APPENDIX 1

The following steps will be followed to create a case in Justice Trax:

1. In Justice Trax, click on Search and then Agency Information. Fill out the agency name and the agency case number (make sure to check the "contain" box). This will search Justice Trax to see if the case has been already opened. If the results indicate the case has not been opened previously, continue to step 2. If the results indicate the case has been previously opened, go to step 3, skip steps 4-6, and proceed to step 7.

2. Select File, then New. Fill out the agency name and case number. Justice Trax will search the system again. As long as the case is not found during this search, an option to create a new case will come up. Select New Case. A main case window will open. Use the tabs located on the top of the window for steps 3-8.

3. Click on the Case Info tab. In the Synopsis section, enter "Electronic submission".

4. Click on the Agency tab. Verify the submitting agency and their case number auto-populated correctly.

5. Click on the Offense tab. Right click and choose "add offense". Fill in the Offense and Date fields. All other fields are optional.

6. Click on the Individual tab. Right click and choose "add individual". If the information is known, fill out the last name, first name, type of individual (i.e. victim/suspect, etc.), race of individual, gender and DOB. Do this for each individual associated with the case.

7. Click on the Evidence tab and right click and choose "add evidence". Fill in the agency representative (the representative who requested the examination). The submission number should auto-populate. Fill out the description of the evidence (i.e. disc with electronic image file). At the bottom of the page is the Chain of Custody information. Under the initial transfer location, select Agency Representative. The agency should auto-populate, then select Email or Electronic Submission. Under the first "To" location, select your name (Lab Staff Member or enter your employee number). Under the "Then To" location, select Storage Location and then select an appropriate storage area. (i.e. Latent Evidence Storage). Justice Trax will not let a case be created without a second transfer so the "Then To" field must be filled out. Click apply.

8. Click on the Request tab. Right click and choose "add request". Fill in the Rep field with the name of the representative who is requesting the examination. Under Section, select the appropriate unit (i.e. Fingerprint) then select the appropriate Service. Do this for each request associated with the case. Once all requests have been entered, click OK. Windows will open to select evidence and offenses related to the request(s). Click on the appropriate evidence or offense and then select the down arrow to relate the evidence or offense to the request. Once done click OK. Print bar code labels if able to now. Apply appropriate bar code labels to all evidence and paperwork. If the labels do not print, this can be done at the end.

9. Once all tabs have been completed, click Apply and select System Generated. This will give the case the next available case number in Justice Trax.

10. Click on Transfer then Print Inbound Evidence Receipts. Click "uncancel" selected. Find the case that was just created and check the box. Click Print and then to Screen. Click File then Print. Verify the receipt has printed correctly. Do not close the receipt screen window until you have verified the receipt has printed. Sign the receipt. Verify the submitting agency case number was entered into Justice Trax correctly. Check the box on the receipt.

11. If bar code labels have not been previously printed, print bar code labels and apply appropriate bar code labels to all evidence and paperwork.

12. The original paperwork (i.e. Request for Analysis, copies of warrants/consent, intake receipt, etc.) will be given to the Evidence Receiving Unit. Copies of all paperwork will be made for Unit case files.