



Rwanda Integrated Electronic Case Management System

Rwanda IECMS

A stylized map of Rwanda is shown in the background, colored with the national flag's horizontal stripes: light blue at the top, yellow in the middle, and green at the bottom. A large yellow sunburst is positioned on the right side of the map.

RWANDA NATIONAL POLICE

USER MANUAL

Version 1.0

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INTRODUCTION

This document describes the *Rwanda National Police* data entry form in the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application developed for the Justice, Reconciliation, Law and Order Sector (JRLOS) of Rwanda. It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the *Rwanda IECMS* application to record information on case proceedings at the police institutions of all levels and ranks.

OVERVIEW

The *Integrated Electronic Case Management System for Rwanda (Rwanda IECMS)* is an automated information management system, which is designed within the initiative of modernizing Rwanda's Justice, Reconciliation, Law and Order Sector (JRLOS). It is intended to ensure improved access to and transparency of justice information both for the government institutions and general public. Moreover, the system aims at facilitating information sharing at key decision points, as well as to improve efficiency and coordination of the police, prosecution, and court activities in the Republic of Rwanda. Furthermore, it is intended to replace the paper-based case records and static spreadsheets and workflows with their computerized counterparts in order to enable full reproduction of cases along with case proceeding information in the event of loss or physical damage of the case file.

The main objective of *Rwanda IECMS* is to serve as a centralized and unique database for all justice sector institutions, including the Rwanda National Police (RNP), National Public Prosecution Authority (NPPA), Rwanda Judiciary (RJ), and Rwanda Correctional Services (RCS). Also, it is a sector-wide platform to assist all the officials accessing the system to have an easy and ad-hoc access to the information required for processing the cases and implementing day-to-day operations. *Rwanda IECMS* is intended to help to standardize case record information storage and to streamline current processes, and, thus, ensure more effective follow-up at different levels. It is also the main database and data collection and reporting system as it guarantees effective access to the case data, promotes accountability, and increases public trust and confidence.

Rwanda IECMS consists of the following applications, each dedicated to one justice agency and used to handle their business processes:

- Rwanda National Police

- Rwanda National Public Prosecution Authority
- Rwanda Judiciary
- Rwanda Correctional Service
- Civil Litigation Service

The *Rwanda National Police* module within *Rwanda IECMS* is designed to extend its functionality to the police institutions of all levels and ranks, including Police Posts, District and Regional police offices, as well as the Police Headquarters located in Kigali. It is intended to serve as a tool for all users at all organizational structure levels to handle the cases (along with their information) at their own institutions, as well as all the cases filed in the police offices under their direct supervision.

In the current design, the *Rwanda National Police* form consists of the following sections:

- The **General Information** section is used to add and display general information about the complaint/case. The information to be provided in this section includes the date when the complaint was received and filed, reporting police station and police officer name, name of the person conducting investigation, parties involved into the case, their legal representatives, crime type, etc.
- The **Investigation Checklist** section is used to provide detailed information about the investigation team members and items (e.g. equipment, etc.) used during the investigation process. The information to be provided includes the types of equipment issued and used, team members involved into the investigation, as well as vehicles used.
- The **Expert Reports** section is used to store expert reports that contain testimonies of the investigation team members and subject-matter experts involved into the case investigation. The information to be provided in this section includes the request date, expert name, name of the judicial police officer requesting expertise, attached expert reports, signed copies of the expert reports, etc.
- The **Statements / Summons** section is used to display information on the police statements, such as pro-Justitia and arrest statements, that form an inseparable part of a police record. The information to be provided in this section includes statement / summons details and other related information.
- The **Warrants** section is used to provide key information about the authorization documents of different types – warrants - that empower their bearers to perform a certain act against

another person or entity. The information to be provided in this section includes the warrant type, issue date, party it is related to, prosecutor, etc.

- The **Exhibits** section is used for storing and displaying information about physical or documentary evidence collected by the police during case processing. Examples of exhibit items may include a weapon allegedly used in the crime in criminal cases or a written contract in a civil trial. Information on exhibit recovery, personal effects, seized items, as well as return of seized items is handled in this section as well.
- The **Notes / Attachments** section is used to record additional comments and issues related to the given police case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.
- The **History** section of is used to view information on access to the given case record and the changes made to it.


Rwanda IECMS provides a web-based user interface and requires having a web browser pre-installed.

GENERAL INFORMATION

The *General Information* section of the *Rwanda National Police* form (Figure 1 and Figure 2) is used to add and display general information about the complaint/case. The information to be provided in this section includes the date when the complaint was received and filed, reporting police station and police officer name, name of the person conducting investigation, parties involved into the case, their legal representatives, crime type, etc.

1. General Information
2. Investigation Checklist
3. Expert Reports
4. Statements / Summons
5. Warrants
6. Exhibits
7. Notes / Attachments
8. History

1.1 Details



Complaint Received Date *
06/12/2016

Complaint Filed Date *
14/12/2016

Case Opened
06/12/2016

Reporting Police Station *
Anti-GBV(A-GBV)

Investigating Police Station: Anti-GBV(A-GBV)

Reporting Police Officer *
BAMURANGE Adrienne

Investigating Police Officer
--Select Investigating Police Officer--

Committed by Minor ☒

Gender based violence ☒

Case Summary

1.2 Parties

Role	Party Name / Contact Name	ID / TIN	Active	Address	Status
Suspect	Muhamad Donald	44544	<input checked="" type="checkbox"/>		Detained

Add

1.4 Legal Representatives

Representing Party	Representative Name (Organization / Contact)	ID / TIN	Representative Type	Active	Address
Muhamad Donald	Eric Kasabanda		Representing (Aramuhagarariye)	<input checked="" type="checkbox"/>	

Add

Figure 1: General Information Section (Part 1)

1.4 Complaint

Complaint Description

Twakiriye ikirego tariki ya 22/09/2016cy'uwitwa Munyansanga Celestin na Rwabutare SErvelien barega Ndayisenga Erick kuba kuri iyi tariki ya 22/09/2016mu mudugudu wa Kajevuba ,akagari ka gitaraga uregwa yafatiwe mu ishyamba ry'abarega atema ibiti afatanywa ibiti bitatu yaramaze gutema ariko abarega bakavugako yabigize akamenyero
Habajijwe uregwa ndayisenga Erick ahakana icyaha avuga ko yahawe akazi n'umuzamu wa kayonga atema ibiti byo gusana ikiraro

Circumstance of Facts

Twakiriye ikirego tariki ya 22/09/2016cy'uwitwa Munyansanga Celestin na Rwabutare SErvelien barega Ndayisenga Erick kuba kuri iyi tariki ya 22/09/2016mu mudugudu wa Kajevuba ,akagari ka gitaraga uregwa yafatiwe mu ishyamba ry'abarega atema ibiti afatanywa ibiti bitatu yaramaze gutema ariko abarega bakavugako yabigize akamenyero
Habajijwe uregwa ndayisenga Erick ahakana icyaha avuga ko yahawe akazi n'umuzamu wa kayonga atema ibiti byo gusana ikiraro

1.5 Crimes Committed

Article	Crime	Party	Offender Type	Details
Article 416	Arson, cutting trees or causing others to do so or killing animals (Gutwika, gutema cyangwa gutemesha ibiti cyangwa kwica inyamaswa)	Ndayisenga Eric	Offender	

Add

1.6 Offence Date and Place

Offence	Date	Address
Arson, cutting trees or causing others to do so or killing animals (Gutwika, gutema cyangwa gutemesha ibiti cyangwa kwica inyamaswa)	22/09/2016	Rwanda, Kigali City, Kicukiro, Masaka, Gitaraga, Kajevuba

Add

1.7 Related Tasks

S/N	Submission Date	Initiator	Originating Case Number	Related Case Number	Status
01804/RNP/SA/2016	14/12/2016 11:44	System Account	00120/NF/MASA PS/KIGA/KICU/2016	00120/NF/MASA PS/KIGA/KICU/2016	PENDING

Add

1.8 Related Cases

Institution	Case Number	Current Status	Date
Prosecution	00986/PPL RUSQ/2016/JNJH	PROSECUTION CASE CLOSED	

Figure 2: General Information Section (Part 2)

For more details on what information is requested in the *General Information* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Details	<p>Provide the information requested in this field by indicating the following:</p> <ul style="list-style-type: none"> • QR Code – displays an automatically generated unique Quick Response barcode that is produced based on the IECMS police case ID. When read by an imaging device, it displays the summary of the police case it is attached to. • Complaint Received Date – indicate the date when the complaint was received. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar. • Complaint Filed Date – indicate the date when the complaint was recorded in the application. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar. • Case Opened – indicate the date when the case was issued. A calendar popup is available for this field, see Figure 3: Calendar. • Reporting Police Station – specify the police station that reports the complaint. <i>This field is mandatory.</i> Please, note that if the list of reporting police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. <p>Note: Selection of a reporting police station will filter the list in the <i>Reporting Police Officer</i> field and display only those instances that are related to the selection.</p>

	<ul style="list-style-type: none"> • Investigating Police Station – specify the police station that inspects the complaint. Please, note that if the list of investigating police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. <p>Note: Selection of an investigating police station will filter the list in the <i>Investigating Police Officer</i> field and display only those instances that are related to the selection.</p> <ul style="list-style-type: none"> • Reporting Police Officer – select the name of the police officer who recorded the complaint from the drop-down list. <i>This field is mandatory.</i> Please, note that if the list of reporting police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • Investigating Police Officer – select the name of the police officer who investigates the complaint from the drop-down list. Please, note that if the list of investigating police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • Case Summary – enter a short overview of the complaint in the form of free text.
Parties	Provide information about the parties involved in the police case in different capacities. For more details, see Managing Case Participants .
Legal Representatives	Provide information about the legal representatives of the parties involved in the police case. For more details, see Managing Case Participants .

Complaint	Provide a detailed description of the complaint and list the accessory facts that closely precede or follow it, that depend on it, or that support or qualify it.
Crimes Committed	List all acts that are encompassed by the complaint and that are contrary to the law or legal code. For more details, see Managing Committed Crime Records .
Offence Date and Place	Provide information about the date when the offence took place. Also, indicate the place where the offence occurred. For more details, see Managing Offence Dates and Places .
Related Tasks	Record all tasks that have been originated within the scope of the given and other related cases. For more details, see Managing Related Tasks . Note: The functionality of recording case related tasks becomes available upon the first save of the <i>Rwanda National Police</i> form.
Related Cases	This is an automatically generated field that displays information on other cases (e.g. prosecution, judicial, etc.) related to the complaint. The information displayed in this field for each case includes the case number, institution it is processed at, current status, and date.

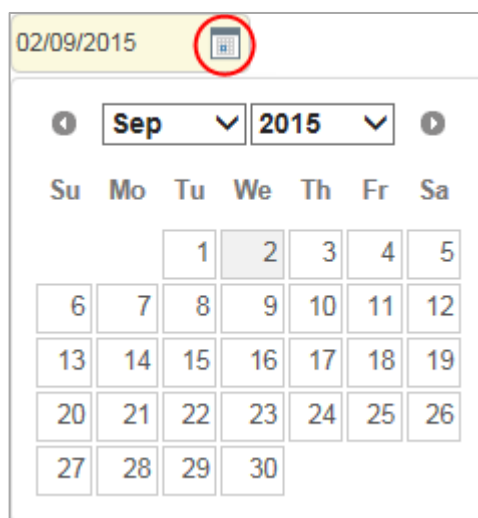


Figure 3: Calendar

Managing Case Participants

This chapter outlines how to select the parties and legal representatives involved in the police case, as well as how to create new case participant records, edit and remove them. It also describes how you can browse among the case participant records to find the one that you are looking for.

Adding a Case Participant Record

In order to add a case participant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Parties / Legal Representatives* field. A *Parties / Legal Representative* form will open (Figure 4).
2. Indicate the case participant type (*Individual* or *Legal Entity*) by selecting the appropriate instance from the drop-down list.
3. Locate the person or legal entity that will be involved in the given case. This can be done by using the search mechanism the *Parties / Legal Representative* form is equipped with. To find a case participant, enter the participant ID, name or part of the name in the search box and specify the field to look in.
Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.
Note: If the desired party / legal representative cannot be found in the *Rwanda IECMS* database, you can create a new case participant record. For more details, see [Creating a Case Participant Record](#).
5. Select the case participant record that you want to add to the police case by ticking the checkbox to the left of the record.
6. For each case participant selected, define in what capacity they will act in relation to the given case. *This field is mandatory.*
7. Click the **Save** button. The selected records will be listed in the respective *Parties / Legal Representatives* field.
8. For each legal representative selected, define what party they are going to represent and whether they are going to represent or assist the selected party. *These fields are mandatory.*
9. In the *Parties / Legal Representatives* field, define which of the selected records are active by ticking the respective checkbox.

Parties

1 Party Type

Individual

2 Select Party

eric

In

Full Name

Search in IECMS

If not in the list

Add New

	Name	ID	Date of Birth	Phone number	Address	Role *
<input type="checkbox"/>	NSHIMIYE Eric		15/07/1988	000000000	Rwanda,Kigali City,Gasabo,Rusororo,Kabuga I	--Select Party Role
<input type="checkbox"/>	Rushingabigwi Eric		01/01/1981	000000000	Rwanda,Eastern Province,Ngoma,Karembo	--Select Party Role
<input checked="" type="checkbox"/>	Eric TURIKUMWE		01/01/1987	000000000	Rwanda,Kigali City,Gasabo,Gatsata,Nyamabuye	Complainant / Victim
<input checked="" type="checkbox"/>	Frederic Ngarukiyimana		01/01/1990	000000000	Rwanda,Northern Province,Gakenke,Minazi,Raba,Ndegamire	Witness
<input type="checkbox"/>	Eric MANIRAGABA NIYIKIZA	1197880009836148	22/05/1978	000000000	Rwanda,Kigali City,Nyarugenge,Nyakabanda,Munanira li,Kamwiza	--Select Party Role

1

2

3

4

5

6

7

8

9

10





Cancel

Save

Figure 4: Adding a Case Party Record

Browsing among Case Participant Records

In order to ensure fast page loading, the *Parties / Legal Representatives* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Parties / Legal Representatives* table, click the number link of the page you want to navigate to. The  (First),  (Previous),  (Next), and  (Last) buttons are used to navigate back and forth through the pages.


Creating a Case Participant Record

In order to create a new case participant record, follow the steps below:

1. Click the **Add New** button in the *Parties / Legal Representative* form. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in [REFERENCES](#).
3. Save the information input and close the form.

Editing Case Participant Records

In order to edit a party / legal representative record, follow the steps below:

1. Click the  **Edit** button to the left of the record that you want to modify. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where the record summary will be displayed.
2. Click the **Edit** button in the top right corner of the record summary page.
3. Make the required changes in the data displayed as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in [REFERENCES](#).
4. Save the changes made and close the form.

Removing Case Participant Records

In order to remove a case participant record, click the  (**Remove**) button to the left of the record.

Managing Committed Crime Records

This chapter outlines how to add and remove committed crime records. It also describes how you can browse among the committed crime records to find the one that you are looking for.

Adding a Committed Crime Record

In order to add a committed crime record, follow the steps below:

1. Click the **Add** button at the bottom of the *Crimes Committed* field. A *Crimes Committed* form will open (Figure 5).
2. Locate the crime or crimes committed. This can be done by using the search mechanism the *Crimes Committed* form is equipped with. To find a crime, create filtering criteria that will be used to find and display all crime records that match the selection. The following criteria are available:

- Case Category
- Case Type
- Subcategory
- Article / Subtype

Note: Selection of a case category will filter the lists in the *Case Type*, *Subcategory*, and *Article / Subtype* fields and display only those instances that are related to the selected category. Also, if the lists in the fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Alternatively, you may enter the case category title or any part of it in the search box.
Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the *Case Categories* table below.
5. For each case category added to the police case, select the case participant responsible for committing the crime from the drop-down list. *This field is mandatory.* Please, note that the list will contain all parties involved into the case. For more details, see [Managing Case Participants](#).
6. Click the **Save** button to save the information input. You will be directed back to the [GENERAL INFORMATION](#) section.
7. In [GENERAL INFORMATION](#) section, specify the offender type and provide crime particulars for each crime listed in the *Crimes Committed* field.

Crimes Committed

Case Category

Criminal

Subcategory

Assult and Battery Bodily Injuries (Gukubita, Gukomeretsa n

Case Type

--Select Type--

Article / Subtype

--Select Article / Subtype--

Search for

Search

	Case Category	Article / Subtype	Party *
<input type="checkbox"/>	Criminal	Article 154: Administering a substance to a person which may cause illness or death (Guha umuntu ikintu gishobora kumutera indwara cyangwa kumwica)	--Select Party--
<input type="checkbox"/>	Criminal	Article 148: Aggravated assault and battery (Gukomeretsa ku bushake ku buryo bubabaje)	--Select Party--
<input type="checkbox"/>	Criminal	Article 158: Assault and battery resulting from lack of foresight and precaution (Gukubita no gukomeretsa umuntu biturutse ku buteshuke n?ubuteganye buke)	--Select Party--
<input checked="" type="checkbox"/>	Criminal	Article 150: Battery or bodily injuries resulting in incurable illness or permanent incapacity (Gukubita cyangwa gukomeretsa umuntu bitera indwara idakira cyangwa ubumuga buhoraho)	Issa Ngendahayo
<input type="checkbox"/>	Criminal	Article 149: Battery or bodily injuries resulting in incapacity (Gukubita cyangwa gukomeretsa undi muntu bitera ubumuga)	--Select Party--

1

2





Cancel

Save

Figure 5: Adding a Committed Crime Record

Browsing among Committed Crime Records

In order to ensure fast page loading, the *Case Categories* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Case Categories* table, click the number link of the page you want to navigate to. The  (First),  (Previous),  (Next), and  (Last) buttons are used to navigate back and forth through the pages.

Removing Committed Crime Records

In order to remove a committed crime record, click the  (Remove) button to the left of the record.

Managing Offence Dates and Places

This chapter outlines how you can add, edit, and remove offence date and place records.

Adding an Offence Date and Place Record

In order to add a record for an offence that took place in Rwanda, follow the steps below:

1. Click the **Add** button at the bottom of the *Offence Date and Place* field. An *Offence Date and Place* form will appear (Figure 6).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Date	Provide the Date when the offence took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Committed by	Select the person who committed the offence from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants . Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking

	for, you should enter the keyword in the search box above the drop-down list.
Crime	<p>Select the Crime from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all crime types committed by the case participant selected in the previous field. For more details, see Managing Committed Crime Records.</p> <p>Note: If the list of crime articles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Country	<p>Specify the Country where the offence took place. <i>This field is mandatory.</i> Please, note that by default, the incident country will be set to Rwanda. However, you can select a different country. For countries other than Rwanda, you will be requested to provide the incident address in the form of free text. For the offences that took place in Rwanda, you will be asked to make selection or enter information in the fields displayed.</p> <p>Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Province	<p>This field becomes available if the incident country is set to Rwanda and is used to indicate the Province for the offence. <i>This field is mandatory.</i> Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province.</p> <p>Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
District	<p>This field becomes available if the incident country is set to Rwanda and is used to indicate the District for the offence. <i>This field is mandatory.</i> Please, note that selection of a district will filter the list</p>

	<p>in the <i>Sector</i> field and display only those instances that are related to the selected district.</p> <p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>This field becomes available if the incident country is set to Rwanda and is used to indicate the Sector for the offence. <i>This field is mandatory.</i> Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	<p>This field becomes available if the incident country is set to Rwanda and is used to select the Cell for the offence. <i>This field is mandatory.</i> Please, note that selection of a cell will filter the list in the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	<p>This field becomes available if the incident country is set to Rwanda and is used to enter the name of the Village for the offence. <i>This field is mandatory.</i></p> <p>Note: If the list of villages is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Offence Date and Place

Date *
09/12/2016

Committed by *
Issa Ngendahayo

Crime *
Assassination (Ubuhotozi)

Country *
Rwanda

Province *
Western Province

District *
Rubavu

Sector *
Nyakiriba

Cell *
Gikombe

Village *
Nyakibande

Cancel Save

Figure 6: Adding a Domestic Address for the Offence

In order to add a record for an offence that took place in a country other than Rwanda, follow the steps below:

1. Click the **Add** button at the bottom of the *Offence Date and Place* field. An *Offence Date and Place* form will open (Figure 4).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
------------	-------------

Date	Provide the Date when the offence took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Committed by	<p>Select the person who committed the offence from the drop-down list. Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Crime	<p>Select the Crime Type from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all crime types committed by the case participant selected in the previous field. For more details, see Managing Committed Crime Records.</p> <p>Note: If the list of crime types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Country	<p>Specify the Country where the offence took place from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Address	Enter the address where the offence took place. <i>This field is mandatory.</i>

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Offence Date and Place

Date *

09/12/2016

Committed by *

Issa Ngendahayo

Crime *

Assassination (Ubuhotozi)

Country *

Nigeria

Address

4 Matadi Street
Abuja, Nigeria


Cancel

Save


Figure 7: Adding a Foreign Address for the Offence

Editing Offence Date and Place Records

In order to edit an offence date and place record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Offence Date and Place* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Offence Date and Place Records

In order to remove an offence date and place record, click the  (**Remove**) button to the left of the record.

Managing Related Tasks

This chapter outlines how to add and edit police case related tasks.


Adding a Related Task Record

In order to add a task record, follow the steps below:

1. Click the **Add** button at the bottom of the *Related Tasks* field. You will be navigated to the *Task* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the *Rwanda IECMS Task Form User Manual* in [REFERENCES](#).
3. Save the information input and close the form.

Editing a Related Task Record

In order to edit a task record, follow the steps below:

1. Click the  **Edit** button on the left of the task record that you want to modify. You will be directed to the *Task* module in *Rwanda IECMS* where the task summary will be displayed.
2. Click the **Edit** button in the top right corner of the task summary page.
3. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Task Form User Manual* in [REFERENCES](#).
4. Save the changes made and close the form.

INVESTIGATION CHECKLIST

The *Investigation Checklist* section of the *Rwanda National Police* form (Figure 8) is used to provide detailed information about the investigation team members and items (e.g. equipment, etc.) used during the investigation process. The information to be provided includes the types of equipment issued and used, team members involved into the investigation, as well as vehicles used.































1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History															
<div> <div>2.1</div> <div>Equipment Issued</div> <div></div> </div>																						
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	Date	Equipment Issued	Comments	Created by																		
 	08/12/2016	BLOOD COLLECTION SUPPLIES		System Account																		
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	Date	Team Members	Comments	Created by																		
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	Date	Vehicle type	Comments	Created by																		
 	14/12/2016	Police mobile station vehicle		System Account																		
 	07/12/2016	Police mobile station vehicle		System Account																		

Figure 8: Investigation Checklist Section

For more details on what information is requested in the *Investigation Checklist* section, refer to the table below.

Component Name	Description
Equipment Issued	Provide information on the equipment that was issued, according to the regulations, during the case investigation process. For more details, see Managing Equipment Issued .
Equipment Used	Provide information about the pieces of equipment that were used during case investigation. For more details, see Managing Equipment Used .
Team Members	Provide information about the professionals that took part in the case investigation and that form the investigation team. For more details, see Managing Investigation Team Members .
Vehicles Used	Provide information about the vehicles that were used during case investigation. For more details, see Managing Vehicles .

Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who created a record in the *Investigation Checklist* section. This information is displayed in the *Created by* column of the tables listed in this section.

Managing Equipment Issued

This chapter outlines how to add, edit, and remove issued equipment records.

Adding an Issued Equipment Record

In order to add an issued equipment record, follow the steps below:

1. Click the **Add** button at the bottom of the *Equipment Issued* field. An *Equipment Issued* form will open (Figure 9).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Equipment Issued [X]

Date *
07/12/2016 [Calendar Icon]

Equipment *
BLOOD COLLECTION SUPPLIES [Dropdown Arrow]

Comment
[Text Area]

[Cancel] [Save]


Figure 9: Adding an Issued Equipment Record

Component Name	Description
Date	Indicate the Date when the equipment was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Equipment	Select the type of the Equipment issued from the drop-down list. <i>This field is mandatory.</i> Note: If the list of equipment is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Comment	Provide additional notes and comments, if necessary.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Issued Equipment Records

In order to edit an issued equipment record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Equipment Issued* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Removing Issued Equipment Records

In order to remove an issued equipment record, click the  (**Remove**) button to the left of the record.

Managing Equipment Used

This chapter outlines how to add, edit, and remove used equipment records.

Adding a Used Equipment Record

In order to add a used equipment record, follow the steps below:

1. Click the **Add** button at the bottom of the *Equipment Used* field. An *Equipment Used* form will open (Figure 10).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Equipment used [X]

Date *
05/12/2016 [Calendar Icon]

Equipment Issued *
FINGERPRINT EQUIPMENT ▼

Equipment Used *
Brushes: Wide Magnetic Wand ▼

Comment
[Text Area]

[Cancel] [Save]

Figure 10: Adding a Used Equipment Record


Component Name	Description
Date	Indicate the Date when the equipment was used. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Equipment Issued	Select the type of the Equipment that was issued from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all types of equipment issued for case investigation. For more details, see Managing Equipment Issued . Also, note that selection of the equipment issued will filter the list in the <i>Equipment Used</i> field and display only those instances that are of the selected equipment type.

	Note: If the list of equipment is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Equipment Used	Select the equipment that was used during the case investigation. <i>This field is mandatory.</i> Note: If the list of equipment is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Comment	Provide additional notes and comments, if necessary.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Used Equipment Records

In order to edit a used equipment record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Equipment Used* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Removing Used Equipment Records

In order to remove a used equipment record, click the  (**Remove**) button to the left of the record.

Managing Investigation Team Members

This chapter outlines how to add, edit, and remove investigation team member records.

Adding a Team Member Record

In order to add a team member record, follow the steps below:

1. Click the **Add** button at the bottom of the *Team Members* field. A *Team Member* form will open (Figure 11).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Team Member

Date *

08/12/2016

Team Member	Position
John Smith	Photographer

Team Member * Position *

 Add

Comment

Cancel **Save**

Figure 11: Adding an Investigation Team Member Record


Component Name	Description
----------------	-------------

Date	Indicate the Date when the team member record was created. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Team Member	List all persons that are included into the investigation team. For more details, see Managing Investigators .
Comment	Provide additional notes and comments, if necessary.


3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Team Member Records

In order to edit a team member record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Team Member* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Team Member Records

In order to remove a team member record, click the  (**Remove**) button to the left of the record.

Managing Investigators

This chapter outlines how to add and remove investigator records.

Adding an Investigator Record

In order to add an investigator record, follow the steps below:

1. Enter the name of the investigator that will be included into the investigation team. *This field is mandatory.*
2. Specify the **Position** that the selected investigator occupies. *This field is mandatory.*
3. Click the **Add** button. The new record will appear in the *Team Members* table (Figure 12).

Team Member	Position
Sam Karawanga	Prosecutor Assistant
Danny Williams	Judicial Police Officer

Add

Figure 12: Adding an Investigator Record

Removing Investigator Records

In order to remove an investigator record, click the (Remove) button to the left of the record.

Managing Vehicles

This chapter outlines how to add, edit, and remove vehicle records.

Adding a Vehicle Record

In order to add a vehicle record, follow the steps below:

1. Click the **Add** button at the bottom of the *Vehicles Used* field. A *Vehicle Used* form will open (Figure 13).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
----------------	-------------

Date	Indicate the Date when the record was created. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Vehicle Type	Select the Vehicle Type from the respective drop-down list. <i>This field is mandatory.</i>
Comment	Provide additional notes and comments, if necessary.


- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

The screenshot shows a modal window titled "Vehicle Used" with a close button (X) in the top right corner. Inside the window, there are three input fields: "Date *" with a calendar icon and the value "07/12/2016", "Vehicle type *" with a dropdown menu showing "Police mobile station vehicle", and "Comment" with a large text area. At the bottom right, there are two buttons: "Cancel" (grey) and "Save" (green).

Figure 13: Adding a Vehicle Record

Editing Vehicle Records

In order to edit a vehicle record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Vehicle Used* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Vehicle Records

In order to remove a vehicle record, click the  (**Remove**) button to the left of the record.

EXPERT REPORTS

The *Expert Reports* section of the *Rwanda National Police* form (Figure 12) is used to store expert reports that contain testimonies of the investigation team members and subject-matter experts involved into the case investigation. The information to be provided in this section includes the request date, expert name, name of the judicial police officer, attached expert reports, signed copies of the expert reports, etc.

1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History
3.1 Expert Request / Expert Report							
Request Date	Expert Name	Judicial Police Officer	Expert Report	Signed Copy	Last updated on		
06/12/2016	Morison	Chantal MUKESHIMANA	Statement		06/12/2016 16:34		
						Add	

Figure 14: Expert Reports Section

For more details on what information is requested in the *Expert Reports* section, refer to the table below.

Component Name	Description
Expert Request / Expert Report	<p>Provide information on the professionals whose subject-matter expertise is requested during the case investigation. For more details, see Managing Expert Requests / Expert Reports.</p> <p>Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when an expert request / expert report record is last modified. This information is displayed in the <i>Last Updated on</i> column of the <i>Expert Request / Expert Report</i> table.</p>

Note: The system allows for exporting records displayed in this section. For more details on how to export records, see [EXPORTING FILES](#).

Managing Expert Requests / Expert Reports

This chapter outlines how to add expert requests and reports, edit, view, and remove them.

Adding an Expert Request / Expert Report Record

In order to add an expert request / export report record, follow the steps below:

1. Click the **Add** button at the bottom of the *Expert Request / Expert Report* field. An *Expert Request / Expert Report* form will open (Figure 15).

Expert Request / Expert Report

Request Date*
07/08/2015

Judicial Police Officer*
Henry Samson

Expert Name*
George Soule

Expert Job Institution

Expert job Title
Forensic

Summary of facts

Tasks Given*
profound investigation

Expert Report Choose File

Signed Copy
Hearing Report 777

Date Attached:
Date Attached: 24/08/2015

☐ Validated

Cancel Save

Figure 15: Adding an Expert Request / Expert Report Record

2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.


Component Name	Description
Request Date	Indicate the date when the request was placed. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Judicial Police Officer	Indicate the name of the Judicial Police Officer who placed the request. <i>This field is mandatory.</i> Note: If the list of police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Expert Name	Indicate the name of the expert whose advice was requested and who will submit a report on the investigation findings. <i>This field is mandatory.</i>
Expert Job Institution	Indicate the institution where the expert works.
Expert Job Title	Indicate the position that the expert occupies in their institution. Note: If the list of occupations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Summary of Facts	Add a brief description of facts on which professional expertise is needed.
Tasks Given	Specify the tasks to be carried out by the expert during the case investigation. <i>This field is mandatory.</i>
Expert Report	Attach a document generated by the expert and offering their opinion on points of controversy that existed in the police case. For more details, see Managing Attachments .

	Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Signed Copy	<p>Attach a Signed Copy of the expert report. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Expert Request / Expert Report Records

In order to edit an expert request / expert report record, follow the steps below:

- Click the  (**Edit**) button to the left of the record that you want to modify. The *Expert Request / Expert Report* form will open.
- Make the required changes in the data displayed.
- Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Expert Request / Expert Report Records

In order to view the details of expert request / expert report records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Expert Request / Expert Report Records

In order to remove an expert request / expert report record, click the  **(Remove)** button to the left of the record.

STATEMENTS / SUMMONS

The *Statements / Summons* section of the *Rwanda National Police* form (Figure 16) is used to display information on the police statements, such as such as pro-Justitia and arrest statements, that form an inseparable part of a police record. The information to be provided in this section includes statement / summons details and other related information.

For more details on what information is requested in the *Statements / Summons* section, refer to the table below.

Component Name	Description
Pro-Justitia Statement	Provide information on the statements issued to interview the complainants, suspects, and witnesses within the scope of the given case. For more details, see Managing Pro-Justitia Statements .
Summons to Appear	Provide information about the legal documents requesting a person to appear at the police station and issued within the scope of the given case. For more details, see Managing Summons to Appear .
Arrest Statement	Provide information about the legal document empowering police officers to execute arrest. For more details, see Managing Arrest Statements .
Provisional Release Statement	Provide information about the legal documents granting provisional release to a person and issued within the scope of the given case. For more details, see Managing Provisional Release Statements .
Search and Seizure Statement	Provide information about the legal documents empowering police officers to execute search and seizure. For more details, see Managing Search and Seizure Statements .
Constataion Statement	Provide information about the verification documents issued within the scope of the given case. For more details, see Managing Constataion Statements .

Case File Information Statement	<p>Provide information about the legal documents that contain case file information. For more details, see Managing Case File Information Statements.</p> <p>Note: You can have only one case file information statement added to the case. If you want to add another case file information statement, you will have to remove the previously added record (see Removing Case File Information Statement Records) and add a new one (see Adding a Case File Information Statement Record).</p>
--	--

Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who created a record in the *Statements / Summons* section. This information is displayed in the *Created by* column of the tables listed in this section. Moreover, the system allows for exporting records from all the fields of this section. For more details on how to export records, see [EXPORTING FILES](#).

1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History																
<div>4.1 Pro-Justitia Statement i</div> <table border="1"> <thead> <tr> <th></th> <th>Statement ID</th> <th>Statement Type</th> <th>Interview Date</th> <th>Party Name</th> <th>Judicial Police Officer</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>001</td> <td>Suspect Statement</td> <td>13/12/2016</td> <td>Muhamad Donald</td> <td>SIFA Clemence</td> <td></td> <td>06/12/2016 16:58 </td> </tr> </tbody> </table> <div style="text-align: right;">Add</div>									Statement ID	Statement Type	Interview Date	Party Name	Judicial Police Officer	Signed Copy	Last updated on		001	Suspect Statement	13/12/2016	Muhamad Donald	SIFA Clemence		06/12/2016 16:58
	Statement ID	Statement Type	Interview Date	Party Name	Judicial Police Officer	Signed Copy	Last updated on																
	001	Suspect Statement	13/12/2016	Muhamad Donald	SIFA Clemence		06/12/2016 16:58																
<div>4.2 Summons to Appear i</div> <table border="1"> <thead> <tr> <th></th> <th>Summon No</th> <th>Appear Date</th> <th>Summon Issue Date</th> <th>Party</th> <th>Judicial Police Officer</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>45</td> <td>06/12/2016 16:58</td> <td>06/12/2016 16:58</td> <td>Muhamad Donald</td> <td>BAMURANGE Adrienne</td> <td></td> <td>06/12/2016 17:00 </td> </tr> </tbody> </table> <div style="text-align: right;">Add</div>									Summon No	Appear Date	Summon Issue Date	Party	Judicial Police Officer	Signed Copy	Last updated on		45	06/12/2016 16:58	06/12/2016 16:58	Muhamad Donald	BAMURANGE Adrienne		06/12/2016 17:00
	Summon No	Appear Date	Summon Issue Date	Party	Judicial Police Officer	Signed Copy	Last updated on																
	45	06/12/2016 16:58	06/12/2016 16:58	Muhamad Donald	BAMURANGE Adrienne		06/12/2016 17:00																
<div>4.3 Arrest Statement i</div> <table border="1"> <thead> <tr> <th></th> <th>Statement ID</th> <th>Arrest Date</th> <th>Arrest Place</th> <th>Judicial Police Officer</th> <th>Party</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>001</td> <td>05/12/2016 00:00</td> <td></td> <td>Chantal MUKESHIMANA</td> <td>Muhamad Donald</td> <td></td> <td>06/12/2016 17:35 </td> </tr> </tbody> </table> <div style="text-align: right;">Add</div>									Statement ID	Arrest Date	Arrest Place	Judicial Police Officer	Party	Signed Copy	Last updated on		001	05/12/2016 00:00		Chantal MUKESHIMANA	Muhamad Donald		06/12/2016 17:35
	Statement ID	Arrest Date	Arrest Place	Judicial Police Officer	Party	Signed Copy	Last updated on																
	001	05/12/2016 00:00		Chantal MUKESHIMANA	Muhamad Donald		06/12/2016 17:35																
<div>4.4 Provisional Release Statement i</div> <table border="1"> <thead> <tr> <th></th> <th>Release Date</th> <th>Party</th> <th>Judicial Police Officer</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>06/12/2016 17:42</td> <td>001 / Muhamad Donald</td> <td>Chantal MUKESHIMANA</td> <td></td> <td>06/12/2016 17:45 </td> </tr> </tbody> </table> <div style="text-align: right;">Add</div>									Release Date	Party	Judicial Police Officer	Signed Copy	Last updated on		06/12/2016 17:42	001 / Muhamad Donald	Chantal MUKESHIMANA		06/12/2016 17:45				
	Release Date	Party	Judicial Police Officer	Signed Copy	Last updated on																		
	06/12/2016 17:42	001 / Muhamad Donald	Chantal MUKESHIMANA		06/12/2016 17:45																		
<div>4.5 Search and Seizure Statement i</div> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Holder</th> <th>Judicial Police Officer</th> <th>Registration Number</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>07/12/2016</td> <td>Muhamad Donald</td> <td>BAMURANGE Adrienne</td> <td>12</td> <td></td> <td>07/12/2016 12:28 </td> </tr> </tbody> </table> <div style="text-align: right;">Add</div>									Date	Holder	Judicial Police Officer	Registration Number	Signed Copy	Last updated on		07/12/2016	Muhamad Donald	BAMURANGE Adrienne	12		07/12/2016 12:28		
	Date	Holder	Judicial Police Officer	Registration Number	Signed Copy	Last updated on																	
	07/12/2016	Muhamad Donald	BAMURANGE Adrienne	12		07/12/2016 12:28																	
<div>4.6 Constataion Statement i</div> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Address</th> <th>Judicial Police Officer</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>07/12/2016 12:29</td> <td>Kigali City, Kicukiro, Gahanga, Gahanga, Gahanga</td> <td>ASIMWE David</td> <td></td> <td>07/12/2016 12:36 </td> </tr> </tbody> </table> <div style="text-align: right;">Add</div>									Date	Address	Judicial Police Officer	Signed Copy	Last updated on		07/12/2016 12:29	Kigali City, Kicukiro, Gahanga, Gahanga, Gahanga	ASIMWE David		07/12/2016 12:36				
	Date	Address	Judicial Police Officer	Signed Copy	Last updated on																		
	07/12/2016 12:29	Kigali City, Kicukiro, Gahanga, Gahanga, Gahanga	ASIMWE David		07/12/2016 12:36																		
<div>4.7 Case File Information Statement i</div> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Submitted by</th> <th>Prosecution Office / Level</th> <th>Signed Copy</th> <th>Last updated on</th> </tr> </thead> <tbody> <tr> <td> </td> <td>07/12/2016</td> <td>Chantal MUKESHIMANA</td> <td>Nyanza NL / Prosecution National Level</td> <td></td> <td>07/12/2016 12:47 </td> </tr> </tbody> </table>									Date	Submitted by	Prosecution Office / Level	Signed Copy	Last updated on		07/12/2016	Chantal MUKESHIMANA	Nyanza NL / Prosecution National Level		07/12/2016 12:47				
	Date	Submitted by	Prosecution Office / Level	Signed Copy	Last updated on																		
	07/12/2016	Chantal MUKESHIMANA	Nyanza NL / Prosecution National Level		07/12/2016 12:47																		

Figure 16: Statements / Summons Section

Managing Pro-Justitia Statements

This chapter outlines how to add, edit, view, and remove pro-Justitia statement records.

Adding a Pro-Justitia Statement Record

In order to add a pro-Justitia statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Pro-Justitia Statement* field. A *Pro-Justitia Statement* form will appear (Figure 17).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Statement Type	<p>Indicate the type of the statement based on what the capacity of the interviewee is in relation to the case. <i>This field is mandatory.</i></p> <p>Note: If the list of statement types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Interviewee	<p>Select the name of the Interviewee from the drop-down list. <i>This field is mandatory.</i> Please, note that the drop-down list will contain all the parties that are involved into the case in the capacity dictated by the selected statement type. For more details on how to add parties to the police case, see the GENERAL INFORMATION section.</p> <p>Note: If the list of interviewees is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Preferred Language	<p>Select the Preferred Language of the interview. The following options are available:</p>


	<ul style="list-style-type: none"> • English • French • Kinyarwanda • Other <p>Please, note that if the <i>Other</i> option is selected, you will be asked to enter the name of the preferred language in the new field that appears.</p> <p>Note: If the list of languages is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Judicial Police Officer	<p>Select the name of the Judicial Police Officer who requested a pro-Justitia statement. <i>This field is mandatory.</i></p> <p>Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Who Owns	<p>Indicate the assets, such as lands, vehicles, etc., that the person being interviewed owns.</p>
Interview Date	<p>Indicate the date when the interview took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p>
Crime Committed	<p>This is a read-only field that is automatically generated by the system and that becomes available when recording suspect statements. It lists all legal acts and codes that were violated by the person being interviewed. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.</p>
Offence	<p>Give a brief description of the Offence that took place.</p>
Signed Copy	<p>Attach a Signed Copy of the pro-Justitia statement. For more details, see Managing Attachments.</p>

	Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Advocate Present	State whether the advocate was present at the interview.
Q: / R:	Record all questions (Q:) that were asked during the interview, as well as the responses (R:) to them. <i>This field is mandatory.</i> For more details, see Managing Interview Questions / Responses .
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Pro-Justitia Statement Records

In order to edit a pro-Justitia statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Pro-Justitia Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Pro-Justitia Statement Records

In order to view the details of pro-Justitia statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Pro-Justitia Statement Records

In order to remove a pro-Justitia statement record, click the  (Remove) button to the left of the record.

Pro-Justitia Statement

Statement Type*

Suspect Statement

Interviewee *

Muhamad Donald

Preferred Language

English

Judicial Police Officer *

SIFA Clemence

Interview Date *

13/12/2016

Who Owns:

Crime Committed

Crime	Article
Arson of forests, woodlands, crops, cut down wood or harvested crops (Gutwika ku bushake amashyamba, imyaka iri mu murima, ibiti byatemwe cyangwa imyaka yasaruwe)	Article 400

Offence

Signed Copy

Choose File

Date Attached:

Advocate Present

☒ Yes
 ☐ No

Q 001: Where were you, when the crime was committed?

R 001: at home

Q: *

R: *

☐ Validated

Cancel

Save

Add

Figure 17: Adding a Pro-Justitia Statement Record

Managing Interview Questions / Responses

This chapter outlines how to add and remove question and response records.

Adding a Question / Response Record

In order to add a question / response record, follow the steps below:




1. Record the question that was asked during the interview. *This field is mandatory.*
2. Record the response that the interviewee gave to the question asked. *This field is mandatory.*
3. Click the **Add** button. The new record will appear in the respective table and will be assigned a sequential number (Figure 18).

The screenshot shows a form for adding a question and response record. At the top, there is a header bar with a trash icon and an edit icon. Below this, the form contains two input fields: 'Q 001: Where were you, when the crime was committed?' and 'R 001: at home'. Below these are two large yellow text areas labeled 'Q: *' and 'R: *'. At the bottom right is a green 'Add' button.


Figure 18: Adding a Question / Response Record

Editing Question/Response Records

In order to edit a question / response record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. This will activate the selected record.
2. Make the required changes in the data displayed.
3. Click the  (**Save**) button to record the changes made. Or, click  (**Cancel**) to discard them.

Removing Question / Response Records

In order to remove a question / response record, click the  (**Remove**) button to the left of the record.

Managing Summons to Appear

This chapter outlines how to add, edit, view, and remove summons to appear records.

Adding a Summons to Appear Record

In order to add a summons to appear record, follow the steps below:

1. Click the **Add** button at the bottom of the *Summons to Appear* field. A *Summon to Appear* form will open (Figure 19).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Judicial Police Officer	<p>Select the name of the Judicial Police Officer who issued the summons. <i>This field is mandatory.</i></p> <p>Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Appear Date	<p>Indicate the Date when the respective party should appear at the police station. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the case participant should appear in the police station. Use the Hour and Minute sliders to set the exact time.</p>

Summon No	Enter a unique identification number assigned to the summons. <i>This field is mandatory.</i>
Summon Issue Date	<p>Indicate the date when the summons was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the summons was issued should appear in the police station. Use the Hour and Minute sliders to set the exact time.</p>
Party	<p>Select the name of the party who was asked to appear in the police station from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Appear Address	The information in this field is automatically generated based on the <i>Investigating Police Station</i> selected in the GENERAL INFORMATION section. It displays the address of the police station where the summoned person should appear. <i>This field is mandatory.</i>
Signed Copy	<p>Attach a signed copy of the summons to appear file. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Summon to Appear

Judicial Police Officer *
George Soule

Appear Date *
26/08/2015

Summon No *
857

Summon issue date *
26/08/2015 11:53

Party *
Gerard Clinton

Appear Address *
Kigali City, Gatsibo

Signed Copy

Date Attached:

☐ Validated

Figure 19: Adding a Summons to Appear Record

Editing Summons to Appear Records

In order to edit a summons to appear record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Summon to Appear* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Summons to Appear Records

In order to view the details of summons to appear records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Summons to Appear Records

In order to remove a summons to appear record, click the  (**Remove**) button to the left of the record.

Managing Arrest Statements

This chapter outlines how to add, edit, view, and remove arrest statement records.





Adding an Arrest Statement Record

In order to add an arrest statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Arrest Statement* field. An *Arrest Statement* form will open (Figure 20).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Arrest Statement Date	Indicate the date when the arrest statement was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Arrest Date	Indicate the date when the arrest took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar . Apart from indicating the date, the calendar also allows specifying the time when the case participant was arrested. Use the Hour and Minute sliders to set the exact time.
Arrest Place	Enter the address of the place where the arrest was executed.
Judicial Police Officer	Select the name of the Judicial Police Officer who executed arrest from the drop-down list. <i>This field is mandatory.</i> Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance

	that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	<p>Select the name of the party the arrest statement was issued to. <i>This field is mandatory.</i> Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Crime Committed	This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party arrested. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.
Arrest Reasons	<p>Specify the reason for executing arrest by selecting it from the <i>Available</i> list and clicking the  (Add) button. The selected instance will appear in the <i>Selected</i> list. Clicking the  (Add All) button will move all instances from the <i>Available</i> list to the <i>Selected</i> list.</p> <p>In order to remove a selected instance from the list, highlight it in the <i>Selected</i> list and click the  (Remove) button. The selected reason will be removed from the <i>Selected</i> list. Clicking the  (Remove All) button will move all the instances from the <i>Selected</i> list to the <i>Available</i> list.</p>
Serious Grounds	Enter a brief description of the grounds for arrest.
Suspect Detain in	<p>Indicate the station or department where the suspect is detained.</p> <p>Note: If the list of detaining police stations is long and hard to browse in, you can make use of the search option. To locate the</p>

	instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Arrest Warrant No	Enter the unique identification number assigned to the arrest warrant.
Issuing Authority	<p>Indicate the authority that issued the arrest warrant. Please, note that selection of an issuing authority will filter the list of prosecutors in the <i>Issued by</i> field and display only those instances that are related to the selected authority.</p> <p>Note: If the list of issuing authorities is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Issued by	<p>Indicate the name of the prosecutor who issued the arrest warrant.</p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Arrest Warrant	<p>Attach the arrest warrant file to the record. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Signed Copy	<p>Attach a Signed Copy of the arrest warrant. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Arrest Statement

Arrest Statement Date *

06/08/2015

Arrest Date *

11/08/2015 00:00

Arrest Place

Judicial Police Officer *

Henry Samson

Party *

Gerard Clinton

Crime Committed

Crime	Article
Invasion of personal privacy	

Arrest Reasons

Available		Selected
Offences punishable with a penalty of two years and above in jail	▶	Suspect does not have a known address or doubtful
Suspect may escape	▶▶	
	◀	
	◀◀	

Serous Grounds

Suspect Detain in

Muhima Police Station

Arrest Warrant No

Issuing Authority

Nyagatare Prosecution Office

Issued by

--Select Prosecutor--

Arrest Warrant

Choose File

Signed Copy

Choose File

Date Attached:

Date Attached:

☐ Validated


Cancel

Save

Figure 20: Adding an Arrest Statement Record


Editing Arrest Statement Records

In order to edit an arrest statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Arrest Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Arrest Statement Records

In order to view the details of arrest statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Arrest Statement Records

In order to remove an arrest statement record, click the  (**Remove**) button to the left of the record.

Managing Provisional Release Statements

This chapter outlines how to add, edit, view, and remove provisional release statement records.

Adding a Provisional Release Statement Record

In order to add a provisional release statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Provisional Release Statement* field. A *Provisional Release Statement* form will open (Figure 21).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Statement Date	<p>Indicate the date when the provisional release statement was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the statement was issued. Use the Hour and Minute sliders to set the exact time.</p>
Release Date and Time	<p>Indicate the date and time when the provisional release took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the release took place. Use the Hour and Minute sliders to set the exact time.</p>
Judicial Police Officer	<p>Select the name of the Judicial Police Officer who released the detainee from the drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Arrest Statement / Party	<p>Select the name of the party who was released by the provisional release statement. <i>This field is mandatory.</i> Please, note that the list will contain the case parties having arrest warrants recorded for them. For more details, see Managing Arrest Statements. The list of parties become available upon saving the police case form.</p> <p>Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Detained from	<p>This is a read-only field that is automatically populated with the date when the party selected in the previous field was arrested.</p>

Detained to	Indicate the date when the selected party was released. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Cause of Release	Provide a brief description of the reason for provisional release. <i>This field is mandatory.</i>
Crime Committed	This is a read-only field that is automatically generated by the system and that lists all legal acts and codes that were violated by the case party released. For more information on how to record crimes committed by any case participant, see the GENERAL INFORMATION section.
Observation	Enter additional observations on the provisional release, if any.
Signed Copy	<p>Attach a Signed Copy of the provisional release statement. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Provisional Release Statement

Statement Date *
06/12/2016 17:35

Release Date and time *
06/12/2016 17:35

Judicial Police Officer *
ASIIMWE David

Arrest Statement / Party *
001 / Muhamad Donald

Detained from
2016-12-05

Detained to *
14/12/2016

Cause of release *
The party had to see a doctor.

Crime Committed

Crime	Article
Arson of forests, woodlands, crops, cut down wood or harvested crops (Gutwika ku bushake amashyamba, imyaka iri mu murima, ibiti byatemwe cyangwa imyaka yasaruwe)	Article 400

Observation


Signed Copy
Choose File
Date Attached:

☐ Validated
Cancel
Save

Figure 21: Adding a Provisional Release Statement Record


Editing Provisional Release Statement Records

In order to edit a provisional release statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Provisional Release Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Provisional Release Statement Records

In order to view the details of provisional release statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Provisional Release Statement Records

In order to remove a provisional release statement record, click the  (**Remove**) button to the left of the record.

Managing Search and Seizure Statements

This chapter outlines how to add, edit, view, and remove search and seizure statement records. It also describes how you can expand a search and seizure statement record to view the items included in it.

Adding a Search and Seizure Statement Record

In order to add a search and seizure statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Search and Seizure Statement* field. A *Search and Seizure Statement* form will open (Figure 22).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Date	Indicate the date when the search and seizure statement was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Judicial Police Officer	Select the name of the Judicial Police Officer who performed search and seizure from the drop-down list. <i>This field is mandatory.</i> Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Holder	Select the name of the item Holder from the drop-down list. <i>This field is mandatory.</i> Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of item holders is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Owner	Select the name of the item Owner from the drop-down list. <i>This field is mandatory.</i> Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section. Note: If the list of item owners is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list
Seizure assisted by	Indicate the name of the person who assisted the judicial police officer during the item seizure.
Local leader / rep. of	Enter the name of the person who is responsible for the area where the item was seized.

Premise of	Indicate the place and premises where the item was seized.
Registration No	Enter a unique registration number assigned to the seized item. <i>This field is mandatory.</i>
Witness	Provide the name of the Witness to the search and seizure act.
Seized item	<p>List all items that were seized. For more details, see Managing Seized Items.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Signed Copy	<p>Attach a Signed Copy of the search and seizure statement. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Search and Seizure Statement

Date*

09/12/2016

Judicial Police Officer *

MUKANKUSI Clementine

Holder *

Issa Ngendahayo

Owner

Diane Bakeka

Seizure assisted by

Local leader / rep. of

Premise of

Registration No *

125

Witness

#	Seized item	Comment
001	Watch	

Item*

Comment

Add

Signed Copy

Choose File

Date Attached:

☐ Validated


Cancel

Save

Figure 22: Adding a Search and Seizure Statement Record


Editing Search and Seizure Statement Records

In order to edit a search and seizure statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Search and Seizure Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.



Viewing Search and Seizure Statement Records

In order to view the details of search and seizure statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.


Note: The possibility of viewing record details is available for validated records only.

Expanding Search and Seizure Statement Records

You can expand a search and seizure statement record to view the list of seized items that are included in the statement. This way, when you select to view additional information on the seized items, you can see the item ID, name, and other particulars.

To expand a search and seizure statement record, click the  icon to the left of the record. Clicking the  icon will hide the seized item related information.

Removing Search and Seizure Statement Records

In order to remove a search and seizure statement record, click the  (**Remove**) button to the left of the record.

Managing Seized Items

This chapter outlines how to add and remove seized item records.

Adding a Seized Item Record

In order to add a seized item record, follow the steps below:

1. Enter the name of the item that was seized. *This field is mandatory.*
2. Provide additional comments, if necessary.
3. Click the **Add** button. The new record will appear in the *Seized Items* table (Figure 23).

#	Seized item	Comment
001	Wallet	Black, leather

Item*

Belt

Comment

Maroon, 130 cm, PU

Add

Figure 23: Adding a Seized Item Record

Removing a Seized Item Record

In order to remove a seized item record, click the (Remove) button to the left of the record

Managing Constataction Statements

This chapter outlines how to add, edit, view, and remove constataction statement records.




Adding a Constataction Statement Record


In order to add a constataction statement record, follow the steps below:

1. Click the **Add** button at the bottom of the *Constataion Statement* field. A *Constataion Statement* form will open (Figure 24).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Submission Date and Time	<p>Indicate the date when the verification statement of the case record was submitted. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the verification took place. Use the Hour and Minute sliders to set the exact time of assertion.</p>
Judicial Police Officer	<p>Indicate the name of the Judicial Police Officer in charge of the verification. <i>This field is mandatory.</i></p> <p>Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Province	<p>Indicate the Province where the verification took place. <i>This field is mandatory.</i> Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province.</p> <p>Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
District	<p>Indicate the District where the verification took place. <i>This field is mandatory.</i> Please, note that selection of a district will filter the list in the <i>Sector</i> field and display only those instances that are related to the selected district.</p>

	<p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>Indicate the Sector where the verification took place. <i>This field is mandatory.</i> Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	<p>Indicate the Cell where the verification took place. <i>This field is mandatory.</i> Please, note that selection of a cell will filter the list in the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	<p>Select the name of the village where the verification took place. <i>This field is mandatory.</i></p>
Crime Types	<p>Specify the crime types that are committed within the scope of the given case (see GENERAL INFORMATION) and that the verification statement is issued for. This can be done by selecting the crime record in the <i>Available</i> list and clicking the  (Add) button. The selected instance will appear in the <i>Selected</i> list. Clicking the  (Add All) button will move all instances from the <i>Available</i> list to the <i>Selected</i> list.</p> <p>In order to remove a selected crime record from the list, highlight it in the <i>Selected</i> list and click the  (Remove) button. The selected</p>

	instance will be removed from the <i>Selected</i> list. Clicking the  (Remove All) button will move all the instances from the <i>Selected</i> list to the <i>Available</i> list.
Description	Provide a brief Description of the crime scene and how the crime was committed.
First person at the scene	Select the case participant that was first discovered at the crime scene from the drop-down list. Please, note that the list will contain all case participants recorded in the GENERAL INFORMATION section.
Signers	Indicate the roles and names of all persons who are entitled to sign a constatement statement. <i>This field is mandatory.</i> For more details, see Managing Constatement Statement Signers .
Signed Copy	Attach a Signed Copy of the constatement statement. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Constatation Statement

Submission Date and Time *
09/12/2016 17:51

Judicial Police Officer *
Jean Claude KABANDA

Province *
Western Province

District *
--Select District--

Sector *
--Select Sector--

Cell *
--Select Cell--

Village *
--Select Village--

Crime Types

Available		Selected
Article 137: Assassination (Ubuhotozi)	▶	
Article 147: Suicide (Kwiyahura)	▶▶	
Article 148: Aggravated assault and battery (Gukomeretsa ku bushake ku buryo bubabaje)	◀	
Article 151: Battery or bodily injuries resulting in death (Gukubita cyangwa gukomeretsa umuntu ku bushake bigatera urupfu)	◀◀	

Description
Bwana /Madame mushinjacyaha , kuwa 27/01/2016 , mu mudugudu wa Munanira , akagari ka Munanira II umurenge wa Kimisagara nibwo uwimana Pacifique yakomerekeje Ngendahayo Issa ku kaboko kimoso n'urwembe, amuziza ko yatinze kumukingurira mu nzu babanagamo.

First person at the scene
RURANGIRWA Laurent

Signers

Role	Name
There is no data	

Role Type *
Witness

Name

Add

Signed Copy Choose File

Date Attached:


☐ Validated

Cancel Save

Figure 24: Adding a Constatation Statement Record


Editing Constataction Statement Records

In order to edit a constataction statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Constataction Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Constataction Statement Records

In order to view the details of constataction statement records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Constataction Statement Records

In order to remove a constataction statement record, click the  (**Remove**) button to the left of the record.

Managing Constataction Statement Signers

This chapter outlines how to add and remove constataction statement signer records.

Adding a Constataction Statement Signer Record

In order to add a constataction statement signer record, follow the steps below:

1. Indicate in what capacity the signer acts in relation to the case. *This field is mandatory.*
Note: If the list of role types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Enter the signer's name.

- Click the **Add** button. The new record will appear in the *Signers* table (Figure 25).

Signers

	Role	Name
	Witness	Mary James Goldwin

Role Type* Judicial Police Officer ▼ Name Sam Karawanga

Add

Figure 25: Adding a Constataion Statement Signer Record

Removing Constataion Statement Signer Records

In order to remove a constataion statement signer record, click the (**Remove**) button to the left of the record.

Managing Case File Information Statements

This chapter outlines how to add, edit, view, and remove case file information statement records.

Adding a Case File Information Statement Record

In order to add a case file information statement record, follow the steps below:

- Click the **Add** button at the bottom of the *Case File Information Statement* field. A *Case File Information Statement* form will open (Figure 26).
- Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.


Component Name	Description
Submission Date	Indicate the date when the case file information statement was submitted. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Statement Date	Indicate the date when the case file information statement was issued. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .
Judicial Police Officer	Indicate the name of the Judicial Police Officer in charge of the case file information statement. <i>This field is mandatory.</i> Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Prosecution Level	Indicate what type of legal proceedings were carried out against the case parties. <i>This field is mandatory.</i> Please, note that selection of a prosecution level will filter the list in the <i>Prosecution Office</i> field and display only those instances that are related to the selected prosecution level. Note: If the list of prosecution levels is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Prosecution Office	Select the Prosecution Office in charge of the case from the drop-down list. <i>This field is mandatory.</i> Note: If the list of prosecution offices is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Material element	Give a brief description of the Material element of the case, if any.

Intentional element	Give a brief description of the Intentional element of the case, if any.
Legal element	Give a brief description of the Legal element of the case, if any.
Conclusion	Give a brief Conclusion about the case. <i>This field is mandatory.</i>
Case File Content	This is a read-only field that lists all the files that were attached to the given case.
Signed Copy	<p>Attach a Signed Copy of the case file information statement. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Case File Information Statement Records

In order to edit a case file information statement record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Case File Information Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Case File Information Statement

Submission Date *

07/12/2016

Statement Date *

07/12/2016

Judicial Police Officer *

Chantal MUKESHIMANA

Prosecution Level *

Prosecution National Level

Prosecution Office*

Nyanza NL

Material element

Intentional element

Legal element

Conclusion *

The Public Prosecutor sir, we hereby submit you this case for appropriate decision

Case File Content

Type	Name
Arrest Statement	14810274047651.docx

Signed Copy

Choose File

Date Attached:


☐ Validated

Cancel

Save


Figure 26: Adding a Case File Information Statement Record

Viewing Case File Information Statement Records

In order to view the details of a case file information statement record, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Case File Information Statement Records

In order to remove a case file information statement record, click the  (**Remove**) button to the left of the record.

WARRANTS

The *Warrants* section of the *Rwanda National Police* form (Figure 27) is used to provide key information about the authorization documents of different types – warrants - that empower their bearers to perform a certain act against another person or entity. The information to be provided in this section includes the warrant type, issue date, party it is related to, prosecutor, etc.

1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History
5.1 Police Warrants							
Warrant Type	Issue Date	Party	Prosecutor	Signed Copy	Last updated on		
Search Warrant	08/12/2016	Muhamad Donald	Charles Kanyove		07/12/2016 13:29		
						Add	

Figure 27: Warrants Section

For more details on what information is requested in the *Warrants* section, refer to the table below.

Component Name	Description
Police Warrants	<p>List all Police Warrants that have been issued within the scope of the given case. For more details, see Managing Police Warrants.</p> <p>Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when a police warrant record is last modified. This information is displayed in the <i>Last Updated on</i> column of the <i>Police Warrants</i> table.</p>

Managing Police Warrants

This chapter outlines how to add, edit, view, and remove police warrant records.

Adding a Police Warrant Record

In order to add a police warrant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Police Warrant* field. A *Police Warrant* form will open (Figure 28).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Warrant Type	<p>Select the Warrant Type that best describes it from the respective drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of warrant types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Warrant Number	<p>Enter a unique identification number assigned to the warrant and used for future reference.</p>
Issuing Authority	<p>Specify the authority that issued the police warrant by selecting it from respective drop-down list. <i>This field is mandatory.</i> Please, note that selection of the warrant issuing authority will filter the list of prosecutors in the <i>Issued by</i> field and display only those instances that are related to the selected authority.</p> <p>Note: If the list of warrant issuing authorities is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Issued By	<p>Select the prosecutor the warrant is Issued by from the respective drop-down list. <i>This field is mandatory.</i></p> <p>Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are</p>

	looking for, you should enter the keyword in the search box above the drop-down list.
Warrant Issue Date	Specify the date when the warrant was issued. A calendar popup is available for this field, see Figure 3: Calendar .
Party	Select the Party the warrant is issued to from the drop-down list. <i>This field is mandatory.</i> Please, note that the drop-down list will contain all parties involved into the case and specified in the GENERAL INFORMATION section.
Signed Copy	Upload a Signed Copy of the police warrant or other related document. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


The screenshot shows a 'Police Warrant' form with the following fields and values:

- Warrant Type ***: Arrest Warrant
- Warrant Number**: 0072123
- Issuing Authority ***: Economic & Financial Crimes Unit (EFCU)
- Issued By ***: Peter Barayagwiza
- Warrant Issue Date ***: 01/08/2015
- Party ***: Majd Donald
- Signed Copy**: Choose File
- Date Attached**: (empty)
- Validated**: ☐
- Buttons**: Cancel, Save

Figure 28: Adding a Police Warrant Record


Editing Police Warrant Records

In order to edit a police warrant record, follow the steps below:

1. Click the  (**Edit**) button to the left of the record that you want to modify. The *Police Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Police Warrant Records

In order to view the details of police warrant records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Warrant Records

In order to remove a police warrant record, click the  (**Remove**) button to the left of the record.

EXHIBITS

The *Exhibits* section of the *Rwanda National Police* from (Figure 29) is used to store and display information on physical or documentary evidence collected by the police during the case processing. Examples of exhibit items may include a weapon allegedly used in the crime in criminal cases or a written contract in a civil trial. Information on exhibits recovery, personal effects, seized items, as well as return of seized items is also handled in this section.

1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History																										
<div> <div>6.1 Exhibits recovery</div> <div> <div>Exhibits Items</div> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Recovery Date</th> <th>Address</th> <th>Team Lead JPO</th> <th>Other Personne</th> <th>Signed Copy</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>07/12/2016 13:40</td> <td>Eastern Province, Bugesera, Juru, Juru, Bisagara</td> <td>ASIIMWE David</td> <td></td> <td></td> </tr> </tbody> </table> <div>Add</div> </div> <div> <div>Diagrams</div> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Diagram Title</th> <th>Address</th> <th>Attachment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>07/12/2016 14:56</td> <td>Diagram 1</td> <td>Kigali City, Kicukiro, Gikondo, Kanserege, Marenbo I</td> <td>2918466699.jpg</td> </tr> </tbody> </table> <div>Add</div> </div> </div>										Recovery Date	Address	Team Lead JPO	Other Personne	Signed Copy			07/12/2016 13:40	Eastern Province, Bugesera, Juru, Juru, Bisagara	ASIIMWE David					Date	Diagram Title	Address	Attachment			07/12/2016 14:56	Diagram 1	Kigali City, Kicukiro, Gikondo, Kanserege, Marenbo I	2918466699.jpg
		Recovery Date	Address	Team Lead JPO	Other Personne	Signed Copy																											
		07/12/2016 13:40	Eastern Province, Bugesera, Juru, Juru, Bisagara	ASIIMWE David																													
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<div> <div>6.2 Personal effects / Seized Items</div> <div> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Suspect name</th> <th>Personal objects</th> <th>Judicial police officer</th> <th>Custodian</th> <th>Observation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>07/12/2016 15:08</td> <td>Muhamad Donald</td> <td>001</td> <td>BAMURANGE Adrienne</td> <td></td> <td></td> </tr> </tbody> </table> <div>Add</div> </div> </div>										Date	Suspect name	Personal objects	Judicial police officer	Custodian	Observation			07/12/2016 15:08	Muhamad Donald	001	BAMURANGE Adrienne												
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		07/12/2016 15:08	Muhamad Donald	001	BAMURANGE Adrienne																												
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		Return Date	Seized object Numbers	Judicial Police Officer	Name of Holder	Witnesses names	Statement Signing Date	Signed Copy																									
		07/12/2016 15:14	001 Passport	MUKAMAZIMPAKA Christine	Muhamad Donald		13/12/2016 00:00																										

Figure 29: Exhibits Section

For more details on what information is requested in the *Exhibits* section, refer to the table below.

Component Name	Description
Exhibits Recovery	<p>First, provide information about the exhibit items collected during the case processing. For more details, see Managing Exhibit Recovery Records.</p> <p>Next, attach all diagram files that have been prepared by the police officers involved into the process of exhibit recovery. For more details, see Managing Diagrams.</p>
Personal Effects / Seized Items	<p>Provide information on the personal effects (i.e. personal belongings, such as items of clothing, jewelry, etc., normally worn or carried on a person) of the suspect and their possible seizure. For more details, see Managing Personal Effects / Seized Items.</p>
Return of Seized Items	<p>Record information on return of seized items. For more details, see Managing Returned Items.</p>

Note: The system allows for exporting records from all the fields of this section. For more details on how to export records, see [EXPORTING FILES](#).

Managing Exhibit Recovery Records

This chapter outlines how to add, edit, view, and remove exhibit recovery records. It also describes how you can expand an exhibit recovery record to view the items recovered.

Adding an Exhibit Recovery Record

In order to add an exhibit recovery record, follow the steps below:

1. Click the **Add** button at the bottom of the *Exhibits Items* field. An *Exhibits Recovery* form will open (Figure 30).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Exhibits Recovery

Recovery Date *

07/12/2016 13:40

Team Lead JPO *

ASIIMWE David

Province *

Eastern Province

District *

Bugesera

Sector *

Juru

Cell *



Juru

Village *

Bisagara

Other Personnel

Street / apt

	Item#	Type of Exhibits	Name of Exhibits	Where found	Recovered by	Photographed?	Party	Is Evidence
 	001	Physical and material evidence	Camera	MOJ	James Smith	Yes	Muhamad Donald	

Add

Signed Copy

Choose File

Date Attached:

☐ Validated

Cancel Save

Figure 30: Adding an Exhibits Recovery Record

Component Name	Description
Recovery Date	Indicate the date and time when the exhibit recovery took place. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar .


	Apart from indicating the date, the calendar also allows specifying the time when the recovery took place. Use the Hour and Minute sliders to set the exact time.
Team Lead JPO	Specify the name of the judicial police officer acting in the capacity of the team lead during the exhibit recovery. <i>This field is mandatory.</i>
Province	<p>Indicate the Province where the exhibit recovery took place. <i>This field is mandatory.</i> Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province.</p> <p>Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
District	<p>Indicate the District where the exhibit recovery took place. <i>This field is mandatory.</i> Please, note that selection of a district will filter the list in the <i>Sector</i> field and display only those instances that are related to the selected district.</p> <p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>Indicate the Sector where the exhibit recovery took place. <i>This field is mandatory.</i> Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	Indicate the Cell where the exhibit recovery took place. <i>This field is mandatory.</i> Please, note that selection of a cell will filter the list in

	<p>the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	Indicate the Village where the exhibit recovery took place. <i>This field is mandatory.</i>
Street/Apt	Specify the street or apartment where the exhibit recovery took place.
Other Personnel	Specify whether Other Personnel was involved in the exhibit recovery as well and indicate who they were.
Items	List all exhibit items that were recovered. For more details, see Managing Exhibit Items .
Signed Copy	<p>Attach a Signed Copy of the exhibit recovery act. For more details, see Managing Attachments.</p> <p>Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.</p>
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Exhibit Recovery Records


In order to edit an exhibit recovery record, follow the steps below:

1. Click the  (**Edit**) button to the left of the exhibit recovery record that you want to modify. The *Exhibits Recovery* form will open.
2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.



Viewing Exhibit Recovery Records

In order to view the details of exhibit recovery records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Expanding Exhibit Recovery Records

You can expand an exhibit recovery record to view the list of seized items that were recovered. This way, when you select to view additional information on the recovered items, you can see the item ID, exhibit type, and other particulars.

To expand an exhibit recovery record, click the  icon to the left of the record. Clicking the  icon will hide the recovered item related information.

Removing Exhibit Recovery Records

In order to remove an exhibit recovery record, click the  (**Remove**) button to the left of the record.

Managing Exhibit Items

This chapter outlines how to add and remove exhibit item records.

Adding an Exhibit Item Record

In order to add an exhibit item record, follow the steps below:

1. Click the **Add** button in the *Exhibits Recovery* form. An *Exhibits Item* form will open (Figure 31).

Exhibits Item

Party *

Muhamad Donald

Type of Exhibits

Physical and material evidence

Exhibit Name *

Camera

Where found *

MOJ

Recovered by *

James Smith

Packaging Method

plastic bag

Photographed?

☒ Yes
☐ No

Attachment

Choose File

Marking (Direct-D; Indirect-I)

☒ Direct
☐ Indirect

Is Evidence

☐

Cancel

Save

Figure 31: Adding an Exhibits Item Record

- Provide the information requested in the form as described in the table below:


Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Party	Select the Party the exhibit item to be recovered belongs to from the drop-down list. <i>This field is mandatory.</i> Please, note that the list will contain all parties involved into the case and specified in the <u>GENERAL INFORMATION</u> section.

	Note: If the list of case parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Type of Exhibits	<p>Select the Type of Exhibits that best describes the item to be recovered from the drop-down list.</p> <p>Note: If the list of exhibit types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Exhibit Name	Enter the name of exhibit item. <i>This field is mandatory.</i>
Where Found	Specify the location where the exhibit item was found. <i>This field is mandatory.</i>
Recovered by	Indicate the person the exhibit item was recovered by. <i>This field is mandatory.</i>
Packaging Method	Specify the method used for packaging the exhibit item.
Photographed?	Indicate whether the exhibit item has been photographed by activating the respective radio button. If the Yes option is selected, upload the respective image file. For more details, see Managing Attachments .
Marking (Direct-D; Indirect-I)	Indicate whether the exhibit item has a Direct-D or Indirect-I marking by selecting the corresponding radio button.
Is Evidence	Indicate whether the exhibit item serves as an evidence in the case by selecting the respective checkbox.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Removing Exhibit Item Records

In order to remove an exhibit item record, click the  (**Remove**) button to the left of the record.

Managing Diagrams

This chapter outlines how to add, edit, view, and remove diagram records.

Adding a Diagram Record

In order to add a diagram record, follow the steps below:

1. Click the **Add** button at the bottom of the *Diagrams* field. A *Diagram* form will open (Figure 32).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Date	Specify the date and time when the diagram was created. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar . Apart from indicating the date, the calendar also allows specifying the time when the diagram was created. Use the Hour and Minute sliders to set the exact time.
Title	Enter the diagram Title . <i>This field is mandatory.</i>
Province	Select the Province the diagram is related to. <i>This field is mandatory.</i> Please, note that selection of a province will filter the list in the <i>District</i> field and display only those instances that are related to the selected province. Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are


	looking for, you should enter the keyword in the search box above the drop-down list.
District	<p>Select the District the diagram is related to. <i>This field is mandatory.</i> Please, note that selection of a district will filter the list in the <i>Sector</i> field and display only those instances that are related to the selected district.</p> <p>Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Sector	<p>Select the Sector the diagram is related to. <i>This field is mandatory.</i> Please, note that selection of a sector will filter the list in the <i>Cell</i> field and display only those instances that are related to the selected sector.</p> <p>Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Cell	<p>Select the Cell the diagram is related to. <i>This field is mandatory.</i> Please, note that selection of a cell will filter the list in the <i>Village</i> field and display only those instances that are related to the selected cell.</p> <p>Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Village	Select the Village the diagram is related to from the drop-down list. <i>This field is mandatory.</i>
Preparer	Indicate the name of the police official who prepared the diagram.
Rank	Select the Rank of the diagram preparer from the drop-down list.

Attachment	Attach the image file of the diagram prepared. <i>This field is mandatory.</i> For more details, see Managing Attachments .
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Diagram Records

In order to edit a diagram record, follow the steps below:

1. Click the  (**Edit**) button to the left of the exhibits recovery record that you want to modify. The *Diagram* form will open.
2. Make the required changes in that data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Diagram Records

In order to view the details of diagram records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Diagram Records

In order to remove a diagram record, click the  (**Remove**) button to the left of the record.

Diagram

Date *

07/12/2016 20:29

Title *

Diagram 1

Province *

Western Province

District *

Rusizi

Sector *

Bweyeye

Cell *

Rasano

Village *

Kabuga

Preparer *

Police Officer

Rank

Junior Officers

Attachement *

Choose File

Diagram1.jpg

File type should be either .png, .bmp, .jpg or .gif

Signed Copy

Choose File

Date Attached:

Validated

Cancel

Save

Figure 32: Adding a Diagram Record

Managing Personal Effects / Seized Items

This chapter outlines how to add, edit, view, and remove personal effect / seized item records. It also describes how you can expand a personal effect record to view the items seized.

Adding a Personal Effect Record

In order to add a personal effect record, follow the steps below:

1. Click **Add** button at the bottom of the *Personal Effects / Seized Items* field. A *Personal Effects / Seized Items* form will open (Figure 33).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Date	<p>Specify the date and time when the personal effects were seized. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the seizure took place. Use the Hour and Minute sliders to set the exact time.</p>
Suspect	<p>Specify the Suspect that the seized items belong to. <i>This field is mandatory.</i> Please, note that the drop-down list will contain all case participants involved into the case and specified in the GENERAL INFORMATION section.</p> <p>Note: If the list of case parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>
Judicial Police Officer	<p>Specify the name of the Judicial Police Officer who performed personal effect seizure. <i>This field is mandatory.</i></p> <p>Note: If the list of judicial police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.</p>

Custodian	Enter the name of the person who is responsible for the safe return of the seized items.
Observation	Enter observations about the seized items and personal effects.
Seized Item	List all items and personal belongings that were seized. For more details, see Managing Seized Objects .
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Personal Effect

Date *
19/08/2015 17:44

Suspect *
Majd Donald

Judicial police officer *
George Soule

Custodian
Jeffrey Dalman

Observation

Seized item number	Seized item type	Details
001	Belt	

Item type *
--Select Item type--

Details

Add


☐ Validated

Cancel **Save**

Figure 33: Adding a Personal Effect Record


Editing Personal Effect Records

In order to edit a personal effect record, follow the steps below:

1. Click the  (**Edit**) button to the left of the personal effect record that you want to modify. The *Personal Effects / Seized Items* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.



Viewing Personal Effect Records

In order to view the details of personal effect records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.


Note: The possibility of viewing record details is available for validated records only.

Expanding Personal Effect Records

You can expand a personal effect record to view the list of items that were seized. This way, when you select to view additional information on the seized items, you can see the item ID, item type, and other particulars.

To expand a personal effect record, click the  icon to the left of the record. Clicking the  icon will hide the personal effect related information.

Removing Personal Effect Records

In order to remove a personal effect record, click the  (**Remove**) button to the left of the record.

Managing Seized Objects

This chapter outlines how to add and remove seized object records.

Adding a Seized Object Record

In order to add a seized object record, follow the steps below:

1. Select the seized **Item Type** that best describes it from the drop-down list. *This field is mandatory.*
2. Provide additional details, if any.
3. Click the **Add** button. The new record will appear in the *Seized Items* table (Figure 34).

Seized item number	Seized item type	Details
001	Mobile phone	iPhone 5s, Gold

Item type *

Wallet ▼

Details

Black, leather

Add

Figure 34: Adding a Seized Object Record

Note: Each seized object will be assigned a unique number that will identify it and be used for future reference. The identification number will automatically be generated by the system and displayed in the *Seized item number* column.

Removing Seized Object Records

In order to remove a seized object record, click the (**Remove**) button to the left of the record.

Managing Returned Items

This chapter outlines how to add, edit, view, and remove returned item records.

Adding a Returned Item Record

In order to add a returned item record, follow the steps below:

1. Click the **Add** button at the bottom of the *Return of Seized Items* field. A *Return of Seized Items* form will open (Figure 35).
2. Provide the information requested in the form as described in the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Return of seized Items

Return Date *
07/12/2016 15:14
Name of Holder*
Muhamad Donald

Seized object Numbers

Available		Selected
	▶ ▶▶ ◀ ◀◀	001 Passport





Judicial Police Officer *
MUKAMAZIMPAKA Christine
Witnesses names
Statement Signing Date*
13/12/2016 00:00

Signed Copy
Choose File
Date Attached:

☐ Validated
Cancel
Save

Figure 35: Adding a Return of Seized Item Record

Component Name	Description
Return Date	<p>Specify the date and time when the seized personal effect was returned. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the return took place. Use the Hour and Minute sliders to set the exact time.</p>


Name of Holder	Specify the name of the person to whom the seized objects need to be returned. <i>This field is mandatory.</i> Please, note that the list will contain all case parties that have personal belongings seized within the scope of the given case. For more details, see Managing Personal Effects / Seized Items .
Seized Object Numbers	<p>Specify the seized objects that need to be returned to their holder. This can be done by selecting the seized object in the <i>Available</i> list and clicking the  (Add) button. The selected instance will appear in the <i>Selected</i> list. Clicking the  (Add All) button will move all instances from the <i>Available</i> list to the <i>Selected</i> list.</p> <p>Note: The list of available objects will be comprised of the items that belong to the case party indicated in the previous field and that have been seized. For more details, see Managing Personal Effects / Seized Items.</p> <p>In order to remove a selected object from the list, highlight it in the <i>Selected</i> list and click the  (Remove) button. The selected instance will be removed from the <i>Selected</i> list. Clicking the  (Remove All) button will move all the instances from the <i>Selected</i> list to the <i>Available</i> list.</p>
Judicial Police Officer	Specify the name of the Judicial Police Officer who performed the return of the seized items. <i>This field is mandatory.</i>
Witnesses Names	Specify the names of the witnesses who can testify to the return of the seized items to their owner or their representative.
Statement Signing Date	<p>Indicate the date when the statement on return of the seized items was signed by all the parties involved. <i>This field is mandatory.</i> A calendar popup is available for this field, see Figure 3: Calendar.</p> <p>Apart from indicating the date, the calendar also allows specifying the time when the return took place. Use the Hour and Minute sliders to set the exact time.</p>

Signed Copy	Upload a Signed Copy of seized item return statement or other related document. For more details, see Managing Attachments . Note: The <i>Date Attached</i> field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the Validated checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.


Editing Returned Item Records

In order to edit a returned item record, follow the steps below:

1. Click the  (**Edit**) button to the left of the personal effect record that you want to modify. The *Return of Seized Items* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.


Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Returned Item Records

In order to view the details of returned item records, click the  (**View Form**) button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Returned Item Records

In order to remove a returned item record, click the  (**Remove**) button to the left of the record.

NOTES / ATTACHMENTS

The *Notes / Attachments* section of the *Rwanda National Police* form (Figure 34) is used to record additional comments and issues related to the given police case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.










1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History																		
<div> <div>7.1</div> <div>Comments / Issues</div> <div></div> </div>																									
<table border="1"> <thead> <tr> <th></th> <th>Subject</th> <th>Note Type</th> <th>Created on</th> <th>Created by</th> <th></th> </tr> </thead> <tbody> <tr> <td>  </td> <td>The Police Case Report</td> <td>Private</td> <td>07/12/2016 16:20</td> <td>System Account</td> <td> <div>Add Comment</div> <div>Add</div> </td> </tr> </tbody> </table>									Subject	Note Type	Created on	Created by		  	The Police Case Report	Private	07/12/2016 16:20	System Account	<div>Add Comment</div> <div>Add</div>						
	Subject	Note Type	Created on	Created by																					
  	The Police Case Report	Private	07/12/2016 16:20	System Account	<div>Add Comment</div> <div>Add</div>																				
<div> <div>7.2</div> <div>Attachments</div> <div></div> </div>																									
<table border="1"> <thead> <tr> <th></th> <th>Title</th> <th>Size (in MB)</th> <th>Created by / Created on</th> <th>Document Type</th> <th>Shared with public</th> </tr> </thead> <tbody> <tr> <td>Statement</td> <td>0.02</td> <td colspan="2">System Account / 06/12/2016 16:30</td> <td>Arrest Statement</td> <td></td> </tr> <tr> <td>Statement</td> <td>0.08</td> <td colspan="2">System Account / 07/12/2016 17:09</td> <td>Pro-Justitia Statement</td> <td></td> </tr> </tbody> </table> <div>Add</div>									Title	Size (in MB)	Created by / Created on	Document Type	Shared with public	Statement	0.02	System Account / 06/12/2016 16:30		Arrest Statement		Statement	0.08	System Account / 07/12/2016 17:09		Pro-Justitia Statement	
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Action Date	Action	Details	User	Resulting State																					
There is no data																									

Figure 36: Notes / Attachments Section

For more details on what information is requested in the *Notes / Attachments* section, refer to the table below.

Component Name	Description
Comments / Issues	First, provide the police case related comments and issues. For more details, see Managing Comments / Issues . Then, provide additional particulars on the comments and issues recorded. For more details, see Managing Comment Details .
Attachments	Attach supporting documents or images. For more details, see Managing Attachments .
Workflow Details	<p>This field becomes available after saving the <i>Rwanda National Police</i> form and provides information about the actions made to the corresponding form. The information displayed in this table includes the following:</p> <ul style="list-style-type: none"> • Action Date – date when the action was taken; • Action – name of the action taken; • Details – details of the action taken; • User – name of the user who performed the action; • Resulting Status – workflow status of the form, resulting from the action taken.

Managing Comments / Issues

This chapter outlines how to add, edit, and remove comment and issue records. It also describes how you can expand a comment / issue record to view its particulars.

Adding a Comment / Issue Record

In order to add a comment / issue record, follow the steps below:

1. Click the **Add** button at the bottom of the *Comments / Issues* field. A *Comments / Issues* form will open (Figure 37).
2. Provide the information requested in the form as described in the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Note Type	Specify whether the comment is public or private by activating the respective radio-button. <i>This field is mandatory.</i>
Subject	Enter the note subject. <i>This field is mandatory.</i>
Related Users	This field becomes available is the note types is to <i>Private</i> and is used to select the users the note will be shared with. For more details, see Managing Related Users .

- Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

The screenshot shows a web form titled "Comments / Issues" with a close button (X) in the top right corner. The form contains the following sections:


- Note Type ***: Two radio buttons, "Private" (selected) and "Public".
- Subject ***: A text input field containing "The Police Case Report".
- Related Users**: A table with columns "Name", "Role", and "Institution". Below the table is a trash icon and the text "System Account".

At the bottom right of the form, there are three buttons: "Add" (green), "Cancel" (grey), and "Save" (green).

Figure 37: Adding a Comment / Issue Record

Editing Comment / Issue Records



In order to edit a comment / issue record, follow the steps below:

- Click the  **(Edit)** button to the left of the record that you want to modify. The *Comments / Issues* form will open.

2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Expanding Comment / Issue Records

You can expand a comment / issue record to view the issue particulars added for it (see [Managing Comment Details](#)). This way, when you select to view additional information on the comment / issue, you can see the name of the user who recorded the comment particulars, the date when the information was recorded in the system, and other details.

To expand a comment / issue record, click the  icon to the left of the record. Clicking the  icon will hide the comment / issue related information.

Removing Comment / Issue Records

In order to remove a comment / issue record, click the  (**Remove**) button to the left of the record.

Managing Related Users

This chapter outlines how to add and remove related user records. It also describes how you can browse among the related user records to find the one that you are looking for.

Adding a Related User Record

In order to add a related user, follow the steps below:

1. Click the **Add** button in the *Comments / Issues* form. A *Comments / Issues Details Users* form will open (Figure 38).
2. Locate the user or users the comment will be shared with. This can be done by using the search mechanism the *Comments / Issues Details Users* form is equipped with. To find a user, create filtering criteria that will be used to find and display all users that match the selection. The following criteria are available:
 - Level
 - Institution Office
 - Responsible Role

Note: Selection of an instance from one drop-down will filter the list in the next field and display only those instances that are related to the selection. Also, note that if the lists in the drop-down fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.





3. Alternatively, you may enter the user's name or any part of it in the search box.

Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.


4. Click the **Search** button. The list of all users matching the criteria will be displayed in the table below.
5. Select the user that you want to share the comment with by ticking the checkbox to the left of the user name.
6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Browsing among Related User Records

In order to ensure fast page loading, the *Related Users* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Related Users* table, click the number link of the page you want to navigate to. The  (First),  (Previous),  (Next), and  (Last) buttons are used to navigate back and forth through the pages.

Removing Related User Records

In order to remove a related user record, click the  (**Remove**) button to the left of the record.

Comments / Issues Details Users

Institution

Police

Level

Police CID Headquarters

Institution Office

Anti-Corruption&PEF

Responsible Role

Judicial Police Officer

Search for

Search

	Name	Role	Institution	Level	Institution Address
<input checked="" type="checkbox"/>	INYANGE Julien	Judicial Police Officer	RNP	Police CID Headquarters	Anti-Corruption&PEF
<input type="checkbox"/>	KARASIRA Jean Claude	Judicial Police Officer	RNP	Police CID Headquarters	Anti-Corruption&PEF
<input type="checkbox"/>	UWIMANA Olive	Judicial Police Officer	RNP	Police CID Headquarters	Anti-Corruption&PEF
<input type="checkbox"/>	Jean Claude RUKUNDO	Judicial Police Officer	RNP	Police CID Headquarters	Anti-Corruption&PEF
<input type="checkbox"/>	MURANGWA Edith	Judicial Police Officer	RNP	Police CID Headquarters	Anti-Corruption&PEF

1

2

3

Cancel Save

Figure 38: Adding a Related User Record

Managing Comment Details

This chapter outlines how to add, edit, and remove comment details records.

Adding a Comment Details Record

In order to add a comment details record, follow the steps below:

1. Click the **Add Comment** button to the right of the comment / issue record you want to provide additional information for. A *Comments / Issues Details* form will open (Figure 39).
2. Provide the comment details in the respective field. *This field is mandatory.*

3. Attach comment details related documents and images. For more details, see [Managing Attachments](#).
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Comments / Issues Details

Subject: The Police Case Report

Details*

The Police case statement will be available after the first hearing.

Attachment: [Statement](#)

Cancel **Save**

Figure 39: Adding a Comment Details Record

Editing Comment Details Records


In order to edit a comment details record, follow the steps below:

1. Expand the comment / issue record the comment details are provided for.
2. Click the (**Edit**) button to the left of the record that you want to modify. The *Comments / Issues Details* form will open.
3. Make the required changes in the data displayed.
4. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Comment Details Records

In order to edit a comment details record, follow the steps below:

1. Expand the comment / issue record the comment details are provided for.

2. Click the  (**Remove**) button to the left of the record.

Managing Attachments

This chapter outlines how to attach documents and images, view, edit, and remove them.

Adding an Attachment

In order to attach a document or image, follow the steps below:

1. Click the **Add** button at the bottom of the *Attachments* field. An *Attachments* form will open (Figure 40).
2. Select the attachment **Type** from the drop-down list. *This field is mandatory.*
Note: If the list of attachment types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Enter the attachment **Title**. *This field is mandatory.*
4. Provide a brief description of the attachment content in the **Details** field.
5. List all **Keywords** to be used for locating the file attached.
Note: Please, note that the keywords should be separated with a semicolon symbol (;).
6. Click the **Choose File** button and select a file to upload.
7. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

Note: If you want the attachment to be available to the parties involved into the given police case, you may select the **Share With Public** checkbox at the bottom of the *Attachments* form.

Viewing Attachments

Click the title of the corresponding attachment you want to view. The attached file will be displayed in your browser or you may download it to your local PC.

Figure 40: Uploading a File

Editing Attachments

In order to edit an existing attachment, follow the steps below:

1. Click the (**Edit**) button to the left of the attachment title. The *Attachments* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Attachments

In order to remove an attachment, click the (**Remove**) button to the left of the attachment title.

Note: Attachments can be deleted only from the section they have been added from.

HISTORY

The *History* section of the *Rwanda National Police* form (Figure 41) stores historical data about changes made to the *Rwanda National Police* form and is intended for keeping track of the modifications introduced to the record. Each saved version of the form provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to the form, the modifier details, etc.

1. General Information	2. Investigation Checklist	3. Expert Reports	4. Statements / Summons	5. Warrants	6. Exhibits	7. Notes / Attachments	8. History
8.1 Audit Trail							
Compare							
S/N	Date	User	Role	Action	Resulting Status		
1	06/12/2016 16:10	System Account		Create	DRAFT INCIDENT/COMPLAINT REGISTERED		
2	06/12/2016 16:10	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED		
3	06/12/2016 17:25	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED		
4	06/12/2016 17:35	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED		
5	06/12/2016 17:47	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED		
6	07/12/2016 17:47	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED		
Compare							

Figure 41: History Section

For more details on what information is stored and can be viewed in the *History* section, refer to the table below.

Component Name	Description
Audit Trail	<p>This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following:</p> <ul style="list-style-type: none"> • S/N – serial number assigned to the modification; • Date – date when the modification was made; • User – name of the user who performed the action;



- **Role** – capacity of the user who performed the action;
- **Action** – description of the action performed;
- **Resulting Status** – workflow status of the form, resulting from the action taken.

Note: The system stores all the previous modified versions of the task record and makes them available for comparison. For more details, see [Comparing Rwanda National Police Form Versions](#).

Comparing Rwanda National Police Form Versions

The *History* section is integrated with an easy-to-use tool for comparing different versions of the records stored in the system with the aim of detecting and tracking the modifications and updates made to the recent data. It also provides detailed information about each saved version, including the creation and management history, modifications date and time, etc.

In order to compare two versions of a case form, follow the steps below:

1. Select the two versions that you want to compare by ticking the checkboxes to the left of the records.
2. Click the **Compare** button to start auditing the selected versions. A new window will appear displaying the selected versions of the case form (Figure 42).
3. Expand the fields by clicking the  sign next to the name of the field to see how the fields differ in the selected versions. Please, note that the  sign displayed to the left of the field, as well as different background and font colors denote the fields that have been modified or updated.





1 / System Account / 06/12/2016 16:10:08	6 / System Account / 07/12/2016 17:47:51
<div>1.1 Details</div> <div>1.2 Parties</div> <div>Muhamad Donald</div> <div>Party Name / Contact Name Muhamad Donald</div> <div>1.3 Legal Representatives</div> <div>1.4 Complaint</div> <div>1.5 Crimes Committed</div> <div>1.6 Offence Date and Place</div> <div>2.1 Equipment Issued</div> <div>2.2 Equipment used</div> <div>2.3 Team Members</div> <div>2.3 Team Members</div> <div>2.4 Vehicles Used</div> <div>3.1 Expert Request / Expert Report</div> <div>4.1 Pro-Justitia Statement</div> <div>4.2 Summons to Appear</div> <div>4.3 Arrest Statement</div> <div>4.5 Search and Seizure Statement</div> <div>4.6 Constataion Statement</div> <div>4.7 Case File Information Statement</div> <div>5.1 Police Warrants</div> <div>6.1 Exhibits recovery</div> <div>6.2 Personal effects / Seized Items</div> <div>6.3 Return of Seized Items</div> <div>7.1 Comments / Issues</div> <div>7.2 Attachments</div>	<div>1.1 Details</div> <div>1.2 Parties</div> <div>Muhamad Donald</div> <div>Party Name / Contact Name Muhamad Donald</div> <div>1.3 Legal Representatives</div> <div>1.4 Complaint</div> <div>1.5 Crimes Committed</div> <div>1.6 Offence Date and Place</div> <div>2.1 Equipment Issued</div> <div>2.2 Equipment used</div> <div>2.3 Team Members</div> <div>2.3 Team Members</div> <div>2.4 Vehicles Used</div> <div>3.1 Expert Request / Expert Report</div> <div>4.1 Pro-Justitia Statement</div> <div>4.2 Summons to Appear</div> <div>4.3 Arrest Statement</div> <div>4.5 Search and Seizure Statement</div> <div>4.6 Constataion Statement</div> <div>4.7 Case File Information Statement</div> <div>5.1 Police Warrants</div> <div>6.1 Exhibits recovery</div> <div>6.2 Personal effects / Seized Items</div> <div>6.3 Return of Seized Items</div> <div>7.1 Comments / Issues</div> <div>7.2 Attachments</div>

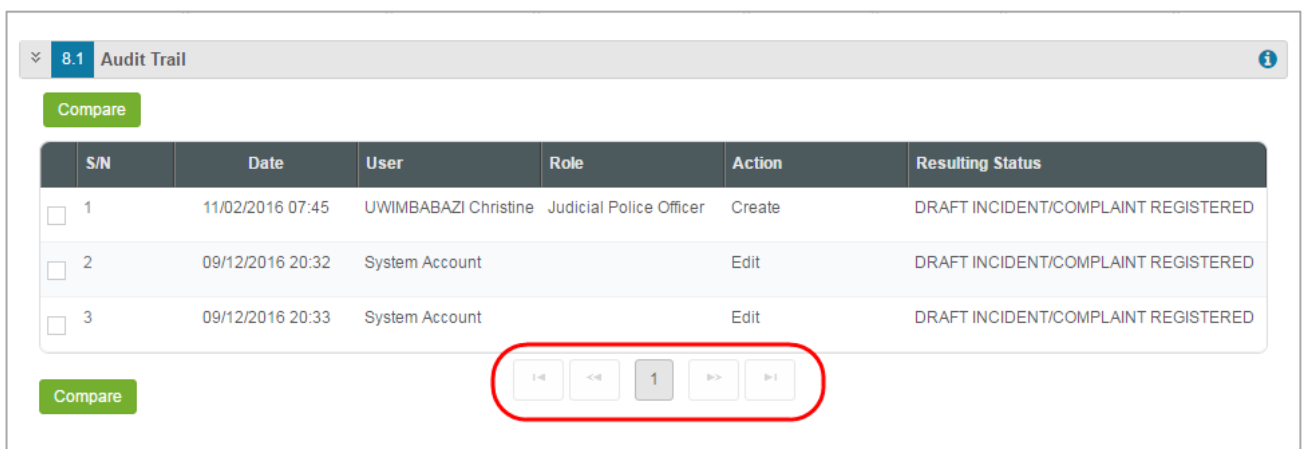
Figure 42: Comparing Rwanda National Police Case Versions

Browsing among History Records

The *History* section of the *Rwanda National Police* form has been enhanced with the pagination option. This means that it is enabled with the possibility of splitting the list of records in the field into pages for paged navigation.

To navigate through the pages, you can use the page numbers at the bottom of the field, as well as

the  (First),  (Previous),  (Next), and  (Last) arrow buttons.



The screenshot shows the 'Audit Trail' section of the system. It features a table with the following columns: S/N, Date, User, Role, Action, and Resulting Status. The table contains three records. Below the table, there are pagination controls including 'First', 'Previous', '1', 'Next', and 'Last' buttons, which are highlighted with a red circle. There are also 'Compare' buttons on either side of the table.


S/N	Date	User	Role	Action	Resulting Status
1	11/02/2016 07:45	UWIMBABAZI Christine	Judicial Police Officer	Create	DRAFT INCIDENT/COMPLAINT REGISTERED
2	09/12/2016 20:32	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED
3	09/12/2016 20:33	System Account		Edit	DRAFT INCIDENT/COMPLAINT REGISTERED

Figure 43: Browsing among History Records

EXPORTING FILES

The system allows exporting the details of records provided in the appropriate fields of the *Rwanda National Police* form.

In order to export the corresponding field details, follow the steps below:

1. Click the  (**Export Details**) button in the furthest right column of the respective field. The *Export Details* popup will appear (Figure 44).

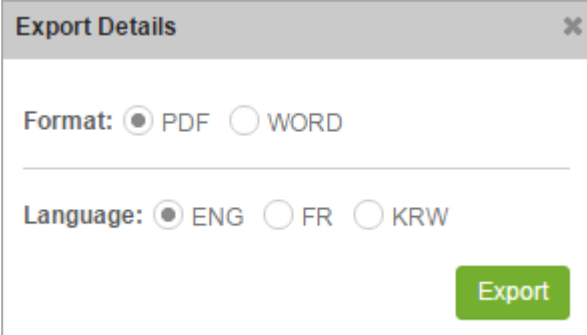
A screenshot of a web application popup titled "Export Details" with a close button (X) in the top right corner. The popup contains two sections. The first section is labeled "Format:" and has two radio buttons: "PDF" (which is selected) and "WORD". The second section is labeled "Language:" and has three radio buttons: "ENG" (which is selected), "FR", and "KRW". At the bottom right of the popup is a green button labeled "Export".

Figure 44: Specifying File Export Details

2. Choose the **Format** you want the file to be downloaded in by selecting the respective **PDF** or **WORD** radio button.
3. Select the **Language** you want the file to be downloaded in by selecting the respective **ENG**, **FR**, or **KRW** radio button.
4. Click the **Export** button to proceed. The exported file will be downloaded to your local PC in accordance with the selected settings - format and language.

SAVING DATA

When you are finished with the data input or modification, you should save your changes before you leave the page. Click the **Save** button to save the data entered and to remain in the opened page. Or, click the **Save and Close** button to save the changes made and navigate away from the *Data Entry* screen. Clicking the **Cancel** button will discard any changes made and close the data entry window.

REFERENCES

Please, refer to the following Rwanda IECMS related documents to obtain more information about the system and how it functions:

- Rwanda IECMS Analytical Interface User Manual
- Rwanda IECMS Portfolio User Manual
- Rwanda IECMS Dashboard User Manual
- Rwanda IECMS Rwanda National Public Prosecution Authority Application User Manual
- Rwanda IECMS Rwanda Judiciary Application User Manual
- Rwanda IECMS Rwanda Correctional Service Application User Manual
- Rwanda IECMS Civil Litigation Service Application User Manual
- Rwanda IECMS Task Form User Manual
- Rwanda IECMS Individual Form User Manual
- Rwanda IECMS Legal Entity Form User Manual
- Rwanda IECMS Case Processing Workflow User Manual
- Rwanda IECMS Settings Administrator's Guide
- Rwanda IECMS User Management Administrator's Guide
- Rwanda IECMS Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide