

WorkLink: Transforming Workplace Connectivity

INNOVATION PROJECT FOR KALO LENI LAW COURT



WHAT IS WORKLINK?

WorkLink is a project developed to cater for the needs of Kaloleni Registry staff members. It utilizes the network that has already been set up for the staff to serve litigants, and enhances it to better connect the computers and maximize work space utilities. WorkLink takes advantage of Local Area Network technology to share resources such as printers, photocopiers and most importantly files / documents amongst the connected devices.

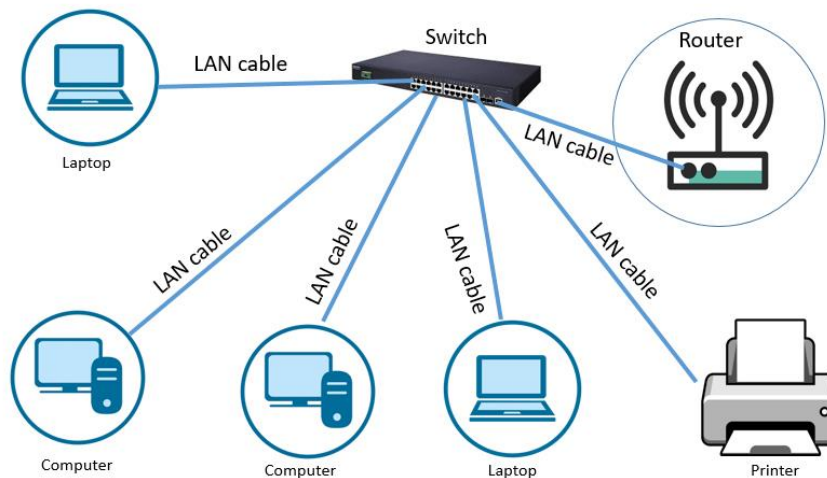


Image of the Network Setup in the WorkLink Project

BACKGROUND OF THE PROBLEM THAT INSPIRED THE WORKLINK PROJECT

This innovation project was started so as to improve working conditions by mitigating specific problems experienced at Kaloleni Law Court. These problems include:

- i. Shortage of Computers: There being a total of 4 computers at the registry to be shared amongst 14 staff members, completing daily duties is difficult especially when one has urgent matters to attend to. The 4 computers have been distributed as follows: 1 computer assigned to the Court Administrator, 1 computer assigned to the Senior Accountant, 1 computer assigned to the Secretary and 1 computer assigned to the remaining 11 staff members.
- ii. Resource Sharing: At the Kaloleni Law Court Registry, there is a serious problem of people not being able to work efficiently or serve any waiting litigants because they rely on a specific computer to work. In most working environments, the resources shared include printers and

scanners, but this project focused more on sharing files and documents from one computer to another so as to allow people to work from any computer in the registry.

- iii. Lack of Backups: There being a lot of sensitive data on these computers, it is recommended to have online backups for casual documents while maintaining local backups for sensitive data.

HOW THE INNOVATION AFFECTS COURT USERS

There are three major ways the project has improved the work environment:

- i. As explained in the background of the problem, litigants used to wait for a long periods at a time before being attended to. With the current innovation, staff members are able to work more efficiently at any computer and access all the files they require to attend to the litigants quickly.
- ii. Before, we were losing important documents that had not been backed up. Documents like proceedings and client's letters to the DCI office would seemingly disappear. But with the current innovation we have reduced loss of documents by enabling quick local backups on top of the online backup that is already been maintained.
- iii. WorkLink mitigates the problem of shortage of computers. All staff members are able to sit at any computer, look for their documents within the network and continue working within a minute! Not only does this improve the general workflow of the staff members, it also improves on timing of CTS entries, Cause List uploading to Kenya Law, faster delivery of typed proceedings to the litigants amongst other things.

GENERAL ADVANTAGES OF USING WORKLINK

There are several advantages of using WorkLink, including:

- i. Resource sharing: WorkLink allow devices such as printers, scanners, and documents to be shared among connected devices, reducing the need for each device to have its own dedicated resource.
- ii. Cost-effective: By eliminating the need for multiple devices, such as printers, setting up WorkLink is pocket friendly.
- iii. High-Speed Communication: WorkLink offers faster data transfer speeds due to the direct connectivity between computers.
- iv. Centralized data management: This makes it easier to backup data, monitor network activity, and implement data security measures.

- v. Flexible Work Environment: Personnel are able to share and work on documents saved in different computers in real-time.

DISADVANTAGES OF USING WORKLINK

- i. Limited coverage area: The project is limited to a small geographical area.
- ii. Dependence on central device: Devices such as a router or switch are crucial to the network. If this device fails, the entire network may be affected, leading to downtime and loss of productivity.
- iii. Complexity: Setting up and managing WorkLink can be complex and require technical expertise, particularly for larger networks.
- iv. Security vulnerabilities: Despite implementing some security measures, WorkLink is still vulnerable to cyber-attacks and other security threats. If not properly secured, WorkLink can be compromised, leading to data theft, malware infections, and other security breaches. This can be mitigated by advancing the training of the Innovator or hiring cyber security experts to assist.

HOW TO SET UP WORKLINK IN WINDOWS

Setting up WorkLink in Windows involves several steps:

1. Connect the computers: Connect the computers to the same network. This can be done using Ethernet cables, a wireless router, or a switch.
2. Configure network settings: On each computer, go to the Control Panel and select Network and Sharing Center. From there, select Change adapter settings and right-click on the Ethernet or Wi-Fi connection that you are using. Select Properties and make sure that the settings are configured for automatic IP address assignment (DHCP).
3. Set up a network name: On one of the computers, go to Control Panel and select Network and Sharing Center. From there, select Set up a new connection or network and follow the prompts to set up a network name and select the type of network you want to create (work or home).
4. Share resources: On each computer, select the files or printers that you want to share. Right-click on the file or printer and select Properties. From there, select the Sharing tab and select the option to share the resource.

5. Access shared resources: On each computer, you should now be able to access the shared resources from other computers on the WorkLink network. To do this, go to File Explorer and select Network. You should see the other computers and shared resources on the network.

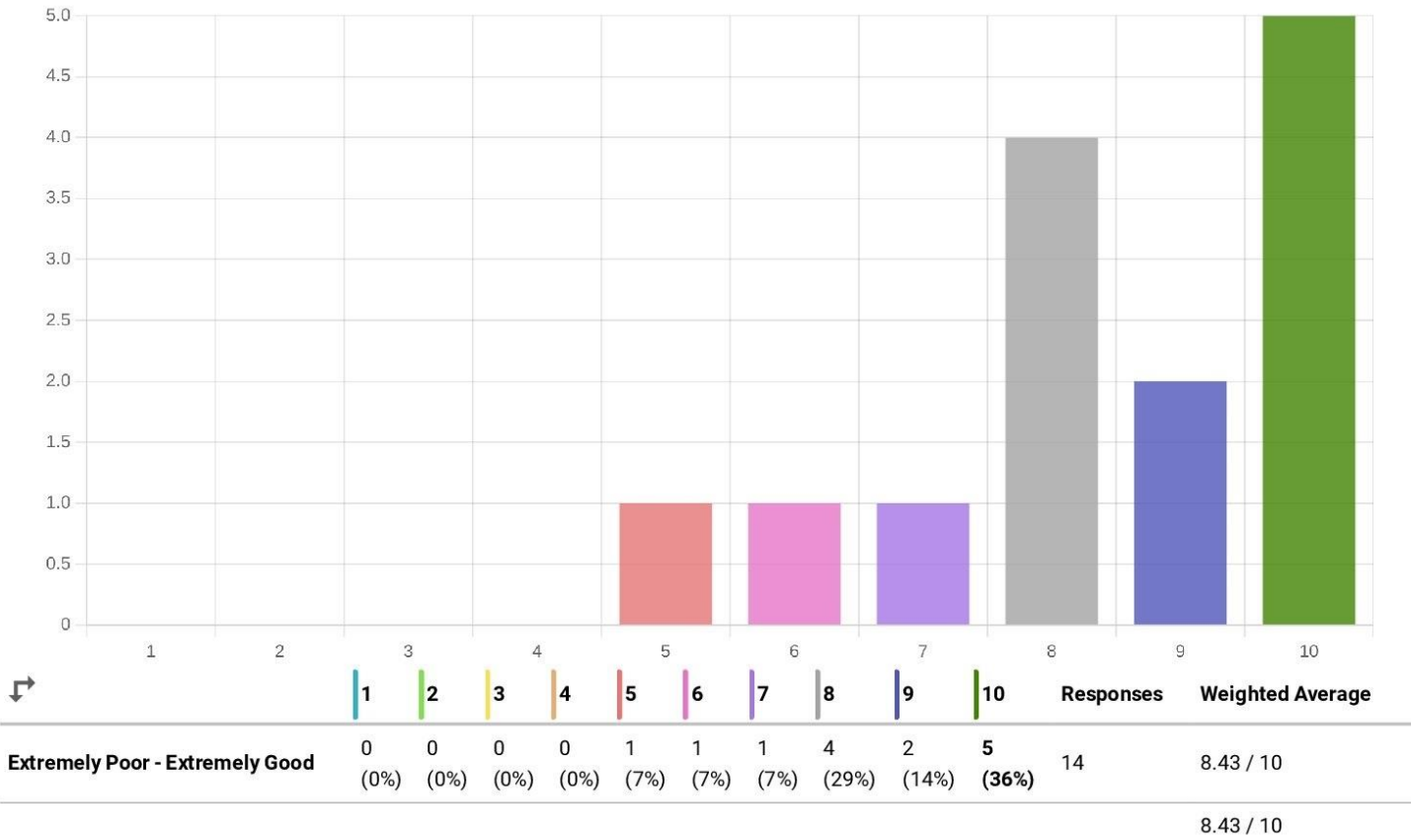
By following these steps, you can set up a WorkLink in Windows and share resources among multiple computers on the network.

Below is a short survey conducted with the Kaloleni Law Court Registry Staff members concerning the their thoughts about the WorkLink project.

INNOVATION IDEAS SURVEY

Enter some body text

- 1 WorkLink Innovation Project setup that connects all computers in the registry so as to easily share documents and other resources amongst them. This is to aid staff members to have better work flow and serve litigants faster despite the lack of enough computers



2 Write down your Comment / Suggestions / Concerns on the above innovation

give trial

Every staff to have a password.

Work at the registry has been better. Easy to use

The innovation is good it makes work easier

It's a good innovation. It makes work easier.

Good

It's superb security password needed

Good

Excellent ideas it has indeed facilitated by fare quick delivery of services to the wanjiku despite the limited resources available.

I support the idea strongly because we are in a digital generation.

Good.

Good innovation

Great initiative as long as data privacy is taken into consideration!

It's a noble one.