Alaska Scientific Crime Detection Laboratory

Foray Digital Workplace – Work Instructions

Issued: 9/24/2019
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Version: FDW WI 2019 R0
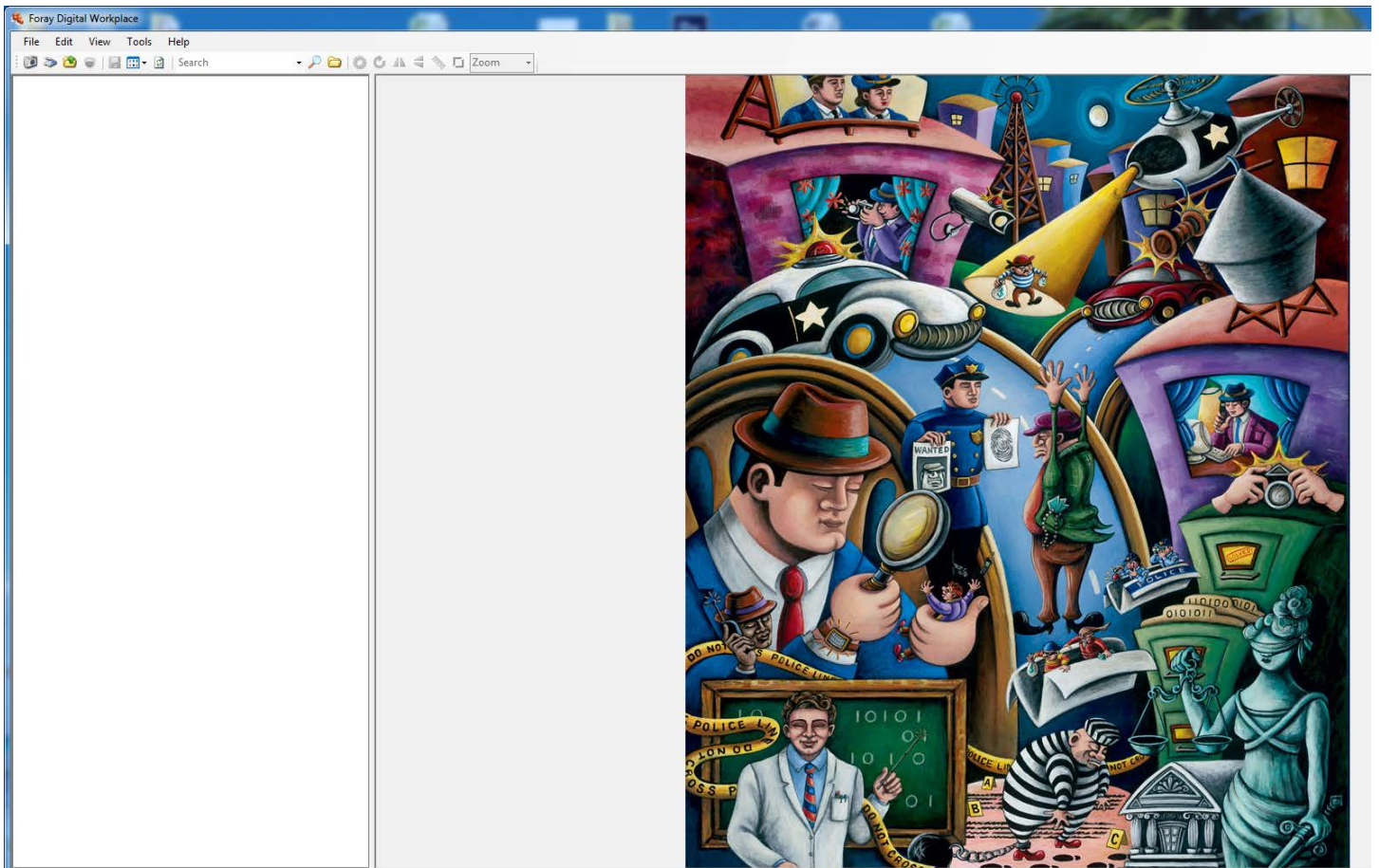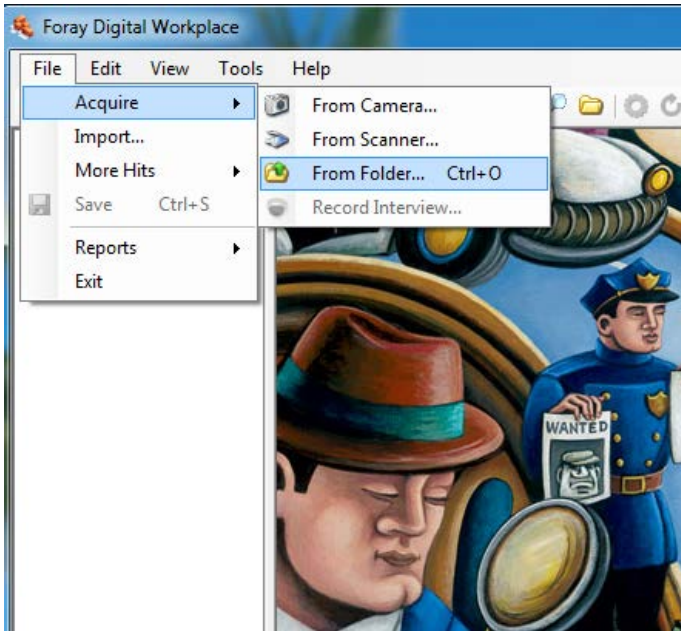Status: Active

Contents:

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AdamsWeb is a web browser based interface which can be used in-lieu of the Adams Workplace and Digital Acquire programs. *AdamsWeb* can be accessed on any computer on the DPS internal network and uses existing Network authentication as long as the user has authorization to access Foray Adams.

AdamsWeb can be used to acquire, calibrate and process digital assets for comparison. *AdamsWeb* can also be used to view and export assets from Case work for discovery requests.

AdamsWeb can be accessed at the following link:
https://anchqqsw464w/AdamsWeb/

AdamsAdmin can be assess by Administrators here:
http://anchqqsw464w/AdamsAdmin/

The preferred web browsers are Chrome or Firefox. Microsoft Edge and Explorer are not recommended.

DIGITAL ASSET ACQUISITION

Open the Digital Workplace Icon

Digital Workplace - Home Page

Choose the Assets original location (Note: multiple assets from the same case can be selected.)
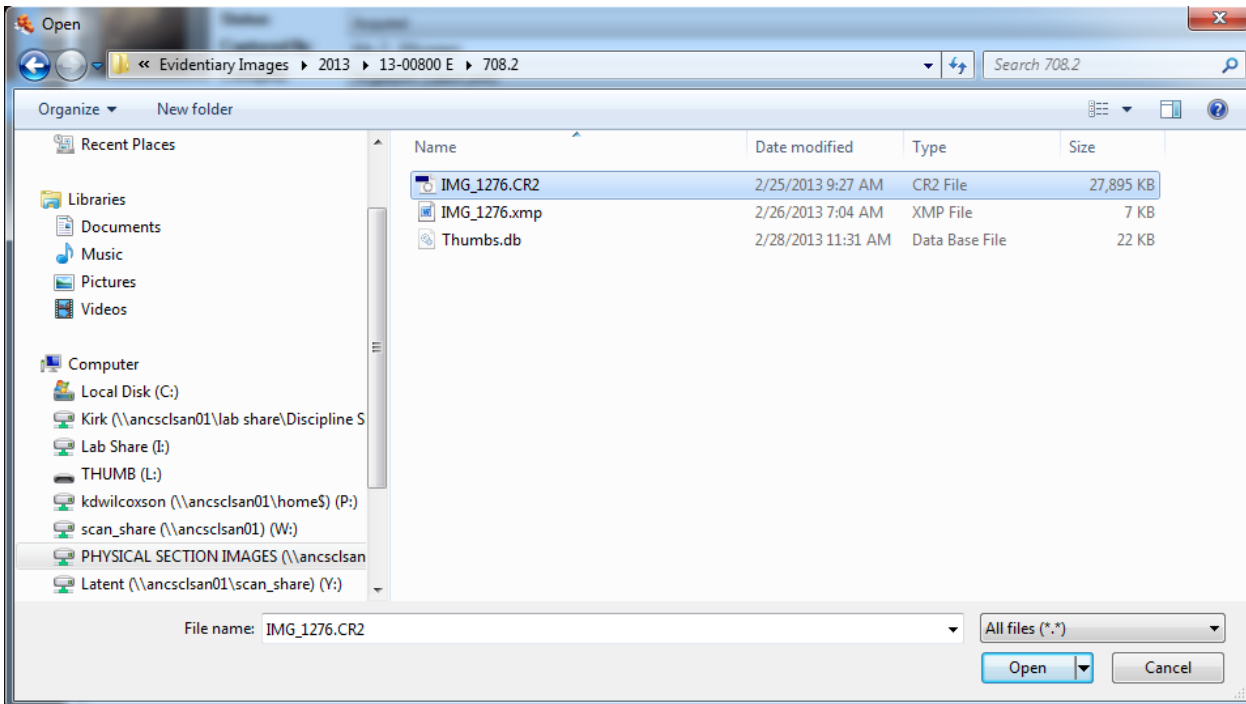
Fill out Asset Information (information entered will be applied to all images acquired in this set)

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Provide as much of the following as possible;

- **Appropriate Case Type (*For Example; Crime Scene, Firearms, Footwear etc.*)**
  - **Lab Case Number**
  - **Acquired by**
  - **Crime Type**
  - **Date of Crime (optional)**
  - **Category of Image**
  - **Location (Item # or physical location)**
  - **Description**

Add the item or image designation here so that the asset name displays the following format: **Asset Name: 90a.1 IMG_1547**

**Asset View after Acquisition:**

This information can be entered previously during acquisition or entered during this phase.
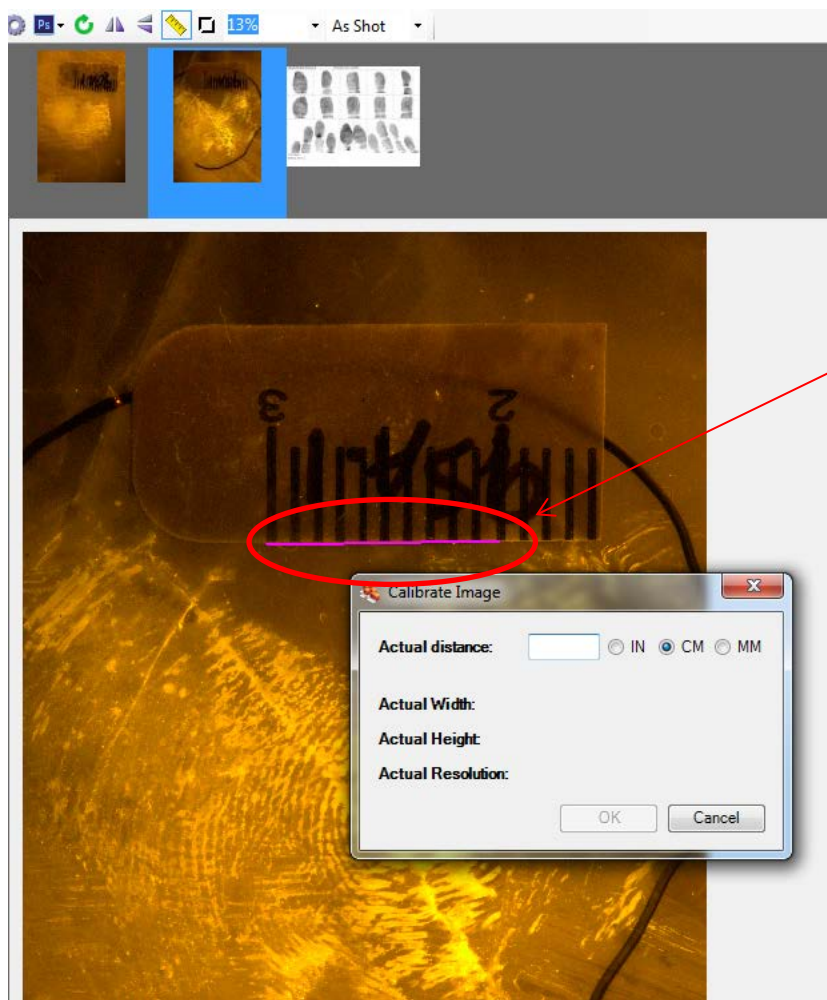
ASSET CALIBRATION

Calibrating an Image: (Scales are necessary for accurate calibration and 1:1 printing)

Double click on the asset you wish to calibrate (this will switch the image to FULL View)
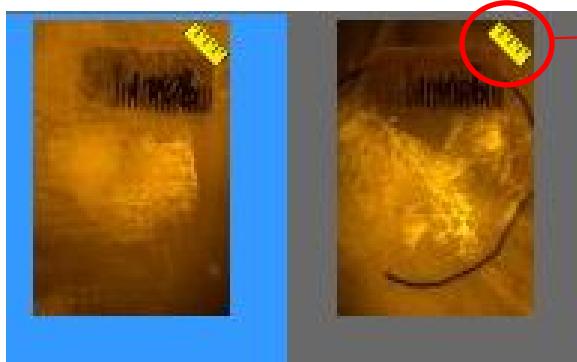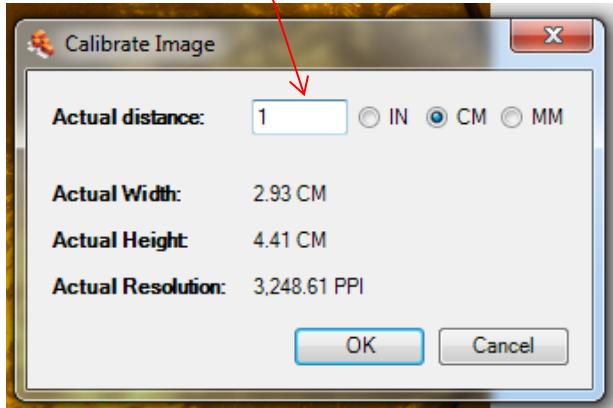
Select the Ruler Icon to launch the calibration tool.

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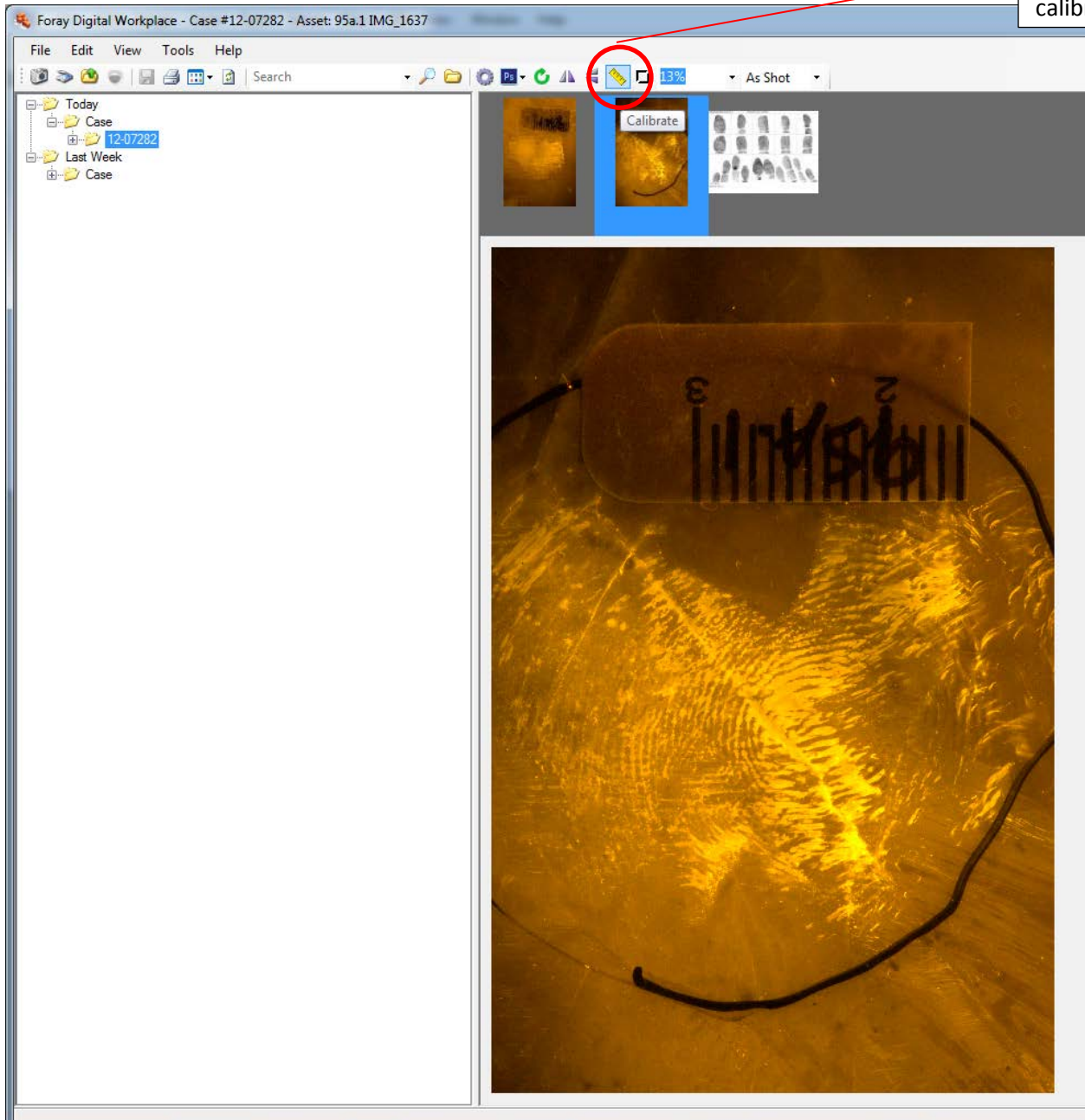
ASSET CALIBRATION

Using the cursor draw a line measuring one unit of measurement on the scale in the image. Enter the value and unit of measurement.

Calibrated Assets will have a ruler icon in the upper right corner.

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Enhancing the Image with Photoshop

==Once Calibrated== an asset may be processed (enhanced) with Photoshop, by selecting the Photoshop Icon and choosing either;

"Process as TIF" for images TIF Format (usually scanned image assets)

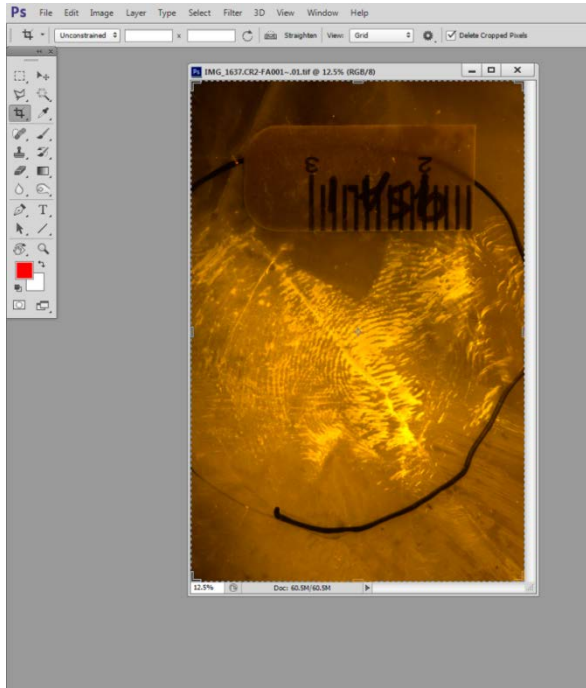"Process as RAW" for Raw format (images from Camera captured assets)

Note: If original asset is JPG format, "process as TIF" must be used.

==Select Photoshop Icon to process the image asset.==
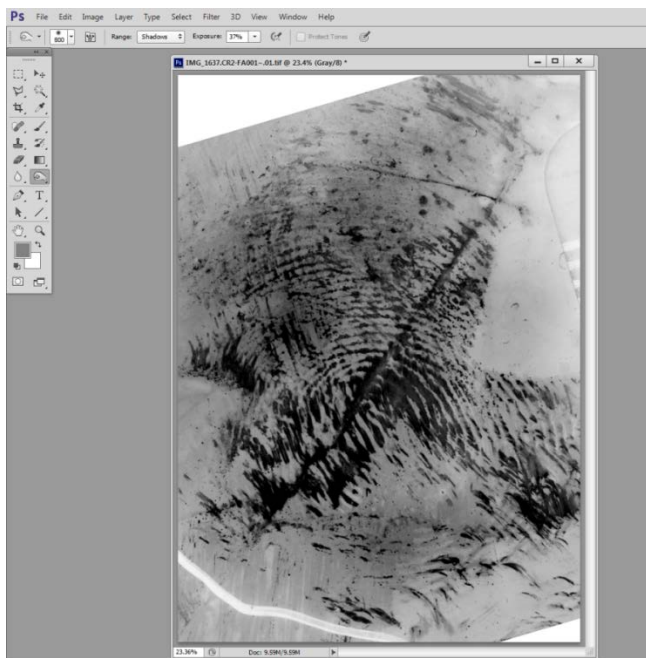
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Enhancing the Image with Photoshop
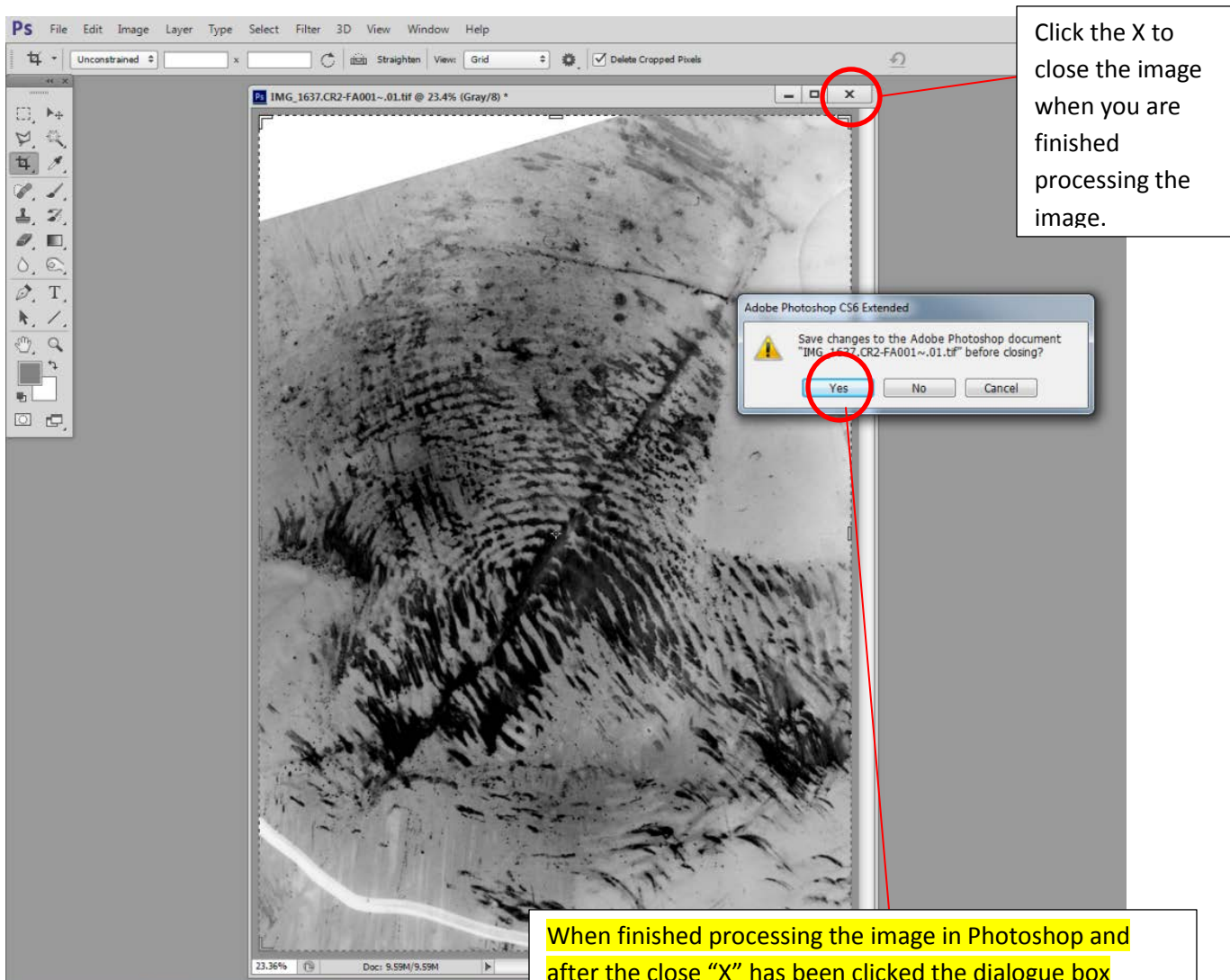
Original Asset View

Process and enhance the image in Photoshop using standard and approved methods to achieve high contrast ridge detail or to determine suitability for identification purposes.

Asset after Photoshop processing techniques applied.

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Enhancing the Image with Photoshop

Click the X to close the image when you are finished processing the image.

When finished processing the image in Photoshop and after the close "X" has been clicked the dialogue box asking if you wish to save your work will appear.

Select "YES" to save the enhancements.

Select "NO" to discard the processing.

Enhancing the Image with Photoshop – *RAW IMAGES*

If working with TIFF images, the image asset will close. If working with RAW files additional steps are required to complete the acquisition of the processed image back into Digital Workplace.

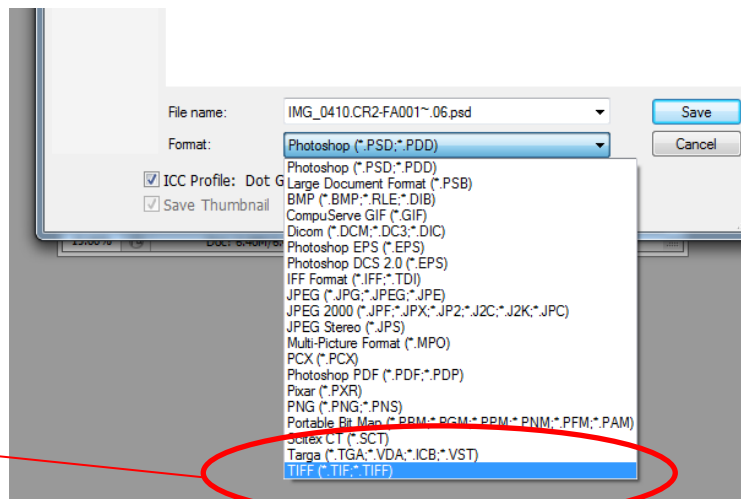### RAW IMAGES – Extra "Save As" Step
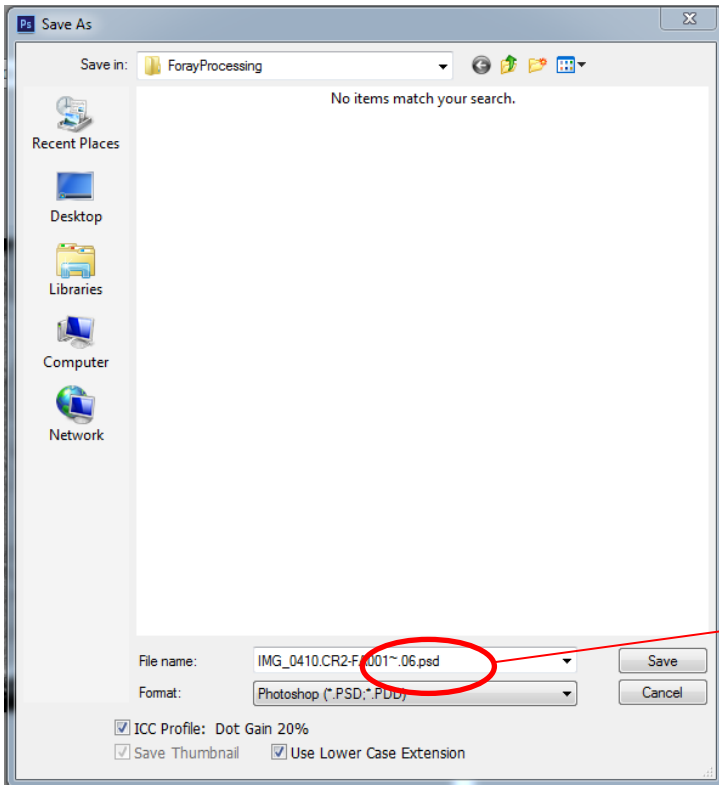
If working with RAW images, Photoshop will prompt you to save the asset. Change the **FORMAT** from PSD (default) to **TIFF**.

IMPORTANT:

Do not change the ASSET name.

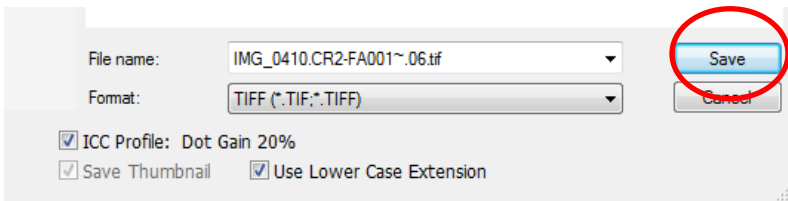Select TIFF from the Drop down menu next to FORMAT.

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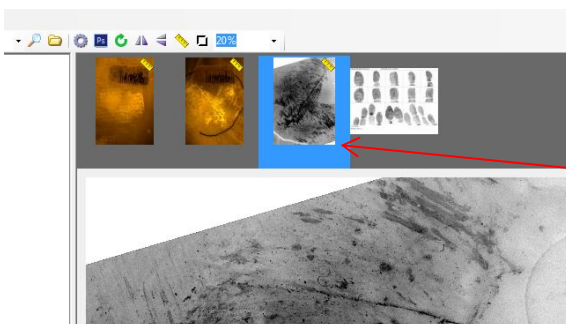**Enhancing the Image with Photoshop – *RAW IMAGES***

Select Save and the image will close.

Return to Digital Workplace

After the dialogue box is finished you will return to Digital Workplace
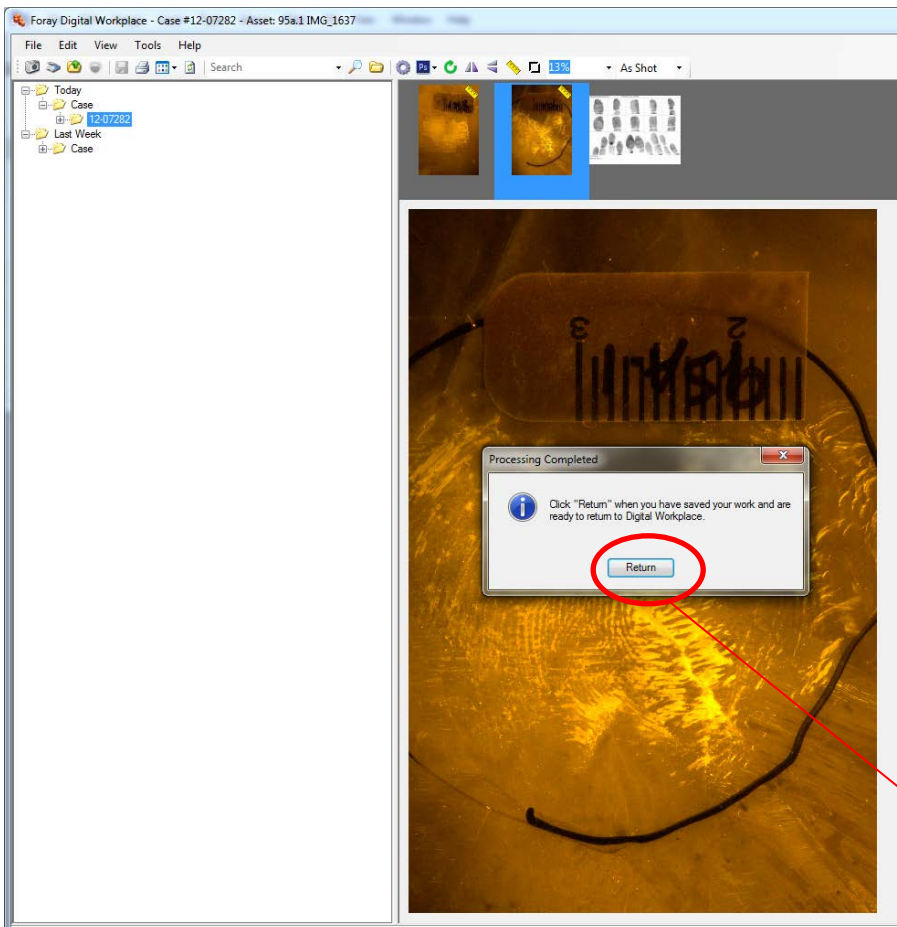
In Workplace click "return" to Save the digital processing of the asset. A new Enhanced version of the Asset with the same name will appear next to it in the Asset View.
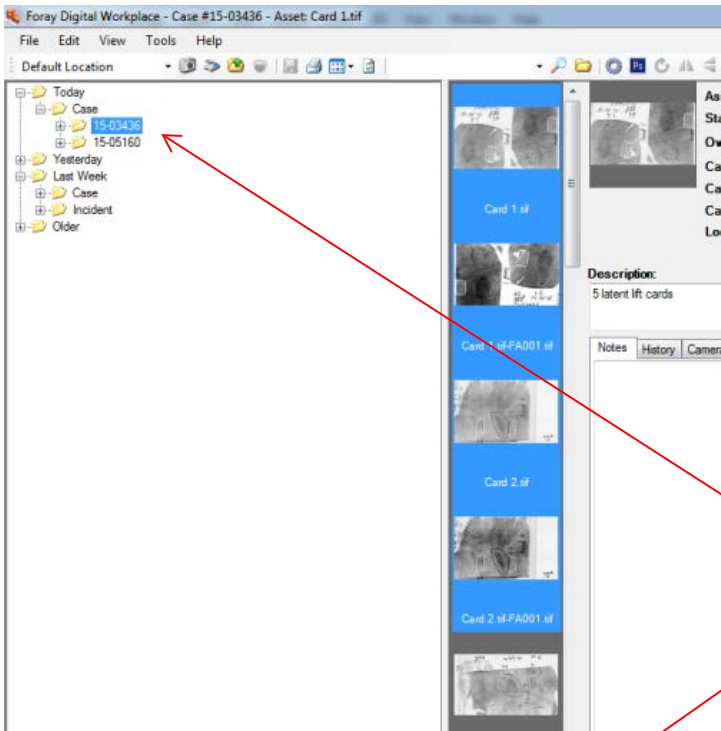
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**Exporting Digital Assets and Asset Folders:**

Single or Multiple Assets

- To Export first select the appropriate case and digital assets.
- Then select the File, Export and Asset(s) options from the file menu.
- Fill out the Export Assets Dialogue Box with the reason (ie. Court Discovery Request etc.)
- Then choose the destination to export the files to.

Entire Asset Folder

- Select the case to export
- Choose Asset Folder option from the file menu
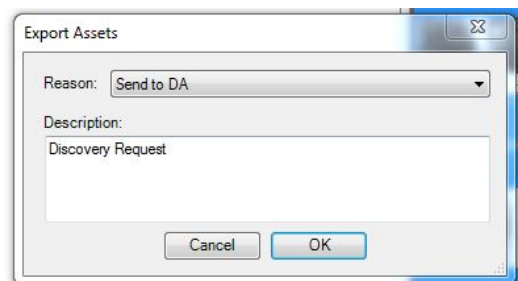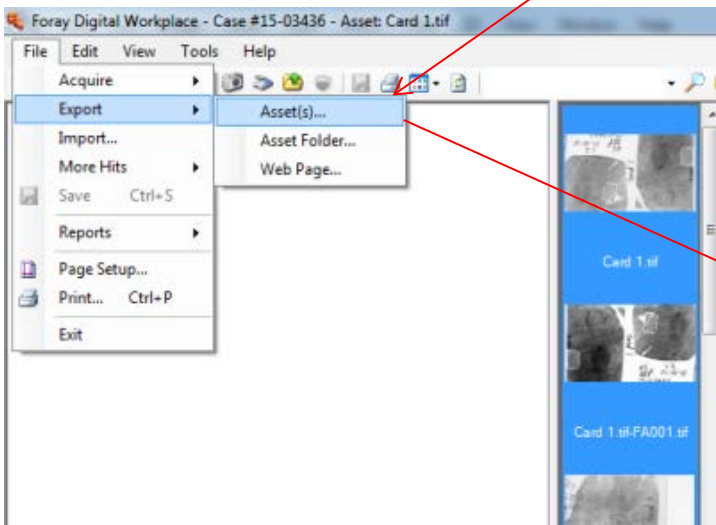
APPENDIX A: Working with Latent print Composites, Identifications and Verification Assets

Digital side by side latent print and known print composite images are created by the Case Examiner for purposes of Comparison, Identification and Verification mark up.

Latent print composites in DIGITAL WORKPLACE

The preferred composite format is ten inches wide by eight inches high with a resolution of 300 pixels per inch. Information should include case number, created by and date, Latent Print Composite as the title, latent print identifier and known print finger number, roll or flat impression, person identifiers (name and identification number), card number (TCN or Item number). The composite may also be initialed by the Case Examiner.

Example: Latent print COMPOSITE

Lab Number: 11-███████████
Created by: T. Wortman
Date: 11-02-2011

LATENT PRINT COMPOSITE

Latent Print #1.1

APSIN #AK███████████
Thomas WORTMAN
Finger #7/Left Index (rolled)
Card A

Latent print composites should be saved and named in the following manner:

"Latent Print Designation" LP COMP.tif - for comparison composites .

For Example *"30A.1 LP COMP.tif"*

"Latent Print Designation" LP ID "Identifying Examiners Initials".tif - for Identification composites.

For Example *"30A.1 LP ID KDW.tif"*

"Latent Print Designation" LP VER "Verifying Examiners Initials".tif - for Identification composites.

For Example *"30A.1 LP VER TMW.tif"*

As shown in Digital WorkPlace

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Creating Latent Print Identification and Verification Composites

Latent print Comparison Composites should be created in Photoshop and acquired by the Case Examiner. Latent Print Identifications and Verifications Composites can be created from the Comparison Composite in the following manner;

By selecting the original comparison composite and selecting the Photoshop processing button the Composite will open in Photoshop automatically.

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**Latent Print Identification and Verification Composites:** the original composite can be marked up and initialed by an examiner.
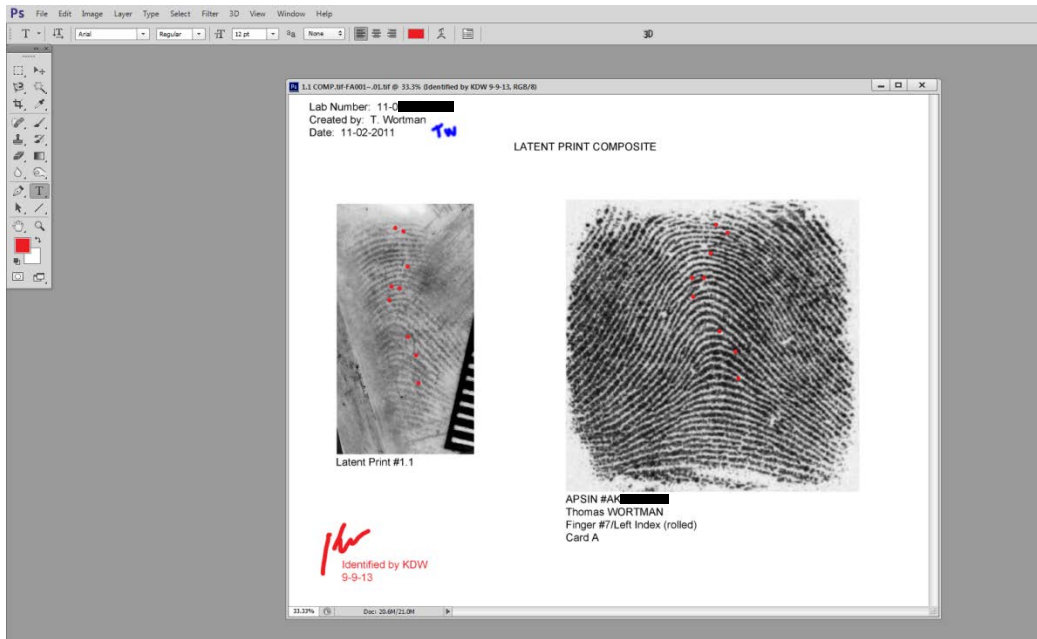
When completed simply close the window and select to save the changes and the newly marked asset will be save and returned to Digital WorkPlace.

The name of the new assets will need to be changed to reflect the purpose of the markings (identification or verification) and the examiners initials.
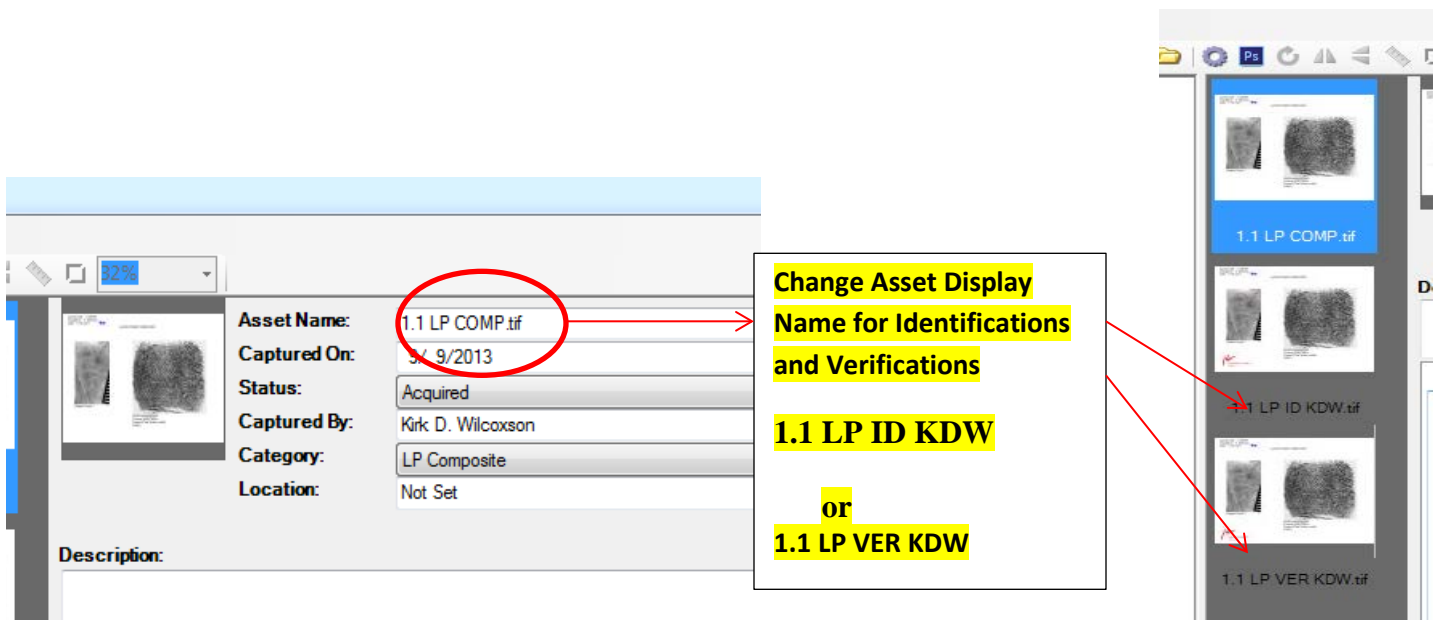
REVISION HISTORY

2019 - Page 2 - Added AdamsWeb Section

2016 - Removed Digital Workplace Instructions from Latent Discipline Manual (LPWI 2015 R1) to create this standalone document for all Physical Science disciplines.