Add an Activity

To add a new Activity in DevResults, click on the grey **Activities** tab that exists at the top of every page.

Sample Org Demo Haiti						Quicks	search	۹ 🛛	Help 8
Dashboard Activities Results Calendar Documents Photos Administration My Dashboard Education • • • • Administration								0	Manage Dashboards
Activity Map		4.1-c # students wh	o are unable t	o read and de	monstrate und	erstanding afte	er the primary	cycle	
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Constitue Parama Colocimus	M Apprendre à Life Capable Local Groermance Economic Opportunities fr Nourriture et Nutrition au	or Women and Girls		43	81% 2016	 ✓ Send fina (due in a year ✓ Draft inte 	portunities for W I activity modifica	ation to contract	is department
demo.devresults.com/en/awards									Add Tile

You will be taken to the Activities page, where you can click the **(+) New Activity** button.

Align table Align table Align table Description • Geography • Fanework • Ben Agen Abunding Readown • Name • Ben Agen Abunding Readown • Ben Abunding Read	Name Party Status Status Status Name 0 Profeta (064351) 150ec 2012 Active search Program 01/370 CH6002079 14 Jul 2012 Active search Program 01/371 CH6002079 17 Jul 2014 Active search Program 01/371 CH6002079 17 Jul 2014 Active search Program 01/371 CH6002072 31 Jul 2012 Active	Itel # Start Date Starts 01-999/K040-08510 15 Dec 2012 Active 01-712-DHB0-2029 14 jul 2012 Active 01-966-CMF-00-6343 4 Dec 2012 Active 01-956-CMF-00-6343 4 Dec 2012 Active
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Awarding organization Awarding organization	01-232-FCF-00-2929 28 Oct 2013 Completed	01-232-9CI-00-2929 28 UCI 2013 Completed

Note: If you cannot complete this function, then you do not have permission to add activities in DevResults. Please speak with your supervisor.

In the popup, give the activity a name and click (+) Create Activity.

Dashboard Activities Results		Create New Activity	^			
ome 👌 Activities		Name Improving Public Works				
of 8 activities shown	Search activities	@ Cancel	Create Activity			٩ .
Geography	0 activities Assign indicators					
Status		Name	I	↑ Ref #	Start Date	Status
ramework	Apprendre à Lire			01-990-IGI-00-8510	15 Dec 2012	Active
	Best Agricultural Research			01-713-DHB-00-2079	14 Jul 2012	Active
ector	Capable Local Governance			01-964-CAF-00-6343	4 Dec 2012	Active
ag	Economic Opportunities fo			01-251-FEE-00-2295	21 Feb 2014	Active
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				01-443-IHA-00-9021	17 Jan 2015	Active
rimary organization		viveau National		01-566-ACA-00-2772	31 May 2012	Active
Awarding organization	ProTerre 8 activities			01-232-FCF-00-2929	28 Oct 2013	Completed

You will be taken to the activity's **Overview** tab where you can add other information about the activity.

Sample Org Demo I	łaiti	Quick search	٩	🕜 Help	25
Dashboard Actin	ities Results Calendar Documents Photos Administration				
	Improving Public Works				
	g Public Works				
Overview Perfo	mance Budget Geography Checklists Forms Documents Calendar Photo	s Discussion			🙆 Histo
Reference		Description			
Name	Improving Public Works	Context			
	Improving Public Works				
Short Name		Objectives			
Reference #					
Kelerence #		Activity Summary			
Code		Key steps that will achieve the objectives of this activity.			
		Expected Results			
Details		Key outcomes anticipated from this activity.			
Status	Select	Description of Beneficiaries Brief description of the beneficiaries of this activity.			
50005	Select	Deliverables & Reporting			
Mechanism	Select •	Summary of specific deliverables that the partner organization is asked to produce, and reporting requirements.			
Dates					
Reporting Periods	+ Add a reporting period				
Classification					
Results and Indicators	Results Indicators				
	Result				
()) DevResults			🖀 Delete th	is activity	Done

This includes reference information, including:

- Short Name such as the name everyone uses when speaking about the activity
- Reference Number such as the grant number
- Code such as an additional internal code for the activity

Reference		
Name	Improving Public Works	
Short Name	IPW	
Reference #	US-001-30-GW25	
Code	IPW2015	

And descriptive information.

Description
Context
Background on the development issues creating a need for this activity.
Objectives
Objectives of this activity.
Activity Summary
<i>Key steps that will achieve the objectives of this activity.</i>
Expected Results
<i>Key outcomes anticipated from this activity.</i>
Description of Beneficiaries
Brief description of the beneficiaries of this activity.
Deliverables & Reporting
Summary of specific deliverables that the partner organization is asked to produce, and reporting requirements.

To configure a new activity in DevResults for reporting indicator results, the activity must be associated with a number of other elements in DevResults to enable some functions. Other fields are optional.

These elements include:

- **Status**: You must select a status to find this activity when filtering by status.
- Mechanism: You must select a mechanism to find this activity when filtering by mechanism.
- Dates: You must add dates in order for this activity to appear on the timeline or to find this activity when searching by date.
- Reporting Periods: You must add the reporting periods for which this activity will report indicator results or narrative results.

Details	
Status	Active •
Mechanism	Grant (Fixed Obligation)
Dates	1 Jan 2015 - 26 Oct 2017
Reporting Periods	FY 2015
	FY 2016
	FY 2017 Add a reporting period

Results and Indicators: You must assign the results and indicators for which this activity reports data. You can look at the Assign an Indicator to an Activity page for more information.

Classification		
Results and Indicators	Indicators 2 Results 2	
	Indicator	Reporting Cycle
	1.2-a # kilometers of roads improved or construct	FY Annual 🔻
	1.4-a % gross margin per kg of tubers	FY Annual
	Select indicators	v reporting cycles to vary over time
	Select muldeors	
Technical Sector	Agriculture	
	Education	
	Add a sector	
Tags	Climate	
_	• Rural	
	€Add a tag	
Partner Organiz	ation	

Organization Info: You must add the partner organization that will manage this activity in order to enable that organization's DevResults users to report indicator results and narrative results for this activity.

- Partner Type: You can select a Partner Type to indicate what type of partner relationship this is.
- **Primary Contact:** You can optionally add the primary contact for this activity.
- To add organizations, users, or partner types, click the relevant buttons below the grid. Once you've added them, clicking the Done button will bring you back to this screen.

Partner Organization	Partner Type	Primary Contact	
\$ Kunkle Associates		Abdoulaye Agbo	🖍 Details
Click to add			

 Staff Roles: You must assign users in order for those users to be included in emails generated by DevResults about reporting activity and from communication in the Discussion tab.

Staff Roles and	l Partne	er Access				
		Person	Role	Title	Organization	Permissions
💄 Profile	<u>8</u>	Abdoulaye Agbo	Lead implementer		Kunkle Associates	Owners

Finally, for this activity to be completely set up for reporting indicator results and narratives for each of its reporting periods, you must **Assign a Geography to an Activity**.

Didn't answer your question? Please email us athelp@devresults.com .

Related Articles