Rwanda Integrated Electronic Case Management System

Rwanda IECMS

LEGAL ENTITY FORM

USER MANUAL

Version 1.0

SYNERGY INTERNATIONAL SYSTEMS

TABLE OF CONTENTS

TABLE OF FIGURES

INTRODUCTION

This document describes the *Legal Entity* data entry form in the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application developed for the Justice, Reconciliation, Law and Order Sector (JRLOS) of Rwanda*.* It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the *Rwanda IECMS* application to record information on legal entities involved into cases in different capacities.

OVERVIEW

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

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

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

- Rwanda National Police
- Rwanda National Public Prosecution Authority

- Rwanda Judiciary
- Rwanda Correctional Service
- Civil Litigation Service

The *Legal Entity* module within *Rwanda IECMS* is designed to add and display information about legal entities involved into cases in different capacities – either as case parties or their legal representatives. Once you have accessed the *Legal Entity* module, you can set the organisational profiles of the legal entity, as well as view or edit it. The information provided in the form is then incorporated into the case file and constitutes its inseparable part. It should be noted that the *Legal Entity* module is integrated and has a linkage and periodic synchronization with the Rwanda Revenue Authority (RRA) and Rwanda Natural Resources Authority (RNRA) databases in order to ensure that updates to the legal entity details are accurately reflected in *Rwanda IECMS* as well.

In the current design, the *Legal Entity* data entry form consists of the following sections:

- The **General Information** section is used to provide key information about the legal entity to be included into the case proceedings. The information to be provided in this section includes the legal entity TIN and SSFR registration number, corporate name, listing of business activities, etc.

- The **Assets Information** section is used to provide information about the assets – both tangible and intangible – that the legal entity possesses. Examples of such assets may include vehicles, lands, and other assets.

- The **Notes / Attachments** section is used to record additional comments and issues related to the given legal entity, as well as attach supporting documents and other files.

- The **History** section is used to view information on access to the given legal entity record and the changes made to it.

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

GENERAL INFORMATION

The *General Information* section of the *Legal Entity* form (Figure 1) is used to provide key information about the legal entity to be included into the case proceedings. The information to be provided in this section includes the legal entity TIN and SSFR registration number, corporate name, listing of business activities, etc.

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

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

Field Name	Description
Details	Provide the information requested in this field by indicating the following: • **TIN** – provide the tax identification number (TIN) issued to the legal entity for tax administration. *This field is mandatory*. • **SSFR Registration Number** – provide the legal entity registration number with the Social Security Fund of Rwanda (SSFR). *This field is mandatory*. • **Corporate Name** - enter the **Corporate Name** of the legal entity. *This field is mandatory*. • **Company Incorporation Number** - enter the **Company Incorporation Number**. • **Date of Starting Business** - insert the date when the legal entity started its activities. A calendar popup is available for this field, see Figure 2: Calendar. • **Governmental Entity** - define whether the legal entity is a governmental entity by activating the respective radio button.

	• **Entity Type** – specify the category the best describes the type of the legal entity. • **Phone Number** – enter the **Phone Number** of the legal entity. • **Fax Number** - enter the **Fax Number** of the legal entity. • **Email** - provide the **Email** account address of the legal entity. • **P.O Box** – indicate the post office box number of the legal entity.
Address	Provide detailed information about the legal entity address, including registration address, etc. For more details, see Managing Addresses. Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when an address record is last modified. This information is displayed in the *Last Updated on* column of the *Address* table.
Representatives	List all employees of the legal entity that will be entitled to represent it in the court and other judiciary institutions. For more details, see Managing Legal Entity Representatives.
Business Activities	This is an automatically generated field that displays information on the **Business Activities** that the legal entity can be involved in according to its charter.
IECMS Data	This is an automatically generated field that indicates the case that the legal entity is related to. It is automatically populated with the case details, such as the case number, role of the legal entity in the case, case status, from which court it is transferred, and the status of the legal entity in the case.
Related user	Indicate the application user that the legal entity will be associated with. For more details, see Managing Related Users. Please, note that by specifying a user in this field, you will grant them with access rights to all case records the given legal entity is involved in.

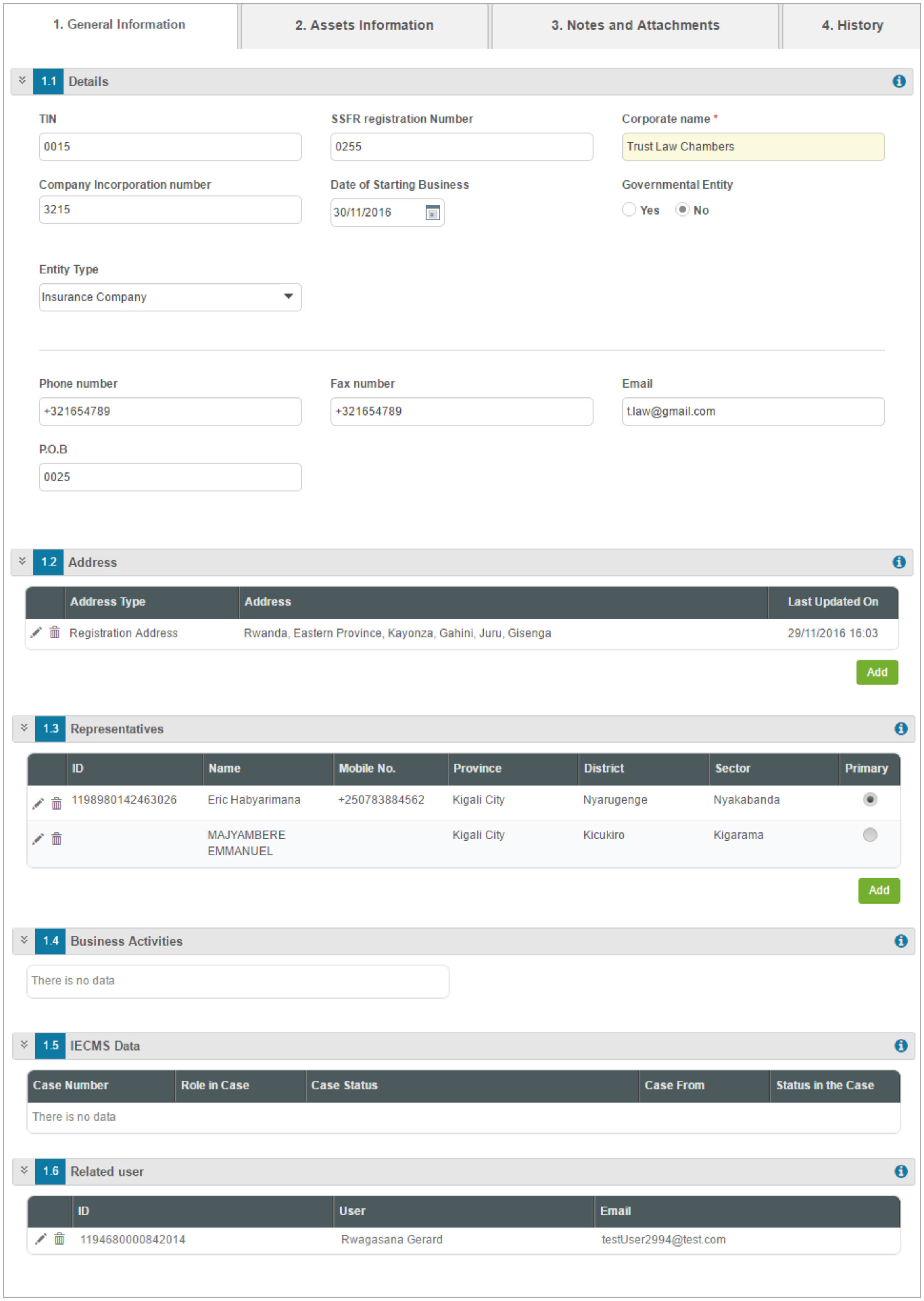

Figure 1: General Information Section

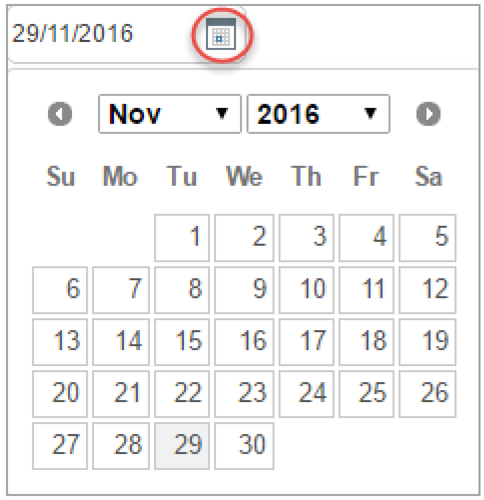

Figure 2: Calendar

Managing Addresses

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

Adding an Address Record

In order to add a record for a Rwanda-based address, follow the steps below:

1. Click the **Add** button at the bottom of the *Address* field. An *Address* form will open (Figure 3).
2. Provide the information requested in the form as described in the table below:

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

Field Name	Description
Address Type	Indicate whether you are going to provide information about the legal entity residential address or registration address in the **Address Type** field. *This field is mandatory*. Note: If the list of address types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Country	Specify the **Country** of the legal entity address. *This field is mandatory*. Please, note that by default, the address country will be set to Rwanda. However, you can select a different country. For countries other than Rwanda, you will be requested to provide the address details in the form of free text. For the Rwanda-based addresses, you will be asked to make selection or enter information in the fields displayed. Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Province	This field becomes available if the address country is set to Rwanda and is used to indicate the **Province** for the address. *This field is mandatory*. Please, note that selection of a province will filter the list in the *District* field and display only those instances that are related to the selected province. Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
District	This field becomes available if the address country is set to Rwanda and is used to indicate the **District** for the address. *This field is mandatory*. Please, note that selection of a district will filter the list in the *Sector* field and display only those instances that are related to the selected district. Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Sector	This field becomes available if the address country is set to Rwanda and is used to indicate the **Sector** for the address. *This field is mandatory*. Please, note that selection of a sector will filter the list

	in the *Cell* field and display only those instances that are related to the selected sector. Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Cell	This field becomes available if the address country is set to Rwanda and is used to select the **Cell** for the address. *This field is mandatory*. Please, note that selection of a cell will filter the list in the *Village* field and display only those instances that are related to the selected cell. Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Village	This field becomes available if the address country is set to Rwanda and is used to enter the name of the **Village** for the address. *This field is mandatory*.
P.O.B	This field becomes available if the address country is set to Rwanda and is used to indicate the post office box number of the legal entity address. *This field is mandatory*.

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

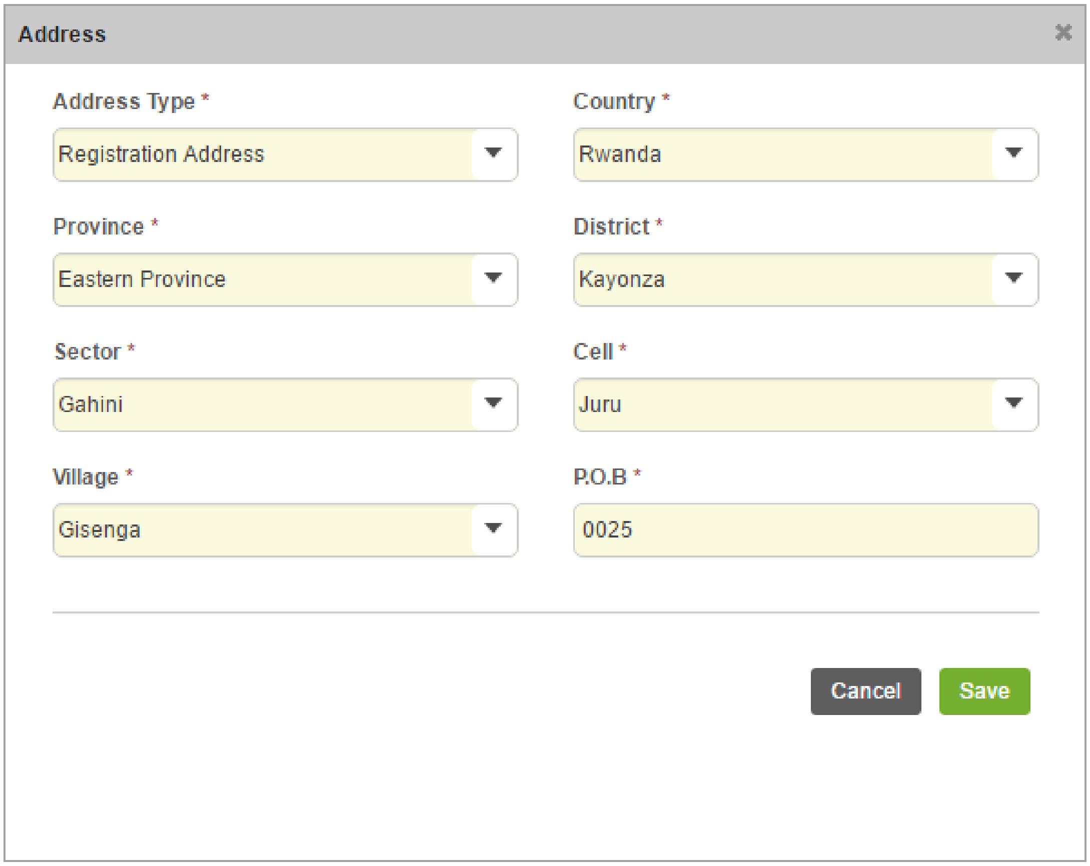

Figure 3: Adding an Address Record

In order to add a record for an address in a country other than Rwanda, follow the steps below:

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

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

Field Name	Description
Address Type	Indicate whether you are going to provide information about the legal entity residential address or registration address in the **Address Type** field. *This field is mandatory*. Note: If the list of address types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Country	Specify the **Country** of the legal entity address from the drop-down list. *This field is mandatory*. Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Addresses	Enter the legal entity address in the country specified in the previous field. *This field is mandatory*.

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

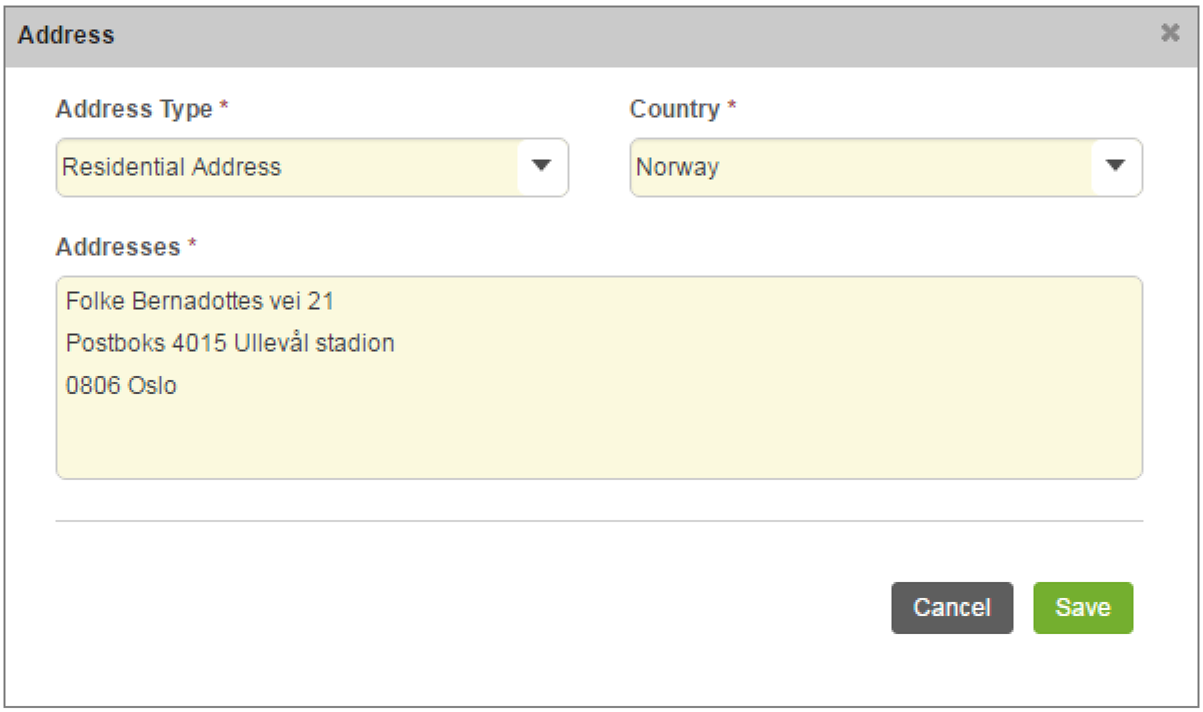

Figure 4: Adding a Foreign Address Record

Editing Address Records

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

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

Removing Address Records

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

Managing Legal Entity Representatives

This chapter outlines how to add, create, edit, and remove representative records. It also describes how you can browse among the legal entity employee records to find the one that you are looking for.

Adding a Representative Record

In order to add a legal entity representative record, follow the steps below:

1. Click the **Add** button at the bottom of the *Representatives* field. A *Representatives* form will open (Figure 5).
2. Locate the legal entity employee that will represent it in the court and other judicial institutions. This can be done by using the search mechanism the *Representatives* form is equipped with. To find a legal entity employee, enter the representative ID, name or part of the name in the search box and specify the field to search in.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search in IECMS** button. The list of all representative records that match the search criteria will be displayed in the table below.
   Note: If the search yields no results and the appropriate representative record cannot be found in the *Rwanda IECMS* database, you can create a new record to add to the form. For more details, see Creating a Representative Record.
4. Select the representative that you want to add to the *Legal Entity* form by clicking the checkbox to the left of the representative name.
5. Click the **Save** button to save the information input and return to the GENERAL INFORMATION section.
6. In the GENERAL INFORMATION section, specify the **Primary** point of contact for the legal entity.

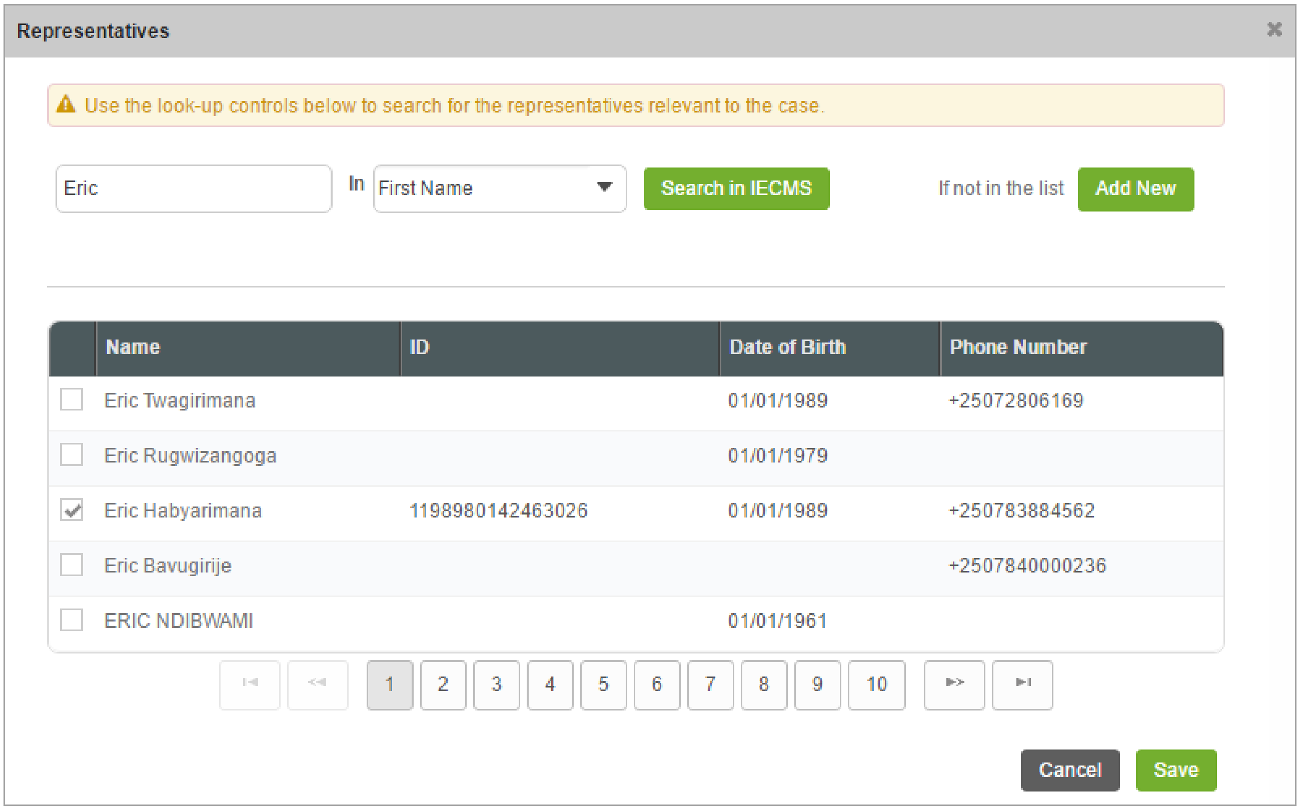

Figure 5: Adding a Representative Record

Browsing among Representative Records

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

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

Creating a Representative Record

In order to create a legal entity representative record, follow the steps below:

1. Click the **Add New** button in the *Representatives* form. You will be directed to the *Individual* module in *Rwanda IECMS* where a blank data entry form will open.

2. Fill in the form as it is described in the *Rwanda IECMS Individual Form User Manual* in REFERENCES.
3. Save the information input and close the form.

Editing Representative Records

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

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

Removing Representative Records

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

Managing Related Users

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

Adding a Related User Record

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

1. Click the **Add** button at the bottom of the *Related User* field. A *Related User* form will open (Figure 6).
2. Locate the user that is related to the given legal entity. This can be done by using the search mechanism the *Related User* form is equipped with. To find a user, enter the user name or other details in the search box and specify the field to look in.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search in IECMS** button. The list of all user records that match the search criteria will be displayed in the table below.
4. Select the user record to add to the form by activating the respective radio button.

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

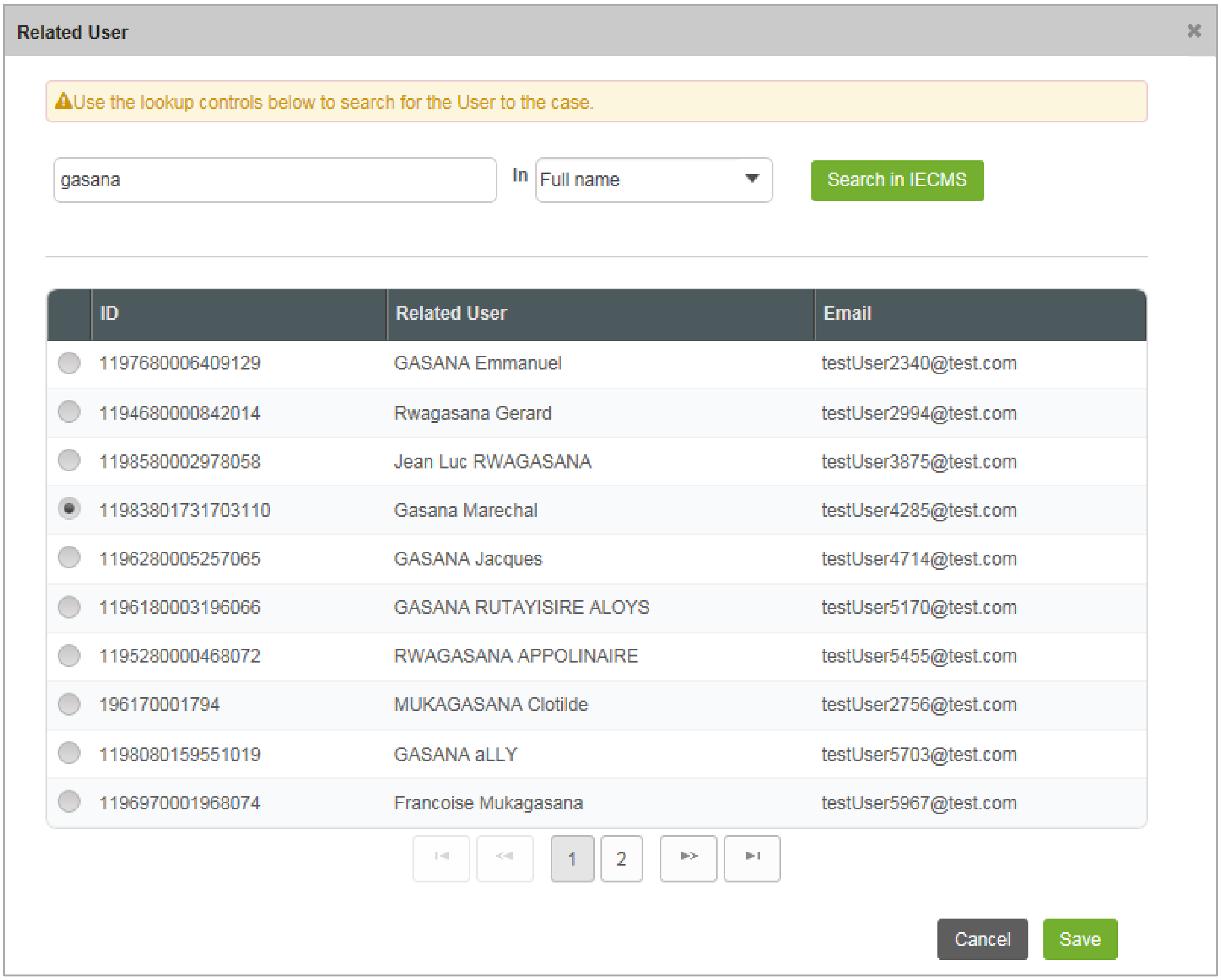

Figure 6: Adding a Related User Record

Browsing among Related User Records

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

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

Editing Related User Records

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

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

Removing Related User Records

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

ASSETS INFORMATION

The *Assets Information* section of the *Legal Entity* from (Figure 7) is used to record information about the personal belongings – both tangible and intangible – that the legal entity possesses. Examples of personal assets may include vehicles, land, shares, financial means and other assets.

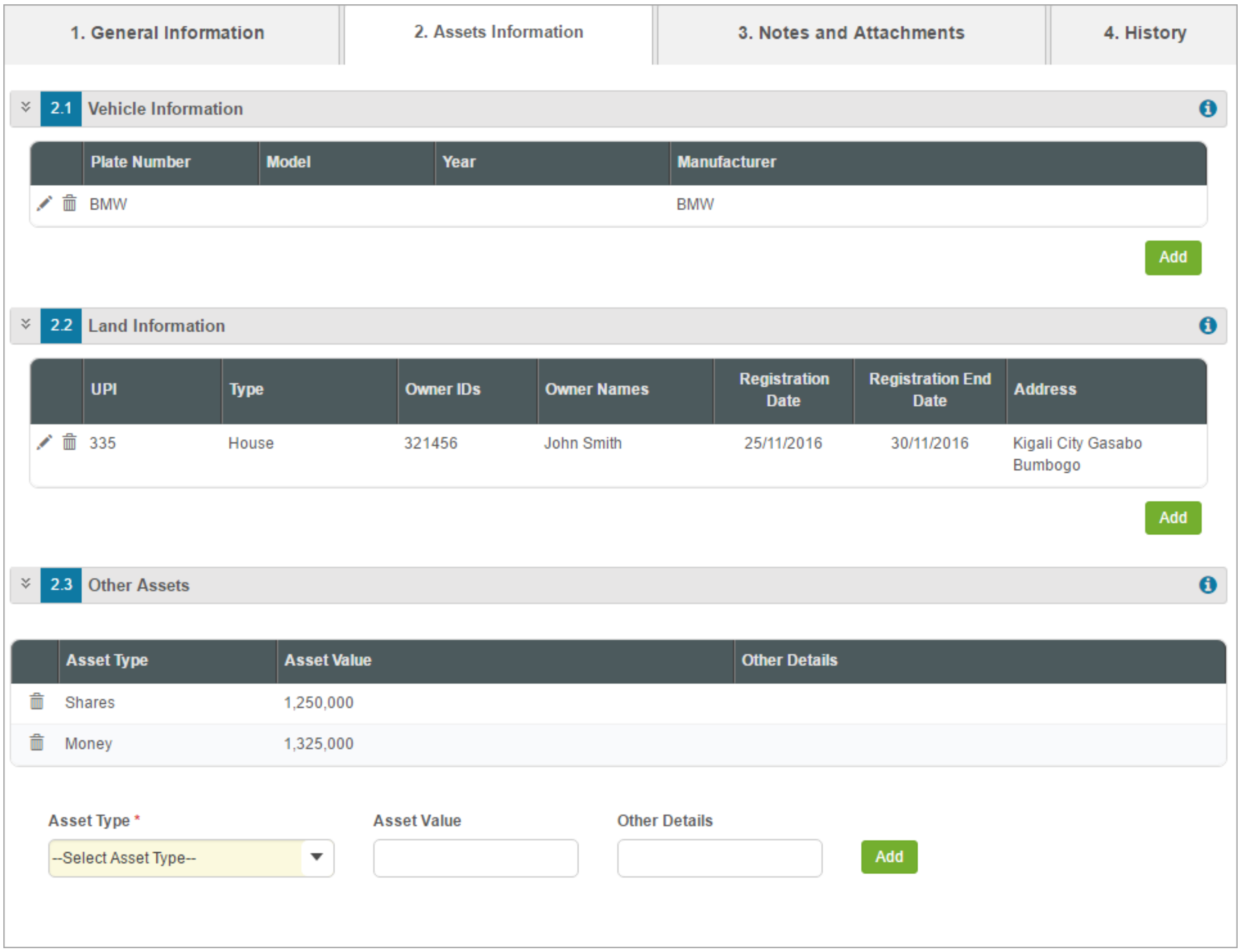

Figure 7: Assets Information Section

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

Field Name	Description
Vehicle Information	Provide information about the vehicles that the legal entity owns. For more details, see Managing Vehicles.
Land Information	Provide information about the land assets that the legal entity owns. For more details, see Managing Land Assets.
Other Assets	Provide information about the other assets owned by the legal entity. For more details, see Managing Other Assets.

Managing Vehicles

This chapter outlines how to add, create, import, edit, and remove vehicle records. It also describes how you can browse among the vehicle records to find the one that you are looking for.

Adding a Vehicle Record

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

1. Click the **Add** button at the bottom of the *Vehicle Information* field. A *Vehicle Information* form will open (Figure 8).

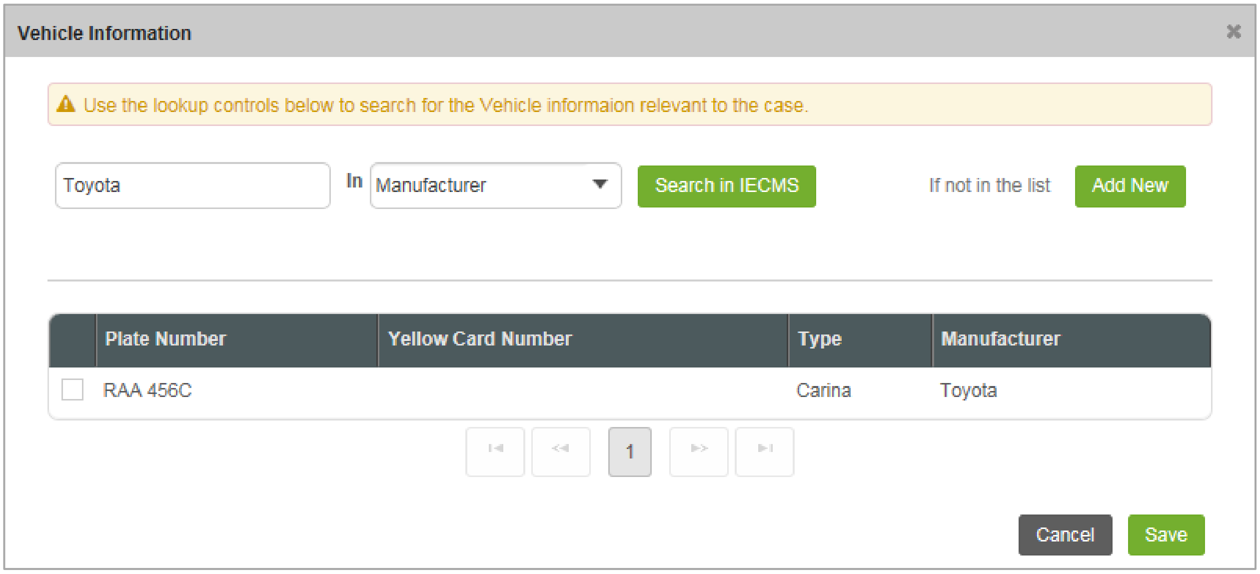

Figure 8: Adding a Vehicle Record

2. Locate the vehicle that is owned by the given legal entity. This can be done by using the search mechanism the *Vehicle Information* form is equipped with. To find a vehicle, enter the vehicle type, make, or other details in the search box and specify the field to search in.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.
   Note: If the search yields no results and the appropriate vehicle record cannot be found in the *Rwanda IECMS* database, you can create a new record to add to the form. For more details, see Creating a Vehicle Record.
4. Select the vehicle record that you want to add to the *Legal Entity* form by ticking the checkbox to the left of the record.
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Browsing among Vehicle Records

In order to ensure fast page loading, the *Vehicles* 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 vehicle records displayed to you in the *Vehicles* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Creating a Vehicle Record

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

1. Click the **Add** button in the *Vehicle Information* window. A *Vehicle Information* form will open (Figure 9).
2. Provide the information requested in the form as described in the table below:

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

Field Name	Description

National Id	Enter the **National Id** of the motor vehicle owner.
Owner	Enter the name and surname of the motor vehicle owner.
Phone	Enter the **Phone** number of the motor vehicle owner.
Email Address	Enter the **Email Address** of the motor vehicle owner.
Plate Number	Enter the plate number of the motor vehicle. *This field is mandatory.*
Manufacturer	Fill in the name of the vehicle **Manufacturer** in the respective field.
Model	Specify the vehicle **Model** in the respective field.
Type	Specify the **Type** of the vehicle under consideration.
Year	Select the year when the motor vehicle was made from the drop-down list. Note: If the list of years 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.
Chassis Number	Provide information about the base frame of a car specifying its **Chassis Number**.
Engine No	Enter the vehicle engine number.
Is Left Hand	Indicate whether the vehicle is intended for left-hand traffic.
Power	Enter the maximum power that the vehicle engine can put out.
Weight	Enter the total **Weight** of the vehicle.
Vehicle CC	Enter the engine displacement measure of the vehicle in cubic centimeters.
Tax Payer Tin	Provide the Taxpayer Identification Number of the vehicle owner.

Registration Date	Indicate the date when the vehicle was registered with the respective authority. A calendar popup is available for this field, see Figure 2: Calendar.
Vehicle Description	Provide a brief description of the vehicle in the form of free text.
Frame No	Enter the vehicle frame number, an identification number commonly assigned to it.
Yellow Card Number	Enter the number of the yellow card provided to the motor vehicle owner.
Acquisition Date	Indicate the date when the vehicle was acquired. A calendar popup is available for this field, see Figure 2: Calendar.
Consumption Date	Indicate the date when the vehicle will be liable for consumption. A calendar popup is available for this field, see Figure 2: Calendar.

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

Note: The system is designed to interact with the Rwanda Revenue Authority (RRA) database to obtain information about the vehicles owned by individuals. This way, if you know only a sub-set of the vehicle data, you can import the entire data set from RRA. For more details, see Importing a Vehicle Record. Please, be aware that the imported data set will overwrite the information manually provided for the vehicle.

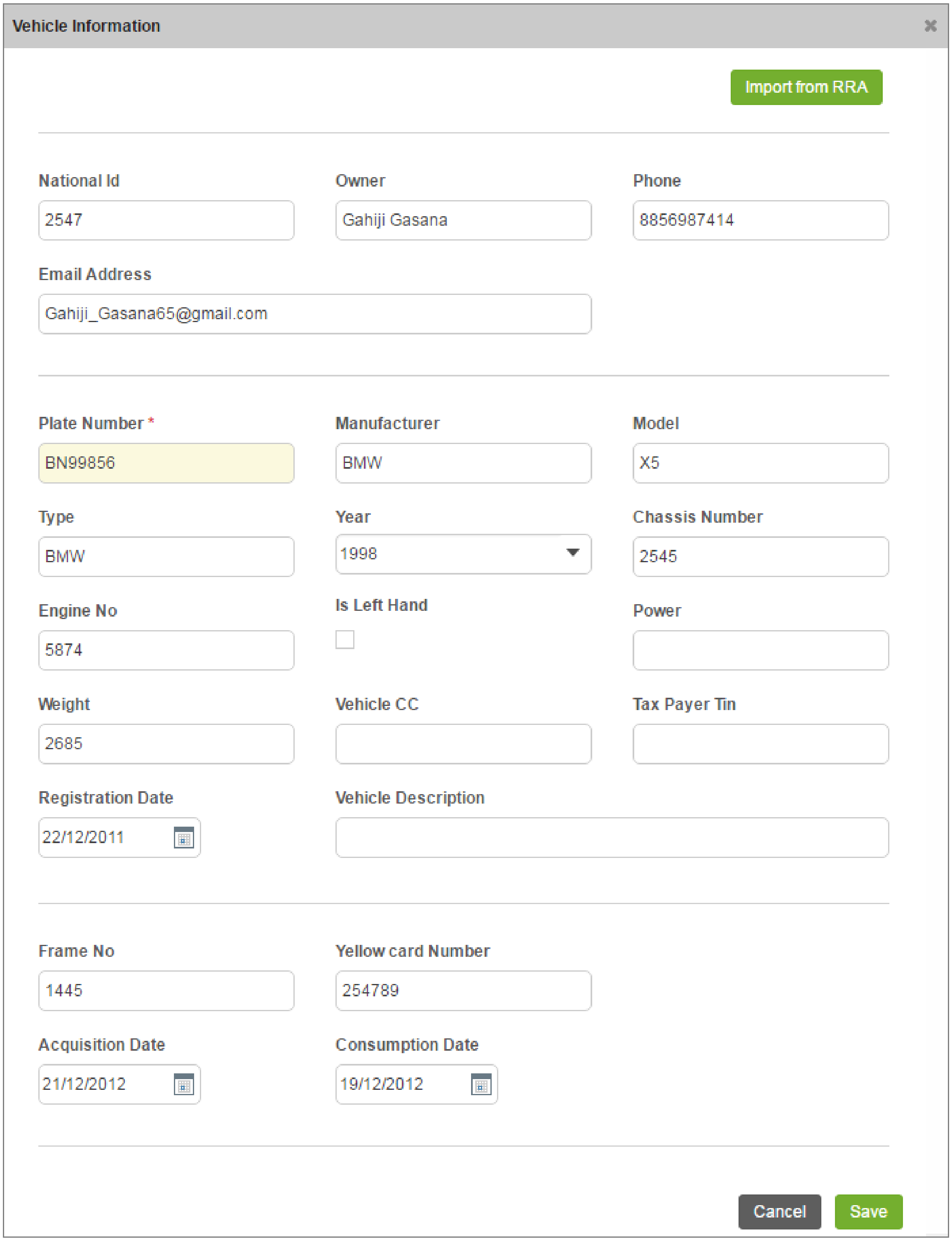

Figure 9: Creating a Vehicle Record

Importing a Vehicle Record

In order to import vehicle record from RRA, follow the steps below:

1. Click the **Import from RRA** button in the *Vehicle Information* window. An *Import from RRA* form will open (Figure 10).
2. Enter the vehicle plate number in the search field.
   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.
3. Click the **Search in RRA** button. The list of all records that match the search criteria will be displayed in the table below.
4. Select the vehicle record that you want to add to the *Legal Entity* form by ticking the checkbox to the left of the record.
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Figure 10: Importing a Vehicle Record

Editing Vehicle Information Records

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

Removing Vehicle Information Records

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

Managing Land Assets

This chapter outlines how to add, create, edit, view and remove land asset records. It also describes how you can browse among the land asset records to find the one that you are looking for.

Adding a Land Asset Record

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

1. Click the **Add** button at the bottom of the *Land Information* field. A *Land Information* form will open (Figure 11).

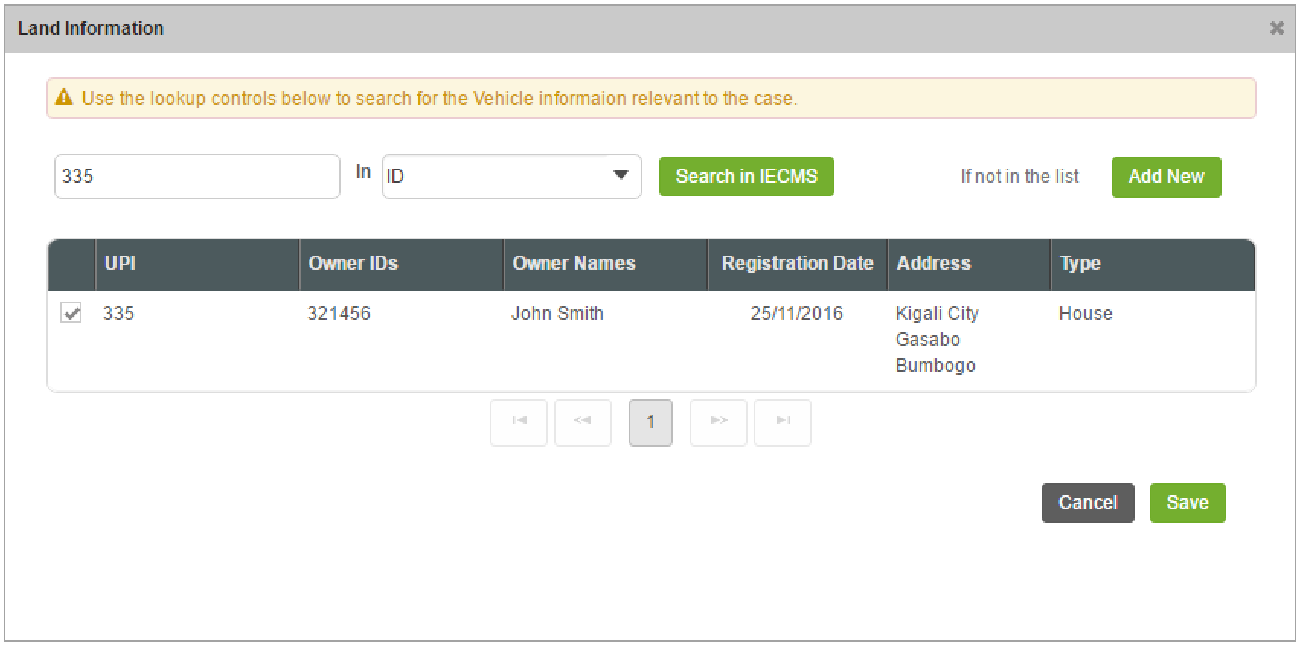

Figure 11: Adding a Land Asset Record

2. Locate the land asset that is owned by the given legal entity. This can be done by using the search mechanism the *Land Information* form is equipped with. To find a land asset, enter the land asset properties in the search box and specify the field to search in.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.

Note: If the search yields no results and the appropriate land asset record cannot be found in the *Rwanda IECMS* database, you can create a new record to add to the form. For more details, see Creating a Land Asset Record.

4. Select the land asset record that you want to add to the *Legal Entity* form by ticking the checkbox to the left of the record.
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Browsing among Land Asset Records

In order to ensure fast page loading, the *Land Assets* 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 land asset records displayed to you in the *Land Assets* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Creating a Land Asset Record

In order to create a land asset record, follow the steps below:

1. Click the **Add New** button in the *Land Information* window. A *Land Information* form will open (Figure 12).
2. Provide the information requested in the form as described in the table below:

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

Field Name	Description
Land Asset Details	Provide detailed information about the land asset by indicating the owner's ID and full name, as well as other particulars. For more details, see Managing Land Properties.
UPI	Enter a unique parcel identifier (UPI) that will help to identify the land parcel, its location, and lot. *This field is mandatory.*

Type	Specify the **Type** of the land under consideration by selecting it from the drop-down list. Note: If the list of land types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Province	Indicate the **Province** where the land property is located. Please, note that selection of the province will filter the list in the *District* field and display only the instances that fall within the selected province. Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
District	Indicate the **District** where the land property is located. Please, note that selection of the district will filter the list in the *Sector* field and display only the instances that fall within the selected district. Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Sector	Indicate the **Sector** where the land property is located. Please, note that selection of the sector will filter the list in the *Cell* field and display only the instances that fall within the selected sector. Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Cell	Indicate the **Cell** where the land property is located. Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking

	for, you should enter the keyword in the search box above the drop-down list.
Surface	Specify what **Surface** the land occupies.
Registration Date	Indicate the date when the land asset was registered with the respective authority. A calendar popup is available for this field, see Figure 2: Calendar.
Registration End Date	Indicate the date when the land asset registration will expire. A calendar popup is available for this field, see Figure 2: Calendar.

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

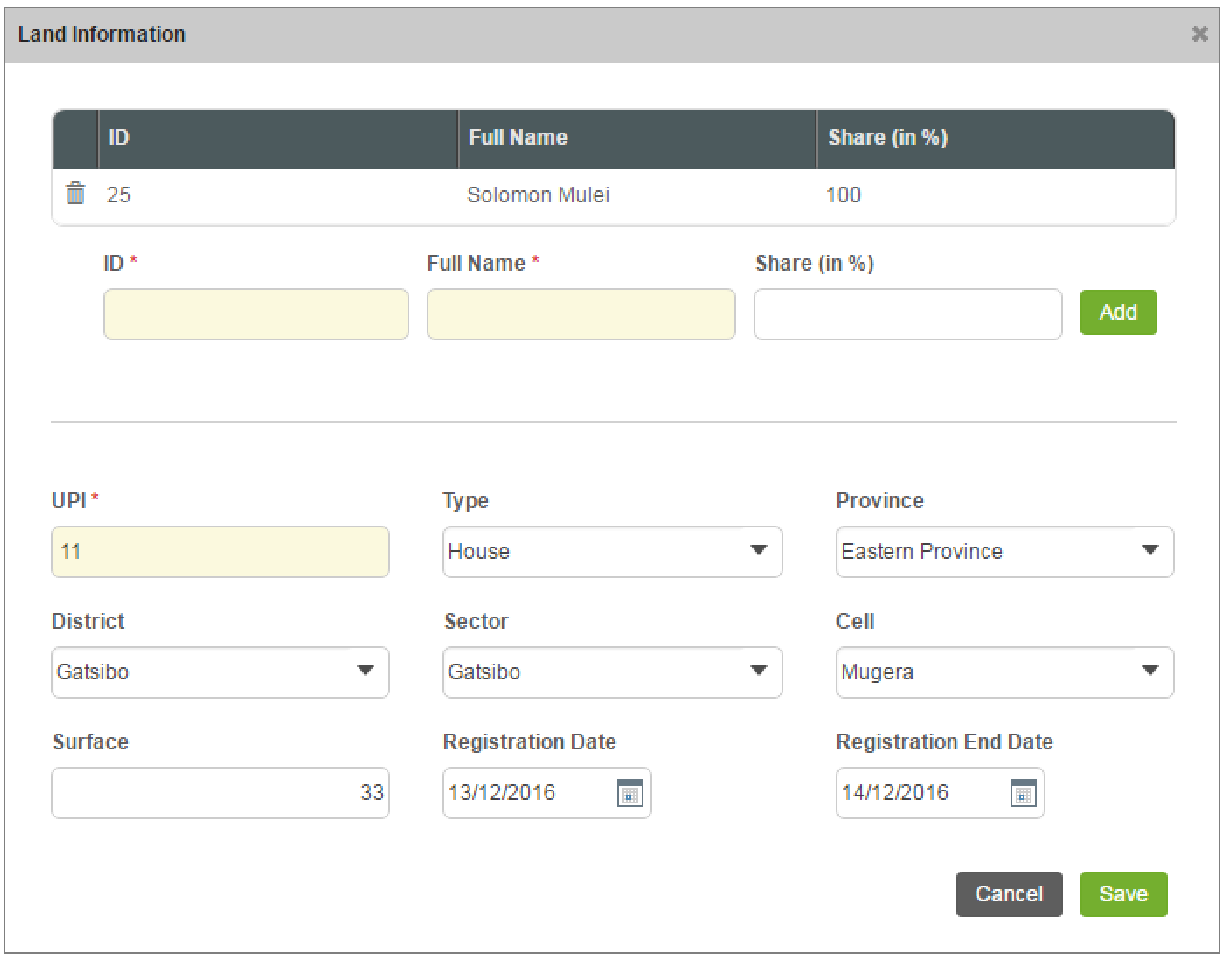

Figure 12: Creating a Land Asset Record

Editing Land Asset Records

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

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

Removing Land Asset Records

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

Managing Land Properties

This chapter outlines how to add and remove land property records.

Adding a Land Property Record

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

1. Enter the ID of the person who owns the land asset. *This field is mandatory*.
2. Indicate the land owner's full name. *This field is mandatory*.
3. Enter the share of land they own in the respective field.
4. Click the **Add** button. The new record will appear in the *Land Asset Details* table (Figure 13).

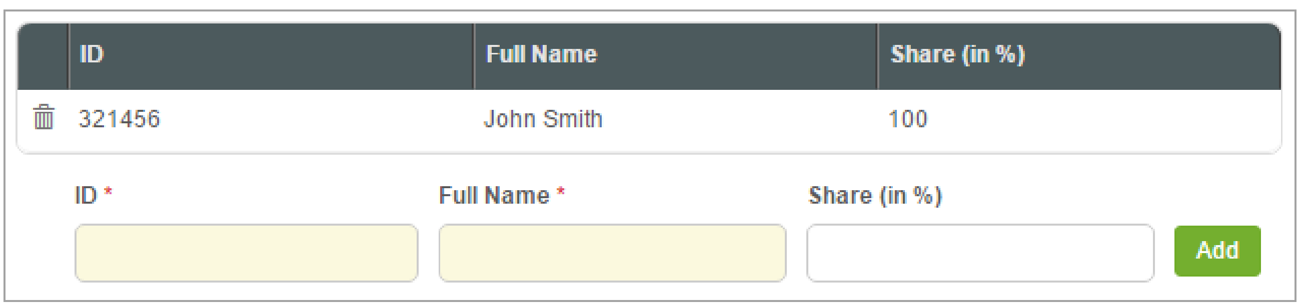

Figure 13: Adding a Land Property Record

Removing Land Property Records

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

Managing Other Assets

This chapter outlines how to add and remove other asset records.

Adding Other Asset Records

In order to add other asset records, follow the steps below:

1. Select the type of asset that best describes it from the drop-down list. *This field is mandatory.* Note: If the list of asset types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Indicate the asset value and other details, as appropriate.
3. Click the **Add** button. The new record will appear in the *Other Assets* table (Figure 14).

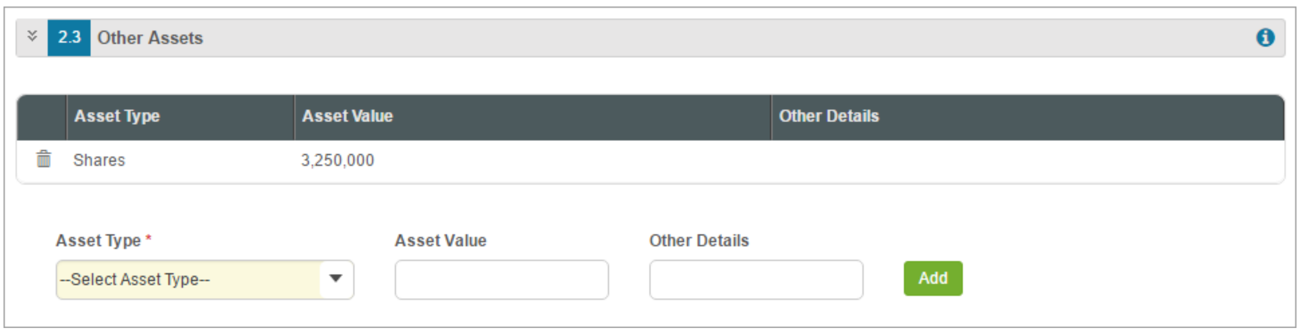

Figure 14: Adding Other Asset Records

Removing Other Asset Records

In order to remove other asset records, click the (**Remove**) button to the left of the record.

NOTES AND ATTACHMENTS

The *Notes and Attachments* section of the *Legal Entity* form (Figure 15) is used to record additional comments and issues related to the legal entity, as well as attach supporting documents and other files.

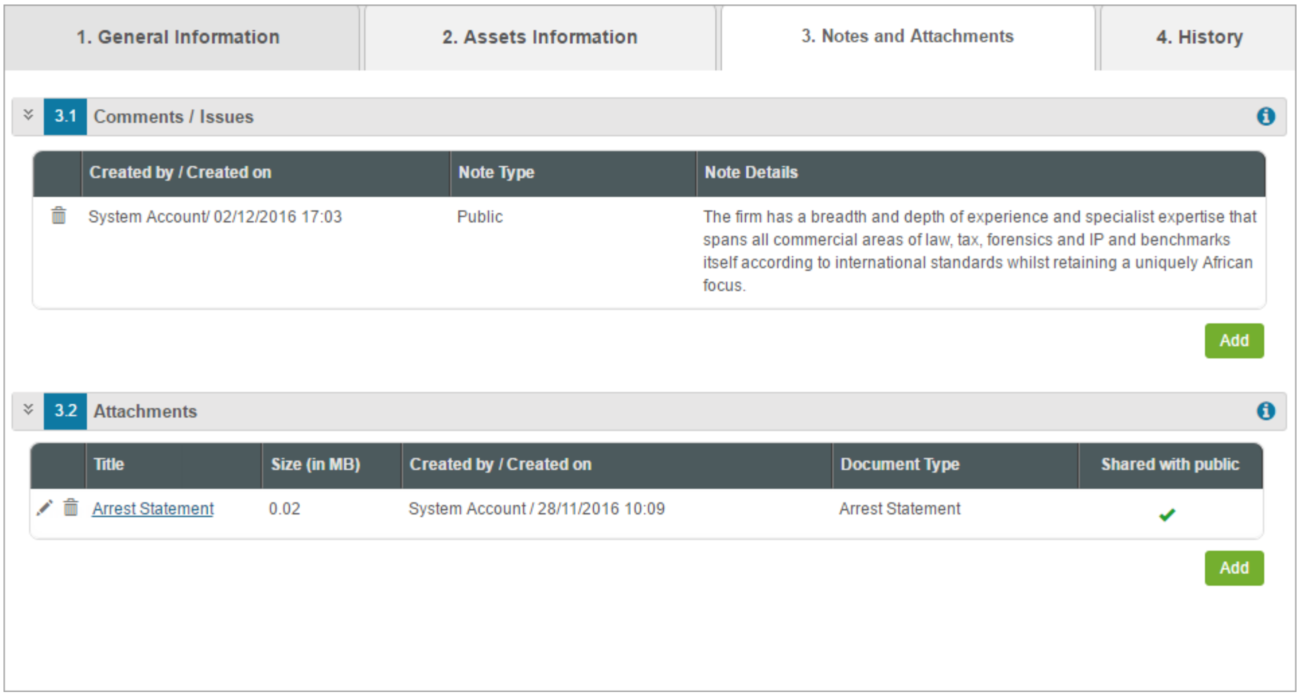

Figure 15: Notes and Attachments Section

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

Field Name	Description
Comments / Issues	Provide additional comments and issues related to the given legal entity. For more details, see Managing Comments / Issues.
Attachments	Attach supporting documents or images. For more details, see Managing Attachments.

Managing Comments / Issues

This chapter outlines how to add and remove comment and issue records.

Adding a Comment Record

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

1. Click the **Add** button at the bottom of the *Comments / Issues* field. A *Comments / Issues* form will open (Figure 16).

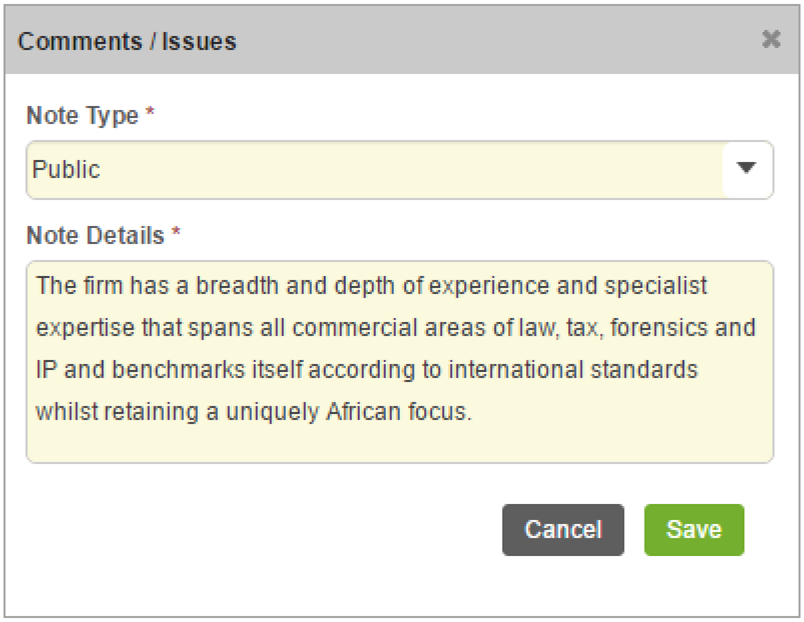

Figure 16: Adding a Comment

2. Specify, whether the comment is public or private by selecting the respective option from the **Note Type** drop-down list. *This field is mandatory.*
3. Provide **Note Details**. *This field is mandatory.*
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Removing Comment Records

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

Managing Attachments

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

Adding an Attachment

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

1. Click the **Add** button at the bottom of the *Attachments* field. An *Attachments* form will open (Figure 17).

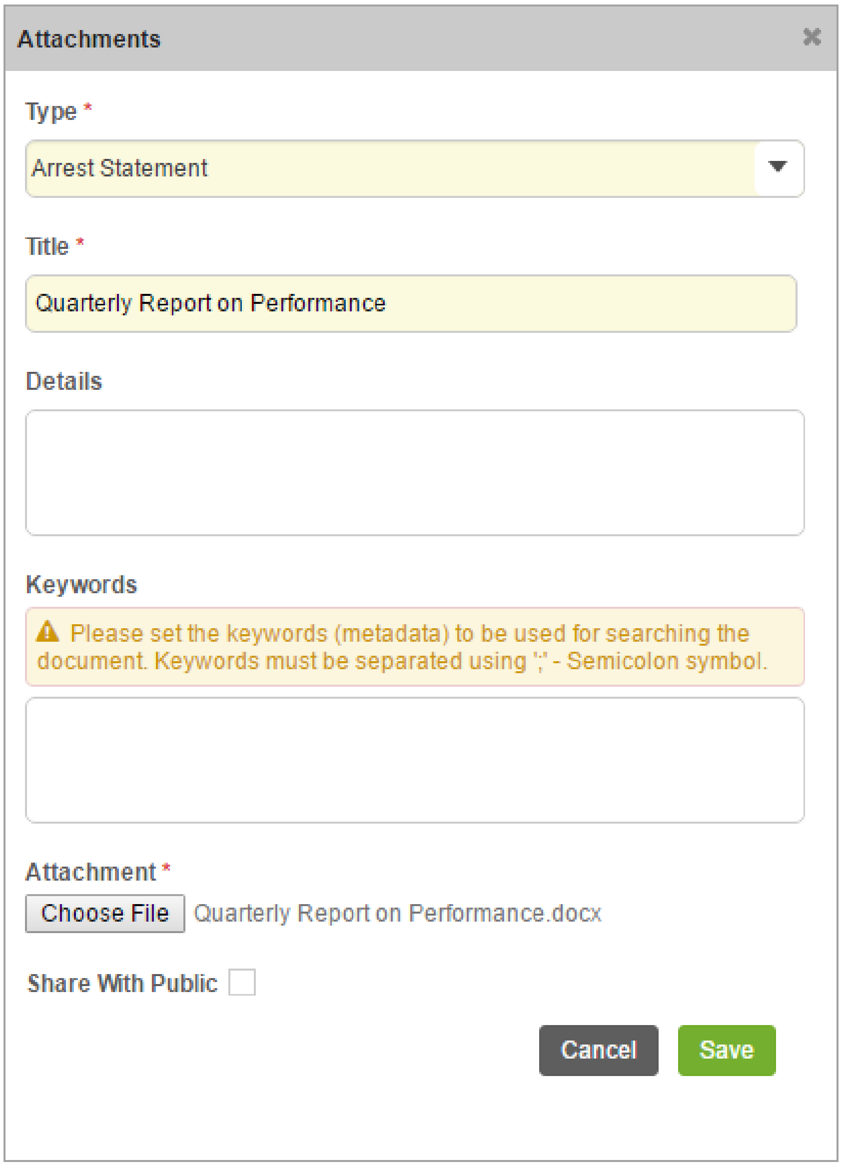

Figure 17: Uploading a File

2. Select the attachment **Type** from the drop-down list. *This field is mandatory.*

Note: If the list of attachment types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Enter the attachment **Title**. *This field is mandatory.*
4. Provide a brief description of the attachment content in the **Details** field.
5. List all **Keywords** to be used for locating the file attached.

   Note: Please, note that the keywords should be separated with a semicolon symbol (;).
6. Click the **Choose File** button and select a file to upload.
7. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

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

Viewing Attachments

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

Editing Attachments

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

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

Removing Attachments

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

HISTORY

The *History* section of the *Legal Entity* form (Figure 18) stores historical data about changes made to the *Legal Entity* form and is intended for keeping track of the modifications introduced to the record. Each saved version of the form provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to the form, the modifier details, etc.

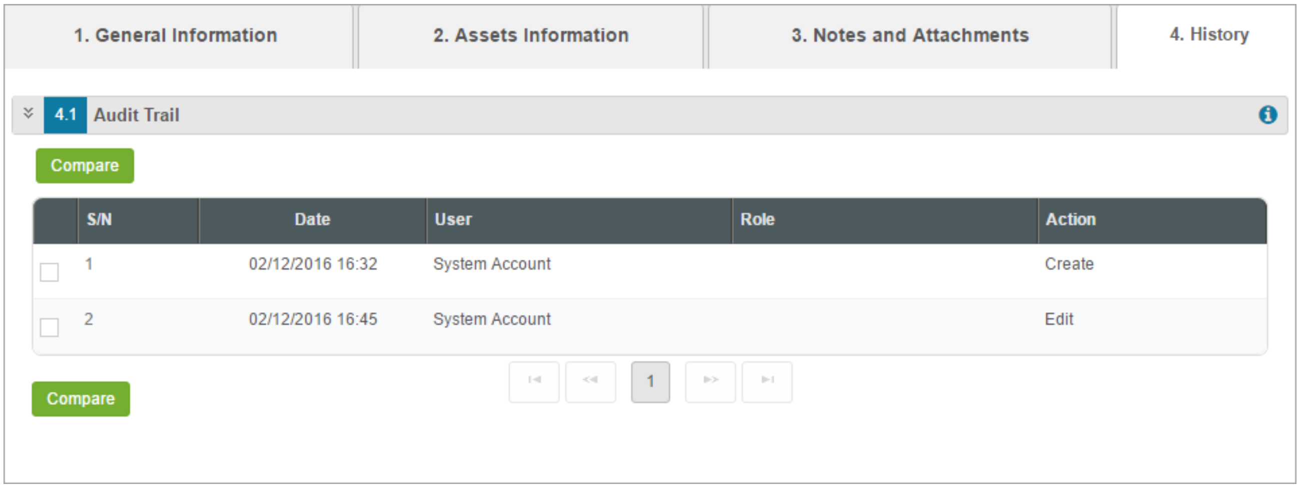

Figure 18: History Section

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

Field Name	Description
Audit Trail	This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following: • S/N – serial number assigned to the modification; • Date – date when the modification was made; • User – name of the user who performed the action; • Role – capacity of the user who performed the action; • Action – description of the action performed;

	Note: The system stores all the previous modified versions of the task record and makes them available for comparison. For more details, see Comparing Legal Entity Form Versions.

Comparing Legal Entity Form Versions

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

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

1. Tick the checkboxes to the left of the records you want to compare.
2. Click the **Compare** button. A new window will appear displaying the selected versions of the form (Figure 19).
3. Expand the fields by clicking the sign next to the name of the field to see how the fields differ in the selected versions. Please, note that the ≠ sign displayed to the left of the field, as well as different background and font colors denote the fields that have been modified or updated.

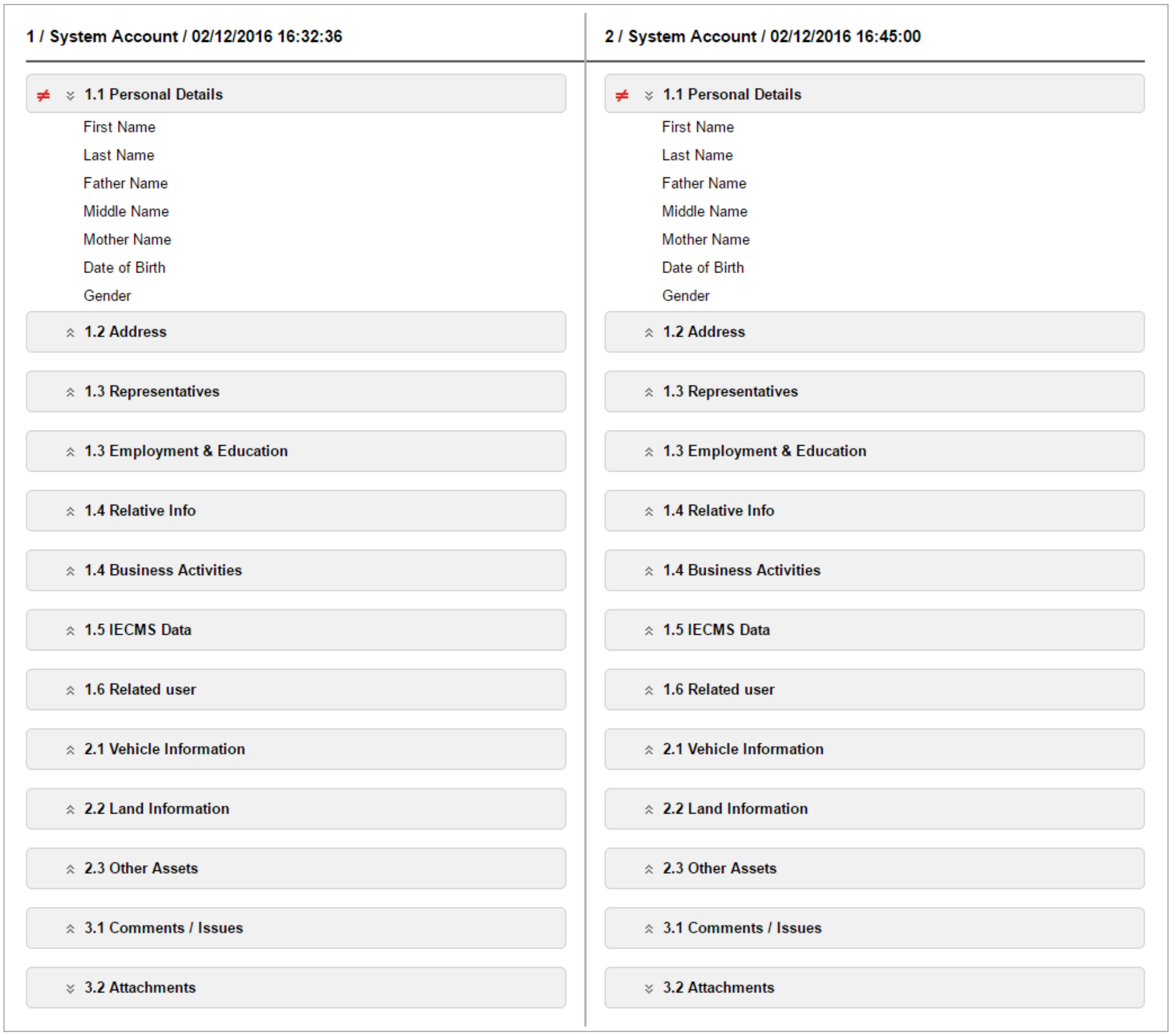

Figure 19: Comparing Legal Entity Form Versions

Browsing among History Records

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

To navigate through the pages, you can use the page numbers at the bottom of the field, as well as the **(First)**, **(Previous)**, **(Next)**, and **(Last)** arrow buttons.

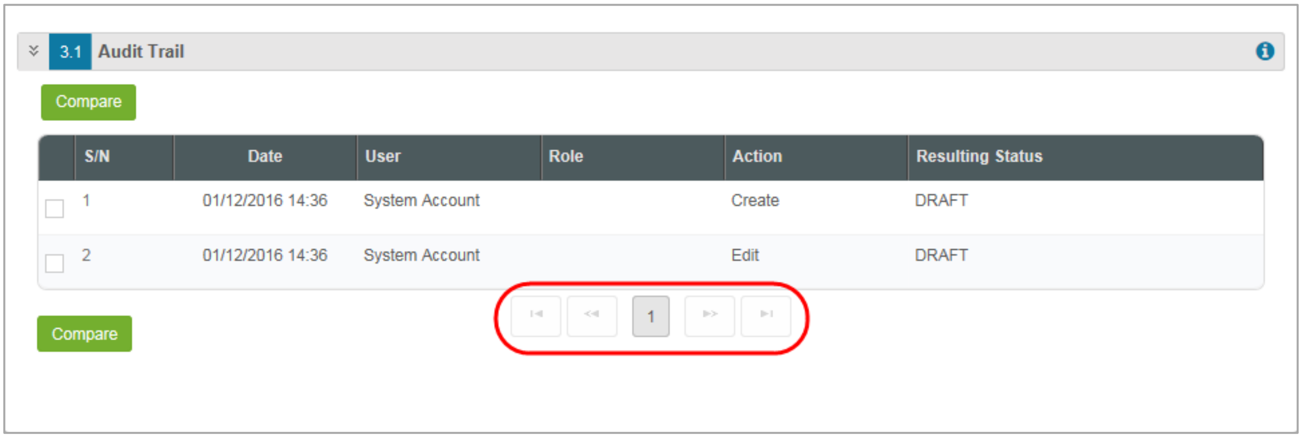

Figure 20: Browsing among History Records

SAVING DATA

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

REFERENCES

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

- Rwanda IECMS Analytical Interface User Manual
- Rwanda IECMS Portfolio User Manual
- Rwanda IECMS Dashboard User Manual
- Rwanda IECMS Rwanda National 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 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 Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide