

The Partner Reporting Portal provides some offline capabilities to meet partners' needs to enter data, when there is limited internet availability.

To report offline, partners will need to download the offline Excel reporting template. They will need internet access to download the template, and can coordinate with the UNICEF focal points to access internet in the UNICEF office.

To download the offline Excel reporting template: 1 Sign In to the Partner Reporting Portal

You can navigate to the Progress Reports page to view, search and access Reports

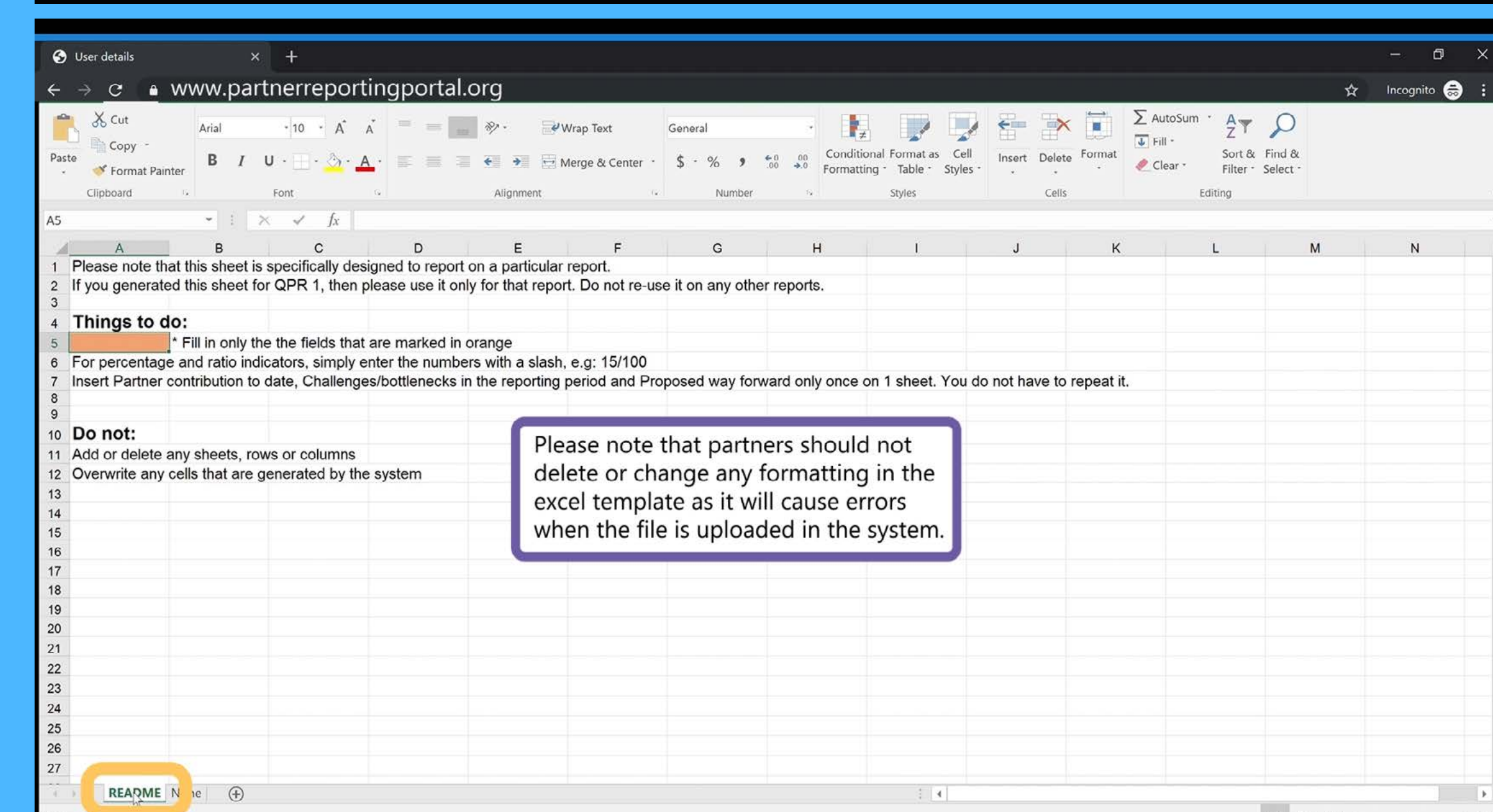
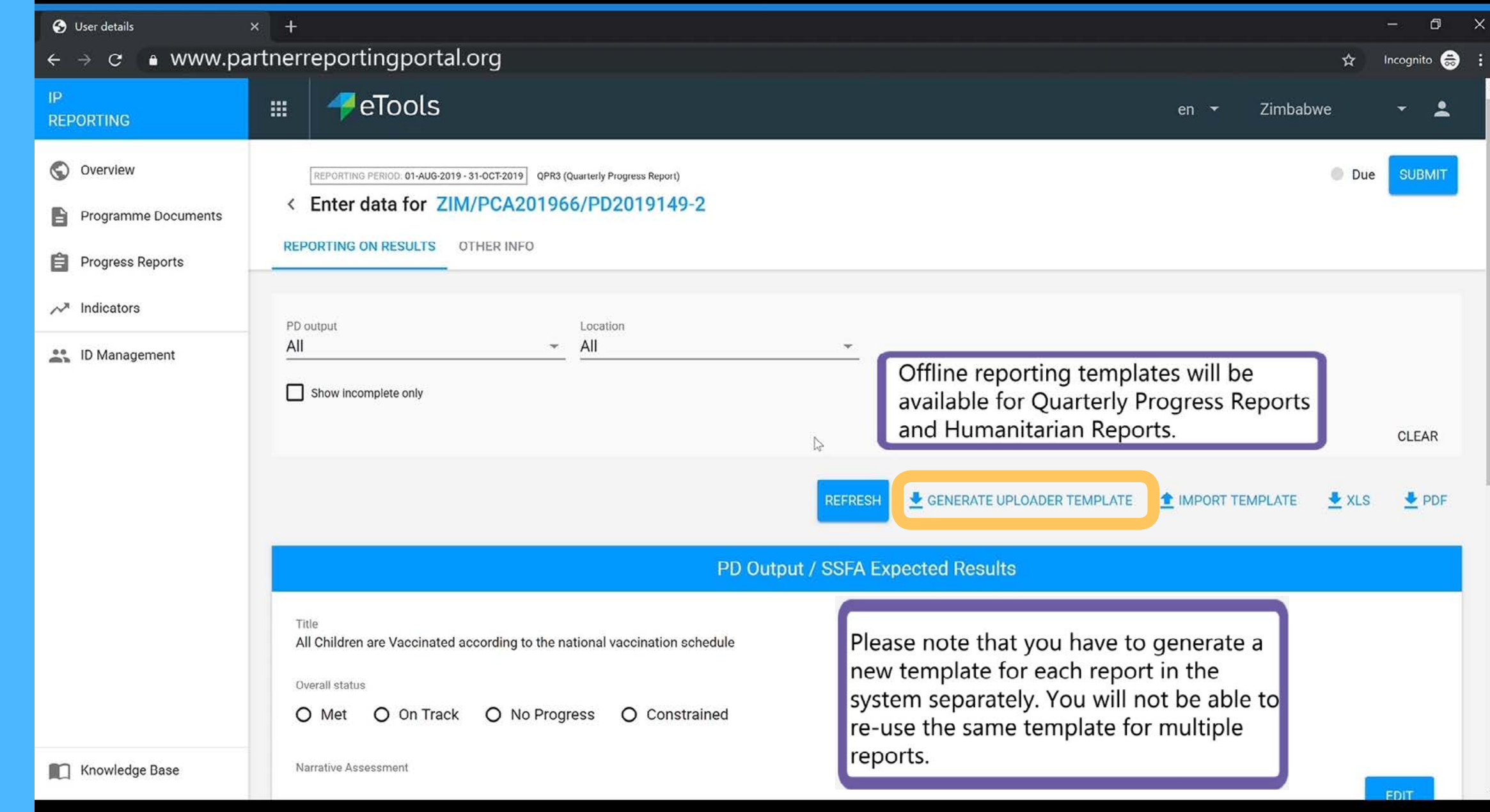
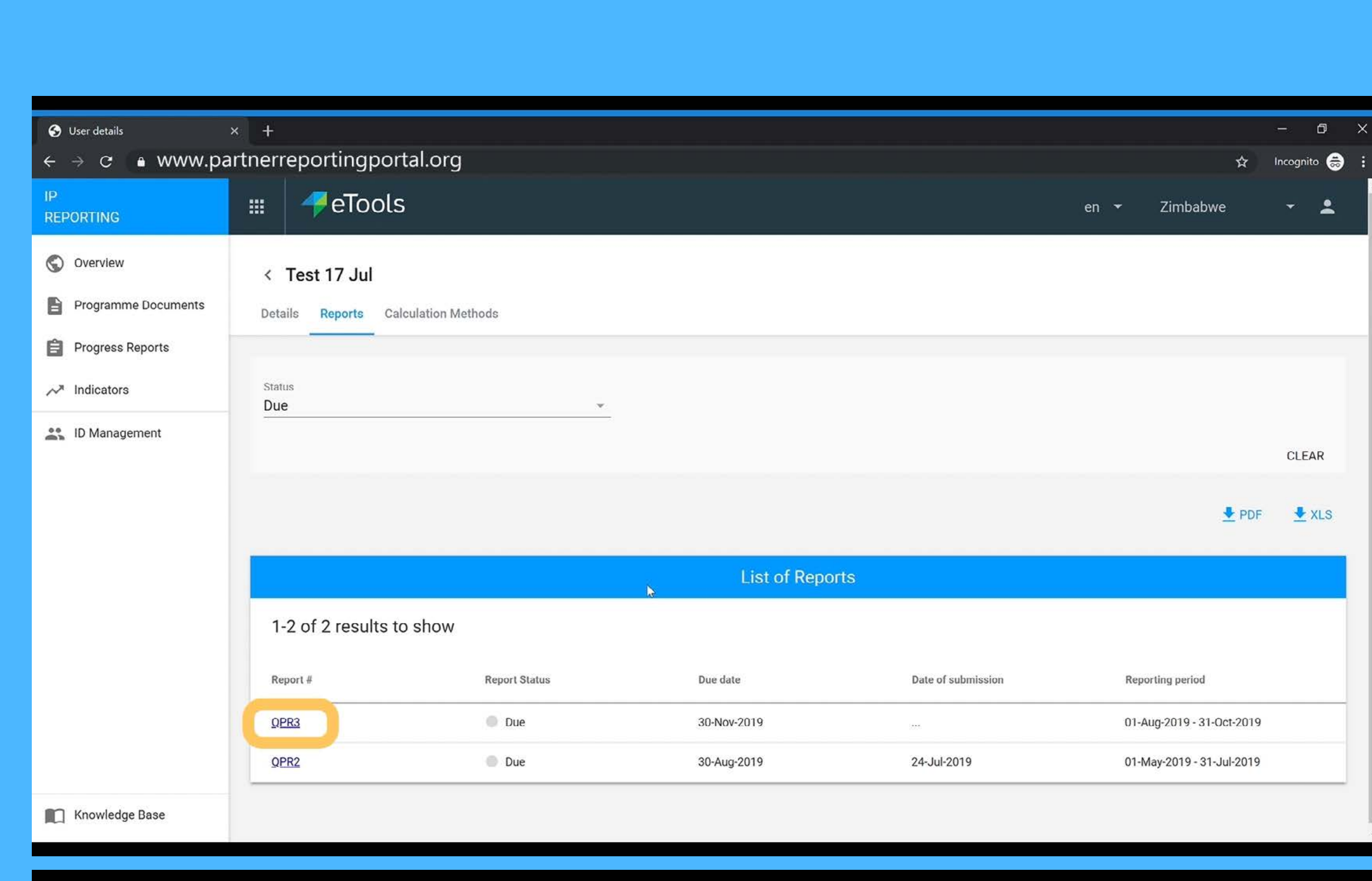
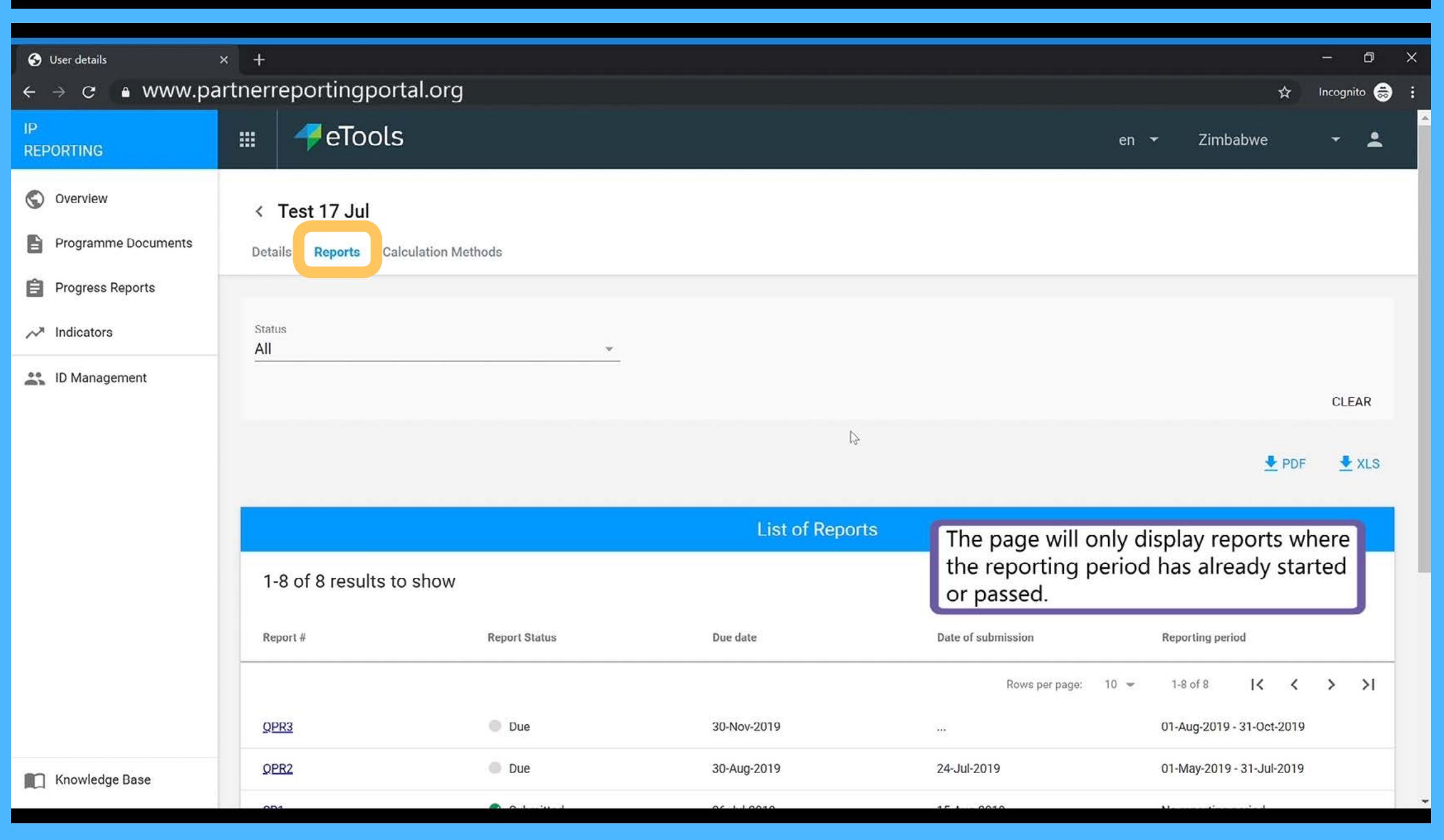
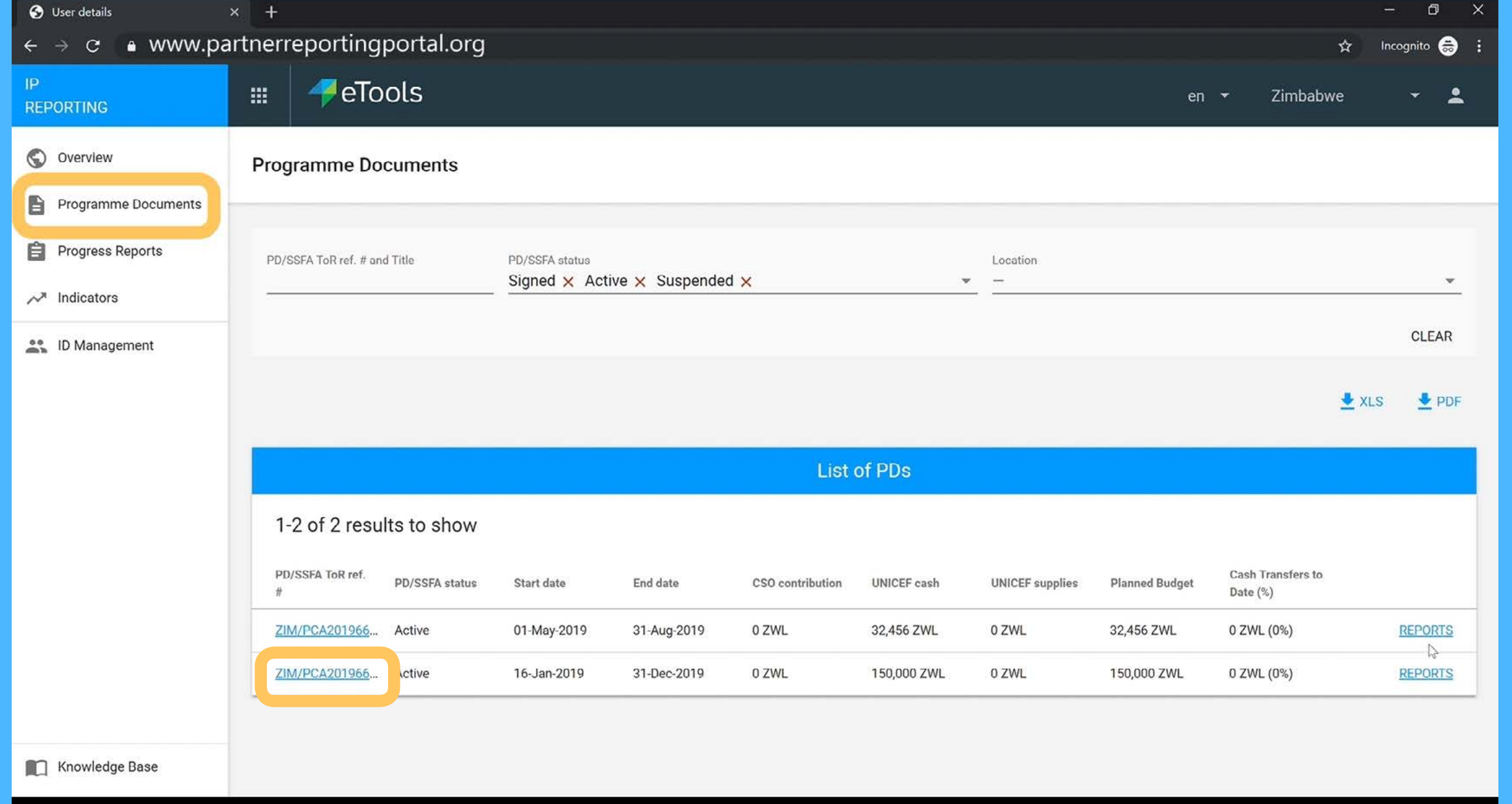
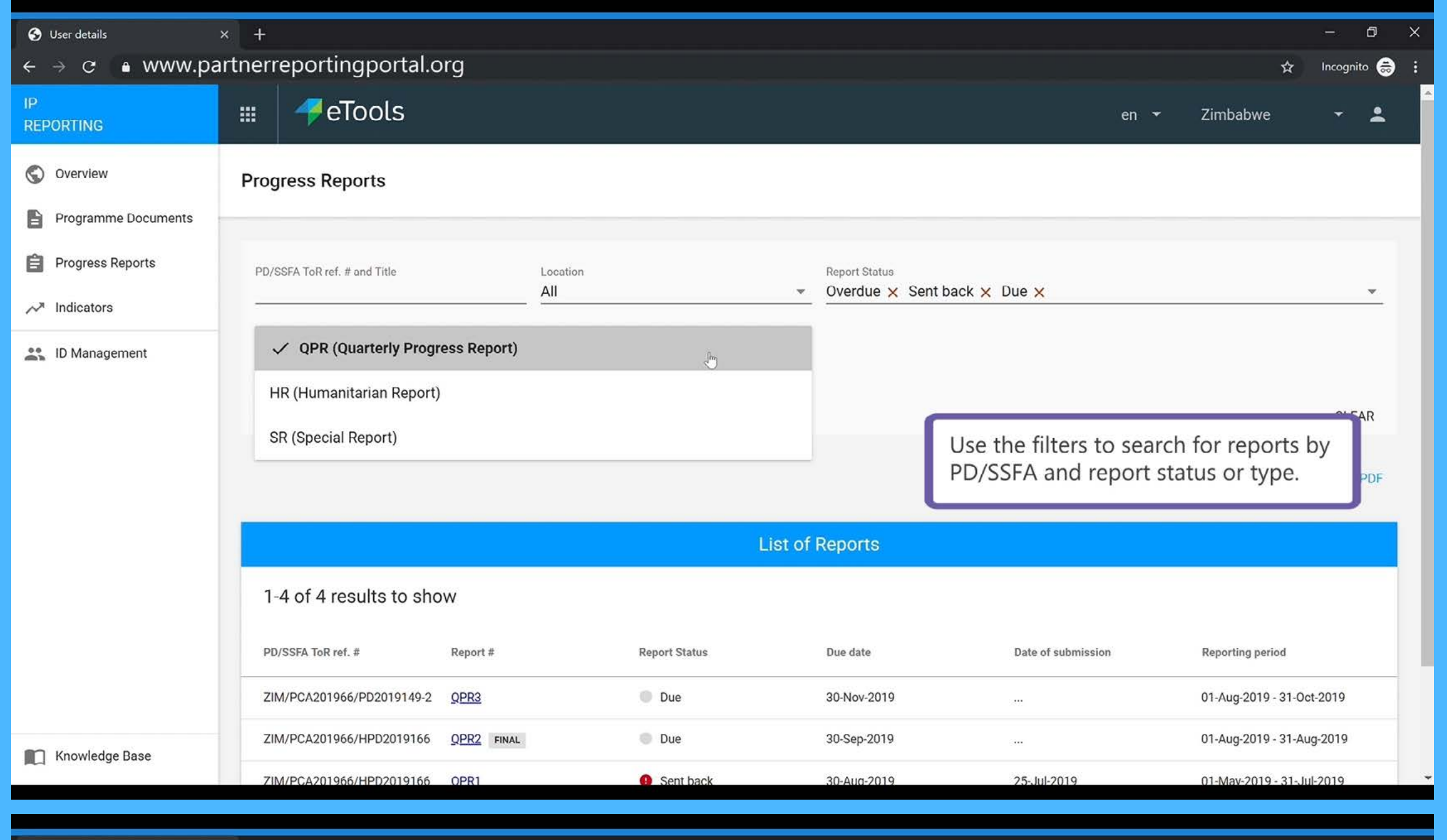
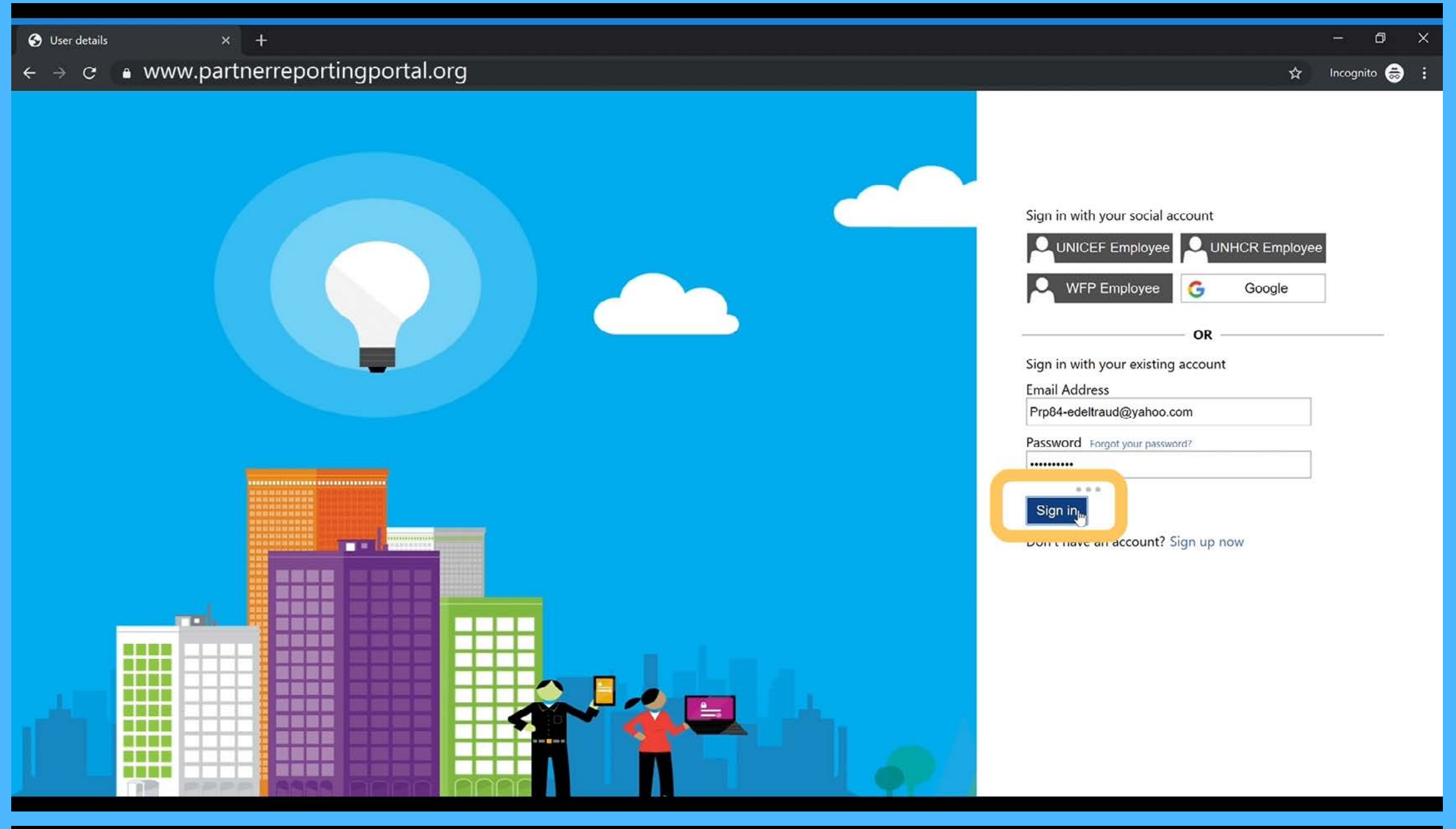
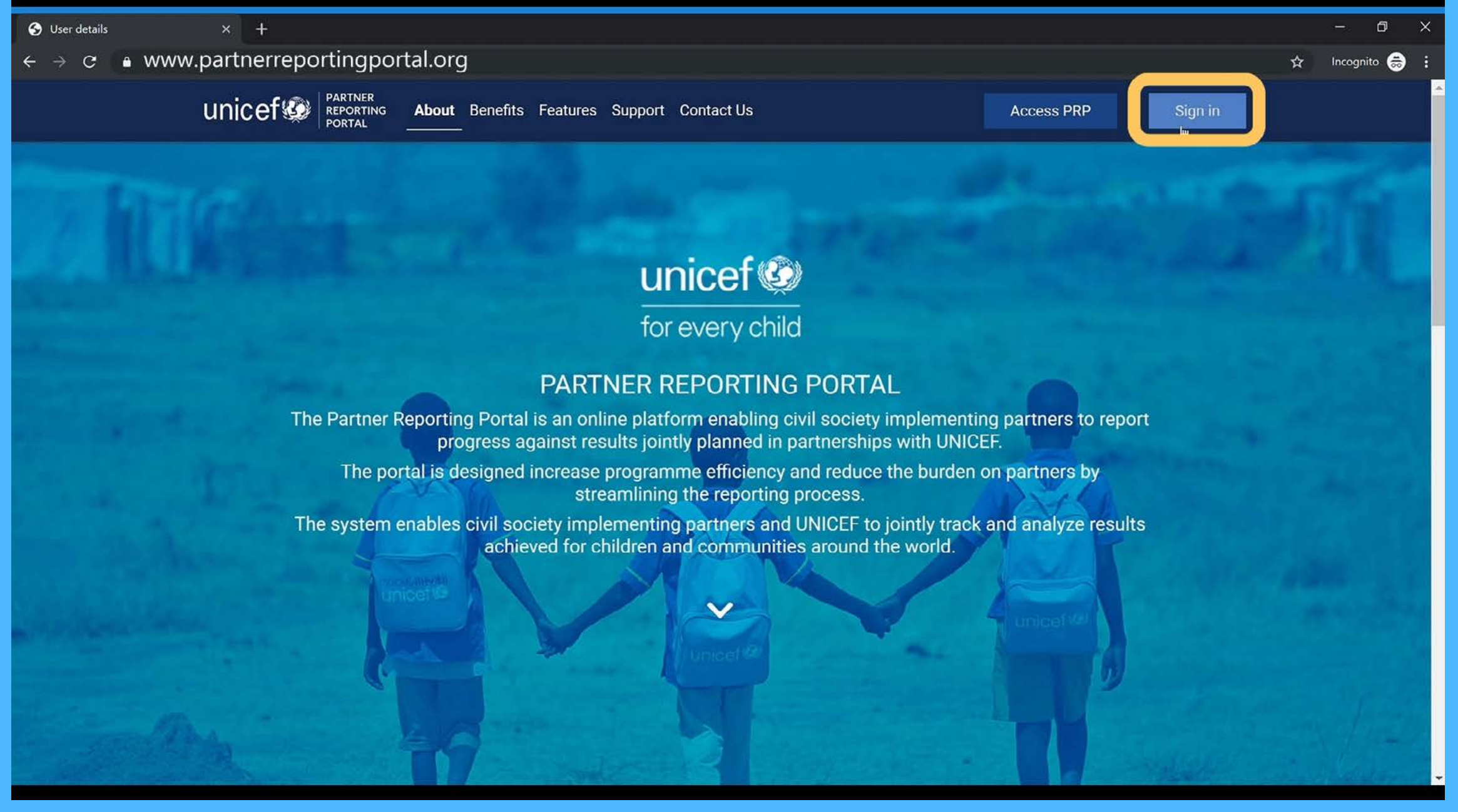
Alternatively, in the Programme Documents page you can click on the Reports link or the programme you would like to access.

Click on the reports tab to view the list of reports and their status

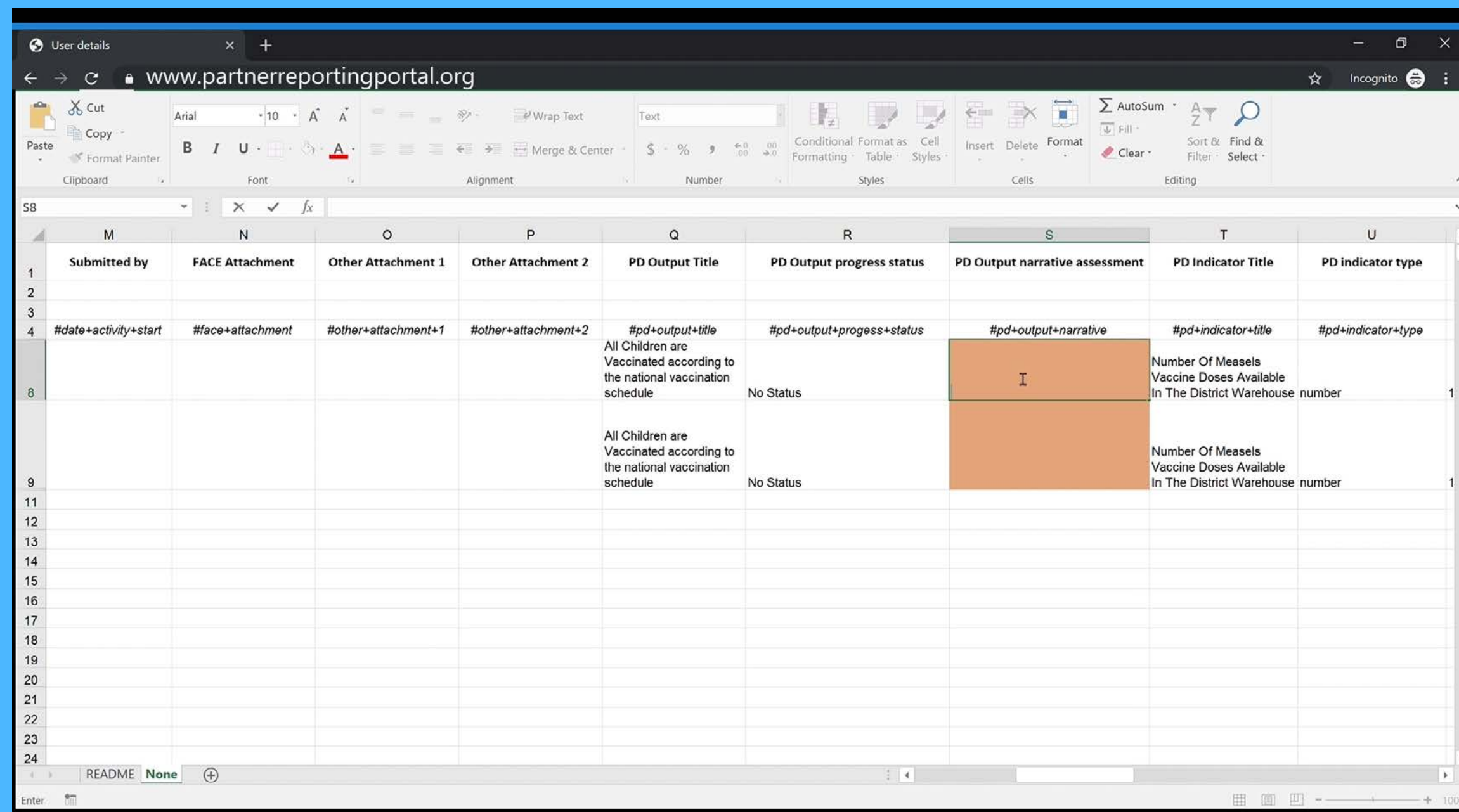
Click on the report you would like to access

On the reporting page, click Generate Uploader Template to download the excel version of the reporting template that can be completed offline.

6. The excel template will contain a Read Me section that provides the partners with instructions on how to use it

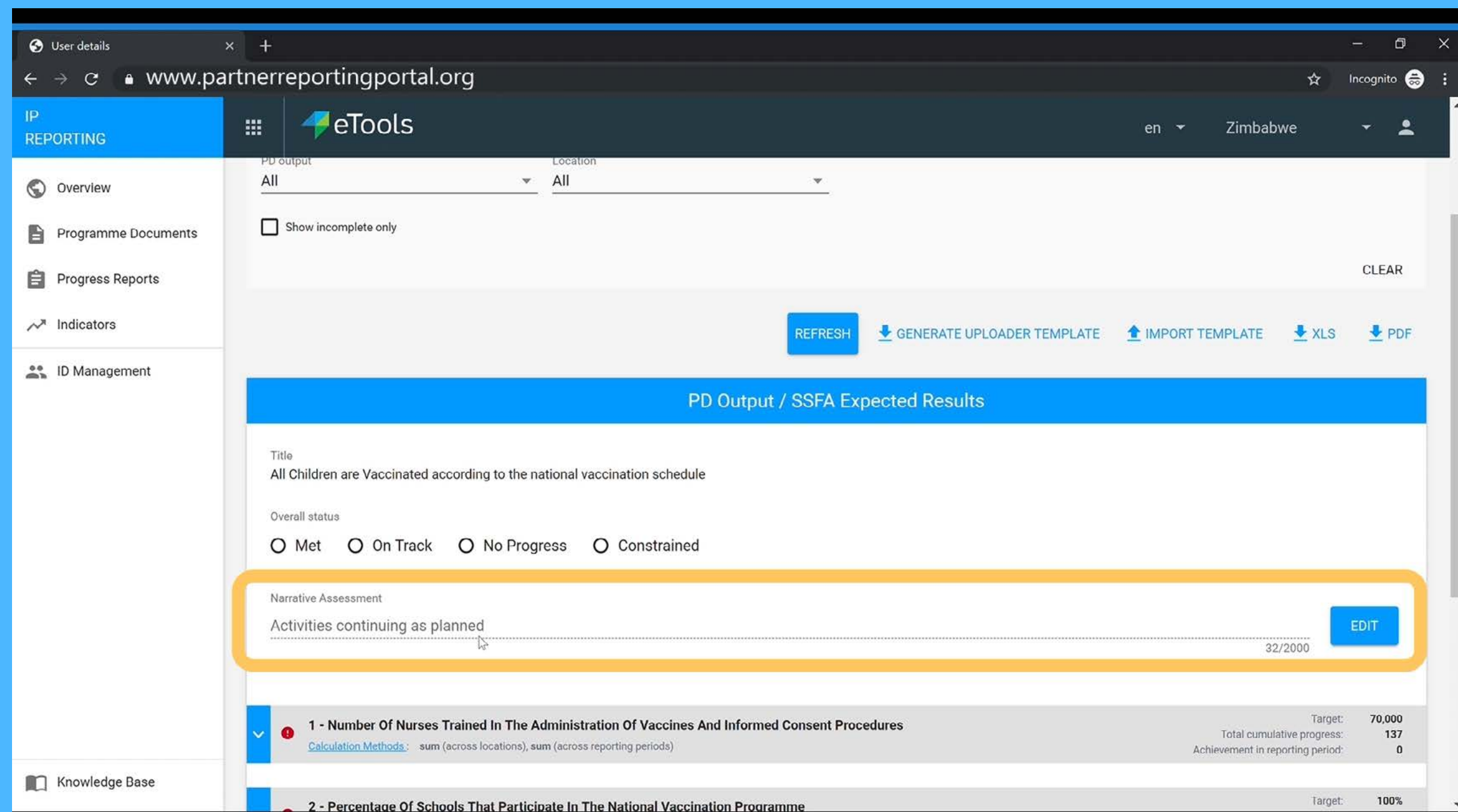


Partners should navigate through the file and only complete the fields highlighted in orange. Once the data is completed, partners should save their excel files. When they have access to the internet, they should login to the system, navigate to the reports and upload their files.

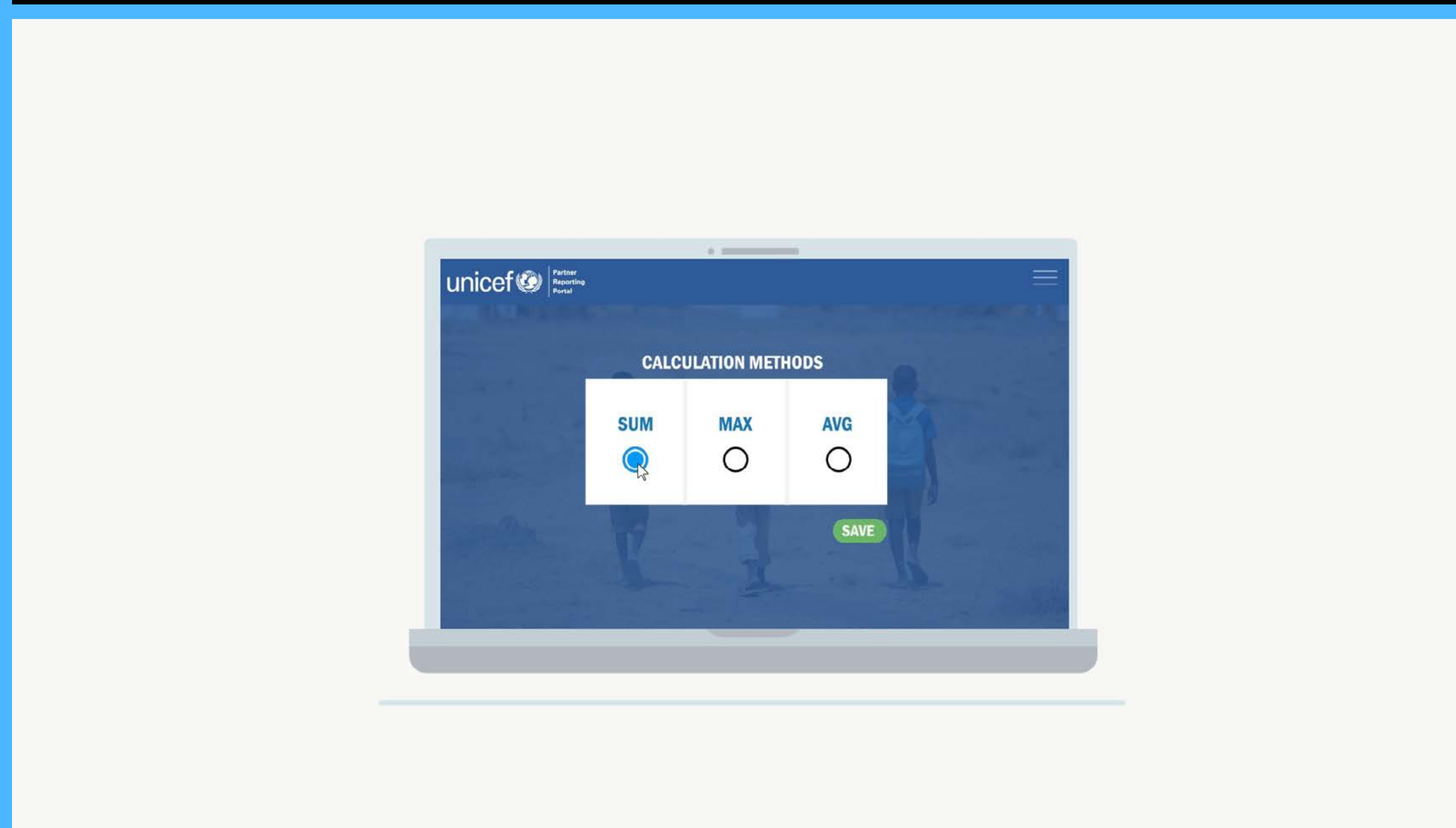


To upload the report in the system:

1. Navigate to the appropriate report.
2. In the reporting page, click on Import Template to upload the template you completed offline into the system
3. After uploading, the various fields in the system will be populated with the data you entered in the excel sheet.
4. You will still be able to edit the data in the system after uploading the report and continue with the report drafting process to submit the relevant report

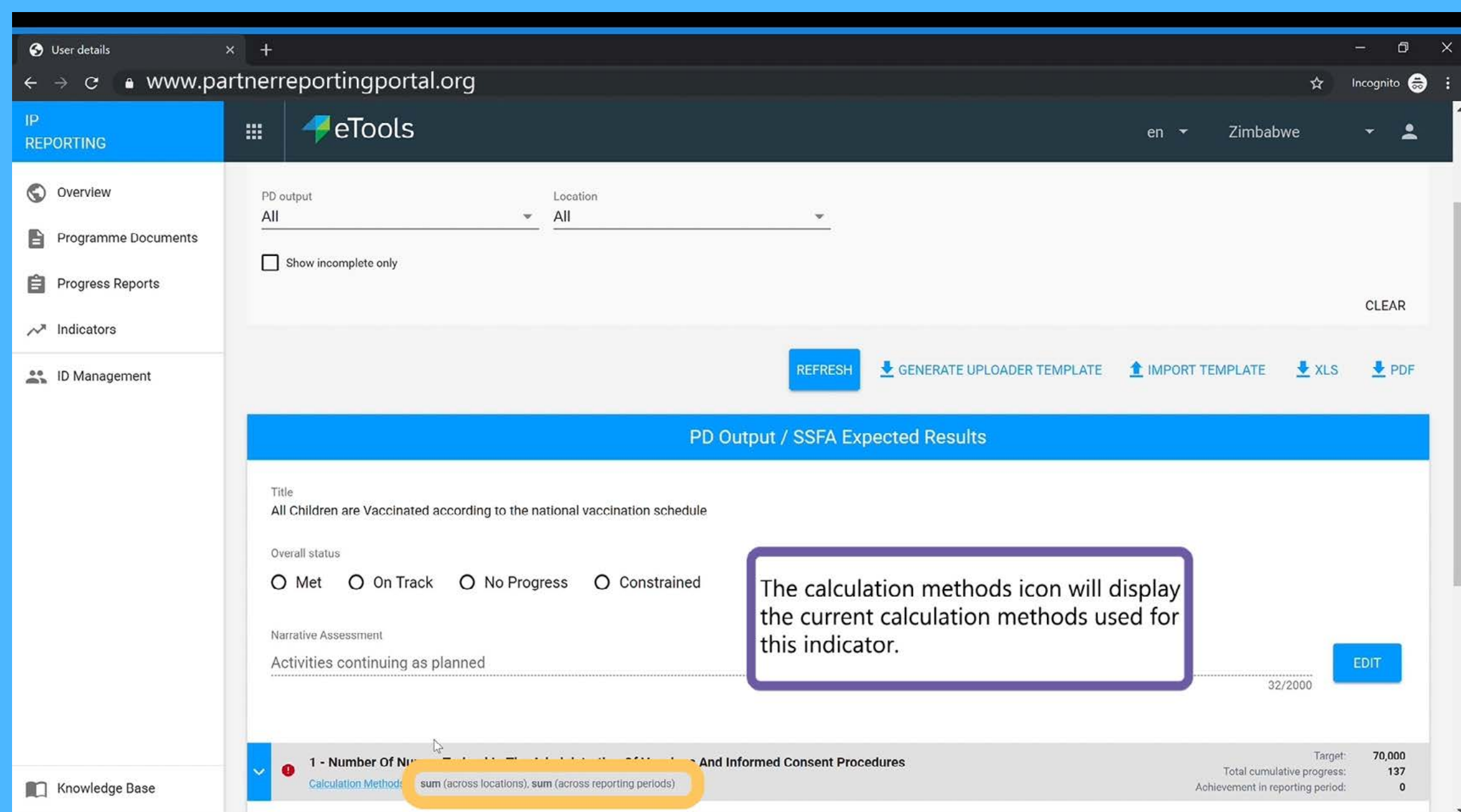


The Partner Reporting Portal also provides partners with the option to change the way that indicators are calculated across locations and reporting periods. Changing calculation methods ensures partners are representing accurate data and minimizing common reporting and data issues, such as double counting beneficiaries.



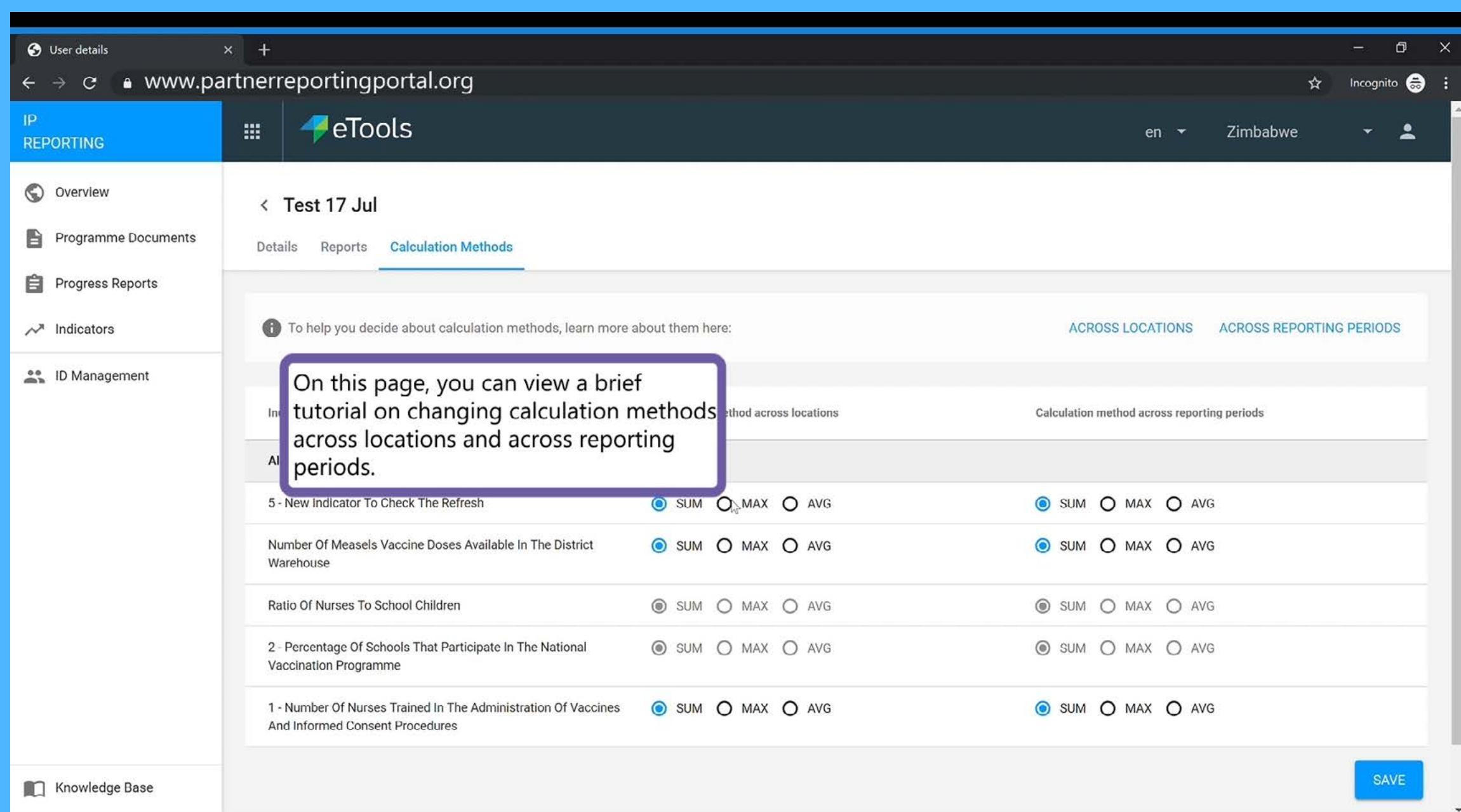
To change the calculation methods:

1. Navigate to the report you would like to access



On the reporting page, navigate to each of the indicators in your report

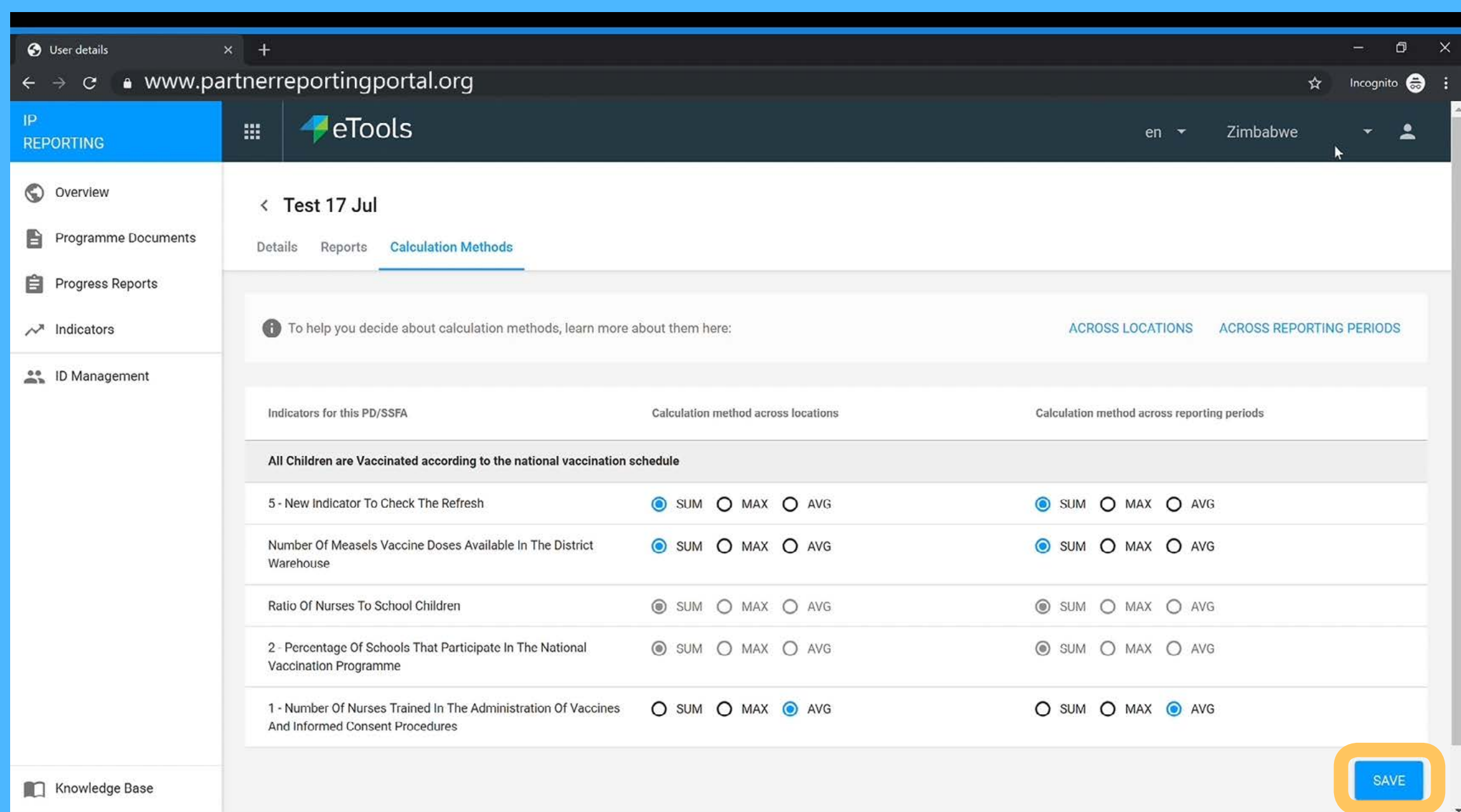
To change the calculation method for each indicator, click on the calculation method icon



You will be directed to the Calculation Methods page. Click on the calculation method you would like to adjust for the relevant indicator.

Users should ensure that the calculation methods for each of the indicators are properly configured, as changing the indicator calculation affects all your progress reports.

Click Save, and then click on Continue to confirm your calculation methods are aligned.



Following the change in calculation methods for your indicator, the new method of calculation will be displayed as the current method of calculation. Any data entered in the indicator, will now be adjusted to align with the identified calculation method.

