**Feedback on the RBA MIS development progress**

**Users:**

* The System should not duplicate Roll Numbers. It should increment from the last added user’s number.
* The system should be able to Identify only the list and number of Advocates and interns
* Administrator should be able to reset password for users (Support)
* Inactive users should not be allowed to enter the system
* Motivate the user to use strong password

**Probono:**

**When The new case is created here is the message to send to the user assigned case:**

“Dear Adv,

The new probono case has been assigned to you by the Rwanda Bar Association legal aid office please log in for further action (Link………………………)

Legal Aid Team

* Allow to attach maximum 5 files
* Allow administrator to Add more case category to report on in the system settings
* On the self-assigned cases (New Case) Name of advocate should appear (Who reported the new case) instead of Case assigned Display (“Case reported by”).
* The system should report also the New cases created by Advocate (Self assigned)
* Unable to retrieve data (Reports): The user with Permission shall be able to generate and retrieve a report in excel form (Monthly, periodic, or annually). to Generate a report the user shall be able to filter the report according to the purpose of the report ( as per the columns of the report). The report shall include the following ( Referral Last Name, First name, Gender, age, Phone number, Email, Referral Case, Case number in the court, Jurisdiction, Court, case nature, hearing day, category, Referrer Name, Advocate, Decision of the Court, Comments). Refer to the old system

**CLE**

* Remove button on Enrolment management does not work
* Unable to create attend voucher (Create list button pops up an error message)
* User who booked should have the status of booked when the training is paid and Confirmed when the training is Free.
* After signature no credit assigned in attendances of trainee. When administrator change status to attended the system should also assign related credits to the user.
* User should be able to view all trainings even previously/ posted (or/ create Archives)
* Mention if training in paid or free
* On CLE only Email notification is able to send (no SMS)
* If the Training is paid mention the currency
* The system should not pop up with SQL Error instead should pop up the message to correct users to tell what’s wrong! (eg. In case a user make a mistake to enter 20,000 FRW in amount to pay for cle the system display error it should simply display “Invalid input. Only number characters allowed (0-9) )
* When the training is paid the user will stay with booked until he pays and change status to confirmed where he will be rolled to the attendance list
* Those who have attending, attended and confirmed should have access to the training materials. Label trainng material with significant button or word.
* Unable to retrieve CLE Compliance reports (Data) **Urgent**
* Unable to download attendance vouchers (PDF)
* CLE Does not affect compliance
* Last created should be the first to display (LIFO)

**Notify (Communication) refer to Python system**

* Unable to include other parties (Staff, technical staff) (Refer to the Python system)
* Unable to notify by category
* Unable to attach documents (5 Maximum docs)
* View History (Total sent, delivered, undelivered failed, date)

**Disciplinary**

“Dear Adv,

The new Disciplinary case has been filed by the Rwanda Bar Association Secretariat please log in for further action (Link………………………)

RBA Secretariat

* Case Number should be Unique
* Allow user to attach more than 1 File (5 docs Max)
* SMS notification sends 2 messages (x2). Unable to send Email Notification
* Notification should include both parties
* Unable to attach supporting document with the case and/or attached with the notification email
* User cannot respond to the case (User should be able to respond to the case + able to attach supporting documents)
* By setting Next seating both parties should be notified Automatically or manually and able to respond (comment, attachment)
* Able to upload document with Disciplinary Decision. By the time of sharing decisions both parties should be automatically or manually notified
* Unable to retrieve a report ( Case Number, Complaint Subject, plaintiff names, plaintiff phone number email, address, defendant Names, email phone number, address complaints summary, status)
* Last created should be the first to display (LIFO)

**Meeting**

* Unable to retrieve attendance list
* The system should choose who to invite or invite all (All meetings are not made for All advocates) ==== invite by category, just tick Only active Senior, only active interns, etc
* By the creation of the meeting The system invite all advocates including Inactive, suspended, stuck off even deceased) The system should reject uninvited attendees with reason or just “Not allowed to attend “
* Meeting does not affect Compliance and CLE reports
* Last created should be the first to display (LIFO)
* Unable to attach more than one files
* Ensure that the Notification works both on email and SMS

**Error notification:**

In case of an error the system should pop up a message that would guide the user not displaying SQL statement message for the user **IMPORTNAT**

**Permissions**

|  |  |  |
| --- | --- | --- |
| No | Roles | Permissions |
| 1 | Admin | All |
|  | Legal Aid | * Probono * Compliance * Meetings * Dashboad |
|  | Professional development | * Legal Education (Trainings) * Probono * Search and View all users tabel * Compliance * Meetings * Discipline * Dashboard * Jump |
|  | Accountant | * Search and View all users table * Finance * Meetings * Dashboard |
|  |  |  |

Description

* **admin**

MIS administrators. They are the ones to define plivilegies for other users

* **dashboard**

For Managers to have an overview of status of different functions

* **admission**

All RBA admission clerks. They add new users/advocates and their status in RBA, law firms, deal with advocates compliances.

* **accounting**

All RBA staff in charge of collecting payment from either training or contributions

* **training**

All RBA staff in charge of planing training

* **discipline**

All RBA staff in charge of recording / filing disciplinary decisons

* **probono**

All RBA staff in charge of handling legal aids and RBA cases

* **jump**

Jump from user to user

* **meeting**

All RBA staff in charge of scheduling RBA meetings

* **user\_1**

Group uniquely assigned to user 1

**Message to announce the system and provide credentials**

**Dear Adv. (Names)**

**Few months back the Rwanda Bar Association has been upgrading and relocating the hosting server of the Rwanda Bar Association Management information system (RBA MIS) for the purpose of strengthening system usability, accessibility and availability of the system.**

**In this regards we are happy to inform you that you will be accessing the system using the new link. To access the system click here** [**http://rbamis.rwandabar.rw/**](http://rbamis.rwandabar.rw/)

**Your user name is (user Email)**

**Password: (“user Password”)**

**Kind regards**