



LEGAL CASE MANAGEMENT SYSTEM

USER MANUAL

How to access Legal Case Management System

[Version 1.0.1]

©2020 - lcms.iebc.or.ke

GETTING STARTED

1.1. Background Information

The Commission has under its establishment, the Directorate of Legal Services (DLS) that handles all Court Cases on behalf of the Commission. These are cases instituted by or against the Commission.

The ever-rising number of cases has prompted the need to track these cases on a real time basis. Pursuant to this DLS in collaboration with the Directorate of Information Communications Technology (ICT) designed and developed an in-house Legal Case Management System (LCMS). The system is designed to Enable digitization of Case records, secure storage and quick access.

This user manual explains how to access and use LCMS with focus on account sign up and logon. This document may will be updated from time to time to include any changes made. You are free to submit your input on the clarity of this document by sending us an email message to lcms@iebc.or.ke.

1.2. Login

To login to the LCMS, open your browser and type the Universe Resource Locator (URL) Address below

URL: <https://lcms.iebc.or.ke>

Use your credentials i.e. Username and Password in the provided fields and hit on *Sign In* button. See figure 1.1 below

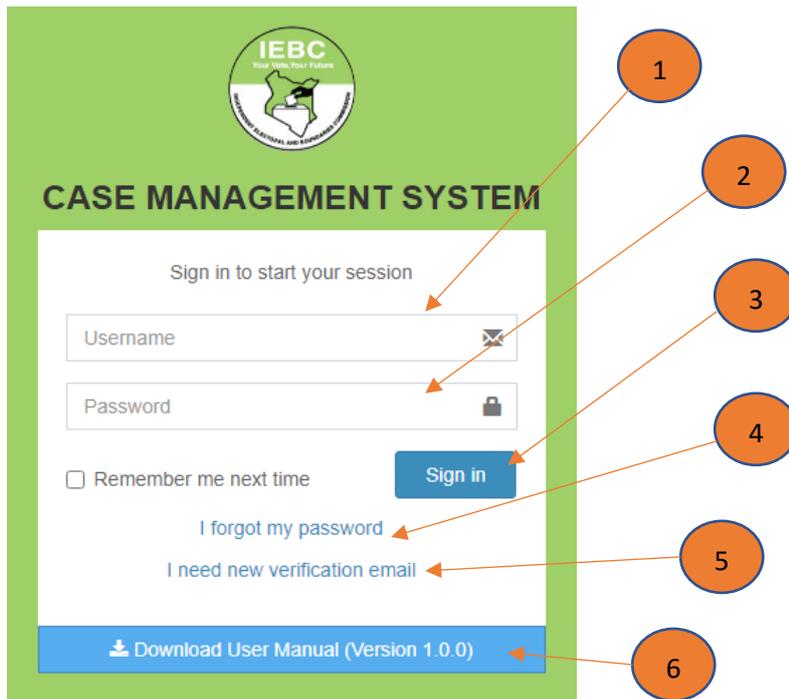


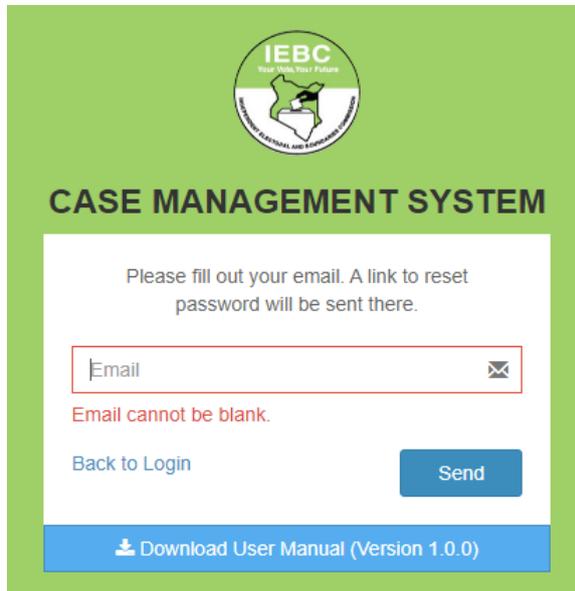
Figure 1.1 : Login Page

Key:

- a. *Username field:*
Enter your username or email address here
- b. *Password field:*
Enter your login password here, for internal users, password is will be your AD password i.e. email password
- c. *Sign-In Button:*
Also known as Log-In button, this button is clicked to submit user login credentials for authentication.
- d. *Forgot Password:*
This option is only available for external Users i.e. non commission staff. Note that commission staff with password challenges are required to contact relevant authorities
- e. *Verification/Confirmation link:*
This link will main be used by first time users. LCMS requires that you verify/confirm your email address. This is important since most of the system notifications will be sent to this email address.
This link will be very useful when a user encounters and error message that reads. “You need to confirm your email address” see section 1.2.2 below.
- f. *Download User Manual Button:*
Our users are advised to download, read and understand the user manual before they can use LCMS.

1.2.1. Forgot Password

As mentioned above. This functionality is available to external users (Individuals or Institutions) who have been registered as users. Internal staff are required to use their email address passwords.

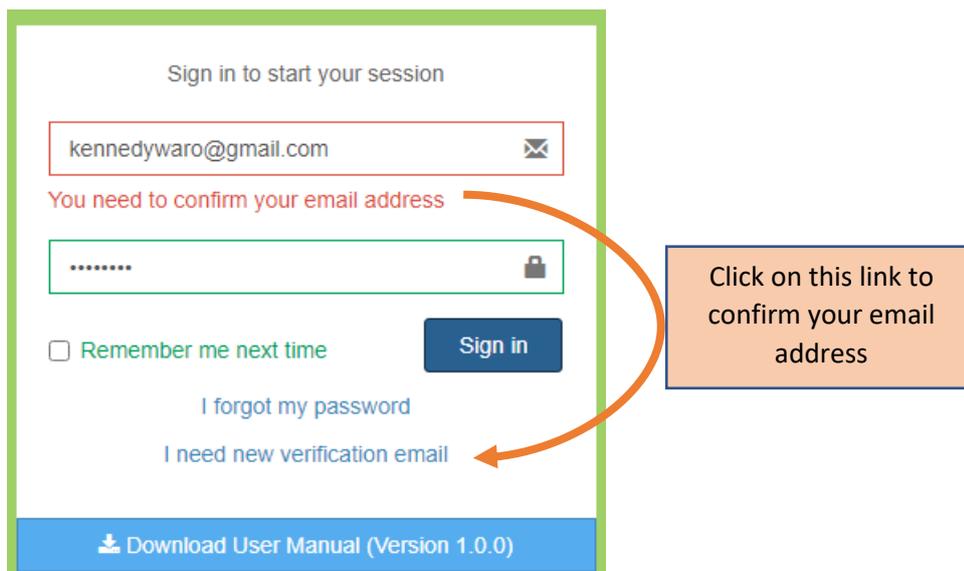


The screenshot shows the IEBE Case Management System interface. At the top is the IEBE logo with the tagline 'Your Work Your Future'. Below the logo is the title 'CASE MANAGEMENT SYSTEM'. The main content area contains the text: 'Please fill out your email. A link to reset password will be sent there.' There is an input field labeled 'Email' with a red border and an error message 'Email cannot be blank.' below it. To the left of the input field is a link 'Back to Login' and to the right is a blue 'Send' button. At the bottom of the form is a blue button with a download icon and the text 'Download User Manual (Version 1.0.0)'.

Figure 1.2: Password reset form

1.2.2. Email Verification

First time users are required to verify or confirm their email address with which they were registered. Normally, such users will encounter the email confirmation error as shown in figure 1.3 below.



The screenshot shows the IEBE Case Management System sign-in form. At the top is the text 'Sign in to start your session'. There is an input field for the email address containing 'kennedywaro@gmail.com' with a red border and an error message 'You need to confirm your email address' below it. Below the email field is a password field with a green border and a lock icon. To the left of the password field is a checkbox labeled 'Remember me next time' and to the right is a blue 'Sign in' button. Below the sign-in button are two links: 'I forgot my password' and 'I need new verification email'. At the bottom of the form is a blue button with a download icon and the text 'Download User Manual (Version 1.0.0)'. An orange arrow points from the error message to the 'I need new verification email' link. To the right of the form is a blue box with the text 'Click on this link to confirm your email address'.

Figure 1.3: Error prompting email confirmation

To confirm your email Address:

Step 1.

Clicks on “I need new verification email” link.

Step 2.

A form prompting entry of email address is displayed

Step 3.

With the correct entry of email address and subsequent submission, a unique verification link will be sent to the provided email address. The user will be redirected to login page with an instruction message. (see figure 1.4 (a) and (b) below)

Step 4.

Login to your email address and click on the link sent. If everything is done the right way, the user will be automatically logged In with a well come message showing on the home page (Dashboard)

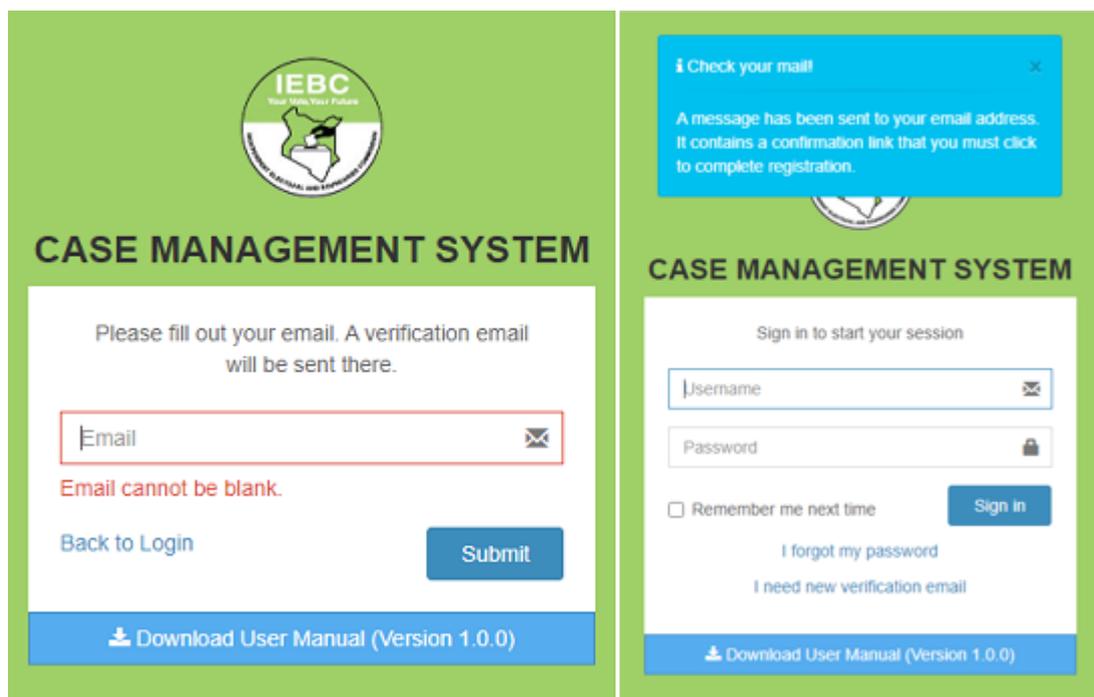


Figure 1.4 (a) Email verification form (b) Confirmation link sent successfully

NB: Users should not that this is a one-time exercise.

A complete user manual with instructions on how to use the system can be accessed and downloaded from your account dashboard once you are logged in.