Enterprise Linked Site Setup Checklist

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Here are the steps to follow to report data successfully from one DevResults site to another:

- 1. Download the Enterprise Linking Request Template.xlsx 🖉
- 2. In the first row, enter the URLs for the sites that you would like to link

3. In the following rows, enter in the names of the activities on each site that you would like to link. If you are linking multiple activities on the publishing site to a single activity on the enterprise site, please enter in the enterprise activity name for each row. For example, if two activities in site A publish to activity "BetterBetter" in site B, list "BetterBetter" in the site B column **twice**.

4. Email the completed Excel file to DevResults at **help@devresults.com** with the subject line Enterprise Linking Request.

Once your activities have been linked, you will need to link **indicators**, **disaggregations**, and **administrative divisions** to ensure you can publish data. Below is a checklist of all items that need to be linked, as well as the other conditions that need to be fulfilled to successfully publish data.

Checklist for data publishing

- Administrative Division Levels are linked.
- Administrative Divisions and Locations are linked.
- Indicators are linked. (Note: Directly copying indicators from the Indicator Library will automatically link them.)
- Disaggregations and disaggregation categories are linked.
- One activity on the publishing site has **data entered** and **approved**.
- Reporting period on the publishing site is **certified** and compatible with the reporting period on the enterprise site (they run for the same length of time and the publishing start and end date fall within the enterprise start and end date).
- Data can be entered on the corresponding period on the enterprise site (the submission window is open and is not set to a Submitted/Approved status)
- The activity on the enterprise site has appropriate geography mappings to receive published data
- The activity on the enterprise site has appropriate reporting period mappings to receive published data
- The activity on the enterprise site is **assigned to the indicator**
- The indicator on the enterprise site is set to "**direct entry**"
- The linked indicators are compatible:
 - The publishing indicator cannot have a less granular geographic disaggregation than the enterprise indicator. (i.e.: you cannot publish country-level data to an indicator that's set to report at the location level, but you can publish location-level data to a country-level indicator.)
 - The indicator type matches (e.g.: they're both 'sum')
 - The publishing indicator must have all the disaggregations that exist on the target indicator (e.g.: you can't publish data disaggregated by sex to an indicator that is disaggregated by sex AND age, but you can publish an indicator disaggregated by both to an indicator that is only disaggregated by one or the other.)
 - The enterprise indicator must report per activity.

For a quick overview on what is and is not linked, go to Administration > Enterprise

Development Organization U Increasing Access	IS Development Organization Intern to Finance for Agribusin	Quick search Q 🛛 Help	
Data Program Info Tools	Administration Bookmarks		
Home * Administration * Enterprise	People Users Groups Organizations Partner Roles	items	٩ ٩٠
▼ Item Type	Settings -	Source Item	Target Item
Activity Administrative Division Administrative Division Level	Tags Sectors Status Options		Country Mozambique
 Disaggregation Disaggregation Category 	Custom Fields Notifications		Gender Urban vs Rural
Indicator Unit	Financial Mechanisms		Age HIV Status
▼ Source Site	Budget Categories		Female
Increasing Access to Finance for Ag	Exchange Rates Funding Sources		Male
Target Site	• Enterprise		
	0-14 (Children)		0-14 (Children)
	15-19 (Youth)		15-19 (Youth)
20-24 (Young Adult) 25-64 (Adult)			20-24 (Young Adult)
			25-64 (Adult)
	65+ (Senior)		65+ (Senior)
DevResults			

You can sort, filter, and search for specific items in the list using either the left-hand side filter or the search bar.

Home 🖻 Administration 🔺 Enterprise		
4 d of 103 linked items shown	type:"Activity" type:"Disaggregation" gra	× •-
• Item Type (2)	Source Item	Target Item
Activity	Grade level	Grade level
Administrative Division Level	Best Agricultural Research Program	Increasing Access to Finance for Agribusinesses
✓ Disaggregation	Commercial Agribusiness for Sustainable Horticulture Program	Increasing Access to Finance for Agribusinesses
Disaggregation Category		
Indicator		
Unit		
▼ Source Site		
Increasing Access to Finance for Agribusines		
Target Site		

If you are linked to multiple sites, you can also filter by either the source or target site.

Data Program Info Tools Administra	tion Bookmarks	
Home 🕑 Administration 🕑 Enterprise		
103 of 103 linked items shown	Search linked items	٩ •
✓ Item Type Activity	Source Item	Target Item
Administrative Division	Mozambique	Country
Administrative Division Level Disaggregation	Sex	Gender
Disaggregation Category	Urban vs Rural	Urban vs Rural
Indicator	Age	Age
	Female	Female
Increasing Access to Finance for Agribusines	Male	Male
▼ Target Site	Rural	Rural
Global M&E Platform	Urban	Urban
	0-14 (Children)	0-14 (Children)
	15-19 (Youth)	15-19 (Youth)
	20-24 (Young Adult)	20-24 (Young Adult)
	25-64 (Adult)	25-64 (Adult)
	65+ (Senior)	65+ (Senior)

NOTE: If you see "Unknown" under a target item, it's either because you do not have permissions on the target site to see that item, or a result of a deleted link. Reach out to us at **help@devresults.com** to help investigate the issue.

Link Administrative Division Levels

To begin with, link the administrative division levels.



Go to **Program Info > Administrative Divisions**. Then click on **Manage levels** in the upper right corner.

Click the number in the **Linked Levels** columns for each level you want to link. This will open a pop-up to view/edit the linked levels.

Administrative Division Levels

Туре	Level	Name	Name (Plural)	Administrative Divisions	Linked Levels
Administrative Divisions	0	Mozambique	Mozambique	1	0
Administrative Divisions	1	Region	Regions	11	0
Administrative Divisions	2	Province	Provinces	131	0
←View administrative divisions					

Select the site you wish to link to and the level in that site to link to. Click **Done** once you've finished making selections.

itr 1.	Linked Levels The Mozambique level is lin	nked to:			×
1	Site Name			Level	
am	demoenterprise 🗸		Select level 🗸		
ia			Select level		
.4.			Country		✓ Done
s	13	I (World		

Repeat these linking steps for each level you need to link. Please note that admin division level links are "one to one" between sites.

Link Administrative Divisions

For every Administrative Division Level you linked, you'll need to link at least one Administrative Division.



Go to **Program Info** > **Administrative Divisions**.

Select the administrative division you want to link and click the **Edit** button.



This will open the Administrative Division's Details page. Click the (+) Add linked administrative division... button.

Administrative Division	Activity Mapping
Hierarchy	Activities No activities are mapped to this administrative division.
Name Mozambique	Linked Administrative Divisions
Code	This administrative division is not linked to any other sites.
Level Mozambique	
Angola Zambia Malbu Lusaka• Muranayae T Maranayae Namibia Botswana Madagascar	

This will open a pop-up to select a linked site and Administrative Division to link to. If your site is only linked to one other site, we'll autoselect it for you. If your site is linked to multiple other sites, you'll see a dropdown at the top so you can pick the site to link to.

Use the Administrative Division dropdown to make your selection. You can start typing the name of the Administrative Division to filter the dropdown list.

Once you've selected both the linked site and the Administrative Division to link to, click the **Add Link** button to complete the linking.

Add Linked Ad	lministrative Division	×
Site	demoenterprise.(
Administrative Division	Mozam	•
	Mozam bique	
		✓ Add Link

The Linked Administrative Divisions section will update to reflect the changes you made.

Developmen Increasi	t Organization US Development Organization International ng Access to Finance for Agribusinesses		Quick search	۹ 🕜	Help
Data Program In	fo Tools Administration Bookmarks				
Home 🔸 Program Info	Geography Administrative Divisions Mozambique				
Administrative D	Division	Activity Mapping			
Hierarchy		Activities No activities are mapped to this administrative	e division.		
Name	Mozambique	Linked Administrative Divisions			
Code		Site Name Administrative Division			
Level	Mozambique	demoenterprise wozambique			
C An C An	gola Zambia Mala Lusaka Mananana Zimbabwe Madagascar hibia Botswaa Pretori * Keysad ahomore Mag das 2022 Google 300 km Tems of Use				
Regions	Cabo Delgado				
0	Gaza				
	Manica				
	Maputo				
	Maputo City				
	Nampula				
	Nassa				
	Sofala				
DevResults					🗸 Done

To publish data between locations, you will need to link locations to one another. Go to **Program Info > Locations** and select the location you want to link.

	Development Organization US Development Increasing Access to Finance	nt Organization International ee for Agribusinesses	Quick search	Q 🛛 🖓 He	elp 🥝
	Program Info Tools Administrat				
Home 🕨	Activities :ions				
27 of 27	Data Definitions Indicators Data Tables	Search locations			۹.
► Admin	Results Framework Disaggregations Narrative Questions	0 locations Assign tags 🗂 Delete			
► Tag	Time	Location	Province, Region	Latitude	Longitude
	Reporting Periods	Angoche	Angoche, Nampula	-16.216265600	39.914466000
	Reporting Cycles	Banhine NP	Chigubo, Gaza	-22.748496000	32.808449600
	Geography	Bazaruto NP	Inhassoro, Inhambane	-21.649153100	35.467236800
	Locations	Beira	Dondo, Sofala	-19.796381600	34.884486700
	Map Overlays	Chimanimani National Reserve	Sussundenga, Manica	-19.802886000	33.083954000
	Merge Duplicate Locations	Chinde	Chinde, Zambezia	-18.584677100	36.460782300
		Chokwé	Chókwè, Gaza	-24.532316600	32.983199800
		Cuamba	Cuamba, Nassa	-14.800087700	36.533773100
		Dondo	Dondo, Sofala	-19.611540000	34.740929000
		Gorongosa NP	Gorongosa, Sofala	-18.815368600	34.496266600
		🔲 Gurúè	Gurue, Zambezia	-15.471492500	36.980970100
🍈 De	vResults			÷	New Location

Click the + Add linked location... button



This will open a pop-up to select a linked site and location to link to. If your site is only linked to one other site, we'll autoselect it for you. If your site is linked to multiple other sites, you'll see a dropdown at the top so you can pick the site to link to.

Use the location dropdown to make your selection. You can start typing the name of the location to filter the

dropdown list.

Once you've selected both the linked site and the location to link to, click the **Add Link** button to complete the linking.

Add Linked Location		
Site Name	demoenterprise.devresults.com	
Location	start typing to search locations Angoche (Mozambique)	
	Beira (Mozambique)	ink

Please note that both locations and admin divisions can be mapped "one to one" or "many to one" if multiple areas in a site are to be aggregated and published to a single area in a target site.

Indicators

To publish data between sites, you will need to link the indicators to one another. You can either use the **Indicator Library** for this, or do so manually.

To link indicators manually, go to Program Info > Indicators

Development Organization US Development	nt o rg e foi	anization Internation r Agribusines	nal ISES	Quick search Q	? He	
Data Program Info Tools Administrati						
Home > Activities Indicator	s					
34 of 34 Batta Tables	Se	earch indicato	15		c	¢٠
Frame Disaggregations Narrative Questions	0 i	indicators 🛧 Bo	okmark Assign activities Assign tags Mark Inactive 2004			
• Type Time		Code	Indicator	Disaggregation	Cross-D	isaggregated
Forma Reporting Periods		1.1-a	# hectares of agricultural land (fields, rangeland, agro-forests) showing improved biophysical conditions as	Land Type, Crop Type	No	
Reporting Cycles		1.2-a	# kilometers of roads improved or constructed	Urban vs Rural	No	
Data S Geography		1.3-a	# farmers and others who have applied new technologies or management practices as a result of USG assis	Sex	No	
Data T Administrative Divisions		1.4-a	% gross margin per kg of tubers	Crop Type	No	
Map Overlays		1-a	\$ GDP per capita		No	
Merge Duplicate Locations		1-b	\$ agricultural gross domestic product (GDP)		No	
Locatio		2.1-a	# public policies introduced, adopted, repealed, changed or implemented consistent with citizen input		No	
Province		2.2-a	% local elected councils and and/or mayorships undergoing turnover in political party control from one elec	Incumbent v Non	No	
Region		2.2-a-D	# local elected councils and and/or mayorships to hold elections	Incumbent v Non	No	
		2.2-a-N	# local elected councils and/or mayorships undergoing turnover in political party control from one election	Incumbent v Non	No	
Disaggregation		2-a	USAID NGO sustainability index		No	
C Gran Turan		3.1-a	# people living with HIV/AIDS (PLHIV) reached with a minimum package of prevention with PLHIV (PWP) inte	Age, Sex	Yes	
Ethnicity		3.1-6	% households with at least one insecticide-treated net (ITN)		No	
Grade level		3.1-6-D	# households surveyed about insecticide-treated nets (ITN)		No	
Incumbent v Non		3.1-b-N	# households with at least one insecticide-treated net (ITN)		No	
Land Type		3.1-c	% children under 5 years old who slept under an insecticide-treated net (ITN) the previous night	Sex	No	
School Level		3.1-c-D	# children under 5 years old in households surveyed about insecticide-treated nets (ITN)	Sex	No	
Sex Sex		3.1-c-N	# children under 5 years old who slept under an insecticide-treated net (ITN) the previous night	Sex	No	
 Testing Facility Type 		3.2-a	% testing facilities (laboratories) that are accredited according to national or international standards	Testing Facility Type	No	
Urban vs Rural		3.2-a-D	# testing facilities (laboratories) surveyed	Testing Facility Type	No	
Sector		3.2-a-N	# testing facilities (laboratories) that are accredited according to national or international standards	Testing Facility Type	No	
A Tes		3.3-a	# children under five reached by USG-supported nutrition programs	Sex	No	
L, Iak		3.3.6	erauslance of undersulater children under five usage of ane		No	
DevResults				📕 Indicator Library	🕀 Ne	w Indicator

Search or filter the indicator index and select the indicator you want to link.

Development Organization US Developm Increasing Access to Finance	ent o rg CE fO	anization Internat r Agribusine	ional PSSES	Quick search	2 🛛 🖓 Help	
Data Program Info Tools Administra	ation	Bookmarks				
Home > Program Info > Data Definitions > Indicat	tors					
2 of 34 indicators shown	\$				×	•
+ Framework	0	indicators 🔶 🖈 🛙	lookmark Assign activities Assign tags Mark Inactive EDelete			
• Туре		Code	Indicator	Disaggregation	Cross-Disaggregat	ted
+ Format		1-a	\$ GDP per capita		No	
h Data Sauran		1-b	\$ agricultural gross domestic product (GDP)		No	
r bata source			2 indicators			
Data Table						
▼ Geographic Disaggregation						
Location						
Mozambique						
Province						
Region						
- Disaggregation						
Age Age						
Crop Type						
Ethnicity						
Grade level						
Incumbent v Non						
Land Type						
School Level						
U Sex						
Testing Facility Type						
Urban vs Rural						
+ Sector						
▶ Tag						
DevResults				📕 Indicator Libra	New Indicator	

Click the (+) Add linked indicator... button

Development Or Increasing	ganization US Development Organization Internation Access to Finance for Agribusiness	at BES		Quick search	۹	🕜 Help	
Home & Deerson lafe & D					_	_	
	ata bennitions - indicators - 3 dor per capita						
S GDP I	per capita						
Definition Targets	Data Reports Forms Documents						History
					_	_	
Data Source			Reference				
Data Source	 Enter indicator results directly 		Name S GDP per o	apita			
	O Populate from a data table						
	 Calculate from a formula 		Code 1-a				
Characteristics							
Characteristics			Reference #				
Indicator Type	O Sum		Anthro 🔽 🗖 Indiana	- Te - entry			
	 Average 		Active: 🔽 Indicato	r is active			
	○ Yes/No						
Number Format	Whole number		Linked Indicators				
	O Decimal		This indicator is not linked to an	ny other sites.			
	O Percentage		+ Add linked indicator				
Derimal Places			-				
beennarriaees	2		Definition				
Default Reporting Cycle	Accurat	Edit reporting cycles	Indicator definition.				
Unit	USD		Classification				
			Clubbilloution				
Periods	Results are entered:	Targets are entered:	Results & F/4.7 Econ	omic Opportunity			
	 Incrementally (since last result) 	Incrementally (since last target)	S G/1 Agricu	lture			
		Cumulatively (over the life of the project)	+ Add a resu	It			
Disaggregation			Sectors & Agriculture			_	
💮 DevResults					1 Delete this i	ndicator	Done

Filter the list of indicators to find the corresponding indicator on the enterprise site and then click **Add Link**.

Add Linked I	ndicator	×
Site	demoenterprise.	
Results Framework	Any	•
Indicator	1.0-a 1.0-a \$ GDP per capita 1.0-b \$ agricultural gross domestic product (GDP) 1.1-a # hectares of agricultural land (fields, rangeland, agro-forests) showing improved biophysical conditions as a result of USG assistance 1.2-a # kilometers of roads improved or constructed 1.3-a # farmers and others who have applied new technologies or management practices as a result of USG assistance 1.4-a % gross margin per kg of tubers 2-a USAID NGO sustainability index 2.1-a # public policies introduced, adopted, repealed, changed or implemented consistent with citizen input	ink tor is act

Please note that indicator links are "one to one" between sites.

Link Disaggregations & Disaggregation Categories

To link the disaggregations of the indicators you're publishing, go to **Program Info** > **Disaggregations**

Development Organization US Development Organizatio US Development Organization US Develop	segment Organization International nance for Agribusinesses	Quick search	Q 🛛 🕜 Help	
Data Program Info Tools Adm				
Home Activities	isaggregations			
Data Definitions				
Searc Indicators Data Tables			q	Q.4
Results Framework				
Disaggregations	Disaggregation Categories			
Ase Time	0-14 (Children), 15-19 (Youth), 20-24 (Young Adult), 25-64 (Adult), 65+ (Senior). Promoting a policy based on constituent feedback. Promoting a policy based on co	onstituent feedback Promoting	a policy based on constitu	ent feedback
Crop Type Reporting Periods	Bananas, Citrus Fruits, Coconuts, Coffee, Corn, Manioc, Palm Kernels, Peanuts, Pineapples, Rice, Sugarcane, Sweet Potatoes, Yams			
Ethnicity Reporting Cycles	Malinke, Other, Peul, Soussou			
Grade lev Geography	1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade			
HIV Statu:	Negative, Positive			
Administrative Divisions	Incumbent Did Not Run, Incumbent Ran			
Land Type Merge Duplicate Locations	Agro-forests, Fields, Rangeland			
School Le	Primary, Secondary			
Sex	Female, Male			
Testing Facility Type	Attached to Hospital/Clinic, Stand-Alone			
Urban vs Rural	Rural, Urban			
11 disaggregations				
IV DevResults			New Disagg	regation

Click on the disaggregation you want to link and click the **(+) Add linked disaggregation...** button.

tome * Program Info * Data Definitions * Disaggregations * Urban vs Rural Disaggregation by Urban vs Rural										
Details						Dependencies				
Name	Urb	an	/s Rural			${\cal O}$ 6 indicators reference this disaggregation				
Description	Dis	aggi	regation definition.			Linked Disaggregations				
Disaggregation			Catazan	Description	This disaggregation is not linked to any other sites.					
categories		¢	Rural	Description	-	Theo mixee draggings and				
		\$	Urban							
			Click to add							

The disaggregations or their categories do not need to have the same names/wording. You may use different names for the disaggregations themselves between sites (e.g. Sex vs. Gender) and have different names for the individual categories in that disaggregation (e.g. Male vs. Men). You can even use different languages. Sites can also have different number of categories in their disaggregation list. Specifically, the enterprise site can have *more* categories in the list than the program or project site, as long as the project or program site properly links its categories to them. For example, a program or project site might define gender with two categories (male and female), while an HQ site might define it with three (male, female, and unknown). In case, the 'unknown' category would never be reported to the HQ site since it doesn't exist on the program/project site.

Link the disaggregations together and click Add Link.

Add Linked Disag	ggregation	×
Site	demoenterprise	•
		✓ Add Link

Next, you will be taken to a modal to link the two disaggregation categories. Select the categories from the dropdown menus and then click **Done**.

Manage Linked I	Disaggregation Categories		×
Site	demoenterprise		
Disaggregation	Urban vs Rural		
Categories	demoproject	demoenterprise	
	Rural	Rural 🗸	
	Urban	Urban 🗸	
		✓ Dor	ne

The disaggregation details page will update to show this link in the **linked disaggregations** section. If you've successfully linked all disaggregations, the "complete" column will have a green checkmark. If not, click the **configure** button to complete linking.

Development Increasi Data Program In	: organi ng Ac fo	ization US Development Organization Int CCESS to Finance for Agribus Tools Administration Bookmar	ernational Sinesses ks					Quick search	٩	🕜 Help	
	jati	Definitions > Disaggregations > Urban	rs Rural Rural								
Details					Dependencies						
Name	Urban	vs Rural			∂ 6 indicators reference	ce this disaggregation					
Description	Disagg	regation definition.			Linked Disaggre	gations		-			
					Site Name		Disaggregation	Complete			
Disaggregation categories		Category	Description	A	demoenterprise	Urban vs Rural		× 0	Configure		
	1	Urban									
		Click to add									
()) DevResults								E De	lete this disaggre	gation	Done

You may still run into issues while trying to publish indicator results. DevResults will send you detailed emails about why a publication may have failed. However, if you find that you're still having issues please email us at **help@devresults.com**.

Didn't answer your question? Please email us a**thelp@devresults.com**.

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