Tarrant County Medical Examiner Case Management System Lab Scientist 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 on the screen.

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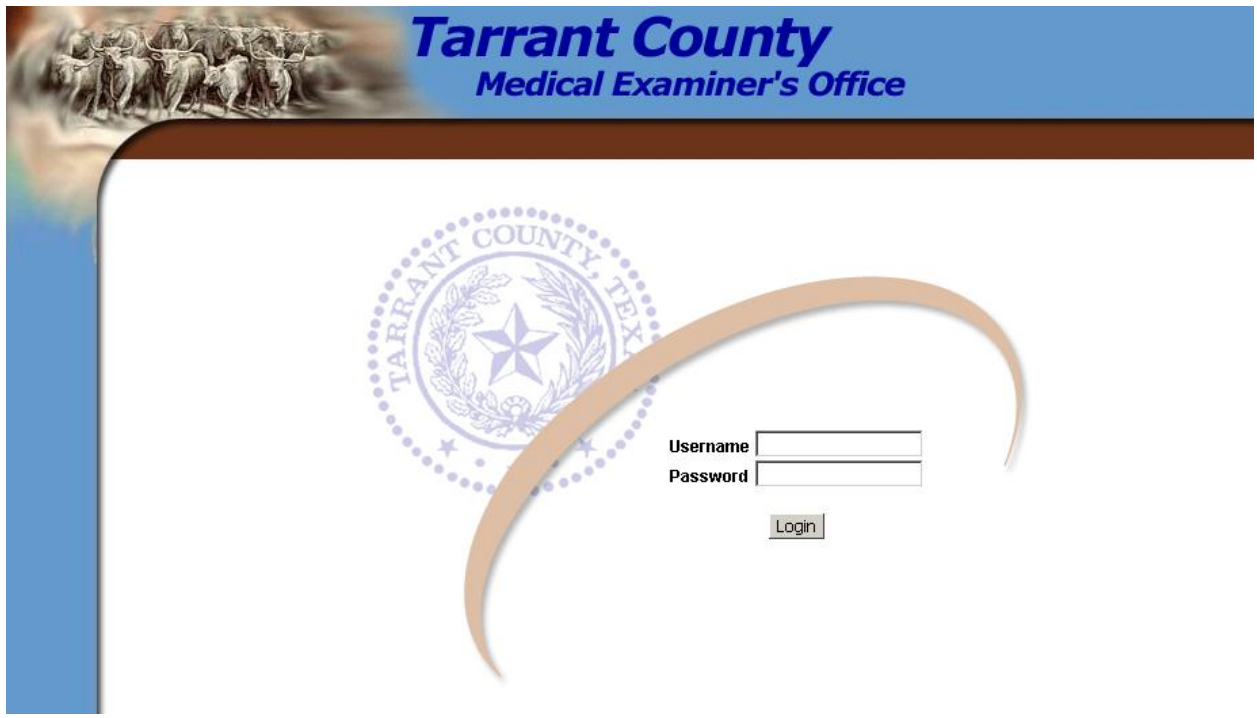
Log On

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

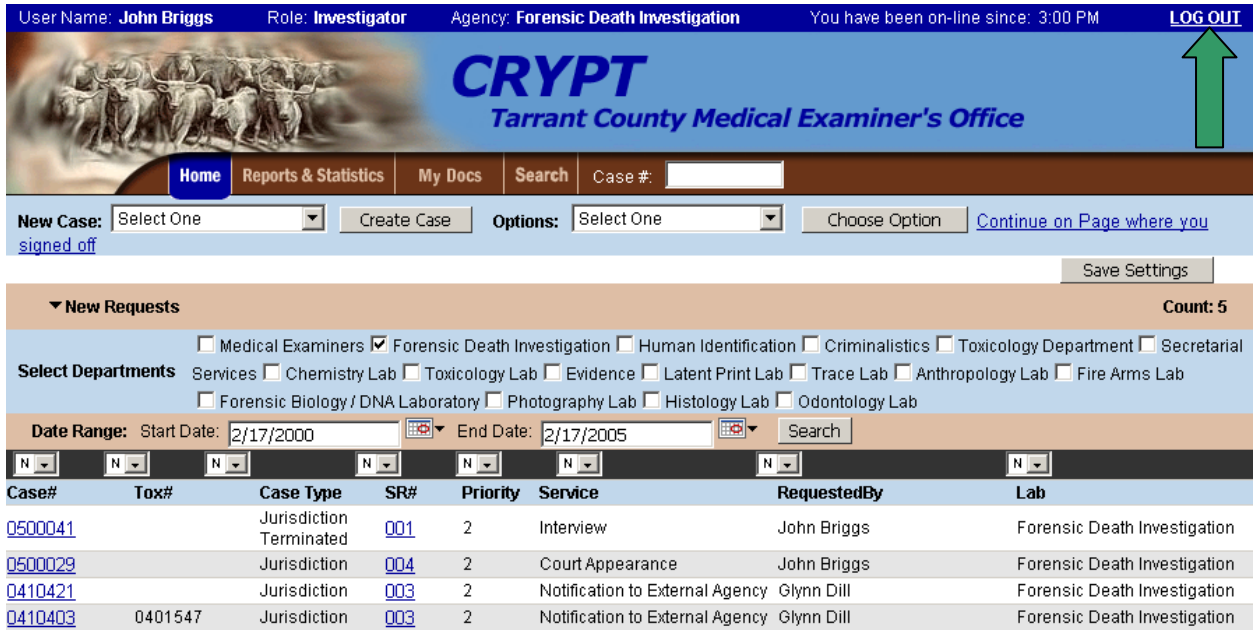
To log on to the Crypt system:
Enter your user name in the **Username** text box.
Enter your password in the **Password** text box.

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.

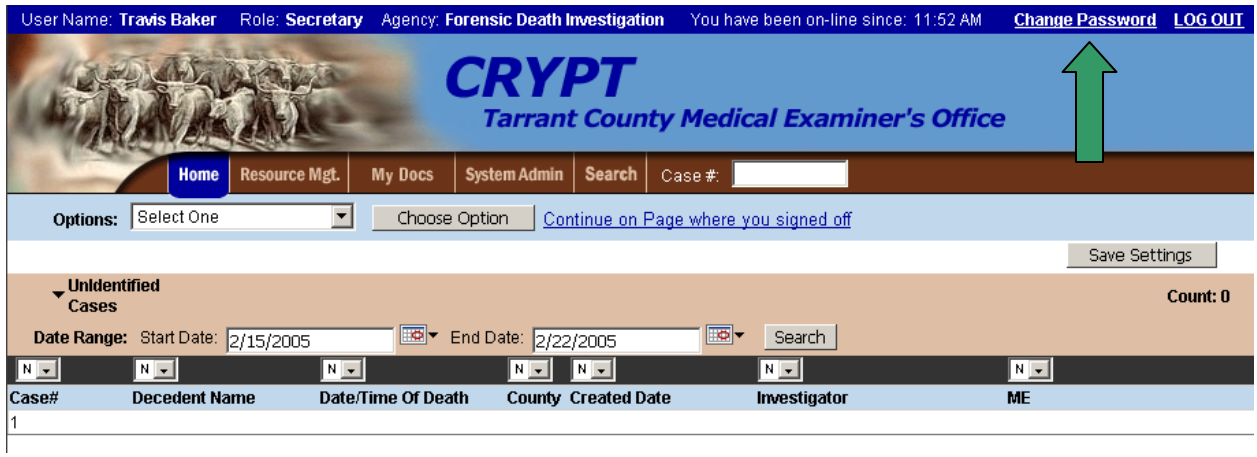
Logging Out of the System

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



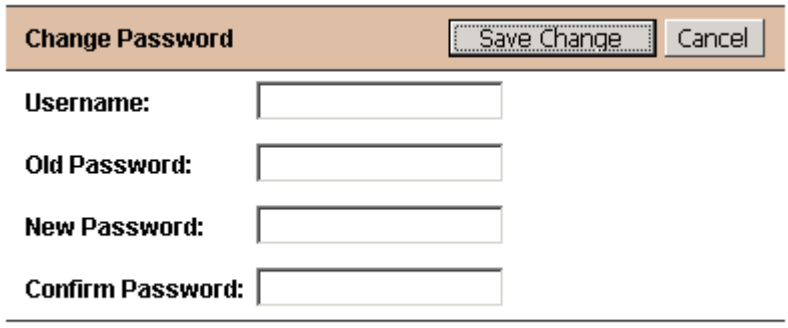
Changing Your Password

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



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.

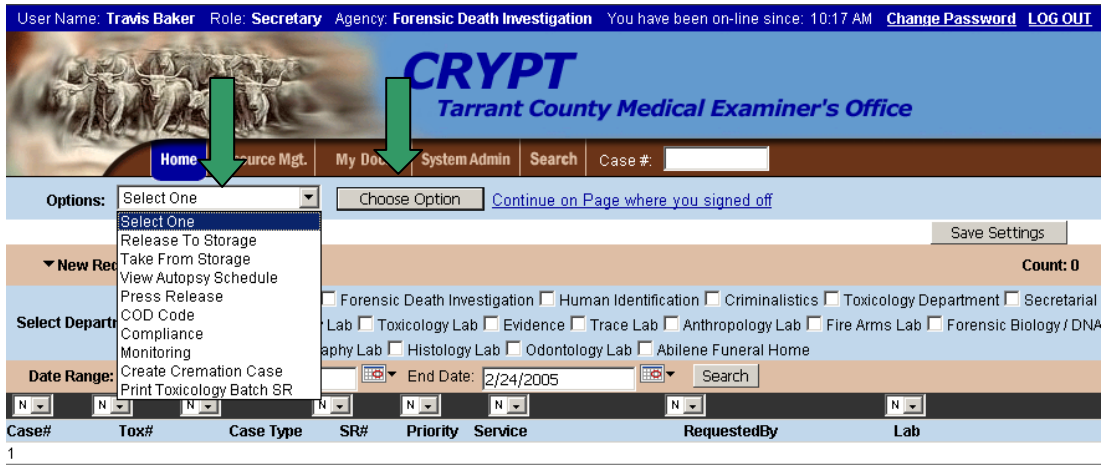


Work List

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.

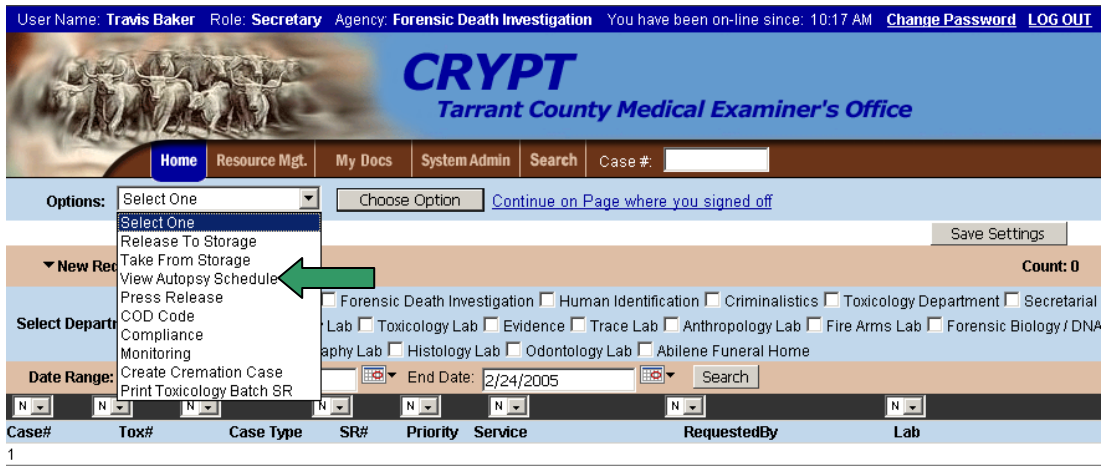
Options

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



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:



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: 11/23/2004 End Date: 3/10/2005 Search

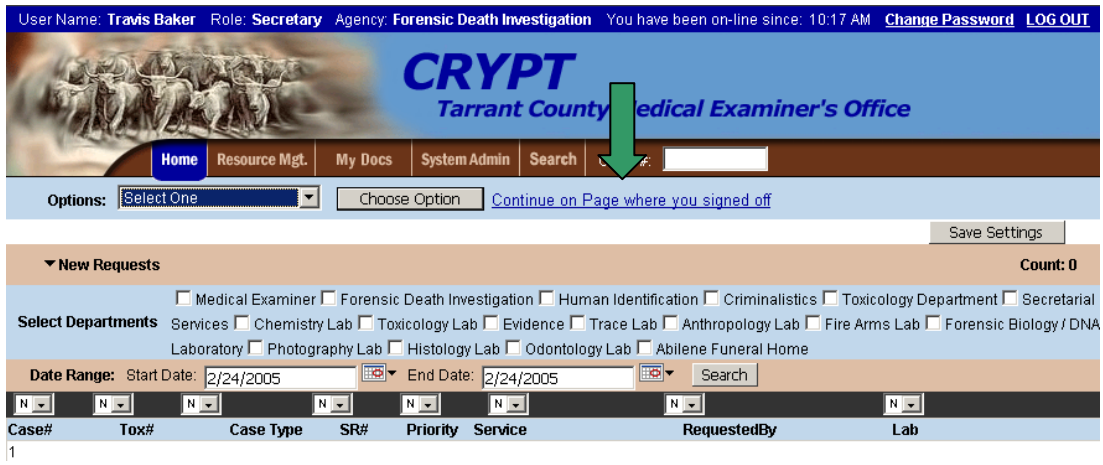
Case #	Deceased	RSA	Doctor	Autopsy Type	Scheduled Date	Time
0401098	Demo Person 1	UU	Daniel Konzelmann	Incision(Abdomen Only)	11/23/2004	1:00 PM
	Autopsy Schedule Note:					
0401099	Demo Person 2	UU	Dr. Nizam Peerwani	Incision(Abdomen Only)	11/23/2004	6:00 PM
	Autopsy Schedule Note:					
0401100	Demo 4th Try	UU	Daniel Konzelmann	Autopsy	11/23/2004	4:00 PM
	Autopsy Schedule Note:					
0401101	New Demo	UU	Daniel Konzelmann	Incision(Chest Only)	11/23/2004	8:00 PM
	Autopsy Schedule Note:					
0401129	F Name L Name	WF	Daniel Konzelmann	Incision(Abdomen Only)	11/23/2004	8:00 PM
	Autopsy Schedule Note:					
0401125	Mickey Mouse	WM54	Dr. Nizam Peerwani	Incision(Chest Only)	11/24/2004	12:23 PM
	Autopsy Schedule Note:					
0401116	Jasper Person	UU35	Marc Krouse	Autopsy	12/6/2004	4:10 PM
	Autopsy Schedule Note:					
0400776	Jack Amie	BM63	Gary Sisler	External Exam	12/6/2004	4:00 PM
	Autopsy Schedule Note:					
0300004	Wanda Chapman	CF70	Dr. Nizam Peerwani	Incision(Head, Chest)	12/6/2004	3:50 PM
	Autopsy Schedule Note:					
0202880	Test TestCase	CM20	Daniel Konzelmann	Autopsy	12/6/2004	5:00 PM
	Autopsy Schedule Note: testing comments from individual case schedule autopsy section					
0500011	test Case	UU	Daniel Konzelmann	Incision(Abdomen Only)	1/13/2005	1:20 PM
	Autopsy Schedule Note:					

Autopsies Waiting to be Scheduled

Case #	Deceased	RSA	Investigator	Case Created Date	Time
0401156	cvbncvb cvbn	UU	Kelly Green	12/8/2004	2:43 PM
0401155	SOm er dfked	UU	John Briggs	12/8/2004	2:29 PM
0401150	Jan DeBee	WM	Jasper Taylor	12/7/2004	2:03 PM

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:



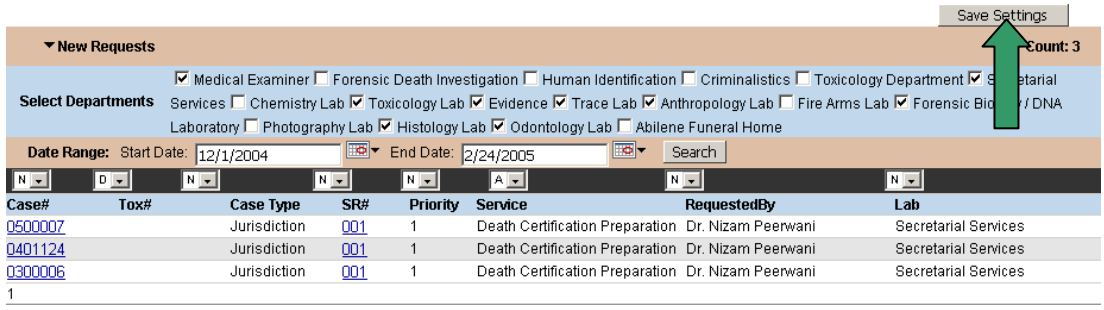
Sorting Columns on Work List

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

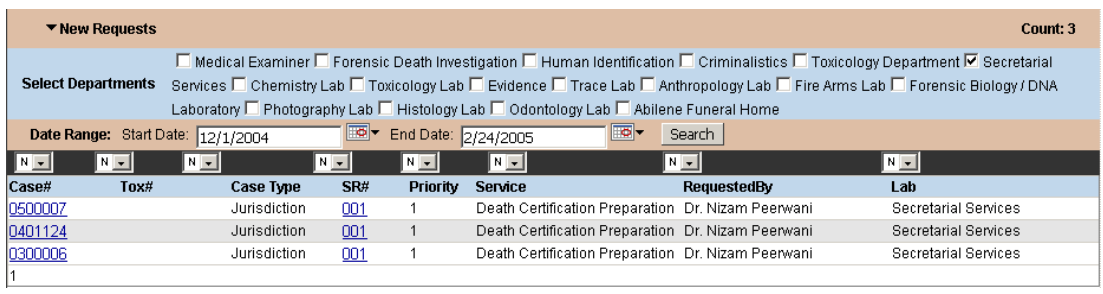
The following fields may be saved on each section for your work list.
Select Departments (if applicable)
Date Range (if applicable) The actual range of days are saved, not the actual date
Sorted columns
You select the needed departments, date range, and column order. All you need to do then is click 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:



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

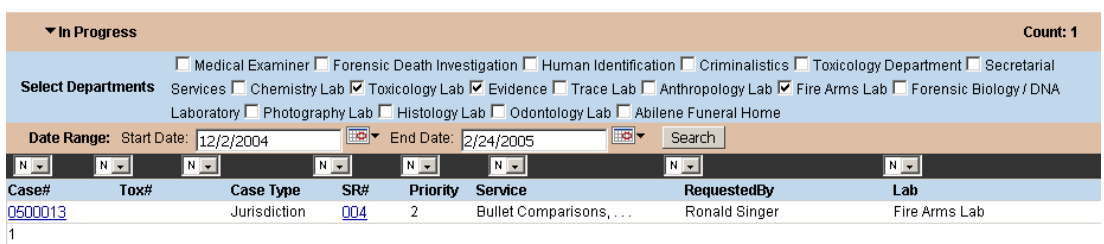
New Requests

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



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:



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

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: 12/2/2003 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	RequestedBy	Lab
0400839	0400108	Non-Jurisdiction	003	1	ABN Screen, . . .	Dr. Nizam Peerwani	Toxicology Lab

1

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

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: 2/24/2003 End Date: 2/24/2005 Search

Case#	ToxWork#	Case Type	SR#	Priority	Offense	Name	ReceivedDate	RequestedBy	Lab
0500009	N/A	Non-ME	001	2	Petty Theft	FName LName		Saginaw PD	Forensic Biology / DNA Laboratory
0500009	N/A	Non-ME	002	2	Petty Theft	FName LName	2/8/2005 3:35:45 PM	Saginaw PD	Forensic Biology / DNA Laboratory
0401129	0400116	Non-Jurisdiction	001	1		RACHEL COE		Toxicology Lab	Toxicology Lab
0401126	N/A	Non-Jurisdiction	001	1		Welford Hines		Criminalistics	Forensic Death Investigation
0401126	N/A	Non-Jurisdiction	002	1		Welford Hines		Toxicology Lab	Forensic Death Investigation
0401126	N/A	Non-Jurisdiction	003	1		Welford Hines		Criminalistics	Forensic Death Investigation
0401126	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) — 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: 2/24/2004 End Date: 2/24/2005 Search

Case#	ToxWork#	Case Type	SR#	Priority	Offense	Name	ReceivedDate	RequestedBy	Lab
0500044	N/A	Jurisdiction	001	2		Dondre Johnson		Forensic Death Investigation	Forensic Biology / DNA Laboratory
0500013	N/A	Jurisdiction	003	2		Nancy Nagase		Forensic Biology / DNA Laboratory	Forensic Biology / DNA Laboratory
0300005	0400114	Jurisdiction	016	1		Melanie Konopa		Criminalistics	Trace Lab

1

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) — 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#	ToxWork#	Case Type	SR#	Priority	Offense	Name	ReceivedDate	RequestedBy	Lab
0401099	N/A	Non-Jurisdiction	002	1		Frank Burns		Chemistry Lab	Forensic Death Investigation

1

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) — Count: 52

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	Items	RequestedDate	RequestedBy	Lab
0401129	0400116	Non-Jurisdiction	001	1	ABN Screen, . . .		12/2/2004	Joyce Ho	Toxicology Lab
0401110		Non-Jurisdiction	001	1	Gun Shot Residue Testing, . . .		9/30/2004	Dr. Nizam Peerwani	Chemistry Lab
0401110		Non-Jurisdiction	002	1	Gun Shot Residue Testing, . . .		9/30/2004	Dr. Nizam Peerwani	Chemistry Lab
0401106		Non-Jurisdiction	001	1	Gun Shot Residue Testing, . . .		9/29/2004	Dr. Nizam Peerwani	Chemistry Lab
0401105		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) — 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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	Items	RequestedDate	RequestedBy	Lab
0300005	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) — 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: 8/24/2004 End Date: 2/24/2005 Search

Case#	Tox#	Case Type	SR#	Priority	Service	Items	RequestedDate	RequestedBy	Lab
0300005	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) — Count: 29

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Case Type	Priority	Service	RequestedBy	RequestedDate
0401129	Non-Jurisdiction	1	ABN Screen, . . .	Joyce Ho	12/2/2004 9:38:48 AM
0401096	Non-Jurisdiction	1	GHB and Rohypnol Screen, . . .	Dr. Nizam Peerwani	9/28/2004 3:21:59 PM
0400002	Non-Jurisdiction	1	ABN Screen, . . .	Jasper Taylor	6/9/2004 9:57:05 AM
0400002	Non-Jurisdiction	1	ABN Screen, . . .	Jasper Taylor	6/9/2004 10:07:05 AM
0400002	Non-Jurisdiction	1	ABN Screen, . . .	Jasper Taylor	6/9/2004 10:15:12 AM
0400002	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) — Count: 9

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Case Type	Priority	Service	RequestedBy	RequestedDate
0400001	Non-Jurisdiction	1	Opiates, THC, Cocaine Screen, . . .	John Briggs	11/17/2004 9:30:07 AM
0300005	Jurisdiction	1	ABN Screen, . . .	Ronald Singer	10/25/2004 11:26:03 AM
0300005	Jurisdiction	1	Ethanol, . . .	Joyce Ho	10/26/2004 2:25:45 PM
0300005	Jurisdiction	1	Ethanol, . . .	Ronald Singer	10/25/2004 11:54:32 AM
0300005	Jurisdiction	1	GHB and Rohypnol Screen, . . .	Joyce Ho	10/25/2004 12:00:52 PM
0300005	Jurisdiction	1	Opiates, THC, Cocaine Screen, . . .	Ronald Singer	10/26/2004 3:23:11 PM
0300005	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) — Count: 5

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Case Type	Priority	Service	RequestedBy	RequestedDate
0305871	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 9:42:40 AM
0305871	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 10:04:23 AM
0305871	Non-Jurisdiction	1	Slide Preparation	Dr. Nizam Peerwani	7/30/2004 10:05:08 AM
0305871	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) — Count: 25

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Case Type	SR#	Priority	Service	RequestedBy	Lab
0401129	Non-Jurisdiction	001	1	ABN Screen, . . .	Joyce Ho	Toxicology Lab
0401096	Non-Jurisdiction	003	1	GHB and Rohypnol Screen, . . .	Dr. Nizam Peerwani	Toxicology Lab
0400002	Non-Jurisdiction	007	1	ABN Screen, . . .	Jasper Taylor	Toxicology Lab
0400002	Non-Jurisdiction	008	1	ABN Screen, . . .	Jasper Taylor	Toxicology Lab
0400002	Non-Jurisdiction	009	1	ABN Screen, . . .	Jasper Taylor	Toxicology Lab
0400002	Non-Jurisdiction	010	1	ABN Screen, . . .	Jasper Taylor	Toxicology Lab
0400002	Non-Jurisdiction	011	1	ABN Screen, . . .	Jasper Taylor	Toxicology Lab
0400002	Non-Jurisdiction	013	1	ABN Screen, . . .	Jasper Taylor	Toxicology Lab
0400002	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) — Count: 9

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Case Type	SR#	Priority	Service	RequestedBy	Lab
0400001	Non-Jurisdiction	001	1	Opiates, THC, Cocaine Screen, . . .	John Briggs	Toxicology Lab
0300005	Jurisdiction	004	1	ABN Screen, . . .	Ronald Singer	Toxicology Lab
0300005	Jurisdiction	012	1	Ethanol, . . .	Joyce Ho	Toxicology Lab
0300005	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) — Count: 5

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: 2/24/2004 End Date: 2/24/2005 Search

Case#	Case Type	SR#	Priority	Service	RequestedBy	Lab
0305871	Non-Jurisdiction	030	1	Slide Preparation	Dr. Nizam Peerwani	Histology Lab
0305871	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 — Count: 4

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

Case#	ToxWork#	CaseType	Doc Name	Doc Note	Status	CreatedBy	Created Date
0300001	0400113	Non-Jurisdiction	0300001CrimeLabDoc20897945839		Composing	Travis Baker	1/26/2005 1:34:31 PM
0300001	0400113	Non-Jurisdiction	0300001IdentificationLabDoc2180430600		Composing	Travis Baker	12/1/2004 12:00:00 AM
0300001	0400113	Non-Jurisdiction	0300001IdentificationLabDoc22342745546		Composing	Travis Baker	12/1/2004 12:00:00 AM
0300001	0400113	Non-Jurisdiction	0300001IdentificationLabDoc20881221078		Composing	Travis Baker	3/10/2004 12:00:00 AM

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	Carmen Elbert	12/9/2004 10:33:00 AM	Tarrant	12/9/2004 11:21:17 AM	Jasper Taylor	

Medical Examiner Case Summary

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

Medical Examiner Case Summary — My Items — 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	Test Cage Document	UM0	Tarrant	2/22/2005		John Briggs	Investigation	N
0500043	Jurisdiction	F name L Name	AU	Tarrant	2/18/2005		Bill King	Investigation	N
0500042	Jurisdiction	sdf sdfsd	UU	Tarrant	2/18/2005		John Briggs	Investigation	N
0500041	Jurisdiction	F Name L Name	UU	Tarrant	2/18/2005		John Briggs	Investigation	N
0500040	Jurisdiction	jkjhk hjkhjk	UU	Tarrant	2/16/2005		John Briggs	Investigation	N
0500039	Jurisdiction Terminated	jkhjk jhkghj	UU	Tarrant	2/16/2005		John Briggs	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	cvbncvb cvbn	Kelly Green	12/8/2004
0401155	SOm er dfked	John Briggs	12/8/2004
0401150	Jan DeBee	Jasper Taylor	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	cvbncvb cvbn	Ready For Release

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: 1
Case#	Deceased Name	Funeral Home	County	Release Body?
0401129	F Name L Name		Tarrant	Release
0401125	Mickey Mouse		Tarrant	Release
0401084	zzz zzz		Tarrant	Release
0401081	mvbm, v,v		Tarrant	Release
0400834	Jesus Arguello		Tarrant	Release
0400831	Creston Reeves		Tarrant	Release
0400827	Jessica Backes		Denton	Release
0400825	Christopher Copeland		Tarrant	Release
0400822	B.J. (Initials Only) Jordan	Spencer's	Tarrant	Release
0400814	Donny Baxter	None selected	Tarrant	Release

Create Non ME Case

You will need to select the Create Non ME Case option in the options drop down list and click the Choose Option button. See below:

You will be redirected to the Create cremation case screen. See below

Case # Automactic | Save and Exit | Cancel

Case Sensitivity:	Routine	County Name:	Tarrant
Case Type:	Non-ME	Created By:	
Offense Date:		Created Date:	
Offense Type:	---Select---		
Notes:			

Service Numbers | GO | Select Number | New Agency

Number	Agency

New Case Detail Information

Victims | Add Person

Name	Address	Phone

Suspect | Add Person

Name	Address	Phone

From this screen, you enter
Case sensitivity
County
Offense Date
Offense Type – This may be updated by your system administrator.
Note – See Funeral Home Information section below
Service Number – See Service Number Section.
Victim – See Victim/Suspect section.
Suspect - See Victim/Suspect section.

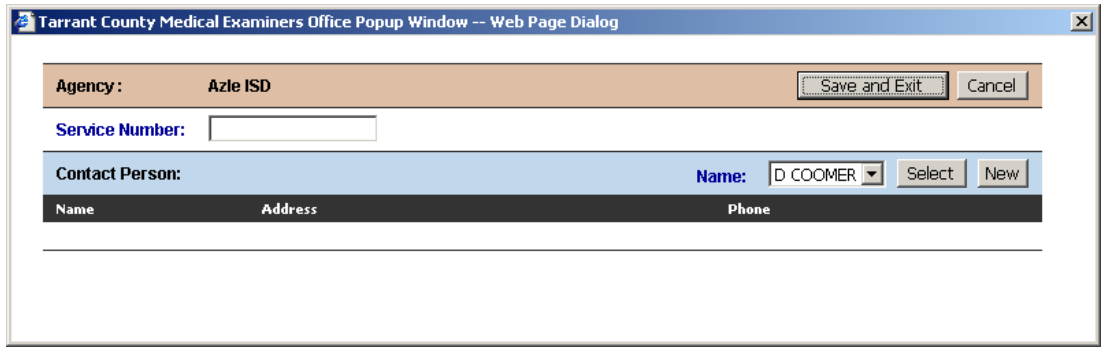
Press the ***Save and Exit*** button to create the case and go to the case management screen. Press the ***Cancel*** button to discard the case and return to your work list. See the following sections for adding a funeral home, death certificate information, and the deceased person.

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 agency name in the text box and click the go button. Select the correct agency and click the ***Select Number*** button. If the needed agency is not returned you may click the ***New Agency*** button to add the desired agency. (See the New Agency section below.)

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

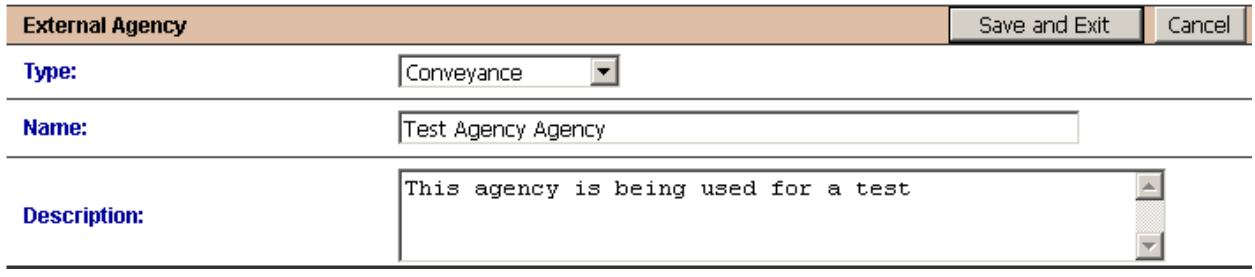


On the above pop up you may need to fill out the following information:
Service Number – This is a required field. Alpha/numeric values are only accepted.
Contact Person – You may select the person from the drop down list and click the ***Select*** button. If the Person you are looking for is not in the drop down, click ***New***. (This is described below.)

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

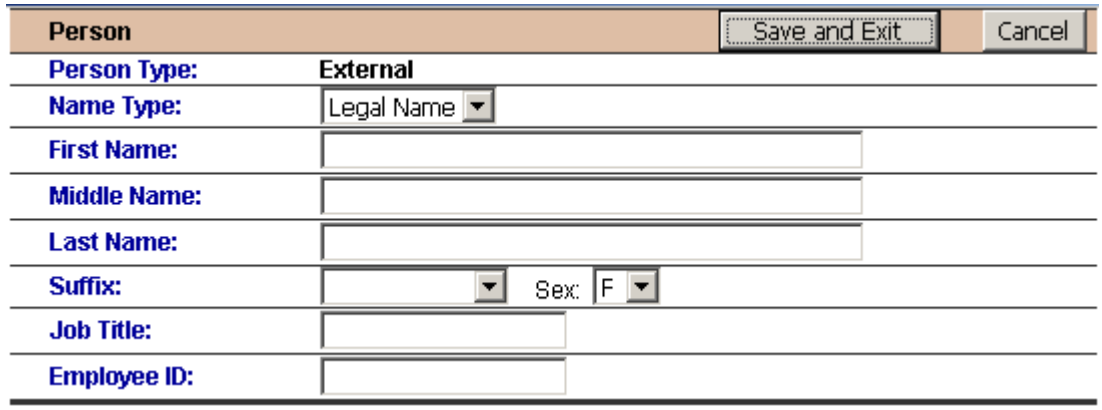
New Agency

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.



New Person

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



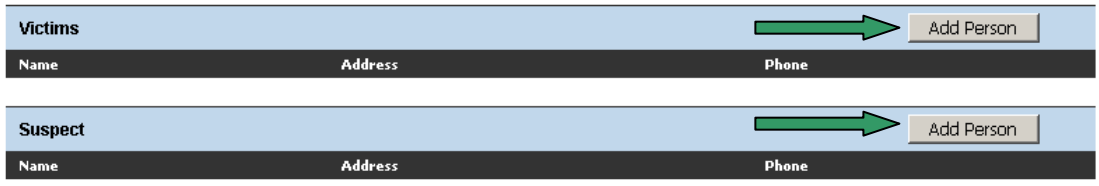
Enter the needed information for the agent.
Name Type
First Name – This is a required field
Middle Name
Last Name – This is a required field
Suffix
Sex – This defaults to female.
Job Title
Employee ID

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

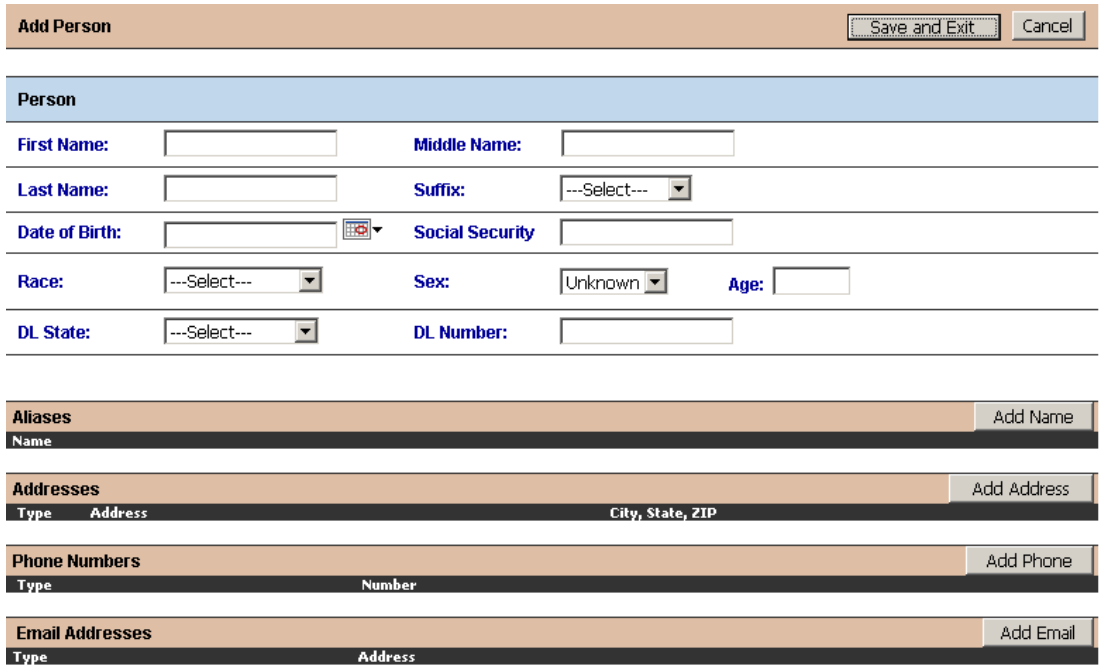
Victim/Suspect

Add Victim/Suspect

You must click on the Add Person button to add a person to the victim or suspect person list. See below:



The buttons will take you to the Add Person pop up screen. See below:

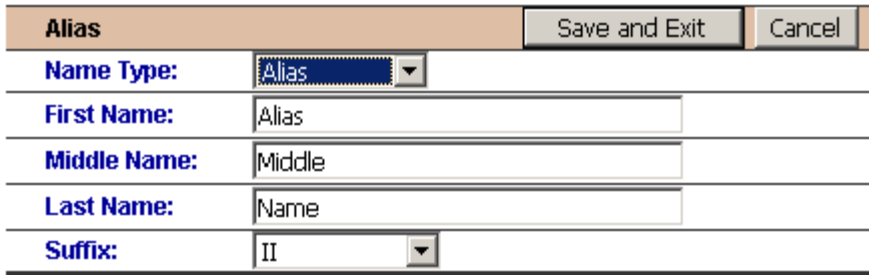


You may enter information in the following fields:
First Name – This is a required field.
Middle Name
Last Name – This is a required field.
Suffix
Date of Birth
Social Security
Race
Sex
Age
DL State
DL Number
Aliases – See alias section below.
Addresses – See addresses section below.
Phone Numbers – See Phone Numbers section below.
Email Addresses – See Email Addresses section below.

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.

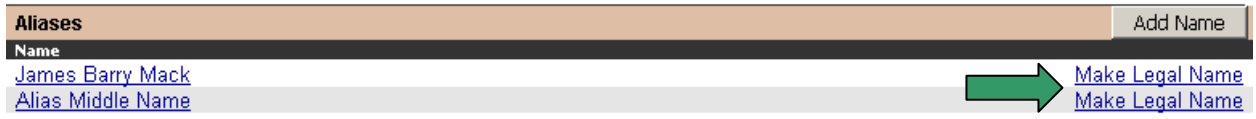


Person Name screen has the following fields present:
Name Type – Defaults to "Legal Name"
First Name – Required Field
Middle Name
Last Name – Required Field
Suffix

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

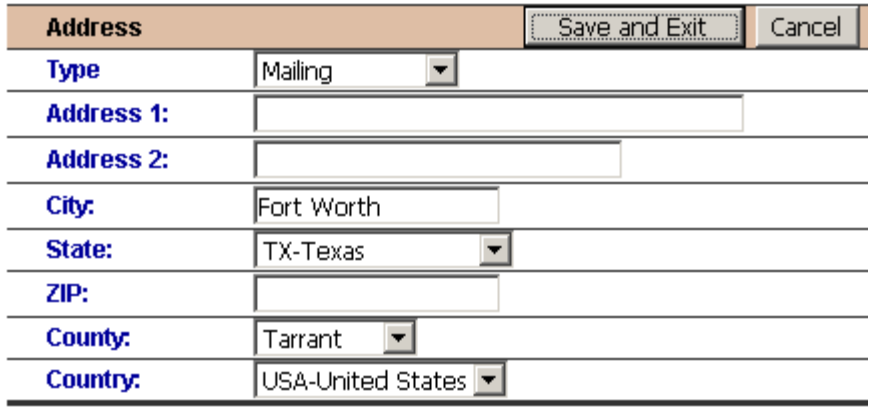
You must click on the Make Legal Name link to make an alias name the legal name for the person. See illustration below



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



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.

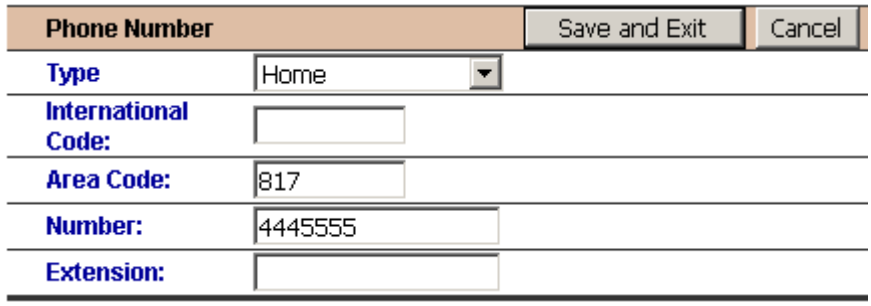
Remove Address

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

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

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



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.

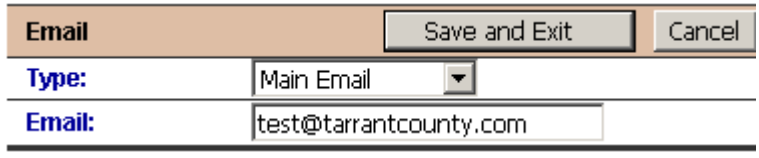
Remove Phone Number

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

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

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



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

Press the ***Save and Exit*** button to save the suspect/victim to the case. Press the ***Cancel*** button to disregard the information.

Remove Suspect/Victim

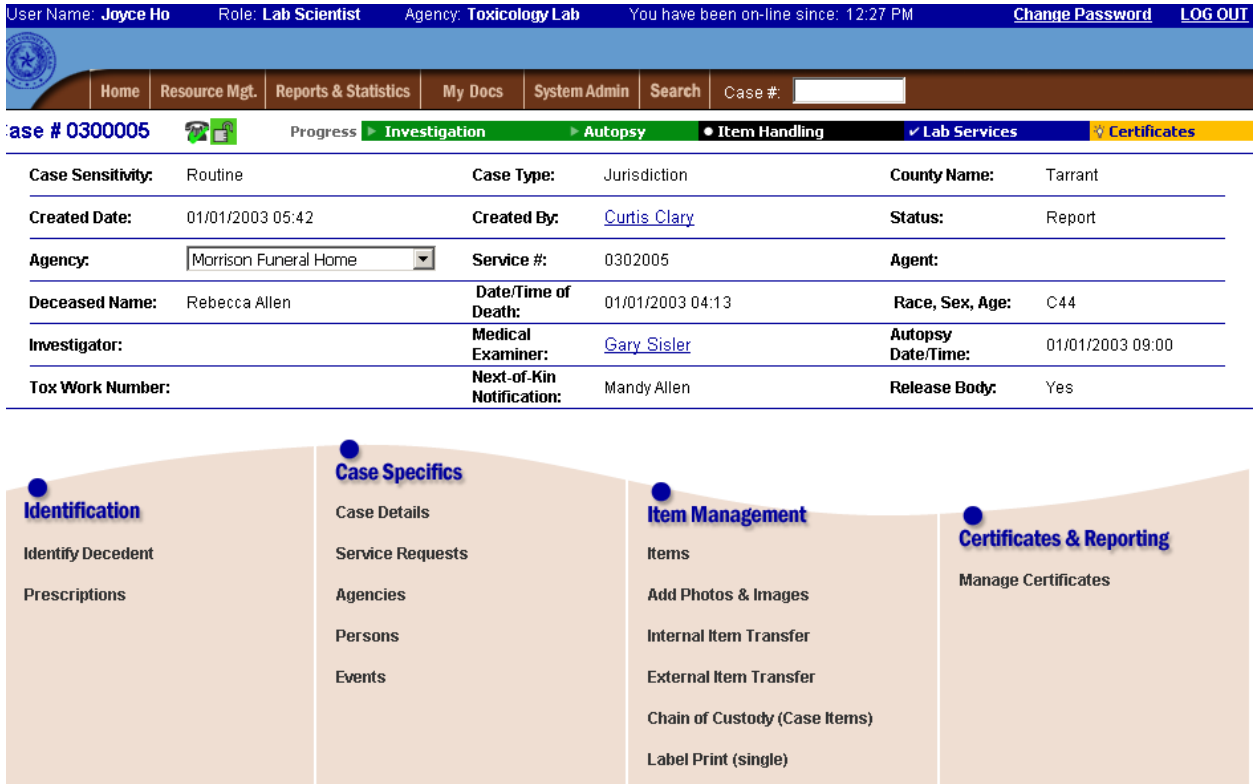
You may remove a suspect/victim from a case by clicking the remove link next to the person's name. See below:

Now that you have entered all of the necessary information you may choose to click the ***Save & Exit*** button to save the case to the CRYPT system. You may also click the **Cancel** button to disregard all of your entered information and return to the **Work List**.

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 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.

Case # 0300001

Edit Case

Case Type:	Jurisdiction	**Created Date:**	01/01/2003	**Created By:**	Travis Baker
Active:	NO	**Case Type Change:**	undetermined - before modifications		
Case Sensitivity:	Routine	**County Name:**	Tarrant	**Assigned Investigator:**	Travis Baker
Next of Kin Notified:	**Yes**				
Medical Examiner:		**Autopsy Report Date:**		**Autopsy Date/Time:**	10/13/1954 02:23
Autopsy Technician:					

Name: Imaginary Person

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**	

Due to:	
Other Significant Conditions:	
Funeral Home:	**Phone Number**

▸ Agency Information	Count: 0
▸ Person Information	Count: 4
▸ Item Information	Count: 1
▸ Case Associations	Count: 0
▸ Service Requests	Count: 0
▸ Events	Count: 0
▸ Documents	Count: 1
▸ Identification	Count: 1

Narrative: To Add or View Additional Notes [Case Notes]

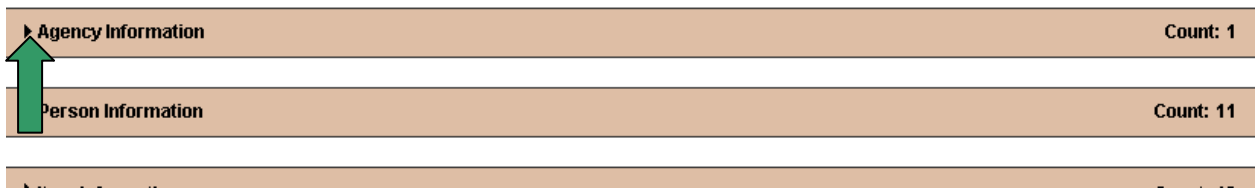
The following information is available to be viewed on the above screen.

- **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.

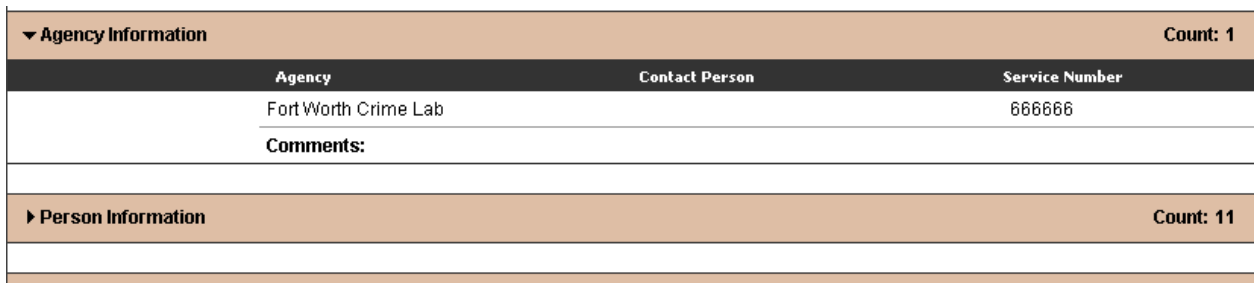
- **Date of Birth** – This is the date of birth of the deceased.
- **Identity** - This is discussed in the Create Jurisdiction/Non-Jurisdiction Case section.
- **Date/Time of Death/Found**
- **Found**
- **Release Body** - This is discussed in the Case Header section.
- **Case Delinquent**
- **Dictated 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.



Below is the expanded list.



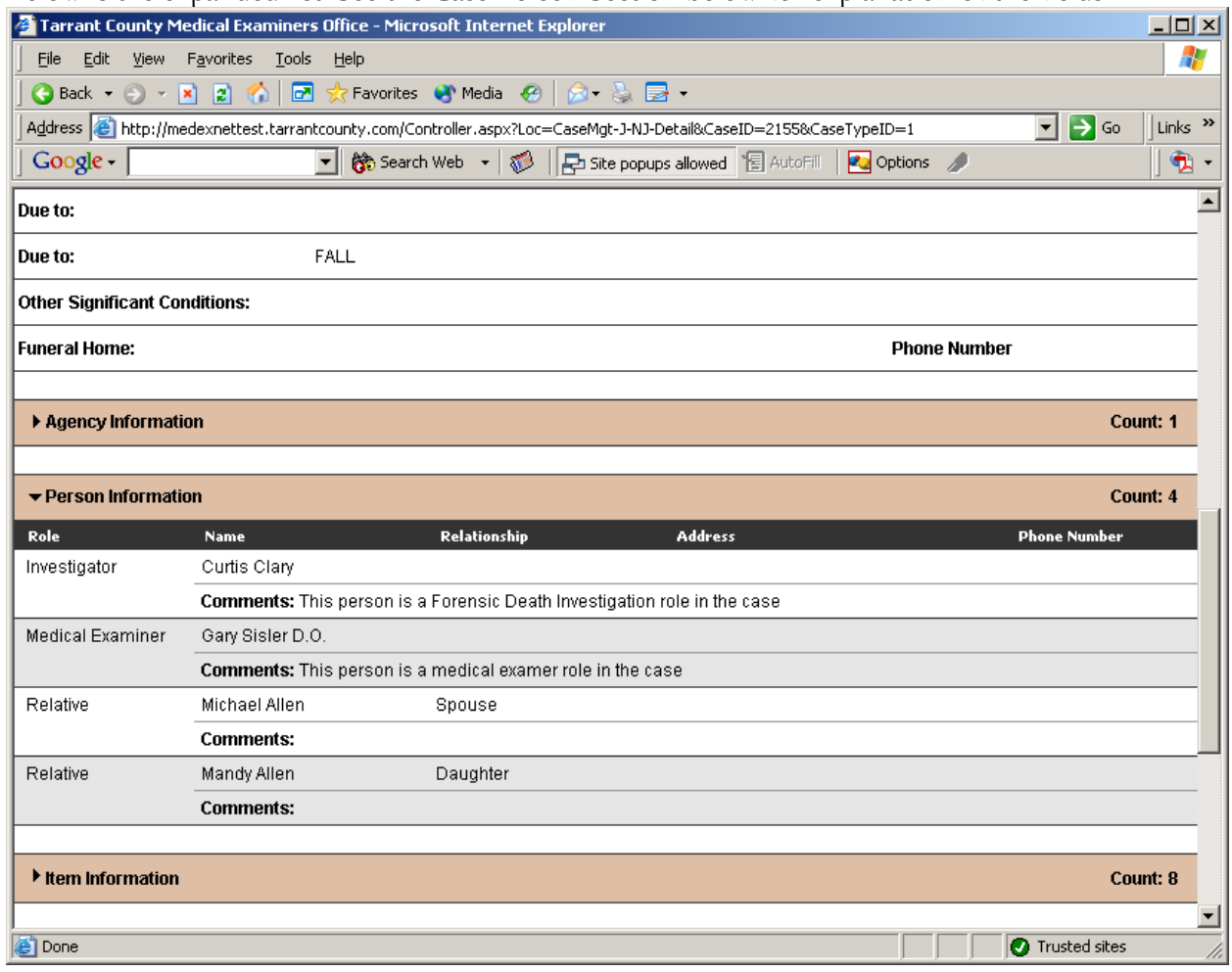
- **Agency** – This is the agency name.

- **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.

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



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.

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
	Description:							
2	030101012	N	E	Y	Medical Examiners	Gary.Sisler		01/01/2003 09:06
	Description:							
3	030101013	N	E	Y	Medical Examiners	Gary.Sisler		01/01/2003 09:06
	Description:							
4	030101014	N	E	Y	Medical Examiners	Gary.Sisler		01/01/2003 09:07
	Description:							
5	030101022	N	E	N	Medical Examiners	Gary.Sisler	Traci.Wilson	01/01/2003 10:07
	Description:							
6	050104001	N	P	N	Information Technology	Travis.Baker	Monte.Brown	01/04/2005 09:09
	Description:							
7	050104002	N	P	N	Information Technology	Travis.Baker	Richard.Dalton	01/04/2005 09:51
	Description:							
8	050104003	N	P	N	Information Technology	Travis.Baker	Richard.Dalton	01/04/2005 09:51
	Description:							

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.

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:	Linda Anderson	Req Agency:	Forest Ridge Funeral Home	
002	Created Date:	01/03/2003	Req Person:	Daniel Konzelmann	Req Agency:	Medical Examiners	
003	Created Date:	01/03/2003	Req Person:	Glynn Dill	Req Agency:	Plaza Medical Center	
004	Created Date:	01/20/2005	Req Person:	Travis Baker	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:	Linda Anderson	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:	Linda Anderson	Completed Date:	01/02/2003	Piority:	2
Description: dc done							
002		Created Date:	01/03/2003	Req Person:	Daniel Konzelmann	Req Agency:	Medical Examiners
003		Created Date:	01/03/2003	Req Person:	Glynn Dill	Req Agency:	Plaza Medical Center
004		Created Date:	01/20/2005	Req Person:	Travis Baker	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.

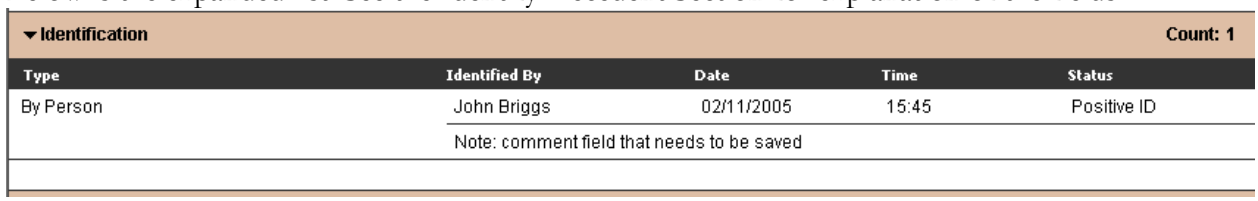
Events	Count: 3
Documents	Count: 6
Identification	Count: 0

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		

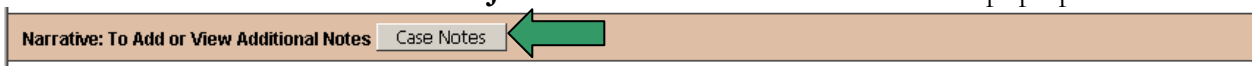
Identification

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

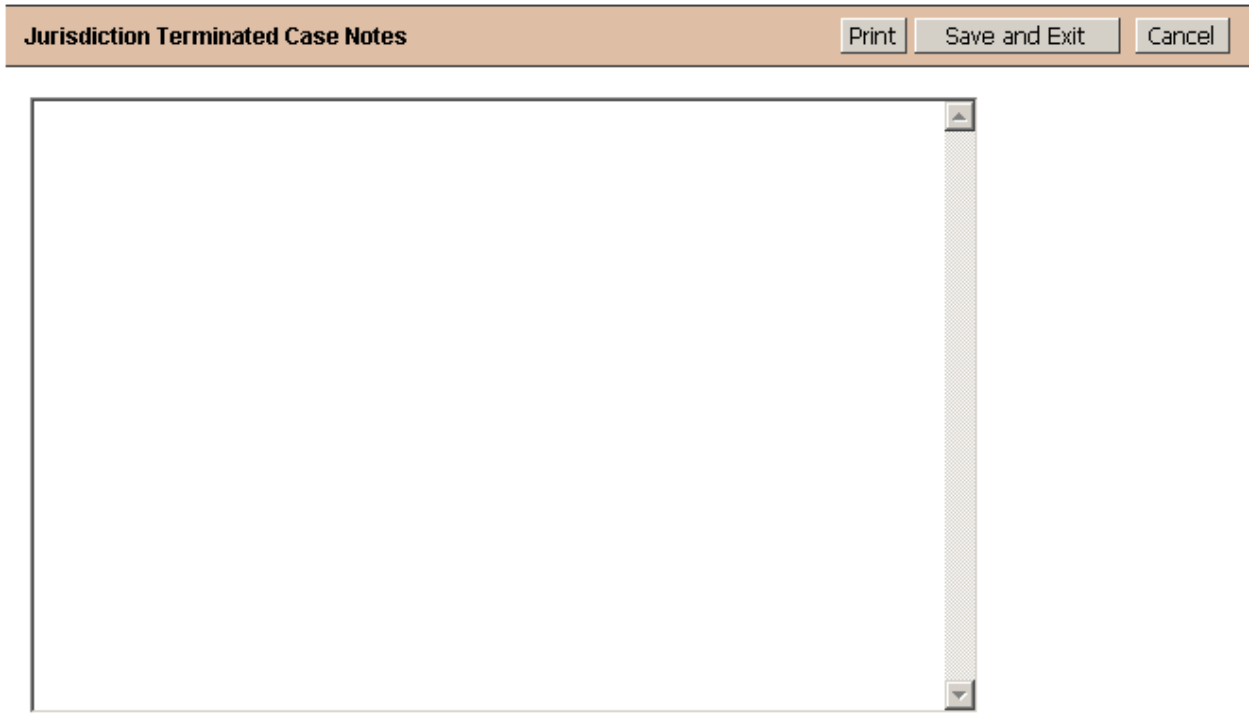


Case Notes

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



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.



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: Jurisdiction | Created Date: 1/1/2003 | Created By: Curtis Clary

Active: Yes No

Case Sensitivity: Routine | County Name: Tarrant | Assigned Investigator: Adam Calderon

Reporting Agency: Harris Methodist Hospital | Reporting Person: Monica Hunter | Phone Number:

Reporting Agency Address

Line 1 | City

Line 2 | State | Zip

Date Reported: 1/1/2003 | Time Reported: 5:25

Date of Death: 1/1/2003 | Time of Death: 4:13

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			Remove
	Service Number Note:			

Decedent | Death | Incident | Next of Kin Notification | Identification

Decedent Information

First Name: Rebecca | Middle Name:

Last Name: Allen | Suffix: | Identity: Identified

Race: Caucasian | Sex: U | Date of Birth: 8/9/1958

Social Security: | DL State: | DL Number:

Marital Status: Married | Occupation: | Employer:

Address Line 1: 130 Cliff Drive | State: TX-Texas

Address Line 2: | Zip: 76450

City: Graham | Phone Number: 94054913910

Government Employee: Yes No | Release for Public Acces: 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.

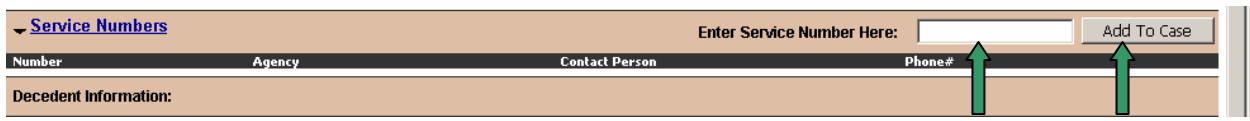
Other input Fields

- **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**

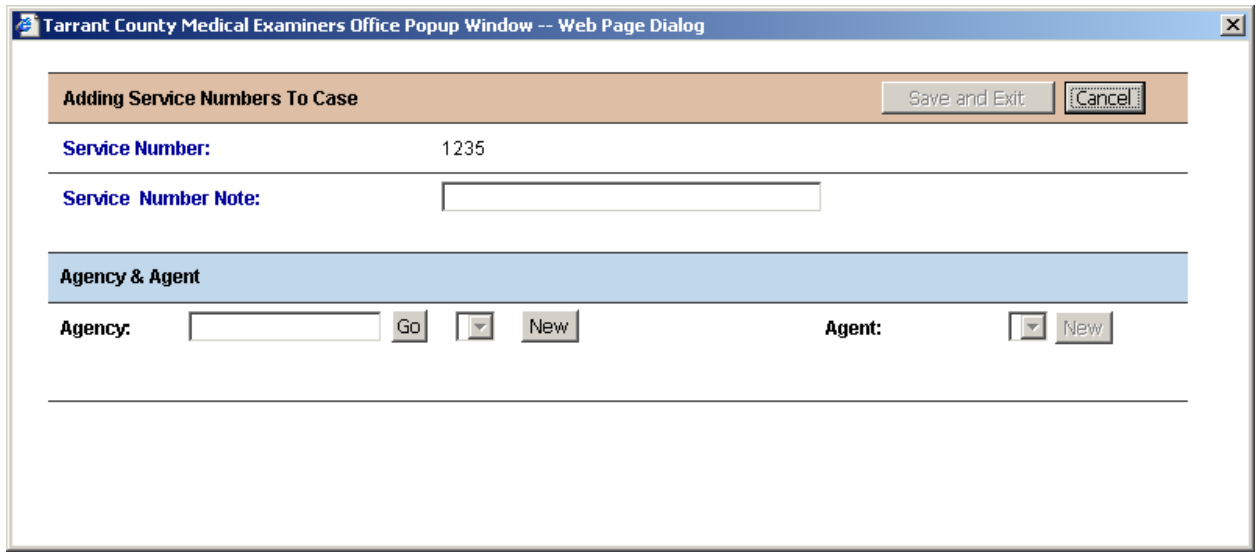
Service Numbers

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.

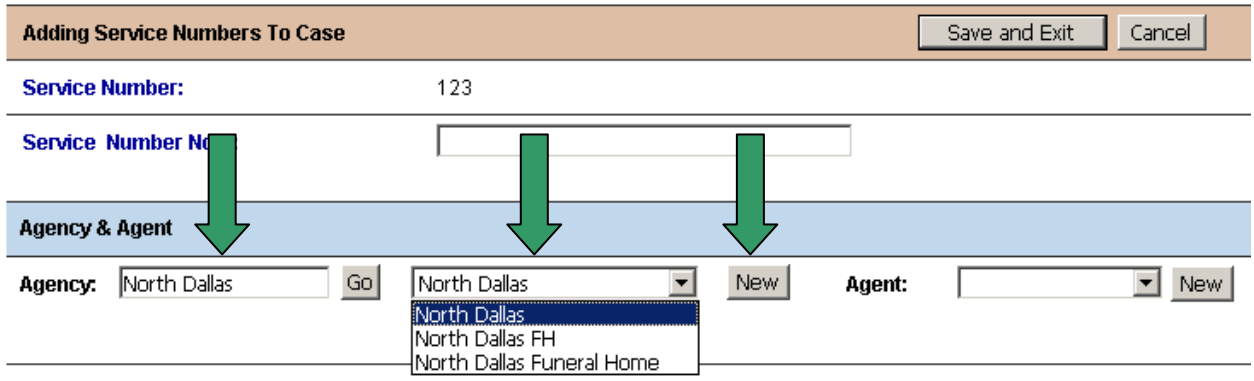
Enter the Service number (Only alpha/numeric values are allowed) and click the ***Add to Case*** button.



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

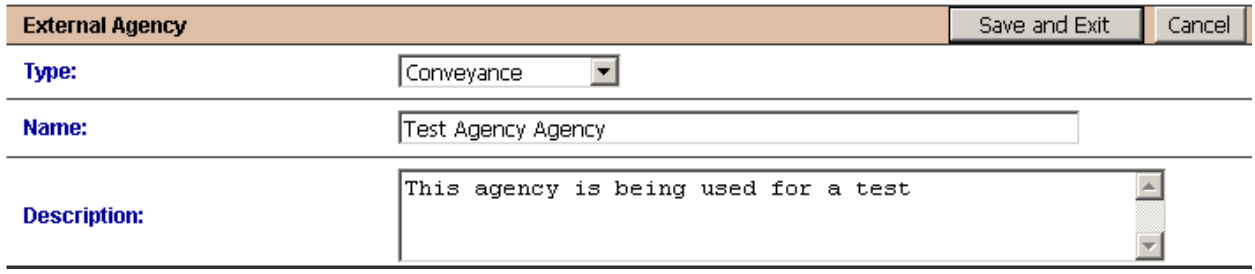


On the above pop up you may need to fill out the following information:
Service Number Note – You may enter any information here that you feel necessary.
Agency – You must enter the agency name that is associated to the service number that you entered and click the ***Go*** button. Agencies that are 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.)

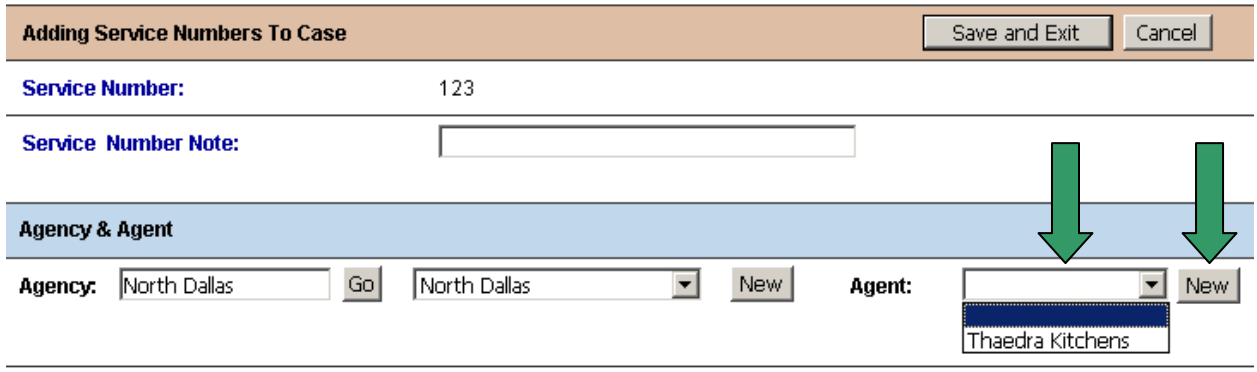


New Agency

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.

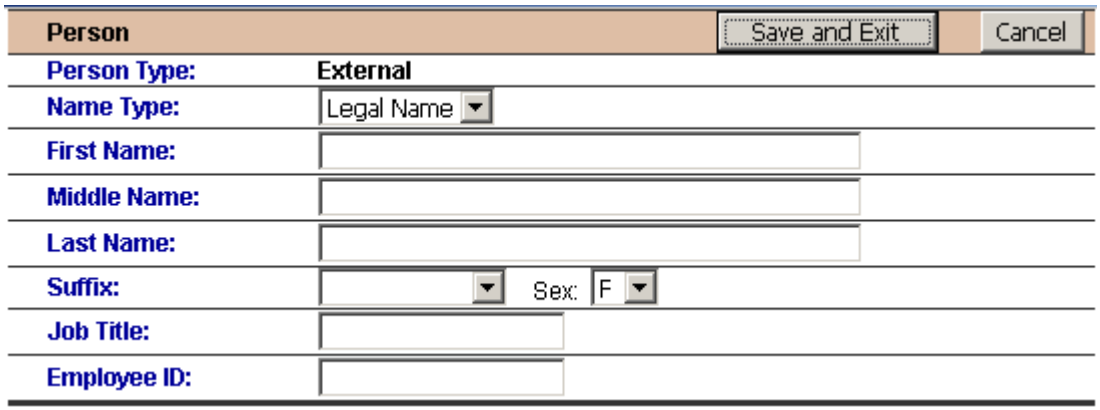


Agent – After you select an agency the agents associated to the agency will automatically populate the drop down list. You may choose to select an agent from the drop down list. If the agent you are looking for is not in the drop down, click ***New***. (This is described below.)



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)

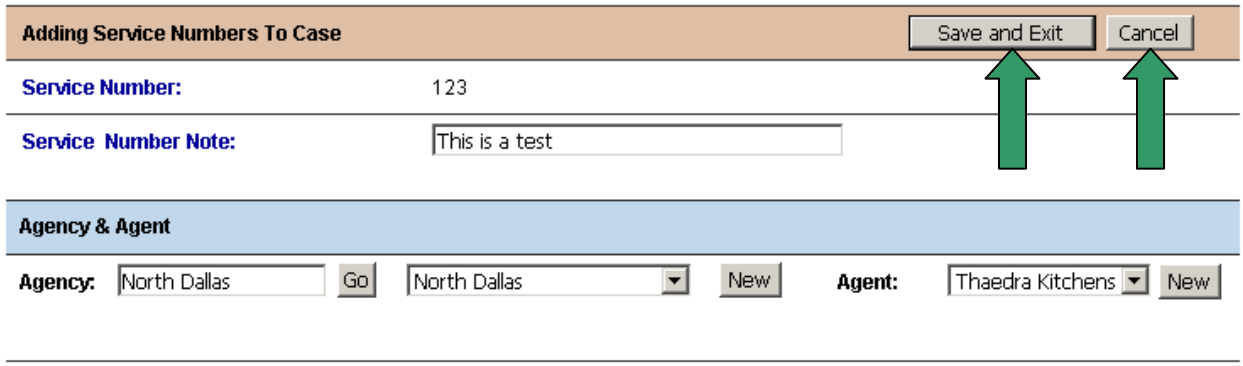


Enter the needed information for the agent.

- **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.



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: **State:**

Address Line 2: **Zip:**

City: **Precinct of Death:**

○ Found ◉ Pronounced **Date of Death/Found:** 1/1/2003 **Time of Death/Found:** 04:13

Pronouncing Agency: **Pronouncing Person:** Doctor Luis Martinez

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: ○ Yes ◉ No **Body To:**

Hospital Name: **Admit Date:**

Address: **Admit Time:**

Other Hospital Name:

Address:

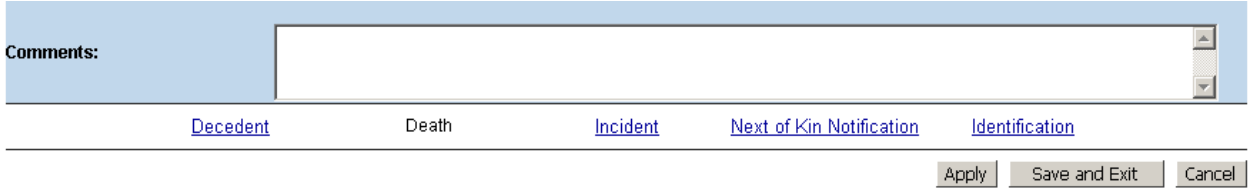
Funeral Home: **Phone Number:**

Domestic Violence: ○ Yes ◉ No **Trauma:** ◉ Yes ○ No **Injury at work:** ○ Yes ◉ No

Alcohol at Scene: ○ Yes ◉ No

Medications or Drugs found at Scene: ○ Yes ◉ No

Did Decedent have a History of Medications: ○ Yes ◉ No



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

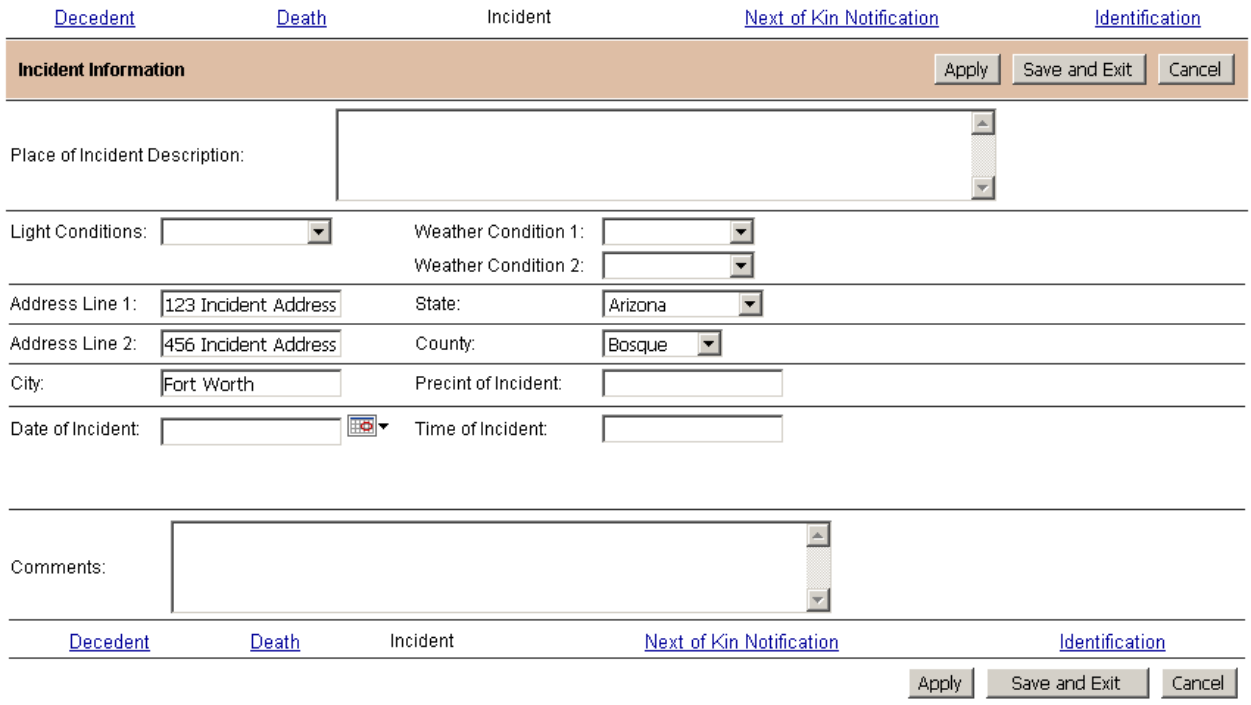
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip**
- **Precinct of Death**
- **Found/Pronounced** – Default is Found
- **Date of Death/Found**
- **Time of Death/Found**
- **Pronouncing Agency**
- **Pronouncing Person**
- **Place of Death Description**
- **Character of Premises of Death**
- **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.



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

Decedent | Death | Incident | Next of Kin Notification | Identification

Next of Kin Notification — Apply | Save and Exit | Cancel

Name:	Mandy Allen	Relationship:	
Address Line 1:		State:	
Address Line 2:		Zip:	
City:		Phone Number:	(817)444-5555
Notified:	Yes / No		
Notified By:	At Hospital	Date:	1/1/2003
Notifying Agency:	Harris Methodist	Time:	00:00

Other Notification

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 # 0500042 Progress ▶ Investigation • Autopsy • Item Handling • Lab Services • Certificates

Case Sensitivity:	Routine	**Case Type:**	Jurisdiction	**County Name:**	Tarrant
Created Date:	02/11/2005 15:46	**Created By:**	John Briggs	**Status:**	Investigation
Agency:		**Service #:**		**Agent:**	
Deceased Name:	Bob Name Jones	**Date/Time of Death:**		**Race, Sex, Age:**	UU0
Investigator:	John Briggs	**Medical Examiner:**		**Autopsy Date/Time:**	
Tox Work Number:		**Next-of-Kin Notification:**	Mike Smith	**Release Body:**	No

Identification
- Identify Decedent
- 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 may also click the Identification link from with in the case.

Decedent Death Incident Next of Kin Notifica 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

Visual | Add Visual

Finger Print | Add FingerPrint

Dental | Add Dental

Radio Graph | Add Radio Graph

DNA | 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**

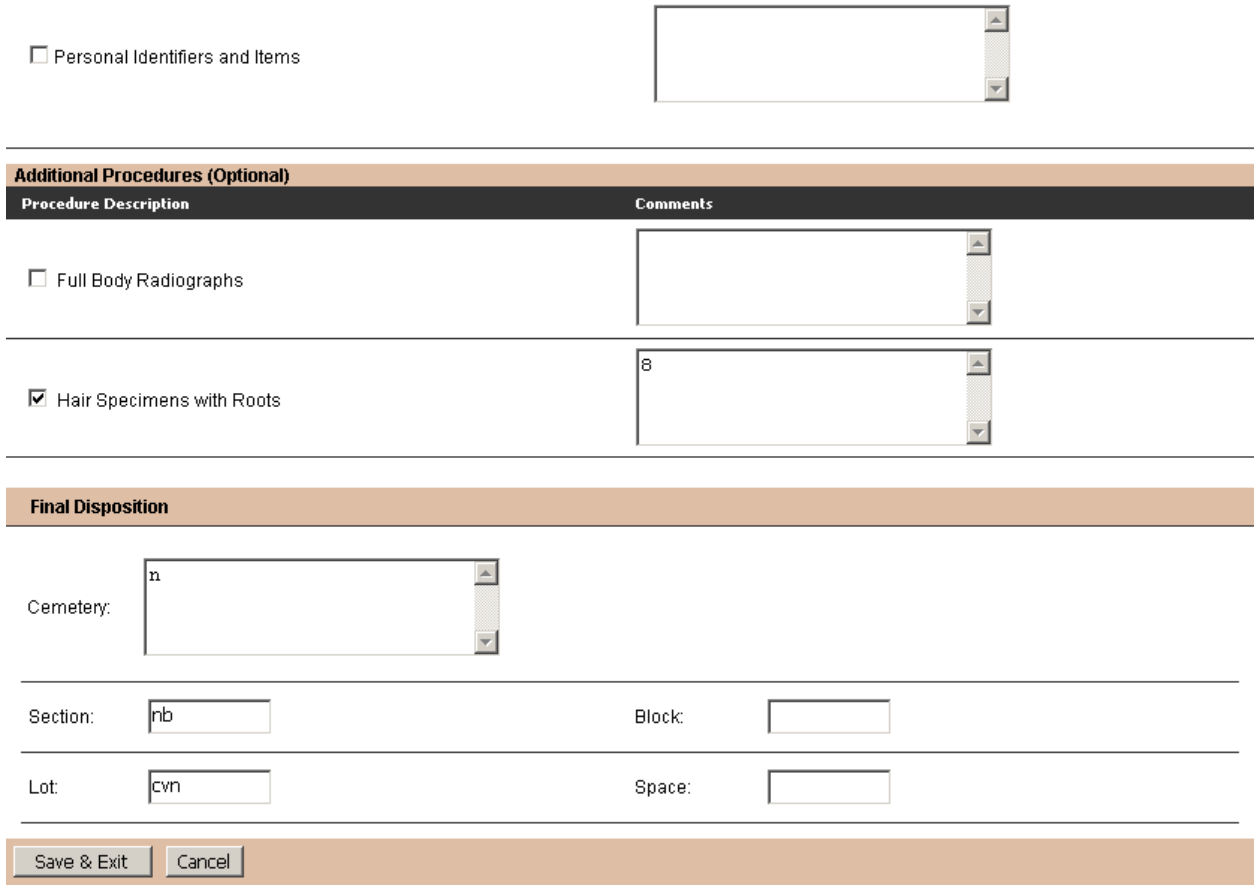
- **State**
- **Zip**
- **Phone Number**
- **Decedent** – This link will redirect you to the **Decedent Main Edit** screen.
- **Death** – This link will redirect you to the **Death Edit** screen.
- **Incident** – This link will redirect you to the **Incident Edit** screen.
- **Next of Kin Notification** – 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
☐ Fingerprints and Palm Prints	
☐ Frontal and Lateral Facial Photographs/Scale Indicated	
☐ Notation of Antemortem Medical Condition	
☐ Notation of Observations pertinent to the Estimation of Time of Death	
☐ Dental Charts and Radiograph of the Person's Teeth	



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

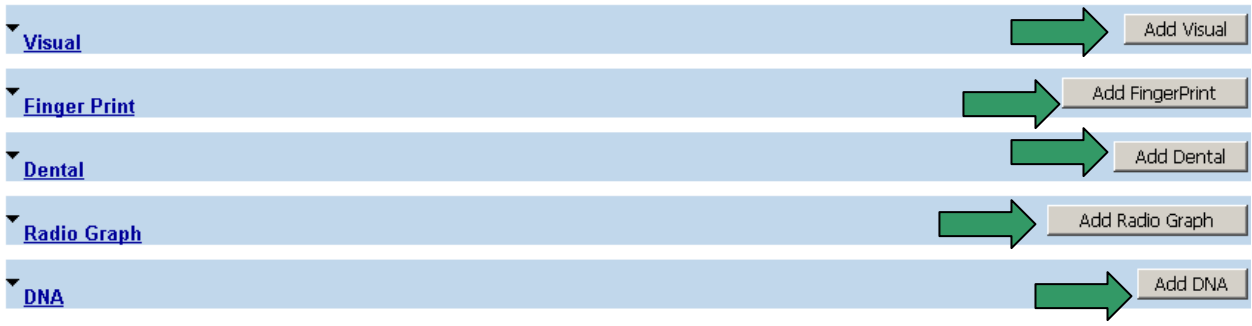
Click ***Save and Exit*** to save the entered information and be redirected to the **Identification** screen. Click ***Cancel*** to not save your entered information and be redirected to the **Identification** screen.

Identification Detail

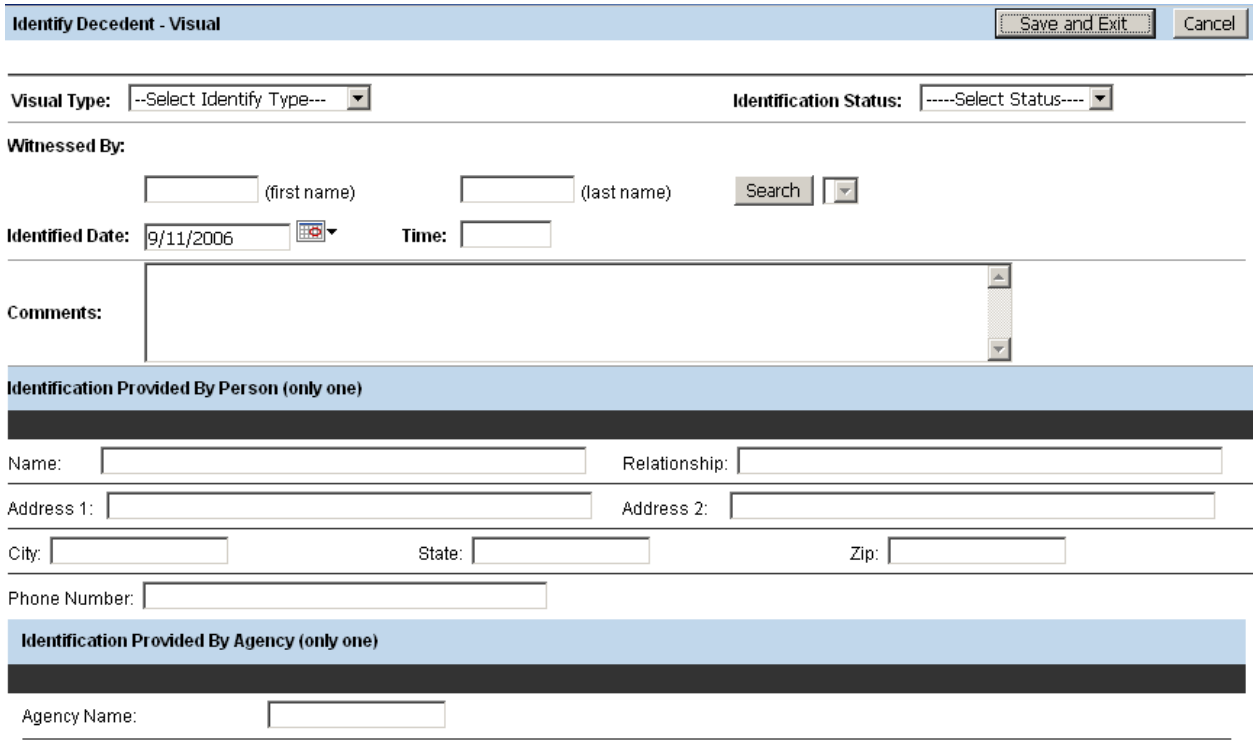
Identifications are composed of 5 separate types (Visual, Finger Print, Dental, Radio Graph, and DNA). These 5 types all have screens that work similarly; however, the procedure type used for the ID will be unique for each ID type, and, "Radio Graph" and "DNA" do not use either "Identification Provided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



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**
- **Identified 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.

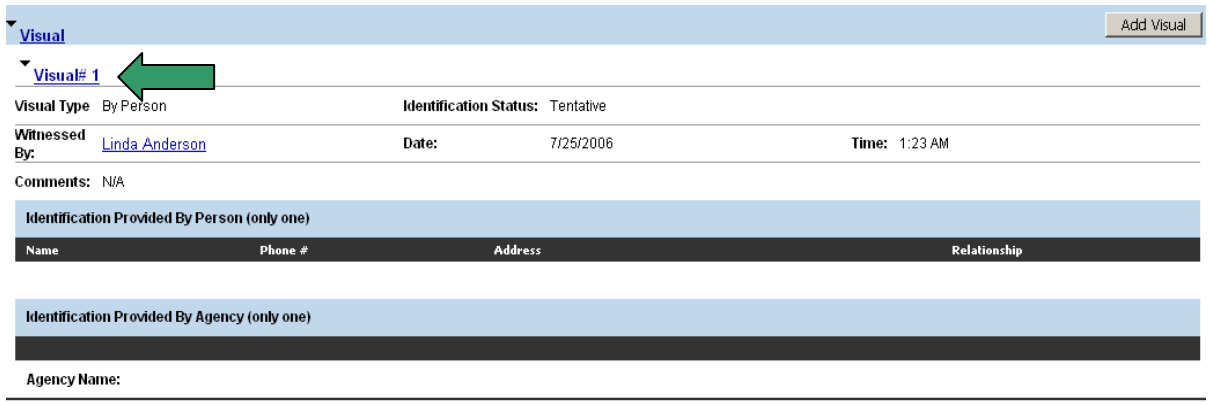
Identification Provided By Agency

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

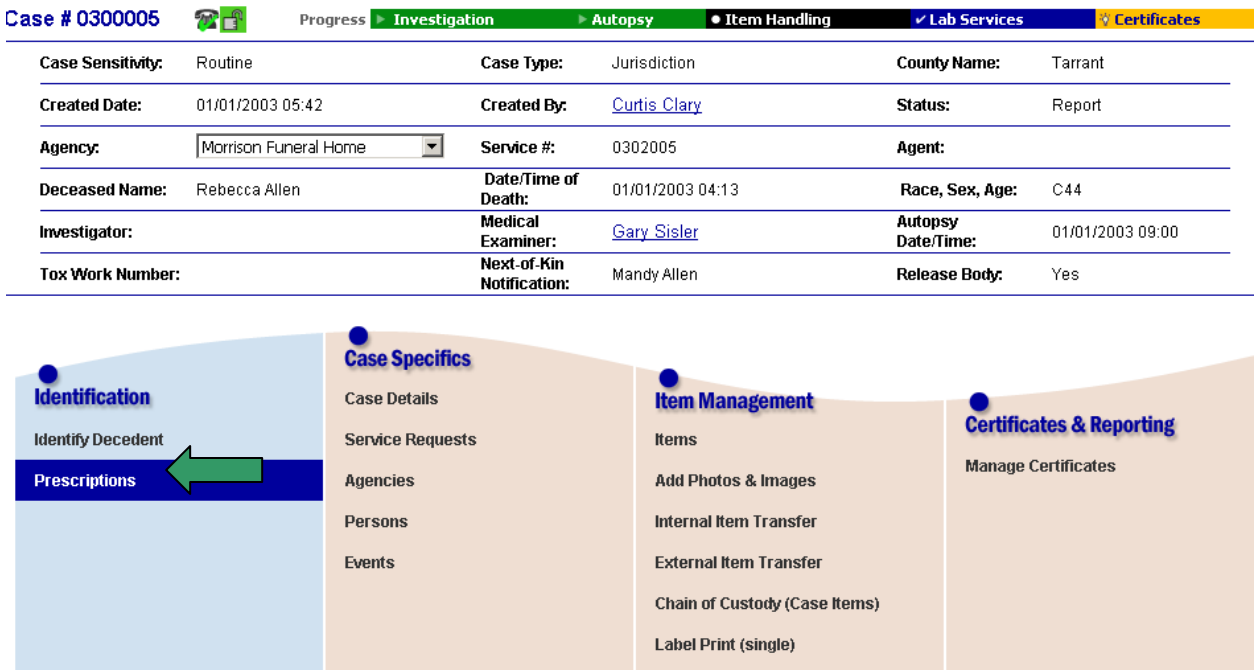
By default the identification lists are expanded so that all identifications that are associated to the case are displayed. If you would like to change any of the information on an identification that is already associated to a case, you must click on the ***Identification*** link. This link will open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



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.

Prescriptions

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



This will take you to the prescription list below.

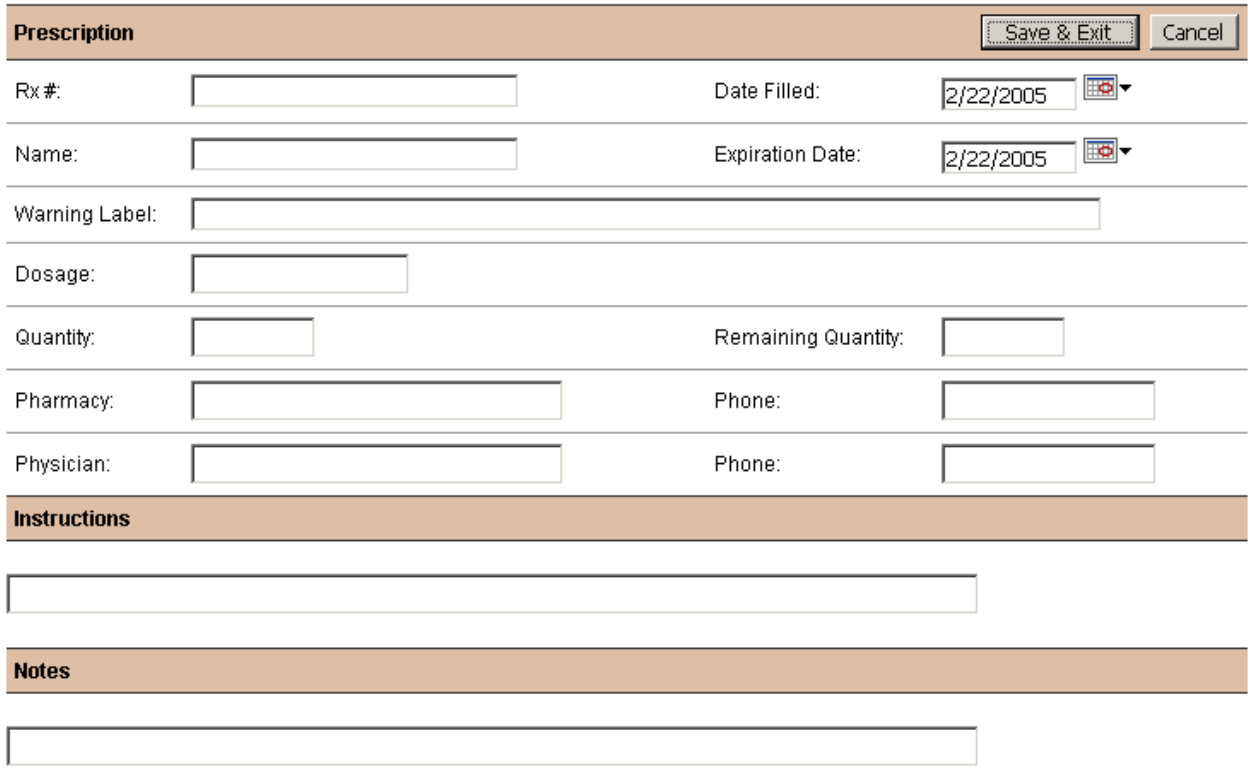
Prescription List

The prescription list below allows you to

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

Add prescription

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



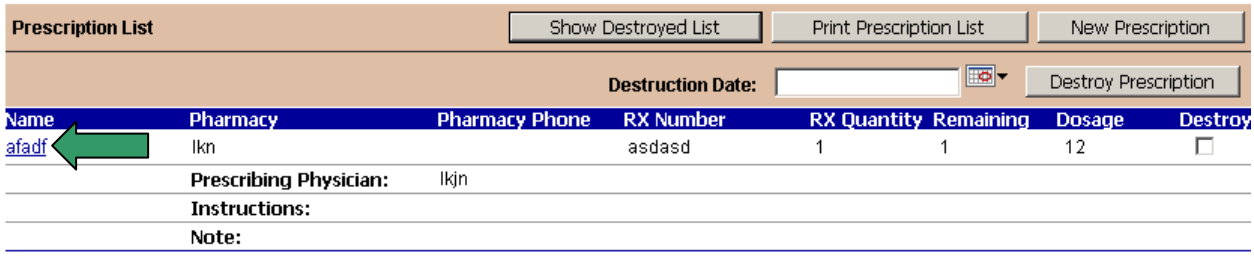
The following fields are present on the **Add Prescription** screen.

- **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.

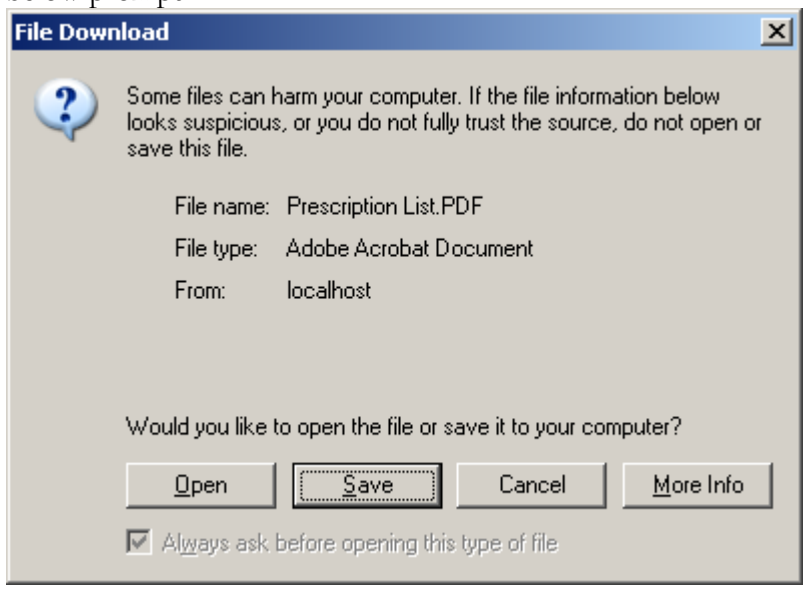
Updating Prescription

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.



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

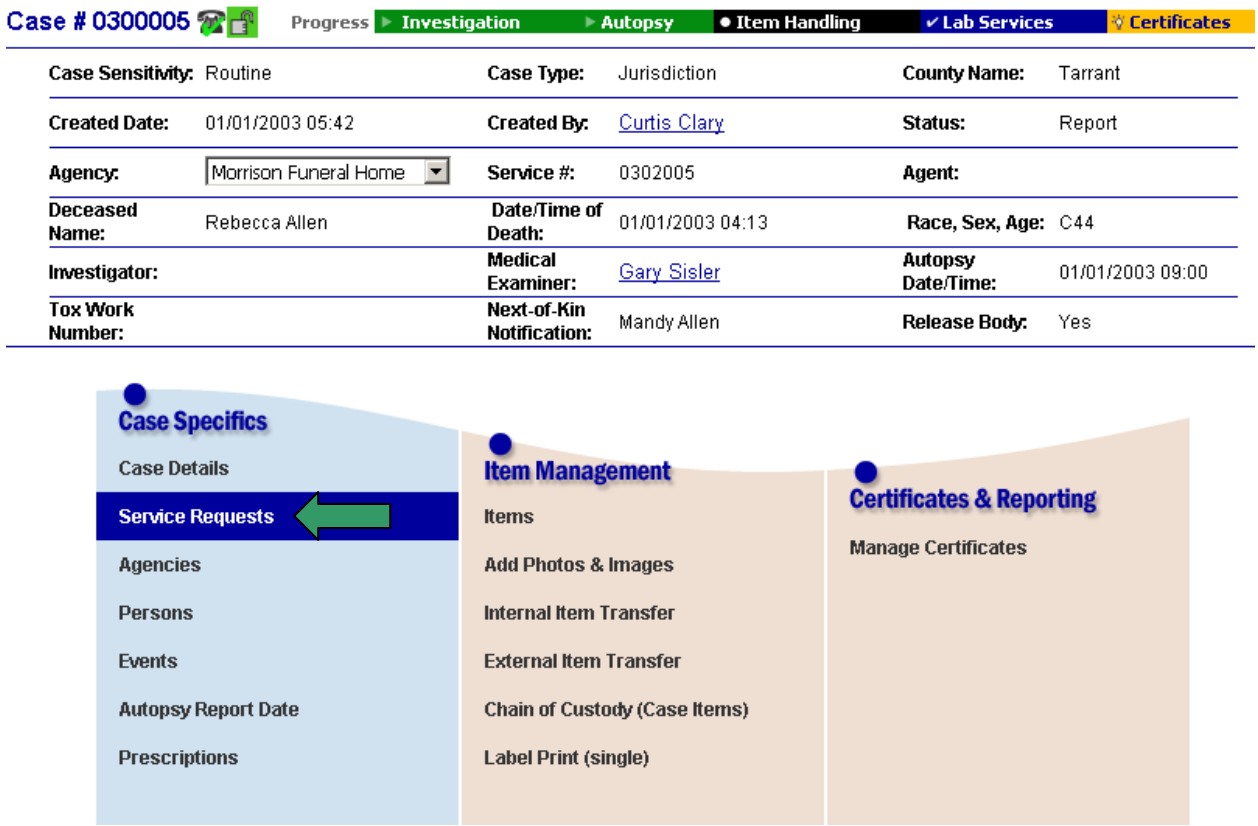
To view destroyed prescriptions, press the ***Show Destroyed List*** button. Press the ***Show Not-Destroyed List*** button to hide the destroyed prescriptions.

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.



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

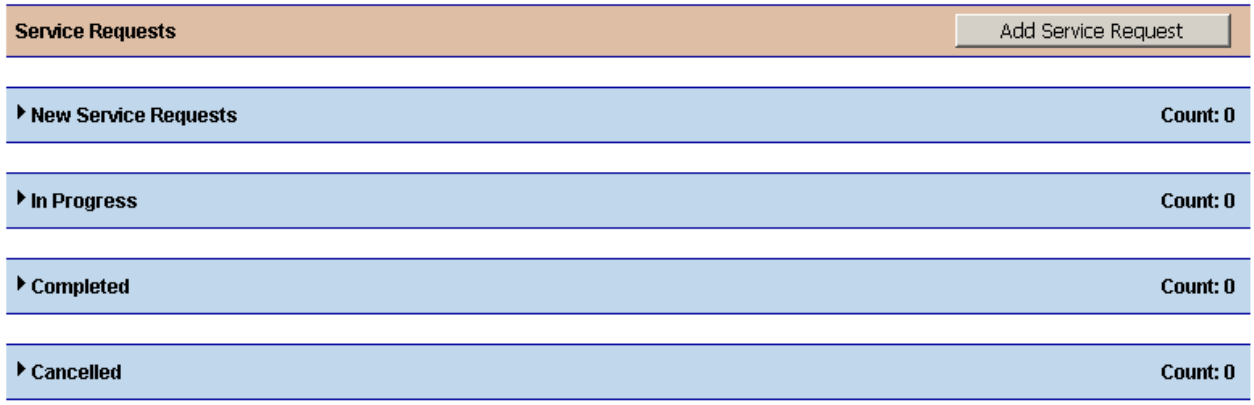
Service Request List

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.



Add Service Request

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

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

Add Service Request Case # 0500032 Next Save & Exit 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
NONE			
1	1	050215001	Body
2	2	050222001	Blood Card
3	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 S**ervice 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.

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

Requesting Agency & Agent

Agency: GO Medical Examiner Add

Agent: Dr. Nizam Peerwani Add

Request

Created Date: 2/15/2005 **Priority:** 1 **Status:** In Progress

Department: Secretarial Services **Billable:** ☐

Secretarial Services Services

☐ Autopsy Report Preparation ☐ Cremation Letter Preparation ☑ Death Certification Preparation

☐ Death Certificate Amendment ☐ Subpeona

Evidence

Add	Exhibit #	Tracking #	Description
☑	NONE		
☐	1	050215001	Body
☐	2	050222001	Blood Card
☐	3	050222002	Blood Sample

Note

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

Requesting Agency & Agent

Agency: Medical Examiner **Agent:** Dr. Nizam Peerwani

Request

Created Date: 2/15/2005 **Priority:** One **Status:** NewRequest

Department: Secretarial Services **Billable:** ☐

Services

Death Certification Preparation

Note

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

Case Sensitivity:	Routine	**Case Type:**	Jurisdiction	**County Name:**	Tarrant
Created Date:	01/01/2003 05:42	**Created By:**	Curtis Clary	**Status:**	Report
Agency:	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:**	Gary Sisler	**Autopsy Date/Time:**	01/01/2003 09:00
Tox Work Number:		**Next-of-Kin Notification:**	Mandy Allen	**Release Body:**	Yes

Identification
- Identify Decedent
- 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

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 Search Add Agency

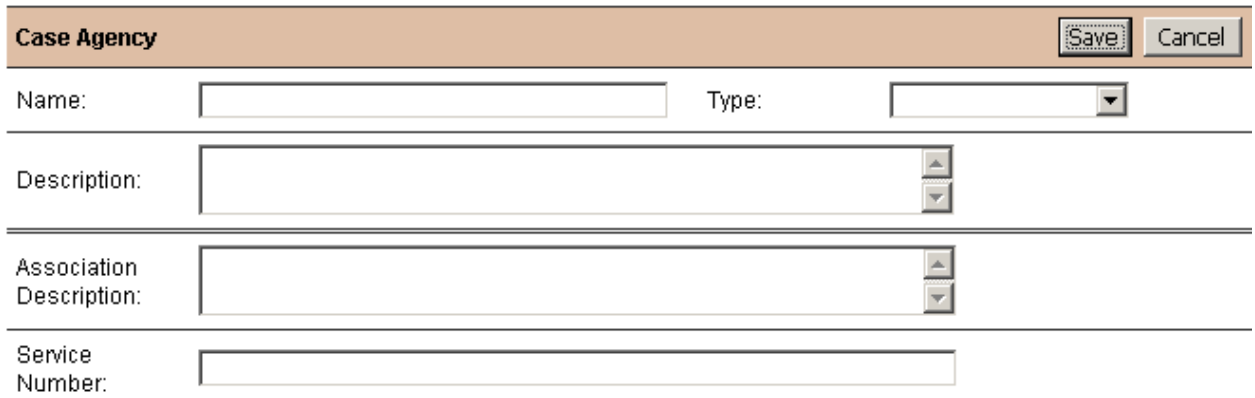
Name	Phone	Agency Type	Association Description	
Haltom City PD		Police Department		Remove
Priory of Scion		Police Department		Remove

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

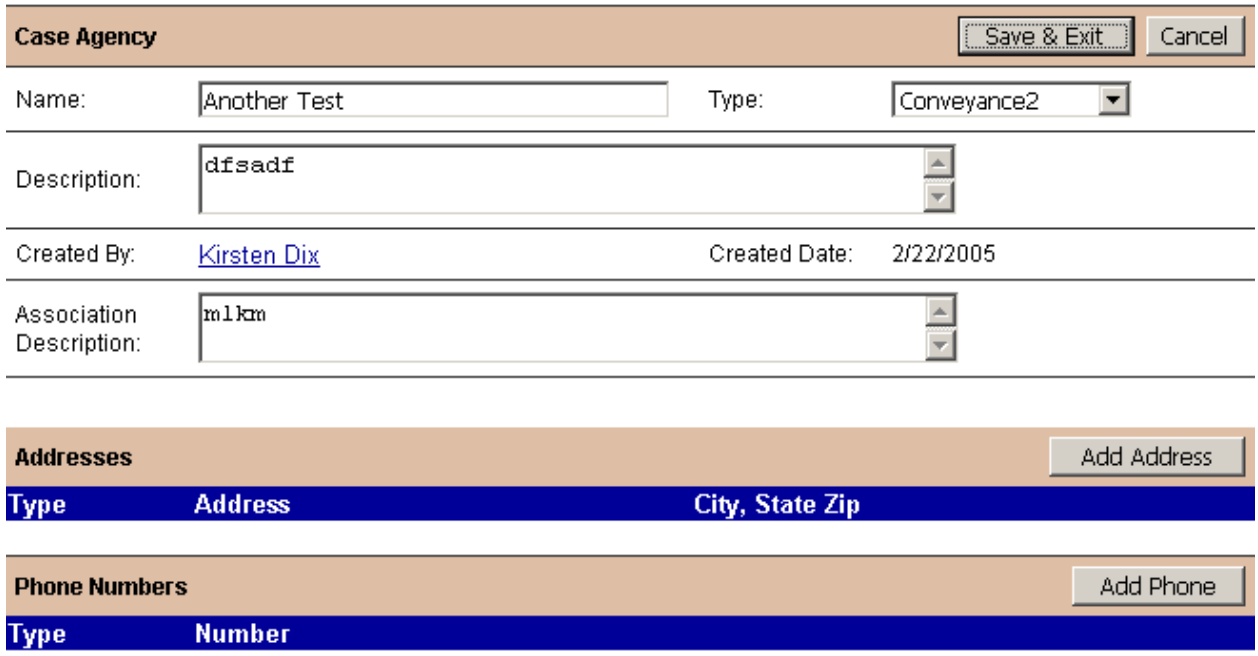
Clicking the Add Agency button on the agency list screen will open the add agency screen below.



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.



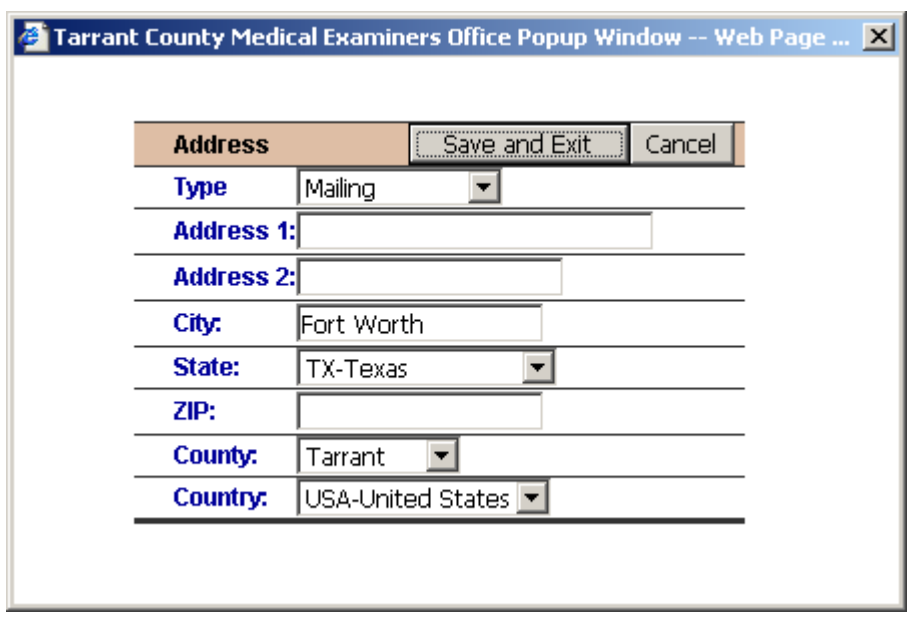
Agency Detail screen allows you to update the following fields:

- **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

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



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.

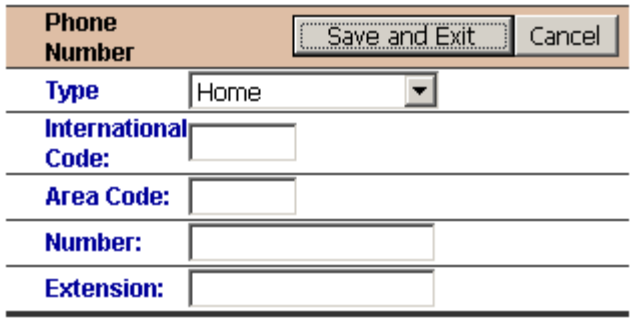
Removing Agency Address

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

Adding Agency Phone Numbers

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

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



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.

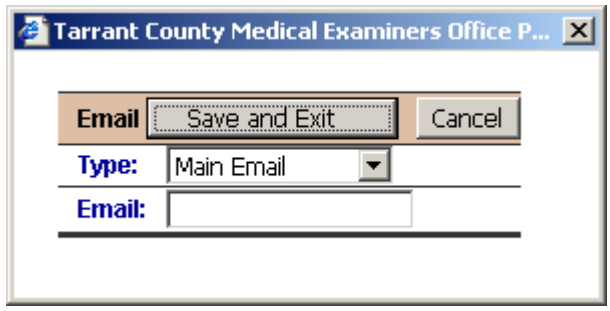
Removing Agency Phone Numbers

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

Add Agency Email Address

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

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.

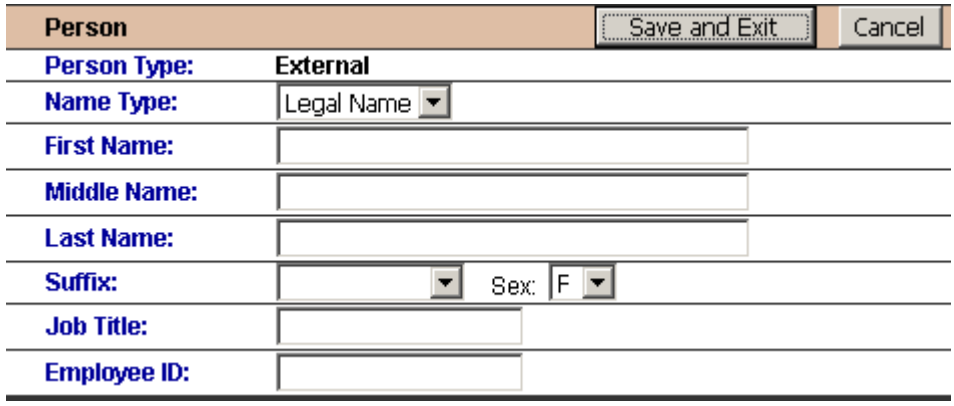
Removing Agency Email Address

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

Add Agency Persons

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

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



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:		Agency Type:	
Address			
Address1:		County:	
Address2:		State:	
City:		Country:	
Postal Code:			
Other Contacts			
Phone #:		Email Address:	
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:	Azle	Agency Type:	
Address			
Address1:		County:	
Address2:		State:	
City:		Country:	
Postal Code:			
Other Contacts			
Phone #:		Email Address:	
Search Results			

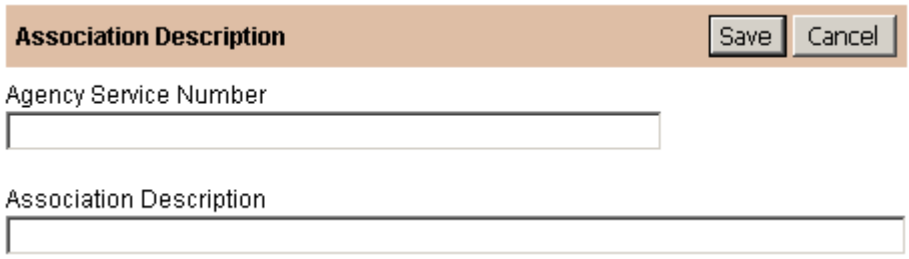
1

	Contact Phone #	Type	
Azle ISD		Others	Associate
Azle PD	(817)4447088	Police Department	Associate

Associate Agency

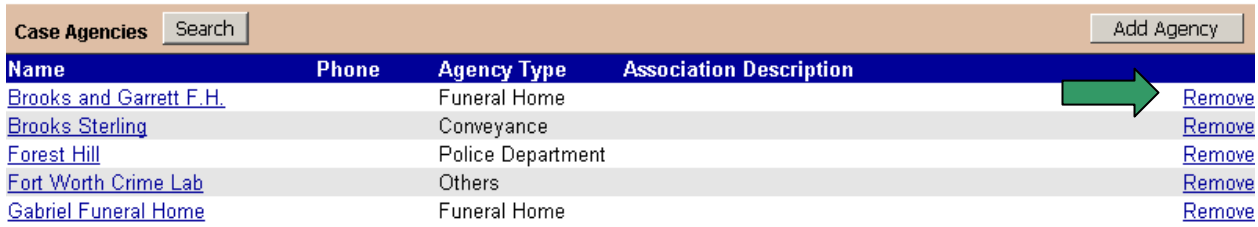
If the search results contain the agency you are looking for and you want to link the agency to the case then press the Associate link for that agency. When you do click the associate link, enter a service number from the agency, if available, and a short description of why you are linking the agency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



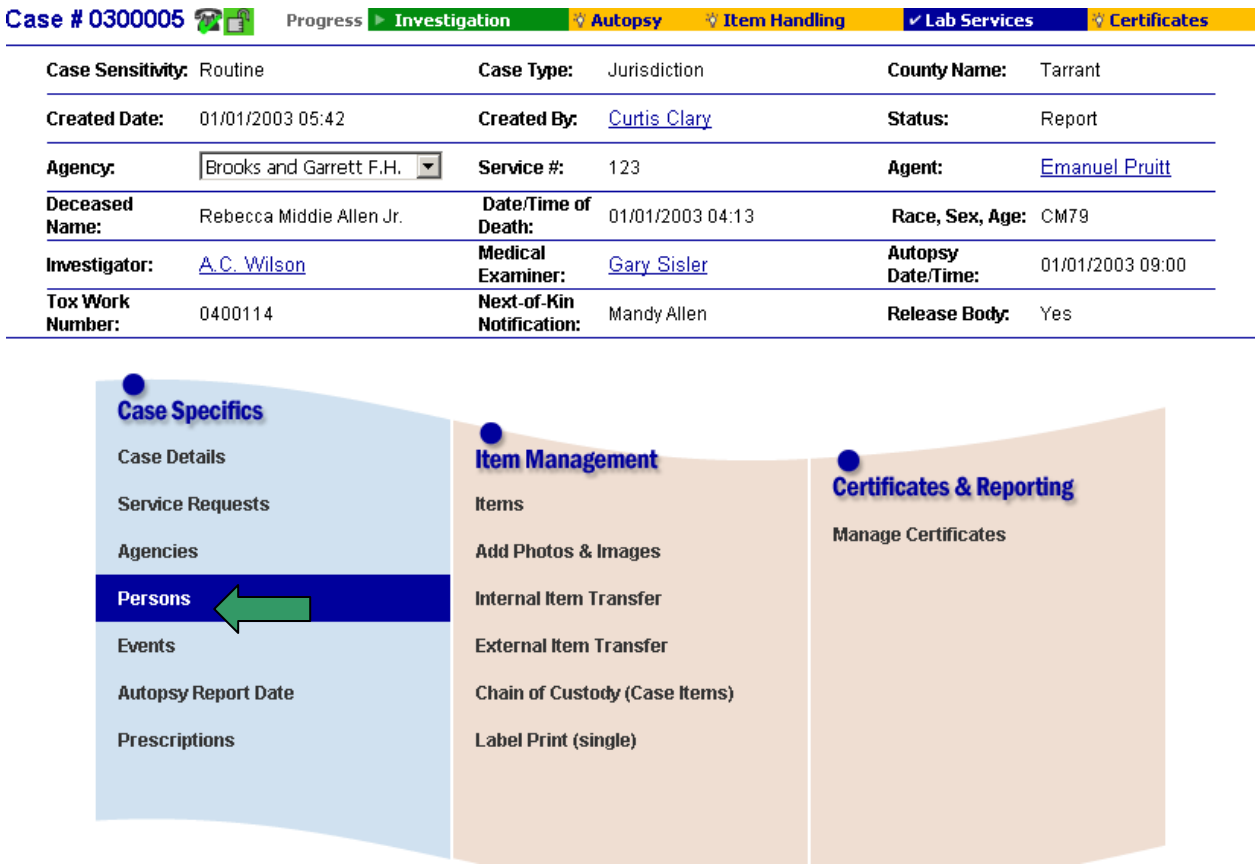
Remove Agency

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.



Persons

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



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

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

Case Persons Search Add Person

Name	Role	Contact Phone #	Action
Curtis Clary	Investigator		Remove
Michael Allen	Relative	(817) 2686033 -0	Remove
Mandy Allen	Relative	(940) 5494094 -0	Remove
Gary Sisler	Medical Examiner		Remove
Nisha Chauhan	Medical Examiner		Remove
Asdfs Adsdfwa	Medical Examiner		Remove
FName LName	Medical Examiner		Remove
Rachael Tedford	Friend		Remove
Rachael Traffanstedt	Friend	(817)444-2577	Remove
Emanuel Pruitt	Contact Person		Remove
James Dennis	Contact Person		Remove
J HELM	Contact Person		Remove

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.

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

Add Person | Save and Exit | Apply | Cancel

Case Person

First Name:		Middle Name:	
Last Name:		Suffix:	----Select---
Date of Birth:		Social Security	
Race:	----Select---	Sex:	Unknown
DL State:	----Select---	DL Number:	
Agency:	GO		
Job Title :		Employee ID	
Role:	----Select---	Relationship to Deceased:	----Select---
Role Description:			

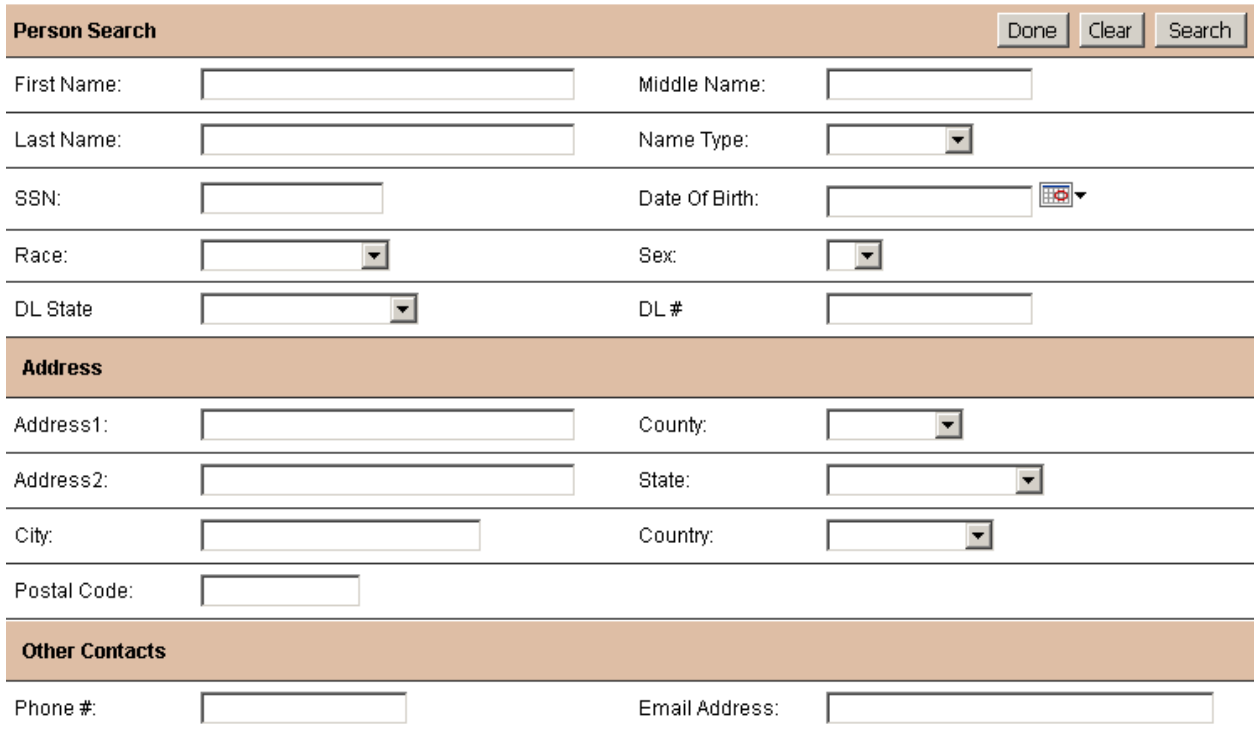
From this screen you may enter:

- **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.



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.

Peron's Role	Save and Exit	Cancel
Role:	Friend	
Relationship to Deceased:	Other	
Role Description:	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

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

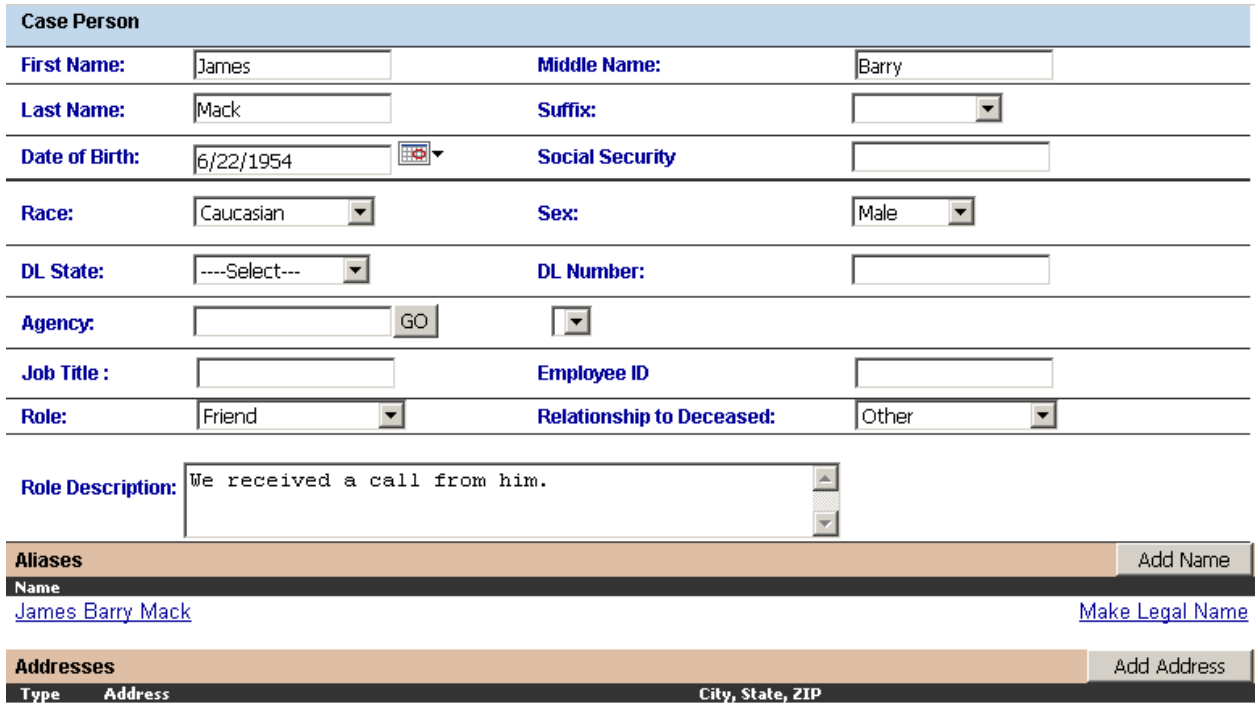
Case Persons Search Add Person

Name	Role	Contact Phone #	Action
Curtis Clary	Investigator		Remove
Michael Allen	Relative	(817) 2686033 -0	Remove
Mandy Allen	Relative	(940) 5494094 -0	Remove

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.



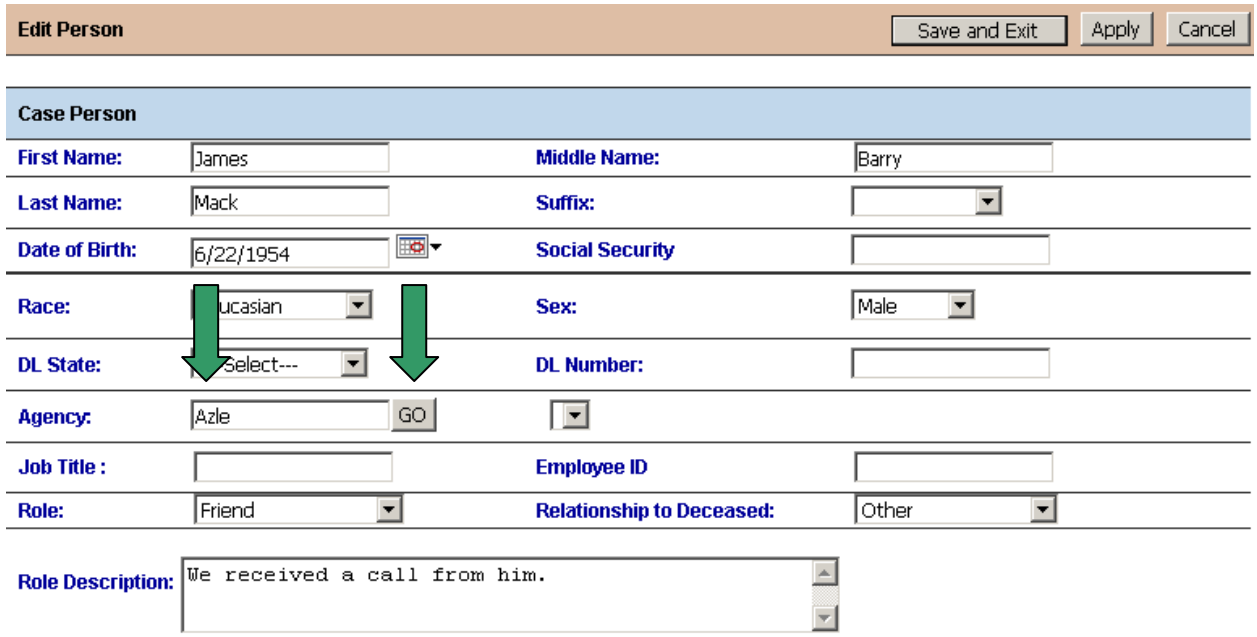
From this screen you may update the following fields:

- **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**

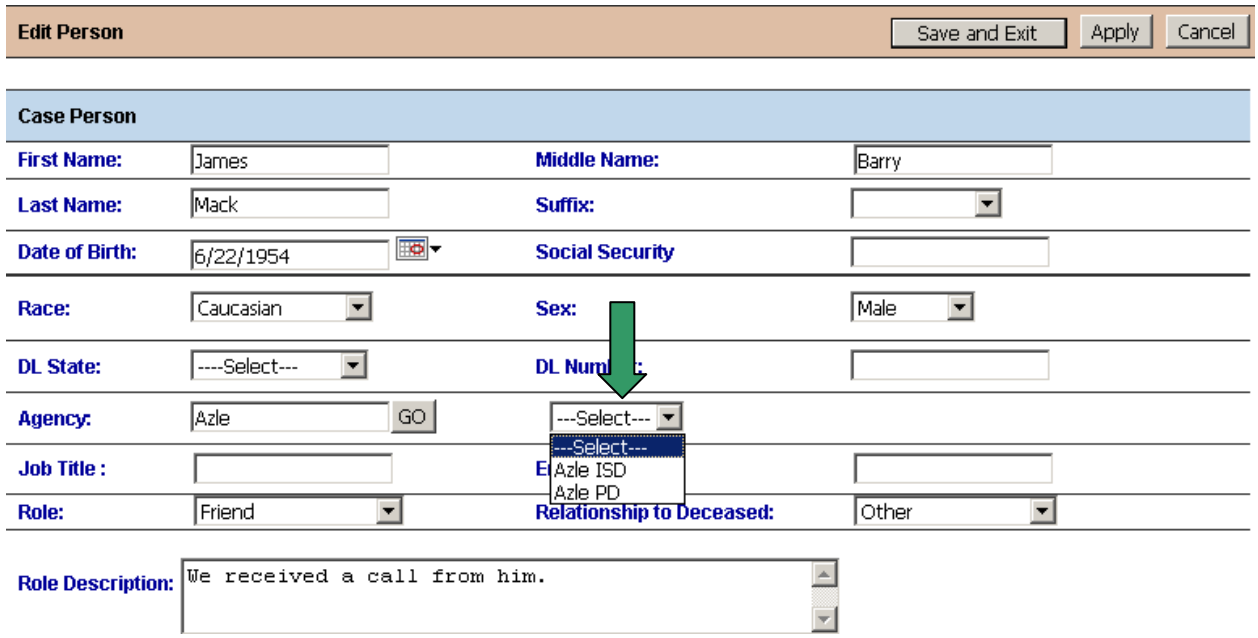
- **Phone Numbers**
- **Email Addresses**

Person Agency

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



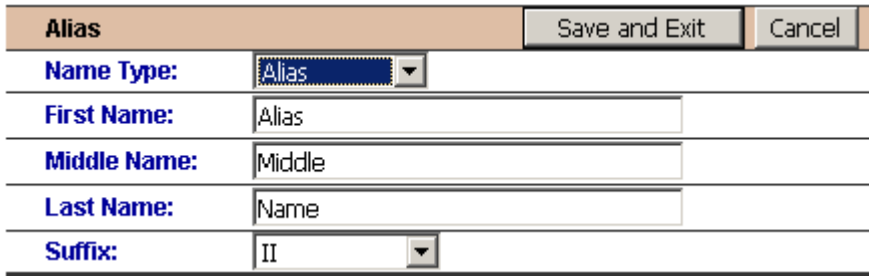
The agency drop down list will populate with all active agencies that are found with your search criteria. You may select the appropriate agency. See the illustration below.



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.



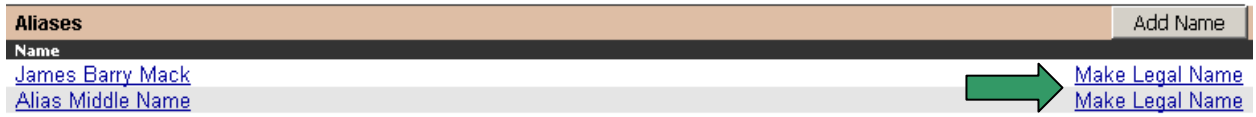
Person Name screen has the following fields present:

- **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

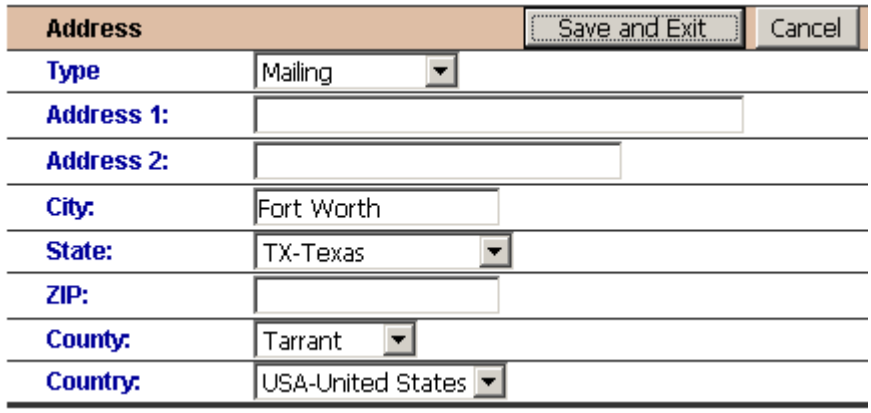
You must click on the Make Legal Name link to make an alias name the legal name for the person. See illustration below



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



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.

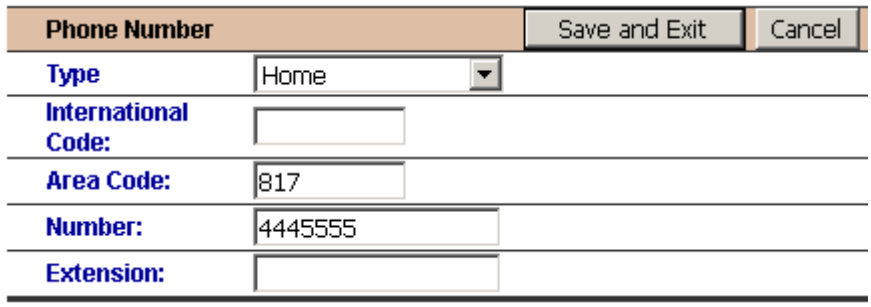
Remove Address

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

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

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



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.

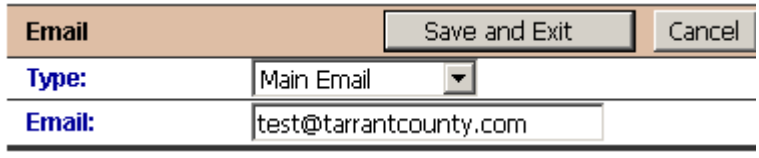
Remove Phone Number

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

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

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



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.

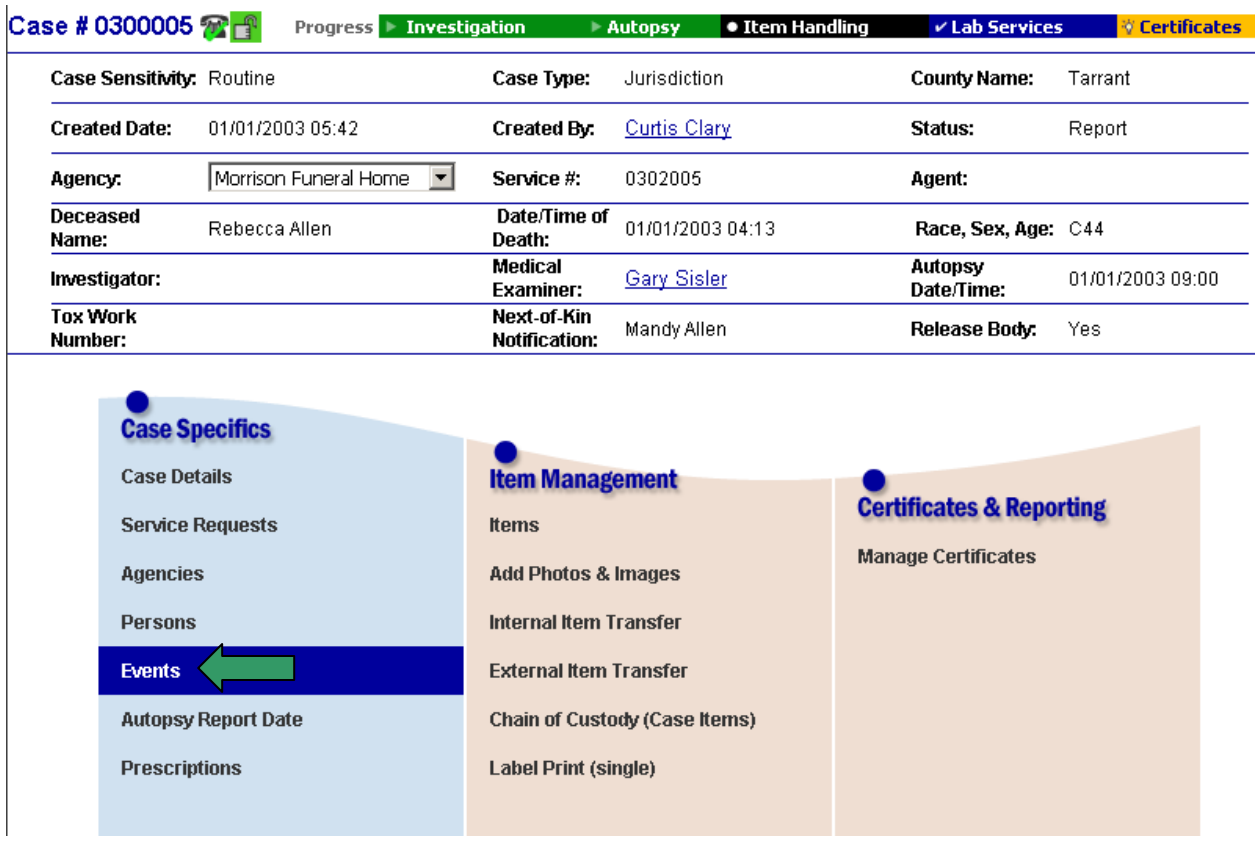
Remove Email Address

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

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.



Event List

The following screen is the event list for the case.

Case # 0300005

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

List Events: Date 8/27/2004 to 2/23/2005 All ☑ Include System Events Search Add Event

Event #	Type	Event Date	Created By
1	System	2/23/2005 08:26:38	System
	Description: Travis Baker associated the following person to the case - James Mack		
2	System	2/22/2005 16:04:55	System
	Description: Created a new Document for (CaseNumber=0300005) by person (PersonName= Joyce Ho)		
3	System	2/22/2005 16:04:55	System
	Description: Deleted 0300005NeuropathologistReport12860591591 for (CaseNumber=0300005) by person (PersonName= Joyce Ho)		
4	System	2/21/2005 14:49:14	System
	Description: 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

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

List Events: Date 8/27/2004 to 2/23/2005 All Include System Events Search Add Event

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

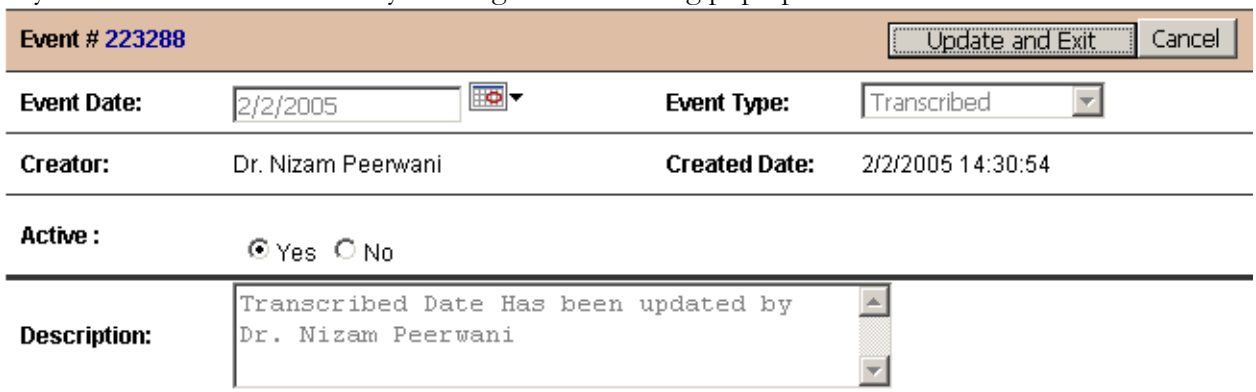
Event Date:	1/13/2005	**Event Type:**	Document
Creator:	Kirsten Dix	**Created Date:**	1/13/2005 14:03:44
Active :	Yes No		
Description:	A Death Certificate Amendment has been prepared for this case.		

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.



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

Case Sensitivity:	Routine	Case Type:	Jurisdiction	County Name:	Tarrant
Created Date:	01/01/2003 05:42	Created By:	Curtis Clary	Status:	Report
Agency:	Brooks and Garrett F.H.	Service #:	123	Agent:	Emanuel Pruitt
Deceased Name:	Rebecca Middie Allen Jr.	Date/Time of Death:	01/01/2003 04:13	Race, Sex, Age:	CM79
Investigator:	A.C. Wilson	Medical Examiner:	Gary Sisler	Autopsy Date/Time:	01/01/2003 0
Tox Work Number:	0400114	Next-of-Kin Notification:	Mandy Allen	Release Body:	Yes

List Events: Date 8/27/2004 to 2/23/2005 All Include System Events Search Add Event

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

This will take you to the following screen.

Event # Add Event Add and Exit Cancel

Event Date:	2/23/2005	Event Type:	Case
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

Case Sensitivity:	Routine	**Case Type:**	Jurisdiction	**County Name:**	Tarrant
Created Date:	01/01/2003 05:42	**Created By:**	Curtis Clary	**Status:**	Report
Agency:	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:**	Gary Sisler	**Autopsy Date/Time:**	01/01/2003 09:00
Tox Work Number:		**Next-of-Kin Notification:**	Mandy Allen	**Release Body:**	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

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

Save & Exit | Cancel

Final Autopsy Report Date: 1/24/2003

Transcribed Date: Transcribed By:

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

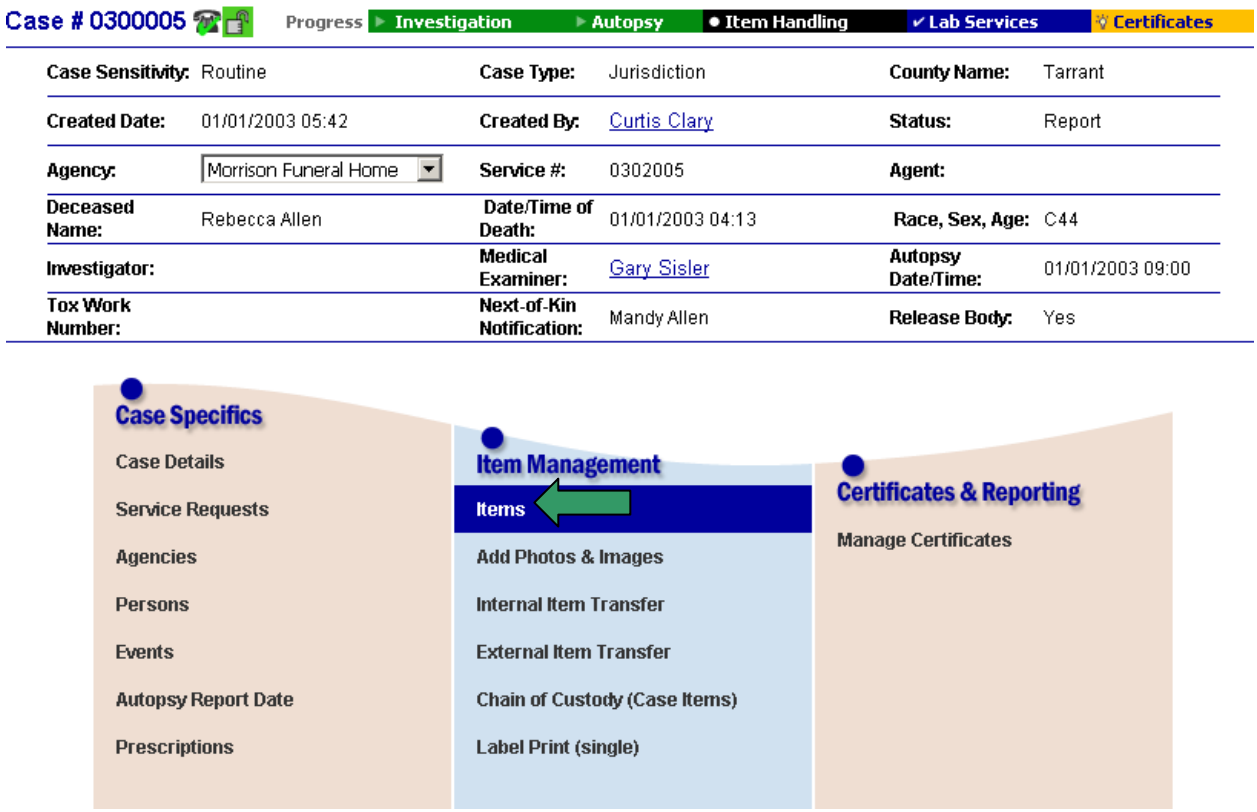
Items refer to property, evidence, photos and other images, and finally the deceased's remains. Items may be resubmitted, created, transferred, released, associated to multiple items in a case, deactivated, and reactivated. Also, you can change the disposition and view and print the chain of custody 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.



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

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

Items Hide inactive items | Add Money | Add Item | Print Labels | Resubmit Item

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

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.

Print Label | Print Receipt | Chain of Custody | Save | Cancel

Case #	0300005	**Exhibit #**	4
Tracking #	030101014	**Item Type:**	Evidence
Hold:	○ Yes ◉ No	**Receive Date:**	1/1/2003
Biohazard:	◉ Yes ○ No	**Receive Time:**	09:00
Submitting Agency:	Medical Examiner		
Submitted By:	Gary Sisler		
Current Agency:	Evidence		
Current Custody:	Morgue Temporary Storage		
Description:	Blood Card		
Comments:			
Quantity:	1.00		
UOM:	Envelop		
Disposition:	Morgue	**Active:**	◉ Yes ○ No

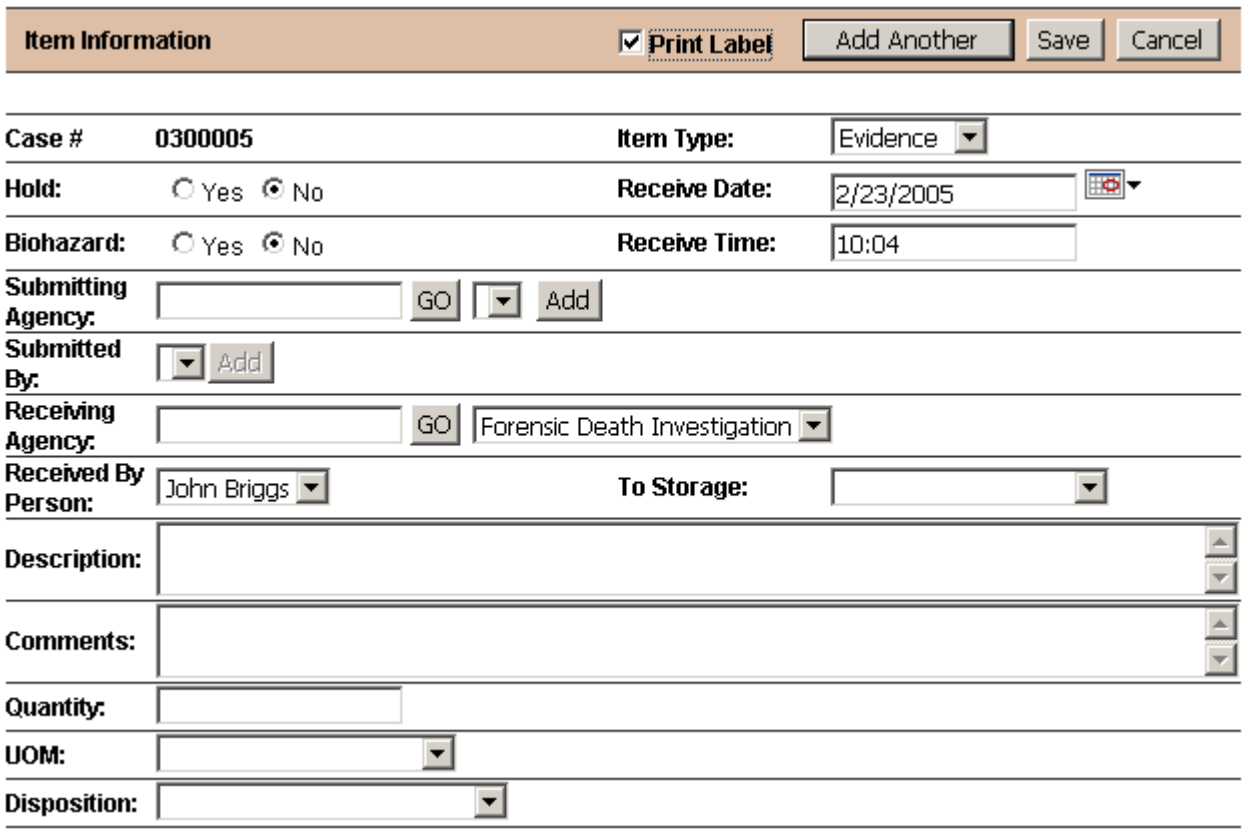
Once here you may:

- 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.



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

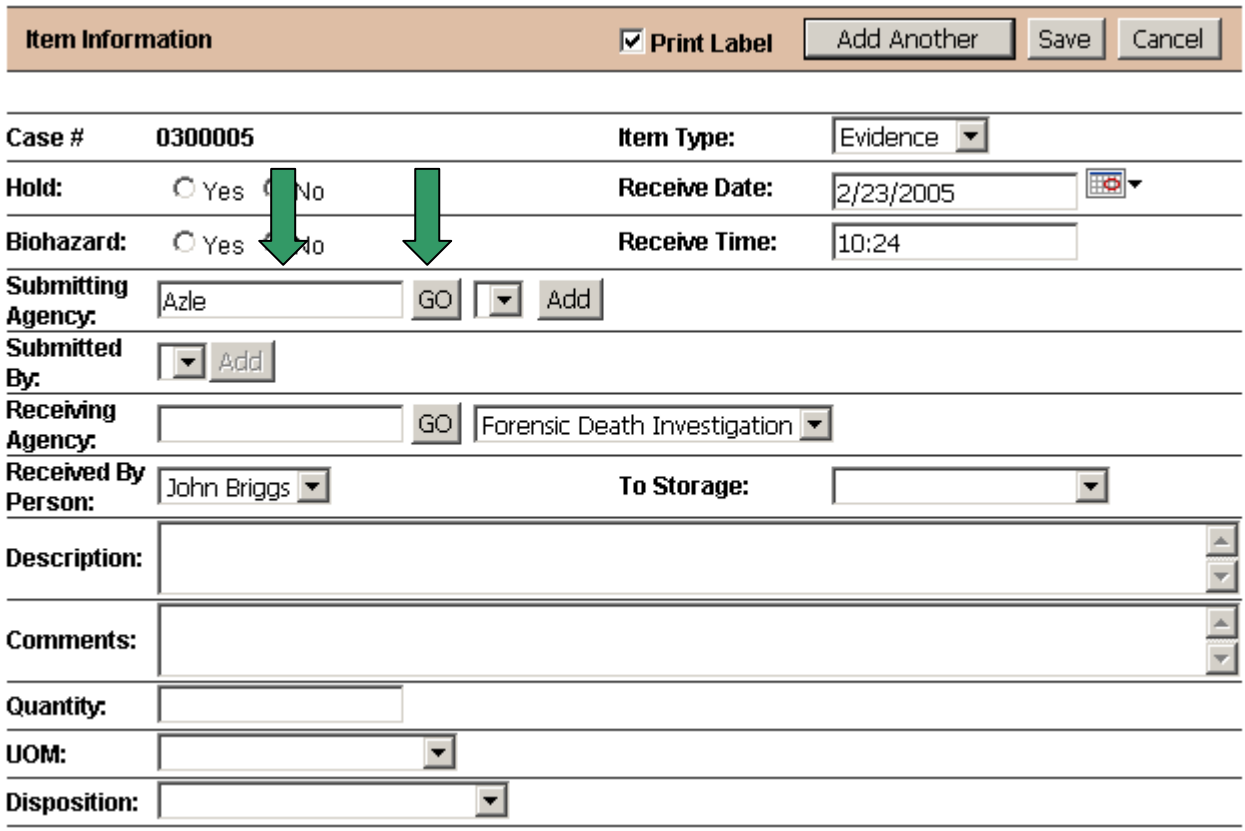
- **Print Label** – Default is checked, this will print the item label when you save the item
- **Item Type** – Default is "Evidence"
- **Hold** – Default is "No"
- **Biohazard** - Default is "No"
- **Receive Date** – Default is current date
- **Receive Time** – Default is current time

- **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**

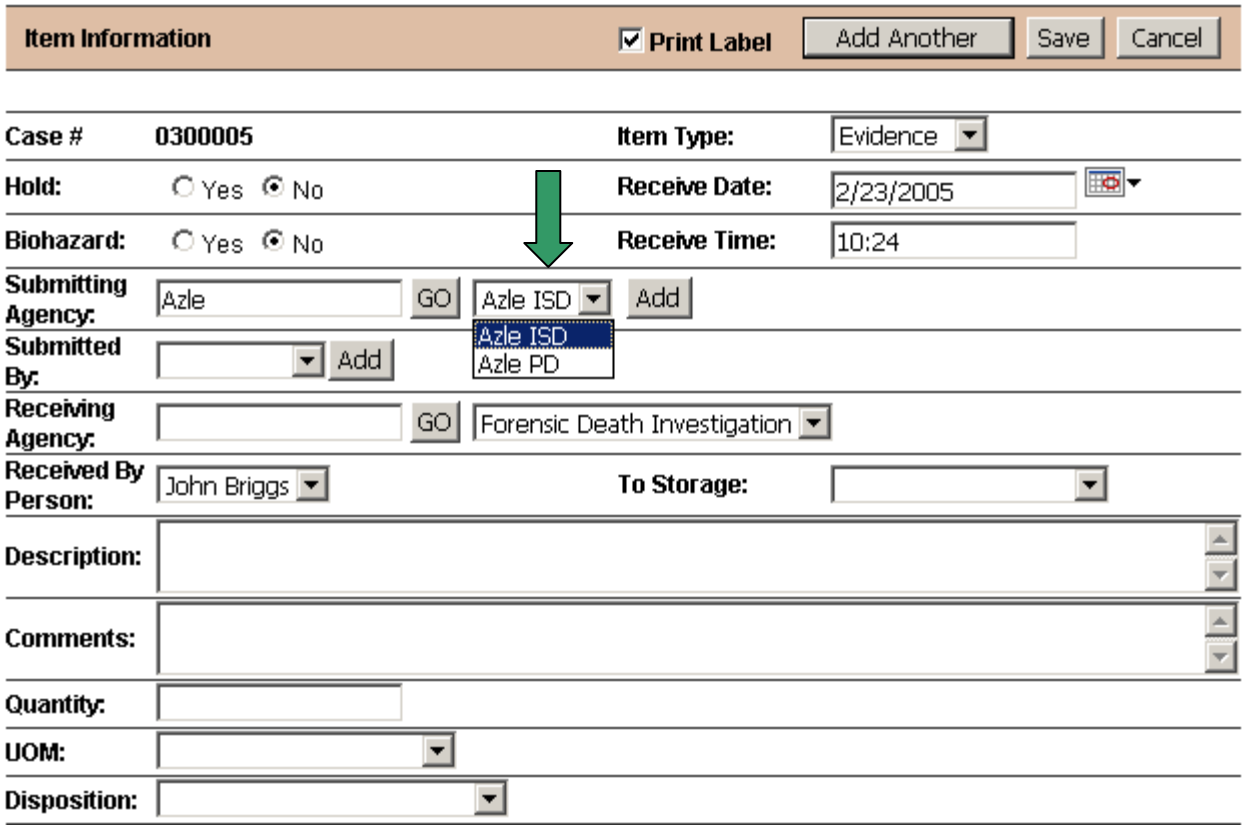
Once you've entered the information for the item, you may press the save, add another, or cancel buttons. Choosing add another will copy everything but the item's description and quantity. Choosing save will save the item and close the window. Choosing cancel will not save the item and close the window.

Associating Agency

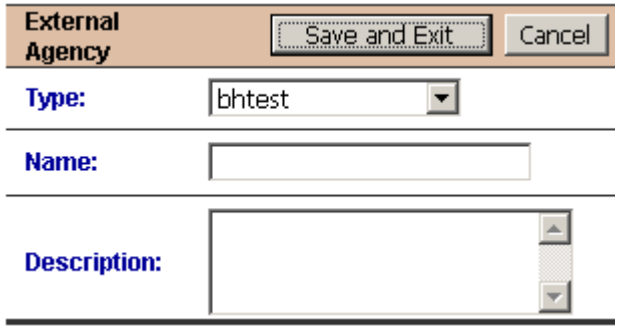
To find a submitting agency do the following steps:
Enter your agency search criteria. And click the ***GO*** button.



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.



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.



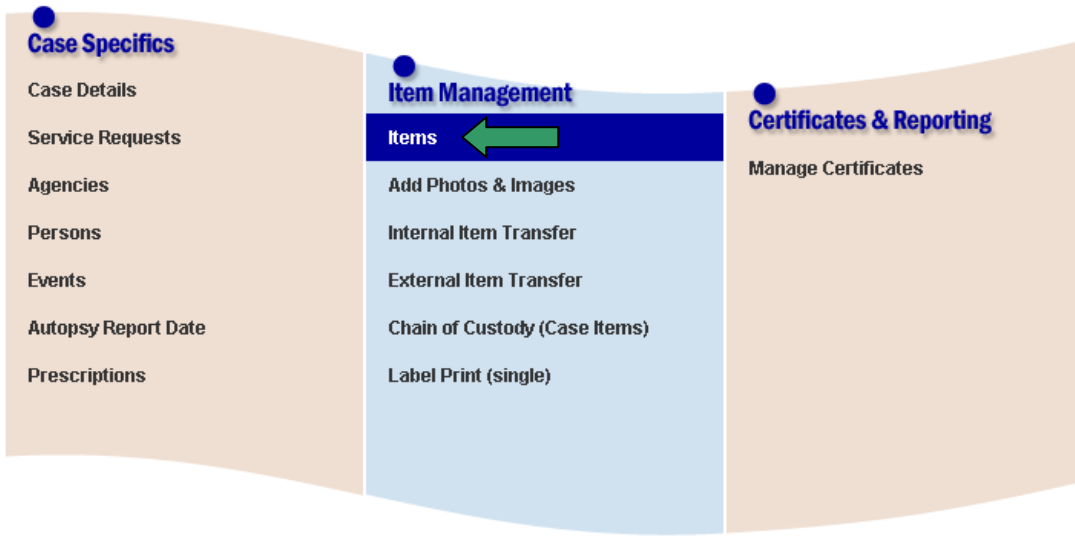
The following fields are present on the **Add Agency** screen:

- **Type**
- **Name** – This is a required field
- **Description**

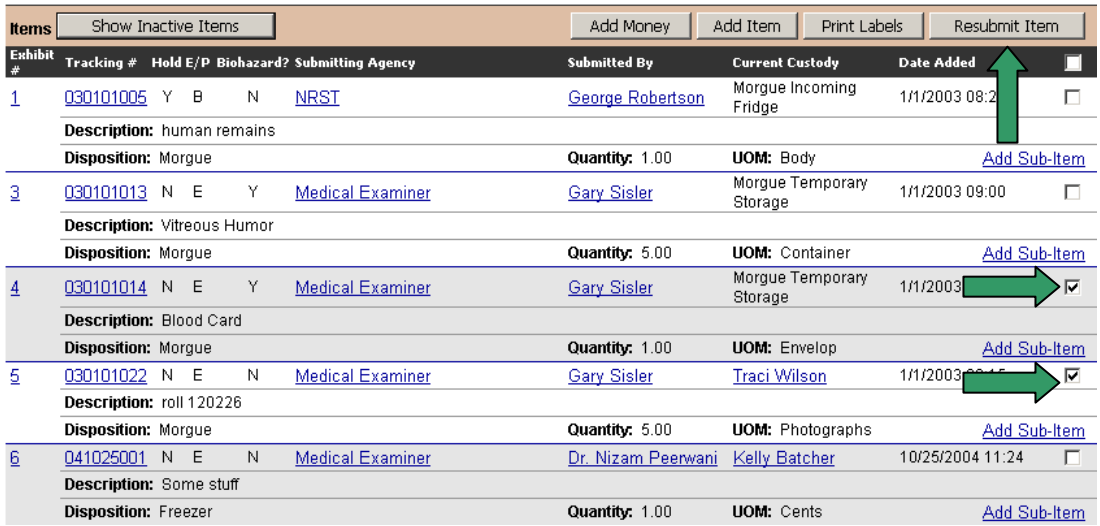
Press the ***Save and Exit*** button to save the agency information. The agency will then be present in the agency drop down list. Press ***Cancel*** to not save the new agency.

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:



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: GO Add

Submitted By: Add

Receiving Agency: GO

Received By: **To Storage:**

Resubmit Items

Exhibit#	Tracking	Description	Disposition	Quantity	Current Custody	Receive Disposition
4	030101014	Blood Card	Morgue	1.00	Evidence	---Select---
5	030101022	roll 120226	Morgue	5.00	Evidence	---Select---

The following fields needs to have 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 associate 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 associate 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 associate 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:

List Events: Date 8/28/2004 to 2/24/2005 All ☑ Include System Events Search Add Event

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

Description: Item exhibit number: '5' was resbumited 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

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

Items Hide inactive items | Add Money | Add Item | Print Labels | Resubmit Item

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

Deactivating and Reactivating an Item

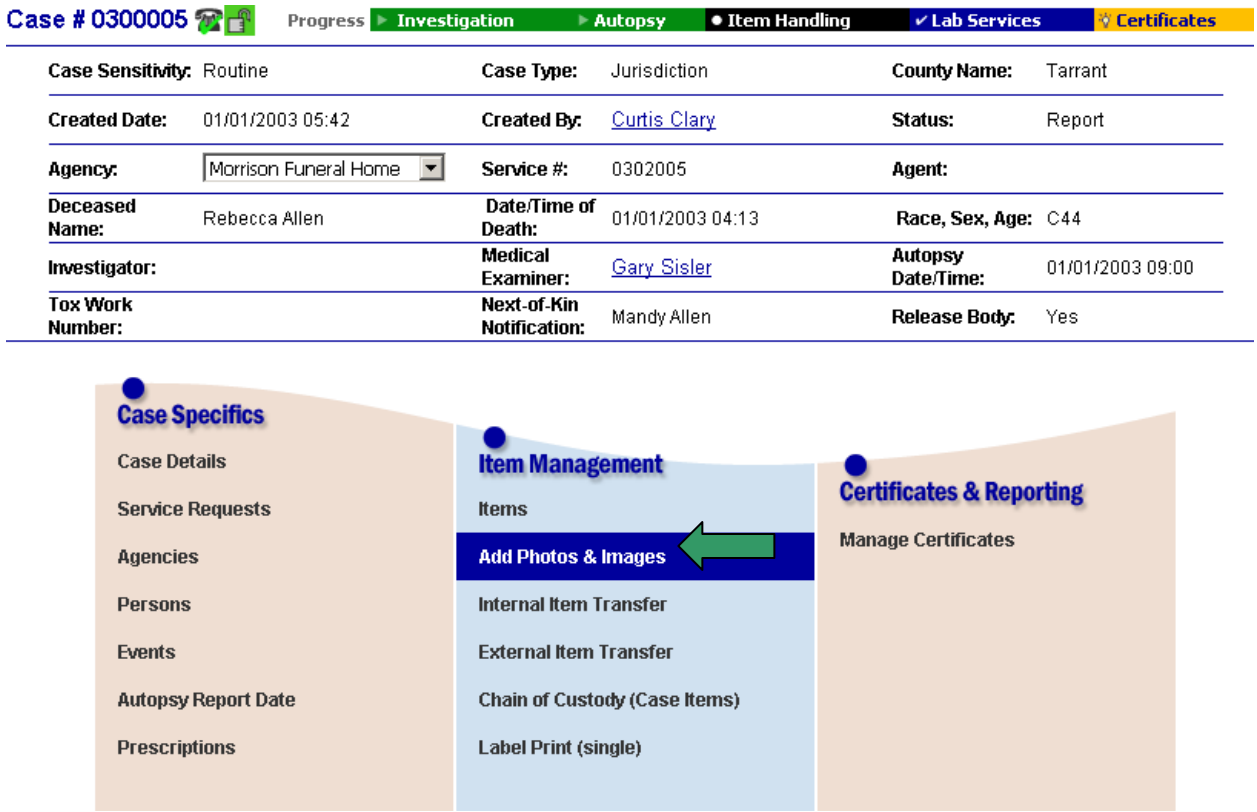
To deactivate an item, open the item detail and press no for active. To reactivate an item, open the item detail and press yes for active. See below:

Print Label | Print Receipt | Chain of Custody | Save | Cancel

Case #	0300005	**Exhibit #**	2
Tracking #	030101012	**Item Type:**	Evidence
Hold:	○ Yes ◉ No	**Receive Date:**	1/1/2003
Biohazard:	◉ Yes ○ No	**Receive Time:**	09:00
Submitting Agency:	Medical Examiner		
Submitted By:	Gary Sisler		
Current Agency:	Evidence		
Current Custody:	Morgue Temporary Storage		
Description:	Blood-heart		
Comments:			
Quantity:	15.00		
UOM:	Container		
Disposition:	Morgue	**Active:**	○ Yes ◉ 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:



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

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

Photos & Images — Add Item for Photos & Images

Tracking#	Exhibit#	# of Photos	Description	Submitted By	Custody	File Info	Date of Submission
050223001	22	4	These are scene photo's	Azle ISD	John Briggs	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 — ☑ Print Label — Save Item — Cancel

Case #	0300005	Item Type:	Photos
Film Type	◉ Digital ○ Non digital ○ Video		
Receive Date:	2/23/2005	Receive Time:	11:05:21
Submitting Agency:	GO Add	Receiving Agency:	GO Forensic Death Investigation
Submitted By:	Add Person	Received By:	John Briggs
Description:			
Comments:			
# of Photos:		UOM:	--Select--
Disposition:	--Select---		

The present fields are:

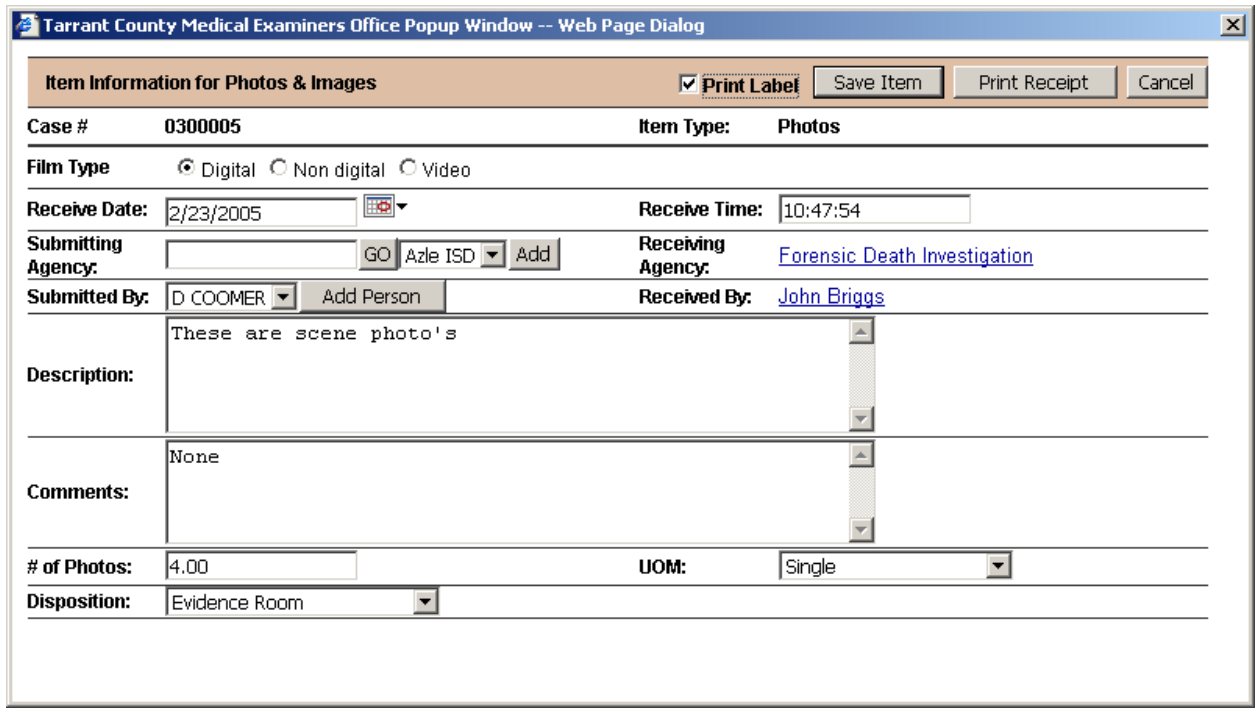
- **Print Label** – This defaults to checked
- **Film Type** – The default is "Digital"
- **Receive Date** - The default is the current date
- **Receive Time** – The default is the current time
- **Submitting Agency** – See Add Item section above for more information
- **Submitted By** – See Add Item 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



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

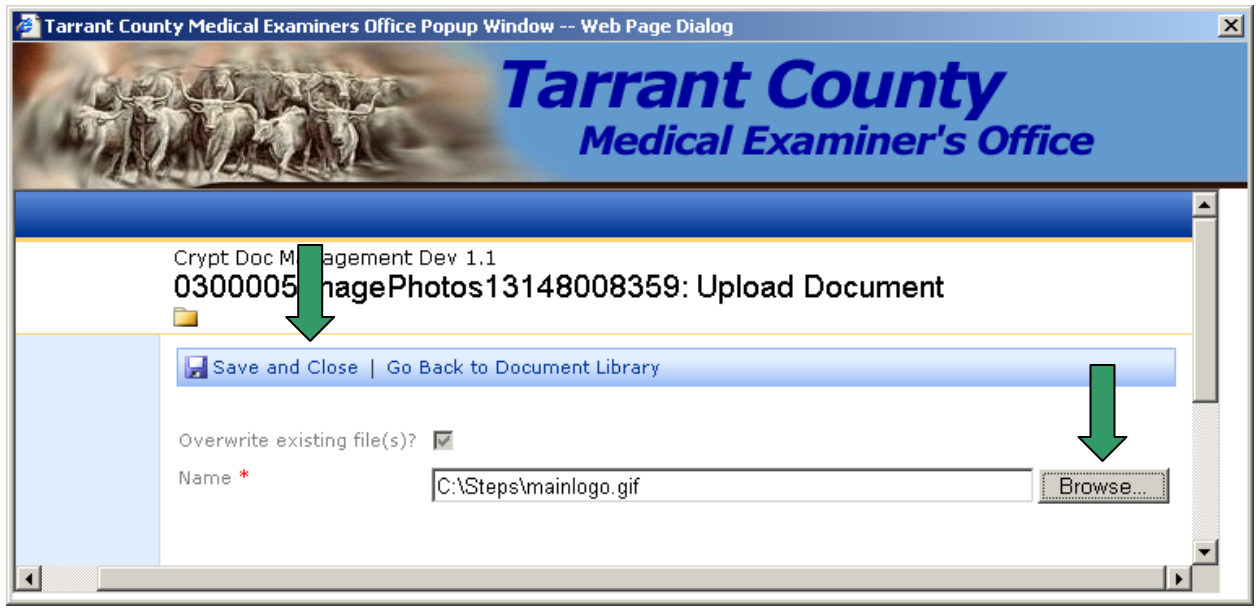
This will take you to the Image Management screen.
Functionality present on this screen:

- 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

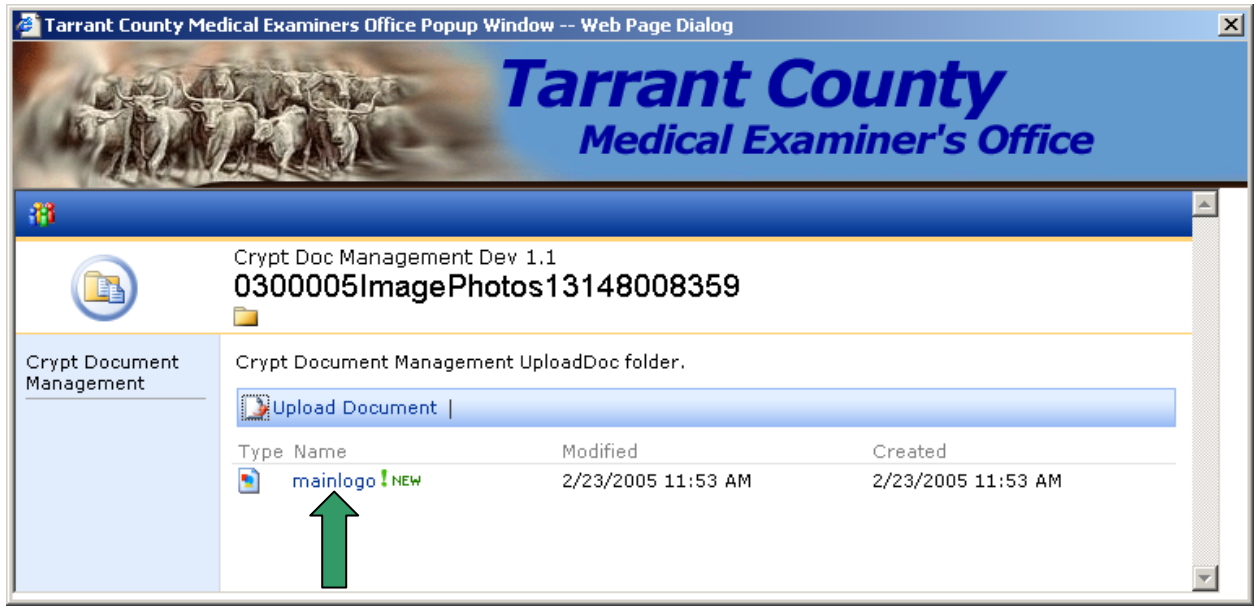
Click on the ***Browse*** button and find the photo or image that you wish to upload to the case. Click on the ***Save and Close*** button to after you have browsed for your photo or image. See illustration below



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.

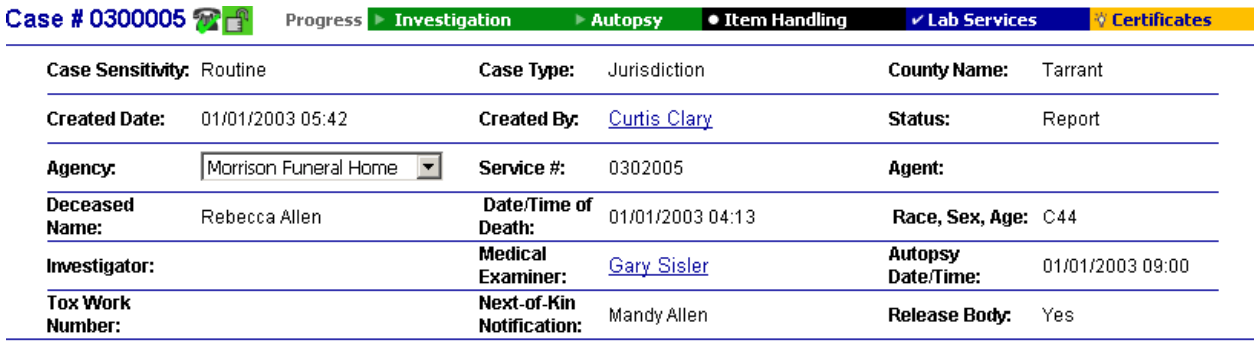


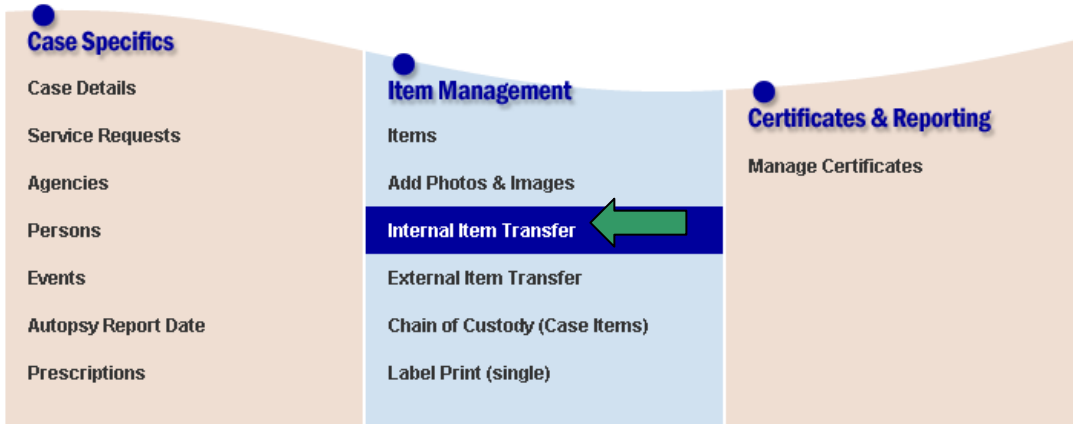
Transfers

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



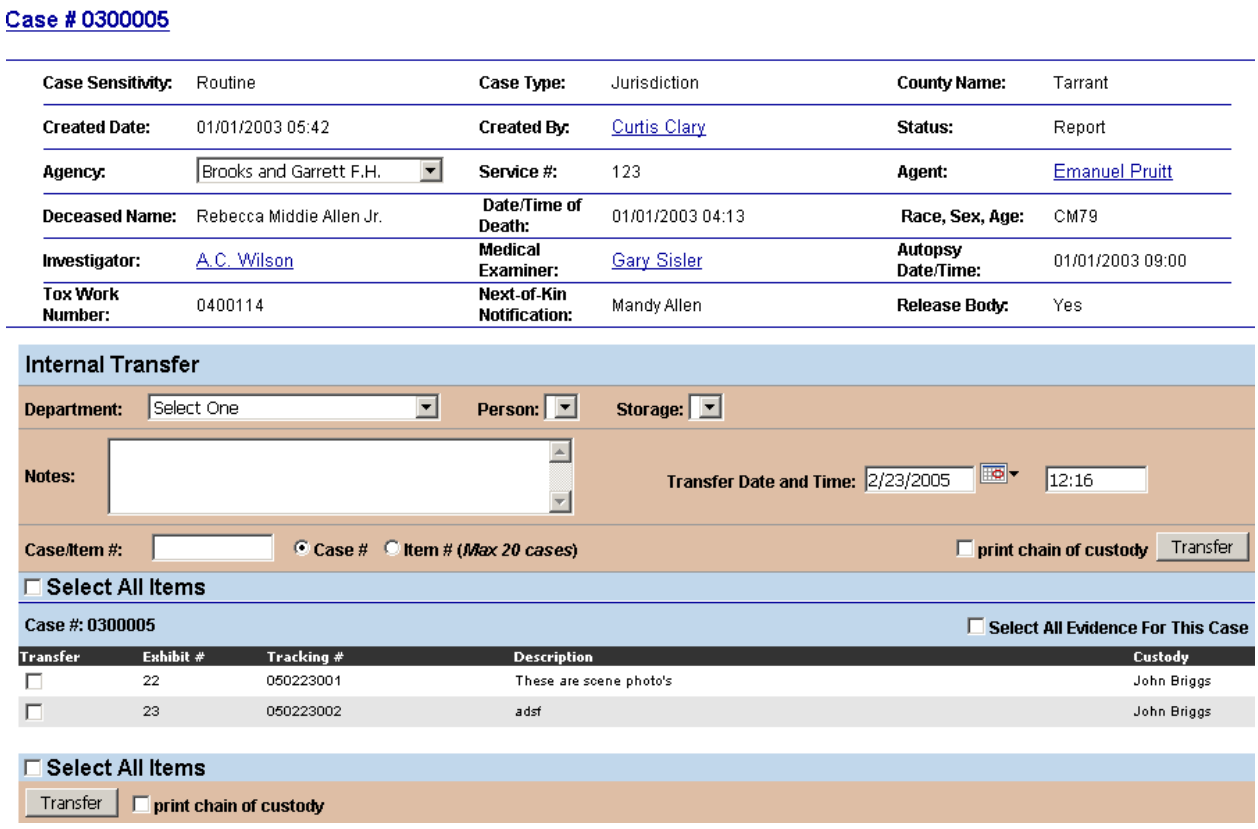


The ***Internal Item Transfer*** button takes you to the **Internal Transfer** screen. This screen allows you to transfer items internally. On this screen items automatically load that are in the custody of the logged in user's custody or in the custody of a storage facility that is associated to the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



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

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

Internal Transfer

Department: Select One **Person:** **Storage:**

Notes: **Transfer Date and Time:** 2/23/2005 13:44

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

Select All Items

Case #: 0300005 **Select All Evidence For This Case**

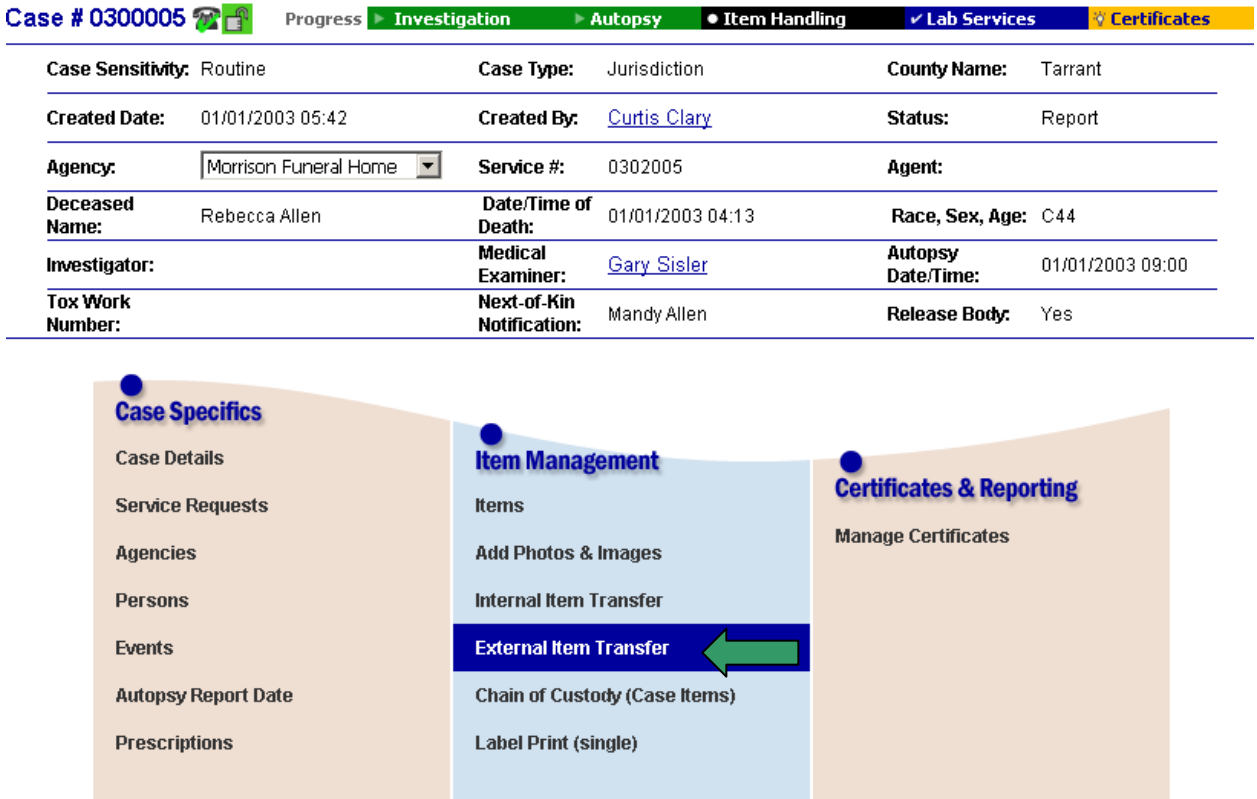
Transfer	Exhibit #	Tracking #	Description	Custody
☑	22	050223001	These are scene photo's	John Briggs
☑	23	050223002	adsf	John Briggs

Select All Items

Transfer **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***

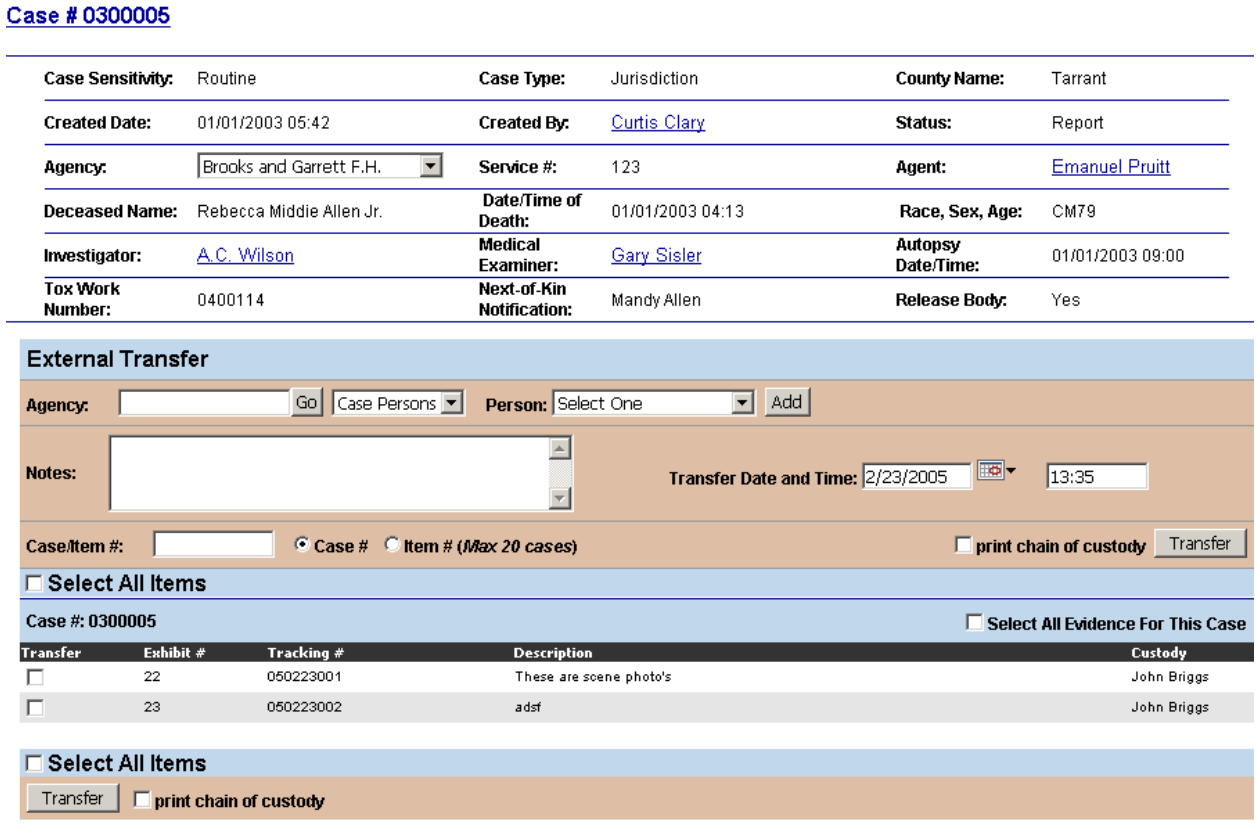


The ***External Item Transfer*** button takes you to the **External Transfer** screen. This screen allows you to transfer items externally. On this screen items automatically load that are in the custody of the logged in user's custody or in the custody of a storage facility that is associated to the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



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

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

External Transfer

Agency: Go Case Persons **Person:** Select One Add

Notes:

Transfer Date and Time: 2/23/2005 13:35

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

Select All Items

Case #: 0300005 **Select All Evidence For This Case**

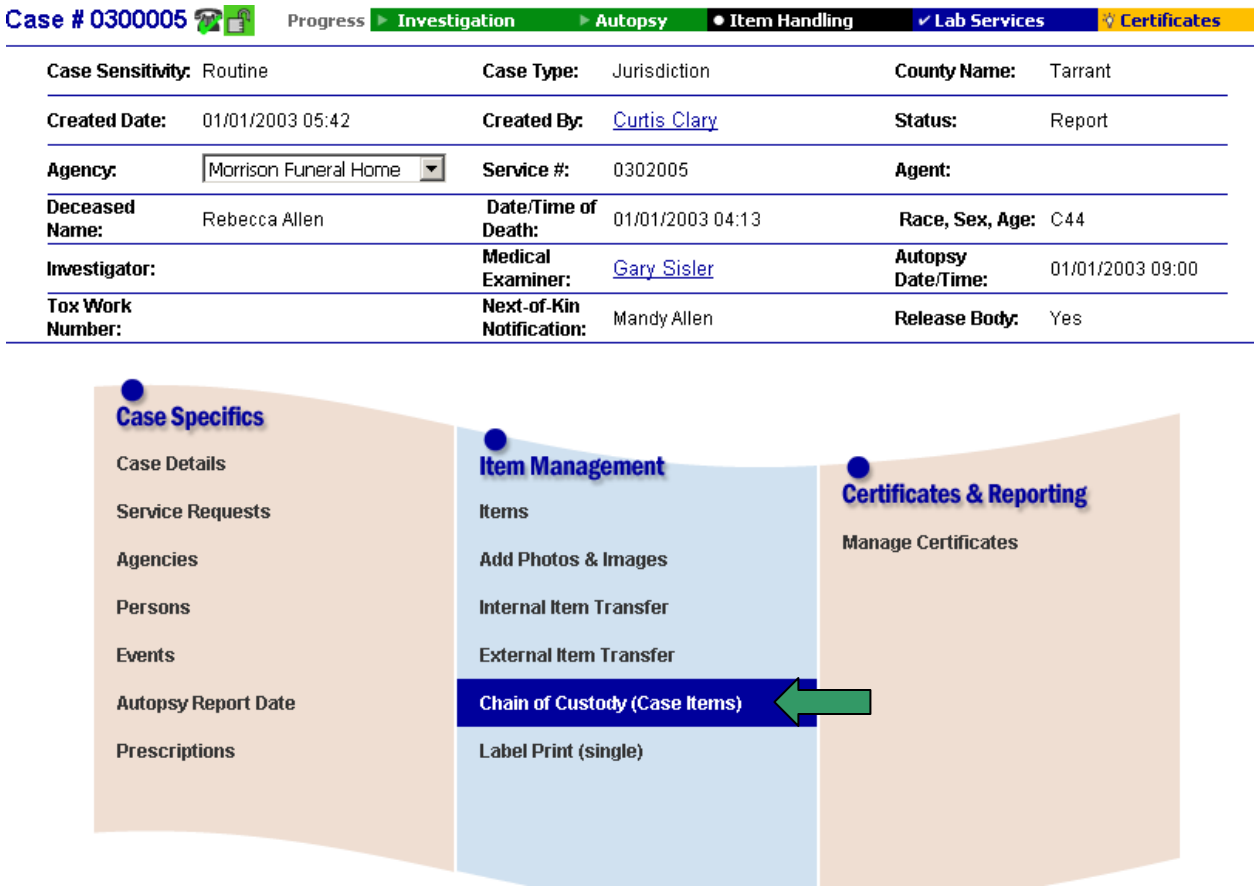
Transfer	Exhibit #	Tracking #	Description	Custody
☑	[illegible]	050223001	These are scene photo's	John Briggs
☑	23	050223002	adsf	John Briggs

Select All Items

Transfer **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



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

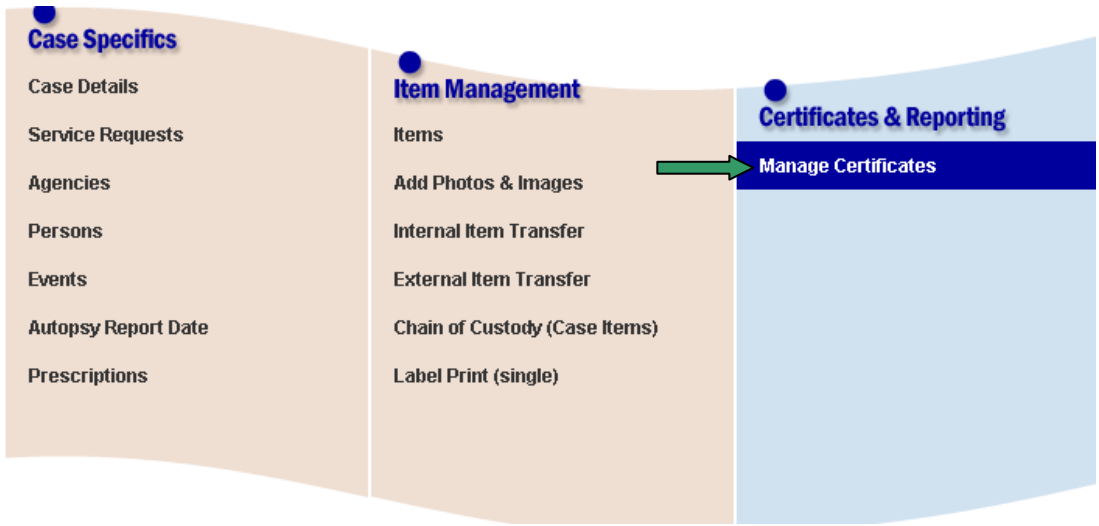
Case Sensitivity:	Routine	**Case Type:**	Jurisdiction	**County Name:**	Tarrant
Created Date:	01/01/2003 05:42	**Created By:**	Curtis Clary	**Status:**	Report
Agency:	Brooks and Garrett F.H.	**Service #:**	123	**Agent:**	Emanuel Pruitt
Deceased Name:	Rebecca Middie Allen Jr.	**Date/Time of Death:**	01/01/2003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

List Events: Date 8/27/2004 to 2/23/2005 All ☑ Include System Events Search Add Event

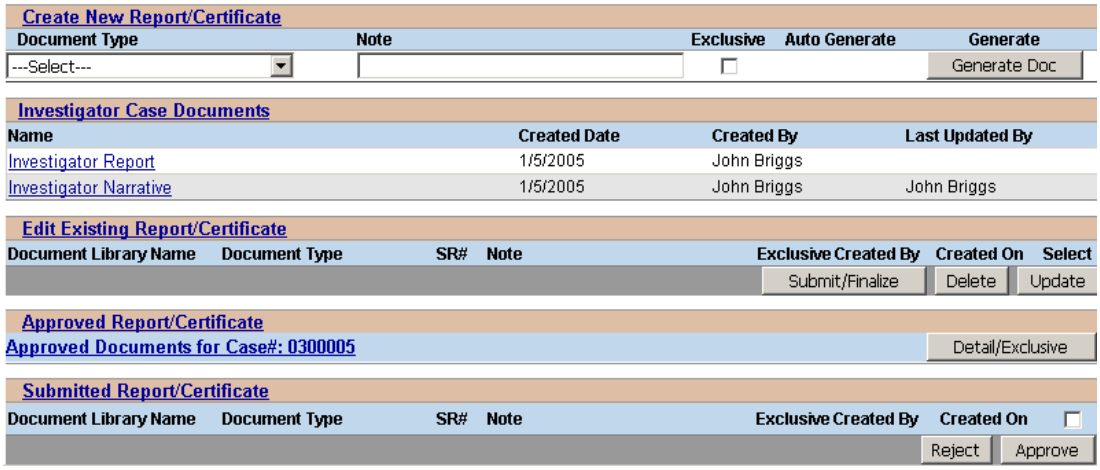
Event #	Type	Event Date	Created By
1	System	2/23/2005 14:09:14	System
	Description: Ronald Singer rolled back the custody of Item #030101005		
2	System	2/23/2005 11:40:17	System
	Description: Item exhibit number: '23' description: 'adsf' was added by John Briggs		

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:



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



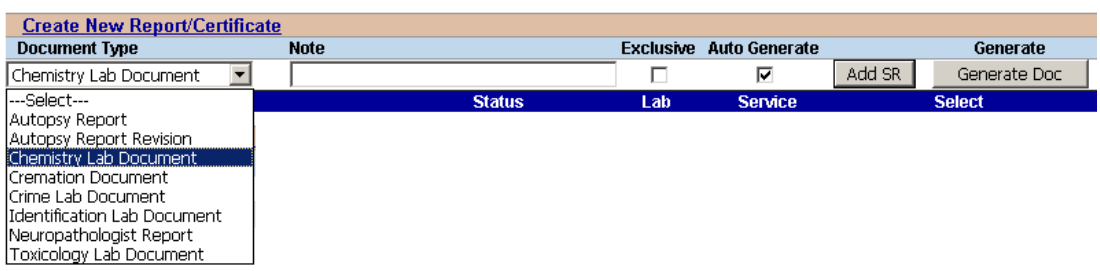
Manage Certificates Screen Layout

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:

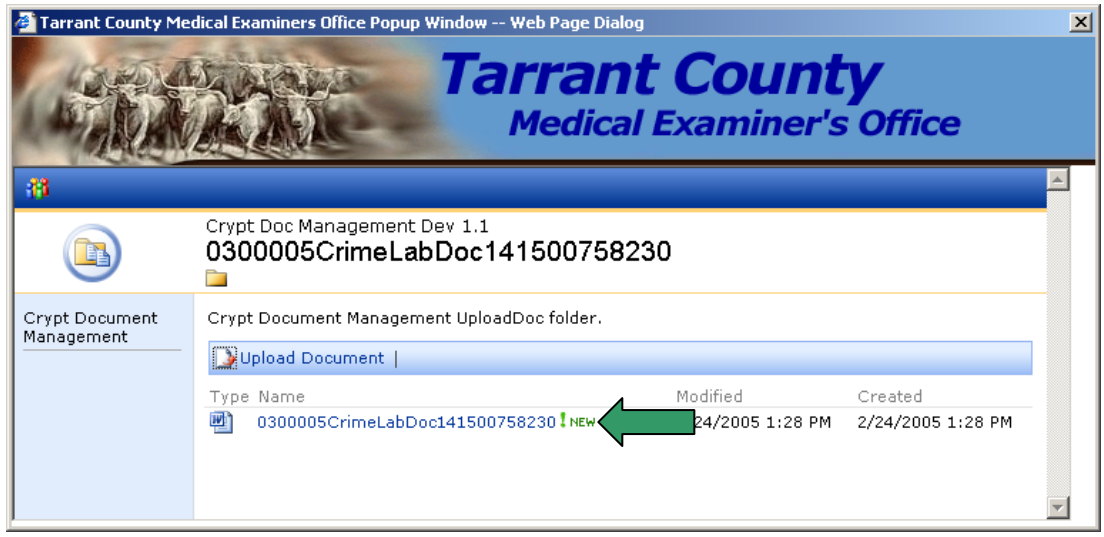


The fields present in the section are:

- 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.

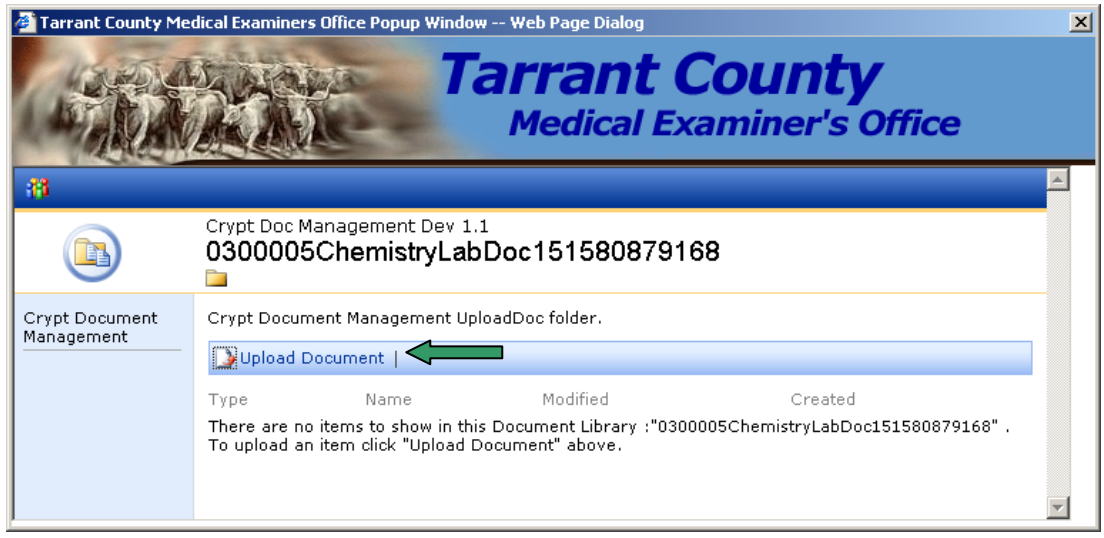
  - If Checked – The system will generate the document
  - If Unchecked – The system will not generate the document, the system will only create the document library for the document
- Service Requests – Some document types require that at least one service request be associated to the document before 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:

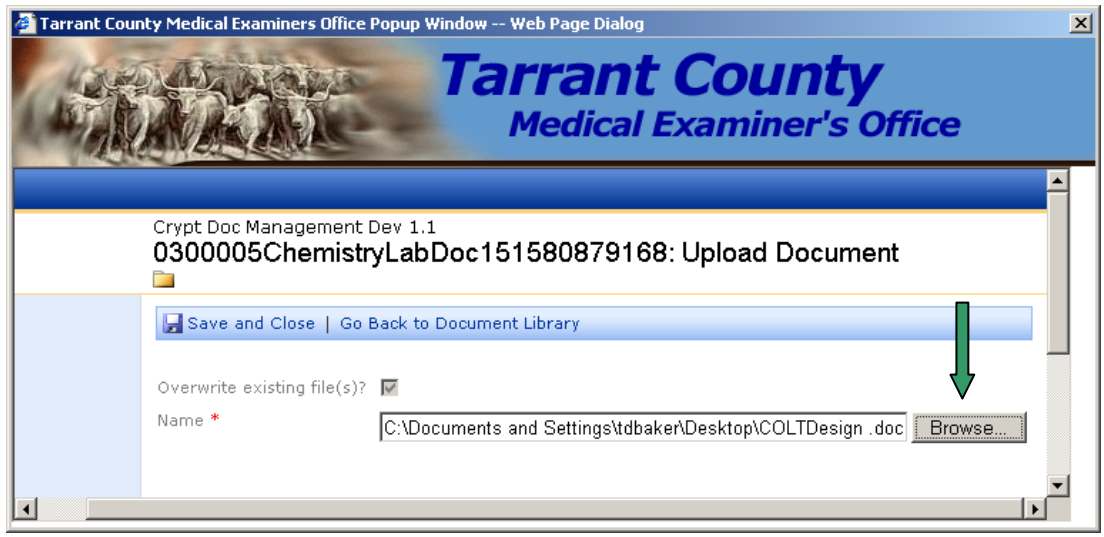


Upload New Document

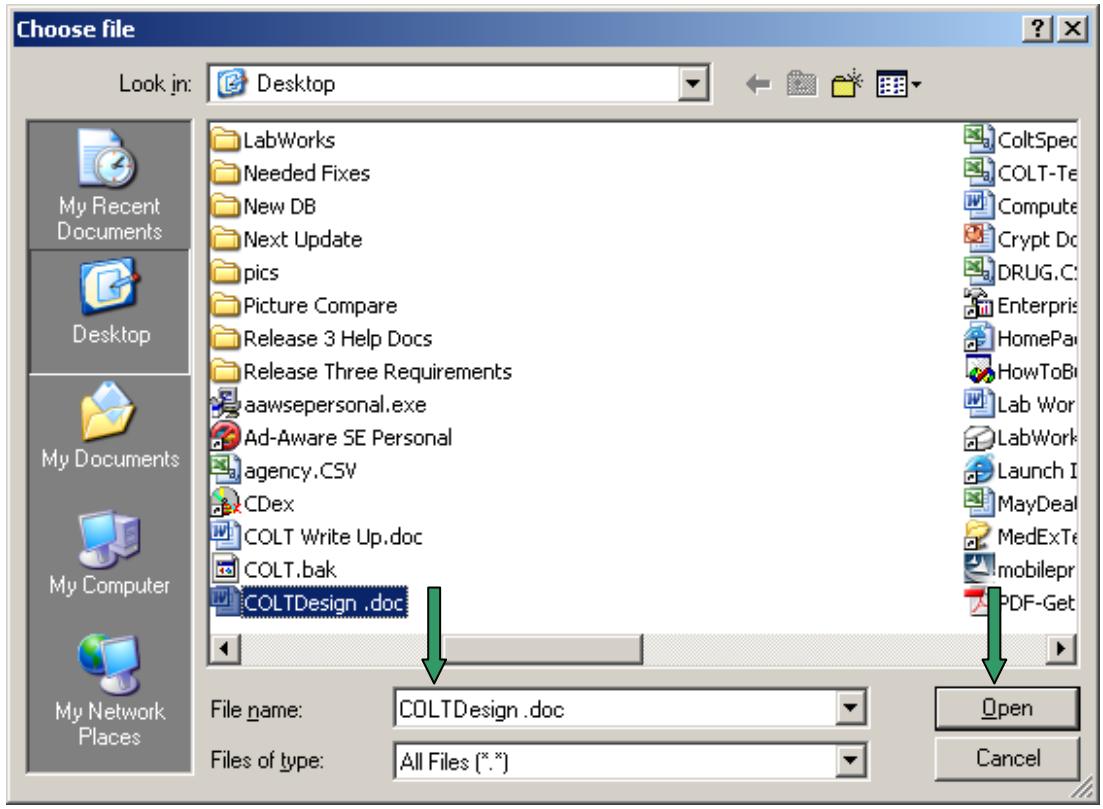
If auto generated was unchecked or not present when the document was associated to the case then you will need to click on the "Upload Document" link in your document library. See below:



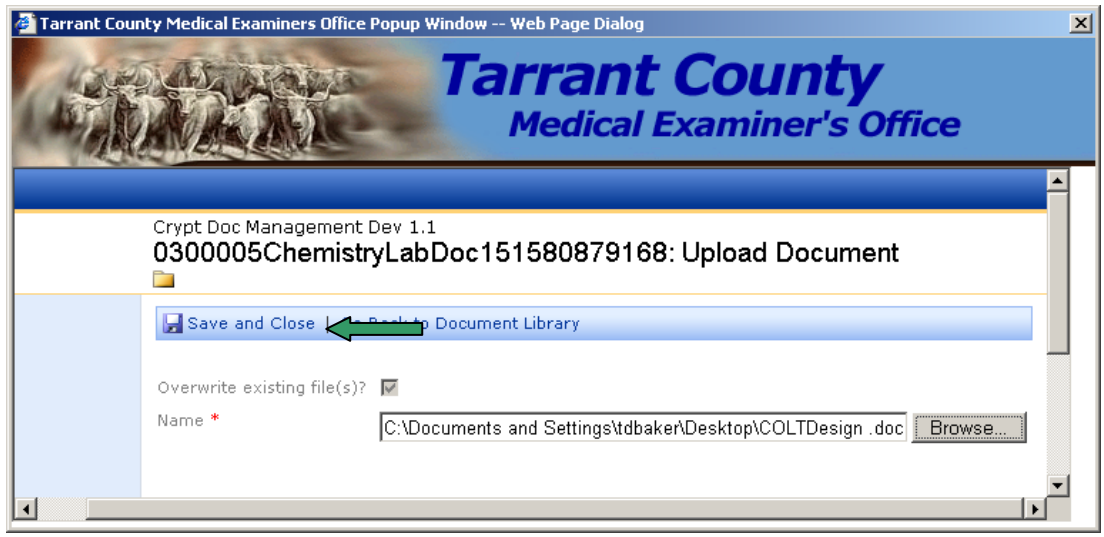
You will need to click the "Browse" button. See below:



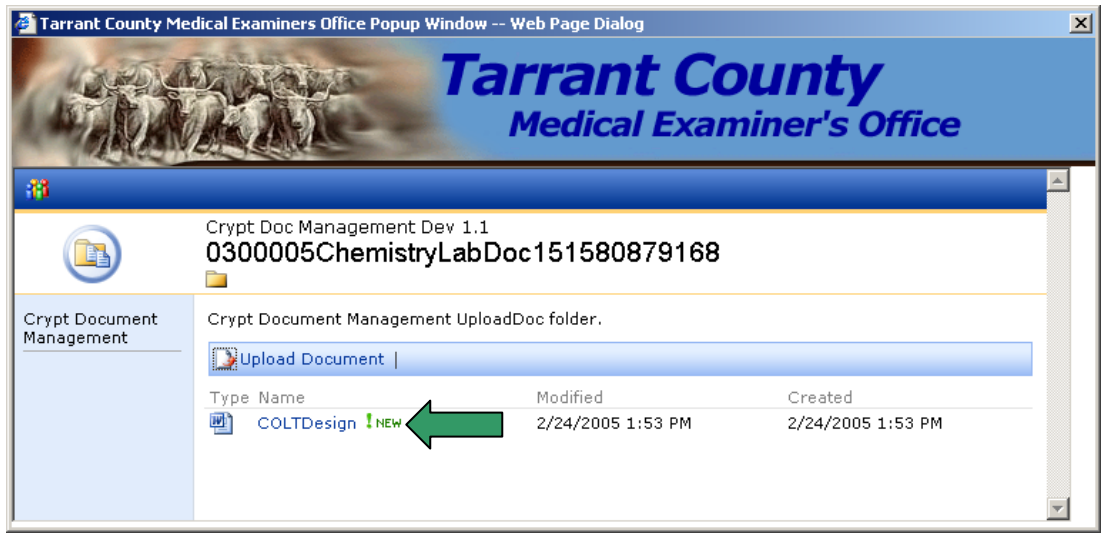
The "Browse" button will bring up the choose file screen. You will need to find the document on your computer to upload and then click the "Open" button. See below:



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

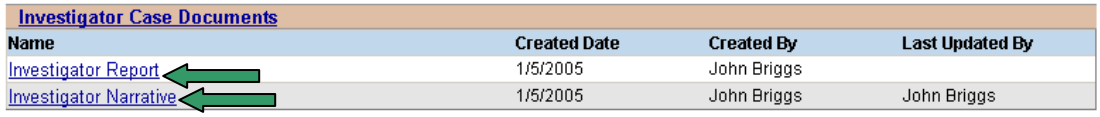


Your uploaded document is now ready to manage. See below:



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:



Investigator Case Documents

Name	Created Date	Created By	Last Updated By
Investigator Report	1/5/2005	John Briggs	
Investigator Narrative	1/5/2005	John Briggs	John Briggs

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

Name:Rebecca Middie Allen

Case Type: Jurisdiction
County Name: Tarrant
Next of Kin Notified: Yes
Release for Public Access: No

Case Created Date: 1/1/2003
Active: No
Investigator: A.C. Wilson
CaseSensitivity: Routine

Update | Decedent | Death | Incident | Next of Kin Notification | Identification

ADDENDUM | PRINT

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 Save & Exit | Cancel

Description: This is a test

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:

Edit Existing Report/Certificate

Document Library Name	Document Type	SR#	Note	Exclusive	Created By	Created On	Select
0300005CrimeLabDoc61277822429	Crime Lab Document	004		☐	Ronald Singer	2/24/2005	☐
0300005CrimeLabDoc71853722617	Crime Lab Document	004		☐	Ronald Singer	2/24/2005	☐

Submit/Finalize | Delete | Update

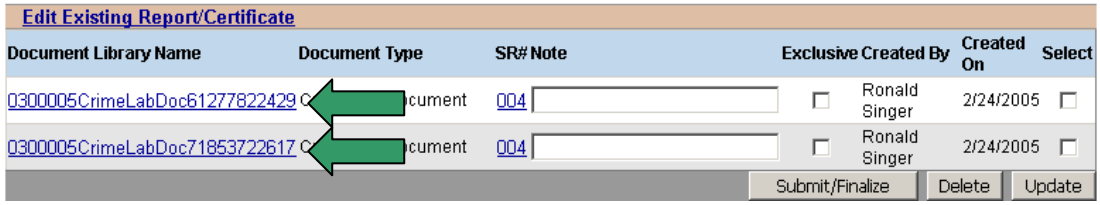
You are able to do the following actions on your document in this section:

- View
- Update the Note and Exclusive check box
- Delete

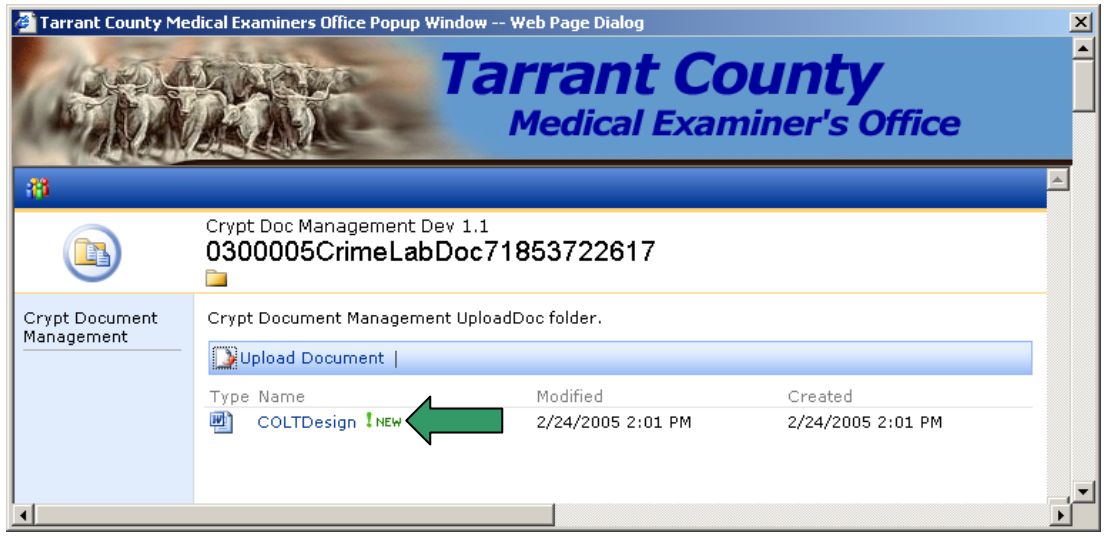
- Submit/Finalize

Viewing/Editing Document

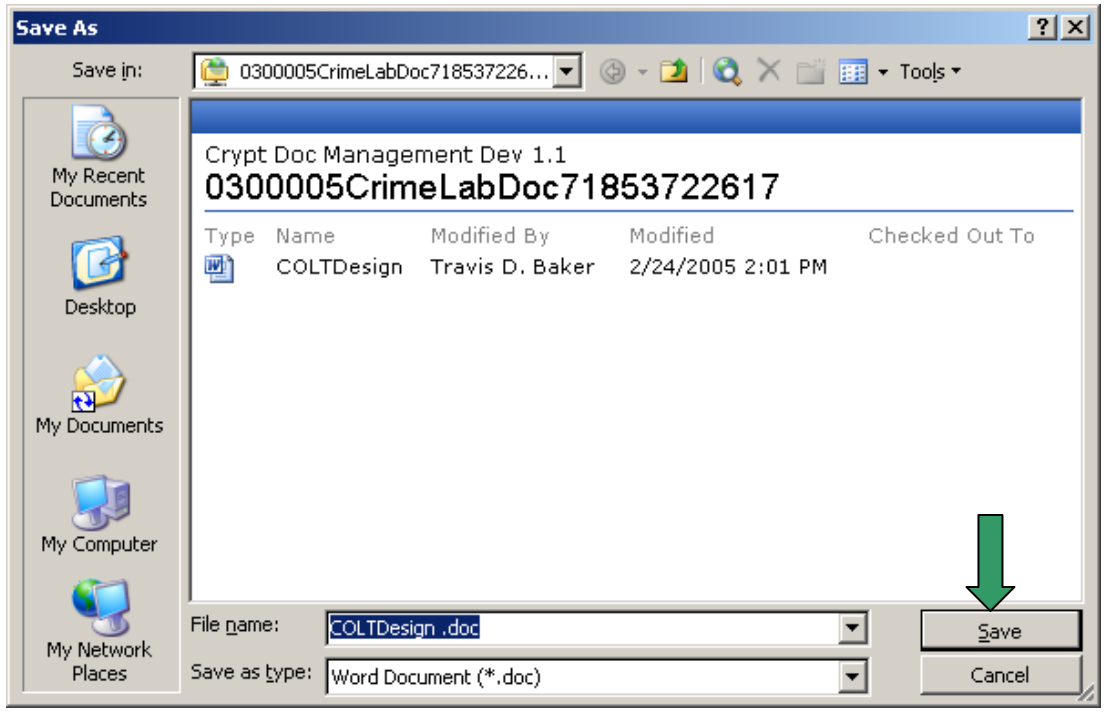
You may click on the name of the document library that you would like to view. See the document library links below.



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:



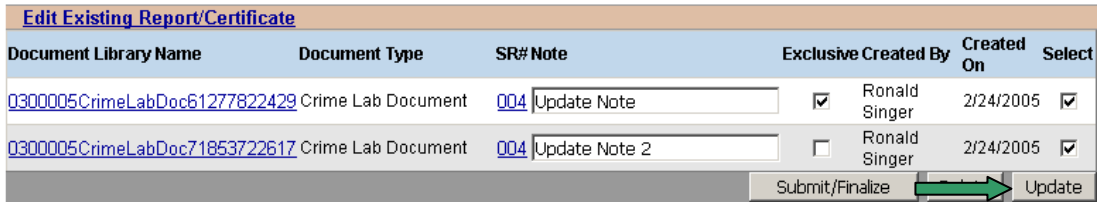
The document will open and you may make any changes that you want to the document. After all of the changes have been made, you will need to save the document by clicking on the Save button and you will get a Save as prompt. Click the save button without making any changes. See below:



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

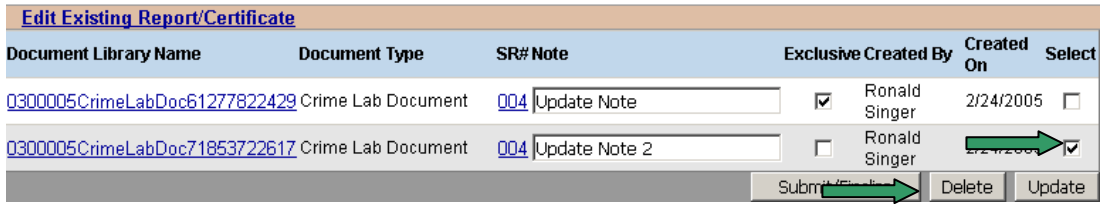
Updating Document Library

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:



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:



Submit/Finalize Document

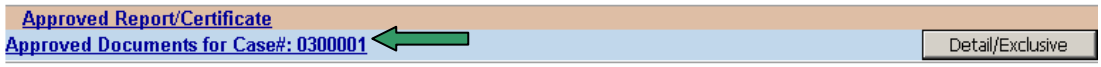
After all of the updates have been made to the document and it is ready to be submitted or finalize, you need to select the document library and click the Submit/Finalize button.

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.

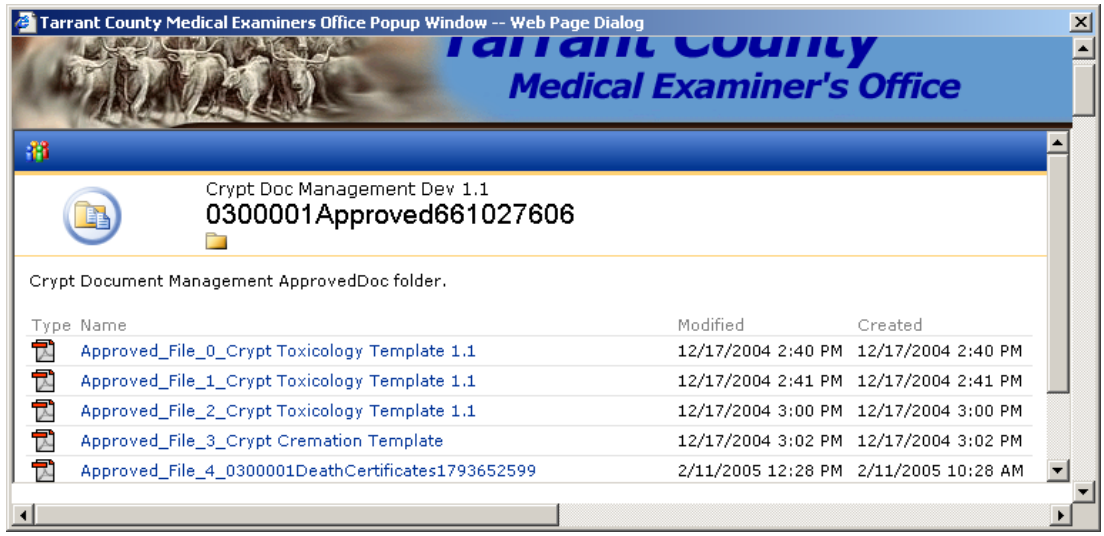
Finalize – If the document calls for the document to be finalized, the document is converted to a PDF form and placed in the Approved Report Certificate Document library. At this time it may be viewable to all CRYPT users unless the document is set to exclusive.

Approved Report/Certificate

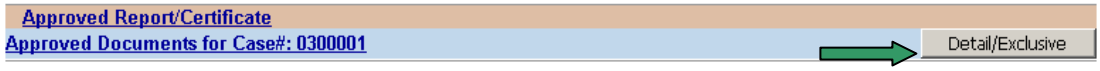
In this section you may view all approved/finalized documents that you have permission to view. To view non-exclusive documents, click on the Approved Document Library link. See below:



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 | Detail/Exclusive

Document Library Name	Document Type	SR# Note	Created By	Created On
0300001DeathCertificateAmendments19391809768	Deatch 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
0300001ToxicologyLabDoc9191429881	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

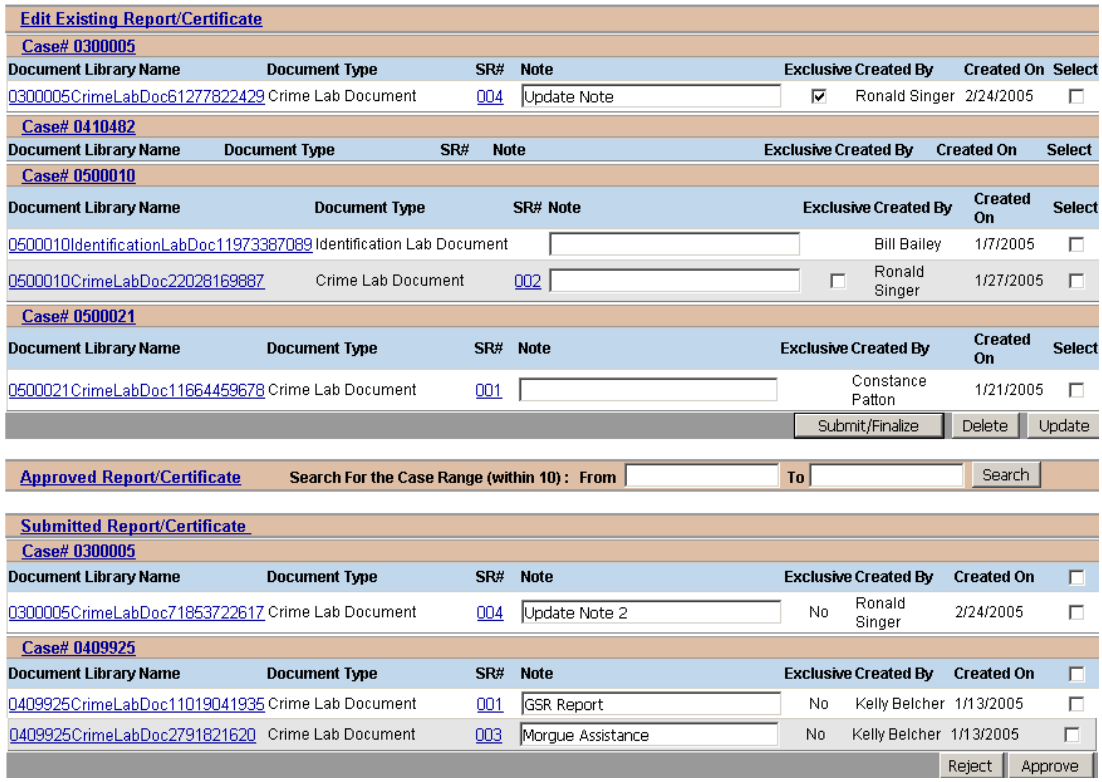
Document Library Name	Document Type	SR#	Note	Exclusive	Created By	Created On	☐
0300005CrimeLabDoc71853722617	Crime Lab Document	004	Update Note 2	No	Ronald Singer	2/24/2005	☑

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:

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



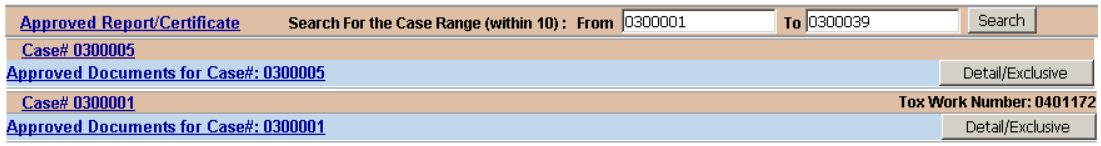
There are three sections to this screen:

- 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:

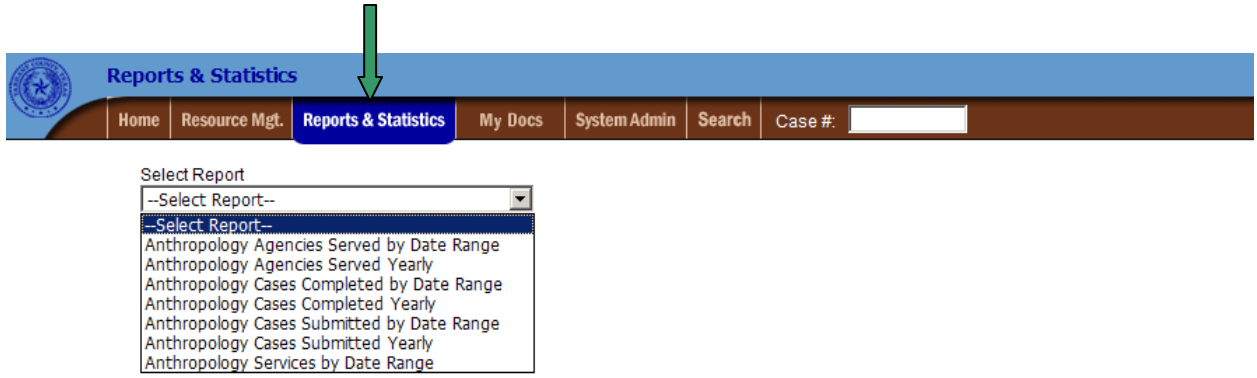
Cases are returned that have approved documents. Approved Report/Certificate section above displays the needed steps to view the approved documents.



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:



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 run:

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: 1/1/2006 To:

Agencies

GO All Agencies

Display Report

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
Total:	22

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 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

ncies 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.