



# ONLINE WILDLIFE OFFENDERS DATABASE (OWODAT) WEB SYSTEM USER MANUAL



This document was compiled by Eight Tech Consults ltd



**Tel:** 039 3256165 | +256 704 140 818 | +256 782 166 297

Magdalene Lane Opposite Ndere Cultural Centre,  
Ntinda-Kisaasi Rd, P.O. Box 36859, Kla Uganda

**Email:** info@8technologies.net

**Website:** www.8technologies.net

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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.

## 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
SRS	System Requirements Specification Document
OWODAT	Online Wildlife Offenders Database
UWA	Uganda Wildlife Authority
WCS	Wildlife Conservation Society
SRS	Software requirement specification

## HOW TO ACCESS THE OWODAT DASHBOARD?

Open any browser on your laptop, computer or smartphone with internet access.



Mozilla Firefox



Google Chrome



Opera Mini



Microsoft edge

Type <https://uwa.8technologies.cloud/> and press **enter**.

Wildlife Offenders Database

Login

Username

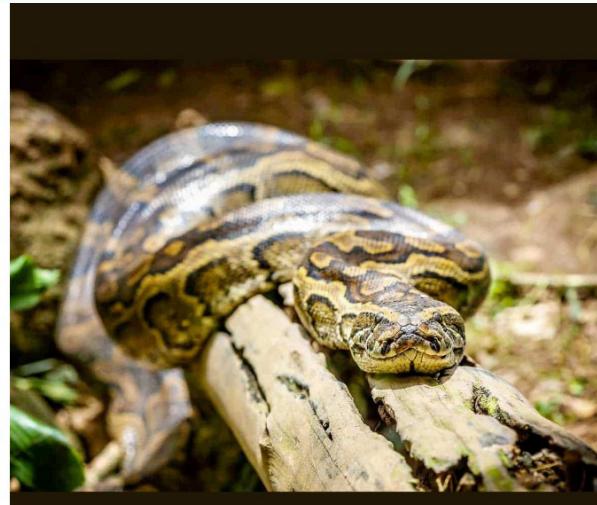
Password

Sign in

Forgot your password?

Partners

USAID | W



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## HOW TO CREATE YOUR USERS ACCOUNT?

**NOTE:** The wildlife offenders' 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?

**STEP 1:** Assuming you already have your credentials, to log in to the system please enter your username and password and click the Login button.

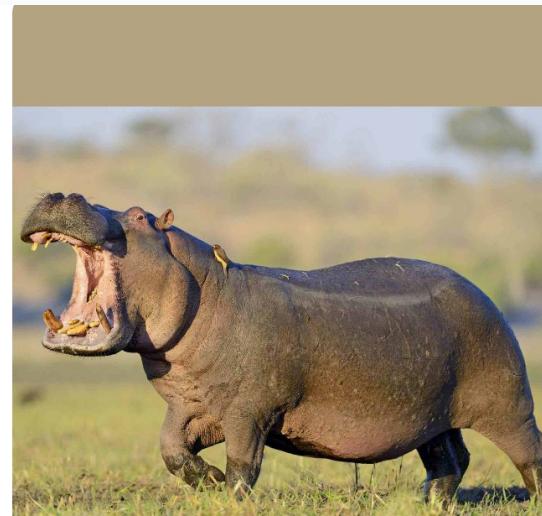
The logo of the Uganda Wildlife Authority (UWA) features a circular emblem with a yellow sun-like center containing two antelope heads. The text "UGANDA WILDLIFE AUTHORITY" is written around the top edge of the circle, and "UWA" is at the bottom.

### Login

Username

Password

Sign in

A photograph of a hippopotamus standing in a grassy, open landscape. The hippo's mouth is wide open, revealing its teeth and tongue, and a small bird is perched on its open mouth. The background shows a blurred green and brown environment.

**NOTE:** For security purposes, the system will send you a login code to your email to verify that you are the exact person accessing your account. Check your email for the code and login.

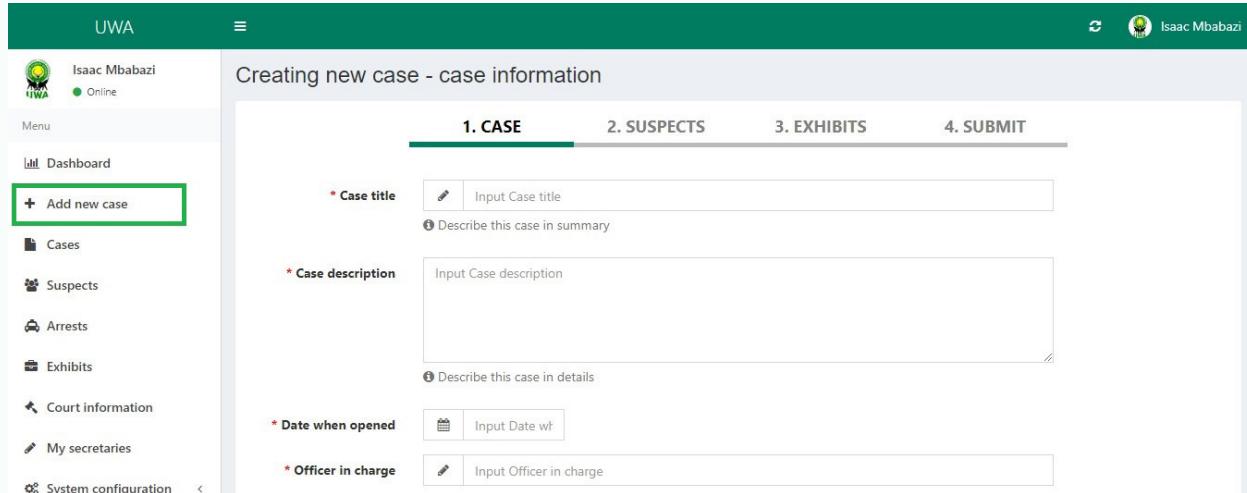
**STEP 2:** The system will display a dashboard as the first page.



**NOTE:** The dashboard shows the summary and statistics of the cases and reports as submitted by the Agents.

## HOW TO CREATE AND SUBMIT A CASE?

**STEP 1:** Click on the **add new case** on the system left menu list. The system will display a form for adding Cases, then suspect information and exhibit.



The screenshot shows the 'UWA' application interface. On the left, there's a sidebar with a navigation menu. The 'Add new case' option is highlighted with a green box. The main content area is titled 'Creating new case - case information'. It features a tabbed navigation bar with four tabs: '1. CASE' (which is active), '2. SUSPECTS', '3. EXHIBITS', and '4. SUBMIT'. The '1. CASE' tab contains fields for 'Case title' (with a note 'Describe this case in summary'), 'Case description' (with a note 'Describe this case in details'), 'Date when opened' (with a date picker), and 'Officer in charge' (with a note 'Input Officer in charge'). The top right corner shows the user profile 'Isaac Mbabazi' and an online status indicator.

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**STEP 2:** After entering case information, when you click submit button the system navigates you to the suspect tab.



**STEP 3:** At this stage, the system will display the suspect form, having suspect Biodata and the offences committed, arrest information and court information.

## 1. Suspect Bio data form

The form is titled 'SUSPECT BIO DATA' in bold capital letters. It contains the following fields:

- Suspect photo:** A file input field labeled 'Select image' with a 'Browse' button to its right.
- \* First name:** An input field with a pencil icon and a placeholder 'Input First name'.
- Middle name:** An input field with a pencil icon and a placeholder 'Input Middle name'.
- \* Last name:** An input field with a pencil icon and a placeholder 'Input Last name'.
- \* Sex:** A radio button group with two options: 'Male' and 'Female'.

## 2. Offences form

OFFENCES	
* Offences	Showing all 24
<input type="text" value="Filter"/>	
↔ ↔	
<ul style="list-style-type: none"><li>Injuring or disturbance of wildlife</li><li>Illegal entry into protected area</li><li>illegal grazing in protected area</li><li>Illegal possession of protected species</li><li>Illegal trade of wildlife and wildlife products</li><li>Killing of wildlife animal (poaching)</li><li>Trafficking of wildlife and wildlife products</li><li>Unlawful hunting in protected area</li><li>Unlawful possession of weapons in protected area</li><li>Utilization of Wildlife resources without right</li></ul>	
<input type="button" value="Select offences involved in this case"/>	
Empty list	
<input type="text" value="Filter"/>	
↔ ↔	

**STEP 4:** To add arrest information click Yes on the radio button at the bottom of the offence section. Else click No.

If you select yes: -

### 3. Arrest Information form

**ARREST INFORMATION**

<b>Arrest date and time</b>	 <input type="text" value="Input Arrest date and"/>
* Was suspect arrested within a PA	<input type="radio"/> Yes <input type="radio"/> No
<b>Arrest GPS - latitude</b>	 <input type="text" value="Input Arrest GPS - latitude"/> <small>e.g. 41.40338</small>
<b>Arrest GPS - longitude</b>	 <input type="text" value="Input Arrest GPS - longitude"/> <small>e.g. 217403</small>

**STEP 5:** To add court information click Yes on the radio button at the bottom of the arrest form. Else click No.

If you select yes: -

## 4. Court Information form

COURT INFORMATION		
Court file number	<input type="text"/>	Input Court file number
Court date	<input type="text"/>	Input Court d.
Court Name	<input type="text"/>	Input Court Name

**STEP 6:** To add another suspect information to the same case click **Yes** on the radio button on add more suspects.

ADD MORE SUSPECTS		
* Do you want to add more suspects to this case?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

**NOTE:** After adding a suspect in the system, the system counter on the suspect shows how many suspect the case has.

**1. CASE****2. SUSPECTS (1)****3. EXHIBITS****4. SUBMIT**

After adding a suspect to a case, the system allows you to skip to exhibits. You cannot create a case that has no suspect. Therefore, to add exhibits you are required to add at least one suspect to the case.

**SUSPECT BIO DATA****SKIP****SKIP TO EXHIBITS**

**NOTE:** Exhibits are optional therefore; the system allows the users to add exhibits if they have them or skip that section if they don't have any.

**1. CASE****2. SUSPECTS (2)****3. EXHIBITS****4. SUBMIT**[Cancel this case creation process](#)**SKIP****SKIP TO SUBMIT**

**STEP 7:** To add exhibits click a specific exhibit you have ranging from species, implements and any other exhibit.

Exhibit type Wildlife?  Yes  No

Exhibit type Implement?  Yes  No

Other exhibit types?  Yes  No

\* Do you want to add another exhibit to this case?  Yes  No

Submit

**NOTE:** After adding all the required case information, you can click the button to submit to see the submission page.

**1. CASE**

**2. SUSPECTS (2)**

**3. EXHIBITS**

**4. SUBMIT**

[Cancel this case creation process](#)

### CASE INFORMATION

**CASE TITLE:** Possession of wildlife in a conservation area

At this stage of confirming submission if you are sure that all the information provided is correct you can click the Yes radio button and then click submit.

**CONFIRM & SUBMIT**

\* Are you sure you want to submit?  Yes

**Submit**

**NOTE:** Before submission, the system gives you options to modify any case information by clicking the links provided on each data entered.

E.g. You can edit, add or remove a suspect from the case.

**SUSPECTS (2)**

1. UWA/BUIKWE/2023/179/1 - Mawejje Peter. [Edit](#) [Remove](#)
2. UWA/BUIKWE/2023/179/2 - 8tech consults. [Edit](#) [Remove](#)

**ACTION:** [Add](#)

## HOW TO VIEW SUBMITTED CASES?

Case details include information about the suspect Biodata, Arrest information and Court information. To view case details please follow the Step.

**STEP 1:** Click the Case tab on the left menu. The system will display the table of submitted cases.

The screenshot shows the Owodat web application interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- + Add new case
- Cases** (highlighted with a green box)
- Suspects
- Arrests
- Court information
- Exhibits
- My secretaries
- System configuration <
- Admin

A large green arrow points from the 'Cases' link in the sidebar to the main content area. In the main content area, there is a title 'Cases List' and a table titled 'Cases List'. The table has the following columns:

ID	Created	Case number	Title	CA	Suspects	Exhibits	Reported by	Action
267	13 Apr, 2023 - 01:04 pm	UWA/QECA/2023/267	Uganda vs Aslimwe Samuel	QECA	1	2	Makambo Abdallah	<a href="#">I</a>
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Biguma Alfred	QECA	1	1	Makambo Abdallah	<a href="#">I</a>
265	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/265	Uganda vs Rutware Pascal	QECA	1	1	Makambo Abdallah	<a href="#">I</a>
264	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/264	Uganda vs Made Amos	QECA	1	1	Lawrence Kajura	<a href="#">I</a>
263	13 Apr, 2023 - 11:04 am	UWA/QECA/2023/263	Uganda v Turwesigye Paul	QECA	4	1	Ayera Doreen	<a href="#">I</a>
262	13 Apr, 2023 - 11:04 am	UWA/QECA/2023/262	Uganda Vs Kute Charles	QECA	1	1	Lawrence Kajura	<a href="#">I</a>

## HOW TO ADD SUSPECTS TO AN EXISTING CASE?

The system allows one to add suspects to an existing case, to do this click the Action column on the 3 vertical dots and select add suspect option.

ID	Created	Case number	Title	CA	Suspects	Exhibits	Reported by	Action
267	13 Apr, 2023 - 01:04 pm	UWA/QECA/2023/267	Uganda vs Aslimwe Samuel	QECA	1	2	Makambo A	... Show
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Baguma Alfred	QECA	1	1	Makambo A	<span style="border: 2px solid green; padding: 2px;">Add suspect</span> Add exhibit Add comment Edit case
265	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/265	Uganda vs Rutware Pascal	QECA	1	1	Makambo A	<span style="border: 2px solid green; padding: 2px;">Add suspect</span> Add exhibit Add comment Edit case
264	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/264	Uganda vs Maate Amos	QECA	1	1	Lawrence Kajura	... ...

The system will display the suspect form.

Cancel add suspect process

ADDING SUSPECT TO CASE

UWA/QECA/2023/267

SUSPECT BIO DATA

**NOTE:** You can add the suspect **BIO DATA** and offence information, arrest and court information for that particular case.

## HOW TO ADD SUSPECTS TO AN EXISTING CASE?

The system allows one to add exhibits to an existing case, to do this click the Action column on the 3 vertical dots and select Add exhibit option.

ID	Created	Case number	Title	CA	Suspects	Exhibits	Reported by	Action
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Baguma Alfred	QECA	1	1	Makambo A...	Show
265	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/265	Uganda vs Rutware Pascal	QECA	1	1	Makambo A...	Add suspect Add exhibit
264	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/264	Uganda vs Maate Amos	QECA	1	1	Lawrence K...	Add comment Edit case

The system will display the exhibit form.

### WILDLIFE EXHIBIT(S) INFORMATION

\* Select Species

Quantity (in KGs)  Input Quantity (in)

Number of pieces  Input Number of

Description  Input Description

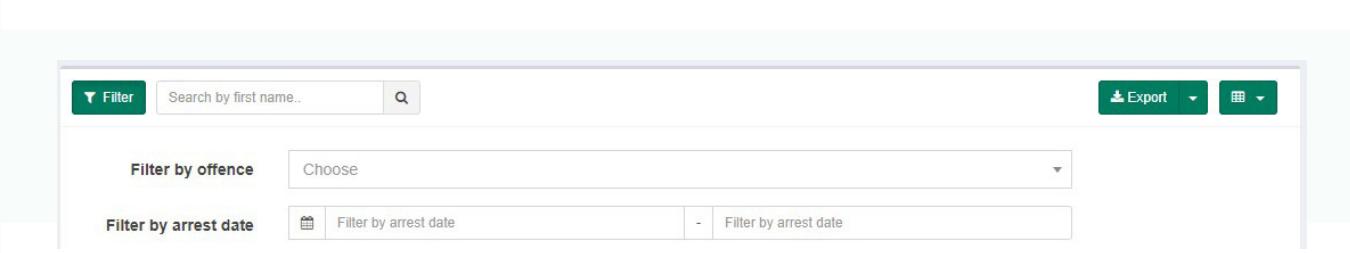
Wildlife exhibit(s)  
attachments files or

**NOTE:** You can add comments and edit the case based on your user roles and system access rights. To

add comments or edit the case click the 3 vertical dots on the action column of the case table.

## HOW TO FILTER CASES?

For easy identification and reports, cases can be filtered based on different parameters, to view and use a filter click the  button and the system will display the different filters.



The screenshot shows a user interface for filtering cases. At the top left is a green 'Filter' button. To its right is a search bar with placeholder text 'Search by first name...' and a magnifying glass icon. Further right are 'Export' and 'Print' buttons. Below these are two filter sections. The first section, 'Filter by offence', has a dropdown menu labeled 'Choose'. The second section, 'Filter by arrest date', includes a date picker icon and a dropdown menu labeled 'Filter by arrest date'. There is also a small minus sign between the two filter sections.

Enter any filter information (by date range, by a reporter or by district) and click the search button to get the data needed.

You can click reset to remove the filters.

Filter		Search by case title...		Export	Grid			
Filter by date		2023-04-12	-	2023-04-29				
Filter by reporter		Choose						
Filter by district		Choose						
		<button>Search</button>		<button>Reset</button>				
ID	Created	Case number	Title	CA	Suspects	Exhibits	Reported by	Action
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Baguma Alfred	QECA	1	2	Makambo Abdallah	<span>⋮</span>
265	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/265	Uganda vs Rutware Pascal	QECA	1	1	Makambo Abdallah	<span>⋮</span>
264	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/264	Uganda vs Maate Amos	QECA	1	1	Lawrence Kajura	<span>⋮</span>

## HOW TO EXPORT DATA FROM THE SYSTEM?

Case data can be exported from the system as Excel files and case details as Word documents. To export case data from the system, click the drop-down sign on the Export button at the right top of the case table and then select the amount of data you would want to export.

Case Management						
ID	Created	Case number	Title	CA	Suspects	Exhibits
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Baguma Alfred	QECA	1	2

Click here to Export

**NB:** Specifying the amount of data you want to export would help you save time and data since exporting all the data might require more time and MBs.

**NOTE:** You can also export case data from the system as reports in pdf format. To do this click the show option on the 3 dots of the action column of the case table.

ID	Created	Case number	Title	CA	Suspects	Exhibits	Reported by	Action
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Baguma Alfred	QECA	1	2	Makambo A'	<span>Show</span>

The system will display a pdf format report that can be printed by clicking the print button at the top right corner of the page.

## Case details

[BACK TO ALL Case](#)[PRINT](#)

### Uganda vs Baguma Alfred

**CASE NUMBER:** #UWA/QECA/2023/266**REPORT DATE:** 13 Apr, 2023 - 03:04 pm**REPORTED BY:** Makambo Abdallah

### Case Summary

**NUMBER OF EXHIBITS:** 2**NUMBER OF SUSPECTS:** 1

### Case location details

**IS CASE COMMITTED IN PA?:** Yes**PA:** QECA - QENP, Kyambura WR**GPS LATITUDE:** -**GPS LONGITUDE:** -**DSITRICT:** Oyam**SUBCOUNT:** Acaba**PARISH:** -**VILLAGE:** Hamukungu fishing village

### Case Exhibits

ID	Photos	Category	No. of Pieces	Quantity	Description
----	--------	----------	---------------	----------	-------------

## HOW TO REDUCE/INCREASE THE TABLE SIZE AND FIELD?

If you find it unnecessary to view some fields of your table, you can remove them to create space or if you want to see certain fields you can determine which fields should be shown in the table. To do this please click the dropdown sign on the last button on the right top of the table. Unselect or select the fields you

want and then click the **Submit** button

A screenshot of a web-based application interface. At the top left is a green 'Filter' button. Next to it is a search bar with placeholder text 'Search by case title...' and a magnifying glass icon. On the far right are 'Export' and 'Print' buttons. Below the search bar is a table header with columns: ID, Created, Case number, Title, CA, Suspects, Exhibits, and Row ID. The table contains two rows of data. The first row has ID 266, created on 13 Apr, 2023 at 12:04 pm, with case number UWA/QECA/2023/266 and title 'Uganda vs Baguma Alfred'. The second row has ID 265, created on 13 Apr, 2023 at 12:04 pm, with case number UWA/QECA/2023/265 and title 'Uganda vs Rutware Pascal'. To the right of the table is a sidebar with checkboxes for filtering: 'ID' (checked), 'Created' (checked), 'Updated' (unchecked), 'Case number' (checked), 'Title' (checked), and 'CA' (checked). An arrow points upwards from the 'Click here' label to the 'Print' button.

ID	Created	Case number	Title	CA	Suspects	Exhibits	Row ID
266	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/266	Uganda vs Baguma Alfred	QECA	1	2	M
265	13 Apr, 2023 - 12:04 pm	UWA/QECA/2023/265	Uganda vs Rutware Pascal	QECA	1	1	M

## HOW TO VIEW SUSPECTS?

**STEP 1:** Click the suspect tab on the left menu. The system will display the table of case suspects.

A screenshot of the Owodat web system. On the left is a sidebar with several tabs: 'Dashboard' (disabled), '+ Add new case', 'Cases', 'Suspects' (highlighted with a green box), 'Arrests', 'Court information', 'Exhibits', and 'My secretaries'. A large green arrow points from the 'Suspects' tab to the main content area. The main area is titled 'Suspects List' and shows a table of suspect information. The table has columns: Suspect number, Date, Photo, Suspect's Name, Nationality, Offences, At Police, Appeared Court, and Action. There are four rows of data. The first row is for suspect 'Baguma Alfred' (UWA/QECA/2023/266-1), the second for 'Rutware Pascal' (UWA/QECA/2023/265-1), the third for 'William Marahi' (UWA/QECA/2023/263-4), and the fourth for another 'William Marahi' (UWA/QECA/2023/263-3). The 'At Police' column shows 'Yes' for the first three and 'No' for the fourth. The 'Appeared Court' column shows 'No' for the first three and 'Yes' for the fourth. The 'Action' column contains edit icons for each row.

Suspect number	Date	Photo	Suspect's Name	Nationality	Offences	At Police	Appeared Court	Action
UWA/QECA/2023/266-1	13 Apr, 2023 - 12:04 pm		Baguma Alfred	Uganda	Illegal entry into protected area.	Yes	No	
UWA/QECA/2023/265-1	13 Apr, 2023 - 12:04 pm		Rutware Pascal	Uganda	Illegal entry into protected area.	Yes	No	
UWA/QECA/2023/263-4	13 Apr, 2023 - 12:04 pm		William Marahi	Uganda		No	No	
UWA/QECA/2023/263-3	13 Apr, 2023 - 12:04 pm		William Marahi	Uganda		Yes	Yes	

## HOW TO ADD ARREST INFORMATION FOR A SUSPECT?

The system allows one to add arrest information for a suspect of an existing case, to do this click the Action column on the 3 vertical dots and select add arrest info option.

Suspect number	Date	Photo	Suspect's Name	Nationality	Offences	At Police	Appeared Court	Action
UWA/QECA/2023/266/1	13 Apr, 2023 - 12:04 pm		Baguma Alfred	Uganda	Illegal entry into protected area.	<span style="color: green;">● Yes</span>	<span style="color: red;">● No</span>	
UWA/QECA/2023/265/1	13 Apr, 2023 - 12:04 pm		Rutware Pascal	Uganda	Illegal entry into protected area.	<span style="color: green;">● Yes</span>	<span style="color: red;">● No</span>	
UWA/QECA/2023/263/4	13 Apr, 2023 - 12:04 pm		Willian Marahi	Uganda		<span style="color: red;">●</span>	<span style="color: red;">● No</span>	Show
UWA/QECA/2023/263/3	13 Apr, 2023 - 12:04 pm		Willian Marahi	Uganda		<span style="color: green;">● Yes</span>	<span style="color: green;">● Yes</span>	Add arrest info Edit

**NOTE:** The police column in the table when green ( ● Yes ) shows that the suspect has arrest information and when red ( ● No ) shows that the suspect doesn't have the information. The same applies to the Appeared court, green shows that the suspect has court information while red shows that the suspect doesn't have the court information.

The system will display the arrest form for that particular suspect. Select Yes on the question, has the suspect been handed over to police. The system will display the Arrest information form.

\* Has suspect been handed over to police?  Yes  No

### ARREST INFORMATION

Arrest date and time

\* Was suspect arrested within a PA  Yes  No

\* Sub county of Arrest

Where this suspect was arrested

Parish of Arrest

## HOW TO ADD COURT INFORMATION TO FOR A SUSPECT?

The system allows one to add court information for a suspect in an existing case, to do this click the Action column on the 3 vertical dots and select add court info option.

Suspect number	Date	Photo	Suspect's Name	Nationality	Offences	At Police	Appeared Court	Action
UWA/QECA/2023/266/1	13 Apr, 2023 - 12:04 pm		Baguma Alfred	Uganda	Illegal entry into protected area.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Show
UWA/QECA/2023/265/1	13 Apr, 2023 - 12:04 pm		Rutware Pascal	Uganda	Illegal entry into protected area.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<div style="border: 1px solid green; padding: 2px;">Add court info</div> Edit

The system will display the court form for that particular suspect. Select Yes on the question, has the suspect appeared in court. The system will display the court information form.

appeared in court?

### COURT INFORMATION

Court file number

	Input Court file number
--	-------------------------

Court Date of first appearance

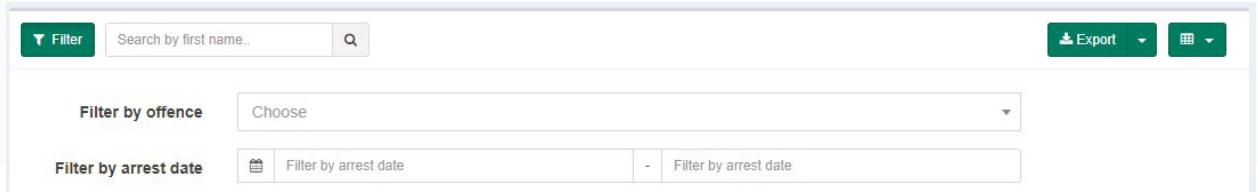
	Input Court D
--	---------------

Court Name

	Input Court Name
--	------------------

## HOW TO FILTER SUSPECTS?

For easy identification and reports, suspects can be filtered based on different parameters, to view and use a filter click the  button and the system will display the different filters.



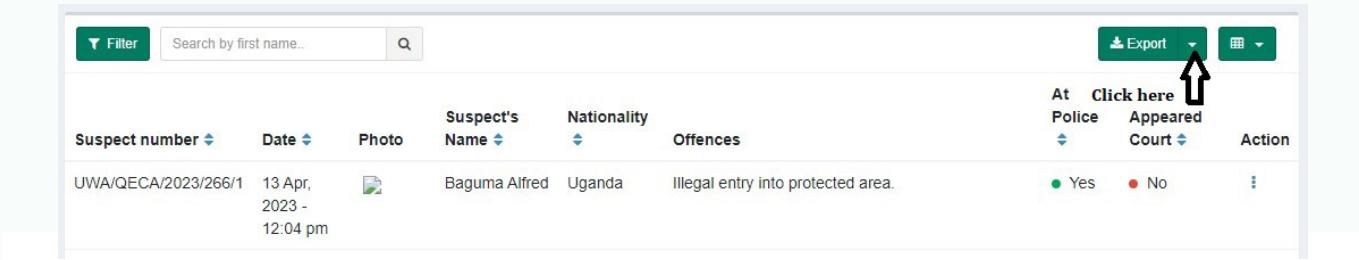
The screenshot shows a user interface for filtering suspect data. At the top left is a green 'Filter' button. To its right is a search bar with placeholder text 'Search by first name...' and a magnifying glass icon. On the far right are two green buttons: one for 'Export' with a dropdown arrow, and another for 'Print' with a dropdown arrow. Below the search bar are two filter sections. The first section, labeled 'Filter by offence', has a 'Choose' dropdown menu. The second section, labeled 'Filter by arrest date', includes a date picker icon, a 'Filter by arrest date' dropdown menu, and a minus sign (-) to remove the filter. The entire interface is contained within a light gray box with a thin border.

Enter any filter information (by date range, by case and country etc.) and click the search button to get the data needed.

You can click reset to remove the filters .

## HOW TO EXPORT SUSPECT DATA FROM THE SYSTEM?

Suspects' data can be exported from the system as an Excel file and details as a pdf document. To export suspect data from the system, click the drop-down sign on the **Export** button at the right top of the suspect table and then select the amount of data you would want to export.



							At Police	Click here Appeared Court	Action
Suspect number	Date	Photo	Suspect's Name	Nationality	Offences				
UWA/QECA/2023/266/1	13 Apr, 2023 - 12:04 pm		Baguma Alfred	Uganda	Illegal entry into protected area.	<input checked="" type="radio"/> Yes	<input type="radio"/> No		

**NB:** Specifying the amount of data you want to export would help you save time and data since exporting all the data might require more time and MBs.

**NOTE:** You can also export suspect data from the system as reports in pdf format. To do this click the show option on the 3 dots of the action column of the case table.



Suspect number	Date	Photo	Suspect's Name	Nationality	Offences	At Police	Appeared Court	Action
UWA/QECA/2023/266/1	13 Apr, 2023 - 12:04 pm		Baguma Alfred	Uganda	Illegal entry into protected area.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
UWA/QECA/2023/265/1	13 Apr, 2023 - 12:04 pm		Rutware Pascal	Uganda	Illegal entry into protected area.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<div style="border: 1px solid #ccc; padding: 5px;"> <span>Show</span>   <span>Add court info</span>   <span>Edit</span> </div>

The system will display a pdf format report that can be printed by clicking the print button at the top right corner of the page.

## SUSPECT - UWA/QECA/2023/266/1

[◀ BACK TO ALL SUSPECTS](#) [EDIT](#) [PRINT](#)

BIO DATA	
	<b>NAME:</b> Baguma Alfred
	<b>SEX:</b> Male
	<b>DATE OF BIRTH:</b> 11 Apr, 1990
	<b>PHONE NUMBER:</b> -
	<b>NATIONAL ID NUMBER:</b> -
	<b>COUNTRY OF ORIGIN:</b> Uganda
	<b>ETHNICITY:</b> Mukonjo
	<b>PARISH,VILLAGE:</b> Hamukungu, Hamukungu fishing village
	<b>REPORTED ON DATE:</b> 13 Apr, 2023
	<b>UWA SUSPECT:</b> UWA/QECA/2023/266/1
	<b>OCCUPAION:</b> Peasant

SUMMARY	
<b>CASE DATE:</b>	13 Apr, 2023 - 03:04 pm
<b>CASE TITLE:</b>	Uganda vs Baguma Alfred
<b>CASE NUMBER:</b>	UWA/QECA/2023/266
<b>CASE SUSPECTS:</b>	1
<b>CASE COMMITTED IN PA?:</b>	Yes
<b>PA:</b>	QECA - QENP, Kyambura WR
<b>CASE DISTRICT:</b>	Oyam
<b>CASE SUB-COUNTY:</b>	Acaba
<b>REPORTER:</b>	Makambo Abdallah

### OFFENCES COMMITTED

- Illegal entry into protected area

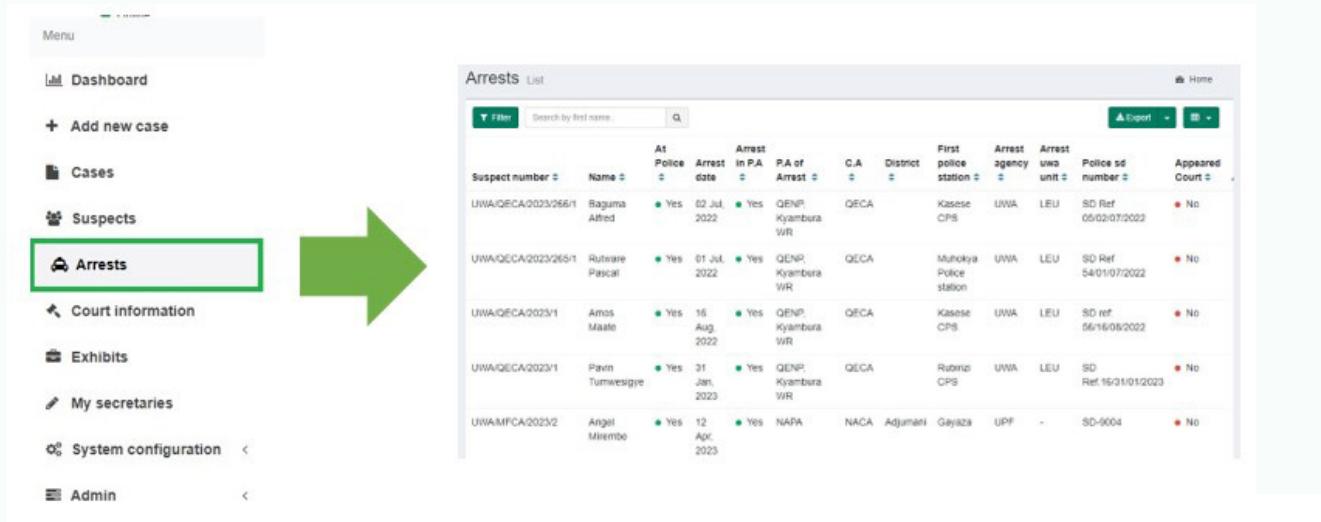
## HOW TO REDUCE/INCREASE THE TABLE SIZE AND FIELD?

If you find it unnecessary to view some fields of your table, you can remove them to create space or if you want to hide certain fields you can determine which fields should be shown in the table. To do this please click the dropdown sign on the last button on the right top of the table. Unselect or select the fields you want and then click the **Submit** button.

Suspect number						Date	Photo	Suspect's Name	Nationality	Offences	At Police	Export
UWA/QECA/2023/266/1	13 Apr, 2023 - 12:04 pm		Baguma Alfred	Uganda	Illegal entry into protected area.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Suspect fined	<input type="checkbox"/> Fined amount	<input type="checkbox"/> Community service	<input type="checkbox"/> Duration (in hours)	<input type="checkbox"/> Suspect appealed	<input type="checkbox"/> Appeal date
UWA/QECA/2023/265/1	13 Apr, 2023 - 12:04 pm		Rutware Pascal	Uganda	Illegal entry into protected area.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Appeal appellate court name	<input type="checkbox"/> Appeal court file number	<input type="checkbox"/> Appeal outcome	<input type="checkbox"/> Appeal remarks	<input type="checkbox"/> Reported by	
UWA/QECA/2023/263/4	13 Apr, 2023 - 12:04 pm		Willian Marahi	Uganda		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> All	<input type="checkbox"/> Submit				
UWA/QECA/2023/263/3	13 Apr, 2023 - 12:04 pm		Willian Marahi	Uganda		<input checked="" type="checkbox"/> Yes						
UWA/QECA/2023/263/2	13 Apr, 2023 - 12:04 pm		Amos Maate	Uganda	Illegal entry into protected area.	<input checked="" type="checkbox"/> Yes						
UWA/QECA/2023/1	13 Apr, 2023		Amos Maate	Uganda	Illegal entry into protected area.	<input checked="" type="checkbox"/> Yes						

## HOW TO VIEW ARRESTS?

**STEP 1:** Click the Arrest tab on the left menu. The system will display the table of the arrest.



The screenshot shows the Owodat web system interface. On the left, a sidebar menu lists various options: Dashboard, Add new case, Cases, Suspects, Arrests (which is highlighted with a green border), Court information, Exhibits, My secretaries, System configuration, and Admin. A large green arrow points from the 'Arrests' link in the sidebar to the main content area. The main content area is titled 'Arrests List'. It features a table with the following columns: Suspect number, Name, At Police #, Arrest date, Arrest in P.A #, P.A of Arrest #, C.A #, District, First police station #, Arrest agency, Arrest unit #, Police sd number, and Appeared Court #. There are five rows of data in the table, each representing an arrest record. The first row is for Baguma Alfred, arrested on 02 Jul 2022 at QENP Kyambara WR, with details for QECA, Kasese CPS, UWA, LEU, SD Ref 05/02/07/2022, and No in theAppeared Court column. The other four rows follow a similar pattern with different names and dates.

Suspect number	Name	At Police #	Arrest date	Arrest in P.A #	P.A of Arrest #	C.A #	District	First police station #	Arrest agency	Arrest unit #	Police sd number	Appeared Court #
UWA/QECA/2023/266/1	Baguma Alfred	Yes	02 Jul 2022	Yes	QENP Kyambara WR	QECA	Kasese CPS	UWA	LEU	-	SD Ref 05/02/07/2022	No
UWA/QECA/2023/265/1	Rufare Pascal	Yes	01 Jul 2022	Yes	QENP Kyambara WR	QECA	Muhokya Police station	UWA	LEU	-	SD Ref 54/01/07/2022	No
UWA/QECA/2023/1	Amos Maita	Yes	16 Aug 2022	Yes	QENP Kyambara WR	QECA	Kasese CPS	UWA	LEU	-	SD ref 56/16/08/2022	No
UWA/QECA/2023/1	Pawn Tumwesigye	Yes	31 Jan, 2023	Yes	QENP Kyambara WR	QECA	Rubiri CPS	UWA	LEU	-	SD Ref 16/31/01/2023	No
UWA/MFCA/2023/2	Angel Mirembe	Yes	12 Apr 2023	Yes	NAPA	NACA	Adjumani Gayaza UPF	-	-	-	SD-9004	No

## HOW TO ADD COURT INFORMATION TO FOR A SUSPECT?

The system allows one to add court information for a suspect in an existing case, to do this click the Action column on the 3 vertical dots and select add court info option.

ct number	Name	At Police	Arrest date	Arrest in P.A	P.A of Arrest	C.A	District	First police station	Arrest agency	Arrest uwa unit	Police sd number	Appeared Court	Action
QECA/2023/266/1	Baguma Alfred	<span>● Yes</span>	02 Jul, 2022	<span>● Yes</span>	QENP, Kyambura WR	QECA		Kasese CPS	UWA	LEU	SD Ref 05/02/07/2022	<span>●</span>	Edit Show
QECA/2023/265/1	Rutware Pascal	<span>● Yes</span>	01 Jul, 2022	<span>● Yes</span>	QENP, Kyambura WR	QECA		Muhokya Police station	UWA	LEU	SD Ref 54/01/07/2022	<span>●</span>	Add court info

**NOTE:** The appeared court column in the table when green (● Yes) shows that the suspect has court information and when red (● No) shows that the suspect doesn't have the information.

The system will display the court info form for that particular suspect. Select **Yes** on the question, has this suspect appeared in court. The system will display the court information form.

Has this suspect  
appeared in court?

Yes  No

### COURT INFORMATION

Court file number	<input type="text"/>  Input Court file number
Court Date of first appearance	<input type="text"/>  Input Court D
Court Name	<input type="text"/>  Input Court Name
* Lead prosecutor	<input type="text"/> Lead prosecutor
Magistrate Name	<input type="text"/>  Input Magistrate Name

## HOW TO FILTER ARRESTS?

For easy identification and reports, arrests can be filtered based on different parameters, to view and use a filter click the  Filter button and the system will display the different filters.

 Filter	<input type="text"/> Search by first name..		 Export	
Filter by offence	<input type="text"/> Choose			
Filter by arrest date	<input type="text"/>  Filter by arrest date	-	Filter by arrest date	

Enter any filter information (by date range, by case and arrest district etc.) and click the search button to get the data needed.

You can click reset to remove the filters  **Reset**.

## HOW TO EXPORT ARREST DATA FROM THE SYSTEM?

Arrest data can be exported from the system as an Excel file and details as a pdf document. To export arrest data from the system, click the drop-down sign on the **Export** button at the right top of the arrest table and then select the amount of data you would want to export.



		Click here 										
Suspect number	Name	At Police	Arrest date	Arrest in P.A	P.A of Arrest	C.A	District	First police station	Arrest agency	Arrest uwa unit	Police sd number	Appeared Court
UWA/QECA/2023/266/1	Baguma Alfred	● Yes	02 Jul, 2022	● Yes	QENP, Kyambura WR	QECA		Kasese CPS	UWA	LEU	SD Ref 05/02/07/2022	● No
UWA/QECA/2023/265/1	Rutware Pascal	● Yes	01 Jul, 2022	● Yes	QENP, Kyambura WR	QECA		Muhokya Police station	UWA	LEU	SD Ref 54/01/07/2022	● No

**NB:** Specifying the amount of data you want to export would help you save time and data since exporting all the data might require more time and MBs.

**NOTE:** You can also export arrest data from the system as reports in pdf format. To do this click the show option on the 3 dots of the action column of the case table.

ct number	Name	At Police	Arrest date	Arrest in P.A	P.A of Arrest	C.A	District	First police station	Arrest agency	Arrest uwa unit	Police sd number	Appeared Court	Action
QECA/2023/266/1	Baguma Alfred	● Yes	02 Jul, 2022	● Yes	QENP, Kyambura WR	QECA		Kasese CPS	UWA	LEU	SD Ref 05/02/07/2022	● ..	Edit Show
QECA/2023/265/1	Rutware Pascal	● Yes	01 Jul, 2022	● Yes	QENP, Kyambura	QECA		Muhokya Police	UWA	LEU	SD Ref 54/01/07/2022	● ..	Add court info

## HOW TO REDUCE/INCREASE THE TABLE SIZE AND FIELD?

If you find it unnecessary to view some fields of your table, you can remove them to create space or if you want to hide certain fields you can determine which fields should be shown in the table. To do this please click the dropdown sign on the last button on the right top of the table. Unselect or select the fields you want and then click the **Submit** button.

Filter		Search by first name..										Export	First police station	
ct number	Name	At Police	Arrest date	Arrest in P.A	P.A of Arrest	C.A	District	First police station	Arrest agency	Arrest uwa unit	Police sd number	Current police station	Click here	
QECA/2023/266/1	Baguma Alfred	● Yes	02 Jul, 2022	● Yes	QENP, Kyambura	QECA		Kasese CPS	UWA	LEU	SD Ref 05/02/07/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/> Arrest agency	<input checked="" type="checkbox"/> Arrest uwa

## HOW TO VIEW COURT CASES?

STEP 1: Click the Court Information tab on the left menu. The system will display the table of court information.

The screenshot shows the left navigation menu with several items: '+ Add new case', 'Cases', 'Suspects', 'Arrests', 'Court information' (which is highlighted with a green box and has a green arrow pointing to the right), 'Exhibits', 'My secretaries', 'System configuration', and 'Admin'. To the right of the menu is a table titled 'Court cases List' displaying five rows of data. The columns include Suspect number, Suspect's Name, Court file number, Court date, Court name, Lead prosecutor, Magistrate name, Court case status, Jailed, Jail period, Is Fined, Fined amount, Suspect appealed, and Action. The data in the table is as follows:

Suspect number	Suspect's Name	Court file number	Court date	Court name	Lead prosecutor	Magistrate name	Court case status	Jailed	Jail period	Is Fined	Fined amount	Suspect appealed	Action
UWA/MFCA/2023/23/5	Flo Senger	73215751	20 Oct, 2022	Adumu Court	Destinie Hacklett PnD	Prof. Corney Jones V	Yes	1 Months	No	UGX 1	• No		
UWA/BMCA/2023/43/4	Sheridan Cronit	25892288	03 May, 2022	Kirurura Court	Hayden Treutel	Prestley Olson	Yes	0 Months	No	UGX 0	• No		
UWA/NACA/2023/39/7	Jacynthie Jakoski	25476670	26 Mar, 2022	Atua Hill Court	Norma Denesik	Prof. Aida Wenner I	Yes	0 Months	No	UGX 0	• No		
UWA/KCJA/2023/11/6	Cordell Marvin	3368114	12 Jan, 2022	Kirurura Court	Dr. Giuseppe Adams DDS	Mr. Grayce Upton	No	0 Months	No	UGX 1	• No		
UWA/KVCA/2023/7/3	Mya Boyle	25417556	23 Mar,	Arwu Court	Dr. Enis Upton	Ebba Bianda	Yes	1 Months	No	UGX 1	• No		

## HOW TO VIEW COURT CASE INFORMATION?

The system allows one to view court case status; this helps to track the case progress from Arrest to court. To do this click the show option on the Action column of the table.

Suspect number	Suspect's Name	Court file number	Court date	Court name	Lead prosecutor	Magistrate name	Court case status	Jailed	Jail period	Is Fined	Fined amount	Suspect appealed	Action
UWA/MFCA/2023/23/5	Flo Senger	73213751	20 Oct, 2022	Adumi Court	Destinee Hackett PhD	Prof. Cortney Jones V	<input checked="" type="radio"/> Yes	1 Months	<input checked="" type="radio"/> Yes	UGX 1	<input checked="" type="radio"/>	Show	

**NOTE:** You can also edit case information by clicking the Edit option on the action. The system will load the court information from that particular suspect.

### COURT INFORMATION

Court file number

Court Date of first appearance

\* Select Court

Lead prosecutor

Magistrate Name

Court case status  On-going prosecution  Concluded

## HOW TO FILTER COURT INFORMATION?

For easy identification and reports, court information can be filtered based on different parameters, to view and use a filter click the **Filter** button and the system will display the different filters

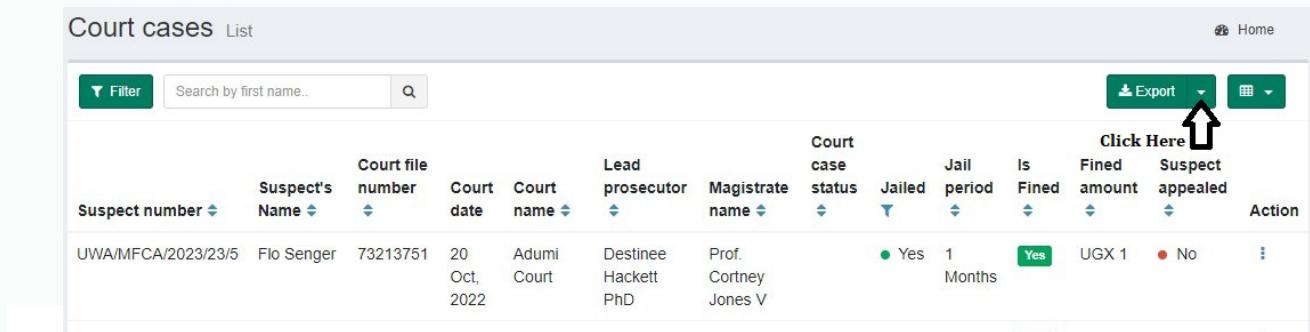
The screenshot shows a user interface for filtering court information. At the top left is a green button labeled "Filter" with a white icon. To its right is a search bar with the placeholder "Search by first name.." and a magnifying glass icon. Below these are three filter sections: "Filter by offence" (with a dropdown menu showing "Choose"), "Filter by arrest date" (with a date picker icon and a dropdown menu showing "Filter by arrest date"), and "Filter by court name" (with a pencil icon and a dropdown menu showing "Filter by court name").

Enter any filter information (by date range, by offence and court name etc.) and click the search button to get the data needed.

You can click reset to remove the filters  .

## HOW TO EXPORT COURT INFORMATION DATA FROM THE SYSTEM?

Court data can be exported from the system as Excel files and details as Excel files. To export court data from the system, click the drop-down sign on the Export button at the right top of the arrest table and select the amount of data you want to export.



The screenshot shows a table titled "Court cases List". The table has columns for Suspect number, Suspect's Name, Court file number, Court date, Court name, Lead prosecutor, Magistrate name, Court case status, Jailed, Jail period, Is Fined, Fined amount, Suspect appealed, and Action. A green "Export" button with a downward arrow is located in the header row. An orange arrow points to this button. The table contains one row of data: UWA/MFCA/2023/23/5, Flo Senger, 73213751, 20 Oct, 2022, Adumi Court, Destinee Hackett PhD, Prof. Cortney Jones V, Yes, 1 Months, Yes, UGX 1, No, and three dots.

Suspect number	Suspect's Name	Court file number	Court date	Court name	Lead prosecutor	Magistrate name	Court case status	Jailed	Jail period	Is Fined	Fined amount	Suspect appealed	Action
UWA/MFCA/2023/23/5	Flo Senger	73213751	20 Oct, 2022	Adumi Court	Destinee Hackett PhD	Prof. Cortney Jones V	Yes	1 Months	Yes	UGX 1	No		

**NB:** Specifying the amount of data you want to export would help you save time and data since exporting all the data might require more time and MBs.

**NOTE:** You can also export individual court data from the system as reports in pdf format. To do this click the **show** option on the 3 dots of the action column of the case table.

Suspect number	Suspect's Name	Court file number	Court date	Court name	Lead prosecutor	Magistrate name	Court case status	Jailed	Jail period	Is Fined	Fined amount	Suspect appealed	Action
UWA/MFCA/2023/23/5	Flo Senger	73213751	20 Oct, 2022	Adumi Court	Destinee Hackett PhD	Prof. Cortney Jones V	● Yes	1 Months	Yes	UGX 1	● No	Show	
UWA/BMCA/2023/43/4	Sheridan Cronin	25892288	03 May, 2022	Kiruhura Court	Hayden Treutel	Presley Olson	● Yes	0 Months	Yes	UGX 0	● No	Edit	

## HOW TO REDUCE/INCREASE THE TABLE SIZE AND FIELD?

If you find it unnecessary to view some fields of your table, you can remove them to create space or if you want to hide certain fields you can determine which fields should be shown in the table. To do this please click the dropdown sign on the last button on the right top of the table. Unselect or select the fields you want and then click the **Submit** button

Report													
<input type="button" value="Filter"/> <input type="text" value="Search by first name.."/> <input type="button" value="Export"/> <input type="button" value="Print"/>													
Suspect number	Suspect's Name	Court file number	Court date	Court name	Lead prosecutor	Magistrate name	Court case status	Jailed	Jail period	Is Fined	Fined amount	Suspect appealed	Action
UWA/MFCA/2023/23/5	Flo Senger	73213751	20 Oct, 2022	Adumi Court	Destinee Hackett PhD	Prof. Cortney Jones V	● Yes	1 Months	Yes	UG	● No	Show	
UWA/BMCA/2023/43/4	Sheridan Cronin	25892288	03 May, 2022	Kiruhura Court	Hayden Treutel	Presley Olson	● Yes	0 Months	Yes	UG	● No	Edit	

## HOW TO VIEW EXHIBITS?

**STEP 1:** Click the Exhibits tab on the left menu. The system will display the table of Exhibits.

The screenshot shows the left sidebar of the Owodat system with several menu items: '+ Add new case', 'Cases', 'Suspects', 'Arrests', 'Court information', 'Exhibits' (which is highlighted with a green border and has a large green arrow pointing to it), and 'My secretaries'. To the right is a table titled 'Exhibits List' with columns for ID, Case #, Has Wildlife, Wildlife Species, Specimen, Wildlife Quantity (in KGs), Number of pieces, Wildlife Description, Has Implement, Implement pieces, Implement description, Has Others, and Del for. Five rows of data are shown, each with some descriptive text in the Wildlife Description column.

ID	Case #	Has Wildlife	Wildlife Species	Specimen	Wildlife Quantity (in KGs)	Number of pieces	Wildlife Description	Has Implement	Implement pieces	Implement description	Has Others	Del for
694	UWA/KVCA/2023/310	Wildlife	Serval Cat	Jaws	20	12	Some details about this wildlife exhibit...	Yes	-	-	No	
479	UWA/UWA/2023/21	No	Patas Monkey		21	8	Some details about this wildlife exhibit...	No	-	-	No	
478	UWA/NACA/2023/09	Yes	Claawless Otter		2	1	Some details about this wildlife exhibit...	Yes	-	-	No	
477	UWA/MFCA/2023/16	No	Shoebill		3	3	Some details about this	No	-	-	Yes	

## HOW TO VIEW EXHIBIT DETAILS?

The system allows one to view exhibits; this helps to track the exhibits per suspect. To do this click the **show** option on the Action column of the table.

	Has Wildlife	Wildlife Species	Specimen	Wildlife Quantity (in KGs)	Number of pieces	Wildlife Description	Has implement	Implement	Implement pieces	Implement description	Has Others	Description for others	Action
2023/310	Wildlife	Serval Cat	Jaws	20	12		Yes	-			No		Show
2023/21	No	Patas Monkey		21	8	Some details about this	No	-			No		Edit

The system will display the exhibits form

### Exhibit details

ID	Photos	Category	No. of Pieces	Quantity	Description
#478	  	<b>WILDLIFE SPECIES :</b> Clawless Otter <b>IMPLEMENT :</b> - <b>HAS OTHERS? :</b> No	<b>WILDLIFE:</b> 1 <b>IMPLEMENT:</b> - <b>OTHERS:</b> N/A	<b>WILDLIFE:</b> 2 KGs <b>IMPLEMENT:</b> - <b>OTHERS:</b> N/A	<b>WILDLIFE? :</b> Some details about this wildlife exhibit.... <b>IMPLEMENT? :</b> - <b>OTHERS? :</b> -

**NOTE:** You can also edit exhibits by clicking the Edit option on the action. The system will load the exhibit from that particular case.

## Edit

**Exhibit type Wildlife?**  Yes  No

**Exhibit type Implement?**  Yes  No

**Other exhibit types?**  Yes  No

**Submit**

## HOW TO FILTER EXHIBITS?

For easy identification and reports, exhibits can be filtered based on different parameters, to view and use a filter click the **Filter** button and the system will display the different filters

**Filter**

**Filter by date**

 Filter by date - Filter by date

**Filter by case**

Choose ▾

**Filter by Wildlife Species**

Choose ▾

Enter any filter information (by date range, by case, by wildlife species etc.) and click the search button to get the data needed.

You can click reset to remove the filters  **Reset**.

## HOW TO EXPORT EXHIBIT DATA FROM THE SYSTEM?

Exhibit data can be exported from the system as Excel files and details as Excel files. To export exhibit data from the system, click the drop-down sign on the **Export** button at the right top of the exhibit table and then select the amount of data you would want to export.

Exhibits List												 Home	
 Filter		 Export											
ID	Case	Has Wildlife	Wildlife Species	Specimen	Wildlife Quantity (in KGs)	Wildlife Number of pieces	Wildlife Description	Has implement	Implement	Im pieces	All Selected rows	Has Others	Description for
694	UWA/KVCA/2023/310	Wildlife	Serval Cat	Jaws	20	12	Yes	-	-	-	Current page	No	
479	UWA/UWA/2023/21	No	Patas Monkey		21	8	Some details about this wildlife exhibit....	No	-	-	Selected rows	No	

**NB:** Specifying the amount of data you want to export would help you save time and data since exporting all the data might require more time and MBs.

**NOTE:** You can also export specific court exhibits data from the system as reports in pdf format. To do this click the **show** option on the 3 dots of the action column of the case table.

	Has Wildlife	Wildlife Species	Specimen	Wildlife Quantity (in KGs)	Wildlife Number of pieces	Wildlife Description	Has implement	Implement	Implement pieces	Implement description	Has Others	Description for others	Action
2023/310	Wildlife	Serval Cat	Jaws	20	12		Yes	-			No		Show <span style="border: 1px solid green; padding: 2px;"> </span> <span style="margin-left: 10px;">...</span>
2023/21	No	Patas Monkey		21	8	Some details about this wildlife exhibit....	No	-			No		Edit <span style="margin-left: 10px;">...</span>

## HOW TO REDUCE/INCREASE THE TABLE SIZE AND FIELD?

If you find it unnecessary to view some fields of your table, you can remove them to create space or if you want to hide certain fields you can determine which fields should be shown in the table. To do this please click the dropdown sign on the last button on the right top of the table. Unselect or select the fields you want and then click the **Submit** button.



The screenshot shows a table with two rows of data. The columns are labeled: Has Wildlife, Wildlife Species, Specimen, Wildlife Quantity (in KGs), Wildlife Number of pieces, Wildlife Description, Has implement, Implement, Implement pieces, Implement description, Has Other, and ID. The second row contains a long text description in the Wildlife Description column. On the far right, there is a vertical column of checkboxes with an 'Export' button at the top. An arrow points to the 'Click Here' link next to the first checkbox, which is checked. The checkboxes are: ID (checked), Date (unchecked), Case (checked), Has Wildlife (checked), Wildlife Species (checked), Specimen (checked), Wildlife Quantity (in KGs) (checked), and Wildlife Number of pieces (checked).

Wildlife											Has Other	ID	Click Here									
Has Wildlife	Wildlife Species	Specimen	Wildlife Quantity (in KGs)	Wildlife Number of pieces	Wildlife Description	Has implement	Implement	Implement pieces	Implement description													
2023/310	Wildlife Serval Cat	Jaws	20	12		Yes	-			No	<input checked="" type="checkbox"/>	Date										
2023/21	No Patas Monkey		21	8	Some details about this wildlife exhibit....	No	-			No	<input checked="" type="checkbox"/>	Case	<input checked="" type="checkbox"/>	Has Wildlife	<input checked="" type="checkbox"/>	Wildlife Species	<input checked="" type="checkbox"/>	Specimen	<input checked="" type="checkbox"/>	Wildlife Quantity (in KGs)	<input checked="" type="checkbox"/>	Wildlife Number of pieces

# SYSTEM ADMINISTRATION

## HOW TO VIEW SECRETARIES?

The system allows administrators and managers to view secretaries; To do this click my secretaries option on the left menu of the system.



## HOW TO FILTER SECRETARY INFORMATION?

For easy identification and reports, secretaries can be filtered based on different parameters, to view and use a filter click the **Filter** button and the system will display the different filters.

The screenshot shows a user interface for filtering data. At the top left is a green button labeled "Filter". To its right is a search bar with the placeholder "Search by name..." and a magnifying glass icon. Below these are two input fields: one labeled "Filter by district" with a dropdown menu containing the word "Choose", and another labeled "Choose". At the bottom are two buttons: a blue "Search" button with a magnifying glass icon, and a grey "Reset" button with a circular arrow icon.

Enter any filter information (by name, by case etc.) and click the search button to get the data needed.

You can click reset to remove the filters **Reset**.

## HOW TO ADD SECRETARIES TO THE SYSTEM?

Secretaries can be added to the system by clicking the New  Button at the right top of my secretary table fill the form and submit.

My secretaries [Create](#) [Home >](#)

Create

* First name	 Input First name
Middle name	 Input Middle name

**NB:** Fields with a red star (\*) are mandatory and those without are optional.

## HOW TO REDUCE/INCREASE THE TABLE SIZE AND FIELD?

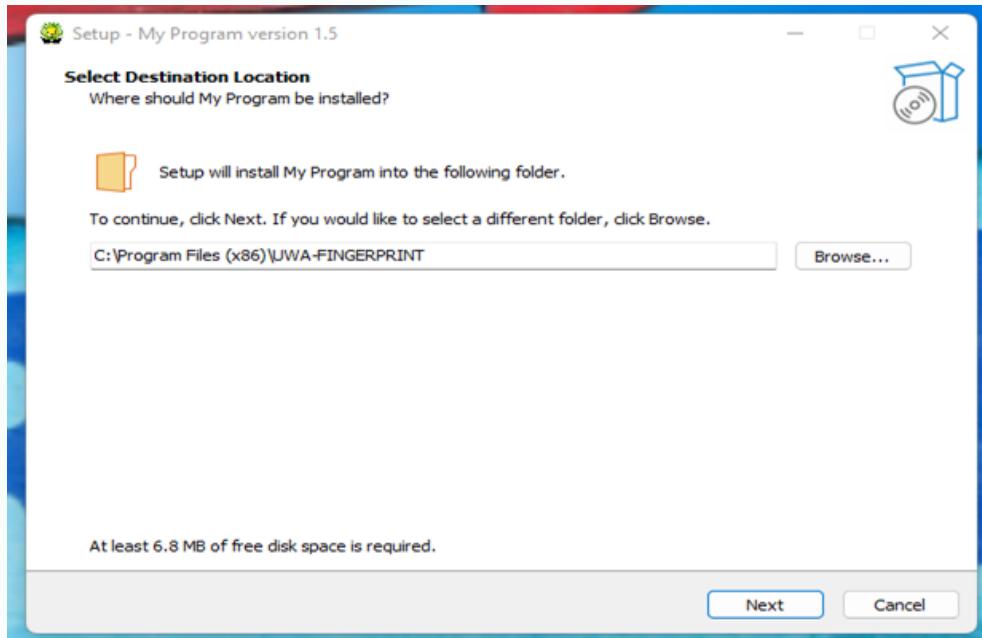
If you find it unnecessary to view some fields of your table, you can remove them to create space or if you want to hide certain fields you can determine which fields should be shown in the table. To do this please click the dropdown sign on the last button on the right top of the table. Unselect or select the fields you want and then click the **Submit** button

The screenshot shows a table management interface with the following elements:

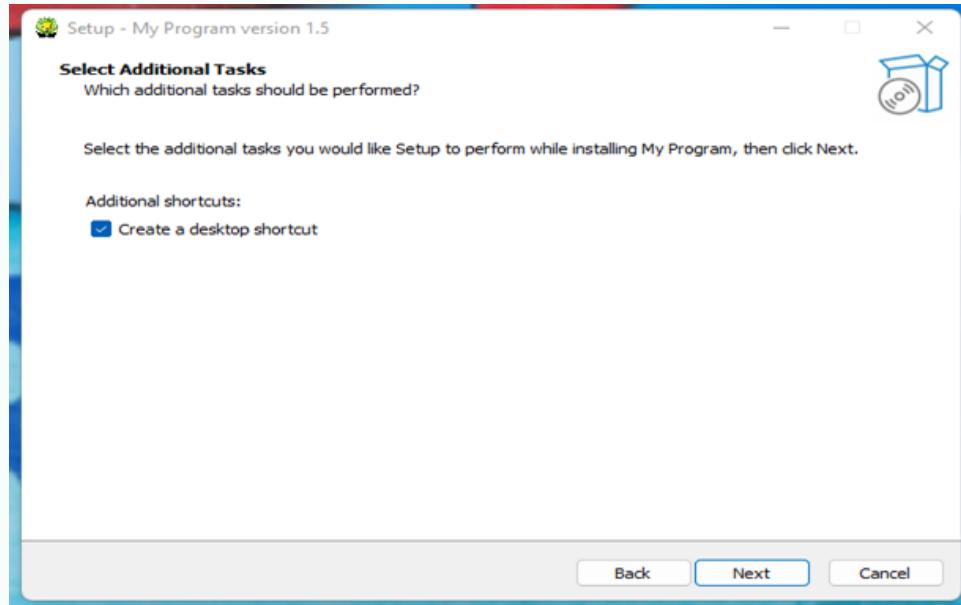
- Top Bar:** Includes a "Filter" button, a search bar ("Search by name..."), a magnifying glass icon, a green "+ New" button, and a grid icon with a dropdown arrow.
- Table Headers:** ID, Photo, Name, Gender, Phone number, CA, Duty station, D.O.B, email address, username, Role.
- Right Panel (Field Selection):** A list of checkboxes next to field names. Some checkboxes are checked (Photo, Name, Gender, Phone number, CA, Duty station, Roles, Registered) and some are unchecked (Phone number 2, D.O.B, email address, username). An arrow points to the "ID Click Here" checkbox.
- Bottom Buttons:** "All" and "Submit" buttons.
- Table Footer:** Shows "Showing 0 of 0 entries", "Show 20 entries", and navigation arrows.

## HOW TO INSTALL THE FINGERPRINT SCANNER?

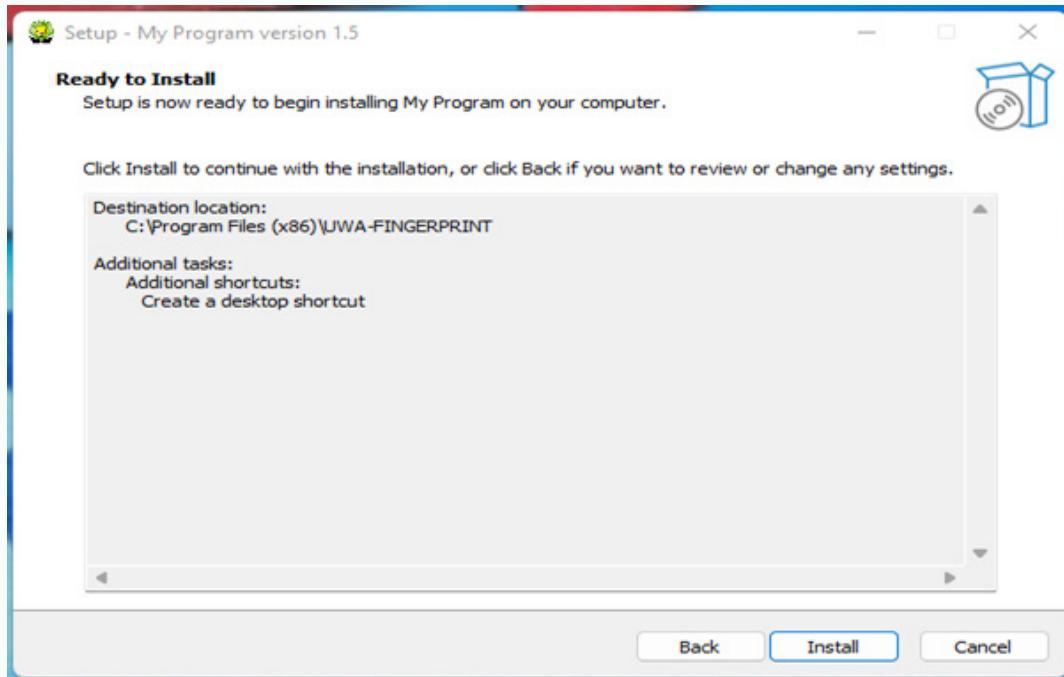
**STEP 1:** Install the finger print drivers to the laptop or computer that you are using to capture the finger prints. If you don't have the finger print drivers installed already, please contact your system administrator. After installing the drivers please restart your computer.



**STEP 2:** Install the fingerprint scanner software on your computer, double click on UWA fingerprint exe file. Select Yes to install.

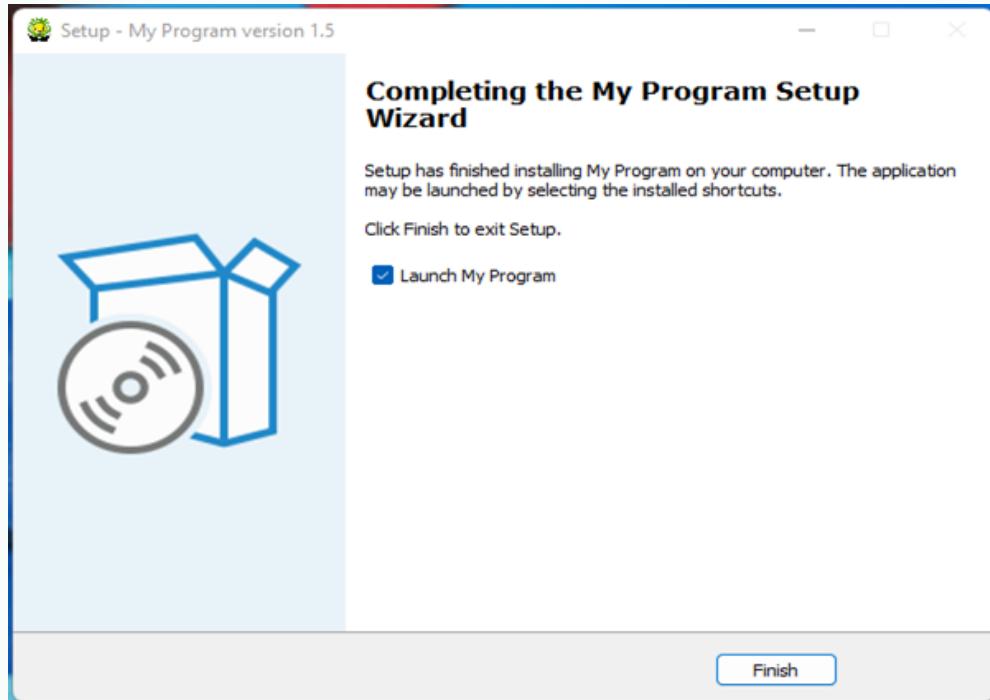


**STEP 3:** Click the Next button to continue and install the finger print application



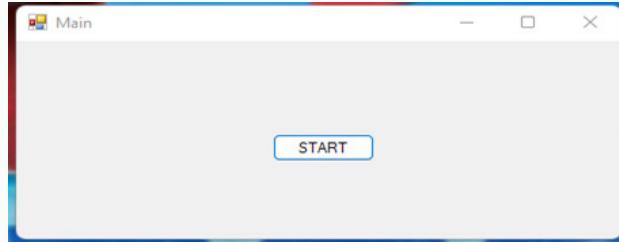
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**STEP 4:** Check the option to create a desktop shortcut and click Next button to continue

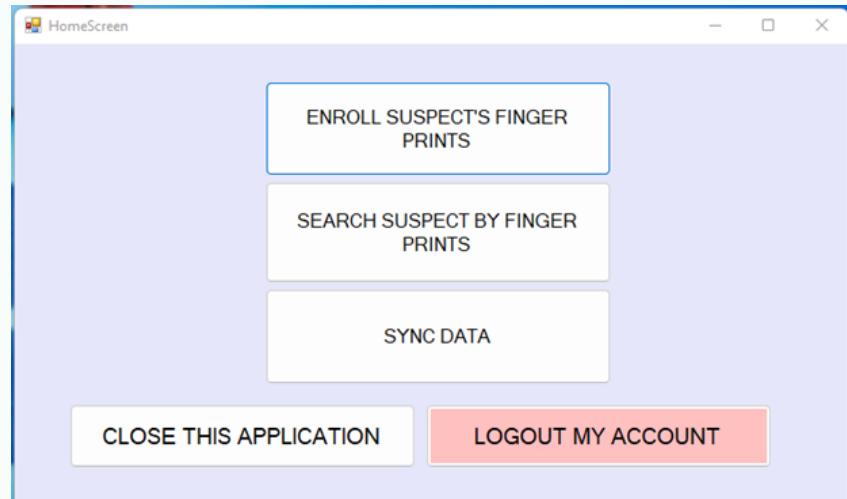


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**STEP 5:** Click Install Button to install the finger print application

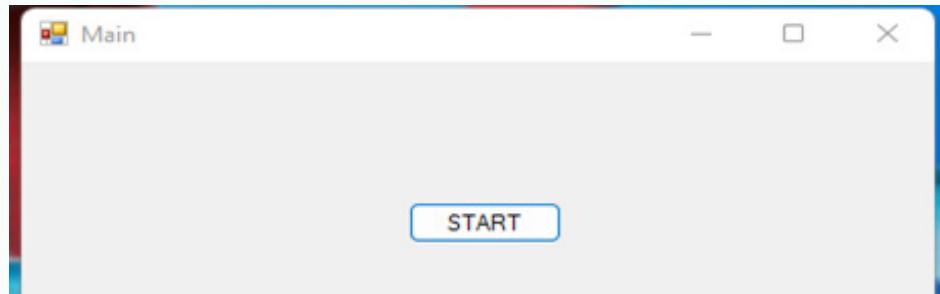


**STEP 6:** Check the Launch My Program and click the Finish Button to finish the installation



## HOW TO USE THE FINGER PRINT APPLICATION?

**NOTE:** Assuming that you already have the application installed right click the application icon on the desktop and run as administrator. Click the Start Button on the launch page to open the application.

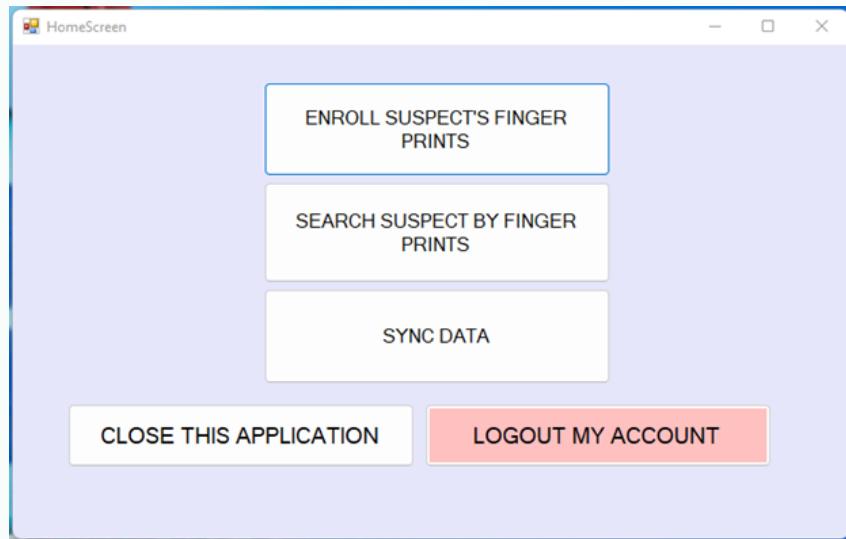


The system will display the home screen with the following options

Enroll suspect's finger prints: This helps you to capture suspect data

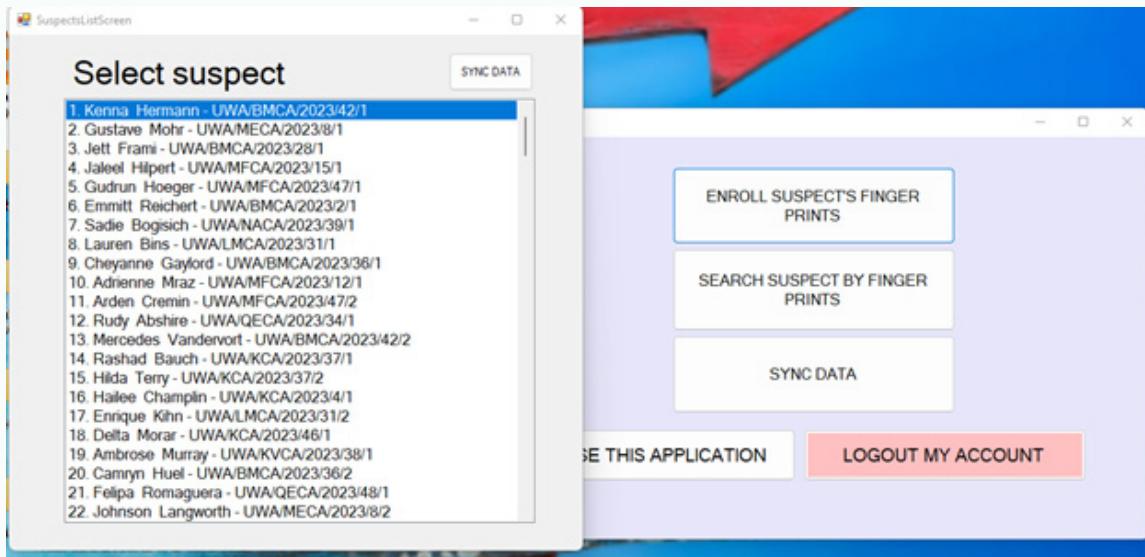
Search suspect by fingerprint: This helps you to search the suspect information using the suspects fingerprints.

**Sync data:** This helps you to regularly update the system and ensure that the data in the system is up to date for all system users. Therefore, it's recommended that you sync data as the first thing before using finger print scanner.

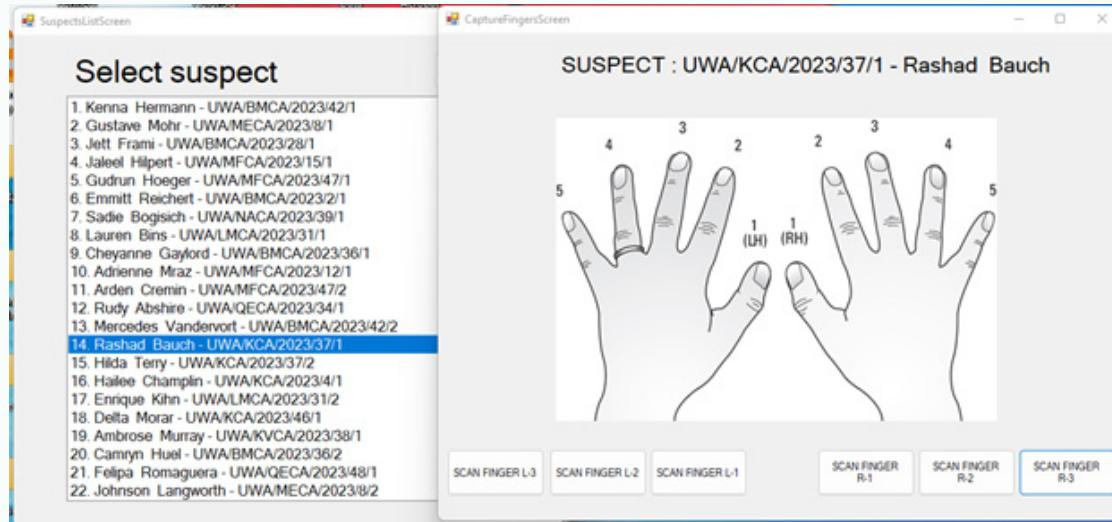


## HOW TO ENROLL THE SUSPECTS FINGERPRINT?

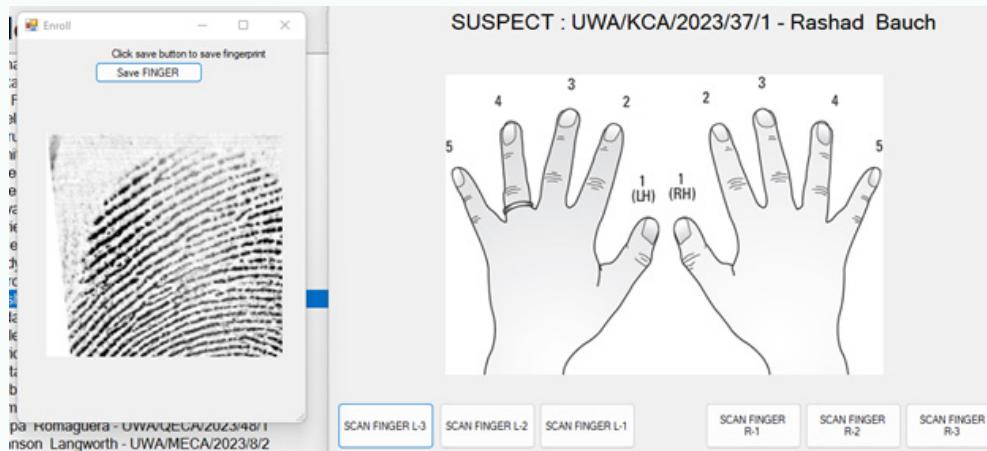
**STEP 1:** Connect the fingerprint device to your computer and click ENROLL SUSPECT FINGERPRINTS BUTTON. The system will load all the suspects in the system.



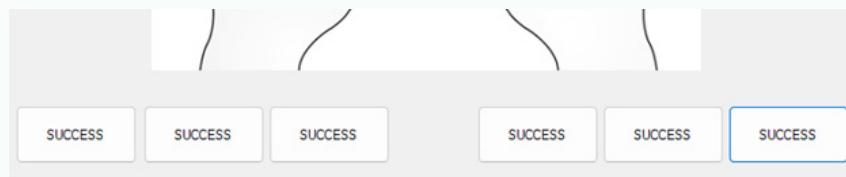
**STEP 2:** Selected the suspect name whom the fingerprint is going to be added.



**STEP 3:** Click Scan fingers buttons and capture the fingerprints accordingly



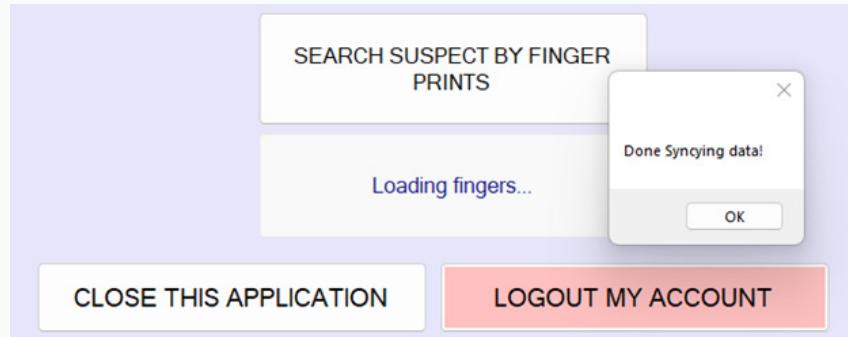
**STEP 4:** Click Save finger button to save the fingerprint and repeat step 3 and 4 for other fingers.



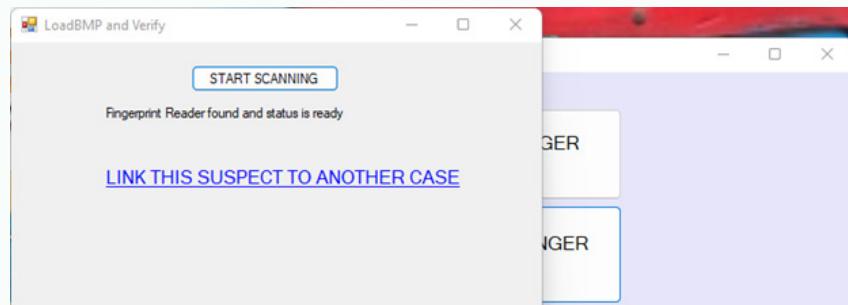
**NOTE:** When all the fingerprints are captured the scan finger buttons will show success. You can then close the application.

## HOW TO SEARCH SUSPECT DATA USING FINGERPRINT?

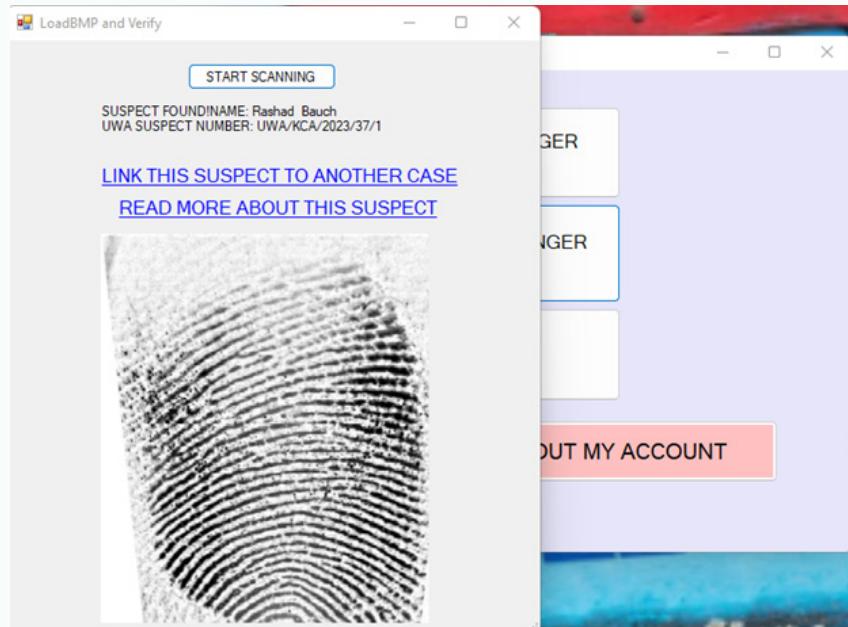
**NOTE:** Ensure that you sync data before you search by finger print to ensure that you have the latest suspect data.



**STEP 1:** Connect the fingerprint device to your computer and click SEARCH SUSPECT BY FINGERPRINT BUTTON. The system will load all the suspects in the system.



**STEP 2:** Put any of the 3 finger prints captures and click START SCANNING button. The system will capture your finger print and compare with the fingerprints in the database and show whether there is a suspect found with the same fingerprint.



**STEP 3:** Click Read more about this suspect link to read more about that suspect.

## SUSPECT - UWA/KCA/2023/37/1

 EDIT  PRINT



### BIO DATA

NAME: Rashad Bauch  
SEX: Female  
DATE OF BIRTH: 19 Jun, 1995  
PHONE NUMBER: +12346204538  
NATIONAL ID NUMBER: 270030239860835  
COUNTRY OF ORIGIN: Costa Rica  
ETHNICITY: Muchohi  
PARISH,VILLAGE: Adumi, Kinoni  
REPORTED ON DATE: 05 Nov, 2022  
UWA SUSPECT: UWA/KCA/2023/37/1  
OCCUPAION: Janitorial Supervisor

### SUMMARY

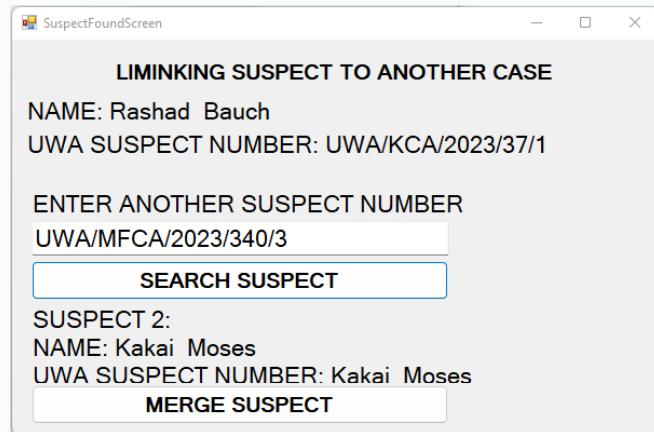
CASE DATE: 10 Apr, 2023 - 10:04 am  
CASE TITLE: Uganda Vs Meredith Kulas  
CASE NUMBER: UWA/KCA/2023/37  
CASE SUSPECTS: 7  
CASE COMMITTED IN PA?: Yes  
PA: KCA - SNP, Toro-Semuliki WR  
CASE DISTRICT: Koboko  
CASE SUB-COUNTY: Dranya  
REPORTER: Zubeda Ali

### OFFENCES COMMITTED

**NOTE:** Ensure that you are login to the system for the fingerprint application to automatically redirect to the suspect information in the system.

**STEP 4:** You can also link a suspect to another case, click the option “LINK SUSPECT TO ANOTHER CASE” link

**NOTE:** The system will load a page requiring the suspect number, enter the suspect number for the case you want to link them to and search suspect.



**STEP 5:** Click merge suspect to merge the fingerprints to an existing case.

**NOTE:** You can close the application or logout using the buttons at the bottom.

CLOSE THIS APPLICATION

LOGOUT MY ACCOUNT

# SYSTEM CONFIGURATION

The system configuration allows the system admin to modify some data in the system like Implements, protected species, Offences, District, Sub counties, Conservation areas, protected areas and courts. These can be added, edited and deleted from the system by the system super administrator without accessing the system backend.

## a). How to add implements?

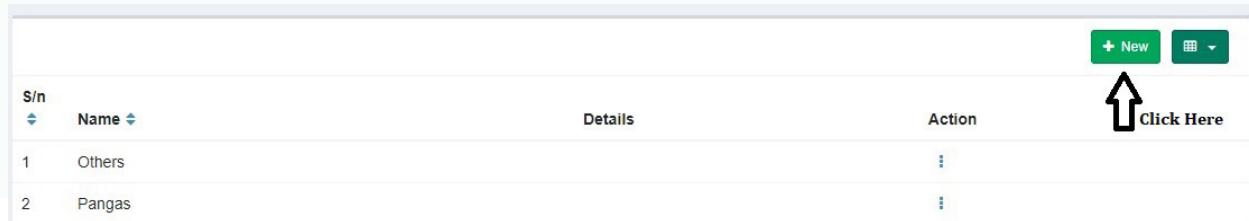
**STEP 1:** Click the system configuration menu and select the implements option. The table of all implements will be displayed.

The screenshot shows the 'System Configuration' menu on the left with a green arrow pointing to the 'Implement Types' section on the right. The 'Implement Types' page displays a table of six entries:

S/N	Name	Details	Action
1	Others		
2	Pangas		
3	Knives		
4	Guns		
5	Wire snares		
6	Spears		

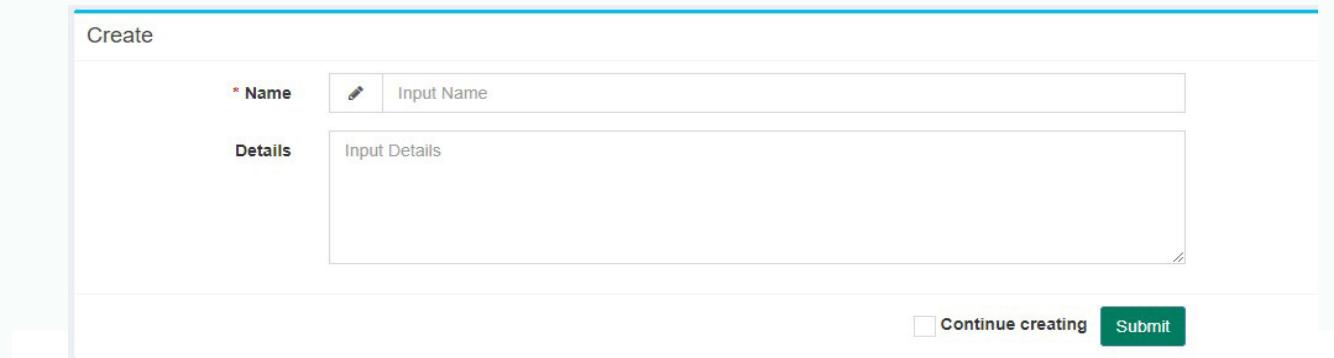
At the bottom of the table, it says 'Showing 1 to 6 of 6 entries'. On the right side of the table, there are buttons for 'Show' (with dropdown), 'entries' (with dropdown), and a search bar.

**STEP 2:** Click the new button on the top right to add a new implement in the system.



S/n	Name	Details	Action
1	Others		...
2	Pangas		...

**STEP 3:** A form to capture Implement and description will be displayed. Fill out the form and click submit button.



Create

\* Name

Details

Continue creating

**STEP 4:** You can edit implements by clicking the action column of a particular implementation and the form will display for you to edit.

S/n	Name	Details	Action
1	Others		
2	Pangas		
3	Knives		
4	Guns		<div style="display: flex; align-items: center;"><span>Show</span><span style="margin-left: 10px;">Edit</span></div>

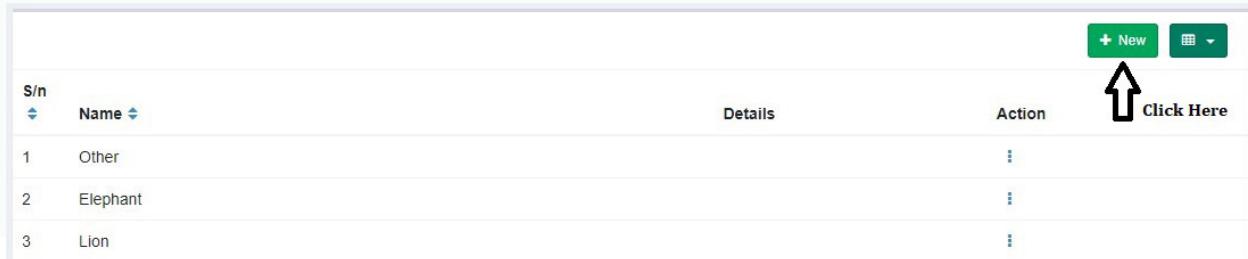
## b). How to add protected species?

**STEP 1:** Click the system configuration menu and select the protected species option. The table of all protected species will be displayed.

The image shows a screenshot of a software interface. On the left, there is a sidebar with several menu items: Suspects, Arrests, Court information, Exhibits, My secretaries, System configuration (which is highlighted with a green arrow pointing to the right), Implement Types, Protected Species (which is also highlighted with a green arrow), and Offences. A large green arrow points from the 'Protected Species' item in the sidebar to a main content area on the right. The main content area is titled 'Protected Species List'. It contains a table with columns for S/n, Name, Details, and Action. The data in the table is as follows:

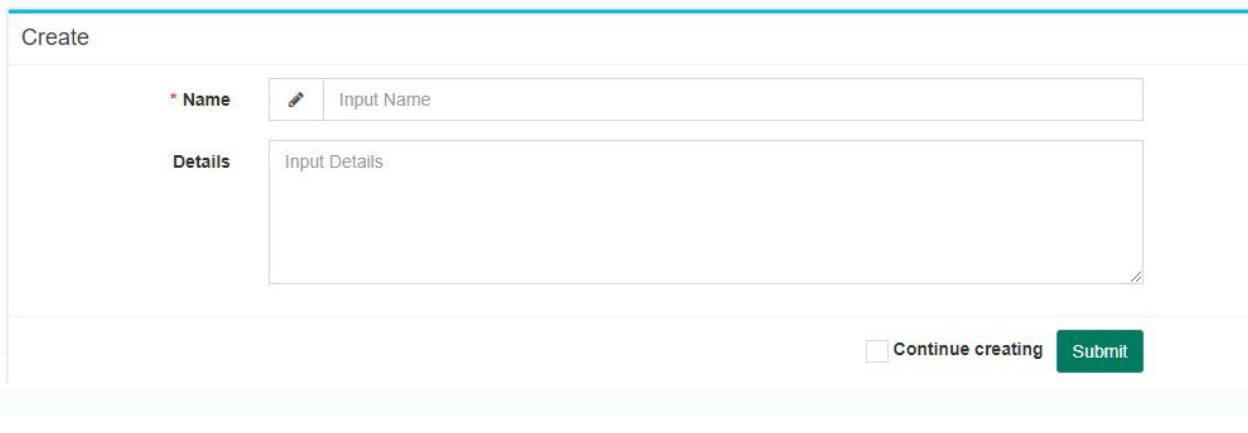
S/n	Name	Details	Action
1	Other		
2	Elephant		
3	Lion		
4	Buffalo		
5	Leopard		
6	Rhino		
7	Wild Dog		
8	Chimpanzee		
9	Gorilla		

**STEP 2:** Click the new button on the top right to add a new protected species to the system.



S/n	Name	Details	Action	
1	Other		...	
2	Elephant		...	
3	Lion		...	

**STEP 3:** A form to capture protected species and a description will be displayed. Fill out the form and click submit button.



Create

\* Name

Details

Continue creating

**STEP 4:** You can edit protected species by clicking the action column of a particular species and the form will display for you to edit.

S/n	Name	Details	Action
1	Other		
2	Elephant		<div style="border: 1px solid #ccc; padding: 2px;">Edit</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">Show</div>
3	Lion		

### c). How to add offences?

**STEP 1:** Click the system configuration menu and select the offences option. The table of all offences will be displayed.

The screenshot shows the left sidebar of the application with the following menu items:

- Arrests
- Court information
- Exhibits
- My secretaries
- System configuration** (selected)
- Implement Types
- Protected Species
- Offences**

A large green arrow points from the 'System configuration' menu item to the main content area, which displays the 'Offences List' page. The page has a header with 'Offences List' and navigation buttons for 'Home', 'New', 'Export', and 'Filter'. The main content is a table with columns 'Offence title' and 'Description'. The table lists the following offences:

Offence title	Description
Injuring or disturbance of wildlife	Injuring or disturbance of wildlife
Illegal entry into protected area	Illegal entry into protected area
Illegal grazing in protected area	Illegal grazing in protected area
Illegal possession of protected species	Illegal possession of protected species
Illegal trade of wildlife and wildlife products	Illegal trade of wildlife and wildlife products
Killing of wildlife animal (poaching)	Killing of wildlife animal (poaching)
Trafficking of wildlife and wildlife products	Trafficking of wildlife and wildlife products
Unlawful hunting in protected area	Unlawful hunting in protected area

**STEP 2:** Click the new button on the top right to add a new offence in the system.

Filter		<input type="button" value="New"/>	<input type="button" value="Export"/>	<input type="button" value=""/>
<input type="checkbox"/>	Offence title			
<input type="checkbox"/>	Injuring or disturbance of wildlife	Description	Injuring or disturbance of wildlife	
<input type="checkbox"/>	Illegal entry into protected area		Illegal entry into protected area	

**STEP 3:** A form to capture offences and description will be displayed. Fill out the form and click submit button.

Create

* Offence title	<input type="text"/> <input type="button" value=""/>	Input Offence title
Offence Description	Input Offence Description	
	<input type="checkbox"/> Continue creating	<input type="button" value="Submit"/>

**STEP 4:** You can delete offences by selecting specific offences and clicking the batch delete option.

		<input type="button" value="Batch delete"/>	Description	<input type="button" value="New"/>	<input type="button" value="Export"/>	<input type="button" value=""/>
<input checked="" type="checkbox"/>	Injuring or disturbance of wildlife		Injuring or disturbance of wildlife			
<input checked="" type="checkbox"/>	Illegal entry into protected area		Illegal entry into protected area			
<input type="checkbox"/>	illegal grazing in protected area		illegal grazing in protected area			
<input type="checkbox"/>	Illegal possession of protected species		Illegal possession of protected species			

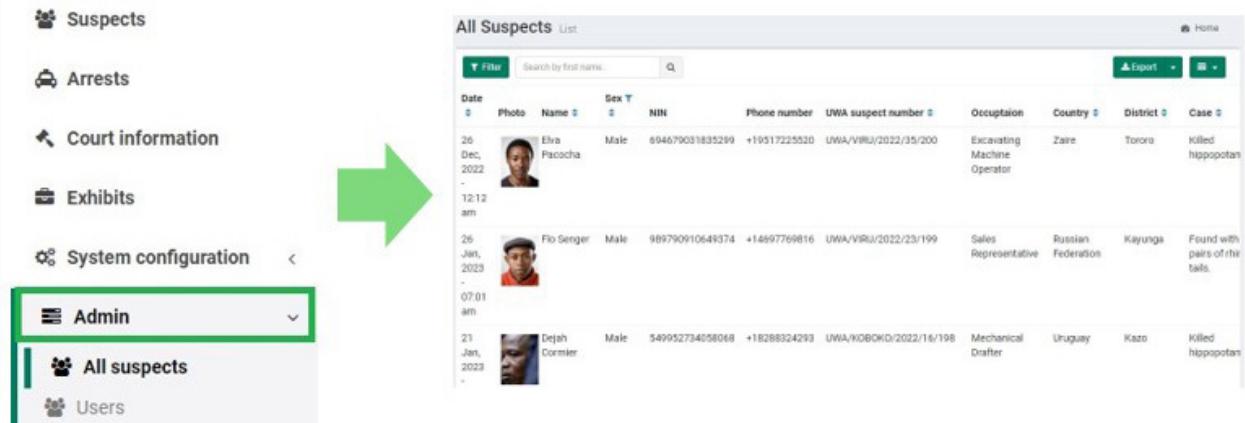
**NOTE:** Using the same Steps you can modify districts & sub-counties, Conservation areas, Protected areas and court information.

# SYSTEM ADMIN

The admin section allows the system admin to modify the suspect date, other users' data, and operation log. These can be added, edited and deleted from the system by the system super administrator without accessing the system backend.

## 1. All suspects

**STEP 1:** This section under admin helps the administrator to view and edit suspect information. To view all suspects, click the All Suspects sub-section under the admin menu.



The screenshot shows the 'Admin' section of the system. On the left, there's a sidebar with links: Suspects, Arrests, Court information, Exhibits, System configuration, Admin (which is highlighted with a green border), All suspects (which has a green arrow pointing to the right), and Users. A large green arrow points from the 'All suspects' link in the sidebar to the 'All Suspects' list page on the right. The 'All Suspects' page displays a table with three rows of suspect data. Each row includes a photo, name, gender, NIN, phone number, UWA suspect number, occupation, country, district, and case details.

Date	Photo	Name	Sex	NIN	Phone number	UWA suspect number	Occupation	Country	District	Case
26 Dec, 2022 - 12:12 am		Elva Pacocha	Male	694679031835299	+19517225520	UWA/VIRU/2022/35/200	Excavating Machine Operator	Zaire	Tororo	Killed hippopotam
26 Jan, 2023 - 07:01 am		Flo Senger	Male	989790910649374	+14697769816	UWA/VIRU/2022/23/199	Sales Representative	Russian Federation	Kayunga	Found with pairs of rhinoceros tails.
21 Jan, 2023 -		Dejah Cormier	Male	549952734058068	+18288324293	UWA/KOBOKO/2022/16/198	Mechanical Drafter	Uruguay	Kazo	Killed hippopotam

**NOTE:** You can edit or view an individual suspect from the action section of the table.

## 2. Users

**STEP 1:** This section under admin helps the administrator to view and edit all users' information including assigning user roles and rights. To view all users, click the user's sub-section under the admin menu.

The screenshot shows the left sidebar of the Owodat Web System User Manual. The sidebar has a vertical list of menu items: Suspects, Arrests, Court information, Exhibits, System configuration, Admin, All suspects, Users, and Operation log. The 'Admin' item is highlighted with a green border. A large green arrow points from the 'Admin' menu item to a detailed view of the 'Users' table on the right side of the screen. The table displays seven user records with columns for ID, Photo, Name, Gender, Phone number, D.O.B., District, Sub county, email address, and Roles. The first two users listed are Zubeida Abdallah and Zubeida Ali, both marked as Super-Administrator.

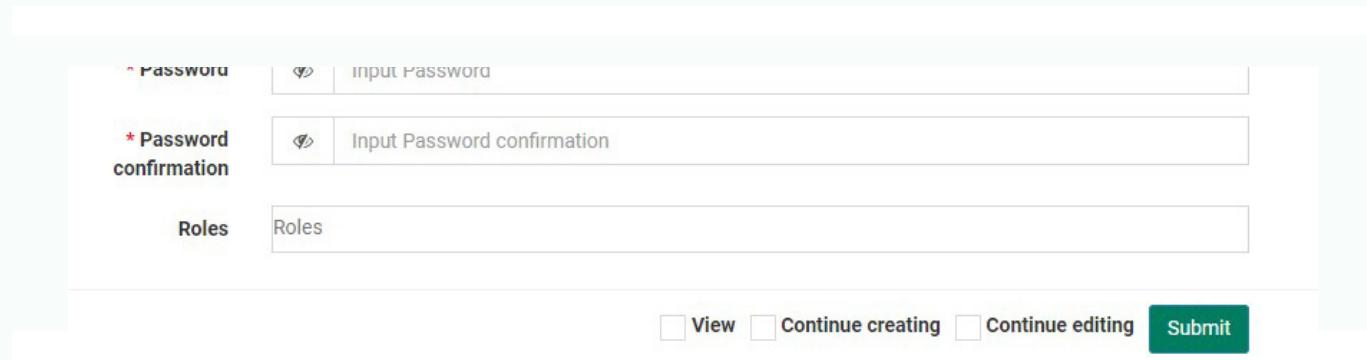
ID	Photo	Name	Gender	Phone number	D.O.B.	District	Sub county	email address	Roles
11		Zubeida Abdallah	Male	+25670662614		Adjumani	Dziizi	mubos2x@gmail.com	Super-Administrator
10		Zubeida Ali	Male	+25670662614	14 Nov, 2022	Adjumani	Dziizi	mubos1x@gmail.com	Super-Administrator
9		Teacher Y	Female	+25670662614	09 Jul, 1996			teacherY@gmail.com	
8		Student X		+256706638494	20 Jun, 2022			studentX@gmail.com	
7		Muhindo Mubaraka		+256706638494	12 Jun, 2022			lbneryam@gmail.com	

**STEP 2: Adding a new system user.** To add a new user to the system, click the new button on the top of the users' table.



ID	Photo	Name	Gender	Phone number	Phone number	D.O.B	District	Sub county	email address	Roles
11		Zubeda Abdallah		+25670662614				Adjumani, Dzaipi	mubs2x@gmail.com	<span>Super-Administrator</span> <span>Super-Administrator</span>

The system will display the user profile form, fill the form and select the user role then click the submit button.



\* Password  Input Password

\* Password confirmation  Input Password confirmation

Roles  Roles

View  Continue creating  Continue editing Submit

### 3. Operational log

The operation log is designed to track how the system is being used, the actions taken, the persons responsible and the time. To view an operational log, click the Operational log sub-section under the admin menu.

A screenshot of the OWODAT web application interface. On the left, there is a sidebar with the following navigation items:

- Suspects
- Arrests
- Court information
- Exhibits
- System configuration
- Admin (selected)
- All suspects
- Users
- Operation log (selected)

A large green arrow points from the "Operation log" item in the sidebar to the main content area. The main content area is titled "Operation log List". It contains a table with the following columns: ID #, User, Method, Path, IP, Input, Created At, and Action. The table lists 10 entries, all made by "Zubeda Abdallah" using the "GET" method. The "Path" column shows various URLs such as "/api/logs", "/api/logs", "/api/logs/search", etc. The "Created At" column shows dates ranging from 2023-01-18 08:58:19 to 2023-01-18 08:32:44. The "Action" column shows a single value "I" for all entries.

ID #	User	Method	Path	IP	Input	Created At	Action
4420	Zubeda Abdallah	GET	/api/logs	41.75.106.41	(empty)	2023-01-18 08:58:19	I
4419	Zubeda Abdallah	GET	/api/logs	41.75.106.41	(empty)	2023-01-18 08:58:11	I
4418	Zubeda Abdallah	GET	/api/logs/search	41.75.106.41	(empty)	2023-01-18 08:56:17	I
4417	Zubeda Abdallah	GET	/api/logs	41.75.106.41	(empty)	2023-01-18 08:54:32	I
4416	Zubeda Abdallah	GET	/api/logs/search	41.75.106.41	(empty)	2023-01-18 08:53:25	I
4415	Zubeda Abdallah	GET	/api/logs	41.75.106.41	(empty)	2023-01-18 08:46:19	I
4414	Zubeda Abdallah	GET	/all-reports	41.75.106.41	(empty)	2023-01-18 08:42:34	I
4413	Zubeda Abdallah	GET	/api/logs	41.75.106.41	(empty)	2023-01-18 08:41:02	I
4412	Zubeda Abdallah	GET	/all-reports	41.75.106.41	(empty)	2023-01-18 08:40:23	I
4411	Zubeda Abdallah	GET	/offenses	41.75.106.41	(empty)	2023-01-18 08:34:57	I
4410	Zubeda Abdallah	GET	/offenses/search	41.75.106.41	(empty)	2023-01-18 08:32:44	I

---

**NOTE:** Operational logs can be deleted from the system, to delete operation logs click the 3 dots on the action column of the table of all logs and select delete.

<input type="checkbox"/>	ID	User	Method	Path	Ip	Input	Created At	Action
	4420	Zubeda Abdallah	GET	auth/logs	41.75.186.41	{}	2023-01-18 08:58:19	<span>Delete</span>
	4419	Zubeda Abdallah	GET	auth/users	41.75.186.41	{}	2023-01-18 08:58:11	<span>Delete</span>
	4418	Zubeda Abdallah	GET	auth/users/create	41.75.186.41	{}	2023-01-18 08:56:17	<span>⋮</span>
	4417	Zubeda Abdallah	GET	auth/users	41.75.186.41	{}	2023-01-18 08:54:32	<span>⋮</span>

## HOW TO UPDATE YOUR PROFILE?

You can update your profile on the system at any time, to do so please follow the steps below.

**STEP 1:** Click on your user name at the right top bar of the system and then click the settings button on the system popup.

The screenshot shows the Owodat dashboard with a green header. On the right, a user profile for 'Zubeda Abdallah' is displayed, showing a profile picture, the name 'Zubeda Abdallah', and the status 'Member since admin 2022-10-28 20:48:10'. Below the profile are 'Setting' and 'Logout' buttons. An arrow points to the profile picture with the text 'Click here'. The main dashboard area has three sections: 'Crime rate - 15 days ago' (bar chart), 'Crimes Vs Actions' (line chart), and 'Crimes' (partial view). The 'Crimes Vs Actions' chart tracks 'Number of Suspects' (pink line), 'Number of arrests' (blue line), and 'Suspects appeared in court' (green line) from January 2022 to April 2023.

**STEP 2:** The system will display the user profile form, make the necessary modifications, and click the Submit button.

The screenshot shows a user profile edit form. At the top, there is a preview area for a file named "26.jpg" with a delete and search icon. Below this is a file input field with "26.jpg" and a "Browse" button. The form contains two password fields: one labeled "Password" and another labeled "Password confirmation", both with eye icon password inputs. At the bottom, there are four buttons: "Reset" (orange), "View" (disabled), "Continue creating" (disabled), "Continue editing" (disabled), and "Submit" (green).

26.jpg				
<input type="file"/> 26.jpg	<input type="button" value="Browse"/>			
* Password	<input type="password"/>			
* Password confirmation	<input type="password"/>			
<input type="button" value="Reset"/>	<input type="button" value="View"/>	<input type="button" value="Continue creating"/>	<input type="button" value="Continue editing"/>	<input type="button" value="Submit"/>

## HOW TO LOG OUT OF THE SYSTEM?

You can log out of the system at any time for security purposes, to do so please follow the steps below.

**STEP 1:** Click on your user name at the right top bar of the system and then click the Logout button on the system popup.

The screenshot shows the 'Online Wildlife Offenders Database - Dashboard'. At the top right, there is a user profile for 'Zubeda Abdallah' with a 'Logout' button. A callout arrow points to the 'Logout' button. Below the profile, a green box displays the user's information: 'Zubeda Abdallah' and 'Member since admin 2022-10-28 20:48:10'. On the left, there are two charts: 'Crime rate - 15 days ago' and 'Crimes Vs Actions'. The 'Crimes Vs Actions' chart includes a legend for 'Number of Suspects' (pink), 'Number of arrests' (blue), and 'Suspects appeared in court' (teal).

## SYSTEM USER PERMISSION

This section shows who the system users are and what they can and can't do when using the system.

System user	Login	Data entry	View datasets and reports	Extract data and reports	Edit/ delete records	Add/update information	Assign editing or deleting rights	Create own account	Create accounts for other users	The decision to flag for further action
Officers at park level/Conservation Area (CA) level (Intelligence, Investigation, Law enforcement and Prosecution)- <b>CA Agents</b>	Yes	Yes	Yes ONLY thier data	Yes ONLY thier data	No	Yes ONLY thier data	No	No	No	No
Head of Conservation Areas (Intelligence, Investigations, Law enforcement, Prosecution) includes secretaries to chief wardens- <b>CA Team Leaders</b>	Yes	Yes	Yes for ONLY their respective CAs	Yes for ONLY their respective CAs	No	Yes for ONLY their respective CAs	No	No	No	Yes for only their respective CAs
Chief Wardens at CA- <b>CA Manager</b>	Yes	Yes	Yes for ONLY their respective CAs	Yes for ONLY their respective CAs	No	Yes for ONLY their respective CAs	No	No	No	No

Team leaders at Headquarter level (Intelligence, Investigation, law enforcement, prosecution) includes secretaries to HQ directors- <b>HQ Team Leaders</b>	Yes	Yes	Yes for all CAs in the Country	Yes for all CAs in the Country	No	Yes for all the CAs in the Country	No	No	Yes	No
Super HQ Team Leaders- <b>HQ Super Administrator</b>	Yes	Yes	Yes for all CAs in the Country	Yes for all CAs in the Country	Yes	Yes for all the CAs in the Country	No	Yes	No	Yes for all CAs in the Country
Managers at HQ level- <b>Managers</b>	Yes	Yes	Yes for all CAs in the Country	Yes for all CAs in the Country	No	Yes for all the CAs in the Country	Yes	No	No	Yes for all CAs in the Country
Deputy Director/ Directors- <b>Super Managers</b>	Yes	Yes	Yes for all CAs in the Country	Yes for all CAs in the Country	No	Yes for all the CAs in the Country	Yes	No	No	No
Officers at park level/Conservation Area (CA) level (Intelligence, Investigation, Law enforcement and Prosecution)- <b>CA Agents</b>	Yes	Yes	Yes for ONLY their respective CAs	Yes for ONLY their respective CAs	No	Yes for ONLY their respective CAs	No	No	No	Yes for only their respective CAs



