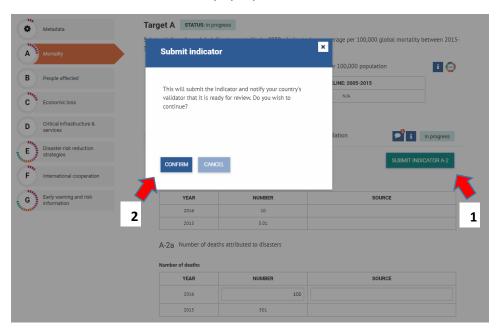# HOW TO VALIDATE DATA
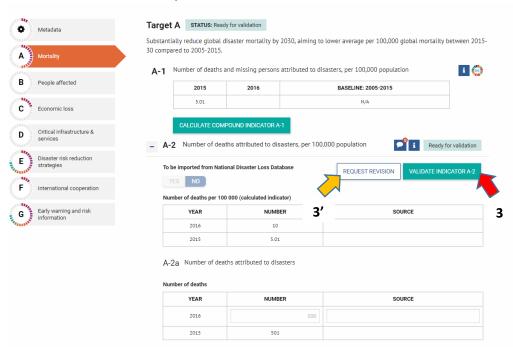
Once you entered data in the respective cells,

> 1: click "SUBMIT INDICATOR x-x" and then

> 2: click "CONFIRM" on the pop-up window as seen below.
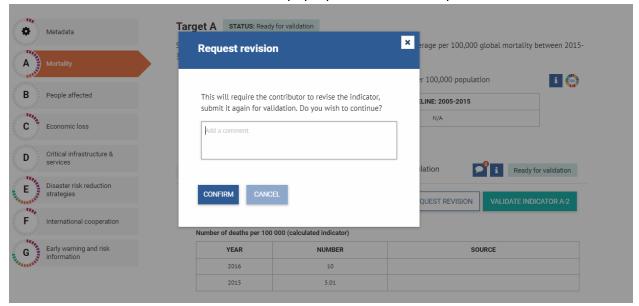

A **Validator** will receive a notification by email and can
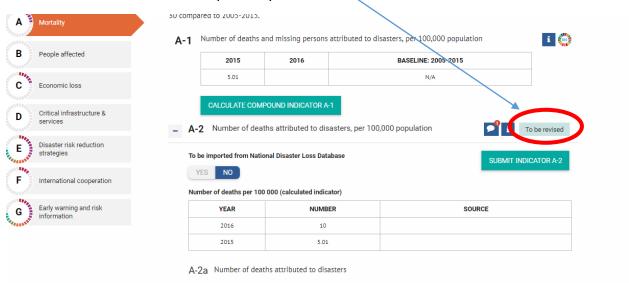
> 3: validate the data by click "VALIDATE INDICATOR".

OR   3' click "REQUEST REVISION" and a pop-up window shows up.

You can observe this revision request in your screen.

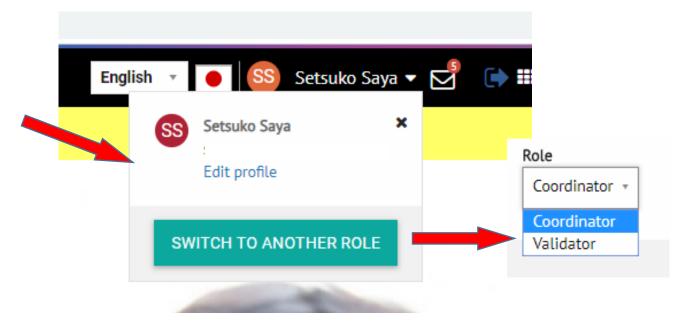NOTE: If data has not been validated, please contact your validator(s).

NOTE: If you see this warning message, please make sure to enter the relevant Metadata corresponding to the reporting year. Only Coordinator(s) can set up Metadata.

In the case of multiple roles (e.g. assigned as both coordinator and validator), you have to change manually your role as validator.

Click your name on the top of the screen and then a small pop-up box will appear.

Click "SWITCH TO ANOTHER ROLE" and select your role as "Validator" there.

Once you alter to "validator", a validation button (the same screen of page 1) will appear.