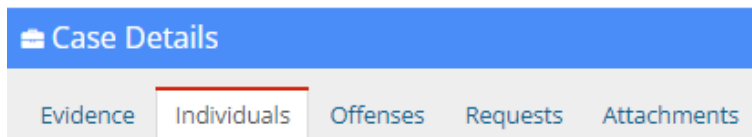


# Portal Intoxication Case

Patrol Network: <https://it.mshp.dps.mo.gov/LIMS-plus-v5-Portal> (Microsoft Edge: supported browser)

1. Under Cases, click "Create New Case".
  - a. **Agency:** Assigned Troop or Agency
  - b. **Agency Case Number:** Incident number or CFS number
  - c. **Case Type:** Select "Highway" if this case is the result of a traffic stop.
  - d. **Lab:** Where will the evidence be submitted?
  - e. **Notes:** Summary of Incident. Please note if a DRE was involved.  
(Ex. Stopped for suspicion of intoxication. DRE called to the scene.)
2. Click Save.
3. Under Case Details, there are Five Tabs



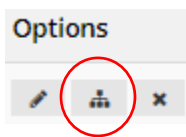
- a. **Individuals Tab (Enter First):** At a minimum...
  - i. Individual Type
  - ii. Name of the Individual
  - iii. Date of Birth
  - iv. Gender
- b. **Evidence Tab:**
  - i. **Evidence Type:** Blood Kit
  - ii. **Agency Evidence Number:** Container number
  - iii. **Description:** Auto populates. Add item number.  

One cardboard box containing blood tube(s). 0123.003
  - iv. **Notes:** Ignore
  - v. **Source:** Select the suspect.
  - vi. **Submitting Rep:** Officer's name
- c. **Offenses Tab:** Assign the main offense.  
(Only need to complete the following)
  - i. **Offense Date:** Date of Crime
  - ii. **Offense Code:** Intoxication
  - iii. **State:** Missouri
  - iv. **County:** Select the County

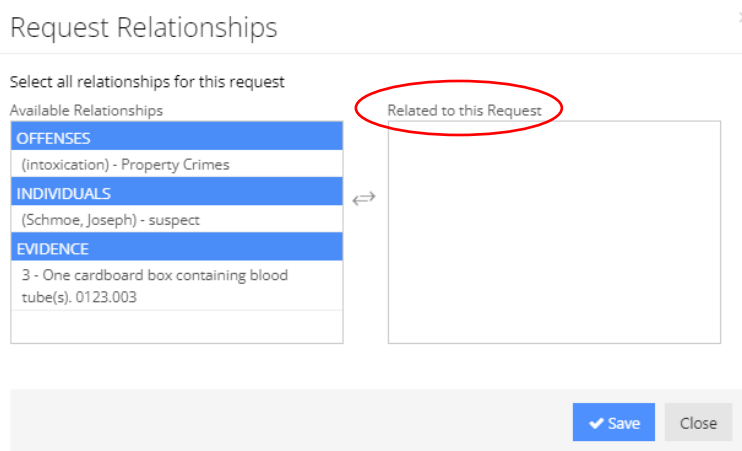
- d. **Requests Tab:** A separate request must be added for every type of exam.  
(Only need to complete the following)
  - i. **Discipline:** Toxicology
  - ii. **Service Type:** Tox Analysis - Blood Volatiles (previously Blood Alcohol) and/or Tox Analysis - Blood Drug
  - iii. **Requesting Rep:** Officer's Name
  - iv. **Notes:** For Blood Volatiles exams enter a note if an ethyl alcohol swab was used. For Blood Drug exams list if there are certain drug(s) suspected and if a DRE was involved.
- e. **Attachments Tab:** (not required)

4. **Relating Requests – Required for each request**

- a. Click the Request Tab.
- b. Under “Options”, click the tree icon.



You should see...



- i. **OFFENSES:** Click the offense to move it to the right under “Related to this Request”.
- ii. **INDIVIDUALS:** Click the suspect to move to the right.
- iii. **EVIDENCE:** Click the evidence needing toxicology examinations.
- c. Click Save.
- d. Click Close.

- 5. Click the purple “Print Evidence List” under Case Information.
  - a. Review all information to make sure it's accurate.
  - b. Print a copy and submit with your evidence.
- 6. Click the green “Submit to LIMS”.

Note: Once you hit “Submit to LIMS”, you cannot edit any information.