



Rwanda Integrated Electronic Case Management System

Rwanda IECMS

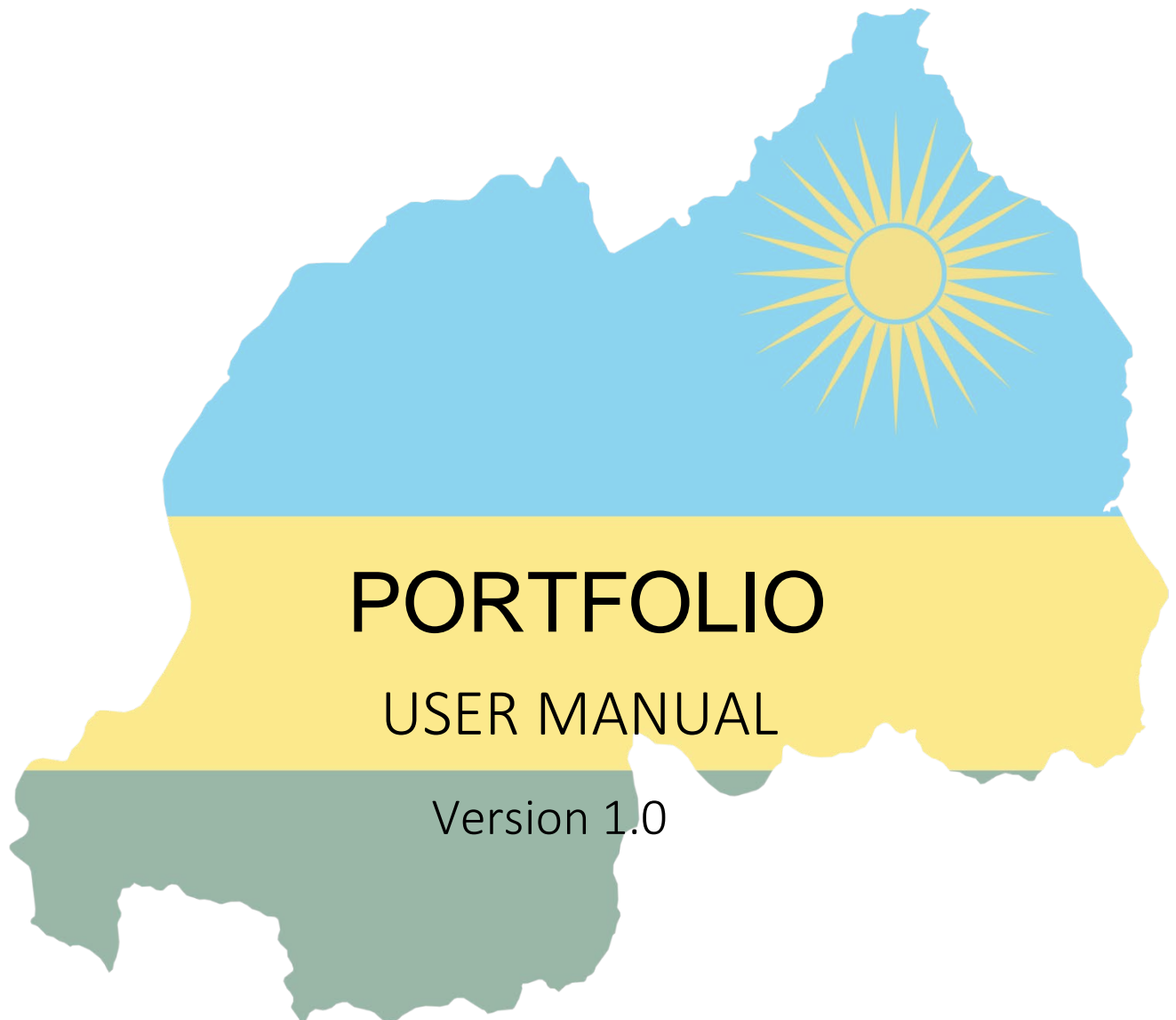


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INTRODUCTION

The purpose of this document is to describe how the *Portfolio* section of the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application functions and to provide the necessary instructions to ensure successful work with the application. 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 (JRLLOS). 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

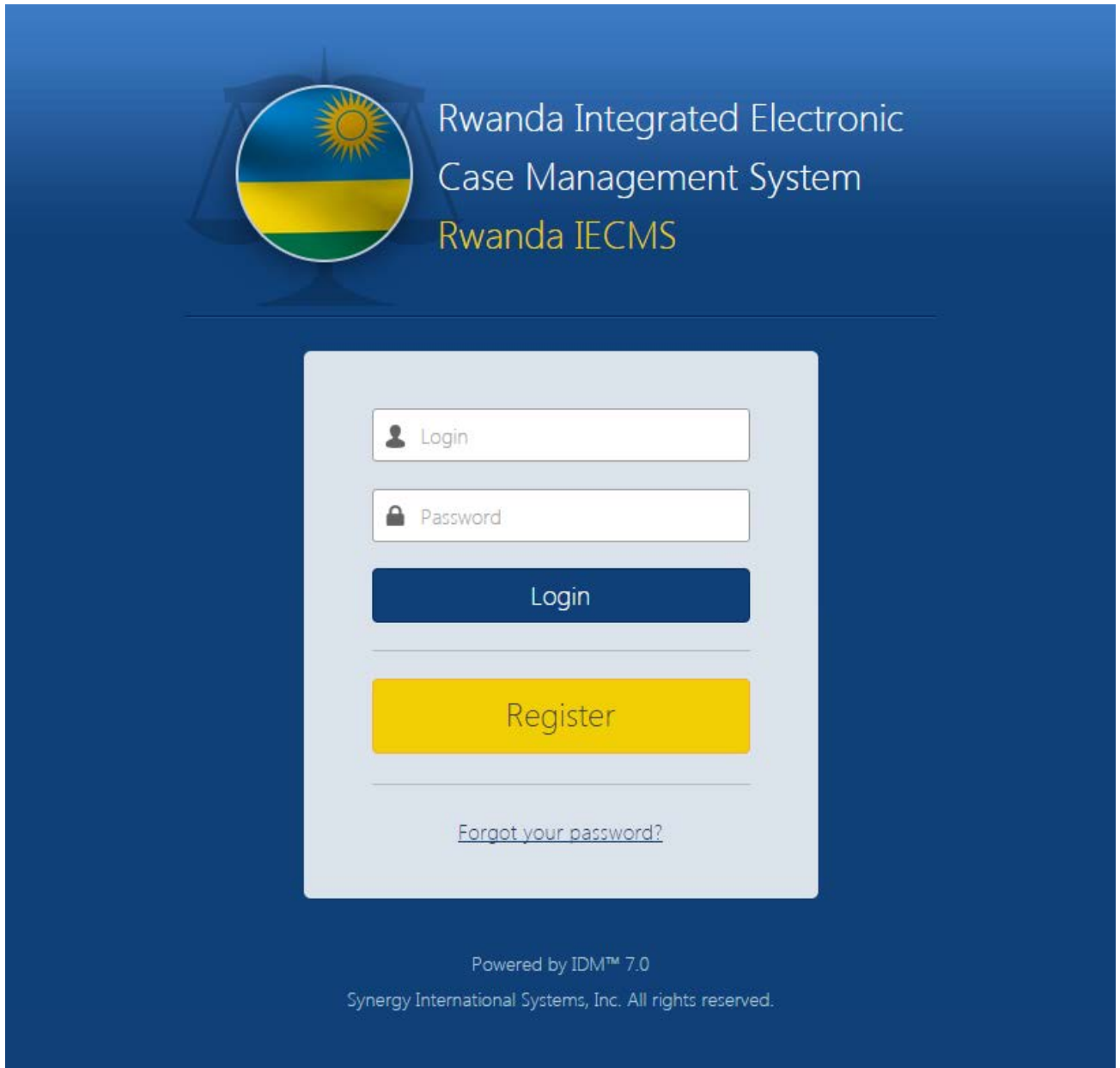
The *Portfolio* section in *Rwanda IECMS* is designed to serve as an information hub for receiving and managing information on the cases that are under trial in different institutions of the justice sector in Rwanda. This way, the information displayed in this section includes the listing of cases under consideration in the Rwanda National Police, Rwanda National Public Prosecution Authority, and other institutions.

Moreover, the *Portfolio* section consolidates and displays user access to the data entry and other actions that the user can perform over the records available to them in this section. Once you have accessed the *Portfolio* section, you can view the data contained in different records, place new complaints, view and process tasks assigned to you, as well as schedule appointments and reminders.

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

RWANDA IECMS LOGIN SCREEN

The starting screen of the *Rwanda IECMS* application is the *Login Screen* (Figure 1). It serves as a gateway to viewing, analyzing, and modifying the data in the application. It ensures high level of security of the sensitive information that the application can contain and prevents it from being compromised as it enables full access to the application data for registered users only.



The login screen features a dark blue background. At the top left, there is a logo consisting of a circular emblem with the Rwandan flag's colors (blue, yellow, and green) and a sunburst, set against a faint silhouette of the Rwandan map. To the right of the logo, the text "Rwanda Integrated Electronic Case Management System" is displayed in white, with "Rwanda IECMS" in yellow below it. In the center, a light blue rectangular box contains the login form. The form includes two input fields: the first is labeled "Login" with a user icon, and the second is labeled "Password" with a lock icon. Below these fields are two buttons: a dark blue "Login" button and a yellow "Register" button. A link labeled "Forgot your password?" is positioned below the "Register" button. At the bottom of the screen, the text "Powered by IDM™ 7.0" and "Synergy International Systems, Inc. All rights reserved." is displayed in white.

Figure 1: Rwanda IECMS Login Screen

Logging into Rwanda IECMS

Users who have already registered for an account for *Rwanda IECMS* will need to log into the application to start using it. To log in, you should validate yourself with the username and password and then click the **Login** button in the *Login Screen* (Figure 1). Please, note that the password is case sensitive.

Note: If you have failed to log in several times, the application will be blocked. Contact your system administrator to unlock your user access. The number of unsuccessful login attempts is defined by the login policies adopted for the application.

Recovering Your Password

The accounts of registered users in *Rwanda IECMS* are password-protected. This means that you need to validate yourself with a username and password every time you log into the application.

If you have forgotten your password, you can retrieve it by clicking the **Forgot your password?** link in the *Login Screen* (Figure 1) and authenticating yourself. After submitting your identity information, your password will be reset and a new password will be sent to the e-mail address associated with your user account.

After you log into the application with the received password, you are recommended to change it. For more details on how you can manage your personal and account information, see [Updating Your Profile](#).

Updating Your Profile

Once logged in, you can manage your personal details, i.e. change the data (e.g. name, password, email, etc.) provided during registration. To edit your personal details, log into the application, go to the *Profile* section (Figure 2) and make the appropriate changes in the data displayed. For more details on how you can access the *Profile* section, see [RWANDA IECMS STRUCTURE](#).

The screenshot displays the 'Profile' section of the Rwanda IECMS application. The sidebar on the left lists various system settings, with 'Personal' and 'Profile' highlighted. The main profile form includes the following fields:

- Name: James
- Last Name: Cameron
- Middle Name: (empty)
- Email: james.cameron@gmail.com
- Id: 8895
- Password: Last modified on 2015-10-28 (with an 'Edit' button)
- Phone: +254 20 6992299
- Fax: +254 20 6992230
- URL: (empty)
- Comments: (empty)

A green 'Save' button is positioned at the bottom right of the profile form.

Figure 2: Profile Section

Registering for an Account

Rwanda IECMS has been established as a centralized platform for justice-related government institutions in Rwanda with the main objective to strengthen the rule of law, ensure accountable governance, and a culture of peace. Another objective that the application strives to achieve is stronger coordination and better efficiency in the planning and implementation of the justice sector activities and service delivery to citizens.

To fulfil this aim, the application has been designed to provide access to its resources to a wide range of users, including justice sector service men and women, as well as the Rwandan citizens. However, before litigants and justice sector institutions can gain access to the system, they need to register for a personal account to be able to access the application resources.

In order to register in the system, follow the steps below:

1. Click the **Register** button in the *Login Screen*. A *User Registration Form* appears (Figure 3).
2. Fill in the information requested.
3. Click the **Create account** button to submit the inserted information.

User Registration: Step 1 of 2

Please fill in the form below to create an account


Name <input type="text" value="Pascal"/>	Last Name <input type="text" value="Bizimungu"/>
Username <input type="text" value="Pascal Bizimungu"/>	Password <input type="password" value="....."/>
Email <input type="text" value="Pascal_Bizimungu@gmail.com"/>	Address <input type="text" value="B.P. 381 Kigali, Rwanda"/>
Enter security code <div style="display: flex; align-items: center;"> <input type="text" value="1mnd93"/> <div style="margin-left: 10px;">  </div> </div>	
Id <input type="text" value="003"/>	
Type a security question <input type="text" value="What is your favorite color?"/>	Answer <input type="text" value="Green"/>

Figure 3: User Registration Form

Once you submit the registration form, the *Rwanda IECMS* administrator receives a notification. The administrator will review the information submitted and either approve the application or reject it.

In case your application is approved, you will receive an e-mail message to the electronic account provided during registration. The e-mail will contain your login information details (username and automatically generated password).

RWANDA IECMS STRUCTURE

Rwanda IECMS consists of the following main sections:

- **Dashboard** – is used to support informed and strategic decision-making through creation of executive dashboards for data reporting and analyses. For more details, see the *Rwanda IECMS Dashboard User Manual* in [REFERENCES](#).
- **Portfolio** – is dedicated to consolidating user access to data entry and other actions and serves as the main information hub for the *Rwanda IECMS* datasets. For more details, see [PORTFOLIO SECTION](#).
- **Analytics** – contains analytical tools that can be used to analyze data in various ways, reflecting the variety of data tracking needs of the project, as well as tools for custom querying, sorting, and filtering of the data by any combination of variables. For more details, see the *Rwanda IECMS Analytical Interface User Manual* in [REFERENCES](#).

The *Rwanda IECMS Portfolio* section window preview is shown in Figure 4.

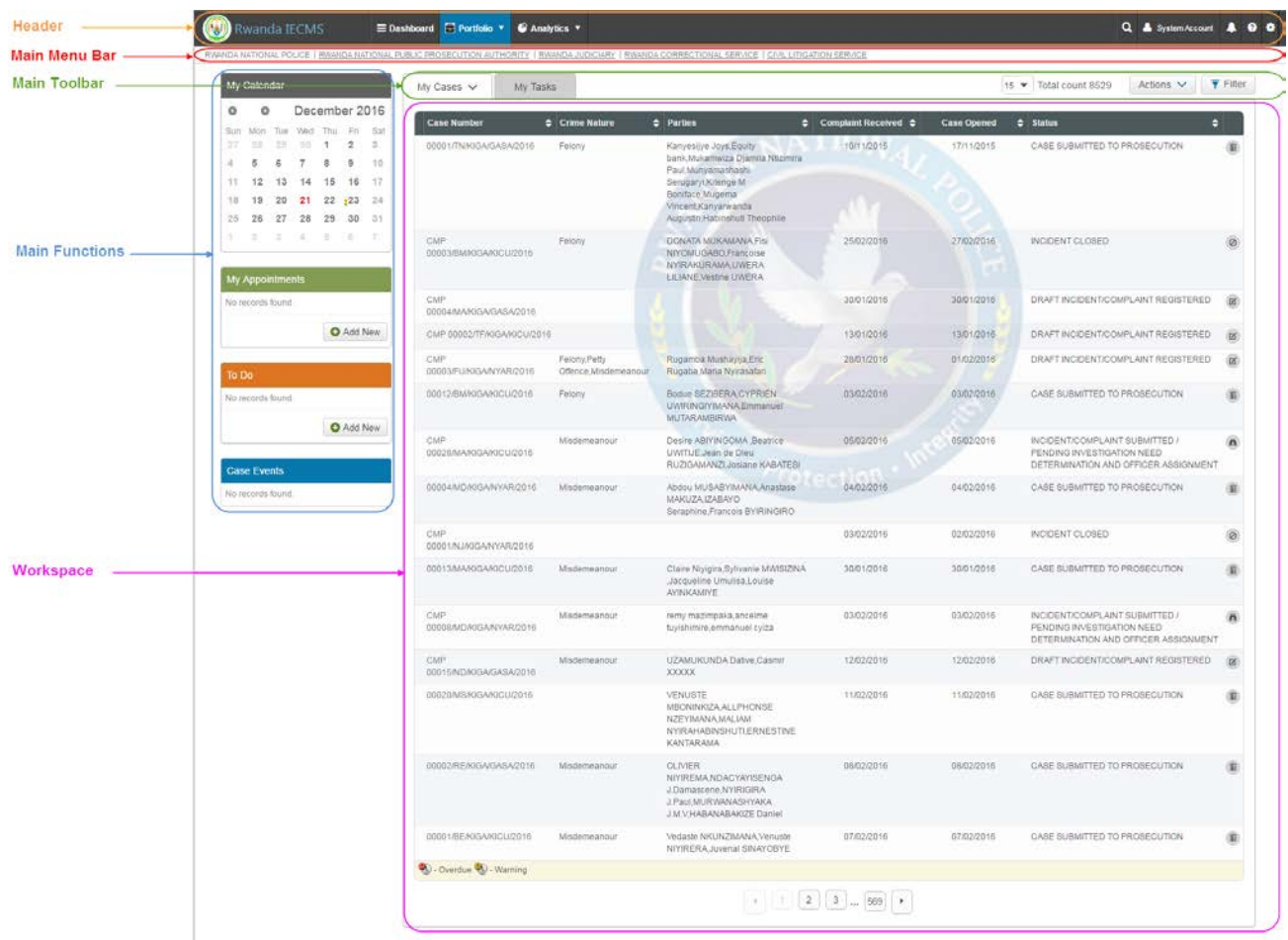


Figure 4: Portfolio Section Structure

It contains the following components:

Component Name	Description
Header	<p>This is the application header that contains the application name and logo. On the right side, the following options are available:</p> <ul style="list-style-type: none"> Search – contains a search mechanism intended for locating documents within the integrated content. For more details, see the <i>Rwanda IECMS Analytical Interface User Manual</i> in REFERENCES. User Name – the name of the user logged in <i>Rwanda IECMS</i>.

	<ul style="list-style-type: none"> ○ My Profile – this opens your personal settings and details. For more details, see Updating Your Profile. ○ Logout – this button is used to log off the application. • Notifications - this contains user related system notifications. For more details, see the <i>Rwanda IECMS Analytical Interface User Manual</i> in REFERENCES. • Help Icon – this contains a menu of system help items. <ul style="list-style-type: none"> ○ Contact Support – sends an email to the Support team. ○ About – provides a short overview of the technologies underlying <i>Rwanda IECMS</i>. ○ Help – opens the listing of all user manuals available in the system in the PDF format, as well as other help options available in the system. • Settings – opens the administrator’s tools present in <i>Rwanda IECMS</i>. <p>The following tabs are available here:</p> <ul style="list-style-type: none"> • Dashboard – opens the <i>Dashboard</i> section to manage the executive dashboards stored in the application. For more details, see the <i>Rwanda IECMS Dashboard User Manual</i> REFERENCES. • Portfolio – serves as a main information hub for <i>Rwanda IECMS</i> datasets. For more details, see the PORTFOLIO SECTION. • Analytics – gives access to the reporting tools present in <i>Rwanda IECMS</i>. For more details, see the <i>Rwanda IECMS Analytical Interface User Manual</i> in REFERENCES.
Main Menu Bar	<p>This menu is used to display the different dataset that <i>Rwanda IECMS</i> supports. The following options are available:</p> <ul style="list-style-type: none"> • Rwanda National Police – to manage police cases. • Rwanda National Public Prosecution Authority – to manage prosecution cases.

	<ul style="list-style-type: none"> • Rwanda Judiciary – to manage court cases. • Rwanda Correctional Service – to manage correctional cases. • Civil Litigation Service – to manage civil litigation cases.
Main Toolbar	<p>This is the main toolbar of <i>Rwanda IECMS</i>. The following main functions are available here:</p> <ul style="list-style-type: none"> • My (Established) Cases – opens the list of the user specific cases / complaints. • My Tasks – opens the list of the user specific tasks. • Number of Entries – allows defining the number of entries to display per page. • Actions – this contains a menu of actions that can be performed over the dataset items in the selected tab of the <i>Portfolio</i> section. <ul style="list-style-type: none"> ○ New [Dataset] Case – opens a data entry form to fill in and create a new case for the selected dataset. ○ Search by QR Code – opens a window to search for a case using its specific QR code. • Filter – contains filtering options present in this section. For more details, see FILTERING IN PORTFOLIO.
Main Functions	<p>This frame is used to manage the appointments, tasks, and case events related to the given user.</p> <ul style="list-style-type: none"> • My Calendar – displays the appointments / tasks / cases initiated by or assigned to the current user. For more details, see My Calendar. • My Appointments – allows creating new appointments and viewing / editing the existing ones. • To Do – allows creating new to-do items and viewing / editing the existing ones. • Case Events – allows viewing the case events the user is involved in.

Workspace

In this frame, the *Portfolio* section is managed. Here are filtering results displayed.

PORTFOLIO SECTION

In the *Portfolio* section of the *Rwanda IECMS* application (Figure 5), you can make use of a personal worksite, designed for you to have a central place to view and manage your content, i.e. cases and complaints you have permissions to manage, tasks assigned to you, as well as case events, appointments, etc. that you are scheduled to attend. The content of this section is live content, generated specifically for each user that is logged in and is determined by the user permissions.

The screenshot shows the 'Portfolio' section of the Rwanda IECMS application. The interface includes a sidebar with navigation options: 'My Calendar', 'My Appointments', 'To Do', and 'Case Events'. The main content area displays a table of cases under the 'My Cases' tab. The table has columns for Case Number, Crime Nature, Parties, Complaint Received, Case Opened, and Status. A large watermark of the Rwanda National Police seal is overlaid on the table.

Case Number	Crime Nature	Parties	Complaint Received	Case Opened	Status
00001/TK/KIG/GASA/2016	Felony	Kanyesigye Joris Equity bank Mukamaliza Djemila Ntuzimira Paul Mufyanaatibashi Serugari (Kifenge) M. Boniface Mugema Vincent Kanyarwanda Augustin Habishuti Theophile	10/11/2016	17/11/2016	CASE SUBMITTED TO PROSECUTION
CMP 00003/BM/KIG/KICU/2016	Felony	DONATA MUKAMANA Fisi NIYOMUGABO Furiwose NYIRAKURAMA UWERA LILIANE Vindine UWERA	25/02/2016	27/02/2016	INCIDENT CLOSED
CMP 00004/MA/KIG/GASA/2016			30/01/2016	30/01/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00002/TF/KIG/KICU/2016			13/01/2016	13/01/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00003/FU/KIG/ANYAR/2016	Felony Petty Offence, Misdemeanour	Rugamba Mukanyisa Eric Rugaba Mana Nyirasaftan	28/01/2016	01/02/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
00012/BM/KIG/KICU/2016	Felony	Bodie SEZIBERA, CYPRIEN UWIRINGIYIMANA, Emmanuel MUTARANGIRWA	03/02/2016	03/02/2016	CASE SUBMITTED TO PROSECUTION
CMP 00026/MA/KIG/KICU/2016	Misdemeanour	Desire ADYINGOMA, Beatrice UWITUE, Jean de Dieu RUZIGAMANZI, Josiane KABATESE	05/02/2016	05/02/2016	INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT
00004/MD/KIG/ANYAR/2016	Misdemeanour	Abdou MUSABYIMANA Anasasse MAKUZAZABAYO Seraphine Francois BYIRINGIRO	04/02/2016	04/02/2016	CASE SUBMITTED TO PROSECUTION
CMP 00001/NJ/KIG/ANYAR/2016			03/02/2016	02/02/2016	INCIDENT CLOSED
00013/MA/KIG/KICU/2016	Misdemeanour	Claire Niyigira, Sylviane MWISIZINA Jacqueline Umulisa, Louise ATINKAMIYE	30/01/2016	30/01/2016	CASE SUBMITTED TO PROSECUTION
CMP 00006/MD/KIG/ANYAR/2016	Misdemeanour	remy mazimpaka, ancelime tuyishimire, emmanuel cyiza	03/02/2016	03/02/2016	INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT
CMP 00015/ND/KIG/GASA/2016	Misdemeanour	UZAMUKUNDA Dative, Casimir XXXXX	12/02/2016	12/02/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
00020/MS/KIG/KICU/2016		VENUSTE MBOINKIZA, ALLPHONSE NZEYIMANA, MALIAM NYIRAHABISHUTI, ERNESTINE KANTARAMA	11/02/2016	11/02/2016	CASE SUBMITTED TO PROSECUTION
00002/RE/KIG/GASA/2016	Misdemeanour	OLIVER NIYIREMA, NDACYAYISENGA J Dumaseme NYIRORIRA J Paul MURWANASHYAKA J.M.Y HABANABAKIZE Daniel	06/02/2016	06/02/2016	CASE SUBMITTED TO PROSECUTION
00001/BE/KIG/KICU/2016	Misdemeanour	Vedaste NKUNZIMANA, Venuste NIYIRERA Juvenal SINAYOBYE	07/02/2016	07/02/2016	CASE SUBMITTED TO PROSECUTION

Figure 5: Portfolio Section

In the *Portfolio* section, you can take advantage of this personal workspace to view the list of all cases, tasks, to-do lists, etc. available to you, unified in a single area.

The chapters below provide detailed instruction on what actions you can perform over the records listed in the *Portfolio* section.

WORKING IN THE PORTFOLIO SECTION

This chapter will describe what mechanisms for locating and organizing records the *Portfolio* section is incorporated with. More specifically, it will describe how you can manage the justice sector cases available to you, search for case records using the case QR code, etc.

Accessing the Portfolio Section

To access the *Portfolio* section, click the **Portfolio** tab in the *Rwanda IECMS* header. You will be navigated to the *Portfolio* section (Figure 5). The list of all dataset items (cases for Rwanda National Police, Rwanda Judiciary, civil litigation cases, etc.) that you have permissions to manage will be displayed on the screen.

Note: Access permissions and actions in *Portfolio* are based on the user (whether the user has created the record) or user's group (whether someone from the group the user belongs to has created the record) rights.

Accessing Portfolio Sub-sections

The *Portfolio* section consists of the following sub-sections (Figure 5):

- **Rwanda National Police** – this sub-section is used to view and manage the cases recorded in 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. For more details see [MANAGING RNP CASES](#).
- **Rwanda National Public Prosecution Authority** – this sub-section is used to view and manage the cases recorded in all NPPA institutions at different organizational levels, including the NPPA Headquarters with all its units and Decentralized NPPA offices (both intermediate and primary). For more details on how to deal with records listed in this sub-section, see [MANAGING RNPPA CASES](#).
- **Rwanda Judiciary** – this sub-section is used to view and manage the cases recorded in court institutions of all levels, including Commercial High Court, High Court Kigali, Supreme

Court of Rwanda, etc. For more details on how to deal with records listed in this sub-section, see [MANAGING RWANDA JUDICIARY CASES](#).

- **Rwanda Correctional Service** – this sub-section is used to view and manage the cases recorded in the correctional institutions of all levels and ranks. For more details on how to deal with records listed in this sub-section, see [MANAGING RCS CASES](#).
- **Civil Litigation Service** – this sub-section is used to view and manage the cases covering legal disputes between governmental entities and other parties that seek money damages or specific performance rather than criminal sanctions. For more details on how to deal with records listed in this sub-section, see [MANAGING CLS CASES](#).

To access any of the sub-sections listed above, you will need to click the respective tab in the *Main Menu Bar* of the system (see [RWANDA IECMS STRUCTURE](#)). Please, note that depending on the permissions you have, you may have access only to a specific sub-section in the *Portfolio* section. The access permissions to different sub-sections in the *Portfolio* section, as well as permissions to add and edit appointments and reminders are granted and managed in the *Settings* section of the *Rwanda IECMS* application (see the *Rwanda IECMS Settings Administrator's Guide* in [REFERENCES](#)).

Each of the sections listed above provides information about a particular justice sector institution, as well as their cases and tasks recorded in the system. Moreover, here you can view the details of appointments and work tasks assigned to you; view your schedule on a calendar (see [My Calendar](#)); create your own appointment and work task lists in the [My Appointments](#) and [To Do Items](#) sections respectively (Figure 5).

My Calendar

The *Rwanda IECMS* application comes enhanced with a comprehensive calendar control that apart from providing the common feature of navigating to a specific date, also offers additional features, such as handling and scheduling appointments and work tasks assigned to you.

My Calendar offers a facility for easy and quick searching among all events - appointments and work tasks - displayed and managed in this section. This way, the user logged into the system can view key calendar events that they are expected or scheduled to attend.

The screenshot displays the Rwanda IECMS Portfolio interface. On the left, the 'My Calendar' section for December 2016 is highlighted with a red box. It includes a calendar grid, 'My Appointments' (No records found), 'To Do' (No records found), and 'Case Events' (No records found). The main area shows a list of cases with columns: Case Number, Crime Nature, Parties, Complaint Received, Case Opened, and Status. A large watermark of the Rwanda National Police seal is overlaid on the case list.

Case Number	Crime Nature	Parties	Complaint Received	Case Opened	Status
00001/TN/KIG/GASA/2016	Felony	Kanyesigye Joyce/Equity bank, Mukamaliza Djamila Ntuzimira Paul, Muryamashashi Serugari/Kirenge M Boniface Mugema Vincent/Kanyarwanda Augustin/Habishuti Theophile	10/11/2015	17/11/2015	CASE SUBMITTED TO PROSECUTION
CMP 00003/BM/KIG/KICU/2016	Felony	DONATA MUKAMANA Fisi NIYOMUGABO, Françoise NYIRAKURAMA, UWERA LELIANE, Veronique UWERA	25/02/2016	27/02/2016	INCIDENT CLOSED
CMP 00004/MA/KIG/GASA/2016			30/01/2016	30/01/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00002/TF/KIG/KICU/2016			13/01/2016	13/01/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00003/FU/KIG/ANYAR/2016	Felony, Petty Offence, Misdemeanour	Rugamba Muthayya, Eric Rugaba, Mana Nyirasantan	28/01/2016	01/02/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
00012/BM/KIG/KICU/2016	Felony	Bodue SEZIBERA, CYPRIEN UWIRINGIRIMANA, Emmanuel MUTARABIRWA	03/02/2016	03/02/2016	CASE SUBMITTED TO PROSECUTION
CMP 00026/MA/KIG/KICU/2016	Misdemeanour	Desire ABIYINGOMA, Beatrice UWITUE, Jean de Dieu RUZIGAMANZI, Josiane KABATESI	05/02/2016	05/02/2016	INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT
00004/MD/KIG/ANYAR/2016	Misdemeanour	Abdou MUSABYIMANA, Anastase MAKUZA, IZABAYO Seraphine, Francois BYIRIKOIRO	04/02/2016	04/02/2016	CASE SUBMITTED TO PROSECUTION
CMP 00001/NU/KIG/ANYAR/2016			03/02/2016	02/02/2016	INCIDENT CLOSED
00013/MA/KIG/KICU/2016	Misdemeanour	Claire Nyigira, Sylviane MWISUZINA, Jacqueline Umulisa, Louise AYINKAMYE	30/01/2016	30/01/2016	CASE SUBMITTED TO PROSECUTION
CMP 00008/MD/KIG/ANYAR/2016	Misdemeanour	remy mazimpaka, ancelime tuyishimire, emmanuel cyiza	03/02/2016	03/02/2016	INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT
CMP 00015/ND/KIG/GASA/2016	Misdemeanour	UZAMUKUNDA Dative, Casimir XXXXX	12/02/2016	12/02/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
00020/MS/KIG/KICU/2016		VENUSTE MBONINKIZA, ALLPHONSE NZEYIMANA, MALIAM NYIRAHABISHUTI, ERNESTINE KANTARAMA	11/02/2016	11/02/2016	CASE SUBMITTED TO PROSECUTION
00002/RE/KIG/GASA/2016	Misdemeanour	OLIVIER NIYIREMA, NDACYA YISENGA, J Damascene NYIRIGIRA, J Paul, MURWANASHYAKA, J.M.V/HABANABAKIZE Daniel	06/02/2016	06/02/2016	CASE SUBMITTED TO PROSECUTION
00001/BE/KIG/KICU/2016	Misdemeanour	Yedaste NKUNZIMANA, Venuste NIYIRERA, Juvenal SINAYOBYE	07/02/2016	07/02/2016	CASE SUBMITTED TO PROSECUTION

Figure 6: My Calendar in Portfolio

Users of *Rwanda IECMS* can use the *My Calendar* section to display the following:

- **Display and select dates:** The section displays a calendar through which users can move to any day in any year. Selecting a specific day in a calendar causes the selected date to be highlighted. Optionally, users can move to arbitrary dates by clicking a day or moving from month to month.
- **Display appointments or other information in a calendar grid:** The *My Calendar* section displays specific details for individual days, such as appointments, to do items, and case events. Clicking the date on the calendar displays the information provided for the selected date. This may include appointments to be held, tasks/duties to be performed or case hearings scheduled for

the selected day. For better visualization, each of these events is represented with a square of its own color on the calendar date when they are supposed to commence or take place. This way, newly added appointments / to do items will be marked with green and orange squares, respectively, while the case events will be marked with blue squares.

In the *My Calendar* section, you can view your working schedule on the calendar and all the important information to be used for better and efficient management of the system (Figure 6). Click the date on the calendar to see the events scheduled for the date - appointments to be held (see [My Appointments](#)), to do items to be performed (see [To Do Items](#)) or case hearings scheduled to take place on the selected date (see [Case Events](#)).

My Appointments

The *Portfolio* section of the *Rwanda IECMS* application provides you with a possibility of creating your own list of appointments. This chapter outlines how to view, add, edit, and delete appointments.

Adding a New Appointment / To Do Item

In order to add a new appointment / to do item from the *Portfolio* section, follow the steps below:

1. Click the **Add New** link in the *My Appointments / To Do* section (Figure 7). A *My Appointments / To Do* form will open (Figure 8).

Rwanda IECMS

Dashboard Portfolio Analytics

RWANDA NATIONAL POLICE | RWANDA NATIONAL PUBLIC PROSECUTION AUTHORITY | RWANDA JUDICIARY | RWANDA CORRECTIONAL SERVICE | CIVIL LITIGATION SERVICE

My Calendar

December 2016

My Appointments

No records found.

Add New

To Do

No records found.

Add New

Case Events

No records found.

My Cases

My Tasks

15 Total count 8529 Actions Filter

Case Number	Crime Nature	Parties	Complaint Received	Case Opened	Status
00001/TN/KIGAGASA/2016	Felony	Kanyesigye Joys/Equity/ bank Mukameleca Djamila Ntuzimira Paul Muhyamaashashi Serugari/Kitenge M Boniface Mugema Vincent/Kanyarwanda Augustin/Habishuti Theophile	10/11/2015	17/11/2015	CASE SUBMITTED TO PROSECUTION
CMP 00003/BM/KIGAKICU/2016	Felony	DONATA MUKAMANA Fisi NIYOMUGABO, Françoise NYIRAKURAMA, UWERA LILIANE, Vestine UWERA	25/02/2016	27/02/2016	INCIDENT CLOSED
CMP 00004/MA/KIGAGASA/2016			30/01/2016	30/01/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00002/TF/KIGAKICU/2016			13/01/2016	13/01/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00003/FU/KIGANYAR/2016	Felony, Petty Offence, Misdemeanour	Rugamba Mushyisa, Eric Rugaba, Mana Nyirasantan	28/01/2016	01/02/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
00012/BM/KIGAKICU/2016	Felony	Bodue SEZIBERA, CYPRIEN UWIRINGIYIMANA, Emmanuel MUTARABIRWA	03/02/2016	03/02/2016	CASE SUBMITTED TO PROSECUTION
CMP 00026/MA/KIGAKICU/2016	Misdemeanour	Desire ABIYINGOMA, Beatrice UWITU, Jean de Dieu RUZIGAMANZI, Josiane KABATESI	05/02/2016	05/02/2016	INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT
00004/MD/KIGANYAR/2016	Misdemeanour	Abdou MUSABYIMANA, Anastase MAKUZA, IZABAYO Seraphine, Francois BYIRIKIRO	04/02/2016	04/02/2016	CASE SUBMITTED TO PROSECUTION
CMP 00001/NU/KIGANYAR/2016			03/02/2016	02/02/2016	INCIDENT CLOSED
00013/MA/KIGAKICU/2016	Misdemeanour	Claire Niyigira, Sylviane MWISUZINA, Jacqueline Umulisa, Louise AYINKAMYE	30/01/2016	30/01/2016	CASE SUBMITTED TO PROSECUTION
CMP 00008/MD/KIGANYAR/2016	Misdemeanour	remy mazimpaka, ancelime tuyishimire, emmanuel cyiza	03/02/2016	03/02/2016	INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT
CMP 00015/ND/KIGAGASA/2016	Misdemeanour	UZAMUKUNDA Dative, Casimir XXXXX	12/02/2016	12/02/2016	DRAFT INCIDENT/COMPLAINT REGISTERED
00020/MS/KIGAKICU/2016		VENUSTE MBONINKIZA, ALLPHONSE NZEYIMANA, MALIAM NYIRAHABINSHUTI, ERNESTINE KANTARAMA	11/02/2016	11/02/2016	CASE SUBMITTED TO PROSECUTION
00002/RE/KIGAGASA/2016	Misdemeanour	OLIVIER NIYIREMA, NDACYA VISENGA, J Damascene NYIRIGIRA, J Paul MURWANASHYAKA, J.M.V HABANABAKIZE Daniel	08/02/2016	08/02/2016	CASE SUBMITTED TO PROSECUTION
00001/BE/KIGAKICU/2016	Misdemeanour	Yedaste NKUNZIMANA, Venuste NIYIRERA, Juvenal SINAYOBYE	07/02/2016	07/02/2016	CASE SUBMITTED TO PROSECUTION

Overdue Warning

1 2 3 ... 569

Figure 7: My Appointments in Portfolio

My Appointments ✕

* - Required fields

General | Recurrence

Subject *
Meeting 2

Location
Court No 22

Priority
High ▼

Start Date *
26/12/2016 11:30 📅

End Date
26/12/2016 12:30 📅

Description
To specify the next hearing

Name	Institution	Address
NYIRABAGANDE Speciose	JDC	SUPREME COURT

Add Attendee

Cancel **Ok**

Figure 8: My Appointments Form: General Section

- Provide the general information about the appointment / to do item as described in the table below:

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

Field Name	Description
Subject	Provide a one-line synopsis of the purpose that the appointment / to do item has. <i>This field is mandatory.</i>

Location	Specify the venue of the appointment / to do item.
Priority	<p>Indicate the Priority of the appointment / to do item. The following options are available:</p> <ul style="list-style-type: none"> • Low • Normal • High • Urgent
Start Date	Specify the date and time when the appointment / to do item is supposed to begin. <i>This field is mandatory.</i> A calendar popup is available for the date input, see Figure 9: Calendar .
End Date	Specify the date and time when the appointment / to do item is supposed to end. A calendar popup is available for the date input, see Figure 9: Calendar .
Description	Enter the appointment / to do item Description .
Attendees	Select the Attendees of the appointment / to do item. For more details, see Managing Attendees .

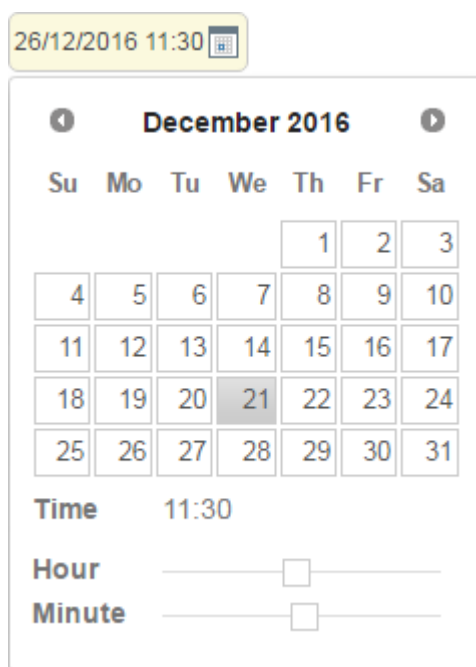


Figure 9: Calendar

My Appointments ✕

* - Required fields

General **Recurrence**

☐ One Time
 ☒ Daily
 ☐ Weekly
 ☐ Yearly

☐ No End Date
 ☐ End After Occurrences
 ☒ End By

Cancel Ok

Figure 10: My Appointments Form: Recurrence Section

- Provide the recurrence information about the appointment as described in the table below (Figure 10):

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

Field Name	Description
Appointment Recurrence	Specify the appointment recurrence. The following options are available: <ul style="list-style-type: none"> One Time Daily Weekly Yearly
Appointment End Information	Specify when the appointment is supposed to end. The following options are available: <ul style="list-style-type: none"> No end date

- End after (a number of) occurrences
- End by (date)


A calendar popup is available for the date input, see [Figure 9: Calendar](#).

Note: This field appears if you choose *One Time / Weekly / Yearly* option in the *Appointment Recurrence* field.

4. Click the **Ok** button to save the information input and return to the [PORTFOLIO SECTION](#).


Editing Appointment / To Do Item Details

In order to edit the information provided for an appointment / to do item, follow the steps below:

1. Click the date on the calendar to see the appointments / to do items scheduled for the selected date.
2. Click the  icon to the right of the selected record and select the **Edit** option. You will be directed to the appointment / to do item form where the information provided for the selected record will be displayed.
3. Make the appropriate changes.
4. Click the **Ok** button to save the changes made and return to the [PORTFOLIO SECTION](#).


Viewing Appointment / To Do Item Details

In order to review the information provided for an appointment / to do item, follow the steps below:

1. Click the date on the calendar to see the appointments / to do items scheduled for the selected date.
2. Click the  (**View**) icon to the right of the selected record. This will open the appointment / to do item details window.

Deleting Appointments / To Do Items

In order to delete an existing appointment / to do item, follow the steps below:

1. Click the date on the calendar to see the appointments / to do items scheduled for the selected date.
2. Click the  icon to the right of the selected record and select the **Delete** option.

Managing Attendees

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

Adding an Attendee

In order to add an attendee, follow the steps below:

1. Click the **Add Attendee** button in the *General* section of the *My Appointments / To Do* form (Figure 8). An *Add Attendee* form will open (Figure 11).
2. Locate the person you want to add an appointment / to do item to. This can be done by using the search mechanism the *My Appointments / To Do* form is equipped with. To find a person, create filtering criteria that will be used to find and display all personal records that match the selection. The following criteria are available:
 - Institution
 - Level
 - Institution Office
 - Responsible Role

Note: Selection of an institution will filter the lists in the *Institution Office* and *Level* fields and display only those instances that are related to the selection. In the same way, selection of an institution office will filter the list in the *Responsible Role* field. 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 personal records matching the criteria will be displayed in the *Attendees* table below
5. Select an attendee to add to the *My Appointments / To Do* form by ticking the checkbox to the left of the record.
6. Click the **Ok** button. The selected record will be added to the *Attendees* table of the *My Appointments / To Do* form.

Add Attendee

Institution

Court

Level

Supreme Court Level

Institution Office

SUPREME COURT

Responsible Role

Judge

Search for

Search

	Name	Role	Institution	Level	Institution Address
<input type="checkbox"/>	Sam Rugege	Judge	JDC	Supreme Court Level	SUPREME COURT
<input type="checkbox"/>	MUNYANGERI N INNOCENT	Judge	JDC	Supreme Court Level	SUPREME COURT
<input checked="" type="checkbox"/>	NYIRABAGANDE Speciose	Judge	JDC	Supreme Court Level	SUPREME COURT
<input type="checkbox"/>	HATANGIMBABAZI Fabien	Judge	JDC	Supreme Court Level	SUPREME COURT
<input type="checkbox"/>	MUTASHYA Jean Baptiste	Judge	JDC	Supreme Court Level	SUPREME COURT

(1 of 5)

1

2

3

4

5





Cancel

Ok


Figure 11: Selecting an Attendee

Browsing among Attendee Records

In order to ensure fast page loading, the *Attendees* 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 *Attendees* 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 Attendee Records

To remove an attendee record, click the  (Remove) button to the left of the record.

To Do Items

The *Portfolio* section of the *Rwanda IECMS* application provides you with the possibility of creating your own to do list.

For more details on how to add, edit, and delete to do items, see [My Appointments](#).

Case Events

The *Portfolio* section of the *Rwanda IECMS* application provides you with the possibility of viewing the list of cases assigned to you and scheduled to have hearings on a specific date (Figure 12). Here, the system presents case events that the current user has been scheduled to attend and related to the cases entered into the system throughout the pre-defined case procedures. When clicking a particular date in the calendar control, all case events that have a start date equal to the selected date will appear in this list.

The screenshot shows the 'Portfolio' section of the Rwanda IECMS application. The sidebar on the left contains four sections: 'My Calendar' (showing a calendar for December 2016), 'My Appointments' (no records found), 'To Do' (no records found), and 'Case Events' (highlighted with a red box, showing 'PST 00068/2016/TB/KCY H...'). The main content area is titled 'My Court Cases' and displays a table of case events. The table has the following columns: Case Number, Case Parties, Submission Date, Registration Date, and Status. The table lists 15 cases, mostly with a status of 'CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE' or 'CASE FINALISED PENDING CLOSURE'. A pagination bar at the bottom shows 115 items.

Case Number	Case Parties	Submission Date	Registration Date	Status
PST 00045/2016/TB/KCY	NPPA, Bosco Mpabanyanga	20/01/2016 11:10		CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE
PST 00084/2016/TB/KCY	NPPA, Jean Claude Nsabimana	26/01/2016 14:42		CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE
PST RC 00043/2016/TB/KCY	NIYIBIZI Felix	20/01/2016 10:44	20/01/2016	CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE
PST RC 00051/2016/TB/KCY	KAMAYIRESE PROVIDENCE, NYIRABAGWIZA LIBER	20/01/2016 16:02	20/01/2016	CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE
PST RP 00121/2016/TB/KCY	NPPA, Nabin Ntakirutimana	04/02/2016 08:18		CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE
PST RAD 00127/2016/TB/KCY	murungi k georginah	05/02/2016 11:24		CASE REJECTED BASED ON RECEVABILITY / PENDING LITIGANT RESPONSE
RP 00010/2016/TB/KCY	NPPA, hategekimana Jean claude	14/01/2016 11:05	18/01/2016	CASE FINALISED PENDING CLOSURE
RP 00029/2016/TB/KCY	NPPA, Niyomugabo Claver	22/01/2016 10:23	26/01/2016	CASE FINALISED PENDING CLOSURE
RC 00032/2016/TB/KCY	Vanessa Karayenzi	15/01/2016 09:20	26/01/2016	CASE FINALISED PENDING CLOSURE
RP 00015/2016/TB/KCY	NPPA, Emmanuel Niyomugabo	20/01/2016 10:15	20/01/2016	CASE FINALISED PENDING CLOSURE
RP 00014/2016/TB/KCY	NPPA, Martin Ribanje	20/01/2016 10:07	20/01/2016	CASE FINALISED PENDING CLOSURE
RP 00019/2016/TB/KCY	NPPA, Steven Kamali	20/01/2016 10:36	20/01/2016	CASE FINALISED PENDING CLOSURE
RP 00037/2016/TB/KCY	NPPA, Emmanuel Buregeya	22/01/2016 11:18	26/01/2016	CASE FINALISED PENDING CLOSURE
RP 00055/2016/TB/KCY	NPPA, Emmanuel Niyonsenga	09/02/2016 10:13	09/02/2016	CASE FINALISED PENDING CLOSURE
RP 00023/2016/TB/KCY	NPPA, Venancie Mukagashore	20/01/2016 10:42	22/01/2016	CASE FINALISED PENDING CLOSURE

Figure 12: Case Events in Portfolio

Please note that the system automatically generates appointments for case hearings and other case events.

Managing Dataset Instances

The dataset instances recorded in *Rwanda IECMS S* can be viewed in the different sub-sections of the *Portfolio* section. This chapter outlines how you can manage cases belonging to different justice sector institutions and being in different procedural states, as well as record new cases.

Setting the Number of Entries per Page

By default, each sub-section in the *Portfolio* section is set to display 15 entries per page to ensure fast page loading. However, you can define to view a lower / 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 **Portfolio** section.
2. Click the corresponding tab.
3. Select the preferred number from the respective drop-down list in the upper right corner of the page. The exact number of items will immediately be displayed on the screen according to your selection (Figure 13).



The screenshot shows the Rwanda IECMS interface. On the left, there are sections for 'My Calendar' (December 2016), 'My Appointments' (meeting 2), 'To Do' (No records found), and 'Case Events' (No records found). The main area is titled 'My Cases' and contains a table of case records. A dropdown menu is open, showing options for 'Total count 8529' and a list of numbers (5, 10, 15, 20, 30, 50) to select the number of entries per page. The table columns are Case Number, Crime Nature, Parties, Complaint Received, and Case Opened. The table shows several rows of case data, including case numbers like 00003/MS/KIGA/KICU/2016 and 00004/BM/KIGA/KICU/2016.

Figure 13: Setting Number of Entries per Page

Note: To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Browsing among Dataset Instances

All sub-sections of the *Portfolio* section have been enhanced with the pagination option. This means that they are enabled with the possibility of splitting the list of records in the sub-sections into pages for paged navigation.

To navigate through the pages, you can use the page numbers at the bottom of the record list, as well as the  (Previous) and  (Next) buttons.

Searching for Records by a QR Code

Each case record stored in *Rwanda IECMS* has a unique QR code generated for it. In order to facilitate the process of searching for a definite case record, the *Rwanda IECMS* has been equipped with a specific feature of finding records you are looking for with the help of QR codes.

In order to search for a record by a QR code, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the corresponding tab.
3. Select the **Search by QR Code** option from the *Actions* menu. A *Search by QR Code* window will open displaying the current stream of your web camera.

Note: Before selecting to search for a case record by a QR code assigned to it, please, make sure that your web camera is connected to your computer and enabled in your browser.

4. Hold the QR code in front of the camera so that the window shows the code in its entirety. The system will read the QR code and will direct you to the *Details* section where the respective case summary will be displayed.

Note: You should have the respective QR code printed out to be able to use it for searching a record.

MANAGING RNP CASES

The *Rwanda National Police* sub-section of the *Portfolio* section (Figure 14) has been 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.

The information for each case displayed in the *My Cases / My Office Cases / My Office Complaints* tabs of the sub-section includes the following:

- **Case Number** – this is a unique number assigned to the case for identification and future reference;
- **Crime Nature** – this shows the nature of the crime that the case is called to investigate;
- **Parties** – this lists the names of all case participants involved in the case;
- **Complaint Received** – this shows the date when the complaint was received;
- **Case Opened** – this shows the date when the case was opened;
- **Status** – this shows the current status of the case.

The information for each task displayed in the *My Tasks* tab of the sub-section includes the following:

- **Task Number** – this is a unique number assigned to the task for identification and future reference;
- **Task Type** – this identifies the task type;
- **Subject** – this displays a one-line synopsis of the task description;
- **Regarding Responsible** – this lists the names of the persons in charge of implementing the task;
- **Due Date** – this shows the date when the task should be completed;
- **Status** – this shows the current status of the task.

The screenshot displays the Rwanda IECMS interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The 'Portfolio' section is active, showing a list of cases and incidents. On the left, there are sidebars for 'My Calendar' (December 2016), 'My Appointments' (No records found), 'To Do' (No records found), and 'Case Events' (No records found). The main area shows a table of cases with columns: Case Number, Crime Nature, Parties, Complaint Received, Case Opened, and Status. The table lists various cases, including '00001/TN/KIG/GASA/2016' (Felony), '00003/BN/KIG/KICU/2016' (Felony), '00004/MA/KIG/GASA/2016' (Felony), '00002/TF/KIG/KICU/2016' (Felony), '00003/FU/KIG/NYAR/2016' (Felony), '00012/BN/KIG/KICU/2016' (Felony), '00025/MA/KIG/KICU/2016' (Misdemeanour), '00004/MD/KIG/NYAR/2016' (Misdemeanour), '00001/NU/KIG/NYAR/2016' (Misdemeanour), '00013/MA/KIG/KICU/2016' (Misdemeanour), '00008/MD/KIG/NYAR/2016' (Misdemeanour), '00015/ND/KIG/GASA/2016' (Misdemeanour), '00020/MS/KIG/KICU/2016' (Misdemeanour), '00002/RE/KIG/GASA/2016' (Misdemeanour), and '00001/BE/KIG/KICU/2016' (Misdemeanour). The status of these cases varies, including 'CASE SUBMITTED TO PROSECUTION', 'INCIDENT CLOSED', 'DRAFT INCIDENT/COMPLAINT REGISTERED', and 'INCIDENT/COMPLAINT SUBMITTED / PENDING INVESTIGATION NEED DETERMINATION AND OFFICER ASSIGNMENT'. A watermark of the Rwanda National Police logo is visible over the table.

Figure 14: Rwanda National Police Sub-section

In the *Rwanda National Police* sub-section of the *Portfolio* section, a new complaint / incident record may be created; details of the existing records can be viewed. Moreover, it is possible to browse case / task records and filter them according to definite criteria.

Creating a New Complaint / Incident Record

In order to create a new complaint / incident record in the *Rwanda National Police* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda National Police** tab or select the respective option from the *Portfolio* drop-down list.

3. Select the **New Complaint / Incident** option from the *Actions* menu (Figure 14). You will be directed to the *Rwanda National Police* module in *Rwanda IECMS* where a blank data entry form will open.
4. Fill in the form as it is described in the *Rwanda IECMS Rwanda National Police Application User Manual* in [REFERENCES](#).
5. Save the information input and close the form.

Viewing Complaint / Incident Details

In order to view the details of complaint / incident records in the *Rwanda National Police* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda National Police** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the case number of the complaint / incident that you want to see the details for. You will be directed to the *Rwanda National Police* module in *Rwanda IECMS* where the case summary will be displayed.

Editing Complaint / Incident Details

In order to edit the details of complaint / incident records in the *Rwanda National Police* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda National Police** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the case number of the complaint / incident that you want to see the details for. You will be directed to the *Rwanda National Police* module in *Rwanda IECMS* where the case summary will be displayed.
4. Click the **Edit** button in the top right corner of the case summary page.
5. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Rwanda National Police Application User Manual* in [REFERENCES](#).
6. Save the changes made and close the form.

MANAGING RNPPA CASES

The *Rwanda National Public Prosecution Authority* sub-section of the *Portfolio* section (Figure 15) designed to extend its functionality to all NPPA institutions at different organizational levels, including the NPPA Headquarters with all its units and Decentralized NPPA offices (both intermediate and primary). It is intended to serve as a tool for all users at all organizational structure levels to handle the prosecution cases, i.e. cases that are brought against persons by legal authorities (along with their information).

The information for each case displayed in the *My Cases / My Office Cases* tab of the sub-section includes the following:

- **Case Number** – this is a unique number assigned to the case for identification and future reference;
- **Crime Nature** – this shows the nature of the crime that the case is called to investigate;
- **Parties** – this lists the names of all case participants involved in the case;
- **Case Received** – this shows the date when the case was received at the prosecution office;
- **Case Filed** – this shows the date when the case was filed;
- **Status** – this shows the current status of the case.

The information for each task displayed in the *My Tasks* tab of the sub-section includes the following:

- **Task Number** – this is a unique number assigned to the task for identification and future reference;
- **Task Type** – this identifies the task type;
- **Subject** – this displays a one-line synopsis of the task description;
- **Regarding Responsible** – this lists the names of the persons in charge of implementing the task;
- **Due Date** – this shows the date when the task should be completed;
- **Status** – this shows the current status of the task.

The screenshot displays the Rwanda IECMS interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The 'Portfolio' section is active, showing the 'Rwanda National Public Prosecution Authority' sub-section. The main content area features a table of case records with columns: Case Number, Crime Nature, Parties, Case Received, Case Filed, and Status. The table lists several cases, including those with statuses like 'TRANSFERRED', 'PENDING CASE COMPLETENESS AND EVIDENCE CHECK', and 'DRAFT PROSECUTION CASE SUBMITTED/PENDING PROSECUTOR ASSISTANT ASSIGNMENT'. A sidebar on the left contains sections for 'My Calendar', 'My Appointments', 'To Do', and 'Case Events'. A large watermark of the Rwandan coat of arms is overlaid on the table.

Figure 15: Rwanda National Public Prosecution Authority Sub-section

In the *Rwanda National Public Prosecution Authority* sub-section of the *Portfolio* section, a new prosecution case may be created; details of the existing records can be viewed. Moreover, it is possible to browse case / task records and filter them according to definite criteria.

Creating a New Prosecution Case Record

In order to create a new prosecution case record in the *Rwanda National Public Prosecution Authority* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda National Public Prosecution Authority** tab or select the respective option from the *Portfolio* drop-down list.
3. Select the **New Prosecution Case** option from the *Actions* menu (Figure 15). You will be directed to the *Rwanda National Public Prosecution Authority* module in *Rwanda IECMS* where a blank data entry form will open.

4. Fill in the form as it is described in the *Rwanda IECMS Rwanda National Public Prosecution Authority Application User Manual* in [REFERENCES](#).
5. Save the information input and close the form.

Viewing Prosecution Case Details

In order to view the details of prosecution case records in the *Rwanda National Public Prosecution Authority* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda National Public Prosecution Authority** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the prosecution case that you want to see the details for. You will be directed to the *Rwanda National Public Prosecution Authority* module in *Rwanda IECMS* where the case summary will be displayed.

Editing Prosecution Case Details

In order to edit the details of prosecution case records in the *Rwanda National Public Prosecution Authority* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda National Public Prosecution Authority** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the prosecution case that you want to see the details for. You will be directed to the *Rwanda National Public Prosecution Authority* module in *Rwanda IECMS* where the case summary will be displayed.
4. Click the **Edit** button in the top right corner of the case summary page.
5. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Rwanda National Public Prosecution Authority Application User Manual* in [REFERENCES](#).
6. Save the changes made and close the form.

MANAGING RWANDA JUDICIARY CASES

The *Rwanda Judiciary* sub-section of the *Portfolio* section (Figure 16) has been designed to extend its functionality to the court institutions of all levels, including Commercial High Court, High Court Kigali, Supreme Court of Rwanda, etc. It is intended to serve as a tool for all users at all organizational structure levels to handle the judiciary cases (along with their information) at their own institutions.

The information for each case displayed in the *My Cases / My Court Cases / My Closed Cases* tab of the sub-section includes the following:

- **Case Number** – this is a unique number assigned to the case for identification and future reference;
- **Case Parties** – this lists the names of all case participants involved into the court case;
- **Submission Date** – this shows the date when the case was submitted;
- **Registration Date** – this shows the date when the case was registered;
- **Status** – this shows the current status of the case.

The information for each task displayed in the *My Tasks* tab of the sub-section includes the following:

- **Task Number** – this is a unique number assigned to the task for identification and future reference;
- **Task Type** – this identifies the task type;
- **Subject** – this displays a one-line synopsis of the task description;
- **Regarding Responsible** – this lists the names of the persons in charge of implementing the task;
- **Due Date** – this shows the date when the task should be completed;
- **Status** – this shows the current status of the task.

Note: The *Rwanda Judiciary* sub-section of the *Portfolio* section has been enhanced with the Help Desk feature intended to provide the general public with help and support regarding the functions of judiciary institutions in Rwanda. For more details on how you can take advantage of the help desk option, see [Managing Help Desk Topics](#).

The screenshot shows the Rwanda IECMS Portfolio section, specifically the Rwanda Judiciary sub-section. The interface includes a sidebar with navigation options: My Calendar, My Appointments, To Do, and Case Events. The main area displays a table of court cases with columns for Case Number, Case Parties, Submission Date, Registration Date, and Status. The table lists various cases, including those from PST RC 00001/2016/TB/BSA and RCOM 00001/2016/TG/INYGE. A large watermark of the Rwandan coat of arms is visible over the table.

Figure 16: Rwanda Judiciary Sub-section

In the *Rwanda Judiciary* sub-section of the *Portfolio* section, a new court case record may be created; details of the existing records can be viewed. Moreover, it is possible to browse case / task / help desk records and filter them according to definite criteria.

Creating a New Court Case Record

In order to create a new court case record in the *Rwanda Judiciary* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Select the **New Court Case** option from the *Actions* menu (Figure 16). You will be directed to the *Rwanda Judiciary* module in *Rwanda IECMS* where a blank data entry form will open.

4. Fill in the form as it is described in the *Rwanda IECMS Rwanda Judiciary Application User Manual* in [REFERENCES](#).
5. Save the information input and close the form.

Viewing Court Case Details

In order to view the details of court case records in the *Rwanda Judiciary* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the court case that you want to see the details for. You will be directed to the *Rwanda Judiciary* module in *Rwanda IECMS* where the case summary will be displayed.

Editing Court Case Details

In order to edit the details of court case records in the *Rwanda Judiciary* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the court case that you want to see the details for. You will be directed to the *Rwanda Judiciary* module in *Rwanda IECMS* where the case summary will be displayed.
4. Click the **Edit** button in the top right corner of the case summary page.
5. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Rwanda Judiciary Application User Manual* in [REFERENCES](#).
6. Save the changes made and close the form.

Managing Help Desk Topics

This chapter outlines how you can make use of the help desk option in order to support general public and provide them with information related to the functions of the Rwanda Judiciary institutions. More specifically, the chapter will outline how you can add help questions and post replies to them, select personnel that can best address the issue raised, etc.

Please, note that the information for each inquiry displayed in the *Help Desk* tab of the *Rwanda Judiciary* sub-section includes inquiries by public users about the judiciary cases recorded in the system.

The screenshot displays the Rwanda IECMS interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The left sidebar contains 'My Calendar' (December 2016), 'My Appointments' (No records found), 'To Do' (No records found), and 'Case Events' (No records found). The main content area is titled 'Help Desk' and shows a list of inquiries. The first inquiry is from 'Me SHEMA GAKUBA Charles' dated 15/12/2016 13:23. The text of the inquiry is: 'Kuri Rwanda/Madamu Griffier muri Haute Cour/Kigali. Mbonyiye mbarabara guhuzwa muubanza RUMANZI NDAMUKUNZE aburana n'ubushinjacyaha aho Unubanza nibayye uyu muni kuwa 15/12/2016 saa 8h 00, Perezida w'uburanisha akaba yadusabye ikimenyetso mu rubanza tugomba gutanga uyu muni bitarenze saa 15h 00, Unubanza ukaba ruzasomwa icyo kuwa 16/12/2016 saa 8h 00. Tubashimiye uburyo mubidufashamo. Murakoze, mugire amahoro y'imana.' The user's details are: Username: BUGINGOJOHN, email: shemagakuba10@gmail.com, and name: Me SHEMA GAKUBA Charles. Below the text is a 'show all comments' link and a text input field. The second inquiry is from 'KAYITARE Serge' dated 15/12/2016 12:05. The text is: 'Gusaba copie de jugement y'ubanza Rcom 1046/2016/TC/NYGE haburana KAGABO Pierre Canisius na COGEBANQUE Ltd. mugire akazi keza.' Below the text is a 'show all comments' link, a 'KAYITARE Serge' dated 15/12/2016 12:06, and a link to 'bordereau du copie de jugement KAGABO contre COGEBANQUE Ltd Rco.pdf'. The third inquiry is from 'HARERIMANA HILAIRE' dated 14/12/2016 14:18. The text is: 'Ndabona gufungura ama konti mun systeme byanzel Ese mwaba icyo kibazo mu kizi? Systeme namwe yaba itari gukora neza? Thnx.' Below the text is a 'show all comments' link and a text input field. At the bottom of the page is a pagination bar showing '1 2 3 ... 50'.

Figure 17: Help Desk Tab

Managing Help Subjects

This chapter outlines how you can add, edit, and remove help subjects for public inquiries.

Adding a Help Subject

In order to add a help subject, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Navigate to the **Help Desk** tab.
4. Click the **Add a New Subject** button in the upper right corner of the page. An *Add Subject* form will open (Figure 18).
5. Select the **Court** the inquiry is directed to. *This field is mandatory.*
Note: If the list of courts 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.
6. Provide detailed description of the inquiry in the **Subject** field. *This field is mandatory.*
7. Click the **Ok** to save the information input. The new subject inquiry will be displayed in the *Help Desk* tab.

Add Subject

Court *

HIGH COURT KIGALI

Subject *

Nitwa NYIRABATASHYA, Id. yanjye ni 1194070015833176, Tel: 0788843153, nifuza ko mumpuza n'urubanza RCOMA 00643/2016/CHC/HCC NYIRABATASHYA aregwamo n'abandi.
 Email yanjye ihujwe na sytem ni nyirabatashya16@gmail.com (Username: Nyirabatashya1 naho Password ni musanze@66).
 Mudufashe viregure kuko iburanisha riri vuba cyane


Cancel Ok

Figure 18: Adding a New Subject


Note: Once you post the help subject you, you will not be able to change the court the inquiry is addressed to.

Editing Help Subjects

In order to edit a help subject, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Navigate to the **Help Desk** tab.
4. Click the  (**Edit**) button to the left of the help subject that you want to modify. The *Add Subject* form will open.
5. Make the required changes in the data displayed.
6. Click the **Ok** to save the changes made. Or, click **Cancel** to discard them.

Removing Help Subject Records

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

Viewing Help Subject Comments

To view comments made for a specific help subject, click the **Show all comments** link and define whether you want to display the newest or previous comments first. The comments will be displayed in to the order you selected.


Managing Participants

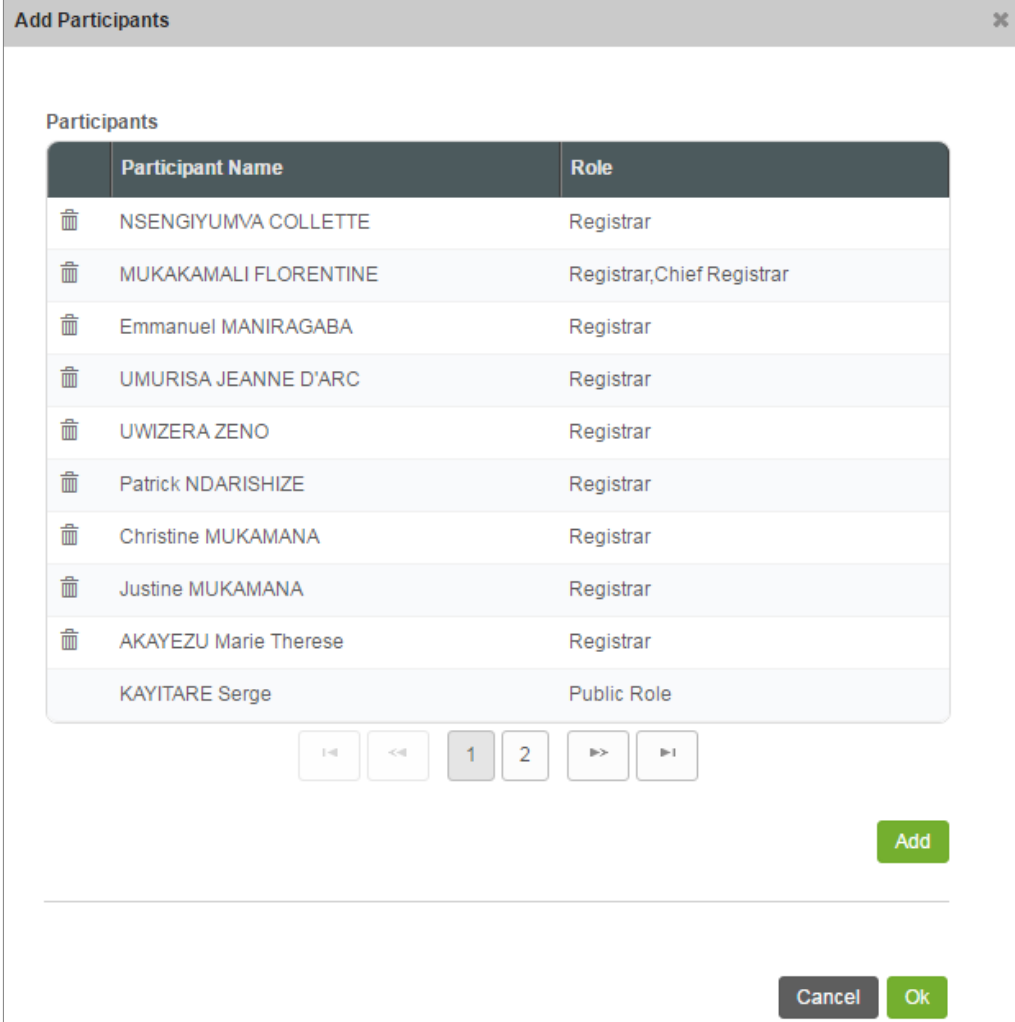
This chapter outlines how to add and remove participants for an existing help subject. It also describes how you can browse among the participant records to find the one that you are looking for.

Adding an Inquiry Participant

In order to add an inquiry participant, follow the steps below:










1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.

3. Navigate to the **Help Desk** tab.
4. Click the  button to the left of the subject you want to add a participant to. An *Add Participants* form will open (Figure 19).



Add Participants

Participants

	Participant Name	Role
	NSENGIYUMVA COLLETTE	Registrar
	MUKAKAMALI FLORENTINE	Registrar, Chief Registrar
	Emmanuel MANIRAGABA	Registrar
	UMURISA JEANNE D'ARC	Registrar
	UWIZERA ZENO	Registrar
	Patrick NDARISHIZE	Registrar
	Christine MUKAMANA	Registrar
	Justine MUKAMANA	Registrar
	AKAYEZU Marie Therese	Registrar
	KAYITARE Serge	Public Role

Navigation: << 1 2 >> >>>

Add

Cancel **Ok**

Figure 19: Adding a New Participant

5. Click **Add** button at the bottom of the *Participants* field. A *Search Participants* form will open (Figure 20).
6. Locate the person to mark as a participant for the inquiry. This can be done by using the search mechanism the *Search Participants* form is equipped with. To find a person, specify whether the person belongs to the *Public User* or *Court User* group.
Note: Selection of a user group will filter the list of participants and display only those instances that belong to the selected group.
7. 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.

8. Click the **Search** button. The list of all the personal records matching the criteria will be displayed in the *Participants* table below.
9. Select the participant record that you want to add to the inquiry by ticking the checkbox to the left of the record.
10. Click the **Ok** button to save the information input. The selected records will be displayed in the *Participants* field.

Search Participants

Participant from
Public User

Search for In Full Name **Search**

	Name	ID	Related Party	Party Email	User Email
<input type="checkbox"/>	RNP Admin	0000000001			testUser2@test.com
<input checked="" type="checkbox"/>	Judiciary Admin	0000000003			testUser4@test.com
<input checked="" type="checkbox"/>	Khachatur Matevosian	AN0254371			testUser8@test.com
<input type="checkbox"/>	Kaliningondo Jean-Louis	1197180003692145			testUser9@test.com
<input type="checkbox"/>	Claudine Dushimimana	11980700169087			testUser10@test.com

1 2 3 4 5 6 7 8 9 10

Cancel Ok


Figure 20: Searching for Participants

Browsing among Inquiry Participants

In order to ensure fast page loading, the *Participants* 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 *Participants* 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 Inquiry Participants

In order to remove an inquiry participant, click the  (**Remove**) button to the left of the participant name.

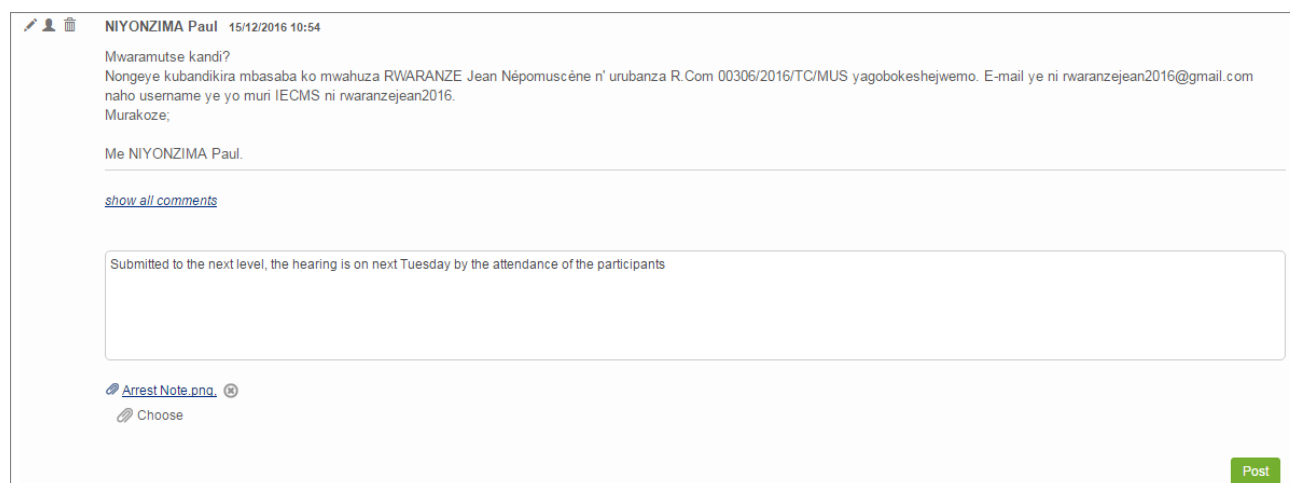
Managing Subject Posts

This chapter outlines how to add new posts to the existing help subjects, as well as edit and remove them.

Adding a Subject Post

In order to add a subject post, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Navigate to the **Help Desk** tab.
4. Provide the new post details for an existing subject (Figure 21).
5. Attach any supporting documents or images that may contain post related information. For more details, see [Managing Attachments](#).
6. Click **Post** button. The post will appear in the subject field.




The screenshot shows a web form for adding a new subject post. At the top, it displays the user 'NIYONZIMA Paul' and the timestamp '15/12/2016 10:54'. The main text area contains a Kinyarwanda message: 'Mwaramutse kandi? Nongeye kubandikira mbasaba ko mwahuzza RWARANZE Jean Népomuscène n' urubanza R.Com 00306/2016/TC/MUS yagobokeshejwemo. E-mail ye ni rwaranzejean2016@gmail.com naho username ye y'o muri IECMS ni rwaranzejean2016. Murakoze;'. Below the text is a signature line 'Me NIYONZIMA Paul.' and a link 'show all comments'. A large text box contains the message: 'Submitted to the next level, the hearing is on next Tuesday by the attendance of the participants'. Below this, there is an attachment section showing 'Arrest Note.png' with a 'Choose' button. A green 'Post' button is located at the bottom right of the form.


Figure 21: Adding a New Subject Post

Editing Subject Posts

In order to edit a subject post, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Judiciary** tab or select the respective option from the *Portfolio* drop-down list.
3. Navigate to the **Help Desk** tab.
4. Click the  (**Edit**) button to the left of the post that you want to modify. This will activate the selected post.
5. Make the required changes in the post description.
6. Click the **Post** button to save the changes made. Or, click **Cancel** to discard them.

Removing Subject Posts

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

Managing Attachments

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

Adding an Attachment

In order to attach an image, click the  button and select the file to upload.

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.

Removing Attachments

In order to remove an attachment, click the  button to the right of the attachment title.

MANAGING RCS CASES

The *Rwanda Correctional Service* sub-section of the *Portfolio* section (Figure 22) has been designed to extend its functionality to the correctional institutions of all levels and ranks. 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 institutions and offices under their direct supervision.

The information for each case displayed in the *My Establishment Cases / Cases Pending Release* tab of the dataset includes the following:

- **Case Number** – this is a unique number assigned to the case for identification and future reference;
- **Decision Type** – this shows the decision made in relation to the RCS case;
- **Inmate** – this displays the name of the inmate included into the case;
- **RCS Arriving Date** – this shows the date when the inmate was imprisoned;
- **Release Date** – this shows the date when the inmate should be released;
- **Status** – this shows the current status of the case.

The information for each task displayed in the *My Tasks* tab of the sub-section includes the following:

- **Task Number** – this is a unique number assigned to the task for identification and future reference;
- **Task Type** – this identifies the task type;
- **Subject** – this displays a one-line synopsis of the task description;
- **Regarding Responsible** – this lists the names of the persons in charge of implementing the task;
- **Due Date** – this shows the date when the task should be completed;
- **Status** – this shows the current status of the task.

The screenshot shows the Rwanda IECMS interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The 'Portfolio' section is active, showing a sidebar with 'My Calendar', 'My Appointments', 'To Do', and 'Case Events'. The main content area is titled 'My Establishment Cases' and displays a table of cases. The table has columns: Case Number, Decision Types, Inmate, RCS Arriving Date, Release Date, and Status. The table lists 15 cases, including details like case numbers, decision types, inmate names, and statuses. The table is paginated, showing 15 cases out of a total count of 18883.

Case Number	Decision Types	Inmate	RCS Arriving Date	Release Date	Status
DRF 00773/2015/NYARPR	Imprisonment	KAMWALA MOLA GERMAINE	04/11/2016	04/11/2016	DRAFT RCS CASE / PENDING INMATE REGISTRATION
00149/2016/GASA	Imprisonment	Iyamuremye Arastase	04/04/2016	18/07/2016	INMATE DETAINED / UNDER SENTENCE EXECUTION
DRF 01518/2016/GASA	Provisional Detention	HAKIZIMANA INNOCENT	11/13/2016	11/13/2016	DRAFT RCS CASE / PENDING INMATE REGISTRATION
00011/2016/NYARPR	Imprisonment	Claude SEMANA	13/02/2016	14/07/2016	TRANSFERRED
00010/2016/NYARPR	Imprisonment	Claude SEMANA	13/02/2016	13/07/2016	RELEASE PROCEDURE STARTED / PENDING RELEASE
TRF 00011/2016/NYARPR	Imprisonment	Claude SEMANA	14/07/2016	14/07/2016	TRANSFERRED
TRF 1 00011/2016/NYARPR	Imprisonment	Claude SEMANA	14/07/2016	14/07/2016	DRAFT RCS CASE / PENDING INMATE REGISTRATION
00099/2016/GASA	Imprisonment	Vital NDAYAMBAJE	01/03/2016	25/01/2019	INMATE DETAINED / UNDER SENTENCE EXECUTION
00496/2016/BUGE	Imprisonment	MUYENGEZA J de Dieu	12/04/2016	03/06/2024	INMATE DETAINED / UNDER SENTENCE EXECUTION
DRF 00575/2016/GASA	Imprisonment	MANIRAFASHA EMMANUEL	03/07/2016	03/07/2016	DRAFT RCS CASE / PENDING INMATE REGISTRATION
00091/2016/GASA	Provisional Detention	Didas Basaza Ntenganya	01/03/2016	17/04/2016	INMATE DETAINED / UNDER SENTENCE EXECUTION
00126/2016/GASA	Imprisonment	OLIVIER NSHIMIYIMANA	08/04/2016	18/03/2016	RELEASE PROCEDURE STARTED / PENDING RELEASE
00209/2016/GASA	Imprisonment	NYANDWI CLAUDE	20/04/2016	06/03/2017	INMATE DETAINED / UNDER SENTENCE EXECUTION
00140/2016/GASA	Imprisonment	GATABAZI Jackson	11/04/2016	01/03/2026	INMATE DETAINED / UNDER SENTENCE EXECUTION
00162/2016/GASA	Provisional Detention	NDAGUJIMANA EUGENE	11/04/2016	04/02/2016	INMATE DETAINED / UNDER SENTENCE EXECUTION

Figure 22: Rwanda Correctional Service Sub-section

In the *Rwanda Correctional Service* sub-section of the *Portfolio* section, a new RCS case record may be created; details of the existing records can be viewed. Moreover, it is possible to browse case / task records and filter them according to definite criteria.

Creating an RCS Case Record

In order to create a new RCS case record in the *Rwanda Correctional Service* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Correctional Service** tab or select the respective option from the *Portfolio* drop-down list.
3. Select the **New RCS Case** option from the *Actions* menu (Figure 22). You will be directed to the *Rwanda Correctional Service* module in *Rwanda IECMS* where a blank data entry form will open.
4. Fill in the form as it is described in the *Rwanda IECMS Rwanda Correctional Service Application User Manual* in [REFERENCES](#).

5. Save the information input and close the form.

Viewing RCS Case Details

In order to view the details of RCS case records in the *Rwanda Correctional Service* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Correctional Service** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the RCS case that you want to see the details for. You will be directed to the *Rwanda Correctional Service* module in *Rwanda IECMS* where the case summary will be displayed.

Editing RCS Case Details

In order to edit the details of RCS case records in the *Rwanda Correctional Service* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Correctional Service** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the RCS case that you want to see the details for. You will be directed to the *Rwanda Correctional Service* module in *Rwanda IECMS* where the case summary will be displayed.
4. Click the **Edit** button in the top right corner of the case summary page.
5. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Rwanda Correctional Service Application User Manual* in [REFERENCES](#).
6. Save the changes made and close the form.

MANAGING CLS CASES

The *Civil Litigation Service* sub-section of the *Portfolio* section (Figure 23) has been designed to record information on legal disputes between governmental entities and other parties that seek money damages or specific performance rather than criminal sanctions. The module is intended to serve as a tool for managing and storing information on civil litigation cases and helps in monitoring the execution of the court decisions.

The information for each case displayed in the *My Cases / My Office Cases* tab of the sub-section includes the following:

- **Court Case Number** – this is a unique number assigned to the court case for identification and future reference;
- **CLS Case Number** – this is a unique code assigned to the CLS case for identification and future reference;
- **Case Category** – this shows the case category that best describes it;
- **Case Parties** – this lists the names of all participants involved into the case;
- **Submission Date** – this shows the date when the case was submitted;
- **Status** – this shows the current status of the case.

The information for each task displayed in the *My Tasks* tab of the sub-section includes the following:

- **Task Number** – this is a unique number assigned to the task for identification and future reference;
- **Task Type** – this identifies the task type;
- **Subject** – this displays a one-line synopsis of the task description;
- **Regarding Responsible** – this lists the names of the persons in charge of implementing the task;
- **Due Date** – this shows the date when the task should be completed;
- **Status** – this shows the current status of the task.

Court Case Number	CLS Case Number	Case Category	Case Parties	Submission Date	Status
PST RCOM 00121/2016/TC/NYGE	PCLS 00001/2016	Commercial Cases (Imanza z'Ubucunzi)	Leta y'u Rwanda (MINEDUC) Banque Populaire du Rwanda	25/01/2016	CLS - COURT CASE CLOSED
PST RCOM 00102/2016/TC/NYGE	PCLS 00003/2016	Commercial Cases (Imanza z'Ubucunzi)	Akarere ka Rusizi	27/01/2016	CLS - COURT CASE CLOSED
	PCLS 00005/2016		Single Projects Implementation Unit (SPIU), SENIOR ENGINEERS COMPANY	05/02/2016	DRAFT MOJ LITIGATION CASE
	PCLS 00004/2016	ADMINISTRATIVE CASES (IMANZA Z'UBUTEGETSI)	NTAMUKIRO Félicien, LETA Y'U RWANDA	28/01/2016	PENDING MEDIATION NEED DETERMINATION
	PCLS 00006/2016	Commercial Cases (Imanza z'Ubucunzi)	AKARERE KA RUHANGU, GENIAL CONTRACTORS	20/02/2016	DRAFT MOJ LITIGATION CASE
PST RCOM 00297/2016/TC/NYGE	PCLS 00002/2016	Commercial Cases (Imanza z'Ubucunzi)	Akarere ka Rusizi, BANQUE POPULAIRE DU RWANDA LTD	26/01/2016	CLS - COURT CASE CLOSED
	PCLS 00007/2016	Commercial Cases (Imanza z'Ubucunzi)	AKARERE KA NYARUGURU, SONARWA GENERAL INSURANCE COMPANY	16/03/2016	DRAFT MOJ LITIGATION CASE
	PCLS 00008/2016	Commercial Cases (Imanza z'Ubucunzi)	MININFRA, Sign Communication	20/05/2016	DRAFT MOJ LITIGATION CASE
	PCLS 00009/2016	ADMINISTRATIVE CASES (IMANZA Z'UBUTEGETSI)		27/06/2016	PENDING MEDIATION NEED DETERMINATION
RS/REVIRCOM 00001/2016/BC	PCLS 00010/2016	Commercial Cases (Imanza z'Ubucunzi)	Genius Business Center, Leta y'u Rwanda MINAFET	28/07/2016	BRIEF SUBMITTED / LITIGATION CASE PREPARED
RCOM 00022/2016/SC	PCLS 00011/2016	Commercial Cases (Imanza z'Ubucunzi)	Genius Business Center, Leta y'u Rwanda MINAFET	28/07/2016	BRIEF SUBMITTED / LITIGATION CASE PREPARED
RAD 00231/2016/TC/NYGE	PCLS 00012/2016	ADMINISTRATIVE CASES (IMANZA Z'UBUTEGETSI)		02/08/2016	DRAFT MOJ LITIGATION CASE
RCOM 00697/2016/TC/NYGE	PCLS 00013/2016	Commercial Cases (Imanza z'Ubucunzi)		03/08/2016	DRAFT MOJ LITIGATION CASE
RCA 00343/2016/HCKIG	PCLS 00015/2016	CIVIL (IMBONEZAMU/BANO)	BOGEA CYIHARIYE CYINGOBOKA, SOF KANYANA BIBIANE	09/09/2016	BRIEF SUBMITTED / LITIGATION CASE PREPARED
RCOM 01148/2016/TC/NYGE	PCLS 00014/2016	Commercial Cases (Imanza z'Ubucunzi)	PHOENIX OF RWANDA ASSURANCE COMPANY, Akarere ka NYANZA	09/09/2016	CLS - COURT CASE CLOSED

Figure 23: Civil Litigation Service Sub-Section

In the *Civil Litigation Service* dataset of the *Portfolio* section, a new litigation case record may be created; details of the existing records can be viewed. Moreover, it is possible to browse case / task records and filter them according to definite criteria.

Creating a Litigation Case Record

In order to create a new litigation case record in the *Civil Litigation Service* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Civil Litigation Service** tab or select the respective option from the *Portfolio* drop-down list.
3. Select the **New Litigation Case** option from the *Actions* menu (Figure 23). You will be directed to the *Rwanda Litigation Service* module in *Rwanda IECMS* where a blank data entry form will open.

4. Fill in the form as it is described in the *Rwanda IECMS Rwanda Litigation Service Application User Manual* in [REFERENCES](#).
5. Save the information input and close the form.

Viewing Litigation Case Details

In order to view the details of litigation case records in the *Civil Litigation Service* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Civil Litigation Service** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the litigation case that you want to see the details for. You will be directed to the *Rwanda Litigation Service* module in *Rwanda IECMS* where the case summary will be displayed.

Editing Litigation Case Details

In order to edit the details of litigation case records in the *Rwanda Litigation Service* sub-section of the *Portfolio* section, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the **Rwanda Litigation Service** tab or select the respective option from the *Portfolio* drop-down list.
3. Click the number of the litigation case that you want to see the details for. You will be directed to the *Rwanda Litigation Service* module in *Rwanda IECMS* where the case summary will be displayed.
4. Click the **Edit** button in the top right corner of the case summary page.
5. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Rwanda Litigation Service Application User Manual* in [REFERENCES](#).
6. Save the changes made and close the form.

FILTERING IN PORTFOLIO

The sub-sections of the *Portfolio* section can contain almost unlimited number of records. So, the main challenge of working in them becomes the ability of drilling down the wealth of the data stored in the application and locating the required dataset instance easily and quickly.

To overcome the difficulties that manual searching for a definite case record may incur, the *Portfolio* section has been incorporated with the flexible and easy-to-use filtering mechanism. This mechanism provides the application users with a facility for easy and quick searching among all the cases that are available to them in the system. It implies acquiring the search results based on filtering criteria. The results returned will display all matches to the query.

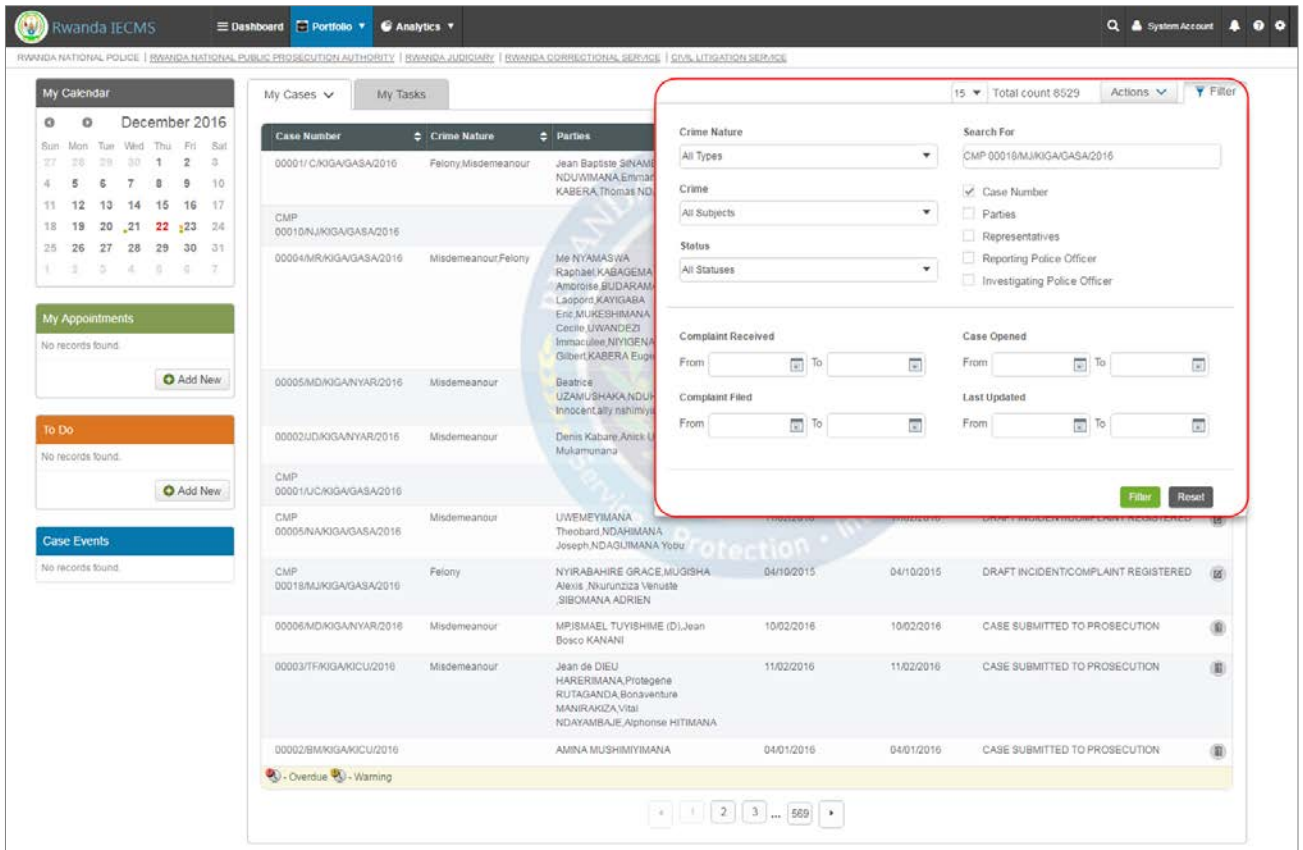


Figure 24: Creating Filtering Criteria

More specifically, the filtering mechanism is used to narrow down the information displayed in the different sub-sections of the *Portfolio* section. It works in the Step-by-Step technology, which is used to implement new filtering over the results of the previous one. This option allows narrowing down the filtering results for a smaller pool of them. The filters are easy to use and help to target the results

very specifically and weed out the ones that you do not need. Using the filtering mechanism, you may perform search among the case records stored in the different sub-sections of the *Portfolio* section by specifying one or more search criteria.

Creating Filtering Criteria

To create filtering criteria, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the corresponding tab.
3. Click the **Filter** button found in the upper right corner of the screen.
4. In the opened menu, specify the filtering criteria (Figure 24).
5. Click the **Filter** button to apply the filtering criteria. All instances matching the selected criteria will be displayed on the screen (Figure 25).

The screenshot shows the Rwanda IECMS interface. The top navigation bar includes 'Dashboard', 'Portfolio', and 'Analytics'. The 'Portfolio' section is active, showing a table of cases. The table has columns: Case Number, Crime Nature, Parties, Complaint Received, Case Opened, and Status. Two cases are displayed:


Case Number	Crime Nature	Parties	Complaint Received	Case Opened	Status
CMP 00018/MUKIGAGASA/2016	Felony	SIBOMANA ADRIEN, Nkurunziza Veruska, MUGISHA Alexis, NYIRABAHIRE GRACE	04/10/2015	04/10/2015	DRAFT INCIDENT/COMPLAINT REGISTERED
CMP 00018/MUKIGAGASA/2016	Misdemeanor	UWASE EVELYNE, HAKIZIMANA ERIC, SIBOMANA EPIMAUQUE, MUTESI WIMANA, Coñcessa MUASABYIMANA, JEAN DE DIEU, RIMENYIMANA FEREDRAND, BAZIMAZKI THEOPHILE	09/02/2016	09/02/2016	INCIDENT CLOSED

A large watermark of the Rwanda National Police logo is overlaid on the table. The logo features a white dove and the text 'RWANDA NATIONAL POLICE' and 'Service - Protection - Integrity'.

Figure 25: Displaying Filtering Results

Removing Filtering Criteria Applied

To remove filtering criteria applied to a view, follow the steps below:

1. Go to the **Portfolio** section.
2. Click the tab that displays a sub-set of the data available in it.
3. Click the  icon displayed in the *Filter* panel. Alternatively, you may expand the *Filter* panel and click the **Reset** button.

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 Public Prosecution Authority Application User Manual
- Rwanda IECMS Rwanda Judiciary Application User Manual
- Rwanda IECMS Rwanda National Police Application User Manual
- Rwanda IECMS Civil Litigation Service Application User Manual
- Rwanda IECMS Rwanda Correctional 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