



INL DevResults User Guide: Documents Tab (All Users)

1. The Documents Tab

Navigate to your project's **Documents** tab from the project page to view or upload all relevant project documents. This is a useful place to keep all project design documents in one central location, for the purpose of setting up or reviewing indicators or referencing your Change Map, PIRS, or SOW. The tab can be accessed by all users assigned to a project.

The screenshot displays the INL Monitoring Database interface. At the top, the header includes the U.S. Department of State logo, the text 'INL Monitoring Database', a search bar with the placeholder 'Quick search...', and a 'Help' button. Below the header, a navigation bar contains links for 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The main content area shows the breadcrumb trail 'Home > Program Info > Projects > DEMO Project: K9 Units'. The project title 'DEMO Project: K9 Units' is prominently displayed, followed by 'INL/KM'. A horizontal tab bar below the title includes 'Overview', 'Performance', 'Budget', 'Geography', 'Checklists', 'Forms', 'Documents', 'Discussion', and 'IATI'. The 'Documents' tab is highlighted with a red box and a large white arrow pointing to it. To the right of the tabs are 'Diagnostics' and 'History' buttons. The 'Reference' section on the left contains input fields for 'Name' (DEMO Project: K9 Units), 'Short Name' (K9U), 'Reference #' (SINLEC12AB1234), and 'Code' (KM.DDL02). The 'Details' section below it shows 'Status' as 'Closed', 'Mechanism' as 'Grant', and 'Dates' as '1 Jan 2017 - 31 Dec 2021'. The right-hand side of the interface is titled 'Description' and contains sections for 'Project Summary', 'Goals', and 'Objectives'. The 'Project Summary' text describes the purpose of the K9 program. The 'Goals' section lists two goals, with the first goal expanded to show a bulleted list of details. The 'Objectives' section lists two objectives. At the bottom of the page, the 'DevResults' logo is on the left, and the footer contains the text 'Created by Cassandra Stimpson (1 Aug 2022)', a 'Delete this project' button, and a green 'Done' button.

U.S. Department of State
INL Monitoring Database

Quick search...   Help

Data Program Info Tools Administration Bookmarks

Home > Program Info > Projects > DEMO Project: K9 Units

DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists Forms Documents Discussion IATI

Diagnostics History

Reference

Name DEMO Project: K9 Units

Short Name K9U

Reference # SINLEC12AB1234

Code KM.DDL02

Details

Status Closed

Mechanism Grant

Dates 1 Jan 2017 - 31 Dec 2021

Description

Project Summary

In countries with the political will to increase investigative leads and uncover illegal goods, canines (K9s) represent a highly effective, relatively inexpensive means to increase INL partner detection capacity in a number of key areas. Developing this capacity in most instances seeks to accomplish one or more of the following purposes: • Detecting contraband • Deterring illegal transit of illicit goods • Identifying investigative leads and evidence of criminal acts • Contributing to public safety/ disaster response / counterterrorism



Goals

1. The partner government sustains a humane, impartially deployed, certified K9 program that detects illicit goods and crime scene evidence.
 - Sustains means the partner government provides ongoing resources to enable the K9 unit's continued functioning beyond INL's assistance. Humane means the canines living conditions and access to veterinary care meet the standards laid out in the INL SOPP for EUM, Section 7: Canine EUM Procedures and NIST. Impartially deployed means police consistently follow the procedures for when, where, and with whom canines deploy, and how to conduct searches in response to canine signals. A canine signal is the trained response a detection dog gives its handler when it detects a targeted substance.

Objectives

1. The partner government maintains kennels and canine transport to the standards specified in the INL SOPP for EUM, Section 7 and by NIST.
2. The host government keeps K9 units supplied with the INL standard equipment list needed for operational readiness delineated in the K9 project package.

DevResults

Created by Cassandra Stimpson (1 Aug 2022)  Delete this project  Done

2. Using the Documents Tab

In the **Documents** tab, you will see all of the project documents that have been uploaded for the project. Generally, you should use this tab to host all of the following project documents:


- The project's workplan or Statement of Work (SOW)
- Monitoring plan documents such as the PIRS or Change Map
- Implementing documents (i.e. those that reflect budget and reference number)
- Performance Reports (e.g. automated performance reports)

The screenshot displays the DevResults web application interface. At the top, a navigation bar includes tabs for 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. Below this, a breadcrumb trail reads 'Home > Program Info > Projects > DEMO Project: K9 Units'. The main heading is 'DEMO Project: K9 Units' with a sub-label 'INL/KM'. A secondary navigation bar contains buttons for 'Overview', 'Performance', 'Budget', 'Geography', 'Checklists', 'Forms', 'Documents' (which is highlighted), 'Calendar', 'Photos', and 'Discussion'. To the right of these buttons are 'Diagnostics' and 'History' links. Below the navigation bar is an 'Upload Files' button. On the right side of the interface, there are action buttons: 'Move', 'Delete', 'New Folder', and 'Select All'. The main content area shows a list of documents under the 'Documents' header. The first document is 'Demo K9 SOW' (0 KB, DOCX). The second is 'K9 Project Package - Final May 2022' (2583 KB, PDF). The third is 'PIRS_Demo - K9 Units_20230113' (38 KB, XLSX). At the bottom of the interface, there is a 'DevResults' logo on the left and a green 'Done' button on the right.

NOTE: If you do not have a PIRS, Change Map, or other documents to upload to this tab, DDL will work with you to complete or troubleshoot these documents, which you can ultimately reference to manage your project in DevResults. Reach out to INL-DVR-Mailbox@state.gov for assistance.

3. Upload a Project Document

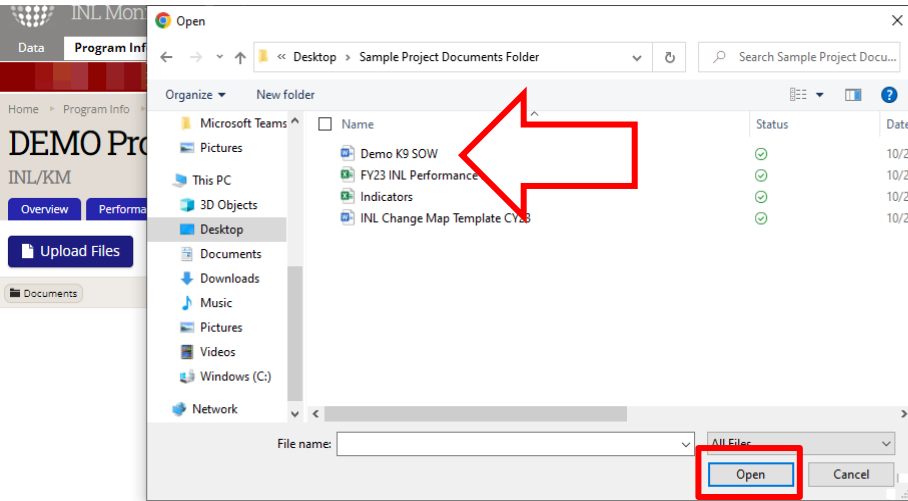
If you don't have any documents uploaded to your project, your **Documents** tab will appear to be blank, as shown below. To upload project documents, click the blue Upload Files button.



The screenshot displays the user interface for the 'DEMO Project: K9 Units'. At the top, a breadcrumb trail shows 'Home > Program Info > Projects > DEMO Project: K9 Units'. Below this, the title 'DEMO Project: K9 Units' is followed by the identifier 'INL/KM'. A horizontal navigation bar contains several tabs: 'Overview', 'Performance', 'Budget', 'Geography', 'Checklists', 'Forms', 'Documents' (which is the active tab), 'Calendar', 'Photos', 'Discussion', and 'IATI'. The 'Upload Files' button, located within the 'Documents' tab, is highlighted with a red rectangular box. To the right of the navigation bar, there are additional controls including 'Diagnostics', 'History', 'Move', 'Delete', 'New Folder', and 'Select All'. The main content area below the navigation bar is currently blank. At the bottom of the interface, the 'DevResults' logo is on the left, and on the right, there is a footer note 'Created by Cassandra Simpson (1 Aug 2022)' and a green 'Done' button with a checkmark.

4. Upload a Project Document (continued)

A File Explorer window will pop up and prompt you to choose a file to upload. Choose a file, then click Open.



5. Upload Project Documents (continued)

The uploaded document will appear in the **Documents** tab as shown below.

The screenshot displays the DevResults web application interface. At the top, there is a navigation bar with tabs: Data, Program Info (selected), Tools, Administration, and Bookmarks. Below this, a breadcrumb trail shows the path: Home > Program Info > Projects > DEMO Project: K9 Units. The main heading is 'DEMO Project: K9 Units' with a sub-label 'INL/KM'. A horizontal menu contains several tabs: Overview, Performance, Budget, Geography, Checklists, Forms, Documents (selected), Calendar, Photos, and Discussion. To the right of these tabs are buttons for 'Diagnostics' and 'History'. Below the menu, there is an 'Upload Files' button. On the right side of the interface, there are buttons for 'Move', 'Delete', 'New Folder', and 'Select All'. The main content area shows a list of documents under the 'Documents' folder. A document titled 'Demo K9 SOW' is highlighted with a red rectangular box. The document icon is a blue document with a white 'W' and 'S' logo. Below the title, it says '0 KB, DOCX'. At the bottom left, the DevResults logo is visible. At the bottom right, there is a green 'Done' button with a checkmark.

6. View and Download Project Documents

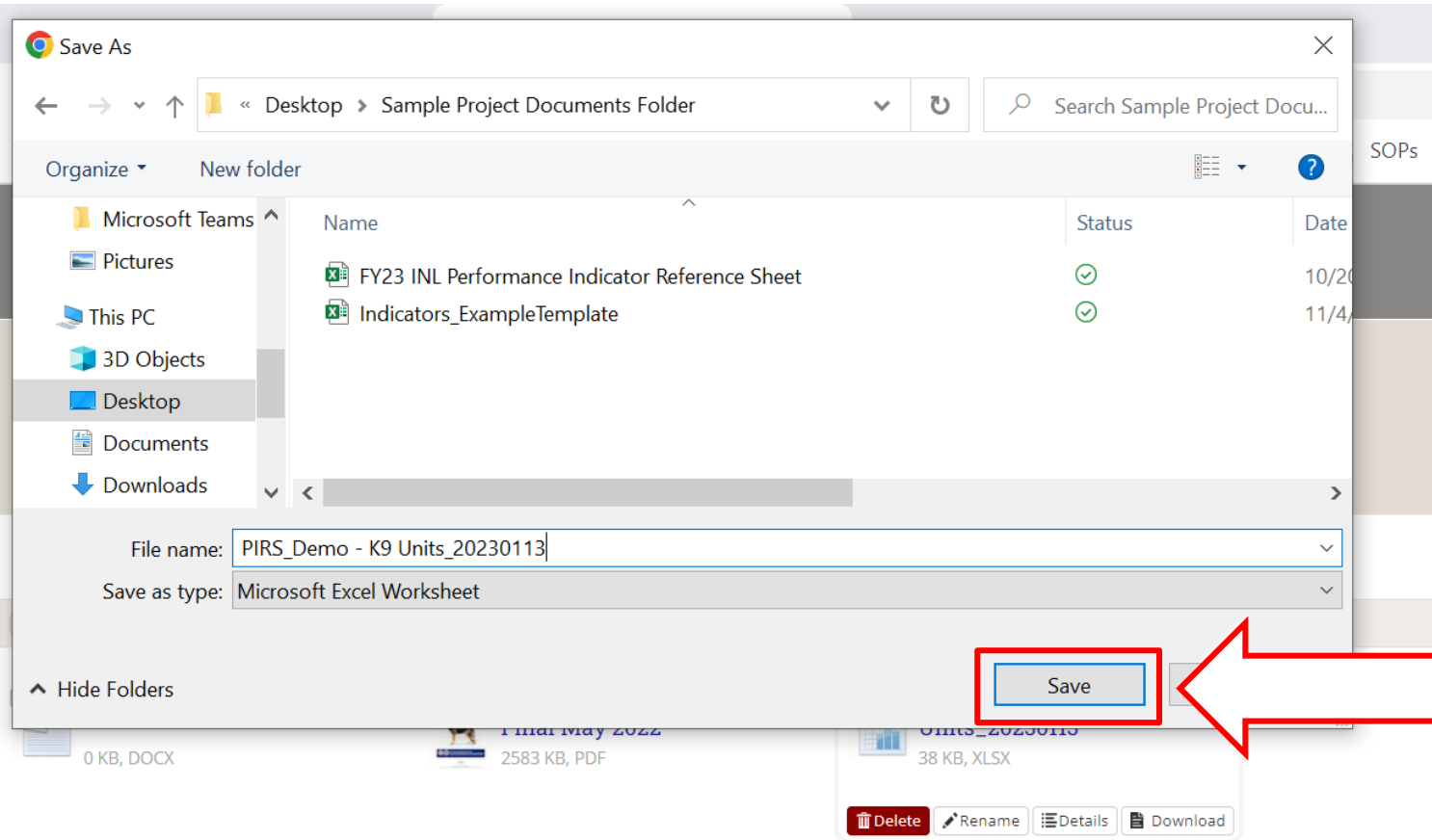
To view an uploaded document, move your cursor to hover over the document you want to view, causing new action buttons to pop up. Once you place your cursor over the document, click the “Download” button to download the file, as shown below. You can also simply click the document’s name, which will prompt the download as well.

The screenshot displays the DevResults application interface. At the top, there is a navigation bar with tabs: Data, Program Info (selected), Tools, Administration, and Bookmarks. Below this is a breadcrumb trail: Home > Program Info > Projects > DEMO Project: K9 Units. The main heading is 'DEMO Project: K9 Units' with a subheading 'INL/KM'. A secondary navigation bar contains tabs: Overview, Performance, Budget, Geography, Checklists, Forms, Documents (selected), Calendar, Photos, and Discussion. On the right of this bar are 'Diagnostics' and 'History' links. Below the navigation bar is an 'Upload Files' button. The main content area shows a list of documents under the 'Documents' tab. The first document is 'Demo K9 SOW' (0 KB, DOCX). The second document is 'K9 Project Package - Final May 2022' (2583 KB, PDF). The third document, 'PIRS_Demo - K9 Units_00230113' (38 KB, XLSX), is highlighted with a red box. A red arrow points to the 'Download' button in the action bar for this document. The bottom of the interface features the DevResults logo on the left and a green 'Done' button on the right.

NOTE: To view a document in this tab, you must download it: you cannot “view it in DevResults”. Although DevResults stores documents, it does not allow you to view or edit documents in the application itself (i.e. it does not act like a SharePoint hub). This assists with version control and protects project documents from unintended or unscheduled edits.

7. Complete Project Document Download

Click “Save” in the File Explorer window that will pop up in order to complete the download.



8. Open and View the Project Document

Click the downloaded file located at the bottom of your browser to open and view the project document.

The screenshot displays the DevResults application interface for the 'DEMO Project: K9 Units'. The top navigation bar includes tabs for 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. Below this, a breadcrumb trail shows the path: 'Home > Program Info > Projects > DEMO Project: K9 Units'. The main title is 'DEMO Project: K9 Units' with a sub-label 'INL/KM'. A secondary navigation bar contains tabs for 'Overview', 'Performance', 'Budget', 'Geography', 'Checklists', 'Forms', 'Documents' (selected), 'Calendar', 'Photos', and 'Discussion'. On the right of this bar are 'Diagnostics' and 'History' buttons. Below the navigation bar is an 'Upload Files' button and a toolbar with 'Move', 'Delete', 'New Folder', and 'Select All' options. The main content area displays a list of documents: 'Demo K9 SOW' (0 KB, DOCX), 'K9 Project Package - Final May 2022' (2583 KB, PDF), and 'PIRS_Demo - K9 Units_20230113' (38 KB, XLSX). At the bottom, a DevResults footer bar shows a 'Done' button and a 'Show all' button. A red box highlights the 'PIRS_Demo - K9 U....xlsx' file in the footer, with a large red arrow pointing to it from the left.

NOTE: If your browser does not show recently downloaded files in the browser window (as shown here), navigate to the destination folder to which you saved the download (e.g. “Downloads”) to open the document instead.