Multi-Partner Trust Fund Office
GATEWAY Quick Guide

UNITED NATIONS DEVELOPMENT GROUP

UNDP

Empowered lives.
Resilient nations.

"Tools for" searching the GATEWAY
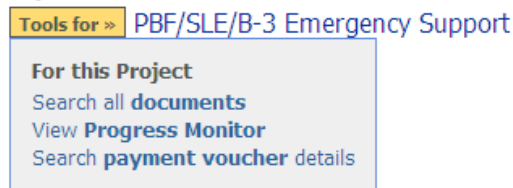
15 July 2010 (revised Oct 2013)

Background

This Quick Guide shows how to use the GATEWAY [Tools for »] button to facilitate search for information and documents in the GATEWAY.

The button [Tools for »] is located in every Fund, Project, Country, Participating Organization, and Donor Factsheet page to facilitate the search for information by limiting it to within that context's data set. For example, when searching for documents using the **Tools for** button from the Project Factsheet, the search results will show documents uploaded under that specific project.

The **Tools for** dropdown options include searching for documents, voucher or contribution details; using the map to locate information by geographical location; or View the Progress Monitor for charting financial information. The dropdown options will vary depending on whether the search is on a Fund, Project, Country, Participating Organization, or Donor Factsheet page. Examples below are for **Tools for** options under Project and Donor Factsheets.

Project Factsheet
[Tools for »] PBF/SLE/B-3 Emergency Support

For this Project
Search all **documents**
View **Progress Monitor**
Search **payment voucher** details

Donor/Development Partner Factsheet
[Tools for »] DEPARTMENT FOR INT'L DEVELOPMENT

For this Donor/Development Partner
Map where the funds are going
Search **contribution** details

Step-by-step instruction:

1. Go to GATEWAY on http://mptf.undp.org/.

2. Go to the selected Fund, Project, Country, Participating Organization, or Donor Factsheet page.

   For this example, we will select a Country Factsheet from the drop down menu. The dropdown options here are: **Search all documents** to view country related documents; **Search all projects** to show country project info; **View Progress Monitor** to show country's total budget, transfer and expenditures chart; **Search payment voucher details** to view transfers to projects in selected country.

...r Trust Fund Office *GATEWAY beta*
real time. Data refreshed 1 hour 57 minutes ago.

My GATEWAY | Funds & Joint Programmes | Countries | Participating Organizations

Portfolio of all Countries

Sierra Leone | Croatia
Afghanistan | Cuba
Albania | Dominican
Algeria | Ecuador

Activity in My GATEWAY
Use My GATEWAY to **bookmark** Funds, Coun... Donors, Programmes or Organizations and ge... updates here.

Country Factsheet
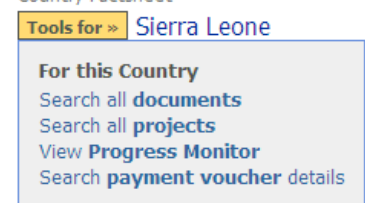[Tools for »] Sierra Leone

For this Country
Search all **documents**
Search all **projects**
View **Progress Monitor**
Search **payment voucher** details

(a) The **Search all documents** option shows all documents under that Factsheet (in this case Country). The number of records appear at the top of the table, with the most recent upload at top of list. The listing can be re-sorted by clicking on the column heading.


Under the Fund Factsheet **Search all documents** option, project documents under that fund will also appear on the list of documents.

(b) The **Search all projects** view provides detailed information for the selected Factsheet. Click on the **Project** field to include the project IDs, and on Project status. Click on **Refresh** to show results. Click on the field to include it in the data records.
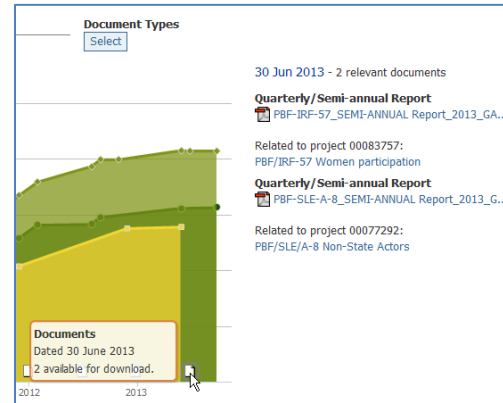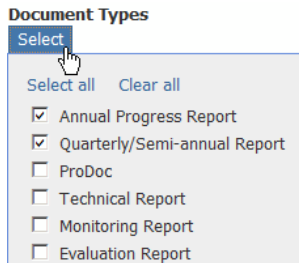

(c) **View Progress Monitor** option shows budget, transfer and expenditure data as well as relevant documents.

Documents
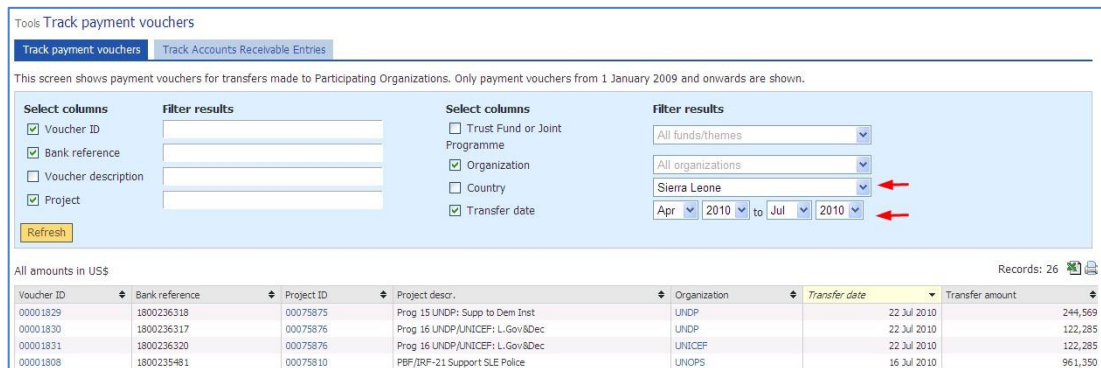Dated 30 June 2013
2 available for download.

12   2013
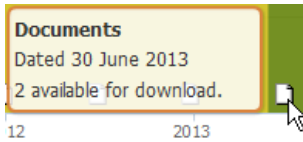
Hold the mouse over the 🗋 document icon to bring up information on the number of documents and their date. Click on the 🗋 icon to show listing and description of documents.

The document links will default to show Annual and Quarterly Progress Reports. Click on the **Document Types** dropdown to select other document types to show.

Document Types
Select

Select all   Clear all
☑ Annual Progress Report
☑ Quarterly/Semi-annual Report
☐ ProDoc
☐ Technical Report
☐ Monitoring Report
☐ Evaluation Report

Document Types
Select

30 Jun 2013 - 2 relevant documents
Quarterly/Semi-annual Report
🗋 PBF-IRF-57_SEMI-ANNUAL Report_2013_GA..

Related to project 00083757:
PBF/IRF-57 Women participation

Quarterly/Semi-annual Report
🗋 PBF-SLE-A-8_SEMI-ANNUAL Report_2013_G..

Related to project 00072292:
PBF/SLE/A-8 Non-State Actors

Documents
Dated 30 June 2013
2 available for download.

2012   2013

(d) The **Search payment voucher details** will show latest payment vouchers from the MPTF Office for that Factsheet. This option is also available under Organization, Project and Fund Factsheets. The **Transfer date** will show date ranges for the selected results, and can be modified.

Tools Track payment vouchers

| Track payment vouchers | Track Accounts Receivable Entries |

This screen shows payment vouchers for transfers made to Participating Organizations. Only payment vouchers from 1 January 2009 and onwards are shown.

Select columns | **Filter results** | | **Select columns** | **Filter results**
☑ Voucher ID | | | ☐ Trust Fund or Joint Programme | All funds/themes
☑ Bank reference | | | ☑ Organization | All organizations
☐ Voucher description | | | ☐ Country | Sierra Leone ←
☑ Project | | | ☑ Transfer date | Apr ▼ 2010 ▼ to Jul ▼ 2010 ▼ ←
Refresh

All amounts in US$ Records: 26 📊🖨

Voucher ID	Bank reference	Project ID	Project descr.	Organization	Transfer date	Transfer amount
00001829	1800236318	00075875	Prog 15 UNDP: Supp to Dem Inst	UNDP	22 Jul 2010	244,569
00001830	1800236317	00075876	Prog 16 UNDP/UNICEF: L.Gov&Dec	UNDP	22 Jul 2010	122,285
00001831	1800236320	00075876	Prog 16 UNDP/UNICEF: L.Gov&Dec	UNICEF	22 Jul 2010	122,285
00001808	1800235481	00075810	PBF/IRF-21 Support SLE Police	UNOPS	16 Jul 2010	961,350

To move from one option under the **"Tools for"** to another option, please go back to the Factsheet page.

3. The **Fund Factsheet** page "Tools for" has added options such as **Map where the funds are going**, **Map where the funds are coming from**, as well as **Search contribution details**.

Trust Fund Factsheet
Tools for » UN-REDD Programme

For this Trust Fund
Search all **documents**
Map where the funds are going
Map where the funds are coming from
Search all **projects**
View **Progress Monitor**
Search **payment voucher** details
Search **contribution** details
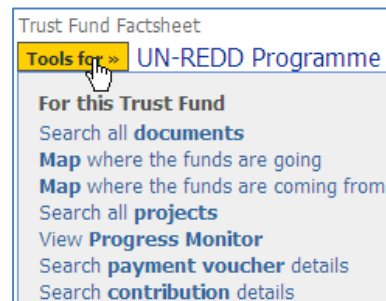
(a) The **Map where the funds are going** will provide info on geographical distribution of the funds, with options to filter for specific donor or agency. Click on the circle for information on the financial data in that location. Click on Projects to get project information.
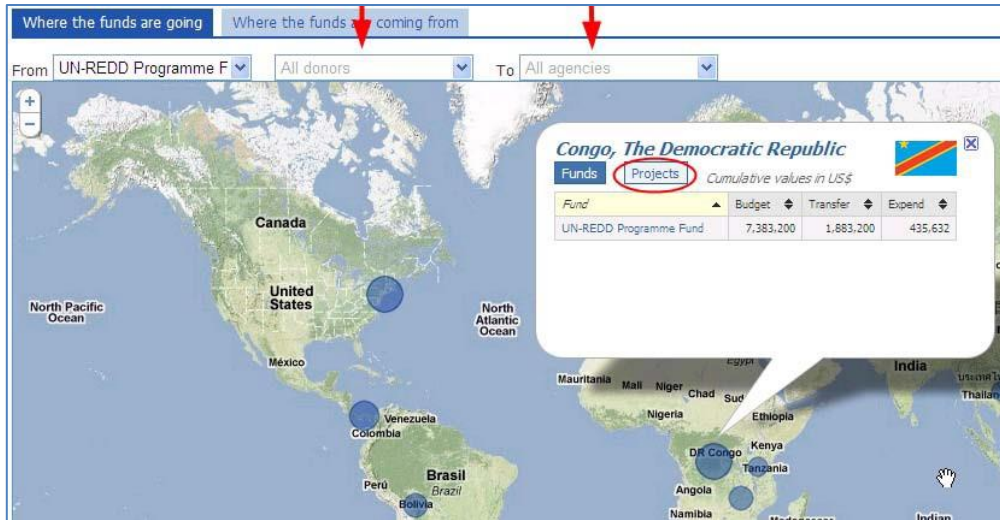
(b) **Map where the funds are coming from** will locate the donor contributions on the map. Click on the circle for information on donor commitments and deposits.

(c) The **Search contribution details** provides donor contributions data, with added options to modify the date range and add account details to view any foreign exchange gain/loss.

*To learn more about the GATEWAY, or locate additional Quick Guides, go to the **Learning Center** page via link on the main Menu.*