



Iowa DCI Crime Laboratory

LIMS PRELOG

LIMS PRELOG & REPORTING MANUAL COUNTY ATTORNEY

Web address to access Evidence Prelog and Reporting:

<https://weblog.dps.state.ia.us/limsprelogv2/>



User ID

Password

Database

 ▼

Login

Change Pwd

Your User ID and password for the new web-based Prelog, commonly referred to as .Net LIMS Prelog, should be the same as your prior User ID and password from the Iowa DCI Crime Lab Prelog Website.

<< MENU

Dashboard

New Prelog

Search

Documents

Logout

QUICK FIND

This search is limited to your agency only.
Use the Search menu on the left if you have permission to search multiple agencies. (Prosecutors Only)

Department

*

Department Case

*

Clear

Search

RECENT PRELOG CASES

Dept. Case NumberDepartment NameCase Entry Date

2023-50

Des Moines Police Department

02/03/2023

Status

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- This is the main screen, also referred to as the Dashboard.
- Recently viewed cases will display on the bottom of this page.
- You may return to this screen at anytime, by clicking on Dashboard, under the Menu.

<< MENU

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New Prelog

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QUICK FIND

This search is limited to your agency only.**Click on the left if you have permission to search multiple agencies. (Prosecutors Only)**

Find a Case

Department *

*

Department Case *

*

Clear

Search

RECENT PRELOG CASES

Status

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- To find a completed lab report, hover your cursor over Search and click on Find a Case.

<< MENU

- Dashboard
- New Prelog
- Search
- Documents
- Logout

Evidence Prelog - Find Case

(1) Case Number (2) Case Names (3) Items

Department Case # Partial
Jurisdiction

Department Case #	Case Officer	Offense Date	Offense Location	Lab Case
2023-00001	Mickey Mouse O'Neil	2/6/2023	Universal Studios	2023-00001

Status

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This screen provides three different options to search for a case: Department Case Number, Case Names, or Items.

The Lab Case Number cannot be searched at this time.

Option 1: Search by Case Number

- Enter the Department Case number or a Partial Department Case number.
- The Department Case number is referred to as Agency Case number on email notifications.
- The Jurisdiction field is not required and may be left blank.
- Click on Search to locate the case, which will appear at the bottom of this screen.
- Click on the case number to proceed to the next screen.

<< MENU

Evidence Prelog - Find Case

Dashboard

New Prelog

Search

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Logout

(1) Case Number

(2) Case Names

(3) Items

Last Name First Name DOB

Search

Clear

Back to Dashboard

Type	Last Name	First Name	Middle Name	DOB	Case Number	Offense Date
Subject	O'Toole	Woody		11/25/1940	2023-00001	2/6/2023

Status

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Option 2: Search by Case Names

- Enter the name in the case. This would be the subject(s) or victim(s) names.
- Only one field is required to be filled in, but you may fill in all three for better results.
- Click on Search to locate the case, which will appear at the bottom of this screen
- Click on the name to proceed to the next screen.

« MENU

Dashboard

New Prelog

Search

Documents

Logout

Evidence Prelog - Find Case

(1) Case Number

(2) Case Names

(3) Items

Package

Type

Description

Case Number	Item Number	Item Description	Item Type
PROFICIENCY	001	Buccal swab.	Known Buccal Swab

Status

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Option 3: Search by Items

- Enter the item that was submitted to the DCI Crime Laboratory for testing.
- Only one field is required to be filled in, but you may fill in all three for better results.
- Click on Search to locate the case, which will appear at the bottom of this screen
- Click on the case number to proceed to the next screen.

 CASE INFO

NAMES

ITEMS

SERVICE REQUESTS

EXISTING SUBMISSIONS

ASSIGNMENTS AT LAB

REPORTS

Department	*	B1 - DCI	▼	
Department Case #	*	2023-00001		
Case Officer	*	Mickey Mouse O'Neil	▼	Add Officer
Occurrence Date	*	02/06/2023		
Primary Offense	*	009 - Death Investigation	▼	
2nd Offense			▼	3rd Offense
County		00 - Proficiency Test	▼	
Occurrence Location		Universal Studios		

Edit

Save

Cancel

Status

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- After you have located and clicked on the case, using one of the three options, you will be taken to this screen.
- Here you can see all aspects of the case, pertaining to the DCI Crime Laboratory, by clicking on the tabs located at the top of the screen.

- CASE INFO
- NAMES
- ITEMS
- SERVICE REQUESTS
- EXISTING SUBMISSIONS
- ASSIGNMENTS AT LAB
- REPORTS

Department * B1 - DCI

Department Case # * 2023-00001

Case Officer * Mickey Mouse O'Neil [Add Officer](#)

Occurrence Date * 02/06/2023

Primary Offense * 009 - Death Investigation

2nd Offense [] 3rd Offense []

County 00 - Proficiency Test

Occurrence Location Universal Studios

Edit Save Cancel

Status

Viewing Assignments at the Lab

- To view the status of evidence that has been submitted to the DCI Crime Laboratory, you may click on the ASSIGNMENTS AT LAB tab.

CASE INFO NAMES ITEMS SERVICE REQUESTS EXISTING SUBMISSIONS ASSIGNMENTS AT LAB REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
65	TOX	Jillissa Molnari	3/27/2023	2	3/27/2023
66	TOX	Jillissa Molnari	3/27/2023	3	3/27/2023
67	DNA	Tara Scott	4/3/2023	1	
71	TOX	Jillissa Molnari	4/10/2023	3	4/10/2023
72	FIRE	Stephanie Yocca	4/10/2023	3	4/10/2023
73	TR	Stephanie Yocca	4/10/2023	3	4/10/2023
78	FWTT	Anna Young	4/10/2023	3	4/10/2023
80	TM	Kristin Hart	4/11/2023	1	

Lab Code * 01 - Iowa DCI Lab

Section * DRUG - Drug Chemistry 02/17/2023

Analyst Assigned REEDY - Megan Reedy 02/17/2023

Priority * 2 - Normal

Status * 2 - Draft Printed

Comments

Edit Save Cancel

Status

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- Under the ASSIGNMENTS AT LAB tab, you have the ability to track the status of a case throughout the DCI Crime Laboratory. You may view section assignments, analyst assignments, and the date the evidence was assigned.

Case Reports

Report #	Section	Status	Date Completed
61	Evidence Room	5	04/03/2023
62	Evidence Room	5	04/05/2023
63	DNA	5	04/06/2023
67	Forensic Hit	5	04/13/2023
68	Forensic Hit	5	04/13/2023
69	Forensic Hit	5	04/13/2023
70	Latent Prints	5	04/10/2023
72	Latent Prints	5	04/10/2023

[Print Report](#)[Case Link](#)

Status

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View Completed Lab Reports

- To view completed reports, click on the REPORTS tab located at the top of your screen and all completed reports will appear below.
- Click on the report you would like to view and then click the Print Report icon.
- A pdf version of the report will pop up in a new window, allowing you to view, print or save the document.

CASE INFO NAMES ITEMS SERVICE REQUESTS EXISTING SUBMISSIONS ASSIGNMENTS AT LAB **REPORTS**

Case Reports

Report #	Section	Status	Date Completed
61	Evidence Room	5	04/03/2023
62	Evidence Room	5	04/05/2023
63	DNA	5	04/06/2023
67	Forensic Hit	5	04/13/2023
68	Forensic Hit	5	04/13/2023
69	Forensic Hit	5	04/13/2023
70	Latent Prints	5	04/10/2023
72	Latent Prints	5	04/10/2023

Print Report

[Case Link](#)

Status

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View COD Hit Reports

- To view COD Hit Reports, click on the REPORTS tab located at the top of your screen.
- Click on the Case Link icon.

Case Reports

Report #	Section	Status	Date Completed
13	Drug Chemistry	5	02/1/2023
14	DNA	5	02/1/2023
15	Fire/Explosives	5	02/1/2023
17	Evidence Room	5	02/1/2023
18	Crime Scene	5	02/1/2023
19	Evidence Room	5	02/1/2023
20	DNA	5	02/1/2023
21	Crime Scene	5	02/2/2023
22	Toxicology	5	02/2/2023

[Print Report](#)[Case Link](#)

Status

Case Link

Lab Case	Section	Sequence	Item Number	Date Assigned	Analyst Assigned	Date Completed	Approved By
D22-02914	COD	3	1	03/14/2023	Mike Evans	03/14/2023	Sarah Mikolajczyk

[Print](#)[Close](#)

- After clicking on the Case Link icon, the COD Hit Report will appear in a pop-up window.
- Click on the Print icon and the report will generate in a new window.
- You may view, save, or print the report.

If you have questions regarding the Prelog or need your password reset, please contact Shawna Ferguson at the Iowa DCI Crime Lab by calling 515-512-0007. You may also call the main laboratory number at 515-725-1500 or send an email to limsadm@dps.state.ia.us.