## 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:

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= 50	archindicators						<b>4</b>
Code	Indicator	Туре	Format	Data Source	Level	Disaggregation	T Import
V-1.4b_n	# of new trainers certified	Sum	Whole number	Direct Entry	Location	Classification, Gender	1
OV-1.1a	# of backlog tasks completed	Sum	Whole number	Direct Entry	Location		Columns
DV-1.2a	# of new users trained	Sum	Whole number	Direct Entry	Location	Classification, Gender	Active?
DV-1.2b	% of new users who pass certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	Code
DV-1.2b_d	# of new users administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	P Troe
0V-1.2b_n	# of new users certified	Sum	Whole number	Direct Entry	Location	Gender	R Format
W-1.3.1a	Combined total number of views for videos posted in previous reporting period	Sum	Whole number	Direct Entry	Location		Data Source
W-1.3.2a	# of new videos posted	Sum	Whole number	Direct Entry	Location		Level
W-1.4a	# of new trainers trained	Sum	Whole number	Direct Entry	Location	Classification, Gender	Disaggregation
W-1.4b	% of new trainers who pass certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	Y 🔲 Formula
0V-1.4b_d	# of new trainers administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	Y 🔲 OldID
W-1.1b	# of roadmap projects completed	Sum	Whole number	Direct Entry	Location		Y 🔲 Reference Number
mport.1	# of things imported	Sum	Whole number	Direct Entry	Bosnia and Her	Gender	Y 🗷 Reports Per Activity
mport.2	# of things I attempted to import	Sum	Whole number	Direct Entry	District	Classification	γ 🔲 Is Cross-Disaggregated?
mport.3	# of things successfully imported	Sum	Whole number	Direct Entry	Location		Y 🔲 Targets Are Cumulative
:M01	# of new diagnostic warnings added	Sum	Whole number	Direct Entry	Location		Y 🕑 Sectors
-01	# of bugs reported	Sum	Whole number	Direct Entry	Location		γ 🕑 Tags
-02	# of new users trained	Sum	Whole number	Direct Entry	Location		y 🔲 Definition
-03	# of trainings completed	Sum	Whole number	Direct Entry	Location		ې 🔲 Justification
F-04	Avg. post-training score	Sum	Whole number	Direct Entry	Location		Collection Method

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:

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							± Export	
Code	Indicator	Туре	Format	Data Source	Level	Disaggregation	T Import	
DV-1.4b_n	# of new trainers certified	Sum	Whole number	Direct Entry	Location	Classification, Gender	Y	
DV-1.1a	# of backlog tasks completed	Sum	Whole number	Direct Entry	Location		Columns	
DV-1.2a	# of new users trained		Whole number	Direct Entry	Location	Classification, Gender	Activer Code	
DV-1.2b	% of new users who pass certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	V Code	
DV-1.2b_d	# of new users administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	P Troe	
DV-1.2b_n	# of new users certified	Sum	Whole number	Direct Entry	Location	Gender	Compt	

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:

	A B	с	D	E	F	G	н	1	J	К
1	indicatorID Code	Indicator	Туре	Format	Data Source	Level	Disaggregation	Reports Per Activity	Sectors	Tags
2	60763 DV-1.1	# of backlog tasks completed	Sum	Whole number	Direct Entry	Location		true		
3	60764 DV-1.1	# of roadmap projects completed	Sum	Whole number	Direct Entry	Location		true		
4	60765 DV-1.2	# of new users trained	Sum	Whole number	Data Table	Location	Gender	true		
5	60768 DV-1.2	% of new users who pass certification exam	Average	Percentage	Formula	Location	Classification, Gender	true		
6	60766 DV-1.2	_d # of new users administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
7	60767 DV-1.2	_n # of new users certified	Sum	Whole number	Direct Entry	Location	Gender	true		
8	60774 DV-1.3	1a Combined total number of views for videos posted in previous reporting period	Sum	Whole number	Direct Entry	Location		true		
9	60773 DV-1.3	2a # of new videos posted	Sum	Whole number	Direct Entry	Location		true		
10	60769 DV-1.4	# of new trainers trained	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
11	60772 DV-1.4	% of new trainers who pass certification exam	Average	Percentage	Formula	Location	Classification, Gender	true		
12	60770 DV-1.4	d # of new trainers administered the certification exam	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
13	60771 DV-1.4	n # of new trainers certified	Sum	Whole number	Direct Entry	Location	Classification, Gender	true		
14	61153 Import	1 # of things imported	Sum	Whole number	Direct Entry	Bosnia and Herzegovina	Gender	true		
15	61154 Import	2 # of things I attempted to import	Sum	Whole number	Direct Entry	District	Classification	true		
16	61155 Import	3 # of things successfully imported	Sum	Whole number	Direct Entry	Location		true		
17	60782 KM01	# of new diagnostic warnings added	Sum	Whole number	Direct Entry	Location		true		
18	60775 T-01	# of bugs reported	Sum	Whole number	Direct Entry	Location		true		
19	60776 T-02	# of new users trained	Sum	Whole number	Direct Entry	Location		true		
20	60777 T-03	# of trainings completed	Sum	Whole number	Direct Entry	Location		true		
21	60778 T-04	Avg. post-training score	Average	Decimal	Direct Entry	Location		true		
22	60779 T-05	# of certified users	Sum	Whole number	Direct Entry	Location		true		
23	60780 T-06	# of users who took certification exam	Sum	Whole number	Direct Entry	Location		true		
24	60781 T-07	% of trained users who become certified	Average	Percentage	Formula	Location		true		
25	New-1	# of new indicators bulk uploaded	Sum	Whole number	Direct Entry	Location		TRUE		
26	New-2	# of indicators I used to not be able to import	Sum	Whole number	Data Table	Location		TRUE		
27	New-3	# of new indicators I can now create with a single upload	Average	Decimal	Direct Entry	Location		TRUE		
28										

(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**:

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Code	Indicator	Туре	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		Columns	
DV-1.2a	# of new users trained	Sum Whole numb		Data Table Location		Gender	Active:	
DV-1.2b	% of new users who pass certification ex	Average	Percentage	Formula	Location	Classification, Gender	✓ Code ✓ Indicator	

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

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combined total number of vie	ews for vide	Sum	Whole numb	Direct Entry	Location	Yes			
of new videos posted		Sum	Whole numb	Direct Entry	Location	Yes			

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:

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(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:

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

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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:

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ccessfully impo	orted	Sum	Whole numb	Direct Entry	Location			Yes		

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

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