

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"> • If the profile is from a differential extraction, the fraction it is from may be noted <ul style="list-style-type: none"> – "SF" for sperm fraction – "NSF" for non-sperm fraction • If the profile is from a mixture deconvolution, indicate which contributor the profile is attributable to (if applicable) <ul style="list-style-type: none"> – x1 – x2 – x1/x2 – ALL NOTE: If there is not enough room in the field, the laboratory case number may be omitted from the Specimen ID. In this instance, the laboratory case number should be entered in the Case ID field.
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" if all DNA data at a locus/multiple loci was removed or select "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.

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Procedure
(continued)

Step	Action
10	The Partial Profile column will only be used for Forensic Partial specimens. Select “YES” if there is any possibility of dropout at a single-allele locus. This will automatically update the <i>Partial Profile?</i> field to Yes once the profile is saved.
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.
