Access to the Asylum Capacity Self-Assessment Dashboard - EXTERNAL USERS

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- 1. Access to the dashboard
- An automated email will be sent to the email of the assessment coordinator specified in Kobo:

Starting date of the asylum capacity assessment	
yyy-mm-dd	2
Assessment coordinator details	
Name, Surname	
/our Name	
Organization / department	
/our organization	
Position / title	
/our.nosition./title	1
Email address	
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Organization / department	

- Click on the link to the dashboard included in the email to request access.

Asylum Capacity Self-Assessment									
IMS Automation	٢	+	Reply	15	Reply All	\rightarrow	Forward	ij	
TA To							Mon 12/1	6/2024	3:32 PM
Country: DNK - Denmark									
Date of the assessment:									
Dear assessment coordinator,									
Thank you for submitting the Asylum Capacity Self-Assessment Questionnaire. The data collection activities relat collection method for the capacity assessment, have been finalized.	ed to t	the S	Self-Asse	ssmen	t Questio	nnaire	e, the core	data	
The next step in the assessment process will be the analysis of the assessment results and implementation of a re	oot cau	use a	analysis (Step 4	ł).				
For analysis of the results from the Self-Assessment Questionnaire a Power Bi dashboard can be accessed at this link. Detailed instructions for use are available in the first tab of the dashboard. This analysis should be triaged against the results from the complementary data collection methods.									

- You will be prompted to log into your Microsoft account. If you do not have a Microsoft account, you are able to create one for free.



- Once logged into your Microsoft account, click "Send request" to request access to the dashboard.



- You will receive an email from PowerBI once your access has been granted. It includes a link to open the dashboard.

M	Microsoft Power BI 10:26 to me ∽	٢	¢	:	
Micro	soft		Power I	ы	
<i>NAME</i> shared this Power BI Report with you					
Asylum Capacity Self-Assessment Dashboard					
I'd like to share this Power BI report with you:					
Open t	his report >				

2. Navigating the dashboard

- By default, the dashboard opens on the "Overview" tab.
 - (1) Use the left-hand menu to navigate to the tabs for each Module, and to the thematic tabs.
 - (2) Use the "Date of assessment" filter to navigate between assessments (if more than one assessment has been conducted)
 - (3) Use the "Clear all slicers" button to reset your selection.



- Click on "Instructions" to access written guidance on the use of the dashboard



3. Exporting the dashboard

- Click on "Export" in the top menu



- Select "PDF"

Asylum Capacity Self-Assess	ment Dashboard Data updated 1/15/25 v
Pages «	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$
Instructions	Analyze in Excel
Overview	
Module 1: Enabling Envi	
Module 2: Normative Fr	The UN Refugee Agency
Module 3: Stakeholder E	
Module / Planning and	Country

- Click on "Export" in the pop-up window



- Export of the file can take several minutes. Once the file has been generated, you can save it to your computer.
- The PDF version of the dashboard is an export of all tabs in A4 format to facilitate printing.

With further questions or for technical assistance, please contact your UNHCR focal point.