
User's Guide

Portfolio Performance Management System - Readiness

2nd March 2023 (Version 1.1)



User's Guide on the Portfolio Performance Management System - Readiness

Version: 1.1

Language: English

This user's guide to the portfolio performance management system (PPMS) for Readiness version 1.1 will be updated in future phases to reflect feedback and lessons learned during the implementation of the PPMS. We encourage users to use the electronic version of this document and to refrain from printing as there are active hyperlinks.

All rights reserved

© Green Climate Fund

Published in March 2023

Green Climate Fund

Songdo Business District

175 Art Center-daero

Yeonsu-gu, Incheon 22004

Republic of Korea

Document Revision Control

Version n°	Published Date	Change Description
1.0	11 October 2022	n/a
1.1	2 March 2023	First paragraph that explains how to access PPMS under Section "I. Accessing PPMS" has been revised.

CONTENTS

Overview	5
I. Accessing PPMS	6
i. How to obtain credentials for the GCF App portal as non-GCF focal points	6
ii. How to access PPMS	7
iii. Home page to view available PPMS functions	8
II. Navigating the menu	8
i. My projects page	8
ii. Project Information	8
iii. User management	10
III. Disbursement module	12
i. How to submit disbursement requests	12
ii. How to view the status of submitted requests	14
iii. How to confirm the receipt of disbursement	15
IV. Support page to access FAQs and seek technical support	16
Annex: Frequently asked questions for PPMS – Readiness	18

Glossary of Key Terms

Annual Progress Report (APR): APRs are the reports that delivery partners annually submit to update the GCF on implementation progress, results and challenges for each readiness grant under implementation.

Delivery Partners (DPs): Institutions selected by the NDA or Focal Point to implement activities approved under the Readiness and Preparatory Support Programme. Delivery partners may be AEs or other institutions who meet the financial management capacities requirements of the Fund.

National Designated Authorities (NDA) or Focal Points: NDAs are government institutions that serve as the interface between each country and the Fund. They can view the status of processing and documents (e.g., APRs, disbursement requests) submitted for the Readiness activities that support the respective country. Further information on guidelines for NDAs or Focal Points is available in [Annex XIII of decision B.08/45](#). A directory of NDAs is available on the [GCF website](#).

Framework Agreement: An umbrella agreement laying out the terms and conditions for delivery partners and the GCF regarding the implementation of a portfolio of readiness support requests (grants).

Grant Agreement: A bilateral agreement between a NDA or delivery partner and the GCF (or a designated counterparty for the GCF) stating the terms and conditions regarding the implementation of a single readiness support request or grant.

Funded Activity (FA): FA is a project or programme funded by the GCF and implemented by an accredited entity to respond to climate change.

Portfolio Performance Management System (PPMS): PPMS is GCF's centralized portfolio management system designed to increase the efficiency of GCF portfolio monitoring and evaluation functions for funded activities and readiness preparatory support programme (Readiness). One of the key PPMS functionalities is for entities to submit reports via digitized forms. Additional components (e.g., amendment request, reporting of progress in Project Preparation Facility activities), spanning to Readiness modules will be added in phases in the future with the ultimate objective of strengthening the GCF's portfolio monitoring and evaluation functions.

Multi Factor Authentication (MFA): Multi-factor authentication (MFA) is an electronic authentication method in which a computer user is granted access to a website or application only after successfully presenting two or more pieces of evidence to an authentication mechanism (e.g., email and phone).

Overview

The Green Climate Fund (GCF) has developed its online-based Portfolio Performance Management System (PPMS). The PPMS is designed as GCF's centralized portfolio management system to increase the efficiency of GCF portfolio monitoring and evaluation functions for funded activities (FA) and Readiness and Preparatory Support Programme (Readiness). Some of the key functionalities of the PPMS for delivery partners (DPs) is to submit Disbursement Requests and project reports such as Annual Progress Reports (APR[s]) and Completion Reports (CR[s]) to the GCF Secretariat. The PPMS also helps both the GCF Secretariat and DPs to track and communicate the review and clearance process and enable countries with the GCF readiness support to have enhanced visibility of the project implementation status and M&E processes.

The PPMS - Readiness enables **Delivery Partners** to:

1. Submit disbursement requests, if applicable in line with the Readiness Grant Agreement;
2. Track the disbursement review and clearance process in real time;
3. Submit the APR(s) and CR(s), including filling out APR narrative contents via digitized forms online;
4. Upload financial audit report(s), unaudited financial reports, and Annual Audited Financial Statements, if applicable in line with the Readiness Grant Agreement;
5. Track the report review and clearance process in real time and see comments from the GCF Secretariat;
6. Manage multiple users; and
7. Submit a technical support request.

The PPMS - Readiness enables **countries** (i.e., NDA/Focal Points) to:

1. View the status of disbursement requests, if applicable in line with the Readiness Grant Agreement;
2. View the APR(s) and CR(s), including receiving notifications upon report submission by DP(s) via PPMS system;
3. View the report review and clearance process in real time and see comments from the GCF Secretariat;
4. Submit a technical support request.

The GCF encourages DPs and NDA/FPs to provide any feedback on how the PPMS works from their perspective so that the GCF can ensure continuous improvement. Please refer to section [IV. Support page to access FAQs and to seek technical support](#) to learn how to submit feedback on the PPMS and its functionality.

The GCF has introduced multi-factor authentication (MFA) to establish a high level of security for data entry and access. All data entered into the system will be secure and will not be disclosed unless DPs or NDAs agree on the disclosure. Also, all the operations and practices regarding collection, storage and processing of information are in accordance with the GCF's [Data Privacy Statement](#) and [Information Disclosure policy](#).

When logging into the PPMS for the first time, the user will see a pop-up window on the GCF's Data Privacy Statement and needs to accept it to access the system.

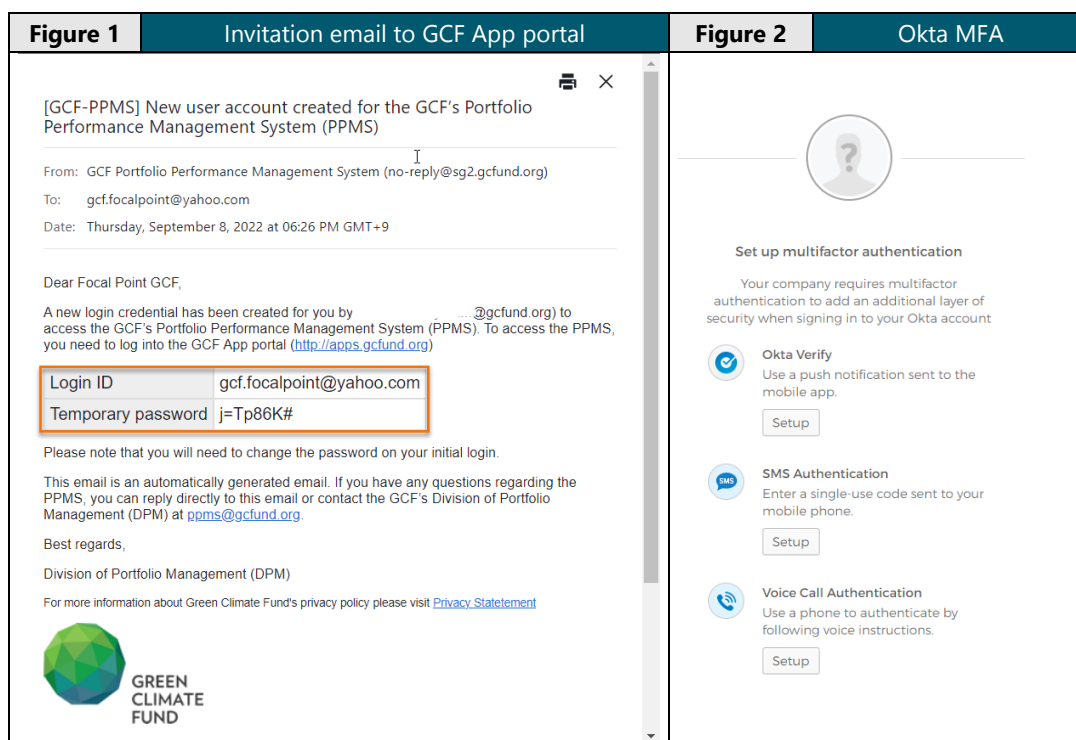
I. Accessing PPMS

To access the PPMS Readiness, you need to log into the GCF App portal at 'apps.gcfund.org' or 'greenclimate.fund' (the GCF official website). The log-in credentials with a username (e-mail addresses that the Delivery Partners have used to communicate with the GCF Secretariat) and initial password have been sent to the Delivery Partner (DP) Focal Points for their access to the PPMS Readiness.

In case of the Delivery Partner (DP) Focal Points that who are also Accredited Entity (AE) Focal Points, however, they would have already received a username and initial password for the GCF App portal (e.g. username = entityname@entity.gcfund.org) from the GCF Accreditation and Entity Relations Unit who are reachable by email at entities@gcfund.org for the PPMS Funded Activities. For the DP/AE Focal Point users who wish to access PPMS Funded Activities and PPMS Readiness with a single account, please contact us at ppms@gcfund.org. With these credentials, the DP Focal Points can log into the GCF App portal, thereby accessing PPMS Readiness.

i. How to obtain credentials for the GCF App portal as non-GCF focal points

If you are not a DP/NDA Focal Point for GCF but one of the readiness project level users, please contact your DP/NDA Focal Point who can assign you a user role to a particular GCF-readiness project(s) in PPMS. Please refer to section [VII. How to manage users](#) for more details.



Once you are assigned a user role as 'Project Manager' or 'Project Member' with your email account, you will receive an automatically generated email as indicated in figure 1, with the subject "[GCF-PPMS] New user account created for the GCF's Portfolio Performance Management System (PPMS)". Please check your spam filter/folder if you are unable to find the email. Please click on the link to the GCF App portal and log into the portal with the login ID and temporary password provided in the email.

When you access the GCF's App portal for the first time, the Okta system which powers the portal, will prompt you to register for Multi-Factor Authentication (MFA) with your email account. There are three options (Okta Verify, SMS, and voice call) you can use for MFA, as shown in Figure 2. Afterward, you will be requested to change your temporary password.

Please authenticate yourself by using the Okta Verify or SMS authentication option if you have a mobile phone with a stable network connection.

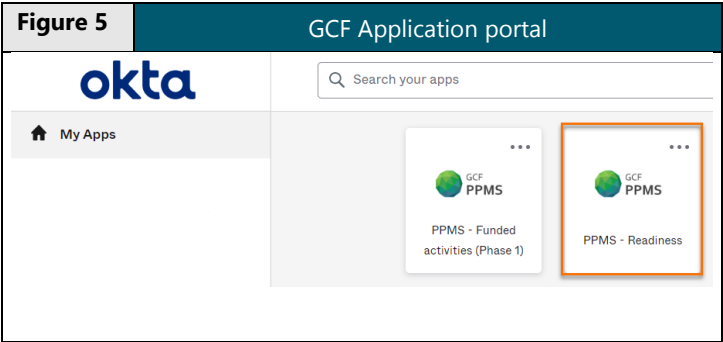
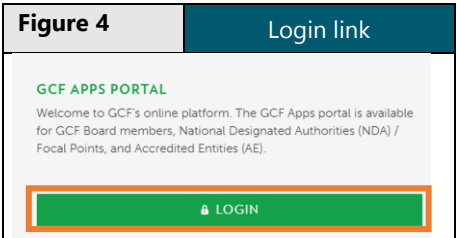
If you do not have a mobile phone available, you can authenticate yourself by using the Voice Call Authentication option. This option will allow you to use any landline or mobile phone number you have available for authentication with voice instructions.

ii. How to access PPMS

Once you have the GCF App portal credentials, please access the GCF App portal at 'greenclimate.fund' or 'apps.gcfund.org'. On the GCF website, click on the **Login** button above the top menu as shown in figure 3 below.

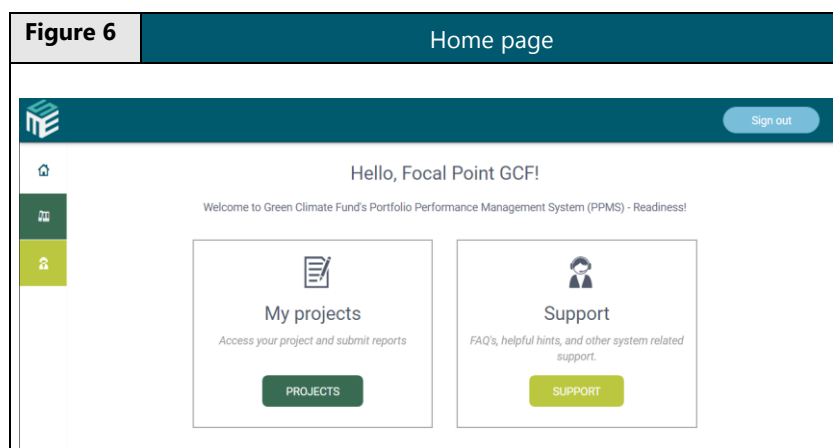


Once you click the Login button, a box to redirect you to the GCF App portal will appear. Please click on the green login button again as shown in figure 4. Afterward, please enter your login credential ID and password and click Sign In. If you enter the portal for the first time, the Okta system which powers the GCF portal will ask you to authenticate yourself through MFA. Then, please follow the instructions as indicated in [sub-section i](#) above.



Once you have entered the GCF App portal, you will see a list of various GCF business applications which you have access to. Please select the one titled 'PPMS – Readiness', as indicated in figure 5. Once selected, you will be directed to PPMS-Readiness.

iii. Home page to view available PPMS functions

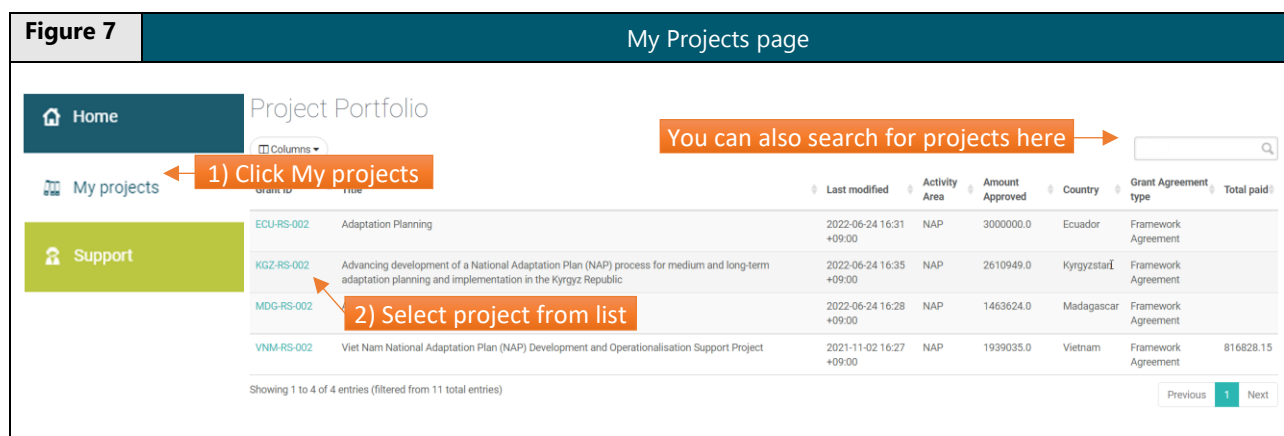


On the home page of the PPMS, there are three main tabs on the left-hand side menu: Home, My Projects, and Support as shown in figure 6.

II. Navigating the menu

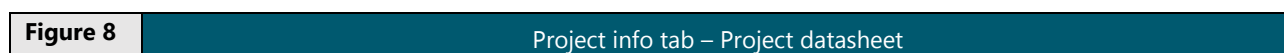
i. My projects page

Select 'My Projects' page from the left-hand menu bar to see a list of the GCF-readiness grants you have been assigned access to as shown in figure 7. You can also search for specific grants on the top right-hand side. Once a grant ID is selected from the My projects page, you will be directed to the Project Info tab.



ii. Project Information

Once you click on a particular grant ID, you will see several tabs¹ in the horizontal menu: Project Info, Reports, Disbursements, Users, and Success Stories as illustrated in figure 8.



¹ If you are not a DP Focal Point (i.e. either a Project Manager or a Project Member as defined in Section VII), User Management tab will not be visible. Please note that more tabs will be added as new components are phased in, e.g. amendment module.

MDG-RS-002 Adaptation Planning

PROJECT INFO RESULTS FRAMEWORK MONITORING REPORTS DISBURSEMENTS USERS FACT SHEET SUCCESS STORIES

Project data sheet

Additional information

Grant ID	MDG-RS-002
Title	Adaptation Planning
Delivery Partner Users	GCF Focal Point (gcf.focalpoint@yahoo.com) Entity Example (example.entity.gcfund@gmail.com) Entity Example (example.entity.gcfund@outlook.com) Green Climate Fund GCF (gcf.test.focalpoint@gmail.com) focal NDA (ndafp.gcf@yahoo.com)
Approved amount	USD
Implementation start date	2019-10-17
Implementation end date	2022-07-21
Grant duration	33 months

The information shown on the Project data sheet sub-tab is as follows:

- Grant ID: Readiness grant reference number
- Title: Project title as per approved proposal and grant agreement
- Delivery Partner Users: usernames and registered e-mails of the Delivery Partner users
- Approved amount: GCF approved funding value as per approved proposal and grant agreement
- Implementation start date: The date on which the grant agreement with GCF came into effect (for the framework agreement, the date is based on the notification of approval)
- Implementation end date: The data auto-calculated based on the implementation start date plus the estimated implementation duration as approved proposal and grant agreement
- Grant duration: Duration in months as per approved proposal and grant agreement

The second sub-tab, Additional Information (see figure 9) provides information on GCF funding, actual GCF disbursements made to date as well as the expenditure amount reported.

Figure 9 Project info tab – Additional information

Project data sheet

Additional information

Additional Information [Edit](#)

Grant Reference Number	MDG-RS-002	Delivery Partner	United Nations Development Programme (UNDP)
Representing Country	Madagascar	Participating Countries	Madagascar
Grant Title	Adaptation Planning		
Grant Summary	NAP		
Activity Area	NAP	Grant Agreement Type	Framework Agreement

iii. User management

In PPMS Readiness, DP Focal Points from your entity are by default given rights to assign two types of users ('Project Manager' and 'Project Member') as shown in the figure below. On the User Management tab, DP Focal Points can add new users via the 'Add User' button as indicated in step 2 of figure 10.

Figure 10 User management page

1) Click here

2) Click Add user

3) Adjust or remove user

4) Assign user right

Last name	First name	Username	Work title	Project user rights	Last login	
GCF	Focal Point	gcf.focalpoint@yahoo.com		Focal Point		Edit Remove
Entity	Example	example.entity.gcfund@gmail.com		Project Manager	2022-08-19 17:15 +09:00	Edit Remove
Entity	Example	example.entity.gcfund@outlook.com		Project Member		Edit Remove

Previous 1 Next

Add user

First name *
Example

Last name *
Entity

Email address *
example.entity.gcfund@gmail.com

User rights
Project Manager

Language
English GCF Readiness (EN_GCF_R)

Cancel Save

Once the new user is assigned with an email account, he/she will receive an email from no-reply@sg2.gcfund.org, with the subject "[GCF-PPMS] Access given to a grant on the Portfolio Performance Management System (PPMS-Readiness) – (Grant Reference Number)" as shown in figure 11.

Figure 11 Access granted to new project

[GCF-PPMS] Access given to a grant on the Portfolio Performance Management System (PPMS - Readiness) - ARG-RS-004

Yahoo/Inbox ☆

GCF Portfolio Performance Management System <no-reply@sg2.gcfund.org>
To: gcf.focalpoint@yahoo.com

Thu, Sep 8 at 6:26 PM ☆

Dear Focal Point GCF,

Access to grant ARG-RS-004 (Strengthening of Argentinas NDA and development of a National Country Programme) has been given by @gcfund.org on the GCF's Portfolio Performance Management System (PPMS - Readiness). To access the PPMS, you need to log into the GCF App portal (<http://apps.gcfund.org>).

This is an automatically generated email. If you have any questions regarding the PPMS, you can reply directly to this email or contact the GCF's Division of Portfolio Management (DPM) at ppms@gcfund.org.

Best regards,

Division of Portfolio Management (DPM)

For more information about Green Climate Fund's privacy policy please visit [Privacy Statetement](#)

GREEN CLIMATE FUND

Please click on the link to the GCF App portal in the email and log into the portal with the login ID and password. If you login the portal for the first time, please refer to section [I. Accessing PPMS](#) for detailed steps on how to get login credentials for the portal. Please note that the project-level user (e.g. Project Manager and Project Member as defined below) will only be able to access the particular projects/programmes assigned to the user. Once a new project-level user is added, DP Focal Points can change the user type from Project Manager to Project Member or vice-versa or remove the user completely. There are four user types as follows.

User type	User definition
Focal Point	The GCF Focal Point can add other users to a project(s) and submit disbursement requests and reports
Project Manager	The Project Manager can access project pages assigned to him or her and submit reports
Project Member	The Project Member can access and contribute to project pages assigned to him or her, but cannot submit reports
NDA	Can access projects in their countries and view projects without edits/submissions

III. Disbursement module

i. How to submit disbursement requests

To start filling in the disbursement request form, from My projects page, choose a project that requires a disbursement and select **Disbursements** tab therein. This step does not need to be repeated when a batch disbursement request for multiple grants should be submitted. In the Disbursements page, you will see a list of the previous disbursement tranches with respective status and a new disbursement request form for the next disbursement. If you cannot find the form on the disbursement tab, please raise a support ticket in the PPMS as per [Section IV](#).

The status column shows different stages of each disbursement tranche, including **1) Planned, 2) Requested, 3) Approved, 4) Pending Confirmation, and 5) Confirmed**. The **planned** status will be shown when a new disbursement tranche has been scheduled by the GCF and pending submission by DP. The **requested** status means that the DP has submitted a disbursement request for the respective tranche. The **approved** status appears when the disbursement request has been reviewed and cleared by the GCF and ready for payment. The **pending confirmation** status means that the DP should confirm the receipt of payment after the disbursement request had been approved and paid. The **confirmed** status is displayed when the DP has submitted the receipt of payment to the PPMS.

To request for a disbursement, please click **"new disbursement request"** button as illustrated in figure 12 below.

Figure 12 Submitting disbursement requests

ECU-RS-002 Adaptation Planning

PROJECT INFO RESULTS FRAMEWORK MONITORING REPORTS DISBURSEMENTS USERS FACT SHEET

Disbursements New disbursement request

2) Click "new disbursement request"

1) Select Disbursements

Type	ID	Disbursement ID	Contract	Status	Paid amount	Date of disbursement	Milestone	Request
Grants								
	ECU-RS-002-2		Readiness	Requested				Batch Disbursement Request
	ECU-RS-002-5		Readiness	Planned				

For the **batch disbursement request**, you may type or select multiple grant IDs in the "add batch" pop-up window as shown in figure below.

Figure 13 Submitting batch disbursement request

Add batch

Projects *

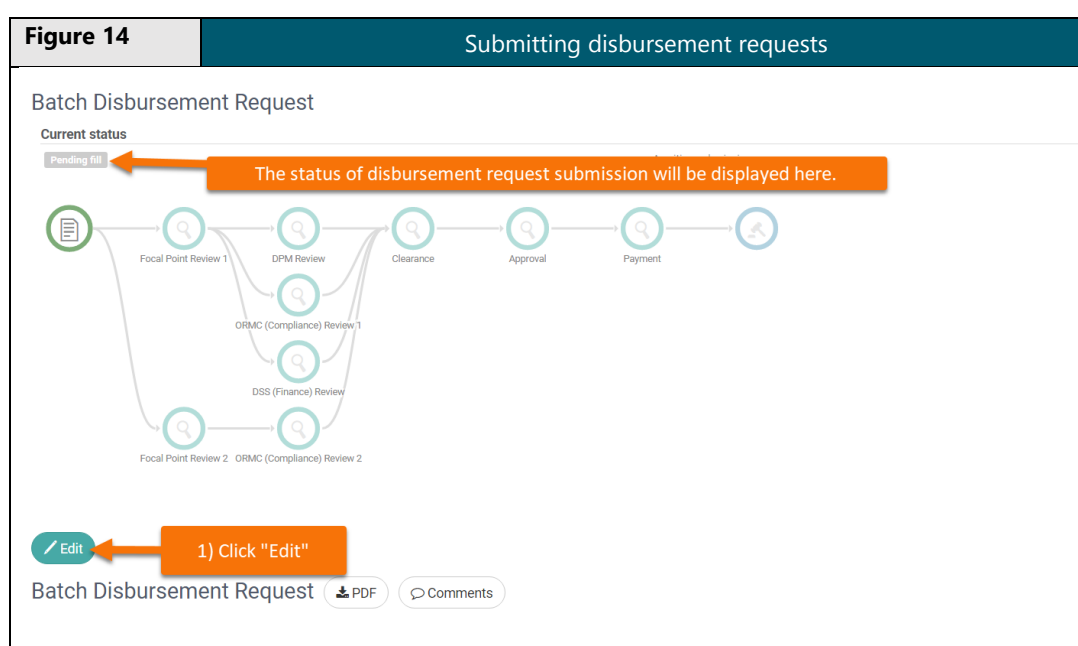
ECU-RS-002 x HTI-RS-004 x KGZ-RS-002 x

1) For selecting multiple grants, either type directly the grant ID or select from the drop down menu

Cancel Save

2) Click "Save" button

Upon clicking the **Save button**, in the next page click on the **Edit button** on the bottom left-hand side to start filling out the disbursement request as indicated in figure 14.



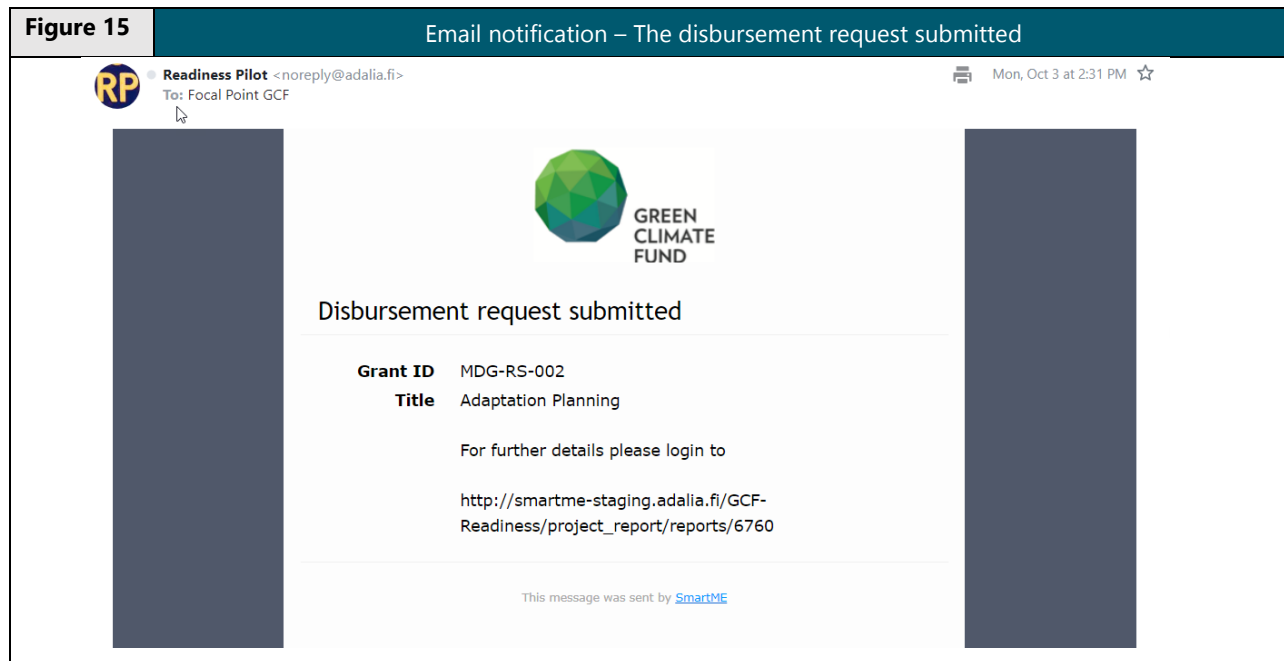
Important: The Disbursement Request Form consists of three parts; 1) Grant and disbursement details, 2) Bank information details, and 3) Attachments. Please complete all the sections as applicable.

Please refer to a tutorial video clip that will be available on the PPMS itself to understand how to fill the Disbursement Request form step by step with more detailed information.

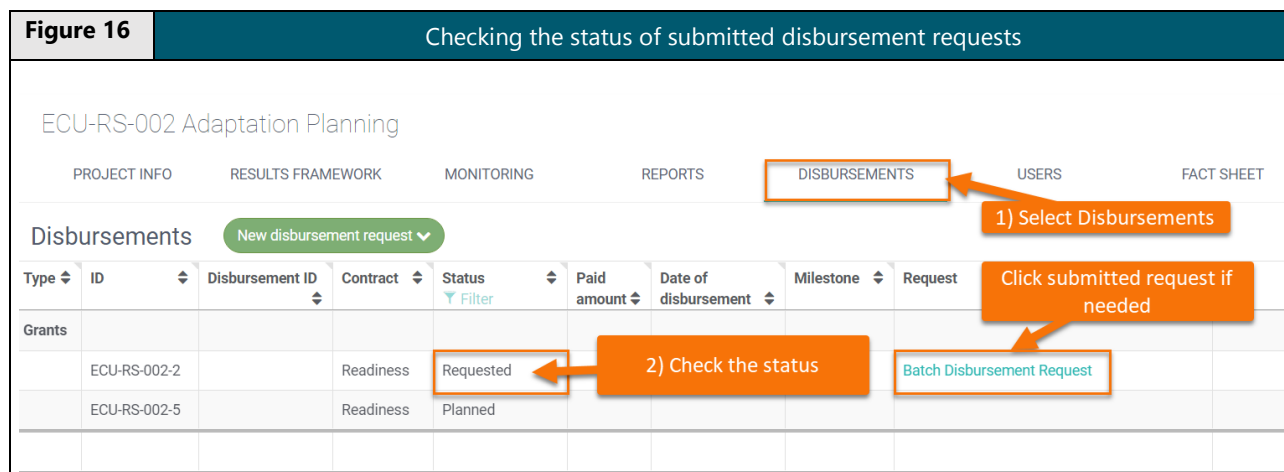
Please note that, once the Disbursement Request has been submitted, the status of the submission as illustrated by figure 14 will be updated to **'Pending review'** indicating that the disbursement request is now assigned to the GCF Secretariat for review. The request cannot be modified when pending review. Only when the GCF Secretariat requires more information or clarity from DPs so it sends back the submitted request to DPs, DPs are expected to revise the submitted request form and resubmit it. In this case, a new version of the disbursement request form will be generated on the PPMS and the previous form will be saved and accessible.

ii. How to view the status of submitted requests

When the Disbursement Request has been submitted successfully, an email notification will be sent by PPMS Readiness as figure 15.

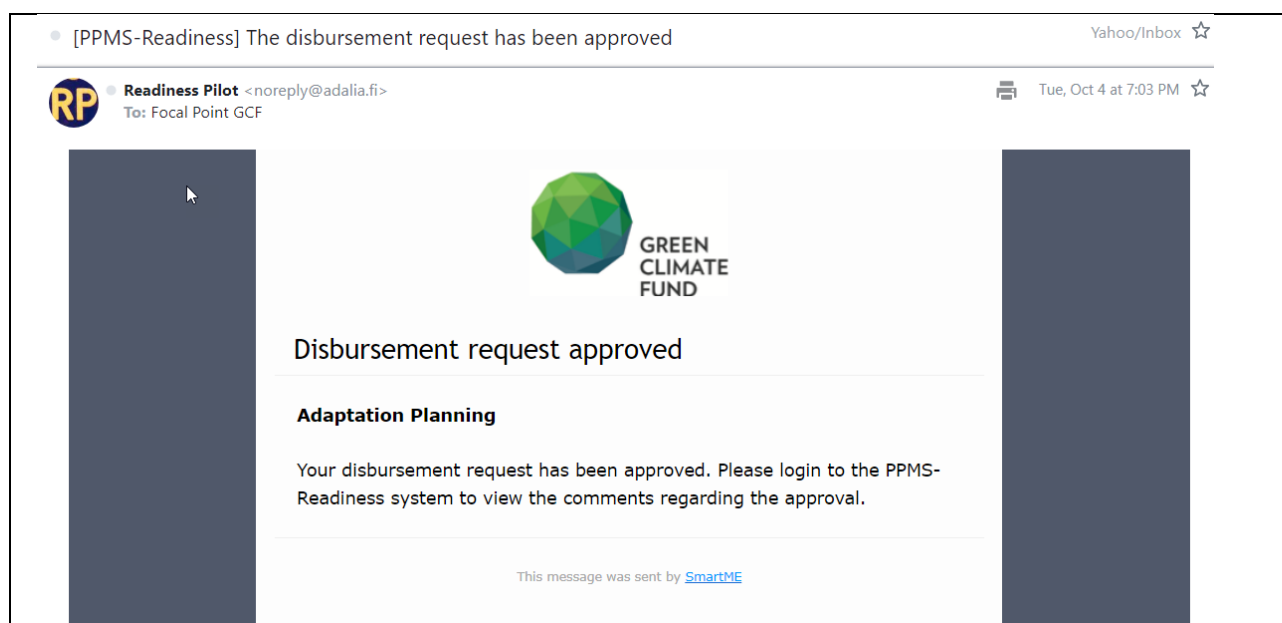


Should you view the status of your disbursement request submitted, you can access 'My Projects' page and select the grant ID for which you requested disbursement to see any updated status as illustrated in figure 16. You can also see the updated process diagram on the disbursement request form page.



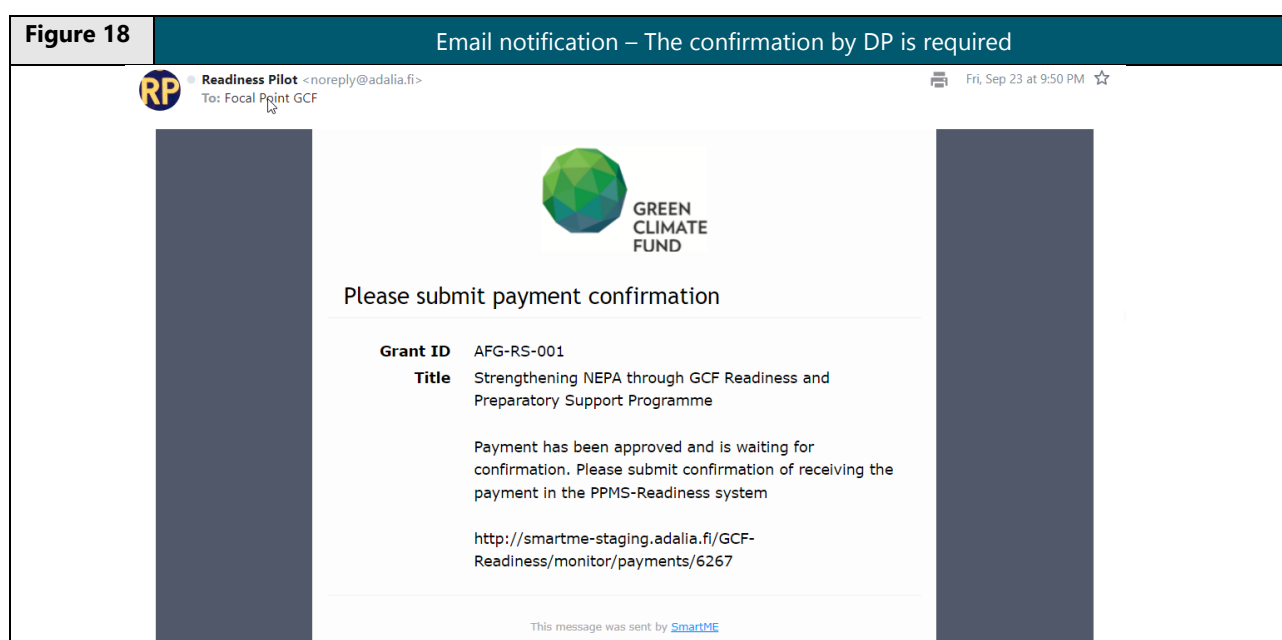
You will receive an e-mail notification from the PPMS when the submitted disbursement request has been approved by the GCF as shown in figure below.





iii. How to confirm the receipt of disbursement

Once the request is approved, you will receive a notification in your inbox as shown in figure 18.



Following to this notification, the DP is expected to check the grant recipient's bank account to confirm the receipt of requested amount and provide the evidence as an attachment in the Disbursements tab in the PPMS Readiness as illustrated in figure 19.



Disbursements New disbursement request

Type	ID	Disbursement ID	Contract	Status	Paid amount	Date of disbursement	Milestone	Request
Grant	AFG-RS-001-4748	1	Grant contract	Pending Confirmation	12 345 USD	2022-09-30		Batch Disbursement Request
					12 345 USD			

Payment confirmation

Comment from fund staff

Please upload the file to evidence the receipt of payment as you requested.

Drag & drop files here or click to browse.

Cancel Save

After submission of the payment confirmation, the status will change to **“confirmed”** as shown in figure 20, indicating the end of disbursement process. The submitted file for payment confirmation can be viewed when you click “Attachments” button in the Disbursements page.

Please be advised that the payment confirmation should be submitted for each grant that had been included in the same batch disbursement request in order to end the entire disbursement process and change the status to “confirmed” for all the disbursed grants.

Figure 20 Viewing the submitted payment confirmation

Type	ID	Disbursement ID	Contract	Status	Paid amount	Date of disbursement	Milestone	Request
Payment	AFG-RS-001-4747		Grant contract	Confirmed	300 000 USD			
	AFG-RS-001-4484		Grant contract	Confirmed	2 361 USD	2021-11-30		
	AFG-RS-001-4484		Grant contract	Confirmed	239 939 USD	2019-04-05		
	AFG-RS-001-4746		Grant contract	Confirmed	57 700 USD	2020-03-09		
					300 000 USD			

IV. Support page to access FAQs and seek technical support

Figure 21 Support page

Support

Frequently asked questions

Check these FAQs for general questions about the system and submission process.

Create support request

Technical Support

Click here for technical support

Feedback

Click here to submit feedback

From the support page, you can access a list of frequently asked questions (FAQs) which provides answers to the most common technical issues.

If you are experiencing technical issues with PPMS that are not covered in the FAQs, please request support by clicking on Technical Support button. The technical support team will get back to you within 2-3 business days after receiving your inquiry.

Feedback on PPMS and its features offered is also welcome and can be provided by clicking on the Feedback button as shown in figure 21.

Figure 22 Submitting a technical support ticket

Technical Support

Please use this support request to raise any technical query regarding Report Submission.

Subject *
Please briefly describe your issue here
Subject is required.

Description *
Please type in a description of the issue you are facing here
Please enter the description of your issue and submit your ticket in case you do not find an answer from the provided guidance materials.
Description is required.

Add attachments
Drag & drop a file here or click to browse
Please add any type of attachments here. Any file format is supported.

Cancel Click 'Save' to submit ticket Save

After clicking on Technical Support button, the support window will be displayed as shown in figure 22, which you need to fill out. Please briefly describe the issue you are experiencing in the subject and description fields. Both fields are required to request support. Please provide as much information as possible. Providing screenshots of the issue you experience via Add attachments field can help the support team address your problem quicker.

Any type of format can be submitted.

Once all information on the issue is provided, please press the Save button to submit the request.

Figure 23 Status of helpdesk support request

Open support requests

Request	Status	Created at
Technical Support	Pending	2020-12-16 01:18
Technical Support	Waiting for response	2020-12-16 01:09
Technical Support	Resolved	2020-12-16 01:09

The status of your request can be viewed on Support page under 'Open support requests' as shown in figure 23. There are three types of status as follows:

Status	Description
Pending	Your request is pending response from the technical support team
Waiting for response	A response from the technical support team is available and awaiting your review and response.
Resolved	Your request has been resolved and officially closed.

Annex: Frequently asked questions for PPMS – Readiness

Question 1: How do I access the Portfolio Performance Management System (PPMS) - Readiness?

Answer: If you are a Delivery Partner (DP) Focal Point, you can access the PPMS-Readiness via the GCF App Portal (<http://apps.gcfund.org>) or GCF website (<http://greenclimate.fund>). All the DP Focal Points had received a username and initial password for the GCF App Portal (e.g. name@entity.gcfund.org) from the GCF Accreditation and Entity Relations team who are reachable by email at entities@gcfund.org. With the credentials, the DP Focal Points can log into the GCF App portal. Once you have entered the GCF App portal, you should be able to see a list of various GCF business applications. Please select the one titled 'PPMS – Readiness.' Once selected, you will be directed to PPMS.

If you are not an DP Focal Point for GCF but are one of the project level users, please contact your DP Focal Point who can assign you a user role to a particular GCF- Readiness project(s) in PPMS. Once you are assigned, please check your inbox for an email from no-reply@sg2@gcfund.org with the subject "[GCF- PPMS] New user account created for the GCF's Portfolio Performance Management System (PPMS)" and use an activation link in the email to obtain user credentials for the GCF App portal.

If you forget your user credentials for the GCF App portal, and or are unable to reset the password, please refer to "Need help signing in?" on the sign-in page of the GCF App portal.

Question 2: How do I submit a disbursement request?

Answer: Log into the PPMS-Readiness and go to 'My Projects' and click a relevant project from your portfolio for which you would like to submit the APR. Once you click the grant (Grant ID), then go to and click 'Reports' tab and find the window to submit the report.

Question 3: My Grant ID is not available in Project Portfolio list on 'My Projects' page.

Answer: First, please check if the status of the readiness grant agreement status or the project in question is effective. Only the GCF- Readiness grants that have the 'effectiveness' status or 'disbursed' will appear on the PPMS- Readiness.

If the project is effective or disbursed, and you as a GCF- project level user are unable to find your project, kindly contact DP Focal Point from your entity so that the DP Focal Point can (re)assign you a user role as 'Project Manager' or 'Project Member' in the PPMS- Readiness.

If the project is effective or disbursed and you as the DP Focal Point are unable to find a project in your portfolio, kindly raise a 'Technical Support' request.

Question 4: I have a specific question while filling out the Disbursement Request. How do I resolve it?

Answer: If your question is not PPMS system-related and is rather on the eligibility of disbursement or the disbursement request template (e.g. required supporting documents), kindly direct your query to the GCF's

Division of Portfolio Management via email: dpm@gcfund.org as the technical support team will not be able to handle these questions.

Question 5: Can multiple users access and update information on the PPMS- Readiness?

Answer: Yes, multiple users from one entity can access the PPMS- Readiness. Only the DP Focal Points from your entity have the right to add multiple or additional new users as required as well as to submit disbursement requests. If you are a project-level user having to perform the reserved roles of 'Focal Point' user, ask your DP Focal Point(s) to grant you the user right of 'Focal Point.'

If you are the DP Focal Point, please go to 'User Management' tab after entering into a project page of the PPMS- Readiness and follow the steps explained in [section II: iii. How to manage users](#).

Question 6: I am DP Focal Point and have just added a new user as 'Project Manager' or 'Project Member'. How can I confirm if the user has been added into the PPMS- Readiness?

Answer: Please check if the user is shown in the table provided on 'User Management' tab of that project on the PPMS- Readiness. The new user will also receive an automated email from no-reply@sg2@gcfund.org to activate her/his email account as credentials for GCF App portal where he/she can access PPMS- Readiness.

Question 7: I am a Project Manager and would like to add a Project Member for my project in PPMS. How can I do it?

Answer: Only DP Focal Point(s) has the rights to add new users onto PPMS. Please contact your DP Focal Point to request for additional user access.