



User Guide

Web-Based Quarterly Reporting System (QRS)

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Due Dates

The quarterly report is due on **April 7th** (first quarter), **July 7th** (second quarter), **October 7th** (third quarter) and **January 7th** (fourth quarter).

Connect & Login

Navigate to www.gchidta.org. Click QRS at the top right hand corner.

Enter your username/password (provided by the HIDTA) and hit .

ver. 0187337

Dashboard

You will be brought to the Dashboard (different views for Users & Admin), which displays splash messages (Global and/or Current Initiative) with current changes and requirements. **Please read them in their entirety.** The dashboard also shows information about the currently selected initiative and initiatives you belong to.

Statistics for this Initiative

Current Quarter		Year-to-Date	
# of Active DTOS	0	# of DTOS YTD	0
# of DTOS Opened	0	# of DTOS Opened YTD	0
# of DTOS Closed	0	# of DTOS Closed YTD	0

Current Quarter		Year-to-Date	
# of Active MLOs	0	# of MLOs YTD	0
# of MLOs Opened	0	# of MLOs Opened YTD	0
# of MLOs Closed	0	# of MLOs Closed YTD	0

Statistics for all Initiatives

0 dispositions have been submitted out of 41 active initiatives.

Current Quarter		Year-to-Date	
# of Active DTOS	640	# of DTOS YTD	642
# of DTOS Opened	1	# of DTOS Opened YTD	7
# of DTOS Closed	0	# of DTOS Closed YTD	2

Current Quarter		Year-to-Date	
# of Active MLOs	21	# of MLOs YTD	22
# of MLOs Opened	0	# of MLOs Opened YTD	2
# of MLOs Closed	0	# of MLOs Closed YTD	1

Recent Dispositions

Year	Quarter	Initiative	Submitted On
2021	1st	Jackson County Major Investigations Team	04/27/2021
2020	2nd	RFET West TN	07/24/2020
2020	2nd	New Orleans Gang Task Force	07/24/2020
2020	2nd	NW FL Drug Task Force	07/23/2020
2020	1st	NW FL Drug Task Force	07/23/2020

Possible Duplicate Drug Seizures

Date	Case ID	Drug	Quantity	Measurement
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No items to display



QRS Area

Select an Initiative

On the top of any page, there are dropdowns for **year**, **quarter**, and **initiative**.

Choose these, and click Select to switch to that year, quarter, and initiative.

Once chosen, the left side of the page will populate with menu items for data entry. There is no specific order in which data must be submitted/updated.

Year: 2021 | Quarter: Jan - Mar | Initiative: Test | Select

Admin Reports eddyt@gchidta.org

Welcome Henry Eddy and Welcome to the Gulf Coast HIDTA Web-based Quarterly Reporting System

View Initiative Splash | View Global Splash

Statistics for this Initiative			
Current Quarter		Year-to-Date	
# of Active DTOs	2	# of DTOs YTD	2
# of DTOs Opened	2	# of DTOs Opened YTD	2
# of DTOs Closed	1	# of DTOs Closed YTD	1
Current Quarter		Year-to-Date	
# of Active MLOs	2	# of MLOs YTD	2
# of MLOs Opened	2	# of MLOs Opened YTD	2
# of MLOs Closed	1	# of MLOs Closed YTD	1

Statistics for all Initiatives			
1 dispositions have been submitted out of 40 active initiatives.			
Current Quarter		Year-to-Date	
# of Active DTOs	642	# of DTOs YTD	643
# of DTOs Opened	7	# of DTOs Opened YTD	8
# of DTOs Closed	2	# of DTOs Closed YTD	2
Current Quarter		Year-to-Date	
# of Active MLOs	22	# of MLOs YTD	22
# of MLOs Opened	2	# of MLOs Opened YTD	2
# of MLOs Closed	1	# of MLOs Closed YTD	1

System-wide Features

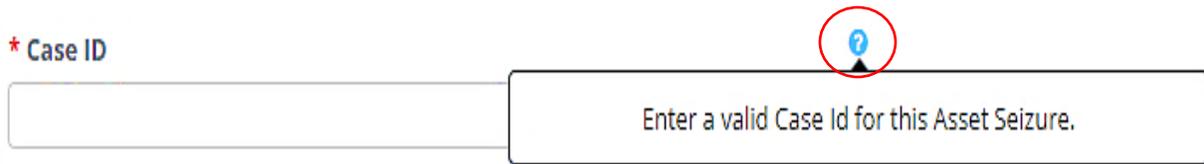
Form Fields

*** Date** ?

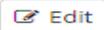
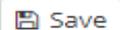
3/18/2021 📅

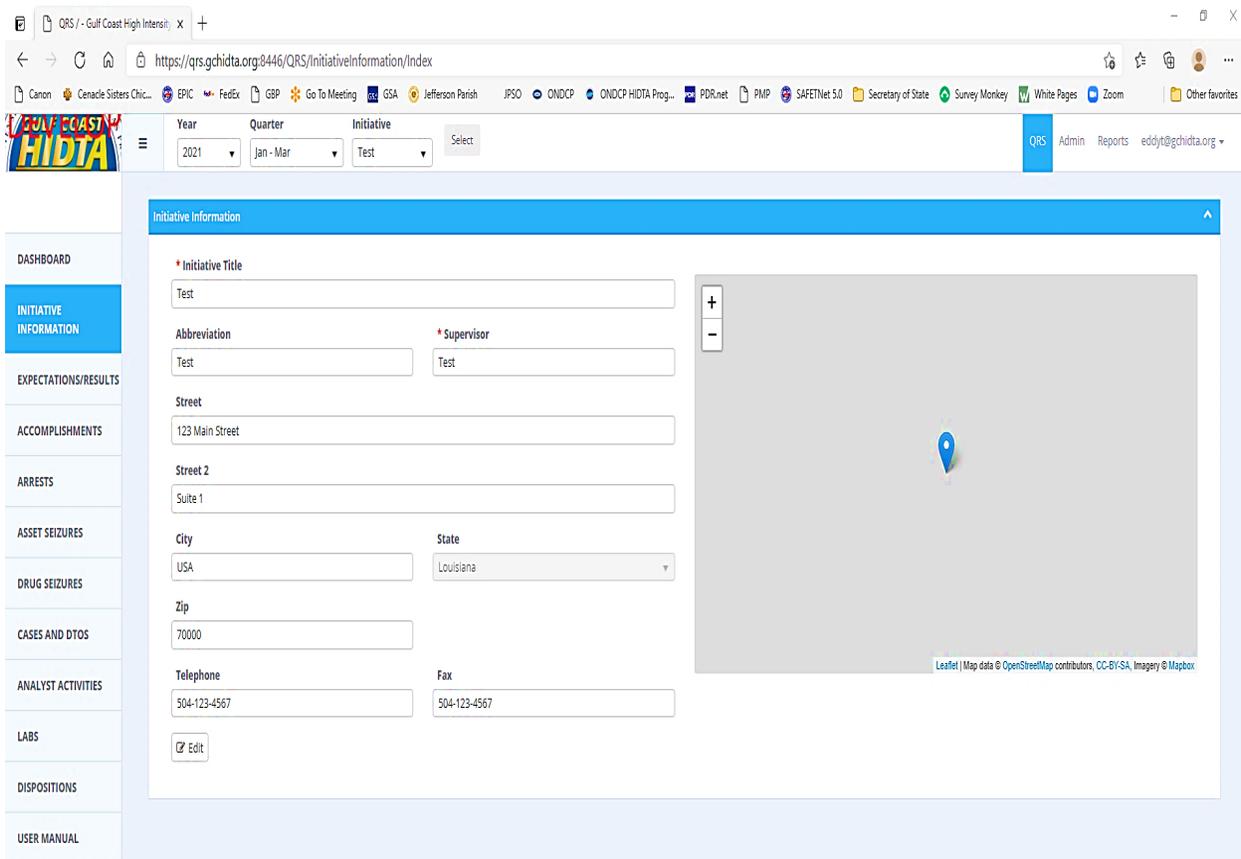
Fields marked with red asterisks are required fields to submit the form.

A blue question mark can be hovered over to view more information about the fields or grids. The language for these is configurable by admins.



Initiative Information Screen

Ensure this information is correct by clicking on the tab; specifically the initiative supervisor. This information is populated by management staff based on the approved IDBP for the selected year. To make changes click  at the bottom of the page. When you are finished editing it hit  at the bottom of the page.



Expectations/Results Screen

Pre-populated with your current year expected outputs.

Edit	Achieved	Expectation	Delete
<input type="button" value="Edit"/>	<input type="checkbox"/>	**Required** Disrupt/Dismantle DTOS/MLOs: 10	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	<input type="checkbox"/>	**Required** HIDTA Cases Opened: 29	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	<input type="checkbox"/>	**Required** Arrests	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	<input type="checkbox"/>	**Required** Firearm Seizures	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	<input type="checkbox"/>	**Required** T III Wiretaps	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	<input type="checkbox"/>	**Required** Number of Vaping Cartridges	<input type="button" value="Delete"/>

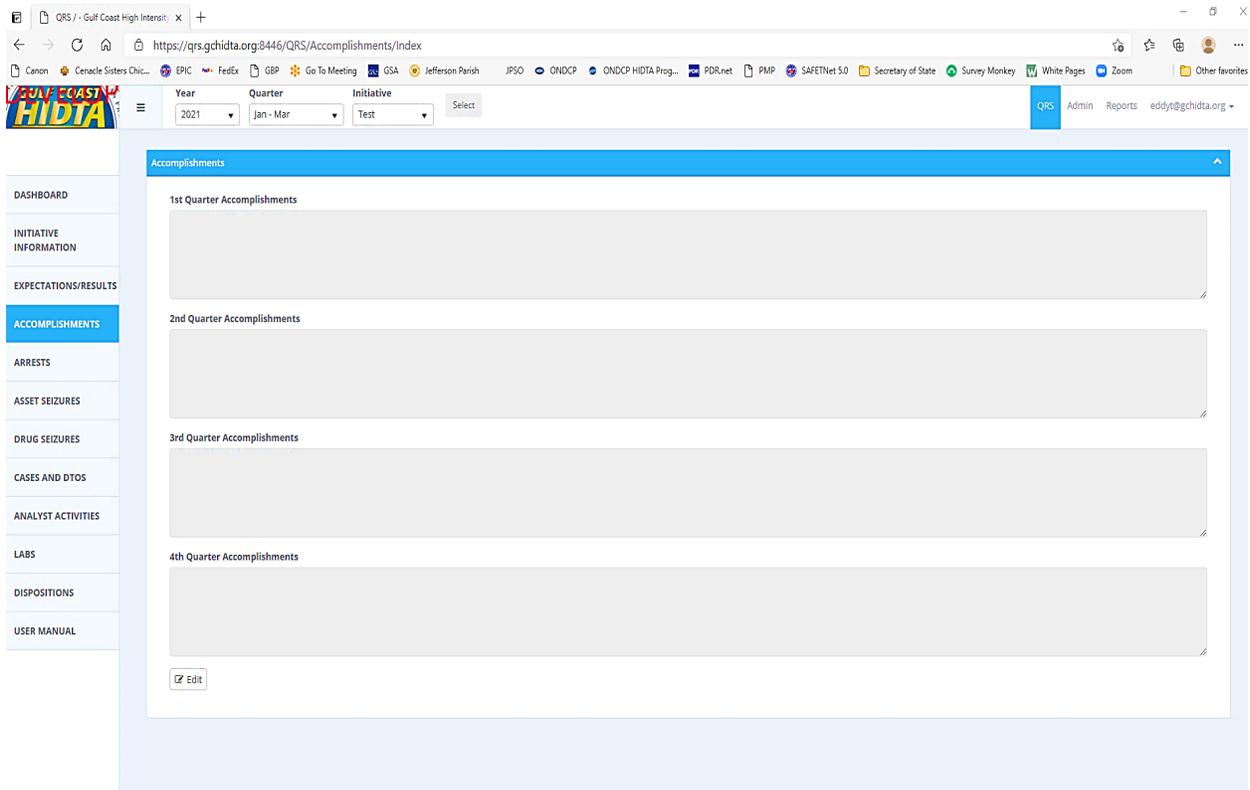
Choose to update each output then click at the bottom of the page. ****Most of the data submitted under expectations must also be entered in their particular screen; e.g. disrupt/dismantle, cases opened, arrests.**** (The numbers listed here are for your information only.)

Achieved

The results for each quarter are shown within the particular output's page. Data submitted in prior quarters cannot be changed or updated once it has been submitted. Click at the bottom of the page after making any changes.

Accomplishments Screen

This **mandatory** tab is utilized to highlight accomplishments for each quarter in the selected year. Click  to add the accomplishments for the current quarter. *Information entered here is used by State Directors to brief the Executive Board at quarterly meetings.*



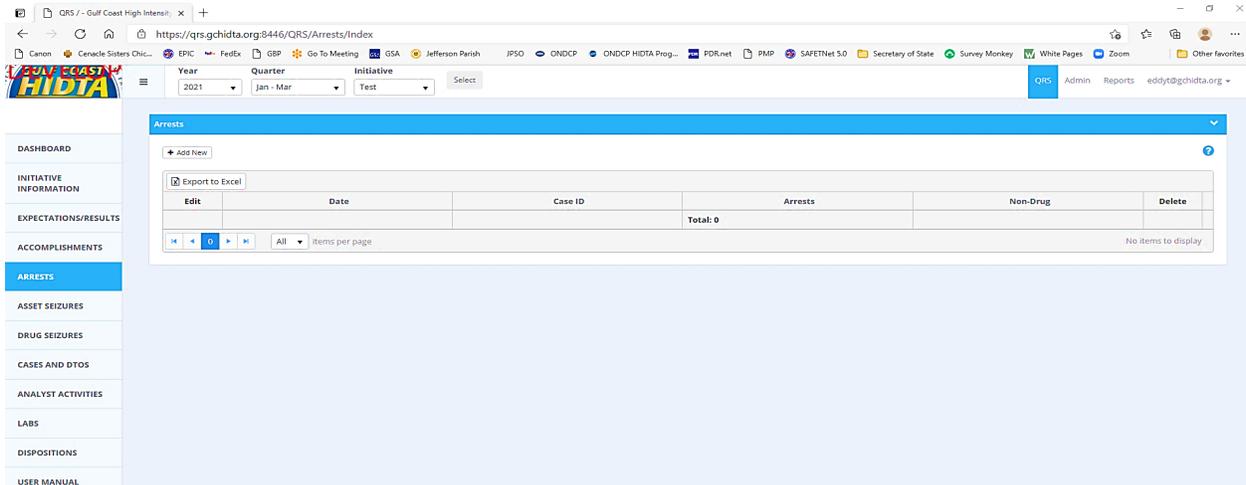
The screenshot shows a web browser window with the URL `https://qrs.gchidta.org:8446/QRS/Accomplishments/Index`. The browser's address bar and tabs are visible at the top. The page features a navigation menu on the left side with the following items: DASHBOARD, INITIATIVE INFORMATION, EXPECTATIONS/RESULTS, ACCOMPLISHMENTS (highlighted in blue), ARRESTS, ASSET SEIZURES, DRUG SEIZURES, CASES AND DTOS, ANALYST ACTIVITIES, LABS, DISPOSITIONS, and USER MANUAL. The main content area is titled "Accomplishments" and contains four sections for quarterly accomplishments: "1st Quarter Accomplishments", "2nd Quarter Accomplishments", "3rd Quarter Accomplishments", and "4th Quarter Accomplishments". Each section is represented by a large, empty text area. At the top of the main content area, there are filters for "Year" (2021), "Quarter" (Jan - Mar), and "Initiative" (Text), along with a "Select" button. At the bottom of the main content area, there is an "Edit" button.

****DO NOT DELETE PREVIOUSLY ENTERED INFORMATION****

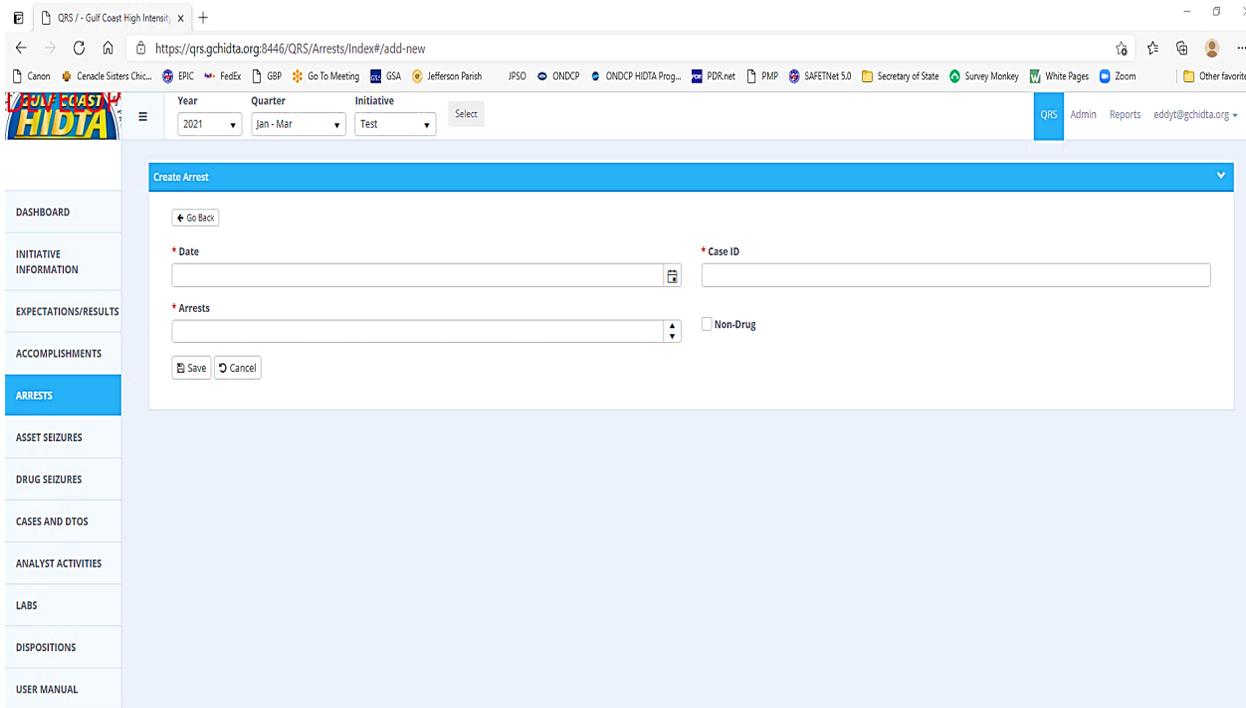
Click  when you have finished entering the current quarter accomplishments.

Arrests Screen

Report all arrests by date, case/incident number, number of arrests, and non-drug annotation for the current quarter. Click [+ Add New](#) to enter a new arrest.

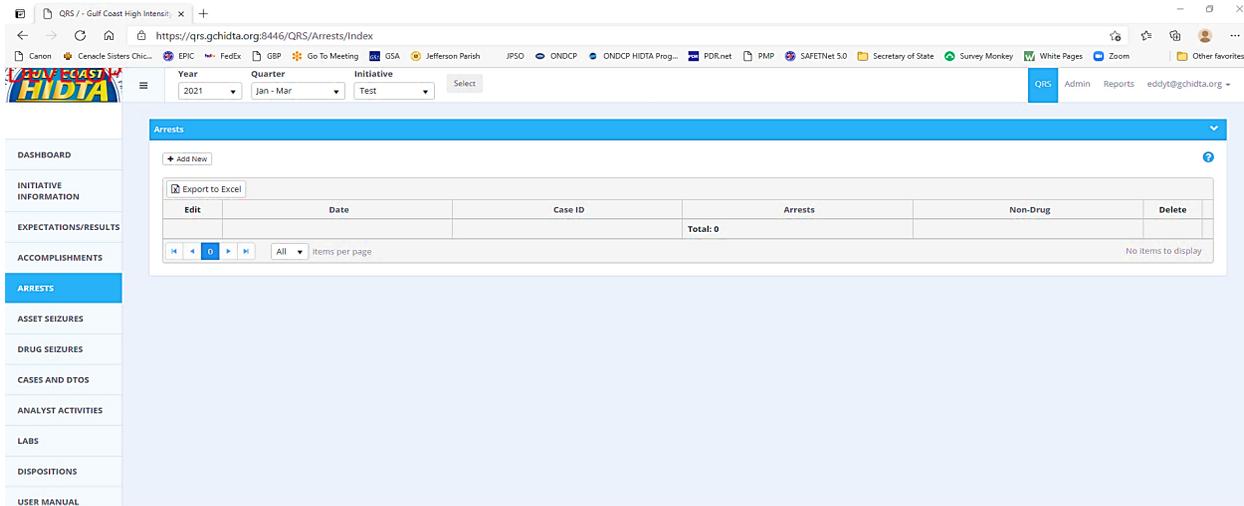


Add the date of the arrest(s), case ID, number of arrest(s), and mark the check box if the arrest was non-drug related. Be sure to enter all arrests that took place on the particular date relating to the entered case number. Click [Save](#) to submit the arrest record once all applicable fields have been completed.

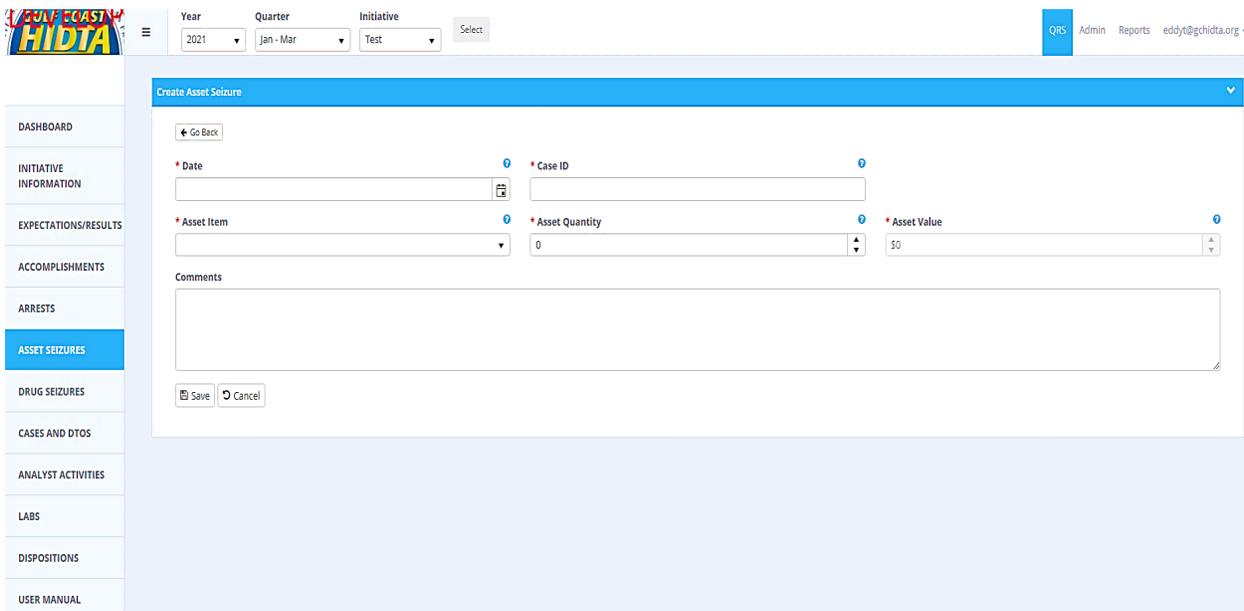


Asset Seizures Screen

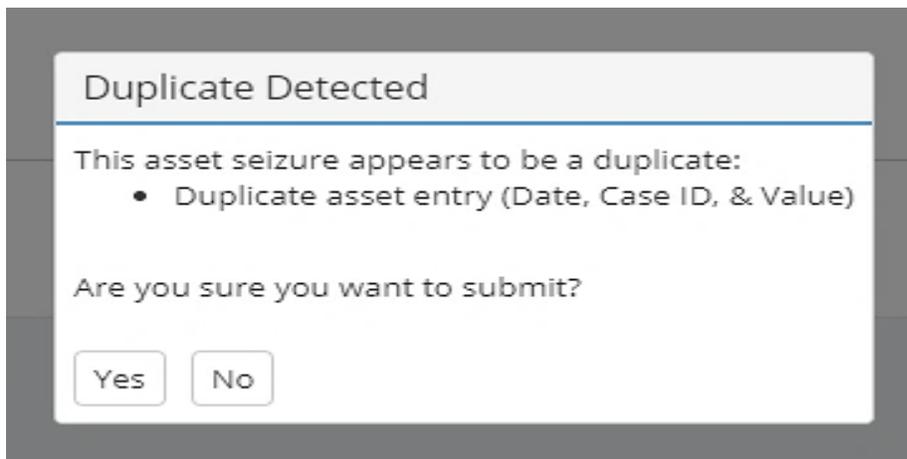
Report all assets seized for the current quarter. Click  to enter a new seizure.



Enter the seizure date, case ID, asset item, asset quantity, and asset value. Click  to submit your seizure. In the comment section, enter the number of vehicles seized or list the type of property seized. Under Asset Item there are now three categories: Currency, Number of Weapons and Other. The "Other" category will be used to record Vehicles, Property and Real Estate asset seizures. ****If cash is pulled at one location from three separate individuals, the cash asset quantity would be 3.** Value of weapons seized are no longer counted for PMP purposes, so the asset value field is grayed out**



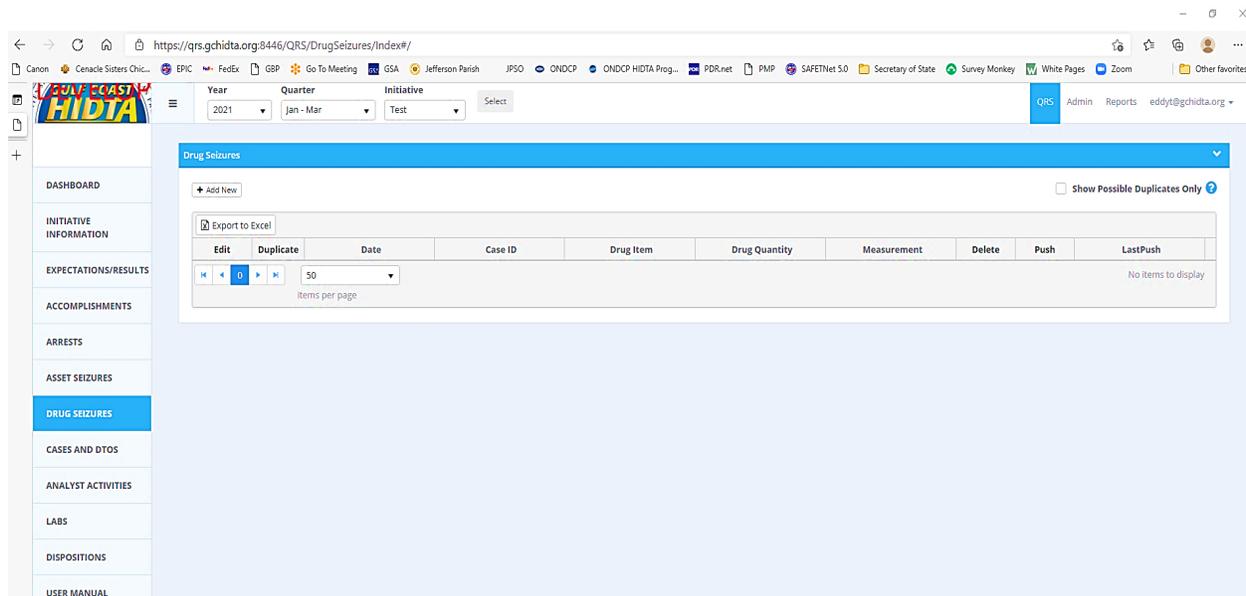
A screen may pop up notifying that the asset seizure is a duplicate, with reasons given.



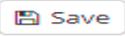
Possible reasons include: 1) Duplicate Date; 2) Duplicate Case ID; 3) Value. You may cancel, go back and correct the record or submit it as a duplicate.

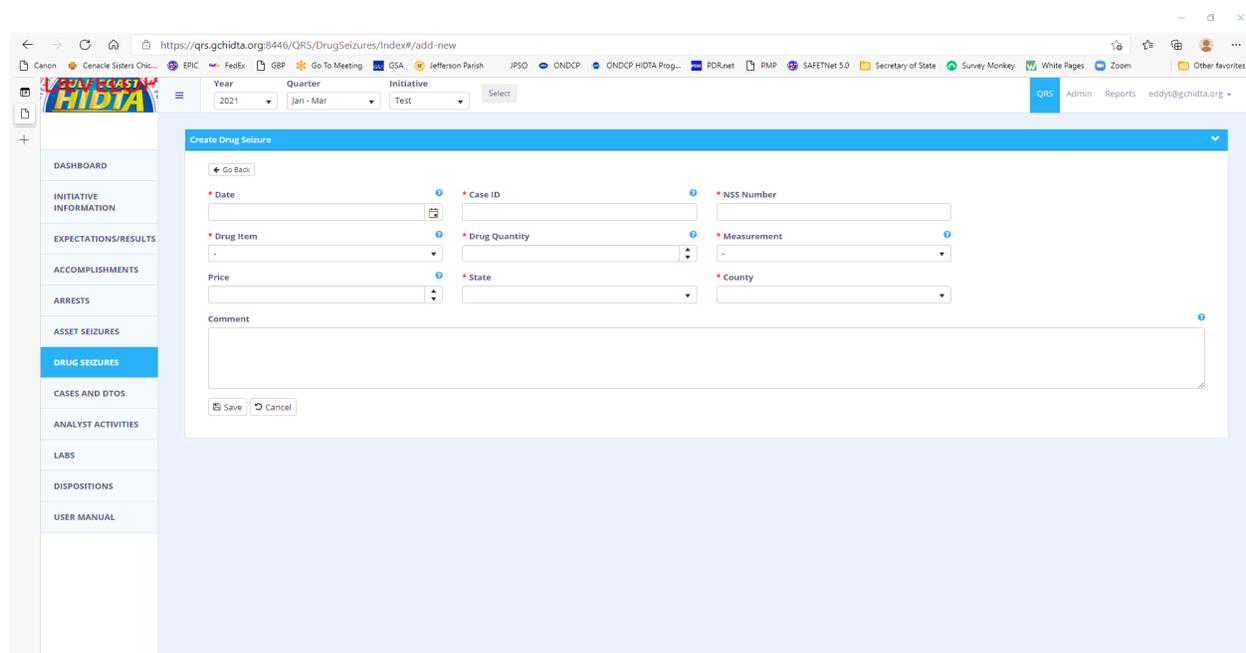
Drug Seizures Screen

Report all drugs seized for the current quarter. Click  to enter a new drug seizure. All drug seizures must be reported to EPIC and the NSS number added when entering them in the QRS to be counted towards initiative totals. When recording drug seizures, the other and prescription drug categories are no longer valid categories. **Please enter a valid drug name.**



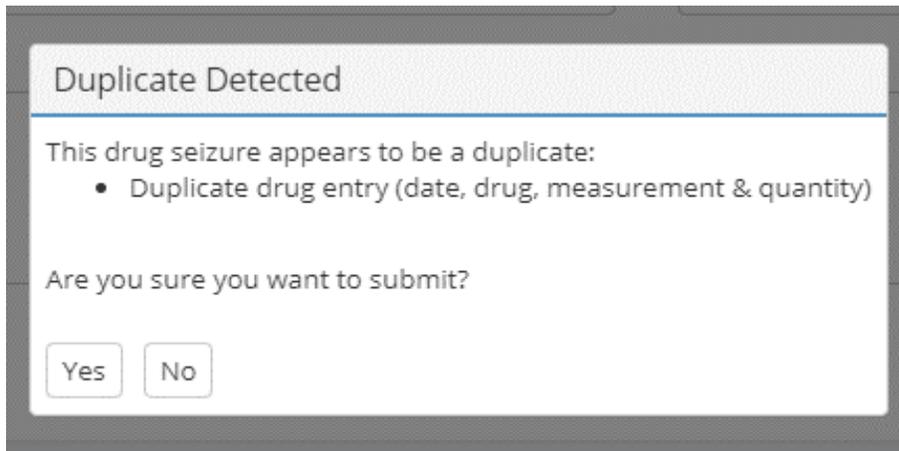
The screenshot shows the 'Drug Seizures' index page. At the top, there are filters for Year (2021), Quarter (Jan - Mar), and Initiative (Test). A '+ Add New' button is visible. Below the filters is a table with columns: Edit, Duplicate, Date, Case ID, Drug Item, Drug Quantity, Measurement, Delete, Push, and LastPush. The table is currently empty, displaying 'No items to display'. A sidebar on the left contains navigation links: DASHBOARD, INITIATIVE INFORMATION, EXPECTATIONS/RESULTS, ACCOMPLISHMENTS, ARRESTS, ASSET SEIZURES, DRUG SEIZURES (highlighted), CASES AND DTOS, ANALYST ACTIVITIES, LABS, DISPOSITIONS, and USER MANUAL.

Enter the date seized, case ID, NSS number, drug item, drug quantity, measurement, state and county/parish of drug seized. Comments are optional. Click  to submit your seizure.



The screenshot shows the 'Create Drug Seizure' form. It includes a 'Go Back' button and several required fields: Date, Case ID, NSS Number, Drug Item, Drug Quantity, Measurement, Price, State, and County. There is also an optional 'Comment' text area. At the bottom, there are 'Save' and 'Cancel' buttons. The sidebar on the left is identical to the previous screenshot, with 'DRUG SEIZURES' highlighted.

A screen may pop up notifying that the drug seizure is a duplicate, with reasons given.



Possible reasons include: 1) Duplicate NSS Number; 2) Duplicate drug entry (drug type, date, measurement, and within a threshold of similar quantity (configured in settings by admin). You may cancel, go back and correct the record, or submit it as a duplicate.

Cases And DTOs Screen

Cases

All HIDTA initiative investigations/cases are required to be entered into QRS. Those meeting the minimal requirements for DTO consideration will prompt additional entry fields. Choose [+ Add New](#) to enter case information.

Case ID	Type	Opened	Closed	Delete
A-45454-21	Drugs	3/18/2021		Delete
B-252525-21	Money Laundering	3/18/2021		Delete

Case ID	Type	Opened	Identified	Dismantled	Closed	Push	LastPush
C-111111-21	Drugs	3/18/2021	3/18/2021	3/18/2021	3/18/2021		
C-22222-21	Money Laundering	3/18/2021	3/18/2021	3/18/2021	3/18/2021		

Enter the case ID, case type, date opened, and mark the annotations for HIDTA, Jointly, Gang Related and/or Child Endangerment (if applicable). Comments are optional. Click [Save](#) to submit the record. If a joint investigation; annotate other initiatives/agencies in comments.

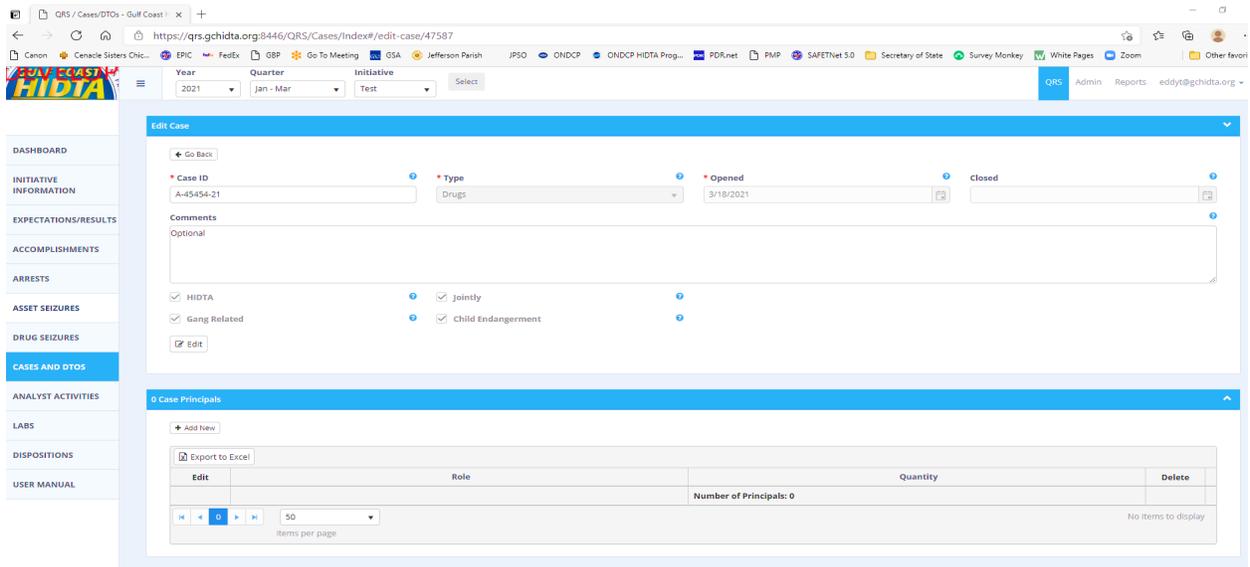
Case ID: Type: Opened: Closed:

Comments:

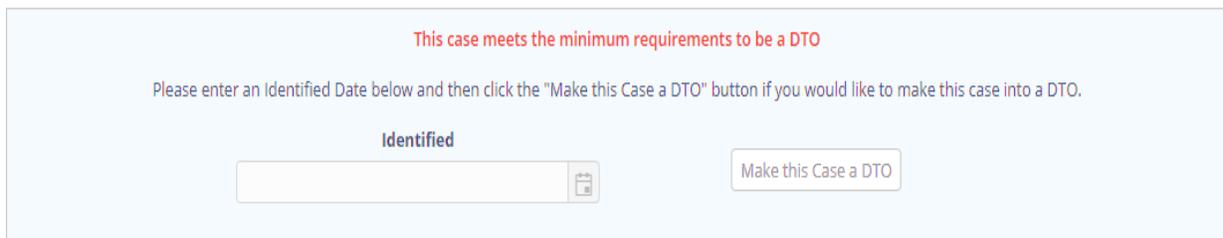
HIDTA Jointly Gang Related Child Endangerment

Once added, a section for case principals will appear at the bottom; click to expand the section. Here you will annotate the number of individuals associated with the case. Select [+ Add New](#) to add the individuals.

Identify by role (*member or leader*) and quantity of the associated case principals.
(*Example: 1 leader; 4 members*).



Once a principal has been added click  . ****When a case meets the requirement of 5 principals or more with an established hierarchy (leader and members), the system will generate the option to designate the case a DTO****



Fill in the identified date and select  . The screen will populate with additional information required for DTOs.

MLOs

Complete all the applicable fields and check off the Deconflicted Box (the deconflicted box blinks red & yellow). All MLO's **must** be deconflicted in SAFETNet. The Dismantled Notes and Disruption Notes fields will replace the Comments field to document a dismantlement or disruption of an MLO. In addition, if you claim a disruption, you will have to also select "Disruption Changes Noted" from the drop down box as well as a justification for the disruption. The dismantled note field is limited to 255 characters so a synopsis of what occurred is needed and not a full blown report. **Do not list any names or identifying information in the synopsis of a disruption or dismantlement note field.** If you already have a date in the dismantled or disrupted date field from a previous entry just change the date, complete the note field and click the save button.

The screenshot shows the 'Edit DTO' form in SAFETNet. The form is titled 'Edit DTO' and has a navigation menu on the left. The main form area is divided into several sections: 'DTO Details' with fields for Case ID (C:22222-21), Type (Money Laundering), Identified (3/18/2021), and Closed (3/18/2021); 'Last/Org Name' with fields for First Name and Scope (Local); 'Comments' (empty); 'Dismantled' (3/18/2021) with checkboxes for Terrorist Org, Violent, and Gang Related; 'Dismantled Notes' (MLO dismantled due to the arrest of leader and members.); 'Disrupted' (empty) with a 'Suspended' checkbox; 'Disruption Notes' (empty); and 'Disruption Changes Noted' (dropdown menu open showing options: Organizational, Financial, Transportation, Distribution, Communications, Production). A red warning message states 'Red tabs above need to be completed!!!'. The browser address bar shows 'https://qrs.gchida.org:8446/QRS/Cases/Index#/dto/47586'.

Enter all applicable information on the initial entry screen as well as the red tabs across the top of the page. If required information is missing, the tabs will be highlighted red.

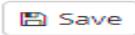
DTOs

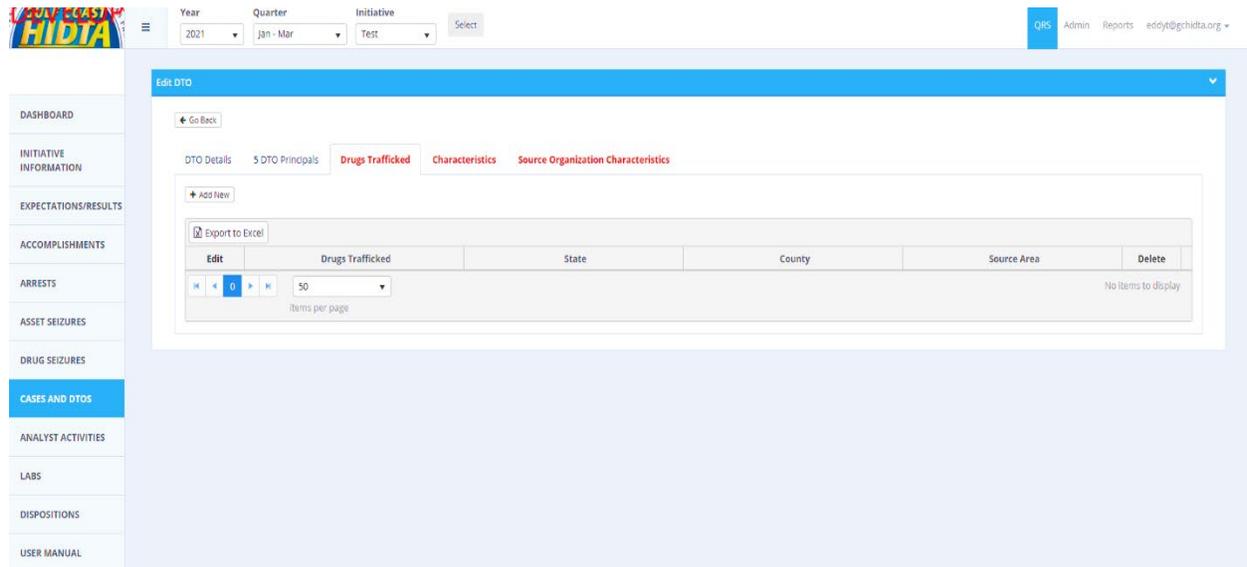
Complete all the applicable fields and check off the Deconflicted Box (the deconflicted box blinks red & yellow). All DTO's **must** be deconflicted in SAFETNet. The Dismantled Notes and Disruption Notes fields will replace the Comments field to document a dismantlement or disruption of a DTO. In addition, if you claim a disruption, you will have to also select "Disruption Changes Noted" from the drop down box as well as a justification for the disruption. The dismantled note field is limited to 255 characters so a synopsis of what occurred is needed and not a full blown report. **Do not list any names or identifying information in the synopsis of a disruption or dismantlement note field.** If you already have a date in the dismantled or disrupted date field from a previous entry just change the date, complete the note field and click the save button.

The screenshot shows the 'Edit DTO' form in SAFETNet. The form is divided into several sections: 'DTO Details', '5 DTO Principals', 'Drugs Trafficked', 'Characteristics', 'Local Geographic Area', 'Source Area', and 'Source Organization Characteristics'. The 'DTO Details' section includes fields for Case ID (C-11111-21), Type (Drugs), Identified (3/18/2021), Closed (3/18/2021), Last/Org Name (Test), First Name, Scope (Multi-State), and Opened as a Case on (3/18/2021). The 'Characteristics' section has checkboxes for Terrorist Org, Violent, and Gang Related. The 'Disruption Changes Noted' dropdown menu is open, showing options: Organizational, Financial, Transportation, Distribution, Communications, and Production. A red warning message states 'Red tabs above need to be completed!!!' with a red box around the 'Disruption Changes Noted' field. The left sidebar contains navigation options like DASHBOARD, INITIATIVE INFORMATION, EXPECTATIONS/RESULTS, ACCOMPLISHMENTS, ARRESTS, ASSET SEIZURES, DRUG SEIZURES, CASES AND DTOS (highlighted), ANALYST ACTIVITIES, LABS, DISPOSITIONS, and USER MANUAL.

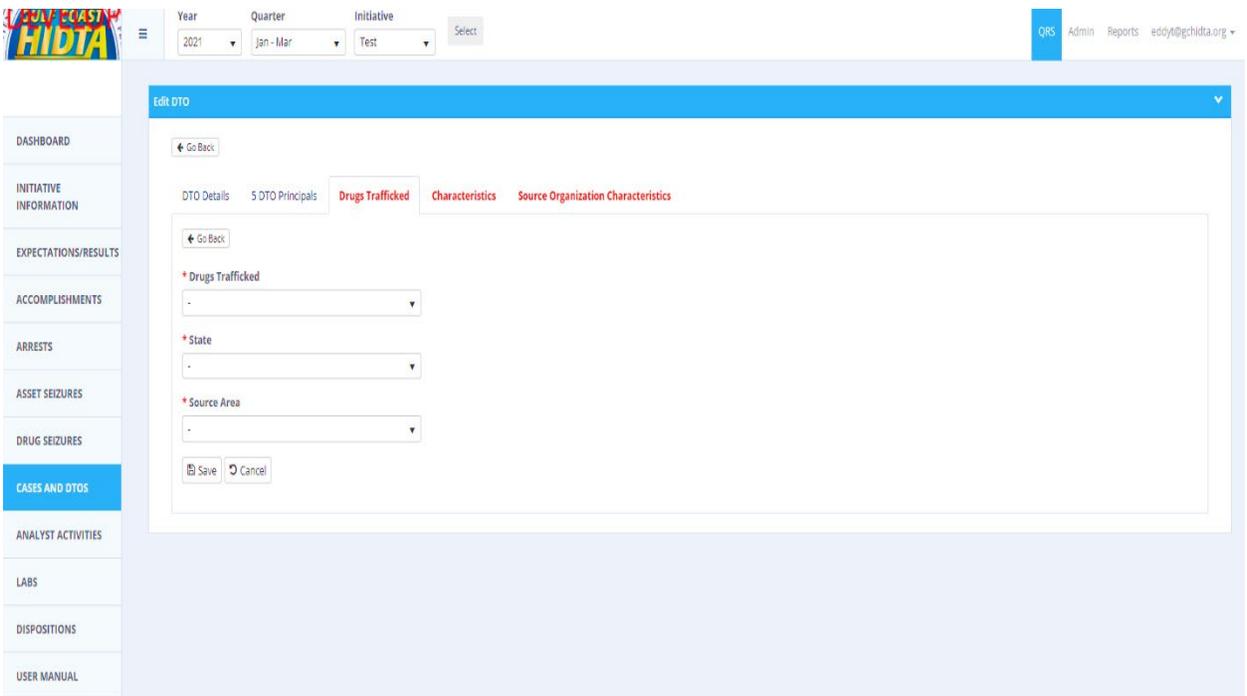
Enter all applicable information on the initial entry screen as well as the red tabs across the top of the page. If required information is missing, the tabs will be highlighted red.

Drugs Trafficked Tab

Enter each type of drug trafficked by selecting  and picking the drug(s) trafficked from the dropdown list. After entering the drug(s) trafficked, enter the State, County/Parish (formerly Local Geographic Area), and Source Area for each drug selected. Click  after all information has been entered

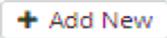
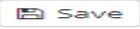


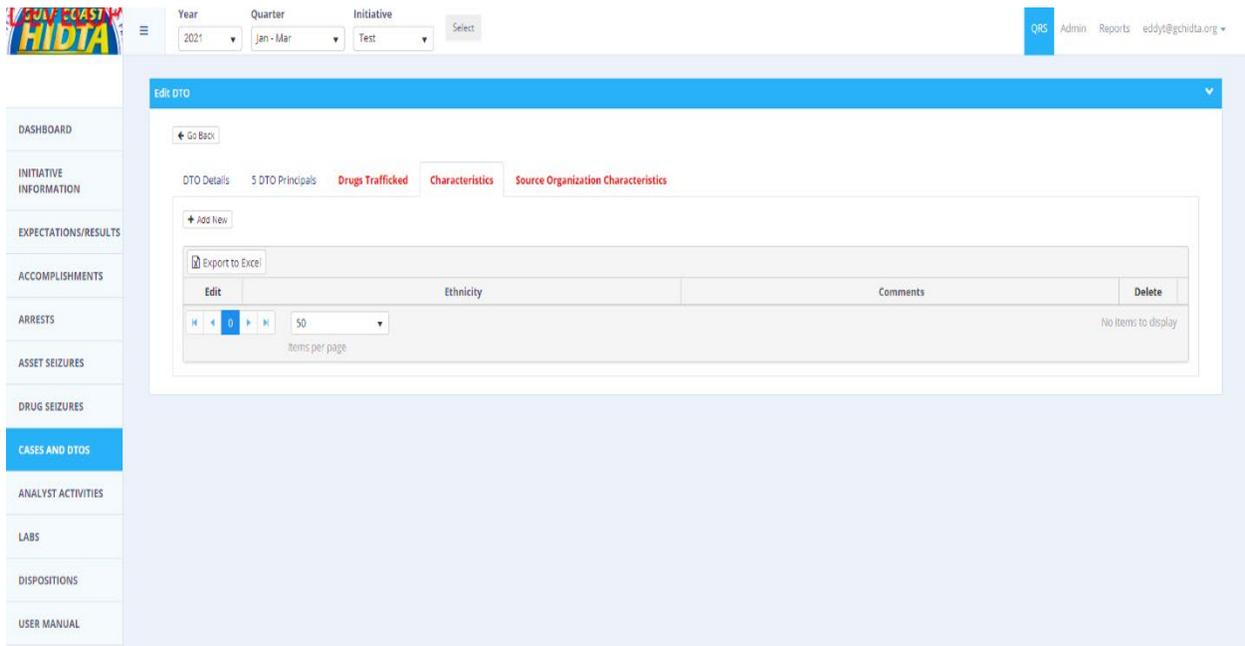
The screenshot shows the 'Edit DTO' page in a web application. At the top, there are filters for Year (2021), Quarter (Jan - Mar), and Initiative (Test). A navigation menu on the left includes options like Dashboard, Initiative Information, and Cases and DTOs. The main content area has tabs for 'Drugs Trafficked', 'Characteristics', and 'Source Organization Characteristics'. Below the tabs is a table with columns: Edit, Drugs Trafficked, State, County, Source Area, and Delete. The table is currently empty, showing '0' items and 'No items to display'. There is an 'Export to Excel' button and a 'Items per page' dropdown set to 50.



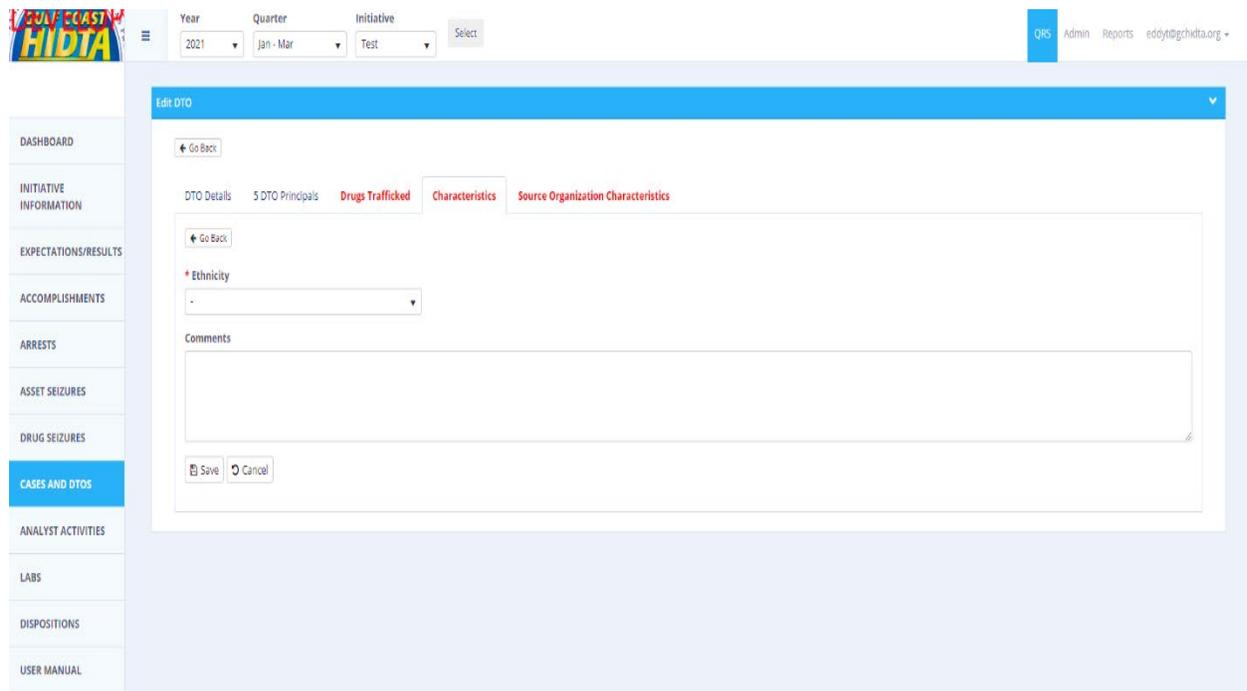
The screenshot shows the 'Edit DTO' page in a web application, specifically the 'Drugs Trafficked' tab. The form contains three required dropdown menus: '* Drugs Trafficked', '* State', and '* Source Area'. Below the form are 'Save' and 'Cancel' buttons. The navigation menu on the left is the same as in the previous screenshot.

Characteristics Tab

Enter the characteristics of the local distribution organization by selecting  and picking the ethnicity from the dropdown list. Click  when the ethnicity has been selected. Comments are optional but may include further identifying information (ex. Outlaw Motorcycle Gang OMG, Black Gangster Disciples, linked to Cartel).



The screenshot shows the 'Edit DTO' page in a web application. The top navigation bar includes the 'HIDTA' logo, filters for Year (2021), Quarter (Jan - Mar), and Initiative (Test), and a user profile for 'ORS Admin Reports eddyt@gchidta.org'. The left sidebar lists various menu items, with 'CASES AND DTOS' highlighted. The main content area is titled 'Edit DTO' and features a 'Go Back' button. Below this, there are tabs for 'DTO Details', '5 DTO Principals', 'Drugs Trafficked', 'Characteristics', and 'Source Organization Characteristics'. The 'Characteristics' tab is active, showing a table with columns for 'Edit', 'Ethnicity', 'Comments', and 'Delete'. The table is currently empty, with a message 'No items to display' at the bottom right. There is also an 'Export to Excel' button and a '50 items per page' dropdown menu.



The screenshot shows the 'Edit DTO' page in a web application, similar to the previous one. The top navigation bar and sidebar are identical. The main content area is titled 'Edit DTO' and features a 'Go Back' button. Below this, there are tabs for 'DTO Details', '5 DTO Principals', 'Drugs Trafficked', 'Characteristics', and 'Source Organization Characteristics'. The 'Characteristics' tab is active, showing a form with a dropdown menu for 'Ethnicity' and a text area for 'Comments'. The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

Source Organization Characteristics Tab

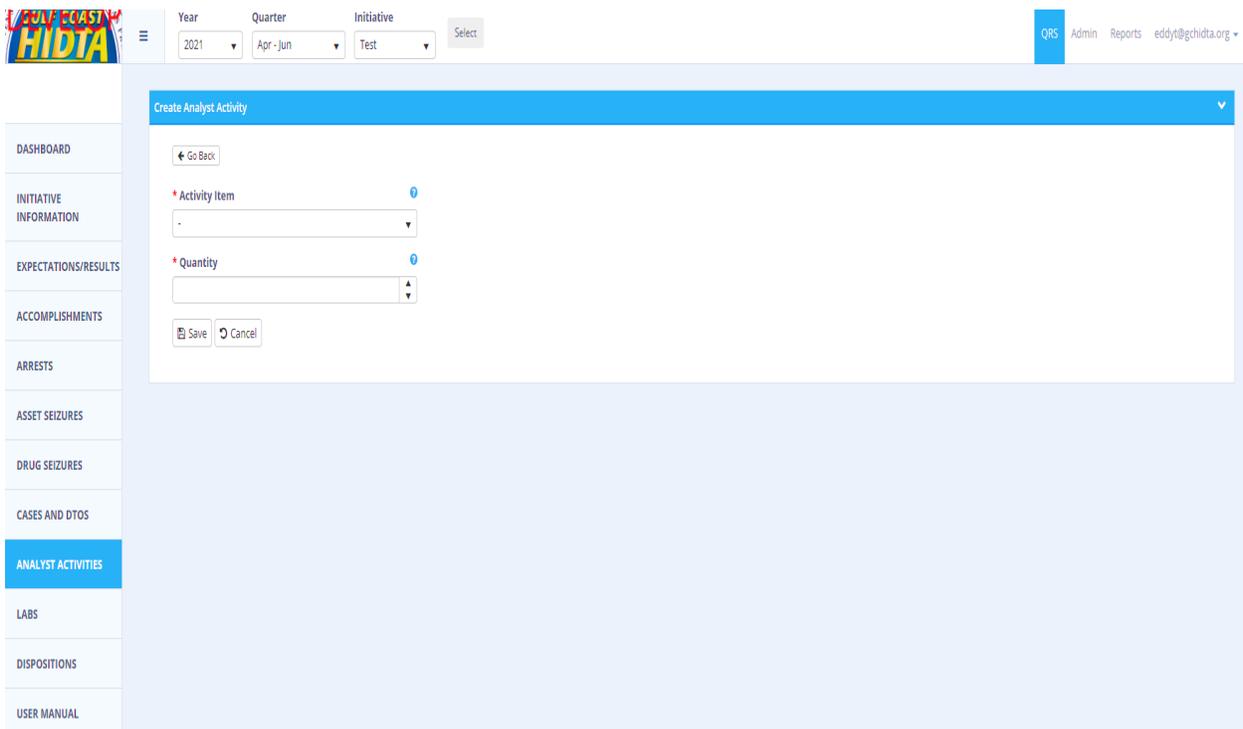
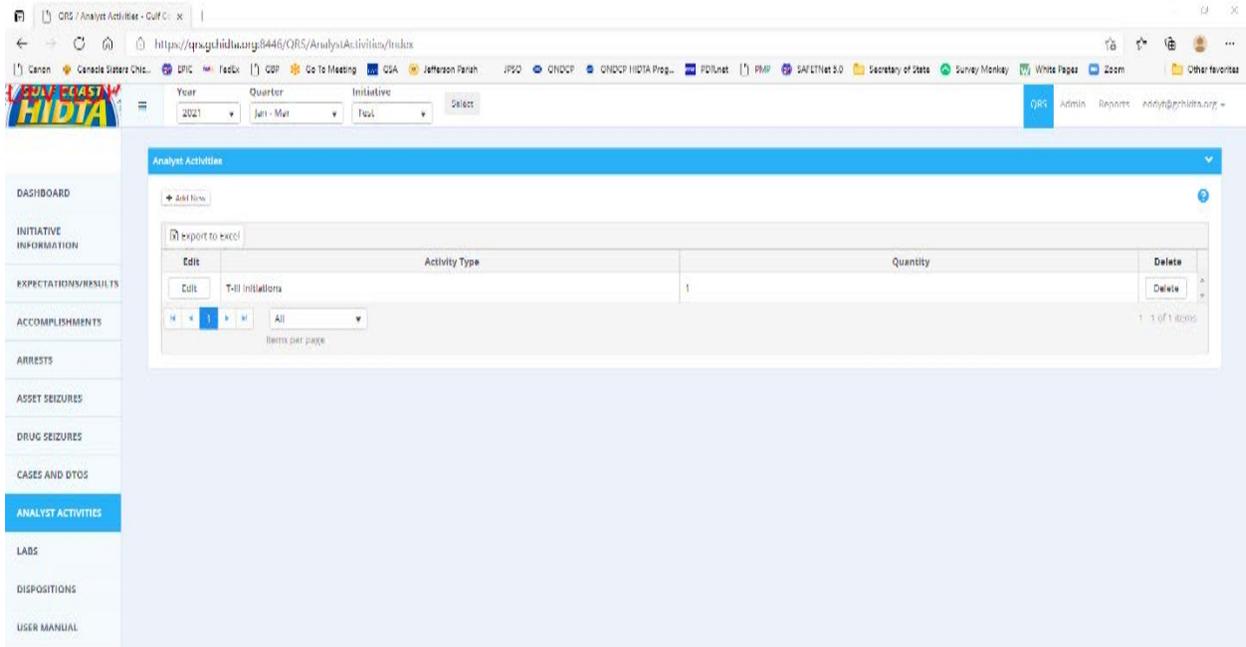
Enter the characteristics of the source of supply by selecting **+ Add New** and picking the ethnicity from the dropdown list. Click **Save** when the ethnicity has been selected.

The screenshot shows the 'Edit DTO' interface. At the top, there are filters for Year (2021), Quarter (Jan - Mar), and Initiative (Test). The left sidebar contains a navigation menu with 'CASES AND DTOS' highlighted. The main content area has a blue header 'Edit DTO' and a breadcrumb trail: 'DTO Details > 5 DTO Principals > Drugs Trafficked > Characteristics > Source Organization Characteristics'. Below the breadcrumb is an 'Add New' button and an 'Export to Excel' button. A table with the header 'Ethnicity' and a 'Delete' button is shown. The table is empty, with 'No items to display' and a pagination control set to '50 items per page'.

This screenshot shows the 'Edit DTO' interface with the 'Source Organization Characteristics' tab selected. The breadcrumb trail is the same as in the previous screenshot. Below the breadcrumb, there is a 'Go Back' button and a form for entering characteristics. The form has a dropdown menu for 'Ethnicity' with a '-' sign, and 'Save' and 'Cancel' buttons.

Analyst Activities Screen

Enter various activities performed during the current quarter by clicking  and choosing the activity item from the dropdown list and the number of instances of each option. Click  at the bottom of the page after making any changes.



Labs Screen

Enter all lab information on this screen by selecting [+ Add New](#) under the relevant section. Sections include Meth Labs Dismantled with NSS Numbers, Meth Lab Activity and Other Clandestine Laboratories dismantled by NSS number and size and/or Meth Lab activity. (Expected numbers for the year are on **Expectations** screen.)

The screenshot shows a web application interface for QRS Labs. The browser address bar is <https://qrs.gchidta.org:8446/QRS/Labs/Index>. The page has a navigation menu on the left with items: DASHBOARD, INITIATIVE INFORMATION, EXPECTATIONS/RESULTS, ACCOMPLISHMENTS, ARRESTS, ASSET SEIZURES, DRUG SEIZURES, CASES AND DTOS, ANALYST ACTIVITIES, LABS (highlighted), DISPOSITIONS, and USER MANUAL. The main content area has filters for Year (2021), Quarter (Jan - Mar), and Initiative (Test). There are three main sections:

- Meth Labs Dismantled with NSS Numbers:** Contains an 'Add New' button, an 'Export to Excel' button, and a table with columns: Edit, NSS Number, Size, Delete. The table is empty with 'No items to display'.
- Meth Lab Activity:** Contains an 'Add New' button, an 'Export to Excel' button, and a table with columns: Edit, Activity, Count, Delete. The table is empty with 'No items to display'.
- Other Clandestine Laboratories:** Contains an 'Add New' button, an 'Export to Excel' button, and a table with columns: Edit, NSS Number, Size, Delete. The table is empty with 'No items to display'.

Dispositions

Once all the updates have been made for the current quarter, the **Initiative Supervisor** must login to review the submission accuracy. Select the **Dispositions** menu item. The screen will populate with the name of the current user and current date & time. Select [Submit Report](#) . Once this is done, no corrections can be made without first contacting a system administrator.

The screenshot shows a web browser window with the URL <https://qrs.gchida.org:8446/QRS/Dispositions/Index>. The browser's address bar and tabs are visible at the top. The application interface includes a navigation menu on the left with items like DASHBOARD, INITIATIVE INFORMATION, EXPECTATIONS/RESULTS, ACCOMPLISHMENTS, ARRESTS, ASSET SEIZURES, DRUG SEIZURES, CASES AND DTOS, ANALYST ACTIVITIES, LABS, DISPOSITIONS (highlighted), and USER MANUAL. The main content area features a 'Report Disposition Action' section with a confirmation message: 'Tracy Eddy, by clicking the "Submit Report" button, you are certifying that the information for the 1st Quarter of 2021 for Test is complete and accurate to the best of your ability.' Below this is a 'Submit Report' button. The current date and time are shown as '2021-03-19 04:01 PM -05:00'. A 'Report Submission History' section is also visible, containing an 'Export to Excel' button and a table with columns for Year, Quarter, User, Date & Time, and Unlock. The table currently shows 'No items to display'.

User Manual

This link downloads this document. Document is updated by system administrators.

Reports Area

Annual Reports

To run an annual or quarterly report, select the “Reports” tab at the top right corner.



The left side menu will be populated with reports available to the current initiative. Select the appropriate report duration from the dropdown box and choose  **Generate** to generate the report in your browser. The only option available for the Statistics Report is Yearly . Choose  **Print** to send the report to your printer. ***It is recommended that the Initiative Supervisor print out a quarterly report for each quarter for their records.***

