

Add Multiple Indicators

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If you need to add many new indicators at once, instead of [creating an indicator](#) individually, you can create new indicators in bulk by uploading a spreadsheet containing their definitions.

For the bulk import, you can upload **all columns** that you see in the Indicators Index.

There are no columns in the index for an indicator's results framework mappings or the activities it's assigned to; this bulk import tool does *not* handle those assignments. (Those actions will be coming in a separate bulk edit functionality.)

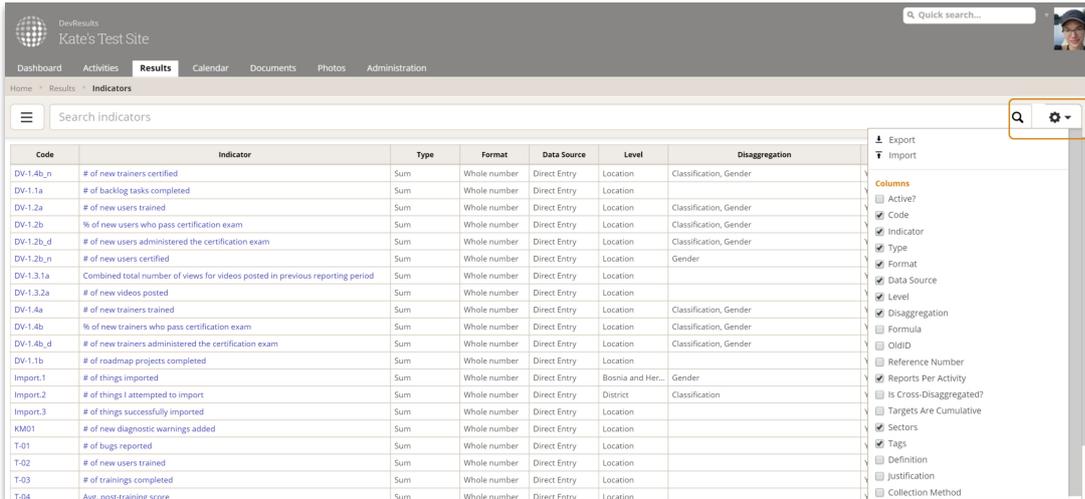
You can use this functionality to:

1. **Create new indicators in bulk** (enter new rows in the spreadsheet; anything without an indicatorID gets added)
2. **Edit existing indicators in bulk** (edit the spreadsheet as-is; anything with an indicatorID gets updated)

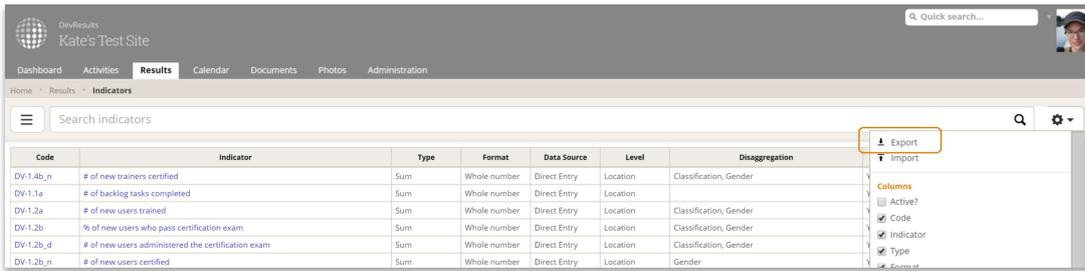
Creating New Indicators in Bulk

To create new indicators in bulk, first go to **Results->Indicators** to open the Indicators Index page.

On this page, use the gear button in the upper right corner to select the indicator definition columns you want to use:



Once you have the columns you'd like, click the gear button and select "Export" to get an Excel template of all your existing indicators:



You can delete all the rows from the export, but it's not necessary. Add the rows for your new indicators at the bottom with a **blank** IndicatorID:

IndicatorID	Code	Indicator	Type	Format	Data Source	Level	Disaggregation	Reports Per Activity	Sectors	Tags
60763	DV-1.1a	# of backlog tasks completed	Sum	Whole number	Direct Entry	Location		true		
60764	DV-1.1b	# of roadmap projects completed	Sum	Whole number	Direct Entry	Location		true		
60765	DV-1.2a	# of new users trained	Sum	Whole number	Data Table	Location	Gender	true		
60768	DV-1.2b	% of new users who pass certification exam	Average	Percentage	Formula	Location	Classification, Gender	true		
60766	DV-1.2b_d	# of new users administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
60767	DV-1.2b_n	# of new users certified	Sum	Whole number	Direct Entry	Location	Gender	true		
60774	DV-1.3.1a	Combined total number of views for videos posted in previous reporting period	Sum	Whole number	Direct Entry	Location		true		
60773	DV-1.3.2a	# of new videos posted	Sum	Whole number	Direct Entry	Location		true		
60769	DV-1.4a	# of new trainers trained	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
60772	DV-1.4b	% of new trainers who pass certification exam	Average	Percentage	Formula	Location	Classification, Gender	true		
60770	DV-1.4b_d	# of new trainers administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
60771	DV-1.4b_n	# of new trainers certified	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
61153	Import.1	# of things imported	Sum	Whole number	Direct Entry	Bosnia and Herzegovina	Gender	true		
61154	Import.2	# of things I attempted to import	Sum	Whole number	Direct Entry	District	Classification	true		
61155	Import.3	# of things successfully imported	Sum	Whole number	Direct Entry	Location		true		
60782	KM01	# of new diagnostic warnings added	Sum	Whole number	Direct Entry	Location		true		
60775	T-01	# of bugs reported	Sum	Whole number	Direct Entry	Location		true		
60776	T-02	# of new users trained	Sum	Whole number	Direct Entry	Location		true		
60777	T-03	# of trainings completed	Sum	Whole number	Direct Entry	Location		true		
60778	T-04	Avg. post-training score	Average	Decimal	Direct Entry	Location		true		
60779	T-05	# of certified users	Sum	Whole number	Direct Entry	Location		true		
60780	T-06	# of users who took certification exam	Sum	Whole number	Direct Entry	Location		true		
60781	T-07	% of trained users who become certified	Average	Percentage	Formula	Location		true		
	New-1	# of new indicators bulk uploaded	Sum	Whole number	Direct Entry	Location		TRUE		
	New-2	# of indicators I used to not be able to import	Sum	Whole number	Data Table	Location		TRUE		
	New-3	# of new indicators I can now create with a single upload	Average	Decimal	Direct Entry	Location		TRUE		

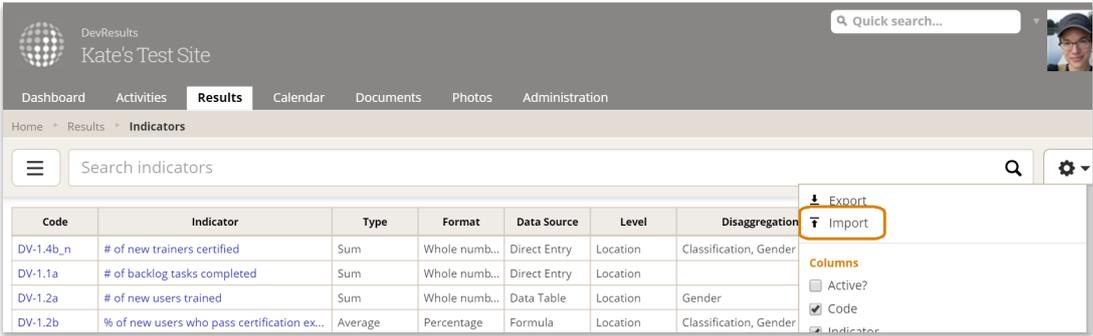
(The three rows highlighted with no indicatorID are the new indicators this import will

create.)

For new rows in the spreadsheet:

- You can enter multiple Sectors separated by commas, for example: "Health, Education". These need to already exist in your site.
- You can enter multiple Tags separated by commas, for example: "Training, Engagement". These need to already exist in your site.
- You can enter multiple Disaggregations separated by commas, for example: "Classification, Gender". These need to already exist in your site.
- If you use disabled Disaggregations, you can include them in parentheses, for example: "Classification, Gender, (Age)".
- For columns like "Reports Per Activity" that show true/false in the download, you can use true/false, yes/no, or 1/0 in the spreadsheet.
- Level will depend on the administrative divisions set up for your site, so that will look a bit different from the screenshots.

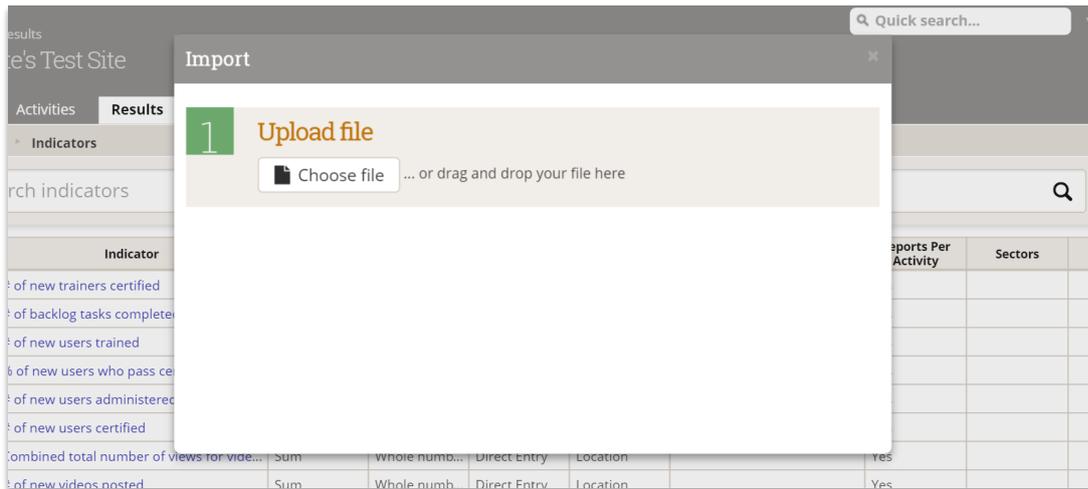
Once you have your spreadsheet updated and saved with the new indicators you want to add, click the gear icon again and select **Import**:



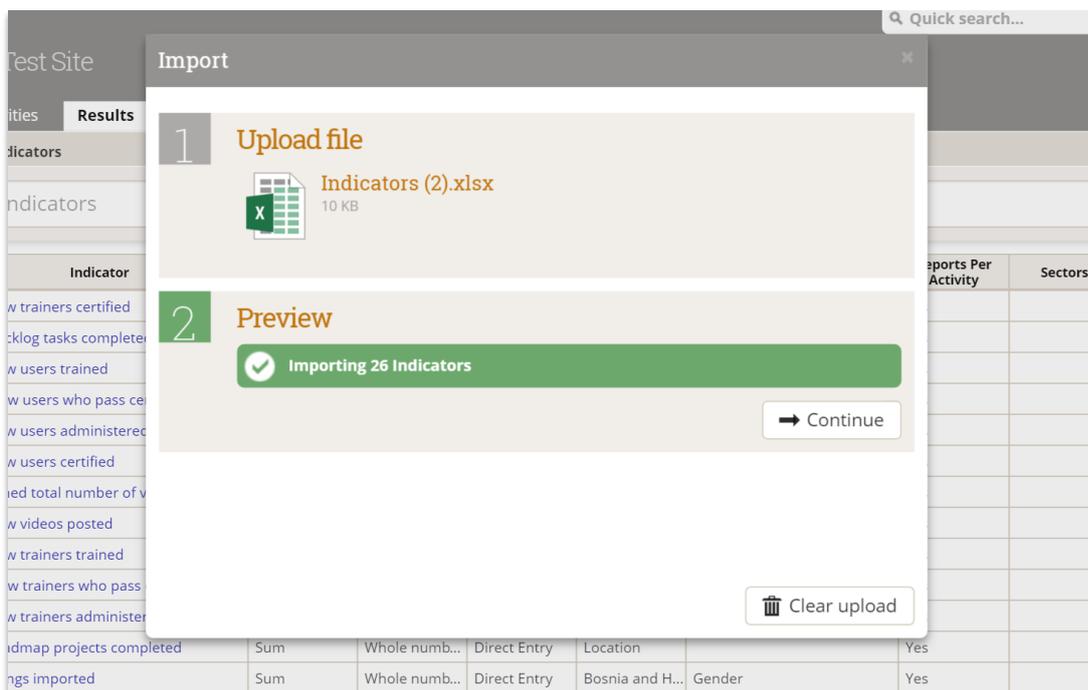
The screenshot shows the 'Indicators' page in the DevResults system. At the top, there is a search bar and a gear icon. Below the search bar is a table of indicators with columns: Code, Indicator, Type, Format, Data Source, Level, and Disaggregation. The 'Import' button is highlighted in a red box. Below the table, there are options for 'Columns' and 'Active?'.

Code	Indicator	Type	Format	Data Source	Level	Disaggregation
DV-1.4b_n	# of new trainers certified	Sum	Whole numb...	Direct Entry	Location	Classification, Gender
DV-1.1a	# of backlog tasks completed	Sum	Whole numb...	Direct Entry	Location	
DV-1.2a	# of new users trained	Sum	Whole numb...	Data Table	Location	Gender
DV-1.2b	% of new users who pass certification ex...	Average	Percentage	Formula	Location	Classification, Gender

This will open a pop-up window to walk you through the upload process:

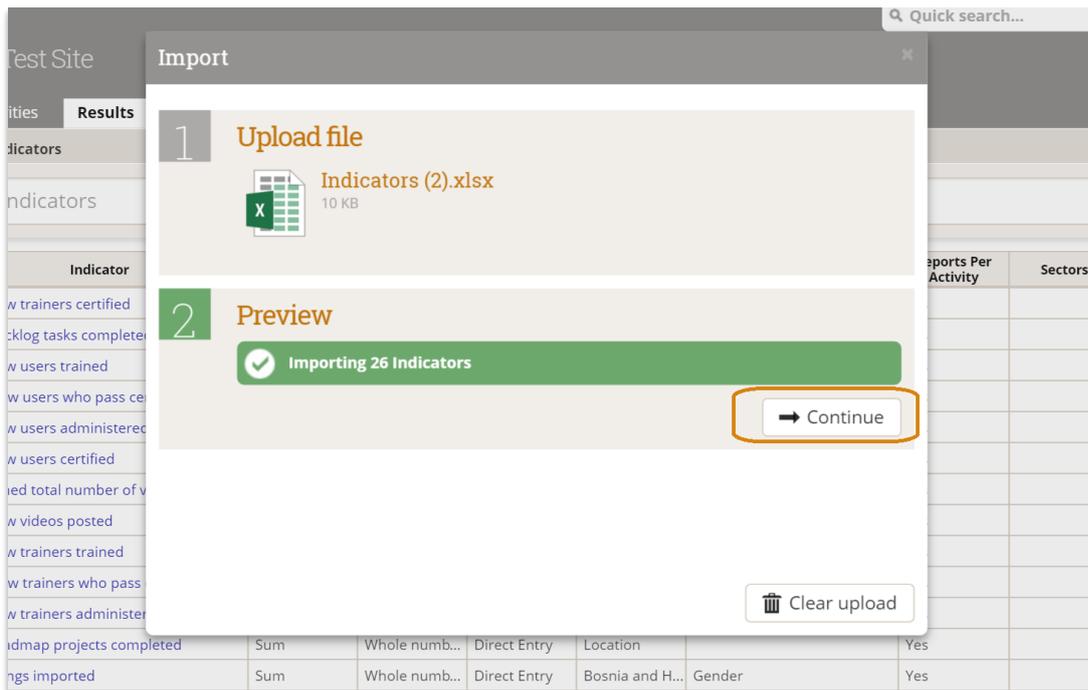


You can click the **Choose file** button to browse to the file or drag the file from your computer directly into this box and drop it here. The system will evaluate the spreadsheet for any invalid fields; it will warn you if it finds any problems with the sheet. If everything looks fine, you'll get a confirmation showing how many indicators it found and will import:

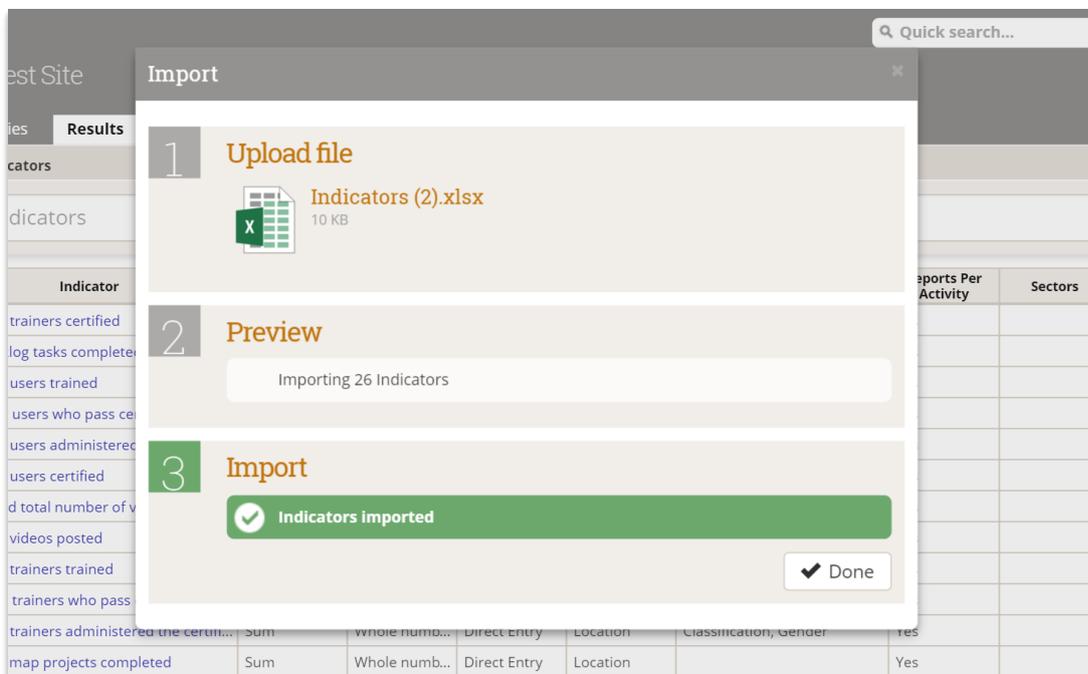


(In this case, I'm seeing 26 indicators because I left all of my existing indicators in my sheet. Since I didn't make any changes to them, this is fine.) If the number for import looks wrong to you or you get errors that you need to fix, click the **Clear upload** button to remove the file, go edit and save it again, and then restart the process.

Once everything looks good, click the **Continue** button to complete the import:



You'll get a confirmation message once the import is complete; click the Done button to close it.



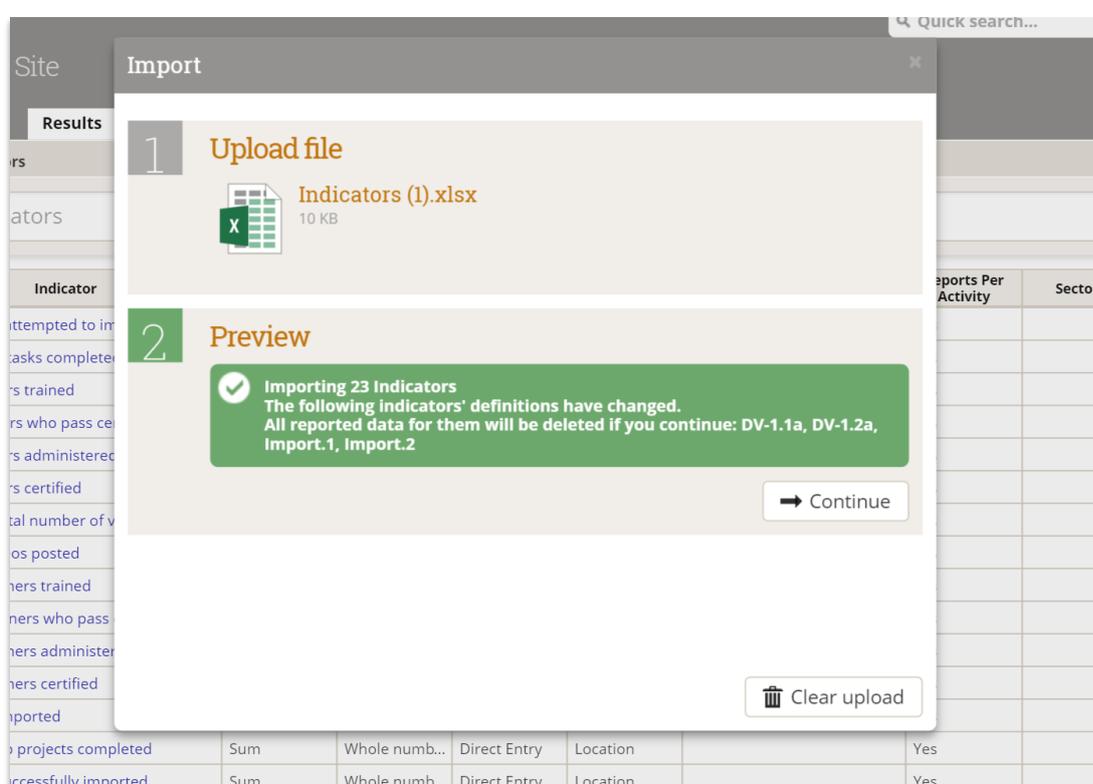
Once you click Done, your Indicators Index page will refresh and you'll see your new indicators there!

Editing Existing Indicators in Bulk

You can also use this tool to complete bulk updates to existing indicators. To do so, follow the first few steps to download your Indicators Index into Excel. Then edit the spreadsheet that you downloaded--for example, to add a new Sector or Tag to the Indicators.

When you import the spreadsheet, it will update the indicators in place.

Note that the same restrictions on editing an indicator with existing data apply--some changes will cause data to be deleted. The importer will warn you if any of your changes would cause data to be deleted, and it will tell you which indicators will be impacted:



The screenshot shows a web application interface with an 'Import' dialog box. The dialog has a 'Quick search...' field at the top right. The main content is divided into two numbered steps:

- 1 Upload file**: Shows a file icon for 'Indicators (1).xlsx' (10 KB).
- 2 Preview**: Contains a green warning box with a checkmark icon. The text reads: 'Importing 23 Indicators. The following indicators' definitions have changed. All reported data for them will be deleted if you continue: DV-1.1a, DV-1.2a, Import.1, Import.2'. Below the warning are two buttons: 'Continue' and 'Clear upload'.

The background shows a table with columns for 'Indicator', 'Reports Per Activity', and 'Sector'. The table contains various indicator names and their corresponding values.

To cancel the upload and remove those changes, click **Clear upload**. To proceed with the upload, click **Continue**.

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