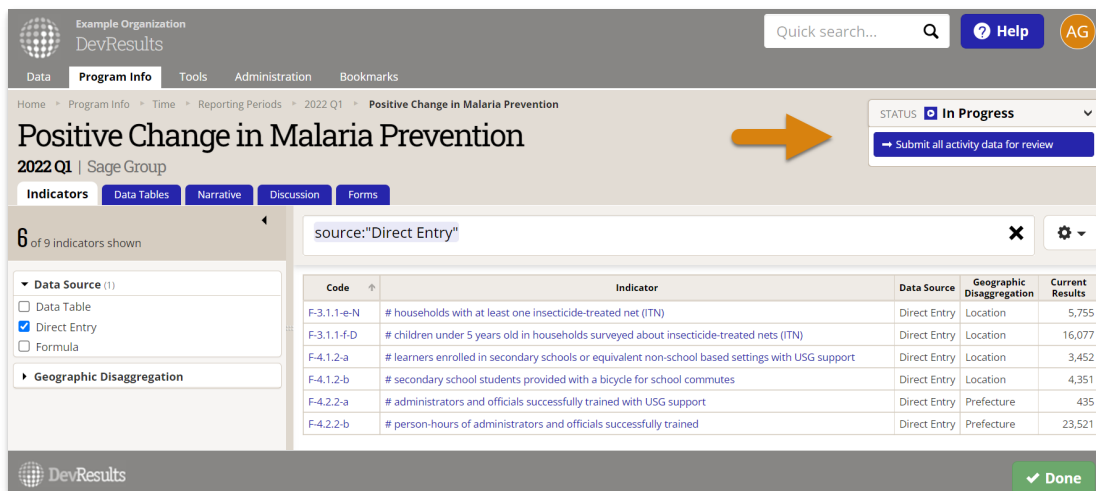# Data Submission & Approval Process

DevResults has a built-in **submission and approval process** for each reporting period, for each project. Each of a project's reporting periods will move through five statuses:

1. **No Data:** This is the initial status for each reporting period for each project.
2. **In Progress:** Partners and contributors **enter data** for their project for the most recent reporting period, which automatically updates the status of that reporting period for the project.
3. **Submitted:** The data is submitted for that project for that reporting period by a user with the **Submit Indicator Results** role, like a partner manager.
4. **Returned:** If there are any issues with the data, it can be returned to partners or contributors with a request for edits or clarifications. The data can then be edited and re-submitted.
5. **Approved:** Submitted data is then reviewed and approved by internal staff with permission to **Approve Indicator Results**, like a manager or an owner.

Submission

When some data has been entered in DevResults for a project for a particular reporting period, the status for that page will say **In Progress**.

When data entry is complete, users with the **Submit Indicator Results** role can click on this dropdown and choose the option to **Submit all project data for review**.

When you submit data, users associated with the project will be notified (depending on your site's **notification settings**). A popup lets you add a customized message along with the notification of submission.

A record of all status changes and comments can be found in the discussion tab for each project, each reporting period.

Once the data is submitted, only users with the **Approve Indicator Results** role or **Owners** may edit the data. This prevents others from editing the data while it is being reviewed.

> **Note:** By default, only data for **direct entry** indicators is locked. To lock data for **data table** indicators, see **data table row locking**.

Return

After submission, users with the **Approve Indicator Results** role or **Owners** can review the data.

If there are any issues with the data that require editing, explanations, and re-submission, the status of the project's reporting period can be set to **Returned** by selecting **Return data to partner** in the status drop-down.

This change in status, and any custom message, is also captured in the **Discussion** tab.

The data can then be edited by users with permission to edit indicator results and re-submitted by users with the **Submit Indicator Results** role (typically partner managers and contributors).

Approval

After review of submitted data, users with the **Approve Indicator Results** role or **Owners** can approve the data.

This change in status, and any custom message, is also captured in the **Discussion** tab.

Once data is approved, only **Owners** can edit the data.

Owners also have the option to **Reset project reporting period** This deletes all direct entry data for the reporting period for this project, but it does not delete previous messages in the discussion tab.

> **Note:** Information can be added to the **Narrative** tab at any time. Many organizations' workflows involve

writing narratives about approved data, so this narrative information can be added and edited after indicator data is approved and locked.

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