<u>Access to the Asylum Capacity Self-Assessment Dashboard - **EXTERNAL USERS**</u>

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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:

- Click on the link to the dashboard included in the email to request access.
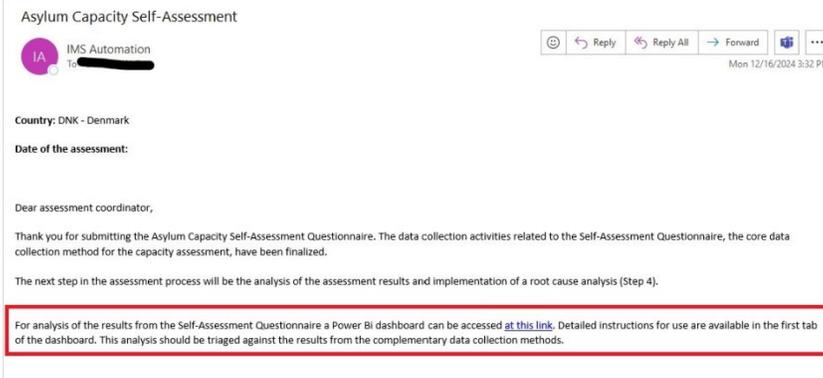
- You will be prompted to log into your Microsoft account. If you do not have a Microsoft account, you are able to create one for free.

- Once logged into your Microsoft account, click "Send request" to request access to the dashboard.
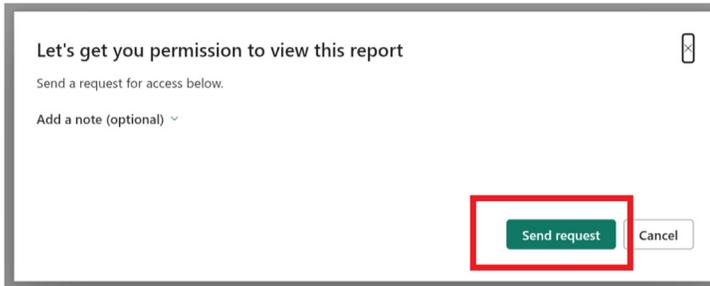
- You will receive an email from PowerBI once your access has been granted. It includes a link to open the dashboard.

2. **Navigating the dashboard**
- By default, the dashboard opens on the "Overview" tab.
    - o (1) Use the left-hand menu to navigate to the tabs for each Module, and to the thematic tabs.
    - o (2) Use the "Date of assessment" filter to navigate between assessments (if more than one assessment has been conducted)
    - o (3) Use the "Clear all slicers" button to reset your selection.
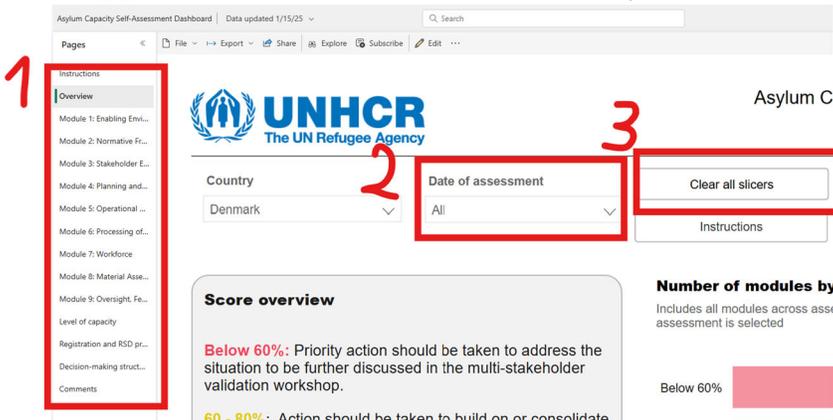
- Click on "Instructions" to access written guidance on the use of the dashboard
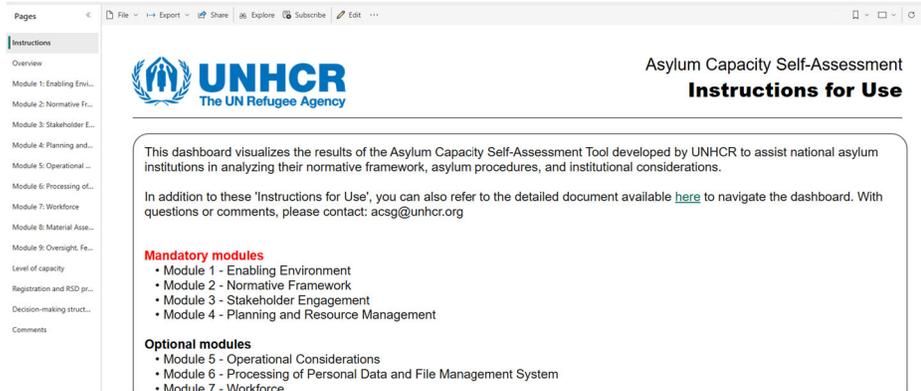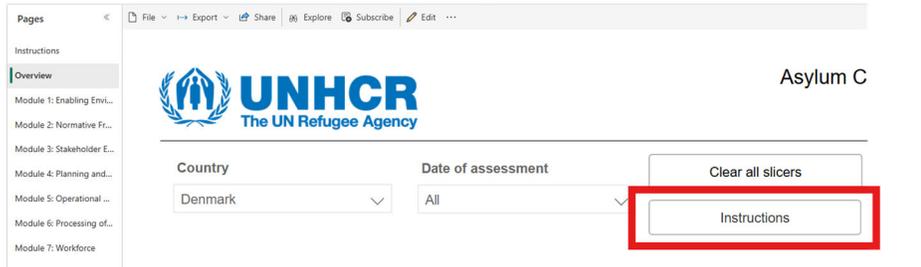
3. Exporting the dashboard
- Click on "Export" in the top menu
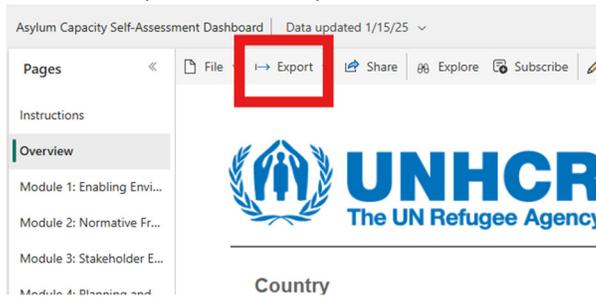
- Select "PDF"
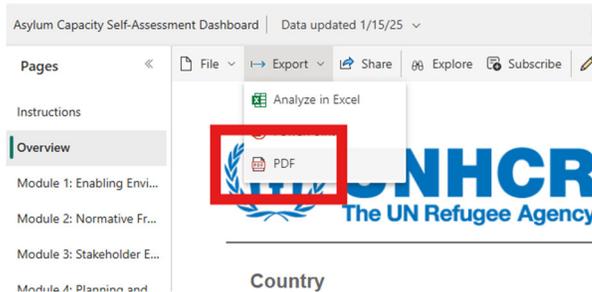
- Click on "Export" in the pop-up window
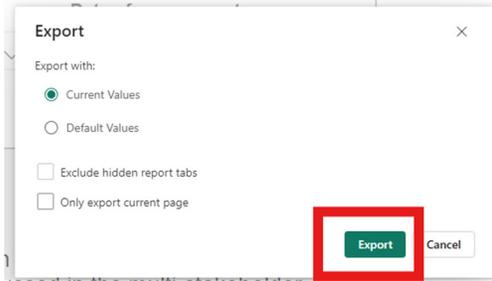
- Export of the file can take several minutes. Once the file has been generated, you can save it to your computer.
- The PDF version of the dashboard is an export of all tabs in A4 format to facilitate printing.

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