

User Manual PEC proyect



CecyAyuda-DragonflyReborn

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Glossary

- Navigation Bar: Located at the top or the side of the screen, it's a link to the main sections of the website.
- Footer: It's the bottom of the website.
- Fields: Text elements where users can insert or select data.
- CURP : Clave Única de Registro de Población (Single Population Registry Code).
- Drop-down Menu: A menu of different choices that are hidden until selected.
- Attach Files: Used to add files.
- Políticas de privacidad: Explains how the personal information of users is collected, used, disclosed and managed.
- Serial Number: It is a unique number assigned to the user to check the status of their report.

Homepage



In this section we find the navigation bar at the top of the screen, which shows the different sections of the website: home, information, reports, check report, resources and about us.



Below that we have a banner with information about the page and underneath it, two buttons one that takes you to the report section and the other one to the resources.



After that, there are three cards that show the main services of our page (Cecyayuda) which are: reporting incidents, test to find out if you are experiencing violence, and the resources section.



At the very bottom of the page there is a section that introduces who we are and a button to access the information about us.



Finally, at the footer we have quick links and our contact information.

Report

The "Report Incidents" page is designed to provide an easy way for reporting gender-based violence cases in a safe and confidential manner.



Incidents: A space to describe what happened with precise details.

Formulario de d	enuncia de violenci	a de Genero	
Describa lo sucedido.			
			A

Date and time: Specific fields to indicate when the incident ocurred.



Location: Sections to select the state, neighborhood and the street where the event took place.

Ub Es:	oicacion tado	
5	Seleccione uno	•
M	Municipio	
C	Colonia	
c	alie	

Information: All the information of the person who is doing the report, including full name, CURP, email address and their phone number.

a	
	Nombre del denunciante
	Nombre completo del denunciante.
	CURP
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	Correo
	tu@ejemplo.com
	Numero de telefono
	Numero telefonico.

Type of violence: A drop-down menu to select the category of the incident.

Tipo de violencia	
Selecciona un tipo de violencia	•

Evidence: Option to attach files that support the report.

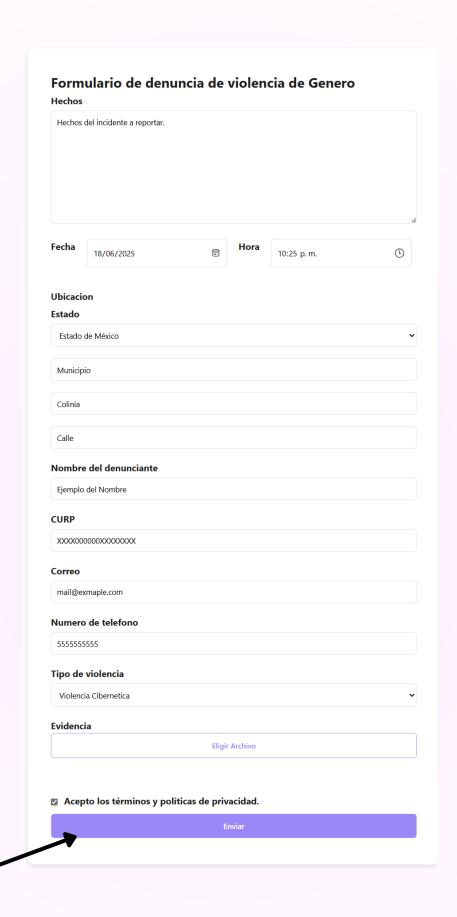


Terms and Conditions: A checkbox to confirm that you understand and accept the privacy policy.



Lastly, the form includes a submit button, which saves the report and processes it according to the protocols of the website.





Once the form is filled out, you must press the "Submit" button.

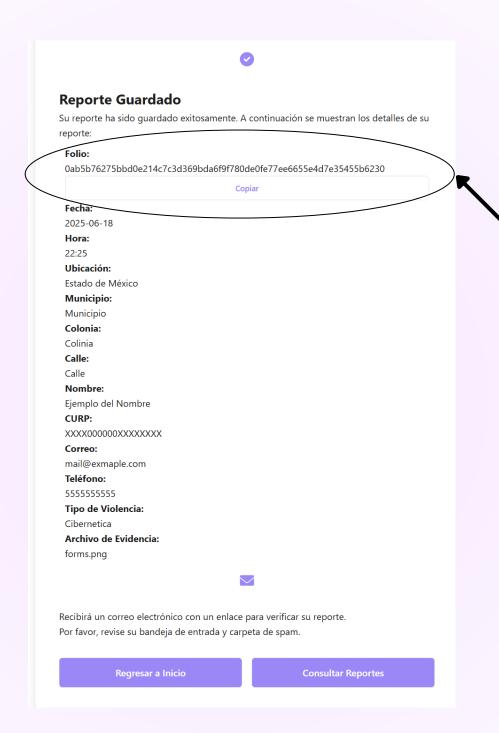
Once all the field are filled and the form is submitted, you will receive the following message:



You will receive an email with a verification link, which you must check to verify your email. This will allow you to update the details of your report.

This email is also our way to contact you in case your serial number is lost.

On the screen you will be also given a serial number, which you should save in order to check your report later.

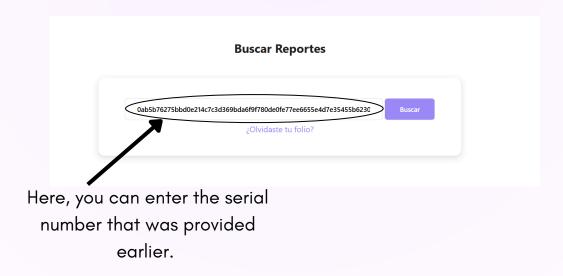


Check Report

In this section you can check the status of your report and update your information.

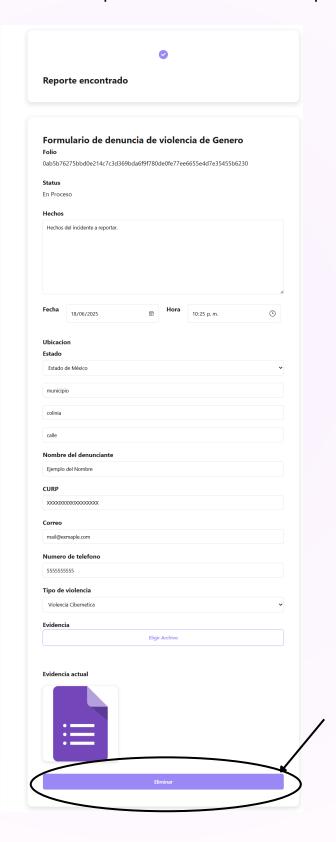
, , , , , ,						
	Q					
Consulton Donoutos						
Consultar Reportes						
Busca informacion y actualizaciones sobre reportes previos.						
Buscar Reportes						
	Ingrese el Folio del reporte	Buscar				
	¿Olvidaste tu folio?					

First, enter the serial number and then click the "Search" button.



Delete

You'll find the form with your information, if your email is not verified, you'll only see the option to delete the report.

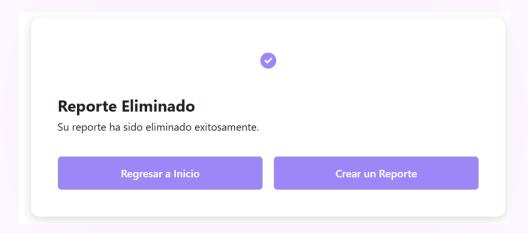


You will be asked to confirm your decision .



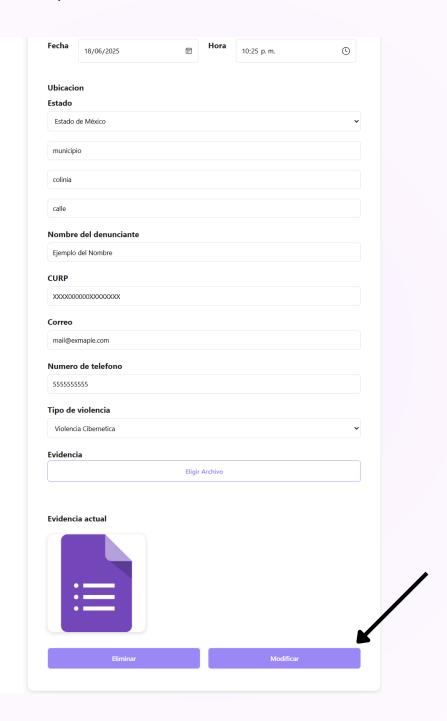
Click on "Delete".

You will see a confirmation message.



Update

If you have verified your email, you'll be able to update the details of your report.



Change the information in your form or update the evidence file, then press the "Update" button.