

User Guide for UN-SWAP 2.0/3.0 Reporting Platform

User Guide for UN-SWAP 2.0/3.0 Reporting Platform	1
Account set up	1
Access to 2.0 /3.0 reporting module.....	2
Reporting on UN-SWAP reports.....	2
1. Begin to enter inputs	2
2. Choosing indicators to report	3
3. (if reporting 2.0 for 2024) Copy function	3
4. Submit report.....	3
5. (3.0 only feature) Choose whether to share answers with other entities.....	4
6. (3.0 only feature) Attachment section with documents and URLs	4
Review, revise and finalize UN-SWAP reports.....	5
Troubleshooting	5
Utilize the UN-SWAP platform on regular basis.....	5
1. Knowledge Hub	6
2. (3.0 only feature) Peer Answers Hub	6

Account set up

1. Please register your entity user profile via unswap.unwomen.org, choosing “UN-SWAP 2.0” or “UN-SWAP 3.0” depending on which framework your entity is reporting against for 2024.
2. After that, your profile will be activated by UN Women from the backend
3. If you currently have an user profile with UN-SWAP 2.0 and your entity will report to 3.0 for 2024, please reach out to "UN SWAP Help Desk" unswap.helpdesk@unwomen.org. We will grant you the access accordingly.
 - Kindly note that for 2025 reporting, all entities will be required to report against 3.0. We will grant your access to the 3.0 module in batches by then (no need to submit individual requests)

Access to 2.0 /3.0 reporting module

1. Once you sign onto the platform, you will see tiles of “UN-SWAP 2.0” and/or “UN-SWAP 3.0”, depending on which tile(s) your user profile has access to.



Reporting on UN-SWAP reports

1. Begin to enter inputs

Reports: You always start with data entry with the pencil icon under “Actions”.

Annual letter: At a later stage (after the reports are finalized), you may be required to enter inputs for the UN-SWAP letter that is to be sent from ED of UN Women to the head of your entity. You may make the data entry under the “Annual Letter” section

The screenshot shows the 'Manage Entity Report' interface. At the top right, it says 'UNITED NATIONS system-wide Action Plan on Gender Equality and the Empowerment of Women (UN-SWAP) Reporting Platform'. Below this is a search filter section with three dropdown menus: 'Select Entities', 'Select Report Year', and 'Select Status'. There are 'Search' and 'Clear' buttons. Below the filters is a table with the following columns: Entity, Report Year, Open Date, Due Date, Status, Submitted On, Submitted By, Reviewed On, Reviewed By, Annual Letter, and Actions. The table contains one row for 'Entity 2' with values: 2019, 05-Dec-2019, 27-Jan-2020, Open. A red arrow points to the pencil icon in the 'Actions' column of this row. The bottom right corner shows '1 - 1 of 1 Items'.

2. Choosing indicators to report

- Once you open the report, the page will automatically land on Performance indicator 1. You can navigate indicators under different tabs
- As you fill in the report, remember to click Save at the bottom of each page. **Click SAVE OFTEN**

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">• 1a. 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.	<ul style="list-style-type: none">• 1b. 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.• 1bi. Entity has achieved or is on track to achieve the high level result on gender equality and the empowerment of women.	<ul style="list-style-type: none">• 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.• 1cii. Entity has achieved or is on track to achieve the high level transformative result on gender equality and the empowerment of women.		
Performance Indicator Rating Selection *				
<input type="radio"/> Exceeds requirements				
<input type="radio"/> Meets requirements				
<input type="radio"/> Approaches requirements				
<input type="radio"/> Missing				
<input type="radio"/> Not Applicable				
Save				

3. (if reporting 2.0 for 2024) Copy function

- Copy function is optional and available for all indicators
- Once you click the "Copy Data" button, both the ratings and inputs from the previous year will be carried over to 2024 and will allow you to do further edits.
- However, if you choose a rating different than that of 2023 (e.g., from meets to exceeds), you will then need to answer the questions populated pertaining to the new rating (Exceeds) from scratch. Previous answers under "Meets" will not be carried over.

4. Submit report

1. Green checkmarks will appear next to each performance indicator once all required information for that indicator has been saved.
2. Performance indicators without a green checkmark indicate that one or more fields have not been completed. These missing fields will be highlighted.
3. The submission button will only appear once the required information for all performance indicators has been filled in.

5. (3.0 only feature) Choose whether to share answers with other entities

- On 3.0, you will have the right to choose whether or not to share the answers to any questions. If the box is checked, your answer to the particular questions will be in the new “Peer Answers Hub” after your entity reports are finalized. This would be helpful if you want to share practices, resources, training programmes with the UN-SWAP peers, which will enhance knowledge sharing, peer learning and collaboration.

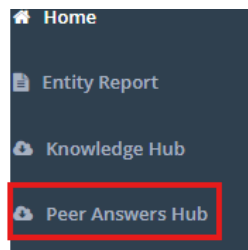
Please provide explanation of why rating has been given for below criteria and sub-criteria

1bi. An intersectional gender analysis, incorporating sex-disaggregated data, is carried out throughout its strategic planning process (Max:800 Words) *

Enter your answer Share Answer

1bii. At least one high-level transformative result on gender equality and the empowerment of women that is directly linked to SDG achievement is included in its main strategic planning document or equivalent (Max:800 Words) *

Enter your answer Share Answer



6. (3.0 only feature) Attachment section with documents and URLs

- On 3.0, you can either upload **documents** or enter **URLs** for in the attachment section for evidence support.
- If this is the first time** you are uploading the attachment, please choose the radio button: either “Document” for uploading, or “Link” for entering the URLs instead.
 - Please enter a proper name for your evidence title. This title will serve as foundation when you want to cite the same document/URLs for other indicators.

Supporting documentation (Only URLs, Word, PowerPoint, Excel, PDF and Images)

Please enter a self-explanatory title for the documents/URLs uploaded onto the platform. Once the documents or URLs are uploaded to the report, you can search for and reference them under different indicators without needing to upload them again. The uploaded documents/URLs will be available on the UN-SWAP Knowledge Hub after the report is finalized, unless you **deselect** the checkbox under “Share to Hub”

Serial Number	Category	Document Section	Provide Document Title*	Upload File/External Link*	Share to Hub	Actions
1	Other	<input type="text" value="Search from Previously Uploaded Documents"/>	<input type="text" value="Min 3 characters"/>	<input type="button" value="Choose File"/> No file chosen	<input checked="" type="checkbox"/>	<input type="button" value=""/>

Document Link

- If you already have the document/URLs in the system, you **don’t need to upload them again**. Instead, use the search box, and locate your previous records with key words, e.g., “gender policy”. As long as the key words are associated with the document title, you will be able to locate the record and cite it again.

Supporting documentation (Only URLs, Word, PowerPoint, Excel, PDF and Images)

Please enter a self-explanatory title for the documents/URLs uploaded onto the platform. Once the documents or URLs are uploaded to the report, you can search for and reference them under different indicators without needing to upload them again. The uploaded documents/URLs will be available on the UN-SWAP Knowledge Hub after the report is finalized, unless you deselect the checkbox under "Share to Hub"

Serial Number	Category	Document Section	Provide Document Title*	Upload File/External Link*	Share to Hub	Actions
1	Other	<input type="text" value="Search from Previously Uploaded Documents"/> <input checked="" type="radio"/> Document <input type="radio"/> Link	Min 3 characters	<input type="button" value="Choose File"/> No file chosen	<input checked="" type="checkbox"/>	<input type="button" value=""/>

- To avoid duplication of records, the system will **detect identical Document Titles and Links**, for you to double check existing data before uploading new records.

Review, revise and finalize UN-SWAP reports

1. Once the report is submitted, the UN Women Help Desk will begin the reviewing process. The revision requests (e.g., for more information, additional evidence, change ratings) will be shared for your further review. You will access the review requests from the same "Pencil" button and enter your comment, update the report accordingly.
2. Once you submit the report again, the UN Women Help Desk will review your updates accordingly. If no further requests, the report will be finalized by the Help Desk – closure of the reporting cycle.

Troubleshooting

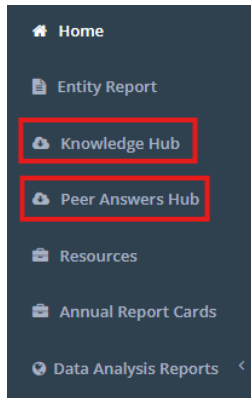
Troubleshooting an error message:

- Sign-out of the platform
- press Ctrl + Shift + Delete simultaneously to clear your cache
- Fully close your browser
- Open a new window
- (OR) open your report in incognito mode.

If you still encounter challenges, please contact the Help Desk unswap.helpdesk@unwomen.org

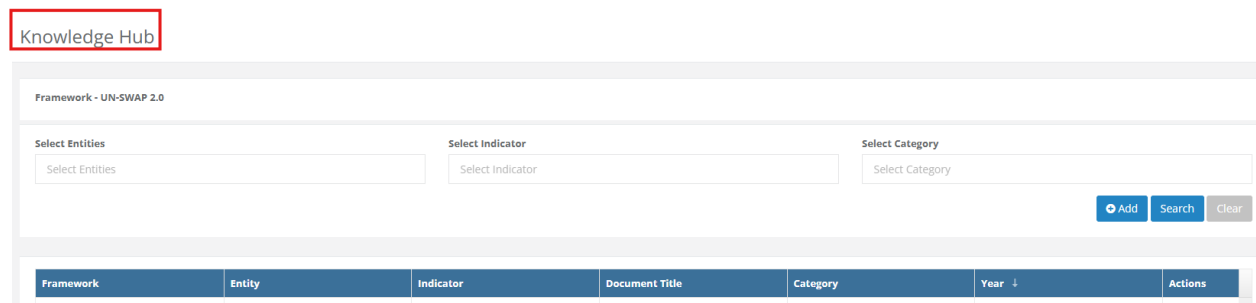
Utilize the UN-SWAP platform on regular basis

We encourage UN-SWAP focal points to continue sharing and utilizing the vast data from the UN-SWAP platform. You may locate the tabs on the left navigation bar on the home page. In particular, we want to highlight below two labs for frequent use.



1. Knowledge Hub

- The Knowledge Hub contains key documents (e.g., gender policy, Strategic planning documents, peer review reports etc.) shared by UN-SWAP entities over the years and can be searched for further reference. You may filter the results by entity name / indicator / categories under indicators, and sort the results by year.



2. (3.0 only feature) Peer Answers Hub

- On 3.0, you can use a new module called “Peer Answers Hub”. If entities select to share their answers to certain questions during the reporting cycle, the answers will appear in this hub to facilitate inter-agency exchange. You may enter “Keywords” associate with the topics you’re interested, e.g., “nonbiased training” “gender-responsive leadership training” etc. to search inputs shared from other entities. You may also see who submitted the report and connect them directly via email.

Peer Answers Hub

Framework - UNSWAP 3.0

Keyword *

Please search keyword (max 100 characters)

Report Year

Select Report Year(s)

Select Entities

Select Entities

Select Indicator

Select Indicator

Search

Export To Excel

Clear

Year	Entity	Entity Type	Indicator	Questions	Answer	Submitted By
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