

# **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 Submitted 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 ([here](#)).

# 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.

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DEMO Project: K9 Units

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Indicators Data Tables Narrative Discussion Forms

Search indicators

STATUS In Progress

→ Submit all project data for review

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target
EG.01	DEMO INDICATOR: Project responses	Data Table	World					
KM.DDL.02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location		1		10.50%	
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location				43,575	
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location				63.57%	
KM.DDL.02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location				35.00%	
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location				40.00%	
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location				55.00%	

## 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.

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Submit all project data for review

Subject Results data submitted for the project 'DEMO Project: K9 Units'

To [Redacted]

Message

Results data has been submitted for DEMO Project: K9 Units by [Redacted] says

Cancel Send

STATUS In Progress

Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target
Data Table	World					
Direct Entry	Location		1		10.50%	
Direct Entry	Location				43,575	
Direct Entry	Location				63.57%	
Direct Entry	Location				35.00%	
Direct Entry	Location				40.00%	
Direct Entry	Location				55.00%	

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.

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STATUS ☒ Submitted

## DEMO Project: K9 Units

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[Indicators](#) | [Data Tables](#) | [Narrative](#) | [Discussion](#) | [Forms](#)

Search indicators

This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target
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**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](#)).

The screenshot displays the DevResults INL Monitoring Database interface. At the top left is the U.S. Department of State logo and the text "U.S. Department of State INL Monitoring Database". Below this is a navigation bar with tabs: "Data", "Program Info", "Tools", "Administration", and "Bookmarks". The "Data" tab is active, showing a "System Default" dashboard with a button to "+ Add a dashboard". The main content area features an "Activity Map" with a world map. On the right side, a "Welcome to DevResults" message is visible. A "Help" button with a question mark icon is located in the top right corner, highlighted with a red box. A red line connects this button to a dropdown menu that is open. The menu contains several options: "MultiMatrix Basics for Partners", "Update Administrative Divisions", "Video Tutorial: Dashboards", "Visualizations: Choropleth and Graduated Symbols", "Visualizations: Pie Chart", "Visualizations: Targets and Actuals Graph", "Search knowledge base...", "Contact Helpdesk" (highlighted with a red box), "My User Guide", and "Knowledge Base". Below the menu, there is a "What's New?" section with links to "Release Notes", "Index-ify all the choosers!", "Integrations? We can help.", and "See more on our blog". At the bottom right, there is a button to "+ Add Tile".