



CODIS Search, Sample Entry into Target Batch File, and Match Manager

- 1 Sample Entry and Search
 - 1.1 Log into Windows
 - 1.2 Double click “GDIS Searcher” icon.
 - 1.3 Enter Lab ID Number by using the mouse to click on the arrow located on the right side of the “Lab ID” line and select the NCSBI Lab Number.
 - 1.4 Enter sample name under “Specimen ID”.
 - 1.5 For each locus, enter the allele number in the boxes.
 - 1.6 To search, click on the “Flashlight” icon in the toolbar. **NOTE:** No “hourglass” icon appears during search; once the “Flashlight” icon is clicked, wait until the search ends and a different screen appears (it is usually the “Disposition” screen).
 - 1.7 Once search is completed, maximize the “Candidates” screen to view results of search (another screen may have to minimized first). Determine if there is a seven locus high-stringency match.
 - 1.8 To print results, select the sample candidate at the top of this screen by single clicking on the sample and click the “Print” icon located in the toolbar.
- 2 Entry of Sample into Target Batch File
 - 2.1 If there is no seven locus high-stringency match, enter the sample into the Unsolved Target Batch File.
 - 2.2 Minimize “Candidates” screen.
 - 2.3 Maximize “Target Profile” screen.
 - 2.4 Under “Batch Target File” located in toolbar, click on “Open”.



- 2.5 Select G:\GDIS\unsolved.tgt and open.
- 2.6 Under “Target Profile” located in toolbar, click on “Save Changes”.
- 2.7 The unsolved profile is now saved and the target batch file can be exited.

3 Casework Hit and Match Manager

Rational: After an analyst searches a “Forensic Unknown” profile and had a “CODIS Hit”, the profiles will be saved in CODIS under “Match Manager” for tracking purposes by the CODIS Manager.

- 3.1 Case work analysts will search their “Forensic Unknown” profile(s) by using the SDIS Searcher program after each case has been completed.
- 3.2 When the analysts obtains a “CODIS Hit”, the analyst will save the results to the SDIS “Match Manger” program.
- 3.3 Procedure
 - 3.3.1 Using the toolbar at the top of the screen, select “Candidate Profile” then select “Set Disposition”. The analyst will then choose one of the following “Offender Hit, Forensic Hit, Pending” depending on the type of match. If “Pending” is selected it will be the responsibility of the analyst to change the disposition of the “Hit” to either “Offender Hit, Forensic Hit or No Match” once the “Hit” is confirmed.
 - 3.3.2 Using the tool bar and select “File”. Select “Save Results” then select “Match Manager”. This will save the results of the match into the Match Manager program.

****Note** Be sure to only save the results of the match you are interested in, not anything that would be excluded as a match .**

- 3.4 In order to view any matches in “Match Manager”, open the “Match Manager” program from SDIS. Next select “File” then “New”. This view is configurable allowing an analyst to view matches in a variety of ways. For example: range of dates, the number of loci, SDIS matches, NDIS matches, Target batch file

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matches, etc.. Once the parameter are selected select “OK”.

- 3.5 When a “CODIS Hit” if obtained, the analyst will give the following to the CODIS Manager: A copy of the Search Report which should include the match information, the offense, and the county of offense. This information will be used for “Hit” tracking.

Revision History		
Effective Date	Revision Number	Reason
3/01/00	00	Original Document
11/22/02	01	1) Update Procedure using WP Outline 2) Addition of “CODIS Hit and Match Manager” Section.