

# 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 Sign up if you are new to IATI Registry?

## 1. Click on Join Now

In homepage, click Join Now link

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](#)

Enter

Password

Enter

Forgot your pass

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

To begin, your organisation needs to be registered as an IATI publisher. Select an option and we'll guide you through this process.

**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

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### 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



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

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### 4. Click on NEXT STEP

\*  ② Publisher Type \*

ke sure to fill the above fields

② 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

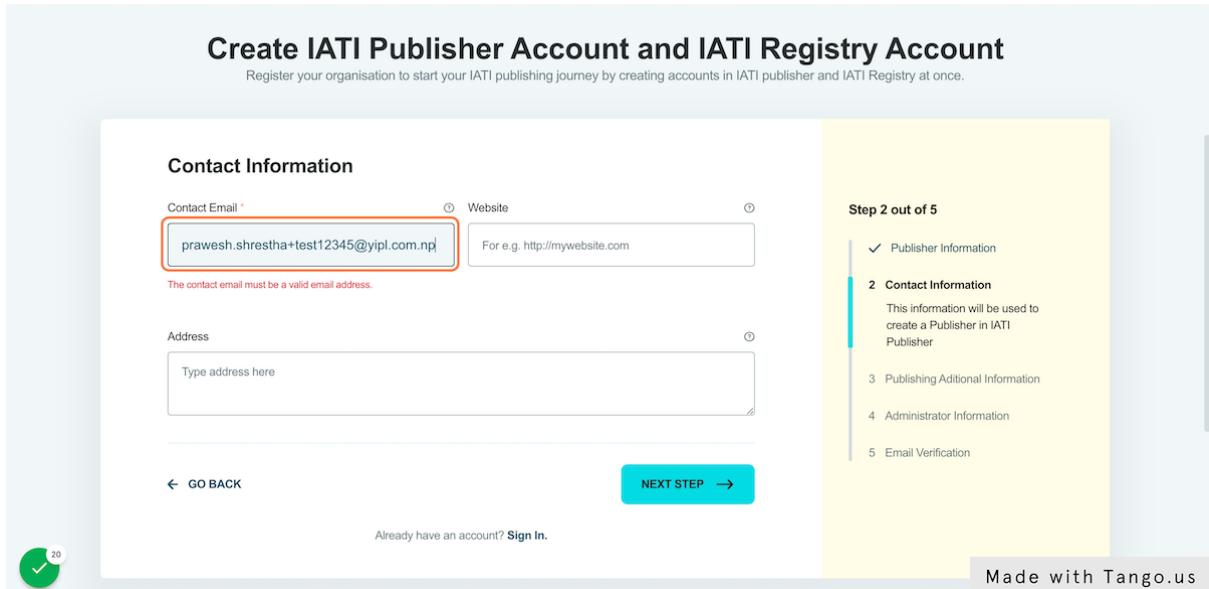
2 Contact Information  
This information will be used to create a Publisher in IATI Publisher

3 Publishing Additional Information

4 Administrator Information

5 Email Verification

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## 6. Click on NEXT STEP

an account? [Sign in.](#)

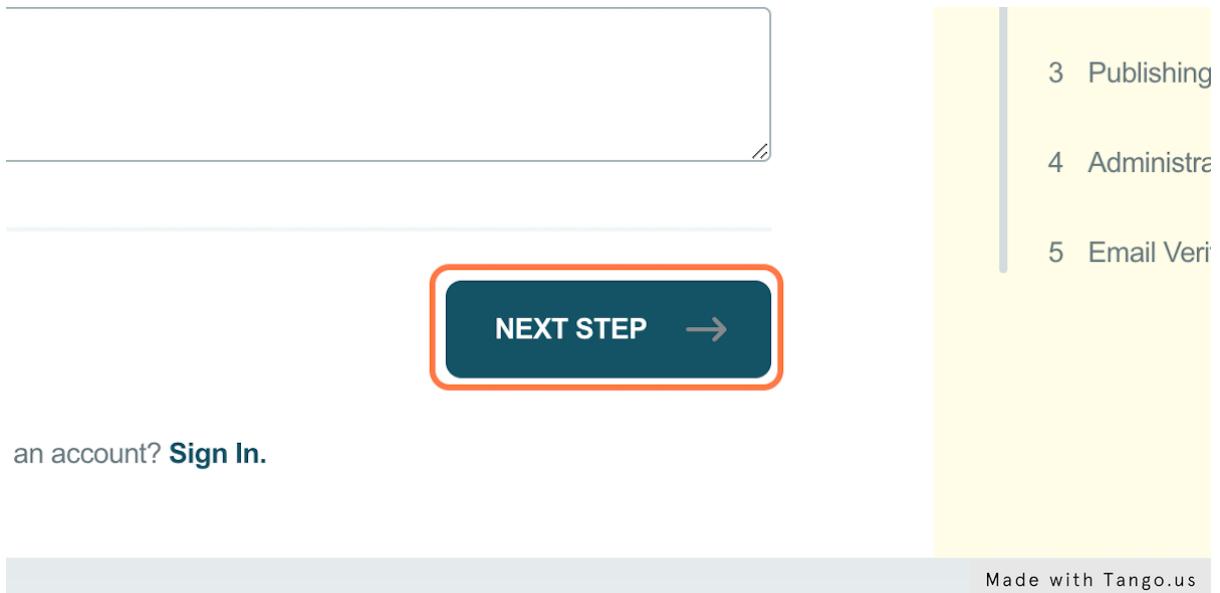
[NEXT STEP →](#)

3 Publishing

4 Administrat

5 Email Veri

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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 →

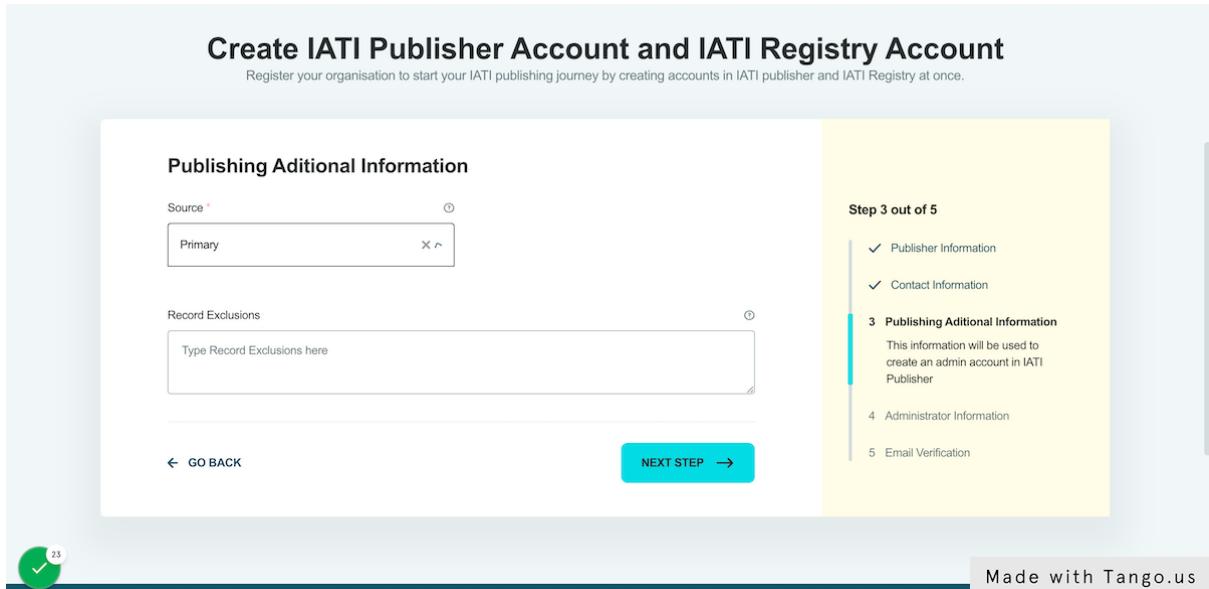
**Step 3 out of 5**

- ✓ 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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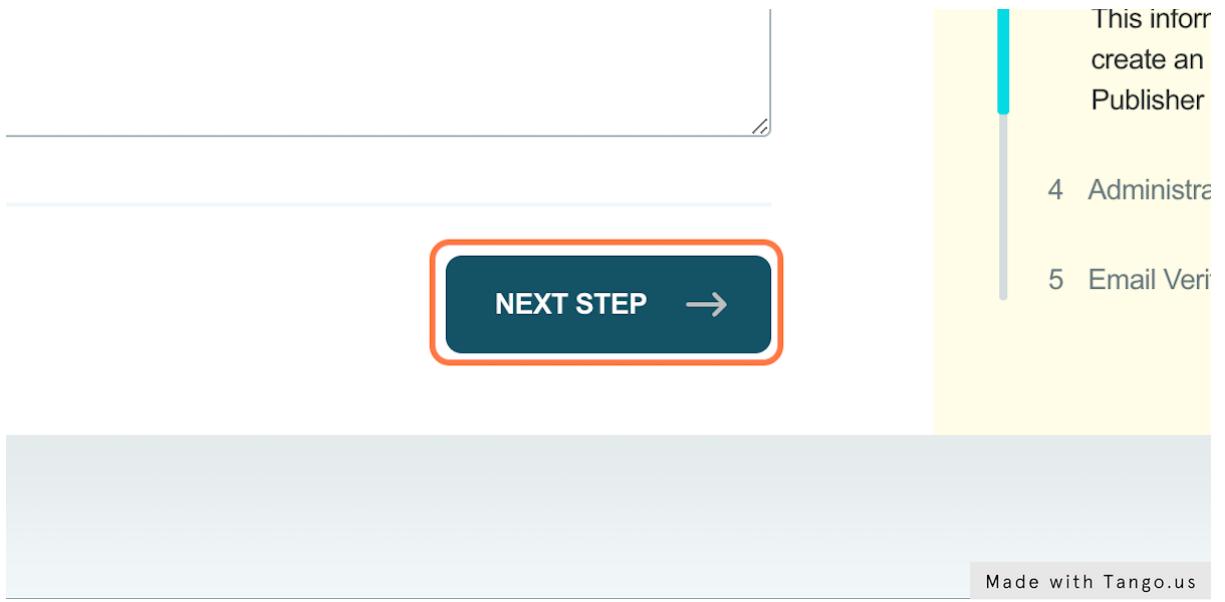
## 8. Click on NEXT STEP

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 →

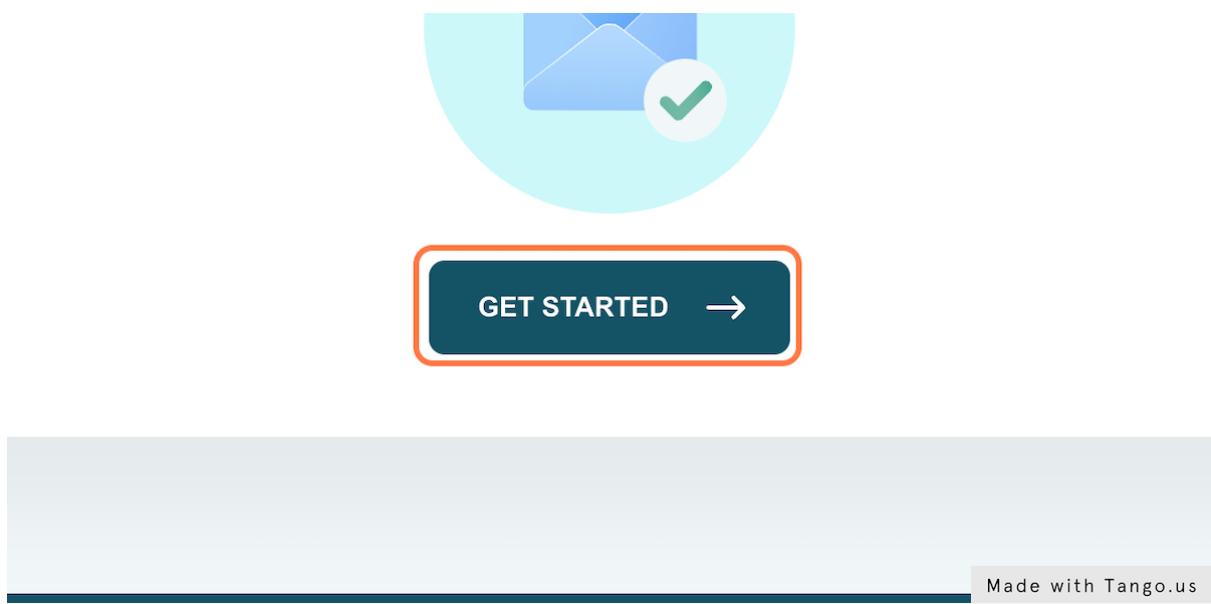
**4 Administrator Information**

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

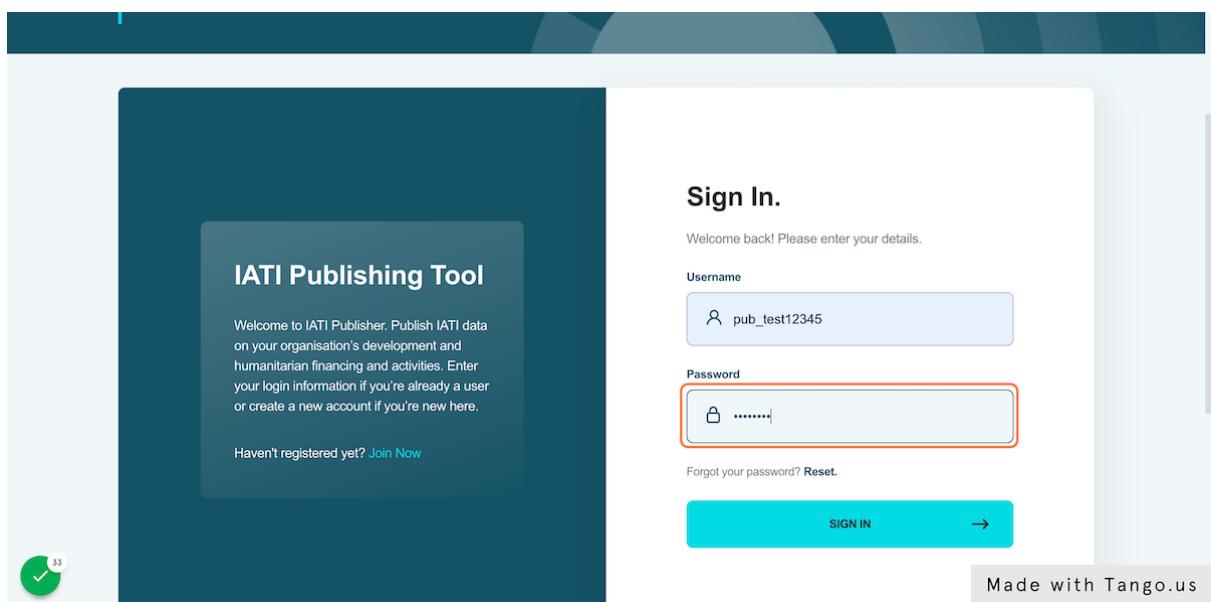
**5 Email Verification**

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## 11. Click on GET STARTED

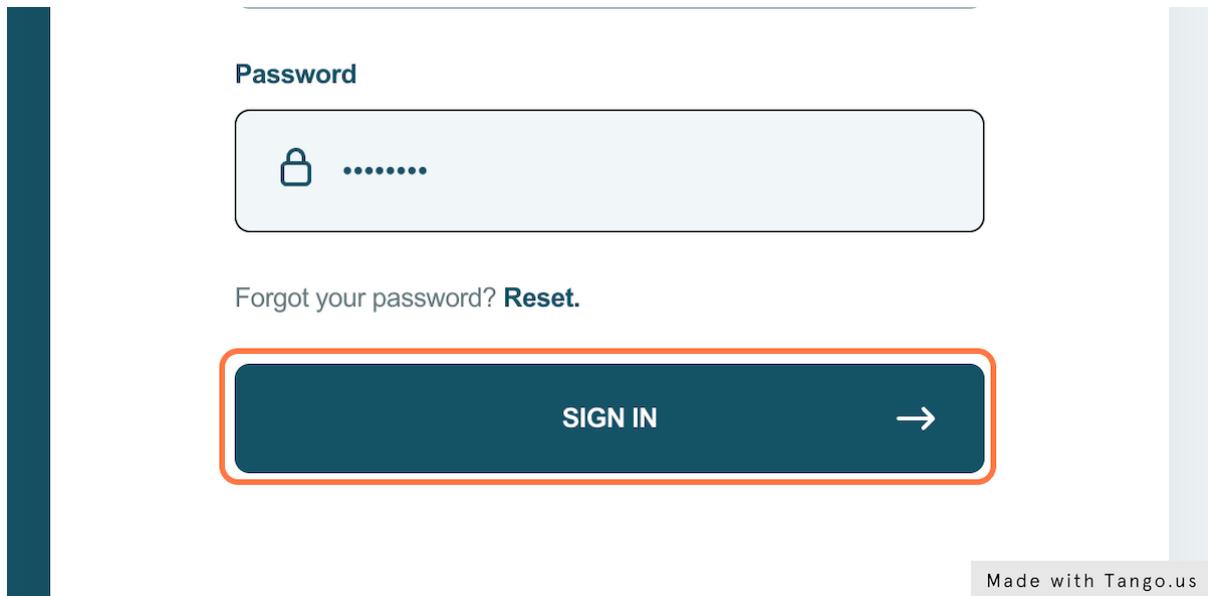


## 12. Use the credential to Sign In



### **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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## 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**

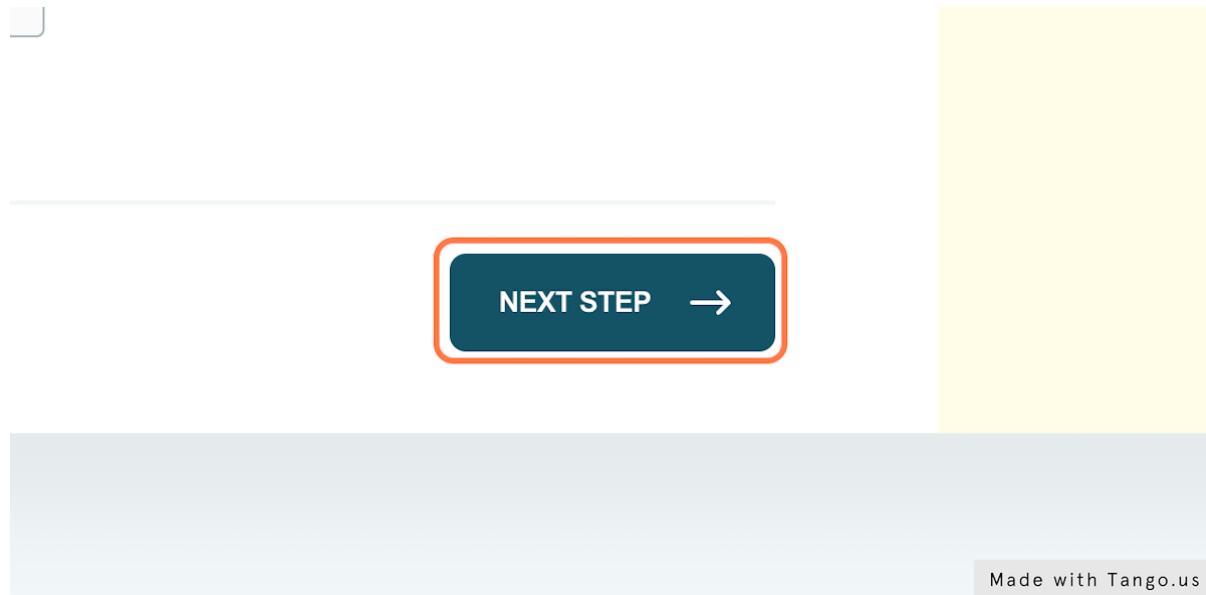
**1 Publisher Information**  
This information will be used to create a Publisher in IATI Publisher

**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

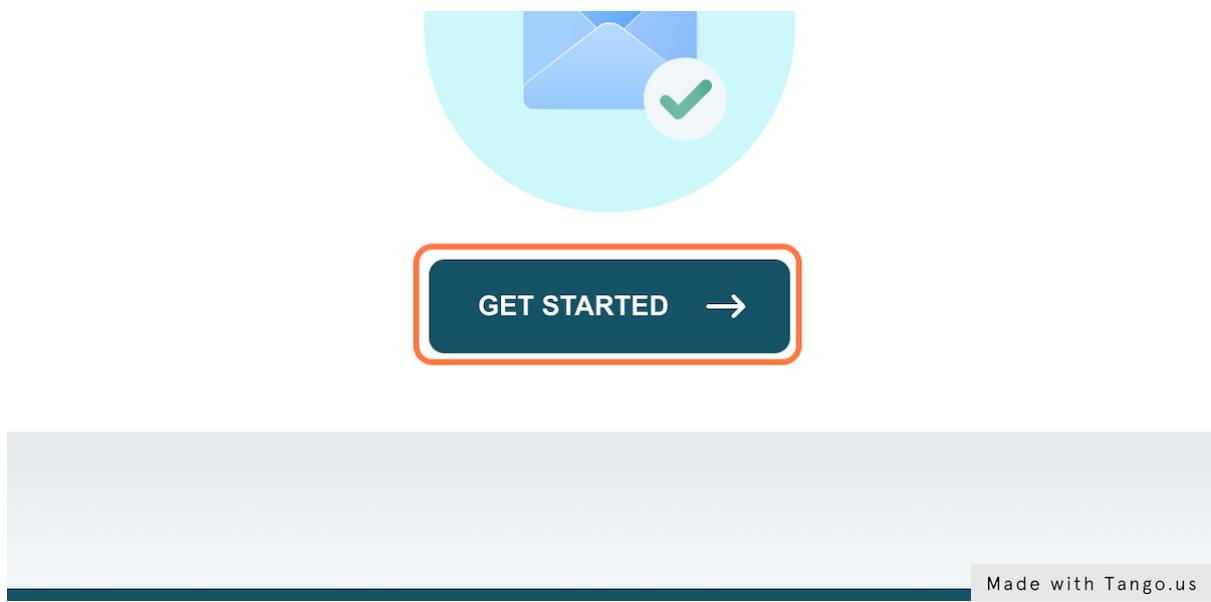
**CONFIRM PASSWORD**

[NEXT STEP →](#)

an account? [Sign In.](#)

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**7. Click on GET STARTED**

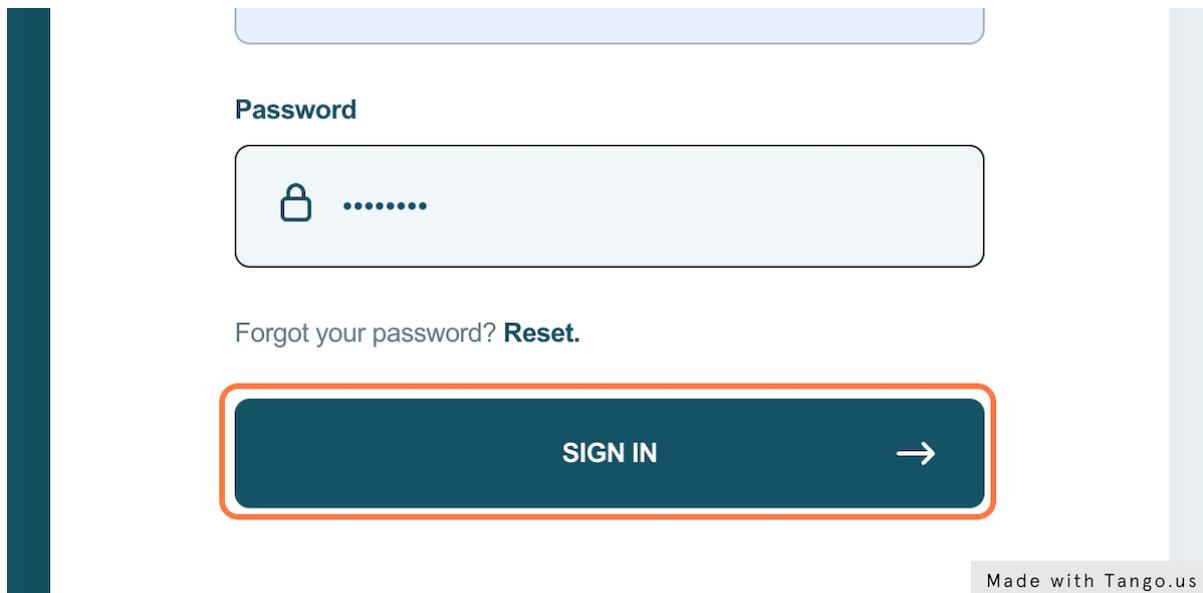


**8. Sign in**

Sign in with the credential



**9. Click on SIGN IN**



# How to Sign in?

## 1. Go to IATI Publisher Staging

In the browser address bar, enter <https://iatipublisher-staging.yipl.com.np>

## 2. Type Username and password

The screenshot shows a sign-in form with the following fields:

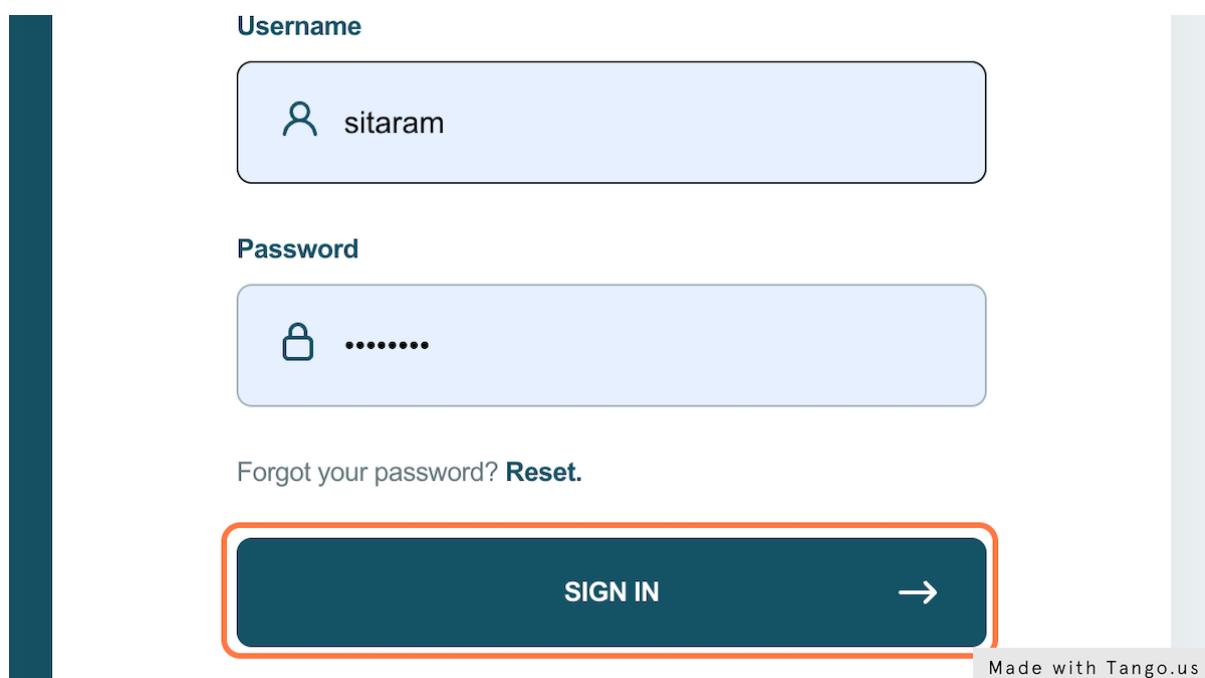
- Username:** A light blue input field containing a user icon and the text "sitaram".
- Password:** A light blue input field containing a lock icon and six red dots representing masked text.

Below the fields, there 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.

A small "Made with Tangelo.us" watermark is visible in the bottom right corner of the screenshot area.

**3. Click on SIGN IN**

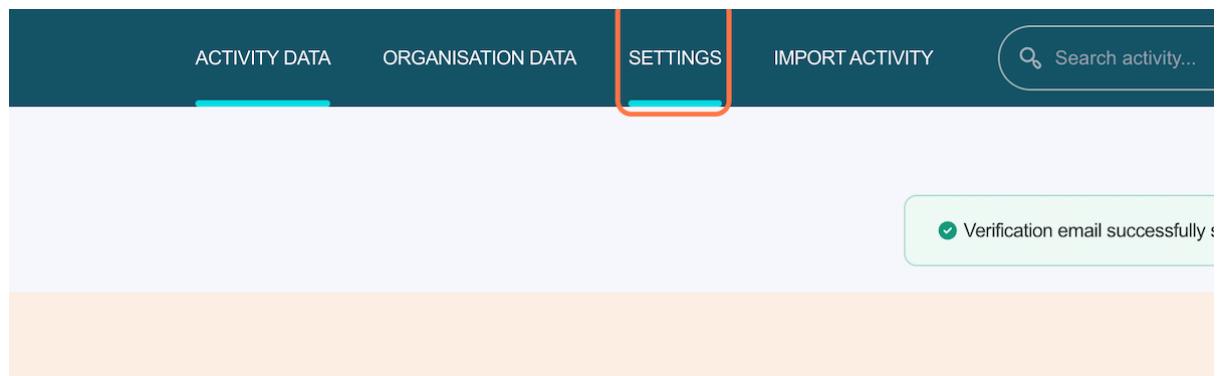


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# How to set up publishing API?

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.

A screenshot of the 'Settings' page under 'API Token'. It shows two input fields: 'Publisher ID' (containing 'aram') and 'API Token' (containing 'yJhbGciOiJIUzI1NilsInR5cCl6IkpxVCJ9.eyJpY...'). A large blue button labeled 'VERIFY' is at the bottom. At the very bottom right, there is a small grey box that says 'Made with Tangelo.us'.

Settings Default Values

Information

Publisher ID

API Token

VERIFY

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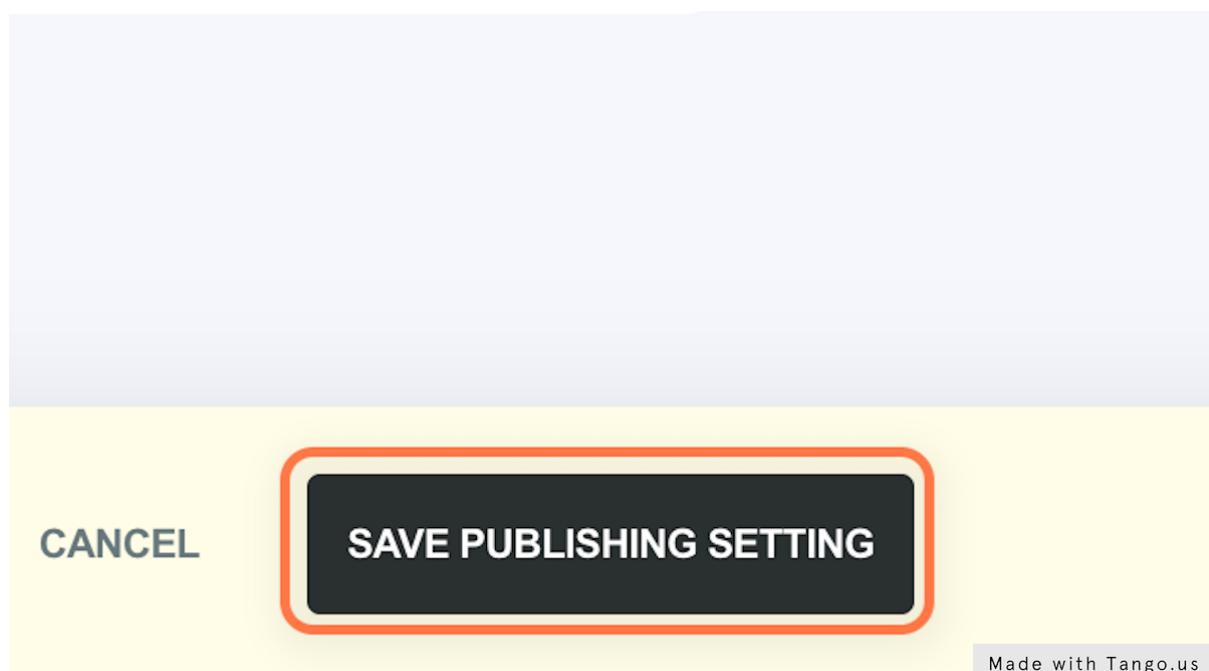
### **3. Click on 'VERIFY' button**

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**

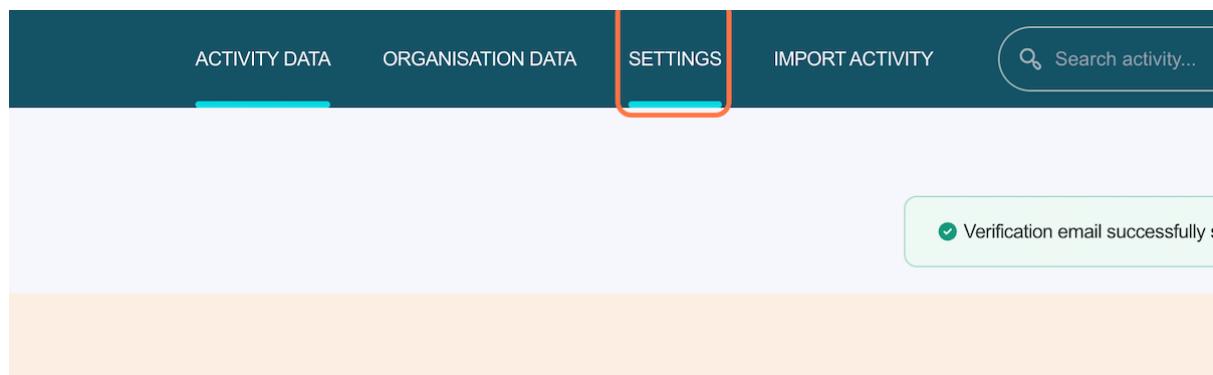
Click on 'SAVE PUBLISHING SETTING' button to save the API Token.



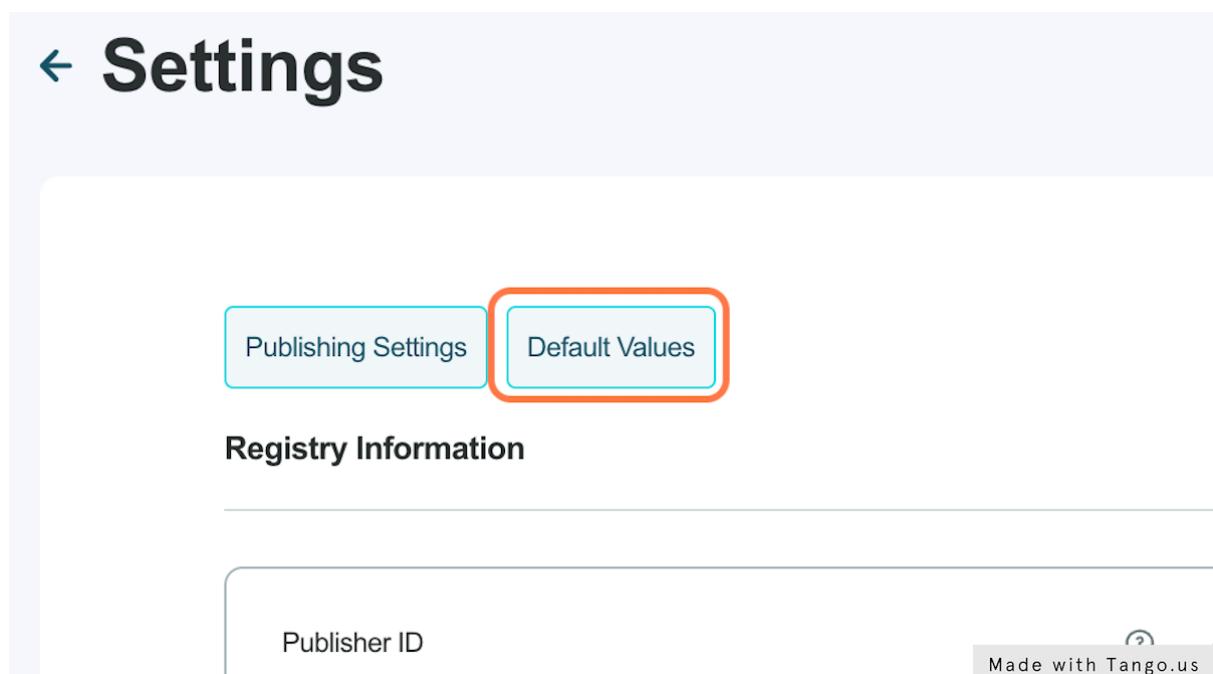
# How to set up default values?

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 X ^

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

The screenshot shows a configuration interface for selecting humanitarian levels. On the left, there is a vertical grey sidebar. The main area has a light blue header bar at the top. Below it is a white configuration panel.

**Default Hierarchy**: A text input field containing the value "1". To its right is a help icon (a question mark inside a circle) and the text "Budget Not Provided".

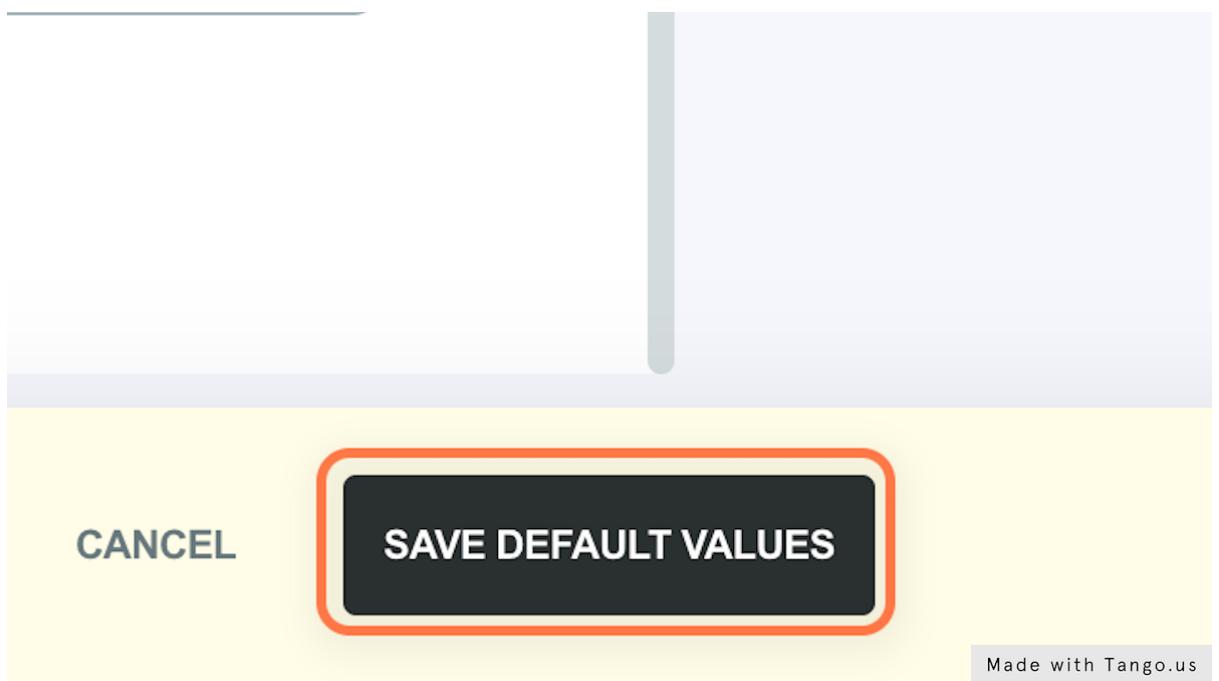
**Budget Not Provided**: A text input field containing the placeholder "Select budget not provided type". To its right is a help icon (a question mark inside a circle).

**Humanitarian**: A dropdown menu with the placeholder "Select Humanitarian here". This field is highlighted with a red border. Below the dropdown are two options: "No" and "Yes".

**Instructions**: A note below the hierarchy input states: "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."

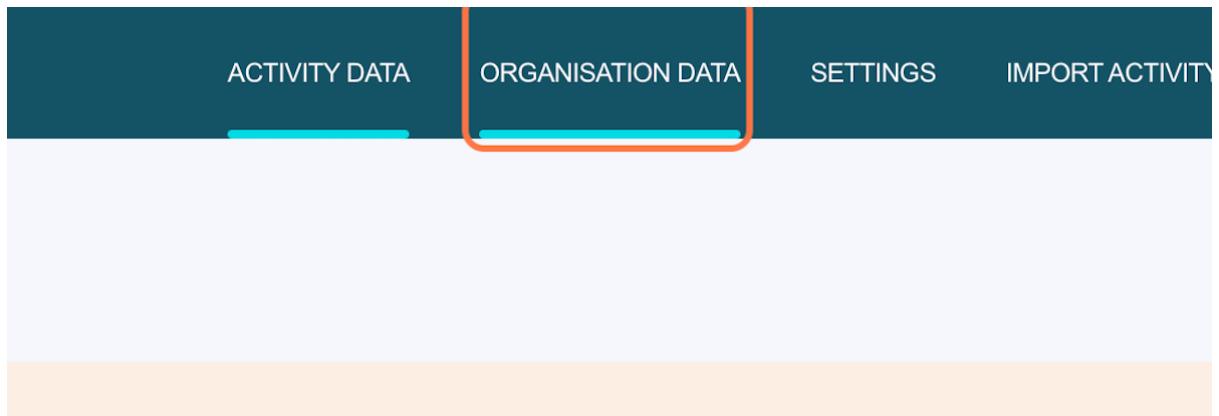
**Made with Tango.us**: A small text label in the bottom right corner of the configuration panel.

## 8. Click on 'SAVE DEFAULT VALUES' button



# How to add Organisation data?

## 1. Click on ORGANISATION DATA



## 2. Search elements

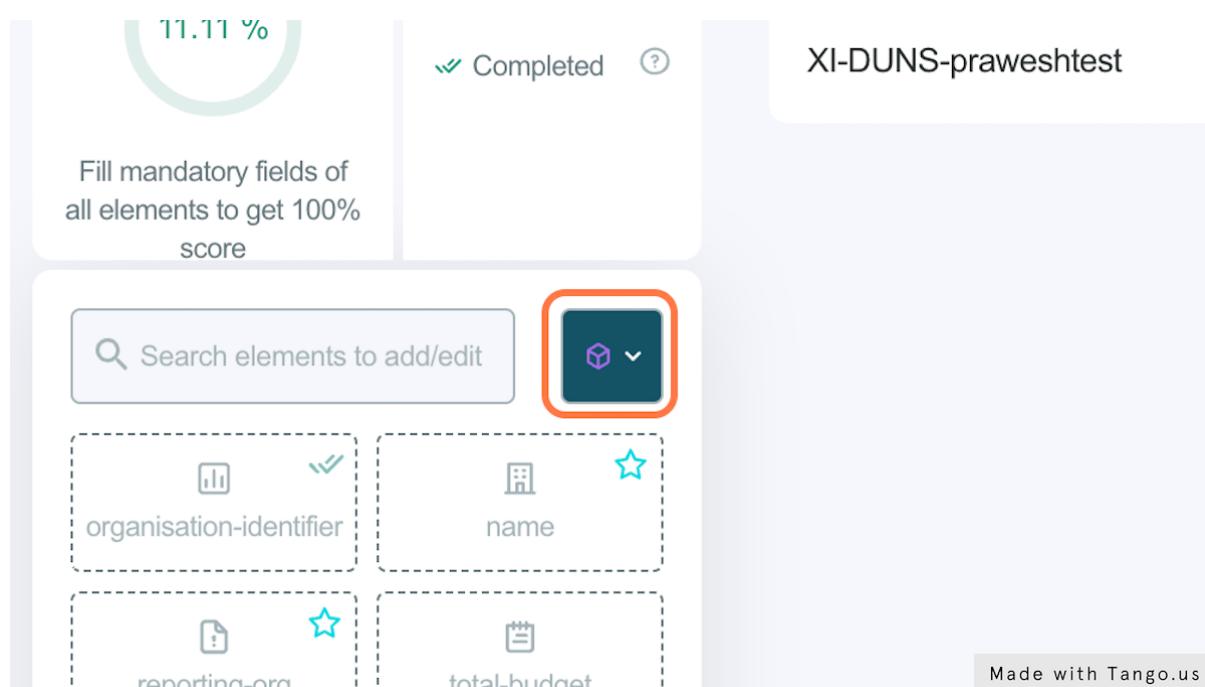
In the search box, type the element name and the menu will filter the elements by typed name.

A screenshot of the software's search interface. At the top, there's a circular progress bar with '11.11 %' filled. To its right are two status filters: 'Mandatory' with a star icon and 'Completed' with a checkmark icon. Below these is a search bar containing the text 'total-budget' with a magnifying glass icon. An orange box highlights this search bar. Below the search bar is a dropdown menu with a purple arrow icon, showing the suggestion 'total-budget' next to a document icon. To the right of the search area, there's a list starting with 'XI-DUNS-praweshtest'. At the bottom right, there's a small 'Made with Tango.us' watermark.



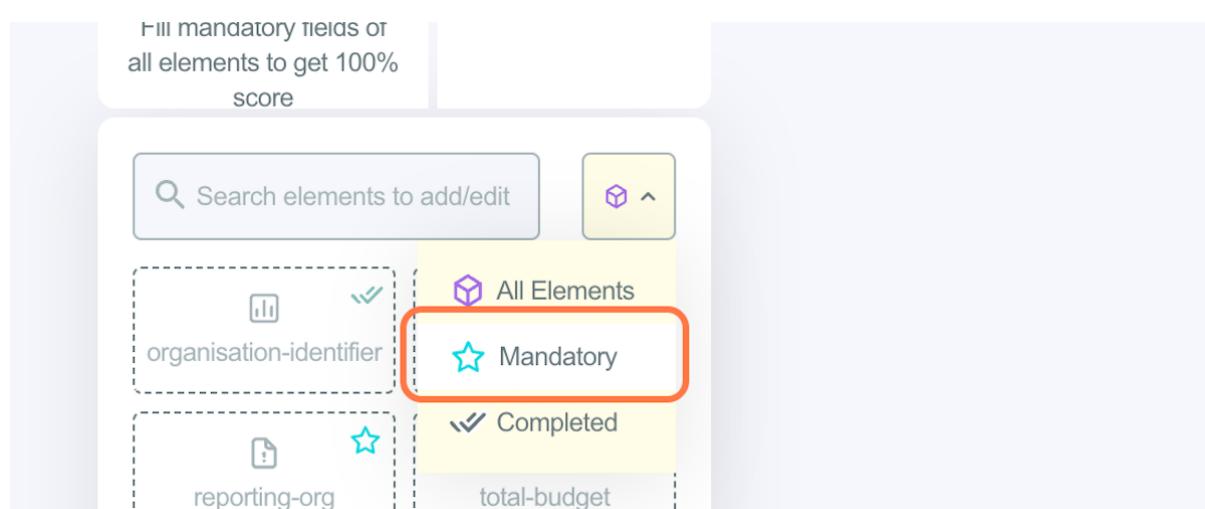
### 3. Filter the elements

Click the filter icon beside search box



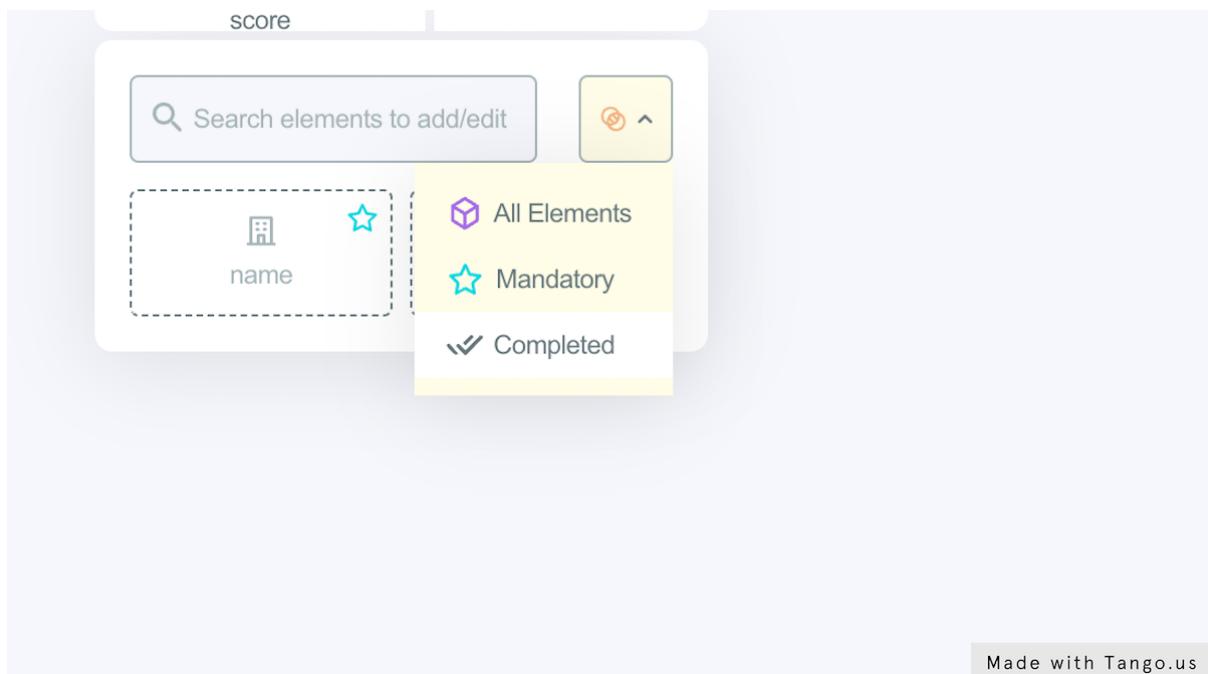
### 4. Click on Mandatory

Filter the elements by mandatory elements only



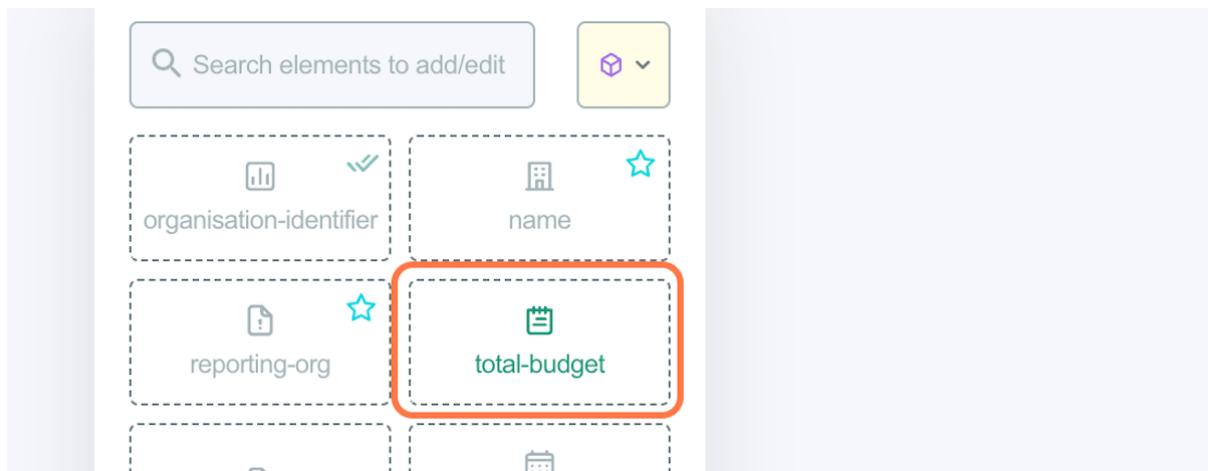
### 5. Click on Completed

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.



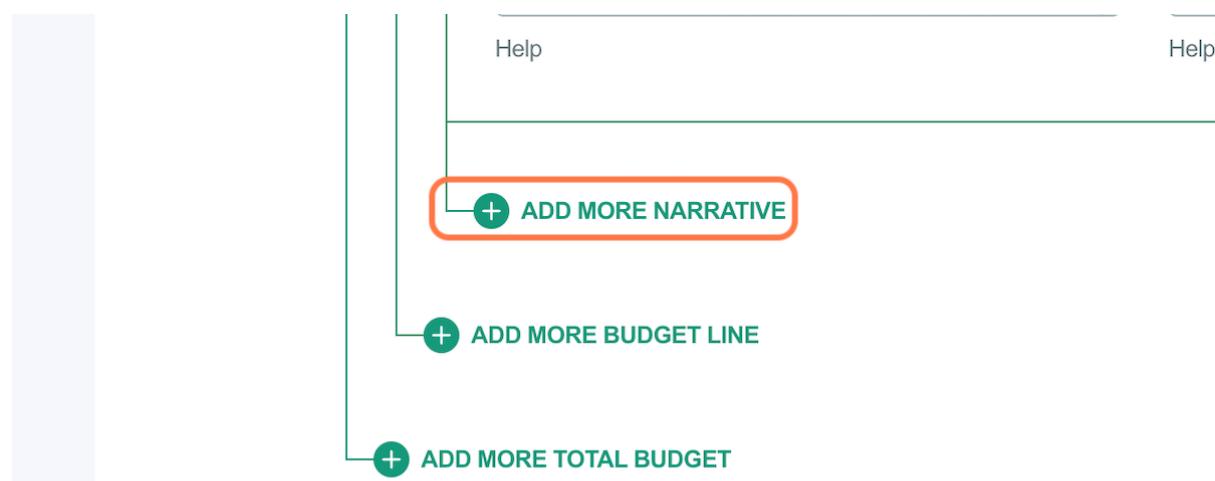
## 7. Fill the data

The screenshot shows a form titled "total-budget". At the top left is a back arrow icon and a question mark icon. The title "total-budget" is followed by a "Help" link and a question mark icon. Below the title is a "status" field with a dropdown menu open. The dropdown menu contains two options: "1 - Indicative" and "2 - Committed". The "1 - Indicative" option is highlighted with a red border. To the right of the status field is a "date \*" field with a date input and a calendar icon. At the bottom right of the form is a "Made with Tangelo.us" watermark.

## 8. Click on ADD MORE NARRATIVE

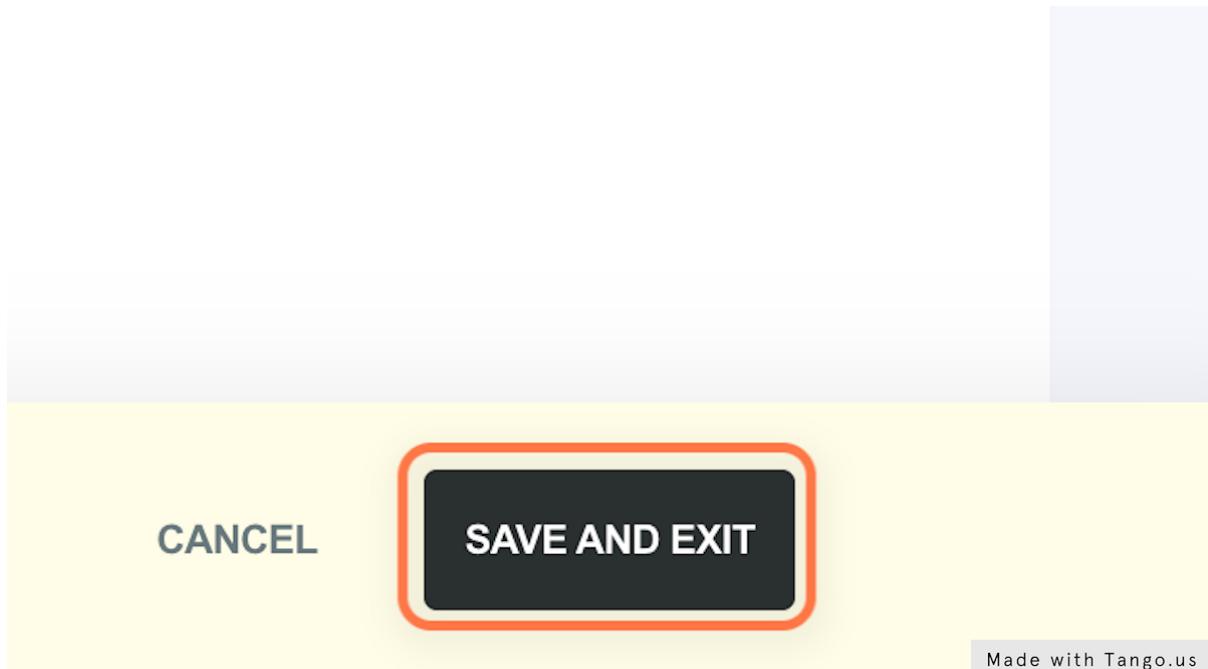
## 9. Click on ADD MORE

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



## **10. Click on SAVE AND EXIT**

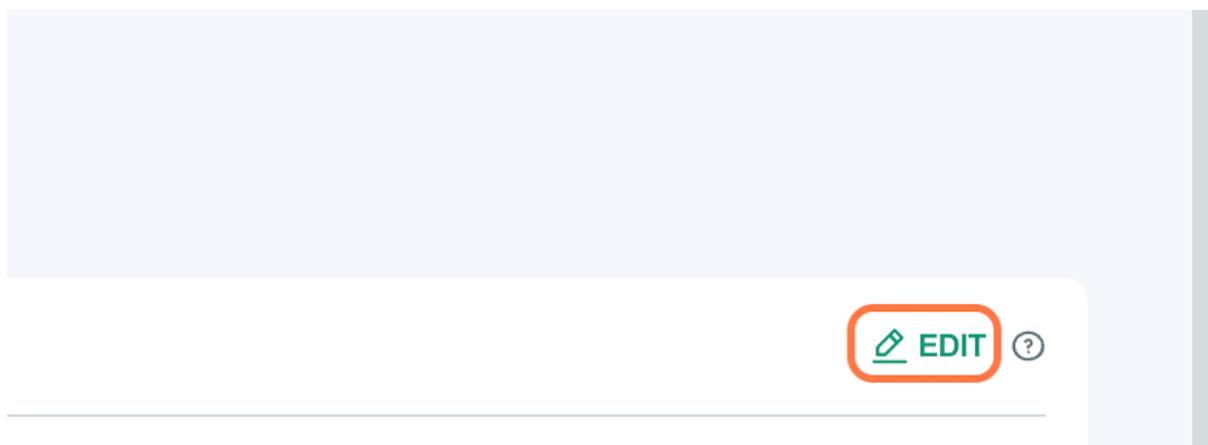
Click on the SAVE AND EXIT button to save the element form and go to the detail page of the organisation data.



# 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. At the top, there is a field labeled "narrative \*". Inside the field, the text "This is a narrative" is entered. To the right of the field, there is a help icon and a language selection dropdown set to "en - English". Below the field, there is an orange button with a plus sign and the text "ADD MORE NARRATIVE". Further down, there are two more buttons: "ADD MORE BUDGET LINE" and "ADD MORE TOTAL BUDGET". A watermark at the bottom right reads "Made with Tango.us".

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 for changing data. On the left, there is a field containing the text "This is a narrative". On the right, there is a language selection dropdown set to "en - English". Below this, there is another section with a field labeled "narrative \*". Inside this field, the text "This narrative is in another language" is entered. This field is also highlighted with an orange border. To the right of this field, there is a language selection dropdown labeled "language \*". Below the narrative field, there is a help icon and a "Select language" button. At the bottom, there is a green button with a plus sign and the text "ADD MORE NARRATIVE". A watermark at the bottom right reads "Made with Tango.us".

This is a narrative

Help

en - English

Help

narrative \*

This narrative is in another language

Help

language \*

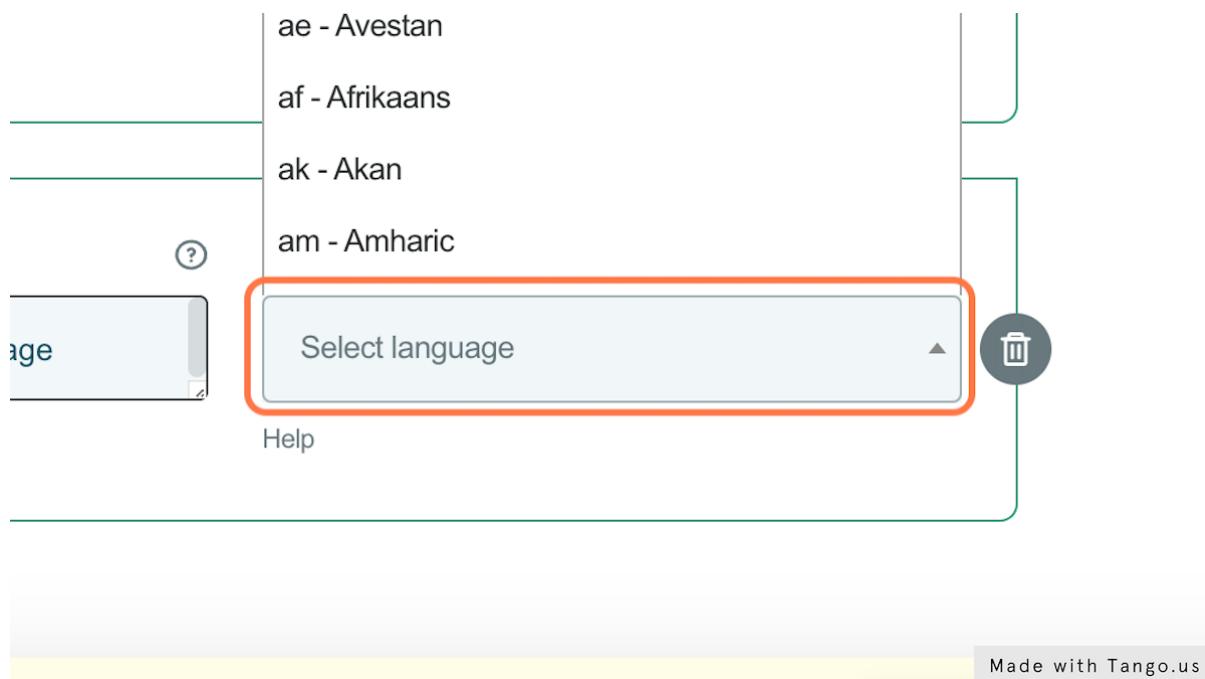
Select language

Help

+ ADD MORE NARRATIVE

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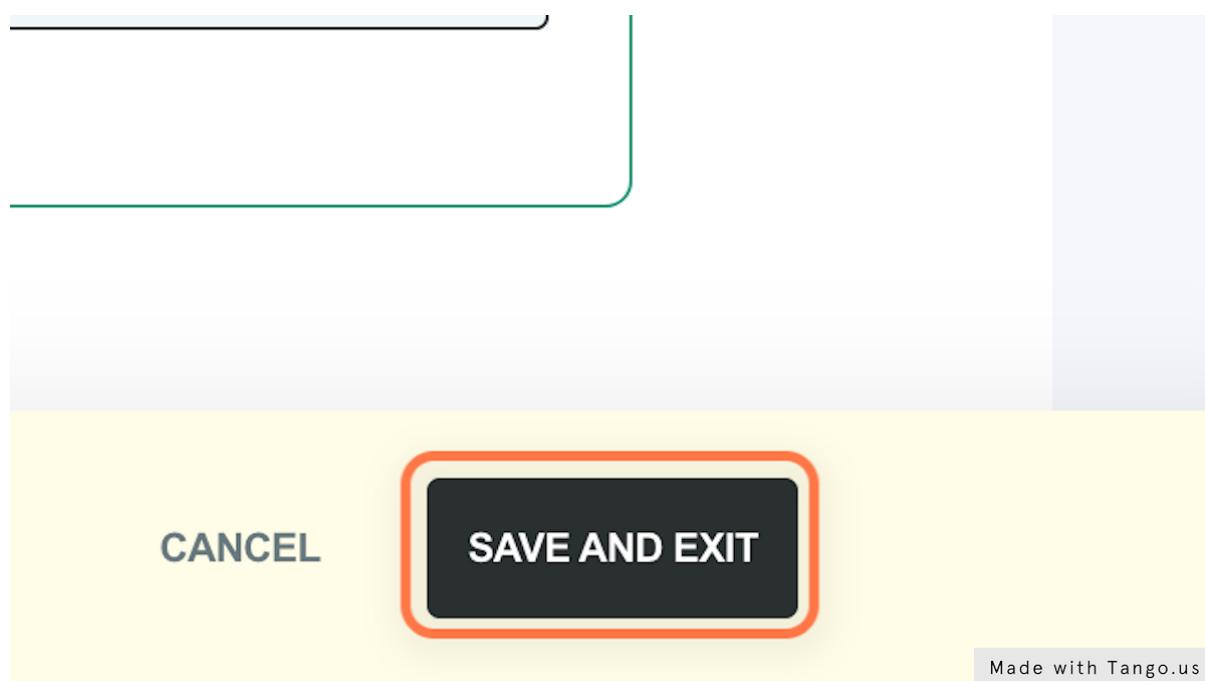
## 5. Change the data



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## 6. Click on SAVE AND EXIT

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

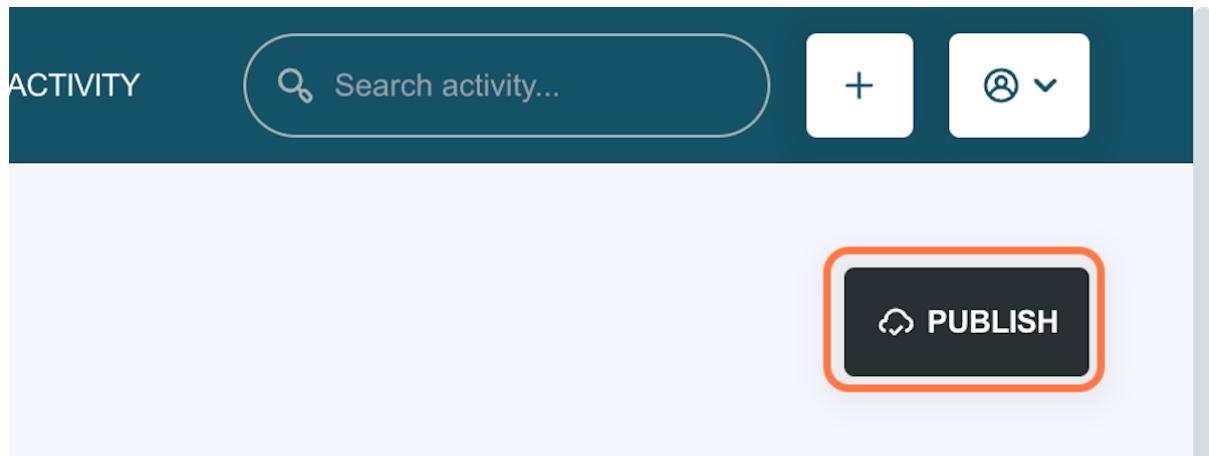


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# How to publish and un-publish organisation data?

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**

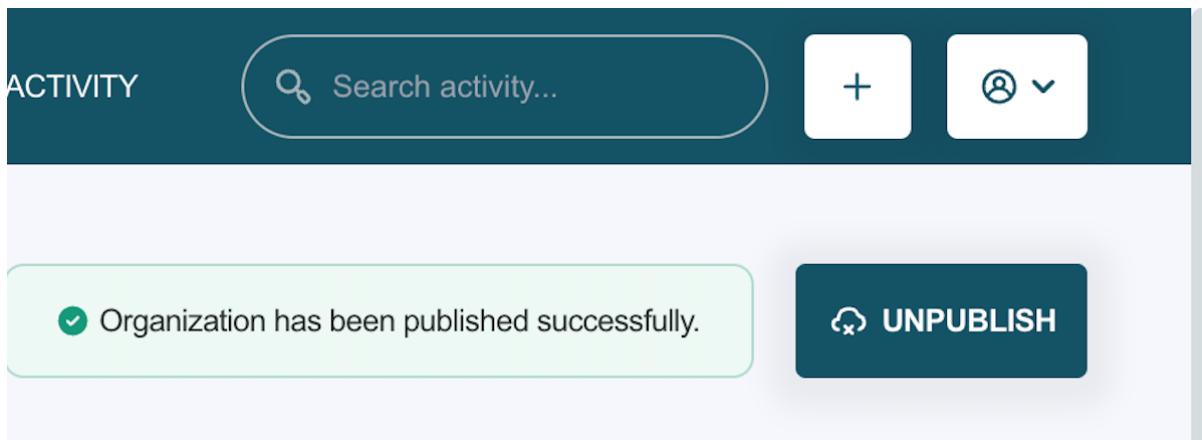
reference

October 24, 2022

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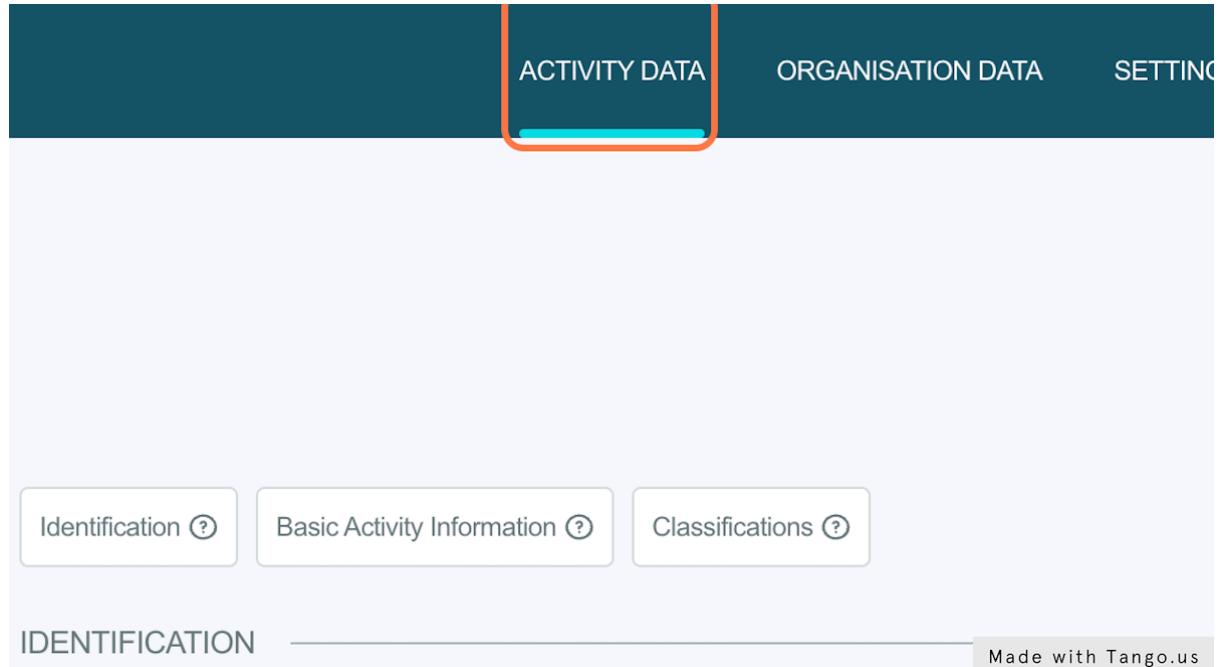
### 5. Click on UNPUBLISH

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

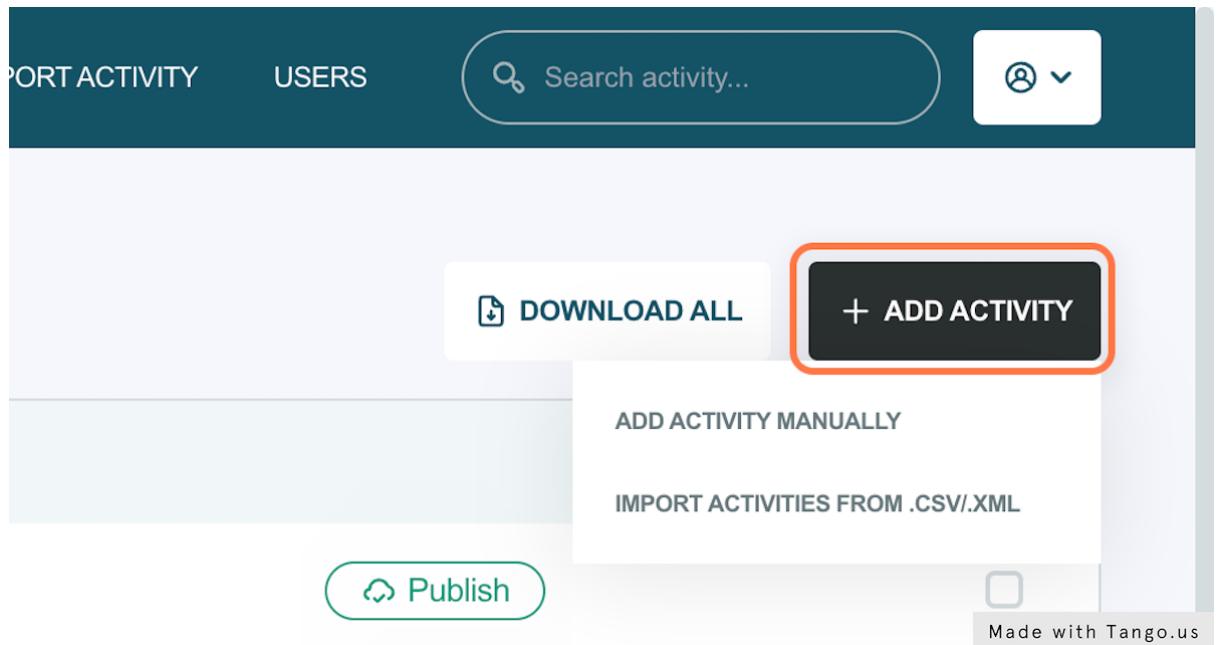


# How to add activity?

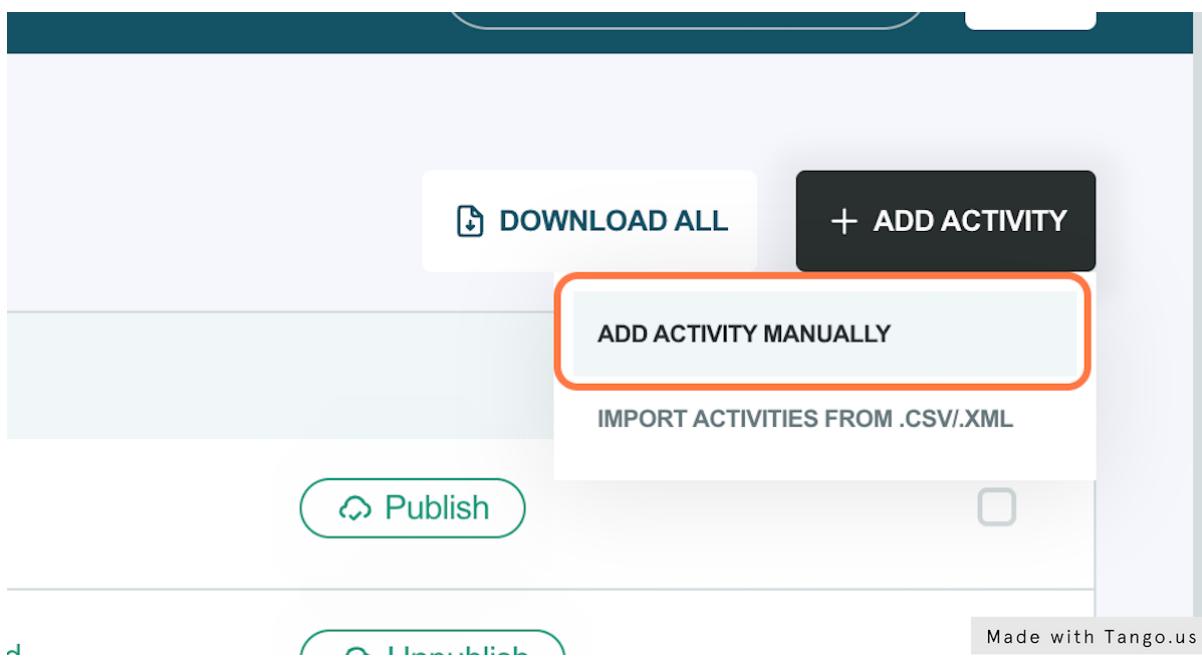
## 1. Click on ACTIVITY DATA



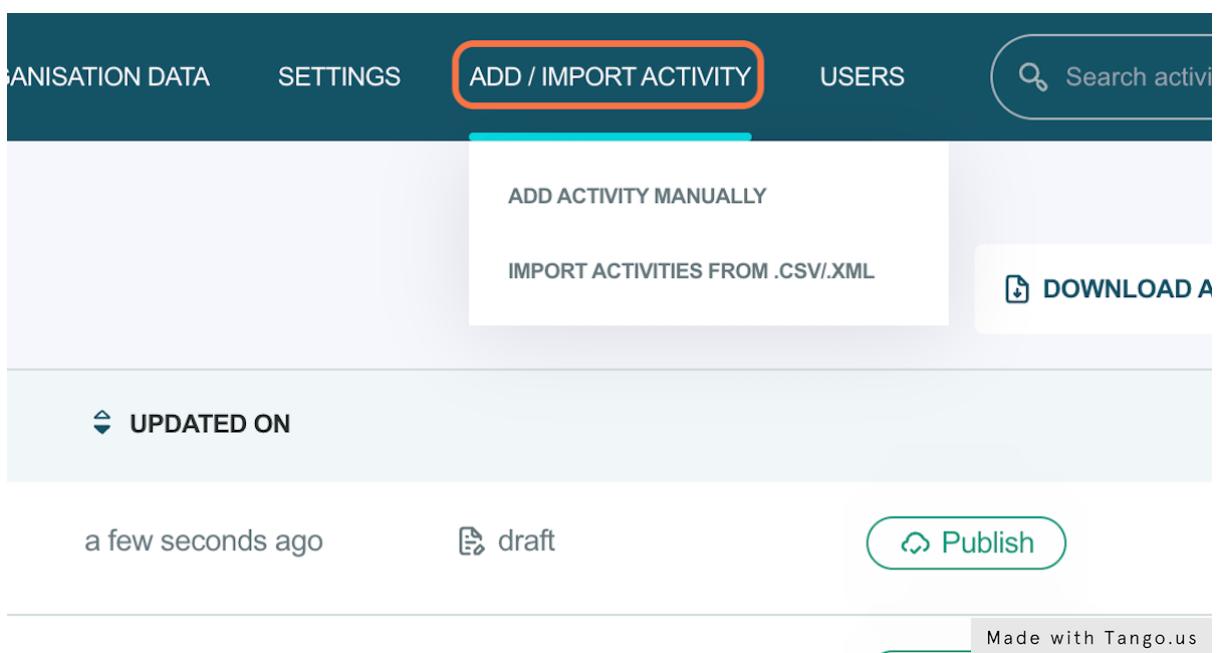
## 2. Click on ADD ACTIVITY



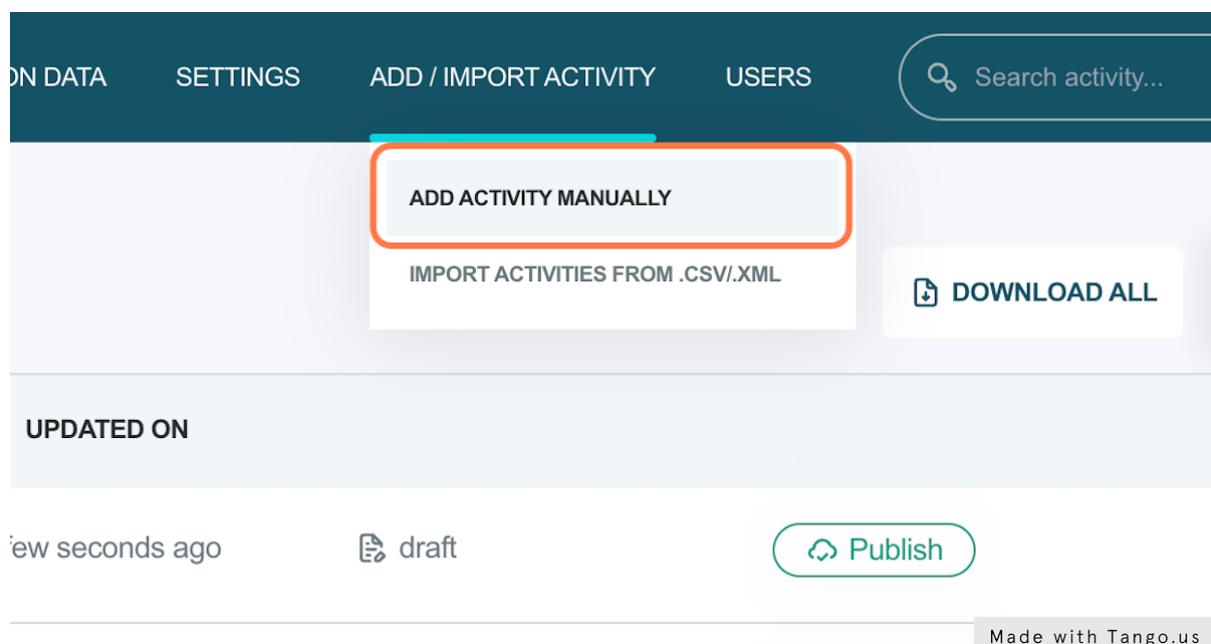
**3. Click on ADD ACTIVITY MANUALLY**



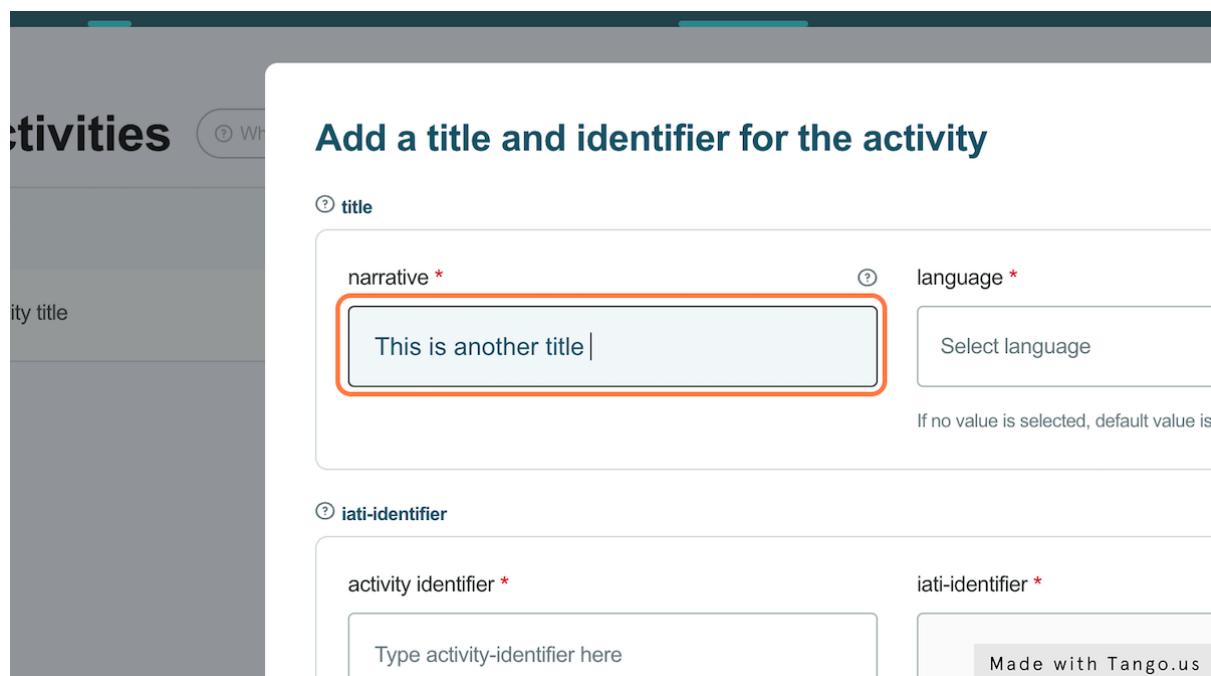
**4. Or hover over on ADD / IMPORT ACTIVITY...**



## 5. Click on ADD ACTIVITY MANUALLY



## 6. Type narrative of the title



## 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. The background of the form is light grey, and there are some other fields and buttons visible but not fully legible.

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, another text input field shows the value 'XI-DUNS-praweshtest-1'. Below the input fields, there is explanatory text about what constitutes a unique activity identifier and how it will be generated.

This is another title

en - English

If no value is selected, default value is

iatи-identifier

activity identifier \*

123123

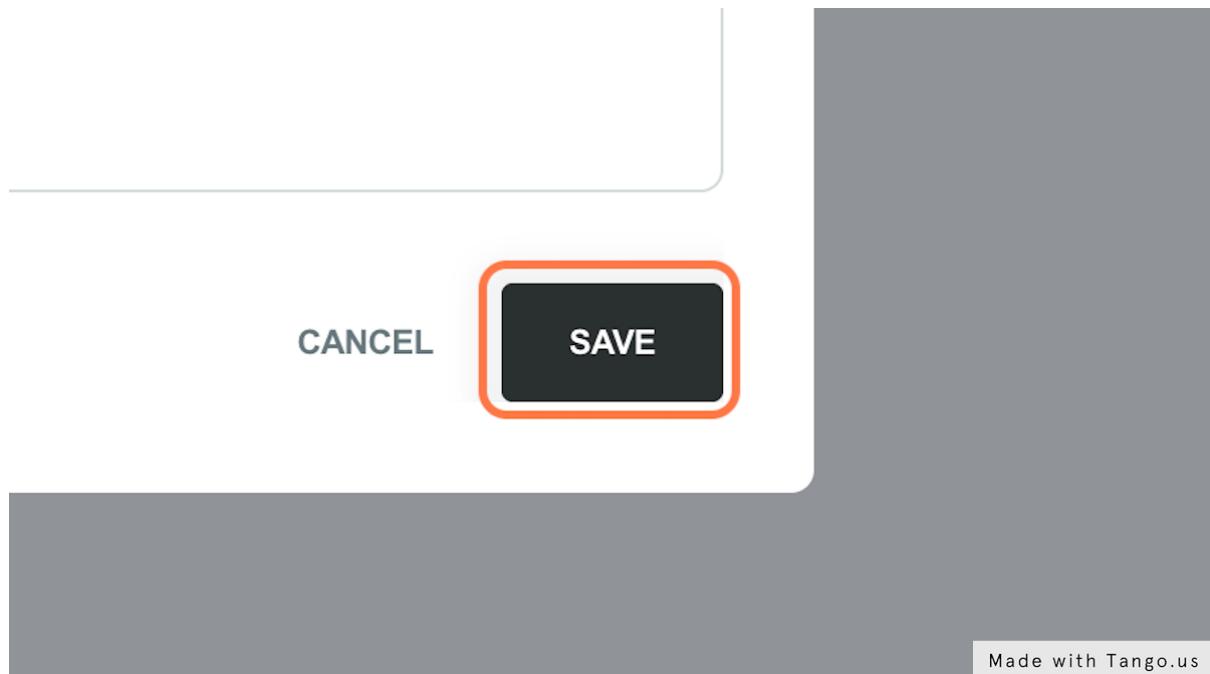
Enter your own unique activity identifier such as abbreviation or simply a number. Make sure it is unique across all the activities. IATI Publisher will concatenate Organization Identifier and Activity Identifier to autogenerate 'iatи-identifier'.

iatи-identifier \*

XI-DUNS-praweshtest-1

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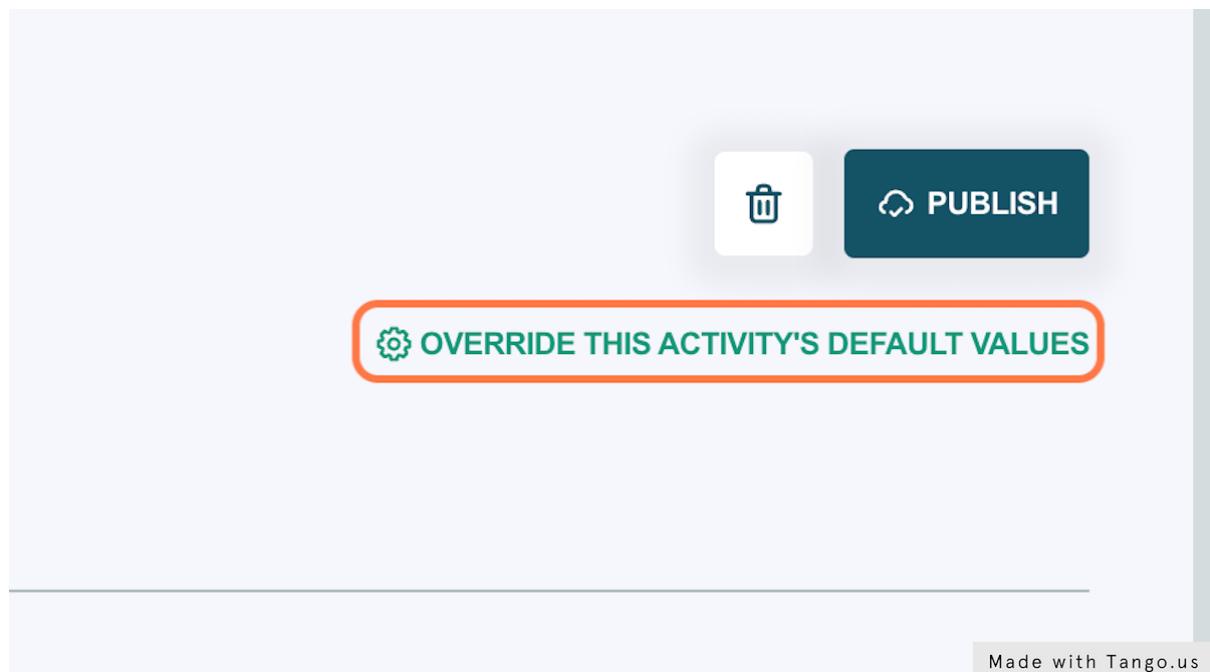
**9. Click on SAVE**



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**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.



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## 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, there is a circular progress bar with '12.5 %' filled. To its right, there are two status indicators: 'Core' (orange) and 'Completed' (green). Below these, a message says 'Fill all elements to get 100% score'. In the center, there is a search bar with the placeholder 'Search elements to add/edit' and a dropdown 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. To the right of the search bar, there are two tabs: 'Identification' and 'Basic Activity Information'. Under 'Identification', it shows 'iati-identifier · completed' and the value 'XI-DUNS-praweshtest-123123'. Under 'Basic Activity Information', it shows 'title · completed' and the value '(Language: English)'. A note at the bottom right says 'Made with Tango.us'.

### 14. Click on filter to select completed or core elements

This screenshot is similar to the previous one but includes a red box highlighting the dropdown filter button next to the search bar. The rest of the interface elements are identical to the previous screenshot, including the progress bar, status indicators, search bar, element boxes, and the 'Identification' and 'Basic Activity Information' sections.

## 15. Core element filter is selected

Fill all elements to get  
100% score

Search elements to add/edit

Reporting Org: XI-DUNS-praweshtest-123123

Basic Activity Information

title · completed

(Language: English)

This is another title

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title

iati-identifier

reporting-org

description

activity-status

activity-date

## 16. Completed element filter is selected

Search elements to add/edit

Completed Elements: XI-DUNS-praweshtest-123123

Basic Activity Information

title · completed

(Language: English)

This is another title

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title

iati-identifier

## 17. All Elements filter is selected

The screenshot shows the 'IDENTIFICATION' section of the application. At the top, it says '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 options: 'All Elements' (highlighted with a red box), 'Core' (with a crossed-out checkmark), and 'Completed' (with a checkmark). The 'All Elements' option is highlighted. On the right side of the screen, under 'BASIC ACTIVITY INFORMATION', there is a section for 'title' which is marked as 'completed'. Below this, there is a note '(Language: English)' followed by the text 'This is another ...' and a 'Made with Tango.us' footer.

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

The screenshot shows the 'IDENTIFICATION' section of the application. It features a circular progress indicator showing '12.5 %'. Below the progress indicator is a note 'Fill all elements to get 100% score'. To the right of the progress indicator 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. On the right side of the screen, under 'BASIC ACTIVITY INFORMATION', there is a section for 'title' which is marked as 'completed'. Below this, there is a note '(Language: English)' followed by a 'Made with Tango.us' footer.

**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

sector

(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

The screenshot shows a user interface for selecting a code. At the top, there is a label "code \*". Below it is a dropdown menu with the placeholder "Select code". A search input field contains a single character, which has triggered a dropdown list of three items: "111 - Education, level unspecified", "112 - Basic education", and "113 - Secondary education". The first item in the list is highlighted. The entire search input field is highlighted with a red rectangle.

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

The screenshot shows a form with several fields. At the top left is a "vocabulary" field containing "2 - OECD DAC CRS Purpose Codes (3 digit)" with a dropdown arrow. To its right is a "code \*" field containing "112 - Basic education". Below these are two "percentage" fields, each with a value "30" entered. The first "percentage" field has a "Help" link below it. The second "percentage" field also has a "Help" link below it. The entire "percentage" field containing "30" is highlighted with a red rectangle. At the bottom of the form is a "narrative" field with the placeholder "Type narrative". To its right is a "language \*" field with a "Select language" button. A "Made with Tango.us" watermark is visible at the bottom right of the form area.

vocabulary

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

code \*

112 - Basic education

Help

percentage

30

Help

narrative

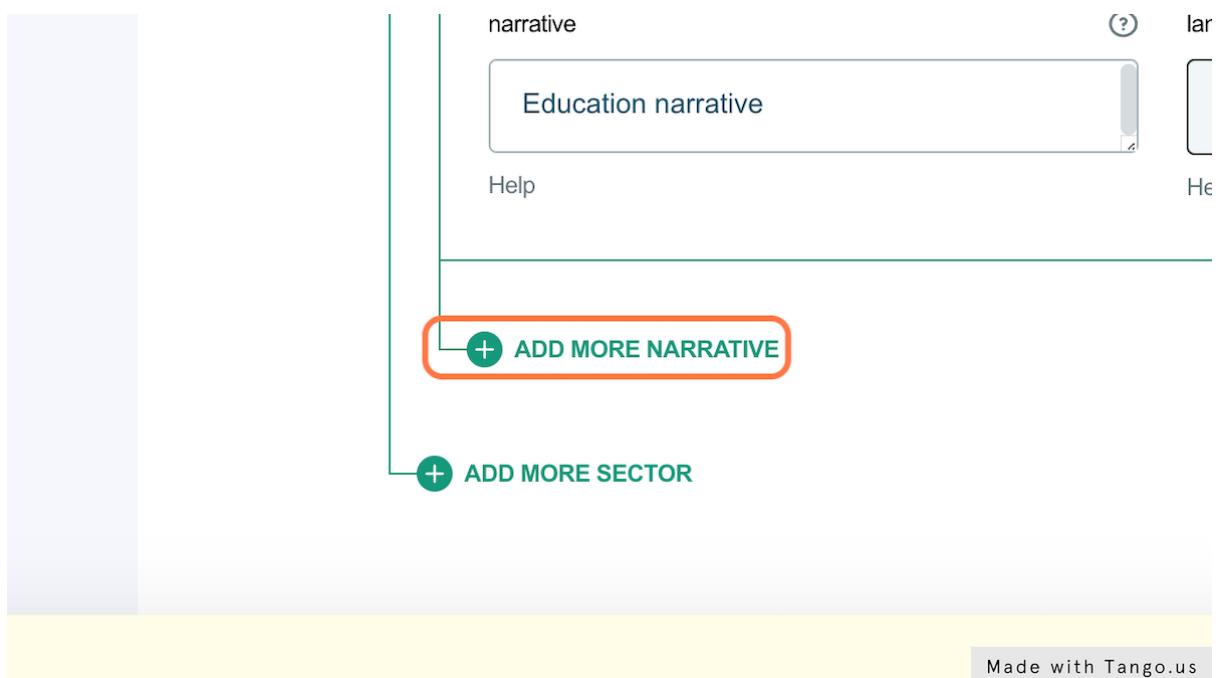
Type narrative

language \*

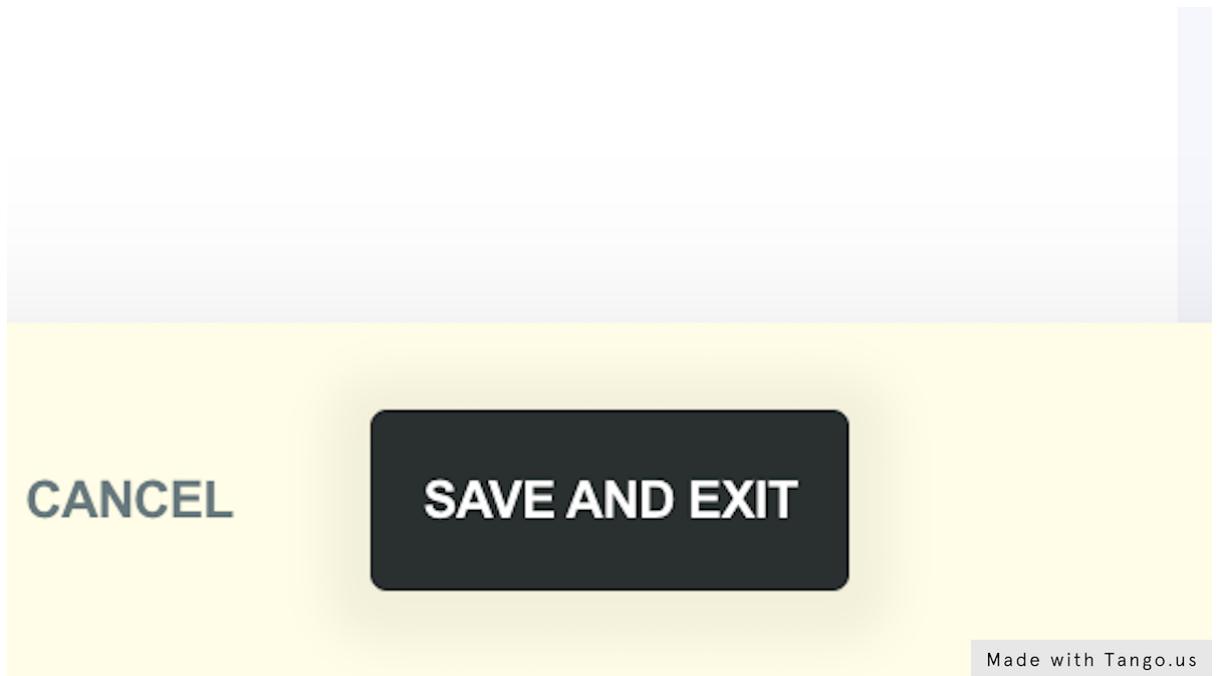
Select language

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

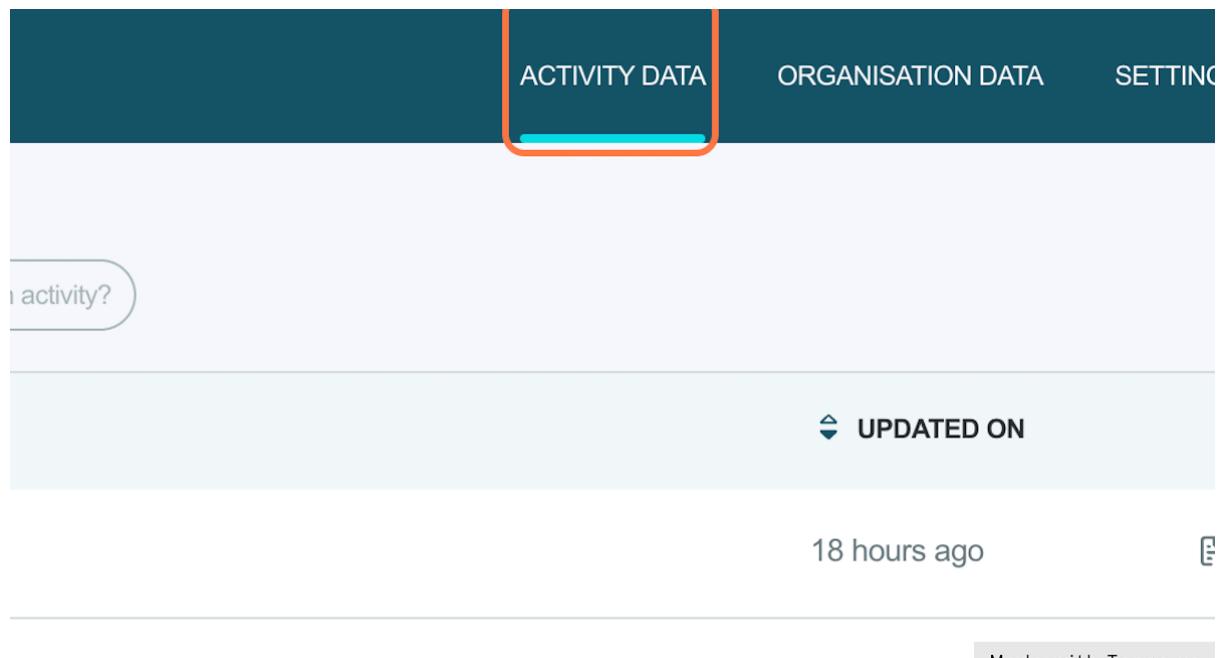


**24. Click on SAVE AND EXIT**

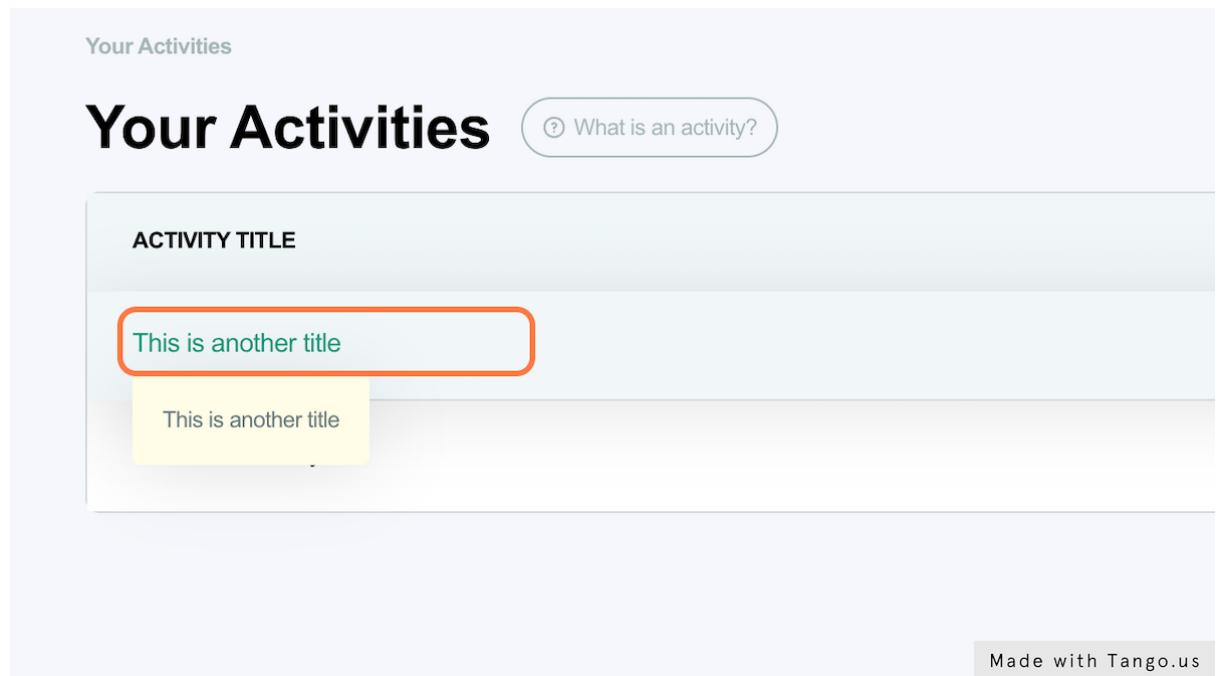


# How to edit activity?

## 1. Click on ACTIVITY DATA



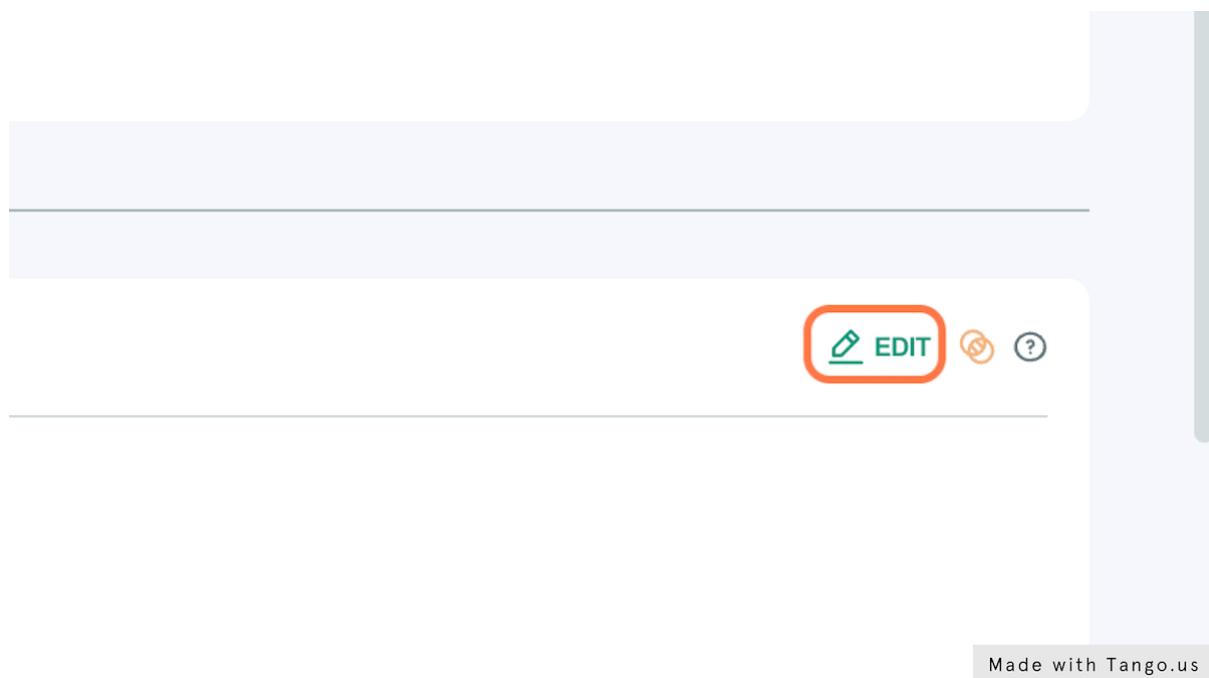
## 2. Click on the activity you want to edit





### 3. Click on EDIT

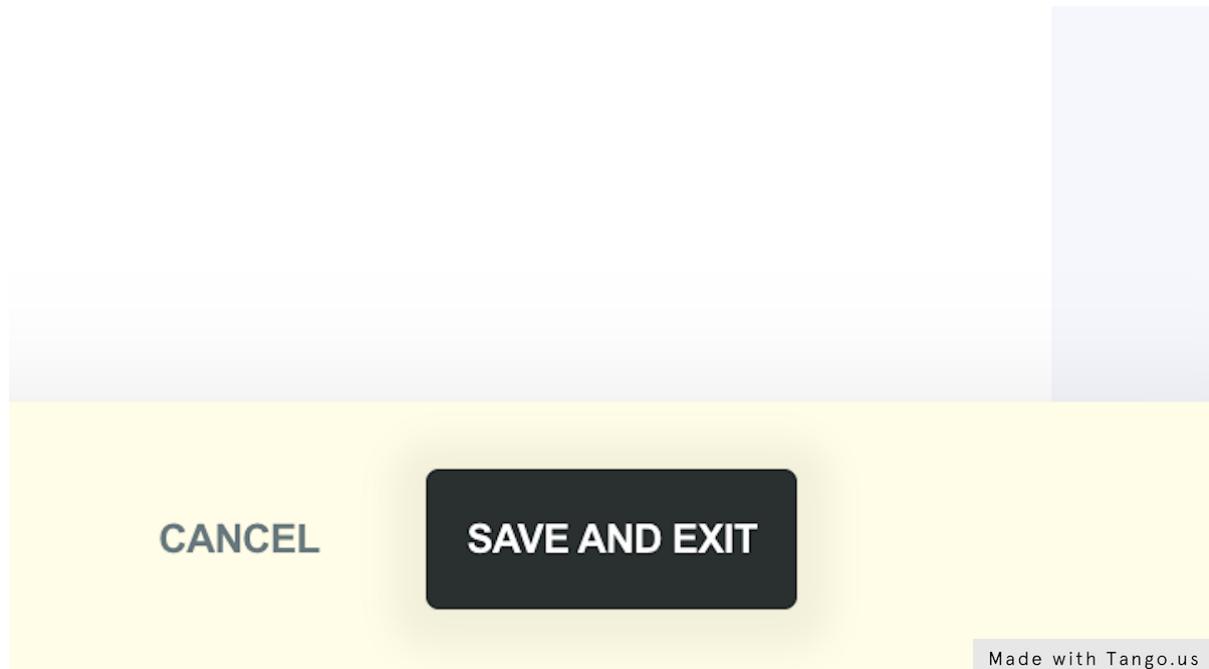
Go to the summary section of the element using the menu and click on EDIT



### 4. Change the values in the form

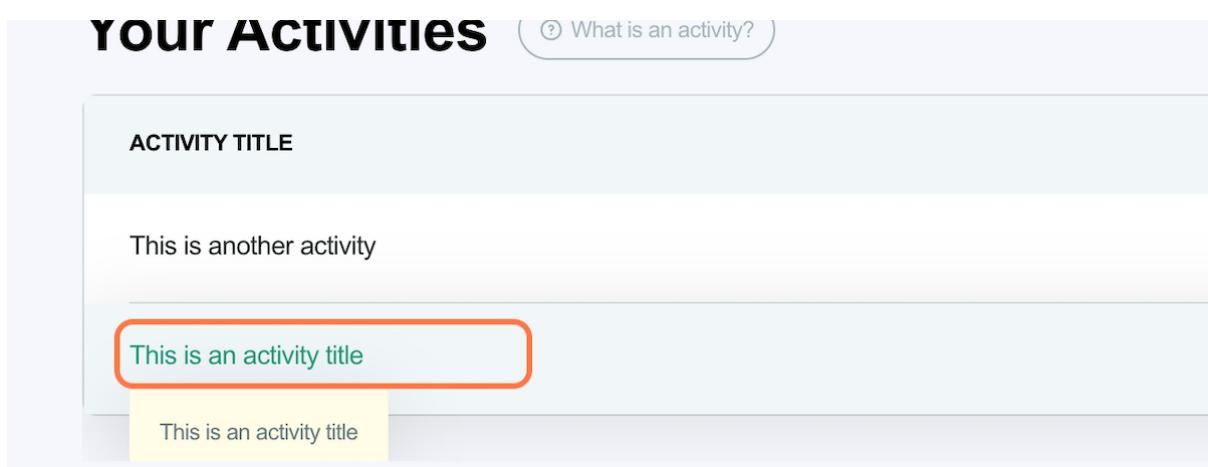
A screenshot of a form editor. The top part shows two input fields: '2 - OECD DAC CRS Purpose Codes (3 digit)' with value '112 - Basic education' and 'percentage' with value '100'. Below this, there are two sections for 'narrative'. Each section has a text input field ('Education narrative' and 'narrative in another language') and a 'language' dropdown ('Select language' and 'ab - Abkhazian'). Each section also has a small trash can icon to its right. At the bottom of the form, there are two buttons: '+ ADD MORE NARRATIVE' and '+ ADD MORE SECTOR'. In the bottom right corner, there is a yellow bar with a green checkmark icon containing the number '4', a 'CANCEL' button, and a dark blue button. The 'Made with Tango.us' watermark is visible in the bottom right corner of the form area.

**5. Click on SAVE AND EXIT**

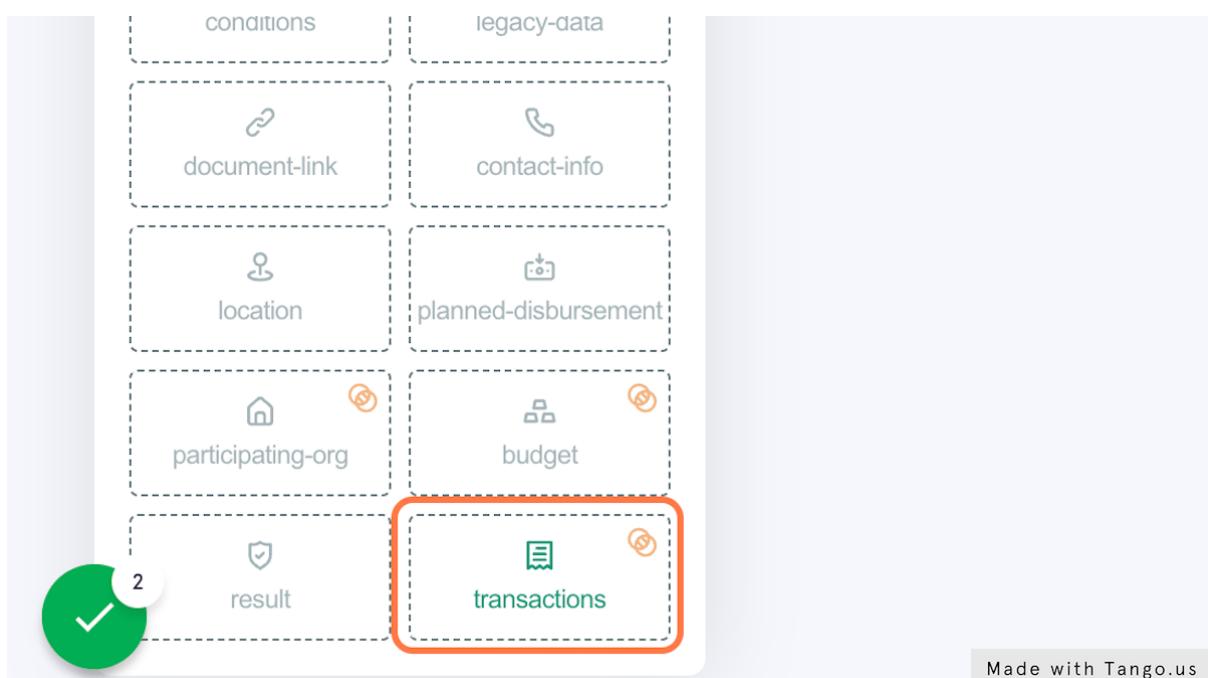


# How to add/view/edit transactions?

## 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'. It includes a 'reference' field containing 'ref-12312' (which is highlighted with a red border), a 'humanitarian' dropdown menu, and a 'transaction-type' section with a 'code' field.

reference ref-12312

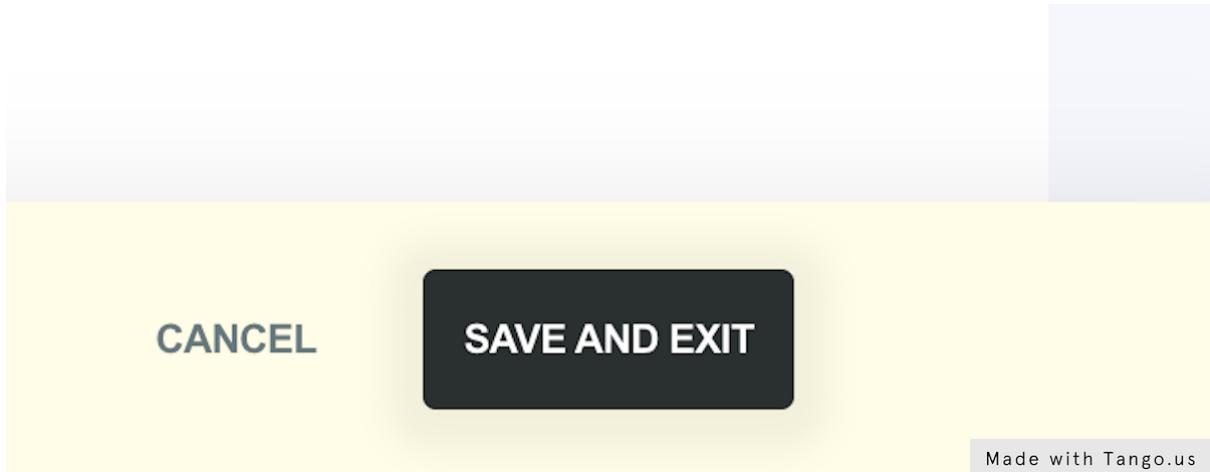
humanitarian  
Select humanitarian

transaction-type

code \*

Select code

**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 checked), and recipient\_region. The 'reference' field contains 'ref-12312'. The 'transaction-type' field is 'Incoming Funds'. The 'value' field shows '1,000,000 USD' with a note 'valued at November 04, 2022'. The 'description' field notes '(Language: English)' and 'Fund from the ABC organisation'. The 'provider-organization' field shows 'Organisation Identifier Code ref-980' and 'Name: FinDev'. A watermark 'Made with Tango.us' is visible in the bottom right. The top right has an 'EDIT TRANSACTION' button.

## 6. Click on back arrow to view the transaction list

This screenshot is identical to the one above, showing the 'ref-12312 - Transaction detail' page. The 'recipient\_country' sub-element is checked in the sidebar. The 'reference' field contains 'ref-12312'. The 'transaction-type' field is 'Incoming Funds'. The 'value' field shows '1,000,000 USD' with a note 'valued at November 04, 2022'. The 'description' field notes '(Language: English)' and 'Fund from the ABC organisation'. The 'provider-organization' field shows 'Organisation Identifier Code ref-980' and 'Name: FinDev'. A watermark 'Made with Tango.us' is visible in the bottom right. The top right has an 'EDIT TRANSACTION' button. The back arrow icon in the top left corner of the main content area is highlighted with a red box.

## 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 expanded. On the left, there is a sidebar with various icons for different data categories. The main content area includes the activity title 'This is an activity title', a description section ('description - completed'), an objectives section ('Objectives (Language: Afrikaans)'), and a financial section ('FINANCIAL'). The financial section contains a 'transactions' card with the status 'completed'. The 'SHOW FULL TRANSACTION LIST' button is highlighted with an orange border. At the bottom right, there is a 'Made with Tango.us' watermark.

# How to add a result in an activity?

## 1. Go to the activity you want to add result

The screenshot shows a web application interface titled "YOUR ACTIVITIES". At the top right is a help button labeled "(?) What is an activity?". Below the title, there is a section labeled "ACTIVITY TITLE" containing the text "This is another activity". Further down, there is a yellow box containing the text "This is an activity title", which is highlighted with a red rounded rectangle. To the right of this yellow box is another box containing the text "This is an activity title". In the bottom right corner of the main content area, there is a small grey box with the text "Made with Tango.us".

## 2. Click on result

The screenshot shows a grid of icons representing different activity components. The icons are arranged in three rows. The first row contains "document-link" and "contact-info". The second row contains "location" and "planned-disbursement". The third row contains "participating-org" and "budget". Below these is a fourth row containing a single icon for "result", which is highlighted with a red rounded rectangle. A green circular button with a white checkmark is positioned to the left of the "result" icon. To the right of the "result" icon is another icon for "transactions". In the bottom right corner of the main content area, there is a small grey box with the text "Made with Tango.us".

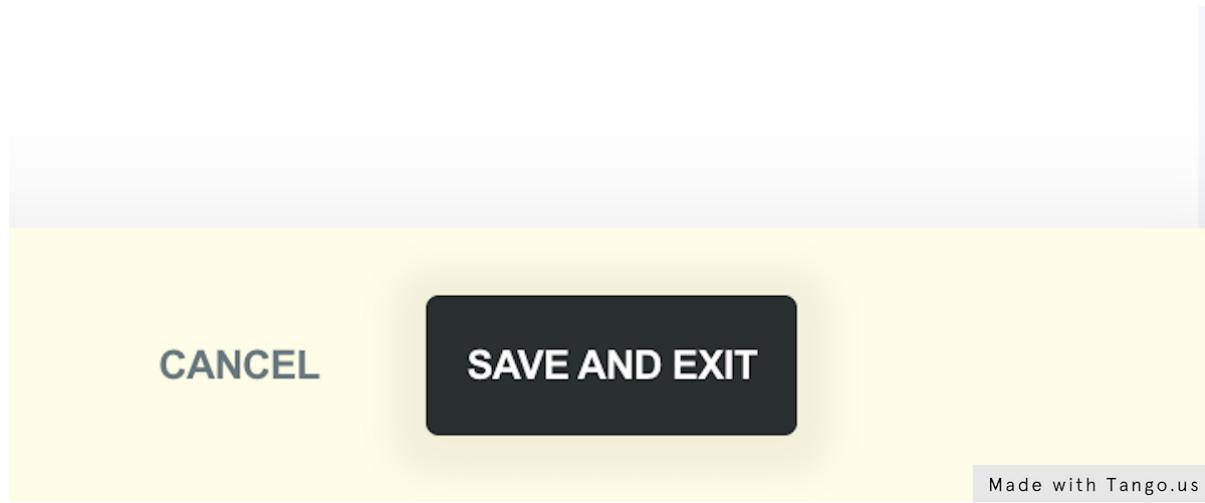
### 3. Complete the form

The screenshot shows a form completion interface. On the left, there's a sidebar with a 'Note' section and three categories: 'Core Elements' (indicated by an orange circle), 'Mandatory sub-elements' (indicated by a blue star), and 'Recommended sub-elements' (indicated by a purple hexagon). The main area has tabs at the top: 'title', 'description', 'document-link', and 'reference'. Below these tabs, there's a header with a shield icon labeled 'result' and 'Help'. To the right of the header, it says '\* Mandatory fields'. The form fields include:

- Type:** 1 - Output
- Aggregation Status:** True
- Title:** (empty)
- Narrative:** This is the first result (highlighted with a red border)
- Language:** Select language
- Add More Title:** (+ ADD MORE TITLE)
- Description:** (empty)

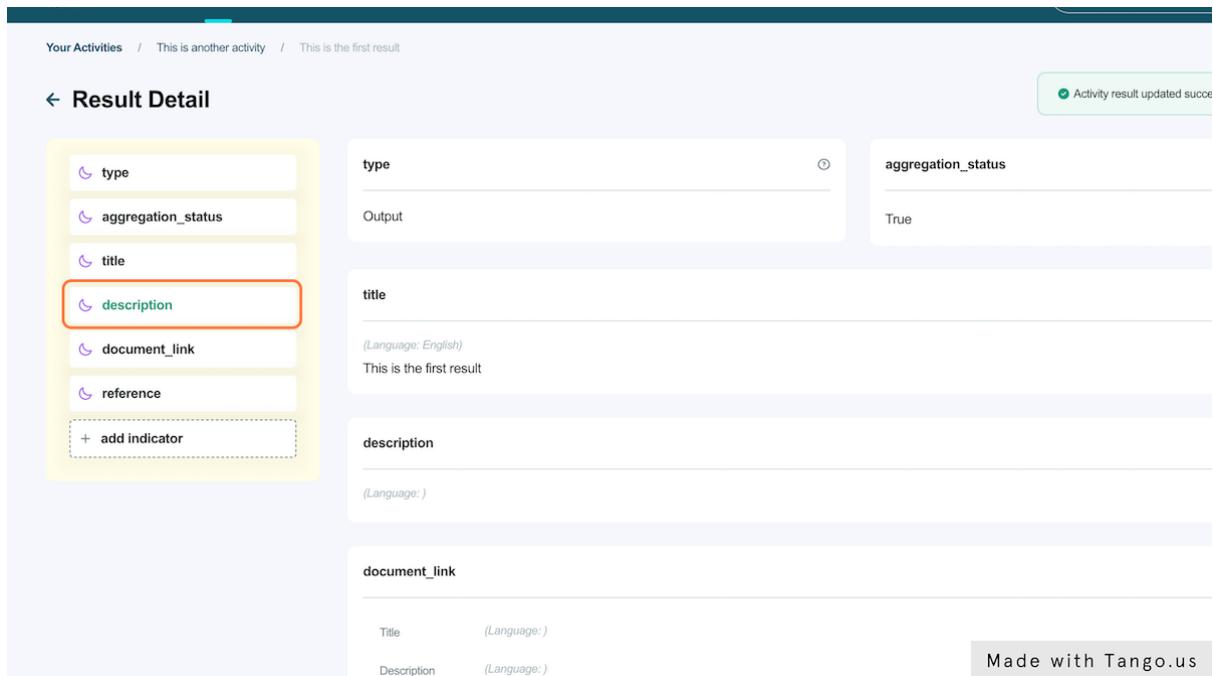
At the bottom right, there are 'CANCEL' and 'SAVE AND EXIT' buttons. A 'Made with Tango.us' watermark is visible.

### 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.

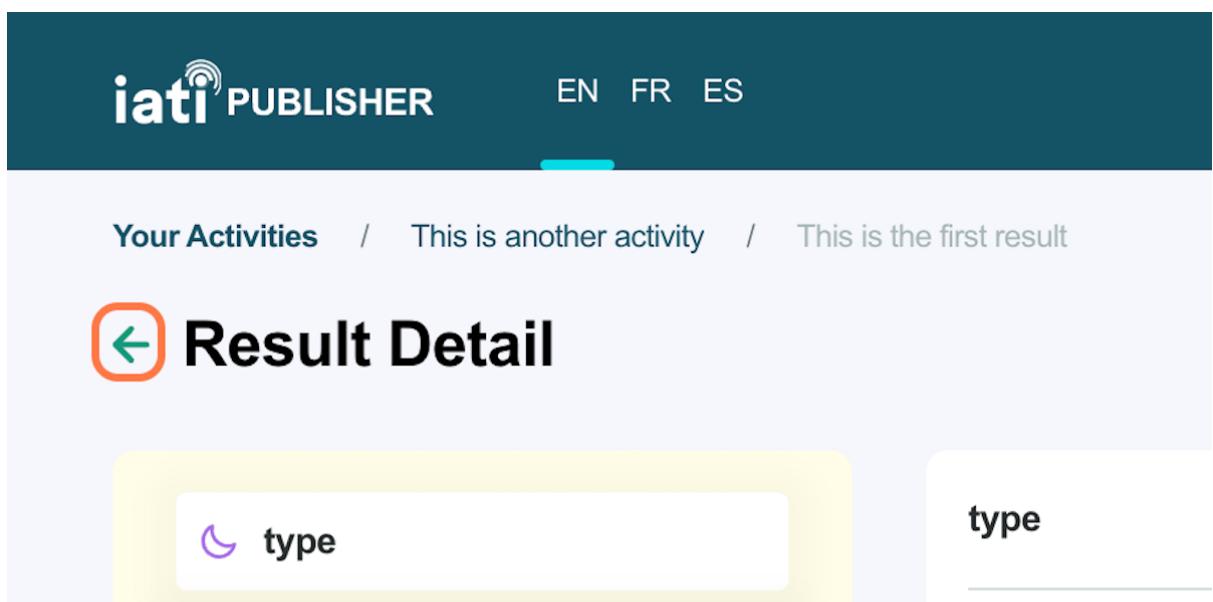


The screenshot shows a 'Result Detail' page. On the left, there is a sidebar with several items: 'type', 'aggregation\_status', 'title', 'description' (which is highlighted with a red border), 'document\_link', 'reference', and '+ add indicator'. The main content area displays the following fields:

- 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 a user interface for managing activity imports. 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 profile 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'.

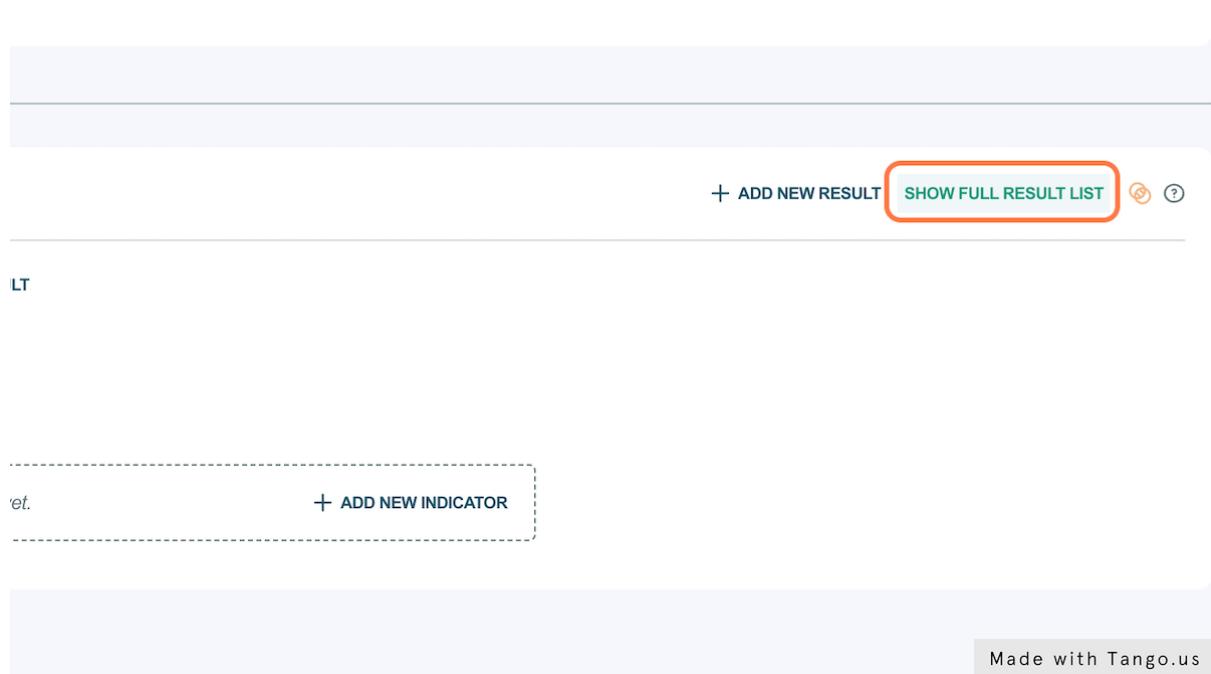
## 8. View result in activity summary page

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

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

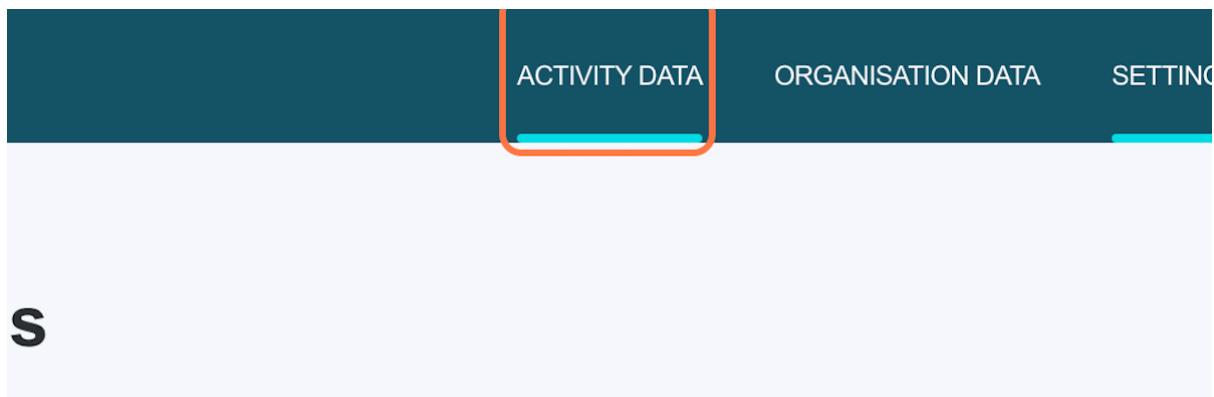
## 9. Go to result list or add new result

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



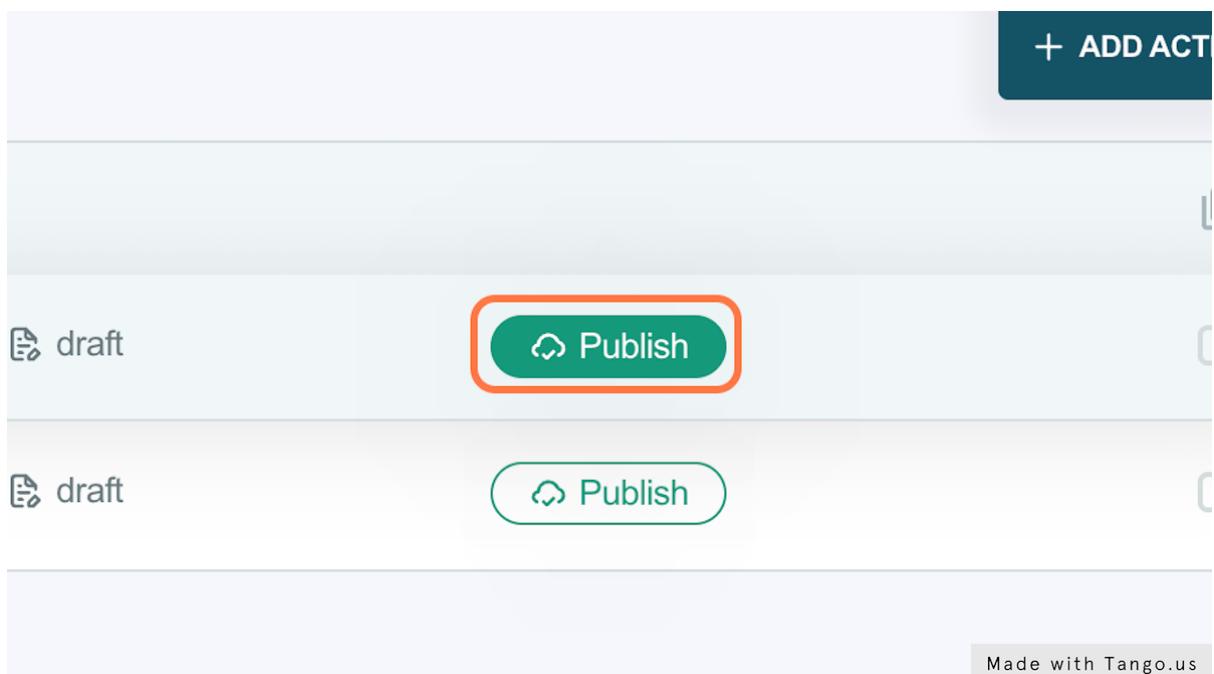
# How to publish an activity?

## 1. Click on ACTIVITY DATA



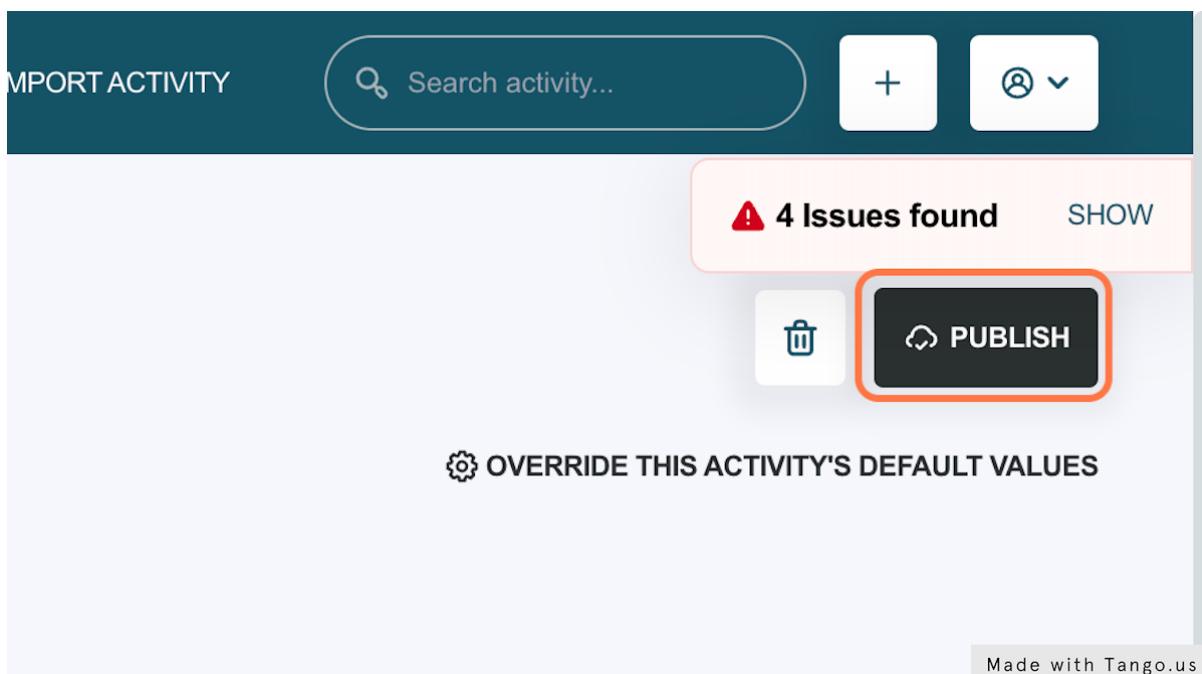
## 2. Click on Publish in activity list

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



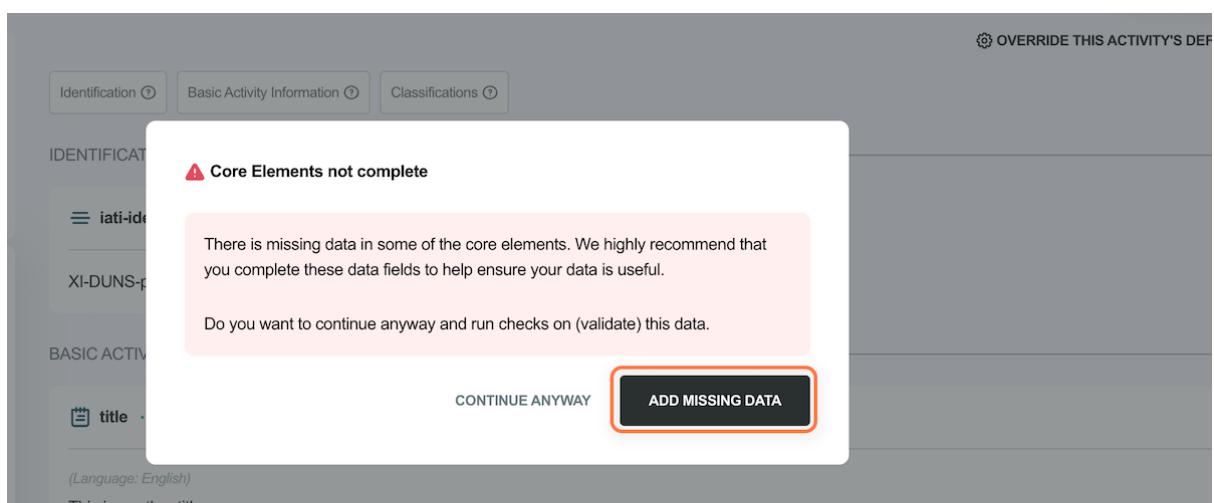
### 3. Click on PUBLISH within the activity

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



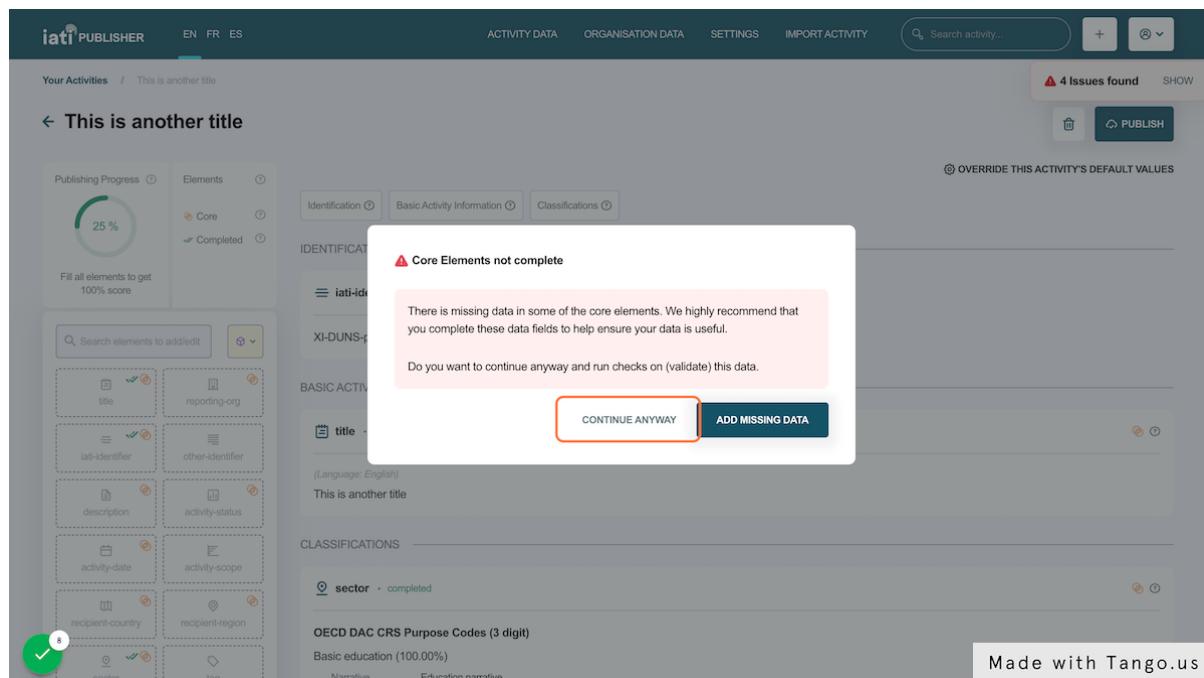
### 4. Click on ADD MISSING DATA

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



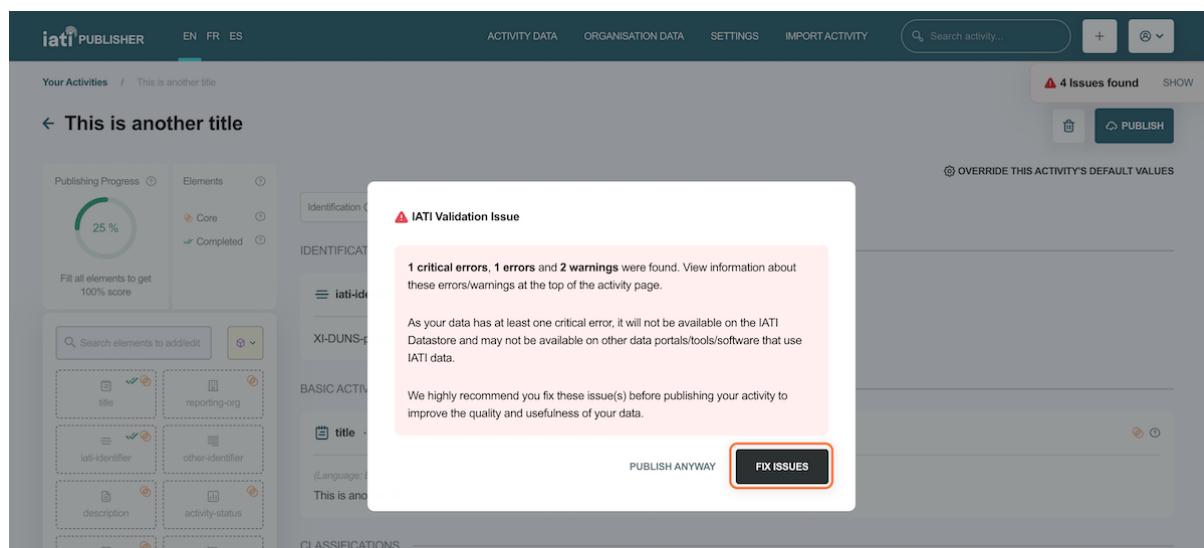
## 5. Click on CONTINUE ANYWAY

But you can continue publishing the activity



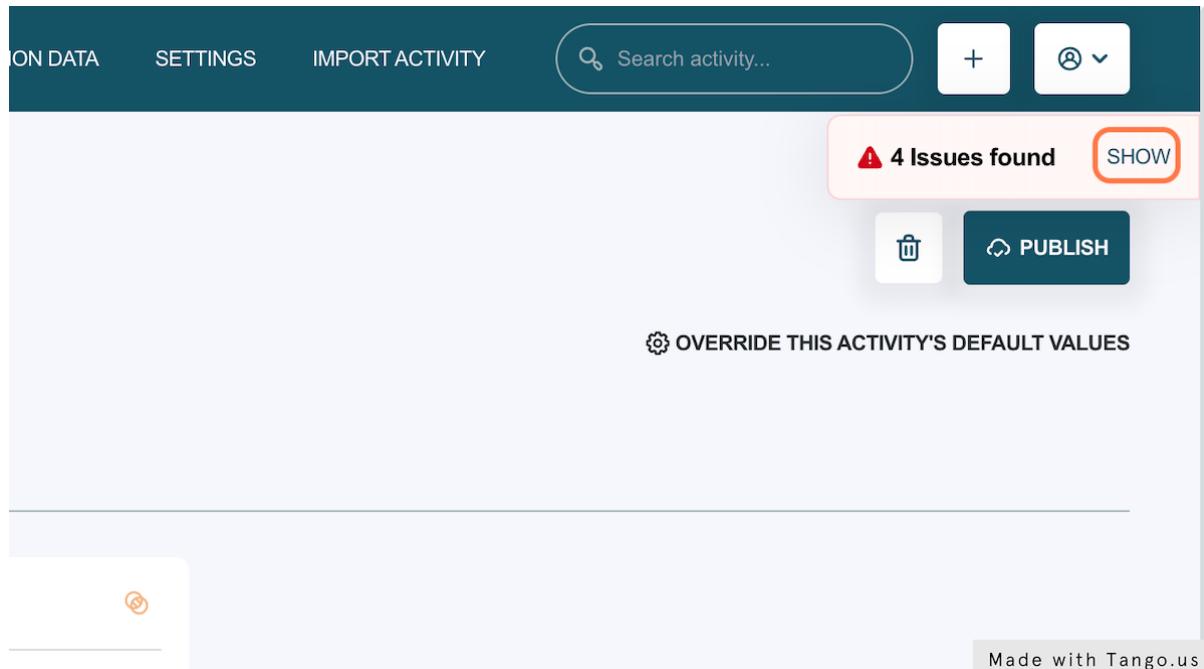
## 6. Click on FIX ISSUES

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.

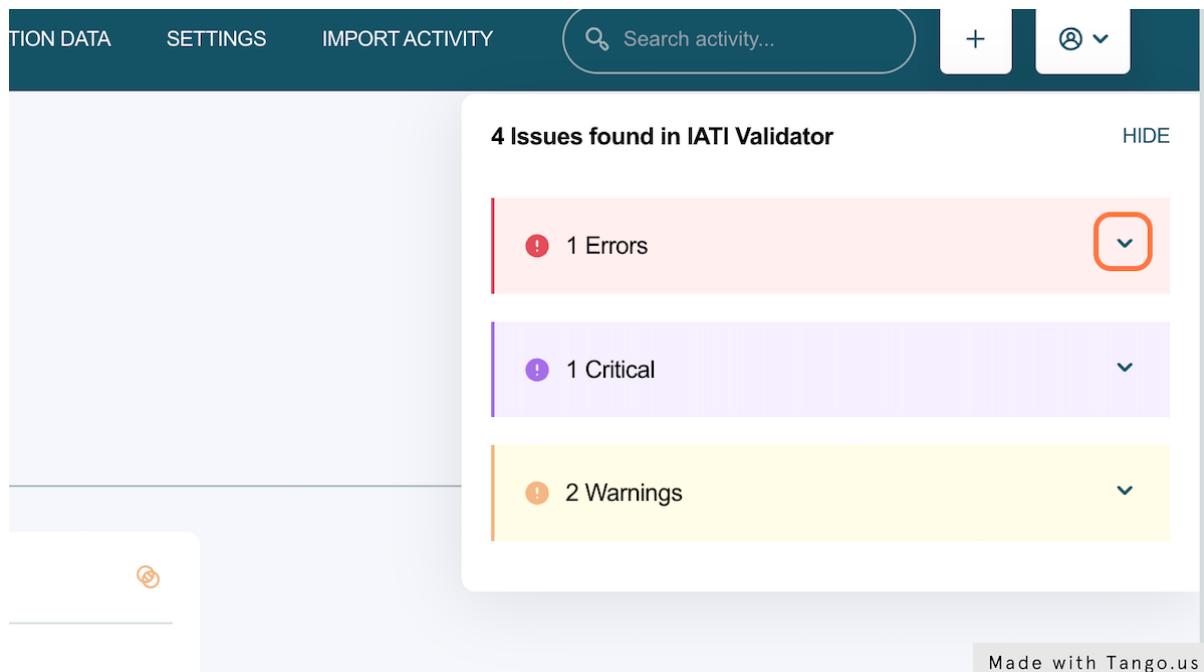


## 7. Click on SHOW

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: 'ON DATA', 'SETTINGS', and 'IMPORT ACTIVITY'. To the right is a search bar with the placeholder 'Search activity...'. Further right are a '+' button, a user icon, and a dropdown menu. Below the header, a message says '4 Issues found in IATI Validator' with a 'HIDE' button highlighted by a red box. The interface lists issues: '1 Errors' (red background), 'The activity must have a planned start date or an actual start date.'; '1 Critical' (purple background); and '2 Warnings' (yellow background). A small 'Made with Tango.us' logo is in the bottom right corner.

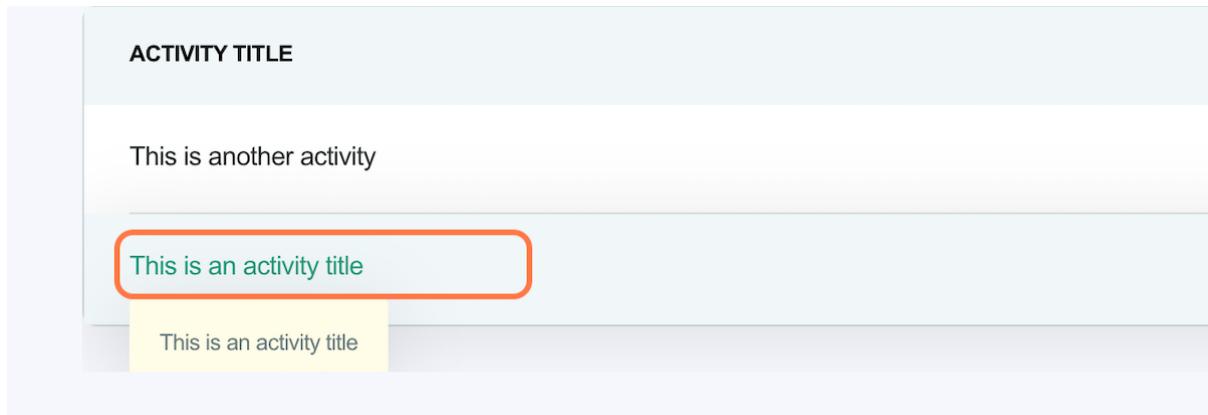
**10. Click on PUBLISH ANYWAY**

You can publish the activity anyway without fixing the errors

The screenshot shows a confirmation dialog box. It contains a message: 'You may not be available on other data portals/tools/software that do not support this feature. We highly recommend you fix these issue(s) before publishing your activity to improve the quality and usefulness of your data.' Below the message are two buttons: 'PUBLISH ANYWAY' (highlighted with a red border) and 'FIX ISSUES'.

# 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. On the left, there is a sidebar with various icons and labels: 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 result. The "result" icon has a green checkmark and a small number "17" next to it, indicating it is selected. To the right, there are three main sections:   
1. **budget**: Status completed. Original: 1,000 USD (Valued at November 2, 2022). Period Start: November 2, 2022. Period end: November 24, 2022. Status: Indicative. Actions: + ADD TRANSACTION, SHOW FULL TRANSACTION LIST.   
2. **transactions**: Status completed. Incoming Funds: 100 ALL - valued at October 31, 2022. Actions: + ADD TRANSACTION, SHOW FULL TRANSACTION LIST.   
3. **result**: Status not completed. This is the first result. Actions: + ADD NEW RESULT, SHOW FULL RESULT LIST. The result section includes fields for Result Type (Output), Description (Language: Not Available), and Untitled. A note says "You haven't added any indicator yet." and a button "+ ADD NEW INDICATOR".   
At the bottom right, it says "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' with a plus sign icon. 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' with a pencil icon. 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', each preceded by a small icon. Below this list is a button labeled '+ add indicator'. The main form fields include: 'type' (set to 'Output'), 'aggregation\_status' (set to 'True'), 'title' (with a note '(Language: English)' and the value 'This is the first result'), 'description' (with a note '(Language: )' and the value ''), and 'document\_link' (which is currently empty). At the bottom left, there is a green circular icon with a checkmark and the number '11'. At the bottom right, it says 'Made with Tangelo.us'.

# How to delete a result?

## 1. Click on SHOW FULL RESULT LIST

The screenshot shows a 'PERFORMANCE' page for an activity. At the top, it says '100 ALL - valued at October 31, 2022'. Below this, there's a section for a 'result' entry, which is described as 'not completed'. The 'SHOW FULL RESULT LIST' button is highlighted with a red box. The page also includes sections for 'Indicator' and 'Indicator 1' and 'Indicator 2', each with a 'VIEW INDICATOR' and 'EDIT INDICATOR' link. A note 'You haven't added any period yet.' is visible in both indicator sections. At the bottom right, there's a 'Made with Tangelo.us' watermark.

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

The screenshot shows the 'Result List' page in the IATI Publisher. The top navigation bar includes links for 'PUBLISHER' (selected), 'EN', 'FR', 'ES', 'ACTIVITY DATA' (selected), 'ORGANISATION DATA', 'SETTINGS', 'IMPORT ACTIVITY', and a search bar. Below the navigation, the breadcrumb trail shows 'Your Activities / This is another activity / Result List'. The main content area displays a table of results:

TITLE	RESULT TYPE	AGGREGATION STATUS	ACTION
This is another result to be deleted	Missing	Missing	
This is the first result	Output	True	

At the bottom of the page, there's a footer with the IATI logo, links to 'IATI Publisher' and 'IATI Standard', and a 'Part of the IATI Unified Platform' note. The 'Made with Tangelo.us' watermark is also present.

### 3. Click on DELETE button

The screenshot shows a table of results with columns for RESULT TYPE and AGGREGATION STATUS. A modal dialog box is overlaid on the table, containing a delete confirmation message and a highlighted 'DELETE' button.

RESULT TYPE	AGGREGATION STATUS
Missing	Missing
True	

**Delete Result**

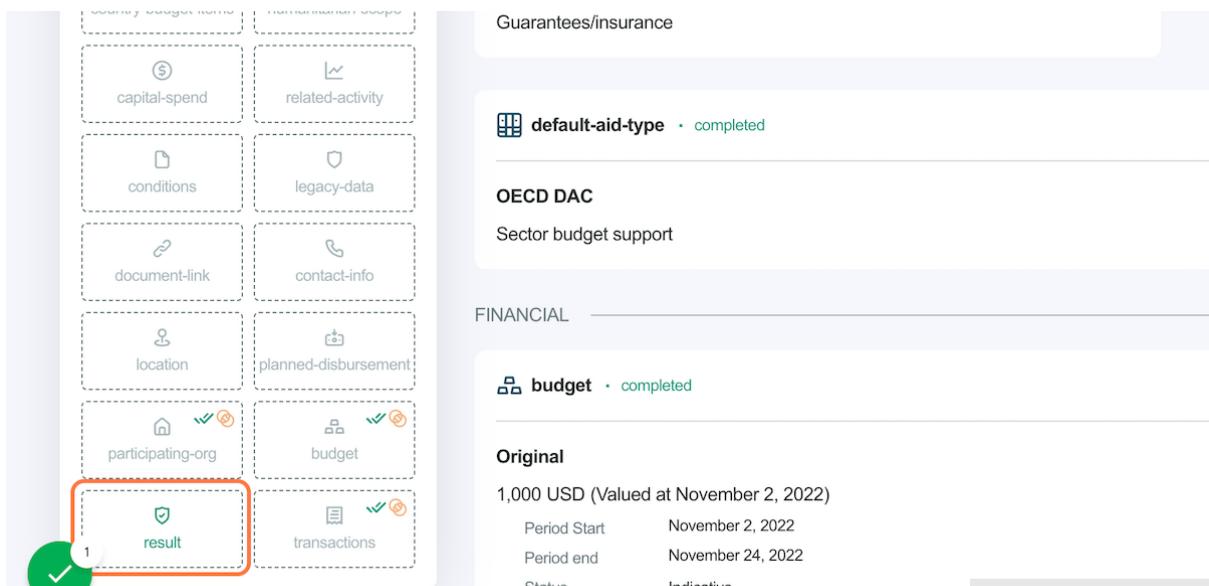
Are you sure you want to delete this Result? Related Indicators and Periods will also be deleted

GO BACK **DELETE**

**IATI Publisher** **IATI Standard** Part of the IATI  
Dashboard IATI Standard Code licensed  
About Publishing Checklist Documentation  
Made with Tango.us

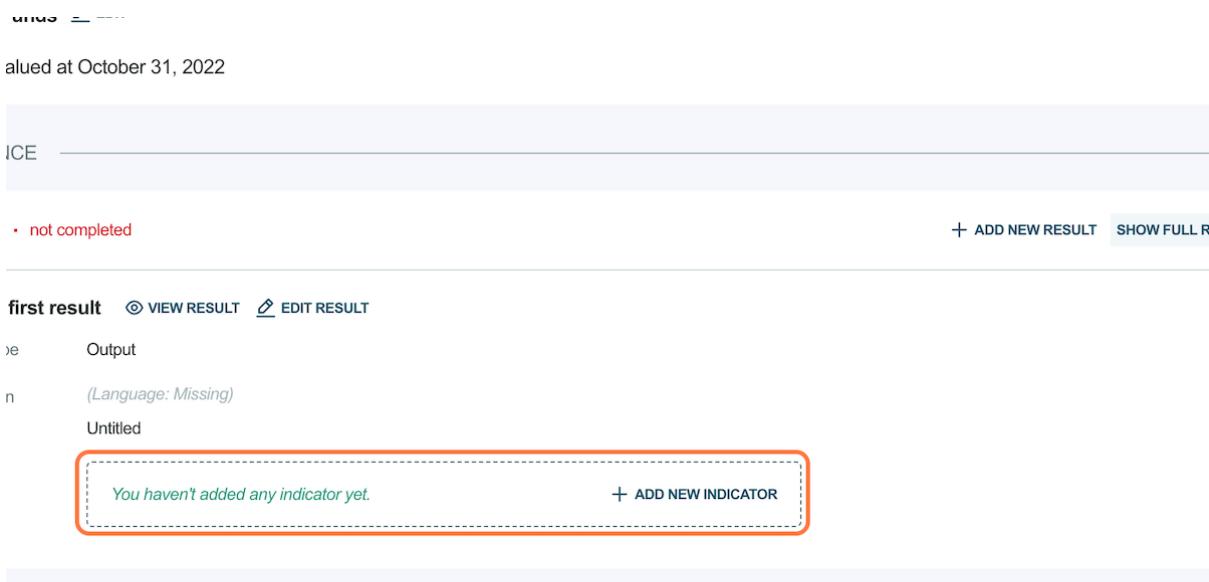
# How to add an indicator in a result?

## 1. Go to the activity and click on result



The screenshot shows the 'Guarantees/insurance' section of an activity. 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, there are sections for 'default-aid-type' (completed), 'OECD DAC' (Sector budget support), 'FINANCIAL' (budget completed), and 'Original' (1,000 USD Valued at November 2, 2022). The 'Period start' is November 2, 2022, and 'Period end' is November 24, 2022.

## 2. Click on ADD NEW INDICATOR in the result summary



The screenshot shows the 'ICE' section of a result summary. It includes a note about being valued at October 31, 2022, and a status indicator 'not completed'. Below this, there's a 'first result' section with 'VIEW RESULT' and 'EDIT RESULT' links. The result details show 'Output' and '(Language: Missing)' under 'Untitled'. A message at the bottom says 'You haven't added any indicator yet.' with a '+ ADD NEW INDICATOR' button. At the bottom right, it says 'Made with Tango.us'.

### 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  
(Language: English)

**description**

(Language: )

**document\_link**

Title (Language: )  
Description (Language: )  
Category

**reference**

Code  
Vocabulary URI

+ add indicator

Made with Tango.us

### 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**

This is the first result  
(Language: English)

**aggregation\_status**

**title**

**description**

(Language: )

**document\_link**

Title (Language: )  
Description (Language: )  
Category  
Language English

**reference**

Code  
Vocabulary URI

You haven't added any indicator yet.

+ ADD NEW INDICATOR

Made with Tango.us

**5. Complete the form**

The image shows a screenshot of a web form titled "Complete the form". The form consists of several input fields and a dropdown menu. At the top left is a text input field with a question mark icon and an "x" button. Below it is a large text area with a green border. In the center is a dropdown menu labeled "language \*". To its left is another text input field with a red border and a question mark icon. Below the dropdown is a "Help" link. A green vertical bar is positioned to the right of the dropdown. In the bottom right corner, there is a "Made with Tango.us" watermark.

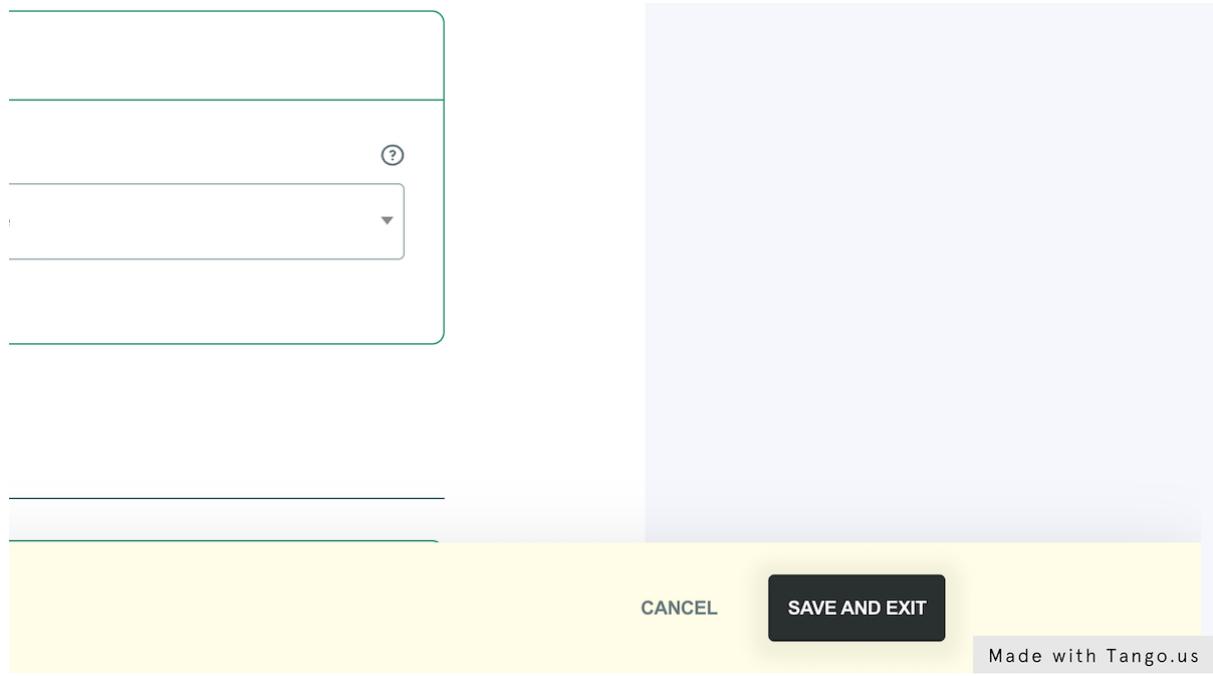
language \*

Select language

Help

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**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**

**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
Comment	Missing

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

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### 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 user icons (+, profile, dropdown).

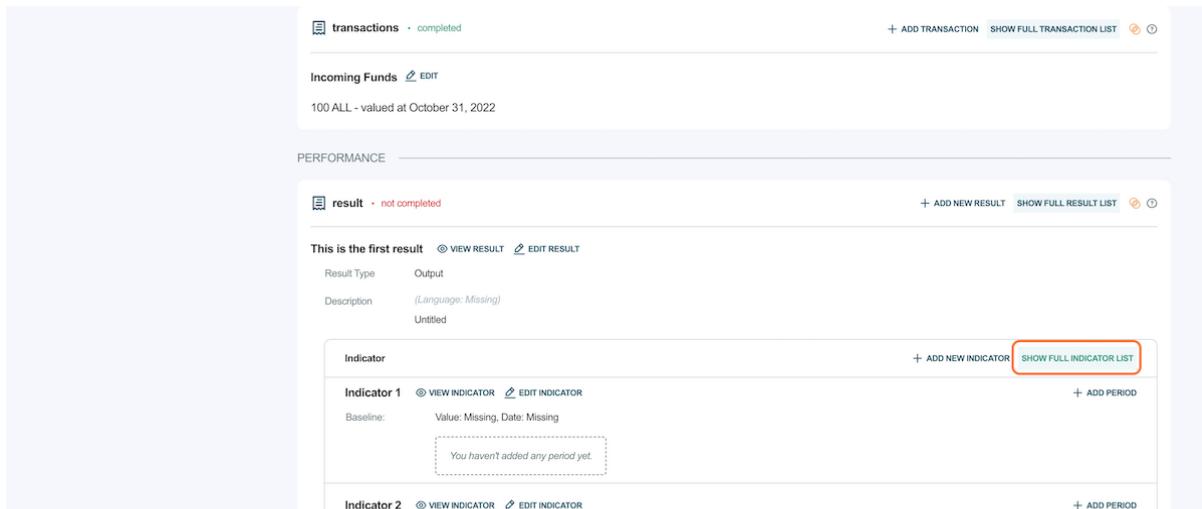
The main content area is titled "Indicator List". It shows a table with two rows of data:

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" link.

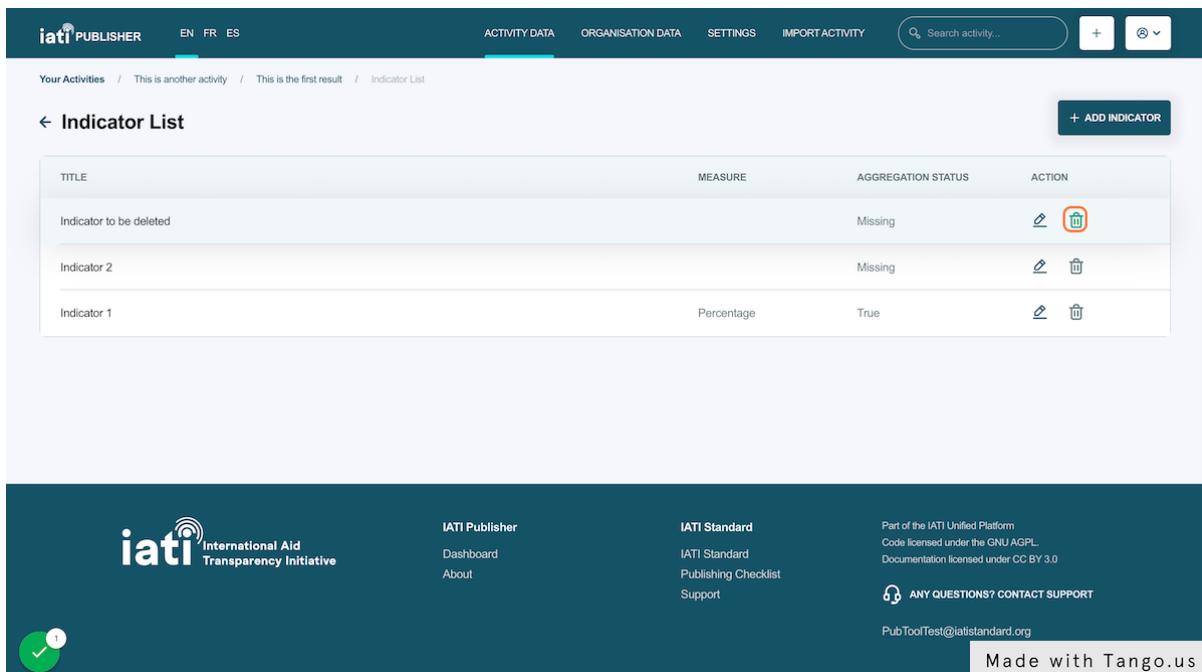
# How to delete an indicator?

## 1. Click on SHOW FULL INDICATOR LIST



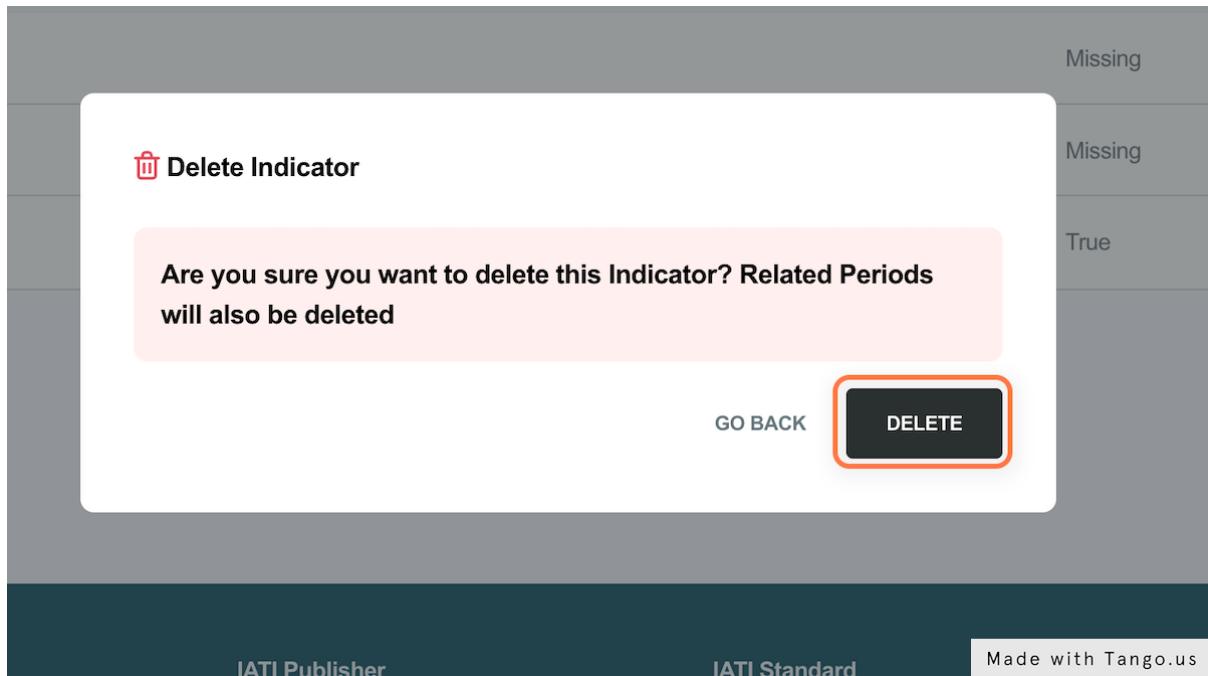
The screenshot shows the IATI Publisher interface for managing transaction results. At the top, there's a header for 'transactions' with a status of 'completed'. Below it, a section for 'Incoming Funds' shows a value of '100 ALL - valued at October 31, 2022'. Under the 'PERFORMANCE' section, there's a 'result' entry labeled 'not completed'. This entry includes fields for 'Result Type' (Output), 'Description' (Language: Missing), and 'Untitled'. A table for 'Indicator' lists two entries: 'Indicator 1' and 'Indicator 2'. The 'Indicator 1' row has a 'SHOW FULL INDICATOR LIST' button highlighted with a red box. Other buttons visible include '+ ADD NEW RESULT', '+ ADD NEW INDICATOR', '+ ADD PERIOD', and '+ ADD TRANSACTION'.

## 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), 'ORGANISATION DATA', 'SETTINGS', 'IMPORT ACTIVITY', and a search bar. Below the navigation is a header for 'Indicator List' with a '+ ADD INDICATOR' button. The main content is a table with columns for 'TITLE', 'MEASURE', 'AGGREGATION STATUS', and 'ACTION'. The table contains three rows: 'Indicator to be deleted' (Measure: Missing, Status: Missing), 'Indicator 2' (Measure: Missing, Status: Missing), and 'Indicator 1' (Measure: Percentage, Status: True). Each row has a 'delete' icon in the 'ACTION' column, which is highlighted with a red box. The footer of the page includes the IATI logo, links to 'IATI Publisher' and 'IATI Standard', and a support contact section.

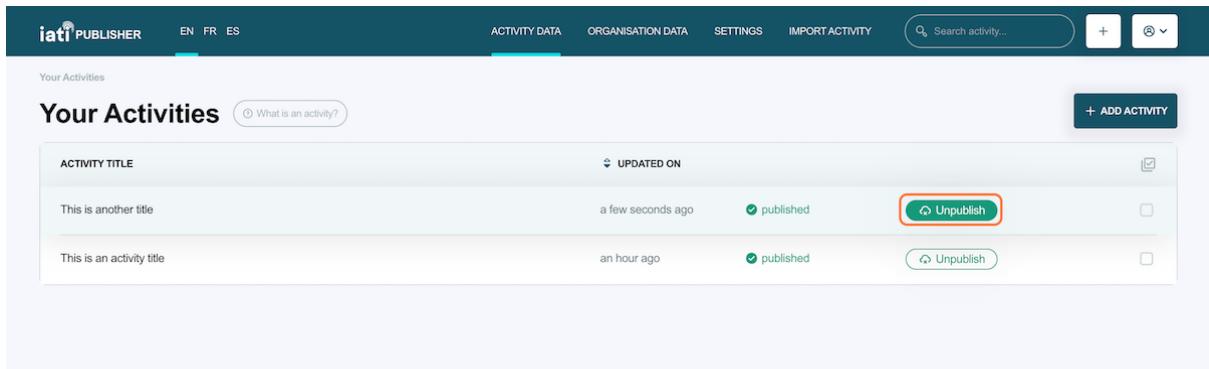
**3. Click on DELETE button**



# How to unpublish an activity?

## 1. Click on Unpublish

You can initiate unpublishing an activity from the activity list.



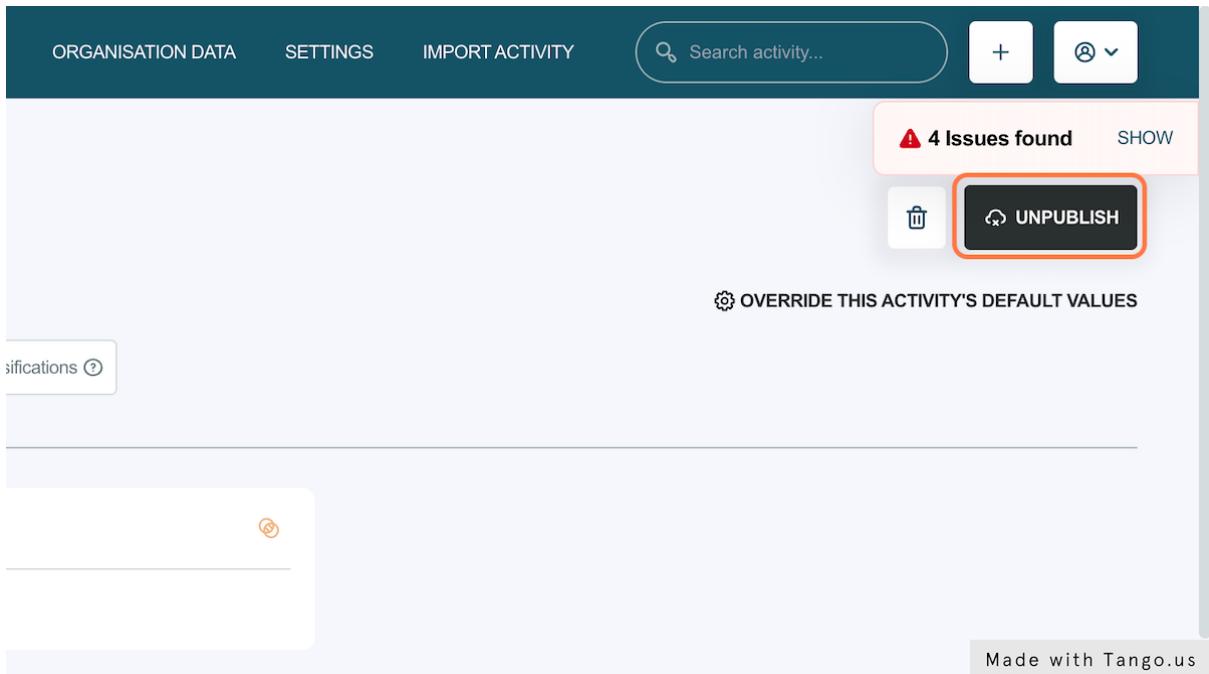
The screenshot shows the 'Your Activities' page in the iati PUBLISHER application. At the top, there are language selection buttons (EN, FR, ES) and navigation tabs: ACTIVITY DATA (which is active), ORGANISATION DATA, SETTINGS, and IMPORT ACTIVITY. There is also a search bar ('Search activity...') and a '+' button. Below the tabs, a sub-header 'Your Activities' and a placeholder 'What is an activity?' are visible. A large blue button '+ ADD ACTIVITY' is on the right. 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	<button>Unpublish</button>
This is an activity title	an hour ago	published	<button>Unpublish</button>

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

## 2. Click on UNPUBLISH

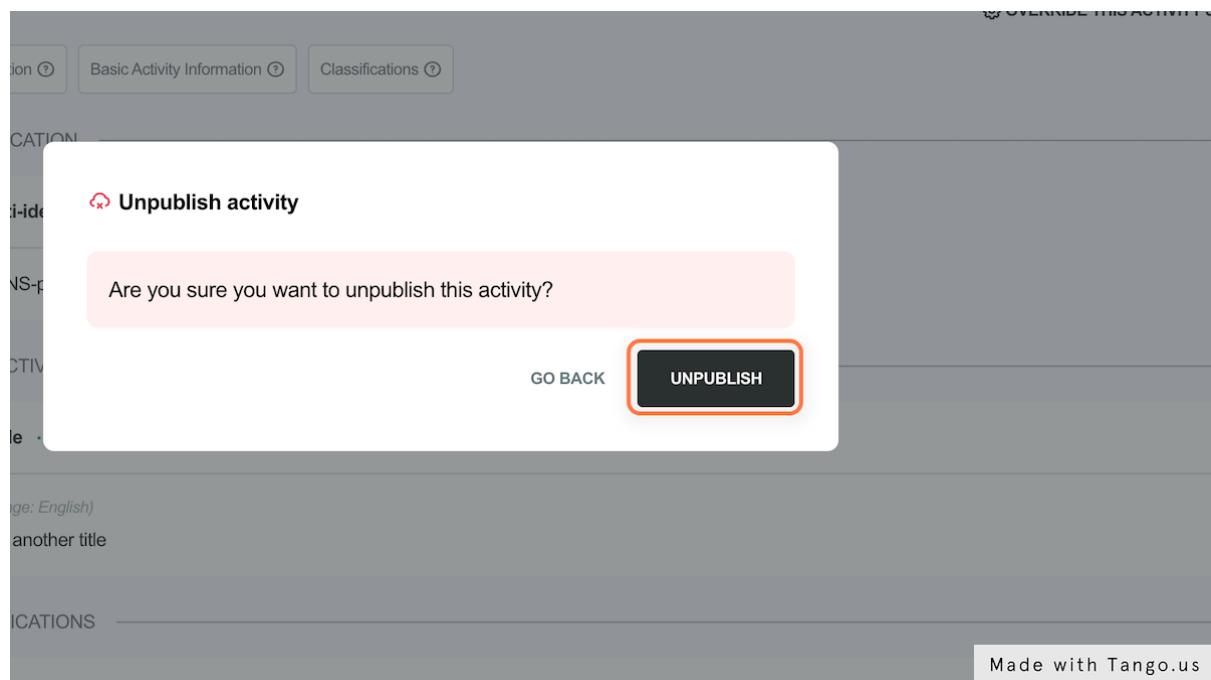
Or you can initiate unpublishing an activity from activity detail page



The screenshot shows the detail view of an activity in the iati PUBLISHER application. The top navigation bar includes buttons for ORGANISATION DATA, SETTINGS, IMPORT ACTIVITY, a search bar ('Search activity...'), and a '+' button. A red alert box at the top right says '⚠ 4 Issues found' with a 'SHOW' link. Below the alert, there is a large 'UNPUBLISH' button, which is highlighted with a red box. A note below the button says ' OVERRIDE THIS ACTIVITY'S DEFAULT VALUES'. In the bottom right corner, there is a 'Made with Tangelo.us' watermark.

### 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 sub-header 'Your Activities' is followed by a help link '(i) What is an activity?'. The main area displays two activity entries:

ACTIVITY TITLE	UPDATED ON	STATUS	ACTION
This is another title	an hour ago	draft	<a href="#">Publish</a>
This is another title	a minute ago	draft	<a href="#">Publish</a>

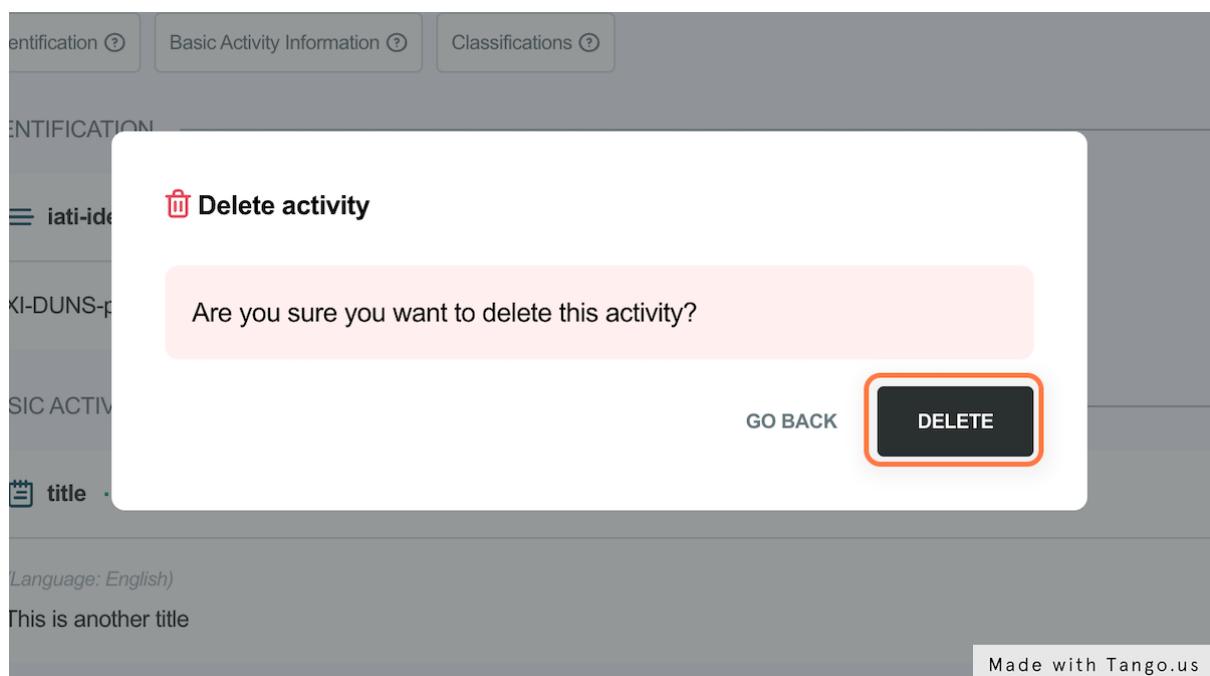
In the bottom right corner of the screenshot, there is a 'Made with Tango.us' watermark.

## 2. Click on delete icon

The screenshot shows the 'IMPORT ACTIVITY' section of the iati PUBLISHER interface. It features a search bar ('Search activity...') and two buttons: a '+' button and a user profile button with a dropdown arrow. Below these, there are two large buttons: a red-bordered 'DELETE' button with a trash icon and a 'PUBLISH' button with a circular arrow icon. A warning message 'Override this activity's default values' is displayed above the buttons. In the bottom right corner of the screenshot, there is a 'Made with Tango.us' watermark.



### 3. Click on DELETE

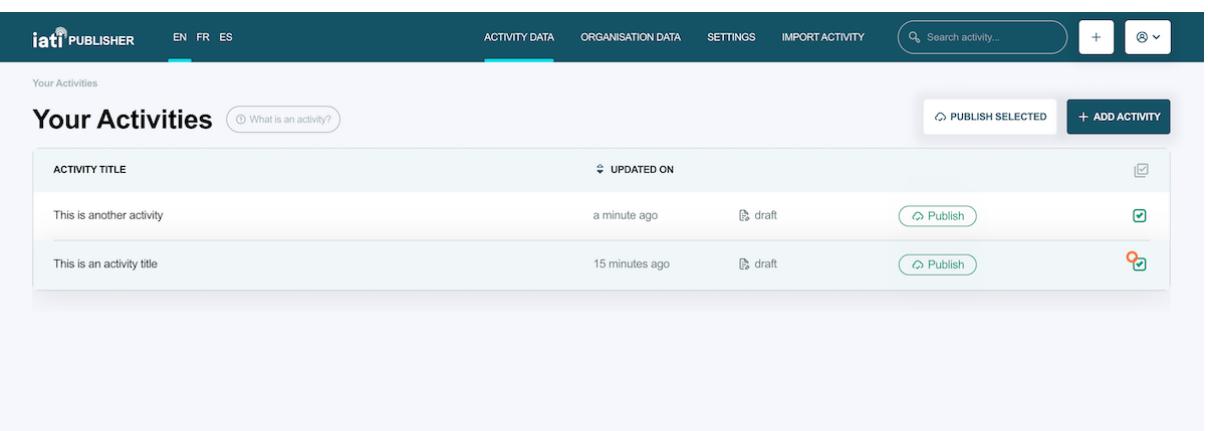


# How to bulk publish activities?

## 1. Go to activity listing page

## 2. Select the checkboxes of the activities to be published

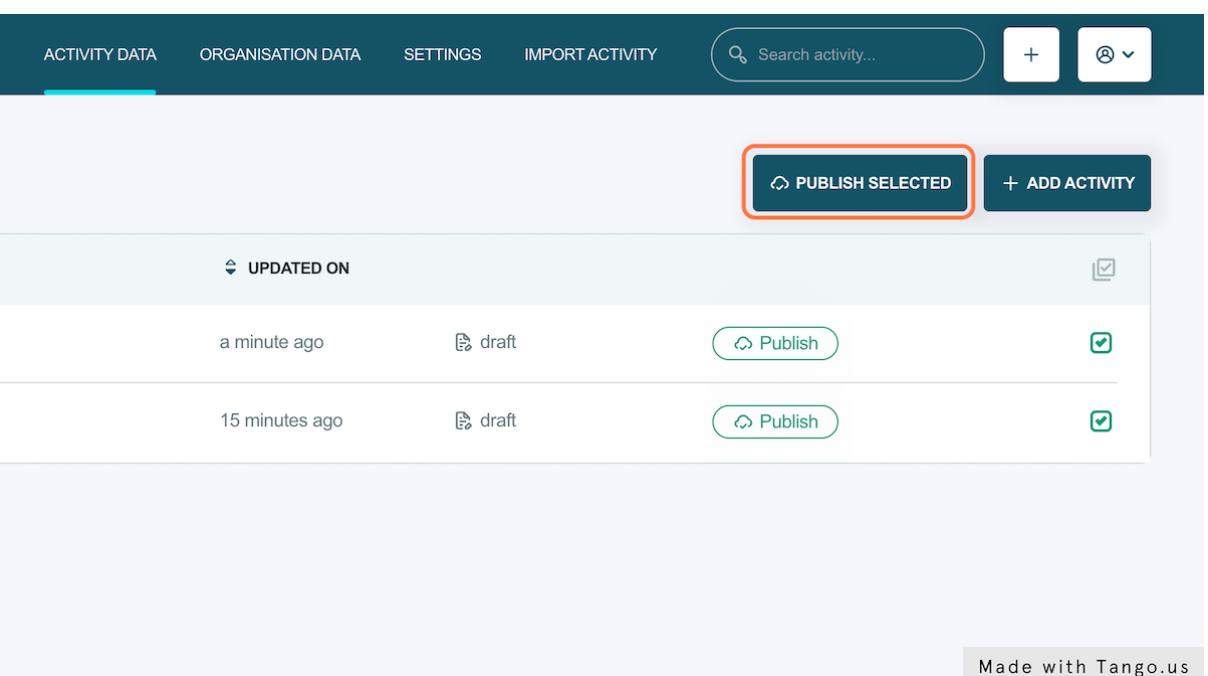
You can also select already published activities but it will continue with the unpublished activities and activity to be republished.



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



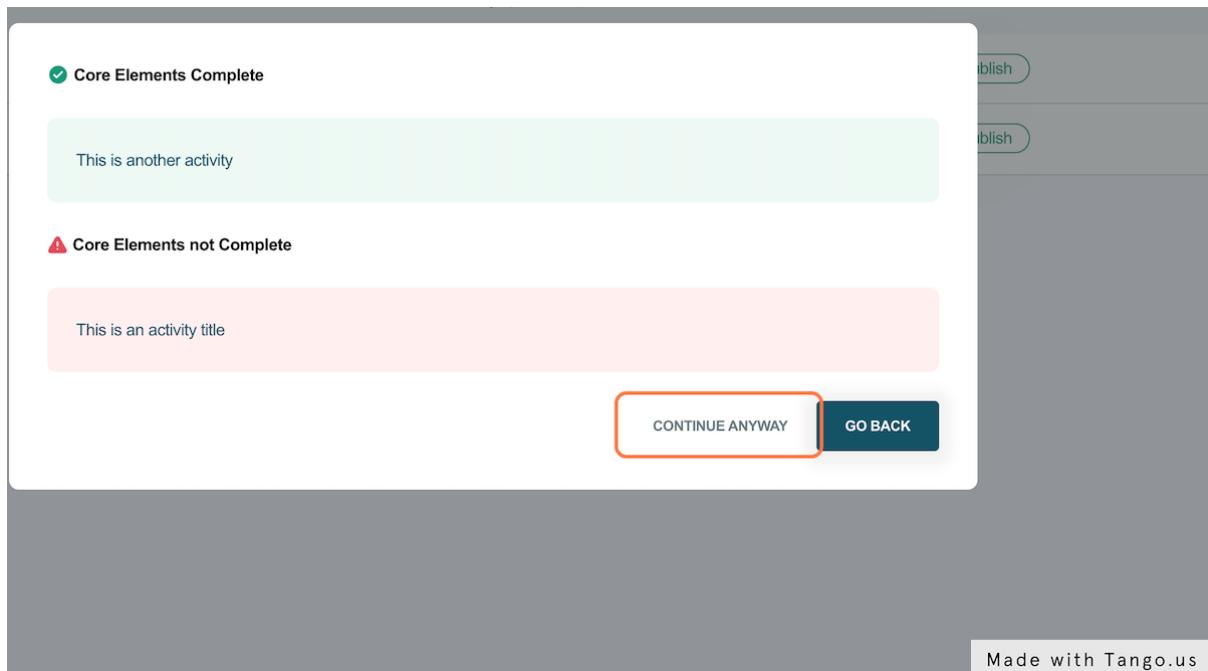
The screenshot shows the 'Your Activities' page after clicking the 'PUBLISH SELECTED' button. The 'PUBLISH SELECTED' button is highlighted with an orange border. The activity list now shows both activities as published:

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"/>

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#### **4. Click on CONTINUE ANYWAY**

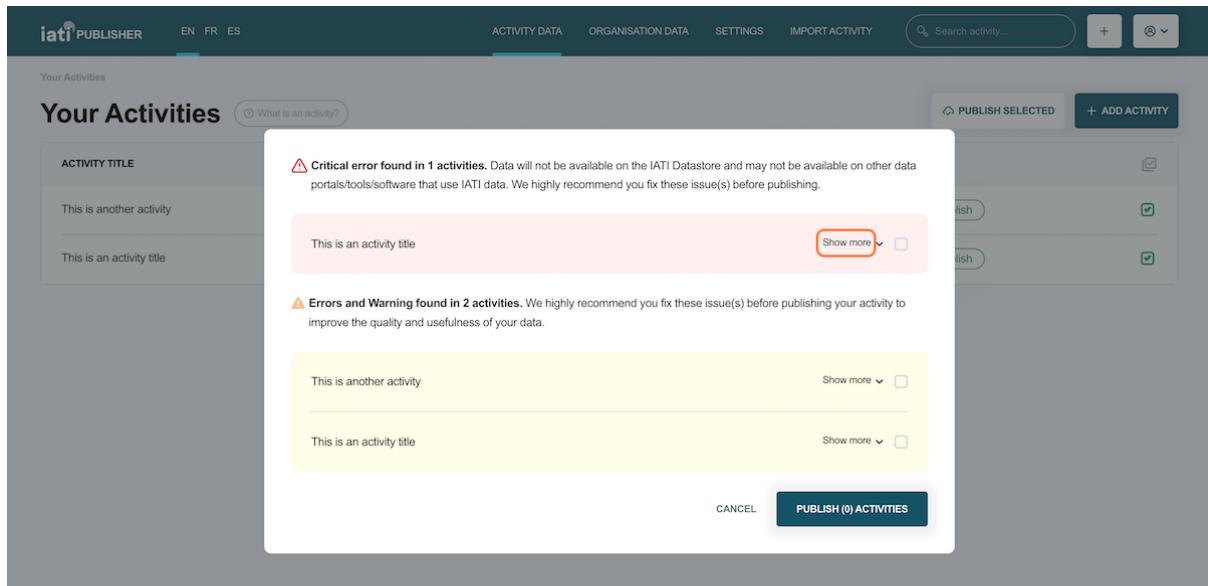
The system will warn you about the activities, whose core elements are completed or not.



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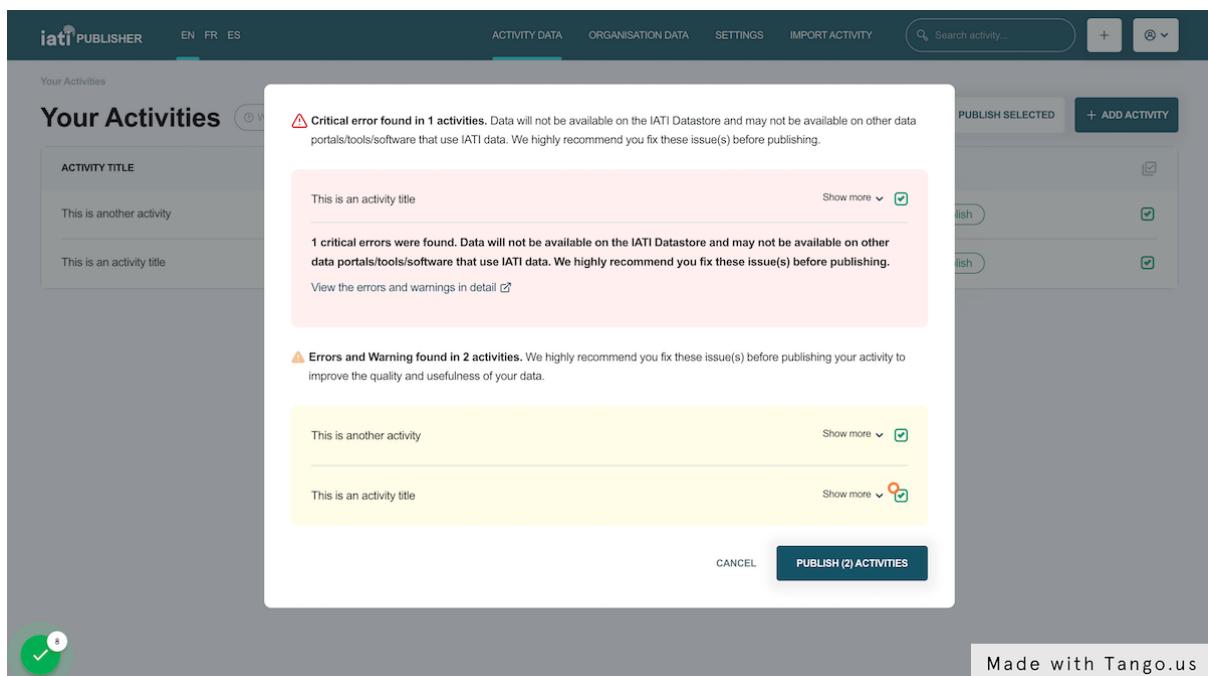
## 5. Click on Show more

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.

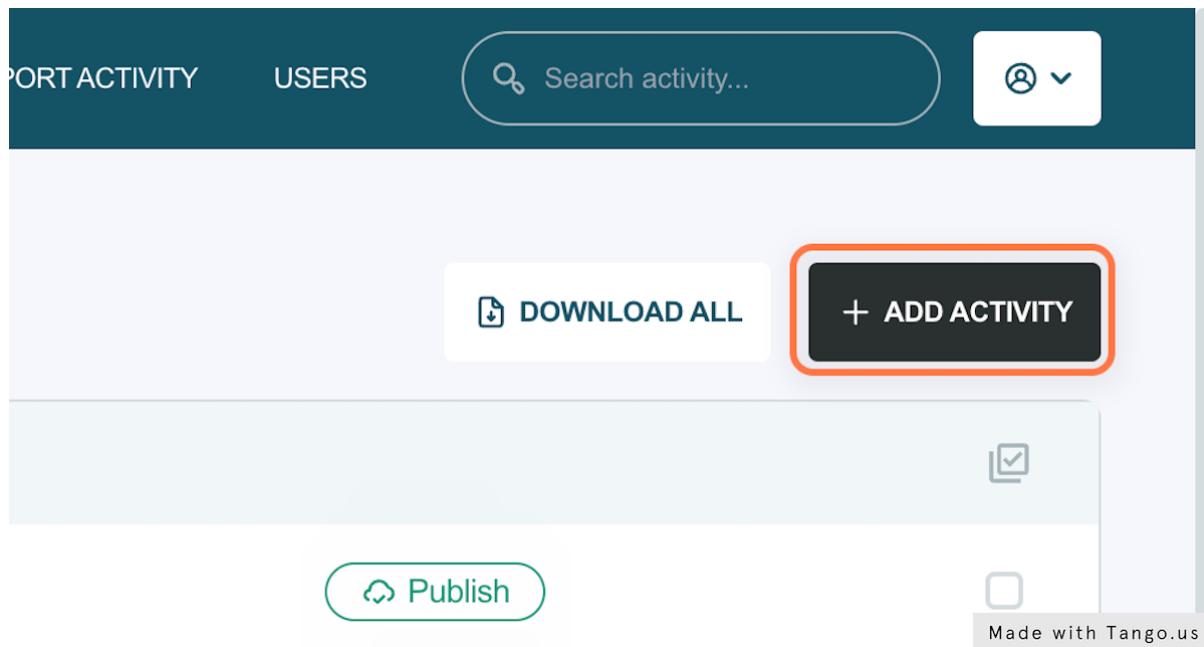
The screenshot shows the iati PUBLISHER interface. At the top, there is a navigation bar with the iati logo, language options (EN, FR, ES), and tabs for ACTIVITY DATA, ORGANISATION DATA, SETTINGS, and IMPORT ACTIVITY. A search bar and a user icon are also present. Below the navigation bar, a section titled "Your Activities" displays two published activities:

ACTIVITY TITLE	UPDATED ON	PUBLISH STATUS	UNPUBLISH
This is another activity	a few seconds ago	published	<button>Unpublish</button>
This is an activity title	a few seconds ago	published	<button>Unpublish</button>

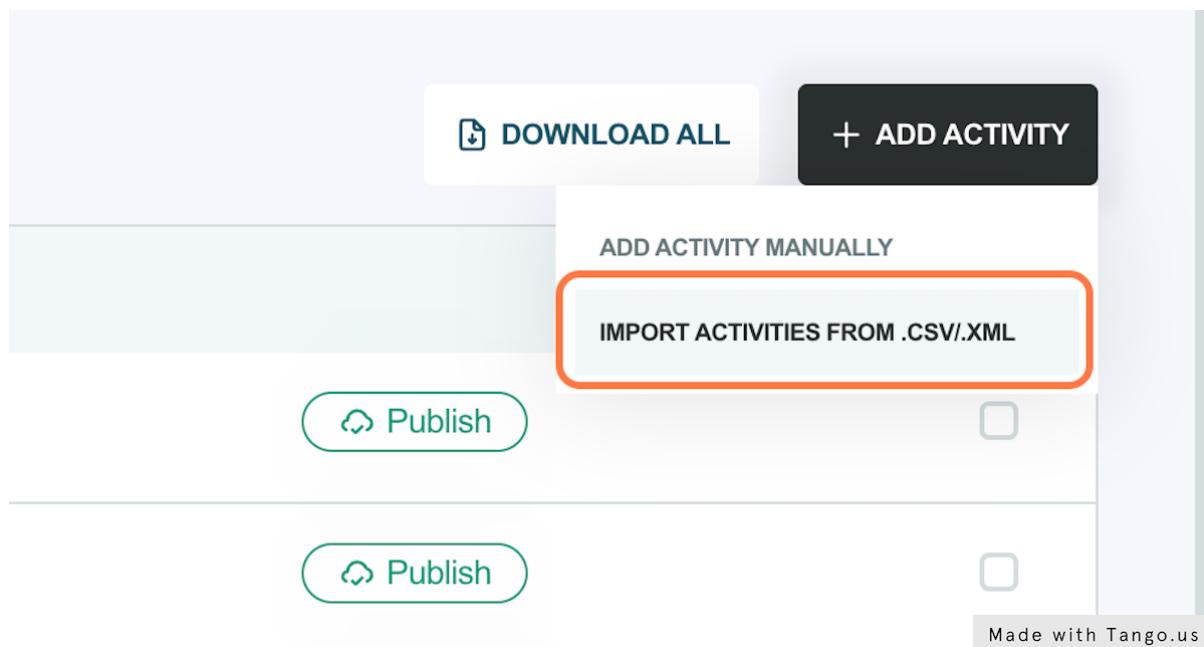
A modal window titled "Publishing 2 activities" is open at the bottom right, showing the status of the publishing process. The message "This is an activity title" is visible above the modal. A green circular icon with a checkmark is located on the left side of the screen.

# How to upload activity using CSV?

## 1. Click on ADD ACTIVITY

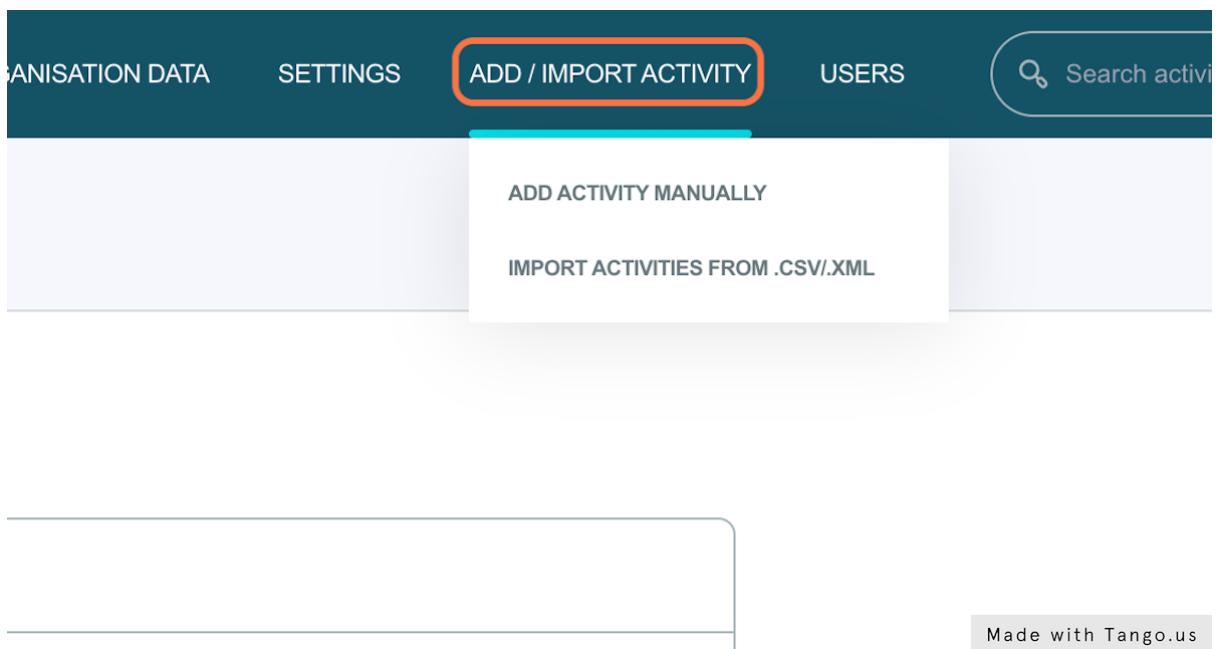


## 2. Click on IMPORT ACTIVITIES FROM .CSV/.XML

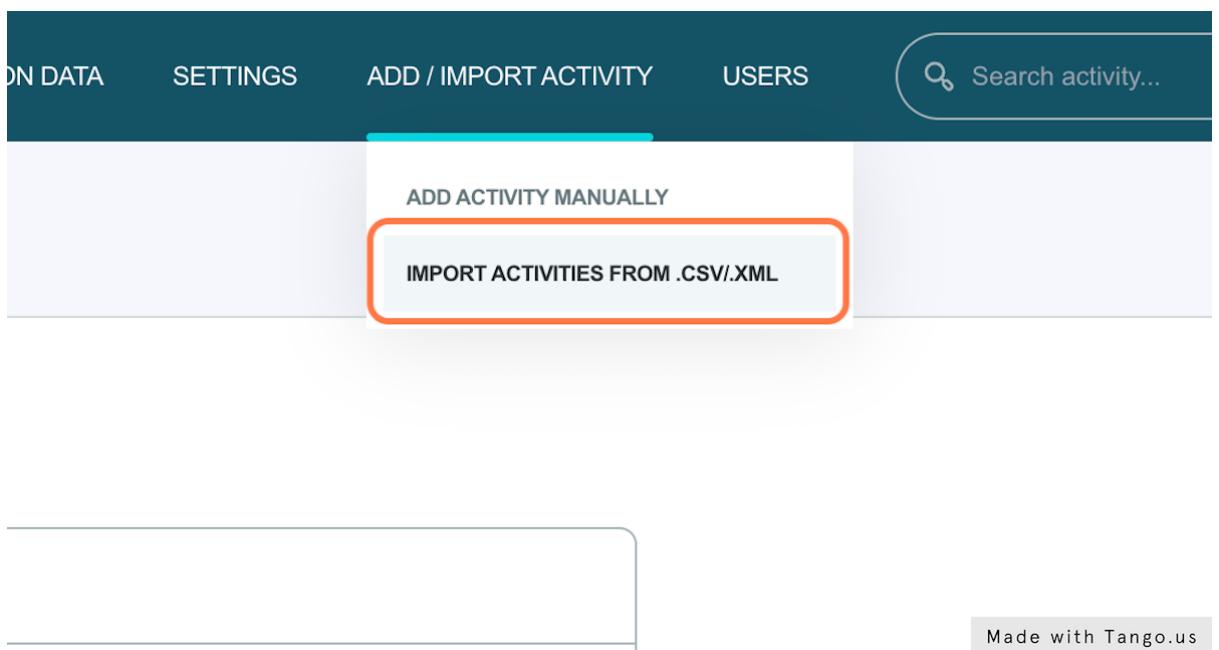




**3. Or hover over ADD / IMPORT ACTIVITY...**

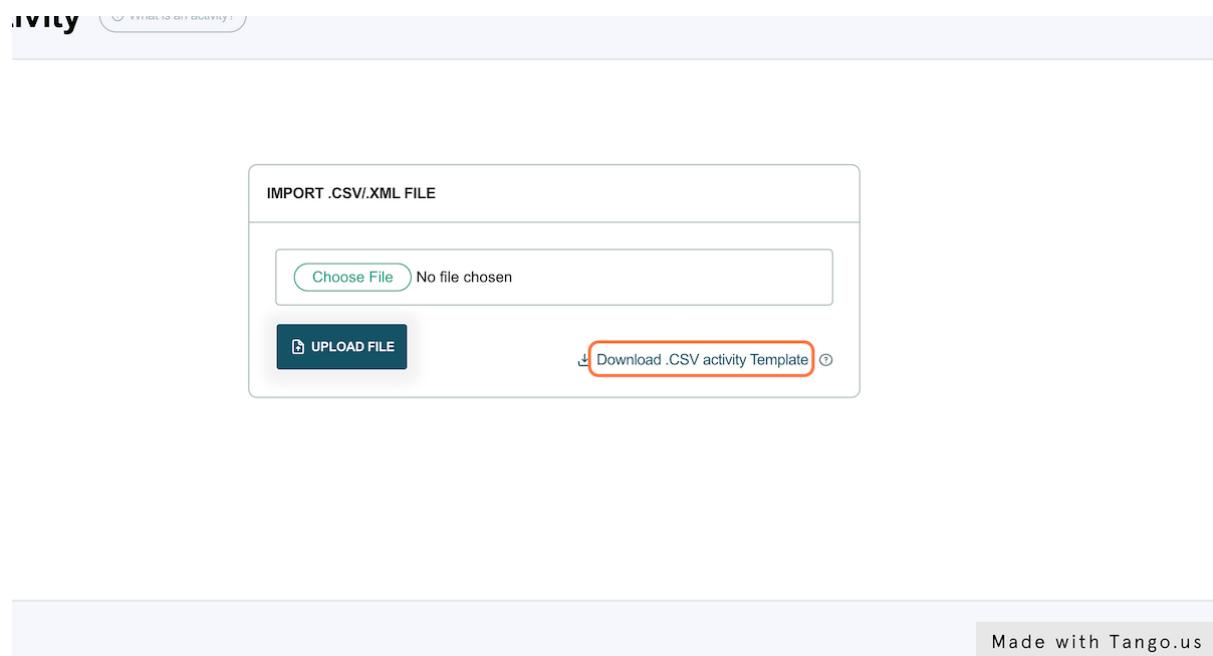


**4. Click on IMPORT ACTIVITIES FROM .CSV/.XML**



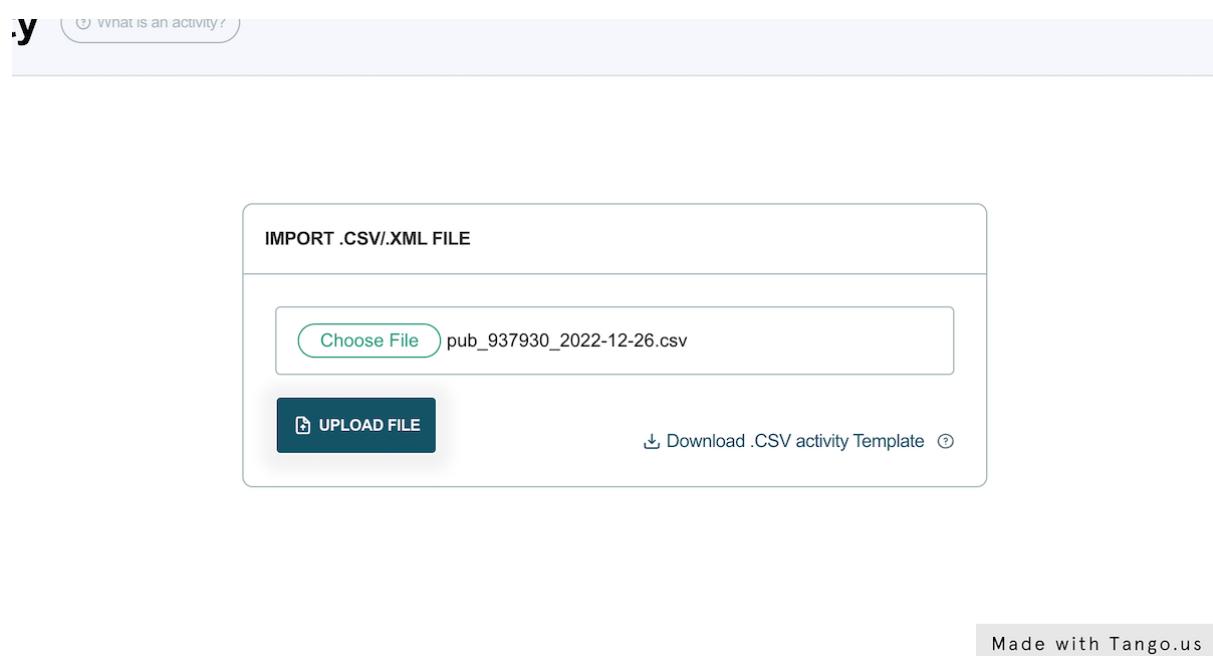
## 5. Click on Download .CSV activity Template

Download the CSV template to add your data



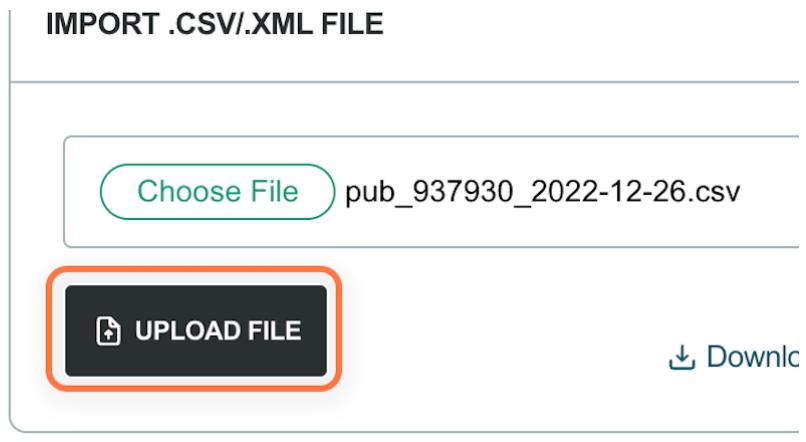
## 6. Select the CSV file

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

Your Activities

### Import Activity

What is an activity?

IMPORT (1/1)

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

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

IATI Publisher

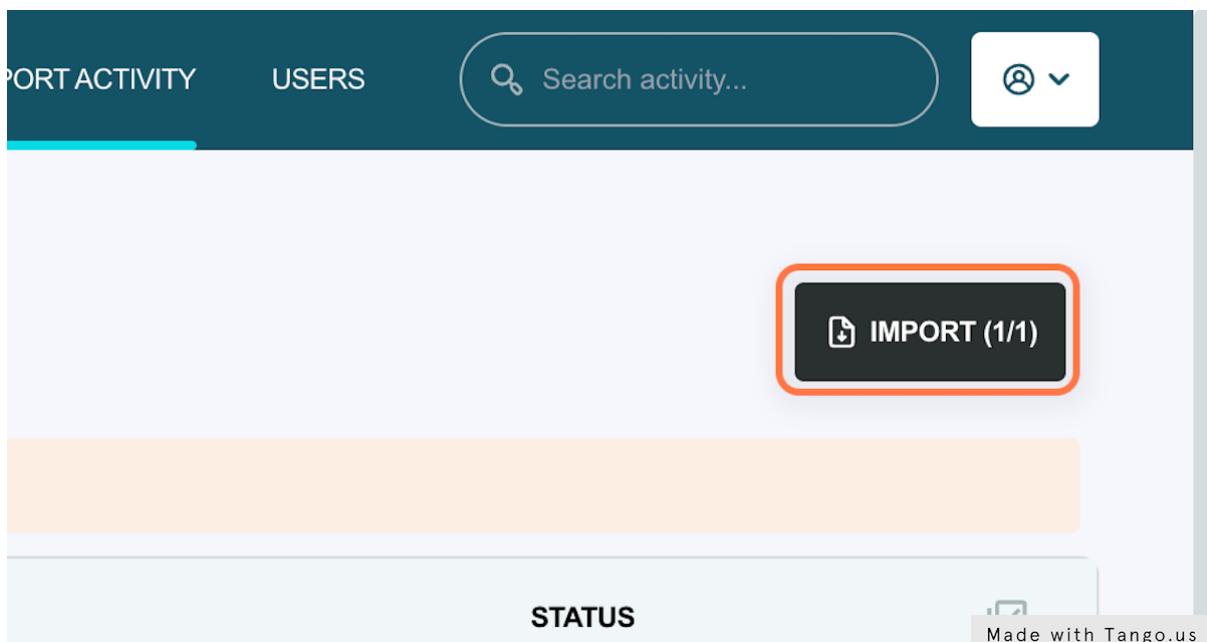
IATI Standard

Part of the IATI Unified Platform  
Code licensed under the GNU AGPL.  
Documentation licensed under CC BY 3.0

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 the iati PUBLISHER logo, 'ACTIVITY DATA' (which is active, indicated by 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', etc.), the status ('draft' or 'published'), and a small edit icon. In the bottom right corner of the table area, there is a grey box with the text 'Made with Tango.us'.

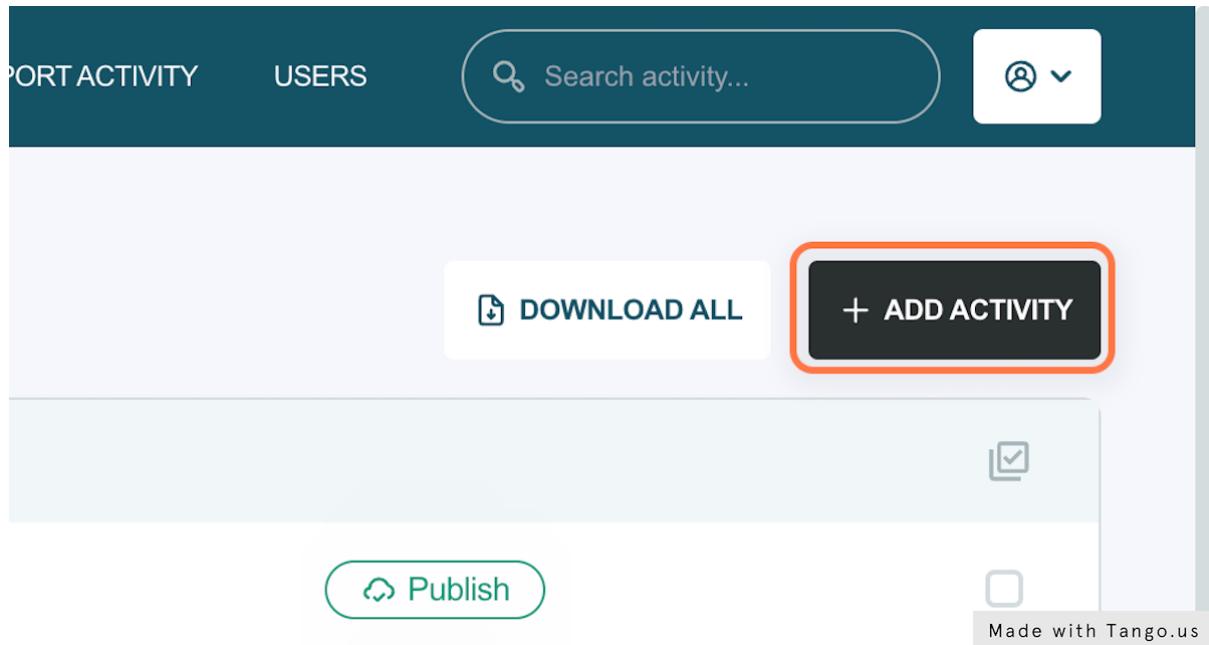


## 11. Activity detail page of newly added activity

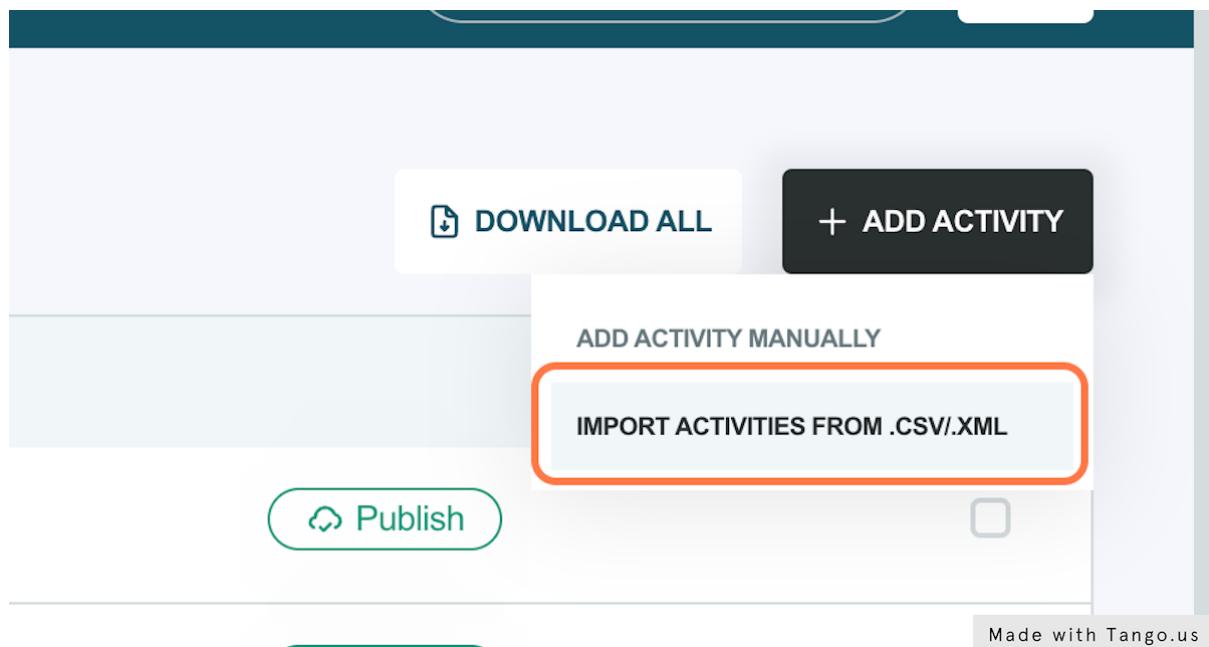
The screenshot shows the iati PUBLISHER software interface. At the top, there is a navigation bar with links for ACTIVITY DATA, ORGANISATION DATA, SETTINGS, ADD / IMPORT ACTIVITY, and USERS. A search bar and a user dropdown are also present. Below the navigation bar, the page title is "Your Activities / hello world". On the left, there is a sidebar titled "Publishing Progress" showing a green circle at 100% completion with the text "Complete all core elements to get 100% score". Next to it is a "Elements" section with a "Core" status and a "Completed" status. A "Search elements to add/edit" input field and a dropdown menu are also in this sidebar. The main content area is titled "hello world" and contains tabs for Identification, Basic Activity Information, Participating Organizations, Geopolitical Information, Classifications, Humanitarian, and Financial. Below these tabs, there is a section for "IDENTIFICATION" with a sub-section for "iat-identifier" which shows the value "XI-DUNS-prawesht-9393030". There is also a section for "reporting-org" with the value "International NGO". This section includes fields for Reference (1234567), Secondary Reporter (True), and Narrative (Language: Avestan, narrative). A "Made with Tango.us" watermark is visible at the bottom right of the main content area.

# How to upload activity using an XML file?

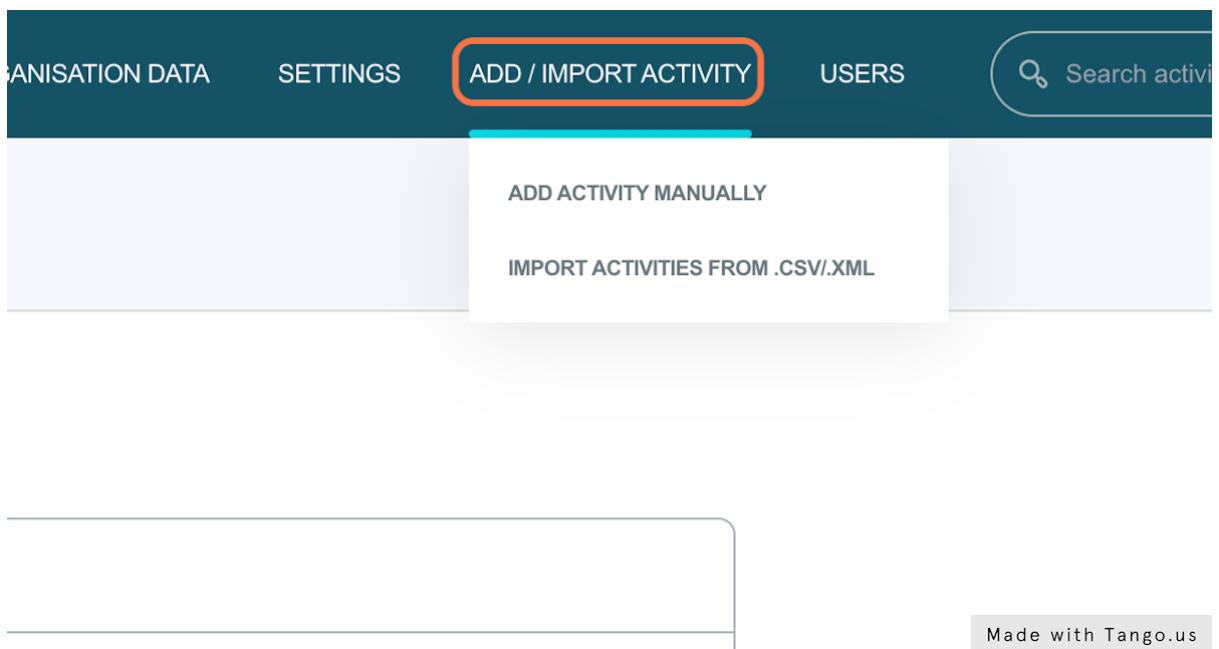
## 1. Click on ADD ACTIVITY



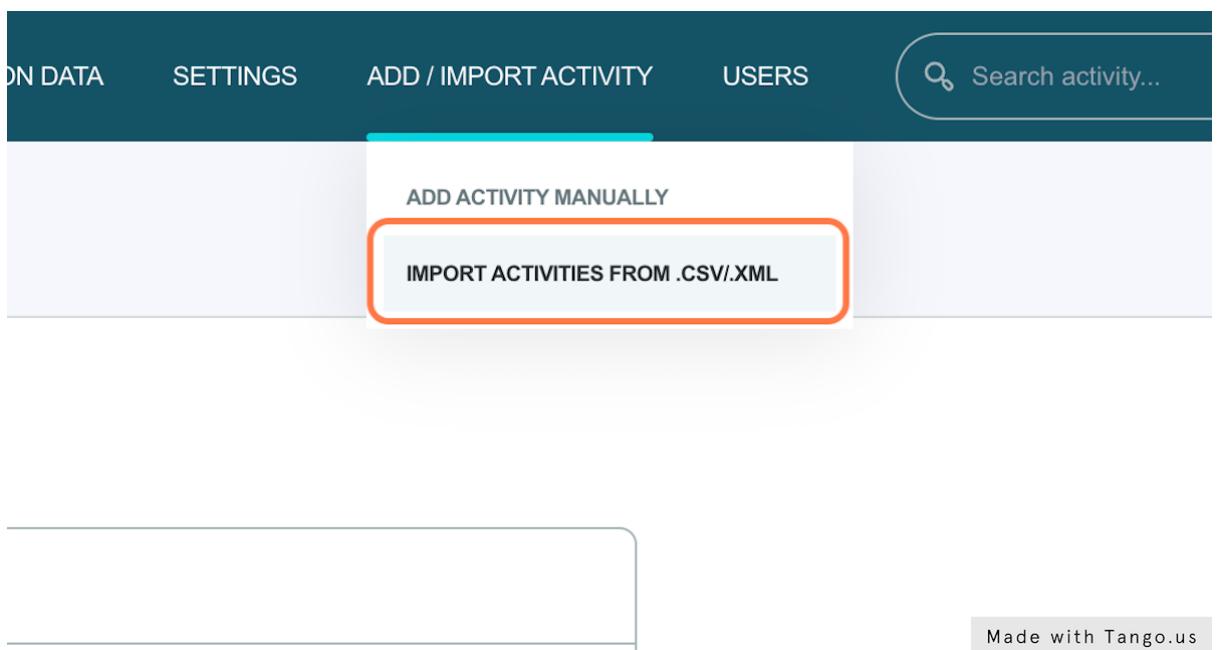
## 2. Click on IMPORT ACTIVITIES FROM .CSV/.XML



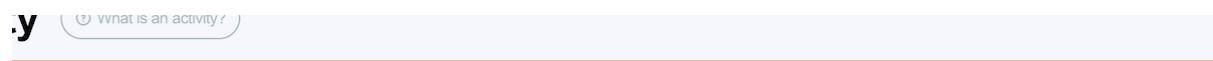
**3. Or hover over ADD / IMPORT ACTIVITY...**



**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

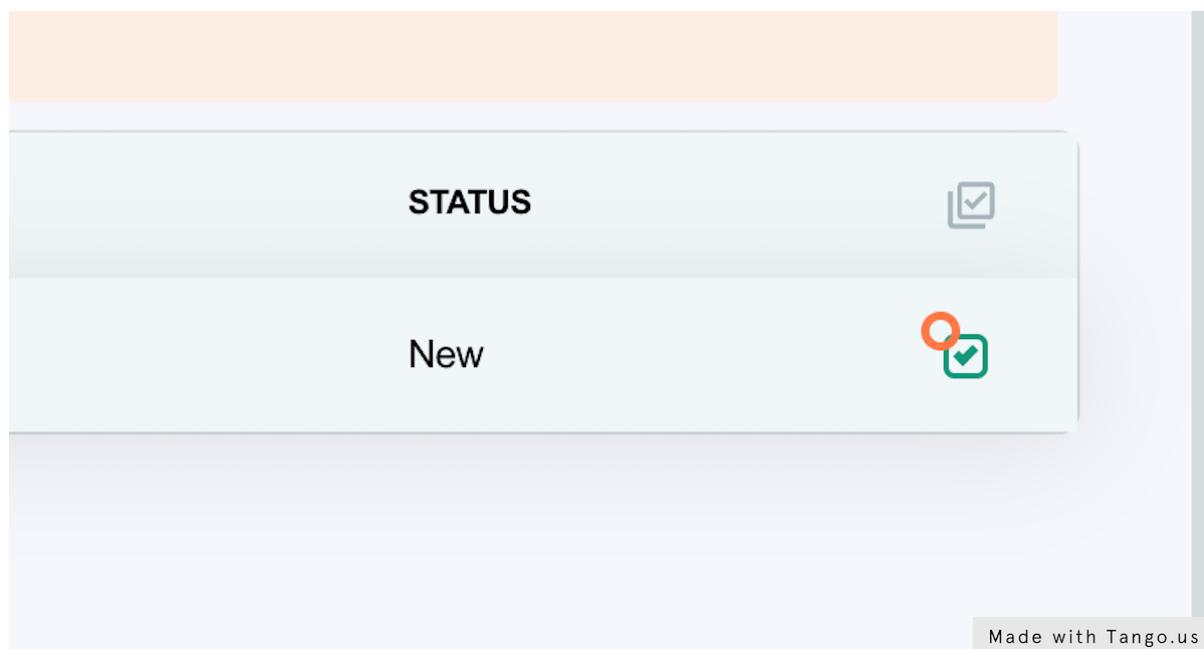
Choose File upload.xml

[Download .CSV activity Template](#)

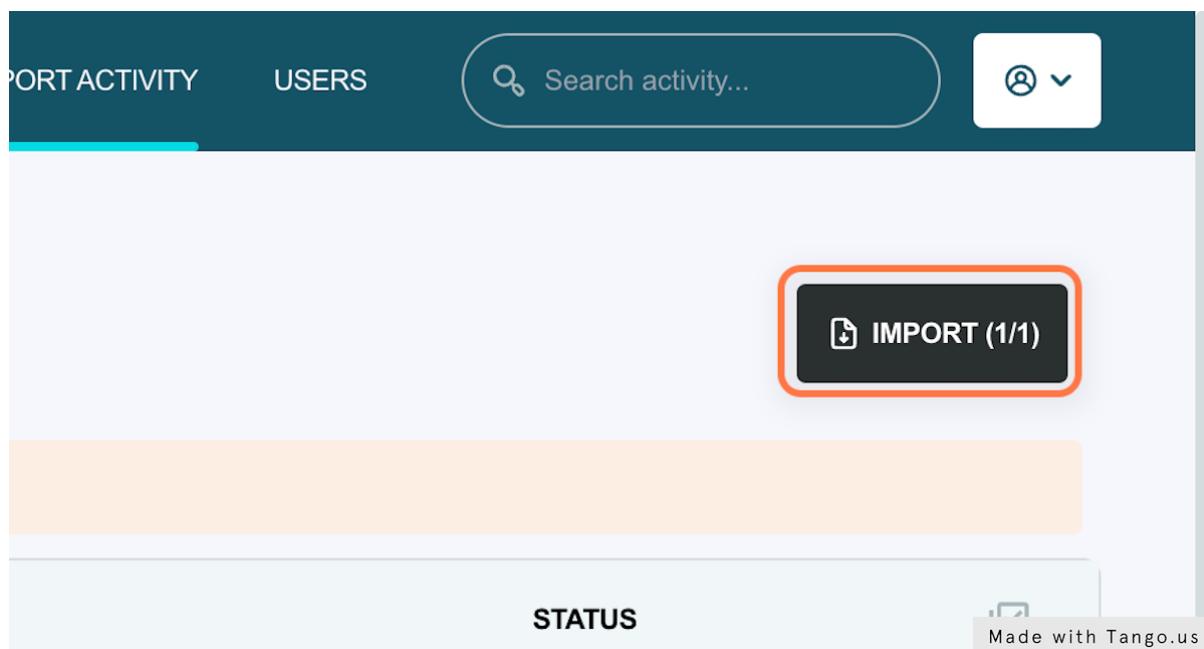
Made with Tango.us

## 7. Select the checkbox

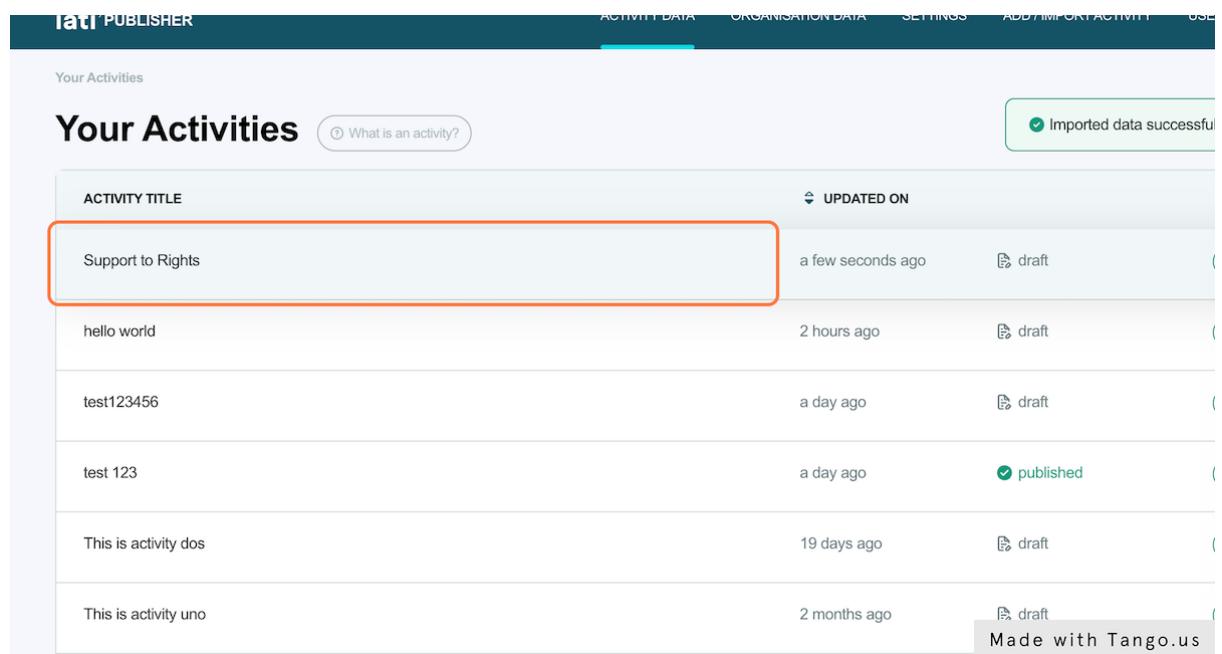
Select the checkbox of the activities you want to upload



## 8. Click on IMPORT button



## 9. Click the activity title in Your Activities



Your Activities

## Your Activities

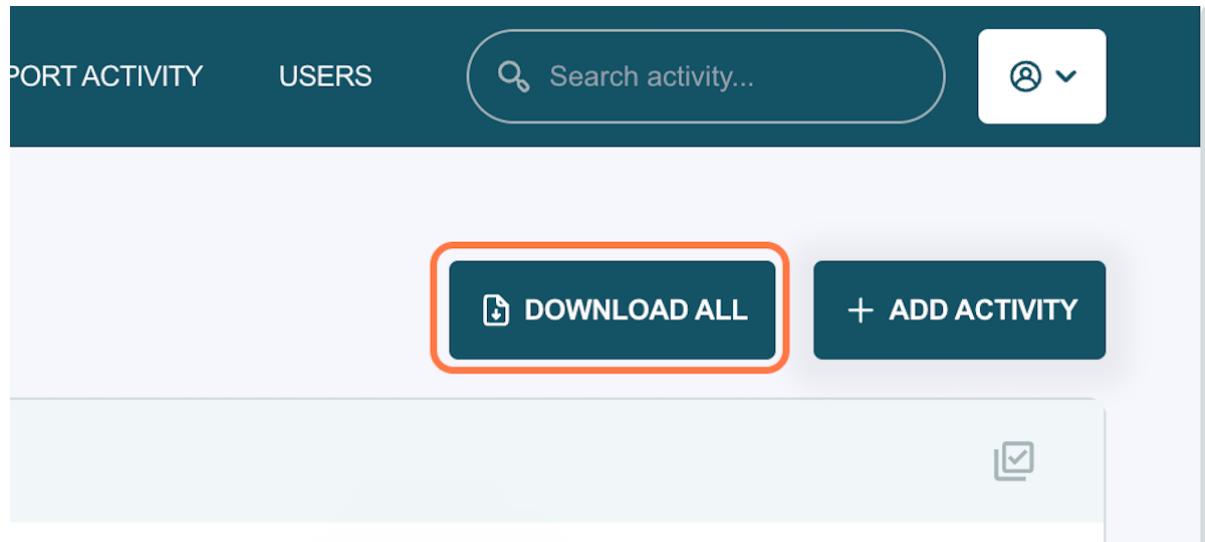
What is an activity?

ACTIVITY TITLE      UPDATED ON

ACTIVITY TITLE	UPDATED ON	STATUS	OPTIONS
Support to Rights	a few seconds ago	draft	(edit)
hello world	2 hours ago	draft	(edit)
test123456	a day ago	draft	(edit)
test 123	a day ago	published	(edit)
This is activity dos	19 days ago	draft	(edit)
This is activity uno	2 months ago	draft	Made with Tango.us

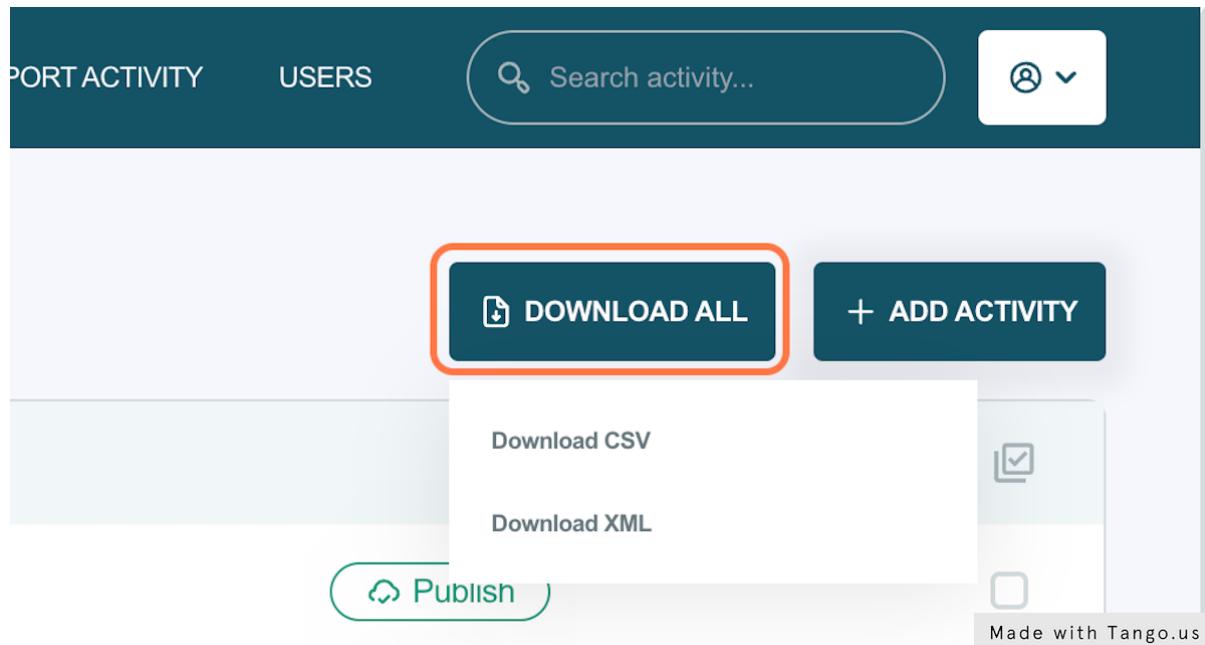
# How to download activity in CSV format?

## 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.

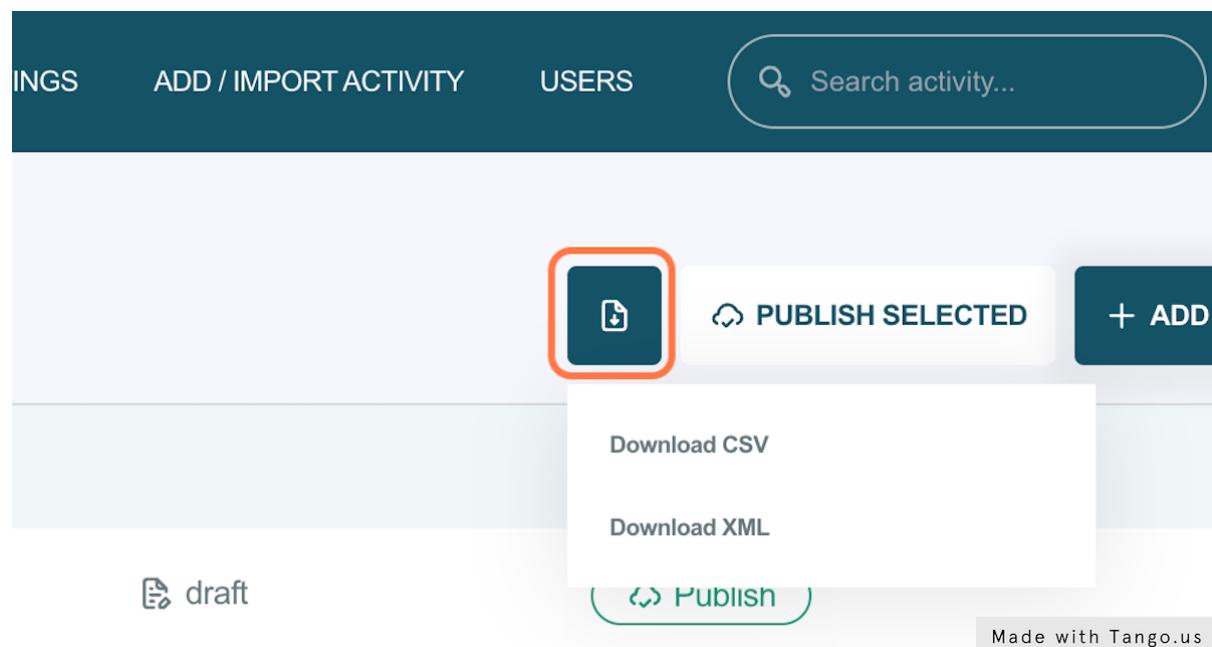


### 3. or Select activities

Select activities that you want to download

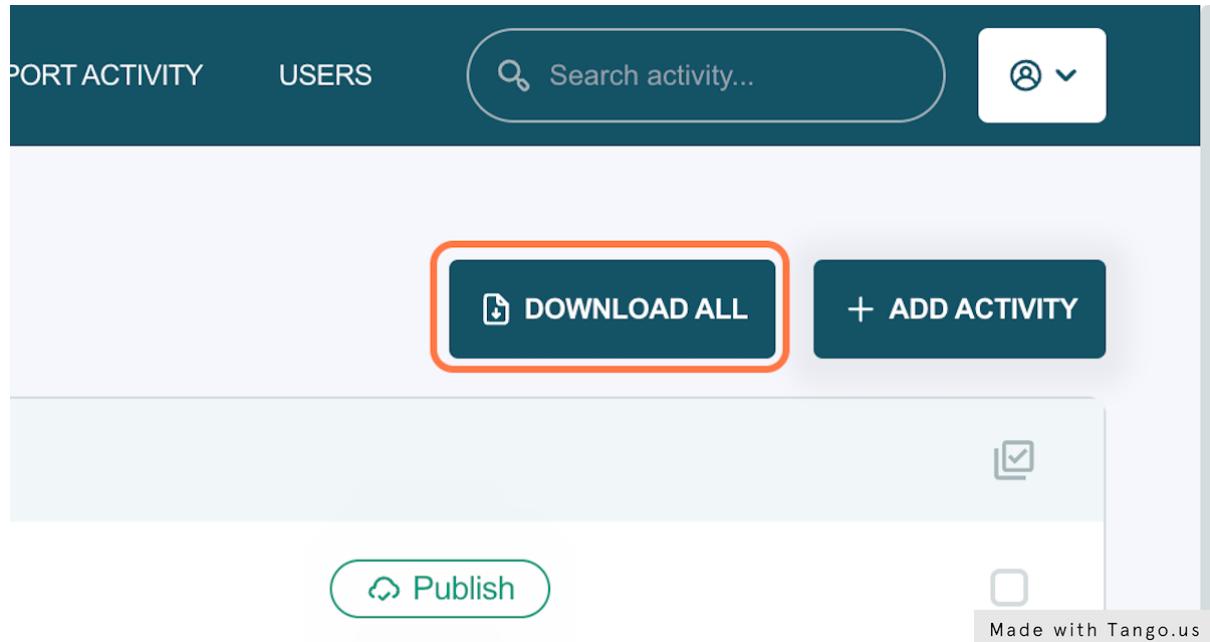
UPDATED ON			
minutes ago	draft	Publish	<input checked="" type="checkbox"/>
hours ago	draft	Publish	<input checked="" type="checkbox"/>
day ago	draft	Publish	<input checked="" type="checkbox"/>
day ago	published	Unpublish	<input checked="" type="checkbox"/>
days ago	draft	Publish	<input type="checkbox"/>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

### 4. Click on highlight and Download CSV



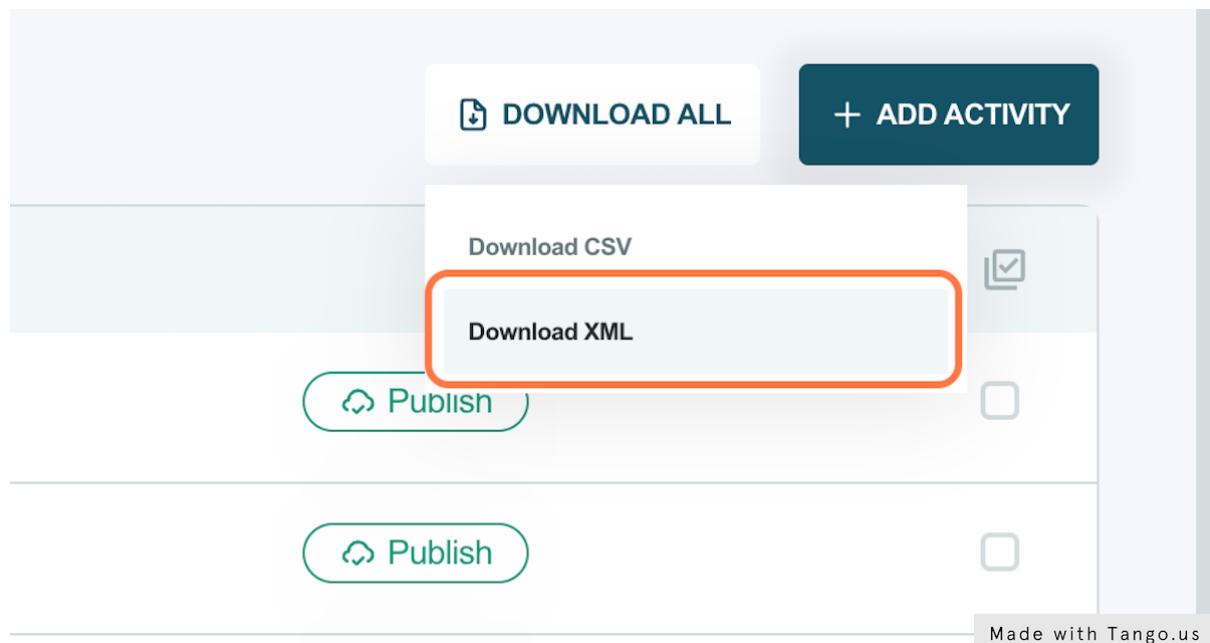
# How to download activity in XML format?

## 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...

Download CSV  
Download XML

draft       Made with Tango.us