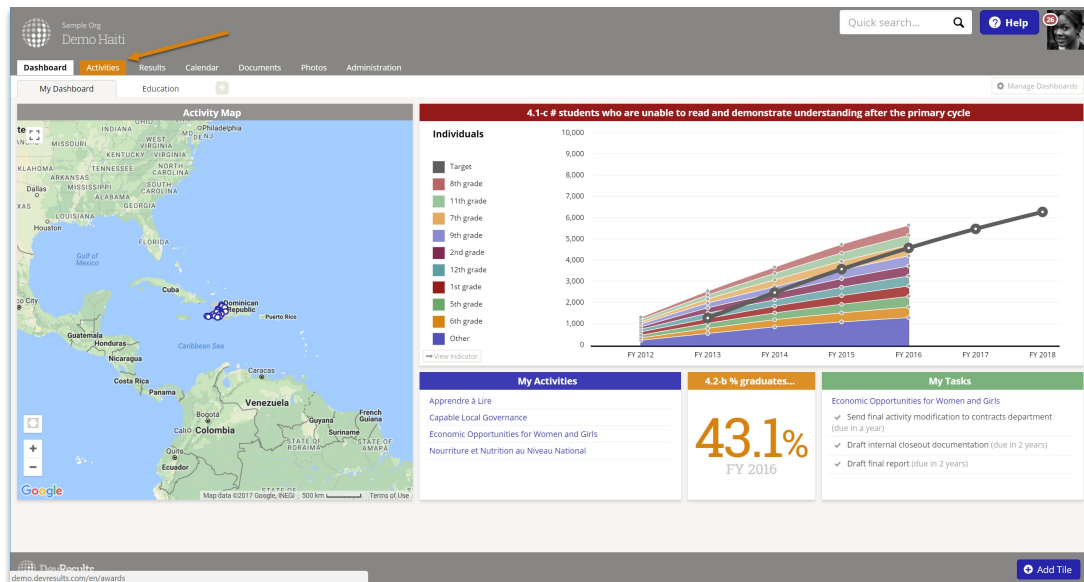


Add an Activity

Last Modified on 07/06/2018 1:52 pm EDT

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



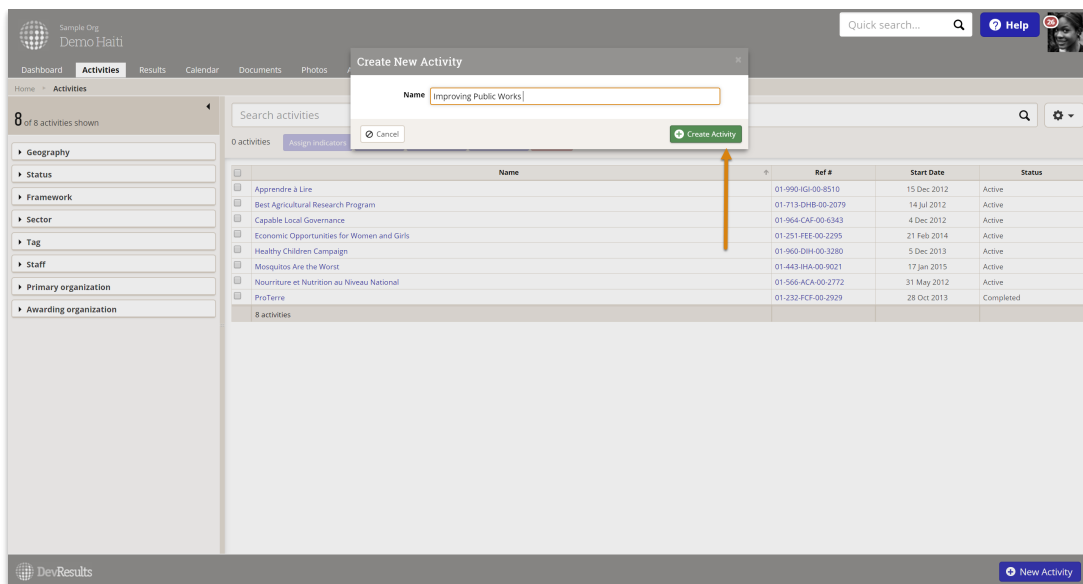
You will be taken to the Activities page, where you can click the **(+) New Activity** button.

The screenshot shows the DevResults 'Activities' page. The page displays a list of activities with columns for Name, Ref #, Start Date, and Status. A 'New Activity' button is visible at the bottom right. The list of activities includes:

Name	Ref #	Start Date	Status
Apprendre à Lire	01-990-IGI-00-8510	15 Dec 2012	Active
Best Agricultural Research Program	01-713-DHB-00-2079	14 Jul 2012	Active
Capable Local Governance	01-964-CAF-00-6343	4 Dec 2012	Active
Economic Opportunities for Women and Girls	01-251-FEE-00-2295	21 Feb 2014	Active
Healthy Children Campaign	01-960-DIH-00-3280	5 Dec 2013	Active
Mosquitoes Are the Worst	01-443-IHA-00-9021	17 Jan 2015	Active
Nouriture et Nutrition au Niveau National	01-566-ACA-00-2772	31 May 2012	Active
ProTerre	01-232-FCF-00-2929	28 Oct 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**.



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

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 <i>Background on the development issues creating a need for this activity.</i>
Objectives <i>Objectives of this activity.</i>
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 <i>Brief description of the beneficiaries of this activity.</i>
Deliverables & Reporting <i>Summary of specific deliverables that the partner organization is asked to produce, and reporting requirements.</i>

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...
Allow reporting cycles to vary over time

Technical Sector
Agriculture
Education
Add a sector...

Tags
Climate
Rural
Add a tag...

Partner Organization

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

Organization Info

	Partner Organization	Partner Type	Primary Contact	
	<div> <div></div> <div>Kunkle Associates</div> </div>		Abdoulaye Agbo	<div> <div></div> <div>Details</div> </div>
	Click to add...			

Note: In reports, all data for this activity will be attributed to the first (primary) organization listed here.

Manage Organizations

Manage Partner Types

Manage Users

- 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.

	Person	Role	Title	Organization	Permissions
<div> <div></div> <div>Profile</div> </div>	<div> <div></div> <div>Abdoulaye Agbo</div> </div>	Lead implementer		Kunkle Associates	Owners
	Click to add...				

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 at help@devresults.com .

Related Articles
