CIVIL RIGHTS DEFENDERS

THE DEFENDERS' DATABASE

A STEP BY STEP USER GUIDE
v1.0 Eng, March 2018

An initiative brought to you by The Latin America Department at Civil Rights Defenders
We empower Human Rights Defenders

INTRODUCTION

The **Defenders' Database** (DiDi) is an easy-to-use IT tool created by Civil Rights Defenders (CRD) to facilitate the recording by human rights defenders and human rights organizations of information on human rights violations and human rights abuses, in particular those committed against human rights defenders.

DiDi allows participating users to systematise and make the information they own on human rights violations and abuses (including old information only available on paper) safe - while also allowing them to decide which parts of that information to make available for public knowledge, dissemination and use by third parties.

DiDi can be used online and offline to upload events that led to the violation of rights through the use of a state-of-the-art format; and to quickly import information in formats previously used by organisations, such as Word, Excel, PDF, etc. so that it can be systematized and used together with new information to elaborate trends, statistics, etc. in report, maps or charts formats.

Civil Rights Defenders understands that the level of security is of high importance to human rights defenders and have therefore created a very secure database. It is constantly backed up and the storage is completely cloud-based. Our users will be requested to use a secure and difficult password when logging in and can at any time log out and thereby immediately close the session.

Once an application is processed, a contract is signed between Civil Rights Defenders and the organisation/individual. Users will then receive a username that will allow them to access the online version of the database as well as downloading the offline version that will be synchronized with their online space whenever they are able to go online.[1]

An individual space for your organization will be created in the "Defenders' Database", for which you will be able to select tailored settings such as languages, countries, etc. You will be able to open up that space for as many users from the organisation as you wish, with different roles (users allowed to upload and edit data, to upload only, to view only, to submit, etc.).

Access to this space is administered by Civil Rights Defenders and applications to be part of it should be sent to the organisation by sending an email to database@crd.org**.**

If you encounter any problems when using DiDi and need our help, feel free to drop us an email at: database@crd.org

---

[1] This ensures that information collected in areas where internet connections are not available can nevertheless immediately be uploaded.

CONTENT

You will find some fields with this symbol next to them. That means that the field is compulsory and has to be filled in before you are able to continue. If you do not have the information you can write "unknown", a nickname or "anonymous".

This arrow is used in this user guide and means that you should either click the button or type in the field the arrow is pointing at.

You will find a button at the bottom of each page to the right that will take you one step back. It will always be marked with an arrow pointing to the left.

When clicking your way through the database you will always find features to make your progress through DiDi more user friendly. When you reporting on a new incident, you will always have the tabs below shown at the top of the page. As you move your way through each step the tabs will turn orange. That means that you can click on the tab and edit the information on that page. The tab will only turn orange once you have filled in all the necessary information and continued to the next step.

Inicio	Evento	Fuentes de información	Víctimas	Presuntos autores	Testigos	Descripción

CONSENT

When making reports on human rights abuses/violations the importance of consent is crucial. Whether you will be using the report template in Excel, uploading a batch of reports or using the step by step tool, it is imperative that the rule of consent always is applied. By default, the level of consent will always be set to "it was not possible to get consent" for both the source of information, the victims and the witnesses. If you as a user were not able to get consent from any of these or are unsure on the level of consent, you should **ALWAYS** choose "it was not possible to get consent".

REGISTERED USER

This user guide is for registered users only. That means that you or your organisations has signed a contract with Civil Rights Defenders that allows you to use all the features of the database. If you are a journalist or want to use the database for research you are welcome to

access our public database at XXX. If you are unsure on what kind of user you are, you are welcome to drop us an email at database@crd.org.

1. ACCESSING THE SYSTEM

REGISTERED USER

To enter to DiDi please visit http://database.civilrightsdefenders.org

This is where you sign in to the database.

In "Name" you write the username that you have been given by CRD.
In "Password" you write the one-time password that has been sent to your phone or given to you. When you are done, click on the orange button that says "Sign in".

2. USER OPTIONS

Once you have logged in you will be presented with the page below and have several options to choose from.

- ➢ Upload a file
- ➢ Write a report
- ➢ Create a custom report

On the upper right corner, you will find four other user options.


- ➢ Start – Current page
- ➢ Visit CRD – Click on this if you want to visit the official homepage of CRD
- ➢ Contact – Click on this if you want to get in contact with CRD
- ➢ Log out – Click on this if you want to log out and thereby close the session

2.1 UPLOADING A FILE

REGISTERED USER

If you have a large amount of reports on violations and abuses of human rights against human rights defenders in one document, it is possible to upload this straight into DiDi. You can either use the CRD Excel template that can be downloaded at XXX or use a format that has been approved by CRD. If you are unsure if you have an approved format, drop us an email at: database@crd.org.

Click on "Upload file".
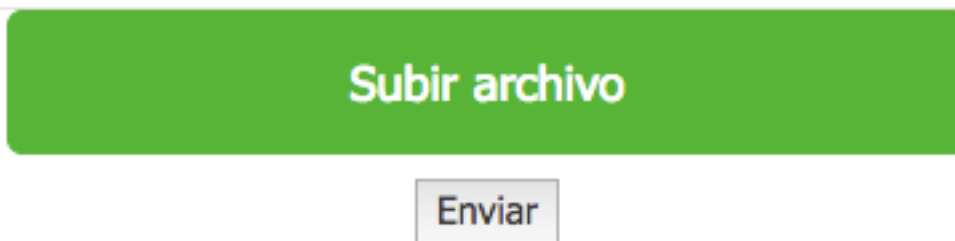
You will then be asked to select the file that you want to upload from your source of choice.
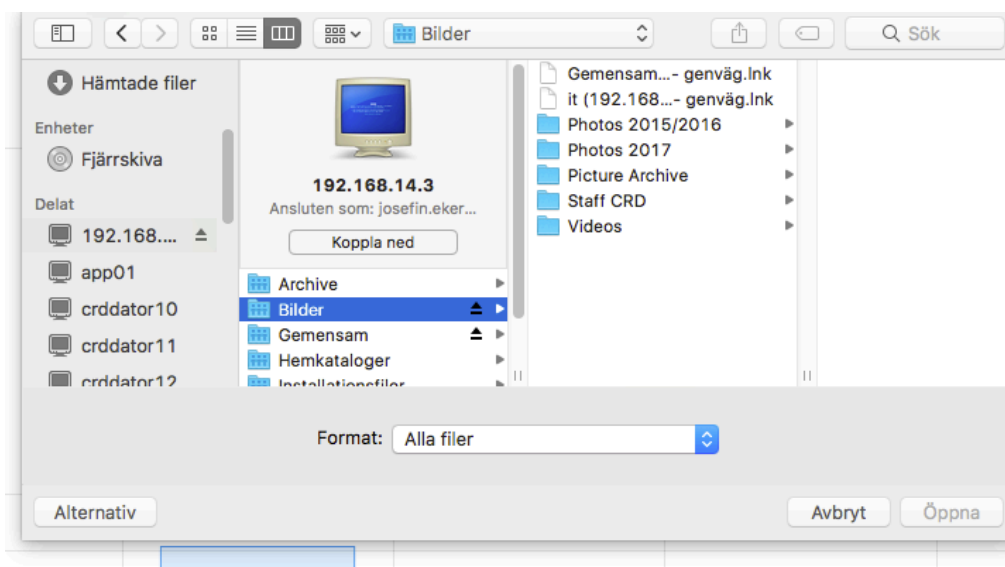
Once you have selected the file that you want to upload you click on "open".

Click on the button "send".

DiDi will then take you to the next page and tell you that your file(s) have been received correctly and that it/they are currently being processed.

Los archivos se han recibido correctamente y se estan procesando en este momento.

Le enviaremos un correo de confirmación cuando el archivo se haya cargado.

From here you can choose to upload another file or use the online format by clicking on "start", or finalise your session by clicking on "log out".

2.2 NEW INCIDENT

REGISTERED USER

If you want to directly upload a report on violations or abuses of human rights against a human rights defender you can use the online form that DiDi provides.

Click on "New incident".

Nuevo incidente

2.2.1 EVENT

Here you will add the information on what, when and where the act of violation or abuse happened.

Evento

Fecha del evento	★	Fecha del evento

Fecha del informe	17/02/2017

Tipo de evento	★	▼

Lugar del evento
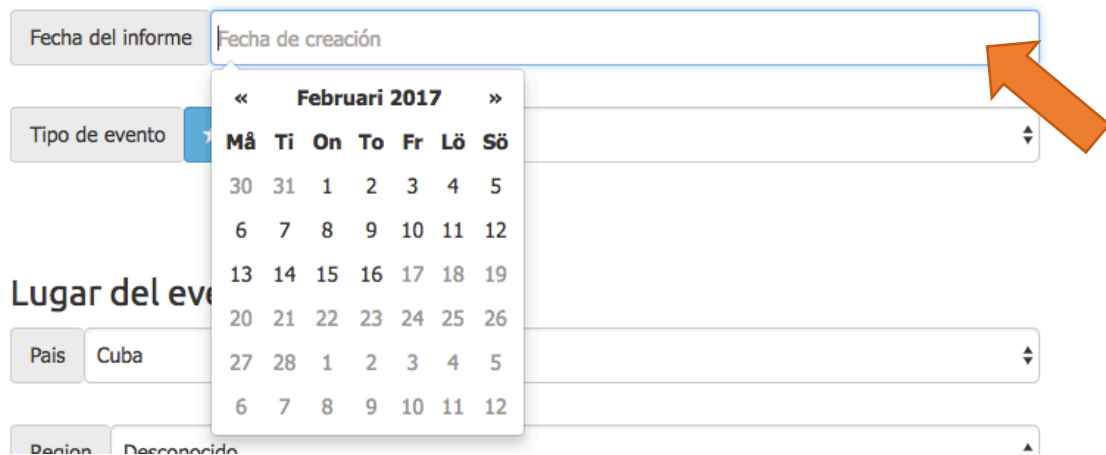
Pais	Cuba	▼

Region	Desconocido	▼

Municipio	Desconocido	▼

Dirección	Nombre y número de la calle (ej. C/. De las Rosas, 15)	

Fuentes de información >

You will first fill in the date of the event. Remember, fields with the blue button and white star are compulsory.

Click on the empty field next to "Date of the event".

DiDi will then show you a calendar. Please choose the date that the event occurred.

If the event is further back in time you can go back by clicking on the **two small double arrows** next to the month and year (February 2017), you will then be able to go back one month at a time.

If the event occurred further back in time you can instead click on the month and year (February 2017). You will then be able to choose the year of the event by clicking backwards on the **two small double arrows** or choose the correct month and date straight away.
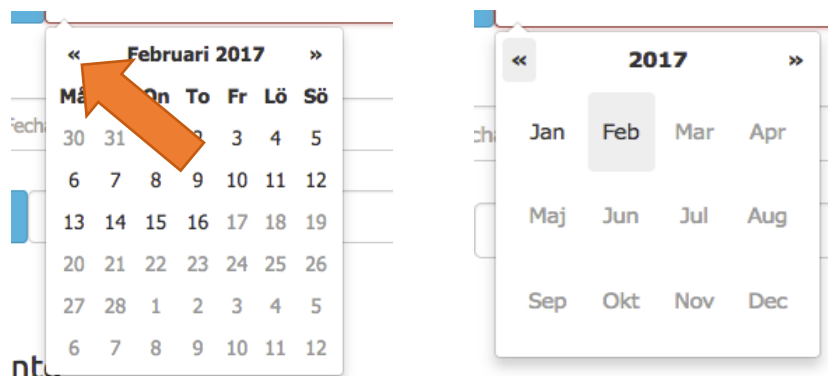
Once you have chosen the date of the event you can choose the date the event was reported to you. If the date is the date you are making the report you don't have to change anything and can proceed to the next step. Otherwise, enter the correct date.
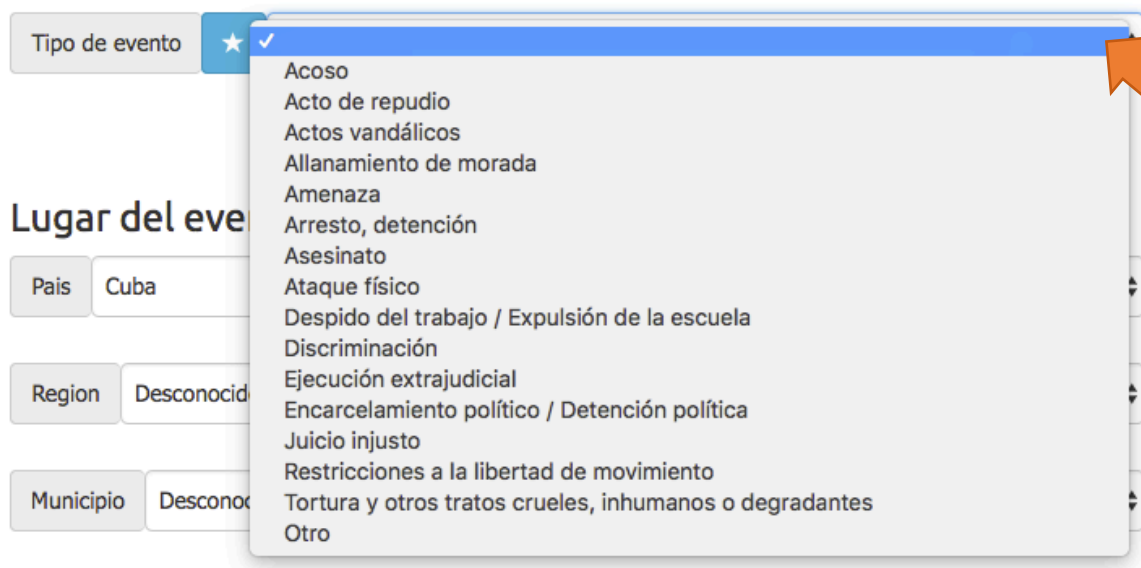
By clicking on the white space next to "date of report", the exact same calendar will pop up as the one you saw for the date of the event. Follow the same procedures as you did then.

EVENT/TYPE

Once you have done that you will choose what type of event occurred.

Click on the white space next to the words "type of event"

You will then be presented with a dropdown where you can choose the event that best corresponds to what happened.

Choose the event.

Depending on what event you chose, you will get a different selection of rights that may have been violated during the event.

These are the possibly violated rights presented under "threat".

You will be able to click on several rights that were violated.

Once you click on the violated right it will turn dark blue, that means that you have chosen that right. You can choose all of them or just one.

If you click on a right by mistake you can click on it again and it will turn white.

If none of the available events corresponds to what happened, you can choose "other". You will then be presented with an empty text field named "specify". Here you can write the name of the event in your own words, along with choosing one or several violated rights below.

EVENT/PLACE

Once you have chosen the violated right(s), you can add information on where the event took place.

Lugar del evento

| Pais	Cuba	⬍
Region	La Habana	⬍
Municipio	La Habana Vieja	⬍
Dirección	Calle 54 / Cuarteles y Peña Pobre, al lado de la Hostal San Miguel	📄

Fuentes de información ❯

The country is already linked to you as a user and is thereby not changeable.

Once you have chosen the "Region" the list of relevant municipalities will become available in the next dropdown. You have to choose region before municipality.

If you know the address where the event took place you can write this in the free text next to "Address". If you are not sure of the exact address you can describe the place, for example, any signs, nearby shops, offices or restaurants.

If you feel satisfied with your inputs you can continue to the next step by clicking on the orange button "Source of information".

Fuentes de información ❯
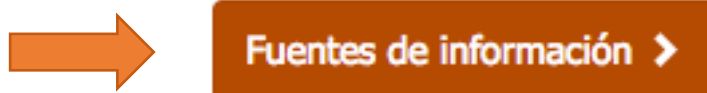
2.2.2 SOURCE OF INFORMATION

Here you will put down the information about the person that received the information on the event.

Fuente de información

Nombre ★	Nombre completo (ej. Jose María)

Apellido 1º ★	Primer apellido (ej. Valdés)

Apellido 2º	Segundo apellido (ej. Perez)

Género	Desconocido

Profesión	Profesión (ej. Camarero)

Organización	Organización del informador (ej. Damas de Blanco)

Relación con la víctima	Relación con la víctima

Lugar de residencia de la fuente de información

Pais	Cuba

Región	Desconocido

Municipio	Desconocido

Dirección	Nombre y número de la calle (ej. C/. De las Rosas, 15)

Consentimiento de la fuente de información ★	No se pudo obtener consentimiento

‹ Evento   También es testigo 👤   Añadir otra fuente ✚   Víctimas ›

You will start by filling in the information on the name and surname. If you don't know the names you can write "unknown", "anonymous" or use a nickname in both fields. Click on the white field next to name or surname to type the names. If you know the second surname you can write that too. Remember, fields with the blue button and white star are compulsory.

See an example of this below.

Fuente de información

Nombre	★	Fernanda	
Apellido 1º	★	Gomez	
Apellido 2º		Carrasco	

Once you have typed in the names you can proceed to choose the sex of the person by clicking on the white field next to "gender". You will then be presented with a dropdown with three alternatives.

Género	✓ Desconocido
	Hombre
	Mujer
	Otro
Profesió	

After you have chosen sex you can choose profession and the organisation that the person is affiliated with. Simply click on the white field next to "Profession" or "Organisation".

See an example of this below.

| Profesión | Estudiante |
| Organización | Damas de Blanco |

The next option you have is to write down the relationship that the source of information has to the victim. You can do that by clicking on the white field next to "relationship with the victim".

| Relación con la víctima | Novia |

Once that has been filled in you can add information on where the source of information lives. The country is already linked to you as a user and is thereby not changeable. Once you have chosen the "Region" the list of relevant municipalities will become available in the next dropdown. You have to choose region before municipality.

Lugar de residencia de la fuente de información

Pais	Cuba
Region	La Habana
Municipio	Centro Habana
Dirección	Lealtad, La Habana

The next field is mandatory and has to be selected before you can proceed to the next step. Here you have to choose the public access to the information on the source of Information.

You will be presented with four options:

- The information is public, including the data that identifies the individuals involved
- The information is public, excluding the data that identifies the individuals involved
- The information is only for the use of the organisation
- It was not possible to get consent

Consentimiento de la fuente de información	★	No se pudo obtener consentimiento

Choose the level of consent by clicking on the white field next to "consent from the source of information"

Once you have clicked you will be presented with a dropdown.

Choose the level of consent.

| Dirección	Nombre y número de la calle (ej. C/.	

Se puede utilizar la información publicamente, incluidos datos que identifican a los individuos involucrados
Se puede utilizar la información publicamente, sin compartir datos que permitan identificar a los individuos involucrados
La información es solo para el uso interno de la organización
✓ No se pudo obtener consentimiento

Consentimiento de la fuente de información	★	

17

See an example of this below.
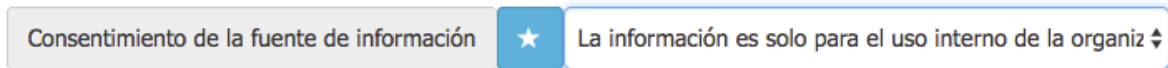
By default, the level of consent will always be "It was not possible to get consent", this means that the information will only be for the use of the organisation.

At the bottom of the page you will be presented with four different features to make the reporting more efficient for you as a user.
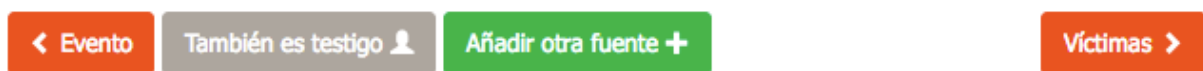
"Event" means that you will be taken back to the previous page.
"Also a victim" means that the source of information" is also a victim.
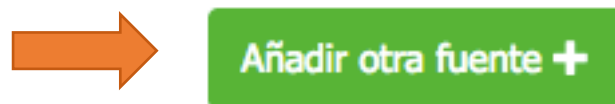"Also a witness" means that the source of information is also a witness.
"Add another source" allows you to add another source of information.

Click on "Also a witness" if you want to add the data on the "Source of Information" onto the page about the "Witness".

Click on "Add another witness" if you want to add another "Source of information".

If you click on "Add another source of information", an empty form is presented. The information on the first source will be compressed and put in a field further down on the page.

See an example of this below.

Fuente de información

Nombre ★	Nombre completo (ej. Jose María)
Apellido 1º ★	Primer apellido (ej. Valdés)
Apellido 2º	Segundo apellido (ej. Perez)
Género	Desconocido
Profesión	Profesión (ej. Camarero)
Organización	Organización del informador (ej. Damas de Blanco)
Relación con la víctima	Relación con la víctima

Lugar de residencia de la fuente de información

Pais	Cuba
Región	Desconocido
Municipio	Desconocido
Dirección	Nombre y número de la calle (ej. C/. De las Rosas, 15)
Consentimiento de la fuente de información ★	No se pudo obtener consentimiento

2 Fuentes de información

| Fuente de información 1 | Fernanada Gomez Carrasco |
| Fuente de información 2 | Nuevo/a Fuente de información |

‹ Evento   También es testigo 👤   Añadir otra fuente ✚   Víctimas ›

You can now fill in the information on the second source of information in the same way as you did with the first one. You can have as many "sources of information" as you want.

The first source of information is now shown with a number and the person's full name.
If you want to edit the information on the first source of information you can click on the pencil in the yellow box.

| Fuente de información 1 | Fernanda Gomez Carrasco |

You will then be presented with the form that you previously filled in on this person and can proceed to edit the information.

If you want to delete the information on the first source of information you can click on the red button with a white line on. You will then be asked if you are sure that you want to delete the data.
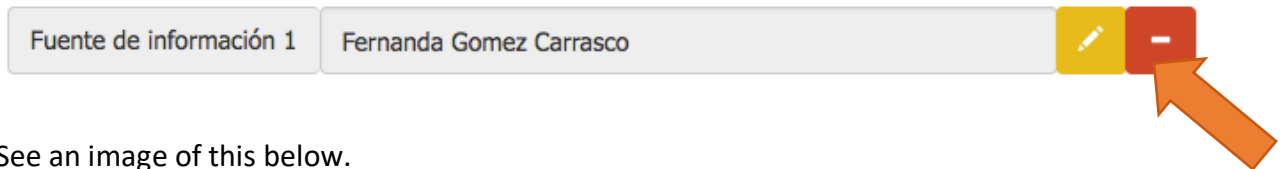
See an image of this below.

If you click on **ok**, the data will be permanently deleted. Click on **cancel** if you want to keep the information.

If you are satisfied with your inputs and you want to proceed to the next step you can click on "Victims".

On this page, you will add the information on the victim of the event.

Víctima

| Nombre | ★ | Nombre completo (ej. Jose María) | 🗐 |

| Apellido 1º | ★ | Primer apellido (ej. Valdés) |

| Apellido 2º | Segundo apellido (ej. Perez) |

| Género | Desconocido | ⇕ |

En caso de no saber la fecha exacta, introduzca la edad aproximada

| ○ Fecha de nacimiento | Fecha de nacimiento | | ○ Edad | Edad aproximada |

| Profesión | Profesión (ej. Camarero) |

| Organización | Organización de la víctima (ej. Damas de Blanco) |

| Información adicional | Cualquier hecho relevante sobre la víctima (ej. relaciones familiares, etc) |

Lugar de residencia de la víctima

| Pais | Cuba | ⇕ |

| Region | Desconocido | ⇕ |

| Municipio | Desconocido | ⇕ |

| Dirección | Nombre y número de la calle (ej. C/. De las Rosas, 15) |

| Consentimiento de la victima | ★ | No se pudo obtener consentimiento | ⇕ |

‹ Fuentes de información   **Añadir otra víctima ✛**   **Presuntos autores ›**

See an example of this below.

You will start by filling in the information on the name and surname. If you don't know the names you can write "unknown", "anonymous" or use a nickname in both fields. Click on the white field next to name or surname to type the names. If you know the second surname you can write that too. Remember, fields with the blue button and white star are compulsory.

Choose the sex of the victim by clicking on the white field next to "gender".

When you are done, you can proceed to fill in additional information on the victim. This can be very important for further investigation so any relationships to higher officials or foreign relatives should be put down. You can add the exact date of birth or an approximate age, the organisation that the person is affiliated with, profession and any other relevant information that could be necessary for the report.

If you know the exact date of birth of the victim you can click on the white field next to "date of birth".

You will then be presented with a calendar.

Choose the date of birth. You can also type the date of birth using the format DD/MM/YY.
If you don't know the exact date of birth you can give an approximate age. Write in the field next to "Age"

See an example of this below.

VICTIMS/PLACE/CONSENT

You can then proceed to add information on where the victim lives.

Simply click on the white field next to "region" and then "municipality". Write the address if you have this information.

You will also have to add the level of consent by the victim on the use of the information. You will do this by clicking in the white field next to "Level of consent from the victim".

See an example of this below.

Lugar de residencia de la víctima

Pais	Cuba

Region	La Habana

Municipio	La Habana Vieja

Dirección	Mercaderes núm.14, e/ Obispo y Obra Pía

Consentimiento de la victima	★	Se puede utilizar la información publicamente, incluidos datos que idei

At the bottom of the page you will see three different buttons.

‹ Fuentes de información   Añadir otra víctima +   Presuntos autores ›

Click on "Source of information" if you want to go back one page.

‹ Fuentes de información

Click on "Add another victim" if there were more than one victims at the event. You can follow the guidelines for this on page 19.

Añadir otra víctima +

When you are satisfied with your inputs you can continue to the next page by clicking on the button "Alleged perpetrator"

Presuntos autores ›

2.2.4 ALLEGED PERPETRATOR

On this page, you will add the information on the alleged perpetrator of the event.

Presunto autor

No se conoce el autor ❯

Nombre	★	Luis
Apellido 1º	★	Desconocido
Apellido 2º	Segundo apellido (ej. Perez)
Género	Desconocido
Agentes del estado / Actores no estatales	★	Policía nacional
Grado/título	Grado o título (ej. oficial)

Lugar de residencia del presunto autor

Región	La Habana
Municipio	Desconocido
Dirección	Nombre y número de la calle (ej. C/. De las Rosas, 15)

❮ Victimas   Añadir otro presunto autor ✛   Testigos ❯

You will start by filling in the information on the name and surname. If you don't know the names you can write "unknown", "anonymous" or use a nickname in both fields. Click on the white field next to name or surname to type the names. If you know the second surname you can write that too. Remember, fields with the blue button and white star are compulsory.

Fill in the sex by clicking on the white field next to "gender".

See an example of this below.

ALLEGED PERPETRATOR/AFFILIATION

Once you have filled in the names you will fill in the affiliation of the alleged perpetrator.

Simply click on the white field next to "State or non-state actor".

You will be presented with a dropdown.

Choose the affiliation.

See an example of this below.

If none of the options fit, you can click on **other** and type in the white field next to "specify".

You can then add the information on either the rank or the title of the alleged perpetrator.

Simply click on the white field next to "Rank/Title" and type the information.

See an example of this below.

Grado/titulo	Capitán

You can then proceed to add any additional information on the alleged perpetrator by clicking on the white field next to "additional information".

ALLEGED PERPETRATOR/PLACE

You can then proceed to add information on where the alleged perpetrator lives. Simply click on the white field next to "region" and then "municipality". Write the address if you have this information.

See an example of this below.

Lugar de residencia del presunto autor

Region	La Habana
Municipio	Desconocido
Dirección	Nombre y número de la calle (ej. C/. De las Rosas, 15)

At the bottom of the page you will see three different buttons.

‹ Victimas   Añadir otro presunto autor +   Testigos ›

Click on "Victims" if you want to go back on step.

‹ Victimas

Click on "Add another alleged perpetrator" if there was more than one perpetrator. You can follow the guidelines on how to do this on page 19.

Añadir otro presunto autor +
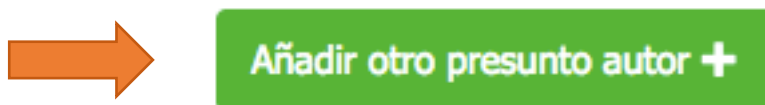
Click on "Alleged perpetrator unknown" at the top **only** if you don't have **any** information at all on the alleged perpetrator.
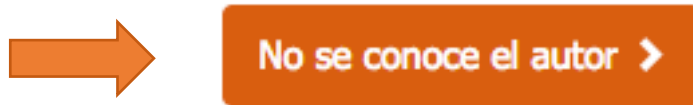
DiDi will then ask you if you want to continue without any "alleged perpetrator".
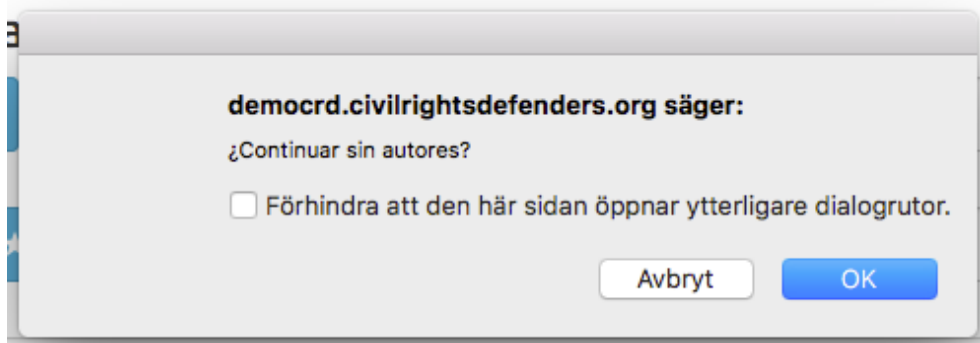
Click **ok** if you want to continue or **cancel** if you changed your mind.

Click on "Witnesses" if you are satisfied with your inputs and want to continue to the next step.

2.2.5 WITNESSES

On this page, you will add information on the witness(es) of the event.

If there were no witnesses present you can click on "no witnesses" and proceed to the next step and continue reading on page 35.

Please note. If you for example clicked on "also a witness" on the page where you filled in information on "Source of information", the data will already be in place when you enter the page.

See an example of this below.

Testigo

Nombre ★	Fernanda

Apellido 1º ★	Gomez

Apellido 2º	Carrasco

Género	Mujer

En caso de no saber la fecha exacta, introduzca la edad aproximada

Fecha de nacimiento	Fecha de nacimiento	Edad	Edad aproximada

Profesión	Estudiante

Organización	Damas de Blanco

Lugar de residencia del testigo

Region	La Habana

Municipio	La Habana Vieja

Dirección	Lealtad, La Habana

Consentimiento del testigo ★	La información es solo para el uso interno de la organización

If this is the case you can add more information or continue to the next page by clicking on the orange button "Description" or "add another witness". Guidelines for this is found on page 19.

Descripción >   **Añadir otro testigo +**

You will otherwise start by filling in the information on the name and surname. If you don't know the names you can write "unknown", "anonymous" or use a nickname in both fields. Click on the white field next to name or surname to type the names. If you know the second surname you can write that too. Remember, fields with the blue button and white star are compulsory.

Fill in the sex by clicking on the white field next to "gender".

See an example of this below.

When you are done, you can proceed to fill in further information on the witness. You can add the exact date of birth or approximate age, the organisation that the person is affiliated with and the profession.

If you know the exact date of birth of the witness you can click on the white field next to "date of birth".

You will then be presented with a calendar.

Choose the date of birth.

If you don't know the exact date of birth you can give an approximate age. Write in the field next to "Age".

Continue filling in other information by clicking on the white field next to either "profession" or "organisation".

See an example of this below.

WITNESSES/PLACE/CONSENT

You will proceed to add information on where the witness lives. Simply click on the white field next to "Region" and then "Municipality". Write the address if you have this information.

Choose the level of consent from the witness.

See below for an example of this.

At the bottom of the page you will see three different buttons.

‹ Presuntos autores   **Añadir otro testigo ✚**   **Descripción ›**
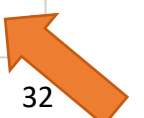
Click on "Alleged perpetrator" if you want to go back one step.

‹ Presuntos autores

Click on "Add another witness" if another witness was present at the event. You can follow the guidelines on how to do this on page 19.

Añadir otro testigo ✚
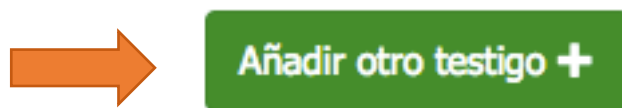
Click on "No witnesses" at the top if there were no witnesses at the event.

No hay testigos ›

Click on "Description" to continue to the next step.

Descripción ›

2.2.6 DESCRIPTION

On this page, you can attach any relevant files or links and describe the event in your own words.

Archivos adjuntos

Välj filer Ingen fil har valts

Subir fichero

Enlaces

Nombre

Enlace

Añadir enlace

Descripción de los hechos

400 palabras restantes

‹ Testigos

Vista previa ›

If you have any photos, documents, notes, videos or any other files that are relevant to the report you can attach them here. The limit is 20 mb total.

Click on "Choose file".

Välj filer Ingen fil har valts

Subir fichero

You will then be asked to select the file that you want to upload.
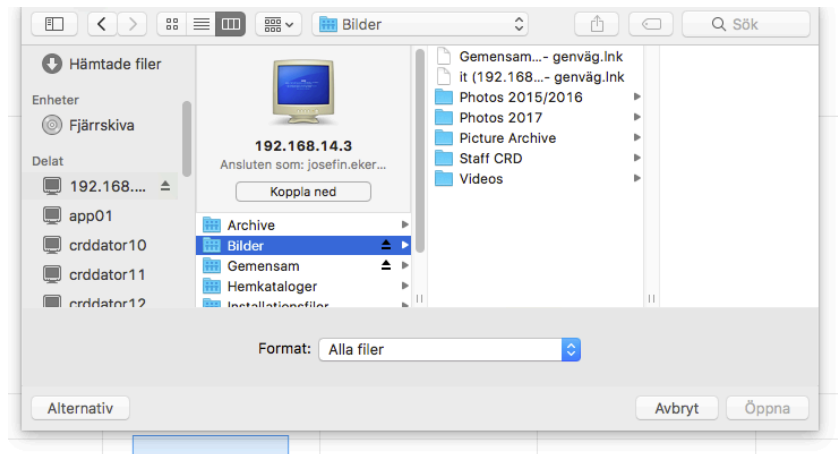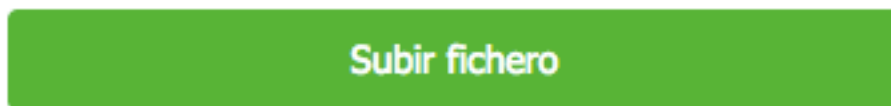

Choose the file.

Click on "Upload file".

Once uploaded, the name of the file will appear to the left of the green button.

See an example of this below.

You will also see an orange pencil and a short line next to the uploaded file. If you click on the pencil you can change the name of the file.

Change the name.

Click on **ok** if you want to save it.

Click on **cancel** if you changed your mind.

If you click on the short orange line DiDi will ask you if you want to delete the file.

Archivos adjuntos

- actividades.pdf ✏ —

democrd.civilrightsdefenders.org säger:

¿Eliminar archivo actividades.pdf?

☐ Förhindra att den här sidan öppnar ytterligare dialogrutor.

Avbryt   OK
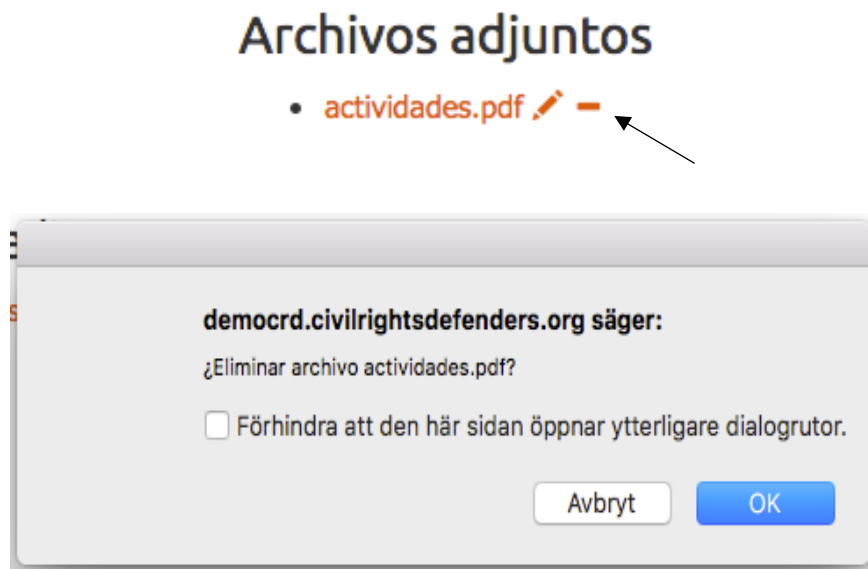
Click on **ok** if you want to delete it.
Click on **cancel** if you changed your mind.

If you want to add a webpage with photos, document or videos relevant to the event you can do so by adding a link. You can add as many as you want, one at a time.

Write the name or the content of the page in "Content".

Nombre

Enlace

Añadir enlace

Copy the link you wish to attach and paste it into the white field next to "Link".

Enlace

Click on "Upload link"

Añadir enlace
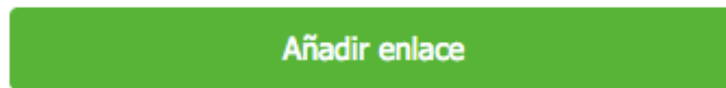
The attachment will be placed to the left of the green button.

See an example of this below.

Enlaces

- Video —

Nombre	
Enlace	

Añadir enlace

If you click on it the page will open in a different tab. If you want to delete the link you can click on the short orange line.

In the next step, you have the option of describing the event in your own words. What happened, who was involved, important details etc. There is a limit of 400 words. You can type directly in the textbox or paste a text from another source.

See below for an example of this.

Descripción de los hechos

Detenida durante seis horas por la policía para ser amenazada por sus actividades

At the bottom of the page you will see two different buttons.

‹ Testigos   **Vista previa ›**

Click on "Witnesses" if you want to go back one step.

< Testigos

Click on "Preview" if you want to proceed to the final page.

Vista previa >

Here you will see a preview of all the information that you have put in.

Evento

Fecha del evento: 2017-02-01

Fecha del informe: 2017-02-17

Tipo de evento: **Amenaza**

- Derecho a la libertad de asociación
- Derecho a la seguridad personal

Lugar del evento: Calle 54 / Cuarteles y Peña Pobre, al lado de la Hostal San Miguel, La Habana Vieja (La Habana)

Archivos adjuntos

Enlaces

- Video

Descripción

Detenida durante seis horas por la policía para ser amenazada por sus actividades.

Fuentes de información

Fernanda Gomez Carrasco

Genero: Hombre

Profesión: Estudiante

Organización: Damas de Blanco

Relación con la victima: Novia

Consentimiento: La información es solo para el uso interno de la organización

Lugar de residencia: Lealtad, La Habana, Centro Habana (La Habana)

Victimas

Carlos Blanco Estevez

Genero: Hombre

Profesión:

Fecha de nacimiento: 1985-02-02

Organización:

Consentimiento: Se puede utilizar la información publicamente, incluidos datos que identifican a los individuos involucrados

Lugar de residencia: Mercaderes núm 14, e/ obispo y Obra Pía , La Habana Vieja (La Habana)

Información adicional:

Presuntos autores

Luis Desconocido

Genero: Desconocido

Grado/titulo:

Agencia del estado: Policía nacional

Lugar de residencia: Desconocido (La Habana)

Testigos

Fernanda Gomez Carrasco

Genero: Hombre

Profesión: Estudiante

Fecha de nacimiento: 1985-07-19

Organización: Damas de Blanco

Consentimiento: La información es solo para el uso interno de la organización

Lugar de residencia: Lealtad, La Habana, Centro Habana (La Habana)

< Volver   Enviar

At the bottom of the page you will see two different buttons.

Click on "Back" if you want to go back one step to change or delete any of the information that you have put in.

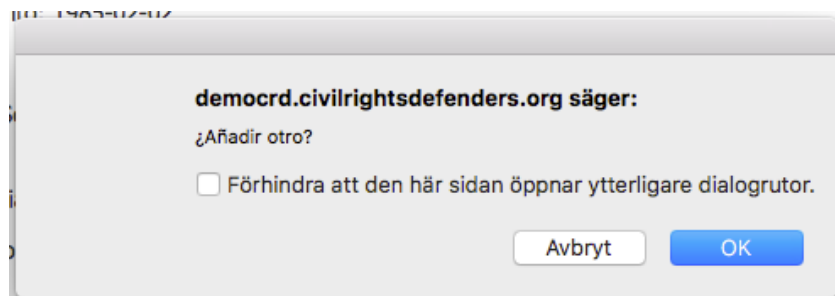Click on "Send" if you are satisfied with the preview and wants DiDi to save the report.

If you click on "Send" you will receive a message that says that the information has been saved.

When you click on **ok,** DiDi will ask you if you want to write another report.

Click on **cancel** if you are done. You will then be taken back to the first page.
Click on **ok** if you want to make another report.

3. CREATING A CUSTOM REPORT

REGISTERED USER

One of the very good features with DiDi is that you can easily access your reports in the system. You can filter the information in multiple ways in terms of specific dates, certain regions, events etc. This means that your data will become visible in a completely new way for you to analyse and share. Bellow you will find different suggestions on how to use it.

Once you have clicked on "create custom report" you will be presented with the page below.
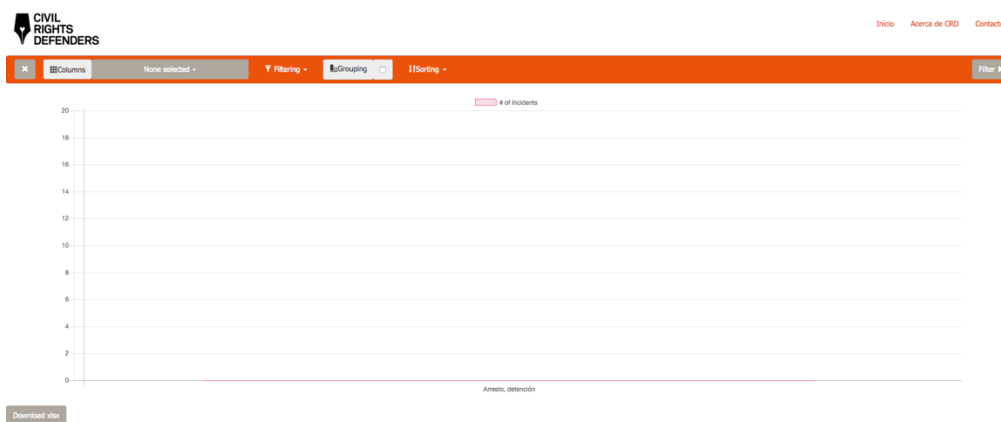
The menu bar will offer you several options.

Click on this button if you want to clear your selections and start from the beginning.

Click on this button when you want to choose all or specify the data you want to see.

Click on this if you want to filter the data in specific dates/years and/or specific regions/municipalities.

Click on this when you want prioritise the order of the presented data.
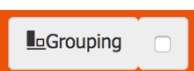
Click on this when you want to group the data.
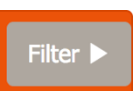
Click on this when you have done your selections and want to see the data.
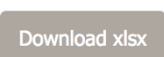
Click on this if you want to download the data and convert it to an Excel file.

For your consideration. There is no set instruction on how to create a custom report. It is up to you as a user as it depends on the information that you are interested in. Below you will find suggestions on how to retrieve different data but there is no specific order that you have to follow. Remember, you can **always** clear your selections and start from the beginning by clicking on the reset button.

When you click on the text, "none selected" next to columns you will be presented with a dropdown with several options.
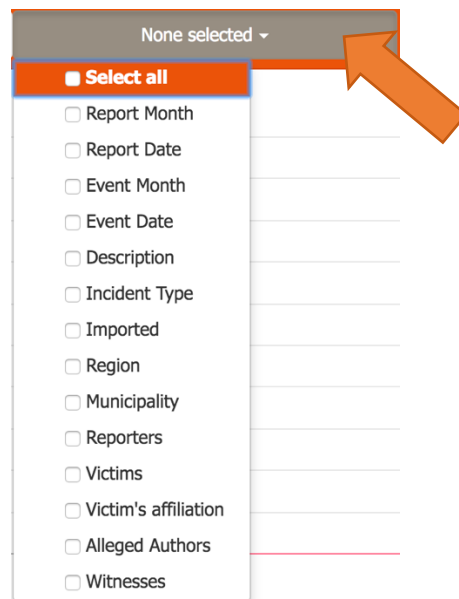
If you click on "select all" you will be presented with all your data.

See an example of the presented data below.

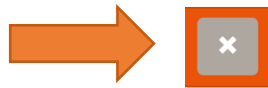| #	Report Month	Report Date	Event Month	Event Date	Description	Incident Type	Imported	Region	Municipality	Reporters	Victims	Victim's affiliation	Alleged Authors	Witnesess
#30277	2017-01	2017-01-29	2017-01	2017-01-29	Detenida por la policía política durante dos horas para impedirle que asistiera a la misa dominical	Encarcelamiento político / Detención política	CCDHRM	Guantánamo	Guantánamo	Berta Soler Fernández	Celina Claro Osorio		Dama de Blanco	
#30278	2017-01	2017-01-29	2017-01	2017-01-29	Detenidas por la policía política durante dos horas para impedirles que asistieran a la misa dominical	Encarcelamiento político / Detención política	CCDHRM	Granma	Bayamo	Berta Soler Fernández	Annia Olivera Torres Xiomara Montes de Oca Mediacejas		Damas de Blanco	

If you have a high number of reports in your database you can also find all of them at the bottom of the page. You can click on any number.
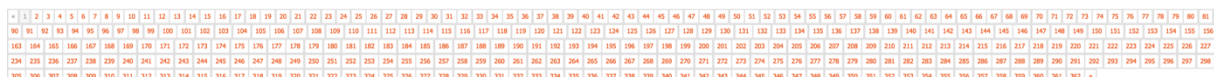
However, if you are interested in seeing specific information you can choose one or several of the available options in the dropdown.

See an example of this below.
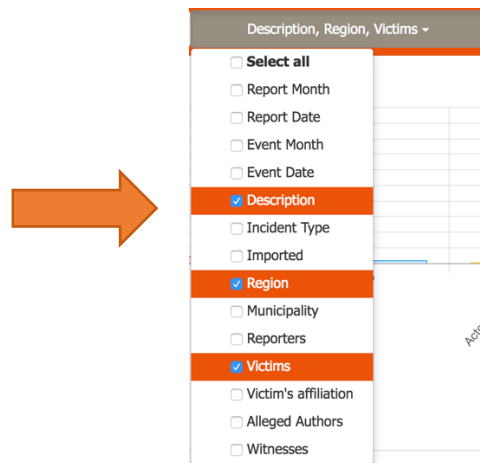
Because we chose **region, victims** and **description** the data presented will **only** consist of the regions where an event took place, the names of the victims and a description of the event. If you clicked by mistake you can click on the specification again and it will turn white.

See an example of the presented data below.

#	Description	Region	Victims
#30286	Allanamiento del domicilio como hostigamiento debido a sus actividades periodísticas.Posteriormente fue llevado a la unidad policial. Al cierre de esta información continua detenido	Artemisa	Roberto Marrero Rodríguez
#30284	Detenido arbitrariamente por la policía política durante tres horas debido a sus actividades opositoras	Santiago de Cuba	Alexei Pécora Rabel
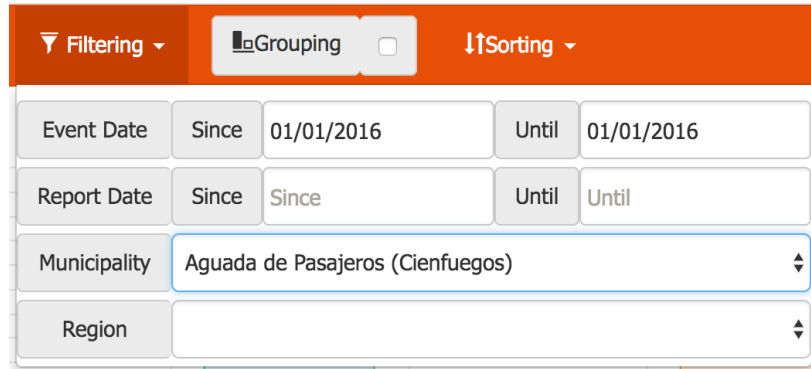
If you want to find data from a specific region or from a certain date you can click on "filtering". You will then be presented with a dropdown.
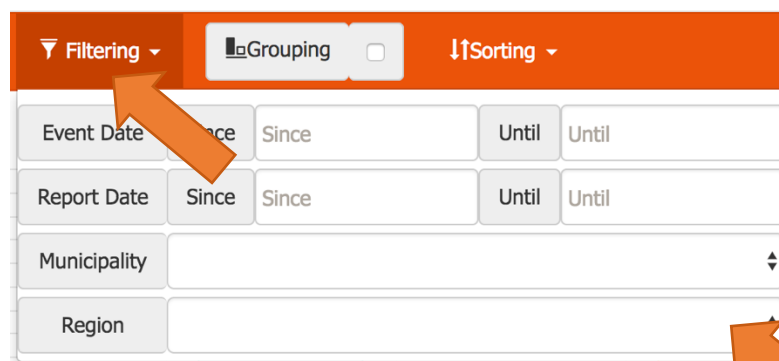
If you click on "Since" next to "Event date" you will be presented with data on events from a specific date. If you are unsure on how to use this calendar please refer to page 11 in this user guide. If you instead click on "Since" and "Until" next to "Report date", you will be presented with data from when the event was reported by the source of information. If you are

interested in reports from a certain region or municipality you can click on the white field next to "Municipality" or "Region".

Se an example of this below.

When you are done, click on "filter".

If you want to sort the information in a specific order, for example by date in falling order or by region in alphabetical order you can do so by clicking on "Sorting".
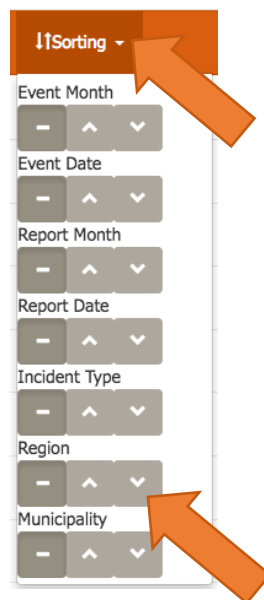
As you can see every event has a specification number. If you click on the number you will enter the report in a new tab and be able to read all the information on the event.

See an example of this below.

At the top of the page you will see a menu bar that you can access. This means that if anything new has happened to this event you have the possibility to update the information in the report. Simply click on the tab that you want to update. If you need guidelines on how to fill in this data, please refer to the correct page in the index of the user guide.

Once you have updated the section or want to continue to another tab, you will receive a pop-up asking you if you want to leave the report.
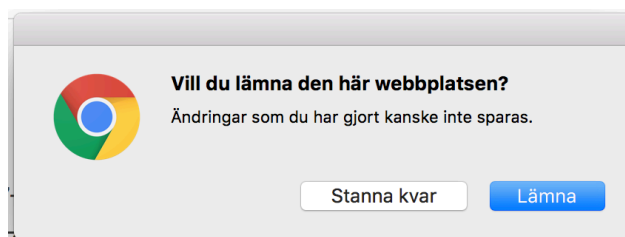
Click on "leave" if you want to go back to the report section. Click on "stay" if you changed your mind.

When you are in the report section you can group the data presented into numbers that summarises the amount of reports.

See an example of this below.

Click on "group" and the data will be compressed into numbers of total.

Depending on your selection, the data will be grouped in different ways. We recommend that you only group two things at the same time. In our example the data has been grouped by "Region". On the right, you will find the total amount of reports in each region.

See an example of this below.

Region	Total
La Habana	3582
Mayabeque	152
Guantánamo	502
Granma	690
Cienfuegos	338
Matanzas	1726
Pinar del Río	506
Isla de la Juventud	33
Villa Clara	1944
Camagüey	306
Desconocido	2979
Sancti Spíritus	99
Las Tunas	222
Santiago de Cuba	2730
Artemisa	425
Ciego de Ávila	108
Holguín	1715

You then have the option of clicking on the specific region and finding the corresponding reports for that area.

Once you have clicked, your customised selections will still be in place, but you can also choose to add more information by clicking on the grey button next to "columns".

If you have customised a search for reports and want to use it further as a background source to reports or articles, you can do so by importing the data into Excel. Once you have chosen the information you want to use you can click on the grey button, "Download xsxl".

The data will then be downloaded but depending on your computer and settings it might either pop up automatically or you will have to go into your "downloads" folder and open it from there.

If you have any further questions, issues or want to report a bug in the system, please drop us an email at database@crd.org

4. USING THE CRD EXCEL TEMPLATE

If you want to upload a batch of reports you can use the CRD Excel template. In this way, you will be able to upload several events to DiDi in one file. To download the CRD Excel template please visit XX and download it to your choice of storage. Once you have opened it, remember to "save as", in order to keep the file on your computer for future reports. Similar to creating a customised report there is no set instruction on how to use the Excel template. This guide will simply give suggestions on how to apply the information to the document.

Download and open the file.

You will be able to see all the titles with available cells for you to fill in.

Rol	Nombre	1º Apellido	2º Apellido

Genero	Profesión/Grado	Organización	Agentes del estado / Actores no estatales

Información adicional	Region	Municipio	Dirección

Consentimiento	Datos del incidente	
	Fecha del evento	
	Fecha del informe	
	Tipo de evento	
	Derechos violados	
	Región	
	Municipio	
	Dirección	
	Descripción	
	Nº de caracteres	0

At the bottom of the window you will also find tabs in the exact same format as the first sheet that you are currently in. There are 20 available sheets and if you click on the arrows you will be able to access more of them. Each sheet is meant to represent one event.

◀ ▶ 🔒 Incidente 1 | 🔒 Incidente 2 | 🔒 Incidente 3 | 🔒 Incidente 4 | 🔒 Incidente 5 | 🔒 Incidente 6 | 🔒 Incidente 7 | 🔒 Incidente 8

Start to write the report by filling in information on the roles. There are 21 available cells and you can add as many roles as you want. Simply click on the cell under each title. When choosing the role, you will be presented with four options.

- ➢ Source of Information
- ➢ Victims
- ➢ Alleged perpetrator
- ➢ Witnesses

See an example of this below.

Rol	Nombre	1º Apellido	2º Apellido
Fuente de información	Ana	Martinez	Espinoza

Continue by filling in the sex, profession and if the person is affiliated with an organisation. Leave the field on State/non-state actors empty.

Genero	Profesión/Grado	Organización	Agentes del estado / Actores no estatales
Mujer	Estudiante	Damas de Blanco	

When you choose the region, you will be presented with a dropdown. Click on the white field under "Region". Choose the correct region and continue with the municipality, address and the level of consent.

See an example of this below.

Region
Holguín

Desconocido
Artemisa
Camagüey
Ciego_de_Ávila
Cienfuegos
Granma
Guantánamo
Holguín
La_Habana
Las_Tunas
Matanzas
Mayabeque

Region	Municipio	Dirección	Consentimiento
Holguín	Cacocum	Rafael Freyre 83300	La información es solo para e

Proceed to fill in the date of the event and the date of when the information was received by the source of information. Click on the white field to the right of "Type of event" and choose the event.

See an example of this below.

Go back to the beginning of the document, choose another role and follow the same procedures. It is possible that the witness was the same as the source of information or that the victim was the same as the source of information. You can then add another role to the same cell. Simply click on the dropdown again and it will be added.

When choosing the alleged perpetrator, it is crucial that all the information that could be relevant to the case is presented. Even if you might know where the person lives or the names, facial features, tattoos, nicknames, scars are all important things to put down in the report.

See an example of this below.

Rol	Nombre	1º Apellido	2º Apellido
Fuente de información, Testi	Ana	Martinez	Espinoza
Presunto autor	Desconocido	Desconocido	Desconocido

Genero	Profesión/Grado	Organización	Agentes del estado / Actores no estatales
Mujer	Estudiante	Damas de Blanco	
Hombre	Desconocido		Policía local

Información adicional	Region	Municipio	Dirección
Madre de dos hijos	Holguín	Antilla	Rafael Freyre 83300
Gordo, le llamaron Nico	Holguín	Desconocido	Desconcido

The level of consent of the alleged perpetrator should be set to, "The information is public, including the data that identifies the individuals involved".

Once you have put down the roles of everyone that were at the event you can proceed to describe the happening in your own words. There is a limit of 400 words.

Descripción
Después de haber sido amenazado por la policía política con anterioridad, fue agredido con un arma blanca provocándole herida en el brazo. Detenida por la policía política durante cuatro horas

Nº de caracteres	192

Once you feel content with your report you can proceed to save the document and upload it to DiDi. If you are unsure on how to do this please refer to *2.1. Uploading a file.* If you have more events to report on you can click on "Incidente 2" and write another report.

🔒 Incidente 1   🔒 Incidente 2
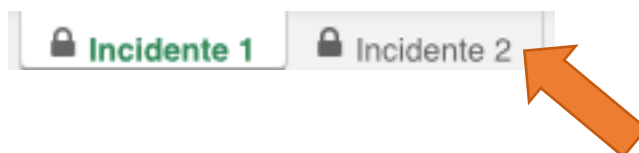
If you want to report any bugs or have questions on the Excel template please feel free to drop us an email at database@civilrightsdefenders.org

5. OFFLINE APPLICATION

REGISTERED USER

Civil Rights Defenders is aware that the Internet connection can be very unstable or difficult to obtain in some countries. We have therefore developed a replica of the Online tool that can be used offline. The application can be downloaded from XXX and once accessed from a computer, it will only be accessible with the personal details of the user that used it the first time.

Once you have downloaded and extracted the application you will be asked to login with a master password. You will only fill in this once and this is the password that will link with your account specifically.

Remember to not choose the same master password as your user password.
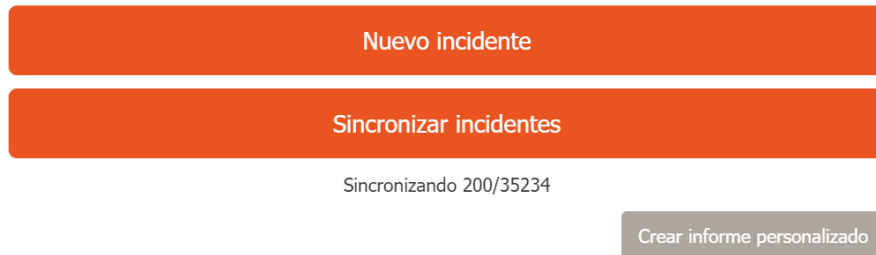

Once you have chosen the master password you will be directed to the user login where you will enter the details that you have either been given by us or chosen yourself.

You will notice that once logged in, the first page will look almost identical to the online application. You will receive a pop-up that asks you to synchronise the incidents. Click on "Ok".
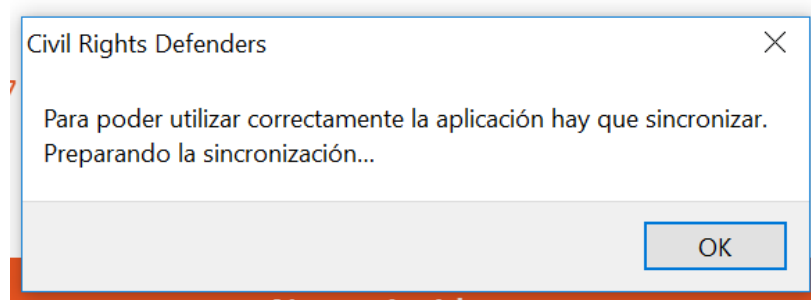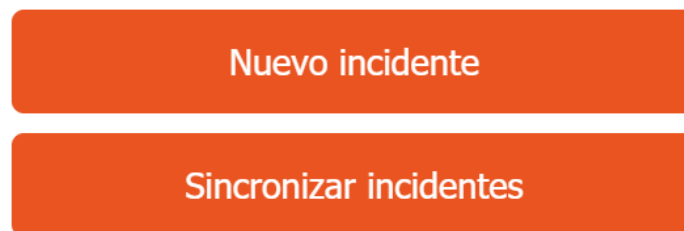
After that you have to click on the "Synchronise Incidents" button. Depending on your connection and quantity of reports in the mother database, this can take anything from 2 minutes to 25 minutes but you will only need to do it once.

The data has been synchronised when the system stops counting upwards.

Nuevo incidente

Sincronizar incidentes

Sincronizando 200/35234

Crear informe personalizado

Click on "New Incident" to make a report. If you are unsure about this you can refer to page. 10 in this user guide.

Once you are finished with a report you will see "Waiting to be sent" under the "Synchronise Incidents" button on the first page. This is where you eventually will see a list of all the reports you do while being offline.

Nuevo incidente

Sincronizar incidentes

Pendientes de enviar

local2 2017-10-13

local1 2017-10-27

Once you have access to Internet you will have to click on "Synchronise Incidents" for the reports to end up in the mother database. The reports will then disappear from the list but you will be able to find them while using the searching tool in either the offline or the online versions.

Although it is specifically designed for offline use, the application is a fully functional tool that works both online and offline.