

California Department of Justice BFSInfo Web Application User Guide

**Bureau of Forensic Services
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1. APPLICATION OVERVIEW

INTRODUCTION

The Bureau of Forensics Services (BFS) Info Web application (BFSInfo) is a web-based application used by client agencies to access BFS Case and Breath Alcohol reports. The system is strictly a reporting tool, no manipulation of data is allowed. Access to data is determined based on agency affiliation of the user. Typically, users from an agency can only see data for that agency or their associated agencies.

BFSInfo is updated (refreshed) each night from the various BFS sites across the state of California for Case details from the JusticeTrax system and is updated real-time for Breath Alcohol information from the PEBT Data System (PDS).

WEB SITE ADDRESS

The BFS Info web application resides on a secure server to ensure at least a minimum level of encryption occurs for information transmitted over the Internet. The URL for the website is:

<https://bfsweb.doj.ca.gov>

Enter the website's address into the Address or Location field on your browser. Note that the prefix **https://** must be used to access this site since it is a secure server.

Please bookmark this page to make accessing this site easier in the future.

CONTACTING BFS

All contact with BFS will be conducted by email, on a first come first served basis. A **Contact Us** link (see Figure 1.1) is available on each page of the application. This link will open window containing information for various contact methods, including a hyperlink for the support email address. The email link will open your default email window if your browser is configured to support this.

Figure 1.1, Contact Us link



IMAGES PRESENTED WITHIN THIS DOCUMENT

All images within this document will appear occluded where data would be revealed.

PRINTING

All printing from the BFSInfo application will be to your local printer.



TECHNICAL REQUIREMENTS

The BFSInfo application has been verified to function as expected using the following web browsers:

- Internet Explorer 7.0
- Mozilla's Firefox 3.0

If your web browser blocks pop-up windows, the BFSInfo application must be added to the list of sites from which pop-ups are allowed (also known as "Exceptions").

The reports delivered by this system will be files saved in Adobe Portable Document format (.pdf), which will require that you have Adobe Acrobat Reader installed on your computer in order to view a report. The latest version of Acrobat Reader can be obtained from Adobe's website. A link to the Adobe Acrobat download page is included at the top of each page where reports are provided.

2. USING THE BFSINFO APPLICATION

Only users with a BFSInfo web account consisting of a valid user name and password combination will gain access to the web application.

NAVIGATION WITHIN THE BFSINFO APPLICATION

The BFSInfo application is a web based application. Once a page is displayed, navigation in the page can be done by mouse or Tab button. There is one important distinction between web sites and web applications concerning the use of the browser navigation buttons. The browser navigation and refresh buttons, as shown in Figure 2.1, ***should not be used to navigate within the BFSInfo application***. Instead, you should navigate the BFSInfo application using the buttons and/or links that are found on the application's pages, such as those shown in Figure 2.2.

Figure 2.1, browser navigation





Figure 2.2, application navigation /buttons

A screenshot of a web application interface showing a text input field with the value '250' and a label '250 character limit. Characters remaining:'. To the right of the input field are two buttons: 'Save' and 'Clear'. Below the input field is a 'Back to List' button.

EXITING THE BFSINFO APPLICATION

To exit the BFSInfo application, select 'Log Off' as shown in Figure 2.3. You will be logged off from the BFSInfo application and returned to the *BFSInfo Log On* page, where a message confirming you have logged off will display, as shown in Figure 2.4.

Figure 2.3, Log Off link



Figure 2.4, confirmation that user logged off from the system

A screenshot of the BFSInfo 'Log On to BFSInfo' page. At the top, it displays 'State of California Department of Justice', 'Office of the Attorney General', and 'Kamala D. Harris ~ Attorney General'. A navigation menu includes 'Contact Us', 'Report an Issue', 'User Guide', and 'Terms of Use'. A message states: 'You have successfully logged off from the system.' Below this is a 'Log On to BFSInfo' section with a link for 'Not yet a BFSInfo user?' and a link for 'Current BFSInfo users'. There are input fields for '*User Name' and '*Password', each with a 'Forgot [Field Name]?' link. At the bottom, there are 'Log in' and 'Clear Form' buttons. A note at the bottom reads: 'Please click buttons only once. Multiple clicks will delay processing.'

SESSION TIME OUT

For security reasons, BFSInfo will time out after a period of inactivity. If this occurs, the system will display a message indicating your session timed out. You will need to log on again to use the system.

REPORTING AN ISSUE

Issues may be encountered at various times, such as while attempting to create a user account request, after logging on to the system or while attempting to perform a function. The *Report an*



Issue page is presented differently to a user who is not logged on than to a user that is logged on. Figure 2.5 shows the *Report an Issue* page as it is displayed to a user that is not logged on to the system, such as someone who has encountered a problem while trying to create a user account request. To report an issue without being logged on to the system you must provide information about yourself and respond to a CAPTCHA challenge.

Figure 2.5, Report an Issue, not logged in

Report an Issue

Type the verification code shown below in the text field beneath it. Enter the code exactly as shown, including one space between the two parts of the code.

ertna Buttons 

[Will I have to type a verification code every time I log in to this system?](#)
[Why are you requiring a verification code \(CAPTCHA\)?](#)
[What if I can't see the characters I am supposed to type?](#)

Step 1: Enter the Issue Details

*Issue Type
Select Issue

*Comment (concerning the issue being reported)

Enter additional information concerning the issue. 250 character limit. Characters remaining: 250

Step 2: Enter your Personal and Agency Information

*Last Name *First Name

*Business Email Address *Business Phone Extension
format 9162271212

*Agency Name *Agency Street Address *Zip Code

City State

*Supervisor Name *Supervisor Phone Extension
format 9162271212

Figure 2.6 shows the *Report an Issue* page as it is displayed to a user that is logged on to the system. To report an issue after logging on to the system requires you to enter only the information relative to the issue, since your user information is retrieved from your profile.



Figure 2.6, Report an Issue, logged on

The screenshot shows a web form titled "Report an Issue". It is divided into two main sections: "Step 1: Enter the Issue Details" and "Step 2: Review your Personal and Agency Information".
Step 1 includes a dropdown menu for "Issue Type" with "Select Issue" as the current selection, and a text area for "Comment". Below the comment area, a status bar indicates "Enter additional information concerning the issue. 250 character limit. Characters remaining: 250".
Step 2 contains several input fields for personal and agency information, including: "BFSInfo User Name", "Last Name", "First Name", "Business Email Address", "Business Phone", "Extension", "Agency Name", "Agency Street Address", "City", "State", "Zip Code", "Supervisor Name", "Supervisor Phone", and "Extension".

To report an issue, complete the following steps:

1. Select the Issue Type
2. Enter the Comment that describes the issue details
3. If you are logged on
 - Select the 'Submit' button
4. If you are not logged on
 - Enter the required fields of identifying information (as indicated with a red asterisk preceding the field label of each required field)
 - Select the 'Submit' button

Once your issue report has been submitted, it will be added to a queue for review by a BFSInfo Administrator. The reviewing BFSInfo Administrator will respond to you regarding the issue. Typically correspondence will occur via email; however, at their discretion, the BFSInfo Administrator handling the issue may contact you by telephone.

REQUIRED FIELDS ON FORMS

On all forms where data may be entered, any field that is required is clearly marked by a red asterisk preceding the field label text (see Figure 3.1 and Figure 3.6 for examples).



3. USER ACCOUNT REQUEST

To submit a user account request to BFS, access the BFSInfo web site by entering the site address in the **Address** or **Location** field on your browser.

Once the *Log On to BFSInfo* page is displayed, select the “**request a BFSInfo account**” link (see Figure 3.1).

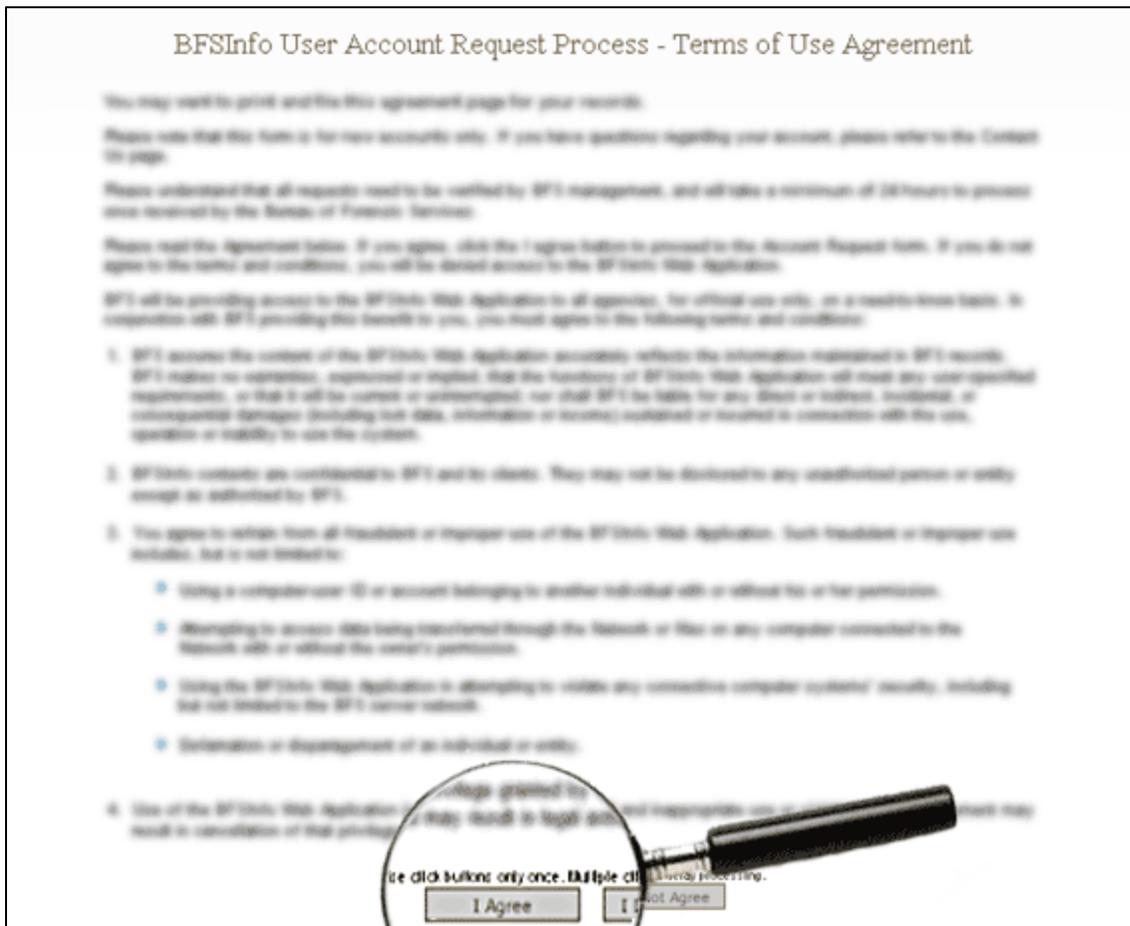
Figure 3.1, BFS Log On page, where the ‘request a BFSInfo account’ link is presented



Selecting this link will display *The Terms of Use Agreement* page (see Figure 3.2) that delineates the terms and conditions regarding access to this application. You must agree to these terms and conditions to create a new account request.



Figure 3.2, Terms of Use page



After you agree to the Terms of Use, the *Find Your Agency* page will display (see Figure 3.3). Select your county, then select 'Search'. A list of agencies will display from which you can select your agency (see Figure 3.4). To the left of each agency name is a button that looks like a plus sign (see Figure 3.4), this is a link to expand the details of that particular agency. Once expanded, the 'Select' button becomes available. Select this button on your agency listing.

If you do not find your agency, please report this to the BFS Administrator, using the **"Cannot find your agency? Report this as an Issue: I cannot find my agency"** link near the bottom of the page (see Figure 3.5). Alternately, you may also use the link in the navigational banner at the top of the page. For more details on reporting an issue, see the section [Reporting an Issue](#).



Figure 3.3, Find Your Agency page

State of California Department of Justice
Office of the Attorney General
Kamala D. Harris ~ Attorney General

AG Home Page
BFSInfo Version 3.0.0.0 (09/07/2010) Contact Us Report an Issue User Guide Terms of Use
Thursday, March 17, 2011 10:18:23 AM

BFSInfo User Account Request Process - Find Your Agency

Agency Name Agency Address

City County Zip Code

Please click buttons only once. Multiple clicks will delay processing.

BFSInfo Version 3.0.0.0 (09/07/2010)
CONTACT US | REPORT AN ISSUE | USER GUIDE | TERMS OF USE | © 2011 DOJ

Figure 3.4, Agency search results, with one agency expanded to select

State of California Department of Justice
Office of the Attorney General
Kamala D. Harris ~ Attorney General

AG Home Page
BFSInfo Version 3.0.0.0 (09/07/2010) Contact Us Report an Issue User Guide Terms of Use
Thursday, March 17, 2011 10:20:21 AM

BFSInfo User Account Request Process - Find Your Agency

Agency Name Agency Address

City County Zip Code

Please click buttons only once. Multiple clicks will delay processing.

Search Results

- AGENCY: Alameda County District Attorney's Office, Fremont** COUNTY: Alameda
- AGENCY: Alameda County District Attorney's Office, Fremont** COUNTY: Alameda



Figure 3.5, Find your Agency page with ‘Cannot Find your Agency?’ link area highlighted

BFSInfo User Account Request Process - Find Your Agency

Agency Name Agency Address

City *County Zip Code

Please click buttons only once. Multiple clicks will delay processing.

Your Search Results

AGENCY: California Highway Patrol, Crescent City COUNTY: Del Norte

Cannot find your agency?
[Report this as an issue: I cannot find my agency](#)

Once you select your agency, the *Create Your Request* page will display (see Figure 3.6). Enter all required fields (indicated with a red asterisk next to the field label). Once the requested information is submitted, the system will present a confirmation page allowing you to review the data entered (see Figure 3.7). If you discover an error, select ‘Edit Request’ (see Figure 3.7, red arrow) to go back to the request page and edit the field where the error was made. If the entries are correct select ‘Confirmed, Submit’. A confirmation message will be displayed to confirm submission of the account request.



Figure 3.6, Create Your Request page (red asterisks mark required fields)

BFSInfo User Account Request Process - Create Your Request

Type the verification code shown below in the text field beneath it. Enter the code exactly as shown, including one space between the two parts of the code.



[Will I have to type a verification code every time I log in to this system?](#)
[Why are you requiring a verification code \(CAPTCHA\)?](#)
[What if I can't see the characters I am supposed to type?](#)

Step 1: Enter your Personal Information

*Last Name *First Name MI *Date of Birth
Format: mm/dd/yyyy

*Business Email Address *Company Business Email Address

Additional Comment

250 character limit. Characters remaining: 250 Use this field to include any additional information you feel is relevant to your account request.

Step 2: Complete your Agency Information

Agency Name Alameda County Coroner's Office Agency Street Address
City Zip Code

*Business Phone Extension Business Fax Assigned Unit
format 9162271212 format 9162271212

*Supervisor Name *Supervisor Phone Extension
format 9162271212

Step 3: Set up your Identity Verification Questions



Figure 3.7, Confirm Your Entries page

State of California Department of Justice
Office of the Attorney General
Kamala D. Harris ~ Attorney General

AG Home Page
BFSInfo Version: 1.0.0.0 / 10/10/2010
Contact Us Report an Issue User Guide Terms of Use
Thursday, March 17, 2011 10:31:52 AM

BFSInfo User Account Request Process - Confirm Your Entries

Your Personal Information

First Name	LAST NAME	PHONE NUMBER	CELL PHONE NUMBER
Business Email Address	Home Address	City	State
Business Address	City	State	Zip

Your Agency Information

Agency Name	Agency Address	Agency Phone	Agency Fax
Agency Email	Agency Website	Agency Hours	Agency Hours
Agency Name	Agency Address	Agency Phone	Agency Fax

Identity Verification Questions

What is the name of your dog?	What is the name of your cat?
What is the name of your pet?	What is the name of your pet?

Please click buttons only once. Multiple clicks will delay processing.

New account requests will be processed as they are received. BFS will verify the information supplied on the request. Once verified, you will be assigned a user name and a password to access your account. When your account is created, two emails will be sent to the email address you provided on your account request: one containing the user name, the other a temporary password. The first time you log on to the BFS Info web site, you will be asked to change the temporary password that was assigned to you. The policy governing passwords is available for review on the *Change Password* page (see the [Changing Your Password](#) section).



4. LOGGING ON TO BFSINFO

By default, the url for the application opens the *Log On* page (displayed in Figure 3.1).

- Enter your User Name
- Enter your Password
- Select the 'Log On' button

If the system determines either the User Name or Password to be invalid, a message will display indicating this. If the maximum number of unsuccessful attempts is exceeded, the system will lock your account. At this point, you must contact a BFSInfo Administrator to request assistance.

5. FORGOT PASSWORD

If you cannot remember your password, you may invoke the 'Forgot Password' option from the *Log On* page (see Figure 3.1, note the link for 'Forgot Password', next to the Password field). If the 'Forgot Password' link is selected, the *BFSInfo Forgot Password* page displays (see Figure 5.1).

Figure 5.1, Forgot Password, step 1

State of California Department of Justice
Office of the Attorney General
Kamala D. Harris ~ Attorney General

AG Home Page
BFSInfo Version 4.0.0.0 (10/10/2010) Contact Us Report an Issue User Guide Terms of Use
Thursday, March 17, 2011 10:36:38 AM

* Indicates Required Field

BFSInfo Forgot Password

Type the verification code shown below in the text field beneath it. Enter the code exactly as shown, including one space between the two parts of the code.

Will I have to type a verification code every time I log in to this system?
Why are you requiring a verification code (CAPTCHA)?
What if I can't see the characters I am supposed to type?

*Enter your BFS User Name

Retrieve Cancel



Enter the CAPTCHA characters, and your BFSInfo User Name, then select the 'Retrieve' button (step 1). The system searches for a match to the BFSInfo User Name entered:

- if a match is found, the system displays a randomly selected identity verification question from the set of questions you submitted with your account request (see Figure 5.2).
 1. enter the response to the security question presented and select the 'Submit' button (step 2).
 - If the response entered is correct, the system will email a temporary password to the email address of record from your profile.
 - If the response entered is incorrect, the system will present a message indicating this and you may try again
 - If the response is incorrectly entered three times, your account will be locked and you must contact the BFSInfo Administrator for assistance.
- if a match is not found
 1. the system presents an error message indicating the User Name entered is invalid.

Figure 5.2, Forgot Password step 2

6. FORGOT USER NAME

If you cannot remember your BFSInfo User Name, you may invoke the 'Forgot User Name' option from the 'Log On' page (see Figure 3.1, note the link for 'Forgot User Name', next to the User Name field). If the 'Forgot User Name' link is selected, the *BFSInfo Forgot User Name* page displays (see Figure 6.1).



Figure 6.1, Forgot User Name, step 1

Enter the CAPTCHA characters and the email address on record in your BFSInfo User Profile, then select the 'Retrieve' button (step 1). The system searches for a match to the email address entered:

- if a match is found, the system displays a randomly selected identity verification question from the set of questions you submitted with your account request (see Figure 6.2).
 1. enter the response to the security question presented and select the 'Submit' button (step 2).
 - If the response entered is correct, the system will email a temporary password to the email address of record from your profile
 - If the response entered is incorrect, the system will present a message indicating this and you may try again
 - If the response is incorrectly entered three times, your account will be locked and you must contact the BFSInfo Administrator for assistance.
- if a match is not found
 1. the system presents an error message indicating that No record exists with this email address.



Figure 6.2, Forgot User Name, step 2

7. CHANGING YOUR PASSWORD

Passwords are valid for 90 days. Beginning 10 days prior to password expiration, you will be reminded of the pending password expiration each time that you log on to the system. For an example of this reminder, see Figure 8.1.

If you are logging on to the system using a temporary password, the system will navigate you to the *Change Password* page to change the temporary password to a password of your choosing.

A temporary password will be in use due to the following possibilities:

- a new user logging on for the first time
- a user that has invoked the 'Forgot Password' option (see [Forgot Password](#) for more details).
- a user whose account has been reset by an Administrator

Figure 7.1, Change Password page



Select the 'View password format rules' link near the top of the page to review the password policy description. You must enter your current password, and enter your new password twice. Note: password characters are displayed as asterisks in the field, thus you cannot copy the New Password you entered and paste it into the Re-enter New Password field – it must be typed both times. The password entered will be validated to ensure compliance with the password policy. If any problems are found, an error message identifying the problem will be presented.

Once the password change has been accepted and saved to the database, a confirmation message will display on the *Main Menu* page (see Figure 7.2).

Figure 7.2, password change confirmation message on Main Menu page



8. BFSINFO MAIN MENU PAGE

OVERVIEW

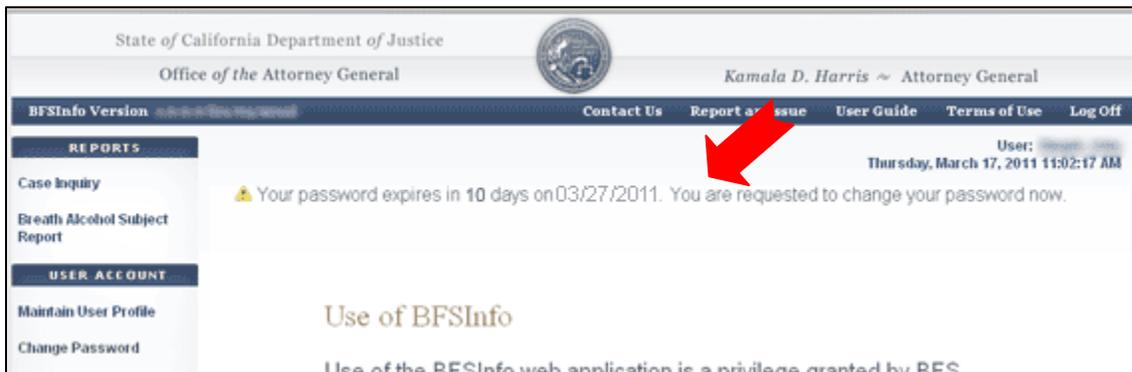
The *Main Menu* page of the BFSInfo application will display options based on your application role and agency affiliation. Regardless of application role or agency affiliation, if you are logged on you will be able to access the *Maintain User Profile* page as well as the *Change Password* page.

MESSAGES

The *Main Menu* page displays a variety of messages based on your BFSInfo role. One example is the reminder that it is time to change your password (see Figure 8.1).



Figure 8.1, message on Main Menu page reminding user to change their password



9. MAINTAIN USER PROFILE

The information you entered when you completed the account request process became part of your BFSInfo User Profile. You may edit (maintain) your User Profile once you are logged on to the system. The link is in the left navigation area on the Main Menu page (see Figure 8.1, above). Some examples of what may be edited are your first name, your last name, your date of birth and your identity verification questions and responses (see Figure 9.2).

The User Profile page is displayed in sections that expand and collapse, which are sometimes referred to as “accordions”. By default, all accordions are collapsed, thus allowing you to see all sections and choose which section you wish to view and/or edit (see Figure 9.1). To expand a section, simply select the plus sign (+) preceding the section name. You may expand one section or all sections (see Figure 9.2).

Figure 9.1, User Profile page, default display with all accordions collapsed





Figure 9.2, User Profile page with all accordions expanded

User Profile

Personal information

*Last Name *First Name MI *Date of Birth
Format: mm/YY

*Business Email Address *Confirm Business Email Address

Agency Information

Agency Name Agency Street Address
City Zip Code

Assigned Unit *Supervisor Name *Supervisor Phone Extension
Format: 916227 1212

*Business Phone Extension Business Fax
Format: 916227 1212

Identity Verification Questions

*First Question *First Question Response

*Second Question *Second Question Response

*Third Question *Third Question Response

Please click buttons only once. Multiple clicks will delay processing.

Certain changes to your profile require approval by a BFSInfo Administrator. One example is a change of employing agency, since your user permissions must be reviewed to determine if they are appropriate for your new agency assignment. The system will inform you if changes you have submitted will impact your access to the system, pending approval of a BFSInfo Administrator. When changes to your profile are pending approval by a BFSInfo Administrator, your account will be restricted. You will be able to log in, change your password and maintain your user profile, but you will not have access to reports until the BFSInfo Administrator has approved your requested changes.



10. REPORTS

OVERVIEW

The BFSInfo application provides the following report links, depending on your role:

- Case Inquiry Report
- Breath Alcohol Subject Report

All reports will be presented in Adobe Portable Document format (.pdf), thus Adobe Acrobat Reader is required. A link to Adobe's Acrobat Reader download page is provided on all pages where a report link is available, to allow users to obtain the latest version of the Acrobat Reader (see Figure 10.3).

CASE INQUIRY REPORT

As casework requests are completed, reports are generated and become available to the BFSInfo application. The query will produce a list of cases that meet the query criteria entered. Entering the BFS Case Number or your Agency Case Number will return the fewest results.

If you wish to search by a date range, you have two options:

- **Offense Date Range** - When the search by Offense Date Range parameter is used, the system returns only those records where the offense date falls within the entered date range.
- **Report Completion Date Range** – When the search by Report Completion Date range parameter is used, the system returns only those records where the case report is complete (i.e., Admin Reviewed), and was completed within the entered date range.
Note: Searching by Report Completion Date Range is analogous to using the Completed Case Inquiry search feature from the old BFSInfo system).

Selecting a BFS Case Number link will retrieve and display the case detail (see Figure 10.2). Case details are divided into tabs:

- Subjects
- Agencies
- Offense
- Evidence
- Requests / Reports

To view and/or print the Case Detail Report:

- Select the **Case Detail Report** link from the Main Menu
- Enter the **Query Criteria** (instructions are available on the page)
- Enter the **Report Output Criteria** (instructions are available on the page)
- Select 'Submit'
- A list of cases matching the criteria is displayed, from which the user selects a link to view the case details (see Figure 10.1).
 1. If no matching cases are found, a message indicating this will be displayed at the top of the query page
- To print a specific report, the user selects the Requests / Reports tab then selects a report link, which opens the Adobe Reader .pdf of the report selected (see Figure 10.2)



1. A completed casework request does not necessarily mean that a report will be available to you on the web. If a report name is displayed, but the name is not a link, the report is not available. If the name is a link but after selecting that link the application notifies you that it cannot find a report, contact the BFS laboratory in your area for assistance.

If you have questions about a report, you may contact the Criminalist assigned to the case by selecting the email address link (if available). Selecting the link will open your default email window if your browser is configured to support this.

Figure 10.1, Case Search Results

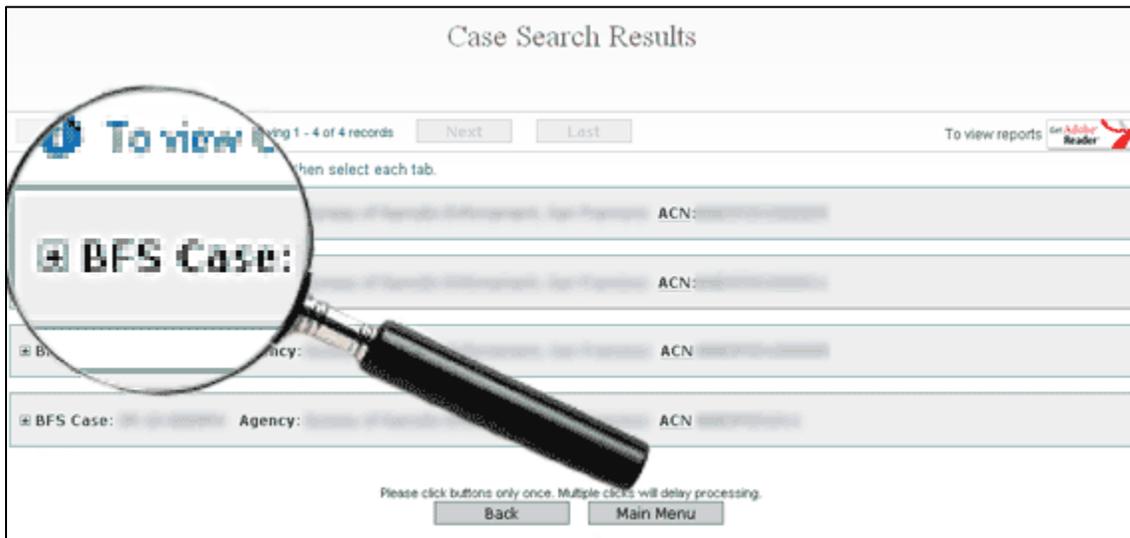
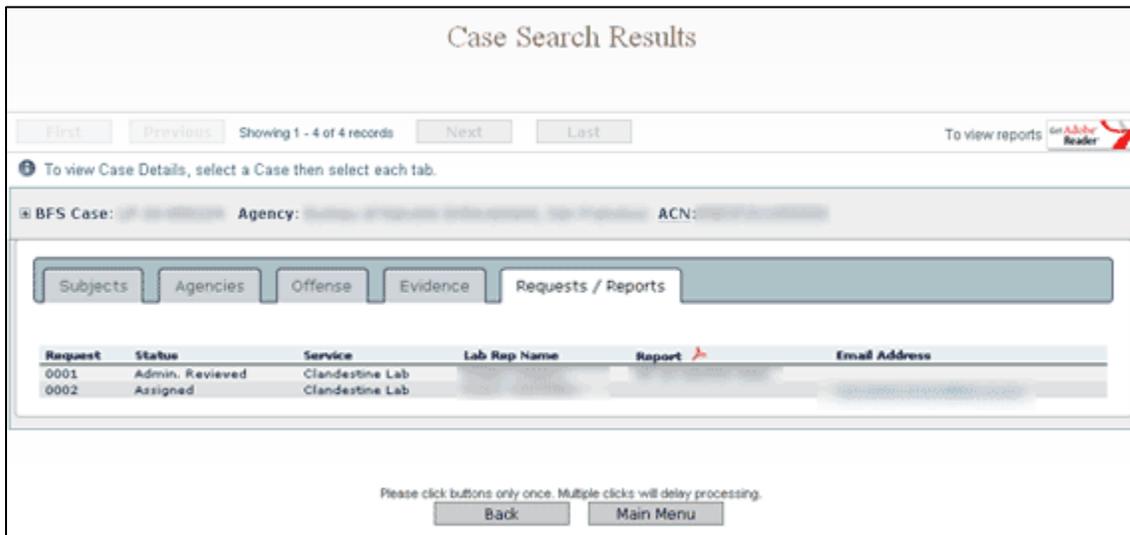


Figure 10.2, Case Search Results with one case selected (expanded) to view details





BREATH ALCOHOL SUBJECT REPORT

The Breath Alcohol Subject Report shows the specific details of the selected breath alcohol test. To view and/or print the Breath Alcohol Subject Report:

- Select the **Breath Alcohol Subject Report** link from the Main Menu.
- Enter the **Query Criteria** (instructions are available on the page)
 1. Note: some users will be presented a Basic query while others may be presented both the Basic and Extended queries (see Figure 10.3 and Figure 10.4)
 2. The Basic query provides fields to find a specific subject and test date
 3. The Extended query provides fields that may find a broader set of results
- Enter the **Report Output Criteria** (instructions are available on the page)
 1. Note: the parameters entered in this section do not affect the search result, they affect the report itself
 2. The 'Days before and after Test Date' will default to 30; however this may be modified by the user
- Select 'Submit'
- A list of reports matching the criteria is displayed, from which the you may select a Subject Name link to open the report .pdf for that subject (see Figure 10.5)

Figure 10.3, Breath Alcohol Subject Report Basic query

The screenshot shows the "Breath Alcohol Subject Report" web interface. At the top, there are two tabs: "Basic Query" (selected) and "Extended Query". Below the tabs, there are two sections: "Basic Query Criteria" and "Report Output Criteria". The "Basic Query Criteria" section has three input fields: "Subject Last Name", "Subject First Name", and "Test Date". The "Test Date" field has a calendar icon and a format hint "format: mm/dd/yyyy". The "Report Output Criteria" section has one input field: "*Days before and after Test Date" with a value of "30". At the bottom, there are three buttons: "Submit", "Clear", and "Main Menu". A note at the bottom reads "Please click buttons only once. Multiple clicks will delay processing."



REPORT REQUESTS LINK

If a report you have requested exceeds the size limitation for immediate delivery, it will be added to a report request queue when it becomes available for download. Once you have one or more requested reports available, a link will be added to your Main Menu page (see Figure 10.6) to access these requested reports. Selecting the link navigates you to a list page where you may download each report (see Figure 10.7).

Figure 10.6, Report Request link on the Main Menu page

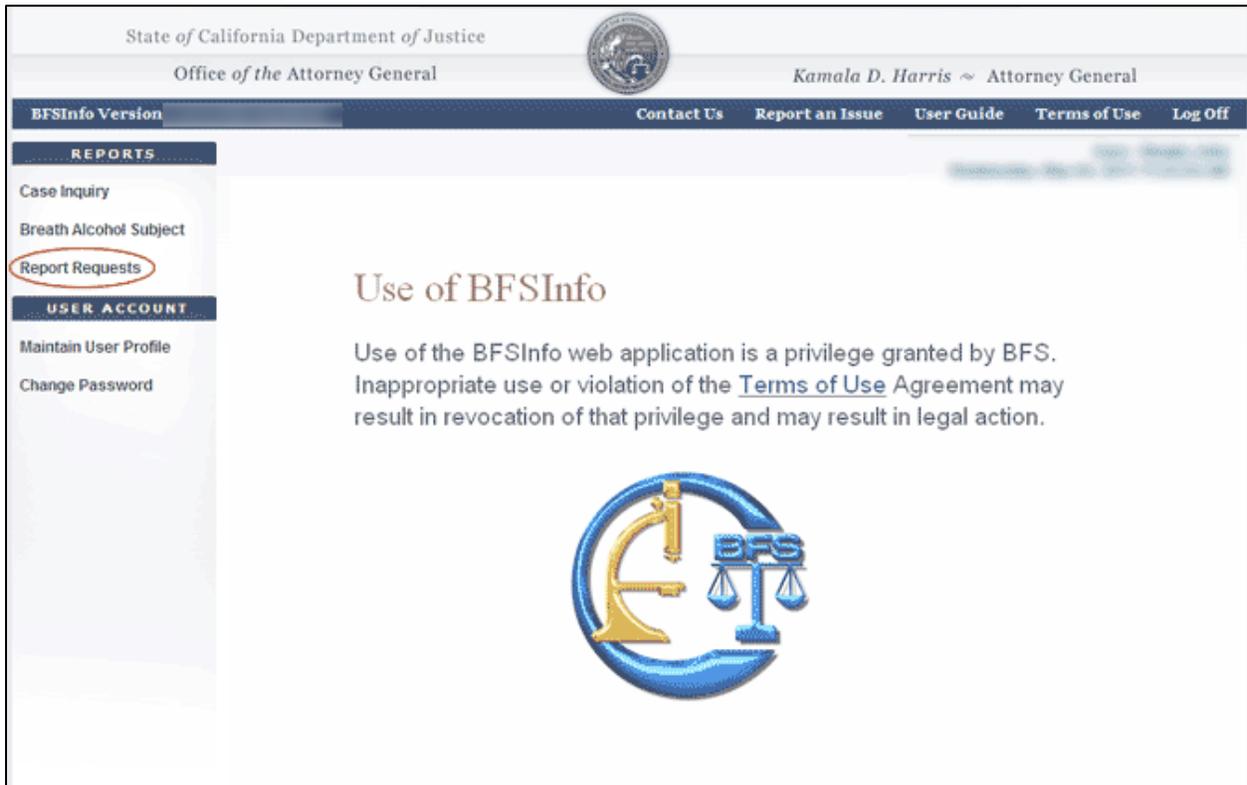




Figure 10.7, Report Request list page

Report Title	Request Date	Status	Expiration Date	Download
Breath Alcohol Report	04/29/2011 12:37:33	Generated	05/05/2011 21:24:23	Download

The Status of each report in the list will change as the report requests are processed. As the Status changes for each report, a hyperlink to download that report will become available; however, adding new links to the page requires reloading the page. The default behavior of this page is to reload automatically at regular intervals, with no user intervention required. For accessibility reasons, this behavior may be undesirable and may be changed to be manually triggered with a button. If you wish to manually refresh the list, indicate your preference by checking "Manual Refresh". This will display a Refresh button you may select at any time to reload the page and refresh the list. You may reverse your preference to reinstate the automatic refresh at any time by un-checking "Manual Refresh".



DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Term/Acronym	Definition
BFS	Bureau of Forensic Services
JusticeTrax	A case management tool that tracks evidence for BFS. The BFSInfo system receives all Forensic case records from the JusticeTrax system except for Breath Alcohol records.
PDF	Portable Document Format. The file type used for displaying reports within the BFSInfo application.
PDS	PEBT Data System – A custom built application used by BFS to track Breath Alcohol tests. The BFSInfo system receives Breath Alcohol test record data from the PDS system.



11. USE OF CAPTCHA

A CAPTCHA is a program that can tell whether its user is a human or a computer. CAPTCHAs are used by many websites to prevent abuse from "bots," or automated programs usually written to generate spam. No computer program can read distorted text as well as humans can, so bots cannot navigate sites protected by CAPTCHAs. We present a CAPTCHA challenge on all data submission pages that are available to a user prior to being logged on to the application (see Figure 10.1).

Figure 11.1, image of a CAPTCHA



Note: For this application we have used reCAPTCHA, which is now hosted by Google. If you do not see a reCAPTCHA image on your screen like the one shown in Figure 11.1, or if you receive an error when you try to submit one of the pages that uses the CAPTCHA, your agency may have blocked access to the Google source of the reCAPTCHA verification. To verify if this is the problem, enter the following URL in your browser to see if you receive a notification that the page is blocked:

<https://www.google.com/recaptcha>

If access is blocked, check with your network technical staff to see if you may be granted access to the Google URL above to allow access to all features of BFSInfo.