## STEP BY STEP INSTRUCTIONS TO REQUEST NEW INVESTIGATION IN BIOLINK (AD-HOC)

**1.** Go to "Case Management" - Select "Investigations"

VZ			ubjects 🗸	🔳 Que	ries 🗸	< Case	Managen	nent <del>-</del>
Da	ashbo	bard				ੇ Inves 같 Pers 같 Shar 같 My V	stigations onal Work ed Work A Vorklist	Area
2. Investiga ⊕ Ne	Click "Nev estigati tion cases list	w Ad Hoc Ir ONS	evestigation"	ۥ Transfe	r 🕞 Una	ssian	◆) Select Co	lumns
	ID	PIC	÷ Lasi	t Name	First Nar	e Cor ne Nur	ntrol a	Date of I
3. nvestiga reate a new invest lame avestigation name	Give it a n tions gator case	ame and h	it "Save"					
lescription	ription		Description					
							•	Return 🖹 Save
4.	Click "Add	Probe"					5	Return 🖺 Save

5. This will add a "Probe" to your list

Investigation Details		O Add I	Probe 😢 Delete Probe	Add Image 😢 Delete In
<ul> <li>Case</li> <li>New Probe</li> </ul>	Details			

6. Click "Add Image", then click which one you want (external or internal)

Investigation Details		G Add Pro	be 😮 Delete Probe   🔂 Add Image 😮 Delete Image	
<ul> <li>Case</li> <li>New Probe</li> <li>New Probe</li> <li>New Probe</li> </ul>	Details This section contains basic information about the investigation	junk Name CTINNEY Croated By	Open Status 12/14/2016 8:06:12 AM Created On	
	Select the image type	×	Queue False	
	External De	Internal xClose	NEC Reveal	

**7.** Download your photo, once your photo has been downloaded, click on "New Transaction"

Investigation Details		Add Probe ODelete Probe Add	Image 😢 Delete Image
Gase     Mew Probe     Image Probe Image	Transactions No transactions found.		New Transaction
	2b		

**8.** Make any change you need to on the Threshold or Max subjects if needed, then hit "Submit". This will then return your results.

Investigation Details					Add Probe 8	Delete Probe	Add Image 3 Delete Image
<ul> <li>Image: Case</li> <li>Image: New Probe</li> </ul>	Transaction	IS					New Transaction
Image Probe Image	Transaction ID Pending	5bc8d240-c342-49bc-a898- 790f3b0ed0c6 5	Creation Date Top Score False Match	12/14/2016 8:15:46 AM 1.000 0	Threshold Quantity Positive Match	0.7 5 0	
	Probe	Score:1000 ? 🖉 🕱	Score: 1.000	Comment selected car ? V X Score: 1.000 ? . 2b	ndidates: 🖺 Hide selecter	ed candidates: 😒	(0)Show/hide hidden candidates: ∳ 1.000 ? ♥ ¥

## **Redaction Log**

Reason	Page (# of occurrences)	Description
2b	<b>2</b> (2)	18 USC Sec. 2721-2725. Driver's Personal Information. Personally identifying information, obtained in connection to a motor vehicle record, is protected by federal law (The Drivers Privacy Protection Act). This information may only be disclosed to parties with a verified permissible use.