Adding Officers to Prelog Drop-Down

- 1. Log into the prelog site at <u>https://weblog.dps.state.ia.us/limsprelogv2/</u>.
- 2. Click New Prelog

LIMS PRELOG				DCICST (ORACLE) LIMS_PROD 1.27440-NET4.0.30319
« MENU	⊠ QUICK FIND			
New Prelog Search A Reports A Documents Logout	Department Department Case Number Search	* DCI	`	
	Dept. Case Number	Department Name	Case Entry Date	
	14006021	DCI	01/29/2014	
	001	DCI	07/11/2011	
	201120906	DCI	04/05/2011	
	2012-45793	DCI	08/20/2012	
	2014-00001	DCI	02/17/2023	
	2023-00001	DCI	02/17/2023	
Status				
		Crime Fighter B.E.A.S.T. © 1995, 2023 Porter Lee Cor All rights reserved	poration.	

3. Type in any department case number. If this case has not been prelogged, create a new prelog.

LIMS PRELOG		DCICST (ORACLE) LIMS_PROD 1.27440-NET4.0.30319
MENU Dashboard New Prelog Search	New Prelog Case Case Information	
Reports Documents Logout	Department Search/Create Prelog Case Department C Department * DCI Case Officer Department Case Number * 2014-14121 Occurrence Da No local results found. Primary Offense Search Create Prelog Back to Dashboard Occurrence Location Image: County mark	
o # 💽 💁 🗃	Names Existing Names Items Existing Items Name Type* Last Name* First Name Middle Name Date of Birth Sex D X V Image: Constraint of the sex Image: Conste the sex Image: Constraint	L# FBI# DCI {

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

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New Prelog	Case Informat	tion								
Reports Documents	Department	* B1 - D0	I	*						
Logout	Department Case #	* 2014-1	4121							
	Case Officer	*		Add Offic	er 🔨					
	Occurrence Date	*								
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	Name Type *		Last Name *	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI 📫
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5. Unclick the active only box and click search.

dd Officer Add Officer Name Department Code Active Only Cear Name Title Phone Number Tax Number Title Phone Number Title Stor 515-754-000 mouse@dps.state.ia.us Active Name Mickey Mouse Phone S15-754-000 Email					
Add Officer Name Department Code Search Clear Name Title Phone S15-754-000 Email mouse@dps.state.ia.us	dd Officer				
Name Department Code Active Only Search Clear Name Mickey Mouse 315-754-000 Email * mouse@dps.state.ia.us	Add Officer				×
Department Code Active Only Search Clear Name Title Phone Number Fax Number Email Address Contact Info Mickey Mouse 515-754-0000 mouse@dps.state.ia.us Active Active Mickey Mouse Name Mickey Mouse Phone S15-754-0000 Email * mouse@dps.state.ia.us	Name			7	
Active Only Search Clear Name Title Phone Number Fax Number Email Address Contact Info Mickey Mouse 515-754-000 mouse@dps.state.ia.us Active Active Mickey Mouse Phone * S15-754-000 Email * mouse@dps.state.ia.us	Department Code	DCI	×		
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1231567	Mickey Mouse		515-754-0000	mouse@dps.state.ia.us	
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	Phone * 515-7	54-0000	Email * mouse@dps	s.state.la.us	
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- 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 <u>ONE</u> of these to make active.

Name Department Code	DCI			~		
Active Only Search	Clear					
Name		<u>Title</u>	Phone Number	<u>Fax Number</u>	Email Address	<u>Contact Info</u>
Mickey Mouse			515-754-0000		mouse@dps.state.ia.us	1
<u>12345678910.</u>	<u>.</u>					
<u>12345678910.</u>	<u>.</u>		_	_		
12345678910.			_	_	_	
12345678910. ▲ Active	ey Mouse			-		,
<u>12345678910.</u> ▲ Active ■ Name * Mick	ey Mouse					, ,
12345678910. ▲ Active Name * Mick Phone * 515-7	ey Mouse 54-0000		Email * m	nouse@dps.st	ate.ia.us	

- 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

<u>Contact Info</u>
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- 8. Once finished, click close.
- 9. In the next screen, click on Cancel New Submission.

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	and Offense									
	2rd Offense									
	Country	*		v						
	County									
	Occurrence Location	н								
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