



Rwanda Integrated Electronic Case Management System

Rwanda IECMS



DASHBOARD

USER MANUAL

Version 1.0

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INTRODUCTION

The purpose of this document is to describe how the *Dashboard* 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 *Dashboard* section in *Rwanda IECMS* is designed to provide a visual, at-a-glance insight into the data to be analyzed, thus, giving the decision-makers the possibility to leverage information assets in real-time through visually rich, responsive and personalized business intelligence dashboards. Moreover, it removes the limitations on report development giving the possibility to view various types of reports, such as lists, charts, maps, and reports, displayed in a user-friendly environment on a dashboard.

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.

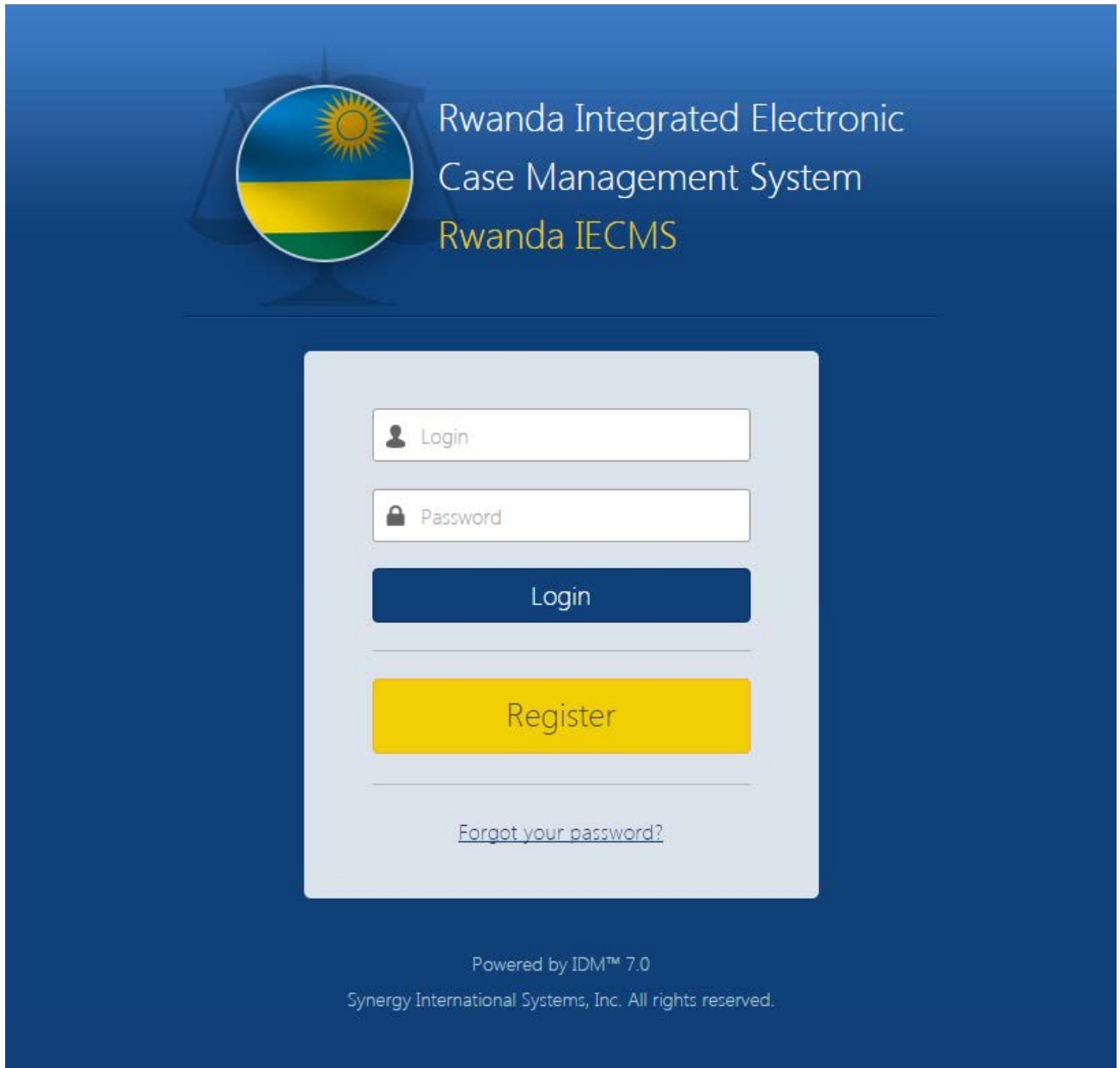


Figure 1: Rwanda IECMS Login Screen

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](#).

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	<input type="text" value="1mnd93"/>		
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 [DASHBOARD SECTION](#).
- **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 the *Rwanda IECMS Portfolio User Manual* in [REFERENCES](#).
- **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 Dashboard section window preview is shown in Figure 4.

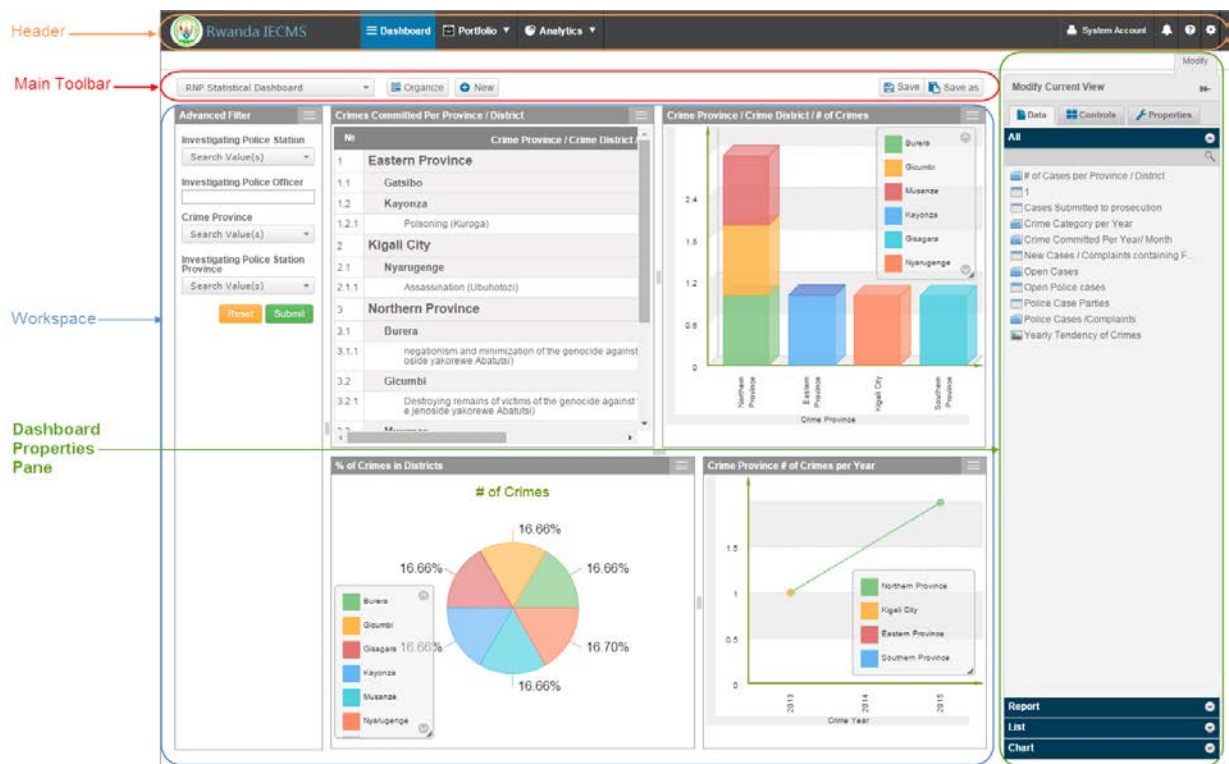


Figure 4: Dashboard Section Structure

It contains the following components:

Component Name	Description
<p>Header</p>	<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 DASHBOARD SECTION.

	<ul style="list-style-type: none"> • Portfolio – serves as a main information hub for <i>Rwanda IECMS</i> datasets. For more details, see the <i>Rwanda IECMS Portfolio User Manual</i> in REFERENCES. • 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 Toolbar	<p>This is the main toolbar of the <i>Rwanda IECMS</i> application. The following main functions are available here:</p> <ul style="list-style-type: none"> • Dashboard Selector – contains a list of memorized dashboards available to the application users. It can also be used to move from one dashboard to another. • Organize – switches to the <i>Organize</i> mode where you can see the list of the existing dashboards, add new, re-organize the existing groups, etc. For more details, see ORGANIZING DASHBOARDS. • New – creates a new dashboard. • Save – saves a dashboard so that it can be shared with other users. • Save as – saves a copy of the selected dashboard.
Workspace	<p>This frame is used to organize the pre-defined reports into meaningful groups, i.e. dashboards, to visualize them, and to modify the dashboard content and layout.</p>
Dashboard Properties Pane	<p>This frame is used to display the pre-defined reports and controls that are available in the application and that can be included into a dashboard. It is also used to set properties for a dashboard or any of its components.</p>

DASHBOARD SECTION

In the *Dashboard* section of the *Rwanda IECMS* application (Figure 5), you can make use of this reporting tool to easily create meaningful dashboards to visualize and drill down through a wealth of information for effective decision-making. It empowers you to create dashboards and add reports to them, interpret and extend your dashboard reports and analyze report data in real-time. Moreover, it serves as a powerful decision support tool for high-level executives by providing a completely personalized workspace with one-click access to up-to-date information on project data included in the memorized reports, lists, charts, maps, and other analytical reports.

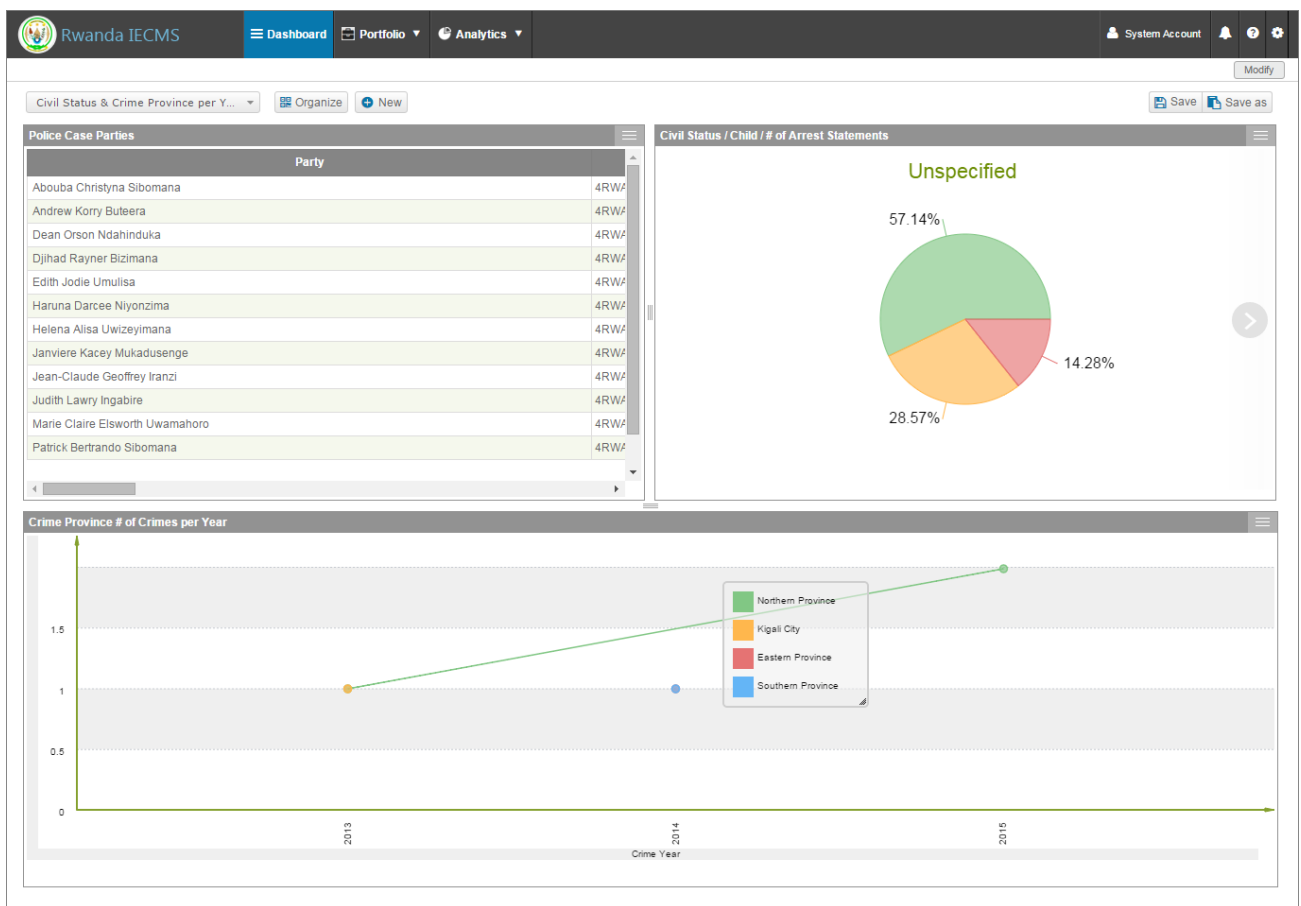


Figure 5: Dashboard Section

The *Dashboard* section fulfills the information needs of project managers and executive level decision-makers that require seeing an aggregate summary of the information available in the system in various formats, simultaneously, in one screen. Dashboards are a convenient way to display data analytics and use the flexible previews during presentations, meetings, and conferences as they

provide you with an at-a-glance perspective of the data included in the dashboard reports, allow monitoring critical issues, and assist in identifying areas that need immediate attention.

You can make use of the intuitive drag-and-drop environment that the *Dashboard* tool offers for leveraging information assets in real-time through visually rich, responsive and personalized business intelligence dashboards. This way, you will achieve better data interpretation and, as a result, more informed decision making.

The *Dashboard* section allows creating new informative dashboards, customizing the existing dashboards, adding new items to them, renaming and saving the dashboards and updating the data that are shown.

WORKING IN THE DASHBOARD SECTION

This chapter provides detailed instructions on what actions you need to take in order to create meaningful dashboards, view and edit them.

Accessing the Dashboard Section

In order to access the *Dashboard* section, click the **Dashboard** tab in the *Rwanda IECMS* header. This will navigate you to the *Dashboard* section (Figure 5). In this section, you can create dashboards, include reports under them, set their properties, etc.

Viewing a Dashboard

In the *Dashboard* section, you can view all the dashboards for which you have the appropriate permissions. There are two groups of dashboards that you can view. They are as follows:

- **User Dashboards:** these are private dashboards that you have created for your personal use. They are not available to other users of the *Rwanda IECMS* application. You can create an unlimited number of user dashboards and use them to organize information into groups meaningful to you or your organization. All user dashboards are included in the *My [Dashboards]* list.
- **Global Dashboards:** these are public dashboards that are available to all users of the *Rwanda IECMS* application. You must have the appropriate security privileges to create, edit, and delete global dashboards. All global dashboards are included in the *Public [Dashboards]* list.

In order to view a dashboards, follow the steps below:

1. Go to the **Dashboard** section of the *Rwanda IECMS* application.
2. Select the dashboard that you want to view from the *Dashboard Selector* (Figure 6) in the *Main Toolbar* (see [RWANDA IECMS STRUCTURE](#)). Please, note that the *Dashboard Selector* will contain the list of all dashboards that you have permissions to view.

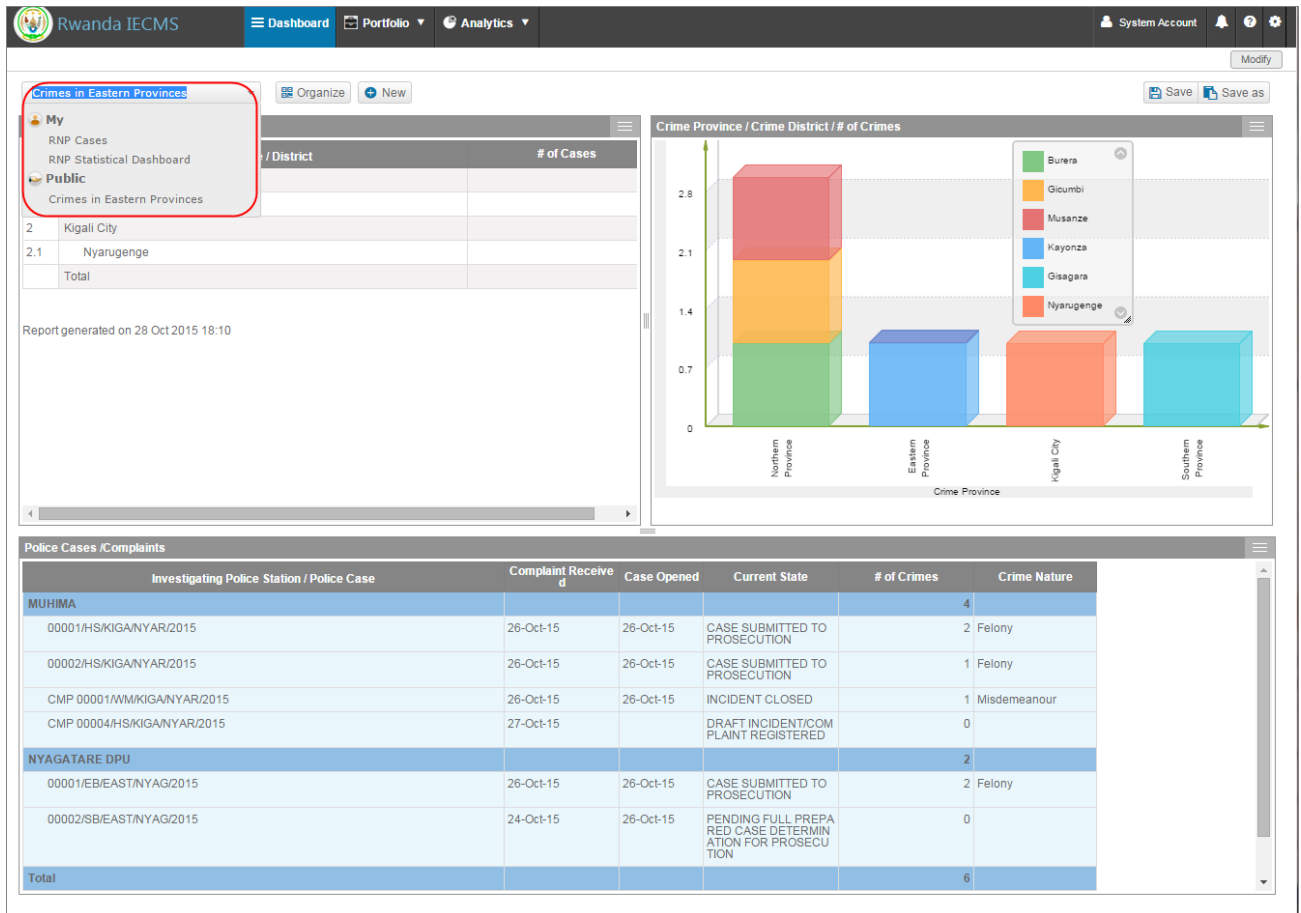


Figure 6: Viewing a Dashboard

Creating a New Dashboard

To create a new dashboard, follow the steps below:

1. Go to the **Dashboard** section of the *Rwanda IECMS* application.
2. Click the **New** button in the *Main Toolbar*. The *Modify Current View* panel will appear (Figure 7).
3. Select the reports that you want to add to the dashboard. For more details, see [Adding a Report to the Dashboard](#).
4. Select the controls that you want to add to the dashboard. For more details, see [Adding a Control to the Dashboard](#).
5. Set dashboard properties. For more details, see [Setting Dashboard Properties](#).

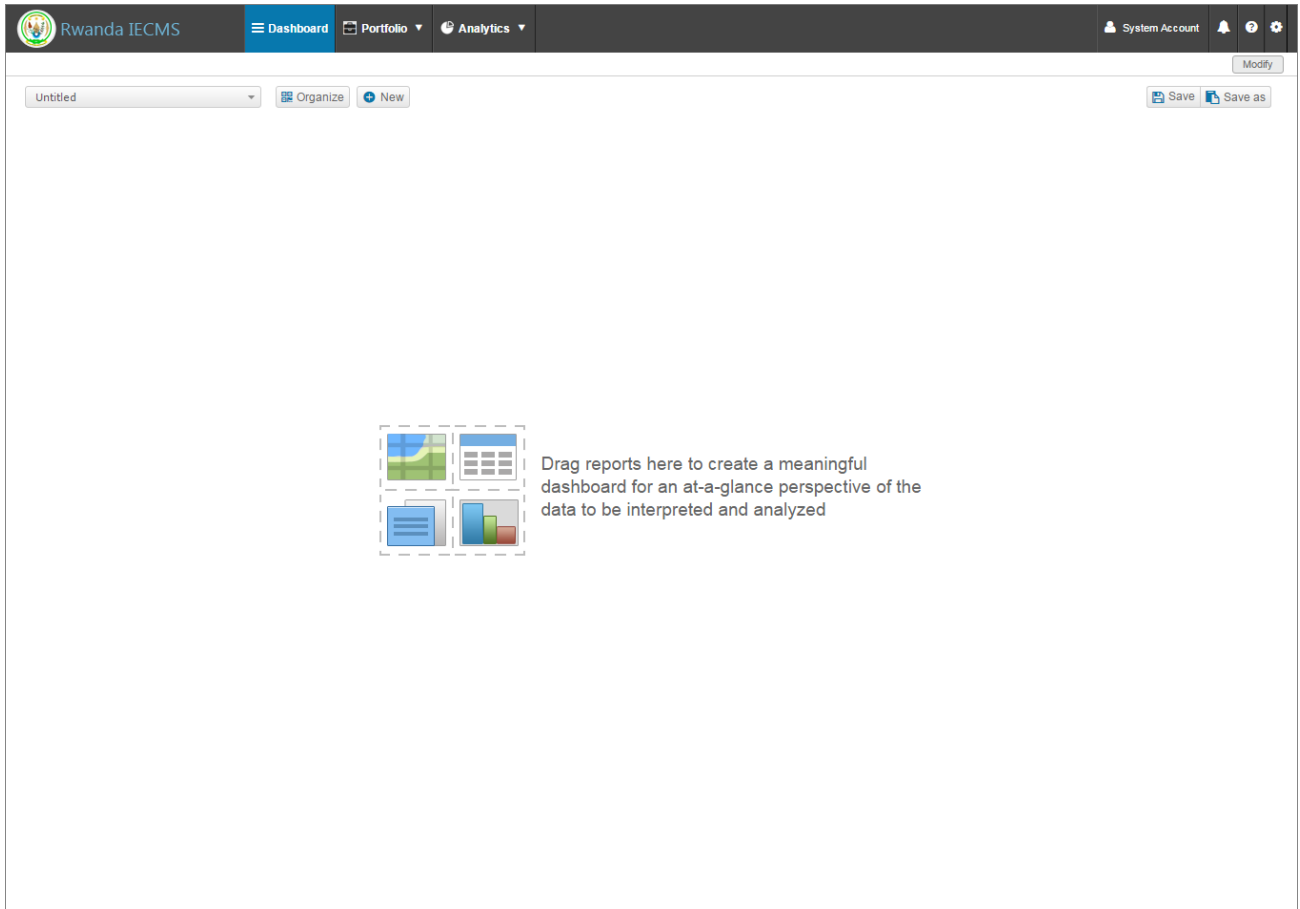


Figure 7: Creating a New Dashboard

Adding a Report to the Dashboard

To add a report to the dashboard, follow the steps below:

1. Switch to the **Data** tab in the *Modify Current View* panel.
2. Select a report to add to the dashboard and drag-and-drop it to the main screen.

Note: You can select to add a report to the dashboard browsing in the entire list of reports in the *All* sub-tab. Or, you may do it in other sub-tabs where the pre-defined reports are grouped according to a common feature (report type) they share.
3. If you want to add another report to the dashboard, select it in the list, drag it onto the main screen and hold the left mouse button until a green rectangle appears on the screen indicating an area where the new report can be placed (Figure 8). Once the rectangle becomes blue, release the mouse button.

Note: The reports can be arranged either in vertical or horizontal order.

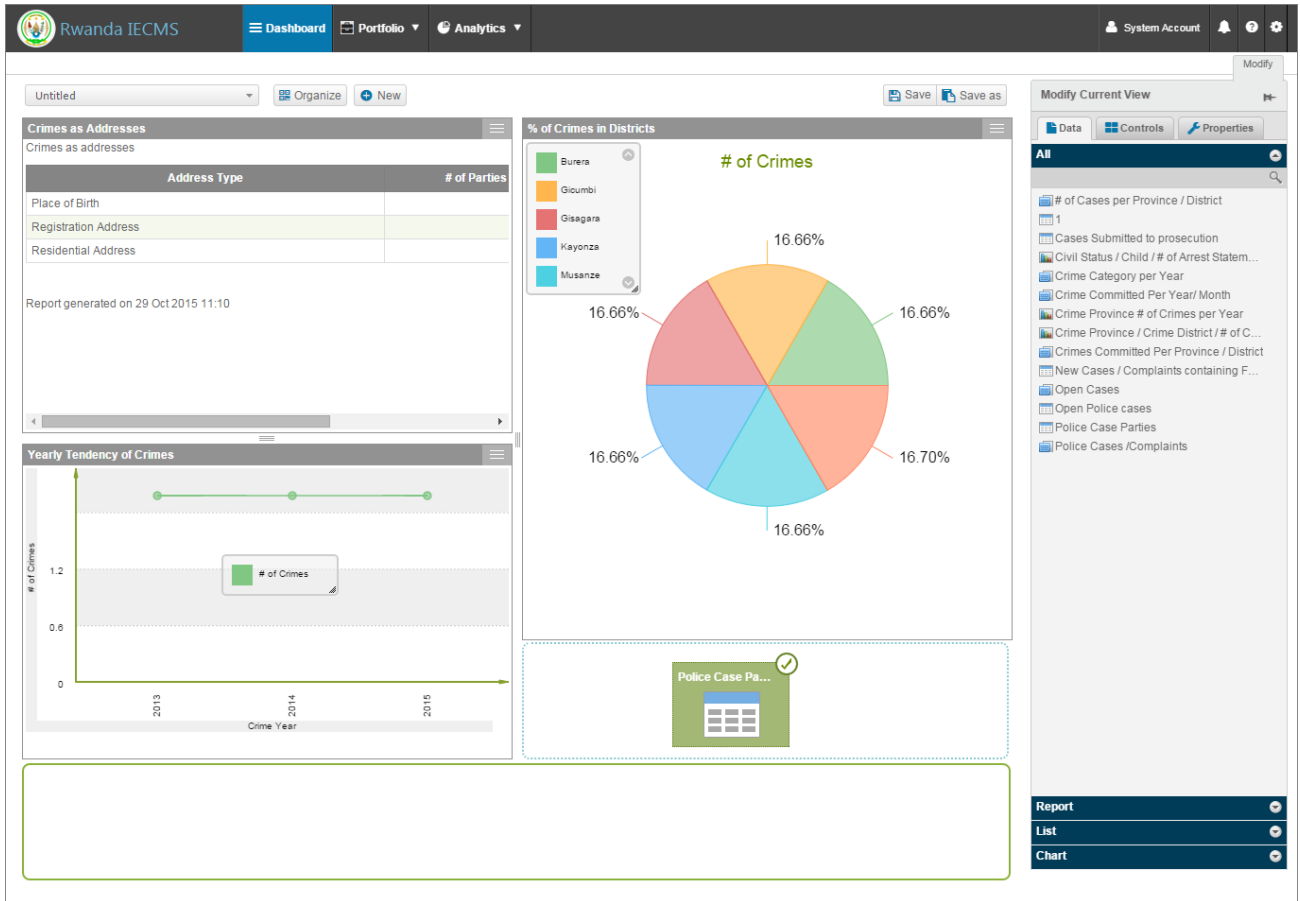


Figure 8: Adding a Report to the Dashboard

Adding a Control to the Dashboard

In the *Dashboard* section, you can select to add controls (e.g. a filtering control) to your dashboard and apply it to the reports included in it.

To add a control to the dashboard, follow the steps below:

1. Switch to the **Controls** tab of the *Modify Current View* panel.
2. Select a control to add to the dashboard and drag-and-drop it to the main screen (Figure 9).
3. If you want to add another control to the dashboard, select it in the list, drag it onto the main screen and hold the left mouse button until a green rectangle appears on the screen indicating an area where the new control can be placed. Once the rectangle becomes blue, release the mouse button.

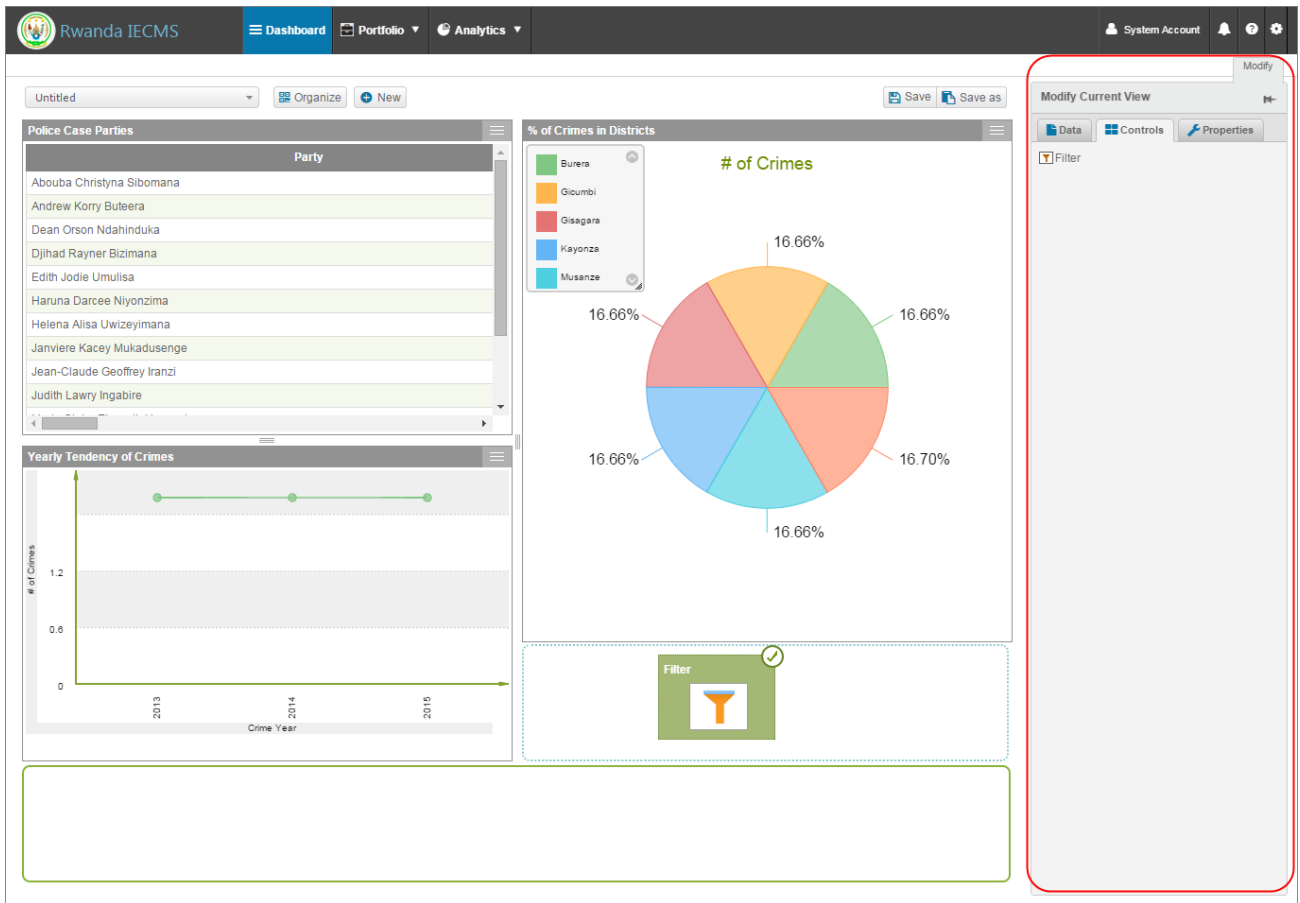


Figure 9: Adding a Control to the Dashboard

Setting Dashboard Properties

To assign certain properties to a dashboard, follow the steps below:

1. Switch to the **Properties** tab of the *Modify Current View* panel (Figure 10).
2. Tick the **Scroll Mode** checkbox to toggle the scrollbar, thus, allowing additional space for adding reports to the dashboard.

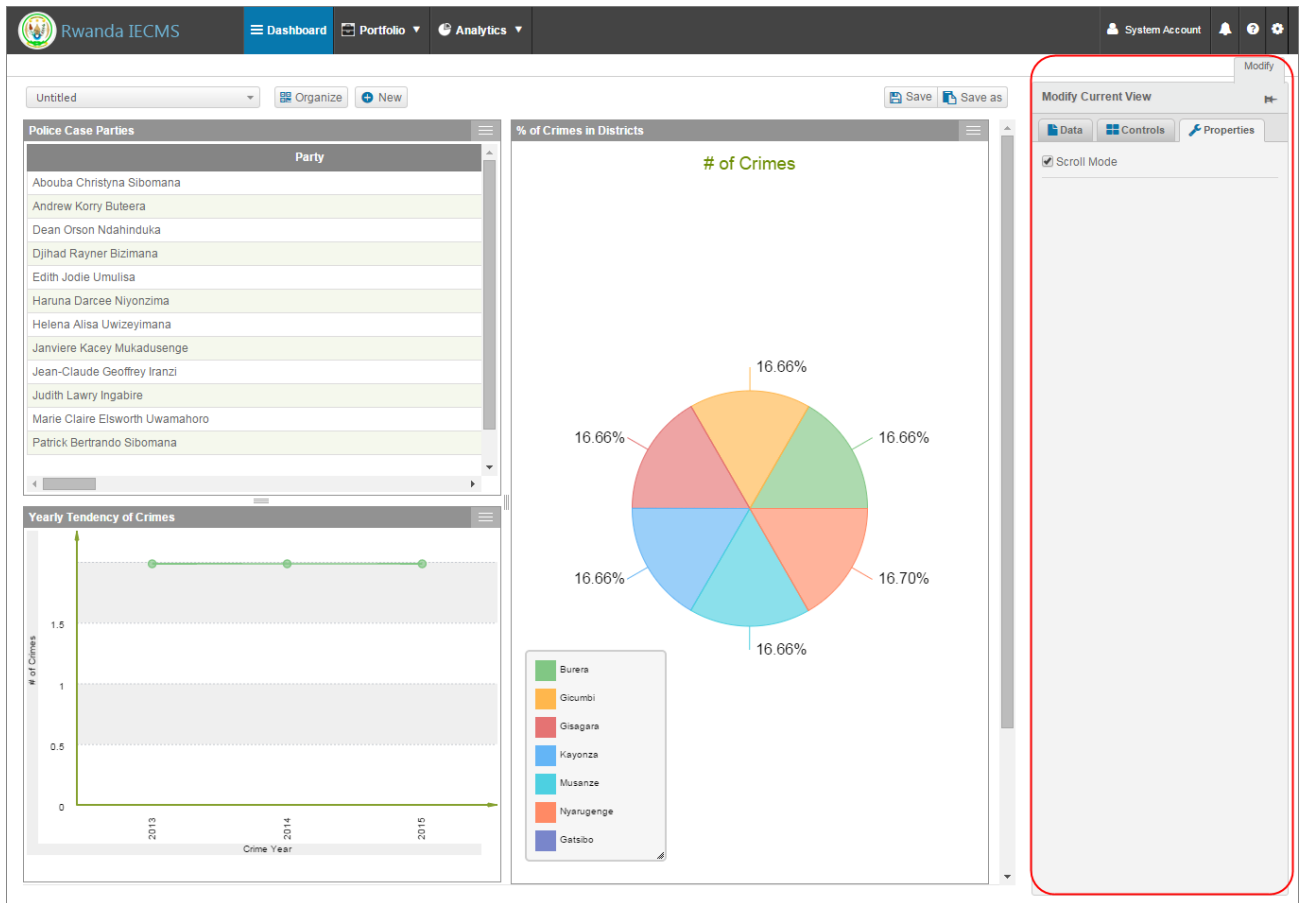


Figure 10: Setting Dashboard Properties



Managing Dashboard Reports

The reports that are included into dashboards can easily be managed.

Refreshing Reports

For decision-makers and other stakeholders, it is essential to access the latest data included in the reports to ensure more informed decision making. To serve this purpose, the *Dashboard* tool provides you with the possibility of refreshing the reports, i.e. loading the latest data from the database.

To refresh a report, follow the steps below:

1. Hover the mouse cursor over the  button found in the report caption toolbar.
2. Select the  (**Refresh**) option from the actions menu that appears (Figure 11). All the latest data will be reflected in the report.

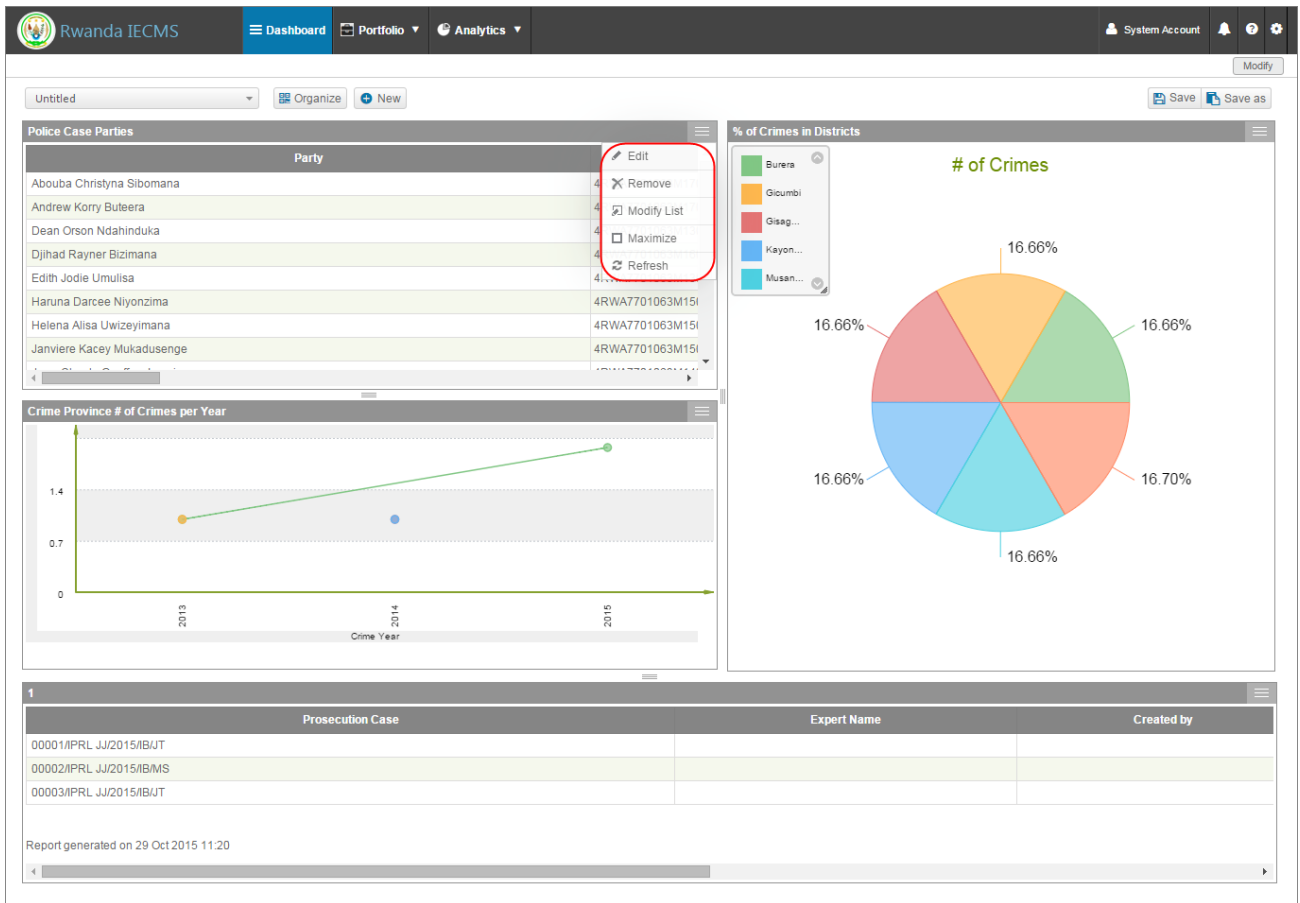




Figure 11: Performing Actions over a Dashboard Report

Maximizing / Minimizing Reports



In the *Dashboard* section, you can maximize an individual report included into your dashboard to have a better view of the data that it contains.

To maximize a report in the dashboard, follow the steps below:

1. Hover the mouse cursor over the  button found in the report caption toolbar.
2. Select the  (**Maximize**) option from the actions menu that appears (Figure 11).

When you have finished analyzing the data in the report, you can minimize the report window to return to your dashboard.



To minimize a report window, follow the steps below:

1. Hover the mouse cursor over the  button found in the report caption toolbar.
2. Select the  (**Minimize**) option from the actions menu that appears (Figure 11).

Modifying Dashboard Reports

In the *Dashboard* section, you can modify an individual report included into your dashboard.

To modify a report in the dashboard, follow the steps below:

1. Hover the mouse cursor over the  button found in the report caption toolbar.
2. Select the  (**Modify List / Chart / Map / Report**) option from the actions menu that appears (Figure 11). The selected report will open in the edit mode in a pop-up window where you can introduce the respective changes both to the report structure and its properties.
3. Click the **Ok** button to save the modifications made.

Applying Filters to Dashboard Reports

One of the primary challenges that users of any information management system face is the ability to drill down the wealth of the data stored in the application and find the piece of information that they are looking for within a mere fraction of time. This is the reason why the *Dashboard* section in *Rwanda IECMS* has been equipped with the advanced filtering capabilities intended for narrowing down the information included into the dashboard reports and focus on a specific sub-set of it.

To apply advanced filtering to a dashboard report, follow the steps below:

1. Add a filtering control to the dashboard that you are currently viewing. For more details on how to do this, see [Adding a Control to the Dashboard](#).
2. Specify the filtering condition that will be used to narrow down the data in a dashboard report. Also, select the dashboard report that the filtering condition will be applied to. For more details on how take these actions, see [Setting Filtering Control Options](#).
3. Once the filtering condition is saved, indicate what filtering criteria the report data should meet.
4. Click the **Submit** button to apply the filtering criteria (Figure 12).



Note: At any point, you can roll back to displaying the entire set of data included in the dashboard report by clicking the **Reset** button.

The screenshot displays the Rwanda IECMS dashboard interface. At the top, there are navigation tabs for 'Dashboard', 'Portfolio', and 'Analytics'. The main content area is titled 'RNP Statistical Dashboard' and features an 'Advanced Filter' panel on the left, which is highlighted with a red border. This panel includes dropdown menus for 'Investigating Police Station' (set to MUHIMA), 'Investigating Police Officer', 'Crime Province' (set to Kigali City, Eastern Province), and 'Investigating Police Station Province' (set to Eastern Province). Below these are 'Reset' and 'Submit' buttons. The central report area, titled 'Crimes Committed Per Province / District', shows a table with a 'Total' of 0 crimes. Below the table, three 'Filtering criteria applied' sections are visible, detailing the filters used. The right sidebar contains a 'Modify Current View' panel with options for 'Data', 'Controls', and 'Properties', and a list of available reports such as '# of Cases per Province / District' and 'Yearly Tendency of Crimes'. At the bottom of the report, it states 'Report generated on 29 Oct 2015 15:21'.

Figure 12: Applying Filters to Dashboard Reports

Removing Dashboard Reports

To remove a report from the dashboard, follow the steps below:

1. Hover the mouse cursor over the  button found in the report caption toolbar.
2. Select the  (**Remove**) option from the actions menu that appears (Figure 11).


Customizing a Dashboard

The *Dashboard* tool in the *Rwanda IECMS* application allows you to create your dashboards to display and organize the content that you want to view. For each dashboard that you create, you can customize the report containers by assigning them certain properties, like background colour, captions, etc. Moreover, you can assign properties to the controls that you have added to your dashboard.

This chapter will guide your through the steps that you should take to create a custom dashboard.

Setting Report Container Options

To style a report container, follow the steps below:

1. Hover the mouse cursor over the  button found in the report caption toolbar.
2. Select the **Edit** option from the actions menu that appears (Figure 11). The following options become available on the *Properties* tab (Figure 13):

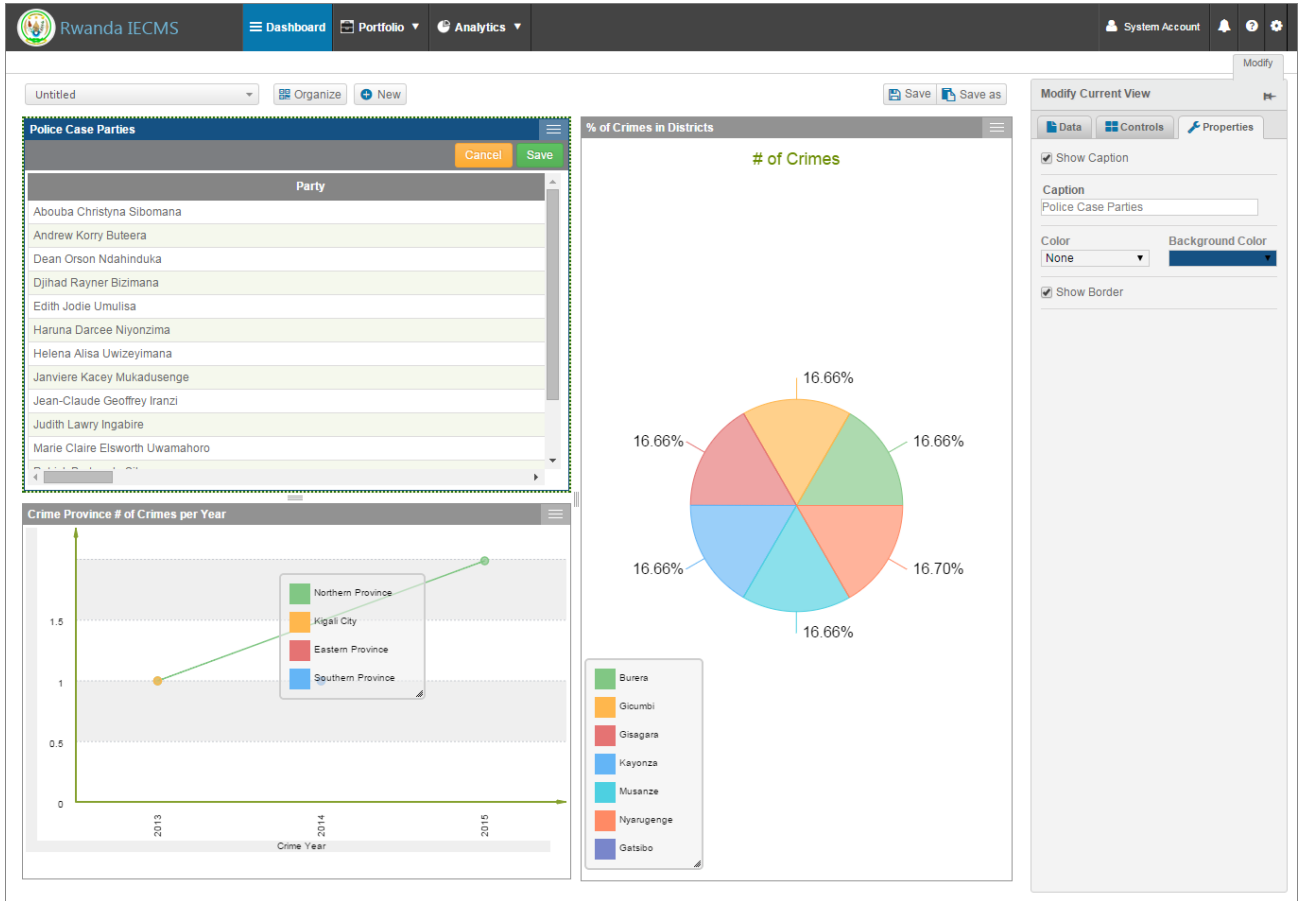


Figure 13: Setting the Report Container Properties


Property Field	Description
Show Caption	Define whether the report container should have a caption by selecting the respective checkbox.
Caption	This field appears if the <i>Caption</i> checkbox is selected and allows entering the piece of text that will appear as the report title.
Color	Select the color in which the report title will be displayed above the report.

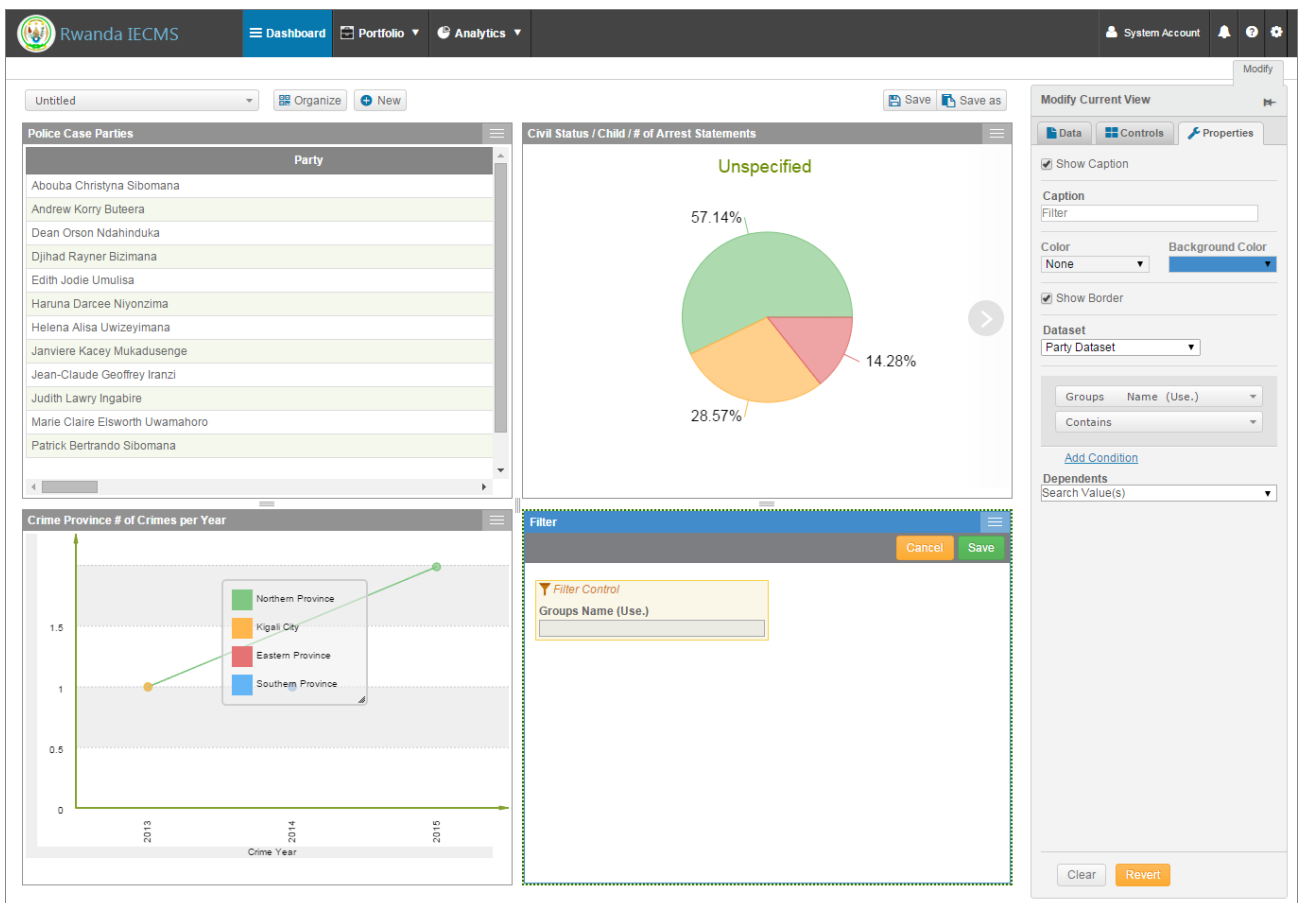
Background Color	Select the color for the report caption background.
Show Border	Specify whether the report container should have a border surrounding it. Please note that the report container will display in the color selected for the report caption background.

3. Make your changes to the filtering control properties.
4. Click the **Save** button to apply the changes made.

Setting Filtering Control Options

To set the filtering control options as well as to create filtering conditions, follow the steps below:

1. Hover the mouse cursor over the  button found in the filtering control toolbar.
2. Select the **Edit** option from the actions menu that appears (Figure 11). The following options become available on the *Properties* tab (Figure 14):



The screenshot shows the Rwanda IECMS dashboard with the following components:

- Police Case Parties Table:**

Party
Abouba Christyna Sibomana
Andrew Korry Buteera
Dean Orson Ndahinduka
Djihad Rayner Bizimana
Edith Jodie Umulisa
Haruna Darcee Niyonzima
Helena Alisa Uwizeyimana
Janviere Kacey Mukadusenge
Jean-Claude Geoffrey Iranzi
Judith Lawry Ingabire
Marie Claire Elsworth Uwamahoro
Patrick Bertrando Sibomana
- Civil Status / Child / # of Arrest Statements Pie Chart:**

Category	Percentage
Unspecified	57.14%
Other 1	28.57%
Other 2	14.28%
- Crime Province # of Crimes per Year Line Chart:**

Province	2013	2014	2015
Northern Province	1.0	1.0	1.5
Kigali City	1.0	1.0	1.5
Eastern Province	1.0	1.0	1.5
Southern Province	1.0	1.0	1.5
- Filter Control Properties Panel:**
 - Caption:** Filter
 - Color:** None
 - Background Color:** Blue
 - Show Border:** Checked
 - Dataset:** Party Dataset
 - Groups:** Name (Use.)
 - Contains:** Contains
 - Search Value(s):** Search Value(s)

Figure 14: Setting the Filtering Control Properties

Property Field	Description
Show Caption	Define whether the control container should have a caption by selecting the respective checkbox.
Caption	This field appears if the <i>Caption</i> checkbox is selected and allows entering the piece of text that will appear as the filtering control title.
Color	Select the color in which the filtering control title will be displayed above the control.
Background Color	Select the color for the filtering control caption background.
Show Border	Specify whether the filtering control container should have a border surrounding it. Please note that the report container will display in the color selected for the filtering control background.
Dataset	Specify the dataset that the filtering condition will be built on. This can be done by selecting the appropriate instance from the drop-down list.
Category	Specify what category (e.g. party, crime, etc.) the filtering condition will be based on.
Filtering Condition	Build a filtering condition to apply to the report included in the dashboard. Note: Clicking the Add Condition link will allow defining another condition to apply to the same dashboard report. Please, note that you can apply multiple filtering conditions that the data in the dashboard report should meet.
Dependents	Select the report to which the filtering condition will be applied.

3. Make your changes to the filtering control properties.
4. Click the **Save** button to apply the changes made.


SAVING DASHBOARDS

After creating dashboards, you can save them and either share them with other users of the *Rwanda IECMS* application or make them private. Please, note that dashboards to be shared with other users should be stored in the *Public* group, while the private dashboards should be included in the *My* group.

There are two ways of saving a dashboard in the *Rwanda IECMS* application. You can save a newly-created dashboard or save a copy of an existing dashboard with a different name, in a different location, or with a different content.

Saving New Dashboards

To save a dashboard created, follow the steps below:

1. Click the  **Save** button in the main toolbar. A new window will appear (Figure 15).
2. Define the dashboard name.



Enter a name for this view to save.

Civil Status & Crime Province per Year

Group

My

Cancel OK


Figure 15: Memorizing a Dashboard

3. Specify the group the dashboard will be included in by selecting the appropriate value from the *Group* combo box.
4. Click the **OK** button to save the dashboard for future reference. Or, click **Cancel** to terminate the operation.

Saving a Copy of the Dashboard

In the *Rwanda IECMS* application, you can save a copy of an existing dashboard. The copy of the dashboard can be saved in a different location, with a different name or edited content.

To save a copy of a dashboard, follow the steps below:

1. Click the  button in the main toolbar. A new window will appear (Figure 15).
2. Save the dashboard following the steps described in the section above.

ORGANIZING DASHBOARDS

The *Rwanda IECMS* application allows you to customize the pre-defined dashboards stored in the *Dashboard* section. You may also re-organize the dashboards in the desired way, i.e. include them into a group of dashboards or create a new dashboard group for them, rename them, etc.

To organize the dashboards, click the respective  **Organize** button in the main toolbar. You will be switched to the *Organize* mode (Figure 16).

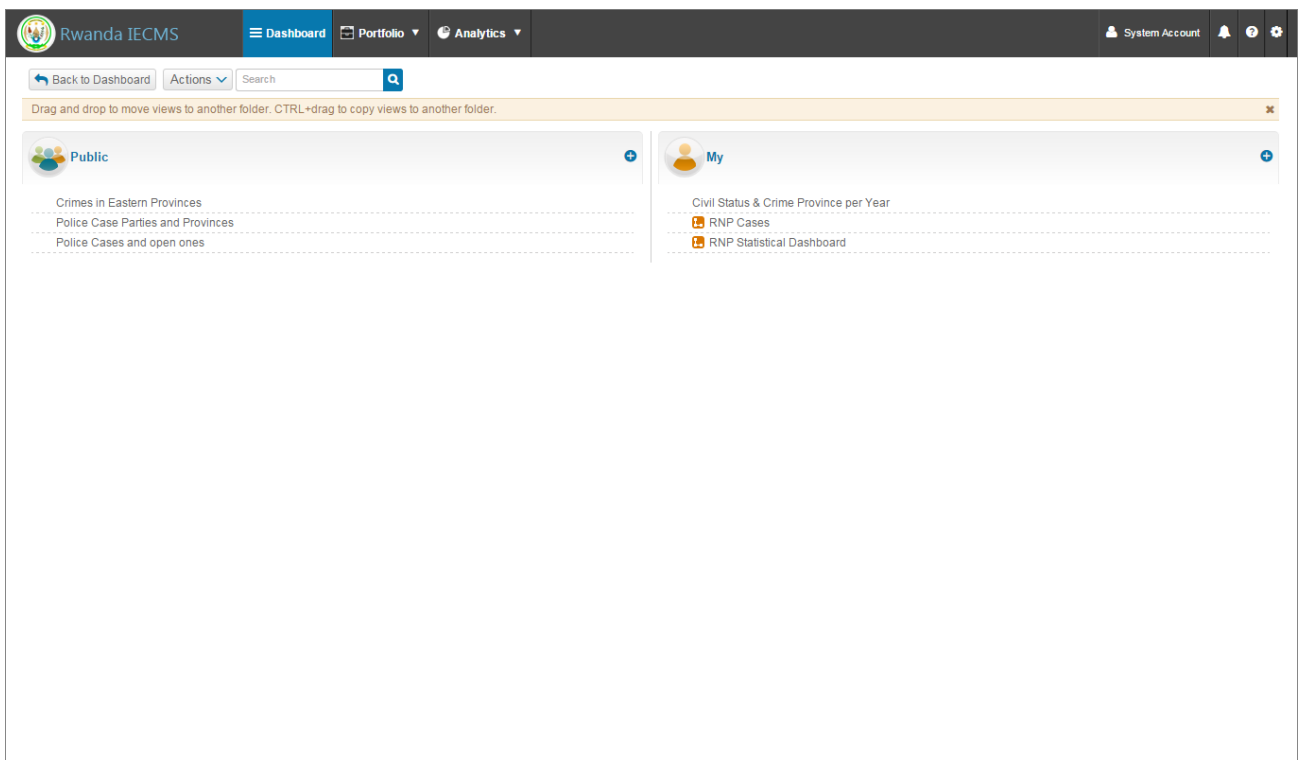



Figure 16: Organizing the Dashboards

In the *Organize* mode, the following actions will be available to you:

- [Renaming Dashboards and Dashboard Groups](#)
- [Sharing Dashboards and Dashboard Groups](#)
- [Stopping to Share Dashboards and Dashboard Groups](#)
- [Deleting Dashboards and Dashboard Groups](#)
- [Adding a Sub-group](#)
- [Moving Dashboards](#)
- [Searching for Dashboards](#)

Renaming Dashboards and Dashboard Groups

To rename a dashboard / dashboard group, follow the steps below:

1. Select the dashboard / dashboard group to be renamed.
2. Click the  (**Edit**) button to the right of the dashboard / dashboard group name (Figure 17).
3. Fill in the desired name for the dashboard / dashboard group.
4. Click **Ok** to save the modifications made. Or, click **Cancel** to discard them.

Note: The *Public* and *My* groups cannot be renamed.

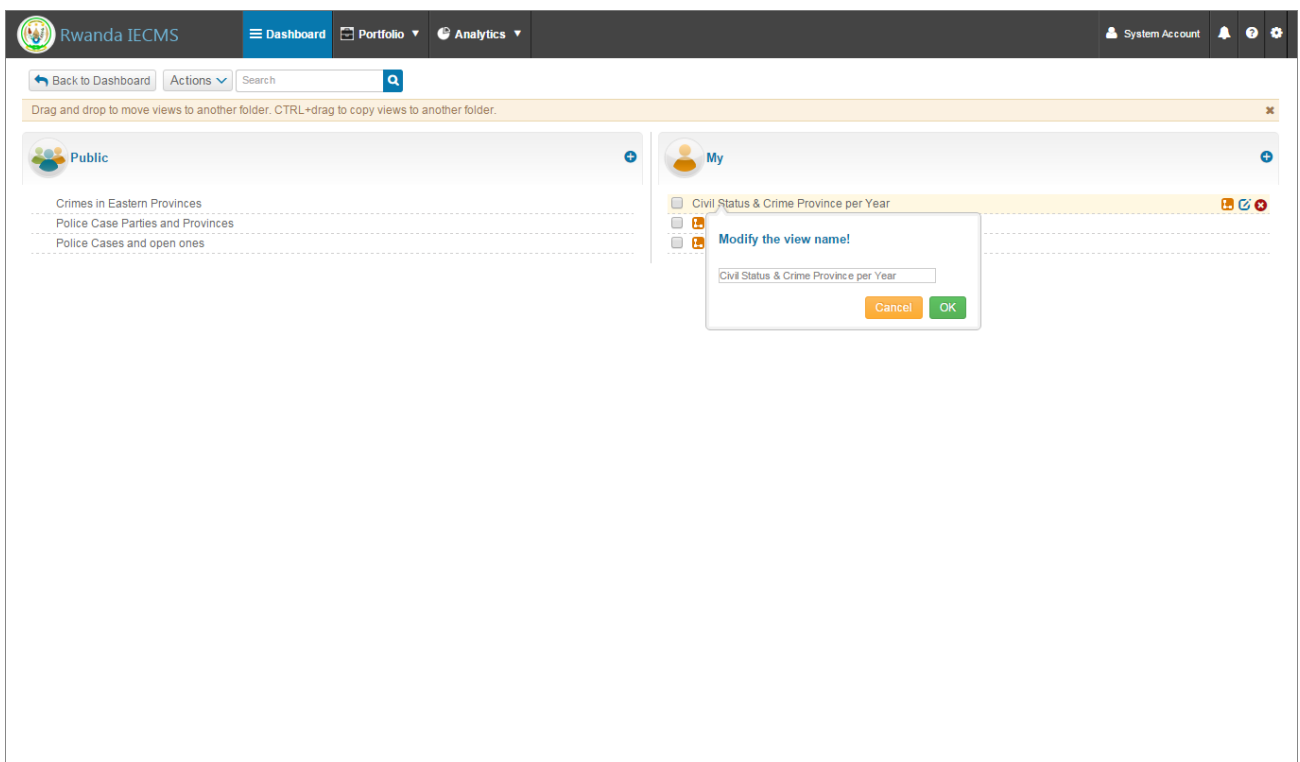



Figure 17: Renaming a Dashboard

Sharing Dashboards and Dashboard Groups

As it has been stated in the paragraphs above, the dashboards stored in the *My* group and its sub-groups are private and intended for personal use. However, you have the possibility of sharing personal dashboards with selected users, user groups, or roles acting in the application.

In order to share a dashboard / dashboard group, follow the steps below:

1. Select the dashboard / dashboard group that you want to share.
2. Click the  (**Share**) button on the right of the dashboard / dashboard group name (Figure 18).
3. Select the users, user groups, or roles that you want to share the selected dashboard / dashboard group with by clicking their name.

Note: If the list 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.

4. Click the **Ok** button to save the modifications made. Or, click **Cancel** to discard them.

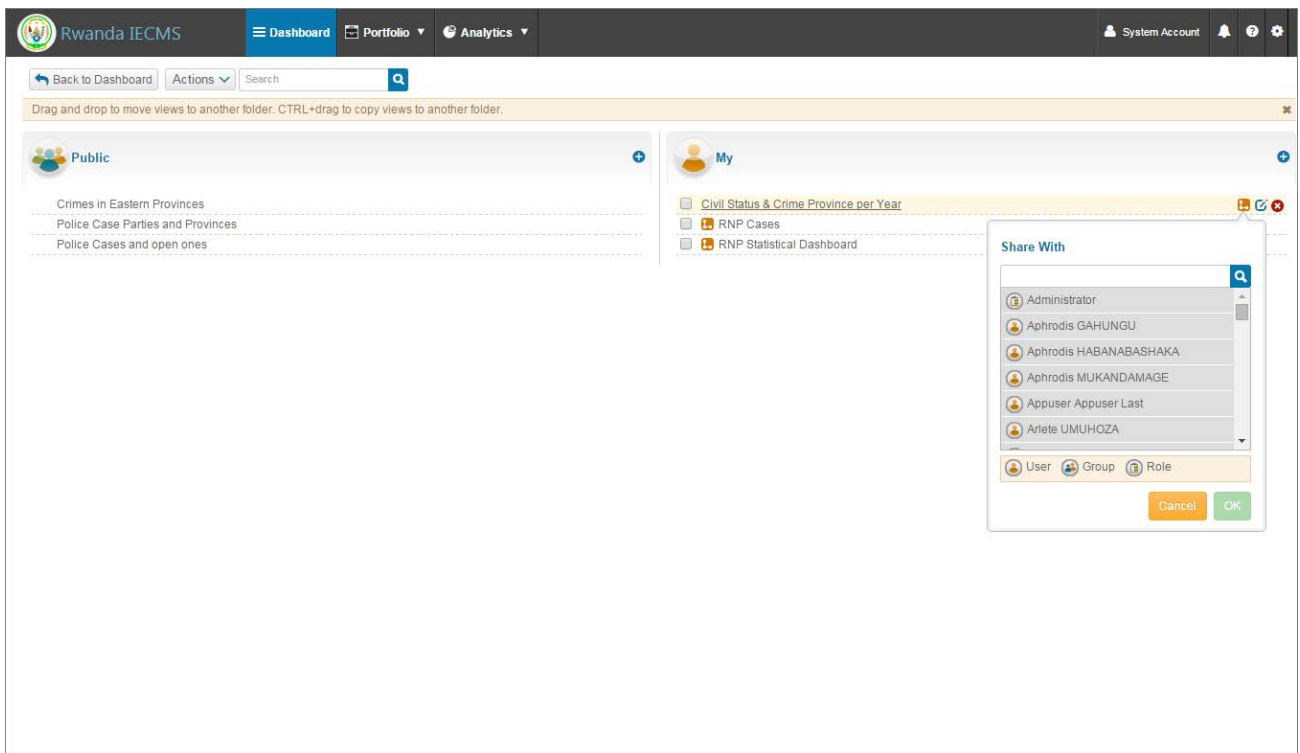




Figure 18: Sharing a Dashboard with Other Users

Stopping to Share Dashboards and Dashboard Groups

In order to stop sharing a dashboard / dashboard group, follow the steps below:

1. Click the  (**Share**) button to the left of the shared dashboard / dashboard group.
2. In the *Share with* popup (Figure 19), click  (**Delete**) to the right of the user, group, or role that you want to deny access to your dashboard / dashboard group. Alternatively, you may click the **Stop Sharing** button to make the selected dashboard / dashboard group private again.
3. Click the **Ok** button to save the modifications made. Or, click **Cancel** to discard them.

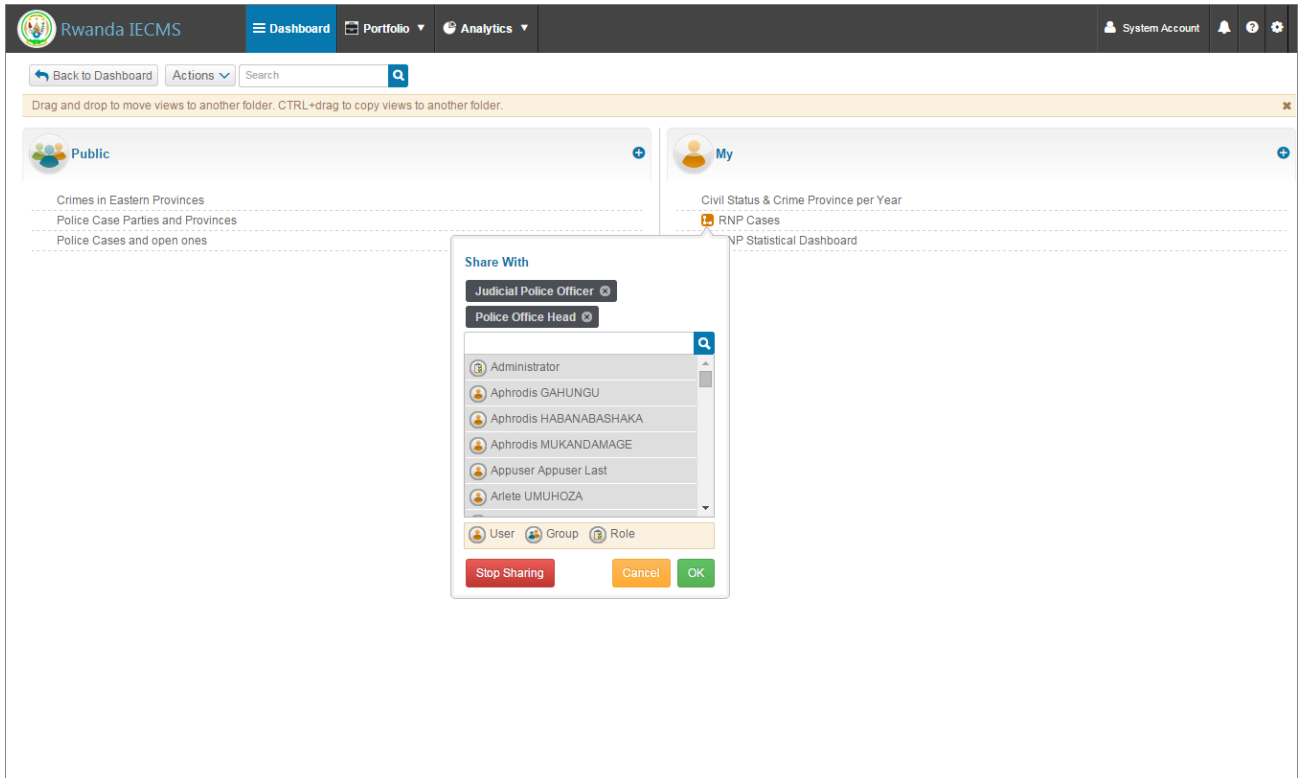


Figure 19: Stopping to Share a Dashboard

Deleting Dashboards and Dashboard Groups

To delete a dashboard / dashboard group, follow the steps below:

1. Select the dashboard / dashboard group to be deleted.
2. Click the **✖ (Delete View)** button next to the dashboard / dashboard group (Figure 17). Or, select the **Delete All** option from the *Actions* menu (Figure 20).
3. Click the **OK** button to confirm deletion.

Note: The *Public* and *My* groups cannot be deleted.

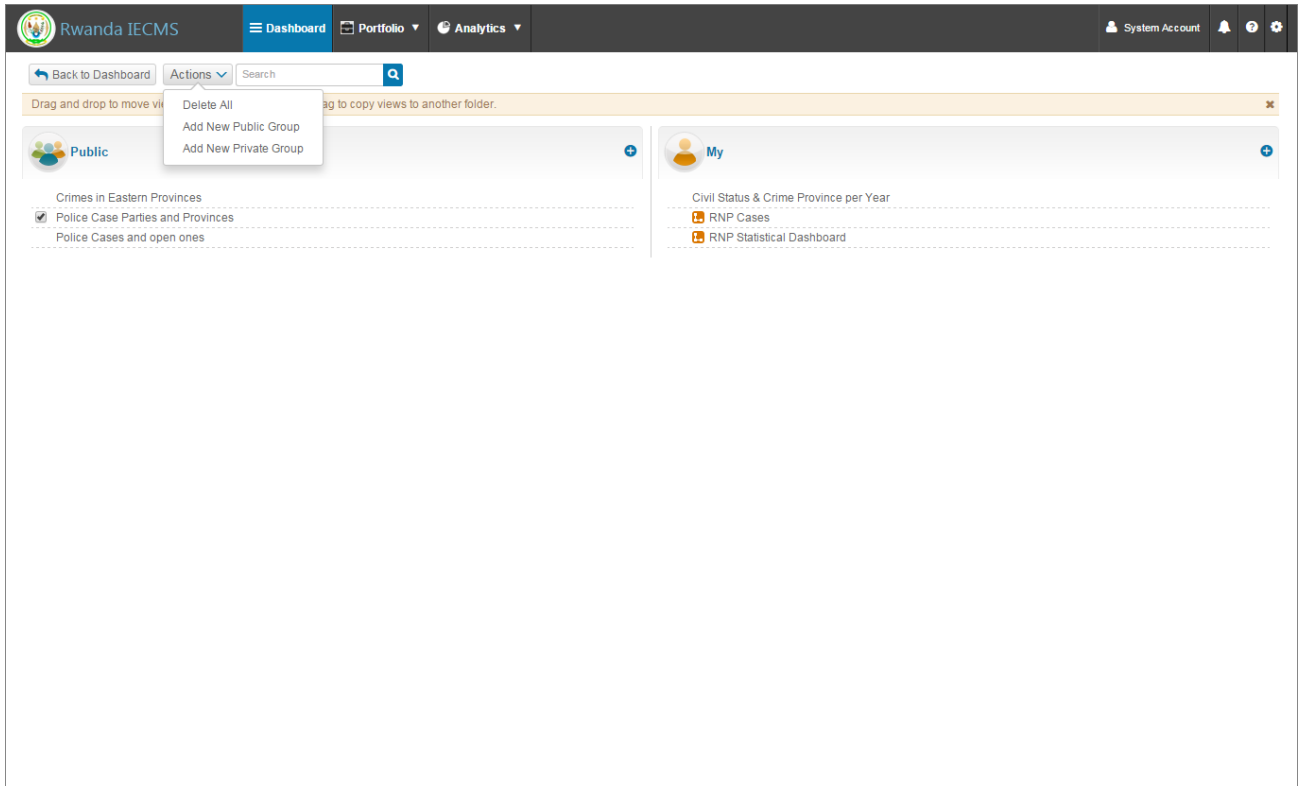


Figure 20: Displaying the Actions List in the Organize Mode

Adding a Sub-group

To add a sub-group, follow the steps below:

1. Click the **+** (**Add Group**) button next to the *Public* or *My* group (Figure 17).
2. Fill in the desired name for the sub-group.
3. Click the **Add** button to confirm adding. Or, click **Cancel** to terminate the operation.


Moving Dashboards

To move dashboards, follow the steps below:

1. Select the dashboard that needs to be moved into another dashboard group.
2. Drag-and-drop the selected dashboard into the desired group.

Searching for Dashboards

To find a dashboard, follow the steps below:

1. Switch to the **Organize** mode by pressing the  button in the main toolbar.
2. Type the text to search for directly into the search box (Figure 21). The search results will display the dashboards the titles of which match the search criteria.

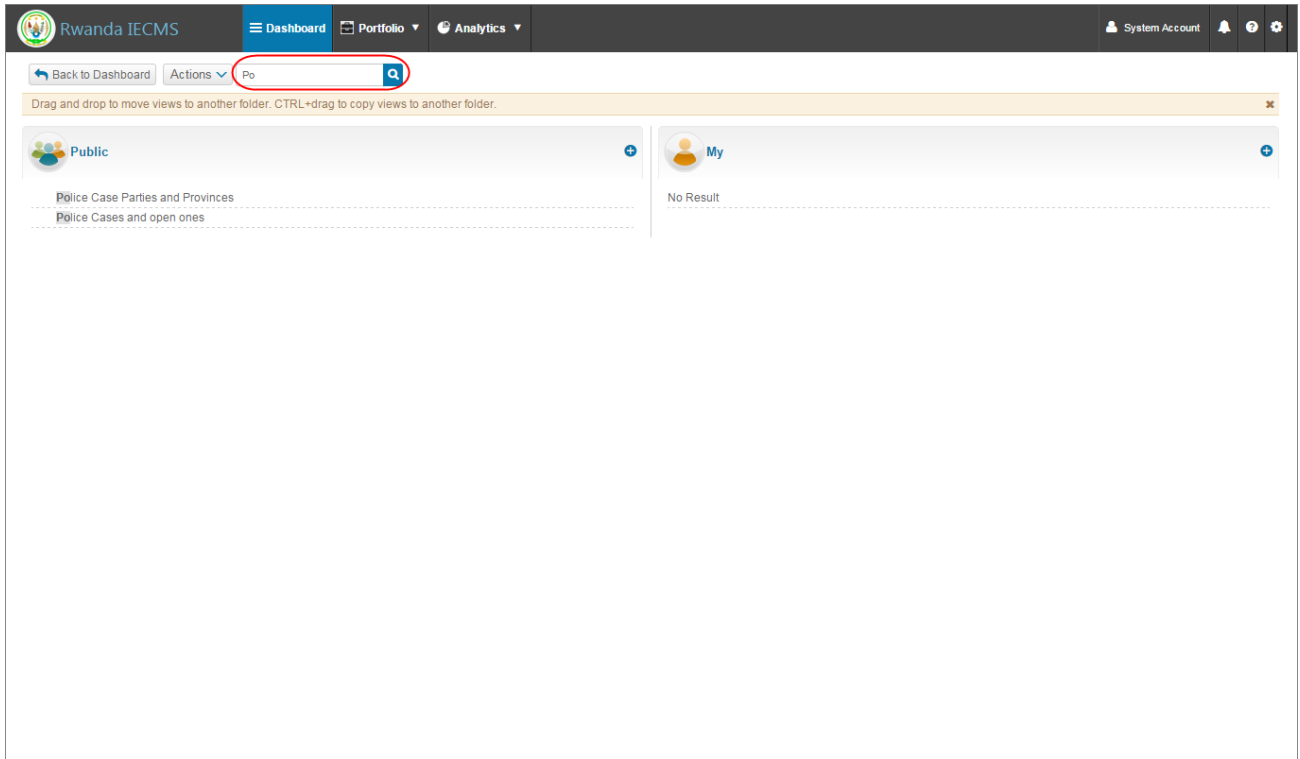


Figure 21: Searching for a Dashboard

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