

Report 'Data Table' Data via Excel (Partners)

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There are two ways to enter data into data tables:

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

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.

Spreadsheet Tips

Before you upload a spreadsheet containing data, here 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 (the system will ignore the extras), 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.

Upload Steps

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.

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:

Example Org
Sample Monitoring and Evaluation System

Partner Dashboard

Your Organization

USAID
 USAID
 +1 (202) 712-0000
 1300 Pennsylvania Ave NW
 Washington
 DC
 20004
[Edit organization info](#)
[Manage organization users](#)

Your Activities

- Data Tables
The Illiteracy Project

Activity Reporting

☒ Only show current & upcoming reporting periods

Activity Code	Activity Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
H_01	The Illiteracy Project	2018 Q3	1 Apr 2018	30 Jun 2018	1 Jul 2018	31 Jul 2018	No Data	
H_01	The Illiteracy Project	2018 Q4	1 Jul 2018	30 Sep 2018	1 Oct 2018	31 Oct 2018	No Data	
H_01	The Illiteracy Project	2019 Q1	1 Oct 2018	31 Dec 2018	1 Jan 2019	31 Jan 2019	No Data	
H_01	The Illiteracy Project	2019 Q2	1 Jan 2019	31 Mar 2019	1 Apr 2019	30 Apr 2019	No Data	
H_01	The Illiteracy Project	2019 Q3	1 Apr 2019	30 Jun 2019	1 Jul 2019	31 Jul 2019	No Data	
H_01	The Illiteracy Project	2018 Annual	1 Oct 2017	30 Sep 2018	1 Oct 2018	31 Oct 2018	No Data	
H_01	The Illiteracy Project	2019 Annual	1 Oct 2018	30 Sep 2019	1 Oct 2019	31 Oct 2019	No Data	

DevResults

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

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 Trainings Table.) Click to select the relevant data table in the dropdown menu:

Example Org
Sample Monitoring and Evaluation System

Home > Activities > The Illiteracy Project

The Illiteracy Project

Dawn's Great Organization

Overview
Performance
Geography
Documents
Calendar
Photos
Discussion

Data table

Trainings

Select a data table...

DevResults

Importing New Data

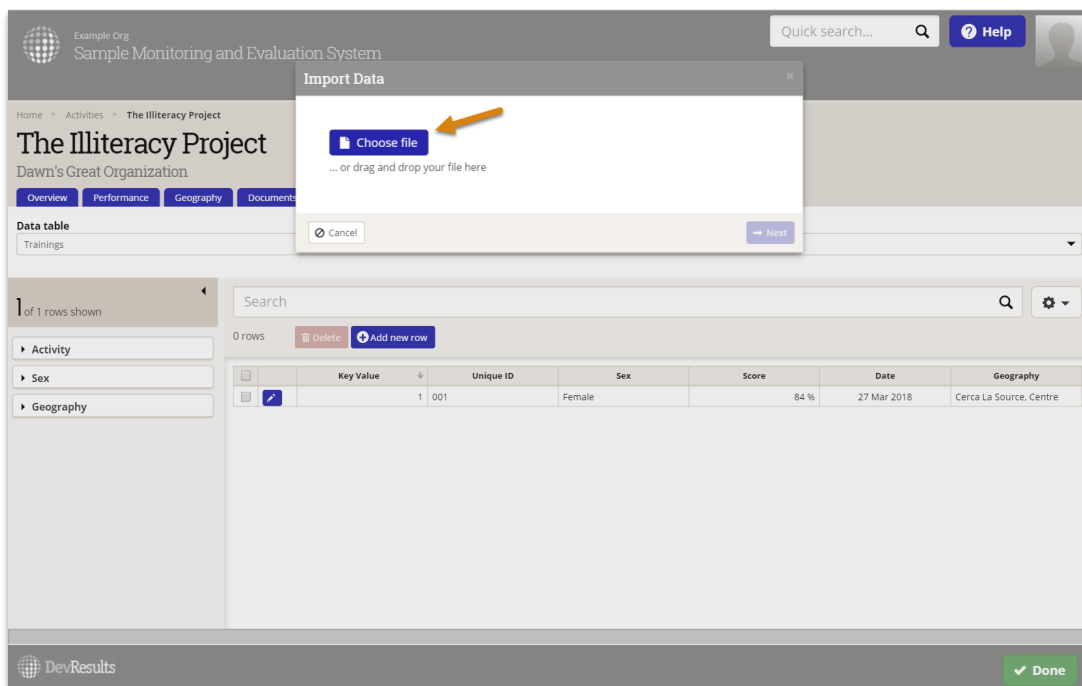
To upload a spreadsheet with data, click the **gear** icon button to the upper right of the table. To add new rows, download an empty template by clicking on **Download empty template**. Enter data into the empty template.

The screenshot shows the DevResults interface for 'The Illiteracy Project'. The 'Data table' section displays a table with columns: Key Value, Unique ID, Sex, and Score. The table contains one row with values: 1, 001, Female, and 84 %. To the right of the table is a settings menu with options: Import History, Download all, Download empty template (highlighted with an orange arrow), Import data, and Recalculate linked indicators. Below these options is a 'Columns' section with checkboxes for Key Value, Unique ID, Sex, Score, Date, and Geography, all of which are checked. The bottom of the interface shows the DevResults logo and a 'Done' button.

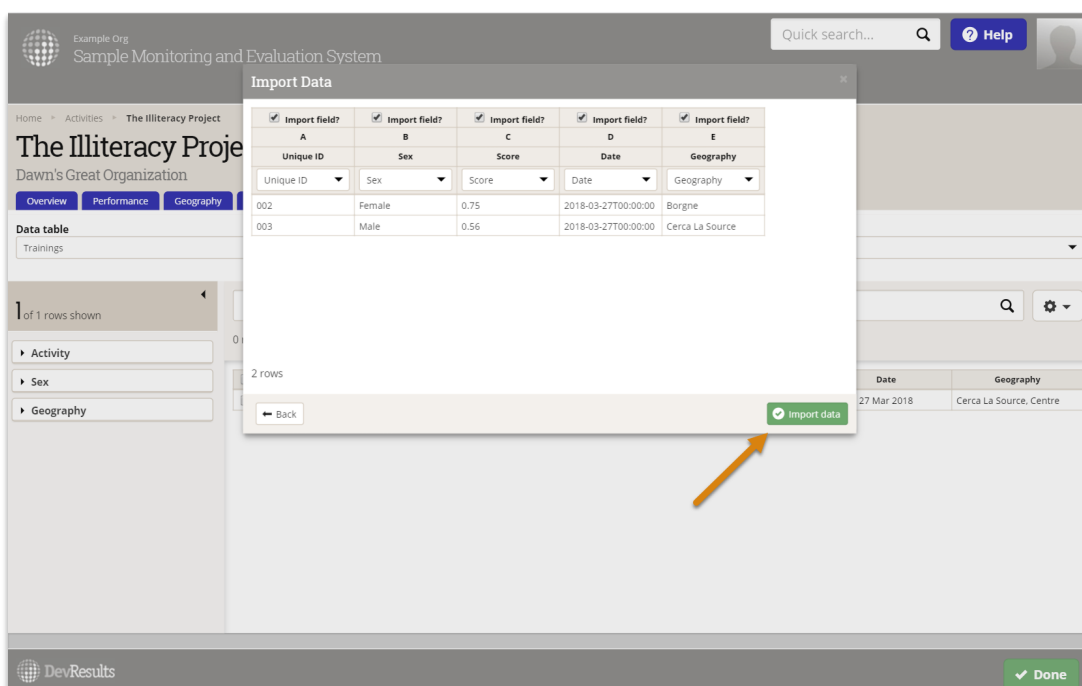
To import the completed rows into DevResults, click on **Import data**.

This screenshot is identical to the previous one, showing the same DevResults interface. However, the orange arrow now points to the 'Import data' option in the settings menu, which is located below 'Download empty template'.

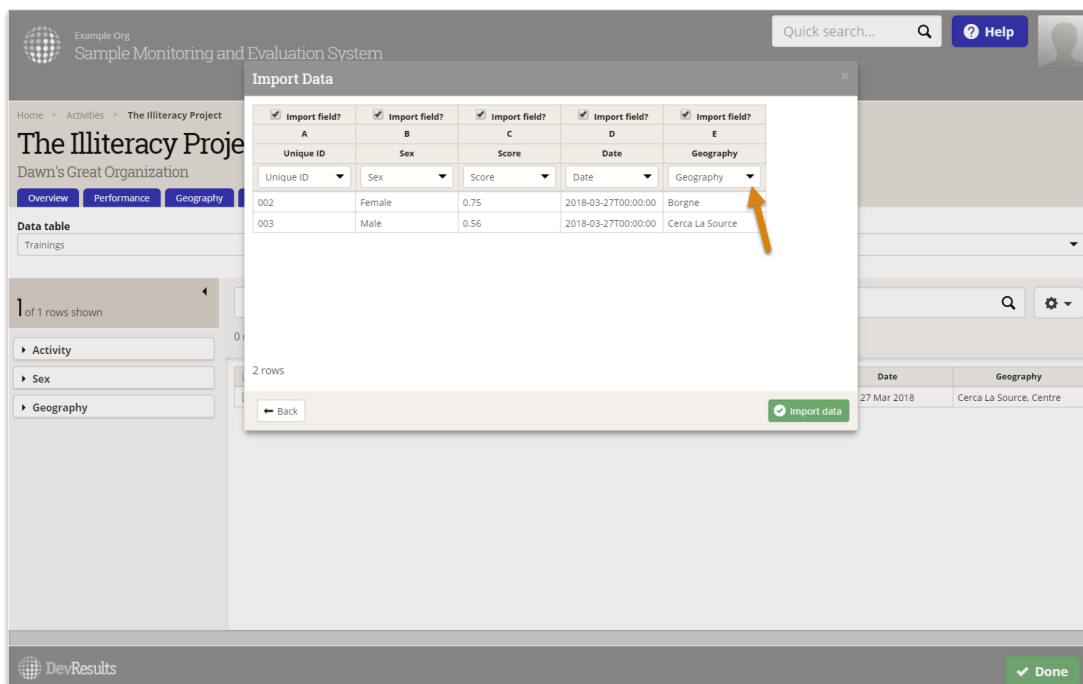
Click on **Choose file**. Browse to the file you created earlier and select it.



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, it will mark them as "Do Not Import." Review the settings here to make sure they match properly. If everything is matched properly, click **Import data**.

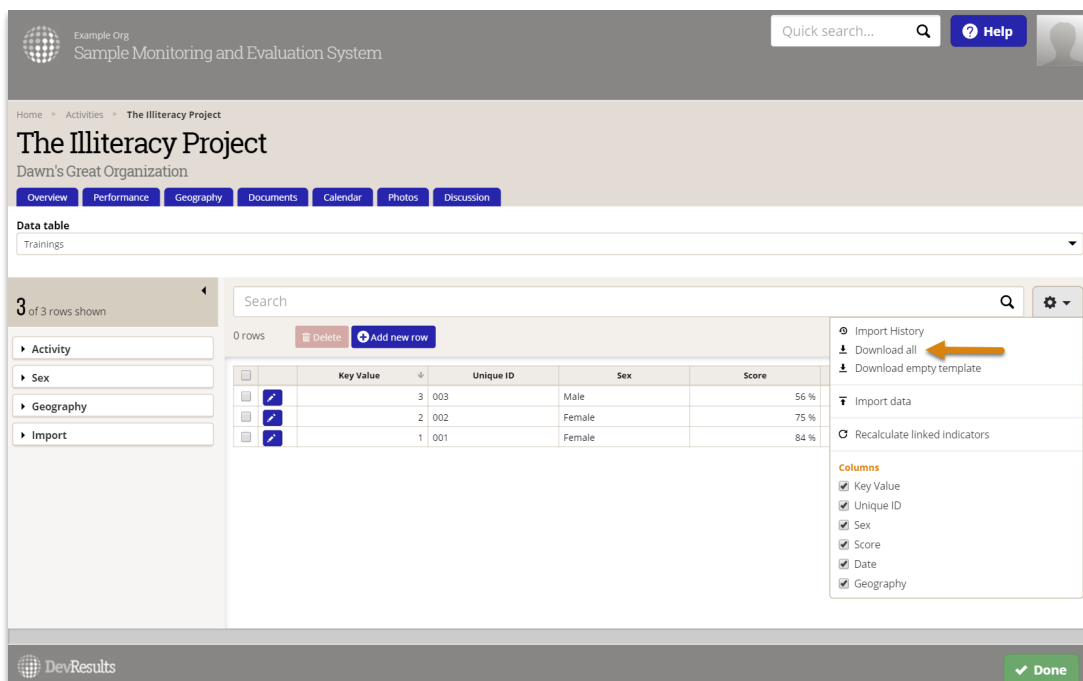


If the mappings are incorrect, you can click the dropdown arrow under the bold column and select the spreadsheet column you want entered in that column. Once you have confirmed the mappings, click **Import data**.



Updating Existing Data

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



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.

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 two new row of data is being added.

A	B	C	D	E	F
Key Value	Unique ID	Sex	Score	Date	Geography
1	001	Female	0.93	2018-03-27T00:00:00	Cerca La Source
2	002	Female	0.85	2018-03-27T00:00:00	Borgne
3	003	Male	0.71	2018-03-27T00:00:00	Cerca La Source
	004	Female	0.54	2018-03-28T00:00:00	Belle-Anse
	005	Male	0.28	2018-03-28T00:00:00	Belle-Anse

KeyValue column present. Rows with a value in this column will be updated with new values.
Adding 2 rows, updating 3 rows

Back Import data

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 only see the two rows (the rows added) associated with it.

Example Org
Sample Monitoring and Evaluation System

Home
Activities
The Illiteracy Project

The Illiteracy Project

Dawn's Great Organization

Overview
Performance
Geography
Documents
Calendar
Photos
Discussion

Data table
Trainings

2 of 5 rows shown

Activity
Sex
Geography
Import (1)
☐ #17094 - Trainings.xlsx
☒ #17098 - Trainings.xlsx

0 rows

	Key Value	Unique ID	Sex	Score	Date	Geography
<input type="checkbox"/>	11	005	Male	28 %	28 Mar 2018	Belle-Anse, Sud-Est
<input type="checkbox"/>	10	004	Female	54 %	28 Mar 2018	Belle-Anse, Sud-Est

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.

Example Org
Sample Monitoring and Evaluation System

Home
Activities
The Illiteracy Project

The Illiteracy Project

Dawn's Great Organization

Overview
Performance
Geography
Documents
Calendar
Photos
Discussion

Data table
Trainings

5 of 5 rows shown

Activity
Sex
Geography
Import
☐ #17094 - Trainings.xlsx
☐ #17098 - Trainings.xlsx

0 rows

	Key Value	Unique ID	Sex	Score
<input type="checkbox"/>	11	005	Male	28 %
<input type="checkbox"/>	10	004	Female	54 %
<input type="checkbox"/>	3	003	Male	71 %
<input type="checkbox"/>	2	002	Female	85 %
<input type="checkbox"/>	1	001	Female	93 %

Columns
☒ Key Value
☒ Unique ID
☒ Sex
☒ Score
☒ Date
☒ Geography

Example Org

Sample Monitoring and Evaluation System

Quick search...

Help

HomeActivitiesThe Illiteracy Project

The Illiteracy Project

Dawn's Great Organization

Overview

Performance

Geography

Documents

Data table

Trainings

5 of 5 rows shown

Activity

Sex

Geography

Import

- #17094 - Trainings.xlsx
- #17098 - Trainings.xlsx

Import History

ID	File	Rows	Imported by	Date
17098	Trainings.xlsx	5	Mark Smith	28 Mar 2018
17097	Trainings.xlsx	2	Mark Smith	28 Mar 2018
17096	Trainings.xlsx	2	Mark Smith	27 Mar 2018
17095	Trainings.xlsx	2	Mark Smith	27 Mar 2018
17094	Trainings.xlsx	2	Mark Smith	27 Mar 2018

Import dataOK

Search

0 rows

DeleteAdd new row

	Key Value	Unique ID	Sex	Score	Date	Geography
<input type="checkbox"/>	11	005	Male	28 %	28 Mar 2018	Belle-Anse, Sud-Est
<input type="checkbox"/>	10	004	Female	54 %	28 Mar 2018	Belle-Anse, Sud-Est
<input type="checkbox"/>	3	003	Male	71 %	27 Mar 2018	Cerca La Source, Centre
<input type="checkbox"/>	2	002	Female	85 %	27 Mar 2018	Borgne, Nord
<input type="checkbox"/>	1	001	Female	93 %	27 Mar 2018	Cerca La Source, Centre

DevResults

Done

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

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