


## View Partner Information

**Objective:** View partner organization's information on the UN Partner Portal.

Steps	Description	Action	Notes
1	Partners	Click on the 'Partners' (1) icon to access the partners page	This will direct you to the <i>Partners</i> page. You can search for a specific partners using the filters on the page.
2	Partner Organization	Click on the partner organization's name (2) that you want to view	You will be directed to the partner's page
3	Partner Overview Page	View a summary of the partner organization in the 'Overview' tab	The <i>Profile Details</i> tab (1) will direct you to a detailed profile page for the organization The <i>UN Data</i> (2) tab will show the cash transfers to the organization from different UN agencies, if available The <i>Verification</i> (3) tab will show the verification details for the organization The <i>Observations</i> (4) tab will show observations and risk flags made by UN staff - Please note only specific users will have access to this page (please consult the User Roles guide for UN staff for more information) The <i>Applications</i> (5) tab will show the number of applications the organization has submitted The <i>Users</i> (6) tab will show the various users associated with the partner's profile
4	Partner Profile Details	Click on the 'Profile Details' (1) icon to view the detailed profile of the organization.  Click on the drop downs (2) of various sections to view the details in each section	A section that shows the following symbol next to a section  indicates that the partner has not completed that section of the profile.  Seven sections will be displayed where you can view information that partner has entered as part of their profile.  You will also be able to view and download any documents the partner has uploaded as part of their profile.

Steps	Description	Action	Notes
1	Partners Page	On the left navigation bar, click on the 'Partners' (1) icon to access the partners page	This will direct you to the <i>Partners</i> page.  You can search for a specific partner using the filters on the page.
2	Partner	Click on the partner (2) that you would like to link to your financial system.	You will be directed to the partner overview page

STEP 1


STEP 2

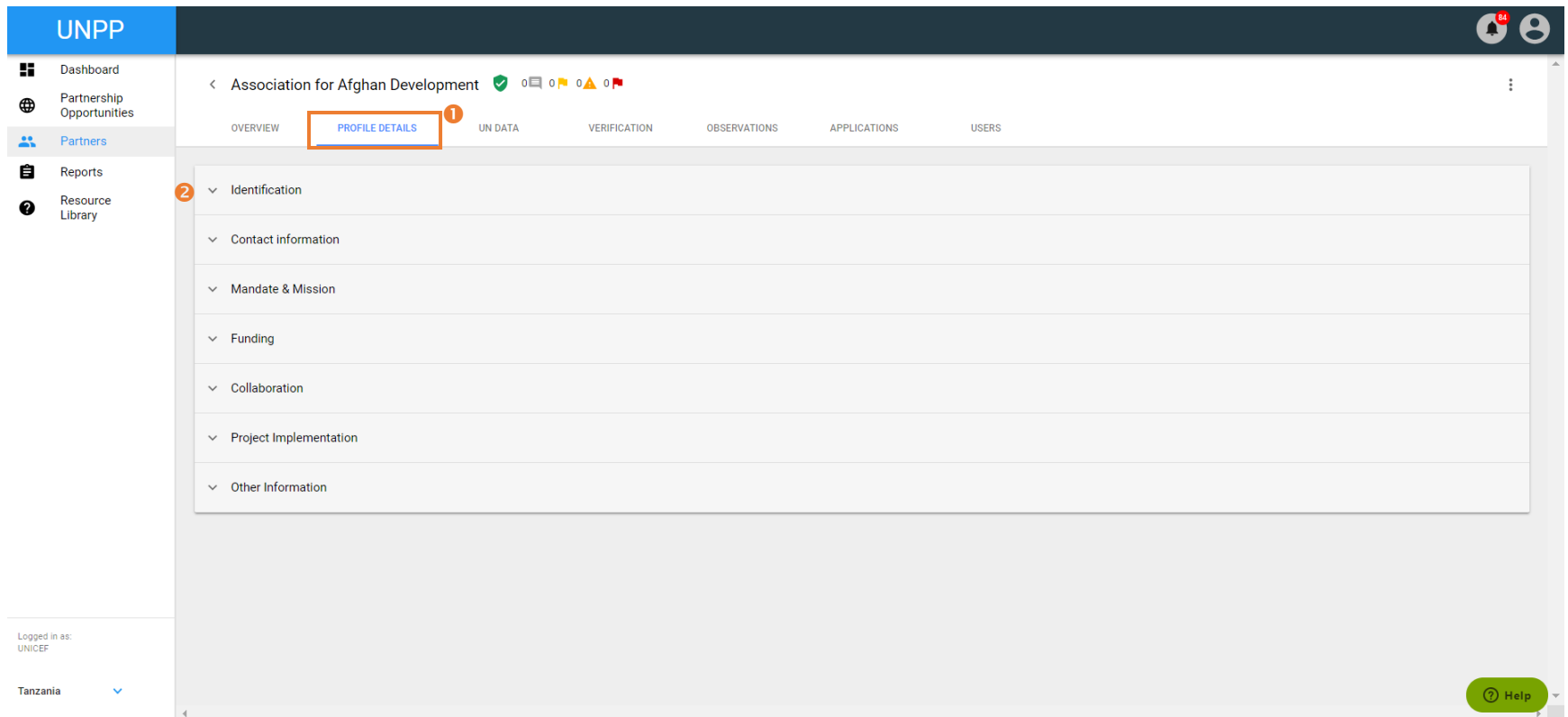
The screenshot shows the UNPP interface. The left sidebar contains a navigation menu with the following items: Dashboard, Partnership Opportunities, Partners (highlighted with a red box and a '1' icon), Reports, and Resource Library. The main content area is titled 'Partners' and features a search form with the following fields: Legal Name (containing 'Association for Afghan Development'), Verification Status (a dropdown menu), Type of Organization (a dropdown menu), Country (containing 'Provide country'), Sector & Area of Specialization (a dropdown menu), and Populations of concern (a dropdown menu). There is also a checkbox for 'Show INGO HQ only' and 'CLEAR' and 'SUBMIT' buttons. Below the search form, it displays '1-1 of 1 results' in a table with columns: Organization's Legal Name, Acronym, Type of Organization, Country, and Experience working with UN. The table contains one row: '> Association for Afghan Development' (highlighted with a red box and a '2' icon), National NGO, Afghanistan, and UNHCR, UNICEF, WFP, OTHER. At the bottom right of the table, it says 'Rows per page: 10' and '1 of 1'. The bottom left of the page shows 'Logged in as: UNICEF' and 'Tanzania'. A 'Help' button is visible in the bottom right corner.

Steps	Description	Action	Notes
3	Partner Overview Page	View a summary of the partner organization in the 'Overview' tab	<p>The <i>Profile Details</i> tab (1) will direct you to a detailed profile page for the organization</p> <p>The <i>UN Data</i> (2) tab will show the cash transfers to the organization from different UN agencies, if available</p> <p>The <i>Verification</i> (3) tab will show the verification details for the organization</p> <p>The <i>Observations</i> (4) tab will show observations and risk flags made by UN staff</p> <ul style="list-style-type: none"> <li>Please note only specific users will have access to this page (please consult the User Roles guide for UN staff for more information)</li> </ul> <p>The <i>Applications</i> (5) tab will show the number of applications the organization has submitted</p> <p>The <i>Users</i> (6) tab will show the various users associated with the partner's profile</p>

STEP 3

The screenshot displays the UNPP (United Nations Partnership Platform) interface. On the left is a navigation menu with options: Dashboard, Partnership Opportunities, Partners (selected), Reports, and Resource Library. The main header shows 'UNPP' and user profile icons. The breadcrumb trail is '< Association for Afghan Development'. Below this is a tabbed interface with six tabs: OVERVIEW (selected), PROFILE DETAILS (1), UN DATA (2), VERIFICATION (3), OBSERVATIONS (4), APPLICATIONS (5), and USERS (6). The 'Overview' tab shows a 'Profile summary' for the 'Association for Afghan Development', last updated on 29 Oct 2018. The summary includes fields for Partner name, ID, type, country, location, and head of organization (Patricia Kaas, Chairman). A 'Verification status' box shows 'Verification Passed' on 01 Nov 2018 by Uriah Heep WFP. An 'Observations' box shows zero counts for various indicators. The user is logged in as UNICEF, and the location is set to Tanzania. A 'Help' button is visible in the bottom right corner.

Steps	Description	Action	Notes
4	Partner Profile Details	<p>Click on the 'Profile Details' (1) icon to view the detailed profile of the organization.</p> <p>Click on the drop downs (2) of various sections to view the details in each section</p>	<p>A section that shows the following symbol next to a section  indicates that the partner has not completed that section of the profile.</p> <p>Seven sections will be displayed where you can view information that partner has entered as part of their profile.</p> <p>You will also be able to view and download any documents the partner has uploaded as part of their profile.</p>



The screenshot displays the UNPP (United Nations Partnership Platform) interface. The top navigation bar includes 'UNPP' and user profile icons. The left sidebar contains menu items: Dashboard, Partnership Opportunities, Partners (highlighted), Reports, and Resource Library. The main content area shows the profile for 'Association for Afghan Development'. A breadcrumb trail includes 'OVERVIEW', 'PROFILE DETAILS' (highlighted with an orange box and a red '1' notification), 'UN DATA', 'VERIFICATION', 'OBSERVATIONS', 'APPLICATIONS', and 'USERS'. Below the breadcrumb, a list of profile sections is shown, each with a dropdown arrow and a red '2' notification: Identification, Contact information, Mandate & Mission, Funding, Collaboration, Project Implementation, and Other Information. The bottom left shows 'Logged in as: UNICEF' and 'Tanzania'. A green 'Help' button is in the bottom right corner.

STEP 4