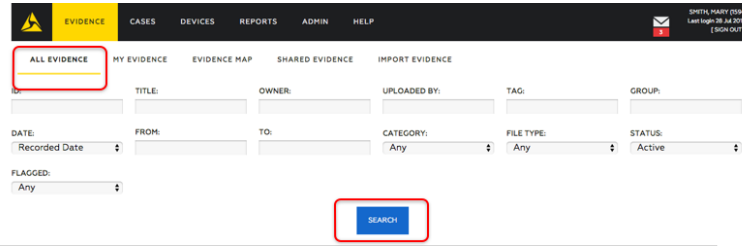


# Detective Quick Reference Guide - Filing a Case

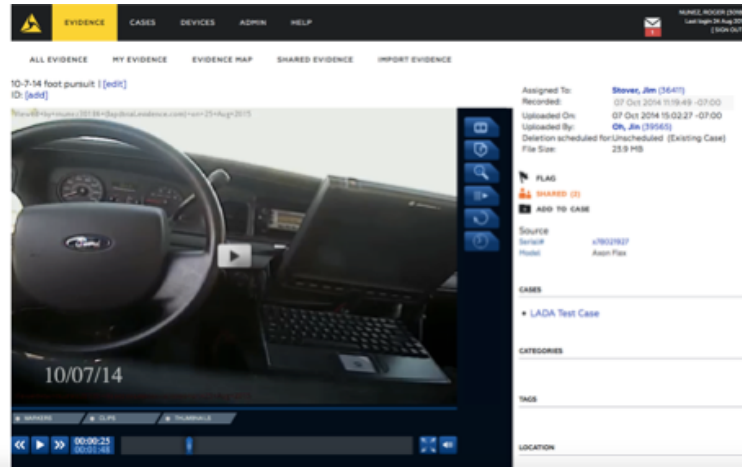
1. After Signing in, Select Evidence Tab & All Evidence
2. Fill the Search Fields to Narrow your Results
3. Select Search



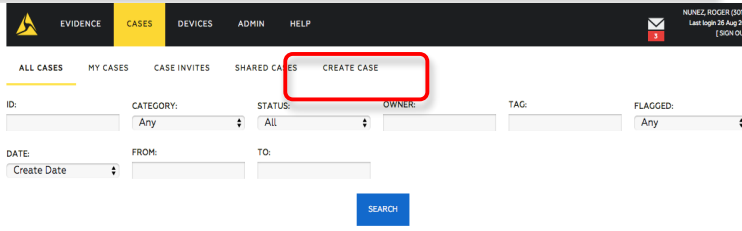
4. Select the Video by Clicking the Blue Link
5. Fill the Search Fields to Narrow your Results

ID	CATEGORY	TITLE	FILE TYPE	OWNER	UPLOADED BY	UPLOAD DATE	RECORDED DATE	STATUS	DURATION
<a href="#">Add</a>	Pending Review	Screen Shot 2015-07-20 at 3:12:56 PPT.png	Image	Guarino, Michelle	Guarino, Michelle	22 Jul 2015 - 17:53:45	22 Jul 2015 - 17:53:43	Active	N/A
<a href="#">Add</a>	Pending Review	Screen Shot 2015-07-20 at 3:12:56 PPT.png	Image	Guarino, Michelle	Guarino, Michelle	22 Jul 2015 - 17:53:17	22 Jul 2015 - 17:53:16	Active	N/A
<a href="#">Add</a>	Pending Review	Screen Shot 2015-07-20 at 3:12:56 PPT.png	Image	Guarino, Michelle	Guarino, Michelle	22 Jul 2015 - 17:52:40	22 Jul 2015 - 17:52:39	Active	N/A

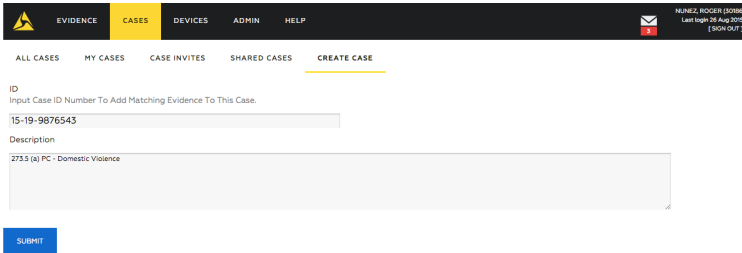
6. Review Video



7. Select "Case" Tab then "Create a Case"

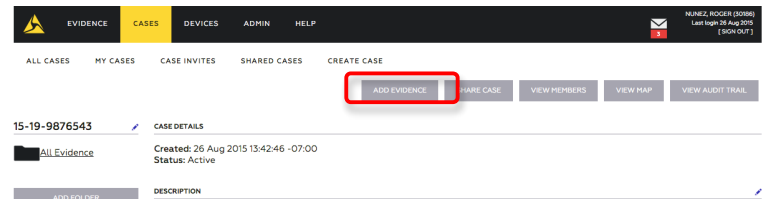


8. Name Case (DR # or Inc #)
9. Select "Submit"

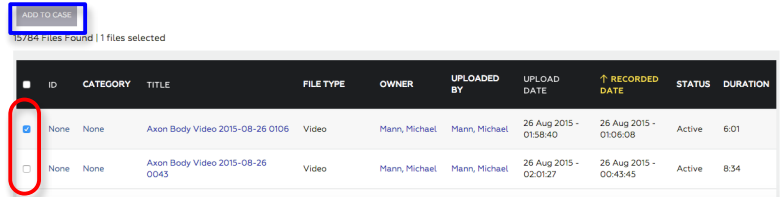


Continued on Reverse Side

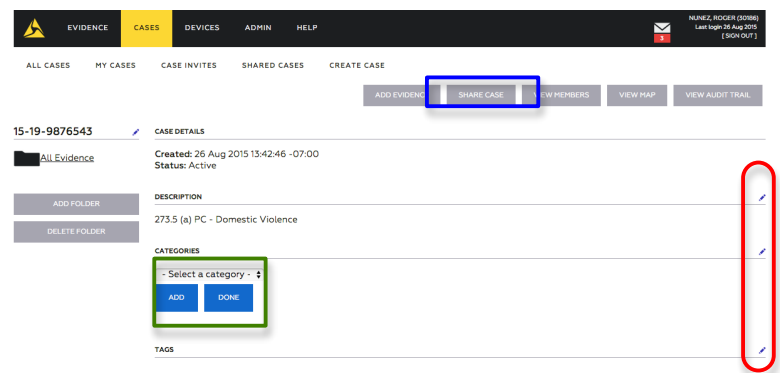
10. Select "ADD EVIDENCE"
11. Search for your Videos (Steps 1-3)



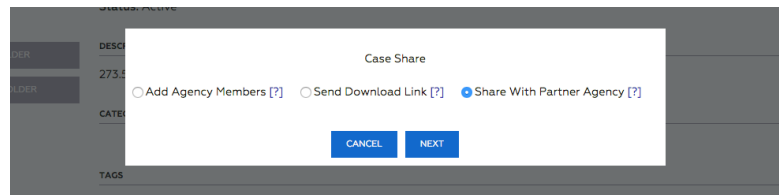
12. Check One or More Videos
13. Select "Add to Case"



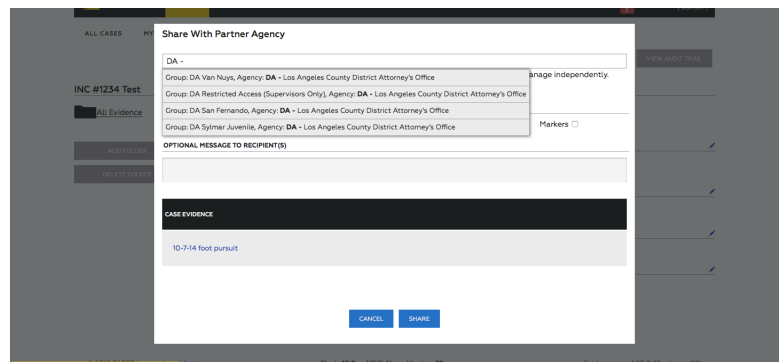
14. Select Edit Icon
15. Choose a Category from the Dropdown
16. Select "Add" then "Done"
17. Select "Tags"
18. Insert Freeform Text (i.e.- Inc #, Descriptor)
19. Select "Share Case"



20. Select "Share With Partner Agency"
21. Select "NEXT"



22. Select the Correct Filing Branch (CA or DA)
23. Select "SUBMIT"



**You have Successfully Shared a Case**  
 Prepared By: Information Technology Bureau