

# Data Submission & Approval Process

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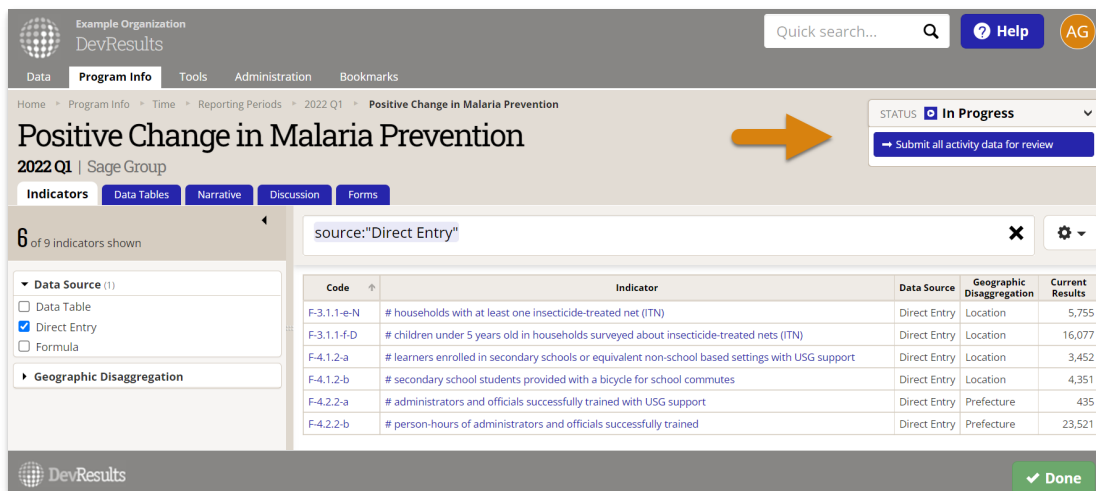
DevResults has a built-in **submission and approval process** for each reporting period, for each project. Each of a project's reporting periods will move through five statuses:

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**.



The screenshot shows the DevResults interface for a project titled "Positive Change in Malaria Prevention" under the "2022 Q1" reporting period. The status is "In Progress". A dropdown menu is open, showing the option "Submit all activity data for review". An orange arrow points to this option. The interface also shows a table of indicators with columns for Code, Indicator, Data Source, Geographic Disaggregation, and Current Results.

Code	Indicator	Data Source	Geographic Disaggregation	Current Results
F-3.1.1-e-N	# households with at least one insecticide-treated net (ITN)	Direct Entry	Location	5,755
F-3.1.1-f-D	# children under 5 years old in households surveyed about insecticide-treated nets (ITN)	Direct Entry	Location	16,077
F-4.1.2-a	# learners enrolled in secondary schools or equivalent non-school based settings with USG support	Direct Entry	Location	3,452
F-4.1.2-b	# secondary school students provided with a bicycle for school commutes	Direct Entry	Location	4,351
F-4.2.2-a	# administrators and officials successfully trained with USG support	Direct Entry	Prefecture	435
F-4.2.2-b	# person-hours of administrators and officials successfully trained	Direct Entry	Prefecture	23,521

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.

Submit all activity data for review

Subject

Results data submitted for the activity 'Positive Change in Malaria Prevention'

To

Aboubacar Diallo

Alpha Oumar Sène

Isabelle Mbagbouée

Message

Results data has been submitted for Positive Change in Malaria Prevention by Allison Green.

AG

Allison Green says

Here's our data for review! Please let me know if I can help with anything else

Cancel

Send

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

Example Organization  
DevResults

Quick search...

Help

AG

Data

Program Info

Tools

Administration

Bookmarks

Home

Program Info

Time

Reporting Periods

2022 Q1

Positive Change in Malaria Prevention

STATUS Submitted

Positive Change in Malaria Prevention

2022 Q1 | Sage Group

Indicators

Data Tables

Narrative

Discussion

Forms

AG

Allison Green says

Post

AG

Allison Green

6 minutes ago

Activity data submitted for review.

Here's our data for review! Please let me know if I can help with anything else.

These users will be notified of comments

AD

Aboubacar Diallo

IM

Isabelle Mbagbouée

AS

Alpha Oumar Sène

DevResults

Done

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.

Example Organization  
DevResults

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home » Program Info » Time » Reporting Periods » 2022 Q1 » Positive Change in Malaria Prevention

## Positive Change in Malaria Prevention

2022 Q1 | Sage Group

Indicators Data Tables Narrative Discussion Forms

6 of 9 indicators shown

source:"Direct Entry"

STATUS ☒ Submitted

- Return data to partner
- Approve all activity data
- Reset activity reporting period

⌵ ⚙

⚠ This activity's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Current Results
F-3.1.1-e-N	# households with at least one insecticide-treated net (ITN)	Direct Entry	Location	5,755
F-3.1.1-f-D	# children under 5 years old in households surveyed about insecticide-treated nets (ITN)	Direct Entry	Location	16,077
F-4.1.2-a	# learners enrolled in secondary schools or equivalent non-school based settings with USG support	Direct Entry	Location	3,452
F-4.1.2-b	# secondary school students provided with a bicycle for school commutes	Direct Entry	Location	4,351
F-4.2.2-a	# administrators and officials successfully trained with USG support	Direct Entry	Prefecture	435
F-4.2.2-b	# person-hours of administrators and officials successfully trained	Direct Entry	Prefecture	23,521

DevResults

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.

Example Organization  
DevResults

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home » Program Info » Time » Reporting Periods » 2022 Q1 » Positive Change in Malaria Prevention

## Positive Change in Malaria Prevention

2022 Q1 | Sage Group

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DevResults

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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