back into the share again.***

Working with Evidence

The Evidence module facilitates the processing of evidence transfers and maintains the chain of custody. The initial receipt of evidence and its eventual return or disposition is recorded. In addition to managing the disposition of evidence, functions are provided to facilitate the official identification and description of evidence following submission entry.

MANAGING EVIDENCE DESCRIPTIONS

Evidence Codes (or shortcuts) can be created to auto populate evidence descriptions (e.g. Type “DCS” into the description field to auto populate the statement “DNA Collection Swab”). The User Description Tab contains descriptions unique to the individual user. The System Descriptions Tab contains descriptions available to everyone. However, personal user descriptions trump system wide descriptions. (e.g. If a user has DCS meaning DNA Collection Swab and the system has DCS meaning Digital Camera System, when the user types in DCS, DNA Collection Swab will appear).

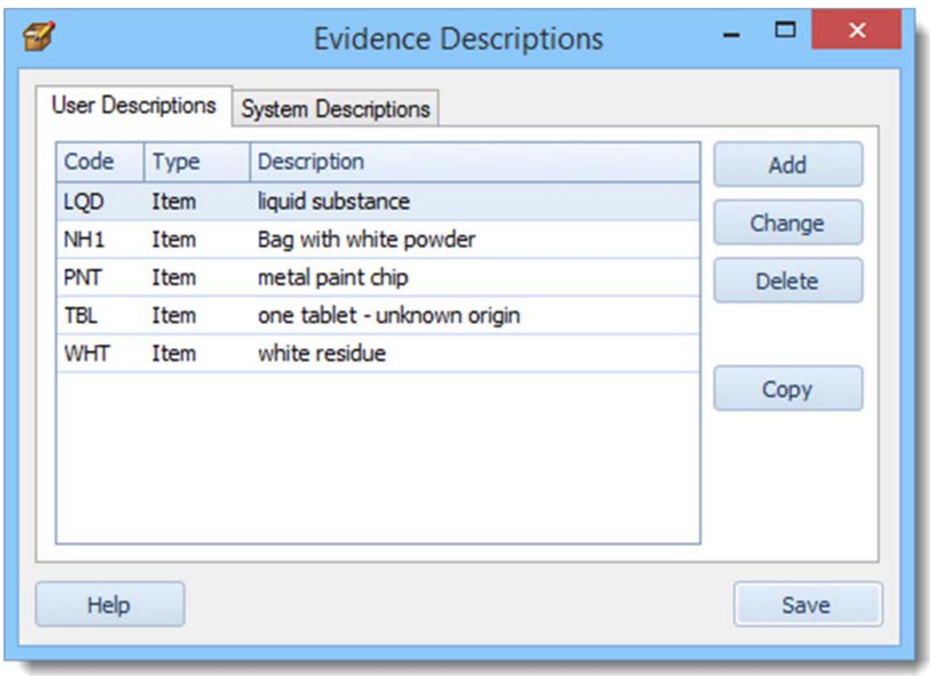


Figure 26 – Evidence Descriptions

Table 19 – Evidence Descriptions Options

Option	Effect
Add	Opens *User-Defined Evidence Descriptions* dialog (see Appendix 48 – User Defined Evidence Description) to add a code, type and description association.
Change	Opens *User-Defined Evidence Descriptions* dialog (see Appendix 48 – User Defined Evidence Description) to modify the selected evidence description.

Option	Effect
Delete	Deletes the selected evidence description.
Copy	Opens *Select Employee to Copy* (see Appendix 49 – Select Employee to Copy) to select another user's evidence description list to copy.

To create a user defined evidence list:

1) In the Evidence Tab of the *New Submission* screen, click **Add** to open *New Evidence.*
2) Select the **Description** button to open *Select [Evidence] Description*.
3) Select the **Manage** button (or click **Item Descriptions** in the Options grouping of the ribbon in Evidence or Case Processing views).
4) Click on the User Descriptions Tab and select **Add.**
5) Make sure Item is selected for the Type.
6) Enter a Code (must be three characters) and corresponding description.
   Note: Codes and Descriptions are case sensitive.
7) Click **Add** to add to user list and repeat steps 5-6 for any additional evidence codes.
8) Click **Close** to view User Evidence Description list and click **Save** to close *Evidence Descriptions*.

To copy evidence descriptions:

1) In the Evidence Tab of the *New Submission* screen, click **Add** to open *New Evidence*.
2) Select the **Description** button to open *Select [Evidence] Description*.
3) Select the **Manage** button (or click **Item Descriptions** in the Options grouping of the ribbon in Evidence or Case Processing views).
4) Click on the User Descriptions Tab and select **Copy** to open *Select Employee to Copy* (see Appendix 49 – Select Employee to Copy).
5) Select an employee from the drop-down list to view their user description list.
6) Select one or more evidence descriptions to copy by using ***Ctrl***-click.
7) Click **OK** to add the evidence descriptions your list.
8) Repeat steps 5-7 for any additional employee lists.
9) Click **Cancel** to close *Select Employee to Copy* then click **Save** to close *Evidence Descriptions*.

To select a description from a user defined list:

1) In the Evidence Tab of the *New Submission* screen, click **Add** to open *New Evidence*.
2) Select the **Description** button to open *Select [Evidence] Description*.
3) Select the appropriate description from the list.
4) Click the **Select** button to enter the selected description and close the dialog.
5) Click **Add** to enter the evidence.
6) Repeat steps 1-5 for any additional evidence entries.

CHAIN OF CUSTODY

FA maintains chain of custody for submissions, cases, case records, evidence and batches.

To view chain of custody:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.

3) Select the appropriate case record from the *Contents Pane*.
4) Double-click the case record or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details*.
5) Click the Chain of Custody icon ( ) on the toolbar or go to **Actions > Case Record Chain of Custody** in the menu bar to open *Chain of Custody Details* (see Figure 27 – Chain of Custody Details).

To view chain of custody comments:

1) In *Chain of Custody Details*, go to the View menu (see Appendix 50 - Chain of Custody Details View Menu) and select **Include Comments**.
2) Expand each item to view all of the transfers.
Note: Since comments can become large and unwieldy with numerous entries, the evidence list is collapsed each time Chain Of Custody Details is opened. Deselect Include Comments to automatically expand the evidence list when Chain Of Custody Details is opened.

CHAIN OF CUSTODY DETAILS

Chain of Custody Details (see Figure 27 – Chain of Custody Details) lists the chain of custody transactions involving the selected evidence. Each entry in a piece of evidence's chain of custody indicates a physical transfer of the evidence.

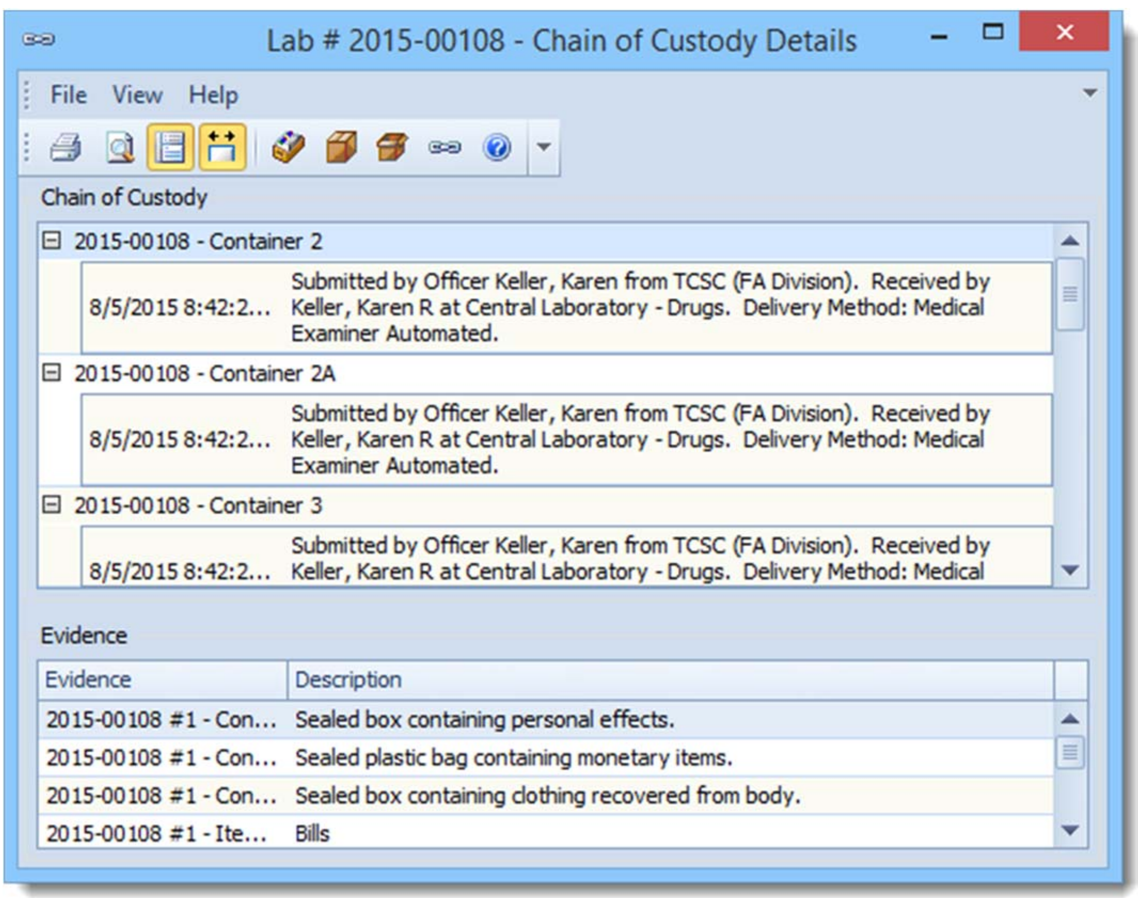


Figure 27 – Chain of Custody Details

Table 20 – Chain of Custody Details Options

Icon	Option	Effect
	**Print Chain of Custody**	Opens *Chain of Custody Report* dialog to select a printer and format in which to print the details for the selected chain of custody.
	**Print Preview**	Opens *Default Report Settings* dialog to choose a format in which to preview the selected chain of custody report.
	**Show Evidence**	Toggles visibility of the Evidence grid to show the list of evidence for the selected chain of custody.
	**Auto Width**	Sets the width of the column to automatically fill the entire width of the grid.
	**Open Case Chain of Custody**	Opens *Chain of Custody Details* for the selected case.
	**Open Submission Chain of Custody**	Opens *Chain of Custody Details* for the selected submission.
	**Open Evidence Chain of Custody**	Opens *Chain of Custody Details* for the selected evidence.
	**Open Batch Chain of Custody**	Opens *Chain of Custody Details* for the selected batch.

MY PERSONAL CUSTODY VIEW

My Personal Custody View in the Evidence module displays all evidence in the personal custody of the logged in user.

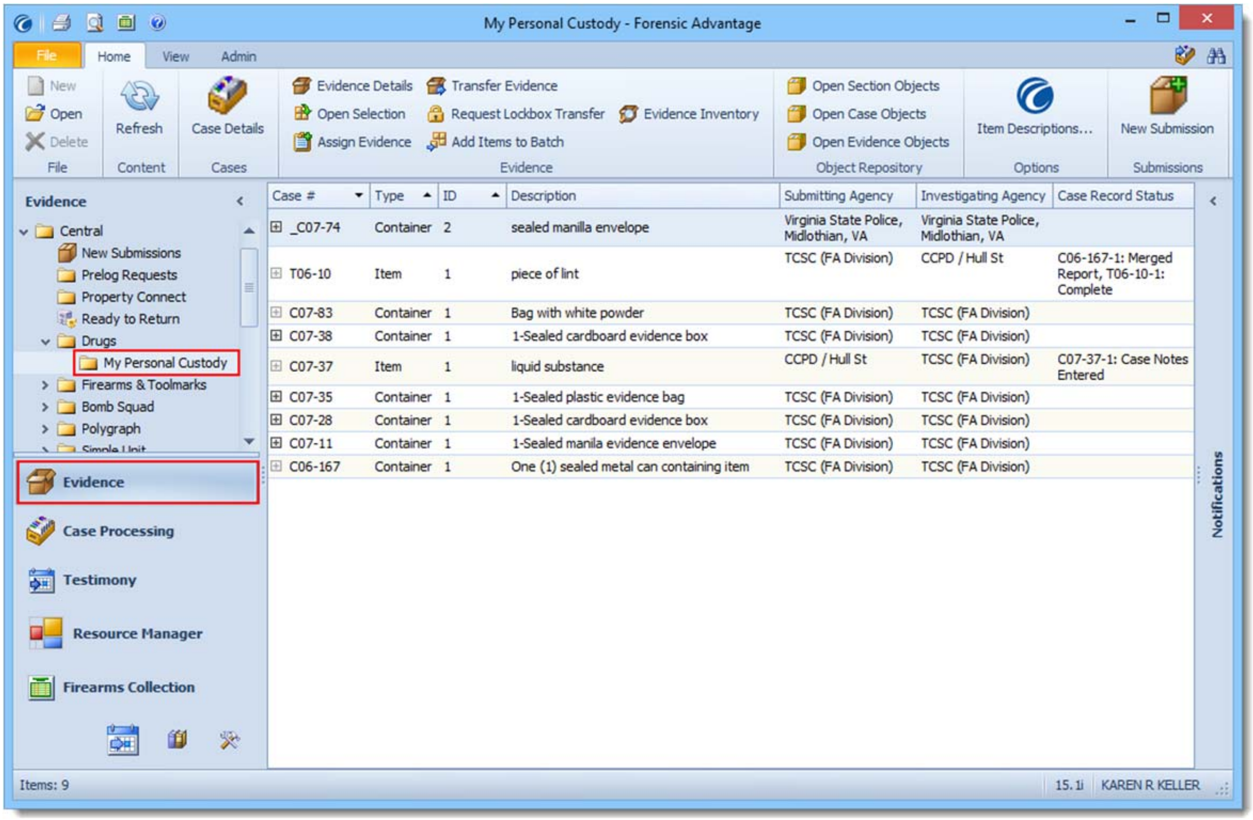


Figure 28 – My Personal Custody View

Table 21 – My Personal Custody Ribbon Options

Grouping	Option	Effect
File	**Open**	Opens *Evidence Details* for the selected evidence (see Appendix 24 – Evidence Details).
Content	**Refresh**	Updates the *Contents Pane* with any new entries.
Cases	**Case Details**	Opens *Case Details* for the case assigned to the selected evidence.
Evidence	**Evidence Details**	Opens *Evidence Details* for the selected evidence (see Appendix 24 – Evidence Details).
	Open Selection	Opens *Batch Details* for the selected evidence.
	Assign Evidence	Opens *Assign Evidence to Exams* to assign selected evidence to one or more exams and associated case records.
	Transfer Evidence	Opens *Transfer Evidence* to transfer selected evidence to another lab, section, or examiner.
	Request Lockbox Transfer	Opens Lockbox Transfer Request to request a lockbox transfer for the selected evidence (see

Grouping	Option	Effect
		Appendix 52 – Lockbox Transfer Request).
	Add Items to Batch	Opens *Add Evidence to Batch* to add the selected evidence to a new or existing batch (see Appendix 51 – Add Evidence to Batch).
	Evidence Inventory	Opens *Evidence Inventory* for evidence listed in *Contents Pane*, with option to print (see Appendix 53 – Evidence Inventory).
Object Repository	**Open Dept Objects**	Opens *Object Repository* to view/manage objects for the entire department/lab section.
	Open Case Objects	Opens *Object Repository – [Case #]* to view/manage objects for the case associated with the selected evidence.
	Open Evidence Objects	Opens *Object Repository* to view/manage objects associated with the selected evidence.
Options	**Item Descriptions**	Opens *Evidence Descriptions* to add, change, delete, or copy evidence descriptions (see Figure 26 – Evidence Descriptions).
Submissions	**New Submission**	Opens *New-Submission Entry* form to start a new submission.

To transfer evidence from My Personal Custody View:

1) Select the Evidence module at the bottom of the *Navigation Pane.*
2) Expand (click on > to left of folder) user's primary lab and section folders to select My Personal Custody folder.
3) Select a case, or cases, from the *Contents Pane* (select the plus sign next to a case number to see all items of evidence for that case).
4) Select **Transfer Evidence** from the Evidence grouping of the ribbon.
5) Use **Select All**, **Select None**, or checkboxes to select items for transfer.
6) Select appropriate Transfer Reason and Transfer Type.
7) Select destination for evidence.
   Note: Defaults to personal custody, select Place in Storage checkbox to select a storage location.
8) Choose witnesses from the drop-down lists, if needed.
9) Select Split checkbox to record separate transfers for each case, if needed.
10) Select **Transfer** to transfer the selected evidence to the specified location.
11) Repeat steps 5-10 for any remaining evidence.
12) When complete, select **OK** to commit the evidence transfer(s).
13) Confirm transfer by entering password (login credentials).
   Note: If witnesses are selected, their credentials are also required in order to complete the transfer.

EVIDENCE INVENTORY

Evidence inventory, available in the ribbon of My Personal Custody View, provides a listing of all evidence items in a section including subitems. This listing can then be printed. Evidence inventory function can be used with a scanner to facilitate audits of locations. Management reports detail personal possession.

BATCHES

Transferring evidence can be made more convenient by creating batches. Batches are logical groupings of evidence that may be created and subsequently transferred together. The evidence in a batch may come from various cases/case records; however, in order for the batch to be transferred together, the evidence must be in the same location.

To create a batch of evidence:

1) Select the Evidence module at the bottom of the *Navigation Pane.*
2) Expand (click on > to left of folder) user's primary lab and section folders to select My Personal Custody folder.
3) Highlight items in the *Contents Pane* to place in the batch (Use ***CTRL***-click to select one at a time. Use ***Shift***-click to select a group.)
4) Select **Add Items to Batch** from the ribbon to open *Add Evidence to Batch* (see Appendix 51 – Add Evidence to Batch)
5) Add the evidence to a new batch by selecting <new batch>.
6) Type a name for the batch and then select **OK.**
7) Add the evidence to a previous batch by selecting the name of the previous batch and then select **OK.**

BATCHES VIEW

In the *Navigation Pane* under each laboratory is a Batches folder to aid in finding and using created batches.

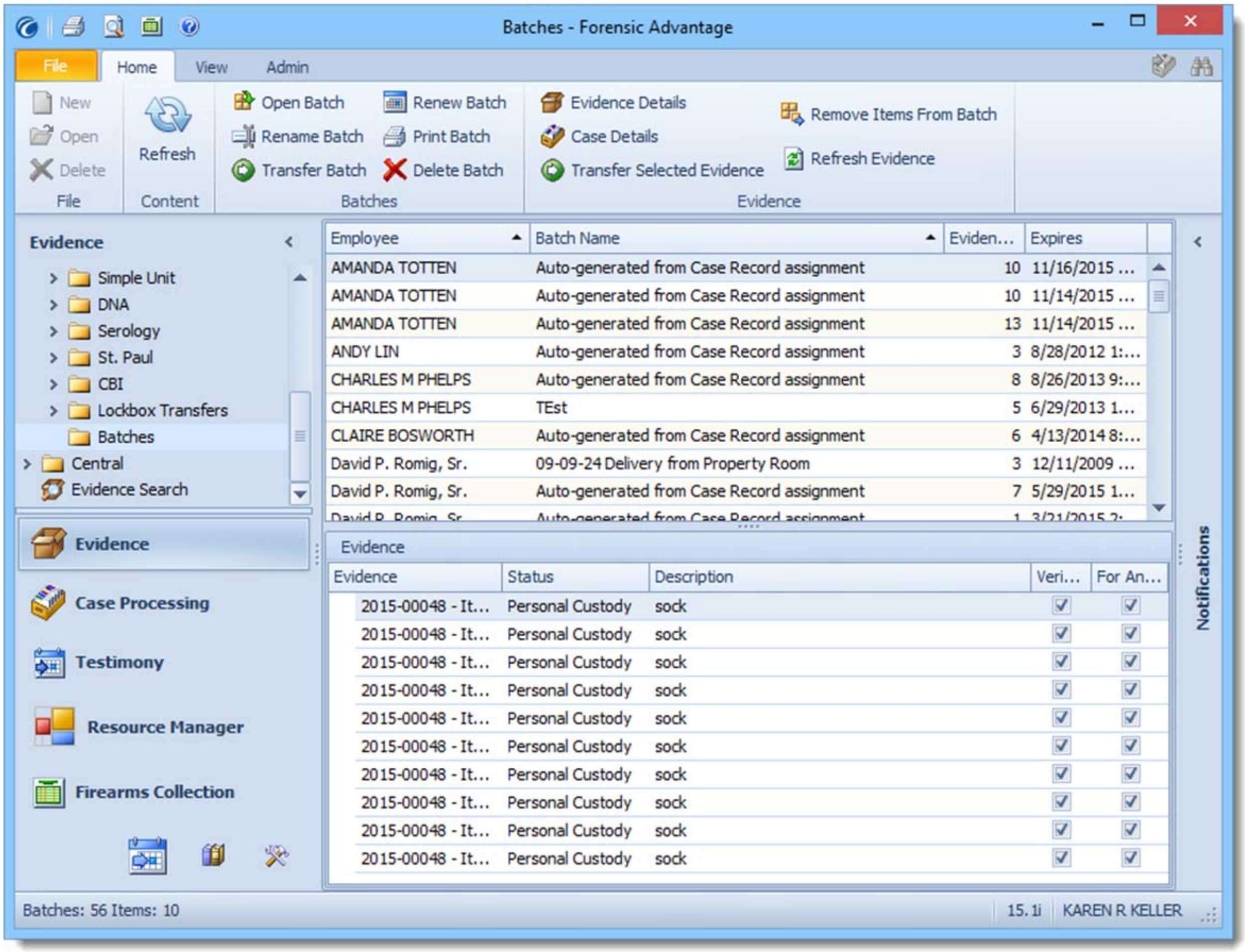


Figure 29 – Batches View

Table 22 – Batches View Ribbon Options

Grouping	Option	Effect
Batches	**Open Batch**	Opens *Batch Details* for the selected batch.
	Rename Batch	Opens *Choose Batch Name* to modify the name of the selected batch (see Appendix 54 – Choose Batch Name).
	Transfer Batch	Opens *Transfer Evidence* for the selected batch.
	Renew Batch	Updates expiration date for selected batch.
	Print Batch	Opens dialog to select print options for selected batch.
	Delete Batch	Deletes selected batch and associated evidence.
Evidence	**Evidence Details**	Opens *Evidence Details* for selected evidence.
	Case Details	Opens *Case Details* for case associated with

Grouping	Option	Effect
		selected evidence.
	Transfer Selected Evidence	Opens *Transfer Evidence* for selected evidence.
	Remove Items from Batch	Removes the selected evidence from the batch.
	Refresh Evidence	Updates Evidence grid with any recent changes.

To transfer a batch of evidence from Batches View:

1) Select the Evidence module at the bottom of the *Navigation Pane.*
2) Expand (click on > to left of folder) user's primary lab and section folders to select My Personal Custody folder.
3) To transfer the complete batch at once:
   a. Select the appropriate batch from the Batches grid of the *Contents Pane.*
   b. Select **Transfer Batch** from the Batches grouping of the ribbon.
4) To transfer select items from a batch:
   a. Select the appropriate batch in the Batches grid of the *Contents Pane.*
   b. Select the appropriate items of evidence from the Evidence grid at the bottom of the *Contents Pane.*
   c. Select **Transfer Selected Evidence** from the Evidence grouping of the ribbon.

BATCH DETAILS

Batch Details form provides access to general information about any batch created for transferring evidence. See Table 23 – Batch Details Ribbon Options for descriptions of the ribbon menu options available in *Batch Details*.

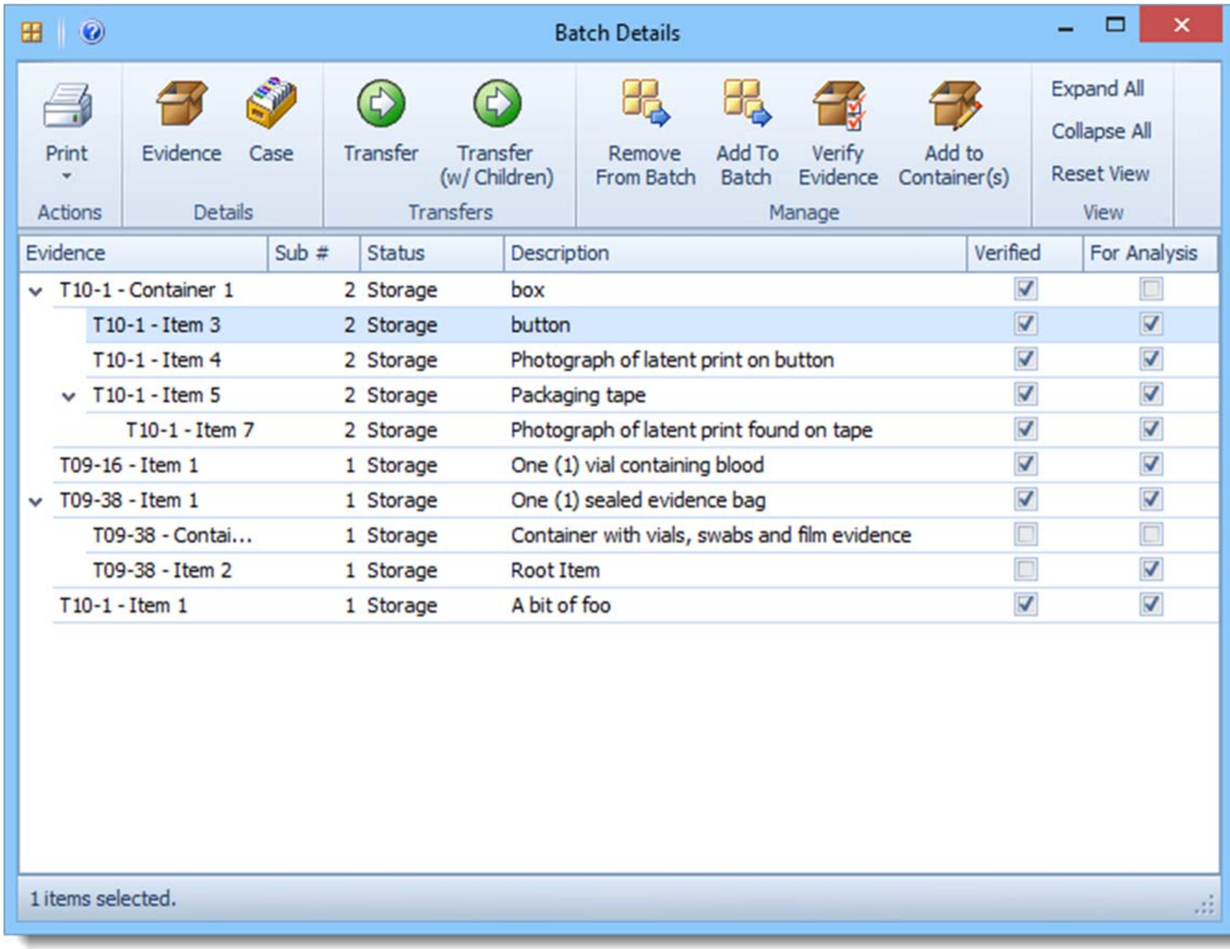
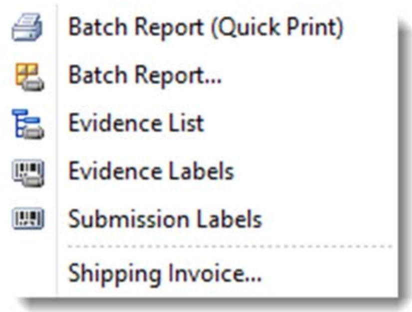


Figure 30 – Batch Details

Table 23 – Batch Details Ribbon Options

Grouping	Option	Effect
Actions	**Print** 	Click arrow to view available print options.
Details	**Evidence**	Opens *Evidence Details* for the selected evidence.
	Case	Opens *Case Details* for the case associated with the selected evidence.

Grouping	Option	Effect
Transfers	**Transfer**	Opens *Transfer Evidence* for the selected evidence.
	Transfer (w/children)	Opens *Transfer Evidence* for the selected parent evidence and all associated child evidence.
Manage	**Remove from Batch**	Removes selected evidence from the batch.
	Add to Batch	Opens *Add Evidence to Batch* to create a new batch from selected evidence.
	Verify Evidence	Marks selected evidence as verified.
	Add to Container(s)	Opens *New Evidence* to designate container for selected evidence.
View	**Expand All**	Expands all parent evidence to display child evidence.
	Collapse All	Collapses all parent evidence to hide child evidence.
	Reset View	Resets view to original settings.

Working with Cases

Once submission data has been processed, cases for the sections responsible for the requested examinations are automatically created. The Case Processing module is leveraged by examiners to perform their job in a timely, effective and consistent fashion.

MY WORK VIEW

My Work View, in the Case Processing module (see Figure 5 – My Work View) displays all the cases to which the logged in user is assigned as an examiner. See below for the main functions accessible through the ribbon menu of My Work View.

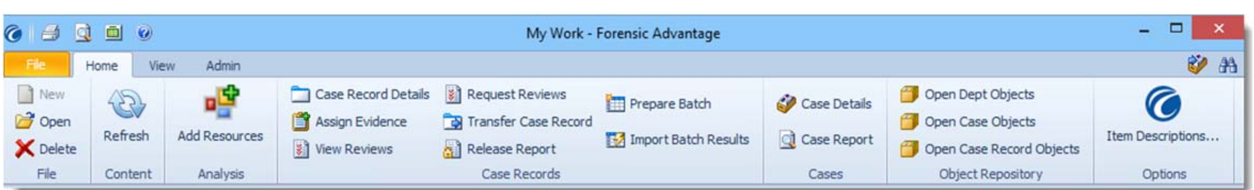


Figure 31 – My Work View Ribbon Options

Table 24 – My Work View Ribbon Menu Options

Grouping	Option	Effect

Grouping	Option	Effect
File	**Open**	Opens *Case Record Details* for the selected case record.
	Delete	Opens *Delete/Terminate Case Record* with options to delete or terminate the selected case record (see Appendix 43 – Delete Terminate Case Record).
Content	**Refresh**	Updates the *Contents Pane* with any recent changes.
Analysis	**Add Resources**	Opens *Worksheet Resource Assignment* to add resource(s) to one or more worksheets for the selected case record (see Appendix 44 – Worksheet Resource Assignment).
Case Records	**Case Record Details**	Opens *Case Record Details* for the selected case record.
	Assign Evidence	Opens *Assign Evidence to Exams* for the selected case record (see Appendix 23 – Assign Evidence to Exams).
	View Reviews	Opens *Review Management* to view the reviews for the selected case record (see Appendix 30 – Review Management).
	Request Reviews	Opens *Review Details* for the selected case record to request a review and add reviewers (see Figure 46 – Review Details-Details Tab).
	Transfer Case Record	Opens *Transfer/Assign Case Record* to transfer the selected case record to a specified lab and examiner (see Appendix 45 – Transfer/Assign Case Records).
	Release Report	Releases the lab report for the selected case record.
	Prepare Batch	Opens *Prepare Batch Processing File* to select evidence and resources for batch export (see Appendix 46 – Prepare Batch Processing File).
	Import Batch Results	Opens *Import Batch Processing Results* to select a batch processing file and import results to FA (see Appendix 47 – Import Batch Processing Results).
Cases	**Case Details**	Opens *Case Details* for the selected case record.

Grouping	Option	Effect
	Case Report	Opens *Preview* for full case report of selected case record.
Object Repository	**Open Dept Objects**	Opens *Object Repository* to view/manage objects for the entire department/lab section.
	Open Case Objects	Opens *Object Repository – [Case #]* to view/manage objects for the case associated with the selected evidence.
	Open Case Record Objects	Opens *Object Repository – [Case Record #]* to view/manage objects for the selected case record.
Options	**Item Descriptions**	Opens *Evidence Descriptions* to add, change, delete, or copy evidence descriptions (see Figure 26 – Evidence Descriptions).

MY MESSAGES

My Messages is a method of communication about a specific case record between examiners. By selecting an option from the Message grouping of the ribbon, you can create a new message, archive a message, mark a message as complete, open the case record associated with a message, open any attachments associated with a message or forward a message to another individual. When a message is received, a banner near the bottom right of the screen appears advising the individual of a new message.

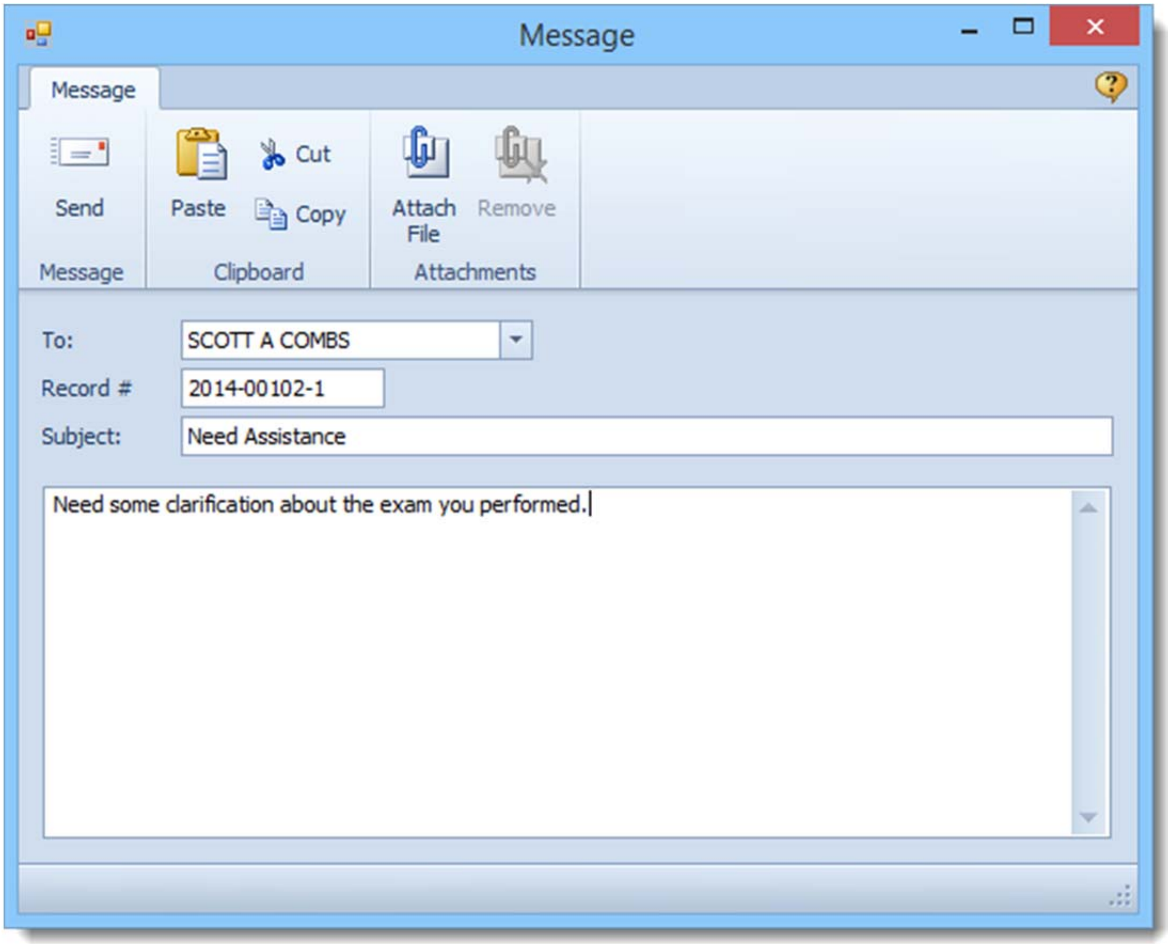


Figure 32 – Message

To create a new message:

1) Select the Case Processing module
2) Select My Messages folder in the *Navigation Pane* to load My Messages View
3) Select **New** from the Message grouping of the ribbon menu to open *Message* (see Figure 32 – Message).
4) Select a recipient for the message from the drop-down choices (if a name is in brackets, that individual is not an active user in the system).
5) Enter a Case Record # in the following format: 2012-0001-1 (2012-0001 is the Case/Lab Number and -1 is the Record #).
6) Enter a subject, a message, and **Attach File**, if applicable.
7) Select **Send** from the ribbon menu.

SEARCH MESSAGES VIEW

Search Messages View, in the Case Processing module, allows you to search for messages based on selected criteria. Ribbon menu options allow you to manage the messages and open the case record associated with the messages in order to view or work on a specific case.

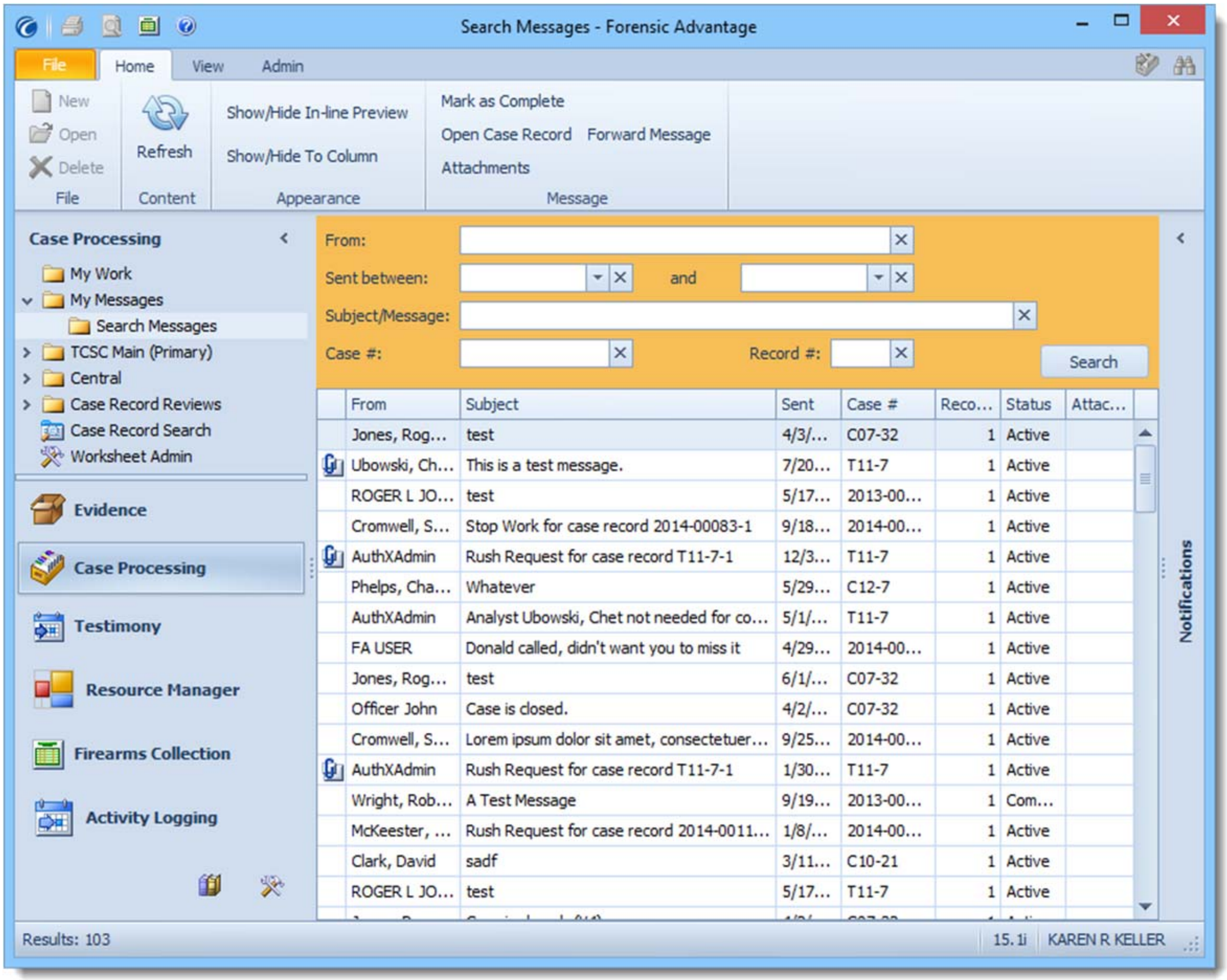


Figure 33 – Search Messages View

To search archived messages:

1) Select the Search Messages node under the My Messages node in the *Navigation Pane*.
2) Enter related search criteria and click **Search**.

COMMUNICATION LOG

Communication log is a method to record communication for a particular case or case record.

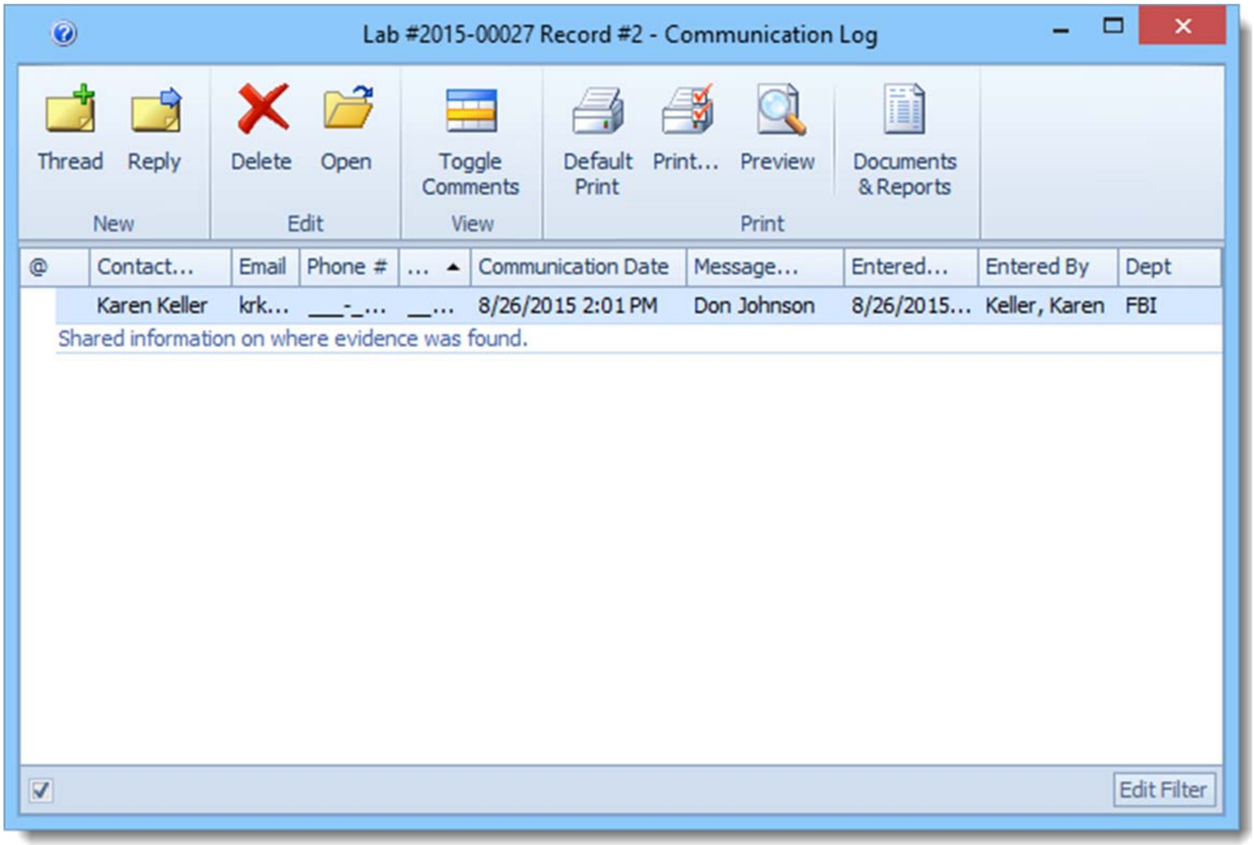


Figure 34 – Communication Log

Table 25 – Communication Log Ribbon Options

Grouping	Option	Effect
New	**Thread**	Opens New Communication Log Entry to create a new communication thread (see Appendix 29 – New Communication Log Entry).
	Reply	Opens *New Communication Log Entry* to create a new reply on the selected thread.
Edit	**Delete**	Deletes the selected communication.
	Open	Opens the selected communication log entry.
View	**Toggle Comments**	Toggles visibility of in-line comments for communication log entries.
Print	**Default Print**	Prints the communication log with the default settings.
	Print…	Opens *Communication Log Report* dialog to select printer and format settings.
	Preview	Opens dialog to select format in which to preview

Grouping	Option	Effect
		the communication log report.
	Documents & Reports	Opens *Generate Document* dialog to select a template for printing a document or report related to the case/case record.

To add communication specific to a case or case record:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Select **Case Details** from the Cases grouping of the ribbon to open *Case Details* or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details*.
5) Click the Communication Log icon () in the toolbar or go to **Actions > Communication Log** in the menu bar to open *Communication Log* (see Figure 34 – Communication Log).
6) Select **New Thread** from the ribbon to open *New Communication Log Entry* (see Appendix 29 – New Communication Log Entry).
7) Enter the appropriate communication information and then select **Save & Close** or **Save & Notify**.
8) Click the red **x** in the upper right corner to close the *Communication Log* and return to *Case Details* or *Case Record Details*.

CASE DATES AND TIMES

The status of a case is dependent on certain actions performed. The case status also determines what actions can or cannot be performed on the case.

Table 26 - Case Status Descriptions

Case Status	Description
Submitted	Date and time when the first submission of the case was received.
In Section	Date and time when the evidence associated with the case came into the designated section or an examiner's personal custody.
Assigned	Date and time when the case record was assigned.
Exams Started	Date and time when the exam Analysis Forms were initiated for the case record.
Exams Completed	Date and time when the most recent Analysis Form was submitted.
Due Date	Optional field in which a due date can be set for the case record.
Completed	Date and time when the lab report was released.

CASE RECORD DETAILS

Case Record Details consists of tabbed information for Details, Requested Exams, Analysis Forms, Lab Reports, Specimen Count, Transfer History, and Extended Data. Click on each tab to enter or access the information.

DETAILS TAB

The Details Tab of *Case Record Details* contains all of the general information for the case record, including information about the associated case.

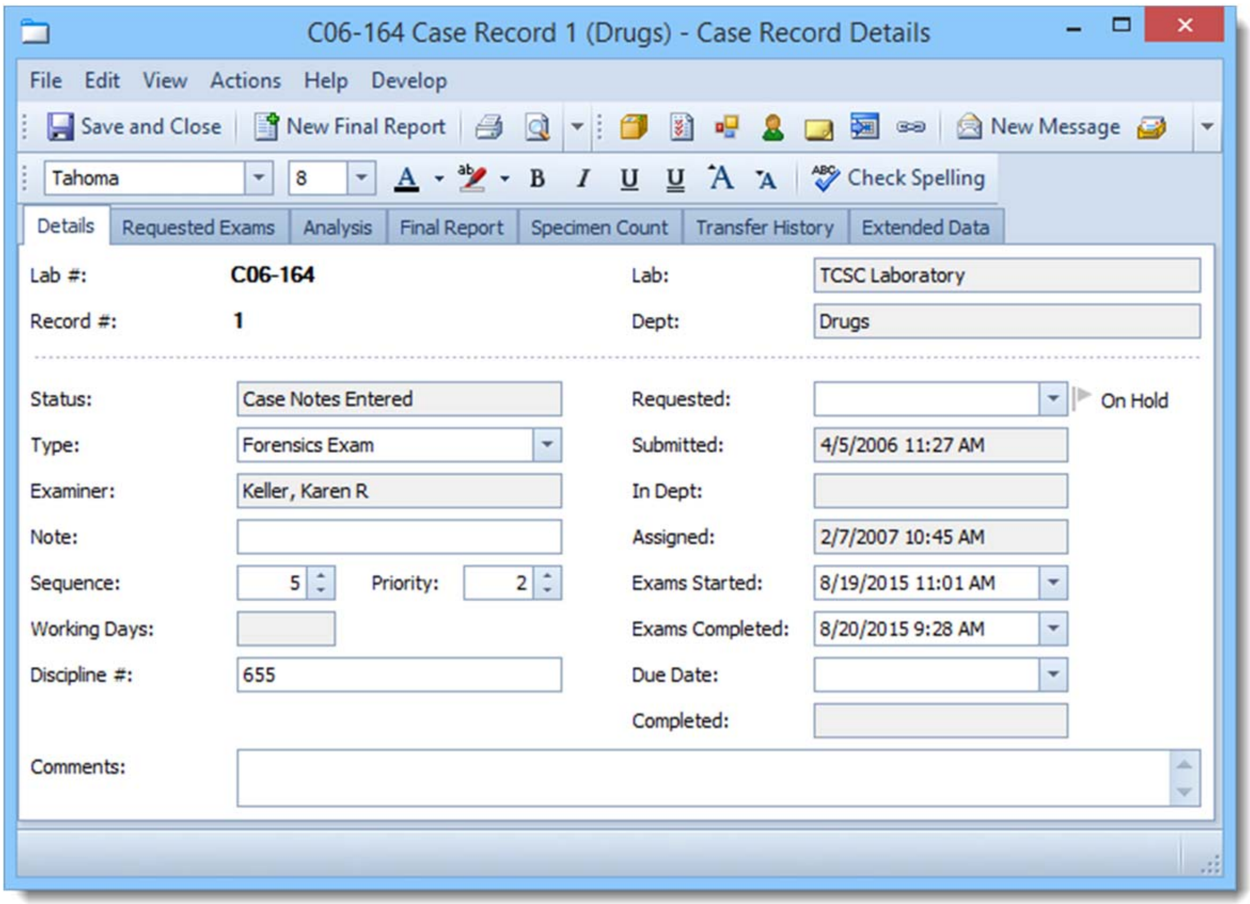


Figure 35 – Case Record Details - Details Tab

REQUESTED EXAMS TAB

The Requested Exams Tab of *Case Record Details* displays exams requested in submission entry. May **Add** or **Remove** available exams as well as assign evidence to requested exams.

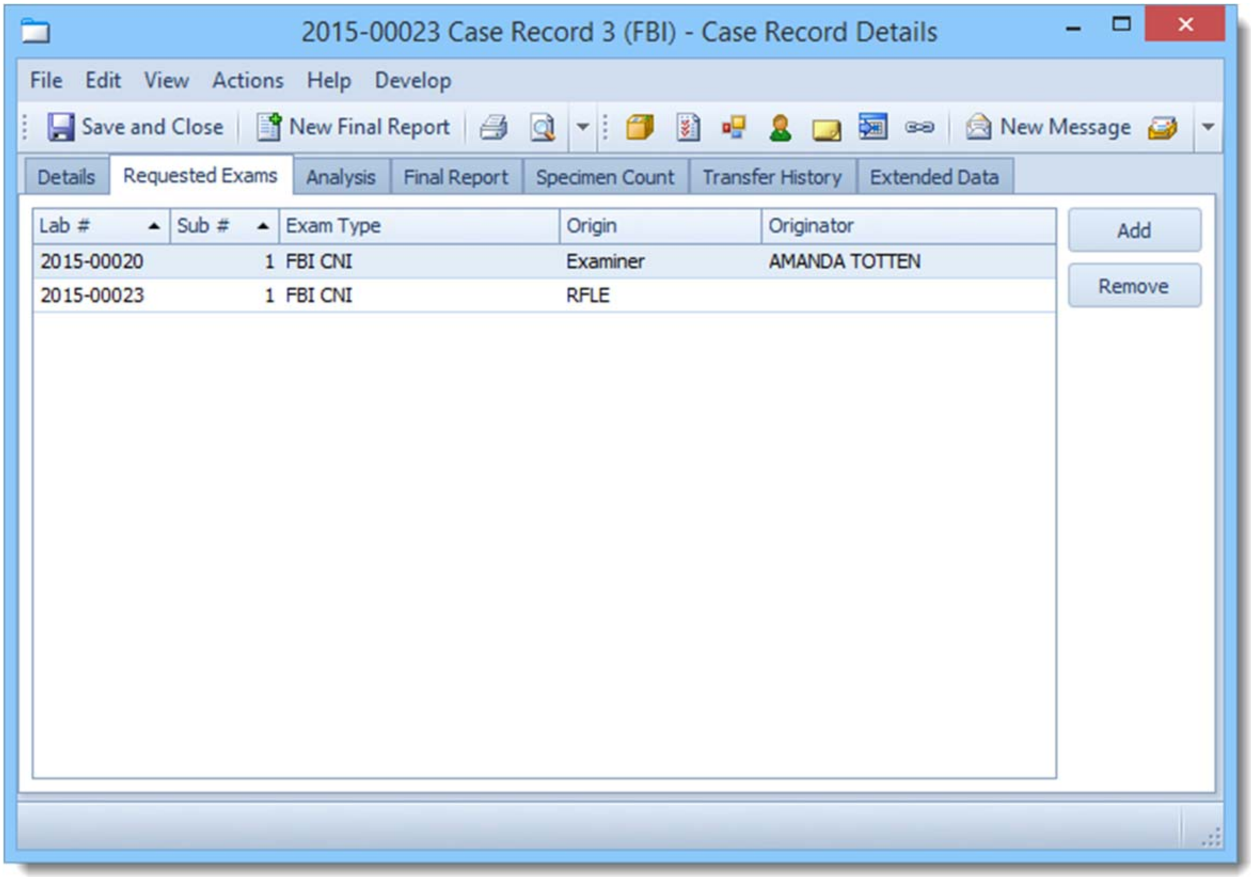


Figure 36 – Case Record Details - Requested Exams Tab

ANALYSIS TAB

The Analysis Tab of *Case Record Details* provides access to the analysis forms configured for the lab section. See Analysis User Interface section for details on the Analysis User Interface and instructions for entering exam results.

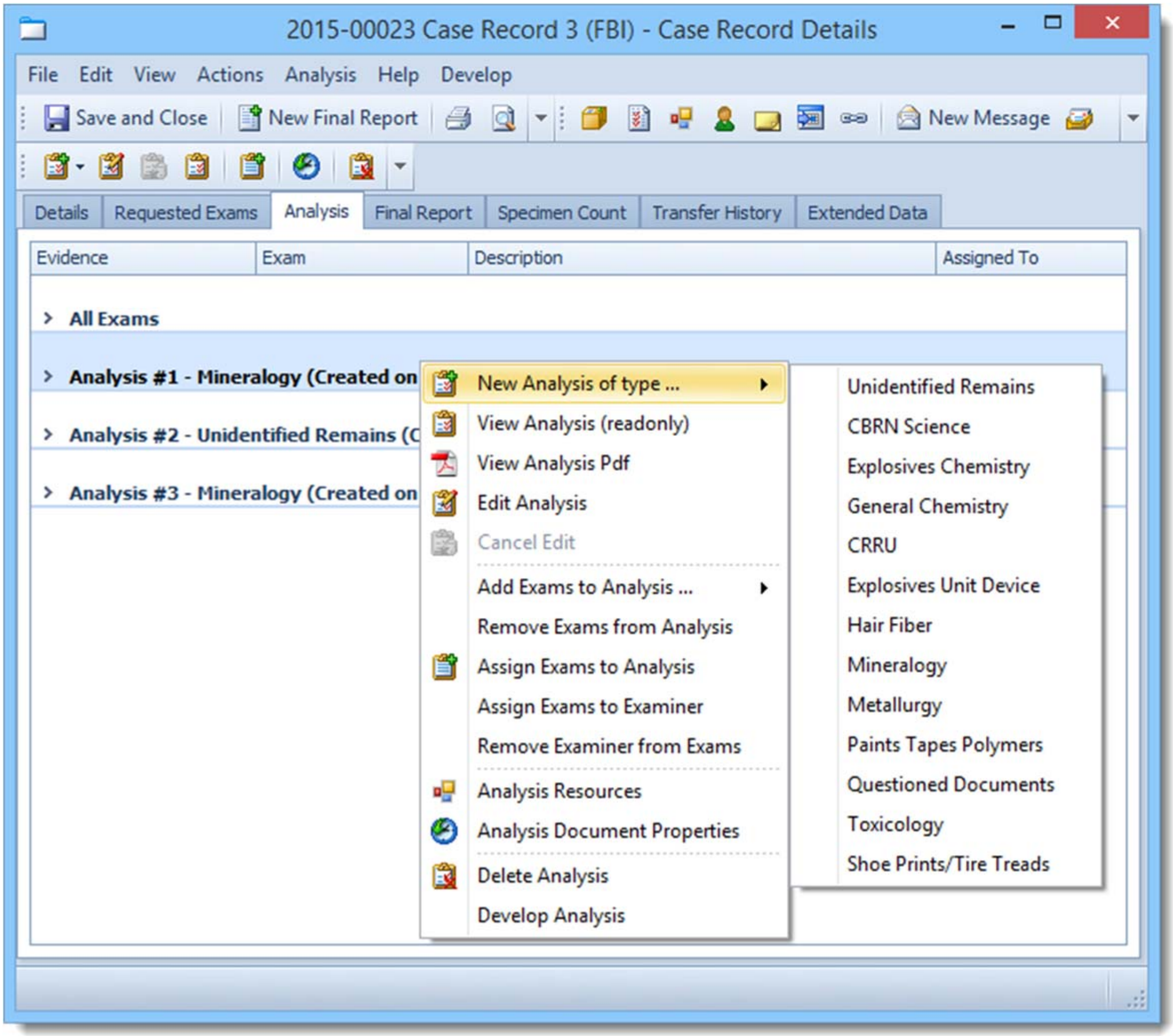


Figure 37 – Case Record Details - Analysis Tab

FINAL REPORT TAB

The Final Report Tab of *Case Record Details* displays any generated lab reports. A lab report may not be created until all examinations are complete. The automated reports display any results statements generated in the analysis forms during examination result entry. See Step 7: Report Generation for instructions on creating a final report.

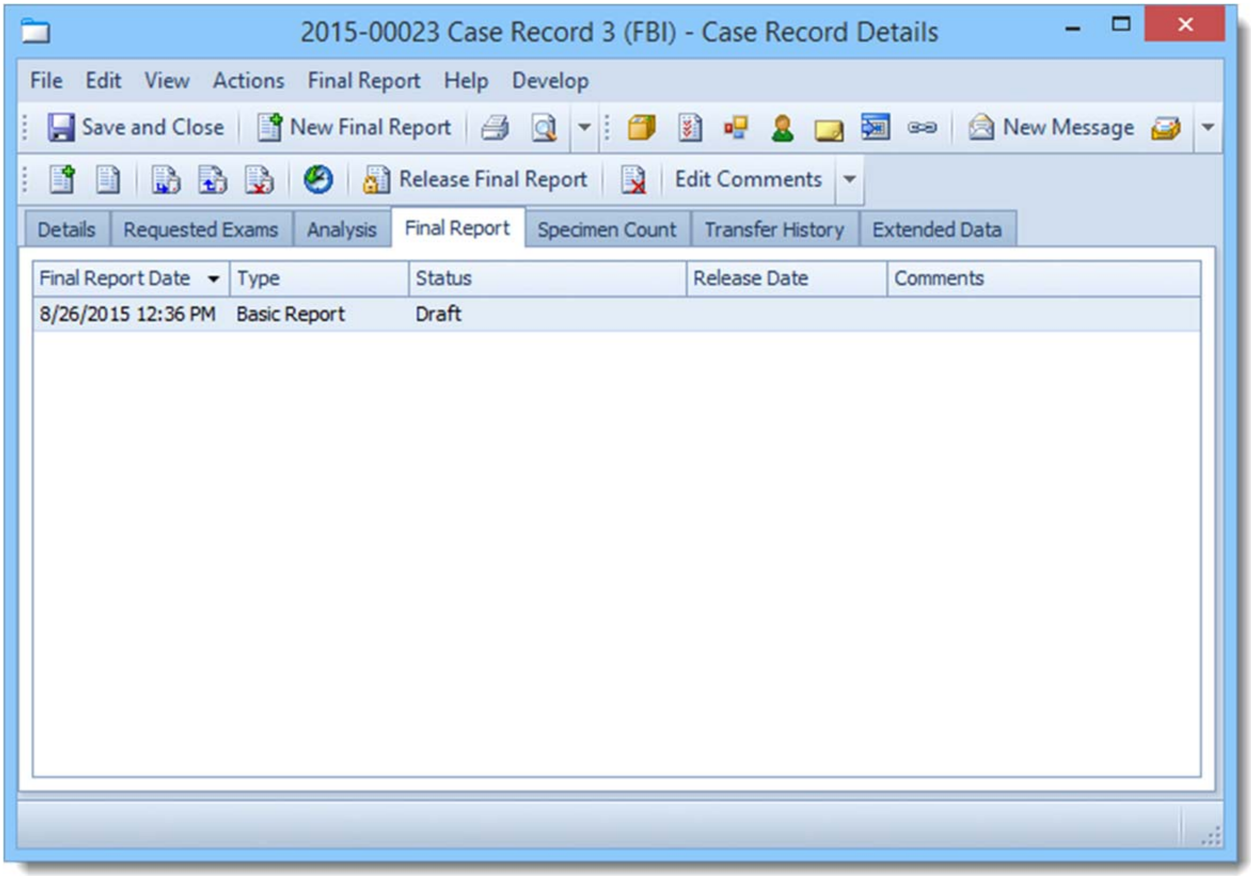


Figure 38 – Case Record Details – Final Report Tab

SPECIMEN COUNT TAB

The Specimen Count Tab of *Case Record Details* automatically populates based on any associated specimen count fields entered in the analysis form(s) during results entry.

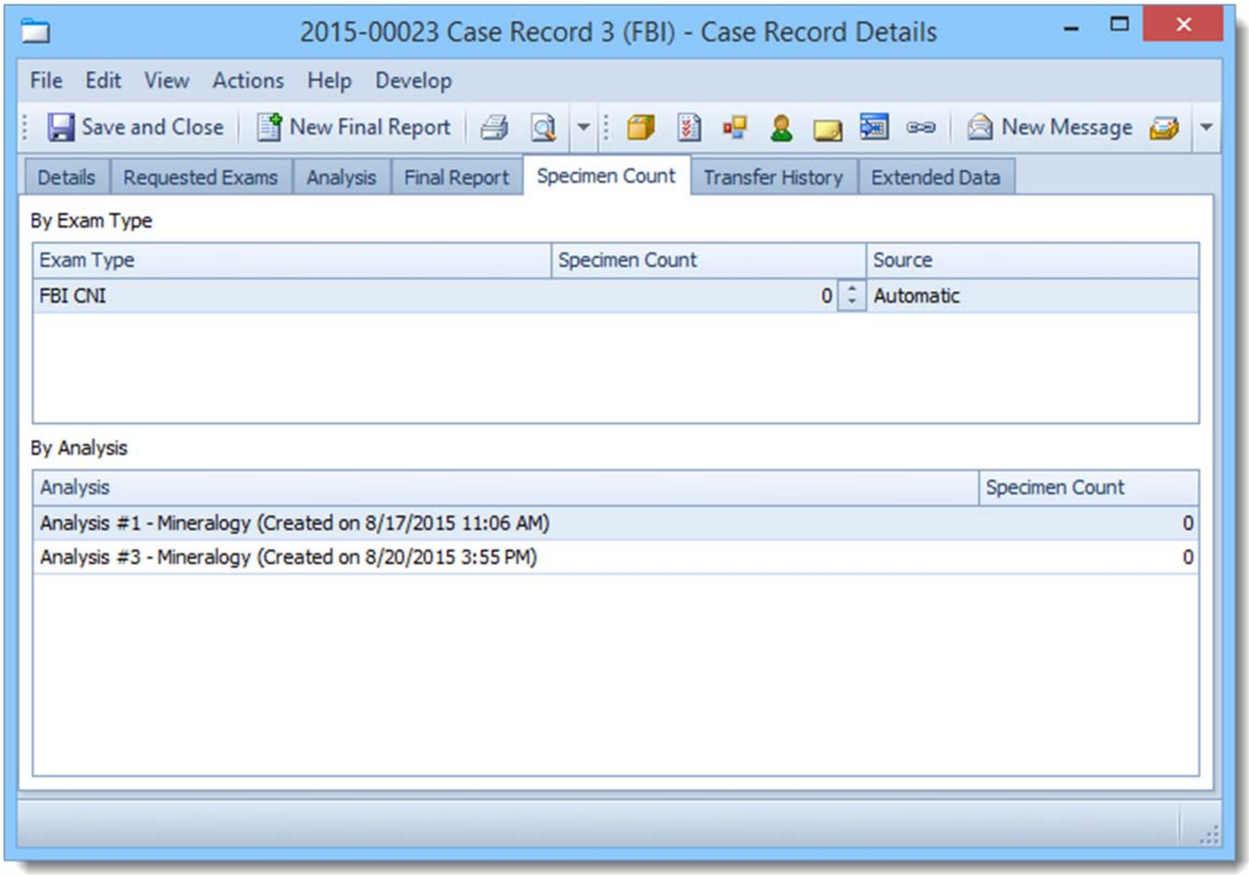


Figure 39 – Case Record Details – Specimen Count Tab

TRANSFER HISTORY TAB

The Transfer History Tab of *Case Record Details* displays case record assignments as well as any case record transfer information.

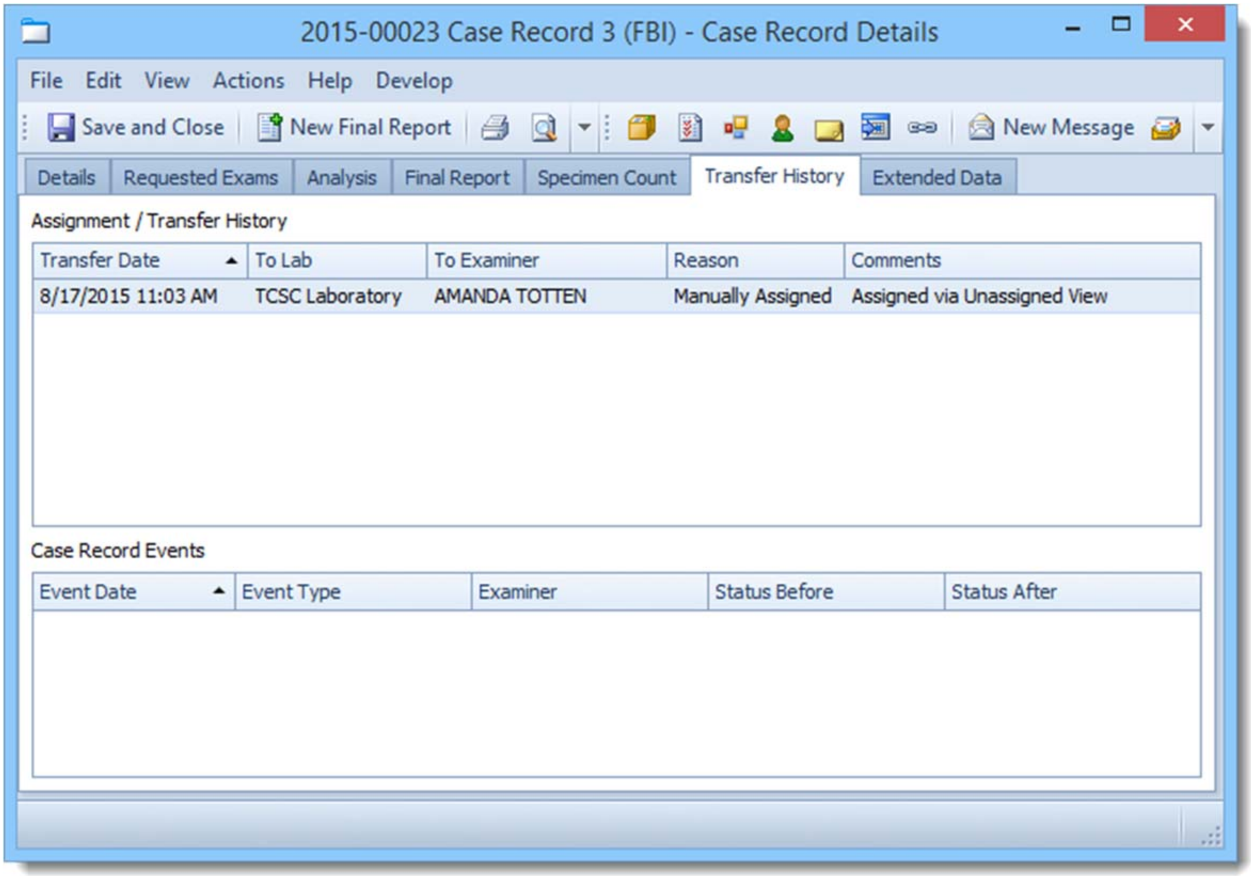


Figure 40 – Case Record Details – Transfer History Tab

To transfer a case record:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Select **Transfer Case Record** from the Case Records grouping of the ribbon to open *Transfer/Assign Case Record* (see Appendix 45 – Transfer/Assign Case Records).
5) Verify Lab selection and select Reason for transfer.
6) Select checkbox to request a lockbox transfer for evidence, if needed.
   Note: If checkbox is selected, Dept and Reason for evidence transfer will be activated and required.
7) Enter any comments, if needed.
8) Click **OK**.

EXTENDED DATA TAB

The Extended Data Tab of *Case Record Details* captures any client specific information related to the case record.

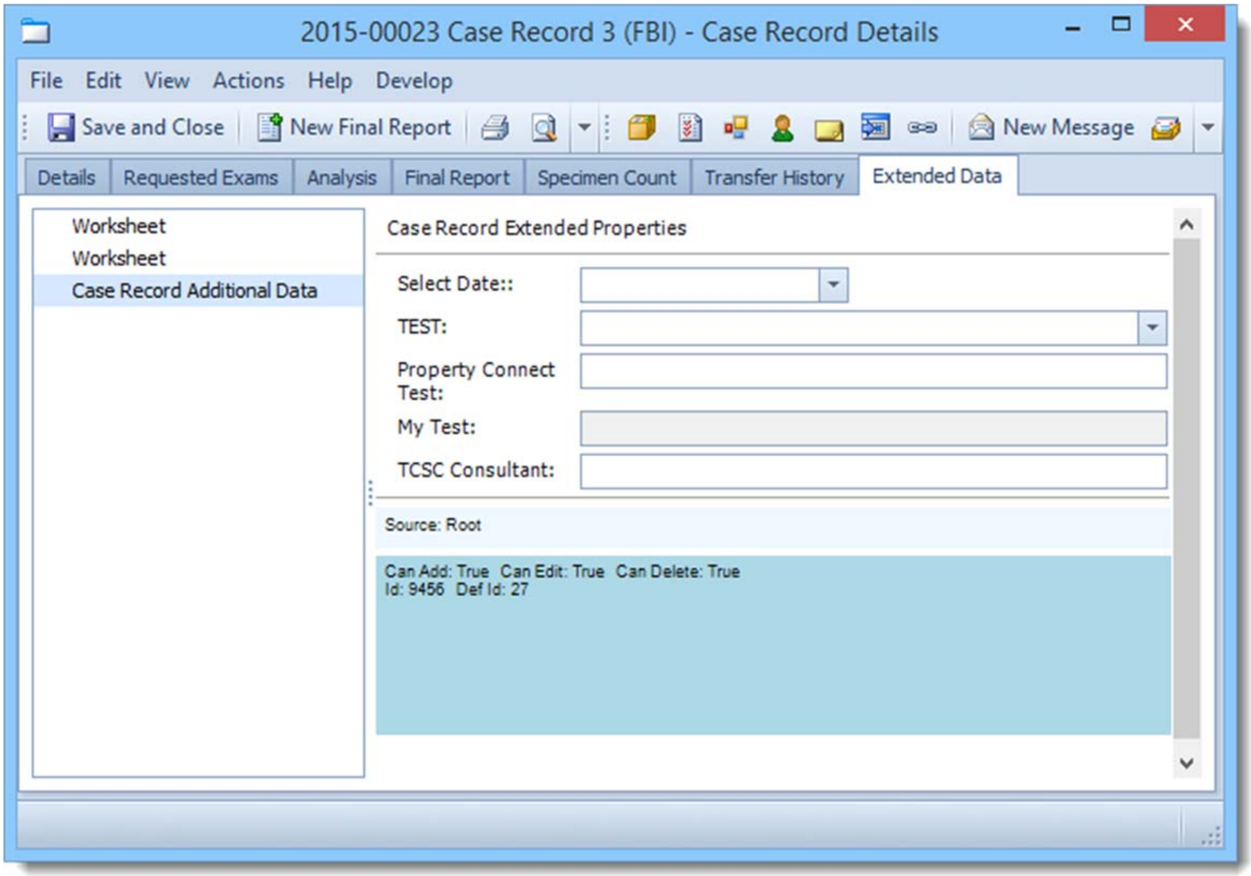


Figure 41 – Extended Data Tab

CASE RECORD ASSIGNMENT

Forensic Advantage offers several different methods for assigning case records. See the table below for details on the available assignment types. FA Administrators may configure the appropriate case record assignment types for each lab section.

Table 27 – Case Record Assignment Types

Type	Description
Supervisor Assignment	Supervisors assign case records to analysts.
Self-Assignment	Analysts assign case records to themselves.
Custody Assignment	System assigns case records to analysts when evidence associated with the case record is transferred into an analyst's personal custody.
Rotational Assignment	System assigns case records to analysts on a rotational basis, as specified per section.
Available Assignment	System assigns case records to analysts with least number of active case records currently assigned.

Type	Description
Subsequent Assignment	System assigns case records in subsequent submissions to analysts who handled the case record in original submission.

CASE RECORD SEARCH

Case Record Search View facilitates searches based on laboratory, department, status, and examiner. For more advanced criteria, use the FA Search function (see Figure 43 – FA Search – Evidence Tab).

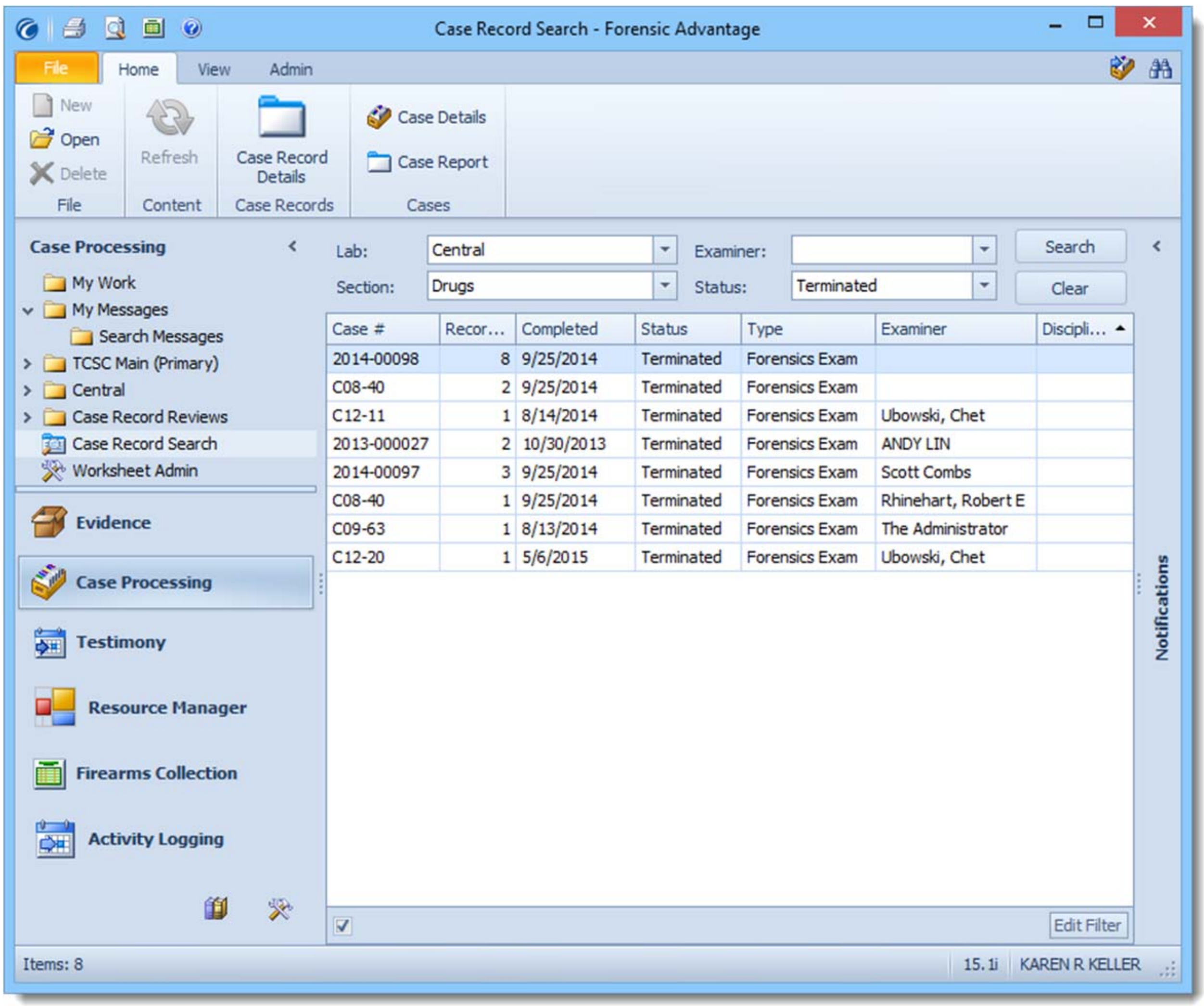


Figure 42 – Case Record Search View

FA SEARCH

FA *Search* form facilitates searches based on advanced criteria pertaining to cases, parties of interest, case records, evidence, and communication log entries. See Figure 43 – FA Search – Evidence Tab for available evidence search criteria.

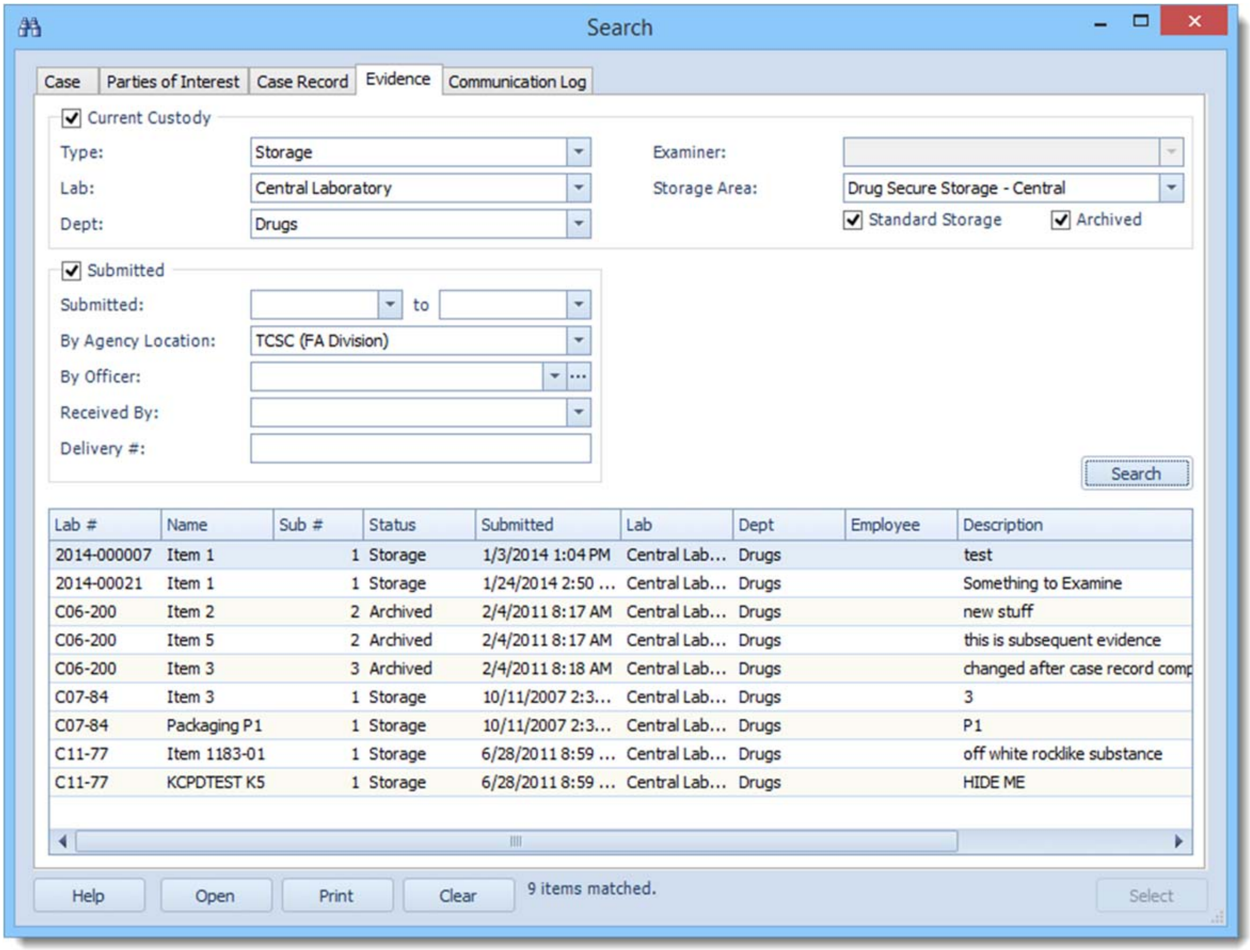


Figure 43 – FA Search – Evidence Tab

RELATED CASES

Relating cases could be beneficial if the requestor wants to compare an item(s) of evidence from one case to an item(s) of evidence from another case(s). It allows the analyst to report results from items of evidence associated with different case numbers. Relating cases does not close the case record for the related case even if the evidence is worked in the other case. The other case has to be completed with a report, administratively closed, or the case terminated.

Once a case is related, the evidence from the related case has to be assigned to an exam in order to be included in the original case record's analysis form.

To relate cases:

1) Select either the Evidence module or the Case Processing module in the *Navigation Pane*.
2) Select **Case Details** from the Cases grouping of the ribbon or use the Go to Case # icon ( ) in the upper right corner to open *Case Details* for the appropriate case.
3) Select the Related Cases Tab.
4) Click on the Add Related Case icon ( ) in the toolbar or go to **Actions > Add Related Case** in the menu bar.

5) Enter or select the Case # for the related case and click **OK**.
   Note: Related Case # will appear in the Related Cases grid.

CONFIDENTIAL CASES

A case is hidden in the system once it is marked confidential. The only way to view a confidential case is if you know the Case/Lab Number. If the Case/Lab Number is lost, the case is lost from view in Forensic Advantage and would need to be accessed by the administrator.

To mark a case confidential:

1) Select either the Evidence module or the Case Processing module in the *Navigation Pane*.
2) Select **Case Details** from the Cases grouping of the ribbon or use the Go to Case # icon ( ) in the upper right corner to open *Case Details* for the appropriate case.
3) Go to **Actions > Mark Marked Sensitive** in the menu bar and Marked Sensitive Access Tab appears.

To grant confidential access:

1) Select either the Evidence module or the Case Processing module in the *Navigation Pane*.
2) Select **Case Details** from the Cases grouping of the ribbon or use the Go to Case # icon ( ) in the upper right corner to open *Case Details* for the appropriate case.
3) Go to **Actions > Grant Marked Sensitive Access to Employee** in the menu bar to open *Select User* dialog.
4) Select an employee from the drop-down list and click **OK**.
5) Marked Sensitive Access Tab displays list of employees with access to confidential case.

To access confidential cases:

1) Select either the Evidence module or the Case Processing module in the *Navigation Pane*.
2) Use the Go to Case # icon ( ) and enter the Lab/Case # for the Marked Sensitive case and click **OK** to open *Case Details*.

DO NOT DESTROY

Do Not Destroy is a flag that can be set on a case to signify that evidence belonging to that case should not be disposed. Adding or removing this flag can be done from the Actions menu of *Case Details* and the event is recorded in the case's Do Not Destroy History. Do Not Destroy status displays in the status bar of *Case Details*.

REVIEW MANAGEMENT

Reviews View displays all of the reviews assigned to you and your cases pending review. May also expand Case Record Reviews node to see Reviews of My Case Records, Awaiting My Review and Being Reviewed by me nodes.

REVIEWS VIEW

To see all of the reviews assigned to you or your cases pending review, select the Reviews node under your primary lab section.

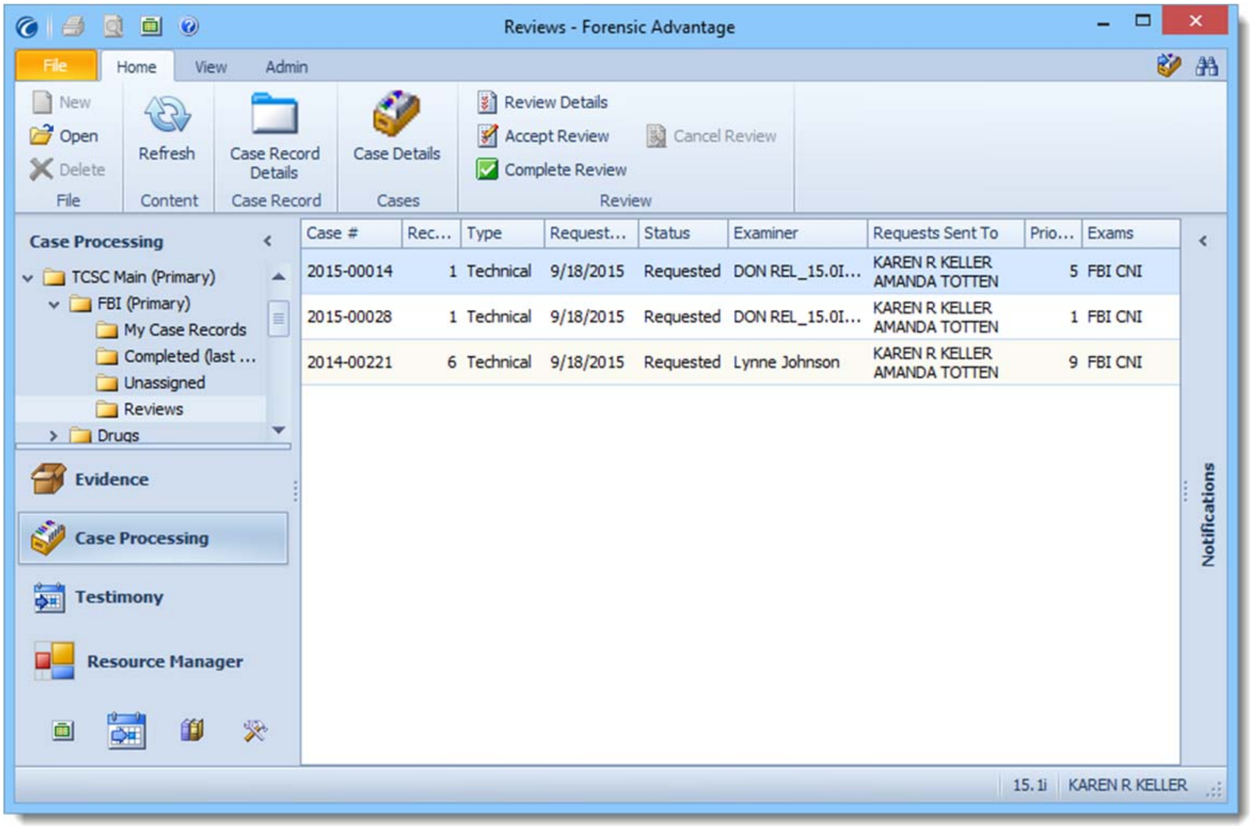


Figure 44 – Reviews View

To complete a review:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Expand (click on > to left of folder) user's primary lab and section folders to select Reviews folder (see Figure 44 – Reviews View).
3) Select the appropriate case record from the *Contents Pane*.
4) Select **Accept Review** from the Review grouping of the ribbon or open *Review Details* and select **Accept Review**.
5) Select **Complete Review** from the Review grouping of the ribbon or open *Review Details* and select **Complete Review.**
   Note: If you have not accepted the review yet, Accept Review opens (see Appendix 55 – Accept Review***) to accept the review and prevent others from starting it.***

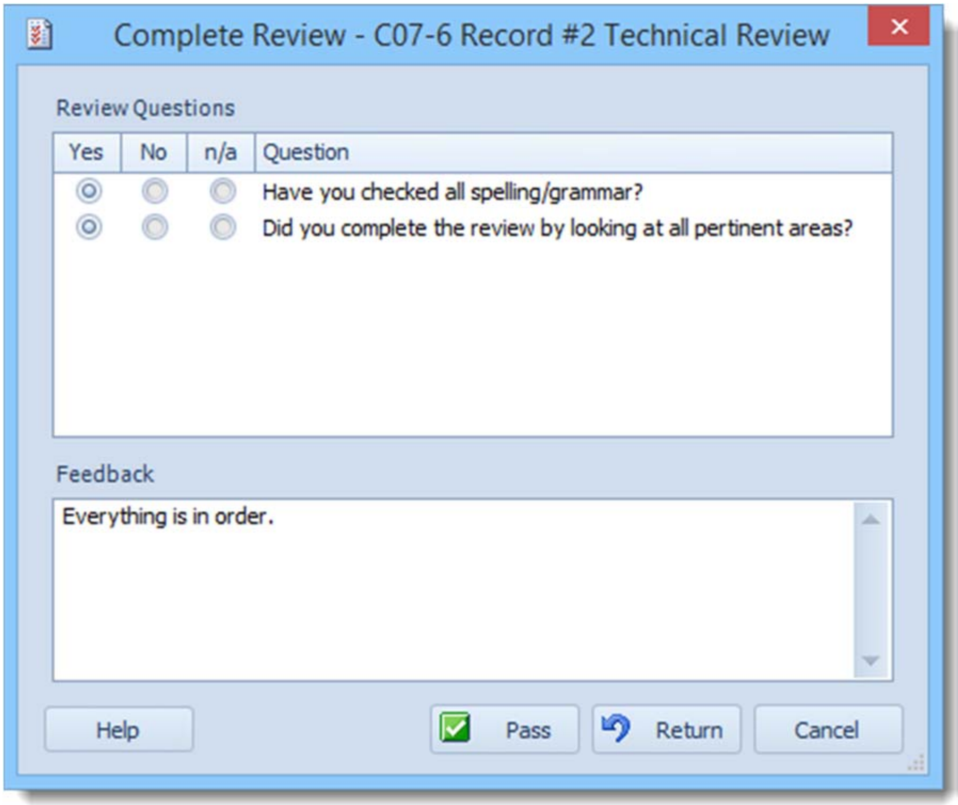


Figure 45 – Complete Review

To pass a review:

1) Select the appropriate response (yes, no, n/a) for each question
2) Provide the appropriate feedback
3) Select **Pass** to complete the review.

To return and continue a review:

1) Select the appropriate response (yes, no, n/a) for each question
2) Provide the appropriate feedback
3) Select **Return**.
   Note: Necessary changes need to be made and the review process has to be re-started from the beginning.

REVIEW DETAILS

Review Details provides access to any reviews associated with a specific case record. See Step 8: Review and Approval for details on requesting and completing reviews.

Details Tab

The Details Tab of *Review Details* displays general information about the case record to be reviewed. It also allows selection of the type of review to be performed.

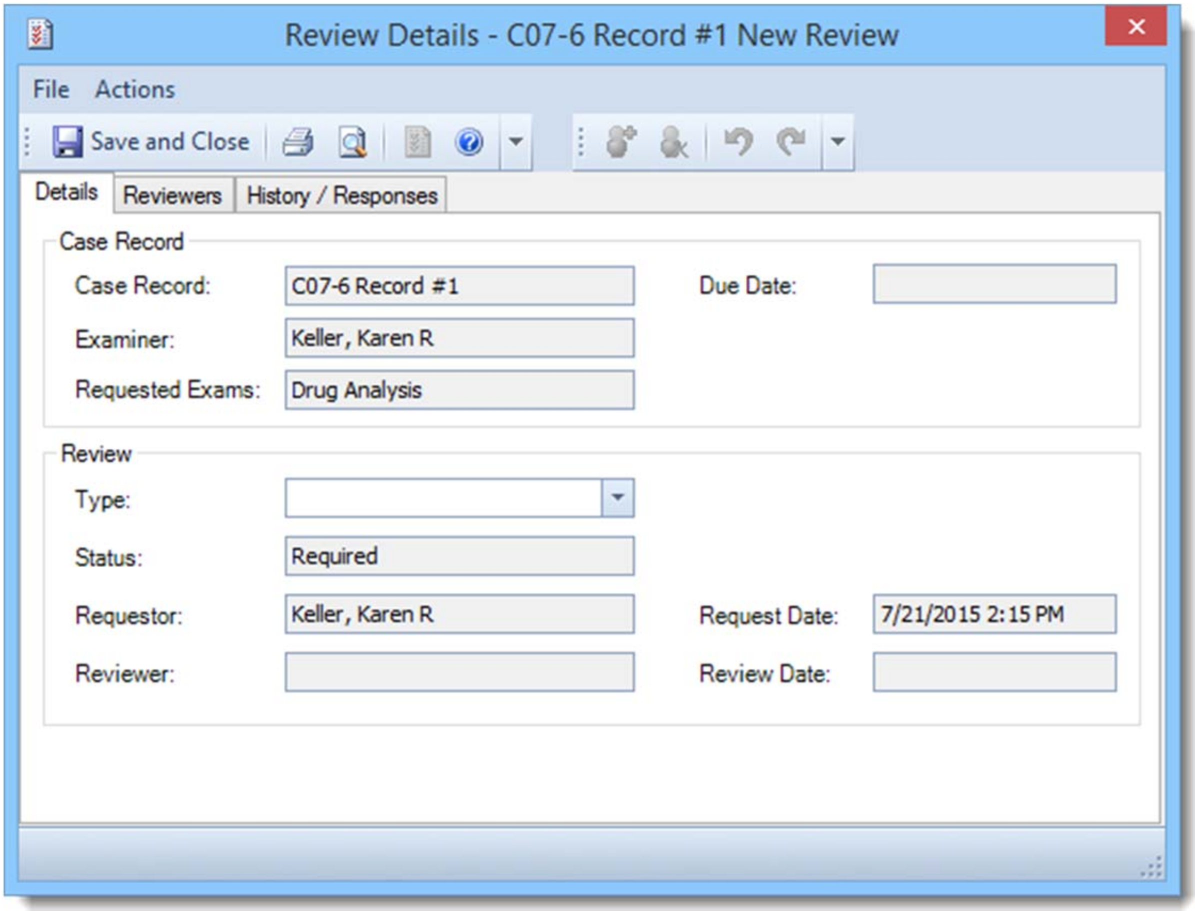


Figure 46 – Review Details-Details Tab

Reviewers Tab

The Reviewers Tab of *Review Details* displays a list of all available reviewers. May **Add** or **Remove** reviewers from the review request list.

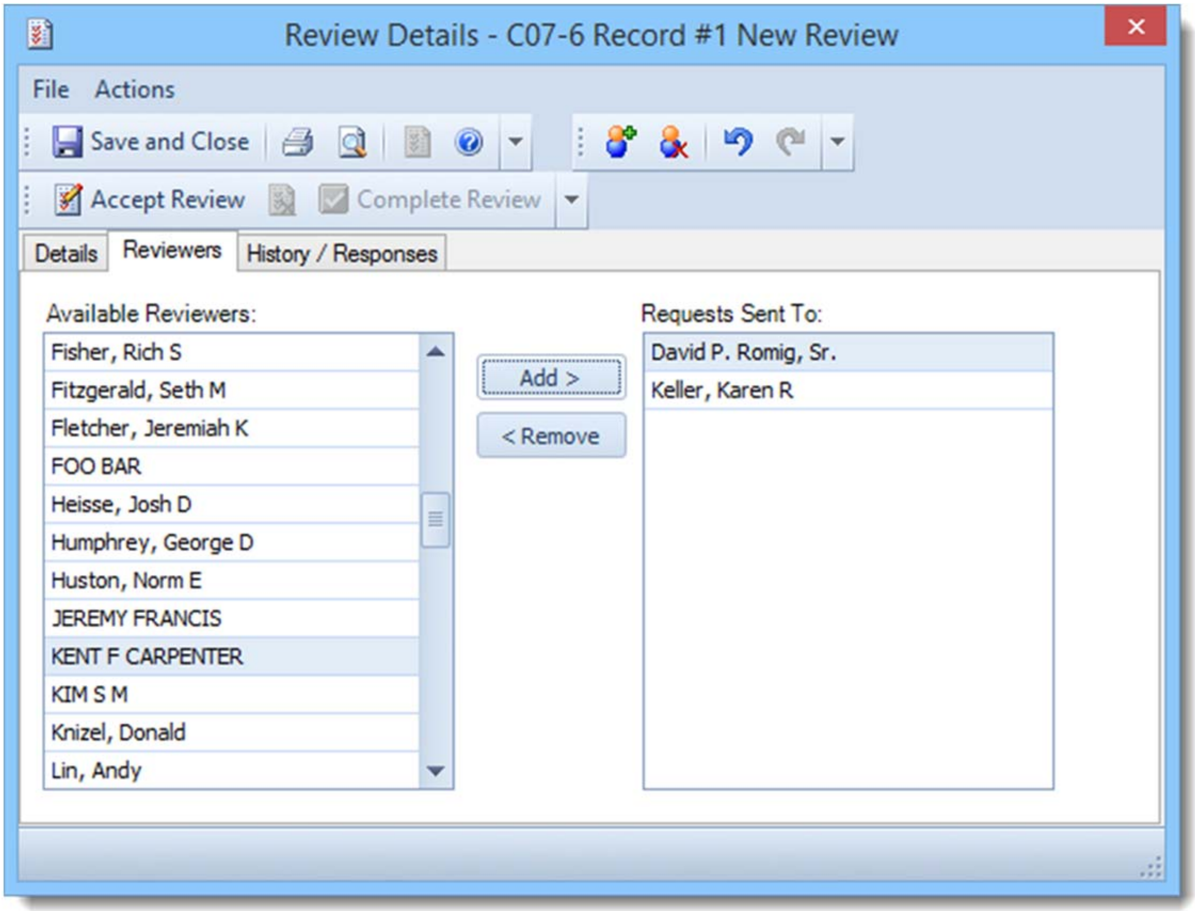


Figure 47 – Review Details – Reviewers Tab

Editing Reports

To edit a report that has not been released, recreate the report. To edit a report that has been released, create an amended report.

To edit a report that has not been released:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select the appropriate case from the *Contents Pane*.
4) Double click the case or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details*.
5) Click on the Final Report Tab and highlight the appropriate report in the grid.
6) Click the Cancel Final Report icon () in the toolbar or go to **Final Report > Cancel Final Report** in the menu bar.
7) Select **Yes** on the *Delete Confirmation* dialog and Status will change to Canceled.
8) Click **Save and Close** in *Case Record Details.*
9) Select case in *Contents Pane*, if needed, and select **Case Details** from the Cases grouping of the ribbon to open *Case Details*.

10) Click on the Submissions Tab and double-click the relevant (or only) submission to open *Submission Details*.
11) Change the needed information, then click **Save & Close**.
12) Click on the Case Records Tab and double-click the appropriate case record or go to **Case Records > Open Case Record Details** to re-open *Case Record Details*.
13) Create a new report with the updated content (see Step 7: Report Generation).

To create an amended report:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select Completed folder.
3) Select the appropriate case from the *Contents Pane*.
4) Double click the case or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details*.
5) Open the appropriate *Case Record Details.*
6) Click on the Final Report Tab.
7) Select **Amend Case Record** from the toolbar or go to **Actions > Amend Case Record** in the menu bar.
8) Select **Yes** on the *Proceed?* dialog (see Appendix 56 – Amended Report – Proceed?).
9) Go to **Reports > New Final Report** in the menu bar or click the **New Final Report** icon () in the toolbar and *Generate Report – AMENDED REPORT* opens (see Appendix 57 – Generate Report – AMENDED REPORT).
10) Click on the Details Tab and select the appropriate information to Show in the report.
11) Click on the Amended Tab and select the Report Purpose from the drop-down menu.
    a. If '(Use my own statement)' is selected:
        i. Enter appropriate description in the Summary Preview text box.
        ii. Select **Apply**.
    b. If 'Non-result section: Correcting the spelling' is selected:
        i. Select Subject's name, Victim's name, or Suspect's name from the Item to be Corrected drop-down.
        ii. Enter the Requested by, On, and Requesting Agency information to auto-populate statement in the Summary Preview.
        Note: To modify the auto-populated statement, select Edit, make any necessary changes, then select Apply.
    c. If 'Result section: Correcting the paragraph' is selected:
        i. Enter the Paragraph/Line# and On Page Number information to auto-populate statement in the Summary Preview.
        Note: To modify the auto-populated statement, select Edit, make any necessary changes, then select Apply.
    d. If 'Result section: Correcting the line(s) of chart' is selected:
        i. Enter the Paragraph/Line# and On Page Number information to auto-populate statement in the Summary Preview.
        Note: To modify the auto-populated statement, select Edit, make any necessary changes, then select Apply.
    e. If 'Adding information' is selected:
        i. Select Subject's name, Victim's name, or Suspect's name from the Item to be Corrected drop-down.
        ii. Enter a description of the Item To Be Corrected in the available text box.
        iii. Enter the Requested by, On, and Requesting Agency information to auto-populate statement in the Summary Preview.

Note: To modify the auto-populated statement, select Edit, make any necessary changes, then select Apply.

12) Select **Create** to generate an Amended Report with Draft status.
Note: Need to go through the appropriate review process before it can be released (see Step 8: Review and Approval***).***

Subsequent Submissions

After evidence is received, the submission is complete and will no longer be seen in New Submissions View. However, new evidence may come in for a previous submission or a new exam may be required for a piece of evidence. In such cases, create a subsequent submission. Subsequent submissions retain a portion of the information from the original submission in the General, Victim and Parties of Interest Tabs. In order to complete a subsequent submission, a requested exam must be added.

When entering data in a new submission, the system automatically searches the Agency Case # to determine if there are any previous requests. If the Agency Case # has previously been entered into the system, a search window will appear listing all of the cases associated with the Agency Case #.

To enter a subsequent submission:

1) Select the Evidence module and navigate to New Submissions View (under user's primary lab) in the *Navigation Pane.*
2) Select **New** from the File grouping of the ribbon menu or select **New Submission** from the Submissions grouping of the ribbon menu.
3) *New Submission* screen opens (see Figure 7 – New Submission Details Tab).
4) Select **Search** from the File grouping of the ribbon to open Search at the Case Tab (see Appendix 10 – Search).
5) Enter any known data in the appropriate fields and click **Search**.
6) Highlight the appropriate record in the results grid and click **Select** to open *New Subsequent Submission* for the associated Lab #.
7) Click on the Officers Tab to add Investigating and/or Submitting officers for the subsequent submission.
8) Click on the Exams Tab and **Add** one or more requested exams.
Note: If the new requested exam is the same type as an existing exam and a report has not been generated, the newly requested exam should be added to the existing case record. If the new requested exam is the same type as an existing exam and a report has been generated, the newly requested exam will be added to a new case record.
9) Click on the Evidence Tab to **Add** or **Resubmit** one or more items of evidence for the subsequent submission.
Note: If an item previously entered into the system has not been returned to the submitting agency, it will not be available for resubmission.
10) Enter any additional information for the subsequent submission and then click **Submit**.
11) Follow the rest of the workflow process to complete the case (see Workflow).

RESUBMITTING EVIDENCE

Evidence items associated with a particular case must be re-submitted for subsequent submissions if the evidence has been received and returned to the submitting agency. Evidence cannot be re-submitted if the item of evidence was never received or if the evidence has not yet been returned.

To resubmit evidence in the *New Submission* screen:

1) Click on the Evidence Tab and select **Resubmit.**
2) Select the evidence to resubmit and click **OK.**
   Note: Click checkbox to include children of the item/container.

To resubmit evidence in *Case Details*:

1) Select the Evidence or Case Processing module in the *Navigation Pane*, select the appropriate case in the *Contents Pane* and click **Case Details** in the ribbon to open *Case Details*.
2) Go to **Evidence > Resubmit Evidence** in the menu bar or click the Resubmit Evidence icon () in the ribbon.
3) Select the evidence to resubmit and click **OK**.
   Note: Click checkbox to include children of the item

Testimony Module

The Testimony module provides a means to record, display and print information about subpoenas received by employees of the lab. In addition, employees who testify are provided the ability to record and display information about their testimony hours and mileage. This information can then be used to produce Court Testimony Statistics for the lab.

MY SUBPOENAS VIEW

My Subpoenas View displays all subpoenas entered for the employee currently logged in to Forensic Advantage. See Table 28 – Subpoenas View Ribbon Options for descriptions of the available ribbon menu options.

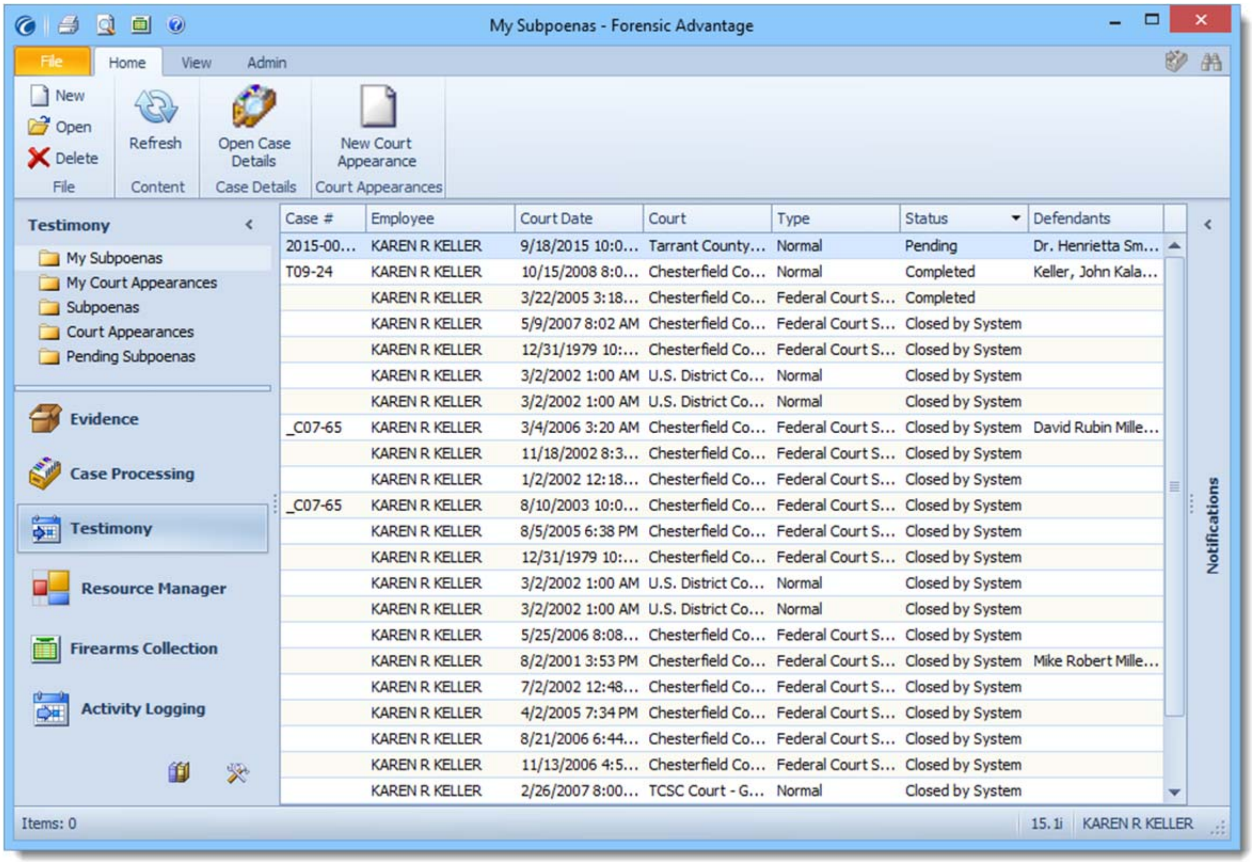


Figure 48 – My Subpoenas View

Table 28 – Subpoenas View Ribbon Options

Grouping	Option	Effect
File	**New**	Opens *Subpoena Details* to enter subpoena information.
	Open	Opens *Subpoena Details* for the selected subpoena.
	Delete	Deletes the selected subpoena.
Content	**Refresh**	Updates the *Contents Pane* with any recent changes.
Case Details	**Open Case Details**	Opens *Case Details* for the case associated with the selected subpoena.
Court Appearance	**New Court Appearance**	Opens *Court Appearance* to add a court appearance for the selected subpoena.

SUBPOENAS

Once a subpoena is entered, an email will be sent to the employee receiving the subpoena. To create, add the information associated with the subpoena to your Outlook calendar, open the attachment in the email and click **Save and Close**.

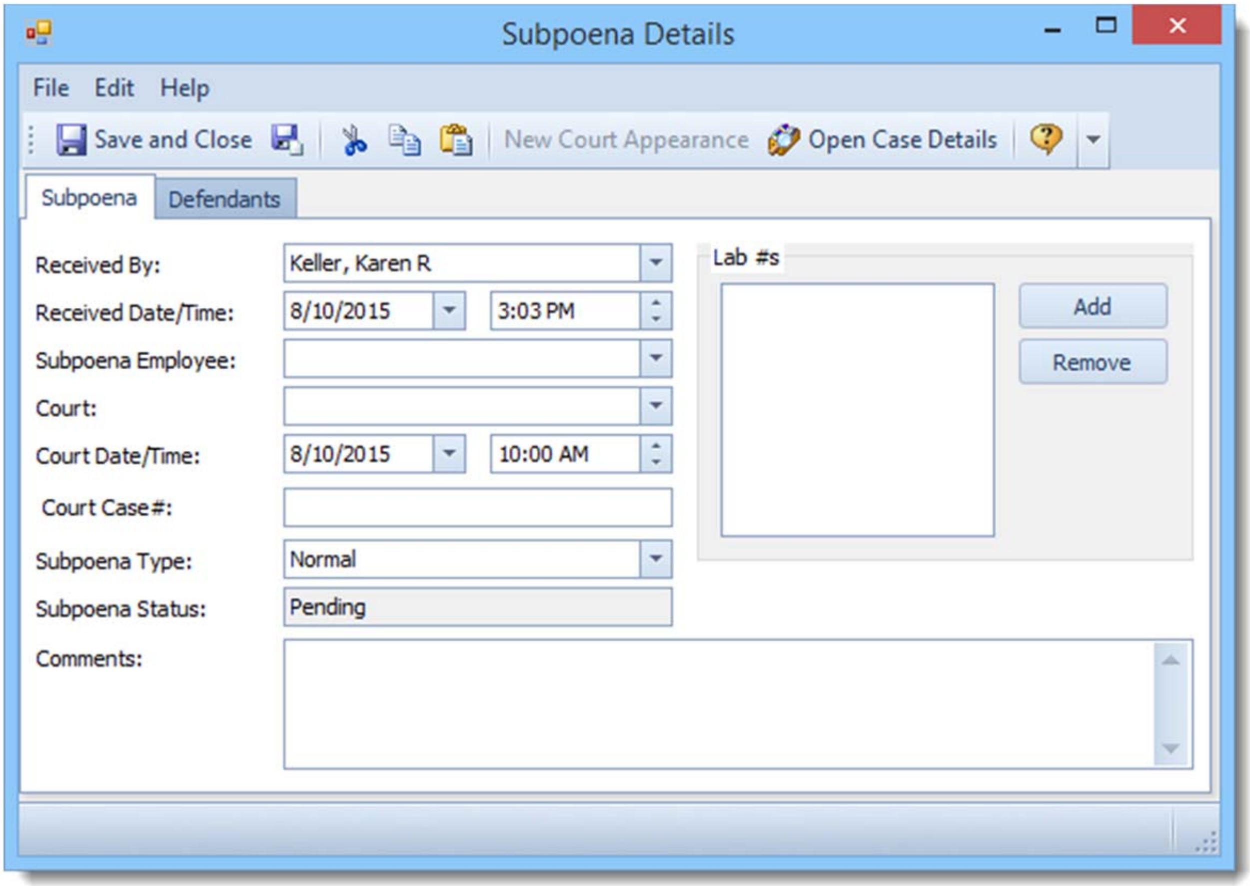


Figure 49 – Subpoena Details

To add a subpoena:

1) Select the Testimony module and click on My Subpoenas node at the top of the *Navigation Pane*, if needed.
2) Select **New** in the File grouping of the ribbon to open *Subpoena Details*.
3) Select or enter available information into *Subpoena Details* form.
4) Click **Add** to enter lab/case #s associated with the subpoena.
5) Click on the Defendants Tab.
6) Choose **Select…**to view persons of interest associated with the related lab/case #.
7) Choose **New** to add a person of interest to the subpoena.
8) Click **Save & Close** to enter the subpoena information and close *Subpoena Details*.

COURT APPEARANCES

Court Appearance form (see Figure 50 – Court Appearance) contains details about any entered court appearances. May also log court time and related expenses.

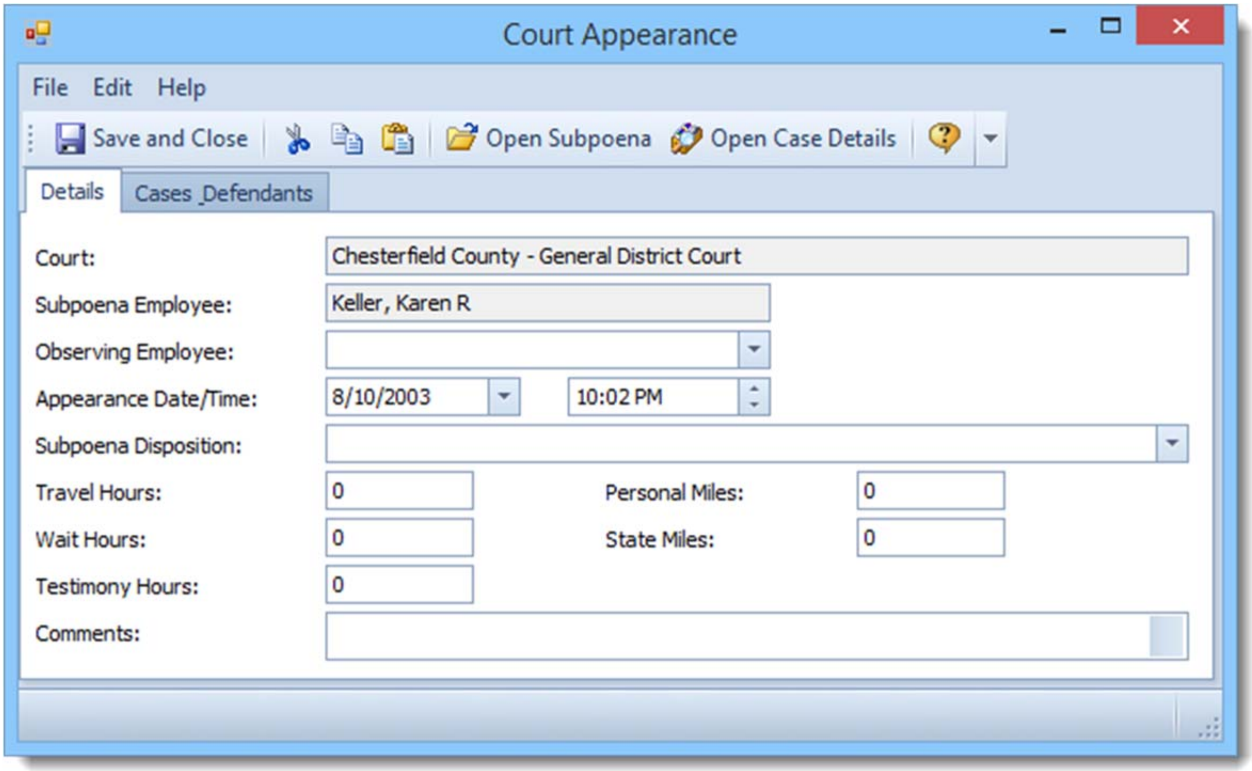


Figure 50 – Court Appearance

To add a new court appearance:

1) Select the Testimony module and click on My Subpoenas folder
2) Click **New Court Appearance** in the ribbon.
   Note: Court and Subpoena Employee are Read only, populated from selected subpoena.
3) Select appropriate Subpoena Disposition and enter any related hours or miles, if needed.
4) Click **Save and Close** when complete.

Activity Logging

Activity that needs to be tracked relating to an individual is entered into the Activity Logging module. Recent activity, all activity or select activity can be viewed by selecting the appropriate option located in the ribbon menu.

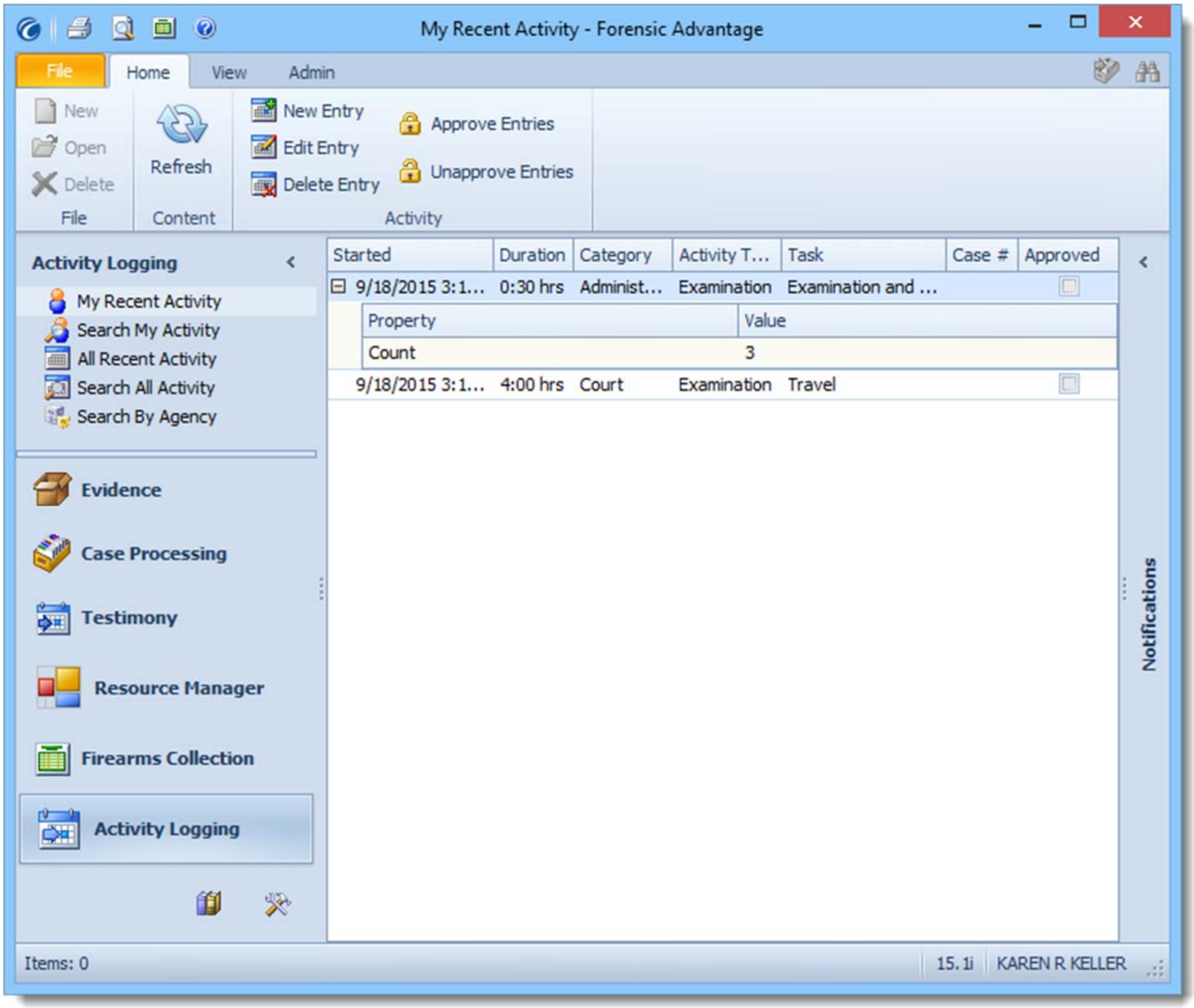


Figure 51 – My Recent Activity View

Table 29 – Activity Logging Ribbon Options

Grouping	Option	Effect
Contents	**Refresh**	Updates the *Contents Pane* with any recent changes.
Activity	**New Entry**	Opens *Activity Log Entry* to enter a new log entry (see Figure 52 – Activity Log Entry).
	Edit Entry	Opens *Activity Log Entry* to modify the details of the selected entry.
	Delete Entry	Deletes the selected activity log entry.
	Approve Entries	Marks selected entries as approved.
	Unapprove Entries	Marks selected entries ad unapproved.

To add an activity log entry:

1) Select the Activity Logging module from the bottom of the *Navigation Pane*.
2) Select **New Entry** from the Activity grouping of the ribbon menu.
3) If the activity is associated with a case record then be sure to input the activity through the case record:
   a. Select the Case Processing module at the bottom of the *Navigation Pane.*
   b. Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
   c. Select the appropriate case from the *Contents Pane*.
   d. Double-click the case or select **Case Record Details** from the Case Records grouping of the ribbon to open *Case Record Details*.
   e. Select the Activity Icon () from the ribbon to open *Activities.*
   f. Select **New Activity** in the ribbon to open *Activity Log Entry.*
4) Select the appropriate Agency.
5) Enter a description, if appropriate.
6) Enter the Start Date, Duration, and End Date.
7) Select a Category (e.g. Project, Grant, Casework, Administrative, Court, Tour, Media, Presentation, Crime Scene Support, Quality Review).
8) Select an Activity Type (e.g. Training, Development, Research, Examination, Public Relations, Technical Review, Review, Testimony, Processing).
9) Select a Task Type (e.g. Preparation, Attending, Administrative, Testing, Time Entry, Travel, Waiting, Testify, Technical, Teaching, Tour, etc.).
10) Use checkboxes to mark Billable or Overtime, if applicable.
11) Click **OK** to save the activity log entry.

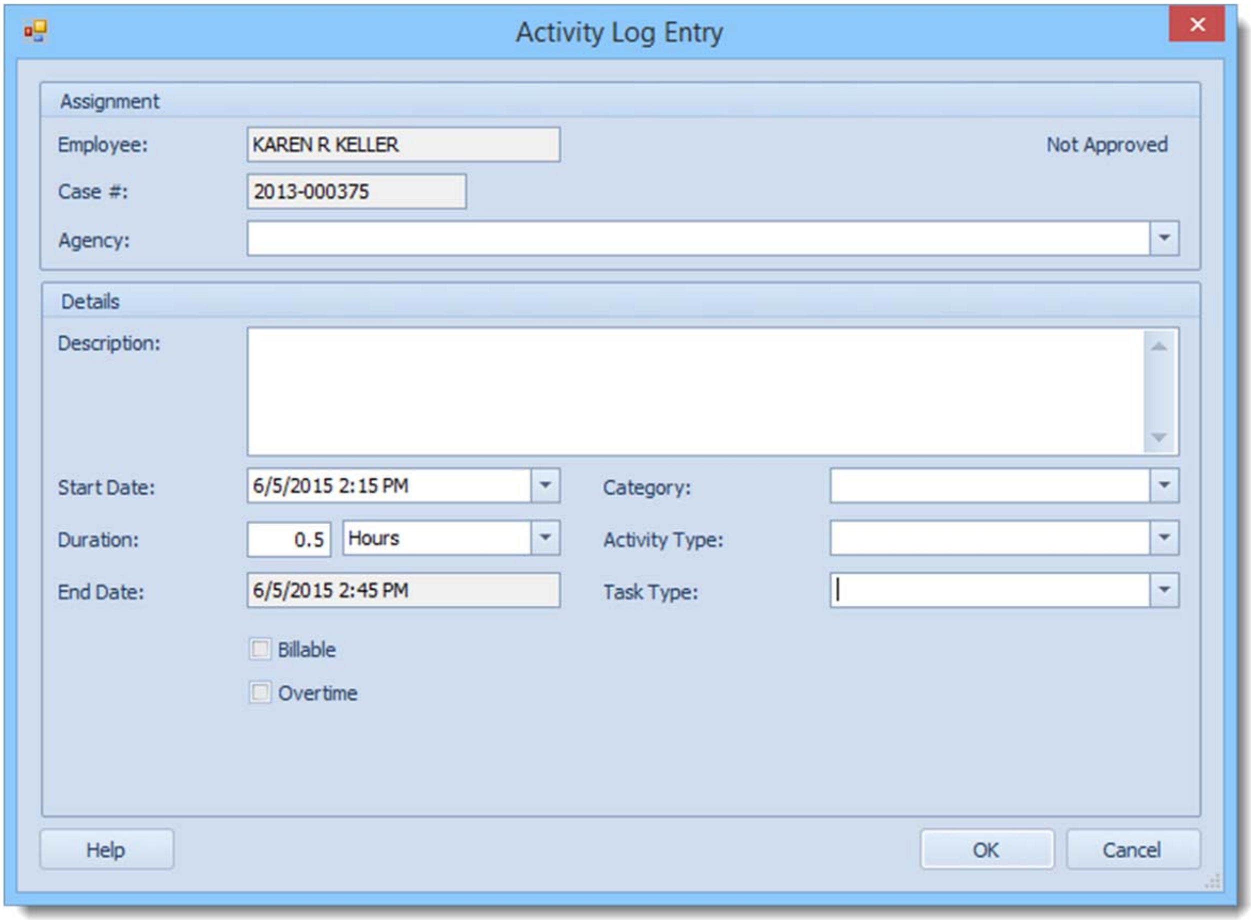


Figure 52 – Activity Log Entry

Reference Library

The Reference Library module provides a means to record and keep track of the many reference books a forensic science laboratory owns. In addition to the normal library functions of check-out and return, the module provides the ability to search for books by subject, title, author and location.

BOOKS

Books View in the Reference Library module displays all books entered into the system. See Table 30 – Reference Library Ribbon Options for available ribbon menu options.

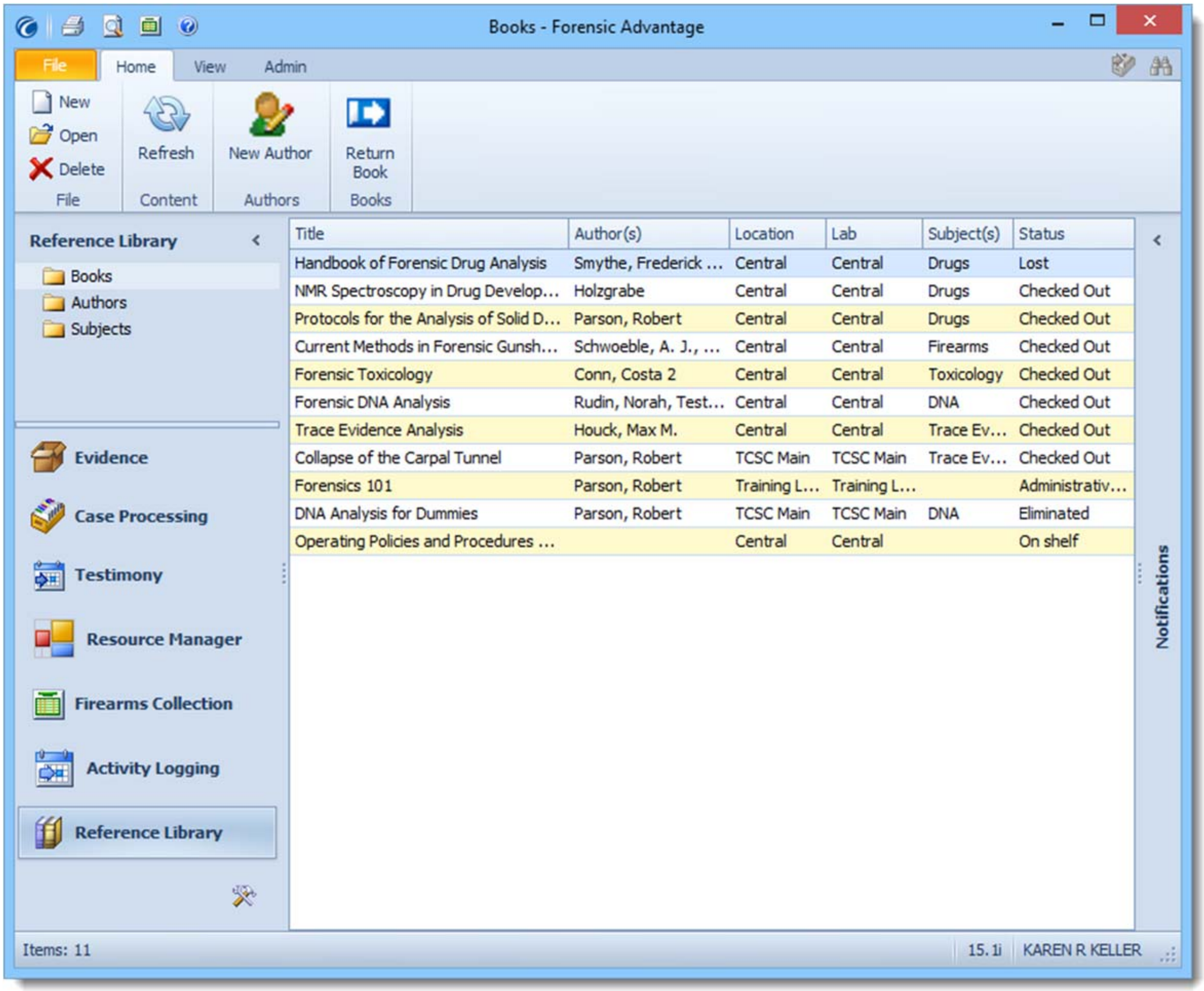


Figure 53 – Books View

Table 30 – Reference Library Ribbon Options

Grouping	Option	Effect
File	**New**	Opens *Book Details* to enter information for a new book (see Figure 54 – Book Details).
	Open	Opens *Book Details* for the selected entry.
	Delete	Deletes the selected book entry.
Content	**Refresh**	Updates the *Contents Pane* with any recent changes.
Authors	**New Author**	Opens *Author Details* to enter information for a new author (see Figure 57 – Author Details).
Books	**Return Book**	Marks selected book as On Shelf.

BOOK DETAILS

Book Details contains all general information about a book as well as all associated checkout information. See Checkout and Return section for details on how to checkout and return books.

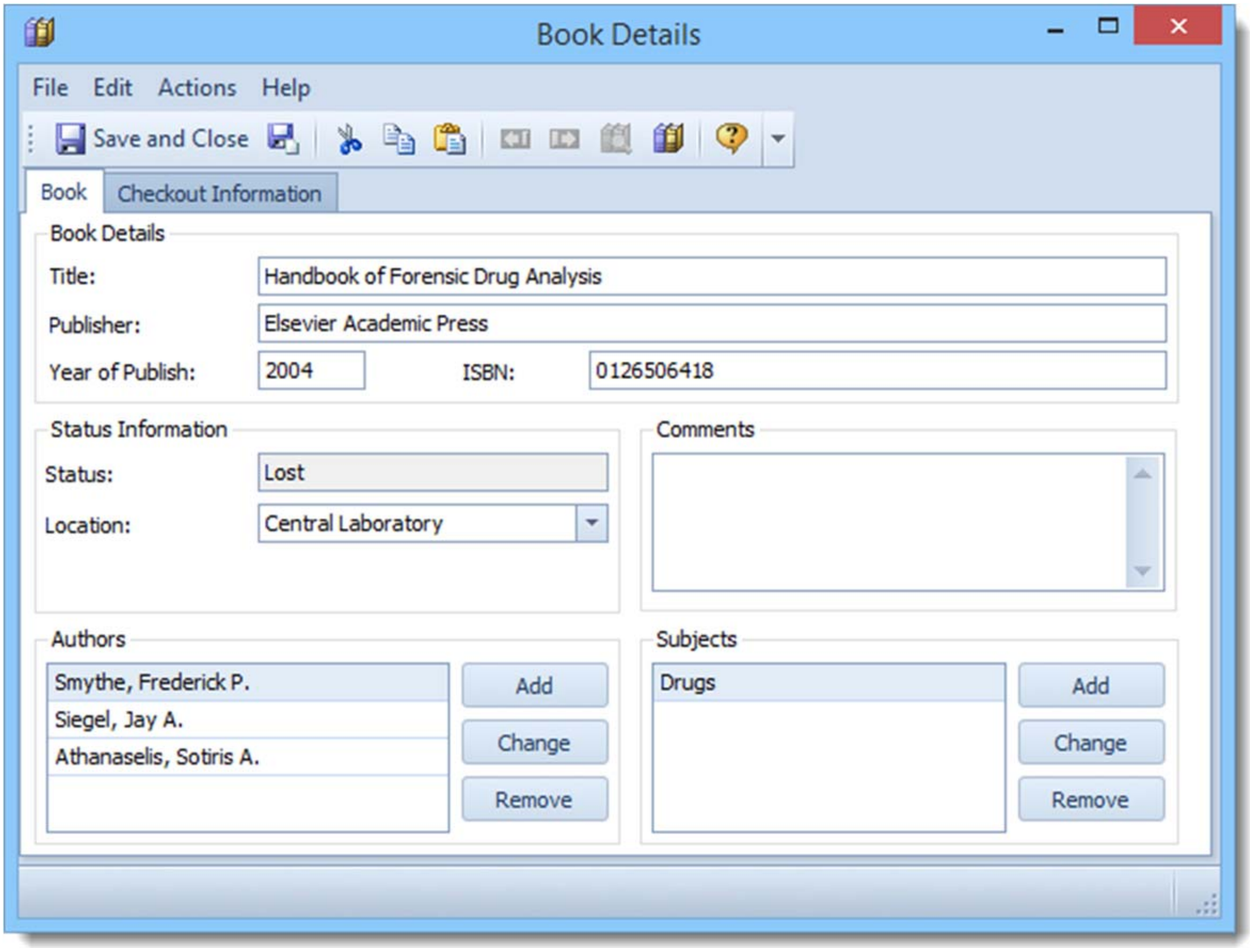


Figure 54 – Book Details

Table 31 – Book Details - Book Tab Options

Grouping	Option	Effect
Authors	**Add**	Opens *Add Author* to select an author to add to the book.
	Change	Opens *Change Author* to select a different author for the book.
	Remove	Removes the selected author from the book.
Subjects	**Add**	Opens *Add Subject* to select a subject to associate with the book.
	Change	Opens *Change Subject* to select a different subject to associate with the book.

Grouping	Option	Effect
	Remove	Removes the selected subject from the book.

To enter a book into the reference library:

1) Select Reference Library module from the bottom of the *Navigation Pane* and select the Books node at the top of the *Navigation Pane*.
2) Select **New** from the File grouping of the ribbon menu to open *Book Details* (see Figure 54 – Book Details).
3) Enter as much information in the Book Tab as possible.
   Note: Title, Author, Subject, and Location are required.
4) Click **Save and Close** to save the information and close the form.

CHECKOUT AND RETURN

The Checkout Information Tab of *Book Details* facilitates the normal library functions of checkout and return.

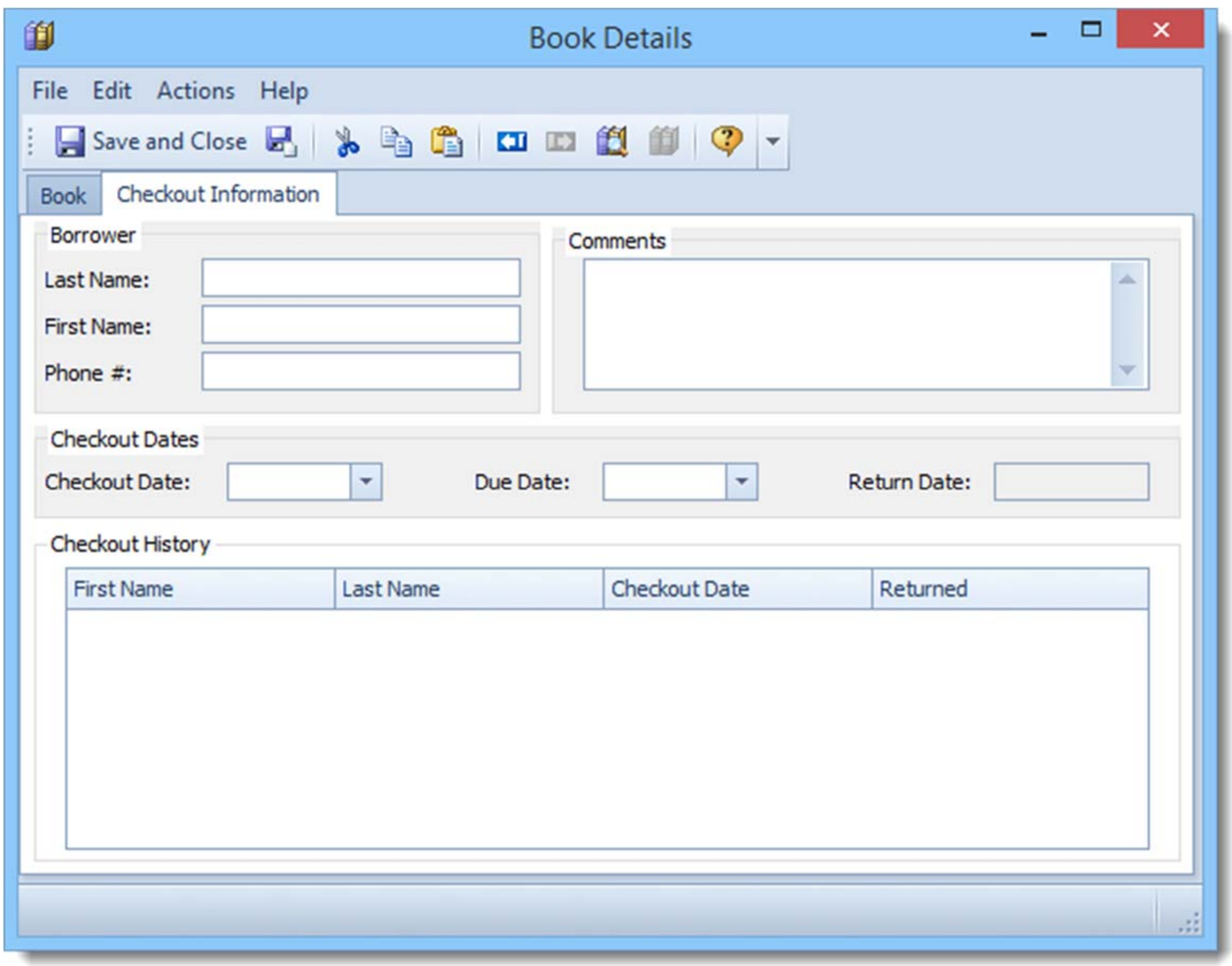


Figure 55 – Book Details - Checkout History Tab

To check out a book:

1) Select the appropriate book in the *Contents Pane*.

2) Select **Open** from the File grouping of the ribbon menu to open *Book Details*.
3) Select the Checkout Information Tab.
4) Enter First Name, Last Name, Checkout Date and Due Date.
5) Select the Check Out icon () from the toolbar or select **Actions > Checkout** from the menu bar.
6) Select **Save and Close.**

To return a book:

1) Select the appropriate book in the *Contents Pane*.
2) Select **Open** from the File grouping of the ribbon menu to open *Book Details*.
3) Select the Checkout Information Tab.
4) Enter or select the Return Date.
5) Select the Return icon () from the toolbar or select **Actions > Return** from the menu bar.
6) Select **Save and Close**.

To mark a book lost:

1) Select the appropriate book in the *Contents Pane*.
2) Select **Open** from the File grouping of the ribbon menu to open *Book Details*.
3) Select the Mark Lost icon () from the toolbar or select **Actions > Mark Lost** from the menu bar.
4) Select **Save and Close**.

To mark a book found:

1) Select the appropriate book in the *Contents Pane*.
2) Select **Open** from the File grouping of the ribbon menu to open *Book Details*.
3) Select the Mark Found icon () from the toolbar or select **Actions > Mark Found** from the menu bar.
4) Select **Save and Close**.

AUTHORS

Authors View in the Reference Library module displays all authors entered into the system. See Table 32 – Authors View Ribbon Options for details about available ribbon menu options.

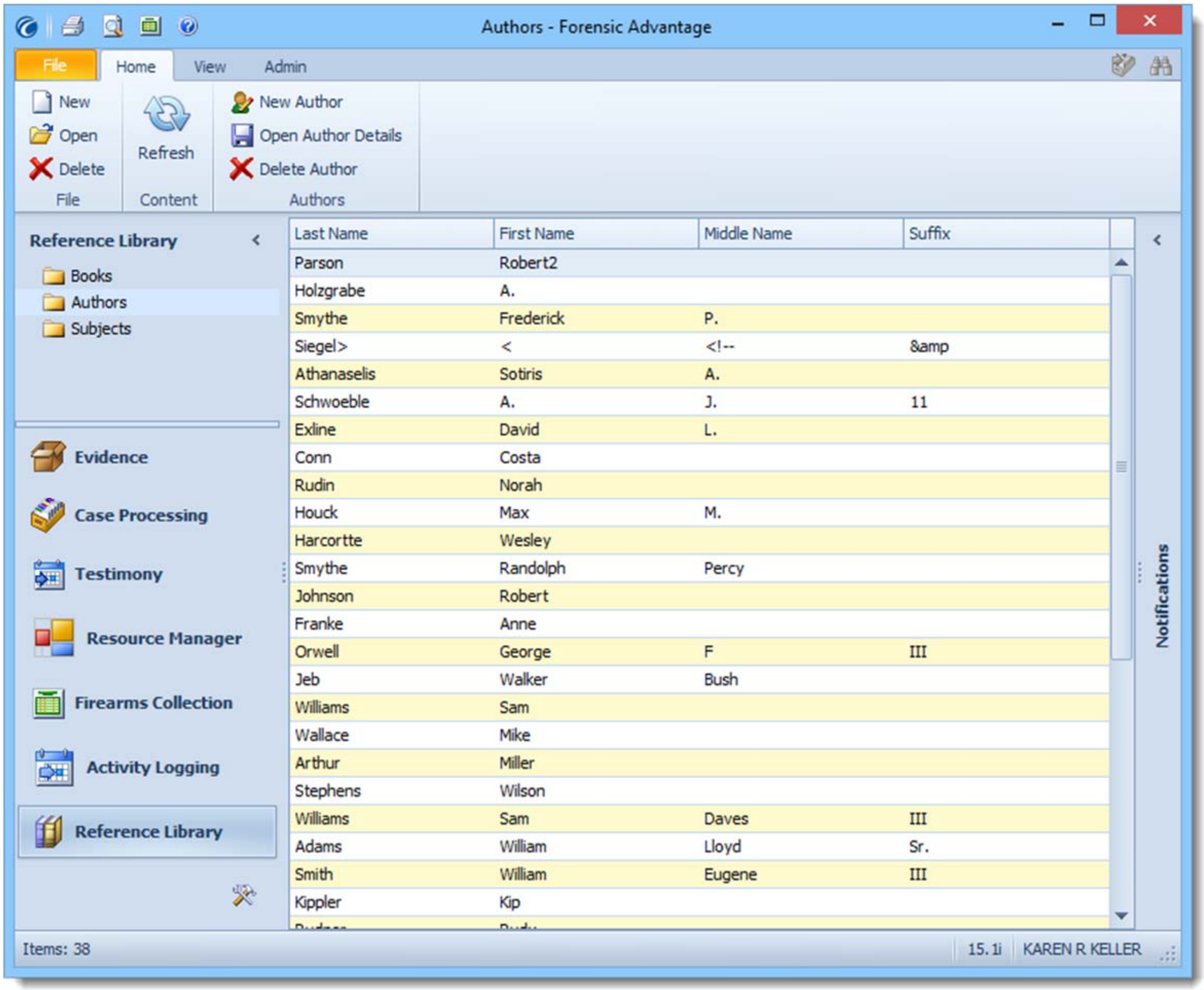


Figure 56 – Authors View

Table 32 – Authors View Ribbon Options

Grouping	Option	Effect
File	**New**	Opens *Author Details* to enter information for a new author.
	Open	Opens *Author Details* to view or modify information for the selected author.
	Delete	Deletes the selected author.
Contents	**Refresh**	Updates the *Contents Pane* with any recent changes.
Authors	**New Author**	Opens *Author Details* to enter information for a new author.
	Open Author Details	Opens *Author Details* to view or modify information for the selected author.

Grouping	Option	Effect
	Delete Author	Deletes the selected author.

AUTHOR DETAILS

Author Details captures information for authors of any reference materials entered in the Reference Library.

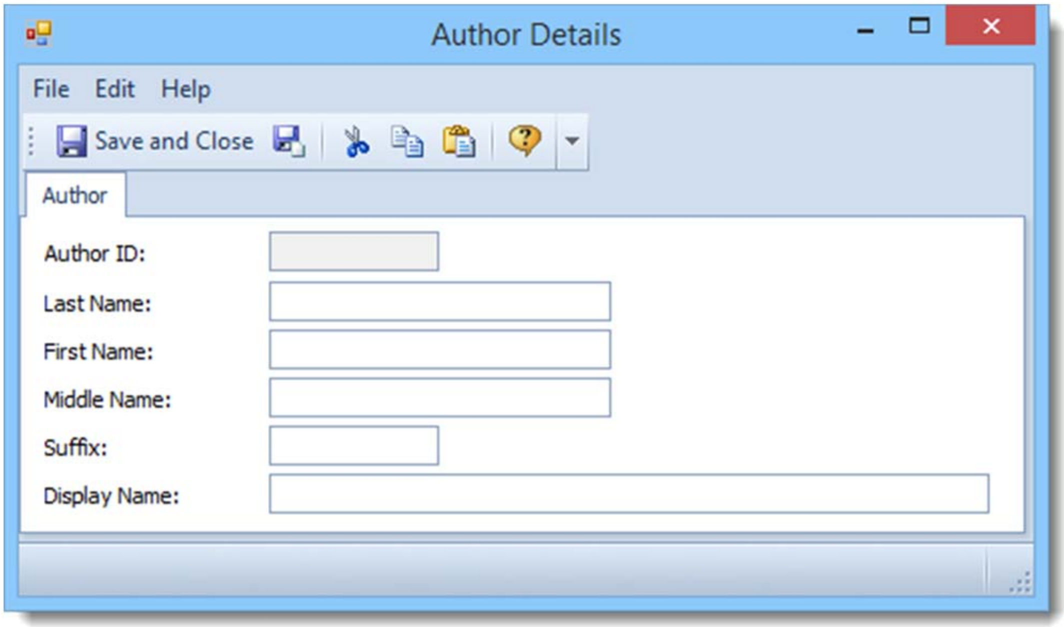


Figure 57 – Author Details

To add a new author:

1) Select the Reference Library module and click on the Authors node at the top of the *Navigation Pane.*
2) Select **New** or **New Author** from the ribbon menu to open *Author Details* (see Figure 57 – Author Details).
3) Enter all available information.
   Note: Last Name and Display Name are required; Author ID is automatically assigned.
4) Select **Save and Close**.

SUBJECTS

Subjects View in the Reference Library module provides direct data entry in the *Contents Pane*.

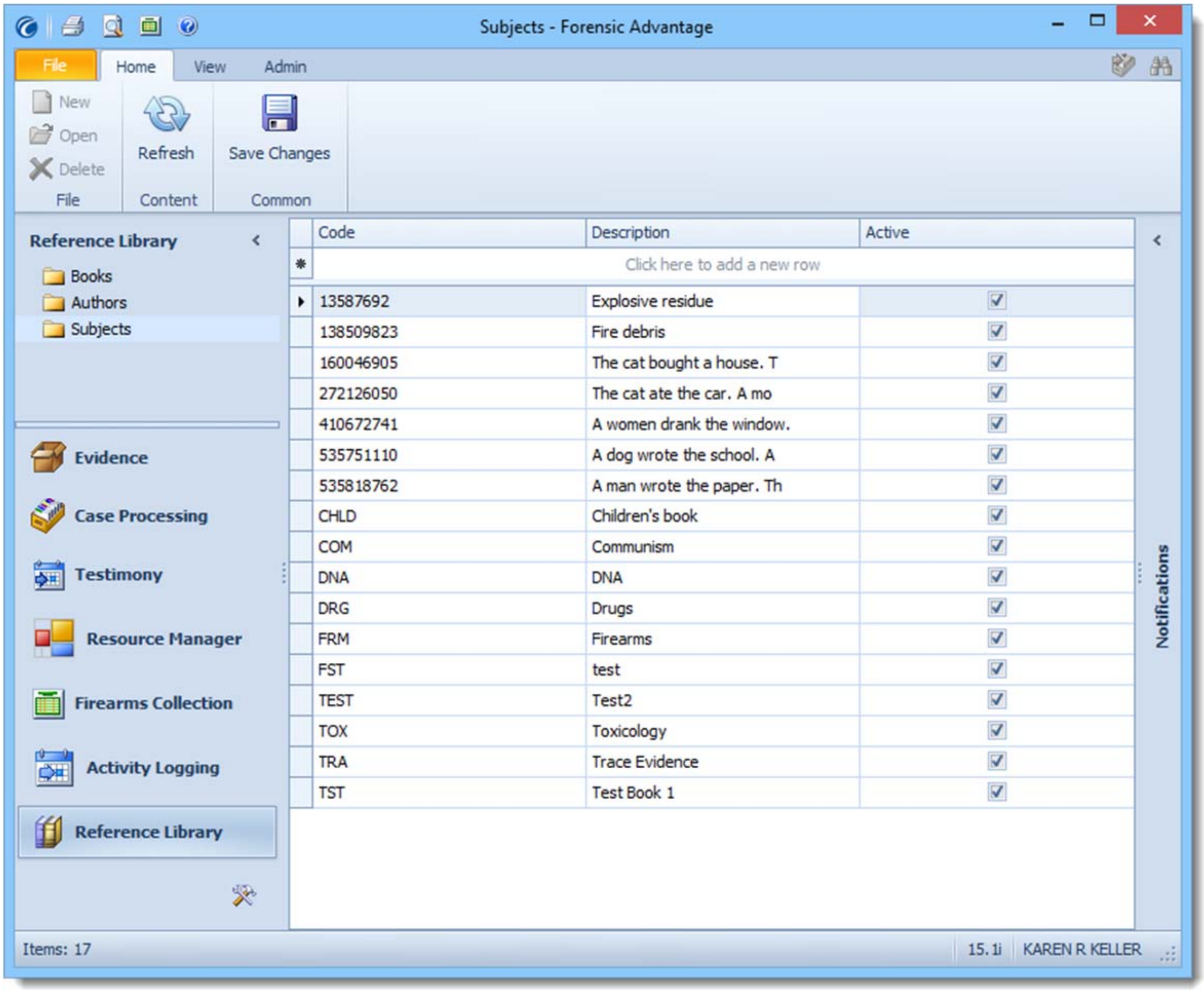


Figure 58 – Subjects View

To add a new subject:

1) Select the Reference Library module and click on the Subjects node at the top of the *Navigation Pane.*
2) Click in the *Contents Pane* where it says “Click here to add a new row” (see Figure 58 – Subjects View).
3) Enter a unique Code and Description for the subject and select the Active checkbox, if needed, to make it active in the system.
4) Click **Save Changes** in the Common grouping of the ribbon to add the subject to the system.

Firearms Reference Collection

The Firearms Collection module provides a means to record, inventory and locate firearms in each laboratory’s reference collection. There are functions to enter firearms, print inventory listings and display information about firearms matching specified criteria.

NAVIGATION PANE

The user interface of the Firearms Collection module is slightly different from other FA modules. Nodes in the *Navigation Pane* are organized by Active Firearms and Inactive Firearms. Each of these sections can still be separated according to laboratory by expanding the node and selecting the desired laboratory location. There are numerous ways to sort the information in the *Contents Pane* as well. See Customizing Your Workspace for descriptions of the various options. Also available in this module is a Firearms Search node.

ACTIVE FIREARMS VIEW

The following sections describe unique features in the *Navigation Pane* and *Contents Pane* of the Firearms Collection module.

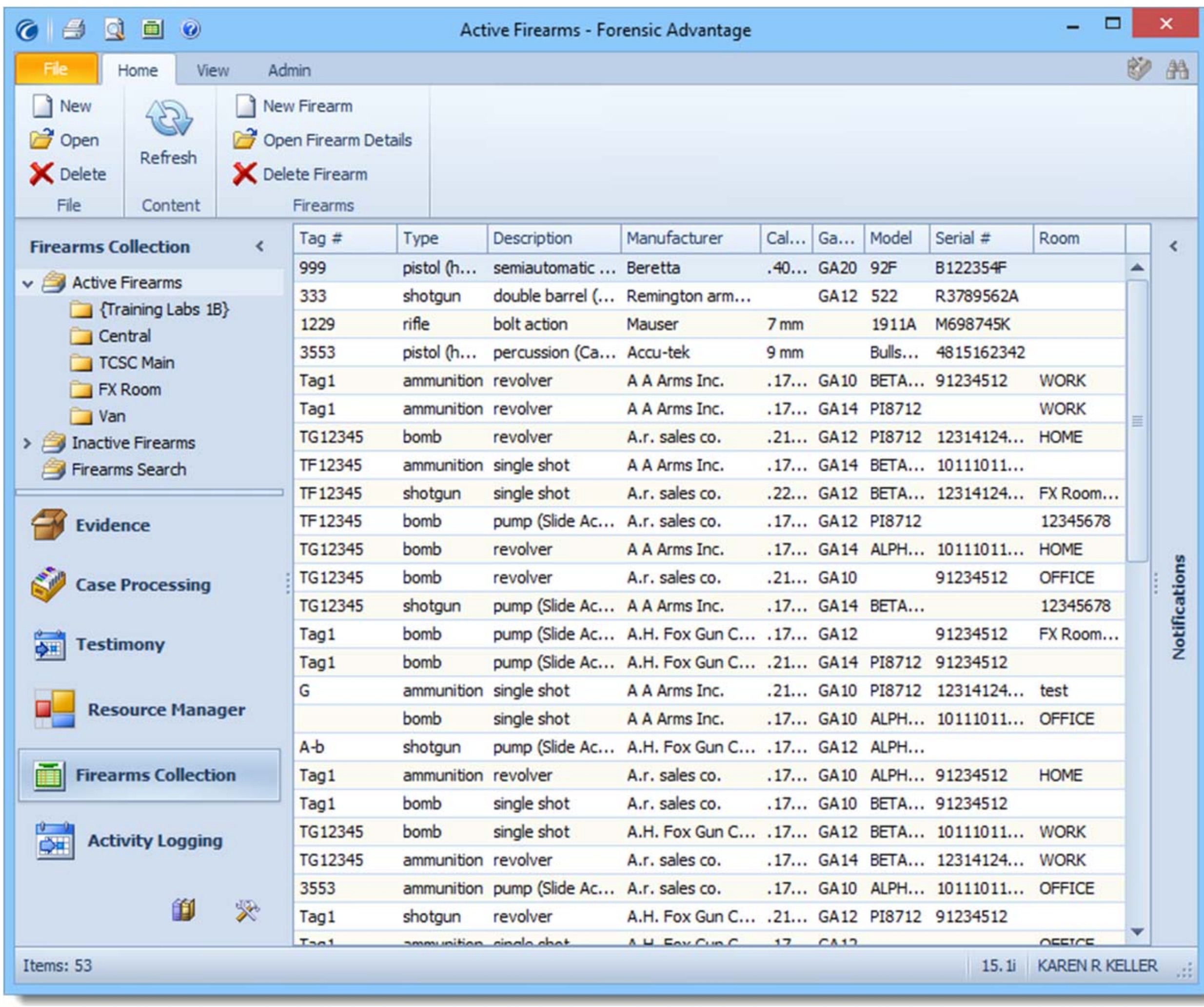


Figure 59 – Firearms Collection – Active Firearms View

Table 33 - Active Firearms View Ribbon Options

Grouping	Option	Effect

Grouping	Option	Effect
File	**New**	Opens *Firearm Details* to enter information for a new firearm (see Figure 60 – Firearm Details - Details Tab).
	Open	Opens *Firearm Details* to view or modify details of the selected firearm.
	Delete	Deletes the selected firearm.
Contents	**Refresh**	Updates the *Contents Pane* with any recent changes.
Firearms	**New Firearm**	Opens *Firearm Details* to enter information for a new firearm (see Figure 60 – Firearm Details - Details Tab).
	Open Firearm Details	Opens *Firearm Details* to view or modify details of the selected firearm.
	Delete Firearm	Deletes the selected firearm.

FIREARMS SEARCH VIEW

The Firearms Search node, when selected, loads a view similar to Evidence Search and Case Search. You may search for firearms in any location by specifying the tag number. Even if the tag number has been updated, the search will still display the associated firearm, since the updates are tracked in the Tag History tab of Firearm Details.

To search for a firearm:

1) Click on the Firearms Collection module at the bottom of the *Navigation Pane*.
2) Select the Firearms Search node at the top of the *Navigation Pane*.
3) Enter the Tag # for which you wish to search.
4) Click **Search** in the *Contents Pane* and any records associated with the entered Tag# will be displayed in the Firearms Search grid.

FIREARM DETAILS

One of the basic functions of the Firearms Collection module is to create and look up entries for firearms. In the *Firearm Details* screen, you may view the current information for an existing or destroyed firearm or create a new firearm entry.

To create a new firearm entry:

1) Select the Firearms Collection module at the bottom of the *Navigation Pane*.
2) Click **New Firearm** from the Firearms grouping of the ribbon to open *Firearm Details*.
3) Enter all available information.
   Note: Type, Description, Tag#, Manufacturer, Model, and either Caliber or Gauge are required, but "Unknown" is available for all drop-down lists in required fields.

4) Select **Save and Close** on the toolbar to enter the firearm and close *Firearm Details*.

To access firearm details:

1) Select the Firearms Collection module at the bottom of the *Navigation Pane*.
2) Select a firearm entry from the *Contents Pane*.
3) Click **Open** in the File grouping or **Open Firearm Details** in the Firearms grouping of the ribbon, or simply double-click the entry to open *Firearm Details*.

DETAILS TAB

The Details Tab of *Firearm Details* contains all of the general information about the selected firearm.

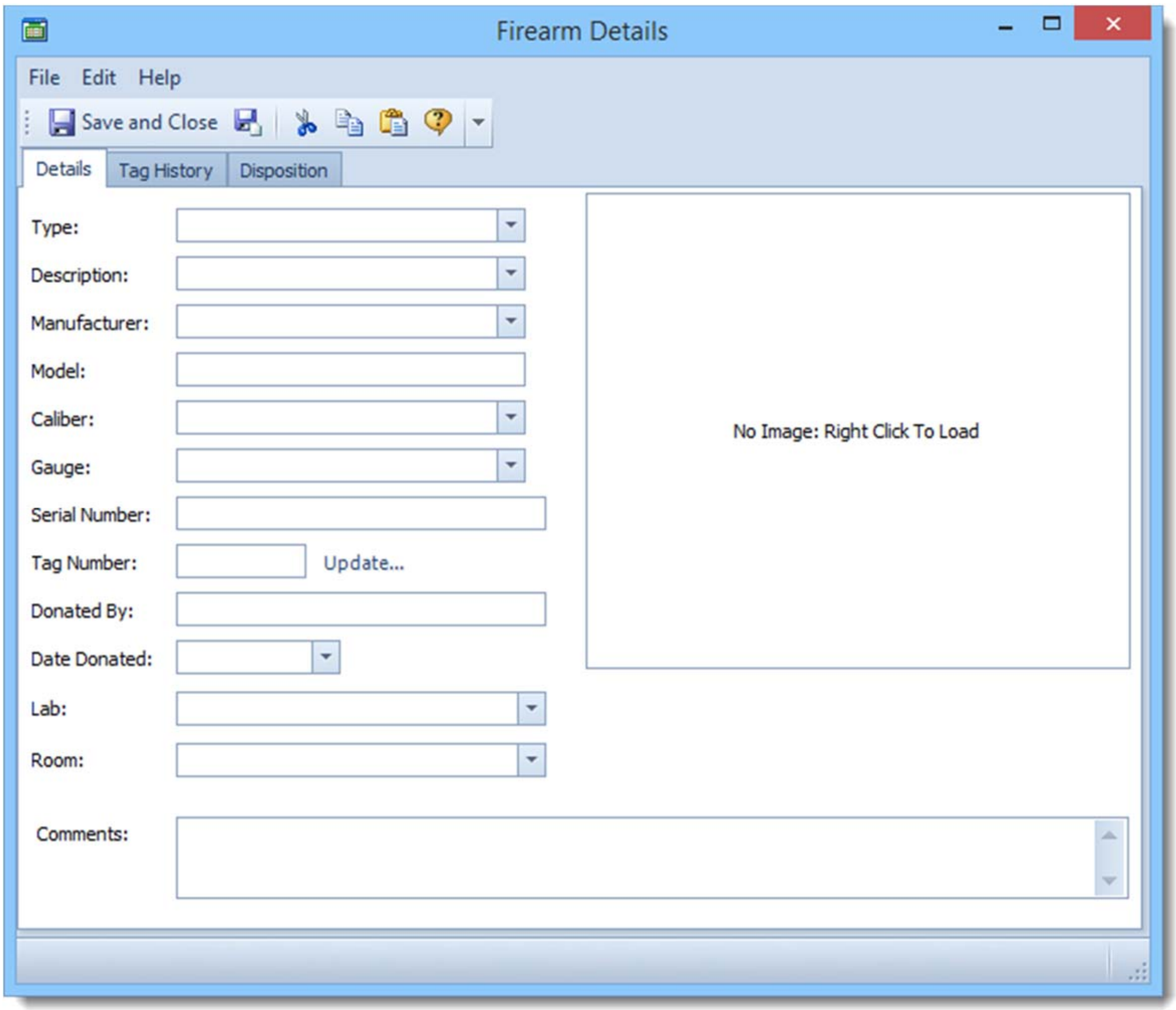


Figure 60 – Firearm Details - Details Tab

Table 34 – Firearm Details - Details Tab Field Descriptions

Field	Description
Type	Drop-down allows you to choose from a list of firearm types.

Field	Description
Description	Drop-down allows you to choose from a list of firearm descriptions.
Manufacturer	Drop-down allows you to choose from a list of manufacturers.
Model	Drop-down allows you to choose from a list of firearm models.
Caliber	Drop-down allows you to choose from a list of caliber options
Gauge	Drop-down allows you to choose from a list of gauge options.
Serial Number	Enter the serial number from the firearm, if available.
Tag Number	Sequential number created to track the firearm entry in the system. Update… opens *Manage Tag Number* to change the assigned tag number.
Donated By	Text box allows you to enter a donor, if applicable.
Date Donated	Calendar allows you to choose date of firearm donation, if applicable.
Lab	Drop-down allows you to navigate to the lab or specific location within the lab where the firearm will be stored. Defaults to user's current location.
Room	Text box allows you to specify a room within the location where the firearm will be stored.
Comments	Text box allows you to enter free-form comments concerning the entry.
Image	Right-click to browse to a location and load an image of the firearm.

TAG HISTORY TAB

The Tag History Tab of *Firearm Details* tracks any changes that have been made to the tag number assigned to a particular firearm.

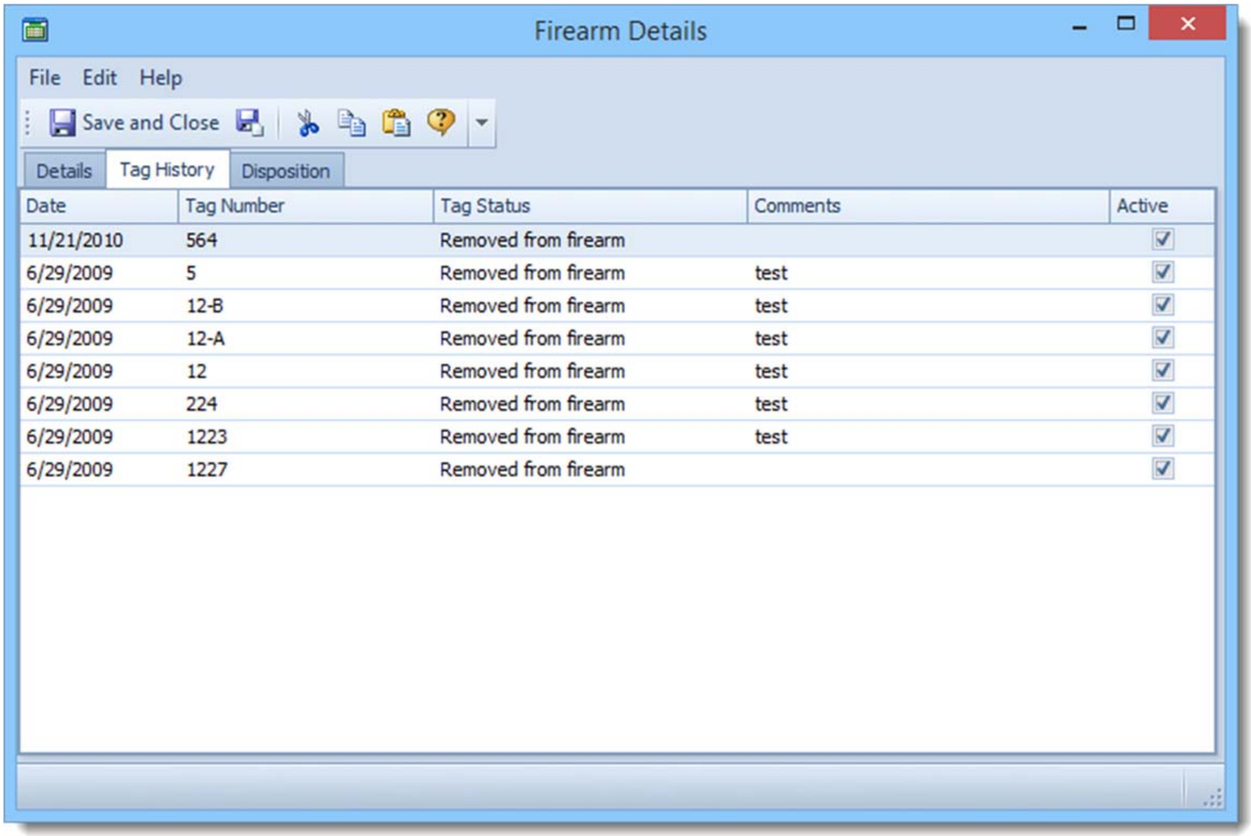


Figure 61 – Firearms Details – Tag History Tab

Table 35 – Firearm Details – Tag History Tab Column Heading Descriptions

Column Heading	Description
Date	Date on which the tag number's update occurred.
Tag Number	Sequential number created to track the firearm entry in the system.
Tag Status	Status of the previous tag number.
Comments	Any comments related to the tag number.
Active	Checkbox indicating whether or not the associated firearm is active.

DISPOSITION TAB

The Disposition Tab of *Firearm Details* displays the parties involved and the date on which destruction of the firearm occurred, if applicable.

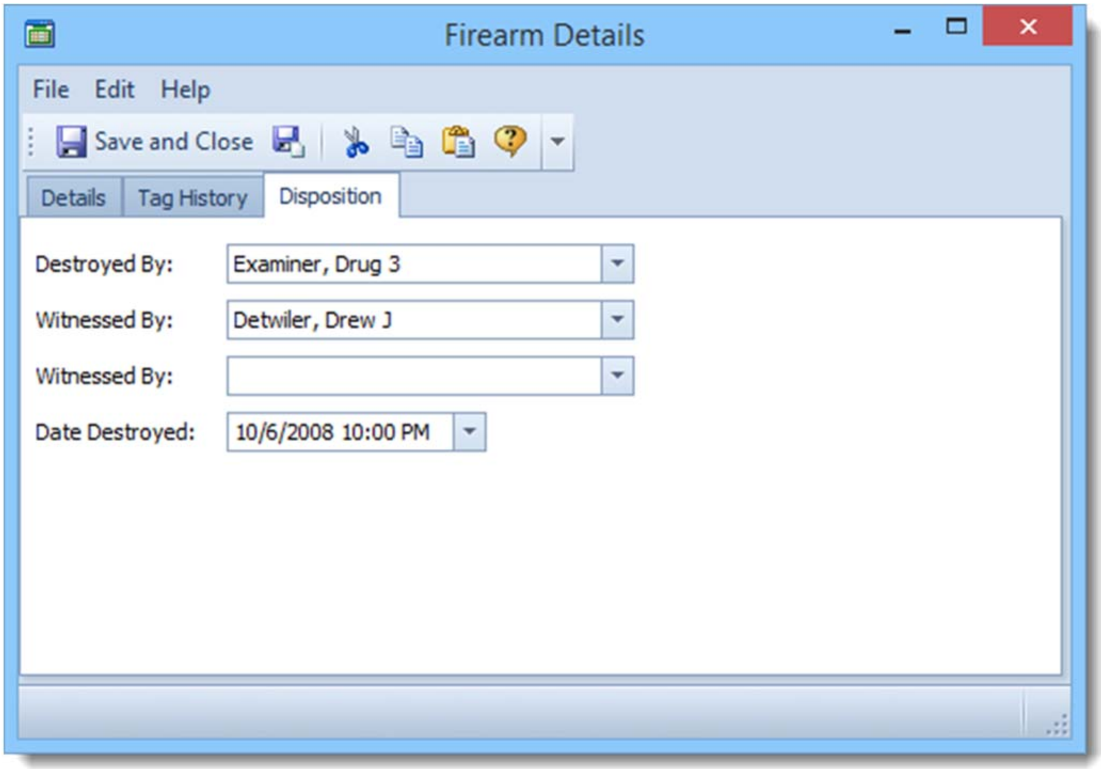


Figure 62 – Firearm Details – Disposition Tab

Table 36 – Firearm Details – Disposition Tab Field Descriptions

Field	Description
Destroyed By	Identifies the employee who destroyed the firearm.
Witnessed By	Identifies the employee who witnessed destruction of the firearm.
Date Destroyed	Identifies the date on which the firearm was destroyed.

EXPORTING FIREARM COLLECTION

FA provides the ability to export information from the Firearms Collection to an external file in a variety of data formats. May also generate various types of printed output or import the Firearms Collection data to an external system using the exported file(s). Firearms collection information may be formatted for proper presentation.

Resource Manager

The Resource Manager module tracks information about interesting objects (e.g. Instruments, Supplies, Workstations, etc.). Resource Manager tracks structure, status, inventory and compliance and is a precursor to Quality Advantage. It also supports daily, operational data collection. Quality Advantage provides data aggregation, analysis, display and reporting.

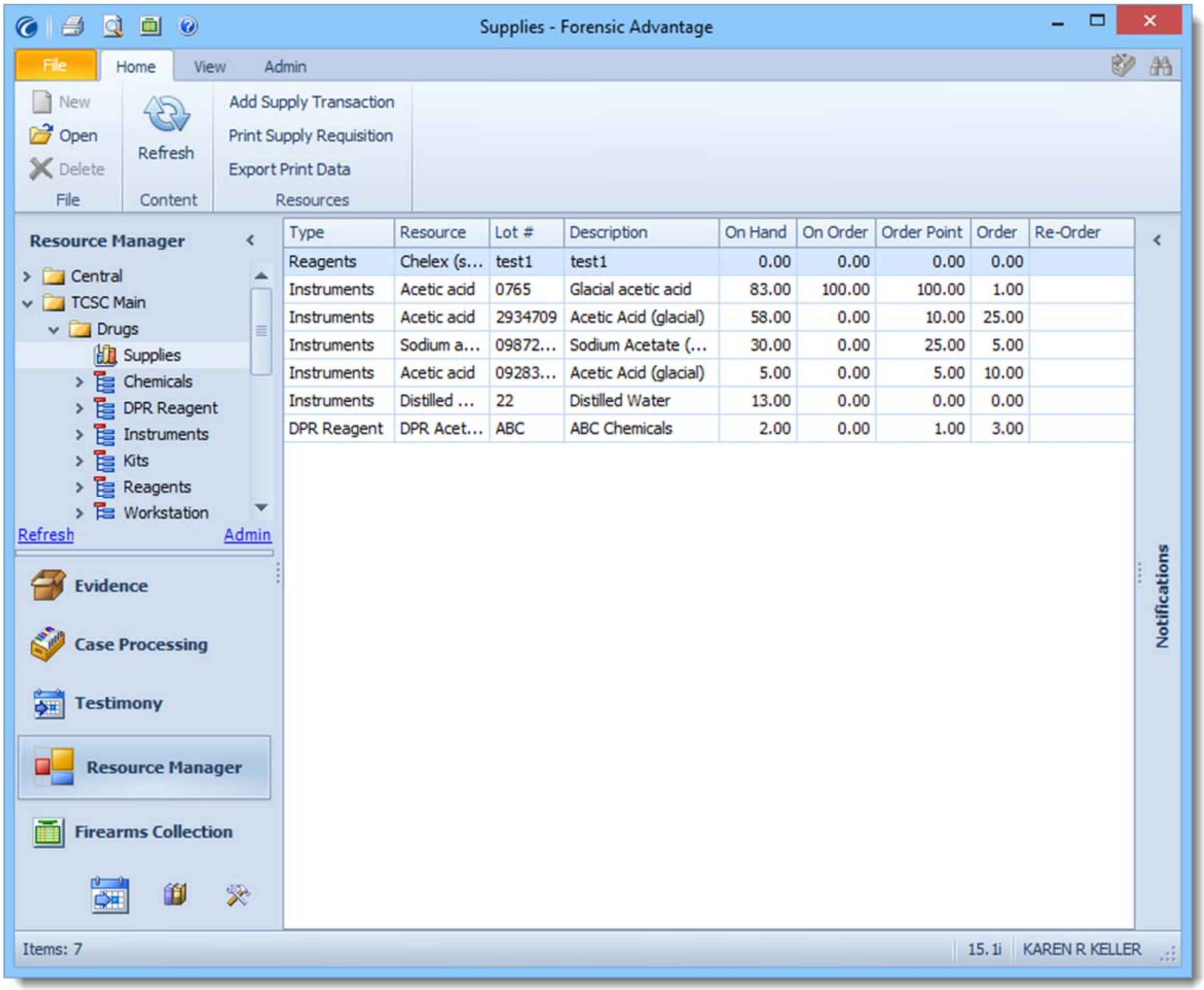


Figure 63 – Resource Manager Module

Table 37 – Supplies View Ribbon Options

Grouping	Option	Effect
File	**Open**	Opens *Resource Instance Details* for the selected resource instance.
Content	**Refresh**	Updates the *Contents Pane* with any recent changes.
Resources	**Add Supply Transaction**	Opens *Supply Usage* dialog to record the details of a supply transaction (see Appendix 61 – Supply Usage).
	Print Supply Requisition	Opens dialog to select printer and format for printing a supply requisition report (see Appendix 62 – Preview Supply Requisition Report).
	Export Print Data	Opens *Save As* dialog to select a location and file name under which to save and export print

Grouping	Option	Effect
		data.

RESOURCE INSTANCES

Resource instances are created in the *Resource Manager* module and identify physical resources.

Required data elements:

- Id (InstanceNumberLabel)
- Source (InstanceCreatedByLabel)
- Date (InstanceDateLabel)
- Description

Examiners typically create a resource instance when receiving or preparing a resource. Resource Instances are checked for compliance with business rules at time of assignment. If an exam is performed significantly later than when the resource is assigned to the analysis form, the resource may not be valid at the time the exam is performed.

FA walks the tree of resources and component instances, checking compliance of every item at every level. For example, if a workstation contains Acid Phosphatase Buffer that contains Sodium Acetate, FA checks rules for the workstation, Acid Phosphatase Buffer and Sodium Acetate when the workstation is assigned to the analysis form.

To create a resource instance:

1) In the *Navigation Pane* of the Resource Manager module, navigate to the desired **Lab > Section > Resource Type > Resource Subtype > Resource**.
2) Click **New** in the File grouping of the ribbon or press ***CTRL***+***N*** to open *Resource Instance Details* (see Figure 64 – Resource Instance Details).
   Note: May need to update components and, if Track as Supply is checked, should enter a supply transaction to update inventory.
3) Enter all available information in General Tab.
4) Use ribbon options to add any resource actions or overrides.
5) Click on the Product, Health and Safety Tab to enter any pertinent information.
6) Click **Save & Close** in the ribbon when complete.

RESOURCE INSTANCE DETAILS

The *Resource Instance Details* screen shows the details of a lab resource by tracking the Actions, Components, Supply Usage, Needs Attention Overrides as well as the Product, Health and Safety.

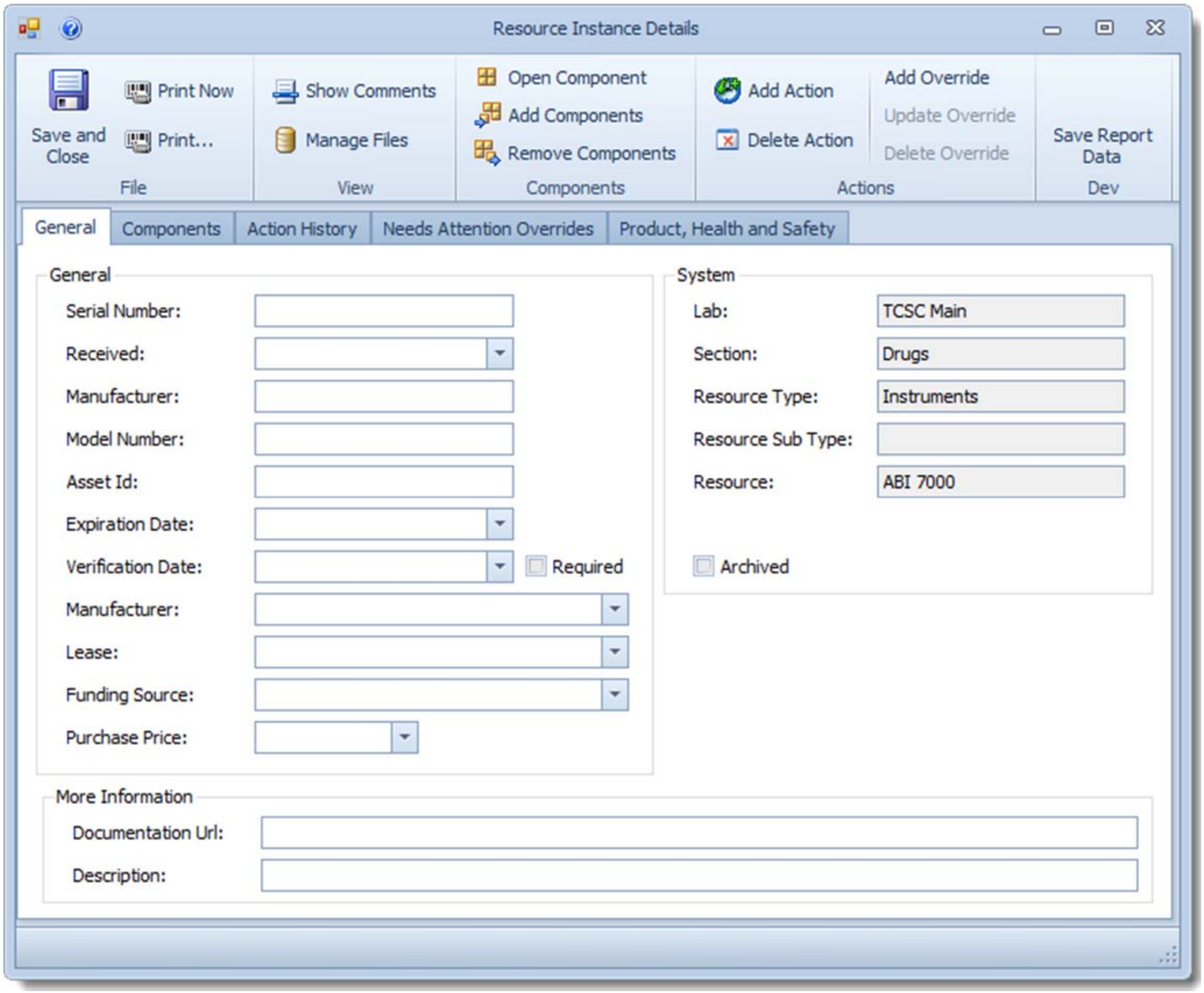


Figure 64 – Resource Instance Details

Table 38 - Resource Instance Details Ribbon Options

Grouping	Option	Effect
File	**Save and Close**	Saves the resource instance information and closes the form.
	Print Now	Automatically sends information to the resource default printer using the default template.
	Print…	Opens *Print* dialog with options for sending information to a printer.
View	**Show Comments**	Toggles visibility of comments in the Action History and Supply Usage grids.
	Manage Files	Opens *Object Repository – [Instance]* to add or view files related to the resource instance.

Grouping	Option	Effect
Components	**Open Component**	Opens Resource Instance Details form for the selected component.
	Add Component	Opens Select Components to select one or more resource instances to add as components to this one.
	Remove Component	Removes the selected component(s) from this resource instance.
Actions	**Add Action**	Opens *New Resource Action* … (see Appendix 66 – New Resource Action) to select from a list of available actions assigned to the resource.
	Delete Action	Deletes selected action in Action History Tab.
	Add Override	Opens *Needs Attention Action Override* to add an override value, per action, changing how many days in advance this resource instance shows up in the Needs Attention View (see Appendix 67 – Needs Attention Action Override).
	Update Override	Opens *Needs Attention Action Override* to modify the window value for the selected action.
	Delete Override	Deletes the selected override. The value set for the resource/lab/section assignment will now be used to determine eligibility for the Needs Attention View.
	Add Supply Transaction	Opens *Supply Usage* dialog to record the details of a supply transaction (see Appendix 61 – Supply Usage).
Dev	**Save Report Data**	Saves report data to specified location.

To add resource components:

1) In the *Navigation Pane* of the *Resource Manager* module, navigate to the desired **Lab > Section > Resource Type > Resource Subtype > Resource**.
2) Double click the appropriate resource instance in the *Contents Pane* or select **Open** from the File grouping of the ribbon to open *Resource Instance Details*.
3) Click **Add Components** in the Components grouping of the ribbon to open *Select Resources*.
4) Select from list of valid Resource Types (defined by administrator as Valid Components).
5) Select from list of valid Resources to populate grid with any available resource instances.
6) Select the appropriate resource instance and click **Add** to add to the list of components for the resource.

7) Repeat steps 4-6 for any additional components needed, then click **Close** to return to *Resource Instance Details*.

To record activities:

1) In the *Navigation Pane* of the *Resource Manager* module, navigate to the desired **Lab > Section > Resource Type > Resource Subtype > Resource**.
2) Double click the appropriate resource instance in the *Contents Pane* or select **Open** from the File grouping of the ribbon to open *Resource Instance Details*.
3) Click **Add Action** in the Actions grouping of the ribbon to open *New Resource Action*.
4) Select Performed Action from list of actions (Required Action defined by administrator and assigned to the Resource).
5) Select Date of Action – defaults to current date and time, but may be modified.
6) Enter Performed By – defaults to current logged in user Id, but may be modified.
7) Enter Comments – as appropriate for resource according to lab/section policy as well as any additional information.
8) Click OK to save action and return to *Resource Instance Details*.

To record a supply transaction:

1) In the *Navigation Pane*, expand the appropriate Lab/Section and select the Supplies node.
2) Select **Add Supply Transaction** from the Resources grouping of the ribbon to open *Supply Usage* (see Appendix 61 – Supply Usage).
3) Select appropriate Action from list.
4) Select Date and Time – defaults to current date and time, but may be modified.
5) Enter Quantity of supply and select Agency, if needed.
6) Enter Comments – as appropriate for the resource supply action according to Lab/Section policy.
7) Click **OK** to enter supply transaction and close *Supply Usage*.
Note: OK becomes active after all required fields are completed.

MANAGE ANALYSIS FORM RESOURCES

Analysis – Resources (see Appendix 26 – Analysis Resources) is accessible within analysis forms. Resources can be added or removed from an analysis form without having to close the form. For more information on analysis forms, see Analysis Form.

To add resources in an analysis form:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Double-click the appropriate case in the *Contents Pane* or select **Case Record Details** from the ribbon.
4) Click on the Analysis Tab of *Case Record Details*.
5) Select All Exams, Remaining Exams or, holding down the ***Ctrl*** key, select specific examinations.
6) Right-click and select **New Analysis of Type > [Analysis Form Name]** to open the AUI.
7) In the analysis form, click **Resources** in the Manage grouping of the ribbon to open *Analysis – Resources* (see Appendix 26 – Analysis Resources).

8) Go to **Resources > Add Resources** in the menu bar or click the Add Resources icon () on the toolbar to open *Select Resources from [Lab Section]*.
9) Select the Lab/Section, Resource Type and Resource to auto populate the grid with all available resource instances.
10) Select the resource instance needed, then click **Add**.
Note: If instance has expired or has actions pending, FA will not permit use in the analysis form.
11) Repeat steps 9-10 for any additional resources needed, then click **Close**.
12) Click the red **x** in the upper right corner to close *Analysis-Resources* and return to the analysis form.

To add resources in My Work View:

1) Select the Case Processing module at the bottom of the *Navigation Pane.*
2) Select My Work folder at top of the *Navigation Pane* or expand (click on > to left of folder) user's primary lab and section folders to select My Case Records folder.
3) Select one or more case records in the *Contents Pane* and click **Add Resources** in Analysis grouping of ribbon to open *Worksheet Resource Assignment*.
4) Select one or more exam type entries in the grid and click **Add Resource** to open *Select Resources from [Lab Section]*.
5) Select the Lab/Section, Resource Type and Resource to auto populate the grid with all available resource instances.
6) Select the resource instance needed, then click **Add**.
Note: If instance has expired or has actions pending, FA will not permit use in the analysis form.
7) Repeat steps 4-6 for any additional resources, then click **Close.**
8) Click the red **x** in the upper right corner to close *Worksheet Resource Assignment*.

RESOURCE REPORTING

The available views in the Resource Manager module combined with View options and print preview provide a variety of available report formats. Needs Attention View can be printed as a checklist for selected lab sections. Supplies View displays all resources with Track as Supply option checked. See Customizing Your Workspace for instructions on how to use filters and sorting to customize the grid data. Use the **Print Preview** option in the title bar to view the data and to access export and email options.

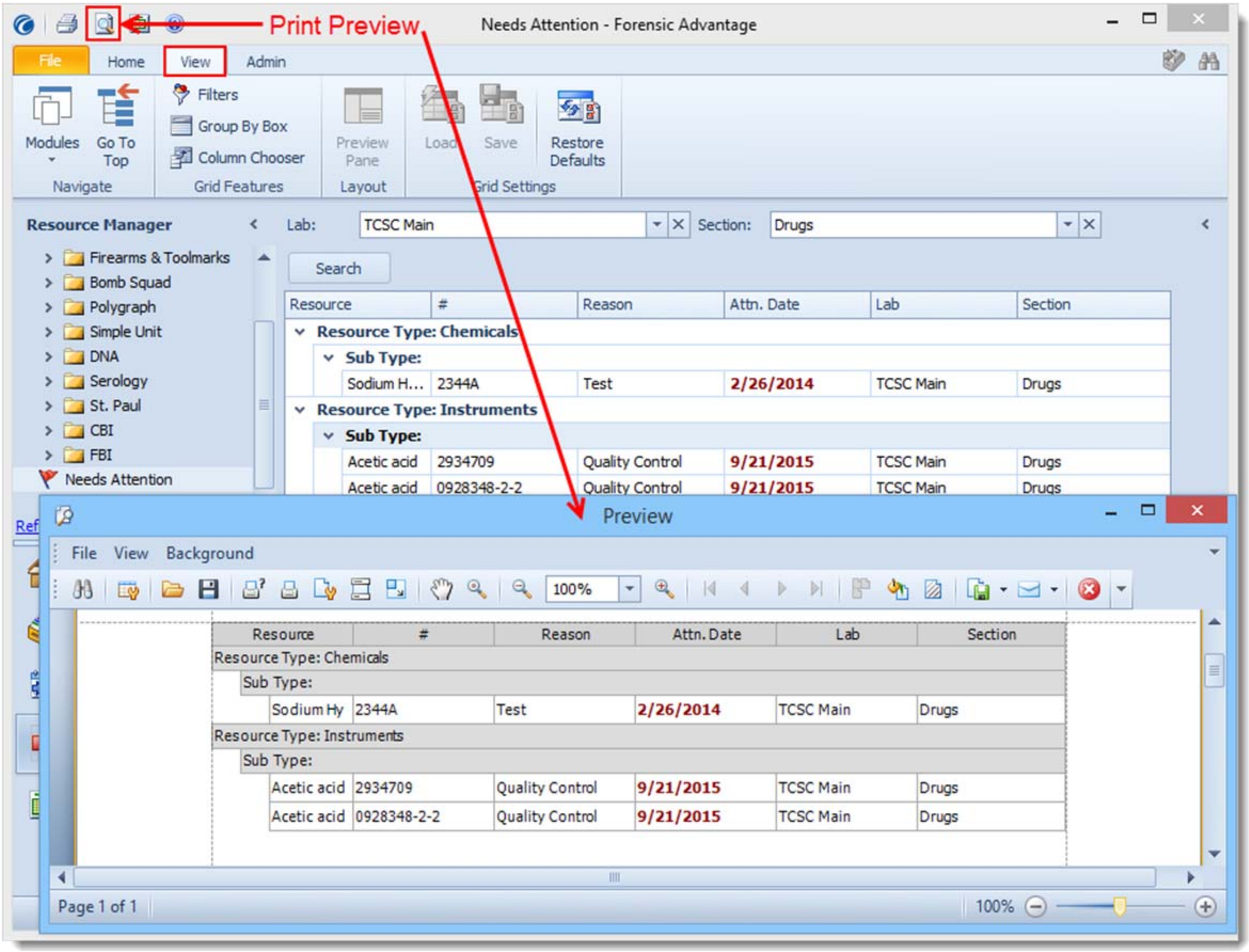


Figure 65 - Needs Attention Report

To print Needs Attention View:

1) Set scope of view using Lab / Section selections, then click **Search**.
2) Click View Tab to use filters and grouping to select subset and organize view.
3) Click Print Preview icon () in title bar (see Figure 65 - Needs Attention Report) to open *Preview*.
4) Use File menu or toolbar icons to email, print, or export data in specified file format.

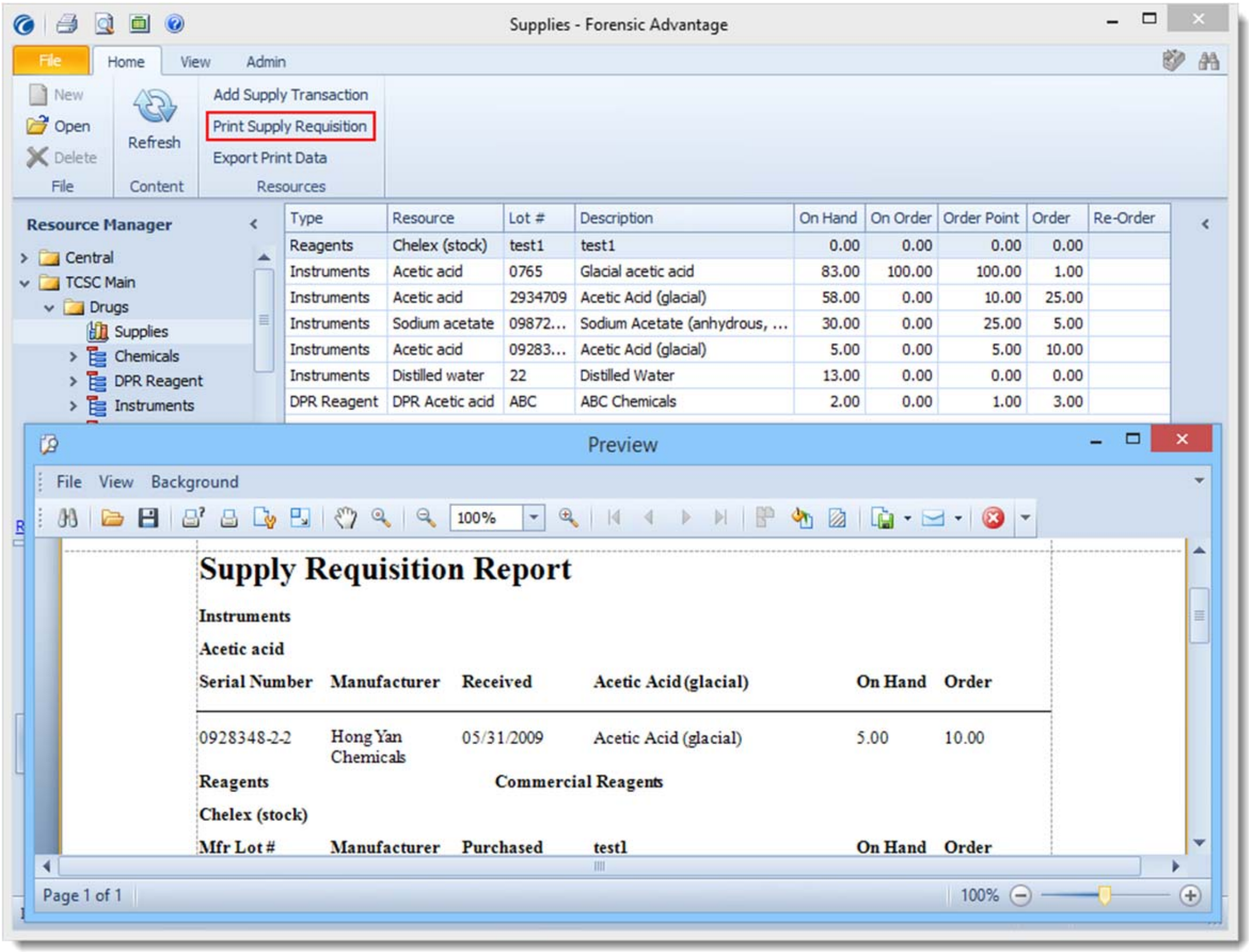
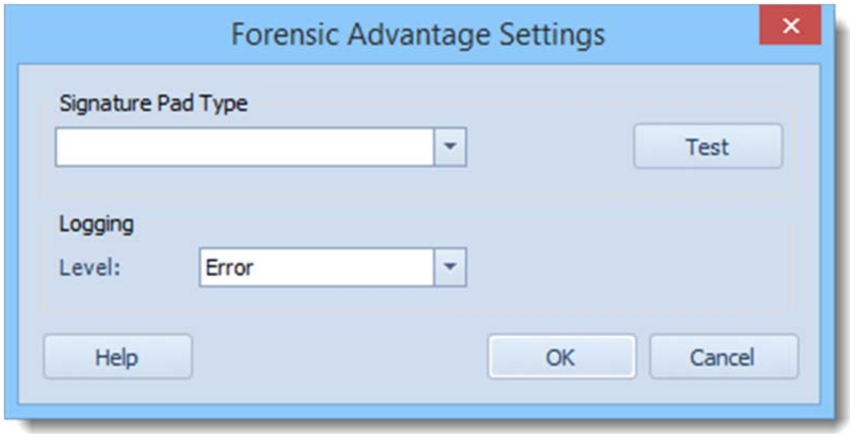


Figure 66 - Supplies Report

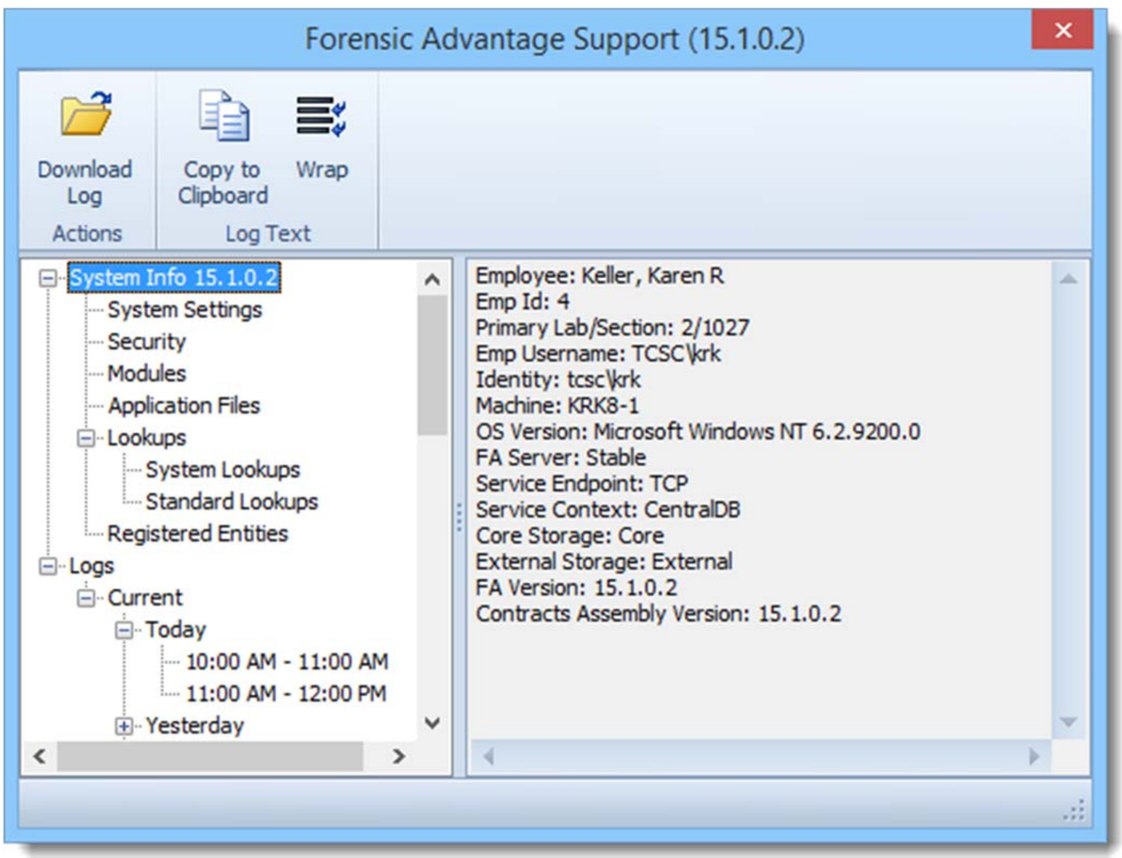
To print Supply Requisition Report:

1) Click Supplies node under Lab Section node in *Navigation Pane*.
2) Click **Print Supply Requisition** in Resources grouping of ribbon.
3) Select from list of available templates
   Note: Customizable reporting available with Report Template Designer by FA administrator.
4) Use File menu or toolbar icons to email, print, or export data in specified file format.

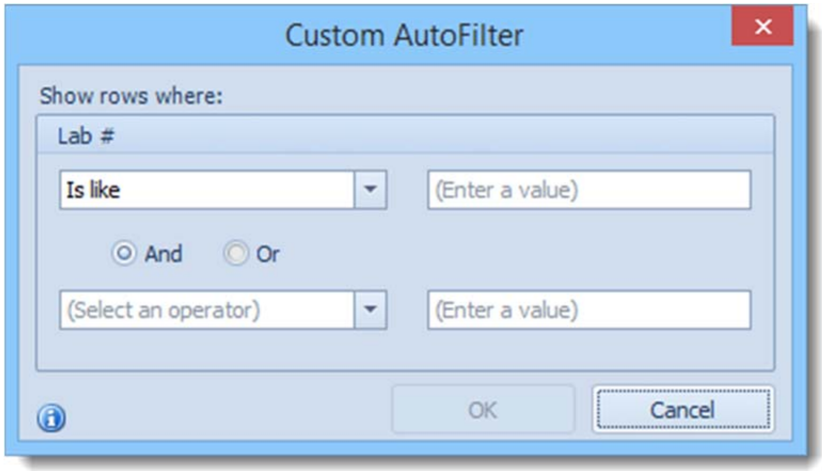
Appendix



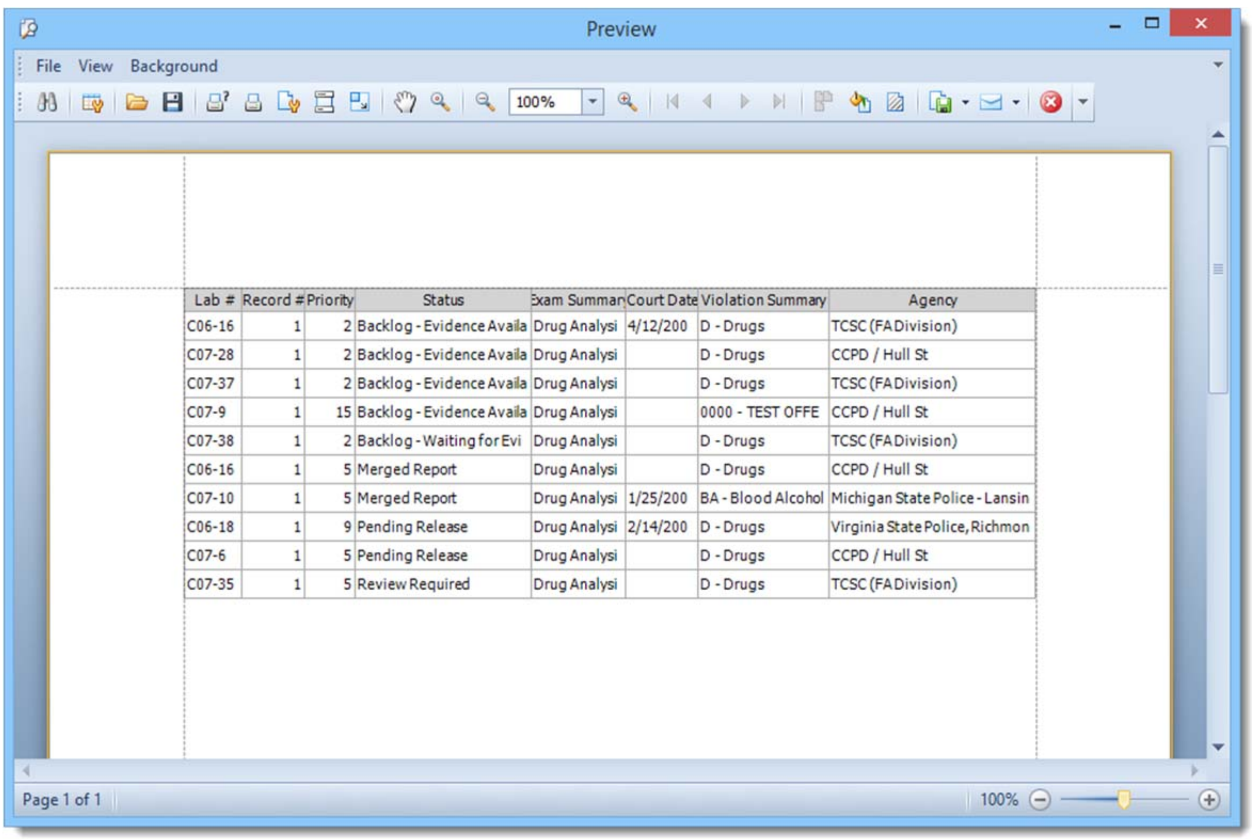
Appendix 1 – Forensic Advantage Settings



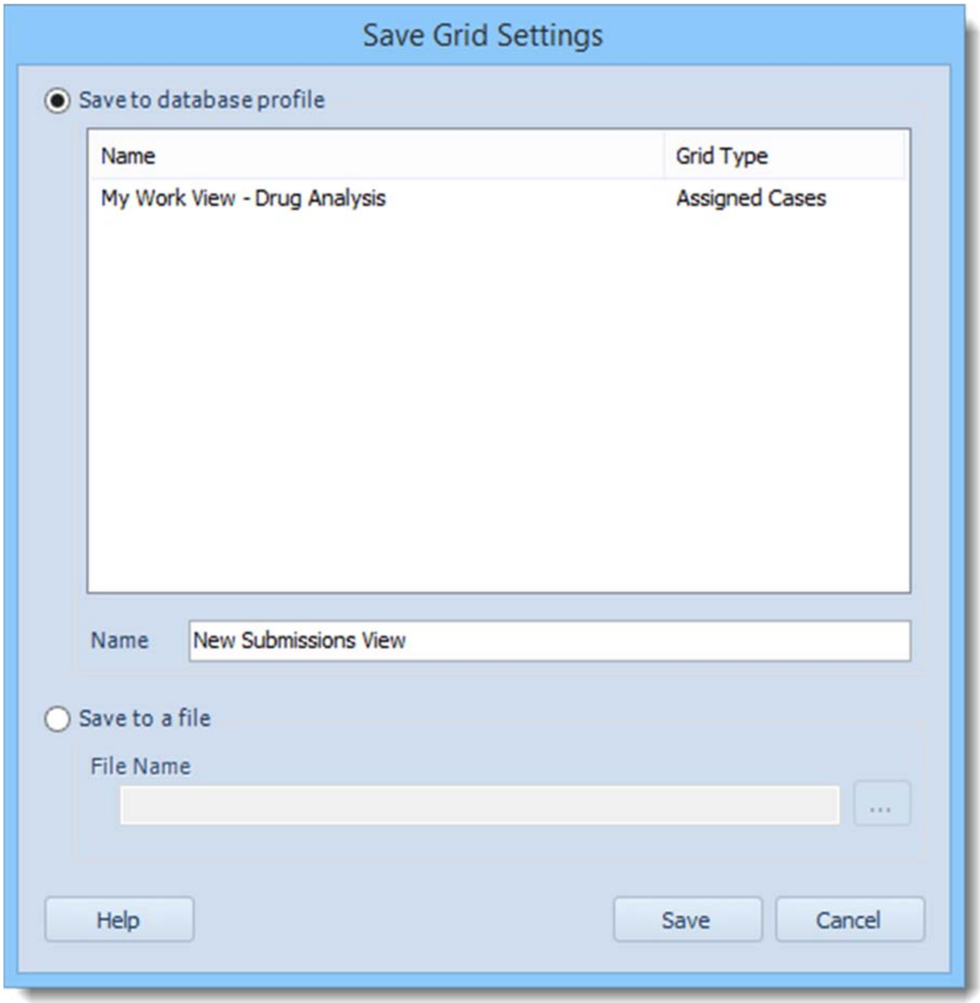
Appendix 2 – Forensic Advantage Support



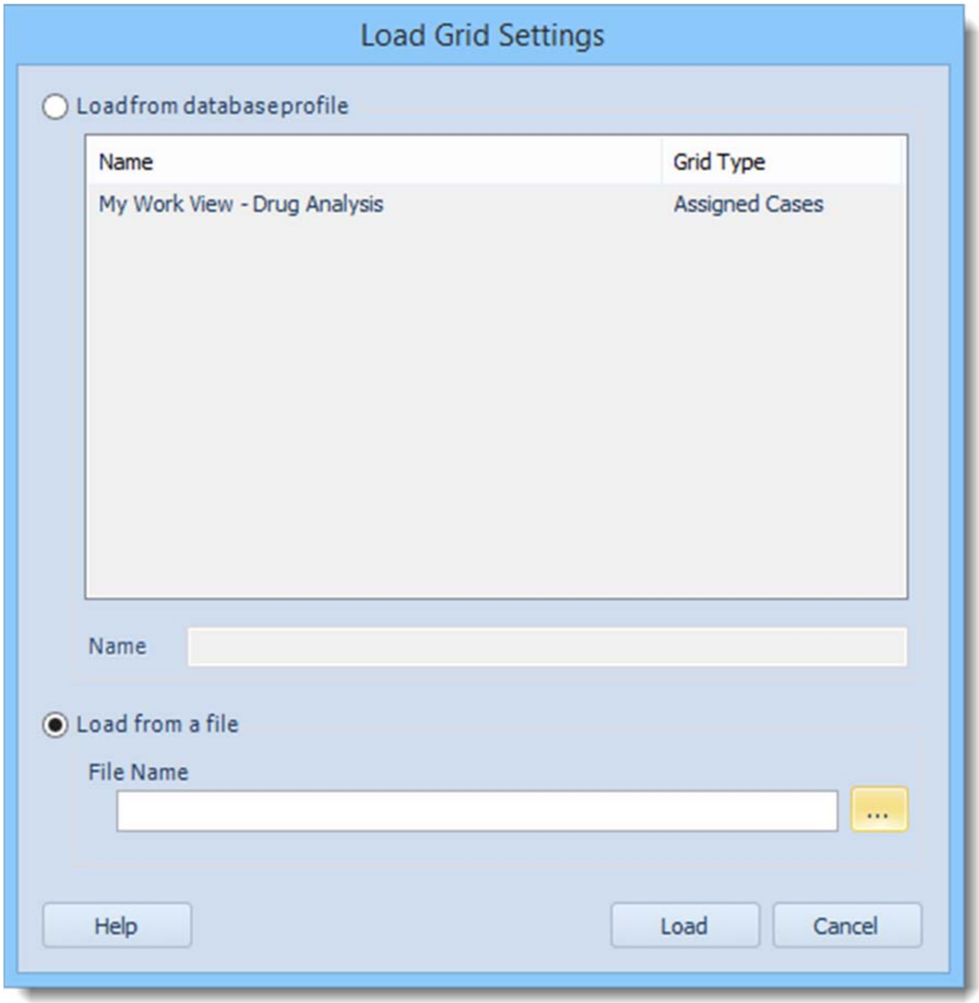
Appendix 3 – Custom AutoFilter



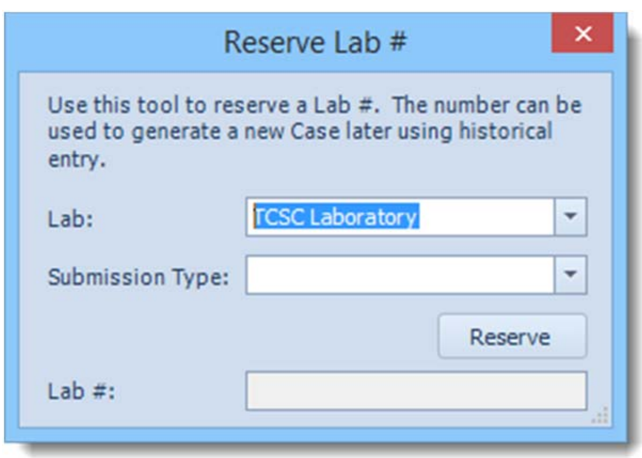
Appendix 4 – Preview Grid Listing



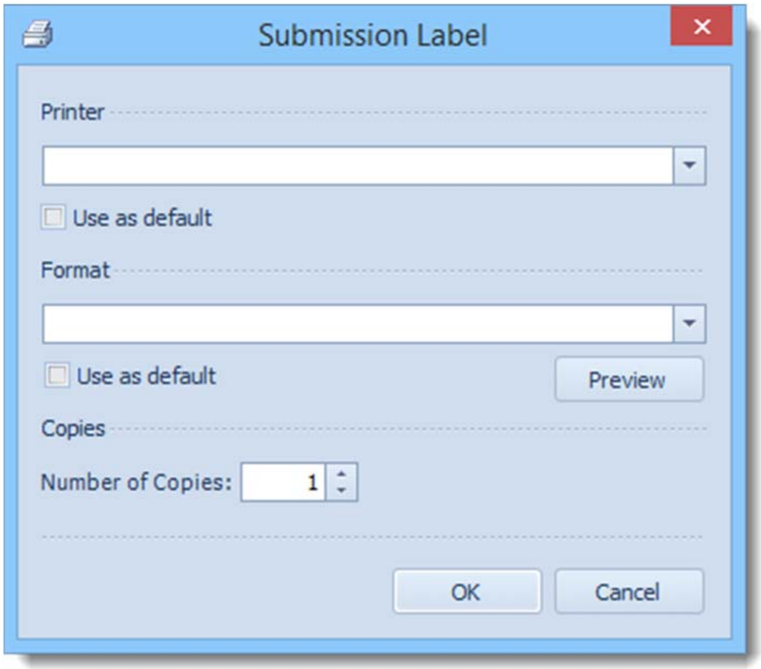
Appendix 5 – Save Grid Settings



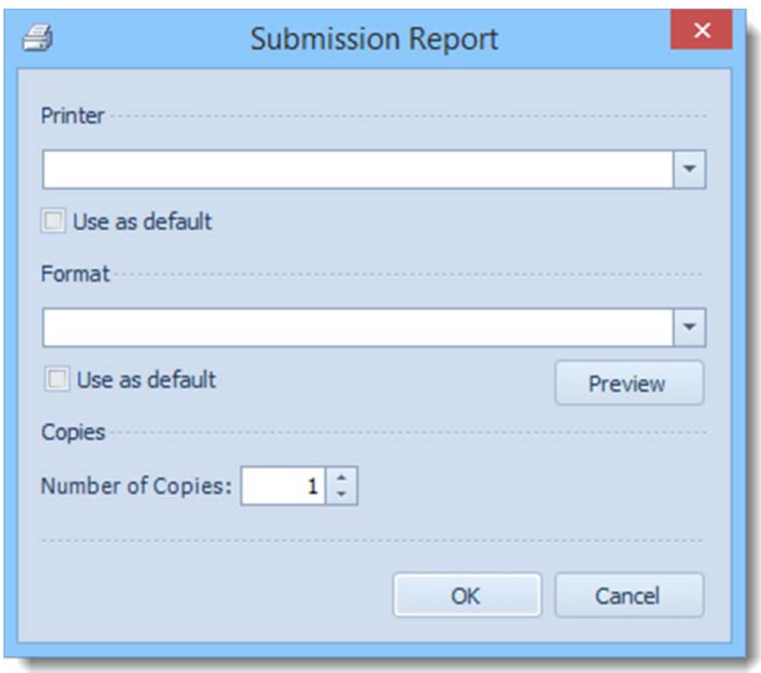
Appendix 6 – Load Grid Settings



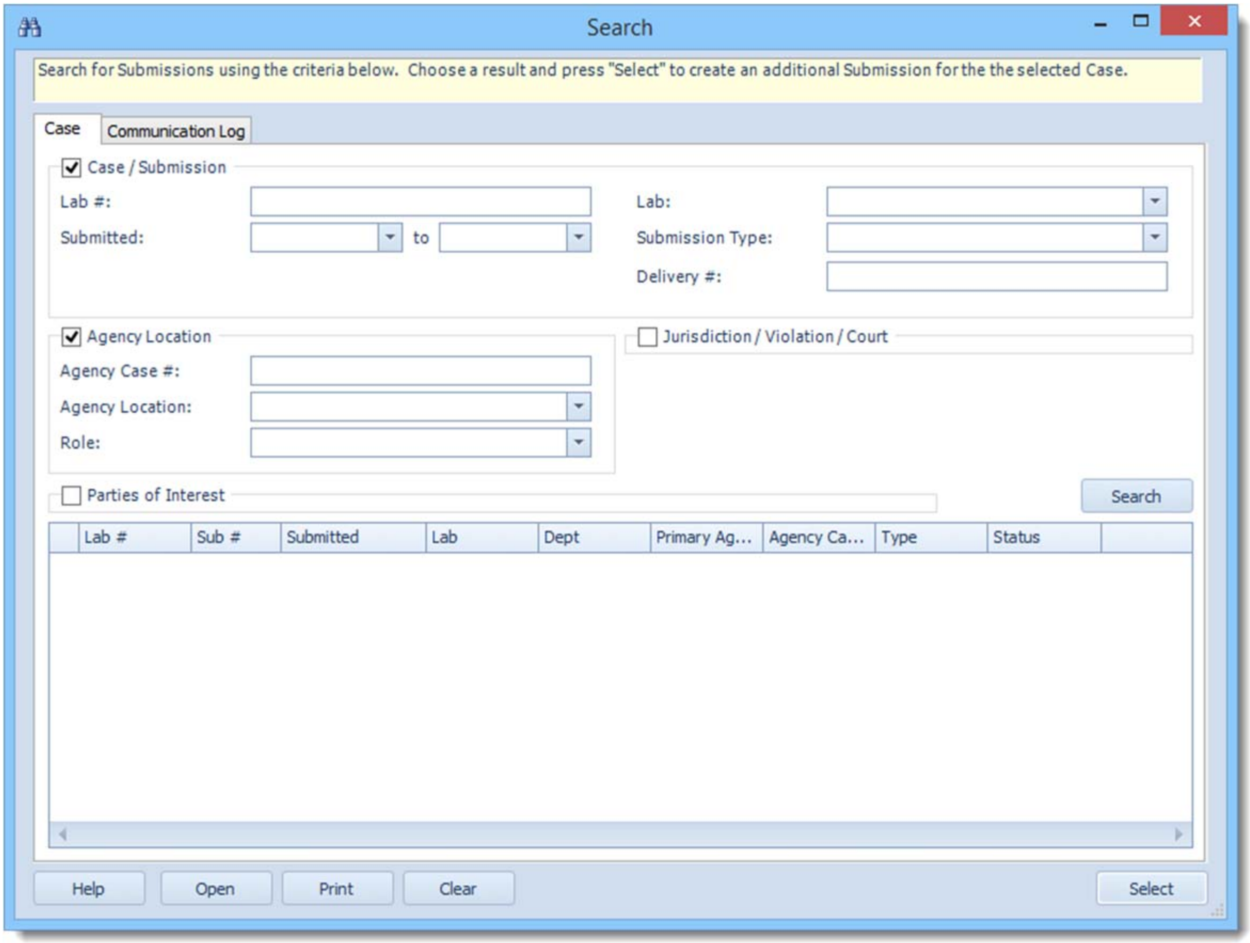
Appendix 7 – Reserve Lab #



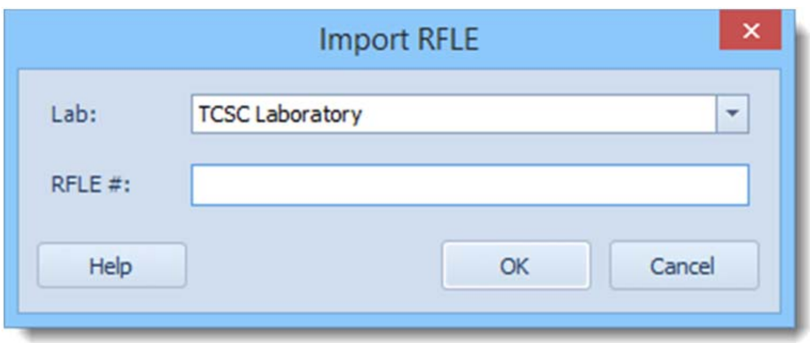
Appendix 8 – Submission Label



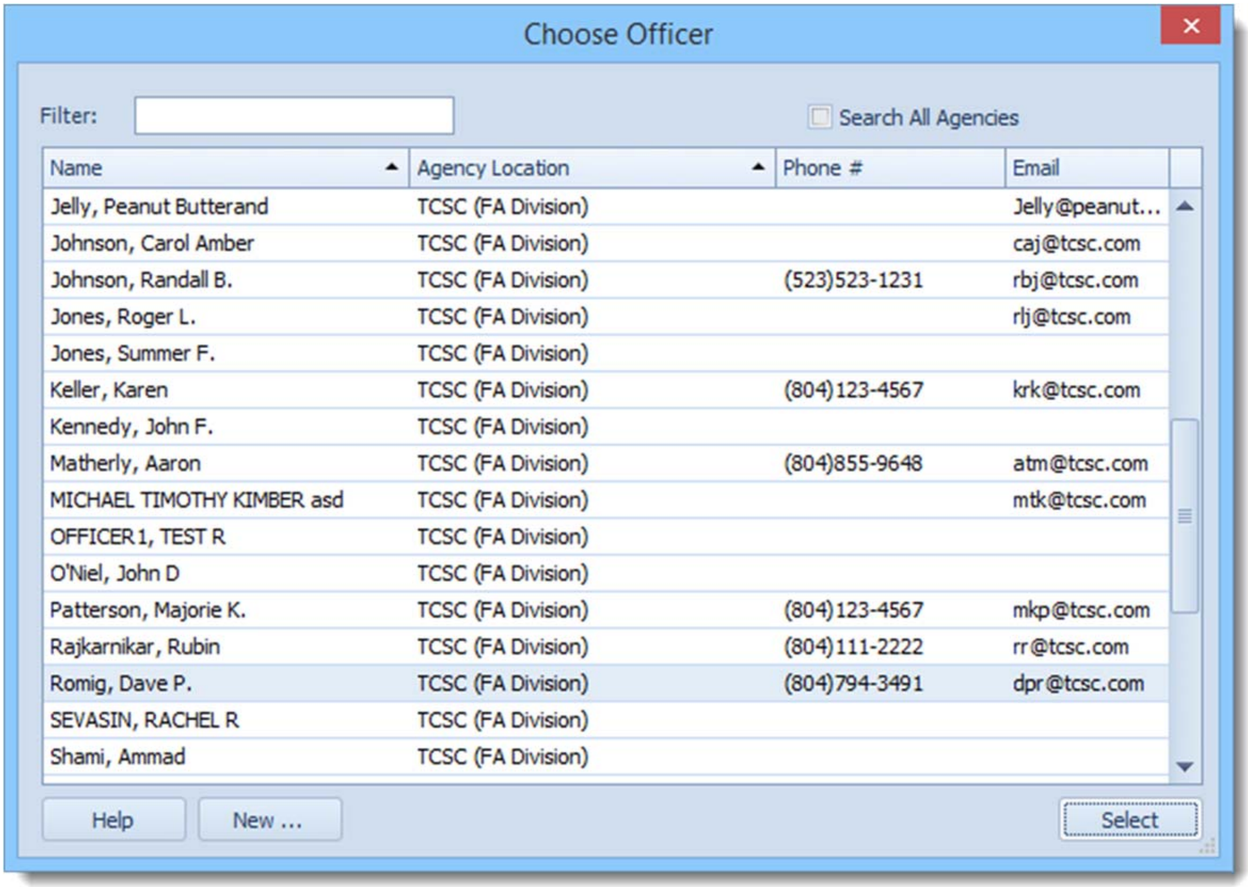
Appendix 9 – Submission Report



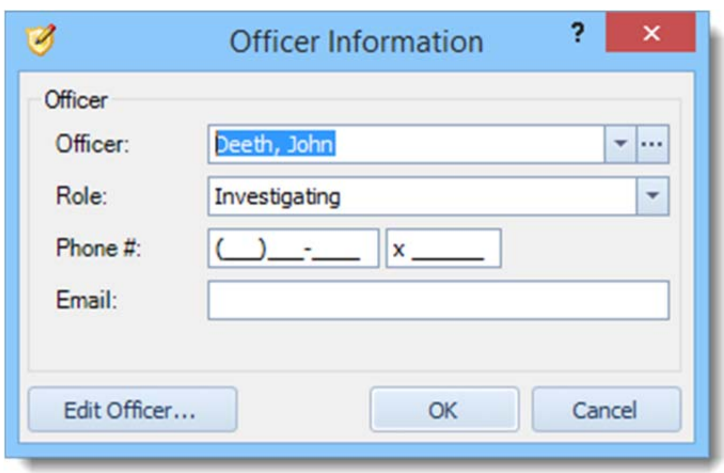
Appendix 10 – Search



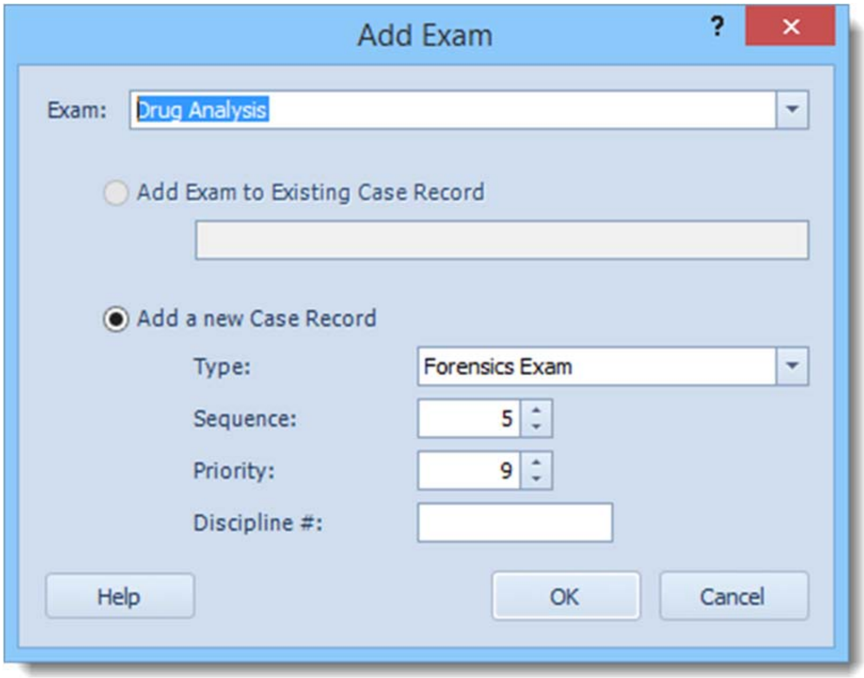
Appendix 11 – Import RFLE



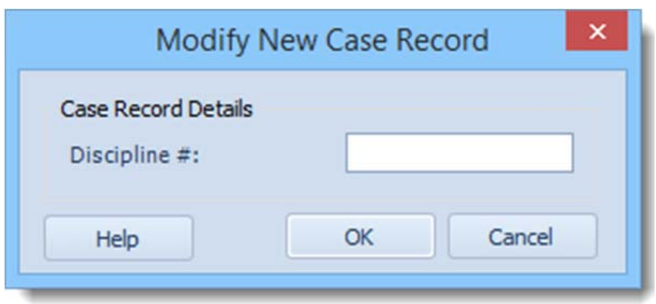
Appendix 12 – Choose Officer



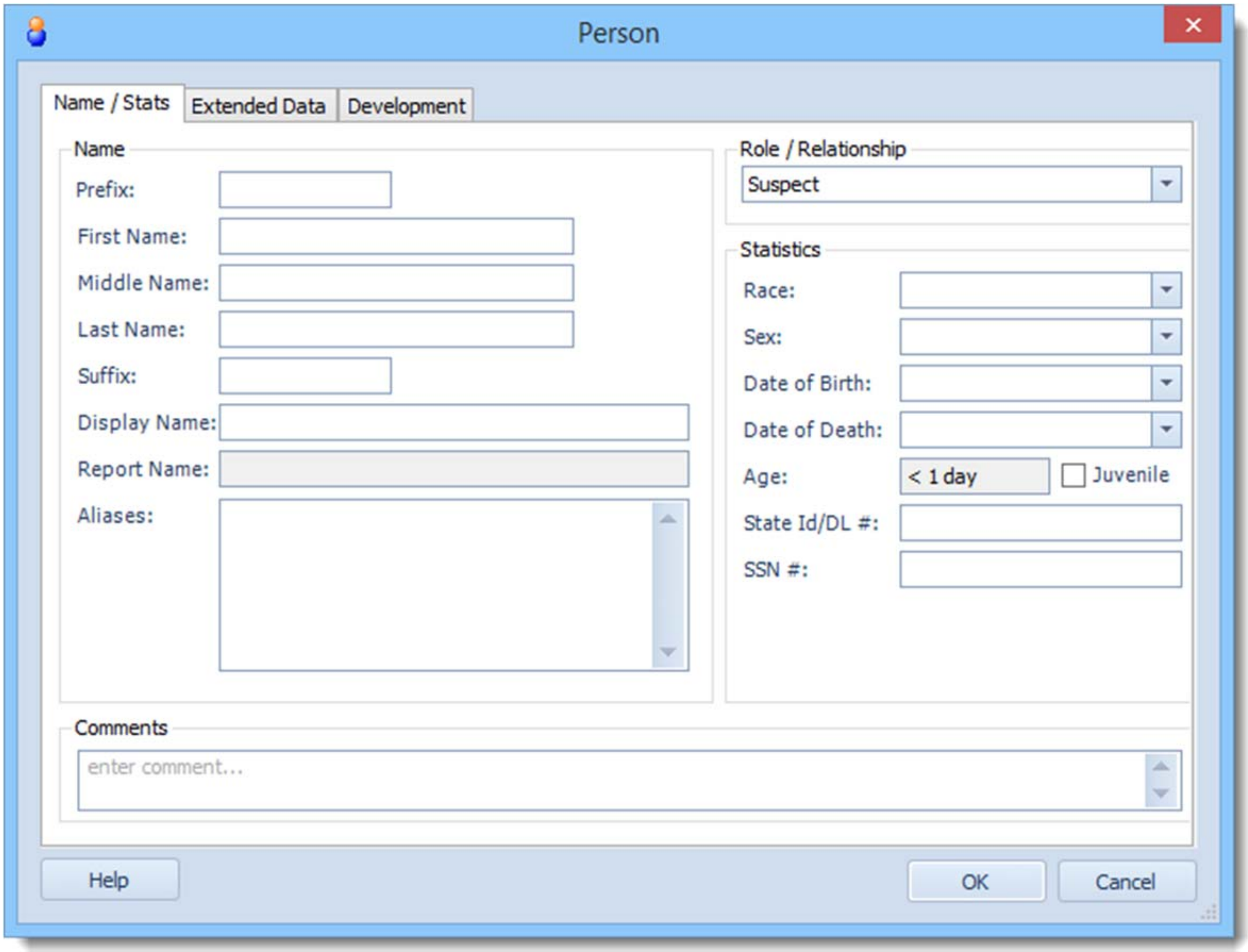
Appendix 13 – Officer Information



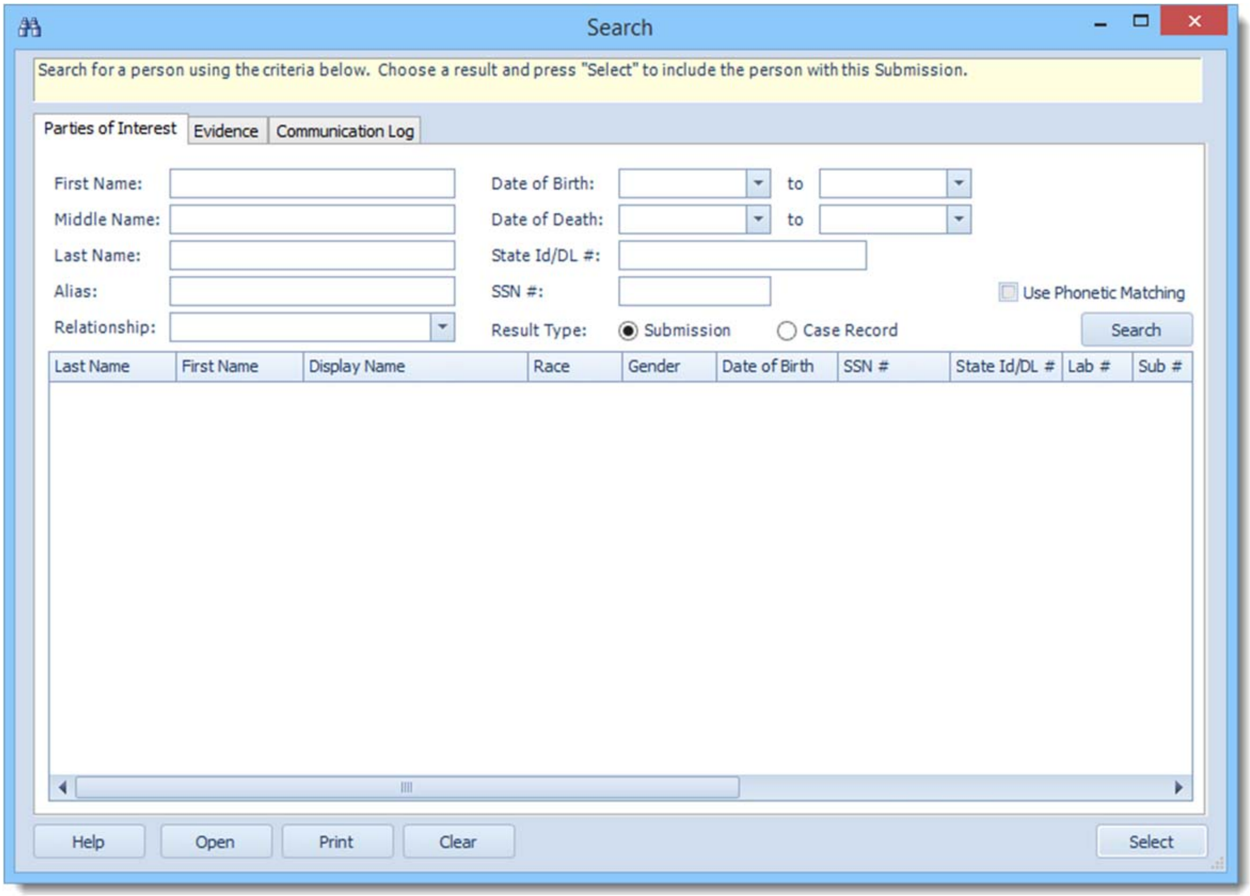
Appendix 14 – Add Exam



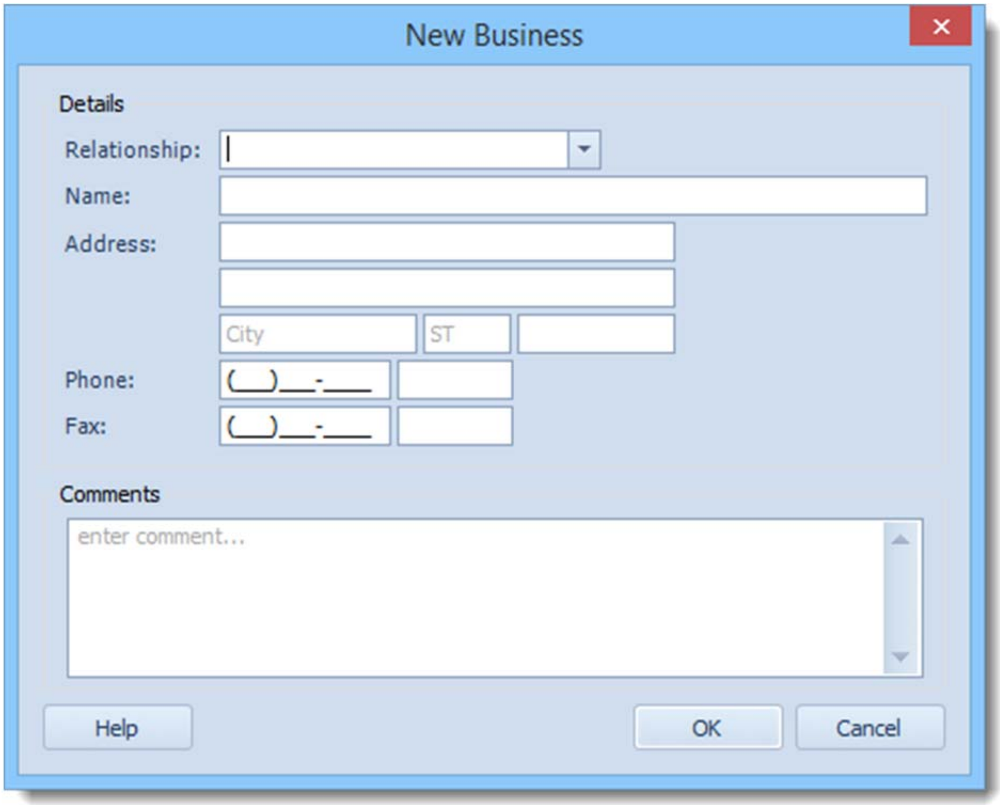
Appendix 15 – Modify New Case Record



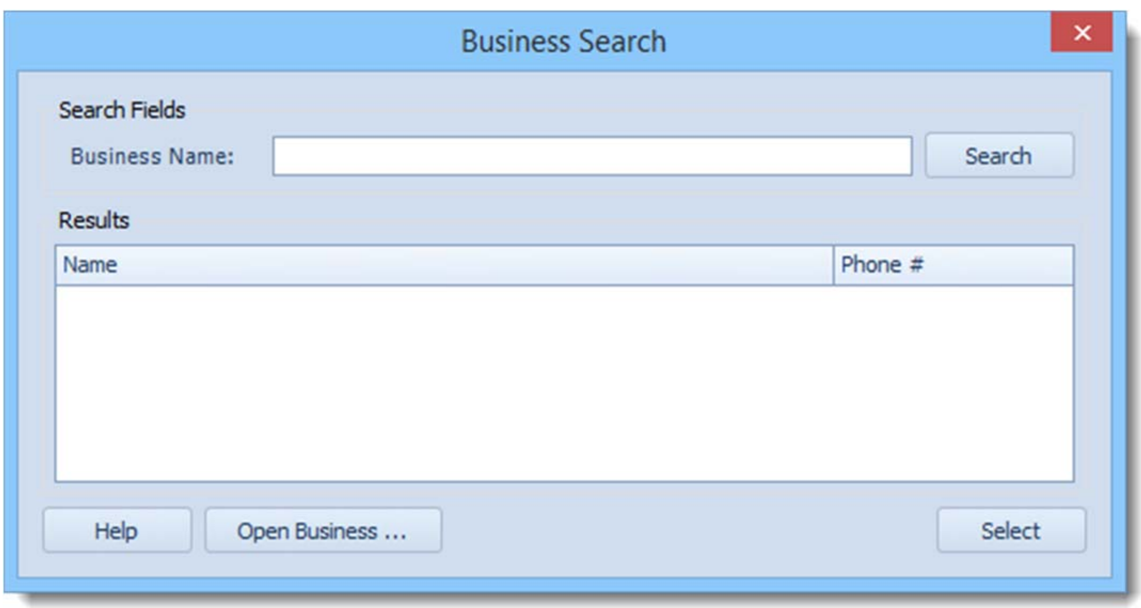
Appendix 16 – Person



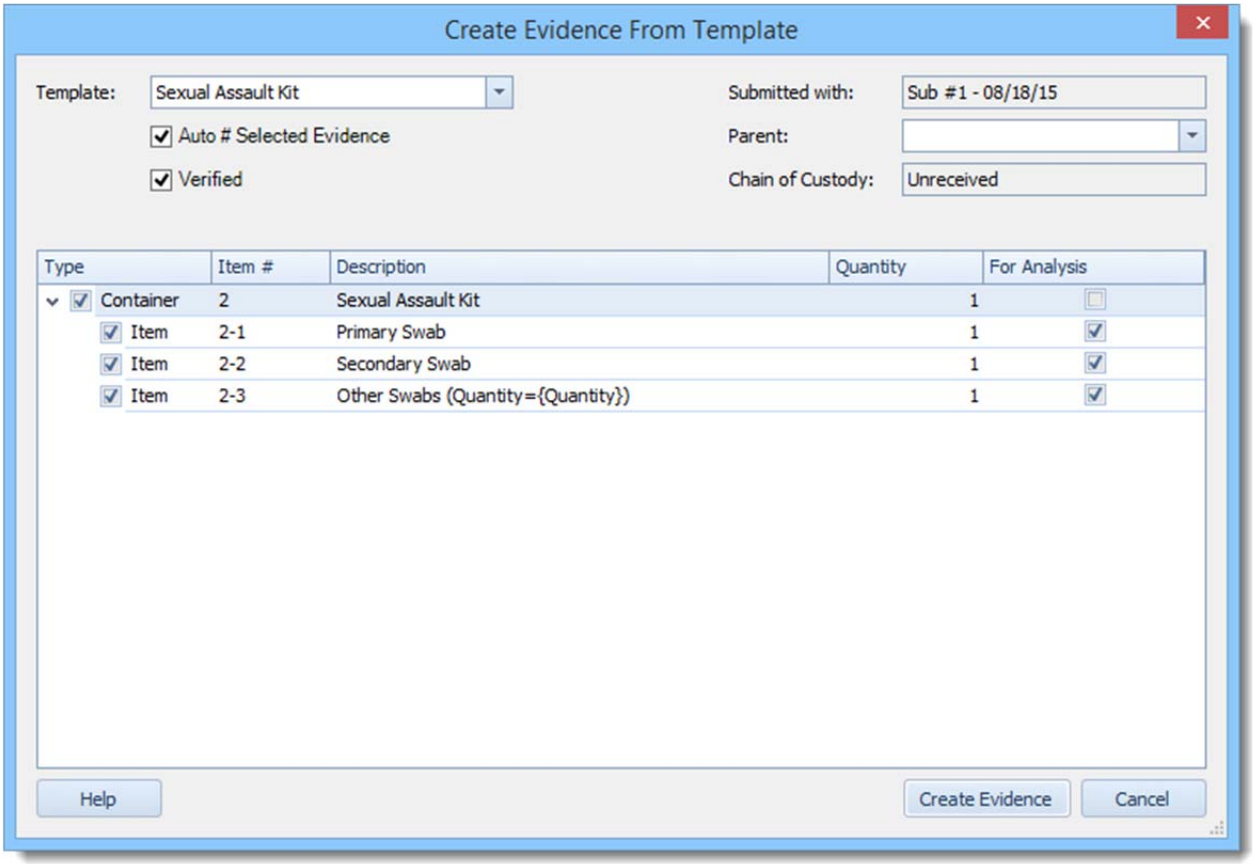
Appendix 17 – Search Parties of Interest Tab



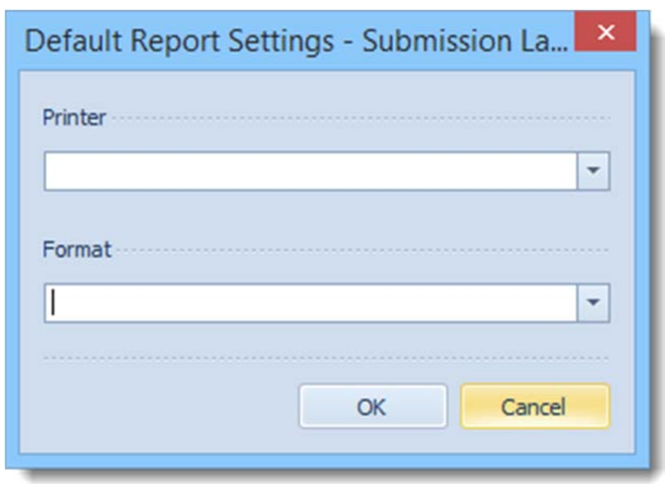
Appendix 18 – New Business



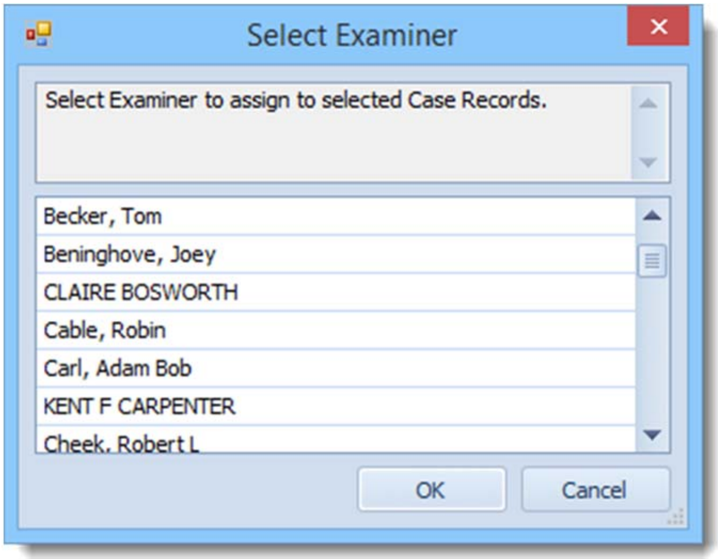
Appendix 19 – Business Search



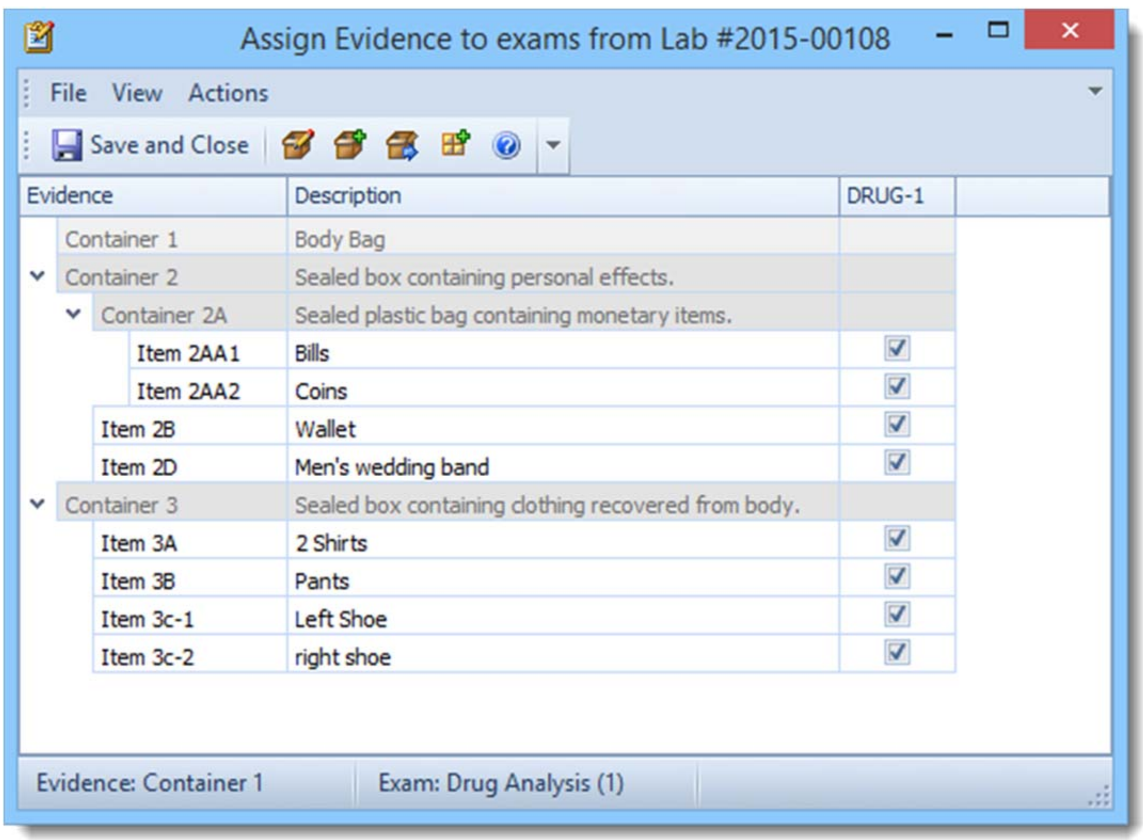
Appendix 20 – Create Evidence From Template



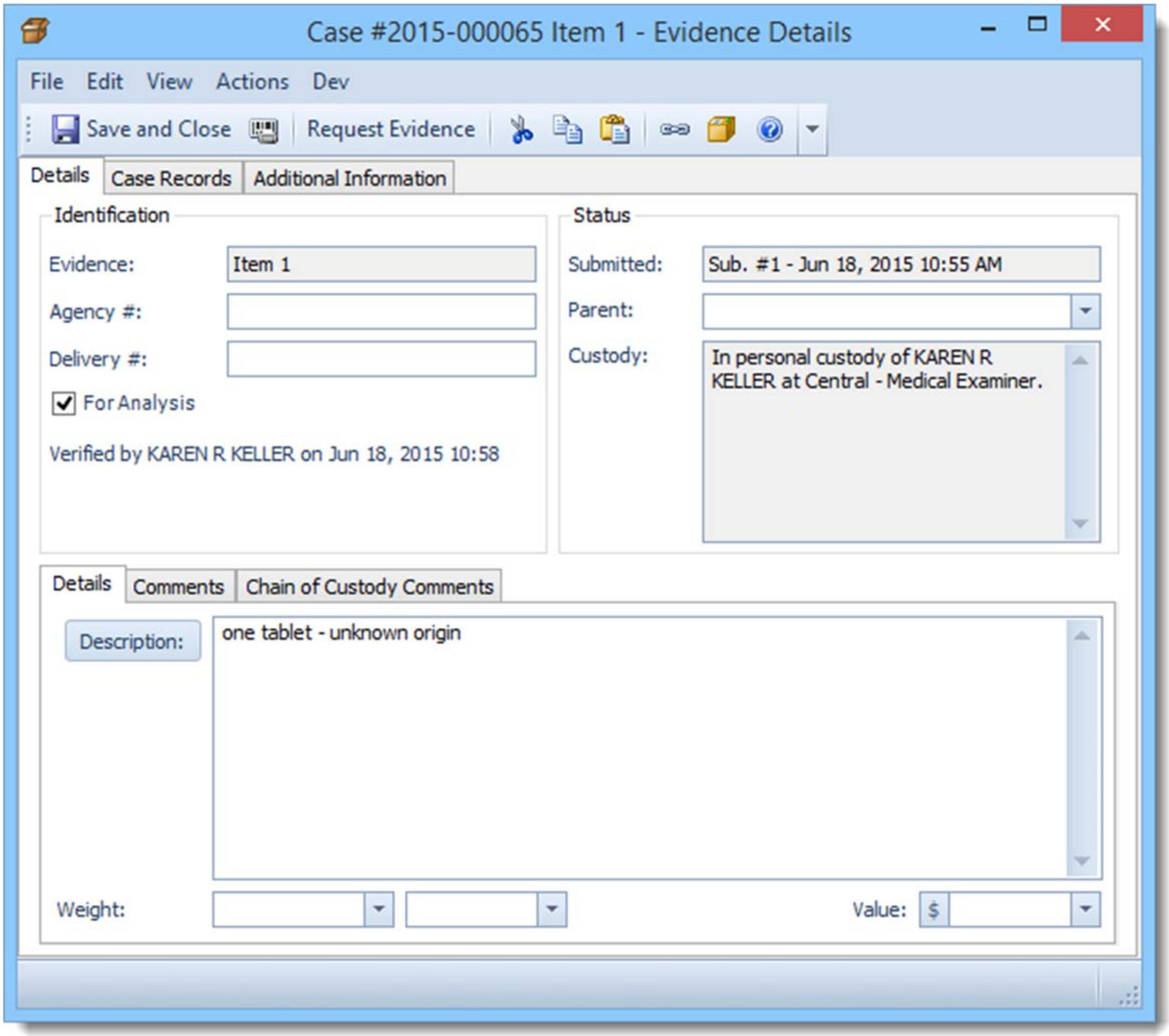
Appendix 21 – Default Report Settings



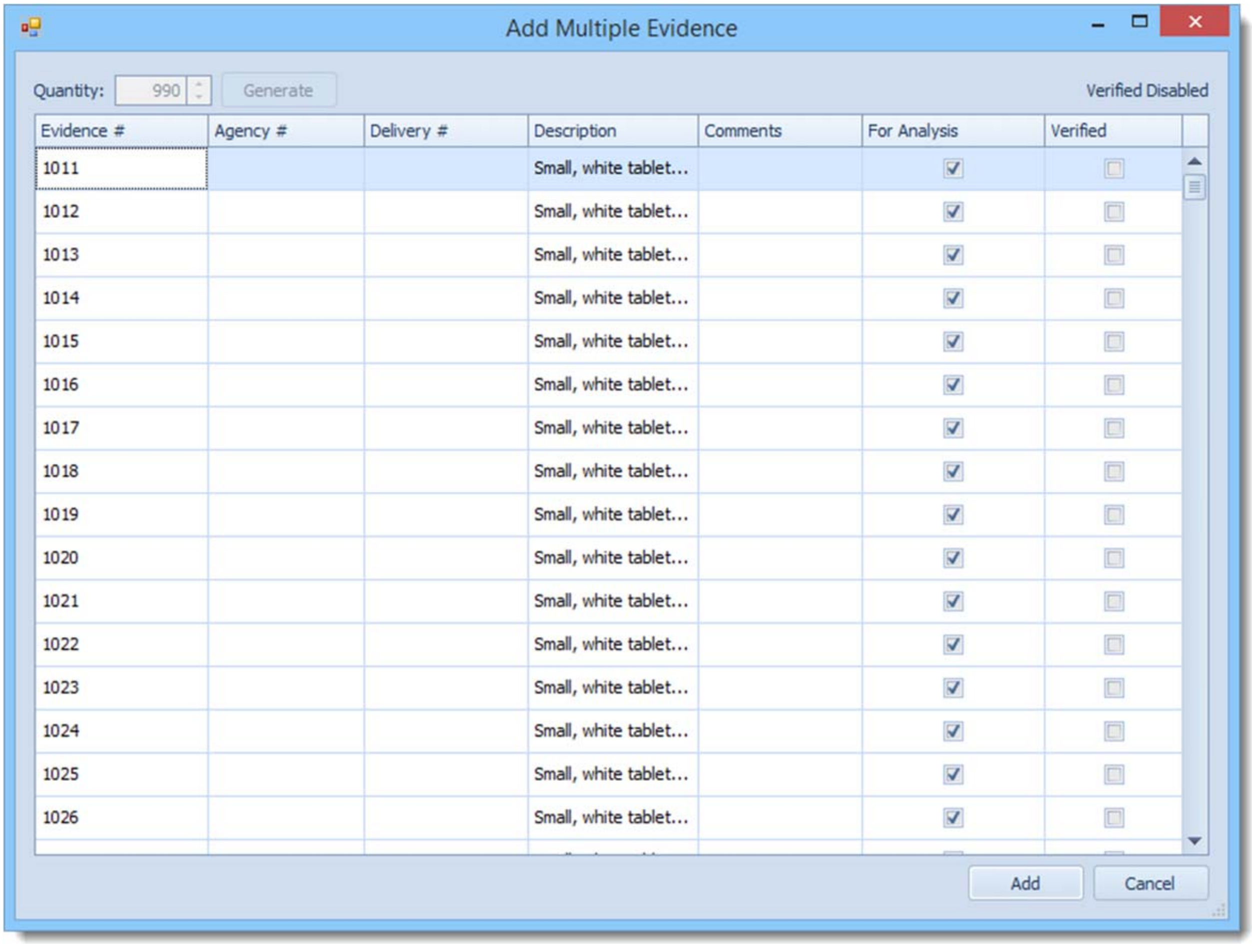
Appendix 22 – Select Examiner



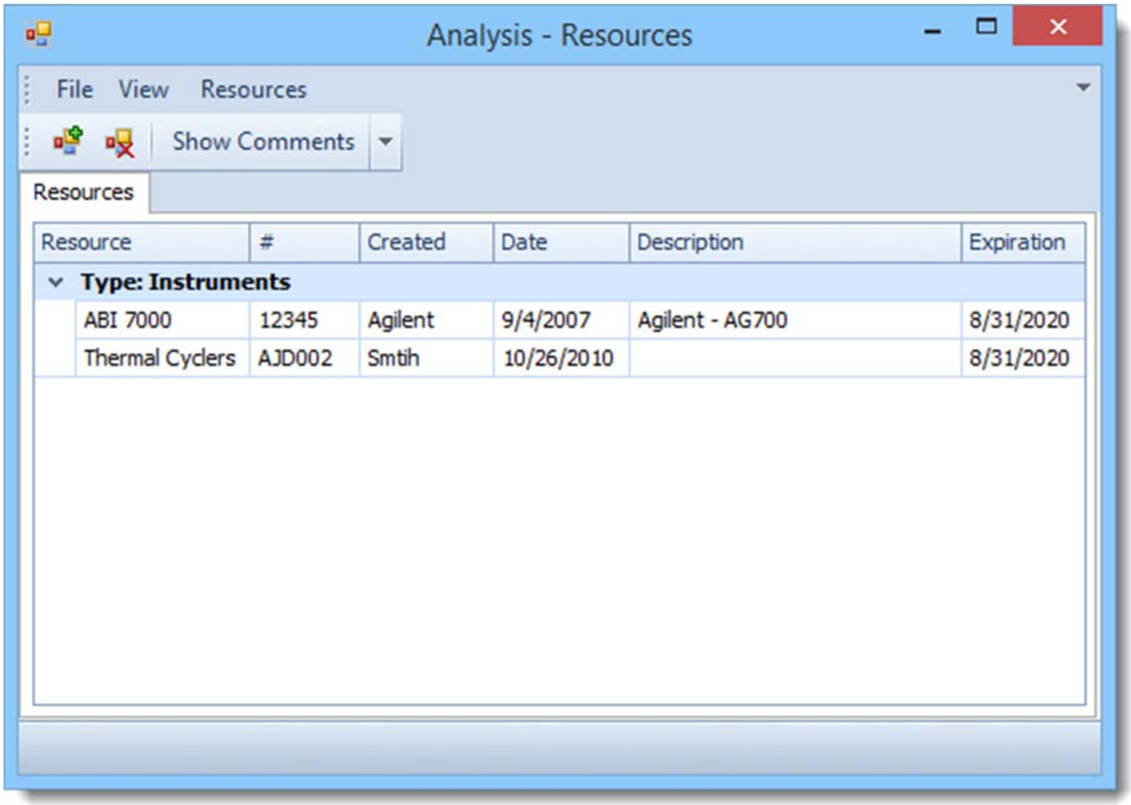
Appendix 23 – Assign Evidence to Exams



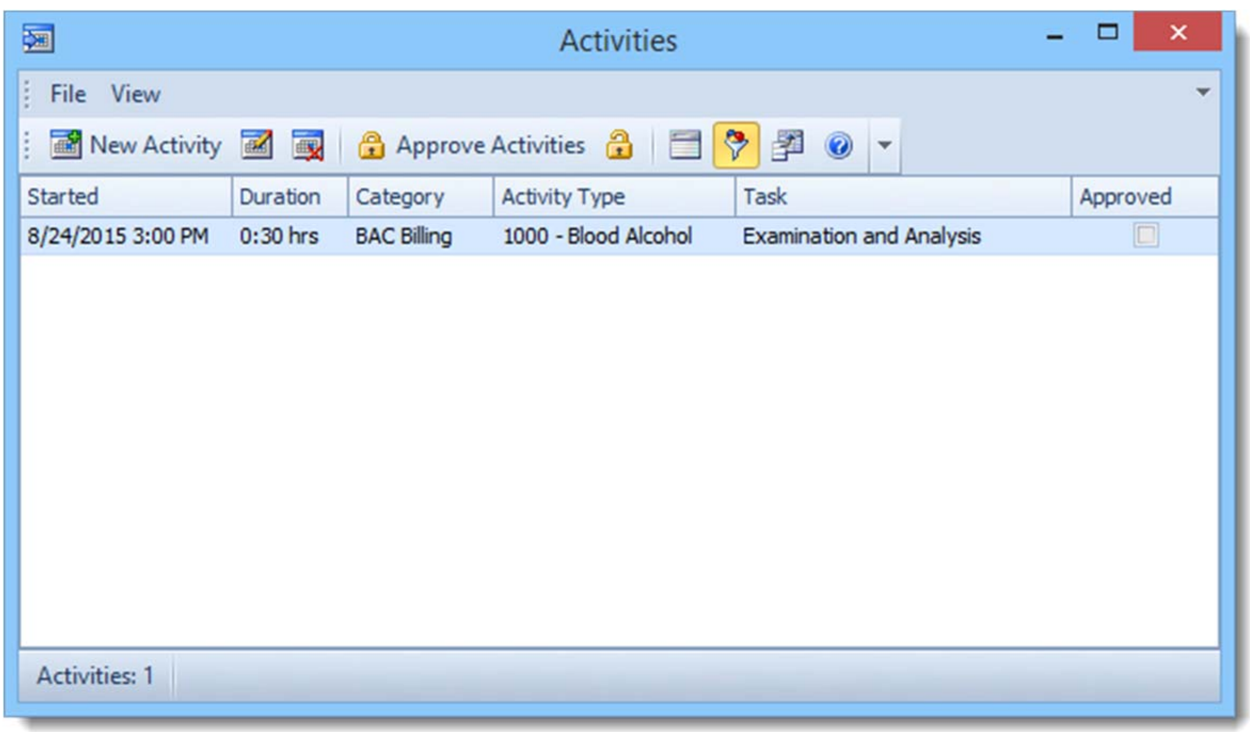
Appendix 24 – Evidence Details



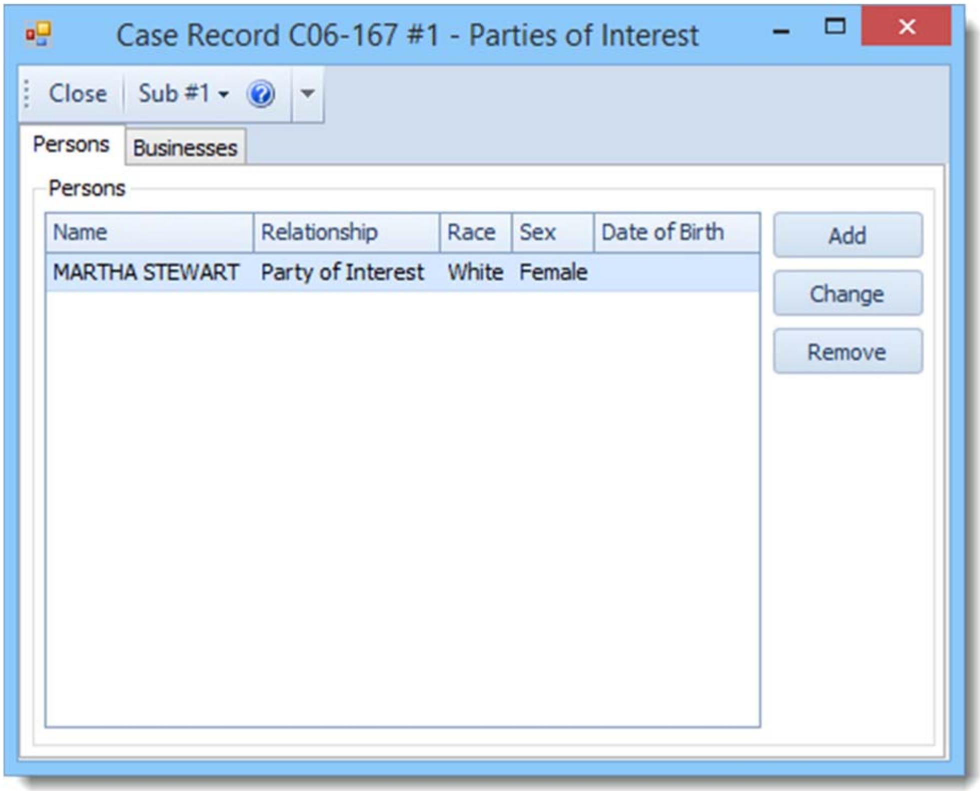
Appendix 25 – Add Multiple Evidence



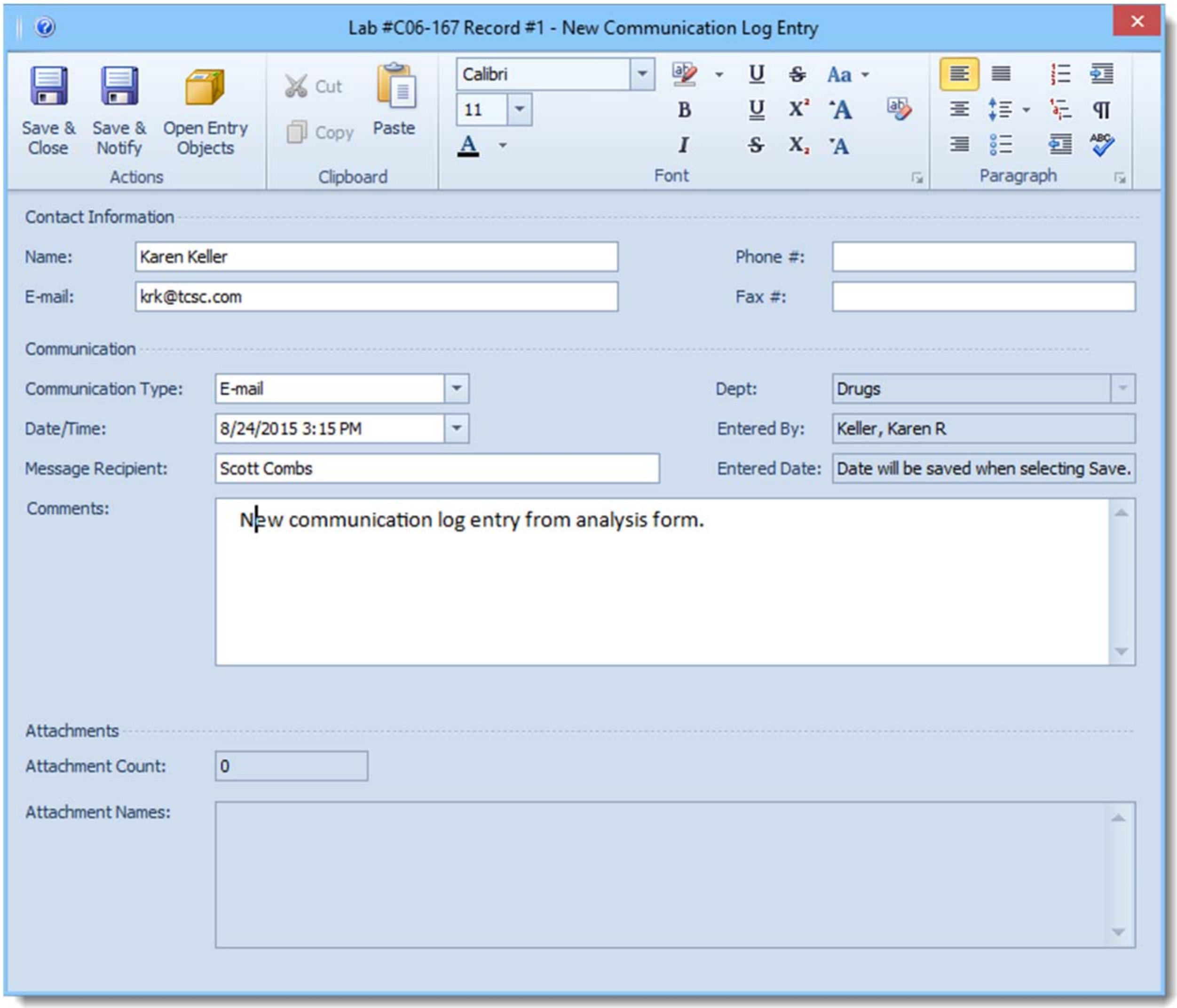
Appendix 26 – Analysis Resources



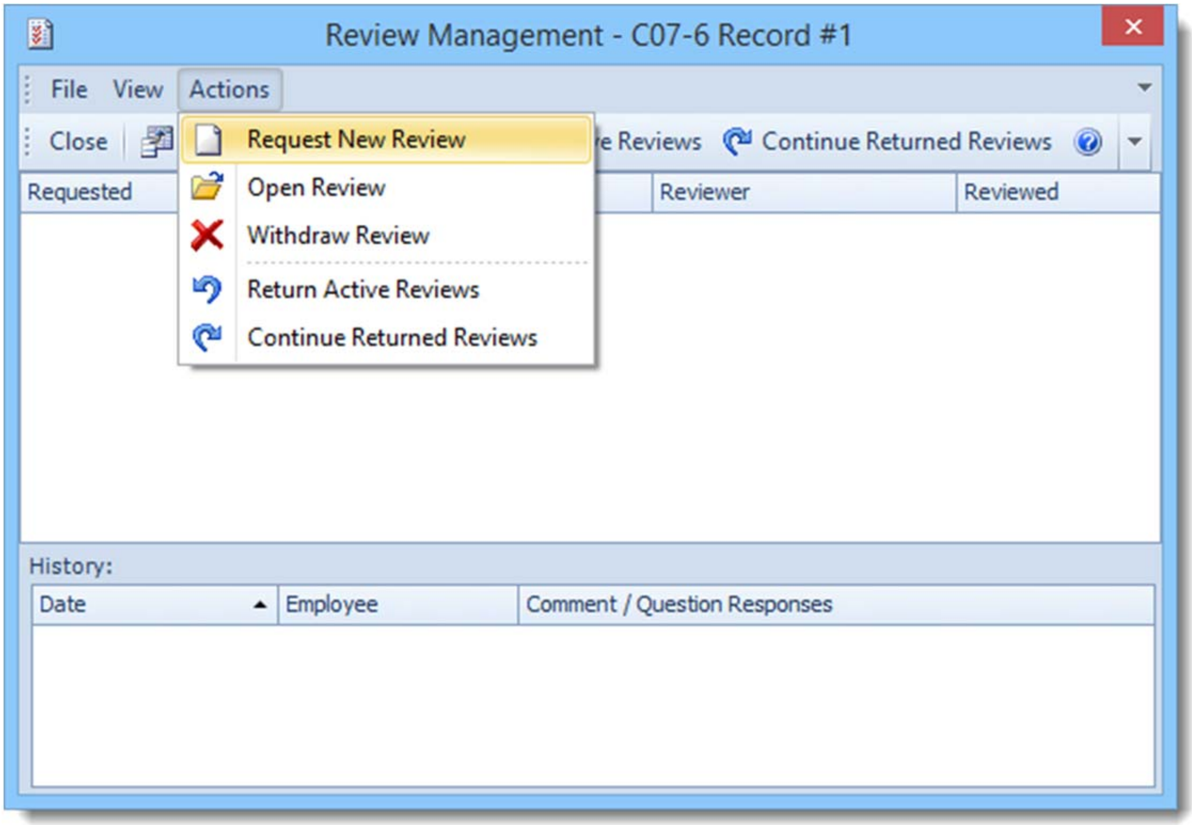
Appendix 27 – Activities



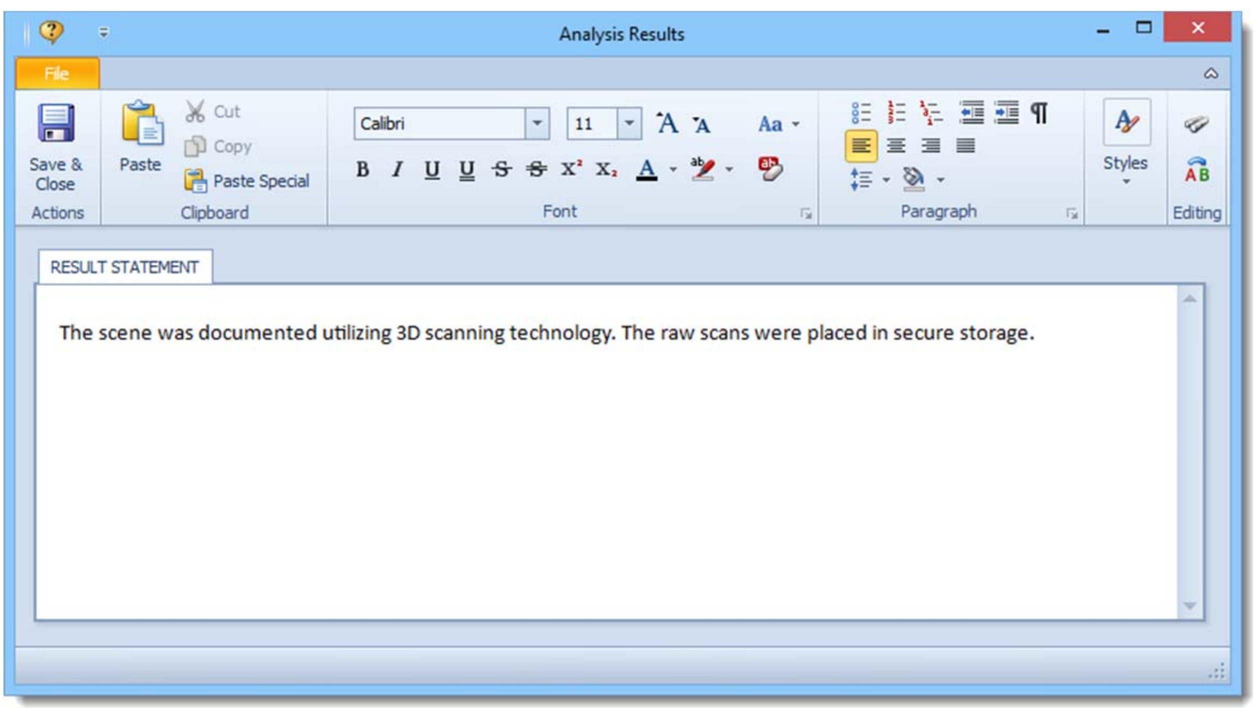
Appendix 28 – Case Record # – Parties of Interest



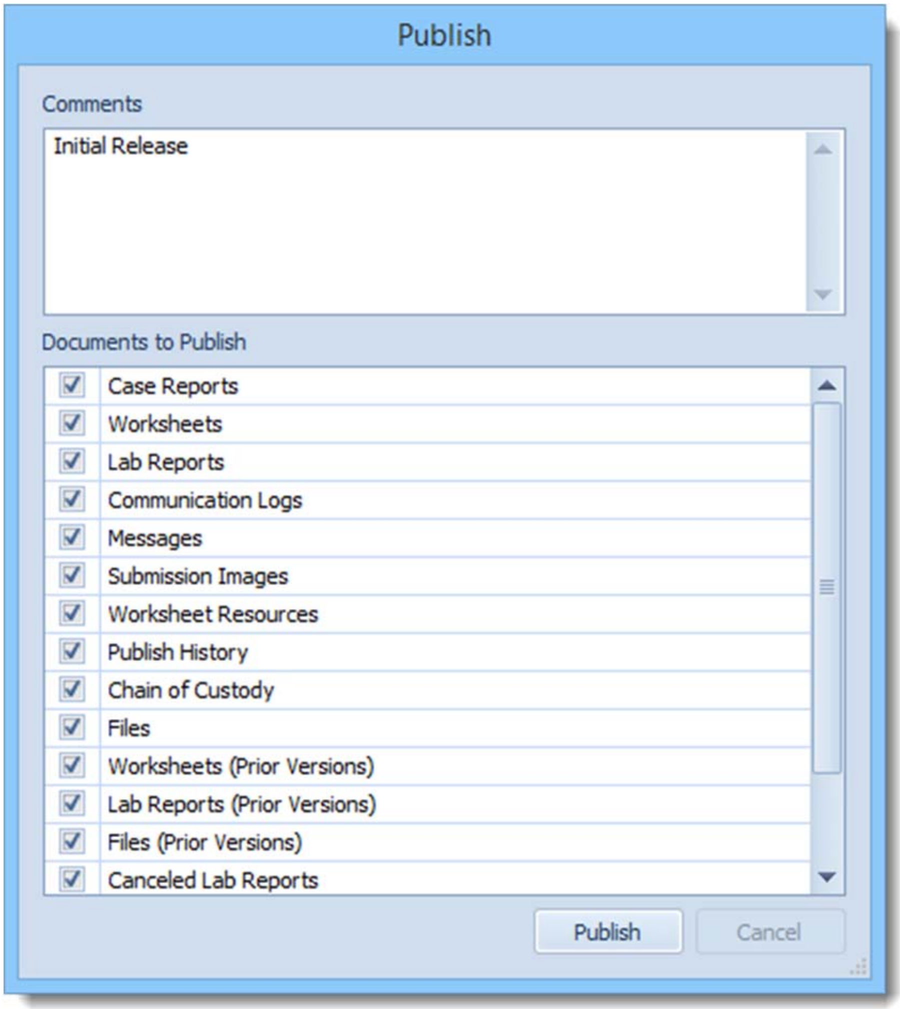
Appendix 29 – New Communication Log Entry



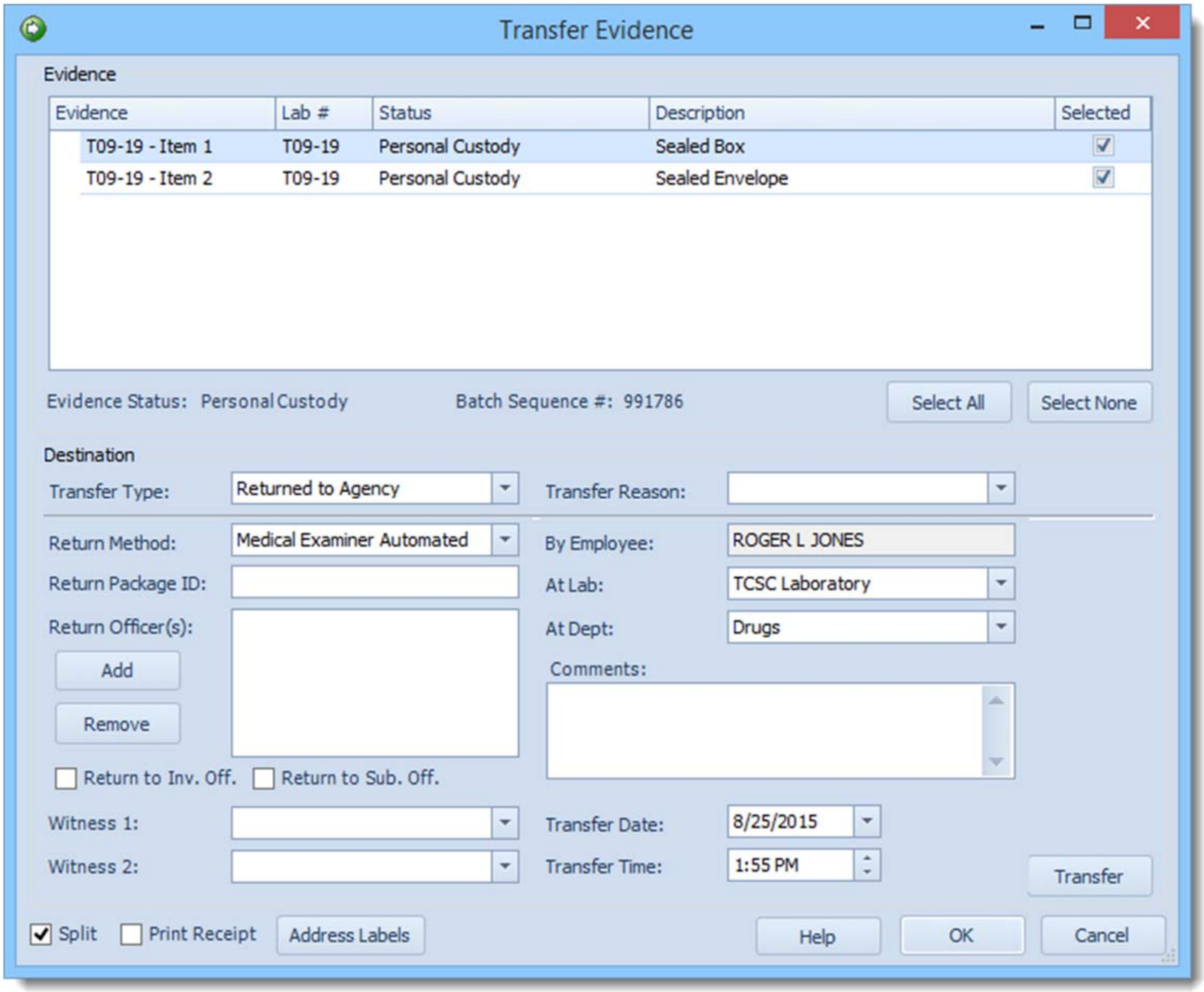
Appendix 30 – Review Management



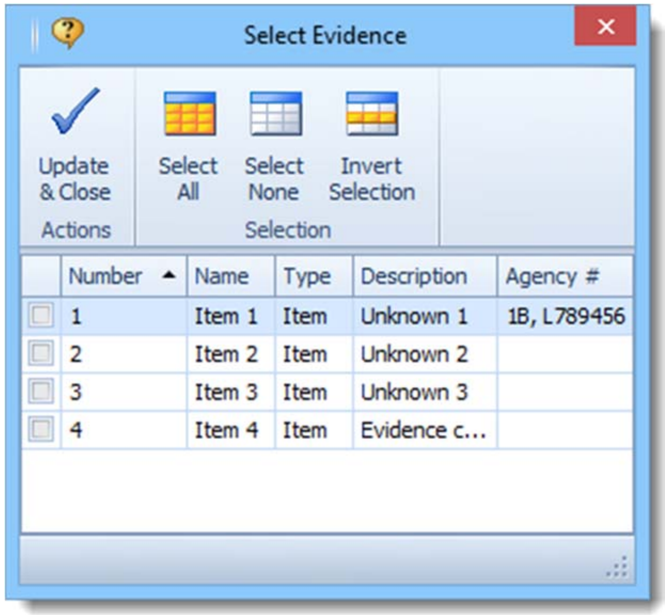
Appendix 31 – Analysis Results



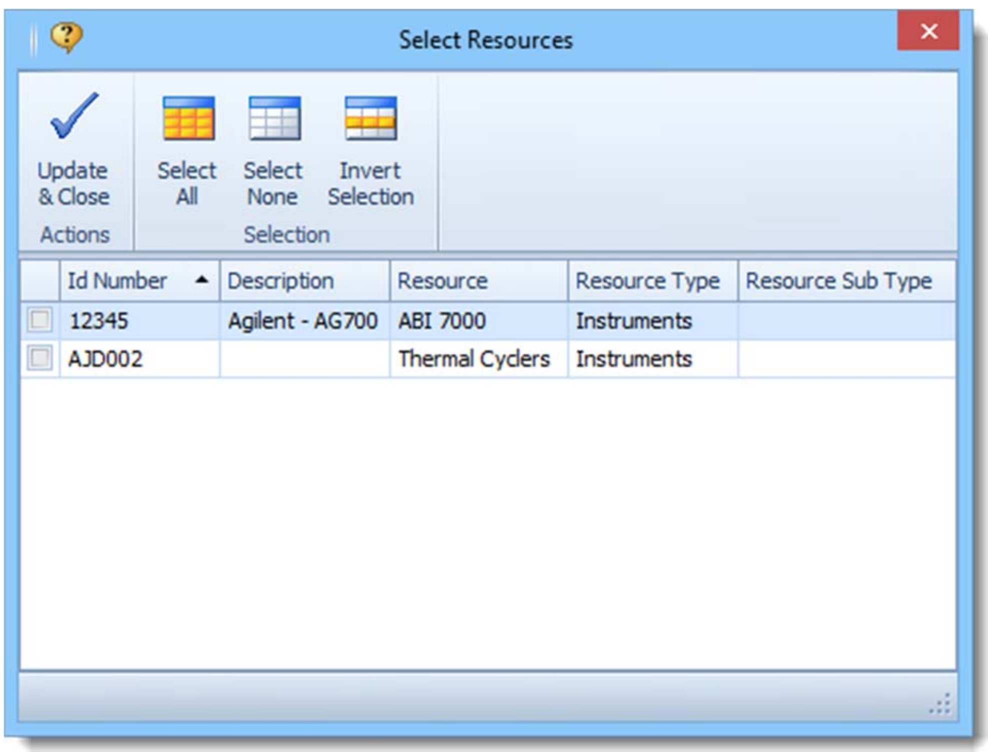
Appendix 32 – Publish



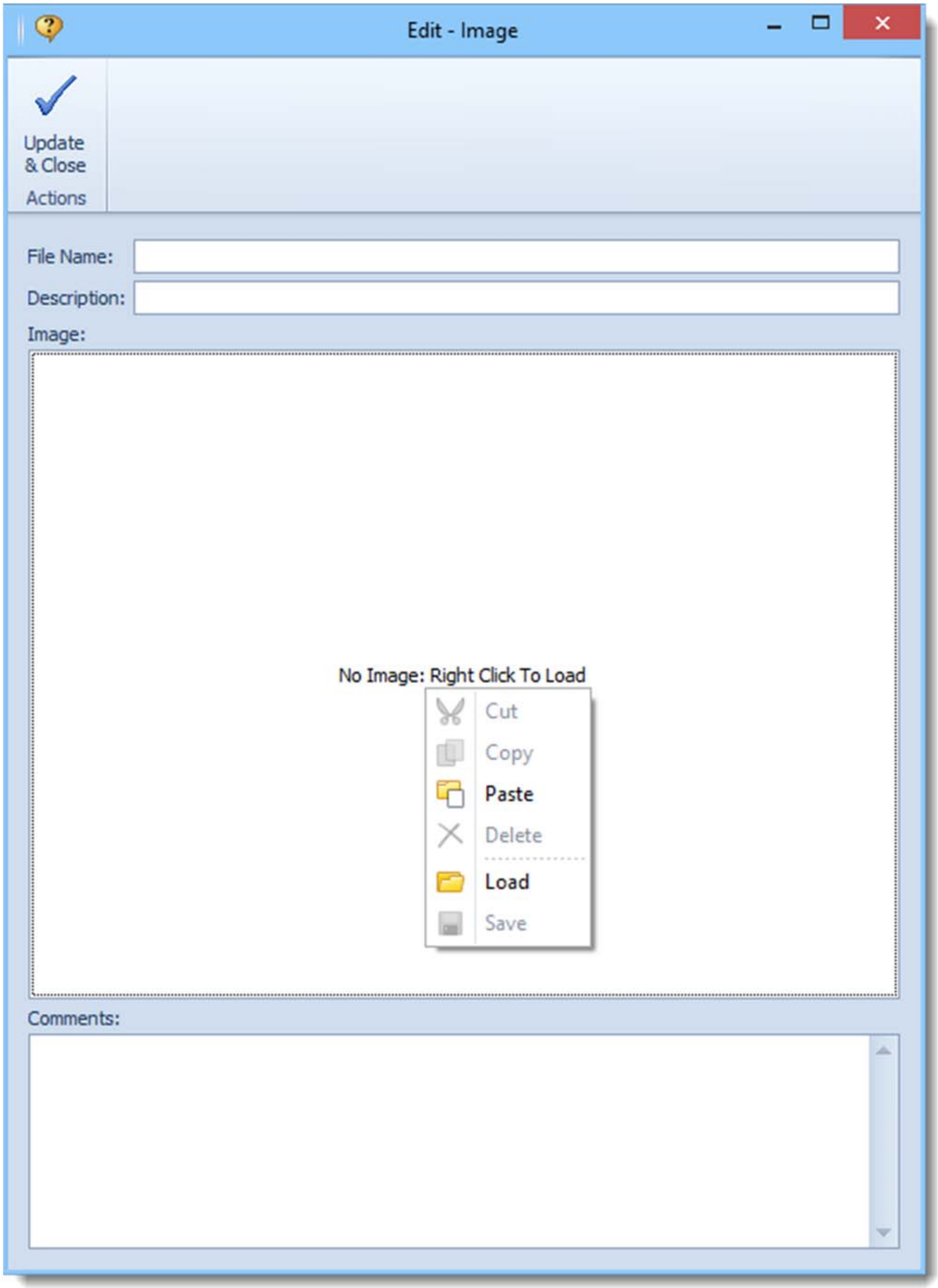
Appendix 33 – Return Evidence



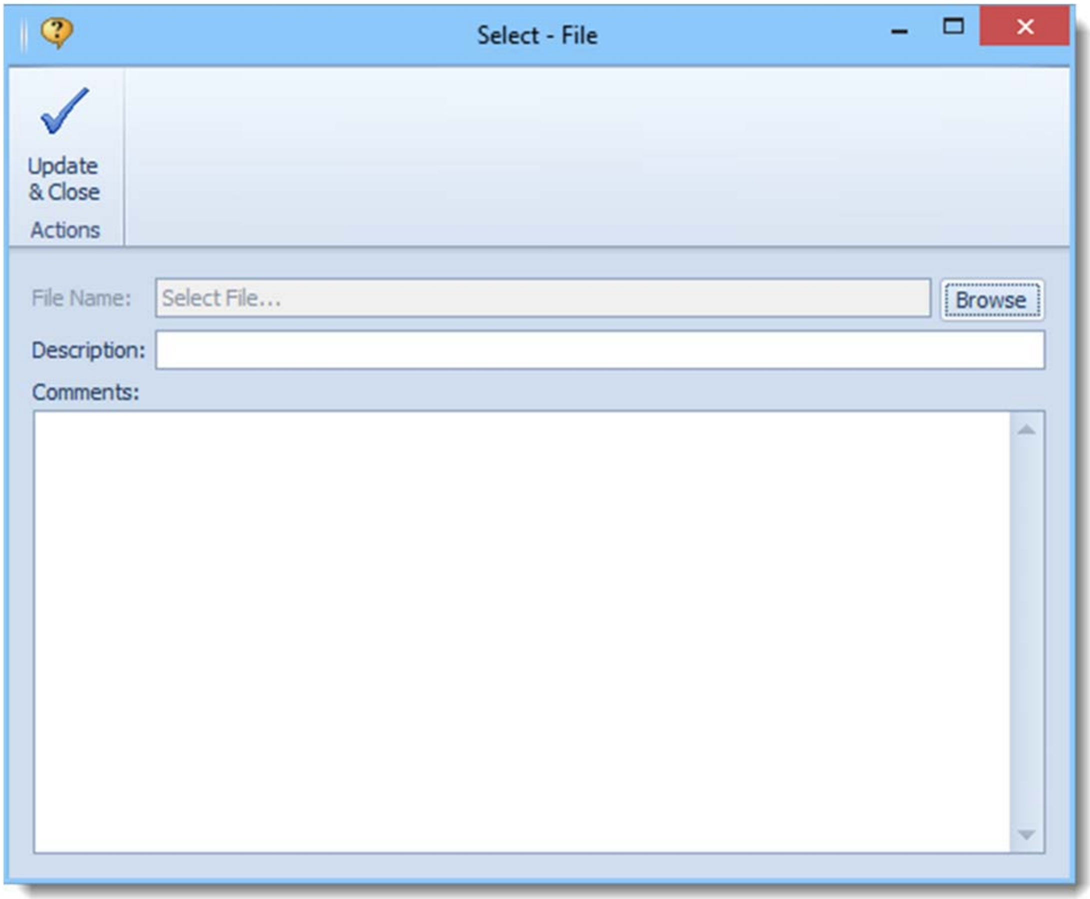
Appendix 34 – Select Evidence



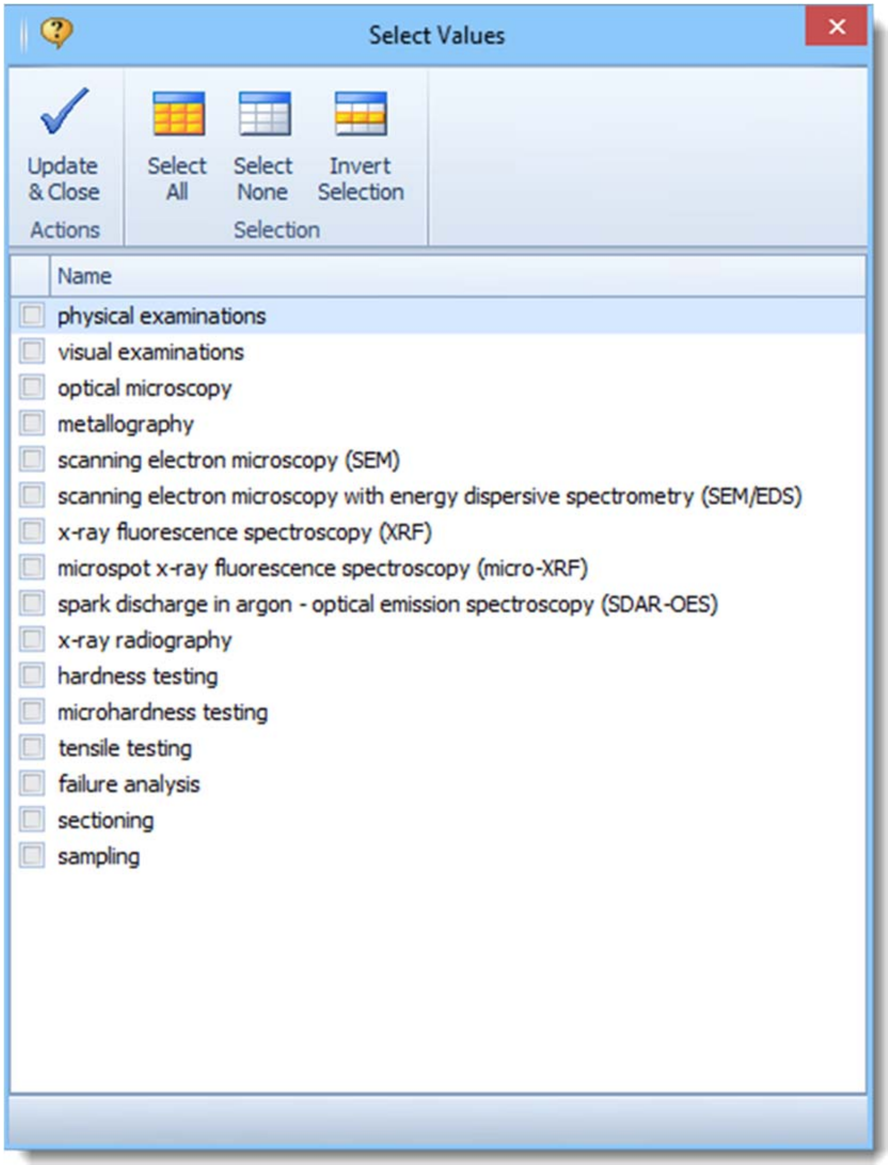
Appendix 35 – Select Resources



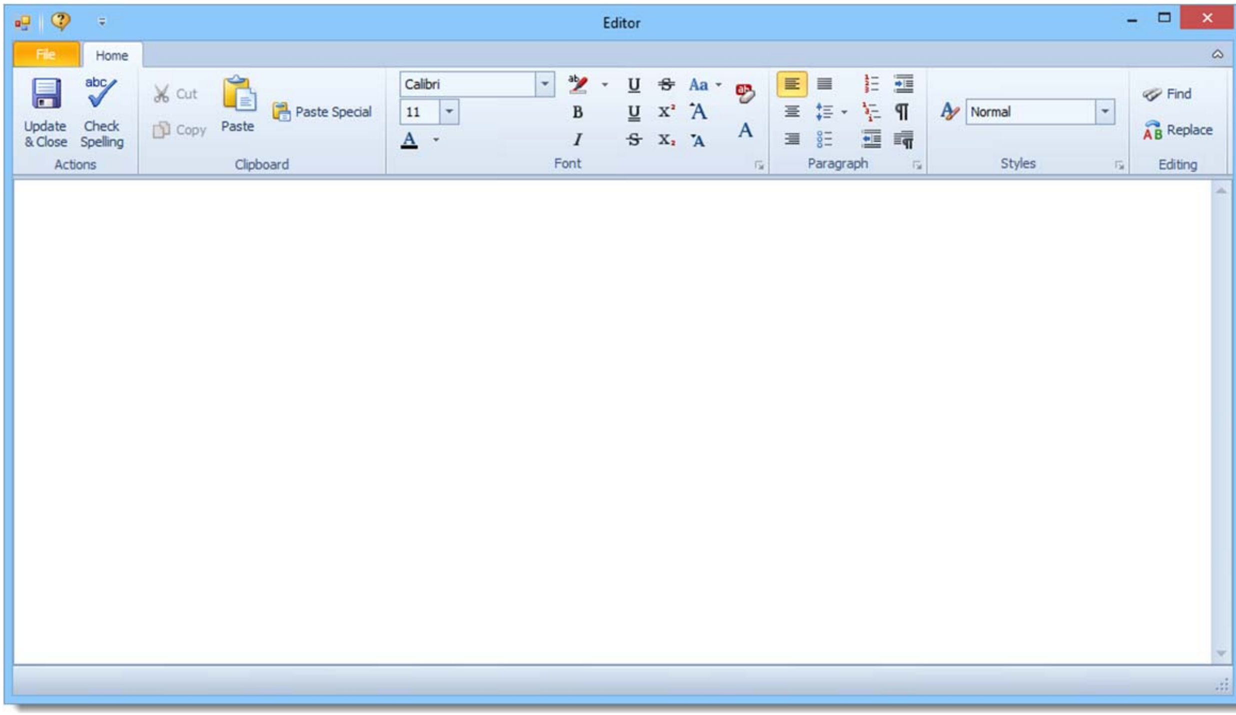
Appendix 36 – Edit – Image



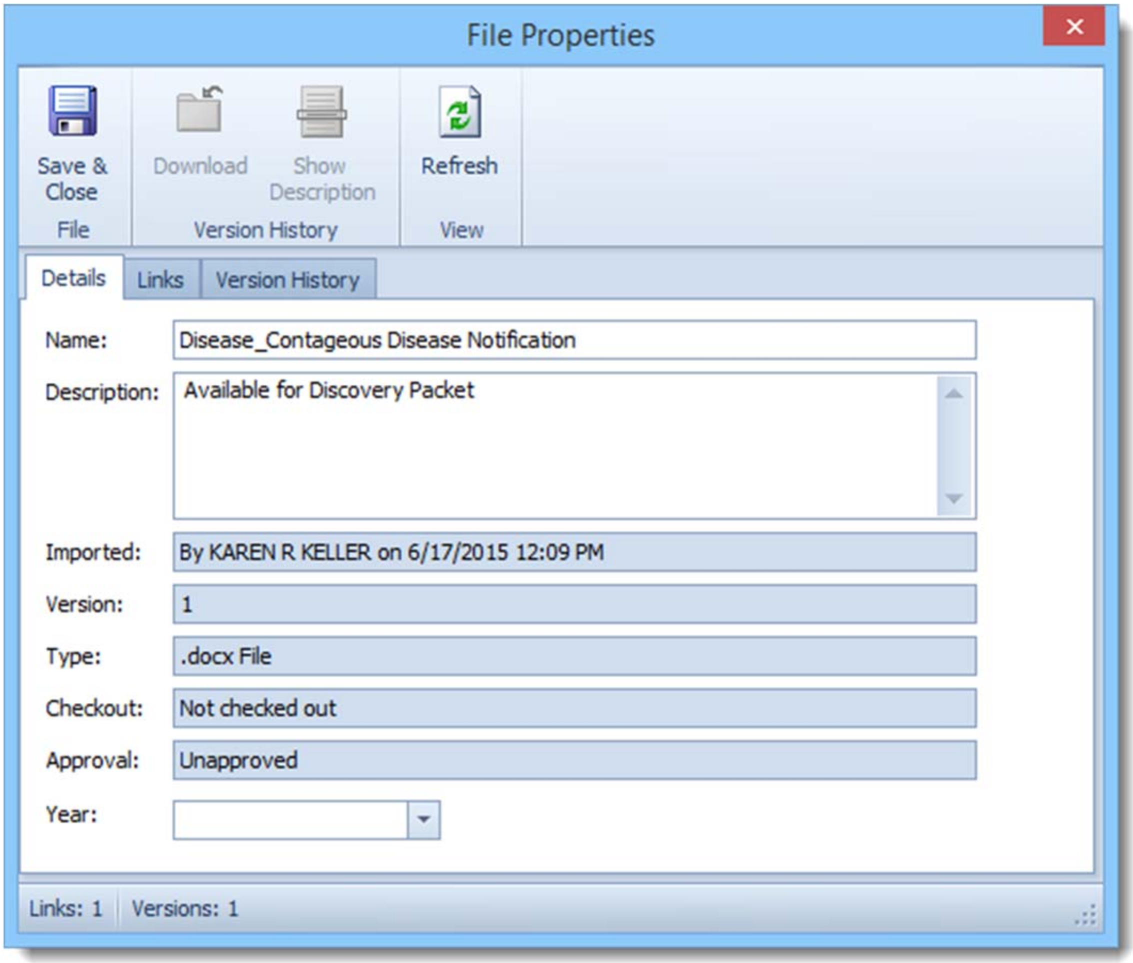
Appendix 37 – Select – File



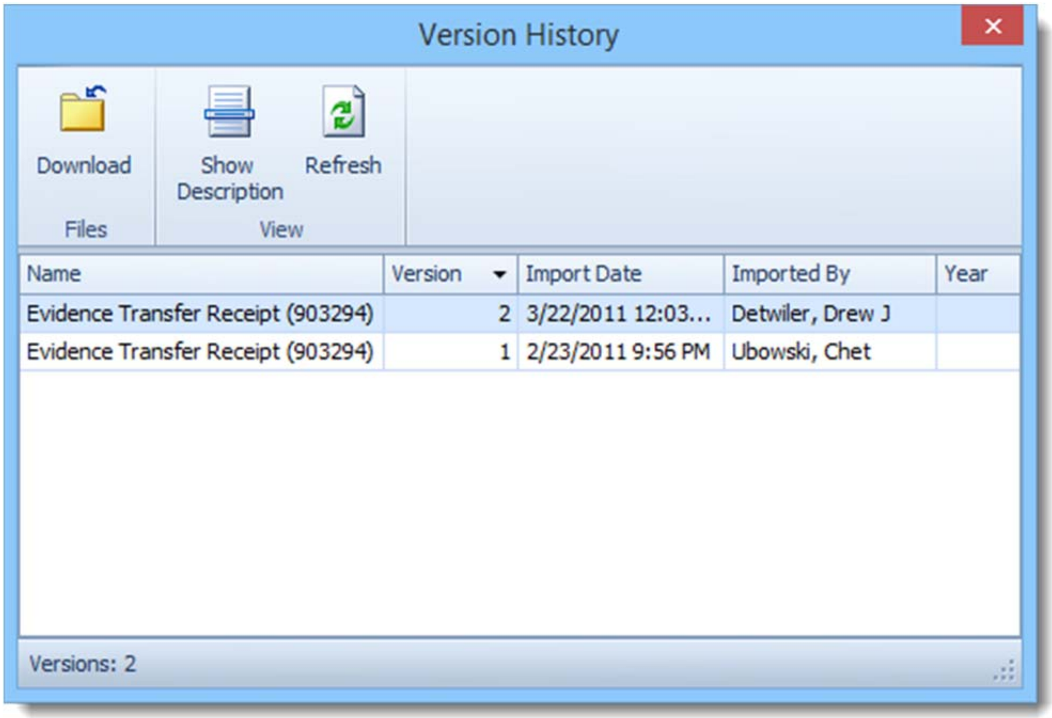
Appendix 38 – Select Values



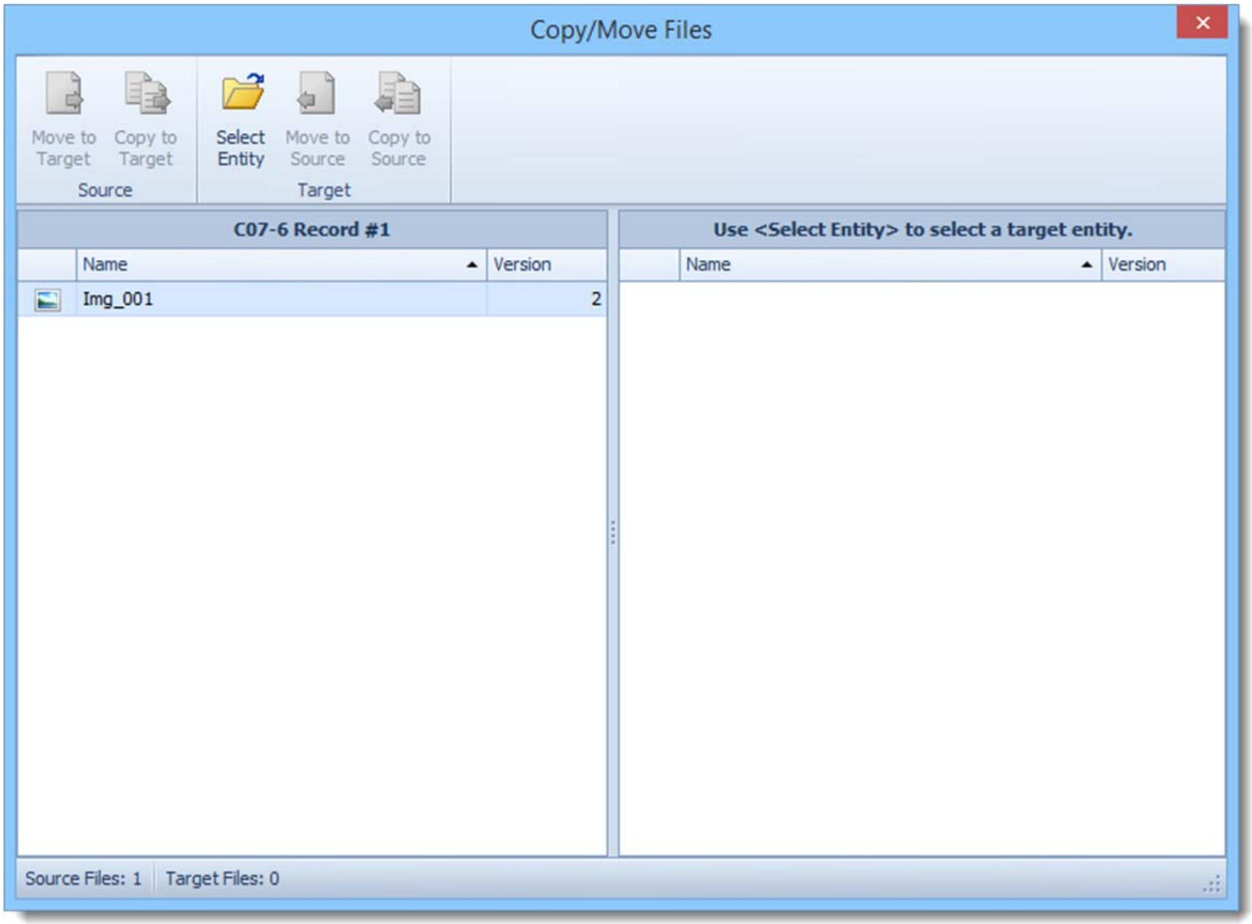
Appendix 39 – Rich Text Editor



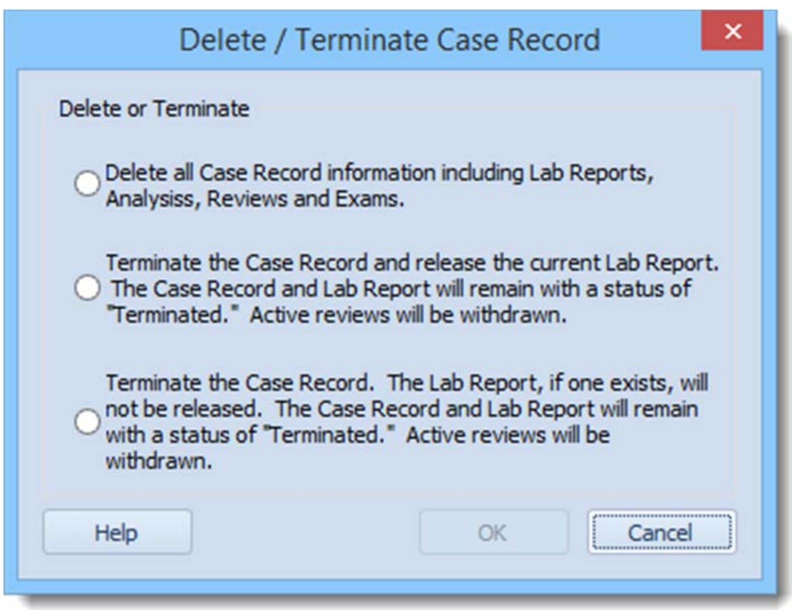
Appendix 40 – File Properties



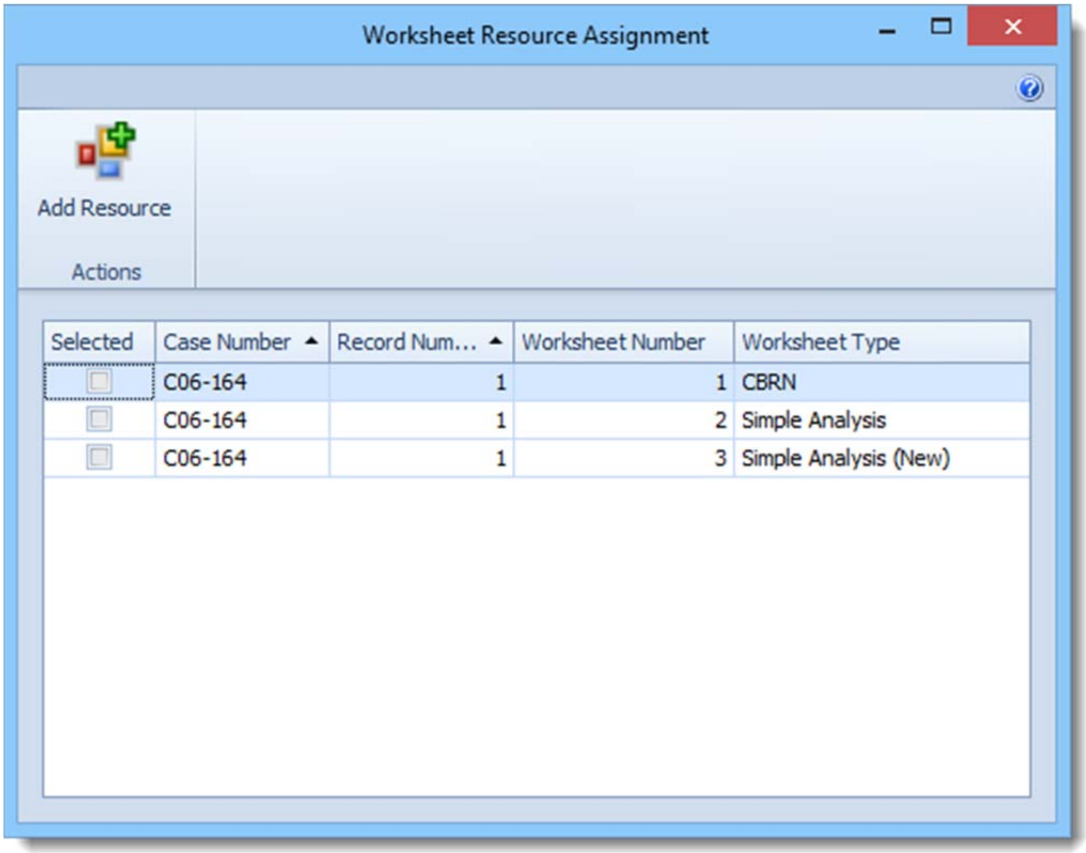
Appendix 41 – Version History



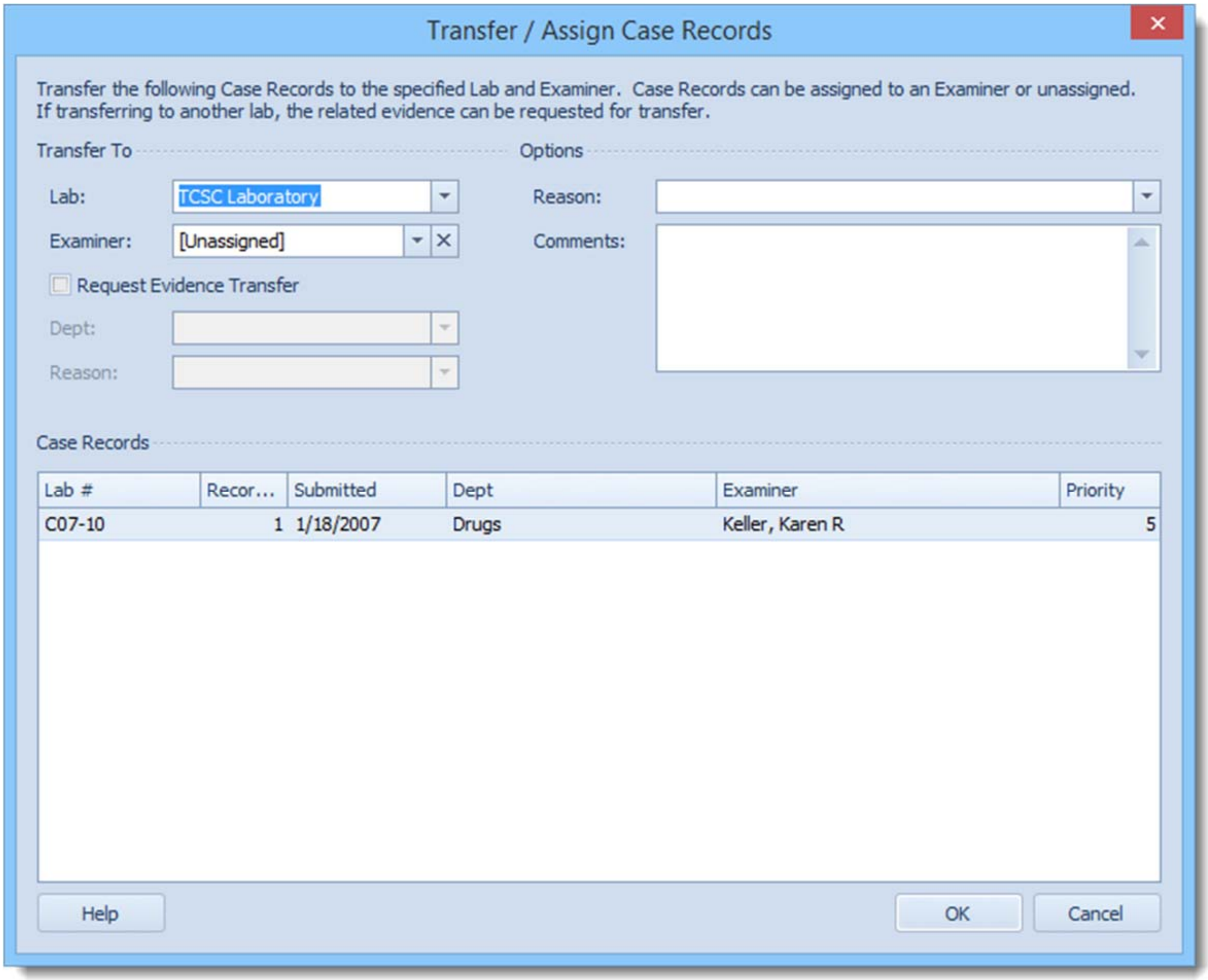
Appendix 42 – Copy/Move Files



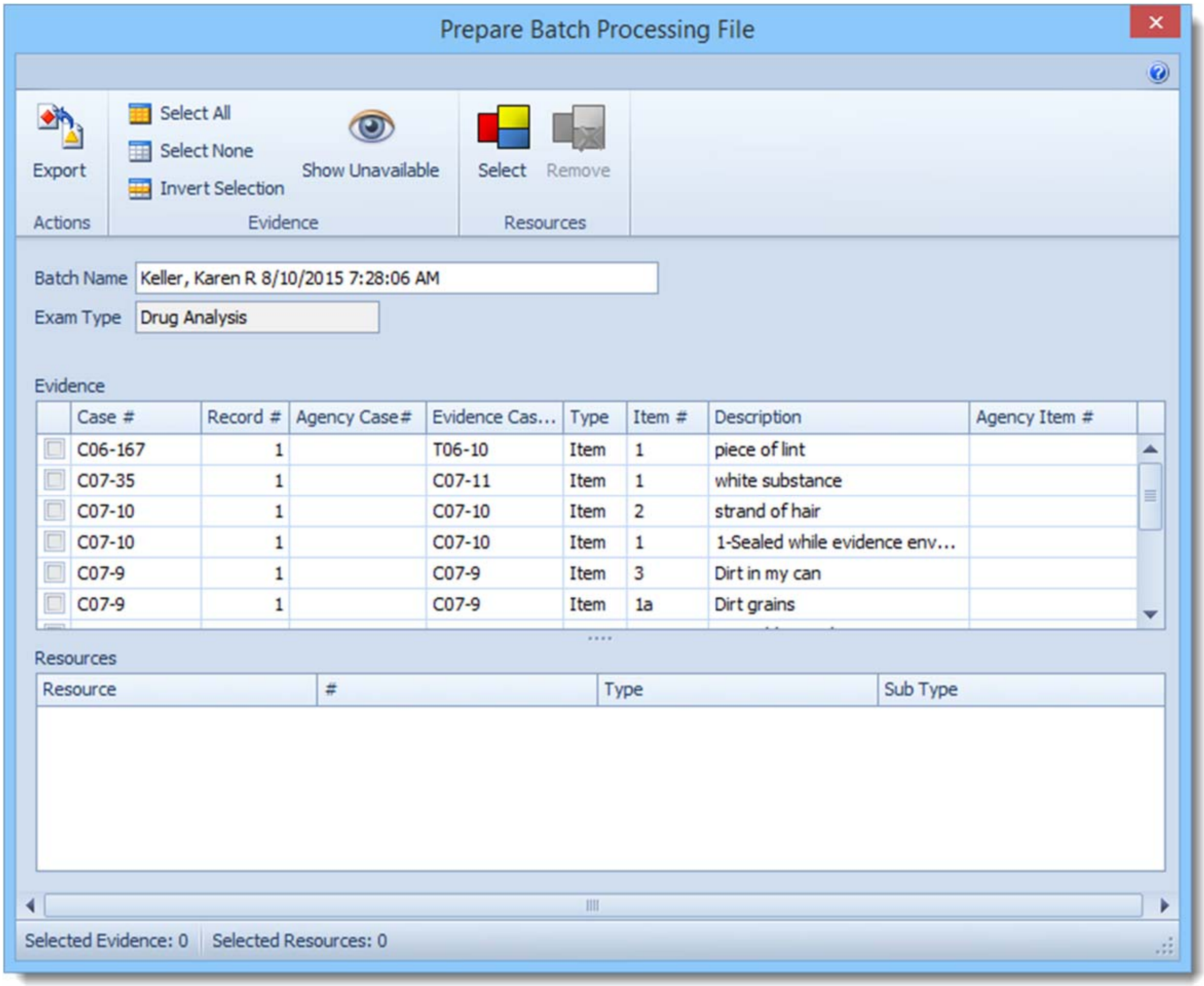
Appendix 43 – Delete Terminate Case Record



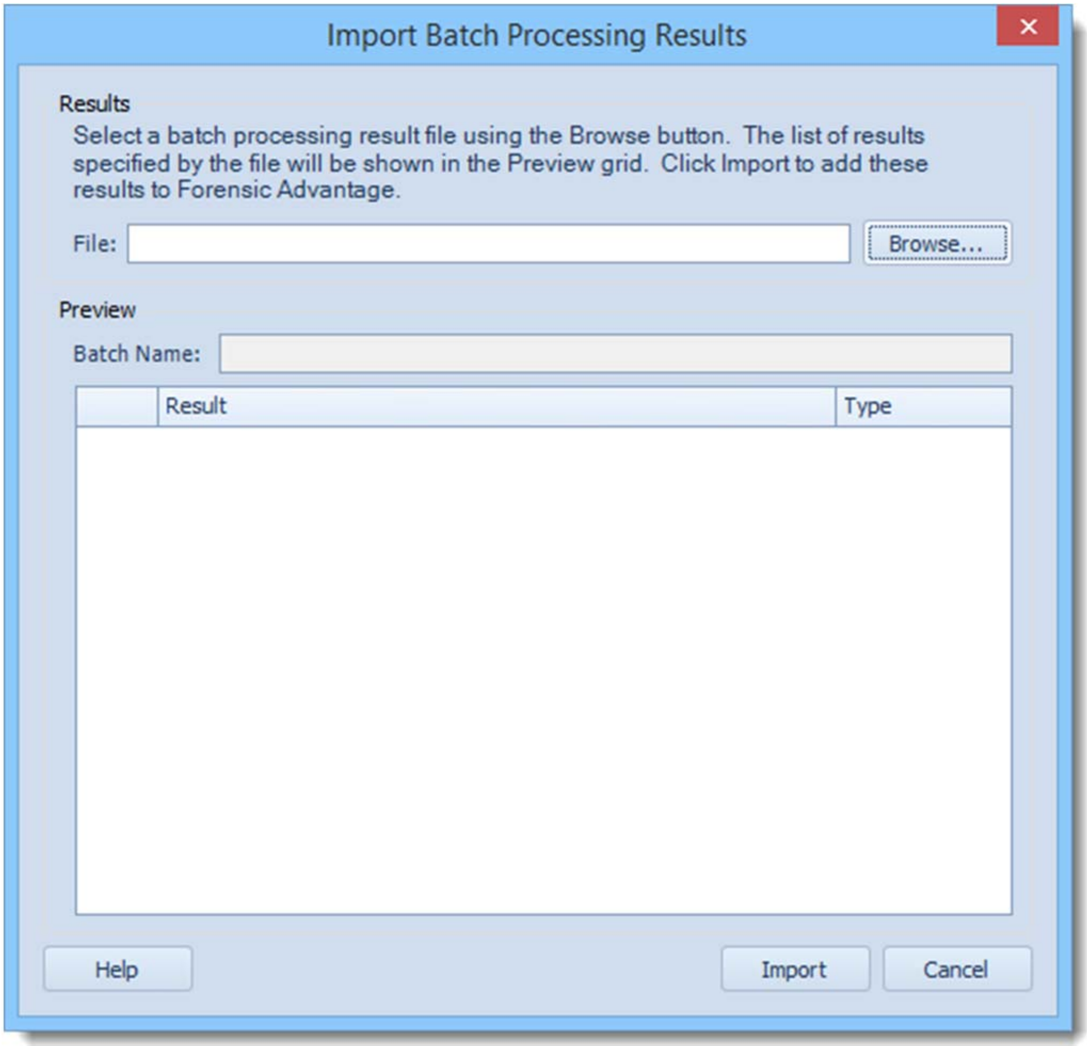
Appendix 44 – Worksheet Resource Assignment



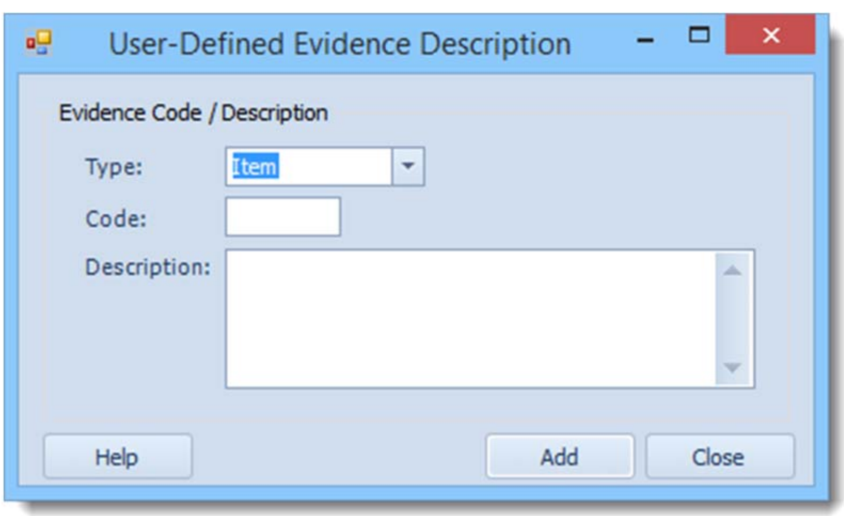
Appendix 45 – Transfer/Assign Case Records



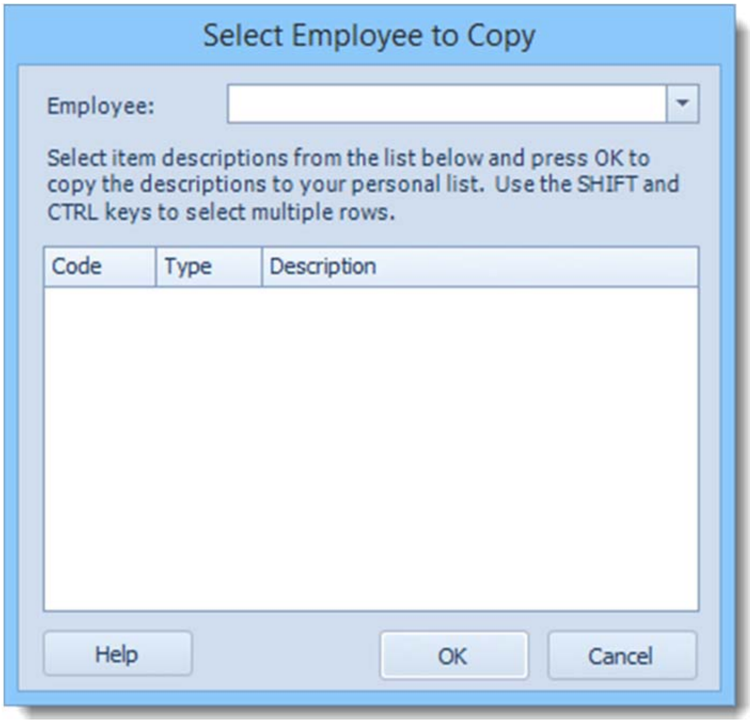
Appendix 46 – Prepare Batch Processing File



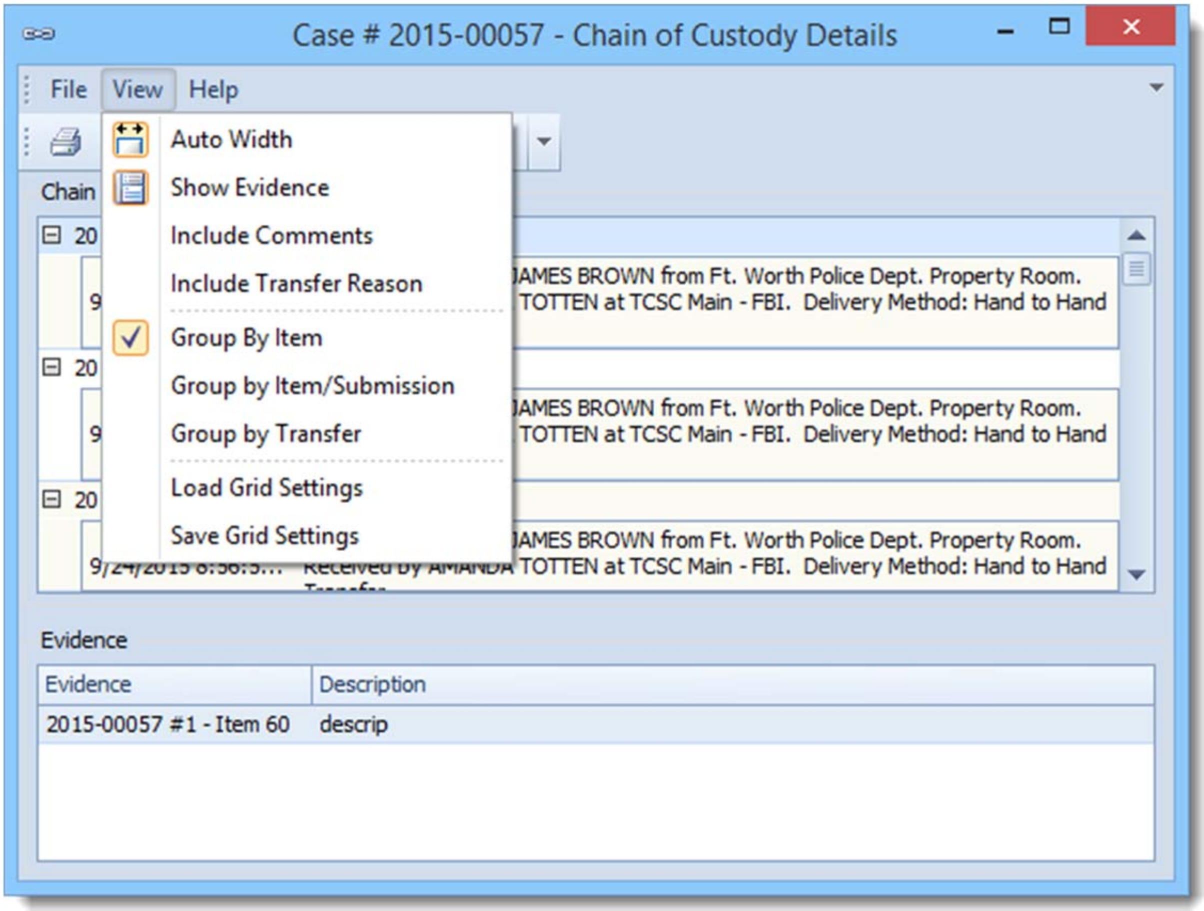
Appendix 47 – Import Batch Processing Results



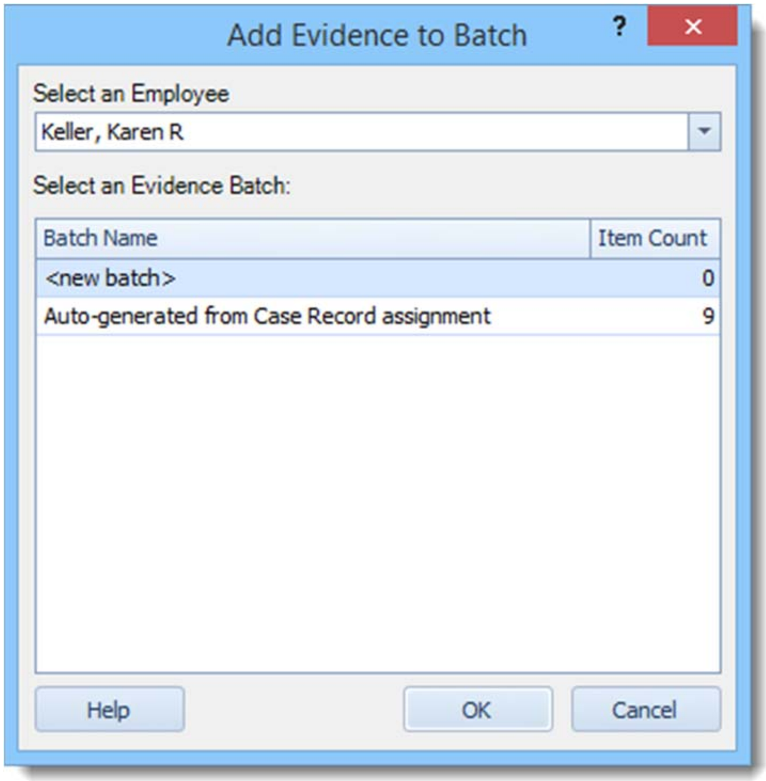
Appendix 48 – User Defined Evidence Description



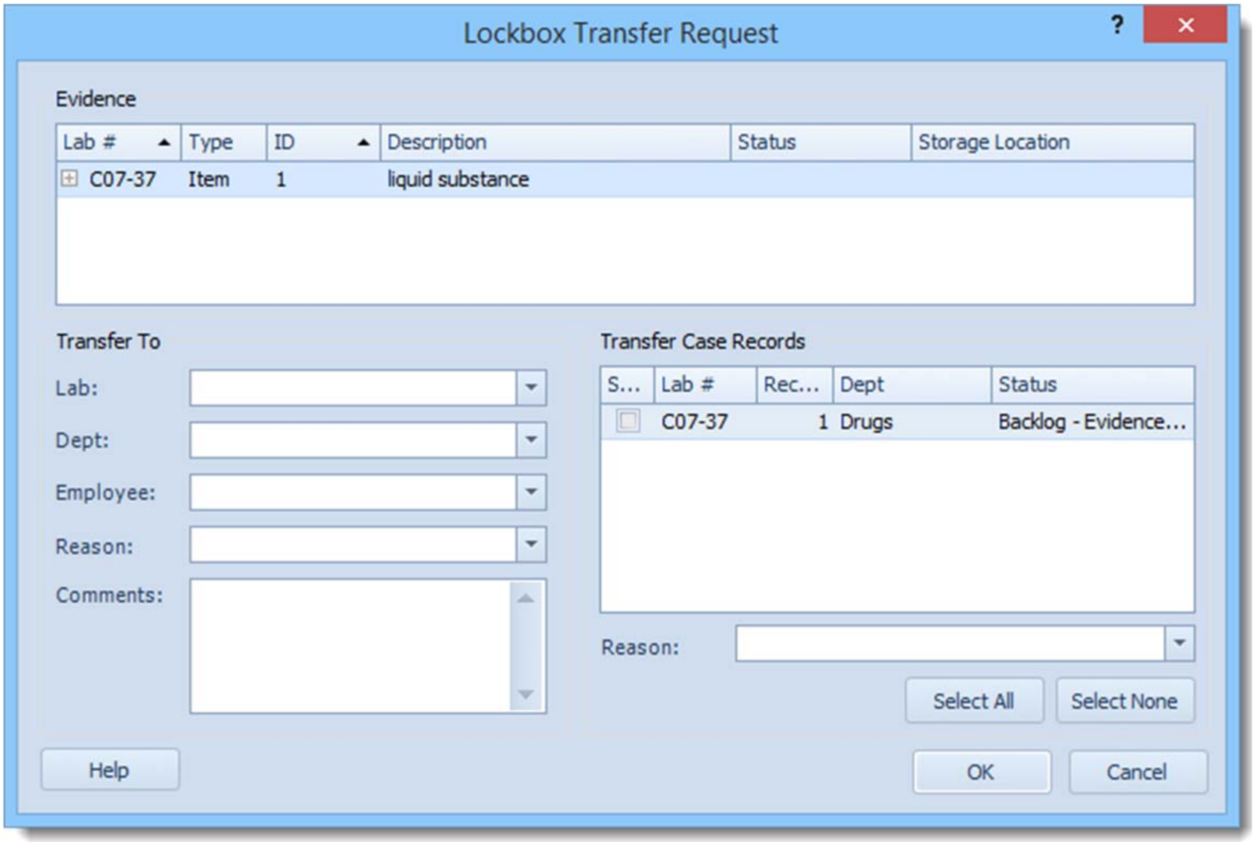
Appendix 49 – Select Employee to Copy



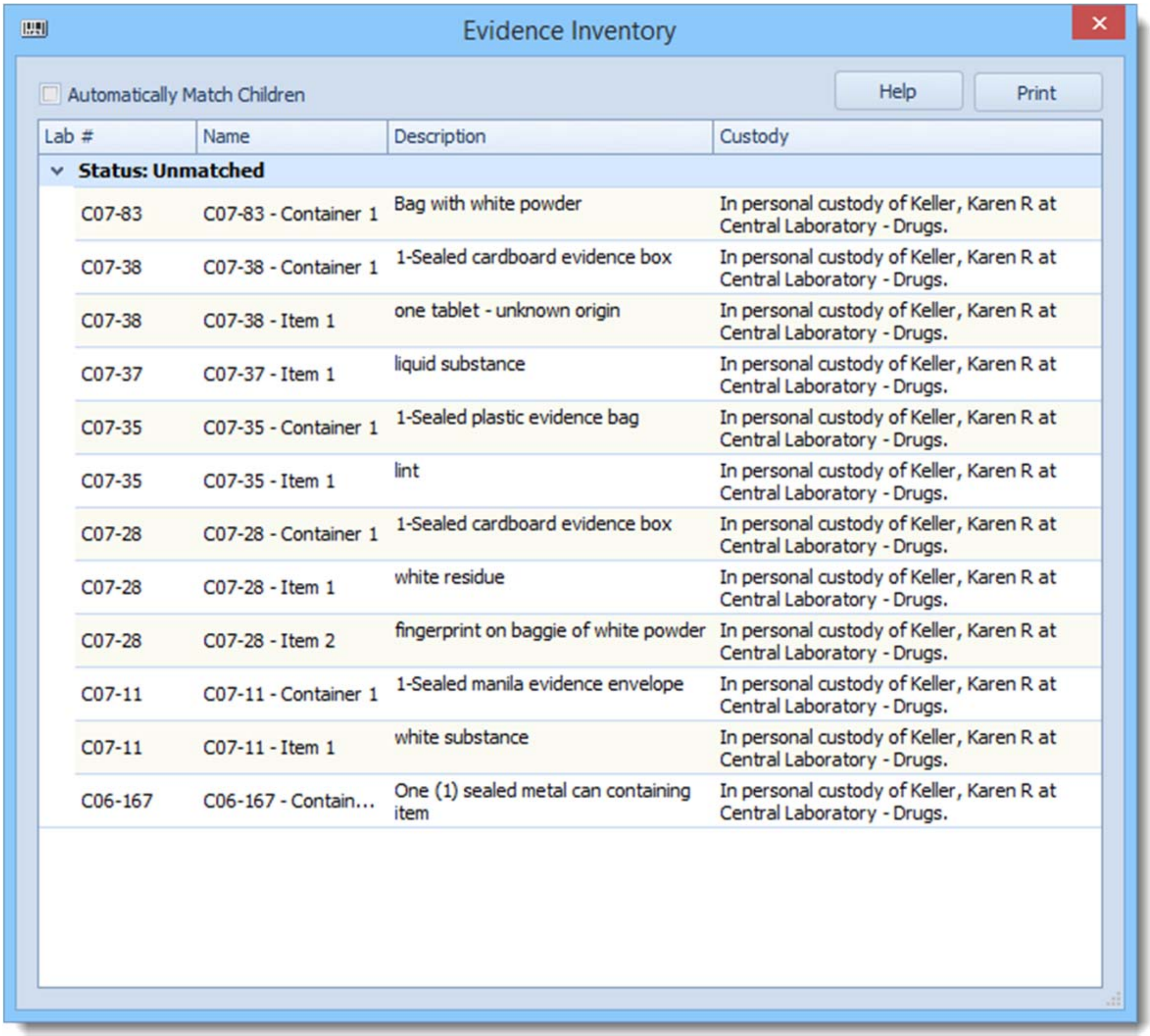
Appendix 50 - Chain of Custody Details View Menu



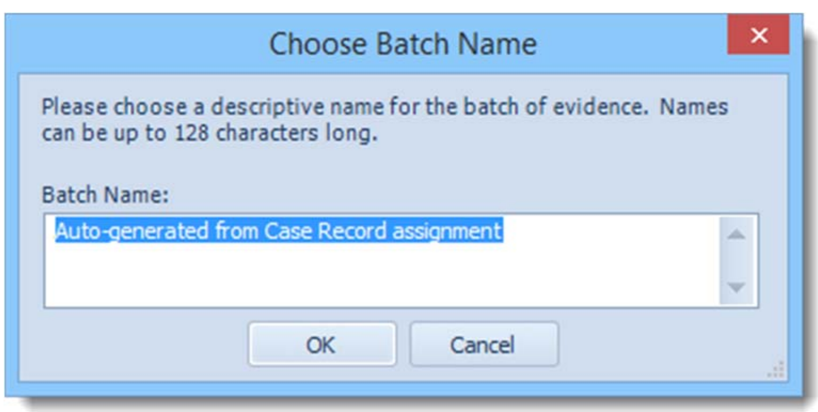
Appendix 51 – Add Evidence to Batch



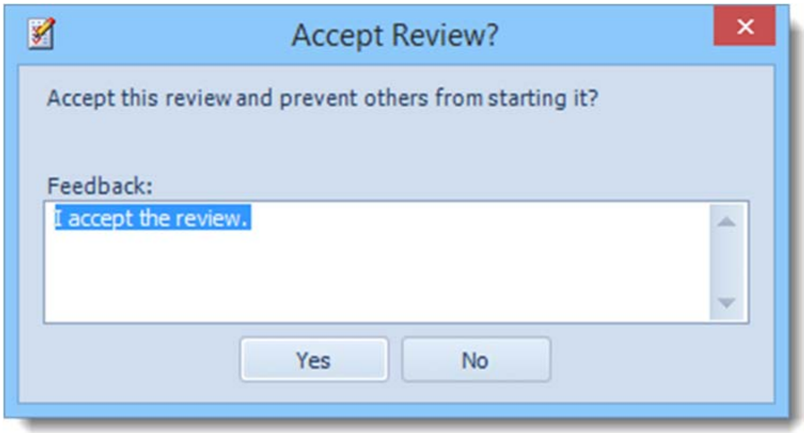
Appendix 52 – Lockbox Transfer Request



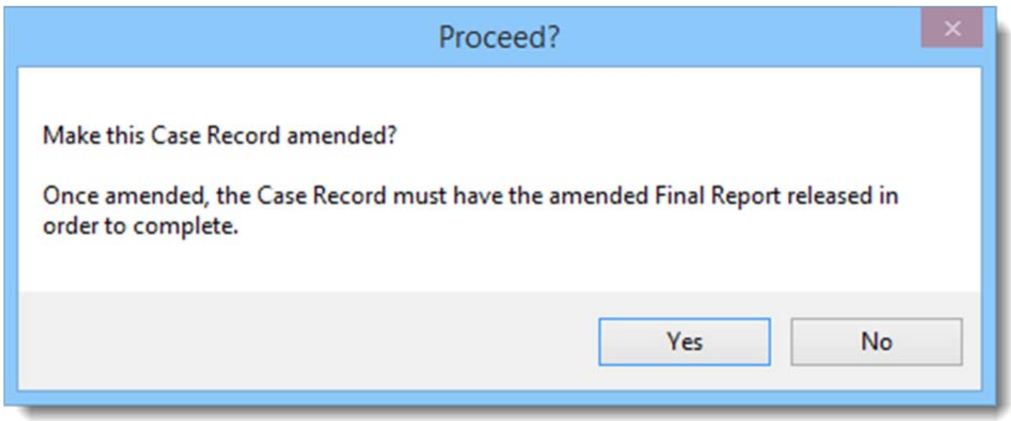
Appendix 53 – Evidence Inventory



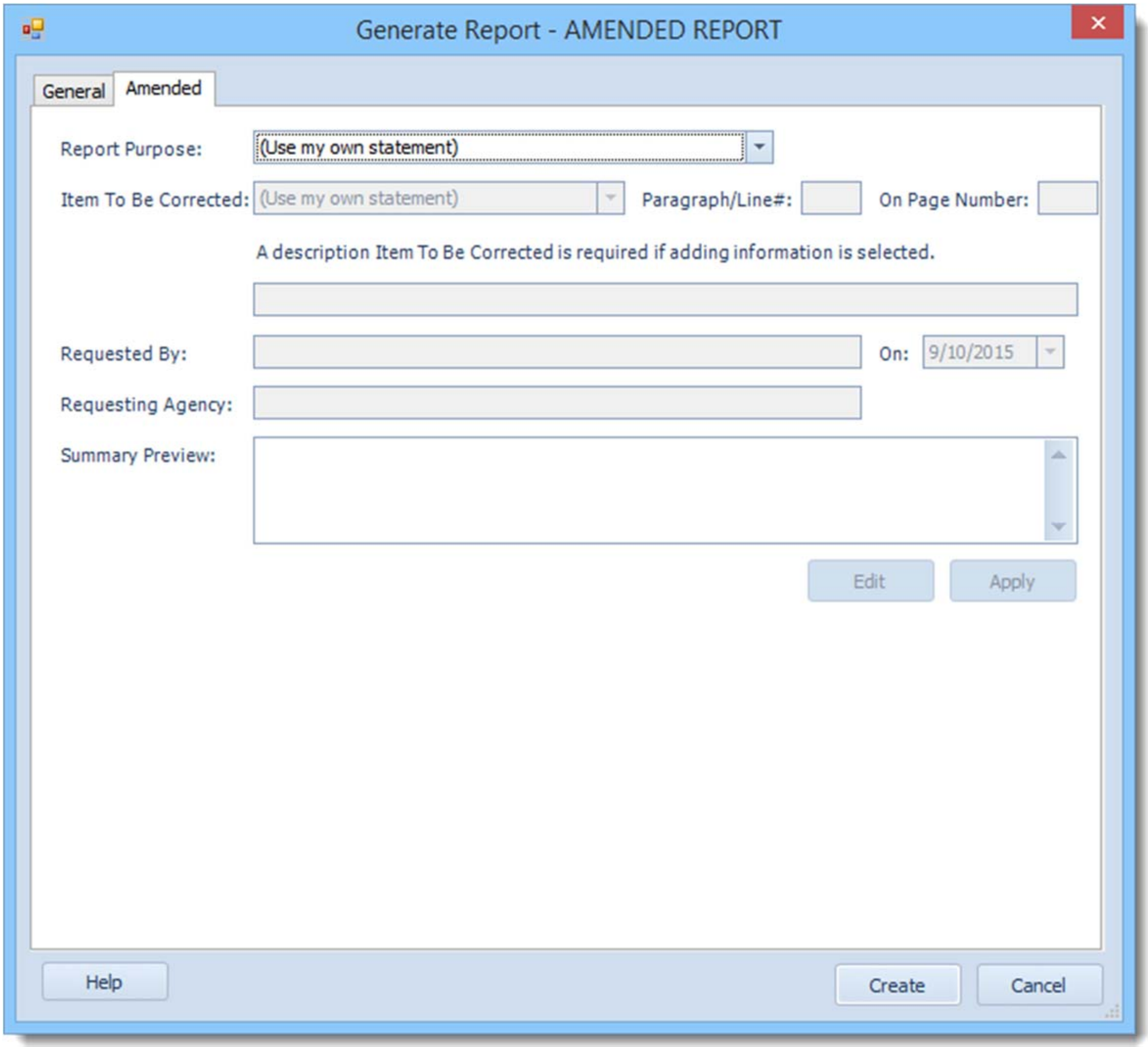
Appendix 54 – Choose Batch Name



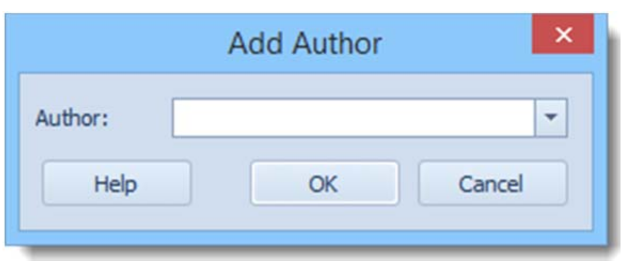
Appendix 55 – Accept Review



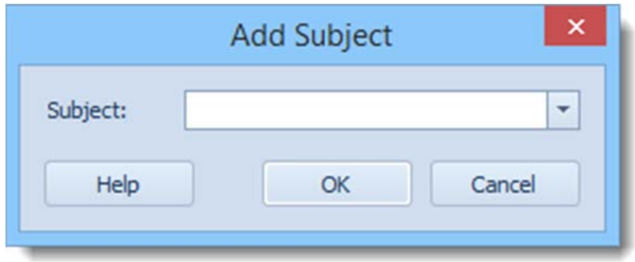
Appendix 56 – Amended Report – Proceed?



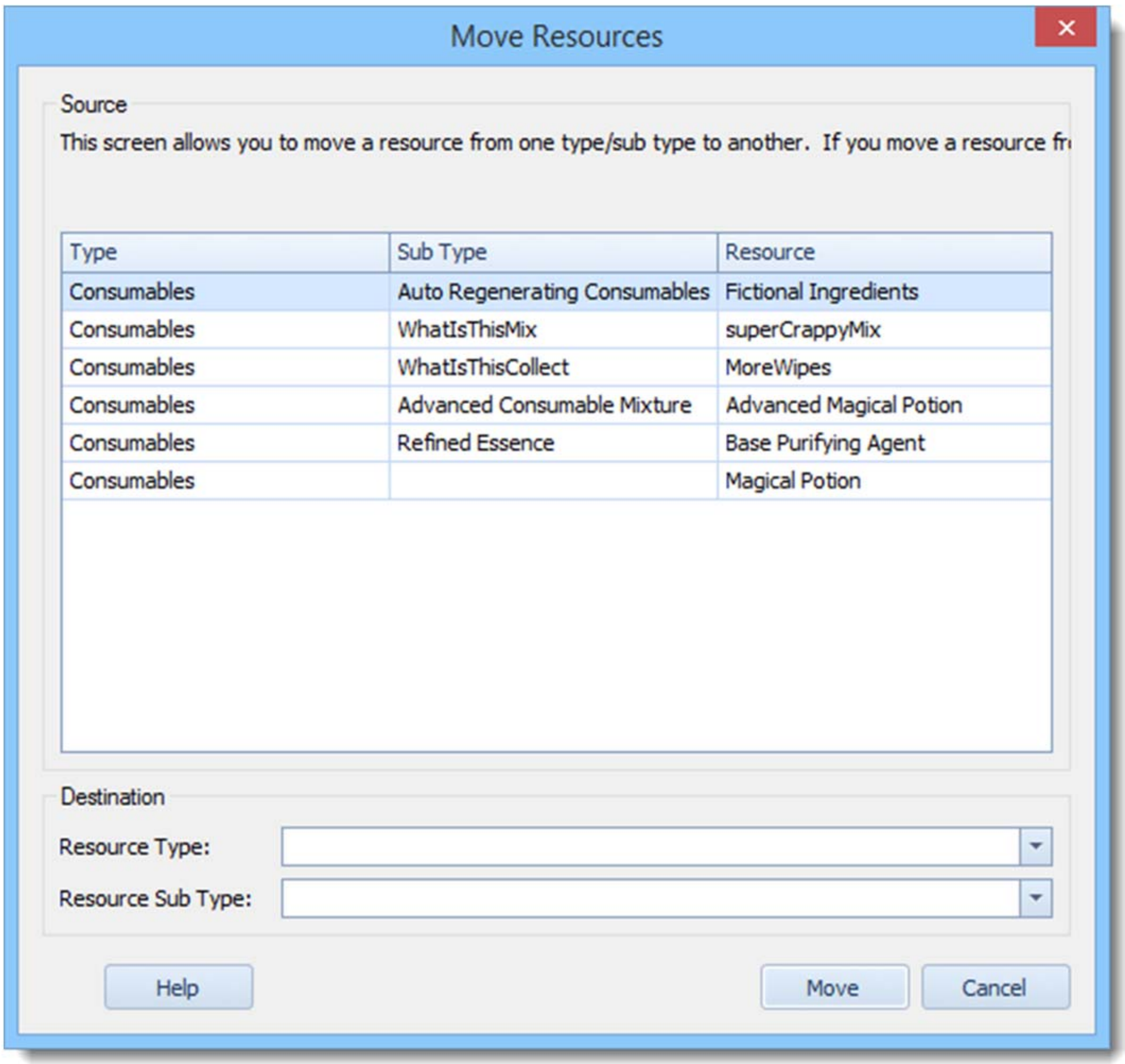
Appendix 57 – Generate Report – AMENDED REPORT



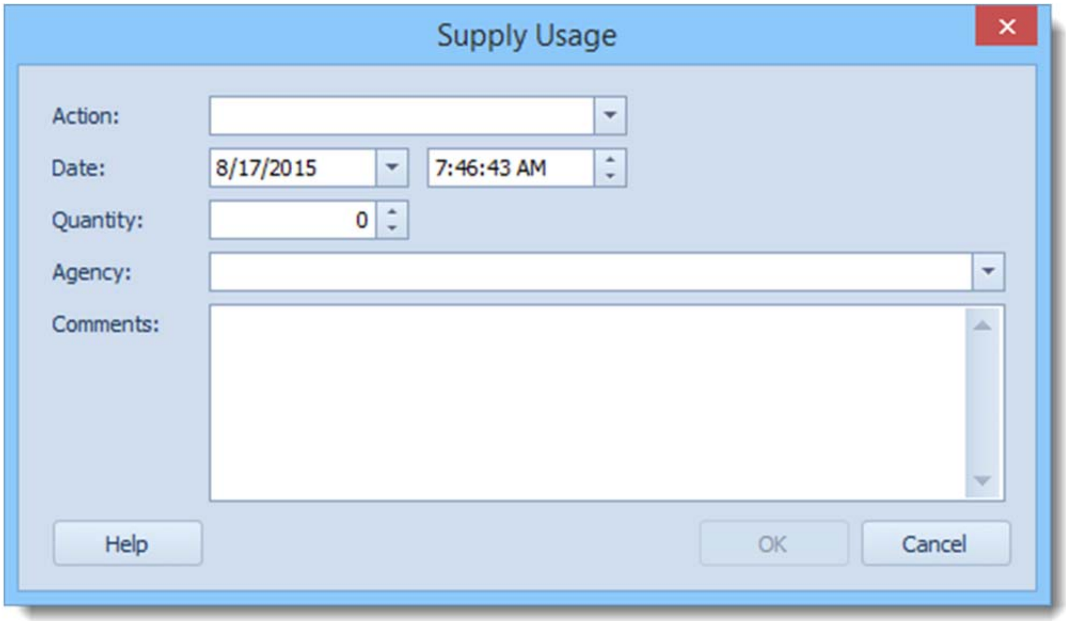
Appendix 58 – Add Author



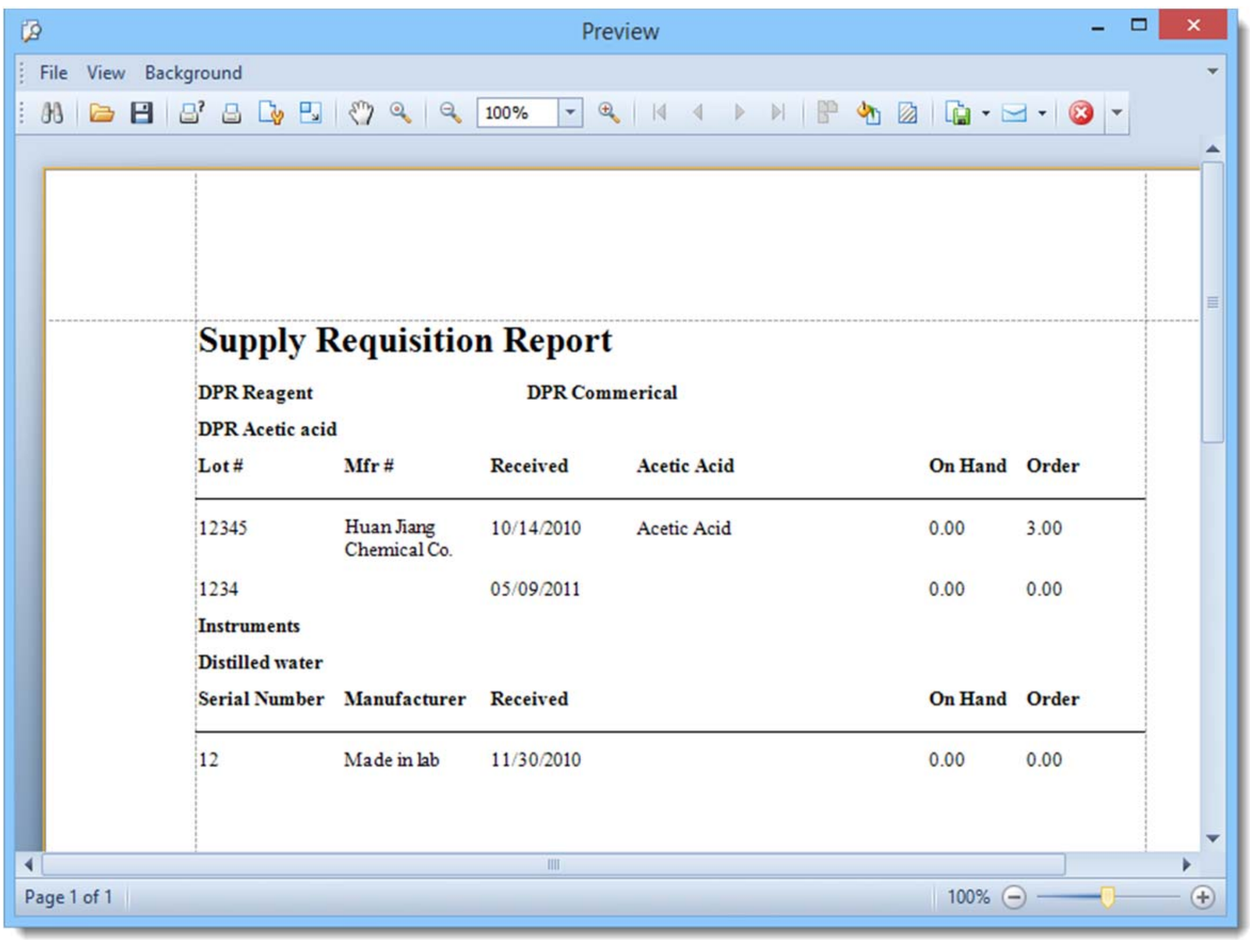
Appendix 59 – Add Subject



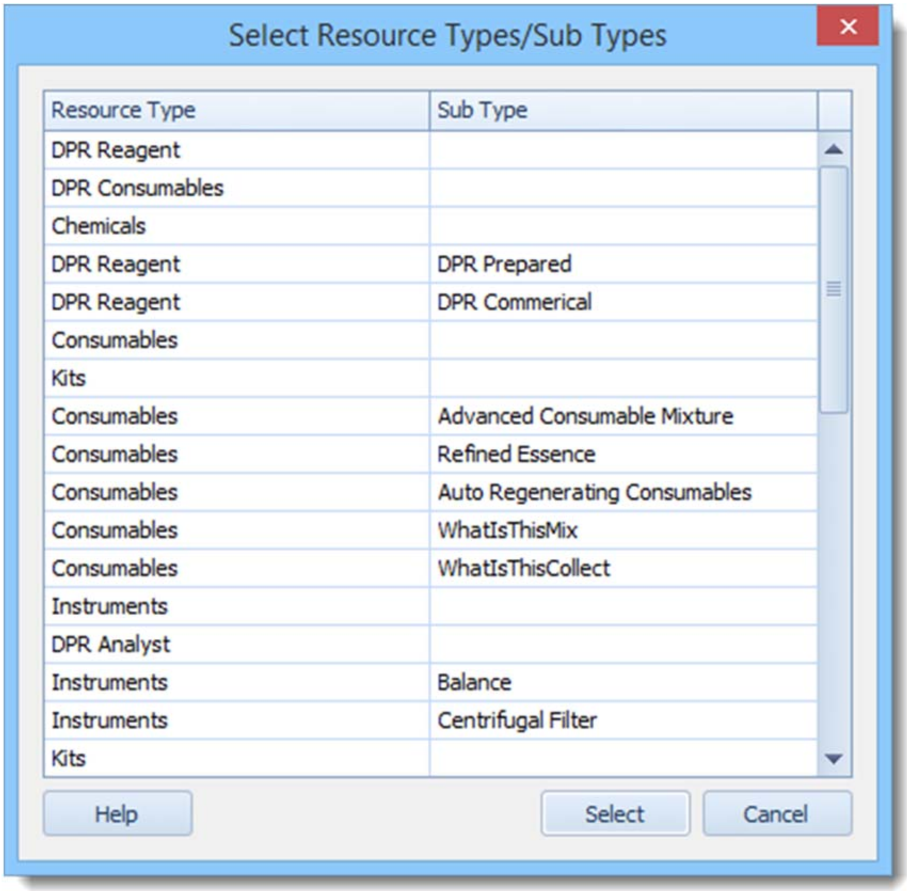
Appendix 60 – Move Resources



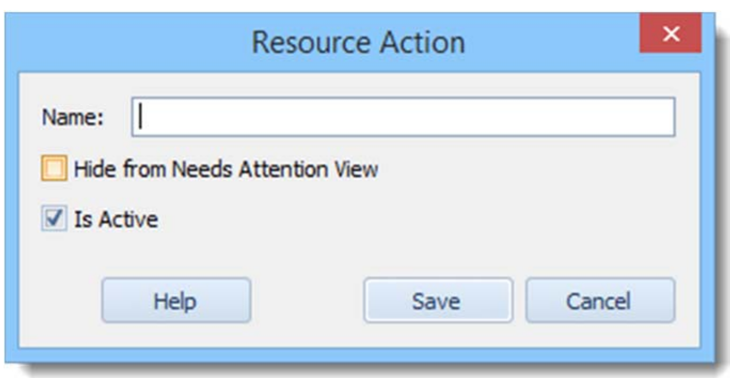
Appendix 61 – Supply Usage



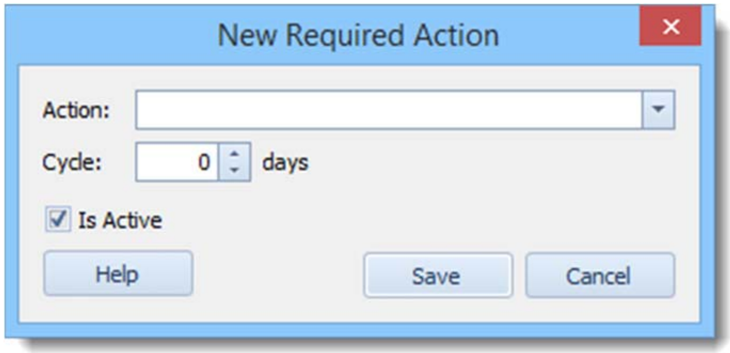
Appendix 62 – Preview Supply Requisition Report



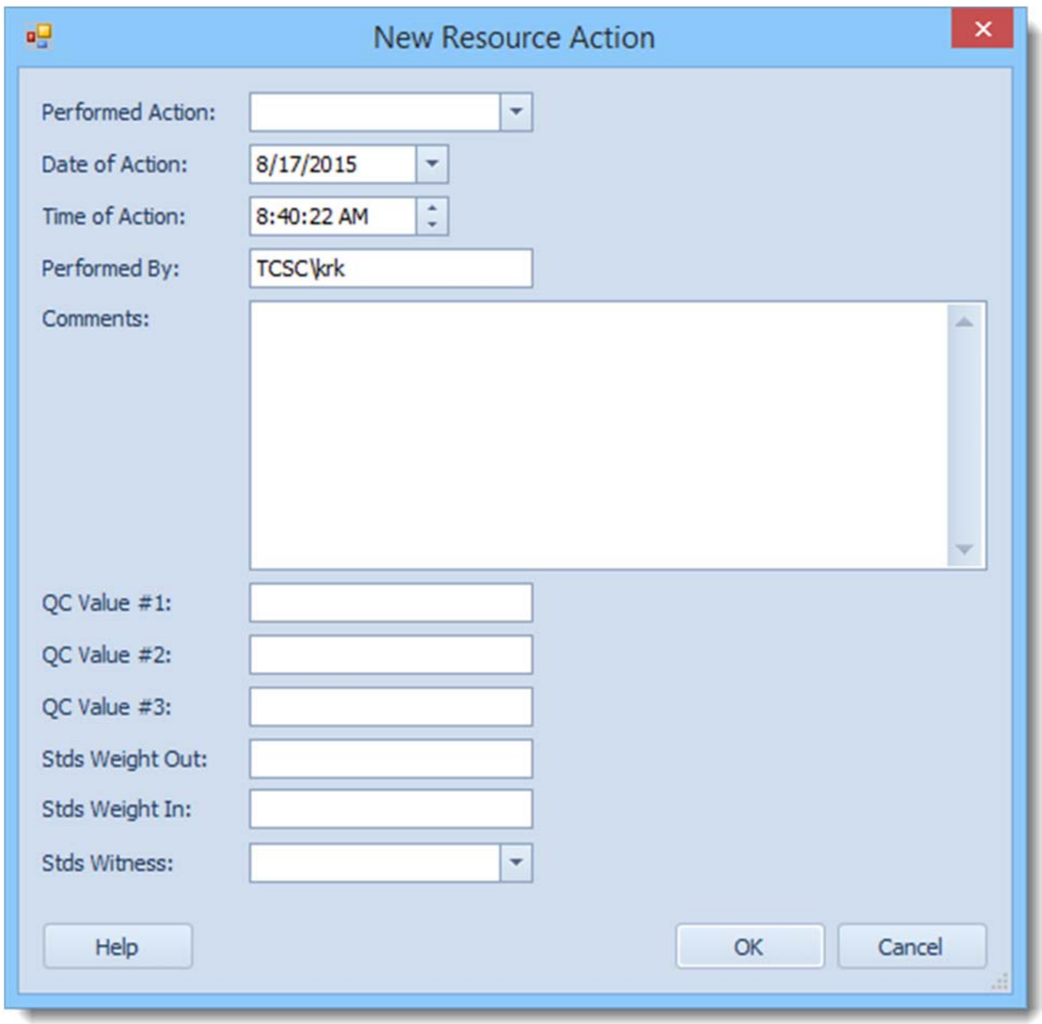
Appendix 63 – Select Resource Types/Sub Types



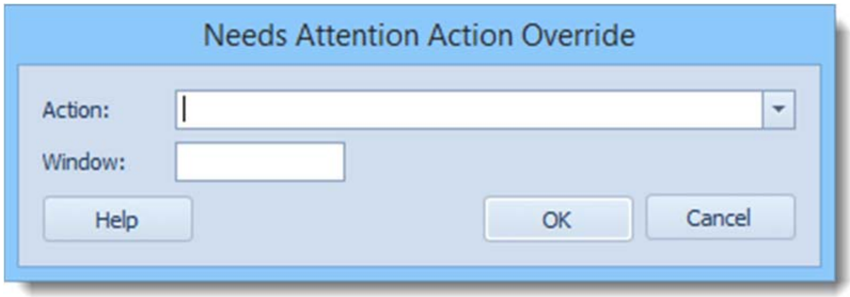
Appendix 64 – Resource Action Dialog



Appendix 65 – New Required Action



Appendix 66 – New Resource Action



Appendix 67 – Needs Attention Action Override