

## 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	On this page you will see <i>Calls for Expressions of Interest</i> . A <i>Call for Expression of Interest</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	Your Applications	Click on this icon to view your applications submitted to a UN agency	Applications that are submitted for a <i>Call for Expression of Interest</i> or an <i>Unsolicited Concept Note</i> can viewed on this page.  <i>Direct Selections/Retention</i> opportunities, where the UN has reached out to your organization for partnership are also available on this page.
4	Profile	Click on this icon to view and/or edit your organization's profile	To be selected for a partnership opportunity, your organization must have a complete profile on the Portal
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 Civil Society Partners.
6	Number of New Calls For Expressions of Interest	Displays the number of new calls for expression of interest by sector	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.
7	Number of Applications Submitted by Agency	View the number of applications your organization has submitted to each agency	
8	Number of Pinned Calls for Expression of Interest	Displays the number of Calls for Expression of Interest your organization has "Pinned" for later review	Click on "View All" to see the details of all Calls for Expression of Interest that your organization has "Pinned"
9	Notifications	Click on the bell to view notifications	Notifications are provided to users by e-mail and through the portal to ensure an organization 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 Offers to Date	Displays the number of partnership offers your organization has received to date	This feature will only show offers for applications submitted through the UN Partner Portal  Click on "View All" to see the details of the number of offers your organization has received to date.
12	Last Profile Update	Displays the most recent date your organization's profile has been updated	It is important to keep your organization's profile up to date, as it is used during the partnership/concept note assessment process  Click on "View Profile" to view and/or edit your organization's profile
13	List of Submitted Applications	Displays a short-list of applications your organization has submitted	You can increase how many applications are displayed in the section in the section by clicking on "Rows per page" 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	List of Pending Offers	Displays a short-list of applications your organization has submitted that have been selected for partnership and pending action	Once an organization accepts or declines the offer for partnership, the portal will automatically remove it from the “List of Pending Offers” section
15	List of open CFEIs	Displays list of open CFEIs	You can increase how many concept notes are displayed in the section by clicking on ‘Rows per page’ 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	Toggle Between Organizations And Access User Management	This function allows International NGOs to switch/toggle between their country office profiles and HQ profile	Example: Using this function an INGO’s country office in Kenya, can switch to view the profile and activities of the HQ office in the UK.  Example: The INGO’s HQ office in the UK can also use this function to switch to view the profile and activities of the country office in Kenya, as well as other country offices the organization has around the world.  The both INGO and National NGO administrators can access the user management feature to manage users in their organization that need to access the UN Partner Portal. Please see the User Management guide for more details.
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. The help desk will answer in 24-48 hrs.

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Dashboard

User Profile 10

Sign out

### New Calls for Expressions of Interest by Sector 6

in last 10 days

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Camp Coordination & Camp Management

Education 6

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Food Security

Health 2

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Livelihoods

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Logistics

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Nutrition

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Protection

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Shelter

---

WASH and Environment

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Social Policy and Advocacy

---

Durable Solutions

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Cross Sectoral Areas 2

[VIEW ALL](#)

### Number Of Applications Submitted by UN Agency 7

6

<span style="color: blue;">■</span>	UNICEF	5
<span style="color: orange;">■</span>	UNHCR	1

### Number Of Pinned Calls for Expressions of Interest 8

with approaching application deadline

0

[VIEW ALL](#)

### Number of selections to date 11

3

[VIEW ALL](#)

### Last Profile Update 12

30 Oct 2018

[VIEW PROFILE](#)

### List of Submitted Applications 13

1-5 of 5 results

Application ID	Project Title	Application Type	UN Agency	Country	Sector & Area of Specialization	Status
<a href="#">10373</a>	Innovative Solutions to improving Girl's Education in Eritrea	Direct Selection / Retention	UNICEF	Eritrea	Education, Cross Sectoral Areas	<span style="color: green;">●</span> Selection Accepted
<a href="#">10372</a>	Innovative Solutions to improving Girl's Education in Eritrea	Unsolicited Concept Note	UNICEF	Eritrea	Education, Cross Sectoral Areas	<span style="color: purple;">●</span> Application Under Review
<a href="#">10369</a>	Maternal and Child Health in Coastal Communities	Open Selection	UNICEF	Eritrea	Health, Cross Sectoral Areas	<span style="color: purple;">●</span> Application Under Review
<a href="#">10368</a>	Testing disappearing FP as UNHCR	Open Selection	UNHCR	Malaysia		<span style="color: purple;">●</span> Application Under Review
<a href="#">10365</a>	Technical and Vocational Training Opportunities for Adolescents	Direct Selection / Retention	UNICEF	Eritrea	Education	<span style="color: green;">●</span> Selection Accepted

Rows per page: 10 | 1-5 of 5 | < 1 >

### List of Pending Offers 14

1-1 of 1 results

Application ID	Project Title	Offer Type	UN Agency	Country	Sector & Area of Specialization
<a href="#">10359</a>	Frankie's test	Direct Selection / Retention	UNICEF	Djibouti	

Rows per page: 10 | 1 of 1 | < 1 >

15 Logged in as: Youth Association for Development

Eritrea

User Management

16 Help