# UNHCR

## Mid-Year Statistical Report
## 2019

## Online Data Entry User Guide

Date: 1 July 2019
Version: 2.0

# Mid-Year Statistical Report
# Online Data Entry User Guide

## Contents

# 1.    Introduction

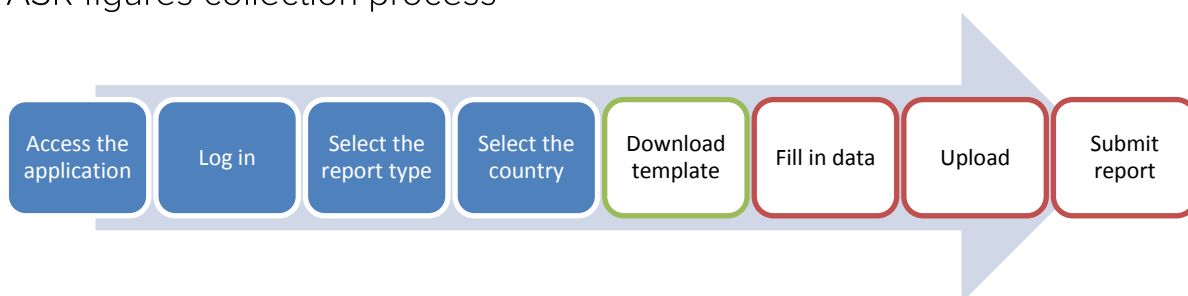## The online MYSR application

Population Statistical Reference (PSR) is UNHCR's platform for collection of data on UNHCR's population of concern globally. It has three components: Annual Statistical Report (ASR); Mid-Year Statistical Reports (MYSR) and Planning Figures (PF). UNHCR started collection of population data using online PSR platform in February 2015. In 2019, the PSR was updated to address requests from the field offices and to make the system more user-friendly for the staff responsible for ASR/MYSR in the country offices.

This document provides guidance for PSR's MYSR module v. 2. Further instructions, FAQs and an introduction video can be found in the 'Instructions' section of the website. Please also refer to the MYSR Guidelines document for reference on definitions used for reporting population statistics.

The 2019 MYSR collection process will occur from July 15th to July 31st, 2019. The MYSR form should be submitted no later than the specified deadline. If the country office cannot meet this deadline, please inform Headquarters (FICSS in DPSM) by email about the reason for the delay and the expected date of submission. Operations that have challenges to complete MYSRs within the given timeline will have exceptional extensions.

For requests of extensions or other MYSR questions or concerns, contact the Field Information and Coordination Support Section (FICSS) in DPSM at hqcs00@unhcr.org or PSRHQ@unhcr.org.

## ASR figures collection process

| Access the application | Log in | Select the report type | Select the country | Download template | Fill in data | Upload | Submit report |

During the MYSR collection process, you, as a user, can access country pages, download the table templates, offline modify data in the excel template, upload the tables as often as needed. MYSR Tables are uploaded independently. Once all data is properly uploaded, you can submit the country report to be reviewed by FICSS.

Once the report is submitted, you will still be able to access the saved data in read-only mode but will not be able to provide any further modifications. If any updates are needed after the report is submitted, please contact FICSS and request to re-open MYSR for changes.

# 2. The online PSR application

## Access to the PSR Online Application

The application is available at https://popdata.unhcr.org/

## Login and logout

The PSR application is using the UNHCR common credentials system. You can use the same credentials they use to access Outlook or other shared UNHCR resources. Your username is the first part of your email address without @unhcr.org (i.e. username@unhcr.org).

If you are a new user or if you cannot log in to the PSR application, you can request access by contacting FICSS using the e-mail addresses provided in chapter one of this guide.

To login, click on the 'login' hyperlink from the top menu bar, on the right-hand side.
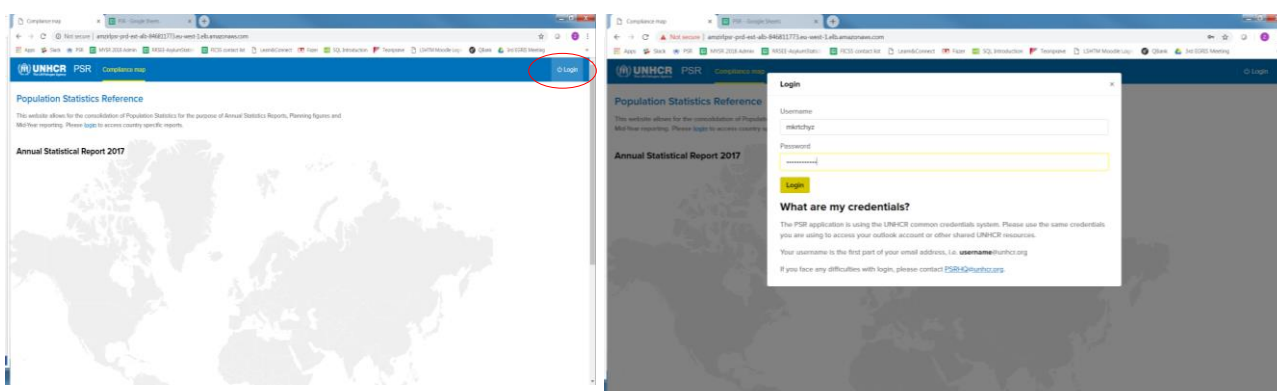


To logout from the online application click the logout hyperlink in the menu bar at the right end.

## General Instructions

The blue main menu bar is available on all pages and offers the following options:
- PSR: to go back to the Home Page of PSR, where users may access instructions, manuals, and a video on how to use the application.
- Compliance Map
- ASR: with countries as a drop-down menu
- Planning Figures: with countries as a drop-down menu
- MYSR: with countries as a drop-down menu
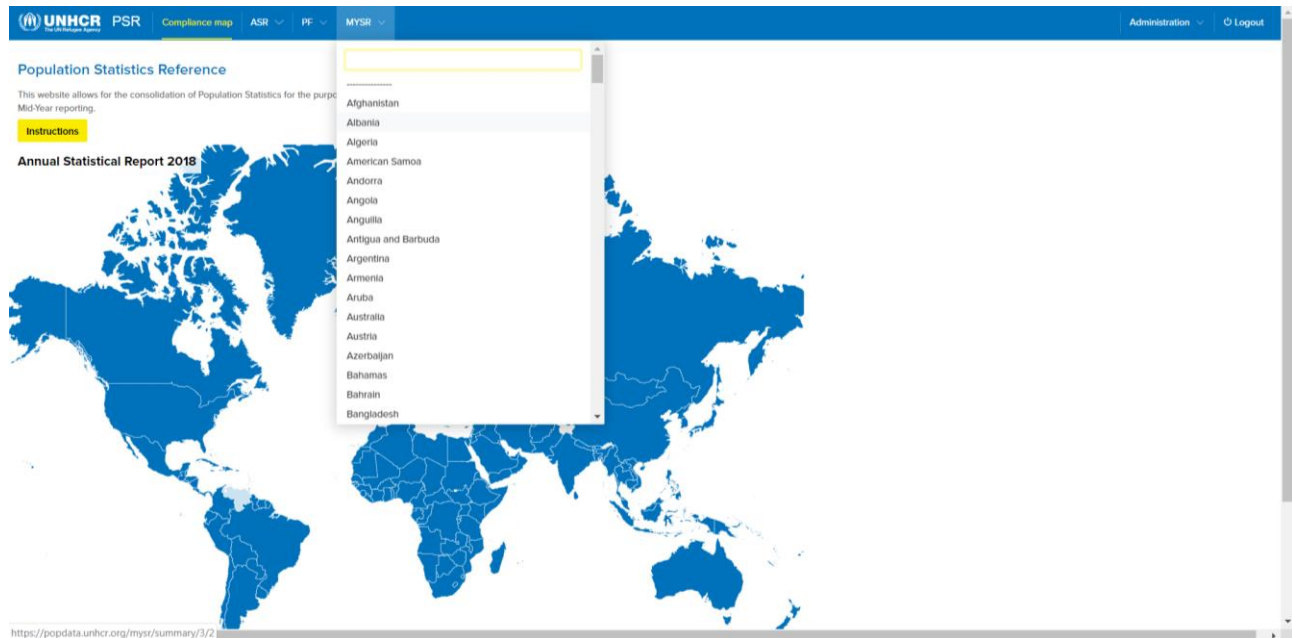- User: the logged in user name
- Logout: to logout

The bottom of each page has an e-mail link for support.
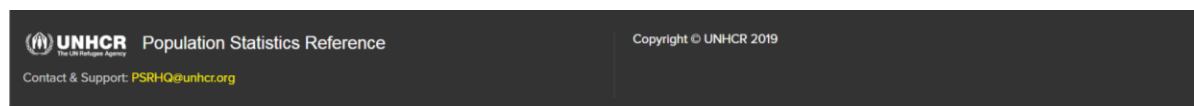
# 3.   Annual Statistical Report

## Access to MYSR Data

Once logged in, you will see three tabs for specific report ASR, MYSR or PF. Select the MYSR tab and a drop-down menu with countries will appear.



You can only modify data for the country/countries for which you are responsible. However, you will also have read-only access to any other listed country, even if you do not have an MYSR data entry role for the country.  On drop-down list, the countries that you are permitted to modify data will appear first, above the dotted line. You can see all other countries for which you can have read-only access below the dotted line.

## Selection of Country and Type of Statistical Report

Select the country to be used for reporting the statistics from the drop-down list of countries. The country MYSR home page will have the following look.
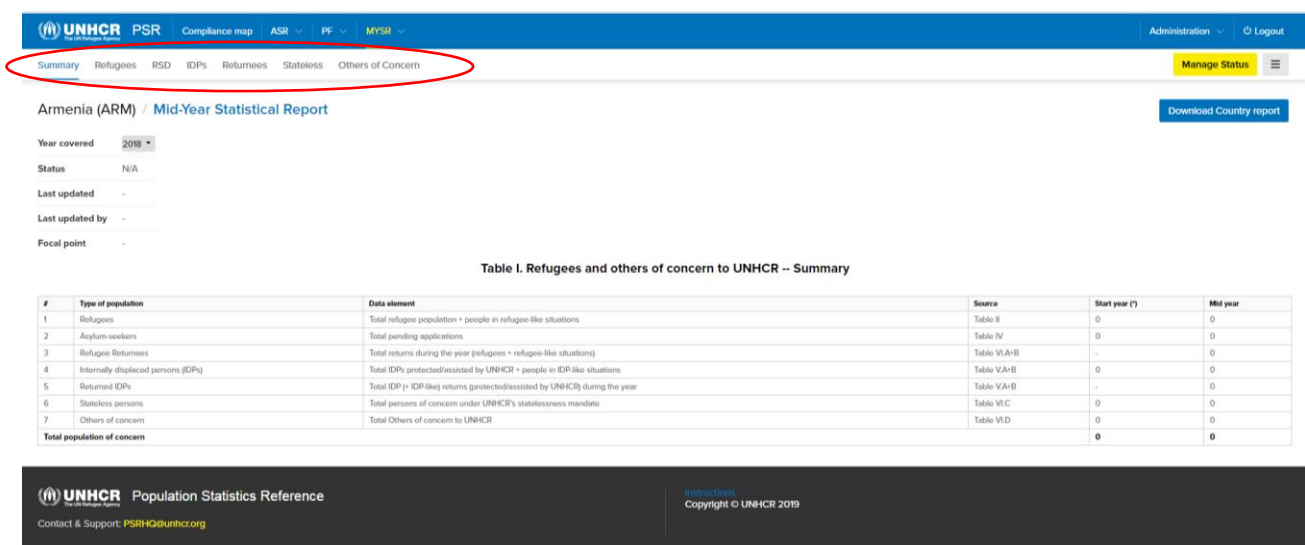
The menu below the blue main menu displays tables that you need to complete for MYSR. This includes the following pages:
- Summary table
- Refugees table
- RSD table (refugee status determination)
- IDPs table (internally displaced persons)
- Returnees table
- Stateless table
- Others of concern table

Details to complete each of the tables are provided in this manual.

## Summary Page
### Status
The status of the statistical report can be:
- Open –you are able to download/upload tables, add comments, etc.
- the FICSS team is reviewing the statistical report. The FICSS will get back to the focal points if there are any inconsistencies in the data or if further clarifications needed. FICSS may re-open the statistical report if there are any further inputs are needed from the country team.
- Final – the statistical report will be set to final, after review by FICSS if no further actions are anticipated. FICSS may re-open the statistical report if there is a need to update statistical reports.
- Closed – statistical report for all countries will be closed after completion of analysis and before publication of data.



## Focal point administration
The Focal Point Administration for the specified country is accessed through the header component of ASR/MYSR. To Create or Edit Focal Point details, click on the 'Users' hyperlink under the 'Administration' tab.

Note: This link is active only for authorized users, who are assigned 'Administrative' role for PSR. The focal points for a specific country can be added/removed by contacting FICSS.

## Table I. Refugees and other of concern to UNHCR – Summary
This part shows an overview of all existing reports with summary data. The data are not editable on this page, they need to be edited in the corresponding table for each population of concern.

The header component of the ASR summary page/table displays summary information, which includes: the year covered by the statistical report, status of the report (open, review, final closed), last update date, and the last update by the date and the focal point.
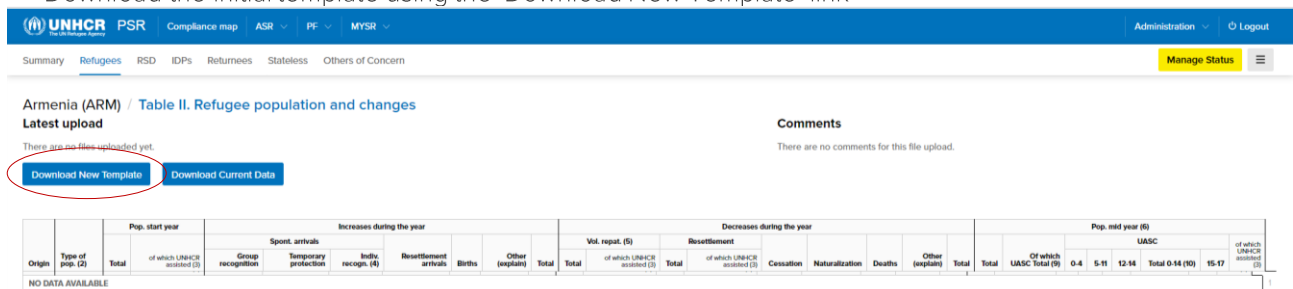
## Refugees
## Table II. Refugee population and changes

## Downloading the template

Click on Refugees (second left tab after 'Summary' under the blue main menu) tab to start inputting data for the statistical report.
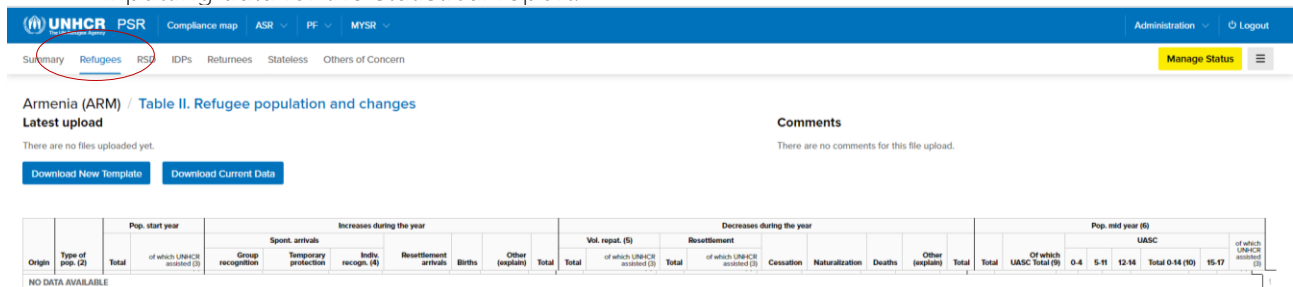


- Download the initial template using the 'Download New Template' link



All data in this version of PSR are entered offline. In order to input the data, download the template for a particular table. Save the template on your working directory and enter all the data into this template. After you finish the data entry, upload the data through 'Upload Report' link. When clicking on the 'Download New Template' link, as shown above, open excel template.
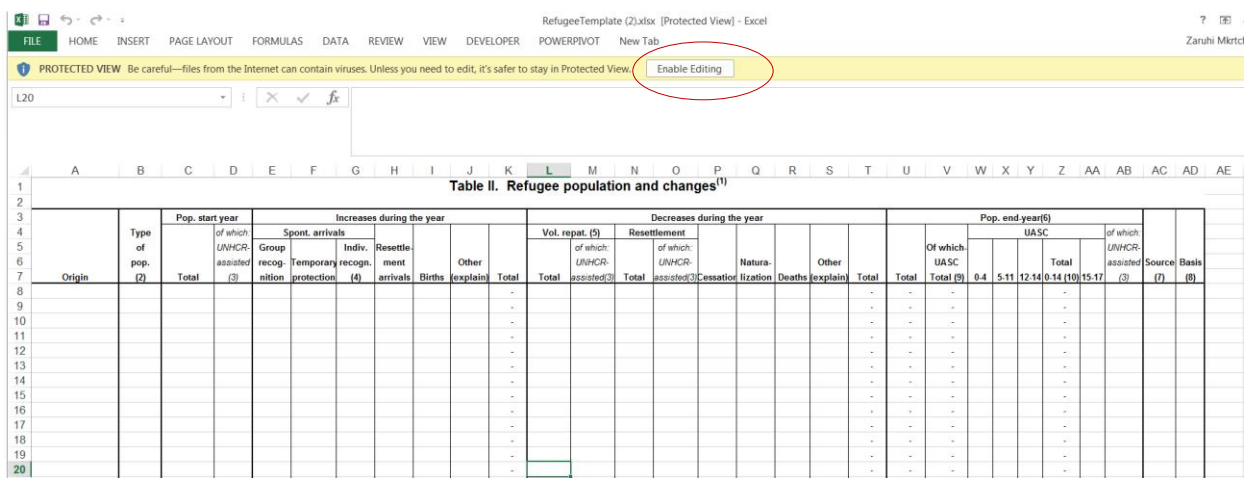


In order to save the file, click the 'enable editing' button, as shown on the picture. Save the file on your working directory.

Use the following rules when naming the file **tablename_country_v1**. For example: **REF_IRQ_V1.xlsx**

Do not change the version of the excel spreadsheet and keep the file in .xlsx format.

After you finish the data entry, upload the data through 'Upload Report' link.

## Working with the template

As described above, you will work offline on the excel template downloaded for each table of the statistical report.

For most of the tables for all countries, the start year figures will be pre-populated based on end-year figures of the previously submitted statistical report. You need to cross-check the numbers with the recent statistics you have and make changes where appropriate.

Almost all columns require numeric values (i.e. cell where you are allowed to enter numbers). You will be able to input a text value in the cell, however when you upload your file you will get validation error message and your file will not be uploaded! You can only enter numbers.

<span style="color:red">Make sure to write numbers only in numeric values, without spaces or other signs!
You cannot write 23123 as 23,123 or 23.123 or 23 123</span>

Some columns have drop-down menus with options you can use in the particular fields. The values in these columns are restricted only to those which are available in the drop-down menu and other values are not accepted. In the Refugees template, the columns Origin and Type of population, as well as the Source and Basis column have drop-down menus with possible options. If you enter a value in these fields you will receive warning message and will not be allowed to move forward.



Some columns in the excel template include formulas. In the Refugees Table these are the following fields:

- Totals for all columns
- Total increases during the year
- Total decreases during the year
- Total end-year population
- Total UASC population
- Total 0-14 population

Add and deleted rows as necessary into the template. Do not delete the **Totals** row or add new columns.



The excel template has notes indicated by superscript numbers. Some important notes are displayed under Notes below the table.

## Uploading the completed template and validating the data

After you enter the offline data entry into the excel template, you need to upload the data through 'Upload Report' link.



Click the yellow 'Upload Report' link on the corresponding page.

A dialog box will appear, as shown below. Click the yellow 'Choose file' button. Your computer will open a system dialog box. Select the file for upload and click 'Open'.
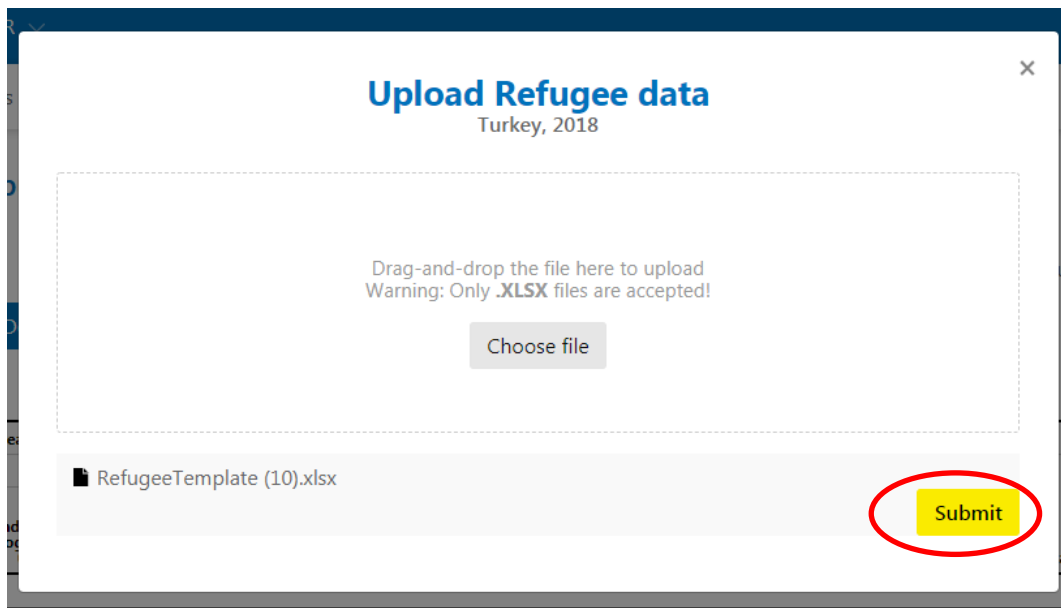
The dialog box will change. Click the submit button to complete the upload.

The submit button will upload the file into the PSR but will not submit it for review. You will be able to upload other versions of the file as many times as you need to before submitting the report.

If you see errors that are highlighted in red, you need to go back to your excel data, review the errors and make appropriate changes. For example in the picture below there are the following issues:
- Start-year assisted population cannot be more than the total start-year population.
- Voluntarily repatriated population assisted by UNHCR cannot be more that the total voluntarily repatriated population.
- Resettled population assisted by UNHCR cannot be more than the total resettled population.



For some sub-groups, the totals are calculated cells, however, the template allows changes, to provide flexibility for some situations, where only totals are known. In those cases, where the template includes formula and you input the numbers, the system will re-calculate the cell using the formula and the end-number will be based on the formula. We recommend not to change the calculated field, unless the data to calculate the total is not available and you can only provide totals.

After you address all the issues, you need to re-upload your data. This can be/should be done as many times as needed to provide the most reliable data.

## Making Changes

When making changes to the data, you need to make the changes offline in Excel. To download the data that are in the table on the page, click the 'Download Current Data' link on the page. This allows you to work off the version of the data that is corrected by the PSR application i.e. if you enter totals that do not match the sums of the other data you entered, the application will automatically re-total the numbers you provided in the other cells.
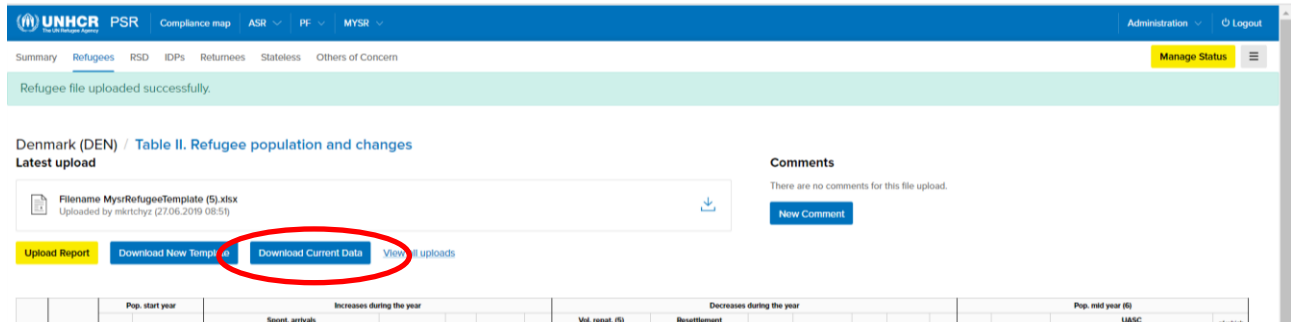


To make changes to the file that you last uploaded, click the download icon next to the file name on the page.



If you have upload multiple files, you can download files that you uploaded earlier, as well.

Click the 'View all uploads' link on the page.
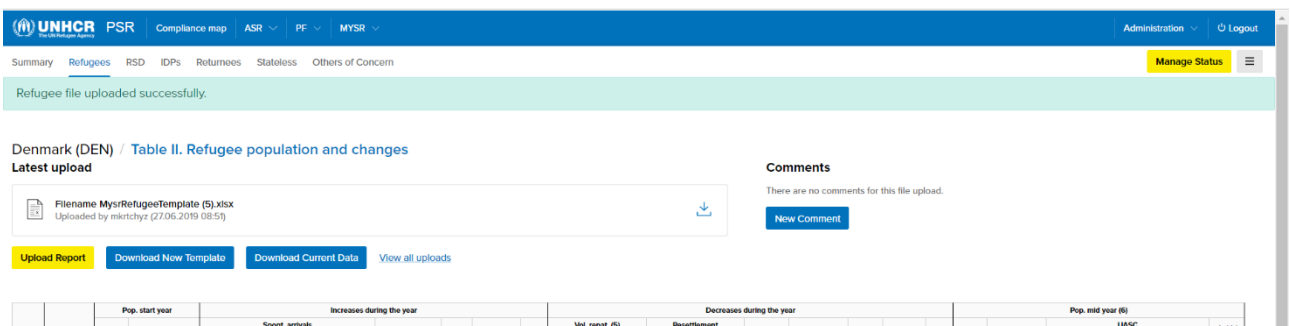


A dialog box will appear with the files listed by submission date and time (most recent at the top). Click the download icon next to the file name to download that file.
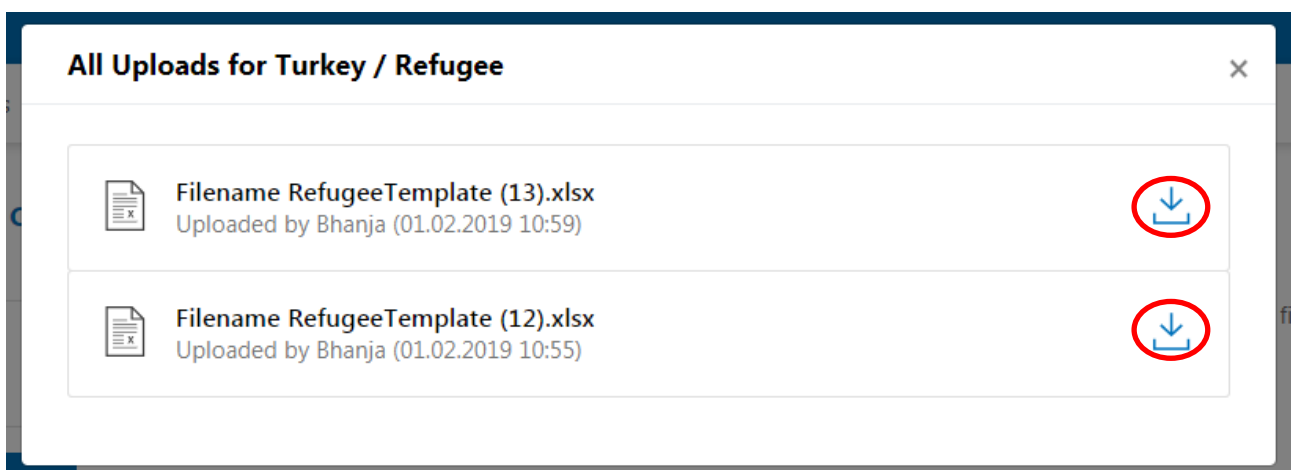
If you would like to begin with a new template, you can do so by clicking the 'Download New Template' link. This will allow you to access a new template with the prepopulated start year data as many times as necessary throughout the process.



When you are ready to update the data, upload the file using the 'Upload Report' button on the page, and the application will update the information on the page based on the numbers provided in the last uploaded file.

## Comments

Throughout the reporting process, you can submit complementary information that may be needed using the New Comment button. It is important to share any notes and comments related to the data provided as well as explain what particular data cover.

Unlike the previous statistical reports, the comments related to each table are to be noted in the Comments section of the under the respective table (i.e. the comments to the Refugee table should be provided using the Comments link in the Refugees tab). On each tab, you can leave comments that are relevant for that table in the associated comments section.



To leave a comment, click the New Comment button and a dialog box will appear.

Enter the information in the textbox, and click the Post comment button. To exit the dialog box before posting the comment, click the Cancel button or the X in top right-hand corner of the dialog box.
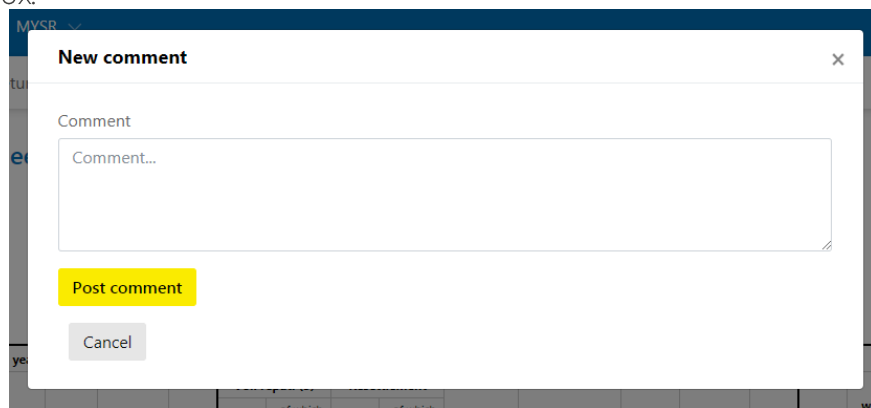


Under the designated Comments section on the page, you can see the last comment submitted, including the time and date of submission, as well as, the user that submitted the comment.

To view all comments, click the View all comments button.



A dialog box will appear, where you can view all the comments for the related table in the section. To exit the window, click the X button in the top right-hand corner.
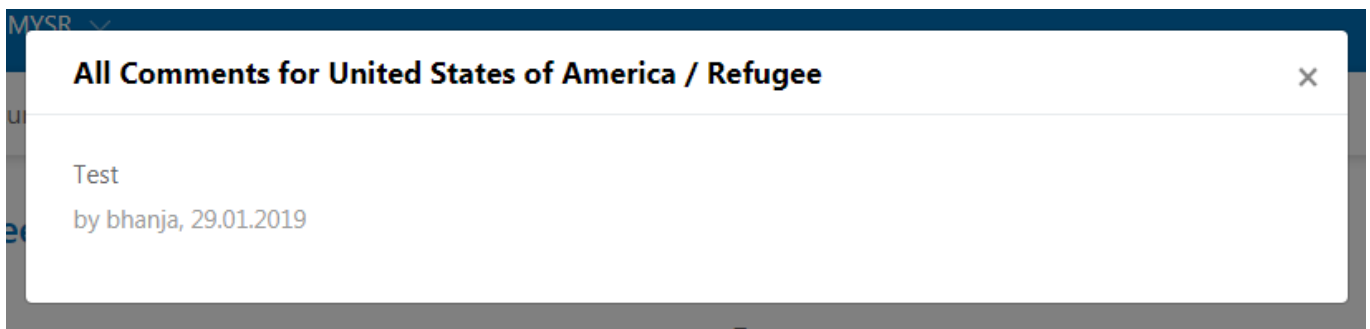


The comments can be updated before the submission of the statistical report. In order to update the comment you need to click to the New Comment link. You will see a window with your last comment, which you can edit or add a new comment.

The comment cannot be deleted. If you need to update the comment, add a new comment.

# Refugee Status Determination
## Table IV. Individual asylum applications and refugee status determination

If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

When you first select the RSD tab, the page will appear as shown below. No tables will appear on the screen when you begin.

To start entering the RSD data, click the Download New Template link, as you have done in previous sections.
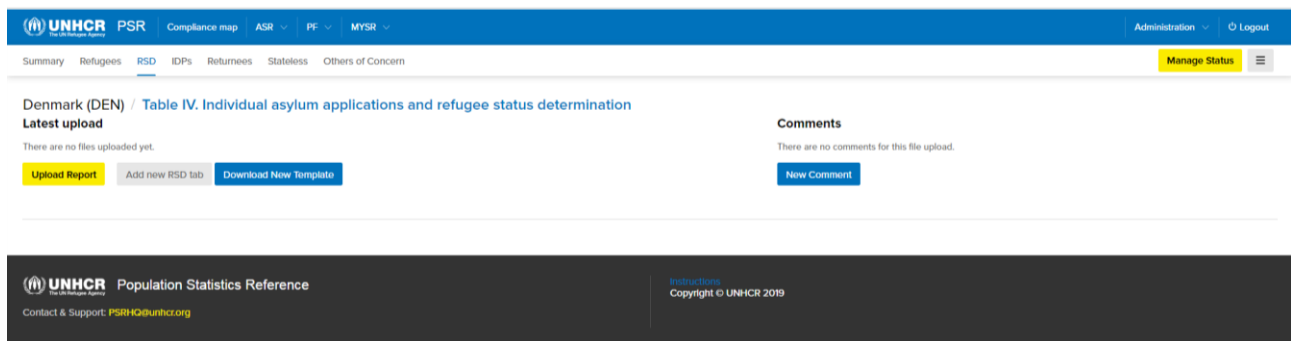


Open the downloaded excel template.
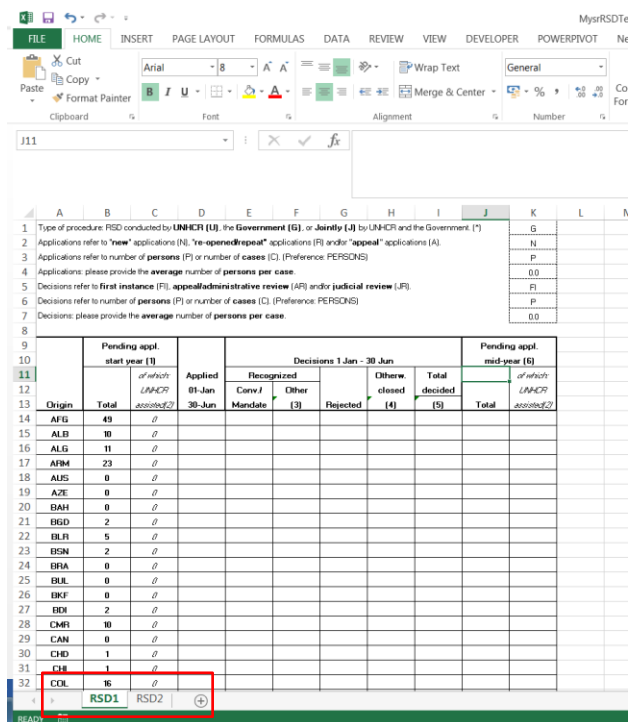


You will see that there are one or more sheets, depending on RSD system in each country. The tables are named RSD 1, RSD 2, RSD 3, etc. Enter the data in the excel template. DO NOT change the tabs or columns in the excel sheet.

Upload the file using the upload report link on the RSD page. If you have trouble with the upload and download steps, please refer to the Refugee Section of this user guide.

Once you upload the data, the page will be populated with the information you have entered and tabs will appear on the RSD page corresponding to each table/sheet.

The system will highlight the discrepancies to be corrected, otherwise it will not be possible to submit the MYSR. In the RSD template, if the total decided table is does not follow the logic of the formula and there is no data to correct the error, please contact us. We will provide additional guidance on how to deal in similar situations.

If you want to make changes to the number or types of tables in the RSD section, you can do so by using the 'Add new RSD tab' button or the 'Delete RSD tab' button.

To add a new RSD table, click the 'Add new RSD tab' button, and a dialog box will appear. Enter the appropriate information for each of the fields. Then, click the 'Add RSD Tab' button at the bottom of the box.

To delete a RSD table, select the tab that corresponds to the table you wish to remove. On the left side, you will see the red 'Delete RSD Tab' button. Click the button and the tab and the table will be removed from the page.

# Internally Displaced Persons
## Table V. Individual asylum applications and refugee status determination

If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

For the IDP tables, you have three sub-tables to complete IDPs A. B. or C. On the IDP page, you will see three tabs corresponding to each table.



When you download the initial template, the excel file will contain 3 sheets, each corresponding to the aforementioned tables. DO NOT change the tabs or columns in the excel sheet.



When you upload the data, the tabs on the page will be populated with the information you entered on the corresponding sheet. Use the tabs to view each table.

# Returnees, Stateless, and Others of Concern
## Table VI. – Table VIII.

The process of downloading the template, working with excel spreadsheets, uploading the completed template to the PSR and downloading the data for Returnees, Stateless and Others of Concern tabs is similar to the other tabs of PSR.  If you have any questions on downloading, working with, or uploading the Excel template, making changes to data or making comments, please refer to the **Refugees - Table II. Refugee populations and changes** section (Page 7) of this guide.

## Submitting the Report

After all the required data are fulfilled, you can submit the full country report, by clicking the yellow



Submit Report button at the top right-hand corner of the page.

A dialog box will appear on the screen, where you can review the warnings and errors for the entire report specified by table. If the report has outstanding warnings or errors, you will not be able to submit. Once all warnings and errors are reduced to 0, you can click the Submit report button at the bottom of the screen.

Once the country report has been submitting, you will not be able to make changes. The reviewer will verify the information you have provided in the country report. After submitting, the status of the MYSR in the Header window will change to Review and an automatic e-mail will be sent to the reviewer assigned for the particular country.