



User guide

Registered users have access to their Barnahus' Hub at: <http://hub.barnahus.eu>

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About PROMISE HUB

PROMISE HUB is a daily data-recording-tool for Barnahus, based on the 12 standards defined in the PROMISE project.

PROMISE HUB offers each Barnahus a way to register and analyze their work in an efficient, structured and secure way. The application is also developed to support one common standard for Barnahus throughout Europe.

Confidentiality

This document contains information about the case management tool Promise HUB developed by Bonigi AB in Huskvarna, Sweden. It cannot be distributed outside your organization.

Login

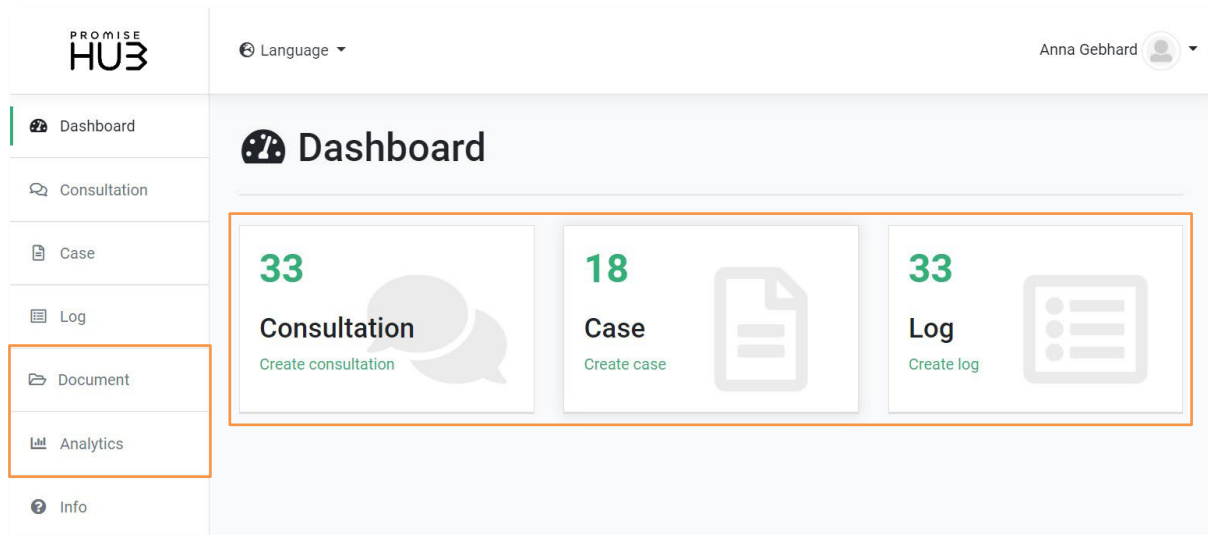
Since PROMISE HUB is a web application you simply go to the URL and log in with your connected Microsoft account. For security reasons two factor authentication is used to log in.

Unable to login?

You have to be an activated user in Promise HUB to be able to log in. If you are not registered in the system, contact your administrator for more information.

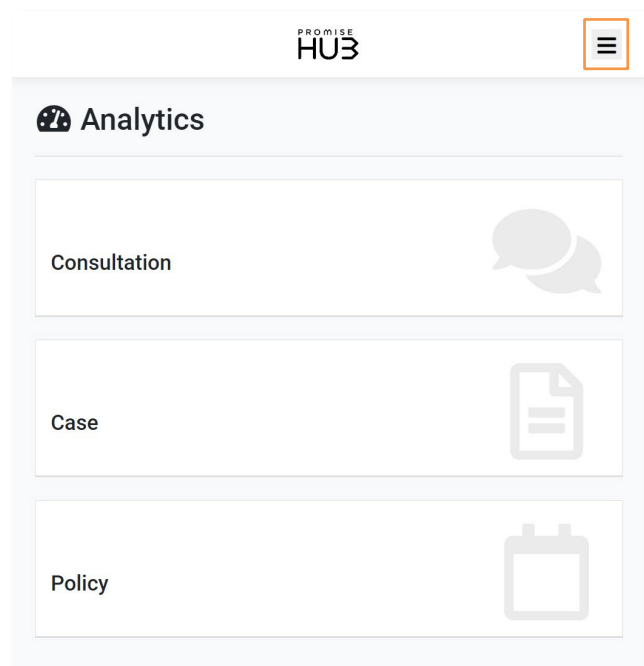
Dashboard

The main dashboard offers three kinds of entries. *Consultation*, *Case* and *Log*. Within these entries most of the daily activities and processes within Barnahus can be registered.



When adding a certain log it is possible to attach documents. The menu option *Document* lists all the uploaded files.

The PROMISE HUB application also offers the possibility to analyze the registered data. You can find the option *Analytics* in the left sidebar menu using the tool in a full-sized desktop window. For mobile devices or with smaller screens, you will find the side menu at the top right.



Consultation

Consultation holds short tasks not directly linked to a specific case. An example of a consultation can be a phone call from a school that needs general guidance in an area that Barnahus can provide.

The screenshot displays the 'Consultation' section of the PROMISE HUB interface. On the left is a navigation sidebar with options: Dashboard, Consultation (highlighted), Case, Log, Document, Analytics, and Info. The main content area features a '+ CREATE CONSULTATION' button in a green box. Below it is a 'Consultation history' table with columns for Consultation date, Initiated by, Home municipality, and Suspicion / Crime. A row shows a consultation from 2021-10-29 initiated by 'Child' in 'Pakila' for 'Psychological/mental abuse'. A modal window titled 'Create consultation' is open, containing the following fields:

- Consultation date: 11/1/2021
- Initiated by: Adult
- Home municipality: Suutarila
- Measure/Action: Assessment/Investigation matter
- Sex: Female
- Age: 10
- Suspicion / Crime: Exploitation
- Suspect: Other adult
- Presumed role of the child: Plaintiff
- Notes: (empty text area)

At the bottom of the modal are 'Cancel' and 'Save consultation' buttons.

Case

All work regarding a specific case, involving the Barnahus, is registered here.

Case

+ CREATE CASE

Case history

Date of case	Case number	Date of report to relevant authority		
2021-10-15	123	2021-10-07		

Create case

Date of case: 11/10/2021

Case number: 2222

Date of report to relevant authority: 11/9/2021

Initiated by: Police

Presumed role of the child: Witness

Age: 12

Sex: Male

Home municipality: Limerick

Suspicion / Crime: Physical violence

Suspects relation to the child: Acquaintance

Has led to prosecution: Not ready

Has led to police report: Don't know

Special needs assessment: Other

Online element: Not applicable

Child demographic: Unknown

Notes

Cancel **Save Case**

Log

Log contains information, that is not related to any case or consultation, but still has an impact on the analysis of the Barnahus.

When creating certain logs it is possible to attache documents.

- The maximum file size is 16 MB
- Approved file formats are: xls, xlsx, doc, docx, ppt, pptx, odt, odp, ods, pdf, csv, txt
- Empty files can not be uploaded

The screenshot displays the 'Log' section of the PROMISE HUB interface. On the left is a sidebar with navigation options: Dashboard, Consultation, Case, Log (highlighted), Document, Analytics, and Info. The main area is titled 'Log' and contains a 'Log history' table. The table has columns for Date, Alias, Log type, Initiated by, Notes, and Document. Three log entries are visible:

Date	Alias	Log type	Initiated by	Notes	Document
2021-10-27		Meetings and events			✓
2021-10-20		Policies and procedures			
2021-06-15		Staff			

A dropdown menu for '+ CREATE LOG' is open, showing the following options: Staff, Obstacle, Meetings and events, Training and support, Policies and procedures, Foundational documents, and Other. An orange box highlights this menu and the 'Log' sidebar item.

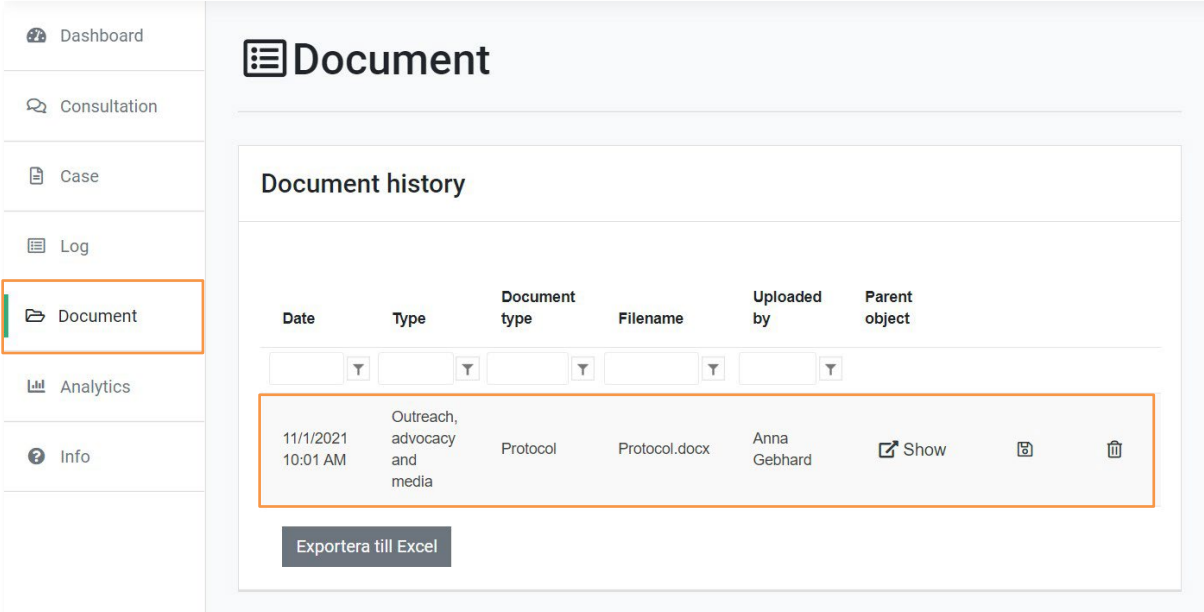
A modal form titled 'Meetings and events' is open, containing the following fields:

- Alias: [Empty]
- Date: 10/27/2021
- Type: Outreach, advocacy and media
- Rating: Some room for improvement
- Topic: Child Abuse training
- Title: Meeting
- Description: Meeting
- Number of participants: 3
- Participants: City government
- Attach documents: [Empty]



At the bottom of the modal, there is a 'Bifogade dokument:' section with a list of documents: Datum: 2021-11-01 10:01 - Uppladdare: Anna Gebhard - Typ: Protocol - Filnamn: Protocol.docx. The modal also includes 'Cancel' and 'Save' buttons.

Document

The menu option *Document* contains uploaded files, attached to registered logs. The files are available to download.



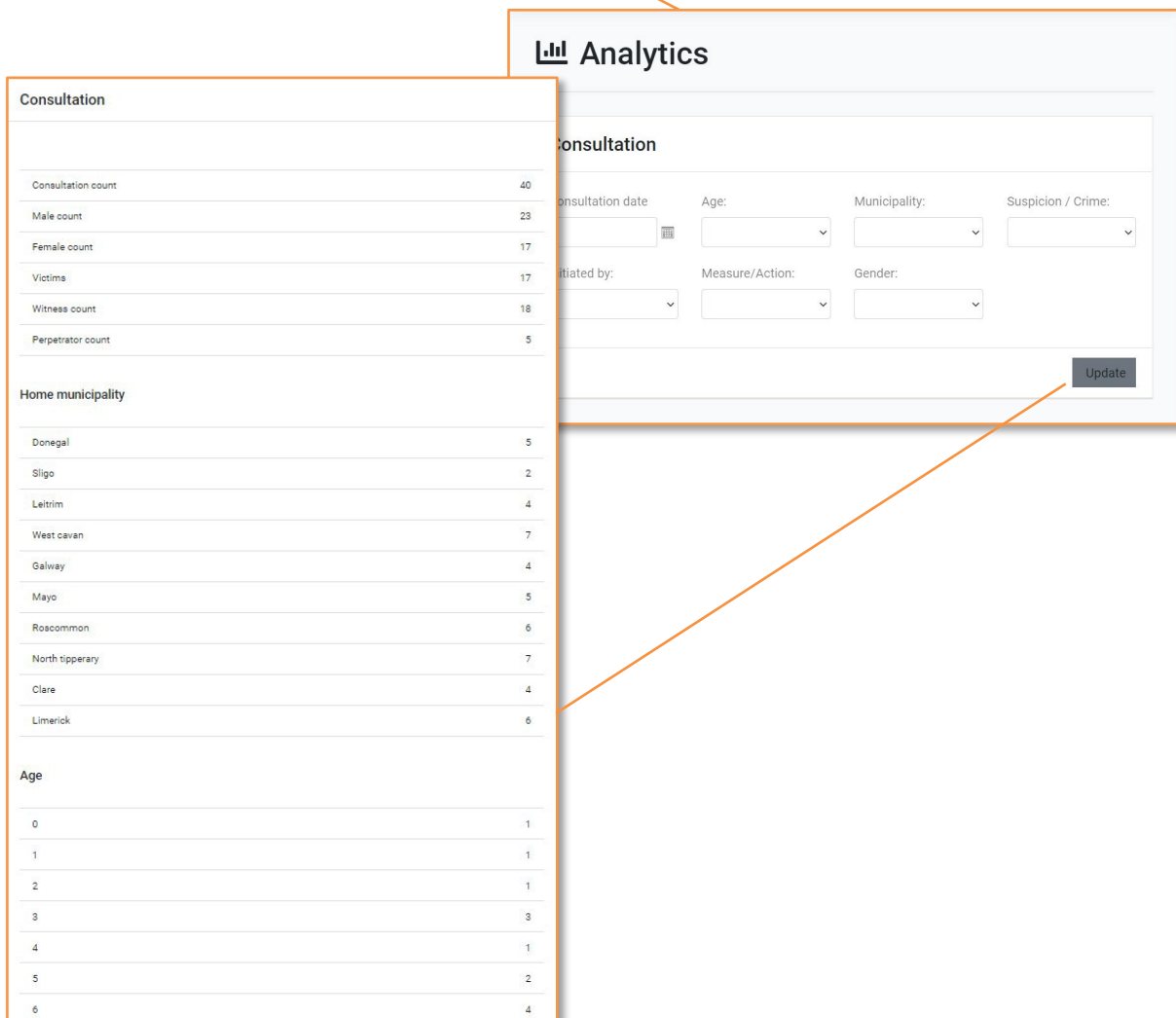
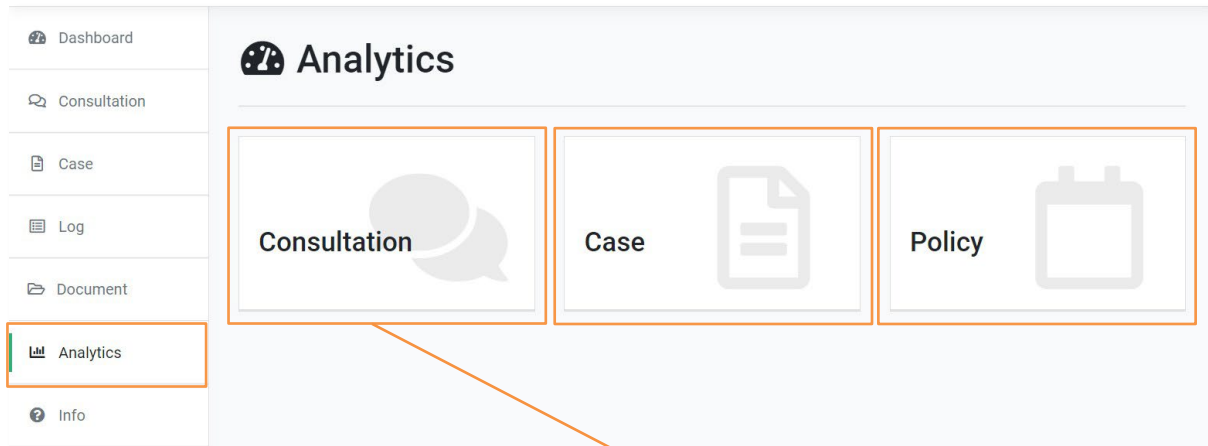
The screenshot displays the 'Document' section of the PROMISE HUB interface. On the left is a navigation menu with options: Dashboard, Consultation, Case, Log, Document (highlighted with an orange border), Analytics, and Info. The main content area is titled 'Document' and contains a 'Document history' table. The table has columns for Date, Type, Document type, Filename, Uploaded by, and Parent object. A single document entry is visible, highlighted with an orange border. Below the table is a button labeled 'Exportera till Excel'.

Date	Type	Document type	Filename	Uploaded by	Parent object
11/1/2021 10:01 AM	Outreach, advocacy and media	Protocol	Protocol.docx	Anna Gebhard	Show  

Exportera till Excel

Analytics

Analytics is where you can find statistics of all the consultations, cases and evaluations. Fill in the parameters in question and update to view the result.



How to use the filter












When searching for a specific consultation, case, log or document it is possible to add one or several filters to help you find what you are looking for.

Example





In this example we want to find a certain log. The log was created in May 2021. The *Date* or *Alias* is unknown.

One way to narrow down the list is to sort out all logs created in May 2021. By adding the appropriate content in the search box, for example 2021-05, and choosing the filter *Contains*, all other logs will be hidden. If necessary it is possible to add more filters to narrow down the list even more.

Log history

Date	Alias	Log type	Initiated by	Notes	Documents
2021-05					
2021-11-09		meetings and events			 
2021-11-09		policies and procedures			 
2021-11-03		foundational documents			 
2021-11-01		meetings and events			 
2021-11-01		training and support	Agency		 
2021-10-27					

Log history

Date	Alias	Log type	Initiated by	Notes	Documents
2021-05					
2021-05-09	Workshop 2863	Meetings and events			 
2021-05-03	Study Visit 456	Meetings and events			 

Exportera till Excel