

CDigital Islamabad



The next degree of Certainty

FIR Management System

USER MANUAL Version 1.0

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1. Introduction

Computerized First Information Report (FIR) system is very essential for police department. This system assists in fast exploration of any FIR, reports related to FIR can be generated quickly and correctly. This FIR computerized system is developed for the AJ&K police department by CDigital Islamabad.

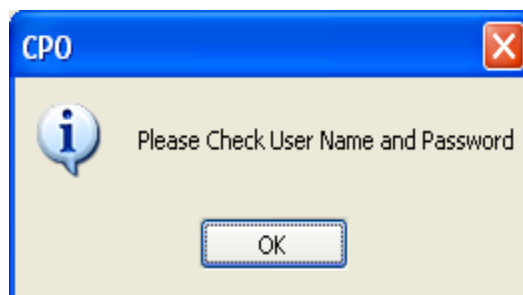
2. Login

This is the main login screen.

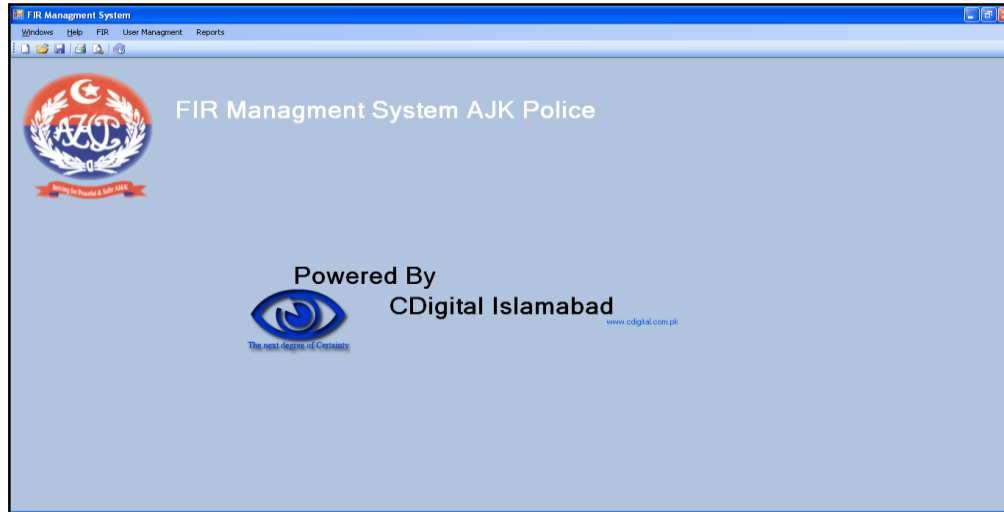


2.1. How to Login??

1. Enter user name and password.
2. Click Ok button
3. User will login to application.
4. If user enters wrong Password or wrong Username then following message box appears.



5. Press ok and re-enter user's user name and password.
6. As a result of successful login following screen will be displayed.



3. Main Menus

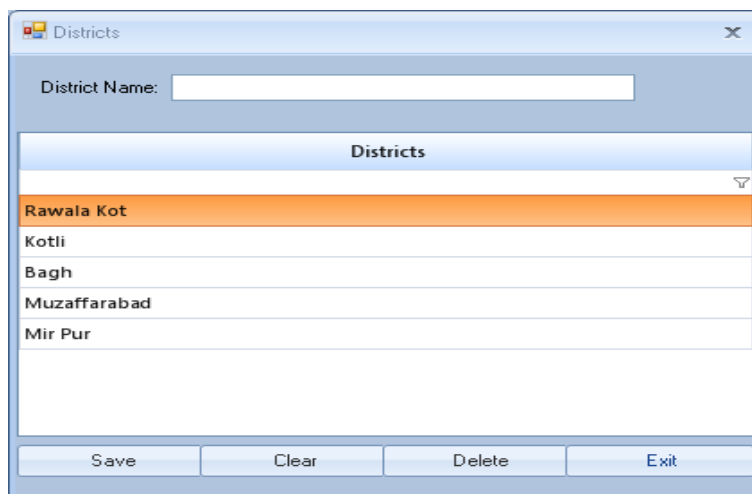
There are three main menus in the header of main screen.

3.1. FIR

The FIR menu consists of four items in its menu which are as follows:

3.1.1. Districts

User can add new districts here or can update any added district.



Districts
Rawala Kot
Kotli
Bagh
Muzaffarabad
Mir Pur

a) HOW to INSERT new District??

1. To insert new district please first click on clear button.
2. Write the name of district in the text box.
3. Press save button.

b) HOW to CHANGE any District??

1. Select a district name from grid.
2. The name of that district will appear in the text box.
3. Change the name
4. Click on save button the district name will be changed.

c) HOW to DELETE any District??

1. Select the district from grid.
2. Press delete button.
3. If any police station in this district will exist then it will not delete otherwise will be deleted.

3.1.2. Police Stations

POlince Station	Address	Contact No	Fax No	District
City	City	058722222	058722222	Rawala Kot
City	City	058722222	058722222	Mir Pur
City	City	058722222	058722222	Bagh
Secreteriate	near assembly	054785983222	054785983222	Muzaffarabad

When user click on police station under menu FIR above form will be displayed.

a) HOW to ADD new Record??

1. Click clear button.
2. Enter the required details in the fill the form.
3. Click save button.

b) HOW to UPDATE any Record??

1. Select the record from grid this record will display in text box
2. Change the record.
3. Click save button to save the updated record.

3.1.3. Accused

There are two options for accused

1. Either check and update the accused record directly through FIR menu.
2. Or check FIR form.

When user clicks accused button under FIR menu Below Form will be displayed.

The screenshot shows a software window titled "Accused". It contains the following fields and options:

- Name: Malik Afzal
- Father Name: Malaik Aslam
- CNIC: [Empty]
- Address: [Empty]
- FIR NO: ghtrrr
- Serial No. of related register in other police station: 41,43
- Appearance: [Empty]
- Reason U/S 169 CrPC: [Empty]

Checkboxes and their states:

- Arrested
- Suspected During Investigation
- Accused Present Address
- Other P/S Info Paper Recieved
- Challaned
- Fellow Accused Entered
- History Sheet Bundle
- Suspect Proceede U/S 87 CrPC
- Fingure Print
- Suspect Challaned U/S 512 CrPC
- Suspect Released U/S 169 CrPC
- Resident Of other P/S
- Past Criminal Record Recieved
- Search Slip
- Nominated
- Discharge With Out Arrest

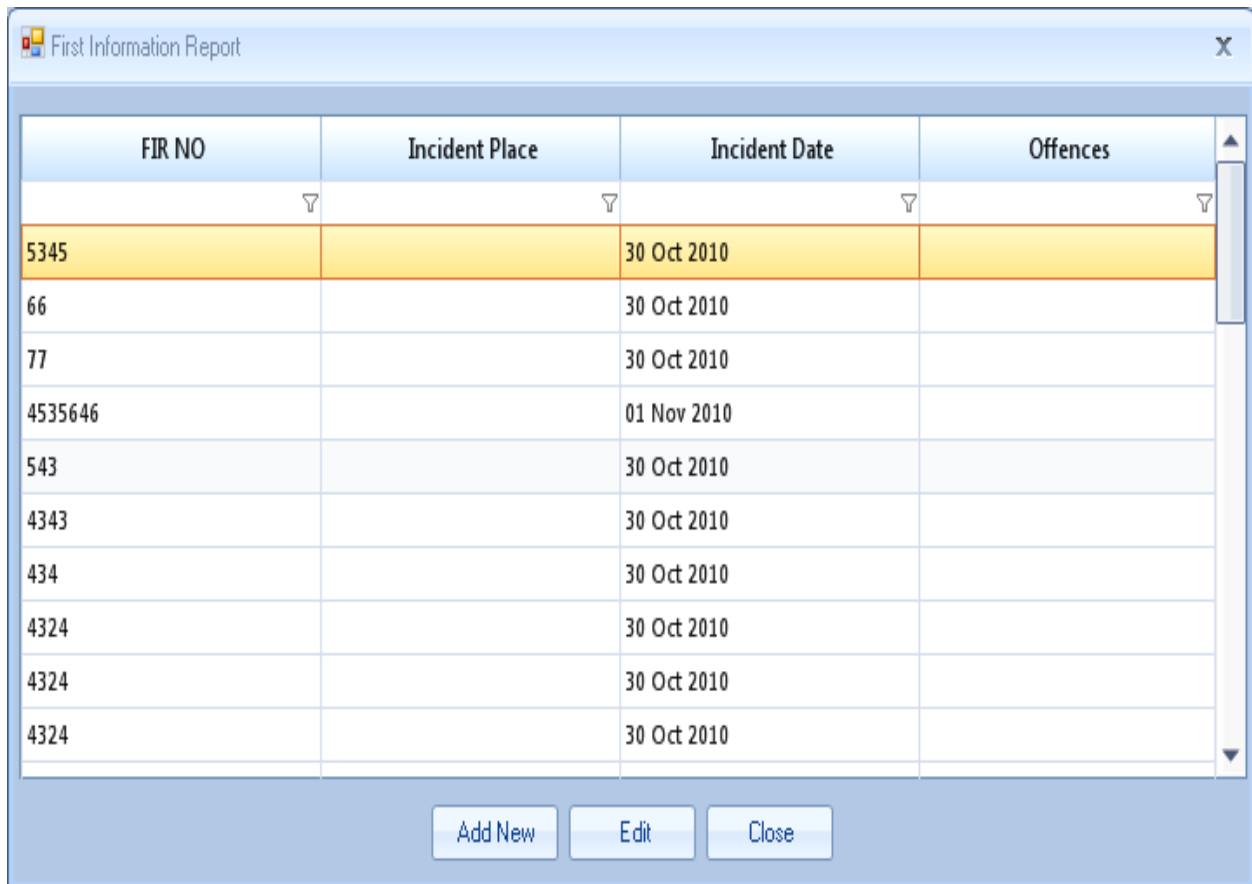
Table below the checkboxes:

Accused	Father Name	CNIC	Address	FIR No
Malik Afzal	Malaik Aslam			ghtrrr

Buttons at the bottom: Save, Clear, Delete, Exit

To insert accused fill the above form then check all the related check boxes.

3.1.4. FIR



FIR NO	Incident Place	Incident Date	Offences
5345		30 Oct 2010	
66		30 Oct 2010	
77		30 Oct 2010	
4535646		01 Nov 2010	
543		30 Oct 2010	
4343		30 Oct 2010	
434		30 Oct 2010	
4324		30 Oct 2010	
4324		30 Oct 2010	
4324		30 Oct 2010	

Buttons: Add New, Edit, Close

a) HOW to ADD new FIR Record??

1. To add new FIR record click the Add New Button
2. Following form will be displayed.

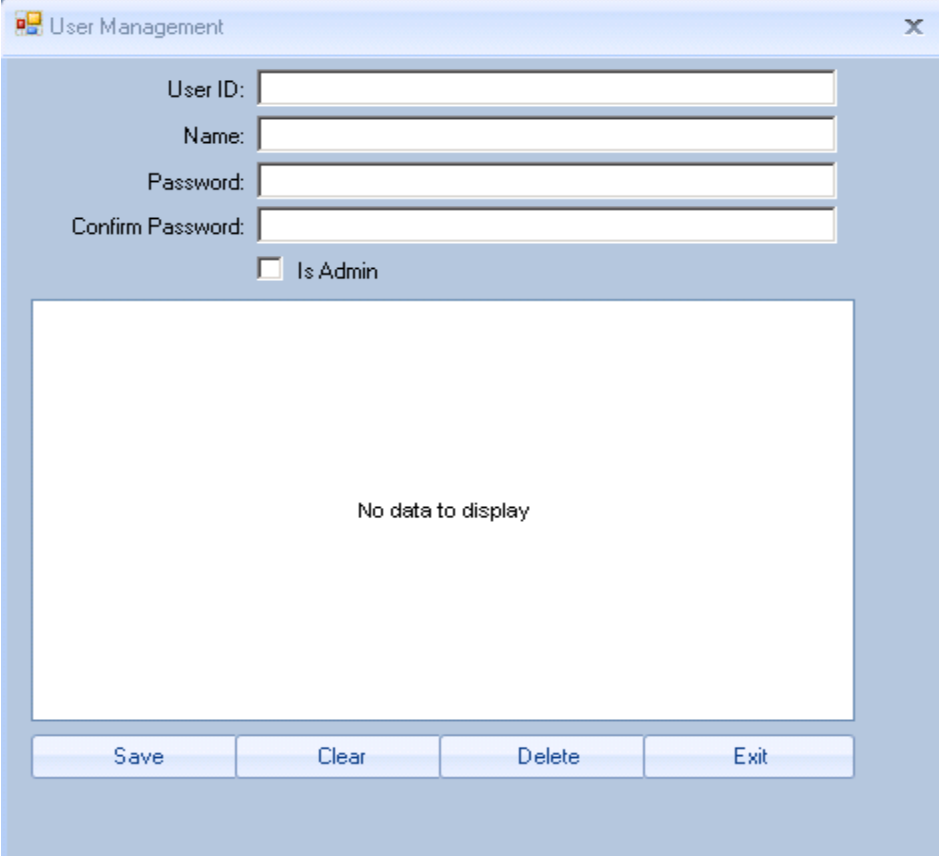
3. Now fill the above form carefully
4. Click save button.
5. After this click on accused button to insert accused corresponding to this FIR.
6. By clicking accused button accused form will appear.
7. Insert the accused as described above in section accused.

3.2. User management

There are two options in user management

3.2.1. User

This form is accessible only to the admin user.



The screenshot shows a 'User Management' application window. It features a title bar with a close button. The main area contains four text input fields for 'User ID:', 'Name:', 'Password:', and 'Confirm Password:'. Below these is a checkbox labeled 'Is Admin'. A large white area in the center contains the text 'No data to display'. At the bottom, there are four buttons: 'Save', 'Clear', 'Delete', and 'Exit'.

a) How to create new user??

- Click "Clear" button.
- Write user ID, user name, password and confirm password in corresponding text boxes.
- If you want to make user an administrator then check on admin check box.
- Click save button.
- User will be created.

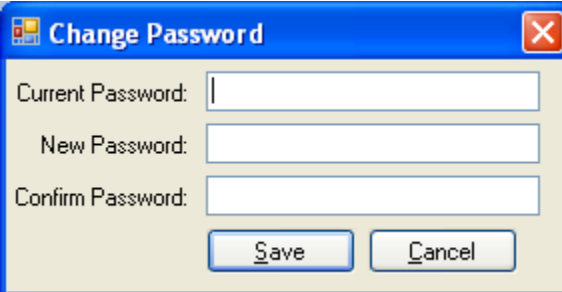
b) How to update new user??

- To update any user select from grid.
- Change its information in corresponding text boxes.
- Click save button user will be updated.

3.2.2. Change Password

a) **How to Change Password??**

- Click change password under user management menu.
- following form will be opened
- To change password enter current password, new password and confirm password.
- That must be same as new password then click save button password will be changed.



The image shows a 'Change Password' dialog box with a blue title bar. The title bar contains the text 'Change Password' and a close button (X). The dialog box has a light beige background and contains three text input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. Below the fields are two buttons: 'Save' and 'Cancel'.

3.3.Reports

Under reports menu different reporting options are available, any report can be printed easily. User can generate any report by clicking on the reports sub menu.