

User Manual - EnviRights reporting platform

1. Introduction

EnviRights reporting platform is an online platform designed to allow users to submit a report about violence, dangerous behavior, or possible violations related to the right to protest.

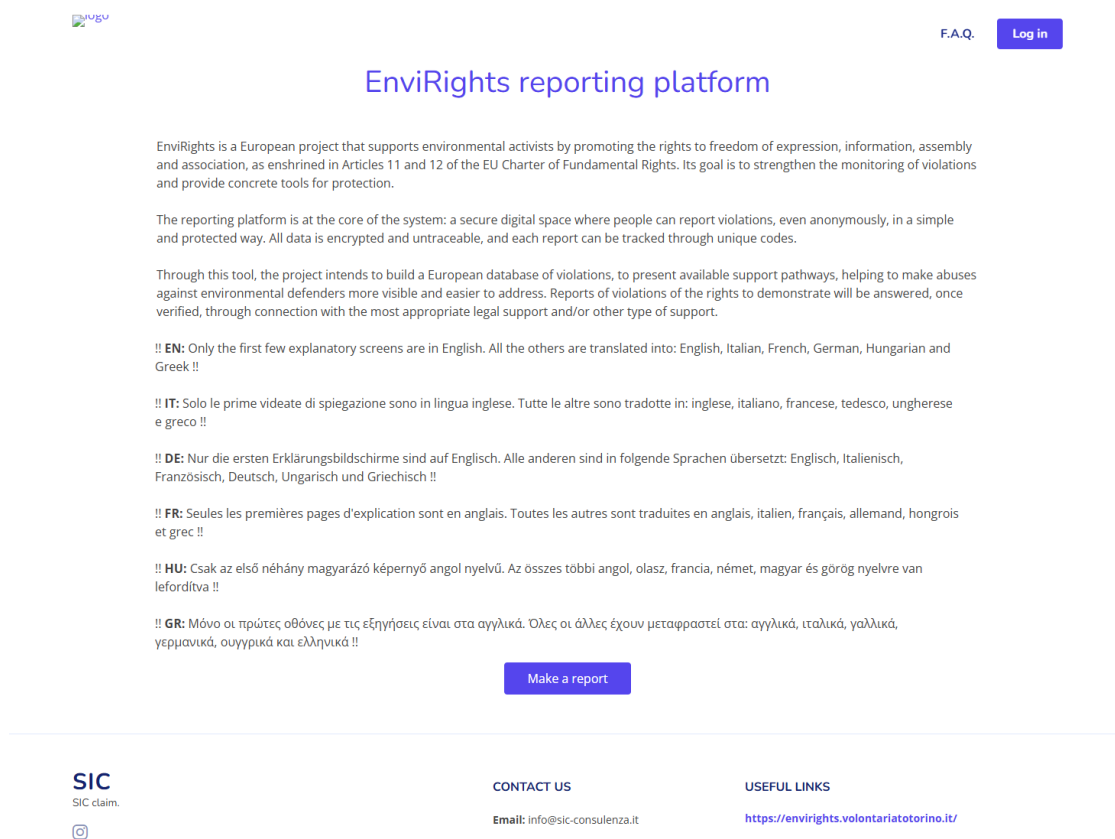
The portal guides the user step by step through the report form. Each screen asks the user to enter or select specific information.

Some fields may be mandatory. Mandatory fields are generally marked with an asterisk *.

This manual describes the main screens available in the user flow, from accessing the platform to viewing the report details.

2. Accessing the Platform

Home page



F.A.Q. [Log in](#)

EnviRights reporting platform

EnviRights is a European project that supports environmental activists by promoting the rights to freedom of expression, information, assembly and association, as enshrined in Articles 11 and 12 of the EU Charter of Fundamental Rights. Its goal is to strengthen the monitoring of violations and provide concrete tools for protection.

The reporting platform is at the core of the system: a secure digital space where people can report violations, even anonymously, in a simple and protected way. All data is encrypted and untraceable, and each report can be tracked through unique codes.

Through this tool, the project intends to build a European database of violations, to present available support pathways, helping to make abuses against environmental defenders more visible and easier to address. Reports of violations of the rights to demonstrate will be answered, once verified, through connection with the most appropriate legal support and/or other type of support.

!! EN: Only the first few explanatory screens are in English. All the others are translated into: English, Italian, French, German, Hungarian and Greek !!

!! IT: Solo le prime videate di spiegazione sono in lingua inglese. Tutte le altre sono tradotte in: inglese, italiano, francese, tedesco, ungherese e greco !!


!! DE: Nur die ersten Erklärungsbildschirme sind auf Englisch. Alle anderen sind in folgende Sprachen übersetzt: Englisch, Italienisch, Französisch, Deutsch, Ungarisch und Griechisch !!

!! FR: Seules les premières pages d'explication sont en anglais. Toutes les autres sont traduites en anglais, italien, français, allemand, hongrois et grec !!

!! HU: Csak az első néhány magyarázó képernyő angol nyelvű. Az összes többi angol, olasz, francia, német, magyar és görög nyelvre van lefordítva !!

!! GR: Μόνο οι πρώτες οθόνες με τις εξηγήσεις είναι στα αγγλικά. Όλες οι άλλες έχουν μεταφραστεί στα: αγγλικά, ιταλικά, γαλλικά, γερμανικά, ουγγρικά και ελληνικά !!

[Make a report](#)

SIC
SIC claim.


CONTACT US
Email: info@sic-consulenza.it

USEFUL LINKS
<https://envirights.volontariatotorino.it/>

Home page

On the home page, the user sees a general description of the EnviRights project and the purpose of the platform.

The page explains that the system allows users to submit reports in a simple and protected way and that each report can be tracked through unique codes.

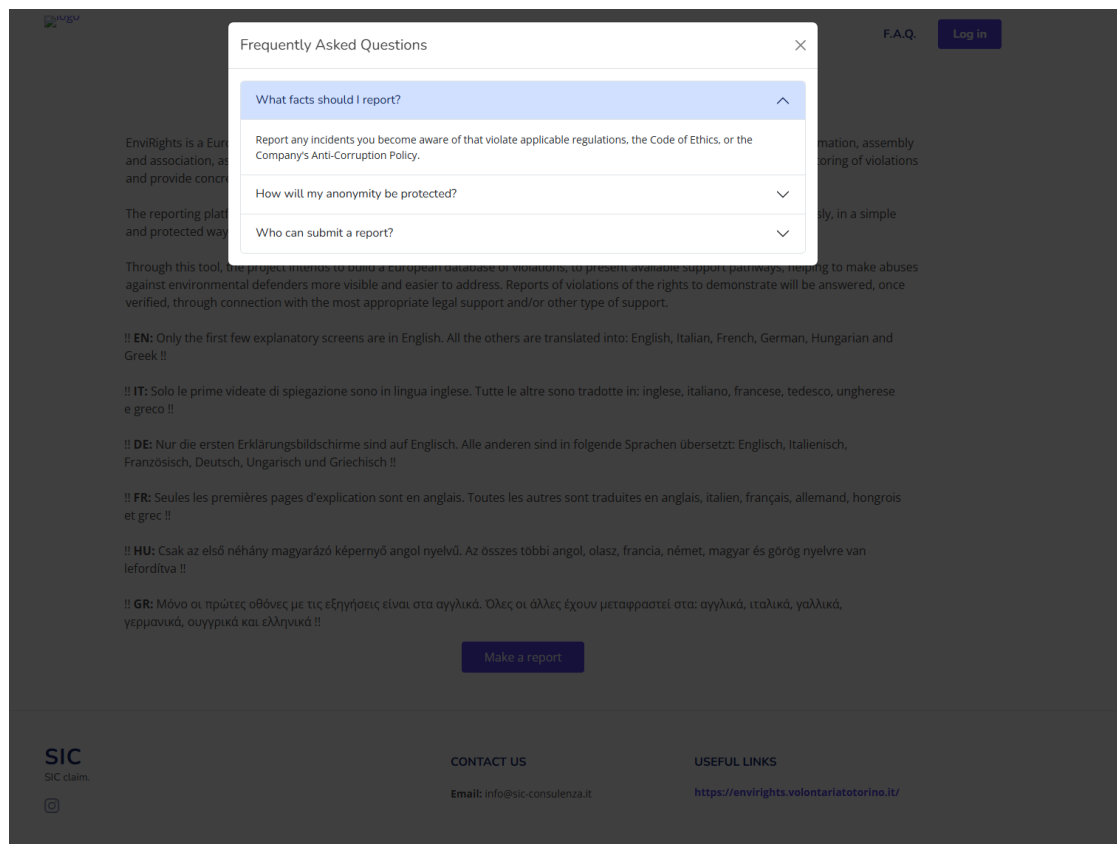
At the top of the page, the following options are available:

- The F.A.Q. link, to view the frequently asked questions.
- The Log in button, to access the details of a report that has already been submitted.

In the center of the page, the Make a report button allows the user to start a new report.

The footer contains contact information and useful links, including the reference email address and the project website link.

FAQ from the home page



FAQ

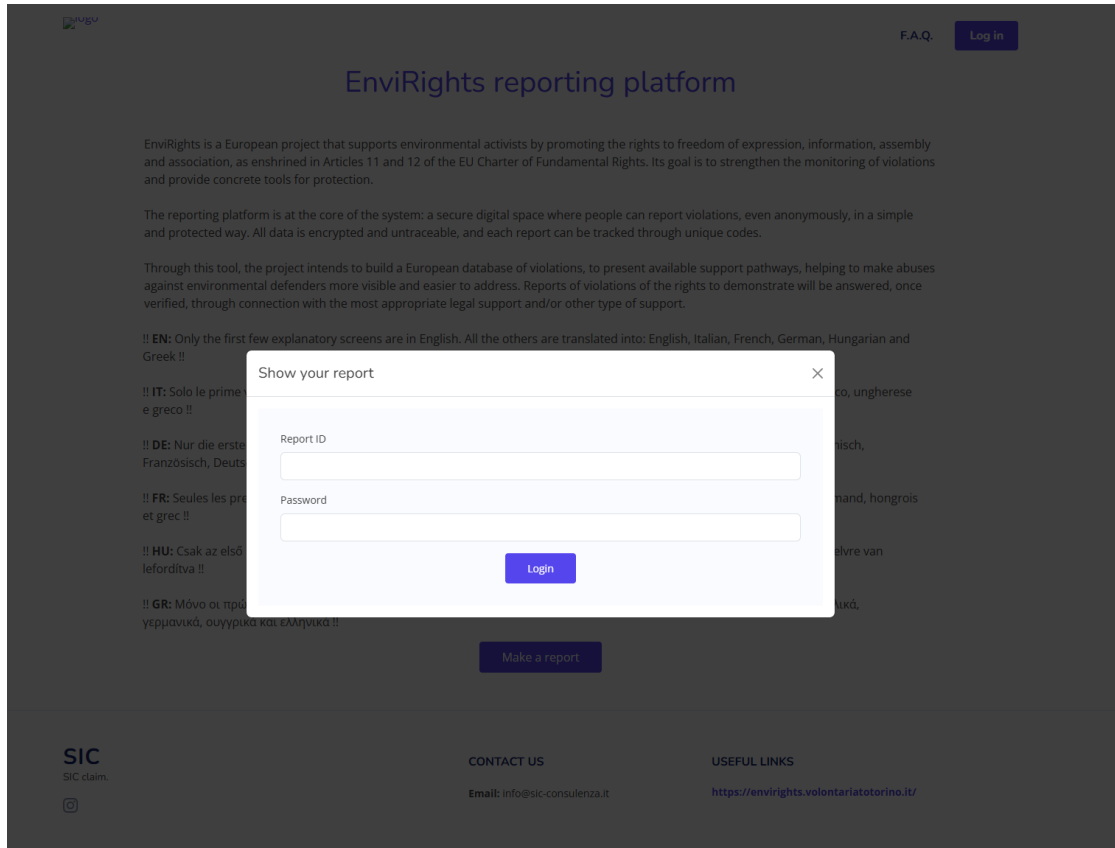
By clicking F.A.Q., a window opens with the frequently asked questions. The user can expand each question to read the available answers.

Some visible questions include:

- What facts should I report?
- How will my anonymity be protected?
- Who can submit a report?

The first visible answer states that users can report incidents they become aware of that violate applicable regulations, the Code of Ethics, or the organization’s Anti-Corruption Policy.

3. Accessing Report Details



Access to report details

The Show your report screen allows the user to access the details of a report that has already been submitted.

To access the report, the user must enter the required information in the visible fields:

- Report ID
- Password

After completing the fields, the user can press the Login button.

If the entered data is correct, the platform opens the report details page. If the data is incorrect or not recognized, access may not be allowed.

The user must use the codes and password received or set during the report submission process.

4. Completing the Report

The report form is organized into multiple steps. The user is guided from one screen to the next through buttons such as Continue, Next, Back, and Review & Submit.

4.1 Step 1 - Identity Selection

The screenshot shows a web form titled "Report violence and dangerous behavior". At the top left is the "ENVIS" logo. At the top right are links for "F.A.Q." and a "Log in" button. Below the title is the slogan "YOUR VOICE MATTERS!". The main content area has two columns. The left column contains the text: "(EN)I want to remain anonymous (IT)Voglio rimanere anonimo (DE) Ich möchte anonym bleiben (FR) Je souhaite rester anonyme (HU) Szeretnék névtelen maradni (EL) Θέλω να διατηρήσω την ανωνυμία μου" and a blue button labeled "Start anonymously". The right column contains the text: "(EN)I want to disclose my identity (IT)Voglio rivelare la mia identità (DE) Ich möchte meine Identität offenlegen (FR) Je souhaite révéler mon identité (HU) Szeretném felfedni a kiléteimet (EL) Θέλω να αποκαλύψω την ταυτότητά μου" and a blue button labeled "Start by identifying yourself". Below these columns is a checkbox with the text "I have read the [privacy](#) notice and authorize the processing of my personal data". At the bottom of the page, there is a footer with the "SIC" logo and "SIC claim." on the left, "CONTACT US" with "Email: info@sic-consulenza.it" in the center, and "USEFUL LINKS" with "https://envirights.volontariatotorino.it/" on the right.

Step 1 - Choose identity

In this screen, the user chooses whether to submit the report anonymously or by disclosing their identity.

Two main options are available:

- I want to remain anonymous, to continue anonymously.
- I want to disclose my identity, to continue by identifying yourself.

The available buttons are:

- Start anonymously
- Start by identifying yourself

Before proceeding, there is a checkbox related to the privacy notice:

- I have read the privacy notice and authorize the processing of my personal data

The user should read the privacy notice and select the checkbox, where required, before starting the form.

By clicking one of the start buttons, the system continues with the path selected by the user.

4.2 Step 2 - Personal Information

The screenshot shows a web form titled "Report violence and dangerous behavior" with the subtitle "YOUR VOICE MATTERS!". In the top right corner, there are links for "F.A.Q." and a "Log in" button. The form is titled "Personal Info" and contains four input fields: "Name*" and "Surname*" (both marked with an asterisk), "Email", and "Phone". At the bottom of the form, there are two buttons: "Back" and "Continue".



CONTACT US

Email: info@sic-consulenza.it

USEFUL LINKS

<https://envirights.volontariatotorino.it/>

Step 2 - Personal Information

This screen collects the user's personal information if they have chosen to identify themselves.

The section is named Personal Info.

The visible fields are:

- Name*
- Surname*
- Email
- Phone

The Name* and Surname* fields are mandatory because they are marked with an asterisk.

The user must enter the required information in the relevant fields. Contact details, such as email and phone number, may be useful for any future communications, where provided by the platform.

The available buttons are:

- Back, to return to the previous step.
- Continue, to proceed to the next step.

4.3 Step 3 - Report Information



F.A.Q.

Log in

YOUR VOICE MATTERS!

Report violence and dangerous behavior

1. (EN) Date and location of the event / (IT) Data e luogo dell'evento / (DE) Datum und Ort / (HU) Az esemény időpontja és helyszíne / (EL) Ημερομηνία και τόπος της εκδήλωσης / (FR) Date et lieu de l'événement *

Date Place Country

2. (EN) Type of protest / (IT) Tipo di protesta / (DE) Art des Protests / (HU) A tiltakozás típusa / (EL) Τύπος διαμαρτυρίας / (FR) Type de protestation *

3. (EN) Reason for the protest / (IT) Motivo della protesta / (DE) Grund des Protests / (HU) A tiltakozás oka / (EL) Λόγος της διαμαρτυρίας / (FR) Motif de la protestation *

4. (EN) Actors of repression / (IT) Attori della repressione / (DE) Akteure der Repression / (HU) Az elnyomást végrehajtók / (EL) Φορείς καταστολής / (FR) Acteurs de la répression *

4.a Details for previous question

SIC
SIC claim.



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USEFUL LINKS

<https://envirights.volontariat torino.it/>

Step 3 - Report information

In this screen, the user enters the first information about the reported event.

The visible fields are:

- Date, to indicate the date of the event.
- Place, to indicate the location of the event.
- Country, to select the country.
- Type of protest*, to select the type of protest.
- Reason for the protest*, to describe the reason for the protest.
- Actors of repression*, to select the actors of repression.
- Details for previous question, to provide additional details about the previous answer.

Fields marked with an asterisk * are mandatory.

The user must:

- Enter the date, place, and country of the event.
- Select the type of protest from the available list.
- Describe the reason for the protest.
- Select the actors involved, if available among the options.
- Add any useful details in the text field.

The available buttons are:

- Back, to return to the previous step.
- Next, to proceed to the next step.

4.4 Step 4 - Additional Report Information

YOUR VOICE MATTERS!

Report violence and dangerous behavior

5. (EN) Type of violence suffered / (IT) Tipo di violenza subita / (DE) Art der erlittenen Gewalt / (HU) Az elszenvedett erőszak típusa / (EL) Είδος βίας που υπέστη / (FR) Type de violence subie *

-- Choose an option --

6. (EN) Tell us about the type of violation you suffered regarding your right to protest / (IT) Raccontaci il tipo di violazione subita al tuo diritto di protesta / (DE) Beschreiben Sie die Art der Verletzung Ihres Rechts auf Protest / (HU) Írja le, milyen jogsértés érte a tiltakozáshoz való jogával összefüggésben / (EL) Περιγράψτε τον τύπο της παραβίασης που υποστήκατε σχετικά με το δικαίωμά σας στην διαμαρτυρία / (FR) Décrivez le type de violation de votre droit de manifester

7. (EN) Did the violation of rights concern yourself or other people / (IT) La violazione dei diritti riguardava te stesso o altre persone? / (DE) Betraf die Rechtsverletzung Sie selbst oder andere Personene? / (HU) A jogsértés önt érintette vagy más személy(eke)t? / (EL) Η παραβίαση δικαιωμάτων αφορούσε εσάς ή άλλα άτομα? / (FR) La violation des droits vous concernait-elle you-même ou d'autres personnes?

-- Choose an option --

Attach a file

Scegli file Nessun file selezionato

Back Next

Step 4 - Report information

In this screen, the user completes the information about the violation or reported incident.

The visible fields are:

- Type of violence suffered*, to select the type of violence suffered.

- Tell us about the type of violation you suffered regarding your right to protest, to describe the violation suffered.
- Did the violation of rights concern yourself or other people, to indicate whether the violation concerns the user or other people.
- Attach a file, to attach a document or file, if available.

The Type of violence suffered* field is mandatory because it is marked with an asterisk.

The user must select the required options and describe the incident as clearly as possible. If available, the user can attach a file using the file selection button.

The available buttons are:

- Back, to return to the previous step.
- Next, to proceed to the next step.

4.5 Step 5 - Password Generation

Report violence and dangerous behavior

(EN) Report Access Details (IT) Dettagli di Accesso al Rapporto (FR) Détails d'accès au rapport (DE) Details zum Berichtzugriff (HU) A jelentés elérhetőségének részletei (EL) Λεπτομέρειες πρόσβασης στην αναφορά

Unique Report ID: 76c39954-47c0-432d-8b4d-9f737f90b093

Access Code: 0Y6LDMHO

(EN) Remember to save these details to access your report later! (IT) Ricordati di salvare i codici e la password (DE) Denken Sie daran, die Codes und das Passwort zu speichern (FR) N'oubliez pas de noter les codes et le mot de passe (HU) Ne felejtse el menteni a kódokat és adjon meg egy jelszót (password) (EL) Θυμηθείτε να κρατήσετε τους κωδικούς για να μπορείτε να έχετε πρόσβαση στην αναφορά σας αργότερα!

Password

(EN) The password must contain at least 8 characters, one uppercase letter, one lowercase letter, one number, and at least one special character from: @ \$! % * ? & (FR) Le mot de passe doit comporter au moins 8 caractères, dont une lettre majuscule, un chiffre et au moins un caractère spécial parmi les suivants : @ \$! % * ? & (DE) Das Passwort muss mindestens 8 Zeichen, einen Großbuchstaben, eine Ziffer und mindestens ein Sonderzeichen aus der folgenden Liste enthalten: @ \$! % * ? & (IT) La password deve contenere almeno 8 caratteri, una lettera maiuscola, un numero e almeno un carattere speciale tra: @ \$! % * ? & (HU) A jelszónak legalább 8 karakterből kell állnia, amelynek tartalmaznia kell egy nagybetűt, egy számot és legalább egy speciális karaktert a következők közül: @ \$! % * ? & (EL) Ο κωδικός πρόσβασης πρέπει να περιέχει τουλάχιστον 8 χαρακτήρες, ένα κεφαλαίο γράμμα, έναν αριθμό και τουλάχιστον έναν ειδικό χαρακτήρα από τους εξής: @ \$! % * ? &

(EN) Confirm Password (IT) Conferma la password (FR) Confirmez votre mot de passe (DE) Passwort bestätigen (HU) Erősítse meg a jelszót (EL) επιβεβαίωση κωδικού πρόσβασης

Buttons: Back, Review & Submit

Step 5 - Report generate password

In this screen, the report access details are displayed and the user must set a password.

The section is named Report Access Details.

The following data is visible:

- Unique Report ID
- Access Code
- Password
- Confirm Password

The platform displays a message reminding the user to save these details in order to access the report later.

The password must meet the requirements shown on the screen:

- At least 8 characters.
- At least one uppercase letter.
- At least one lowercase letter.
- At least one number.
- At least one special character among those shown on the screen.

Icons are available to show or hide the entered password.

The available buttons are:

- Back, to return to the previous step.
- Review & Submit, to proceed with review and report submission.

The user should carefully save the report code, access code, and password, as they may be needed to view the report later.

5. Password Management



F.A.Q.

Log in

YOUR VOICE MATTERS!

Report violence and dangerous behavior

(EN) Report Access Details (IT) Dettagli di Accesso al Rapporto (FR) Détails d'accès au rapport (DE) Details zum Berichtzugriff (HU) A jelentés elérhetőségének részletei (EL) Λεπτομέρειες πρόσβασης στην αναφορά

Unique Report ID: 76c39954-47c0-432d-8b4d-9f737f90b093

Access Code: 0Y6LDMHO

(EN) Remember to save these details to access your report later! (IT) Ricordati di salvare i codici e la password (DE) Denken Sie daran, die Codes und das Passwort zu speichern (FR) N'oubliez pas de noter les codes et le mot de passe (HU) Ne felejtse el menteni a kódokat és adjon meg egy jelszót (password) (EL) Θυμηθείτε να κρατήσετε τους κωδικούς για να μπορείτε να έχετε πρόσβαση στην αναφορά σας αργότερα!

Password

.....

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(EN) Confirm Password (IT) Conferma la password (FR) Confirmez votre mot de passe (DE) Passwort bestätigen (HU) Erősítse meg a jelszót (EL) επιβεβαίωση κωδικού πρόσβασης

.....

[Back](#) [Review & Submit](#)

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USEFUL LINKS
<https://envirights.volontariatotorino.it/>

Invalid password

The password is used to protect access to the report details after submission.

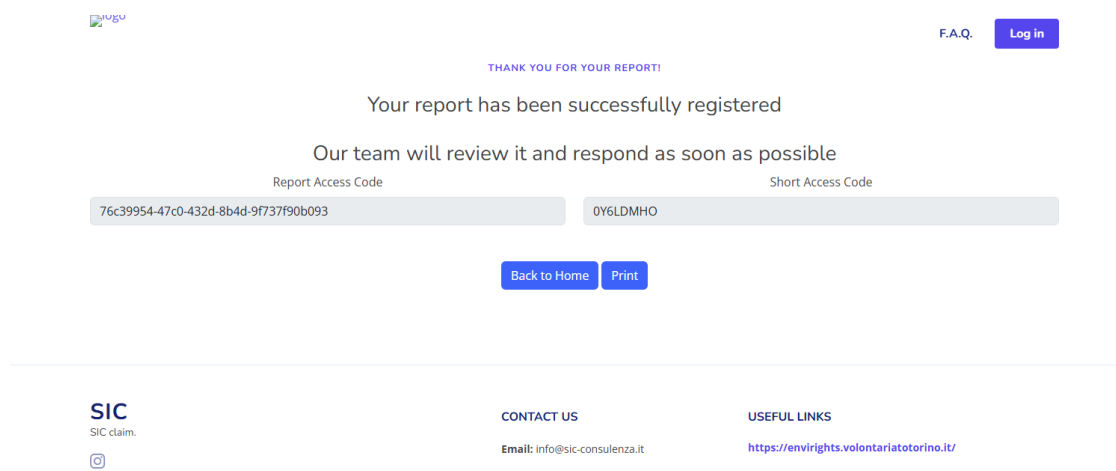
If the entered password does not meet the required criteria, or if the confirmation password does not match, the platform highlights the fields with a red border and displays an error icon.

If the password is invalid, the user should:

- Check that the password has at least 8 characters.
- Enter at least one uppercase letter.
- Enter at least one lowercase letter.
- Enter at least one number.
- Enter at least one allowed special character.
- Repeat the same password in the Confirm Password field.
- Check that there are no unwanted spaces or characters.

After correcting the password, the user can press Review & Submit again.

6. Report Submission



Report submission confirmation

After submission, the platform displays a confirmation page.

The following message is visible on the screen:

Your report has been successfully registered

The platform also informs the user that the team will review the report and respond as soon as possible.

Two references to save are shown on the page:

- Report Access Code
- Short Access Code

The available buttons are:

- Back to Home, to return to the home page.
- Print, to print the page or save a copy, where supported by the browser or device used.

The user should carefully save any codes, references, and password provided by the platform, as they may be needed to view the report later.

7. Viewing the Report

The screenshot displays the 'MANAGE YOUR REPORT!' interface. On the left, the 'Report Details' section is expanded, showing seven numbered fields for report completion. Each field contains a placeholder text 'Test for playbook' or '{response}'. The fields are: 1. Event Date, Place and Country (with sub-fields for date, city, and country); 2. Protest Type; 3. Protest Reason; 4. Repression Actors; 4.a Repression Actors Details; 5. Type of violence suffered; 6. Tell us about the type of violation you suffered regarding your right to protest; 7. Did the violation of rights concern yourself or other people. Below the details is a 'Documents' section. On the right, the 'Incoming Messages' section shows a notification from 'EnvIRight' with the text 'Thank you for your report, the request has been accepted by the system' and a timestamp of '2026-06-18 15:27:48'. Below the message is a 'Nuovo messaggio' input field with a send button and a note 'Nome del file allegati se presenti'.

Report details

After logging in, the user sees the report management page.

The screen is divided into two main areas.

On the left, the Report Details section shows the information entered during completion, including:

- Event date, place, and country.
- Protest type.
- Protest reason.
- Repression actors.
- Details about the repression actors.

- Type of violence suffered.
- Description of the violation related to the right to protest.
- Indication of whether the violation concerns the user or other people.
- Documents section, where attachments or documents may be available.

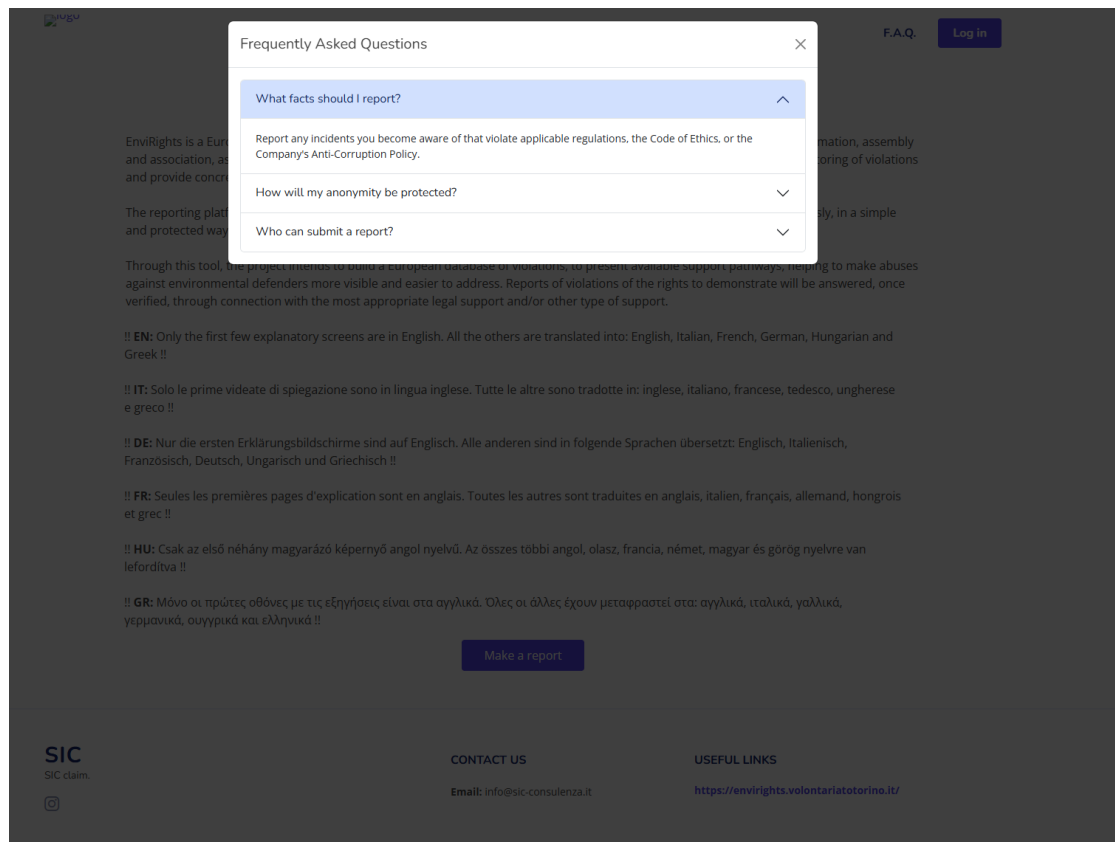
On the right, the Incoming Messages section allows the user to view any messages received from the platform.

In the screenshot, a system message confirms that the request has been accepted by the system.

There is also a field for writing a new message and a send button. An icon for a possible attachment is also visible, if available.

At the top of the page, the Logout button allows the user to leave the report area.

8. FAQ and Support



FAQ

The FAQ section contains frequently asked questions that help clarify doubts about using the platform and the type of information to report.

The user can access the FAQ from the home page through the F.A.Q. link.

Some visible questions include:

- What facts should I report?
- How will my anonymity be protected?
- Who can submit a report?

The visible answer to What facts should I report? states that users can report incidents involving violations of the right to protest or to express dissent in the context of climate activism.

For the other questions, the user can expand the related sections by clicking the arrow, if available.

9. Quick Guide

1. Access the platform home page.
2. Click Make a report to start a new report.
3. Read the privacy notice and select the authorization checkbox, where required.
4. Choose whether to proceed anonymously or by identifying yourself.
5. Enter personal information, if required by the selected path.
6. Complete the event information, such as date, place, country, type, and reason for the protest.
7. Complete the additional information about the violation and attach any files, if available.
8. Save the codes shown by the platform and set a valid password.
9. Press Review & Submit and save the references shown on the confirmation page.
10. Access the report details through Log in, entering the Report ID and password, if needed.