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Overview

These 6.3 release notes explain the new features available in this release of Jade Investigations Case Management (ICM).

It also lists a few minor issues we found during rigorous product testing, which we've resolved.



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Managing Cases

The contents of a case loads quicker and you can have it automatically refreshed.

It's also easier to see who has permanent access to source documents.

Have the Case Contents Automatically Refreshed

If you want to see when someone updates the title of source document—like a case note or an information report, for example—you can have these changes immediately reflected in the case contents.

To activate this setting:

- 1. Select your username > Select **Preferences**.
- 2. Select the Automatically refresh case contents checkbox.

Preferences	
Save default window state	
Save window size and position	V
Save navigator section states	V
Save navigator width	V
Save notes content on log off	V
Confirm on exit	V
Number of recent entities to keep	10
Creator automatically added to new case	
Creator automatically added to new incident report	
Creator automatically added to new information report	
Creator automatically added to new asset report	
Creator automatically added to new equipment report	
Creator automatically added to new property report	
Case contents - most recent first	
Automatically refresh case contents	r
Alert when assigned as case officer	r

The Case Contents Loads Quicker

In previous versions of ICM, if you opened a case that contained thousands of case notes, it took a long time to load.

We've greatly improved the performance to make sure it loads quickly.

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Easily See Who Has Permanent Access to Source Documents

There are three types of permanent access – Update, View, or Blocked.

It's easier to see who has permanent access to source documents for these types of entities:

- Cases
- Case notes
- Information reports
- Incident reports
- Tasks

There's a new pane for Permanent Access when you open a case, select the Access tab.

Investigation File [URN: CASE/2009-1] Details Contents Entities Access Disclosure >> Access Security access Blacklist Bulk access Selected Image: Security access Image: Security access Image: Security access Selected Image: Security access Image: Security ac	A	
Access Security access Blacklist Bulk access O Designations O Teams O Less O Case Teams Selected Elesignations Selected Elesignations Elesignations Designations Costignations Costignations Elesignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignations Costignaticostignaticostignaticostignations Costignations	Investigation File [URN: CASE/2009-1]	Details Contents Entities Access Comments (3) Threads Disclosure >>
Security access Blacklist Bulk access O Designations O Teams O Users O Case Teams Q Selected = = Esignations =	Access	
O besignations O Teams O Users O Case Teams Selected Exignations Esignations Elected	Security access Blacklist Bulk access	
ADMINISTRATOR, Default Agency (DEFLTADMIN) ANDERSON, Steve (SJA) +64 3 367 8412 DEMO, ICM (DEMO) DUFFY, Peter (DEMO6) GARDINER, Hamish (HG) JIANGGG, Reb (RJ) JOHNSTONE, BeeJay (BJ1) (BJ1) JOHNSTONE, BeeJay (BJ3) (BJ3) JOHNSTONE, Brian BeeJay (BJ) +64-3-367 8546 SMYTHE, James (DEMO12) AMDERSON AMDERSON SMYTHE, James (DEMO12)	O Designations O Teams O Users O Case Teams Q	Selected
Permanent Access - Designations ∞ Commissioner - Teams	ADMINISTRATOR, Default Agency (DEFLTADMIN) ANDERSON, Steve (SJA) +64 3 367 8412 DEMO, ICM (DEMO) DUFFY, Peter (DEMO6) GARDINER, Hamish (HG) JIANGGG, Reb (RJ) JOHNSTONE, BeeJay (BJ1) (BJ1) JOHNSTONE, BeeJay (BJ2) (BJ2) JOHNSTONE, BeeJay (BJ3) (BJ3) JOHNSTONE, Brian BeeJay (BJ) +64-3-367 8546 SMYTHE, James (DEMO12)	 Designations ∞ Documentation Teams ✔ All OCEANZ ∞ All Users ∞ Audit Team ✔ Team ABC Individual Users ✔ ANDERSON, Steve (SJA) +64 3 367 8412 ★ ∞ DUFFY, Peter (DEMO6) ✔ JIANGGG, Reb (RJ) Case Teams ∞ OEmo ✔ Officer in Charge [deactivated] ✔ Photographer ✔ testing 2 Permanent Access Designations ∞ Commissioner Teams ✔ CHIS Management Users ✔ GARDINER, Hamish (HG)
★ * [*] H ← → Save Delete Close	* **н ← →	Save Delete Close

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Set up Permanent Access for Entity Types

- 1. Open the type of entity you want to edit.
- 2. Select the **Security** tab.
- 3. Select the **Permanent Access** subtab.

Investigation File Entity Type	D	etails Icons Entity type: Security Dptions Retention criteria Roles >>
Security Security profile: Permanent Access		
Designations O Teams O Users	٦.	Selected
Another Test Designation Asanka Designation Auckland City District Supervisor Bay of Plenty District Supervisor BJ Designation 1a bo designation Canterbury District Supervisor Carol designation Central District Supervisor co-commissioner co-supervisor changed COG Manager Commissioner	* > <	 Designations Commissioner Teams CHIS Management Individual Users Q GARDINER, Hamish (HG)
Users in	>	
		Save Delete Close

Searching

When searching, you can now:

- See when entity relationships were established
- Use a date range when searching for attributes that don't have a value
- Do an advanced scoped search

See When Entity Relationships Were Established

When you search for related entities, you'll see a new column in the search results that shows when the relationship between entities was specified.

This is useful if you need to generate report s that show when entity relationships were created.

Results	(7)								
+ URN	Left Entity Type	Left Entity	Relationship	URN	Right Entity Type	Right Entity	Start	Finish	Created Date
1	🖺 General Case No	Vehicle Owner Contacted	has a witness	33	Person	VANCE, MARCUS			13/05/2014 12:39
17	🖺 General Case Nc	Witness Statement	has a witness	17	Person	SMITH, Fred Joe			27/01/2014 14:23
17	🕒 General Case Nc	Witness Statement	has a witness	27	Person	JONES, Sarah			27/01/2014 14:25
32	🖺 General Case Nc	[Draft] Witness Statement Joe Smith	has a witness	17	Person	SMITH, Fred Joe			07/05/2014 13:01
33	🖺 General Case Nc	[Draft] Witness Statement Graham Jones	has a witness	36	Person	JONES, Graham			16/05/2014 09:12
34	🕒 General Case Nc	Checking validity of suspect statements	has a witness	38	Person	JONES, Joe			24/03/2016 11:16
49	🕒 General Case Nc	[Draft] statementsbby witnesses	has a witness	45	Person	HEDGES, Justine Mary Ellen			05/04/2016 10:47

Export the Results of a Related Entities Search

1. Right-click your search results > Select Export Table to Excel.

Q Re	lated Entities S	Gearch						Crite	eria Results
Results	(7)								≡
🔺 URN	Left Entity Type	Left Entity	Relationship	URN	Right Entity Type	Right Entity	Start	Finish	Created Date
1	🖺 General Case No	Vehicle Owner Contacted	has a witness	33	Person	VANCE, MARCUS			13/05/2014 12
17	🖺 General Case No	Witness Statement Show Legend	witness	17	A Person	SMITH, Fred Joe			27/01/2014 14
17	🖺 General Case No	Witness Statement	witness	27	A Person	JONES, Sarah			27/01/2014 14
32	🖺 General Case No	[Draft] Witness Stat Export Table to Ex	kcel witness	17	A Person	SMITH, Fred Joe			07/05/2014 13
33	🖺 General Case No	[Draft] Witness Statement Graham Jones	has a witness	36	A Person	JONES, Graham			16/05/2014 09
34	🖺 General Case No	Checking validity of suspect statements	has a witness	38	Person	JONES, Joe			24/03/2016 11

- 2. Choose where you want to store the spreadsheet.
- 3. Save your changes.



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Use a Date Range to Search for Attributes That Don't Have a Value

Usually attributes have values. But you can have attributes without any values.

If you want to search for an attribute that doesn't have values, you can now do this across a date range.

Previously you could only do this if you also selected an attribute value.

	Search						Standard Att	ibutes Advanced	Thesaurus Scope Active	Search Stored Sea
ributes										
ibutes	 Current Details 									Sea
	Address									Cle
	Married									Sel
	 Physical Description 									
	Ethnicity (code table)									
	Build									
	Complexion									
	Hair Colour									
	Height									
	- Tattoos									
	Body Location									
	- Subgroup									
	Child Time									
	Subgroup - Child Date									-
ue from	Black									- Sto
ue to									v Duration (days)	Str.
viewe velue										- 54
nous value										- 30
aments active dates	_/_/ # _:_ \$ To _/_/_	₩ _:_ ♥	Value selected in th	is period						Sto
(Attribute	Value (from)	Value (to)	Duration	Previous value	Comment keyword(s)	Effective (from)	Effective (to)	Value selected in th	is period
$\dot{\mathbf{v}}$	Physical Description\Hair Colour									
	Physical Description\Hair Colour	Black								e
And										
07										
Not										E E

More Options for Scoped Searches

When you create a scoped search, you now specify whether it's inclusive or exclusive:

- For an inclusive scope, the search result entities must have a relationship to at least one of the scope entities.
- For an exclusive scope, the search result entities must NOT have a relationship to any of the scope entities.

This provides a useful way to narrow your search results.

For example, you could exclude all person entities from a person search when that entity is used in a **Protected Person Case**.

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Create an Inclusive or Exclusive Scoped Search

- 1. Select **Search** > Select the type of entity you're searching for.
- 2. Select the **Scope** tab.

🛱 🌻 Pret	ferences	× Q Person type Search	* Q ;	Related Entities S	Search	× Q 1	Document	Search	×
									:
Q Docum	ent Search		Standard	Attributes	Advanced	Thesaurus	Scope	Active Search	Stored Search
Scope Scoped searche	es at this level								
Scope Type S	earch Type								Search

- 3. Expand the Options \equiv icon > Select either of these options:
 - New Scoped Search (Include)
 - New Scoped Search (Exclude)

Standard	Attributes	Advanced	Thesaurus	Scope	Active Search	Stored Search			
				New Scoped Search (Include)					
					New Scoped Search (Exclude)				
					Edit Scoped Search				
					Delete Scope	d Search			
					Clear Scope				

4. Specify what you want to include or exclude > Select OK.

Q Document Search	Standard	Attributes	Advanced	Thesaurus	Scope	Active Search	Stored Search
Scope							
Scoped searches at this level	Select	Гуре		×			
Scope Type Search Type	- Case	Cace File					
		case test					
	- 0	ocumentation					Search
		Homicide	e File				
	- Case	• Note • Foroncio Not					
		General Ca	e Note				
Only include entities with a relationship to at least one of the following entities	E	Managemer	t / Critical De	cis			
Туре	E	Research /	Analysis Activi	ty			
	E	Surveillance	Activity				
		Autopsv Fin	dinas	fic .			
	- Entit	y i i	-				
	- D	ocument					
		Different	Doc type				
		M Person		-			
			OK				
Exclude entities with a relationship to any of the following entities	L						

5. Enter your search criteria > Select **Search**.

# ¢	Preferences × Q Document Search	× Q General	Case Note Sear	ch	×				
Scoped Se	earch								3
Q Ge	neral Case Note Search			St	tandard	Attributes	Advanced	Thesaurus	Scope
Standar	rd criteria								
Search v	vords vehicle								Search
	Use Keyword 👻 🗌 Any words 🗌 Show deleted						🗌 Log Diag	nostics	Clear
Entity UR	ξN								
Additior	nal criteria 🔻								
Results	(8) No Access Results (0)			≡	Additio	nal detail			Þ
▲ URN	Title	Case	Actioned Date	Α					
1	Vehicle Owner Contacted	[1] Vehicle Theft - SM2332	05/08/2007	0					
2	Vehicle Recovered - SM2332	[1] Vehicle Theft - SM2332	07/08/2007	0					
3	Vehicle Owner Contacted	[1] Vehicle Theft - SM2332	07/08/2007	0					
4	[Draft] Vehicle Owner Contacted Regarding Found Claim Check	[1] Vehicle Theft - SM2332	10/08/2007	0					
5	Vehicle Collected By Owner	[1] Vehicle Theft - SM2332	11/08/2007	0					
7	Witness Statement Obtained - Jane EVANS	[2] Homicide - John SMITH	06/08/2007	0					
8	Enquiries Conducted at ABC Electronics Salisbury	[2] Homicide - John SMITH	18/08/2007	0					
31	Images of Vehicle	[1] Vehicle Theft - SM2332	01/05/2014	1					
4				•					

Managing Tasks

It's easier to manage tasks in your organisation - You can:

- Include acceptance dates when you export task data
- Send prompts to task recipients
- See all tasks regardless of their context
- Open a task in the correct mode

Include Acceptance Dates When You Export Task Data

Some organisations need to generate reports that show which tasks need to be completed within certain time frame.

If you need to do this, you can now include dates that show when a task was accepted.

Export	Search Results For Task (Gen	eral Ad Hoc)
Details		
Export file		
File name	1	
Format	O Tab separated (TSV) O Comm	a separated (CSV)
Attributes Se	election	
Unselect all	Include history O Partial O Full	Include Commen
	Include Multiples	Include Entity ID
 Classific Title Descript Created Created Last Mod Last Mod Last Mod Deactive Date/Tir Reason Source Originat Originat Tack Nut Date tas Expected Completed Status 	tion I By dified dified By ated me Deleted Deleted Document Id ting Case ting source entity mbor sk accepted a completion Date tion Date Actual	

Sending Task Reminders

You can now prompt task recipients to remind them about a task.

This is useful if you've created a task and you need to follow up on how it's progressing.

Instead of calling the person or emailing them, you can send them a prompt to remind them about the task.

When a task recipient receives and opens a prompt you've sent, they'll see your message about the task.

They can then select Go to task to go straight to that task and start working on it.

The **Send prompt to recipient** menu option is only enabled for tasks that have been sent to the recipient if they haven't completed these.

This means you can't accidentally remind someone about a task they've already completed.

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Send a Reminder to a Task Recipient

- 1. Open the task.
- 2. Select the **Submission** tab.
- 3. Select Send prompt to recipient.

Submission						
Alert for	✓ Results	✓ Forwarded	✓ Rejected			
Review	O Not required	O Required		<no reviewer="" selected=""></no>		
Authorisation	⊙ Not required	O Required	O Self authorise	<no authoriser="" selected=""></no>		
Result template			~	Clear		
Recipients						D.
Date/Time		Name		Status	Action Officer	
23/07/2019 15:32		Tim KERSH	AW (TK)	Linneed New Eght Send prompt to recipient Acknowledge rejection Export Table to Excel		

4. Enter a message for the task recipient.



Check If Some Recipients Are Getting Lots of Prompts

ICM automatically audits the prompts sent.

To see if some users are getting lots of prompts:

- 1. Select System > Search audits.
- 2. In the Action area select Prompt task recipient.
- 3. Select Search.

Date range	24/05/202	1	00	:00	¢	То	24/05/2021	Ħ	23:59	4		
Entity type					-	URN Year	Numbe	er		7		
User					-	Workstation						
Business unit					-	Business region				v		
Action	Schedule Run Generate Upload Template Brief of Evidence Configuration Import Prompt task recipient			Sort by	O Entity O User O Date and time		O Action O Business u O Workstation	nit 1				
Additional (Details											
Date	Time	Entity							U	ser	Action	
24/05/2021	12:13:49 🗯	DOCUME	NTATIC	ON, Tech (JII	DOC)				Т	ech DOC	UMENT, Search	Audit
24/05/2021	12:13:31 Ö	DOCUME	NTATIC	DN, Tech (JII	DOC)				Т	ech DOC	UMENT, Search	Audit



See All Tasks Regardless of Their Context

In previous versions of ICM, tasks that were added to incident and information reports caused confusion when they were opened outside or inside a case context.

You'll now see all tasks regardless of whether they have a case context.

This applies unless the task had a case context for a case which the user didn't have permission to see.

Tasks Open in the Correct Mode

There are different viewing modes for tasks, depending on your role:

- Reviewer
- Authoriser
- Recipient

If you open a task you didn't create from the **Log** or **Tasks** subtab of the case contents, the task will open in the mode that's relevant to you.

Contents Log Pinned Threads Tasks Property Reports Property Items Phases Lines of Enquiry C T Tasks Tasks Property Reports Property Items Phases Lines of Enquiry C T C T Tasks Expected Completion Date Status Prior Task Results URN Title Expected Completion Date Status Prior 44 (Copy of) Get GPS coordinates for body location (Not sent) Task created Low 43 Get GPS coordinates for body location (Cancelled) 19/09/2017 Cancelled Low 14 Collect broken glass (Cancelled) 13/0 (Complete to not transactions	n (Case File [URN: 1]		Details Contents	Ent	ities Access	Comments (0)	Threads	Disclosure >>
Log Pinned Threads Tasks Property Reports Property Items Phases Lines of Enquiry Tasks Property Reports Property Items Phases Lines of Enquiry Tasks URN Title Expected Completion Date Status Prior 44 (Copy of) Get GPS coordinates for body location (Not sent) Task created Low 43 Get GPS coordinates for body location (Cancelled) 19/09/2017 Cancelled Low 14 Collect broken glass (Cancelled) 18/01/2010 Cancelled Rout	Conte	ents							
Tasks Image: Completion Date Task Results URN Title Expected Completion Date Prior 44 (Copy of) Get GPS coordinates for body location (Not sent) Task created Low 43 Get GPS coordinates for body location (Cancelled) 19/09/2017 Cancelled Low 14 Collect broken glass (Cancelled) 18/01/2010 Cancelled Rout	Log	Pinned Threads Tasks Property Reports Property I	tems Phases Lines	of Enquiry					C 📑 🗏
URN Title Expected Completion Date Status Prior 44 (Copy of) Get GPS coordinates for body location (Not sent) Task created Low 43 Get GPS coordinates for body location (Cancelled) 19/09/2017 Cancelled Low 14 Collect broken glass (Cancelled) 18/01/2010 Cancelled Rout 13 Complete present on transactions Complete Impresent	Tasks				[+ ≡	Task Results			
44 (Copy of) Get GPS coordinates for body location (Not sent) Task created Low 43 Get GPS coordinates for body location (Cancelled) 19/09/2017 Cancelled Low 14 Collect broken glass (Cancelled) 18/01/2010 Cancelled Rout 13 Conduct research on transactions Complete Imm	URN	Title	Expected Completion Date	Status	Prior				
43 Get GPS coordinates for body location (Cancelled) 19/09/2017 Cancelled Low 14 Collect broken glass (Cancelled) 18/01/2010 Cancelled Rout 13 Conduct research on transactions Complete Imm	44	(Copy of) Get GPS coordinates for body location (Not sent)		Task created	Low				
14 Collect broken glass (Cancelled) 18/01/2010 Cancelled Rout 13 Conduct research on transactions Complete Imm	43	Get GPS coordinates for body location (Cancelled)	19/09/2017	Cancelled	Low				
13 Conduct research on transactions Complete Imm	14	Collect broken glass (Cancelled)	18/01/2010	Cancelled	Rout				
	13	Conduct research on transactions		Complete	Imm				

General Changes

You can now:

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- Use a legend on the Alerts side bar to see what the text colours mean
- Export content that's been signed off for disclosure
- Include relationship data in entity-based Word reports
- Press F1 on any screen to go the page in the help centre that provides guidance for that area

A Legend for the Alerts Side Bar

A legend on the Alerts panel shows what the different text colours mean:

- Black text means the alert has been reviewed.
- Teal text means the alert hasn't been reviewed.



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To see the legend, right-click the alerts panel > Select **Show Legend**.

Investigations Case Management [System Incident Reports Information Reports Inform
Jade CM Investigations Case Management
Alerts =
- 🐨 Watches: Overt View/Update 🖺 [48] revolver
-
- Q Active <u>R</u> emove
- Q A Remove <u>A</u> ll
- Q Active Search Smith Case File: [6] Theft of Vehicle

Exporting Content That's Signed off for Disclosure

You can export a search result for all documents, case notes, etc that have been signed off for disclosure.

When you do this for a case, you'll see a new **Additional Details** pane under the **Disclosure Items** subtab.

The **Additional Details** pane is collapsed by default. But you can expand it to see the comments entered when a user marked the items as ready for disclosure.

If you export the list of items to Excel, you'll see any comments.

AutoSave 💽 🕞 🏷	~ <⊇ ~	ltemsWithComments.xlsx - l	Last Modified: 50m ago 👻	Search (Alt+0	Q)		
File Home Insert	Page Layout Formulas	Data Review View	Help Acrobat				
Paste 🖋 B I U	• 11 • A^ A [*] ≡ ≡	≡ ॐ ~ ^{ab} / _b Wrap Text ≡ € = ± ^{ab} / _b Merge &	t Text		ional Format as Cell ing ~ Table ~ Styles ~	Insert Delete Fo	ormat
Clipboard 🛛	Font 🕠	Alignment	rs Nu	mber 🕞	Styles	Cells	
A1 • : ×	√ <i>f</i> _x URN						
A B C	D	E F	G	H I	J K	L	м
1 URN Page # Type	Description	Not Started Under R	eview Finalised Part	ly Verif. Fully Verif. U	nverified Comments		
2 10 1-1 Information	Report Registration Details of	Car O O	0 0	7 0	Reg Doc - OK	- SW	

Export Content That's Signed off for Disclosure

1. Open a case.

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- 2. Select the **Disclosure** tab.
- 3. Select the **Disclosure Items** subtab.
- 4. Select the Expand section sicon to show the Additional Details pane.

Disclos	ire							
Option	s Indexe	s Disclosure Items S	chedules					
Disclosu	e index	All	-					
Status		All	 Entity typ 	e All		•		
Filter 🔻								
							=	Additional Details
JRN	Page #	Туре	Description		Not Starte	d Under Review	Finalise	Comments
18	17-17	Witness Statement 2	aaaa		0	0	2	some disclosure sign-off
39	22-22	Witness Statement 2	abc		0	1	0	comments
90		Witness Statement 2	bbb		1	1	1	
GCN/202	1-1	General Case Note	general case note 001		1	0	1	
1471	3-2	Document	Document, docx rebadged as	pdf	1	0	2	
1703	3-13	Document	bbbbbb		2	0	0	
GCN/225	7	General Case Note	another case note		1	1	1	
GCN/225	9	General Case Note	TESTING 001		1	0	2	
GCN/225	9 2-2	General Case Note	Case Note 06/07/2016		1	1	1	
GCN/226	9	General Case Note	steves cn		1	1	1	
GCN/231	7 23-23	General Case Note	another case note to test bulk	update of disclosure	attributes 2	0	0	
GCN/231	9	General Case Note	another case note for disclosu	re	1	0	2	
1860	18-21	Document	Disclosure testing doc		2	0	0	
269		Media	media		1	0	0	
GCN/233	3 16-16	General Case Note	test 001		1	0	2	
r~**/222	•	- 10 mi	1 1 000			2	,×*	
Select	all For	r bulk O Finalise O	Verify O Update for dis	closure item type	Disclosure Item			Daik opdate
	Co	mment						

- 5. To see any comments in the **Additional Details** pane, select a disclosure item.
- 6. To export this content, right-click in the disclosure items area > Select **Export Table to Excel**.

Include Relationship Data in Entity-based Word Reports

In an entity-based Word report, you can now include the type of relationship an entity has with another entity.

To do this, select the new **Use relationship description** option when you map bookmarks to entity details.

道 Data mapping	×
Group	Associate_Group
Entity type	Person
Bookmark	Associate_Relationship
Entity fields Report fie	lds
URN	^
Entity type name	
Created Date	
Created By	
Last Modified Date	
Last Modified By	
Classification	
Attributes	
 Person BJ Attr with comme BJ Currency BJ Date Code table with reu Code table (con Country of Birth BJ Simple Group Numeric wadad Protected Person 	nts ise allowed ditional)
Delimiter for multi values	⊙ Group definition O Vertical bar O New line O Other
Attribute Comment Mappin	g O None O Append O Comment Only
🕑 Use relationship descript	tion
Adhoc Field Field n	ame
	Apply Cancel

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Entity-Based Word Report Template	Details Content
Content	≣
Bookmark groups	Data mapping
Person_GivenName (Range: 48 - 59)	Given name 1
Person_ProfileImage (Range: 60 - 72)	Identifying Image
Person_FamilyName (Range: 86 - 98)	Surname
Person_DOB (Range: 105 - 110)	Date Of Birth
Person_DOD (Range: 117 - 122)	Date of death
Person_Gender (Range: 132 - 140)	Gender
Associate_Group (Associate_Group) (Range: 187 - 242)	Related entity type = Person
Associate_URN (Range: 187 - 198)	LIDN
Associate_Relationship (Range: 199 - 211)	<use description="" relationship=""></use>
Associate_Details (Range: 212 - 227)	Short description
Associate_Image (Range: 228 - 241)	Identifying Image
RelatedEntity_Group (RelatedEntity_Group) (Range: 293 - 348)	Related entity type = Sub Entity
RelatedEntity_URN (Range: 293 - 304)	URN
RelatedEntity_Relationship (Range: 305 - 317)	<use description="" relationship=""></use>
RelatedEntity_Details (Range: 318 - 333)	Short description
RelatedEntity_Image (Range: 334 - 347)	Identifying Image
CaseNote_Group (CaseNote_Group) (Range: 408 - 475)	Related entity type = Case Note
CaseNote_URN (Range: 408 - 421)	URN
CaseNote_Relationship (Range: 422 - 435)	<use description="" relationship=""></use>
CaseNote_Title (Range: 436 - 451)	Title
CaseNote_Description (Range: 452 - 473)	Description
Case_Group (Case_Group) (Range: 516 - 557)	Related entity type = Case
Case_URN (Range: 516 - 525)	URN
Case_Title (Range: 526 - 537)	Title
Case_Description (Range: 538 - 555)	Description
**	New Save Delete Close

Help Centre

We've reskinned the help centre to make it easier to navigate, and made contextual help available for all screens.

Improved Interface and Navigation

We reskinned the help centre to make it easier to use.

Take a tour to see how to get the most out of this site.

Contextual Help

Press F1 on any screen to go the page in the help centre that provides guidance for that area.

Case Fi	le [URN: 1]		
Details Case officer Title Description	DOCUMENTATION, Tech (JI Vehicle Theft - SM2332 Subject Details	DOC)	•
$ \begin{array}{c} \textcircled{\begin{tabular}{c} \hline \hline \end{array} & Cases \\ \hline $	s × C ≜ secure.jadeworld	+ I.com/Jadel0	CM/Online_Resources/OnlineDocumentation/content/icm/case_management.htm
Jad	ations Case Management		HELP CENTRE Search
Ca	ases	•	
	Access to Cases	•	>> Help for Regular Users > Cases
	Creating Cases	•	
	See the Contents of a C	ase	Cases
	Case Notes	-	This section explains how to:
	Easily Manage Case Comments	•	Create a case Access information in a case
	Add a Task to a Case		Edit information contained in a caseExport information from a case

Investigations Case Management

Settings

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If you're in charge of ICM settings in your organisation, you can now:

- Manage backups more easily
- See why an upgrade failed
- See if you need more licences
- Export attribute structures more easily

Backups

If you disable backups, you can still do housekeeping tasks.

If a backup succeeds but housekeeping fails, you'll see more information about this.

More Information If a Backup Succeeds but Housekeeping Fails

Previously	Now
It was possible for a backup to complete successfully even though old journal files weren't removed and housekeeping failed.	If housekeeping fails, you'll be notified about this so you can check your journals folder and remove old files.
Admin users would receive an email to say the backup was successful, but got no information about the housekeeping failure.	
Eventually the journals folder might fill up to the point of disc failure.	
There was no warning to manually remove old journals before restarting the system.	

If You Disable Backups You Can Still Do Housekeeping Tasks

Previously, if backups were disabled, this would prevent housekeeping tasks that remove old transaction journals.

Now housekeeping continues, independent of the backup setting, unless you've specifically disabled housekeeping.

To check your settings:

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

System Settings			Options	Security	Agency	Backup & Housekeeping	Maps
Backup & Housekeeping							
Start Time	01:0	0 Run Now					
Email addresses	<ple< td=""><td>ase specify e-mail</td><td>address(es</td><td>) to send no</td><td>otification o</td><td>f Backup & Housekeeping proc</td><td>essing></td></ple<>	ase specify e-mail	address(es) to send no	otification o	f Backup & Housekeeping proc	essing>
Backup options							
Backup directory							
Backup processes	0	Make sure your	hardware c	an handle tł	nis number	of processes. See the docume	ntation fc
Disable backup	r						
Quiesced backup							
Don't back up media folder							
Housekeeping options							
Disable housekeeping							
Delete logs older than	14	Days					
Delete recovery journals older than	0	Days					
Delete archived journals older than	0	Days					

More Information If an Upgrade Fails

Previously	Now
If an upgrade failed you'd get a message	If this happens you'll see some tips on what
to say this had happened, but not much	might have caused the failure and how you
information about why.	might be able to resolve the situation.

Keep Track of Concurrent Users to See If You Need More Licences

ICM now maintains a daily record of:

- The maximum number of concurrent users
- The number of failed logons caused by your organisation exceeding its maximum number of concurrent users

To see if you need more licences:

- Select Admin > System > Licence.
- Select the Usage tab.

Licen	ce Details		Details Usag
Usage			
Years of dat	a to show 1	Refresh	
	Licenced users	Max users for day	Failed logons (Exceeded licenced concurrent users)
21/05/2021	1000	1	
20/05/2021	1000	1	
	1000	1	

Days where there were one or more failed logons have a light yellow background.

By default, you'll see the last year's logons, but you can choose to see more.

To export the data on this screen to Excel, right-click the usage area > Select **Export**.

Licence Details						
Usage						
Years of data to show 1 Refresh						
	Licenced users	Max users for day	Failed logons (Exceeded licenced concurrent users)			
18/05/2021	1000	3				
17/05/2021	1000	2	Evport			
14/05/2021	1000	2				
12/05/2021	1000	2	Legend			
07/05/2021	1000	2				
06/05/2021	1000	2				
05/05/2021	1000	1				
03/05/2021	1000	1				
28/04/2021	1000	1				
27/04/2021	1000	1				
23/04/2021	1000	5				

It's Easier to Export Soft Attribute Structures

You can export the metadata details of all configured attributes to CSV files.

You can export one file for each entity type.

To do this:

- 1. Select Admin > System > Export > Entity Attributes Metadata.
- 2. Specify where you want to export the file > Select **OK**.

Name	Date modified	Туре	Size
🕑 Vehicle.csv	24/05/2021 9:35 am	Microsoft Excel C	2 KB
🛃 Different Doc type.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
💩 Knife.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Media.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Offence.csv	24/05/2021 9:35 am	Microsoft Excel C	2 KB
😼 Person type.csv	24/05/2021 9:35 am	Microsoft Excel C	6 KB
📴 Person.csv	24/05/2021 9:35 am	Microsoft Excel C	8 KB
🛃 Unselected Doc type.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 case test.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Document.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Forensic Note.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
👼 General Case Note.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Homicide File.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Image.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Information Report.csv	24/05/2021 9:35 am	Microsoft Excel C	2 KB
🛃 Location.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Police Incident Report.csv	24/05/2021 9:35 am	Microsoft Excel C	4 KB
🛃 Brief of Evidence Victim.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Brief of Evidence Witness.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
👼 Case File.csv	24/05/2021 9:35 am	Microsoft Excel C	3 KB
🛃 Disclosure Index.csv	24/05/2021 9:35 am	Microsoft Excel C	2 KB
🛃 Disclosure Item.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🛃 Dissemination Item.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
👼 Homicide Evidence Report.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
😼 Homicide Exhibit.csv	24/05/2021 9:35 am	Microsoft Excel C	1 KB
🗐 Brief of Evidence Defendant.csv	24/05/2021 9:35 am	Microsoft Excel C	3 KB

Resolved Issues

We've resolved the following issues in the 6.3.0 release:

 When you're managing user accounts and you start typing to find a user, the show deleted / deactivated setting is applied correctly.

Previously you'd see a deactivated user when the option was set to hide deactivated and deleted users.

- When you enter data for a Team attribute type, the available list no longer includes deactivated teams.
- If a recipient opens a task while someone else is cancelling it, you'll no longer see an exception error.
- If you use the Edit User form to change the password for an existing user, the password complexity rules are applied correctly.
- If you're an admin user and your organisation uses direct logon from Windows, you'll no longer need to re-enter your password when you reset a user's password.