

# **INL DevResults User Guide:**

## **Write Narrative Responses**

### **(Partner Users)**


# 1. Add Narrative

Narrative responses provide the opportunity to contextualize, reflect upon, and highlight your project's quarterly performance.

Narrative responses should be limited to 500 words: be concise, and clearly articulate your main points. More words does not make for a better report!

To begin, select the **Narrative** tab to enter narrative responses for a given project.




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STATUS  In Progress

## DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

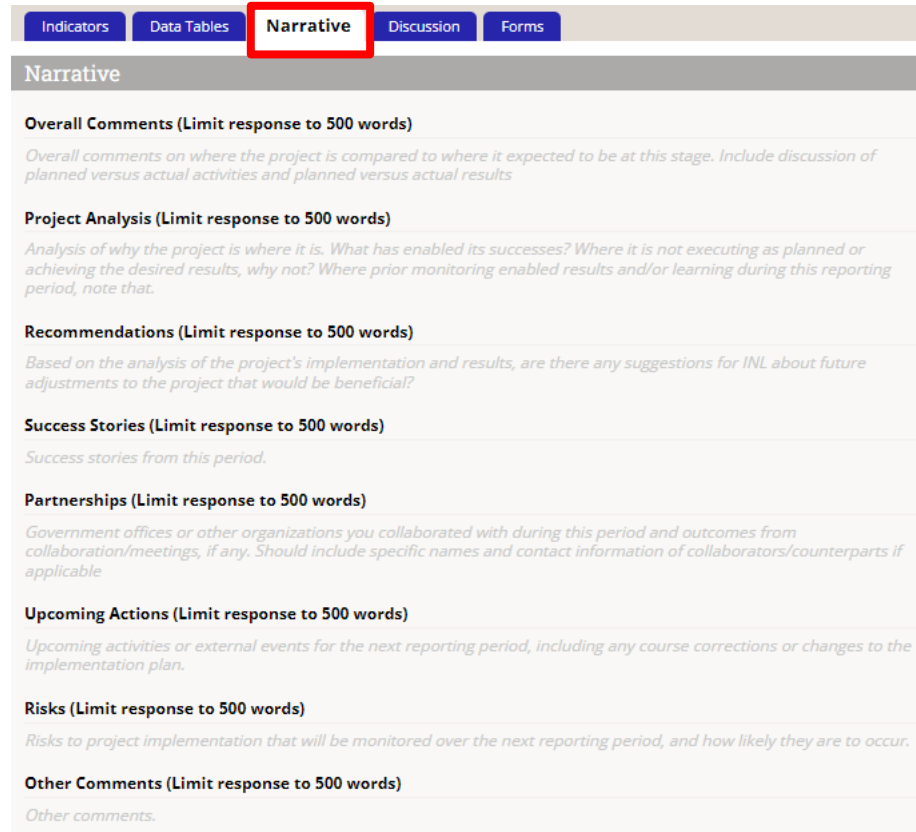
[Indicators](#) [Data Tables](#) [Narrative](#) [Discussion](#) [Forms](#)

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%

## 2. The Narrative Response Fields

You will see eight narrative fields in the **Narrative** tab, as shown below. Each narrative field is pre-populated with prompts to guide you as you provide additional context to your quarterly performance data. The following slides will walk you through how to enter narrative responses in DevResults.



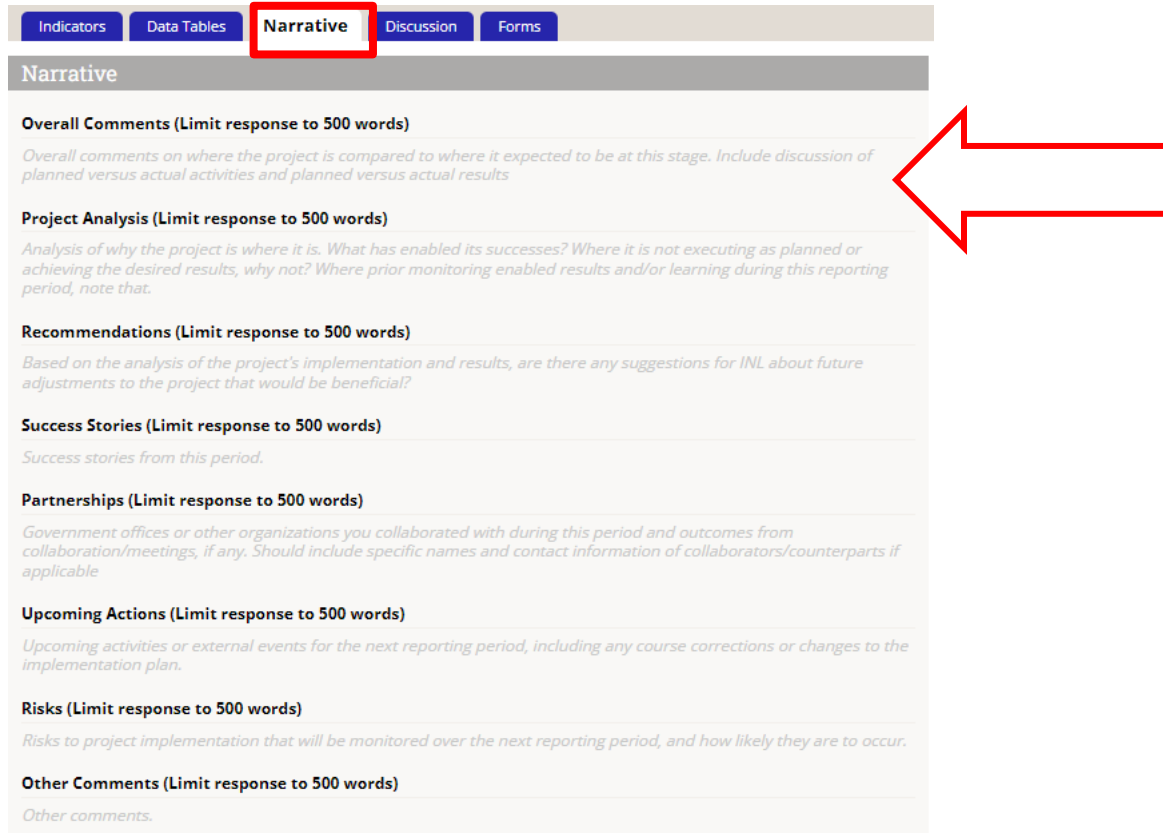
The screenshot displays the 'Narrative' tab in the DevResults interface. The tab is highlighted with a red box. Below the tab, there are eight narrative response fields, each with a title, a word limit, and a prompt. The fields are:

- Overall Comments (Limit response to 500 words)**  
*Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results*
- Project Analysis (Limit response to 500 words)**  
*Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.*
- Recommendations (Limit response to 500 words)**  
*Based on the analysis of the project's implementation and results, are there any suggestions for INL about future adjustments to the project that would be beneficial?*
- Success Stories (Limit response to 500 words)**  
*Success stories from this period.*
- Partnerships (Limit response to 500 words)**  
*Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable*
- Upcoming Actions (Limit response to 500 words)**  
*Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan.*
- Risks (Limit response to 500 words)**  
*Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.*
- Other Comments (Limit response to 500 words)**  
*Other comments.*

NOTE: If you are copying and pasting narrative responses from a Word document, it is likely that your text has formatting that is not compatible with DevResults. To avoid serious formatting errors, it is a best practice to paste your responses for each section in DevResults with minimal formatting (see [link](#) for details).

### 3. Entering Narrative Responses

To enter a response in any of the narrative fields, you will need to click into the grey prompt text under the desired field header.



The screenshot shows a web interface with a top navigation bar containing five tabs: 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. The 'Narrative' tab is highlighted with a red rectangular box. Below the tabs is a section titled 'Narrative' with a grey header. This section contains eight distinct text input fields, each with a bold header and a grey prompt text below it. A large red arrow points from the right side of the image towards the 'Project Analysis' field, specifically pointing at its grey prompt text.

**Indicators** **Data Tables** **Narrative** **Discussion** **Forms**

**Narrative**

**Overall Comments (Limit response to 500 words)**  
*Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results*

**Project Analysis (Limit response to 500 words)**  
*Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.*

**Recommendations (Limit response to 500 words)**  
*Based on the analysis of the project's implementation and results, are there any suggestions for INL about future adjustments to the project that would be beneficial?*

**Success Stories (Limit response to 500 words)**  
*Success stories from this period.*

**Partnerships (Limit response to 500 words)**  
*Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable*

**Upcoming Actions (Limit response to 500 words)**  
*Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan.*

**Risks (Limit response to 500 words)**  
*Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.*

**Other Comments (Limit response to 500 words)**  
*Other comments.*

## 4. Entering Narrative Responses (continued)

Once you click into a field, you can either begin typing directly in the field or paste text you had already written and copied from another document. DevResults will save as you type.

NOTE: Once you click into any of the Narrative sections, the pre-populated prompts will disappear. Please use [this slide](#) if you need to reference the prompts while you enter your narratives!

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STATUS In Progress ▼

### DEMO Project: K9 Units

2020 Oct-Dec | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

#### Narrative

**Overall Comments (Limit response to 500 words)**

Demo of a narrative response detailing overall comments on the project's status and progress, in particular in relation to where the project was expected to be at this point in time. Here I will discuss the activities that were planned versus what actually happened during the reporting period. This section will expand to fit any length of narrative response as I type.

**Project Analysis (Limit response to 500 words)**

*Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.*

**Recommendations (Limit response to 500 words)**

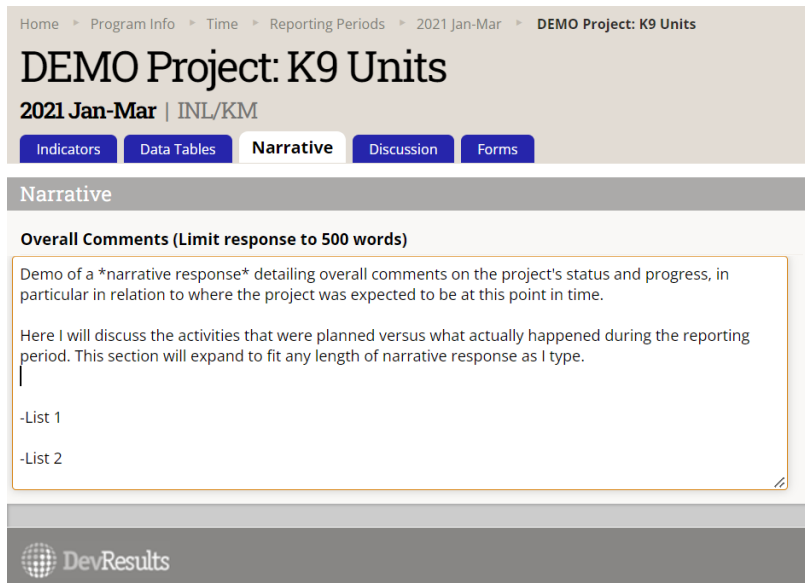
DevResults ✓ Done

If you are copying and pasting, please refer to the next slide for important information about formatting.

## 5. Formatting Narrative Responses

DevResults enables users to format text in narrative using a system called Markdown (see next slide). Markdown will allow your narrative responses to be exported from DevResults with formatting intact.

Because DevResults formats in this way, pasting pre-formatted text (i.e. headers, bullets, page breaks, italics, underlines, etc.) into DevResults will result in formatting errors. To avoid this, it is a best practice to paste your responses for each section in DevResults with minimal formatting. You can add formatting with markdown if you choose to do so after you paste your text.



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### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

#### Narrative

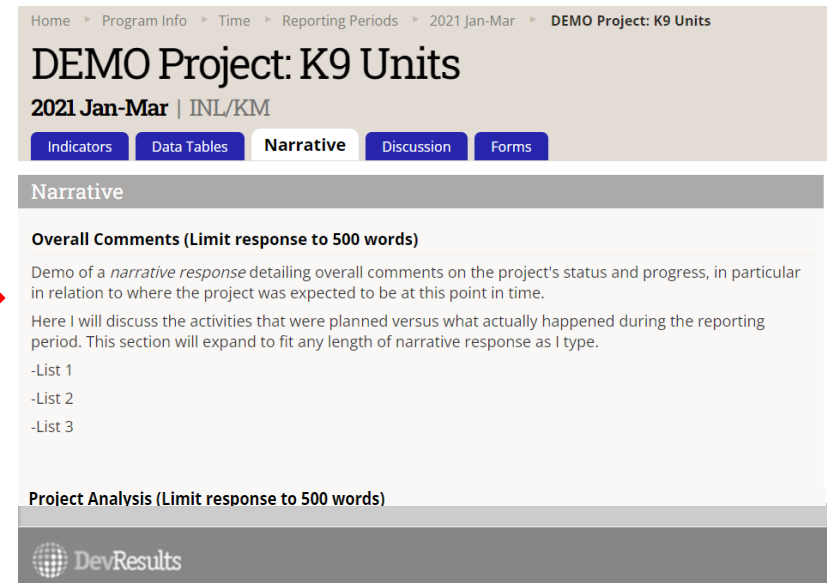
**Overall Comments (Limit response to 500 words)**

Demo of a \*narrative response\* detailing overall comments on the project's status and progress, in particular in relation to where the project was expected to be at this point in time.

Here I will discuss the activities that were planned versus what actually happened during the reporting period. This section will expand to fit any length of narrative response as I type.

- List 1
- List 2

DevResults



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### DEMO Project: K9 Units

2021 Jan-Mar | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

#### Narrative

**Overall Comments (Limit response to 500 words)**

Demo of a *narrative response* detailing overall comments on the project's status and progress, in particular in relation to where the project was expected to be at this point in time.

Here I will discuss the activities that were planned versus what actually happened during the reporting period. This section will expand to fit any length of narrative response as I type.

- List 1
- List 2
- List 3

**Project Analysis (Limit response to 500 words)**

DevResults

Before: How text appears when you click *into* a field to add markdown formatting to a narrative

After: How text appears when you click *out of* a field after adding markdown formatting to a narrative

## 6. Formatting Narrative Responses – Markdown

The following common features of the markdown formatting language may be of use when formatting your narrative responses in DevResults:

Desired Format	Markdown Language
Text: Italics	Type asterisks or underscores around the word or words that should appear in italics, e.g. <code>*italicize*</code> or <code>_italicize_</code> .
Text: Bold	Type a double set of asterisks or underscores around the word or words that should appear in bold face, e.g. <code>**bold**</code> or <code>__bold__</code> .
Spacing: Paragraphs	Press the enter key twice to create a new paragraph. Hitting “enter” or “return” only once will not suffice for text to appear on a new line.
Spacing: Sections and Line Breaks	To create sections using line dividers, use three hyphens (---) in a paragraph by themselves. Remember that paragraphs are created by hitting enter twice.
Bulleted List	To create bullets or a numbered list, utilize either an asterisk (*), plus (+), or hyphen (-) as such: * First Item * Second Item * Third Item Note: Any of these three notations will properly format into bullets.
Numbered List	To create a numbered list, simply type as follows: 1. First Item 2. Second Item 3. Third Item
Headings and Subheadings	Type pound signs (#) prior to your text to create headings and subheadings. The more pound signs you add, the smaller the text size, e.g. <code># Header</code> ; <code>## Subheader Text</code> ; <code>### Even smaller text</code> ; etc.
Hyperlinks	To add a link, use brackets or parentheses as in <code>[inl.devresults.com]</code> or <code>(inl.devresults.com)</code> .

For more details about Markdown, see [this link](#).

# 7. Check Narrative Responses

Click out of each narrative field after you have finished entering your narrative responses. To check for any hidden formatting errors (or make edits), click back into the completed fields in order to see your raw text.

Continue entering narrative responses until all eight fields are complete. Since DevResults automatically saves these fields, you do not need to click Done when you are finished.

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STATUS **In Progress** ▼

## DEMO Project: K9 Units

2020 Oct-Dec | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

### Narrative

**Overall Comments (Limit response to 500 words)**  
Demo of a narrative response detailing overall comments on the project's status and progress, in particular in relation to where the project was expected to be at this point in time. Here I will discuss the activities that were planned versus what actually happened during the reporting period. This section will expand to fit any length of narrative response as I type.

**Project Analysis (Limit response to 500 words)**  
Demo analysis of the current state of the project.

**Recommendations (Limit response to 500 words)**  
Demo suggestions for INL to adjust the project for future benefit.

**Success Stories (Limit response to 500 words)**  
Demo success stories for the project.

**Partnerships (Limit response to 500 words)**  
*Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable*

**Upcoming Actions (Limit response to 500 words)**  
*Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan.*

**Risks (Limit response to 500 words)**  
*Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.*

**Other Comments (Limit response to 500 words)**  
*Other comments.*

Continue to fill out all eight narrative fields

DevResults

✓ Done



# ***Reference: Narrative Response Fields and Guidance***

Use the narrative field reference below to help guide your writing of narrative responses. These descriptions appear in DevResults, but will disappear once you click into and begin typing in any of the eight narrative sections.

## **1. Overall Comments**

Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results.

## **2. Project Analysis**

Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.

## **3. Recommendations**

Based on the analysis of the project's implementation and results, are there any suggestions for INL about future adjustments to the project that would be beneficial?

## **4. Success Stories**

Success stories from the reporting period.

## **5. Partnerships**

Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable.

## **6. Upcoming Actions**

Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan. If possible, include descriptions of anticipated outcomes or changes.

## **7. Risks**

Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur. Include contextual information if necessary.

## **8. Other Comments**

Other comments that are not captured or explained adequately in earlier responses.