

IATI Publisher

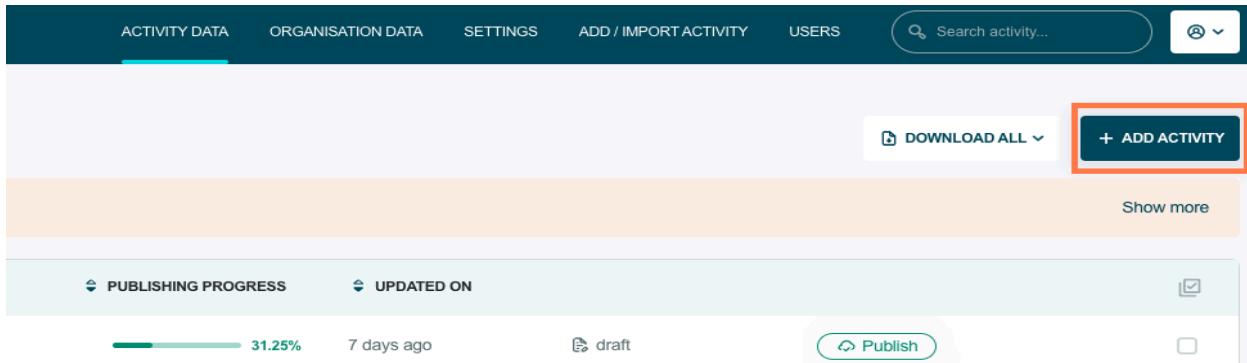
XLS Import Manual v1.0

How to upload activities using xls file?

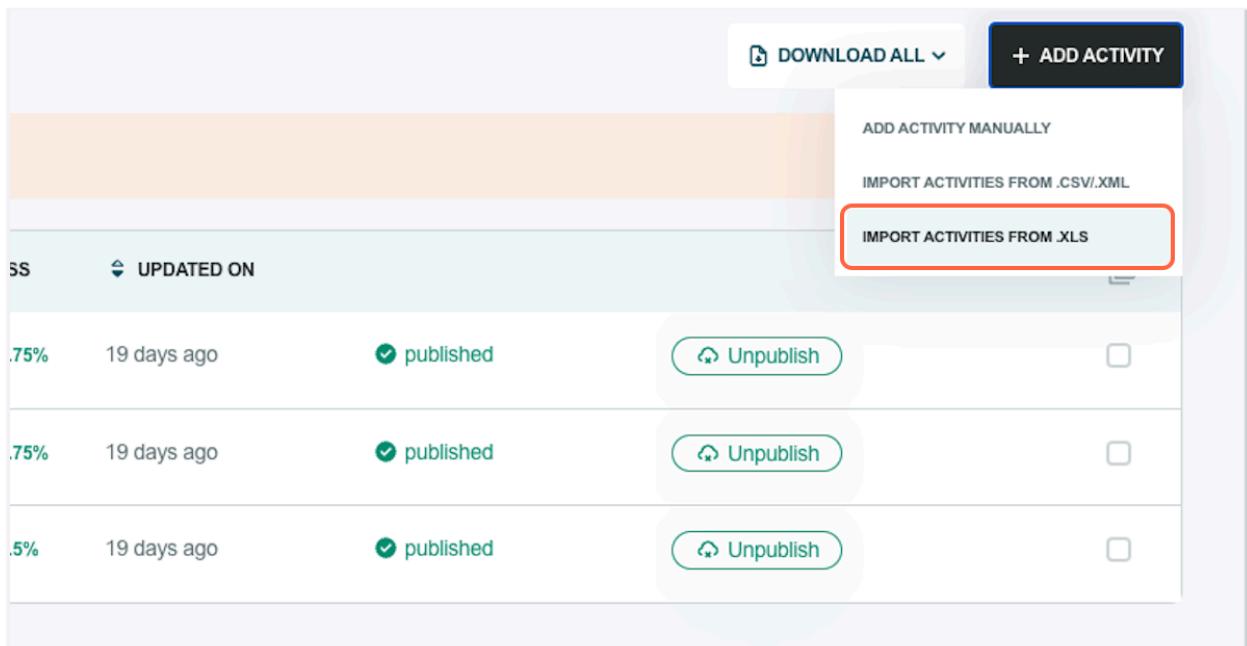
The process of uploading the activity using xls file is divided into four distinct parts, namely: "Basic Activity Elements," "Result except Indicator and Period," "Indicator except Period," and "Period." Each of these parts is comprehensively described below in separate sections within this manual.

A. Uploading Basic Activity Elements

1. Click on ADD ACTIVITY



2. Click on IMPORT ACTIVITIES FROM .XLS



3. or hover on ADD / IMPORT ACTIVITY

ANISATION DATA **SETTINGS** **ADD / IMPORT ACTIVITY** **USERS** **Search activi**

ADD ACTIVITY MANUALLY

IMPORT ACTIVITIES FROM .CSV/.XML

IMPORT ACTIVITIES FROM .XLS

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4. Click on IMPORT ACTIVITIES FROM .XLS

ORGANISATION DATA **SETTINGS** **ADD / IMPORT ACTIVITY** **USERS** **Search activity...**

ADD ACTIVITY MANUALLY

IMPORT ACTIVITIES FROM .CSV/.XML

IMPORT ACTIVITIES FROM .XLS

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in

Period

Download the template 'Period.xls'. Fill for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in

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5. Click on Download .XLS activity Template

Please select one to proceed

Elements Download the template 'All elements except indicator and period.xls'. Fill the data for multiple activities element and upload the XLS file to add activity data in the publisher.	Result except Indicator and Period Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.	Indicators except Period Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.	Period Download the template 'Period.xls'. Fill the for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the Publisher.
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! Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

No file chosen

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

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6. Click on BASIC ACTIVITY ELEMENTS.XLS

Fill the Basic Activity Elements in the Excel File and save it.

Indicator and period based on them.

[Download Identifier Code](#)

No file chosen

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

BASIC ACTIVITY ELEMENTS.XLS

RESULT EXCEPT INDICATOR AND PERIOD.XLS

INDICATORS EXCEPT PERIOD.XLS

PERIOD.XLS

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7. Select "Basic Activity Elements"

Please select one to proceed

Basic Activity Elements

Download the template 'All elements except result.xls'. Fill the data for multiple activities except for 'Result' element and upload the XLS file to add the activity data in the publisher.

Result except Indicator and Period

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the IATI Publisher.

! Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File

No file chosen

UPLOAD FILE

Please make sure to read the instructions before beginning this process.

Read our import manual [\[link\]](#) | Download XLS activity Template [\[link\]](#)

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8. Select the .xls of the basic activity element file from your device.

After adding the data as per the template select the .xls of the basic activity element file to upload .

or multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher

multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

! Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File

Activity Template (4).xlsx

UPLOAD FILE

Please make sure to read the instructions before beginning this process.

Read our import manual [\[link\]](#) | Download XLS activity Template [\[link\]](#)

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9. Click on UPLOAD FILE

XL	of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher	multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.	
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 Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

[Choose File](#)

Activity Template (4).xlsx

 [UPLOAD FILE](#)

Please make sure to read the instructions before beginning this process.

[Read our import manual](#)

[Download .XLS activity Template](#)

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10. Click on PROCEED

The upload process runs in the background process.

STRUCTIONS BEFORE BEGINNING THIS PROCESS.

[Download .XLS activity Template](#)

 [Support](#)

Background Tasks 1/1

Importing

Multiple Activities 1

Basic Activity Elements file upload complete

100%

PROCEED

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11. Select the checkbox for the activity you want to add.

The screenshot shows the IATI Platform's 'ADD / IMPORT ACTIVITY' interface. At the top, there are tabs for 'ACTIVITY DATA', 'ORGANISATION DATA', 'SETTINGS', 'ADD / IMPORT ACTIVITY' (which is highlighted in blue), and 'USERS'. A search bar and a user dropdown are also at the top. Below the tabs, a section titled 'Import All Activity' displays a single row of data. The row contains a column for 'TITLE' (labeled 'A FOR IMPORTING XLS (Activity Identifier : testing)'), a column for 'STATUS' (labeled 'New'), and a column with a checkbox (which is checked). At the bottom right of the main content area, there are buttons for 'CANCEL THIS IMPORT' and 'ADD (1 / 1)'. The footer of the page includes the IATI logo, links to 'IATI Publisher', 'IATI Standard', and 'Part of the IATI Unified Platform', along with a 'CONTACT SUPPORT' link. The footer also features a 'Tango' watermark and a 'Created with Tango.us' credit.

12. Click on ADD

This screenshot shows the same 'ADD / IMPORT ACTIVITY' page as the previous one, but with a red box highlighting the 'ADD (1 / 1)' button. This indicates that the user has successfully completed the addition of the selected activity. The rest of the interface and footer are identical to the first screenshot.

13. Click the activity title in Your Activities

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

The screenshot shows a user interface for managing activities. At the top, there is a header with the title "Your Activities" and a help button labeled "What is an activity?". Below the header, there is a notification bar indicating "1 Alerts" and "Complete your setup". The main content area displays a table with two columns: "ACTIVITY TITLE" and "PUBLISHING PROGRE". The table lists four activities:

ACTIVITY TITLE	PUBLISHING PROGRE
Dummy data for importing xls	3'
Dummy data for importing xls	18'
erasws	11'
Quis nobis quo fuglaasdasd	11'

A red box highlights the first activity, "Dummy data for importing xls". The bottom left corner of the interface features the "Tango" logo, and the bottom right corner indicates the software was "Created with Tango.us".

B. Uploading Result Except Indicator

In order to upload a result, it is necessary to provide an "activity identifier." This "activity identifier" field can be obtained from the previously uploaded basic activity element template. Simply copy the content that was previously inserted into the activity identifier field. To add a result to a specific activity, click on the corresponding activity, and then copy only the text that appears after the "-" symbol in the IATI number.

14. Go to the activity you want to add results.

Your Activities

ACTIVITY TITLE

ACTIVITY TITLE	PUBLISHING PROGRESS	UPDATED ON	
Dummy data for importing xls	31.25%	2 minutes ago	draft Unpublish
khjkl	18.75%	19 days ago	published Unpublish
erasws	18.75%	19 days ago	published Unpublish
Quis nobis quo fugiaasdasd	12.5%	19 days ago	published Unpublish

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15. Click on the iati-identifier element and copy the identifier.

Activities / Dummy data for importing xls

Dummy data for importing xls

Elements

ACTIVITY ELEMENTS

Element	Status
Core	Completed
Completed	Completed

Identification Basic Activity Information

IDENTIFICATION

iati-identifier • completed

NP-COA-sindurakar903-testing

reporting-org • completed

Reporting Organisation data is managed via the [Organisation Tab](#), except for value Secondary Reporter which can be managed at each activity

Local Government

Reference	NP-COA-sindurakar903
Secondary Reporter	True
Name	(Language: Akan) hello

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16. Hover over ADD/IMPORT ACTIVITY and click on IMPORT ACTIVITIES FROM .XLS

The screenshot shows the IATI Publisher interface with the 'ADD / IMPORT ACTIVITY' tab selected. On the right side, there are two main options: 'ADD ACTIVITY MANUALLY' and 'IMPORT ACTIVITIES FROM .CSV/.XML'. Below these, a red box highlights the 'IMPORT ACTIVITIES FROM XLS' button. To the right of the buttons are 'PUBLISH' and 'OVERWRITE THIS ACTIVITY'S DEFAULT VALUES' buttons. The left side of the screen shows the activity data entry form, including sections for Identification, Basic Activity Information, and Identification. A watermark 'Tango' is visible at the bottom left.

17. Select "Result Except Indicator and Period"

The screenshot shows the 'Import Activities from .XLS' page. It displays four options: 'Basic Activity Elements', 'Result except Indicator and Period' (which is highlighted with a red box), 'Indicators except Period', and 'Period'. Each option has a brief description and a download link. Below the options is a note about identifier code and a 'Download Identifier Code' button. There is also a file upload section with 'Choose File' and 'UPLOAD FILE' buttons. At the bottom, there are links to 'Read our import manual' and 'Download XLS activity Template'. A watermark 'Tango' is visible at the bottom left.

18. Click on Download .XLS activity Template

Please select one to proceed

Basic Activity Elements

Load the template 'All elements except xls'. Fill the data for multiple activities except for 'Result' element and upload the XLS to add the activity data in the publisher.

Result except Indicator and Period

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the IATI Publisher.

ⓘ Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File UPLOAD FILE

Please make sure to read the instructions before beginning this process.

Read our import manual Download .XLS activity Template

? Support

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19. Click on RESULT EXCEPT INDICATOR AND PERIOD.XLS

Please select one to proceed

Basic Activity Elements

Load the template 'All elements except xls'. Fill the data for multiple activities except for 'Result' element and upload the XLS to add the activity data in the publisher.

Result except Indicator and Period

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the IATI Publisher.

ⓘ Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File UPLOAD FILE

Please make sure to read the instructions before beginning this process.

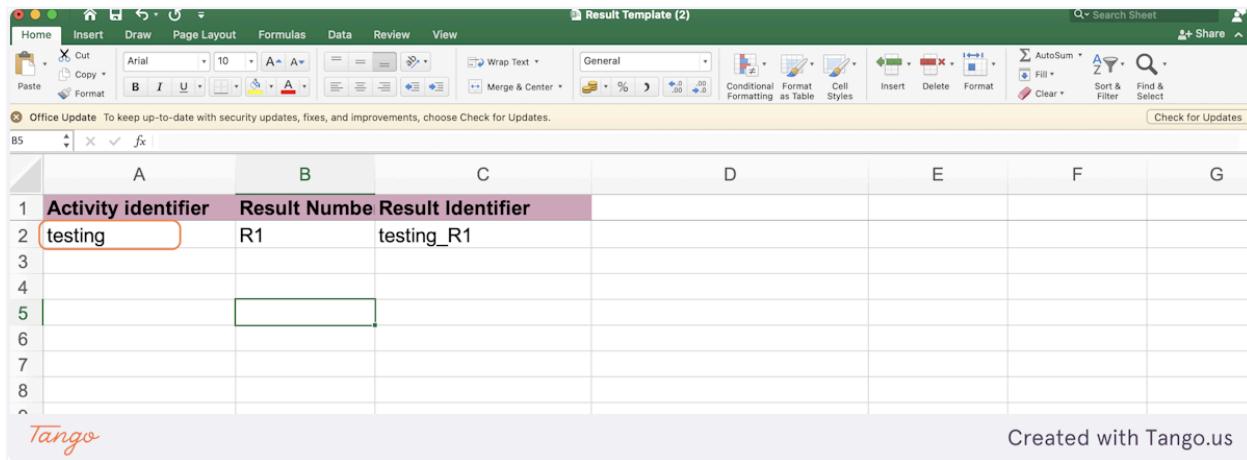
Read our import manual Download .XLS activity Template

? Support

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20. Insert the activity identifier of the activity for which you want to import the results in the Result_Mapper sheet.



Result Template (2)		
A	B	C
1	Activity identifier	Result Number
2	testing	R1
3		testing_R1
4		
5		
6		
7		
8		

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21. Select Result except Indicator and Period.

Import Activities from .XLS

Please select one to proceed

Basic Activity Elements

Download the template 'All elements except result.xls'. Fill the data for multiple activities except for 'Result' element and upload the XLS file to add the activity data in the publisher.

Result except Indicator and Period

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the IATI Publisher.

ⓘ Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File Result Template (1).xlsx

UPLOAD FILE

Please make sure to read the instructions before beginning this process.

Read our import manual [link] | Download .XLS activity Template [link]

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22. Select the Result template which you have previously downloaded

After adding data as per the template, select the .xls file of Result except indicator and period to upload.

result elements in specific activities already present in the IATI Publisher

elements in specific results already present in the IATI Publisher.

Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Result Template (1).xlsx

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

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23. Click on UPLOAD FILE

result elements in specific activities already present in the IATI Publisher

elements in specific results already present in the IATI Publisher.

Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Result Template (1).xlsx

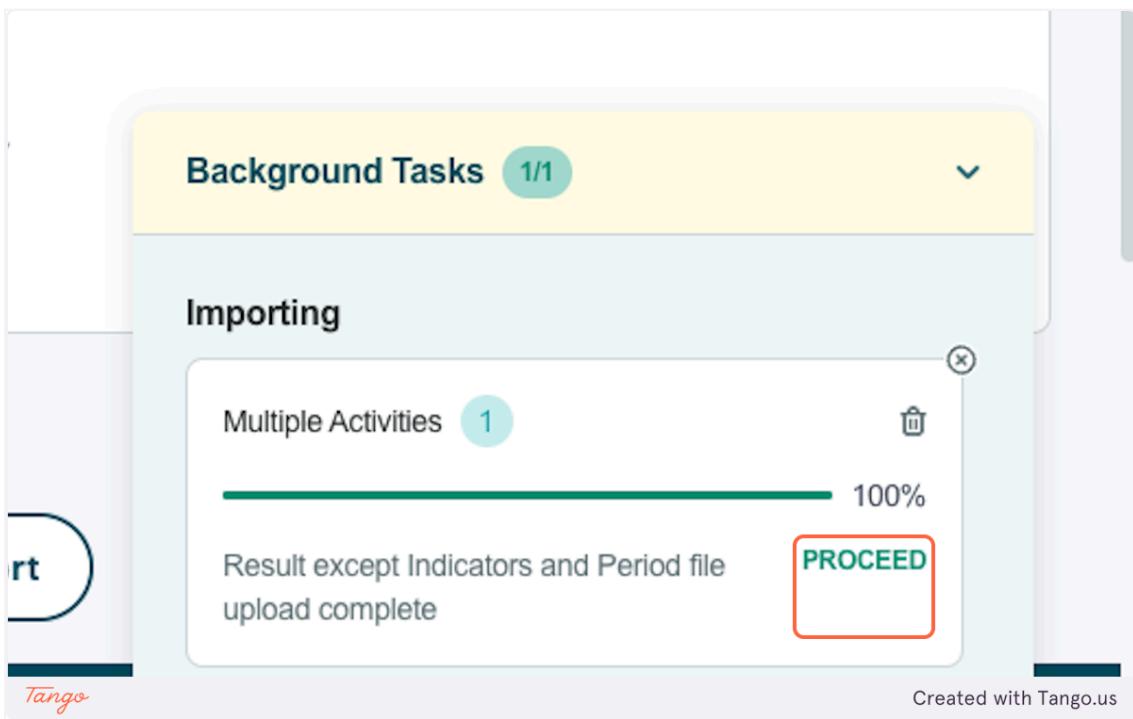
Please make sure to read the instructions before beginning this process.

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24. Click on PROCEED

The upload process runs in the background process.



25. Select the checkbox for the result you want to add.

A screenshot of the IATI Publisher 'Add/Update All Result' page. At the top, it shows 'Logged in as Sarina Sindurakar, sarina_april3' and has a 'Switch Back' link. Below that is a navigation bar with links for ACTIVITY DATA, ORGANISATION DATA, SETTINGS, ADD / IMPORT ACTIVITY, and USERS. A search bar is also present. The main area is titled 'Add/Update All Result' and contains a note about selecting results to add. A table lists one result: 'RESULT 1 (Result Identifier : testing_R1)' with a status of 'Existing' and a checked checkbox. At the bottom right is a red-bordered 'ADD (1 / 1)' button. The bottom of the page features the IATI logo, links to IATI Publisher and Standard documentation, and support contact information. The bottom right corner says 'Created with Tango.us'.

26. Click on ADD

The screenshot shows a software interface for managing activities. At the top, there are tabs: 'ISATION DATA', 'SETTINGS', 'ADD / IMPORT ACTIVITY' (which is underlined in blue), and 'USERS'. To the right of these tabs is a search bar with the placeholder 'Search activity...' and a user icon with a dropdown arrow. Below the tabs, there are two buttons: 'X CANCEL THIS IMPORT' and a dark blue button with a white circular icon and the text 'ADD (1/1)'. The main content area has a light gray header with the word 'STATUS' and a checkbox. Below this, there are two rows: 'Existing' with a checked checkbox. At the bottom left is the 'Tango' logo, and at the bottom right is the text 'Created with Tango.us'.

27. Click the activity title for which you have added result in Your Activities

Look for the activity in which you have uploaded the result and click it to view the details of the activity.

The screenshot shows a list of activities under the heading 'Your Activities'. At the top, there is a banner with '1 Alerts' and 'Complete your setup'. Below this, there are two columns: 'ACTIVITY TITLE' and 'PUBLISHING PROGRESS'. The 'ACTIVITY TITLE' column lists five items: 'Dummy data for importing xls', 'klhjkl', 'erasws', and 'Quis nobis quo fugiaasdasd'. The 'PUBLISHING PROGRESS' column shows green progress bars with percentages: 31.25%, 18.75%, 18.75%, and 12.5% respectively. The first item, 'Dummy data for importing xls', is highlighted with a red border. At the bottom left is the 'Tango' logo, and at the bottom right is the text 'Created with Tango.us'.

28. Click on result element

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29. Click on VIEW RESULT

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30. Result's detail Page of newly added result.

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C. Uploading Indicator except Period.

Similarly, in order to upload the indicator, a result identifier is required. On the import page, there is an option called "download code" that allows you to download the result identifier. Simply click on the "download code" option and select the activity for which you need the result identifier, and proceed to download it.

31. Click on IMPORT ACTIVITIES FROM .XLS

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32. Click on Download Identifier Code

Please select one to proceed

Result except Indicator and Period

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period

Download the template 'Period.xls'. Fill the for multiple periods of multiple indicators. Upload the XLS file to add period sub-elem in specific indicators already present in the Publisher.

! Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File No file chosen

UPLOAD FILE

Please make sure to read the instructions before beginning this process.

Read our import manual | Download .XLS activity Template

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33. Select the activities for which you need the result identifier.

Please select one to proceed

Activities 4 activities

Please choose the activities for which you would like to download the identifier codes.

Search activity...

Activity Title Updated On Status

Dummy data for importing xls	7 minutes ago	draft
khjki	19 days ago	published
erasws	19 days ago	published
Quis nobis quo fugiaasdasd	19 days ago	published

DOWNLOAD SELECTED

Please make sure to read the instructions before beginning this process.

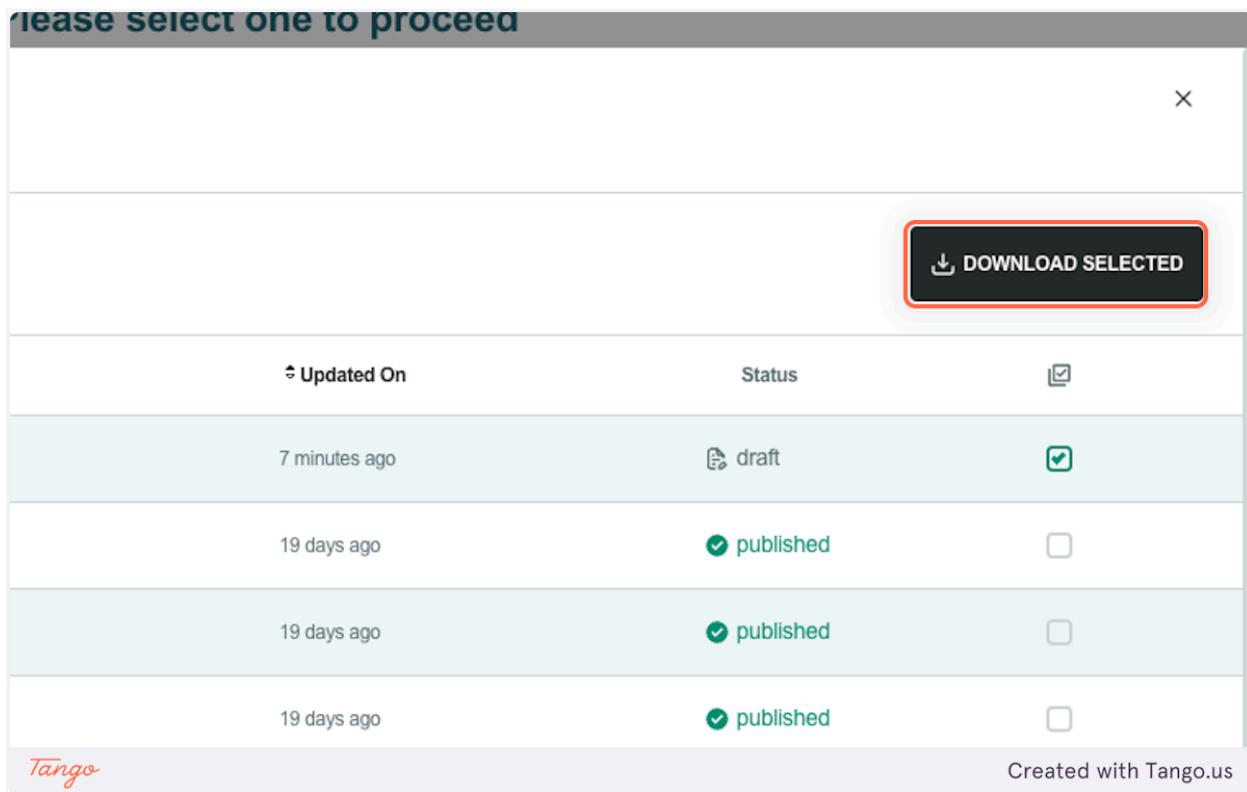
Read our import manual | Download .XLS activity Template

Tango

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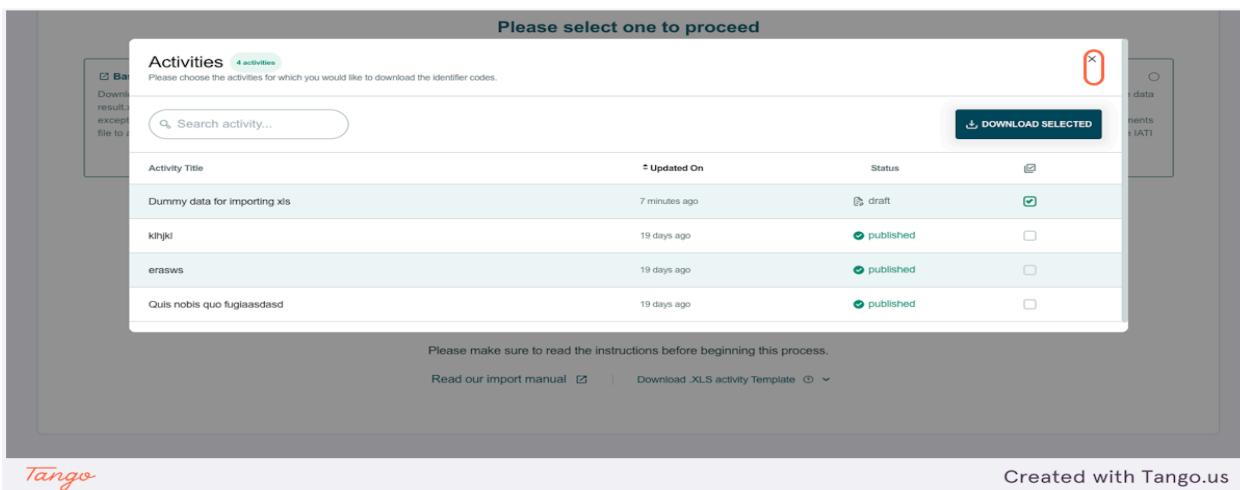
34. Click on DOWNLOAD SELECTED

Upon clicking the download, an XLS file named "identifier.xls" will be generated. This file contains the result identifier, which can be found within the result mapper sheet.



35. Click on the cross icon

It will close the download identifier modal and, you will be redirected to the import page.



36. Click on Download .XLS activity Template

Please select one to proceed

Basic Activity Elements
Download the template 'All elements except.xls'. Fill the data for multiple activities and for 'Result' element and upload the XLS to add the activity data in the publisher.

Result except Indicator and Period
Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period
Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period
Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the IATI Publisher.

! Downloading Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

No file chosen

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

37. Click on INDICATORS EXCEPT PERIOD.XLS

Download the "Indicator Except Period.xls" file to add your indicator data .

! Downloading Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

No file chosen

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

BASIC ACTIVITY ELEMENTS.XLS

RESULT EXCEPT INDICATOR AND PERIOD.XLS

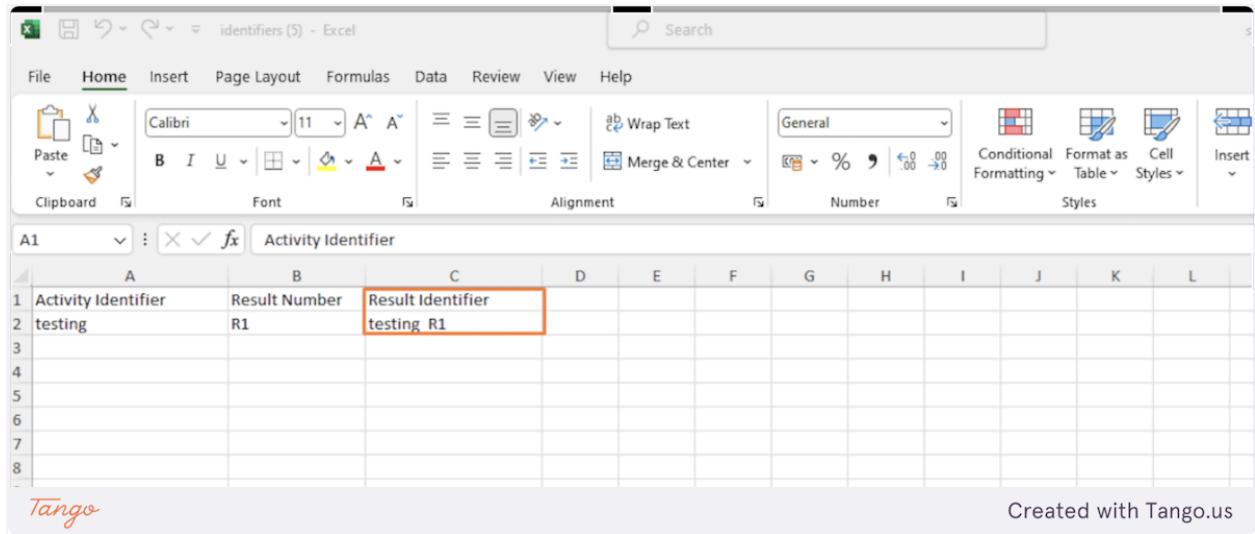
INDICATORS EXCEPT PERIOD.XLS

PERIOD.XLS

Tango

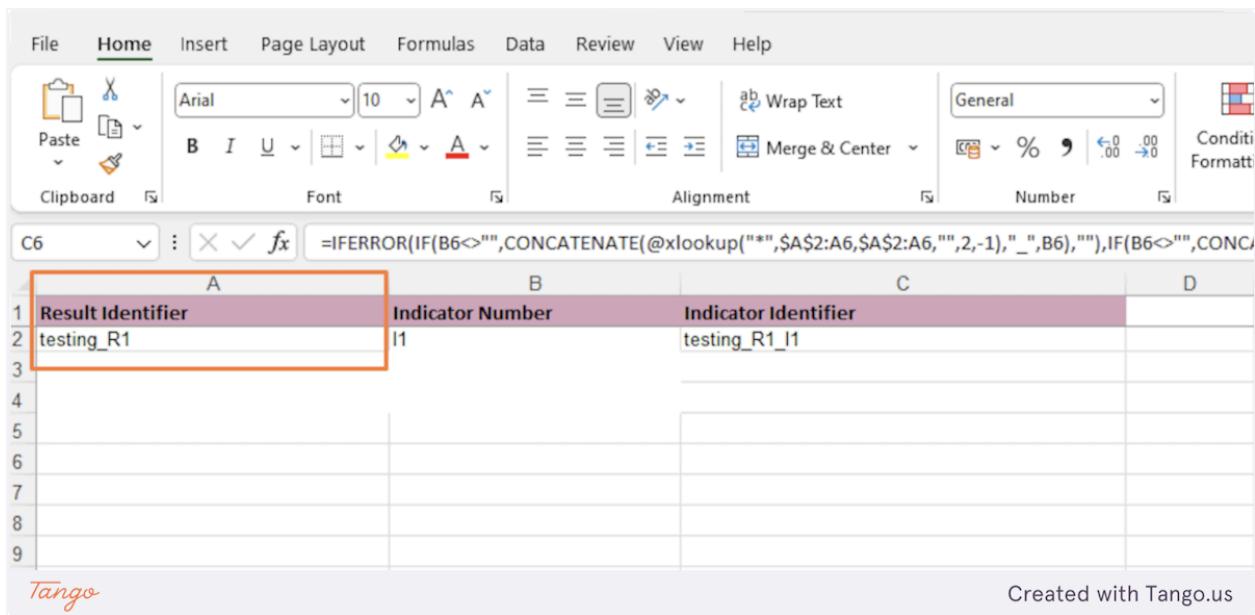
Created with Tango.us

38. Copy the result identifier from the result mapper sheet of the "identifier.xls" file.



A	B	C	D	E	F	G	H	I	J	K	L
Activity Identifier	Result Number	Result Identifier									
testing	R1	testing_R1									
3											
4											
5											
6											
7											
8											

39. Paste it into the "Result Identifier" field of the "Indicator Mapper" sheet within the indicator expect period xls template.



A	B	C	D
Result Identifier	Indicator Number	Indicator Identifier	
testing_R1	I1	testing_R1_I1	
3			
4			
5			
6			
7			
8			
9			

40. Click on IMPORT ACTIVITIES FROM .XLS

The screenshot shows the 'ADD / IMPORT ACTIVITY' section of a web application. At the top, there are tabs for 'ON DATA', 'SETTINGS', 'ADD / IMPORT ACTIVITY', and 'USERS'. A search bar is located at the top right. Below the tabs, there are three main options: 'ADD ACTIVITY MANUALLY', 'IMPORT ACTIVITIES FROM .CSV/.XML', and 'IMPORT ACTIVITIES FROM .XLS'. The 'IMPORT ACTIVITIES FROM .XLS' button is highlighted with a red border. To the right of these options is a 'DOWNLOAD ALL' button with a dropdown arrow. Below this section, there is a 'UPDATED ON' field containing the text 'Tango' and a note 'Created with Tango.us'.

41. Select Indicators except Period

The screenshot shows the 'Import Activities from .XLS' page. At the top, there are tabs for 'PUBLISHER', 'ACTIVITY DATA', 'ORGANISATION DATA', 'SETTINGS', 'ADD / IMPORT ACTIVITY', and 'USERS'. A search bar is located at the top right. The 'ADD / IMPORT ACTIVITY' tab is active. Below the tabs, there is a heading 'Please select one to proceed' followed by four options: 'Basic Activity Elements', 'Result except Indicator and Period', 'Indicators except Period' (which is selected and highlighted with a red circle), and 'Period'. Each option has a detailed description and a 'Download' link. Below these options is a note about 'Identifier' and a 'Download Identifier Code' button. There is also a file upload section with a 'Choose File' button and an 'UPLOAD FILE' button. At the bottom, there is a note to 'Please make sure to read the instructions before beginning this process.' and links to 'Read our import manual' and 'Download .XLS activity Template'. The bottom right corner shows the text 'Created with Tango.us'.

42. Select the Indicator template which you have previously downloaded

After adding data as per the template, select the .xls file of Indicator template to upload.

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add periods in specific indicators already present in the IATI Publisher.

Download Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Indicator Template (1).xlsx

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

43. Click on UPLOAD FILE

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add periods in specific indicators already present in the IATI Publisher.

Download Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

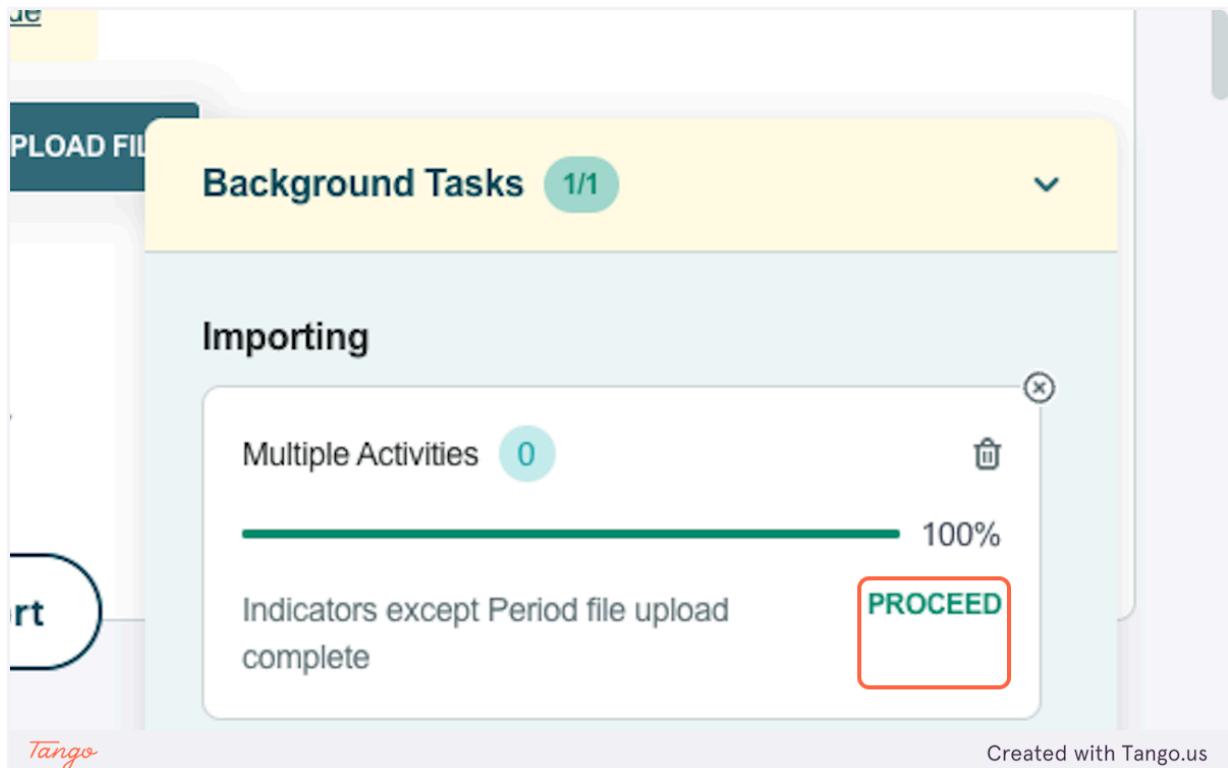
[Download Identifier Code](#)

Indicator Template (1).xlsx

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

44. Click on PROCEED



45. Select the checkbox of the indicator that you want to add.

The screenshot shows the 'Add/Update All Indicator' page. It displays a table with one row. The first column is 'INDICATOR TITLE' (Indicator Identifier: testing_R1_I1) and the second column is 'STATUS' (New). A checked checkbox is visible in the 'ADD (1/1)' button. The bottom of the page includes the IATI logo, links to various documentation, and support information.

INDICATOR TITLE	STATUS
INDICATOR TITLE (Indicator Identifier : testing_R1_I1)	New

IATI Publisher

ACTIVITY DATA ORGANISATION DATA SETTINGS ADD / IMPORT ACTIVITY USERS Search activity... Switch Back

Add/Update All Indicator

X CANCEL THIS IMPORT ADD (1/1)

Select from the list below to add indicator to the publisher. Make your selection and follow the on-screen prompts to successfully add/update your selected indicator. Please note that you must re-upload any unselected indicator, and if the import is canceled, you will need to upload them again.

INDICATOR TITLE	STATUS
INDICATOR TITLE (Indicator Identifier : testing_R1_I1)	New

IATI Standard

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ANY QUESTIONS? CONTACT SUPPORT
support@iatistandard.org

IATI Publisher

Organisation List
About
User Manual V1.0

IATI Standard

IATI Standard
Publishing Checklist
Support

Support

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46. Click on ADD

The screenshot shows a top navigation bar with tabs: DATA, ORGANISATION DATA, SETTINGS, ADD / IMPORT ACTIVITY (which is highlighted with a teal underline), and USERS. To the right of the tabs is a search bar with placeholder text 'Search activity...' and a dropdown menu icon. Below the navigation is a row of buttons: 'X CANCEL THIS IMPORT' and a dark blue 'ADD (1 / 1)' button, which is outlined in red. The main content area has a header 'STATUS' with a checkbox icon. Below it, a row shows 'New' next to a checked checkbox icon.

47. Click the activity title for which you have added indicator in Your Activities

Look for the activity in which you have uploaded the indicator and click it to view the details of the activity.

The screenshot shows a top navigation bar with tabs: ACTIVITY DATA (highlighted with a teal underline), ORGANISATION DATA, SETTINGS, ADD / IMPORT ACTIVITY, and USERS. To the right is a search bar and a dropdown menu icon. The main content area is titled 'Your Activities' with a sub-section 'What is an activity?'. It displays a list of activities with columns: ACTIVITY TITLE, PUBLISHING PROGRESS, UPDATED ON, and status (draft or published). A message at the top right says 'Xls file with indicator imported successfully.' and includes 'DOWNLOAD ALL' and '+ ADD ACTIVITY' buttons. One activity row, 'Dummy data for importing xls', is highlighted with a red border. The activity details show a progress bar at 31.25%, updated a few seconds ago, and is currently in draft status. There are 'Publish' and 'Unpublish' buttons.

48. Click on result

The screenshot shows a grid of icons on the left and a detailed view of a 'result' card on the right.

Grid of Icons:

- 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
- transactions

A red box highlights the 'transactions' icon in the bottom row.

Result Card Details:

- (Language: Afar) aadd
- activity-status** • completed
- Pipeline/identification
- activity-scope** • completed
- Regional
- PERFORMANCE**
- result** • not completed
- result 1** [VIEW RESULT](#) [EDIT RESULT](#)
- Result Type: Output
- Description: (Language: Abkhazian) result description

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49. Click on VIEW INDICATOR

The screenshot shows a grid of icons on the left and a detailed view of an 'Indicator' card on the right.

Grid of Icons:

- legacy-data
- contact-info
- planned-disbursement
- budget
- transactions

A red box highlights the 'VIEW INDICATOR' button in the 'Indicator' card.

Indicator Card Details:

- Indicator**
- Indicator title** [VIEW INDICATOR](#) [EDIT INDICATOR](#)
- Baseline: Value: 20, Date: Missing
- You haven't added any period yet.

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50. Indicator detail Page of newly added indicator.

The screenshot shows the 'Indicator title - Indicator Detail' page. On the left, there is a sidebar with a yellow background containing the following fields:

- measure
- ascending
- aggregation_status
- title
- description
- document_link
- reference
- baseline
- period

On the right, the 'Indicator title' section is displayed with the following details:

Field	Value
Title	(Language: Afar) Indicator title
Ascending	False
Measure	Unit
Aggregation Status	True
Description	(Language: Abkhazian) indicator description
Reference	Vocabulary: Missing, Code: Missing, Year: 2021, Date: Missing, Value: 20 Location: Missing Dimension: code - Missing, value - Missing Comment: id (Language: Abkhazian)
Baseline	Untitled
Period	Title (Language: Missing) Missing

At the bottom left is a red signature 'Tango'. At the bottom right is the text 'Created with Tango.us'.

D. Uploading Period

Similarly, in order to upload the period, an indicator identifier is required. On the import page, there is an option called "download code" that allows you to download the indicator identifier. Simply click on the "download code" option and select the activity for which you need the indicator identifier, and proceed to download it.

51. Click on ADD / IMPORT ACTIVITY

The screenshot shows the 'ADD / IMPORT ACTIVITY' page. At the top right, there is a blue button labeled '+ ADD ACTIVITY' with a red box around it.

Below the button, there is a section titled 'PUBLISHING PROGRESS' with a progress bar for each activity. The activities are listed as follows:

PUBLISHING PROGRESS	UPDATED ON	STATUS	OPTIONS
31.25%	7 days ago	draft	<button>Publish</button> <input type="checkbox"/>
18.75%	a month ago	published	<button>Unpublish</button> <input type="checkbox"/>
18.75%	a month ago	published	<button>Unpublish</button> <input type="checkbox"/>
12.5%	a month ago	published	<button>Unpublish</button> <input type="checkbox"/>

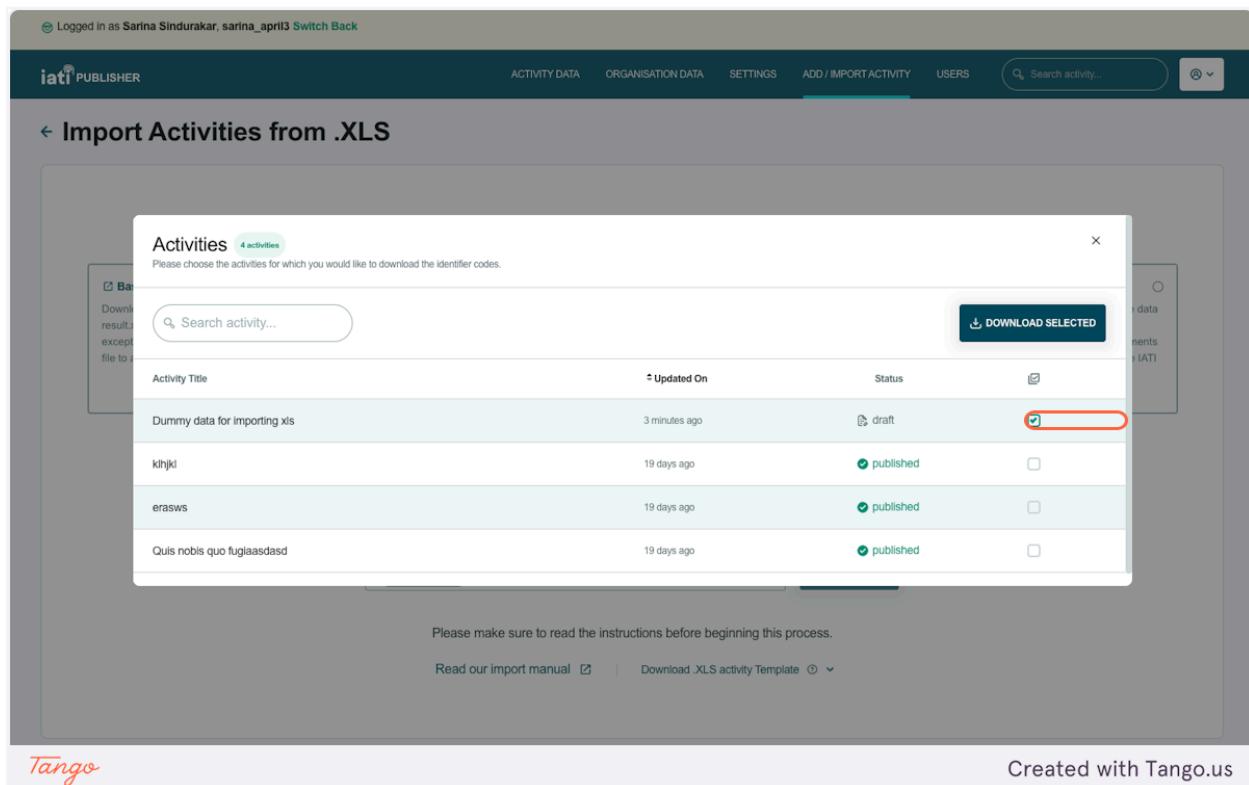
52. Click on IMPORT ACTIVITIES FROM .XLS

The screenshot shows a navigation bar with tabs: DATA, ORGANISATION DATA, SETTINGS, ADD / IMPORT ACTIVITY (which is underlined), and USERS. To the right of the tabs is a search bar with the placeholder "Search activity...". Below the navigation bar, there are three main options: "ADD ACTIVITY MANUALLY", "IMPORT ACTIVITIES FROM CSV/XML", and "IMPORT ACTIVITIES FROM .XLS". The "IMPORT ACTIVITIES FROM .XLS" button is highlighted with a red border. At the bottom right of the page, there is a watermark "Tango" and a note "Created with Tango.us".

53. Click on Download Identifier Code

The screenshot shows a page titled "Please select one to proceed" with four options: "All elements", "Result except Indicator and Period", "Indicators except Period", and "Period". The "Result except Indicator and Period" option is selected. Below each option is a brief description and a "Download" button. A yellow callout box highlights the "Result except Indicator and Period" section, stating: "Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them." A red box highlights the "Download Identifier Code" button. At the bottom, there is a file upload section with "Choose File" and "No file chosen", and a "UPLOAD FILE" button. A note at the bottom says "Please make sure to read the instructions before beginning this process." and links to "Read our import manual" and "Download .XLS activity Template". The bottom right has a "Tango" watermark and "Created with Tango.us".

54. Select the activities for which you need the indicator identifier.



Logged in as Sarina Sindurakar, sarina_april3 [Switch Back](#)

iati PUBLISHER ACTIVITY DATA ORGANISATION DATA SETTINGS ADD / IMPORT ACTIVITY USERS [Search activity...](#)

← Import Activities from .XLS

Activities 4 activities

Please choose the activities for which you would like to download the identifier codes.

Activity Title Updated On Status

Activity Title	Updated On	Status
Dummy data for importing xls	3 minutes ago	<input checked="" type="checkbox"/> draft
khjki	19 days ago	<input checked="" type="checkbox"/> published
erasws	19 days ago	<input checked="" type="checkbox"/> published
Quis nobis quo fugiaasdasd	19 days ago	<input checked="" type="checkbox"/> published

[Download Selected](#)

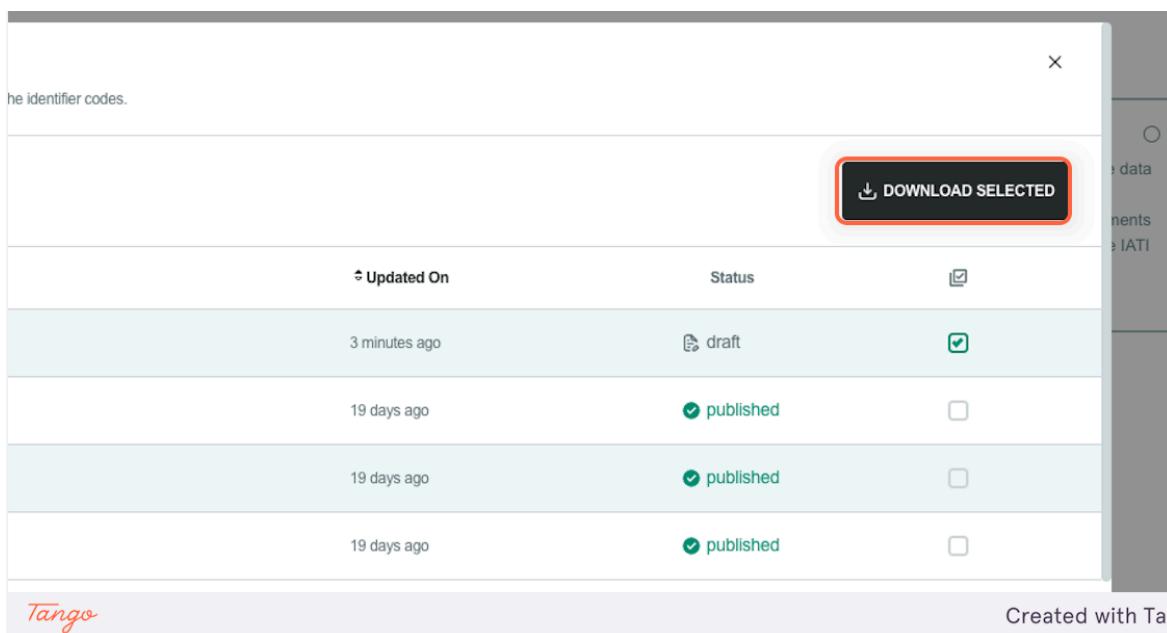
Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download XLS activity Template](#)

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55. Click on DOWNLOAD SELECTED

Upon clicking the download selected, an XLS file named "identifier.xls" will be generated. This file contains the period identifier, which can be found within the period mapper sheet.



The identifier codes.

Activity Title Updated On Status

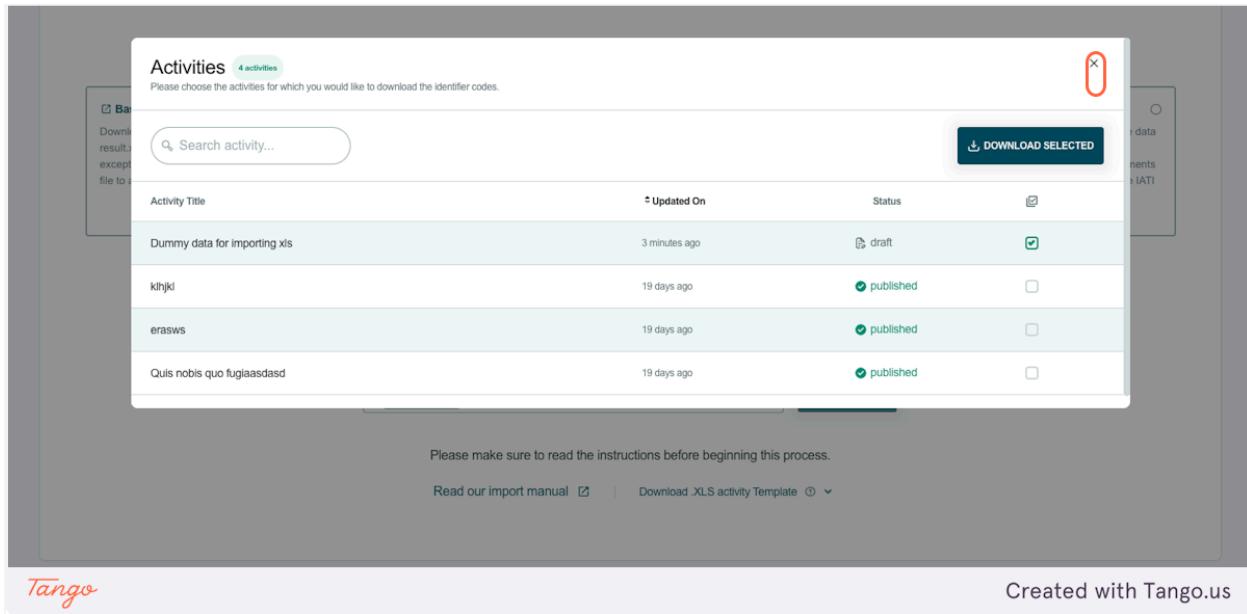
Activity Title	Updated On	Status
Dummy data for importing xls	3 minutes ago	<input checked="" type="checkbox"/> draft
khjki	19 days ago	<input checked="" type="checkbox"/> published
erasws	19 days ago	<input checked="" type="checkbox"/> published
Quis nobis quo fugiaasdasd	19 days ago	<input checked="" type="checkbox"/> published

[Download Selected](#)

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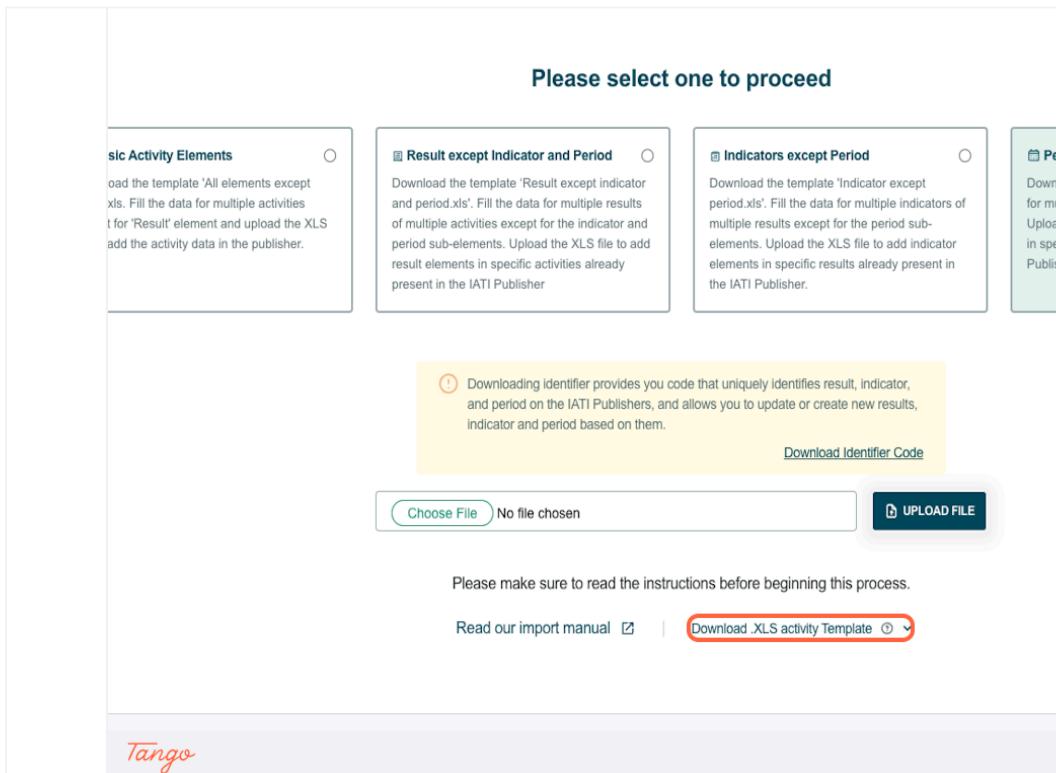
56. Click on the cross icon .

It will close the download identifier modal and, you will be redirected to the import page.



The screenshot shows a list of activities with columns for Activity Title, Updated On, and Status. The status column includes icons for draft (grey), published (green), and pending (yellow). A search bar and a 'DOWNLOAD SELECTED' button are also visible. The 'Tango' logo is at the bottom left, and 'Created with Tango.us' is at the bottom right.

57. Click on Download .XLS activity Template



The screenshot shows a page with three options: 'All Activity Elements', 'Result except Indicator and Period', and 'Indicators except Period'. A note explains that downloading identifier provides a code to uniquely identify results, indicators, and periods. Below is a file upload section and a note about reading instructions. The 'Tango' logo is at the bottom left, and 'Created with Tango.us' is at the bottom right.

58. Click on PERIOD.XLS

Download the "Period.xls" file to add your data

se make sure to read the instructions before beginning this process.

Read our import manual | Download .XLS activity Template

BASIC ACTIVITY ELEMENTS.XLS

RESULT EXCEPT INDICATOR AND PERIOD.XLS

INDICATORS EXCEPT PERIOD.XLS

PERIOD.XLS

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59. Copy the indicator identifier from the "Indicator_Mapper" sheet of the "identifier.xls" file.

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing

A1 Result Identifier Indicator Number Indicator Identifier

1 testing_R1 I1 testing_R1_I1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

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20

21

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60. Paste it into the indicator identifier field of the period mapper sheet within the "period.xls" file.

C2	A	B	C
1	Indicator Identifier	Period Number	Period Identifier
2	testing_R1_I1	P1	testing_R1_I1_P1
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Instructions **Period_Mapper** Target_Mapper Actual_Mapper Period Target Target Document Link A

61. Select Period

Please select one to proceed

Basic Activity Elements

Download the template 'All elements except .xls'. Fill the data for multiple activities for 'Result' element and upload the XLS add the activity data in the publisher.

Result except Indicator and Period

Download the template 'Result except indicator and period.xls'. Fill the data for multiple results of multiple activities except for the indicator and period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

Indicators except Period

Download the template 'Indicator except period.xls'. Fill the data for multiple indicators of multiple results except for the period sub-elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

Period

Download the template 'Period.xls'. Fill the data for multiple periods of multiple indicators. Upload the XLS file to add period sub-elements in specific indicators already present in the IATI Publisher.

! Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Choose File

No file chosen

UPLOAD FILE

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

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62. Select the Period template which you have previously downloaded

After adding data as per the template, select the .xls file of period template to upload.

Choose File

Period Template (1).xlsx

UPLOAD FILE

! Downloading identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

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63. Click on UPLOAD FILE

period sub-elements. Upload the XLS file to add result elements in specific activities already present in the IATI Publisher.

elements. Upload the XLS file to add indicator elements in specific results already present in the IATI Publisher.

in specific indicators already present in the IATI Publisher.

Downloading Identifier provides you code that uniquely identifies result, indicator, and period on the IATI Publishers, and allows you to update or create new results, indicator and period based on them.

[Download Identifier Code](#)

Period Template (1).xlsx

Please make sure to read the instructions before beginning this process.

[Read our import manual](#) | [Download .XLS activity Template](#)

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64. Click on PROCEED

STRUCTIONS BEFORE BEGINNING THIS PROCESS.

[Download .XLS activity Template](#)

Background Tasks 1/1

Importing

Multiple Activities 1 100%

Period file upload complete

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65. Select the checkbox for the period you want to add.

Logged in as Sarina Sindurakar, sarina_april3 [Switch Back](#)

iati PUBLISHER ACTIVITY DATA ORGANISATION DATA SETTINGS ADD / IMPORT ACTIVITY USERS [@ v](#)

Add/Update All Period

Select from the list below to add period to the publisher. Make your selection and follow the on-screen prompts to successfully add/update your selected period. Please note that you must re-upload any unselected period, and if the import is canceled, you will need to upload them again.

PERIOD TITLE	STATUS
2022-02-10 - 2022-04-10 (Period Identifier : testing_R1_I1_P1)	New <input checked="" type="checkbox"/>

[CANCEL THIS IMPORT](#) [ADD \(1 / 1\)](#)

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66. Click on ADD

D / IMPORT ACTIVITY USERS [@ v](#)

[CANCEL THIS IMPORT](#) [ADD \(1 / 1\)](#)

Please note that you must re-upload any unselected period, and if the import is

STATUS
<input checked="" type="checkbox"/>

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67. Click the activity title for which you have added period in Your Activities

Look for the activity in which you have uploaded the indicator and click it to view the details of the activity.

The screenshot shows the 'Your Activities' page. At the top, there are two notifications: '1 Alerts' and 'Complete your setup'. Below this is a table with columns for 'ACTIVITY TITLE' and 'PUBLISHING PROGRESS'. The first activity, 'Dummy data for importing xls', has its title highlighted with a red box. The second activity, 'Dummy data for importing xls', has a yellow background. The third activity, 'erasws', and the fourth activity, 'Quis nobis quo fugiaasdasd', both have green backgrounds. A watermark 'Tango' is visible at the bottom left, and 'Created with Tango.us' is at the bottom right.

ACTIVITY TITLE	PUBLISHING PROGRESS
Dummy data for importing xls	3%
Dummy data for importing xls	18%
erasws	18%
Quis nobis quo fugiaasdasd	11%

68. Click on result

The screenshot shows the 'result' detail page. On the left, there is a sidebar with various icons: 'country-budget-items', 'humanitarian-scope', '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 a red box. The main content area is divided into sections: 'Regional', 'PERFORMANCE', 'Indicator', and 'Indicator'. The 'PERFORMANCE' section shows a 'result' card with the status 'not completed'. The 'Indicator' section shows a 'Indicator title' card with the title 'Indicator title', a 'Baseline' value of '20', a 'Date' of 'Missing', and a 'Period' from 'February 10, 2022 - April 10, 2022' to 'February 10, 2022 - April 10, 2022'. There is also a 'SHOW FULL PERIOD LIST' button.

69. Click on SHOW FULL PERIOD LIST

The screenshot shows a configuration page for a period. At the top, there is a language selection dropdown set to 'Abkhazian'. Below it is a 'description' field. Under the 'Period' section, there are two buttons: 'VIEW INDICATOR' and 'EDIT INDICATOR'. A note below states 'Value: 20, Date: Missing'. The 'Period' field contains 'February 10, 2022 - April 10, 2022' with an 'EDIT' button next to it. To the right of the period field is a button labeled 'SHOW FULL PERIOD LIST' which is highlighted with a red border.

70. Click the period which you have added in the list.

The screenshot shows a 'Periods List' page. At the top, there is a breadcrumb navigation: 'Your Activities / Dummy data for importing xls / result 1 / Indicator title / Periods List'. Below the breadcrumb is a back arrow and the title 'Periods List'. A table header row contains 'START DATE - END DATE'. Below the header, a single row is visible, containing the text 'February 10, 2022 - ...' which is also highlighted with a red border.

71. Period detail page of newly added period.

[← Period Detail](#)

Period number: P1

target

February 10, 2022 - April 10, 2022

actual

Target Value

20

Location Reference: Missing

Dimension: Missing (Missing)

Comment: (Language: Abkhazian)

COMMENT

Document Link

Untitled

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

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