

ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

Approved by: A. Duhaime

Prelog User's Guide

The Prelog application is administered and maintained by the Rhode Island State Crime Laboratory (RISCL). The web-based application provides a means for law enforcement agency personnel in Rhode Island to Prelog evidence prior to delivery to the crime laboratory. This manual contains the following topics:

Table of Contents

Prelog User's Guide	1
Prelog Introduction	
Selections Available on the Prelog Web Portal	
How to log in to the web portal	
How to enter information into Prelog	5
Laboratory Analysis Evidence Submission Form Example	21
To Open or Find a Case That has Already been Submitted	
Finding Your Report	



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Prelog Introduction

The Prelog application is administered and maintained by the Rhode Island State Crime Laboratory (RISCL). The web-based application provides a means for law enforcement agency personnel in Rhode Island to record or "log" Evidence into the web-based portal prior to delivery to the crime laboratory. The Prelog process benefits both the laboratory and the law enforcement agency by offering several services:

- Time spent at the laboratory delivering cases will be reduced.
- Law enforcement personnel can use the portal to view the status of evidence delivered to the laboratory. Users may learn:
 - o if evidence items have been Prelog
 - o if the laboratory has received evidence items
 - o if a laboratory analyst has been assigned to the case
 - o if a report has been written, etc.
- Law enforcement personnel can download and store electronic copies of approved laboratory reports.
- Law enforcement personnel can query Prelog cases by various criteria, including location, P.D. case number, case officer's name, RISCL lab case number, submitting officer's name, offense type, or the date the case was completed.

All evidence packaging requirements remain in effect as defined by the RISCL. Please consult the Operations Manual's Evidence Submission Manual for the evidence packaging requirements/guidelines.

RISCL provides one user name and password per law enforcement officer. The law enforcement agency is responsible for determining which personnel will have access to the web portal. Any individual with a valid agency user name and password for the web portal will be able to access all of their designated department information on the portal and will also be able to read and download any reports available to the agency.

There are four steps to create an electronic submission entry in the Laboratory Information Management System (LIMS):

- 1. Enter case information
- 2. Enter case names
- 3. Enter case items
- 4. Prepare lab submission

Once submitted into Prelog, a Laboratory Analysis Evidence Submission Form **must** be printed. This form contains a barcode that represents the submission information. The Laboratory Analysis Evidence Submission Form **must** accompany the evidence to the laboratory.



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Selections Available on the Prelog Web Portal







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The web portal entry screen provides several options.

• Pending Assignments

Select this option to view a list of cases with outstanding laboratory assignments.

• Evidence Prelog

Select this option to create a new case and Prelog evidence for submission to the laboratory; find an existing case to either edit information or add additional evidence to be submitted to the laboratory.

Case Inquiry

Select this option to search for cases with evidence that has been Prelogged <u>and</u> delivered to the laboratory. Search criteria may include location, incident number, name, case officer, or laboratory case number. From this screen, the status of the case may be viewed, and available reports may be downloaded.

• Recent Submissions (30 days)

Select this option to view a list of the cases submitted to the laboratory in the past 30 days. Cases are displayed in order of the submission date. Clicking on the blue hyperlink will take the user to the case.

• Download Forms

Select this option to access uploaded forms.

• Logout

Select this option to end the web portal session.



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• User Info

Select this option to display laboratory code(s) for the agency logged into the portal.

How to log in to the web portal

The web portal link for the LIMS will take you to the login screen.

Enter your **User ID** and **Password.** Password is case-sensitive. Select **Login**

Crime Fighter BEAST-Lab Web-Version 8.13r



1 557 M34
Sign On
Please enter your User ID and Password.
User ID
Password
Login Exit to RISCL Web Forgot Pwd
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Note: The RISCL will assign user accounts. Submitters will be provided with a username and temporary password. The submitter will be prompted to change the temporary password during the first Login. The new password created by the submitter will not be known or saved by the RISCL.

If you need a username and password, or for other account issues, contact: Amy Duhaime at 401-874-4114 or through email; asduhaime@uri.edu

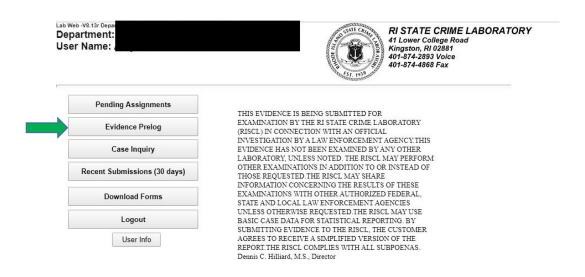


ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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How to enter information into Prelog

Select **Evidence Prelog**. This will take the user to the Barcoded Evidence Analysts Statistics & Tracking (BEAST) Web Prelog home page. The LIMS program will herein be called the BEAST.



On the BEAST Prelog home page, select - New Case



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

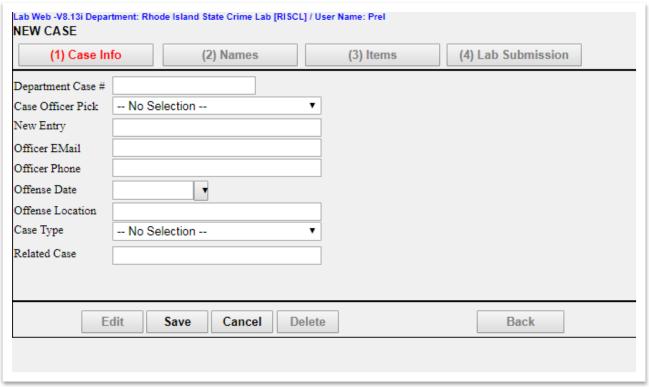




ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Step 1: Enter Case Information



Complete fields:

Department Case Number – enter agency case number

Case Officer Pick – once a user has been entered into the system, they will be able to use the drop down menu and click on their name to pre-fill the appropriate fields.

For first-time users, complete the following fields:

New Entry – enter the case officer's full name with rank prefix

Officer Email – enter case officer's email address

Officer Phone – enter case officer's phone number

Offense Date – enter the date of the offense

Offense Location – enter address where the offense took place

Case Type – use the drop-down menu and select the best option

Select "Misc/Other" when all other options are not appropriate

Related Case – optional field for referencing any related case(s) using department case number(s). "Related Case" is not mandatory.

Select Save. The case will not Save unless all mandatory fields are filled.

The user may edit or delete an entry using the **Edit** or **Delete** button.

Always Save after editing or deleting.

Both the **Back** and **Cancel** buttons will go to the BEAST home page.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

Approved by: A. Duhaime

Step 2: Add Case Names



Select (2) Names tab

Select Add

Complete fields: (note: names and corresponding information are all **optional entries**)

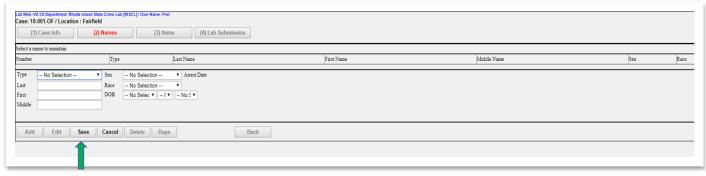
Type – select Elimination, Involved, Suspect or Victim

Name – enter Last, First, Middle

Sex – select Female, Male, Not applicable or Unknown

Race – select American Indian, Asian, Black, Hispanic, Other, Unknown or White

DOB – use the drop-down options to complete



Select **Save** to save the name. For additional names select **Add** and repeat Step 2. Names will be numbered in order of entry. By default, all names will be included in the Laboratory Analysis Evidence Submission Form. Refer to **Step 4B** to deselect any names the user does not want included in the Submission Form. The user may add, edit, duplicate (Dupe), or delete an entry as needed by choosing the appropriate button.

Always **Save** after adding, editing, duping, or deleting.

The **Cancel** button will clear all fields of any unsaved information.

The **Back** button will go to the BEAST home page.

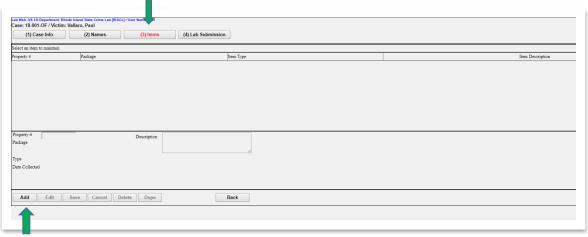
The **Dupe** button will completely duplicate the previously entered name with all its information and create an additional entry for the same person. You may edit or delete this entry as desired.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Step 3: Add Case Items



Select (3) Items tab, and select Add

Complete fields:

Property # - enter agency property number for the item.

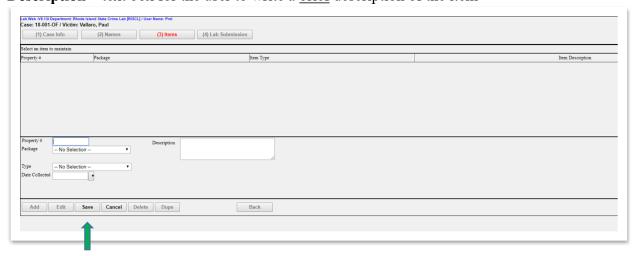
Package - use the drop-down menu to select the type of package

Select "Other" when no other options are appropriate

Type – use the drop-down menu to select the type of item

Select "Misc/Other" when all other options are not appropriate

Date Collected – use the drop-down menu to select correct date, not a mandatory field **Description** – text box for the user to write a brief description of the item



For additional items, select **Add** and repeat Step 3. Select **Save** to save the item(s). The user may add, edit, duplicate, or delete an entry as needed by choosing the appropriate button. **Dupe** button will duplicate all fields from the previously entered item with the exception of the Property Number and Date Collected. The **Cancel** button will clear all fields of any unsaved information.

The **Back** button will go to the BEAST home page.

Always Save after adding, editing, duping, or deleting.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

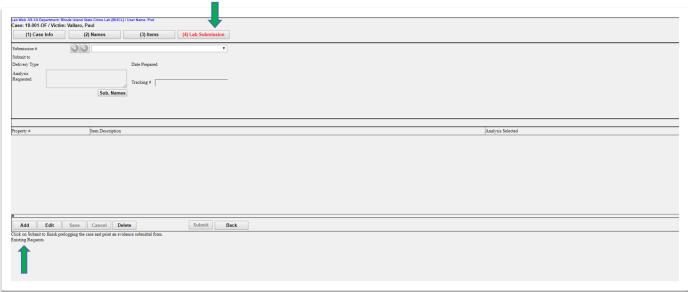


ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

Approved by: A. Duhaime

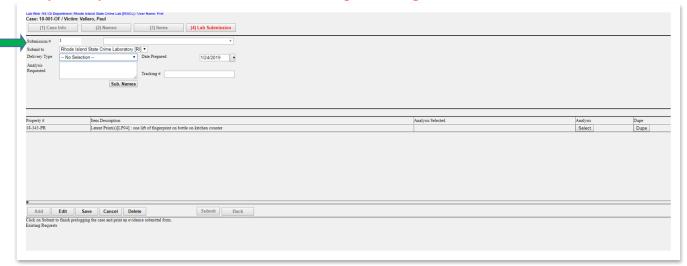
Step 4: Prepare Lab Submission

4A. To "add" a lab submission



Select (4) the Lab Submission tab. Select Add.

Always verify the Submission # is correct before proceeding!



Note: <u>All</u> items previously entered for this case in the Items tab will automatically populate this page. The submitter will then select which items will be submitted to the laboratory. Refer to 4C.

The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The Back button will go to the BEAST home page.

The Cancel button will clear all fields of any unsaved information.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

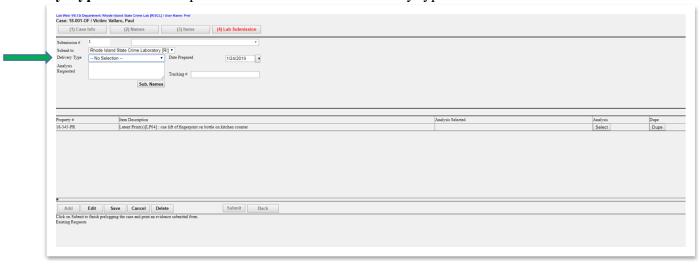
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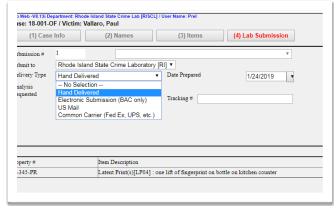
Step 4: Continued

4B. General Information in the Lab Submission tab

Complete general information fields.

Delivery Type - Use the drop-down menu to select the delivery type





The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The **Back** button will go to the BEAST home page.

The Cancel button will clear all fields of any unsaved information.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



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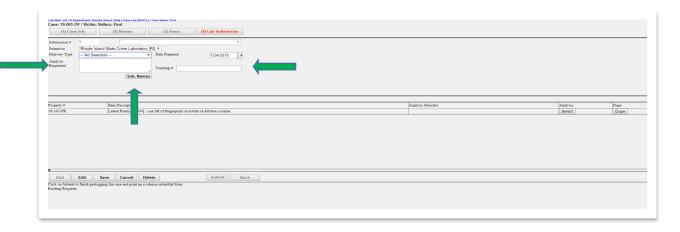
Step 4: Continued

4B. General Information in the Lab Submission tab continued

Analysis Requested – text box for the user to write a brief statement of all the analyses requested for the items included in this submission. Example: Latent print, Firearms, and NIBIN entry

Tracking # - Tracking number from mail carrier to be entered when mailing the evidence to the laboratory.

Names – By default, <u>all</u> names entered will be included in the Laboratory Analysis Evidence Submission Form. The user may deselect names by selecting **Sub Names** and then unchecking the names that the user does not want to include on the Laboratory Analysis Evidence Submission Form.



The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The **Back** button will go to the BEAST home page.

The Cancel button will clear all fields of any unsaved information.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

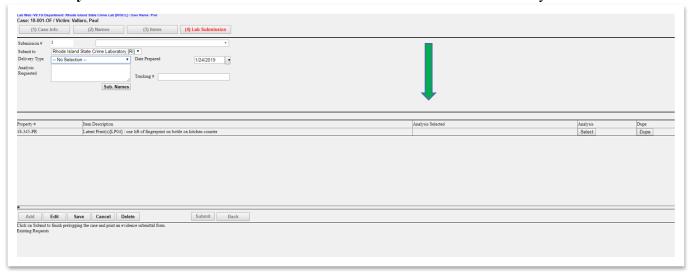
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Step 4: Continued

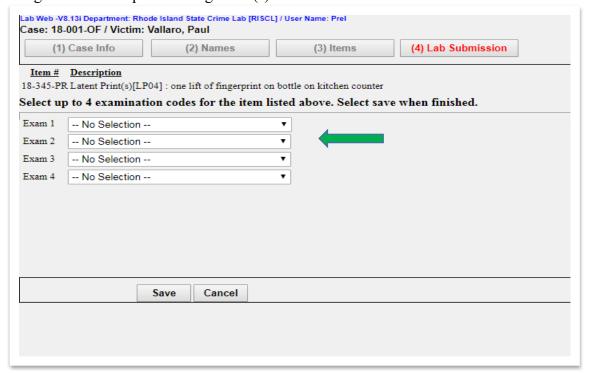
4C. Choose "Analysis Requested"

For each item being submitted to the laboratory for analysis:

In the Analysis column choose Select for each item to be submitted to the laboratory.



You may choose up to four (4) examination codes for each item of evidence by using the Exam 1 through 4 drop-down options. Select **Save** after all Exam choices have been selected. **Note**: This will generate the requested assignment(s) for each item in the BEAST.





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The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The **Back** button will go to the BEAST home page.

The Cancel button will clear all fields of any unsaved information.

Step 4: Continued

4D. "Submit" case

Always verify that all completed entries are correct before submitting.

The user may add, edit, or delete an entry as needed by choosing the appropriate button.

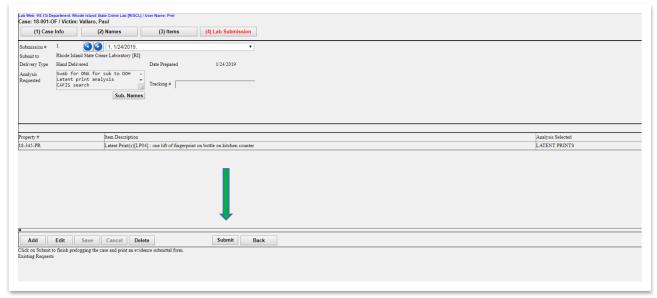
Always Save after adding or editing.

Select **Submit** to finish Prelogging the case.

Remember to **print** the Laboratory Analysis Evidence Submission Form.

It **must** accompany the evidence when it is brought to the RISCL.

Note: Submit will not occur unless all the mandatory fields in all the tabs have been completed.



To return to a previous page, use the **Case Info**, **Names**, **Items** and **Lab Submission** tabs. The **BACK** button will go to the page where the user may select NEW CASE or FIND CASE. **IMPORTANT NOTE:**

<u>After</u> the barcode on the Submission Form has been scanned into the BEAST at the laboratory, editing and deleting is no longer possible!



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Laboratory Analysis Evidence Submission Form Example Always print this form and bring it to the lab with the evidence items.



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Laboratory Analysis Evidence Submission Form | Print Prelog Form

New Case

Back

Case Information

Sent electronically to Lab: (11/08/2019 @ 09:13)

Rhode Island State Crime Laboratory



Department Case:21-123 Submission # 1

. Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog Testing

• Department Case: 21-123 Submission Number:1 · Officer Name: Det. Tom Jones Officer Email: tj@police.com • Officer Phone: 123-4567 • Offense Date: 11/08/2019

· Offense Location: Planet Hollywood

· Case Type: Homicide

Submission Information

· Delivery Type: Hand Delivered

Analysis Requested: Trace evidence on dress, shoes and fingernail clippings. LP of shoes and firearm.

Firearms analysis of Glock Date Sent: 11/08/2019

Name Information

Name Type	Full Name	Date Of Birth	Sex	Race
Suspect	Sinatra, Frank	10/24/1940	Male	White
Victim	Welch, Raquel	2/14/1945	Female	White

Analysis Request Information

Property #	Package	Item Type Code	Item Description	Exam Requests	Date Collected
21-001- PR	One sealed paper bag with:	[CLOTHING]Clothing	Pink Dress	TRACE EVIDENCE 11/09/2019	
21-002- PR	One sealed paper bag with:	[TR05]Footwear	Red patent leather pumps	TRACE EVIDENCE, LATENT PRINTS	11/09/2019
21-003- PR	One sealed box with:	[MISC]Miscellaneous/Other	fingernail scrapings	TRACE EVIDENCE	11/09/2019
21-011- PR	One sealed box with:	[FA02]Firearm(s)	One Glock firearm	LATENT PRINTS, FIREARMS	11/16/2019

To Open or Find a Case That has Already been Submitted

Open a Case



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

Approved by: A. Duhaime

Login to the web portal
Select Evidence Prelog
On the BEAST home page, select Find Case
Enter the Department Case number
Select Open Case

Find a Case

Login to the web portal

Select Evidence Prelog

On the BEAST home page, select Find Case

Select the criteria used to search by choosing the (1) Case Number, (2) Case Names, or (3) Items tab

Enter the information in the appropriate active fields

Select Find

A list of cases that matches the criteria will populate the screen

Highlight the case of interest

Select Open Case

The screen will display the (1) Case Info tab of the highlighted case



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Edit Options

Important Note:

<u>After</u> the barcode on the Submission Form has been scanned into the BEAST at the laboratory, editing and deleting is no longer possible!

Edit Case Info

Open a case and select the (1) Case Info tab

Select Edit

Make changes to the appropriate fields and select Save

Note: Selecting Cancel will clear all fields of any unsaved information.

Edit Names

Open a case and select the (2) Names tab

Highlight the name to be edited

Select Edit

Make changes to the appropriate fields and select Save

Note: Selecting Cancel will clear all fields of any unsaved information.

Edit Items

Open a case and select the (3) Items tab

Highlight the item to be edited

Select Edit

Make changes to the appropriate fields and select Save

Note: Selecting Cancel will clear all fields of any unsaved information

Edit Lab Submission

If a case has been saved but not yet submitted/scanned at the laboratory:

Open a case and select (4) Lab Submission tab

Verify the **Submission** # is correct by using either the blue left/right arrow buttons or the drop-down menu to select the correct submission number

Note – The items listed in different Submission #'s may vary.

Select **Edit** and make any desired changes in the appropriate text fields, or Select Analysis fields and select **Save**

Edit (deselect) Names associated with a Submission number

Important note: By default, all names entered will be included with a submission

If you do not want all names submitted:

Open a case and select (4) Lab Submission tab

Use the drop-down arrow to select the submission #

Select Sub. Names

Uncheck the names that you do not wish to be included with the submission and select Save



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



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Add Options

Add Names to a Case

Open a case and select the (2) Names tab Select Add Complete fields Select Save Refer to Step 2. Add Case Names, page 6

Add Items to a Case

Open a case and select the (3) Items tab Select Add Complete fields Select Save Refer to Step 3. Add Case Items, page 8

Add a Lab Submission to a Case

Open a case and select (4) Lab Submission tab

Use the drop-down arrow next to the Submission # field to verify how many submissions have already been created

Select **Add** and verify that the Submission # is the next in the sequence Complete the text fields and the "Analysis Requested" fields as needed Select **Save**

Refer to Step 4. Submit to the Laboratory, page 10



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Delete Options Important Note:

<u>After</u> the barcode on the Submission Form has been scanned into the BEAST at the laboratory, editing and deleting is no longer possible!

Delete a Case

Open a case and select the (1) Case Info tab Select **Delete** A box will appear asking, "Are you sure you want to delete?" Select **OK**

Important note:

If you highlight a field in this tab and select Delete, the entire case will be deleted, not just the information in the highlighted field.

Delete Names

Open a case and select the (2) Names tab Highlight the desired name and select **Delete**

Important note:

If you highlight a field in this tab and select Delete, the full name will be deleted, not just the information in the highlighted field.

Delete Items

Open a case and select the (3) Items tab Highlight the desired item and select **Delete**

Delete a Lab Submission

Important note:

<u>After</u> the barcode on the Submission Form has been scanned into the BEAST at the laboratory, deleting a submission is no longer possible!

If a case has been saved but not submitted: Open a case and select the (4) Lab Submission tab

Select the desired Submission number to be deleted.

Select Delete



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Duplication of Information (DUPE) Options

Dupe an Item

Open a case and select the (3) Items tab
Highlight the item to be duplicated
Select **Dupe** – The Package, Type, and Description fields will automatically populate.
The user must complete the Property # and Date Collected fields and select **Save**

Dupe a Name

Open a case and select the (2) Names tab Highlight the name to be duplicated Select **Dupe** – The Type, Last, First, Middle, and Sex fields will automatically populate. The user may edit fields as necessary and select **Save**

Dupe Analysis Requested

Open a case and select the (4) Lab Submission tab Highlight the item for which the user wants to select an analysis Select **Dupe**, and the field will fill with all the analyses selected for the last item Select **Save**

Cancel Options

Cancel in Case Info/Names/Items/Lab Submission tabs

The **Cancel** button is only activated <u>after</u> selecting the Add or Edit button in any tab. Selecting **Cancel** will clear all fields of any unsaved information.



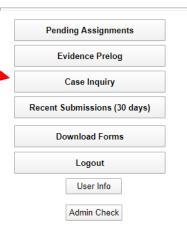
ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Finding Your Report

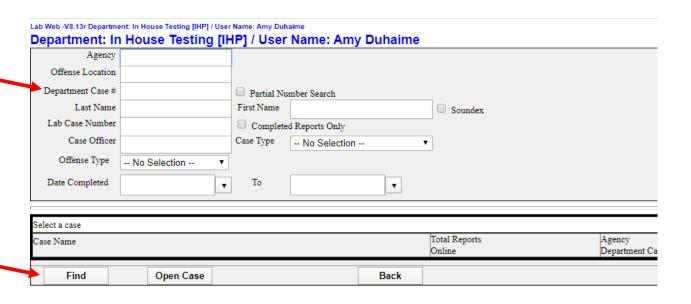
Lab Web -V8.13r Department: In House Testing [IHP] / User Name: Amy Duhaime
Department: In House Testing [IHP] / User Name:
Amy Duhaime





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Log into Prelog and click Case Inquiry

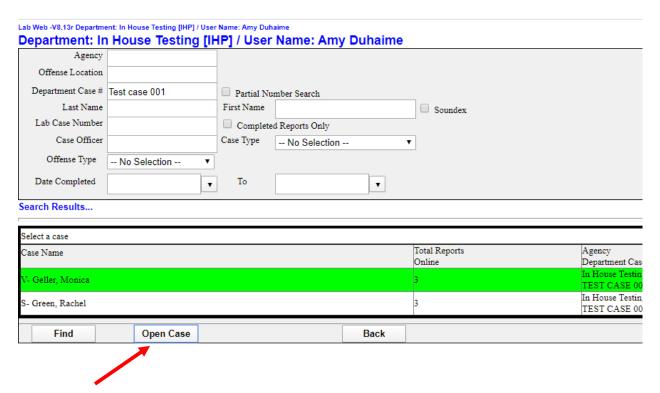


Enter your department number and click Find. You do not have to fill in the other fields.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

Approved by: A. Duhaime



When the case comes up, click Open Case.



ID No.: 2325 Revision No.: 3 Published Date: 08/19/2025

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Lab Web -V8.13r Department: In House Testing [IHP] / User Name: Amy Duhaime

Department: In House Testing [IHP] / User Name: Amy Duhaime

Case Information

Department Case #: TEST CASE 001 Agency : In House Testing [IHP] Lab Case Number: 19-626

Back Case Officer: Amy Duhaime Case Type: BE - Breaking and Entering Approved Paparts

Report #	Section	Analyst Name	Date Completed	Status	Download Report	Items
		Amy S. Duhaime -			4	
1	TRAC	Rhode Island State Crime	12/4/2019	Completed	Download	Items
		Laboratory				
		Amy S. Duhaime -				
3	LP	Rhode Island State Crime	12/4/2019	Completed	Download	Items
		Laboratory				
		Amy S. Duhaime -				
4	FA	Rhode Island	12/11/2019	Completed	Download	Items
		State Crime Laboratory				

Pending Assignments						
Sequence/Update	Priority	Section	Status	Analyst Name	Date Assigned	Items

Submissions							
Submissions	Submissions						
Received Date	Department #	Lab Case #	Submission # Tracking #	Case Type			
12/4/2019	TEST CASE 001	19-626	1	Breaking and Entering			
12/4/2019	TEST CASE 001	19-626	2	Breaking and Entering			
12/13/2019	TEST CASE 001	19-626	3	Breaking and Entering			

Case Names Type | Last Name | First Name | Middle Name | Sex | Race | Date Of Birth Victim Geller Monica F W 4/3/1962 Rachel F W 2/12/1960 Suspect Green

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