

## 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.

Victim Name	Gender	Ethnicity	Incident District	Incident Type	Incident Date From	Incident Date To	Actions
ABERATHNA A.H.M. LAXMAN RANJITH	Male	Sinhalese	Ampara	Disappeared	1987-06-07	N/A	<a href="#">View Details Click to open record</a> View

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.

Case – Case 1

Incident Victim Incident Location Alleged Perpetrator

Type	Disappeared
Date Known	Yes
Date Type	Exact
Date	1987-06-07
Summary	DETENTION

If you have additional information about this person and the incident, Help us complete the record by sharing those details.

Submit Information

## Victim Tab

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

Case – Case 1

Incident Victim Incident Location Alleged Perpetrator

Full Name	ABERATHNA A.H.M. LAXMAN RANJITH
First Name	ABERATHNA A.H.M. LAXMAN RANJITH
Surname	Not available
Nickname	Not available
Gender	Male
Age	25
Date of Birth	Not available
Ethnicity	Sinhalese
Marital Status	Not Reported
Profession	STUDENT
Address	Not available
Residence	Not available

## Incident Location Tab

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

Case – Case 1

Incident
Victim
Incident Location
Alleged Perpetrator

Location Known	Yes
Province	Eastern
District	Ampara
Specific Location	AMPARAI

If you have additional information about this person and the incident, Help us complete the record by sharing those details.

Submit Information

### Alleged Perpetrator Tab

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

Case – Case 1

Incident
Victim
Incident Location
Alleged Perpetrator

Known	No
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If you have additional information about this person and the incident, Help us complete the record by sharing those details.

Submit Information

### 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.