

## DNA: CODIS Data Entry

**Procedure** Use the following procedure to enter a DNA profile into LDIS.

Step	Action
1	Log in to the LDIS satellite terminal.  NOTE: Access is restricted to authorized analysts via password and user's identification.
2	Open "Analyst Workbench".
3	Select "STR/Y-STR Data Entry".
4	For Specimen ID, enter the laboratory case number followed by the submission number and then the item number. <ul style="list-style-type: none"><li>• If the profile is from a differential extraction, the fraction it is from may be noted<ul style="list-style-type: none"><li>– "SF" for sperm fraction</li><li>– "NSF" for non-sperm fraction</li></ul></li><li>• If the profile is from a mixture interpretation, indicate, if applicable<ul style="list-style-type: none"><li>– "MJ" for major</li><li>– "MI" for minor</li></ul></li></ul>
5	Select the appropriate category from the Specimen Category list. ( <i>Forensic Unknown</i> is the default).
6	For <i>Source Identified?</i> , select "YES" if the evidence profile has been identified (example: the profile of the sperm fraction matches the suspect's profile), or "NO" if it has not been identified.
7	For <i>Partial Profile?</i> , select "YES" to indicate that additional genetic information will not be entered, or "NO" if all the genetic information will be entered even if the profile is not complete.
8	Any necessary explanations may be added to the "Comments" field.
9	Enter the profile in the Reading #1 and Reading #2 columns, separating multiple alleles by a comma.
10	Designate any obligate alleles with a "+" after the allele entry. A single allele should be designated as an obligate allele when its pairing is uncertain. NOTE: Only one obligate allele is permitted per locus.
11	After all the data has been entered, save the profile.
12	Print a copy of the Specimen Detail Report.
13	Search the profile against all profiles contained in LDIS.