

# Narrative Responses

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Users have the option to enter narrative responses to supplement indicator data for each reporting period. This article covers how to enter and export narrative responses.

- [Enter responses](#)
- [Export responses](#)

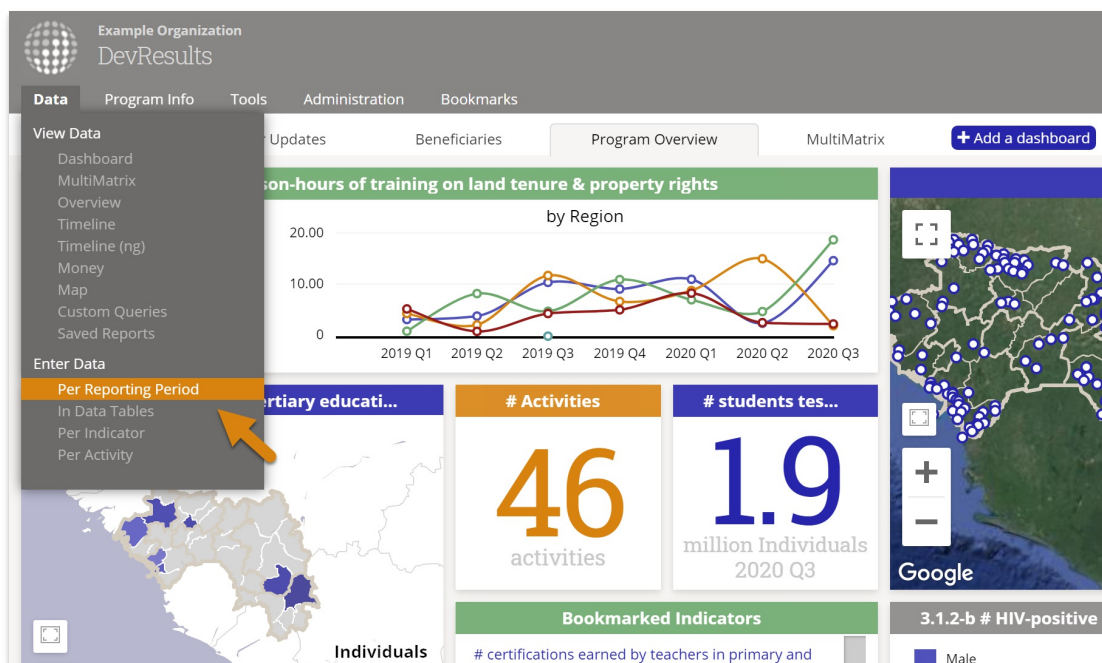
For instructions for partners, please see our article for [Enter Narrative Responses \(Partner\)](#).

For help with formatting text in narrative responses, please see our article for [Formatting Text](#).

If you are an administrator and would like to edit the narrative questions, please see our article on how to [Manage Narrative Questions](#).

## Enter Responses

To enter narrative responses, navigate to an Activity Reporting Period page. To do so, go to the **Data** menu and select **Per Reporting Period**.



Click on the reporting period you would like to enter narrative responses for.

Example Organization

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Enter Data

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Per Reporting Period

Search reporting periods

Q

⚙️

2022 Q1	1 Oct 2021	31 Dec 2021	1 Jan 2022	31 Jan 2022	2%	Quarterly
2021 Annual	1 Oct 2020	30 Sep 2021	1 Oct 2021	31 Oct 2021	0%	Annual
2021 Q4	1 Jul 2021	30 Sep 2021	1 Oct 2021	31 Oct 2021	0%	Quarterly
2021 Q3	1 Apr 2021	30 Jun 2021	1 Jul 2021	31 Jul 2021	2%	Quarterly
2021 Q2	1 Jan 2021	31 Mar 2021	1 Apr 2021	30 Apr 2021	2%	Quarterly
2021 Q1	1 Oct 2020	31 Dec 2020	1 Jan 2021	31 Jan 2021	2%	Quarterly
2020 Annual	1 Oct 2019	30 Sep 2020	1 Oct 2020	31 Oct 2020	0%	Annual
2020 Q4	1 Jul 2020	30 Sep 2020	1 Oct 2020	31 Oct 2020	2%	Quarterly
2020 Q3	1 Apr 2020	30 Jun 2020	1 Jul 2020	31 Jul 2020	2%	Quarterly
2020 Q2	1 Jan 2020	31 Mar 2020	1 Apr 2020	30 Apr 2020	2%	Quarterly
2020 Q1	1 Oct 2019	31 Dec 2019	1 Jan 2020	31 Jan 2020	2%	Quarterly
2019 Annual	1 Oct 2018	30 Sep 2019	1 Oct 2019	31 Oct 2019	0%	Annual

New Reporting Period

Click on one activity.

Example Organization

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2021 Q4

2021 Q4

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Dates

Reporting Cycle

Quarterly

⚙️ Edit reporting cycles

Reporting Period Dates

1 Jul 2021

-

30 Sep 2021

Submission Period Dates

1 Oct 2021

-

31 Oct 2021

Status by Activity

Search activities

Q

⚙️

Code	Short Name	Activity	Awarding Organization	Partner Organization	Status	Locked
ED-08	ASL	Access to School Lunches	USAID	Kunkle Associates	Submitted	🔒
DR-05	ACLG	Addressing Corruption in Local Government	USAID	University of Boulder	No Data	🔒
AG-07	AgriMAX	AgriMAX	USAID	Caudill Associates	In Progress	🔒
ED-03	AàL	Apprendre à Lire	USAID	Association National	No Data	🔒
HE-05	BDP	Bednets Distribution Program	USAID	National Republican	No Data	🔒

Delete this reporting period

✓ Done

Click on the **Narrative** tab. This page shows each narrative question posed to each activity for each reporting period. Add responses by clicking on the grey suggestion text, then either pasting in text or typing it in directly.

Example Organization  
DevResults

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home > Program Info > Time > Reporting Periods > 2021 Q4 > Access to School Lunches

STATUS ☒ Submitted

## Access to School Lunches

2021 Q4 | Kunkle Associates

Indicators Data Tables **Narrative** Discussion Forms

### Narrative

**Expected Results**

|

**Indicator Comments**  
*Overall comments on indicator performance*

**Activity Narrative**  
*General narrative of this activity for this period*

**Issues**  
*List specific challenges related to this activity during this period*

**Recommendations**  
*List specific findings & recommendations related to these issues*

**Upcoming Actions**

DevResults

## Export Responses

There are four options for exporting narrative responses. You can export narrative responses for:

1. One activity for one reporting period
2. All activities for one reporting period
3. All responses for all reporting periods
4. It is also possible to embed narrative responses in a Word document using **Forms**. For instructions on how to do so, please see our article about [How to Use Forms](#).

1. For one activity for one reporting period, go to *Data > Per Reporting Period*, select a reporting period, select an activity, and then choose **Download narrative responses** in the gear menu.

Example Organization  
DevResults

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home > Program Info > Time > Reporting Periods > 2020 Q4 > Access to School Lunches

STATUS ☒ Submitted

## Access to School Lunches

2020 Q4 | Kunkle Associates

Indicators Data Tables Narrative Discussion Forms

Search indicators

Code	Indicator
1-c	# individuals who have received USG supported long term agricultural sector productivity or food security training
1.2.1	# farmers enrolled in programs to improve productivity and sustainability
1.3-c	# land governance actors receiving USG-funded training or upgraded facilities/equipment
1.3-d	# person-hours of training completed by government officials, traditional authority, or individuals related to land tenure and p
2.1.2-f	# person-hours of USG-supported training for women
3.1.1-c	# MARP reached with individual and/or small group level HIV preventive interventions that are based on evidence and/or mee

Download narrative responses  
 Download results template  
 Upload results template  
 Recalculate logic checks  
 Recalculate computed results

Columns

☒ Code

☒ Indicator

2. For all activities for one reporting period, go to *Data > Per Reporting Period*, select a reporting period, and then choose **Download narrative responses** in the gear menu.

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2020 Q4

## 2020 Q4

History

Status by Activity

Search activities

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Code	Short Name	Activity	Awar	
ED-08	ASL	Access to School Lunches	USAID	Assign previous activities
DR-05	ACLG	Addressing Corruption in Local Government	USAID	Download narrative responses
AG-07	AgriMAX	AgriMAX	USAID	Export all reporting period data
ED-03	AaL	Apprendre à Lire	USAID	Export Filtered Items
HE-05	BDP	Bednets Distribution Program	USAID	Export All
HE-01	BHA	Better Health Alliance	USAID	
DR-06	BRILG	Building Responsiveness In Local Governments	DoD	

Columns

☒ Code
 ☒ Short Name

3. For all responses for all reporting periods, go to *Tools > Custom Queries* and click **Export** next to the **Complete Narrative Response Export** query.

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Custom Queries

## Custom Queries

Export	Complete Activity-Organization Mappings	Provides a list of all organizations assigned to each activity	All with Custom Queries permissions	Permissions
Export	Complete Activity-Reporting Period Mappings	Provides a list of all reporting periods assigned to each activity	All with Custom Queries permissions	Permissions
Export	Complete Activity-User Mappings	Provides a list of all users for each activity	All with Custom Queries permissions	Permissions
Export	Complete AdminDivision Export	Provides a full list of administrative divisions and their details	All with Custom Queries permissions	Permissions
Export	Complete Finance Budgets Export	Provides a full table of budget entries per activity	All with Custom Queries permissions	Permissions
Export	Complete Finance Planned Disbursements Export	Provides a full table of planned disbursements per activity	All with Custom Queries permissions	Permissions
Export	Complete Finance Transactions Export	Provides a full table of transactions per activity	All with Custom Queries permissions	Permissions
Export	Complete Framework-Indicator Mappings	Provides a list of all results framework objectives and their assigned indicator(s)	All with Custom Queries permissions	Permissions
Export	Complete IATI Baselines Export	Provides a full table of baselines per indicator, per activity, per geography. Note: this only applies to sites with 'IATI' enabled on the Settings page and 'Indicator has baseline values?' enabled on the Indicator Definition page.	All with Custom Queries permissions	Permissions
Export	Complete Indicator Data Comments Export	Provides an export of all comments added to indicator data	All with Custom Queries permissions	Permissions
Export	Complete Narrative Response Export	Provides an export of all narrative responses added to an Activity-Reporting Period (ARP)	All with Custom Queries permissions	Permissions
Export	Complete Results Frameworks Export	Provides a full set of results frameworks and objectives	All with Custom Queries permissions	Permissions
Export	Complete Targets Export	Provides a full table of targets per indicator	All with Custom Queries permissions	Permissions

Done

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