



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:

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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

Lab Web -V8.13r Depa
Department: [REDACTED]
User Name: [REDACTED]



RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4868 Fax

Pending Assignments

Evidence Prelog

Case Inquiry

Recent Submissions (30 days)

Download Forms

Logout

User Info

THIS EVIDENCE IS BEING SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY (RISCL) IN CONNECTION WITH AN OFFICIAL INVESTIGATION BY A LAW ENFORCEMENT AGENCY. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE RISCL MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE RISCL MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE REQUESTED. THE RISCL MAY USE BASIC CASE DATA FOR STATISTICAL REPORTING. BY SUBMITTING EVIDENCE TO THE RISCL, THE CUSTOMER AGREES TO RECEIVE A SIMPLIFIED VERSION OF THE REPORT. THE RISCL COMPLIES WITH ALL SUBPOENAS.

Dennis C. Hilliard, M.S., Director

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**

Crime Fighter BEAST-Lab Web-Version 8.13i



RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
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Sign On

Please enter your User ID and Password.

User ID

Password

THE EVIDENCE DESCRIBED BELOW IS SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY. THIS EVIDENCE IS BEING SUBMITTED IN CONNECTION WITH AN OFFICIAL INVESTIGATION OF A CRIMINAL MATTER. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE CRIME LABORATORY MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE CRIME LABORATORY MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE NOTED.

Dennis C. Hilliard, M.S., Director

NOTE: The RI State Crime Laboratory Evidence Receiving hours are: Monday, Tuesday, Thursday and Friday from 8:30AM to 1:30PM or by appointment.

NOTE: Prelog works on Internet Explorer, Google Chrome and Mozilla Firefox.

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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




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.

Lab Web -V8.13r Depa
Department: [REDACTED]
User Name: [REDACTED]

 **RI STATE CRIME LABORATORY**
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4868 Fax

Pending Assignments	<p>THIS EVIDENCE IS BEING SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY (RISCL) IN CONNECTION WITH AN OFFICIAL INVESTIGATION BY A LAW ENFORCEMENT AGENCY. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE RISCL MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE RISCL MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE REQUESTED. THE RISCL MAY USE BASIC CASE DATA FOR STATISTICAL REPORTING. BY SUBMITTING EVIDENCE TO THE RISCL, THE CUSTOMER AGREES TO RECEIVE A SIMPLIFIED VERSION OF THE REPORT. THE RISCL COMPLIES WITH ALL SUBPOENAS.</p> <p>Dennis C. Hilliard, M.S., Director</p>
 Evidence Prelog	
Case Inquiry	
Recent Submissions (30 days)	
Download Forms	
Logout	
User Info	

On the BEAST Prelog home page, select - **New Case**



Lab Web -V8.13i Department: Rhode Island State Crime Lab [RISCL] / User Name: Prel
Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog Testing



Step 1: Enter Case Information

Lab Web -V8.13i Department: Rhode Island State Crime Lab [RISCL] / User Name: Prel

NEW CASE

Department Case #

Case Officer Pick

New Entry

Officer EMail

Officer Phone

Offense Date

Offense Location

Case Type

Related Case

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.

Step 2: Add Case Names

Lab Web - V8.130 Department: Rhode Island State Crime Lab (RISCL) / User Name: Prelog
Case: 18-001-OF / Location : Fairfield

(1) Case Info (2) **Names** (3) Items (4) Lab Submission

Select a name to maintain

Number	Type	Last Name	First Name	Middle Name	Sex	Race
--------	------	-----------	------------	-------------	-----	------

Type Sex Arrest Date
Last Race
First DOB
Middle

Add Edit Save Cancel Delete Dupe Back

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



Lab Web - VLS 130 Department: Rhode Island State Crime Lab (RISCL) / User Name: Prelog
Case: 18-001.OF / Location: Fairfield

(1) Case Info (2) **Names** (3) Items (4) Lab Submission

Select a name to maintain

Number	Type	Last Name	First Name	Middle Name	Sex	Race
Type	-- No Selection --	Sex	-- No Selection --	Arrest Date		
Last		Race	-- No Selection --			
First		DOB	-- No Selece	-- 1	-- No 4	
Middle						

Add Edit **Save** Cancel Delete Dupe Back

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.

Step 3: Add Case Items

Lab Web - VLS 130 Department: Rhode Island State Crime Lab (RISCL) / User Name: Prelog
Case: 18-001.OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) **Items** (4) Lab Submission

Select an item to maintain

Property #	Package	Item Type	Item Description
Property #			
Package			
Type			
Date Collected			

Add Edit Save Cancel Delete Dupe Back

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

Lab Web: RI-TS Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Select an item to maintain

Property #	Package	Item Type	Item Description
------------	---------	-----------	------------------

Property #
Package -- No Selection --
Description
Type -- No Selection --
Date Collected

Add Edit Save Cancel Delete Dupe Back

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

Lab Web: RI-TS Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission #
Submittal to
Delivery Type
Date Prepared
Analysis Requested
Tracking #
Sub. Names

Property #	Item Description	Analysis Selected
------------	------------------	-------------------

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests



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

Always verify the Submission # is correct before proceeding!

Lab Web - V8.135 Department: Rhode Island State Crime Lab (RISCL) / User Name: Prelog
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1

Submit to Rhode Island State Crime Laboratory [RI]

Delivery Type -- No Selection -- Date Prepared 1/24/2019

Analysis Requested

Tracking #

Sub. Names

Property #	Item Description	Analysis Selected	Analysis	Dupe
18-345-PR	Latent Print(s) [LP04] : one left of fingerprint on bottle on kitchen counter		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

Note: All 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.

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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Operations Manual
Prelog User's Guide

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Lab Web - V8.13(1) Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to Rhode Island State Crime Laboratory [RI]
Delivery Type -- No Selection -- Date Prepared 1/24/2019
Analysis Requested
Tracking #
Sub. Names

Property #	Item Description	Analysis Selected	Analysis	Dupe
18-345-PR	Latent Print(s) [LP04] : one lift of fingerprint on bottle on kitchen counter		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

Lab Web - V8.13(1) Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to Rhode Island State Crime Laboratory [RI]
Delivery Type Hand Delivered Date Prepared 1/24/2019
Analysis Requested
Tracking #
Sub. Names

Analysis Requested dropdown menu options:
-- No Selection --
Hand Delivered
Electronic Submission (BAC only)
US Mail
Common Carrier (Fed Ex, UPS, etc.)

Property #	Item Description
18-345-PR	Latent Print(s) [LP04] : one lift of fingerprint on bottle on kitchen counter

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.

Lab Web - V01.130 Department: Rhode Island State Crime Lab (PRISCL) / User Name: Prelog
Case: 18-001-OF / Victim: Vellaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to Rhode Island State Crime Laboratory (RI) *
Delivery Type -- No Selection -- * Date Prepared 1/24/2019 *
Analysis Requested
Tracking #
Sub Names

Property #	Item Description	Analysis Selected	Analysis	Dupe
18-345-PR	[54] one left of fingerprint on bottle on kitchen counter		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

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.

Lab Web -V8.13i Department: Rhode Island State Crime Lab [RISCL] / User Name: Prel
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to: Rhode Island State Crime Laboratory [RI]
Delivery Type: -- No Selection -- Date Prepared: 1/24/2019
Analysis Requested: Tracking #:
Sub. Names:

Property #	Item Description	Analysis Selected	Analysis	Dupe
18-345-PR	Latent Print(s)[LP04] : one lift of fingerprint on bottle on kitchen counter		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

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.

Lab Web -V8.13i Department: Rhode Island State Crime Lab [RISCL] / User Name: Prel
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Item # Description
18-345-PR Latent Print(s)[LP04] : one lift of fingerprint on bottle on kitchen counter

Select up to 4 examination codes for the item listed above. Select save when finished.

Exam 1 -- No Selection --
Exam 2 -- No Selection --
Exam 3 -- No Selection --
Exam 4 -- No Selection --

Save Cancel

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.

Lab Web - VE 131 Department: Rhode Island State Crime Lab (RISCL) / User Name: Prelog
Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1 [1, 1/24/2019]
Submit to Rhode Island State Crime Laboratory [RI]
Delivery Type Hand Delivered Date Prepared 1/24/2019
Analysis Requested Subb for DNA for sub to DOH Latent print analysis CAFIS search
Tracking #
Sub. Names

Property #	Item Description	Analysis Selected
18-345-PR	Latent Print(s) [LP04] : one lift of fingerprint on bottle on kitchen counter	LATENT PRINTS

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

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!



Laboratory Analysis Evidence Submission Form Example

Always print this form and bring it to the lab with the evidence items.



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



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



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!

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



Delete Options

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!

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:

After 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 after selecting the Add or Edit button in any tab.

Selecting **Cancel** will clear all fields of any unsaved information.



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



RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4868 Fax

Pending Assignments

Evidence Prelog

Case Inquiry

Recent Submissions (30 days)

Download Forms

Logout

User Info

Admin Check

THIS EVIDENCE IS BEING SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY (RISCL) IN CONNECTION WITH AN OFFICIAL INVESTIGATION BY A LAW ENFORCEMENT AGENCY. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE RISCL MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE RISCL MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE REQUESTED. THE RISCL MAY USE BASIC CASE DATA FOR STATISTICAL REPORTING. BY SUBMITTING EVIDENCE TO THE RISCL, THE CUSTOMER AGREES TO RECEIVE A SIMPLIFIED VERSION OF THE REPORT. THE RISCL COMPLIES WITH ALL SUBPOENAS.

Dennis C. Hilliard, M.S., Director

Log into Prelog and click Case Inquiry

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

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

Agency			
Offense Location			
Department Case #		<input type="checkbox"/> Partial Number Search	
Last Name		First Name	<input type="checkbox"/> Soundex
Lab Case Number		<input type="checkbox"/> Completed Reports Only	
Case Officer		Case Type	-- No Selection --
Offense Type	-- No Selection --		
Date Completed		To	

Select a case		
Case Name	Total Reports Online	Agency Department Ca
Find	Open Case	Back

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



Rhode Island State Crime Laboratory
Operations Manual
Prelog User's Guide

ID No.: 2325
Revision No.: 1
Published Date:
01/16/2024
Approved by: A. Duhaime

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

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

Agency			
Offense Location			
Department Case #	Test case 001	<input type="checkbox"/> Partial Number Search	
Last Name		First Name	<input type="text"/>
Lab Case Number		<input type="checkbox"/> Soundex	
Case Officer		<input type="checkbox"/> Completed Reports Only	
Offense Type	-- No Selection --	Case Type	-- No Selection --
Date Completed	<input type="text"/>	To	<input type="text"/>

Search Results...

Select a case		
Case Name	Total Reports Online	Agency Department Cas
V- Geller, Monica	3	In House Testin TEST CASE 00
S- Green, Rachel	3	In House Testin TEST CASE 00

When the case comes up, click Open Case.



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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.