A. Purpose:

1. To describe the process for recording the results of an examination electronically in the JusticeTrax (LIMS) system so that a report may be generated.

B. Responsibility:

Assigned unit personnel

C. Procedure:

1. Open an existing case in JusticeTrax.

2. Click on the Requests tab and select the Firearms request.

   a. This may be listed as "Firearms Analysis," "Firearms Analysis – Other," "NIBIN Operability," "Serial Number Restoration," "Toolmarks," etc.

3. Right click on the request → Edit Findings. This opens the Firearms Analytical Module.

   a. **Submission Results**

      i. Right click the submission number → Add Result → Select Submission Result from the drop-down menu under Result Type.

      ii. Enter the text for submission results in the white box at the bottom of the dialog box.

      iii. Click Apply to save results.

   b. **Firearms Analysis/Firearms Analysis – Other/Serial Number Restoration/Etc.**

      i. Right click the firearms request → Add Result → Select Results of Examination from the drop-down menu under Result Type.

      ii. Enter the text for the results of the examination in the white box at the bottom of the dialog box.

      iii. Click Apply to save results.

   c. **Operability**

      i. Operability for firearm(s) submitted in the case may be added to either the Firearms Request or to the submission number containing an evidence firearm.

      ii. Right click the Firearms Request or the submission which contains the evidence firearm → Add Result → Operability. The white box at the bottom of the dialog box will be left blank.

      iii. Click Apply to save.

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   d. Firearms Data

      i. Open an existing case in JusticeTrax.

      ii. Click on the Evidence tab, and select the submission(s) which contain a firearm.

      iii. Right click → Firearms Data → Firearm

      iv. Enter the firearms data in the applicable fields. Click Apply to save.

      v. The firearms data may be printed if desired (QR FA-3).

      vi. This information will auto-populate in any Operability modules that are selected for the case.

   e. Completing the case

      i. Once all findings have been entered, right click the request → Set Milestone → Draft Complete.

      ii. A draft copy of the report is then printed to put into the case file.

        (a) Right click the firearms request → Print Final Report → Select printer

      iii. The completed case file may then be turned in for Technical Review.

D. Equipment:

   1. Any networked DSS computer with JusticeTrax access

E. References:

   1. GL 4 – LIMS

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