

IATI Publisher

User Manual v1.0

Welcome to the user manual (v1.0) of IATI Publisher. IATI Publisher is a free tool for organisations to publish their Aid data utilising the IATI data standard. This document contains guidance for users on using different features of IATI Publisher in order to manage and publish the data of the organisation and its activities. If you are a beginner, please follow the guide from the top so that you can understand the flow of managing and publishing the data. Otherwise use the 'Table of contents' to go to a specific instruction.

Note: Do check for the latest version of the user manual in <https://publisher.iatistandard.org>. It will be updated when new features are released, or if we receive user feedback to refine how things are described.

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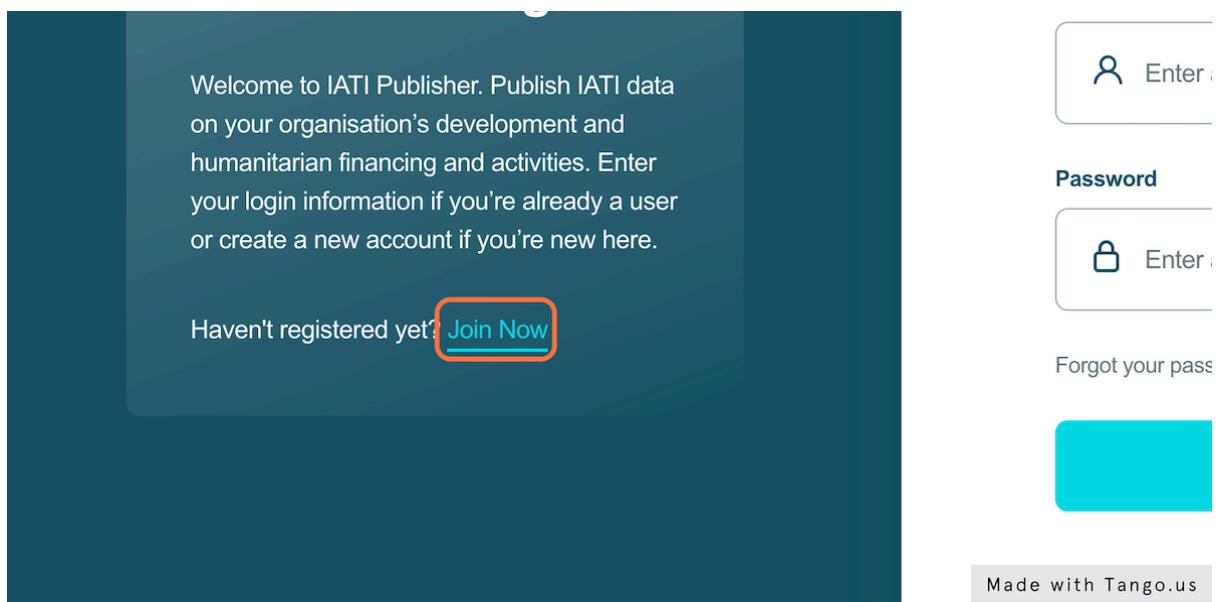
[How to download activity in CSV format?](#)

[How to download activity in XML format?](#)

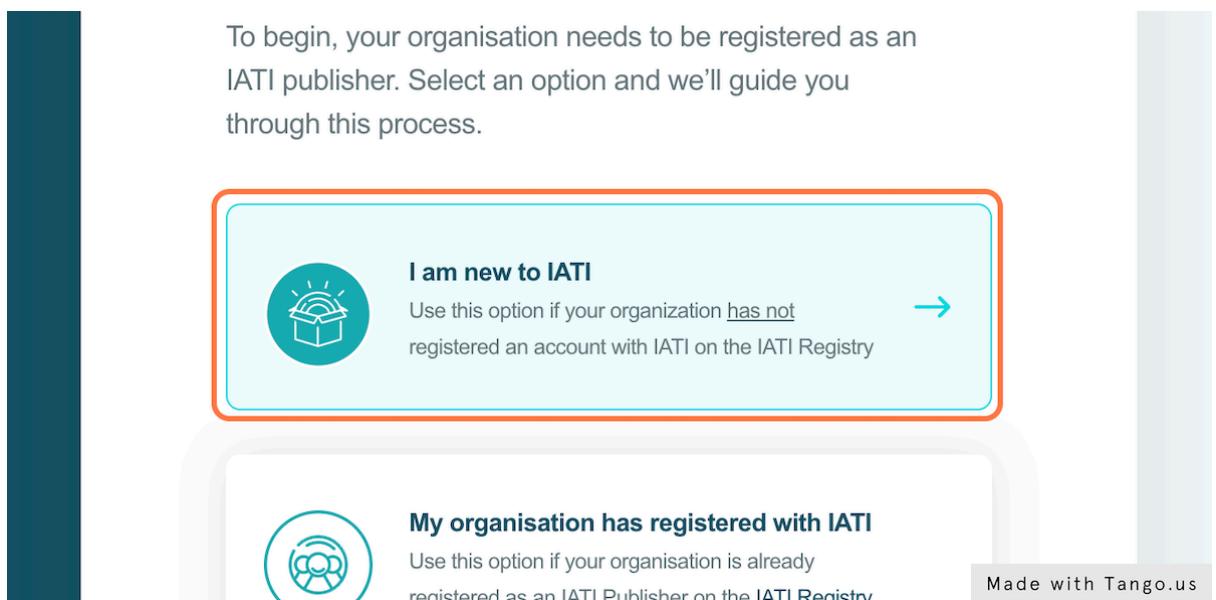
How to Sign up if you are new to IATI Registry?

1. Click on Join Now

In homepage, click Join Now link



2. Click on I am new to IATI...



3. Complete Publisher Information form

① Publisher Information

Publisher Name *

Publisher ID * Country

Organisation Registration Agency * Registration Number *
for e.g. 123456

IATI Organisational Identifier * Publisher Type *

This is autogenerated, please make sure to fill the above fields correctly.

Data License * Publisher Logo Url

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Step 1 out of 5

1 Publisher Information
This information will be used to create a Publisher in IATI Publisher

2 Contact Information

3 Publishing Additional Information

4 Administrator Information

5 Email Verification

4. Click on NEXT STEP

* Publisher Type *

ke sure to fill the above fields

Publisher Logo Url

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5. Complete Contact Information

Create IATI Publisher Account and IATI Registry Account
Register your organisation to start your IATI publishing journey by creating accounts in IATI publisher and IATI Registry at once.

Contact Information

Contact Email * Website

The contact email must be a valid email address.

Address

[GO BACK](#) [NEXT STEP →](#)

Already have an account? [Sign in.](#)

Step 2 out of 5

✓ Publisher Information

2 Contact Information This information will be used to create a Publisher in IATI Publisher

3 Publishing Additional Information

4 Administrator Information

5 Email Verification

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6. Click on NEXT STEP

an account? [Sign in.](#)

[NEXT STEP →](#)

3 Publishing

4 Administration

5 Email Verification

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7. Complete Publishing Additional Information

Create IATI Publisher Account and IATI Registry Account
Register your organisation to start your IATI publishing journey by creating accounts in IATI publisher and IATI Registry at once.

Publishing Additional Information

Source * Primary

Record Exclusions
Type Record Exclusions here

GO BACK NEXT STEP →

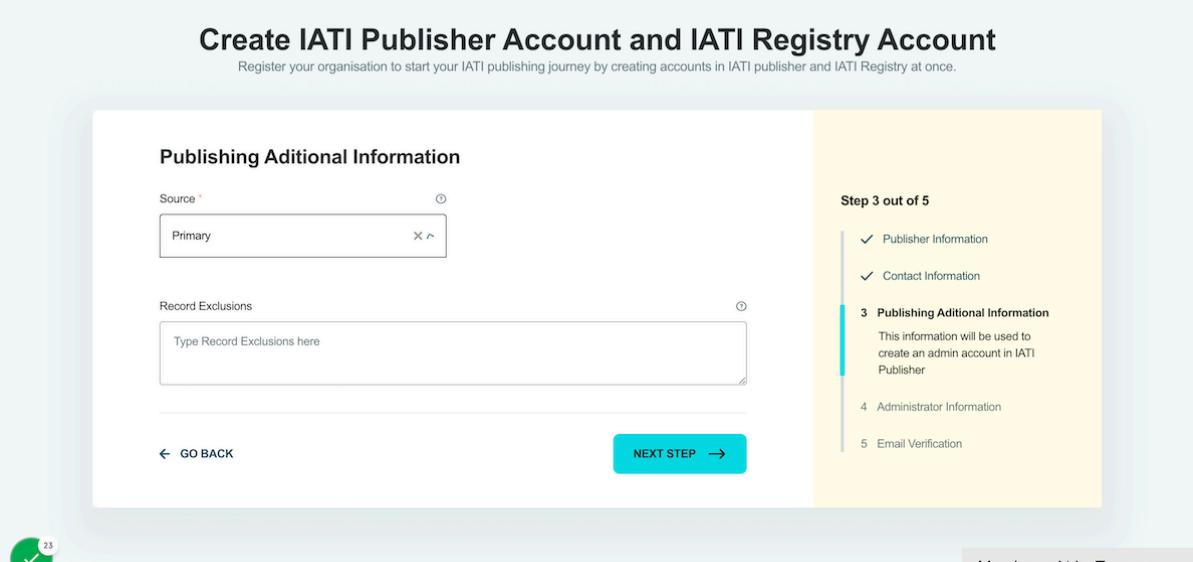
Step 3 out of 5

- ✓ Publisher Information
- ✓ Contact Information

3 Publishing Additional Information
This information will be used to create an admin account in IATI Publisher

4 Administrator Information
5 Email Verification

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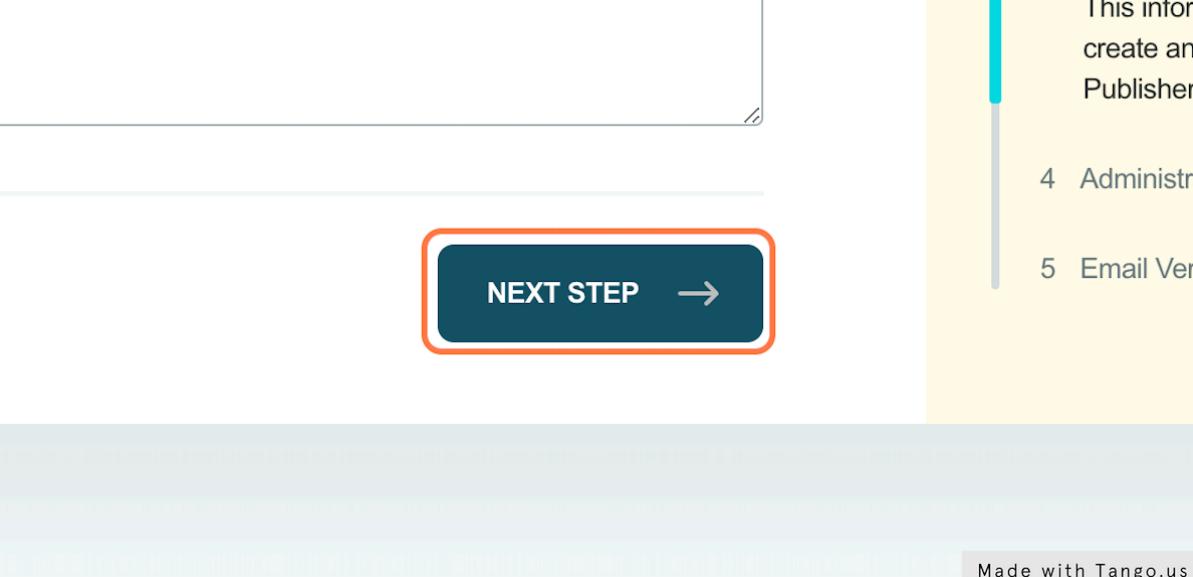
8. Click on NEXT STEP

This information will be used to create an admin account in IATI Publisher

4 Administrator Information
5 Email Verification

NEXT STEP →

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9. Complete Administrator Information

Create IATI Publisher Account and IATI Registry Account
Register your organisation to start your IATI publishing journey by creating accounts in IATI publisher and IATI Registry at once.

Administrator Information

Username * ?

Full Name * Email Address *

Password * Confirm Password * ?

Minimum length: 6 characters Should match the password above

← GO BACK NEXT STEP →

Step 4 out of 5

- ✓ Publisher Information
- ✓ Contact Information
- ✓ Publishing Additional Information

4 Administrator Information

Provide your information to create an admin account here on IATI Publisher and IATI Registry at once.

5 Email Verification

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10. Click on NEXT STEP

② Confirm Password * ②

.....

Should match the password above

NEXT STEP →

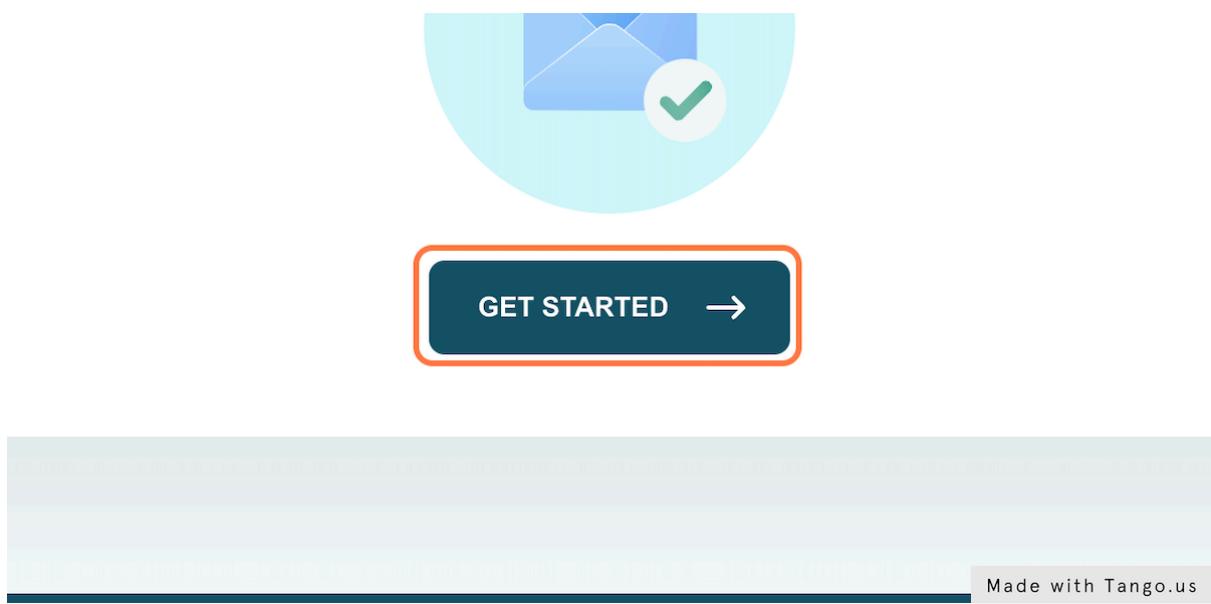
4 Administrator Information

Provide your information to create an admin account here on IATI Publisher and IATI Registry at once.

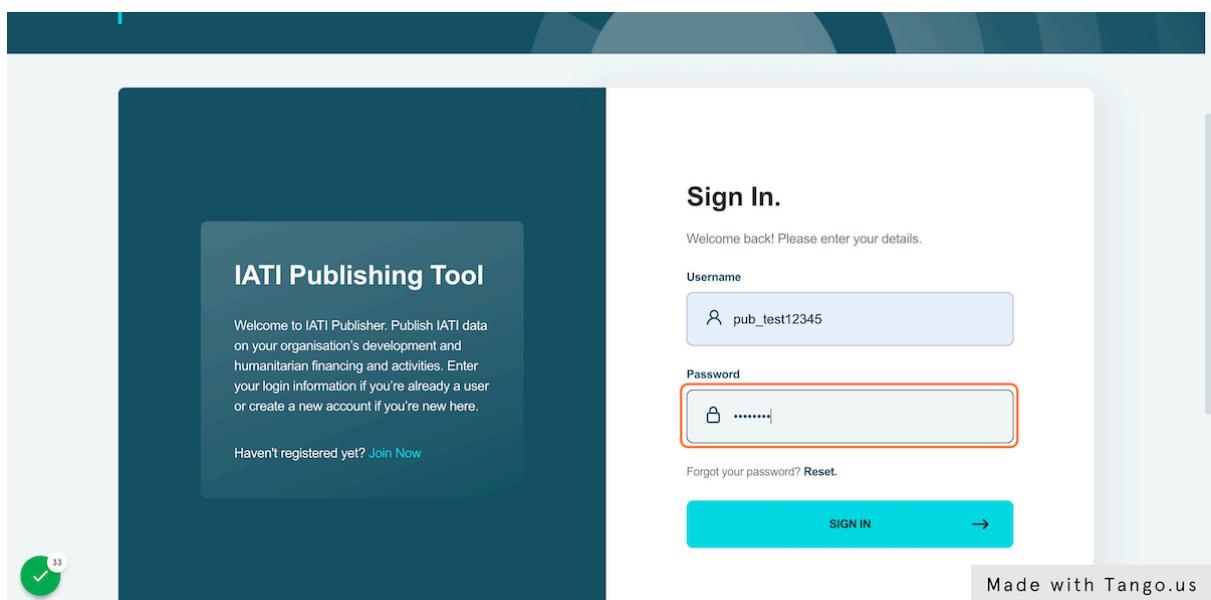
5 Email Verification

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11. Click on GET STARTED

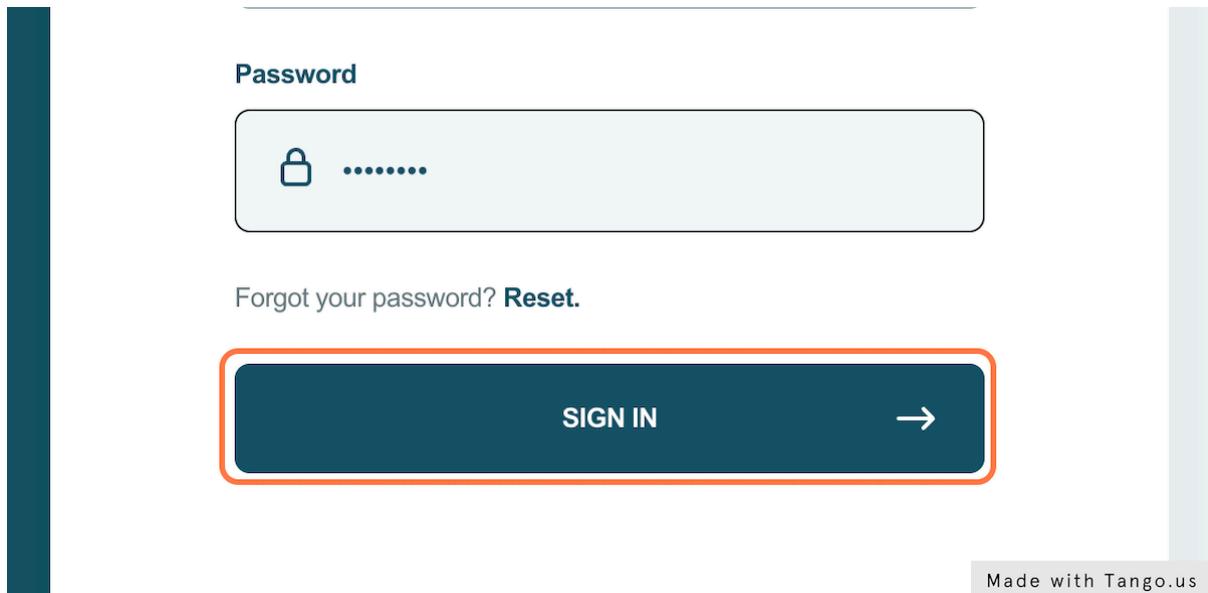


12. Use the credential to Sign In



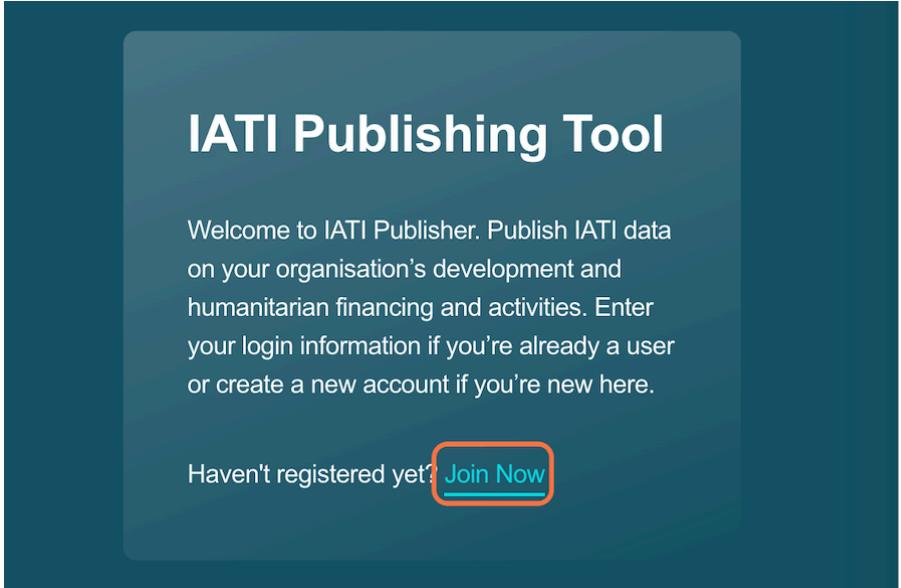
13. Click on SIGN IN then verify your email

After signing in, go to your email that you have provided while signing up to verify your email.



How to sign up if your organisation is registered with IATI?

1. Click on Join Now



Welcome back

Username

Enter

Password

Enter

Forgot your pass

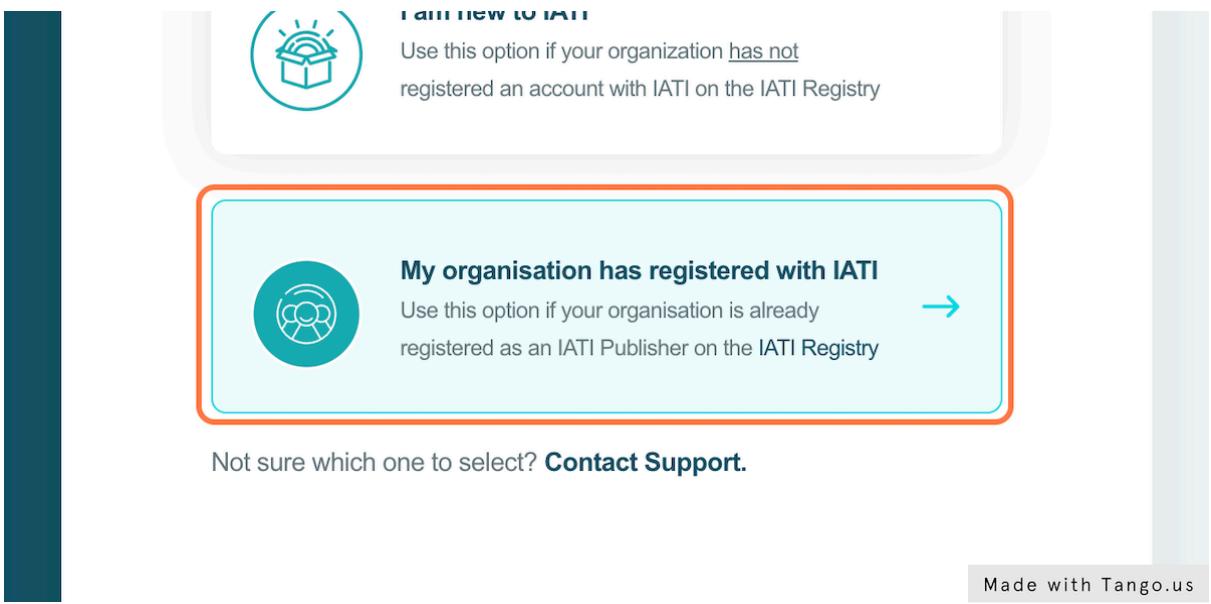
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IATI Publishing Tool

Welcome to IATI Publisher. Publish IATI data on your organisation's development and humanitarian financing and activities. Enter your login information if you're already a user or create a new account if you're new here.

Haven't registered yet? [Join Now](#)

2. Click on My organisation has registered with IATI...



I am new to IATI

Use this option if your organization has not registered an account with IATI on the IATI Registry

My organisation has registered with IATI

Use this option if your organisation is already registered as an IATI Publisher on the IATI Registry →

Not sure which one to select? [Contact Support](#).

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3. Complete Publisher Information form

Create IATI Publisher Account

Register your organisation to start your IATI publishing journey by creating an account in IATI publisher.

④ Publisher Information

Publisher Name *

Pub

Publisher ID * Country

Type your organisation ID here

Select a Country

Organisation Registration Agency * Organisation Registration Number *

Select an Organisation Registration Agency

Type your Registration Number here

for e.g. 123456

IATI Organisational Identifier *

-

Step 1 out of 3

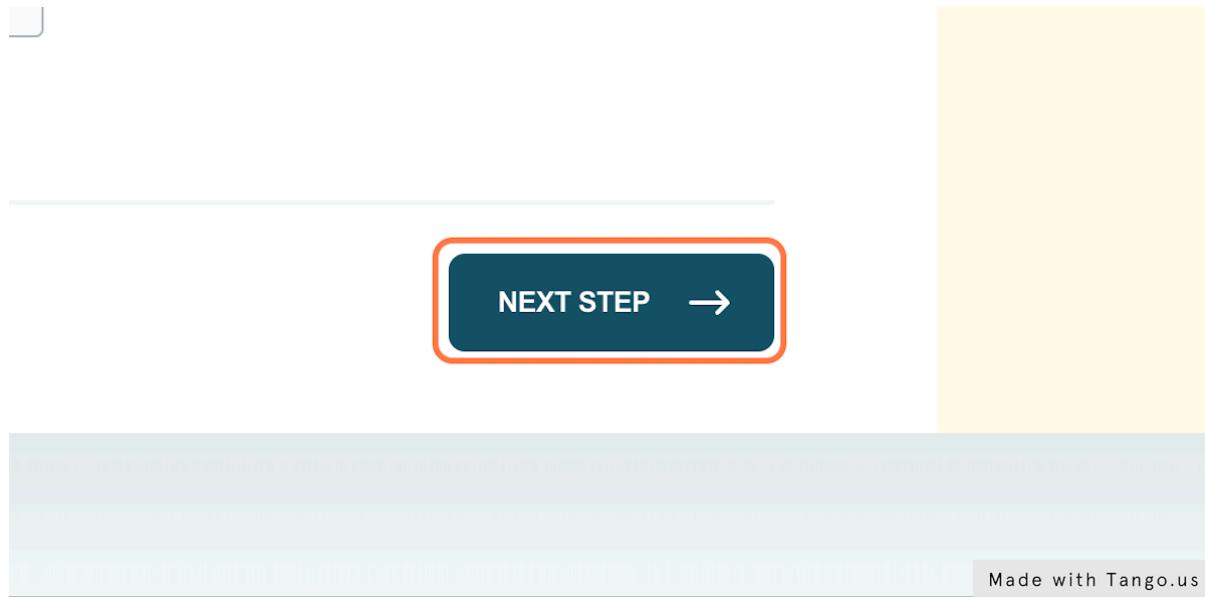
1 Publisher Information
This information will be used to create a Publisher in IATI Publisher

2 Administrator Information

3 Email Verification

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4. Click on NEXT STEP



5. Complete Administrator Information

Create IATI Publisher Account
Register your organisation to start your IATI publishing journey by creating an account in IATI publisher.

Administrator Information

Username *

Full Name *

Email Address *

Password *

Confirm Password *

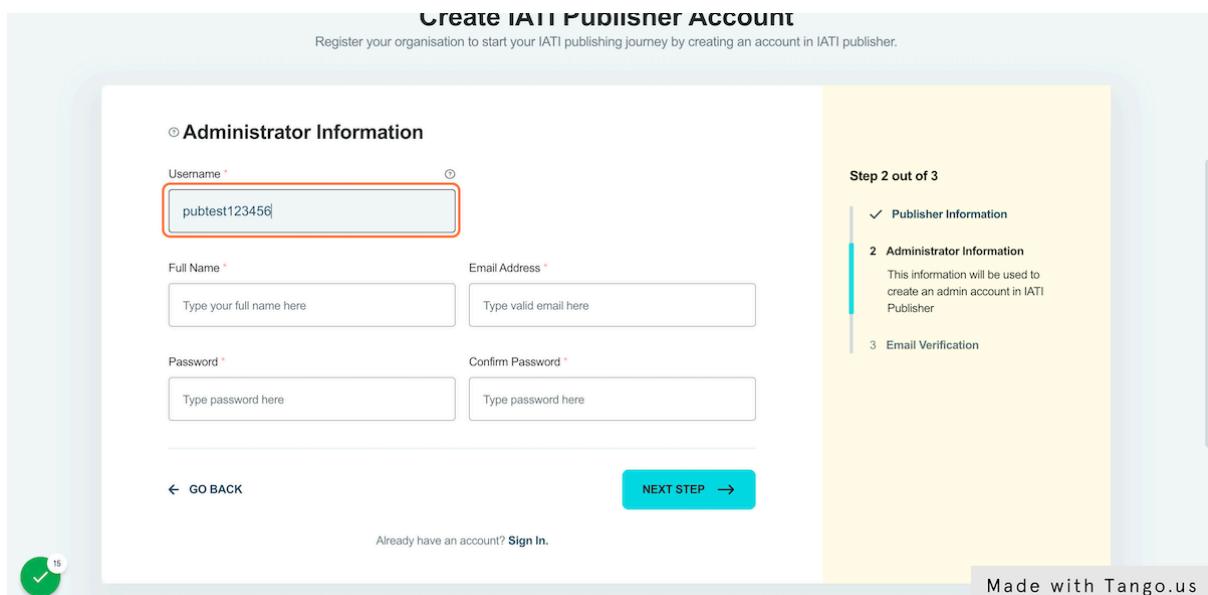
[GO BACK](#) [NEXT STEP →](#)

Already have an account? [Sign In.](#)

Step 2 out of 3

✓ Publisher Information
2 Administrator Information
This information will be used to create an admin account in IATI Publisher
3 Email Verification

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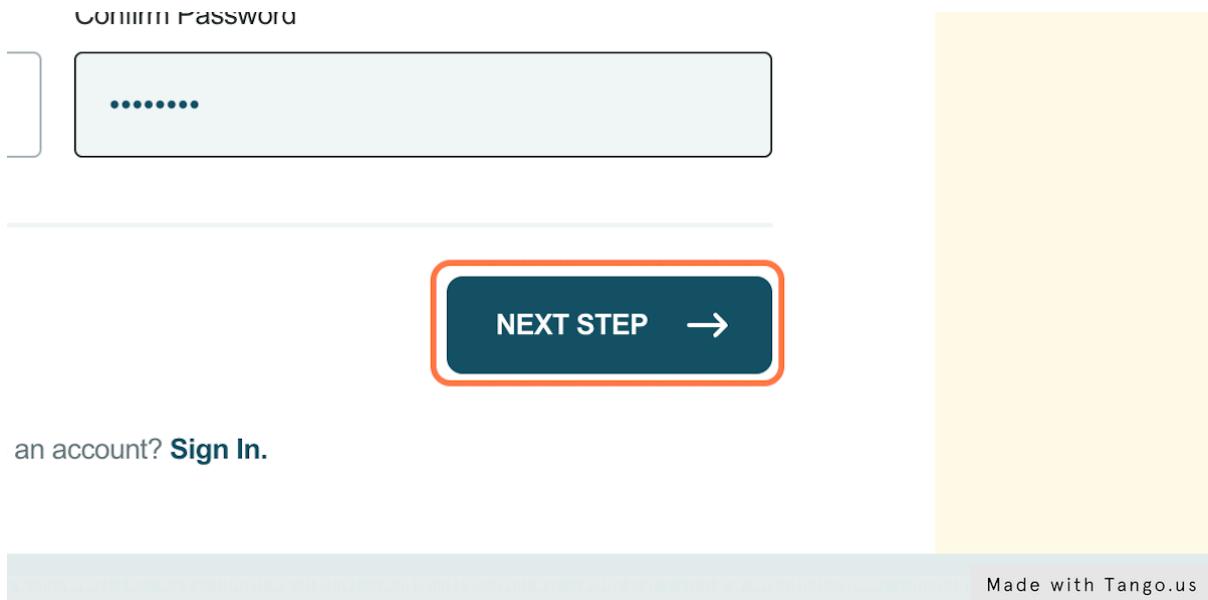
6. Click on NEXT STEP

CONFIRM PASSWORD

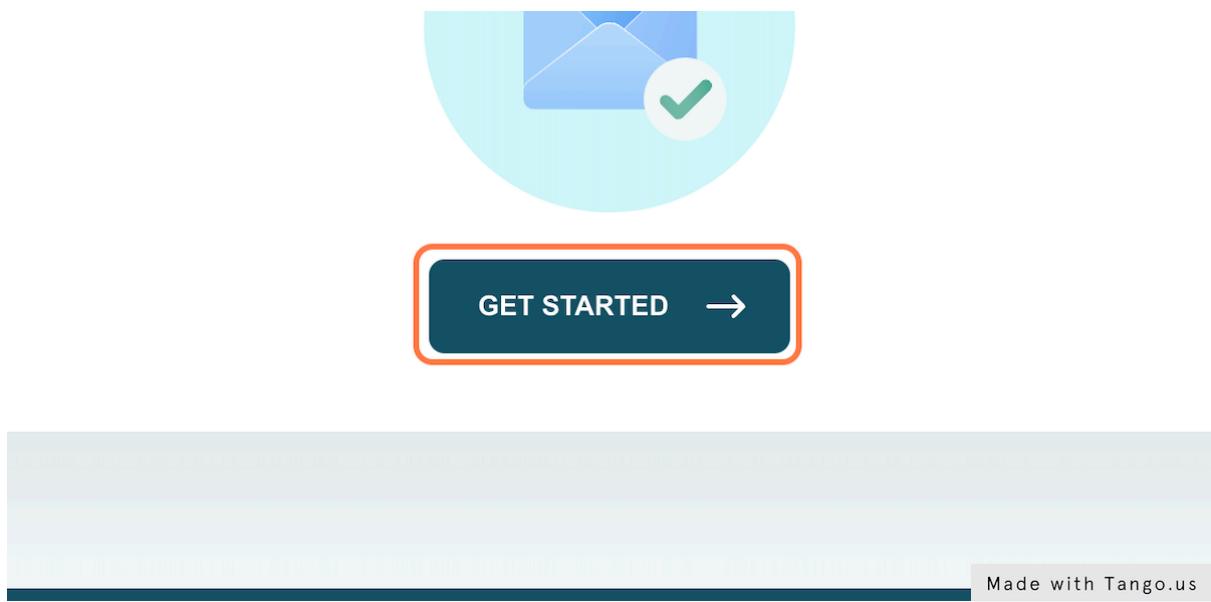
[NEXT STEP →](#)

an account? [Sign In.](#)

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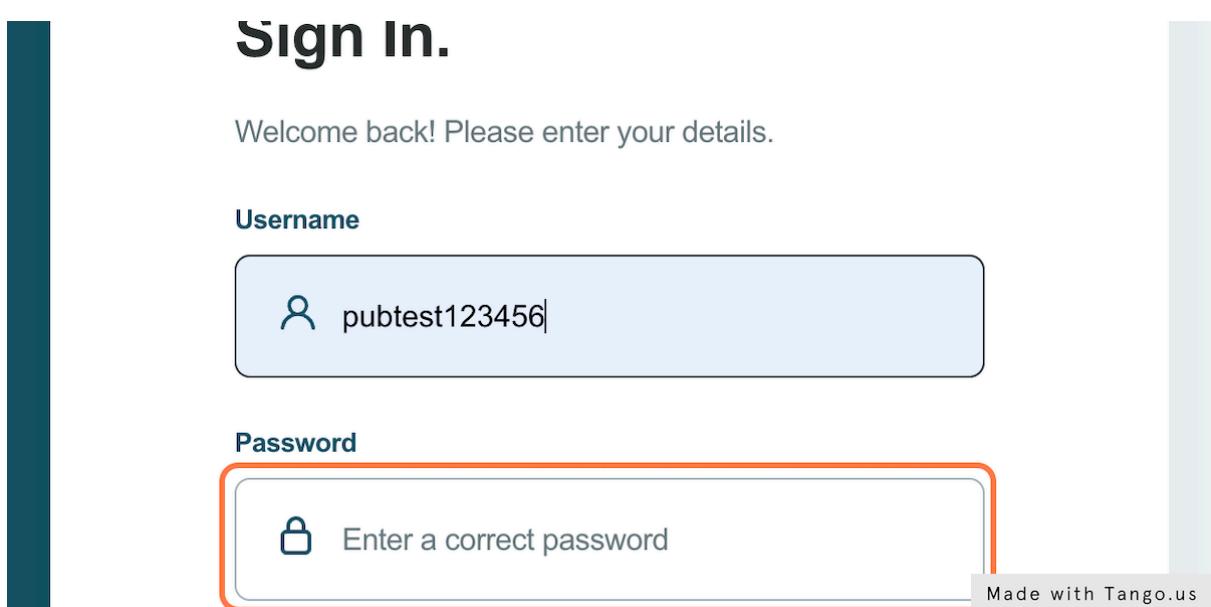


7. Click on GET STARTED

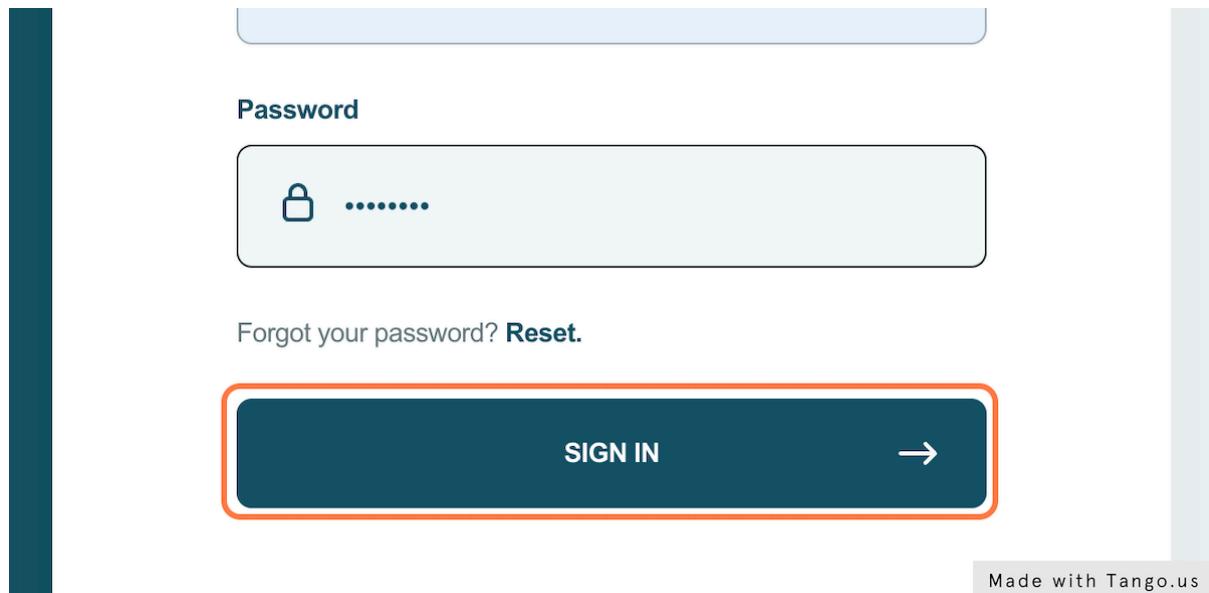


8. Sign in

Sign in with the credential



9. Click on SIGN IN



How to Sign in?

1. Go to IATI Publisher

In the browser address bar, enter <https://publisher.iatistandard.org>

2. Type Username and password

The screenshot shows a sign-in form with two fields. The first field, labeled "Username", contains the text "sitaram" next to a user icon. The second field, labeled "Password", contains a lock icon and several dots, with its border highlighted in orange. Below the fields is a link "Forgot your password? [Reset.](#)". At the bottom is a large teal button with the text "SIGN IN" and a right-pointing arrow. In the bottom right corner of the page, there is a small grey box containing the text "Made with Tangelo.us".

Username

sitaram

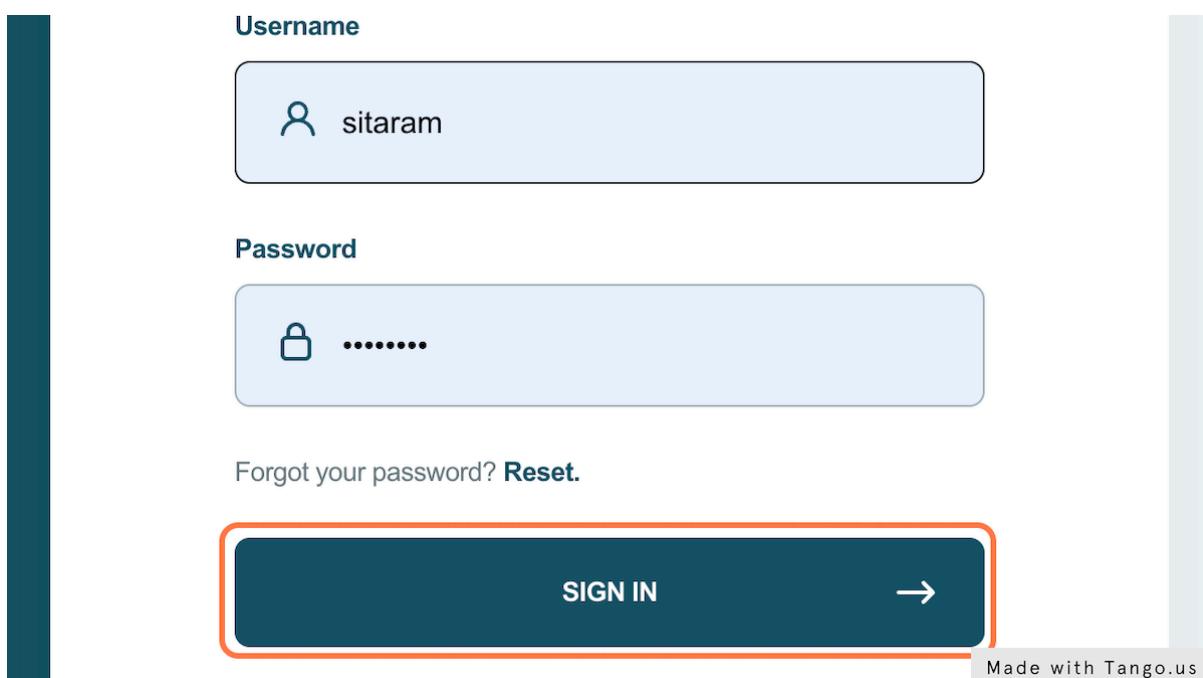
Password

Forgot your password? [Reset.](#)

SIGN IN →

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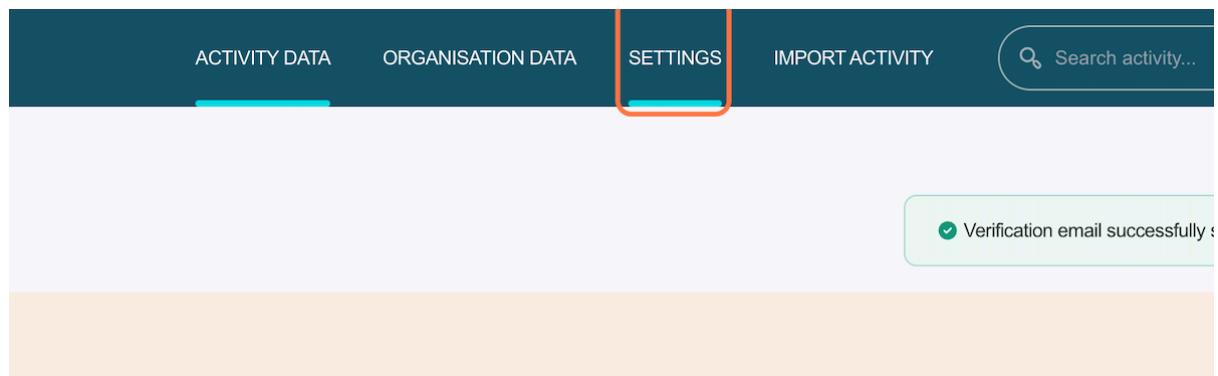
3. Click on SIGN IN



How to set up publishing API?

You have to add API token before you can publish activity.

1. Click on 'SETTINGS' link in the main menu



2. Add API Token

The publisher ID is already populated. Add the API Token from IATI registry.

Information

Publisher ID: API Token:

VERIFY

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A screenshot of a form titled 'Information'. It has two input fields: 'Publisher ID' containing 'aram' and 'API Token' containing a long string of characters. Below the fields is a 'VERIFY' button. At the bottom right is a footer that says 'Made with [Tango.us](#)'.

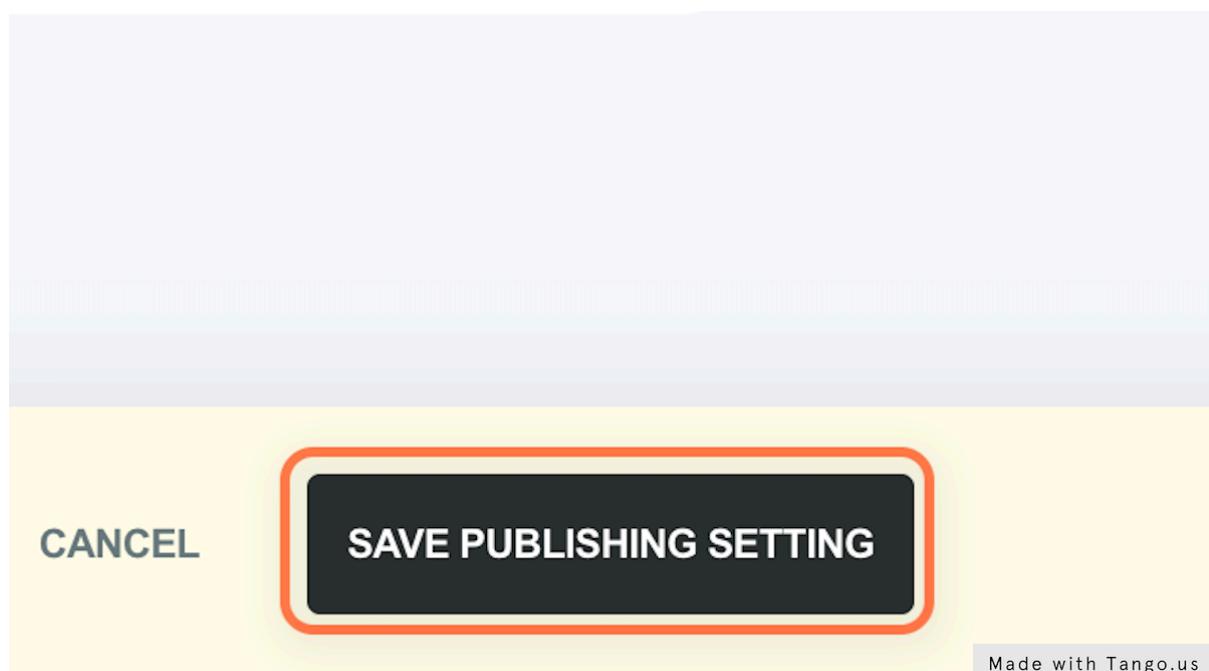
3. Click on 'VERIFY' button

Click the 'VERIFY' button to check if the API Token is correct or not. You will be notified if the token is correct or not.



4. Click on 'SAVE PUBLISHING SETTING' button

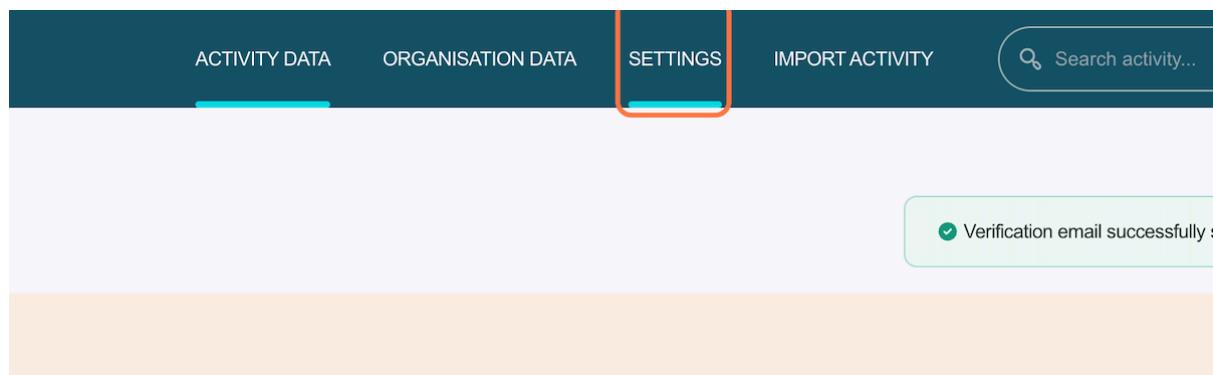
Click on 'SAVE PUBLISHING SETTING' button to save the API Token.



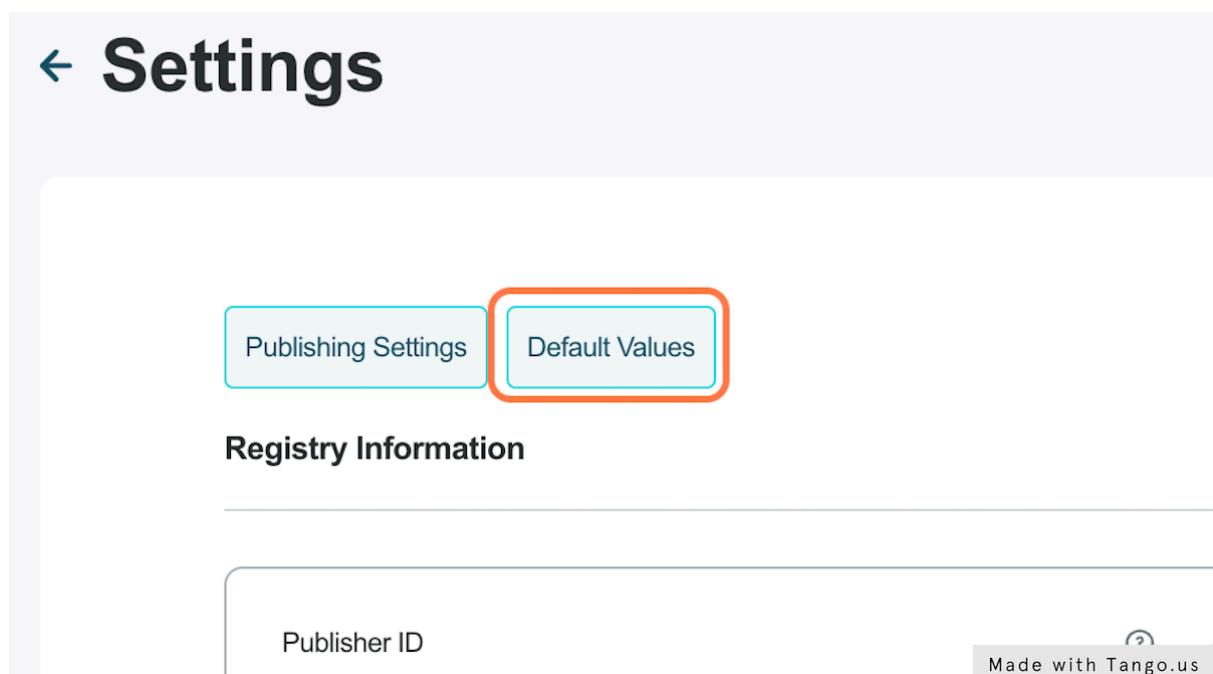
How to set up default values?

You can set default values that will be automatically added in the activity file and the organisation file so that you don't have to fill them again and again.

1. Click on SETTINGS in main menu



2. Click on Default Values



3. Select Default Currency

Default for all data

Default Currency ?

USD - US Dollar X ^

If you do not set your default currency, you have to choose and select currency manually for all the financial transactions.

Default Language ?

Select language from dropdown X ^

If you do not set your default language, you have to choose and select language for all the narrative text in a

Default for activity data

Default Hierarchy ?

1 X ^

Budget Not Provided ?

Select budget not provided X ^

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4. Select Default Language

Default Language ?

English X ^

en - English ^

to choose and select
ns.

Budget Not Provided ?

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5. Type Default Hierarchy

Type 1 or 2 or 3 to set the hierarchy

If you do not set your default currency, you have to choose and select currency manually for all the financial transactions.

If you do not set your default language language for all the narrative text in ac

Default for activity data

Default Hierarchy

1|

If hierarchy is not reported then 1 is assumed. If multiple levels are reported then, to avoid double counting, financial transactions should only be reported at the lowest hierarchical level.

Humanitarian

Select Humanitarian here

If not selected, it will be set to 'Yes' in all the activities.

Budget Not Provided

Select budget not provided type here

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6. Select budget not provided

Select one of the values in it only if the budget is not provided otherwise you can leave it blank.

to choose and select ns.

If you do not set your default language, you have to choose and select language for all the narrative text in activity and organisation.

f multiple levels are reported tions should only be

Budget Not Provided

Select budget not provided type here

- 1 - Commercial Restrictions
- 2 - Legal Restrictions
- 3 - Rapid Onset Emergency

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7. Select Humanitarian

Default Hierarchy

1

If hierarchy is not reported then 1 is assumed. If multiple levels are reported then, to avoid double counting, financial transactions should only be reported at the lowest hierarchical level.

Humanitarian

Select Humanitarian here

No

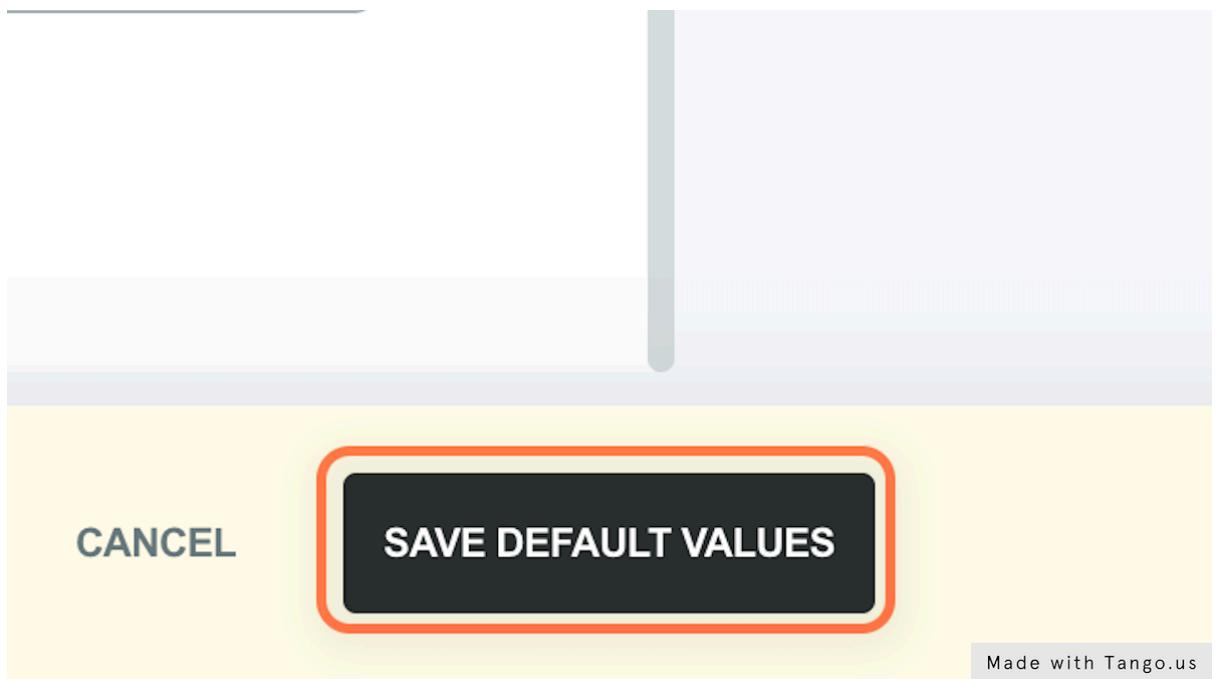
Yes

Budget Not Provided

Select budget not provided type

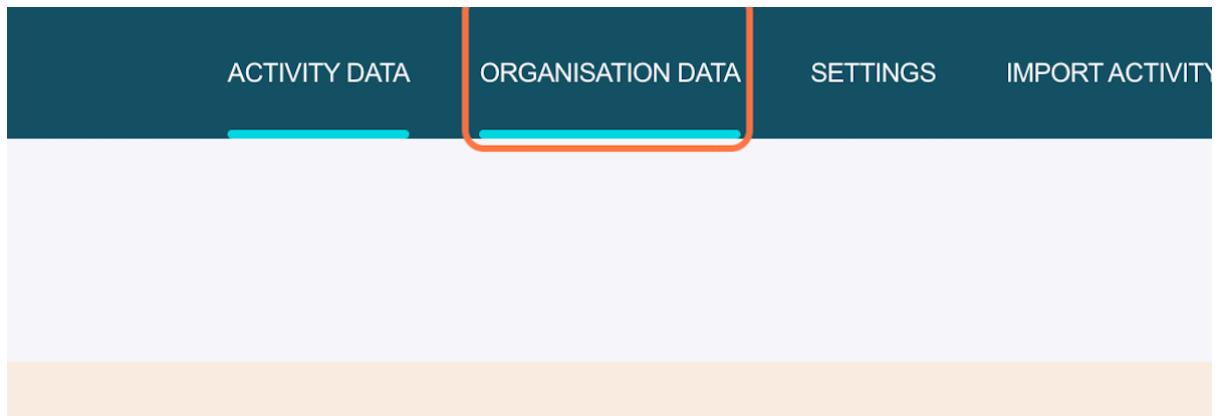
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8. Click on 'SAVE DEFAULT VALUES' button



How to add Organisation data?

1. Click on ORGANISATION DATA



2. Search elements

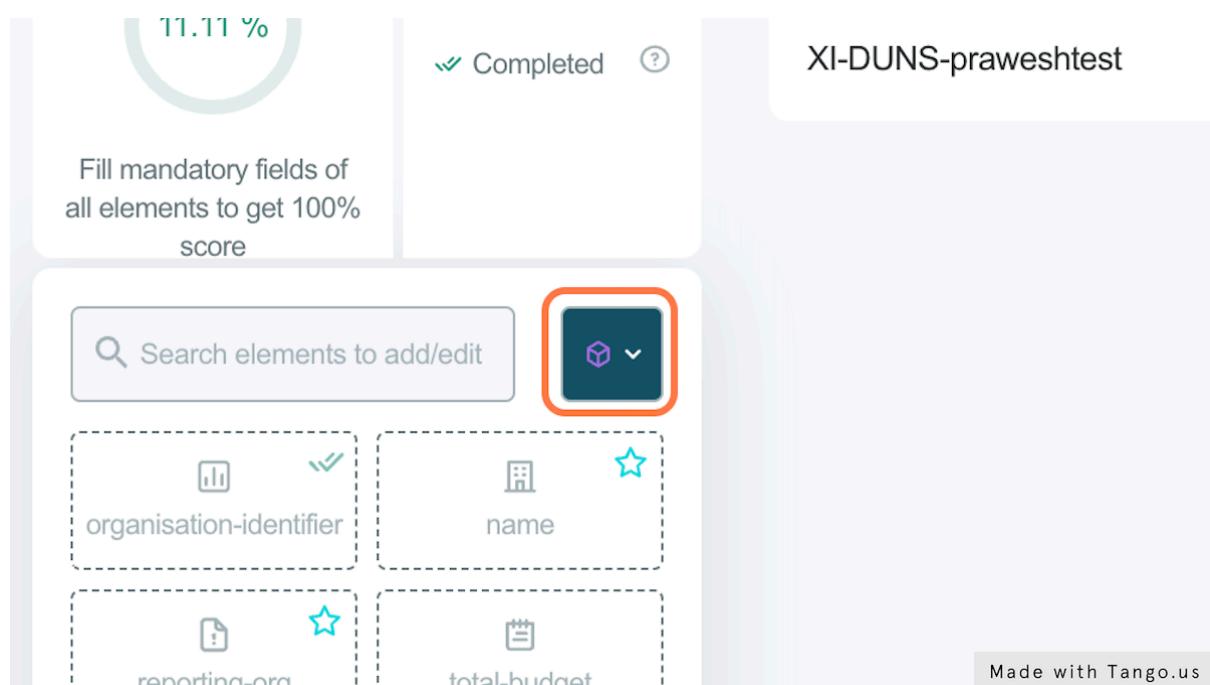
In the search box, type the element name and the menu will filter the elements by typed name.

A screenshot of the software's search and filtering interface. At the top, there's a search bar with the text "total-budget" and a magnifying glass icon. Below the search bar is a dropdown menu showing a single result: "total-budget" with a small document icon next to it. To the left of the search bar, there's a circular progress indicator showing "11.11 %". Further left, a message says "Fill mandatory fields of all elements to get 100% score". Above the search bar, there are two filter buttons: "Mandatory" with a star icon and "Completed" with a checkmark icon. On the right side of the interface, there's a sidebar with the text "XI-DUNS-praweshtest" and some other partially visible information.

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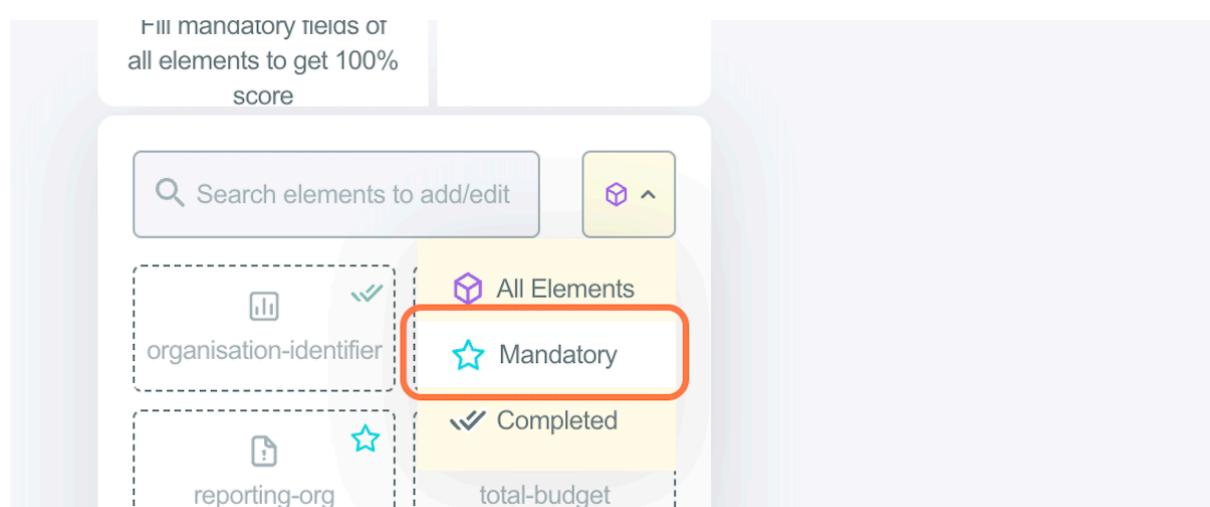
3. Filter the elements

Click the filter icon beside search box



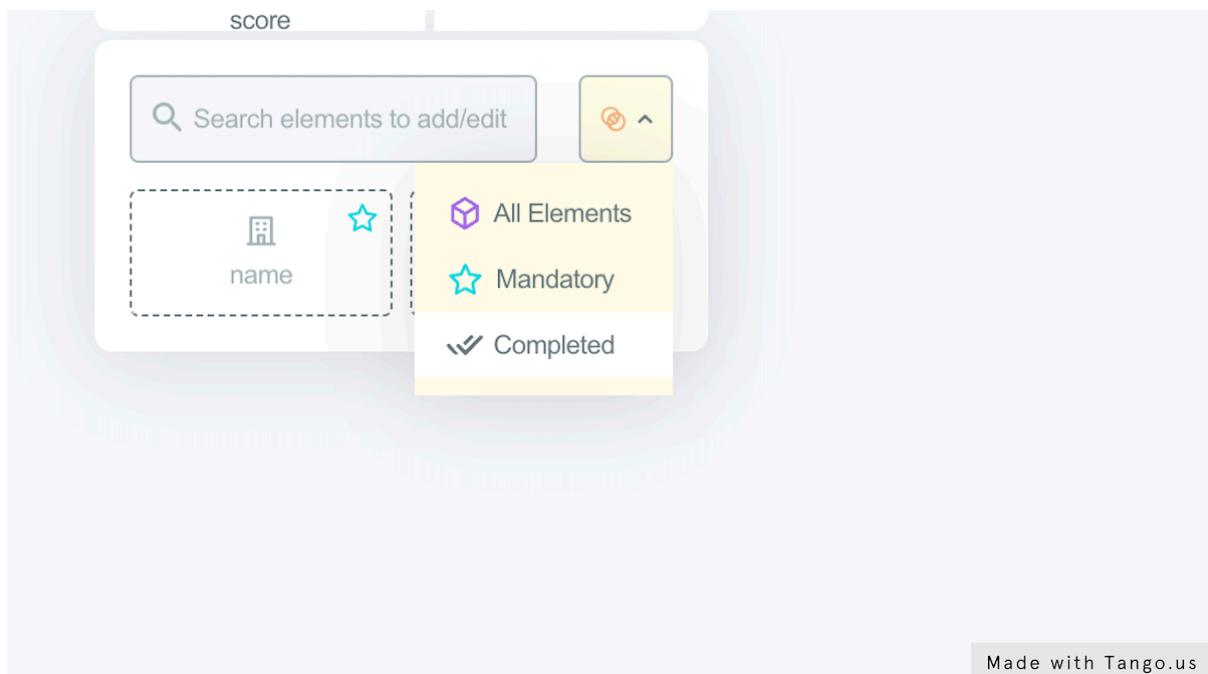
4. Click on Mandatory

Filter the elements by mandatory elements only



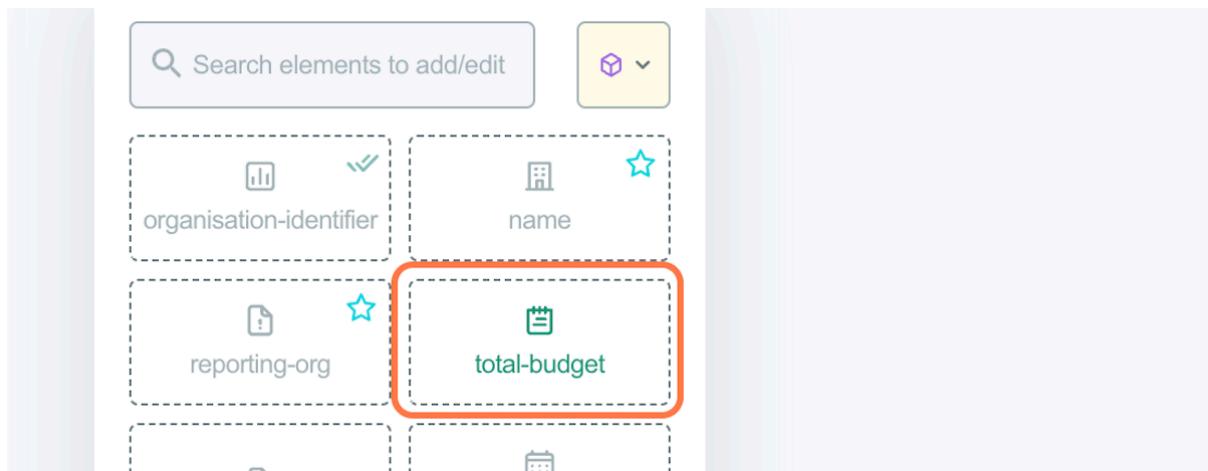
5. Click on Completed

Filter the elements which are completed



6. Click on one of the elements

Click on the element in the menu to add data if no data is added or scroll the detail page to the element's summary section.



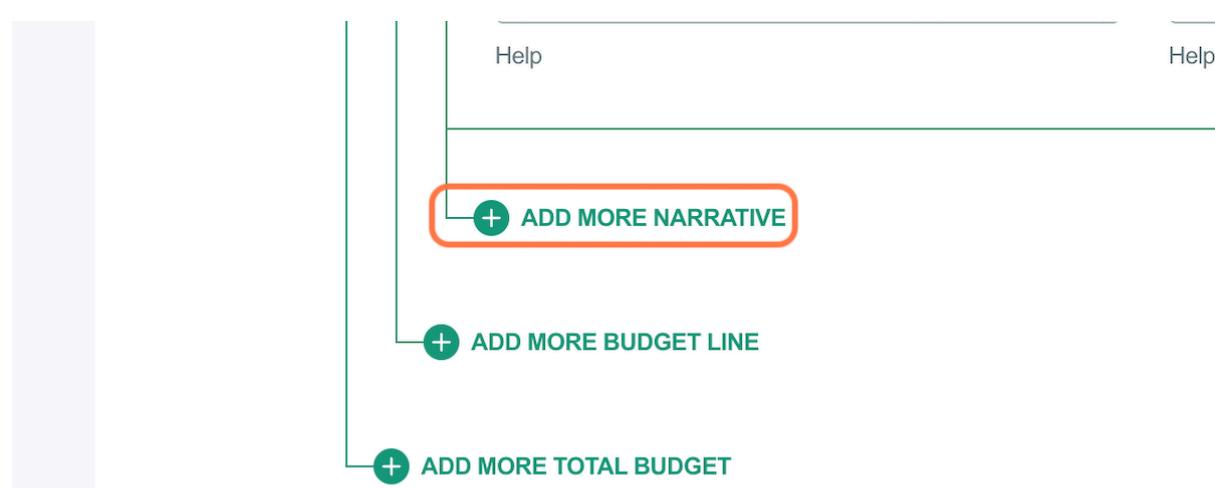
7. Fill the data

The screenshot shows a form titled "total-budget". A dropdown menu for "status" is open, displaying two options: "1 - Indicative" and "2 - Committed". The "1 - Indicative" option is highlighted with a red border. The "date *" field below it contains "dd/mm/yyyy" and has a calendar icon. In the bottom right corner, there is a "Made with Tango.us" watermark.

8. Click on ADD MORE NARRATIVE

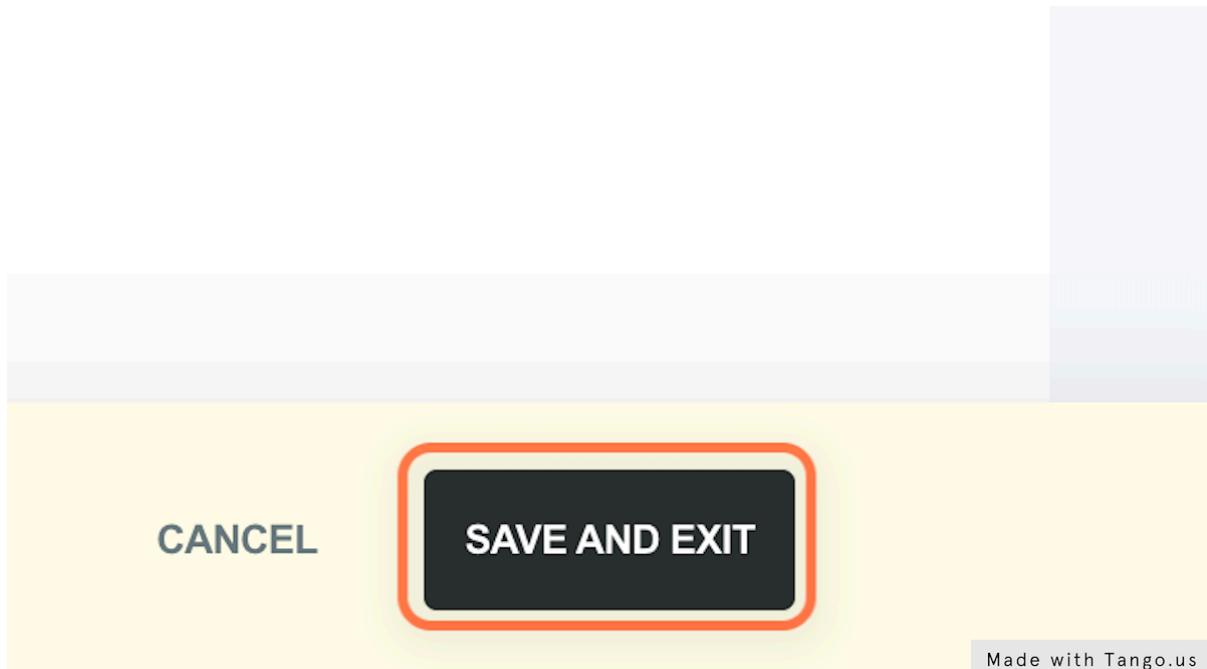
9. Click on ADD MORE

Click 'Add More' if you have multiple data for the same data fields.



10. Click on SAVE AND EXIT

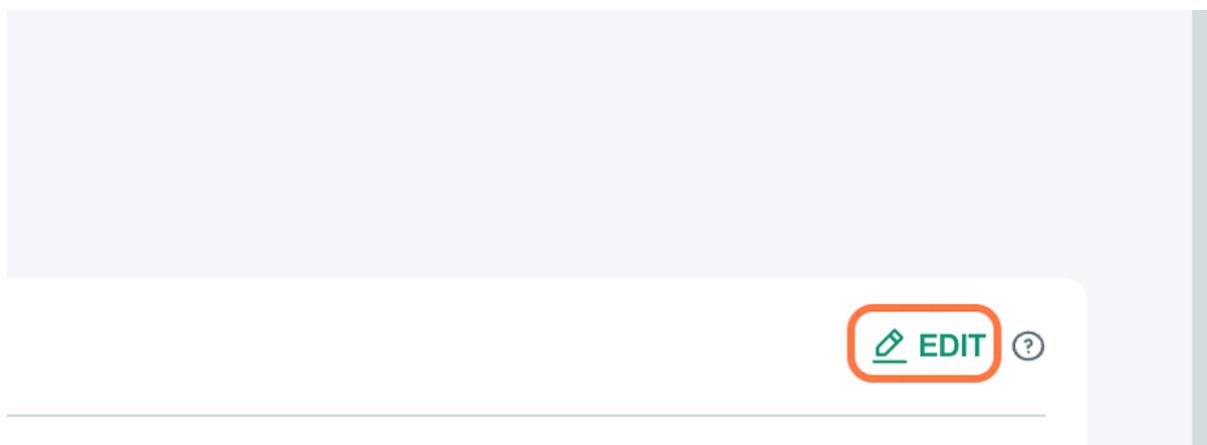
Click on the SAVE AND EXIT button to save the element form and go to the detail page of the organisation data.



How to edit Organisation data?

1. Click on EDIT

In the detail page of organisation data, click EDIT of the element in which you want to make change.



2. Change the data in the form

total-budget

total-budget Help ⓘ

status

1 - Indicative ⌂ ⌃

1 - Indicative

2 - Committed

date *

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3. Or add more data to complete the element

This screenshot shows a user interface for adding data to a narrative element. At the top, there is a field labeled "narrative *". Below it, a text box contains the text "This is a narrative". To the right of the text box are two small icons: a question mark and a language selection dropdown set to "lang". Below the text box is a "Help" link. In the center, there is a green button with a plus sign and the text "ADD MORE NARRATIVE", which is highlighted with an orange border. At the bottom, there are three more green buttons with plus signs: "ADD MORE BUDGET LINE" and "ADD MORE TOTAL BUDGET". A "Help" link is also present at the bottom.

narrative *

This is a narrative

Help

?

language

e

Help

+ ADD MORE NARRATIVE

+ ADD MORE BUDGET LINE

+ ADD MORE TOTAL BUDGET

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4. Change the data

This screenshot shows a user interface where the narrative value has been changed. The original text "This is a narrative" has been replaced by "This narrative is in another language". This change is highlighted with an orange border around the text input field. To the right of the text input, there is a "language *" label and a "Select language" dropdown menu. Below the text input is a "Help" link. At the bottom, there is a green button with a plus sign and the text "ADD MORE NARRATIVE". A "Help" link is also present at the bottom.

This is a narrative

Help

en - English

Help

narrative *

This narrative is in another language

Help

language *

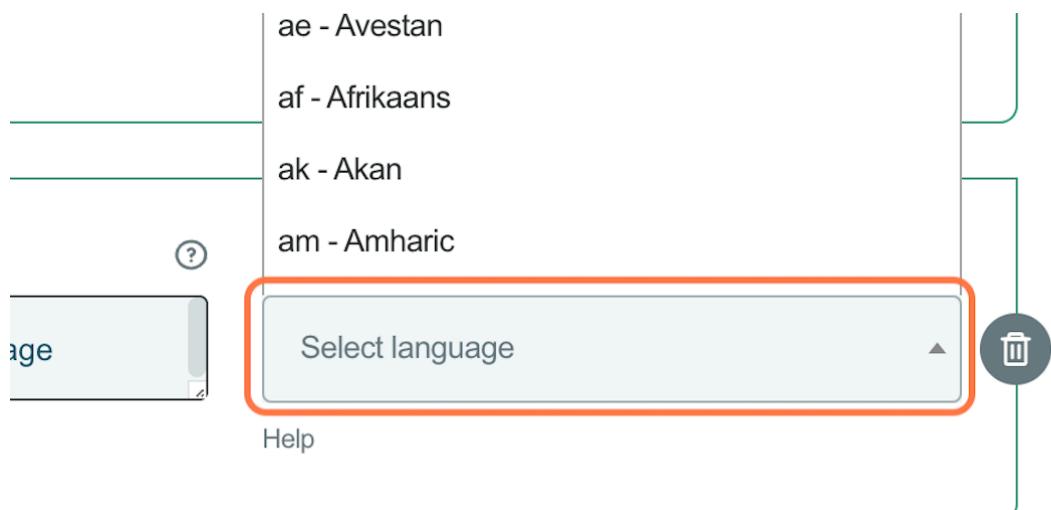
Select language

Help

+ ADD MORE NARRATIVE

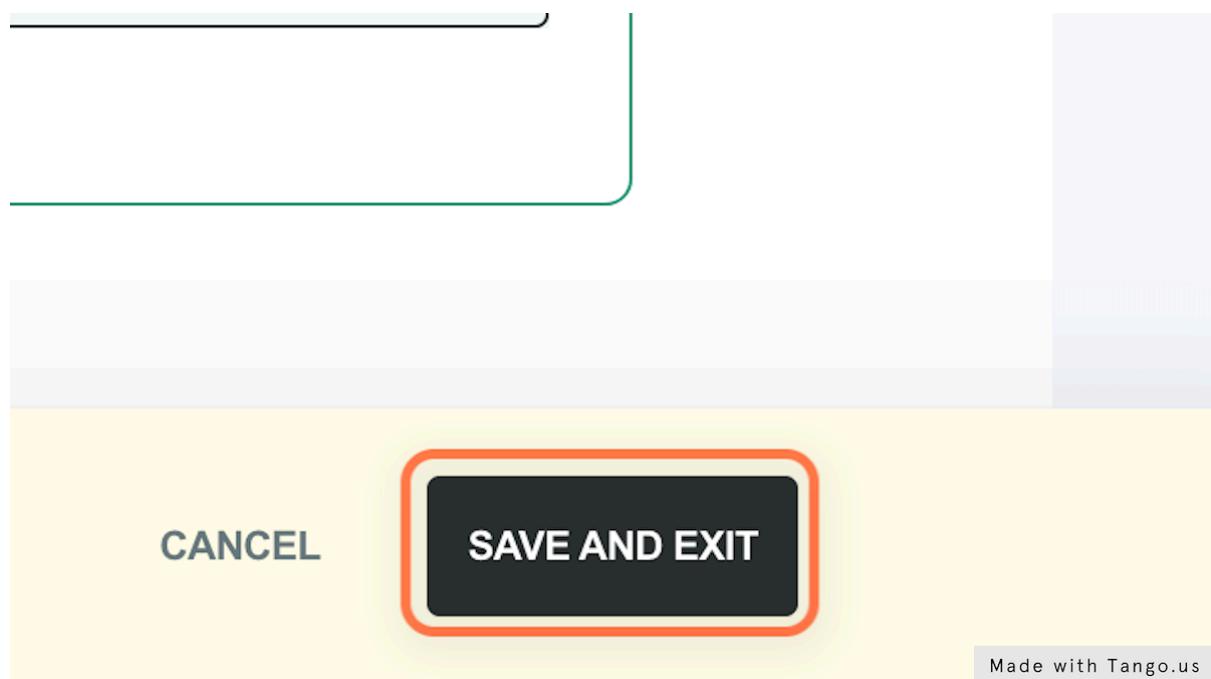
Made with Tango.us

5. Change the data



6. Click on SAVE AND EXIT

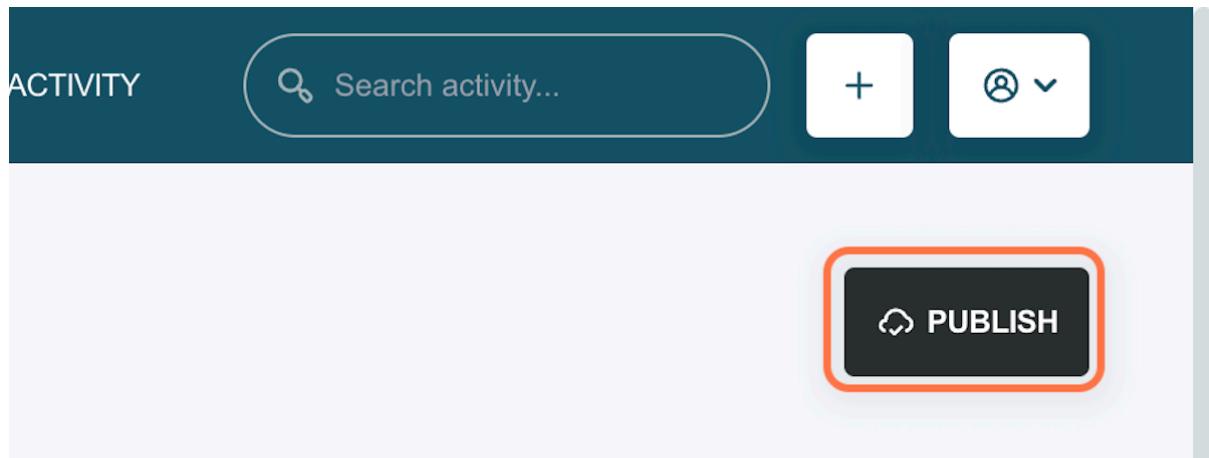
Click SAVE AND EXIT to save the changes and exit to the detail page of the Organisation data



How to publish and un-publish organisation data?

1. Go to detail page of organisation data

2. Click on PUBLISH



3. Click on ADD MISSING DATA

You will receive a message if you haven't completed the mandatory elements of organisation data. Click on ADD MISSING DATA to complete the mandatory elements.

Mandatory Elements not complete

There is missing data in some of the mandatory elements. We highly recommend you complete these data fields to help ensure your data is useful.

ADD MISSING DATA

CONTINUE

4. Click on CONTINUE

Or Click on the CONTINUE button to carry on with publishing the data. However, we recommend you to publish complete data.

Mandatory Elements not complete

There is missing data in some of the mandatory elements. We highly recommend you complete these data fields to help ensure your data is useful.

ADD MISSING DATA

CONTINUE

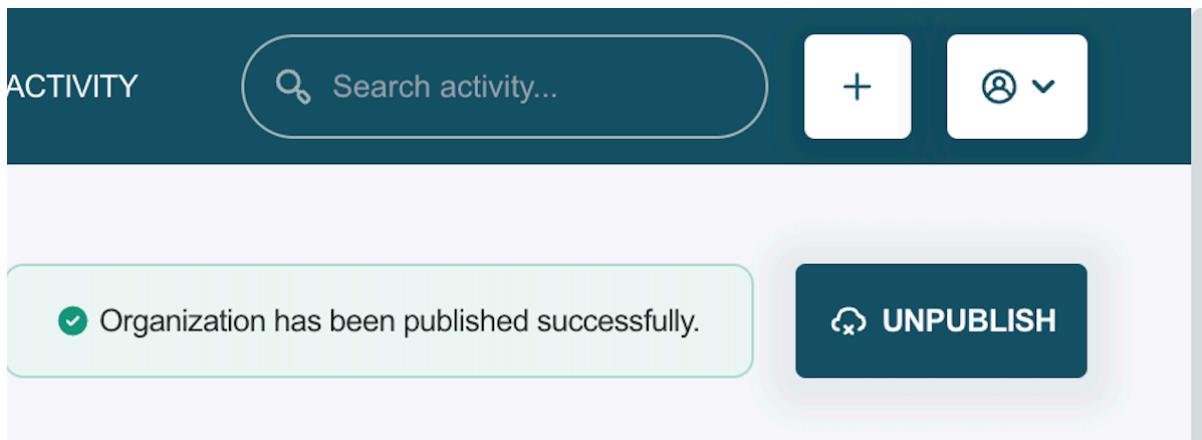
reference

October 24, 2022

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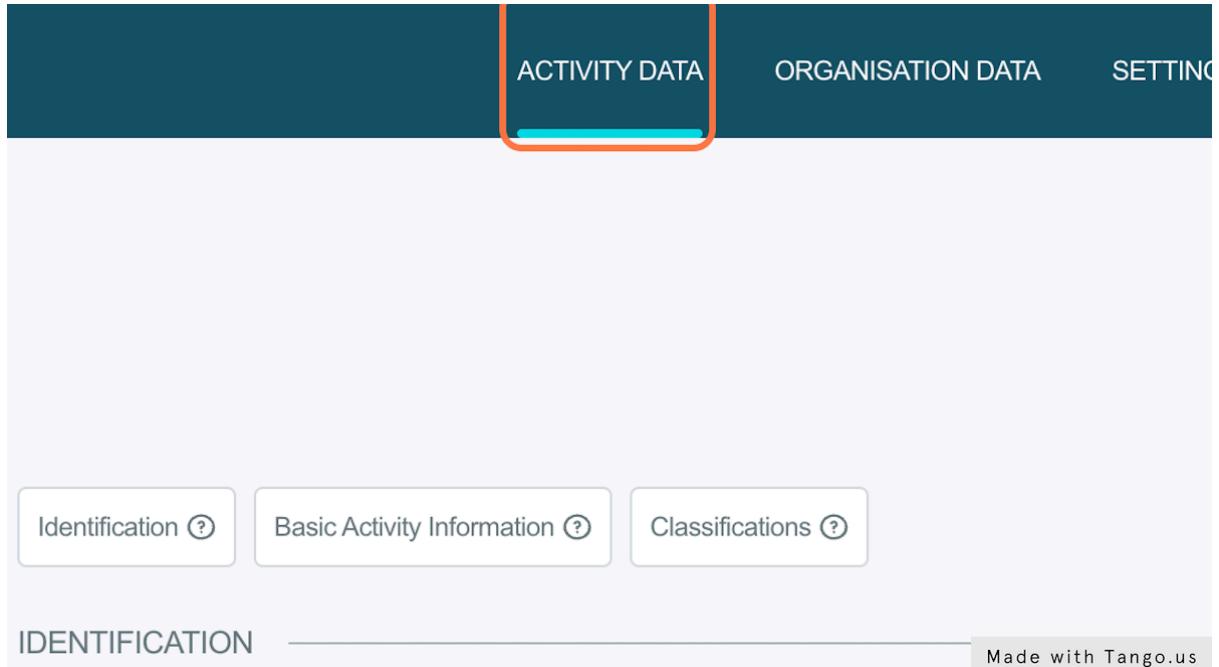
5. Click on UNPUBLISH

After the organisation data is published, you can unpublish by clicking on the UNPUBLISH button

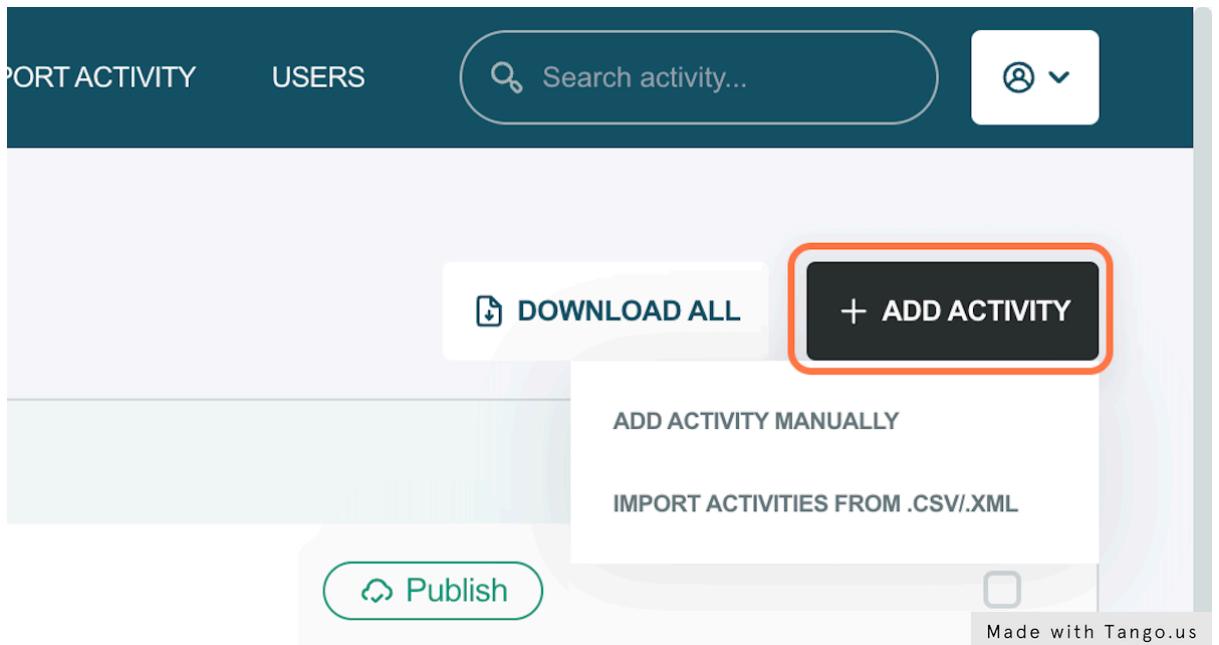


How to add activity?

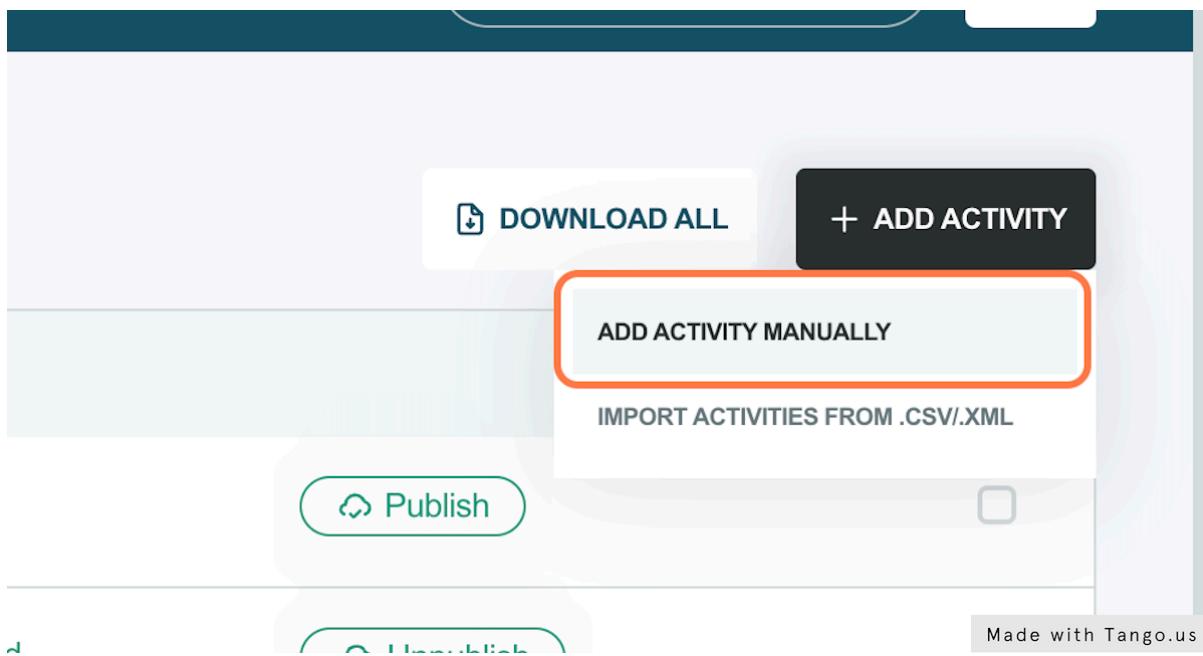
1. Click on ACTIVITY DATA



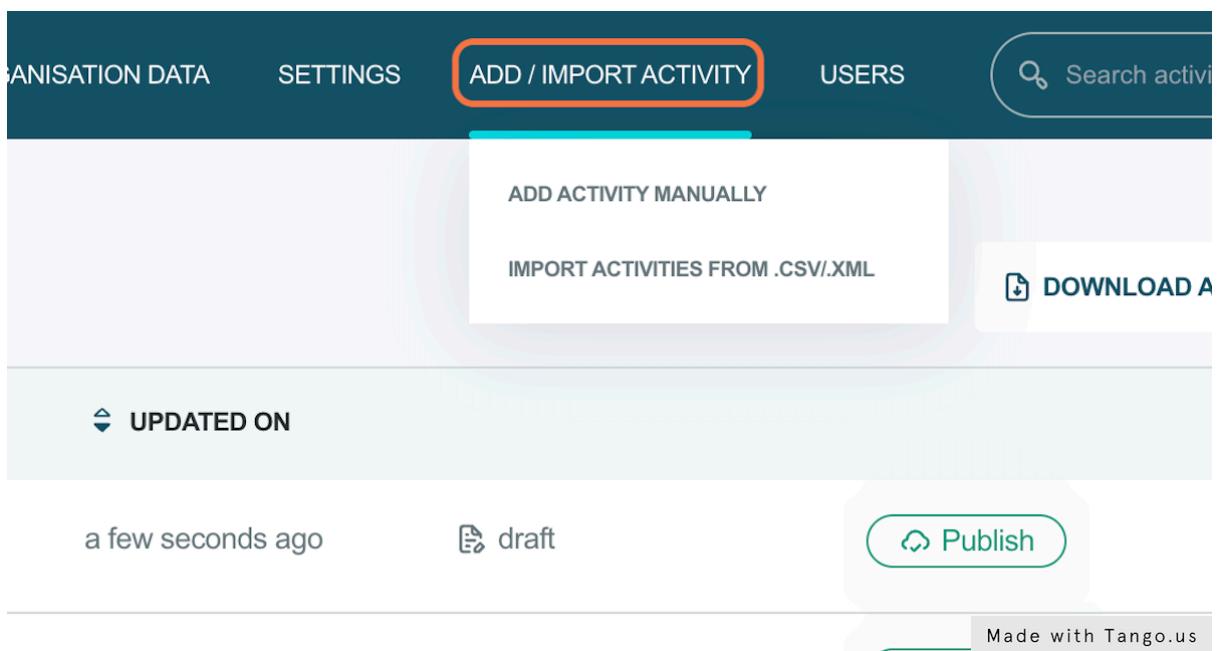
2. Click on ADD ACTIVITY



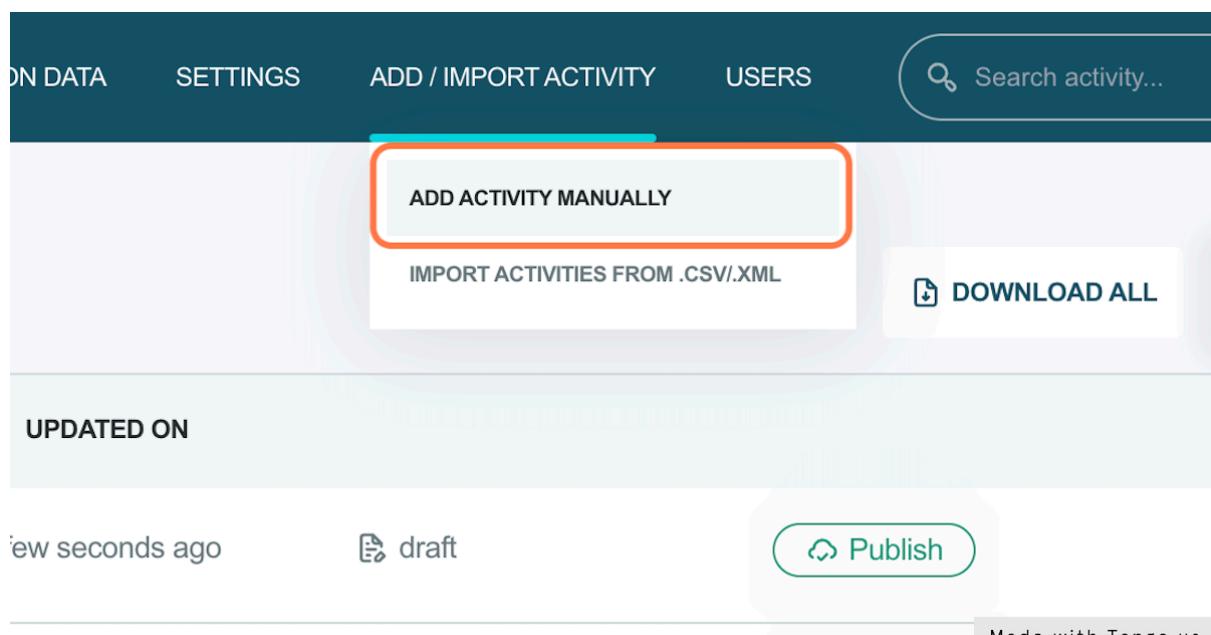
3. Click on ADD ACTIVITY MANUALLY



4. Or hover over on ADD / IMPORT ACTIVITY...



5. Click on ADD ACTIVITY MANUALLY



6. Type narrative of the title

The screenshot shows a modal dialog titled 'Add a title and identifier for the activity'. It has two main sections: 'title' and 'iatи-identifier'. The 'title' section contains a 'narrative *' field with the placeholder 'This is another title |' (highlighted with a red box) and a 'language *' field with the placeholder 'Select language'. Below these fields is a note: 'If no value is selected, default value is'. The 'iatи-identifier' section contains an 'activity identifier *' field with the placeholder 'Type activity-identifier here' and an 'iatи-identifier *' field with the placeholder 'Type activity-identifier here'. A small 'Made with Tango.us' watermark is in the bottom right corner of the modal.

7. Select the language of the title's narrative

The screenshot shows a form for selecting the language of a title's narrative. A dropdown menu is open, with the option 'english' selected. The menu also contains the option 'en - English'. The entire dropdown menu is highlighted with a red border.

language *
english
en - English

iati-identifier *

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8. Type a unique activity identifier

The screenshot shows a form for entering a unique activity identifier. A text input field contains the value '123123', which is highlighted with a red border. To the right of the input field is another text input field containing 'XI-DUNS-praweshtest-1'. Below the input fields is a descriptive text block.

This is another title

en - English

If no value is selected, default value is

iatи-identifier

activity identifier *

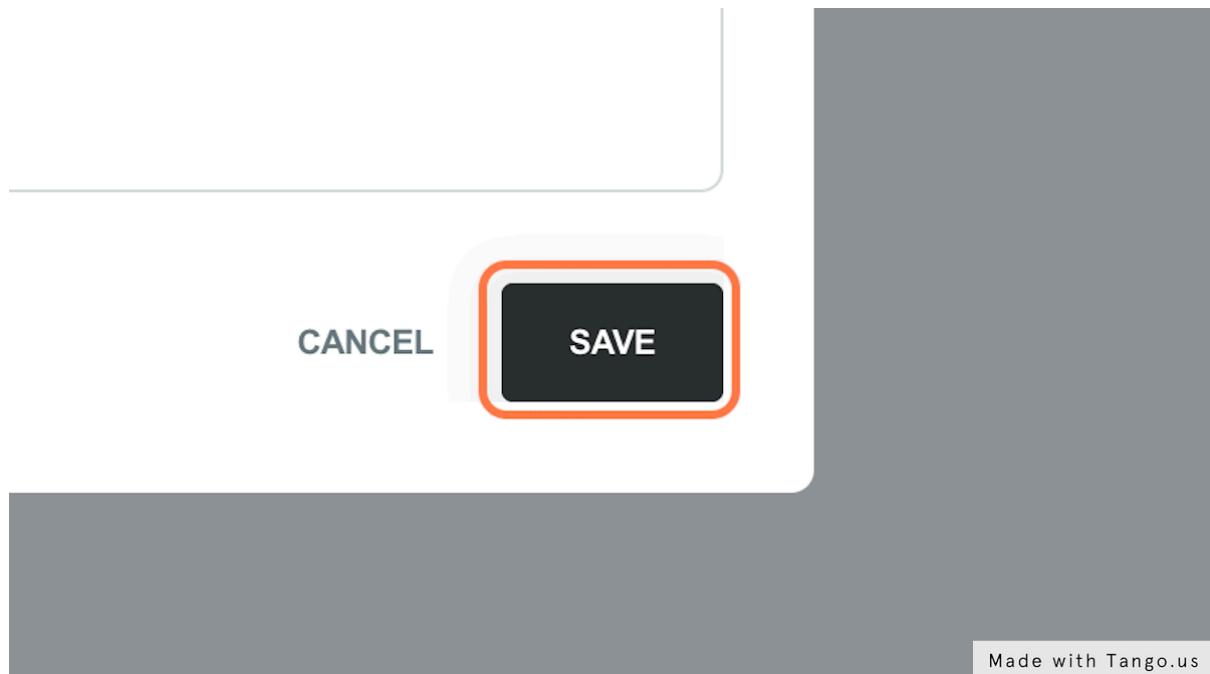
123123

XI-DUNS-praweshtest-1

Enter your own unique activity identifier such as abbreviation or simply a number. Make sure it is unique across all the activities. IATI Publisher will concatenate Organization Identifier and Activity Identifier to autogenerate 'iatи-identifier'.

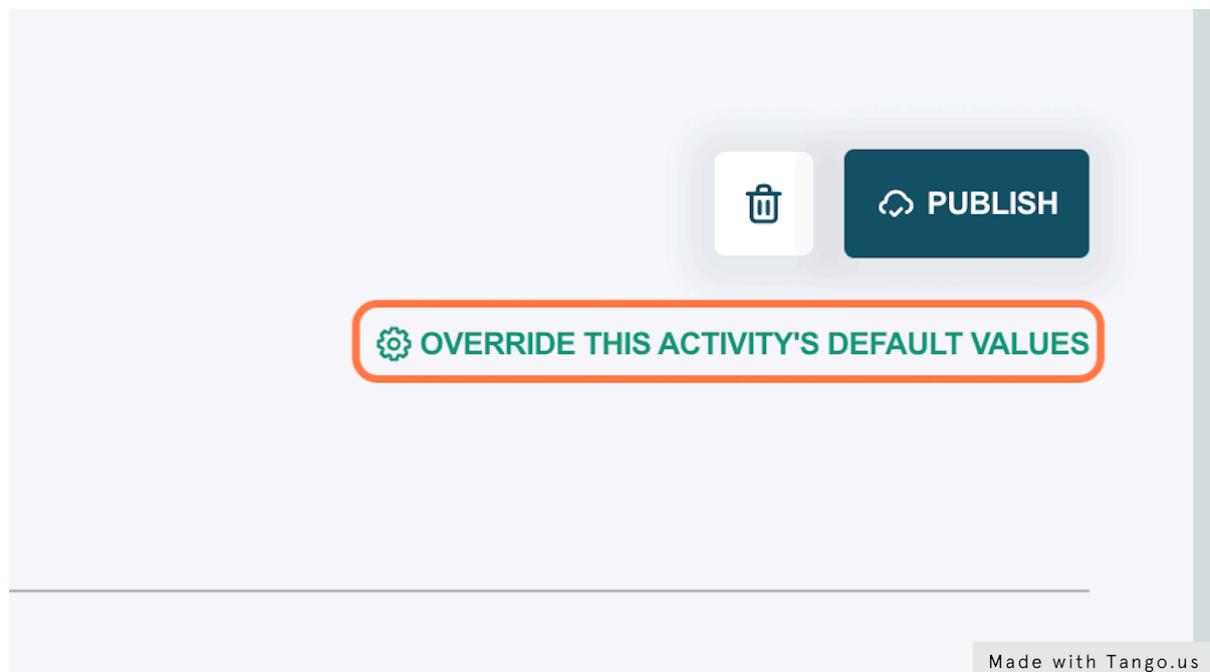
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9. Click on SAVE



10. Click on OVERRIDE THIS ACTIVITY'S DEFAULT VALUES

If you need to change the default values (such as language, currency, hierarchy, budget-not--provided and humanitarian) for a particular activity, use this functionality.



11. Change the default values as needed

Use the following form to change the default values such as currency, language etc for this specific activity. Changing the val in the setting page.

Currency	Language
USD - US Dollar	en - English
USD - US Dollar	The language in which you are reporti
USN - US Dollar (Next day)	Budget not provided
USS - US Dollar (Same day)	Select budget not provided typ
UYI - Uruguay Peso en Unidades Indexadas	

IATI allows for activities to be reported hierarchically (eg. parent - child ; programme - project - sub-project, etc). For activities at lower levels, their

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12. Click on SAVE DEFAULT VALUES

ANCEL

SAVE DEFAULT VALUES

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13. Click on Search elements to add/edit elements

The screenshot shows the NGO checker interface. At the top left is a circular progress bar with '12.5 %' filled. To its right are two status indicators: 'Core' (orange) and 'Completed' (green). Below these is a message: 'Fill all elements to get 100% score'. In the center is a search bar with the placeholder 'Search elements to add/edit' and a magnifying glass icon. To the right of the search bar is a dropdown menu icon. Below the search bar are four dashed boxes containing element names: 'title', 'reporting-org', 'iati-identifier', and 'other-identifier'. Each box has a green checkmark and an orange question mark icon. At the top right are two buttons: 'Identification' and 'Basic Activity Information'. On the right side, under 'IDENTIFICATION', there is a section for 'iati-identifier' with the value 'XI-DUNS-praweshtest-123123'. Under 'BASIC ACTIVITY INFORMATION', there is a section for 'title' with the value '(Language: English)' and a 'completed' status. A note at the bottom right says 'Made with Tango.us'.

14. Click on filter to select completed or core elements

The screenshot shows the NGO checker interface. The layout is identical to the previous one, with a 12.5% progress bar, 'Core' and 'Completed' status indicators, and a 'Search elements to add/edit' search bar. The dropdown menu icon is highlighted with a red rectangle. The four element boxes ('title', 'reporting-org', 'iati-identifier', 'other-identifier') are visible below the search bar. On the right, the 'IDENTIFICATION' and 'BASIC ACTIVITY INFORMATION' sections are shown, along with the 'Made with Tango.us' note at the bottom right.

15. Core element filter is selected

Fill all elements to get
100% score

Search elements to add/edit

Reporting-org

title

iati-identifier

description

activity-status

activity-date

Basic Activity Information

title · completed

(Language: English)

This is another title

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16. Completed element filter is selected

Search elements to add/edit

title

iati-identifier

Basic Activity Information

title · completed

(Language: English)

This is another title

Made with Tangorush

17. All Elements filter is selected

The screenshot shows the 'IDENTIFICATION' section of the application. At the top, there is a message: 'Fill all elements to get 100% score'. Below this is a search bar labeled 'Search elements to add/edit'. To the right of the search bar is a button with a checkmark and an upward arrow. A dropdown menu is open, showing three items: 'All Elements' (which is highlighted with a red box), 'Core' (with a crossed-out checkmark), and 'Completed' (with a checkmark). The 'All Elements' item has a purple cube icon. On the left, there is a dashed box containing a 'title' element with a checkmark and a crossed-out error icon.

iati-identifier · completed

XI-DUNS-praweshtest-123123

BASIC ACTIVITY INFORMATION

title · completed

(Language: English)

This is another ...

Made with Tango.us

18. Type element's name to search it in the menu

The screenshot shows the 'IDENTIFICATION' section. At the top, there is a circular progress bar with '12.5 %' filled. Below the progress bar is a message: 'Fill all elements to get 100% score'. To the right of the message are two status indicators: 'Core' (with a crossed-out checkmark) and 'Completed' (with a checkmark). Below these is a search bar containing the text 'sector', which is highlighted with a red box. To the right of the search bar is a button with a purple cube icon and a downward arrow. A dropdown menu is open, showing a single item 'sector' with a location pin icon.

iati-identifier · completed

XI-DUNS-praweshtest-123123

BASIC ACTIVITY INFORMATION

title · completed

(Language: English)

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19. Click on the element menu to add/edit it

Fill all elements to get
100% score

iati-identifier · completed

XI-DUNS-praweshtest-123123

BASIC ACTIVITY INFORMATION

title · completed

(Language: English)

This is another title

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20. Fill in the fields in the form of the element

sector

sector Help ⓘ

vocabulary

Select vocabulary

1 - OECD DAC CRS Purpose Codes (5 digit)
2 - OECD DAC CRS Purpose Codes (3 digit)
3 - Classification of the Functions of Government (UN)
4 - Statistical classification of economic activities in

code *

Type code

Help

Made with Tango.us

21. Fill in the fields in the form of the element

code *

3 digit) x ▾

Select code

111 - Education, level unspecified

112 - Basic education

113 - Secondary education

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22. Fill in the fields in the form of the element

vocabulary

2 - OECD DAC CRS Purpose Codes (3 digit) x ▾

Help

code *

112 - Basic education

Help

percentage

30

Help

narrative

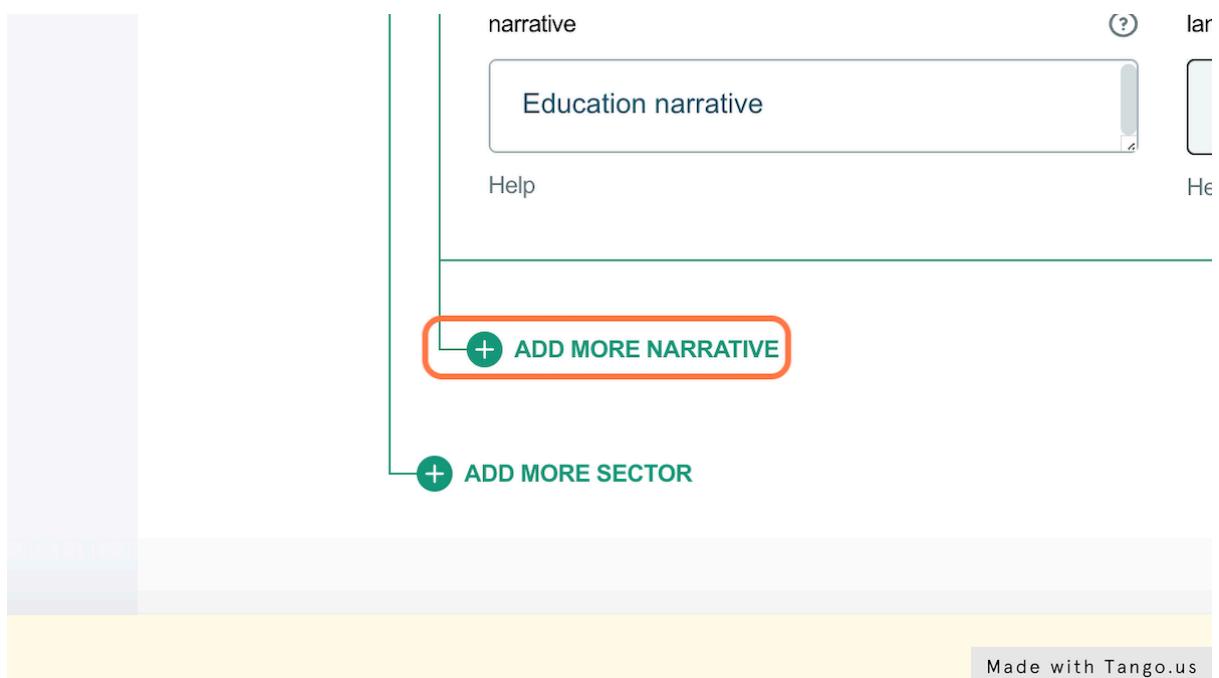
Type narrative

language *

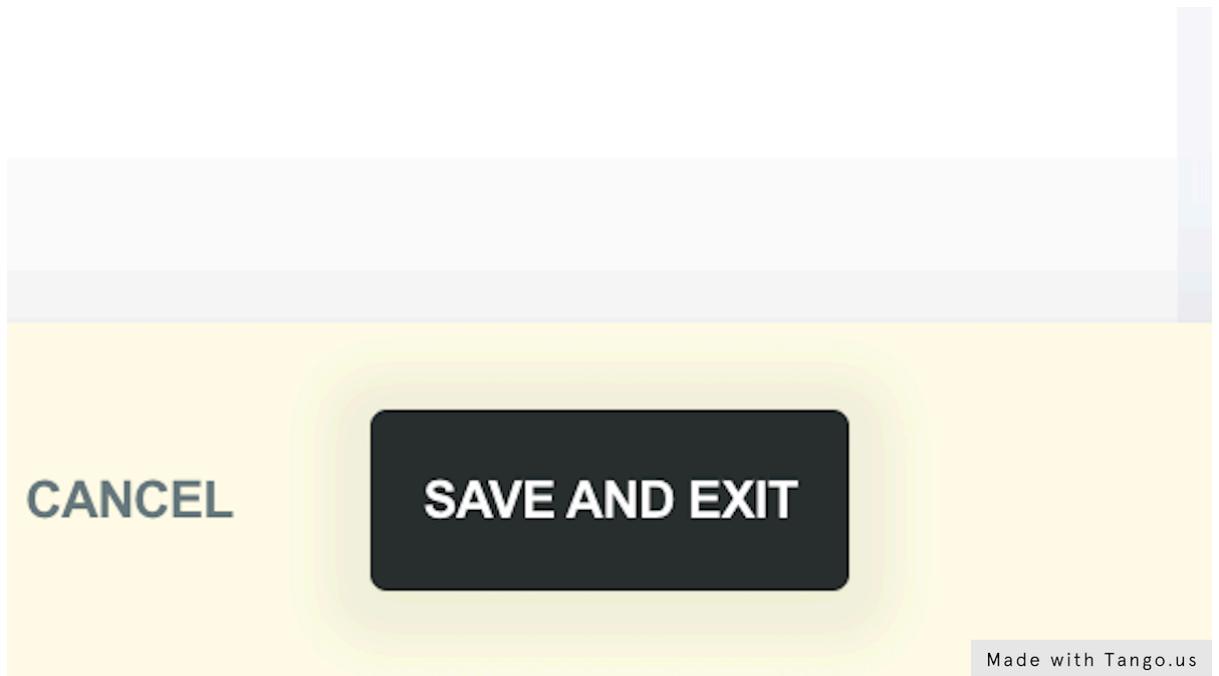
Select language

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23. Click on ADD MORE to add multiple sub elements and fields

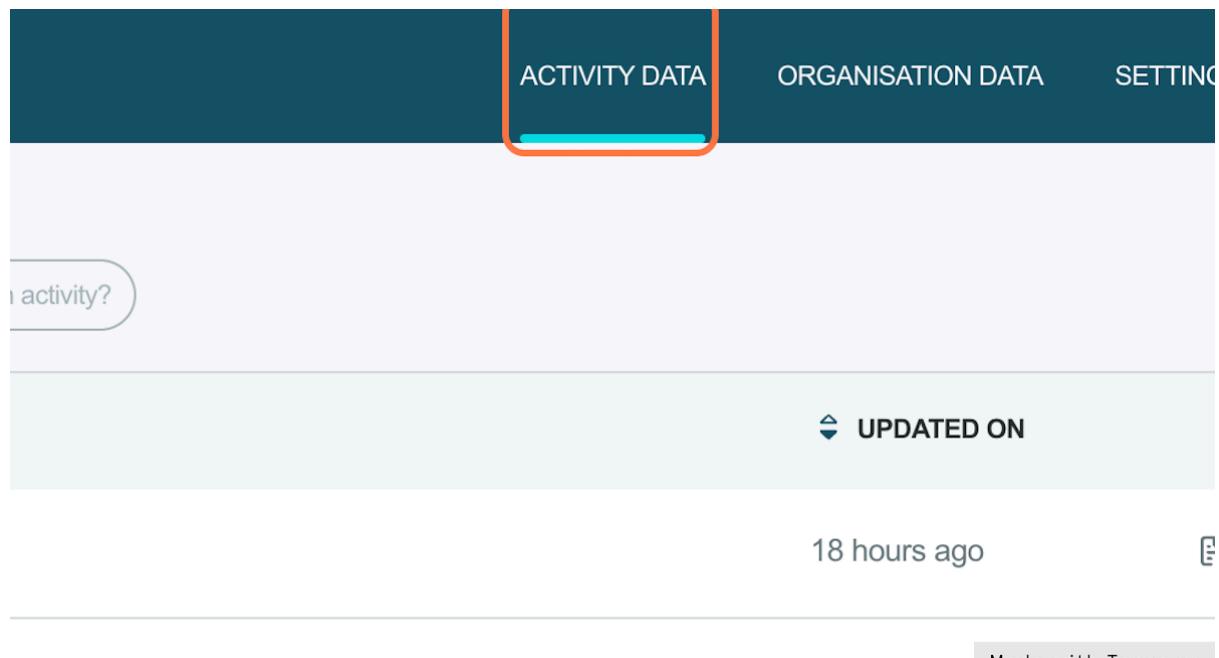


24. Click on SAVE AND EXIT

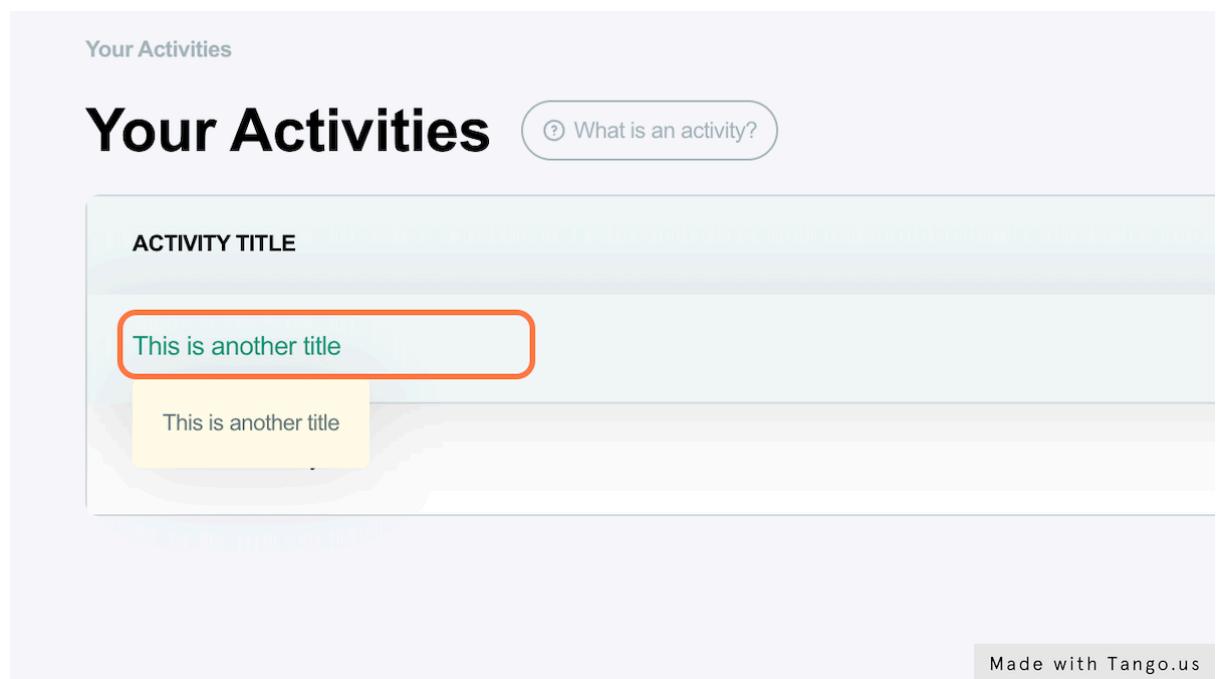


How to edit activity?

1. Click on ACTIVITY DATA

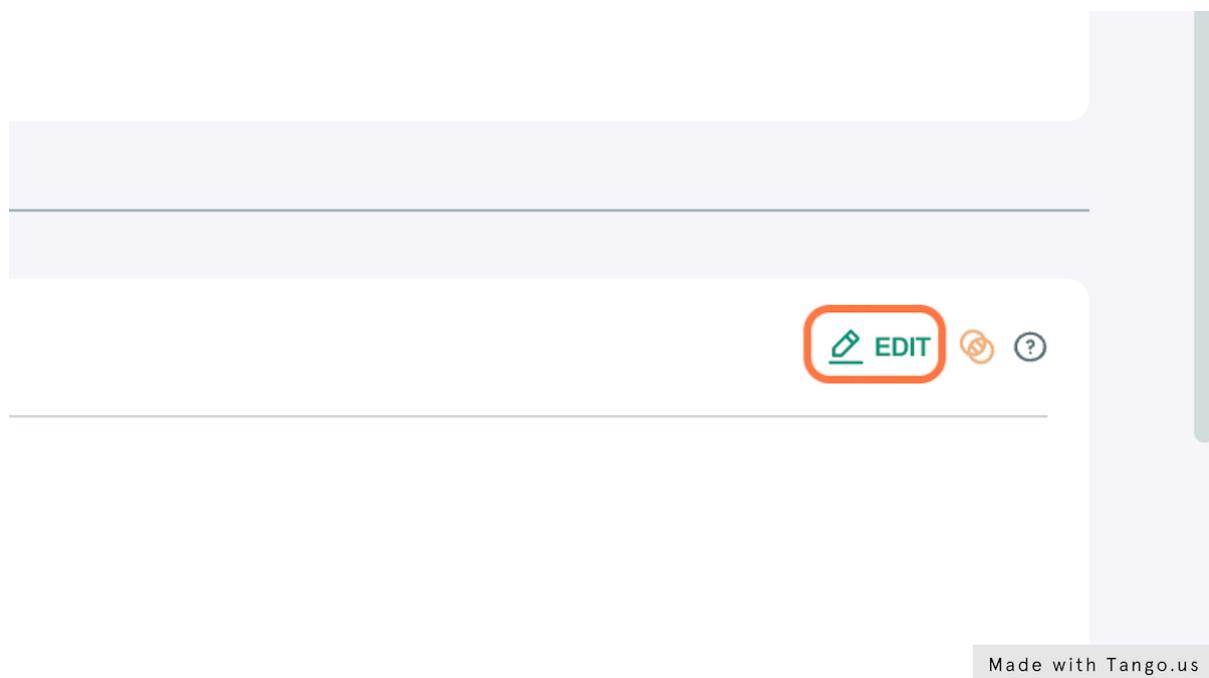


2. Click on the activity you want to edit



3. Click on EDIT

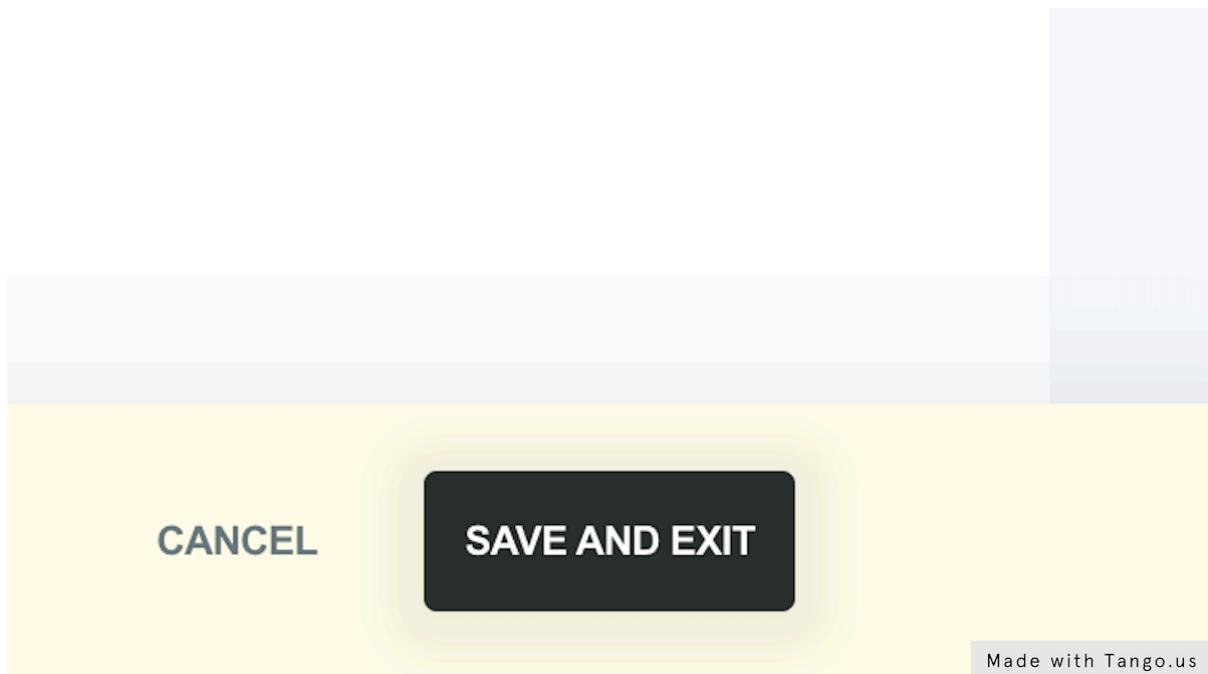
Go to the summary section of the element using the menu and click on EDIT



4. Change the values in the form

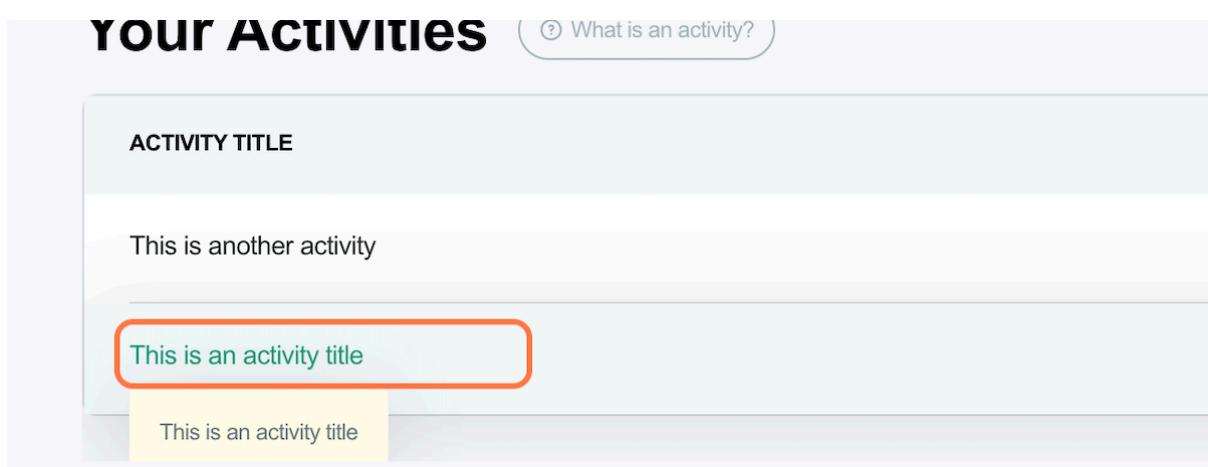
A screenshot of a form editor interface. The top section shows two input fields: '2 - OECD DAC CRS Purpose Codes (3 digit)' with value '112 - Basic education' and 'percentage' with value '100'. Below this, there are two narrative entries. Each entry consists of a 'narrative' input field and a 'language' dropdown menu. The first entry has 'Education narrative' in the narrative field and 'Select language' in the dropdown. The second entry has 'narrative in another language' in the narrative field and 'ab - Abkhazian' in the dropdown. There are also 'ADD MORE NARRATIVE' and 'ADD MORE SECTOR' buttons at the bottom. In the bottom right corner, there is a grey box containing the text 'Made with Tango.us'.

5. Click on SAVE AND EXIT

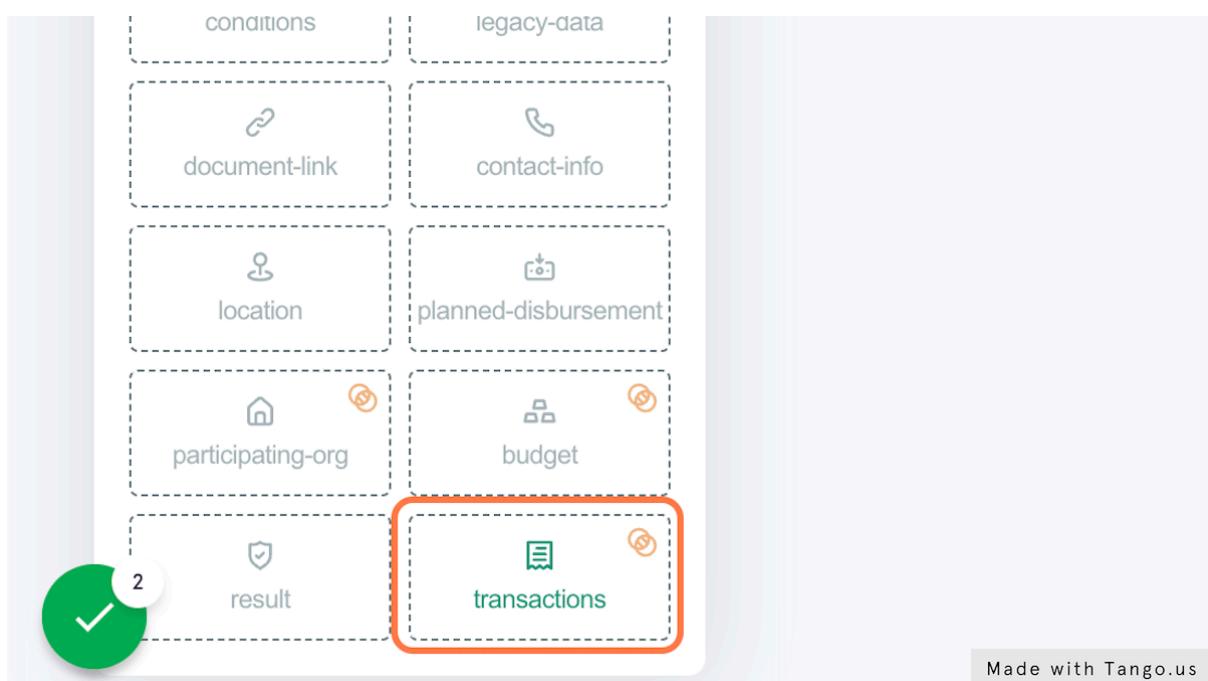


How to add/view/edit transactions?

1. Go to the activity you want to add transaction



2. Click on transactions



3. Fill in the data for that transaction

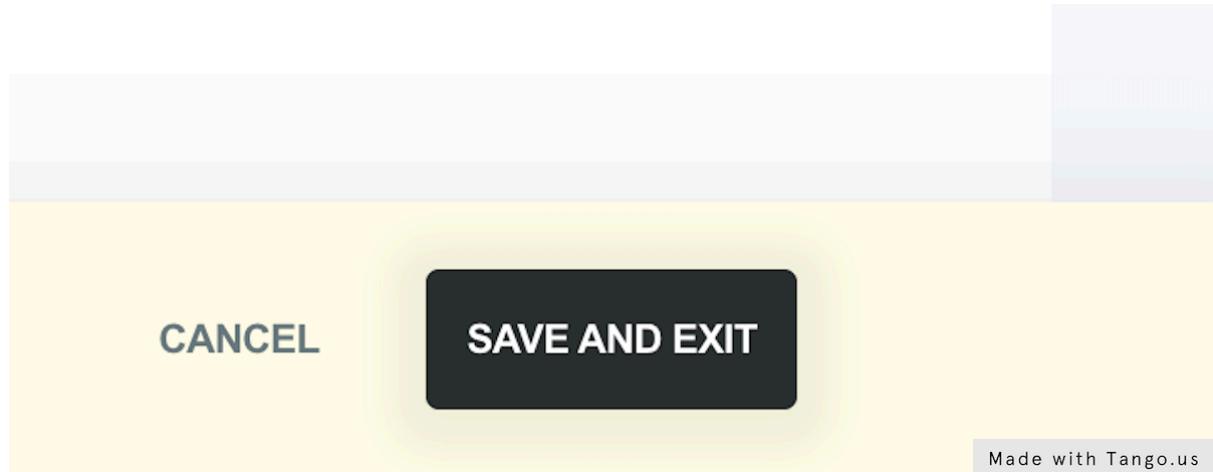
' title

The screenshot shows a form titled 'transaction' with three main input fields:

- reference:** A text input field containing "ref-12312" is highlighted with a red border.
- humanitarian:** A dropdown menu labeled "Select humanitarian".
- transaction-type:** A dropdown menu labeled "Select code".

Each field has a help link and a question mark icon. A watermark "Made with Tango.us" is visible in the bottom right corner.

4. Click on SAVE AND EXIT



5. Detail page of a transaction.

Use the side menu to view the sub-elements of the transaction

The screenshot shows the 'ref-12312 - Transaction detail' page. On the left, a sidebar lists transaction sub-elements: Note, Core Elements, Mandatory sub-elements, Recommended sub-elements, reference, humanitarian, transaction-type, transaction-date, value, description, provider_organization, receiver_organization, disbursement_channel, sector, recipient_country (which is selected and highlighted in yellow), and recipient_region. The main content area displays the following data:

reference	ref-12312
humanitarian	false
transaction-type	Incoming Funds
transaction-date	October 04, 2022
value	1,000,000 USD valued at November 04, 2022
description	(Language: English) Fund from the ABC organisation
provider-organization	Organisation Identifier Code: ref-980 Name: Fund from the ABC organisation

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6. Click on back arrow to view the transaction list

The screenshot shows the 'ref-12312 - Transaction detail' page. The sidebar is identical to the previous screenshot. The main content area displays the same transaction details. A green arrow icon with a white outline is visible on the left side of the page, indicating the direction to return to the transaction list.

7. Transaction List

You can view, edit and delete transactions from here. You can also add a new transaction using the +ADD TRANSACTION button

The screenshot shows the 'Transaction List' section of the iati PUBLISHER interface. At the top, there are language links (EN, FR, ES) and navigation tabs (ACTIVITY DATA, ORGANISATION DATA, SETTINGS, IMPORT ACTIVITY). A search bar and a '+ ADD TRANSACTION' button are also at the top. Below the header, the breadcrumb navigation shows 'Your Activities / This is an activity title / Transaction List'. The main content area displays a table with one row of data:

INTERNAL REF	TRANSACTION TYPE	TRANSACTION VALUE	TRANSACTION DATE	ACTION
ref-12312	Incoming Funds	1,000,000	a month ago	

8. Click on SHOW FULL TRANSACTION LIST

From the activity's summary page, you can go to the transaction list.

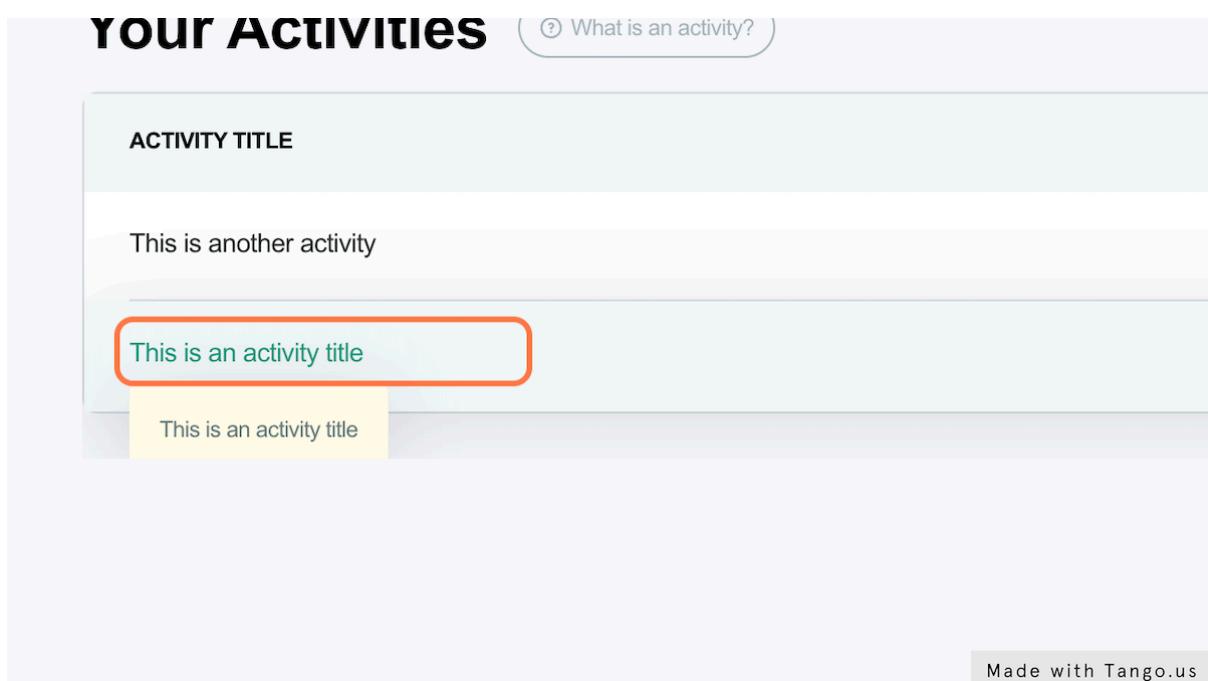
The screenshot shows the activity summary page with the transaction list highlighted. On the left, there is a sidebar with various project metadata fields like recipient-country, sector, and default-flow-type. The main content area includes the activity title 'This is an activity title', a description section ('description - completed'), objectives ('Objectives'), and a financial section ('FINANCIAL'). The financial section contains a table with one row:

transactions	completed
Incoming Funds	

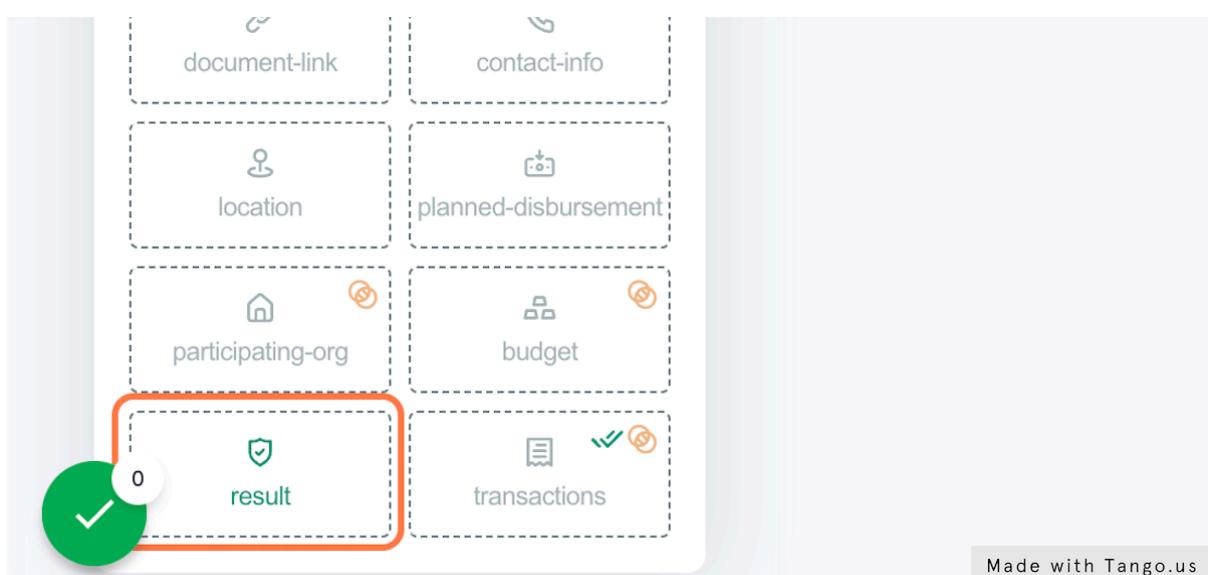
Below the table, it says '1,000,000 USD - valued at November 04, 2022'. At the bottom right of the page, there is a 'Made with Tango.us' footer.

How to add a result in an activity?

1. Go to the activity you want to add result



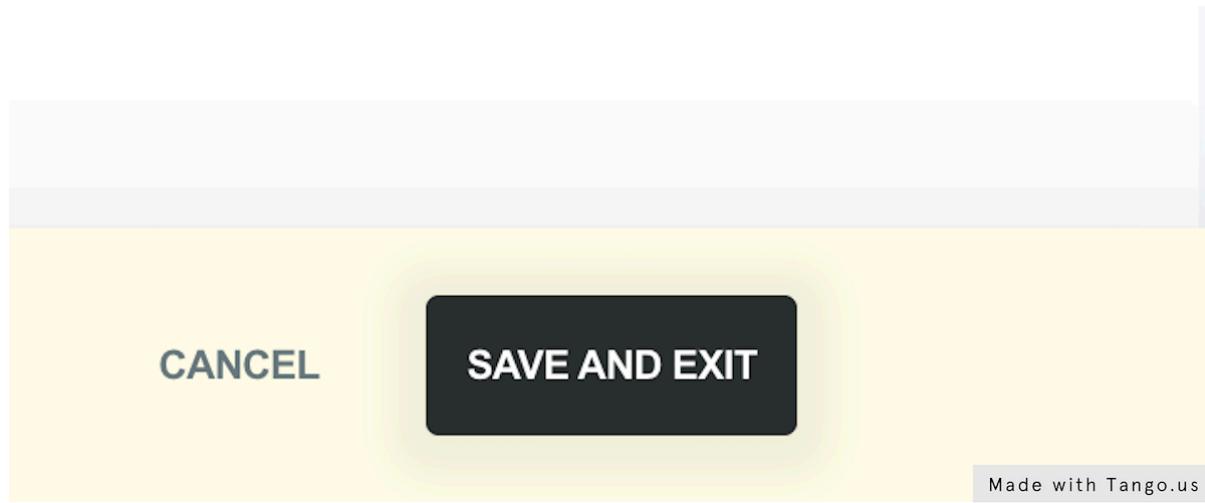
2. Click on result



3. Complete the form

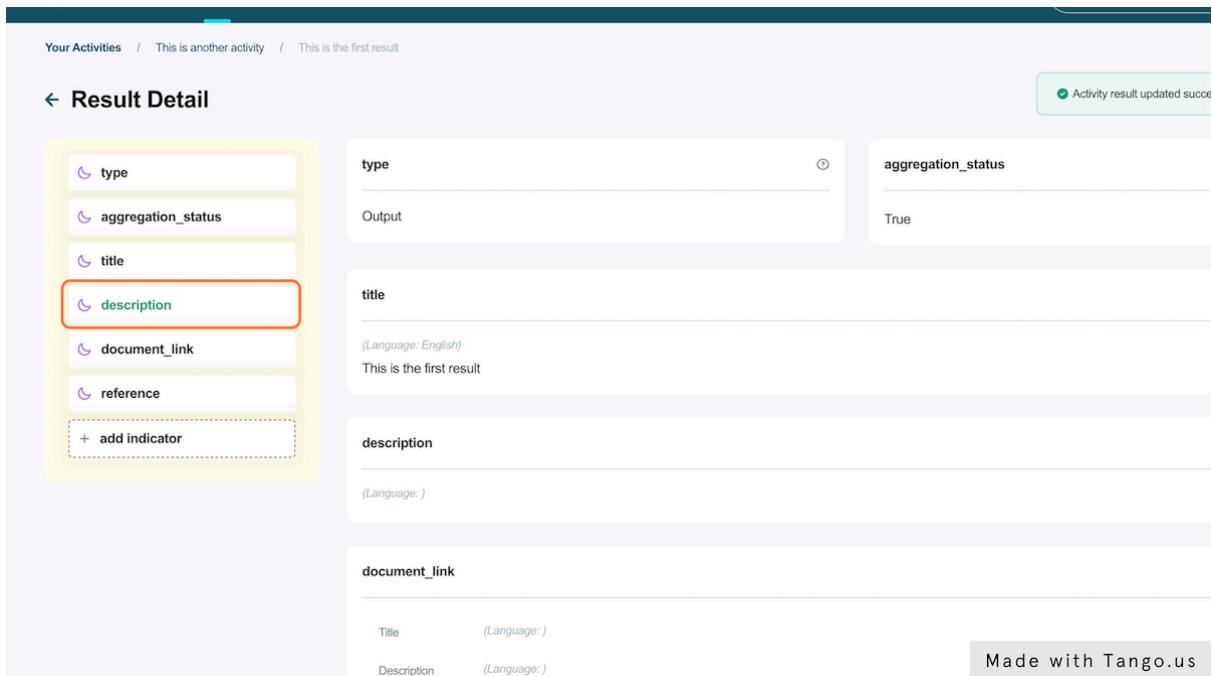
The screenshot shows a form completion interface. At the top left, there's a note section with three categories: Core Elements (orange), Mandatory sub-elements (blue), and Recommended sub-elements (green). On the right, there are tabs for title, description, document-link, and reference, with 'title' selected. Below the tabs, there's a 'result' card with a shield icon. The card has two fields: 'type *' set to '1 - Output' and 'aggregation-status' set to 'True'. A note indicates that 'type' is a mandatory field. The card also contains a 'TITLE' field and a 'narrative *' field which is highlighted with a red border. The narrative field contains the text 'This is the first result'. There's also a 'language' dropdown with 'Select language'. A green button labeled '+ ADD MORE TITLE' is visible. At the bottom right of the card, there are 'CANCEL' and 'Made with Tango.us' buttons.

4. Click on SAVE AND EXIT



5. Click on the menu to view the sub-elements

In the detail page of a result, click on the menu to view the sub-element details in the main page.

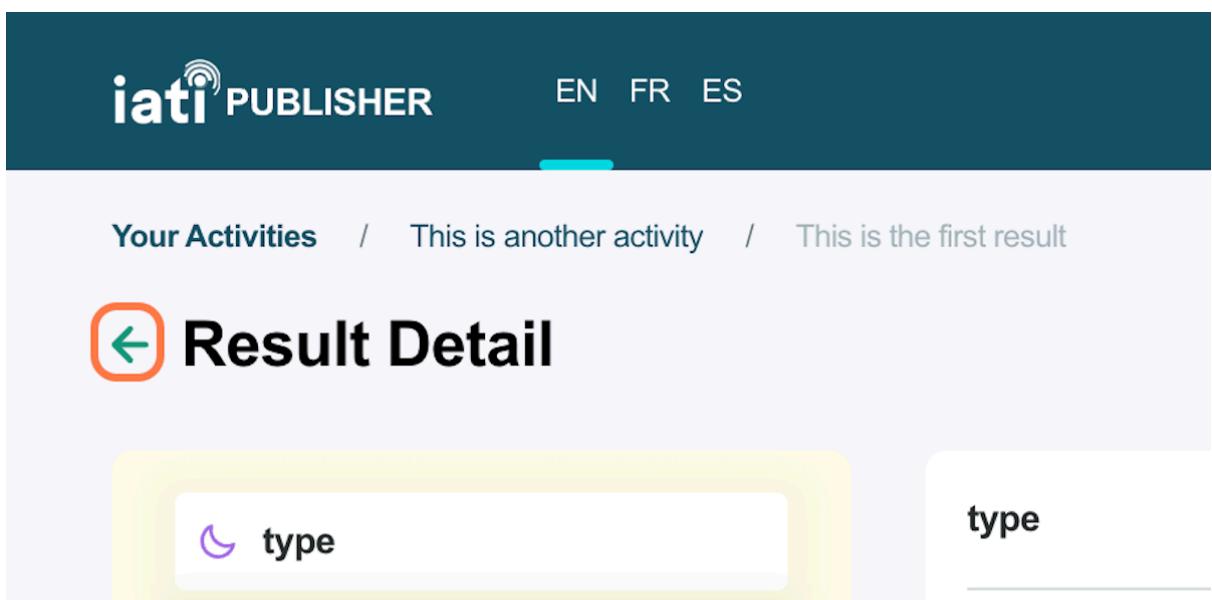


The screenshot shows a 'Result Detail' page. On the left, there is a sidebar with several items: 'type', 'aggregation_status', 'title', 'description', 'document_link', and 'reference'. The 'description' item is highlighted with a red border. The main content area displays the following fields:

- type**: Output
- aggregation_status**: True
- title**: This is the first result
- description**: (Language: English) This is the first result
- document_link**:
 - Title: (Language:)
 - Description: (Language:)

A green success message at the top right says 'Activity result updated successfully'.

6. Click on back button to go to the list of result



The screenshot shows the 'iati PUBLISHER' interface. At the top, there is a dark header with the 'iati PUBLISHER' logo and language links 'EN FR ES'. Below the header, the navigation path is 'Your Activities / This is another activity / This is the first result'. The main title is 'Result Detail', with a back arrow icon to its left. The 'type' field is highlighted with a yellow background. The right side of the screen shows the 'type' value: 'type'.

7. Click on ADD RESULT button to add more results

The screenshot shows the 'Import Activity' interface. At the top, there are tabs for 'ORGANISATION DATA', 'SETTINGS', and 'IMPORT ACTIVITY'. A search bar contains the placeholder 'Search activity...'. To the right of the search bar are two buttons: a '+' sign and a user icon with a dropdown arrow. Below the header is a table with three columns: 'RESULT TYPE', 'AGGREGATION STATUS', and 'ACTION'. A single row is visible, showing 'Output' under 'RESULT TYPE', 'True' under 'AGGREGATION STATUS', and edit and delete icons under 'ACTION'. In the bottom right corner of the main area, there is a small grey box containing the text 'Made with Tango.us'.

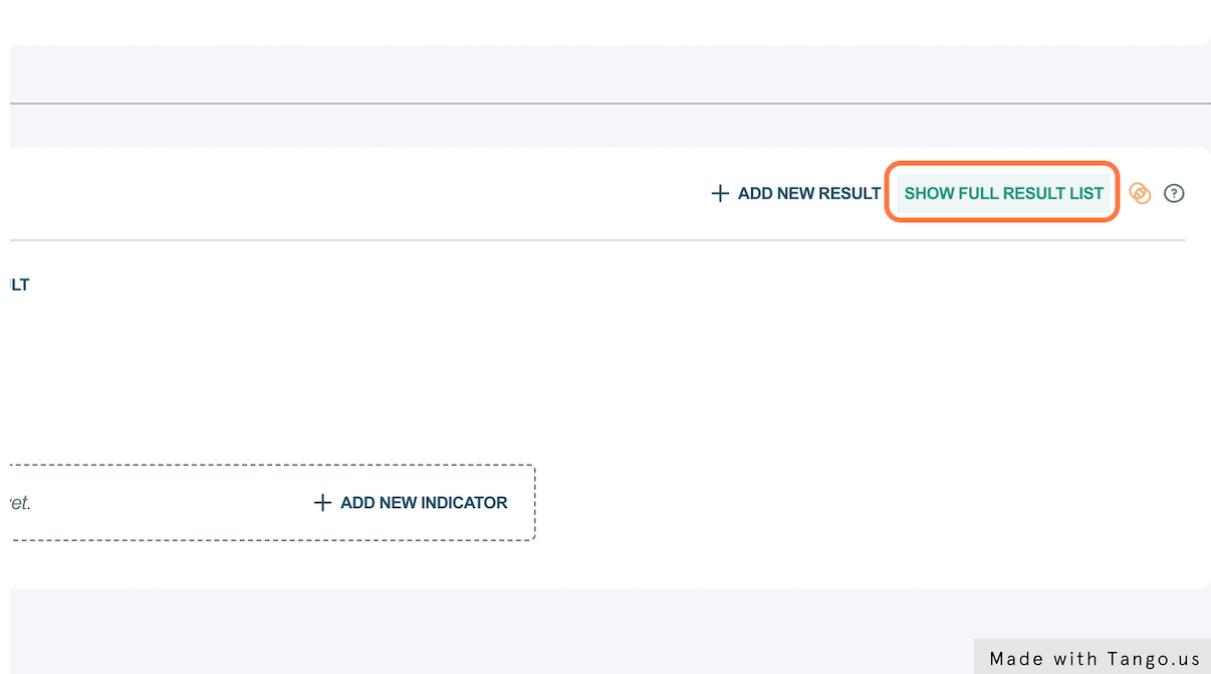
8. View result in activity summary page

Go to summary page the activity and click 'result' in the menu.

The screenshot shows the 'result' summary page. At the top left, it says 'PERFORMANCE'. Below that, there is a section for the first result, indicated by a document icon and the text 'result • not completed'. Underneath this, it says 'This is the first result' followed by 'VIEW RESULT' and 'EDIT RESULT' buttons. The result details show 'Result Type: Output' and 'Description: (Language: Not Available) Untitled'. A dashed box highlights a message 'You haven't added any indicator yet.' and a button '+ ADD NEW INDICATOR'.

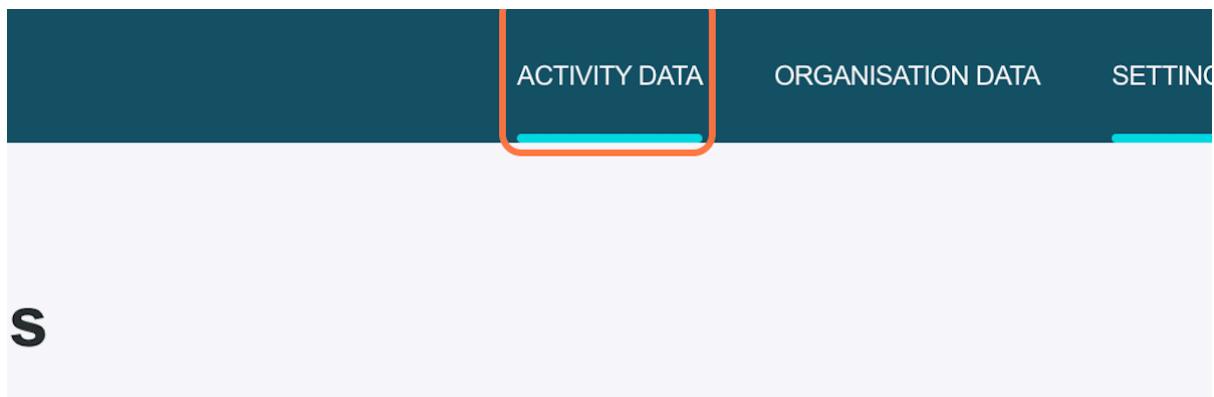
9. Go to result list or add new result

From summary page, you can go to result list or add new result in the activity



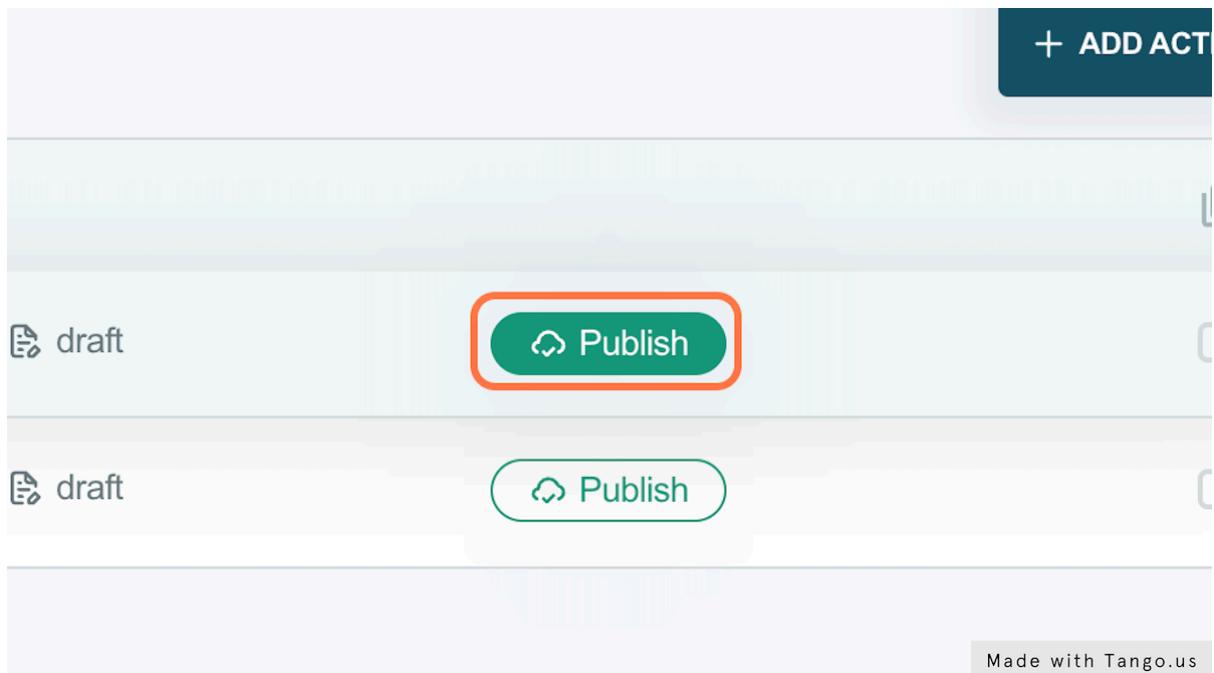
How to publish an activity?

1. Click on ACTIVITY DATA



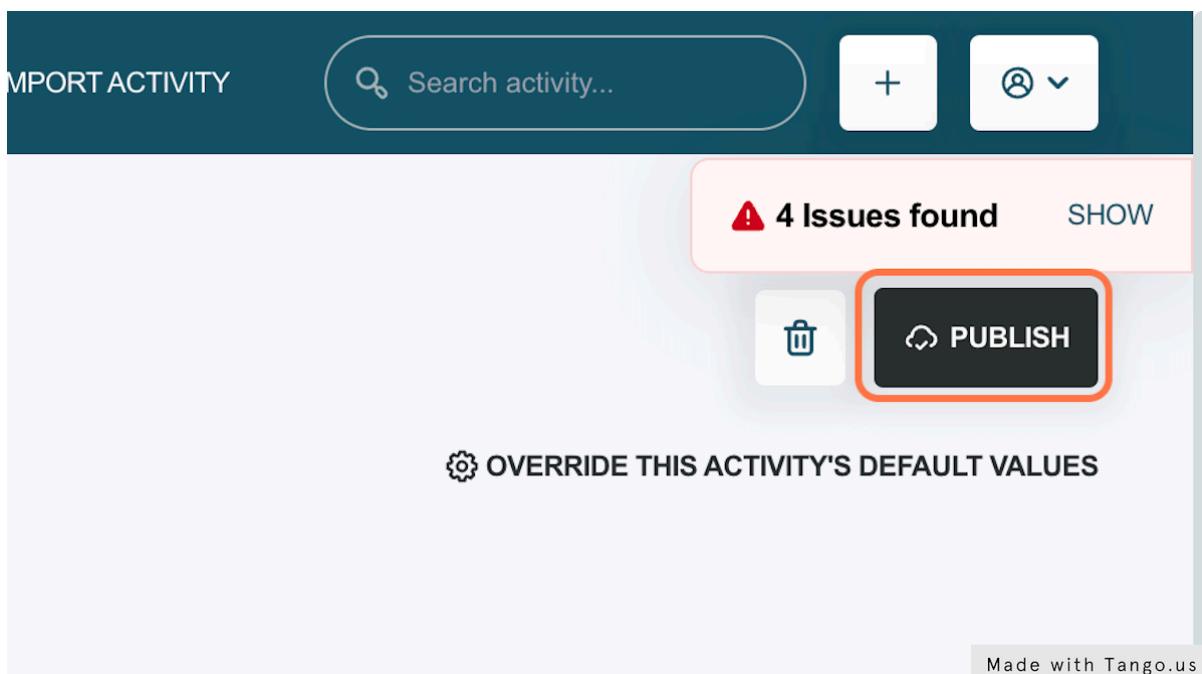
2. Click on Publish in activity list

You can initiate publishing an activity from the activity list by clicking on the Publish button.



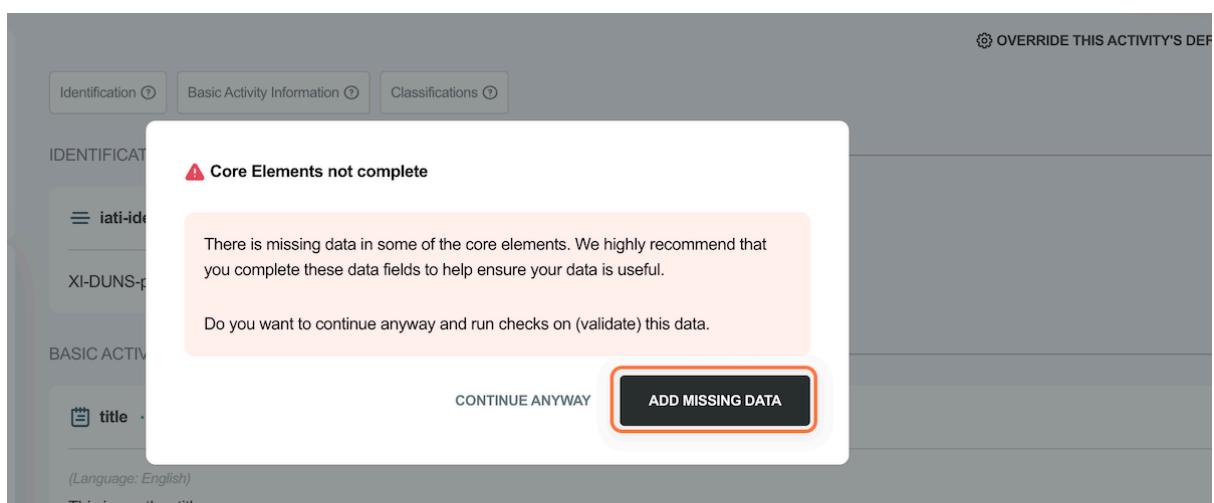
3. Click on PUBLISH within the activity

You can also initiate publishing the activity from the activity detail page



4. Click on ADD MISSING DATA

If core elements are not completed, you will be warned. You can go back and complete the missing data.



5. Click on CONTINUE ANYWAY

But you can continue publishing the activity

The screenshot shows the IATI Publisher interface for an activity titled "This is another title". A progress bar indicates 25% completion. A modal window titled "Core Elements not complete" appears, stating: "There is missing data in some of the core elements. We highly recommend that you complete these data fields to help ensure your data is useful." It includes two buttons: "CONTINUE ANYWAY" (highlighted with a red box) and "ADD MISSING DATA". The background shows sections for Identification, Basic Activity Information, and Classifications.

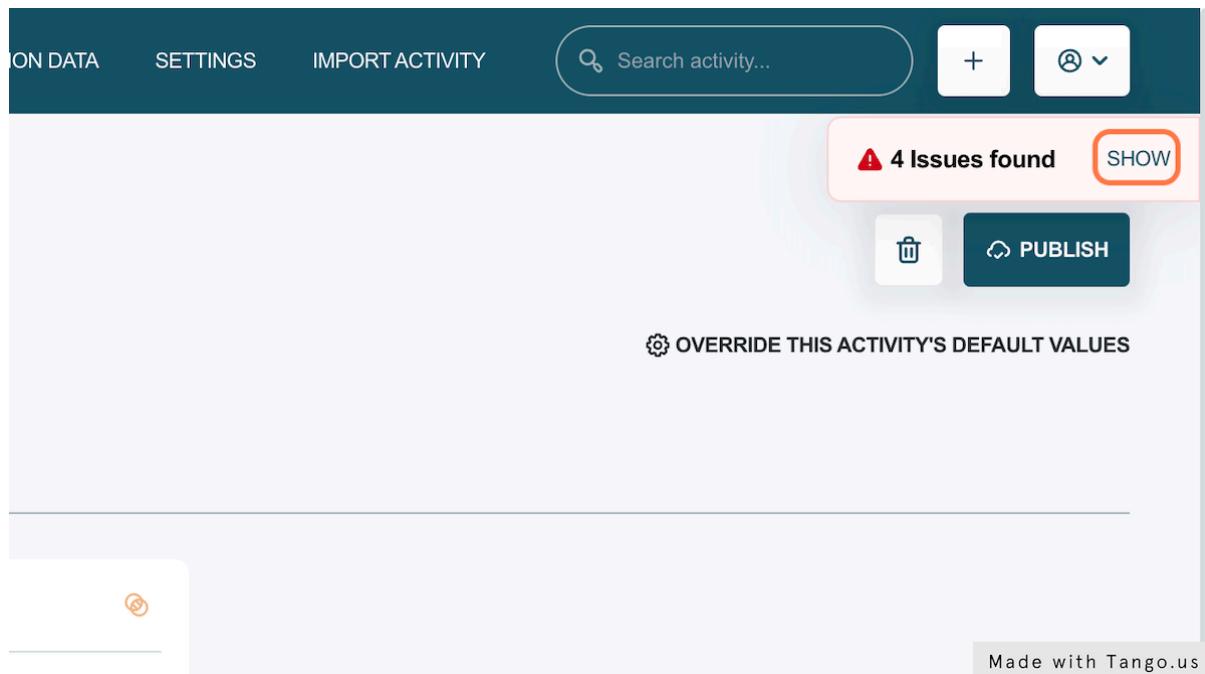
6. Click on FIX ISSUES

IATI Publisher will use IATI Validator to validate the data. If there are any errors, you will be warned. You can go back and fix those issues.

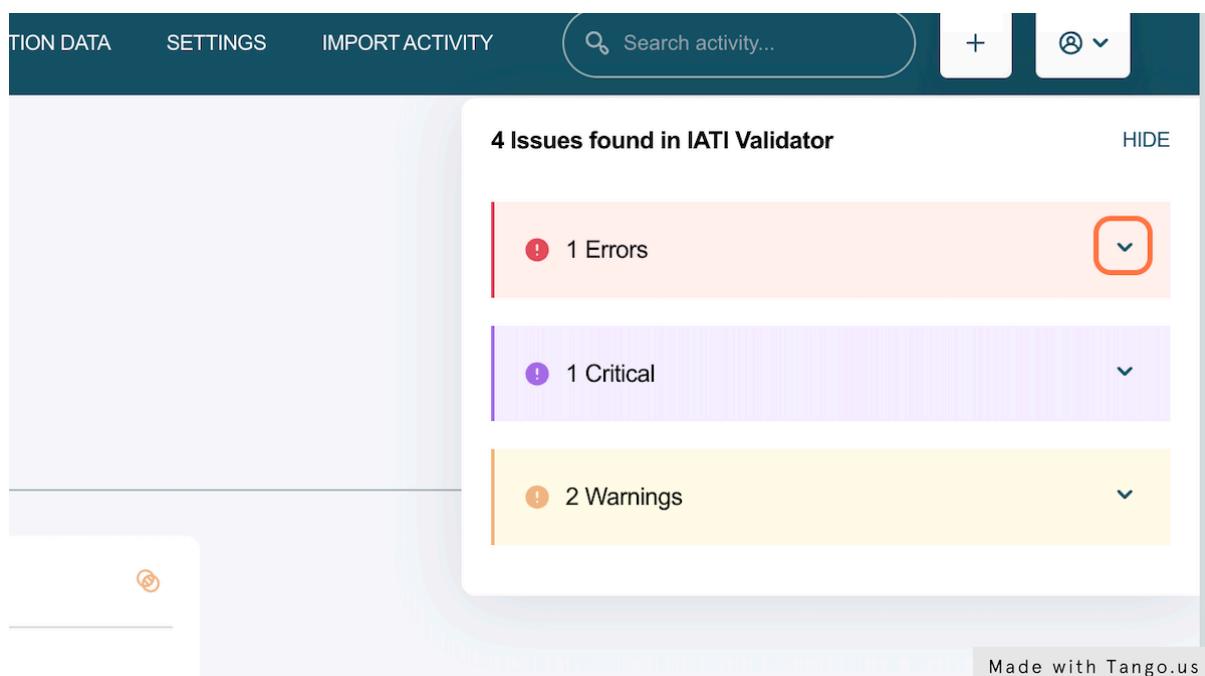
The screenshot shows the IATI Publisher interface for the same activity. A modal window titled "IATI Validation Issue" states: "1 critical errors, 1 errors and 2 warnings were found. View information about these errors/warnings at the top of the activity page." It also notes: "As your data has at least one critical error, it will not be available on the IATI Datastore and may not be available on other data portals/tools/software that use IATI data." It includes two buttons: "PUBLISH ANYWAY" (highlighted with a red box) and "FIX ISSUES". The background shows the same sections as the previous screenshot.

7. Click on SHOW

If you proceed to fix the issues, you will be taken to the activity and you can see the summary of the validation issues. Click on SHOW link to view the errors.



8. Expand to view the errors



9. Click on HIDE to collapse the errors summary

The screenshot shows the IATI Validator interface. At the top, there are navigation links for 'ON DATA', 'SETTINGS', and 'IMPORT ACTIVITY'. A search bar contains the placeholder 'Search activity...'. To the right of the search bar are two buttons: a '+' button and a user profile icon with a dropdown arrow. Below the header, a message states '4 Issues found in IATI Validator'. On the right side of this message is a red-bordered 'HIDE' button. The interface lists four types of issues: '1 Errors' (red), '1 Critical' (purple), and '2 Warnings' (yellow). Each issue type has a corresponding 'PUBLISH' button to its right. A note below the errors says 'The activity must have a planned start date or an actual start date.' At the bottom right of the interface, it says 'Made with Tango.us'.

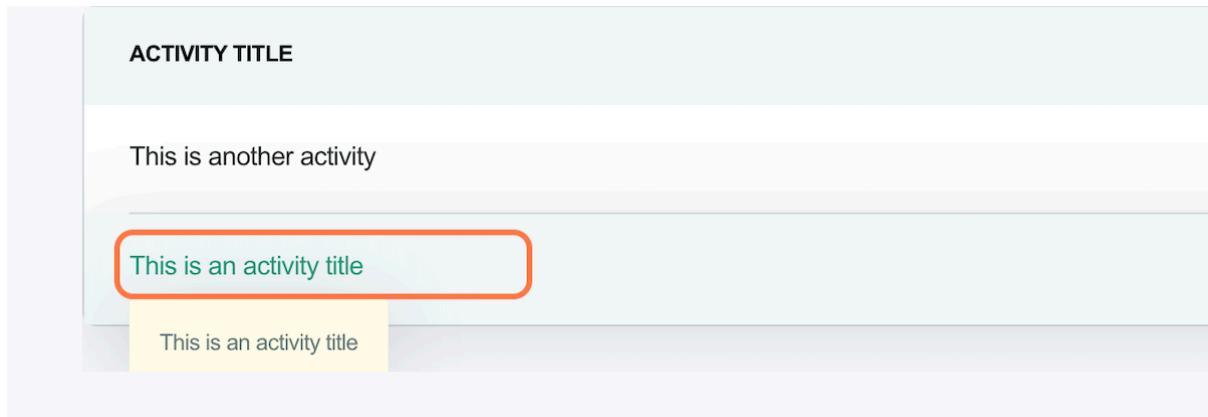
10. Click on PUBLISH ANYWAY

You can publish the activity anyway without fixing the errors

The screenshot shows the IATI Validator interface with a warning message: 'We strongly recommend you fix these issue(s) before publishing your activity to improve the quality and usefulness of your data.' Below this message are two buttons: 'PUBLISH ANYWAY' (highlighted with a red border) and 'FIX ISSUES'. At the bottom left, it says 'Re' and '(Language: Abkhazian)'.

How to edit a result?

1. Go to the activity you want to edit result



2. Edit result from activity summary page

Click on EDIT RESULT link in the summary page to edit the result or click SHOW FULL RESULT LIST to view the list of results

The screenshot shows an activity summary page with the following sections:

- BUDGET:** Shows a budget of 1,000 USD (Valued at November 2, 2022). It includes fields for Period Start (November 2, 2022), Period end (November 24, 2022), and Status (Indicative). There are buttons for "+ ADD TRANSACTION" and "SHOW FULL TRANSACTION LIST".
- TRANSACTIONS:** Shows incoming funds of 100 ALL - valued at October 31, 2022. There are buttons for "+ ADD TRANSACTION" and "SHOW FULL TRANSACTION LIST".
- PERFORMANCE:** Shows a result section titled "This is the first result". It includes fields for Result Type (Output) and Description ("(Language: Not Available)"). It also includes a note: "You haven't added any indicator yet." and a button "+ ADD NEW INDICATOR". There are buttons for "+ ADD NEW RESULT" and "SHOW FULL RESULT LIST".

A sidebar on the left contains various icons and labels, such as recipient-country, recipient-region, selector, tag, policy-marker, collaboration-type, default-flow-type, default-finance-type, default-aid-type, default-tied-status, country-budget-items, humanitarian-scope, capital-spend, related-activity, conditions, legacy-data, document-link, contact-info, location, planned-disbursement, participating-org, budget, and transactions. A green circular icon with a checkmark and the number 17 is located at the bottom left of the sidebar.

Made with Tangelo.us

3. Or edit result from the result list

Click the edit button of the result you want to edit.

The screenshot shows the 'Result List' page in the iati PUBLISHER application. At the top, there is a navigation bar with links for 'ACTIVITY DATA', 'ORGANISATION DATA', 'SETTINGS', 'IMPORT ACTIVITY', and a search bar. Below the navigation bar, the URL path is 'Your Activities / This is another activity / Result List'. On the right side of the header, there is a button labeled '+ ADD RESULT'. The main content area is titled 'Result List' and contains a table with one row. The table has columns for 'TITLE', 'RESULT TYPE', 'AGGREGATION STATUS', and 'ACTION'. The first row shows 'This is the first result' under 'TITLE', 'Output' under 'RESULT TYPE', 'True' under 'AGGREGATION STATUS', and edit and delete icons under 'ACTION'.

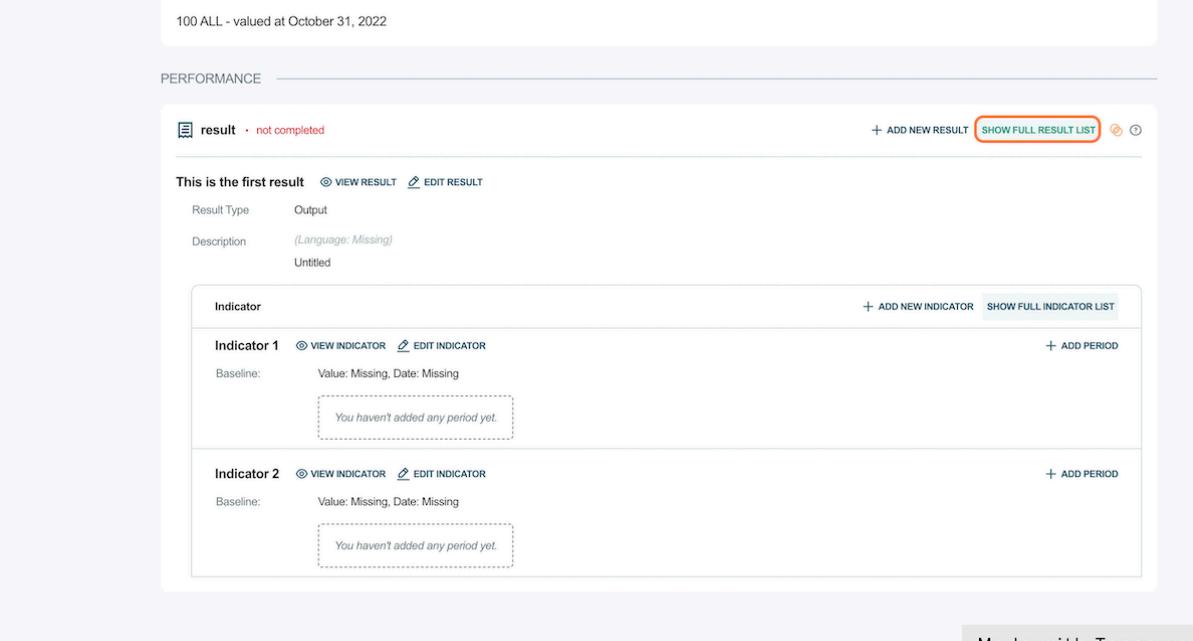
4. Or edit result from result detail page

Click EDIT RESULT link to edit the result

The screenshot shows the 'Result Detail' page in the iati PUBLISHER application. At the top, there is a navigation bar with links for 'ACTIVITY DATA', 'ORGANISATION DATA', 'SETTINGS', 'IMPORT ACTIVITY', and a search bar. Below the navigation bar, the URL path is 'Your Activities / This is another activity / This is the first result'. On the right side of the header, there is a button labeled 'EDIT RESULT'. The main content area is titled 'Result Detail' and contains a form with several fields. On the left, there is a sidebar with a list of indicators: 'type', 'aggregation_status', 'title', 'description', 'document_link', and 'reference', with a '+ add indicator' button. The main form fields include: 'type' (Output), 'aggregation_status' (True), 'title' (This is the first result), 'description' (This is the first result), 'document_link' (Title: This is the first result, Description: This is the first result, Category: English, Language: English), and a green circular icon with a checkmark. In the bottom right corner, there is a 'Made with Tangelo.us' watermark.

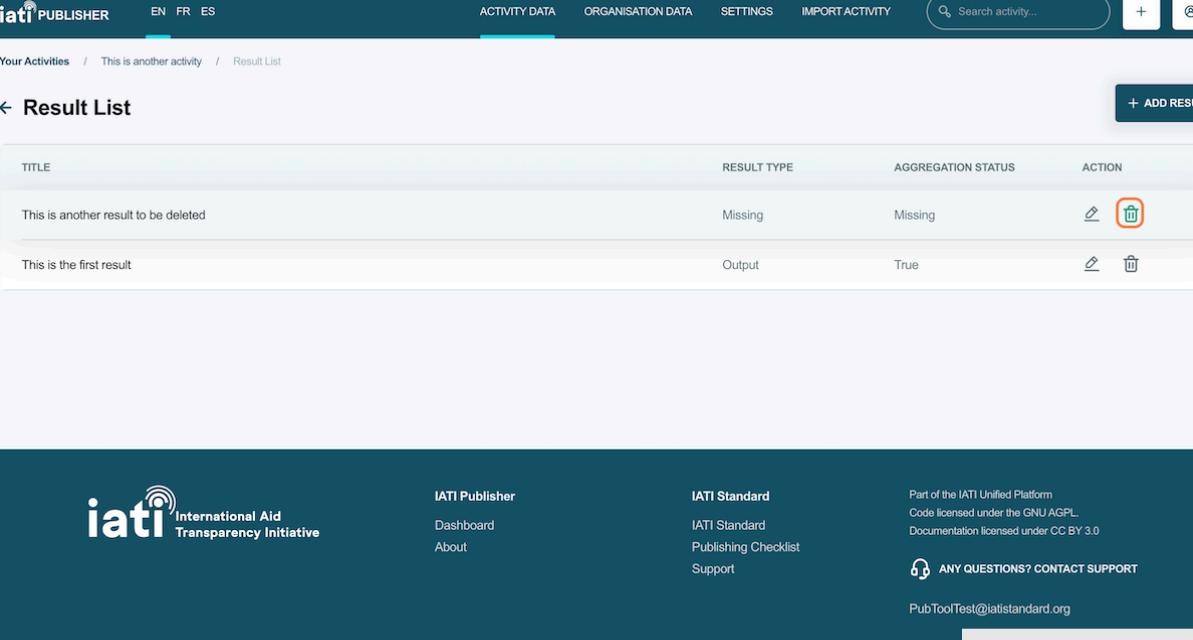
How to delete a result?

1. Click on SHOW FULL RESULT LIST



The screenshot shows the 'PERFORMANCE' section of the IATI Publisher interface. At the top, it says '100 ALL - valued at October 31, 2022'. Below this, there's a 'result' card with the status 'not completed'. The 'SHOW FULL RESULT LIST' button is highlighted with a red box. The card displays basic information: Result Type 'Output', Description '(Language: Missing)', and Untitled. Below the card, there are two indicator sections: 'Indicator 1' and 'Indicator 2', each with a 'VIEW INDICATOR' and 'EDIT INDICATOR' link. Both indicators show 'Baseline: Value: Missing, Date: Missing' and a message 'You haven't added any period yet.' In the bottom right corner of the screenshot, there's a 'Made with Tango.us' watermark.

2. Click on the delete icon of the result you want to delete



The screenshot shows the 'ACTIVITY DATA' tab of the IATI Publisher interface. At the top, there are language links 'EN FR ES' and a search bar 'Search activity...'. Below the header, the breadcrumb navigation shows 'Your Activities / This is another activity / Result List'. A 'Result List' table is displayed with columns: TITLE, RESULT TYPE, AGGREGATION STATUS, and ACTION. The first row contains the title 'This is another result to be deleted', result type 'Missing', aggregation status 'Missing', and action buttons (edit and delete, with the delete icon highlighted with a red box). The second row contains the title 'This is the first result', result type 'Output', aggregation status 'True', and action buttons (edit and delete). In the bottom right corner of the screenshot, there's a 'Made with Tango.us' watermark. The footer features the IATI logo and links to 'IATI Publisher' (Dashboard, About), 'IATI Standard' (Standard, Publishing Checklist, Support), and a contact support link.

3. Click on DELETE button

The screenshot shows a web application for managing IATI results. At the top, there is a table with columns for 'RESULT TYPE' and 'AGGREGATION S'. Below the table, two rows of data are visible: one row with 'Missing' in both columns, and another row with 'Missing' in the first column and 'True' in the second. A modal dialog box is centered over the table. The dialog has a header 'Delete Result' with a trash icon. The main body of the dialog contains the text: 'Are you sure you want to delete this Result? Related Indicators and Periods will also be deleted'. At the bottom of the dialog are two buttons: 'GO BACK' and a large 'DELETE' button, which is highlighted with a red border.

RESULT TYPE	AGGREGATION S
Missing	Missing
Missing	True

Delete Result

Are you sure you want to delete this Result? Related Indicators and Periods will also be deleted

GO BACK

DELETE

onal Aid
ency Initiative

IATI Publisher

Dashboard

About

IATI Standard

IATI Standard

Publishing Checklist

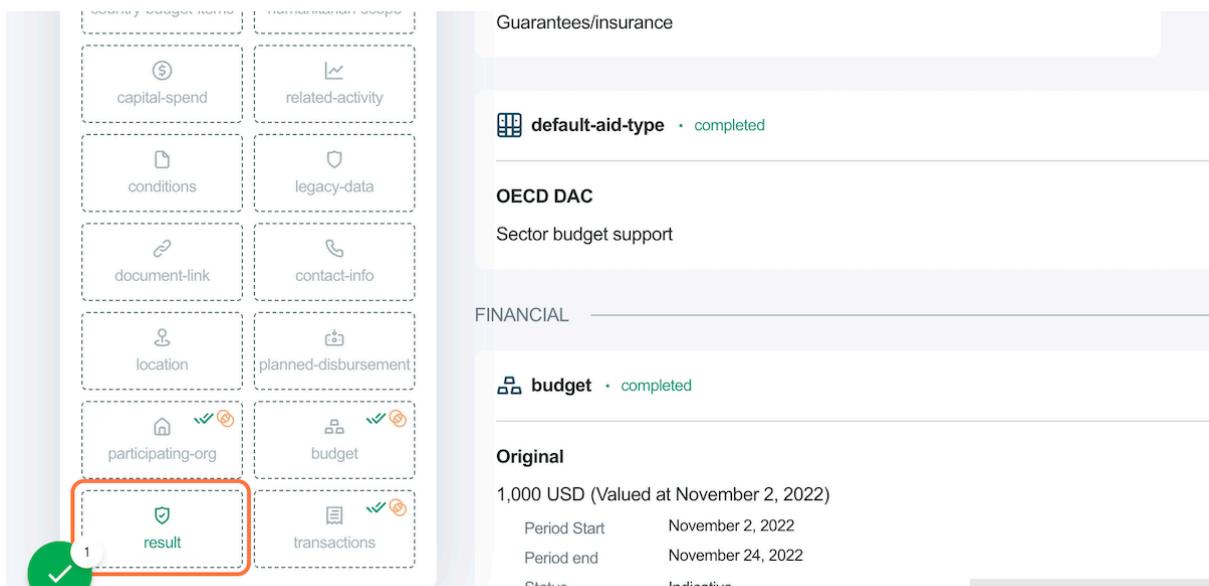
Part of the IATI
Code licensed
Documentation

Made with Tango.us

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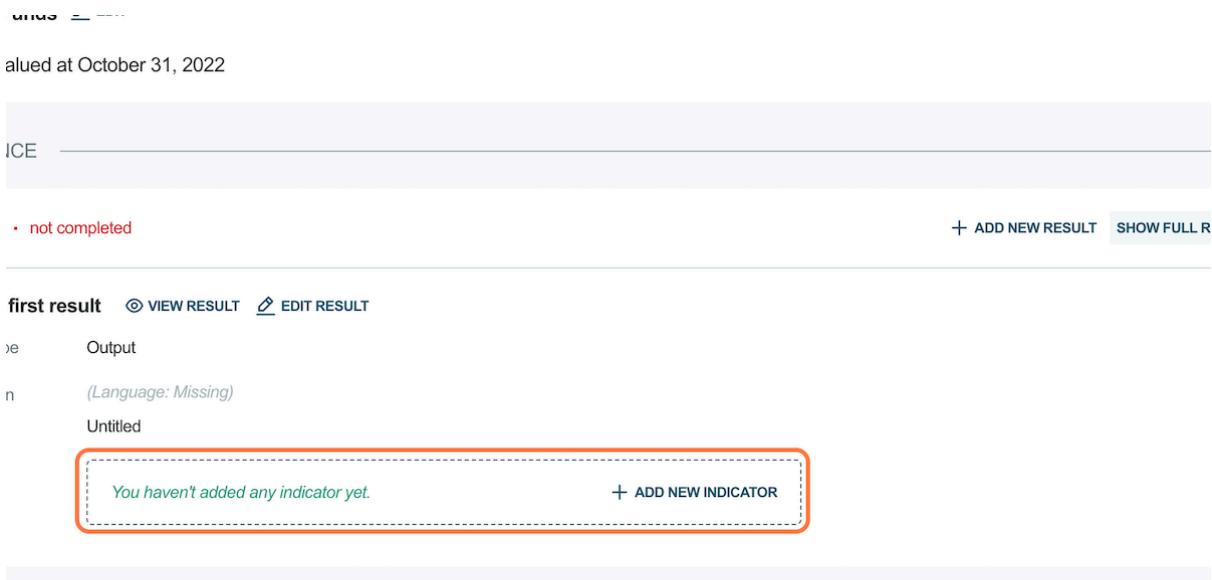
How to add an indicator in a result?

1. Go to the activity and click on result



The screenshot shows the 'Guarantees/insurance' activity details page. On the left, there's a sidebar with various icons and labels: capital-spend, related-activity, conditions, legacy-data, document-link, contact-info, location, planned-disbursement, participating-org, budget, and transactions. The 'result' icon is highlighted with an orange box and a green checkmark icon. To the right, the 'default-aid-type' is listed as 'completed'. Under 'OECD DAC', it says 'Sector budget support'. In the 'FINANCIAL' section, 'budget' is also marked as 'completed'. Below that, the 'Original' section shows a value of 1,000 USD (Valued at November 2, 2022), with 'Period Start' as November 2, 2022 and 'Period end' as November 24, 2022.

2. Click on ADD NEW INDICATOR in the result summary



The screenshot shows the 'first result' summary page. It includes a 'not completed' status, a 'VIEW RESULT' link, and an 'EDIT RESULT' link. Below this, there are two rows: one for 'Output' and one for 'Untitled'. A message box at the bottom states 'You haven't added any indicator yet.' and has a '+ ADD NEW INDICATOR' button. At the bottom right, there's a 'Made with Tango.us' footer.

3. Or click on add indicator button in result detail page's menu

Your Activities / This is another activity / This is the first result

← Result Detail

type

Output

aggregation_status

True

title

This is the first result

description

(Language: English)

document_link

reference

+ add indicator

6

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4. Or click on ADD NEW INDICATOR link at the bottom of result detail page

Your Activities / This is another activity / This is the first result

← Result Detail

type

(Language: English)

This is the first result

aggregation_status

title

description

(Language:)

document_link

reference

Title (Language:)

Description (Language:)

Category

Language English

You haven't added any indicator yet.

+ ADD NEW INDICATOR

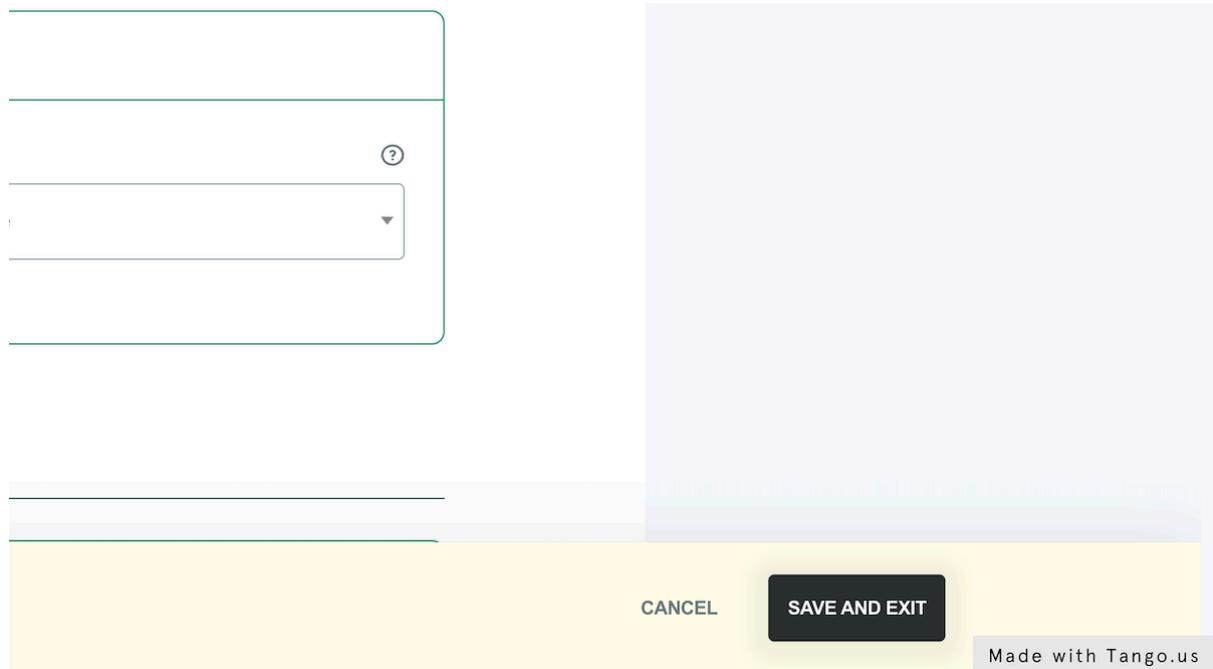
10

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5. Complete the form

The image shows a user interface for a form. At the top, there is a text input field with a placeholder '(?x)' and a small 'x' button. Below it is a large, empty text area. To the right, there is a dropdown menu labeled 'language *' with the option 'Select language'. A red box highlights the first text input field. At the bottom left, there is a 'Help' link, and at the bottom right, there is a 'Made with Tango.us' logo.

6. Click on SAVE AND EXIT



7. Click on the menu to scroll to the specific sub-element

The screenshot shows a software interface with a sidebar on the left and a main content area on the right.

Left Sidebar:

- ascending
- aggregation_status
- title
- description
- document_link
- reference
- baseline** (highlighted with a red box)
- + add period

Main Content Area:

Document Link

	Title	(Language: Missing)
Document Link	Missing	Missing
Format	Missing	Missing
Description	(Language: Missing)	Missing
Category	Missing	Missing
Language	Missing	Missing
Document Date	Missing	Missing

Sub-Content Area:

Untitled

	Title	(Language: Missing)
Document Link	Missing	Missing
Format	Missing	Missing
Description	(Language: Missing)	Missing
Category	Missing	Missing
Language	Missing	Missing
Document Date	Missing	Missing

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How to edit an indicator?

1. Go to activity summary page click on EDIT INDICATOR link

This is the first result [VIEW RESULT](#) [EDIT RESULT](#)

Result Type: Output

Description: (Language: Missing)
Untitled

Indicator

Indicator 1 [VIEW INDICATOR](#) [EDIT INDICATOR](#)

Baseline: Value: Missing, Date: Missing

You haven't added any period yet.

Indicator 2 [VIEW INDICATOR](#) [EDIT INDICATOR](#)

2. Or go to the indicator detail page and click on EDIT INDICATOR

EN FR ES ACTIVITY DATA ORGANISATION DATA SETTINGS IMPORT ACTIVITY Search activity... + ⌂

is another activity / This is the first result / Indicator 1

Detail

[+ ADD INDICATOR](#) [+ ADD PERIOD](#) [EDIT INDICATOR](#)

Indicator 1

Title	(Language: English)
	Indicator 1
Ascending	True
Measure	Percentage
Aggregation Status	True
Description	(Language: Missing)
Reference	
Baseline	Year: Missing , Date: Missing , Value: Missing Location: Missing Dimension: code - Missing, value - (Missing) Comment: Missing (Language: Missing) Document Link:

Untitled

Title	(Language: Missing)
	Missing
Document Link	Missing
Format	Missing

Made with Tango.us

3. Or go to the Indicator List and click on edit button

The screenshot shows the IATI Publisher interface. At the top, there is a navigation bar with links for PUBLISHER (EN, FR, ES), ACTIVITY DATA (highlighted in blue), ORGANISATION DATA, SETTINGS, IMPORT ACTIVITY, a search bar (Search activity...), and buttons for adding (+) and filtering (dropdown).

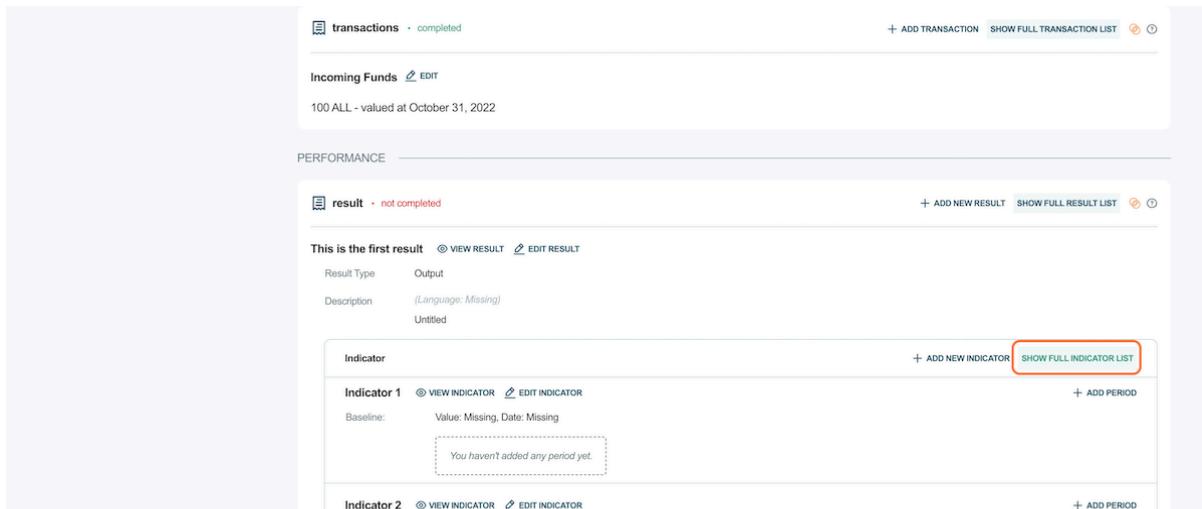
The main content area is titled "Indicator List". It displays a table with two rows of data:

TITLE	MEASURE	AGGREGATION STATUS	ACTION
Indicator 2	Missing	True	
Indicator 1	Percentage	True	

At the bottom of the page, there is a footer with the IATI logo, links to IATI Publisher (Dashboard, About), IATI Standard (IATI Standard, Publishing Checklist, Support), and contact information (Part of the IATI Unified Platform, Code licensed under the GNU AGPL, Documentation licensed under CC BY 3.0, ANY QUESTIONS? CONTACT SUPPORT, PubToolTest@iatistandard.org). There is also a copyright notice (© Copyright IATI 2022. All rights reserved.) and a "Made with Tangelo.us" badge.

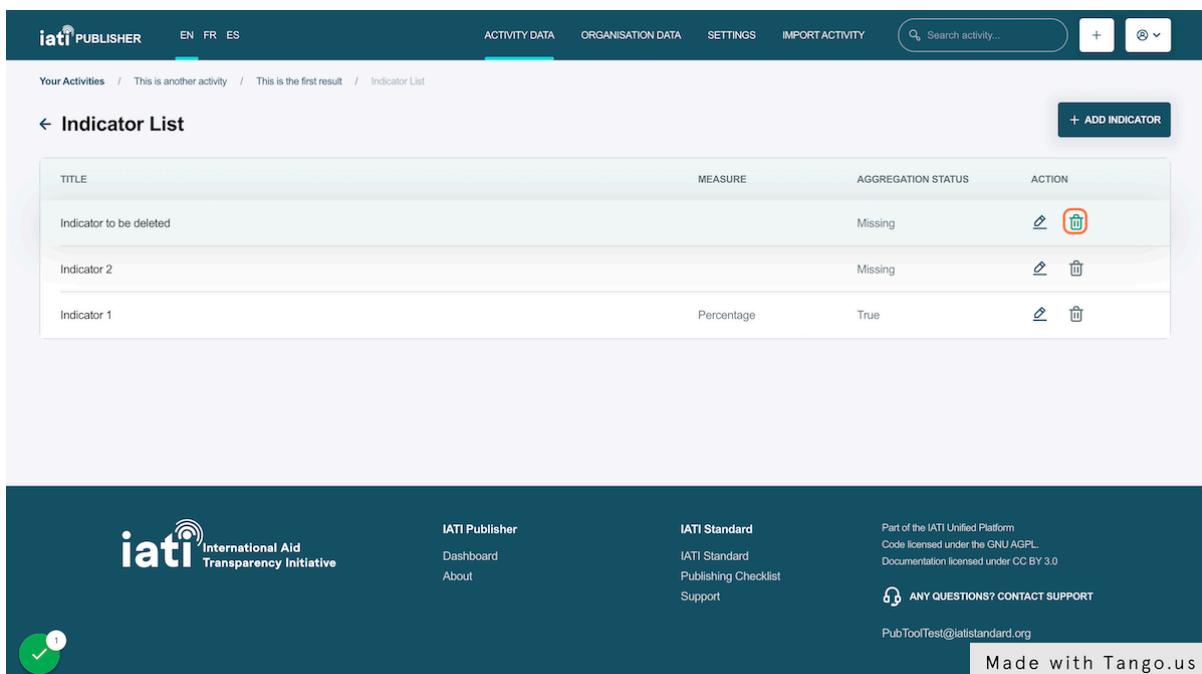
How to delete an indicator?

1. Click on SHOW FULL INDICATOR LIST



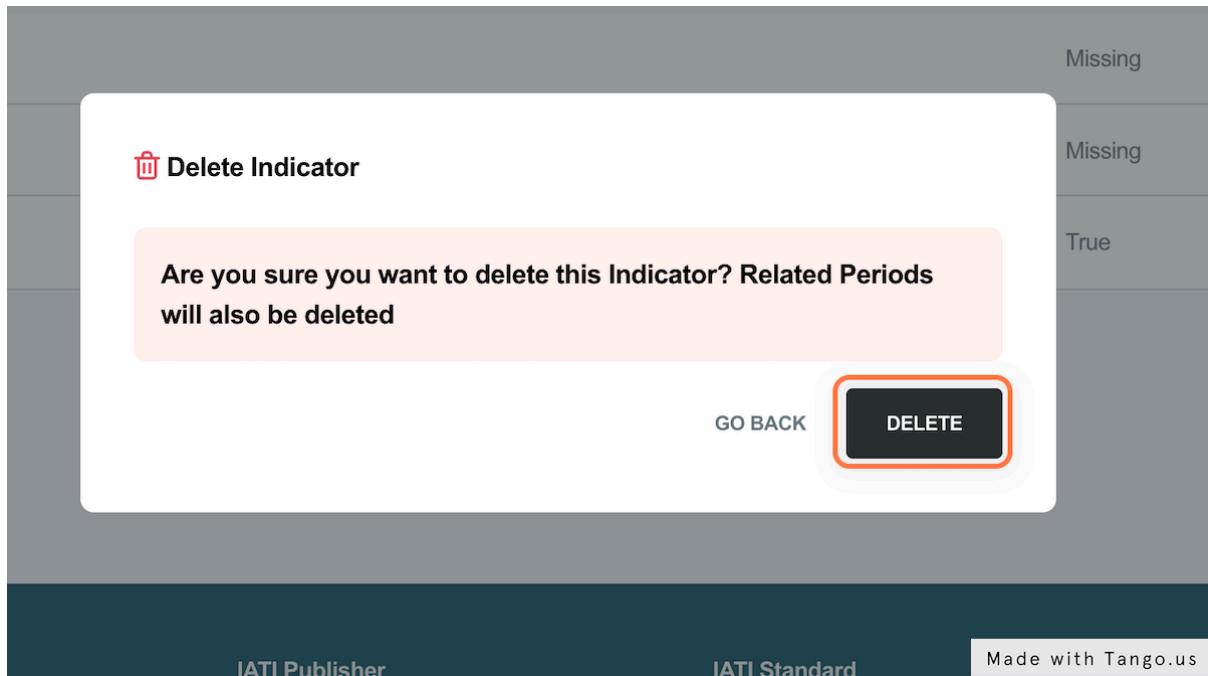
The screenshot shows the IATI Publisher interface for managing transaction results. At the top, there's a header for 'transactions' with a status of 'completed'. Below it, a section for 'Incoming Funds' is shown, with a note that it's 'not completed' and valued at 100 ALL as of October 31, 2022. A 'PERFORMANCE' section follows. Under 'PERFORMANCE', there's a 'result' section with a note that it's 'the first result'. It includes fields for 'Result Type' (Output), 'Description' (Language: Missing), and 'Untitled'. Below this is a table for 'Indicator'. The first row in the table is 'Indicator 1', which has a 'VIEW INDICATOR' link, an 'EDIT INDICATOR' link, and a 'SHOW FULL INDICATOR LIST' button highlighted with a red box. The second row is 'Indicator 2', also with 'VIEW INDICATOR' and 'EDIT INDICATOR' links. There are also '+ ADD NEW INDICATOR' and '+ ADD PERIOD' buttons.

2. Click on the delete icon



The screenshot shows the 'Indicator List' page in the IATI Publisher. The top navigation bar includes links for 'Your Activities', 'ACTIVITY DATA' (which is active and highlighted in blue), 'ORGANISATION DATA', 'SETTINGS', 'IMPORT ACTIVITY', and a search bar. Below the navigation is a breadcrumb trail: 'Your Activities / This is another activity / This is the first result / Indicator List'. On the right side of the page is a '+ ADD INDICATOR' button. The main content area displays a table titled 'Indicator List'. The table has columns for 'TITLE', 'MEASURE', 'AGGREGATION STATUS', and 'ACTION'. It contains three rows: 'Indicator to be deleted' (Measure: Missing, Status: Missing), 'Indicator 2' (Measure: Missing, Status: Missing), and 'Indicator 1' (Measure: Percentage, Status: True). In the 'ACTION' column for 'Indicator to be deleted', there is a delete icon (a trash can with a red border) highlighted with a red box. Other icons in the 'ACTION' column include edit and info symbols.

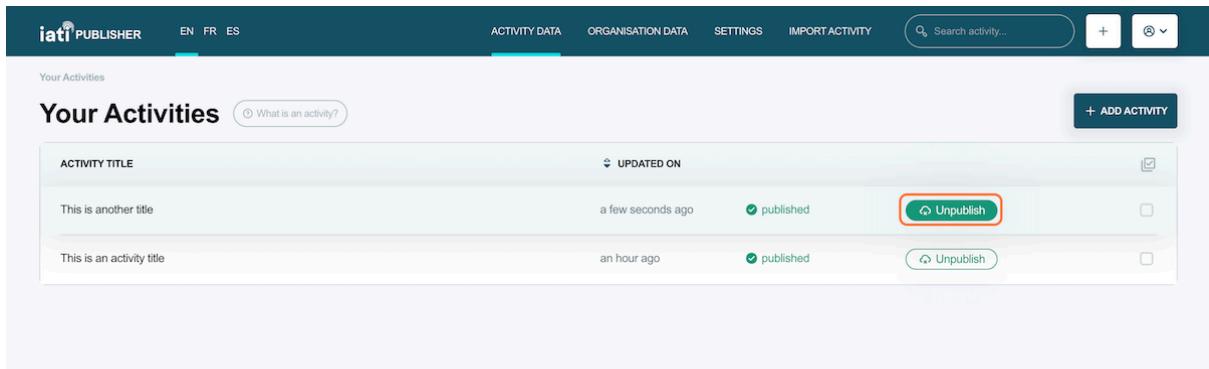
3. Click on DELETE button



How to unpublish an activity?

1. Click on Unpublish

You can initiate unpublishing an activity from the activity list.



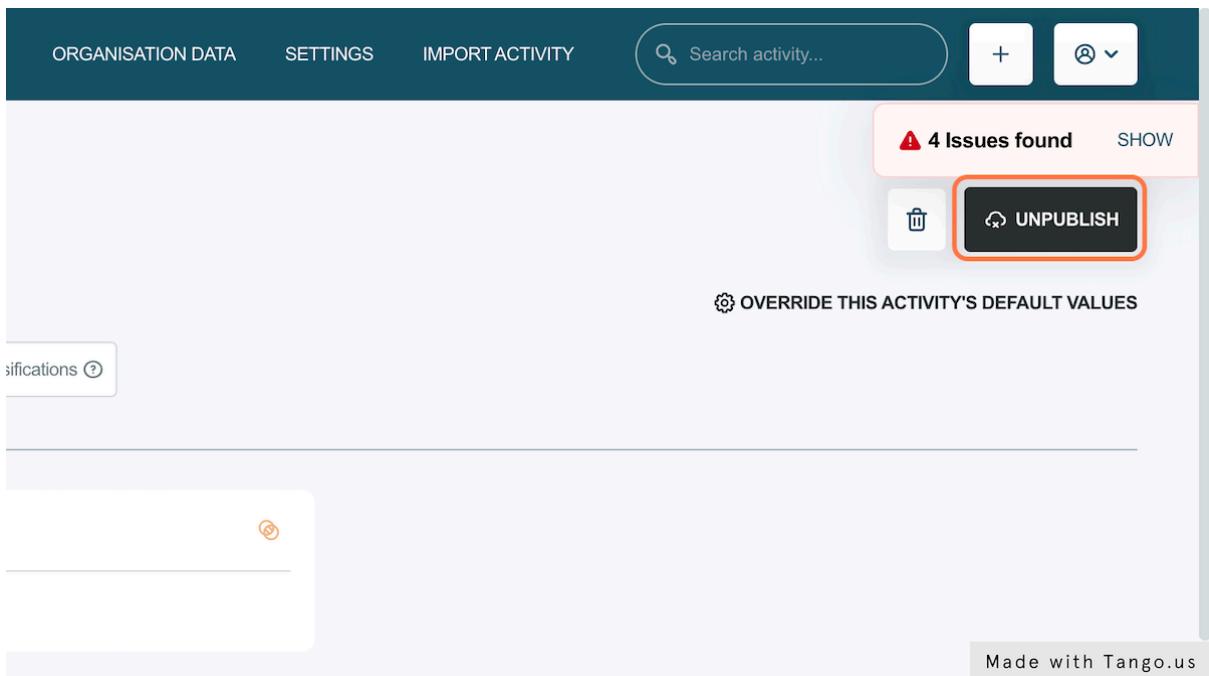
The screenshot shows the 'Your Activities' page in the iati PUBLISHER interface. At the top, there are language selection buttons (EN, FR, ES) and navigation tabs (ACTIVITY DATA, ORGANISATION DATA, SETTINGS, IMPORT ACTIVITY). A search bar and a 'Search activity...' button are also present. Below the tabs, a large 'Your Activities' heading and a sub-headline '(What is an activity?)' are visible. On the right, a blue 'ADD ACTIVITY' button is shown. The main area displays two activity entries in a table:

ACTIVITY TITLE	UPDATED ON	PUBLISH STATUS	UNPUBLISH ACTION
This is another title	a few seconds ago	published	Unpublish
This is an activity title	an hour ago	published	Unpublish

The 'Unpublish' link for the first activity is highlighted with a red box.

2. Click on UNPUBLISH

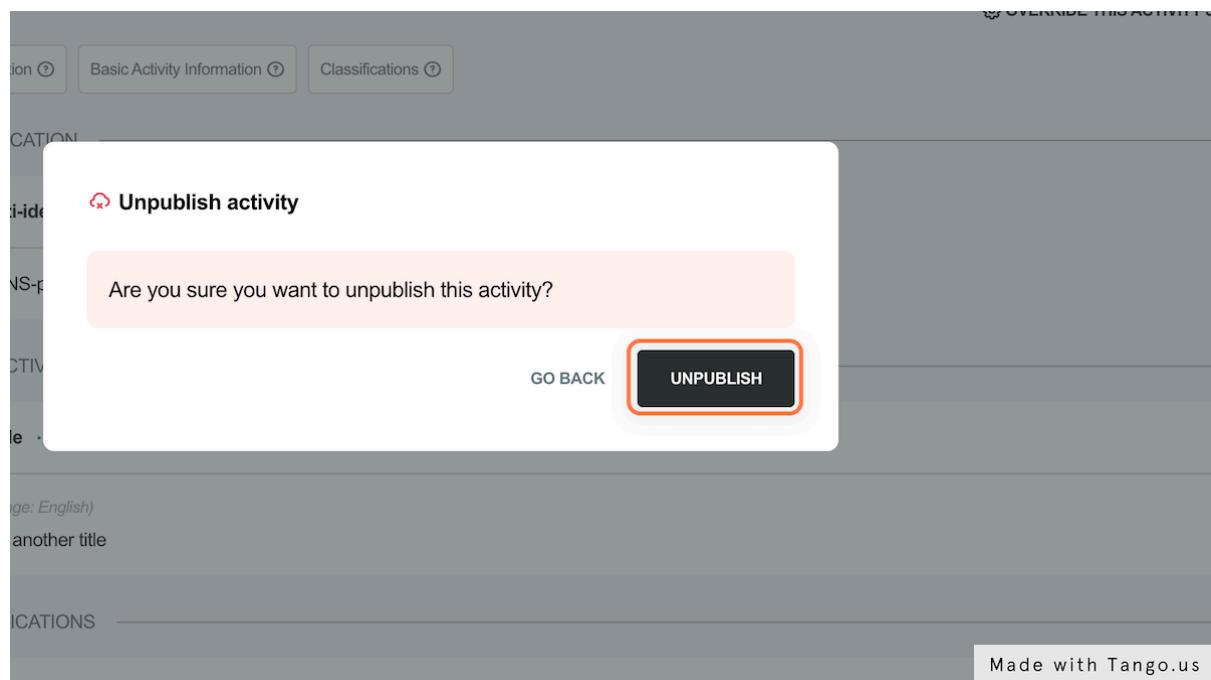
Or you can initiate unpublishing an activity from activity detail page



The screenshot shows the detail view of an activity in the iati PUBLISHER interface. The top navigation bar includes 'ORGANISATION DATA', 'SETTINGS', 'IMPORT ACTIVITY', a search bar, and a 'Search activity...' button. A red '4 Issues found' badge with a 'SHOW' link is visible. The main content area features a large 'UNPUBLISH' button, which is highlighted with a red box. Below it, a message says 'Override this activity's default values'. At the bottom right, a 'Made with Tangelo.us' footer is present.

3. Click on UNPUBLISH

Click on UNPUBLISH to complete the unpublishing of activity



How to delete an activity?

1. Go to activity detail page

The screenshot shows the 'Your Activities' section of the iati PUBLISHER interface. At the top, there are language links (EN, FR, ES) and navigation tabs: ACTIVITY DATA (which is active), ORGANISATION DATA, SETTINGS, and IMPORT ACTIVITY. A search bar is also present. Below the tabs, a heading 'Your Activities' is followed by a sub-heading 'What is an activity?'. The main area displays two activity entries:

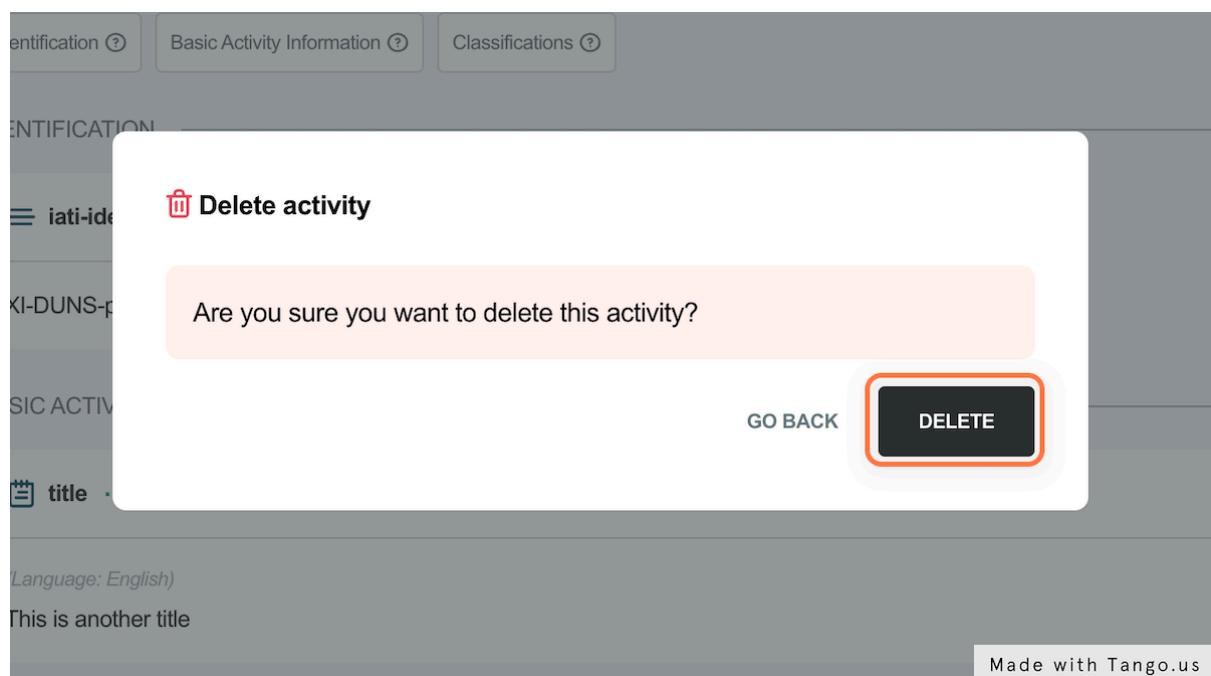
ACTIVITY TITLE	UPDATED ON	PUBLISH
This is another title	an hour ago	
This is another title	a minute ago	

A yellow callout box highlights the first activity entry. In the bottom right corner of the page, there is a 'Made with Tango.us' watermark.

2. Click on delete icon

The screenshot shows the 'Import Activity' page of the iati PUBLISHER interface. At the top, there is a search bar labeled 'Search activity...' and two buttons: a '+' sign and a user icon with a dropdown arrow. The main area features a large red 'X' icon inside a rounded rectangle, which is highlighted with a red square border. To the right of this icon is a dark blue button labeled 'PUBLISH' with a circular arrow icon. Below these elements, a text box contains the message 'Override this activity's default values' with a gear icon. In the bottom right corner, there is a 'Made with Tango.us' watermark.

3. Click on DELETE

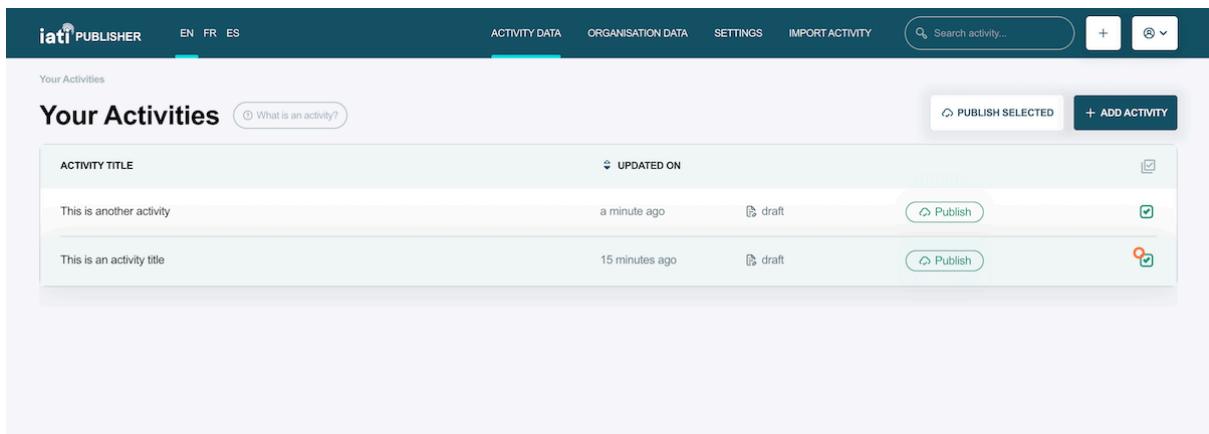


How to bulk publish activities?

1. Go to activity listing page

2. Select the checkboxes of the activities to be published

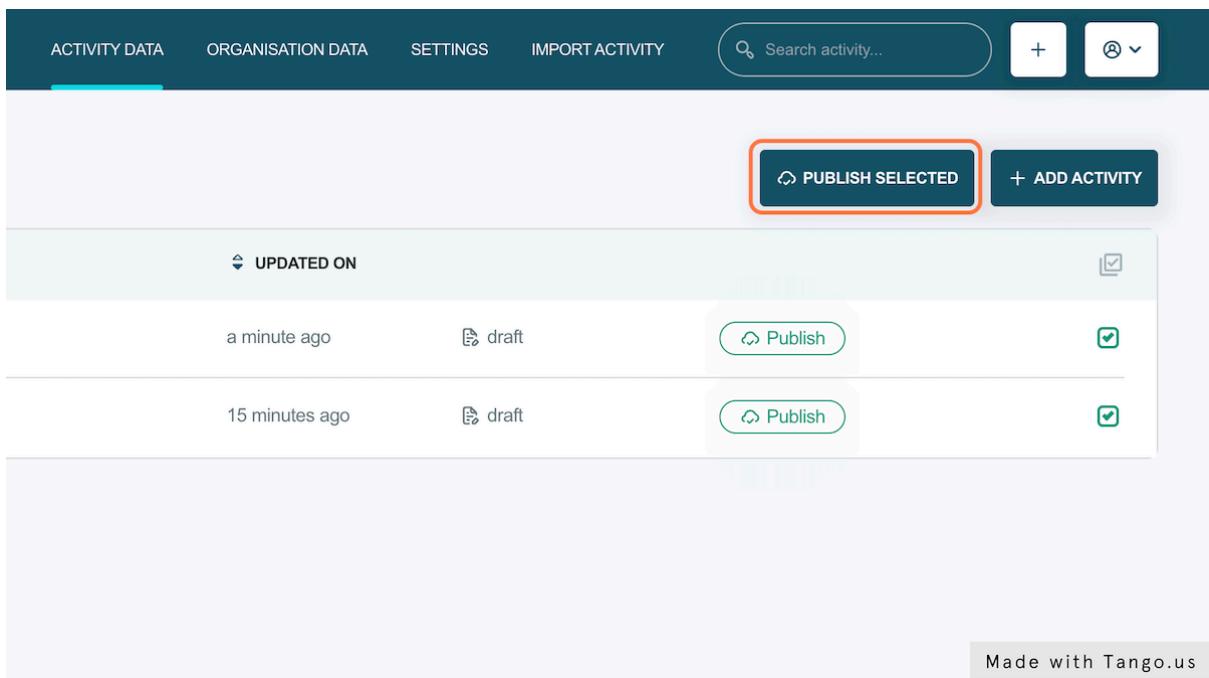
You can also select already published activities but it will continue with the unpublished activities and activity to be republished.



The screenshot shows the 'Your Activities' page in the iati Publisher. At the top, there are language links (EN, FR, ES) and navigation tabs (ACTIVITY DATA, ORGANISATION DATA, SETTINGS, IMPORT ACTIVITY). A search bar and a 'PUBLISH SELECTED' button are also at the top. Below the header, the title 'Your Activities' is displayed, along with a help link '(i) What is an activity?'. The main content area lists two activities:

ACTIVITY TITLE	UPDATED ON	STATUS	PUBLISH	SELECTED
This is another activity	a minute ago	draft	<button>(i) Publish</button>	<input checked="" type="checkbox"/>
This is an activity title	15 minutes ago	draft	<button>(i) Publish</button>	<input type="checkbox"/>

3. Click on PUBLISH SELECTED



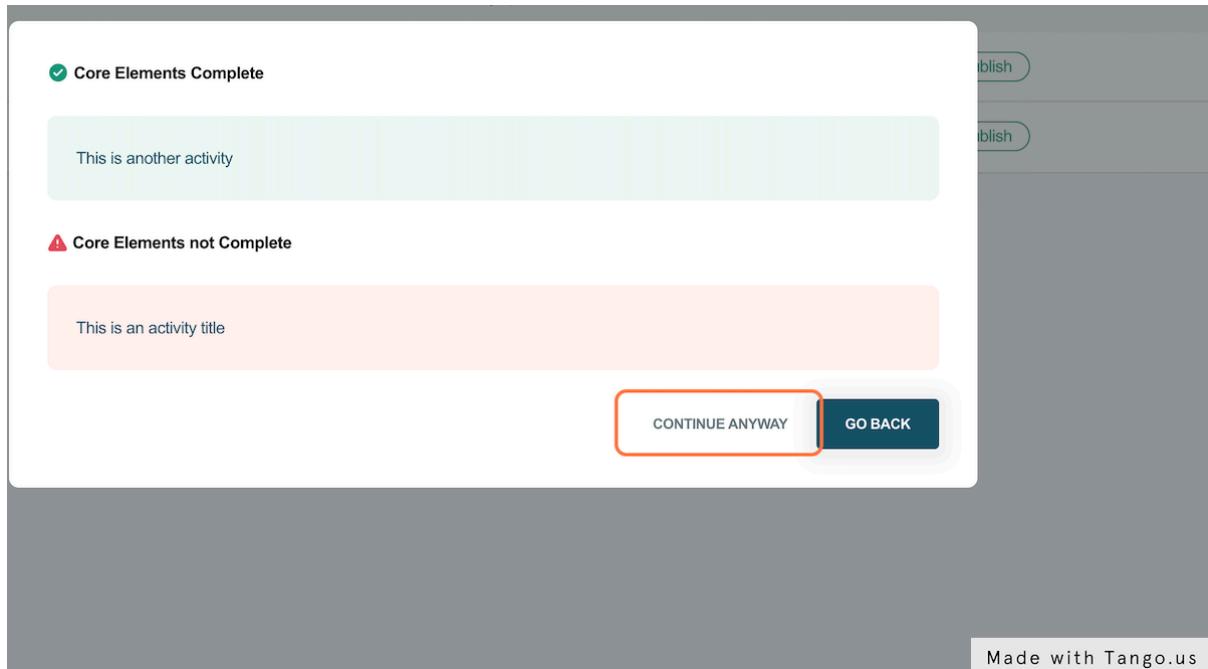
The screenshot shows the 'Your Activities' page after clicking the 'PUBLISH SELECTED' button. The 'PUBLISH SELECTED' button is highlighted with an orange border. The activity list now shows both activities as published:

ACTIVITY TITLE	UPDATED ON	STATUS	PUBLISH	SELECTED
This is another activity	a minute ago	published	<button>(i) Publish</button>	<input checked="" type="checkbox"/>
This is an activity title	15 minutes ago	published	<button>(i) Publish</button>	<input checked="" type="checkbox"/>

In the bottom right corner, there is a 'Made with Tangelo.us' watermark.

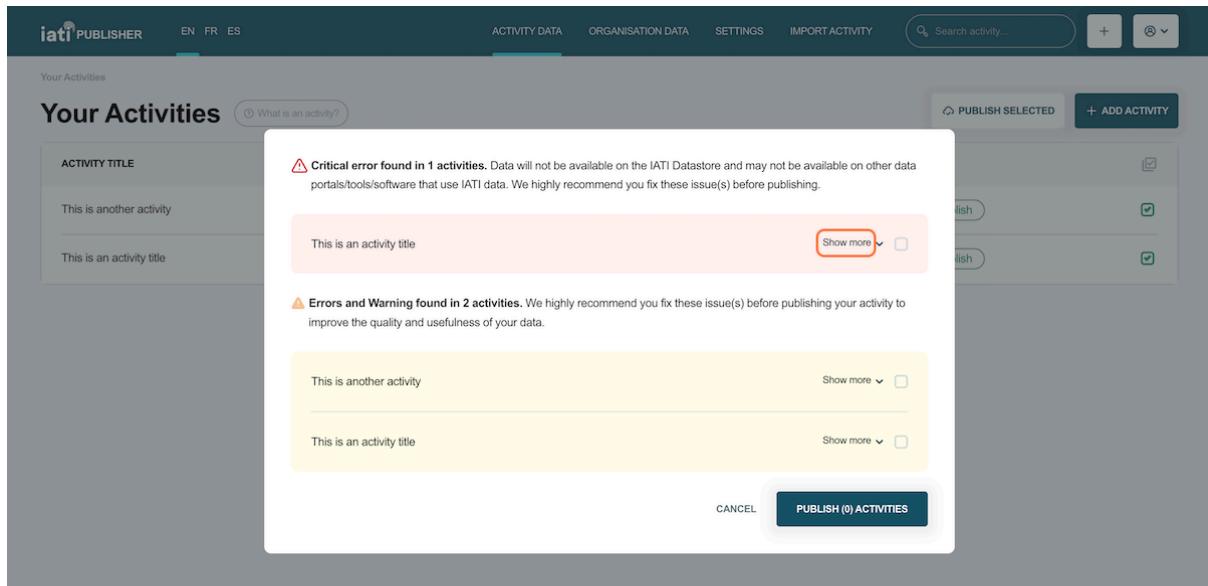
4. Click on CONTINUE ANYWAY

The system will warn you about the activities, whose core elements are completed or not.



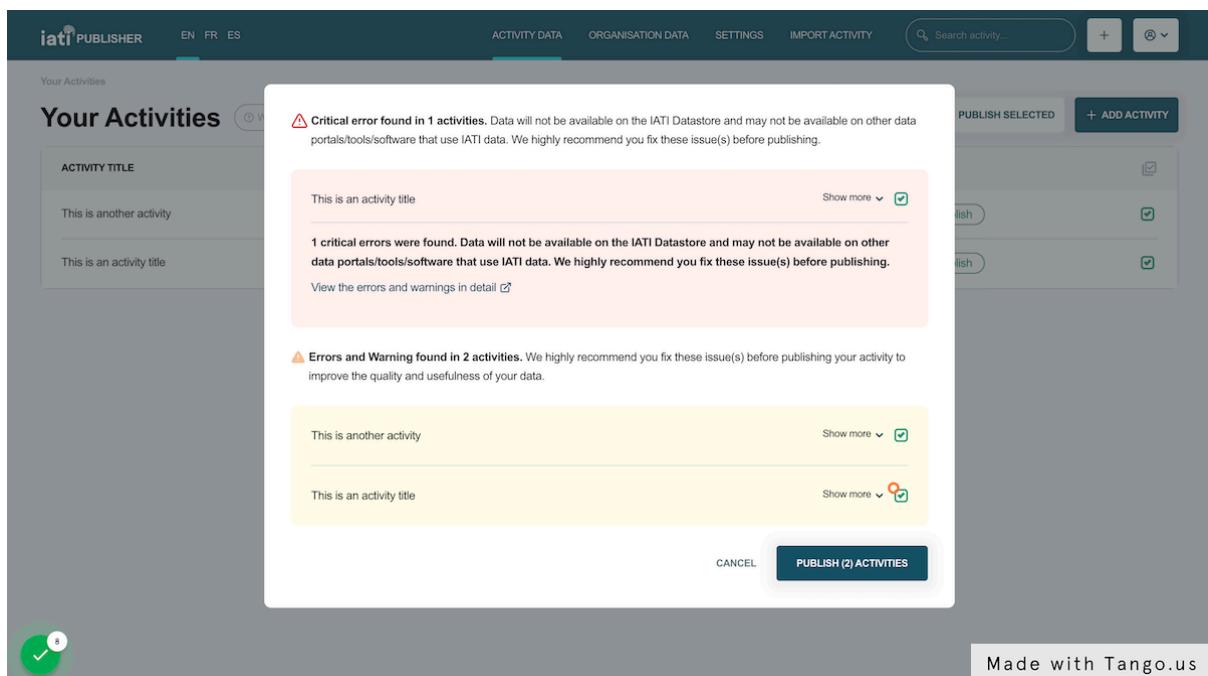
5. Click on Show more

After validation, system will warn you about the validation errors. You can expand to see the summary of the errors and collapse it too.



6. Select the activities that you want to publish and click on PUBLISH(no.)

ACTIVITIES button



7. View the progress of publishing activities

After the progress for all the activities is completed, you can refresh the page to view the activities has been published from the list.

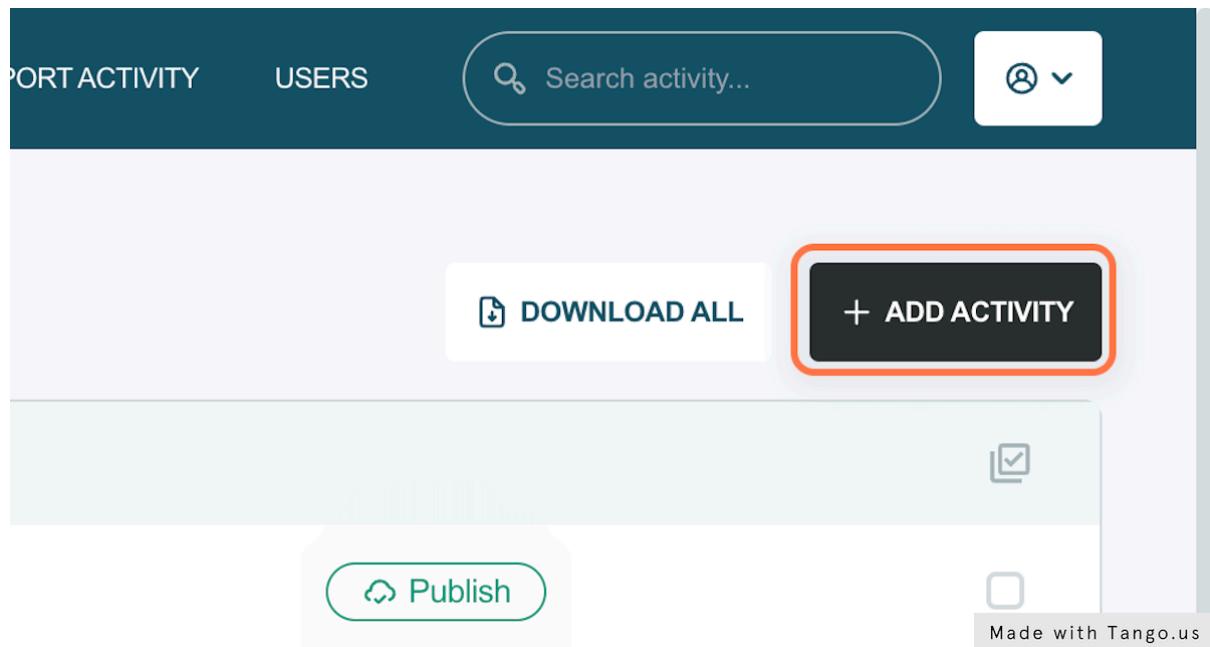
The screenshot shows the iati PUBLISHER interface. At the top, there is a navigation bar with the iati PUBLISHER logo, language switches (EN, FR, ES), and tabs for ACTIVITY DATA, ORGANISATION DATA, SETTINGS, IMPORT ACTIVITY, and a search bar. Below the navigation is a section titled "Your Activities" with a sub-section "Your Activities". A tooltip "What is an activity?" is visible near the search bar. On the right side of the main area is a button "+ ADD ACTIVITY". The main content area displays a table with two rows of activity data:

ACTIVITY TITLE	UPDATED ON	PUBLISH STATUS	UNPUBLISH
This is another activity	a few seconds ago	<input checked="" type="checkbox"/> published	<button>Unpublish</button>
This is an activity title	a few seconds ago	<input checked="" type="checkbox"/> published	<button>Unpublish</button>

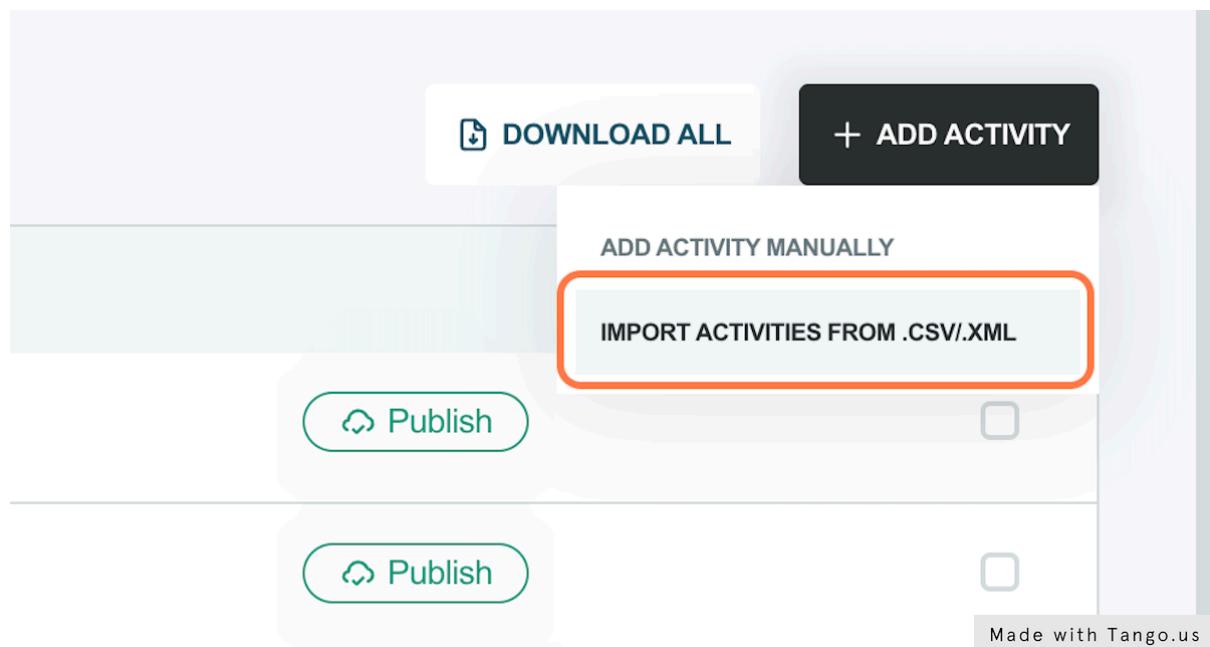
At the bottom left, there is a green circular icon with a checkmark and a small number "9". On the right, a modal window titled "Publishing 2 activities" is open, showing the status of the two activities. The modal has a close button ("x") and a "Made with Tango.us" footer.

How to upload activity using CSV?

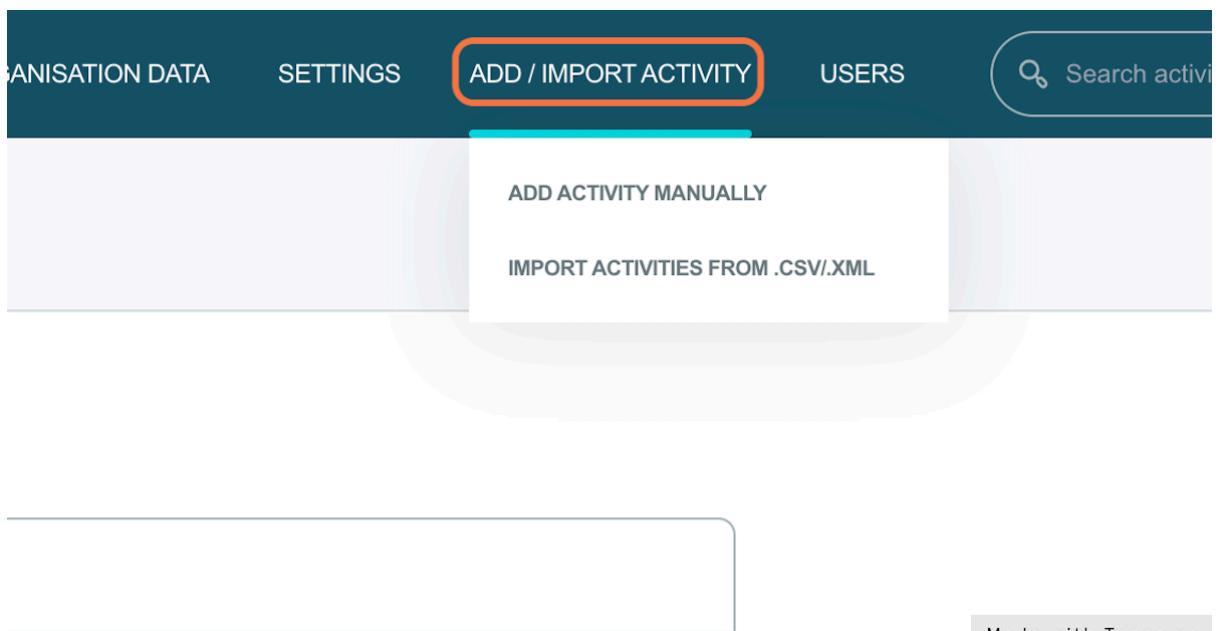
1. Click on ADD ACTIVITY



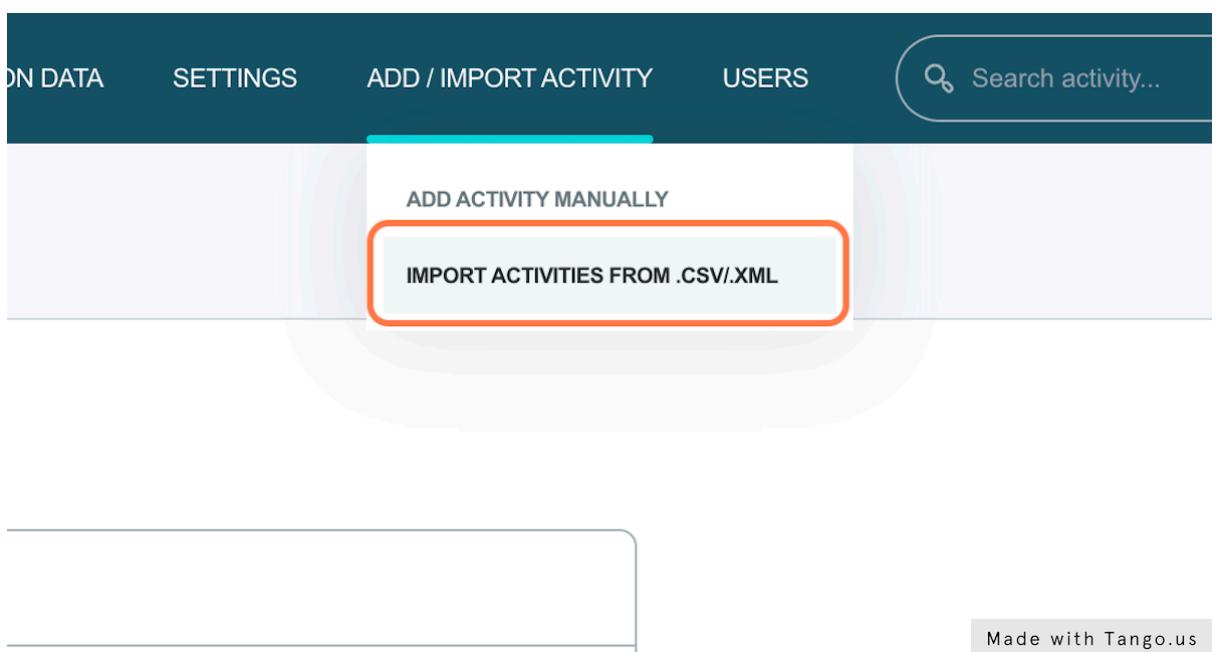
2. Click on IMPORT ACTIVITIES FROM .CSV/.XML



3. Or hover over ADD / IMPORT ACTIVITY...

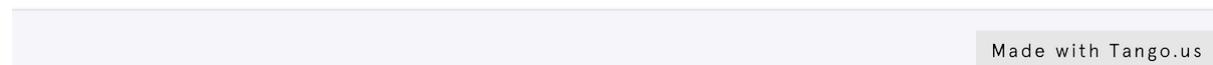
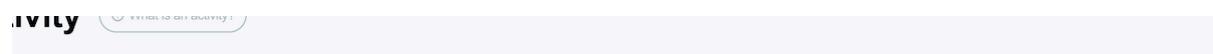


4. Click on IMPORT ACTIVITIES FROM .CSV/.XML



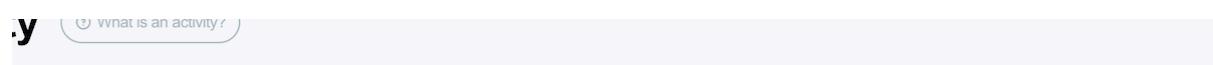
5. Click on Download .CSV activity Template

Download the CSV template to add your data

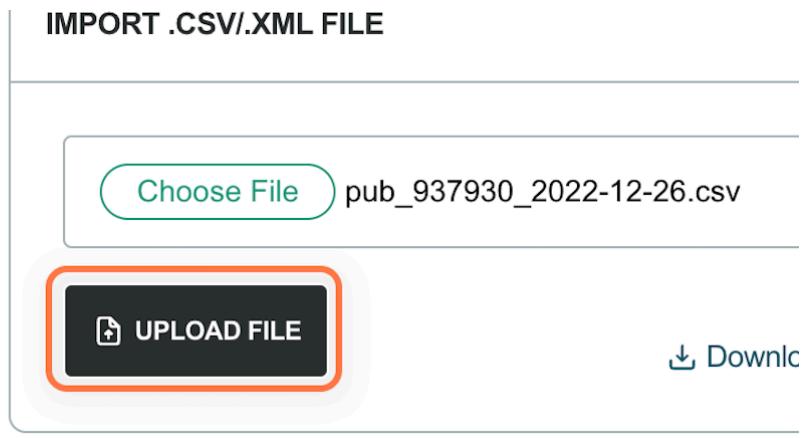


6. Select the CSV file

After adding data as per the template, select the CSV file to upload



7. Click on UPLOAD FILE button



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8. Select the checkbox for the activity you want to add in the tool

ACTIVITY TITLE	STATUS
hello world	<input checked="" type="checkbox"/> New

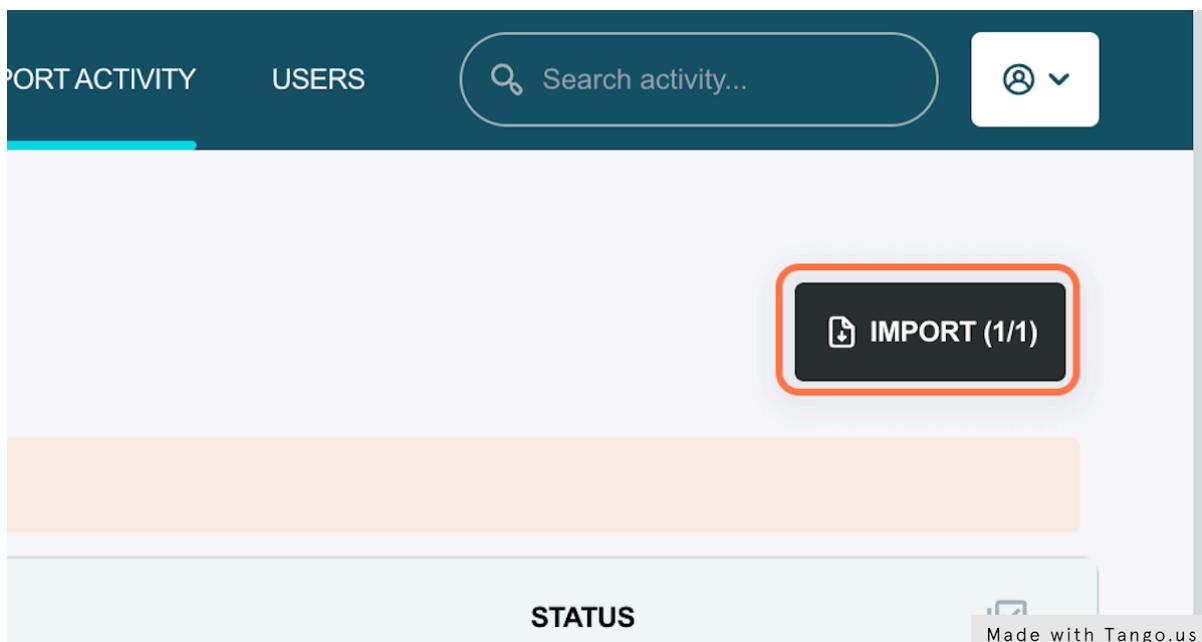
Activities with errors cannot be imported. Please solve the errors to import your activities.

Import Activity [What is an activity?](#) IMPORT (1/1)

IATI Publisher | IATI Standard | Part of the IATI Unified Platform
Your Activities | IATI Standard | Code licensed under the GNU AGPL.
About | Publishing Checklist | Documentation licensed under CC BY 3.0
Support | ANY QUESTIONS? CONTACT SUPPORT | support@iatistandard.org

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9. Click on IMPORT button



10. Click the activity title in Your Activities

Look for the new activity uploaded in the tool and click it to view the details of the activity.

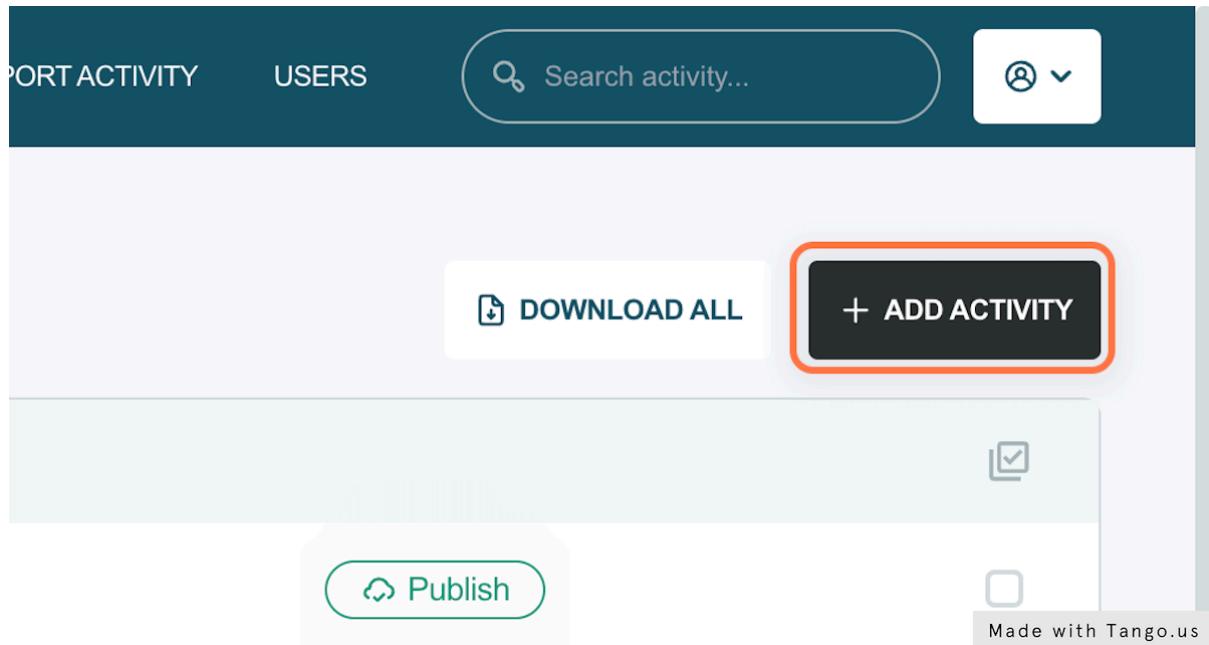
A screenshot of the 'Your Activities' page in the iati PUBLISHER interface. The top navigation bar includes 'iatipublisher', 'ACTIVITY DATA' (which is active with a blue underline), 'ORGANISATION DATA', 'SETTINGS', 'ADD / IMPORT ACTIVITY', and 'USER'. Below the navigation, a green success message box says 'Imported data successfully'. The main content area is titled 'Your Activities' and features a search bar with placeholder text '(?) What is an activity?'. A table lists several activities: 'hello world' (activity title highlighted with an orange border), 'test123456', 'test 123', 'This is activity dos', 'This is activity uno', and 'This is an activity title'. Each row shows the activity title, the last update time ('a few seconds ago', 'a day ago', '19 days ago', '2 months ago'), and the status ('draft' or 'published'). In the bottom right corner of the table area, there is a grey box with the text 'Made with Tango.us'.

11. Activity detail page of newly added activity

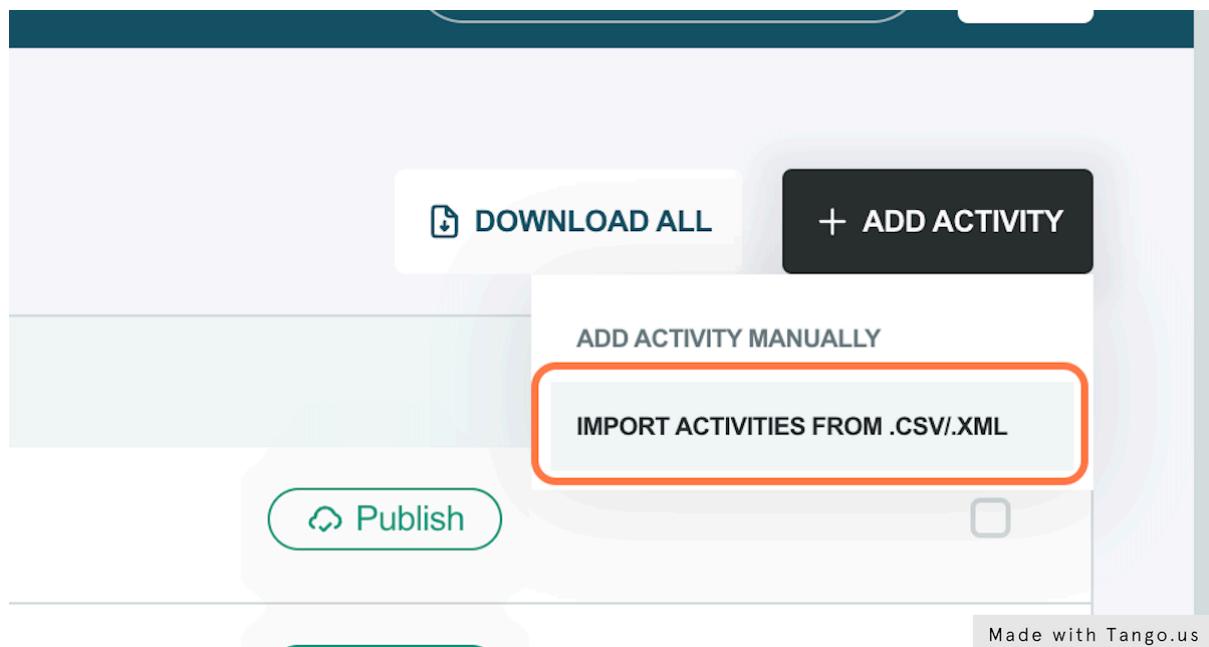
The screenshot shows the iati PUBLISHER software interface. At the top, there is a navigation bar with links for ACTIVITY DATA, ORGANISATION DATA, SETTINGS, ADD / IMPORT ACTIVITY, and USERS. A search bar and a user dropdown are also present. Below the navigation bar, the page title is "Your Activities / hello world". On the left, there is a sidebar titled "Publishing Progress" showing a green circle at 100% completion with the message "Complete all core elements to get 100% score". Below this, there is a section titled "Elements" with a "Core" status and a "Completed" status indicator. A button labeled "Search elements to add/edit" is also present. The main content area is titled "IDENTIFICATION" and contains sections for "iat-identifier" and "reporting-org". The "iat-identifier" section shows a value of "XI-DUNS-praweshtest-9393030". The "reporting-org" section shows a value of "International NGO". Below these, there are fields for Reference (1234567), Secondary Reporter (True), and Narrative (Language: Avestan, narrative). A "PUBLISH" button is located in the top right corner. A watermark "Made with Tango.us" is visible in the bottom right.

How to upload activity using an XML file?

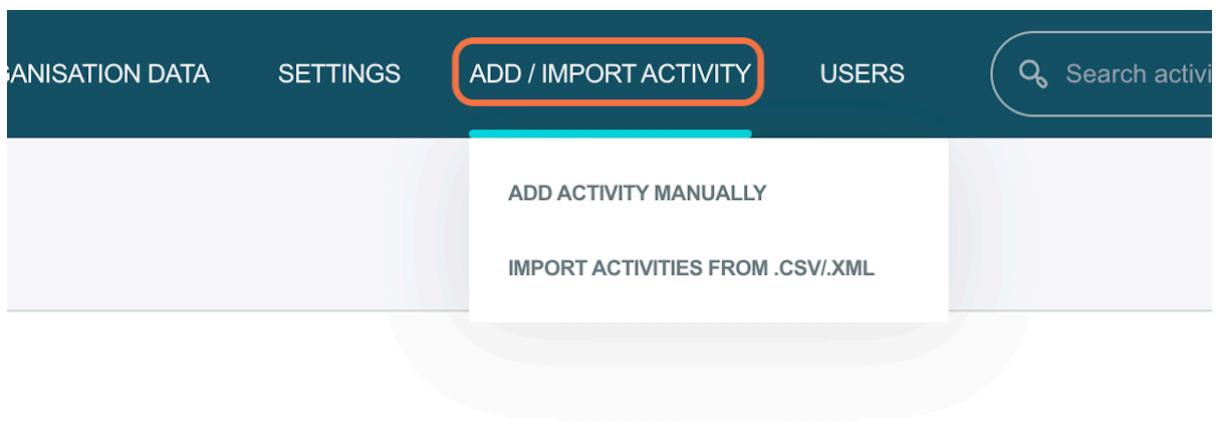
1. Click on ADD ACTIVITY



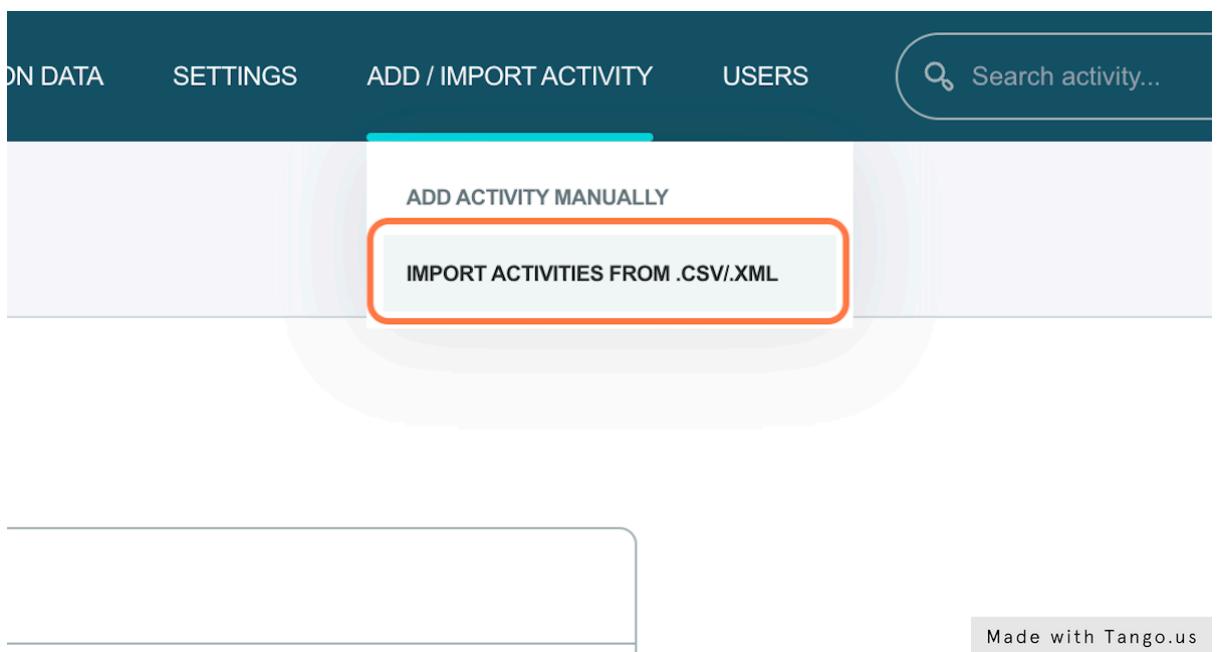
2. Click on IMPORT ACTIVITIES FROM .CSV/.XML



3. Or hover over ADD / IMPORT ACTIVITY...



4. Click on IMPORT ACTIVITIES FROM .CSV/.XML



5. Select xml file from file upload menu



IMPORT .CSV/.XML FILE

Choose File upload.xml

[Download .CSV activity Template](#)

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6. Click on UPLOAD FILE

IMPORT .CSV/.XML FILE

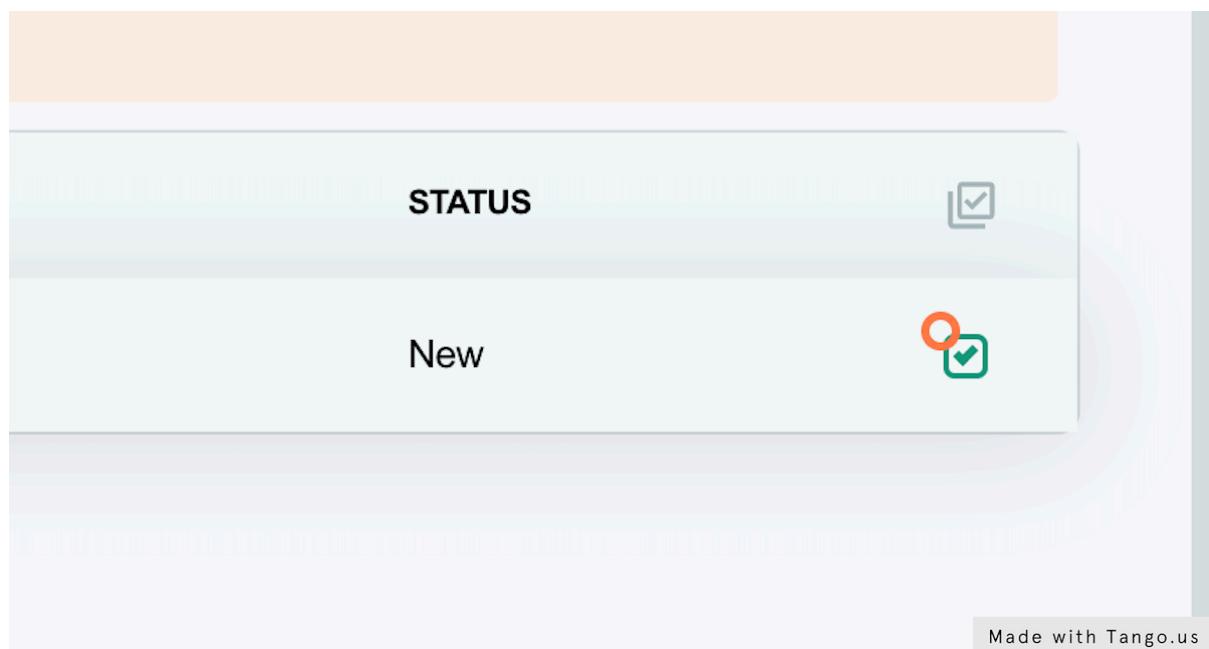
Choose File upload.xml

[Download .CSV activity Template](#)

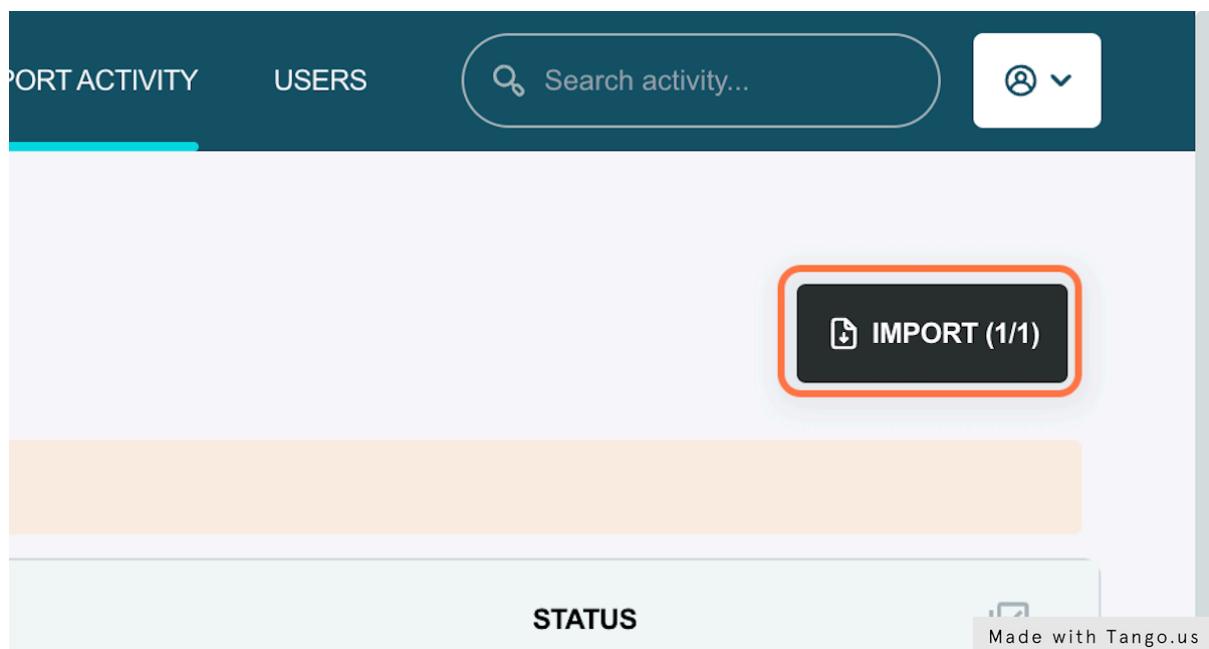
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7. Select the checkbox

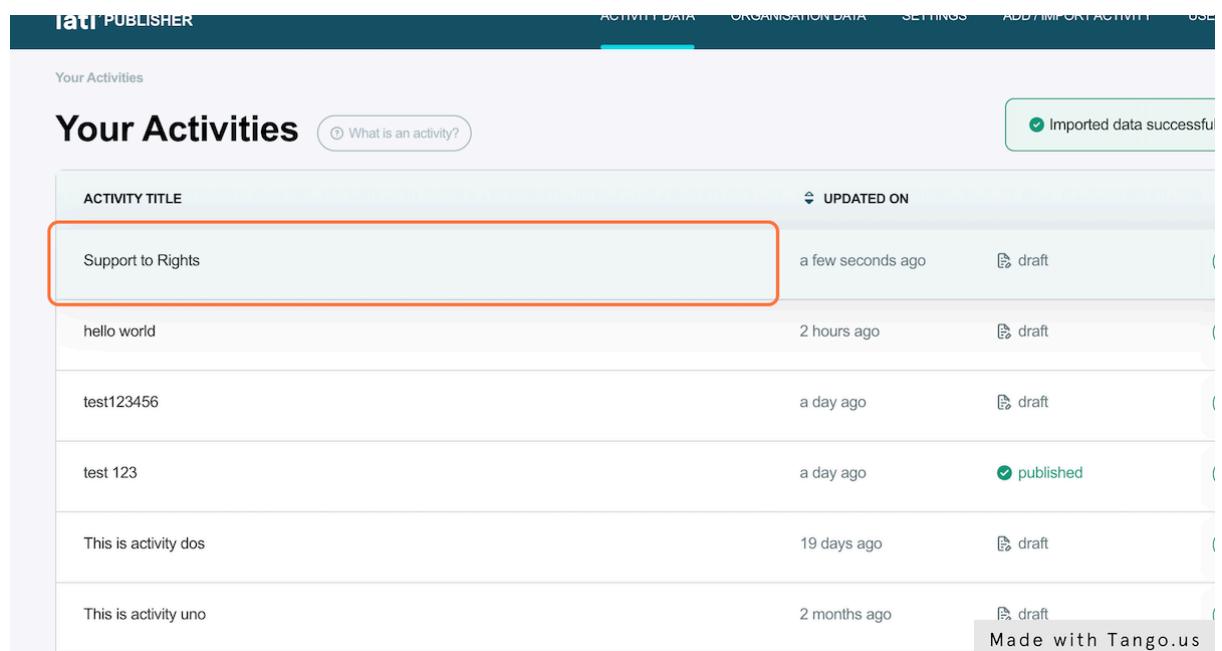
Select the checkbox of the activities you want to upload



8. Click on IMPORT button



9. Click the activity title in Your Activities



Your Activities

Your Activities

What is an activity?

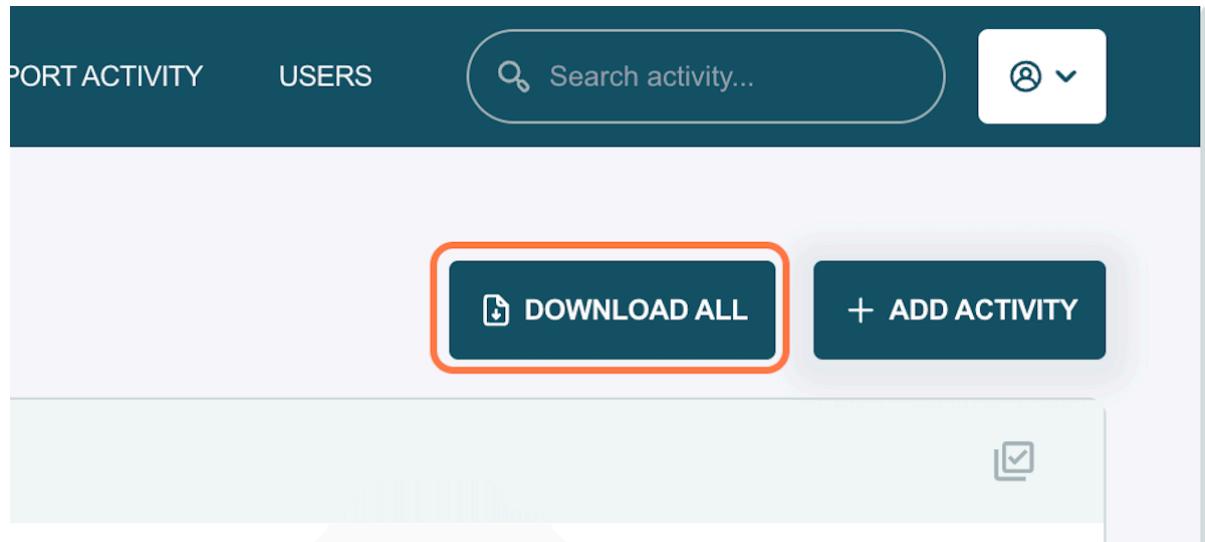
Imported data successfully

ACTIVITY TITLE	UPDATED ON	STATUS	OPTIONS
Support to Rights	a few seconds ago	draft	
hello world	2 hours ago	draft	
test123456	a day ago	draft	
test 123	a day ago	published	
This is activity dos	19 days ago	draft	
This is activity uno	2 months ago	draft	

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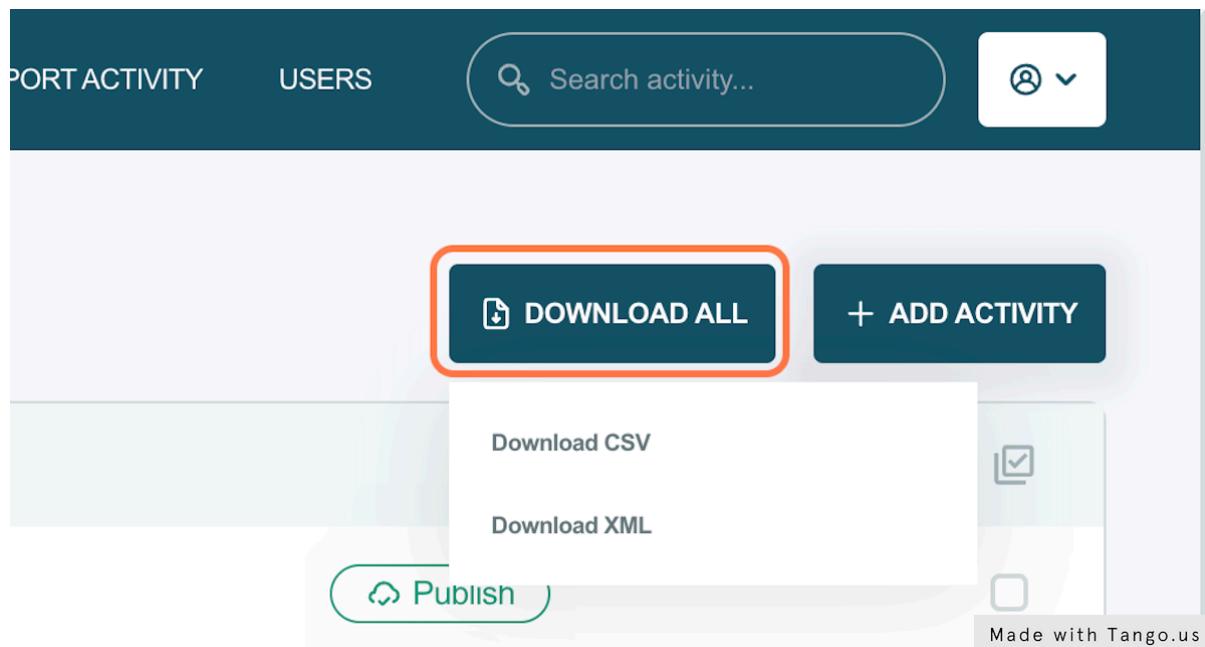
How to download activity in CSV format?

1. Click on DOWNLOAD ALL



2. Click on Download CSV

This will download all activities in CSV format. The data is organised as per the template of CSV that is used in upload.

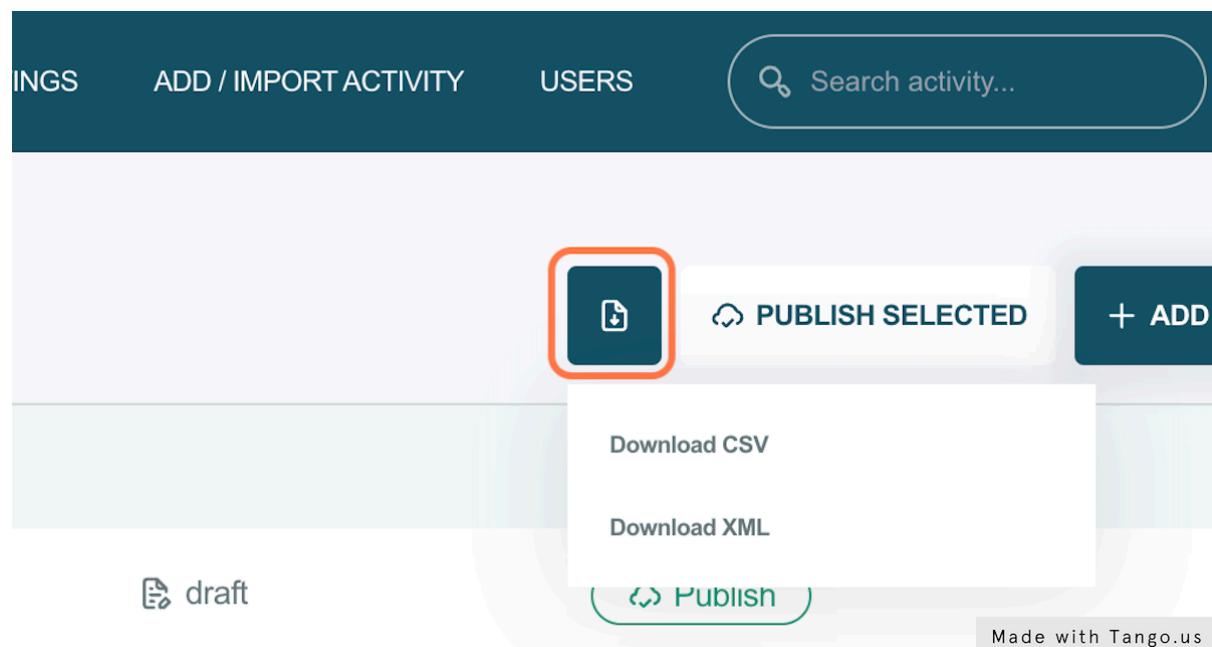


3. or Select activities

Select activities that you want to download

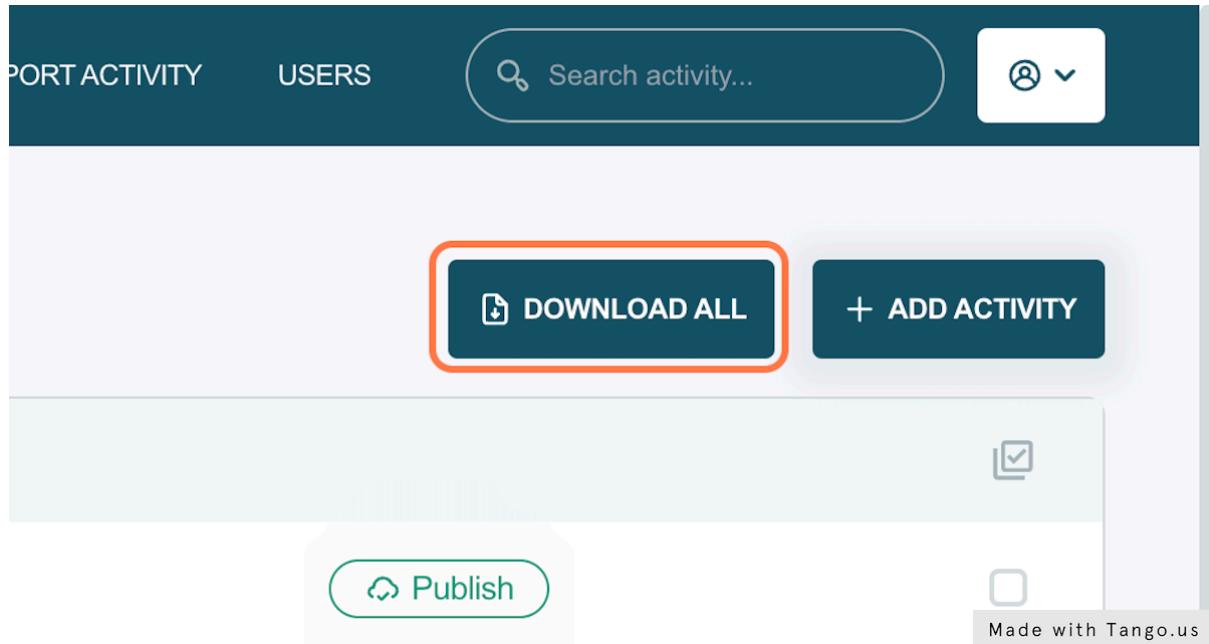
UPDATED ON			
minutes ago	draft		<input checked="" type="checkbox"/>
hours ago	draft		<input checked="" type="checkbox"/>
day ago	draft		<input checked="" type="checkbox"/>
day ago	published		<input checked="" type="checkbox"/>
days ago	draft		<input type="checkbox"/>
months ago	draft		Made with Tango.us

4. Click on highlight and Download CSV



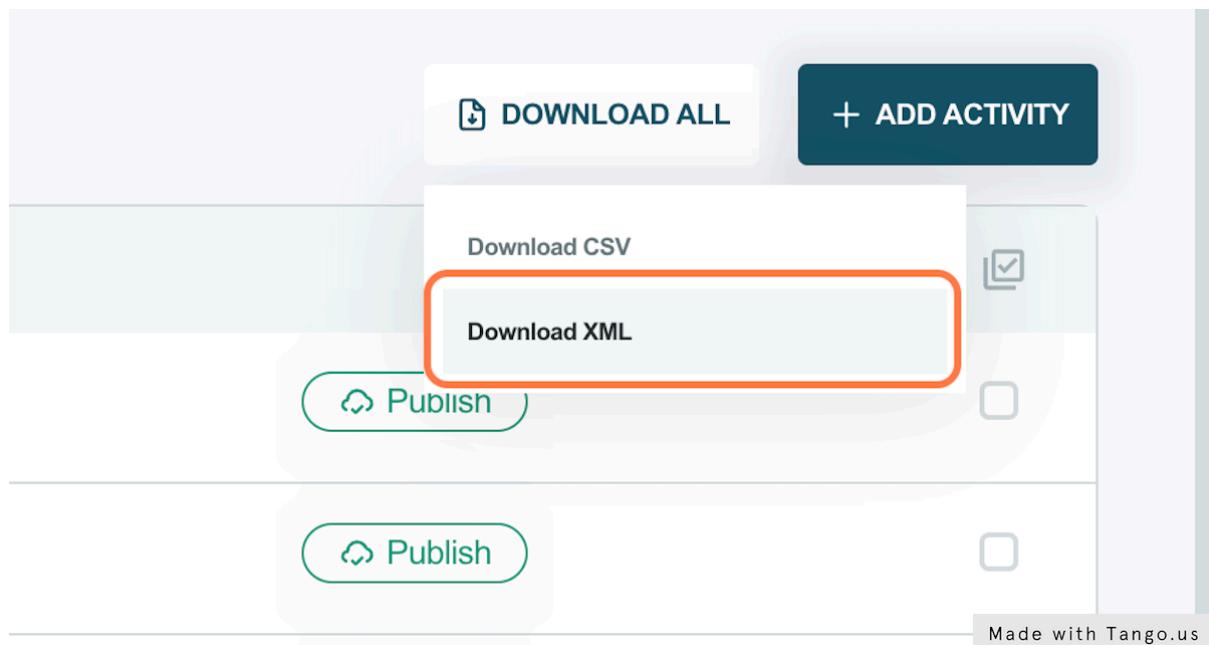
How to download activity in XML format?

1. Click on DOWNLOAD ALL



2. Click on Download XML

You can download all activities at once in XML format.



3. Or select activities

Select activities you want to download in XML format

UPDATED ON			
minutes ago	draft		<input checked="" type="checkbox"/>
hours ago	draft		<input checked="" type="checkbox"/>
day ago	draft		
2 days ago	published		Made with Tango.us

4. Click on Download icon and Download XML

TINGS ADD / IMPORT ACTIVITY USERS Search activity...

PUBLISH SELECTED + ADD A

Download CSV
Download XML

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