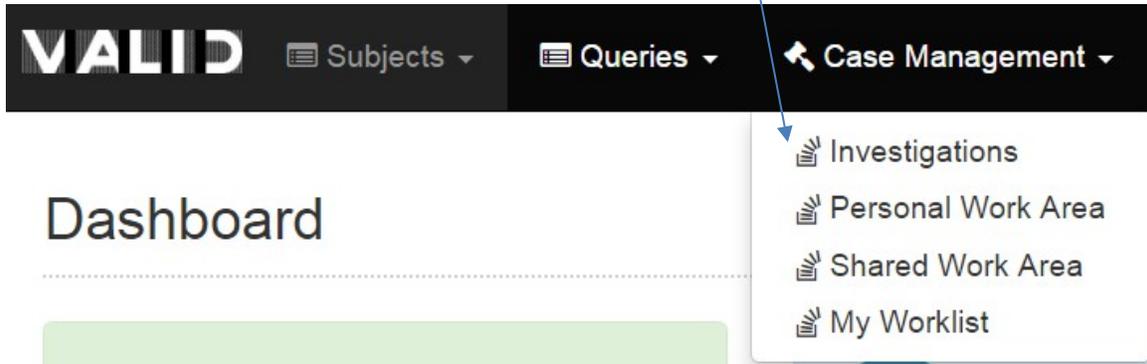


## STEP BY STEP INSTRUCTIONS TO REQUEST NEW INVESTIGATION IN BIOLINK (AD-HOC)

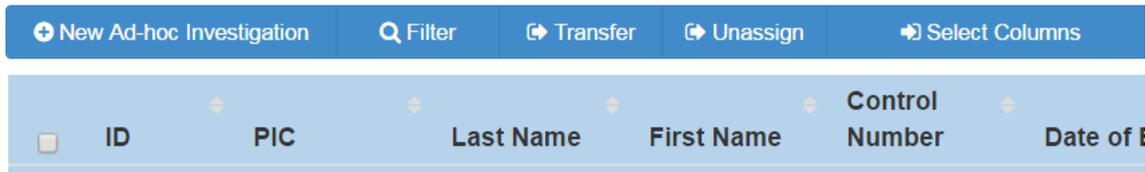
1. Go to “Case Management” - Select “Investigations”



2. Click “New Ad Hoc Investigation”

### Investigations

Investigation cases list



3. Give it a name and hit “Save”

The screenshot shows the "New Ad-hoc Investigation" form. The form has two main sections: "Name" and "Description". The "Name" section has a text input field labeled "Name" with a red asterisk indicating it is required. The "Description" section has a larger text area labeled "Description". At the bottom right of the form, there are two buttons: "Return" and "Save". A blue arrow points from the instruction text to the "Save" button.

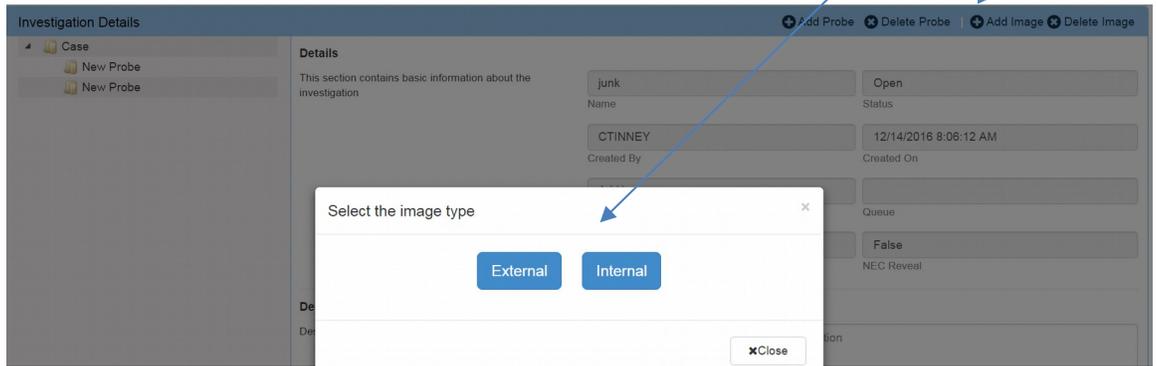
4. Click “Add Probe”



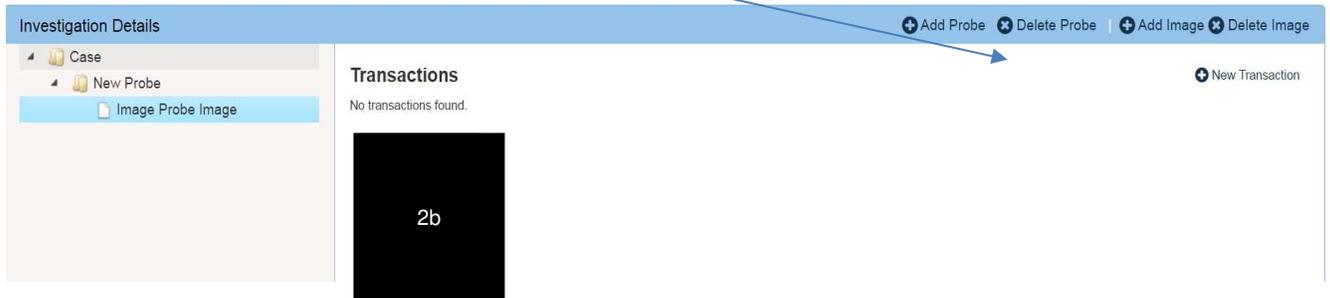
5. This will add a "Probe" to your list



6. Click "Add Image", then click which one you want (external or internal)



7. Download your photo, once your photo has been downloaded, click on "New Transaction"



8. Make any change you need to on the Threshold or Max subjects if needed, then hit "Submit". This will then return your results.



# Redaction Log

Reason	Page (# of occurrences)	Description
2b	2 (2)	18 USC Sec. 2721-2725. Driver's Personal Information. Personally identifying information, obtained in connection to a motor vehicle record, is protected by federal law (The Drivers Privacy Protection Act). This information may only be disclosed to parties with a verified permissible use.