



Suspect ID®

User Manual

Version 4.0

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This manual belongs to:

Name: _____

Date of Installation: _____

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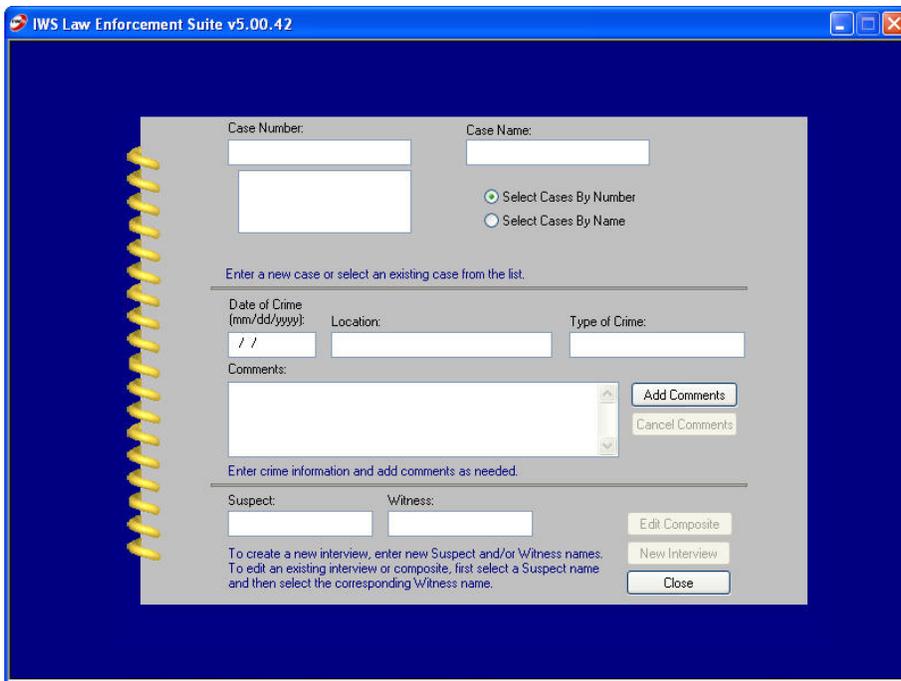
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Starting IWS™ Suspect ID®

1. Start the IWS™ Law Enforcement Suite (IWS LE Suite) by double-clicking its shortcut on your PC's desktop. The Login dialog appears.
2. Enter your username, password and department (if applicable), then click **OK**. The application main menu appears (see image at right).

NOTE: Your initial password was assigned by your system administrator when the program was installed and set up. Clicking the **Change Password** button brings up the Change Password dialog in which you enter your new password, and confirm it. Any officer may change his or her own password.

3. Click the Suspect ID title. The Case Information page appears.



Logging Out

When you want to log off from the IWS LE Suite, click **Log Out** at the bottom of the screen. The User Login dialog appears.

For a multiple user workstation environment, the application is ready for the next user. If you are on a single-user workstation, click the **Exit** button on the User Login box to close the program.

If you want to run another module, click the appropriate title on the IWS LE Suite product list (formerly referred to as the "Hallway").

NOTE: Refer to separate documentation for information on using each module.

Case Information

The Case Information page enables you to enter information that connects a case with a suspect, witness, interview, and the resulting composite.

If you are starting a new case, you must enter a **Case Number**. The remaining fields are optional. However, the more information entered, the easier it will be to track the progress of the case. There is also a **Comments** field for additional notes. There can be multiple comment entries, and each entry is stamped with the date and user name of the person who entered the comments.

Case Access

Access permissions are set up by your administrator in the **System Administration** module located in the Hallway. Access permissions include *run*, *create*, *edit* and *delete*. Refer to your administrator for questions regarding permissions.

Starting a New Case

1. Type the new case number in the **Case Number** box. If you do not wish to enter any additional information, proceed to step 8.
2. If desired, click in the **Case Name** box and type the case name.
3. Click in the **Date of Crime** box to enter a date. (Use a mm/dd/yyyy format. i.e., 03/07/1999). Then click in the **Location** box to enter the location of the crime.
4. To select a crime type, click in the **Type of Crime** box and a list of available crime types is displayed. Using your mouse, or the up and down arrows on your keyboard, scroll to and select the desired crime type. If the particular crime type does not exist in the list, simply type it in the **Type of Crime** box and it will be added to the list.

NOTE: *If a crime type exists in the list, you can also begin typing the first few letters to locate it.*

5. If you have comments to add, click the **Add Comments** button and begin typing. When you are done, click the **Save Comments** button. If you do not want to save your comments, click the **Cancel Comments** button.
6. If known, type the name of the suspect in the **Suspect** box, if not, the Suspect field will automatically be filled with "Suspect A".
7. Type the name of the witness you will be interviewing in the **Witness** box. If no witness name is entered, the Witness field will automatically be filled with "Witness 1".
8. When you have entered all the desired information and are ready to begin interviewing your witness or victim, click the **New Interview** button. The first interview page appears.

Refer to the section **The Interview** for details on completing the interview.

Editing an Existing Interview or Composite

If you want to edit interview information or an existing composite, you must first select the case and interview you want to edit.

1. In the Case box, enter the number or name of the case for which you want to edit an interview or composite.
Or-
Select the case number or name from the list.

NOTE: You can display cases by either case number or case name. Click the appropriate selection to display the cases by number or name.

2. To edit an existing interview or composite, select a suspect name from the **Suspect** list. Then select the name of the witness interviewed from the **Witness** list.
3. Click the **Edit Interview** button to edit the interview. Keep in mind, editing the interview will change the appearance of your composite.
-Or-
Click the **Edit Composite** button to edit the composite.

Creating a New Composite for an Existing Case

1. In the Case box, enter the number or name of the case for which you want to create a new composite.
-Or-
Select the case number or name from the list.

NOTE: You can display cases by either case number or case name. Click the appropriate selection to display the cases by number or name.

2. If known, type the name of the suspect in the **Suspect** box, if not, the Suspect field will automatically be filled with "Suspect A".

NOTE: If subsequent suspect names are not entered, the program will continue automatically naming the suspects: Suspect B, Suspect C, and so on. This will enable you to later select a composite or interview for editing or viewing if needed.

3. Type the name of the witness you will be interviewing in the **Witness** box. If no witness name is entered, the Witness field will automatically be filled with "Witness 1".

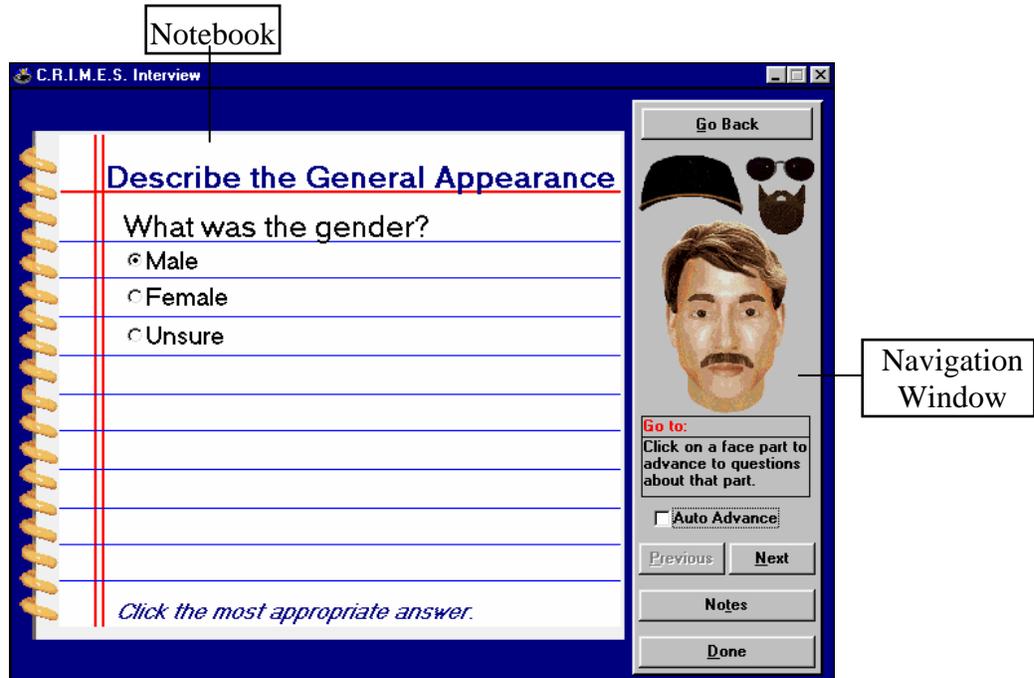
NOTE: If subsequent witness names are not entered, the program will continue automatically naming the witnesses: Witness 2, Witness 3, and so on. This will enable you to later select a composite or interview for editing or viewing if needed.

4. When you have entered all the desired information and are ready to begin interviewing your witness or victim, click the **New Interview** button. The first interview page appears.

Refer to the section entitled *The Interview* for details on completing the interview.

The Interview

The interview is self prompting and simply requires selections by pointing and clicking. An example of one of the Interview pages is shown below.

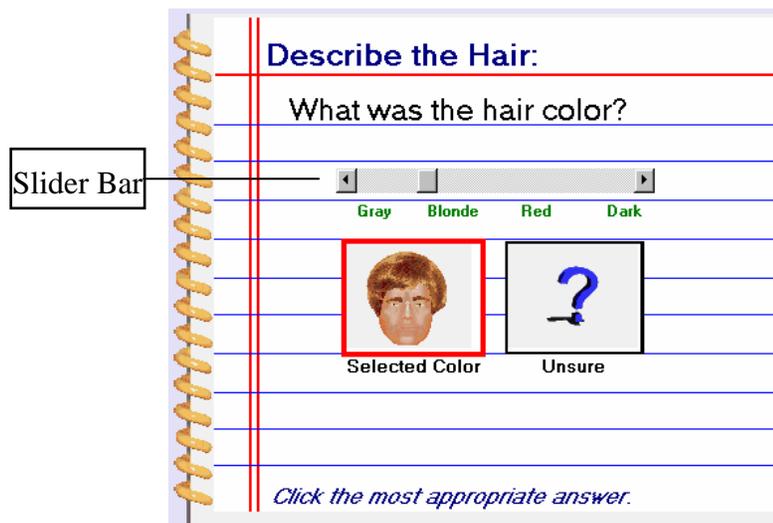


Interview Notebook

The Interview Notebook pages contain interview questions from which you choose the most appropriate items based on the witness' response. Some pages allow only one selection, such as the one above. Others allow multiple selections. You will see pages which include the following categories.

General Appearance Descriptions - Gender, race, and age questions are included on separate pages.

Hair Descriptions - The hair pages include hair color, length, style, type, and additional choices. The Hair Color page contains a slider bar (as shown in the following illustration), allowing you to choose the proper hair color.



Eye Descriptions - The eye pages include eye color, shape, eye lid type, and more. The Eye Color page contains a slider bar, allowing you to choose the proper eye color.

Eyebrow Descriptions - The eyebrow pages include the eyebrows' shape and length.

Nose Descriptions - The nose pages include the width, shape, tip, and others.

Lip Descriptions - The lip pages include the lip color, shape and thickness. The Lip Color page contains a slider bar, allowing you to choose the proper lip color.

Chin and Ear Descriptions - These pages include the shape, type, degree of protrusion, and more.

Facial Hair Descriptions - The facial hair pages include the existence of a mustache, beard, and sideburns. These pages also include the shape, size, and length of the facial hair.

Face Descriptions - The face pages identify the shape of the face and the look of the cheeks.

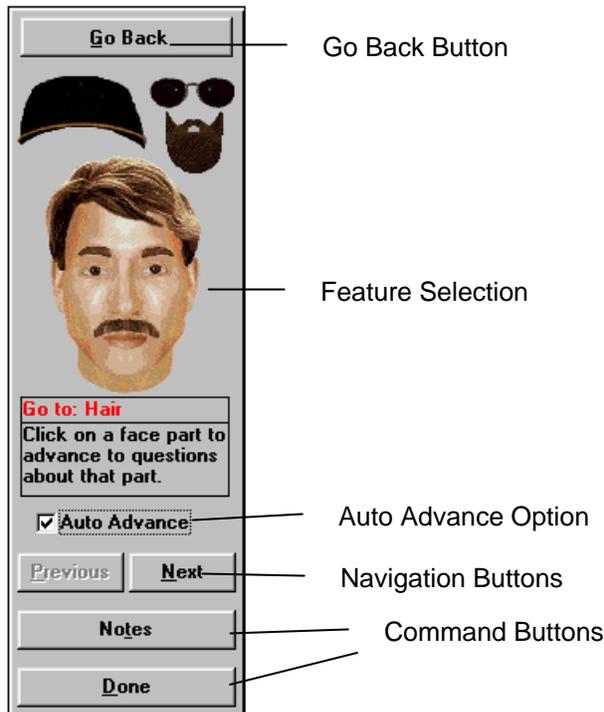
Skin and Complexion Descriptions - The skin pages include skin color and complexion features, such as freckles, acne, and others. The Skin Color page contains a slider bar, allowing you to choose the proper skin color.

Neck Description - The neck page includes the choice of a neck with or without an adam's apple.

Accessories - These pages include hats and eyeglasses.

Navigation Window

The Navigation Window, to the right of the Notebook, contains buttons, pictures, and a check box which enable you to move from one page to another. It also contains command buttons that allow you to enter notes and end the interview. The buttons and commands are explained on the following pages.



Feature Selector

The pictures on the Navigation Window make up the Feature Selector. It is particularly useful when you are editing an interview. It allows you to go directly to the part of the interview that the witness wants to change, enabling you to move freely about the interview.

1. Click on an accessory or a part of the face or hair. The interview page corresponding to that part will appear.
2. Complete the appropriate responses pertaining to that part.

NOTE: The part you selected from the Feature Selector may have several pages associated with it. After you complete the responses on one page, click the Next button for more questions.

3. Click the **Go Back** button to return to the page you were on before clicking on a feature.

Auto Advance

Check the **Auto Advance** check box to automatically advance to the next page of the interview after each selection. If the interview page allows you to select multiple descriptors or a color selector, you must click the **Next** button to proceed to the next page.

Navigation Buttons

Go Back Button

Click the **Go Back** button to go back to the page you were on when you clicked on a part from the Feature Selector.

Next Button

Click the **Next** button to take you page by page through the witness interview.

Previous Button

Click the **Previous** button to back up page by page.

Command Buttons

Notes Button

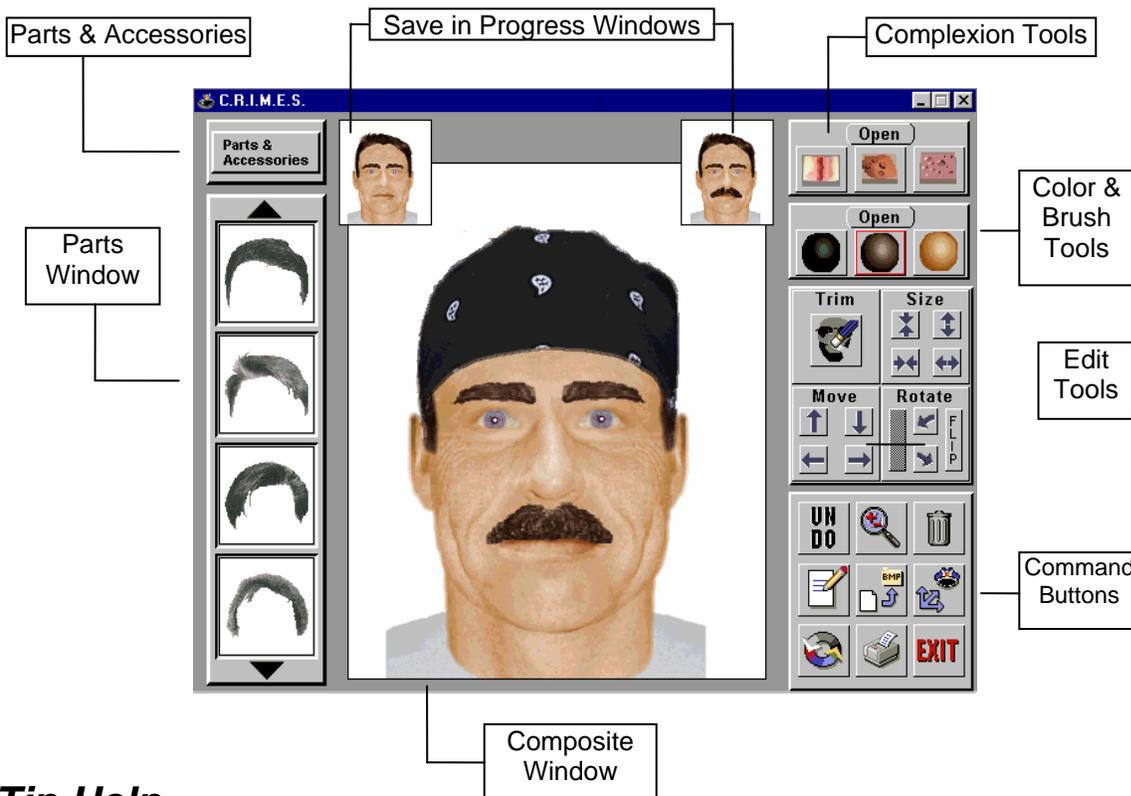
Click the **Notes** button to enter any additional information about the suspect that the witness recalls during the interview. You can enter up to 255 characters.

Done Button

When you click the Done button, you are asked if you want to build the composite now. Click Yes to build the composite. Click No to exit the witness interview pages. Your interview information will be saved, and you will be returned to the Hallway page. Click Cancel to continue the interview.

Fine Tuning the Composite

The initial working composite is automatically built based on the responses to questions in the interview. Every feature can be moved, trimmed, sized, rotated, re-positioned, and re-colored.



Tool Tip Help

The Tool Tip Help, available in Suspect ID, offers a written explanation of each button and area on the composite screen. The explanation appears in a box that pops-up when you pass your mouse over a tool, button, or area of the screen.



Parts Window

The Parts Window, to the left of the Composite Window, displays choices for the currently selected part. The currently selected part on the composite appears in the Parts Window outlined in a red box.

- To select a different part, simply click on the desired part in the Parts Window and the composite is updated with the selected part.
- To view additional parts within the same category, click the up or down arrows of the Parts Window.
- To view additional parts in different categories, click the **Parts & Accessories** button above the Parts Window. The Parts & Accessories box appears. See below for details.

Parts & Accessories Box

To access additional parts and accessories, click the **Parts & Accessories** button located at the top left corner of the workspace. The Parts & Accessories box appears, displaying categories of parts associated with the current part, as well as additional accessories and features that can be added to the composite.

NOTE: If you selected the View Interview button from the Case Information page, the Parts and Accessories box will not appear, and you will not be able to edit the composite.

- The first 2 columns display the major categories of the currently selected part. The currently selected category is outlined by a red box.

- The last column displays accessories such as hair, mustaches, beards, glasses, hats, and other (tattoos and jewelry). To access these categories, click on the desired part. The first two columns will then display the selected part categories.
- Click the desired part category from one of the first two columns of the box. The Parts Window displays available parts in the category you selected.
- From the Parts Window, click the desired part. The selected part is applied to the composite.
- Click the left mouse button on the white background of the Composite Window to make the Parts and Accessories box disappear.

Composite Window

The Composite Window in the center of the screen contains the working composite. The icons and buttons to the right of the composite represent all of the tools that you will use to manipulate, export, and print the composite.

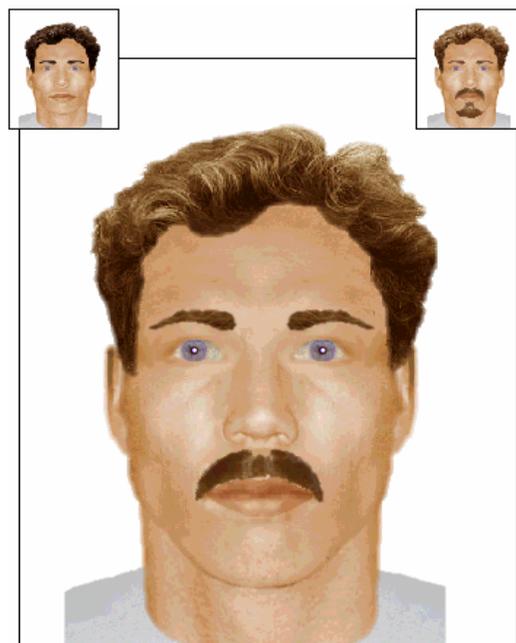
Save in Progress Windows

The two Save in Progress Windows at the top of composite allow you to save a **temporary** version of the composite on which you are currently working. Once you have a composite that the witness says is a good likeness but not quite perfect, you may want to save it before doing further manipulation. This allows you to return to it later in the session if needed.

During one session you can view a total of three composites. One in the main Composite Window and one in each of the Save in Progress Windows.

NOTE: The Save in Progress composites are only temporary. Once you exit Suspect ID, only the composite in the main window is saved.

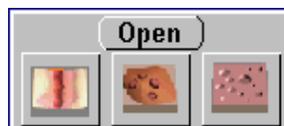
- To save an “in progress” composite, left-click in one of the empty Save in Progress Windows.
- To restore an “in progress” composite to the main composite window and put the current composite in its place, left-click on the desired Save in Progress Window and choose **Restore**.
- To discard an “in progress” composite and replace it with the composite in the main window, left-click on the desired Save in Progress Window and choose **Replace**.



Complexion, Brush, and Color Tools

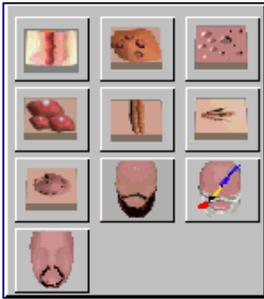
There are two drawers in the top right corner of your screen. The top drawer contains the complexion tools. The second drawer, depending on the edit mode you are in, contains available colors to change hair, skin, lip and eye color, or brush shapes and sizes for trimming and drawing.

NOTE: The front of the closed drawer shows the 3 most recently used color or shape tools, from left to right, left being the most recent selection. You can select from these without having to open the drawer.



Complexion Tools Drawer

The top drawer contains the complexion tools. Click on the **Open** button to open the drawer. Once opened, the tools listed below appear in the drawer. The complexion tools function in an “edit mode”. This means that you click on a complexion tool to enter “edit mode”, and you must click the tool again to leave “edit mode”.



- Wounds
- Acne
- Freckles
- Thin hair
- Birthmarks
- Scars
- 5 o'clock shadow
- Pockmarks
- Wrinkles
- Lighten/Darken

Using the Complexion Tools

1. Selecting a complexion tool.
 - Click the **Open** button on the complexion tool drawer, located at the top right corner of your screen.
 - Click on the desired complexion tool. The selected tool is outlined in red and you are now in “edit mode”.

NOTE: Place your mouse over a complexion tool to display the Tool Tip Help and identify each of the complexion tools.

- Click the **Close** button to close the drawer.
2. Selecting the brush size and shape.
 - Click the **Open** button on the brush drawer, located under the Complexion Tool Drawer.
 - Click on the desired size and shape.
 - Click the **Close** button to close the drawer.
 3. To apply the selected complexion tool, simultaneously, left-click and drag (referred to as “click and drag”) your mouse over the appropriate area of the composite.
 4. To erase a portion of the complexion drawing, click on the **Trim** button and *click and drag* your mouse over the area you want to erase. When you are done trimming, click the **Trim** button again to leave the “trim mode”.

-Or-

To remove only your last action, click the **UNDO** button.



NOTE: When in “edit mode”, you can remove all complexion drawing by clicking the delete button.



5. When you are done using a complexion tool, click on the tool again to leave the “edit mode”.

TIP: You may find it helpful to zoom in on the work area when using the complexion tools. To zoom in, click on

the Zoom button 

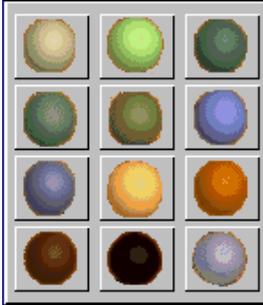
NOTE: The front of the closed drawers show the 3 most recently used selections from left to right, left being the most recent selection. You can select a tool that is displayed without having to open the drawer.

Color and Brush Tools Drawer

The second drawer contains colors, as well as, brush shapes and sizes. The contents of the drawer is determined by the currently selected part and edit tool.

Coloring Tools

When specific parts are selected, this drawer will contain the corresponding coloring tools for that area. For instance: Skin tones are displayed when the face, chin, neck or nose is selected; eye colors when the eyes are selected; and hair colors when the hair is selected.



For example:

- Click the iris of an eye.
- Click the **Open** button to open the color drawer.

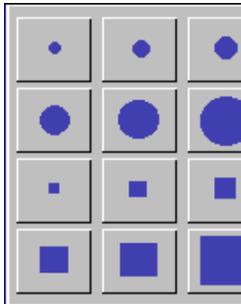
The available eye colors are displayed in the drawer.

The parts which may be individually colored include: hair, eyebrows, eyes, mustache, skin, beard, and lips.

NOTE: To individually color hair parts, the head hair must be colored first (even if bald), then the facial hair may be independently colored.

Brush Shapes and Sizes

The second drawer contains brush shapes and sizes when Complexion tools and/or the Trim button is activated.



***TIP:** You may find it helpful to zoom in on the work area when using the trim or complexion tools. To zoom in, click on the **Zoom** button.*

Edit Tools

The Edit tools are located under the color and brush tool drawer. The tools are comprised of Trim, Size, Move, and Rotate buttons. Arrows control the size, move, and rotate functions. The rotate function also includes a **Reset** button which is enabled any time you rotate a part. The trim function is actually a “mode”. This means that you click on the **Trim** button to enter “trim mode” and you must click the **Trim** button again to leave “trim mode”.

The composite contains parts, features, and accessories, each of which can be manipulated independently without affecting the other parts. To edit any part or accessory, it must first be selected.

Click the part on the composite that you want to edit. A box will appear around the feature, only while you hold down the mouse button, signifying that it has been selected. You can also verify which part you have selected by checking the parts that are displayed in the Parts Window, located to the left of your screen. Until another part has been selected, all editing will apply to this part.

Trim

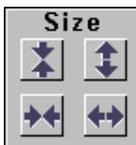


Trim allows you to trim the currently selected part. Any part on the composite can be trimmed. For example, the Trim tool can be used to trim larger hairstyles or mustaches into shorter versions. You can even trim any drawing you have done with a complexion tool while in "edit mode".

1. Click the part on the composite that you want to trim.
2. Click the **Trim** button. The Trim button is outlined in red and you are now in "trim mode". Also, the second drawer now contains size and shape brushes.
3. Click the **Open** button on the brush drawer. The drawer will open, displaying the available brush shapes and sizes.
4. Choose a brush shape and size and then click the **Close** button on the drawer to close it.
5. Move your brush over the part to be trimmed. As the brush passes over the current part, you see the layer beneath it. This shows you what it would look like if it were trimmed.
6. *Click and drag* the left mouse button to trim the current part.
7. When you are done, click the **Trim** button again to leave "trim mode".

NOTE: If you trimmed too much, the right mouse button will undo a trim. Click and drag the right mouse button to restore any part of the image you have just trimmed.

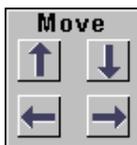
Size



Size allows you to reduce or increase the size of the currently selected part. For example, you can size the face to give a thinner or heavier appearance.

1. Click the part on the composite that you want to size.
2. Click the appropriate arrow buttons to widen, narrow, shorten, or heighten the currently selected part.

Move



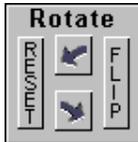
Move allows you to move the currently selected part in the direction of the arrow. For example, you can raise the hair for a higher hair-line appearance.

1. Click on the part in the composite that you wish to move.
2. Click on an arrow to move the current part in the direction corresponding to the arrow.

-Or-

Place your cursor directly on the part, *click and drag* the part to the desired location. When the desired location is reached, release the mouse button.

Rotate



Rotate allows you to rotate the currently selected part and/or flip it horizontally. For example, you can rotate the nose slightly to give the appearance of a broken nose, or flip a hair style to show a part on the opposite side.

1. Click on the part in the composite that you want to rotate or flip.
2. Click on an arrow to rotate the current part in the direction corresponding to the arrow or click the **Flip** button to flip the part horizontally.
3. To return a rotated part to its original position with no rotation, click the **Reset** button.

Command Buttons

The Command buttons enable you to carry out commands such as zooming in or out, or printing the Composite or Special Bulletin.

Undo



The **UNDO** button will undo your last action. This button will also remove the most recent tool work, such as the last instance of adding complexion.

Zoom



The **Zoom** button toggles you between a 2:1 view and a 1:1 view. This enables you to zoom in on a composite to perform detail work like trimming.

1. To zoom in on a specific part, click on the desired part to select it.
2. Click once on the **Zoom** button. The composite zooms in on the selected part in a 2:1 view.
3. Click on the scroll arrows to view other portions of composite.
4. To return to a normal 1:1 view, click on the **Zoom** button again.

Delete



The **Delete** button will delete the currently selected part (hair, mustache, and beard) or accessory (tattoo, earring, and hat). You cannot delete a required part such as an eye, nose, chin, or ear.

Notes



The **Notes** button will display the notes that you accumulated during the interview phase. These include any notes you entered, as well as, reminders to add features such as freckles, acne, pockmarks, etc. To close the notes window, click the **Close** button again.

Export as Bitmap



The **Export as Bitmap** button allows you to export a composite as a bitmap (*.bmp) file for use in another program, such as Crime Lab.

1. Click the **Export as Bitmap** button. The Export BMP dialog box is displayed.
2. In the **File Name** box, type the name you want to give the file (up to 8 characters) plus the three-character extension (.bmp). For example, `suspect1.bmp`
3. In the **Drives** box, select the drive where you want to store the file.
4. In the **Directories** or **Folders** box, select the directory where you want to store the file.
5. Click the **OK** button to save the bitmap.

Link to Another C.R.I.M.E.S. Module



The **Link to Another C.R.I.M.E.S. Module** button allows you to send a composite to another C.R.I.M.E.S. module that you have access permission to. In Crime Lab you can blend away rough edges, add a special tattoo, and much more. In Face ID, you can search the composite against other images, such as a digital booking database, for similar matches.

IMPORTANT: When you link a composite to Crime Lab you can no longer edit the composite in Suspect ID. Therefore, do not link the composite to Crime Lab until you have finished making all the desired changes in Suspect ID.

To link to Crime Lab:

1. Click the **Link to Another C.R.I.M.E.S. Module** button. The Link to C.R.I.M.E.S. Module dialog box is displayed with a list of accessible modules to link to.
2. Click on **Crime Lab** from the list and the Crime Lab program is launched with the current composite as the open image.

NOTE: Refer to the Crime Lab documentation for specific instruction on using the program.

3. Make the desired changes to the composite. When you are done, close the Crime Lab program and your revised composite will be returned to the Suspect ID composite screen.
4. When returned back to Suspect ID, the composite can no longer be edited; however, you can still view the composite and print a Special Bulletin.

To link to Face ID:

1. Click the **Link to Another C.R.I.M.E.S. Module** button. The Link to C.R.I.M.E.S. Module dialog box is displayed with a list of accessible modules to link to.
2. Click on **Face ID** from the list and the Face ID program is launched with the current composite as the searchable image.

NOTE: Refer to the Face ID documentation for specific instruction on using the program.

3. Complete the desired search functions within Face ID. When you are done, close the Face ID program and you are returned to the Suspect ID composite screen.

Gray/Color



The **Gray/Color** button toggles the color composite image to grayscale and back to color. This is an active edit mode for those who prefer to work in grayscale, as well as, allowing you to see what a black and white printout will look like.

- To convert the composite to shades of gray, click the **Gray/Color** button.
- To return the composite to a color image, click the **Gray/Color** button again.

Print



The **Print** button allows you to print the Composite, or a Special Bulletin featuring the composite. Printing the Composite offers an internal type bulletin with information such as a suspect description and the name of the officer who created the composite. Printing a Special Bulletin offers a professional looking wanted poster for outside distribution. It can include information such as details of the crime and contact information for leads.

To print a Special Bulletin:

1. Click the **Print** button. The Print Option dialog box appears.
2. Click the **Special Bulletin** button. The Special Bulletin Information dialog box displays with some information already entered.
3. All the information shown in the Special Bulletin Information dialog box will appear on the Special Bulletin when it is printed. Change or enter the desired information and click **OK**. The Print dialog box appears.
4. Verify the desired print quality and enter the number of copies you wish to print. Click **OK** to print the Special Bulletin.

NOTE: To change your printer settings or select a different printer, click the **Setup** button on the Print dialog box.

To print an internal composite:

1. Click the **Print** button. The Print Option dialog box appears.
2. Click the **Composite** button. The Composite Information dialog box displays with some information already entered.
3. All the information shown in the Composite Information dialog box will be printed along with the composite. Change or enter the desired information and click **OK**. The Print dialog box appears.
4. Verify the desired print quality and enter the number of copies you wish to print. Click **OK** to print the Composite.

NOTE: To change your printer settings or select a different printer, click the **Setup** button on the Print dialog box.

Customizing Special Bulletins

You can add an image of your department logo or badge to special bulletins. If you already have a graphic file of your logo or badge, all you need to do is size the image to 200 x 200 pixels square (this can be done in any image editing program). Save the file as a bitmap named STAR.BMP, and save it into the **Crimes\Composite** directory on your computer. When asked if you want to overwrite the existing STAR.BMP file, say **Yes**.

|

Exit



The **Exit** button enables you to quit the composite section of Suspect ID.

1. Click the **Exit** button. A dialog box appears asking if you are sure that you wish to exit the program.
2. Click **Yes** to exit, or **No** to return to the composite. If you have made any changes to the composite you will be prompted to save your changes.
3. Click **Yes** to save the current composite, or **No** to exit without saving your changes. Suspect ID will close and you are returned to the IWS™ Law Enforcement Suite product list.

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