

**Tarrant County Medical  
Examiner Case Management System  
Medical Examiner CRYPT User  
manual**

Version 1.2

# **How to Use This Manual**

## **Text Conventions**

This type of text is a screen.

*This type of text is a button.*

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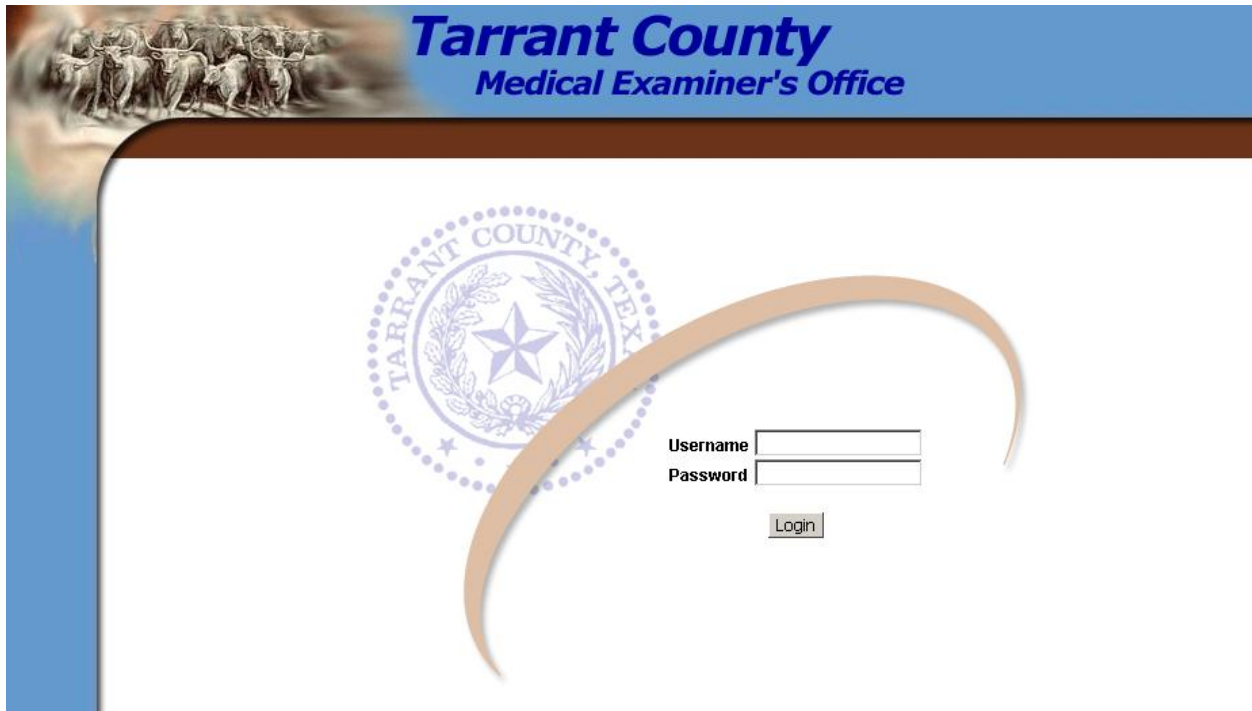
# Log On

To log on to the crypt system:

Start your web browser.

Type <http://me.co.tarrant.tx.us> in the address bar of your browser.

The first screen you see is the log on screen. See the screen below.



## Logging on to the System

To log on to the Crypt system:

Enter your user name in the **Username** text box.

Enter your password in the **Password** text box.

Press the **submit** button to log on. See the above screen. If your username and password are correct then you will be taken to your work list or home page for the crypt system.




The system will log you out after 1 hour of inactivity.

# Logging Out of the System

Log out of the crypt system by pressing the **LOG OUT** link at the top right of the screen. See the screen below.

User Name: **John Briggs**    Role: **Investigator**    Agency: **Forensic Death Investigation**    You have been on-line since: 3:00 PM    **LOG OUT**



**Home**   Reports & Statistics   My Docs   Search   Case #:

New Case:       Options:       [Continue on Page where you signed off](#)

**▼ New Requests** **Count: 5**

**Select Departments**    Medical Examiners    Forensic Death Investigation    Human Identification    Criminalistics    Toxicology Department    Secretarial Services    Chemistry Lab    Toxicology Lab    Evidence    Latent Print Lab    Trace Lab    Anthropology Lab    Fire Arms Lab    Forensic Biology / DNA Laboratory    Photography Lab    Histology Lab    Odontology Lab

Date Range: Start Date:    End Date:   

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0500041</a>		Jurisdiction Terminated	<a href="#">001</a>	2	Interview	John Briggs	Forensic Death Investigation
<a href="#">0500029</a>		Jurisdiction	<a href="#">004</a>	2	Court Appearance	John Briggs	Forensic Death Investigation
<a href="#">0410421</a>		Jurisdiction	<a href="#">003</a>	2	Notification to External Agency	Glynn Dill	Forensic Death Investigation
<a href="#">0410403</a>	0401547	Jurisdiction	<a href="#">003</a>	2	Notification to External Agency	Glynn Dill	Forensic Death Investigation



# Changing Your Password

To change your password, press the **Change Password** button on the work list screen. See the illustration below.

User Name: Travis Baker Role: Secretary Agency: Forensic Death Investigation You have been on-line since: 11:52 AM [Change Password](#) [LOG OUT](#)

**CRYPT**  
Tarrant County Medical Examiner's Office

Home Resource Mgt. My Docs System Admin Search Case #:

Options:   [Continue on Page where you signed off](#)

Unidentified Cases Count: 0

Date Range: Start Date:  End Date:

Case#	Decedent Name	Date/Time Of Death	County	Created Date	Investigator	ME
1						

Steps to change your password:

Enter your user name in the **Username** text box.

Enter your old password in the **Old Password** text box.

Enter your a new password in the **New Password** text box.

Enter your new password again in the **Reconfirm New Password** text box to reconfirm your new password.

Press the **Save Changes** button. See the screen below.

**Change Password**

**Username:**

**Old Password:**

**New Password:**

**Confirm Password:**

# Work List

All sections for the work list are available to everyone. The assigned system administrators are responsible for giving permission for each section that is displayed. If you need a section added or taken off then you will need to consult with the system administrator.

## Options

The options drop down list contains many selections that may be chosen. You will make a selection and click the Choose option button. See Below

The screenshot displays the CRYPT web application interface for the Tarrant County Medical Examiner's Office. At the top, a blue header bar contains the user information: "User Name: Travis Baker Role: Secretary Agency: Forensic Death Investigation You have been on-line since: 10:17 AM Change Password LOG OUT". Below this is a navigation bar with a "Home" button and a search field. The main content area features a "Options:" dropdown menu with a "Choose Option" button. The dropdown menu is open, showing a list of options: "Select One", "Release To Storage", "Take From Storage", "View Autopsy Schedule", "Press Release", "COD Code", "Compliance", "Monitoring", "Create Cremation Case", and "Print Toxicology Batch SR". To the right of the dropdown menu, there is a "Save Settings" button and a "Count: 0" indicator. Below the options menu, there are several checkboxes for department selection: "Forensic Death Investigation", "Human Identification", "Criminalistics", "Toxicology Department", "Secretarial Lab", "Toxicology Lab", "Evidence", "Trace Lab", "Anthropology Lab", "Fire Arms Lab", "Forensic Biology / DNA", "aphy Lab", "Histology Lab", "Odontology Lab", and "Abilene Funeral Home". At the bottom, there is a "Date Range:" section with a date field set to "2/24/2005" and a "Search" button. The interface also includes a table with columns: "Case#", "Tox#", "Case Type", "SR#", "Priority", "Service", "RequestedBy", and "Lab". The table currently shows one row with the value "1" in the "Case#" column.

# View Autopsy Schedule

From your work summary screen select View Autopsy Schedule from the options drop down list and click on the **Choose Option** button. See below:

User Name: **Travis Baker** Role: **Secretary** Agency: **Forensic Death Investigation** You have been on-line since: 10:17 AM [Change Password](#) [LOG OUT](#)

**CRYPT**  
Tarrant County Medical Examiner's Office

Home Resource Mgt. My Docs System Admin Search Case #:

Options: **Select One**  [Continue on Page where you signed off](#)

**New Rec**  **Count: 0**

**Select Depart**

**Date Range:**   End Date: 2/24/2005

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
1							

The top portion of your screen will display autopsies that have been scheduled while the bottom portion displays autopsies waiting to be scheduled. You may go to the Manage Case section for any case on this screen by clicking on the case number. See below:

**Scheduled Autopsies**

Date Range: Start Date: 3/1/2005 End Date: 3/16/2005

Case #	Deceased	RSA	Doctor	Autopsy Type	Scheduled Date	Time
<a href="#">0502013</a>	<a href="#">Unidentified Remains</a>	WM	Daniel Konzelmann	Incision(Chest Only)	3/1/2005	4:42 PM

**Autopsy Schedule Note:**

---

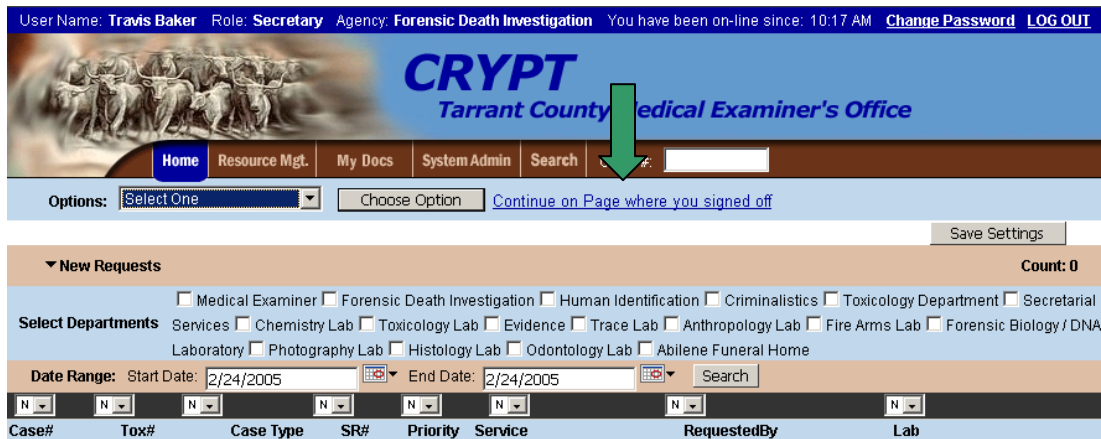
**Autopsies Waiting to be Scheduled**

Case#	Deceased	Created Date	Investigator	Assigned To	Autopsy Type	Date	Time
<a href="#">0403469</a>	<a href="#">Carlos Lechuga</a>	4/20/2004 10:34:12 AM	<a href="#">Michael V. Floyd</a>	--Select--	---Select---	3/1/2005	

Comments:  RSA: HM3

## Continue on Page Where You Signed Off

If you sign off or time out from the Crypt system and log back in you have the option of going back to the last page that you were at. After logging into the system you may click the “Continue on Page where you signed off” link and you will be redirected back to the screen that you were last at. See below:



The screenshot shows the Crypt system interface for Travis Baker, Secretary at the Forensic Death Investigation Agency. The user has been online since 10:17 AM. The interface includes a navigation menu with options like Home, Resource Mgt., My Docs, System Admin, and Search. A green arrow points to the 'Continue on Page where you signed off' link in the Options section. Below this, there are filters for New Requests, Select Departments, and Date Range. The main content area displays a table with columns for Case#, Tox#, Case Type, SR#, Priority, Service, RequestedBy, and Lab.

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
1							

## Sorting Columns on Work List

Each column on a section has a sorting drop down box. You may sort on multiple columns. The options on the sort drop down list are:

- N – (None) this means you are not sorting by this column
- A – (Ascending) this will sort the column in an ascending order
- D – (Descending) this will sort the column in a descending order

You will need to click the Search button to conduct the sort.

# Work List Settings

The following fields may be saved on each section for your work list.

Select Departments (if applicable)

Date Range (if applicable) The actual range of days are saved, not the actual date

Sorted columns

You select the needed departments, date range, and column order. All you need to do then is click the save settings button on your work List. This will save all of the changes you made and you will see these changes each time that you log. See Below:

**New Requests** Count: 3

**Select Departments**

Medical Examiner  Forensic Death Investigation  Human Identification  Criminalistics  Toxicology Department  Secretarial Services  Chemistry Lab  Toxicology Lab  Evidence  Trace Lab  Anthropology Lab  Fire Arms Lab  Forensic Biology / DNA Laboratory  Photography Lab  Histology Lab  Odontology Lab  Abilene Funeral Home

**Date Range:** Start Date: 12/1/2004 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0500007</a>		Jurisdiction	001	1	Death Certification Preparation	Dr. Nizam Peerwani	Secretarial Services
<a href="#">0401124</a>		Jurisdiction	001	1	Death Certification Preparation	Dr. Nizam Peerwani	Secretarial Services
<a href="#">0300006</a>		Jurisdiction	001	1	Death Certification Preparation	Dr. Nizam Peerwani	Secretarial Services

Here is a list of the available sections and their description:

## New Requests

This section lists all of the service requests that have a status of “New” that are within your search settings. See below:

**New Requests** Count: 3

**Select Departments**

Medical Examiner  Forensic Death Investigation  Human Identification  Criminalistics  Toxicology Department  Secretarial Services  Chemistry Lab  Toxicology Lab  Evidence  Trace Lab  Anthropology Lab  Fire Arms Lab  Forensic Biology / DNA Laboratory  Photography Lab  Histology Lab  Odontology Lab  Abilene Funeral Home

**Date Range:** Start Date: 12/1/2004 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0500007</a>		Jurisdiction	001	1	Death Certification Preparation	Dr. Nizam Peerwani	Secretarial Services
<a href="#">0401124</a>		Jurisdiction	001	1	Death Certification Preparation	Dr. Nizam Peerwani	Secretarial Services
<a href="#">0300006</a>		Jurisdiction	001	1	Death Certification Preparation	Dr. Nizam Peerwani	Secretarial Services

## In Progress

This section lists all of the service requests that have a status of “In Progress” that are within your search settings. See below:

**In Progress** Count: 1

**Select Departments**

Medical Examiner  Forensic Death Investigation  Human Identification  Criminalistics  Toxicology Department  Secretarial Services  Chemistry Lab  Toxicology Lab  Evidence  Trace Lab  Anthropology Lab  Fire Arms Lab  Forensic Biology / DNA Laboratory  Photography Lab  Histology Lab  Odontology Lab  Abilene Funeral Home

**Date Range:** Start Date: 12/2/2004 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0500013</a>		Jurisdiction	004	2	Bullet Comparisons, ...	Ronald Singer	Fire Arms Lab

## Complete

This section lists all of the service requests that have a status of “Complete” that are within your search settings. See below:

▼ Completed								Count: 1
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input checked="" type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input checked="" type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home								
Date Range: Start Date: 12/2/2003 End Date: 2/24/2005 Search								
Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab	
<a href="#">0400839</a>	0400108	Non-Jurisdiction	<a href="#">003</a>	1	ABN Screen, ...	Dr. Nizam Peerwani	Toxicology Lab	

## New Requests (Biology/DNA View)

This section lists all of the service requests that have a status of “New” that are within your search settings. This is a view of the list that was requested by the Biology/DNA department. See below:

▼ New Requests (Biology/DNA)										Count: 30
<input type="checkbox"/> Medical Examiner <input checked="" type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input checked="" type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home										
Date Range: Start Date: 2/24/2003 End Date: 2/24/2005 Search										
Case#	ToxWork#	Case Type	SR#	Priority	Offense	Name	ReceivedDate	RequestedBy	Lab	
<a href="#">0500009</a>	N/A	Non-ME	001	2	Petty Theft	FName LName		Saginaw PD	Forensic Biology / DNA Laboratory	
<a href="#">0500009</a>	N/A	Non-ME	002	2	Petty Theft	FName LName	2/8/2005 3:35:45 PM	Saginaw PD	Forensic Biology / DNA Laboratory	
<a href="#">0401129</a>	0400116	Non-Jurisdiction	001	1		RACHEL COE		Toxicology Lab	Toxicology Lab	
<a href="#">0401126</a>	N/A	Non-Jurisdiction	001	1		Welford Hines		Criminalistics	Forensic Death Investigation	
<a href="#">0401126</a>	N/A	Non-Jurisdiction	002	1		Welford Hines		Toxicology Lab	Forensic Death Investigation	
<a href="#">0401126</a>	N/A	Non-Jurisdiction	003	1		Welford Hines		Criminalistics	Forensic Death Investigation	
<a href="#">0401126</a>	N/A	Non-Jurisdiction	004	1		Welford Hines		Criminalistics	Forensic Death Investigation	

## In Progress (Biology/DNA View)

This section lists all of the service requests that have a status of “In Progress” that are within your search settings. This is a view of the list that was requested by the Biology/DNA department. See below:

In Progress (Biology/DNA) <span style="float: right;">Count: 3</span>									
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input checked="" type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input checked="" type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home									
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search									
Case#	ToxWork#	Case Type	SR#	Priority	Offense	Name	ReceivedDate	RequestedBy	Lab
<a href="#">0500044</a>	N/A	Jurisdiction	001	2		Dondre Johnson		Forensic Death Investigation	Forensic Biology / DNA Laboratory
<a href="#">0500013</a>	N/A	Jurisdiction	003	2		Nancy Nagase		Forensic Biology / DNA Laboratory	Forensic Biology / DNA Laboratory
<a href="#">0300005</a>	0400114	Jurisdiction	016	1		Melanie Konopa		Criminalistics	Trace Lab

## Completed (Biology/DNA View)

This section lists all of the service requests that have a status of “Completed” that are within your search settings. This is a view of the list that was requested by the Biology/DNA department. See below:

Completed (Biology/DNA) <span style="float: right;">Count: 1</span>									
<input type="checkbox"/> Medical Examiner <input checked="" type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input checked="" type="checkbox"/> Criminalistics <input checked="" type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input checked="" type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input checked="" type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home									
Date Range: Start Date: 12/2/2004 End Date: 2/24/2005 Search									
Case#	ToxWork#	Case Type	SR#	Priority	Offense	Name	ReceivedDate	RequestedBy	Lab
<a href="#">0401099</a>	N/A	Non-Jurisdiction	002	1		Frank Burns		Chemistry Lab	Forensic Death Investigation

## New Requests (Trace View)

This section lists all of the service requests that have a status of “New” that are within your search settings. This is a view of the list that was requested by the Trace department. See below:

New Requests (Trace) <span style="float: right;">Count: 52</span>									
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input checked="" type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input checked="" type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home									
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search									
Case#	Tox#	Case Type	SR#	Priority	Service	Items	RequestedDate	RequestedBy	Lab
<a href="#">0401129</a>	0400116	Non-Jurisdiction	001	1	ABN Screen, ...		12/2/2004	Joyce Ho	Toxicology Lab
<a href="#">0401110</a>		Non-Jurisdiction	001	1	Gun Shot Residue Testing, ...		9/30/2004	Dr. Nizam Peerwani	Chemistry Lab
<a href="#">0401110</a>		Non-Jurisdiction	002	1	Gun Shot Residue Testing, ...		9/30/2004	Dr. Nizam Peerwani	Chemistry Lab
<a href="#">0401106</a>		Non-Jurisdiction	001	1	Gun Shot Residue Testing, ...		9/29/2004	Dr. Nizam Peerwani	Chemistry Lab
<a href="#">0401105</a>		Non-Jurisdiction	001	1	Gun Shot Residue Testing, ...		9/29/2004	Dr. Nizam Peerwani	Chemistry Lab

## In Progress (Trace View)

This section lists all of the service requests that have a status of “In Progress” that are within your search settings. This is a view of the list that was requested by the Trace department. See below:

In Progress (Trace) <span style="float: right;">Count: 1</span>									
Select Departments									
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input checked="" type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home									
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search									
Case#	Tox#	Case Type	SR#	Priority	Service	Items	RequestedDate	RequestedBy	Lab
<a href="#">0300005</a>	0400114	Jurisdiction	016	1	Hair Evaluation, ...	Some stuff...	10/26/2004	Ronald Singer	Trace Lab

## Completed (Trace View)

This section lists all of the service requests that have a status of “Completed” that are within your search settings. This is a view of the list that was requested by the Trace department. See below:

Completed (Trace) <span style="float: right;">Count: 1</span>									
Select Departments									
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home									
Date Range: Start Date: 8/24/2004 End Date: 2/24/2005 Search									
Case#	Tox#	Case Type	SR#	Priority	Service	Items	RequestedDate	RequestedBy	Lab
<a href="#">0300005</a>	0400114	Jurisdiction	011	1	Ethanol, ...	Some stuff...	10/26/2004	Joyce Ho	Toxicology Lab

## New Requests (Histology View)

This section lists all of the service requests that have a status of “New” that are within your search settings. This is a view of the list that was requested by the histology department. See below:

New Requests (Histology) <span style="float: right;">Count: 29</span>						
Select Departments						
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input checked="" type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	Case Type	Priority	Service	RequestedBy	RequestedDate	
<a href="#">0401129</a>	Non-Jurisdiction	1	ABN Screen, ...	Joyce Ho	12/2/2004 9:38:48 AM	
<a href="#">0401096</a>	Non-Jurisdiction	1	GHB and Rohypnol Screen, ...	Dr. Nizam Peerwani	9/28/2004 3:21:59 PM	
<a href="#">0400002</a>	Non-Jurisdiction	1	ABN Screen, ...	Jasper Taylor	6/9/2004 9:57:05 AM	
<a href="#">0400002</a>	Non-Jurisdiction	1	ABN Screen, ...	Jasper Taylor	6/9/2004 10:07:05 AM	
<a href="#">0400002</a>	Non-Jurisdiction	1	ABN Screen, ...	Jasper Taylor	6/9/2004 10:15:12 AM	
<a href="#">0400002</a>	Non-Jurisdiction	1	ABN Screen, ...	Jasper Taylor	6/9/2004 1:25:21 PM	



## In Progress (Histology View)

This section lists all of the service requests that have a status of “In Progress” that are within your search settings. This is a view of the list that was requested by the histology department. See below:

In Progress (Histology) <span style="float: right;">Count: 9</span>						
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input checked="" type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	Case Type	Priority	Service	RequestedBy	RequestedDate	
<a href="#">0400001</a>	Non-Jurisdiction	1	Opiates, THC, Cocaine Screen, ...	John Briggs	11/17/2004 9:30:07 AM	
<a href="#">0300005</a>	Jurisdiction	1	ABN Screen, ...	Ronald Singer	10/25/2004 11:26:03 AM	
<a href="#">0300005</a>	Jurisdiction	1	Ethanol, ...	Joyce Ho	10/26/2004 2:25:45 PM	
<a href="#">0300005</a>	Jurisdiction	1	Ethanol, ...	Ronald Singer	10/25/2004 11:54:32 AM	
<a href="#">0300005</a>	Jurisdiction	1	GHB and Rohypnol Screen, ...	Joyce Ho	10/25/2004 12:00:52 PM	
<a href="#">0300005</a>	Jurisdiction	1	Opiates, THC, Cocaine Screen, ...	Ronald Singer	10/26/2004 3:23:11 PM	
<a href="#">0300005</a>	Jurisdiction	1	Opiates, THC, Cocaine Screen, ...	Ronald Singer	10/26/2004 4:04:21 PM	

## Completed (Histology View)

This section lists all of the service requests that have a status of “Completed” that are within your search settings. This is a view of the list that was requested by the histology department. See below:

Completed (Histology) <span style="float: right;">Count: 5</span>						
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input checked="" type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	Case Type	Priority	Service	RequestedBy	RequestedDate	
<a href="#">0305871</a>	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 9:42:40 AM	
<a href="#">0305871</a>	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 10:04:23 AM	
<a href="#">0305871</a>	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 10:05:08 AM	
<a href="#">0305871</a>	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 10:48:58 AM	

## New Requests (Latent Print View)

This section lists all of the service requests that have a status of “New” that are within your search settings. This is a view of the list that was requested by the latent print department. See below:

New Requests (Latent Print) <span style="float: right;">Count: 25</span>						
<input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input checked="" type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0401129</a>	Non-Jurisdiction	001	1	ABN Screen, ...	Joyce Ho	Toxicology Lab
<a href="#">0401096</a>	Non-Jurisdiction	003	1	GHB and Rohypnol Screen, ...	Dr. Nizam Peerwani	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	007	1	ABN Screen, ...	Jasper Taylor	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	008	1	ABN Screen, ...	Jasper Taylor	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	009	1	ABN Screen, ...	Jasper Taylor	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	010	1	ABN Screen, ...	Jasper Taylor	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	011	1	ABN Screen, ...	Jasper Taylor	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	013	1	ABN Screen, ...	Jasper Taylor	Toxicology Lab
<a href="#">0400002</a>	Non-Jurisdiction	006	1	ABN Screen, ...	tanya cundiff	Toxicology Lab

## In Progress (Latent Print View)

This section lists all of the service requests that have a status of “In Progress” that are within your search settings. This is a view of the list that was requested by the latent print department. See below:

In Progress (Latent Print) <span style="float: right;">Count: 9</span>						
Select Departments: <input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input checked="" type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input checked="" type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0400001</a>	Non-Jurisdiction	001	1	Opiates, THC, Cocaine Screen, ...	John Briggs	Toxicology Lab
<a href="#">0300005</a>	Jurisdiction	004	1	ABN Screen, ...	Ronald Singer	Toxicology Lab
<a href="#">0300005</a>	Jurisdiction	012	1	Ethanol, ...	Joyce Ho	Toxicology Lab
<a href="#">0300005</a>	Jurisdiction	006	1	Ethanol, ...	Ronald Singer	Toxicology Lab

## Completed (Latent Print View)

This section lists all of the service requests that have a status of “Completed” that are within your search settings. This is a view of the list that was requested by the latent print department. See below:

Completed (Latent Print) <span style="float: right;">Count: 5</span>						
Select Departments: <input type="checkbox"/> Medical Examiner <input type="checkbox"/> Forensic Death Investigation <input checked="" type="checkbox"/> Human Identification <input type="checkbox"/> Criminalistics <input type="checkbox"/> Toxicology Department <input type="checkbox"/> Secretarial Services <input type="checkbox"/> Chemistry Lab <input checked="" type="checkbox"/> Toxicology Lab <input type="checkbox"/> Evidence <input type="checkbox"/> Trace Lab <input type="checkbox"/> Anthropology Lab <input type="checkbox"/> Fire Arms Lab <input type="checkbox"/> Forensic Biology / DNA Laboratory <input type="checkbox"/> Photography Lab <input checked="" type="checkbox"/> Histology Lab <input type="checkbox"/> Odontology Lab <input type="checkbox"/> Abilene Funeral Home						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	Case Type	SR#	Priority	Service	RequestedBy	Lab
<a href="#">0305871</a>	Non-Jurisdiction	030	1	Slide Preparation	Dr. Nizam Peerwani	Histology Lab
<a href="#">0305871</a>	Non-Jurisdiction	031	1	Slide Preparation	Dr. Nizam Peerwani	Histology Lab

## Certification

This section lists all of the certificates that have a status of “Composing” that are within your search settings. See below:

Certification <span style="float: right;">Count: 4</span>						
Date Range: Start Date: 2/24/2004 End Date: 2/24/2005 Search						
Case#	ToxWork#	CaseType	Doc Name	Doc Note	Status	CreatedBy
<a href="#">0300001</a>	0400113	Non-Jurisdiction	0300001CrimeLabDoc20897945839		Composing	<a href="#">Travis Baker</a>
<a href="#">0300001</a>	0400113	Non-Jurisdiction	0300001IdentificationLabDoc2180430600		Composing	<a href="#">Travis Baker</a>
<a href="#">0300001</a>	0400113	Non-Jurisdiction	0300001IdentificationLabDoc22342745546		Composing	<a href="#">Travis Baker</a>
<a href="#">0300001</a>	0400113	Non-Jurisdiction	0300001IdentificationLabDoc20881221078		Composing	<a href="#">Travis Baker</a>

## Unidentified Cases

This section will list all of the cases that have been marked as unidentified that are within your search settings. See below:

Unidentified Cases							Count: 1
Date Range: Start Date: 2/17/2004 End Date: 2/24/2005 Search							
Case#	Decedent Name	Date/Time Of Death	County	Created Date	Investigator	ME	
0401161	<a href="#">Carmen Elbert</a>	12/9/2004 10:33:00 AM	Tarrant	12/9/2004 11:21:17 AM	<a href="#">Jasper Taylor</a>	ME	

## Medical Examiner Case Summary

This section will list all of the cases that are within your search settings. See below:

Medical Examiner Case Summary									Count: 38
Date Range: Start Date: 1/2/2005 End Date: 2/24/2005 Search									
Case#	CaseType	Deceased Name	RSA	County	Created Date	ME	Investigator	Case Status	Release Body?
0500044	Jurisdiction	<a href="#">Test Cage Document</a>	UM0	Tarrant	2/22/2005		<a href="#">John Briggs</a>	Investigation	N
0500043	Jurisdiction	<a href="#">F_name L Name</a>	AU	Tarrant	2/18/2005		<a href="#">Bill King</a>	Investigation	N
0500042	Jurisdiction	<a href="#">sdf sdfsd</a>	UU	Tarrant	2/18/2005		<a href="#">John Briggs</a>	Investigation	N
0500041	Jurisdiction	<a href="#">F Name L Name</a>	UU	Tarrant	2/18/2005		<a href="#">John Briggs</a>	Investigation	N
0500040	Jurisdiction	<a href="#">jkhk hjkhjk</a>	UU	Tarrant	2/16/2005		<a href="#">John Briggs</a>	Investigation	N
0500039	Jurisdiction Terminated	<a href="#">jkhk jkhghj</a>	UU	Tarrant	2/16/2005		<a href="#">John Briggs</a>	Investigation	N

## Morgue Work List

### Morgue Work list

This section lists all of the cases that are waiting to be scheduled.

Morgue Work List				Count: 3
Autopsies Waiting to be Scheduled				
Case#	Deceased Name	Investigator	Case Created	
0401156	<a href="#">cvbncvb cvbn</a>	<a href="#">Kelly Green</a>	12/8/2004	
0401155	<a href="#">SOM er dfked</a>	<a href="#">John Briggs</a>	12/8/2004	
0401150	<a href="#">Jan DeBee</a>	<a href="#">Jasper Taylor</a>	12/7/2004	

### Prep for Autopsy

This section will list cases that have been scheduled for autopsy but not set as ready for release.

Prep for Autopsy				Count: 1
Case#	Scheduled Date	Scheduled Time	Deceased Name	
0401156	02/24/2005	AfterNoon	<a href="#">cvbncvb cvbn</a> <a href="#">Ready For Release</a>	

## To Be Released

This section will list cases that have been set as ready for release. This section will also allow you to click the release link to be redirected to the release body screen. (This is used to transfer the body out of the ME department)

To Be Released				Count: 16
Case#	Deceased Name	Funeral Home	County	Release Body?
<a href="#">0401129</a>	<a href="#">F Name L Name</a>		Tarrant	<a href="#">Release</a>
<a href="#">0401125</a>	<a href="#">Mickey Mouse</a>		Tarrant	<a href="#">Release</a>
<a href="#">0401084</a>	<a href="#">zzz zzz</a>		Tarrant	<a href="#">Release</a>
<a href="#">0401081</a>	<a href="#">mrbm_vv</a>		Tarrant	<a href="#">Release</a>
<a href="#">0400834</a>	<a href="#">Jesus Arguello</a>		Tarrant	<a href="#">Release</a>
<a href="#">0400831</a>	<a href="#">Creston Reeves</a>		Tarrant	<a href="#">Release</a>
<a href="#">0400827</a>	<a href="#">Jessica Backes</a>		Denton	<a href="#">Release</a>
<a href="#">0400825</a>	<a href="#">Christopher Copeland</a>		Tarrant	<a href="#">Release</a>
<a href="#">0400822</a>	<a href="#">B.J. (Initials Only) Jordan</a>	<a href="#">Spencer's</a>	Tarrant	<a href="#">Release</a>
<a href="#">0400814</a>	<a href="#">Donny Baxter</a>	<a href="#">None selected</a>	Tarrant	<a href="#">Release</a>

# Case Management

## Case Menu

Below you will see the links available to manage Cases that are saved on the CRYPT system. (Not all links may be relevant to all cases)

Case # 0300005								Progress	Investigation	Autopsy	Item Handling	Lab Services	Certificates
Case Sensitivity:	Routine	Case Type:	Jurisdiction	County Name:	Tarrant								
Created Date:	01/01/2003 05:42	Created By:	<a href="#">Curtis Clary</a>	Status:	Report								
Agency:	<input type="text" value="Morrison Funeral Home"/>	Service #:	0302005	Agent:									
Deceased Name:	Rebecca Allen	Date/Time of Death:	01/01/2003 04:13	Race, Sex, Age:	C44								
Investigator:		Medical Examiner:	<a href="#">Gary Sisler</a>	Autopsy Date/Time:	01/01/2003 09:00								
Tox Work Number:		Next-of-Kin Notification:	Mandy Allen	Release Body:	Yes								

- Autopsy Information**
  - Identify Decedent
  - Schedule Autopsy
  - Input Autopsy Results
  - Organ & Tissue Donation
  - Autopsy Report Date
  - Prescriptions
- Case Specifics**
  - Case Details
  - Service Requests
  - Agencies
  - Persons
  - Events
- Item Management**
  - Items
  - Add Photos & Images
  - Internal Item Transfer
  - External Item Transfer
  - Chain of Custody (Case Items)
  - Label Print (single)
- Certificates & Reporting**
  - Manage Certificates

## Case Header

(Non-Me, cremation and jurisdiction case headers will vary from what is described.)

Case Sensitivity

Case Type

County Name

Created Date

Created By

Status

**Agency** – This will be an agency that you have added through the service number functionality that is described in the above section “Service Numbers”.

**Service #** – This will be a service number that you have added through the service number functionality that is described in the above section “Service Numbers”.

**Agent** – This will be an agent that you have added through the service number functionality that is described in the above section “Service Numbers”.

Deceased Name

Date/Time of Death

Race, Sex, Age

**Investigator** – This is the assigned investigator for the case.

**Medical Examiner** – This is the person that conducts an autopsy on the case.

Autopsy Date/Time

**Tox Work Number** – This is a special number that is assigned to the case when a service request is generated for the Toxicology department.

Next of Kin Notification

**Release Body** – This indicates whether the body has been set as ready to release.

## Case Details

This link takes you to the **case detail** page that is displayed below (Except for cremation, jurisdiction terminated, and non-ME cases. In these cases you will be taken directly to the case edit detail for the case.). This page is used for a single reference to a comprehensive view of the case.

<b>Case # 0300001</b>					
<a href="#">Edit Case</a>					
Case Type:	Jurisdiction	Created Date:	01/01/2003	Created By:	<a href="#">Travis Baker</a>
Active:	NO	Case Type Change:	undetermined - before modifications		
Case Sensitivity:	Routine	County Name:	Tarrant	Assigned Investigator:	<a href="#">Travis Baker</a>
Next of Kin Notified:	<b>Yes</b>				
Medical Examiner:		Autopsy Report Date:		Autopsy Date/Time:	10/13/1954 02:23
Autopsy Technician:					
<b>Name:</b> <a href="#">Imaginary Person</a>					
RSA:	AM0	Date of Birth:	01/23/2002	Identity:	Identified
Date/Time of Death/Found:	01/21/2003 08:52	Found:	Pronounced	Release Body:	No
Case Delinquent:	0	Dictated By:		Dictation Date:	
Decedent Pregnant:	No	Transcribed By:		Transcribed Date:	
Manner of Death:		Autopsy Procedure	Incision (Abdomen Only)		
Class Of Death:					
Immediate Cause Of Death:					
Due to:					
Due to:					
Due to:					
Other Significant Conditions:					
Funeral Home:	Phone Number				

<b>Due to:</b>	
<b>Other Significant Conditions:</b>	
<b>Funeral Home:</b>	<b>Phone Number</b>
▶ <b>Agency Information</b>	<b>Count: 0</b>
▶ <b>Person Information</b>	<b>Count: 4</b>
▶ <b>Item Information</b>	<b>Count: 1</b>
▶ <b>Case Associations</b>	<b>Count: 0</b>
▶ <b>Service Requests</b>	<b>Count: 0</b>
▶ <b>Events</b>	<b>Count: 0</b>
▶ <b>Documents</b>	<b>Count: 1</b>
▶ <b>Identification</b>	<b>Count: 1</b>
<b>Narrative: To Add or View Additional Notes</b> <input type="button" value="Case Notes"/>	

The following information is available to be viewed on the above screen.

**Case Number link** – This is a link that will take you back to the **Case Menu** screen.

**Edit Case button** – This button will take you to the **Case Edit** screen. This screen is discussed in detail above under the Create Jurisdiction/Non-Jurisdiction Case section.

Case Type

Created Date

Created By

**Active** – This shows whether the case has been deactivated.

**Case Type Change** – This indicates whether the case type has changed after December 18, 2006 (the date of the database modification)

**Case Sensitivity** – This is discussed in the Create Jurisdiction/Non-Jurisdiction Case section.

County Name

Assigned Investigator

**Medical Examiner** - This is discussed in the Case Header section.

Autopsy Report Date

Autopsy Date/Time

**Name** – This is the deceased name

**RSA** – This is the race, sex, and age of the deceased person.

**Date of Birth** – This is the date of birth of the deceased.

**Identity** - This is discussed in the Create Jurisdiction/Non-Jurisdiction Case section.

Date/Time of Death/Found

Found

**Release Body** - This is discussed in the Case Header section.

Case Delinquent

Dictated By

Dictation Date

Manner of Death

Autopsy Procedure

Class of Death

Immediate Cause of Death

Due to

Due to

Due to

Other Significant Conditions

Funeral Home

Phone Number

### Agency Information

Agency Information contains a list of agencies that have been added through the “Service Number” functionality. If you click the arrow, next to Agency Information, then the agency list will expand. See the illustration below.

---

▶ Agency Information	Count: 1
▶ Person Information	Count: 11

---

Below is the expanded list.

▼ Agency Information	Count: 1									
<table border="1"><thead><tr><th>Agency</th><th>Contact Person</th><th>Service Number</th></tr></thead><tbody><tr><td>Fort Worth Crime Lab</td><td></td><td>666666</td></tr><tr><td colspan="3"><b>Comments:</b></td></tr></tbody></table>	Agency	Contact Person	Service Number	Fort Worth Crime Lab		666666	<b>Comments:</b>			
Agency	Contact Person	Service Number								
Fort Worth Crime Lab		666666								
<b>Comments:</b>										
▶ Person Information	Count: 11									

---

**Agency** – This is the agency name.

**Contact Person** – This is the agent of the agency that is assigned as associated to this service number.

**Service Number** – This is the service number entered using the service number functionality.

**Comments** – These are the service number comments.



## Person Information

Person Information contains all of the persons that are contained in the case person list for this case. If you click the arrow, next to Person Information, then the person list will expand. See the illustration below.

▶ Person Information	Count: 4
▶ Item Information	Count: 8
▶ Case Associations	Count: 0

Below is the expanded list. See the Case Person Section below for explanation of the fields.

Due to:

Due to: FALL

Other Significant Conditions:

Funeral Home: Phone Number

▶ Agency Information Count: 1

▼ Person Information Count: 4

Role	Name	Relationship	Address	Phone Number
Investigator	Curtis Clary			
	<b>Comments:</b> This person is a Forensic Death Investigation role in the case			
Medical Examiner	Gary Sisler D.O.			
	<b>Comments:</b> This person is a medical examiner role in the case			
Relative	Michael Allen	Spouse		
	<b>Comments:</b>			
Relative	Mandy Allen	Daughter		
	<b>Comments:</b>			

▶ Item Information Count: 8

Done Trusted sites

## Item Information

Item Information contains all of the items that are contained in the item list for this case. If you click the arrow, next to item Information, then the item list will expand. See the illustration below for reference.

▶ Item Information	Count: 8
▶ Case Associations	Count: 0
▶ Service Requests	Count: 4
▶ Events	Count: 3

Below is the expanded list. See the Item Section below for explanation of the fields.

▼ Item Information								Count: 8
Exhibit #	Tracking #	Hold	E/P	Biohazard?	Submitting Agency	Submitted By	Current Custody	Date Added
1	030101005	Y	B	N	Morgue Services		John.Cobb	01/03/2003 18:26
<b>Description:</b>								
2	030101012	N	E	Y	Medical Examiners	Gary.Sisler		01/01/2003 09:06
<b>Description:</b>								
3	030101013	N	E	Y	Medical Examiners	Gary.Sisler		01/01/2003 09:06
<b>Description:</b>								
4	030101014	N	E	Y	Medical Examiners	Gary.Sisler		01/01/2003 09:07
<b>Description:</b>								
5	030101022	N	E	N	Medical Examiners	Gary.Sisler	Traci.Wilson	01/01/2003 10:07
<b>Description:</b>								
6	050104001	N	P	N	Information Technology	Travis.Baker	Monte.Brown	01/04/2005 09:09
<b>Description:</b>								
7	050104002	N	P	N	Information Technology	Travis.Baker	Richard.Dalton	01/04/2005 09:51
<b>Description:</b>								
8	050104003	N	P	N	Information Technology	Travis.Baker	Richard.Dalton	01/04/2005 09:51
<b>Description:</b>								

## Service Requests

Service Requests contains a list of the service requests that are contained in the service request list for this case. If you click the arrow, next to service requests, then the service requests list will expand. See the illustration below for reference.

▶ Service Requests	Count: 4
▶ Events	Count: 3
▶ Documents	Count: 6

Below is the expanded list. There are additional arrows that you may click on to view the service request detail. See illustration below

▼ Service Requests						Count: 4
▶ 001	Created Date:	01/01/2003	Req Person:	<a href="#">Linda Anderson</a>	Req Agency:	Forest Ridge Funeral Home
▶ 002	Created Date:	01/03/2003	Req Person:	<a href="#">Daniel Konzelmann</a>	Req Agency:	Medical Examiners
▶ 003	Created Date:	01/03/2003	Req Person:	<a href="#">Glynn Dill</a>	Req Agency:	Plaza Medical Center
▶ 004	Created Date:	01/20/2005	Req Person:	<a href="#">Travis Baker</a>	Req Agency:	Information Technology

This is the service request list with the first request's detail being expanded. For an explanation of the fields you will need to reference the service request section.

▼ Service Requests						Count: 4	
▼ 001	Created Date:	01/01/2003	Req Person:	<a href="#">Linda Anderson</a>	Req Agency:	Forest Ridge Funeral Home	
Service:	Death Certification Preparation	Lab:	Administration	Req Date:	01/01/2003	Due Date:	01/01/2003
Status:	Completed	Assigned To:	<a href="#">Linda Anderson</a>	Completed Date:	01/02/2003	Priority:	2
Description: dc done							
▶ 002	Created Date:	01/03/2003	Req Person:	<a href="#">Daniel Konzelmann</a>	Req Agency:	Medical Examiners	
▶ 003	Created Date:	01/03/2003	Req Person:	<a href="#">Glynn Dill</a>	Req Agency:	Plaza Medical Center	
▶ 004	Created Date:	01/20/2005	Req Person:	<a href="#">Travis Baker</a>	Req Agency:	Information Technology	

## Events

Events contain a list of the user entered events for this case. System generated events are excluded from the list. If you click the arrow, next to events, then the events list will expand. See the illustration below for reference.

▶ Events	Count: 3
▶ Documents	Count: 6
▶ Identification	Count: 0

Below is the expanded list. See the Events Section for explanation of the fields.

▼ Events				Count: 3
Event #	Type	Event Date	Created By	
39399	Case		1/9/2003 11:13:53 AM	
Description: dc picked up 1-9-2003 by morrison				
367591	Narrative Addendum		12/17/2004 3:25:09 PM	
Description: Ad Test				
367884	Transcribed		1/7/2005 3:55:13 PM	
Description: Transcribed Date Has been updated by Kirsten Dix				

## Identification

▶ Identification	Count: 1
Narrative: To Add or View Additional Notes <input type="button" value="Case Notes"/>	

Below is the expanded list. See the Identify Decedent Section for explanation of the fields.

▼ Identification					Count: 1
Type	Identified By	Date	Time	Status	
By Person	John Briggs	02/11/2005	15:45	Positive ID	
Note: comment field that needs to be saved					

## Case Notes

Click the **Case Notes** button for the **Jurisdiction Terminated Case Notes** pop up screen.

Narrative: To Add or View Additional Notes <input type="button" value="Case Notes"/>
--

The below illustration shows the **Jurisdiction Terminated Case Notes** pop up screen. This screen is used for the case notes on cases that are jurisdiction terminated. (In case the case type was changed on a case.) You may still reference them on jurisdiction/non-jurisdiction cases.

<b>Jurisdiction Terminated Case Notes</b>	<input type="button" value="Print"/>	<input type="button" value="Save and Exit"/>	<input type="button" value="Cancel"/>
---	--------------------------------------	--	---------------------------------------

## Decedent Edit

This screen is used to update the decedent Information and you have the **Death**, **Incident**, **Next of Kin Notification**, and **Identification** links for case updates.

Case # 0300005 Apply Save and Exit Cancel

Case Type:  Created Date: 1/1/2003 Created By: [Curtis Clary](#)

Active:  Yes  No

Case Sensitivity:  County Name:  Assigned Investigator:

Reporting Agency:  Reporting Person:  Phone Number:

Reporting Agency Address

Line 1  City

Line 2  State  Zip

Date Reported:  Time Reported:

Date of Death:  Time of Death:

Conveyance Notification Time:  Conveyance Agency:

Scene Arrival Date:  Scene Arrival Time:

**Service Numbers** Enter Service Number Here  Add To Case

Number	Agency	Contact Person	Phone #	
0302005	Morrison Funeral Home			<a href="#">Remove</a>
	Service Number Note:			

Decedent [Death](#) [Incident](#) [Next of Kin Notification](#) [Identification](#)

**Decedent Information**

First Name:  Middle Name:

Last Name:  Suffix:  Identity:

Race:  Sex:  Date of Birth:

Social Security:  DL State:  DL Number:

Marital Status:  Occupation:  Employer:

Address Line 1:  State:

Address Line 2:  Zip:

City:  Phone Number:

Government Employee:  Yes  No Release for Public Access:  Yes  No

Apply Save and Exit Cancel

You may update the following fields:

Case Sensitivity

**Routine** – This is a normal case.

**Routine High Profile** – Normal case with high media attention. Refer all calls to public relations officer.

**Classified** – Restricts access of case.

**Classified High Profile** – Restricted access with high media attention.

Other input Fields

County Name

**Assigned Investigator** – This is the assigned investigator on the case.

Reporting Agency

Reporting Person

Phone Number

Reporting Agency Address

Date Reported

Time Reported

Date of Death

Time of Death

Conveyance Information

Notification Time

Conveyance Agency

Scene Arrival Date

Scene Arrival Time

## Service Numbers

You may add as many service numbers for the case as you would like. This is intended for you to keep track of agencies with service numbers and their agents that are working on the case.

Enter the Service number (Only alpha/numeric values are allowed) and click the **Add to Case** button.

Number	Agency	Contact Person	Phone#
Decedent Information:			

Enter Service Number Here:

Below illustration shows the **Add Service Number** pop up.

Tarrant County Medical Examiners Office Popup Window -- Web Page Dialog

**Adding Service Numbers To Case** Save and Exit Cancel

Service Number: 1235

Service Number Note:

**Agency & Agent**

Agency:  Go  Agent:

On the above pop up you may need to fill out the following information:

**Service Number Note** – You may enter any information here that you feel necessary.

**Agency** – You must enter the agency name that is associated to the service number that you entered and click the **Go** button. Agencies that are returned, using your search criteria, will be listed in the drop down list. Select the agency in the drop down list. If the agency you are looking for is not in the drop down, click **New**. (This is described below.)

**Adding Service Numbers To Case** Save and Exit Cancel

Service Number: 123

Service Number Note:

**Agency & Agent**

Agency: North Dallas Go  Agent:

North Dallas  
North Dallas FH  
North Dallas Funeral Home

## New Agency

Clicking on the **New** button will bring up the **Add New External Agency Screen** below where you will create the agency and save the information in the system. The agency can then be used in other cases. You will then need to add the agency to the case with the **Save and Exit** button.

<b>External Agency</b>		Save and Exit	Cancel
Type:	Conveyance		
Name:	Test Agency Agency		
Description:	This agency is being used for a test		

**Agent** – After you select an agency the agents associated to the agency will automatically populate the drop down list. You may choose to select an agent from the drop down list. If the agent you are looking for is not in the drop down, click **New**. (This is described below.)

<b>Adding Service Numbers To Case</b>		Save and Exit	Cancel
Service Number:	123		
Service Number Note:			
<b>Agency &amp; Agent</b>			
Agency:	North Dallas	Go	North Dallas
			New
Agent:			New
	Thaedra Kitchens		

## New Person

Clicking the **New** button next to the Agent drop down box will pop up the Add Person screen below. (You must have an agency selected first)

<b>Person</b>		Save and Exit	Cancel
Person Type:	External		
Name Type:	Legal Name		
First Name:			
Middle Name:			
Last Name:			
Suffix:		Sex:	F
Job Title:			
Employee ID:			

Enter the needed information for the agent.

Name Type

**First Name** – This is a required field

Middle Name

**Last Name** – This is a required field

Suffix



**Sex** – This defaults to female.  
Job Title  
Employee ID

Press the **Save and Exit** button to save this agent and have him show up in the agent drop down box. Press the **Cancel** button to disregard all entered information and not create a new agent.

The screenshot shows a web form with two main sections. The top section, titled "Adding Service Numbers To Case", has a light brown header. Below the header, there are two buttons: "Save and Exit" and "Cancel". Two green arrows point upwards from below towards these buttons. The form contains two fields: "Service Number:" with the value "123" and "Service Number Note:" with the text "This is a test" in a text box. The bottom section, titled "Agency & Agent", has a light blue header. It contains two rows of input fields. The first row is for "Agency:" with a dropdown menu showing "North Dallas", a "Go" button, another dropdown menu showing "North Dallas", and a "New" button. The second row is for "Agent:" with a dropdown menu showing "Thaedra Kitchens" and a "New" button.

Press the **Save and Exit** button to save the service number to the case. Press the **cancel** button to discard the service number.

**Death** – If you click this link you be redirected to the **Death Edit** screen.

**Incident** – If you click this link you be redirected to the **Incident Edit** screen.

**Next of Kin Notification** - If you click this link you be redirected to the **Decedent Notification Edit** screen.

**Identification** - If you click this link you be redirected to the **Identification** screen.

# Death

This screen is used to enter case information concerning the death of the decedent.

[Decedent](#)      [Death](#)      [Incident](#)      [Next of Kin Notification](#)      [Identification](#)

Death Information				Apply	Save and Exit	Cancel
Address Line 1:	<input type="text"/>	State:	<input type="text"/>			
Address Line 2:	<input type="text"/>	Zip:	<input type="text"/>			
City:	<input type="text"/>	Precinct of Death:	<input type="text"/>			
<input type="radio"/> Found <input checked="" type="radio"/> Pronounced	Date of Death/Found:	<input type="text" value="1/1/2003"/>	<input type="text"/>	Time of Death/Found:	<input type="text" value="04:13"/>	
Pronouncing Agency:	<input type="text"/>	Pronouncing Person:	<input type="text" value="Doctor Luis Martinez"/>			
Place of Death Description:	<input type="text"/>					
Character of Premises of Death:	<input type="text"/>					
Environmental Conditions:	<input type="text"/>					
Manner of Dress:	<input type="text"/>					
Disposition of Property:	<input type="text"/>					
Last Seen Alive By:	<input type="text"/>	Last Seen Alive Date:	<input type="text"/>	Time:	<input type="text"/>	
Last Seen By:	<input type="text"/>	Relationship:	<input type="text"/>	Phone:	<input type="text"/>	
Last Treated By:	<input type="text"/>	Phone:	<input type="text"/>			
Hospitalized:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Body To:	<input type="text"/>			
Hospital Name:	<input type="text"/>	Admit Date:	<input type="text"/>			
Address:	<input type="text"/>	Admit Time:	<input type="text"/>			
Other Hospital Name:	<input type="text"/>					
Address:	<input type="text"/>					
Funeral Home:	<input type="text"/>	Phone Number:	<input type="text"/>			
Domestic Violence:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trauma:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Injury at work:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Alcohol at Scene:	<input type="radio"/> Yes <input checked="" type="radio"/> No					
Medications or Drugs found at Scene:	<input type="radio"/> Yes <input checked="" type="radio"/> No					
Did Decedent have a History of Medications:	<input type="radio"/> Yes <input checked="" type="radio"/> No					

Comments:

[Decedent](#)      [Death](#)      [Incident](#)      [Next of Kin Notification](#)      [Identification](#)

Apply    Save and Exit    Cancel

The following fields are present on the **Death Edit** screen.

- Address 1
- Address 2
- City
- State
- Zip
- Precinct of Death
- Found/Pronounced** – Default is Found
- Date of Death/Found
- Time of Death/Found
- Pronouncing Agency
- Pronouncing Person
- Place of Death Description
- Character of Premises of Death
- Environmental Conditions
- Manner of Dress
- Disposition of Property
- Last Seen Alive By
- Last Seen Alive Date
- Time
- Last Seen By
- Relationship
- Phone
- Last Treated By
- Phone
- Hospitalized** – Default is No
- Body To
- Hospital Name
- Address
- Admit Date
- Admit Time
- Other Hospital Name
- Address
- Funeral Home
- Phone Number
- Domestic Violence - Default is No
- Trauma** - Default is No
- Injury at work** - Default is No
- Alcohol at Scene** - Default is No
- Medications or Drugs found at Scene - Default is No
- Did Decedent have a History of Medications - Default is No

Comments

Click on **Apply** to save the entered information. Click **Save and Exit** to save the entered information and be redirected to the **Decedent Edit** screen. Click **Cancel** to not save your entered information and be redirected to the **Decedent Edit** screen.

## Incident

This screen is used for the entry of case information concerning the incident.

<a href="#">Decedent</a>	<a href="#">Death</a>	Incident	<a href="#">Next of Kin Notification</a>	<a href="#">Identification</a>
<b>Incident Information</b>				<input type="button" value="Apply"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>
Place of Incident Description:		<input type="text"/>		
Light Conditions:	<input type="text"/>	Weather Condition 1:	<input type="text"/>	
		Weather Condition 2:	<input type="text"/>	
Address Line 1:	<input type="text" value="123 Incident Address"/>	State:	<input type="text" value="Arizona"/>	
Address Line 2:	<input type="text" value="456 Incident Address"/>	County:	<input type="text" value="Bosque"/>	
City:	<input type="text" value="Fort Worth"/>	Precinct of Incident:	<input type="text"/>	
Date of Incident:	<input type="text"/>	Time of Incident:	<input type="text"/>	
Comments:		<input type="text"/>		
<a href="#">Decedent</a>	<a href="#">Death</a>	Incident	<a href="#">Next of Kin Notification</a>	<a href="#">Identification</a>
				<input type="button" value="Apply"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>

The following fields are present on the **Incident** screen.

Place of Incident Description

Light Conditions

Weather Condition 1

Weather Condition 2

Address 1

Address 2

City

State

County

Precinct of Incident

Date of Incident

Time of Incident

Comments

Click on **Apply** to save the entered information. Click **Save and Exit** to save the entered information and be redirected to the **Decedent Edit** screen. Click **Cancel** to not save your entered information and be redirected to the **Decedent Edit** screen.

## Next of Kin Notification

<a href="#">Decedent</a>	<a href="#">Death</a>	<a href="#">Incident</a>	Next of Kin Notification	<a href="#">Identification</a>
<b>Next of Kin Notification</b>				Apply Save and Exit Cancel
Name:	Mandy Allen	Relationship:		
Address Line 1:		State:		
Address Line 2:		Zip:		
City:		Phone Number:	(817)444-5555	
Notified:	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Notified By:	At Hospital	Date:	1/1/2003	
Notifying Agency:	Harris Methodist	Time:	00:00	
<b>Other Notification</b>				
Name:		Relationship:		
Address Line 1:		State:		
Address Line 2:		Zip:		
City:		Phone Number:		
Notified By:		Date:		
Notifying Agency:		Time:		
Notes:				

The following fields are present on the **Next of Kin Notification** screen.

Next of Kin Notification

Name

Address 1

Address 2

City

State

Zip

Relationship

Phone Number

**Notified** – The default is no. This case will not be able to be viewed by the public or show up on the press release screen unless yes is chosen.

Notified By

Notifying Agency

Date

Time

Other Notification

Name

Address 1

Address 2

City

State

Zip

Relationship

Phone Number

Notified By

Notifying Agency

Date

Time

Notes

Click on **Apply** to save the entered information. Click **Save and Exit** to save the entered information and be redirected to the **Decedent Edit** screen. Click **Cancel** to not save your entered information and be redirected to the **Decedent Edit** screen.

# Identify Decedent

Rules for identifying a decedent

If a case has an Identity of “Submit for ID” that means the case has been officially marked as unidentified. This case remains unidentified until a positive identification is entered on this screen. Once a positive id is made, the case is removed from the unidentified case list.



Identification statuses:

**Inconclusive** – identification has failed or is exhausted.

**In progress** – identification has begun, but no results yet.

**Tentative** – identification has yielded a possible identification, but not positive.

**Positive ID** – identification is positive and conclusive.

To identify a decedent, press the Identify Decedent button on the case management screen below.

Case # 0300005 Progress ▸ Investigation ▸ Autopsy ● Item Handling ▾ Lab Services ▾ Certificates ▾

<b>Case Sensitivity:</b>	Routine	<b>Case Type:</b>	Jurisdiction	<b>County Name:</b>	Tarrant
<b>Created Date:</b>	01/01/2003 05:42	<b>Created By:</b>	<a href="#">Curtis Clary</a>	<b>Status:</b>	Report
<b>Agency:</b>	<input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b>	0302005	<b>Agent:</b>	
<b>Deceased Name:</b>	Rebecca Allen	<b>Date/Time of Death:</b>	01/01/2003 04:13	<b>Race, Sex, Age:</b>	C44
<b>Investigator:</b>		<b>Medical Examiner:</b>	<a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b>	01/01/2003 09:00
<b>Tox Work Number:</b>		<b>Next-of-Kin Notification:</b>	Mandy Allen	<b>Release Body:</b>	Yes

The interface shows a sidebar menu on the left with the following items: Autopsy Information, **Identify Decedent** (highlighted with a green arrow), Schedule Autopsy, Input Autopsy Results, Organ & Tissue Donation, Autopsy Report Date, and Prescriptions. The main content area is divided into four columns: Case Specifics (Case Details, Service Requests, Agencies, Persons, Events), Item Management (Items, Add Photos & Images, Internal Item Transfer, External Item Transfer, Chain of Custody (Case Items), Label Print (single)), Certificates & Reporting (Manage Certificates), and a fourth column that is mostly empty.

You may also click the Identification link from within the case.

[Decedent](#)

[Death](#)

[Incident](#)

Next of Kin Notificat

[Identification](#)

This will take you to the following screen.

Case # 0300005

Save and Exit Apply Cancel

First Name:	Rebecca	Middle Name:	Middle
Last Name:	Allen	Suffix:	Jr.
Date of Birth:	12/23/1923	Race:	Caucasian
Sex:	Male	Social Security:	
DL Number:		DL State:	
Marital Status:	Married		
Address Line 1:	Deceased Address1	State:	Texas
Address Line 2:	Deceased Address2	Zip:	76450
City:	Graham	Phone Number:	(817)555-5555

[Decedent](#)      [Death](#)      [Incident](#)      [Next of Kin Notification](#)      [Identification](#)

**Procedures & Final Disposition Information** Detail

<b>Visual</b>	Add Visual
<b>Finger Print</b>	Add FingerPrint
<b>Dental</b>	Add Dental
<b>Radio Graph</b>	Add Radio Graph
<b>DNA</b>	Add DNA

[Decedent](#)      [Death](#)      [Incident](#)      [Next of Kin Notification](#)      [Identification](#)

The following fields are present on the **Identification** screen.

- First Name** – This is a required field
- Middle Name
- Last Name** – This is a required field.
- Suffix
- Date of Birth
- Race
- Sex
- Social Security Number
- Driver License Number
- Driver License State
- Marital Status
- Address 1
- Address 2
- City
- State
- Zip



Phone Number

**Decedent** – This link will redirect you to the **Decedent Main Edit** screen.

**Death** – This link will redirect you to the **Death Edit** screen.

**Incident** – This link will redirect you to the **Incident Edit** screen.

**Next of Kin Notification** – If you click this link you be redirected to the **Decedent Notification Edit** screen.

**Detail** - This button allows you to enter information for procedures and final disposition of decedent by redirecting you to the **Final Disposition** screen. See final disposition below.

**Add visual** – This will take you to the **Identification detail** screen. (See Identification detail Below)

**Add fingerprint** – This will take you to the **Identification detail** screen. (See Identification detail Below)

**Add dental** – This will take you to the **Identification detail** screen. (See Identification detail Below)

**Add radiograph** – This will take you to the **Identification detail** screen. (See Identification detail Below)

**Add DNA** – This will take you to the **Identification detail** screen. (See Identification detail Below)

Click on **Apply** to save the entered decedent information. Click **Save and Exit** to save the entered decedent information and be redirected to the **Decedent Edit** screen. Click **Cancel** to not save your entered decedent information and be redirected to the **Decedent Edit** screen.

# Final Disposition

Required Procedures		Save & Exit	Cancel
Procedure Description	Comments		
<input type="checkbox"/> Fingerprints and Palm Prints	<input type="text"/>		
<input type="checkbox"/> Frontal and Lateral Facial Photographs/Scale Indicated	<input type="text"/>		
<input type="checkbox"/> Notation of Antemortem Medical Condition	<input type="text"/>		
<input type="checkbox"/> Notation of Observations pertinent to the Estimation of Time of Death	<input type="text"/>		
<input type="checkbox"/> Dental Charts and Radiograph of the Person's Teeth	<input type="text"/>		

Personal Identifiers and Items

#### Additional Procedures (Optional)

Procedure Description	Comments
<input type="checkbox"/> Full Body Radiographs	<input type="text"/>
<input checked="" type="checkbox"/> Hair Specimens with Roots	8

#### Final Disposition

Cemetery:

Section:

Block:

Lot:

Space:

### Required Procedures

Check the necessary entries and make any comments necessary.

Finger prints and palm prints

Frontal and lateral facial photographs with scale indicated

Notation of ante-mortem medical condition

Notation of observations pertinent to the estimation of death

Dental charts and radiographs of the person's teeth

Personal identifiers and items

### Additional Procedures

Check the necessary entries and make any comments necessary.

Full body radiographs and comments

Hair specimens with roots and comments

### Final Disposition

This is used to capture the cemetery and location of burial for the decedent.

Cemetery

Section

Lot

Block

Space

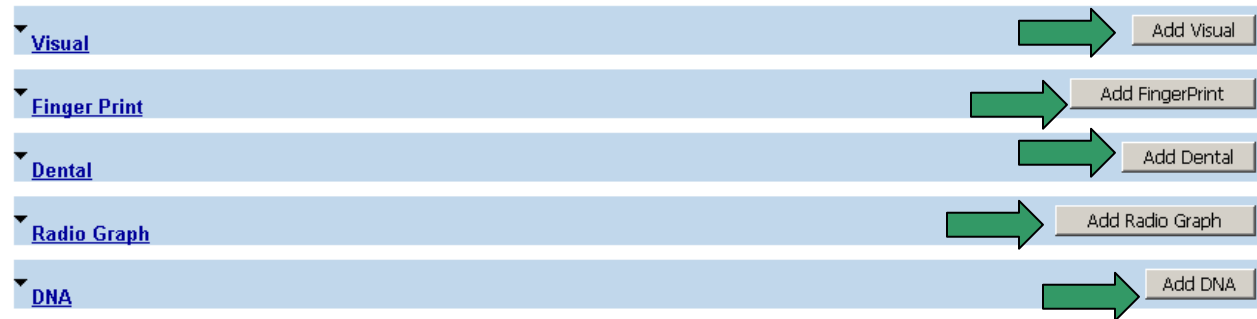
Click **Save and Exit** to save the entered information and be redirected to the **Identification** screen. Click **Cancel** to not save your entered information and be redirected to the **Identification** screen.

## Identification Detail

Identifications are composed of 5 separate types (Visual, Finger Print, Dental, Radio Graph, and DNA). These 5 types all have screens that work similarly; however, the procedure type used for the ID will be unique for each ID type, and, “Radio Graph” and “DNA” do not use either “Identification Provided by Person” or “Identification Provided by Agency”.

## Add Identification

You must click on the appropriate add button for the type of identification that you are adding to the case.



The next page depicts the is the **Add Visual** screen. It is almost identical to the **Add Fingerprint** and **Add Dental** screens but it has additional information that is not on either the **Add Radiograph** or **Add DNA** screens.

**Identify Decedent - Visual** Save and Exit Cancel

---

Visual Type:  Identification Status:

---

Witnessed By:

(first name)  (last name)

Identified Date:   Time:

---

Comments:

---

**Identification Provided By Person (only one)**

Name:  Relationship:

Address 1:  Address 2:

City:  State:  Zip:

Phone Number:

---

**Identification Provided By Agency (only one)**

Agency Name:

The following fields are present on the form.

**Type** – This drop down list will be populated based on the type of identification that is being added.

Identification Status

Witnessed By

Identified Date

Time

Comments

Identification Provided By Person (not present on either **Add Radiograph** or **Add DNA** screens)

Identification Provided By Agency (not present on either **Add Radiograph** or **Add DNA** screens)

### **Witnessed By**

You may enter the search criteria in the “First Name” or “Last Name” text box before pressing the **search** button to get an abbreviated dropdown list based on these or you may press the search button alone to get all M.E. personnel returned into the dropdown list. Click the person in the dropdown list you wish to designate “Witnessed By”. You will notice that it is selected by it’s dark background.

### **Identification Provided By Person**

You may enter the name, relationship, complete address and phone number in the fields provided. Please note that this is not applicable for either Radiograph or DNA.

### **Identification Provided By Agency**


You may enter the name of the agency in the field provided. Please note that this is not applicable for either Radiograph or DNA.

Click **Save and Exit** to save the entered information and be redirected to the **Identification** screen. Click **Cancel** to not save your entered information and be redirected to the **Identification** screen.

## Identification Update

By default the identification lists are expanded so that all identifications that are associated to the case are displayed. If you would like to change any of the information on an identification that is already associated to a case, you must click on the **Identification** link. This link will open up the **Identification Detail** screen. See below

▼ Visual
Add Visual

▼ [Visual# 1](#) 

---

**Visual Type** By Person                      **Identification Status:** Inconclusive

---

**Identified By:** [Linda Anderson](#)                      **Date:** 12/14/2004                      **Time:** 1:23 AM

---

**Comments:** N/A

**Identification Provided By Person (only one)**

Name	Phone #	Address	Relationship
<a href="#">N/A</a>	N/A	N/A	N/A


**Identification Provided By Agency (only one)**

Name	Phone #	Address	Agency Type
<a href="#">N/A</a>	N/A	N/A	N/A

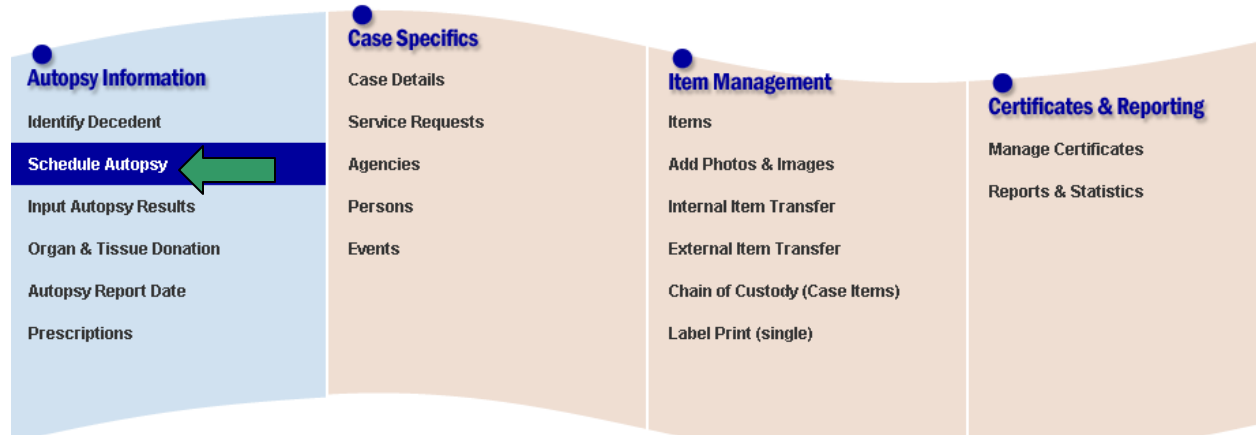
The **Identification Detail** screen may be updated as needed. This screen has all of the functionality as the **Add Identification** screen that is discussed above.

# Schedule Autopsy

To schedule an autopsy or update autopsy schedule information you may click on the Schedule Autopsy link on the case management screen. See below:

Case # 0300005  Progress **Investigation** **Autopsy** Item Handling Lab Services Certificates

<b>Case Sensitivity:</b>	Routine	<b>Case Type:</b>	Jurisdiction	<b>County Name:</b>	Tarrant
<b>Created Date:</b>	01/01/2003 05:42	<b>Created By:</b>	<a href="#">Curtis Clary</a>	<b>Status:</b>	Report
<b>Agency:</b>	Morrison Funeral Home	<b>Service #:</b>	0302005	<b>Agent:</b>	
<b>Deceased Name:</b>	Rebecca Allen	<b>Date/Time of Death:</b>	01/01/2003 04:13	<b>Race, Sex, Age:</b>	C44
<b>Investigator:</b>		<b>Medical Examiner:</b>	<a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b>	01/01/2003 09:00
<b>Tox Work Number:</b>		<b>Next-of-Kin Notification:</b>	Mandy Allen	<b>Release Body:</b>	Yes



On the Autopsy Schedule screen you may enter the pathologist, autopsy Type, Date, time, and Comments. You would click the **Save & Exit** button to save all of you entered information to the case. See Below:

**Autopsy Schedule Information** 

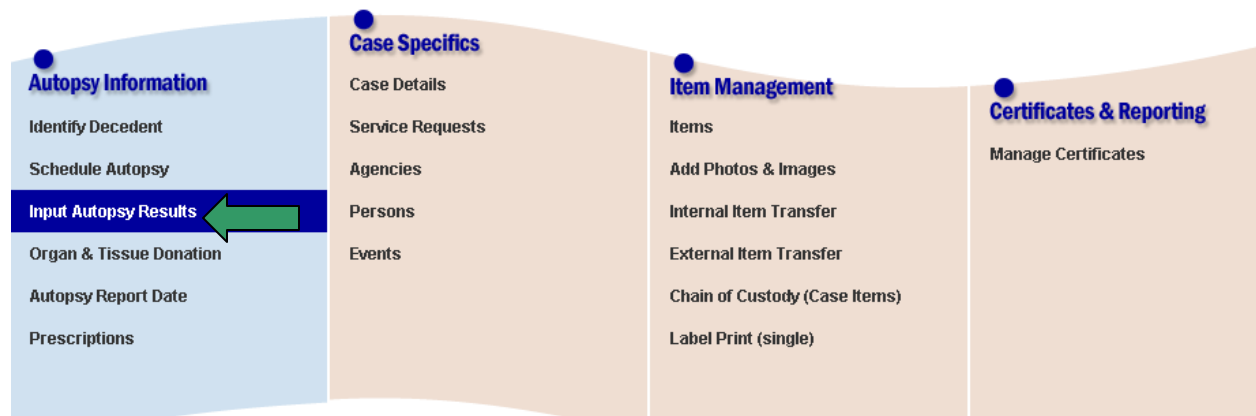
<b>Pathologist</b>	<b>Autopsy Type</b>	<b>Date</b>	<b>Time</b>
Dr. Lloyd White	Incision(Chest Only)	3/1/2005	03:25
<b>Comments:</b>	This is a test		

# Input Autopsy Results

You must click on the Input Autopsy Results link on the case management screen to enter your autopsy information. See below:

Case # 0300005  Progress **Investigation** **Autopsy** **Item Handling** **Lab Services** **Certificates**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



- Autopsy Information**
  - Identify Decedent
  - Schedule Autopsy
  - Input Autopsy Results** ←
  - Organ & Tissue Donation
  - Autopsy Report Date
  - Prescriptions
- Case Specifics**
  - Case Details
  - Service Requests
  - Agencies
  - Persons
  - Events
- Item Management**
  - Items
  - Add Photos & Images
  - Internal Item Transfer
  - External Item Transfer
  - Chain of Custody (Case Items)
  - Label Print (single)
- Certificates & Reporting**
  - Manage Certificates

You will be redirected to the input autopsy screen. See below:

Autopsies Details		Save and Exit	Cancel
<b>Type:</b>	External Exam	<b>Exam Start Time:</b>	09:00
<b>Exam Date:</b>	1/1/2003	<b>Exam End Time:</b>	09:15
<b>Pathologist:</b>	Sisler, Gary	<b>Autopsy Technician:</b>	Wilson, Traci
<b>Note:</b>			
<b>Dictation Date:</b>	1/6/2003	<b>Dictated By:</b>	Sisler, Gary
Body Details			
<b>Height:</b>	70 inches	0 centimeters	
<b>Weight:</b>	160.8 pounds	0 kilograms	
Manner and Cause of Death			
<b>Manner of Death:</b>	ACCIDENT		
<b>Class of Death:</b>	ACCIDENT AT HOME		
<b>Cause Of Death Search:</b>	<input type="text"/>	Go	New
<b>Cause of Death Result:</b>	Select		



Proximate:   Select

Select

---

Other Significant Conditions:

---

Autopsy findings available prior to completion of cause of death?  Yes  No

---

Did tobacco use contribute to death?  Yes  Probably  No  Unknown

---

Did alcohol use contribute to death?  Yes  Probably  No  Unknown

---

Was decedent pregnant? At the time of death:  Yes  No  Unknown  
 Within last 12 months:  Yes  No  Unknown

---

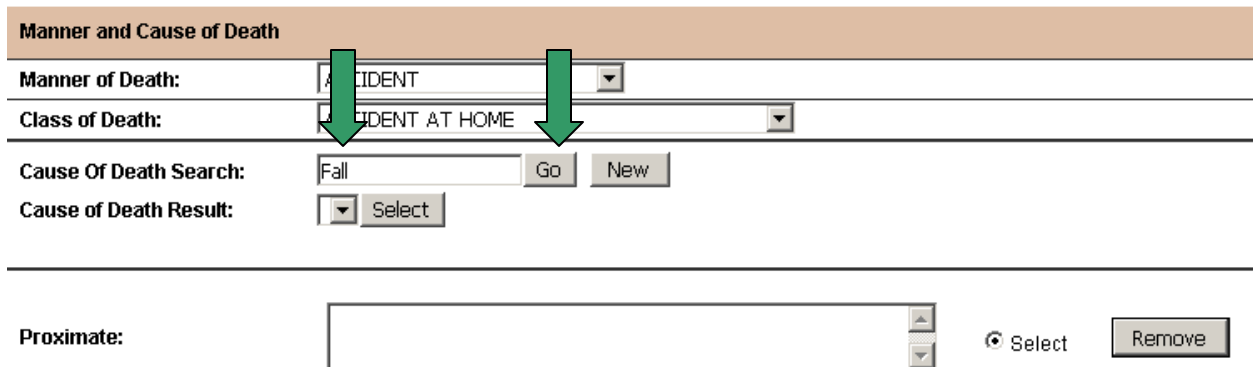
The input autopsy screen allows you to enter the following information concerning the autopsy:

- Exam Type
- Exam Date
- Exam Start Time
- Exam End Time
- Pathologist
- Autopsy Technician
- Note
- Dictation Date
- Dictated By
- Height (inches/centimeters)
- Weight (pounds/kilograms)
- Manner of Death
- Class of Death
- Cause of Death Search – See entering cause of death
- Cause of Death Result - See entering cause of death
- Other Significant Conditions
- Autopsy Findings available prior to completion of cause of death
- Did tobacco use contribute to death
- Did alcohol use contribute to death
- Was decedent pregnant

Click the **Save and Exit** button to save the autopsy information on the case. Click the **Cancel** button to disregard any information that you entered and be redirected the case management screen.

## Entering Cause of Death

A case may have up to 4 cause of death added on the Input Autopsy screen. You will want to enter the cause of death in the search box and click the Go button. See below:



**Manner and Cause of Death**

**Manner of Death:** ACCIDENT

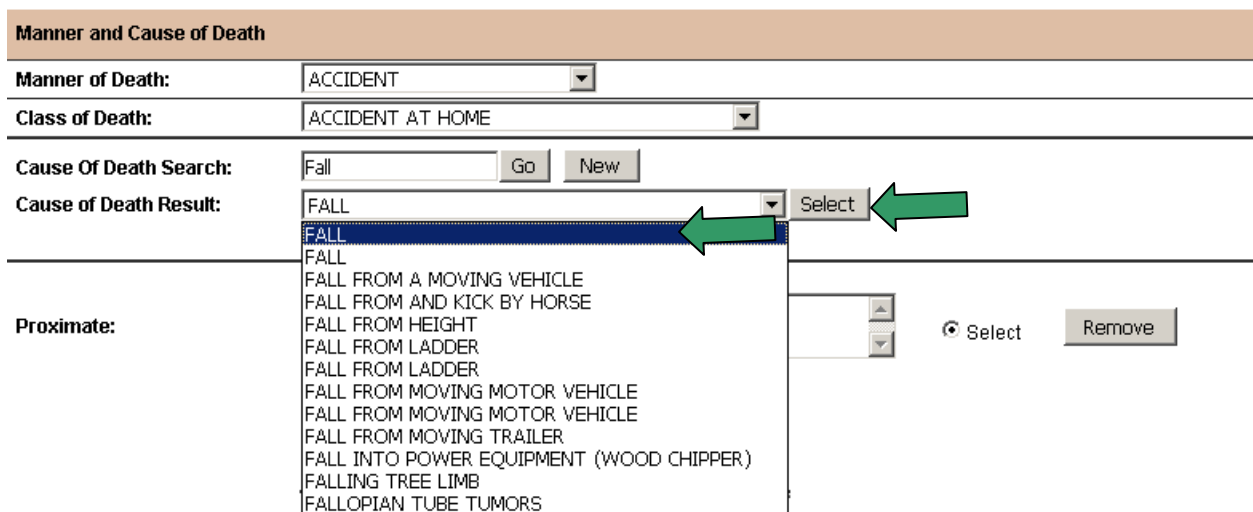
**Class of Death:** ACCIDENT AT HOME

**Cause Of Death Search:** Fall

**Cause of Death Result:**

**Proximate:**

All of the Cause of Deaths that are returned from your criteria will populate the cause of death result drop down list. You may select the necessary cause of death and click the Select button. See below:



**Manner and Cause of Death**

**Manner of Death:** ACCIDENT

**Class of Death:** ACCIDENT AT HOME

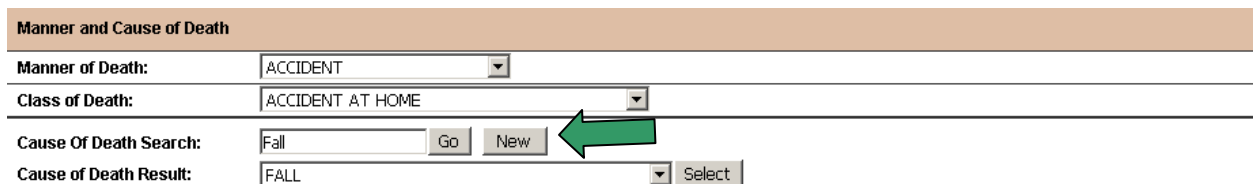
**Cause Of Death Search:** Fall

**Cause of Death Result:**

- FALL
- FALL
- FALL FROM A MOVING VEHICLE
- FALL FROM AND KICK BY HORSE
- FALL FROM HEIGHT
- FALL FROM LADDER
- FALL FROM LADDER
- FALL FROM MOVING MOTOR VEHICLE
- FALL FROM MOVING MOTOR VEHICLE
- FALL FROM MOVING TRAILER
- FALL INTO POWER EQUIPMENT (WOOD CHIPPER)
- FALLING TREE LIMB
- FALLOPIAN TUBE TUMORS

**Proximate:**

If the necessary cause of death is not in the drop down list then you may click the New Button to add a new cause of death. See below:



**Manner and Cause of Death**

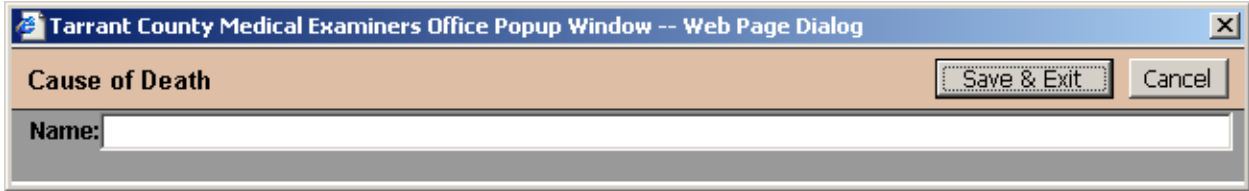
**Manner of Death:** ACCIDENT

**Class of Death:** ACCIDENT AT HOME

**Cause Of Death Search:** Fall

**Cause of Death Result:** FALL

You will be redirected to the Add Cause pop up screen. See below:

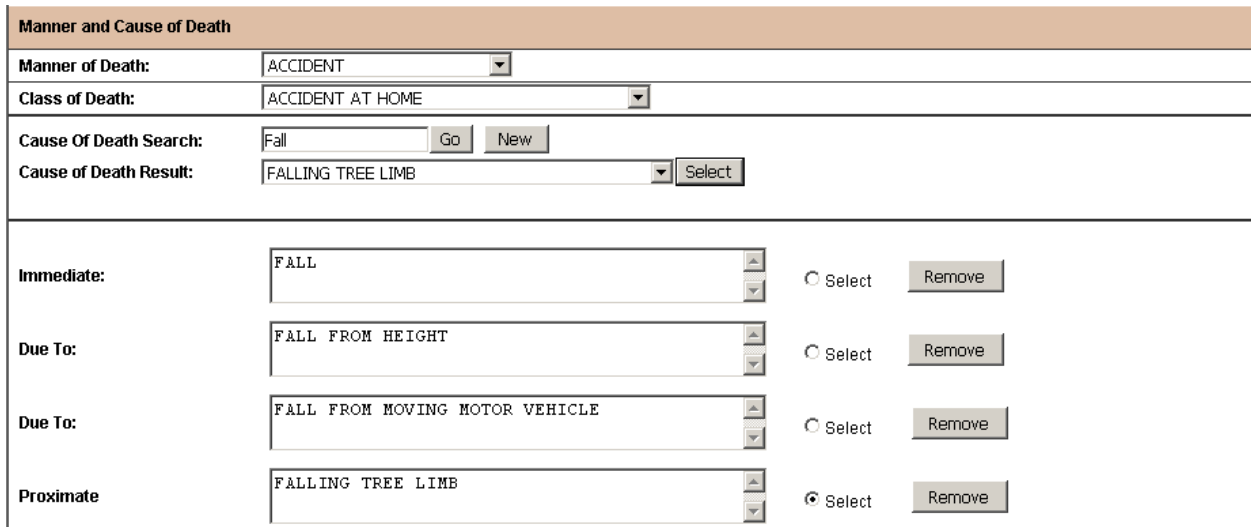


From the Add cause screen you may enter a new cause of death in the Name field. (Max 70 characters) Click the Save & Exit to save your new cause of death and close the pop up screen. Click Cancel to disregard any information that you had entered and close the pop up screen.

The causes of death text boxes load dynamically with a Select radio button. When a cause of death has its radio button selected then you may do one of the following:

- Remove the cause of death from the case. – You would need to click the remove button.
- Insert the cause of death into the cause of death text box
- Update the cause of death

Initially only one cause of death text box is shown on a case. When a cause of death is selected then a second cause of death box appears. This may happen up to 4 causes of death text boxes. See below:



## Updating Cause of Death

If you are updating the cause of death on an existing autopsy, you will be asked if a Death Certificate Amendment is needed for this case. If you choose yes, then a service request for the death certificate amendment will be generated for the secretarial services department. See below:

**Is a Death Certificate Amendment needed for this case?**

**The following information has changed:**

• Cause of Death

Yes

No

# Organ & Tissue Donation

You may update the organ and tissue donation information on a case. You would need to click on the Organ & Tissue Donation link on the case management screen. See below:

**Case # 0300005** Progress **Investigation** Autopsy Item Handling Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



You will be redirected to the Organ & Tissue Donation management screen. See below:

**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Organ/Tissue Donation		Create
Bank	Procurement Date	Agency Name

You have the following functionality with on the above screen:

- Create Donation
- Update Donation
- Remove Donation

## Create Donation

You may create a new donation for this case by clicking on the **Create** button. See below:

### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Organ/Tissue Donation				Create
Bank	Procurement Date	Agency Name		

You will be redirected to the **Create Donation** screen. See below:

<b>Donation</b>				Save & Exit	Cancel	
Bank:	<input type="text"/>	Begin Date:	<input type="text" value="3/2/2005"/>	Time:	<input type="text"/>	
Site:	<input type="text"/>	Go	End Date:	<input type="text" value="3/2/2005"/>	Time:	<input type="text"/>
Obtained By Agency:	<input type="text"/>	Go	Obtained By:	<input type="text"/>		
<b>Consent</b>						
Grantor:	<input type="text"/>	Go	(Last Name)	<input type="text"/>		
Obtained By Agency:	<input type="text"/>	Go		Obtained By:	<input type="text"/>	
Authorized By: Nizam Peerwani						
<b>Procurement List</b>				<input type="text"/>	Select	

On the above screen you may enter the following information:

- Bank – If the bank that you need is not present in the drop down list then you need to refer to your assigned system administrator, to update the bank list. This may be done at the look up table administration section.
- Begin Date/Time
- Site – Enter your search criteria for the site and click the Go button. Select your site form the drop down list. If your site is not found then you need to refer to the agency section found below.
- End Date/Time
- Obtained by Agency - Enter your search criteria for the agency and click the Go button. Select your Agency form the drop down list. If your agency is not found then you need to refer to the agency section found below.

- Obtained By – This will auto load when you select an agency. If the person that you need is not found then see the Person section below.
- Grantor – Enter your search criteria for the person and click the Go button. Select your Person form the drop down list. If the person that you need is not found then see the Person section below.

**Consent**

- Obtained By Agency - Enter your search criteria for the agency and click the Go button. Select your Agency form the drop down list. If your agency is not found then you need to refer to the agency section found below.
- Obtained By - This will auto load when you select an agency. If the person that you need is not found then see the Person section below.
- Procurement List – Select what was procured and click the Select button. You may also remove what you select by clicking on the remove link.


Click the Save and Exit button to add the donation to the case and return to the **Donation Management** screen. Click **Cancel** to disregard all the information that you entered and return to the Donation Management screen.

**Update Donation**

To update a donation on a case, you will need to click on the link for the specific donation that you want to update. See below:

[Case # 0300005](#)

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

	<b>Organ/Tissue Donation</b>	<a href="#">Create</a>
<b>Link</b>	<b>Procurement Date</b>	<b>Agency Name</b>
<a href="#">Eye</a>	3/2/2005 1:23:00 AM	Fort Bend District Attorney's Office
		<a href="#">Remove</a>

You will be redirected to the donation detail screen. See below:

Tarrant County Medical Examiners Office Popup Window -- Web Page Dialog

**Donation** Save & Exit Cancel

Bank:  Begin Date:  Time:

Site:  Go  End Date:  Time:

Obtained By Agency:  Go  Obtained By:

**Consent**

Grantor:  Go (Last Name)

Obtained By Agency:  Go  Obtained By:

Authorized By: Nizam Peerwani

**Procurement List**  Select

**Procurement List**

Leg [Remove](#)

You may update all of the available fields. Click the **Save & Exit** button to save your update information and return to the **Donation Management** screen. Click the **Cancel** button to disregard any changes that you make and return to the **Donation Management** screen.

## Remove Donation

You may remove a donation on a case by clicking on the remove link in the list. See below:

### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Organ/Tissue Donation			Create
Bank	Procurement Date	Agency Name	
<a href="#">Eye</a>	3/2/2005 1:23:00 AM	Fort Bend District Attorney's Office	<a href="#">Remove</a>

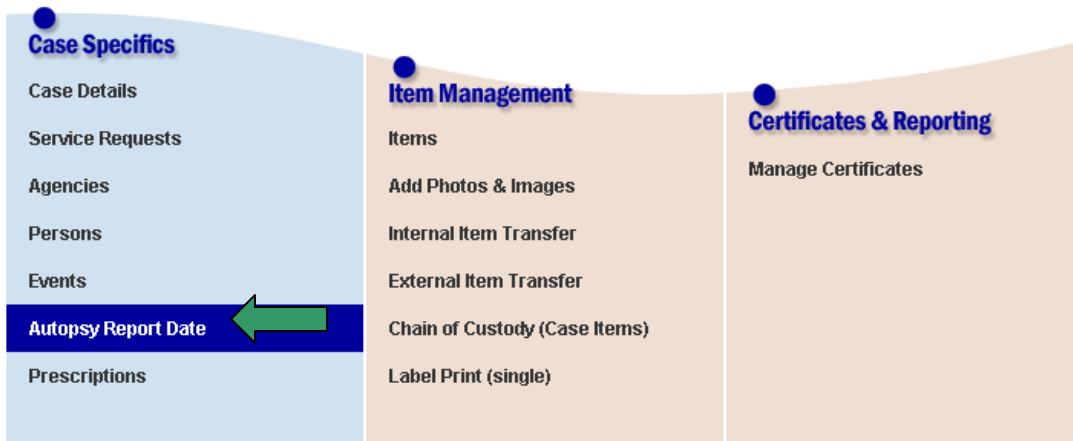


# Autopsy Report Date



You will use the link below to go to the **Autopsy Report Date** screen. See below:

Case # 0300005   Progress **Investigation** Autopsy **Item Handling** Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



Below is the **Autopsy Report Date** screen.

		Save & Exit	Cancel
Final Autopsy Report Date:	<input type="text" value="1/24/2003"/>		
Transcribed Date:	<input type="text"/>		Transcribed By: <input type="text"/>

On this screen you may enter the following:

- Final Autopsy Report Date
- Transcribed Date
- Transcribed By
- Cause of Death Codes (You must be given permission for this to display on the screen)

You may click the **Save & Exit** button to save the information that you entered and be redirected to the **Case Management** screen. Press the **Cancel** button to disregard the information that you entered and be redirected to the **Case Management** screen.

# Prescriptions

To add prescription information for the deceased press the **Prescription** button on the case management screen below.

Case # 0300005  Progress **Investigation** **Autopsy** **Item Handling** **Lab Services** **Certificates**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



The navigation menu is divided into four main sections:

- Autopsy Information:** Identify Decedent, Schedule Autopsy, Input Autopsy Results, Organ & Tissue Donation, Autopsy Report Date, **Prescriptions** (highlighted with a green arrow).
- Case Specifics:** Case Details, Service Requests, Agencies, Persons, Events.
- Item Management:** Items, Add Photos & Images, Internal Item Transfer, External Item Transfer, Chain of Custody (Case Items), Label Print (single).
- Certificates & Reporting:** Manage Certificates, Reports & Statistics.

This will take you to the prescription list below.

## Prescription List

- Add prescriptions
- Destroy prescriptions
- Print a list of the prescriptions



**Prescription List**

**Destruction Date:**

Name	Pharmacy	Pharmacy Phone	RX Number	RX Quantity	Remaining	Dosage	Destroy
<a href="#">afadf</a>	lkn		asdasd	1	1	12	<input type="checkbox"/>
<b>Prescribing Physician:</b>		lkjn					
<b>Instructions:</b>							
<b>Note:</b>							

## Add prescription

To add a prescription to the case, press the **Add Prescription** button. This takes you to the *add prescription* screen below.

Prescription		Save & Exit	Cancel
Rx #:	<input type="text"/>	Date Filled:	<input type="text" value="2/22/2005"/> 
Name:	<input type="text"/>	Expiration Date:	<input type="text" value="2/22/2005"/> 
Warning Label:	<input type="text"/>		
Dosage:	<input type="text"/>		
Quantity:	<input type="text"/>	Remaining Quantity:	<input type="text"/>
Pharmacy:	<input type="text"/>	Phone:	<input type="text"/>
Physician:	<input type="text"/>	Phone:	<input type="text"/>
Instructions			
<input type="text"/>			
Notes			
<input type="text"/>			

The following fields are present on the **Add Prescription** screen.

- Prescription number - required
- Name of drug - required
- Date prescription filled
- Expiration date of prescription
- Warning labels
- Dosage
- Quantity
- Remaining Quantity
- Pharmacy
- Physician
- Instructions
- Notes

Press the **Save and Exit** button to save the prescription and close the window. Press the **cancel** button to discard the prescription and close the window.

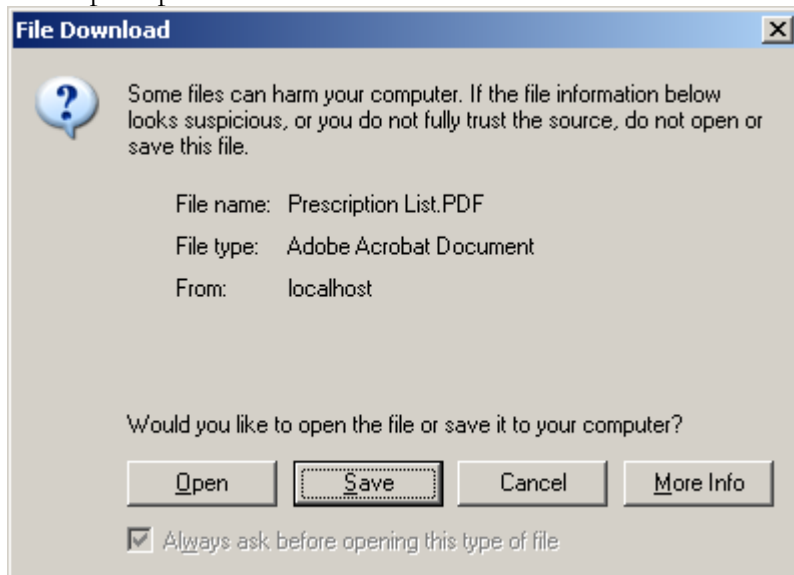
## Updating Prescription

You may click on the **prescription name** link to bring up the **Prescription Detail** screen. See the illustration below. The **Prescription Detail** screen is identical to the add prescription page that is discussed above.

Name	Pharmacy	Pharmacy Phone	RX Number	RX Quantity	Remaining	Dosage	Destroy
<a href="#">afadf</a>	lkkn		asdasd	1	1	12	<input type="checkbox"/>
<b>Prescribing Physician:</b>		lkjn					
<b>Instructions:</b>							
<b>Note:</b>							

## Print prescription list

To print the list of prescriptions, press the **Print Prescription List** button. You will get the below prompt.



You may press

**Open** – This will open the prescription list in PDF format.

**Save** – This will save the prescription list on your computer. (This is highly recommended.)

**Cancel** – This will close the prompt without creating the prescription list.

**More Info** – This will bring up a windows help file about downloading.

## Destroying prescriptions

To destroy prescriptions, click the destroy checkbox next to the appropriate prescriptions listed. Set the destruction date. Press the **Destroy Prescription** button.

## Viewing destroyed prescriptions

To view destroyed prescriptions, press the **Show Destroyed List** button. Press the **Show Not-Destroyed List** button to hide the destroyed prescriptions.

## Service requests

Service requests are used to perform work on a case. You may make a service request to any department that has a service to perform. You may also enter a test on behalf of an external agency.

Rules for service requests:

You may enter none or any number of items for a service request.

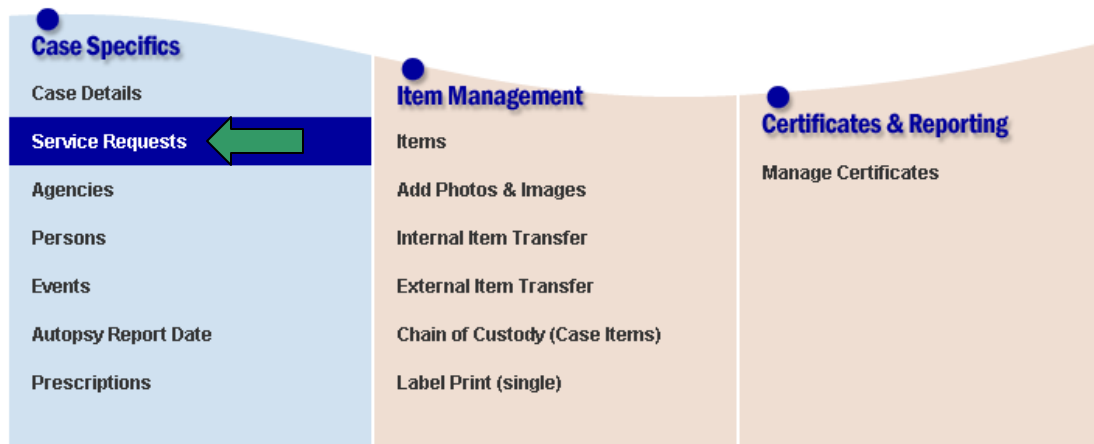
You may not add items from multiple cases to a request.

The logged in user is saved as the creator.

To get to the service request for a case, press the Service Request button on the case detail. See the illustration below.

**Case # 0300005** Progress **Investigation** **Autopsy** **Item Handling** **Lab Services** **Certificates**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



Pressing this button will take you to the service request list screen below.

## Service Request List

From this screen you can:

Add new service requests to the case.

View the details of an existing service request.

Look at the overall progress of all service requests.

The service requests are grouped by their status.

**New service requests** – have been requested and have not had any items delivered to the department for the request.

**In progress** – At least one item has been delivered and work has started on the request.

**Completed** – The work is complete on the request. Also, if a certificate of analysis is created then it has been approved.

**Cancelled** – The request is not needed anymore.

Service Requests		Add Service Request
▶ New Service Requests	Count: 0	
▶ In Progress	Count: 0	
▶ Completed	Count: 0	
▶ Cancelled	Count: 0	

## Add Service Request

To add a new service request, press the **Add Service Request** button. You will then see the screen below.

The screenshot shows a web page dialog titled "Tarrant County Medical Examiners Office Popup Window -- Web Page Dialog". The main heading is "Add Service Request Case # 0500032". There are three buttons at the top right: "Next", "Save & Exit", and "Cancel".

**Requesting Agency & Agent**

Agency: [ ] GO Forensic Death Investigation Add

Agent: Travis gggg Baker Add

**Request**

Priority: 2 Billable:

Department: [ ]

**Services**

**Evidence**

Add Exhibit #	Tracking #	Description
<input type="checkbox"/> NONE		
1 <input type="checkbox"/> 1	050215001	Body
2 <input type="checkbox"/> 2	050222001	Blood Card
3 <input type="checkbox"/> 3	050222002	Blood Sample

**Note**

[ ]

Select the following:

**Requesting Agency** - The agency that the requesting is from.

**Requesting Agent** - The person making the request.

**Priority** - 1 is high, 2 is normal.

**Billable** - Select this if you know the service will be billed.

**Department** - The target department for the request.

**Services** - The services requested of the department.

**Evidence to be tested** - you may choose from the list of all items from the case.

**Note:** any comments about the evidence for the service request.

Press the Cancel button if you do not want to save the service request. Press the Save and Exit button to save the request and close the screen if you have no more requests to make for this case. Press the Next button to add another service request for the case.

## Service Request Detail

You get to the **Service Request Detail** by clicking on the service request number. Based on who is logged on and what the status of the request determines which Service Request Detail screen that you will see.

**New Status** - If you are the creator of the request or you are associated to the department that the request is for then you will see the **Service Request Update Detail** Screen. Other wise you will see a **Modified Service Request Detail** screen.

**In Progress, Completed, and Cancelled Status** – If you are associated to the department that the request is for then you will see the **Service Request Update Detail** Screen. Other wise you will see a **Modified Service Request Detail** screen.

The **Service Request Update Detail** screen is shown below.

The screenshot shows a web browser window titled "Tarrant County Medical Examiners Office Popup Window -- Web Page Dialog". The page is divided into several sections:

- Requesting Agency & Agent:** Agency: [text box] GO Medical Examiner [dropdown] Add; Agent: Dr. Nizam Peerwani [dropdown] Add.
- Request:** Created Date: 2/15/2005; Priority: 1 [dropdown]; Status: In Progress [dropdown]; Department: Secretarial Services [dropdown]; Billable: .
- Secretarial Services Services:**  Autopsy Report Preparation;  Cremation Letter Preparation;  Death Certification Preparation;  Death Certificate Amendment;  Subpeona.
- Evidence:** A table with columns "Add", "Exhibit #", "Tracking #", and "Description".

Add	Exhibit #	Tracking #	Description
<input checked="" type="checkbox"/>	NONE		
<input type="checkbox"/>	1	050215001	Body
<input type="checkbox"/>	2	050222001	Blood Card
<input type="checkbox"/>	3	050222002	Blood Sample
- Note:** A text area containing the text: "A death certificate is needed for this case."

This screen allows you to modify any of the service request fields that you had available when you created the request. One additional field is available:

**Status** – This field is used to change the status of the service request.

After you have made all the necessary changes to the request Press the **Save & Exit** button to save the information. Press the **Cancel** button to disregard any changes that you may have made to the service request.



The **Service Request Modified Detail** screen is shown below.



Service Request # 001 Case # 0500032		Save & Exit	Cancel
<b>Requesting Agency &amp; Agent</b>			
<b>Agency:</b> Medical Examiner	<b>Agent:</b> Dr. Nizam Peerwani		
<b>Request</b>			
<b>Created Date:</b> 2/15/2005	<b>Priority:</b> One	<b>Status:</b> NewRequest	
<b>Department:</b> Secretarial Services	<b>Billable:</b> <input type="checkbox"/>		
<b>Services</b>			
Death Certification Preparation			
<b>Note</b>			
<input type="text" value="A death certificate is needed for this case."/>			
		Save & Exit	Cancel

You may only change the Billable and Note field.

Press the **Save & Exit** button to save the information to the service request. Press the **Cancel** button to disregard any changes that you may have made to the service request.

# Agencies

To add an agency to the case, press the Agencies button on the **case detail** screen. See below for details.

Case # 0300005   Progress **Investigation** Autopsy Item Handling Lab Services Certificates

<b>Case Sensitivity:</b>	Routine	<b>Case Type:</b>	Jurisdiction	<b>County Name:</b>	Tarrant
<b>Created Date:</b>	01/01/2003 05:42	<b>Created By:</b>	<a href="#">Curtis Clary</a>	<b>Status:</b>	Report
<b>Agency:</b>	Morrison Funeral Home	<b>Service #:</b>	0302005	<b>Agent:</b>	
<b>Deceased Name:</b>	Rebecca Allen	<b>Date/Time of Death:</b>	01/01/2003 04:13	<b>Race, Sex, Age:</b>	C44
<b>Investigator:</b>		<b>Medical Examiner:</b>	<a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b>	01/01/2003 09:00
<b>Tox Work Number:</b>		<b>Next-of-Kin Notification:</b>	Mandy Allen	<b>Release Body:</b>	Yes

The screenshot shows a navigation menu with four main sections: Autopsy Information, Case Specifics, Item Management, and Certificates & Reporting. Under Case Specifics, the 'Agencies' option is highlighted with a green arrow pointing to it from the left.

- Autopsy Information**
  - Identify Decedent
  - Schedule Autopsy
  - Input Autopsy Results
  - Organ & Tissue Donation
  - Autopsy Report Date
  - Prescriptions
- Case Specifics**
  - Case Details
  - Service Requests
  - Agencies** (highlighted with green arrow)
  - Persons
  - Events
- Item Management**
  - Items
  - Add Photos & Images
  - Internal Item Transfer
  - External Item Transfer
  - Chain of Custody (Case Items)
  - Label Print (single)
- Certificates & Reporting**
  - Manage Certificates
  - Reports & Statistics

This will take you to the **Agency List** screen below.

## Agency List

This screen displays all of the agencies that are linked to the case.

Case Agencies <input type="text" value="Search"/> <input type="button" value="Add Agency"/>			
Name	Phone	Agency Type	Association Description
<a href="#">Haltom City PD</a>		Police Department	<a href="#">Remove</a>
<a href="#">Priory of Scion</a>		Police Department	<a href="#">Remove</a>

From this screen you may:

Add an agency.

Search for an agency that is already in the system.

View the agency's detail.

Remove the agency from the case.

## Add Agency

Clicking the Add Agency button on the agency list screen will open the add agency screen below.

Case Agency		Save	Cancel
Name:	<input type="text"/>	Type:	<input type="text"/>
Description:	<input type="text"/>		
Association Description:	<input type="text"/>		
Service Number:	<input type="text"/>		

The following fields are present on the **Add Agency** screen:

**Name** – Agency Name

**Type** – Agency Type

**Description** – Description of Agency

**Association Description** – Description of the case agency relationship

**Service Number** – Service number that the agency may have concerning this case.

When you have entered the information you want press the **Save** button to save the agency. If you do not want to save the agency and link it to the case then press the cancel button. If you save the agency then you are taken to the **Agency Detail** screen. See the screen below.

Case Agency		Save & Exit	Cancel
Name:	<input type="text" value="Another Test"/>	Type:	<input type="text" value="Conveyance2"/>
Description:	<input type="text" value="dfsadf"/>		
Created By:	<a href="#">Kirsten Dix</a>	Created Date:	2/22/2005
Association Description:	<input type="text" value="mlkm"/>		

Addresses		Add Address
Type	Address	City, State Zip

Phone Numbers		Add Phone
Type	Number	

Email Address		Add Email
Type	Address	
Direct Persons		Add Person
Name		Title

Agency Detail screen allows you to update the following fields:

**Name** - Agency Name

**Type** – Agency type

**Description** – Agency Description

**Association Description** - Description of the case agency relationship

**Addresses** – Add address to agency (Instructions below)

**Phone Numbers** – Add phone numbers to agency (Instructions below)

**Email Address** – Add email addresses to agency (Instructions below)

**Direct Persons** (Agents) – Add persons to agency (Instructions below)

### Add Agency Address

Press the **Add Address** button on the agency detail screen. See below

Addresses		Add Address
Type	Address	City, State Zip

You will be redirected to the **Add Address** screen. See below

Tarrant County Medical Examiners Office Popup Window -- Web Page ...

Address		Save and Exit	Cancel
Type	Mailing		
Address 1:			
Address 2:			
City:	Fort Worth		
State:	TX-Texas		
ZIP:			
County:	Tarrant		
Country:	USA-United States		

The **Add Address** screen has the following fields for input:

**Type** – This is the address type. Default is set to “Mailing”.

Address 1

Address 2

**City** – Default is set to “Fort Worth”.

**State** – Default is set to “TX-Texas”.

Zip

**County** – Default is set to “Tarrant”.

**Country** – Default is set to “USA-United States”.

Press the **Save and Exit** button to save the information. Press the **Cancel** button to disregard adding the new address.

### Removing Agency Address

The agency address may be removed by clicking on the **Remove** link. See below

Addresses			Add Address
Type	Address	City, State Zip	
Mailing	123 test	Fort Worth, Texas 76020	 <a href="#">Remove</a>

### Adding Agency Phone Numbers

Press the **Add Phone** button on the agency detail screen. See below

Phone Numbers		Add Phone
Type	Number	

You will be redirected to the **Add Phone Number** screen. See below

Phone Number		Save and Exit	Cancel
Type	Home		
International Code:			
Area Code:			
Number:			
Extension:			

The **Add Phone Number** screen has the following fields for input:

**Type** – This is the phone type. Default is set to “Home”.

International Code

Area Code


Number

Extension

Press the **Save and Exit** button to save the information. Press the **Cancel** button to disregard adding the new phone number.

## Removing Agency Phone Numbers

The agency phone number may be removed by clicking on the **Remove** link. See below

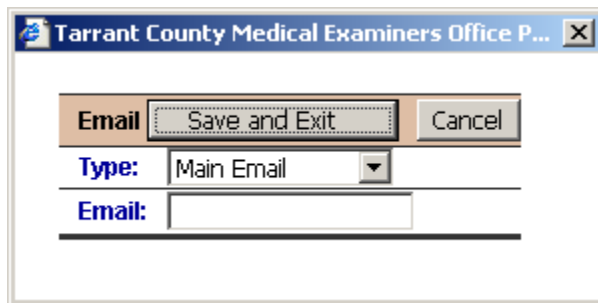
Phone Numbers		Add Phone
Type	Number	
Home	(817)4445555	 <a href="#">Remove</a>

## Add Agency Email Address

Press the **Add Email** button on the agency detail screen. See below

Email Address		Add Email
Type	Address	

You will be redirected to the **Add Email Address** screen. See below



The **Add Email address** screen has the following fields for input:


**Type** – This is the email address type. Default is set to “Main Email”.

**Email**

Press the **Save and Exit** button to save the information. Press the **Cancel** button to disregard adding the new email address.

## Removing Agency Email Address

The agency address may be removed by clicking on the **Remove** link. See below

Email Address		Add Email
Type	Address	
Main Email	test@tarrantcounty.com	 <a href="#">Remove</a>

## Add Agency Persons

Press the **Add Person** button on the agency detail screen. See below

<b>Direct Persons</b>			<input type="button" value="Add Person"/>
<b>Name</b>	<b>Title</b>		

You will be redirected to the **Add Person** screen. See below

<b>Person</b>		<input type="button" value="Save and Exit"/>	<input type="button" value="Cancel"/>
<b>Person Type:</b>	<b>External</b>		
<b>Name Type:</b>	Legal Name ▾		
<b>First Name:</b>	<input type="text"/>		
<b>Middle Name:</b>	<input type="text"/>		
<b>Last Name:</b>	<input type="text"/>		
<b>Suffix:</b>	<input type="text"/> ▾	Sex:	F ▾
<b>Job Title:</b>	<input type="text"/>		
<b>Employee ID:</b>	<input type="text"/>		

The **Add Email address** screen has the following fields for input:

**Name Type** – This is the email address type. Default is set to “Main Email”.

**First Name** – This is a required field.

Middle Name

**Last Name** - This is a required field.

Suffix

Sex

Job Title

Employee ID

Press the **Save and Exit** button to save the information. Press the **Cancel** button to disregard adding the Person.

## Agency Search

To add an agency that exists in the system, press the Search button. This will open the agency search screen below.

Agency		Cancel	Clear	Search
Name:	<input type="text"/>	Agency Type:	<input type="text"/>	
Address				
Address1:	<input type="text"/>	County:	<input type="text"/>	
Address2:	<input type="text"/>	State:	<input type="text"/>	
City:	<input type="text"/>	Country:	<input type="text"/>	
Postal Code:	<input type="text"/>			
Other Contacts				
Phone #:	<input type="text"/>	Email Address:	<input type="text"/>	
Search Results				

You may search for an agency bases on these criteria:

Name

Agency type

Address

Phone number

Email address

When you have entered all of the criteria you want then press the Search button. The system will display any agencies that match your criteria in the search results section. See the following screen for an example of the search results.

Agency		Cancel	Clear	Search
Name:	<input type="text" value="Azle"/>	Agency Type:	<input type="text"/>	
Address				
Address1:	<input type="text"/>	County:	<input type="text"/>	
Address2:	<input type="text"/>	State:	<input type="text"/>	
City:	<input type="text"/>	Country:	<input type="text"/>	
Postal Code:	<input type="text"/>			
Other Contacts				
Phone #:	<input type="text"/>	Email Address:	<input type="text"/>	
Search Results				
1				
	Contact Phone #	Type		
<a href="#">Azle ISD</a>		Others	<a href="#">Associate</a>	
<a href="#">Azle PD</a>	(817)4447088	Police Department	<a href="#">Associate</a>	

## Associate Agency

If the search results contain the agency you are looking for and you want to link the agency to the case then press the Associate link for that agency. When you do click the associate link, enter a service number from the agency, if available, and a short description of why you are linking the agency to the case. Press the Save & Exit button to save the link between the case and the agency.



Press the Cancel button to not create the link between the agency and the case. See the following screen.

**Association Description**


Agency Service Number

Association Description

## Remove Agency



To remove an agency from a case, but not the system, you press the remove link on the **Case Agency** screen. See the screen below.


Case Agencies

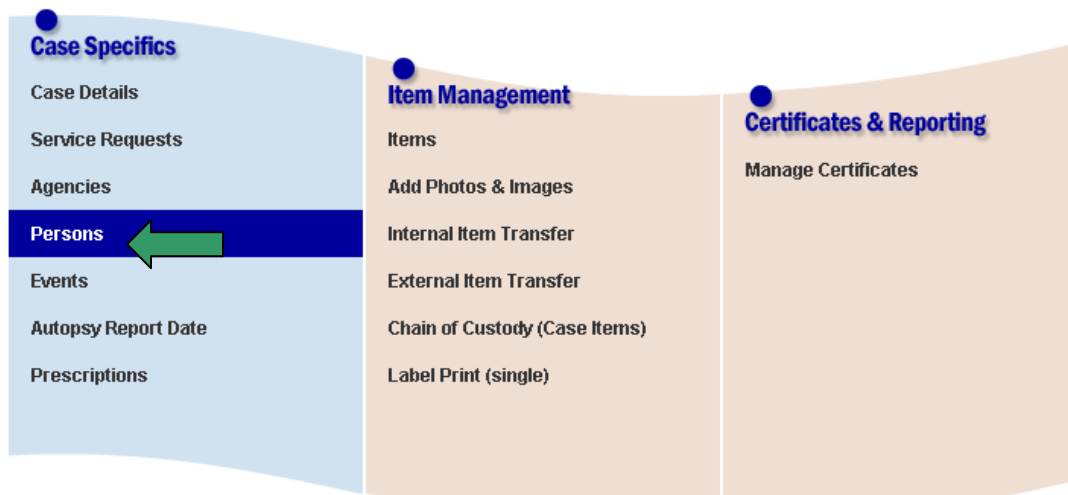
Name	Phone	Agency Type	Association Description	
<a href="#">Brooks and Garrett F.H.</a>		Funeral Home		 <a href="#">Remove</a>
<a href="#">Brooks Sterling</a>		Conveyance		<a href="#">Remove</a>
<a href="#">Forest Hill</a>		Police Department		<a href="#">Remove</a>
<a href="#">Fort Worth Crime Lab</a>		Others		<a href="#">Remove</a>
<a href="#">Gabriel Funeral Home</a>		Funeral Home		<a href="#">Remove</a>

# Persons

To add a person to the case, press the Persons button on the **case management** screen. See below for details.

Case # 0300005   Progress **Investigation** Autopsy Item Handling **Lab Services** Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> 	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



This will take you to the **person list** screen below.

## Person List

This screen lists all of the people that are linked to the case.

**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> ▼	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Case Persons		<input type="text" value="Search"/>	<input type="button" value="Add Person"/>
Name	Role	Contact Phone #	Action
<a href="#">Curtis Clary</a>	Investigator		<a href="#">Remove</a>
<a href="#">Michael Allen</a>	Relative	(817) 2686033 -0	<a href="#">Remove</a>
<a href="#">Mandy Allen</a>	Relative	(940) 5494094 -0	<a href="#">Remove</a>
<a href="#">Gary Sisler</a>	Medical Examiner		<a href="#">Remove</a>
<a href="#">Nisha Chauhan</a>	Medical Examiner		<a href="#">Remove</a>
<a href="#">Asdfs Adsfwa</a>	Medical Examiner		<a href="#">Remove</a>
<a href="#">FName LName</a>	Medical Examiner		<a href="#">Remove</a>
<a href="#">Rachael Tedford</a>	Friend		<a href="#">Remove</a>
<a href="#">Rachael Traffanstedt</a>	Friend	(817)444-2577	<a href="#">Remove</a>
<a href="#">Emanuel Pruitt</a>	Contact Person		<a href="#">Remove</a>
<a href="#">James Dennis</a>	Contact Person		<a href="#">Remove</a>
<a href="#">J HELM</a>	Contact Person		<a href="#">Remove</a>

From this screen you may:

Add a person to the case and system.

Search for a person to link to the case.

Remove a person from the case.

View a person's detail information.

## Add Person

Pressing the Add Person button on the **Person List** screen will open the **Add Person** screen below.

The screenshot shows a web browser window with the title "Tarrant County Medical Examiners Office Popup Window -- Web Page Dialog". The main content area is titled "Add Person" and contains a form with the following fields and controls:

- Case Person** (Section Header)
- First Name:** Text input field
- Middle Name:** Text input field
- Last Name:** Text input field
- Suffix:** Dropdown menu with "----Select--" option
- Date of Birth:** Text input field with a calendar icon
- Social Security:** Text input field
- Race:** Dropdown menu with "----Select--" option
- Sex:** Dropdown menu with "Unknown" option
- DL State:** Dropdown menu with "----Select--" option
- DL Number:** Text input field
- Agency:** Text input field with a "GO" button and a dropdown menu
- Job Title:** Text input field
- Employee ID:** Text input field
- Role:** Dropdown menu with "----Select--" option
- Relationship to Deceased:** Dropdown menu with "----Select--" option
- Role Description:** Text area with vertical scroll bars

From this screen you may enter:

**First name** – Required field

Middle Name

**Last Name** – Required Field

Suffix

Date of Birth

Social Security Number

Race

Sex

Driver's License State

Driver's License Number

Agency

Person's Job Title

Person's Employee ID

**Role** – This is the role the person plays in the case. Required Field

**Relationship** – This is the person's relationship to the decedent

**Role Description** - A short description of the role the person played in the case

Press the **Apply** button to save the information. Press the **Save and Exit** button to save the information and close the screen. Press the **Cancel** button to disregard adding the Person.

## Search for Person

To add a person that already exists in the system, press the Search button. This will open the **Person Search** screen below.

Person Search		Done	Clear	Search
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	Name Type:	<input type="text"/>	
SSN:	<input type="text"/>	Date Of Birth:	<input type="text"/>	
Race:	<input type="text"/>	Sex:	<input type="text"/>	
DL State	<input type="text"/>	DL #	<input type="text"/>	
Address				
Address1:	<input type="text"/>	County:	<input type="text"/>	
Address2:	<input type="text"/>	State:	<input type="text"/>	
City:	<input type="text"/>	Country:	<input type="text"/>	
Postal Code:	<input type="text"/>			
Other Contacts				
Phone #:	<input type="text"/>	Email Address:	<input type="text"/>	

You can search for a person by any of these criteria:

First, last, middle name

Name type

Social security number

Race

Sex

Date of birth

Driver's license state and number

Address, city, state, country and zip code

Phone number

Email address

Press the Search button when you have entered all of your criteria. The system will search the existing people and display the matches. If the person you are looking for is found then press the Associate link. If you want more information about the people returned then press the person's name link to see their detail.

## Associate Person

If the search results contain the person you are looking for and you want to link the person to the case then press the Associate link for that person. When you do click the associate link, enter the person's role, a relationship to the deceased if any, and a short description of the role the person played in the case. Press the Save & Exit button to save the link between the case and the person. Press the Cancel button to not create the link between the person and the case. See the following screen.

<b>Peron's Role</b>		<input type="button" value="Save and Exit"/>	<input type="button" value="Cancel"/>
Role:	<input type="text" value="Friend"/>		
Relationship to Deceased:	<input type="text" value="Other"/>		
Role Description:	<input type="text" value="We received a call from him."/>		

## Remove Person

To remove the link between a person and the case, press the Remove button on the person list screen for the person you want to remove. See below.

### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H"/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

<b>Case Persons</b> <input type="button" value="Search"/>		<input type="button" value="Add Person"/>	
Name	Role	Contact Phone #	Action
<a href="#">Curtis Clary</a>	Investigator		<a href="#">Remove</a>
<a href="#">Michael Allen</a>	Relative	(817) 2686033 -0	<a href="#">Remove</a>
<a href="#">Mandy Allen</a>	Relative	(940) 5494094 -0	<a href="#">Remove</a>



The person is not deleted from the system. The link between the person and the case is just deleted.

## Update Person

You must click on the person name in the case person list to see the person detail screen. See the illustration below.

Case Person			
<b>First Name:</b>	<input type="text" value="James"/>	<b>Middle Name:</b>	<input type="text" value="Barry"/>
<b>Last Name:</b>	<input type="text" value="Mack"/>	<b>Suffix:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text" value="6/22/1954"/>	<b>Social Security</b>	<input type="text"/>
<b>Race:</b>	<input type="text" value="Caucasian"/>	<b>Sex:</b>	<input type="text" value="Male"/>
<b>DL State:</b>	<input type="text" value="---Select---"/>	<b>DL Number:</b>	<input type="text"/>
<b>Agency:</b>	<input type="text"/> <input type="button" value="GO"/>		<input type="text"/>
<b>Job Title :</b>	<input type="text"/>	<b>Employee ID</b>	<input type="text"/>
<b>Role:</b>	<input type="text" value="Friend"/>	<b>Relationship to Deceased:</b>	<input type="text" value="Other"/>
<b>Role Description:</b>	<input type="text" value="We received a call from him."/>		
Aliases			<input type="button" value="Add Name"/>
<b>Name</b>	<a href="#">James Barry Mack</a>		<a href="#">Make Legal Name</a>
Addresses			<input type="button" value="Add Address"/>
Type	Address	City, State, ZIP	

From this screen you may update the following fields:

**First Name** – Required Field

Middle Name

**Last Name** - Required Field

Suffix

Date of Birth

Social Security

Race

Sex

Driver's License State

Driver's License Number

**Agency** – See Person Agency section below

Job Title

Employee ID

Role - Required Field

Relationship to Deceased

Role Description

Aliases

Addresses

Phone Numbers

Email Addresses

## Person Agency

To associate this case person to an agency do the following steps:  
Enter your agency search criteria. And click the **GO** button.

Edit Person		Save and Exit	Apply	Cancel
<b>Case Person</b>				
First Name:	James	Middle Name:	Barry	
Last Name:	Mack	Suffix:		
Date of Birth:	6/22/1954	Social Security		
Race:	Caucasian	Sex:	Male	
DL State:	Select---	DL Number:		
Agency:	Azle	GO		
Job Title :		Employee ID		
Role:	Friend	Relationship to Deceased:	Other	
Role Description:	We received a call from him.			

The agency drop down list will populate with all active agencies that are found with your search criteria. You may select the appropriate agency. See the illustration below.

Edit Person		Save and Exit	Apply	Cancel
<b>Case Person</b>				
First Name:	James	Middle Name:	Barry	
Last Name:	Mack	Suffix:		
Date of Birth:	6/22/1954	Social Security		
Race:	Caucasian	Sex:	Male	
DL State:	---Select---	DL Number:		
Agency:	Azle	GO		
Job Title :		Employee ID		
Role:	Friend	Relationship to Deceased:	Other	
Role Description:	We received a call from him.			



## Aliases

A person may only have one legal name and multiple aliases. To add another name to the person you must press the **Add Name** button. See illustration below



The **Person Name** screen will pop up.

Alias		Save and Exit	Cancel
Name Type:	Alias		
First Name:	Alias		
Middle Name:	Middle		
Last Name:	Name		
Suffix:	II		

**Person Name** screen has the following fields present:

**Name Type** – Defaults to “Legal Name”

**First Name** – Required Field

Middle Name

**Last Name** – Required Field

Suffix

Press the **Save and Exit** button to save the information and close the screen. Press the **Cancel** button to disregard the information.

## Make Legal Name

You must click on the Make Legal Name link to make an alias name the legal name for the person. See illustration below



## Addresses

A person May have numerous addresses. You must click the Add Address button to associate an address to this person. See illustration below



The **Person Address** screen will pop up. See illustration below

Address		Save and Exit	Cancel
Type	Mailing		
Address 1:			
Address 2:			
City:	Fort Worth		
State:	TX-Texas		
ZIP:			
County:	Tarrant		
Country:	USA-United States		

The following fields are present on the **Person Address** screen:

**Type** – Defaults to “Mailing”

Address 1

Address 2

**City** – Defaults to “Fort Worth”

**State** – Defaults to “TX-Texas”

Zip

**County** – Defaults to “Tarrant”

**Country** – Defaults to “USA-United States”

Press the **Save and Exit** button to save the information and close the screen. Press the **Cancel** button to disregard the information.

### Remove Address

You must click the **Remove** link to remove the address from the person. See illustration below

Addresses			Add Address
Type	Address	City, State, ZIP	
<a href="#">Mailing</a>	test	Fort Worth, TX, 76020	 <a href="#">Remove</a>

### Phone Numbers

A person May have numerous phone numbers. You must click the **Add Phone** button to associate a phone number to this person. See illustration below

Phone Numbers		Add Phone
Type	Number	
		

The **Person Phone** screen will pop up. See illustration below

Phone Number		Save and Exit	Cancel
Type	Home		
International Code:			
Area Code:	817		
Number:	4445555		
Extension:			

The following fields are present on the **Person Phone** screen:

**Type** – Defaults to “Home”

International Code

Area Code

**Number** – Required field

Extension

Press the **Save and Exit** button to save the information and close the screen. Press the **Cancel** button to disregard the information.

### Remove Phone Number

You must click the **Remove** link to remove the Phone from the person. See illustration below

Phone Numbers		Add Phone
Type	Number	
<a href="#">Home</a>	4445555	 <a href="#">Remove</a>

### Email Addresses

A person May have numerous email addresses. You must click the **Add Email** button to associate an email address to this person. See illustration below

Email Addresses		 Add Email
Type	Address	

The **Person Email** screen will pop up. See illustration below

Email		Save and Exit	Cancel
Type:	Main Email		
Email:	test@tarrantcounty.com		

The following fields are present on the **Person Email** screen:

**Type** – Defaults to “Main Email”

**Email** – Required field

Press the **Save and Exit** button to save the information and close the screen. Press the **Cancel** button to disregard the information.

## Remove Email Address


You must click the **Remove** link to remove the Email from the person. See illustration below

Email Addresses		Add Email
Type	Address	
<a href="#">Main Email</a>	<a href="mailto:test@tarrantcounty.com">test@tarrantcounty.com</a>	 <a href="#">Remove</a>

# Events


Events are a log of things that happen on a case. They are also logged automatically by the system when you do certain things. Most events will be generated by the system. However, you can create an event to log anything you would like.

Once you have opened a case, press the Events button on the case management screen. (This will take you to the event list for the case.) See the following screen.

Case # 0300005  Progress **Investigation** Autopsy **Item Handling** Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

**Case Specifics**

- Case Details
- Service Requests
- Agencies
- Persons
- Events 
- Autopsy Report Date
- Prescriptions

**Item Management**

- Items
- Add Photos & Images
- Internal Item Transfer
- External Item Transfer
- Chain of Custody (Case Items)
- Label Print (single)

**Certificates & Reporting**

- Manage Certificates

## Event List

The following screen is the event list for the case.

### Case # 0300005

<b>Case Sensitivity:</b>	Routine	<b>Case Type:</b>	Jurisdiction	<b>County Name:</b>	Tarrant
<b>Created Date:</b>	01/01/2003 05:42	<b>Created By:</b>	<a href="#">Curtis Clary</a>	<b>Status:</b>	Report
<b>Agency:</b>	<input type="text" value="Brooks and Garrett F.H."/>	<b>Service #:</b>	123	<b>Agent:</b>	<a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b>	Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b>	01/01/2003 04:13	<b>Race, Sex, Age:</b>	CM79
<b>Investigator:</b>	<a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b>	<a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b>	01/01/2003 09:00
<b>Tox Work Number:</b>	0400114	<b>Next-of-Kin Notification:</b>	Mandy Allen	<b>Release Body:</b>	Yes

List Events: Date	8/27/2004	to	2/23/2005	All	<input checked="" type="checkbox"/> Include System Events	Search	Add Event
Event #	Type	Event Date	Created By				
1	System	2/23/2005 08:26:38	System				
	<b>Description:</b> Travis Baker associated the following person to the case - James Mack						
2	System	2/22/2005 16:04:55	System				
	<b>Description:</b> Created a new Document for (CaseNumber=0300005) by person (PersonName= Joyce Ho )						
3	System	2/22/2005 16:04:55	System				
	<b>Description:</b> Deleted 0300005NeuropathologistReport12860591591 for (CaseNumber=0300005) by person (PersonName= Joyce Ho )						
4	System	2/21/2005 14:49:14	System				
	<b>Description:</b> Created a new Document for (CaseNumber=0300005) by person (PersonName= Angela Springfield )						

From this screen, you can  
Filter event list  
Edit an event  
Add an event

### Filter events

By filtering events, you can decrease the number of events displayed in the list.

You may filter events by:

Event date range

Event type

Exclusion of system events

Once you enter your filter criteria, press the search button. This will refresh the event list and display the filtered events. See the following screen for an example.

## Edit event

To edit an event, press the event number link. See the following screen for an example.

### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> <input type="button" value="v"/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

List Events: Date   to   All   Include System Events

Event #	Type	Event Date	Created By
<a href="#">1</a>	Document	2/8/2005 13:24:29	<a href="#">Kirsten Dix</a>
	<b>Description:</b> A Death Certificate Amendment has been prepared for this case.		
<a href="#">2</a>	Document	2/8/2005 13:24:20	<a href="#">Kirsten Dix</a>
	<b>Description:</b> A Death Certificate Amendment has been prepared for this case.		
<a href="#">3</a>	Transcribed	2/2/2005 14:30:54	<a href="#">Dr. Nizam Peerwani</a>
	<b>Description:</b> Transcribed Date Has been updated by Dr. Nizam Peerwani		
<a href="#">4</a>	Document	1/13/2005 14:03:44	<a href="#">Kirsten Dix</a>
	<b>Description:</b> A Death Certificate Amendment has been prepared for this case.		

Event information may not be updated unless you are the creator of the event. If you are the creator of the event then you will get the following pop up.

Tarrant County Medical Examiners Office Popup Window -- Web Page Dialog

Event # 222853

**Event Date:**   **Event Type:**

**Creator:** Kirsten Dix **Created Date:** 1/13/2005 14:03:44

**Active :**  Yes  No

**Description:**

The present fields on this screen:

- Event Date
- Event Type
- Active
- Description

Press the **Update and Exit** button the save your changes and close the window. Press the **Cancel** button to discard your changes and close the window.

If you are not the creator then you will get the following pop up.

Event # 223288		Update and Exit		Cancel
Event Date:	2/2/2005	Event Type:	Transcribed	
Creator:	Dr. Nizam Peerwani	Created Date:	2/2/2005 14:30:54	
Active :	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Description:	Transcribed Date Has been updated by Dr. Nizam Peerwani			

The present fields on this screen:  
Active

Press the **Update and Exit** button the save your changes and close the window. Press the **Cancel** button to discard your changes and close the window.

### **Deactivate event**

When you deactivate an event, it is not displayed in the event list. It is not deleted, but you just can't see it anymore.



## Add event

To add an event, press the Add event button on the list screen. See the following screen for an example.

### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middle Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 04:13
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



List Events: Date  to  All   Include System Events

Event #	Type	Event Date	Created By
<a href="#">1</a>	Document	2/8/2005 13:24:29	<a href="#">Kirsten Dix</a>
<b>Description:</b> A Death Certificate Amendment has been prepared for this case.			
<a href="#">2</a>	Document	2/8/2005 13:24:20	<a href="#">Kirsten Dix</a>
<b>Description:</b> A Death Certificate Amendment has been prepared for this case.			
<a href="#">3</a>	Transcribed	2/2/2005 14:30:54	<a href="#">Dr. Nizam Peerwani</a>
<b>Description:</b> Transcribed Date Has been updated by Dr. Nizam Peerwani			

This will take you to the following screen.

**Event # Add Event**

**Event Date:**  **Event Type:**

**Creator:** **Created Date:**

**Active :**  Yes  No

**Description:**

From this screen, you enter  
**Event Date** – Defaults with current date  
**Event Type** – Defaults to “Case”  
Description

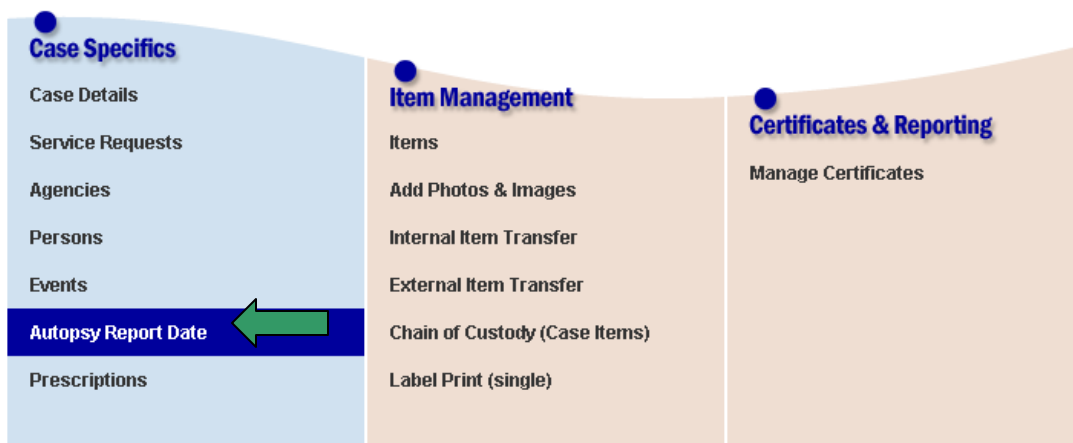
Once you have entered the event press the Add and Exit button to save the event and close the window. Press the Cancel button to discard the event and close the window.

# Autopsy Report Date



You will use the link below to go to the **Autopsy Report Date** screen. See below:

Case # 0300005   Progress **Investigation** Autopsy **Item Handling** Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Morrison Funeral Home	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



Below is the **Autopsy Report Date** screen.

		Save & Exit	Cancel
Final Autopsy Report Date:	<input type="text" value="1/24/2003"/>		
Transcribed Date:	<input type="text"/>		Transcribed By: <input type="text"/>

On this screen you may enter the following:

Final Autopsy Report Date

Transcribed Date

Transcribed By

Cause of Death Codes (You must be given permission for this to display on the screen)

You may click the **Save & Exit** button to save the information that you entered and be redirected to the **Case Management** screen. Press the **Cancel** button to disregard the information that you entered and be redirected to the **Case Management** screen.

# Items

Items refer to property, evidence, photos and other images, and finally the deceased's remains. Items may be resubmitted, created, transferred, released, associated to multiple items in a case, deactivated, and reactivated. Also, you can change the disposition and view and print the chain of custody for an item. You can create sub-items for any item; and mark an item to be on hold or bio-hazardous.

Items may have a barcode printed any time after the item is added to the system. The barcode helps to identify the item and it also aids in transferring and releasing the item.

Rules for items:

An item can only be associated with one case.

You cannot delete an item.

You can deactivate an item and this is the same as deleting.

Only investigators may add money.

Items may have sub items.

Types of items:

**Property** – personal effects of the decedent.

**Evidence** – anything admissible in a court room.

**Body** – the decedent's remains.

**Standards** – Used for toxicology batch. Do not use this type of item. There is a separate screen to add one of these.

To get to the list of items for a case, you need to open the case and press the items button on the case detail screen.

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



The screenshot shows a web application interface with three main navigation tabs: **Case Specifics**, **Item Management**, and **Certificates & Reporting**. The **Item Management** tab is currently selected and highlighted in blue. Within this tab, the **Items** sub-tab is also highlighted in blue, with a green arrow pointing to it from the left. The **Case Specifics** tab contains links for Case Details, Service Requests, Agencies, Persons, Events, Autopsy Report Date, and Prescriptions. The **Item Management** tab contains links for Add Photos & Images, Internal Item Transfer, External Item Transfer, Chain of Custody (Case Items), and Label Print (single). The **Certificates & Reporting** tab contains a link for Manage Certificates.

- Once here you may:
- Add an item
  - Add money if you are an investigator
  - Print item labels
  - Show deactivated items
  - View an item's detail information

**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> <input type="button" value="v"/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middle Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Exhibit #	Tracking #	Hold	E/P	Biohazard?	Submitting Agency	Submitted By	Current Custody	Date Added	
1	<a href="#">030101005</a>	Y	B	N	<a href="#">NRST</a>	<a href="#">George Robertson</a>	<a href="#">John Cobb</a>	1/1/2003 08:20	<input type="checkbox"/>
<b>Description:</b> human remains		<b>Disposition:</b> Released		<b>Quantity:</b> 1.00	<b>UOM:</b> Body				
2	<a href="#">030101012</a>	N	E	Y	<a href="#">Medical Examiner</a>	<a href="#">Gary Sisler</a>	Morgue Temporary Storage	1/1/2003 09:00	<input type="checkbox"/>
<b>Description:</b> Blood-heart		<b>Disposition:</b> Morgue		<b>Quantity:</b> 15.00	<b>UOM:</b> Container	<a href="#">Add Sub-Item</a>			
3	<a href="#">030101013</a>	N	E	Y	<a href="#">Medical Examiner</a>	<a href="#">Gary Sisler</a>	Morgue Temporary Storage	1/1/2003 09:00	<input type="checkbox"/>
<b>Description:</b> Vitreous Humor		<b>Disposition:</b> Morgue		<b>Quantity:</b> 5.00	<b>UOM:</b> Container	<a href="#">Add Sub-Item</a>			

**View Item Detail**

To view an item's detailed information, click on the exhibit or tracking number on the item list screen. You will see the following screen.


<input type="button" value="Print Label"/>		<input type="button" value="Print Receipt"/>		<input type="button" value="Chain of Custody"/>		<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	
<b>Case #</b>	0300005	<b>Exhibit #</b>	4						
<b>Tracking #</b>	030101014	<b>Item Type:</b>	<input type="text" value="Evidence"/> <input type="button" value="v"/>						
<b>Hold:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Receive Date:</b>	<input type="text" value="1/1/2003"/> <input type="button" value="v"/>						
<b>Biohazard:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Receive Time:</b>	<input type="text" value="09:00"/>						
<b>Submitting Agency:</b>	<a href="#">Medical Examiner</a>								
<b>Submitted By:</b>	<a href="#">Gary Sisler</a>								
<b>Current Agency:</b>	<a href="#">Evidence</a>								
<b>Current Custody:</b>	Morgue Temporary Storage								
<b>Description:</b>	<input type="text" value="Blood Card"/> <input type="button" value="v"/>								
<b>Comments:</b>	<input type="text"/> <input type="button" value="v"/>								
<b>Quantity:</b>	<input type="text" value="1.00"/>								
<b>UOM:</b>	<input type="text" value="Envelop"/> <input type="button" value="v"/>								
<b>Disposition:</b>	<input type="text" value="Morgue"/> <input type="button" value="v"/>		<b>Active:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No					

Once here you may:  
 Print a label for the item  
 Print the receipt of the item  
 Print the item's chain of custody  
 Deactivate or reactivate the item  
 Update the fields that are present

Press **Save** to save the information and close the screen. Press **Cancel** to close the screen without saving the entered information.

## Add Item

To add an item, click on the add item button on the item list screen. You will see the following screen.

<b>Item Information</b>		<input checked="" type="checkbox"/> <b>Print Label</b>	<input type="button" value="Add Another"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<b>Case #</b>	0300005	<b>Item Type:</b>	Evidence ▾		
<b>Hold:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Receive Date:</b>	2/23/2005 		
<b>Biohazard:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Receive Time:</b>	10:04		
<b>Submitting Agency:</b>	<input type="text"/>	<input type="button" value="GO"/>	<input type="button" value="Add"/>		
<b>Submitted By:</b>	<input type="text"/>	<input type="button" value="Add"/>			
<b>Receiving Agency:</b>	<input type="text"/>	<input type="button" value="GO"/>	Forensic Death Investigation ▾		
<b>Received By Person:</b>	John Briggs ▾	<b>To Storage:</b>	<input type="text"/>		
<b>Description:</b>	<input type="text"/>				
<b>Comments:</b>	<input type="text"/>				
<b>Quantity:</b>	<input type="text"/>				
<b>UOM:</b>	<input type="text"/>				
<b>Disposition:</b>	<input type="text"/>				

The fields that are present on the **Add Item** screen:

**Print Label** – Default is checked, this will print the item label when you save the item

**Item Type** – Default is “Evidence”

**Hold** – Default is “No”

**Biohazard** - Default is “No”

**Receive Date** – Default is current date

**Receive Time** – Default is current time

**Submitting Agency** – See Associating Agency section below

**Submitted By** – This drop down list will be populated based on the department chosen in the Submitting agency drop down list.

**Receiving Agency** – The default is the logged in user’s department

**Received By Person** – The default is the logged in user. This drop down list will be populated based on the department chosen in the Receiving Agency drop down list.

**To Storage** – This defaults to the storage facilities that are associated to the default agency of the user. This drop down lists will be populated based on the department chosen in the Receiving Agency drop down list.

Description

Comments

Quantity

UOM

Disposition

Once you’ve entered the information for the item, you may press the save, add another, or cancel buttons. Choosing add another will copy everything but the item’s description and quantity.

Choosing save will save the item and close the window. Choosing cancel will not save the item and close the window.

### Associating Agency

To find a submitting agency do the following steps:

Enter your agency search criteria. And click the **GO** button.

<b>Item Information</b>		<input checked="" type="checkbox"/> <b>Print Label</b>	<input type="button" value="Add Another"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<b>Case #</b>	0300005	<b>Item Type:</b>	Evidence ▾		
<b>Hold:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Receive Date:</b>	2/23/2005	📅 ▾	
<b>Biohazard:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Receive Time:</b>	10:24		
<b>Submitting Agency:</b>	Azle	<input type="button" value="GO"/>	▾	<input type="button" value="Add"/>	
<b>Submitted By:</b>	▾	<input type="button" value="Add"/>			
<b>Receiving Agency:</b>		<input type="button" value="GO"/>	Forensic Death Investigation	▾	
<b>Received By Person:</b>	John Briggs	<b>To Storage:</b>	▾		
<b>Description:</b>	▾				
<b>Comments:</b>	▾				
<b>Quantity:</b>	▾				
<b>UOM:</b>	▾				
<b>Disposition:</b>	▾				

The agency drop down list will populate with all active agencies that are found with your search criteria. You may select the appropriate agency. See the illustration below.

Item Information		<input checked="" type="checkbox"/> Print Label	Add Another	Save	Cancel
Case #	0300005	Item Type:	Evidence		
Hold:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Receive Date:	2/23/2005		
Biohazard:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Receive Time:	10:24		
Submitting Agency:	Azle	GO	Azle ISD	Add	
Submitted By:		Add	Azle ISD Azle PD		
Receiving Agency:		GO	Forensic Death Investigation		
Received By Person:	John Briggs	To Storage:			
Description:					
Comments:					
Quantity:					
UOM:					
Disposition:					

If the agency you are looking for is not present then you may add an agency through the **Add** button. When you click the add button the add agency pop up screen will show. See illustration below.

External Agency		Save and Exit	Cancel
Type:	bhctest		
Name:			
Description:			

The following fields are present on the **Add Agency** screen:

Type

**Name** – This is a required field

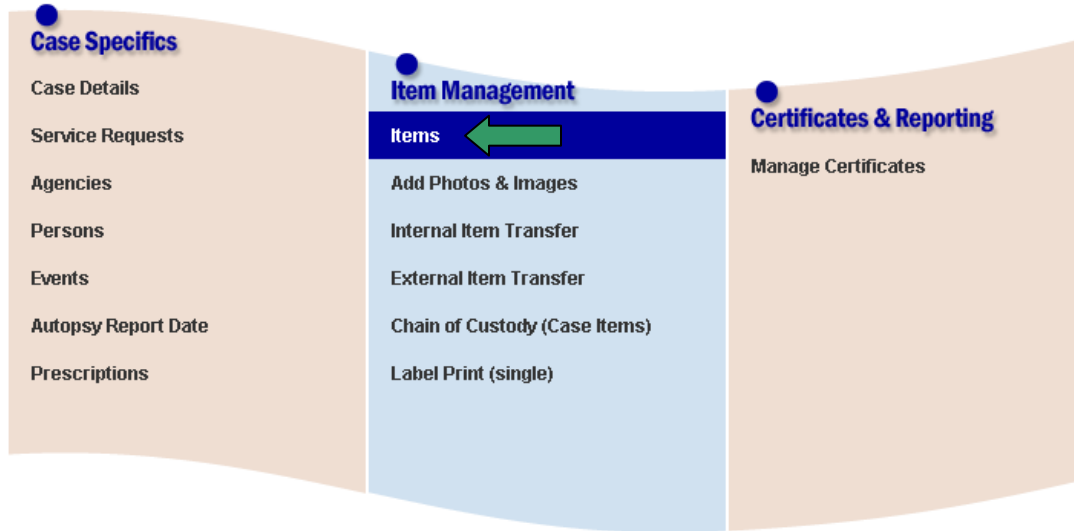
Description



Press the **Save and Exit** button to save the agency information. The agency will then be present in the agency drop down list. Press **Cancel** to not save the new agency.

## Resubmit Item

You may resubmit an item that has been released instead of adding the item again to the case. You will need to go to the Item list screen. See below:



This will take you to the Item list screen. You will need to select the item(s) that you want to resubmit and click the Resubmit button. See below:

Exhibit #	Tracking #	Hold E/P	Biohazard?	Submitting Agency	Submitted By	Current Custody	Date Added		
1	<a href="#">030101005</a>	Y	B	N	<a href="#">NRST</a>	<a href="#">George Robertson</a>	Morgue Incoming Fridge	1/1/2003 08:2	<input type="checkbox"/>
	Description: human remains		Disposition: Morgue		Quantity: 1.00	UOM: Body	<a href="#">Add Sub-Item</a>		
3	<a href="#">030101013</a>	N	E	Y	<a href="#">Medical Examiner</a>	<a href="#">Gary Sisler</a>	Morgue Temporary Storage	1/1/2003 09:00	<input type="checkbox"/>
	Description: Vitreous Humor		Disposition: Morgue		Quantity: 5.00	UOM: Container	<a href="#">Add Sub-Item</a>		
4	<a href="#">030101014</a>	N	E	Y	<a href="#">Medical Examiner</a>	<a href="#">Gary Sisler</a>	Morgue Temporary Storage	1/1/2003	<input checked="" type="checkbox"/>
	Description: Blood Card		Disposition: Morgue		Quantity: 1.00	UOM: Envelop	<a href="#">Add Sub-Item</a>		
5	<a href="#">030101022</a>	N	E	N	<a href="#">Medical Examiner</a>	<a href="#">Gary Sisler</a>	<a href="#">Traci Wilson</a>	1/1/2003 09:15	<input checked="" type="checkbox"/>
	Description: roll 120226		Disposition: Morgue		Quantity: 5.00	UOM: Photographs	<a href="#">Add Sub-Item</a>		
6	<a href="#">041025001</a>	N	E	N	<a href="#">Medical Examiner</a>	<a href="#">Dr. Nizam Peerwani</a>	<a href="#">Kelly Batchner</a>	10/25/2004 11:24	<input type="checkbox"/>
	Description: Some stuff		Disposition: Freezer		Quantity: 1.00	UOM: Cents	<a href="#">Add Sub-Item</a>		

You will then see the Resubmit Item screen. See below:

Resubmit Items							Save Item	Cancel
Case #	0300005							
Receive Date:	2/24/2005		Receive Time:	11:59:12				
Submitting Agency:	<input type="text"/> <input type="button" value="GO"/> <input type="button" value="Add"/>							
Submitted By:	<input type="text"/> <input type="button" value="Add"/>							
Receiving Agency:	<input type="text"/> <input type="button" value="GO"/> <input type="button" value="Add"/>							
Received By:			To Storage:					
Resubmit Items								
Exhibit#	Tracking	Description	Disposition	Quantity	Current Custody	Receive Disposition		
4	030101014	Blood Card	Morgue	1.00	Evidence	---Select---	<input type="button" value="v"/>	
5	030101022	roll 120226	Morgue	5.00	Evidence	---Select---	<input type="button" value="v"/>	

The following fields need input for you to resubmit the item:

**Receive Date** – This defaults to the current date

**Receive Time** – This defaults to the current time

**Submitting Agency** – You will need to enter the agency name and click the “GO” button. The agencies that are found using your search criteria will populate the drop down list. If the agency is not returned using your search criteria, you may click the Add button to add a new external agency.

**Submitted By** – This drop down list will populate with persons that are associated to the agency that you select in the Submitting Agency drop down list.

**Receiving Agency** - You will need to enter the agency name and click the “GO” button. The agencies that are found using your search criteria will populate the drop down list. If the agency is not returned using your search criteria, you may click the Add button to add a new external agency.

**Received By** – This drop down list will populate with persons that are associated to the agency that you select in the Receiving Agency drop down list.

**To Storage** - This drop down list will populate with storage facilities that are associated to the agency that you select in the Receiving Agency drop down list.

**Receive Disposition** – This is the disposition of each item.

After all of the necessary information has been entered, press the “Save Item” button to resubmit the item. An event is created on the case to reflect that the item was resubmitted. See below:

Event #	Type	Event Date	Created By
1	System	2/24/2005 12:16:32	System

**Description:** Item exhibit number: '5' was resubmitted by Travis gggg Baker

## Deactivated Items

Deactivating an item is the same as deleting it. However, it is still in the system and may be reactivated if needed. Deactivated items show up light yellow on the items list for a case, see below.

### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <a href="#">Brooks and Garrett F.H.</a>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middle Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Exhibit #	Tracking #	Hold	E/P	Biohazard?	Submitting Agency	Submitted By	Current Custody	Date Added	
1	<a href="#">030101005</a>	Y	B	N	<a href="#">NRST</a>	<a href="#">George Robertson</a>	<a href="#">John Cobb</a>	1/1/2003 08:20	<input type="checkbox"/>
Description: human remains									
Disposition: Released									
Quantity: 1.00 UOM: Body									
2	<a href="#">030101012</a>	N	E	Y	<a href="#">Medical Examiner</a>	<a href="#">Gary Sisler</a>	Morgue Temporary Storage	1/1/2003 09:00	<input type="checkbox"/>
Description: Blood-heart									
Disposition: Morgue									
Quantity: 15.00 UOM: Container <a href="#">Add Sub-Item</a>									

## Deactivating and Reactivating an Item

To deactivate an item, open the item detail and press no for active. To reactivate an item, open the item detail and press yes for active. See below:

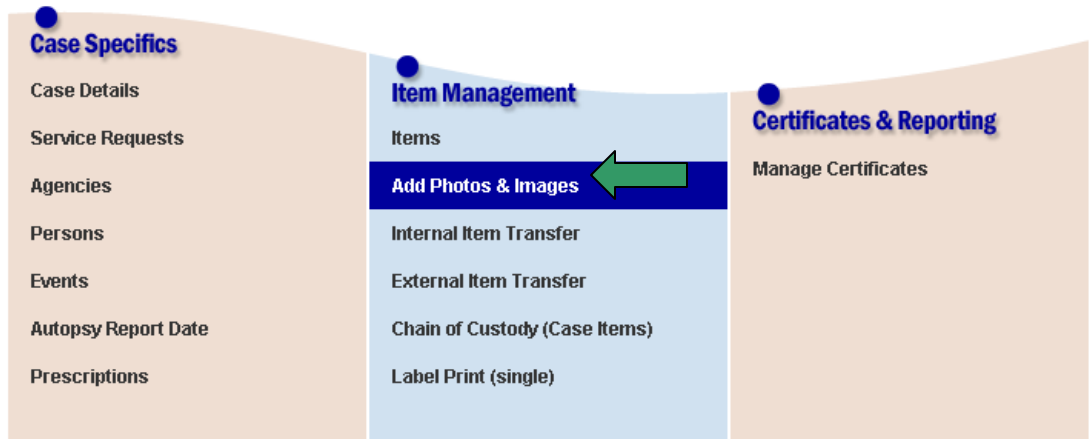
<a href="#">Print Label</a>		<a href="#">Print Receipt</a>		<a href="#">Chain of Custody</a>		<a href="#">Save</a>		<a href="#">Cancel</a>	
<b>Case #</b>	0300005	<b>Exhibit #</b>	2						
<b>Tracking #</b>	030101012	<b>Item Type:</b>	<a href="#">Evidence</a>						
<b>Hold:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Receive Date:</b>	<input type="text" value="1/1/2003"/>						
<b>Biohazard:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Receive Time:</b>	<input type="text" value="09:00"/>						
<b>Submitting Agency:</b>	<a href="#">Medical Examiner</a>								
<b>Submitted By:</b>	<a href="#">Gary Sisler</a>								
<b>Current Agency:</b>	<a href="#">Evidence</a>								
<b>Current Custody:</b>	Morgue Temporary Storage								
<b>Description:</b>	<input type="text" value="Blood-heart"/>								
<b>Comments:</b>	<input type="text"/>								
<b>Quantity:</b>	<input type="text" value="15.00"/>								
<b>UOM:</b>	<a href="#">Container</a>								
<b>Disposition:</b>	<a href="#">Morgue</a>								
<b>Active:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No								

# Add Photos & Images

To add photos or images you must click on the **Add Photos & Images** link on the **Case Manager** screen. See illustration below:

Case # 0300005  Progress **Investigation** Autopsy Item Handling Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



The Photos & Images screen allows you to complete the following functions:

- Add Item for photos and images.
- Go to the item detail of the photo or image.
- Add photo or image

See illustration below for the **Photo & Image** screen.

**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <a href="#">Brooks and Garrett F.H.</a>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middle Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

Photos & Images							Add Item for Photos & Images
Tracking#	Exhibit#	# of Photos	Description	Submitted By	Custody	File Info	Date of Submission
<a href="#">050223001</a>	<a href="#">22</a>	4	These are scene photo's	<a href="#">Azle ISD</a>	<a href="#">John Briggs</a>	Add Image/Photo	2/23/2005

### Add Item for Photos & Images

Click the Add Item for **Photos & Images** button. The **Photo & Image Add Item** screen will pop up. See illustration below:

Item Information for Photos & Images		<input checked="" type="checkbox"/> Print Label	Save Item	Cancel
<b>Case #</b>	0300005	<b>Item Type:</b>	Photos	
<b>Film Type</b>	<input checked="" type="radio"/> Digital <input type="radio"/> Non digital <input type="radio"/> Video			
<b>Receive Date:</b>	<input type="text" value="2/23/2005"/>	<b>Receive Time:</b>	<input type="text" value="11:05:21"/>	
<b>Submitting Agency:</b>	<input type="text"/> GO Add	<b>Receiving Agency:</b>	<input type="text"/> GO Forensic Death Investigation	
<b>Submitted By:</b>	<input type="text"/> Add Person	<b>Received By:</b>	<input type="text" value="John Briggs"/>	
<b>Description:</b>	<input type="text"/>			
<b>Comments:</b>	<input type="text"/>			
<b># of Photos:</b>	<input type="text"/>	<b>UOM:</b>	<input type="text" value="--Select--"/>	
<b>Disposition:</b>	<input type="text" value="--Select--"/>			

The present fields are:

- Print Label** – This defaults to checked
- Film Type** – The default is “Digital”
- Receive Date** - The default is the current date
- Receive Time** – The default is the current time
- Submitting Agency** – See Add Item section above for more information
- Submitted By** – See Add Item section above for more information
- Receiving Agency** – This default to the logged in user’s department
- Received By** – This defaults to the logged in user.
- Description
- Comments
- # of Photos

UOM  
Disposition

Press the **Save Item** button to save the Photo image item to the case and close the screen. Press the **Cancel** button to close the screen with out saving the photo item.

## Update Item Information for Photo & Images

Click on the tracking number link or exhibit number link to bring up the Photo Item Update screen. See illustration below

Item Information for Photos & Images		<input checked="" type="checkbox"/> Print Label	Save Item	Print Receipt	Cancel
Case #	0300005	Item Type:	Photos		
Film Type	<input checked="" type="radio"/> Digital <input type="radio"/> Non digital <input type="radio"/> Video				
Receive Date:	2/23/2005	Receive Time:	10:47:54		
Submitting Agency:	GO Azle ISD Add	Receiving Agency:	<a href="#">Forensic Death Investigation</a>		
Submitted By:	D COOMER Add Person	Received By:	<a href="#">John Briggs</a>		
Description:	These are scene photo's				
Comments:	None				
# of Photos:	4.00	UOM:	Single		
Disposition:	Evidence Room				

The present fields are:

**Print Label** – This defaults to checked

Film Type

Receive Date

Receive Time

**Submitting Agency** – See Add Item section above for more information

**Submitted By** – See Add Item section above for more information

Description

Comments

# of Photos

UOM

Disposition

Press the **Save Item** button to update the Photo image item on the case and close the screen. Press the **Cancel** button to close the screen with out updating the photo item.

## Manage Photos & Images

After saving an item to a case you may upload photos or images to a photo item. Click on the **Add Image/Photo** button. See illustration below

Photos & Images						Add Item for Photos & Images	
Tracking#	Exhibit#	# of Photos	Description	Submitted By	Custode	File Info	Date of Submission
<a href="#">050223001</a>	<a href="#">22</a>	4	These are scene photo's	<a href="#">Azle ISD</a>	<a href="#">John Engg</a>	Add Image/Photo	2/23/2005

This will take you to the Image Management screen.

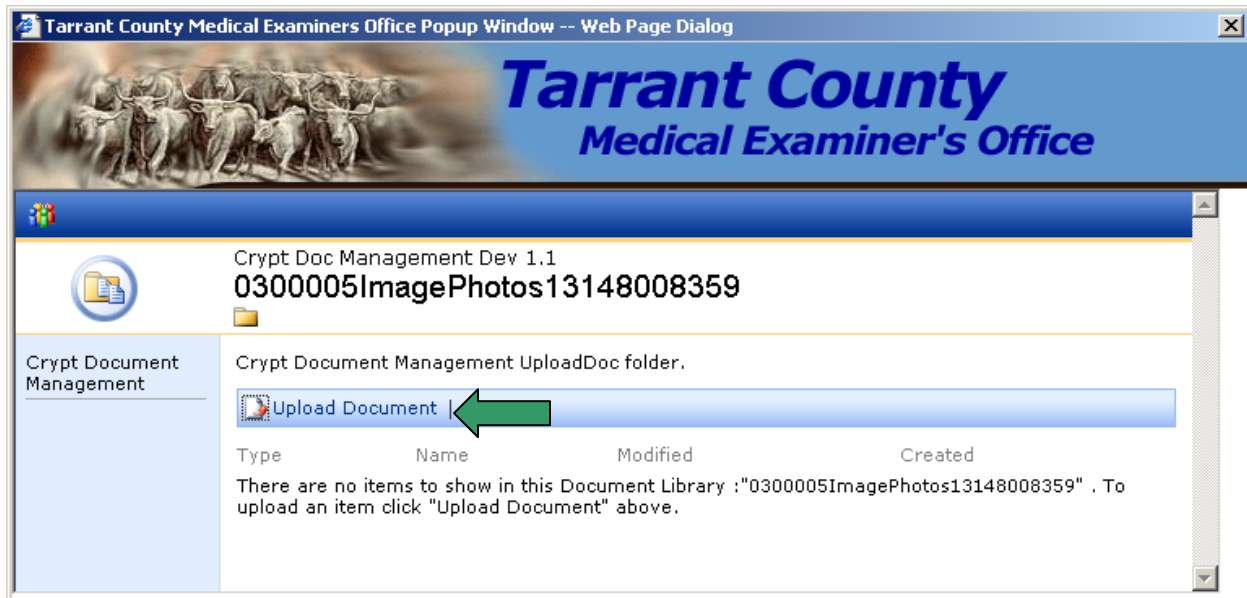
Functionality present on this screen:

Upload photos and images

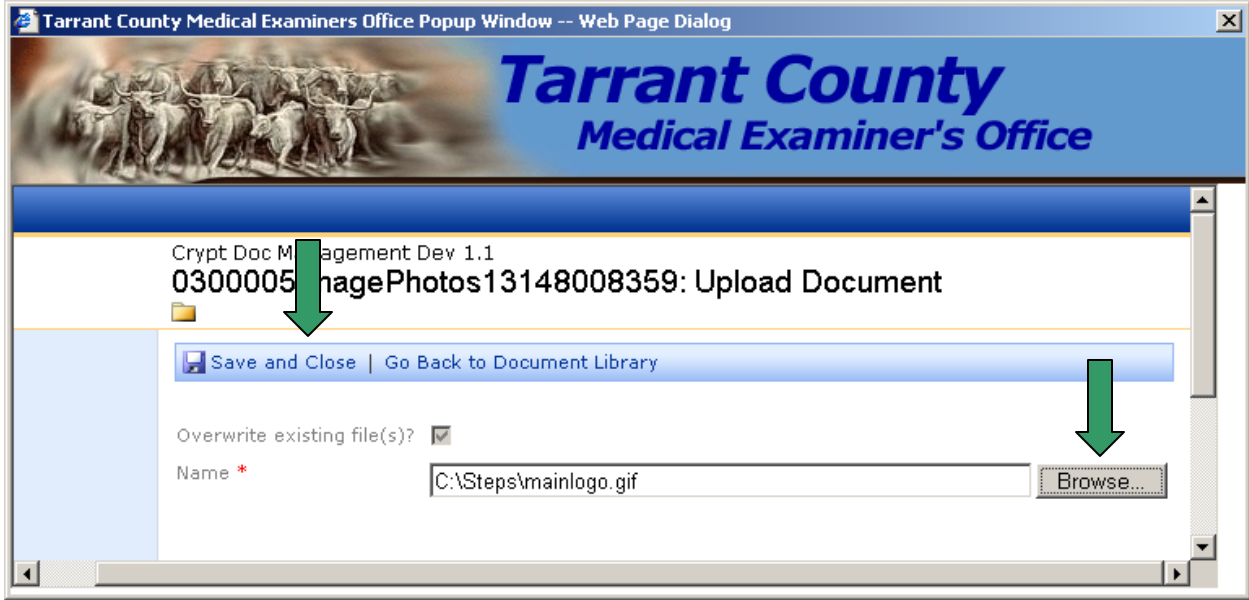
View photos and images

## Upload Photos & Images

You need to click on the Upload Document Button to see the upload screen. See illustration below



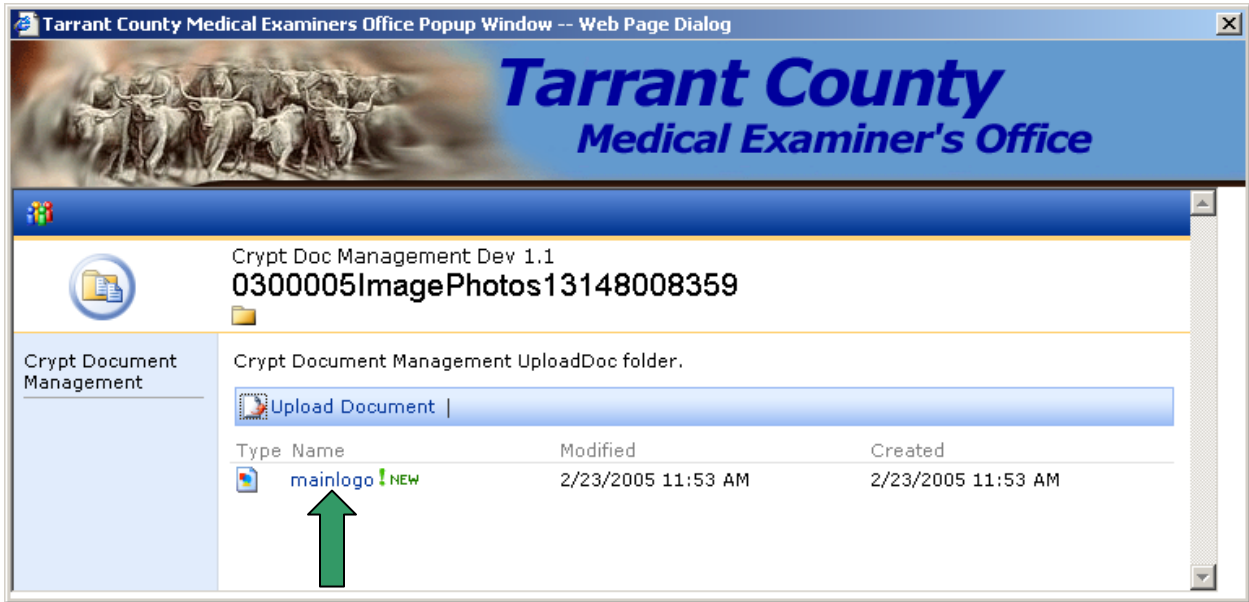
Click on the **Browse** button and find the photo or image that you wish to upload to the case. Click on the **Save and Close** button to after you have browsed for your photo or image. See illustration below



Verify that the name of the photo or image that you are uploading to the case is unique to that item. If it is not then the original photo or image will be over written with the latest upload.

### Viewing Photos & Images

You may view the photos and images that have been uploaded to this item by clicking on the name.





# Transfers



Rules for item transfers:

You may not release items that are on hold.

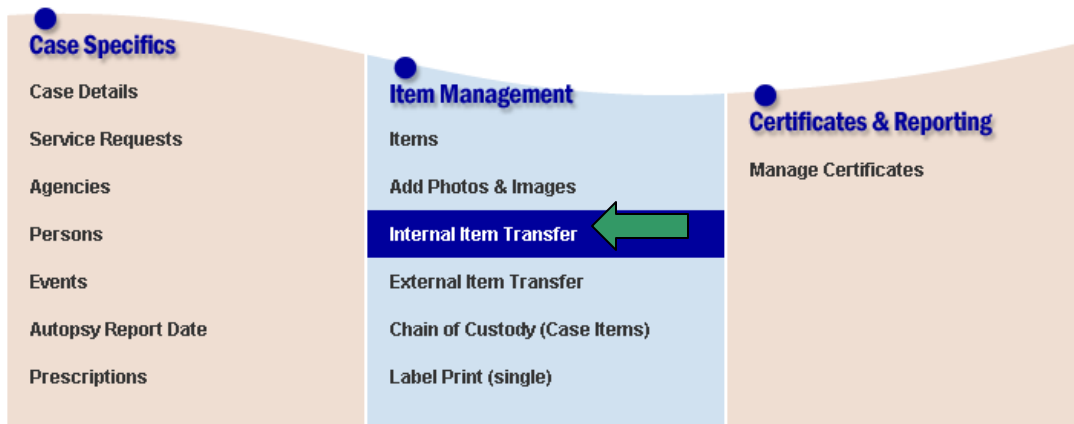
The user logged in or a storage facility that they have access to must have custody of the items being transferred.

## Internal Item Transfers

To transfer items between two me personnel, press the **Internal Item Transfer** button. See illustration below

Case # 0300005   Progress **Investigation** Autopsy **Item Handling** Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



The **Internal Item Transfer** button takes you to the **Internal Transfer** screen. This screen allows you to transfer items internally. On this screen items automatically load that are in the custody of the logged in user's custody or in the custody of a storage facility that is associated to the user's department.

The following fields are present on the **Internal Transfer** screen:

**Department** – This drop down list contains only internal departments

**Person** – This drop down list populates with persons that are associated to the department that you select.

**Storage** - This drop down list populates with storage facilities that are associated to the department that you select.

Notes

**Transfer Date** – The default is the current date

**Transfer Time** – The default is the current time

**Case/Item #** - See Adding Items to Transfer List section

**Case#** - See Adding Items to Transfer List section

**Item #** - See Adding Items to Transfer List section

**Print Chain of Custody** – Default is unchecked, this prints out the chain of custody for each item that is transferred

**Select All Items** – This selects all items that are contained in the list

#### Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

#### Internal Transfer

Department:  Person:  Storage:

Notes:

Transfer Date and Time:

Case/Item #:   Case #  Item # (Max 20 cases)  print chain of custody

#### Select All Items

Case #: 0300005  Select All Evidence For This Case

Transfer	Exhibit #	Tracking #	Description	Custody
<input type="checkbox"/>	22	050223001	These are scene photo's	John Briggs
<input type="checkbox"/>	23	050223002	asdf	John Briggs

#### Select All Items

print chain of custody

## Adding Items for Transfer

There are two ways to add items to the transfer list.

By Case Number

You will need the Case # radio button to be selected. Enter the case number in the Case/Item# text box. All active items that are in your custody or the custody of a storage facility that you have access to from the case that you entered, will be listed.

By Item Number

You will need the Item # radio button to be selected. Enter the item number in the Case/Item# text box. You may enter the item number manually or using a scanner and the barcode on the item. The item will populate the item transfer list if it is active and in your custody or the custody of a storage facility that you have access to.



Entering the item number by scanning could be faster than manually entering the number if the item is with you.

After you select the items that you want to transfer you will need to click the 'Transfer' button for the items to change custody. See Illustration below.

**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> Brooks and Garrett F.H.	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middle Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

**Internal Transfer**

Department:  Person:  Storage:

Notes:

Transfer Date and Time:

Case/Item #:   Case #  Item # (Max 20 cases)  print chain of custody

Select All Items

Case #: 0300005  Select All Evidence For This Case

Transfer	Exhibit #	Tracking #	Description	Custody
<input checked="" type="checkbox"/>	22	050223001	These are scene photo's	John Briggs
<input checked="" type="checkbox"/>	23	050223002	asdf	John Briggs

Select All Items

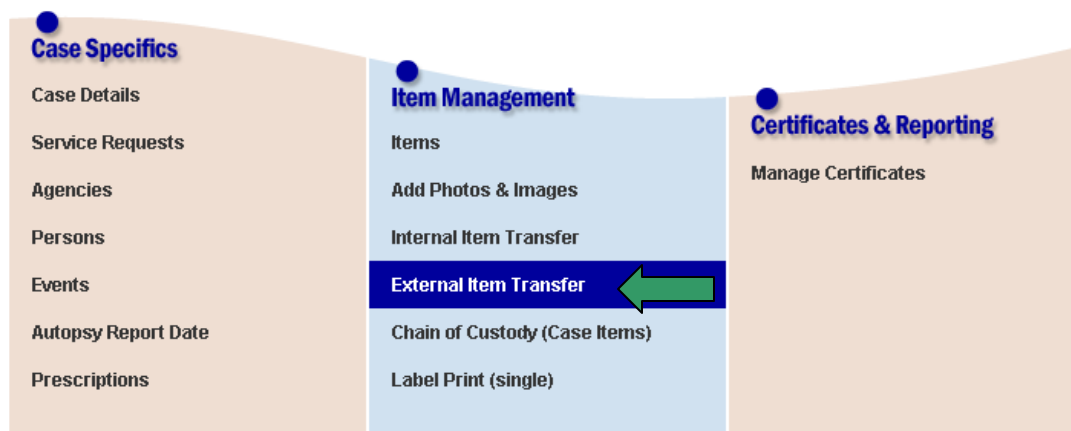
print chain of custody

## External Item Transfers

To release items, press the **external item transfer** button. This will take you to the **external item transfer**

Case # 0300005   Progress **Investigation** Autopsy **Item Handling** Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



The **External Item Transfer** button takes you to the **External Transfer** screen. This screen allows you to transfer items externally. On this screen items automatically load that are in the custody of the logged in user's custody or in the custody of a storage facility that is associated to the user's department.

The following fields are present on the **External Transfer** screen:

**Department** – You must enter search criteria of the agency name and then click the **Go** button. All of the agencies that are returned will populate the agency drop down list.

**Person** – This drop down list populates with persons that are associated to the department that you select. If the person you need is not present then click the add button.

Notes

**Transfer Date** – The default is the current date

**Transfer Time** – The default is the current time

**Case/Item #** - See Adding Items to Transfer List section

**Case#** - See Adding Items to Transfer List section

**Item #** - See Adding Items to Transfer List section

**Print Chain of Custody** – Default is unchecked, this prints out the chain of custody for each item that is transferred

**Select All Items** – This selects all items that are contained in the list

## Case # 0300005

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> <input type="button" value="Go"/> <input type="button" value="Case Persons"/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middle Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

### External Transfer

Agency:    Person:

Notes:

Transfer Date and Time:

Case/Item #:   Case #  Item # (Max 20 cases)  print chain of custody

Select All Items

Case #: 0300005  Select All Evidence For This Case

Transfer	Exhibit #	Tracking #	Description	Custody
<input type="checkbox"/>	22	050223001	These are scene photo's	John Briggs
<input type="checkbox"/>	23	050223002	asdf	John Briggs

Select All Items

print chain of custody

## Adding Items for Transfer

There are two ways to add items to the transfer list.

### By Case Number

You will need the Case # radio button to be selected. Enter the case number in the Case/Item# text box. All active items that are in your custody or the custody of a storage facility that you have access to from the case that you entered, will be listed.

### By Item Number

You will need the Item # radio button to be selected. Enter the item number in the Case/Item# text box. You may enter the item number manually or using a scanner and the barcode on the item. The item will populate the item transfer list if it is active and in your custody or the custody of a storage facility that you have access to.



Entering the item number by scanning could be faster than manually entering the number if the item is with you.

After you select the items that you want to transfer you will need to click the Transfer button for the items to change custody. See Illustration below.

**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> <input type="button" value="Go"/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

**External Transfer**

Agency:   Case Persons  Person:

Notes:

Transfer Date and Time:

Case/Item #:   Case #  Item # (Max 20 cases)  print chain of custody

Select All Items

Case #: 0300005  Select All Evidence For This Case

Transfer	Exhibit #	Tracking #	Description	Custody
<input checked="" type="checkbox"/>	23	050223001	These are scene photo's	John Briggs
<input checked="" type="checkbox"/>		050223002	asdf	John Briggs

Select All Items

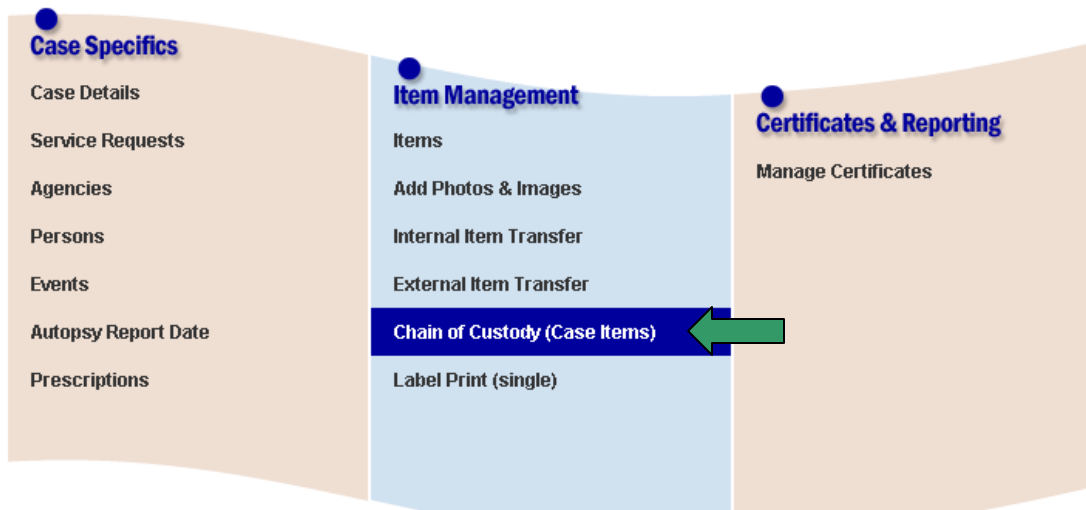
print chain of custody

# Chain of Custody for Item

The Chain of Custody screen allows the users to have a comprehensive view of the custody of all items that are associated to a case. You must click on the **Chain of Custody (Case Items)** link to go to the **Chain of Custody** screen. See illustration below

Case # 0300005   Progress **Investigation** Autopsy **Item Handling** Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



The Chain of Custody screen lets you have the following functionality

**Print/Preview All** – This will print the custody for all items on the **Item Custody** screen.

**Print This Exhibit** – This will only print the custody for the item that this button is associated with.

**Roll Back Custody** – Only department heads have this functionality. See Roll Back Custody section.

See the illustration below:

Chain of Custody for This Case						Print/Preview All	
▶ Exhibit # 1      Tracking # 030101005      Description: human remains						Roll Back Custody	Print This Exhibit
Date/Time	From Agency	Relinquisher	To Agency	Receiver	Disposition		
1/1/2003 08:33:33	NRST	George Robertson	Morgue Services	Morgue Incoming Fridge	Morgue		
1/3/2003 18:26:58	Morgue Services	Morgue Incoming Fridge	Tarrant County Mortician Service	John Cobb	Released		
▶ Exhibit # 2      Tracking # 030101012      Description: Blood-heart						Roll Back Custody	Print This Exhibit
Date/Time	From Agency	Relinquisher	To Agency	Receiver	Disposition		
1/1/2003 09:06:28	Medical Examiner	Gary Sisler	Evidence	Morgue Temporary Storage	Morgue		
▶ Exhibit # 3      Tracking # 030101013      Description: Vitreous Humor						Roll Back Custody	Print This Exhibit
Date/Time	From Agency	Relinquisher	To Agency	Receiver	Disposition		
1/1/2003 09:06:47	Medical Examiner	Gary Sisler	Evidence	Morgue Temporary Storage	Morgue		
▶ Exhibit # 4      Tracking # 030101014      Description: Blood Card						Roll Back Custody	Print This Exhibit
Date/Time	From Agency	Relinquisher	To Agency	Receiver	Disposition		
1/1/2003 09:07:03	Medical Examiner	Gary Sisler	Evidence	Morgue Temporary Storage	Morgue		

## Roll Back Custody

Only department heads have permission to view the **Roll Back Custody** button. This button deletes the item's last custody transfer that transpired. This is used if the wrong item was mistakenly transferred or released in the computer. See illustration below:

▶ Exhibit # 1      Tracking # 030101005      Description: human remains						Roll Back Custody	Print This Exhibit
Date/Time	From Agency	Relinquisher	To Agency	Receiver	Disposition		
1/1/2003 08:33:33	NRST	George Robertson	Morgue Services	Morgue Incoming Fridge	Morgue		
1/3/2003 18:26:58	Morgue Services	Morgue Incoming Fridge	Tarrant County Mortician Service	John Cobb	Released		

You see that after the Roll Back Custody button was pressed the last custody record was deleted and now only one custody record is displaying. See illustration below.

▶ Exhibit # 1      Tracking # 030101005      Description: human remains						Roll Back Custody	Print This Exhibit
Date/Time	From Agency	Relinquisher	To Agency	Receiver	Disposition		
1/1/2003 08:33:33	NRST	George Robertson	Morgue Services	Morgue Incoming Fridge	Morgue		


An event is entered on the case detailing that the custody of the item was rolled back. See illustration below:



**Case # 0300005**

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Brooks and Garrett F.H."/> <input type="button" value="v"/>	<b>Service #:</b> 123	<b>Agent:</b> <a href="#">Emanuel Pruitt</a>
<b>Deceased Name:</b> Rebecca Middie Allen Jr.	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> CM79
<b>Investigator:</b> <a href="#">A.C. Wilson</a>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b> 0400114	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes

List Events: Date   to   All   Include System Events

Event #	Type	Event Date	Created By
<a href="#">1</a>	System	2/23/2005 14:09:14	System
<b>Description:</b> Ronald Singer rolled back the custody of Item #030101005 			
<a href="#">2</a>	System	2/23/2005 11:40:17	System
<b>Description:</b> Item exhibit number: '23' description: 'asdf' was added by John Briggs			

# Manage Certificates

Anyone may be granted permission to generate any type of certificate. This permission is granted by your assigned system administrator. They may need to review the Administrator document for reference. You must click on the Manage Certificates link to go to the Manage Certificate screen. See below:

Case # 0300005 Progress **Investigation** Autopsy Item Handling Lab Services Certificates

<b>Case Sensitivity:</b> Routine	<b>Case Type:</b> Jurisdiction	<b>County Name:</b> Tarrant
<b>Created Date:</b> 01/01/2003 05:42	<b>Created By:</b> <a href="#">Curtis Clary</a>	<b>Status:</b> Report
<b>Agency:</b> <input type="text" value="Morrison Funeral Home"/>	<b>Service #:</b> 0302005	<b>Agent:</b>
<b>Deceased Name:</b> Rebecca Allen	<b>Date/Time of Death:</b> 01/01/2003 04:13	<b>Race, Sex, Age:</b> C44
<b>Investigator:</b>	<b>Medical Examiner:</b> <a href="#">Gary Sisler</a>	<b>Autopsy Date/Time:</b> 01/01/2003 09:00
<b>Tox Work Number:</b>	<b>Next-of-Kin Notification:</b> Mandy Allen	<b>Release Body:</b> Yes



You will be redirected to the Manage Certificate screen. See below:

Create New Report/Certificate				
Document Type	Note	Exclusive	Auto Generate	Generate
---Select---	<input type="text"/>	<input type="checkbox"/>		Generate Doc

Investigator Case Documents			
Name	Created Date	Created By	Last Updated By
<a href="#">Investigator Report</a>	1/5/2005	John Briggs	
<a href="#">Investigator Narrative</a>	1/5/2005	John Briggs	John Briggs

Edit Existing Report/Certificate						
Document Library Name	Document Type	SR#	Note	Exclusive	Created By	Created On
				<input type="checkbox"/>		

Approved Report/Certificate	
Approved Documents for Case#: 0300005	Detail/Exclusive

Submitted Report/Certificate					
Document Library Name	Document Type	SR#	Note	Exclusive	Created By
				<input type="checkbox"/>	

## Manage Certificates Screen Layout

The Manage Certificate screen composes of five sections that are described below.

## Create New Report/Certificate

**Document Library** – This is like a folder on your computer. This is a folder that CRYPT creates to hold your generated/uploaded document. Each document that you create/upload will be located in a document library. Each link on the certificate manage screen is a link to the document library.

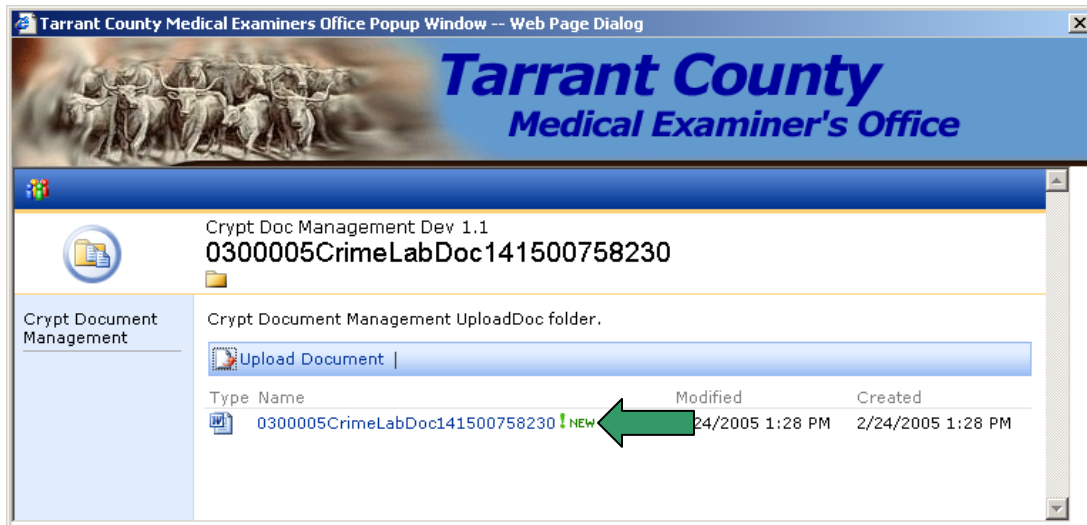
This is the section that you use to generate/associate a document to the case. See below:

Create New Report/Certificate				
Document Type	Note	Exclusive	Auto Generate	Generate
Chemistry Lab Document		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add SR Generate Doc
--Select--				
Autopsy Report				
Autopsy Report Revision				
Chemistry Lab Document				
Cremation Document				
Crime Lab Document				
Identification Lab Document				
Neuropathologist Report				
Toxicology Lab Document				

The fields present in the section are:

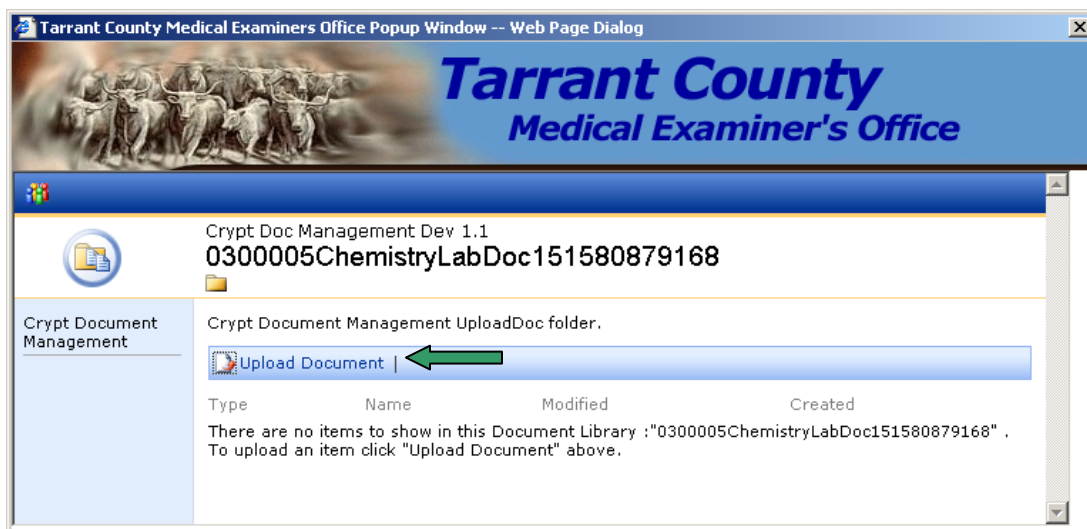
- Note – This allows you to input a custom message associated to your document.
- Exclusive
  - If Checked – This will limit the permission to manage this document to only the creator until the document has been submitted. Only the creator and the creator's department head will be able to view the document after the document has been submitted/approved/finalized.
  - If Unchecked – This will limit the permission to manage this document to all users that are in the same department as the creator. All ME users will be able to view the document after the document has been approved/finalized.
- Auto Generate – Some document types allow you to have the system generate the document using a system template.
  - If Checked – The system will generate the document
  - If Unchecked – The system will not generate the document, the system will only create the document library for the document
- Service Requests – Some document types require that at least one service request be associated to the document before it may be generated. You would just check the service request that applies to your document. (This is mainly used with the lab certificates)
- Generate Doc – This button is used to create your document library to the case.

When you click on the Generate Doc button you will be redirected to a document library. This document library will contain only your document (if auto generated was checked). See below:

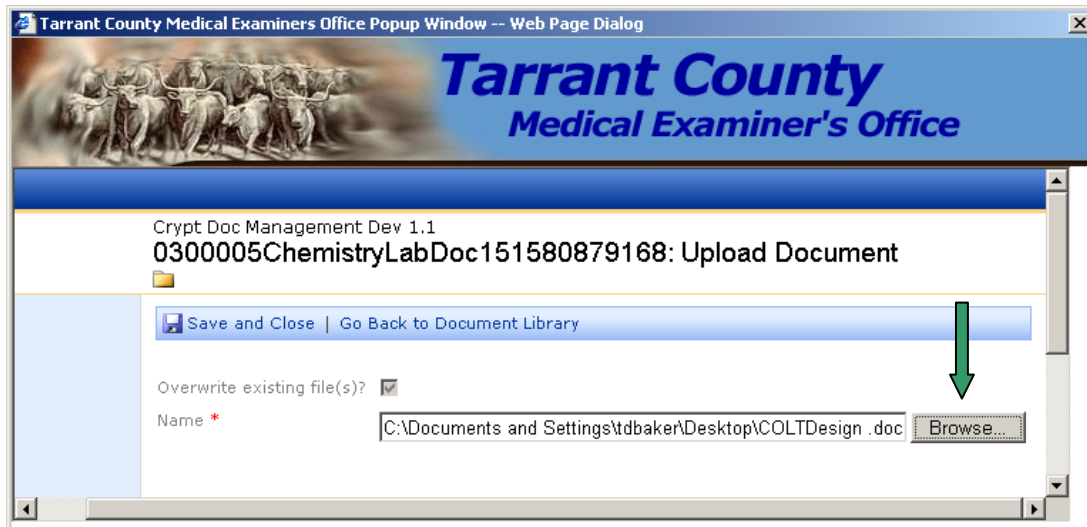


## Upload New Document

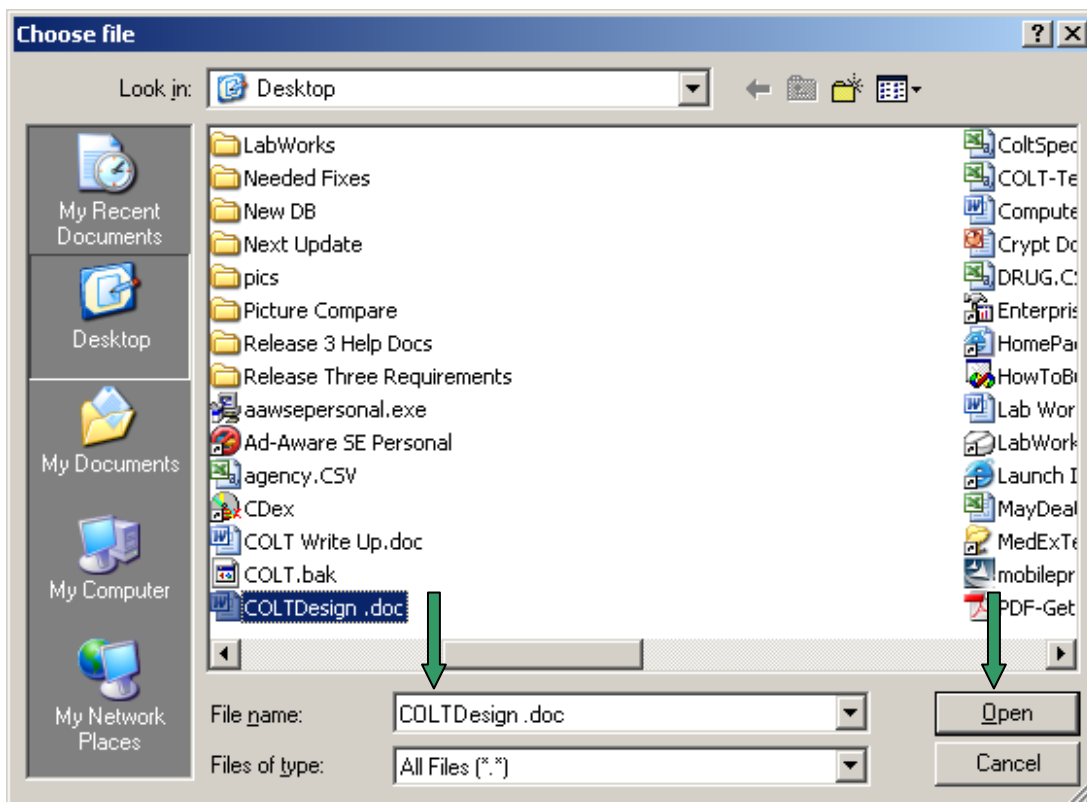
If auto generated was unchecked or not present when the document was associated to the case then you will need to click on the “Upload Document” link in your document library. See below:



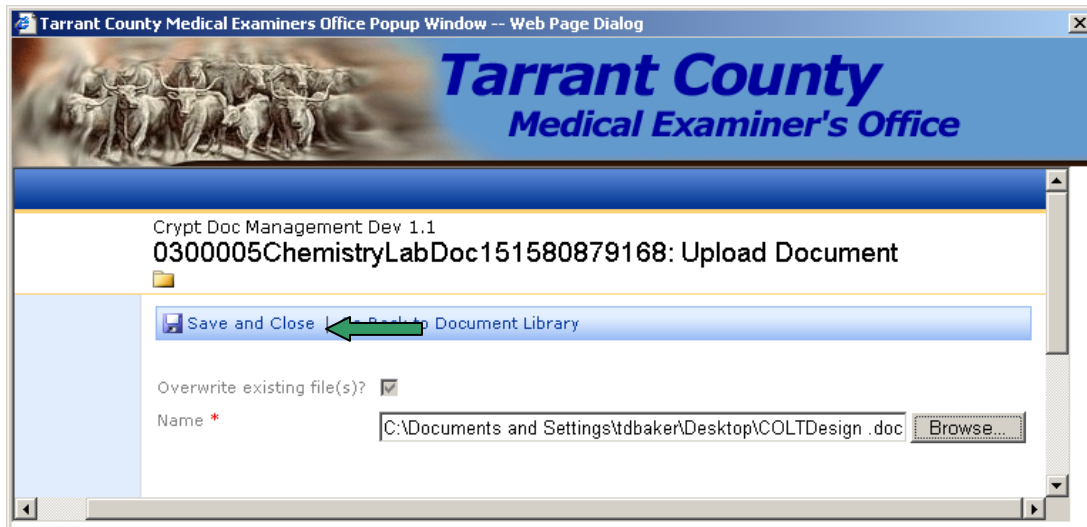
You will need to click the “Browse” button. See below:



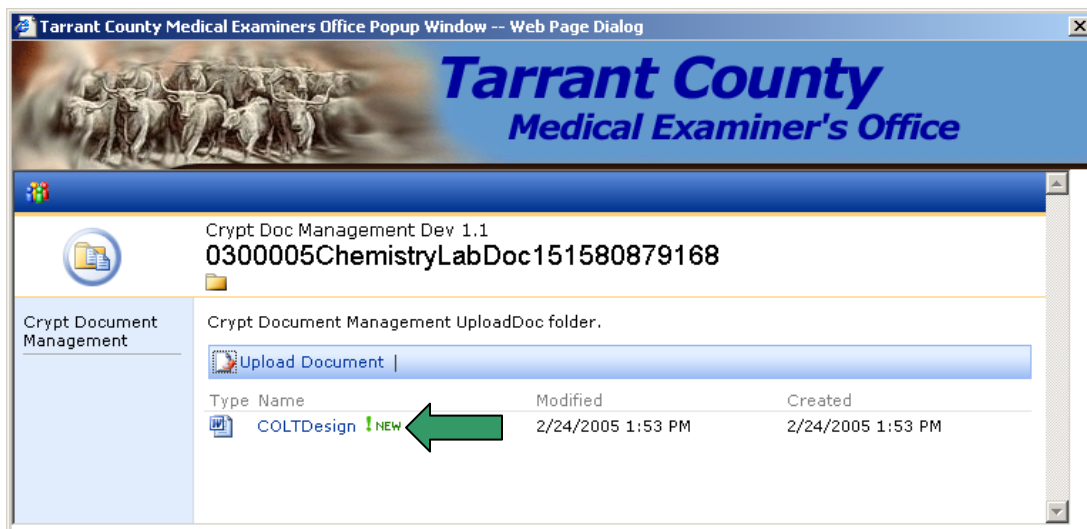
The “Browse” button will bring up the choose file screen. You will need to find the document on your computer to upload and then click the “Open” button. See below:



The next step is for you to click the “Save and Close” link to upload your document to the directory. See below:



Your uploaded document is now ready to manage. See below:



## Investigator Case Documents

This section will contain the Investigator Report and Narrative. You may click on the name to view the detail of either document. See below:

<u>Investigator Case Documents</u>			
Name	Created Date	Created By	Last Updated By
<a href="#">Investigator Report</a>	1/5/2005	John Briggs	
<a href="#">Investigator Narrative</a>	1/5/2005	John Briggs	John Briggs

To add an addendum you must click on the “ADDENDUM” button. See below:

**Name:** [Rebecca Middie Allen](#)

<b>Case Type:</b> Jurisdiction	<b>Case Created Date:</b> 1/1/2003
<b>County Name:</b> Tarrant	<b>Active:</b> No
<b>Next of Kin Notified:</b> Yes	<b>Investigator:</b> <a href="#">A.C. Wilson</a>
<b>Release for Public Access:</b> No	<b>CaseSensitivity:</b> Routine

[Update](#)   [Decedent](#)   [Death](#)   [Incident](#)   [Next of Kin Notification](#)   [Identification](#)

TARRANT COUNTY MEDICAL EXAMINER'S DISTRICT  
SERVING TARRANT, PARKER, & DENTON COUNTIES

2/24/2005  
Page 1

Investigator's Report

The ADDENDUM button will redirect you to the New Addendum pop up screen. See below:

**New Addendum**

Description:

You may input your description and click the Save & Exit button. Below you will see that the addendum will now show up on the investigator narrative report.

Addendum Added 2/24/2005 1:18:44 PM By Ronald Singer

This is a test

### Edit Existing Report/Certificate

This section will list all documents that are associated to this case that you are able to manage. You are able to manage all documents that you generate/upload and any non exclusive document that was generated by someone in your department. See below:

<a href="#">Edit Existing Report/Certificate</a>							
Document Library Name	Document Type	SR#	Note	Exclusive	Created By	Created On	Select
<a href="#">0300005CrimeLabDoc61277822429</a>	Crime Lab Document	004	<input type="text"/>	<input type="checkbox"/>	Ronald Singer	2/24/2005	<input type="checkbox"/>
<a href="#">0300005CrimeLabDoc71853722617</a>	Crime Lab Document	004	<input type="text"/>	<input type="checkbox"/>	Ronald Singer	2/24/2005	<input type="checkbox"/>

You are able to do the following actions on your document in this section:

View

Update the Note and Exclusive check box

Delete

Submit/Finalize

### Viewing/Editing Document

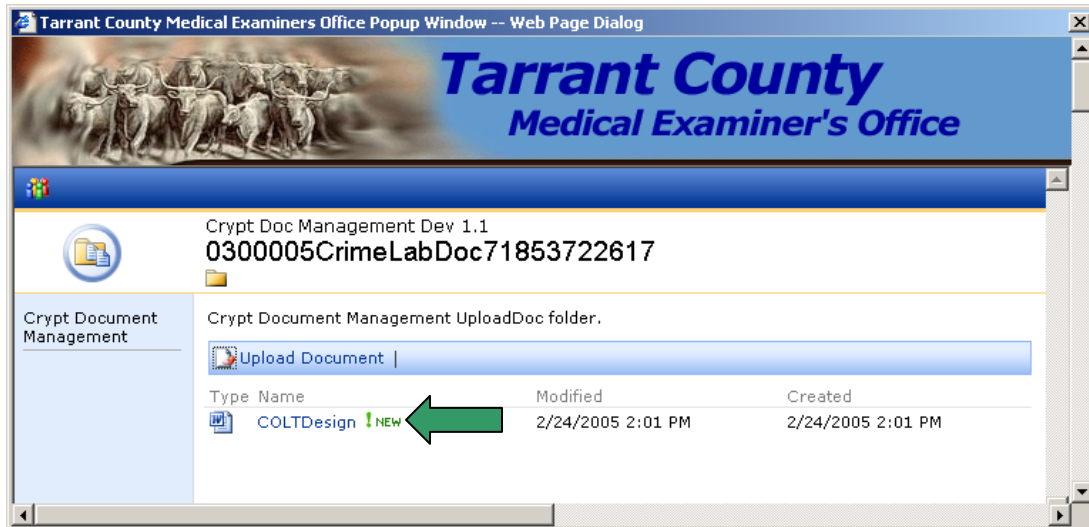
You may click on the name of the document library that you would like to view. See the document library links below.

[Edit Existing Report/Certificate](#)

Document Library Name	Document Type	SR# Note	Exclusive	Created By	Created On	Select
<a href="#">0300005CrimeLabDoc61277822429</a>	document	004	<input type="checkbox"/>	Ronald Singer	2/24/2005	<input type="checkbox"/>
<a href="#">0300005CrimeLabDoc71853722617</a>	document	004	<input type="checkbox"/>	Ronald Singer	2/24/2005	<input type="checkbox"/>

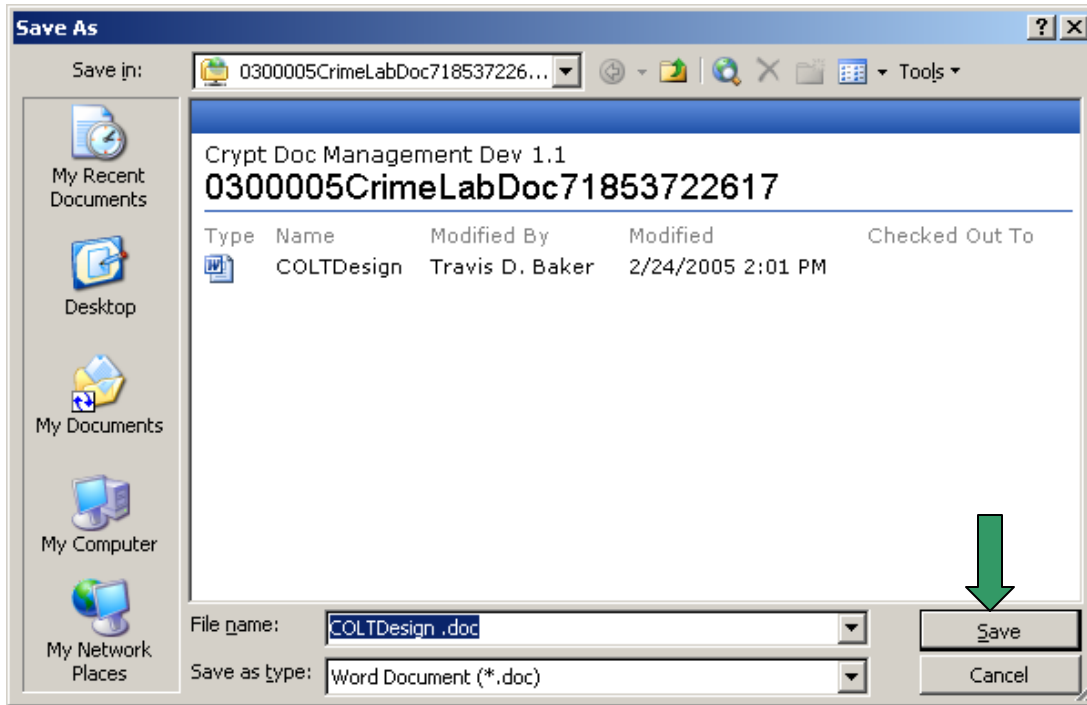
Submit/Finalize   Delete   Update

This will bring up the document library for the document that you clicked on. You may click on the document name to view the document. See below:



The document will open and you may make any changes that you want to the document. After all of the changes have been made, you will need to save the document by clicking on the Save button and you will get a Save as prompt. Click the save button without making any changes. See below:





That is all there is to it. The revised document has been saved.

### Updating Document Library

You may update the Note or the Exclusive field. You would need to check the document library that you want to update and make the necessary changes. When all of the changes have been made then you would proceed to click the update button. See below:

<a href="#">Edit Existing Report/Certificate</a>							
Document Library Name	Document Type	SR#	Note	Exclusive	Created By	Created On	Select
<a href="#">0300005CrimeLabDoc61277822429</a>	Crime Lab Document	004	<input type="text" value="Update Note"/>	<input checked="" type="checkbox"/>	Ronald Singer	2/24/2005	<input checked="" type="checkbox"/>
<a href="#">0300005CrimeLabDoc71853722617</a>	Crime Lab Document	004	<input type="text" value="Update Note 2"/>	<input type="checkbox"/>	Ronald Singer	2/24/2005	<input checked="" type="checkbox"/>

Submit/Finalize Update

### Deleting Document

You may delete any document that you are the creator and the document has not been approved or finalized.

Select the document library that you wish to delete and the click the Delete button. See below:

<a href="#">Edit Existing Report/Certificate</a>							
Document Library Name	Document Type	SR#	Note	Exclusive	Created By	Created On	Select
<a href="#">0300005CrimeLabDoc61277822429</a>	Crime Lab Document	004	<input type="text" value="Update Note"/>	<input checked="" type="checkbox"/>	Ronald Singer	2/24/2005	<input type="checkbox"/>
<a href="#">0300005CrimeLabDoc71853722617</a>	Crime Lab Document	004	<input type="text" value="Update Note 2"/>	<input type="checkbox"/>	Ronald Singer	2/24/2005	<input checked="" type="checkbox"/>

Submit/Finalize Delete Update

## Submit/Finalize Document

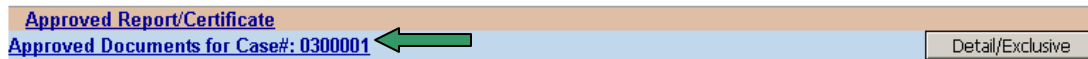
After all of the updates have been made to the document and it is ready to be submitted or finalized, you need to select the document library and click the Submit/Finalize button.

Submitted – If the document type calls for the document to be submitted, the document will list under the Submitted Report/Certificate for your department head to approve.

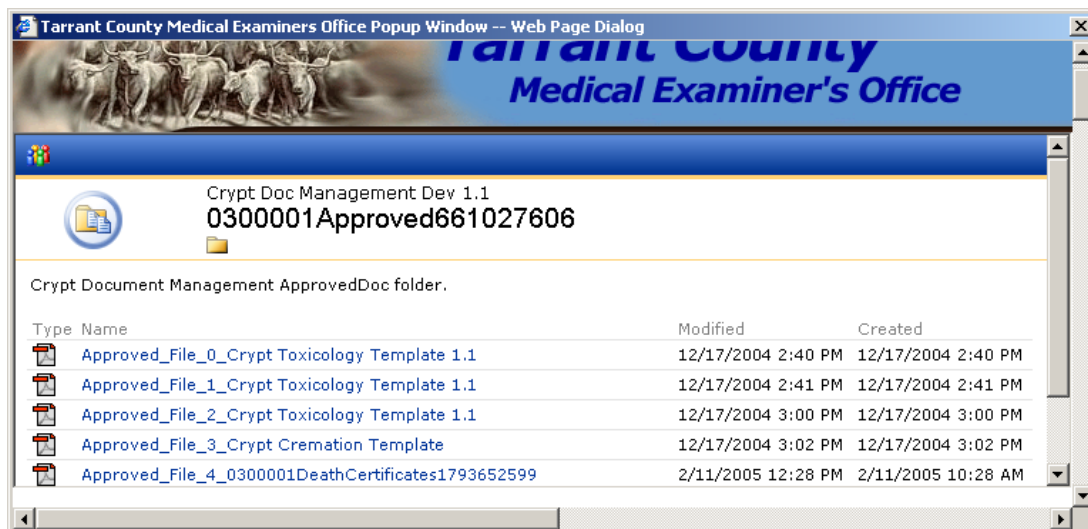
Finalize – If the document calls for the document to be finalized, the document is converted to a PDF form and placed in the Approved Report Certificate Document library. At this time it may be viewable to all CRYPT users unless the document is set to exclusive.

## Viewing Approved Report/Certificate

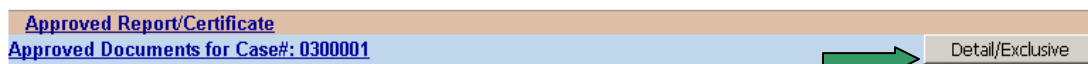
In this section you may view all approved/finalized documents that you have permission to view. To view non-exclusive documents, click on the Approved Document Library link. See below:



The Approved Document library will open displaying all of the non-exclusive documents that you may view. See below:



If you are wishing to view a list of all documents that have been generated on the case and to view the exclusive documents that you have permission to view, then click the “Detail/Exclusive” button. See below:



This will display a list of all documents that have been approved on the case. If you have permission to view an exclusive document that has been approved/finalized, you will be able to view it in this list. See below:

Approved Report/Certificate				
Approved Documents for Case#: 0300001				
Document Library Name	Document Type	SR# Note	Created By	Created On
0300001DeathCertificateAmendments19391809768	Death Certificate Amendment		Kirsten Dix	2/11/2005
0300001DeathCertificateRevision18995139097	Death Certificate Revision		Kirsten Dix	2/11/2005
0300001DeathCertificates1793652599	Death Certificate Document		Kirsten Dix	2/11/2005
0300001CremationDocuments101408784519	Cremation Document		Dhaval Parmar	12/17/2004
0300001ToxicologyLabDoc9181429881	Toxicology Lab Document	014 demo update	Joyce Ho	12/14/2004
0300001ToxicologyLabDoc72100651046	Toxicology Lab Document	005 This is a tox demo	Joyce Ho	12/14/2004
0300001ToxicologyLabDoc2522999333	Toxicology Lab Document	014	Joyce Ho	12/13/2004

## Submitted Report/Certificate

Department/Section heads will be the only users that have this section. You may review the document by clicking on the document library name. You may also approve or reject the document by selecting the document and clicking the Reject or Accept button. See below:

Submitted Report/Certificate						
Document Library Name	Document Type	SR# Note	Exclusive	Created By	Created On	<input type="checkbox"/>
0300005CrimeLabDoc71853722617	Crime Lab Document	004 Update Note 2	No	Ronald Singer	2/24/2005	<input checked="" type="checkbox"/>

Reject    Approve

## My Documents

“My Documents” is a single reference point for all of you document management. You may click on the “My Documents” button to be redirected to the My Document screen. See below:

User Name: **Kirsten Dix**    Role: **Secretary**    Agency: **Secretarial Services**    You have been on-line since: 3:46 PM    [LOG OUT](#)



**CRYPT**  
Tarrant County Medical Examiner's Office

[Home](#)    [Reports & Statistics](#)    **[My Docs](#)**    [System Admin](#)    [Search](#)    Case #:

This will redirect you to the My Document screen. See below:

<a href="#">Edit Existing Report/Certificate</a>							
Case# 0300005							
Document Library Name	Document Type	SR#	Note	Exclusive Created By	Created On	Select	
<a href="#">0300005CrimeLabDoc61277822429</a>	Crime Lab Document	004	<input type="text" value="Update Note"/>	<input checked="" type="checkbox"/>	Ronald Singer	2/24/2005	<input type="checkbox"/>
Case# 0410482							
Document Library Name	Document Type	SR#	Note	Exclusive Created By	Created On	Select	
Case# 0500010							
Document Library Name	Document Type	SR#	Note	Exclusive Created By	Created On	Select	
<a href="#">0500010IdentificationLabDoc11973387089</a>	Identification Lab Document		<input type="text"/>		Bill Bailey	1/7/2005	<input type="checkbox"/>
<a href="#">0500010CrimeLabDoc22028169887</a>	Crime Lab Document	002	<input type="text"/>	<input type="checkbox"/>	Ronald Singer	1/27/2005	<input type="checkbox"/>
Case# 0500021							
Document Library Name	Document Type	SR#	Note	Exclusive Created By	Created On	Select	
<a href="#">0500021CrimeLabDoc11664459678</a>	Crime Lab Document	001	<input type="text"/>		Constance Patton	1/21/2005	<input type="checkbox"/>
				<input type="button" value="Submit/Finalize"/>	<input type="button" value="Delete"/>	<input type="button" value="Update"/>	
<a href="#">Approved Report/Certificate</a>							
Search For the Case Range (within 10) : From <input type="text"/> To <input type="text"/> <input type="button" value="Search"/>							
<a href="#">Submitted Report/Certificate</a>							
Case# 0300005							
Document Library Name	Document Type	SR#	Note	Exclusive Created By	Created On	Select	
<a href="#">0300005CrimeLabDoc71853722617</a>	Crime Lab Document	004	<input type="text" value="Update Note 2"/>	No	Ronald Singer	2/24/2005	<input type="checkbox"/>
Case# 0409925							
Document Library Name	Document Type	SR#	Note	Exclusive Created By	Created On	Select	
<a href="#">0409925CrimeLabDoc11019041935</a>	Crime Lab Document	001	<input type="text" value="GSR Report"/>	No	Kelly Belcher	1/13/2005	<input type="checkbox"/>
<a href="#">0409925CrimeLabDoc2791821620</a>	Crime Lab Document	003	<input type="text" value="Morgue Assistance"/>	No	Kelly Belcher	1/13/2005	<input type="checkbox"/>
				<input type="button" value="Reject"/>	<input type="button" value="Approve"/>		

There are three sections to this screen:

- Edit Existing Report Certification – Please reference the Edit Existing Report Certificate section above. This has the same functionality except you are able to do it on multiple cases at one time.
- Approved Report Certification – This uses a case number range that you enter to bring back a range of cases that have approved documents for you to view. See Approved Document Search below.
- Submitted Report/Certificate – Please reference the Submitted Report/Certificate section above. This has the same functionality except you are able to do it on multiple cases at one time.

## Approved Document Search

Enter a case number range in the From and To text box and click the search button. See below:

<a href="#">Approved Report/Certificate</a>			
Search For the Case Range (within 10) : From <input type="text" value="0300001"/> To <input type="text" value="0300039"/> <input type="button" value="Search"/>			

Cases are returned that have approved documents. Approved Report/Certificate section above displays the needed steps to view the approved documents.

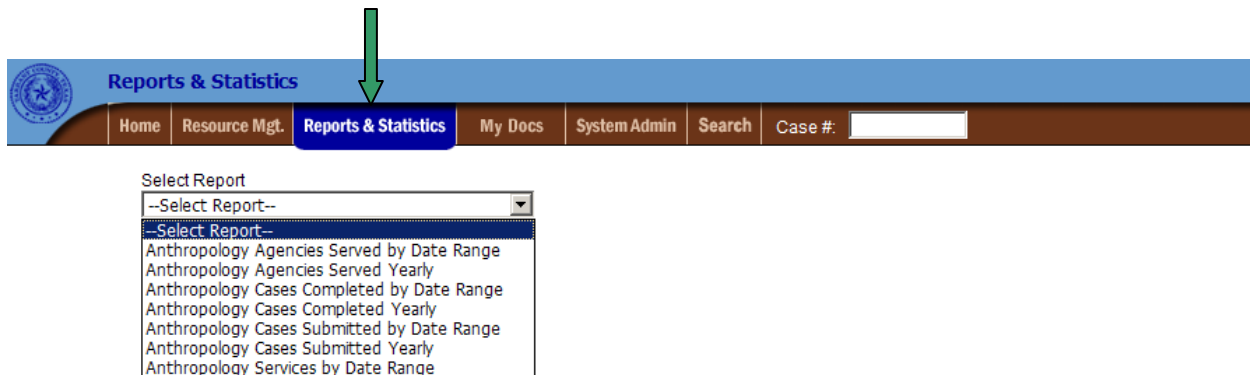
<a href="#">Approved Report/Certificate</a>			
Search For the Case Range (within 10) : From <input type="text" value="0300001"/> To <input type="text" value="0300039"/> <input type="button" value="Search"/>			
Case# 0300005			
<a href="#">Approved Documents for Case#: 0300005</a>			<input type="button" value="Detail/Exclusive"/>
Case# 0300001			
<a href="#">Approved Documents for Case#: 0300001</a>			<input type="button" value="Detail/Exclusive"/>
			<b>Tox Work Number: 0401172</b>

# Reports & Statistics

The “Reports & Statistics” main menu item is used to run a series of pre-defined queries that return statistics that can viewed directly within CRYPT or exported into one of several formats at the user’s discretion. Users must have permissions set to be able to use or to even see this part of the CRYPT system. Permissions can be set only by a person with Administrator rights. See the Administrator CRYPT User Manual for details..



Clicking the “Reports & Statistics” menu item will display a page with a drop down list that contains permitted queries/reports. See the following example:



Selecting one of these reports will display a page that contains the report parameters that control the contents of the report. Although these parameters may vary from report to report, they function in a similar manner and clicking the “Display Report” button to the right and bottom of the page will process the request and return data to the page. See the following example of a report that has been executed:

Reports & Statistics


Home Resource Mgt. **Reports & Statistics** My Docs System Admin Search Case #:

Select Report  
 Anthropology Agencies Served by Date Range

### Anthropology Agencies Served By Date Range

Items Submitted Date Range  
 From:  To:

Agencies



---

1 of 1 100% Find | Next

Select a format Export

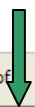
### Anthropology Agencies Served By Date Range

Agency: All Agencies  
 Date Range: 1/1/2006 — 12/18/2006  
 Case Count: 22

Agency	Case Count
Granbury P.D.	1
Medical Examiners	20
Tarrant County S.O.	1
<b>Total:</b>	<b>22</b>

Page 1 of 1

Selecting the format will open up a dropdown list that displays the types of files the report can be exported as:



1 of 1 100% Find | Next

Select a format Export

- Select a format
- HTML with Office Web Components
- Excel
- Web archive
- Acrobat (PDF) file
- TIFF file
- CSV (comma delimited)
- XML file with report data

### Anthropology Agencies Served By Date Range

— 12/18/2006

Case Count 22

Hint: Use Acrobat (PDF) as the export format to print statistics since this will give you better results.

Any of the export files can be saved locally and stored as historical data.

