MAGNET ATLAS USER GUIDE

MAGNET FORENSICS

CONTENTS

WHAT'S NEW

VERSION	DESCRIPTION
3.7.0.0	Created Magnet ATLAS User Guide.

MAGNET ATLAS

Magnet ATLAS is a web-based case management solution that brings together all information in a case–from evidence to lab resources to examination procedures–making sure the chain of custody remains intact and all investigations can be reviewed.

Using our hosting provider, you can either host Magnet ATLAS on premises or access it through the cloud.

Magnet ATLAS, helps you:

- Enhance team collaboration.
- Maintain the chain of custody.
- Improve case reporting.
- Achieve industry certifications.

ROLES AND PERMISSIONS

Magnet ATLAS uses role-based permissions to restrict who has access to different parts of the case management workflow. You might not see all of the options that are described in this guide.

For more information about the roles and associated permissions available in Magnet ATLAS, see Roles and Permissions.

CREATE AN ACCOUNT

1. Open a web browser and navigate to your Magnet ATLAS URL.
2. Click **New User**.
3. Complete all of the fields.
4. Click **Create Account**.

Your user name and password will be emailed to the address you provided. If you can't find the email message in your Inbox, check your Spam folder.

LOG OUT OF MAGNET ATLAS

1. At the top right corner of the screen, click your name.
2. Click **End Session**.

UPDATE YOUR PROFILE

You can update your password, change your email address, provide your phone number, log out of all sessions, and more.

1. At the top right of your screen, click your name.
2. Click **Edit Profile**.
3. Make the necessary changes.
4. Click **Update Profile**.

NAVIGATING THE HOME PAGE

When you first log in to Magnet ATLAS, the Home page opens. On this page, you can view pending content, new activity, and alerts.

To open the Home page, at the top left of your screen, click your company logo.

Pending content

This tab lists content that needs to be approved. By default, cases appear in the list. To view pending content for other items, like documents and expenses, click the item.

New activity

This tab lists content that has been created and edited since you last logged in. By default, cases appear in the list. To view new activity for other items, like examinations and reports, click the item.

Alerts

This section appears at the bottom of the screen. It lists important reminders like when documents are nearing or past the reminder date, and when licenses are approaching their expiration date.

MANAGING TAXONOMIES

You can create taxonomies to classify and organize drop-down lists in cases, evidence, audits, assets, and more. For example, you can define a case type as a homicide, burglary, and so on.

Create taxonomies before you roll out Magnet ATLAS in your lab.

Create a taxonomy

1. Navigate to the item you want to add a taxonomy to. For example, navigate to a case to create a taxonomy for cases.
2. At the top right of the screen, click **Edit**.
3. In the **Taxonomy** section, click **Edit** beside the taxonomy you want to change.
4. In the **Name** field, type a name for the taxonomy.
5. If there is a parent taxonomy, in the **Parent** drop-down list, click a type.
6. Click **Add New**.
7. Refresh the web page to save the changes.

Delete a taxonomy

1. Navigate to the item you want to delete a taxonomy from. For example, navigate to a case to delete a taxonomy for cases.
2. Click **Edit**.
3. Click the check box beside the taxonomy you want to delete.
4. Click **Delete**.

CREATE A CASE

A case is the container for all relevant investigative documentation.

When you create a case, a case number is automatically generated. Use the case number to track where in the workflow a case is, who is working on it, and so on.

1. On the **Cases** menu, click **Cases**.
2. Click **New Case**.
3. Complete the necessary fields on each tab.
4. Click **Save**.

Add an examiner

You must add an examiner to a case.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add an examiner to.
3. At the top right of the screen, click **Edit**.
4. In the **Assign Leaders** section, click **Select Leaders**.
5. Type the name of the examiners you want to assign to the case.
6. Click **Update Leaders**.

Restrict access to a case

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to restrict access to.
3. At the top right of the screen, click **Edit**.
4. Click **Select Users**.
5. Type the names of the users you want to access the case.
6. Click **Update Access**.

WORKING WITH EVIDENCE

After you create a case, you can add evidence to it, move evidence items, and more.

Add evidence

When you add evidence to a case, the evidence gets added to a chain of custody log.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add evidence to.
3. In the **Evidence** section, click **Add Item**.
4. Complete the necessary fields.
5. Click **Add Evidence**.
6. Complete the necessary fields on each tab.
7. Click **Save**.

Update evidence details

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add evidence to.
3. In the **Evidence** section, click the evidence that you want to edit.
4. At the top right of the screen, click **Edit**.
5. Make the necessary changes.
6. Click **Save**.

Move evidence

You can move one or more evidence items and track the details of the move.

1. On the **Cases** menu, click **Cases**.
2. Click the case number that you want to move evidence in.
3. In the **Evidence** section, click the **add to movement** icon for each evidence item you want to move.
4. On the **Movement** tab, type the necessary information.
5. Click **Update Evidence**.

Create an evidence log

You can monitor the chain of custody for all evidence in a case.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to create an evidence log for.
3. In the **Evidence** section, click **Log**.

Print an evidence label

You can print evidence labels to standardize how labs identify evidence.

For best results, use a shipping label-sized label.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to move evidence in.
3. In the **Evidence** section, click the evidence number you want to print evidence labels for.
4. In the **Item Details** section, click **Print Label**.

Print an encrypted evidence label

You can print evidence labels to indicate to lab staff that a specific piece of evidence is encrypted.

1. On the **Cases** menu, click **Cases**.
2. Click the case number that you want to move evidence in.
3. In the **Evidence** section, click the evidence number you want to print evidence labels for.
4. In the **Item Details** section, click **Encryption Label**.

Add a review note

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add notes to.
3. In the **Evidence** section, click the evidence item you want to review.
4. In the **Notes** section, click **Add Note**.
5. Complete the necessary fields.
6. Click **Add Note**.

Add an attachment

If you're adding an HTML report as an attachment, you must first add the .html files to a zipped or compressed folder.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add notes to.
3. In the **Evidence** section, click the evidence item you want to add an attachment to.

4. In the **Attachments** section, click **Add Attachment**.
5. Drag and drop the file you want to add.

Add a photo

The maximum file size that you can upload is 200 MB.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add a photo to.
3. In the **Evidence** section, click **Add Item**.
4. On the **Photos** tab, click **Add to Gallery**.
5. Drag and drop the files you want to add.
6. Click **Select**.
7. Click **Save**.

Approve evidence

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to approve evidence for.
3. In the **Evidence** section, click the evidence number you want to approve.
4. Review the evidence for accuracy and completeness.
5. At the top right of the screen, click **Approve**.

Managing hash sets

Add a known hash set

You can upload hash sets of known files and compare them with hash sets from suspect devices. Hash sets must be .txt files containing MD5 or SHA1 hashes, with each hash value on a separate line.

1. On the **Cases** menu, click **Hashsets**.
2. Click **New Hashset**.
3. In the **Hashset Type** drop-down list, click **Known**.
4. Click **Add File**.
5. Drag and drop the hash set you want to add
6. Click **Select**.

Add a hash set from a suspect device

You can upload hash sets from a suspect media device and compare them with known hash sets. Hash sets must be .txt files containing MD5 or SHA1 hashes, with each hash value on a separate line.

1. On the **Cases** menu, click **Hash sets**.
2. Click **New Hashset**.
3. In the **Hashset Type** drop-down list, click **Case**.
4. Click **Add File**.
5. Drag and drop the hash set you want to add.
6. Click **Save**.

Compare hash sets

1. On the **Cases** menu, click **Hashsets**.
2. Click the hash set from the suspect device.
3. In the **Known Hashset** drop-down list, click the hash set you want to compare against the suspect hash set.
4. Click **Begin Comparison**.

CREATING CASE RECORDS

After you create a case, you can add the following types of records to it:

- Assessments: These records describe triage activities in the lab or field activities as you search for and collect evidence.
- Documents: These records track legal documents like search warrants and subpoenas.
- Examinations: These records track any examinations conducted on a case.
- Reports: These records include information that doesn't fit into other types of records. For example, subject interviews or background information.
- Client: These records track information about the client who submitted the case.
- Expenses: These records list expenses for a specific case.

Add an assessment

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add an assessment to.
3. In the **Records** section, click the **Assessments** tab.
4. Click **Add Assessment**.
5. Complete the necessary fields.
6. Click **Save**.

Add a document

If you set a reminder for a document, for example to complete a search warrant, that reminder appears in the Alerts section on the home page.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add a document to.
3. In the **Records** section, click the **Documents** tab.
4. Click **Add Document**.
5. Complete the necessary fields.
6. Click **Save**.

View examinations

1. On the **Cases** menu, click **Cases**.
2. Click the case number that has the evidence you want to examine.
3. In the **Evidence** section, click the evidence you want to examine.
4. In the **Item Details** section, click **Add Exam**.
5. Complete the necessary fields.
6. Click **Save**.

Add a report

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add a report to.
3. In the **Records** section, click the **Reports** tab.

4. Click **Add Report**.
5. Complete the necessary fields.
6. Click **Save**.

Add an expense

You can add receipts for case-specific expenses for reimbursement from the courts. For example, you can track media purchases.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add an expense to.
3. In the **Records** section, click the **Expenses** tab.
4. Click **Add Expense**.
5. Complete the necessary fields.
6. Click **Save**.

MANAGING CASES

You can edit the information that makes up the case, assign tasks to specific aspects of the case, add review notes, and more.

Update case information

1. In the **Cases** menu, click **Cases**.
2. Click the Case number you want to edit.
3. At the top right of the screen, click **Edit**.
4. Make the necessary changes.
5. When you are done editing, click **Update**.

Assign a task

You can manage project or task assignments in a case by creating and assigning tasks to users.

You can configure a default list of tasks. On the home page, click the button with your name on it. Navigate to **View Console** > **Organization**.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to assign a task for.
3. At the top right of the screen, click **Tasks**.
4. Complete the necessary fields.
5. Click **Add to List**.
6. To apply a default set of task to the case, click **Defaults**.
7. To reorder the tasks, drag and drop them to the position you want.
8. When you finish adding tasks, click **Save List**.

Add an attachment

You can add a single attachment or multiple attachments to a case at the same time to a specific case.

Before you can add multiple HTML files to a case, you must ZIP the folder.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add an attachment to.
3. In the **Attachments** section, click **Add Attachment**.
4. Browse to the file you want to upload.
5. Click **Add File**.

Add a note

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to add a note to.
3. In the **Notes** section, click **Add Note**.
4. Complete the necessary fields.
5. Click **Add Note**.

Complete a task

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to complete a task for.
3. At the top right of the screen, click **Tasks**.
4. Click the red check mark beside the task that you want to complete.
5. Click **Save**.

Submit a case for review

When you submit a case for review, all changes made to the case are recorded—from the submitted state to the approved state.

After you submit a case, you cannot recall it. Make sure the case is complete and you have added any necessary reports.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to submit.
3. Click **Submit**.
4. Click **Yes, Submit for Review**.

Add review notes

You can add review notes to a case before it is submitted to easily work with other examiners during the review process.

When another Magnet ATLAS user adds a note to a case you are assigned to, the Review button question mark turns to the color red.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to review.
3. Click **Review**.
4. Type the review note.
5. Click **Add Note**.

MONITORING AND TRACKING

Monitor case access

You can use the access log to monitor who is accessing the case. By default, the most current 100 entries appear. The access log shows the IP address of the user, user name, action taken by the user, and more.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to view access for.
3. At the top right of the screen, click **Access Log**.
4. To download the access log, click **Download as .csv**.

Track user activity

You can time any activity within a case, such as the amount of time users spend on a specific task. When activity tracking is on, a blue banner appears at the top of the screen.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want track user activity for.
3. Click **Activity**.
4. In the **Describe Activity** field, type the activity you want to track.
5. Click **Start Activity**.
6. To stop recording the activity, click **Activity.**
7. Click **Stop Activity**.
8. To view the recorded activities, at the top right of the screen, click **Activity Log**.

MANAGING LAB ASSETS

When you create hardware and software assets, you can assign them to assessments, evidence, and examinations. Assigning hardware and software assets creates a historical use record for lab assets. You can use these records to decide if you need new lab assets or to quickly determine if a hardware asset or software asset has an operational issue.

Add an asset

1. On the **Assets** menu, click **Hardware** or **Software**.
2. Click **New Hardware** or **New Software**.
3. Complete the necessary fields on each tab.
4. Click **Save**.

Assign an asset

1. On the **Assets** menu, click **Hardware** or **Software**.
2. Click the asset you want to assign.
3. In the **Assignment** section, click **Add Assignment**.
4. Complete the necessary fields.
5. Click **Update Movement**.

Update an asset

1. On the **Assets** menu, click **Hardware** or **Software**.
2. Click the asset you want to update
3. Click **Edit**.
4. Make the necessary changes.
5. Click **Save**.

Add a vendor

You can store contact information for all of your forensic suppliers in Magnet ATLAS. You can also connect vendors to hardware and software assets to link an asset with a forensic supplier.

1. On the **Assets** menu, click **Vendors**.
2. Click **New Vendor**.
3. Complete the necessary fields.
4. Click **Save**.

REPORTING AND AUDITING

You can record reviews of evidence rooms, inventory, and so on to compare to evidence or hardware or software assets. Audits help with basic evidence control and asset inventory verification.

You can also build a report for your case.

Create a case report

When you create a report, if gets saved to the case as an attachment.

1. On the **Cases** menu, click **Cases**.
2. Click the case number you want to create a report for.
3. Click **Reports Builder**.
4. At the top of the report, click the sections you want to include in your report.
5. Click **PDF**. Both PDF and HTML versions of the report get created.

Create an inventory of evidence in Magnet ATLAS

You can create an inventory list of all the evidence in Magnet ATLAS and use it for inventory control.

1. On the **Cases** menu, click **Evidence**.
2. Click **Filter**.
3. Set the criteria for filtering evidence.
4. Click **Search**.
5. Click **Inventory**.
6. To download the inventory file for external use, click **Download as .csv**.
7. To download the file and use it for an audit in Magnet ATLAS, click **Download for Audit**.

Create an inventory of software or hardware assets

1. On the **Assets** menu, click **Hardware** or **Software**.
2. Click **Filter**.
3. In the **Filter** section, select the assets you want to include in the audit.
4. Click **Search**.
5. Click **Inventory**.
6. To download the inventory file for external use, click **Download as .csv**.
7. To download the file and use it for an audit in Magnet ATLAS, click **Download for Audit**.

Create an inventory of evidence using a scanner

You can create an inventory list of evidence in your lab by scanning the corresponding bar codes for the evidence. You can then upload this list into Magnet ATLAS and use it for inventory control.

1. On the **Cases** menu, click **Cases**.
2. Click the case number that you want to create a list for.
3. In the **Evidence** section, click **Explore**. You navigate to a page that displays all evidence in the case you selected.
4. Click **Scan**. Use a scanning device or use a mobile device application that creates a .csv file to scan the QR label on your evidence or asset.

Compare inventories of evidence

For inventory control purposes, you can compare the evidence in Magnet ATLAS with the evidence in your lab.

To compare inventory, you mus have both an *inventory file* of evidence in Magnet ATLAS and and *scanner file* of the evidence in your lab.

1. On the **Assets** menu, click **Audits**.
2. Click **New Audit**.
3. Complete all of the necessary fields on each tab.
4. On the Details tab, in the Inventory Files section, upload the files that you want to compare.
    - To upload the inventory file that you created in Magnet ATLAS, in the **Inventory File** section, click **Add File**. Browse to the file that you created.
    - To upload the file of evidence that you scanned, in the **Scanner File** section, click **Add File**. Browse to the file that you created.
5. Click **Save**.
6. To view the comparison, click **View Audit**.

TRACKING FINANCES

You can budget your funds, manage grants, manage accounts, track expenses, and create invoices.

Create financial accounts

You can create the following two types of accounts in Magnet ATLAS:

- General Operating: You can manage general operating budget expenses and grant maintenance.
- Accounts Receivable: You can manage client sales accounts, and debits to retainers for private sector practitioners.

1. On the **Financial** menu, click **Accounts**.
2. Click **New Account**.
3. Complete the necessary fields on each tab.
    - Link case expenses, such as expenses generated during investigations, to general operating accounts to track budgets in real time.

- Link expense sheets and invoices to accounts receivable to maintain accounts receivable accounts.

4. Click **Save**.

Add an expense

You can add receipts for general expenses such as running the lab for tracking your general operating budget, and more.

1. On the **Financial** menu, click **Expenses**.
2. Click **New Expense**.
3. Complete all of the necessary fields. Tip: Combine one or more expense sheets in an invoice, and link the invoice to an accounts receivable account to track fees generated from a client in the private sector.
4. Click **Save**.

Create an invoice

If you linked a number of expenses to an invoice, the expenses appear in a formal invoice document.

1. On the **Financial** menu, click **Invoices**.
2. Click **New Invoice**.
3. Complete all the necessary fields. Note: Link invoices to an account to force the invoice to populate on the corresponding account page when selected.
4. Click **Save**.

MANAGING RESOURCES

You can manage employees, courses, lab resources, and more.

Add an employee

1. On the **Personnel** menu, click **Personnel**.
2. Click **New Personnel**.
3. Complete the necessary fields on each tab.
4. Click **Save**.

Add a course

1. On the **Personnel** menu, click **Courses**.
2. Click **New Course**.
3. Complete all of the necessary fields on each tab.
4. To track expenses for a course, click **Add Expense**.
5. Click **Save**.

Add a lab resource

You can store white papers, examiner-researched information, standard operating procedures in the lab, and so on.

1. On the **Cases** menu, click **Resources**.
2. Click **New Resource**.
3. Complete the necessary fields.
4. Click **Add Attachment**.
5. Click **Save**.

MANAGING USER ACCOUNTS

Add a new user

1. At the top right of your screen, click your name.
2. Click **Manage Users**.
3. Click **Add User**.
4. Complete the necessary fields.
5. Click **Add New User**.

Change user permissions

If you delete a user account, you delete all of the history associated with that account. Instead, consider deactivating the account.

1. At the top right of your screen, click your name.
2. Click **Manage Users**.
3. Click the user you want to change permissions for.
4. In the **Role** drop-down list, click the permission you want to assign to the user. To deactivate an account, click **Deactivate**.
5. Click **Update User**.

Roles and permissions

The following table provides an overview of all the available roles in Magnet ATLAS.

Role	Description	Permissions
Executive	Executives are typically examiners who read, edit, and delete case content. They also manage Magnet ATLAS and all of the users in the system. Executives, with the help of Managers, typically track lab finances.	Executives have complete access to the system. Executives can read, edit, and delete any user's content, as well as create new users, edit users, or deactivate existing users. Executives can access cases not assigned to them, logs, and the view console feature. When you assign an Executive to a case, this user is listed in the dissemination section of case reports.
Manager	Managers are typically examiners who read and edit case content. Managers, with the help of Executives, typically track lab finances.	Managers have access to almost everything that Executives have access to. Managers can read and edit any user's content, create new users, and edit existing users. Managers can also access cases that weren't assigned to them, logs, and the view console feature. Managers cannot delete other user's content or deactivate other user's accounts. When you assign a Manager to a case, this user is listed in the dissemination section of case reports.

Contributor	Contributors are typically primary working level staff who read and edit their own case content.	Contributors can only view and edit the cases they've been assigned to. These users can read other user's edits within the case that they've been assigned to, but they cannot change these edits.
Read-Only System	Read-Only-System users are typically supervisors who want to read specific information about a case.	Read-Only System users can only read information about cases they've been given access to.
Read-Only Limited	Read-Only Limited users are typically those who originally submitted a case and want to read specific information about it.	Read-Only Limited users can only read information about cases they've been given access to.
Deactivated	–	Deactivated users no longer have access to Magnet ATLAS.
Affiliate	Affiliates report statistics to a central ICAC task force.	In the ICAC model, Affiliate users have access to the ICAC workbooks. Affiliate users do not have access to any case information.
Recipient	Recipients receive and report cyber tips that relate to ICAC. This information can be distributed within an agency, or affiliate agencies.	In the ICAC model, Recipient users have access to the ICAC cyber tips function. Recipient users do not have access to any case information.

ICAC REPORTING STANDARDS

You can manage worksheets to create ICAC statistics and manage cyber tips to compile all tips in one place.

Managing worksheets

You can collect, create, and collate ICAC worksheets into statistics. This information is configurable to ICAC reporting standards.

Create an ICAC worksheet

1. On the **ICAC** menu, click **Worksheets**.
2. Click **New Worksheet**.
3. Complete the necessary fields on each tab.
4. Click **Save**.

Add review notes to a worksheet

1. On the **ICAC** menu, click **Worksheets**.
2. Click the worksheet you want to review.
3. At the top right of the screen, click **Review.**
4. Click **Add Note**.

Approve a worksheet

1. On the **ICAC** menu, click **Worksheets**.
2. Click the worksheet you want to approve.
3. At the top right of the screen, click **Approve**.

Managing cyber tips

You can receive and distribute sensitive information about ICAC tips.

Create a cyber tip

1. On the **ICAC** menu, click **Tips**.
2. Click **New Tip**
3. Complete the necessary fields .
4. Click **Save**.

Add review notes to a cyber tip

1. On the **ICAC** menu, click **Tips**.
2. Click the tip you want to review.

3. At the top right of the screen, click **Review.**
4. Type a note.
5. Click **Add Note**.

Approve a cyber tip

1. On the **ICAC** menu, click **Tips**.
2. Click the tip you want to approve.
3. At the top right of the screen, click **Approve**.

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