



Rwanda Integrated Electronic Case Management System

Rwanda IECMS

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

DATA MANAGEMENT

ADMINISTRATOR'S GUIDE

Version 1.0

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INTRODUCTION

This document describes the *Data Management* console in the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application. It provides the necessary instructions which the administrators and/or users granted with administrative rights should follow in order to ensure successful application data 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 *Data Management* console. The *Data Management* console is a space within the *Rwanda IECMS* application that allows organizing the user-defined categories used in the application, as well as their items. Through the *Data Management* console, the application administrator can manage the collection of categories present in *Rwanda IECMS*. They can view the categories used in the application, add new items to existing categories, etc.

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

DATA MANAGEMENT CONSOLE

This chapter describes the *Data Management* console under the *Settings* section, where you can manage the **user-defined categories** existing in the *Rwanda IECMS* application. You may organize the categories present in the system, view their items, add new items to them, edit the existing items, etc.

Accessing the Data Management Console

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

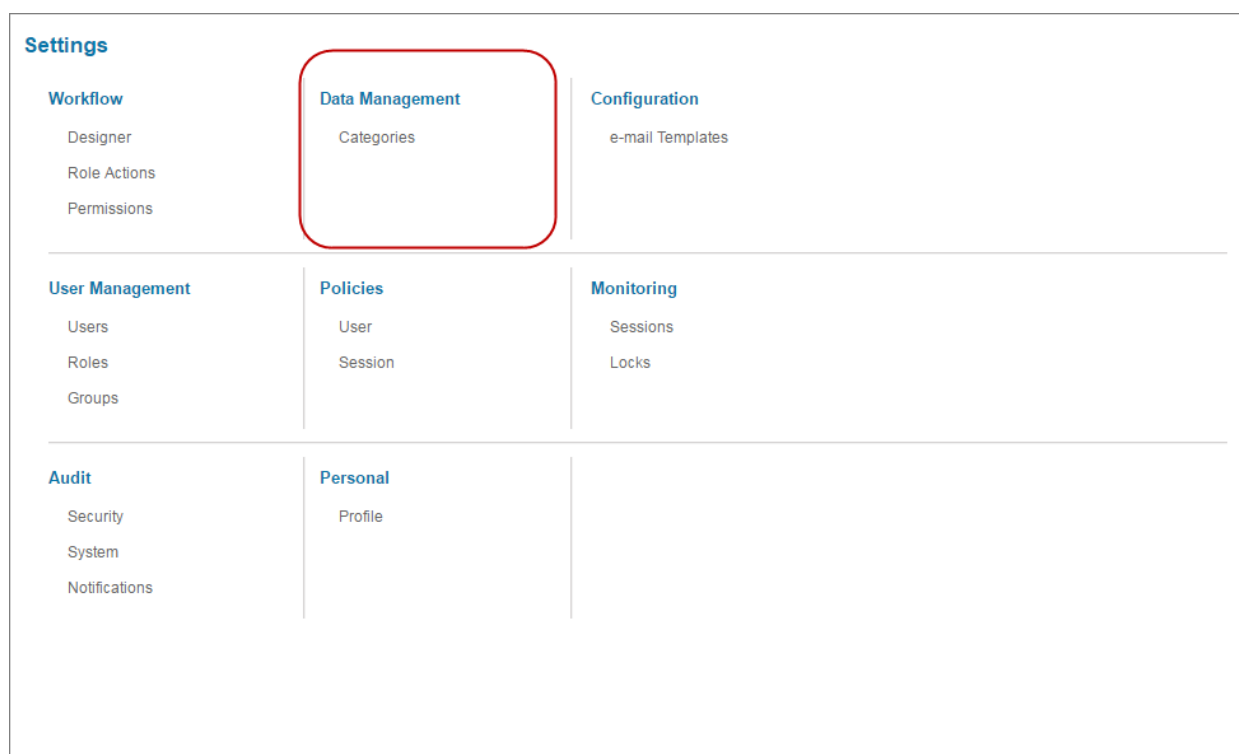


Figure 1: Data Management Console

The *Data Management* console consists of the following sub-section:

- **Categories** – to manage the user-defined categories existing in the system (see [MANAGING CATEGORIES](#)).

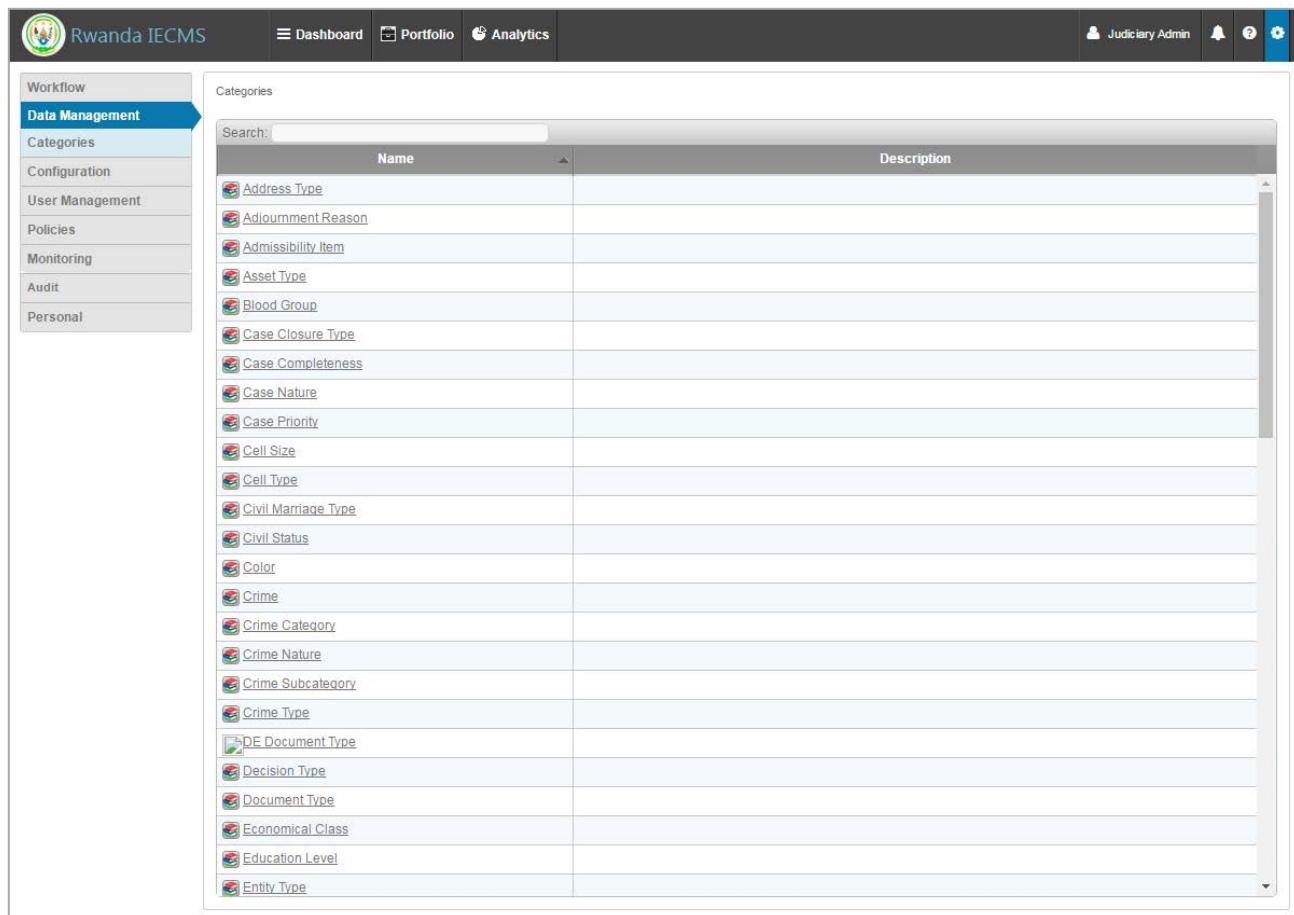
MANAGING CATEGORIES

This chapter outlines how you can manage categories listed in the *Data Management* console of the *Rwanda IECMS* application. More specifically, it describes how to add new category items, edit or delete existing category items, and search for them.

Accessing the Categories Sub-section

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

Once you access the *Categories* sub-section, you will be presented with the list of all categories recorded in the application (Figure 2).



Name	Description
Address Type	
Adjourment Reason	
Admissibility Item	
Asset Type	
Blood Group	
Case Closure Type	
Case Completeness	
Case Nature	
Case Priority	
Cell Size	
Cell Type	
Civil Marriage Type	
Civil Status	
Color	
Crime	
Crime Category	
Crime Nature	
Crime Subcategory	
Crime Type	
IDE Document Type	
Decision Type	
Document Type	
Economical Class	
Education Level	
Entity Type	

Figure 2: Categories Sub-section

The information displayed on the screen for each category includes the following:

Component Name	Description
Icon	This is a graphical image (icon, logo, etc.) that is associated with a certain category and is used for better visualization.
Name	This is a name that is used for the category. Please note that the name is what users see when displaying search results.
Description	This is a brief description of the category, understandable to the general public. It provides additional information about the category.

Searching for a Category / Category Item

Because the *Data Management* console can contain almost unlimited number of categories, the primary challenge of working in this section becomes the ability to easily locate the category that you are looking for within a mere fraction of time. This is the reason why the *Data Management* console has been enhanced with a comprehensive search mechanism.

The search option is intended for locating categories instantly and easily. It implies acquiring the search results based on a keyword that is entered into the search box above the categories table (Figure 3). The results returned will display a filtered list of categories.

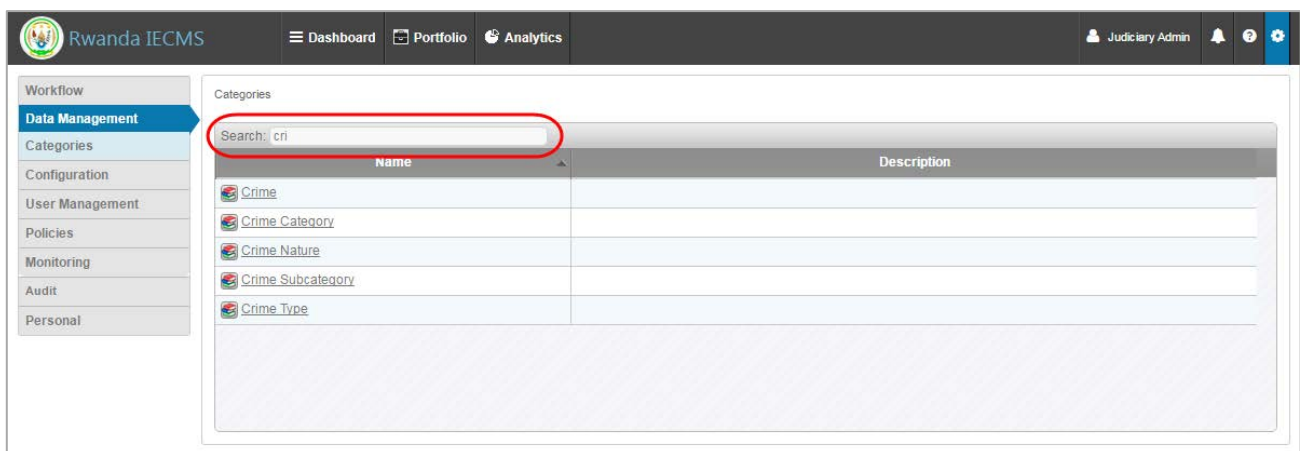


Figure 3: Searching for a Category

Defining the Sorting Order for Categories / Category Items

In the *Categories* section, you have the possibility of sorting the items listed in each sub-section alphabetically in ascending or descending order.

In order to define the sorting order for the section items, click the arrow that appears in the header of the column according to which you want to sort the items displayed on the screen. Clicking the arrow once again will sort the items in the list in reverse order (Figure 4).

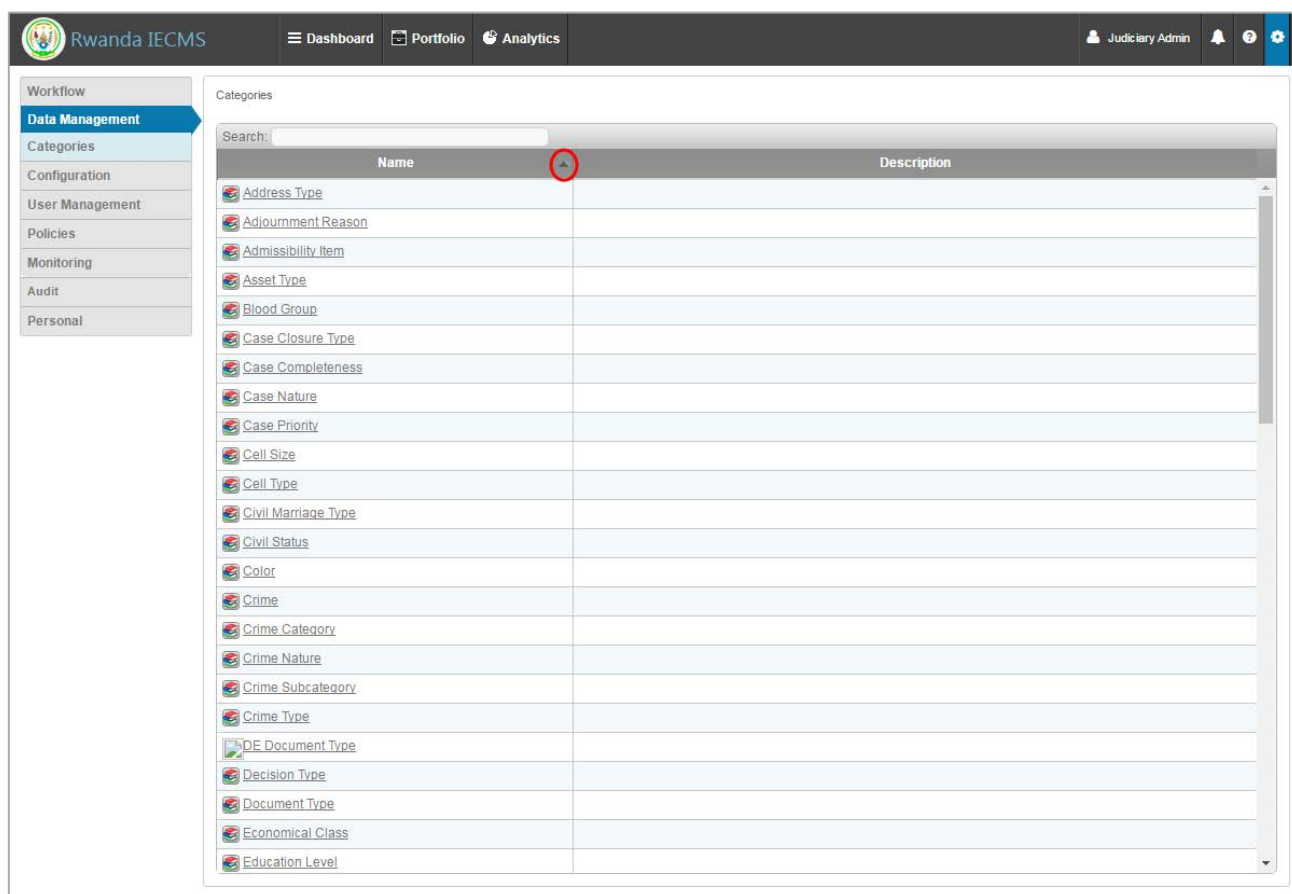


Figure 4: Defining Sorting Order for Categories / Category Items

Managing Category Items

This section outlines how to view, add, edit, and delete category items.

Viewing Category Items

The categories listed in the *Data Management* console consist of a number of items that comprise category instances. In order to view the items of a specific category, click the category name. The list of the items that comprise the selected category will display (Figure 5).

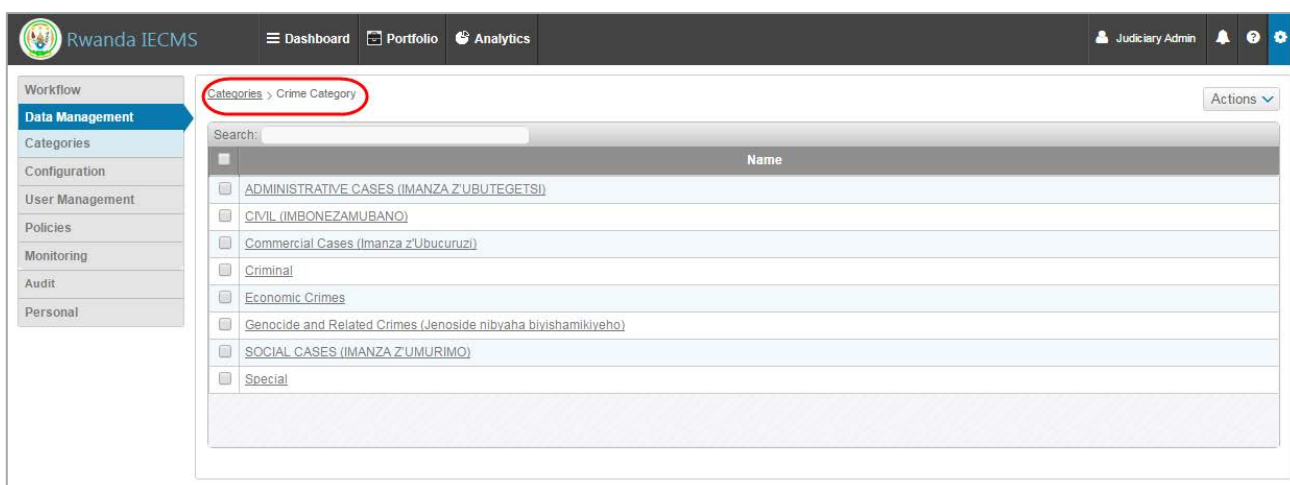


Figure 5: Viewing Category Items

To go back to the list of categories, you can make use of the navigation control (breadcrumb trail) found at the top of the screen (Figure 5).

Adding a Category Item

In order to add an item to a category, follow the steps below:

1. Click the name of the category that you want to add an item for. All existing items of the selected category will be displayed (Figure 5).
2. Select the **Add** option from the *Actions* list found in the top right corner of the screen (Figure 6). A data entry form will open (Figure 7).
3. Fill in the information requested. Please, note that this information may vary depending on the type of the category selected.
4. Click the **Ok** button to save the information input.

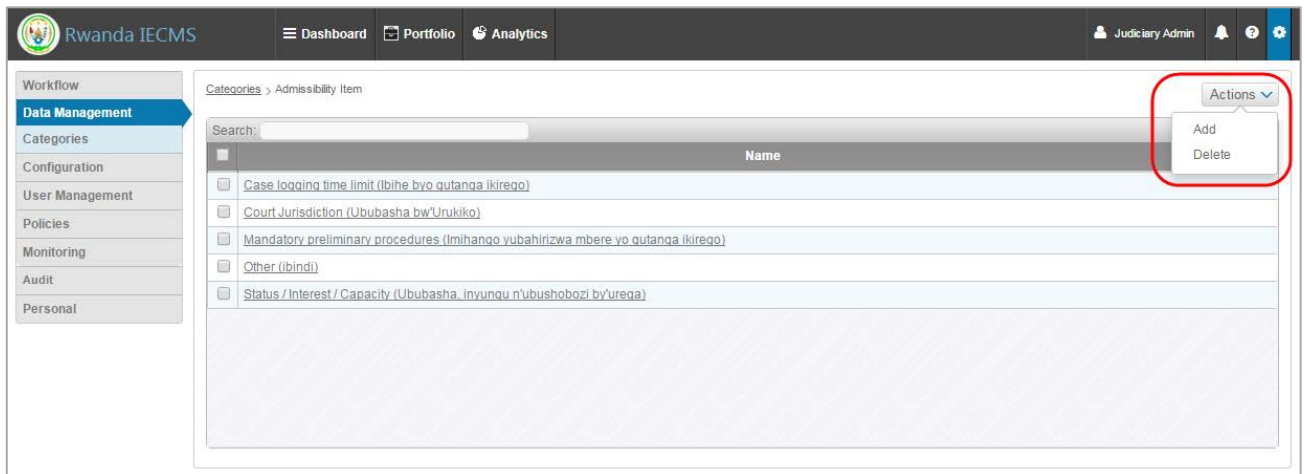


Figure 6: Selecting an Action to Perform

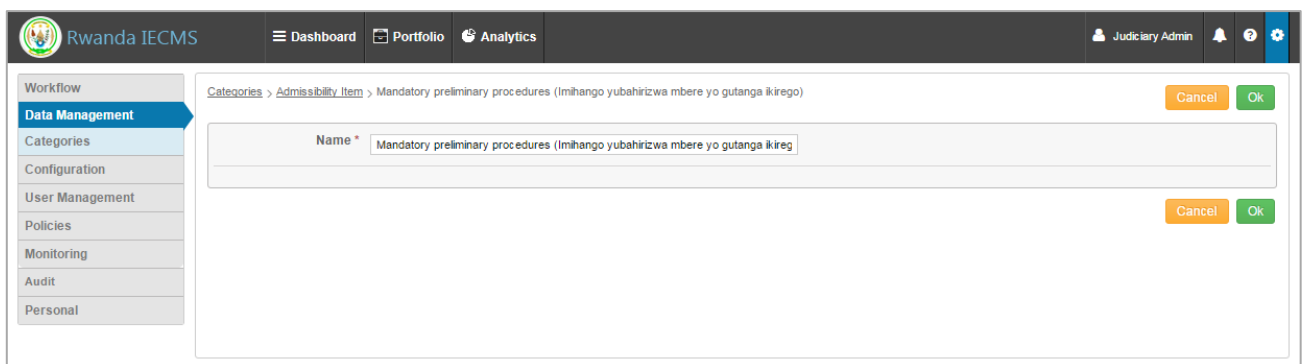


Figure 7: Adding a Category Item

Editing Category Items

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

1. Click the name of the category. All existing items of the selected category will display (Figure 5).
2. Click the name of the category item that you want to edit. The item details will display.
3. Make the required changes.
4. Click the **Ok** button to apply the changes made.

Deleting Category Items

In order to delete a category item, follow the steps below:

1. Click the name of the category. All existing items of the selected category will display (Figure 5).

2. Select the checkbox to the left of the category item that you want to delete. Please, note that you can select multiple checkboxes to simultaneously delete several category items.
3. Select the **Delete** option from the *Actions* list found in the top right corner of the screen.

Managing Category Images

The *Categories* section allows you to associate unique images with each item of some categories (e.g. WF State, etc.) used in *Rwanda IECMS*. These images can be country flags, company logos, graphic images representing a state, etc. The images are displayed next to the category item they represent in the *List* module of the *Rwanda IECMS* application (see the *Rwanda IECMS Analytical Interface User Manual* in [REFERENCES](#)) and are used for better visualization.

Adding an Image

In order to add an image to a category item, follow the steps below:

1. Select the appropriate category in the list. The list of all category items will be displayed (Figure 8).

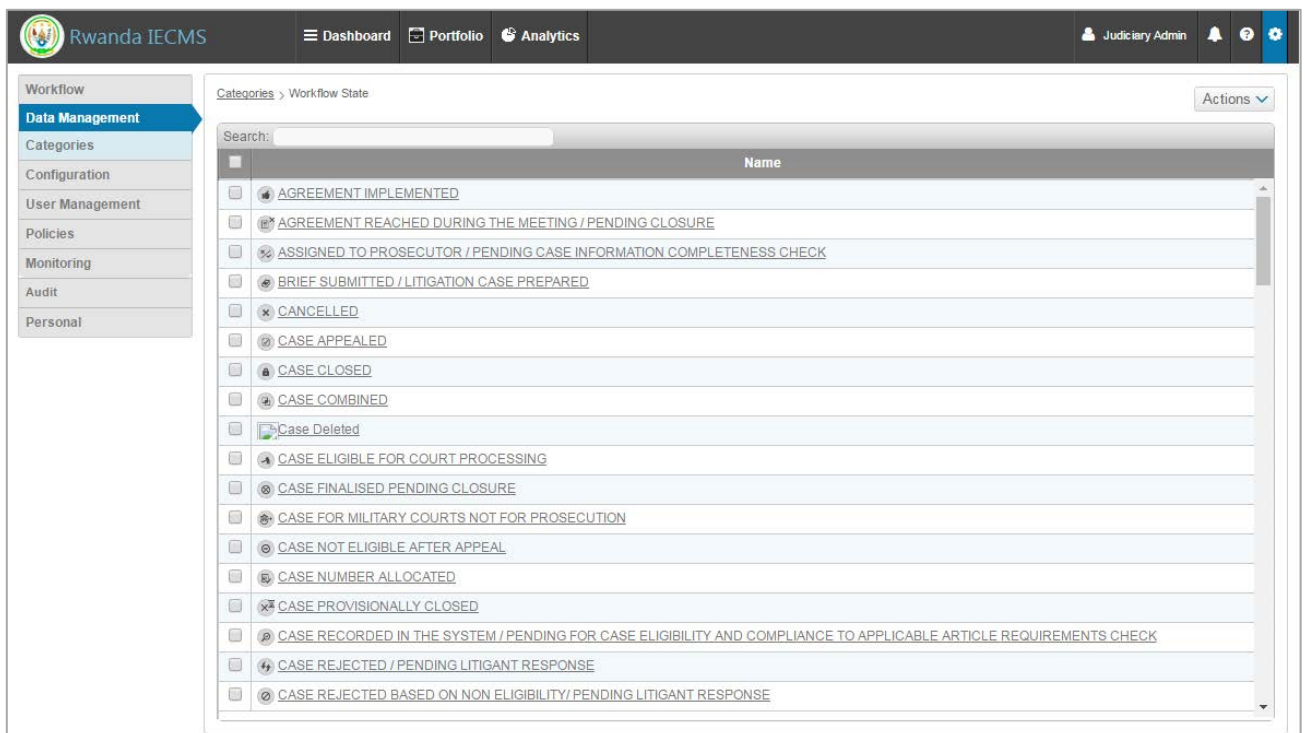


Figure 8: Selecting a Category Item to Add an Image

2. Locate the category item that you want to add an image for and click its name. The category item data entry form will open (Figure 9).
3. In the data entry form, click the **Browse** button and upload an image for the selected category item.
4. Click the **Ok** button to save the changes made.

The screenshot shows the 'Data Management' section of the Rwanda IECMS interface. The left sidebar contains a menu with options: Workflow, Data Management (selected), Categories, Configuration, User Management, Policies, Monitoring, Audit, and Personal. The main content area displays the 'BRIEF SUBMITTED / LITIGATION CASE PREPARED' form. The form has a 'Browse' button for uploading an image, a 'Name' field with the value 'BRIEF SUBMITTED / LITIGATION CASE PREPARED', a 'Process' dropdown menu set to 'Public Litigation', an 'Overdue After (in Days)' field set to '0.0', an 'Is Final State?' dropdown menu set to '--Select--', and a 'Warning After (in Days)' field set to '0.0'. There are 'Cancel' and 'Ok' buttons at the top right and bottom right of the form.

Figure 9: Uploading an Image

Replacing Images

In order to replace the image associated with a definite category item, follow the steps below:

1. Select the appropriate category in the list. The list of all category items will be displayed (Figure 8).
2. Locate the category item for which you want to use a different image and click its name. The category item data entry form will open (Figure 9).
3. In the data entry form, click the **Browse** button and select another image.
4. Click **Ok** to apply the changes made.

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 User Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide