

NR7 Reporting Portal - User Manual

Welcome to the NR7 Reporting Portal

This guide will help you use the NR7 Reporting Portal to prepare and submit India's Seventh National Report to the Convention on Biological Diversity (CBD).

Table of Contents

1. [Getting Started](#)
 2. [Understanding Your Role](#)
 3. [Navigating the Portal](#)
 4. [Working with Submissions](#)
 5. [Filling Out Sections I-V](#)
 6. [Uploading Indicators-wise data](#)
 7. [Review Process](#)
 8. [Exporting Reports](#)
 9. [Admin Functions](#)
 10. [Getting Help](#)
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1. Getting Started

Logging In

1. Open your web browser and go to the NR7 Portal website
2. Enter your **official email address** and **password**
3. Click "**Login**"

First-time login: You will be asked to change your password. Choose a strong password with at least 8 characters, including letters and numbers.

Sign in to the portal

Access submissions, reviews, and exports.

Email

Password

Sign in

Need access?

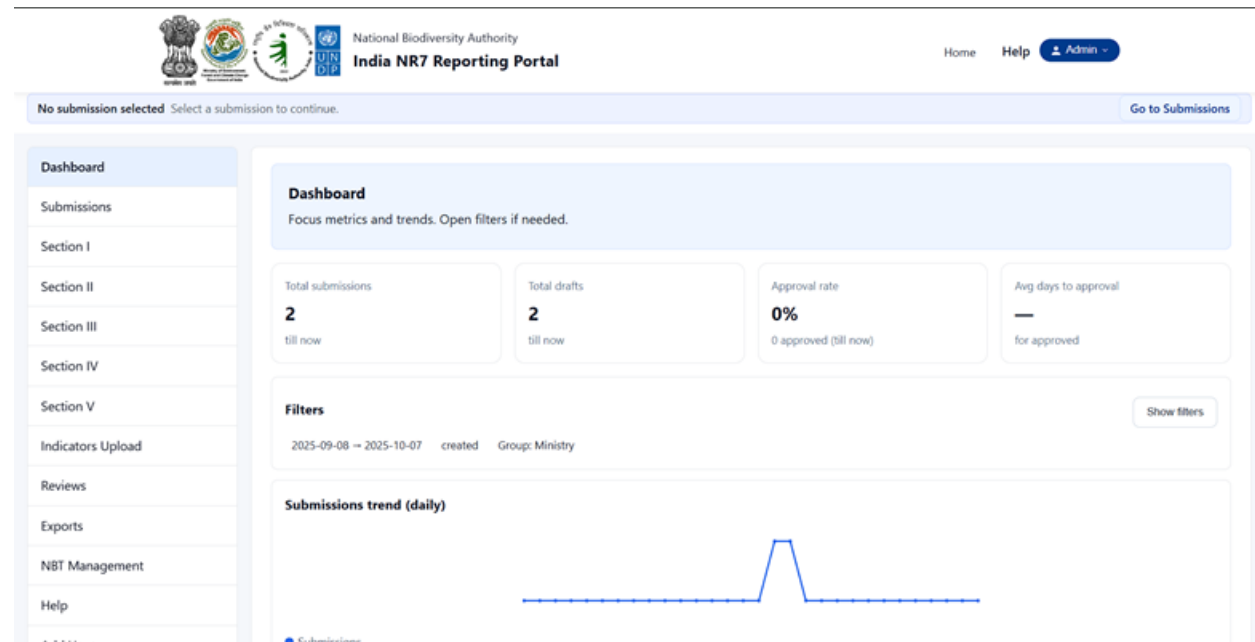
Portal administrators can create new accounts or reset passwords for contributors.

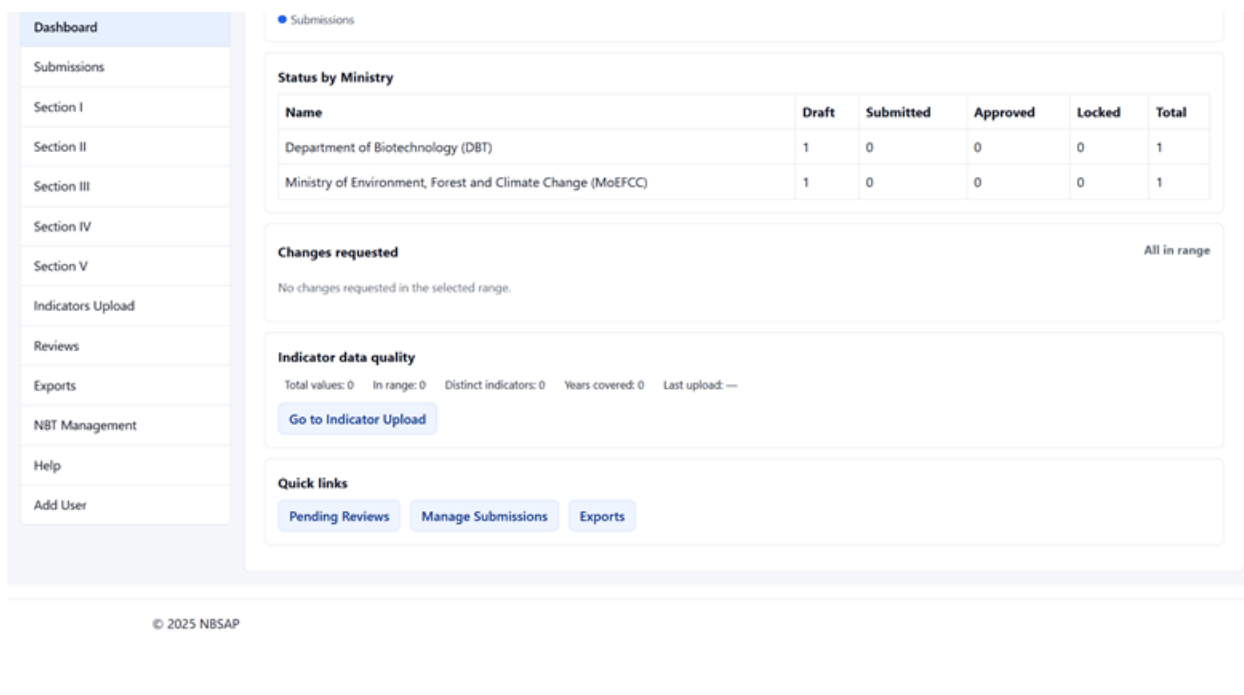
Email system@nbaindia.org if you are unable to sign in.

Your Dashboard

After logging in, you'll see your **Dashboard**—your home page showing:

- Key statistics about submissions
- Recent activity
- Your pending tasks
- Quick access to important sections





2. Understanding Your Role

The portal has four types of users. Your role determines what you can do:

Contributor (Ministry/Department/Official)

- **Who:** Officials from Ministries, Departments and related Institutions
- **What you do:**
 - Create and edit submissions
 - Fill out Sections I-V with data
 - Upload indicator-wise data
 - Respond to reviewer comments
 - Submit your work for review

Reviewer (NBA Review Team)

- **Who:** National Biodiversity Authority (NBA) review team members
- **What you do:**
 - Read submissions from Ministries/Departments/Agency
 - Leave comments and suggestions
 - Request changes if needed
 - Recommend approval when satisfied

Approver (NBA Authority)

- **Who:** Designated NBA Officials

- **What you do:**
 - Give final approval to submissions
 - Lock submissions after approval
 - Make final decisions on content

Admin (NBA Portal Team)

- **Who:** Portal administrators and technical team
- **What you do:**
 - Create user accounts
 - Manage organizations and agencies
 - Assign roles and permissions
 - View all submissions
 - Generate reports

Tip: Your role is displayed in the top-right corner of the portal (e.g., "Contributor –MoEFCC").

3. Navigating the Portal

Main Menu (Left Side)

The left sidebar contains your main navigation:

- **Dashboard** – Your home page with overview
- **Submissions** – Create and manage your reports
- **Section I** – Process of Preparation
- **Section II** – NBSAP Status
- **Section III** – Progress toward National Biodiversity Targets
- **Section IV** – Contribution to Global Goals
- **Section V** – Conclusions
- **Indicators** – Upload data files
- **Reviews** – Review queue (Reviewers/Approvers only)
- **Exports** – Download reports
- **Admin** – User and organization management (Admins only)
- **Help** – Support and guidance

Top Navigation Bar

- **Breadcrumb trail** – Shows where you are in the portal
 - **Current submission** – Shows which report you're working on
 - **Your account** – Click to view profile or change password
 - **Logout** – End your session securely
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4. Working with Submissions

What is a Submission?

A **submission** is one complete indicator-wise data assigned to your organization. It contains:

- Five sections (I-V) with narrative information
- Uploaded indicator-wise data
- Attachments and supporting documents

Creating a New Submission

Steps:

1. Click **"Submissions"** in the left menu
2. Click the **"Create"** button
3. Enter a **title** for your submission (e.g. Indicator number")
4. Click **"Create Submission"**

Your new submission is now in **"Draft"** status.

Opening an Existing Submission

1. Go to **"Submissions"**
2. Find your submission in the list
3. Click on the submission card to open it

Search tip: Use the search box to find submissions by title.

Understanding Submission Status

Your submission moves through these stages:

Status	What it Means	What You Can Do
Draft	Work in progress	Edit all sections, save drafts
Submitted	Sent for review	Wait for reviewer feedback
Under Review	Being reviewed	View only; reviewers are working

**Changes
Requested**

Needs updates Edit and resubmit

Approved

Content finalized View only; waiting for lock

Locked

Complete and final View only; can export

Status indicator: Look for the colored badge showing current status at the top of your submission.

Working with Multiple People

Multiple contributors from your organization can work on the same submission together. The system automatically saves changes and prevents conflicts.

The screenshot shows the India NR7 Reporting Portal interface. At the top, there are logos for the Government of India, Ministry of Environment, Forest and Climate Change, National Biodiversity Authority, and the United Nations. The header includes the text "National Biodiversity Authority India NR7 Reporting Portal" and navigation links for "Home", "Submissions", "Help", and "Admin". A message bar at the top states "No submission selected. Select a submission to continue." with a "Go to Submissions" link. The left sidebar contains a menu with options: Dashboard, Submissions (highlighted), Section I, Section II, Section III, Section IV, Section V, Indicators Upload, Reviews, Exports, NBT Management, Help, and Add User. The main content area is titled "Submissions" and includes instructions: "Create submissions and manage their workflow state." followed by a numbered list: 1. Create a submission and give it a title, 2. Open the submission and complete Sections I-V, 3. Send to Review when ready, 4. Approver can move to Approved then Locked. Below this, there is a search bar "Search by title" and a dropdown menu "All states". A "New submission title" input field and a "Create" button are also present. Two submission cards are displayed, each with a "test" title and a "Draft" status. Each card has buttons for "Open", "Select", "Send to Review", "Approve", and "Lock".

5. Filling Out Sections I-V

Overview

Each submission has five sections that tell the story of India's biodiversity efforts:

- **Section I** – How you prepared this report

- **Section II** – Status of National Biodiversity Strategy and Action Plan (NBSAP)
- **Section III** – Progress on National Biodiversity Targets (NBTs)
- **Section IV** – India's contribution to Global Biodiversity Framework
- **Section V** – Summary and next steps

General Instructions for All Sections

Saving Your Work

The portal **saves automatically** as you type (you'll see its "Autosaving").

Manual save options:

- Click **"Save Draft"** to save immediately
- Your work is saved even if it's incomplete or forgot to click **"Save Draft"** as it auto saves.

Filling Out Forms

1. **Required fields** are marked with a **red asterisk (*)**
2. Read the **help text** under each field for guidance
3. Fill in information accurately and completely
4. Add **attachments** by pasting website links (URLs)

Submitting a Section

When you've completed a section:

1. Review all fields for accuracy
2. Click **"Submit Section"**
3. The section status changes to **"Submitted"**
4. You can still edit if needed before final review

Important: All five sections must be submitted before you can send the entire submission for review.

Submission: test

Current state: draft (1/5 sections submitted)

1. Open each Section and complete required fields
2. [Upload indicators and review the parse report](#)
3. Send to Review when all sections are submitted

Section I	Draft	Complete
Section II	Draft	Complete
Section III	Draft	Complete
Section IV	Draft	Complete
Section V	✓ Submitted	Review

Complete 4 more sections.

Section I: Process of Preparation

Purpose: Explain how your organization contributed to prepare this report.

Key Information:

- **Focal Point:** Name and contact of the person coordinating the report
- **Lead Institutions:** Which departments/teams were involved
- **Stakeholders:** Who participated (ministries, departments, experts, SBBs, etc.)
- **Methods Used:** How you collected information (workshops, surveys, meetings)
- **Timeline:** When the work was done
- **Data Sources:** Where your information came from
- **Challenges:** Any difficulties you faced

Tips:

- Be specific about names and roles
- Include dates for major activities
- Mention all collaborating organizations

Section II: NBSAP Status

Purpose: Describe the current status of India's National Biodiversity Strategy and Action Plan.

Key Information:

- **NBSAP Version:** Which version is currently in use
- **Adoption Date:** When it was officially adopted
- **Alignment with Global Biodiversity Framework:** How it connects to international goals
- **Implementation:** Who is responsible and how it's organized
- **Mainstreaming:** Which sectors (agriculture, tourism, etc.) are involved
- **Financing:** Budget sources and amounts

Tips:

- Reference official NBSAP documents
 - Include specific budget figures when available
 - Mention both government and external funding
-

Section III: Progress Toward National Biodiversity Targets

Purpose: Show progress on India's 23 National Biodiversity Targets (NBTs).

Key Information:

- **Select NBTs:** Choose which targets are relevant to your organization
- **Per-target Narrative:** Describe actions and progress for each NBT
- **Key Actions:** Specific activities undertaken
- **Evidence:** Link to reports, studies, or data
- **Indicators:** Summary of uploaded data (completed in Indicators section)

Special Features:**NBT Selection:**

- The system shows only NBTs assigned to your organization
- Click the dropdown to select NBTs
- You can work on multiple NBTs

NBT Indicator (s):

- Some NBTs and Indicators (e.g., NBT-02 has multiple biodiversity types)
- Select all relevant sub-indicators

Tips:

- Focus on NBTs where your organization has direct responsibility
- Provide concrete examples of actions

- Reference your uploaded indicator data
-

Section IV: Contribution to Global Goals

Purpose: Show how India's actions support the Global Biodiversity Framework (GBF) targets.

Key Information:

- **GBF Targets:** Select from 23 global targets (T1-T23)
- **Contribution Narrative:** Explain India's specific contributions
- **Case Studies:** Highlight success stories (optional)
- **Evidence:** Measurement data and proof of impact

Understanding GBF Targets:

- Hover over each target code (NBT1, NBT2, etc.) to see a description
- Common targets include:
 - **NBT3:** 30% protected areas by 2030 ("30×30")
 - **NBT7:** Pollution reduction
 - **NBT6:** Invasive alien species management
 - **NBT19:** Financial resources

Bulk CSV Import: You can upload multiple indicators at once using a CSV file:

1. Download the template: `section_iv_sample.csv`
2. Fill in your data
3. Click "**Upload CSV**"
4. Review the import results

Tips:

- Link your NBTs (Section III) to relevant GBF targets
 - Provide quantitative evidence where possible
 - Highlight innovative approaches
-

Section V: Conclusions

Purpose: Summarize your findings and identify next steps.

Key Information:

- **Achievements:** What worked well
- **Gaps & Challenges:** What needs improvement

- **Capacity Needs:** Training, technology, or resources required
- **Financial Needs:** Funding gaps and requirements
- **Next Steps:** Immediate actions planned

Budgets:

- Enter budget figures in the table
- The system automatically calculates totals

Tips:

- Be honest about challenges
 - Prioritize needs realistically
 - Make next steps specific and time-bound
-

Attachments and Links

In any section, you can add:

Attachments:

- Paste the URL (web address) of documents
- Example: <https://example.com/report.pdf>
- Each link should be complete and accessible

Best Practices:

- Use official government websites or cloud storage
 - Test links before adding them
 - Add a brief description of each document
-

6. Review Process

For Contributors: Submitting for Review

When all five sections are completed:

1. Go to your **Submission Details** page
2. Check that all sections show "**Submitted**" status
3. Review the **Preview** (if available)
4. Click "**Send to Review**"
5. Your submission status changes to "**Submitted**"

What happens next:

- NBA reviewers will examine your submission
- You'll receive comments and feedback
- You may be asked to make changes

Responding to Change Requests

If your submission status changes to **"Changes Requested"**:

1. Open your submission
2. Read the **reviewer comments** on each section
3. Make the requested changes
4. Click **"Save Draft"** after each edit
5. Submit sections again
6. Click **"Send to Review"** when ready

Tips:

- Address all comments specifically
- Add clarifying notes if needed
- Check with your supervisor if unsure about changes

For Reviewers: Reviewing Submissions

Steps:

1. Go to **"Reviews"** in the left menu
2. See the queue of **pending submissions**
3. Click on a submission to open it
4. Click **"Start Review"** (status changes to "Under Review")
5. Review each section tab (I-V)
6. Add comments where needed
7. For each section:
 - Click **"Approve"** if satisfied, or
 - Click **"Request Changes"** and explain what needs fixing
8. After all sections are reviewed, make a final decision

Bulk Actions:

- You can approve/request changes for all sections at once
- Use the summary buttons at the bottom

For Approvers: Final Approval

Steps:

1. Go to **"Reviews"**
2. Open a submission that reviewers have processed
3. Read all reviewer comments
4. Verify all sections are approved
5. Click **"Approve"** to finalize
6. Click **"Lock"** to make it read-only

Once locked:

- No further edits possible
- Exports are enabled
- Submission is complete

Reviews

Review submissions that are in the In Review state. Approve or request changes with a brief comment.

1. [Create or send a submission to review](#)
2. Approve to move to Approved, or request changes to return to Draft
3. [Proceed to Exports after approval](#)

• testingggg — submitted

Comment

Start Review Approve Request Changes Hide Sections

Section Review

Section I

submitted

Comment

Open Section Approve Section Request Changes

Section II

submitted

Comment

7. Exporting Reports

Downloading Your Submission

Available Exports:

1. **PDF** – Full submission document (all sections)
2. **XLSX** – Indicator data spreadsheet
3. **JSON** – Technical data format (for systems)

Steps:

1. Click **"Exports"** in the left menu
2. Ensure the correct submission is selected

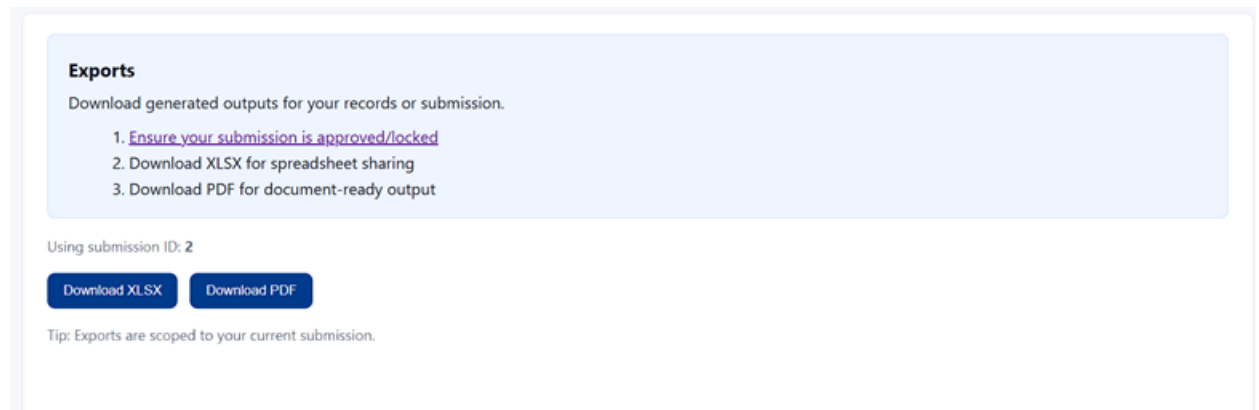
3. Click the export button you need
4. The file will download to your computer

Export Rules:

- Exports are available for **Locked** submissions
- Contributors can export their own submissions
- Admins can export any submission

Tips:

- Export regularly to keep backup copies
- Use PDF for sharing with stakeholders
- Use XLSX for data analysis



8. Admin Functions

(For Admin users only)

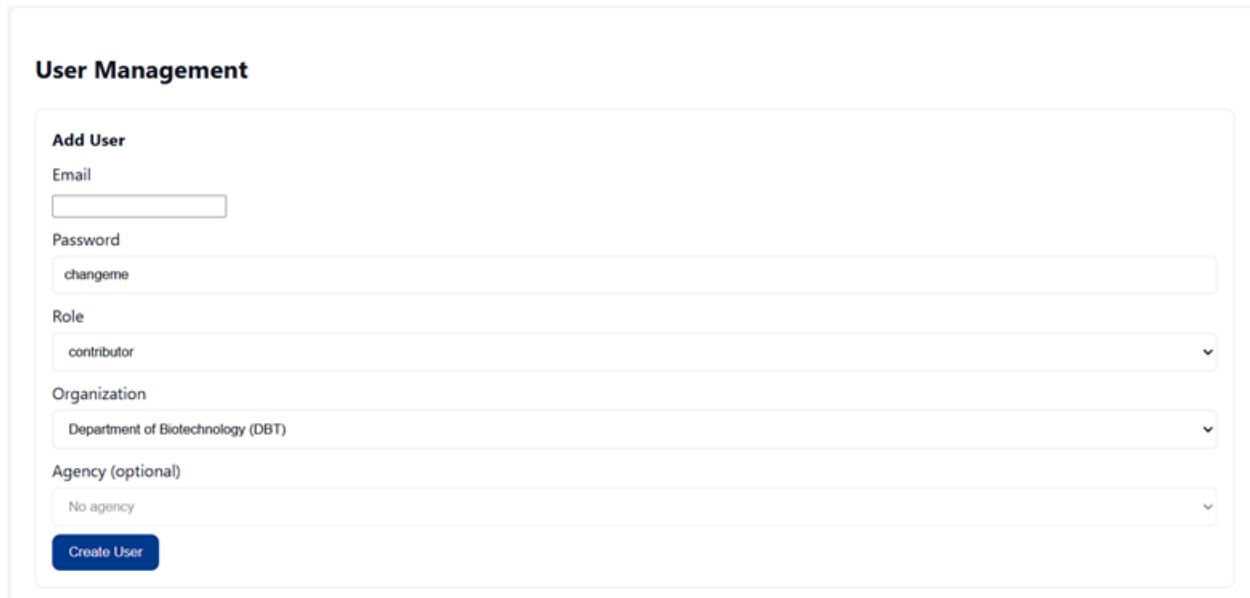
Creating User Accounts

Steps:

1. Go to **"Admin" > "Users"**
2. Click **"Create User"**
3. Fill in:
 - Email address (official email)
 - Temporary password
 - Role (Contributor, Reviewer, Approver, or Admin)
 - Organization (Ministry/Department/Agency)
 - Agency (optional)
4. Click **"Create"**

The new user will:

- Receive login credentials
- Be prompted to change password on first login



User Management

Add User

Email

Password

Role

Organization

Agency (optional)

Managing Organizations and Agencies

Organizations: Ministries, Departments, Agencies:

Steps:

1. Go to **"Admin" > "Organizations" or "Agencies"**
2. View the searchable list
3. Create new or edit existing entries
4. Assign users to organizations/agencies

Assigning NBT Permissions

Control which NBTs each organization can access:

Steps:

1. Go to **"Admin" > "NBT Management"**
2. Select an organization or agency
3. Choose NBTs and Indicators from the multi-select list
4. Select sub-indicators, if available
5. Click **"Save"**

Effect:

- Contributors see only their assigned NBTs in Section III
- Improves focus and reduces confusion

NBT Management

OrganizationsAgencies

Organizations

ID	Organization	NBT	NBT Sub	Actions
1	Department of Biotechnology (DBT)	NBT 17: Strengthen Biosafety regulatory capacity ×	17.2 × 17.5 ×	Save
2	Department of Space (DoS)	Select NBT...	Select sub-options...	Save
3	Ministry of Agriculture and Farmers Welfare (MoAFW)	NBT 2: Ecosystem Restoration × NBT 3: Conserve biodiversity in land, water and ... × NBT 4: Manage species and genetic diversity × NBT 5: Sustainable harvest, trade, and use of wil... × +10	2.7 × 3.7 × 4.9 × 4.10 × +28	Save
4	Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (MoAYUSH)	NBT 4: Manage species and genetic diversity × NBT 5: Sustainable harvest, trade, and use of wil... × NBT 8: Minimize the impact of climate change ×	4.4 × 5.2 × 8.5 × 21.1 ×	Save

Managing Submissions

Admin Powers:

- View all submissions from all organizations
- Assign submissions to organizations
- Force-lock a submission (with confirmation)
- Generate system-wide reports

9. Getting Help

In-Portal Help

- **Help Center:** Click "Help" in the left menu for general guidance
- **Tooltips:** Hover over field labels for quick tips
- **Field Help Text:** Read the gray text under each input box

Technical Support

Contact: system@nbaindia.org

Common Issues and Solutions

Problem	Solution
Can't login	Check email spelling; use "Forgot Password"
Don't see my organization	Contact admin to add your org
Can't submit section	Ensure all required (*) fields are filled
Upload failed	Check file format; ensure columns match template
Changes not saving	Check internet connection; try refreshing page

Quick Reference: Step-by-Step Workflows

For Contributors: Complete Submission Flow

1. ✓ Log in to portal
2. ✓ Create new submission (or open existing)
3. ✓ Fill Section I (Process of Preparation)
4. ✓ Submit Section I
5. ✓ Fill Section II (NBSAP Status)
6. ✓ Submit Section II
7. ✓ Upload Indicators (CSV/Excel)
8. ✓ Fill Section III (National Biodiversity Targets)
9. ✓ Submit Section III
10. ✓ Fill Section IV (Global Goals)
11. ✓ Submit Section IV
12. ✓ Fill Section V (Conclusions)
13. ✓ Submit Section V
14. ✓ Preview entire submission
15. ✓ Send to Review

16. ✓ Wait for feedback
17. ✓ Make changes if requested
18. ✓ Resubmit for review
19. ✓ Submission approved and locked
20. ✓ Export final PDF/Excel

For Reviewers: Review Workflow

1. ✓ Log in and go to Reviews
2. ✓ Open pending submission
3. ✓ Click "Start Review"
4. ✓ Review each section (I-V)
5. ✓ Add comments where needed
6. ✓ Approve or Request Changes per section
7. ✓ Make final recommendation
8. ✓ Notify contributor (automatic)

For Approvers: Approval Workflow

1. ✓ Log in and go to Reviews
2. ✓ Open reviewed submission
3. ✓ Check all reviewer comments
4. ✓ Verify all sections approved
5. ✓ Click "Approve"
6. ✓ Click "Lock" to finalize
7. ✓ Exports now available

Important Reminders

Data Security

- **Never share your password** with anyone
- **Log out** when done, especially on shared computers
- Your data is **automatically archived** and versioned
- **No data is deleted** – all versions are preserved
- You can **restore previous versions** if needed

Best Practices

- **Save frequently** – use "Save Draft" often
- **Fill completely** – provide thorough information
- **Be accurate** – double-check facts and figures
- **Collaborate** – coordinate with team members
- **Meet deadlines** – track submission due dates

- **Backup data** – keep copies of uploaded files

Privacy

- Only users from your organization can see your drafts
 - Reviewers see submissions only after you submit
 - Locked submissions are read-only for everyone
-

Glossary

NBSAP – National Biodiversity Strategy and Action Plan

NBT – National Biodiversity Target (India's 23 targets)

GBF – Global Biodiversity Framework (International Targets)

CBD – Convention on Biological Diversity

SBB – State Biodiversity Board

UTBC – Union Territory Biodiversity Council

NBA – National Biodiversity Authority

Submission – One complete NR7 report package

Section – One of five parts of a submission (I-V)

Indicator – Measurable data point showing progress

CSV – Comma-Separated Values (spreadsheet file format)

Draft – Work in progress, not yet submitted

Locked – Finalized and read-only
