



# Investigations Case Management - Release Notes

VERSION 6.0.8

**jade**<sup>™</sup>

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## OVERVIEW

This document explains the new features available in the 6.0.8 release of Investigations Case Management (ICM).



## System Settings

Options

Security

Agency

Backup & Housekeeping

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**Options**

Database ID   Laptop system

Environment

Application name

Language

Contact number format

Max image or document size  MB

Max email attachment size  MB

Media attachment directory

---

Hide no access results on searches

Allow source entities directly added to case  (Allow source entities to be introduced directly into a case v

Single source entity relationship  (Allow only one relationship type to be configured between

Include default source entity relationship  (Include the system default relationship type 'references' <

Enable Phase and Line of Enquiry feature  Phase/LOE/Review/Disclosure collapsed by default

View Word file as PDF  (Clicking view button for a document entity will display a PD

Display Entity URN  For Contact Number, Location

Show user details on attributes with history

Hide the 'Outlook' tab on all forms

Allow case centric storage locations

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**Help Options**

Help file base URL

Help index page

1.

## Download the Latest Help File

An updated searchable help file is available with this release.

You can download it here - ... (our portal)

Once you've downloaded the help file you'll need to link to it in your installation of ICM:

1. Select **Admin > System > Settings**.
2. Paste your URL for the help file in the **Help file base URL** field.
3. To specify the landing page for the help file, enter **default.htm** in the *Help index page* field > Select **Default**.

## 4. Save your changes.

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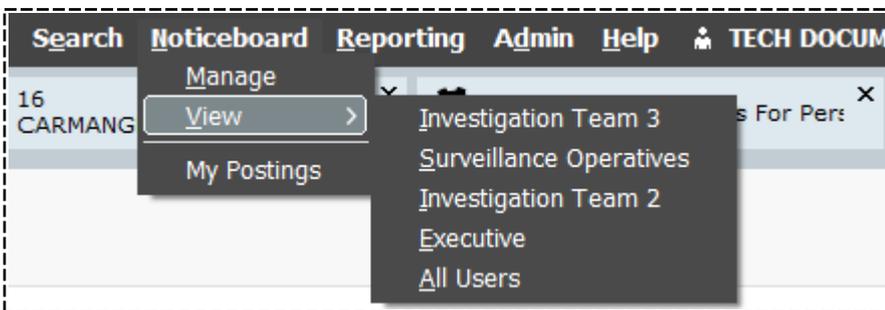
# NOTICEBOARD

## We've Improved the Way the Noticeboard Works

- Only users with the *Noticeboard Administrator* permission can create or edit noticeboards.
- You can restrict subscription to a noticeboard.  
This means only an administrator can add and remove users from the subscription list. Users can't subscribe or unsubscribe to noticeboards themselves.
- Users in a team, or users with access to a case, are automatically subscribed to Team and Case noticeboards.  
If a user is removed from a case or team, and they have posts in that case or team noticeboard that haven't been reviewed, those posts will be marked as reviewed when the user is removed from the case or team.

## Simplified Noticeboard Menu

We've removed the Global and Team noticeboards and combined their respective lists.



## See Unread Noticeboard Posts

It's easy to see which posts on the noticeboard haven't been read.

Tasks				Unread noticeboard posts			
New	In Progress	Overdue	Rejected	Type	Date/Time	Noticeboard	Details
0	1	1	0	Global	19/11/2018 16:04	General Staff Notices	There will be a system outage
For Review	For Auth	More Detail		Global	19/11/2018 15:59	General Staff Notices	Please ensure you fill in your t
0	0	0		Global	19/11/2018 16:01	General Staff Notices	There will be a system outage
Task results				Recent noticeboard posts			
For Review	No Review	Accepted	Rejected	Type	Date/Time	Noticeboard	Details
0	1	0	0	Global	19/11/2018 16:01	General Staff Notices	There will be a system outage
				Team	19/11/2018 16:00	Surveillance Operatives	Suspect spotted in red mazda

## Create Urgent Noticeboard Posts

1. Select **Noticeboard > View** > Select a noticeboard.
2. Enter your post in the **New message** field.
3. Select the **Urgent** checkbox.
4. Select **Post**.

**New message**  **Urgent**

Suspect spotted in MacDonalds car park

**Post**

Your post will pop up in a window for other users to read.

**New urgent noticeboard post**

 An urgent noticeboard post has been created as follows:

Noticeboard: General Staff Notices

Details: Please ensure you fill in your time recording before leaving for the day.

**OK**

It will also be listed in red text for other users on the home page.

Tasks				Unread noticeboard posts			
New 0	In Progress 1	Overdue 1	Rejected 0	Type	Date/Time	Noticeboard	Details
For Review 0	For Auth 0	More Detail 0		Global	19/11/2018 16:04	General Staff Notices	There will be a system outage
				Global	19/11/2018 15:59	General Staff Notices	Please ensure you fill in your t
				Global	19/11/2018 16:01	General Staff Notices	There will be a system outage

## CASES

### File Names of Exported Documents and Images

When you export files, you can identify them by Unique Reference Number (URN) rather than date and time. This makes it easier to reconcile with case entities.

To see this change:

1. Open a case.
2. Select the *overflow* >> tab > Select **Export documents and images**.

Name	Date modified	Type	Size
[1] Zetland 01082009.doc	13/11/2018 11:00	Microsoft Word 9...	72 KB
[345] Notes - Josh and Carl.docx	13/11/2018 10:59	Microsoft Word D...	13 KB
[IMG-12] IMG_0669.jpg	13/11/2018 11:00	JPG File	2,206 KB
[IMG-13] IMG_0671.jpg	13/11/2018 11:00	JPG File	2,551 KB
[IMG-14] IMG_0672.jpg	13/11/2018 11:00	JPG File	2,753 KB
[IMG-15] IMG_0673.jpg	13/11/2018 11:00	JPG File	2,148 KB
[IMG-32] Car.jpg	13/11/2018 11:00	JPG File	229 KB
[IMG-43] LicenceCarlosSmith.jpg	13/11/2018 11:00	JPG File	24 KB
[STMT-1] Statement - Saunders 21072009...	13/11/2018 11:00	Microsoft Word 9...	39 KB
[UTDOC-4] Entity types.docx	13/11/2018 11:00	Microsoft Word D...	13 KB

## Default Case Note Review Setting

When you create a new case note, the **No review required** checkbox defaults to the new configuration setting – Selected or deselected.

See [Case Note Entity Type](#).

Investigation File CASE/2009-2 Homicide - Peter Hawkin (default business unit, default business region)  
General Case Note New General Case Note

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 **General Case Note [URN: ...]** Details Entities (0) Access

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**Details**

Title

Description

Draft

Classification

Apply closure security

When Actioned     

Phase & LOE Review Disclosure

**No review required**

Status  Finalised by

## SEARCHING

### More Case Filters Available for Incident and Information Reports

We've added these case filters:

- No filtering
- Must have at least one case relationship
- Must have no case relationships

To access these filters:

1. Select **Search > Information Reports > Information Report**.
2. Select the **Advanced** tab.

The screenshot shows the 'Incident Report Search' interface. At the top, there is a search bar and a navigation menu with tabs: Standard, Attributes, Advanced (selected), Thesaurus, and Scope. Below the tabs, the 'Advanced' section is active, showing 'Case filtering' options:  No filtering,  Must have at least one case relationship, and  Must have no case relationships. Below this, there is a table of available relationships.

Available relationships	Description	To entity
	has	Bulk Load Misc Type
	references test	Entity
	references	Assessment Category
	References	Operational Documents
	References	Vehicle Types
	References	Weapon

## View Locations from Search Results in Google Maps

1. Select **Search > Choose Type**.
2. Select **Location**.
3. Enter your search words in the fields provided.
4. Select **Search**.
5. Select **Google Maps**.

The screenshot shows the 'Location Search' interface. At the top, there are tabs for 'Standard', 'Attributes', 'Advanced', 'Thesaurus', 'Scope', 'Active Search', and 'Stored Search'. Below these are search criteria fields: 'Search words' (with a search button), 'Entity URN', 'Use Keyword' (dropdown), 'Any words' (checkbox), and 'Show deleted' (checkbox) (with a clear button). A section titled 'Additional criteria' shows 'Results (203)'. A table lists search results with columns for URN, Building name, Unit, Number, and Street. At the bottom, there are buttons for 'Diagram', 'Google Maps' (highlighted with a red box), 'Save (active search)', 'Save (stored search)', 'Export', 'Select', and 'Close'.

URN	Building name	Unit	Number	Street
11	JadeWorld		5	Sir Gil Simpson Drive
13	AXA Tower		10	Main Road
14	jade world		5	sir gil simpson drive
15	PWC Tower	5	20	St James Drive
16	ABC Towers		50	CD-ROM Drive
19	XYZ High School		10	Colombo St
20	ABC Complex		100	Colombo St
21	ABC high school		100	Colombo St
23	Burnside Park			Memorial Avenue
24	Hospital			
26	New Brighton Pier		195	Marine Parade
29	Hagley Park			AMI
30	wynyard group		3	lorne street
96	wynyard AKL			3 LORNE
98	Streets shop	5	5	Sherwood Street

6. Drag the location you want to view to the **Selected** area.

The screenshot shows the 'Google map' interface. At the top, there are tabs for 'Details' and 'Google map'. Below these is a 'Filter' field and an 'Apply Filter' button. There are also 'Select all' and 'Remove all' buttons. A section titled 'Available' lists several locations with house icons. A section titled 'Selected' shows one location selected and highlighted with an orange box: '03 Queen street, CBD, United States'.

7. Select the **Google map** tab.

## Exporting Search Results

### More Options for Exporting Tangible Entities

When you export tangible entities—like a Person, Location, or Vehicle—you can include:

- Related cases
- Related source documents — Like Information Reports, Incident Reports, or Case Notes.

#### Export Search Results For Person

**Details**

**Export file**

File name

Format  Tab separated (TSV)  Comma separated (CSV)  Excel (xlsx)

**Attributes Selection**

Include history  Partial  Full  Include Multiples

- ✓ URN
- ✓ Classification
- ✓ Title
- ✓ Description
- ✓ Created
- ✓ Created By
- ✓ Last Modified
- ✓ Last Modified By
- ✓ Deactivated
- ✓ Date/Time Deleted
- ✓ Reason Deleted
- ✓ Open release
- ✓ Fictitious
- ✓ Related Cases
- ✓ Related Source Docs
- ✓ Surname

## Include Details about the Originating Case When You Export Tasks

When you export tasks, you can include details about the case that the task was originally created in.

### Export Search Results For Task - Ad Hoc

**Details**

**Export file**

File name

Format  Tab separated (TSV)  Comma separated (CSV)  Excel (xlsx)

**Attributes Selection**

Include history  Partial  Full  Include Multiples

- URN
- Classification
- Title
- Description
- Created
- Created By
- Last Modified
- Last Modified By
- Deactivated
- Date/Time Deleted
- Reason Deleted
- Source Document Id
- Originating Case
- Task Number

## More Titles Showing for Exported Attributes

If you're exporting attributes with multiple values, you'll see the title field on all rows in the exported document.

### Export Search Results For Forensic Note

**Details**

**Export file**

File name

Format  Tab separated (TSV)  Comma separated (CSV)  Excel (xlsx)

**Attributes Selection**

Include history  Partial  Full  Include Multiples  Include Comments  Show full column heading

- URN
- Classification
- Title
- Description
- Created
- Created By
- Last Modified
- Last Modified By
- Deactivated

## Permission Change for Managing Attribute Criteria Templates

Only the person who created an Attribute Criteria template can edit or delete it.

The screenshot shows two overlapping windows. The background window is titled 'Export Search Results For Person' and contains options for 'Export file', 'File name', 'Format' (Tab separated (TSV) or Com), and 'Attributes Selection' (Unselect all, Include history, Partial, Full). A list of attributes is shown with checkboxes, including URN, Classification, Title, Description, Created, Created By, Last Modified, Last Modified By, Deactivated, Date/Time Deleted, Reason Deleted, Open release, Fictitious, Related Cases, Related Source Docs, Surname, Given name 1, Given name 2, Given name 3, Title (Person), Gender, Date of birth, Date of death, Person, BJ Has Simple, BJ Simple Group, and Numeric.

The foreground window is titled 'Export Criteria Templates - Person'. It has a table with two columns: 'Name' and 'Selected Attributes'. The 'Name' column contains: 'Person Template (All Selected)', 'Person template - Header and Group Testing' (highlighted in blue), and 'Person template - basic details'. The 'Selected Attributes' column contains a tree view of attributes: URN, Description, Person, BJ Header (with sub-attributes: Another child of header, BJ Child of Header, SJA Header, child of SJA Header), Physical Description (with sub-attributes: Ethnicity, Build, Complexion, Eye Colour, Hair Colour, Height), Tattoos (with sub-attributes: Body Location, Description, Subgroup), Identifying Marks (with sub-attributes: Child Time, Subgroup - Child Date, Subgroup - Child Timestamp, Attribute without value), and Body Location (with sub-attributes: Type, Mark description, Shoe Size, Eyewear).

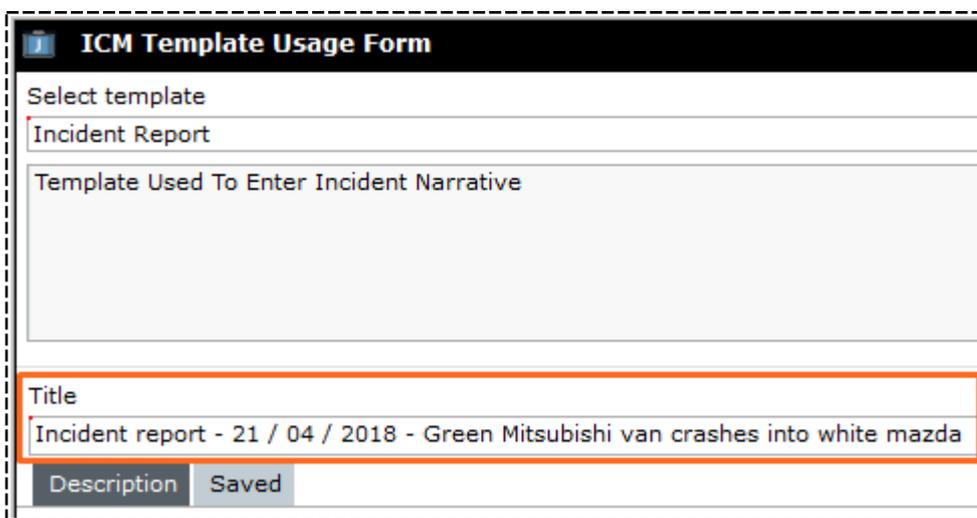
At the bottom of the foreground window, there are buttons: 'New', 'Edit', 'Delete', 'Select', and 'Close'. The 'Edit' and 'Delete' buttons are highlighted with a red box. In the bottom right corner of the overall image, there are buttons: 'Templates', 'Export', and 'Close'. The 'Templates' button is highlighted with a red box.

## INFORMATION AND INCIDENT REPORTS

### You Can Have Longer Report Names

You can have longer titles for your information and incident reports.

We've increased the title length from 80 to 150 characters.



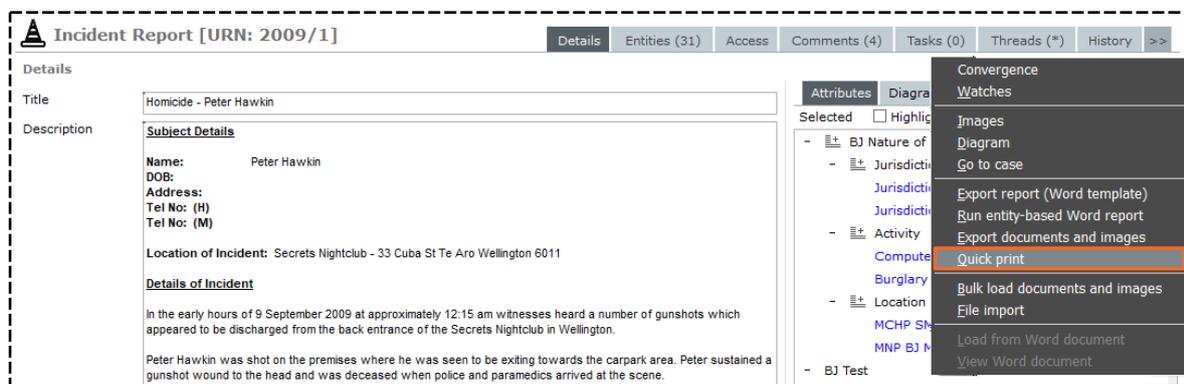
The screenshot shows the 'ICM Template Usage Form' interface. It includes a 'Select template' dropdown menu with 'Incident Report' selected. Below it is a text area labeled 'Template Used To Enter Incident Narrative'. At the bottom, there is a 'Title' field with a long text entry: 'Incident report - 21 / 04 / 2018 - Green Mitsubishi van crashes into white mazda'. Below the title field are two buttons: 'Description' and 'Saved'.

### It's Easier to Print Information Reports, Incident Reports, and Case Notes

We've reinstated the Quick Print feature.

*This feature was available in early versions of ICM.*

1. Open an information report, incident report, or case note.
2. Select the *overflow* >> tab > Select **Quick print**.



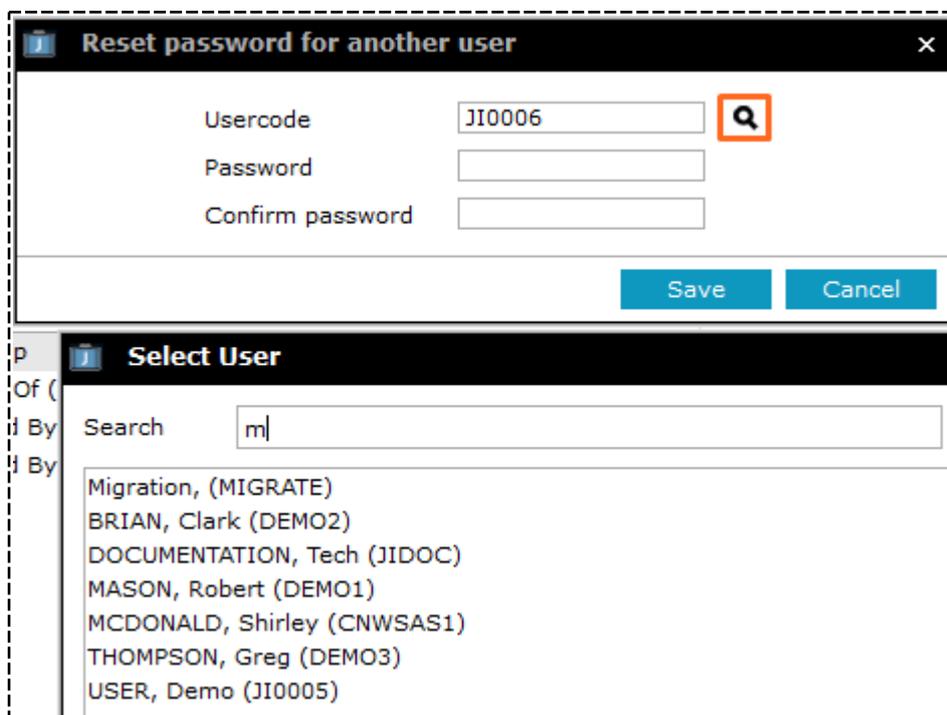
The screenshot displays the 'Incident Report [URN: 2009/1]' interface. The main content area shows details for a homicide case involving Peter Hawkin. On the right side, there is a navigation pane with tabs for 'Attributes', 'Diagram', and 'Selected'. An overflow menu is open, showing various actions such as 'Convergence', 'Watches', 'Images', 'Diagram', 'Go to case', 'Export report (Word template)', 'Run entity-based Word report', 'Export documents and images', 'Quick print', 'Bulk load documents and images', 'File import', 'Load from Word document', and 'View Word document'. The 'Quick print' option is highlighted with an orange box.

## ADMIN

### Change Another User's Password

It's easier to find a user when you want to change their password:

1. Select **Admin > Security > Change Another User's Password**.
2. Enter your password in the field provided > Select **OK**.
3. Select the *search*  icon beside the **Usercode** field.
4. Enter the first few letters of the user's name in the **Search** field > Select the user > Select **OK**.



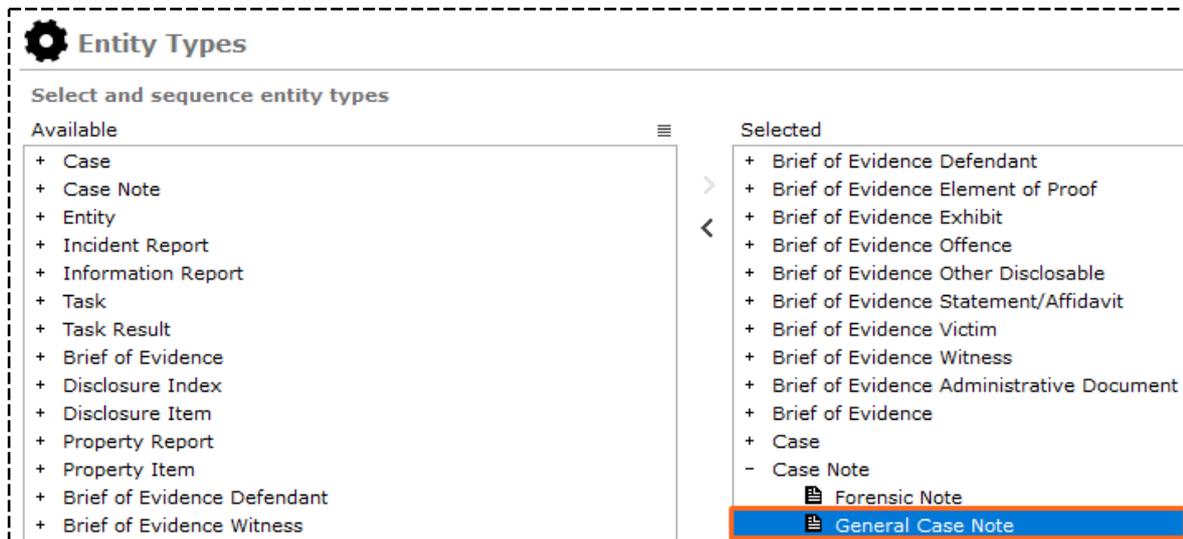
The image shows two overlapping windows from a software application. The top window is titled "Reset password for another user" and contains three input fields: "Usercode" with the value "JI0006", "Password", and "Confirm password". A magnifying glass icon is next to the "Usercode" field. Below the fields are "Save" and "Cancel" buttons. The bottom window is titled "Select User" and features a search bar with the letter "m" entered. Below the search bar is a list of user names and roles:

- Migration, (MIGRATE)
- BRIAN, Clark (DEMO2)
- DOCUMENTATION, Tech (JIDOC)
- MASON, Robert (DEMO1)
- MCDONALD, Shirley (CNWSAS1)
- THOMPSON, Greg (DEMO3)
- USER, Demo (JI0005)

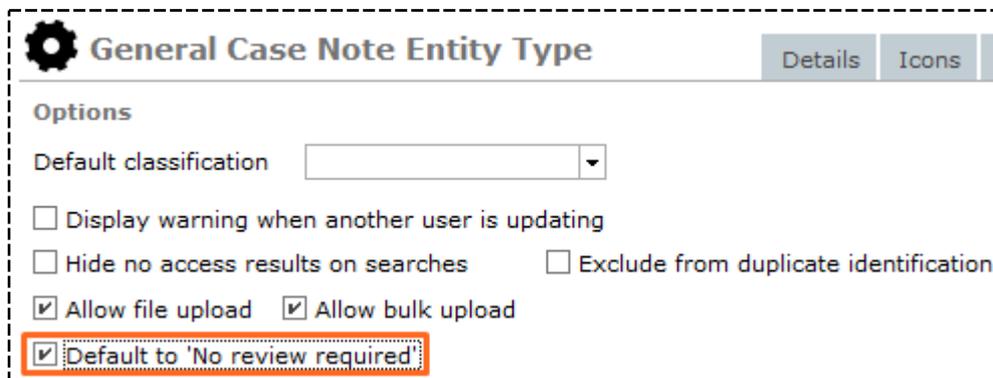
## Case Note Entity Type

You can have case notes default to *No review required*:

1. Select **Admin > Entity Definition > Types**.
2. Select the **General Case Note** entity type in the **Selected** field.



3. Select **Edit**.
4. Select the **Options** tab.
5. Select the **Default to 'No review required'** checkbox.



This setting will automatically be applied when a user creates a case note.

See [Default Case Note Review Settings](#).

## You can Have a Longer Mask Field

You can have more information in the mask field.

We've increased the field limit from 50 to 120 characters.

This is under **Admin > Entity Definition > Attributes**.

### Entity Attributes

Select and enter details below

Select Type

- General Case Note
  - Title
  - nickname

Category  Move Sequence

Description

Mask  Test >

Options | Conditions | Security Add/Change | Security Delete | Usage (2)

- DEFAULT - Attribute will be created by default
- VALUE - A value must be selected for this attribute
  - Type
    - FREE TEXT - The user can enter free format text for this attribute
    - URL - The specified value must be a valid URL
    - CALCULATED - A value will be calculated by the system
    - CODE TABLE - The specified value will be selected from a code table
    - DATE - The specified value must be a date
    - MASK - The specified value will be in masked format
      - The specified value will be in monetary format