



# **LIMS Completed Lab Report Distribution Procedures User Guide**

*Version 2.0  
July 2020*

The New York State Police Crime Laboratory System is implementing a new method of retrieving laboratory reports utilizing the eJusticeNY portal. The procedures outlined below will be used to access and download reports.

Access to the lab report is based on each agency's ORI and eJusticeNY account.

The laboratories will no longer provide hardcopy reports with raised seals. If Criminal Procedure Law 190.30 certifications are required but not available when the report was generated, please contact the Lab.

## 1. Notification of Completed Lab Reports

- Users will receive an automated email upon completion of each section's laboratory report.
- A sample of the email is below:

From: [NYSP-FIC-Discovery@troopers.ny.gov](mailto:NYSP-FIC-Discovery@troopers.ny.gov)  
Sent: Thursday, June 18, 2020 12:56 PM  
To: JohnDoe@aaapd.com  
Subject: NYS Police Crime Laboratory Report Completed

Seized Drug Report completed for SP NARCOTICS case 20-123456

Lab Case: 20HL-00001

Please log into the eJusticeNY portal to access the completed section report. You may contact the laboratory if Criminal Procedure Law 190.30 certifications are required but not available when the report was generated.

Instructions for accessing your reports can be found here:

[https://www.troopers.ny.gov/Crime\\_Laboratory\\_System/Laboratory\\_Test\\_Report\\_Information/](https://www.troopers.ny.gov/Crime_Laboratory_System/Laboratory_Test_Report_Information/)

**Note:** The New York State Police Crime Laboratory will no longer provide hardcopy laboratory reports with raised seals.

- Emails will also be received when a Supplemental or an Amended Report becomes available.

## 2. Retrieving Completed Lab Reports

- Log into eJusticeNY portal at <https://ejustice.ny.gov>.
- Open the **Resources** tab at the top of the page.
- Select **Lab Management - Prelog/Reports**.
- The **Prelog** screen will display showing the department associated with your ORI.



- Select **Reports - Completed Lab Reports** to display the Completed Lab Reports screen.

LIMS PRELOG GLORIA BREWER() | (ORACLE) LIMSTEST  
1.22509-NET4.0.30319

« MENU **Completed Lab Reports** *Note: After viewing, use your browsers back button to return to this page.*

Dashboard  
Search  
Reports  
Documents  
Logout

Department  
Department Case Number  
**Lab Case Number**  
Section  
Date From  
Date To

Clear Search

Please select a section / specify a date range.

Print Report

- Enter **only** the **Lab Case Number** that was included in the email.  
**Note:** Some users will see the department name associated with their ORI on the screen. This is not required to search for the case reports.
- Click **Search** to display a list of available reports.
- Highlight the specific report to retrieve and click **Print Report** to display the report on the screen.

« MENU **Completed Lab Reports** *Note: After viewing, use your browsers back button to return to this page.*

Dashboard  
Search  
Reports  
Documents  
Logout

Department  
Department Case Number  
Lab Case Number: 20QA-00019  
Section  
Date From  
Date To

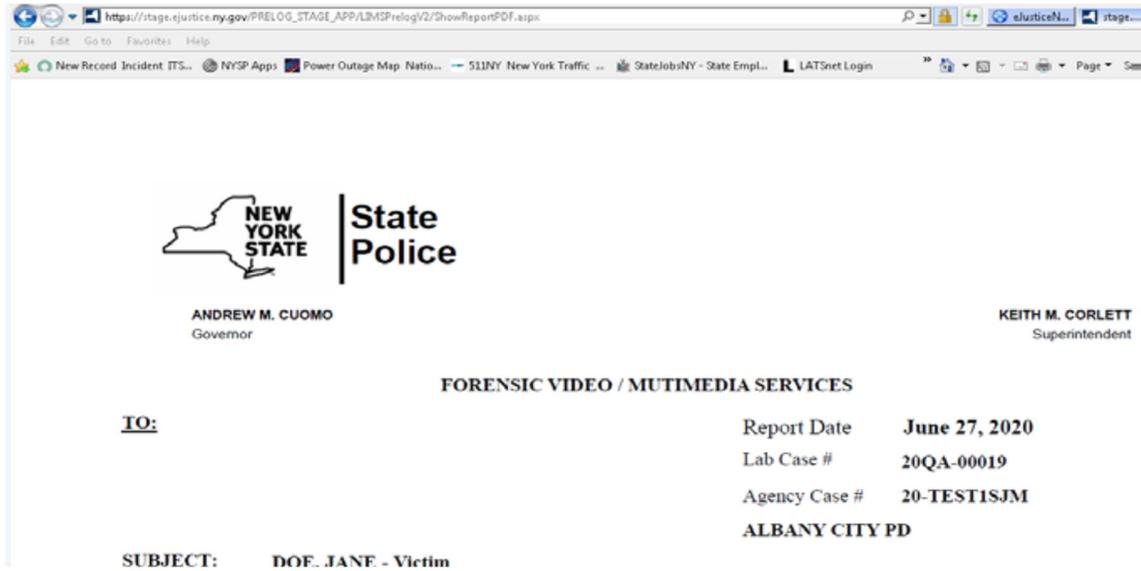
Clear Search

Agency Case #	Report #	Section	Assigned To	Date Completed	Lab Case	Depart
20-TEST1SJM	1	COMP	LV002	6/27/2020	20QA-00019	1007
20-TEST1SJM	2	VID	LG001	6/27/2020	20QA-00019	1007
20-TEST1SJM	3	TRAC	LG001	6/27/2020	20QA-00019	1007
20-TEST1SJM	4	TOX	LV002	6/27/2020	20QA-00019	1007
20-TEST1SJM	5	TOX	LV002	6/27/2020	20QA-00019	1007
20-TEST1SJM	6	LE	LV002	6/27/2020	20QA-00019	1007

1 2 3

Print Report

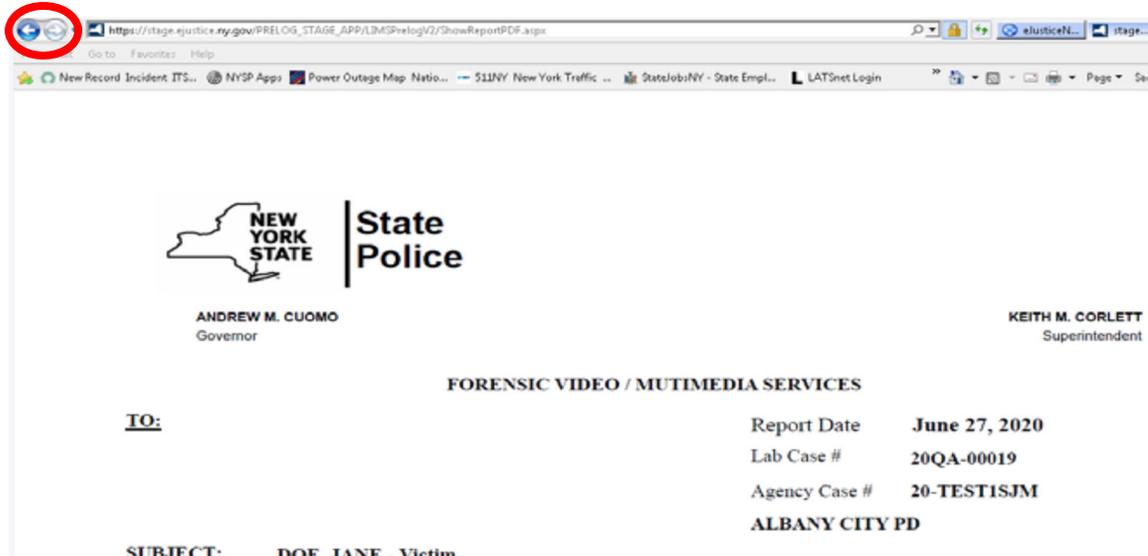
- The report will be displayed.



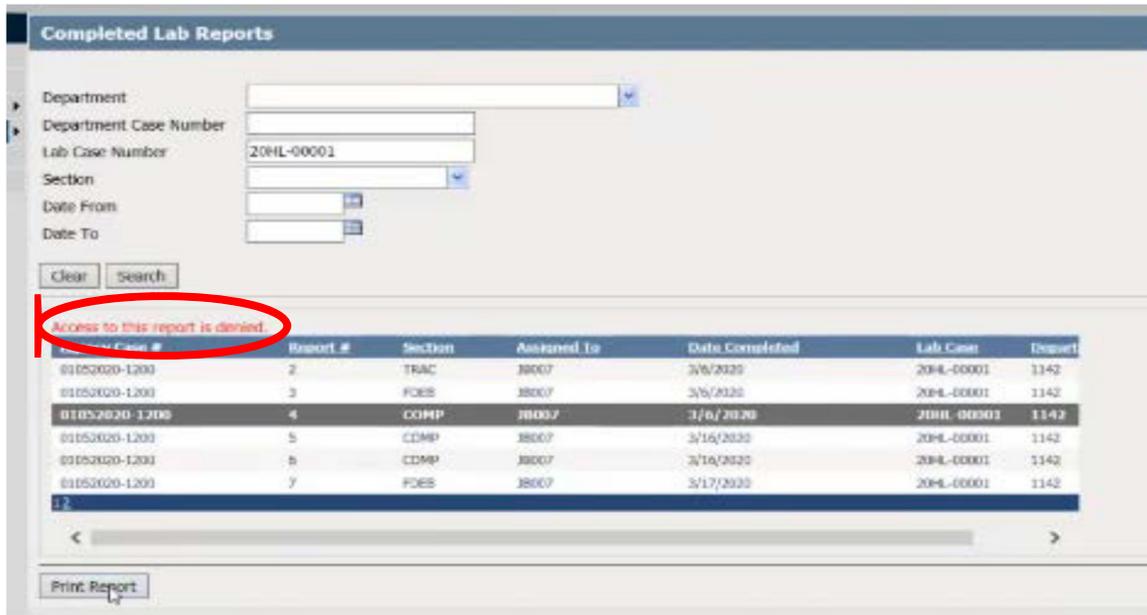
- While in the report, use the Adobe functions:
  - Click save icon to save the report to a local drive
  - or
  - Click the printer icon to Print the report.



- Once you are done with the report, use the back button on the browser to return to the list of available reports.



- Occasionally a report will not be accessible, and a message will be displayed that access is denied.



- If you feel that you should have access to this report, please send an email to the Lab and include the Lab Case # and Section to: [NYSP-FIC-Discovery@troopers.ny.gov](mailto:NYSP-FIC-Discovery@troopers.ny.gov).

### 3. General Information

- If you have problems logging into the Lab Management - Prelog/Reports application, close all browser windows. Clear the browser history/cache and try again.
  - To clear the browser history/cache in Google Chrome:
    - Click on the 3 dots in the upper right corner of the screen,
    - Select Settings,
    - Select Privacy and Security, and
    - Select Clear Browsing Data.
- Home Page
  - At any time, click on the **Dashboard** button to get back to the home page.
- Errors
  - Please contact the **Enterprise Service Desk** for any technical issues at **(844) 891-1786**.
- Please contact the NYSP Lab for inquiries related to the case management system at [NYSP-FIC-Discovery@troopers.ny.gov](mailto:NYSP-FIC-Discovery@troopers.ny.gov) or call **(518) 457-2466**.