

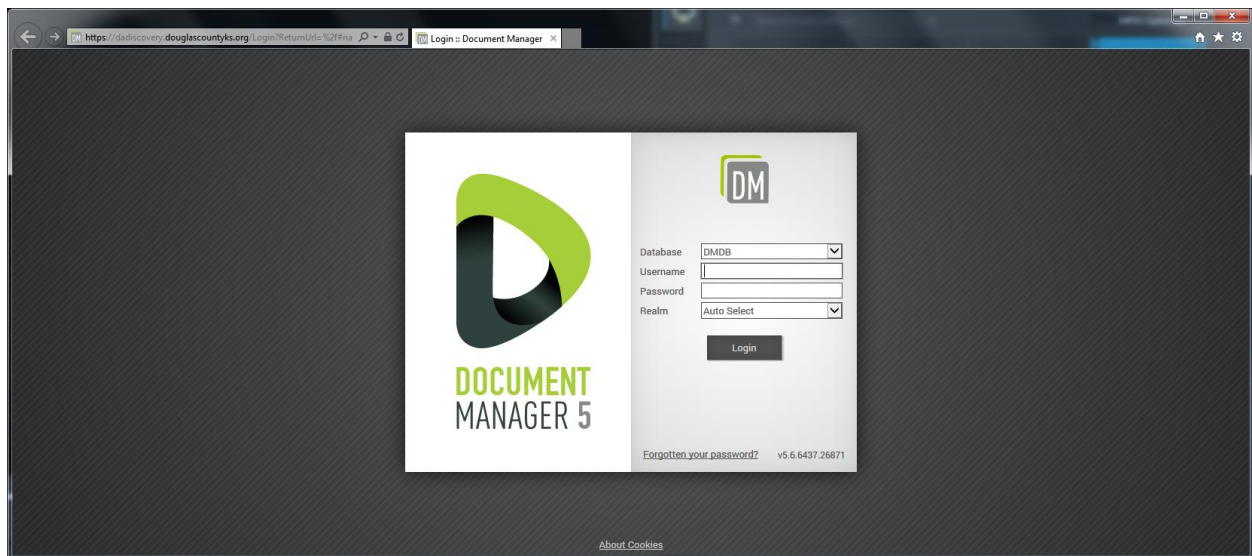
Document Logistix Web Client

Quick User Guide

This quick reference user guide is for those who will using the Document Logistix web client to access disseminated case files from the Douglas County District Attorney's Office.

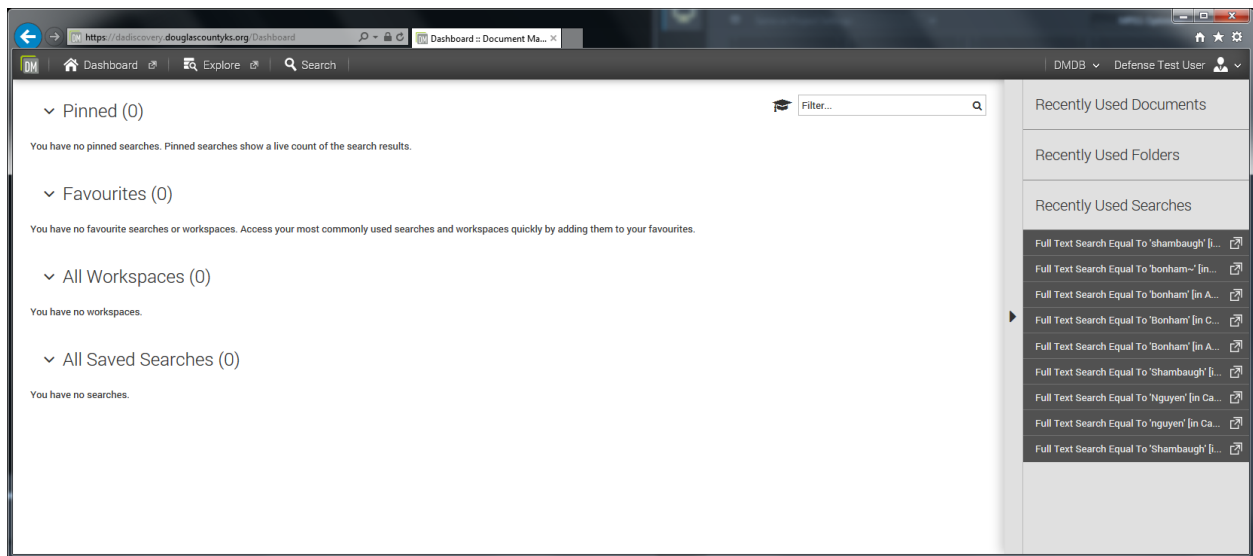
The URL for the web site is: <https://dadiscovery.douglascountyks.org/>

The following login page will appear when you try to open the link.

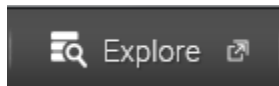


You will need to have a user account created for you before you can access the site. If you have not provided your full name and email address (***this address will be used to send out notifications of discovery material available for a case that you will be handling***) to the DA's Office you can send an email request to datech@douglascountyks.org. Be sure to include your contact information. An email will then be sent to that address that has been provided that will include your Document Logistix login user name and a temporary password that you will be required to change as you login for the very first time. If you are prompted to save or remember your password by the web browser I would recommend that you choose not to have your password saved or else you may have complications should it need to be changed in the future.

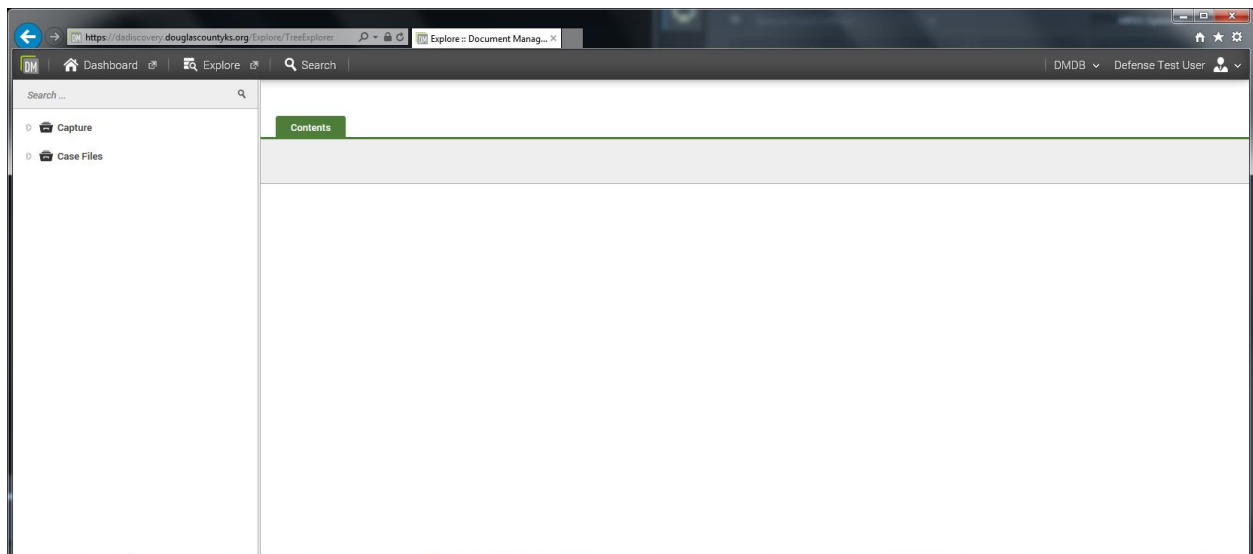
Once you have successfully logged in you will see the following screen.



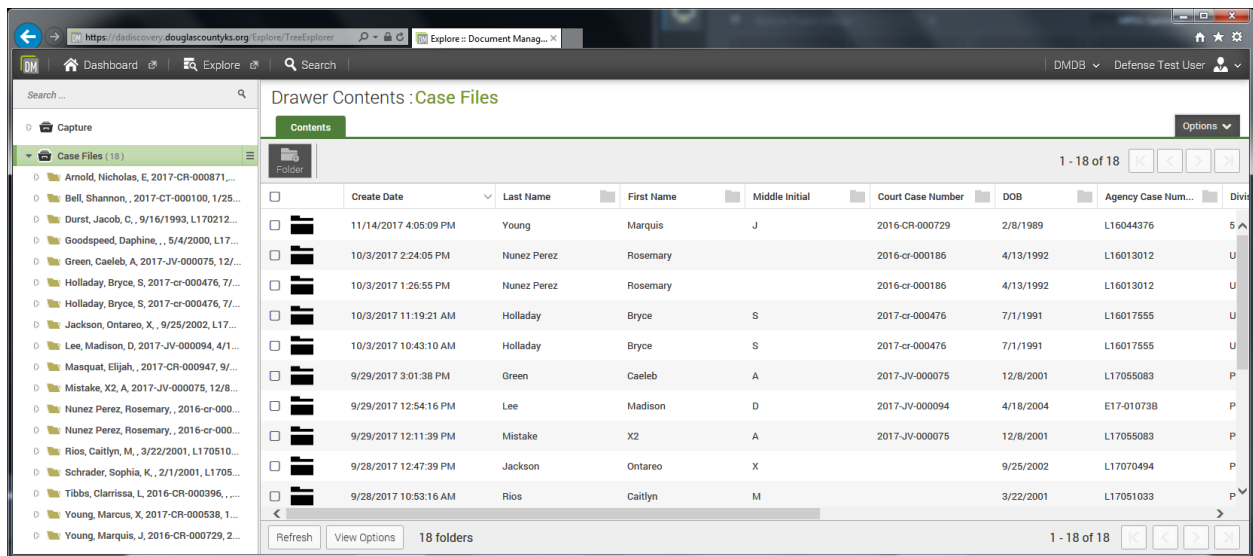
This window/screen view is called the Dashboard and is displayed by default. There is also an “Explore” tab and a “Search” tab. To view case folders that you will be working with click on the “Explore” tab.



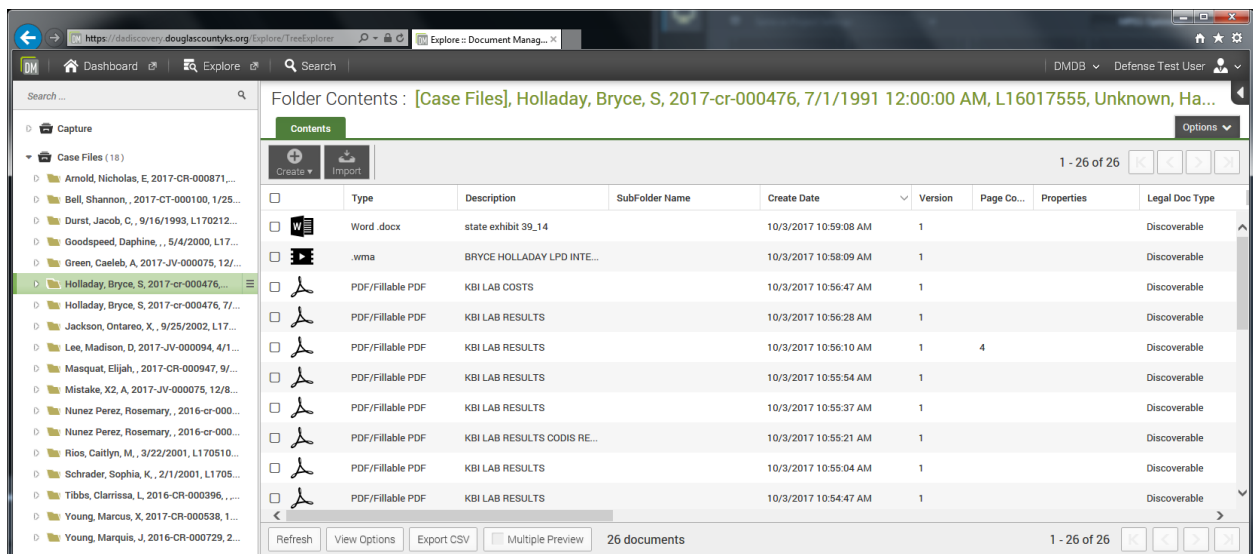
You will then see the following screen.



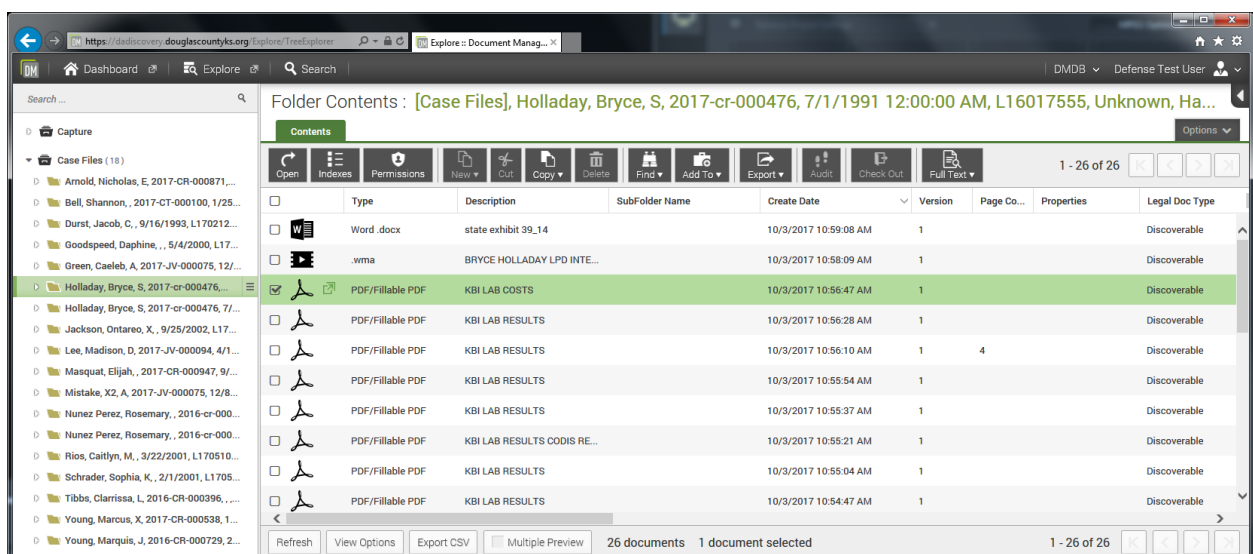
Click on “Case Files” in the left pane to see any available case folders. It will then look something like this.



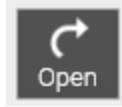
To view the contents of a case file folder, click on the folder.



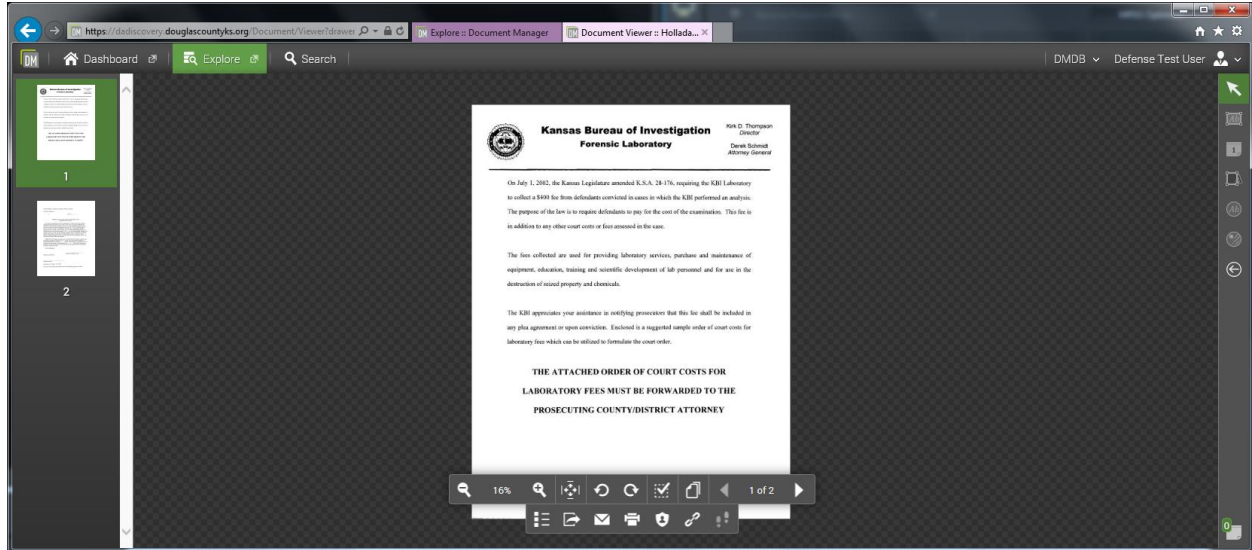
When you click on a file a toolbar will then appear that will look like this.



If you click on “Open”



(or you can double click on the file) you will then be able to view it with the built in software of the Document Logistix program.

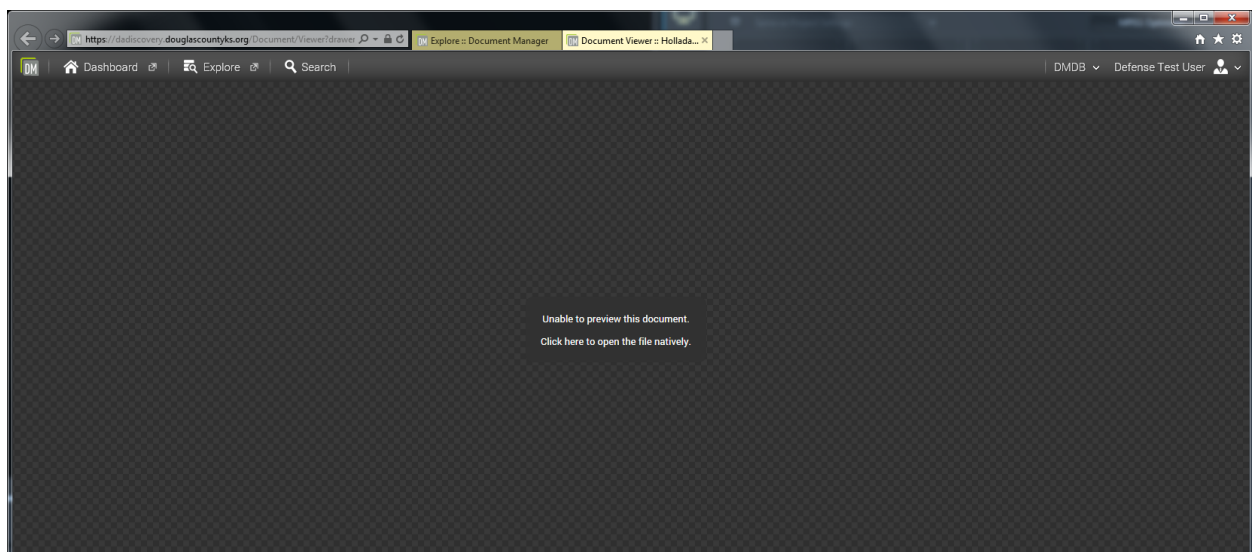


Clicking on the document will then reveal the page preview window on the left side and give you toolbar with the options to zoom in, print, etc... you can export the file to your computer by clicking on this button.

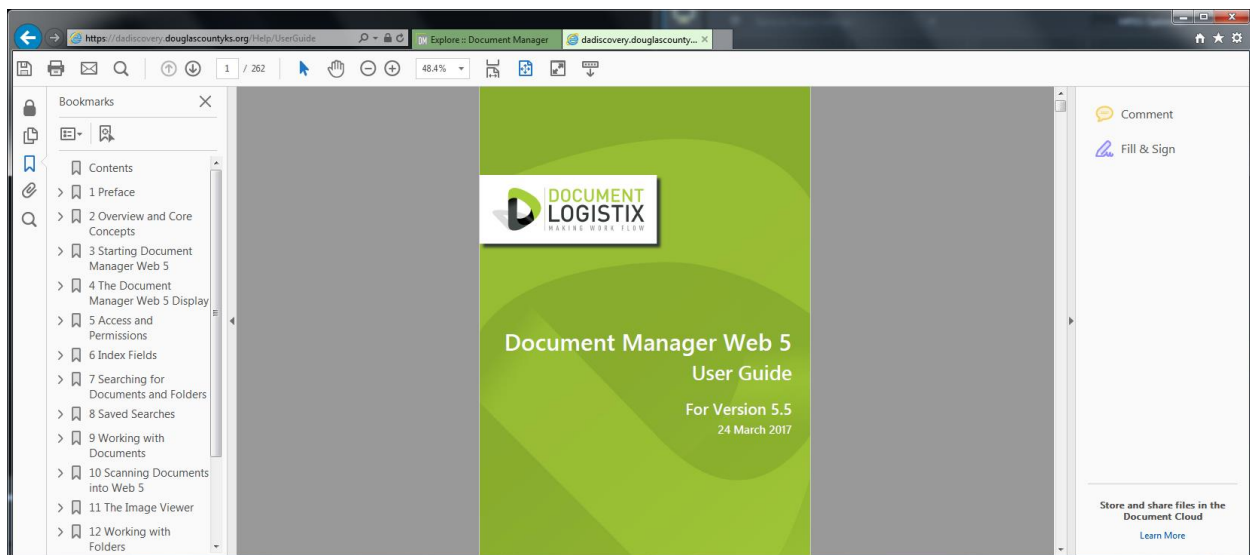
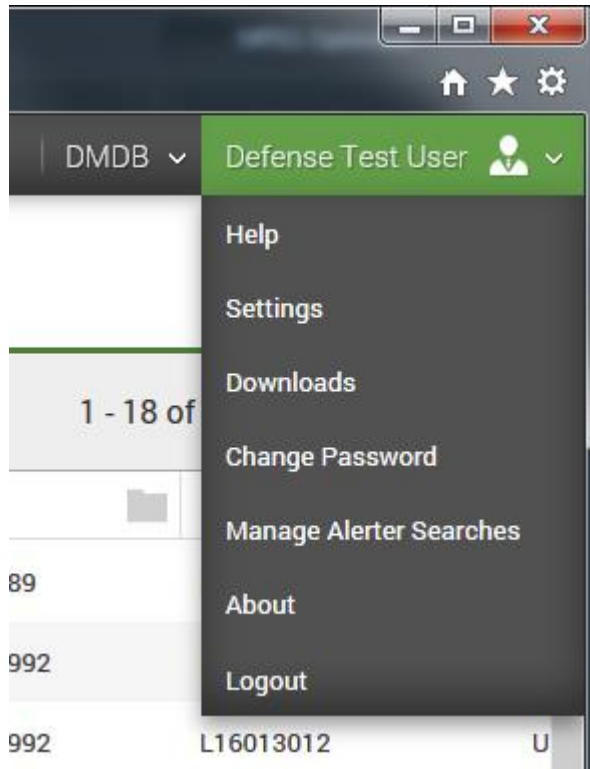


Photos that have been zipped to a file will need to be exported to your computer and then extracted before they can be viewed or printed.

Audio and Video files will also need to be exported/downloaded to your PC before they can be viewed or played (some video files may require a player to be installed before they can be viewed, that software if provided by the law enforcement agency will be included just like on the CD's, DVD's and Blu-rays that were disseminated previously). This what you will see when you click on one of these types of files. Click the center message to begin the download.



Additional help and instructions can be found by clicking on your user name in the upper right hand corner of the window and then click on “Help”.



This is just a brief overview on how to use this new program. Additional feature, help and useful tip guides may be created and distributed to aid you to get the most out of this new form of discovery dissemination. For further assistance you may contact Stuart Brown with the Douglas County DA's Office by phone at 785-330-2842 or by email datech@douglascountyks.org .

*User sessions will time out automatically if the window is left open and idle for more than 15 minutes. You will need to re-login to continue to use the program.