

Data Submission & Approval Process

Last Modified on 12/02/2021 5:29 pm EST

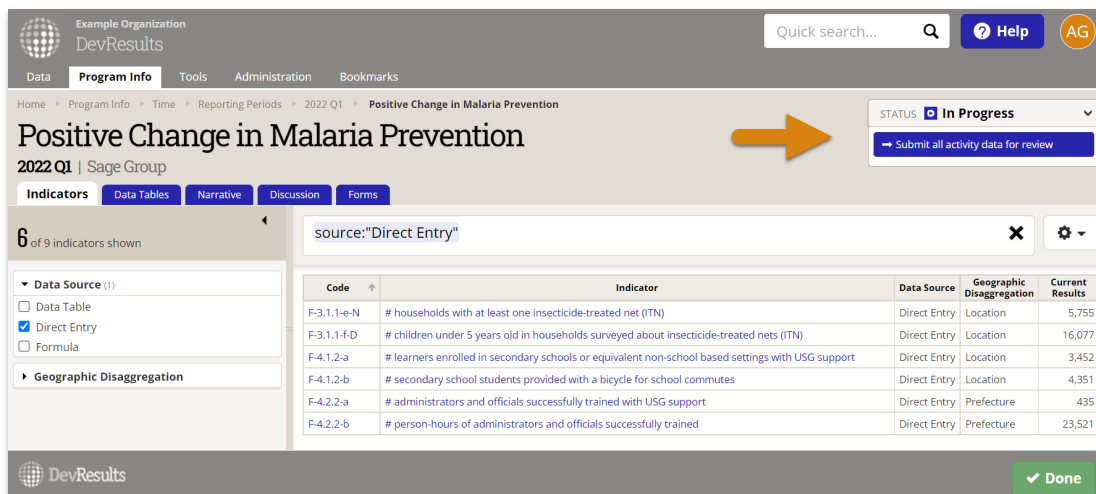
DevResults has a built-in **submission and approval process** for each reporting period, for each activity. Each of an activity's reporting periods will move through five statuses:

1. **No Data:** This is the initial status for each reporting period for each activity.
2. **In Progress:** Partners and contributors **enter data** for their activity for the most recent reporting period, which automatically updates the status of that reporting period for the activity.
3. **Submitted:** The data is submitted for that activity 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 an activity for a particular reporting period, the status for that page will say **In Progress**.

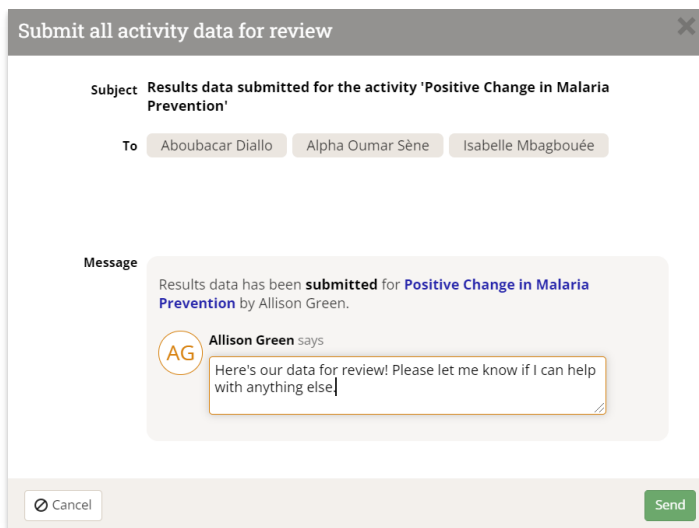
When data entry is complete, users with the **Submit Indicator Results** role can click on this dropdown and choose the option to **Submit all activity data for review**.



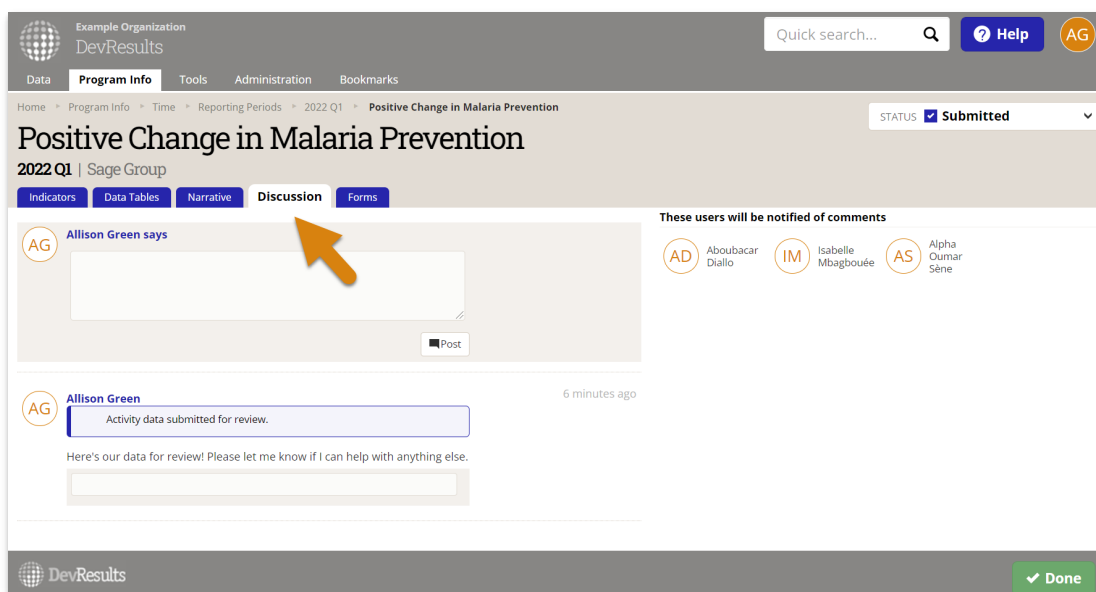
The screenshot shows the DevResults interface for an activity titled "Positive Change in Malaria Prevention" under the "2022 Q1" reporting period. The status is "In Progress". A button labeled "Submit all activity data for review" is highlighted with an orange arrow. Below the status bar, there are tabs for "Indicators", "Data Tables", "Narrative", "Discussion", and "Forms". The "Indicators" tab is active, showing a list of 6 indicators. A search filter "source:'Direct Entry'" is applied. The table below lists the indicators with their codes, descriptions, data sources, 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 activity 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 activity, 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 activity's reporting period can be set to **Returned** by selecting **Return data to partner** in the status drop-down.

Example Organization
DevResults

Quick search... [Q] [Help] [IM]

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
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DevResults Done

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... [Q] [Help] [IM]

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DevResults Done

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 activity reporting period**. This deletes all direct entry data for the reporting period for this activity, 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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