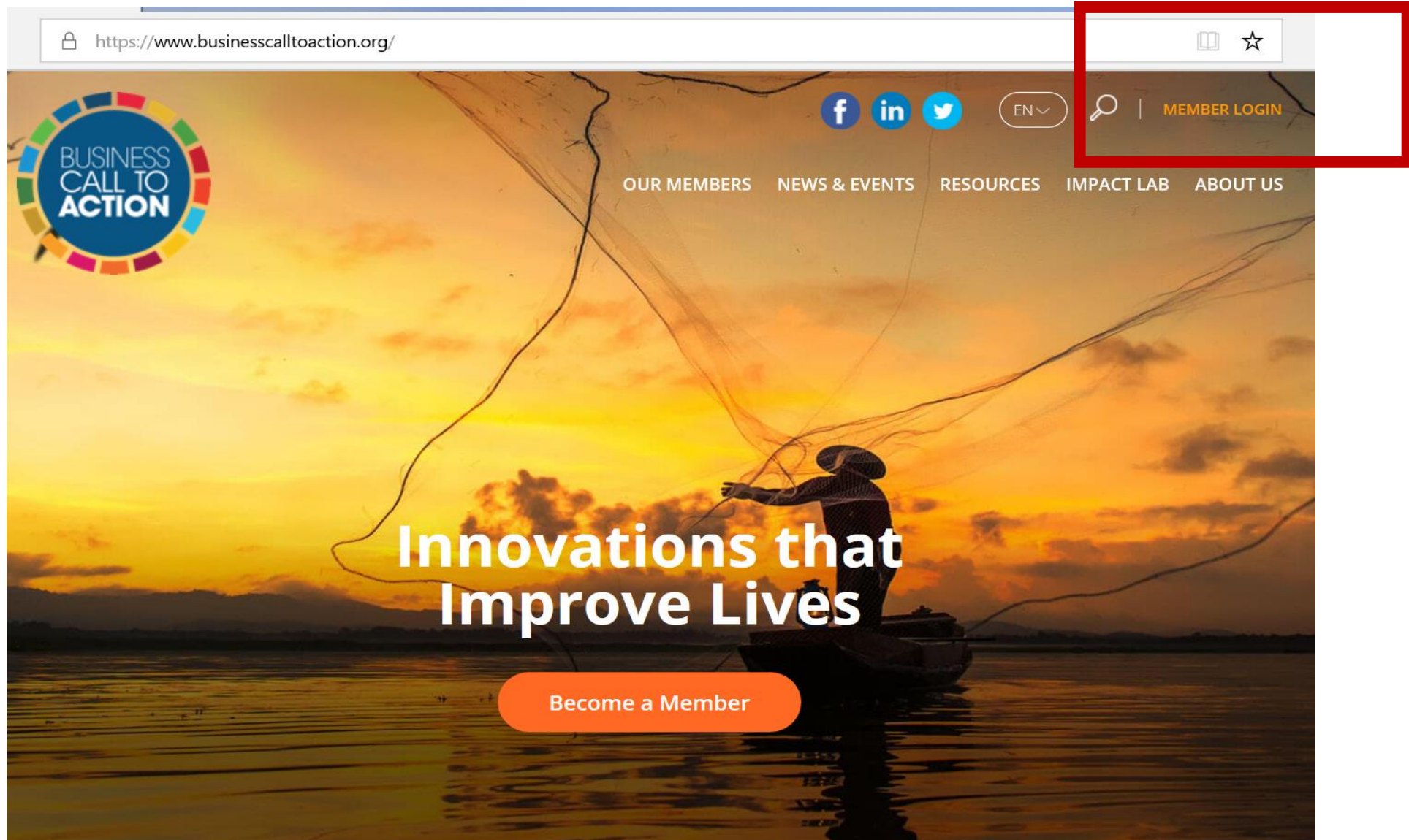


STEPS FOR BCTA RESULTS REPORTING

Step 1: Once you open the BCtA webpage, you will see the “member login” button at the top right of the page



Step 2: Click on the “member login” button and enter your login credentials provided to you in the email sent by us

Business Call to Action logo

OUR MEMBERS NEWS & EVENTS RESOURCES IMPACT LAB ABOUT US

MEMBER LOGIN

Login

Login

USERNAME

Email address

PASSWORD

Password

LOGIN

IF YOU DON'T HAVE YOUR LOGIN CREDENTIALS, PLEASE EMAIL US AT:
Tolga.cebeci@undp.org

Step 3: Now you are in your account. Click on the “reports” tab and then “create report” button

The screenshot shows a web browser at the URL <https://www.businesscalltoaction.org/dashboard/annual-reports>. The page title is "Member Dashboard" and there is a "Test Contact" link in the top right. A blue navigation bar contains several menu items: Home, Application, Download Center, Linkage Database, Reports (highlighted with a red arrow), Other Updates, and Tech Support. Below the navigation bar, the "Annual Report" section features a "Year" dropdown menu set to "2017" and a prominent orange "Create Report" button. Below the button, the text "No annual reports found." is displayed.

Step 4: Reporting is composed of 3 sections: First one, “BCtA Initiative Status Update” includes a few multiple choice and narrative questions.

The screenshot shows the BCTA Member Dashboard interface. At the top left is the BCTA logo, and to its right is the text 'Member Dashboard'. In the top right corner, there is a 'Test Contact' dropdown menu. Below this is a blue navigation bar with icons and labels for 'Home', 'Application', 'Download Center', 'Linkage Database', 'Reports' (which is highlighted), 'Other Updates', and 'Tech Support'. The main content area is titled 'Annual report of Test Company for the year 2017'. Below the title is a paragraph explaining that BCTA members with current commitments are required to report annually on their progress of the inclusive business initiatives. Below this paragraph are three tabs: 'BCTA INITIATIVE STATUS UPDATE' (which is active), 'BUSINESS INDICATORS', and 'DEVELOPMENT INDICATORS'. The 'BCTA INITIATIVE STATUS UPDATE' section contains three questions: 1. 'What progress are you making on your BCTA initiative?' with a dropdown menu currently showing '-Select one-'. 2. 'Do you give BCTA permission to show the status of your progress on your member page?' with radio buttons for 'No' (checked) and 'Yes'. 3. 'What is the commercial performance of your BCTA initiative at present? (Please select one.)' with radio buttons for 'Not commercially sustainable', 'Advancing towards commercial sustainability', and 'Commercially sustainable'. At the bottom of the section, there is a prompt: 'Based on the status you just reported, please provide some details of the following. Key milestones or achievements'.

Step 5: In the 2nd section, “business indicators”, you will see the indicators you committed to report to (and corresponding target figures set by you) during your application. You will need to enter result data as of end of 2017 and where applicable provide any relevant comments.

Member Dashboard Test Contact ▾

Home Application Download Center Linkage Database **Reports** Other Updates Tech Support

Annual report of **Test Company** for the year **2017**

BCTA members with current commitments are required to report annually on their progress of the inclusive business initiatives. All companies who have been BCTA members for at least 9 months will be contacted for reporting.

BCTA INITIATIVE STATUS UPDATE **BUSINESS INDICATORS** DEVELOPMENT INDICATORS

In your application for BCTA membership, you selected a set of business indicators against which to report each year. **The below indicators are from your member application.**

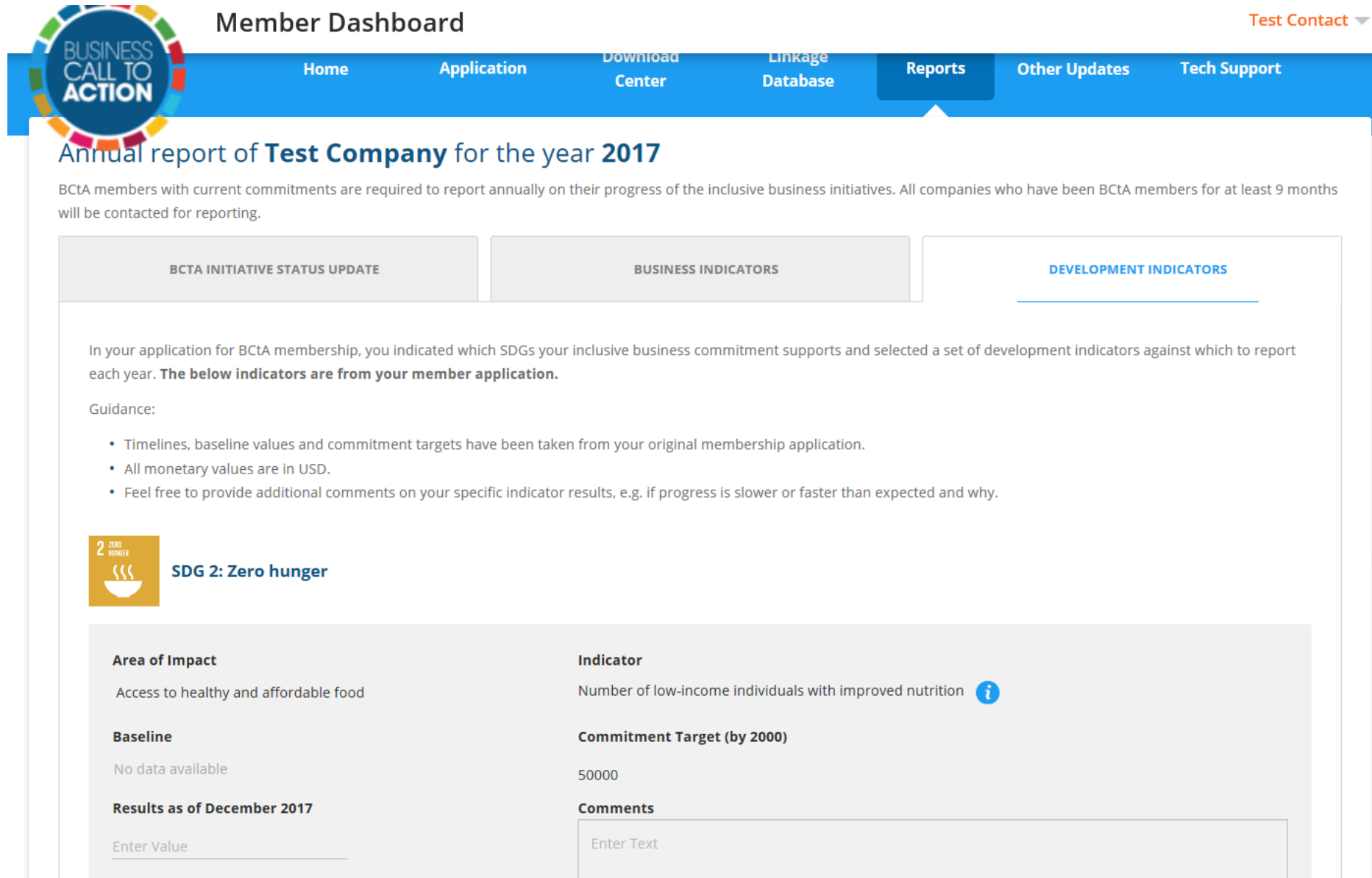
Guidance:

- Timelines, baseline values and commitment targets have been taken from your original membership application.
- All monetary values are in USD.
- Feel free to provide additional comments on your specific indicator results, e.g. if progress is slower or faster than expected and why.
- Note that only numerical values can be entered in the results field. For more information about each indicator, click on the info button.

Company Investment

Indicator	Baseline	Commitment Target (by 2000)
Total investment (USD) i	No data available	500000
Results as of December 2017	Comments	
<input type="text" value="Enter Value"/>	<input type="text" value="Enter Text"/>	

Step 6: The 3rd section is for the “development indicators” you committed to. Once you are done click on the “submit” button at the bottom of the page.



Member Dashboard Test Contact ▾

Home Application Download Center Linkage Database **Reports** Other Updates Tech Support

Annual report of **Test Company** for the year **2017**


BCTA members with current commitments are required to report annually on their progress of the inclusive business initiatives. All companies who have been BCTA members for at least 9 months will be contacted for reporting.


BCTA INITIATIVE STATUS UPDATE BUSINESS INDICATORS **DEVELOPMENT INDICATORS**

In your application for BCTA membership, you indicated which SDGs your inclusive business commitment supports and selected a set of development indicators against which to report each year. **The below indicators are from your member application.**

Guidance:

- Timelines, baseline values and commitment targets have been taken from your original membership application.
- All monetary values are in USD.
- Feel free to provide additional comments on your specific indicator results, e.g. if progress is slower or faster than expected and why.

 **SDG 2: Zero hunger**

Area of Impact	Indicator
Access to healthy and affordable food	Number of low-income individuals with improved nutrition 
Baseline	Commitment Target (by 2000)
No data available	50000
Results as of December 2017	Comments
Enter Value	Enter Text