

Form Templates: Activity

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The "Forms" tab in DevResults offers some basic tools to help you create reports in Microsoft Word (or PDFs). You can create form templates for activities, for a single reporting period/activity combination, and for indicators. This page provides placeholders and access instructions for the Activity Form Template type. For detailed instructions on how to use forms and create form templates, please see: [How to Use Forms](#) .

List of Form Template Placeholders

Placeholder	Description
[[Title]]	Activity - Name
[[ShortTitle]]	Activity - Short Name
[[Code]]	Activity - Code
[[ReferenceNumber]]	Activity - Reference #
[[PrimaryOrganization_Contacts_FullName]]	Activity - Full Name of Activity Contact
[[PrimaryOrganization_Contacts_Email]]	Activity - Email of Activity Contact
[[StartDate]]	Activity - Start Date
[[EndDate]]	Activity - End Date
[[StatusOptions_Title]]	Activity - Status
[[AwardSubTypes_FullTitle]]	Activity - Mechanism
[[BeneficiaryDescription]]	Activity Description - Description of Beneficiaries
[[Background]]	Activity Description - Context
[[Objectives]]	Activity Description - Objectives
[[Summary]]	Activity Description - Activity Summary
[[ExpectedResults]]	Activity Description - Expected Results
[[Reporting]]	Activity Description - Deliverables & Reporting
[[FundingSourceCount]]	Activity Budget - Number of Funding Sources for the Activity
[[ProgramBudget]]	Activity Budget - Sum of the Budgeted column of the Funding Sources table

[[ProgramDisbursements]]	Activity Budget - Sum of the Disbursed column of the Funding Sources table
[[ProgramExpenses]]	Activity Budget - Sum of the Expenses column of the Budget table
[[ProgramObligatedAmount]]	Activity Budget - Sum of the USD (or your primary currency) column of the Funding Sources table
[[ProgramRemaining]]	Activity Budget - Calculates the Obligated value minus the Disbursed value
[[ProgramBudget_Local]]	Activity Budget - Budget value in your local currency
[[ProgramDisbursements_Local]]	Activity Budget - Disbursed value in your local currency
[[ProgramExpenses_Local]]	Activity Budget - Sum of the Expenses column of the Budget table in your local currency
[[ProgramObligatedAmount_Local]]	Activity Budget - Obligated value in your local currency
[[ProgramPercentage]]	Activity Budget - Activity Budget divided by total (site-wide) Budget
[[Budget]]	Site-Wide - Budget
[[Disbursements]]	Site-Wide - Disbursements
[[Expenses]]	Site-Wide - Expenses
[[ObligatedAmount]]	Site-Wide - Obligated Amount
[[PrimaryOrganization_Title]]	Primary Organization - Name
[[PrimaryOrganization_ShortTitle]]	Primary Organization - Short Name
[[PrimaryOrganization_Phone]]	Primary Organization - Phone
[[PrimaryOrganization_Fax]]	Primary Organization - Fax
[[PrimaryOrganization_Email]]	Primary Organization - Email of Organization Contact
[[PrimaryOrganization_Address]]	Primary Organization - Address
[[PrimaryOrganization_City]]	Primary Organization - City
[[PrimaryOrganization_OrganizationType_Title]]	Primary Organization - Type
[[AwardingOrganization_Title]]	Awarding Organization - Name
[[AwardingOrganization_ShortTitle]]	Awarding Organization - Short Name

[[AwardingOrganization_PrimaryContact]]	Awarding Organization - Primary Contact Full Name
[[AwardingOrganization_PrimaryContactTitle]]	Awarding Organization - Primary Contact Job Title
[[AwardingOrganization_Address]]	Awarding Organization - Street Address
[[AwardingOrganization_City]]	Awarding Organization - City
[[AwardingOrganization_State]]	Awarding Organization - State
[[AwardingOrganization_Country]]	Awarding Organization - Country
[[AwardingOrganization_Phone]]	Awarding Organization - Phone Number
[[AwardingOrganization_Fax]]	Awarding Organization - Fax Number
[[AwardingOrganization_Email]]	Awarding Organization - Email Address
[[AwardingOrganization_URL]]	Awarding Organization - Website

How to Access this Form

You can access an Activity Form by following these steps:

1. Go to Activities and select the activity you want to view.
2. Click the **Forms** tab.
3. Click on the Form you wish to see for this activity; it should automatically download.

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