



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Breath Alcohol Unit Standard Operating Procedures Manual

IntoxNet Quarterly Reports

Appendix B

IntoxNet Quarterly Reports

1. Open IntoxNet on your computer
2. Right click on "TBI EC/IR II Test Results".
3. Select "Report Templates".
4. Select "Test Results".
5. Choose the "Subject Test" record.
6. Ensure that "repeat serial number header on new pages" is checked.
7. Ensure that "subject first name", "subject last name", and "subject middle initial" is in red. This will redact that information from the report.
8. Save custom report as "Quarterly Report".
9. Right click on "TBI EC/IR II Test Results".
10. Select "Reports and Exports". Choose "Quarterly Report" and fill out all required data entry fields.