

Report 'Data Table' Data Online (Partners)

Last Modified on 08/16/2017 6:14 pm EDT

There are two ways to enter data into data tables:

1. Entering data online (as shown on this page)
2. Uploading a spreadsheet containing all your rows of data

Mix and match data entry: You can use a combination of entering data online or uploading a spreadsheet. For example, you might upload a spreadsheet for the bulk of your data, and then add a couple individual rows online or edit the entered rows online. You can download a copy of the table into Excel at any time to use as a template for future uploads. Unlike Activity Reporting, Data Table rows can be entered at any time, regardless of set reporting period submission periods.

1) **Log into DevResults.** Your website will be something.devresults.com.

- Forgot your password? [You can get a new one yourself](#) .
- Does the site not recognize your email? Talk to your contacts to whom you report data. DevResults staff cannot give partners access to the system.

2) **When you log in, you will be taken to your Partner Dashboard.** This page will show a list of activities on the top right for your organization. If the activity includes data tables, you'll see a data tables button to the left of the Activity name:

Water Users Association
Water for All

Quick search...

Partner Dashboard

Your Organization

Parti pour la Promotion des Paysans
Brian Antwerp
Program Support Manager
brian.antwerp@devresultsdemo.com
+224 3 123 4567
751 Each Institutions Kind
Bandéa

Your Activities

- Data Tables Local Participation for Local Issues Locally
- Data Tables Commercial Agribusiness for Sustainable Horticulture Program

Activity Reporting

Code	Activity	Reporting Period	Dates	Submission Period	Status	Locked?
CASH	Commercial Agribusiness for Sustainable Horticulture Program	FY2014	1 Jan 14 31 Dec 14	1 Jan 15 31 Dec 15	Approved	🔒
LPLIL	Local Participation for Local Issues Locally	FY2014	1 Jan 14 31 Dec 14	1 Jan 15 31 Dec 15	In Progress	🔓

3) **Click the Data Tables button** for the Activity that you wish to enter data for.

4) This will open information for the Activity. The data table will display below this. **You can see which data table you're entering data for by looking at the dropdown that appears just below the blue tabs.** (In the screenshot, we are looking at the 20150210 Trainee Table.) Click to select the relevant data table in the dropdown menu:

on for Local Issues Locally

ation for Local Issues Locally

Paysans

graphy Documents

Data Form

IDNumber 546

Date 24 Apr 2015

Gender Female ▼

AgeInYears 27

Ethnicity Other ▼

Prefecture Guéckédou ▼

TrainingType In-Service ▼

Hours 17

← Previous + Add New Row → Next

er	Date	TrainingT
	10 Feb 2	Admin/Official
	10 Feb 2	Admin/Official
	10 Feb 2	Admin/Official
	10 Feb 2	In-Service
	10 Feb 2	Admin/Official
	24 Apr 2	In-Service

Upload Spr

Note: New records added to the table will appear at the top of the table.

7) If you have more than one record you'd like to enter, click **Next** and then click the **+ Add New Row** button to go to another blank record.

The image shows a 'Data Form' pop-up window with the following fields and values:

Field	Value
IDNumber	546
Date	24 Apr 2015
Gender	Female
AgeInYears	27
Ethnicity	Other
Prefecture	Guéckédou
TrainingType	In-Service
Hours	17

At the bottom of the form, there are three buttons: '← Previous', '+ Add New Row', and '→ Next'. An orange arrow points to the '+ Add New Row' button.

8) Once you've finished entering data, **click the X in the upper right corner** of the pop-up to close it.

Data Form

IDNumber 546

Date 24 Apr 2015

Gender Female ▼

AgeInYears 27

Ethnicity Other ▼

Prefecture Guéckédou ▼

TrainingType In-Service ▼

Hours 17

← Previous + Add New Row → Next

This will return you to the complete Data Tab for that Data Table, displaying all rows.

9) If you need to correct an existing entry, **click on the relevant row to open its Data Form**

on for Local Issues Locally

sans

Documents Calendar Photos Discussion

IDNumber

4

Date

10 Feb 2015

Gender

Male

▼

AgeInYears

24

Ethnicity

Peul

▼

Prefecture

Fria

▼

TrainingType

Admin/Official

▼

Hours

5

← Previous

+ Add New Row

→ Next

10) **Update the necessary field(s) in the Data Form.** Your change is saved as soon as you navigate to a different field.

The screenshot shows a 'Data Form' modal window with the following fields and values:

Field	Value
IDNumber	4
Date	10 Feb 2015
Gender	Male
AgeInYears	24
Ethnicity	Other
Prefecture	Dinguiraye
TrainingType	In-Service
Hours	7

At the bottom of the form, there are three buttons: 'Previous', 'Add New Row', and 'Next'.

11) You can navigate to other records using the Previous/Next buttons or simply click the X again to close the Data Form.

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

Related Articles
