


INL DevResults User Guide:


Add Targets to Indicators

(Partner Users)


1. Navigate to Project

Find the project for which you want to enter targets under the blue “Your Projects” banner. Click the “Overview” button under the project name in order to view project details and indicators.

 U.S. Department of State
INL Monitoring Database

 Help

Partner Dashboard



DEMO Project: K9 Units

Overview

Open Reporting Periods:

Q 2022 Oct-Dec

Overview

Open Reporting Periods:


FY 2022 Apr - 2022 Sep

FY 2022 Annual

CY 2022 Jul - Dec












CY 2022 Annual

Your Organization



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	Q 2022 Jul-Sep	1 Jul 2022	30 Sep 2022	1 Oct 2022	31 Jan 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2022 Oct-Dec	1 Oct 2022	31 Dec 2022	1 Jan 2023	31 Mar 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Jan-Mar	1 Jan 2023	31 Mar 2023	1 Apr 2023	30 Jun 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Apr-Jun	1 Apr 2023	30 Jun 2023	1 Jul 2023	30 Sep 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Jul-Sep	1 Jul 2023	30 Sep 2023	1 Oct 2023	31 Dec 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Oct-Dec	1 Oct 2023	31 Dec 2023	1 Jan 2024	31 Mar 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Jan-Mar	1 Jan 2024	31 Mar 2024	1 Apr 2024	30 Jun 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Apr-Jun	1 Apr 2024	30 Jun 2024	1 Jul 2024	30 Sep 2024	No Data	
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KM.DDL.02	DEMO Project: K9 Units	Q 2025 Jan-Mar	1 Jan 2025	31 Mar 2025	1 Apr 2025	30 Jun 2025	No Data	

2. Open Indicator in New Tab

Scroll down the Project Overview page to view the project's list of indicators in the menu on the left side of the screen (shown below). Right click on the name of the indicator(s) for which you want to enter targets and select **“Open link in new tab”**.

By opening the indicator page for each indicator in a new tab, you can add targets without having to navigate back to the project page each time you enter targets for another indicator. This is especially helpful if you need to enter targets for multiple indicators.

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

DEMO Project: K9 Units

INL/KM

Overview Performance Geography Checklists Documents Calendar Photos Discussion

Q 2018 Jan-Mar 1 Jan 2018 31 Mar 2018 In Progress

Classification

Results and Indicators Indicators 16 Results 2

Quarter

Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy link address

Key Activities

4. Partner government canine vehicle technicians have the skills to maintain canine transport vehicles. Those skills include basic vehicle maintenance as well as understanding how to maintain canine welfare-specific features like temperature sensors and kennel air conditioning systems.

5. The partner government's courts admit evidence detected by a detection K9 team.

- 5.1: Partner government law or regulation states canine evidence is admissible;
- 5.2: Judges know canine evidence is admissible.

6. The partner government collects and uses accurate data about the K9 program's effectiveness. One way in which the government uses the data is to share it with INL.

Official Description

Official Description for this project

DevResults

Created by Cassandra Simpson (1 Aug 2022)

Done

Make sure to right click indicator names to open indicators in new tabs!

3. Navigate to Targets Tab

Once you have clicked into an indicator, the indicator page will open to the indicator “Definition” tab. To enter targets, click the **Targets** tab on this page, as shown below.

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition **Targets** Documents

Data Source

Data Source ☒ Enter indicator results directly
☐ Populate from a data table
☐ Calculate from a formula

Characteristics

Indicator Type ☒ Sum
☐ Average
☐ Yes/No

Number Format ☒ Whole number
☐ Decimal
☐ Percentage

Decimal Places

Default Reporting Cycle

Unit

Periods Results are entered:
☒ Incrementally (since last result)

Targets are entered:
☐ Incrementally (since last target)
☐ Cumulatively (over the life of the project)

Reference

Name

Code

Reference #

Active? ☒ Indicator is active

Linked Indicators

NOTE: It is a best practice to look here on the indicator page to see if your targets should be entered cumulatively or incrementally *before* you start setting targets (see [here](#) for more info). Please contact your INL PM if you have questions or to request that this be changed (Partners cannot edit this).

Disaggregation

Results Framework P/KM.DDL.02 DEMO K9 Units

INL Bureau-wide Tags Indicator Level of Effort: Medium

DevResults

4. Navigate to Targets Tab, cont'd.

Once you have clicked on the **Targets** tab, several options to enter targets will appear as shown below.

NOTE: All projects will focus on entering targets at the project level (i.e., "Project Targets") as shown on the following slides; no projects will enter global targets.

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition **Targets** Data Reports Forms Documents Show results for (All projects)

Targets

Targets are entered incrementally.

Date	Global Target	Project Target	% of Global Target	Project Actual	Actual % of Project Target	Actual % of Global Target
Click to add...						

Success Ranges

Progress Interpretation Higher is better

Good or higher

Warning

Bad

Make sure to only enter project targets, NOT global targets.

DevResults ✓ Done

5. Select “Show Results for [your project]”

From the **Targets** tab, navigate to the drop-down menu in the top right corner and select “Show results for [your project name]”, as shown below. **Be sure to select your project from the dropdown list, otherwise you will need to re-enter the project's targets in the correct fields!**

KM.DDL.02.13 DEMO # of handlers certified by the partner government

DefinitionTargetsDataReportsFormsDocuments

▼ Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

Date	Project Target	Actual	Actual % of Target
Click to add...			

Success Ranges

Progress Interpretation Higher is better ▼

Good 100 % or higher

Warning

Bad Less than 100%

DevResults

✓ Done

6. Fill in Date and Project Target

To enter target(s), fill in two fields: **Date** and **Project Target**. These are the only fields you can edit on this page. DevResults will save as you click into each cell. Add as many targets as necessary here: you are not limited to your current reporting period! If targets are known, it is best to enter them all at once until the end of your period of performance.

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition Targets Data Reports Forms Documents

Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

Date	Project Target	Actual	Actual % of Target
Click to add...			

Success Ranges

Progress Interpretation Higher is better

Good

Add a date that corresponds to the last date of a reporting period. For example, if your indicator's reporting cycle is quarterly, you would enter the final date of a quarterly reporting period here.

Enter the target here.

NOTE: The “Actual” and “Actual % of Target” fields will calculate automatically based on submitted indicator results and the target you set per reporting period. These fields cannot be edited manually. If you do not see these fields calculate, it is because results and targets still need to be entered for the reporting period.

7. What Next?

Once you have set a target(s), DevResults will start tracking progress towards your targets as you enter data for each applicable reporting period. You can see that progress from the same **Targets** tab, as shown below.

For help setting up targets for your indicators, do not hesitate to reach out to your INL PO for help! If you do not know who to contact for assistance, contact INL-KM-DDL@state.gov (copying INL-DvR-Mailbox@state.gov on the email) for further assistance.

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition **Targets** Data Reports Forms Documents

Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

Date	Project Target	Actual	Actual % of Target
30 Jun 2021	350	350	100%
31 Dec 2022	500	480	96%
Click to add...			

Success Ranges

Progress Interpretation Higher is better

Good 100 % or higher

Warning

Bad Less than 100%

8. Targets: Tips and Tricks

Consider the following tips when defining targets:

- **Mind the Period of Performance.** When the last day of the project period of performance (POP) does not fall on the last day of a reporting period, **use the reporting period end date to enter the target**, for simplicity. (Using a date outside the POP will not cause an error.) This is also noted under “Targets” on the DvR Help Page ([here](#)).
 - *Example: A quarterly indicator reports on a project with a 15 Sep 2023 POP end date. Enter **30 Sep 2023** (the last day of the quarter) for the final quarter’s target.*
- **Targets cannot be set per disaggregation.** If it is necessary to track targets by disaggregation (e.g., sex), then a disaggregated indicator should be split into distinct indicators for each disaggregate category. Reach out to your INL PO for any such edits to indicators.