



# ONLINE WILDLIFE OFFENDERS DATABASE (OWODAT)

## OFFLINE MODE AND MOBILE APP USER MANUAL



This document was compiled by Eight Tech Consults ltd



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# INTRODUCTION

Purpose This document includes the step-by-step ways on how to use of the online wildlife offenders' database (OWODAT) Mobile and web application. OWODAT web and mobile application system that is used for reporting and storage of wildlife offences and cases. This Dashboard also enables the UWA Management to access visualizations of the data being captured in the system for decision-making and reporting purposes.

**NOTE:** The offline mode system and the mobile app are the same and thus have the same user manual.

## Intended Audience

This user manual will be used by the System administrator, UWA, field agents, Managers and other stakeholders who are a part of the project goals and objectives to understand how to use the system. Definitions, Acronyms, and Abbreviations

Abbreviation	Definition
OWODAT	Online Wildlife Offenders Database
UWA	Uganda Wildlife Authority
WCS	Wildlife Conservation Society
8Tech	Eight Technologies Consults

## HOW TO DOWNLOAD THE OFFLINE SYSTEM?

**STEP1:** Type uwa.8Technlogies.net/desktop and press enter

**STEP 2:** Install the download exe file and open, the system will display the login page



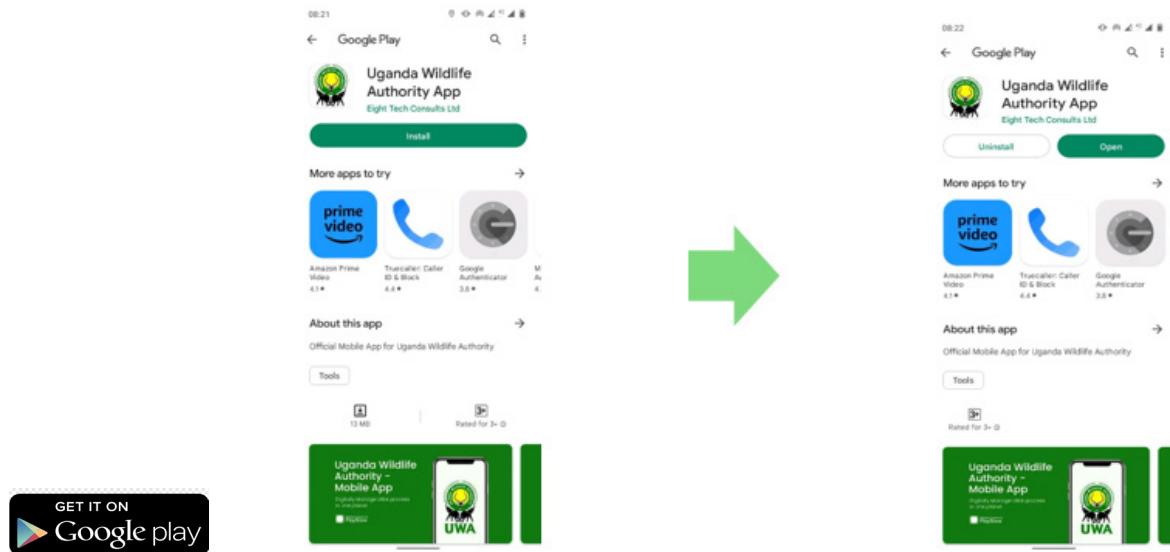
NB: You can now login and follow the same steps as the mobile app on how to use the system.

# HOW TO USE THE SYSTEM MOBILE APP?

How to download the UWA Mobile app?

**NOTE:** Step 1 to Step 3 is only for first time users

**STEP1:** To download the app, go to google play for the android phone and tablets and search for "UWA APP"

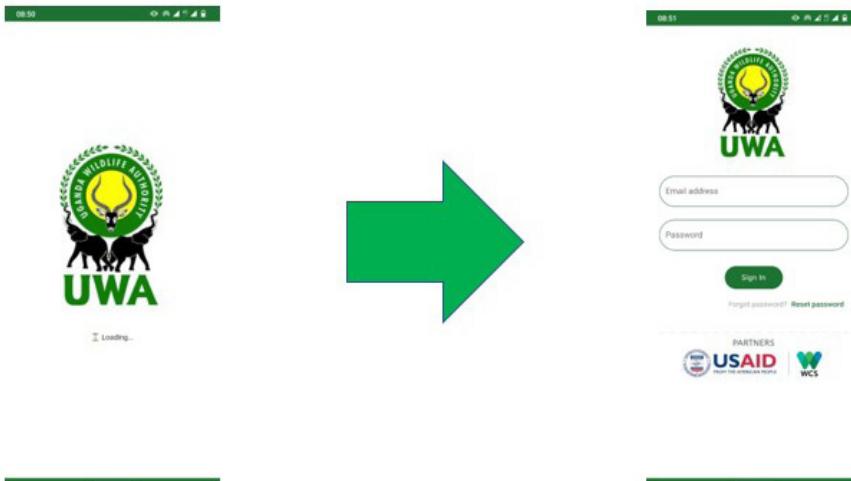


## HOW TO CREATE YOUR USER ACCOUNT?

**NOTE:** The wildlife offender database system is designed in a way that all system users are supposed to receive their login credentials from the system administrator via email. Therefore, if you don't have an account please contact the system administrators to create one for you.

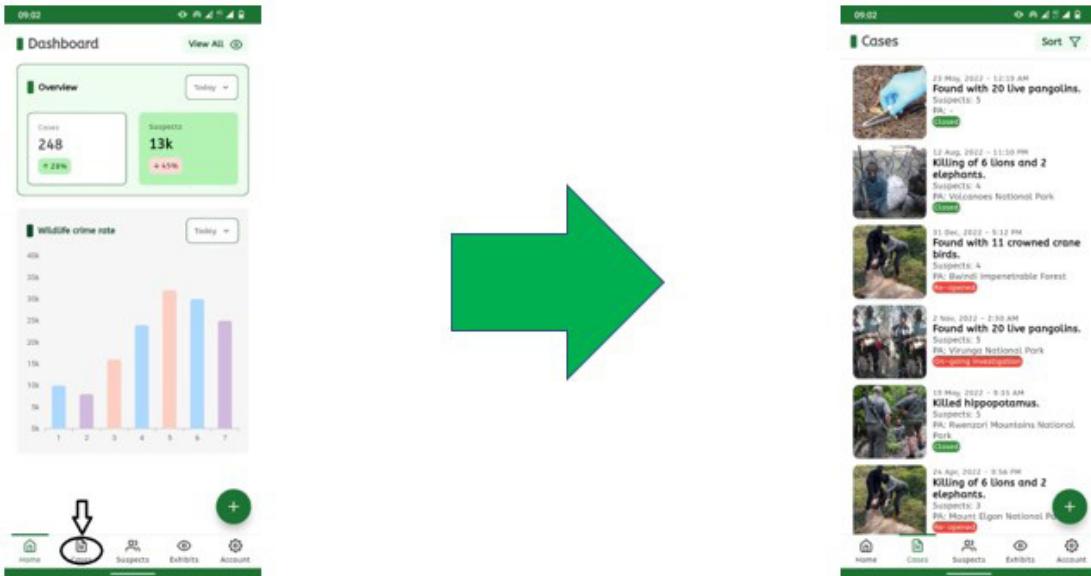
## HOW TO LOGIN TO THE SYSTEM?

Assuming you already have your credentials, to login to the app click Login button. Enter username and Password click SIGNIN button.



## HOW TO VIEW SUBMITTED CASES?

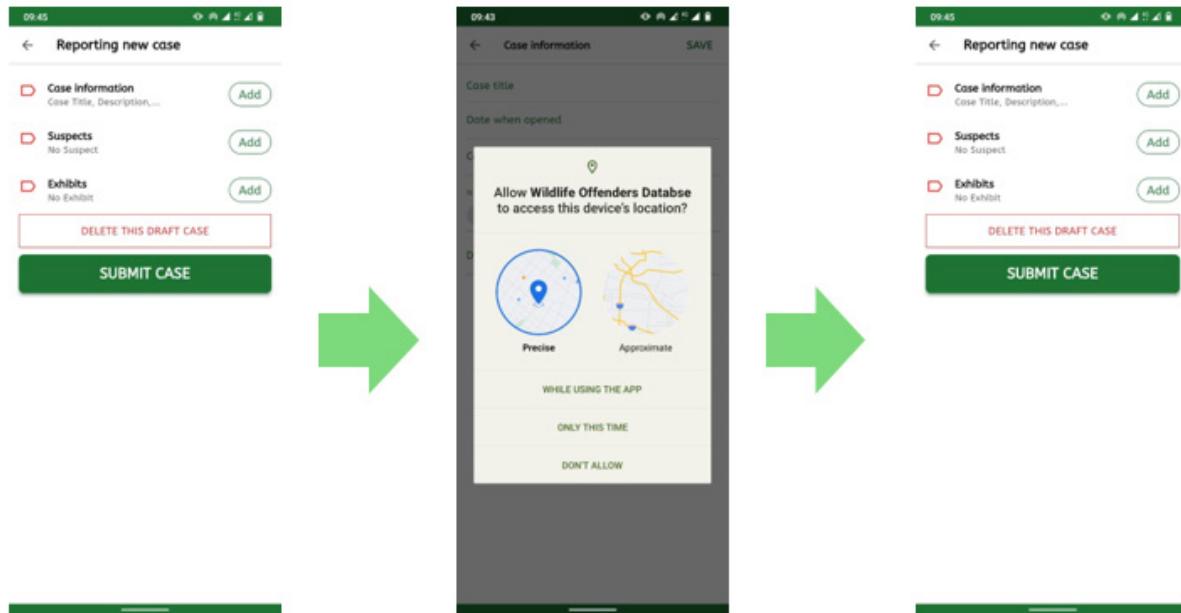
To view submitted cases click on the second icon on the lower menu of the app



## HOW TO SUBMIT A NEW CASE?

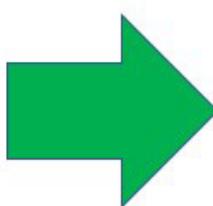
To submit a new case, click the (+) green button on the right bottom of the cases page

**NOTE:** The app will require you to accept location for it to capture GPS of offenses and arrest. Therefore, select the “**WHILE USING THE APP**”



## HOW TO ADD OFFENCE INFORMATION TO A CASE?

To add offence information, click the first Add button on the Report new case page



09:11

← Reporting new case

Case Information  
Case Title, Description,...

Add

Suspects  
No Suspect

Add

Exhibits  
No Exhibit

Add

DELETE THIS DRAFT CASE

SUBMIT CASE

09:22

← Offence information  SAVE

Offences

Case description

Is offence committed within a PMA?

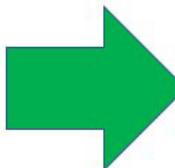
Yes  No

**NOTE:** The first section on submitting case information is submitting offence information.

Fill the form and then click SAVE button on the top right corner of the app.

## HOW TO ADD SUSPECT INFORMATION TO A CASE?

To add suspect information, click the second Add button on the Report new case page



09:11 Reporting new case

← Case Information Case Title, Description,... Add

Suspects No Suspect Add 

Add Exhibits No Exhibit Add

DELETE THIS DRAFT CASE

SUBMIT CASE

09:31 New suspect #0 SAVE

Ethnicity

Phone number

Occupation

National ID number

Country of origin

Sub-county

Parish

Village

**ARREST INFORMATION**

Has this suspect been arrested?

Yes  No

**COURT INFORMATION**

Has this suspect been taken to court?

Yes  No

**NOTE:** When adding suspect information, you can add, suspect Bio data, Arrest information and Court information at the same time. Click the Yes buttons if you have the required information on arrest or court.

Fill the form and then click SAVE button on the top right corner of the app.

## HOW TO ADD EXHIBITS INFORMATION TO A CASE?

To add exhibits information, click the third Add button on the Report new case page



09:45 ← Reporting new case

Case Information  Case Title, Description,...

Suspects  No Suspect

Exhibits  No Exhibit

09:53 ← Exhibit form SAVE

Select Exhibit Type  
 Wildlife  Implement  Other

Select Species

Select Specimen

Quantity (in KGs)

Number of pieces

Wildlife Exhibit Description

**NOTE:** Exhibits can be in form of wildlife or implements, click exhibit type to choose which exhibit you want to submit.

Fill the form and then click SAVE button on the top right corner of the app.

## HOW TO SUBMIT CASE INFORMATION?

After adding the required case information, you can click the SUBMIT CASE button to submit case information.

SUBMIT CASE

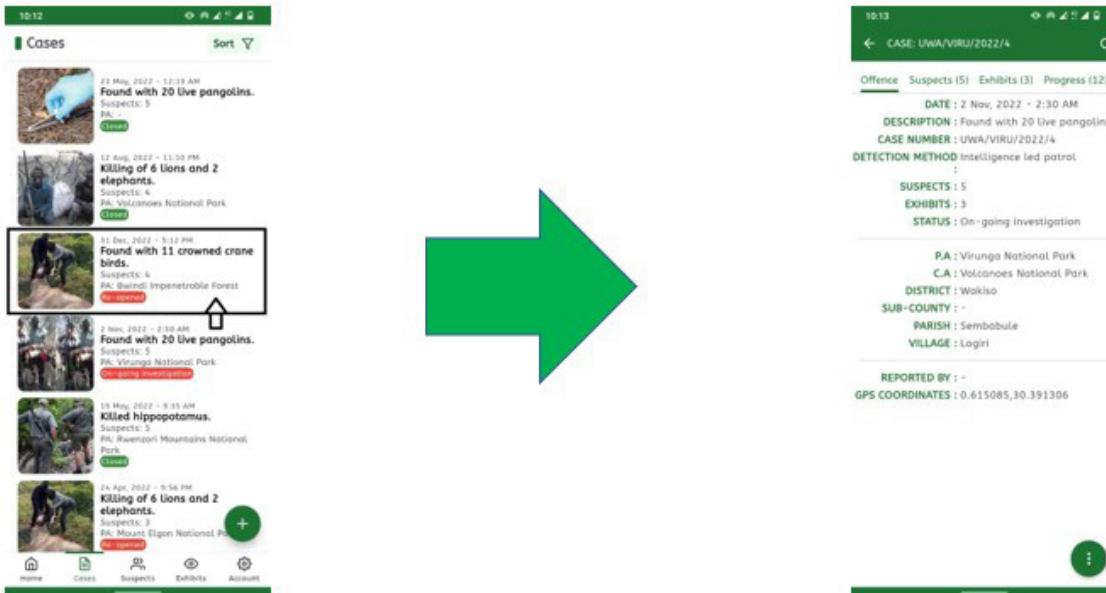
## HOW TO DELETE DRAFT CASES?

One can delete draft cases by clicking the DELETE THIS DRAFT CASE button on the Reporting new case page.

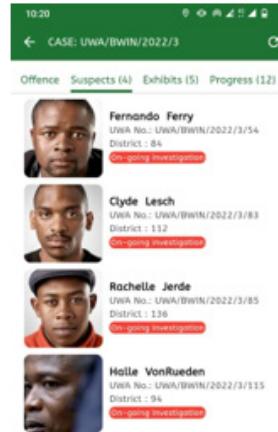
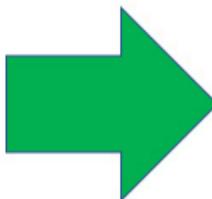
DELETE THIS DRAFT CASE

## HOW TO VIEW PARTICULAR CASE DETAILS?

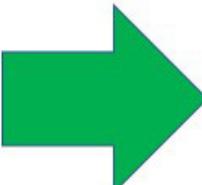
To view particular case details, click on any case you want to view and the app will display all the case details.



To view suspect details of a particular case, click on the Suspects section on the top tab of case details



To view an individual suspect information, click on the suspect whose information you want to see and the app will display the suspect information.



10:20 CASE: UWA/BWIN/2022/3

Offence Suspects (4) Exhibits (5) Progress (12)

**Fernando Ferry**  
UWA No.: UWA/BWIN/2022/3/54  
District : BA  
Status: On-going investigation

**Clyde Lesch**  
UWA No.: UWA/BWIN/2022/3/83  
District : 122  
Status: On-going investigation

**Rochelle Jende**  
UWA No.: UWA/BWIN/2022/3/85  
District : 138  
Status: On-going investigation

**Holle VonRueden**  
UWA No.: UWA/BWIN/2022/3/115  
District : 94  
Status: On-going investigation

...

10:25 SUSPECT: UWA/BWIN/2022/3/54

**BIO-DATA**

**UWA SUSPECT NUMBER:** UWA/BWIN/2022/3/54  
**NAME:** Fernando Ferry  
**SEX:** Female  
**DATE OF BIRTH:** 12 Oct, 1989  
**COUNTRY OF ORIGIN:** Saint Lucia

**PHONE NUMBER:** +23834671652  
**NATIONAL ID:** 563041068945746  
**NUMBER:**  
**ETHNICITY:** Mwanyankole

**DISTRICT, SUB-COUNTY:**  
**COUNTY:**  
**PARISH:** Lwebisoyo  
**VILLAGE:** Kiruhuru

**REPORTED ON:** 20 Jan, 2023  
**DATE:**  
**OCCUPATION:** 20 Jan, 2023

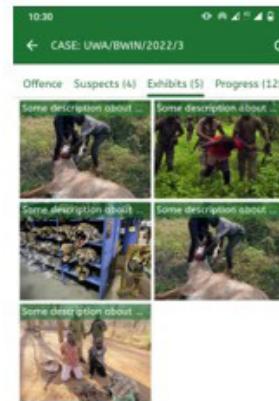
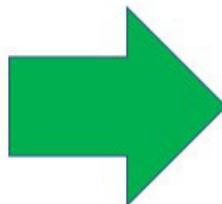
**UWA SUSPECT:** UWA/BWIN/2022/3/54

**ARREST INFORMATION**

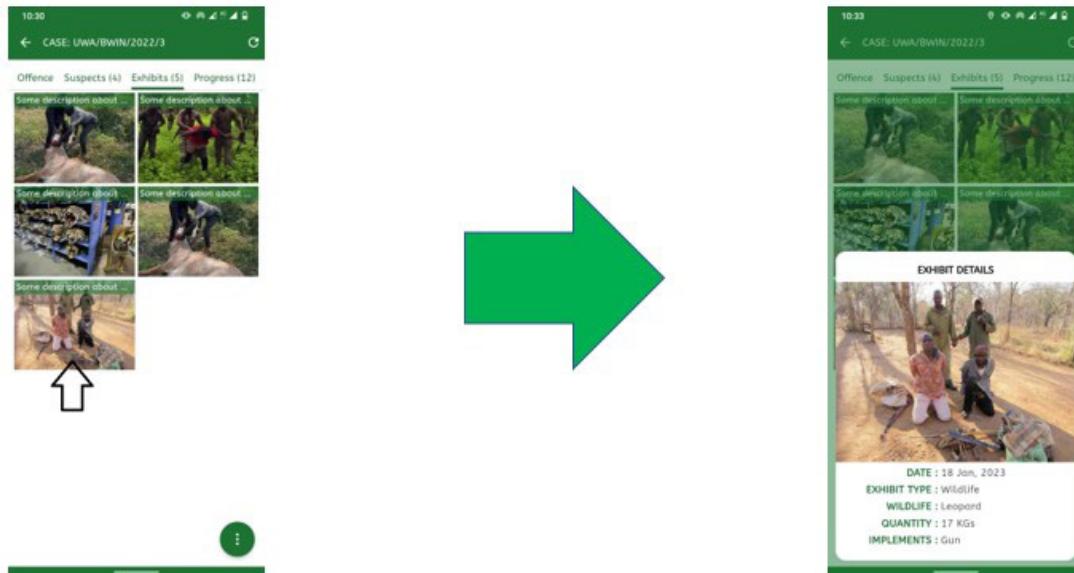
**DATE:** 29 Dec, 2021  
**DISTRICT:** Kabole  
**SUB-COUNTY:** Kabole, Ksharo  
**PARISH:** Kiruhuru  
**VILLAGE:** Kiruhuru

**GPS LATITUDE:** 0.615085  
**GPS LONGITUDE:** 30.391306  
**UWA UNIT:** -

To view exhibits details of a particular case, click on the Exhibit section on the top tab of case details

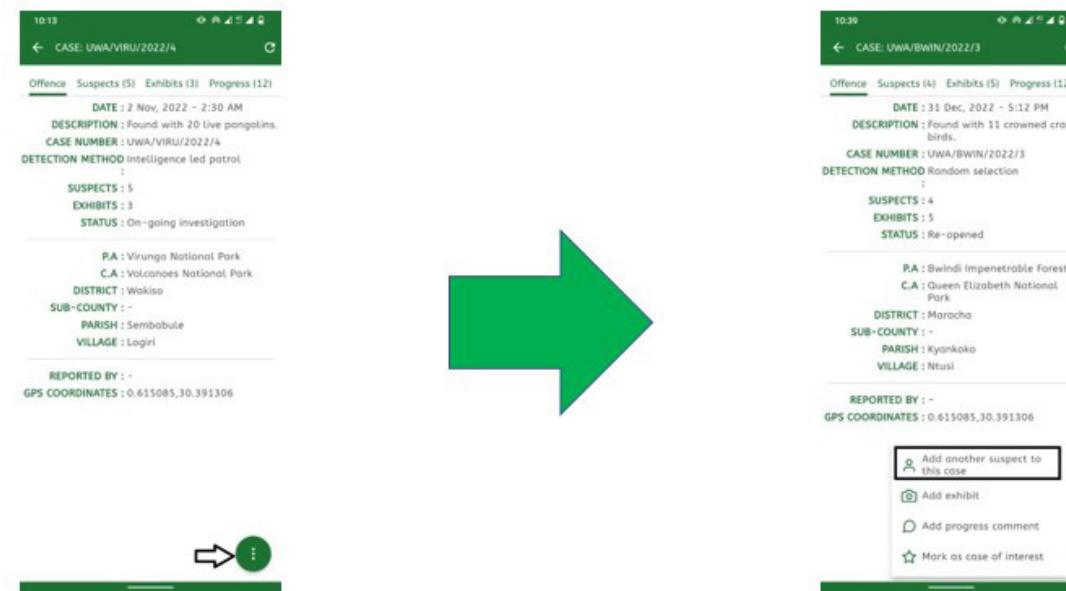


To view a particular exhibit information, click on the exhibit whose information you want to see and the app will display the exhibit information.



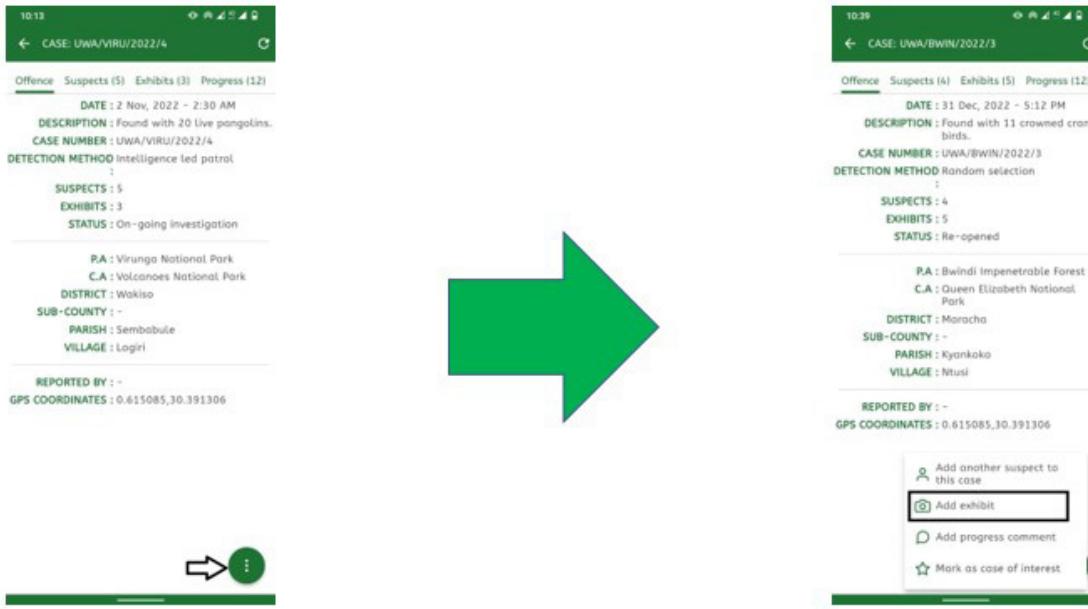
## HOW TO ADD ANOTHER SUSPECT TO AN EXISTING CASE?

To add a suspect to an existing case, go to that particular case details page Ref: **View particular case details**. Then click the 3 vertical dots at the right bottom of the page a popup side menu will appear click option one, Add another suspect to this case.



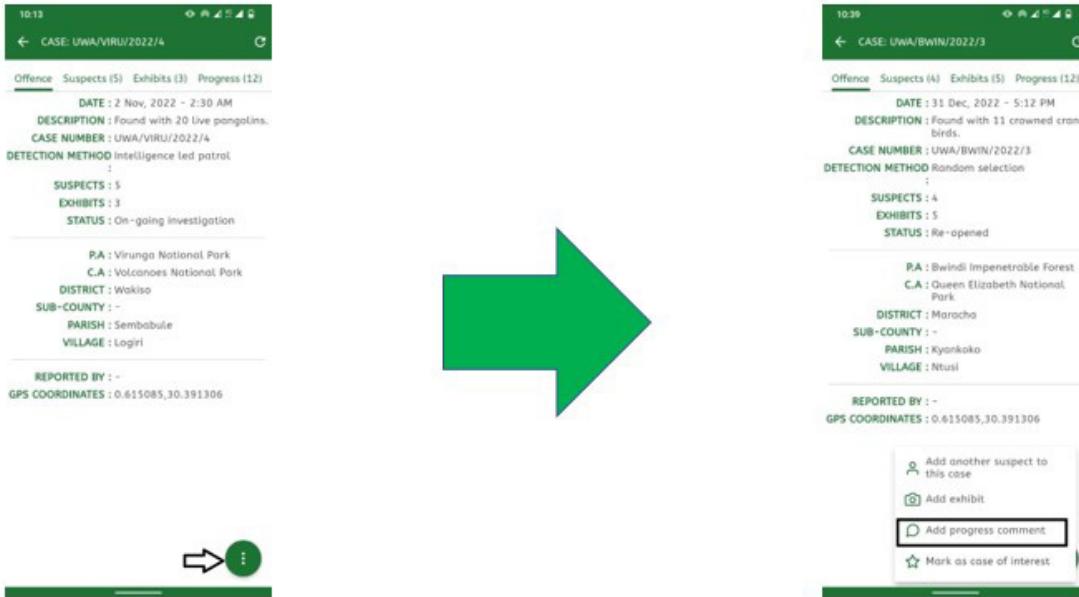
## HOW TO ADD ANOTHER EXHIBIT TO AN EXISTING CASE?

To add an exhibit to an existing case, go to that particular case details page Ref: **View particular case details**. Then click the 3 vertical dots at the right bottom of the page a popup side menu will appear click option two, Add exhibit.



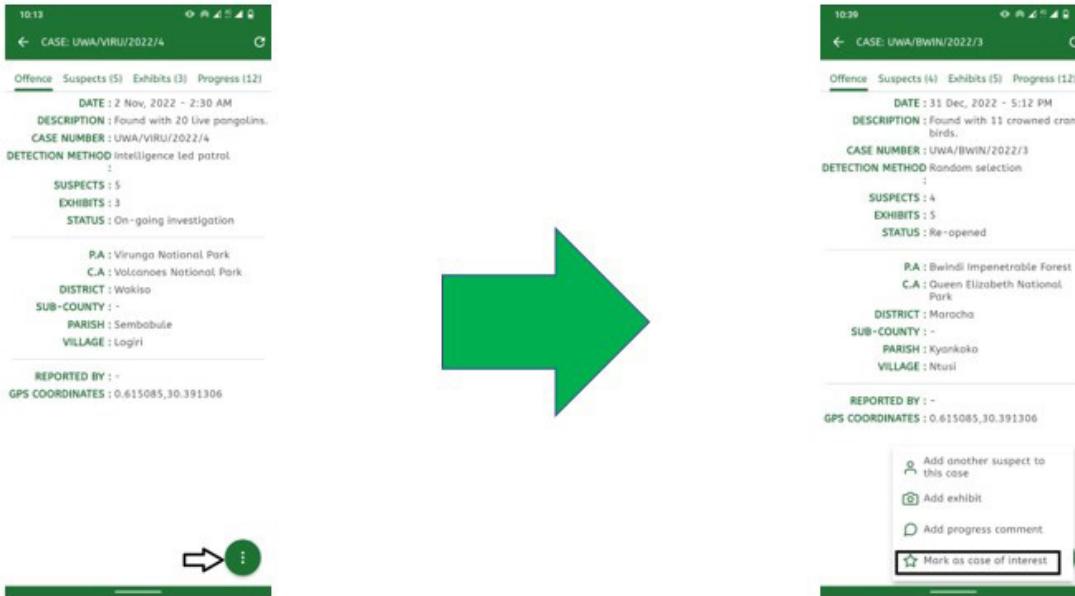
## HOW TO ADD PROGRESS COMMENT TO AN EXISTING CASE?

To add a progress comment to an existing case, go to that particular case details page Ref: **View particular case details**. Then click the 3 vertical dots at the right bottom of the page a popup side menu will appear click option three, Add progress comment.



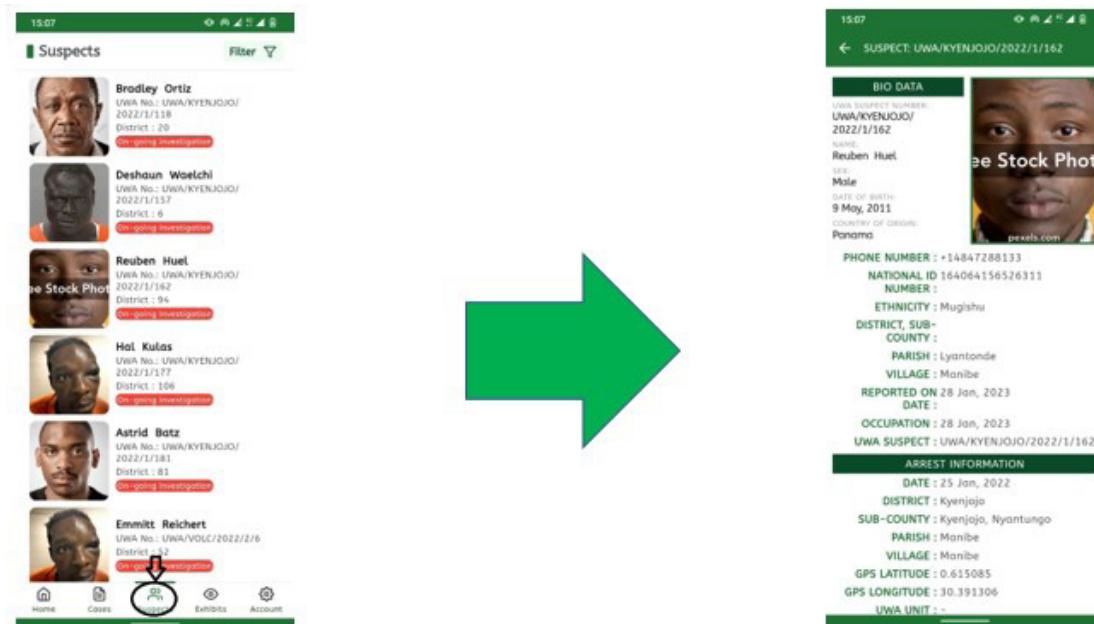
## HOW TO MARK AS CASE OF INTEREST TO AN EXISTING CASE?

To mark as case of interest an existing case, go to that particular case details page Ref: **View particular case details**. Then click the 3 vertical dots at the right bottom of the page a popup side menu will appear click option four, Mark as case of interest.



## HOW TO VIEW SUSPECTS FROM THE HOME PAGE?

You can view case suspect by clicking the third icon on the bottom of the app



**NOTE:** You can click on any of the suspect to view suspect information.

## HOW TO VIEW EXHIBITS FROM THE HOME PAGE?

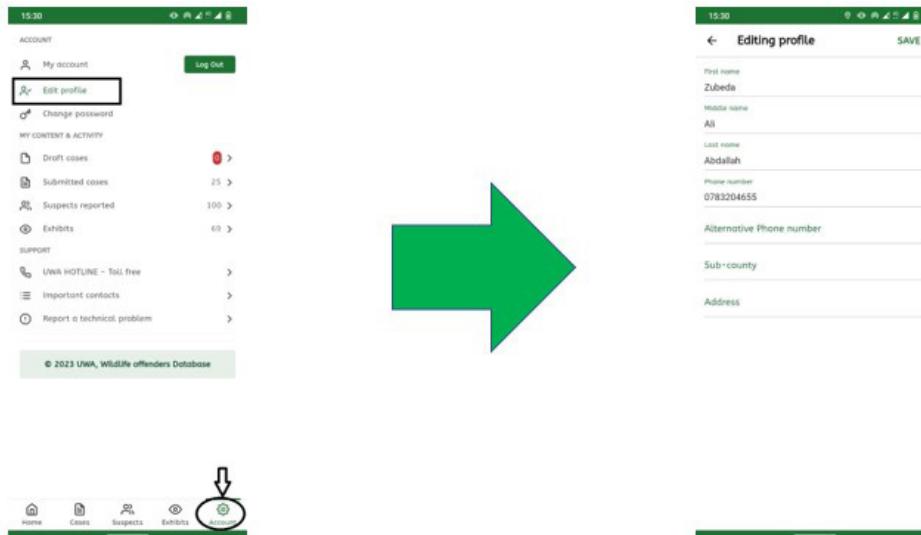
You can view case exhibits by clicking the fourth icon on the bottom of the app



**NOTE:** You can click on any of the exhibits to view exhibit information.

## HOW TO EDIT YOUR USERS PROFILE?

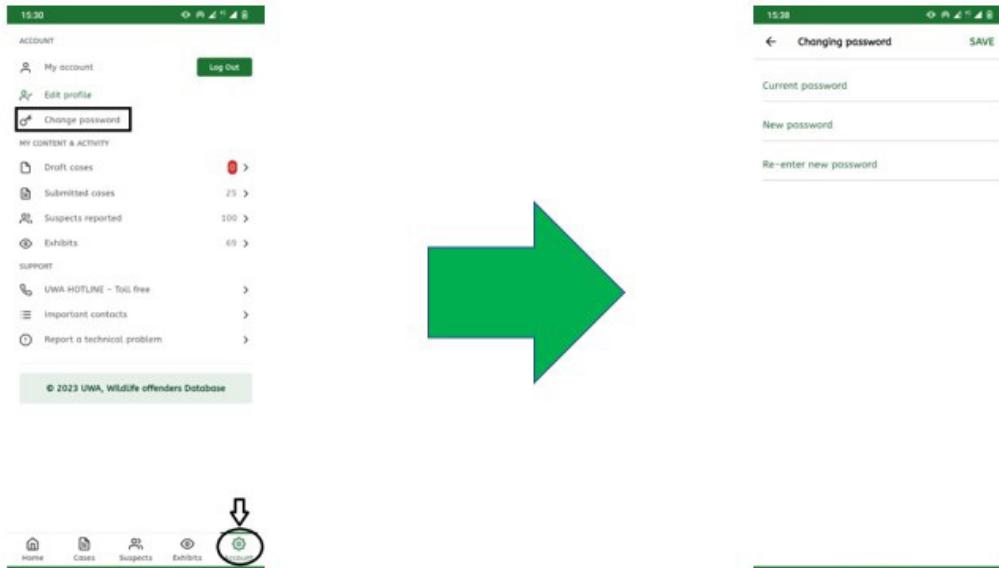
To edit your profile, click to Accounts section at the bottom right corner of the home page and on the next page select **Edit profile** option



**NOTE:** After filling the form click the **SAVE** button at the top right corner of the Edit profile page.

## HOW TO CHANGE YOUR PASSWORD?

To change your password, click to Accounts section at the bottom right corner of the home page and on the next page select **Change password** option



**NOTE:** After filling the form click the **SAVE** button at the top right corner of the Changing password page.

You can also access more information like Draft cases, submitted cases, Suspect reported, Exhibits, UWA Hotline-Toll free, Important contacts and reporting a technical problem from the Accounts page.

## HOW TO LOGOUT OF THE APP?

To logout of the app, click to Accounts section at the bottom right corner of the home page and on the next page click the logout button on the top right corner.



