PRELOG - LIMS WORKFLOW

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King County Regional AFIS

Version 1.0

Table of Contents

What is Prelog?

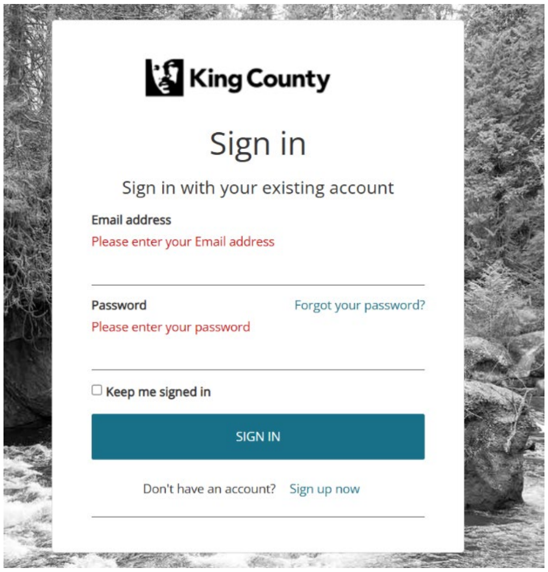
Prelog is a web based application that allows KCSO and Non-KCSO agencies to pre-log evidence submission information via a secure website prior to delivering their evidence to the KC AFIS Lab. Along with the ability to pre-log evidence submission information, agencies are also able to query the status of the evidence being processed in the laboratory, request/receive disseminations and download the official laboratory report.

Section 1 – REMOVED / LoginKC.gov Account Creation

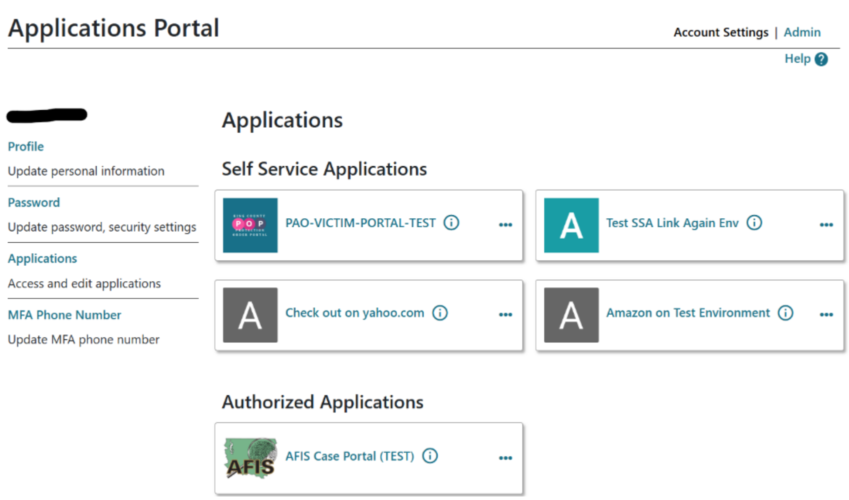
** We will send out a revised version when this section is completed. It only impacts people with Administrator access to create user accounts.

Section 2 – Logging into LIMS PRELOG From KCLogin

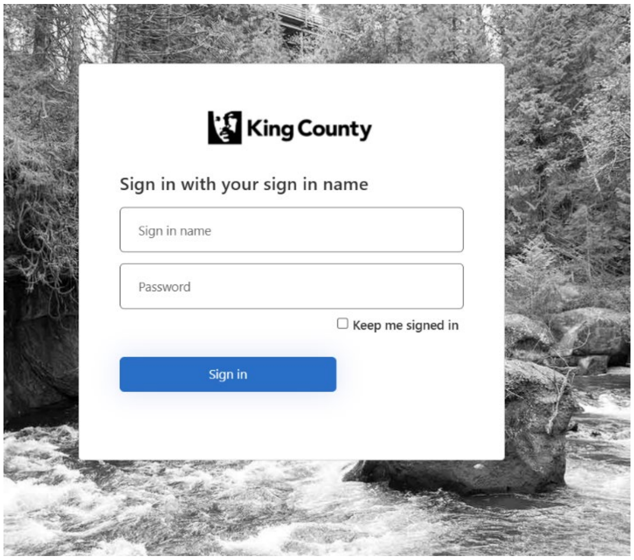
2.1 – KCLogin.gov Sign-in Screen: Takes you to Applications Portal



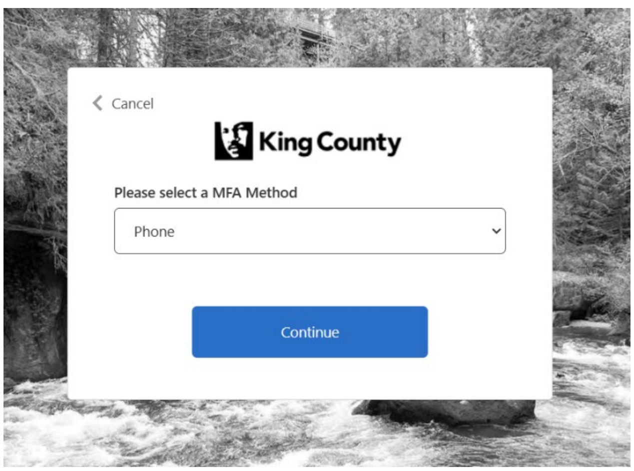
2.2 - Applications Portal – click on AFIS Case Portal (Prelog)



2.3 - Login AFIS Case Portal: Enter Username and password, click Sign In



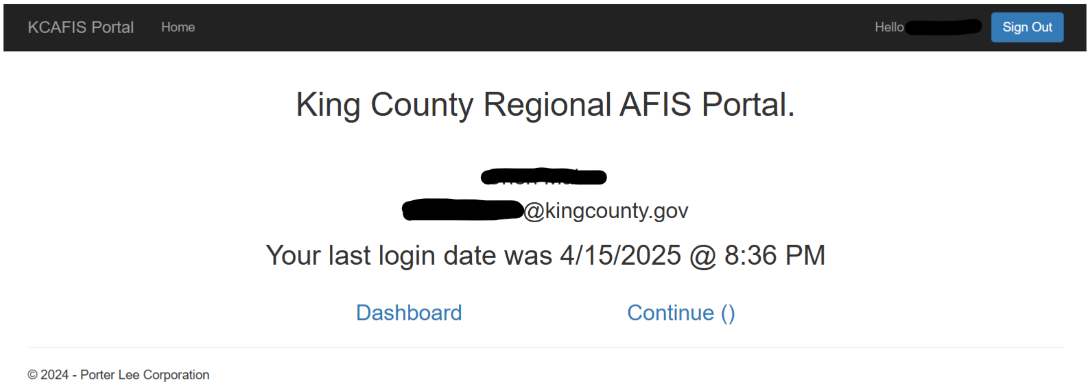
2.4 - 2-Factor Authentication: Phone or MS Authenticator



2.4.1 - Phone Authentication: click <Continue>, a text will be sent to your registered phone <Send Code>, type the code into the box, <Verify Code>. You are now in the AFIS Portal for Prelog. Click Dashboard or Continue, you are now in the Prelog Main Menu Dashboard

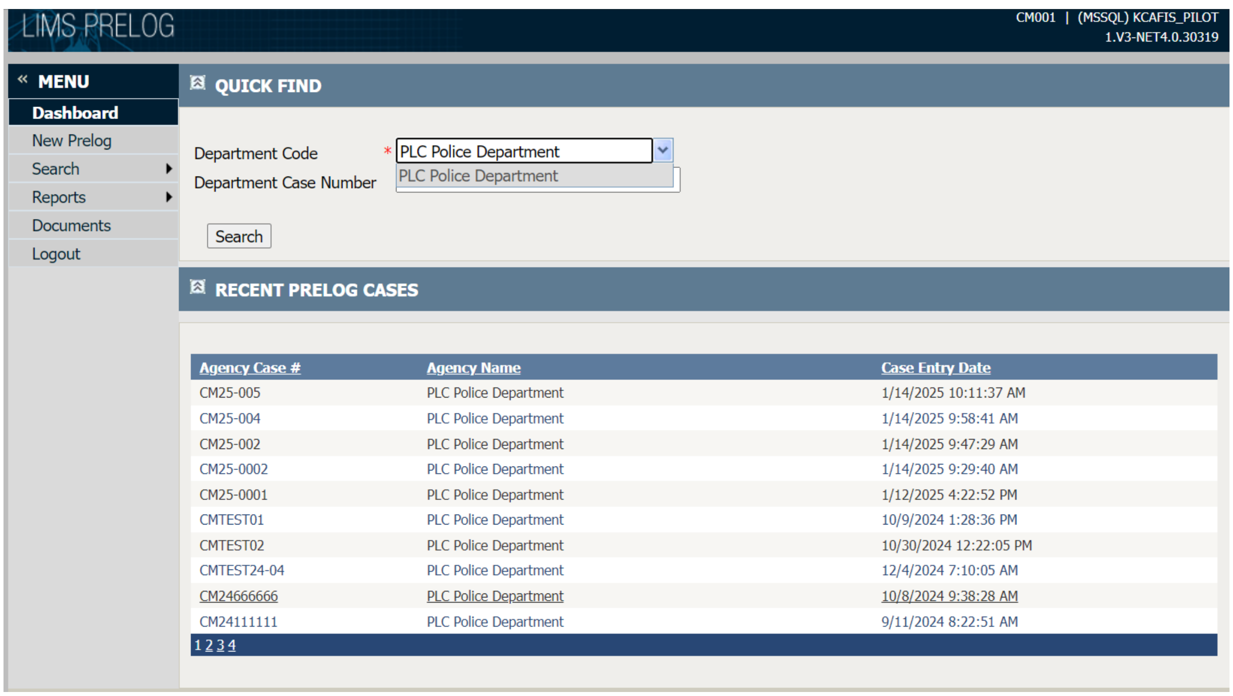
2.4.2 - Microsoft Authenticator**:** click the dropdown arrow, select MS Authenticator, <Continue>, you must have the authenticator app on your phone with the proper account setup in order to use this: King County B2C SB. After you hit Continue it will ask you to enter the code. This is the code currently being displayed in the authenticator. Put that code into the box and <Verify Code>. Now you are in the AFIS Portal. Click dashboard to take you to the Prelog Main Menu

2.5 - AFIS Case Portal Main Screen



Section 3 – Entering a New Case Request

3.1- Screen Overview – Prelog Dashboard



3.1.1- Menus:

a. Dashboard – Home page for Prelog. Contains Menu and Recent Cases.

b. New Prelog – To create new case requests and search for existing cases.

c. Search – Search for your cases that have been received by AFIS and Search your cases by case #, Case person names, and items.

d. Reports – Search for your completed lab reports and a list of ten most recent report cases

e. Documents – Prelog Manual, Explanation of DNA Options, Explanation of Priority Levels

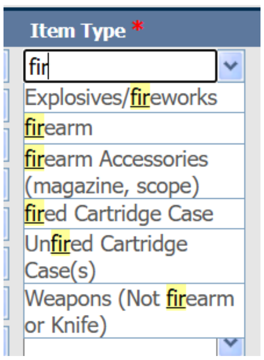
f. Logout – Logs you out of Prelog.

Main Page:

a. Quick Find – allows you to do a quick search for your submitted cases.

b. Recent Prelog Cases – your most recent 10 cases submitted.

3.2- Creating the Prelog Case Request

1. *Tip: If you exit the case by clicking on* ***anything*** *besides what is in the creating a case process – it will not save your entry, and you will have to start over!*
2. *Tip: Any field with red * - is mandatory*
3. Tip: If the field is a “dropdown” list, you can usually start typing and the field will search for those letters: f_i_r
4. 

5. <New Prelog> button on left
6. Enter Department: your agency (should default to this)
7. Enter Dept Case #: using 2 letter dept code (see Sect. 8): KC, DM, AU, KE; year: 25; 6-digit case #: 123456 = KC25123456 or KE25009876

**If your agency has a different format for case #’s (WSP, ATF, FBI,…) please enter as-is (ie): *BL24-987654321;* 281R-SE-384XX79; 4199524-PMF

8. <Search> button – if “no local results found”, go to #9, (or **)
9. <Create Prelog> button
10. Fill out Case Information fields **(if you are KCSO select your district from dropdown – required for Sergeant’s report)**
11. Requested By: put the person who needs to receive the report here. If they are not in the dropdown, you will need to “Add Officer”:
    a. Click Add Officer, next to Requested By field
    b. At the bottom, click “Add” button
    c. Fill out mandatory fields (recommend giving phone# in case issues with your case)
12. <Save>

13. <Select> if you want that name in the Requested By box
14. <Close> if you just wanted to add an officer name to the system, otherwise…
15. Crime Type: select the crime type that is closest to your crime (we are not using FCR codes)
16. Category: will auto fill with our case designator

** If a case comes up during your search to create a new Prelog request, then there is already a request in the system for that case, and you will need to go to Section 5 – Editing a Request After AFIS has Accepted the Request.

NAMES TAB: Add names to compare to prints in your case:

1. If there are no subject, victim or officer names to add, skip to Items tab. Or,
2. Name Type: Officer, Subject, Victim
3. Last name, First name, DOB (01/01/1970) – the more info the better
4. If you know AFIS#, SID, or FBI# - can enter here
5. Comments box – anything you want to add. Click on the *Items* tab
6. At the bottom of the page, if you click on <Continue> without adding any items, a box will pop up asking if you want to submit the new case with **no** items? On a brand-new case you would want to click on <Cancel> in the pop-up box and add your items
7. At the bottom of the page, if you click on <Cancel> it will **Delete** this new case
8. At the bottom of the page, the <Attachment> button is available if you want to attach miscellaneous documents to your submission. If you want to submit images for items, go to the Items tab and click on the paperclip next to your item.

ITEMS TAB: Enter the evidence you are submitting:

1. Dept. Item#: your agency item#
2. Category: what type of evidence is it? Lift cards (LPCs), Physical Evidence for processing? Submitting elimination prints? Submitting digital fingerprint images for comparison?
3. Item Type: dropdown for misc types of evidence (cell phone, bike, firearm, lift cards,…). Can use "other" if nothing is close, then use "Description" box to specify what it is
4. Priority ?: if the specific *item* (not case – that is later #13) needs to be rushed, you can enter your request here. ASAP & Rush **must** have a valid reason for expediting. (case going to trial imminently, active child kidnapping, …):
    a. *RUSH* = immediate processing with overtime authorized
    b. *ASAP* = skip to the front of the line, no OT authorized
5. Paperclip: Attachments - Can upload images for each item by clicking on paperclip icon:
    a. Click paperclip icon
    b. Click <Select Files> button
    c. Navigate to the location of your images
    d. Select the images to upload (can select multiple)
    e. <Open>, or <Cancel> if you decide not to upload images
    f. Window will pop up showing the images you are uploading
    g. <Close>

h. You can add more images to the same item by repeating the process
i. You can Delete images by clicking on the paperclip and clicking the Delete link next to the photo to remove, then <Close>

6. Quantity: # of items inside the container being submitted, ie:1 envelope = quantity **6** LPCs
7. Description: box to describe your item, serial #s, caliber, brands, model #s, ...
8. DNA: *If* you need DNA processing on your item, options are:
   a. CA Fume + DNA Swab - NO CHEMICALS: the items will be superglue fumed, swabbed for DNA, photos of any fingerprints, then repackaged, back to you
   b. DNA Swab and Chemical Processing: the items will be superglue fumed, swabbed for DNA, then the items will be fully chemically processed for fingerprints with liquid chemicals and powders, then repackaged, back to you
   c. Preserve for DNA Processing - CA ONLY: the items will be superglue fumed, if there are any visible prints they will be photographed, then repackaged, back to you. You can take it elsewhere to get DNA swabbed at this point.
   d. All DNA swabs taken will be given back to you when we return your evidence to you
9. If you need more item slots, click the "More Items" link at the bottom of the page
10. Then <Continue> button
11. The <Cancel> button will delete your entire submission
12. Verify agency and requestor, can Go Back or Continue, or change Requestor
13. If you click the <BACK> button, to add or edit any of the previous tabs, when you get back to the Service Request tab you will need to click the <New Request> button and Verify agency and requestor again
14. <Continue> button
15. Comment Box (optional): *CASE PRIORITY* - you can request elevated *"case"* priority and reason here (ASAP/Rush), or any other info you think we might need (ie: ASAP – going to court imminently)
16. <Continue>
17. Service Request: Item#, Item Description, At Lab is "NO" until evidence is physically received by lab, Already Requested will tell you what services have already been requested for this item on a previous submission, if any;

Latent Units:

a. **Latent Print Examination**: used when you are submitting items that have visible prints to compare on them like lift cards (LPCs), bank checks with inked fingerprint on it, digital images of prints that you took and want to submit, medical examiner prints...not a knife with bloody prints on it, send *objects* with visible prints to the lab for evidence processing. Photos of the prints will be taken there. If you want to tell us about the visible prints on an object you can put that in the comment box on the previous screen, or not.

b. Evidence Processing: any object you want chemically processed for prints and /or DNA swabbing. If submitting physical evidence for processing, do not click Latent

Print Examination also for those items. *Any* prints developed in the lab are automatically sent for fingerprint examination in our office.

c. If you have subject/s in your case, you will see them in a blue box at the bottom of the screen – *this box is only to be checked if you are doing a "name add only" to an existing case submission. (See section 5.2)*

d. <Continue> button

18. <Complete> button: this submits your request to our office. It will remain in "Requested" status until the evidence is physically received at our lab and brought into our LIMS system. As long as the submission is still in "Requested" status you can make changes to it: "Edit" names, items, add/remove DNA processing requests, change priority levels,… Once it is in **"Received" status you will need to create a new submission with new names and items and call us with changes to priority levels or DNA requests on previously submitted evidence. (See Section 5)**

19. Submission Receipt/chain of custody will pop up. You s*hould print this out and bring it with your evidence. Will make check-in faster.*

20. Existing Submissions tab: shows all submissions for this case, their received status, and the items
21. Assignments at Lab tab: what submission has been received in/assigned to at the lab
22. Reports Tab: this is where you will be able to retrieve your report when it is completed
23. <Cancel>: DELETES the entire highlighted submission
24. <Print History>: Record of closed submissions on a case
25. <Print Lab Submission Form>: allows you to re-print your submission form/COC
26. "X" out of screen to close > Dashboard top/right to go home screen or Logout

Section 4 – Editing an Existing Request BEFORE Being Accepted by AFIS

4.1 – Open the Case You Want to "Edit"

** You can "Add" a name or items anytime you want regardless of the status of your case. But if you want to "Edit" the *existing* information in your case before it has been accepted into the lab:

1. Login to Prelog
2. Check Recent Prelog case list or
3. In Quick Find box: enter your case#
4. <Search>
5. Click on the case to open

4.2 – Edit a Name in your Case

1. Click on Name tab

2. At the bottom, click on <Edit>
3. Edit any applicable fields
4. Click <Save>
5. The corrected info should now be saved on your request

4.2 – Edit Items in your Case

1. Click on the Items tab
2. At the bottom, click on <Edit>
3. Edit any applicable fields
4. To Add DNA processing beneath Item description – select option from dropdown menu
5. To Change *Item* priority (Rush/ASAP) on the right side of the screen under Attribute tab – include an Explanation. *Ignore the other tabs in this area*.
6. Click <Save>
7. The corrected info should now be saved on your request

4.3 – Edit Service Request type / Case Priority in your Case

1. Open case
2. Click on Service Request tab at the top
3. Click the <Open> button at the bottom
4. Edit *case* (not item) Priority - by typing your Rush/ASAP request in the Comment box and providing an explanation and any other comments you want
5. Click <Continue> button to:
6. Change Service Request type – if you made a mistake and want to select a different service type, Uncheck the wrong box and click on the correct box. There should *never* be both boxes checked for the same item
7. Click <Continue> button
8. Click <Complete> button, to save your changes
9. A new Prelog Service Request form will pop up for you

Section 5 – Editing or Adding to a Request <u>AFTER</u> AFIS has Accepted the Request

5.1 - "Edit" Service Request type / Case Priority in your Case

1. Once a request/submission has been accepted by the lab:
    a. **You <u>cannot</u> "edit" a previously entered item or name. The <Edit> button will be grayed out**
    b. If you need to add/change DNA processing to an existing item, call the lab
    c. If you need to add/change the case or item priority level, call the lab
    d. If you need to make a change to a submitted name, call the lab
    e. Call Latent Admin Unit: 206-263-2730

5.2 - “Add” Only a Name/s to an Existing Case

1. ** You can “Add” a name or items to your case at any time
2. Login and search for the case, click to open
3. Click on the Names tab
4. Click the <Add> button
5. Fill out the appropriate fields
6. <Save>
7. Repeat this for as many names as you want added to case
8. Click Service Request tab
9. Look for a request called “Draft”, click on that row to highlight it
10. Click the <Open> button at the bottom
11. Can request expedited *case* priority here with an explanation (ASAP/Rush + reason)
12. <Continue> button
13. At the bottom of the screen check the box for the blue area that has your name/s
14. <Continue> button
15. <Complete> button
16. A new Prelog Service Request form will pop up for you. Should print/save
17. Can Logout to quit or Dashboard to return to home screen – upper right corner

5.3 – “Add” an Item to an Existing Case

1. Login and search for the case, click to open
2. Click on the Items tab
3. Click the <Add> button
4. Fill out the appropriate fields
5. Can add DNA processing below the item description box
6. Can add expedited priority and explanation to the *item* in the Attribute tab to the right
7. <Save>
8. Click Service Request tab
9. Click <New Request>
10. <Continue> if the Requested By person hasn’t changed, or change it
11. Can request expedited *case* priority here with an explanation (ASAP/Rush + reason)
12. <Continue> button
13. An “Item Add” would be Evidence Processing request type – check that box, Unless the item is lift cards (LPCs), bank check with inked print for comparison; or images of latents you took in the field that are on a thumb drive or you want to upload
14. <Continue> button
15. <Complete> button
16. A new Prelog Service Request form will pop up for you. Bring with evidence.
17. Can Logout to quit, or Dashboard to return to home screen – upper right corner

Section 6 – Report Retrieval

1. You should have received an email saying your report was ready for a case
2. Login to Prelog
3. If the case is in your “Recent Prelog Cases” queue, skip to #7
4. If it isn’t in your queue, type in the case # you want, click <Search>
5. Click on Reports > Completed Lab Reports
6. The case should show up in the queue
7. Click on the line with the case
8. Click on “Reports” tab
9. Click on <Print Report> button to view, save, or print report
10. You can right click on the document for options

Section 7 – Requesting / Retrieving Disseminations

7.1 – Requesting Disseminations

1. For Officers and Prosecutors
2. Login to Prelog
3. Search for the case you want or find in your Recent Cases
4. Click on the case to open
5. On right side of screen click <Discovery Packet> button
6. Bottom of screen click <Make New Discovery Request> button
7. It will default to today’s date, and whoever is logged into LIMS Prelog
8. Status will update automatically when sent
9. In the comment box you can specify what you want disseminated: just final case report, processing notes, entire case file, etc.
10. Hit <Save> button
11. A box should pop up saying your request was generated
12. The status will now be “Ready for Approval”

7.2 - Retrieving Disseminations

1. For Officers and Prosecutors and Defense
2. Login to Prelog
3. Search for the case you want or find in your Recent Cases
4. Click on case
5. Click on <Discovery Packet>, right side
6. Click on your request above
7. Click on Table of Contents, save to your computer
8. Click on <Download>, click <Download> again
9. Click “Save As” to save to your computer (suggest desktop), will send zip file
10. Double click on zip folder and all your case pdfs will be there
11. Save these pdfs wherever you keep case files

Section 8 – Additional Training Resources and Tid Bits

8.1 - King County Agency Case Designator Codes:

- KC King County
- SP Seattle PD
- AL Algona
- AU Auburn
- BE Bellevue
- BD Black Diamond
- BO Bothell
- CA Carnation
- CH Clyde Hill
- DM Des Moines
- DU Duvall
- EN Enumclaw
- FW Federal Way
- IS Issaquah
- KE Kent
- KCME King County Medical Examiner
- KI Kirkland
- LF Lake Forest Park
- ME Medina
- MI Mercer Island
- NC New Castle
- NP Normandy Park
- PA Pacific
- PS Port of Seattle
- RD Redmond
- RT Renton
- SQ Snoqualmie
- TU Tukwila
- UW University of Washington

8.2 - Non-King County Agency Case Codes:

- ATF Alcohol-Tabacco-Firearms
- BL Bonney Lake
- BK Buckley
- CCCO Chelan Co. Coroner's Office
- DHS Dept Homeland Security
- DCCO Douglas Co. Coroner's Office
- FBI Federal Bureau of Investigation
- FI Fife

- ML Milton
- PC Pierce County
- PU Puyallup
- PT Puyallup Tribal
- SC Snohomish County
- SU Sumner
- TC Tacoma
- WSP Washington State Patrol

8.3 - Miscellaneous Tidbits

1. If you don't like the system popping up with auto-fill options for different fields, you would need to go to your browser settings (Edge/Chrome) and disable the auto-fill option. However, this will disable auto-fill for all the internet based programs on your computer.
2. If you get any weird errors that pop up in LIMS, the system could have timed-out. Just close the program and log in again. If that doesn't fix the issue, contact Prelog Help desk.

Section 9 - Who to Contact for Problems & Questions

9.1 – KCLogin.gov Account Login Issues:

1. Contact your GROUP OWNER

9.2 – LIMS Prelog Account Login Issues:

1. Contact your GROUP OWNER

9.3 – General LIMS Prelog Questions

1. Latent Admin Unit Main Line: 206-263-2730
2. Latent Admin Unit Email: AFISLatentAdminUnit@kingcounty.gov

9.4 – AFIS Latent Unit Case Questions

1. Latent Admin Unit: 206-263-2730 / AFISLatentAdminUnit@kingcounty.gov
    a. Case questions
    b. Correct wrong case #s
    c. Case edits
    d. Dissemination Requests
    e. General help
2. Latent Admin Unit – Processing Lab Desk: 206-477-7399

    a. Evidence processing questions
    b. Questions on DNA processing
    c. All Processing Lab request questions
3. Crime Scene Callouts (24/7) - 206-423-8749
    a. All callout questions
    b. Requesting a callout response