Certifying and Publishing your Data to Another Site

Scenario: Your DevResults site is set up to report data to another DevResults site. An owner has set up some links between the two sites. How do you report that data to the other DevResults site?

1. **Certify**: Once data has been submitted and approved for your own reporting period, you'll **certify** this reporting period so that DevResults knows the data is ready to be published. This locks data from further editing.
2. **Publish**: Once the reporting period is certified, you can **publish** your data to the other DevResults site. Note: Only approved data will be published.
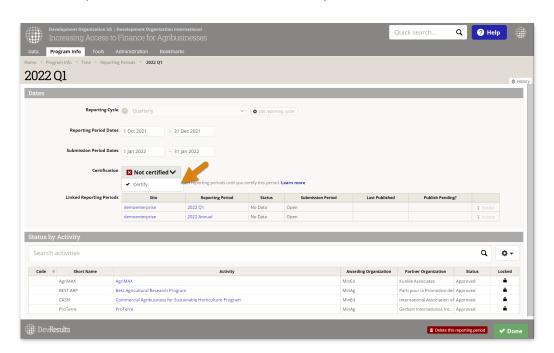
Frequently Asked Questions

1. **Change Data**: How do I change published data?
2. **Change Receiving Indicator**: What happens if a linked indicator's definition is changed on the "receiving" site?
3. **Change Publishing Indicator**: What happens if an linked indicator's definition is changed on the "publishing" site?

Certify your Reporting Period

Once you've finished data collection, submission, and approval for your projects, you will need to certify the reporting period to publish data from it to linked DevResults sites. Certification is a way to mark the reporting period as final; it will lock indicator data for this reporting period so that it cannot be edited.

To certify your reporting period, go to **Program Info > Reporting Periods** and **select the reporting period** you'd like to certify and publish.
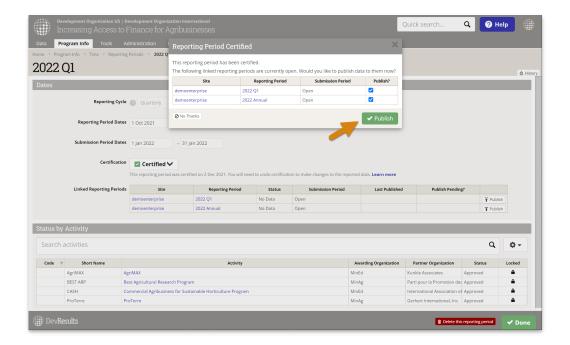
Click the dropdown next to **Certification** and select **Certify**:

Not all projects have to be approved in order to publish the reporting period, but at least one project must be approved. Only data for approved projects will be published.
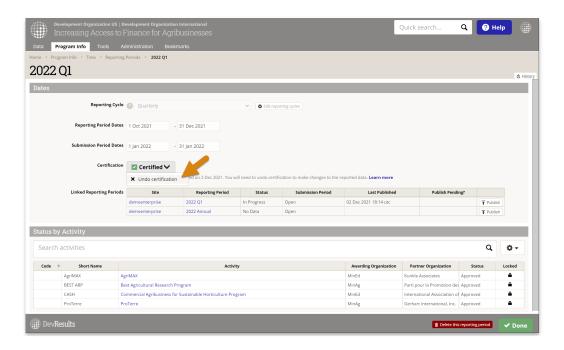
Publish Data from your Reporting Period

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.

Frequently Asked Questions

How do I change published data?

Once you have certified your reporting period, all direct entry indicators will be locked from further 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 **Program Info > Reporting Periods** and select the reporting period you wish to undo certification for. Click the **Certified** dropdown next to **Certification** and click on **Undo certification.**

Make any necessary changes to data in the projects' reporting periods. Once you're done, recertify the reporting period and publish that data to the receiving site.

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

What happens if a linked indicator's definition is changed on the "receiving" site?

- Changing an indicator's definition on the **receiving** (or "enterprise") site does not affect linked indicators on sites that publish to it.
- If you **delete disaggregations**, associated data will be deleted from the receiving site, but other sites will still be able to publish data to it. Publishing sites can have data that is *more* disaggregated than receiving sites and the data will be aggregated when published.
- If you **add disaggregations for a cross-disaggregated indicator**, associated data will be deleted. Other sites will not be able to publish data to it unless they have the same disaggregations. Publishing sites *cannot* have data that is *less* disaggregated than receiving sites if the indicator is cross-disaggregated.
- If you **add disaggregations for a parallel-disaggregated indicator**, data will not be affected. Other sites will still be able to publish data to it, but only data for shared disaggregations between the sites can be published.
- If you **change the geographic disaggregation**, associated data will be deleted from the receiving site, but not the publishing site. Other sites will still be able to publish data to it if the geographic disaggregation for that indicator is *less* specific (e.g. district-level data published to country-level indicator in receiving site).

What happens if an linked indicator's definition is changed on the "publishing" site?

- Changing an indicator's definition on a **publishing** site does not affect linked indicators on the receiving (or "enterprise") site.
- If you **delete disaggregations**, associated data will be deleted from the publishing site, but not the receiving site. However, no data will be published for this indicator the next time the site publishes. Publishing sites *cannot* have data that is *less* disaggregated than receiving sites if the indicator is cross-disaggregated.
- If you **add disaggregations for a cross-disaggregated indicator**, associated data will be deleted from the publishing site, but not the receiving site. Publishing sites can have data that is *more* disaggregated than receiving sites and the data will be aggregated when published.
- If you **add disaggregations for a parallel-disaggregated indicator**, data will not be affected, but only data for shared disaggregations between the sites can be published.
- If you **change the geographic disaggregation**, associated data will be deleted from the publishing site, but not the receiving site. Data will still be publishable to the receiving site if the geographic disaggregation for that indicator is *more* specific (e.g. district-level data published to country-level indicator in receiving site).

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

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