

## Generate Verification and Observation Reports

**Overview:** This guide will show you how to generate reports on partnership verification and observation on partners registered on the UN Partner Portal. This reporting feature allows you to view information on an organization's verification status, observations and any risk related flags/observations identified with the organizations.

All Verification and Observation Reports can be downloaded as an excel file for further analysis.

Please note that the ability to generate Verification and Observation 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 search for a specific application 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 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>Verification &amp; Observations</i> (2) tab</p> | <p>This reporting feature allows you to generate reports on the verification status, observations and risk related flags/observations for partners registered partnership opportunities that were managed through the UN Partner Portal.</p> <p>You can set the parameters of your report using the filters (3) on the page. You can select multiple filter options at once</p> |

The screenshot displays the UNPP interface. On the left, a navigation menu includes 'Dashboard', 'Partnership Opportunities', 'Partners', 'Reports' (highlighted with a red box and a '1' callout), and 'Resource Library'. The main content area is titled 'Reports' and features three tabs: 'PARTNERS', 'PARTNERSHIP OPPORTUNITIES', and 'VERIFICATION & OBSERVATIONS' (highlighted with a red box and a '2' callout). Below the tabs, a text prompt reads 'Select filters to generate a report on partner verification and observations.' followed by a '3' callout. The filter section contains:
 

- Country: Provide country
- Type of organization: Select type of organization
- Verification Status: Select verification status
- Verification Year: Select verification year
- Observation Type: Select observation type
- Category of risk: Select category of risk

 At the bottom left of the filter section is a checkbox labeled 'Show INGO HQ only'. At the bottom right are 'CLEAR' and 'SUBMIT' buttons. The top right of the page shows a notification bell with '84' and a user profile icon. An orange 'STEP 1' label is positioned on the far left.

| Steps | Description   | Action  | Notes  |
|-------|---------------|---|--|
| 2     | Filter/Search | Use the filters to define the parameters of the report (1) and click on 'Submit' (2) to generate the report<br><br>You can click on the 'Clear' icon to start a new filter for your report parameters | Click on 'Export Report' (3) to download an excel file and view details of the verification and observation report<br><br>The results section will show the organizations with verification and observations that meet your search/filter criteria (4) |

STEP 2

UNPP

PARTNERS

PARTNERSHIP OPPORTUNITIES

VERIFICATION & OBSERVATIONS

Select filters to generate a report on partner verification and observations.

Country

Provide country

Type of organization

National NGO

Verification Status

Select verification status

Verification Year

Select verification year

Observation Type

Select observation type

Category of risk

Select category of risk

Show INGO HQ only

CLEAR
SUBMIT

EXPORT REPORT

1-10 of 37 results

| Organization's Legal Name                        | Acronym | Type of Organization | Country     | Verification Year |
|--|---------|----------------------|-------------|-------------------|
| Ethiopian Community Association                  |         | National NGO         | Ethiopia    |                   |
| Afghan Foundation for Safe Communities           | AFSC    | National NGO         | Afghanistan |                   |
| Afghan Women's Network                           |         | National NGO         | Afghanistan | 2018              |
| AL RASHID TRUST                                  |         | National NGO         | Pakistan    |                   |
| AGRICULTURAL NATIONAL ESTABLISHMENT IN ABU-GREIB |         | National NGO         | Iraq        |                   |

Logged in as: UNICEF

Tanzania

Help