

ESTIMATU

Basque Institute of Criminology

UPV/EHU

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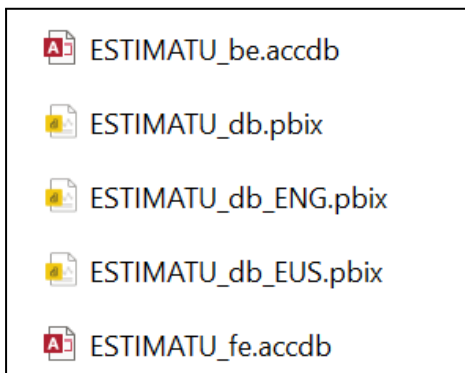
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1. Contents supplied

The supplied application consists of 5 files:

- ESTIMATU_fe.accdb. Data input.
- ESTIMATU_be.accdb. Data storage.
- ESTIMATU_db.pbix. Data exploitation.
- ESTIMATU_db_EUS.pbix. Data exploitation.
- ESTIMATU_db_ENG.pbix. Data exploitation.



1.1. ESTIMATU_fe.accdb

This is the part of the tool where users will complete the satisfaction questionnaires.

It is the only part to be made available to complainants, respondents, accompanying persons and facilitators.

It is developed in *Microsoft Access*.

1.2. ESTIMATU_be.accdb

This is the part of the tool that is responsible for storing the data entered by users.

It has a number of tables and a relational model that establishes the relevant connections between the tables.

It is developed in *Microsoft Access*.

1.3. ESTIMATU_db.pbix

This is the part of the tool that is responsible for exploiting the data entered by users.

It is a Business Intelligence tool that allows us to draw conclusions from the data provided by users.

It is developed in *Microsoft PowerBI*.

1.4. ESTIMATU_db_EUS.pbix

This is the part of the tool that is responsible for exploiting the data entered by the users. [In Basque]

It is a Business Intelligence tool that allows us to draw conclusions from the data provided by users.

It is developed in *Microsoft PowerBI*.

1.5. ESTIMATU_db_ENG.pbix

It is the part of the tool that is in charge of exploiting the data entered by the users. [In English]

It is a Business Intelligence tool that allows us to draw conclusions from the data provided by users.

It is developed in *Microsoft PowerBI*.

2. Minimum requirements

2.1. Database

In order to use the database (collection of answers), you need to have *Microsoft Access* 2016 or higher installed.

Microsoft Access is part of the *Microsoft Office* and *Microsoft Office 365* packages.

2.2. Business Intelligence (dashboards)

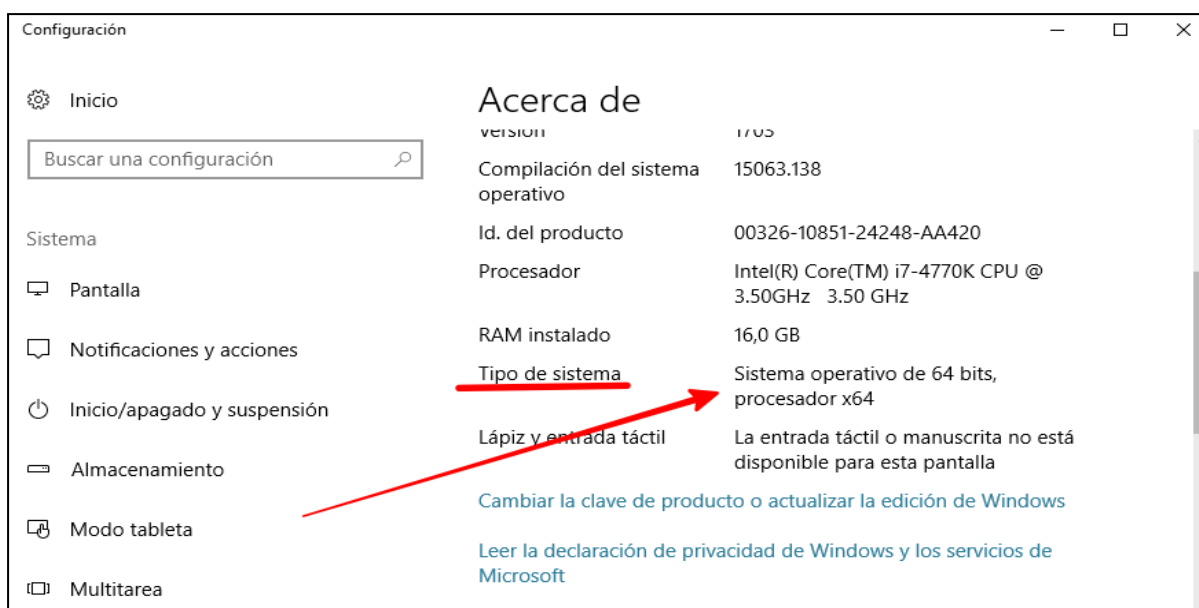
In order to be able to visualize the data collected in the dashboard, the *Microsoft Power BI Desktop* application must be installed.

Microsoft Power BI Desktop is a free application and can be downloaded from the official *Microsoft* website:

<https://www.microsoft.com/es-es/download/details.aspx?id=58494>

Note: For *Access* and *PowerBI* to work together, it is important that both applications are "similar". That is, either both 32-bit or both 64-bit. Whether they are 32-bit or 64-bit is determined by the processor installed in your computer.

You can look it up in the system information of your computer (*Windows*) by clicking on the start menu and typing "About your PC" so that the option with the same name appears and you can enter it.



3. Installation / configuration

It is preferable that all 3 files are located in the same folder. It is not relevant where the folder is located but that the 3 elements are together.

After downloading the 3 files and having placed them in their final location, we will have to tell ESTIMATU_db.pbix, ESTIMATU_db_EUS.pbix and ESTIMATU_db_ENG.pbix where the database is located (the .accdb files). This is done by a path change (explained below).

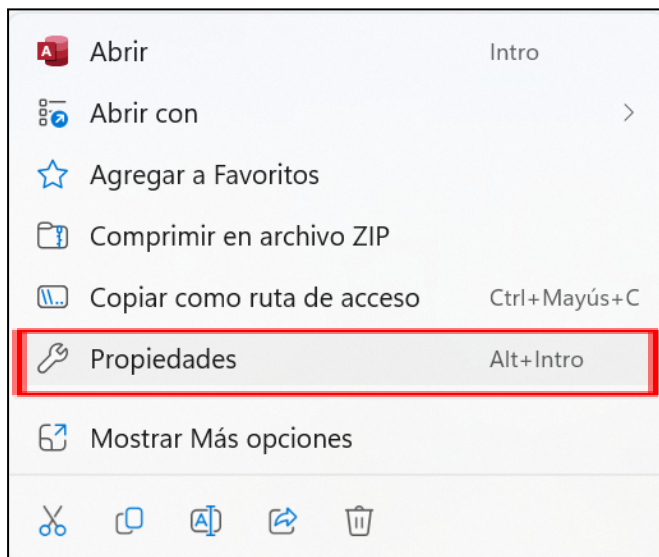
If at some point you decide to separate the database part from the Business Intelligence part, you will have to change the path again.

3.1. Unlock Access files

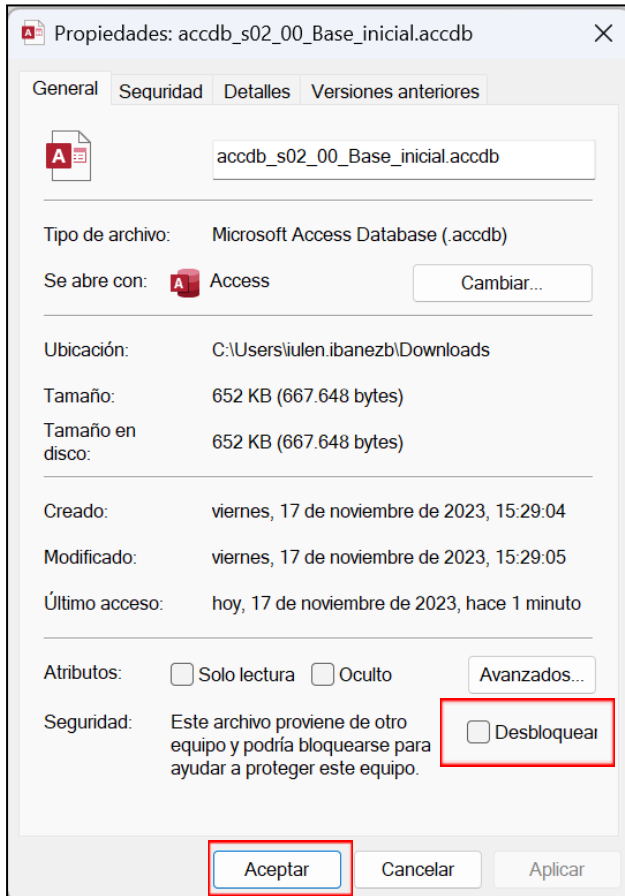
When downloading an Access file from the Internet, many computers usually block the file as a precaution.

There are two steps to unlock it (only the first time it is opened):

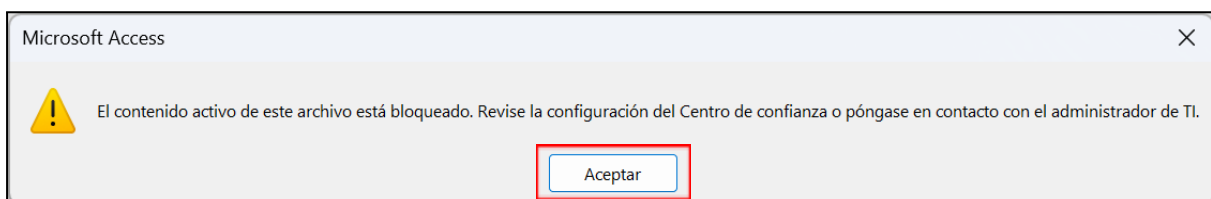
Right-click on the mouse to access properties:



Click on "Desbloquear" and then "Aceptar":



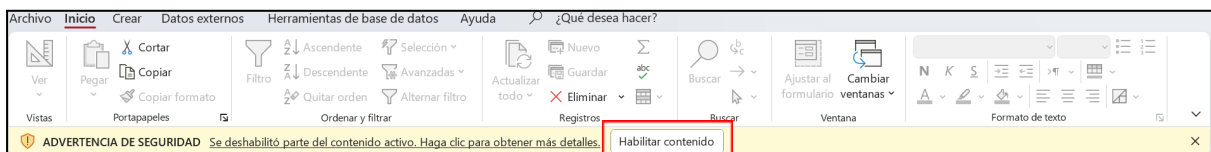
The first time you open the file, you may get this warning:



If so, we need to take these two simple steps:

Click on "Aceptar".

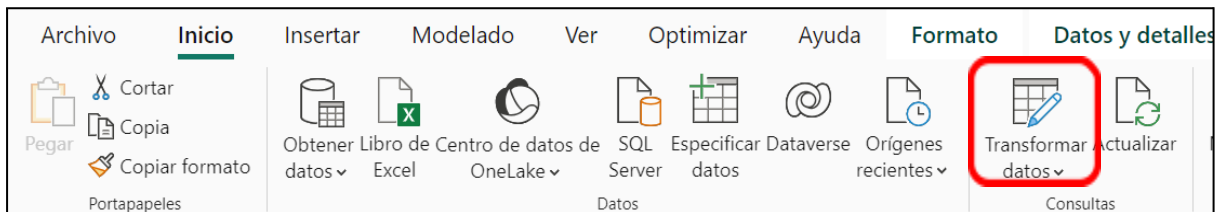
Click on "Habilitar contenido".



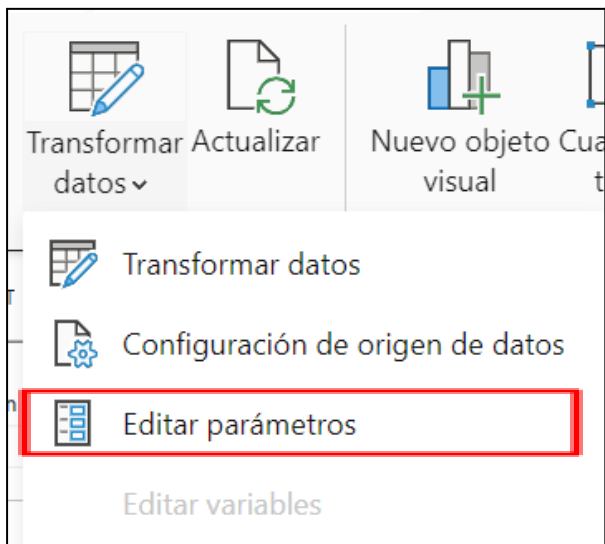
3.2. Change path in ESTIMATU_db.pbix

Open ESTIMATU_db.pbix.

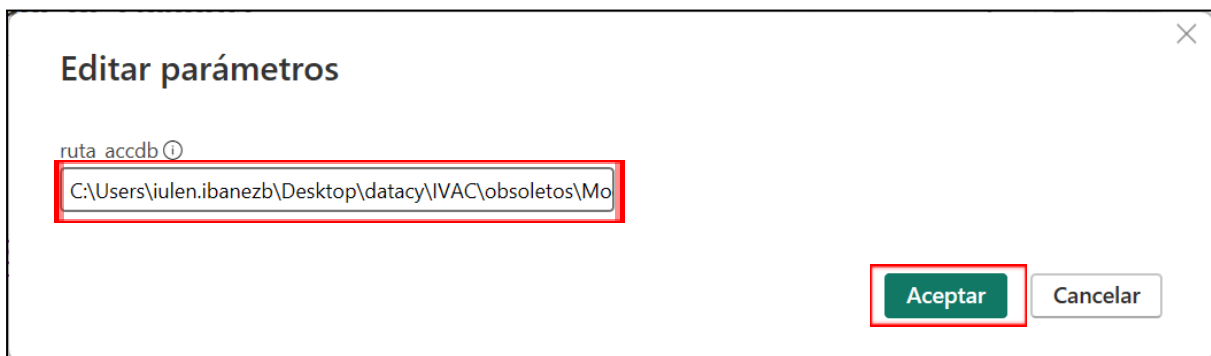
Go to “Transformar datos”



Select “Editar parámetros”



Replace the established path (except for the file name) with the new path of my database



Note: we can copy the path to our file by following the instructions in this manual.

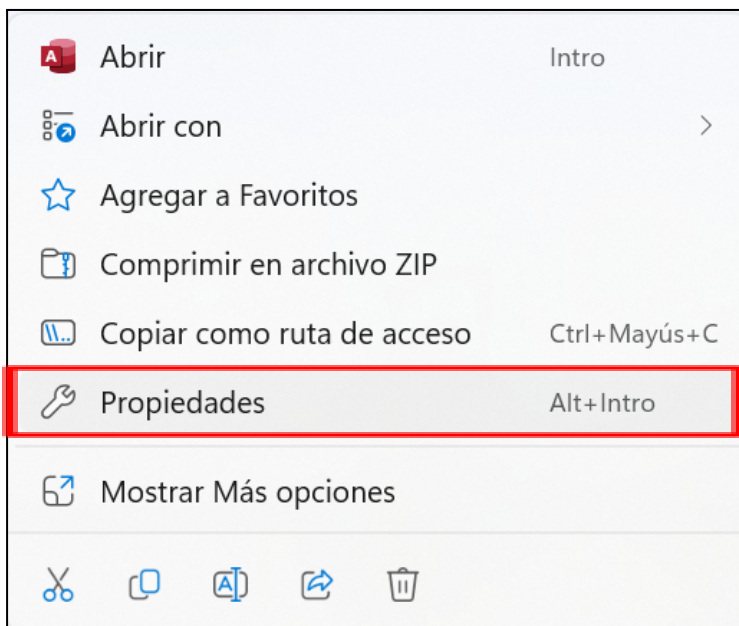
Click “Aceptar”.

3.3. Copying the path to a file

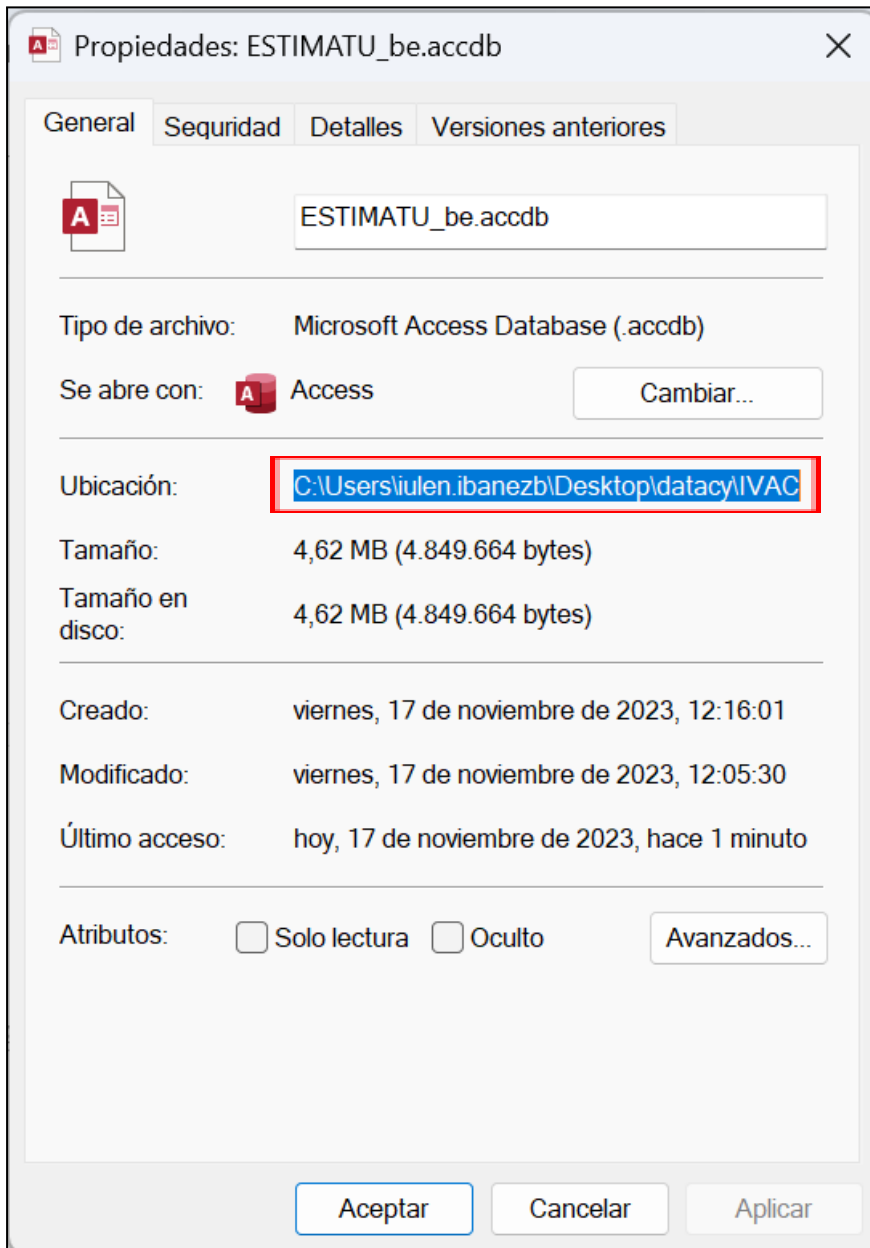
We go to the Windows Explorer folder where our database is located (ESTIMATU_be.accdb).

Nombre	Fecha de modificación
img	17/11/2023 11:40
obsoletos	17/11/2023 12:03
ESTIMATU_be.accdb	17/11/2023 12:05
ESTIMATU_db.pbix	17/11/2023 11:39
exit.png	06/11/2023 17:37

Right-click on the mouse to access properties:



Select the location (complete - sometimes you can't see everything on the screen) and copy it:



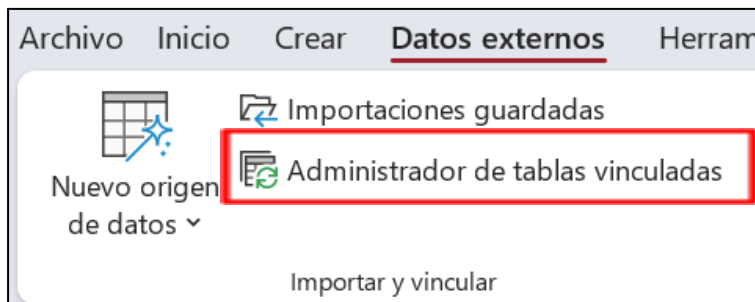
3.4. Change path in ESTIMATU_fe.accdb

Open ESTIMATU_fe.accdb.

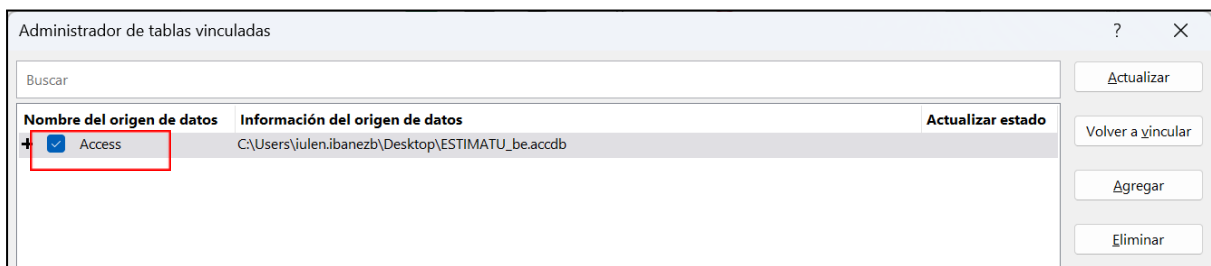
Go to "Datos externos"



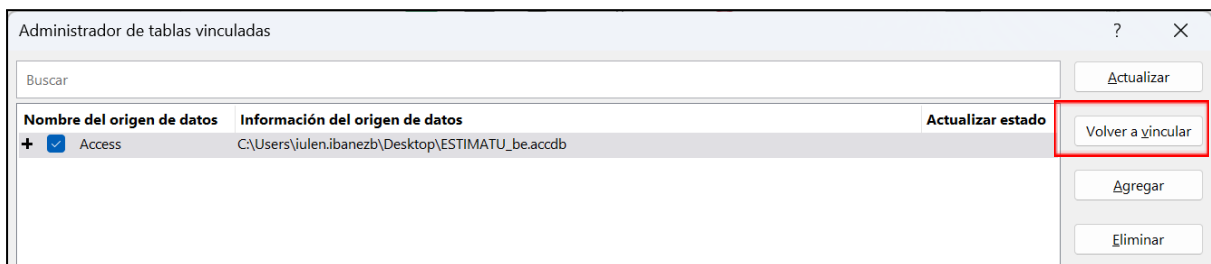
Go to "Administrador de tablas vinculadas"



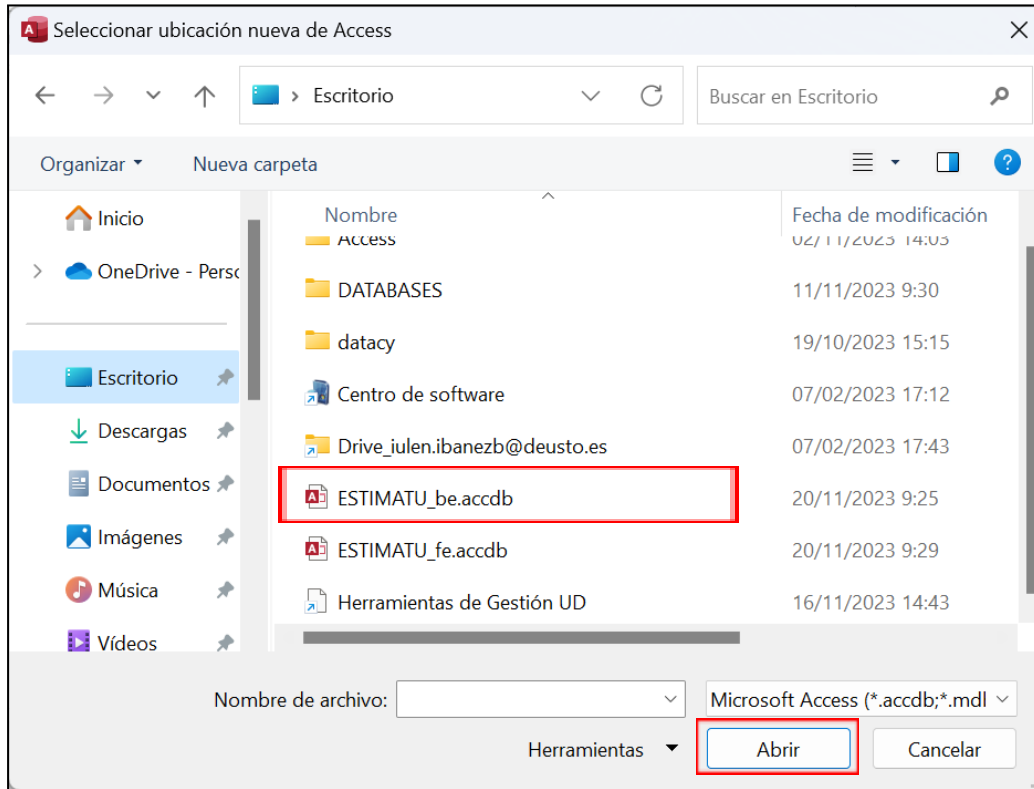
Select "Access"



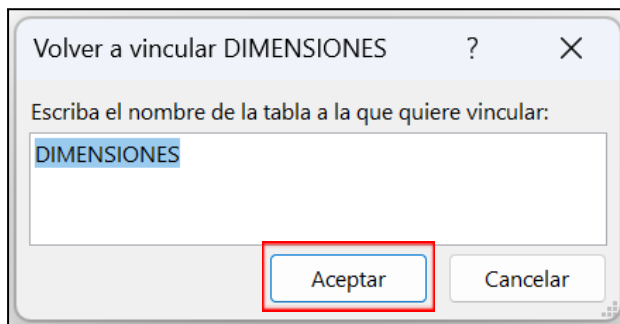
Click on "Volver a vincular"



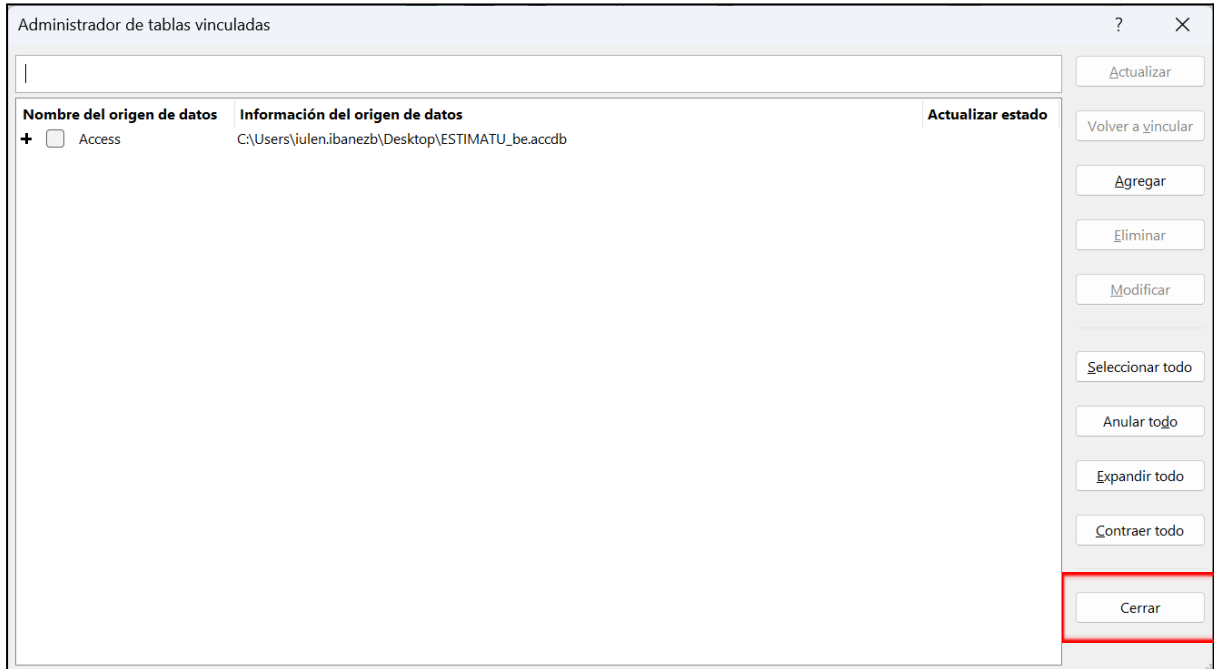
Choose the file (ESTIMATU_be.accdb) in its new location and click open:



We accept the different proposals (one for each table in the database):



Finally, click on "Cerrar":



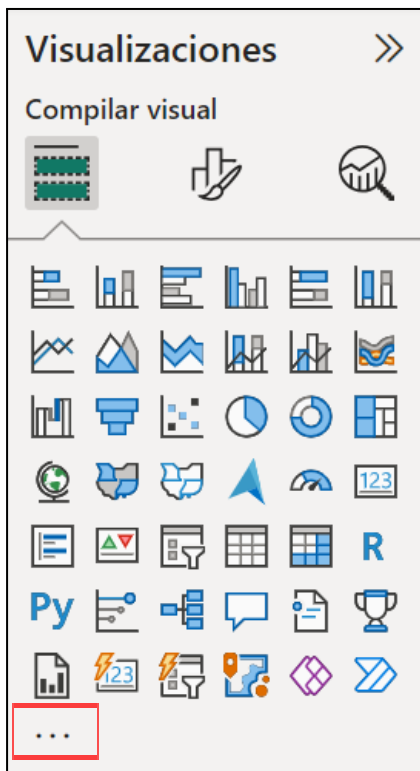
3.5. Use of word clouds in ESTIMATU_db.pbix, ESTIMATU_db_EUS.pbix or ESTIMATU_db_ENG.pbix

Word clouds are a visualization that is not installed by default with *Microsoft Power BI* software.

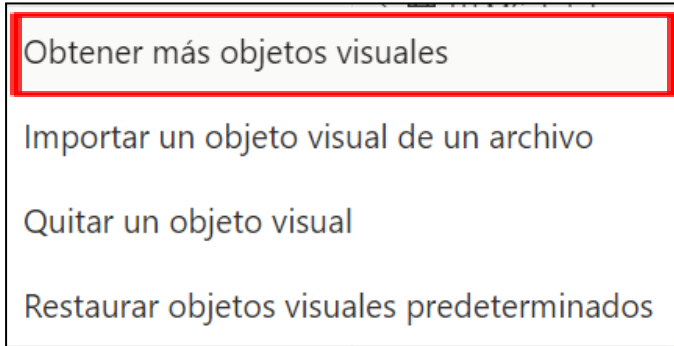
It is a fully trusted add-on, developed by *Microsoft Corporation* itself.

To install it, we must follow the steps below:

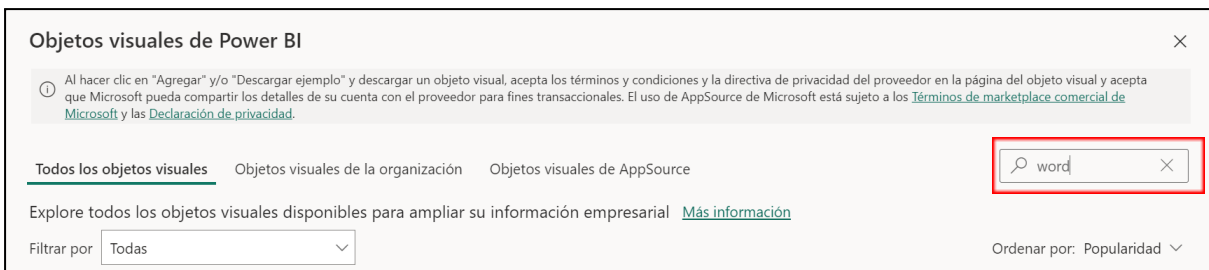
In the visualizations panel, click on the 3 dots:



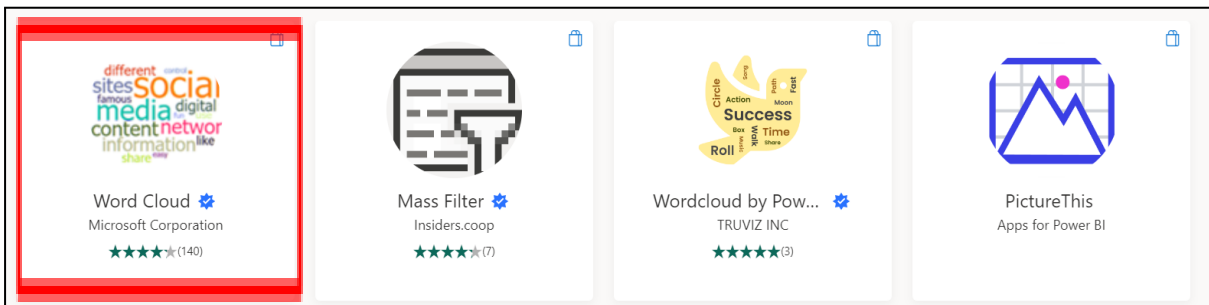
Click on "Obtener más objetos visuales":



In the search box, type "word":



We chose the visual object "Word Cloud" from Microsoft Corporation:



Click on "Agregar"



The screenshot shows the AppSource interface for the 'Word Cloud' application. The page title is 'Aplicaciones para Power BI visuals'. The application is by Microsoft Corporation, has a 4.2 rating from 140 reviews, and is PBI Certified. The 'Agregar' button is highlighted with a red box. Below it is a 'Descargar Muestra' button. The description states: 'Create a fun visual from frequent text in your data. Word Cloud is a visual representation of word frequency and value. data. With the interactive experience of Word Cloud in Power BI, you can...'

3.6. Updating the data of ESTIMATU_db.pbix

The visualizations require updating by the user. The frequency of updating is basically established by each organization.

Upgrading is very simple:

In any panel of ESTIMATU_db.pbix, ESTIMATU_db_EUS.pbix or ESTIMATU_db_ENG.pbix, click on "**Actualizar**":

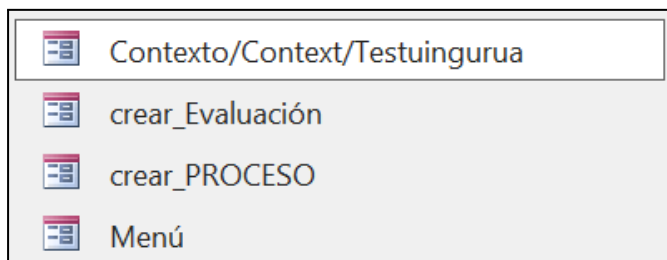


The screenshot shows the Power BI ribbon with the following tabs: Archivo, Inicio, Insertar, Modelado, Ver, Optimizar, Ayuda. The 'Actualizar' button is highlighted with a red box. The ribbon also shows icons for 'Cortar', 'Copiar', 'Copiar formato', 'Pegar', 'Portapapeles', 'Obtener Libro de Centro de datos de datos', 'Excel', 'OneLake', 'SQL Server', 'Especificar Dataverse datos', 'Orígenes recientes', 'Transformar datos', and 'Actualizar'.

4. Use of the application

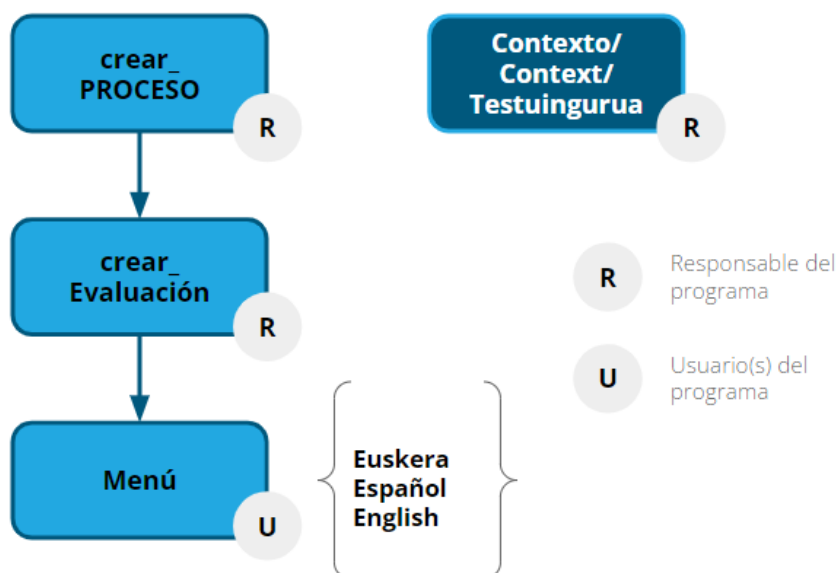
The application allows us to perform 4 actions:

- Assess the context of the processes.
- Create a new PROCESS.
- Create a new EVALUATION.
- Complete questionnaires on one of the evaluations created.



4.1. Natural workflow

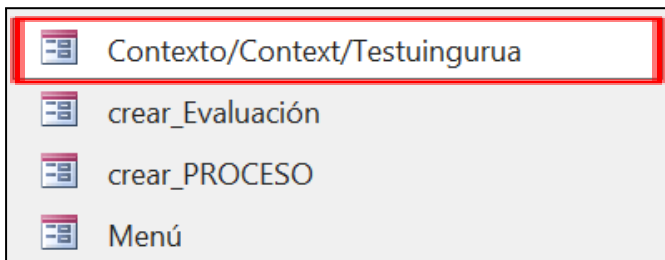
This would be the natural workflow for the use of the application.



4.2. Defining a context

This is an operation to be carried out by the person(s) responsible for the Restorative Justice process, not by the participants in the Restorative Justice process.

Click on the form "Context/Context/Testuingurua".



Choose the desired language:



ESTIMATU

  **Contexto
Context
Testuingurua**

**Prozesuen
testuingurua** **EUSKERA**

**Contextualización
de los procesos** **ESPAÑOL**

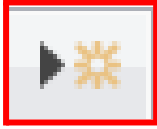
**Contextualization
of the processes** **ENGLISH**




Complete the form (there are 4 tabs).

Note: the forms do not have a "save" or "submit" button; the data are automatically stored in the database.

To complete a context, click on the "new record" icon at the bottom left of the form:



ESTIMATU  Fecha

Structural/organizational dim. Institutional dim. Functional dim. Procedural dim.


Qualitative data on the socio-legal reality where restorative justice is applied, extracted from the following sources: regulations, official documents, protocols, agreements with institutions, internal and external evaluations, sociological and opinion studies, news analysis, interviews with experts. The following variables are analysed:

Public or private nature of the program (agreement or contract)

Presence of volunteers in its activity (characteristics, number, functions, training and supervision)

The financing (public, private, mixed)

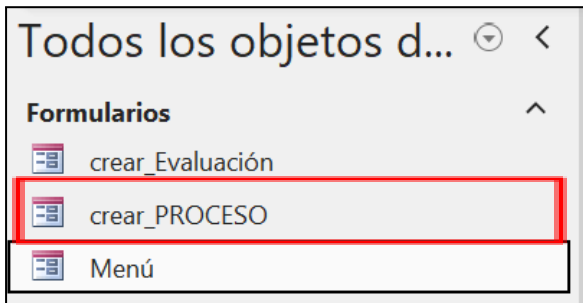
Dependence and coordination with respect to other bodies (organizational dependence, organization chart)

Registro: 1 de 1 

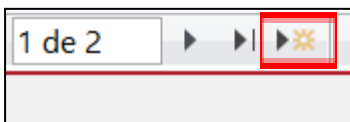
4.3. Create a new PROCESS

This is an operation to be carried out by the person(s) responsible for the Restorative Justice process, not by the participants in the Restorative Justice process.

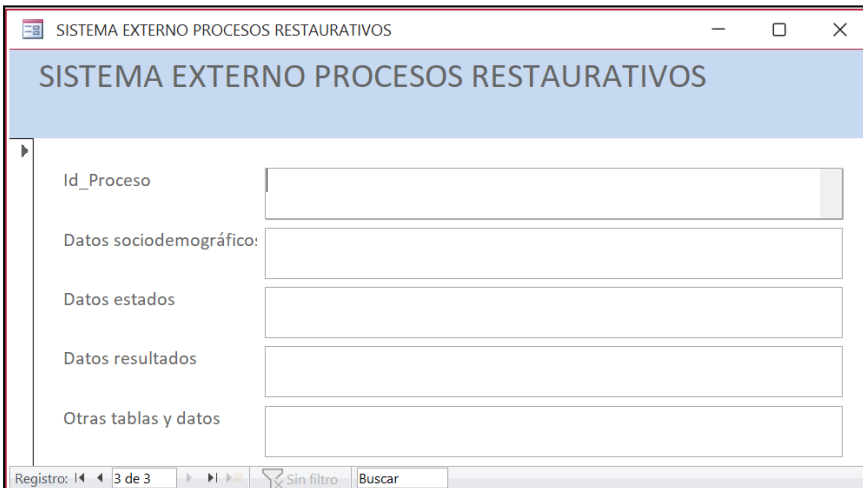
Click on the form "crear_PROCESO".



Click on the "New record" icon:



Enter the relevant data:



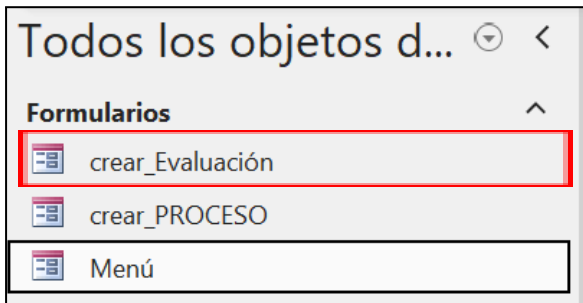
The screenshot shows a web application interface for "SISTEMA EXTERNO PROCESOS RESTAURATIVOS". The form contains several input fields: "Id_Proceso", "Datos sociodemográfico:", "Datos estados", "Datos resultados", and "Otras tablas y datos". At the bottom of the form, there is a navigation bar with a "Registro:" label, a "3 de 3" indicator, and a "Buscar" button.

Note: the forms do not have a "save" or "submit" button; the data are automatically stored in the database.

4.4. Create a new EVALUATION

This is an operation to be carried out by the person(s) responsible for the Restorative Justice process, not by the participants in the Restorative Justice process.

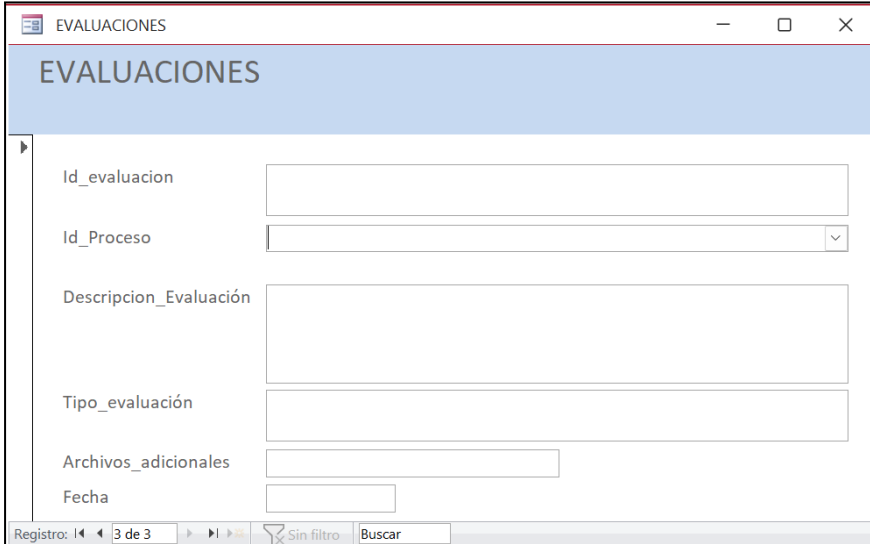
Click on the form "crear_Evaluación".



Click on the "New record" icon:



Enter the relevant data:

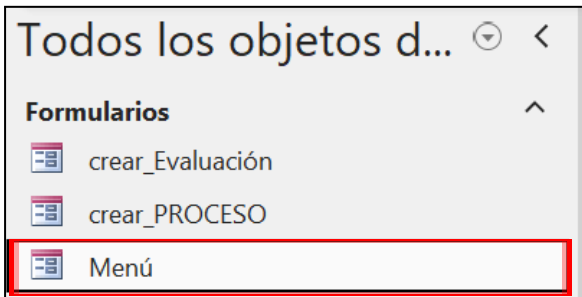


Note: the forms do not have a "save" or "submit" button; the data are automatically stored in the database.

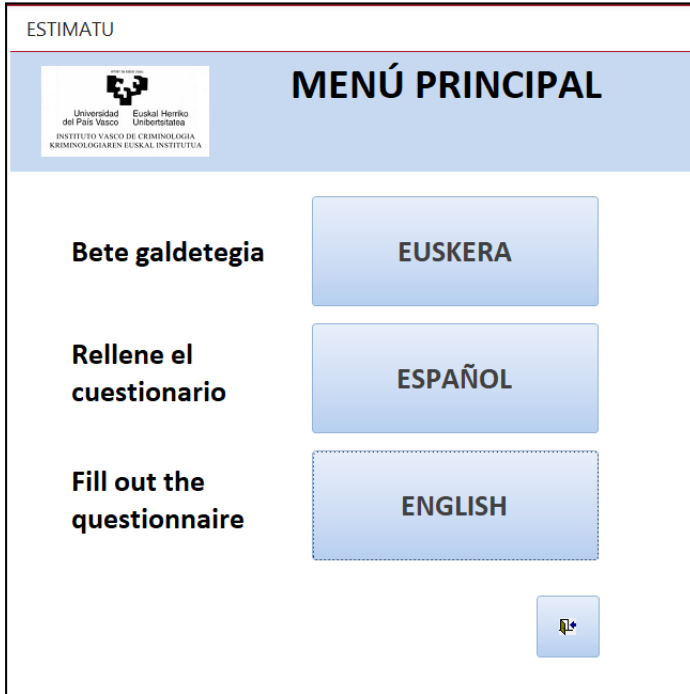
4.5. Complete a QUESTIONNAIRE

This is an operation to be carried out by the person(s) involved in Restorative Justice processes.

Click on the "MENU" form.



Choose the desired language:



The screenshot shows the main menu of the ESTIMATU application. At the top left, there is a logo for the Basque Institute of Criminology, which is part of the University of the Basque Country (Universidad del País Vasco / Euskal Herriko Unibertsitatea). The main title is "MENÚ PRINCIPAL". Below this, there are three language selection options, each with a corresponding button:

- Bete galdetegia** (Fill out the questionnaire) with a button labeled **EUSKERA**.
- Rellene el cuestionario** (Fill out the questionnaire) with a button labeled **ESPAÑOL**.
- Fill out the questionnaire** with a button labeled **ENGLISH**.

At the bottom right, there is a small blue button with a plus sign and a document icon.

The tool is prepared to enter records; Users cannot consult records previously entered by other users.

Complete the questionnaire (the participant). There are 5 tabs.

Note: in free text fields, if you want to enter a line break, you need to press Control+Enter.

Note 2: Answers are saved automatically, there is no "Save" button.

Note 3: if the answer to the first question is "when the process has been offered" or "initiated the process", the rest of the questions in the form are deactivated (not applicable) and a single additional question is loaded.