

4. On the Case Information screen, click add officer.

The screenshot shows the 'Case Information' form in the LIMS PRELOG system. The 'Department' is set to 'B1 - DCI' and the 'Department Case #' is '2014-14121'. The 'Case Officer' field is currently empty, and a blue 'Add Officer' link is visible to its right. A black arrow points to this link. Below the form is a table with columns for Name Type, Last Name, First Name, Middle Name, Date of Birth, Sex, DL #, FBI #, and DCI #.

Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI #
X								
X								

5. Unclick the active only box and click search.

The screenshot shows the 'Add Officer' dialog box. The 'Name' field is empty. The 'Department Code' is set to 'DCI'. The 'Active Only' checkbox is checked, and a black arrow points to it. Below the form is a table with columns for Name, Title, Phone Number, Fax Number, Email Address, and Contact Info. The 'Search' button is highlighted.

Name	Title	Phone Number	Fax Number	Email Address	Contact Info
Mickey Mouse		515-754-0000		mouse@dps.state.ia.us	

6. Click on the name you want to add.
 - a. Click edit
 - b. Click active box to add check mark
 - c. Verify/change information
 - d. Common grammar (not all CAPS)
 - e. Go through an add all of your officers who are still active.
 - f. If a name is in there multiple times, choose only **ONE** of these to make active.

Add Officer

Name

Department Code

Active Only

Name	Title	Phone Number	Fax Number	Email Address	Contact Info
Mickey Mouse		515-754-0000		mouse@dps.state.ia.us	

1 2 3 4 5 6 7 8 9 10 ...

Active

Name *

Phone * Email *

7. To add a new officer, click the add button.
 - a. Type in their correct information
 - b. Click the Active button
 - c. Click Save when finished

Add Officer

Name

Department Code

Active Only

Name	Title	Phone Number	Fax Number	Email Address	Contact Info
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1 2 3 4 5 6 7 8 9 10 ...

Active

Name *

Phone *

Email *

8. Once finished, click close.

9. In the next screen, click on Cancel New Submission.

Dashboard

New Prelog

Search

Reports

Documents

Logout

Case Information

Department *

Department Case # *

Case Officer * [Add Officer](#)

Occurrence Date *

Primary Offense *

2nd Offense

3rd Offense

County *

Occurrence Location

Name Type	Last Name	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								
X								

[More Names](#)