Generate Partner Reports

Overview: This guide will show you how to generate partner reports using the UN Partner Portal. The partner reporting feature allows you to pull information from the CSO profile and their submitted applications to generate a consolidated report of all partners on the UN Partner Portal that fits your search criteria.

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

Steps	Description	Action	Notes
1	Reports	On the left navigation bar, click on the *'Reports'* 1) icon to access the *Reports Page*	This will direct you to the *Reports Page (2)* The partner reporting feature allows you to pull information from the CSO profile and their submitted applications to generate a consolidated report of all partners on the UN Partner Portal that fits your search criteria. You can set the criteria for the report 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 Partner Profile Report'* (3) to view information on the filtered partners' profile Click on *'Export Contact Information Report'* (4) to view contact information on the filtered partners A map (5) 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 partners within the country -If you hover your mouse over the pins in the map, you can see which partner is represented At the bottom of the page you will see the specific partners that meet your search/filter criteria (6)

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STEP 2