Project Reporting Oversight and Monitoring Solution

Working **better together**
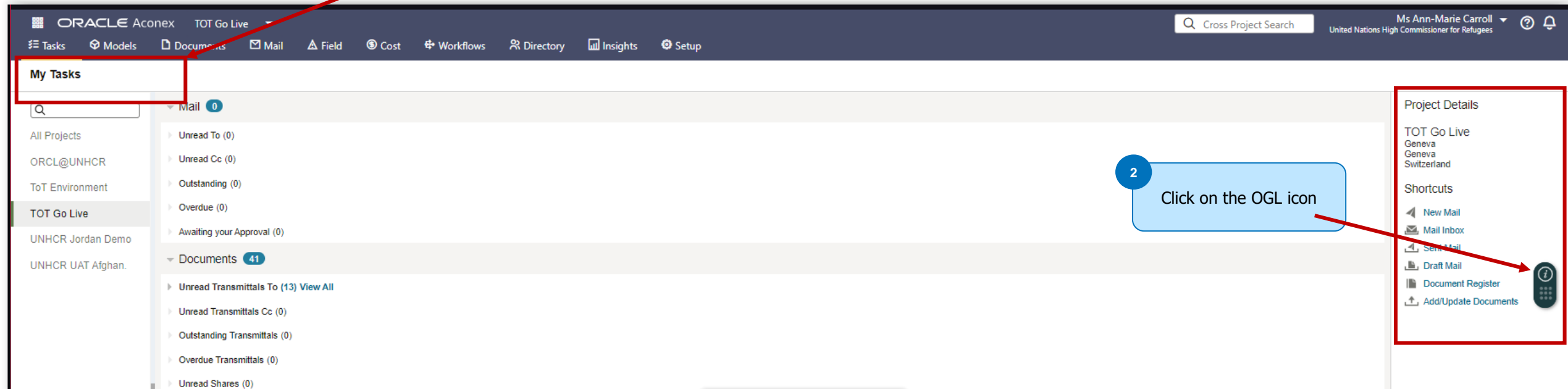
OGL Familiarization

Sept. 2023

HOW TO ACCESS OGL
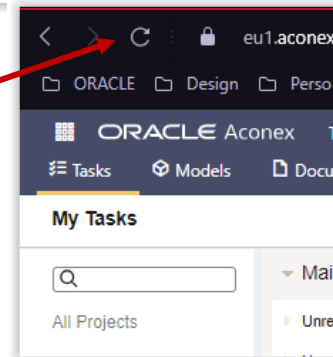
1 Select Task/"My Tasks" to view the OGL icon

2 Click on the OGL icon

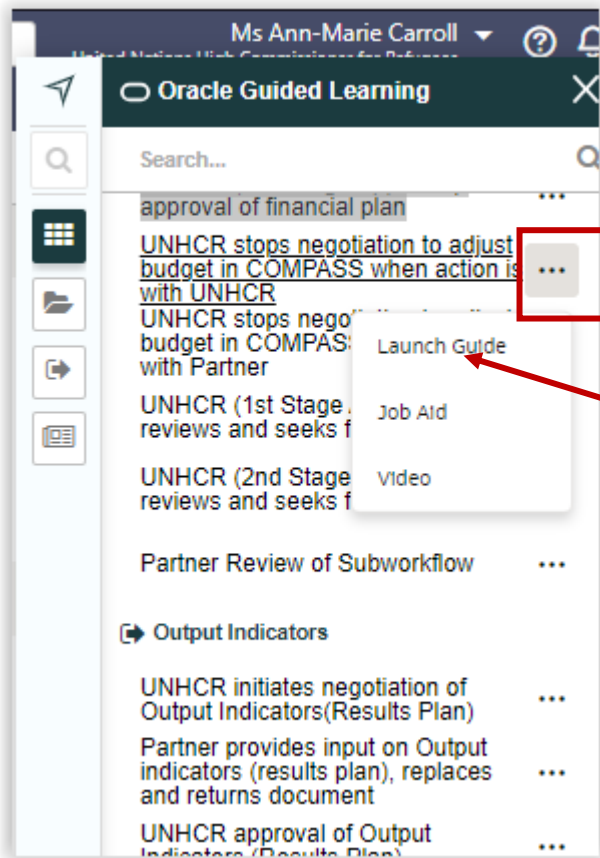Note: If the OGL icon does not appear refresh your screen.

HOW TO SELECT A GUIDE

4 Search for a specific guide using the **Search** bar
Or
Select a guide
(see slide 7 for information on the guide themes)

3 You will see the available guides.

HOW TO LAUNCH THE GUIDE

5 Click on the 3 dots.

6 Select "Launch Guide " to activate OGL in Aconex.

7 You will see the interactive guide. Follow each step as instructed or the guide will stop.

Note: if the guide disappears select 'Back' if it is available on a text box or restart the guide. Remember all guides are available on PDF and Video as an alternative to the interactive guide.
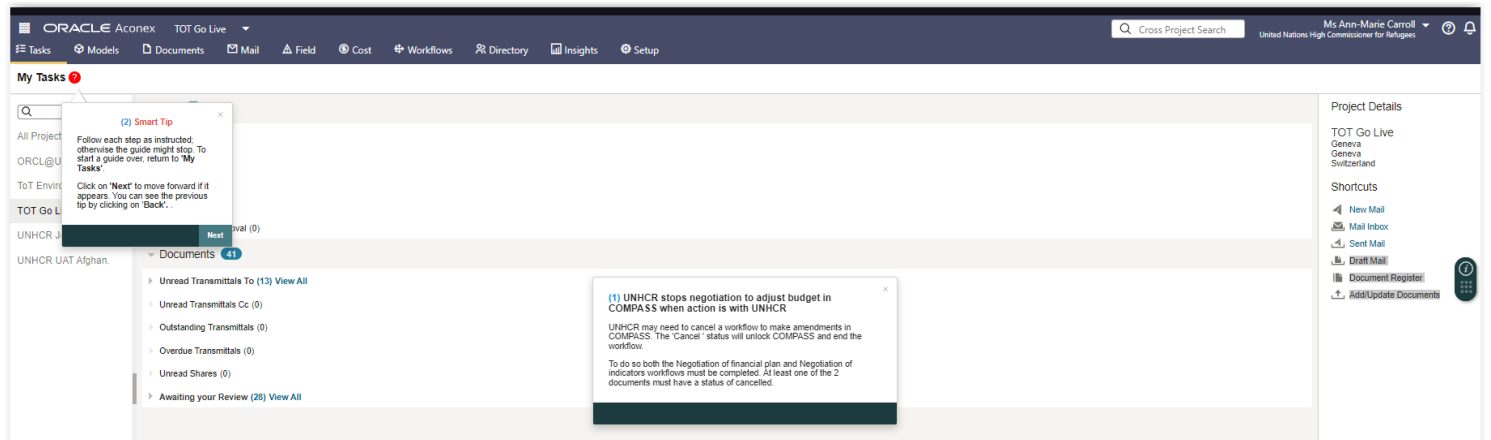
HOW TO VIEW THE PDF and VIDEO

3 The guide will appear as below
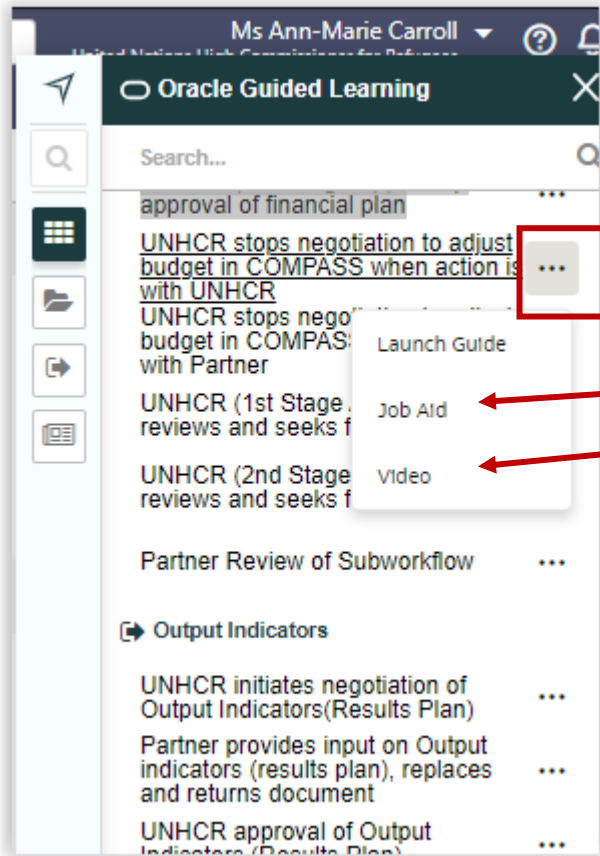
1 Click on the 3 dots to access the PDF and Video

2 Select "Job Aid" for the PDF and Video
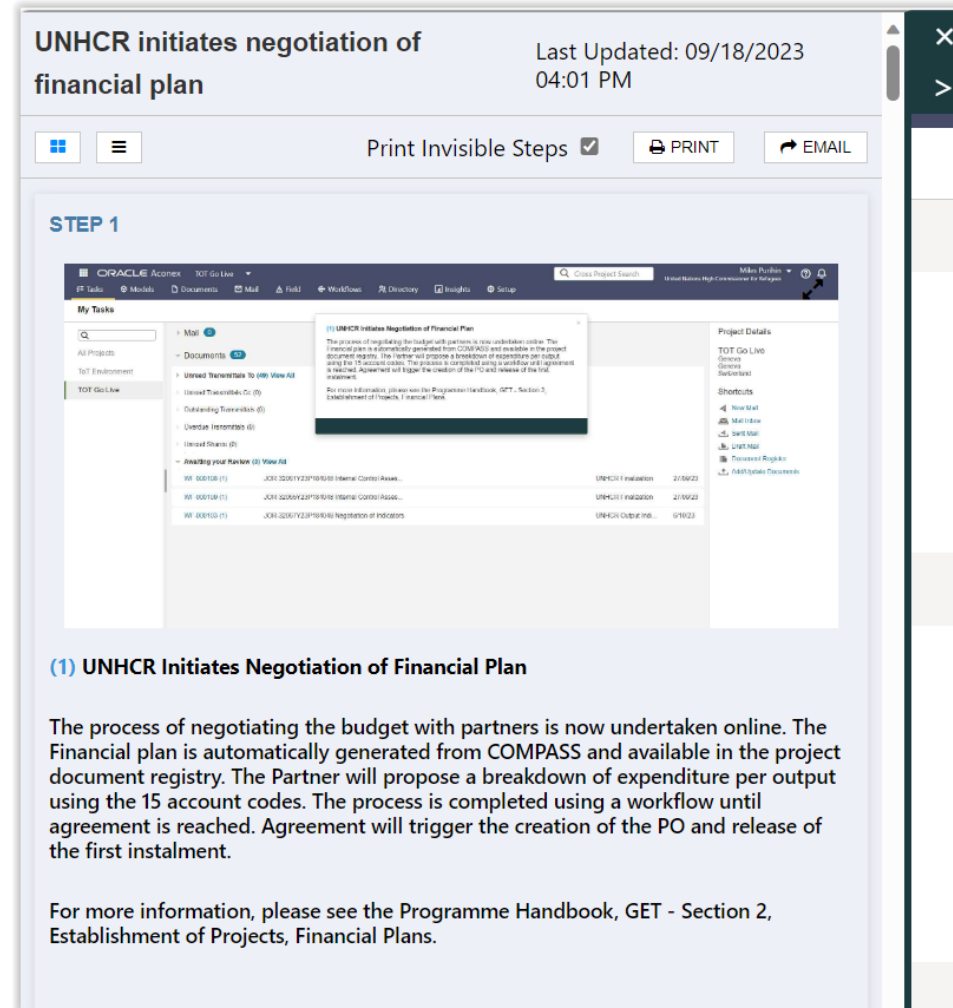
4 Click on the arrow to expand the guide

5 You also have the option to print or email the guide.

HOW TO CREATE AN OFFLINE GUIDE

1 Select **Job Aid**

2 Select **Print**

3 In **Destination**, select **Save as PDF,** then copy to your computer.

HOW TO ACCESS A LINK TO SHARE

6 Once you have expanded the guide you will see the link to share.

Note: the guides work better on Edge or Chrome.

WHAT GUIDES ARE AVAILABLE?

Ms Ann-Marie Carroll

Oracle Guided Learning

Search...

Negotiation of Financial Plan

UNHCR initiates negotiation of financial plan

Partner provides input into financial plan, replaces and returns document

UNHCR (1st Stage Approver) approval of financial plan

UNHCR (2nd Stage Approver) approval of financial plan

UNHCR stops negotiation to adjust budget in COMPASS when action is with UNHCR

UNHCR stops negotiation to adjust budget in COMPASS when action is with Partner

UNHCR (1st Stage Approver) reviews and seeks further info

UNHCR (2nd Stage Approver) reviews and seeks further info

Partner Review of Subworkflow

Output Indicators

UNHCR initiates negotiation of Output Indicators(Results Plan)

Partner provides input on Output indicators (results plan), replaces and returns document

UNHCR approval of Output Indicators (Results Plan)

UNHCR stops negotiation to adjust indicators in COMPASS when action is with UNHCR

UNHCR stops negotiation to adjust indicators in COMPASS when action is with Partner

UNHCR user requires further input from the Partner

Partner Review of Subworkflow

Internal Control Assessment

Register Internal Control Assessment (ICA) Report and send

The 1st 4 guides refer to a happy path where UNHCR is satisfied with the partner proposal without requiring further information.

The 5th nd 6th guides will be used to cancel the workflow when the step is either with UNHCR or the Partner

The 7th to 9th guides: sub workflow to request further information.

The 1st 3 guides refer to a happy path where UNHCR is satisfied with the partner proposal without requiring further information.

The 4th and 5th guides will be used to cancel the workflow when the step is either with UNHCR or the Partner.

The 6th to 7th guides: will be used when UNHCR requires further information through sub workflows.

Internal Control Assessment

Register Internal Control Assessment (ICA) Report and send through Workflow for review

Partner Reviews the Draft Internal Control Assessment Report

UNHCR Finalization of the ICA Report

UNHCR initiates a sub workflow

Partner Review of Subworkflow

The 1st 3 guides refer to a happy path where UNHCR is satisfied with the partner proposal without requiring further information.

The 4th to 5th guides: are used for sub workflows to request further information.