

# **INL DevResults User Guide: Review and Edit Project Information (INL Users)**

# ***Review and Edit Project Information Overview***

DvR allows numerous pieces of information to be entered for a project being tracked in the system, as shown below. This guide will focus on updates to period of performance dates, budget information, and program-specific tags:

## OVERVIEW tab

- Reference section
  - Name
  - Short Name
  - Reference Number
  - Code
- Details section
  - Status
  - Mechanism
  - **Dates (Period of Performance Start and End Dates)**
  - Reporting Periods
- Classification Section
  - Results and Indicators
  - INL Bureau-wide Tags
  - **Program Specific Tags**
  - Related Projects
- Implementing Partner Organizations (section and field)
- Office|Section (section and field)
- Staff Roles and Partner Access (section and field)

## OVERVIEW tab (cont'd.)

- Description Section
  - Project Summary
  - Goals
  - Objectives
  - Key Activities
  - Beneficiary Description

## BUDGET tab

- Funding Sources Section
  - Date
  - Funding Source
  - **Estimated Amount**
  - Currency

## GEOGRAPHY tab

- Locations
- Subnational 2s
- Subnational 1s
- Countries
- World Regions

# 1. Navigate to Bookmarked Projects

To begin, navigate to the bottom left of the homepage and select your **bookmarked project**. If you have not yet bookmarked a project, please refer to the **Bookmarking Projects Guide** [insert static link once finalized].

The screenshot displays the INL Monitoring Database homepage. At the top, the U.S. Department of State logo and 'INL Monitoring Database' text are visible. A navigation bar includes links for Data, Program Info, Tools, Administration, and Bookmarks. A search bar with the placeholder 'Quick search...' and a magnifying glass icon is present, along with a 'Help' button and a 'GP' button. Below the navigation bar, a 'System Default' section features a '+ Add a dashboard' button and a map of the world. A red arrow points to the 'Bookmarked Activities' tile, which lists 'DEMO Project: K9 Units'. Other tiles include 'Bookmarked Indicators' (with a message 'Don't have any bookmarked indicators. Help'), 'My Tasks' (with a message 'You don't have any upcoming tasks. Help'), and '# of Activities' (showing '212 projects'). A 'Manage Dashboards' button is located in the top right corner. The footer includes the 'DevResults' logo and an 'Add Tile' button.

## 2. Find Project

Next, find and select the project for which you want to edit information. If you know the project name, type it in the search bar indicated below to filter the project list. Alternatively, you can use the filter menu on the left side of the screen to filter projects by Office/Section and choose the appropriate project.

The screenshot displays the 'Program Info' section of the DevResults application, specifically the 'Projects' tab. The top navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. Below this, a breadcrumb trail shows 'Home > Program Info > Projects'. A summary bar indicates '147 of 147 projects shown'. On the left, a filter menu is visible with categories like 'Mechanism', 'Framework', 'INL Bureau-wide Tag', 'Program-specific Tag', 'Staff', and 'Primary Implementing Partner Organization'. The 'Office | Section' filter is expanded, showing a list of checkboxes for various offices. The main area features a search bar labeled 'Search projects' and a table of projects. The table has columns for 'Name', 'Ref #', 'Start Date', and 'Status'. A callout box points to the search bar, stating: 'Type all or part of the project name in the search bar to filter the list.' Another callout box points to the 'Office | Section' filter, stating: 'To see only projects for a particular Office/Section, filter the project list by checking the box to the left of the Office/Section desired.'

Search projects

Type all or part of the project name in the search bar to filter the list.

To see only projects for a particular Office/Section, filter the project list by checking the box to the left of the Office/Section desired.

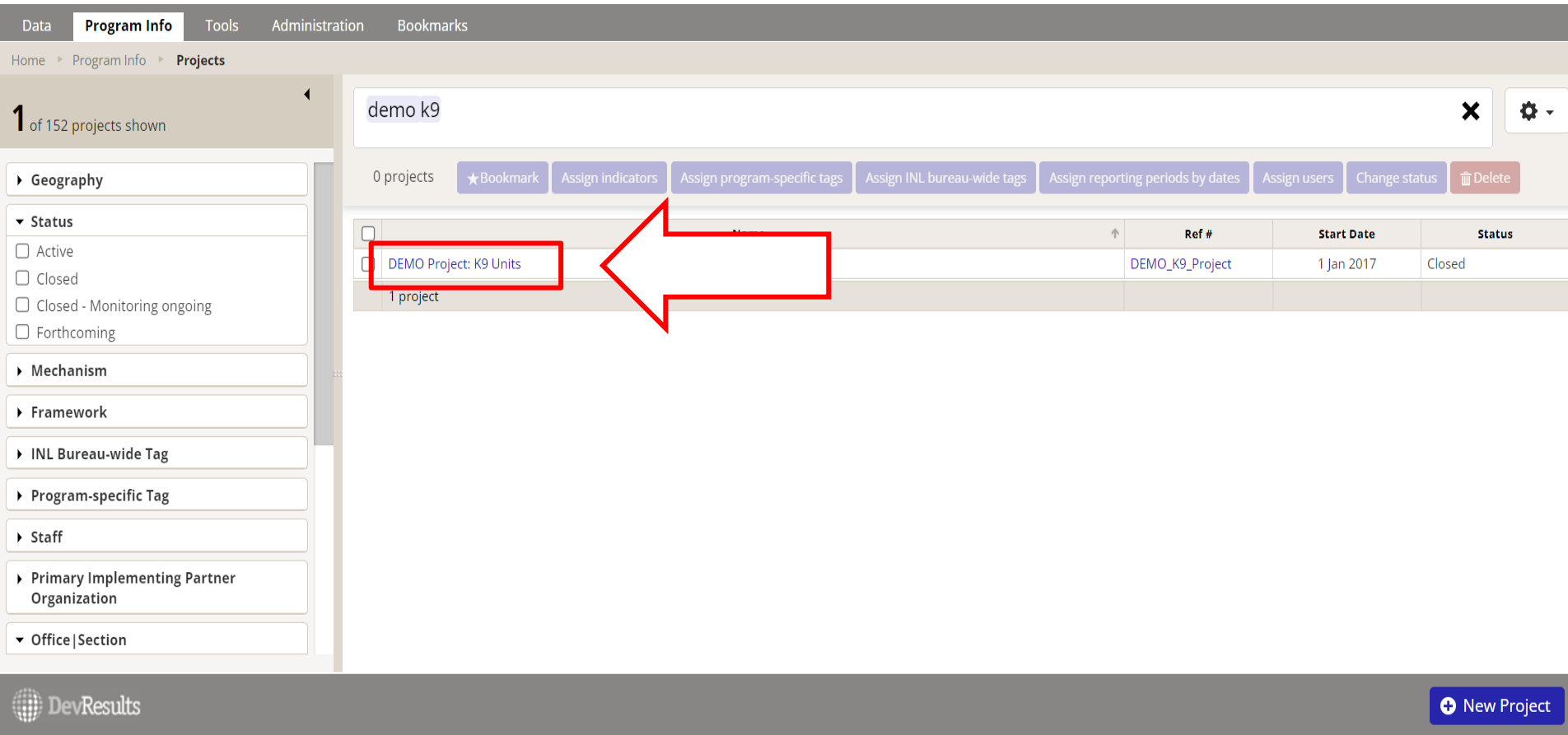
Name	Ref #	Start Date	Status
		1 Jan 2022	Forthcoming
		10 Sep 2020	Forthcoming
		12 Apr 2018	Active
		1 Nov 2021	Active
		1 Jan 2015	Active
		1 May 2020	Forthcoming
		1 Jan 2022	Forthcoming
		1 Oct 2022	Forthcoming
		10 Jul 2020	Active
		2 Jan 2022	Forthcoming
		15 May 2022	Active
		18 Feb 2021	Active
		29 Nov 2021	Forthcoming
		19 Aug 2020	Active
			Forthcoming

DevResults

New Project

### 3. *Select Project*

Next, click to open the selected project. To do this, click on the project name, as shown below. This will open the project page.



The screenshot shows the 'Program Info' tab in the DevResults application, specifically the 'Projects' section. On the left, there are filters for Geography, Status, Mechanism, Framework, INL Bureau-wide Tag, Program-specific Tag, Staff, Primary Implementing Partner Organization, and Office | Section. The main area displays a search bar with 'demo k9' and a table of projects. A red box highlights the project name 'DEMO Project: K9 Units' in the table, with a large red arrow pointing to it from the right. The table also shows 'Ref #', 'Start Date', and 'Status'.

	Ref #	Start Date	Status
<input type="checkbox"/> DEMO Project: K9 Units	DEMO_K9_Project	1 Jan 2017	Closed

1 project

## 4. Edit the Overview Tab

The **Overview** tab for your new project includes multiple sections that can be edited. You will need to scroll down the page in order to see all the sections under this tab. Information about how to edit to **period of performance dates**, and **program-specific tags**, can be found on the next slides. It is helpful to have your project's Change Map or Statement of Work on hand to reference as needed.

The screenshot shows the 'Overview' tab of the 'DEMO Project: K9 Units' in the INL Monitoring Database. The 'Overview' tab is highlighted with a red box. The page is divided into two main sections: 'Reference' and 'Description'.

**Reference Section:**

- Name:** DEMO Project: K9 Units
- Short Name:** Demo - K9 Units
- Reference #:** DEMO\_K9\_Project
- Code:** KM.DDL.02

**Details Section:**

- Status:** Forthcoming
- Mechanism:** Grant

**Description Section:**

- 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 continuous 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

A red arrow points to the 'Done' button at the bottom right of the page.

## 5. Edit the Details Section – Dates

To edit the Period of Performance, scroll down to the “Details” section of the **Overview** tab, and fill in the Dates fields according to the instructions below:

The screenshot shows the 'U.S. Department of State INL Monitoring Database' interface. The 'Program Info' tab is selected, and the 'DEMO Project: K9 Units' page is displayed. The 'Overview' tab is active, showing various sections: Reference, Description, Goals, Objectives, and Reporting Periods. The 'Details' section is highlighted with a red box, containing fields for Status (Closed), Mechanism (Not Foreign Assistance), and Dates (1 Jan 2017 - 31 Dec 2021). The 'Reporting Periods' table is also visible below the details section.

Reporting Periods	Name	Start Date	End Date	Status
	2021 Oct-Dec	1 Oct 2021	31 Dec 2021	In Progress
	2021 Jul-Sep	1 Jul 2021	30 Sep 2021	In Progress
	2021 Apr-Jun	1 Apr 2021	30 Jun 2021	In Progress
	2021 Jan-Mar	1 Jan 2021	31 Mar 2021	Returned
	2020 Oct-Dec	1 Oct 2020	31 Dec 2020	In Progress

**Dates:** Type in start and end dates for this project, to:

- Find this project when searching by date, or
- Have it appear on the separate DevResults timeline

You can access the timeline by clicking on the **Data** tab, and then “Timeline” to see your project start and end dates calendarized.

## 6. Edit the Classification Section – Program-Specific Tags

To edit Program-Specific Tags, scroll down to the “Classification” section of the **Overview** tab, and follow the instructions below:

The screenshot shows the U.S. Department of State INL Monitoring Database interface. The top navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The main header displays 'DEMO Project: K9 Units' and 'INL/KM'. Below this is a tabbed interface with 'Overview' selected. The 'Classification' section is visible, showing a table of indicators and reporting cycles. A red box highlights the 'Program-specific Tags' section at the bottom, which includes a dropdown menu with 'KM.DDL - K9' and a 'Remove' button. Below the dropdown is a text input field labeled 'Add a program specific tag...'.

Indicator	Reporting Cycle
APR.02 # metric tons of illicit narcotics seized by U.S. Government	Quarter
KM.DDL.02.01 DEMO % of canines in K9 unit with current certification	Quarter
KM.DDL.02.02 DEMO U.S. dollar value of detected illicit goods	Quarter
KM.DDL.02.03 DEMO % of EUM inspections that identify a dog	Quarter
KM.DDL.02.04 DEMO % of planned K9 team deployments to the field	Quarter
KM.DDL.02.05 DEMO % of kennels that meet EUM standard	Inherited
KM.DDL.02.05-d DEMO # of kennels inspected using EUM standard	Quarter
KM.DDL.02.05-n DEMO # of kennels that meet EUM standard	Quarter
KM.DDL.02.06 DEMO % of K9 transport vehicles that have K9 certification	Quarter
KM.DDL.02.07 DEMO % of INL quarterly K9 unit assessment	Quarter
KM.DDL.02.08 DEMO # of dogs certified	Quarter
KM.DDL.02.10 DEMO % of canine transport drivers who pass training	Quarter

INL Bureau-wide Tags

- INL Bureau-wide Tag
- FBS Obj. 1.1: Synthetic Drug Markets
- FBS Obj. 1.2: Plant-based Drug Markets (Counter narcotics)
- FBS Obj. 3.1: Foundations of CI
- Mainstreaming: Not applicable
- Method: Other
- Sector: Law Enforcement

Program-specific Tags

- KM.DDL - K9 [Remove]

Add a program specific tag...

**Program-Specific Tags:** Add program-specific tags, if any. Program-specific tags are especially useful for things like ICS objectives, earmarks, and standard data calls.

Program-specific tags that apply across projects or indicators within a program will be named according to the following convention: [Office].[Program] – [Tag Name]. For example, “GPP.DDR – Prevention.”

Program-specific tags that apply across projects or indicators within an office will be named according to the following convention: [Office] – [Tag Name]. For example, “KM – SPSPD category.”

Click “Add a Program-specific tag” to select tags (if any) from a drop-down menu; click “Remove” to remove any tags that already have been added.

If you want to create a new tag, reach out to [INL-DVR-Mailbox@state.gov](mailto:INL-DVR-Mailbox@state.gov).



## 7. Edit the Budget Tab

The **Budget** tab for your new project also includes multiple sections that can be edited. You will need to scroll down the page in order to see all the sections under this tab. The next slide describes how to edit the budget's **Estimated Amount**.

U.S. Department of State  
INL Monitoring Database

Quick search...

Help CB

Data **Program Info** Tools Administration Bookmarks

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

### DEMO Project: K9 Units

INL/KM

**Budget** Overview Performance Geography Checklists Forms Documents Calendar Photos Discussion

Diagnostics History

#### Funding Sources

	Date	Funding S...	Estimated ...	Currency	USD	Budgeted	Disbursed	% of Total
	1 Jan 2017	INL Funding	2,500,000.00	USD	2,500,000.00			100%
	<a href="#">Click to add...</a>							
		Project Total			2,500,000.00			

Manage funding sources

#### Funding Breakdown

#### Deliverables

	Deliverable	Amount	Cu...	Due ...	Approval	Paym...	Attach...
	<a href="#">Click to add...</a>						

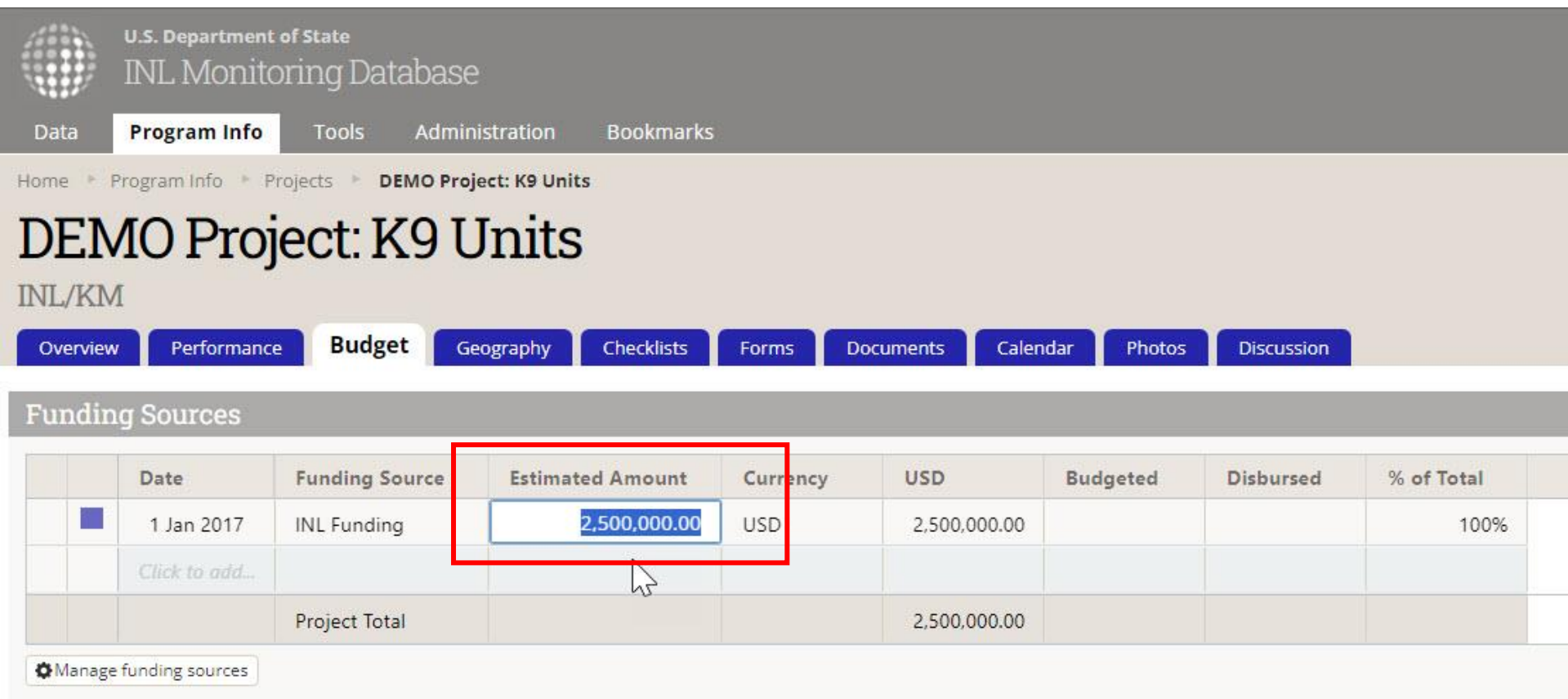
DevResults

Created by Cassandra Stimpson (1 Aug 2022)

Done

## 8. Edit the Funding Sources Section – Estimated Amount

To edit the Estimated budget amount, navigate to the “Funding Sources” section at the top of the **Budget** tab, click into the Estimated Amount field, and edit the figure as needed.



U.S. Department of State  
INL Monitoring Database

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 Calendar Photos Discussion

#### Funding Sources

	Date	Funding Source	Estimated Amount	Currency	USD	Budgeted	Disbursed	% of Total
	1 Jan 2017	INL Funding	2,500,000.00	USD	2,500,000.00			100%
	<a href="#">Click to add...</a>							
		Project Total			2,500,000.00			

Manage funding sources