Enter 'Data Table' Data via Excel

Last Modified on 05/15/2018 1:46 pm EDT

Before you upload a spreadsheet containing data, there are a few quick tips to get you started:

- Your Excel spreadsheet should have columns for every column in the data table. It can have *more* columns than are in the data table, but it should not have less.
- While your Excel spreadsheet column headers can be anything, the import will go faster if your spreadsheet's column headers match the data table column headers.
- DevResults provides you with data table templates that you can download and fill with new information.
- Be sure your Excel spreadsheet is saved in a location that you can easily access before you begin the upload process.
- Records uploaded from Excel will appear in the data table in the exact order they appear in the spreadsheet.

Once you have a spreadsheet containing data, from any screen in DevResults, click the Results tab at the top and click on Data Tables.



From the next screen, click on the name of the Data Table you'd like to enter data for.

DevResults Example Organization		Quick search Q Help
Dashboard Activities Results Calendar Documer		Administration
Home 🔸 Results 🔺 Data Tables		
Search data tables		Q Ø-
Name 🕆	# Rows	Columns
Organizations	1	# activities implemented by organization designed to promote or strengthen the civic participation of women, Activity, Contract Start Date with
Trainees	2,981	Activity, Age, Date, Final Test Score, Initial Test Score, Location, Points Improved, Sex, Trainee ID, Training Type
maining rable	2,970	Activity, Age, Date, Final rest score, Initial rest score, Last Day of Kr, Location, Points Improved, Sex, Training Topic
DevResults		New Data Table

This will display the Data tab for this data table. You have the option of downloading an empty template that you can use to fill in any new information, or download all data in that data table. which you can use to update existing data.

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	- 🖉 🔼	19	29 Dec 2017	Action One	Djibendo (Fa	456394	Female	25-64 (Adult)	Pre-Service	Location		
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Add new information to data table

If you choose to export all existing data and do not want to create duplicates of this information in the uploading process, delete all rows that you do not want to make changes to before uploading the revised data table.

To upload a spreadsheet with data, click the gear icon in the top right corner, and then select the **Import data** option.

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DevResults										Jan 2018) 👔 Delete this	data table	🖌 Done

You can click the **Choose File** button or drag and drop your spreadsheet into the popup box.

Browse to the file you created earlier and select it. The system will try to map the columns in your spreadsheet to the columns in the data table--if you used the same column headings, it should do this flawlessly. If you named the columns something else, you can select the correct column title from the dropdown of column names. Review the settings here to make sure they match properly. If you don't want to import a column, you can uncheck the **Import field** option.

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Once you've confirmed the column mappings are correct, click the **Import data** button in the lower right-hand corner of the Upload Data pop-up.

The data table has now been updated with the new information. '

Once the data is imported, you'll return to the spreadsheet view of the data table. You can now **make edits to the data online**, or download a spreadsheet containing the entire data table.

Update information in data table

To make updates to existing rows, select the **Download all** button.

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Once you've made the changes to your Excel spreadsheet, select **Import data** to begin the upload.

lf you are updati	ing	informa	ation,	do no	t mod	ify the	Key	Value.				
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DevResults								Created by	/ Leslie Sage (23	Jan 2018) 🗊 Delete this data table	🗸 D	one

You can review the data that you are uploading in the **Import Data** popup. The KeyValue column will indicate the rows with updated data (ones with KeyValues) and any new rows being added (ones where KeyValue is blank). In the example below, three rows are being

updated and one new row of data is being added.

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Once you've confirmed the information is correct, click the **Import data** button in the lower right-hand corner of the Upload Data pop-up.

Filtering by imports will only show you rows *added* by that import, not the rows that have been changed by that import. To audit changes made to the data table, you can click on the gear icon in the top right corner and select **Import History**. You can then download imported data and review changes made.

In the example below, we have filtered to the spreadsheet we just imported and you can see that only one row (the row added) is associated with it.

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To review the rows changed in the spreadsheet we imported, click on the gear icon and select **Import History**. You can then download the spreadsheet you want to review.

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