UNAIDS 2019

Global AIDS Monitoring 2019

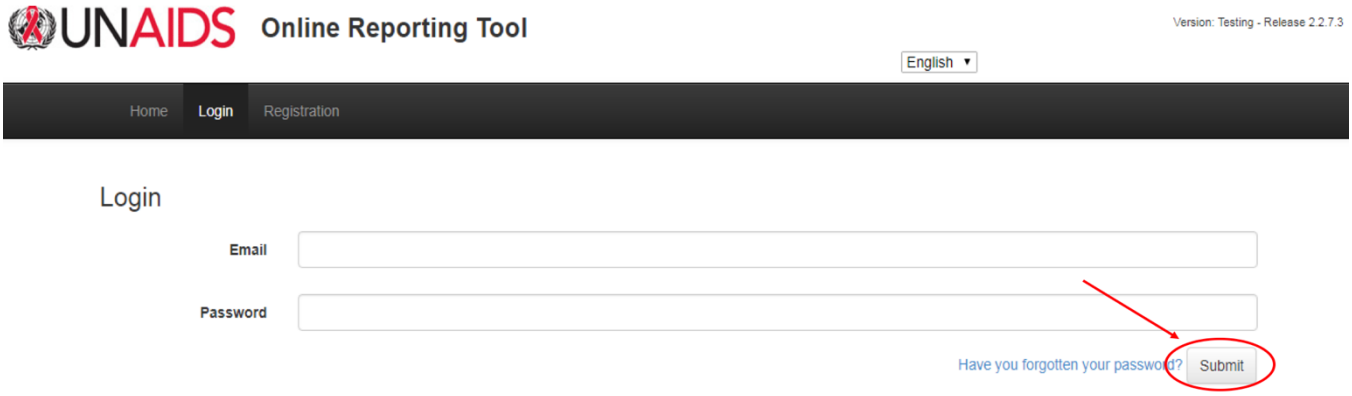
Producing the narrative report in the online tool

Step-by-Step Guide:

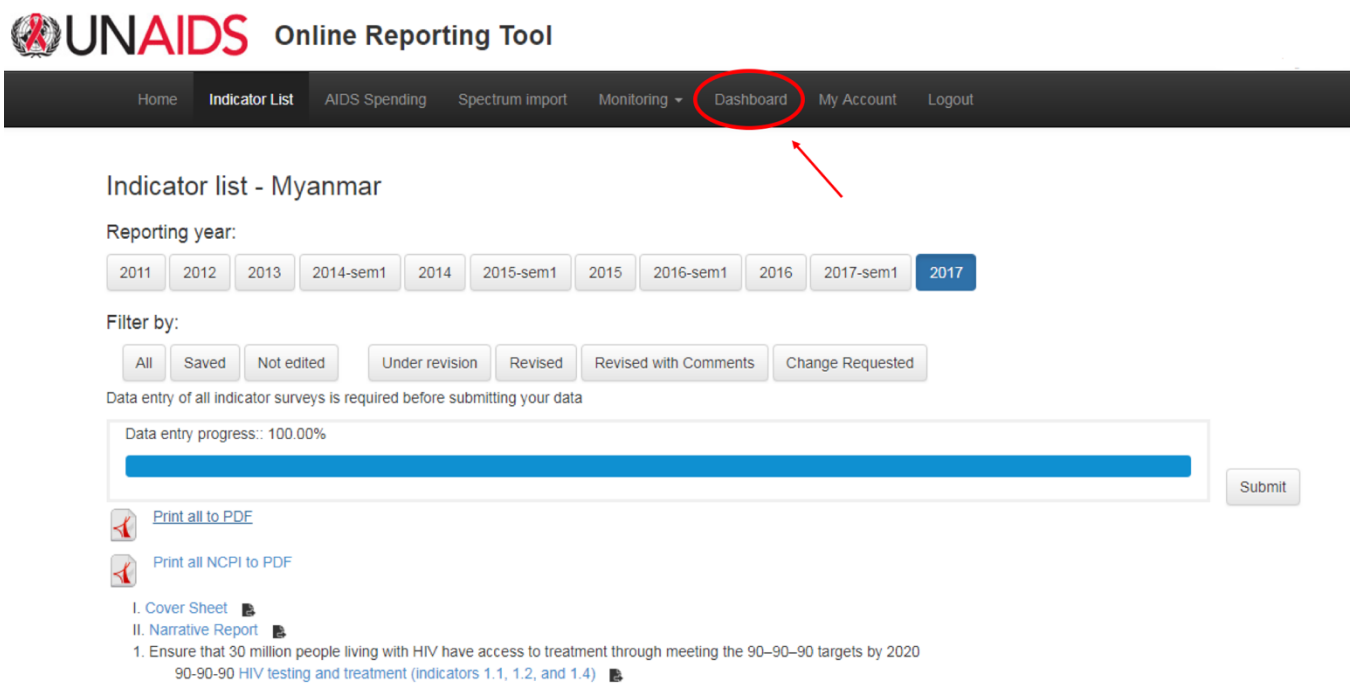
The purpose of this document is to guide users in producing a narrative report with graphics in the online tool using reported data.

Step 1: Go to the GAM Online Reporting Tool, or paste aidsreportingtool.unaids.org into your internet browser. Click on “Please login” to log into the system with your credentials. If you don’t have login credentials yet, click “Please register” and submit a registration request.

Step 2: Enter your login details and click on “Submit”.

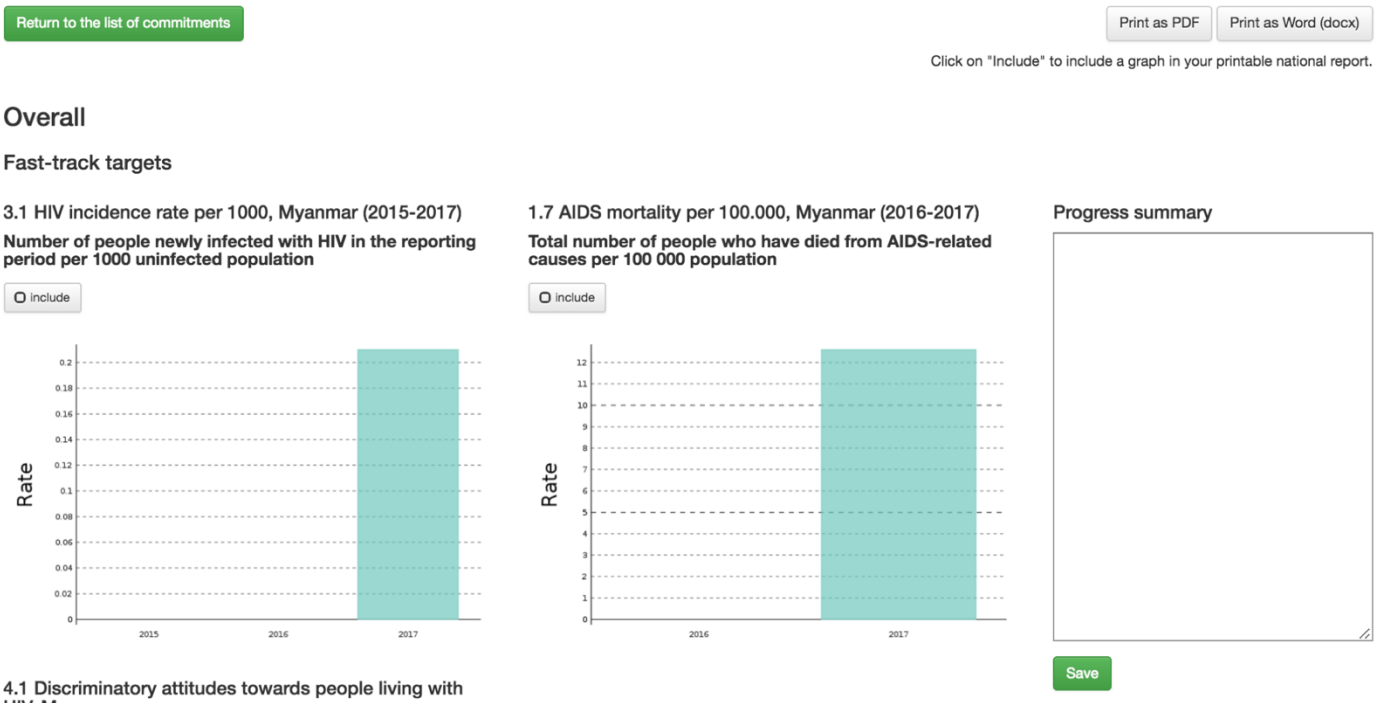


Step 3: Select the "Dashboard" Tab.

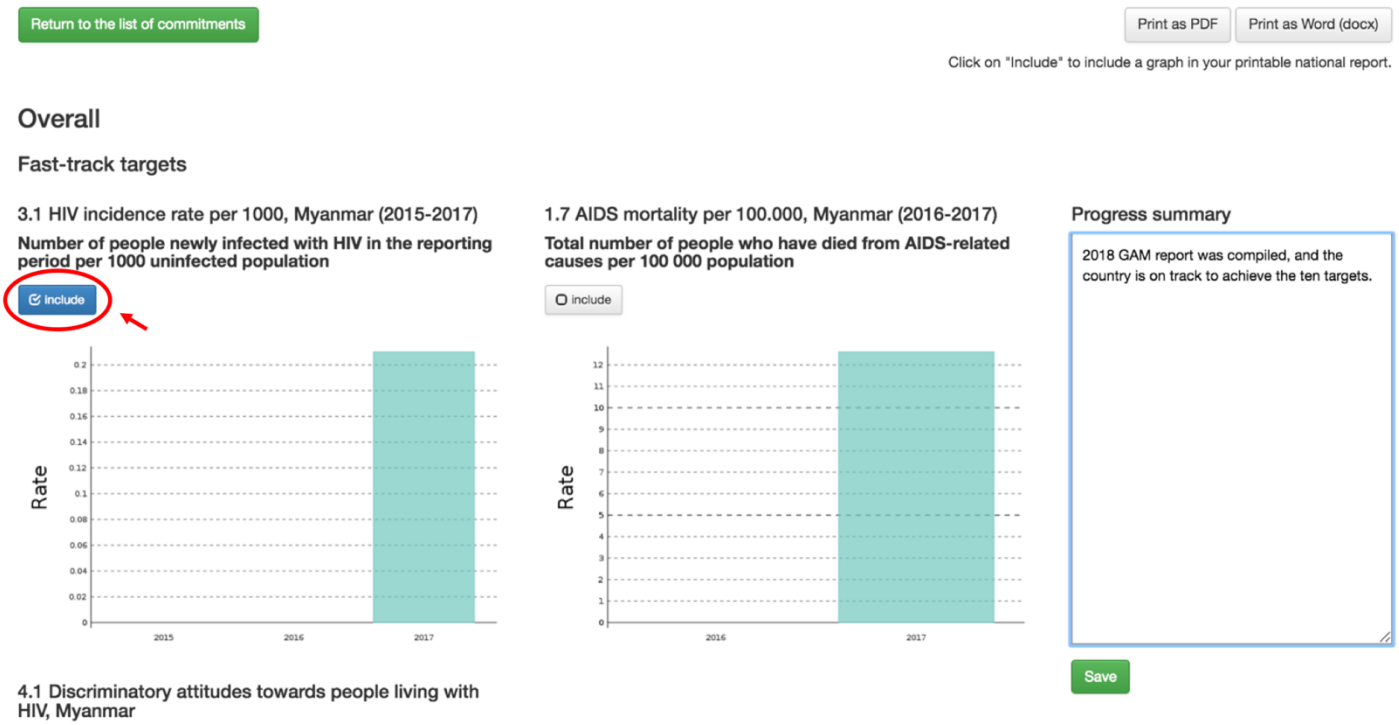


Step 4: Doughnut graphs will appear. Click on a doughnut graph to view more figures.

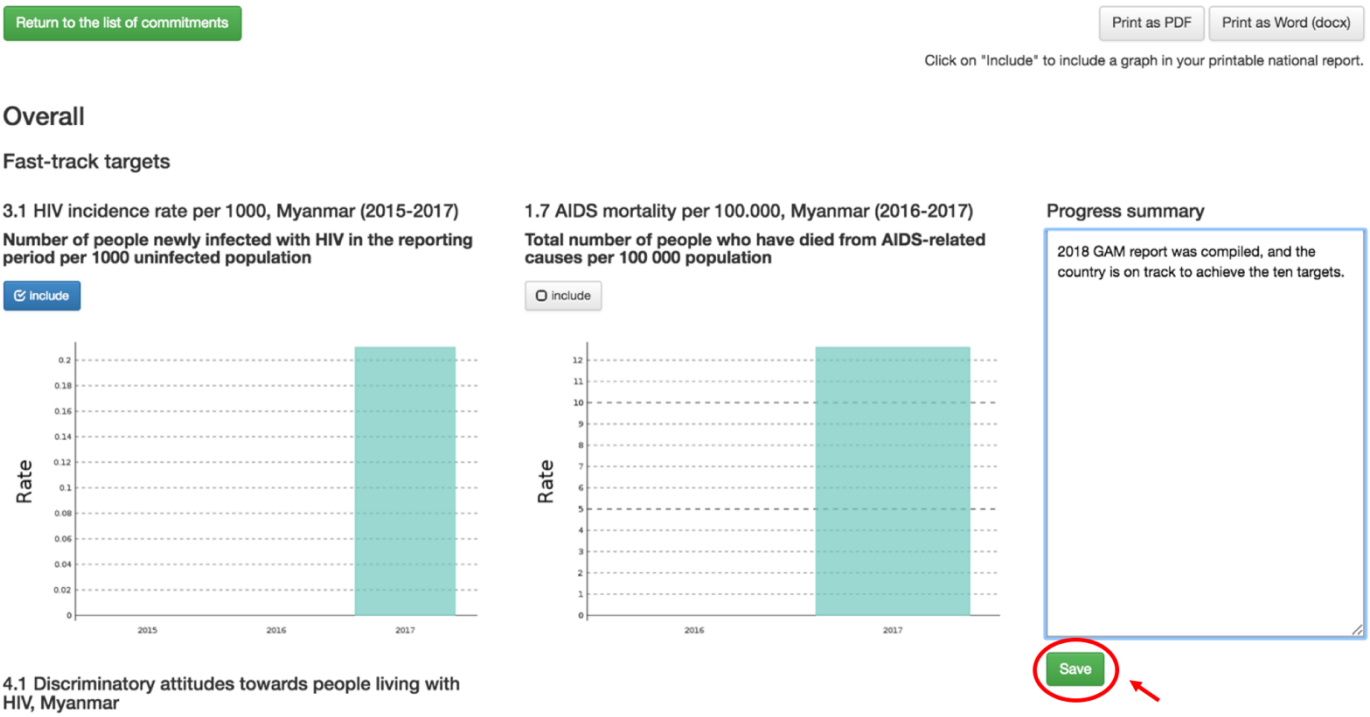
Step 5: If you click on the doughnut under “Overall,” you will find data figures on the three Fast-track targets.



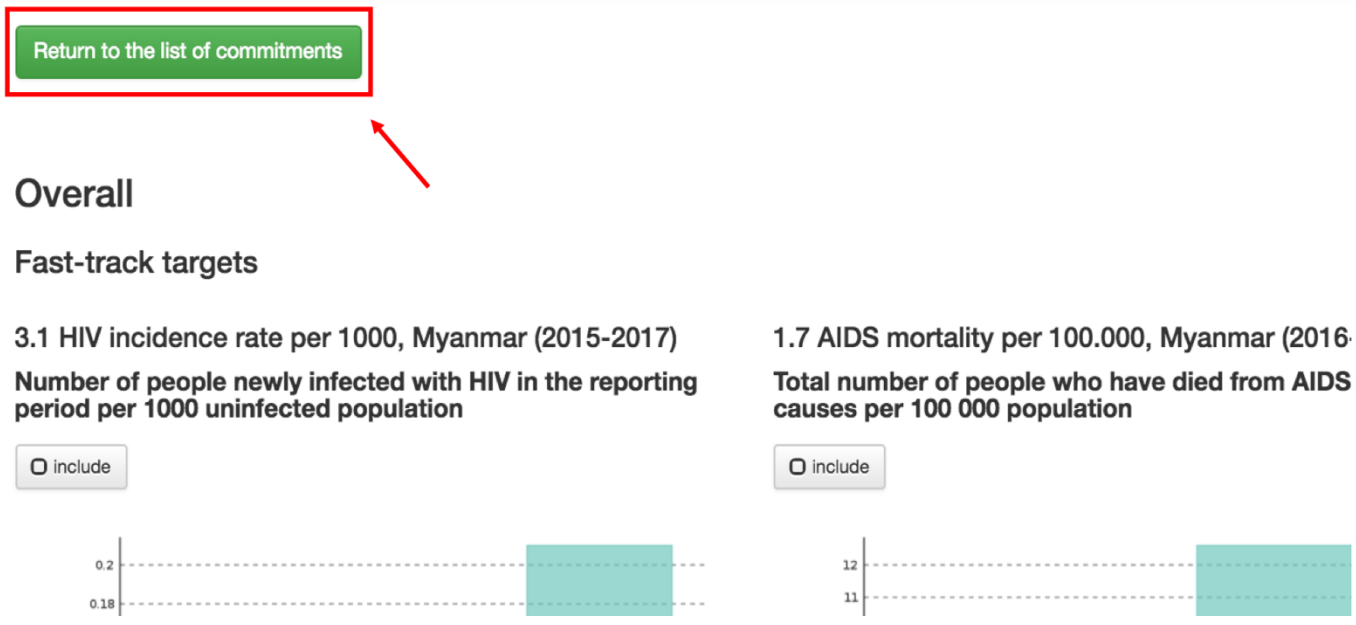
Step 6: On this page, to include these figures in your narrative report, simply click “include” next to the figure. Note that selected figures will have a ticked, blue “include” box.



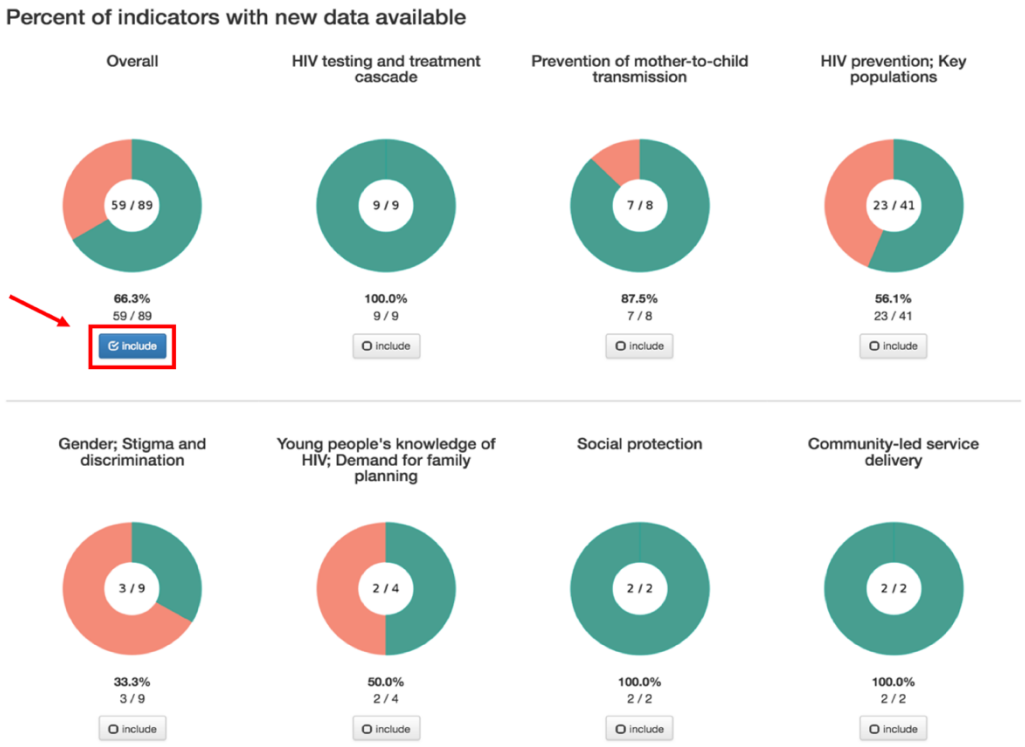
Step 7: To include a progress summary of the data entered, enter text into the “Progress summary” box and click “save”.



Step 8: To return to the full list of commitments, simply click the Green button on that top left hand.

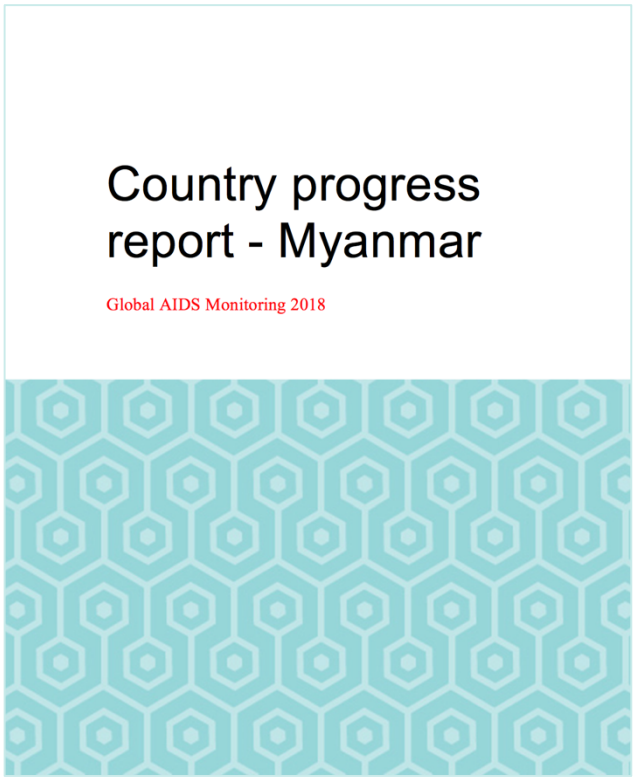


Step 9: To include the “Overall” topic in your narrative report, click the “include” button under the appropriate doughnut.

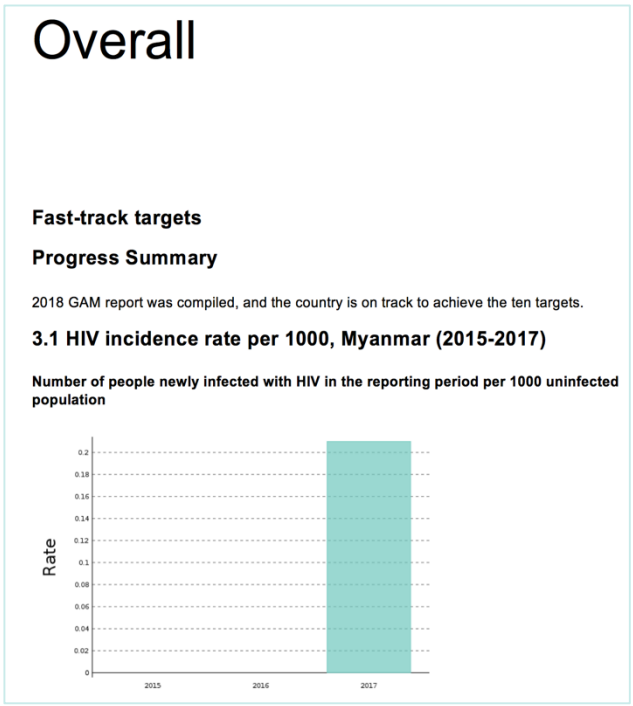


Step 10: Repeat this process for all commitments. When you are finished, you can download and print your narrative report as a PDF or Word document.

Step 11: Your narrative report cover page will look something like this:

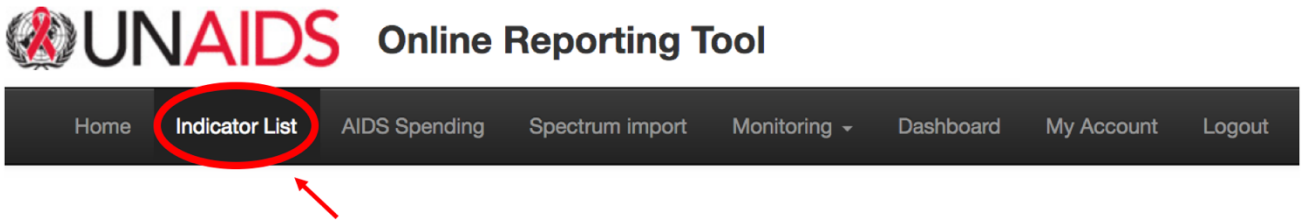


Step 12: Your narrative report will include the figures you selected, and the progress reports you entered, under their respective commitment headings. You may share this document with your country partners.

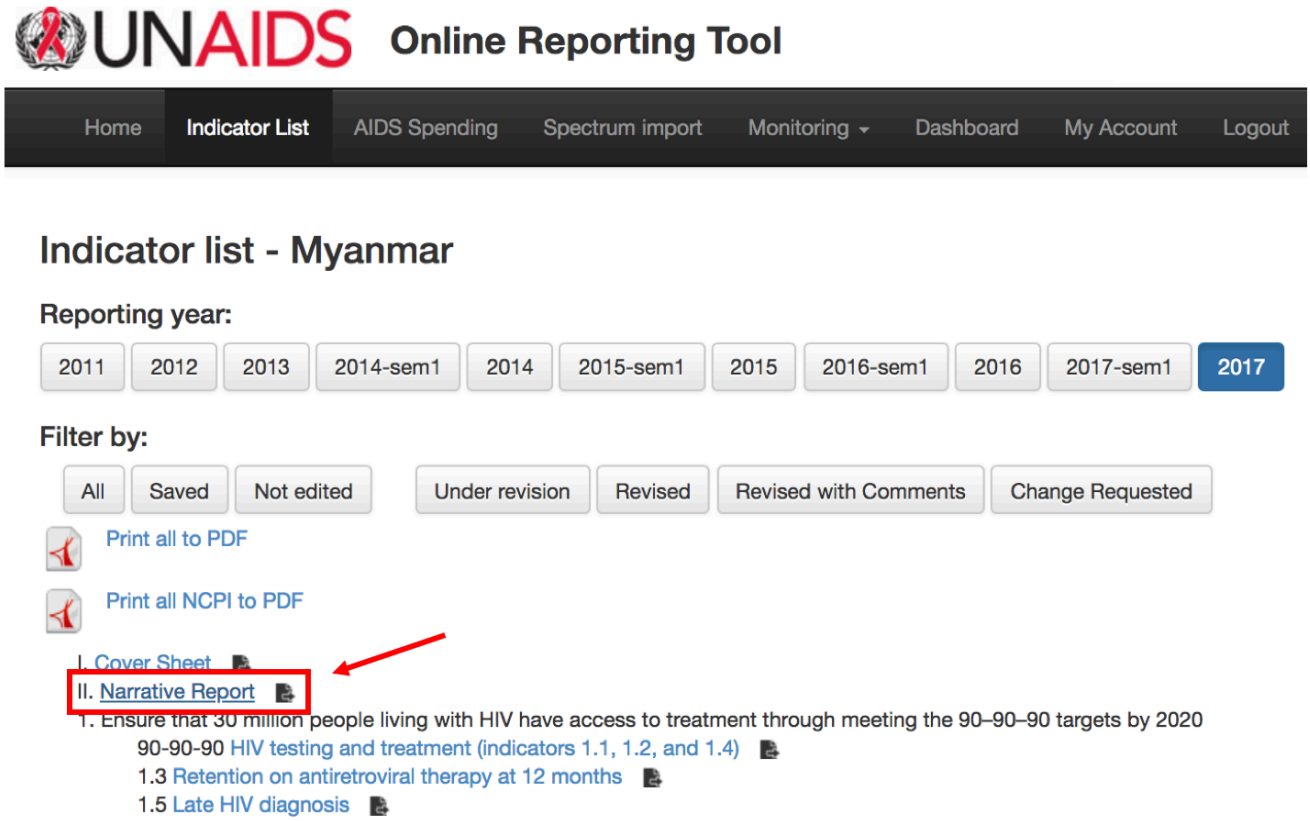


To officially submit your narrative report, please upload it to the online tool by following Steps 13-16.

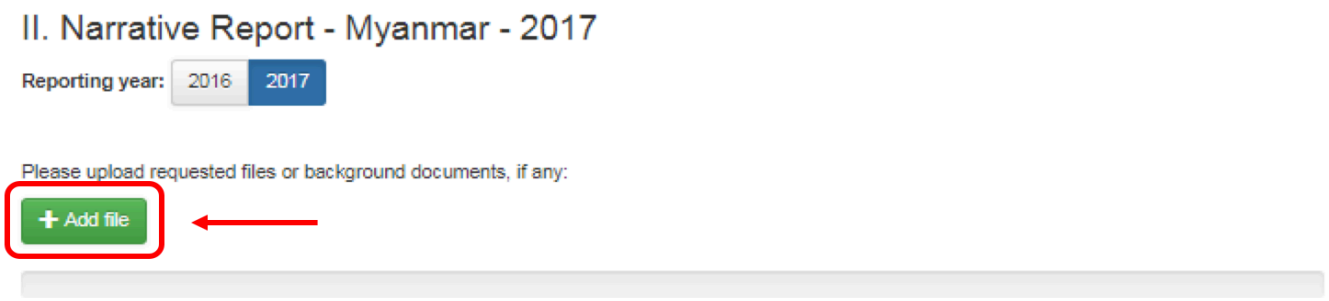
Step 13: Navigate to the "Indicator List" tab at the top menu.



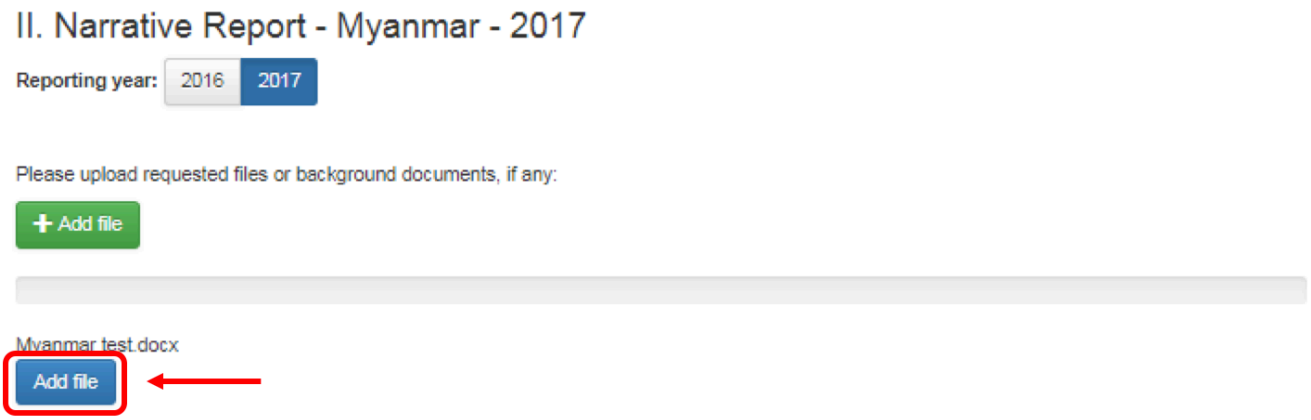
Step 14: Go to the "Narrative Report" section.



Step 15: Click the green “Add file” button and select your narrative report file.



Step 16: Once you have selected your file to upload, a new blue “Add file” button will appear. Be sure to click this blue button to complete the uploading process.



Thank you for creating your narrative report!

In Summary,

You can produce a narrative report by following these general steps:

- ✓ Log in the online reporting tool aidsreportingtool.unaids.org with your credentials.
- ✓ Go to the “Dashboard” tab.
- ✓ Select the figures you wish to include, update the progress summary for each commitment and press “save”.
- ✓ Be sure to “include” the relevant commitments (doughnuts) at the end.
- ✓ Download and print your narrative report as PDF or Word doc.
- ✓ Lastly, upload your final narrative report to the online tool.

Keep in mind,

- You may use the narrative report for national consultations and to share with your partners.
- You may edit and reproduce the narrative report through the online tool based on your national consultations.
- Narrative reports that are uploaded in the online tool will eventually be shared on the UNAIDS website.

If you run into any difficulties or need clarifications, do not hesitate to send an email to: aidsreporting@unaids.org

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