

Certifying and Publishing your Data to Another Site

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Your DevResults site is set up to report data to another DevResults site. A site administrator has set up some linkages between the two sites so you should be able to report data, but how do you actually publish that data from your site to the parent site? It's pretty simple. Once you are done collecting and verifying your own data for a reporting period, you'll certify that reporting period and publish the data to the other DevResults site.

To report data to another DevResults site, you'll report all data for a reporting period at a time using these general steps (described in more detail below):

1. You collect data as you normally would for the reporting period.
2. Once collection and review is complete for your activities for that reporting period, be sure to Submit and Approve the data for each Activity Reporting Period. **Only data in Approved Activity Reporting Periods will be published to other DevResults sites.**
3. Once you've approved your Activity Reporting Period data for the reporting, you'll **certify** this reporting period so that DevResults knows the data is ready to be published. This locks all Activity Reporting Periods from further direct data entry.
4. Once you certify the reporting period, you'll **publish** your data to the other DevResults site. When you certify, you can choose to auto-publish to all available reporting periods at the other DevResults site, or you can decline to manually publish later.
5. You can also **undo certification** for a reporting period if you need to fix data in it and halt any further publishing.

Certify your Reporting Period

Once you've finished data collection for all your activities for a reporting period and have Approved data in them, you will need to certify the reporting period to publish data from it to linked DevResults sites. Certification is basically a way to mark the reporting period as "finalized"--it will lock all Activity Reporting Periods from further data entry/editing.

To certify your reporting period, go to **Results->Reporting Periods** to open the Reporting Periods Index page:

DevResults | Kate's World
Kate's Test Site

Dashboard Activities **Results** Calendar Documents Photos Administration

Home » Results » Reporting Periods » 2016 Q1

2016 Q1

History

Dates

Reporting Period Dates 1 Jan 2016 - 30 Mar 2016

Submission Period Dates 1 Apr 2016 - 30 Apr 2016

Reporting Cycle Quarterly [Edit reporting cycles](#)

Certification

Not certified ☒ Certify [Learn more](#)

Linked Reporting Periods

Site	Reporting Period	Status	Submission Period	Last Published	Publish Pending?
kworld	2016 Q1	No Data	Open		Publish

Status by Activity

[Export status by activity](#) [Export all reporting period data](#) [Assign previous activities](#)

Code	Short Name	Activity	Awarding Org	Partner Org	Status	Locked?
DDD	DDD	Definitive Data Doing			Approved	<input type="checkbox"/>
FDH	FDH	Friendly Data Help			Approved	<input type="checkbox"/>
TRAIN	TRAIN	Training Extravaganza			Approved	<input type="checkbox"/>

DevResults [Delete this reporting period](#) [Done](#)

Publish Data from your Reporting Period

When you certify the reporting period, you have the option to automatically publish data to available reporting periods in the sites linked to yours. You can choose to do so, or you can wait and manually click **Publish** when you want to publish.

DevResults | Kate's World
Kate's Test Site

Dashboard Activities **Results** Calendar Documents Photos Administration

Home » Results » Reporting Periods » 2016 Q1

2016 Q1

History

Dates

Reporting Period Dates 1 Jan 2016 - 30 Mar 2016

Submission Period Dates 1 Apr 2016 - 30 Apr 2016

Reporting Cycle Quarterly [Edit reporting cycles](#)

Certification

Certified ☒ [Learn more](#)

Linked Reporting Periods

Site	Reporting Period	Status	Submission Period	Last Published	Publish Pending?
kworld	2016 Q1	No Data	Open		Publish

Reporting Period Certified

This reporting period has been certified.
The following linked reporting periods are currently open. Would you like to publish data to them now?

Site	Reporting Period	Submission Period	Publish?
kworld	2016 Q1	Open	<input checked="" type="checkbox"/>

[No Thanks](#) [Publish](#)

Status by Activity

[Export status by activity](#) [Export all reporting period data](#) [Assign previous activities](#)

Code	Short Name	Activity	Awarding Org	Partner Org	Status	Locked?
DDD	DDD	Definitive Data Doing			Approved	<input type="checkbox"/>
FDH	FDH	Friendly Data Help			Approved	<input type="checkbox"/>
TRAIN	TRAIN	Training Extravaganza			Approved	<input type="checkbox"/>

DevResults [Delete this reporting period](#) [Done](#)

Undo Certification of your Reporting Period

Once you have certified your reporting period, all Activity Reporting Period direct entry indicators will be locked from further cycles data entry and edits. If you need to make changes to this data, you will need to undo certification for the reporting period first. To do so, go to **Results->Reporting Periods** to open the Reporting Periods Index page.

Name	Start Date	End Date	Submission Start Date	Submission End Date	% Complete
2015 Q1	1 Jan 2015	30 Mar 2015	1 Apr 2015	30 Apr 2015	100%
2015 Q2	1 Apr 2015	30 Jun 2015	1 Jul 2015	31 Jul 2015	0%
2015 Q3	1 Jul 2015	30 Sep 2015	1 Oct 2015	31 Oct 2015	0%
2015 Q4	1 Oct 2015	31 Dec 2015	1 Jan 2016	31 Jan 2016	0%
2015 Year	1 Jan 2015	31 Dec 2015	1 Jan 2016	31 Jan 2016	0%
2016 Q1	1 Jan 2016	30 Mar 2016	1 Apr 2016	30 Apr 2016	100%
2016 Q2	1 Apr 2016	30 Jun 2016	1 Jul 2016	31 Jul 2016	0%
2016 Q3	1 Jul 2016	30 Sep 2016	1 Oct 2016	31 Oct 2016	0%
2016 Q4	1 Oct 2016	31 Dec 2016	1 Jan 2017	31 Jan 2017	0%
2016 Year	1 Jan 2016	31 Dec 2016	1 Jan 2017	31 Jan 2017	0%
2017 Q1	1 Jan 2017	30 Mar 2017	1 Apr 2017	30 Apr 2017	0%
2017 Q2	1 Apr 2017	30 Jun 2017	1 Jul 2017	31 Jul 2017	0%
2017 Q3	1 Jul 2017	30 Sep 2017	1 Oct 2017	31 Oct 2017	0%
2017 Q4	1 Oct 2017	31 Dec 2017	1 Jan 2018	31 Jan 2018	0%
2017 Year	1 Jan 2017	31 Dec 2017	1 Jan 2018	31 Jan 2018	0%
2018 Q1	1 Jan 2018	30 Mar 2018	1 Apr 2018	30 Apr 2018	0%
2018 Q2	1 Apr 2018	30 Jun 2018	1 Jul 2018	31 Jul 2018	0%

Click on the reporting period you wish to undo certification for. When the details screen opens, click the **Certified** dropdown next to **Certification** and click on **Undo certification**:

2016 Q1

Dates

Reporting Period Dates: 1 Jan 2016 - 30 Mar 2016

Submission Period Dates: 1 Apr 2016 - 30 Apr 2016

Reporting Cycle: Quarterly

Certification

☒ Certified

☒ Undo certification

Linked Reporting Periods

Site	Reporting Period	Status	Submission Period	Last Published	Publish Pending?
kworl	2016 Q1	In Progress	Open	16 Sep 2016 20:04 utc	16 Sep 2016 20:04 utc

Status by Activity

Code	Short Name	Activity	Awarding Org	Partner Org	Status	Locked?
DDD	DDD	Definitive Data Doing			Approved	
FDH	FDH	Friendly Data Help			Approved	
TRAIN	TRAIN	Training Extravaganza			Approved	

Make any necessary changes to data in individual Activity Reporting Periods. Once you're done, recertify the reporting period and publish that data to your parent.

Note: Undoing certification does **not** touch already-published data; it merely prevents any further publication and enables editing of existing data in the reporting period

Didn't answer your question? Please email us at help@devresults.com.

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