



Rwanda Integrated Electronic Case Management System

Rwanda IECMS

A stylized map of Rwanda is shown in the background, filled with the colors of the national flag: light blue at the top, yellow in the middle, and green at the bottom. A golden sun with rays is positioned in the upper right corner of the map.

USER MANAGEMENT

ADMINISTRATOR'S GUIDE

Version 1.0

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INTRODUCTION

This document describes the *User Management* console in the *Integrated Electronic Case Management System for Rwanda (Rwanda IECMS)*. It provides the necessary instructions which the administrators and/or users granted with administrative rights should follow in order to ensure successful user management. Use of this documents and compliance with the standards specified herein is mandatory for anyone working with the mentioned application.

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

Rwanda IECMS incorporates business intelligence and data management solutions with comprehensive application administration functions. As such, it is equipped with a number of administrative tools, which aim at providing the application administrators with the possibility of performing their daily assignments in an easily manageable way.

One of the administrative tools that *Rwanda IECMS* is incorporated with is the *User Management* console. The *User Management* console is a space within *Rwanda IECMS* that allows the application administrators to add new users, edit or delete existing users, create new user groups and assign members under them, delete user groups, grant the users with permissions to view / add / edit / delete records, etc.

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

USER MANAGEMENT CONSOLE

User management is a critical part of maintaining a secure system. Ineffective user and privilege management often lead many systems into being compromised. Therefore, it is important that you clearly define the user account management techniques that you will use to outline the user access rights to the system resources as well as grant or revoke them permissions to perform certain actions over the resources they can handle. This is why the control of users, user groups and roles is a core element of the *Rwanda IECMS* system administration.

This chapter describes the *User Management* console under the *Settings* section, where you can perform your user management functions. You may organize the system users, add new users, edit or delete existing users, create new user groups and assign members under them, delete user groups, grant the users with permissions to view / add / edit / delete records, etc.

Accessing the User Management Console

For accessing the *User Management* console, go to Settings → User Management (Figure 1).

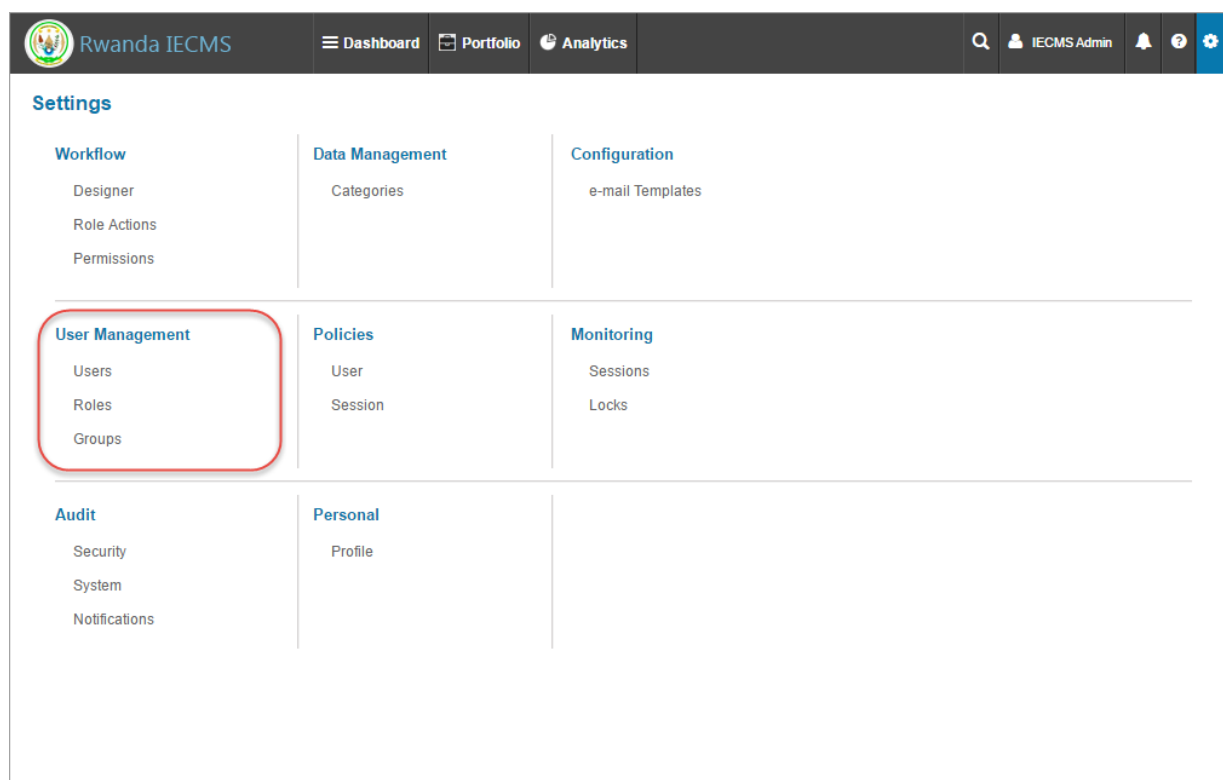


Figure 1: User Management Console

The *User Management* console consists of the following sub-sections:

- **Users** – to manage the users recorded in the system.
- **Roles** – to manage the roles that the users can be assigned to.
- **Groups** – to manage the user groups created.

Viewing the Sub-section Item Details

In order to view the details of the selected sub-section item, click the item name for which the information needs to be viewed. The details of the selected sub-section item will be displayed on the screen (Figure 2).

The screenshot displays the Rwanda IECMS interface. The top navigation bar includes the logo, 'Rwanda IECMS', and tabs for 'Dashboard', 'Portfolio', and 'Analytics'. The right side of the top bar shows a search icon, 'IECMS Admin', and notification icons. The left sidebar contains a menu with categories: 'Workflow', 'Data Management', 'Configuration', 'User Management' (highlighted), 'Users', 'Roles', 'Groups', 'Policies', 'Monitoring', 'Audit', and 'Personal'. Under 'User Management', 'Roles' is selected. The main content area shows the breadcrumb 'Roles > Chief Prosecutor' and four tabs: 'General' (active), 'Permissions', 'Users', and 'Groups'. The 'General' tab contains two text input fields: 'Name *' with the value 'Chief Prosecutor' and 'Description *' with the value 'Chief Prosecutor'. A green 'Save' button is located at the bottom right of the form.

Figure 2: Viewing Details of the Selected Item

To go back to the sub-section where all items are listed, you can make use of the navigation control (breadcrumb trail) found at the top of the screen.

Searching for an Item

The *User Management* console is equipped with a powerful search mechanism that allows looking for any records stored in the respective sub-sections. The simple search interface is available to find any relevant information quickly and easily within the integrated content. Simple search implies that you can type search criteria directly into the search box present in each sub-section.

In order to search for an item, follow the steps below:

1. Go to the sub-section where you want to find an item.
2. Type the keyword into the search box. Please, note that the search engine will return all the data that contains any of the letters or numbers you have typed (Figure 3).

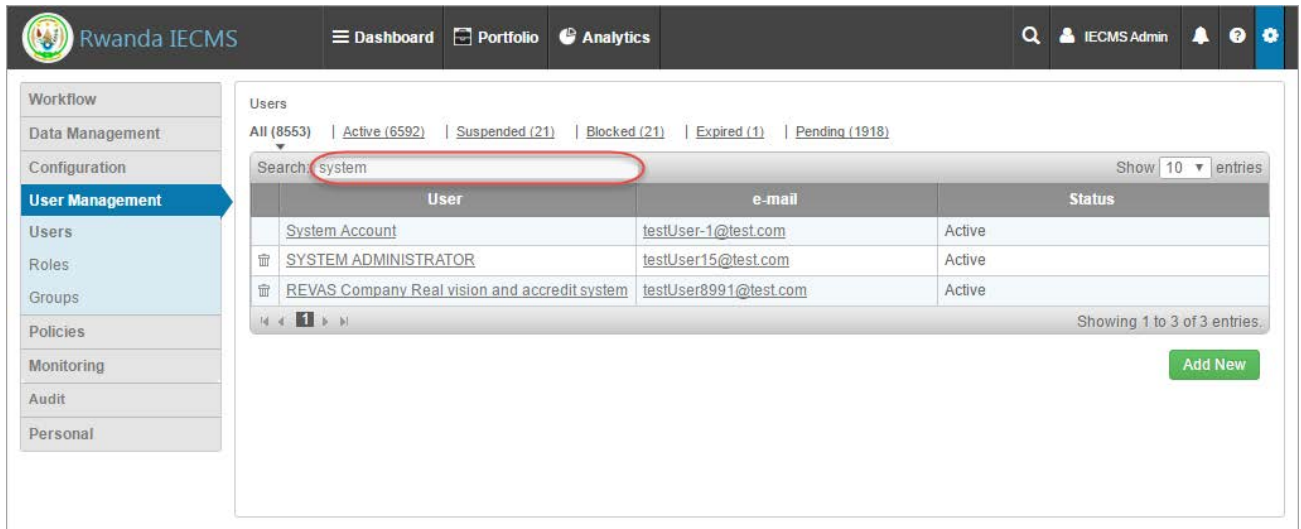


Figure 3: Searching for an Item

Setting the Number of Entries per Page

By default, each sub-section is set to display ten entries per page to ensure fast page loading. However, you can define to view a greater number of entries per page. Please, note that setting a higher number of entries to display on each page can potentially impact page load time since you will load more data with each page.

In order to set the number of entries per page, follow the steps below:

1. Go to the sub-section where you want to change the number of items to be displayed.
2. Select the preferred number from the **Show...entries** drop-down list in the upper right corner of the section table. The exact number of items will immediately be displayed on the screen according to your selection (Figure 4).

Note: Even if you limit the number of displayed items within the table, the simple search tool will find the searched element from the entire list of items.

The screenshot shows the Rwanda IECMS User Management interface. On the left is a sidebar with navigation links: Workflow, Data Management, Configuration, User Management (highlighted), Users, Roles, Groups, Policies, Monitoring, Audit, and Personal. The main content area is titled 'Users' and includes filters for All (8553), Active (6592), Suspended (21), Blocked (21), Expired (1), and Pending (1918). Below the filters is a search bar and a table with columns for User, e-mail, and Status. The table lists several users, including 'Rwanda Natural Resources Authority', 'System Account', 'App User', 'RNP Admin', 'NPPA Admin', 'IECMS Admin', 'RCS Admin', 'CLS Admin', 'Kalinigondo Jean-Louis', and 'Claudine Dushimimana'. A dropdown menu is open next to the 'Show 10 entries' text, displaying options: 10, 25, 50, and 100. The '10' option is selected. At the bottom right of the table, it says 'Showing 1 to 10 of 8,553 entries.' and there is an 'Add New' button.

Figure 4: Setting the Number of Entries per Page

Browsing Pages

You can browse among the pages in each section by clicking the link of the page number to which you want to navigate. The **Previous** and **Next** as well as **First** and **Last** arrows can be used to move to the required page (Figure 5).

This screenshot shows the same 'Users' table as Figure 4, but with the pagination controls at the bottom highlighted. The pagination bar includes arrows for 'Previous', 'First', 'Next', and 'Last', along with page numbers 1, 2, 3, 4, and 5. The number '1' is highlighted, indicating the current page. To the right of the page numbers, it says 'Showing 1 to 10 of 8,553 entries.' and there is an 'Add New' button.

Figure 5: Browsing Pages

Defining the Sorting Order for Items

In the *User Management* console, you have the possibility of sorting the items listed in each sub-section alphabetically, numerically, or chronologically in an ascending or descending order.

In order to define the sorting order for the section items, follow the steps below:

1. Go to the sub-section for which you want to define the sorting order different from the default one.
2. Click the arrow that appears in the header of the column according to which you want to sort the sub-section items. Clicking the arrow once again will sort the items in the list in reverse order (Figure 6).

The screenshot shows the Rwanda IECMS interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The left sidebar lists various management sections, with 'User Management' highlighted. The main content area displays the 'Users' section with filters for 'All (8553)', 'Active (6592)', 'Suspended (21)', 'Blocked (21)', 'Expired (1)', and 'Pending (1918)'. A search bar and a 'Show 10 entries' dropdown are present. The table below has columns for 'User', 'e-mail', and 'Status'. A small upward-pointing arrow in the 'User' column header indicates the current sorting order. The table lists 10 users, all with 'Active' status. A pagination bar at the bottom shows 'Showing 1 to 10 of 8,553 entries' and an 'Add New' button.

User	e-mail	Status
Aimable BAKOMEZA	testUser2088@test.com	Active
ANASTASE NZABAHIMANA	testUser8753@test.com	Active
DAMASCENE BAGARAGAZA	testUser8754@test.com	Active
François BANYAGA	testUser5056@test.com	Active
HIGANIRO Jean Damascene	testUser7838@test.com	Active
Léonard BIZIMUNGU	testUser2030@test.com	Active
NDATABAYE RWAMO INNOCENT	testUser1138@test.com	Active
NTABAYE BYICAZA VICKY	testUser3825@test.com	Active
Patricie MUKAMUREKEZI	testUser8933@test.com	Active
Rene Emmanuel KWIZERA	testUser3941@test.com	Active

Figure 6: Defining Sorting Order

MANAGING USERS

A **user** is an individual or application program identity that has been defined in *Rwanda IECMS* and has access to the system. A user can have associated with that identity a set of roles that entitle the user to access all resources protected by those roles. Users are often associated with a group or role, which simplifies the allocation of permissions and/or privileges.

In *Rwanda IECMS*, users are managed in the *Users* sub-section of the *User Management* console.

Accessing the Users Sub-section

The *Users* sub-section can be accessed at Settings → User Management → Users (Figure 1).

Once you access the *Users* sub-section, you will be presented with the list of all users recorded in the application (Figure 7).

The screenshot shows the 'Users' sub-section of the Rwanda IECMS interface. The sidebar on the left contains a navigation menu with 'User Management' highlighted. The main area displays a table of users. The table has three columns: 'User', 'e-mail', and 'Status'. The first 10 users listed are:

User	e-mail	Status
Aimable BAKOMEZA	testUser2088@test.com	Active
ANASTASE NZABAHIMANA	testUser8753@test.com	Active
DAMASCENE BAGARAGAZA	testUser8754@test.com	Active
Francois BANYAGA	testUser5056@test.com	Active
HIGANIRO Jean Damascene	testUser7838@test.com	Active
Léonard BIZIMUNGU	testUser2030@test.com	Active
NDATABAYE RWAMO INNOCENT	testUser1138@test.com	Active
NTABAYE BYICAZA VICKY	testUser3825@test.com	Active
Patricie MUKAMUREKEZI	testUser8933@test.com	Active
Rene Emmanuel KWIZERA	testUser3941@test.com	Active

At the bottom of the table, it says 'Showing 1 to 10 of 8,553 entries.' and there is an 'Add New' button.

Figure 7: Users Sub-section

The information displayed for each user includes the following:

Component Name	Description
User	Name of the user account that the user should provide when logging into the system.
e-mail	E-mail address associated with the user account and provided during registration.
Status	User's current status which may be set to either active or inactive.

In this sub-section, you can either view the entire list of users who have registered for an account to gain authorized access to *Rwanda IECMS*. Or, you can view a sub-set of users divided into several groups according to their status.

The users can fall under the following groups:

- Active
- Suspended
- Blocked
- Expired
- Pending

To filter the list of users according to their status, you need to click the name of the respective group. The number standing next to the group name indicates the number of users in that group.

Adding a New User

It is possible to add new users who will be able to access the system.

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

1. Go to **Settings** → **User Management** → **Users...**
2. Click the **Add New** button (Figure 8). You will be directed to the *New user* sub-section where the data entry form for adding a new user will be displayed.
3. Provide the information requested in the following tabs of the data entry form:
 - [General](#)
 - [Permissions](#)
 - [Roles](#)

- [Groups](#)

4. Click the **Save** button to finalize the process of creating a new user.

The screenshot shows the Rwanda IECMS User Management interface. The sidebar on the left lists various management options, with 'User Management' currently selected. The main area displays a list of users under the 'Users' sub-section. The table lists users with their names, email addresses, and status (all are 'Active'). A green 'Add New' button is circled in red in the bottom right corner of the table area.

User	e-mail	Status
Aimable BAKOMEZA	testUser2088@test.com	Active
ANASTASE NZABAHIMANA	testUser8753@test.com	Active
DAMASCENE BAGARAGAZA	testUser8754@test.com	Active
François BANYAGA	testUser5056@test.com	Active
HIGANIRO Jean Damascene	testUser7838@test.com	Active
Léonard BIZIMUNGU	testUser2030@test.com	Active
NDATABAYE RWAMO INNOCENT	testUser1138@test.com	Active
NTABAYE BYICAZA VICKY	testUser3825@test.com	Active
Patrice MUKAMUREKEZI	testUser8933@test.com	Active
Rene Emmanuel KWIZERA	testUser3941@test.com	Active

Figure 8: Add New Button in the Users Sub-section

Note: It should be noted that the default *Admin* user is added on the database level and can use the credentials recorded in the respective database table to access the system. By default, these credentials are set to **admin** as a username and **123456** as a password. However, it is strongly recommended to change the password for security reasons.

General

In the *General* tab (Figure 9) of the new user data entry form, you are requested to provide such information about the user as the user's first name, last name, e-mail address, etc. For more details on how to provide the information requested in the *General* tab, refer to the table below:

The screenshot displays the 'Rwanda IECMS' dashboard with a sidebar menu on the left containing options like Workflow, Data Management, Configuration, User Management (highlighted), Users, Roles, Groups, Policies, Monitoring, Audit, and Personal. The main content area is titled 'Users > New user' and features a form with tabs for General, Permissions, Roles, and Groups. The 'General' tab is active, showing fields for Login, Password, Name, Last Name, Middle Name, Email, Id, Status, Address, Phone, Fax number, Web, Comments, Security Question, and Answer. Fields marked with an asterisk (*) are mandatory. A 'Save' button is located at the bottom right of the form.

Fields in the 'New user' form:

- Login * (text input: johnsmith)
- Password * (password input: masked with dots)
- Name * (text input: John)
- Last Name * (text input: Smith)
- Middle Name (text input: empty)
- Email * (text input: john.smith@gmail.com)
- Id * (text input: 1232165478)
- Status * (dropdown menu: Active)
- Address (text input: Main Street 25)
- Phone (text input: 321654987)
- Fax number (text input: 321654987)
- Web (text input: empty)
- Comments (text input: empty)
- Security Question * (text input: What is your favourite colour?)
- Answer * (text input: Green)

Figure 9: Adding a New User

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

Column Name	Description
Login	Indicate the Login name that the user will need for logging into the system. <i>This field is mandatory.</i>
Password	Enter the Password that the user will need to insert when logging into the system. <i>This field is mandatory.</i>
Name	Indicate the user's Name . <i>This field is mandatory.</i>
Last Name	Indicate the user's Last Name . <i>This field is mandatory.</i>
Middle Name	Indicate the user's Middle Name .

Email	Enter the Email address of the user. <i>This field is mandatory.</i>
Id	Specify the user Id . <i>This field is mandatory.</i>
Status	Select the user's Status . <i>This field is mandatory.</i> The following options are available: <ul style="list-style-type: none"> • Active • Suspended • Blocked • Expired • Pending
Address	Enter the user's Address .
Phone	Enter the user's Phone number.
Fax Number	Enter the user's Fax Number .
Web	Indicate the Web contacts for the user.
Comments	Enter additional Comments , if any.
Security Question	Indicate the Security Question for the user. It will be used for user authentication during the password retrieval process. <i>This field is mandatory.</i>
Answer	Indicate the Answer to the security question. <i>This field is mandatory.</i>

Permissions

In the *Permissions* tab (Figure 10), you can define the user's capabilities to administer *SIGIP* sections and sub-sections, categories, and tabs the user will have permissions for.

Note: By default, users are set to inherit permissions defined for the *Guest User* (i.e. an unregistered user that can only view a sub-set of data available to the general public) that is associated with the *Users* role. In order to be able to define individual permissions for the user, you will have to break the inheritance of the permissions and grant or revoke the user with the appropriate ones. As soon as the user is assigned group membership or a role, they will inherit the permissions propagated to them

from the selected group and role. If there are conflicts between the permissions assigned and inherited, they are resolved according to the security rule applied to the application.

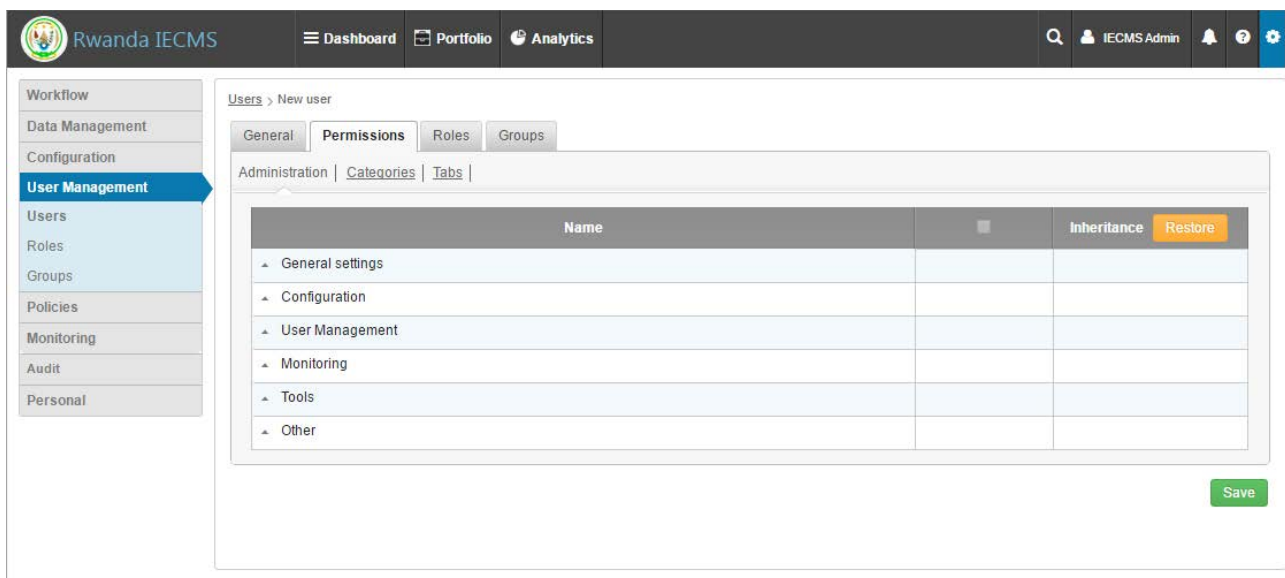


Figure 10: Setting User Permissions

In order to assign permissions to a user, follow the steps below:

1. In the *Administration* sub-tab, define whether the user will have the right to perform administration tasks in each section of *Rwanda IECMS*. For more details, see [Setting Administration Permissions](#).
2. In the *Categories* sub-tab, define whether the user will have the right to manage the categories and fields defined for the application. For more details, see [Setting Category Permissions](#).
3. In the *Tabs* sub-tab, define whether the user will have access to the application tabs. Please, note that the sub-tab will list all tabs and sub-tabs defined for the application. For more details, see [Setting Tab Permissions](#).

Setting Administration Permissions

In order to define the appropriate administration permissions, follow the steps below:

1. Expand the appropriate section in the *Administration* sub-tab to view the sub-sections listed under it in the *Name* column (Figure 11).
2. Break the inheritance of permissions from the *Guest User* by turning it off in the *Inheritance* column.
3. For each sub-section, define the user's access rights by ticking the respective checkboxes.

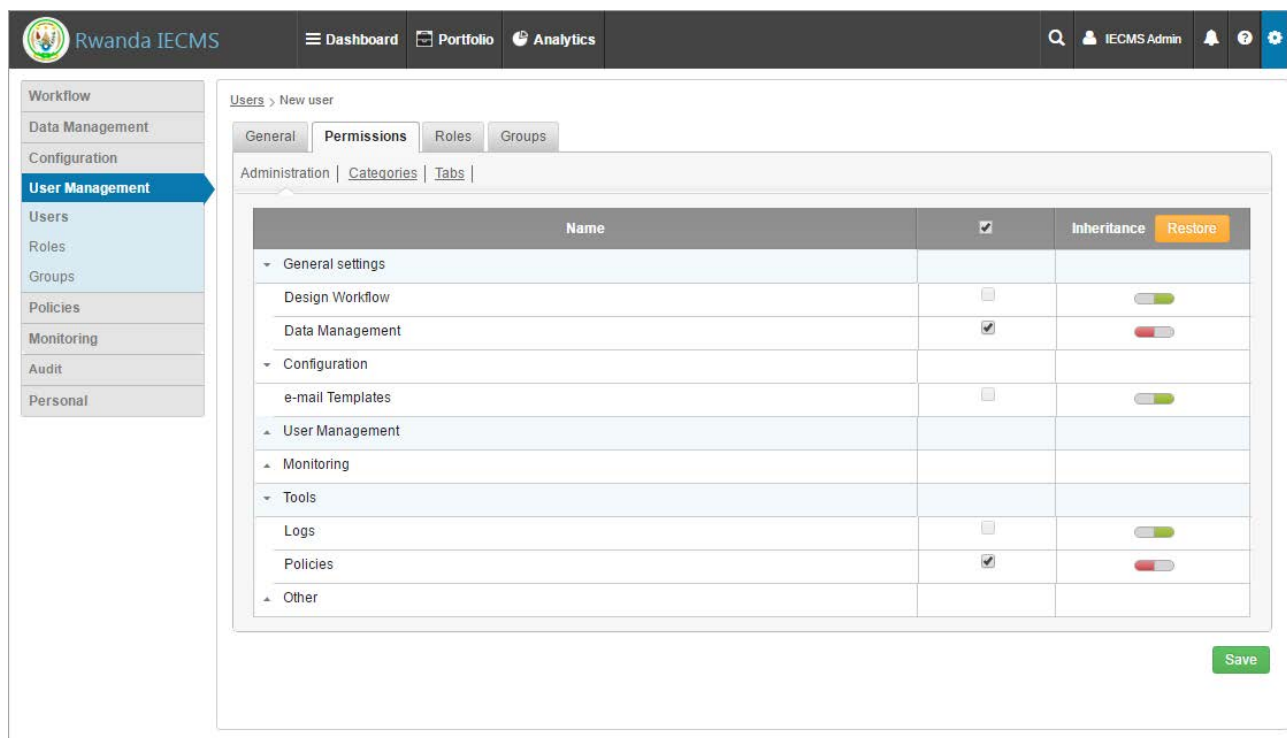


Figure 11: Setting User Administration Permissions

Note: If you want to reinstate the default values, click the **Restore** button in the *Inheritance* column.

Setting Category Permissions

In order to define the category tab permissions, follow the steps below:

1. For each category tab, turn off the **Inheritance** option and define the user's rights to **Add**, **Edit**, **View**, and **Delete** the item by ticking the respective checkboxes (Figure 12). Please, note that if a category has related items (they are listed in a combo box), giving the user permissions to view and edit the category will propagate the same access permission to the related items as well.
2. Expand the category to view the fields listed under it.
3. For each field, define whether it should inherit permissions from its parent object by turning the **Inheritance** option on. The field will be assigned the same user permissions as the category it is listed under.

Note: If the **Inheritance** option is turned off, then you will have to define individual user permissions for each field listed under the category.

Note: If you want to reinstate the default values, click the **Restore** button in the *Inheritance* column.

	Add	Edit	View	Delete	Inheritance	Restore
Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Submission State	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Document Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
User Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
User	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Currency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Workflow Process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workflow State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Police Case	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prosecution Case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Civil Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nationality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure 12: Setting User Category Permissions

Setting Tab Permissions

In order to define the tab permissions, follow the steps below:

1. For each tab, turn off the **Inheritance** option and define whether the user will have access to the tab by ticking the respective checkboxes (Figure 13).
2. Expand the tab to view the sub-tabs, if any, listed under it in the *Name* column.
3. For each sub-tab, define whether it should inherit permissions from its parent object by turning the **Inheritance** option on. The sub-tab will be assigned the same user permissions as the tab it is listed under.

Note: If the **Inheritance** option is turned off, then you will have to define individual user permissions for each sub-tab listed under the tab.

Note: If you want to reinstate the default values, click the **Restore** button in the *Inheritance* column.

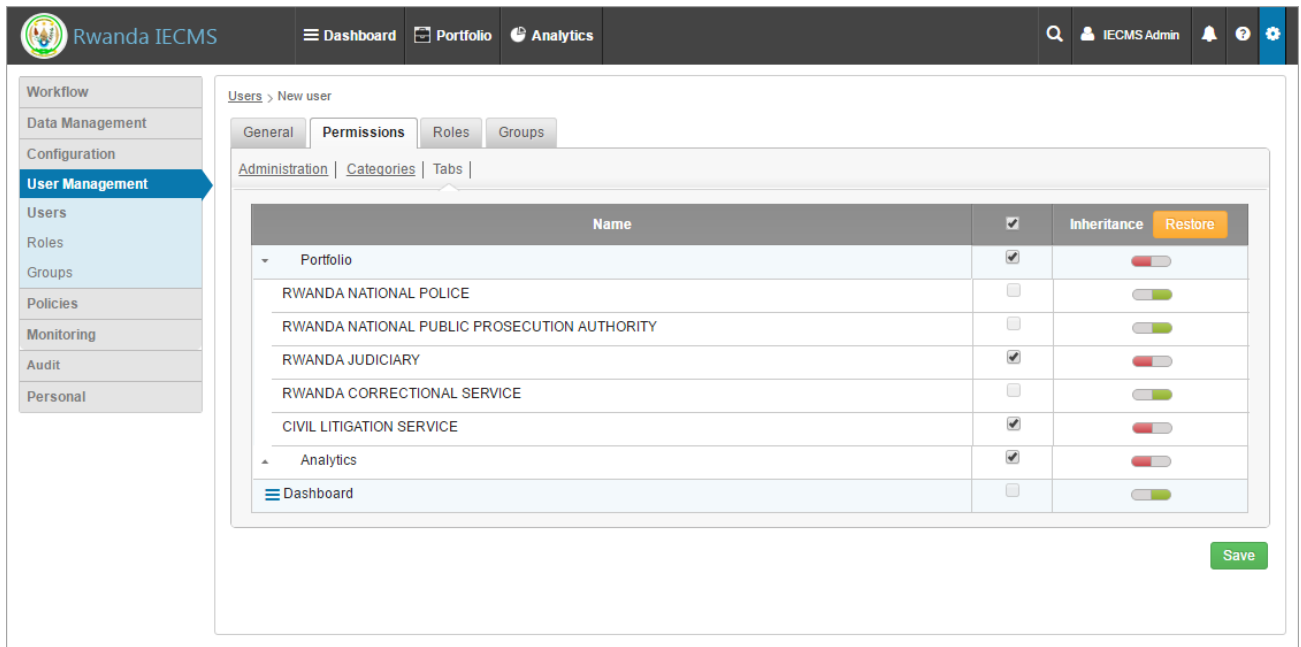


Figure 13: Setting User Tab Permissions

Roles

In the *Roles* tab, you may select the roles for the user (Figure 14).

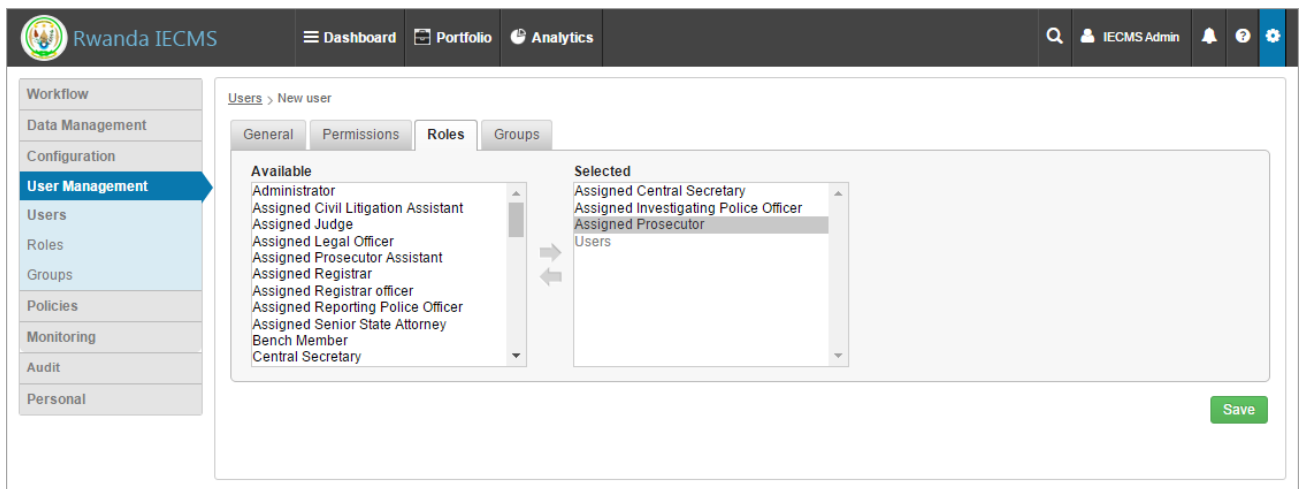



Figure 14: Selecting Roles for the User

In order to select a role, follow the steps below:

1. Indicate the **Role** that you want to assign to the user by selecting the appropriate instance in the *Available* list.
2. Click the ➡ (**Move Right**) button. The selected role will appear in the *Selected* list.


In order to remove a role, follow the steps below:

1. Select the **Role** that you want to remove in the *Selected* list.
2. Click the  (**Move Left**) button. The selected role will appear in the *Available* list.

Groups

In the *Groups* tab, you may select the groups that the user belongs to (Figure 15).

In order to select a group for the user, follow the steps below:

1. Indicate the **Group** that you want to assign to the user by selecting the appropriate instance in the *Available* list.
2. Click the  (**Move Right**) button. The selected group will appear in the *Selected* list.

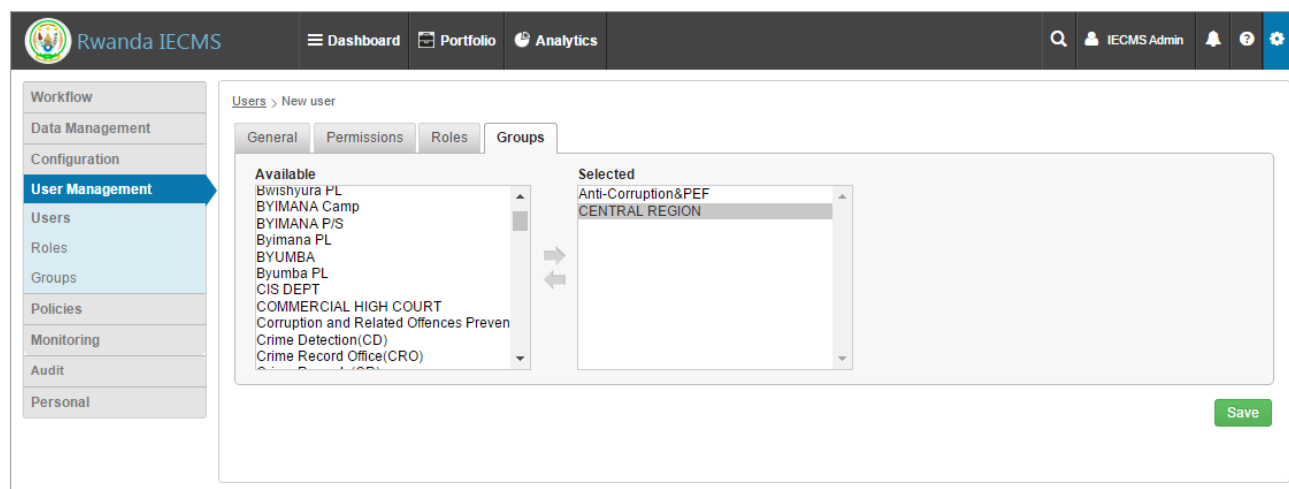



Figure 15: Assigning Users under Groups

In order to terminate the user's membership in a certain group, follow the steps below:

1. Select the **Group** that you want to remove in the *Selected* list.
2. Click the  (**Move Left**) button. The selected group will appear in the *Available* list.

Editing Users


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

1. Go to **Settings** → **User Management** → **Users...**
2. Click the name of the user that you want to edit. You will be directed to the sub-section where the selected user details will display.

3. Make the appropriate changes in the data displayed.
4. Click the **Save** button to apply the changes made.

Deleting Users

In order to delete a user, follow the steps below:

1. Go to **Settings → User Management → Users...**
2. Click the  (**Delete**) icon to the left of the user record.
3. Click the **OK** button in the *Confirmation* window to delete the user.

Note: The *Guest User* and *Administrator* user records cannot be removed from the system.

MANAGING ROLES

A **role** is an abstract name for the permission to access a particular set of resources in an application, i.e. a role is directly linked to permissions associated with it. Permissions and roles in *Rwanda IECMS* determine the features, capabilities, and tasks for application users.

Permissions for performing certain operations are assigned to individual roles in the process of adding or editing them. Role permissions can apply to all users or only a sub-set of them. In addition to role-based permissions, users may be assigned individual permissions (see [Adding a New User](#)) or group permissions (see [Adding a New Group](#)).

In *Rwanda IECMS*, roles are managed in the *Roles* sub-section of the *User Management* console.

Accessing the Roles Sub-section

The *Roles* sub-section can be accessed at Settings → User Management → Roles (Figure 1).

Once you access the *Roles* sub-section, you will be presented with the list of all existing roles (Figure 16).

The screenshot shows the 'Roles' sub-section of the Rwanda IECMS User Management console. The interface includes a sidebar with navigation options and a main content area displaying a table of roles. The table has columns for 'Name' and 'Description'. The roles listed are:

Name	Description
Public Role	Public Role
Users	Users role has permissions to all categories.
Administrator	Admin Role
Default	Default role
RNP Admin	Rwanda National Police Administrator
Judicial Police Officer	Judicial Police Officer
Chief Prosecutor	Chief Prosecutor
Prosecutor	Prosecutor
Prosecutor Assistant	Prosecutor Assistant
Chief Assistant	Chief Assistant

The interface also includes a search bar, a 'Show 10 entries' dropdown, and a pagination bar at the bottom indicating 'Showing 1 to 10 of 51 entries' and an 'Add New' button.

Figure 16: Roles Sub-section

The information displayed for each role includes the following:

Column Name	Description
Name	Name of the role as assigned to it during the role registration process.
Description	Brief overview of the role and the privileges it gives.

Adding a Role

It is possible to add new roles that will outline the capabilities of users having the role.

In order to add a new role, follow the steps below:

1. Go to **Settings** → **User Management** → **Roles...**
2. Click the **Add New** button (Figure 17). You will be directed to the *New role* sub-section where the data entry form for adding a new role will be displayed.

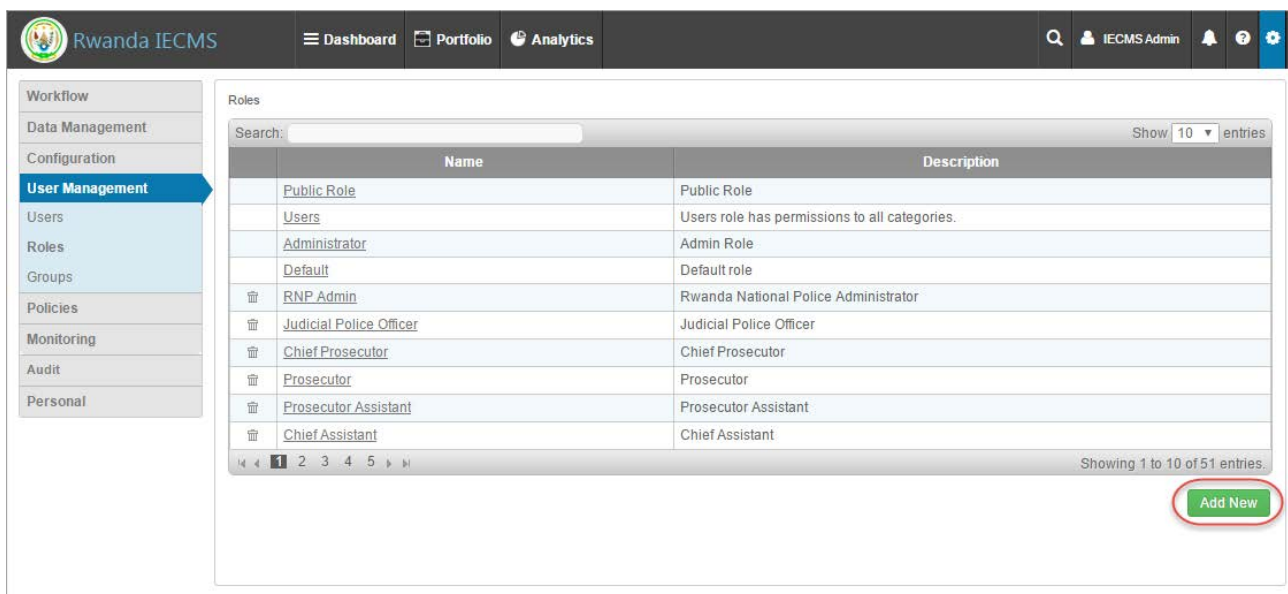


Figure 17: Add New Button in the Roles Sub-section

3. Provide the information requested in the following tabs of the data entry form:
 - [General](#)
 - [Permissions](#)

- [Users](#)
- [Groups](#)

4. Click the **Save** button to finalize the process of creating a new role.

General

In the *General* tab (Figure 18) of the new role data entry form, you are requested to provide such information about the role as the role name and description. For more details on how to provide the information requested in the *General* tab, refer to the table below:

The screenshot shows the 'Rwanda IECMS' interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The left sidebar lists various management sections, with 'User Management' highlighted. The main content area is titled 'Roles > New role' and contains four tabs: 'General', 'Permissions', 'Users', and 'Groups'. The 'General' tab is active, displaying two mandatory fields: 'Name *' with the value 'Administrator' and 'Description *' with the text 'Administrative role. Users who are associated with this role have access to the entire system.' A green 'Save' button is located at the bottom right of the form.

Figure 18: Adding a Role

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

Column Name	Description
Name	Indicate the Name for the role. <i>This field is mandatory.</i>
Description	Enter a brief overview of the role that will outline the capabilities that the role will provide. <i>This field is mandatory.</i>

Permissions

In the *Permissions* tab (Figure 19), you can define the role's capabilities to administer *Rwanda IECMS* sections and sub-sections, categories, and tabs the role will have permissions for.

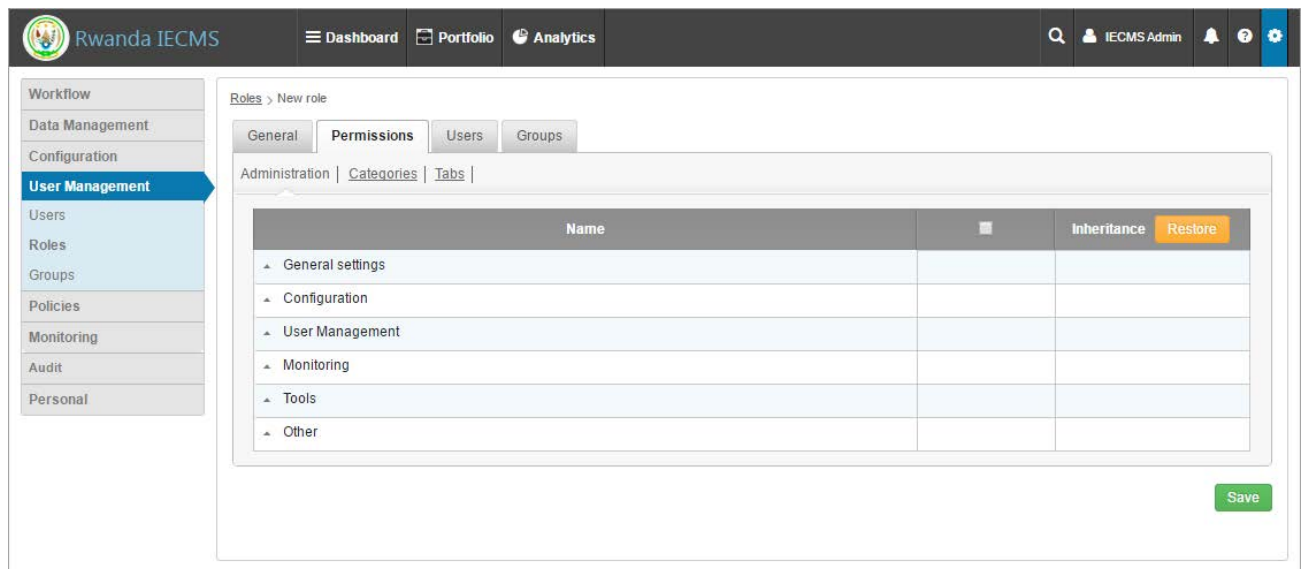


Figure 19: Setting Role Permissions

In order to assign permissions to a role, follow the steps below:

1. In the *Administration* sub-tab, define whether the role will have the right to perform administration tasks in each section of *Rwanda IECMS*. For more details, see [Setting Administration Permissions](#).
2. In the *Categories* sub-tab, define whether the role will have the right to manage the categories and fields defined for the application. For more details, see [Setting Category Permissions](#).
3. In the *Tabs* sub-tab, define whether the role will have access to the application tabs. Please, note that the sub-tab will list all tabs and sub-tabs defined for the application. For more details, see [Setting Tab Permissions](#).

Setting Administration Permissions

In order to define the appropriate administration permissions, follow the steps below:

1. Expand the appropriate section in the *Administration* sub-tab to view the sub-sections listed under it in the *Name* column (Figure 20).
2. For each sub-section, define the role's access rights by ticking the respective checkbox.

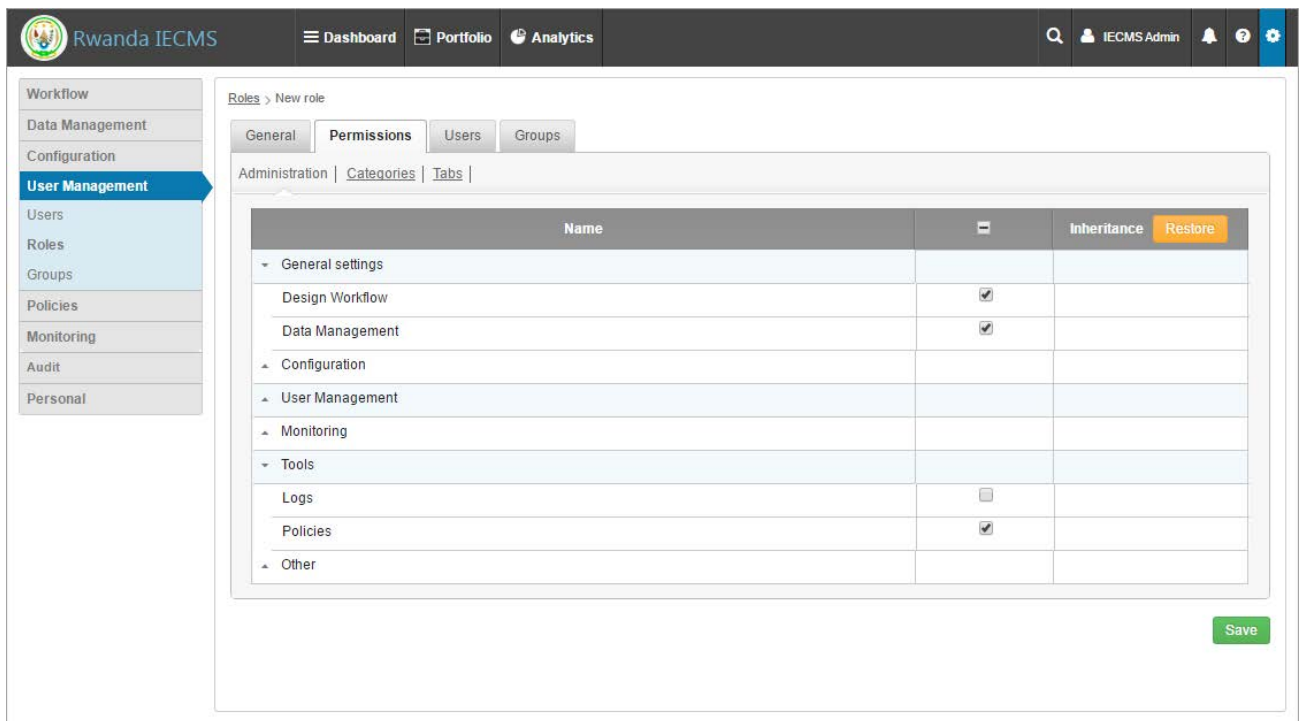


Figure 20: Setting Role Administration Permissions

Setting Category Permissions

In order to define the category group permissions, follow the steps below:

- For each category, define the role's rights to **Add**, **Edit**, **View**, and **Delete** the item by ticking the respective checkboxes (Figure 21). Please, note that if a category has related items (they are listed in a combo box), giving the role permissions to view and edit the category will propagated the same access permission to the related items as well.
Note: Ticking the checkbox in the respective column header will grant the role with permissions to perform the action over all category groups for which the inheritance of permissions has been broken.
- Expand the category to view the fields listed under it.
- For each field, define whether it should inherit permissions from its parent object by turning the **Inheritance** option on. The field will be assigned the same role permissions as the category it is listed under.
- Note:** If the **Inheritance** option is turned off, then you will have to define individual role permissions for each field listed under the category.

Rwanda IECMS | Dashboard | Portfolio | Analytics | Search | IECMS Admin | Settings

Workflow | Data Management | Configuration | **User Management** | Users | Roles | Groups | Policies | Monitoring | Audit | Personal

Roles > New role

General | **Permissions** | Users | Groups

Administration | Categories | Tabs

	Add	Edit	View	Delete	Inheritance	Restore
▲ [C] Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Submission State	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▲ [C] Document	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Document Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▲ [C] User Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
▲ [C] User	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Currency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▼ [C] Country	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Province	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
[F] Name		<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Workflow Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Workflow State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
▼ [C] Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
[F] Name		<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Police Case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▲ [C] Prosecution Case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Civil Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
▲ [C] Nationality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Figure 21: Setting Role Category Permissions

Note: If you want to reinstate the default values, click the **Restore** button in the *Inheritance* column.

Setting Tab Permissions

In order to define the tab permissions, for each tab and sub-tab, define whether the role will have access to the instance by ticking the respective checkboxes (Figure 22).

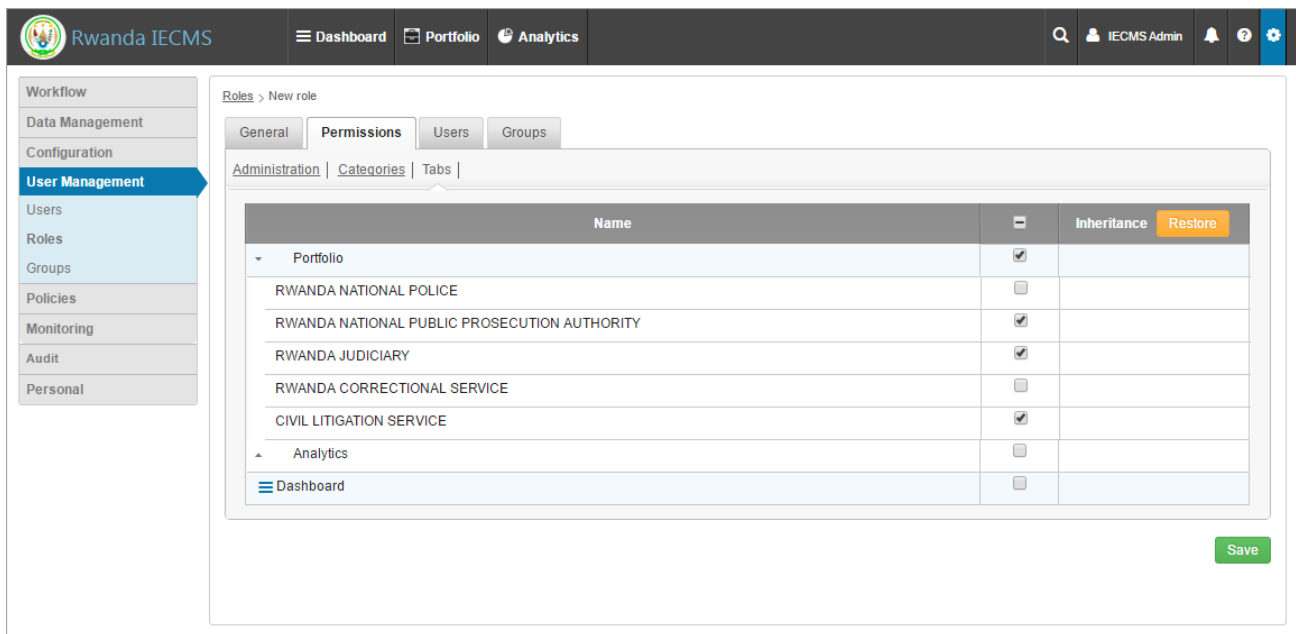


Figure 22: Setting Role Tab Permissions

Users

In the *Users* tab, you may select the users that will be assigned the role being created (Figure 23).

In order to assign users to the role, follow the steps below:

1. Indicate the **User** to whom you want to assign the role by selecting the appropriate instance in the *Available* list.
2. Click the ➡ (Move Right) button. The selected user will appear in the *Selected* list.

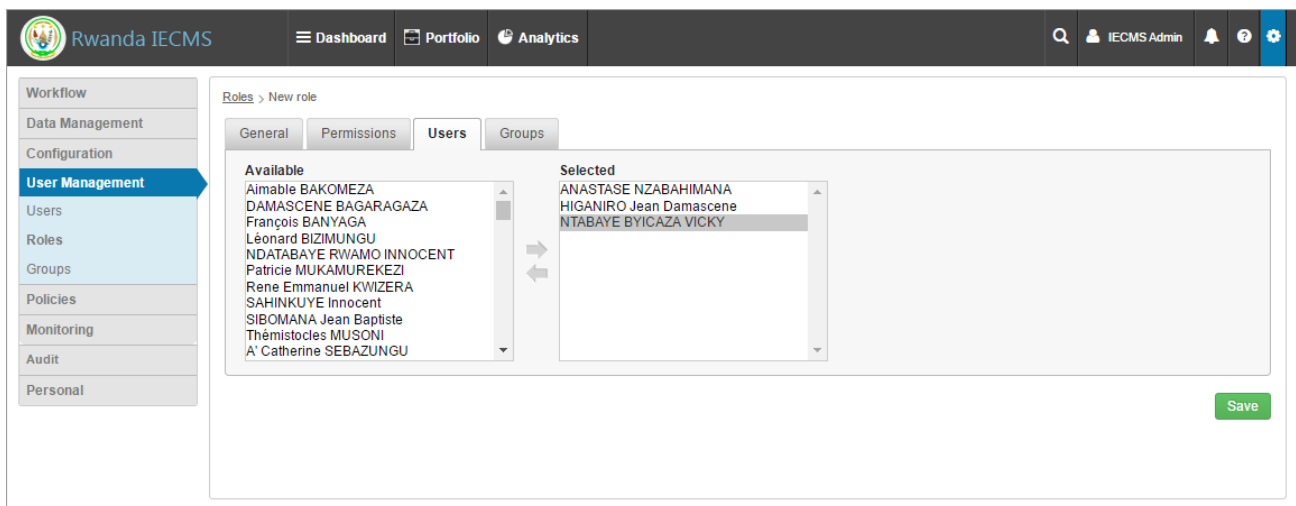



Figure 23: Assigning Users to the Role


In order to remove a user that was assigned the role, follow the steps below:

1. Select the **User** that you want to remove in the *Selected* list.
2. Click the  (**Move Left**) button. The selected user will appear in the *Available* list.

Groups

In the *Groups* tab, you may select the groups for the role (Figure 24).

In order to select a group, follow the steps below:

1. Indicate the **Group** that you want to assign to the role by selecting the appropriate instance in the *Available* list.
2. Click the  (**Move Right**) button. The selected group will appear in the *Selected* list.

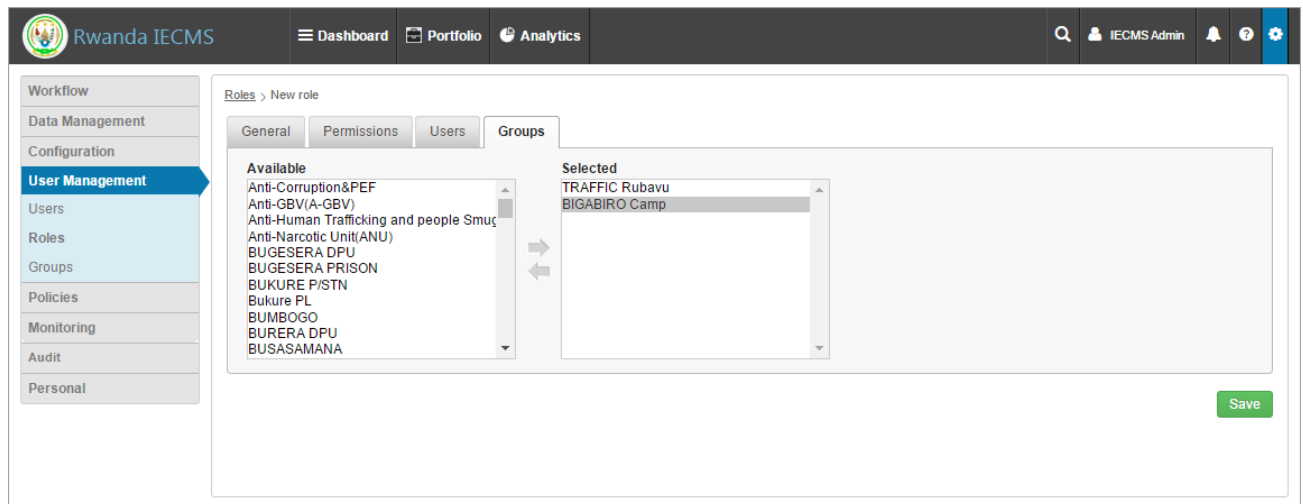



Figure 24: Assigning Groups to the Role

In order to remove a group, follow the steps below:

1. Select the **Group** that you want to remove in the *Selected* list.
2. Click the  (**Move Left**) button. The selected group will appear in the *Available* list.

Editing Roles


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

1. Go to **Settings → User Management → Roles...**
2. Click the name of the role that you want to edit. You will be directed to the sub-section where the selected role details will display.

3. Make the appropriate changes in the data displayed.
4. Click the **Save** button to apply the changes made.

Deleting Roles

In order to delete a role, follow the steps below:

1. Go to **Settings → User Management → Roles...**
2. Click the  (**Delete**) icon to the left of the role record.
3. Click the **OK** button in the *Confirmation* window to delete the role.

Note: The *Users*, *Administrators*, and *Default* role records cannot be removed from the system.

MANAGING GROUPS

A **group** is a collection of authenticated users, classified by common traits, such as job title or organization profile. Each user is a member of the group. The primary purpose of a group is to provide multiple users with the same privileges.

In *Rwanda IECMS*, groups are managed in the *Groups* sub-section of the *User Management* console.

Accessing the Groups Sub-section

The *Groups* sub-section can be accessed at Settings → User Management → Groups (Figure 1).

Once you access the *Groups* sub-section, you will be presented with the list of all existing groups (Figure 25).

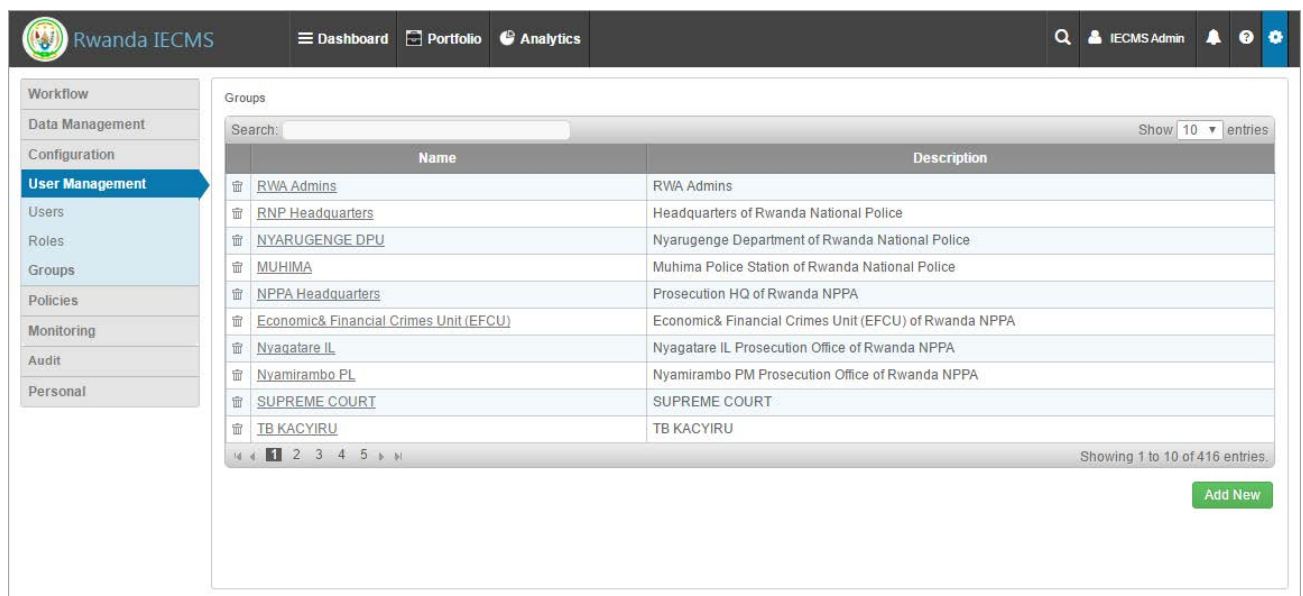


Figure 25: Group Sub-section

The information displayed for each group includes the following:

Column Name	Description
Name	Name of the group.

Description

Short description of the group and its purpose.

Adding a New Group

It is possible to add new groups that will classify users according to their interests, countries or regions they represent, etc.

In order to add a new group, follow the steps below:

1. Go to **Settings** → **User Management** → **Groups...**
2. Click the **Add New** button (Figure 26). You will be directed to the *New group* sub-section where the data entry form for adding a new group will be displayed.
3. Provide the information requested in the following tabs of the data entry form:
 - [General](#)
 - [Permissions](#)
 - [Users](#)
 - [Roles](#)
4. Click the **Save** button to finalize the process of creating a new group.

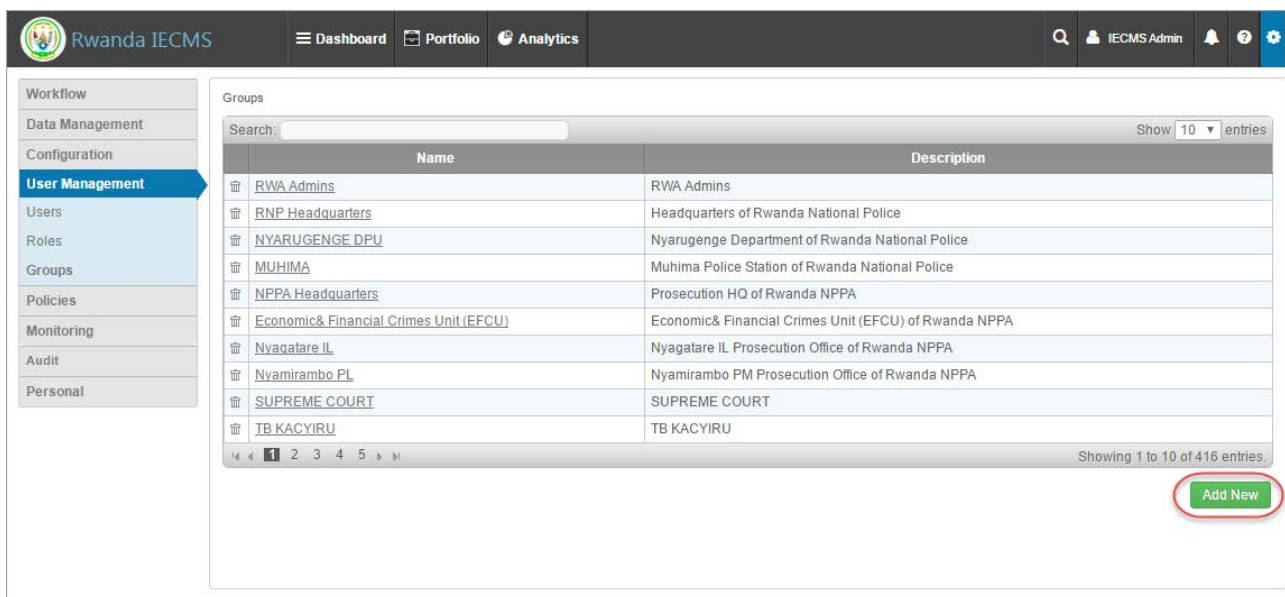


Figure 26: Add New Button in the Groups Sub-section

General

In the *General* tab (Figure 27) of the new role data entry form, you are requested to provide such information about the role as the role name and description. For more details on how to provide the information requested in the *General* tab, refer to the table below:

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



The screenshot shows the 'Rwanda IECMS' interface with a sidebar menu on the left containing options like Workflow, Data Management, Configuration, User Management (highlighted), Users, Roles, Groups, Policies, Monitoring, Audit, and Personal. The main content area is titled 'Groups > New group' and has four tabs: General, Permissions, Users, and Roles. The 'General' tab is active, showing the following fields:

- Name ***: Text input field containing 'Supreme Court'.
- Description ***: Text input field containing 'Supreme Court'.
- Parent**: Drop-down menu showing 'RWA Admins'.
- Group Administrator**: Drop-down menu showing 'RCS Admin'.
- Refine Roles**: A checkbox that is currently unchecked.

Below the 'Refine Roles' checkbox, a yellow note states: 'Please note, that Group administrator will be able to manage all roles available for parent group of this group or all available roles in the system, if parent group is not selected. If you want to restrict roles' list, please check Refine Roles checkbox.' A green 'Save' button is located at the bottom right of the form.

Figure 27: Adding a Group

Column Name	Description
Name	Indicate the Name for the group. <i>This field is mandatory.</i>
Description	Enter a brief overview of the group that will outline the principle of classifying members in it. <i>This field is mandatory.</i>
Parent	Select a Parent from the drop-down list, if necessary. The new group will be a sub-group of the specified parent group.
Group Administrator	Select a Group Administrator from the drop-down list.
Refine Roles	Tick the checkbox if you want to give the group administrator permissions to manage certain roles.

	Note: By default, the group administrator is set to manage all roles existing in the system if the group does not have a parent. If the group has a parent, then the group administrator can manage all roles selected for the parent group.
Roles to Manage	<p>Specify the list of roles to be managed by the group administrator by selecting the appropriate instance in the <i>Available</i> list and clicking the  (Move Right) button. The selected instance will appear in the <i>Selected</i> list.</p> <p>To remove a selected role, select the appropriate instance in the <i>Selected</i> list and click the  (Move Left) button. The selected instance will appear in the <i>Available</i> list.</p>

Permissions

In the *Permissions* tab (Figure 28), you can define the group's capabilities to administer *Rwanda IECMS* sections and sub-sections, categories, and tabs the group will have permissions for.

In order to assign permissions to a role, follow the steps below:

1. In the *Administration* sub-tab, define whether the group will have the right to perform administration tasks in each section of *Rwanda IECMS*. For more details, see [Setting Administration Permissions](#).
2. In the *Categories* sub-tab, define whether the group will have the right to manage the categories and fields defined for the application. For more details, see [Setting Category Permissions](#).
3. In the *Tabs* sub-tab, define whether the group will have access to the application tabs. Please, note that the sub-tab will list all tabs and sub-tabs defined for the application. For more details, see [Setting Tab Permissions](#).

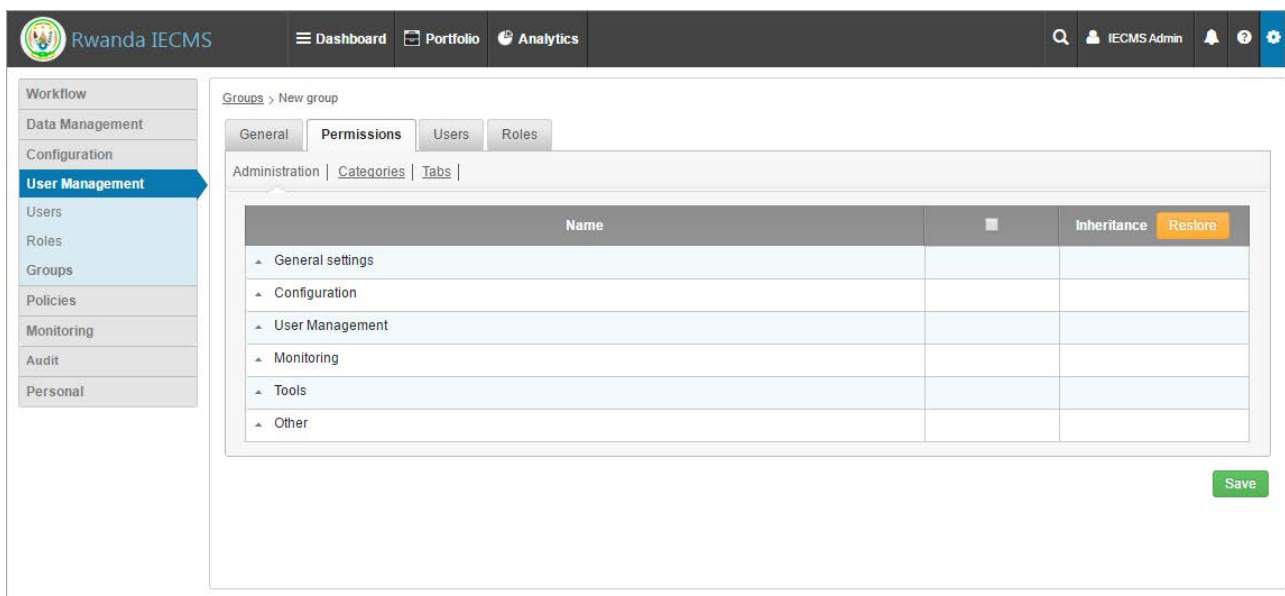


Figure 28: Setting Group Permissions

Setting Administration Permissions

In order to define the appropriate administration permissions, follow the steps below:

1. Expand the appropriate section in the *Administration* sub-tab to view the sub-sections listed under it in the *Name* column (Figure 29).
2. For each sub-section, define the group's access rights ticking the respective checkboxes.

Groups > New group

General Permissions Users Roles

Administration | Categories | Tabs |

Name		Inheritance	Restore
General settings			
Design Workflow	<input type="checkbox"/>		
Data Management	<input checked="" type="checkbox"/>		
Configuration			
User Management			
Users	<input type="checkbox"/>		
Roles	<input checked="" type="checkbox"/>		
Groups	<input type="checkbox"/>		
Monitoring			
Tools			
Logs	<input checked="" type="checkbox"/>		
Policies	<input type="checkbox"/>		
Other			

Save

Figure 29: Setting Group Administration Permissions

Setting Category Permissions

In order to define the category permissions, follow the steps below:

1. For each category, define the group's rights to **Add**, **Edit**, **View**, and **Delete** the item by ticking the respective checkboxes. Please, note that ticking the checkbox in the respective column header will grant the group with permissions to perform the action over all categories for which the inheritance of permissions has been broken (Figure 30). Also, note that if a category has related items (they are listed in a combo box), giving the group permissions to view and edit the category will propagate the same access permission to the related items as well.

Note: For some categories, it is possible to define advanced access permissions. For more details, see [Setting Advanced Group Permissions for Categories](#).

2. Expand the category to view the fields listed under it.
3. For each field, define whether it should inherit permissions from its parent object by turning the **Inheritance** option on. The field will be assigned the same group permissions as the category it is listed under.

Note: If the **Inheritance** option is turned off, then you will have to define individual group permissions for each field listed under the category.

Workflow
Data Management
Configuration
User Management
Users
Roles
Groups
Policies
Monitoring
Audit
Personal

Groups > New group

General Permissions Users Roles

Administration | Categories | Tabs

	Add	Edit	View	Delete	Inheritance	Restore	Advanced
▲ [C] Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Submission State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Document Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
▲ [C] User Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Currency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Country	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Workflow Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Workflow State	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
▲ [C] Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Party	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Police Case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Prosecution Case	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Civil Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Nationality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
▲ [C] Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Figure 30: Setting Group Category Permissions

Note: If you want to reinstate the default values, click the **Restore** button in the *Inheritance* column.

Setting Tab Permissions

In order to define the tab permissions, for each tab and sub-tab, define whether the group will have access to the instance by ticking the respective checkboxes (Figure 31).

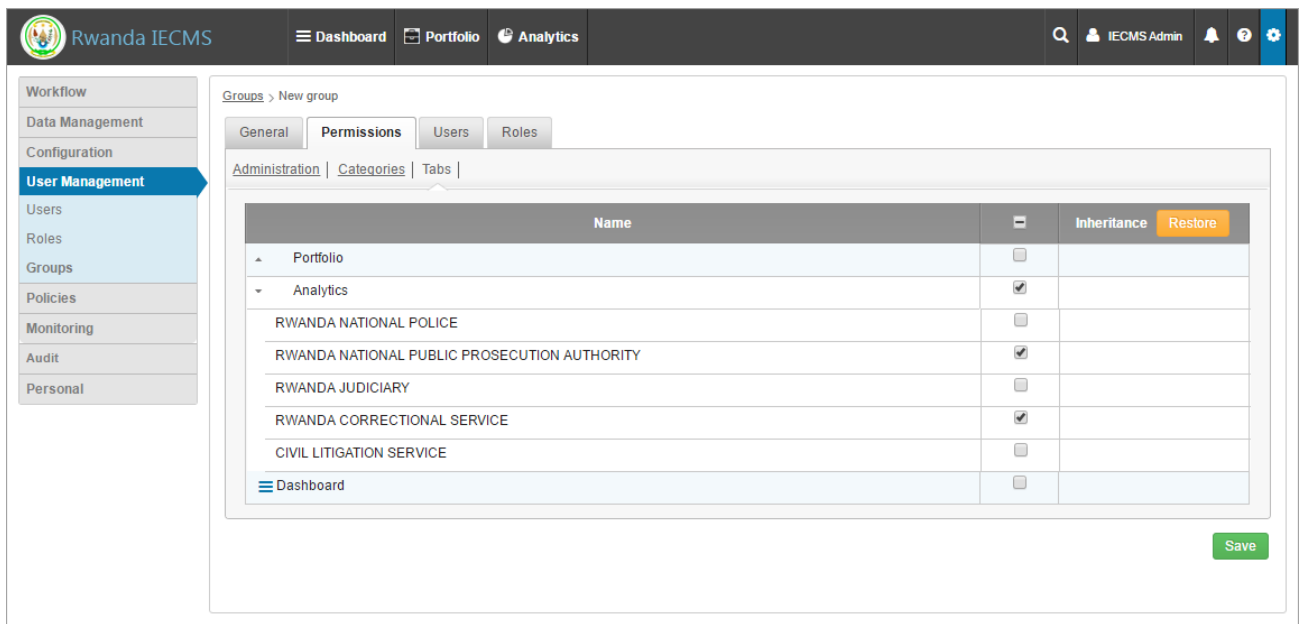




Figure 31: Setting Group Tab Permissions

Setting Advanced Group Permissions for Categories

Some categories (e.g. Indicator, etc.) used in the application can contain sensitive information, so it is essential to set stricter editing and deleting permissions for them to ensure that this information is not compromised. In order to define advanced access permissions for certain categories, you can take advantage of the fine-grained access control that *Rwanda IECMS* provides.

Note: Categories that allow defining advanced access permissions for them are marked with the  icon in the *Advanced* column (Figure 30).

In order to define advanced access permissions for categories, follow the steps below:

1. Click the  icon in the *Advanced* column. A popup window for setting advanced permissions will appear.
2. Specify whether the group members will have the right to administer **All** category items or only a sub-set of them defined according to **Custom** criteria (Figure 32).

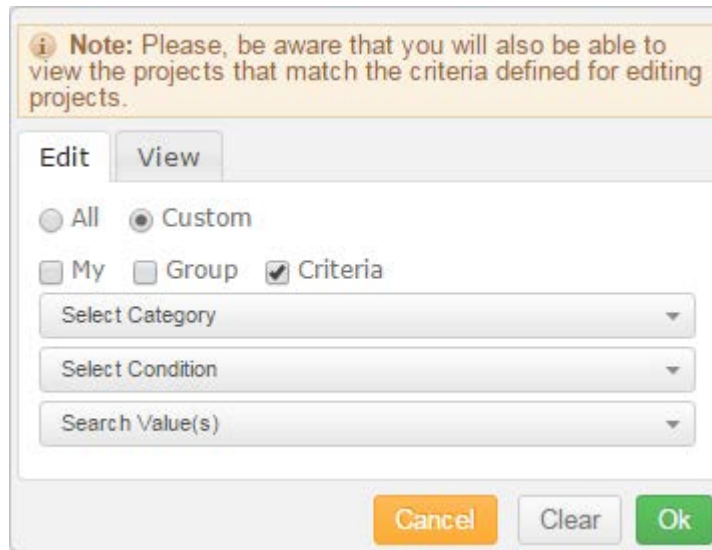


Figure 32: Setting Advanced Group Permissions

3. If the **Custom** option is selected, specify the principle(s) that will be used to define group's permissions to administer (edit or view) category items. These principles are as follows:
 - **My** – group will have editing/deleting permissions over a sub-set of the category items created by the user. This sub-set is comprised by the category items that meet a certain condition.
 - **Group** – group will have editing/deleting permissions over a sub-set of the category items created by its members. This sub-set is comprised by the category items that meet a certain condition.
 - **Criteria** – group will have editing/viewing permissions over a sub-set of all category items recorded in the application. This sub-set is comprised by the category items that meet a certain condition.

Note: You will be able to view the records that match the criteria defined for editing records.
4. Create filtering criteria by selecting the **Category**, **Condition** and **Value** from the respective drop-down lists.
5. Click the **Add Condition** link at the bottom of the screen to define more condition members.
6. Select the operator that will be used to combine the filtering criteria and condition that the category items should meet for the group members to be able to administer them.
7. Click the **View Condition** link and define the condition for the category items by specifying the **Category**, **Condition** and **Search Value** for it.
8. Click the **Ok** button to apply the filtering criteria. Or, click **Cancel** to terminate the operation. Clicking the **Clear** button will remove all conditions created.

Users

In the *Users* tab, you may select the users that will be assigned to the group being created (Figure 33).

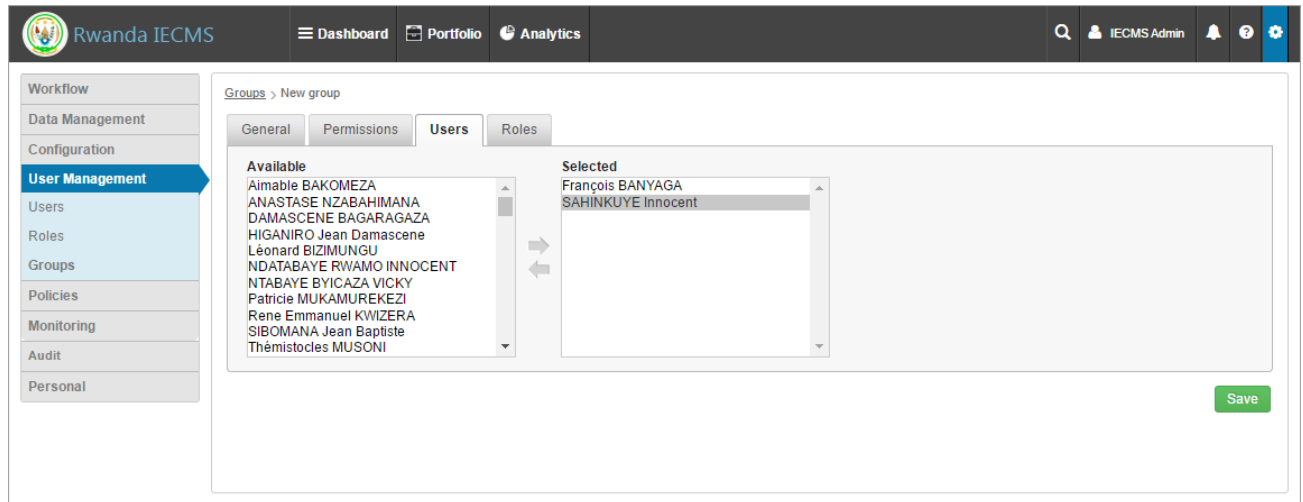


Figure 33: Assigning Users under the Group

In order to assign users to the group, follow the steps below:

1. Indicate the **User** who you want to assign to the group by selecting the appropriate instance in the *Available* list.
2. Click the ➡ (**Move Right**) button. The selected user will appear in the *Selected* list.

In order to remove a user that was assigned to the group, follow the steps below:

1. Select the **User** that you want to remove in the *Selected* list.
2. Click the ⬅ (**Move Left**) button. The selected user will appear in the *Available* list.

Roles

In the *Roles* tab, you may select the roles for the group (Figure 34).

In order to select a role, follow the steps below:

1. Indicate the **Role** that you want to assign to the group by selecting the appropriate instance in the *Available* list.
2. Click the ➡ (**Move Right**) button. The selected role will appear in the *Selected* list.

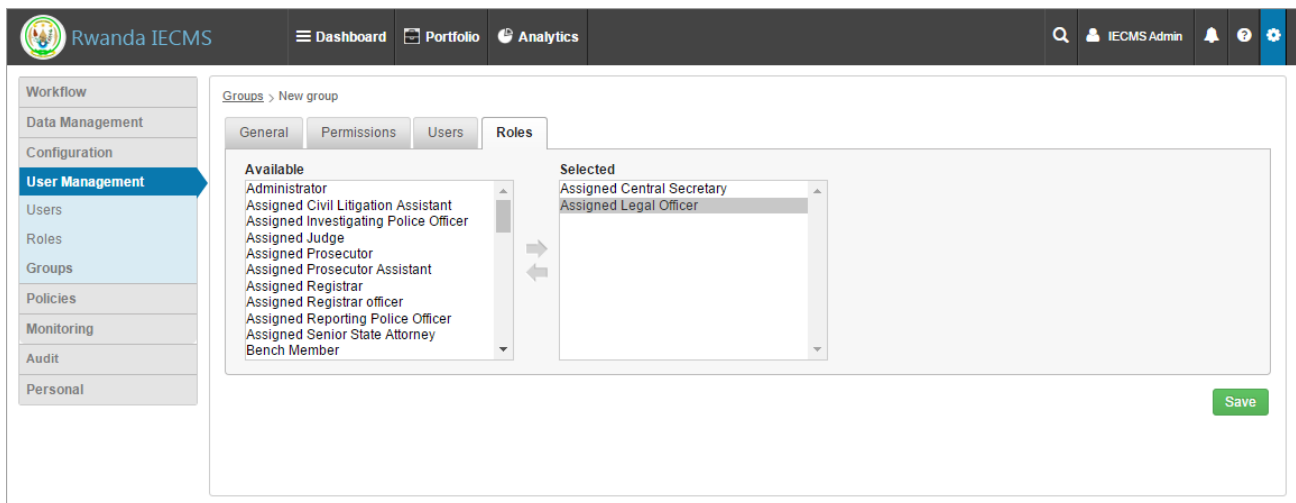


Figure 34: Selecting Roles for the Group

In order to remove a role, follow the steps below:

1. Select the **Role** that you want to remove in the *Selected* list.
2. Click the (**Move Left**) button. The selected role will appear in the *Available* list.

Editing Groups

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

1. Go to **Settings → User Management → Groups...**
2. Click the name of the group that you want to edit. You will be directed to the sub-section where the selected group details will display.
3. Make the appropriate changes in the data displayed.
4. Click the **Save** button to apply the changes made.

Deleting Groups

In order to delete a group, follow the steps below:

1. Go to **Settings → User Management → Groups...**
2. Click the (**Delete**) icon to the left of the group record.
3. Click the **OK** button in the *Confirmation* window to delete the group.

LOGGING OUT

Once you have finished using the *Rwanda IECMS* application, it is necessary to log out. To log out from the application, click your account name in the upper right corner of the application window and then click the **Logout** link.

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 Police Application 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 Legal Entity Form User Manual
- Rwanda IECMS Individual Form User Manual
- Rwanda IECMS Case Processing Workflow User Manual
- Rwanda IECMS Settings Administrator's Guide
- Rwanda IECMS Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide