Enter 'Direct Entry' Data via Excel

Last Modified on 03/09/2018 4:54 pm EST

There are two ways to enter indicator results:

- Using an Excel template (as shown on this page)
- Entering data online

Mix and match data entry

You can use a combination of entering data online or in an Excel template. For example, you might start out entering some data online for your activity, but then download the Excel template to finish work offline. This will download any results that you've already entered. Once you upload your Excel template, you will still be able to edit those results online until you are ready to submit your data for review.



To begin, go to the **Results** dropdown and select **Reporting Periods**.

Click on the reporting period for which you'd like to enter data.

Sample Project				Quick search	Q	@ Help
Dashboard Activities Results Calendar Documents Photos Administration						
Home Results Reporting Periods						
Search reporting periods						Q 🗘 -
Y 2016 Q1	1 Oct 2015	31 Dec 2015	1 Jan 2016	31 Mar 2016	00%	FY Quarterly
Y 2016 Q2	1 Jan 2016	31 Mar 2016	1 Apr 2016	30 Jun 2016	00%	FY Quarterly
016	1 Jan 2016	31 Dec 2016			0%	FY Annual
Y 2016 Q3	1 Apr 2016	30 Jun 2016	1 Jul 2016	30 Sep 2016	00%	FY Quarterly
Y 2016 Q4	1 Jul 2016	30 Sep 2016	1 Oct 2016	31 Dec 2016	00%	FY Quarterly
Y 2017 Q1	1 Oct 2016	31 Dec 2016	1 Jan 2017	31 Mar 2017	0%	FY Quarterly
Y 2017	1 Oct 2016	30 Sep 2017	1 Oct 2017	30 Sep 2018	0%	FY Annual
Y 2017 Q2	1 Jan 2017	31 Mar 2017	1 Apr 2017	30 Jun 2017	0%	FY Quarterly
017	1 Jan 2017	31 Dec 2017			0%	FY Annual
Y 2017 Q3	1 Apr 2017	30 Jun 2017	1 Jul 2017	30 Sep 2017	0%	FY Quarterly
Y 2017 Q4	1 Jul 2017	30 Sep 2017	1 Oct 2017	31 Dec 2017	0%	FY Quarterly
Y 2018.01	1 Oct 2017	31 Dec 2017	1 Jan 2018	31 Mar 2018	0%	FY Quarterly
Y 2018	1 Oct 2017	30 Sep 2018	1 Oct 2018	30 Sep 2019	0%	FY Annual
Y 2018 Q2	1 Jan 2018	31 Mar 2018	1 Apr 2018	30 Jun 2018	0%	FY Quarterly
Y 2018 Q3	1 Apr 2018	30 Jun 2018	1 Jul 2018	30 Sep 2018	0%	FY Quarterly
Y 2018 Q4	1 Jul 2018	30 Sep 2018	1 Oct 2018	31 Dec 2018	0%	FY Quarterly
Y 2019 O1	1 Oct 2018	31 Dec 2018	1 Jan 2019	31 Jan 2019	0%	FY Quarterly

Click on the activity for which you'd like to enter data.

s				Quick s	earch	۹	Help	2	
Dashboard	Activities Results Calendar Documents Photos Administration								
Home 🖻 Resu	its Reporting Periods FY 2018 Q1								
FY 20	18 Q1							O History	
Dates								*	
	Reporting Cycle FY Quarterly V	lit reporting cycles							
	Reporting Period Dates 1 Oct 2017 - 31 Dec 2017								
	Submission Period Dates 1 Jan 2018 - 31 Mar 2018								
Status by	Activity								
		🛓 Export status by activity 🛓	Export all reporting p	eriod data 📃 🛓 IATI Expo	rt Assign previou	s activities			
Code	Short Name	Activity	Awarding Org	Partner Org	Status	Locked?			
BEST ARP	BEST ARP	Best Agricultural Research Program	MinAg	Parti pour la Prom	No Data				
	Ĩ								
DevRe	sults				i Delete	this reporting pe	riod 🗸	Done	

You are now viewing your **Activity Reporting Period Page**. This includes a list of all the indicators for which your activity should report results for the selected reporting period.

To report data using an Excel template

Click on the gear icon and select **Download results data**.

Herne I Results / Reporting Periods / PY 2017 02 / Best Best Agricultural Reset FY 2017 02 Parti pour la Promotion des F Indicators Data Tables Narraire Discussion	Agricultural Research Progr Parch Progr Paysans Paysans Search indicator	ram		STATUS 🖬 No Data
3 of 3 indicators shown	Search Indicator	3		~~ ~
Data Source	This reporting per	iod's submission window is closed. Owners and results approvers can edit this data, but other users cannot.		Download results template Download IATI xml Upload results template
	Code	Indicator	Data Source	C Recalculate logic checks
	1.1-a	# hectares of agricultural land (fields, rangeland, agro-forests) showing improved biophysical conditions as a result of USG assistance	For	G Recalculate computed results
	1.3-a	# farmers and others who have applied new technologies or management practices as a result of USG assistance	Dat	Columns
	1.4-a	% gross margin per kg of tubers	Dat	Code
				Indicator
				Data Source
				✓ Warnings
				Comments
				Previous Results
				Current Results
				Target
				96 Target Reached

In the popup window, make sure all technical areas are selected if you want to report on all of your activity's indicators. Otherwise, check the boxes for just the indicators for which you want to report results. Click **Download**. This downloads an Excel file to whatever folder your computer uses for downloads, such as the Downloads folder or your computer's Desktop.

Download template	×
 ✓ Select all / none ✓ 1 Agriculture ✓ 1.1 Sustainability 	
Export: Single Excel file	
Ø Cancel	⊥ Download

Tip: If you would prefer a separate template for each location or administrative division where you report data, you can click on the **Export** dropdown and select to export separate files for the geographic disaggregation of interest. This will download a zipped file with templates for each location or administrative division (like province or district). When you've collected the completed templates, put them back into a zipped folder (you can change the names of the files and folder) and then upload the zipped folder.

Fill out the Excel template like any normal Excel file. You can change the name of the file, but the file will not let you change the row or column headings.

- NOTE: Your spreadsheet may have multiple tabs for each reporting level for each technical area.
- In each tab, the rows show the places (location/district/region/ etc.) where you should report indicator results.
- The columns show the indicators (plus disaggregations) that your activity should report. There is a column to enter comments for each indicator for each place.
- You do not need to enter any totals for an indicator's disaggregations or geographies. DevResults does this automatically.



If any of the places where you need to report indicator results do not show up, you might need to:

- Add a location
- Assign a geography to an activity
- Check the configuration of activities to reporting periods to technical areas to places

If any of your indicators do not show up, you might need to:

- Add an indicator
- Assign an indicator to an activity

When you're ready to upload your data, click on the gear icon and then **Upload results** template on the Activity Reporting Page.

Home / Results / Reporting Periods / FY 2017 Q2 / Best	Agricultural Research Prog	am		STATUS 🔀 No Data
Best Agricultural Rese FY 2017 02 Parti pour la Promotion des P Indicators Data Tables Narrative Discussio	arch Prog Paysans	ram		1
3 of 3 indicators shown	Search indicato	'S	\mathbf{i}	Q 0-
Data Source	This reporting pe	iod's submission window is closed. Owners and results approvers can edit this data, but other users cannot.		Download results template Download IATI xml T Upload results template
	Code	Indicator	Data Source V	C Recalculate logic checks
	1.1-a	# hectares of agricultural land (fields, rangeland, agro-forests) showing improved biophysical conditions as a result of USG assistance	Dire	Recarculate computed results
	1.3-a	# farmers and others who have applied new technologies or management practices as a result of USG assistance	Dat	Columns
	1.4-a	% gross margin per kg of tubers	Dat	Code
				✓ Indicator
				Data Source
-				Comments
				Previous Results
				Current Results
				✓ Target

Select the file from your computer's folders and then click **Open**. You will now see a popup menu showing you that the system is importing and validating your spreadsheet. When it is done, you can click **Done**. All indicator results are now stored online. You can view totals on your activity reporting page or click on each indicator for details.

This completes the upload of indicator results via reporting template.

Didn't answer your question? Please email us athelp@devresults.com .

Related Articles