

# **INL DevResults User Guide: Data Entry (Partner Users)**

# Navigate to Your Project from the DevResults Homepage

Select the **Partner Dashboard** tab. Under **Your Projects** banner, confirm that you see all the projects for which you need to report indicator results. Use the scroll bar on the right-hand side to see the full list of projects.

Under the **Project Reporting** banner, confirm that the reporting periods listed align with your program's deliverables.

Find the project for which you want to enter indicator results and click on the corresponding reporting period to the right of the project name.

Partner Dashboard System Default + Add a dashboard

**Your Projects**

DEMO Project: K9 Units

Overview Data Tables

Open Reporting Periods:

2017 Jan-Mar 2017 Apr-Jun 2017 Jul-Sep 2017 Oct-Dec 2018 Jan-Mar 2018 Apr-Jun 2018 Jul-Sep 2018 Oct-Dec 2019 Jan-Mar 2019 Apr-Jun 2019 Jul-Sep

**Your Organization**

Edit organization info Manage organization users

**Project Reporting**

Only show current & upcoming reporting periods

Project Code	Project Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
KM.DDL02	DEMO Project: K9 Units	2017 Jan-Mar	1 Jan 2017	31 Mar 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2017 Apr-Jun	1 Apr 2017	30 Jun 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2017 Jul-Sep	1 Jul 2017	30 Sep 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2017 Oct-Dec	1 Oct 2017	31 Dec 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2018 Jan-Mar	1 Jan 2018	31 Mar 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2018 Apr-Jun	1 Apr 2018	30 Jun 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2018 Jul-Sep	1 Jul 2018	30 Sep 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2018 Oct-Dec	1 Oct 2018	31 Dec 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL02	DEMO Project: K9 Units	2019 Jan-Mar	1 Jan 2019	31 Mar 2019	1 Jan 2015	15 Oct 2030	In Progress	

DevResults + Add Tile

# Navigate to Your Project from the DevResults Homepage (continued)

NOTE: If you see a bold locked icon in line with a project, this means that either 1) data for that project has already been submitted for the reporting period and is locked from editing, or 2) the submission period is closed. If within the submission period, this data must be returned before you can continue editing data for the project and reporting period. The screenshot below shows that all project data for this reporting period are unlocked/not submitted.

Partner DashboardSystem DefaultAdd a dashboard

DEMO Project: K9 Units

OverviewData Tables

Open Reporting Periods:

2017 Jan-Mar2017 Apr-Jun2017 Jul-Sep2017 Oct-Dec2018 Jan-Mar2018 Apr-Jun2018 Jul-Sep2018 Oct-Dec2019 Jan-Mar2019 Apr-Jun2019 Jul-Sep

Your Organization

Edit organization infoManage organization users

Project Reporting

☒ Only show current & upcoming reporting periods

Project Code	Project Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
KM.DDL.02	DEMO Project: K9 Units	2017 Jan-Mar	1 Jan 2017	31 Mar 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2017 Apr-Jun	1 Apr 2017	30 Jun 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2017 Jul-Sep	1 Jul 2017	30 Sep 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2017 Oct-Dec	1 Oct 2017	31 Dec 2017	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2018 Jan-Mar	1 Jan 2018	31 Mar 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2018 Apr-Jun	1 Apr 2018	30 Jun 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2018 Jul-Sep	1 Jul 2018	30 Sep 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2018 Oct-Dec	1 Oct 2018	31 Dec 2018	1 Jan 2015	15 Oct 2030	In Progress	
KM.DDL.02	DEMO Project: K9 Units	2019 Jan-Mar	1 Jan 2019	31 Mar 2019	1 Jan 2015	15 Oct 2030	In Progress	

DevResultsAdd Tile



# Enter Indicator Results

# Enter Indicator Results — Three Options

Once you have navigated to your project's reporting period all users will proceed to enter indicator results and narrative responses using the same set of steps, as shown in this section.

Once inside the selected reporting period, you will see your project's indicators. There are three options for entering your results data:

- Select an Indicator for Direct Entry — This option is best if you are only entering data for one indicator at a time. Click [here](#) to navigate directly to steps for this option.
- Download Indicator Results Template — This option is best for entering data for multiple indicators all at once. Click [here](#) to navigate directly to steps for this option.
- Update a Data Table — This option pertains to only those indicators linked to data tables. Click [here](#) to navigate directly to steps for this option.

The screenshot displays the 'DEMO Project: K9 Units' interface for the reporting period '2017 Apr-Jun'. The breadcrumb trail is: Home > Program Info > Time > Reporting Periods > 2017 Apr-Jun > DEMO Project > K9 Units. The page title is 'DEMO Project: K9 Units' with a subtitle '2017 Apr-Jun | INL/KM'. Below the title are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. A search bar labeled 'Search indicators' is present. A table of indicators is shown with columns for ID, Description, Entry Type, and Location. A settings menu is open, showing options like 'Download direct entry template', 'Upload direct entry template', 'Download narrative responses', 'Recalculate computed results', and 'Recalculate logic checks'. A 'Columns' section allows selecting various data fields, with 'Comments' checked. Three blue callout boxes labeled A, B, and C point to specific elements: A points to the 'Indicators' tab, B points to the 'STATUS No Data' button, and C points to the 'Direct Entry' column in the indicators table.

Home > Program Info > Time > Reporting Periods > 2017 Apr-Jun > DEMO Project > K9 Units

DEMO Project: K9 Units

2017 Apr-Jun | INL/KM

Indicators Data Tables Narrative Discussion Forms

Search indicators

ID	Description	Entry Type	Location
KM.DDL.02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Local
KM.DDL.02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Local
KM.DDL.02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Local
KM.DDL.02.11	DEMO # of dogs certified	Direct Entry	Local
KM.DDL.02.12	DEMO The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	Direct Entry	Local
KM.DDL.02.13	DEMO % of canine transport drivers who pass the final exam in the canine transport training with a score of 80% or higher	Direct Entry	Local
KM.DDL.02.14	DEMO % of canine transport technicians who pass the final exam in the canine transport maintenance training with a score of 80% or higher	Direct Entry	Local
KM.DDL.02.15	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Local
KM.DDL.02.16	DEMO # of handlers certified by the partner government	Data Table	Local
KM.DDL.02.17	DEMO U.S. dollar value of the partner government's K9 program's budget	Direct Entry	Local
KM.DDL.02.18	DEMO # of adopted SOPs	Direct Entry	Local

STATUS ✖ No Data

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

Columns

- ☐ Code
- ☐ Indicator
- ☐ Data Source
- ☐ Geographic Disaggregation
- ☐ Warnings
- ☒ Comments

# A.1 Option A: Select an Indicator for Direct Entry

Select an indicator by clicking on its name to directly enter results.

NOTE: You can see that the Status bar at the top right of the page indicates that no data has been entered for this project.

Home

Program Info

Time

Reporting Periods

2021 Jan-Mar

DEMO Project: K9 Units

STATUS No Data

DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

IndicatorsData TablesNarrativeDiscussionForms

Search indicators

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results
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				
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location				
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location				
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				
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location				
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location				
KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location				
KM.DDL.02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location				
KM.DDL.02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location				

DevResults

Done

## A.2 Enter Indicator Results

Click into each data cell to enter results and relevant comments for your indicator. DevResults will automatically save your data as you enter it; you do not need to click Done.

When data entry for the indicator is complete, return to the **Indicators** tab (top left).

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units > DEMO U.S. dollar value of detected illicit goods per year

STATUS x No Data

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

**Indicators** Data Tables Narrative Discussion Forms

**DEMO U.S. dollar value of detected illicit goods per year** Indicator Info

Recalculate logic checks

Location	Demo.K9 - Illicit Goods Type					Total	Comment
	antiquities	narcotics	illegal wildlife products	cash	other		
United States & Canada / Canada / Demo - K91	400	1,500	10	0	0	1,910	
United States & Canada / Canada / Demo - K92							
United States & Canada / Canada / Demo - K93							
United States & Canada / Canada / Demo - K94							
United States & Canada / Canada / Demo - K95							
United States & Canada / Canada / Demo - K96							
United States & Canada / Canada / Demo - K97							

DevResults Done

Click into each field to type your results by disaggregation (columns) and location (rows).

Add a comment to explain any aberrant or unusual results if necessary.

## A.3 What To Do If Results Are “Zero”

If you do not have results to enter for a **direct entry or formula** indicator, do not type "N/A." (DevResults won't accept text where it expects a number). Instead, proceed as follows:

- If data are **missing** (i.e., there is a value but you don't know what it is) or **unreportable** (i.e., results are not measurable, or the indicator needs to be modified or changed), leave the cell blank and provide a comment that explains why no data were entered. For example, "disaggregations not applicable, need to update" or "data cannot be collected, suggest removing indicator."
- If no results are expected but the value is known to be zero, enter "0." For example, if you are reporting # trained, but no trainings have yet occurred, enter "0" and potentially add a note saying something like "trainings are not set to begin until the next quarter."

If you do not have results to enter for a **data table** indicator, comments are not available in the indicator entry itself. Instead, please leave comments and zeros in the discussion tab or in narrative responses.

If you do not have results to enter because the indicator results are not *measurable*, or because the indicator itself *needs to be modified or changed*, please see the [PIRS Change Request Guide](#) (under section five of the DevResults INL Help Page)



## A.4 Repeat Data Entry for All Indicators

From the **Indicators** tab, repeat the data entry process for each additional indicator. Select each indicator by clicking on its name to directly enter results. To review this process, see the previous slides (see [here](#)).

Repeat this process until you have completed data entry for all indicators. Once you have added results for each indicator and checked your data entry for accuracy, proceed [here](#) for next steps.

Home

DEMO Project: K9 Units

NOTE: The Status bar indicates that data entry is In Progress for this project.

STATUS In Progress

# DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators

Data Tables

Narrative

Discussion

Forms

≡

Search indicators

Q

Code	Indicator	Data Source	Geographic Disaggregation	Current Results
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	13.50%
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location	39,050
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location	45.00%
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%

NOTE: Each time you return to the **Indicators** tab, you will see data entry for each indicator summarized and reflected in the “Current Results” column. Although this is a good way to track the indicators for which you’ve begun entering data, note that these totals do not denote entry completeness. Users must click into each indicator in order to confirm the accuracy and completeness of their data entry!

## B.1 Option B: Download Indicator Results Template

Click the Settings icon and select **Download direct entry template**.

Note: The Status bar at the top right of the page indicates that no data has been entered for this project.

[Home](#) > [DEMO Project: K9 Units](#)

STATUS ✖ **No Data**

# DEMO Project: K9 Units

2021 Jan-Mar | [INL/KM](#)

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

☰

Search indicators

🔍

⚙️

Code	Indicator
EG.01	<a href="#">DEMO INDICATOR: Project responses</a>
KM.DDL.02.01	<a href="#">DEMO % of canines in K9 unit with current certification</a>
KM.DDL.02.02	<a href="#">DEMO U.S. dollar value of detected illicit goods per year</a>
KM.DDL.02.03	<a href="#">DEMO % of EUM inspections that identify a deficiency</a>
KM.DDL.02.04	<a href="#">DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan</a>
KM.DDL.02.05	<a href="#">DEMO % of kennels that meet EUM standards upon inspection</a>
KM.DDL.02.06	<a href="#">DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled</a>

Download direct entry template

Upload direct entry template

Download narrative responses

Recalculate computed results

Recalculate logic checks

Columns

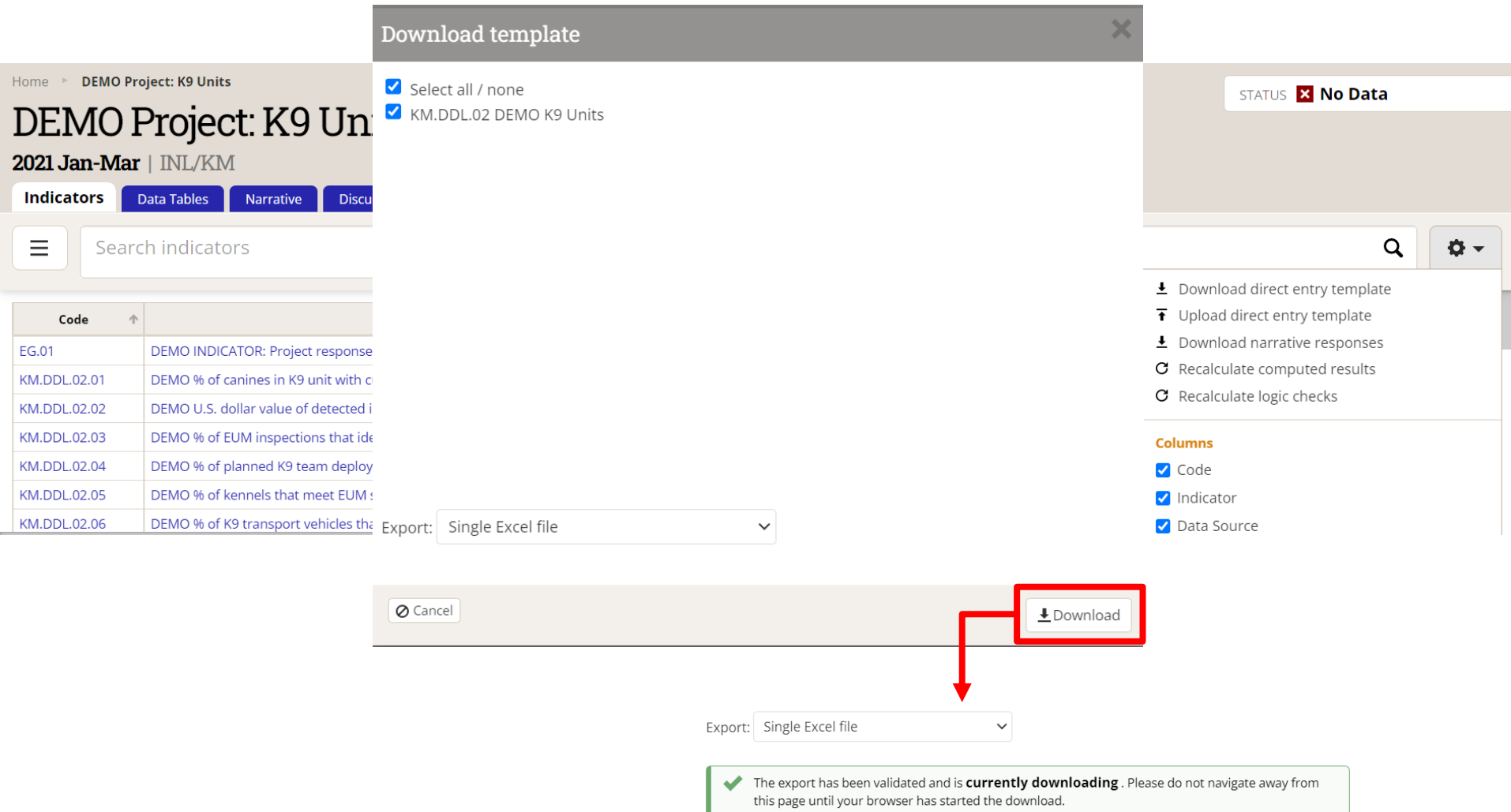
☒ Code

☒ Indicator

☒ Data Source

## B.2 Download Indicator Results Template (continued)

Click **Download** and await the validation message. A File Explorer window will pop up to save the template as a Single Excel File. Open the template and save it to your computer.



Home ► DEMO Project: K9 Units

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables Narrative Discuss

Search indicators

Code	
EG.01	DEMO INDICATOR: Project response
KM.DDL.02.01	DEMO % of canines in K9 unit with c
KM.DDL.02.02	DEMO U.S. dollar value of detected i
KM.DDL.02.03	DEMO % of EUM inspections that ide
KM.DDL.02.04	DEMO % of planned K9 team deploy
KM.DDL.02.05	DEMO % of kennels that meet EUM s
KM.DDL.02.06	DEMO % of K9 transport vehicles the

Download template

☒ Select all / none

☒ KM.DDL.02 DEMO K9 Units

STATUS ✖ No Data

Download direct entry template

Upload direct entry template

Download narrative responses

Recalculate computed results

Recalculate logic checks

Columns

☒ Code

☒ Indicator

☒ Data Source

Export: Single Excel file

Cancel Download

Export: Single Excel file

✓ The export has been validated and is **currently downloading**. Please do not navigate away from this page until your browser has started the download.

## B.3 Enter Indicator Results Using the Results Template

After you open the file, indicators will be arrayed horizontally in the exported workbook.

Enter data per indicator by simply clicking into each applicable cell to type your results.

Indicators and their disaggregations are arrayed horizontally across the sheet. Scroll to the right to ensure you enter data for each!

If your project has multiple locations, you will see multiple rows for which you will enter data.

Add any comments for your reviewer's consideration after each indicator, if necessary.

Scroll to the right!

Location	Ministry of Interior (MOI)/Public Security Bureau (PSB)	Organized and Serious Crimes Department (OSCD)	Trafficking in Persons (TIP) Task Force	Intelligence	Witness protection	Covert operations	Financial crimes	Narcotics unit	Anticorruption	Antiterrorism	Comment	antiquities	cash	drugs	illegal wildlife or wildlife products	legal goods brought in illegally to avoid tax	other	persons	weapons	Comment	Comment	Comment
United States & Canada / Canada / Demo Location - K91	25.00	15.00	0.00	0.00	5.00	0.00	0.00	45.00	0.00	45.00		150	400	35,000	2,000	0	0	0	1,500		45.00	35.00
United States & Canada / Canada / Demo Location - K92																						
United States & Canada / Canada / Demo Location - K93																						
United States & Canada / Canada / Demo Location - K94																						
United States & Canada / Canada / Demo Location - K95																						
United States & Canada / Canada / Demo Location - K96																						
United States & Canada / Canada / Demo Location - K97																						

## B.4 Enter Indicator Results Using the Results Template (continued)

If you do not have results to enter for a cell, do not type "N/A." (DevResults won't accept text where it expects a number). Instead, proceed as follows:

- If data are missing (i.e., there is a value but you don't know what it is), leave the cell blank and provide a comment that notes the data are missing. For example, "data are missing, see narrative response on project analysis," or "data are missing because data collection has not yet begun."
- If no results are expected but the value is known to be zero, enter "0." For example, if you are reporting # trained, but no trainings have yet occurred, enter "0" and potentially add a note saying something like "trainings are not set to begin until the next quarter."

Make sure to enter results and relevant comments for each indicator. **Save the Excel spreadsheet to your computer when finished.**

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2		KM.DDL.02.01 DEMO % of canines in K9 unit with current certification											KM.DDL.02.02 DEMO U.S. de	
3	Location	Ministry of Interior (MOI)/Public Security Bureau (PSB)	Organized and Serious Crimes Department (OSCD)	Trafficking in Persons (TIP) Task Force	Intelligence	Witness protection	Covert operations	Financial crimes	Narcotics unit	Anticorruption	Antiterrorism	Comment	antiquities	cash
4	United States & Canada	<div> <p>If your project's indicators disaggregate based on different geographies (i.e. locations vs. administrative divisions, like countries), your indicators will be split into multiple tabs. If your project has additional tabs, make sure to fill in results on all tabs!</p> </div>												
5	United States & Canada													
6	United States & Canada													
7	United States & Canada													
8	United States & Canada / Canada / CA - Demo Location - K95													
9	United States & Canada / Canada / CA - Demo Location - K96													
10	United States & Canada / Canada / CA - Demo Location - K97													
11														
12														
13														
14														
15														

## B.5 Upload Indicator Results

Once you have saved your spreadsheet, return to DevResults to upload the template. Click the Settings icon and select **Upload direct entry template**.

Home > DEMO Project: K9 Units

STATUS ✖ No Data

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables Narrative Discussion Forms

Search indicators

Code	Indicator
EG.01	DEMO INDICATOR: Project responses
KM.DDL.02.01	DEMO % of canines in K9 unit with current certification
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency
KM.DDL.02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled

Download direct entry template

**Upload direct entry template**

Download narrative responses

Recalculate computed results

Recalculate logic checks

**Columns**

☒ Code

☒ Indicator

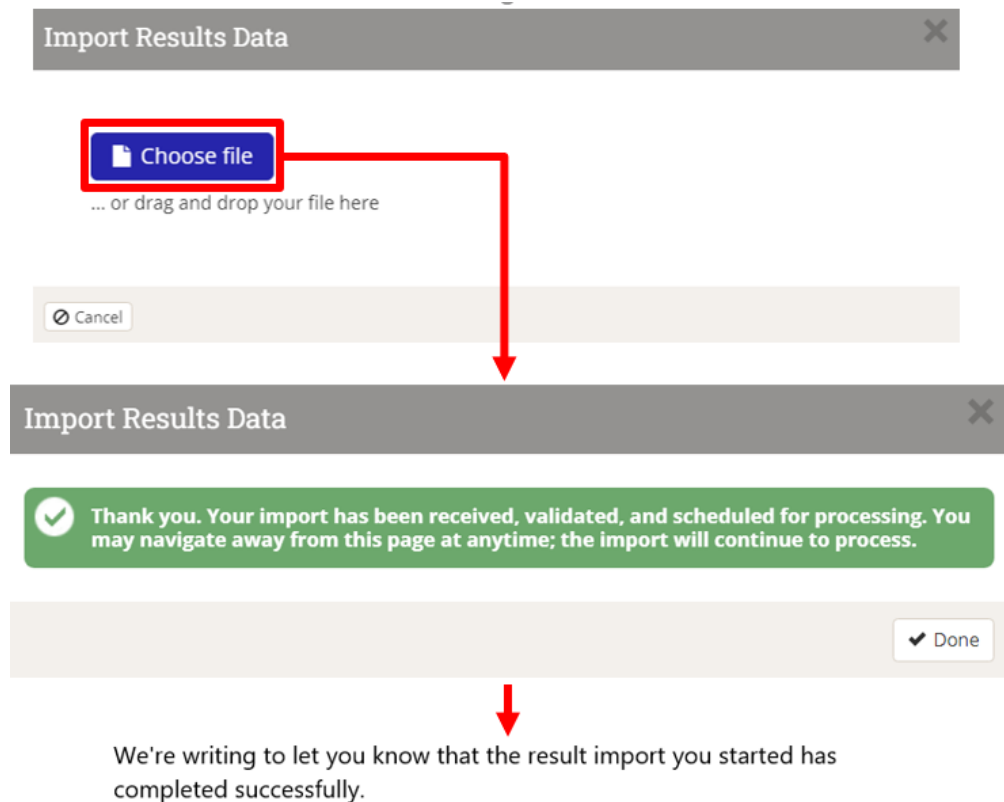
☒ Data Source

## B.6 Upload Indicator Results (continued)

Choose the Excel File from the saved location and wait for the system to generate a green validation message (shown right). From there, you must wait until you receive an email from DevResults notifying you that your upload has been completed successfully before you can confirm that your results have been imported.

If your data fails to upload successfully, DevResults will inform you of the specific issue through a pop-up error message at this stage. You will need to correct the issue as indicated and then attempt to upload your data again.

Once you receive the completion email, **refresh the page** to see your uploaded results.



## B.7 Confirm Upload

After refreshing the page, confirm that indicator results populate the fields by looking over the data in DevResults from the **Indicators** tab. Confirm that you have entered data for all of your project's indicators.

NOTE: The Status bar at the top right of the page indicates that data entry is in progress for this project.

Home » Program Info » Time » Reporting Periods » 2021 Jan-Mar » DEMO Project: K9 Units

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables Narrative Discussion Forms

Search indicators

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results
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%
KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location				
KM.DDL.02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location				
KM.DDL.02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location				
KM.DDL.02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location				

DevResults

Done

If current results fields are blank for any indicators, check your downloaded template for missing data! Simply fill in the fields you missed on the same template (remember to side-scroll!) and reupload the corrected copy to DevResults.



## C.1 Option C: Data Table Indicators

If your project has indicators that populate results using information derived from a data table, you will need to update the data table to reflect information collected during the reporting period.

The data table can be updated directly (line by line) or via downloading a data table template (bulk). Choose the approach most advantageous to you based on the amount of data you need to add:

- **Direct Entry** – This option is best if your indicator involves simple edits to a data table, such as adding a single row of data. Click [here](#) to navigate directly to steps for this option.
- **Download Data Table Template** – This option is best if your data table is a large dataset (e.g. a table of trainees), and/or if you need to add many rows of data to the table. Click [here](#) to navigate directly to steps for this option.

Home

Program Info

Data Definitions

Data Tables

DEMO K9 Training Program Data Table

★

DEMO K9 Training Program Data Table

Data

Design

☰

Search

🔍

⚙️

+ Add new row

🗑️ Delete

<input type="checkbox"/>		Key Value	Date of Training ↑	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Project
<input type="checkbox"/>		1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo	H	Female	K9 Handler Training	Handler Training	3%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>		2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo	F	Female	K9 Training 101	K9 Training	0%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>		3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo	G	Male	K9 Handler Training	Handler Training	2%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>		4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	A	Male	K9 Training 101	K9 Training	1%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>		5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	B	Female	Advanced Training	Specialty Training	10%	No	DEMO Project: K9 Units
<input type="checkbox"/>		6	10 Oct 2020	123456	Orlando,Florida,United States (United States, United States & Canada)	Demo	Y	Other	Advanced Training	Specialty Training	0%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>		7	15 Dec 2020	234561	Orlando,Florida,United States (United States, United States & Canada)	Demo	Z	Female	K9 Training 101	K9 Training	5%	No	DEMO Project: K9 Units

*Above: Example data table in DevResults.*

## C.2 Update Data Table Indicator via Direct Entry

First, click into the indicator for which results are drawn from a connected data table, such as in the example below.

Home » Program Info » Time » Reporting Periods » 2021 Jan-Mar » DEMO Project: K9 Units

STATUS **In Progress**

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

**Indicators** Data Tables Narrative Discussion Forms

Search indicators

KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location					
KM.DDL.02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location					50.00
KM.DDL.02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location					
KM.DDL.02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location					
KM.DDL.02.11	DEMO # of dogs certified	Direct Entry	Location					
KM.DDL.02.12	DEMO The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	Direct Entry	Location					
KM.DDL.02.13	DEMO % of canine transport drivers who pass the final exam in the canine transport training with a score of 80% or higher	Direct Entry	Location					
KM.DDL.02.14	DEMO % of canine transport technicians who pass the final exam in the canine transport maintenance training with a score of 80% or higher	Direct Entry	Location					
KM.DDL.02.15	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Location					
KM.DDL.02.16	DEMO # of handlers certified by the partner government	Data Table	Location					
KM.DDL.02.17	DEMO U.S. dollar value of the partner government's K9 program's budget	Direct Entry	Location					
KM.DDL.02.18	DEMO # of adopted SOPs	Direct Entry	Location					

DevResults

✓ Done

## C.3 Data Table Indicators (continued)

Click **View Data Table** (shown below) to enter data in the data table.

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units > DEMO # of handlers certified by the partner government

STATUS **In Progress**

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables Narrative Discussion Forms

**KM.DDL.02.16** DEMO # of handlers certified by the partner government [Indicator Info](#)

This is a data table indicator. Comments can be edited here.  
To enter data, go to the data table: [View data table](#)

[Recalculate results](#) [Recalculate logic checks](#)



## C.4 Data Table Indicators (continued)

Once you are in this Data Table view, you are ready to enter data. Click **Add New Row** to make new data entries in your indicator's data table.

The screenshot displays the 'DEMO Project: K9 Units' interface. At the top, there is a breadcrumb trail: Home > Program Info > Projects > DEMO Project: K9 Units. Below this is the title 'DEMO Project: K9 Units' and a sub-header 'INL/KM'. A horizontal menu contains several tabs: Overview, Performance, Budget, Geography, Checklists, Forms, Documents, Calendar, Photos, and Discussion. To the right of these tabs are 'Diagnostics' and 'History' buttons. Below the menu is a 'Data table' dropdown menu currently set to 'DEMO K9 Training Program Data Table'. A search bar with a magnifying glass icon and a settings gear icon is positioned to the right. Below the search bar, the 'Add new row' button (a blue button with a plus icon) is highlighted with a red box, and a large red arrow points to it from the right. Next to it is a 'Delete' button (a red button with a trash icon). Below these buttons, a message states: 'No data has been added to this data table. [Add a row](#) or [import data](#) to get started.' The footer of the page includes the 'DevResults' logo on the left, the text 'Created by Cassandra Stimpson (1 Aug 2021)' in the center, and a green 'Done' button on the right.

## C.5 Data Table Indicators (continued)

After you hit Add New Row, a Data Form will pop up. Fill out the form with your data table entry. Hit **Save** after you fill out the Data Form.

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

### DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists

Data table DEMO K9 Training Program Data Table

Search

Add new row Delete

No data has been added to this data table. [Add a row](#) or [import data](#) to get started.

#### Data Form

Date of Training

K9 ID

Location of Training

Handler First Name

Handler Surname

Handler Gender

Name of Training

Type of Training

Error Rate

Passed Training? ☐ (not set)

Cancel Save

Note: Although dates will automatically reformat in DevResults, it is a best practice to input date values as MM/DD/YYYY to ensure proper date conversion in data tables.

Created by Cassandra Stimpson (1 Aug 2021)

Done

## C.6 Data Table Indicators (continued)

After you hit save, the data you entered will populate in the table behind the Data Form. At this point, you can either choose Add New Row to enter another row of data to the data table, or you can click Done to close the Data Form window.

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

### DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists

Data table DEMO K9 Training Program Data Table

Search

+ Add new row Delete

	Key Value	Date of Training	K9 ID	
	1	1 Aug 2022	56734	Washin

#### Data Form

Date of Training 1 Aug 2022

K9 ID 56734

Location of Training Washington, DC (United States, United States & Canada)

Handler First Name Demo

Handler Surname Handler

Handler Gender Female

Name of Training K9 Handler Training

Type of Training Handler Training

Error Rate 3 %

Passed Training? ☒ Yes

↑ Up ↓ Down

+ Add new row Done

✓ Diagnostics History

Q ⚙

Name of Training	Type of Training	Error Rate	Passed Training?
Handler Training	Handler Training	3%	Yes

DevResults

1 Aug 2022

✓ Done

## C.7 Data Table Indicators (continued)

Once you close the Data Form and have updated the data table for the reporting period, click **Done**. DevResults will return you to the **Indicators** tab to continue entering data for the rest of the indicators in your project's reporting period.

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

INL/KM

Overview Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion

✓ Diagnostics ⚙ History

Data table DEMO K9 Training Program Data Table

Search

⚙ Add new row Delete

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	1 Aug 2022	56734	Washington, DC (United States, United States & Canada)	Demo	Handler	Female	K9 Handler Training	Handler Training	3%	Yes



Home » Program Info » Time » Reporting Periods » 2021 Jan-Mar » DEMO Project: K9 Units

STATUS **In Progress**

2021 Jan-Mar | INL/KM

**Indicators** Data Tables Narrative Discussion Forms

Search indicators

KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location								
KM.DDL.02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location								50.00
KM.DDL.02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location								
KM.DDL.02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location								
KM.DDL.02.11	DEMO # of dogs certified	Direct Entry	Location								
KM.DDL.02.12	DEMO The partner government establishes a rigorous certification process that meets or exceeds National Institute of Standards and Technology (NIST) canine standards	Direct Entry	Location								
KM.DDL.02.13	DEMO % of canine transport drivers who pass the final exam in the canine transport training with a score of 80% or higher	Direct Entry	Location								
KM.DDL.02.14	DEMO % of canine transport technicians who pass the final exam in the canine transport maintenance training with a score of 80% or higher	Direct Entry	Location								
KM.DDL.02.15	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Location								
KM.DDL.02.16	DEMO # of handlers certified by the partner government	Data Table	Location								
KM.DDL.02.17	DEMO U.S. dollar value of the partner government's K9 program's budget	Direct Entry	Location								
KM.DDL.02.18	DEMO # of adopted SOPs	Direct Entry	Location								
KM.DDL.02.19	DEMO % of sample of cases in which courts admitted evidence detected by a K9 team	Direct Entry	Location								
KM.DDL.02.20	DEMO Partner country data collection and analysis procedures meet INL/KM data quality standards	Direct Entry	Location								

DevResults Done

# C.8 Update Data Table Indicator via Template

First, click into the indicator which is set up for entering results via data table, such as in the example below.

Home » Program Info » Time » Reporting Periods » 2021 Jan-Mar » DEMO Project: K9 Units

STATUS **In Progress**

## DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

**Indicators** Data Tables Narrative Discussion Forms

Search indicators

KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location					
KM.DDL.02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location					50.00
KM.DDL.02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location					
KM.DDL.02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location					
KM.DDL.02.11	DEMO # of dogs certified	Direct Entry	Location					
KM.DDL.02.12	DEMO The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	Direct Entry	Location					
KM.DDL.02.13	DEMO % of canine transport drivers who pass the final exam in the canine transport training with a score of 80% or higher	Direct Entry	Location					
KM.DDL.02.14	DEMO % of canine transport technicians who pass the final exam in the canine transport maintenance training with a score of 80% or higher	Direct Entry	Location					
KM.DDL.02.15	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Location					
KM.DDL.02.16	DEMO # of handlers certified by the partner government	Data Table	Location					
KM.DDL.02.17	DEMO U.S. dollar value of the partner government's K9 program's budget	Direct Entry	Location					
KM.DDL.02.18	DEMO # of adopted SOPs	Direct Entry	Location					

DevResults

✓ Done



## C.9 Update Data Table Indicator via Template (continued)

Click **View Data Table** (shown below) to see the data table linked to your indicator.

The screenshot displays the DevResults user interface for a specific indicator. At the top, a breadcrumb trail shows the navigation path: Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units > DEMO # of handlers certified by the partner government. The status is shown as 'In Progress'. The main heading is 'DEMO Project: K9 Units' for the period '2021 Jan-Mar | INL/KM'. Below this, there are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. The current indicator is 'KM.DDL02.16 DEMO # of handlers certified by the partner government', with an 'Indicator Info' button. A message box states: 'This is a data table indicator. Comments can be edited here. To enter data, go to the data table: [View data table]'. The 'View data table' button is highlighted with a red box, and a large red arrow points to it from the right. At the bottom right of the message box, there are buttons for 'Recalculate results' and 'Recalculate logic checks'. The footer includes the DevResults logo and a green 'Done' button.

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units > DEMO # of handlers certified by the partner government

STATUS **In Progress**

### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables Narrative Discussion Forms

**KM.DDL02.16** DEMO # of handlers certified by the partner government Indicator Info

*i* This is a data table indicator. Comments can be edited here.  
To enter data, go to the data table: View data table

Recalculate results Recalculate logic checks

DevResults Done

# C.10 Update Data Table Indicator via Template

Next, you will see the data table linked to the indicator as well as any rows of data already present in that data table.

Click the Settings icon and select **Download Empty Template**.

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

## DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion

Diagnosics History

Data table DEMO K9 Training Program Data Table

Search

+ Add new row - Delete

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	
<input type="checkbox"/>		7	15 Dec 2020	234561	Orlando,Florida,United States (United States, United States & Canada)	Demo	Z	Female	K9 Training 101	K9 Training
<input type="checkbox"/>		6	10 Oct 2020	123456	Orlando,Florida,United States (United States, United States & Canada)	Demo	Y	Other	Advanced Training	Specialty Training
<input type="checkbox"/>		5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	B	Female	Advanced Training	Specialty Training
<input type="checkbox"/>		4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	A	Male	K9 Training 101	K9 Training
<input type="checkbox"/>		3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo	G	Male	K9 Handler Training	Handler Training
<input type="checkbox"/>		2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo	F	Female	K9 Training 101	K9 Training
<input type="checkbox"/>		1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo	H	Female	K9 Handler Training	Handler Training

- Import History
- Download table
- Download table (empty)
- Download empty template**
- Import data
- Recalculate linked indicators
- Columns
  - Search Columns...
  - ☒ Key Value
  - ☒ Date of Training
  - ☒ K9 ID
  - ☒ Location of Training
  - ☒ Handler First Name
  - ☒ Handler Surname
  - ☒ Handler Gender
  - ☒ Name of Training
  - ☒ Type of Training
  - ☒ Error Rate
  - ☒ Passed Training?

DevResults

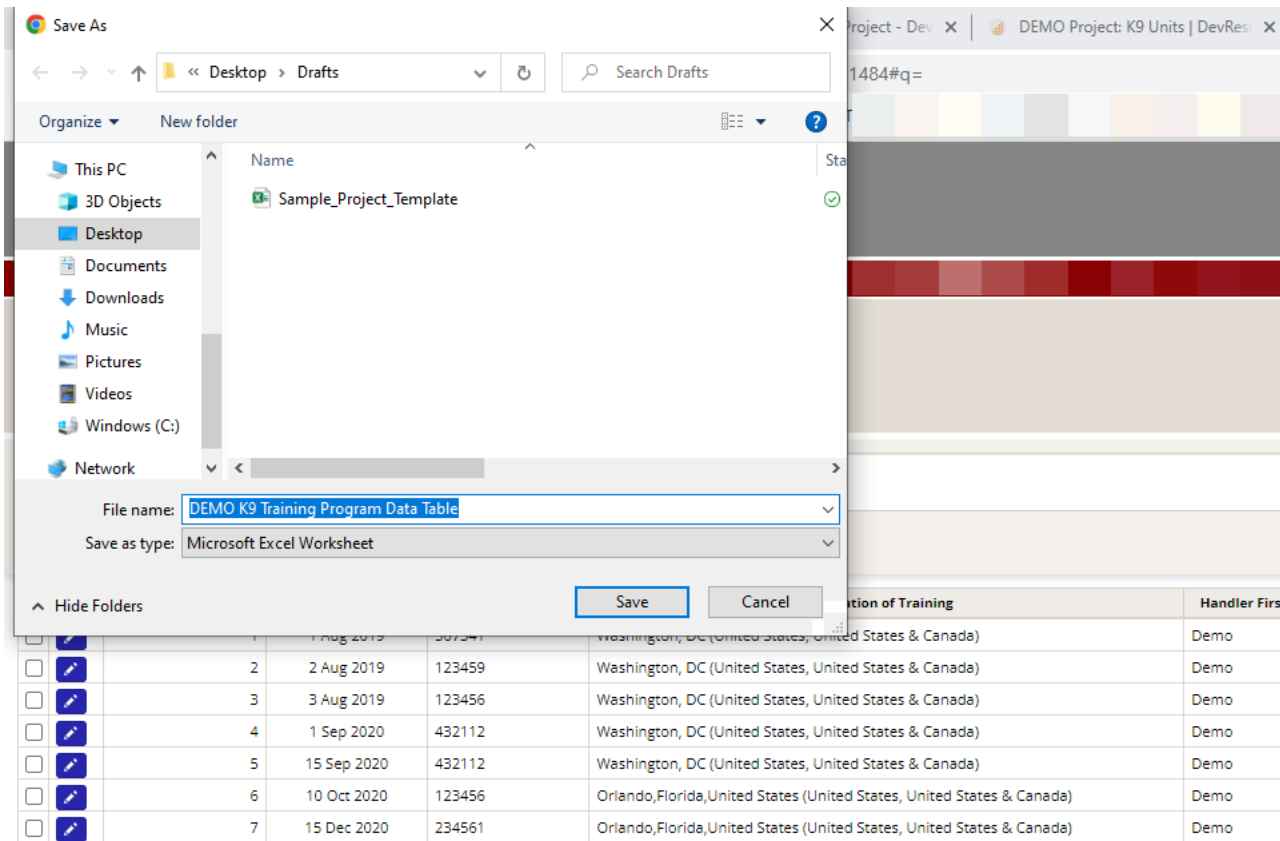
Created by Cassandra Stimpson (1 Aug 2022)

Done

## C.11 Update Data Table Indicator via Template

A file explorer window will appear to save the template as an Excel file. Name the file, then save it to your computer.

NOTE: Do not close DevResults after you save your file. You will return to the browser once you have finished filling out the template, as shown on the next slides.



## C.12 Update Data Table Indicator via Template

Once saved, open the downloaded template in Excel.

You will see all the data table's columns arrayed across the top of the spreadsheet. Fill in the spreadsheet for each new row of data by clicking into the cells for each column. Although some fields will allow a freeform response, others will offer a drop-down menu from which you can choose an option (see example in Column J below).

Some fields will prompt you to select an option from a drop-down menu. For these fields, simply click the cell and choose the applicable response. If the drop-down menu does not contain an option that describes your row of data, the data table design might need to be updated. If so, see [here](#) for more information.

*Scroll to the right!*

NOTE: Not all columns may fit to your window! Remember to scroll to the right to ensure that data is entered for all columns.

## C.13 Update Data Table Indicator via Template

As you finish entering data in each cell, you will notice that the template will automatically format your responses, as shown below.

Add as many rows of data to the template as necessary. If you do not have enough information to fill in all cells for your new row(s) of data, you can leave those cells blank. They can be updated after the upload is complete.

	A	B	C	D	E	F	G	H	I	J	K
1	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Project
2	01 Jan 2021	199	Chicago, Illinois, United States	Demo			Handler Training 101	Handler Training	2.00%	TRUE	DEMO Project: K9 Units
3	02 Jan 2021	200	Abbeville, Alabama, United States	Demo	X	Male	Handler Training 101	Handler Training	3.00%	TRUE	DEMO Project: K9 Units
4	15 Jan 2021	204	Chicago, Illinois, United States	Demo	M	Female	K9 Training 101	K9 Training	10.00%	FALSE	DEMO Project: K9 Units
5	15 Jan 2021	205	Abbeville, Alabama, United States	Demo	L	Other	Advanced K9	K9 Training	1.00%	TRUE	DEMO Project: K9 Units
6	20 Feb 2021	214	Abbeville, Alabama, United States	Demo	P	Female	Specialty Training	Handler Training	25.00%	FALSE	DEMO Project: K9 Units
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											

DEMO K9 Training Program Data T

Dates will automatically reformat to align with formatting in DevResults

Percentage fields will automatically convert your entries to reflect a percent. For instance, a "2" entered here automatically converts to "2.00%".

Leaving blanks in the template will not prevent it from uploading, but be sure to update your data after the upload is complete!

**Save** the file to your computer once you are finished entering data, then close the file. The file must be closed in order to initiate upload in the next step.

# C.14 Update Data Table Indicator via Template

Return to DevResults on your web browser once you have saved and closed the data table template. Click the Settings icon and select **Import Data**.

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

## DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion

Diagnosics History

Data table DEMO K9 Training Program Data Table

Search

Add new row Delete

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training
<input type="checkbox"/>	7	15 Dec 2020	234561	Orlando,Florida,United States (United States, United States & Canada)	Demo	Z	Female	K9 Training 101	K9 Training
<input type="checkbox"/>	6	10 Oct 2020	123456	Orlando,Florida,United States (United States, United States & Canada)	Demo	Y	Other	Advanced Training	Specialty Training
<input type="checkbox"/>	5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	B	Female	Advanced Training	Specialty Training
<input type="checkbox"/>	4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	A	Male	K9 Training 101	K9 Training
<input type="checkbox"/>	3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo	G	Male	K9 Handler Training	Handler Training
<input type="checkbox"/>	2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo	F	Female	K9 Training 101	K9 Training
<input type="checkbox"/>	1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo	H	Female	K9 Handler Training	Handler Training

Import History

Download table

Download 7 filtered items

Download empty template

**Import data**

Recalculate linked indicators

Columns

Search Columns...

- ☒ Key Value
- ☒ Date of Training
- ☒ K9 ID
- ☒ Location of Training
- ☒ Handler First Name
- ☒ Handler Surname
- ☒ Handler Gender
- ☒ Name of Training
- ☒ Type of Training
- ☒ Error Rate
- ☒ Passed Training?

DevResults

Created by Cassandra Simpson (1 Aug 2022)

Done

# C.15 Update Data Table Indicator via Template

Click **Choose File** when the Import Data dialog box pops up. Select the Excel File from the save location on your computer.

The screenshot shows the 'U.S. Department of State INL Monitoring Database' interface. The 'Import Data' dialog box is open, displaying a 'Choose file' button highlighted with a red rectangle. A red arrow points from this button to a file selection window. The file selection window shows the 'Desktop' folder selected, with a list of files including 'DEMO K9 Training Program Data Table' and 'Sample\_Project\_Template'. The 'DEMO K9 Training Program Data Table' file is highlighted. The 'Open' button at the bottom of the file selection window is also highlighted with a red rectangle.

U.S. Department of State  
INL Monitoring Database

Quick search... ? Help

Home > Program Info > Data Definitions > Data Tables > DEMO K9 Training Program Data Table

DEMO K9 Training Program Data Table

Search

+ Add new row - Delete

Import Data

Choose file  
... or drag and drop your file here

Cancel Next

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Project
<input type="checkbox"/>		1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table
<input type="checkbox"/>		2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table
<input type="checkbox"/>		3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table
<input type="checkbox"/>		4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table
<input type="checkbox"/>		5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table
<input type="checkbox"/>		6	10 Oct 2020	123456	Orlando, Florida, United States (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table
<input type="checkbox"/>		7	15 Dec 2020	234561	Orlando, Florida, United States (United States, United States & Canada)	Demo						DEMO K9 Training Program Data Table

File name: DEMO K9 Training Program Data Table Microsoft Excel Worksheet

Open Cancel

## C.16 Update Data Table Indicator via Template

Once you select the file to upload, DevResults will indicate that it is processing the template by displaying the name of the uploaded file in the dialog box. This box requires no action on your part (and often appears and disappears very quickly).

The screenshot shows the INL Monitoring Database interface. The top navigation bar includes 'U.S. Department of State', 'INL Monitoring Database', and a search bar. The main content area displays the 'DEMO K9 Training Program Data Table' with a 'Data' tab selected. A table with 12 columns is visible, including 'Key Value', 'Date of Training', 'K9 ID', 'Location of Training', 'Handler First Name', 'Handler Surname', 'Handler Gender', 'Name of Training', 'Type of Training', 'Error Rate', 'Passed Training?', and 'Project'. An 'Import Data' dialog box is open, showing a 'Choose file' button and a 'Next' button. A red arrow points from the 'Choose file' button to the 'Name of Training' column in the table. Below the table, another 'Import Data' dialog box is shown, displaying the uploaded file name 'DEMO K9 Training Program Data Table.xlsx' and a 'Clear upload' button.

U.S. Department of State  
INL Monitoring Database

Quick search... ? Help

Home > Program Info > Data Definitions > Data Tables > DEMO K9 Training Program Data Table

DEMO K9 Training Program Data Table

Search

Add new row Delete

Import Data

Choose file  
... or drag and drop your file here

Cancel Next

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Project
<input type="checkbox"/>	1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo	H	Female	K9 Handler Training	Handler Training	3%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>	2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo	F	Female	K9 Training 101	K9 Training	0%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>	3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo	G	Male	K9 Handler Training	Handler Training	3%	Yes	DEMO Project: K9 Units
<input type="checkbox"/>	4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo							DEMO Project: K9 Units
<input type="checkbox"/>	5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo							DEMO Project: K9 Units
<input type="checkbox"/>	6	10 Oct 2020	123456	Orlando, Florida, United States (United States, United States & Canada)	Demo							DEMO Project: K9 Units
<input type="checkbox"/>	7	15 Dec 2020	234561	Orlando, Florida, United States (United States, United States & Canada)	Demo							DEMO Project: K9 Units

Import Data

Uploaded file: DEMO K9 Training Program Data Table.xlsx

Clear upload

Cancel Next



## C.17 Update Data Table Indicator via Template

When DevResults is finished importing your template, a preview pane will appear indicating the rows of data to be imported. Look over your new rows to ensure that data is entered correctly.

On this preview pane, DevResults will give you the option to de-select columns in case you do not want to import all columns of data to your data table. You might want to do this if you added additional columns to your template (such as a line ID, or columns containing additional but unnecessary identifiers).

U.S. Department of State  
INL Monitoring Database

Quick search... Help

Data **Import Data**

<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?	<input checked="" type="checkbox"/> Import field?
A	B	C	D	E	F	G	H	I	J	K
Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Project
Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Project
					<input type="checkbox"/> Auto add new values?					
2021-01-01	199	Chicago,Illinois,United States	Demo			Handler Training 101	Handler Training	2.00%	true	DEMO Project: K9 Units
2021-01-02	200	Abbeville,Alabama,United States	Demo	X	Male	Handler Training 101	Handler Training	3.00%	true	DEMO Project: K9 Units
2021-01-15	204	Chicago,Illinois,United States	Demo	M	Female	K9 Training 101	K9 Training	10.00%	false	DEMO Project: K9 Units
2021-01-15	205	Abbeville,Alabama,United States	Demo	L	Other	Advanced K9	K9 Training	1.00%	true	DEMO Project: K9 Units
2021-02-20	214	Abbeville,Alabama,United States	Demo	P	Female	Specialty Training	Handler Training	25.00%	false	DEMO Project: K9 Units

Adding 5 rows, updating no rows

Back Import data Done

Note that the blanks that were left in the example template carried through to DevResults. The upload can and will proceed with blanks! It is up to you whether you correct them in the original spreadsheet (and redo the upload) or if you adjust them manually (see next slide).

When you are ready, click **Import Data** (bottom right) to finalize the import.

NOTE: Click **Back** (bottom left) if you need to make any changes.

# C.18 Update Data Table Indicator via Template

Once the import is complete, you will see your added row(s) of data in the data table in DevResults.

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

Calendar

Photos

Discussion

Diagnostics

History

Data table

DEMO K9 Training Program Data Table

Search

Settings

Add new row

Delete

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?
	13	20 Feb 2021	214	Abbeville,Alabama,United States (United States, United States & Canada)	Demo	P	Female	Specialty Training	Handler Training	25%	No
	12	15 Jan 2021	205	Abbeville,Alabama,United States (United States, United States & Canada)	Demo	L	Other	Advanced K9	K9 Training	1%	Yes
	11	15 Jan 2021	204	Chicago,Illinois,United States (United States, United States & Canada)	Demo	M	Female	K9 Training 101	K9 Training	10%	No
	10	2 Jan 2021	200	Abbeville,Alabama,United States (United States, United States & Canada)	Demo	X	Male	Handler Training 101	Handler Training	3%	Yes
	9	1 Jan 2021	199	Chicago,Illinois,United States (United States, United States & Canada)	Demo	(not set)	(not set)	Handler Training 101	Handler Training	2%	Yes
	7	15 Dec 2020	234561	Orlando,Florida,United States (United States, United States & Canada)	Demo	Z	Female	K9 Training 101	K9 Training	5%	No
	6	10 Oct 2020	123456	Orlando,Florida,United States (United States, United States & Canada)	Demo	Y	Other	Advanced Training	Specialty Training	0%	Yes
	5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	B	Female	Advanced Training	Specialty Training	10%	No
	4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	A	Male	K9 Training 101	K9 Training	1%	Yes
	3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo	G	Male	K9 Handler Training	Handler Training	2%	Yes
	2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo	F	Female	K9 Training 101	K9 Training	0%	Yes
	1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo	H	Female	K9 Handler Training	Handler Training	3%	Yes

DevResults

Done

NOTE: If you left any fields blank (as shown in the example above) or otherwise need to correct or update individual rows of data, you can click the blue pencil icon to the left of the row or rows to edit fields manually. This will cause the data form for manual entry to appear (see [here](#)). You can adjust or update your data table in this way regardless of how the data was originally uploaded (via template or direct entry).

# C.19 Update Data Table Indicator via Template

Once you have updated the data table for the reporting period, click Done. DevResults will return you to the **Indicators** tab to continue entering data for the rest of the indicators in your project's reporting period.

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

## DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion

✓ Diagnostics ⚙ History

Data table DEMO K9 Training Program Data Table

Search

+ Add new row Delete

	Key Value	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?
<input type="checkbox"/>	13	20 Feb 2021	214	Abbeville,Alabama,United States (United States, United States & Canada)	Demo	P	Female	Specialty Training	Handler Training	25%	No
<input type="checkbox"/>	12	15 Jan 2021	205	Abbeville,Alabama,United States (United States, United States & Canada)	Demo	L	Other	Advanced K9	K9 Training	1%	Yes
<input type="checkbox"/>	11	15 Jan 2021	204	Chicago,Illinois,United States (United States, United States & Canada)	Demo	M	Female	K9 Training 101	K9 Training	10%	No
<input type="checkbox"/>	10	2 Jan 2021	200	Abbeville,Alabama,United States (United States, United States & Canada)	Demo	X	Male	Handler Training 101	Handler Training	3%	Yes
<input type="checkbox"/>	9	1 Jan 2021	199	Chicago,Illinois,United States (United States, United States & Canada)	Demo	(not set)	(not set)	Handler Training 101	Handler Training	2%	Yes
<input type="checkbox"/>	7	15 Dec 2020	234561	Orlando,Florida,United States (United States, United States & Canada)	Demo	Z	Female	K9 Training 101	K9 Training	5%	No
<input type="checkbox"/>	6	10 Oct 2020	123456	Orlando,Florida,United States (United States, United States & Canada)	Demo	Y	Other	Advanced Training	Specialty Training	0%	Yes
<input type="checkbox"/>	5	15 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	B	Female	Advanced Training	Specialty Training	10%	No
<input type="checkbox"/>	4	1 Sep 2020	432112	Washington, DC (United States, United States & Canada)	Demo	A	Male	K9 Training 101	K9 Training	1%	Yes
<input type="checkbox"/>	3	3 Aug 2019	123456	Washington, DC (United States, United States & Canada)	Demo	G	Male	K9 Handler Training	Handler Training	2%	Yes
<input type="checkbox"/>	2	2 Aug 2019	123459	Washington, DC (United States, United States & Canada)	Demo	F	Female	K9 Training 101	K9 Training	0%	Yes
<input type="checkbox"/>	1	1 Aug 2019	567341	Washington, DC (United States, United States & Canada)	Demo	H	Female	K9 Handler Training	Handler Training	3%	Yes

DevResults

Done

NOTE: If you cannot provide data for all fields and must leave blanks (as shown in this example), be sure to provide a comment using the **Discussion** tab (see next slide) about why the data table could not be updated in full for the incomplete rows of the data table.

## C.20 Update Data Table Indicator via Template

If you need to add any comments regarding your data table (i.e. in the case of blanks, missing rows, or other necessary explanations), click on the **Discussion** tab as shown below.

Add a message for your team (including INL approver) as needed. Hit **Post** to complete.

The screenshot displays the 'DEMO Project: K9 Units' interface. At the top, a breadcrumb trail shows 'Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units'. A 'STATUS' dropdown is set to 'In Progress'. Below the title, there are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. The 'Discussion' tab is selected and highlighted with a red box. A red arrow points from this tab to the 'Discussion' section below. In the 'Discussion' section, a user has posted a comment: 'Regarding Demo K9 Training Program Data Table: Emailed user for clarification of handler surname and gender for K9 ID 199 on 2/1/21. Will update data table upon receipt of information on 3/1. Please contact if have questions.' The 'Post' button is also highlighted with a red box. To the right of the comment, a list of users is shown under the heading 'These users will be notified of comments'. Below the comment, it says '14 days ago'.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
EG.01	DEMO INDICATOR: Project responses	Data Table	World						0%
KM.DDL02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						0%
KM.DDL02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location				108,650		0%
KM.DDL02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						0%
KM.DDL02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						0%
KM.DDL02.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						0%
KM.DDL02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						0%
KM.DDL02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						0%
KM.DDL02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						0%
KM.DDL02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location						0%
KM.DDL02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location						0%

Once you have added any comments, click the **Indicators** tab to continue entering data for the rest of the indicators in your project's reporting period.

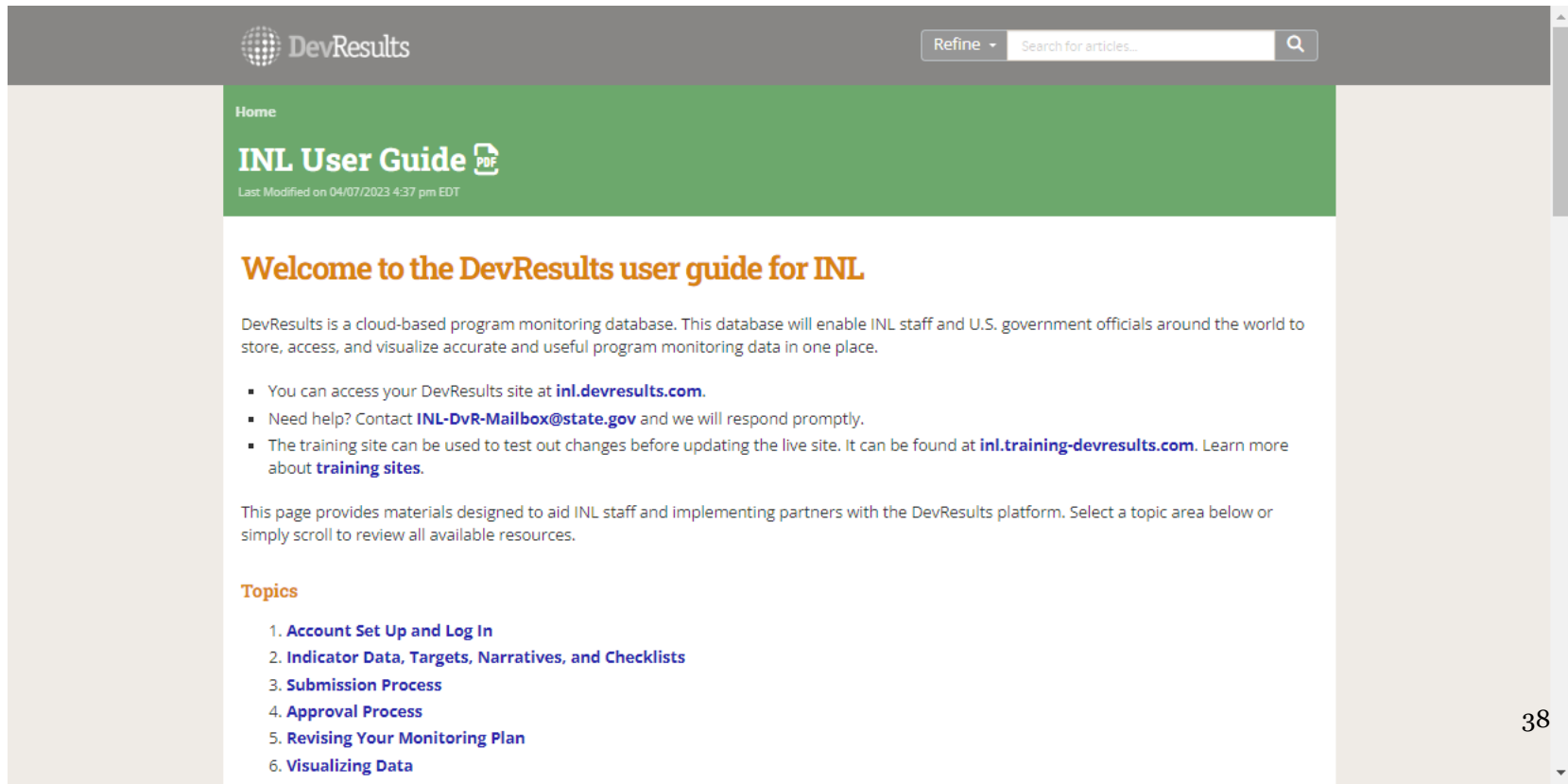
## **Next Steps**

# Data Entered: Now What?

Once you have entered results for all indicators, you may proceed to **Enter Narrative Responses**, **Submit Data**, and **Request an Automated Performance Report**.

Detailed guides on how to complete these steps are available on the INL User Guide site ([here](#)).

If you were *not* able to enter data for all indicators, discuss revisions with your INL program manager. The goal is that indicators for any given reporting period are all useful and valid. Other indicators should be dropped or revised, or the reporting periods to which they are assigned should be changed.



The screenshot shows the DevResults INL User Guide page. At the top, there is a grey header with the DevResults logo on the left and a search bar on the right. Below the header is a green banner with the text 'Home', 'INL User Guide' (with a PDF icon), and 'Last Modified on 04/07/2023 4:37 pm EDT'. The main content area has a white background and features a heading 'Welcome to the DevResults user guide for INL' in orange. Below this heading is a paragraph describing DevResults as a cloud-based program monitoring database. This is followed by a bulleted list of three items: accessing the site at inl.devresults.com, contacting INL-DvR-Mailbox@state.gov for help, and using the training site at inl.training-devresults.com. A paragraph then states that the page provides materials to aid INL staff and implementing partners. At the bottom, there is a section titled 'Topics' in orange, which contains a numbered list of six topics: 1. Account Set Up and Log In, 2. Indicator Data, Targets, Narratives, and Checklists, 3. Submission Process, 4. Approval Process, 5. Revising Your Monitoring Plan, and 6. Visualizing Data.

DevResults

Refine Search for articles...

Home

INL User Guide PDF

Last Modified on 04/07/2023 4:37 pm EDT

## Welcome to the DevResults user guide for INL

DevResults is a cloud-based program monitoring database. This database will enable INL staff and U.S. government officials around the world to store, access, and visualize accurate and useful program monitoring data in one place.

- You can access your DevResults site at [inl.devresults.com](https://inl.devresults.com).
- Need help? Contact [INL-DvR-Mailbox@state.gov](mailto:INL-DvR-Mailbox@state.gov) and we will respond promptly.
- The training site can be used to test out changes before updating the live site. It can be found at [inl.training-devresults.com](https://inl.training-devresults.com). Learn more about [training sites](#).

This page provides materials designed to aid INL staff and implementing partners with the DevResults platform. Select a topic area below or simply scroll to review all available resources.

### Topics

1. [Account Set Up and Log In](#)
2. [Indicator Data, Targets, Narratives, and Checklists](#)
3. [Submission Process](#)
4. [Approval Process](#)
5. [Revising Your Monitoring Plan](#)
6. [Visualizing Data](#)