

## Generate Partnership Opportunities Reports

**Overview:** This guide will show you how to generate reports on partnership opportunities that were managed through the UN Partner Portal. The partnership opportunities reporting feature allows you to pull information to view the type of partnership opportunities, sectors and areas of specialization, geographic location, number and type of applicants, key dates, and selected partner.

All Partnership Opportunities Reports can be downloaded as an excel file for further analysis.

Please note that the ability to generate Partnership Opportunity Reports will depend on your administrative privileges. Consult the guide on User Roles and Permissions for further information.

Steps	Description	Action	Notes
1	Reports	<p>On the left navigation bar, click on the <i>'Reports'</i> 1) icon to access the <i>Reports Page</i></p> <p>Click on the <i>Partnership Opportunities</i> (2) tab</p>	<p>This reporting feature allows you to generate reports on partnership opportunities that were managed through the UN Partner Portal. The partnership opportunities reporting feature allows you to pull information to view the type of partnership opportunities, sectors and areas of specialization, geographic location, number and type of applicants, key dates, and selected partner.</p> <p>You can set the parameters for generating the partnership opportunities report by using the filters (3) on the page. You can select multiple filter options at once</p>
2	Filter/Search	<p>Use the filters to define the parameters of the partner opportunities report (1) and click on <i>'Submit'</i> (2) to generate the report</p> <p>You can click on the <i>'Clear'</i> icon to start a new filter for your partner report parameters</p>	<p>Click on <i>'Export Report'</i> (3) to view information on the partnership opportunities</p> <p>A map (4) will be generated based on your search criteria to show where the partners have an operating presence.</p> <ul style="list-style-type: none"> <li>-If you define the country, the map will be generated to show partnership opportunities issued within the country</li> <li>-If you hover your mouse over the pins in the map, you can see the partnership opportunity ID</li> </ul> <p>At the bottom of the page you will see the specific partnership opportunities that meet your search/filter criteria (5)</p>

Steps	Description	Action	Notes
1	Reports	<p>On the left navigation bar, click on the 'Reports' 1) icon to access the <i>Reports Page</i></p> <p>Click on the <i>Partnership Opportunities</i> (2) tab</p>	<p>This reporting feature allows you to generate reports on partnership opportunities that were managed through the UN Partner Portal. The partnership opportunities reporting feature allows you to pull information to view the type of partnership opportunities, sectors and areas of specialization, geographic location, number and type of applicants, key dates, and selected partner.</p> <p>You can set the parameters for generating the partnership opportunities report by using the filters (3) on the page. You can select multiple filter options at once</p>

**STEP 1**

**UNPP**

- Dashboard
- Partnership Opportunities
- Partners
- Reports**
- Resource Library

Logged in as: UNICEF

Tanzania

**Reports**

PARTNERS **PARTNERSHIP OPPORTUNITIES** VERIFICATION & OBSERVATIONS

Select filters to generate a report or map of CFEIs and direct selection/retention.

Country: Provide country

Location: Select location

Sector & Area of Specialization: Select sector & area of specialization

Year: Select year

Type of partner opportunity: Select type of partner opportunity

Status: Select status



CLEAR SUBMIT






Help

Steps	Description	Action	Notes
2	Filter/Search	<p>Use the filters to define the parameters of the partner opportunities report (1) and click on 'Submit' (2) to generate the report</p> <p>You can click on the 'Clear' icon to start a new filter for your partner report parameters</p>	<p>Click on 'Export Report' (3) to view information on the partnership opportunities</p> <p>A map (4) will be generated based on your search criteria to show where the partners have an operating presence.</p> <ul style="list-style-type: none"> <li>-If you define the country, the map will be generated to show partnership opportunities issued within the country</li> <li>-If you hover your mouse over the pins in the map, you can see the partnership opportunity ID</li> </ul> <p>At the bottom of the page you will see the specific partnership opportunities that meet your search/filter criteria (5)</p>

STEP 2

UNPP

-  Dashboard
-  Partnership Opportunities
-  Partners
-  Reports
-  Resource Library

### Reports

PARTNERS    **PARTNERSHIP OPPORTUNITIES**    VERIFICATION & OBSERVATIONS

Select filters to generate a report or map of CFEIs and direct selection/retention 1

Country

Tanzania, United Republic of

---

Year

Select year

Location

Select location

---

Type of partner opportunity

Select type of partner opportunity

Sector & Area of Specialization

Select sector & area of specialization

---

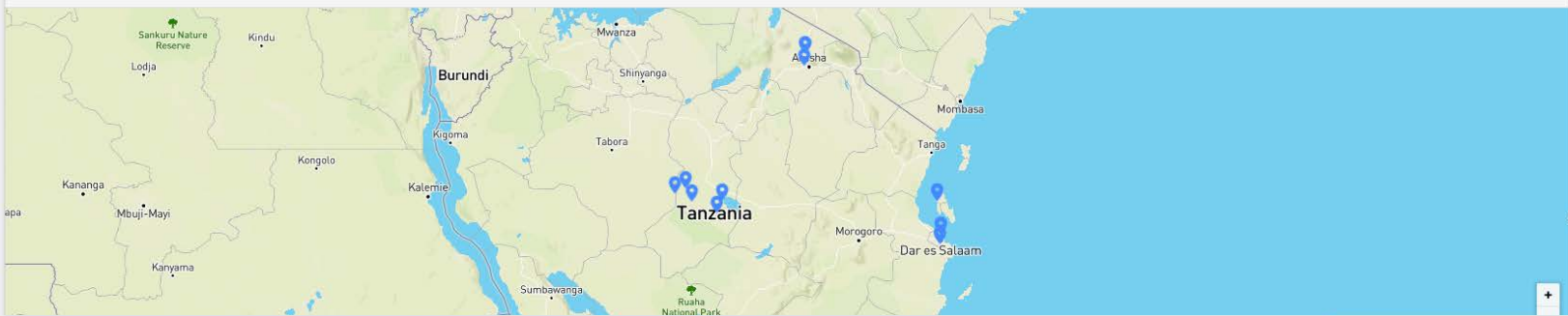
Status

Select status

CLEAR    SUBMIT 2

3    EXPORT REPORT

Map of Partnership Opportunities 4



5    10 items selected

Project ID	Project Title	Country	Project Location	Type of expression of interest
<input checked="" type="checkbox"/> CEF/TZA/2018/079	Increasing Access to Education for Adolescent Girls	Tanzania, United Republic of, Tanzania, United Republic of	Pwani Region, Tanzania, Arusha Region, Tanzania	Open Selection
<input checked="" type="checkbox"/> CEF/TZA/2018/079	Increasing Access to Education for Adolescent Girls	Tanzania, United Republic of, Tanzania, United Republic of	Pwani Region, Tanzania, Arusha Region, Tanzania	Open Selection