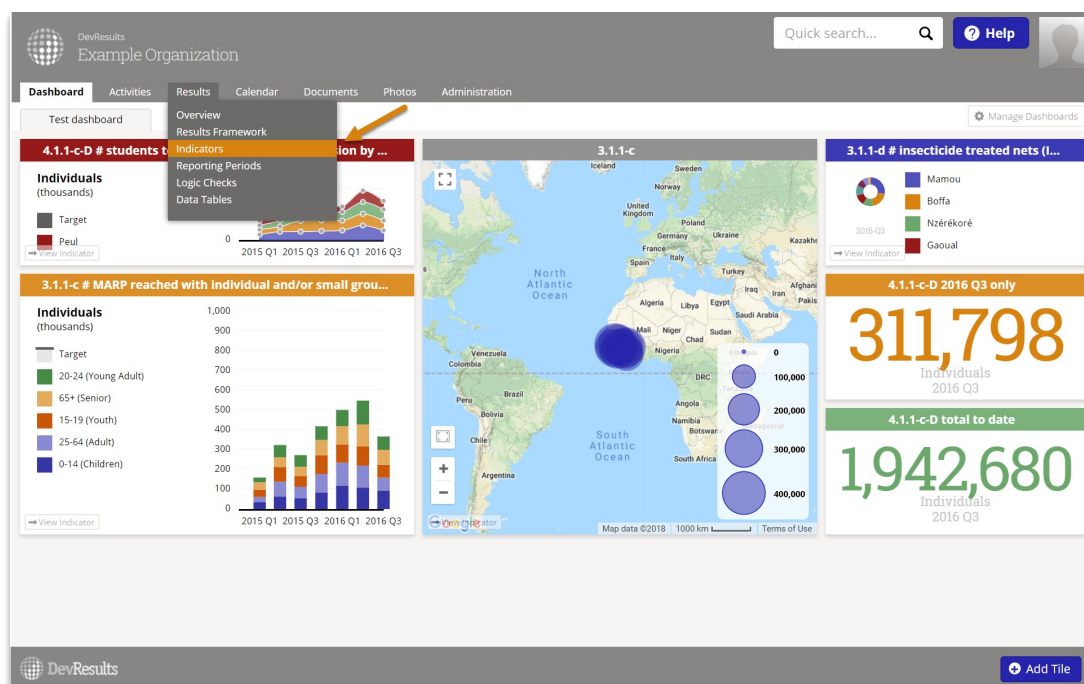# Add an Indicator

Who can create new indicators?

All users who belong to a group with **View & Edit** permissions on **Indicator Definitions** can create new indicators.

How do I create a new indicator?

You can create single new indicators directly in the site and you can Add Multiple Indicators via Excel. This page walks you through how to create a single new indicator.

To add an indicator, go to **Results** and click on **Indicators**.

This will open the Indicators Index page. Click the **+ New Indicator** button in the lower right.

This will open a Create New Indicator pop-up. This pop-up has two fields, both required:

- The **Code** is the unique identifier for each indicator. Each indicator must have a different Code. You might want to use the codes that people already commonly use to refer to each indicator. If you don't use any codes to identify indicators, we advise you to come up with a coding system that relates to the way you think about how these indicators are organized, such as referencing the results frameworks, sectors, or indicator types.

- Give your indicator a **Name** that clearly describes what you are counting or measuring. Phrases like "Increase in certifications" or "Level of support" are not indicators. The indicator names would instead be something like "# trainees certified" or "Average support score on a scale of 1-10". We have found that it is faster and easier to read through indicators that are abbreviated with "#" for "Number of", "%" for "Percentage of", and "$" for "Value of".

Once you've filled out these fields, click the **+ Create Indicator** button in the lower right.

The following information about creating indicator definitions is a summary. For more detailed explanations about each aspect of an indicator's definition, please see our Indicator Guidebook .

The **Data Source** describes how information will be entered.

- Select **Enter indicator results directly** to report the actual count, sum, or average for the indicator once per reporting period.
- Select **From a formula** to calculate this indicator using data from other indicators.
- Select **Populate from a data table** to report individual records and have the system do the aggregation for you, rather than directly reporting an aggregated total as you would in direct entry.

Additional configuration fields will be displayed for relevant data sources. (Formula indicators will show a Formula Editor; Data Table indicators will show Data table configuration). This particular example shows how data table indicators can be configured to include calculations.

The **Characteristics** section helps define how the system should expect and format the data entered for this indicator.

- **Indicator Type** describes how information will be calculated.
- **Number Format** describes how numbers will be formatted and displayed.
- **Decimal places** lets you specify how many decimal places the app should display.
- If your site has more than one defined reporting cycle (such as quarterly and annual), the **Default Reporting Cycle** lets you define the default that should be used for this indicator's data collection/calculation.
- **Unit** should be the thing your indicator is counting or measuring. If your unit does not appear in the dropdown menu, click on the gearbox to the right that says "Edit standard units" and add it. Note: Percentage indicators do not get a unit because they are always a percent.
- **Periods, Targets are** defines the type of targets for this indicator:
  - **Incremental**: Use this option if your targets reflect only the work you are doing in a given reporting period (e.g. a target for Q4 is for Q4 only).
  - **Cumulative**: Use this option if your targets reflect all of the work you have done cumulatively to date (e.g. a target for Q4 is for all the work done since the activity began work in Q1).

The **Disaggregations** section lets you define the various disaggregations this indicator will require.

- **Disaggregations** will add non-geographic disaggregations. These are **optional** and you can add as many as you need.
  - Click the **+ Add a disaggregation** button and select the relevant disaggregation(s) from the dropdown list to add it.
  - If your disaggregation does not appear in the dropdown menu, click on the gearbox to the right that says **Master list of disaggregations**.
  - If you select 2 or more disaggregations, you can choose to disaggregate these in parallel or cross. See Disaggregations for details on those options.
- The **Reporting Level** is the geographic disaggregation for indicator results. It is **required**.
  - All indicators must be defined with a single Reporting Level.
  - If your indicator is not disaggregated geographically, you still need to list your country as the Reporting Level to indicate that results for this indicator refer to the whole country (or the whole world for multi-country instances).
  - The options for Reporting Level are "Location" and each of your site's administrative divisions, such as "Province" or "District" or your country itself. Note that the administrative divisions will vary based on your DevResults site configuration.
  - Locations are points on a map with a single set of coordinates. Locations might include villages or cities, hospitals or schools.
  - Administrative divisions, including the whole country, are shapes on a map.
- For **Activities**, if your indicator is collected by multiple activities, keep the **Results are reported separately for each activity** box checked.
  - Click on the "**+ Add an Activity**" button, begin typing the Activity name, and select the appropriate activities that will report on this indicator.
  - Optionally, you can check the **Targets are set separately for each activity** box if

targets will be set per activity.

A completed **Disaggregation** section might look like this:

The **Classification** section defines which portion of the **Results Framework**, which **Sectors**, and which **Tags** this indicator relates to. You **must** assign the indicator to at least one section of your results framework; tags and sectors are optional. Click the buttons for each to assign them to the indicator.

The other sections (**Definition**, **Justification**, **Data Acquisition**, **Data Quality**, and **Data Analysis, Review, and Reporting**) of the indicator definition page are optional but allow you to capture a great deal of information about the indicator's acquisition, review, sources, frequency, and so forth.

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

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