

# York County Sheriff's Office

## Forensic Laboratory Services

### Forensic Advantage PreLog Instructions

1. Choose Prelog from menu at top of screen
2. DO NOT enter information into the Prelog Case# block unless this is a subsequent submission.
3. Enter Agency Name, Jurisdiction
4. Enter Officers: NOTE: investigating officer must be filled in. If you know the submitting officer, add that, if not do not enter.
5. Enter agency case#, Offense Date, and Offense
6. If Court Date is known, enter date, if not leave blank
7. Enter victim and suspect names and the information you have.
8. Evidence: Add each piece of evidence that will be submitted separately.
  - a. Enter agency item number (this will be the barcode number from property, if you do not have this, leave blank.
  - b. Enter PreLog Item # starting with 1 and moving consecutively.  
ie 1,2,3,4...
  - c. Enter a description of the evidence
  - d. Exam – from the drop down box choose the analysis type,  
ie. Forensic Biology
  - e. Enter any comments about the item.
9. Statement of Facts – enter any information about the case that we will need to know.
10. Click Submit
11. PRINT the page with the barcode that is generated and turn into property.