INL DevResults User Guide: Submit Results (All Users)

Checklist for a complete quarterly submission

This user guide covers submitting data in DevResults, which is one part of the quarterly submission process. See the checklist below to see the complete list of tasks to be fulfilled to meet quarterly submission requirements.

Checklist for a complete quarterly submission:

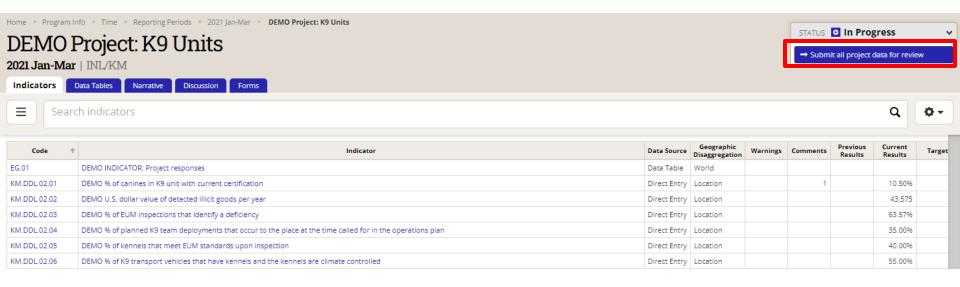
- ✓ Indicator data complete; or where incomplete, notes explain the problem
- ✓ Narratives complete, with responses kept to 500 words or less
- ✓ Checklist items (milestones and deliverables) checked off if applicable
- ✓ Discussion added where appropriate
- ✓ Data <u>Submitted</u> in DevResults
- ✓ Automated performance report requested, filled in and signed, and uploaded to the project Documents tab
- ✓ Other (optional) performance documents uploaded to the project Documents tab (such as annexes, reports, etc.)
- ✓ Any required financial reports sent to the INL PM by email
- ✓ Schedule a meeting with the INL PM to discuss changes to the indicators for the next reporting period, if applicable. In general, it is not a good idea to try to change the indicators within the submission window.

Navigate to the INL User Guide to find step-by-step guides detailing the other submission tasks shown above (<u>here</u>).

1. Submit Results

Once all data has been entered for your project, you are ready to submit the project's indicator results and narrative responses for the reporting period. From the Indicator page (see below), click the Status bar to reveal the drop-down selections and select the **Submit all project data for review** option (shown below).

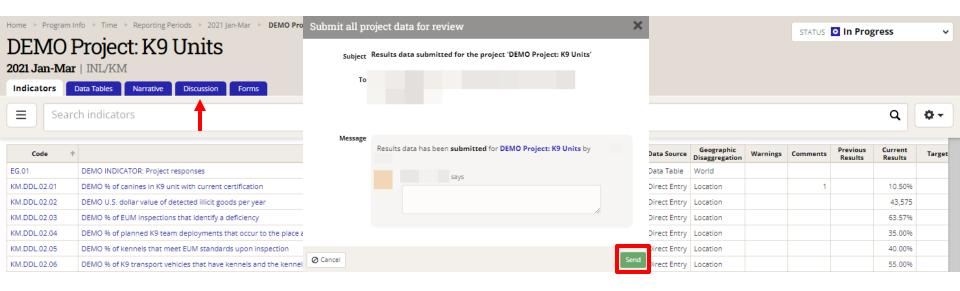
NOTE: Only Partner Managers and INL staff can submit data for review. This option will not appear for Partner Contributors. If you are a Partner Contributor, contact your designated Partner Manager to submit your project's data.



2. Submit Results (continued)

A message box will pop up before your submission is complete. You may choose to add a message for the reviewer in the message box (shown below). Click Send to submit all the project's indicator results and narrative responses for review.

After you click Send, DevResults will automatically notify the designated INL approver via email stating that indicator results and narrative responses have been submitted and are ready for review.



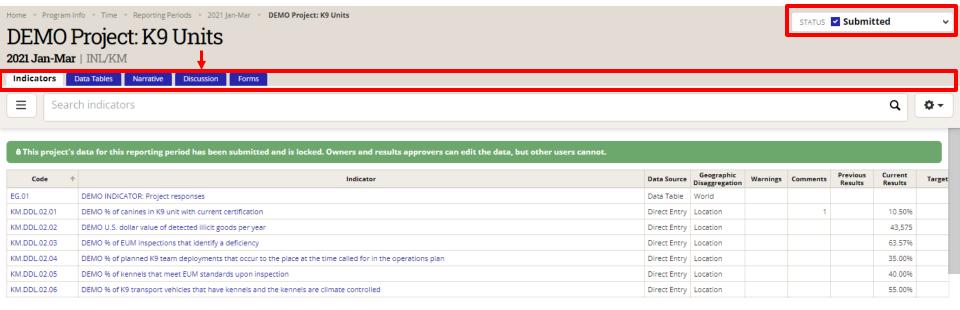
NOTE: Note: Any messages added to the submission will appear, along with their responses, in the **Discussion** tab.

3. Data Locked

Upon submitting project data, you will see a notification that the project's data has been locked. The Status bar at the top right of the page indicates that data has been Submitted. You can no longer make edits to this project's data unless the submission is returned to you for corrections.

If you find a mistake after submitting the data, contact your INL PM and ask them to return the data. Once data is returned, the project's reporting period will be unlocked so that you can fix any mistakes.

DevResults will notify you via email notification if the submitted project data is returned for edits. The project's reporting period will be unlocked so that you can make any necessary changes. Any messages left by the reviewer upon the return of the project's data will appear in the **Discussion** tab.



DevResults Support

DevResults Support

If you have questions on project details or general DevResults questions, contact the DevResults Help Desk for assistance by clicking **Help** at the top right of your screen and click **Contact Helpdesk** (see below). Your help request will be assigned to the appropriate team at DevResults or INL depending on the nature of your question.

You can also access user guides and additional help materials by navigating to the INL User Guide (here).

