# **EVIDENCE PRELOG GUIDE**

## Submitting a New Case

- 1. Click "new prelog". In the popup that appears, input your agency department case number. Click "search" to search for the case number to confirm it does not exist.
- 2. If the case does not exist, click the "create prelog" button. ("open prelog" will appear if the agency case number has already been used).
- 3. Fill out the case information. (required fields will have the red \* or the text will turn red)
- 4. Scroll down to enter Names, Items and Distribution information.
  - a. Fill in the "names" tab. You will need to click the <u>Additional Names Field</u> button to verify you have spelled the names correctly. <u>Additional Name Fields</u>
  - b. Fill in the "Items" tab. If you have several items of the same package type, item type, or description, input " (double quotes) into the field and press TAB on the keyboard, to copy the field from above. Some item types will require you to answer questions regarding the item, by click on the question mark.
  - c. Fill in the "Distribution" tab with additional agencies/officers who will need copies of the case results.
  - d. Click CONTINUE at the bottom of this page to continue to the service request wizard.
  - NOTE: This section can be bypassed to enter items and names on separate tabs.
- 5. In the "Service Requests", click "New Request", confirm data and click CONTINUE. Fill out additional case information and click CONTINUE (required fields will have the red \*).
  - a. Use the items list to select the services to request on the items. To see a list of lab services, click the yellow question mark.
    ? Click CONTINUE when done with the services list.
  - b. You will then be presented with questions for each exam request, one section at a time (required fields will have the red \*). Fill out the fields and click CONTINUE to move onto the next section. Click COMPLETE to finalize the submission. Make sure popups are not blocked and a browser window with a pdf of your prelog submission form will appear to save/print. This form must accompany any evidence submissions to the SDFL. If the form is marked as DRAFT, then the service request has not been completed. Click "Open" on the service request screen to complete the submission.

#### SD DCI Forensic Lab (605) 773-7843 1302 E Hwy 14 Ste 6 Pierre SD 57501

## **BEAST PRELOG**

BEAST Prelog 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*).

## WHAT IF YOU DON'T HAVE RISS?

To establish a RISS account, fill out the online application at: <u>https://riss.sd.gov/newapp.aspx</u>. Once this application is approved, SDFL will process your BEAST account. The DCI IT Department will contact you with your login information.

FLIP OVER FOR HELPFUL TIPS & TRICKS

Sample of the new service request. Click the yellow question mark to enter your exam requests. You can also type, then copy/paste the exam codes manually.

Inv/Item	Description	At Lab	Already Requested		Services	
100	Miscellaneous - hair brush with blood	N	BIO, FP,	BIO,FP		2
150	Buccal sample - victim - victim buccal sample	N	BIO,	BIO	Select Services	
152	Blood Specimen - suspect - suspect blood card	N	BIO,	BIO	Available Service Requests	Selected Service Requests
155	Sexual Assault Kit-v - victim sexual assault kit	N	BIO,		CS - Crime Scene Investigation CS - Crime Scene Reconstruction CS - Vehicle Processing	BIO - Biology FP - Latent Fingerprint Examination
160	Rifle(s) - rifle found near marina on shore	N	BIO, FAID, FP,		EV - Storage FA - Ballistics FA - Bullet Trajectory	00
			1		FA - Ejection Pattern Test FA - Firearms Identification FA - Functionality Test Press CTRL key to multi-select.	

11/15/2023

#### **ADDING ITEMS**

On the ITEMS tab at the bottom of the CASE INFO tab, you can easily duplicate the previously entered packaging type and item type by typing the double quote mark ". This is helpful when entering multiple casings, swabs, etc.

Name	i Items	Distribution										
Dep	. Item # *	Package Type *	Item Type *	Attr		Description *						
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< 002		"	~	2	e.		lamor Itom	Distribution				
<		No matching results		- A	6		Dept. Item # *	Package Type *	Item Type *	Attr		Description *
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### ACCESSING REPORTS

From "Dashboard," in the QUICK FIND section. Enter Dept. Case # and click Search. Then select your case from the list.

From there click the Reports tab.

IMS PRELOG										
MENU	점 Notice	ZIMS PRELOG								
Dashboard New Prelog Search Reports	Welcome to the B.E.A.S.T. Net Prelog for SDFL.	082723LSB-TRAIN3 / SDFL								
Server Documents	Please see the server documents menu item for more information.	CASE INFO NAMES ITEMS SERVICE REQUESTS EXISTING SUBMISSIONS ASSIGNMENTS AT LAB REPORTS								
	El QUICK FIND	Case Reports								
	Department Case Number * 002723LSB-TRAIN3	Report #      Section      Status      Date Completed        1      BIO      Approved      8/27/2023        2      EA      Approved      8/27/2023								
	Agency Close      Agency      Submission #      Offense Date        02721.55*      50FL      1      8/27/0023        TRAND      50FL      1      8/27/0023        TRAND      50FL      2      8/77/0023        TRAND      50FL      2      8/27/0023        TRAND      50FL      2      8/27/0023        Societ      5      50FL      2      8/27/0023        Societ      5      5      5      5      5	Print Report								

Select your report (it will be in a darker shade) and click "Print Report."

This will open a new browser web page with the report.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED, OR THE REPORT MAY NOT OPEN IN A NEW BROWSER WINDOW.

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CASE INFO	NAME	S ITEMS	SERVICE REQU						
Case Rep	oorts				SOUTH DAKOTA PORENSCI LAGRATORY PUSIEN OF GENERAL INVESTIGATION PRESS DOT HOUSE AS 1014 400 PRESS DOT HOUSE AS 100 PRESS DOT HOUSE AS 100 PRESS DOT HOUSE AS 100 PRESS DOT				
Report #	Section	Status	Date Completed	TO:	Laboratory Report No. 23.1124.1 Date: August 27, 2023				
1	BIO	Annroved	8/27/2023		Lynsey Anderson SDPL 1302 E Highway 14 Suite 6 Pierre, SD 57501				
2	FA	Approved	8/27/2023	OCA: Offense: Suspect(s): Victim(s):	SDFL (H2723.58-TRAINS) Death inseligation Realia R.Long				
Print Report				ten an average on a ten increase and an increase average and ten in the second of a similar intelligible of a similar intelligible of ten in the second of a similar intelligible of ten intelligible of te					
Status				Item(s) Schmitted 1 Victim Serual Assault KG (SISFL #001) 2 Gock KB newgan (SISFL #002) 3 Victim Singmits acceptings (SISFL #000) Examination Requested: Biology					
				Results and Deoxyribon	I Conclusions: nucleic acid (DNA) was extracted from item(s). DNA quantitation and autosomal DNA profiling, using the				

