How to use the LKDD Incident Archive

This guide explains how to use the web portal to search, view, and contribute information securely. It includes step-by-step instructions for creating an account, logging in, and submitting new or additional information.

1. Accessing and Searching the Database

You can view and search the database without registering or logging in. Use the search bar and filters to find records. Filters include Victim Name, Gender, Ethnicity, Incident District, Incident Type, and Date Range.

• Victim Name – Enter part or the full name to search. You can also search without a name by using one or more other filters

• Gender – Select Male, Female, or All.

• Ethnicity – Choose the ethnic group or All.

• Incident District – Select the district where the incident occurred.

• Incident Type – Filter by the type of incident (e.g., Disappeared, Killed).

• Date Range – Use Incident Date From and Incident Date To to search within a specific period.

Click the 'View' button in the Actions column to open the case details page for a record.

2. Viewing Case Details

Click the **"View"** button in the *Actions* column to open the **Case Details** window.

Incident Tab

Shows the type of incident, whether the date is known, the date itself, and a summary.

Victim Tab

Lists available details about the victim, including name, gender, age, ethnicity, and profession.

Incident Location Tab

Displays the location of the incident, including province, district, and specific place if known.

Alleged Perpetrator Tab

Indicates whether the alleged perpetrator is known, with details if available.

3. Submitting Additional Information

At the bottom of each tab, there is a yellow 'Submit Information' button. Clicking this allows you to add new or updated details to the case.

- If you have more information about a case, click **Submit Information** at the bottom of the Case Details window.
- You can add missing facts, clarify existing details, or upload supporting evidence such as documents, images, or recordings.
- Supporting files can be uploaded in **any language**.

You will need to be logged in with your registered email address to submit information. For privacy, we recommend using an anonymous email address that does not include your real name.

4. Submitting a New Case

To report a new case, log in and use the 'Submit New Case' option. Fill in the form with all available factual details.