Quick guide to downloading the Partner Capacity Assess Tool

Graphical user interface, text, email

Description automatically generated**Step 1:** Click the Partner Capacity Assessment Tool in the procedure table to download the file

**Step 2:** Click the ‘Enable Macros’ option

Graphical user interface, text, application

Description automatically generated

**Step 3:** Access document

Graphical user interface, application, table, Excel

Description automatically generated

Quick guide to downloading the Partner Capacity Assess Tool (PCAT) in the Template Library

**Step 1**: Go to the [POPP Template Library](https://popp.undp.org/search?f%5B0%5D=document_type_facet%3A21)

Graphical user interface, application

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**Step 2**: Press ‘Control F’ on your keyboard and search for the Partner Capacity Assess Tool

Graphical user interface, application

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**Step 3:** Select the document and left click to choose the **‘**Open link in New Tab’ option

**Graphical user interface, application

Description automatically generated**

**Step 4:** Click ‘yes’ to open the file in Excel

Graphical user interface, application

Description automatically generated

**Step 5:** Allow the page to open the link in Microsoft Excel

Graphical user interface, application, Teams

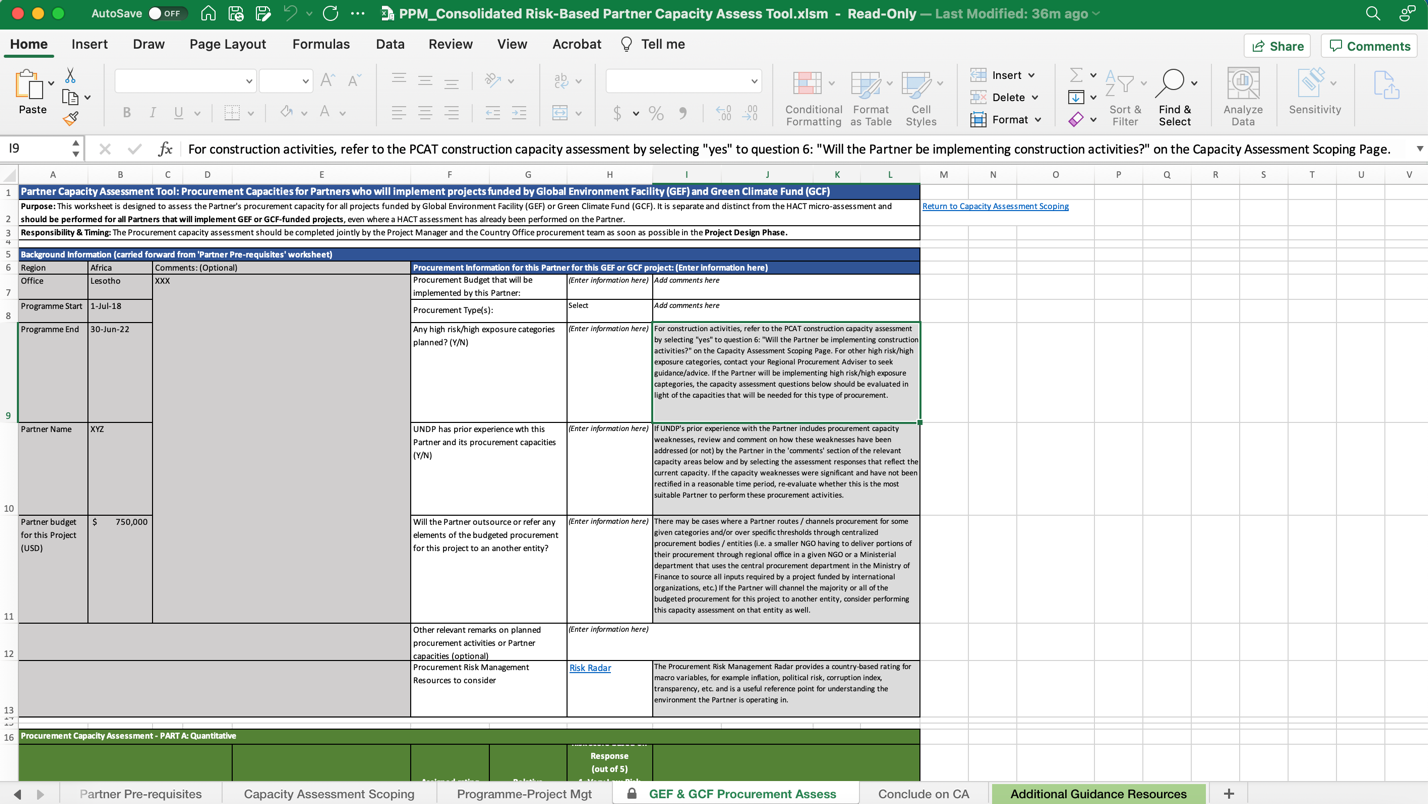
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**Step 6:** Click the ‘Enable Macros’ option

**Graphical user interface, text, application

Description automatically generated**

**Step 7:** Access document

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