



# Investigations Case Management - Release Notes

VERSION 6.3.1

**jade**<sup>™</sup>

## Release Notes – 6.3.1

These release notes explain the new features available in the 6.3.1 release of Jade Investigations Case Management (ICM).

They include a few minor issues we found during rigorous product testing, which we've resolved.



## Managing Entities

It's easier to manage entities in this release.

## Easily See Warning Attributes when Searching for Entities

For entity search results, when you're looking at the additional details for an entity, the warning attributes show in **bold red text**.

This makes it easier to see if there are any warnings.

The screenshot displays the 'Person 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', 'Entity URN', and 'Additional criteria'. A search button is present. The results table shows several entries, with 'PER-285 STINSON Homer' selected. The 'Additional detail' panel on the right shows various attributes for this entity. A warning attribute is highlighted with a red box: 'Apprehension Warning = Convicted Felon GBH (20/02/2014) Comment: Do not approach'. Other attributes include Country of Birth, Confirmation date, Marital Status, Social Security Number, Physical Description, and Tattoos.

URN	Surname	Given 1	Given 2	Given 3	D.O.B.	D.O.D.	Gender
PER-11	HAWKIN	Richard	peter		25/07/1962	09/09/2009	Male
PER-37	JONES	Vincent	John	Eouoou	12/04/1953	10/07/2013-12/07/2013	Male
PER-285	STINSON	Homer			21/02/1959		Indeterm
PER-353	GRANT	Olive			Unknown		Female
PER-420	BLOGGS	Bill	Manny		08/01/2002		Unknowr

**Additional detail**

**Attributes**

- Country of Birth = Armenia
- Confirmation date = 20/02/2014 (20/02/2014)
- Apprehension Warning = Convicted Felon GBH (20/02/2014)**  
**Comment: Do not approach**
- Marital Status = De-Facto
- Social Security Number = 128971238974
- Physical Description: Complexion = Ruddy
- Physical Description: Hair Colour = Brown
- Physical Description: Height = 6'2 "
- Physical Description: Tattoos: Body Location = Arm (Left)
- Tattoo Description = Falcon  
Comment: Falcon holding a Globe in its talons
- Physical Description: Tattoos: Subgroup: Subgroup - Child Date = 07/10/2016
- Physical Description: Tattoos: Subgroup: Subgroup - Child Timestamp = 25/10/2016 19:00
- Physical Description: Tattoos: Subgroup: Child Time = 17:00
- Physical Description: Tattoos: Attribute without value = Attribute without value
- Eye Colour = Blue

Buttons at the bottom: Diagram, Save (active search), Save (stored search), Export, Select, Close.

## Flag Important Entities in a Source Document

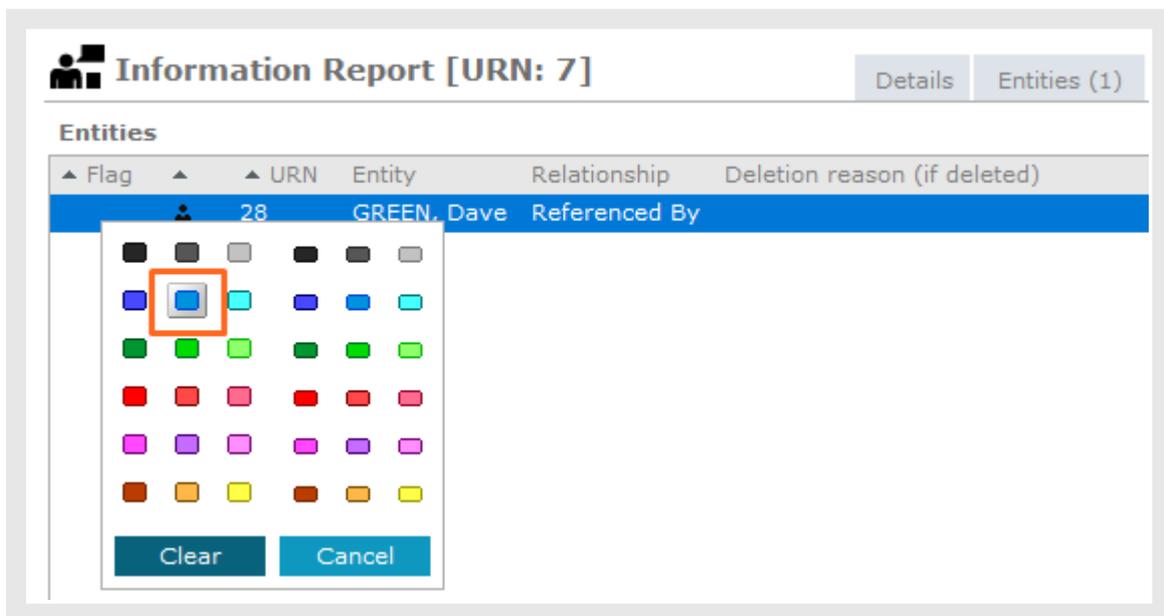
You can flag an entity with a coloured marker.

This is useful if you have lots of entities for a case note.

Flagging the important ones with a colour makes it easier to see which ones you need to focus on.

To flag an entity as important:

1. Open a source document.
2. Select the **Entities** tab.
3. Select an entity in the first panel.
4. Position your cursor below the **Flag** column > Select a colour from the pallet.



You can also sort entities according to their flags.

This is useful if you want to see flagged entities at the top, for example.

In the following example, entities are sorted on three levels according to:

- Coloured marker
- Entity type (icon)
- URN

**Information Report [URN: 2009/1]**

**Entities**

Flag	URN	Entity	Relationship
	PER-18	TRAVERS, Jack	Referenced In
	PER-284	PECK, Greg	referenced in
	6	\$2.00 16/07/2012 Extended Calc Attr Transaction	Referenced In
	PER-11	HAWKIN, Richard peter	Referenced In
	65	uploaded docx title	Referenced In
	66	Interview script	Referenced In
	69	testing new docx	Referenced In
		erty Management.pdf	ITC-5901 rel 3
		anchero Bikie Chapter - Auckland	Referenced In
		own Value 18/07/2012 Extended Calc Attr Transaction	Referenced In
		not of Greg Peck	Referenced In
		tside police station.jpg	Referenced In

## Improve Data Consistency for Tangible Entities

When you edit tangible entity relationships, there's a Help  icon beside the **Relationship** drop-down.

Regular users can select this icon for guidance on how to fill out the data.

[Admin users can create the guidance](#) regular users see when they select this icon.

**Edit Relationship**

**From Entity**

Filter  Refresh

- [ORG-1] Secrets Nightclub [abc]
- [ORG-2] Comanchero Bikie Chapter - Wellington [abc]
- [PER-11] HAWKIN, Richard peter
- [PER-13] HAWTIN, Richie
- [PER-252] HAWKIN, John .
- [1] BuildingName Unit a, 33 Cuba St, Te Aro, Wellington(City), Wellington
- [2] Unit t, 23 Todman St, Brooklyn, Wellington, New Zealand 6021.
- [3] 2 Grove Rd, Kelburn, Wellington, New Zealand 6011.
- [5] 52 Cuba St, Te Aro, Wellington, New Zealand 6011.

**To entity**

Filter  Refresh

- [ORG-1] Secrets Nightclub [abc]
- [ORG-2] Comanchero Bikie Chapter - Wellington [abc]
- [PER-11] HAWKIN, Richard peter
- [PER-13] HAWTIN, Richie
- [PER-252] HAWKIN, John .
- [1] BuildingName Unit a, 33 Cuba St, Te Aro, Wellington(City), Wellington,
- [2] Unit t, 23 Todman St, Brooklyn, Wellington, New Zealand 6021.
- [3] 2 Grove Rd, Kelburn, Wellington, New Zealand 6011.
- [5] 52 Cuba St, Te Aro, Wellington, New Zealand 6011.

Relationship: Sibling Of [Sibling Of]  Source Agency:

Start Date:    Source Grade:

Finish date:    Info Grade:

Discovered Date: 01/07/2009 19:09 Relationship Status:

Created By: ADMINISTRATOR, NetReveal Trans (NETREVEAL) [Deactivated] 01/07/2009 19:09

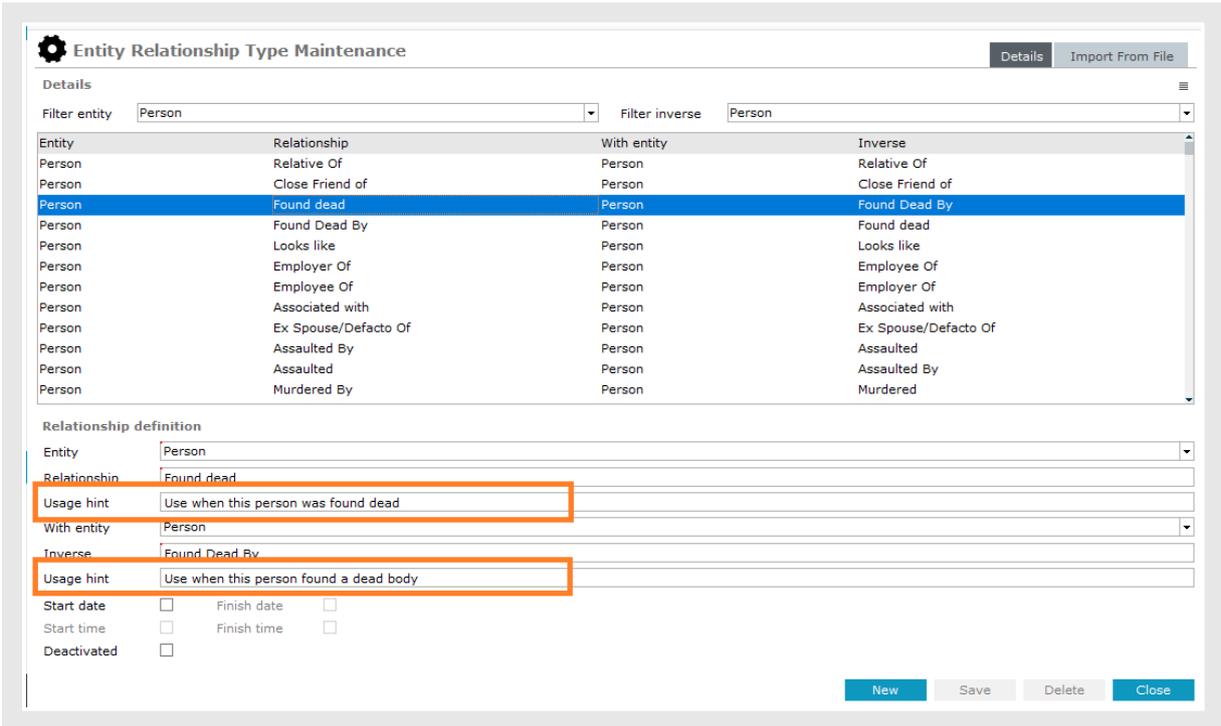
Last Modified By:

Save & Close Close

## Create Usage Hints for Types of Entity Relationships

If you're an admin user, you can customise the guidance shown in the Help  icon tooltips for each type of relationship:

1. Select **Admin > Entity Definition > Relationships** or **Admin > Entity Definition > Types**.
2. Select and open a tangible entity type, for example a person.
3. Select the **Relationships** tab.
4. Enter usage hints for the highlighted relationship and its inverse.



The screenshot shows the 'Entity Relationship Type Maintenance' interface. At the top, there are 'Details' and 'Import From File' buttons. Below this, there are two dropdown menus for 'Filter entity' and 'Filter inverse', both set to 'Person'. A table lists various relationships between 'Person' entities. The 'Found dead' relationship is highlighted in blue. Below the table, the 'Relationship definition' section is visible, showing fields for 'Entity', 'Relationship', 'Usage hint', 'With entity', 'Inverse', and 'Usage hint'. The 'Usage hint' fields for 'Found dead' and 'Found Dead By' are highlighted with orange boxes. At the bottom right, there are 'New', 'Save', 'Delete', and 'Close' buttons.

Entity	Relationship	With entity	Inverse
Person	Relative Of	Person	Relative Of
Person	Close Friend of	Person	Close Friend of
Person	Found dead	Person	Found Dead By
Person	Found Dead By	Person	Found dead
Person	Looks like	Person	Looks like
Person	Employer Of	Person	Employee Of
Person	Employee Of	Person	Employer Of
Person	Associated with	Person	Associated with
Person	Ex Spouse/Defacto Of	Person	Ex Spouse/Defacto Of
Person	Assaulted By	Person	Assaulted
Person	Assaulted	Person	Assaulted By
Person	Murdered By	Person	Murdered

Relationship definition

Entity: Person

Relationship: Found dead

Usage hint: Use when this person was found dead

With entity: Person

Inverse: Found Dead By

Usage hint: Use when this person found a dead body

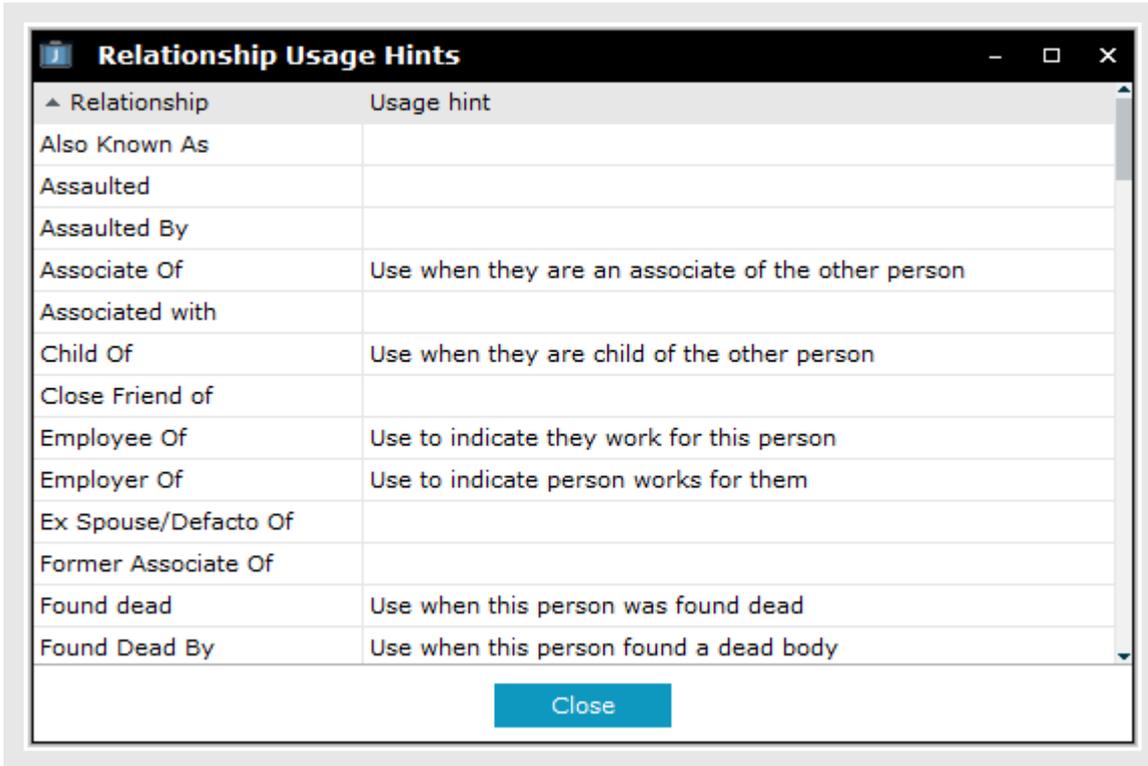
Start date  Finish date

Start time  Finish time

Deactivated

New Save Delete Close

If no hint is defined for a relationship, the column will be empty for that row in the table.



Relationship	Usage hint
Also Known As	
Assaulted	
Assaulted By	
Associate Of	Use when they are an associate of the other person
Associated with	
Child Of	Use when they are child of the other person
Close Friend of	
Employee Of	Use to indicate they work for this person
Employer Of	Use to indicate person works for them
Ex Spouse/Defacto Of	
Former Associate Of	
Found dead	Use when this person was found dead
Found Dead By	Use when this person found a dead body

Close

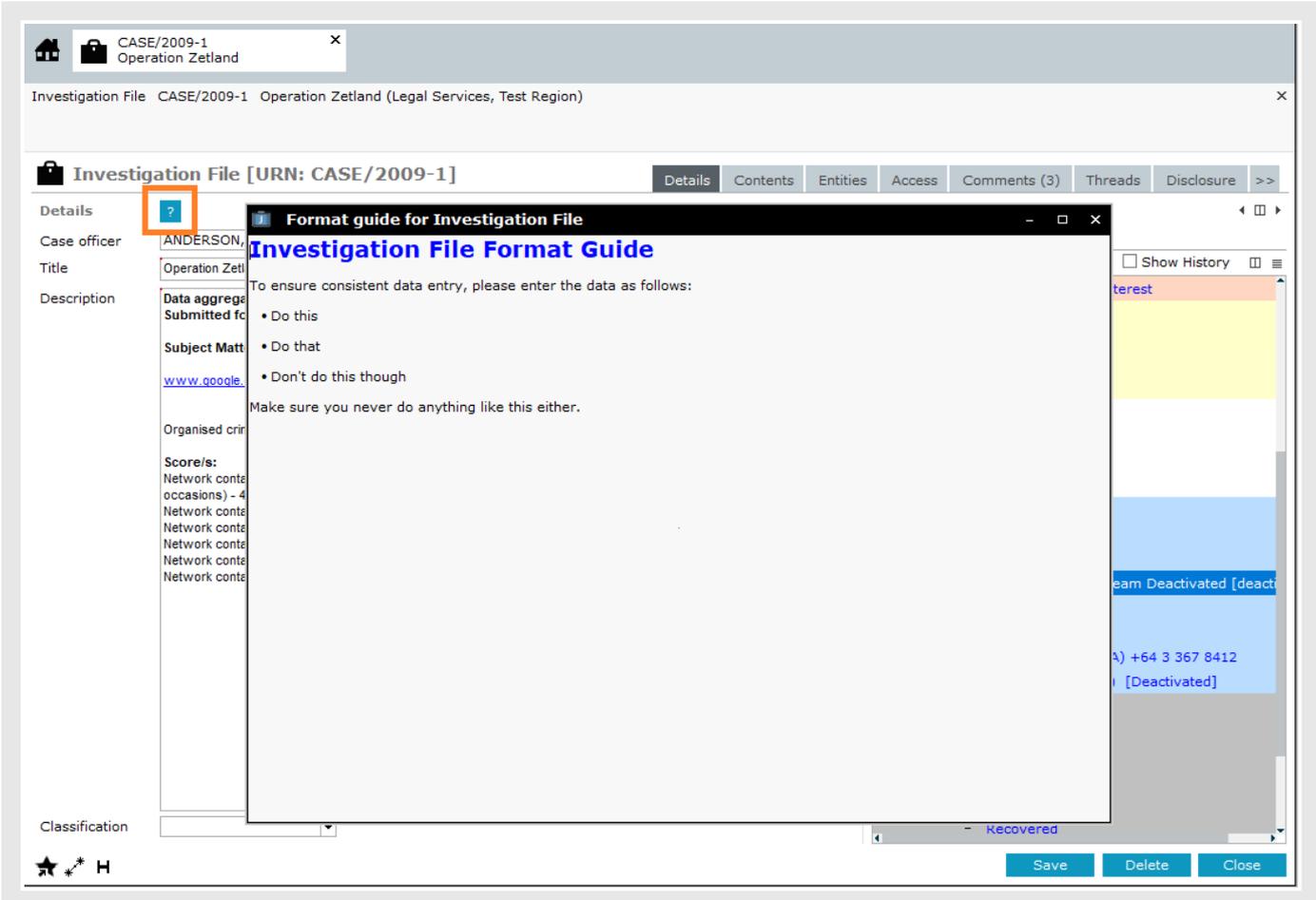
## Specify How You Want Data Added for Entity Types

Admin users can create formatting guides to show how they want data entered for each type of entity.

This encourages consistent data entry within your organisation.

If an admin user has [created a formatting guide for an entity](#), when a regular user creates or edits an entity, they'll see a Help  icon button beside the **Details** label.

They can select this icon to open the formatting guide.



The screenshot displays the 'Investigation File' interface for 'CASE/2009-1 Operation Zetland'. The 'Details' tab is active, and a 'Help ?' icon is highlighted in the top left corner. A modal window titled 'Format guide for Investigation File' is open, showing the 'Investigation File Format Guide'. The guide provides instructions for data entry, including a list of do's and don'ts, and a warning to avoid certain actions. The background interface shows fields for 'Case officer', 'Title', 'Description', and 'Classification'.

**Investigation File [URN: CASE/2009-1]**

Details Contents Entities Access Comments (3) Threads Disclosure >>

**Details** ?

Case officer ANDERSON,  
Title Operation Zetl  
Description Data aggrega  
Submitted fc  
Subject Matt  
www.google.  
Organised crir  
Score/s:  
Network conta  
occasions) - 4  
Network conta  
Network conta  
Network conta  
Network conta  
Network conta

**Format guide for Investigation File**

**Investigation File Format Guide**

To ensure consistent data entry, please enter the data as follows:

- Do this
- Do that
- Don't do this though

Make sure you never do anything like this either.

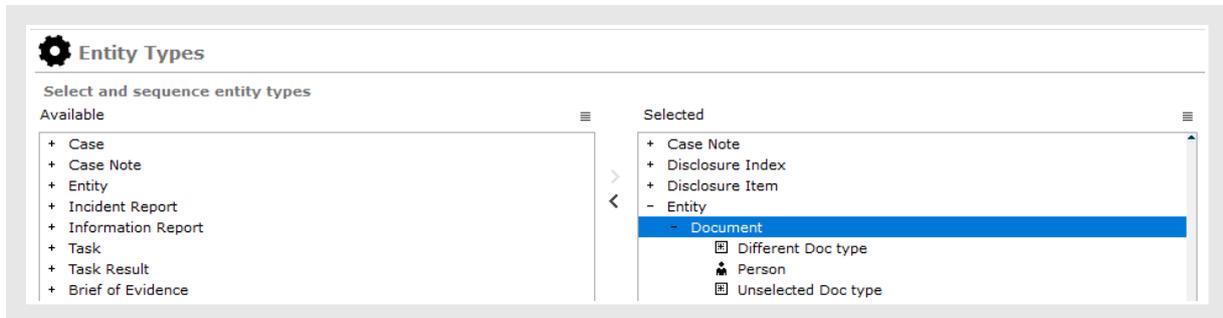
Classification [dropdown]

Recovered

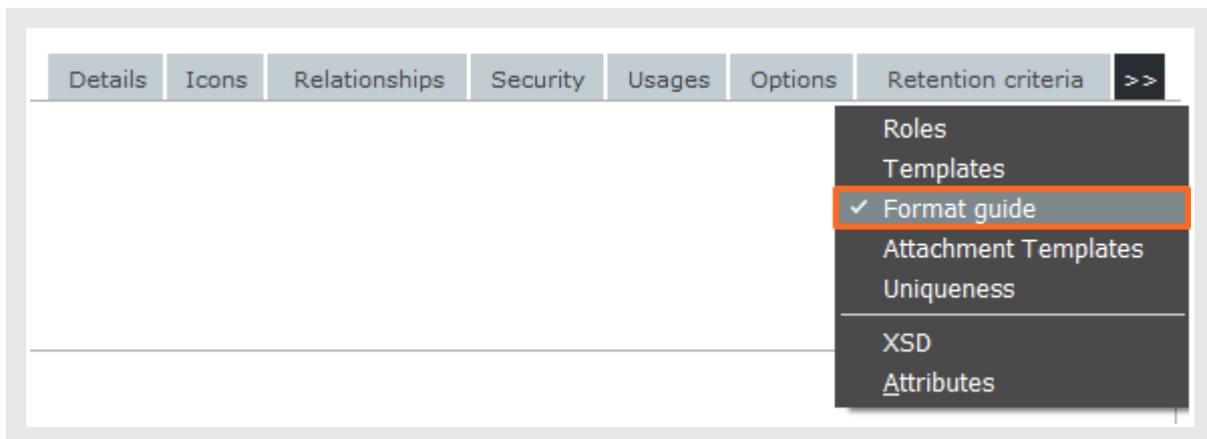
Save Delete Close

## Create a Formatting Guide for a Type of Entity

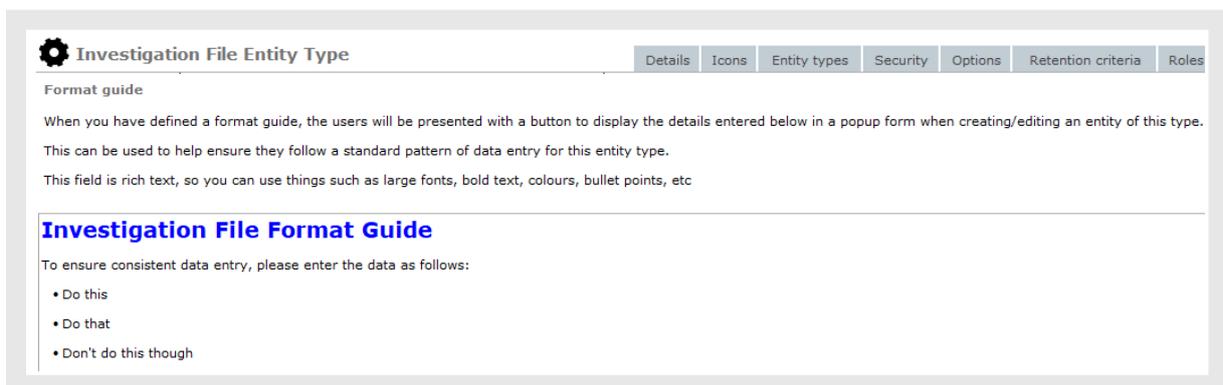
1. Select **Admin > Entity Definition > Types**.
2. Select and open a type of entity from the **Selected** pane.



3. Select the Overflow **>>** tab > Select **Format guide**.



4. Enter and format text in the field provided.

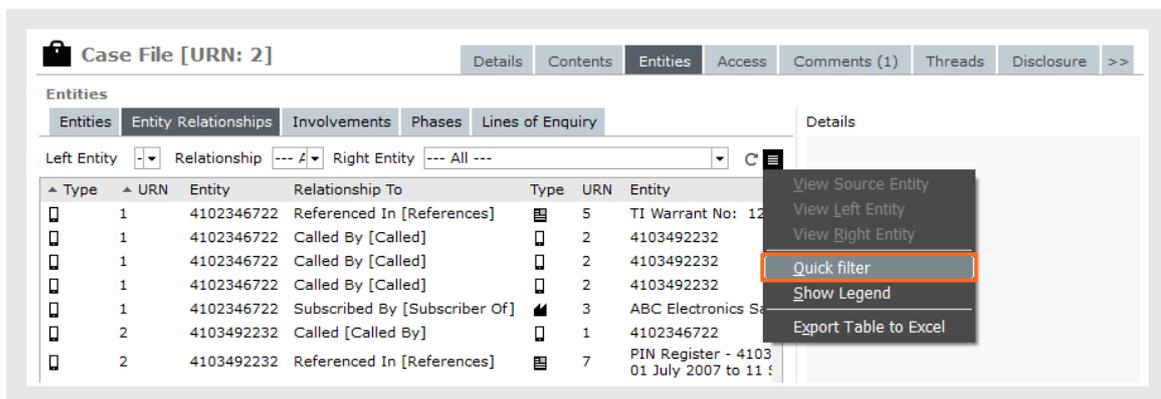


## Easily Find Entity Relationships Within a Case

When you open a case, you can use a quick filter to easily find an entity relationship within the case.

To display the quick filter:

1. Open a case.
2. Select the **Entities** tab.
3. Select the **Entity Relationships** subtab.
4. Use EITHER of these methods to display the quick filter:
  - Press **Ctrl+F**.
  - Select the Options  icon > Select **Quick Filter**.



The screenshot shows the 'Case File [URN: 2]' window with the 'Entities' tab selected. The 'Entity Relationships' subtab is active, displaying a table of relationships. A context menu is open over the table, highlighting the 'Quick filter' option.

Type	URN	Entity	Relationship To	Type	URN	Entity
☐	1	4102346722	Referenced In [References]	☐	5	TI Warrant No: 12
☐	1	4102346722	Called By [Called]	☐	2	4103492232
☐	1	4102346722	Called By [Called]	☐	2	4103492232
☐	1	4102346722	Called By [Called]	☐	2	4103492232
☐	1	4102346722	Subscribed By [Subscriber Of]	☐	3	ABC Electronics S
☐	2	4103492232	Called [Called By]	☐	1	4102346722
☐	2	4103492232	Referenced In [References]	☐	7	PIN Register - 4103 01 July 2007 to 11 :

5. Enter your search text in the **Quick filter** field.
6. Press **Enter**.

You'll see rows containing your search terms in the list of entity-to-entity relationships.

Investigation File [URN: CASE/2009-2]

[Details](#)
[Contents](#)
Entities
[Access](#)
[Comments \(0\)](#)
[Threads](#)
[Disclosure](#)
>>

Entities

Entities
Entity Relationships
Involvements
Phases
Lines of Enquiry

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

Type	URN	Entity	Relationship To
	5	52 Cuba St, Te Aro, Wellington, New Zealand 6011.	Location Of [Located At]
	6	102 Vivian St, Te Aro, Wellington, New Zealand 6011.	Residence Of [Resides At]
	7	Unit C, 122 The Terrace, Wellington, New Zealand 6011.	Sighting For [Sighted At]
	7	Unit C, 122 The Terrace, Wellington, New Zealand 6011.	Stolen Location For [Stolen From]
	7	Unit C, 122 The Terrace, Wellington, New Zealand 6011.	Venue For [Happened At]
	7	Unit C, 122 The Terrace, Wellington, New Zealand 6011.	Residence Of [Resides At]
	7	Unit C, 122 The Terrace, Wellington, New Zealand 6011.	was observed at [observed at]
	9	12 Vivian St, Te Aro, Wellington, New Zealand 6011.	Residence Of [Resides At]
	13	AXA Tower 10 Main Road, CBD, Christchurch, Canterbury, New Zealand	Owned By [Owner Of]
	17	1-27 Infinite Loop, California, United States	Visited By [Visited]
	3	Audio Statement Mark Harrison - 24/09/2009	Statement Recording Of [Provided Audio Statement]
	6	Offence with known start date, unknown finished date. (1)	has [is in]
	8	Offence with known start date, unknown finished date. (1)	is steves link to [is steves (inverse) link to]
	8	Offence with unknown start and end. (22)	is in [has]
	9	Offence with start date, no finish date. Top Secret (testtaaaaaaaaaa)	has [is in]
	ORG-1	Secrets Nightclub [abc]	Has Owner [Owner Of]
	ORG-1	Secrets Nightclub [abc]	Frequented By [Frequents]
	ORG-1	Secrets Nightclub [abc]	Located At [Location Of]
	ORG-1	Secrets Nightclub [abc]	Located At [Location Of]
	ORG-1	Secrets Nightclub [abc]	Subject Of [Contains Subject]
	ORG-1	Secrets Nightclub [abc]	Subject Of [Contains Subject]

**Source entity** [2009/2] vehicle theft incident

**Left Entity:** [7] Unit C, 122 The Terrace, Wellington, New Zealand 6011.

**Relationship:** Residence Of [Resides At]

**Right Entity:** [PER-20] SUTHERLAND, John

**Created:** 09/09/2009 14:46

**Created By:** PIERCEY, Jon (DEMOS) [Deactivated]

**Modified:** 27/03/2015 16:26

**Modified By:** ZHANG, Carol 4 (CAROL4) [Deactivated]

**Start date:** 01/02/2015

**Finish date:** 17:14

**Discovered:** 09/09/2009 14:46

**Source Agency:** FBI

**Source Grade:** C - Fairly Reliable

**Info Grade:** 6 - Unknown

**Relationship Status:**

Save Delete Close

## Delete Several Entity Relationships at Once

You can select and remove more than one tangible entity-to-entity relationship at a time.

You can also reinstate several relationships at once.

This saves you time and is especially useful if you've bulk-loaded entities incorrectly.

The screenshot displays the 'Entities' and 'Entity Relationships' sections of the Jade Investigations Case Management interface.

**Entities Section:**

URN	Entity	Relationship
	<a href="#">Filter: All entities</a>	<a href="#">Filter</a>
PER-11	HAWKIN, Richard peter	Referenced
PER-11	HAWKIN, Richard peter	Referenced
PER-13	HAWTIN, Richie	Referenced
PER-252	HAWKIN, John .	Referenced
ORG-1	Secrets Nightclub [abc]	Referenced
ORG-2	Comanchero Bikie Chapter - Wellington [abc]	Referenced
1	BuildingName Unit 2 22 Cuba St Toi Aro Wellington (City) Wellington, New Zeala	Referenced

**Entity Relationships Section:**

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

Type	URN	Entity	Relationship To
ORG-1	Secrets Nightclub [abc]	Located At [Locati	
ORG-2	Comanchero Bikie Chapter - Wellington [abc]	Has Member [Men	
ORG-2	Comanchero Bikie Chapter - Wellington [abc]	Has Member [Men	
ORG-2	Comanchero Bikie Chapter - Wellington [abc]	Located At [Locati	
PER-11	HAWKIN, Richard peter	Sibling Of [Sibling	
PER-11	HAWKIN, Richard peter	Also Known As [A	
PER-11	HAWKIN, Richard peter	Resides At [Reside	
PER-11	HAWKIN, Richard peter	Resides At [Reside	
PER-11	HAWKIN, Richard peter	Frequents [Freque	
PER-11	HAWKIN, Richard peter	Owner Of [Has Ow	
PER-11	HAWKIN, Richard peter	Member Of [Has M	
PER-11	HAWKIN, Richard peter	Member Of [Has M	
PER-13	HAWTIN, Richie	Also Known As [A	
PER-252	HAWKIN, John .	Sibling Of [Sibling	

A context menu is open over the selected rows, with the following options:

- Add
- Update
- Remove**
- Show deletion reason
- Show Legend
- Export Table to Excel

## Save all Entities as a Draft

When you're working on an entity, you can mark it as a draft and fill out the attributes later.

This is useful if you don't know what the attributes are yet and you want to fill them out later.

You can save any type of entity as a draft, including cases, source documents, and tangible entities (for example a person or location).

If you try to save a draft entity that has unpopulated attributes, you'll be prompted to confirm you want to remove these attributes.

In the following example, **Crime Type** and **Supporting Evidence Available** are required attributes.

But you can save the entity as a draft if you select the **Draft** checkbox.

Conversely, if you deselect the **Draft** checkbox, you'll need to fill out all required attributes before you can save the entity.

The screenshot displays the 'Crime Stoppers Report' interface. A 'Warning' dialog box is open, stating: 'The following Attributes have missing values. Crime Type, Supporting Evidence Available? Select Yes to remove these attributes.' The dialog has 'Yes', 'No', and 'Cancel' buttons. In the background, the 'Attributes' panel on the right lists 'Crime Type (\*)' and 'Supporting Evidence Available? (\*)' with missing value icons. At the bottom of the form, the 'Draft' checkbox is checked, and the word 'DRAFT' is displayed in a light blue bar. The 'Save' button is also highlighted with an orange box.

## It's Easier to Read Long Numbers for Entity Attributes

For countries with a devalued currency, numerical attributes contained long numbers.

These were hard to read and were often in error because you couldn't easily see what the number was.

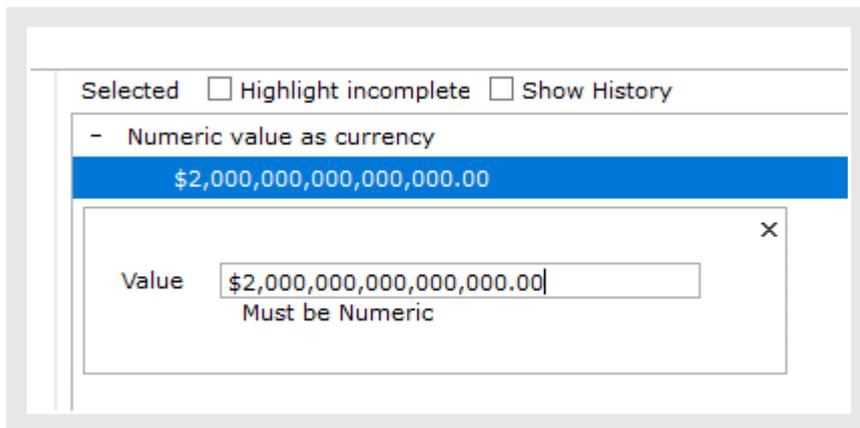
For example, when someone in Thailand recorded a value of ฿600,000,000, it appeared as 600000000 in the attribute.

This made it difficult to detect mistakes.

If you're an admin user you can now enable the **Treat as currency** option.

If you do this, ICM automatically formats the numeric value as a currency.

It adds the currency symbol and separates the zeros to improve readability.



If you [enable the Treat as currency option](#):

- This makes the data type for the text box currency
- The value is restricted to two decimal places
- The currency separator will be appropriate for the location
- You can enter the currency symbol for the location if you want to

## Make Long Numbers Easier to Read

1. Select **Admin > Entity Definition > Attributes**.
2. Select a type of entity attribute in the field provided.
3. Select the **Options** tab.
4. Under the **NUMERIC** value, enable the **Treat as currency** option.

**Entity Attributes**

Select and enter details below

Select Type: Transaction

Test hml interest rate mask  
Text Value (this has a very long attribute title >100 characters to test ITC-7273 ..... Te  
Transaction Date  
Transaction Time  
Transaction Timestamp  
**Numeric value as currency**  
User

Category: Attribute Name Move Seque

Description: Numeric value as currency

Options | Conditions | Security Add/Change | Security Delete | Usage (8)

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
- NUMERIC - The specified value must be numeric
  - Automatically generate using the next available number
  - Treat as currency**
- TIME - The specified value must be a time
- USER - The specified value will be a selected user

## Managing Property Items

It's easier to manage property items in this release.

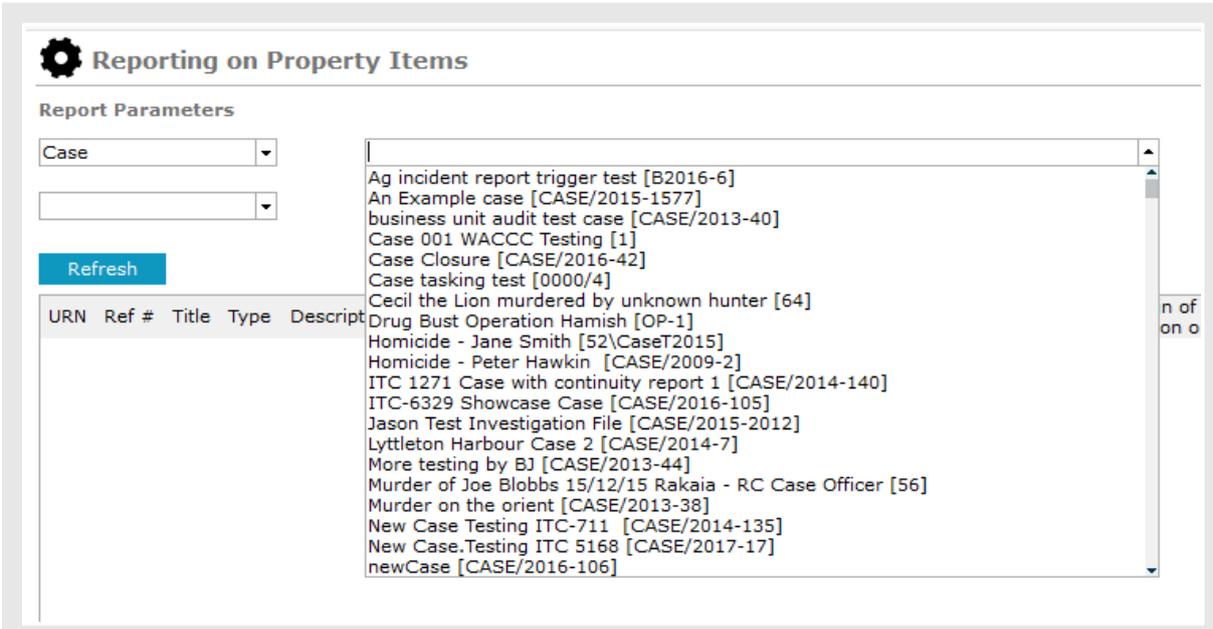
## Easily Find a Case When Reporting on Property Items

When you're reporting on property items, the case list is easier to read.

The case titles are listed alphabetically, with the URN as a suffix.

To see this change:

1. Select **Property > Reporting > Property Items**.
2. Select **Case** from the drop-down list.
3. Open the case list.



The screenshot displays the 'Reporting on Property Items' interface. It features a 'Report Parameters' section with a dropdown menu set to 'Case' and a 'Refresh' button. Below this is a table with columns for URN, Ref #, Title, Type, and Description. The table contains a list of cases, with their titles sorted alphabetically and their URNs shown as suffixes. A scrollbar on the right indicates that there are more cases than are currently visible.

URN	Ref #	Title	Type	Description
		Ag incident report trigger test		[B2016-6]
		An Example case		[CASE/2015-1577]
		business unit audit test case		[CASE/2013-40]
		Case 001 WACCC Testing		[1]
		Case Closure		[CASE/2016-42]
		Case tasking test		[0000/4]
		Cecil the Lion murdered by unknown hunter		[64]
		Drug Bust Operation Hamish		[OP-1]
		Homicide - Jane Smith		[52\CaseT2015]
		Homicide - Peter Hawkin		[CASE/2009-2]
		ITC 1271 Case with continuity report 1		[CASE/2014-140]
		ITC-6329 Showcase Case		[CASE/2016-105]
		Jason Test Investigation File		[CASE/2015-2012]
		Lyttleton Harbour Case 2		[CASE/2014-7]
		More testing by BJ		[CASE/2013-44]
		Murder of Joe Blobbs 15/12/15 Rakaia - RC Case Officer		[56]
		Murder on the orient		[CASE/2013-38]
		New Case Testing ITC-711		[CASE/2014-135]
		New Case.Testing ITC 5168		[CASE/2017-17]
		newCase		[CASE/2016-106]

## Option to Include Closed Cases When Recording a Continuity or Action for a Property Item

When you're searching for a case that you want to record a Continuity or Action for, you have the option to include closed cases.

Closed cases are excluded by default because this is the most common use case.

To include closed cases:

1. Select **Property > Record > Continuity - Property**.
2. For the **Search By** radio buttons, select **Case**.

**Record a Continuity for Property - Select Items (1/3)**

Search By  Ref #  Location  Person  External Custodian  Case

Case

Include closed cases

Results  Show disabled rows

URN	Ref #	Title
-----	-------	-------

Selected items

URN	Ref #
-----	-------

3. Select **Include closed cases**.

**Record a Continuity for Property - Select Items (1/3)**

Search By  Ref #  Location  Person  External Custodian  Case

Case

Include closed cases

Results  Show disabled rows

URN	Ref #	Title
-----	-------	-------

Selected items

URN	Ref #
-----	-------

4. Select **Search**.

## New English Language Spellchecker

If you're in an English language region, you can [switch on the spellchecker](#) and [correct spelling mistakes as you type](#).

This improves data quality, searching, and enhances professionalism in your reports.

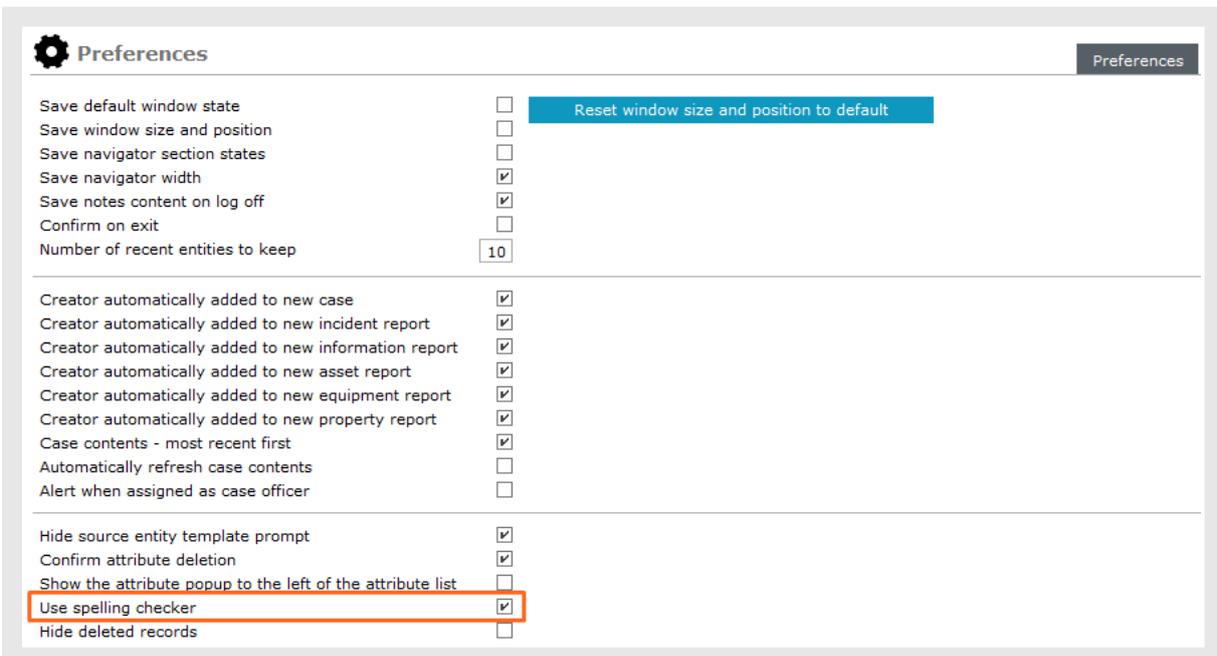
The spellchecker has a pre-loaded English dictionary.

If you're an admin user, you can [edit this dictionary](#).

This includes adding words to it.

## Switch on the Spellchecker

1. Select your username > Select **Preferences**.
2. Select **Use spelling checker**.



The screenshot shows the 'Preferences' window with a gear icon and a 'Preferences' button in the top right. The window contains a list of settings with checkboxes and a text input field. The 'Use spelling checker' option is highlighted with a red box.

Setting	Value
Save default window state	<input type="checkbox"/>
Save window size and position	<input type="checkbox"/>
Save navigator section states	<input type="checkbox"/>
Save navigator width	<input checked="" type="checkbox"/>
Save notes content on log off	<input checked="" type="checkbox"/>
Confirm on exit	<input type="checkbox"/>
Number of recent entities to keep	10
Creator automatically added to new case	<input checked="" type="checkbox"/>
Creator automatically added to new incident report	<input checked="" type="checkbox"/>
Creator automatically added to new information report	<input checked="" type="checkbox"/>
Creator automatically added to new asset report	<input checked="" type="checkbox"/>
Creator automatically added to new equipment report	<input checked="" type="checkbox"/>
Creator automatically added to new property report	<input checked="" type="checkbox"/>
Case contents - most recent first	<input checked="" type="checkbox"/>
Automatically refresh case contents	<input type="checkbox"/>
Alert when assigned as case officer	<input type="checkbox"/>
Hide source entity template prompt	<input checked="" type="checkbox"/>
Confirm attribute deletion	<input checked="" type="checkbox"/>
Show the attribute popup to the left of the attribute list	<input type="checkbox"/>
Use spelling checker	<input checked="" type="checkbox"/>
Hide deleted records	<input type="checkbox"/>

## Using the Spellchecker

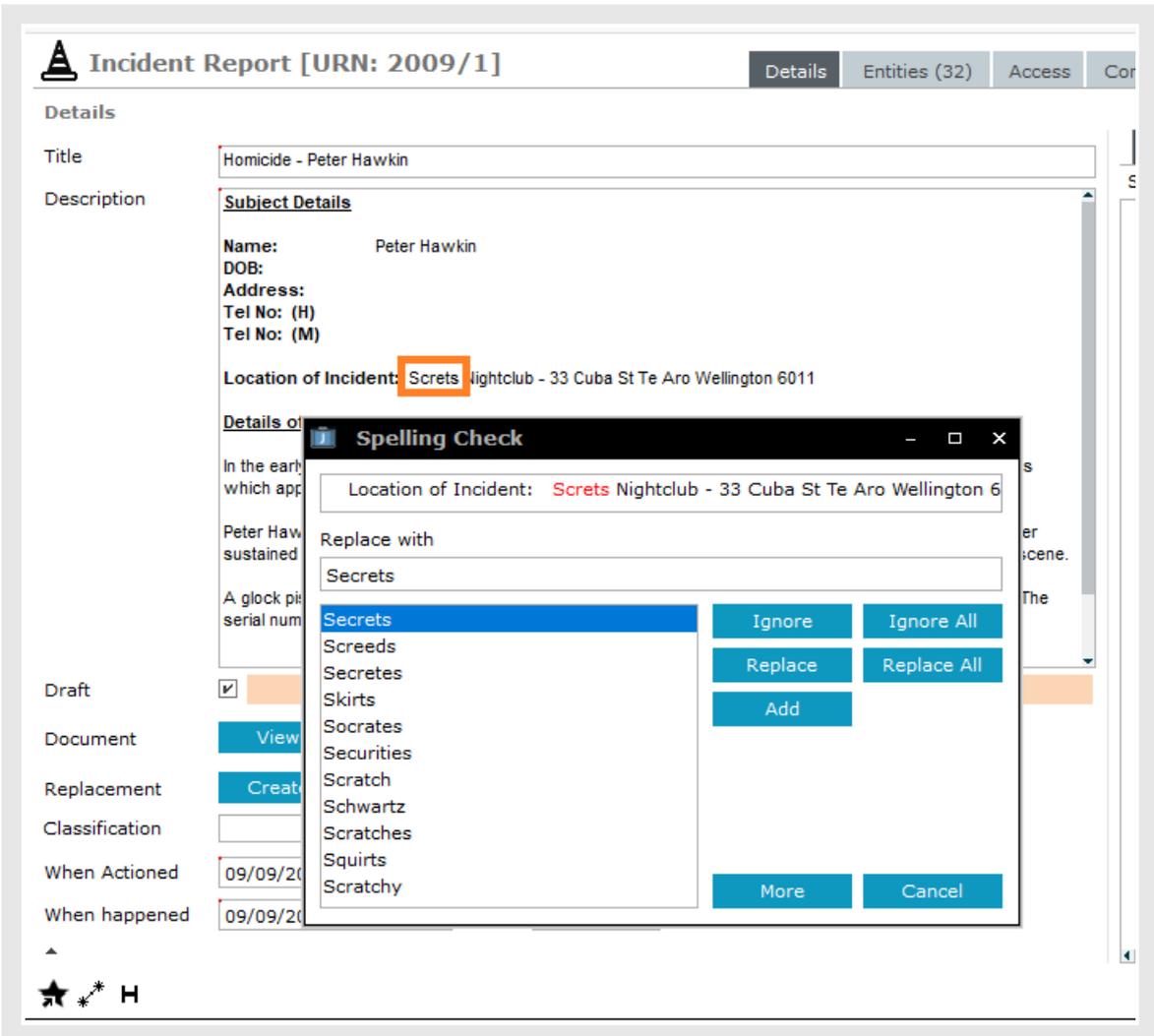
If you've [enabled the spellchecker](#), when you save data after you create or edit an entity, ICM checks free-text fields like title and description for spelling mistakes.

If it finds a misspelt word, you'll be able to ignore or replace this.

If a suitable replacement word isn't available, you can select **More** to expand the list.

You can also enter the correct spelling manually.

When you close the **Spelling Check** window any words you've changed will remain corrected.



The screenshot shows the 'Incident Report [URN: 2009/1]' interface. The 'Details' tab is active, showing the title 'Homicide - Peter Hawkin' and the description 'Subject Details'. The 'Location of Incident' field contains the text 'Secrets Nightclub - 33 Cuba St Te Aro Wellington 6011', with the word 'Secrets' highlighted in orange. A 'Spelling Check' dialog box is open over the text, displaying the word 'Secrets' and a list of suggestions: 'Secrets', 'Screeds', 'Secretes', 'Skirts', 'Socrates', 'Securities', 'Scratch', 'Schwartz', 'Scratches', 'Squirts', and 'Scratchy'. The 'Secrets' suggestion is highlighted in blue. The dialog box also includes buttons for 'Ignore', 'Ignore All', 'Replace', 'Replace All', 'Add', 'More', and 'Cancel'. The 'More' button is highlighted in blue.

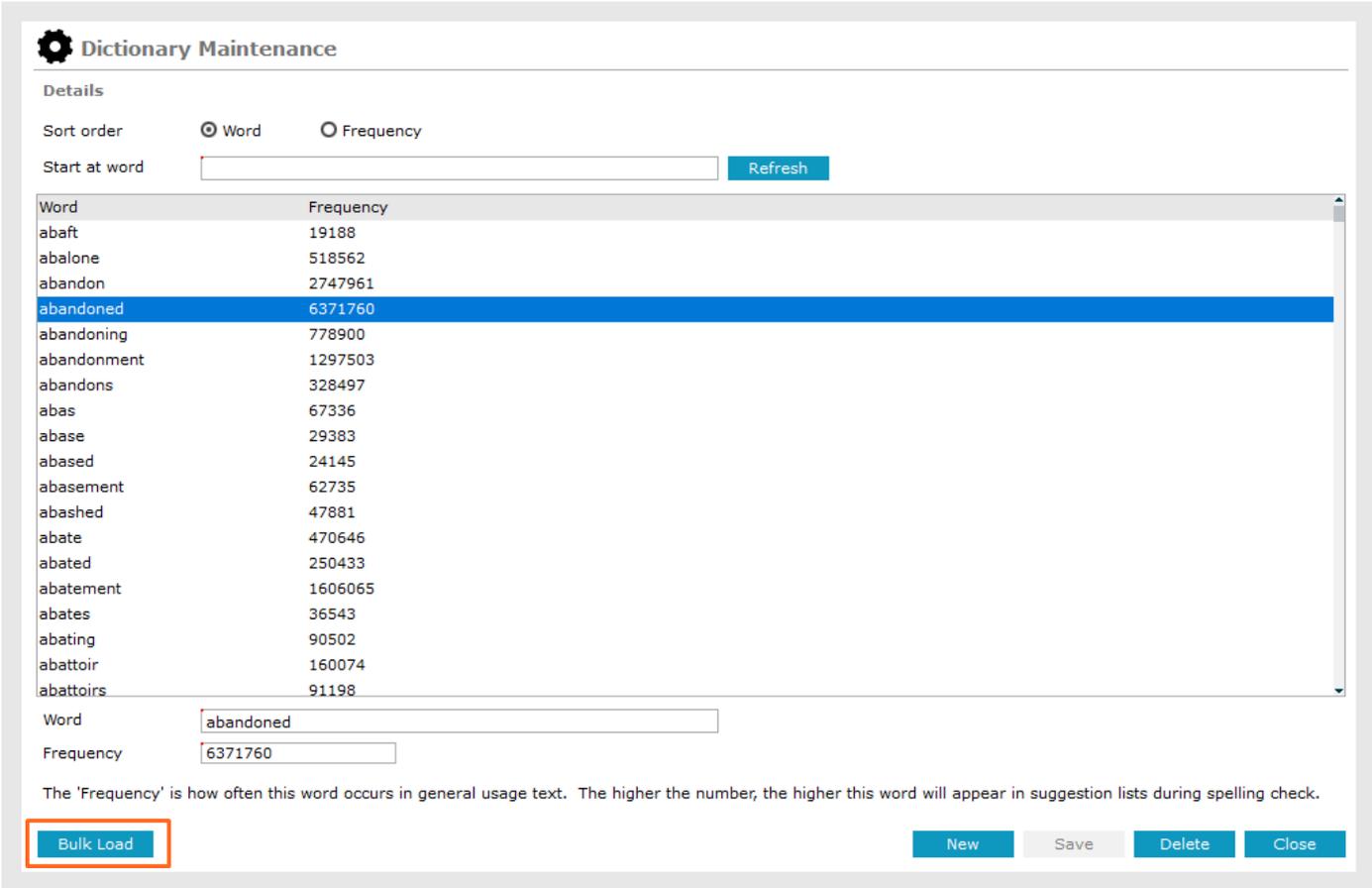
## Edit the Dictionary

If you have [permission to edit the dictionary](#), you can add new words and change existing ones.

To do this, select **Admin > System > Dictionary Maintenance**.

You can also load several words at once from a text file.

To learn how to bulk-load words, hover on the **Bulk Load** button.



**Dictionary Maintenance**

Details

Sort order  Word  Frequency

Start at word

Word	Frequency
abaft	19188
abalone	518562
abandon	2747961
<b>abandoned</b>	<b>6371760</b>
abandoning	778900
abandonment	1297503
abandons	328497
abas	67336
abase	29383
abased	24145
abacement	62735
abashed	47881
abate	470646
abated	250433
abatement	1606065
abates	36543
abating	90502
abattoir	160074
abattoirs	91198

Word

Frequency

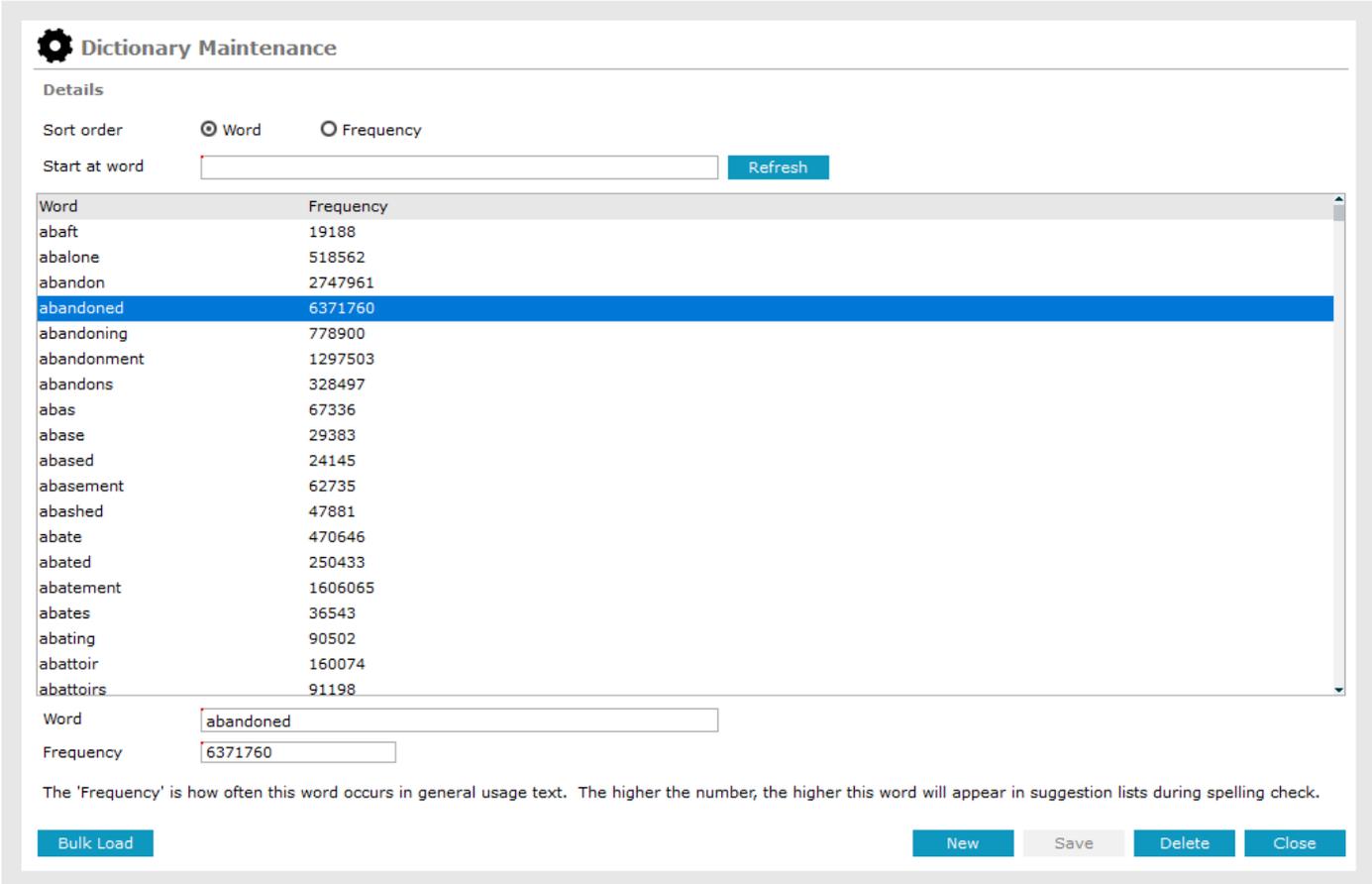
The 'Frequency' is how often this word occurs in general usage text. The higher the number, the higher this word will appear in suggestion lists during spelling check.

## Permission to Manage the Dictionary

To add words to the dictionary you need the **Can add words to dictionary** permission.

If you have this permission, you'll see the **Add** button in the **Spelling Check** window.

If you have the **Can maintain dictionary** permission, you can manage the dictionary.



**Dictionary Maintenance**

Details

Sort order  Word  Frequency

Start at word

Word	Frequency
abaft	19188
abalone	518562
abandon	2747961
<b>abandoned</b>	<b>6371760</b>
abandoning	778900
abandonment	1297503
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abas	67336
abase	29383
abased	24145
abatement	62735
abashed	47881
abate	470646
abated	250433
abatement	1606065
abates	36543
abating	90502
abattoir	160074
abattoirs	91198

Word

Frequency

The 'Frequency' is how often this word occurs in general usage text. The higher the number, the higher this word will appear in suggestion lists during spelling check.

## Give Someone Permission to Add Words to the Dictionary

1. Select **Admin > Security > Roles**.
2. Select the **Permissions** subtab.
3. Expand the **Spelling check** section.



## General Changes

We've made a few general changes.

### More Control for Task Administrators

If you have the **task administrator** permission, you can:

- Add recipients
- Send a task to new recipients
- Remove individual recipients
- Delete the entire task

### Improved Data Export Files are Unicode-UTF8

Previously CSV data export files were in a simple Unicode format.

We've changed the format to Unicode-UTF8 to resolve a Microsoft Excel bug that causes Unicode CSV files to open with all the data in the first column.

If your default Windows application for CSV files is Excel, the programme now opens a CSV file with data in the correct columns.

### Improved Housekeeping for RPS Secondary Database

We've improved housekeeping for the secondary Relational Population Service (RPS) database:

- Transaction journals that have been fully processed by the RPS node will be removed.
- The housekeeping options applied to the secondary database—like the number of days to keep the processed log files—are the same as those applied to the primary database.

This improvement only applies only to sites running an RPS.

To see this change:

1. Select **Admin > System Settings**.
2. Select the **Backup & Housekeeping** tab.

## Issues Resolved in 6.3.1

We've resolved the following minor issues in the 6.3.1 release:

- You'll no longer get a 14011 exception if you try to add a new entity to a case note.  
This was happening if you entered a partial name that had no match in the list and then pressed the down ↓ arrow on your keyboard.
- We've fixed the root cause of a problem where sometimes tasks that were cancelled remained open in the task recipient's task list.  
These tasks showed as being complete or cancelled.  
They couldn't be removed and the recipient couldn't clear their tasks.