

MAGNET ATLAS QUICK START GUIDE





WHAT'S NEW

VERSION	DESCRIPTION
3.7.0.0	Created Magnet ATLAS Quick Start 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.



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.

Update your profile

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

1. Click **Edit Profile**.
2. Make the necessary changes.
3. Click **Update Profile**.



CREATE A REQUEST FOR FORENSIC SERVICES

You can electronically submit a Request for Services form to a lab before you physically transfer your evidence. This process helps lab technicians fully anticipate the service you are requesting before you get to the lab.

When you create a request, 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.

Your profile must be fully complete before you submit a request for forensic services.

1. On the Magnet ATLAS home page, click **New Case Request**.
2. Complete the necessary fields.
3. Click **Generate a Case Number**.

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