NATIONAL NEIGHBORHOOD INDICATORS PARTNERSHIP

NNIP Data Inventory Screen Shots

Revised 8-10-2023

This document provides screen shots for the process of completing the NNIP Data Inventory. We use the inventory results to support NNIP network activities and generate ideas and potential participants for cross-site projects. Since maintaining neighborhood-level data across topics is one of the key functions that NNIP partners have agreed to perform, we also hope that you will also find it useful way to monitor your progress over time.

General information about the data inventory is on the website at: https://www.neighborhoodindicators.org/data-tech/detailed-data-inventory

Detailed instructions are available on the NNIP website at https://www.neighborhoodindicators.org/instructions-data-inventory

Please note only users with "editor" permissions will be able to update their organization's data inventory. Please email NNIP@urban.org if you have any questions about who is listed as an editor for your organization.

We appreciate your contribution to the collective network knowledge!
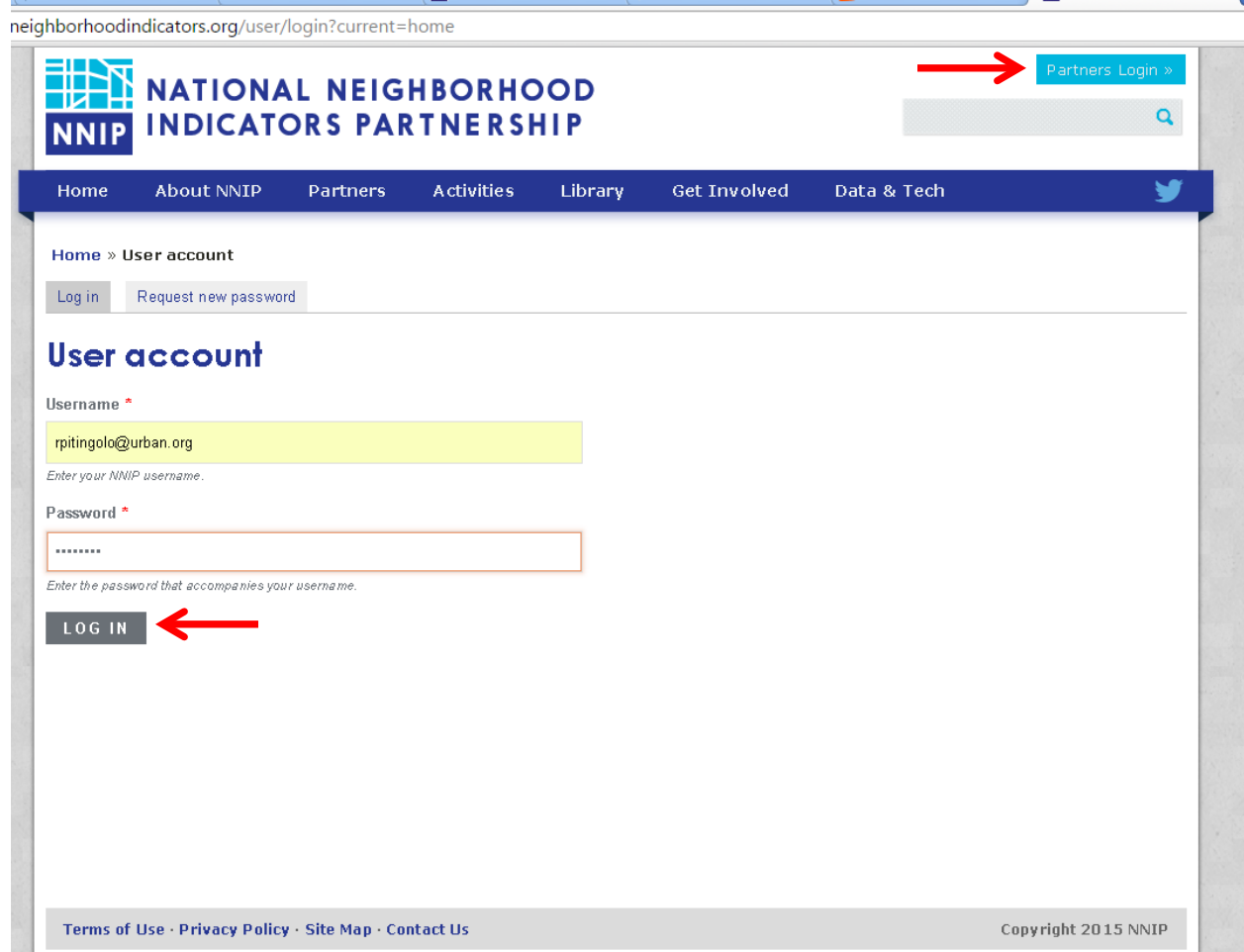
Steps for updating NNIP data inventory:

1. Log in to NNIP Website
2. Go to "My Dashboard"
3. Scroll down to Partner Organization Data Inventory. Click to "view" most recent survey or "edit" to update.
4. Enter your name and email address
5. Update inventory fields by clicking through and selecting the appropriate responses through the drop-down menus.
6. Click "save" to finish.

Please see the screen shots below.

1. Log in to NNIP Website.

    If you have forgotten your password, select the "Request New Password" tab to have the system issue you a new temporary one.

2. Go to "My Dashboard".

Once on My Dashboard, scroll to the bottom of the page. The Partner Organization Data Inventory section is located beneath your Recently Updated Content.

3. Click to "view" most recent survey and "edit" to update.

The "view" may be helpful to review past responses or to print your most recent inventory. You must "edit" to save any changes.

4. Enter your name and email address.

This helps us keep track of who updated the inventory. It also helps in case you have questions about a past inventory and know who you can ask.

5. Update inventory fields.

Please confirm the existing information as you add your updates. Click on the drop down boxes to select your responses.

6. Click "save" to finish.

Thank you for your participation in the data inventory!

7. Send a courtesy email to nnip@urban.org to let the Urban team know you've finished.