Sexual Assault Evidence Kit Inventory: Excel Spreadsheet Walkthrough

The CA DOJ has provided your organization/agency with an Excel spreadsheet for inventorying sexual assault evidence kits in your custody, as mandated by AB 3118. The Excel spreadsheet was designed to correspond to the paper-and-pencil log tool also provided by the CA DOJ.

The spreadsheet contains three “sheets”: (1) a key for the column names and details, (2) an example inventory spreadsheet for reference, and (3) your inventory sheet to be filled in by your organization.

First, look to the “KEY” sheet which can be accessed by selecting the “KEY” tab at the bottom of the excel spreadsheet (Figure 1). The Key may help you better understand the names, formatting, definition, and type of each variable (e.g. numeric, text, etc.) (Figure 2).
If you would like to see a few examples of completed kit entries, select the “EXAMPLE” tab at the bottom of the excel spreadsheet (Figure 3). You can see the sheet in Figure 4 (please note that you will need to scroll right to observe the sheet in its entirety).

![Figure 3](image1.png)

![Figure 4](image2.png)

The third sheet can be accessed by selecting the “UNTESTED SEXUAL ASSAULT EVIDENCE KIT REPORT” tab at the bottom of the excel spreadsheet (Figure 5). Please enter your inventory data on this spreadsheet. You can see the sheet in Figure 6 (please note that you will need to scroll right to observe the sheet in its entirety).

Remember: One row = One Kit. It is a good data entry practice to put a period “.” in each cell in which data was not given, to indicate that the data enterer did not accidentally skip that cell.

![Figure 5](image3.png)

![Figure 6](image4.png)

Data can be directly entered directly into each cell, using filtering controls, or using “forms”.

When entering data directly into the cells, use the dropdown menu for the following variables: AssaultReport, VictimProsec, and ReasonNoTest.
The dropdown menu can be accessed by clicking on the cell of the variable being entered (Figure 7 & 8). Once the cell has been clicked, a dropdown arrow will appear. Click on the dropdown arrow to access the options available for that cell.

For **AssaultReported** and **VictimProsec**, there will be two options: select “y” for yes or “n” for no (Figure 7).

**Figure 7**

For **ReasonNoTest**, please select one of the following five options: “Other case evidence tested”, “Victim declined to cooperate/participate in investigation”, “Allegations can’t be substantiated/case not being investigated or not prosecutable”, “Not needed for prosecution/case already adjudicated”, or “Other” (Figure 8).

**Figure 8**

In addition to entering data individually into each cell, “forms” can be used to enter data. In order to use “forms” click on the forms button in the quick access toolbar (Figure 9). (If the forms icon is not there, follow the link provided to add the forms icon to the quick access toolbar).
This will bring up a “form”. The form may already be populated. To create a new form, click “new” (Figure 10). Forms can be used for data entry and data searching.

When using forms, information for the following variables must be entered as they appear in the dropdown menu: AssaultReport, VictimProsec and ReasonNoTest. For AssaultReport and VictimProsec, enter a “y” for yes or “n” for no (case sensitive; remove punctuations if copying and pasting) as the response.
For **ReasonNoTest**, respondents may write in one of the following choice options: “Other case evidence tested”, “Victim declined to cooperate/participate in investigation”, “Allegations can’t be substantiated/case not being investigated or not prosecutable”, “Not needed for prosecution/case already adjudicated”, or “Other” (case sensitive; remove punctuations if copying and pasting).

Alternatively, the responses for **AssaultReport**, **VictimProsec**, and **ReasonNoTest** may be left blank in forms and entered directly in the cells following the dropdown menu instructions for Figures 7 and 8.

If information for **AssaultReport**, **VictimProsec**, or **ReasonNoTest** is entered incorrectly in forms, an error message will appear indicating an invalid response (Figure 11). Select “Retry” and enter the response as it appears in the dropdown menu or leave the variable blank and enter the information manually into the cell with the dropdown menu after the remaining sections on forms has been completed.

**Figure 11**

To learn more about forms, follow the link provided below.


Please send any data entry questions to Research.Center@doj.ca.gov with “Sexual Assault Evidence Kit Inventory” in the title of the email.