

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 <i>Reports Page</i>	<p>This will direct you to the <i>Reports Page</i> (2)</p> <p>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.</p> <p>You can set the criteria for the report 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 '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 '<i>Export Partner Profile Report</i>' (3) to view information on the filtered partners' profile</p> <p>Click on '<i>Export Contact Information Report</i>' (4) to view contact information on the filtered partners</p> <p>A map (5) will be generated based on your search criteria to show where the partners have an operating presence.</p> <ul style="list-style-type: none">-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 <p>At the bottom of the page you will see the specific partners that meet your search/filter criteria (6)</p>

Steps	Description	Action	Notes
1	Reports	On the left navigation bar, click on the 'Reports' 1) icon to access the Reports Page	<p>This will direct you to the <i>Reports Page (2)</i></p> <p>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.</p> <p>You can set the criteria for the report 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' (highlighted with an orange box and labeled '1'), 'Reports', and 'Resource Library'. The main content area is titled 'Reports' and has three tabs: 'PARTNERS' (labeled '2'), 'PARTNERSHIP OPPORTUNITIES', and 'VERIFICATION & OBSERVATIONS'. Below the tabs, there is a filter section with the text 'Select filters to generate reports on partners and partner contact information, or a map of partner presence.' The filters include:

- Country: Provide country
- Location: Select location
- Registered in country: Radio buttons for Yes, No, and All (All is selected).
- Type of organization: Select type
- Sector & Area of Specialization: Select sector & area of specialization
- UN Experience: Radio buttons for Yes, No, and All (All is selected).
- Show INGO HQ only: A checkbox.

 At the bottom right of the filter section are 'CLEAR' and 'SUBMIT' buttons. The bottom of the page shows 'Logged in as: UNICEF' and 'Tanzania' with a dropdown arrow. A green 'Help' button is in the bottom right corner.

Steps	Description	Action	Notes
2	Filter/Search	<p>Use the filters to define the parameters of the partner 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 Partner Profile Report' (3) to view information on the filtered partners' profile</p> <p>Click on 'Export Contact Information Report' (4) to view contact information on the filtered partners</p> <p>A map (5) will be generated based on your search criteria to show where the partners have an operating presence.</p> <ul style="list-style-type: none"> -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 <p>At the bottom of the page you will see the specific partners that meet your search/filter criteria (6).</p>

STEP 2

UNPP

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

Reports

PARTNERS
PARTNERSHIP OPPORTUNITIES
VERIFICATION & OBSERVATIONS

Select filters to generate reports on partners and partner contact information, or a map of partner presence. 1

Country
Provide country

Type of organization
X International NGO (INGO)

Show INGO HQ only

Location
Select location

Sector & Area of Specialization
X Education - General

Registered in country
 Yes No All

UN Experience
 Yes No All

CLEAR SUBMIT 2

3 EXPORT PARTNER PROFILE REPORT

4 EXPORT CONTACT INFORMATION REPORT

Map of Partners 5

6 8 items selected

Organization's Legal Name	Type of Organization	Country	# of Offices	UN experience
<input checked="" type="checkbox"/> International Action for Humanitarian Assistance - Ethiopia	International NGO (INGO)	Ethiopia	3	UNHCR/UNICEF
<input checked="" type="checkbox"/> International Action for Humanitarian Assistance-Tanzania	International NGO (INGO)	Tanzania, United Republic of	2	UNICEF
<input checked="" type="checkbox"/> International Action for Humanitarian Assistance	International NGO (INGO)	United Kingdom	0	
<input checked="" type="checkbox"/> Pastoralist Initiative for Development & Advocacy Kenya	International NGO (INGO)	Kiribati	0	UNHCR/UNICEF/OTHER