

NATIONAL SDG **TRACKER**

USER MANUAL

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1. PURPOSE OF THE USER MANUAL

ESCAP has developed the “[National SDG Tracker](#)” to enable countries to use their own data, indicators and targets and assess their progress towards the SDGs. This manual is developed as a step-by-step guide for users of the National SDG Tracker in finalizing their national indicator set, preparing their data on the Tracker and producing progress assessments. The main audience are government officials responsible for implementation and monitoring of the SDGs (SDG focal points in national statistical systems, planning organizations, and SDG implementing bodies). The tool also aims to support UN country teams, in particular UN resident coordinator offices, in their efforts in supporting national SDG implementation and follow and review practices.

2. INTRODUCTION TO THE NATIONAL SDG TRACKER

The National SDG Tracker is an online interactive tool on the [Asia-Pacific SDG Gateway](#) which provides every country with its SDG data available on the global database and enables them to generate SDG progress charts in just a few clicks. Users can take advantage of the wealth of data already available on the Asia-Pacific SDG Gateway, customize indicator sets (add proxy indicators and/or drop indicators), update data and set national targets. The progress assessment is done at three levels; goal, target and indicator. The National SDG Tracker also encourages the use of disaggregated data, so no one is left behind. Users have ownership over data and results. They can choose to download and publish them on their preferred platform and reports or use the raw data to generate their own visualizations.

3. UNDERSTANDING DATA

Successful application of the National SDG Tracker tool requires both a sound understanding of the structure of the data stored within the system, and the parameters accompanying certain levels within this data structure.

This section of the manual takes the user through both of these elements of the tool, to facilitate modifying the structure of the indicator framework to best suit national needs, and input the required data parameters the tool needs to perform its SDG monitoring function.

a. STRUCTURE

The data stored within the National SDG Tracker has five levels, which all need to be well understood to enable modifications to better suit National requirements.

The first three levels align with the structure of the SDGs which include:

Level 1) Goal

Level 2) Target

Level 3) Indicator

The **Goals** and **Targets** are fixed, in alignment with the SDG Framework, and cannot be manipulated by the user. The **Indicators** on the other hand can be modified as necessary by the country to monitor progress within each Target, accommodating as best as possible national priorities. When available, data on SDG indicators for each country are already embedded in the tool as default values, which will provide a starting point for updates (additions, modifications and disablements) to be applied to better suit national needs.

The **Indicator** can be viewed as a broad description of the information being generated to track progress against those Targets for which it is monitoring progress.

The next two levels, under the indicator level, are:

Level 4) Data Series

Level 5) Disaggregation

The **Data Series** level usually addresses the different “unit measurement” that can be adopted for an indicator, with some common examples being “total amount”, “per capita” and “percentage”. Often, a single, most appropriate unit of measurement is adopted, but more than one unit of measurement can be stored as separate data series. (Nb: when appropriate, more complex units of measurement are also used for some indicators such as “Kg per 1 USD GDP” for SDG Indicator 12.2.1 on Material Footprint).

The **Data Series** can also be used to address components of indicators, to capture part of an indicator. For example, for SDG indicator 1.4.1, “Proportion of the population living in households with access to basic services”, a country may wish to adopt a data series which captures components of this such as “Population using basic drinking water services” and “Population using basic sanitation services”. Both data series can be included to represent this indicator. When an indicator has only one component and one unit measure, such as “3.1.1 maternal mortality”, the indicator and data series are identical (ie, there is only one series under the indicator).

Data Series are usually represented by ● in the National SDG Tracker, except when disaggregation levels are added to the series.

The **Disaggregation** level addresses different sub-populations for which the indicator and corresponding data series can be produced. Commonly used levels of disaggregation include “male/female”, “age group” and “urban/rural”, but many more options exist and should be included where possible. When different levels of disaggregation are adopted, the “total” is always included as the key Data Series as well.

The different **Disaggregation** levels are represented by ● in the National SDG Tracker.

Important Note: All data within the SDG National Tracker is stored within either a Data Series or level of Disaggregation within that Data Series, not at the Indicator level.

SUMMARY OF THE DATA STRUCTURE

GOALS

Broad description of the main thematic areas of the SDGs

TARGETS

Specific description of the desired outcomes to be achieved within a certain time period

INDICATORS

Measures and descriptions of the information generated to track progress against desired outcomes

DATA SERIES

Different units of measurement (e.g., *Total amount, per capita, percentage, number, proportion, ratio*) **or** components of indicators.

In the National SDG Tracker, users may utilize two types of series/indicators: ‘global’ SDG series/indicators and ‘national’ series/indicators, which are additional series/indicators countries may customize to track national progress against achieving the SDGs (the nationally added series/indicators are called ‘proxies’ on the Tracker).

DISAGGREGATIONS

Different sub-populations within the indicator and corresponding data series.
e.g., *Age, sex, urban/rural, disability status, ethnicity, income, migrant status*

b. PARAMETERS

Data entered into the National SDG Tracker can be undertaken at both the **Data Series** level and/or **Disaggregation** level, and needs to be accompanied by a number of **Parameters** to enable the tool to monitor progress. Whilst data needs to be entered for all levels of disaggregation (and their aggregate - “total” population), the parameters only need to be entered for the “total” population, and these in turn apply to all levels of disaggregation that fall under it. The key parameters required to be provided are as follows:

- **Series Unit**
- **Trend Direction**
- **Target Value**
- **Minimum Value**
- **Maximum Value**
- **Prediction Method**

An explanation of each is as follows:

Series Unit

The **Series Unit** provides further clarification of the Unit Description of the Indicator and is particularly important for indicators with more than one unit of measurement, but still must be entered for all data series or disaggregation levels, so there is no ambiguity as to what the data points represent.

Trend Direction

The **Trend Direction** provides details as to which direction you wish the data points to be heading over time in order to determine if things are improving or worsening. There are three options available:

- Increase:** Progress is indicated by increasing data values over time (eg: % of population using basic drinking water services)
- Decrease:** Progress is indicated by decreasing data values over time (eg: maternal mortality rates)
- Parity:** Progress is determined by staying near a constant value (eg: gender parity “female over male” figures for which the ideal ratio is 1)

Target Value

The **Target Value** indicates the desirable figure for the year 2030. This figure is crucial in making assessments as to whether or not the country is on track in achieving this target, and needs to be set for all **Data Series**.

Minimum and Maximum Value

The **Minimum Value** and **Maximum Value** are threshold values acceptable for prediction and imputations. The country user is required to anticipate what would be the lowest and highest possible values for each series to help truncate extreme predicted values. For most of the series there is a theoretical range (for instance percentage can only take values between 0 and 100). For other series without a theoretical range, the maximum and minimum values across all countries of the world provides a reasonable range.

Prediction Method

The **Prediction Method** informs on the type of methodology used to estimate predicted data values for 2030 for each **Data Series**. There are two options available in the tool that computes these predictions:

- Weight By Time:** Applicable to most **Data Series** as they are time dependent (ie, previous data values influence future data values). Examples include time series like maternal mortality rates, poverty estimates and literacy rates where trends are noticed. In these situations, a weighted regression is applied, in which recent data are given larger weights.
- Unweighted:** Applicable to indicators which are not time dependent. Examples are **Data Series** relating to disasters and financial aid, which could take very different values from time point to time point.

When adding a new Data Series, users are required to decide which prediction method is most applicable.

For more details on methodology refer to <https://data.unescap.org/resource-guides/progress-assessment-methodology>

4. USING THE NATIONAL SDG TRACKER

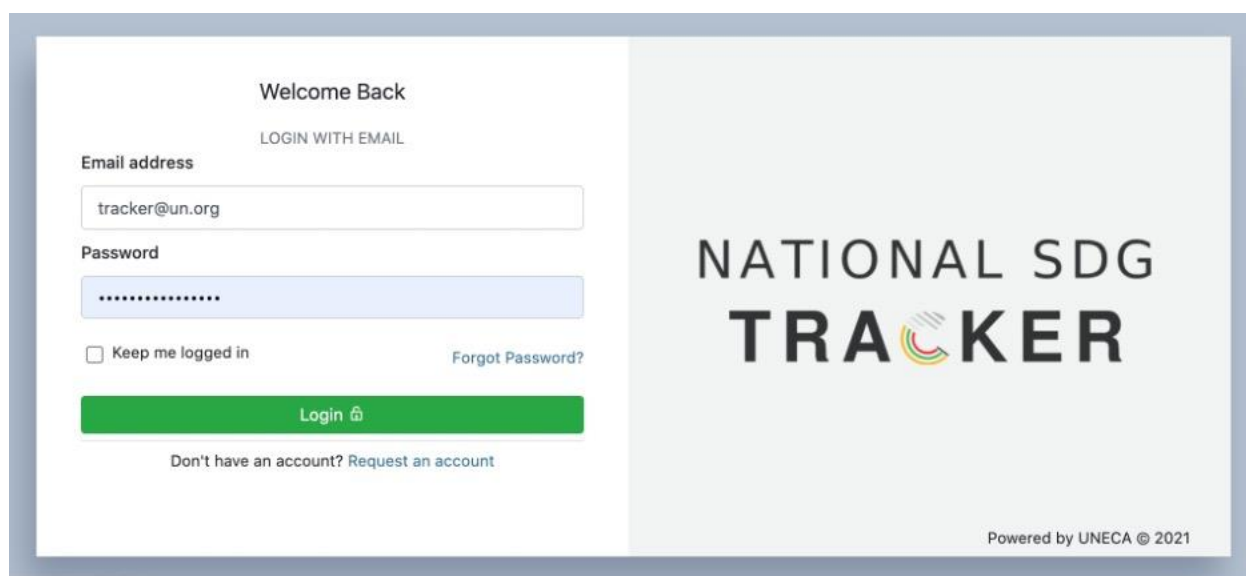
a. SETTING THINGS UP

i. APPLYING FOR ACCESS

To register interest for the National SDG Tracker, visit the website <https://data.unescap.org/stories/national-sdg-tracker> and click “**Sign-up here**”. A series of questions will be prompted to better understand the countries’ interest in the Tracker, and a representative from the ESCAP Statistics Division will follow up on the request. Other queries and request for technical support can be directed to ESCAP by email at escap-sdg-tracker@un.org.

ii. LOGGING IN

Once the application has been registered with and attended to by the ESCAP Statistics Division, users will be given the credentials to log into the National SDG Tracker using a registered email.



After logging in, users will be automatically directed to the **Indicators and Data** landing page. Instructions on navigating this page and a detailed overview of the available actions for editing indicators and data at given levels are provided in the following section.

b. EDIT INDICATORS AND DATA

Data can be customized under the **EDIT INDICATORS AND DATA** tab and updated at four levels, Target, Indicator, Series, Disaggregation, at which users can customize existing data and/or add new data. Specific data values can be edited within a data series or at the disaggregation level.

OVERVIEW OF ACTIONS AVAILABLE AT EACH LEVEL

GOALS



No actions can be performed at the Goal level

TARGETS

Add a New Indicator

INDICATORS

Add Series to Existing
or New Indicator

Edit Indicator

Disable Existing or
New Indicator

Delete New
Indicator

DATA SERIES

Add Disaggregation

Edit Series

Edit or Add
Data Value

Disable Existing or
New Series

Delete
New Series

DISAGGREGATIONS

Edit
Disaggregation

Edit or Add
Data Value

Disable Existing or
New Disaggregation

Delete New
Disaggregation

At all levels, existing data can only be **disabled**, and only new data can be **deleted**.
Disabling or deleting a given value will also remove related data at subsidiary levels.

On the **Indicators and Data** landing page, all indicators are listed with the baseline year 2000.

Overview of Landing Page

Indicators & Data
Baseline Year for Snapshot : 2000
UNESCAP2 (Unspecified)

Search ...
☐ Show Only Modified
☐ Hide No Data

Use **Search** to type in **SDG indicator code** or **keywords** and results will be shown in purple.

4.3.1
☐ Show Only Modified
☐ Hide No Data

vocational education
☐ Show Only Modified
☐ Hide No Data

4.3.1 Formal and non-formal education and training

- Proportion of 15-24 year-olds enrolled in vocational education, both sexes TOTAL
- Proportion of 15-24 year-olds enrolled in vocational education, female PERCENTAGE
- Proportion of 15-24 year-olds enrolled in vocational education, male PERCENTAGE


4.3.1 Formal and non-formal education and training

- Proportion of 15-24 year-olds enrolled in vocational education, both sexes TOTAL
- Proportion of 15-24 year-olds enrolled in vocational education, female PERCENTAGE
- Proportion of 15-24 year-olds enrolled in vocational education, male PERCENTAGE

Select ☐ *Show Only Modified* to see indicators that have been modified by the user.

Population living below the national poverty line MODIFIED TOTAL

Select ☐ *Hide No Data* to eliminate indicators with no data values from the indicator list.

Select  to update indicators in bulk by **downloading and importing an Excel template** (see Section 4.b.vi. for detailed instructions).

i. GOAL

All 17 Sustainable Development Goals can be found at the **GOAL** level and appear with keywords.

e.g., Goal 1 'End poverty in all its forms everywhere' → 'No poverty'

Clicking any of the goals on the left will display subsidiary **targets** and **# of indicators** under each target on the right panel. At the goal level, **no** actions are required, and the system will require the user to select a proceed to the subsidiary levels to view or edit data.

Overview of the Goal Level

Indicators & Data
Baseline Year for Snapshot : 2000

Search ...
☐ Show Only Modified
☐ Hide No Data

GOAL 1 No poverty

- TARGET 1.1 International poverty
 - 1.1.1 International poverty
 - Population living in poverty at less than \$1.90 a day at 2011 PPP TOTAL
- TARGET 1.2 National poverty
- TARGET 1.3 Social protection
- TARGET 1.4 Access to basic services

Target	# of Indicators
T1.1 International poverty	1
T1.2 National poverty	2
T1.3 Social protection	1
T1.4 Access to basic services	2
T1.5 Resilience to disasters	4
T1.A Resources for poverty programs	2
T1.B Poverty eradication policies	1

ii. TARGET

AVAILABLE ACTION

1. Add a new indicator

TARGETS are found under each of the 17 SDGs and appear with a shortened title in the Tracker.

e.g., SDG Target 1.2 'By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions' is shortened to 'National Poverty'

Clicking any of the targets on the left will display subsidiary **indicators** and **# of series** on the right panel. At the target level, users can **Add Indicators** to supplement existing indicators and capture progress.

Overview of the Target Level

Indicators & Data Baseline Year for Snapshot : 2000

Search ... ☐ Show Only Modified ☐ Hide No Data **Add Indicator**

GOAL 1: No poverty

- TARGET 1.1: International poverty
- TARGET 1.2: National poverty**
 - 1.2.1 National poverty
 - 1.2.2 Poverty according to national dimensions
- TARGET 1.3: Social protection
- TARGET 1.4: Access to basic services

Indicators	# of Series
1.2.1 National poverty	1
1.2.2 Poverty according to national dimensions	3

1. ADD A NEW INDICATOR

To add an indicator, click on one of the targets, then click on **Add Indicator** on the right panel (See Overview of the Target Level).

Add Indicator

Display Name: ⓘ

Description: ⓘ

Save Save & Add Series Cancel

On the 'Add Indicator' screen, fill in indicator **Display Name** and **Description**. Click ⓘ for instructions.

Once the indicator is entered, click save **or** save and add series (See Section 4.b.iii.1. for detailed instructions on adding series).

New indicator will be labeled as **PROXY** and users will have options to **Add Series** **Edit Indicator** **Disable** **Delete**

iii. INDICATOR

AVAILABLE ACTIONS

1. Add series to existing or new indicator
2. Edit existing or new indicator
3. Disable existing or new indicator
4. Delete new indicator

Existing SDG **INDICATORS** are labelled with the corresponding indicator codes, such as 1.4.1 and 10.7.1.

Clicking on any of the indicators on the left will display subsidiary **series** and **# of aggregate data series** on the right panel. For existing and new indicators, users have options to **Add Series**, **Edit Indicator** and **Disable Indicator** with the related series. Users can only **Delete New Indicator** and related series.

Overview of the Indicator Level

Series	# of Aggregate Data Series
Average proportion of deprivations for people multidimensionally poor	-
Households living in multidimensional poverty	-
Population living in multidimensional poverty	1

1. ADD SERIES TO EXISTING OR NEW INDICATORS

To add a series, click on one of the indicators, then click on **Add Series** on the right panel.

Add Series

Series Name:

Series Unit: Target Value:

Minimum Value: Maximum Value:

Trend Direction: ☐ Increase ☐ Decrease ☐ Parity

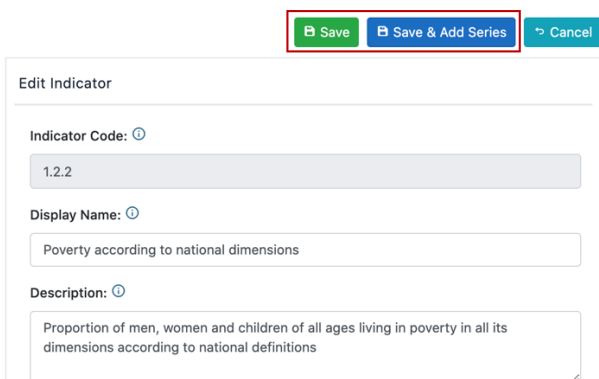
Prediction Method: ☐ Weight By Time ☐ Unweighted


Insert parameters and click for instructions.

- Add **Series Name**
- Specify **Series Unit**
- Set numeric **Target Value**
- Set **Minimum Value**
- Set **Maximum Value**
- Choose **Trend Direction**
Increase, decrease, parity
- Choose **Prediction Method**
Weight by time, unweighted





After entering all parameters, save **or** save and edit data (See Section 4.b.iv.3. for editing data).

2. EDIT EXISTING OR NEW INDICATORS

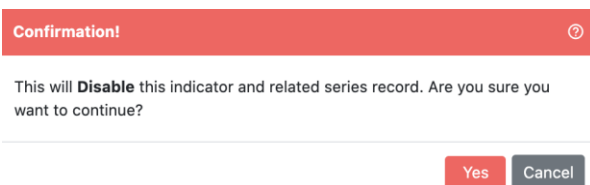


To edit an existing or new indicator, select an indicator of interest and click on  (See Overview of the Indicator Level).


Edit indicator **Display Name** and **Description**, then save the details **or** save and add series (See 4.b.iii.1.).

Edited indicators will be labeled as  and users will have options to   

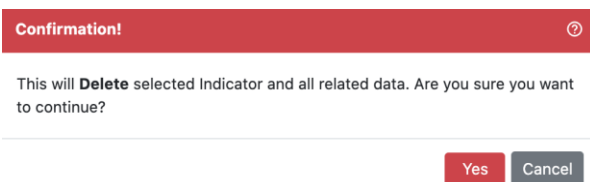
3. DISABLE EXISTING OR NEW INDICATOR




Existing and new indicators can be disabled.

To **disable an indicator**, click on  (See Overview of the Indicator Level). The system will prompt a confirmation message and remove related data.



4. DELETE NEW INDICATOR



The option to **delete** indicators will only be available for **new** indicators that users added.

To **delete a new indicator**, click on  (See Overview of the Indicator Level). The system will prompt a confirmation message and remove related data.

Examples of Indicators that are Edited or Added

~	TARGET 1.2	National poverty	
>	1.2.1	National poverty	
>	1.2.2	Poverty according to national dimensions	
	1.2.P1	Sub-national poverty	

iv. SERIES

AVAILABLE ACTIONS

1. Add disaggregation
2. Edit series
3. Edit or add data value
4. Disable existing or new series
5. Delete new series

Clicking on any of **SERIES** will display **parameters** and **data values** are displayed for existing series. For existing and new series, users have options to **Add Disaggregation**, **Edit Existing Series**, **Edit New Series**, **Edit or Add Data Value**, **Disable Existing or New Series**. Users can only **Delete New Series**.

Overview of the Series Level

Search ...

☐ Show Only Modified ☐ Hide No Data

GOAL 1 No poverty

TARGET 1.1 International poverty

1.1.1 International poverty

Population living in poverty at less than \$1.90 a day at 2011 PPP **TOTAL**

1.1.P1 Regional Poverty **PROXY**

TARGET 1.2 National poverty

TARGET 1.3 Social protection

TARGET 1.4 Access to basic services

TARGET 1.5 Resilience to disasters

TARGET 1.A Resources for poverty programs

TARGET 1.B Poverty eradication policies

Add Disaggregation Edit Series Edit Data Value Disable

Series Unit

% of population

Trend Direction

Decrease

Target Value

0

Minimum Value

0

Maximum Value

94.1

Prediction Method

Weight By Time

Data Value

2000	3	2002	1	2004	1	2006	1
2007	0	2008	0	2009	0	2010	0
2011	0	2012	0	2013	0	2014	0
2015	0	2016	0	2017	0	2018	0

1. ADD DISAGGREGATION

Save Cancel

Add Disaggregation

Description: ⓘ
Women with disabilities

Unit:
% of population

Data Value:

To add a disaggregation, select a series, then click on **Add Disaggregation** on the right panel (See Overview of the Series Level).

Add the disaggregation **Description**, specify the measurement **Unit**, fill in **Data Value**, then save (See 4.b.iv.3. for Editing or Adding Data Value)

2. EDIT SERIES

Save Save & Edit Data Cancel

Edit Series

Series Name: ⓘ
Population living below the national poverty line

Series Unit: ⓘ Target Value: ⓘ
% of population 6.9858

Minimum Value: ⓘ Maximum Value: ⓘ
0.4 60

Trend Direction: ⓘ Prediction Method: ⓘ
☐ Increase ☒ Decrease ☐ Parity
☒ Weight By Time ☐ Unweighted

To edit series, select a series, then click on [Edit Series](#) on the right panel (See Overview of the Series Level).

Modify parameters and click ⓘ for instructions.

- Edit **Series Name**
- Specify **Series Unit**
- Set numeric **Target Value**
- Set **Minimum Value**
- Set **Maximum Value**
- Choose **Trend Direction**
Increase, decrease, parity
- Choose **Prediction Method**
Weight by time, unweighted

After entering data, click **save**, and the system will generate a confirmation message. Clicking on **save and edit data** will allow users to edit the data value for a given year.

3. EDIT OR ADD DATA VALUE

(a) Existing series page

Save Cancel

Edit Data Value

Instruction
Please enter all available data irrespective of the baseline year selected.

Data Value

Year	Value	Year	Value	Year	Value	Year	Value
2000	3	2001		2002	1	2003	
2004	1	2005		2006	1	2007	0

There are two main pathways to edit or add data value to the series.

For an existing series, go to the series level below the indicators and select [Edit Data Value](#) (See Overview of the Series Level). Users will be directed to the page shown in *Figure (a)* on left.

(b) New series page

Save Save & Add Disaggregation Cancel

Edit Data Value

Instruction
Please enter all available data irrespective of the baseline year selected.

Data Value

Year	Value	Year	Value	Year	Value	Year	Value
2000		2001		2002		2003	

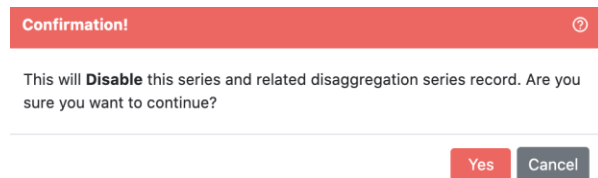
For a new series, users can select [Save & Edit Data](#) in the edit series page (4.b.iv.2.), and will be directed to the page shown in *Figure (b)* on the left. Once data values are edited, users have an option to [Save & Add Disaggregation](#) (See 4.b.iv.1.).

The system will prompt an instruction message to enter all available data for the corresponding years, irrespective of the baseline year selected. Data value panels range from years 2000 to 2030.

For the new or edited data values to be used for predictions in Dashboard or Progress Gaps,


more than three data points have to be entered into the system. Series with at least two data points can still be used for producing current status of progress (SDG snapshot)

4. DISABLE EXISTING OR NEW SERIES

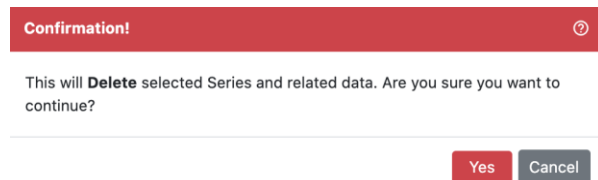


A confirmation dialog box with a red header bar containing the text "Confirmation!" and a question mark icon. The main text reads: "This will **Disable** this series and related disaggregation series record. Are you sure you want to continue?". At the bottom, there are two buttons: "Yes" (red) and "Cancel" (grey).

Existing and new series can be disabled.


To **disable existing or new series**, click on  (See Overview of the Series Level).
The system will prompt a confirmation message and remove related data.

5. DELETE NEW SERIES



A confirmation dialog box with a red header bar containing the text "Confirmation!" and a question mark icon. The main text reads: "This will **Delete** selected Series and related data. Are you sure you want to continue?". At the bottom, there are two buttons: "Yes" (red) and "Cancel" (grey).

The option to **delete** a series will only be available for **new** series that users added.

To **delete a new series**, click on  (See Overview of the Series Level).
The system will prompt a confirmation message and remove related data

v. DISAGGREGATION

AVAILABLE ACTIONS

1. Edit disaggregation
2. Edit or add data value
3. Disable existing or new disaggregation
4. Delete new disaggregation

There are multiple levels of **DISAGGREGATION** that may help capture comprehensive set of data and take a nuanced approach to policymaking and analysis.

e.g., Disaggregation levels can be as simple as disaggregation by age such as *Unemployment rate (25+ years, SDG) % of labour force* (under SDG indicator 8.5.2), and/or as detailed as Completion rate, upper secondary % relevant age group, male population, wealth quintile 5 (SDG indicator 4.1.2). As seen here, existing disaggregation in the Tracker are highlighted in grey.

Clicking on the disaggregation level will display the associated **description**, **measurement unit** and **data values**. Users have options to **Edit Disaggregation**, **Edit or add Data Value**, **Disable Existing or New Disaggregation**. Users can only **Delete New Disaggregation**.

Overview of the Disaggregation Level

Indicators & Data Baseline Year for Snapshot : 2000

Search ... ☐ Show Only Modified ☐ Hide No Data

GOAL 1 No poverty

TARGET 1.1 International poverty

1.1.1 International poverty

Population living in poverty at less than \$1.90 a day at 2011 PPP TOTAL

- Poor living on less than US\$1.90 a day in total employment, total 15+ years % OF TOTAL EMPLOYMENT
- Poor living on less than US\$1.90 a day in total employment, female 15+ years % OF FEMALE EMPLOYMENT
- Poor living on less than US\$1.90 a day in total employment, male 15+ years % OF MALE EMPLOYMENT
- Poor living on less than US\$1.90 a day in total employment, total 25+ years % OF TOTAL EMPLOYMENT

Poor living on less than US\$1.90 a day in total employment, total 15+ years % OF TOTAL EMPLOYMENT

Data Value

2000	2.2	2002	0.9	2004	0.5	2006	0.5
2007	0.2	2008	0.1	2009	0.1	2010	0.1
2011	0.1	2012	0.1	2013	0	2014	0
2015	0	2016	0	2017	0		

[Edit Disaggregation](#) [Disable](#)

1. EDIT DISAGGREGATION

In the National SDG Tracker, all disaggregation are marked with ● and their descriptors are highlighted in grey (e.g., % OF LABOUR FORCE), where available.

[Save](#) [Cancel](#)

Edit Disaggregation

Description: ⓘ

Poor living on less than US\$1.90 a day in total employment, total 15+ years

Unit:

% of total employment

Data Value:

To edit the disaggregation, either go to the disaggregation level below indicators and click on [Edit Disaggregation](#) on the right panel (See Overview of the Disaggregation Level), or [Save & Add Disaggregation](#) from the Edit Data Value page (See 4.b.iv.3.).

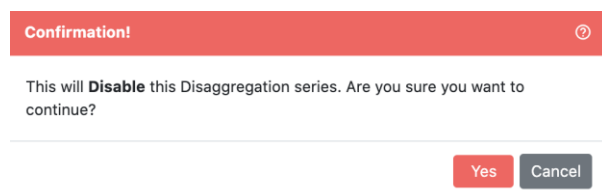
Edit the disaggregation **Description**, and specify the measurement **Unit**.

New disaggregation level will be labeled **PROXY**
and users can select   

2. EDIT OR ADD DATA VALUE

See 4.b.iv.3. on editing or adding data value.

3. DISABLE EXISTING OR NEW DISAGGREGATION




Confirmation!

This will **Disable** this Disaggregation series. Are you sure you want to continue?

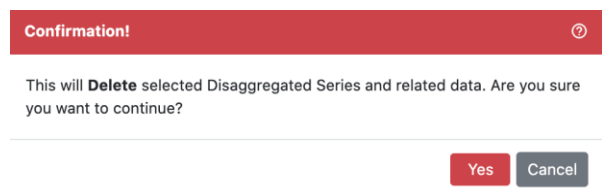
Yes **Cancel**

Existing and new disaggregation can be disabled.

To **disable a disaggregation**, click on 
(See Overview of the Disaggregation Level).

The system will prompt a confirmation message and remove related data.

4. DELETE NEW DISAGGREGATION




Confirmation!

This will **Delete** selected Disaggregated Series and related data. Are you sure you want to continue?

Yes **Cancel**

The option to **delete** disaggregation will only be available for **new** data that users added.

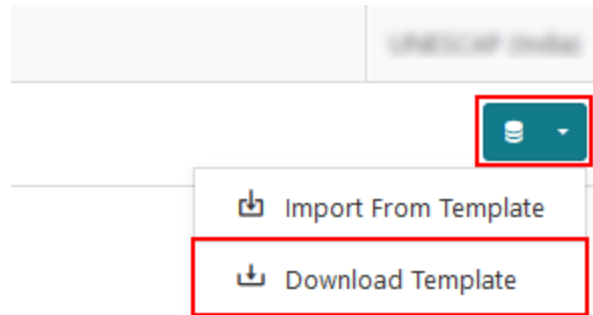
To **delete a new disaggregation**, click on 
(See Overview of the Disaggregation Level).

The system will prompt a confirmation message and remove related data.

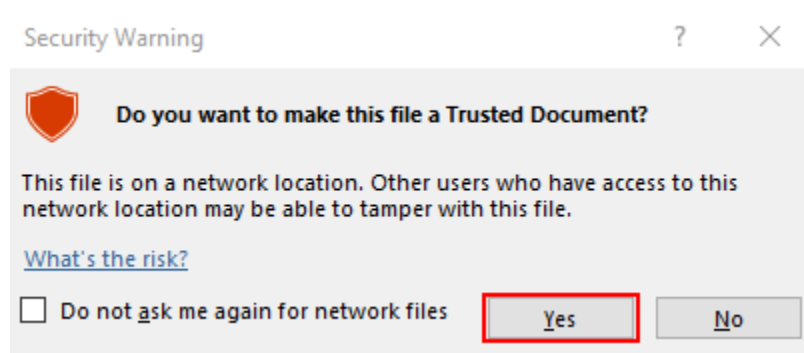
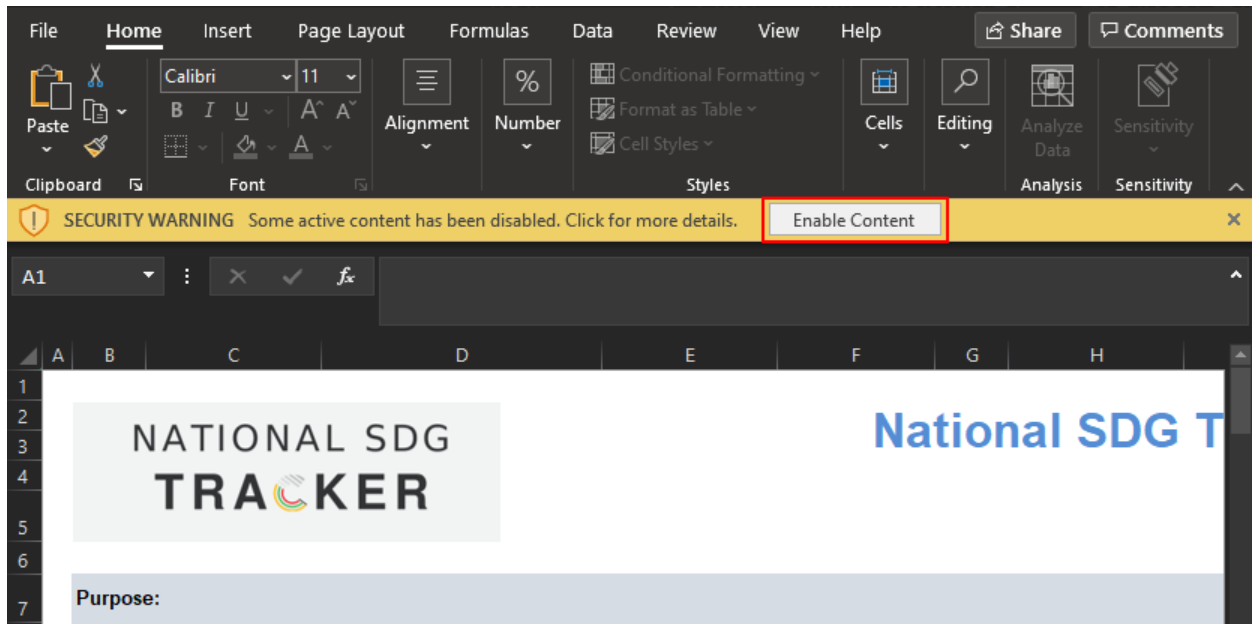
vi. DOWNLOADING AND IMPORTING A TEMPLATE

Section (4.b) provided a detailed guide to editing and customization of indicators and data directly on the online interface. The Tracker allows users to undertake everything described in section (4.b) off-line in an excel template and then import to the system. Details for undertaking this are as follows:

First, download the Excel template by clicking on the top-right button and selecting “Download Template”.



Open the file in Excel and select “Enable Editing” and “Enable Content” in the top yellow bar and accept the prompt for trusting the document.



The “Introduction” tab has the instructions to complete the data operations using Excel. To add or change existing entries, three options are available:

1. “Go to Indicators”: Enables the user to add, modify or disable indicators

This excel spreadsheet stores information at the indicator level and contains 6 pieces of information:

1. Select Target: The SDG target the indicator is monitoring progress of
2. Code: Unique identifier for the indicator (*will be automatically assigned by the tool*)
3. Number: Indicator ID – in line with the SDG hierarchy of coding (*once again will be automatically assigned by the tool*)
4. Name: Short description of the indicator, which will appear in the National SDG Tracker list
5. Description: A full detailed description of what the indicator is measuring
6. Is Active: Determines if the indicator will be contribute to the progress computations – “yes” if it will, and “no” if it won’t (ie, disabled)

Once the actions have been completed in this spreadsheet, click the button “Save Indicators and Continue”

2. “Go to Series”: Enables the user to add, modify or disable series, as well as update data values

This excel spreadsheet stores information at the data series level and contains 10 pieces of information:

1. Select Indicator: The indicator the series is associated with
2. Code: Unique identifier for the data series (*will be automatically assigned by the tool*)
3. Name: Description of the data series which will appear in the National SDG Tracker list
4. Unit: The unit of measurement adopted for the data series
5. Target Value: The desirable target to be reached for that series by 2030
6. Min Value: Records the lowest acceptable value for the data series
7. Max Value: Records the highest acceptable value for the data series
8. Trend Direction: Indicates the trend direction to determine if progress made
9. Prediction Method: Indicates which methodology is adopted for measuring progress
10. Data values: Stores the data for the years 2000 – 2030 as it becomes available

(nb: for more details on some of parameters for data series, please see section 3b of this manual)

Once the actions have been completed in this spreadsheet, click the button “Save Series and Continue”

3. **“Go to Disaggregation”: Enables the user to add, modify or disable disaggregation, as well as update data values**

This excel spreadsheet stores information at the data series level and contains 4 pieces of information:

1. Select Series: The data series the level of disaggregation is associated with
2. Description: Provides a description of the series, including the sub-population the data values refer to
3. Unit: The unit of measurement adopted for the level of disaggregation
4. Data values: Stores the data for the years 2000 – 2030 as it becomes available

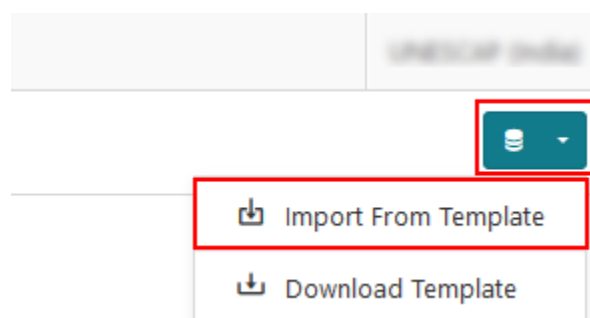
Once the actions have been completed in this spreadsheet, click the button “Validate All”

It is preferable to first enter indicators, then series and finally disaggregations.

For all three spreadsheets, to change any parameters or data points, edit the existing row in the spreadsheet. New rows can be inserted in between rows or in the end of the table. The order of the rows is not important.

Once editing of Indicators or Series is finished, click on the button “Save and Continue” on the top (for the “Indicators” and “Series” spreadsheets). Finally, when all work is completed, click on “Validate All” on the top of the “Disaggregation” spreadsheet and save the file.

To upload the Excel template back to the National SDG Tracker, click on the top-right button of the Tracker page and select “Import From Template”. The wizard will guide through the process of uploading the file.

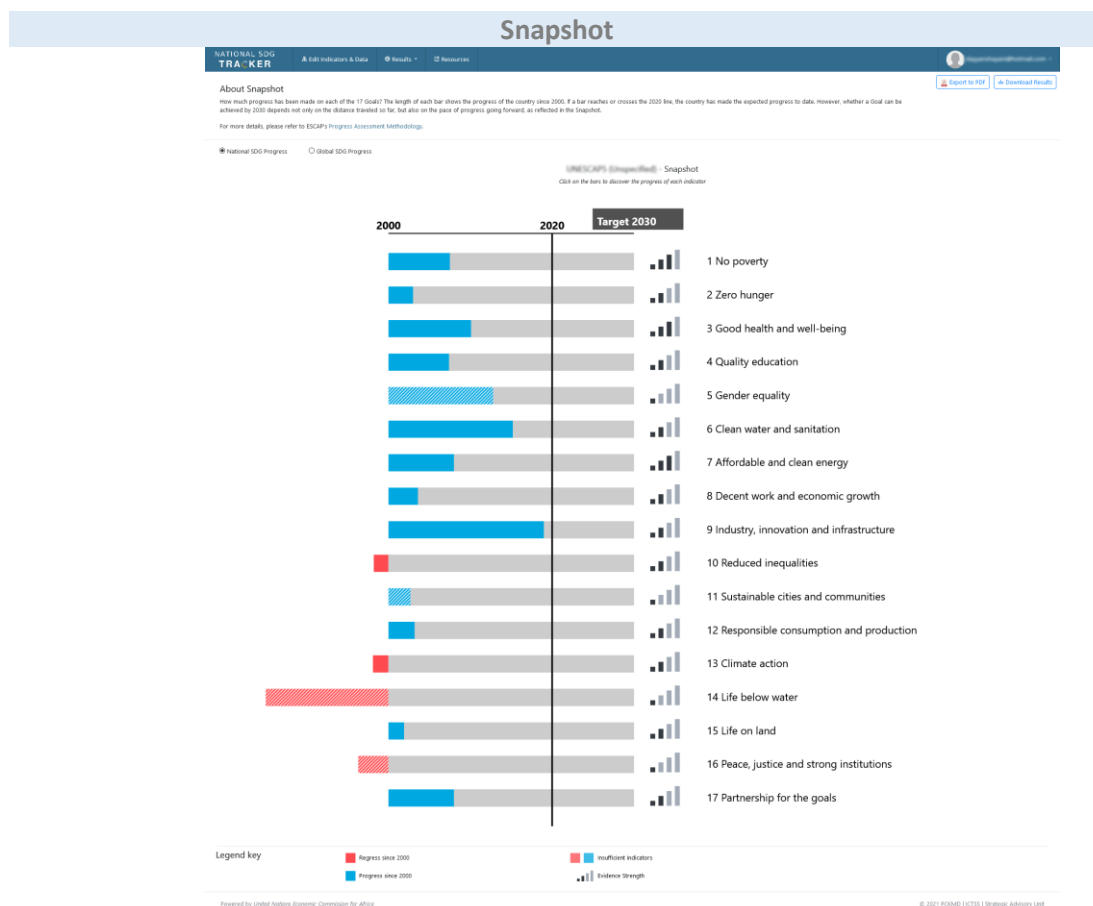


c. RESULTS

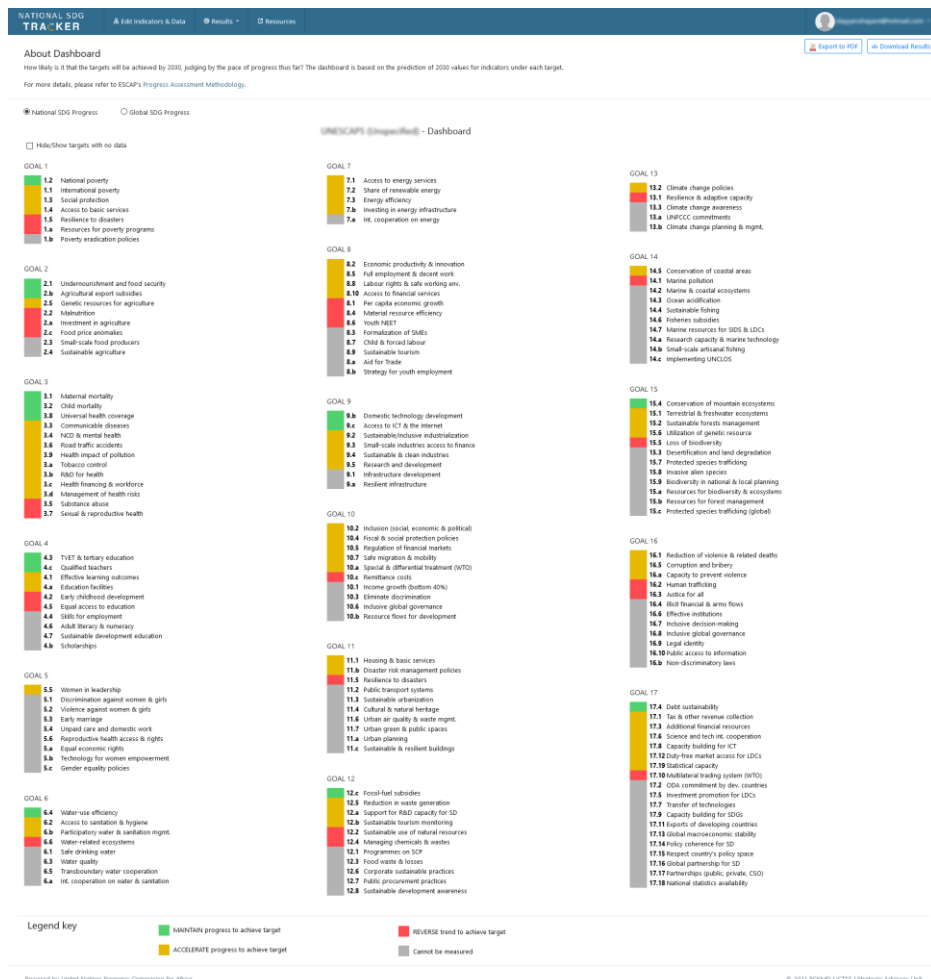
Customized data in the National SDG Tracker generates three charts under the **RESULTS** tab: Snapshot, Dashboard and Progress Gap. Users can compare national SDG progress against global SDG progress for all three charts, and data and results are confidential in the system.

When data values are revised, the system will prompt the below message asking users whether they would like to reflect the revisions in indicators and data to the dashboard by clicking **run**.

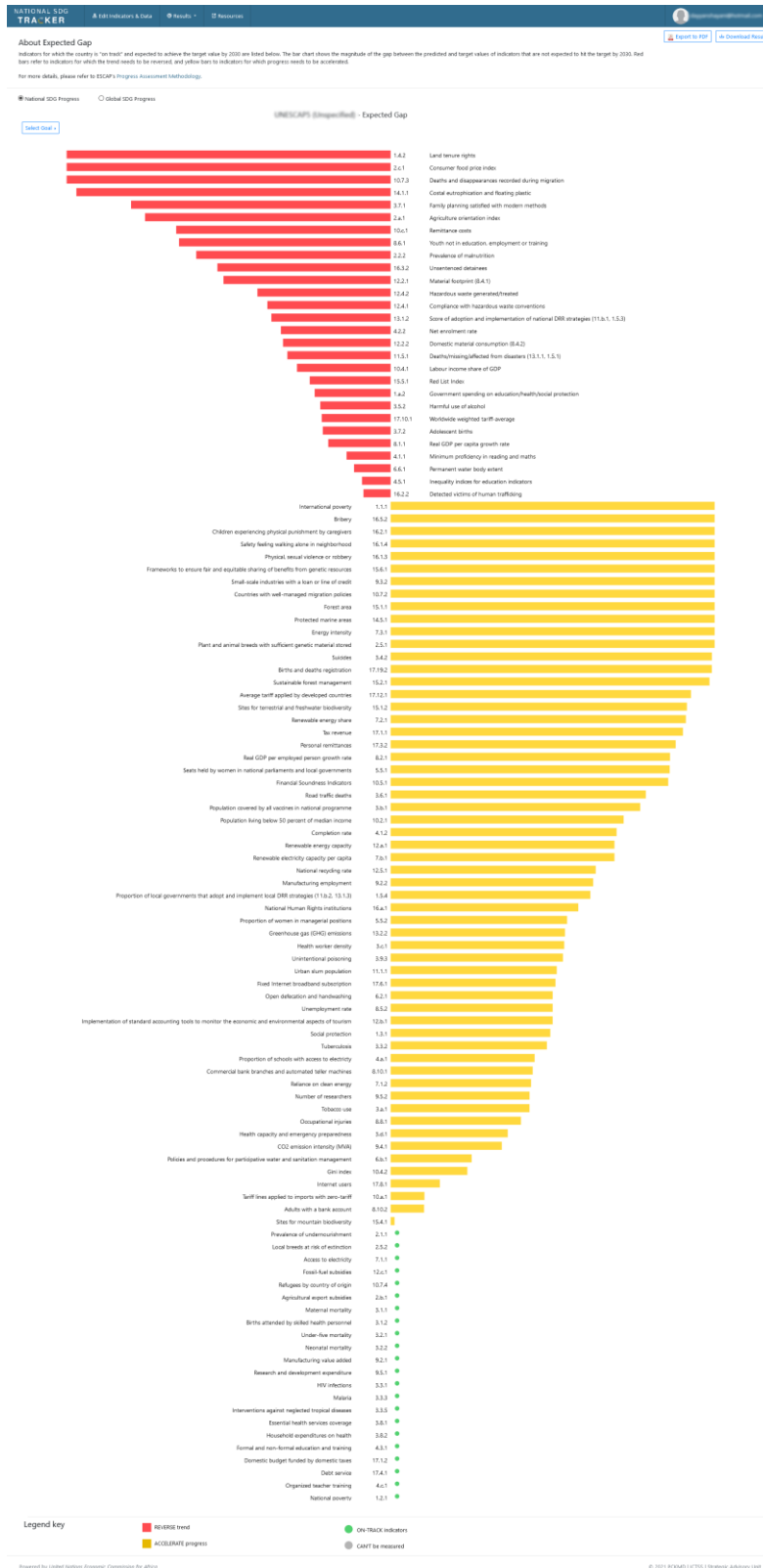
You have modified data that are not yet reflected in your result dashboards. To commit to your dashboard, Please click **Run**



Dashboard



Progress Gap



5. RESOURCES

To enhance and guide user experience, the National SDG Tracker provides background materials under the **RESOURCES** tab, including videos and FAQs covering diverse thematic issues. Relevant resources can be accessed by clicking on the images below.

Videos



Introduction to the Tracker



How to use the Tracker



ESCAP methodology
for SDG progress

FAQs



OWNERSHIP OF THE DATA
AND RESULTS



GETTING SUPPORT IN USING
THE NATIONAL SDG TRACKER



ALIGNMENT WITH EXISTING
GLOBAL/REGIONAL/NATIONAL
PROCESSES



MANAGEMENT OF THE
NATIONAL SDG TRACKER



TECHNICAL ASPECTS OF THE
NATIONAL SDG TRACKER



OUTPUTS PRODUCED FROM
THE NATIONAL SDG TRACKER

FAQ page for using the National SDG Tracker is available here [!\[\]\(23a2e9ddc7bb0ef55393d38b772a848d_img.jpg\)](#)