LEGAL CASE MANAGEMENT SYSTEM

USER MANUAL

How to access Legal Case Management System

[Version 1.0.1]

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
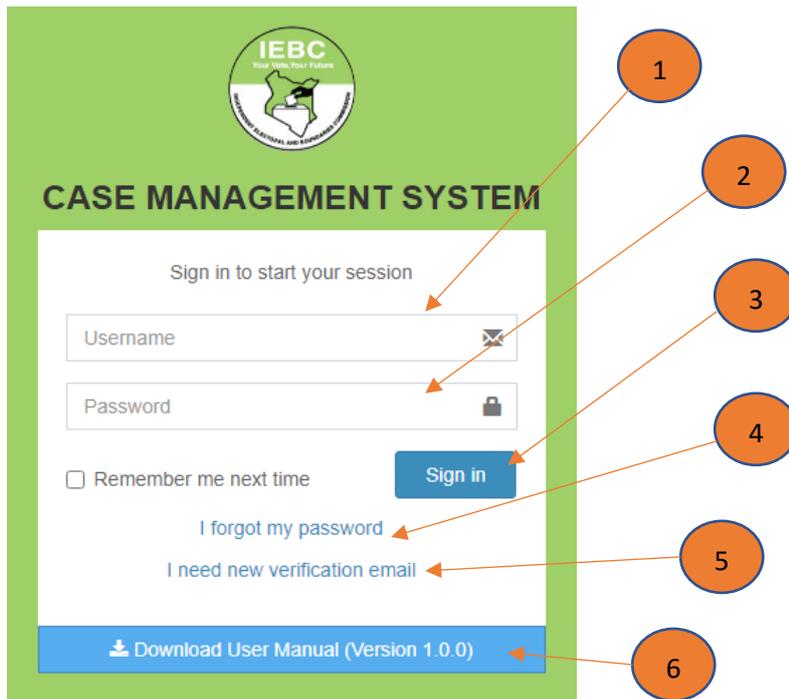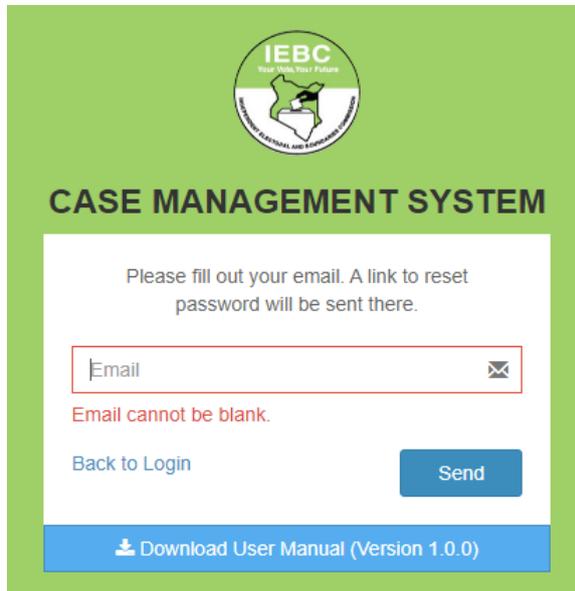
Figure 1.1 : Login Page

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.
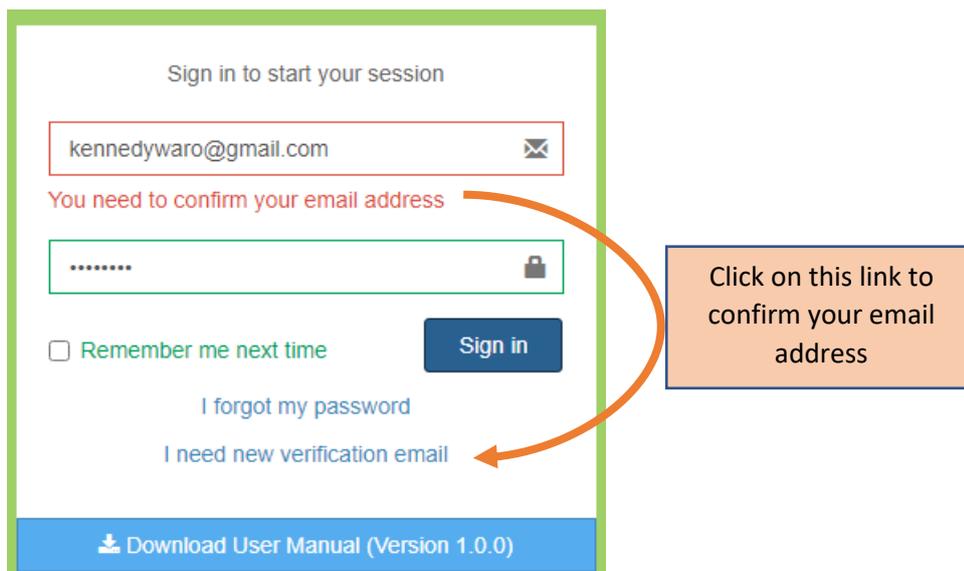

Figure 1.2: Password reset form

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.

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)
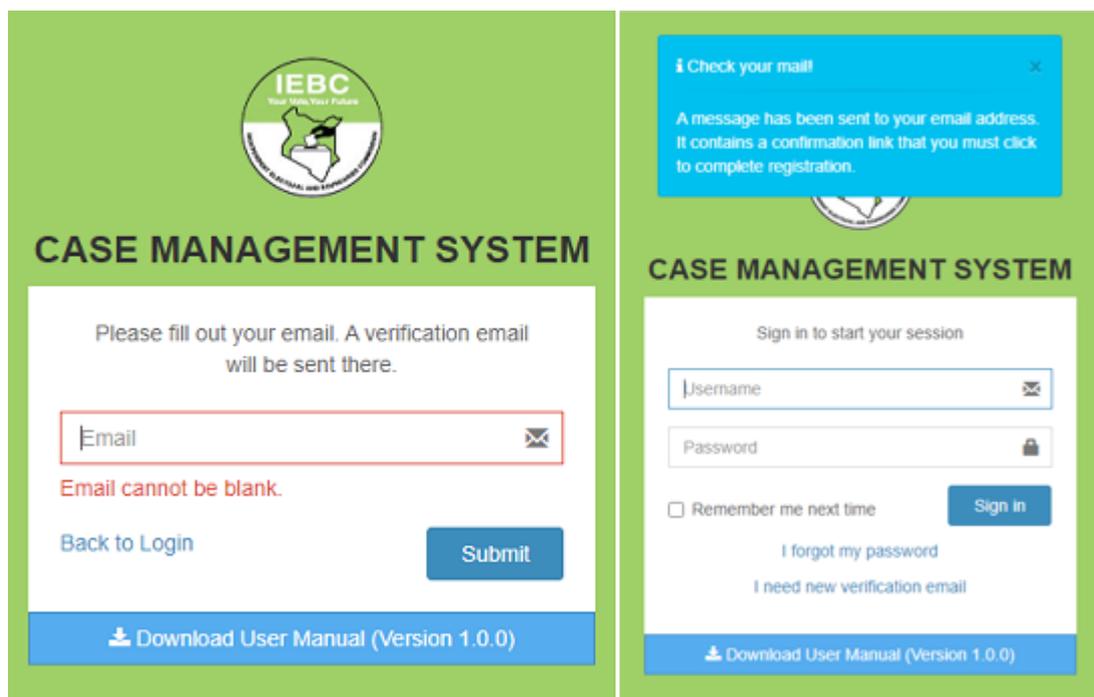

Figure 1.4 (a) Email verification form   (b) Confirmation link sent successfully

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.