

# MVRCL LIMS 3.8 Web Portal Instructions

## Login/Account Setting/User Profile

Login credentials are assigned by the Crime Lab or an Agency Administrator. On the LIMS-plus Portal login screen, <https://portal.ccl.mcohoio.org/LIMS-plus-Portal/> enter the assigned Username and Password and click Login. To change a password, use the link at the bottom of the main login screen to send a Change Password Email to the User's Email address. This feature is only available to Users who have valid Email addresses recorded in their Profile. Navigate My Profile and Account Settings from the top right drop-down menu. Passwords can be changed under Account Settings and personal info under My Profile. Please check Profile for accuracy.

## Dashboard

From the left pane, select Dashboard to view recent case activity and you can then select from the drop down in the case results the # of **records per page** to display or use the **Search** box to further filter your results.

In the right pane at the top, use the colored panels to view cases by their status, either **Work in Progress**, or **Released Requests**. Please note that the **Incomplete** and **Submission** panels will not return results if clicked.

### Work in Progress

After clicking on **Work in Progress**, you can click on the case number under the ACN column to see detailed information on the case in progress. Please note that the Edit Request options do function, but any Notes, Pends, or Cancels done there will not be accepted so **do not use** this feature.

### Released Requests

After clicking on **Released Requests**, you can download the Final Report if available by clicking on the icon under the Report column. It will download as a PDF file. You can also click on the on the case number under the ACN column to see detailed information on the case.

## Search

In the left pane, use Search Lab Cases to search cases by the police agency's case number (ACN), Lab Case #, Date Range or Individual. Searching by Date Range or Individual provides extra search criteria useful to narrowing your search parameters.

The search results will display in the right pane and then you can click on the case number under the ACN column to see detailed information on the case. You can also select from the drop down in the case results the # of **records per page** to display or use the **Search** box to further filter your results.

## Help

In the Left Navigational Menu, select Help for detailed information, step-by-step walk throughs, search, glossary, and User guides. Email [portalhelp@mcohoio.org](mailto:portalhelp@mcohoio.org) if you require additional assistance.