Investigations Case Management

- Release Notes

VERSION 6.1.3

jade™

Contents

OVERVIEW

This document explains the new features available in the 6.1.3 release of Investigations Case Management (ICM).

To see which version you're using, select **Help** > **About**.

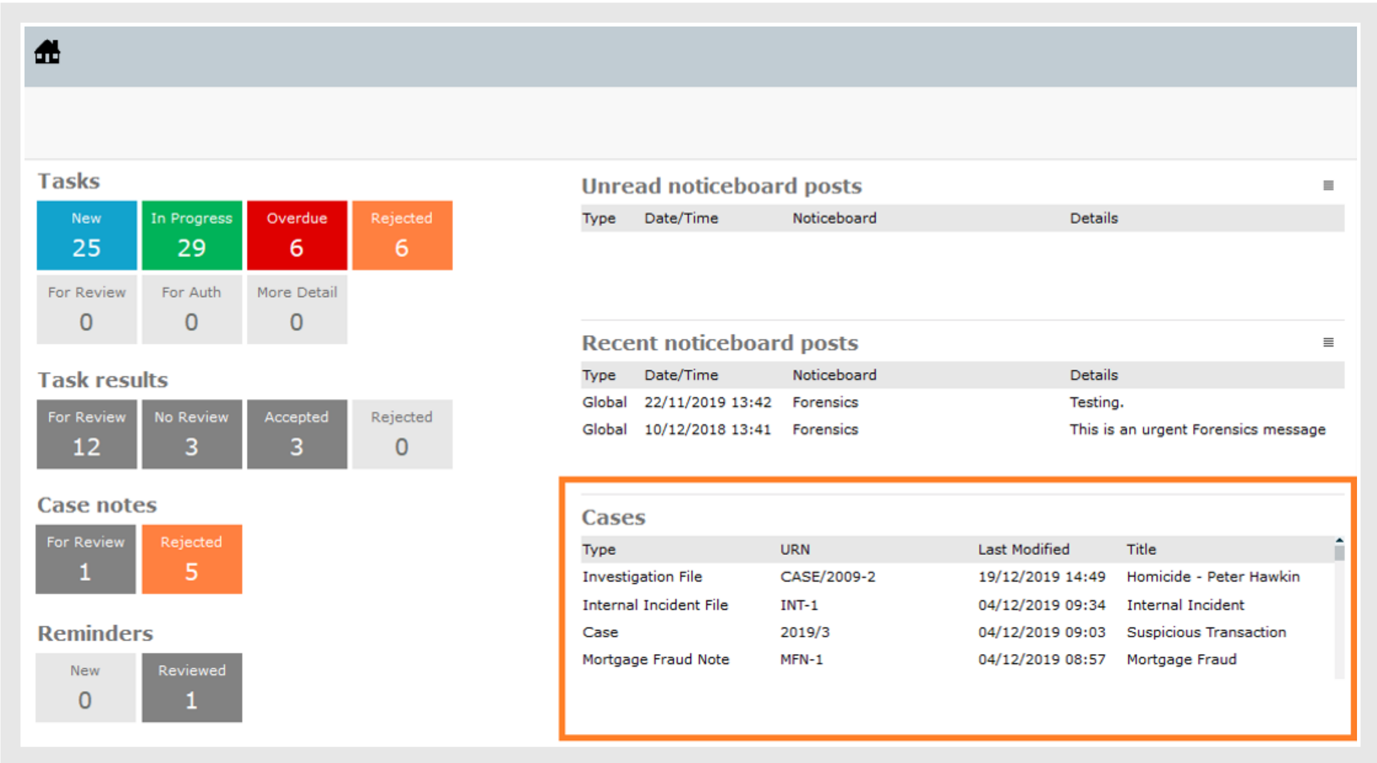
CASES

This section explains the new features available for managing cases.

Easily Access Your Cases

You can now see the cases you're a case officer for on the Home page.

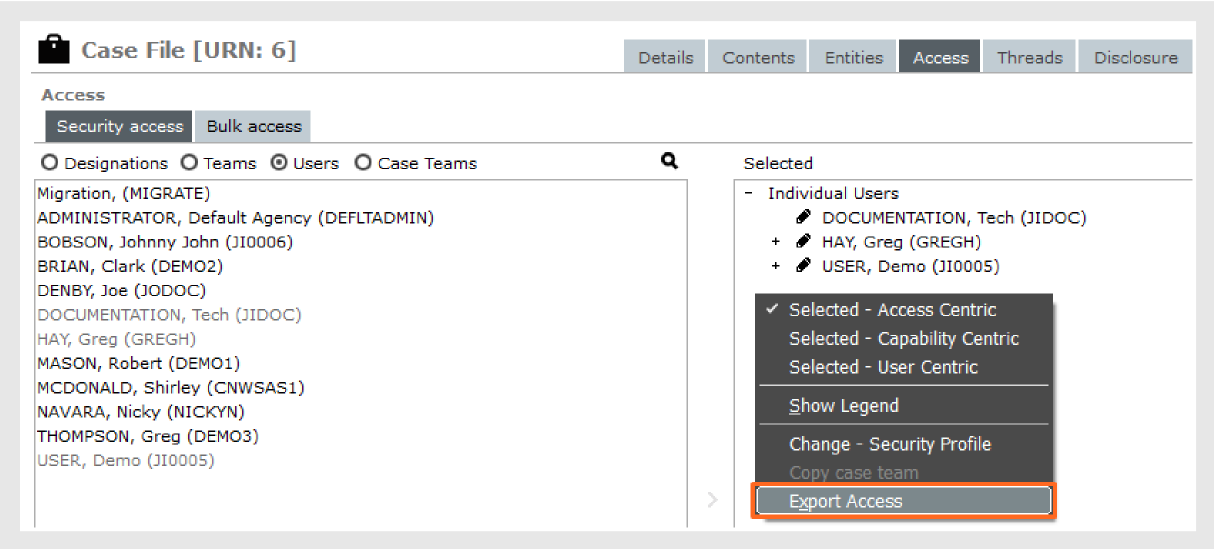
The cases that have been changed most recently are listed first.



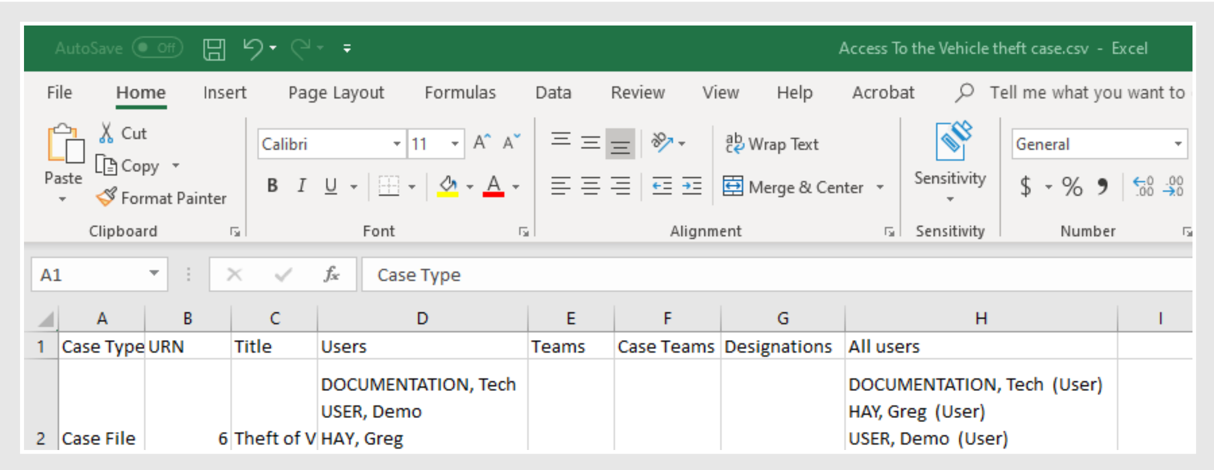
Easily See Who Has Access to a Case

You can now easily see a list of who has access to a case, including whether they are individual users, or part of a team:

1. Open a case.
2. Select the **Access** tab.
3. Right-click or select the Options ≡ icon > Select **Export Access**.



4. Specify where you want to save the spreadsheet > Select **Save**.

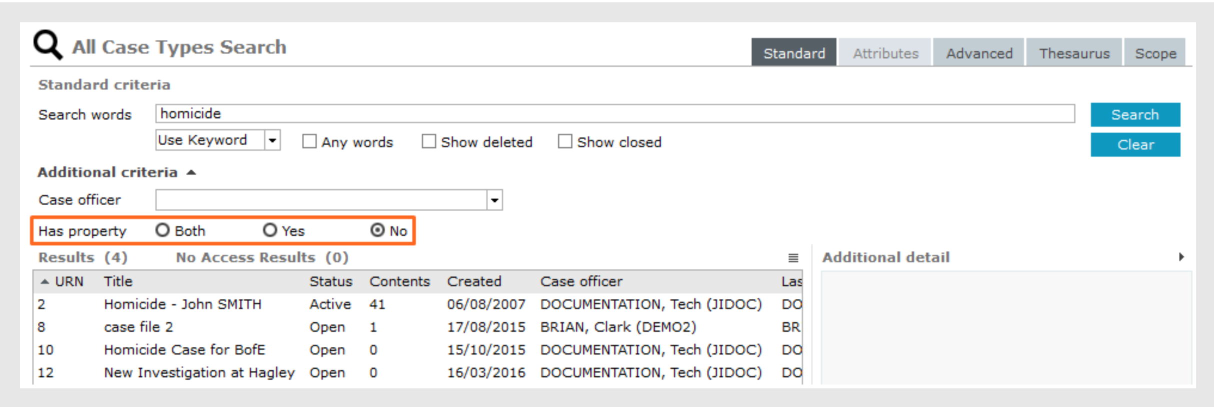


Easily See Which Cases Have Property, Assets, or Equipment

As an auditor, you might want to see which cases have property recorded against them. Previously you had to open a case to determine this.

Now you can simply run a search for cases with property:

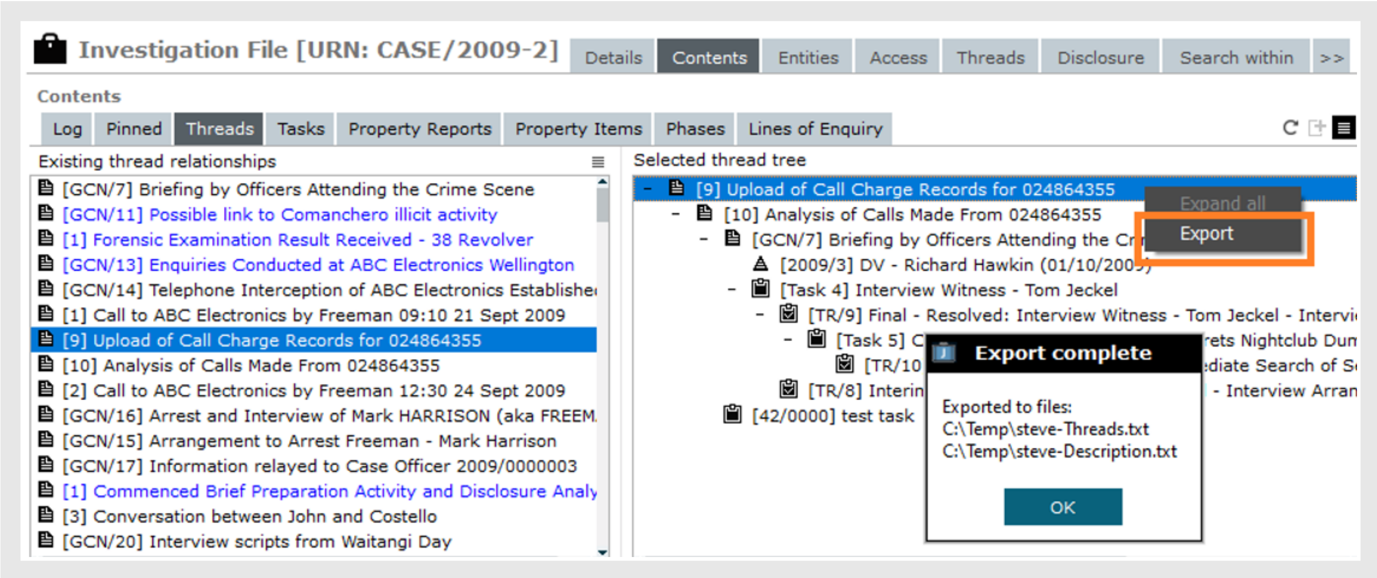
1. Select **Search** > **Cases** > Select the type of case you want to search in.
2. Expand the **Additional criteria** section.
3. Select one of these options to specify whether the case has property items:
   - **Both** – See all cases regardless of whether they have property items
   - **Yes** – See cases that have property items
   - **No** – See cases that don't have property items
4. Select **Search**.



More Information Is Available When You Export Threads

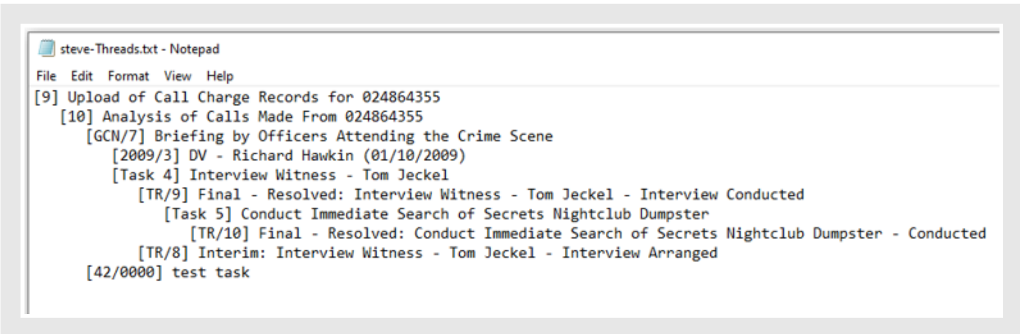
When you export a thread hierarchy, you'll see more information about what you've done.

Previously you could only see the structure of the threads.



You can now see more information about the threads you exported, including:

- A file with the description of the threads hierarchy you exported



- A file with a description of the threads

steve-Description.txt - Notepad

File Edit Format View Help

```
[9] Upload of Call Charge Records for 024864355

Register covers period commencing 1 August 2009 to 22 September 2009.
________________________________________________________________
[10] Analysis of Calls Made From 024864355

The Call Charge records show that 024864355 made a number of calls to Peter Hawkin's cell

In the period specified there were 5 calls made to his cell. The last of these calls was r
________________________________________________________________
[GCN/7] Briefing by Officers Attending the Crime Scene

Attending officers Det Sgt Jon Piercey and Det Sgt Peter Duffy provided a briefing to Det
(The identity of the deceased was validated from his driver's licence which was contained

Further to this point, the deceased was a Comanchero member and the brother of the Comanch

There was no evidence of a struggle or attempted robbery. The deceased still had a conside

The Officers indicated that the witness Tom Jeckel was too upset to provide a statement to

Officers accompanied Richard Hawkin to the premises of Peter Hawkin (2 Grove Rd Kelburn 66
________________________________________________________________
[2009/3] DV - Richard Hawkin (01/10/2009)

Subject Details
```

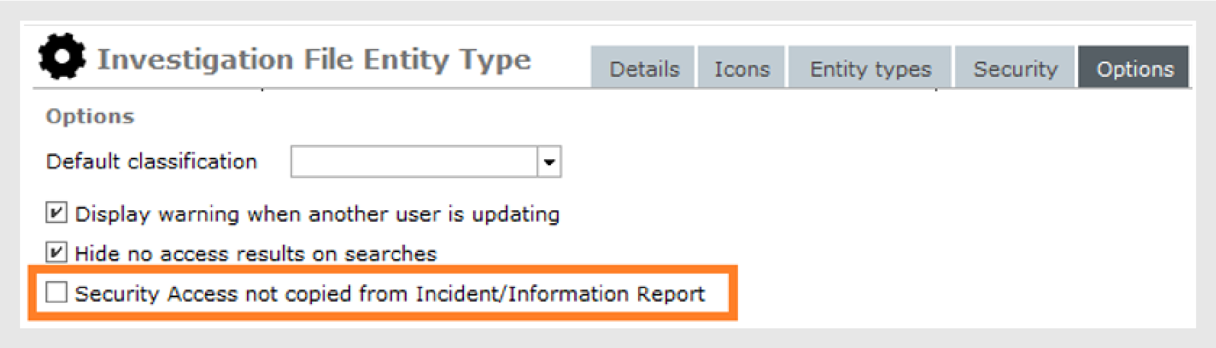
Separate Access to Cases and Information/Incident Reports

When you create a case from an Information or Incident Report, you can choose whether you want the security access copied across.

You might want to use this option if you have people in your organisation who can access an information or incident report but not a case.

To deny a user access to a case:

1. Open a Case entity type.
2. Select the **Options** tab.
3. Select the **Security Access not copied from Incident/Information Report** checkbox.
4. Repeat these steps for your other case entity types as required.

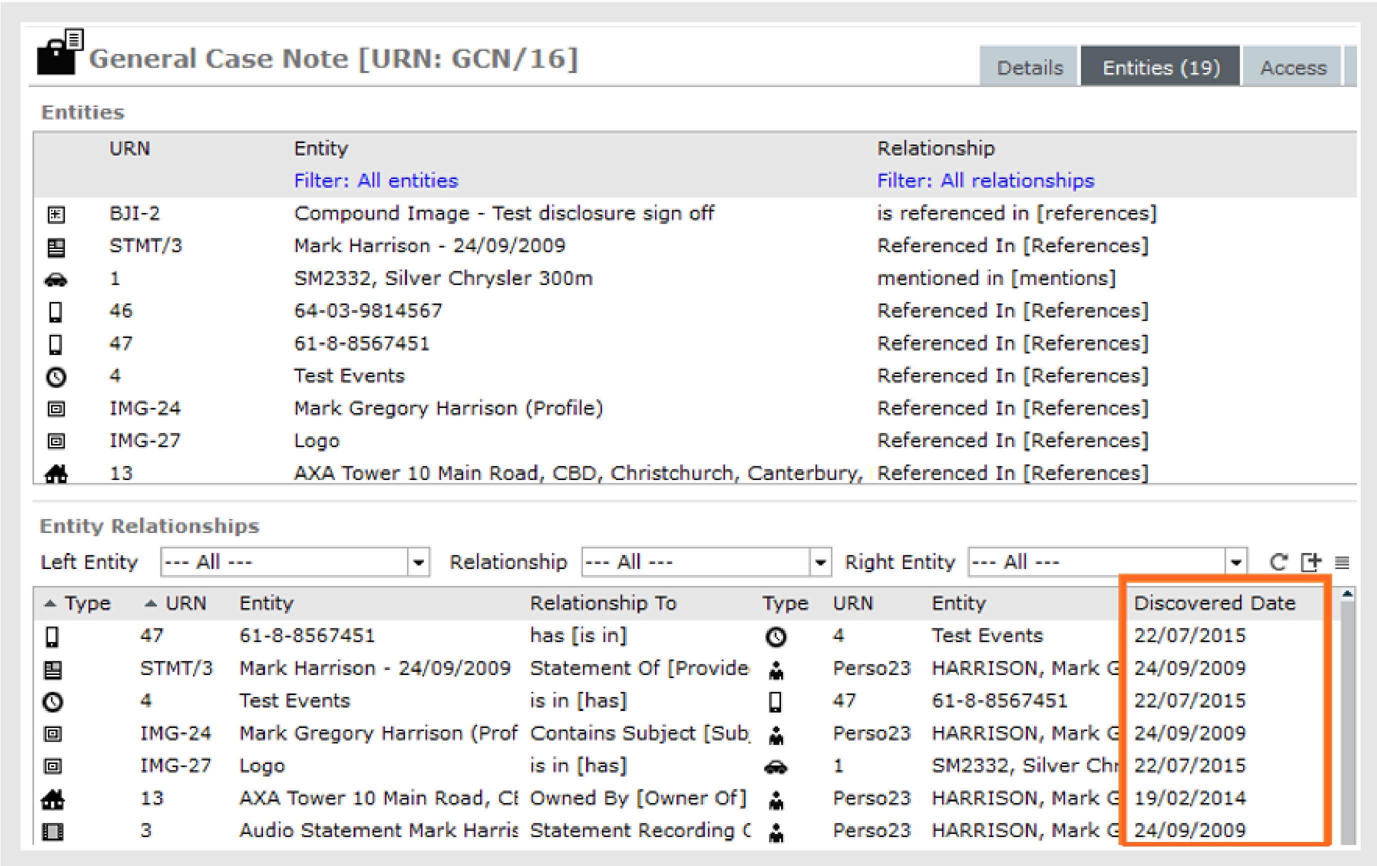


See When a Relationship Between Tangible Entities Was Discovered

When you establish a relationship between two tangible entities—for example a person and a location—you can record this in ICM.

When you record the relationship, you can enter the date you discovered the connection.

When you open a case note, you'll see the discovered dates for tangible entity relationships, where these have been specified.



General Case Note [URN: GCN/16]

Details | Entities (19) | Access

Entities

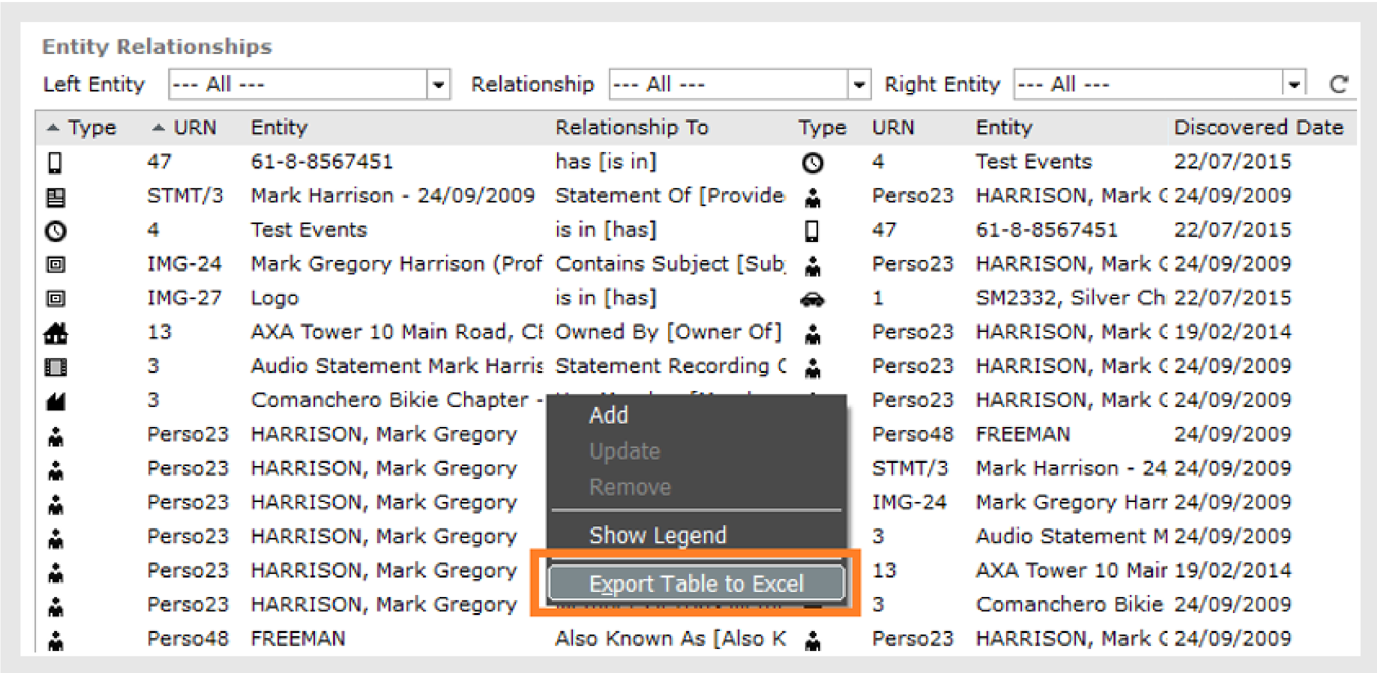
URN	Entity	Relationship
	Filter: All entities	Filter: All relationships
BJI-2	Compound Image - Test disclosure sign off	is referenced in [references]
STMT/3	Mark Harrison - 24/09/2009	Referenced In [References]
1	SM2332, Silver Chrysler 300m	mentioned in [mentions]
46	64-03-9814567	Referenced In [References]
47	61-8-8567451	Referenced In [References]
4	Test Events	Referenced In [References]
IMG-24	Mark Gregory Harrison (Profile)	Referenced In [References]
IMG-27	Logo	Referenced In [References]
13	AXA Tower 10 Main Road, CBD, Christchurch, Canterbury,	Referenced In [References]

Entity Relationships

Left Entity --- All --- Relationship --- All --- Right Entity --- All ---

Type	URN	Entity	Relationship To	Type	URN	Entity	Discovered Date
	47	61-8-8567451	has [is in]		4	Test Events	22/07/2015
	STMT/3	Mark Harrison - 24/09/2009	Statement Of [Provide		Perso23	HARRISON, Mark G	24/09/2009
	4	Test Events	is in [has]		47	61-8-8567451	22/07/2015
	IMG-24	Mark Gregory Harrison (Prof	Contains Subject [Sub		Perso23	HARRISON, Mark G	24/09/2009
	IMG-27	Logo	is in [has]		1	SM2332, Silver Chr	22/07/2015
	13	AXA Tower 10 Main Road, Ct	Owned By [Owner Of]		Perso23	HARRISON, Mark G	19/02/2014
	3	Audio Statement Mark Harris	Statement Recording (		Perso23	HARRISON, Mark G	24/09/2009

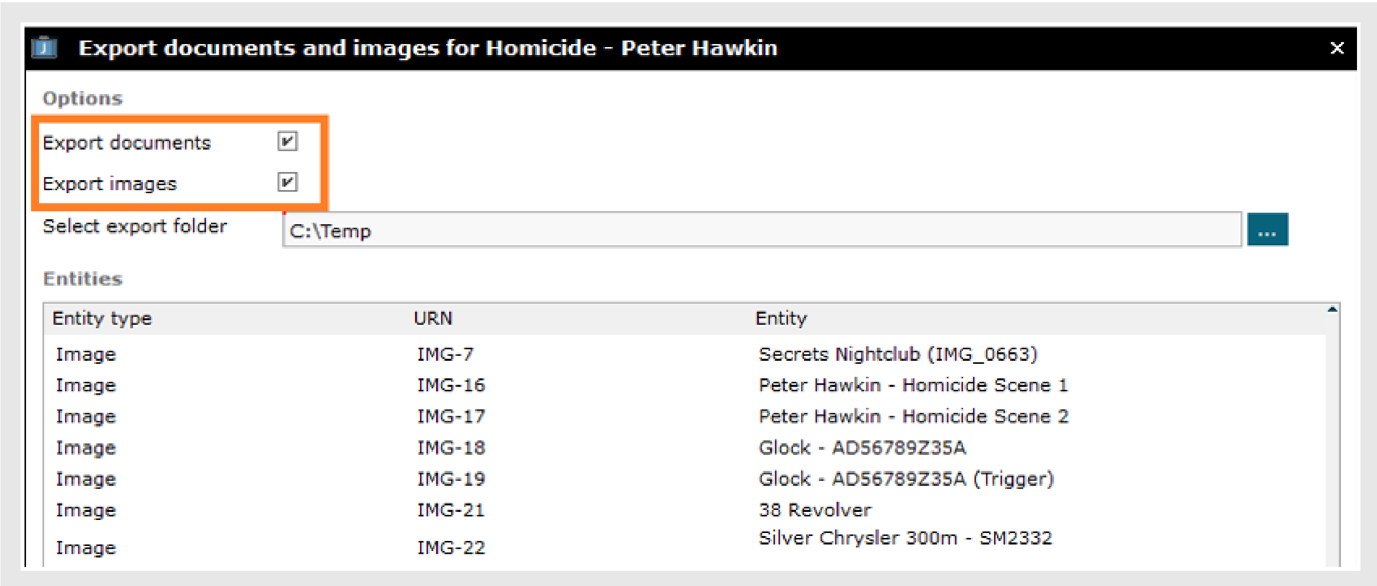
If you export entity relationship data from a case note, you'll see the discovered dates in the exported file.



Export Documents and Images from a Case

When you export documents and images from a case, the checkboxes that control whether documents and images are exported are now preselected for you.

If required, you can deselect these checkboxes.



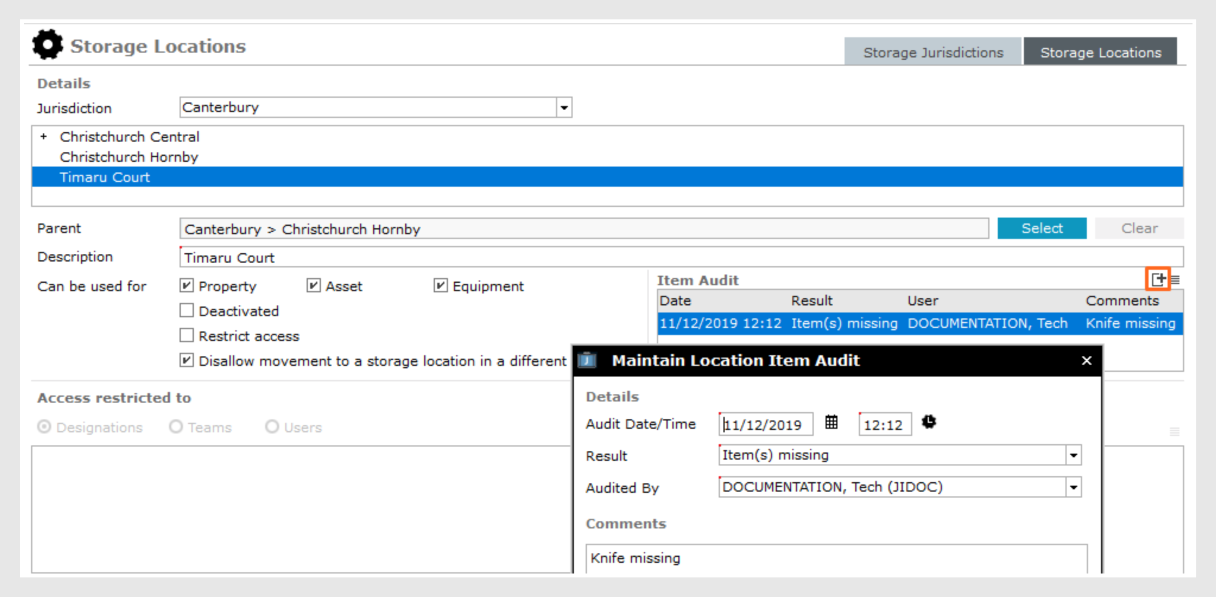
PROPERTY

This section explains the new features available for managing property in ICM.

Record the Status of Property Items in a Location

If you conduct audits of the property items in a location, ICM now has a way for you to record whether or not all property items are in their location:

1. Select **Admin** > **Code Tables** > **Property** > **Storage Locations**.
2. Select the jurisdiction in the field provided.
3. To record an audit of the selected property item, select the Add icon or right-click and select **New**.
4. Specify the date and time of the audit in the fields provided.
5. Expand the **Result** drop-down > Select either of these options:
   - **All items confirmed present**
   - **Item(s) missing**
6. Enter any comments about the audit in the field provided.
7. Save your changes.

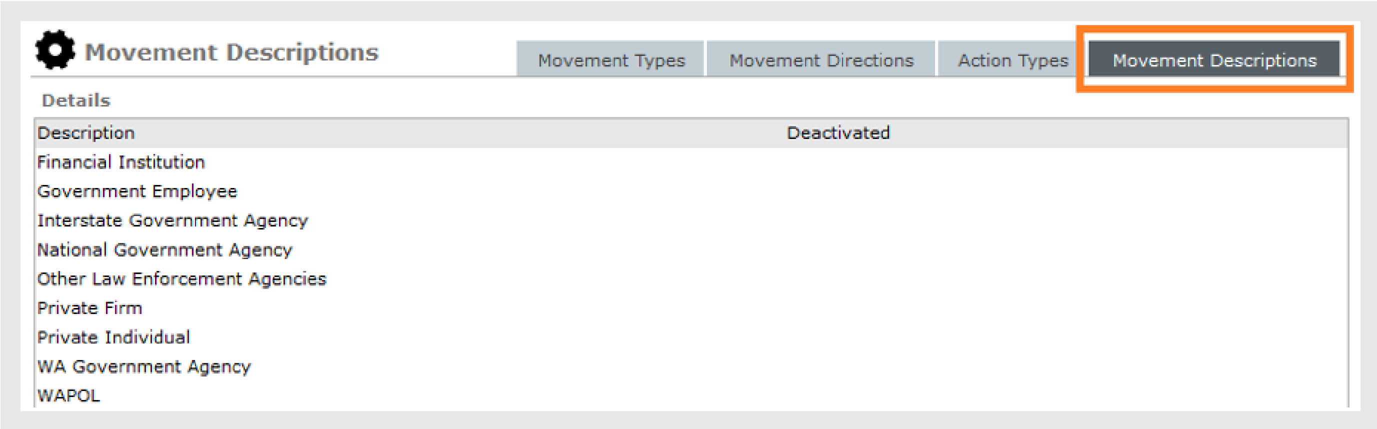


If a property item is missing from a location, you can use the attributes of the property item to address that.

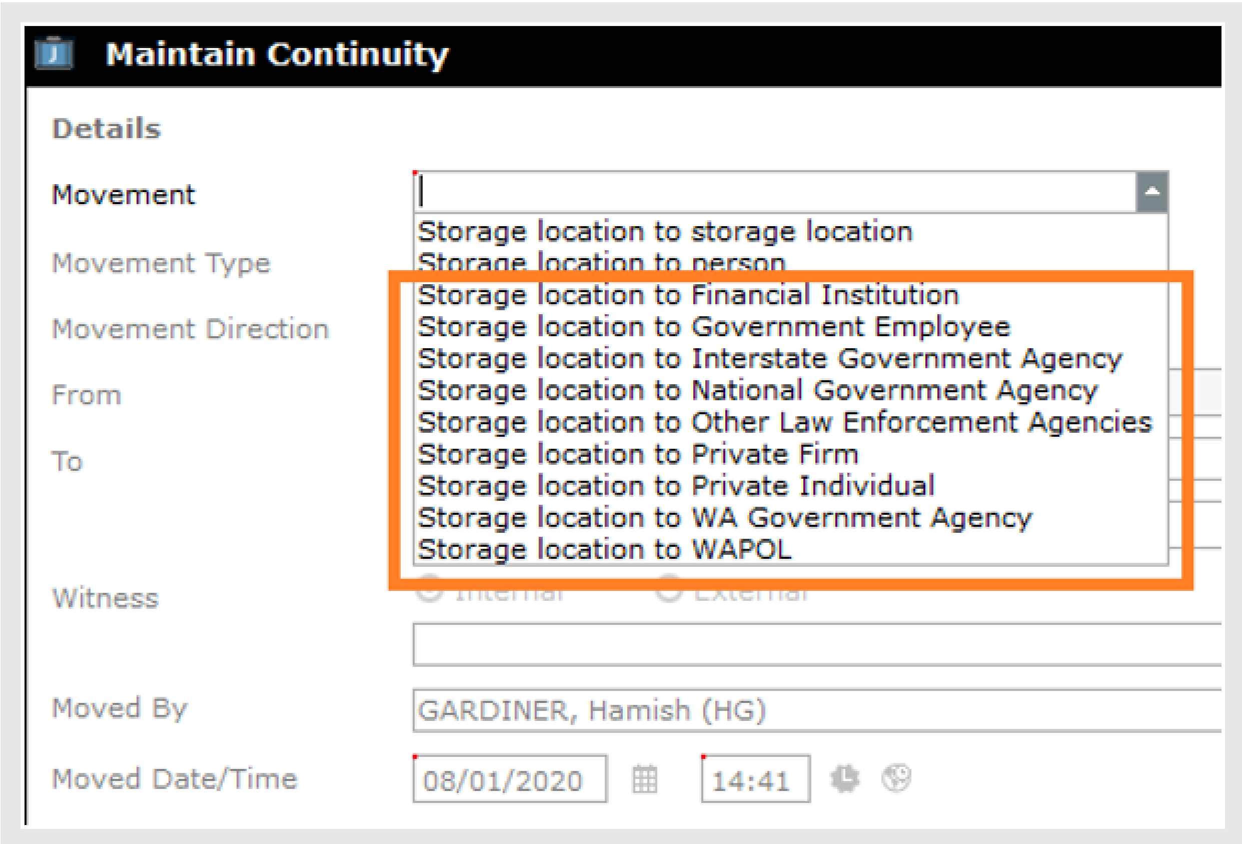
Create Your Own Movement Descriptions

You can now manage your own list of external custodians. This is useful when you create a new Property Item Continuity.

You can create a list under **Admin** > **Code Tables** > **Property** > **Movement Descriptions**.



When you manage a continuity, the options you've set up will be available in the **Movement** drop-down.

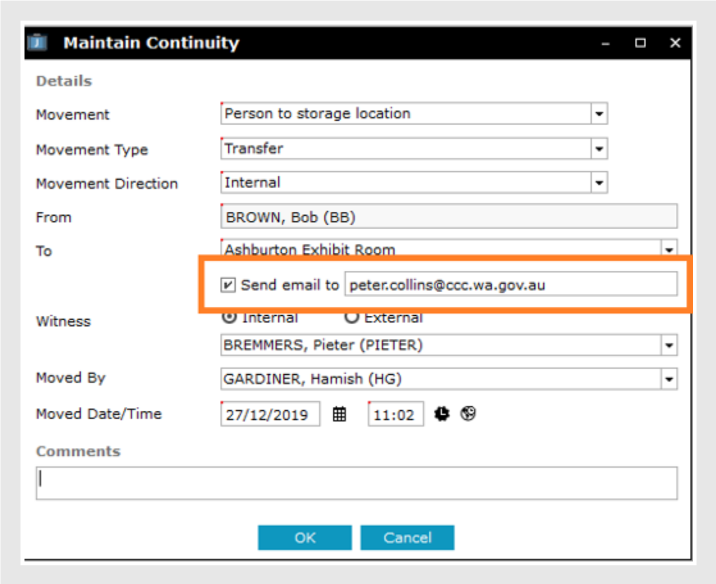


Send an Email When You Create a Continuity

When you create a new continuity for a property item, you can have an email automatically sent to notify someone that you've done this.

The email will include all the details about the continuity.

If the movement is to a person, ICM will pre-populate the person's email address for you.



Edit Attributes of a Property Item after a Final Action

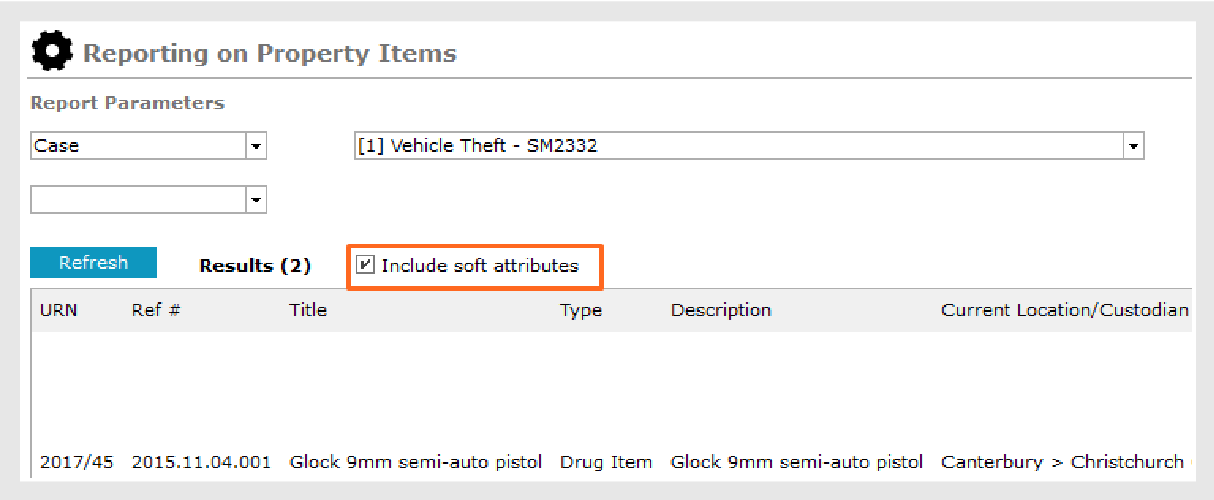
Previously, a final action made a Property Item read-only. You can now edit the attributes of a property item after a final action (if you need to).

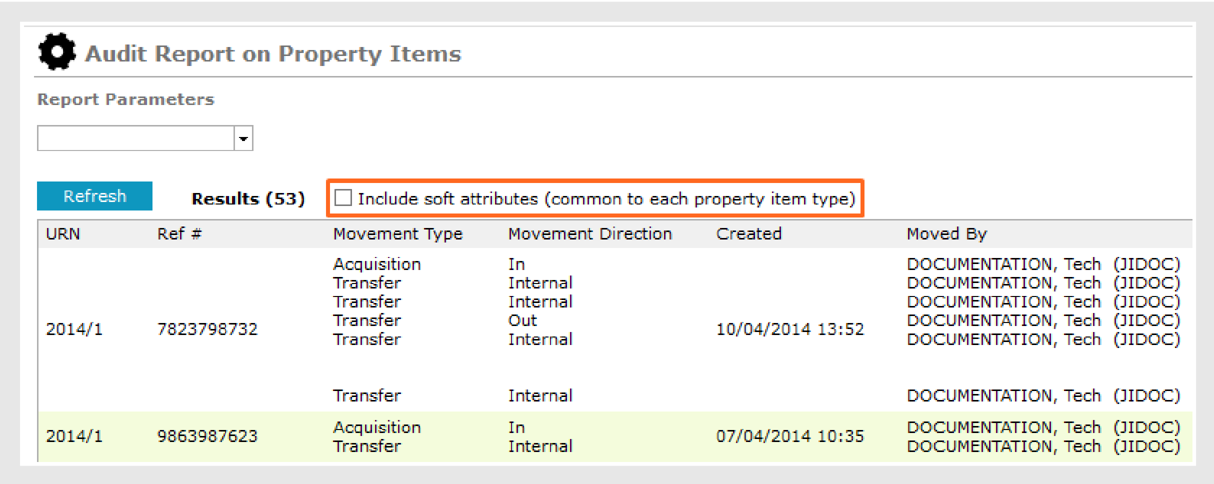
Show Additional Data for Property Reporting

The admin user in your organisation might have set up additional attributes.

You can hide or show these attributes when you run a report on property items:

1. Select **Property** > **Reporting** > **Property Items Audit** or **Property Items**.
2. Select your report parameters.
3. To see the additional attributes, select the **Include soft attributes** checkbox.
4. To hide the additional attributes and only show the default ICM columns, deselect the **Include soft attributes** checkbox.
5. Select **Refresh**.





IMAGES

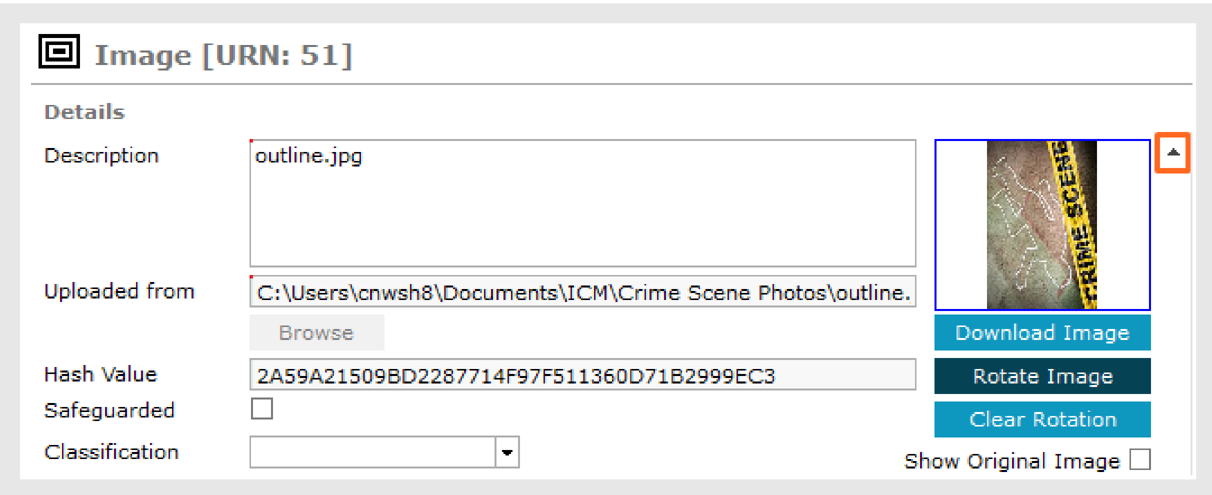
This section explains the features available for managing images in ICM.

Rotate an Image

You can rotate an image that's showing sideways in ICM. This is useful if a photograph has been taken sideways and you want to look at it the right way up.

To rotate an image:

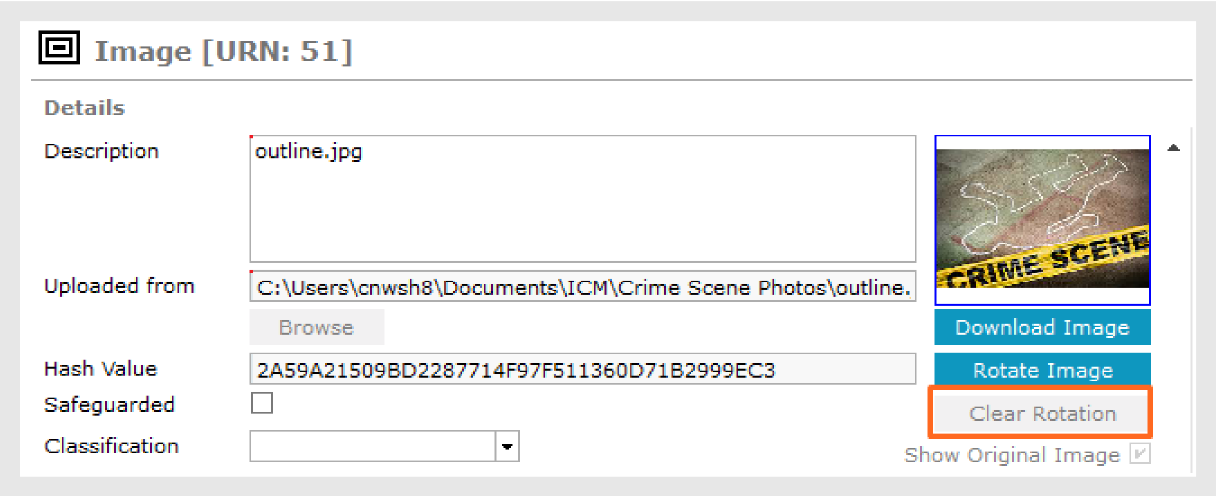
1. Open an image in a context, like a case, for example.
2. Select the **Entities** tab.
3. Double-click the image.
4. Select the Expand section ▲ icon.
5. Select **Rotate Image**.



Revert a Rotated Image

To return a rotated image to its original state:

1. Open the image in a context, like a case, for example.
2. Select the **Entities** tab.
3. Double-click the image.
4. Select the Expand section ▲ icon.
5. Select **Clear Rotation**.

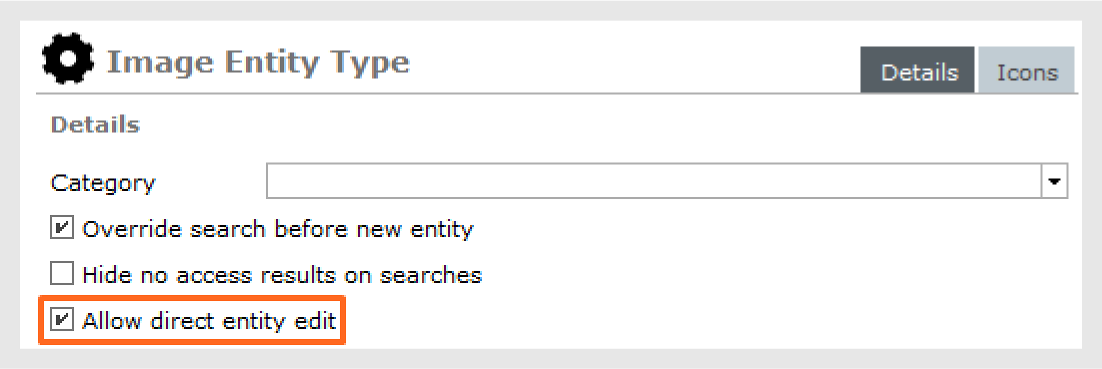


Give Someone Access to Edit an Image

To edit an image, you need the **Allow direct entity edit** permission enabled.

To give someone access to edit an image:

1. Select **Admin** > **Entity Definition** > **Types**.
2. Expand the **Entity** type in the **Selected** field.
3. Double-click the **Image** entity type.
4. Select the **Allow direct entity edit** checkbox.



MATCH AND MERGE ENTITIES

The match and merge entities feature provides a way to merge duplicate entities. You might have duplicate entities when users create new entities without first searching to check whether these already exist.

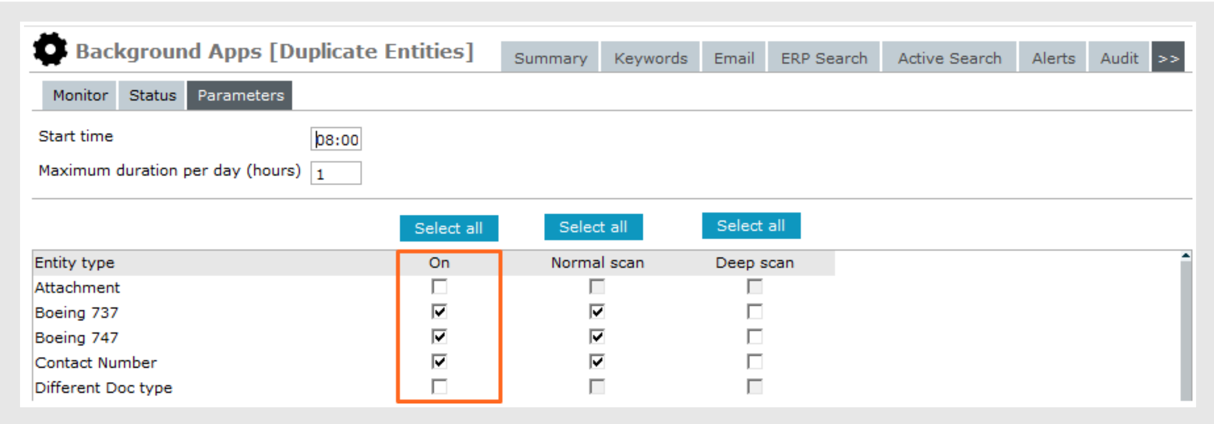
The 6.1.3 release includes some enhancements to the way the you match and merge entities:

- There are now fewer false positives if an entity closely matches another entity of the same type.
- We've removed all existing potential entity matches so you can re-evaluate these.
- Previously, the entity type uniqueness rules had to be set up to check for automatic duplication. You can now select any type of tangible entity – like a person or vehicle, for example.

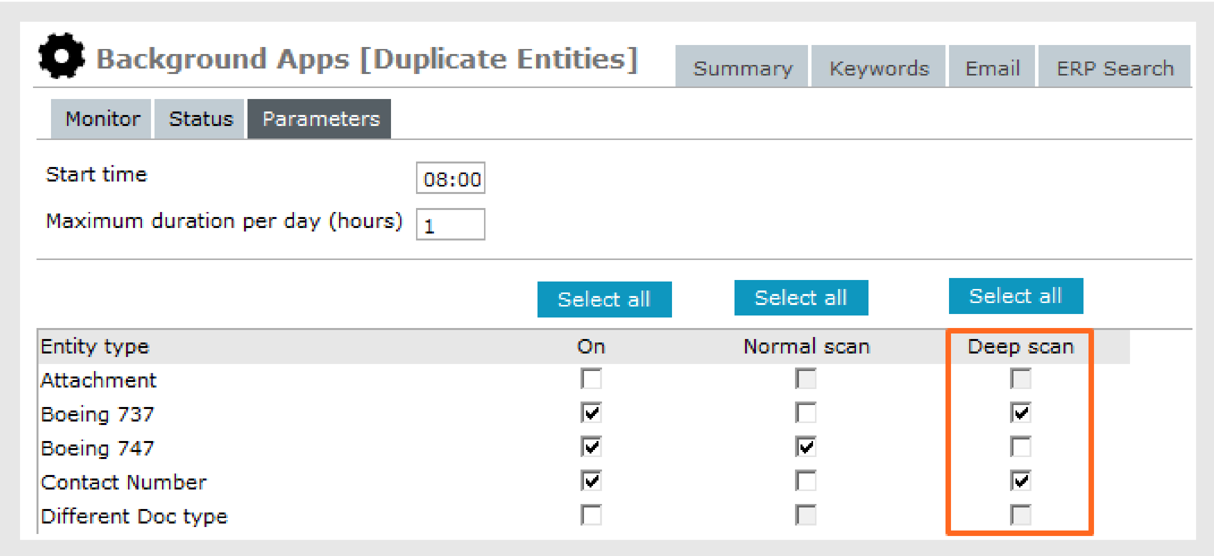
Set up Background Services

Before you can match and merge entities, you need to set some parameters for the background services. This is so ICM can identify potential duplicates:

1. Select **Admin** > **System** > **Background Apps**.
2. Select the Overflow >> tab > Select **Duplicate Entities**.
3. Select the **Parameters** subtab.
4. In the **Start time** field, specify the time of day you want ICM to start checking for duplicates.
5. In the **Maximum duration per day** field, enter how long ICM should spend checking for duplicates.
6. Select the **On** checkbox for the types of entities you think might have duplicates.

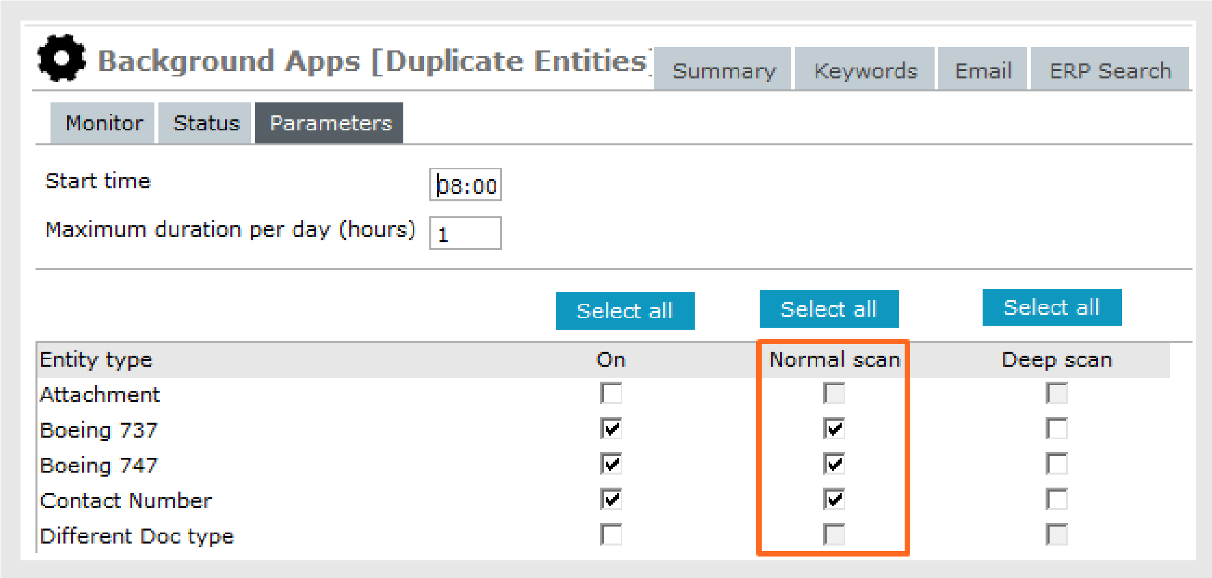


7. Initially you need to set the evaluation to be a **Deep scan**. This is so the selected types of entities will be evaluated against all other entities of that type.



8. Save your changes.
9. In future, you'll probably only want to evaluate recently added or changed entities.

When you're at that stage, switch to **Normal scan**.



Merge Entities

Once you've merged entities, you can't undo this. Make sure you're certain about a merge before you proceed:

1. Select **System** > **Tools** > **Match and Merge (Auto)**.
2. In the **Entity type** drop-down, select the type of entity you want to match and merge.

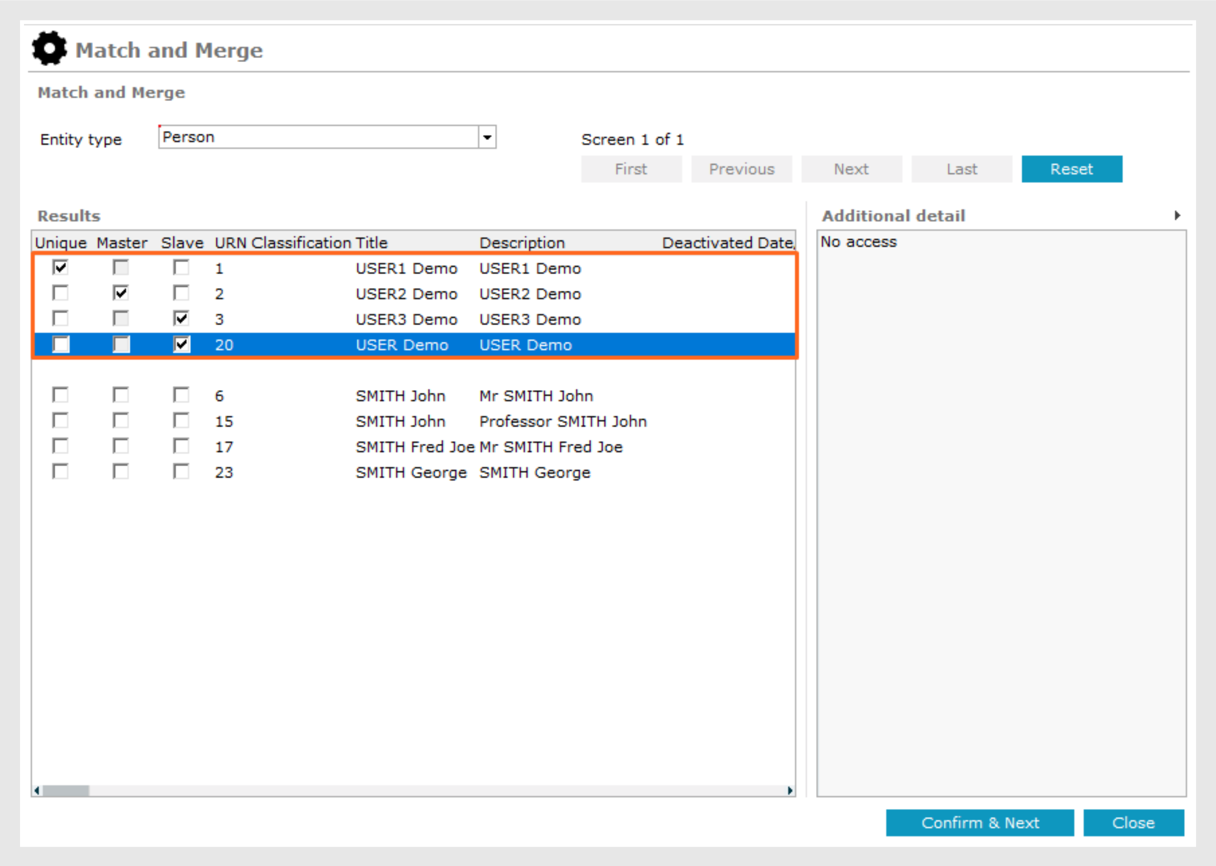
   You'll only see entity types with potential duplicates.

   Potential matches are grouped together, with a maximum of five groups per page.
3. For each group:
   a. Select the checkbox of the entity that's unique.
   b. Select the master checkbox.
   c. Select one or more checkboxes as slaves to be merged into the master.

      You don't have to select a master and a slave. You don't need to mark some entities as unique.

      You don't need to select all entities. These will remain after unique entities have been removed from the list and slaves have been merged with the master.
4. When you've processed a group, select **Confirm & Next**.

   This will remove the unique entities and merge the slave entities into the master.



SETTINGS

This section explains the new features available for managing settings in ICM.

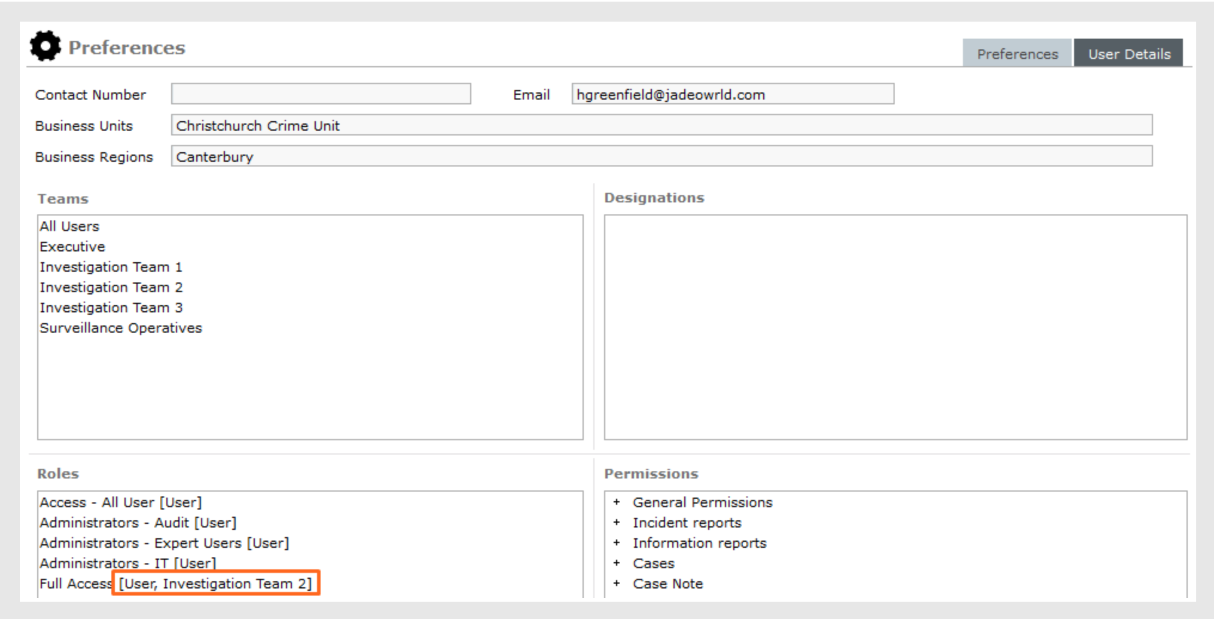
See Which Roles You Have for Different Teams

Previously, if you didn't have admin access to ICM, it was hard to see what your roles were for different teams.

You can now access these details easily:

1. Select your username > Select **Preferences**.
2. Select the **User Details** tab.

   The square brackets [ ] for each role you're assigned to show whether you're an individual user or in a team.

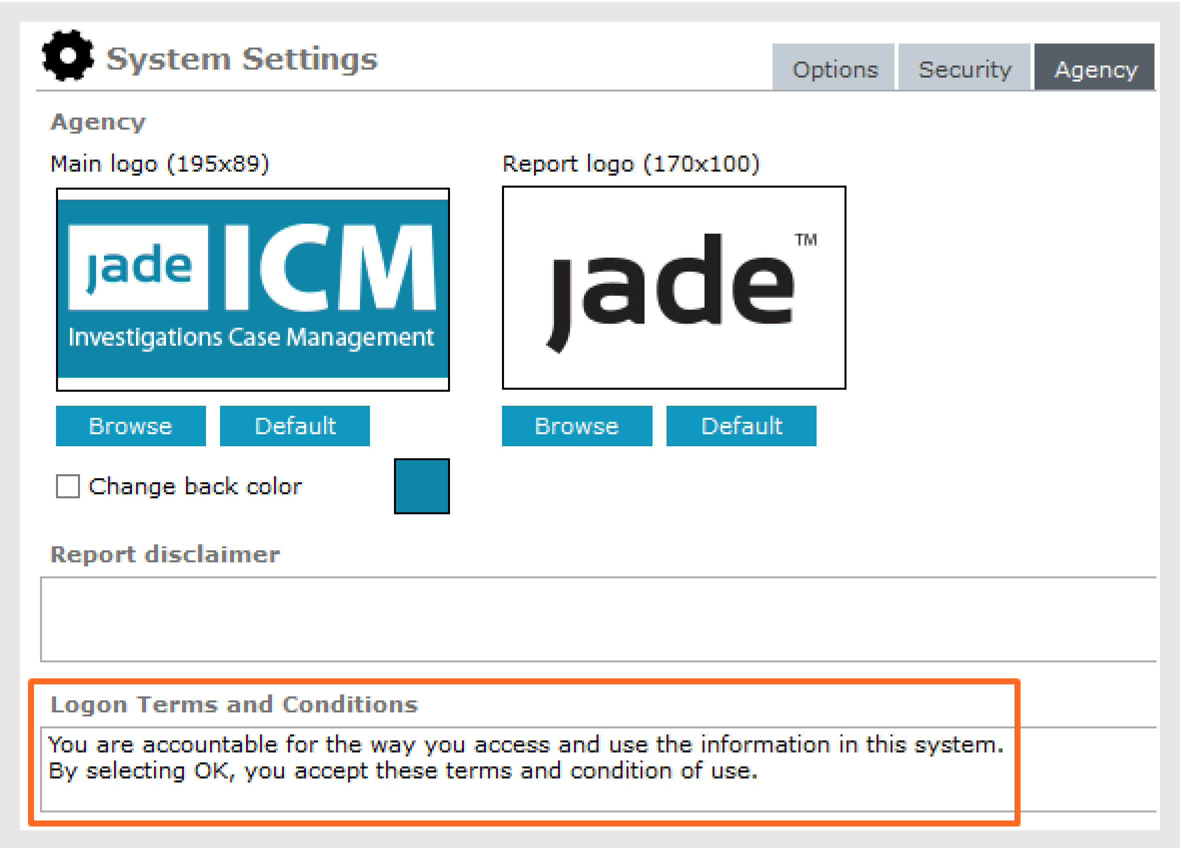


Add a Message for Users to See When They Log in to ICM

You can have a message pop up in ICM for users to see when they log in. You might want to do this to warn users that the information they're accessing is confidential, for example.

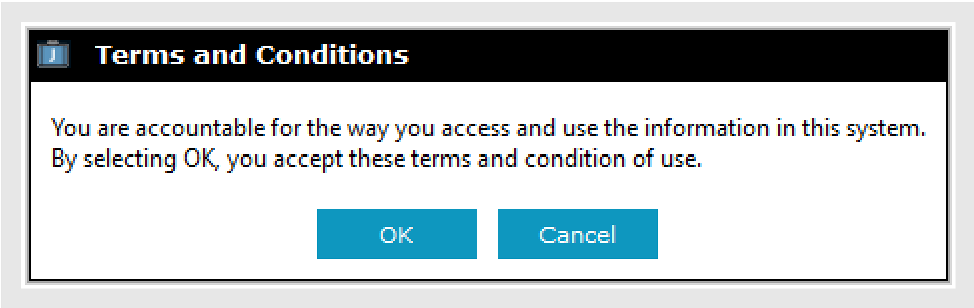
To create a message for users to see when they log in:

1. Select **Admin** > **System** > **Settings**.
2. Select the **Agency** tab.
3. Enter a logon message in the field provided.



4. Save your changes.

   The next time other people in your organisation log in to ICM, they'll see this message. They'll need to select **OK** to proceed.


Terms and Conditions
You are accountable for the way you access and use the information in this system.
By selecting OK, you accept these terms and condition of use.
OK
Cancel

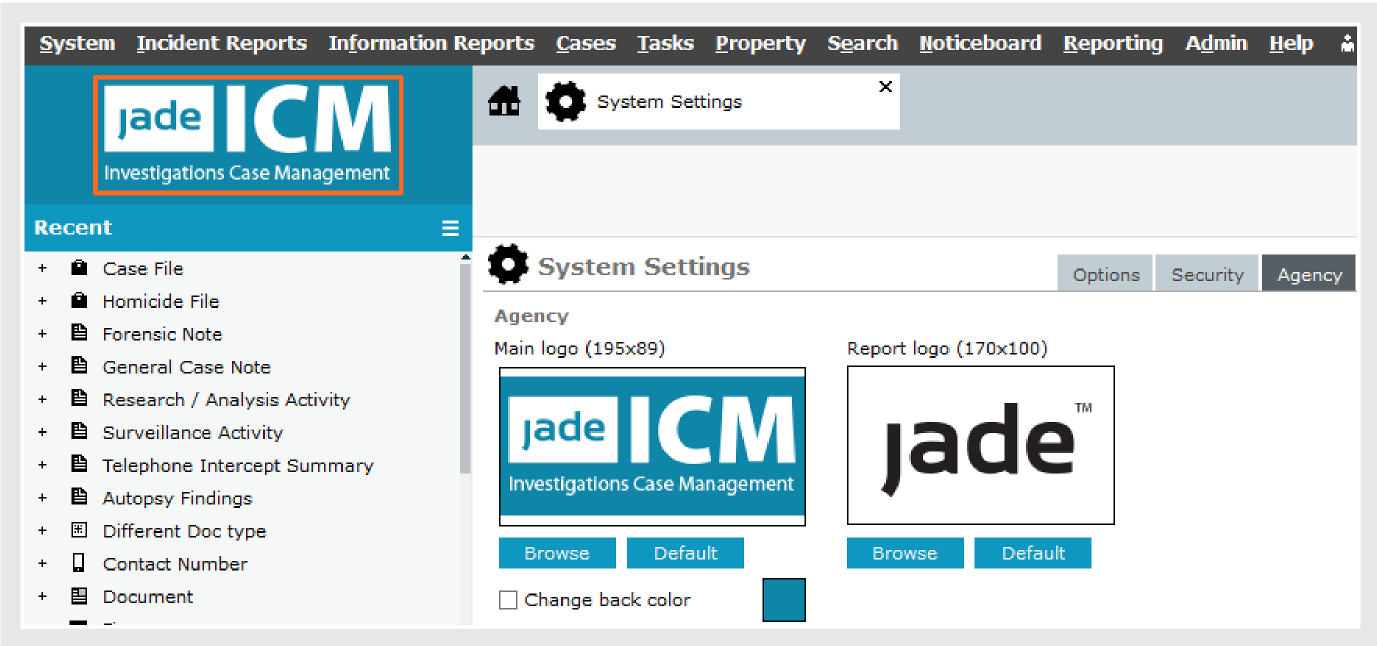
GENERAL CHANGES

This section explains some general new features available in the 6.1.3 release.

New Jade ICM Logo

We've updated the logo in ICM.

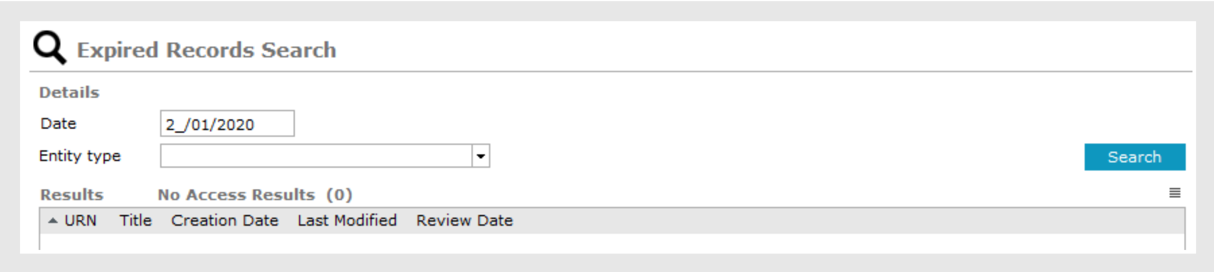
If you're using your company logo in ICM, you won't see this change.



See Which Entities Have Exceeded Their Retention Period

If you use data expunging, you can now see which records have expired:

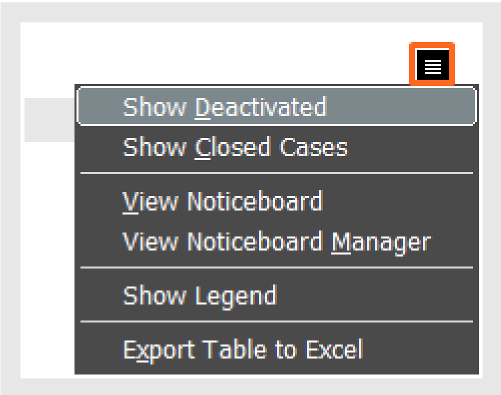
1. To open the *Expired Records Search* screen, select **System** > **Data Expunging** > **Expired Records Search**.
2. Select the date and entity type.
3. Select **Search**.



Show Entries for Roles, Users, Teams, or Designations, That Aren't Used Any More

To support a cleaner viewing experience, you'll no longer see deactivated and deleted entries by default.

If you do want to see these kinds of entries, select the Options ≡ icon > Select **Show Deactivated** or **Show Deleted**.



Resolved Issues

We've resolved the following issues in the 6.1.3 release:

- Hotspots on image entities now work as expected.
- You can create information or incident reports without getting an unhandled exception error. This was happening if you selected the **Comments** tab before you created the report.
- Previously, if you tried to drag and drop a document or image onto a screen where you were trying to edit a document or image, you'd see an error message about the file type not being supported. This was happening if the file you were moving had an upper case file extension. We've resolved this.
- You can now float any screen without getting an unhandled exception error. This was happening for screens that weren't set up for floating.
- Previously, when you exported a configuration from one system and imported it into another, the order of attributes wasn't retained. We've resolved this.