

Virginia Department of Forensic Science
DNA Data Bank Sample
Tracking System
(DBSATS)

User Instructions
VACORIS # Addendum



This User Instruction manual serves as an addendum to the ***DBSATS User Instructions for Authorized Personnel***. This manual ONLY covers the two additional features in DBSATS available to authorized VACORIS users—all other user instructions are covered in the ***DBSATS User Instructions for Authorized Personnel***.

NOTE: Your agency must have access to the Virginia Department of Corrections VACORIS database to be able to view and/or use these features

This project was supported, in part, by Award No. 2019-DN-BX-0044, awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice.

Sample Search—VACORIS

The screenshot shows the 'DNA Data Bank Sample Search' interface. At the top, it says 'Virginia Department of Forensic Science DNA Data Bank Sample Tracking System' with a user profile for 'John Doe'. Below the header are search fields for 'VACORIS #', 'Last Name', 'First Name', 'SSN', and 'SID'. The 'SID' field contains 'VA'. There are 'Search' and 'Clear' buttons. Below the search fields is a 'Search Tips' section with a dropdown menu set to 'Search by VACORIS #'. The tips include: 'VACORIS # cannot be searched with any other field' and 'VACORIS # matches values exactly'. Other search options are 'Search by Name', 'Search by SSN and/or SID', and 'Search by Name, SSN, and/or SID'.

- VACORIS # cannot be searched with any other field and values must match exactly.
- Not all historical entries in the DNA Data Bank will contain a VACORIS #.

Enter the VACORIS #
All other fields must
be empty

This screenshot shows the search form with '12345678' entered in the 'VACORIS #' field. All other fields ('Last Name', 'First Name', 'SSN', 'SID') are empty. The 'SID' field still contains 'VA'. The 'Search' and 'Clear' buttons are visible.

- All sample entries with that VACORIS # will appear below the Search Fields.
- If the person you are searching is not found by VACORIS #, search again using the Name, SSN and/or SID.

The screenshot shows the search results table. The search criteria are the same as in the previous screenshot. The table has columns for 'Last Name', 'First Name', 'MI', 'VACORIS #', 'SSN', 'SID', 'Date of Birth', 'Date Collected', and 'Details'. One entry is shown: TESTERSON, TEST, (empty), 12345678, 123-45-6789, VA1234567, 1/1/2000, 1/1/2021. Below the table is a blue banner with text: 'If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria. If a new Sample needs to be collected, use Eto-Log Entry.'

| Last Name | First Name | MI | VACORIS # | SSN | SID | Date of Birth | Date Collected | Details |
|-----------|------------|----|-----------|-------------|-----------|---------------|----------------|---------|
| TESTERSON | TEST | | 12345678 | 123-45-6789 | VA1234567 | 1/1/2000 | 1/1/2021 | Details |

Pre-Log Entry—VACORIS

If a new DNA sample needs to be collected, enter the VACORIS # in the designated field after the barcodes are entered.

If the VACORIS # is found, the demographic information for that individual will auto-populate

The screenshot shows the 'Pre-Log Entry' form in a web browser. The browser address bar shows 'dnaprelog.dfs.virginia.gov/pre-log'. The page header includes the Virginia Department of Forensic Science logo and the text 'DNA Data Bank Sample Tracking System'. The user 'John Doe' is logged in. The form title is 'Pre-Log Entry' and it includes a breadcrumb trail: 'Pre-Log Entry > Review Entry > Ready to Send Sample'. A note states: 'Before opening a buccal DNA collection kit and entering sample information, please use [DNA Data Bank Sample Search](#) to check if it has already been submitted.' The form fields are as follows: Date Entered: 6/29/2022; Entered By: JDOE; Agency Name: ANYTOWN POLICE DEPARTMENT; Buccal Collector Barcode #: AB14828; Submission Form Barcode #: AB14828; VACORIS #: (empty field); Last Name: (empty); First Name: (empty); Middle Initial: (empty); Suffix: (empty); Gender: (dropdown); Race: (dropdown); Date of Birth: (calendar icon); SSN: (empty); SID: VA; Reason for Collection: (dropdown); Qualifying Charge/Conviction: (empty); Date Collected: 06/29/2022; Sample Collected By: (empty). There are 'Add' and 'Remove' buttons for aliases, and 'Next' and 'Clear entry' buttons at the bottom right.

Reason for Collection, Qualifying Charge/Conviction, Date Collected and Sample Collected By MUST still be entered by the user for each sample.

For System Support or Additional Information

Contact the DNA Data Bank:

Email: DNADatabank@dfs.virginia.gov

Phone: (804) 786-3789

Fax: (804) 786-9985

