

Dashboard

Overview: Use the dashboard to navigate to different features of the UN Partner Portal.

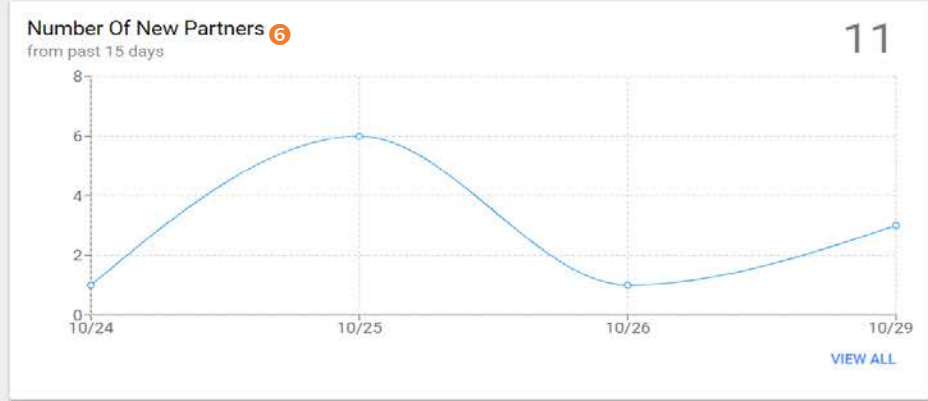
Steps	Description	Action	Notes
1	Dashboard	Click on ' <i>Dashboard</i> ' to return to main dashboard page	By accessing UNPP Dashboard, you receive a set of information. Please refer below for type of information you can find on your Dashboard
2	Partnership Opportunities	Click on ' <i>Partnership Opportunities</i> ' to the partnership opportunities page	A <i>Call for Expression of Interests</i> is a partnership opportunity for civil society organization to submit their applications to a UN agency if their expertise, mandate and location is in alignment with the needs posted in the call
3	Partners	Click on ' <i>Partners</i> ' to view list of partners (civil society organizations) on the portal	Partners refer to Civil society organizations (CSOs) which are autonomous associations that are independent of the public and for-profit sectors and designed to advance collective interests and ideas. For the purposes of the UNPP, UN users can click on the partners' page to search for CSOs that have uploaded their profiles on the portal.
4	Reports	Click on the 'Reports' icon to go to the page where you can generate reports on UNPP data	Depending on their administrative privileges UN users are able to generate the following types of reports <ul style="list-style-type: none"> Partner Reports: Generate reports based on partners' profile information Partnership Opportunities Reports: Generate reports on the different types of partnership opportunities Verification and Observation Reports: Generate reports on partner verification, observations and risk related flags.
5	Resource Library	Click on the 'Resource Library' icon to access user support guides	The link will take users to an external site that has been developed as a UN Partner Portal resource library for UN staff.
6	Number of New Partners	Displays number of new partners (CSOs) from the last 15 days	Click on ' <i>View All</i> ' to see the details of all the new partners (CSOs) from the last 15 days that have registered onto the Portal
7	Number of New Calls For Expressions of Interest	Displays the number of new calls for expression of interest	Click on ' <i>View all</i> ' to see all Calls For Expression of Interest. The list of all calls for expression of interests will open.
8	Number of Concept Notes to Score	Displays the number of concept notes that need to be scored	A <i>Concept Note</i> is an application submitted by a CSO to express its interest in partnership with the UN. A concept note may either be submitted in response to a UN-issued CFEI, or on an unsolicited basis. Each UN agency has a standardized template that is to be used by CSOs to submit concept notes. The submission of a successful, favorably received concept note is typically the first step in the development of a partnership agreement between the UN and the CSO.
9	Notifications	Click on the bell to view notifications	Notifications are provided to UN agency users by e-mail and through the portal to ensure an agency user is aware of specific actions they need to undertake on the portal.
10	Profile	Click on the profile icon in the top right corner	You can click on 'User Profile' to view your profile information. Click on 'sign out' to exit the UN Partner Portal.
11	Number of Partners	Displays number of partners by type	Allows you to view the number of partners by the following types: International NGO; Academic Institution; National NGO; Community Based Organization and Red Cross/Red Crescent Movement
12	List of Concept Notes requiring your scoring	Displays the list of concept notes that require your agency scoring	You can increase how many concept notes are displayed in the section by clicking on ' <i>Rows per page</i> ' at the bottom right of the section. You can also navigate to different pages within the section by clicking on the '>' arrow to move forward and the '<' arrow to navigate backward.
13	List of open CFEIs	Displays list of open CFEIs	You can increase how many concept notes are displayed in the section by clicking on ' <i>Rows per page</i> ' at the bottom right of the section.

			You can also navigate to different pages within the section by clicking on the '>' arrow to move forward and the '<' arrow to navigate backward.
14	Partner Decisions from 5 Past Days	Displays all partner decisions from 5 past days	
15	View and toggle between your profile	Click on the arrow to toggle between profiles	Please note that if you only have one user role available in one country office, you will not be able to use the toggle function, as there are no additional profiles to select.
16	Help	Click on the green help icon to submit a request to the helpdesk	On the help desk you are able to submit requests to a specific agency if needed, or indicate if you question is general to the portal.

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Dashboard

User Profile 10
 Sign out



Number of New Calls for Expressions of Interest 7

38

[VIEW ALL](#)

Number Of Concept Notes to Score 8

0

List of Concept Notes requiring your scoring 12

1-0 of 0 results

Project Title	CFEI	Number of Applications	Notification of results deadline
No data			

Rows per page: 10 0 of 0 < 1 >

List of Open CFEIs 13

1-1 of 1 results

Project Title	CFEI	Number of Applications	Application deadline
Improving Employment Opportunities for Out of School Children in Urban Areas	CFE/TZA/2018/078	1	06 Nov 2018

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Partner Decisions From 5 Past Days 14

International Action for Humanitarian Assistance-Tanzania 1809 EWV_OCT15_A (Jennifer, FP Shevonne)	ACCEPTED	Decision date: 06 Nov 2018
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Logged in as: UNICEF 15

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