



Login/User Accounts

Login credentials are assigned by the West Virginia State Police Forensic Laboratory or by an agency Administrative User. On the JusticeTrax® LIMS-plus Portal website login screen, enter the assigned Username and Password and click “Login”. When the user logs in for the first time, he/she will be prompted to change his/her password.

Agency Administrative Users can create and edit user accounts by going to “Add Rep” or “Agency Reps” under the Administration on the left navigation panel. A Security Role must be selected for the user account. For more information regarding Security Roles, please see the Help files located on the left navigation panel.

Please do not edit the agency information in Portal as this also affects the Laboratory’s LIMS application. If the agency address that is listed is incorrect, contact the Laboratory immediately and request that the address be updated.

Dashboard

Upon successful login, the Portal® website will display the Dashboard, which displays recent case activity. The Dashboard can also be accessed from the left navigation pane. The colored panels at the top of the Dashboard screen allow the user to view cases by their status: **In Progress** and **Released**. **In Progress** means that the case has been submitted and is either awaiting testing or is in the process of being tested or reviewed. **Released** means testing and review has been completed and the final report is ready for download. The most recent cases submitted to the Laboratory for testing will be listed in a table at the bottom of the Dashboard screen which includes all case statuses.

To download a Released report, click the icon in the Report column of the table of cases listed on the screen. The report will download as a PDF file.

Please note that **Incomplete** and **Submissions** are in reference to cases electronically submitted to the Laboratory through Portal® which is a function not currently in use at this time. No cases should be listed under these panels.

Case Searches

Clicking “Search Lab Cases” on the left navigation pane will open the Lab Case Search Parameters screen. Cases can be searched by Agency Case Number (ACN), Lab Case Number, submission date, and individual name (i.e. victim/suspect). Please note that driver’s license numbers are not entered in the LIMS-plus database, so searching by DL Number will not yield any results. Also, when searching by ACN, omit any punctuation such as hyphens and periods as they are not entered in the LIMS-plus database upon case entry.

Case Information

Clicking on the Agency Case Number in the ACN column of the table of cases listed on the screen will open more detailed information related to the specific case. The **Request Info** box will display the Requesting Agency’s name and the Requesting Investigator’s name. The **Request Details** box will display the name of the scientist assigned to the case (if applicable) and the case status. Please note that “Reason” and “Complexity” are fields used within the Laboratory and may not be displayed or the displayed information may not provide useful information to the Portal® user.

The evidence submitted, offense(s), and individual(s) related to the case will be listed at the bottom of the screen. Please note that the “Add Note”, “Pend Request”, and “Cancel Request” buttons are active but are not currently in use by the Laboratory. **Please do not use this feature**. Any communication with the Laboratory should be made via phone, email, or fax.

Help

Clicking “Help” on the left navigation pane will open a detailed, step-by-step, help guide for the agency Administrative User and the Standard User. Please email LIMS@WVSP.GOV if you need additional assistance with the use of the JusticeTrax® LIMS-plus Portal website.