Generate Verification and Observation Reports

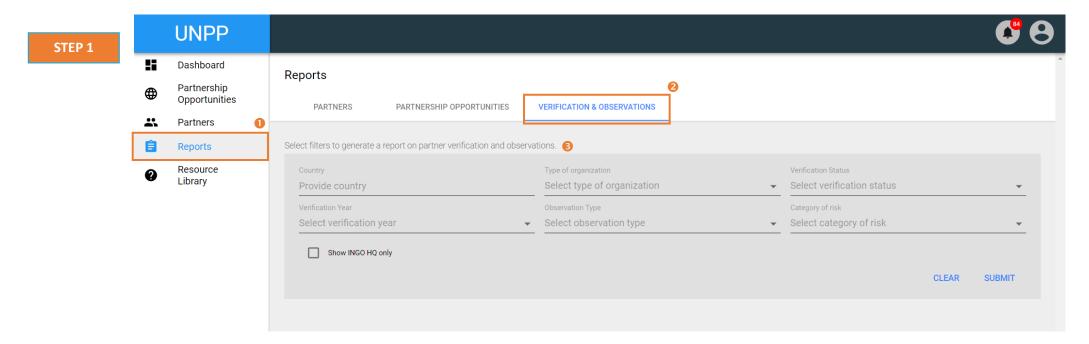
Overview: This guide will show you how to generate reports on partnership verification and observation on partners registered on the UN Partner Portal. This reporting feature allows you to view information on an organization's verification status, observations and any risk related flags/observations 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	On the left navigation bar, click on the 'Reports' 1) icon to access the Reports Page Click on the Partnership Opportunities (2) tab	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. You can search for a specific application using the filters (3) on the page. You can select multiple filter options at once
2	Filter/Search	Use the filters to define the parameters of the partner report (1) and click on 'Submit' (2) to generate the report You can click on the 'Clear' icon to start a new filter for your partner report parameters	Click on 'Export Report' (3) to view information on the partnership opportunities A map (4) will be generated based on your search criteria to show where the partners have an operating presence. -If you define the country, the map will be generated to show partnership opportunities issued within the country -If you hover your mouse over the pins in the map, you can see the partnership opportunity ID At the bottom of the page you will see the specific partnership opportunities that meet your search/filter criteria (5)

Steps	Description	Action	Notes
1	Reports	On the left navigation bar, click on the 'Reports' 1) icon to access the Reports Page Click on the Verification & Observations (2) tab	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. You can set the parameters of your report using the filters (3) on the page. You can select multiple filter options at once



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	Click on 'Export Report' (3) to download an excel file and view details of the verification and observation report
		You can click on the 'Clear' icon to start a new filter for your report parameters	The results section will show the organizations with verification and observations that meet your search/filter criteria (4)

