

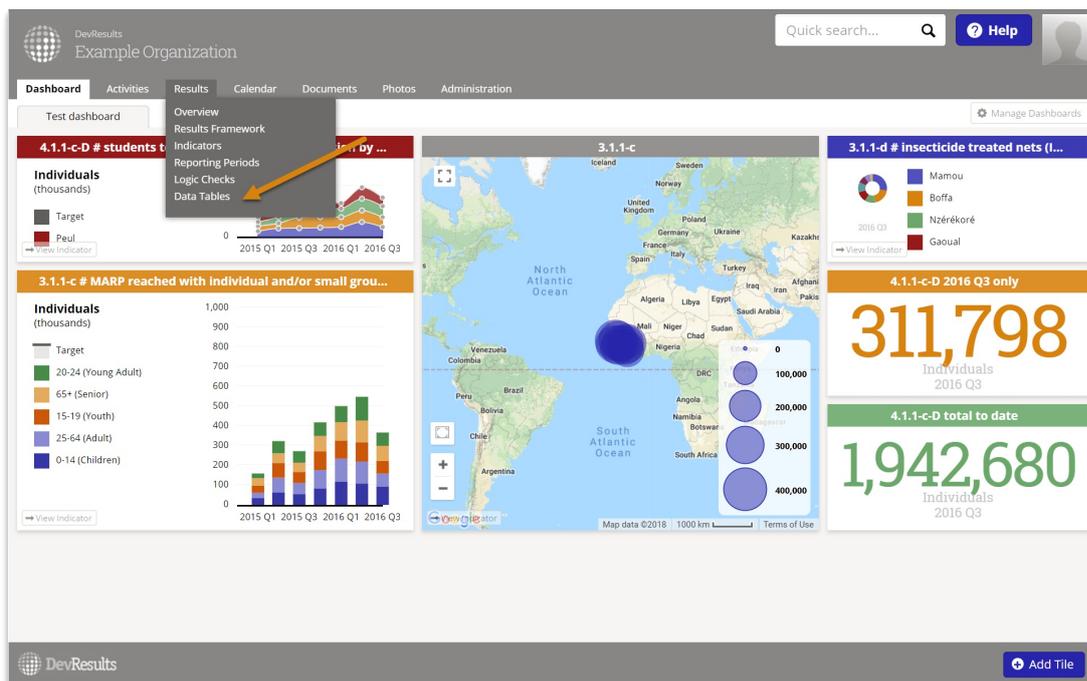
Enter 'Data Table' Data via Excel

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 Documents Photos Administration

Home Results Data Tables

Search data tables [Q] [Settings]

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
Training Table	2,978	Activity, Age, Date, Final Test Score, Initial Test Score, Last Day of RP, Location, Points Improved, Sex, Trainee ID, 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.

Add new information to data table

DevResults Example Organization

Quick search... [Q] [Help]

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

Trainees

Data [Design]

2,981 of 2,981 rows shown

Search [Q] [Settings]

0 rows [Delete] [Add new row]

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type
<input type="checkbox"/>	2,264	28 Dec 2016	Action One	École Primai...	666414	Male	25-64 (Adult)	Admin/Offici...
<input type="checkbox"/>	2,986	13 Mar 2018	Action One	Adjidougou (...)	2222904	Male	15-19 (Yout...	In-Service
<input type="checkbox"/>	13	29 Dec 2017	Action One	Akoudétiang...	266047	Female	25-64 (Adult)	Admin/Offici...
<input type="checkbox"/>	14	29 Dec 2017	Action One	Diogouré (M...	376223	Female	25-64 (Adult)	Pre-Service
<input type="checkbox"/>	15	29 Dec 2017	Action One	Centre de Sa...	718345	Female	25-64 (Adult)	In-Service
<input type="checkbox"/>	17	29 Dec 2017	Action One	Hôpital de K...	502590	Female	25-64 (Adult)	Admin/Offici...
<input type="checkbox"/>	18	29 Dec 2017	Action One	Clinique de ...	771527	Female	25-64 (Adult)	Pre-Service
<input type="checkbox"/>	19	29 Dec 2017	Action One	Djibendo (Fa...	456394	Female	25-64 (Adult)	Pre-Service
<input type="checkbox"/>	20	29 Dec 2017	Action One	Dianbian (Té...	527264	Female	25-64 (Adult)	In-Service
<input type="checkbox"/>	21	29 Dec 2017	Action One	École Profes...	396112	Female	25-64 (Adult)	In-Service
<input type="checkbox"/>	2,949	19 Jul 2016	Action One	Hôpital de K...	496620	Female	20-24 (You...	Pre-Service
<input type="checkbox"/>	2,948	19 Jul 2016	Action One	Hôpital de K...	793540	Female	20-24 (You...	In-Service
<input type="checkbox"/>	2,947	19 Jul 2016	Action One	Hôpital de K...	229831	Female	20-24 (You...	In-Service
<input type="checkbox"/>	2,946	19 Jul 2016	Action One	Hôpital de K...	563970	Female	20-24 (You...	Admin/Offici...
<input type="checkbox"/>	2,945	19 Jul 2016	Action One	Hôpital de K...	589429	Female	20-24 (You...	Pre-Service
<input type="checkbox"/>	2,944	19 Jul 2016	Action One	Hôpital de K...	460809	Female	20-24 (You...	In-Service
<input type="checkbox"/>	2,943	19 Jul 2016	Action One	Hôpital de K...	993094	Female	25-64 (Adult)	In-Service

Import History
Download all
Download empty template
Import data
Recalculate linked indicators

Columns

- Key Value
- Date
- Activity
- Location
- Trainee ID
- Sex
- Age
- Training Type
- Initial Test Score
- Final Test Score
- Points Improved

29 % 33 % 4 %
64 % 84 % 20 %

DevResults [Delete this data table] [Done]

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.

The screenshot displays the 'Trainees' data table in the DevResults application. The table has 2,981 rows and 8 columns: Key Value, Date, Activity, Location, Trainee ID, Sex, Age, and Training Type. A dropdown menu is open, showing options like 'Import data', 'Recalculate linked indicators', and 'Columns'. The 'Columns' section is expanded, showing checkboxes for various fields like 'Key Value', 'Date', 'Activity', 'Location', 'Trainee ID', 'Sex', 'Age', 'Training Type', 'Initial Test Score', 'Final Test Score', and 'Points Improved'. The 'Import data' option is highlighted in the dropdown menu.

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.

The screenshot shows the 'Import Data' pop-up window in the DevResults interface. The window has a header with 'DevResults Example Organization' and a search bar. Below the header is a table with columns labeled A through I, each with a dropdown menu for field selection. The table contains 7 rows of data. At the bottom right, there is a green 'Import data' button with a checkmark icon, which is highlighted by an orange arrow. Other buttons include 'Back' and 'Delete this data table'.

Import field?	Import field?	Import field?	Import field?	Import field?	Import field?	Import field?	Import field?	Import field?	Import field?	Poi
A	B	C	D	E	F	G	H	I		
Date	Activity	Location	Trainee ID	Sex	Age	Training Type	Initial Test Score	Final Test Score	Points	
2018-03-27T00:00:00	Action One	Akoudétiangui	987654	Male	15-19 (Youth)	Pre-Service	0.34	0.45	0.10999	
2018-03-27T00:00:00	Action One	Akoudétiangui	501020	Female	15-19 (Youth)	Pre-Service	0.45	0.43	-0.02000	
2018-03-27T00:00:00	Action One	Akoudétiangui	291496	Male	15-19 (Youth)	Pre-Service	0.56	0.78	0.21999	
2018-03-27T00:00:00	Action One	Akoudétiangui	699532	Female	15-19 (Youth)	Pre-Service	0.78	0.98	0.19999	
2018-03-27T00:00:00	Action One	Akoudétiangui	696267	Male	15-19 (Youth)	Pre-Service	0.45	0.32	-0.13	
2018-03-27T00:00:00	Action One	Akoudétiangui	335615	Female	15-19 (Youth)	Pre-Service	0.56	0.65	0.08999	
2018-03-27T00:00:00	Action One	Akoudétiangui	344495	Male	15-19 (Youth)	Pre-Service	0.78	0.9	0.12	

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.

DevResults Example Organization

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

Trainees

Data Design

2,981 of 2,981 rows shown

Search

0 rows Delete Add new row

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	
<input type="checkbox"/>	2,264	28 Dec 2016	Action One	École Primai...	666414	Male	25-64 (Adult)	Admin/Offici...	
<input type="checkbox"/>	2,986	13 Mar 2018	Action One	Adjidougou (...)	2222904	Male	15-19 (You...	In-Service	
<input type="checkbox"/>	13	29 Dec 2017	Action One	Akoudétiang...	266047	Female	25-64 (Adult)	Admin/Offici...	
<input type="checkbox"/>	14	29 Dec 2017	Action One	Diogouré (M...	376223	Female	25-64 (Adult)	Pre-Service	
<input type="checkbox"/>	15	29 Dec 2017	Action One	Centre de Sa...	718345	Female	25-64 (Adult)	In-Service	
<input type="checkbox"/>	17	29 Dec 2017	Action One	Hôpital de K...	502590	Female	25-64 (Adult)	Admin/Offici...	
<input type="checkbox"/>	18	29 Dec 2017	Action One	Clinique de ...	771527	Female	25-64 (Adult)	Pre-Service	
<input type="checkbox"/>	19	29 Dec 2017	Action One	Djibendo (Fa...	456394	Female	25-64 (Adult)	Pre-Service	
<input type="checkbox"/>	20	29 Dec 2017	Action One	Diandian (Té...	527264	Female	25-64 (Adult)	In-Service	
<input type="checkbox"/>	21	29 Dec 2017	Action One	École Profes...	396112	Female	25-64 (Adult)	In-Service	
<input type="checkbox"/>	2,949	19 Jul 2016	Action One	Hôpital de K...	496620	Female	20-24 (You...	Pre-Service	
<input type="checkbox"/>	2,948	19 Jul 2016	Action One	Hôpital de K...	793540	Female	20-24 (You...	In-Service	
<input type="checkbox"/>	2,947	19 Jul 2016	Action One	Hôpital de K...	229831	Female	20-24 (You...	In-Service	
<input type="checkbox"/>	2,946	19 Jul 2016	Action One	Hôpital de K...	563970	Female	20-24 (You...	Admin/Offici...	
<input type="checkbox"/>	2,945	19 Jul 2016	Action One	Hôpital de K...	589429	Female	20-24 (You...	Pre-Service	
<input type="checkbox"/>	2,944	19 Jul 2016	Action One	Hôpital de K...	460809	Female	20-24 (You...	In-Service	
<input type="checkbox"/>	2,943	19 Jul 2016	Action One	Hôpital de K...	993094	Female	25-64 (Adult)	In-Service	
							29%	33%	4%
							64%	84%	20%

Import History
Download all
Download empty template
Import data
Recalculate linked indicators

Columns
 Key Value
 Date
 Activity
 Location
 Trainee ID
 Sex
 Age
 Training Type
 Initial Test Score
 Final Test Score
 Points Improved

DevResults

Created by DevResults (23 Jun 2018) Delete this data table Done

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

If you are updating information, do not modify the Key Value.

DevResults Example Organization

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

Trainees

Data Design

2,981 of 2,981 rows shown

Search

0 rows Delete Add new row

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	
<input type="checkbox"/>	2,264	28 Dec 2016	Action One	École Primai...	666414	Male	25-64 (Adult)	Admin/Offici...	
<input type="checkbox"/>	2,986	13 Mar 2018	Action One	Adjidougou (...)	2222904	Male	15-19 (You...	In-Service	
<input type="checkbox"/>	13	29 Dec 2017	Action One	Akoudétiang...	266047	Female	25-64 (Adult)	Admin/Offici...	
<input type="checkbox"/>	14	29 Dec 2017	Action One	Diogouré (M...	376223	Female	25-64 (Adult)	Pre-Service	
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<input type="checkbox"/>	18	29 Dec 2017	Action One	Clinique de ...	771527	Female	25-64 (Adult)	Pre-Service	
<input type="checkbox"/>	19	29 Dec 2017	Action One	Djibendo (Fa...	456394	Female	25-64 (Adult)	Pre-Service	
<input type="checkbox"/>	20	29 Dec 2017	Action One	Diandian (Té...	527264	Female	25-64 (Adult)	In-Service	
<input type="checkbox"/>	21	29 Dec 2017	Action One	École Profes...	396112	Female	25-64 (Adult)	In-Service	
<input type="checkbox"/>	2,949	19 Jul 2016	Action One	Hôpital de K...	496620	Female	20-24 (You...	Pre-Service	
<input type="checkbox"/>	2,948	19 Jul 2016	Action One	Hôpital de K...	793540	Female	20-24 (You...	In-Service	
<input type="checkbox"/>	2,947	19 Jul 2016	Action One	Hôpital de K...	229831	Female	20-24 (You...	In-Service	
<input type="checkbox"/>	2,946	19 Jul 2016	Action One	Hôpital de K...	563970	Female	20-24 (You...	Admin/Offici...	
<input type="checkbox"/>	2,945	19 Jul 2016	Action One	Hôpital de K...	589429	Female	20-24 (You...	Pre-Service	
<input type="checkbox"/>	2,944	19 Jul 2016	Action One	Hôpital de K...	460809	Female	20-24 (You...	In-Service	
<input type="checkbox"/>	2,943	19 Jul 2016	Action One	Hôpital de K...	993094	Female	25-64 (Adult)	In-Service	
							29%	33%	4%
							64%	84%	20%

Import History
Download all
Download empty template
Import data
Recalculate linked indicators

Columns
 Key Value
 Date
 Activity
 Location
 Trainee ID
 Sex
 Age
 Training Type
 Initial Test Score
 Final Test Score
 Points Improved

DevResults

Created by DevResults (23 Jun 2018) Delete this data table Done

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

updated and one new row of data is being added.

DevResults
Example Organization
Dashboard
Import Data

A	B	C	D	E	F	G	H	I	J
Key/Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	Initial Test Score	Final Test Score
56	2017-12-17T00:00:00	Action One	Hôpital de Kossadou	790475	Female	15-19 (Youth)	Admin/Official	0.29	0.18
55	2017-12-17T00:00:00	Action One	Clinique de Manfourou	658663	Female	15-19 (Youth)	Admin/Official	0.82	0.99
58	2017-12-17T00:00:00	Action One	Djibendo	704968	Female	15-19 (Youth)	Admin/Official	0.21	0.33
	2017-12-17T00:00:00	Action One	Afia	704960	Female	15-19 (Youth)	Admin/Official	0.3	0.4

Key/Value column present. Rows with a value in this column will be updated with new values.

Adding 1 rows, updating 3 rows

Import data

<input type="checkbox"/>	<input type="checkbox"/>	19	29 Dec 2017	Action One	Djibendo (Fa...	456394	Female	25-64 (Adult)	Pre-Service	25 %	9 %	-16 %
<input type="checkbox"/>	<input type="checkbox"/>	20	29 Dec 2017	Action One	Diandian (Té...	527264	Female	25-64 (Adult)	In-Service	59 %	84 %	25 %
<input type="checkbox"/>	<input type="checkbox"/>	21	29 Dec 2017	Action One	École Profes...	396112	Female	25-64 (Adult)	In-Service	27 %	51 %	24 %
<input type="checkbox"/>	<input type="checkbox"/>	2,949	19 Jul 2016	Action One	Hôpital de K...	496620	Female	20-24 (You...	Pre-Service	78 %	100 %	22 %
<input type="checkbox"/>	<input type="checkbox"/>	2,948	19 Jul 2016	Action One	Hôpital de K...	793540	Female	20-24 (You...	In-Service	61 %	92 %	31 %
<input type="checkbox"/>	<input type="checkbox"/>	2,947	19 Jul 2016	Action One	Hôpital de K...	229831	Female	20-24 (You...	In-Service	65 %	75 %	10 %
<input type="checkbox"/>	<input type="checkbox"/>	2,946	19 Jul 2016	Action One	Hôpital de K...	563970	Female	20-24 (You...	Admin/Official	69 %	92 %	23 %
<input type="checkbox"/>	<input type="checkbox"/>	2,945	19 Jul 2016	Action One	Hôpital de K...	589429	Female	20-24 (You...	Pre-Service	65 %	55 %	-10 %
<input type="checkbox"/>	<input type="checkbox"/>	2,944	19 Jul 2016	Action One	Hôpital de K...	460809	Female	20-24 (You...	In-Service	29 %	33 %	4 %
<input type="checkbox"/>	<input type="checkbox"/>	2,943	19 Jul 2016	Action One	Hôpital de K...	993094	Female	25-64 (Adult)	In-Service	64 %	84 %	20 %

DevResults

Delete this data table Done

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.

DevResults Example Organization

Quick search... [Help]

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

Trainees

Data Design

1 of 2,982 rows shown

import:"#16992 - Trainees.xlsx"

0 rows [Delete] [Add new row]

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	Initial Test Score	Final Test Score	Points Improved
<input type="checkbox"/>	2,985	11 Feb 2018	Better Traini...	Adjidougou (...)	2345	Female	25-64 (Adult)	Pre-Service	60 %	70 %	10 %

import (1)

- #16540 - Trainees.xlsx
- #16992 - Trainees.xlsx

DevResults

Created by user Sage (23 Jun 2018) [Delete this data table] [Done]

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.

DevResults Example Organization

Quick search... [Help]

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

Trainees

Data Design

1 of 2,982 rows shown

import:"#16992 - Trainees.xlsx"

0 rows [Delete] [Add new row]

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	Initial Test Score	Final Test Score	Points Improved
<input type="checkbox"/>	2,985	11 Feb 2018	Better Traini...	Adjidougou (...)	2345	Female	25-64 (Adult)	Pre-Service	60 %	70 %	10 %

import (1)

- #16540 - Trainees.xlsx
- #16992 - Trainees.xlsx

DevResults

Created by user Sage (23 Jun 2018) [Delete this data table] [Done]

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

Related Articles