

# User Guide

## Web-Based Quarterly Reporting System (QRS)

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#### Due Dates

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

## Connect & Login

Navigate to <u>www.gchidta.org</u>. Click QRS at the top right hand corner.

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

Login	
Username:	
Password:	
Login	
Forgot your password?	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. <u>*Please read*</u> <u>them in their entirety</u>. The dashboard also shows information about the currently selected initiative and initiatives you belong to.

<b>IDIA</b>	=			QRS Admin Reports eddyt@gchidta.org
SHBOARD TIATIVE ORMATION	Welcome Hello and Wel System	come to the Gulf Coast <u>HIDTA</u> We	b-based Quarterly Reporting	View Initiative Splash     View Global Splash
ECTATIONS/RESULTS				
OMPLISHMENTS	Statistics for this Initiative	^	Statistics for all initiatives	<b>^</b>
POSITIONS	Current Quarter	Year-to-Date	0 dispositions have been submitted out of 41 active initia	tives.
	# of Active DTOs 0	# of DTOS YTD 0		
R MANUAL	# of DTOs Opened 0 # of DTOs Closed 0	# of DTOS Opened YTD 0 # of DTOS Closed YTD 0	Current Quarter # of Active DTOs 640 # of DTOs Opened 1 # of DTOs Creed 0	Year-to-Date # of DTOs VTD 642 # of DTOs Opened YTD 7 * of DTOs Closed YTD 3
	Current Quarter           # of Active MLOS         0           # of MLOS Operad         0           # of MLOS Closed         0	Year-to-Date           # of MLOs YTD         0           # of MLOs Copend YTD         0           # of MLOs Copend YTD         0	Current Quarter           # of Active MLOs         21           # of MLOs Opened         0           # of MLOs Opened         0	Year-to-Date           # of MLO: YTD         22           # of MLO: Spend YTD         2           # of MLO: Schoed YTD         1
	Recent Dispositions		Possible Duplicate Drug Seizures	
	Export to Local		Go to Drug Seizures	
	Year Quarter	Initiative Submitted On	Export to Excel	
	2021 1st	Investigations Team 04/27/2021	Date Case ID	Drug Quantity Measurement
	2020 2nd	BEST West TN 07/24/2020	H H D H S V Items per page	No items to display
	2020 2nd	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 Asset Sciences           Go to Asset Sciences           LD Export to Excel           Date         Case ID	Asset Type Asset Value	I	

Global Splash	
	× Close
Current Initiative Splash	
	× Close

## 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.

<b>HIDIA</b>	Year     Quarter     Initiative       2021     Jan - Mar     Test	Select		QRS Admin Reports eddyt@gchidta.org +
DASHBOARD INITIATIVE INFORMATION	Witcome Witcome Witcome Witsop oct. Dec Hellio Tracy Eddy a Reporting System	and Welcome to the Gulf Coast HID	ITA Web-based Quarterly	View Initiative Splash View Global Splash
EXPECTATIONS/RESULTS	Statistics for this Initiative	∧ str	tistics for all Initiatives	^
ARRESTS	Current Quarter	Year-to-Date	1 dispositions have been submitted out of 40 active initiative	5.
ASSET SEIZURES	# of DTOs Opened 2 # of DTOs Closed 1	# of DTOS Opened YTD 2 # of DTOS Closed YTD 1	Current Quarter # of Active DTOs 642	Year-to-Date # of DTOS YTD 643
CASES AND DTOS	Current Quarter	Year-to-Date	# of DTOs Opened 7 # of DTOs Closed 2	# of DTOs Opened YTD 8 # of DTOs Closed YTD 2
ANALYST ACTIVITIES	# of Active MLOs 2 # of MLOs Opened 2 # of MLOs Closed 1	# of MLOs YTD 2 # of MLOs Opened YTD 2 # of MLOs Closed YTD 1	Current Quarter	Year-to-Date
LABS			# of Active MLOs         22           # of MLOs Opened         2           # of MLOs Closed         1	# of MLOs YTD 22 # of MLOs Opened YTD 2 # of MLOs Closed YTD 1
USER MANUAL				

## System-wide Features

Form Fields



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.

* Case ID	
	Enter a valid Case Id for this Asset Seizure.

#### 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 related to at the bottom of the page. When you are finished editing it hit save at the bottom of the page.

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🗋 Canon  🌵 Cenacle Sisters Chi	: 👸 EPIC 🐱 FedEx 🌓 GBP 🍀 Go To Meeting 🚾 GSA 🄇	) Jefferson Parish 🛛 JPSO 💿 ONDCP 🏮 ONDCP HIDTA Prog.	🔤 PDR.net 🕒 PMP 👙 SAFETNet 5.0 📋 Secretary of S	state 🔕 Survey Monkey 👿 White Pages 💿 Zoom 🛛 🎦 Other favorites
	Year     Quarter     Initiative       2021     Jan - Mar     Test	▼ Select		QRS Admin Reports eddyt@gchidta.org +
	Initiative Information			٨
DASHBOARD	* Initiative Title			
INITIATIVE	Test		] [+]	
INFORMATION	Abbreviation	* Supervisor	-	
EXPECTATIONS/RESULTS	Test	Test	)	
	Street			
ACCOMPLISHMENTS	123 Main Street		J	0
ARRESTS	Street 2		_	- <b>-</b>
	Suite 1		J	
ASSET SEIZURES	City	State		
DRUG SEIZURES	USA	Louisiana v		
	Zip			
CASES AND DTOS	70000			
ANALYST ACTIVITIES	Telephone	Fax		Leaflet   Map data © OpenStreetMap contributors, CC-BY-SA, Imagery @ Mapbox
	504-123-4567	504-123-4567	]	
LABS	🕼 Edit			
DISPOSITIONS				
USER MANUAL				

#### **Expectations/Results Screen**

Pre-populated with your current year expected outputs.

<b>HIDIA</b>	≡	Year 2021	Quai	ter Initiative Mar v Test v	Select		QRS Admin Reports	eddyt@gchid	ita.org 🕶
		Expectations							~
DASHBOARD		+ Add New							0
INITIATIVE		Export 1	o Excel						
		Edit	Achieved			Expectation		Delete	
EXPECTATIONS/RESULTS		Edit	0	**Required** Disrupt/Dismantle DTOs/ML	LOs: 10			Delete	*
ACCOMPLISHMENTS		Edit	0	**Required** HIDTA Cases Opened: 29				Delete	
ARRESTS		Edit	0	**Required** Arrests				Delete	
		Edit	0	**Required** Firearm Seizures				Delete	
ASSET SEIZURES		Edit	0	**Required** T III Wiretaps				Delete	
DRUG SEIZURES		Edit	0	**Required** Number of Vaping Cartridge	es			Delete	¥
CASES AND DTOS		H 4 1	► N i	100 V				1 - <mark>6 of 6 ite</mark> m:	IS
ANALYST ACTIVITIES									
LABS									
DISPOSITIONS									
USER MANUAL									

Choose **redit** to update each output then click **Save** 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.*)

GRS / Expectations - Gu	If Coest: x +		۵	×
	b https://grs.gchidta.org.0446/QR5/Expectations/Index#/edit/256	¢.	2	
Canon 🖕 Cenacle Sisters Chi	C. MB Long K. M. Netter (1997 35 too to the lenging (2014)		Other h	avorites
DASHBOARD				
INITIATIVE	topectation     We expect to seize more drugs this year than we did last year.	2	Ð	
EXPECTATIONS/RESULTS				
ACCOMPLISHMENTS			1	
ARRESTS	1st Quarter Results		9	
ASSET SEIZURES				
DRUG SEIZURES			i.	
CASES AND DTOS	2nd Quarter Results	-	ð	
ANALYST ACTIVITIES				
LABS			<i>h</i>	
DISPOSITIONS	3rd Quarter Results		D	
USER MANUAL				
	4th Quarter Results	4	Ð	
	Athleved O		2	
	IZ Edt			

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 save 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 **Edit** to add the accomplishments for the current quarter. *Information entered here is used by State Directors to brief the Executive Board at quarterly meetings.* 



#### **\*\*DO NOT DELETE PREVIOUSLY ENTERED INFORMATION\*\***

Click 🖪 Save 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.

QRS / - Gulf Coast H	figh Intensity × +										-	a ×
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🎦 Canon 🌼 Cenacle Sisters	s Chic 🥸 EPIC 🔸 F	edEx 🎦 GBP 🧚 Go To Meeting	g 🙀 GSA 🧿 Jefferso	n Parish JPSO 🗢 OND	P ONDCP HIDTA Prog.	. 🏧 PDR.net 🎦 PM	P 🦁 SAFETNet 5.0 🛅	Secretary of State 🛛 💿 Survey Mo	nkey 👿 White Pages 🛛	🖸 Zoom	1 💼	Other favorite:
<b>FYDIA</b>	= Year 2021	Quarter I Jan - Mar 💌	Initiative Test 🔻	Select					QRS Admin	Reports	eddyt@gchi	dta.org 👻
	Arrests											~
DASHBOARD	+ Add New											0
INITIATIVE	Export to E	xcel										
	Edit	Date		Cas	a ID		Arrests		Non-Drug		Delete	
EXPECTATIONS/RESULTS						Total: 0						
ACCOMPLISHMENTS	H 4 0	► ► All ▼ items per p	page							No ite	ems to displa	ay
ARRESTS												
ASSET SEIZURES												
DRUG SEIZURES												
CASES AND DTOS												
ANALYST ACTIVITIES												
LABS												
DISPOSITIONS												
USER MANUAL												

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 Esave to submit the arrest record once all applicable fields have been completed.

QRS / - Gulf Coast H	- O >
$\leftrightarrow$ d $\alpha$	🗅 https://qrs.gchidta.org:8446/QRS/Arrests/Index#/add-new
🗅 Canon 🖕 Cenacle Sisters	s Chic 🤀 EPIC 🛶 FedEx 🕒 GBP 🜟 Go To Meeting 🚾 GSA 🍥 Jefferson Parish 🛛 JPSO 🗢 ONDCP 😆 ONDCP HIDTA Prog 🧧 PDR-net 🕒 PMP 🍪 SAFETNet SJI 🦳 Secretary of State 💿 Survey Monkey 🕅 White Pages 📮 Zoom 👘 🎦 Other favorite
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	Create Arrest
DASHBOARD	← Co Back
INITIATIVE	* Date * Case ID
INFORMATION	
EXPECTATIONS/RESULTS	*Arrests
ACCOMPLISHMENTS	E Save D Cancel
ARRESTS	
ASSET SEIZURES	
DRUG SEIZURES	
CASES AND DTOS	
ANALYST ACTIVITIES	
LABS	
DISPOSITIONS	
USER MANUAL	

#### Asset Seizures Screen

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

QRS / - Gulf Coast High	h Intensity × +											-	ø ×
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<b>HDTA</b>	Year     2021	Quarter     Initiative       Jan - Mar     Test	▼ Select							QRS Admi	n Reports	eddyt@go	hidta.org 👻
	Arrests												~
DASHBOARD	+ Add New												0
INITIATIVE	Export to E	xcel											
	Edit	Date		Case ID	>		Arrests		N	on-Drug		Delete	
EXPECTATIONS/RESULTS						Total: 0							
ACCOMPLISHMENTS	H 4 0	All V Items per page									No	items to dis	play
ARRESTS													
ASSET SEIZURES													
DRUG SEIZURES													
CASES AND DTOS													
ANALYST ACTIVITIES													
LABS													
DISPOSITIONS													
USER MANUAL													

Enter the seizure date, case ID, asset item, asset quantity, and asset value. Click 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\*\*

HIDTA	Year     Quarter     Initiative       2021     Ian-Mar     Test	35 Admin Reports eddyt@gchidta.org <del>v</del>
	Create Asset Seizure	~
DASHBOARD	€ Go Bark	
INITIATIVE INFORMATION	* Date 0 * Case ID 0	
EXPECTATIONS/RESULTS	*Asset Item 0 *Asset Quantity 0 *Asset Value	0
ACCOMPLISHMENTS	Comments	<b>v</b>
ARRESTS		
ASSET SEIZURES		,
DRUG SEIZURES	Save Cancel	
CASES AND DTOS		
ANALYST ACTIVITIES		
LABS		
DISPOSITIONS		
USER MANUAL		

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 Add New 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.

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anon 🔹 Cenacle Sisters Chic 🚱	EPIC 👐 FedEx [	🖞 GBP 🗍 Go To M	Aeeting 🔜 GSA 🧿 Jet	fferson Parish JPSO 🗢 O	NDCP ONDCP HIDTA Prog	🔤 PDR.net 🌓 PMP 😽 SAFE	TNet 5.0 🛅 Secretary of State	<ul> <li>Survey Monkey</li> </ul>	White Pages	Zoom	📋 Other faw
HDTA	Year     2021	Quarter Jan - Mar	Initiative Test	▼ Select					QRS Admin	Reports ed	ldyt@gchidta.org ∙
DASHBOARD	Drug Seizures								C Show	u Bessible Dupli	v
	+ Add New								Show	v Possible Dupli	cates Only 😈
INITIATIVE	Export to E	Excel									
EXPECTATIONS/RESULTS	Edit	Duplicate	Date	Case ID	Drug Item	Drug Quantity	Measurement	Delete	Push	LastPush No item	ns to display
ACCOMPLISHMENTS		items pe	r page								
ARRESTS											
ASSET SEIZURES											
DRUG SEIZURES											
CASES AND DTOS											
ANALYST ACTIVITIES											
LABS											
DISPOSITIONS											
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 Essue to submit your seizure.

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<b>HDIA</b>	E 2021 ♥ Jan - Mar ♥ Test	e Select			QRS Admin Reports	eddyt@gchidta.org
	Create Drug Seizure					~
DASHBOARD	← Go Back					
INITIATIVE INFORMATION	* Date	Case ID	* NSS Number			
EXPECTATIONS/RESULTS	* Drug Item	* Drug Quantity	* Measurement	0		
ACCOMPLISHMENTS	Price	e * State	* County			
ARRESTS		\$	•	•		
ASSET SEIZURES	Comment					
DRUG SEIZURES						
CASES AND DTOS	Save D Cancel					
ANALYST ACTIVITIES						
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DISPOSITIONS						
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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.

CRS / Cases/DTOs - Guit	fCoast ⊢ × +										-	8
- → C G di di Canon 🍨 Cenacle Sisters Chi	ic 🥱 EPIC 🧃	jchidta.org:8446/QRS/C • FedEx 💾 GBP 🔅 Go	ases/Index#/ To Meeting 🚾 GSA 🧿 Jefferso	on Parish JPSO 🗢 ONDCP	ONDCP HIDTA Prog	PDR.net 🕒	PMP 🎯 SAFETNet 5.0 🛅	Secretary of State 🧿 Survey	Monkey White Pages	Sē Zoom	£≡ \⊕   ⊡	) Other fai
	Year     2021	Quarter Jan - Mar	Initiative     Test     Test	Select					QRS Adm	in Reports	eddyt@gcl	hidta.org
	2 Cases											^
SHBOARD	+ Add New											0
	Expor	to Excel										
	Edit		Case ID	Туре	•		Opened		Closed		Delete	
(PECTATIONS/RESULTS	Edit	A-45454-21		Drugs		3/18/2021					Delete	
COMPLISHMENTS	Edit	B-252525-21		Money Laundering		3/18/2021					Delete	
IRESTS	H A	50 Items per pa	▼ ge								1 - 2 of 2 ite	ems
SET SEIZURES												
RUG SEIZURES	2 DTOs											~
SES AND DTOS	Expor	to Excel										
ALYST ACTIVITIES	Edit	Case ID	Туре	Opened	Iden	tified	Dismantled	Closed	Push	Last	Push	
BS	Edit	C-11111-21	Drugs	3/18/2021	3/18/2021	3	8/18/2021	3/18/2021				^
	Edit	C-22222-21	Money Laundering	3/18/2021	3/18/2021	3	8/18/2021	3/18/2021				-
SPOSITIONS	н н	► H 50	•								1 - 2 of 2 its	ems
ER MANUAL		items per pa	ge									

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 Esave to submit the record. If a joint investigation; annotate other initiatives/agencies in comments.

$\leftarrow$	→ C © ©	https:/	/qrs.gchidta.org:8446/QRS/Cases	/Index#/add-new						Ŷ	산 🕀 😩 …
🕒 Can	on 🛛 🌵 Cenacle Sisters Chic.	: 🛞 EF	HC 🐱 FedEx 🎦 GBP 🔅 Go To M	eeting 🔣 GSA 🍥 Jefferso	n Parish JPSO 🗢 ONDO	CP 💿 ONDCP HIDTA Prog	PDR.net 🎦 PMP	SAFETNet 5.0 Decretary of S	ate 💿 Survey Mo	nkey 👿 White Pages 😑 Zoom	C Other favorites
	HUIA	1 =	Year     Quarter       2021     V	Initiative Test	▼ Select					QRS Admin Reports	eddyt@gchidta.org 👻
+			Create Case								~
	DASHBOARD		🗲 Go Back								
	INITIATIVE INFORMATION		* Case ID	0	* Type		Opened		Closed		0
	EXPECTATIONS/RESULTS	s	Comments								0
	ACCOMPLISHMENTS										
	ARRESTS										6
	ASSET SEIZURES		Gang Related	0	Jointly Child Endangerment		0				
	DRUG SEIZURES		E Save Cancel								
	CASES AND DTOS										
	ANALYST ACTIVITIES										
	LABS										
	DISPOSITIONS										
	USER MANUAL										

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*).

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FIETA	=	Year Q 2021 ▼ J	uarter Jan - Mar	v Initiative Test	•	Select											QRS	Admin	Reports	i eddy	rt@gchidta	a.org •
	Ed	lit Case																				~
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INITIATIVE		* Case ID A-45454-21			0	* Type Drugs			e v	* Opened 3/18/202	21			1		Closed					0	
EXPECTATIONS/RESULTS		Comments																			0	•
ACCOMPLISHMENTS		Optional																				
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DRUG SEIZURES		B' Edit				(e) child chunge																
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USER MANUAL		Edit				Role				Number of	Principale	. 0		Quantity						Dele	ete	
			50 items per page	•						realizer of	- meipais								No i	tems to	display	

Once a principal has been added click Save . \*\*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\*\*

	This case meets the minimum r	equirements to be a DTO
Please ente	r an Identified Date below and then click the "Make this Ca	se a DTO" button if you would like to make this case into a DTO.
	Identified	Make this Case a DTO

Fill in the identified date and select information required for DTOs.

Fill in the identified date and select Make this Case a DTO. The screen will populate with additional

#### MLOs

Complete all the applicable fields and check off the Deconflicted Box (the deconflicted box blinks red & yellow). All MLO's <u>must</u> 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.

QRS / Cases/DTOs -	Gulf Coast	H x +				-	ð X
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🗅 Canon 🍦 Cenacle Sisters	Chic	🗿 EPIC 🐱 FedEx 🌓 GBP 🍀 Go To Meeting 🔜 GSA 🤅	🔋 Jefferson Parish 🛛 JPSO 🗢 ONDCP 🏮 ONDCP HIDTA Prog.	. 🚾 PDR.net 🕒 PMP 🤹 SAFETNet 5.0 📋 Secretary of State	🔕 Survey Monkey 🔣 White Pages 🕒 Zoom		Other favorites
	Edi	t DTO					<b>v</b>
DASHBOARD		Go Back					
INITIATIVE INFORMATION		DTO Details 5 DTO Principals Drugs Trafficked	Characteristics Local Geographic Area Source Ar	ea Source Organization Characteristics			
EXPECTATIONS/RESULTS		* Case ID	* Type	* Identified	Closed		
		C-22222-21	Money Laundering v	3/18/2021	3/18/2021	ä	
ACCOMPLISHMENTS		* Last/Org Name	First Name	* Scope	Opened as a Case on: 3/18/2021		
ARRESTS		Test		Local	openeo da o cose on arronzoen		
		Comments					
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			Comunications				
			Production				

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 <u>must</u> 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.

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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 + Add New 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 = save after all information has been entered

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CASES AND DTOS	B Save Cancel
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#### **Characteristics Tab**

Enter the characteristics of the local distribution organization by selecting **+** Add New and picking the ethnicity from the dropdown list. Click **\*** Save 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).

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## 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.

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## Analyst Activities Screen

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

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#### 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.)

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#### 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.

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	Report Disposition Action				^
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#### **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 menus will be populated with reports available to the current initiative. Select the appropriate report duration from the dropdown box and choose energy to generate the report in your browser. The only option available for the Statistics Report is Yearly . Choose energy 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.

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