

Investigations Case Management - Release Notes

VERSION 6.1.3

jade[™]

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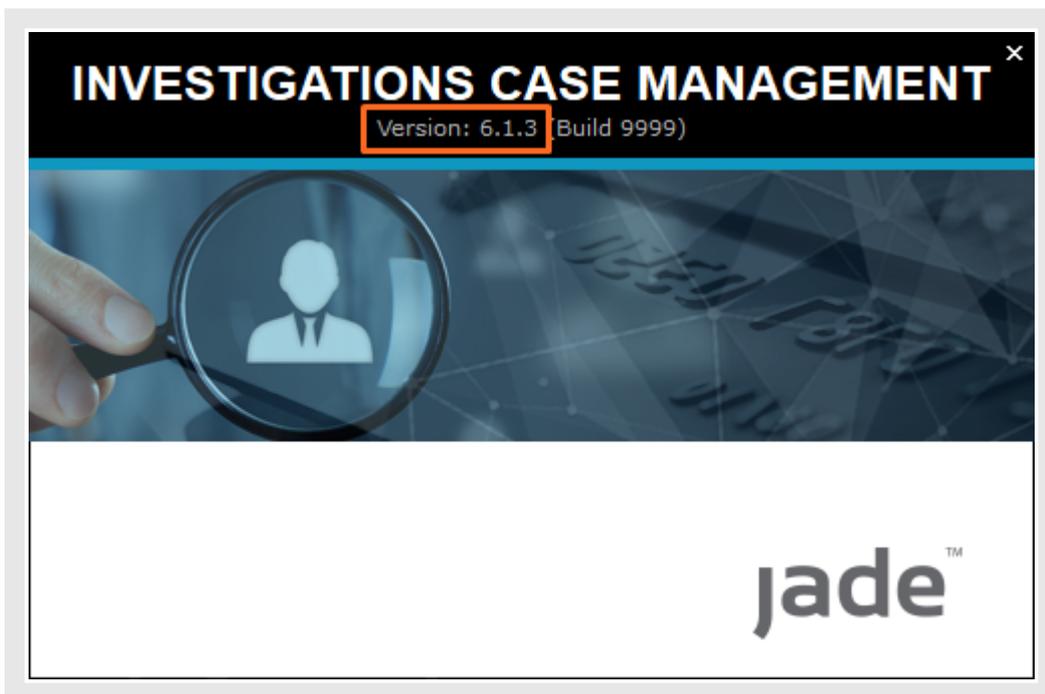
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OVERVIEW

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.

The screenshot displays the Home page interface with several key sections:

- Tasks:** A dashboard showing counts for New (25), In Progress (29), Overdue (6), and Rejected (6). Below this, it shows 0 items for Review, 0 for Auth, and 0 for More Detail.
- Task results:** A summary showing 12 For Review, 3 No Review, 3 Accepted, and 0 Rejected.
- Case notes:** Shows 1 For Review and 5 Rejected.
- Reminders:** Shows 0 New and 1 Reviewed.
- Unread noticeboard posts:** A table with columns for Type, Date/Time, Noticeboard, and Details.
- Recent noticeboard posts:** A table listing recent posts, such as "Testing." and "This is an urgent Forensics message".
- Cases:** A table listing active cases, highlighted with an orange border. The table includes columns for Type, URN, Last Modified, and Title.

Type	Date/Time	Noticeboard	Details
Global	22/11/2019 13:42	Forensics	Testing.
Global	10/12/2018 13:41	Forensics	This is an urgent Forensics message

Type	Date/Time	Noticeboard	Details
Global	22/11/2019 13:42	Forensics	Testing.
Global	10/12/2018 13:41	Forensics	This is an urgent Forensics message

Type	URN	Last Modified	Title
Investigation File	CASE/2009-2	19/12/2019 14:49	Homicide - Peter Hawkin
Internal Incident File	INT-1	04/12/2019 09:34	Internal Incident
Case	2019/3	04/12/2019 09:03	Suspicious Transaction
Mortgage Fraud Note	MFN-1	04/12/2019 08:57	Mortgage Fraud

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**.

The screenshot shows the 'Case File [URN: 6]' interface with the 'Access' tab selected. The 'Access' section is active, displaying a list of users and a 'Selected' list. The 'Export Access' option is highlighted in the context menu.

Case File [URN: 6] | Details | Contents | Entities | **Access** | Threads | Disclosure

Access

Security access | Bulk access

Designations | Teams | **Users** | Case Teams

Migration, (MIGRATE)
 ADMINISTRATOR, Default Agency (DEFLTADMIN)
 BOBSON, Johnny John (JI0006)
 BRIAN, Clark (DEMO2)
 DENBY, Joe (JODOC)
 DOCUMENTATION, Tech (IIDOC)
 HAY, Greg (GREGH)
 MASON, Robert (DEMO1)
 MCDONALD, Shirley (CNWSAS1)
 NAVARA, Nicky (NICKYN)
 THOMPSON, Greg (DEMO3)
 USER, Demo (JI0005)

Selected

- Individual Users
 - DOCUMENTATION, Tech (IIDOC)
 - + HAY, Greg (GREGH)
 - + USER, Demo (JI0005)

Selected - Access Centric
 Selected - Capability Centric
 Selected - User Centric
 Show Legend
 Change - Security Profile
 Copy case team
Export Access

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

The screenshot shows an Excel spreadsheet titled 'Access To the Vehicle theft case.csv - Excel'. The spreadsheet contains the following data:

Case Type	URN	Title	Users	Teams	Case Teams	Designations	All users
			DOCUMENTATION, Tech USER, Demo				DOCUMENTATION, Tech (User) HAY, Greg (User) USER, Demo (User)
Case File	6	Theft of V	HAY, Greg				

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**.

The screenshot shows the 'All Case Types Search' interface. The search criteria are set to 'homicide'. The 'Additional criteria' section is expanded, and the 'Has property' radio button is selected, with the 'No' option highlighted. The results table shows 4 results, with 0 access results. The table columns are URN, Title, Status, Contents, Created, Case officer, and Last updated.

URN	Title	Status	Contents	Created	Case officer	Last updated
2	Homicide - John SMITH	Active	41	06/08/2007	DOCUMENTATION, Tech (JIDOC)	DO
8	case file 2	Open	1	17/08/2015	BRIAN, Clark (DEMO2)	BR
10	Homicide Case for BofE	Open	0	15/10/2015	DOCUMENTATION, Tech (JIDOC)	DO
12	New Investigation at Hagley	Open	0	16/03/2016	DOCUMENTATION, Tech (JIDOC)	DO

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.

The screenshot shows the 'Investigation File [URN: CASE/2009-2]' interface. The 'Contents' tab is active, displaying a list of 'Existing thread relationships' on the left and a 'Selected thread tree' on the right. The thread '[9] Upload of Call Charge Records for 024864355' is selected in the tree. A context menu is open over this thread, showing options for 'Expand all' and 'Export'. An 'Export complete' dialog box is displayed in the foreground, indicating that the threads were successfully exported to two files: 'C:\Temp\steve-Threads.txt' and 'C:\Temp\steve-Description.txt'. The dialog includes an 'OK' button.

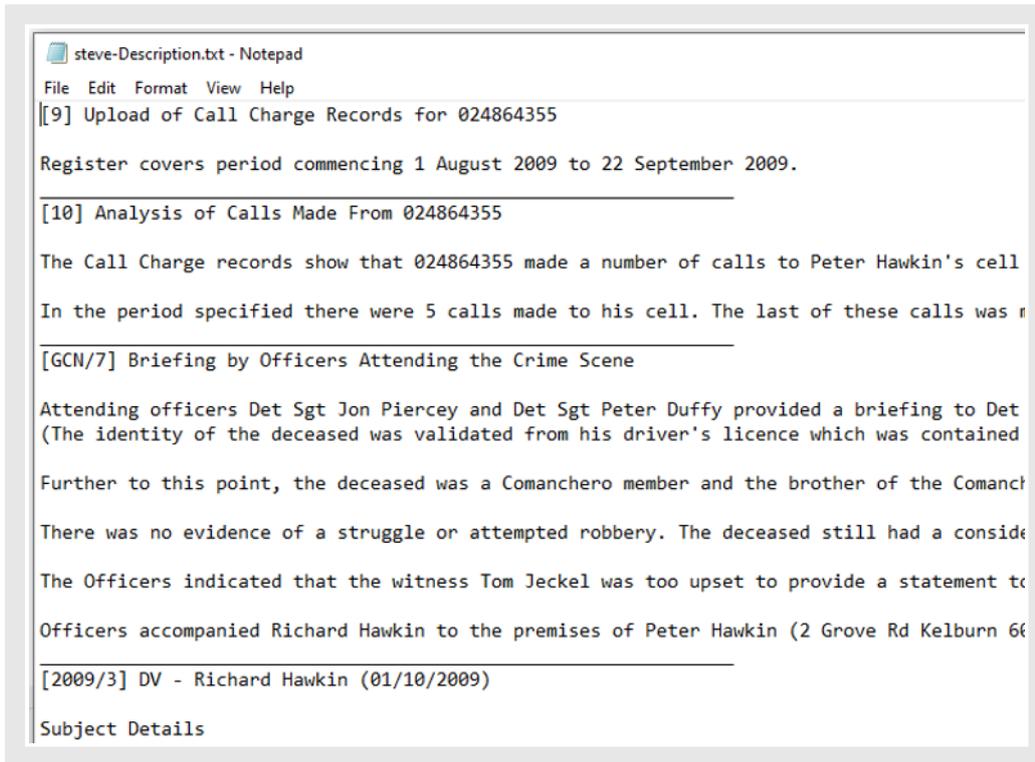
You can now see more information about the threads you exported, including:

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

The screenshot shows a Notepad window titled 'steve-Threads.txt - Notepad'. The text content is as follows:

```
File Edit Format View Help
[9] Upload of Call Charge Records for 024864355
  [10] Analysis of Calls Made From 024864355
    [GCN/7] Briefing by Officers Attending the Crime Scene
    [2009/3] DV - Richard Hawkin (01/10/2009)
    [Task 4] Interview Witness - Tom Jeckel
      [TR/9] Final - Resolved: Interview Witness - Tom Jeckel - Interview Conducted
        [Task 5] Conduct Immediate Search of Secrets Nightclub Dumpster
          [TR/10] Final - Resolved: Conduct Immediate Search of Secrets Nightclub Dumpster - Conducted
            [TR/8] Interim: Interview Witness - Tom Jeckel - Interview Arranged
          [42/0000] test task
```

- 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 n

[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 consid

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
```

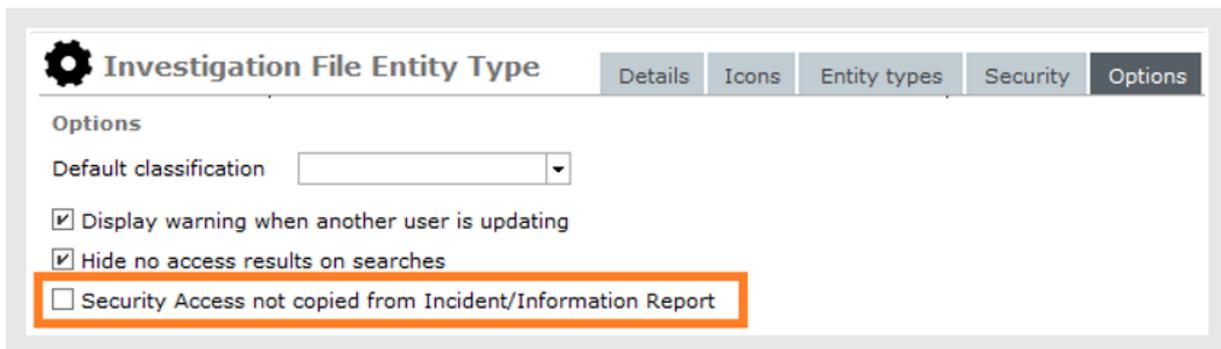
Separate Access to Cases and Information/Incident Reports

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.



The screenshot shows the configuration interface for the 'Investigation File Entity Type'. The 'Options' tab is selected, and the 'Security Access not copied from Incident/Information Report' checkbox is highlighted with an orange border. The other options shown are 'Default classification' (a dropdown menu), 'Display warning when another user is updating' (checked), and 'Hide no access results on searches' (checked).

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 --- C [+] ≡

▲ 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, Cf	Owned By [Owner Of]	👤	Perso23	HARRISON, Mark G	19/02/2014
📄	3	Audio Statement Mark Harris	Statement Recording C	👤	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.

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 C	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 C	24/09/2009
📄	IMG-27	Logo	is in [has]	🚗	1	SM2332, Silver Ch	22/07/2015
🏠	13	AXA Tower 10 Main Road, Cl	Owned By [Owner Of]	👤	Perso23	HARRISON, Mark C	19/02/2014
📄	3	Audio Statement Mark Harris	Statement Recording C	👤	Perso23	HARRISON, Mark C	24/09/2009
📄	3	Comanchero Bikie Chapter		👤	Perso23	HARRISON, Mark C	24/09/2009
👤	Perso23	HARRISON, Mark Gregory		👤	Perso48	FREEMAN	24/09/2009
👤	Perso23	HARRISON, Mark Gregory		STMT/3	Mark Harrison - 24	24/09/2009	
👤	Perso23	HARRISON, Mark Gregory		IMG-24	Mark Gregory Harr	24/09/2009	
👤	Perso23	HARRISON, Mark Gregory		3	Audio Statement M	24/09/2009	
👤	Perso23	HARRISON, Mark Gregory		13	AXA Tower 10 Mair	19/02/2014	
👤	Perso23	HARRISON, Mark Gregory		3	Comanchero Bikie	24/09/2009	
👤	Perso48	FREEMAN	Also Known As [Also K	👤	Perso23	HARRISON, Mark C	24/09/2009

Context menu options: Add, Update, Remove, Show Legend, **Export Table to Excel**

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.

Export documents and images for Homicide - Peter Hawkin

Options

Export documents

Export images

Select export folder: C:\Temp

Entities

Entity type	URN	Entity
Image	IMG-7	Secrets Nightclub (IMG_0663)
Image	IMG-16	Peter Hawkin - Homicide Scene 1
Image	IMG-17	Peter Hawkin - Homicide Scene 2
Image	IMG-18	Glock - AD56789Z35A
Image	IMG-19	Glock - AD56789Z35A (Trigger)
Image	IMG-21	38 Revolver
Image	IMG-22	Silver Chrysler 300m - SM2332

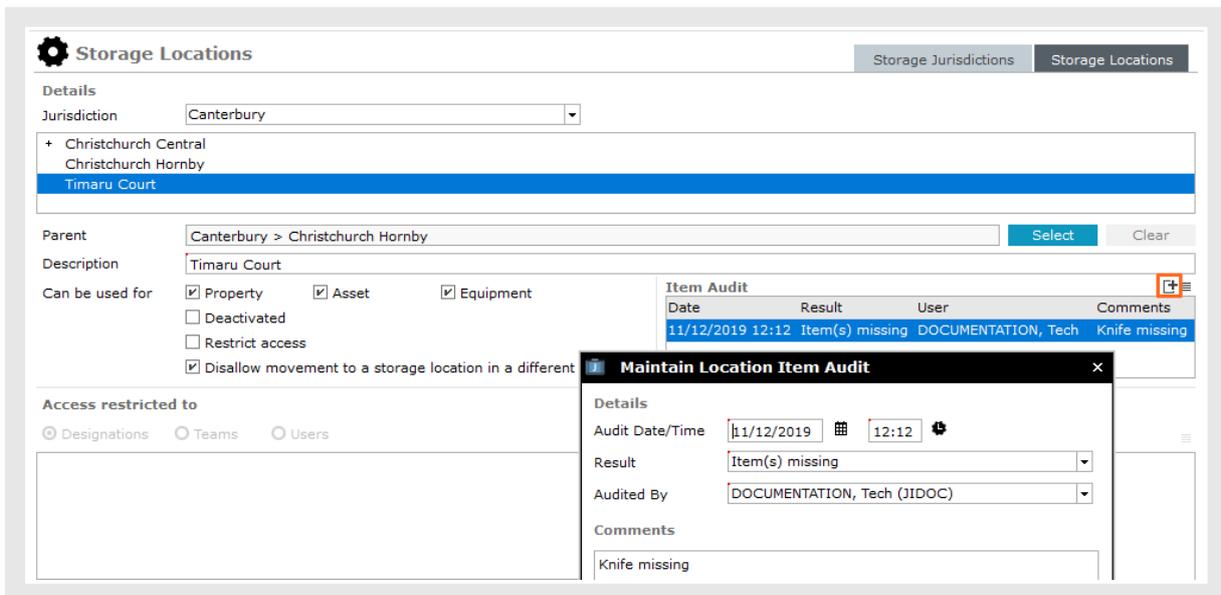
PROPERTY

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.



The screenshot displays the 'Storage Locations' management interface. The 'Jurisdiction' is set to 'Canterbury'. Under 'Details', 'Timaru Court' is selected. The 'Parent' is 'Canterbury > Christchurch Hornby'. The 'Description' is 'Timaru Court'. Under 'Can be used for', 'Property', 'Asset', and 'Equipment' are checked. An 'Item Audit' table shows a record for '11/12/2019 12:12' with the result 'Item(s) missing' and the user 'DOCUMENTATION, Tech'. A modal window titled 'Maintain Location Item Audit' is open, showing the audit details: 'Audit Date/Time' is '11/12/2019 12:12', 'Result' is 'Item(s) missing', 'Audited By' is 'DOCUMENTATION, Tech (JIDOC)', and 'Comments' is 'Knife missing'.

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

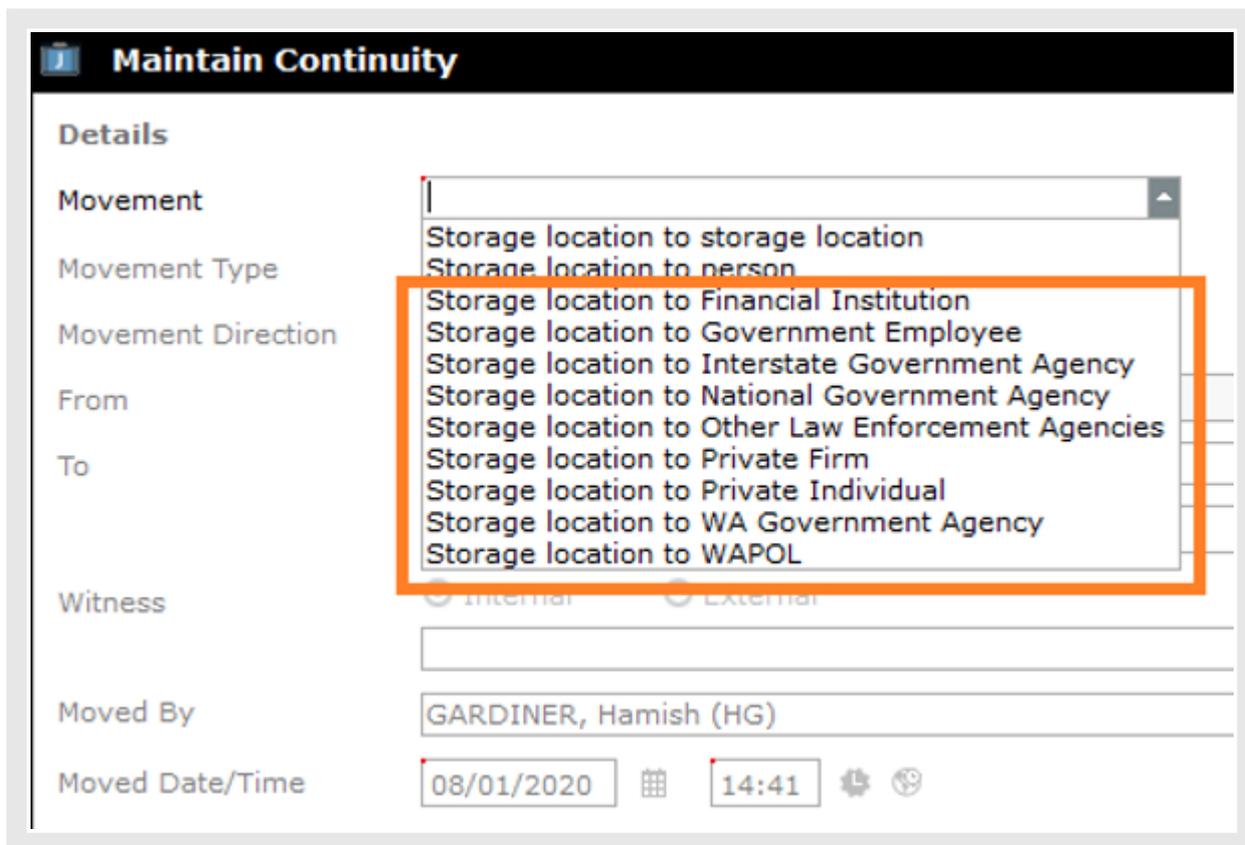
Create Your Own Movement Descriptions

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.

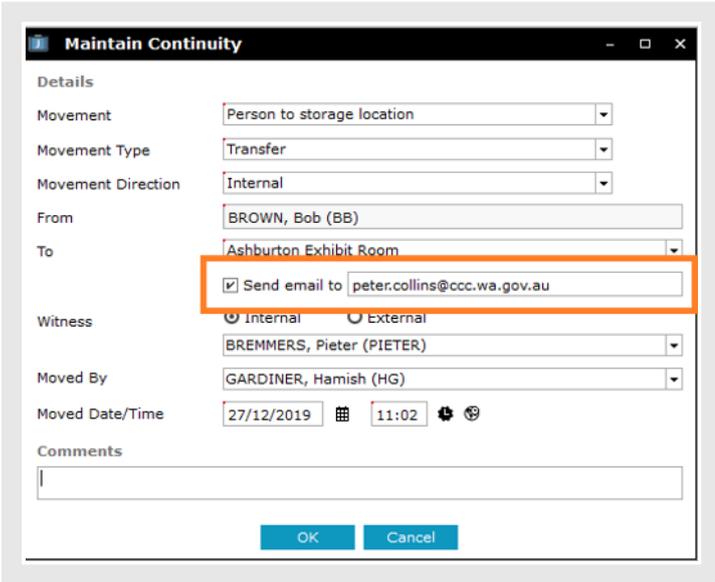


Send an Email When You Create a Continuity

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.



Maintain Continuity

Details

Movement: Person to storage location

Movement Type: Transfer

Movement Direction: Internal

From: BROWN, Bob (BB)

To: Ashburton Exhibit Room

Send email to peter.collins@ccc.wa.gov.au

Witness: Internal External

Moved By: BREMMERS, Pieter (PIETER)

Moved Date/Time: 27/12/2019 11:02

Comments

OK Cancel

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**.

Reporting on Property Items

Report Parameters

Case [1] Vehicle Theft - SM2332

Refresh **Results (2)** Include soft attributes

URN	Ref #	Title	Type	Description	Current Location/Custodian
2017/45	2015.11.04.001	Glock 9mm semi-auto pistol	Drug Item	Glock 9mm semi-auto pistol	Canterbury > Christchurch

Audit Report on Property Items

Report Parameters

Refresh **Results (53)** Include soft attributes (common to each property item type)

URN	Ref #	Movement Type	Movement Direction	Created	Moved By
2014/1	7823798732	Acquisition	In	10/04/2014 13:52	DOCUMENTATION, Tech (JIDOC)
		Transfer	Internal		DOCUMENTATION, Tech (JIDOC)
		Transfer	Internal		DOCUMENTATION, Tech (JIDOC)
		Transfer	Out		DOCUMENTATION, Tech (JIDOC)
2014/1	9863987623	Transfer	Internal	07/04/2014 10:35	DOCUMENTATION, Tech (JIDOC)
		Acquisition	In		DOCUMENTATION, Tech (JIDOC)
2014/1	9863987623	Transfer	Internal	07/04/2014 10:35	DOCUMENTATION, Tech (JIDOC)
		Transfer	Internal		DOCUMENTATION, Tech (JIDOC)

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**.

 **Image [URN: 51]**

Details

Description	<input type="text" value="outline.jpg"/>	 <input type="button" value="Download Image"/> <input type="button" value="Rotate Image"/> <input type="button" value="Clear Rotation"/> <input type="checkbox"/> Show Original Image
Uploaded from	<input type="text" value="C:\Users\cnwsh8\Documents\ICM\Crime Scene Photos\outline."/> <input type="button" value="Browse"/>	
Hash Value	<input type="text" value="2A59A21509BD2287714F97F511360D71B2999EC3"/>	
Safeguarded	<input type="checkbox"/>	
Classification	<input type="text" value=""/> ▼	

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**.

 **Image [URN: 51]**

Details

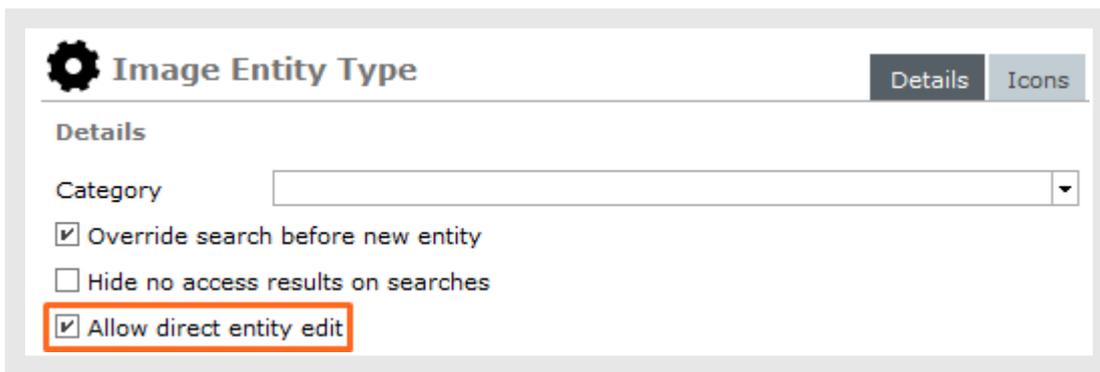
Description	<input type="text" value="outline.jpg"/>	 Download Image Rotate Image Clear Rotation Show Original Image <input checked="" type="checkbox"/>
Uploaded from	<input type="text" value="C:\Users\cnwsh8\Documents\ICM\Crime Scene Photos\outline."/> Browse	
Hash Value	<input type="text" value="2A59A21509BD2287714F97F511360D71B2999EC3"/>	
Safeguarded	<input type="checkbox"/>	
Classification	<input type="text" value=""/> ▼	

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.



The screenshot shows the 'Image Entity Type' configuration interface. It features a gear icon and the title 'Image Entity Type'. There are two tabs: 'Details' (selected) and 'Icons'. Under the 'Details' tab, there is a 'Category' dropdown menu. Below the dropdown are three checkboxes: 'Override search before new entity' (checked), 'Hide no access results on searches' (unchecked), and 'Allow direct entity edit' (checked). The 'Allow direct entity edit' checkbox is highlighted with a red rectangular border.

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.

The screenshot shows the 'Background Apps [Duplicate Entities]' interface with the 'Parameters' tab selected. The 'Start time' is set to 08:00 and 'Maximum duration per day (hours)' is set to 1. There are three 'Select all' buttons above the table. The table has columns for 'On', 'Normal scan', and 'Deep scan'. The 'On' column has checkboxes for 'Attachment', 'Boeing 737', 'Boeing 747', 'Contact Number', and 'Different Doc type', all of which are checked. The 'Normal scan' and 'Deep scan' columns have checkboxes for the same entity types, all of which are unchecked.

Entity type	On	Normal scan	Deep scan
Attachment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boeing 737	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boeing 747	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Different Doc type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

The screenshot shows the 'Background Apps [Duplicate Entities]' interface with the 'Parameters' tab selected. The 'Start time' is set to 08:00 and 'Maximum duration per day (hours)' is set to 1. There are three 'Select all' buttons above the table. The table has columns for 'On', 'Normal scan', and 'Deep scan'. The 'On' column has checkboxes for 'Attachment', 'Boeing 737', 'Boeing 747', 'Contact Number', and 'Different Doc type', all of which are checked. The 'Normal scan' and 'Deep scan' columns have checkboxes for the same entity types. The 'Deep scan' column has checkboxes for 'Attachment', 'Boeing 737', 'Boeing 747', 'Contact Number', and 'Different Doc type', all of which are checked.

Entity type	On	Normal scan	Deep scan
Attachment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boeing 737	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boeing 747	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Different Doc type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.

Background Apps [Duplicate Entities] | Summary | Keywords | Email | ERP Search

Monitor | Status | **Parameters**

Start time: 08:00
Maximum duration per day (hours): 1

	Select all	Select all	Select all
Entity type	On	Normal scan	Deep scan
Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boeing 737	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boeing 747	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Different Doc type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

The screenshot shows the 'Match and Merge' interface. At the top, there is a gear icon and the title 'Match and Merge'. Below this, the 'Match and Merge' section includes an 'Entity type' dropdown menu set to 'Person', and 'Screen 1 of 1' with navigation buttons: 'First', 'Previous', 'Next', 'Last', and 'Reset'. The main area is divided into 'Results' and 'Additional detail'. The 'Results' table has columns for 'Unique', 'Master', 'Slave', 'URN', 'Classification', 'Title', 'Description', and 'Deactivated Date'. The table contains several rows of entity data. The 'Additional detail' section on the right shows 'No access'. At the bottom right, there are 'Confirm & Next' and 'Close' buttons.

Unique	Master	Slave	URN	Classification	Title	Description	Deactivated Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		USER1 Demo	USER1 Demo	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		USER2 Demo	USER2 Demo	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3		USER3 Demo	USER3 Demo	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20		USER Demo	USER Demo	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6		SMITH John	Mr SMITH John	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15		SMITH John	Professor SMITH John	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17		SMITH Fred Joe	Mr SMITH Fred Joe	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23		SMITH George	SMITH George	

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.

The screenshot displays the 'Preferences' page with the 'User Details' tab selected. The page contains the following sections:

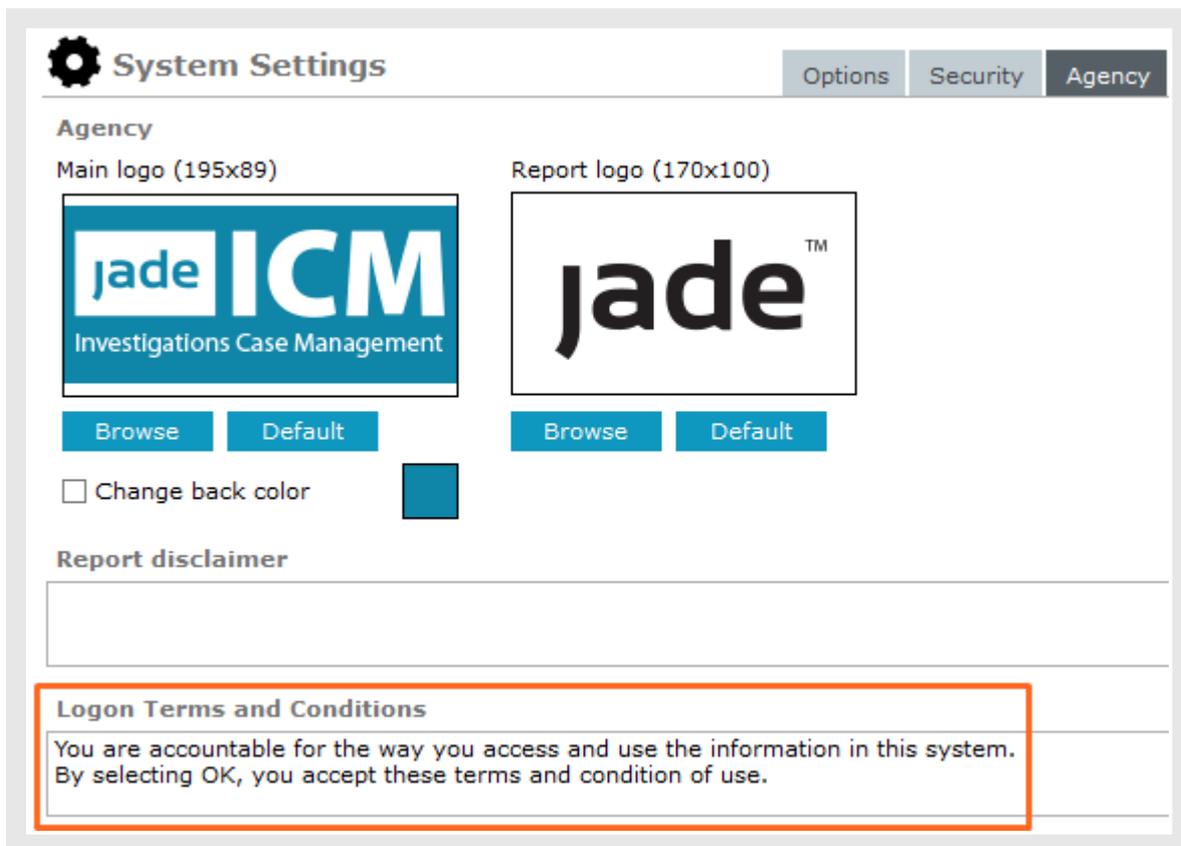
- Contact Information:** Contact Number (empty), Email (hgreenfield@jadeowrld.com).
- Business Units:** Christchurch Crime Unit.
- Business Regions:** Canterbury.
- Teams:** A list of teams including All Users, Executive, Investigation Team 1, Investigation Team 2, Investigation Team 3, and Surveillance Operatives.
- Designations:** An empty list.
- Roles:** A list of roles including Access - All User [User], Administrators - Audit [User], Administrators - Expert Users [User], Administrators - IT [User], and Full Access [User, Investigation Team 2]. The 'Full Access' role is highlighted with a red box.
- Permissions:** A list of permissions including General Permissions, Incident reports, Information reports, Cases, and Case Note.

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.



System Settings Options Security Agency

Agency

Main logo (195x89)

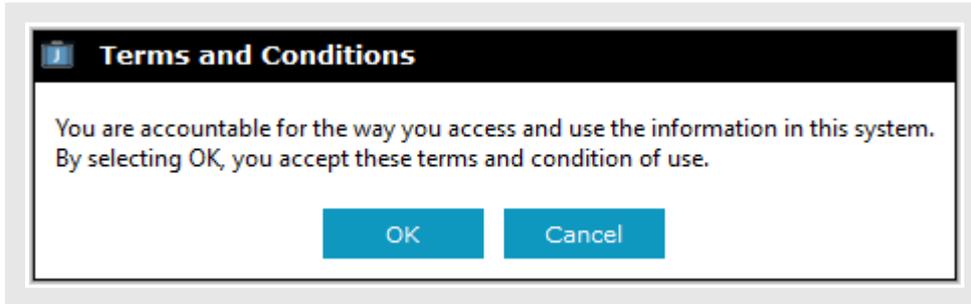
Report logo (170x100)

Logon 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.

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.



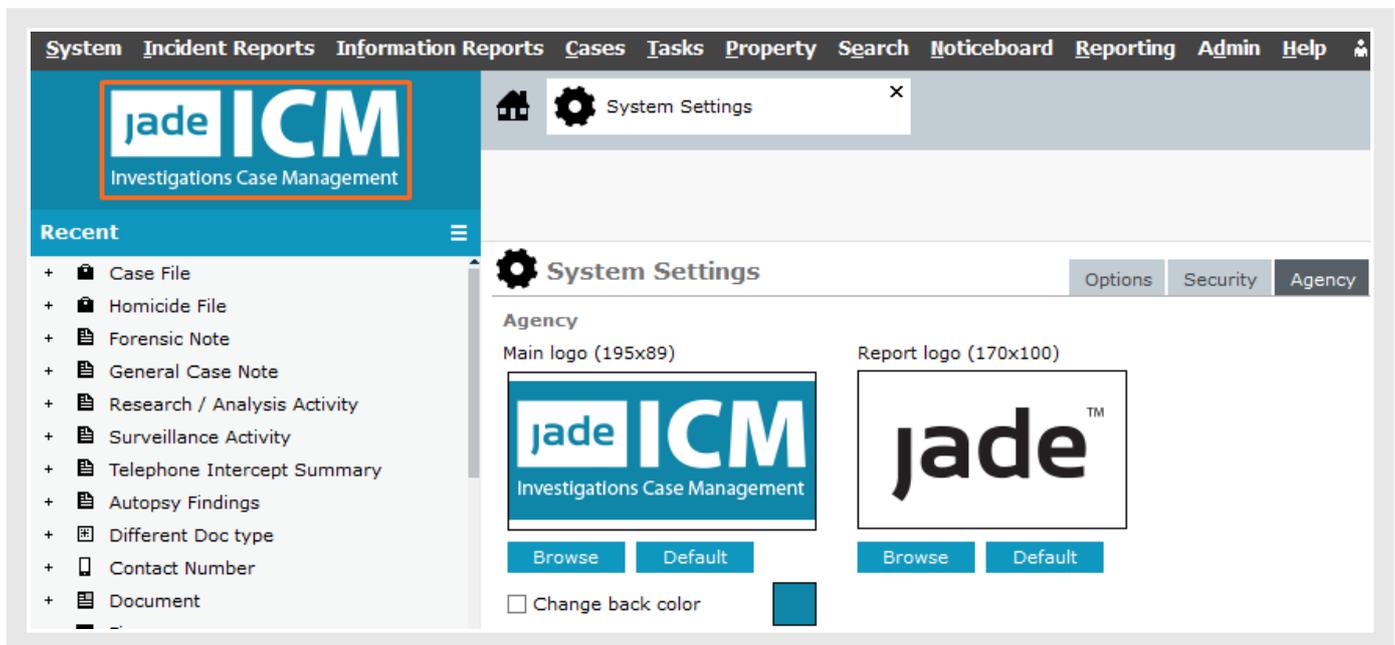
GENERAL CHANGES

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**.

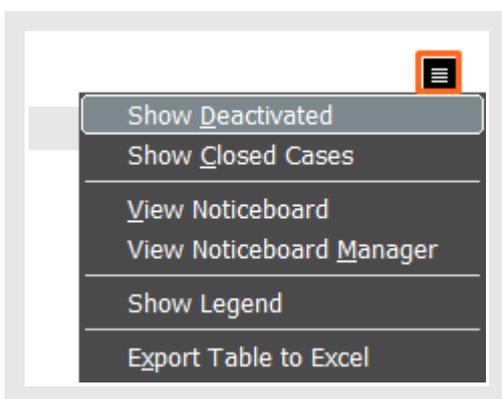


The screenshot shows the 'Expired Records Search' interface. It features a search bar with a magnifying glass icon and the text 'Expired Records Search'. Below the search bar, there is a 'Details' section with a 'Date' input field containing '2_/01/2020' and an 'Entity type' dropdown menu. A blue 'Search' button is located to the right of the dropdown. Below the search fields, the 'Results' section displays 'No Access Results (0)'. A table header is visible with columns: 'URN', 'Title', 'Creation Date', 'Last Modified', and 'Review Date'.

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.