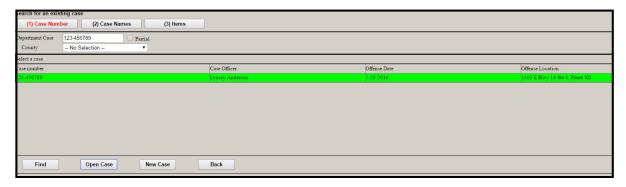
ADDITIONAL EVIDENCE PRELOG

BEAST is your online connection to the South Dakota Forensic Lab (SDFL). This program allows you to prelog your evidence and receive your examination results online. BEAST operates on the RISS system (Regional Information Sharing System) through the MOCIC (Mid-States Organized Crime Information Center system).

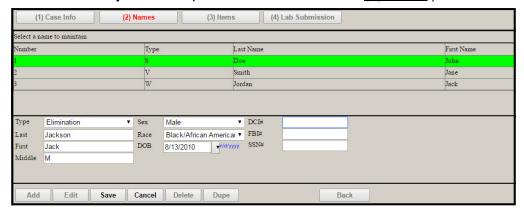
- 1. Log Into RISS.
- 2. Click SD Beast Web Access, select BEAST Prelog, and enter your username/password.
- 3. Click <u>Evidence Prelog</u>, then select <u>Find Case</u>. (If this submittal is a new case, please refer to the "New Case Evidence Prelog" directions.)



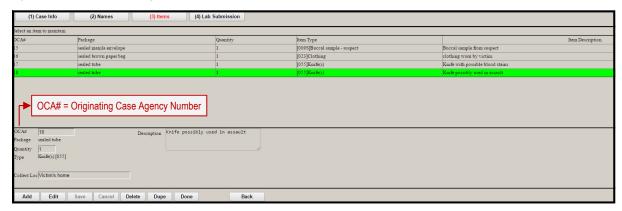
4. You will be prompted to fill in your Department Case # which will need to be entered exactly how it was entered on the original prelog to tie your case evidence together. Click **Find**. Once you find the correct case, click **Open Case**.



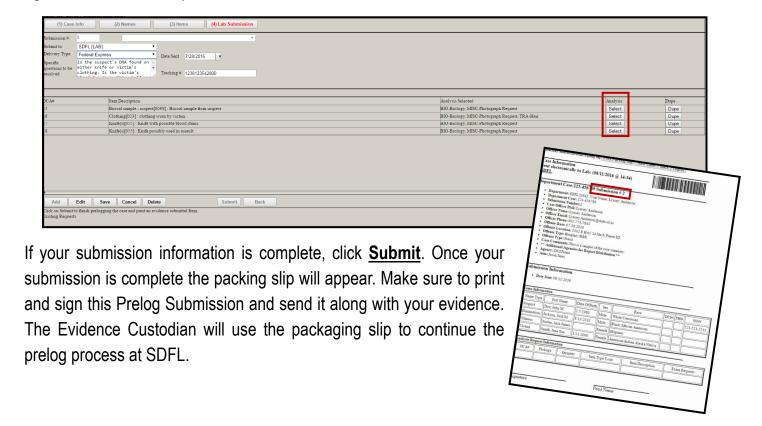
5. Click on tab <u>(2) Names</u> at the top of your screen, then click <u>Add</u> at the bottom of the screen to enter the names of any additional suspects, victims, witnesses, etc. Click <u>Save</u> at the bottom to continue the next tab. (If you have no new names to enter, you can skip this tab and move onto <u>(3) Items.)</u>



6. Click on tab (3) Items at the top of your screen, then click Add at the bottom of the screen to enter the additional evidence items you are submitting for examination. Click Save at the bottom to continue the final tab. While going through your evidence, double-check your packaging, making sure you have initial/dated over your evidence tape, to avoid refusal of your evidence.



7. Click on tab (4) Lab Submission at the top of your screen, then click Add at the bottom of the screen to create the additional submission. Fill in the information regarding the submission (delivery type, specific questions to be resolved, etc). Select the analysis you wish to have completed on each item (to the right of each item listed). Click Save at the bottom.



DID YOU PACKAGE YOUR EVIDENCE CORRECTLY?

Please make sure to review the <u>Proper Packaging</u> manual before submitting evidence to ensure your packaging is correct and complete. If you have questions please contact the SDFL Evidence section at 605-773-7843.