

AFIS PRELOG - Quick Create Case Entry Guide

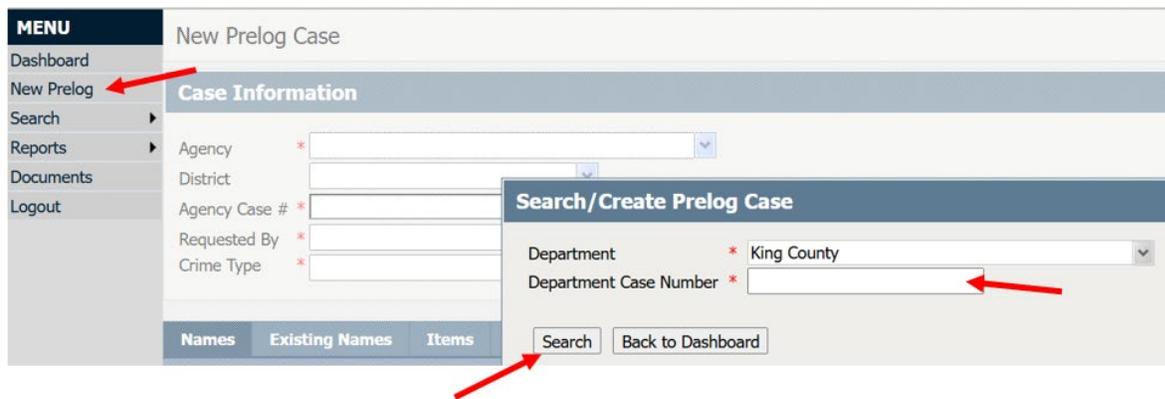
Login:



The login screen features a dark blue header with a stylized figure and the text "LIMS PRELOG". Below the header are input fields for "User ID", "Password", and a "Database" dropdown menu set to "KCAFIS_PILOT". At the bottom are "Login" and "Change Pwd" buttons.

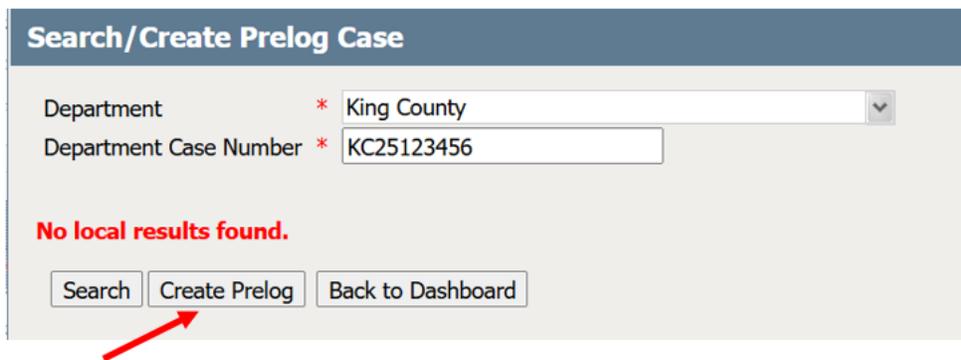
Create New Case:

Click <New Prelog> and Enter Case#, <Search>:



The "New Prelog Case" form includes a left-hand menu with options like "Dashboard", "New Prelog", "Search", "Reports", "Documents", and "Logout". The main form area is titled "Case Information" and contains fields for "Agency", "District", "Agency Case #", "Requested By", and "Crime Type". A secondary "Search/Create Prelog Case" section includes a "Department" dropdown (set to "King County") and a "Department Case Number" text field. A "Search" button is highlighted with a red arrow.

You should see “No Local Results Found”, Click <Create Prelog> button:



The "Search/Create Prelog Case" results page shows the "Department" dropdown set to "King County" and the "Department Case Number" text field containing "KC25123456". Below the form, the text "No local results found." is displayed in red. At the bottom, there are three buttons: "Search", "Create Prelog", and "Back to Dashboard". A red arrow points to the "Create Prelog" button.

- If the case opens, go to manual section 5 – Editing a Case.

Case Entry Screen:

- Fill out all required (*) fields, **KCSO needs District as well.**

Case Information

Agency * King County
 District C5 - PCT 2
 Agency Case # * KC25123456
 Requested By * Bill Hicock[BH@DEADWOODPD.COM] [Add Officer](#)
 Crime Type * Carjacking Category Major Crime

| Names | | Items | | | | | | | |
|-------|-------------|-------------|------------|-------------|--------|---------------|--------|--|--|
| | Name Type * | Last Name * | First Name | Middle Name | Suffix | Date of Birth | AFIS # | | |
| X | | | | | | | | | |
| X | | | | | | | | | |

Add a Name Tab:

- This is optional.
- Name tab: add as much info as you can.

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 Crime Type * Carjacking Category Major Crime

| Names | | Items | | | | | | | | |
|-------|-------------|-------------|------------|-------------|--------|---------------|--------|-------|-------|----------|
| | Name Type * | Last Name * | First Name | Middle Name | Suffix | Date of Birth | AFIS # | SID # | FBI # | Comments |
| X | | | | | | | | | | |
| X | | | | | | | | | | |

Add Evidence Items Tab:

- Required for case entry.
- Fill out mandatory fields *.

| Names | | Items | | | | | |
|----------------|------------|-------------|----------|--------|------------|-------------|-----|
| Dept. Item # * | Category * | Item Type * | Priority | Attach | Quantity * | Description | DNA |
| X | | | ? | | | | |
| X | | | ? | | | | |

- **Dept Item #:** *Your* in-house item #.
- **Category:** General class of evidence (physical evidence, LPCs.)
- **Item Type:** Specific evidence type (Firearm, bike, knife, lift card, computer,...)
- **Priority (optional):** *Item* priority ASAP/Rush:
 - ASAP: No O.T. authorized, put in front of line.
 - Rush: O.T. authorized, worked immediately.
- **Attach (optional):** Can attach item images.
- **Quantity:** Number of evidence items *inside* packaging.
- **Description:** Type anything. (Model #s, Serial #s, Brand ...)
- **DNA:** (optional): 3 services – Manual pg. 9.
 - CA Fume + DNA Swab - NO CHEMICALS.
 - DNA Swab and Chemical Processing.
 - Preserve for DNA Processing - CA ONLY.
- Click <**Continue**>

Service Requests:

- Click <**Continue**> again.
- **Comment Box:** Can request elevated case priority here (ASAP/Rush + Reason), or any other case info we might need.
- Click <**Continue**>

| Create Request | | | | Select Services | |
|------------------|-----------------------------------|--------|-------------------|--------------------------------------|-------------------------------------|
| Item Information | | | | Latent Units | |
| Item | Description | At Lab | Already Requested | (LPEXAM) Latent Print Examination | (LPPROC) Evidence Processing |
| BH01 | Latent Print Card(s) - LPCs | N | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BH02 | Firearm - GLOCK 23, SER# 12345678 | N | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

- **LPEXAM:** Anything that needs fingerprints directly compared: LPCs, photos of crime scene fingerprints, or images containing ridge detail on hands.
- **LPPROC:** Any item that needs chemical processing and/or DNA.
- ***Click only one box per item** - if prints are developed on your items in the lab, they will be routed to the office for print comparisons.
- Click <**Continue**>.
- Click <**Complete**>.
- Click <**Complete**>.
- Your Prelog Service Request Form will pop up, submit with your evidence.
- You are done!