

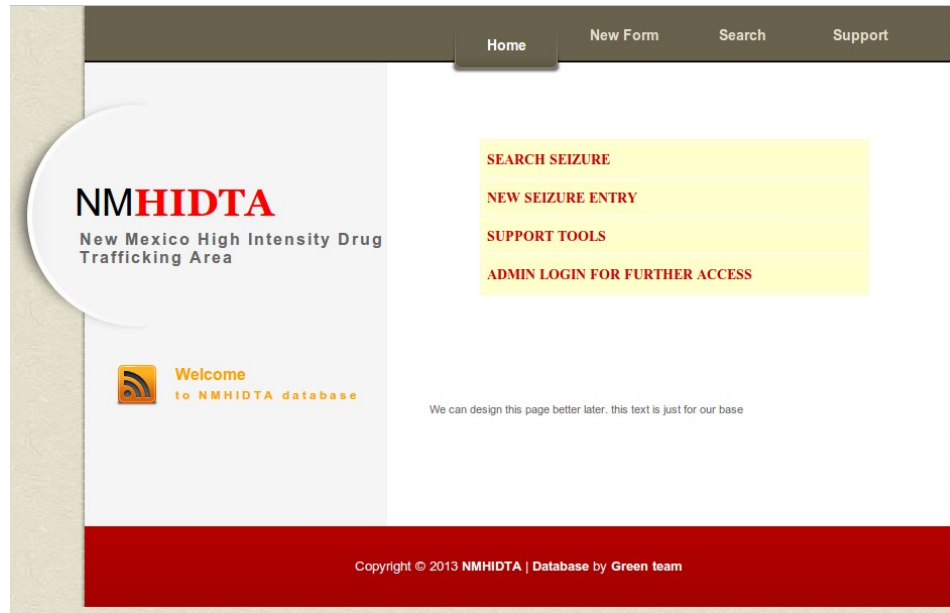
# User's Manual

Webpage can be found at: [Add webpage here.](#)

## Login

### First Time Login

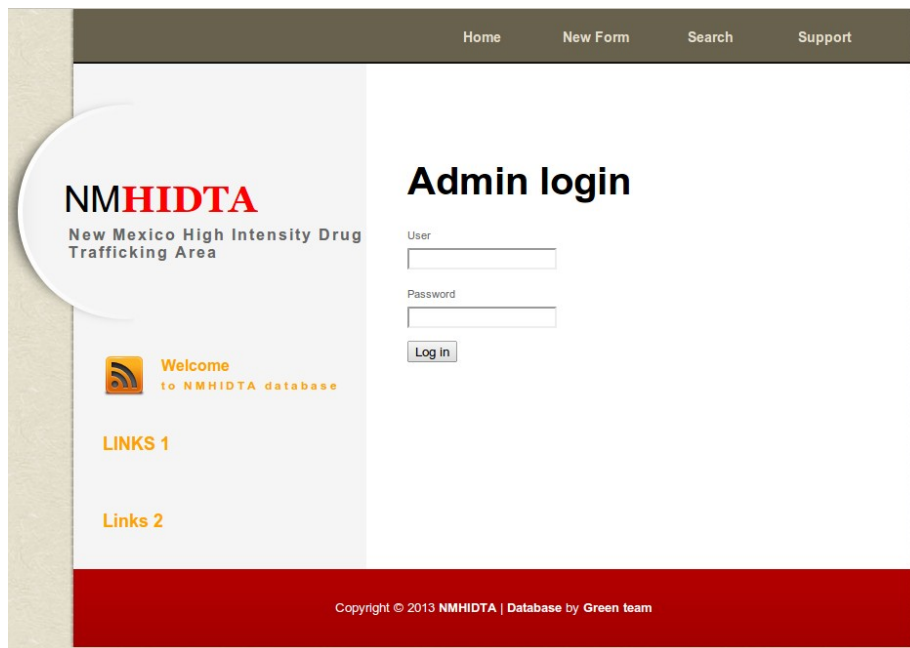
1. Login through the NMHIDTA Virtual Private Network (VPN).
2. Point your browser to the homepage at:
3. You should now be greeted with the homepage.



*Illustration 1: NMHIDTA database homepage*

## Admin Login

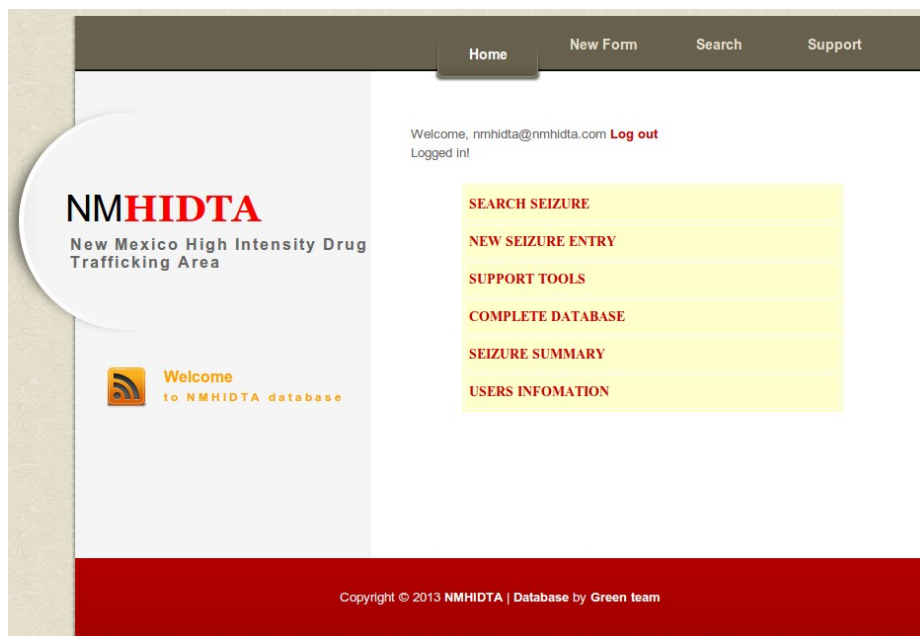
1. Point your browser to the homepage at:
2. On the homepage you will have the option to login as Admin by clicking the link: **Admin Login for Further Access.**



The screenshot shows the NMHIDTA Admin Login page. At the top, there is a navigation bar with links: Home, New Form, Search, and Support. On the left side, there is a logo for NMHIDTA (New Mexico High Intensity Drug Trafficking Area) and a welcome message: "Welcome to NMHIDTA database". Below this, there are two sections labeled "LINKS 1" and "Links 2". The main content area is titled "Admin login" and contains a form with fields for "User" and "Password", and a "Log in" button. At the bottom, there is a red footer bar with the text: "Copyright © 2013 NMHIDTA | Database by Green team".

*Illustration 2: Login Page*

3. You will be greeted with a form asking for Username and Password, enter these and select **Submit**.
4. You should now be greeted with the Admin home page.



The screenshot shows the NMHIDTA Admin Home page. At the top, there is a navigation bar with links: Home, New Form, Search, and Support. On the left side, there is a logo for NMHIDTA (New Mexico High Intensity Drug Trafficking Area) and a welcome message: "Welcome to NMHIDTA database". The main content area shows a welcome message: "Welcome, nmhidta@nmhidta.com Log out" and "Logged in!". Below this, there is a list of links: SEARCH SEIZURE, NEW SEIZURE ENTRY, SUPPORT TOOLS, COMPLETE DATABASE, SEIZURE SUMMARY, and USERS INFOMATION. At the bottom, there is a red footer bar with the text: "Copyright © 2013 NMHIDTA | Database by Green team".

*Illustration 3: Administrator's home page*

## Navigation

### Home

1. This is the landing page at first login. See Illustration 1.
2. You can access four pages using the top navigation bar: **Home**, **New Entry**, **Search**, and **Support**.
3. If you navigate away from this page there are two ways to navigate back:
  - a. Click on the first link titled **Home** on the top navigation bar.
  - b. Click on the NMHIDTA logo on the left side of the screen.

### New Entry

1. The New Entry page is where users can submit new Seizure Forms.
2. To reach this page, select **New Entry** from the top navigation bar.
3. Upon reaching the new entry page, you should see an editable form for data entry.
4. Once all fields are entered, and they abide by the validation, scroll to the bottom of the form and select the **Submit** button.

Home New Entry Search Support

**NM HIDTA ISC EVENT/SEIZURE REPORT**  
PLEASE E-MAIL TO NM INVESTIGATIVE SUPPORT CENTER  
TELEPHONE: (505) 647-6900  
nmisc@nmhidta.org

SEIZING TASKFORCE: \_\_\_\_\_ INVESTIGATING AGENCY: \_\_\_\_\_  
AGENCY CASE #: \_\_\_\_\_ CHS #: \_\_\_\_\_ HIDTA INITIATIVE: \_\_\_\_\_  
DATE OF SEIZURE: 2013 December 8 TIME: 01:36 DAY OF THE WEEK: Sunday  
TYPE OF EVENT: traffic stop DIE OPERATION: Yes No

LOCATION:  
ROAD/HIGHWAY: \_\_\_\_\_ MILE MARKER: \_\_\_\_\_ DIRECTION OF TRAVEL: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ COUNTRY: United States STATE: New Mexico ZIP: \_\_\_\_\_

SEIZURE:  
TYPE OF DRUG(S): \_\_\_\_\_  
AMOUNT(S): \_\_\_\_\_  
CURRENCY: \_\_\_\_\_  
WEAPON(S): (TYPE, CALIBER, SN) \_\_\_\_\_

ORIGIN POINT: \_\_\_\_\_ DESTINATION POINT: \_\_\_\_\_

SUBJECTS:  
NAME: \_\_\_\_\_ DOB: 2013 December 8 SSN: \_\_\_\_\_ OLN: \_\_\_\_\_ GENDER: MALE FEMALE  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: New Mexico ZIP: \_\_\_\_\_ DRIVER: PASS  
MISC: \_\_\_\_\_ CITIZENSHIP: United States  
NAME: \_\_\_\_\_ DOB: 2013 December 8 SSN: \_\_\_\_\_ OLN: \_\_\_\_\_ GENDER: MALE FEMALE  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: New Mexico ZIP: \_\_\_\_\_ DRIVER: PASS  
MISC: \_\_\_\_\_ CITIZENSHIP: United States

VEHICLE(S): WERE VEHICLE SEIZED: YES NO  
MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: 1913 LICENSE PLACE: \_\_\_\_\_  
STATE: New Mexico COLOR: \_\_\_\_\_ REGISTERED OWNER: \_\_\_\_\_  
MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: 1913 LICENSE PLACE: \_\_\_\_\_  
STATE: New Mexico COLOR: \_\_\_\_\_ REGISTERED OWNER: \_\_\_\_\_

TELEPHONE DATA OBTAINED: TELEPHONE #: \_\_\_\_\_ PHONE DATA: \_\_\_\_\_  
(Attach separate list if necessary - copies of pocket trash may be submitted electronically or in hard copy)

NARRATIVE:  
IS THIS SEIZURE LINKED TO A KNOWN DTO? YES NO Name of organization: \_\_\_\_\_

CASE AGENT/POINT OF CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDITIONAL FACTORS  
ANALYTICAL SUPPORT NEEDED ON THIS SEIZURE? YES NO (If yes, provide available pocket trash)  
CONCEALMENT METHOD: \_\_\_\_\_  
FALSE COMPARTMENT: YES NO If yes, LOCATION: \_\_\_\_\_  
IF CONCEALED IN CARGO-STATE TYPE: \_\_\_\_\_  
K-9 USED: YES NO  
LAB-STASH HOUSE INVOLVED: LAB STASH HOUSE NONE

VERY OFTEN BASIC INFORMATION FROM YOUR SEIZURE CAN BE HELPFUL TO OTHER JURISDICTIONS. DOES THE NM INVESTIGATIVE SUPPORT CENTER HAVE YOUR PERMISSION TO DISSEMINATE BASIC INFORMATION ON THIS CASE AS APPLICABLE? YES NO

Create Database  
Back

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Illustration 4: New database entry/New seizure report page

## Search

1. The Search page is where users can query the database for entries submitted via the Seizure Form.
2. To reach this page, select **Search** from the top navigation bar.
3. Upon reaching the search page, you have the option to query by: Entire Seizure Report, Vehicle, Person, or Drug.

Home New Entry **Search** Support

**NMHIDTA**  
New Mexico High Intensity Drug  
Trafficking Area

Welcome  
to NMHIDTA database

LINKS 1

Links 2

SEARCH DATABASE

SEARCH ENTIRE DATABASE  search

SEARCH BY VEHICLES  search

SEARCH BY SUBJECT  search

SEARCH BY DRUGS  search

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*Illustration 5: Search Page*

## Support

1. The Support page is where users can view support document or contact a system administrator.
2. To reach this page, select **Support** from the top navigation bar.
3. On this page you have the option to look through a series of Frequently Asked Questions and various support documents.

## Admin Privileges

### Audit Trail

1. Login as an Admin.
2. On the Admin page you will see a link for **Seizure Summary**.

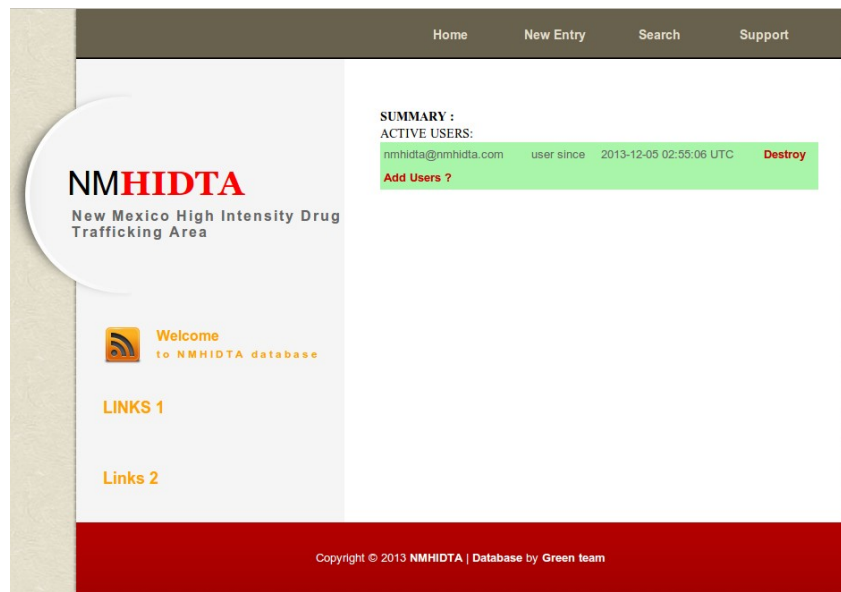


*Illustration 6: Audit Page*

3. On this page you will see a list of all changes made to the database along with the date and time the changes are made.
- 4.

### Admin Account Management

1. Login as an Admin
2. On the Admin page you will see a link for **Users Information**.
3. On this page you can either add or delete Admin users.



*Illustration 7: Account Administration Page*