

# UNHCR

## Planning Figures

2015

## Online Data Entry User Guide



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## 1. Introduction

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### The online PF application

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The online Planning Figures application was developed as part of the online Population Statistics Report applications, which also offers Annual Statistical Report and Mid-Year Statistical Report applications.

The online Population Statistics Report can be accessed at:

<http://popdata.unhcr.org>

This document provides guidance for Planning Figures users with a data entry or data review role to collect and review information using the recently upgraded PF online tools.

Further instructions, FAQs and an introductory video can be found in the 'Instructions' section of the website. Please also refer to the [PF Specification document](#).

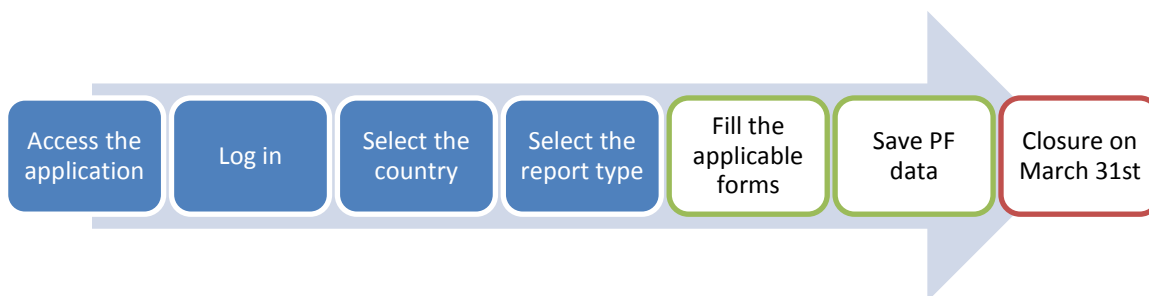
The Planning Figures form is a web-based template. In the event that a country or an operation has a weak internet connection that cannot support on-line completion of the planning figures, focal points of such countries/operations are kindly requested to contact the Field Information and Coordination Support Section (FICSS) in DPSM (email ID: HQCS00@UNHCR.ORG).

The Planning Figures should be saved in the different tables no later than 31 March, at which point the online application will be closed. In case country offices cannot meet this deadline they should inform Headquarters (Bureau and FICSS in DPSM) by email about the reason for the delay and the expected date of submission.

( email: [hqcs00@unhcr.org](mailto:hqcs00@unhcr.org) and/or [webportal@unhcr.org](mailto:webportal@unhcr.org)).

### Planning figures collection process

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During the whole PF collection process, users will be able to access country pages, modify data and save the pages as often as needed. PF Tables are saved independently. At the end of the data collection phase the country reports will automatically enter the review process.

Once the online application enters the review phase, users will still be able to access the saved data in read-only mode but won't be able to provide any further modifications.

## 2. Access to the online PSR application

The PSR application is available at: <http://popdata.unhcr.org/>

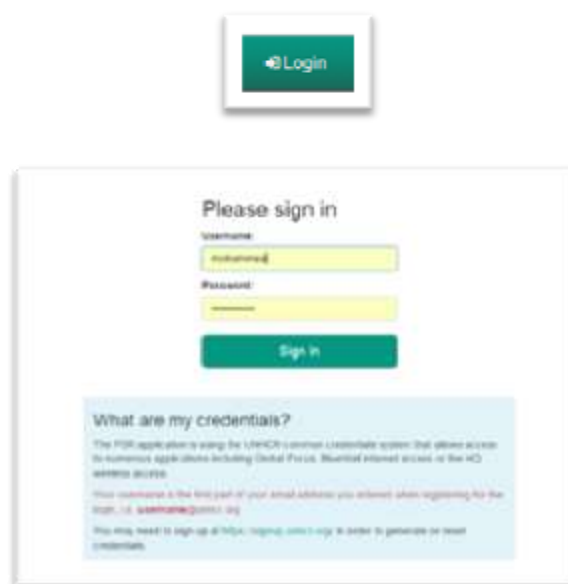


### Login

Only authorized users can modify or administer the ASR information. Authorized users will then need to go through the online authentication process in order to access sections they are entitled to.

The PSR application is using the UNHCR common credentials system that allows access to numerous applications including Global Focus, BlueWall internet access or the HQ wireless access.

Click on the “login” hyperlink from the top menu bar, on the right-hand side and fill in the following form with your UNHCR credentials: You may need to sign up at <https://signup.unhcr.org/> in order to generate your credentials.



Once you click on the ‘sign in’ button, your details will be verified and in case authorized you will be directed to the ASR Pages described in this guidelines. In case the verification failed you will be informed the status through pop-up error messages and advised to create your Id at <https://signup.unhcr.org/> in order to generate or reset credentials.

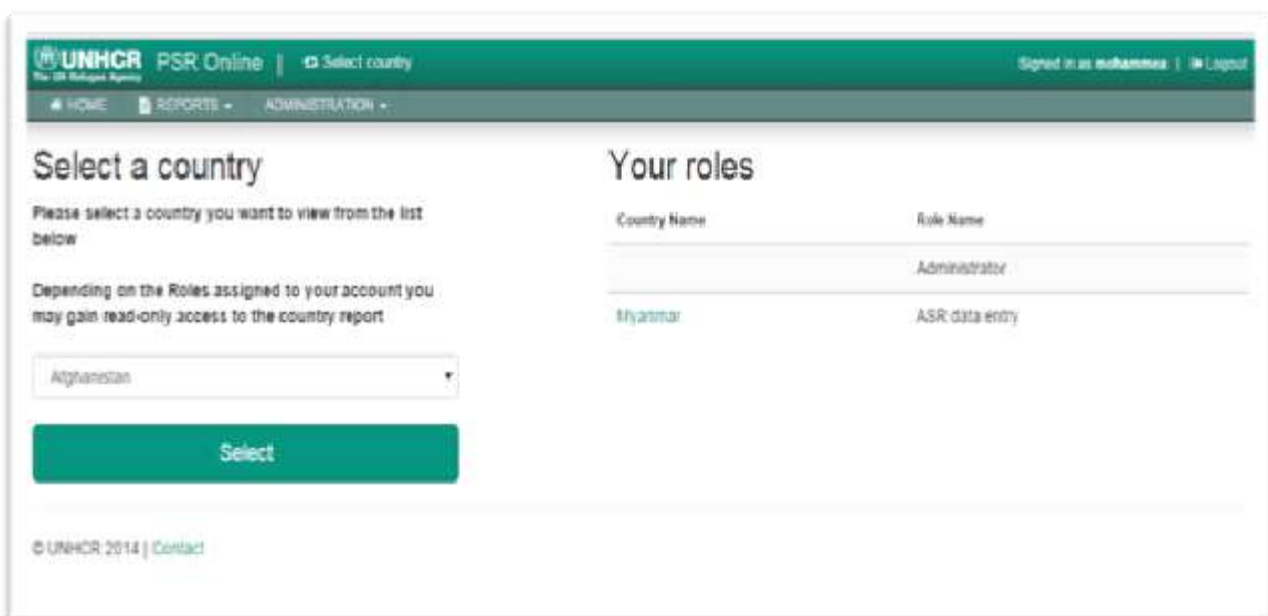
## Logout

You may logout from the online application by clicking on the 'logout' hyperlink in the menu bar at the far right end.



## 3. Access to the PF Pages

Once logged in successfully, the user will be granted access to the Country selection page which is displayed below.



## Main Menu Bar

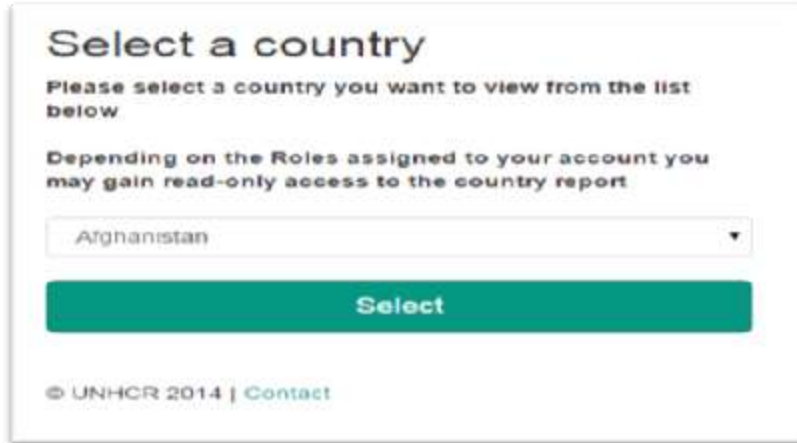
The Country Selection page has a menu bar with green background at the top which provides basic information. This menu bar offers the following options:

- Home: to go back to the Home Page of PSR, where you may access instructions
- Reports: displays available Report options; Overview, ASR, Planning figures, Mid-Year Statistical Reports
- Administration: only for Administrators for Admin tasks
- Select Country: the active Country will be displayed if already selected.
- User: the logged in User name
- Logout: to logout

## Country Selection

The Country Selection page has two components in addition to the Main Menu described above. A dropdown list of all countries eligible to use PF is displayed in the first part. All countries are displayed even if only a specific country is linked to your account. You may also gain read-only access to any other listed country, even if you don't have any Data entry role for the country.

By default the first country in the list is pointed at and the user can select a country to work on.



**Select a country**

Please select a country you want to view from the list below

Depending on the Roles assigned to your account you may gain read-only access to the country report

Afghanistan


Select

© UNHCR 2014 | [Contact](#)

## Assigned Roles

The Roles assigned to the logged in user are displayed in the second portion of this page. All the countries assigned to the active user will be displayed, if the user is responsible for more than one country. The Roles are in the domain of Data Entry, Reviewer, and Administrator restricted only for System Administrators. The corresponding right based on the roles assigned will then be granted to the user.

The user may select the country to work on from the list of the countries displayed here under the roles by clicking the name of the country.



Country Name	Role Name
Myanmar	ASR data entry
	Administrator

## Contact Link

All ASR pages are provided with a link to contact the Project Team in charge of the System development at any time by clicking the contact link at the bottom of the page and send an email.

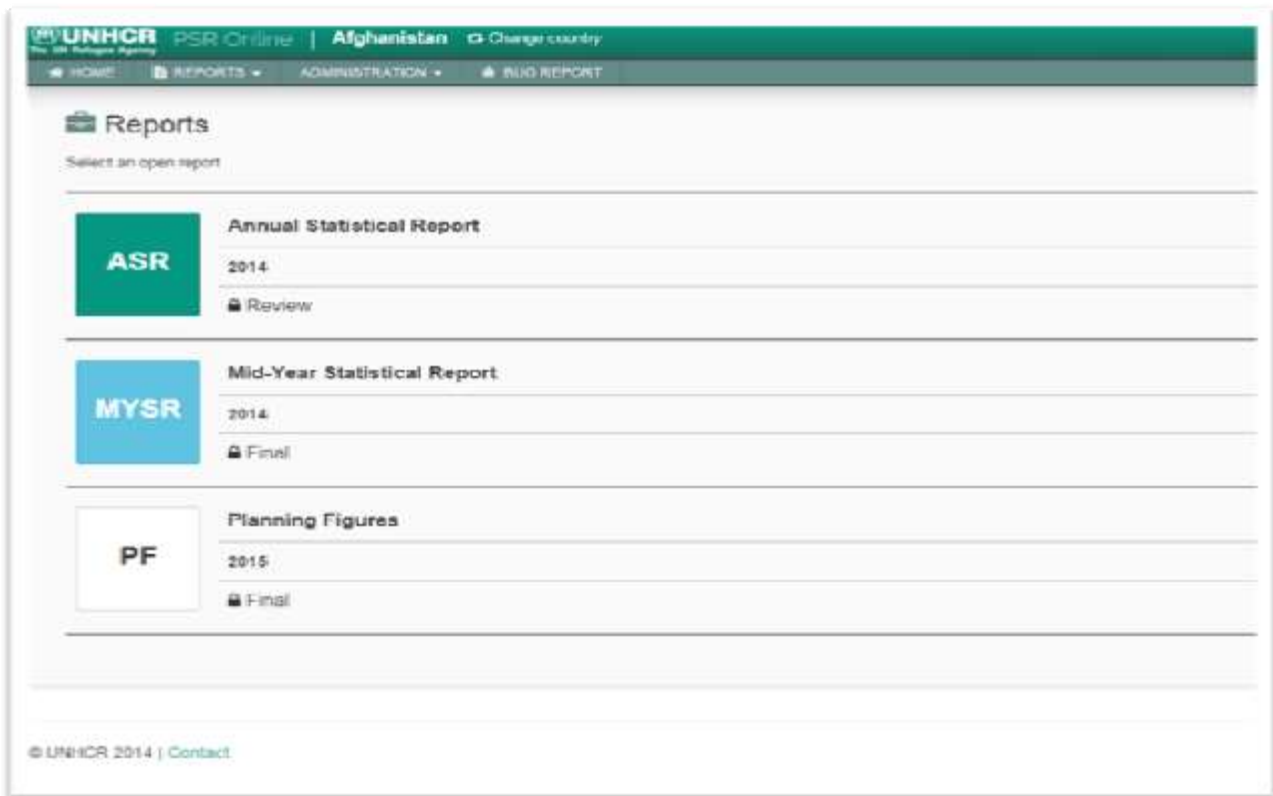


## 4. Planning Figures (PF) Selection Page

### Report Selection Form

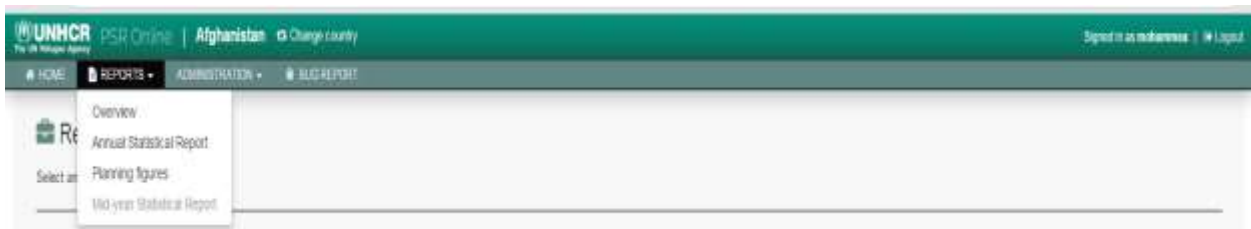
Once you have selected the country you want to work on, you will be presented with the Report selection page. The current status of each report exercise ('Entry', 'Under Review', 'Final', 'Closed') is displayed next to the report name.

From this Report section screen, click on "PF".



### Report Selection Menu

You may alternatively access the PF entry screens using the top menu bar on the second row by selecting "Planning Figures" from the Reports menu option. Once you log in the following Menu bar is displayed on top of all pages throughout the application:

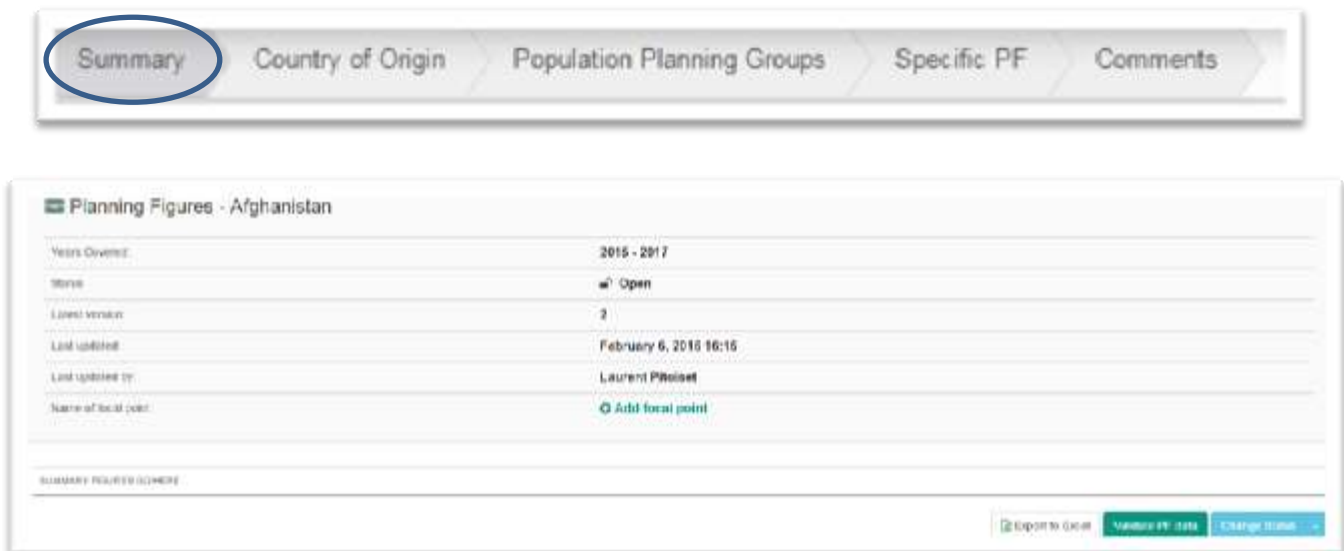


The Main Menu bar will be refreshed with the active country you selected and working on.



## 5. Planning Figures

After selecting the Planning Figures under Reports menu for the specified country, the next main PF page will be displayed. This page has two main components; the Header and the Summary, when available. Every page of PF is headed by a tabular menu, where a user can select the page to work on. For the first page the Summary Tab is selected by default.



Planning Figures - Afghanistan	
Years Covered:	2015 - 2017
Status:	Open
Latest version:	2
Last updated:	February 6, 2016 16:15
Last updated by:	Laurent PHELLET
Name of focal point:	<a href="#">Add focal point</a>

Summary Planning Figures

Support to OCHA | Update PF data | Change status

### PF Summary

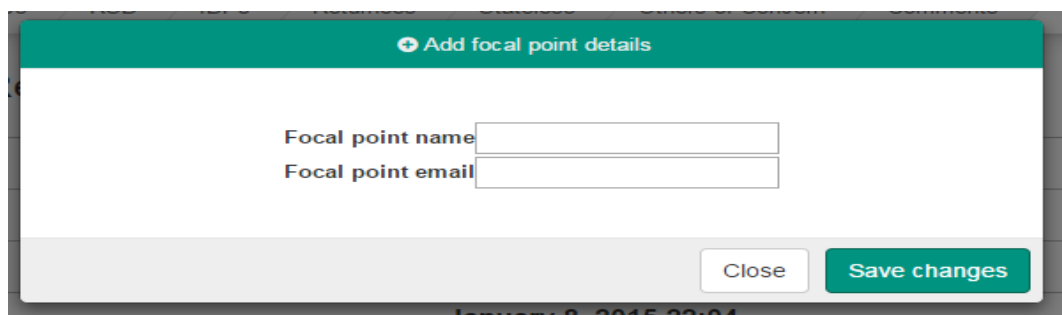
The summary page includes the information: the Year, Status (Open, Review, Final, Closed), the last Version, last update date, the person updated, Name of the Focal Point and a link to Edit Focal point details (Focal Points Administration).

The summary figures will also be listed at the lower part of the page when available.

### Focal Points Administration

The Focal Point Administration for the specified country is accessed through the header component of PF here. To Create or Edit Focal Point details, click on the 'Edit focal point details' hyperlink in the above window. The following pop-up window will then appear for data entry as intended. After entering the required fields click on the 'Save Changes' button to save.

**Note: This link is active only for authorized users, who are assigned the Data Entry Role of the country.**



**Add focal point details**

Focal point name

Focal point email

Close Save changes

January 8, 2015 22:04

The two mandatory fields required to create a Focal point for the active country are:

- Focal point name
- Focal point email address. Only a UNHCR email address is permitted

After entering the focal point you will have to save the record using the “Save Changes” button provided. Then the option “+ Add focal point details” displayed on the top of the pop-up window will change to Edit focal point details. You may close the Focal points window through the Window close button, “X” on the top left of the pop-up or use the “Close” button provided here. This will bring you back to the PF main Page.

**Note: While different accounts can be setup to modify Planning Figures, only one Focal Point is saved per country report.**

The second part displays the overview of Reports.

## Overview of PF Reports

The second part shows an overview of all existing PF reports with summary data, when available.



## Data Administration

After completion of the data entry the authorized user of the focal person has the options to Save, Export, or Print the PF report using the three buttons at the bottom right of the overview report page.



### Export to Excel

This option exports all Tables to Excel format.

## 6. Guidelines for the completion of PF

The web-based PF template has three main parts; the Country of Origin, Population Planning Group and Specific Planning Figures. These three main components of the PF are accessed using the tabs provided on the top of the Overview page.

### a. Country of Origin PF: Table A

The second Tab from the above overview page directs you to the Country of Origin page of the Planning Figure application. This page represents two tables used for PF; Table A1 – Country of Origin and Table A2 – Durable Solutions Returnees.



#### PF - Table A1. Country of Origin

No records saved

Population Type	#	Country of Origin	End-year 2015		End-year 2016		End-year 2017	
			Total	of which UNHCR assisted	Total	of which UNHCR assisted	Total	of which UNHCR assisted
Refugees	1	--select--						
	2	--select--						
	3	--select--						
	4	Other/Various						
		<b>TOTAL</b>	0	0	0	0	0	0
Refugee-Like	5	--select--						
	6	--select--						
	7	--select--						
	8	Other/Various						
		<b>TOTAL</b>	0	0	0	0	0	0
Asylum Seekers	9	--select--						
	10	--select--						
	11	--select--						
	12	Other/Various						
		<b>TOTAL</b>	0	0	0	0	0	0
IDPs	13							
IDP-Like	14							
Stateless	15	--select--						
	16	--select--						
	17	--select--						
	18	Other/Various						
		<b>TOTAL</b>	0	0	0	0	0	0
Others of Concern	19	--select--						
	20	--select--						
	21	--select--						
	22	Other/Various						
		<b>TOTAL</b>	0	0	0	0	0	0
<b>TOTAL</b>			0	0	0	0	0	0

Seven Population Types namely; **Refugees, Refugee-Like, Asylum Seekers, IDPs, IDP-Like, Stateless and Others of Concern** are identified and administered in Table A1. Each of the Population Types are assigned up to four Country of Origin options except for the **IDPs and IDP-Like** Population type who are provided with only no country of Origin option.

Here, the planning figures for each **End-year 2015, End-year 2016 and End-year 2017** are captured. Each Year figures are also split in two sub columns for **Total** and **of which UNHCR assisted**.

Sub totals for each Population Type is calculated here and the Grand Total for all seven Population types is also calculated and displayed at the bottom of the table.

For further definition of each Population Type, please refer to the separate Planning Figures Documentation also available online.

Table A2 – Durable Solutions Returnees captures the Planning Figures for the Returnees per Country of Asylum for two Population Types namely **Returnee Arrivals during year (ex-refugees)** and **Returnee Arrivals during year (ex-IDPs)**.

The maximum rows assigned for each Population Types is three. The three rows represent data from two Country of Asylms from the prepopulated drop down list and one Others/Various.

**A2 - Durable Solutions (Returnees)**

Population Type	#	Country of Asylum	During 2015		During 2016		During 2017	
			Total	of which UNHCR assisted	Total	of which UNHCR assisted	Total	of which UNHCR assisted
Returnee arrivals during year (ex-refugees)	23	--select-- ▼						
	24	--select-- ▼						
	25	Other/Various						
	<b>TOTAL</b>		0	0	0	0	0	0
Returnee arrivals during year (ex-IDPs)	26	--select-- ▼						
	27	--select-- ▼						
	28	Other/Various						
	<b>TOTAL</b>		0	0	0	0	0	0
<b>TOTAL</b>			0	0	0	0	0	0
<b>Total population of concern to UNHCR</b>			0	0	0	0	0	0

In Table A2 also, the planning figures for each **During 2015, During 2016 and During 2017** are captured. Each periode figures are also split in two sub columns for **Total** and **of which UNHCR assisted**.

Sub totals for each Population Type is calculated here too and the Total for the two Population types is also calculated and displayed at the bottom of the table.

The Grand Total Population of Concerns to UNHCR is finally summed up from both A1 and A2 at the bottom of the page.

For further definnition of each Population Type, please refer to the separate Planning Figures Documentation also available online.

**Note: In A1 , only the three major countries of origin are to be listed separately for each population types, all other countries of origin should be combined into the field "Other/Various?."**

## Data Administration



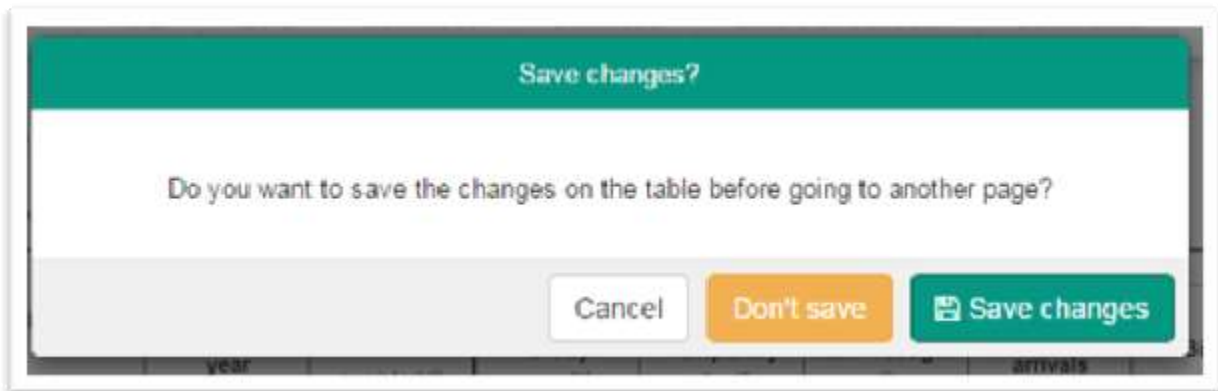
Here the user has the option to Save, Export to Excel or Print the tables A1 and A2 using the corresponding buttons displayed above. For Users without assigned role, the only active options are the Export to Excel and Print.

### Save

After any change in the Data, it is required to save the table by clicking the Save button. When Save is clicked the system will perform some validation rules and save the record.

At this stage, data is saved regardless of the results of the validation; however users are advised to resolve those discrepancies the soonest. The user will be informed the status of the activity through pop-up window similar to the below indicating the discrepancies and level of the errors.

In case of an attempt to close the table or move to another table without saving the modified data the following pop-up window will appear reminding the user to Save.



### Export to Excel

In case you want to export the Refugee table to Excel spread sheet, click the appropriate button above. If any modified data is not saved the above message will appear reminding to save. Then the corresponding table to the page will be saved in Excel format and an icon is shown at the foot bar of the page to open and further customize as required.



**Note:** The Export Excel and Print buttons are displayed only if the table consists of some records; obviously there is no point of exporting or printing empty table.

### Print

To print the report directly, you may use the option Print. This will open the usual Print window and you may select the print properties as required.

### Important Notes

Some Important Notes are displayed at the bottom of the page.

#### NOTES

\* See definitions in Paragraph 9 , Section 6.8, Chapter 4, UNHCR Manual (pages 14-15).

### Compare table

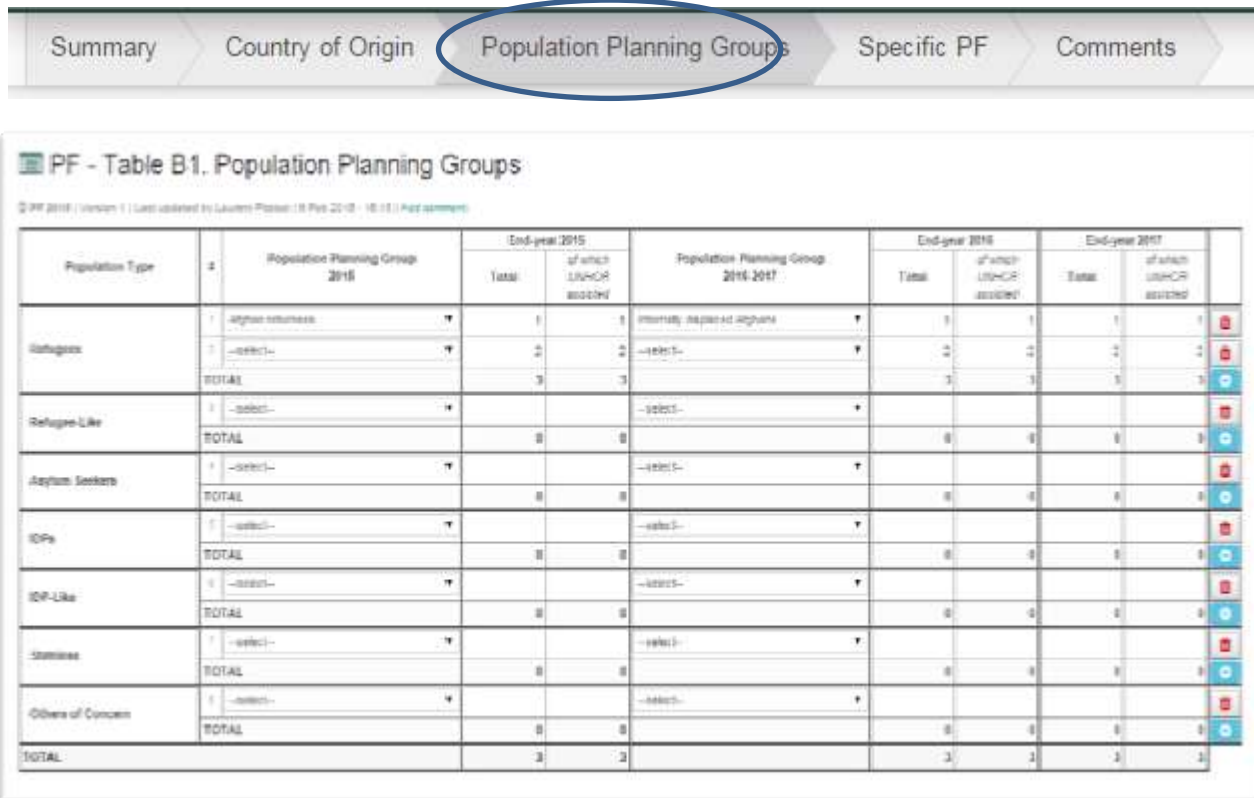
The System provides the functionality of comparing the PF current table with previous available version.



By selecting the version you want to compare to from the second dropdown menu above, both tables will be displayed to analyze.

## b. Population Planning Groups: PF - Table B1 & B2

The Population Planning Group data for the whole Population of concern in PF is accessed by selecting the third tab from the overview page.



Population Type	#	Population Planning Group 2016	End-year 2015		Population Planning Group 2016-2017	End-year 2016		End-year 2017	
			Total	of which UNHCR assisted		Total	of which UNHCR assisted	Total	of which UNHCR assisted
Refugees	1	alghar-interness	1	1	Internally displaced alghari	1	1	1	1
	2	-select-	2	2	-select-	2	2	2	2
	TOTAL		3	3		3	3	3	3
Refugee-Like	1	-select-			-select-				
	TOTAL		0	0		0	0	0	0
Asylum Seekers	1	-select-			-select-				
	TOTAL		0	0		0	0	0	0
IDPs	1	-select-			-select-				
	TOTAL		0	0		0	0	0	0
IDP-Like	1	-select-			-select-				
	TOTAL		0	0		0	0	0	0
Stateless	1	-select-			-select-				
	TOTAL		0	0		0	0	0	0
Others of Concern	1	-select-			-select-				
	TOTAL		0	0		0	0	0	0
TOTAL:			3	3		3	3	3	3

The first table on this page reflects Table B1, where PF data for the seven Population Types namely; **Refugees, Refugee-Like, Asylum Seekers, IDPs, IDP-Like, Stateless and Others of Concern** with selected PPG is captured. The PPG is selected from pre-populated drop-down list, which provides the PPGs as available in the Operations Plan for the relevant planning year in FOCUS.

Users should select the relevant PPG for each of the population types/nationalities listed, including for those nationalities combined under the category "Others/Various. Please note that one PPG might appear more than once as it can cover several types or nationalities. Note that the selection of PPGs is applicable to the 1st and 2nd planning year figures only and not the end-of current year statistics.

This information will be used for uploading planning figures into FOCUS. Errors in reporting PPGs or other figures will impact any analysis or report wherein population figures are used to evaluate budgets or interventions.

The planning figures for each **End-year 2015, End-year 2016 and End-year 2017** are administered for each Population Types. Each Year figures are also split in two sub columns for **Total** and **of which UNHCR assisted**. The Population Planning Figures should be prepopulated yearly. However, for the Table B1 and B2 the same PPG are used for the year 2016 and 2017.

In Table B1 and B2, it is possible to add additional row or remove existing row here by using the buttons provided in the last column of the table.

Sub totals for each Population Type is calculated here and the Grand Total for all seven Population types is also displayed at the bottom of the table.

Table B2 – Durable Solutions Returnees captures the Planning Figures for the Returnees per Country of Asylum for two Population Types namely **Returnee Arrivals during year (ex-refgees)** and **Returnee Arrivals during year (ex-IDPs)**.

**B2 - Durable Solutions (Returnees)**

Population Type	Population Planning Group 2016	End year 2015		Population Planning Group 2016,2017	End year 2016		End year 2017	
		Total	of which UNHCR assisted		Total	of which UNHCR assisted	Total	of which UNHCR assisted
Returnee arrivals during year (as-refugees)	TOTAL	0	0		0	0	0	0
Returnee arrivals during year (as-CPTI)	TOTAL	0	0		0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total population of concerns to UNHCR</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

In Table B2 also, the planning figures for each **During 2015, During 2016 and During 2017** are captured. Each periode figures are also split in two sub columns for **Total** and **of which UNHCR assisted**. The Population Planning Figures should be prepopulated yearly. However, for the Table B1 and B2 the same PPG are used for the year 2016 and 2017.

In Table B1 and B2, it is possible to add additional row or remove existing row here by using the buttons provided in the last column of the table.

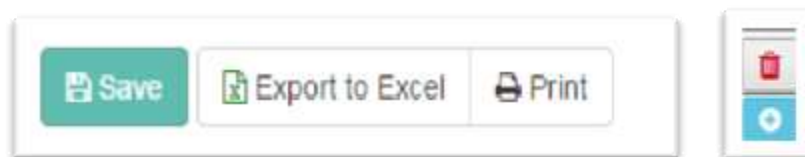
Sub totals for each Population Type is calculated here too and the Total for the two Population types is also calculated and displayed at the bottom of the table.

The Grand Total Population of Concerns to UNHCR is finally summed up from both B1 and B2 at the bottom of the page.


For further definition of each Population Type, please refer to the separate Planning Figures Documentation also available online.

## Data Administration


The authorized user or Focal person for the selected country may add additional records, edit existing figures, save and export the data in table B1 and B2I. In order to provide these functionalities the three buttons plus two below are provided under the table and on the last columns of the table respectively.



### Add row

Click the Add row button,  to add additional record to the Population Type in either table B1 or B2. This will insert an additional row to the table and the appropriate PPG should be selected for each row.

### Delete Row

The delete option for each row is found at the right side of the respective table. To delete a row or a record in the table, scroll to the right side of the table and click the Delete  button. Make sure about the record you want to delete before clicking this button, by clicking this button the row will be removed from the table without further warning.

## Save

After any change in the Data, it is required to save the table by clicking the Save button. When Save is clicked the system will perform some validation rules and save the record.

At this stage, data is saved regardless of the results of the validation; however users are advised to resolve those discrepancies the soonest. The user will be informed the status of the activity through pop-up window indicating the discrepancies and level of the errors.

In case of an attempt to close the table or move to another table without saving the modified data the following pop-up window will appear reminding the user to save.



## Export to Excel

In case you want to export the PPG table to Excel spread sheet, click the appropriate button above. If any modified data is not saved the above message will appear reminding you to save. Then the PPG table will be saved in Excel format and an icon is shown at the foot bar of the page to open and further customize as required.



## Print

To print the report directly, you may use the option Print. This will open the usual Print window and you may select the print properties as required.

## Important Notes

Some Important Notes are displayed at the bottom of the page.

### NOTES

\* See definitions in Paragraph 9 , Section 6.8, Chapter 4, UNHCR Manual (pages 14-15).

## Compare table

The System provides the functionality of comparing the PF current table with previous available version.



By selecting the version you want to compare to from the second dropdown menu above, both tables will be displayed to analyze.



## c. Specific Planning Figures: Table C – Specific PPGs

The Specific PF Data page is accessed through tab 4 and consists of three components categorized as Reintegration Populations at end of the year, Decrease due to durable solutions and New refugees + asylum-seekers during the year.



The data of all three categories is saved in to C.1, C.2 and C.3 tables respectively. Each of the table is associated with data entry page displayed below:

**C.1 Reintegration populations (year end)**

Population Type	#	End-year 2015		End-year 2016		End-year 2017	
		Total	of which UNHCR assisted	Total	of which UNHCR assisted	Total	of which UNHCR assisted
Total no. of refugee returnees benefiting from UNHCR reintegration assistance	1						
Total no. of IDP returnees benefiting from UNHCR reintegration assistance	2						
<b>TOTAL</b>		0	0	0	0	0	0

Table C1 displays the summary information of the main two Reintegration population types namely; **Total no. of refugee returnees benefiting from UNHCR reintegration assistance** and **Total no. of IDP returnees benefiting from UNHCR reintegration assistance** over three time periods, **End- year 2015**, **End- year 2016** and **End- year 2017**.

The Total figure of both Population Types is also shown on the last row.

**C.2 Decreases due to durable solutions**

Population Type	#	Country of Asylum	During 2015		During 2016		During 2017	
			Total	of which UNHCR assisted	Total	of which UNHCR assisted	Total	of which UNHCR assisted
Voluntary repatriation departures (refugees)	1	--select--						
	2	--select--						
	3	--select--						
	4	Other/various						
<b>TOTAL</b>			0	0	0	0	0	0
Resettlement departures (refugees)	1	--select--						
	2	--select--						
	3	--select--						
	4	Other/various						
<b>TOTAL</b>			0	0	0	0	0	0
Naturalization (refugees only)	11							
Naturalization (stateless non-refugees only)	12							
<b>TOTAL</b>			0	0	0	0	0	0

Table C2 captures PF of Decreases due to durable solutions. The Population Types considered here are **Voluntary repatriation departures (refugees)** , **Resettlement departures (refugees)**, **Naturalization (refugees only)** and **Naturalization (stateless non-refugees only)** over three periods of columns; **During 2015**, **During 2016** and **During 2017** split in to **Totals** and **of which UNHCR assisted** sub columns. For the first four Population Types, minimum of four records is expected. Three country of Asylum from the drop down list and one Other/Various could be entered. For the last two Population Types no country of Asylum is required.

C.3 New refugees + asylum-seekers during the year

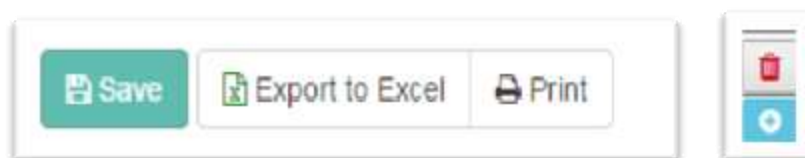
Population Type	#	Country of Asylum	During 2015		During 2016		During 2017	
			Total	of which UNHCR assisted	Total	of which UNHCR assisted	Total	of which UNHCR assisted
Refugees - Group Basis	13	--select--						
	14	--select--						
	15	--select--						
	16	Other/Various						
TOTAL			0	0	0	0	0	0
Refugees - Individual Arrivals	17							
Asylum-Seekers - Individual Applicants	18							
Resettlement Arrivals	19							
TOTAL			0	0	0	0	0	0
Total population of concern to UNHCR			0	0	0	0	0	0

Table C3 captures PF of New refugees + asylum-seekers during the year. The Population Types considered here are **Refugees - Group Basis**, **Refugees - Individual Arrivals**, **Asylum-Seekers - Individual Applicants** and **Resettlement Arrivals** over three periods of columns; during 2015, During 2016 and During 2017 split in to Totals and of which UNHCR assisted sub columns. For the first Population Type, minimum of **four records is expected**. **Three country of Asylum from the drop down list and one Other/Various could be entered**. For the last three Population Types no country of Asylum is required.


The total of all three component tables; C1, C2 & C3 is calculated and displayed at the bottom of all third tables.

## Data Administration


The authorized user or Focal person for the selected country may add additional records, edit existing figures, save and export the data in table C2 and C3. In order to provide these functionalities the three buttons plus two below are provided under the table and on the last columns of the table respectively.



### Add row

Click the Add row button,  to add additional record to the Population Type in either table B1 or B2. This will insert an additional row to the table and the appropriate PPG should be selected for each row.

### Delete Row

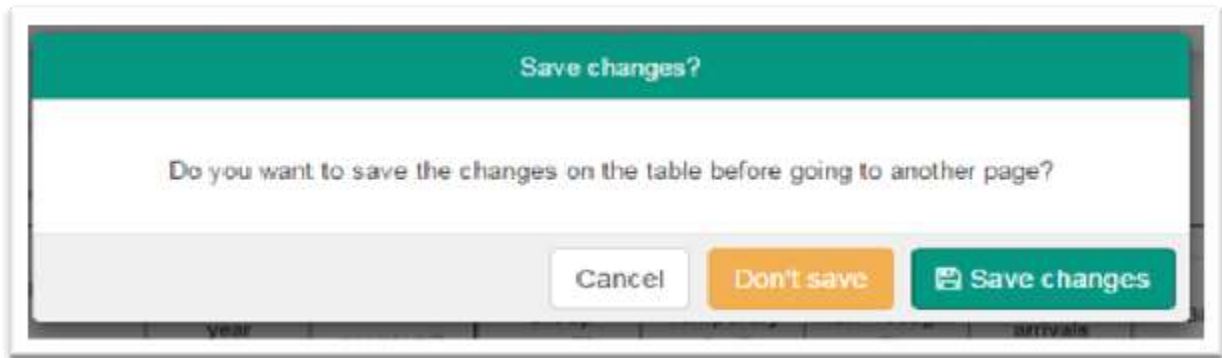
The delete option for each row is found at the right side of the respective table. To delete a row or a record in the table, scroll to the right side of the table and click the Delete  button. Make sure about the record you want to delete before clicking this button, by clicking this button the row will be removed from the table without further warning.

### Save

After any change in the Data, it is required to save the table by clicking the Save button. When Save is clicked the system will perform some validation rules and save the record.

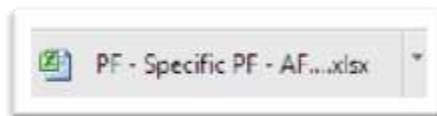
At this stage, data is saved regardless of the results of the validation; however users are advised to resolve those discrepancies the soonest. The user will be informed the status of the activity through pop-up window indicating the discrepancies and level of the errors.

In case of an attempt to close the table or move to another table without saving the modified data the following pop-up window will appear reminding the user to save.



### Export to Excel

In case you want to export the PPG table to Excel spread sheet, click the appropriate button above. If the any modified data is not saved the above message will appear reminding you to save. Then the Specific PF table will be saved in Excel format and an icon is shown at the foot bar of the page to open and further customize as required.



### Print

To print the report directly, you may use the option Print. This will open the usual Print window and you may select the print properties as required.

### Important Notes

Some Important Notes are displayed at the bottom of the page.

#### NOTES

\* See definitions in Paragraph 9 , Section 6.8, Chapter 4, UNHCR Manual (pages 14-15).

### Compare table

The System provides the functionality of comparing the PF current table with previous available version.

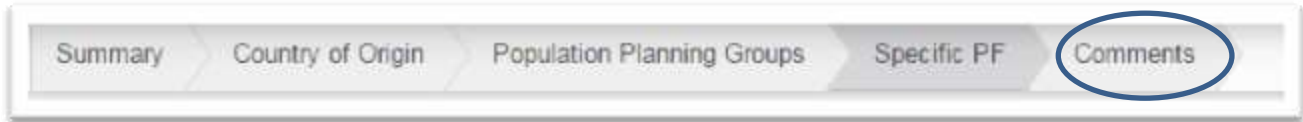


By selecting the version you want to compare to from the second dropdown menu above, both tables will be displayed to analyze.

## d. Comments Planning Figures: Comments

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The comments tab allows for the submission of complementary information that may be needed and could be accessed through eighth tab from the vertical tab list.



Comments page is to be developed.

## 7. Feedback and way forward

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It is planned to release the current version of ASR early January 2015. The project team will continue to support users and provide System Maintenance. Users' feedback will be collected and considered accordingly in the development of the next upgrade versions.

Your feedback is much appreciated.

Please contact us for application support or your feedback: (e-mail: [hqcs00@unhcr.org](mailto:hqcs00@unhcr.org) and/or [webportal@unhcr.org](mailto:webportal@unhcr.org)).