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.

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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:
  - if evidence items have been Prelog
  - if the laboratory has received evidence items
  - if a laboratory analyst has been assigned to the case
  - 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.

Selections Available on the Prelog Web Portal

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 **and** 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.

- **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**

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

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**

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.

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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.

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.

<div align="center">Step 3: Add Case Items</div>

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

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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 <u>brief</u> 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.

Step 4: Prepare Lab Submission

4A. To "add" a lab submission

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Select **(4) the Lab Submission** tab. Select **Add.**
Always verify the Submission # is correct before proceeding!

Note: <u>All</u> items previoutsly 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.

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

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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

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, all 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.

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.

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.

<div align="center">

Step 4: Continued

</div>

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

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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 | Logout |

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

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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

Edit Options

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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**

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

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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**

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.

Finding Your Report

Log into Prelog and click Case Inquiry

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

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When the case comes up, click Open Case.

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
Case Officer : Amy Duhaime
Case Type : BE - Breaking and Entering

Back

Approved Reports

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

Pending Assignments

Sequence/Update	Priority	Section	Status	Analyst Name	Date Assigned	Items

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
Suspect	Green	Rachel		F	W	2/12/1960

Click download to retrieve reports.