

## Software tip: Aconex – Annual Feedback

The annual feedback process utilizes an Inspection form in the Field module of Aconex.

**Step 1:** UNHCR initiates the annual feedback process, as follows:

- i. Click “Inspections” from the dropdown menu under the “Field” tab on the modules ribbon.
- ii. Click “New Inspection” and then select the template “Annual Feedback Form”.
- iii. Rename the title of the form to adhere to the following naming convention:  
Annual Feedback + for + partnership agreement contract number.  
E.g. “*Annual Feedback for 32061Y24P194726*”.
- iv. Fill out the first two data fields (‘Implementer’ and ‘Partner Agreement / Contract’).
- v. Save the form and then assign it to the partner, including a due date (if desired).

**Step 2:** The partner receives the annual feedback form, as follows:

- i. The partner’s Inspector Administrator receives a summary notification email at the end of the day with the assigned annual feedback form from UNHCR.
- ii. Inspector Administrator can reassign the form to the relevant colleague, as applicable.

**Step 3:** The partner completes the annual feedback form, as follows:

- i. Answer all mandatory questions (with a red asterisk).
- ii. Add notes and attach documents, as applicable.
- iii. Raise a new Issue for a particular question and assign it to UNHCR (if required – see separate [Aconex software tip on Implementation Monitoring Issues](#) for more details).
- iv. Save the form and then reassign it back to UNHCR.

**Step 4:** UNHCR acknowledges the partner's annual feedback and closes the form, as follows:

- i. UNHCR Inspector Administrator receives a summary email notification at the end of the day with the assigned annual feedback form from the partner.
- ii. UNHCR Inspector Administrator can reassign the form to the relevant colleague (if desired).
- iii. Review the partner’s answers and any attachments, as well as address any raised Issues, as necessary.
- iv. Change the status of the form from “In Progress” to “Closed”.