



United Nations Entity for Gender Equality  
and the Empowerment of Women

# UN-SWAP Reporting Platform: A Helpful Guide

October 2023



# Step 1: Sign In

- ❑ Go to <https://unswap.unwomen.org/>
- ❑ For those who already have an existing account, sign in using your email and password. Skip to Step 3.
- ❑ Focal Points reporting for the first time, click on the [Sign up now](#) button



Sign in with UN Women account

UN Women Staff Login

or

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

[Don't have an account? Sign up now](#)

- ❑ Please fill in all the required information
- ❑ Don't forget to press on "Send verification code"
- ❑ Make sure to check junk/spam mail for the code

Email Address

Send verification code

New Password

Confirm New Password

Display Name

Given Name

Surname

Create

Cancel

- ❑ Please fill in all the required information
- ❑ Don't forget to press on **Send verification code**
- ❑ Make sure to check junk/spam mail for the code
- ❑ Once the verification code is sent to your email, make sure to type it in and press on **Verify Code**
- ❑ Once all the boxes have been filled and the verification is completed, you will be able to create your account

Email Address

Verification code

New Password

Confirm New Password

Display Name

Given Name

Surname

## Step 2: Signing in with new account

- ❑ Once your account has been created and you sign in, you will be asked for your Entity name/Country Team name and your accountability tool (in this case UN-SWAP 2.0).
- ❑ The information will be sent to the Help Desk which will respond to requests within 1-2 business days, thus granting access to the reporting system. You will receive an email indicating that access has been granted. You can then begin reporting!

## UN-SWAP 2.0 (2018 - 2022)

### How to use this web-based reporting system

Log-in to the system using your UN email address and the password provided to you.

1. Select a Framework tile on Home page.
2. Go to the PI report row in the Performance Indicator reports list and click edit button under the Action column.
3. Enter the data - all mandatory forms are marked with \*.
4. Click the "Additional Comments" link in the Performance Indicators header in Submit Report page to enter Additional Comments.
5. Click on "Save". You will only be able to submit when all mandatory boxes are completed. "Save" will save the data and "Submit Report" button will send the report for review.
6. After data submission, the system will send a notification mail to the site administrator so that s/he can approve the report data.
7. If data revision is required after submission, please contact the [UN HelpDesk](#) specifying what revision needs to be carried out.
8. Post review, If Admin needs any revision from you, he/she will send the report back so as to get inputs from submitter.
9. Admin comments per indicator can be viewed again when clicked on edit button under Action column in reports list screen.
10. Data can be exported to word/pdf from appropriate icons provided in Action column in reports list screen.
11. Print- Printing can be done from the Print Report option under Actions column.
12. Technical support is available for the completion of your report. For support in using the web-based reporting system or for support in completing the forms, please contact the [UN HelpDesk](#). Saving is possible at any point. Clicking Save will save the data into the database for future reference.

- ❑ Once you receive an email from the Help Desk, you will be able to sign in
- ❑ The homepage contains helpful instructions on how to use the reporting system. Please take some time to go through them
- ❑ Once you are ready, click on the UN-SWAP 2.0 framework tab to begin reporting



## Manage Entity Report

Framework - UN-SWAP 2.0

Select Entities

Select Report Year

Select Status




Entity	Report Year	Open Date	Due Date	Status	Submitted On	Submitted By	Reviewed On	Reviewed By	Annual Letter	Actions
Entity 2	2019	05-Dec-2019	27-Jan-2020	Open						

1 - 1 of 1 items

- Once you select the framework, you will see your entity report.
- Click on **edit** (pencil icon) to open the report and begin editing
- The Annual Letter tab can be used to submit input for your entity's Annual Letter.

# Step 5: Begin Reporting

RESULTS-BASED MANAGEMENT
OVERSIGHT
ACCOUNTABILITY
HUMAN AND FINANCIAL RESOURCES
CAPACITY
KNOWLEDGE, COMMUNICATION AND COHERENCE
ADDITIONAL COMMENTS

Approaches requirements	Meets requirements	Exceeds requirements
<ul style="list-style-type: none"> <li>1ai. Main strategic planning document includes at least one high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets.</li> </ul>	<ul style="list-style-type: none"> <li>1bi. Main strategic planning document includes at least one high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets.</li> <li>1bii. Entity has achieved or is on track to achieve the high level result on gender equality and the empowerment of women.</li> </ul>	<ul style="list-style-type: none"> <li>1ci. Main strategic planning document includes at least one high level transformative result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets.</li> <li>1cii. Entity has achieved or is on track to achieve the high level transformative result on gender equality and the empowerment of women.</li> </ul>

**Performance Indicator Rating Selection \***

- Exceeds requirements
- Meets requirements
- Approaches requirements
- Missing
- Not Applicable

Save

- ❑ Once you open the report, the page will automatically land on the first performance indicator
- ❑ As you fill in the report, remember that you can save as needed at the bottom of each page



*Clicking on this will populate previous years Finalized reports data in all fields and can be edited further. The data in any fields will not be saved until clicked on 'Save' button*



Approaches requirements	Meets requirements	Exceeds requirements
<ul style="list-style-type: none"> <li>4a. Meets some of the UNEG gender equality-related norms and standards in the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluations.</li> </ul>	<ul style="list-style-type: none"> <li>4bi. Meets the UNEG gender equality - related norms and standards.</li> <li>4bii. Applies the UNEG Guidance on Integrating Human Rights and Gender Equality in evaluation during all phases of the evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>4ci. Meets the UNEG gender equality - related norms and standards.</li> <li>4cii. Applies the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluations during all phases of the evaluation.</li> <li>4ciii. Conducts at least one evaluation to assess corporate performance on gender mainstreaming or equivalent every 5-8 years.</li> </ul>

Performance Indicator Rating Selection \*

- Exceeds requirements
- Meets requirements
- Approaches requirements
- Missing
- Not Applicable

- Copy function is optional and only available for PI 4, 8, 13.**
- If you prefer to modify 2022's inputs rather than drafting a new,** click the "Copy Data" button on the relevant indicator pages. This action will populate the 2022-performance rating and inputs for editing.
- If the rating for those indicators changes from 2022 to 2023** (e.g., from meets to exceeds), the additional questions corresponding to the new rating (e.g., exceeds) must be answered from scratch.
- Ensure you click "save" after editing.** Otherwise, your edits will be lost.
- DO NOT CLICK** the "Copy Data" button again: it will overwrite your edits with the 2022 data.

## Step 6: Submitting Report

- ❑ The submission button will only appear once the required information for all performance indicators has been filled in.
- ❑ Green checkmarks will appear next to each performance indicator once all required information for that indicator has been saved.
- ❑ Performance indicators without a green checkmark indicate that one or more fields have not been completed. These missing fields will be highlighted.
- ❑ Once the report is submitted, the UN Women Help Desk can begin the reviewing process. Analysis of the report quality and revision requests are captured and shared on the platform.

## Revision Request History

Recommendation for increase of rating

Recommendation for decrease of rating

Change in applicability of rating

Additional explanation requested

Additional Action Plan information requested

Additional documentation requested



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cynthia.boyson@unwomen.org

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## Comments (Max:2000)

Enter your Description


Submit Report

Submit Review


Save as Draft


**During QA process, “revision request history” will pop up after UN Women completes the initial report review and send it back you. Based on the notes, you may be required to revise the rating / submit additional explanation or documents.**


 Home

 Entity Report

 Knowledge Hub

 Resources

 Data Analysis Reports <

 Entity Focal Point

 Annual Report Cards

- The dashboard on the left-hand side contains some helpful tabs.
- The **Knowledge Hub** is a resource-sharing tool for supporting documents uploaded by focal points during reporting. Documents shared in the knowledge hub are available to focal points from other entities. While uploading supporting documents, please unselect “share to knowledge hub” in order to keep them private.
- Following the reporting cycle, the **Data Analysis Reports tab** will showcase entity-specific progress.
- In the Entity Focal Point, users can register senior management and focal point contacts.
- (no longer updated) The Resources tab contains helpful documents on the technical notes and other SWAP-related issues. (All useful resources can be found [via this link](#)).
- (no longer updated) The Annual Report Cards tab will contain your entity’s Annual Letter and Infographics.

UN-SWAP Reporting platform:  
<https://unswap.unwomen.org>

*Troubleshooting an error message:*

Sign-out of the platform,  
press **Ctrl + Shift + Delete simultaneously** to clear your cache.  
Fully close your browser  
Open a new window.

If you still encounter challenges, please contact the Help Desk.

[unswap.helpdesk@unwomen.org](mailto:unswap.helpdesk@unwomen.org)