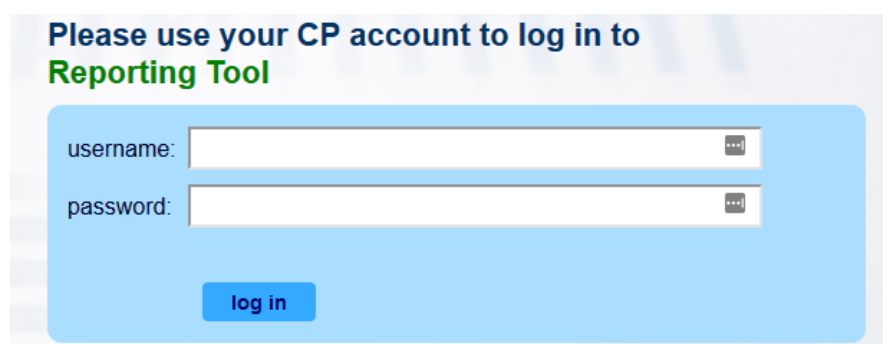


EJN Reporting Tool – Quick Start Guide

This *Quick Start Guide* will help Contact Points getting started with the *Reporting Tool*. We will focus on the most common used features related to the act of reporting new activities, for a more in-depth description of all features of the *Reporting Tool* we refer to the *EJN Contact Points Reporting Tool Manual*.

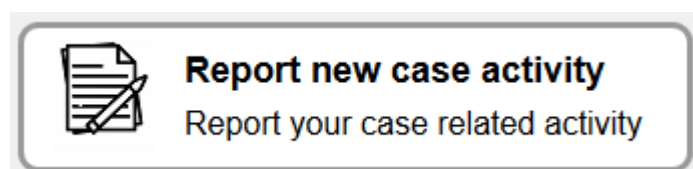
Access the Reporting Tool

Go to <https://www.ejnforum.eu/cpstats/> and enter your personal credentials.



The image shows a login interface with a light blue background. At the top, it says "Please use your CP account to log in to Reporting Tool" in blue and green text. Below this, there are two input fields: "username:" and "password:". Each field has a small icon on the right side. At the bottom, there is a blue button labeled "log in".

Report new activity

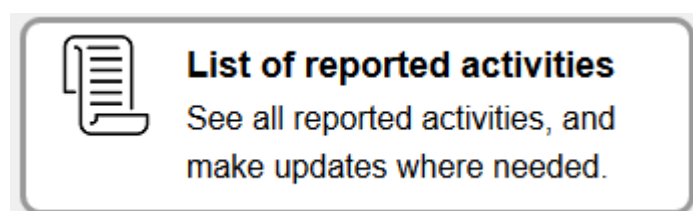


The image shows a button with a document icon and the text "Report new case activity" in bold, followed by "Report your case related activity" in a smaller font.

From the menu, choose option Report new case activity, and enter the details of the activity you wish to report. This form allows you to enter your activities on a **case-by-case basis**. Enter as much

information as possible and click "Save" or "Save activity" when ready.

Review previously reported cases and edit if needed



The image shows a button with a document icon and the text "List of reported activities" in bold, followed by "See all reported activities, and make updates where needed." in a smaller font.

From the menu, choose option List of reported activities, a list with all reported activities will be shown. Click on any of the listed activities to open the form, if needed changes can be made there.

Report other EJM-related activity



Report other EJM- related activity

Report your involvement in other EJM-related activities

Participation to training sessions and regional or national EJM meetings can be reported in the tool as well. Choose the [Report other EJM-related activity](#) option to open the form. For each year, you can enter here the events you have participated in.

Examples are participation in EJM working groups, representing the EJM during meetings and conferences and participation to an EJM-organised language course.

Overview of case-related activities



Overview of yearly case-related activities

See all activities on yearly basis.
Adjust numbers when required

Choose the option [Overview of yearly case-related activities](#) to get a detailed overview. This page shows the number of activities for each measure, legal instrument, crime category, type of assistance, etc.

The overview page gives the possibility to increase the numbers within fields. It therefore supports an alternative method of reporting your activities, not on a case-by-case basis, but by entering total numbers for each year. For more information on this, we refer to the *EJM Reporting Tool User Manual*.

Validate yearly activities



Validate yearly activities

Confirm your yearly activities

At year's end, when all activities of the previous year have been added to the system, go to the [Validate yearly activities](#) page to close the year. This

signals to the National Correspondent and the EJM Secretariat that all activities have been reported. Changes can however still be made, though ideally the validation is really only applied once you are certain no more reporting will occur over the past year.

Validate country-wide activities (National Correspondents only)



Validate country-wide activities

National Correspondent
confirmation of country-wide
activity

The National Correspondent can signal to the Secretariat that the reporting for the past year is complete, for all Contact Points. To this end the National Correspondents should click on the [Validate country-wide activities](#) link, on this page they can review the extensive overview of all reported activities by all

active Contact Points. Also on this page they will be able to see the number of reported activities per Contact Point, and whether or not Contact Points have validated the year.

Print activities



Print activities

Generate printer-friendly reports,
yearly overviews of individual
activities

Click on the [Print activities](#) link to generate printer-friendly lists of your activities. It is possible either to print a detailed list of all reported activities over a selected period, or to generate a list of yearly totals per category (measure, type of crime, channel of contact, etc.).

Case statistics



My EJM case-statistics

Generate statistics related to
your EJM case related activities

The [My EJM case-statistics](#) option gives you the possibility to explore the data you have entered into the *Reporting Tool* through visual representations. There are many different aspects to the visualisations and we refer to the user

manual for an extensive overview and an in-depth explanation.