

**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 appropriate Firearms request. Make sure that the correct evidence including sub-items is associated with the request.
3. Right click on the request → Edit Findings. This opens the Firearms Analytical Module.

**a. All Firearms Requests Reporting of Results:**

- 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.

**b. 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.

**c. Firearms Data Module**

- 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).

*Approved by Director: Dr. Guy Vallaro*

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

**d. 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