Barcode Evidence Analysis, Statistics, & Tracking

Laboratory Information Management System
"BEAST"

Submitting Evidence for Another Agency

Submission Pre-Log Directions
User ID: labguest
Password: password

1. Double-click on the "BEAST Prelog" icon.
2. Maximize window.
3. Log on to the BEAST using your own user ID and password.
4. Select "Evidence Prelog".
5. Type your department name in "Department Name Filter", or click "View All" to find your department. Fill out officer information.
6. Select "New Case", **very important–** In the comments section note that this evidence is additional evidence.
7. Select the "Items" tab; click "Add". Enter item information and click "Save". (Make sure you have your agency inventory number in the "OCA Number") Repeat for each item.
8. Select "Lab Submission" tab, click "Add" and fill out the top portion of the screen. The bottom portion is for specific examination requests for the submitted items.

YOU MUST CHOOSE AN EXAMINATION FOR EACH ITEM

12. On specific Digital Evidence cases, please include the Digital Evidence Request for Examination (available on the AG/DCI website) and the appropriate copies of Search Warrants.
13. To request an examination, click the "Select" button to the far right of each item. Choose an examination from the drop down menu; click "Save". (If the same exam is being selected for each item, simply click "Dupe" button to the far right of each item.) If the item is to be held for storage, select "STOR". When you have finished the last exam request, click "Save", then "Submit".
14. Print the packing slip and sign where indicated. The Evidence Custodian will use the packing slip to continue the log-in process.
15. **LOG OUT**

NOTE: If you are using the after hours delivery locker storage, place the evidence in the lockers and enclose the singed packing slip. Turn the handle and push in the lock.