

Report 'Direct Entry' Data via Excel (Partners)

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There are two ways to enter indicator results:

- Using an Excel template (as shown on this page)
- [Entering data online](#)

Mix and match data entry: You can use a combination of entering data online or in an Excel template. For example, you might start out entering some data online for your activity, but then download the Excel template to finish work offline. This will download any results that you've already entered. Once you upload your Excel template, you will still be able to edit those results online until you are ready to submit your data for review.

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. Under the Activity Reporting section, you will see a list of the activities that currently have an open reporting window (such as the month following the end of a quarter). Click on your activity.

Partner Dashboard

Your Organization

National Education Council
Geodata Which
partner@secondary.org
(131) 504-178
(977) 260-569
1077 Emphasis Even Call New
Kali, Guinea

[Edit organization info](#) [Manage organization users](#)

Your Activities

- [Girls' Education Initiative](#)
- [Higher Education Development Project](#)
- [Continuing Education for Teachers](#)

Activity Reporting

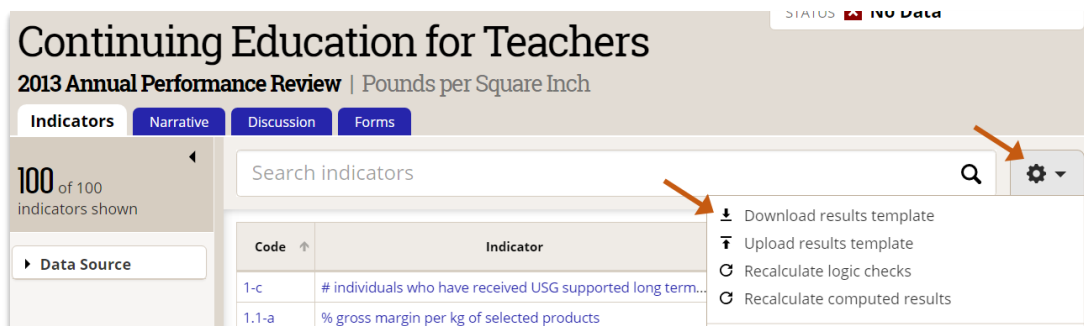
Code	Activity	Reporting Period	Dates	Submission Period	Status	Locked?
OGF-913	Girls' Education Initiative	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14
Z3A-570	Continuing Education for Teachers	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14
HIG-319	Higher Education Development Project	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14

DevResults

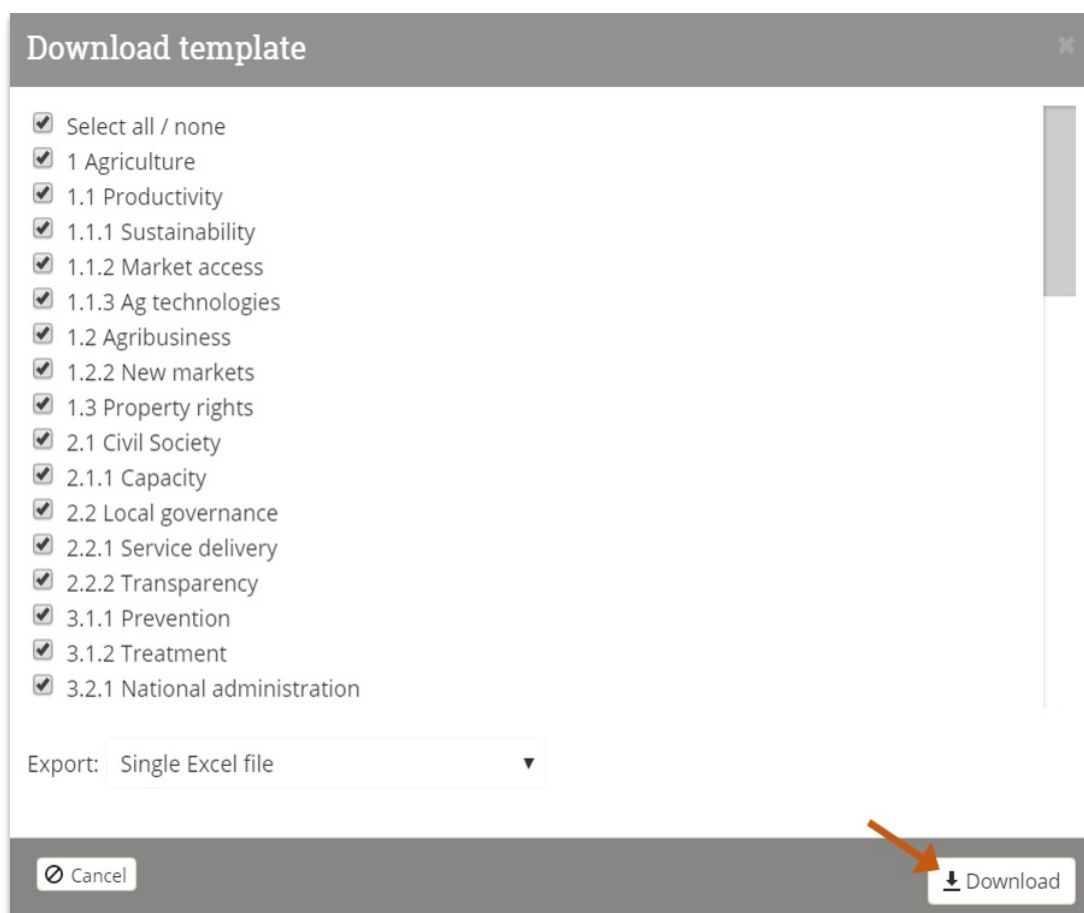
Now you are viewing your Activity Reporting Page. This includes a list of all the indicators for which your activity should report results for the selected reporting period.

To report data using an Excel template:

1) Click on the gear icon and then select "Download results template".



2) **On the popup window**, make sure all technical areas are selected if you want to report on all of your activity's indicators. Otherwise, check the boxes for just the indicators for which you want to report results. Click "Download". This downloads an Excel file to whatever folder your computer uses for downloads, such as the Downloads folder or your computer's Desktop.



3) **Fill out the Excel template** like any normal Excel file. You can change the name of the file, but the file will not let you change the row or column headings.

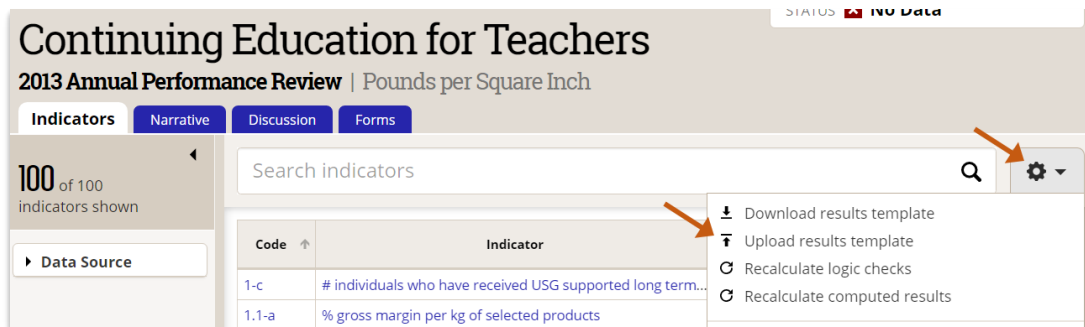
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- The screenshot displays the Microsoft Excel application window titled "Continuing_Education_for_Teachers_results_data_for_2013_AnnualPerformance_Review - Excel". The ribbon is set to the "HOME" tab, showing options for font, alignment, number, styles, cells, and editing. The spreadsheet area shows a table with columns labeled B through M. The data is organized as follows:
- | | B | F | G | H | I | J | K | L | M |
|----|--|------|--------|------|--------|---------|---|---------|------|
| 2 | 2.5.2 # students in refurbished schools | | | | | | | | |
| 3 | Primary vs Secondary | | | | | | | | |
| 4 | Primary Secondary | | | | | | | | |
| 5 | Location | Male | Female | Male | Female | Comment | | Comment | Peul |
| 6 | Guinea / Faranah / Dinguiraye / Banora / Ayndé | 450 | 534 | | | - | | | |
| 7 | Guinea / Faranah / Dinguiraye / Lansanya / Hellaya | | | | | - | | | |
| 8 | Guinea / Nzérékoré / Beyla / Diaraguéréta / Badala | | | | | - | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
- Red arrows indicate specific elements: one points to the "Location" header in row 5, and another points to the value "534" in row 6, column H. The status bar at the bottom indicates the active cell is "2.5 (location)".

They might need to:

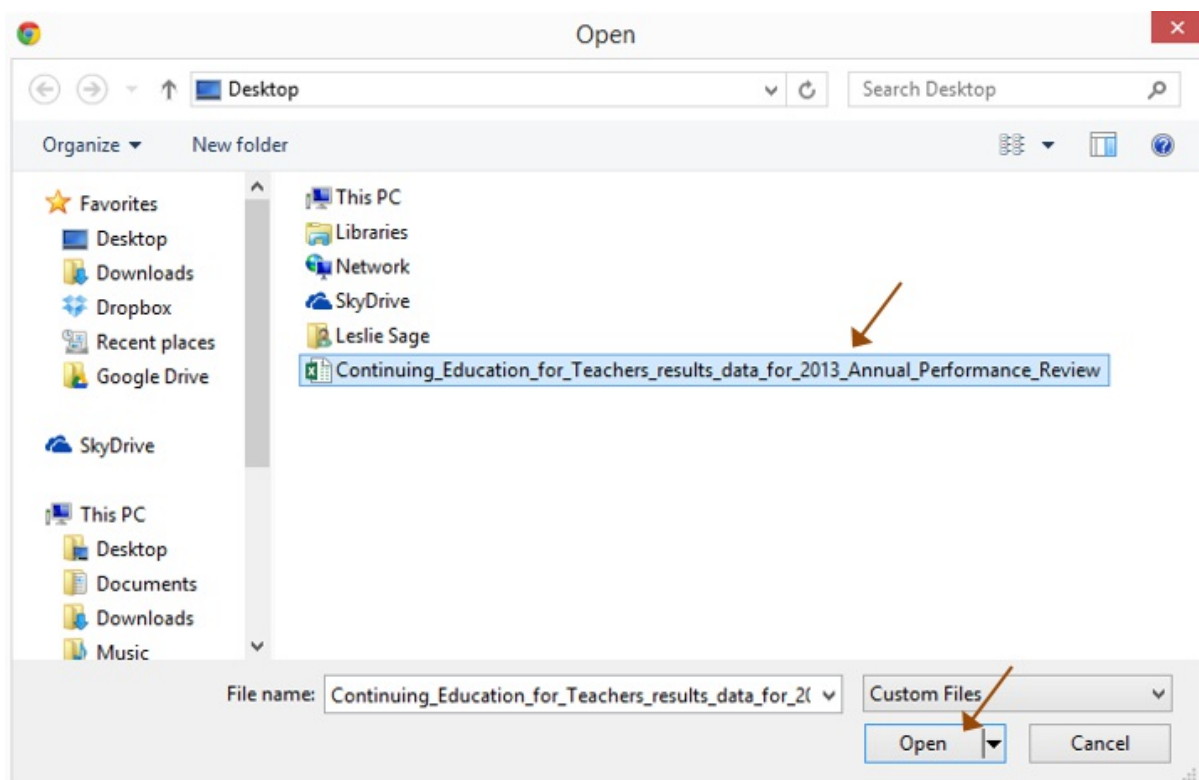
- If any of your indicators do not show up, they might need to:

- Add an indicator
- Assign an indicator to an activity

4) **When you're ready to upload your data** click on the gear icon and select "Upload results template" on your activity's reporting page.



5) **Select the file** from your computer's folders and then click "Open".



6) **A popup window appears** with a progress bar while the system imports and validates your spreadsheet. When it's done, click "Upload". All indicator results are now stored online. You can view totals on your activity reporting page or click on each indicator for details.

Import Results Data

Clear Upload

Continuing_Education_for_Teachers_results_data_for_2013_Annua

✓

Thank you. Please wait while I import your data. This may take a few minutes.

0%

Validating spreadsheet...

Cancel

✓ Upload

7) **When all data entry is complete** for the reporting period, submit your data by selecting "Submit all activity data for review" from the status dropdown in the top right of the page.

Note: This action cannot be undone; if you need to edit any information before the data is reviewed/accepted by the organization to whom you report, then contact them to have them "return" the data to you.

Quick search...

STATUS

In Progress

→ Submit all activity data for review

Download results data

Upload results data

Recalculate logic checks

Previous Results	Current Results	Target	% Target Reached
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