

# LIMS-PLUS Portal

A new system for evidence submissions and reporting.

## What is Portal

Portal is a web-based system that enables a streamlined evidence submittal process, creating a more efficient in-person submission experience at the laboratory.

Elimination of the DSSP 20 form, as well as the ability to upload any subsequent documents speeds up the initial review process, all while moving towards a paperless workflow.

## Why use Portal



### User Transparency

View case status, add additional exhibits, requests for analysis, or cancel existing pending requests.



### Reporting Availability

Access to completed laboratory reports, readily available to be downloaded as soon as they are released.



### User-friendly Interface

Each agency has full control over adding new users and assigning permission levels.

## FAQ's

### How similar is using Portal to filling out a DSSP 20 form?

The required information for case submission is the same. The system will indicate required fields. Users of Portal have reported the process to be faster and more efficient than filling out handwritten forms.

### Once connected & trained, can I opt out of using Portal?

Although the hope is for agencies to try Portal and utilize this submission option, there is no requirement right now. The submission of evidence using a DSSP 20 form will still be available.

### Can changes be made once the information is submitted electronically?

Yes. Portal allows for additional information to be submitted. Evidence Technicians can also make changes and edits, as well as assist you with questions at the evidence counter.

### Do I qualify?

Portal is available to all submitting agencies, pending VPN connection to DOS. Connection typically takes one week once an IT contact is established.

## Ready to start?

Portal training sessions held monthly



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