CDigital Islamabad



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.

🖶 Login	
AZCE	User name admin Password *****
Striving for Peaceful & Safet NAK	<u>OK</u> <u>C</u> ancel

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			×
District Name:			
	Dist	tricts	
			7
Rawala Kot			
Kotli			
Bagh			
Muzaffarabad			
Mir Pur			
Save	Clear	Delete	Exit

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

^o olice Station Name:	Sec	reteriate		Addres	s: nea	ar assembly		
Contact No:	054	785983222						
Fax No:	054	785983222		Distric	t Mu	zaffarabad		~
POlice Station	1	Address	Contact N	No		Fax No	District	
	V	٦	7	7		V		7
City		City	058722222	058722222		Rawala Kot		
City		City	058722222	058722222		Mir Pur		
City		City	058722222	05872222		Bagh		
Secreteriate		near assembly	054785983222		054785	983222	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.

🔡 Accused								x
Name:	Malik Afzal			Serial No. of related re	gister	41,43		
Father Name:	Malaik Aslam			in other police station.	in other police station:			_
CNIC:				Appeare	Appearence:			~
Address:					ſ			
FIR NO:	ghtrrr		×	Reason U/S 169	CrPC:			
								~
Arrested Suspecte Accused Other P/S	d During Investig Present Address 5 Info Paper Reci	Challani Ation Fellow A History eved Suspec	ed Accused Enterd Sheet Bundle t Procede U/S 8;	Fingure Prin Suspect Ch Suspect Re 7 CrPC Resident O	nt nallarned eleased f other l	□ F 8 U/S 512 CrPC □ S 1 U/S 169 CrPC ☑ N P/S □ [Past Criminal Record Gearch Slip Nominated Discharge With Out A	Recieved Arrest
Ac	cused	Father Nam	ne	CNIC		Address	FIR No	
	V		7	7		v ۲	7	7
Malik Afzal		Malaik Aslam					ghtrrr	
		Save	Clear	Delet	e	Exit		

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

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3.1.4. FIR

🖳 First Information Report			x			
FIR NO	Incident Place	Incident Date	Offences			
7	7	7	7			
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	•			
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.

	[1					.			
FIR No:		Able To Recover Stolen F	roperty:	L			Action U/S (CrPC 174	Select	*
Incident Place:				Entry On Rec	covery Memo				Eye Witnes Evedent	
Police Station:	City 😽	Recovery Merr	o SNO:						Documentry Eveden	ice
Incident Date:	24-Nov-2010 💌	Recovery Merr	io Date:	24-Nov-2010		~			Circumstancely Eve	
Reporting Date:	24-Nov-2010			Recovery Lo	cation Map Prep	ared	Action for Incomplete C	halan		-
Complaint By:				Iductification	Memo Property H	Prepared				
CNIC OF Complaint By:				Entry on Beg	Property issue				Entries of Prepared C	halan
		Confiscated Reg	Bef No		1110201021		Ref No of Re	gistred		
Address of Complaint By:		Confiscated D	te:	24.Nov.2010		~	of prepared o	:halan:		
	· · · ·	Confiscated Da	NG.	Becovered S	tolen Property Is:	sued To (Owner			
HR Type:	Murder	Benort of Becovered Stolen I	^o ronertu							<u>^</u>
Offences:		Date of Becovered Stolen I	Pronertu	24-Nov-2010		~	Untrand Date			
No of Linknown Assurant			Topoliy	Eve Collecte	d from the Scene	e of Occu	rence	on:		~
NO OF ORKHOWN ACCUSED.		Eve Co	lected:							~
	UnKnown Arrested Is Identific	ation Praid done		Finger/Foot	Print taken		InAdmited Beass			
No of UnKnown Accused A	Arrested: Uthence Added: 5	elect		Blood [Bloody Soil		- Manikea measu	<i>.</i>		
New Offences:				Entries on Co	onfiscation Memo)				<u>×</u>
	Warrant U/S 204 CrPC Entry into Reg I	No 4 Confiscation Memo S	eriol No:						Quashment done	
Reference No of Reg 4:		Confiscation Mer	no date:	24-Nov-2010		~		י 📃	Varified By Supervisory Of	ficer
	Information Sheet U/S 204 CrPC			Emunation	📃 Empty Ro	ound			Reconcile By PDSP	
	Personal file U/S 87 CrPc Prepared			📃 Hair	📃 Salvia		Date (Of Challar	n: 24-Nov-2010	~
	Uther P/S Information Paper Recieved			Ejuculate	Narcotics	: ma lasua	Court submis	sion Date	e: 24-Nov-2010	*
	Action taken in Lase of Suspects from Other D/C info Depart lawsed	other P/S		Poison		emo issue (:u Case property an	d Ref No	o:	
	Uther F75 Into Papers Issued			Picturing of S	cene of Occurer	nce	To	t Witness	s :	
Ref No of Reg of Suspec	ts from other P75	- Entered		📃 DNA Test Ta	aken		No Of Witnes	s in Court	t:	
	Eingure Print Taken	Confis Memo Reg N	o Issue:	L			Case	Decision	n: Select	~
Madar Oraciandi		1		Confiscation	Memo Recv	_			Appeal In Case of A	Acquit
modus operandi:	Past Criminal Record Recieved	Confiscation	n Memo F	lecv SNO:	- LUC 1C4 C-DC	_			Entries on Prosecu	tion Reg
	Fellow Accused FTC Entered			Duing Dec		over			Sentence Memo Is	sued
	Addiction Accused Watching			Postmortem D)one	R	lef No of Senteni	ce Memo		
	Map of incedent location Prepared	Man Tune: Select 🔍		Post Martom	Medi	ical Board			Entries of Court ab:	sconders
	Offence Instrument Recoverd	Vitness Civilian		📃 Opinion Repo	ort	Re	er No for Court Al	osconder	rs:	
	Recovred Stolen Property			Medical Lega	al Report 🛛 📃 M	fedical Re	eport		Suritu Bond	CIPC 514
Total Stolen Property:				📃 Medical Opini	ion Report				Accused Present A	ddress
Recovered Stolen Property:		<u>S</u> ave <u>C</u> le	ar	Accused	<u>W</u> itness	<u>R</u> ep	oort <u>C</u> ar	ncel	History Sheet Bund	lle

- 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.

🔡 User Management				x				
User ID):							
Name	e:							
Password	1:							
Confirm Password	d:							
	🔲 Is Admin							
	No data f	to display						
Save	Clear	Delete	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.

🖶 Change Pass	word 🔀
Current Password:	
New Password:	
Confirm Password:	
	Save 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.