

Report 'Data Table' Data Online (Partners)

Last Modified on 02/08/2022 11:52 am EST

There are two ways to enter data into data tables:

1. Entering data online (as shown on this page)
2. **Uploading a spreadsheet containing all your rows of data**

Mix and match data entry: You can use a combination of entering data online or uploading a spreadsheet. For example, you might upload a spreadsheet for the bulk of your data, and then add a couple individual rows online or edit the entered rows online. You can download a copy of the table into Excel at any time to use as a template for future uploads. Unlike direct entry data, information in data tables can be entered at any time, regardless of set reporting period submission periods.

1) **Log into DevResults.** Your website will be something.devresults.com.

- Forgot your password? [Get a new password.](#)
- Does the site not recognize your email? Talk to your contacts to whom you report data. DevResults staff cannot give partners access to the system.

2) **When you log in, you will be taken to your Partner Dashboard.** The top right has a tile with a card for each of the activities you have access to. Each activity card has a link to any associated data tables.

The screenshot shows the DevResults Partner Dashboard for Peter Johnson. It features a navigation bar with 'Partner Dashboard', 'Personal Dashboard (Peter Johnson)', and 'Partner Report'. A 'Your Organization' section displays details for 'Kunkle Associates'. The main area is divided into 'Your Activities' and 'Activity Reporting'. An orange arrow points to the 'Data Tables' button under the 'Access to School Lunches' activity. Below, the 'Activity Reporting' table lists various reporting periods and submission dates.

Activity Code	Activity Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
ED-08	Access to School Lunches	2021 Q4	1 Jul 2021	30 Sep 2021	1 Oct 2021	1 Jan 2023	Submitted	🔒
ED-08	Access to School Lunches	2022 Q1	1 Oct 2021	31 Dec 2021	1 Jan 2022	31 Jan 2022	No Data	🔒
ED-08	Access to School Lunches	2022 Q2	1 Jan 2022	31 Mar 2022	1 Apr 2022	30 Apr 2022	No Data	🔒
ED-08	Access to School Lunches	2022 Q3	1 Apr 2022	30 Jun 2022	1 Jul 2022	31 Jul 2022	No Data	🔒
ED-08	Access to School Lunches	2022 Q4	1 Jul 2022	30 Sep 2022	1 Oct 2022	31 Oct 2022	No Data	🔒
ED-08	Access to School Lunches	2023 Q1	1 Oct 2022	31 Dec 2022	1 Jan 2023	31 Jan 2023	No Data	🔒
ED-08	Access to School Lunches	2023 Q2	1 Jan 2023	31 Mar 2023	1 Apr 2023	30 Apr 2023	No Data	🔒
ED-08	Access to School Lunches	2023 Q3	1 Apr 2023	30 Jun 2023	1 Jul 2023	31 Jul 2023	No Data	🔒
ED-08	Access to School Lunches	2023 Q4	1 Jul 2023	30 Sep 2023	1 Oct 2023	31 Oct 2023	No Data	🔒
ED-08	Access to School Lunches	2024 Q1	1 Oct 2023	31 Dec 2023	1 Jan 2024	31 Jan 2024	No Data	🔒
ED-08	Access to School Lunches	2024 Q2	1 Jan 2024	31 Mar 2024	1 Apr 2024	30 Apr 2024	No Data	🔒

3) **Click the Data Tables button** for the activity that you wish to enter data for.

4) Next, use the data table dropdown to select a table to enter data for.

Example Organization
DevResults

Home > Program Info > Activities > Access to School Lunches

Access to School Lunches

Kunkle Associates

Overview Performance Budget Finance Geography Documents Calendar Photos Discussion IATI

Data table

- Organizations
- Training Table

Select a data table...

DevResults Done

5) To begin entering data, click **Add new row**. This opens a form to fill out a row of information for the table.

Example Organization
DevResults

Home > Program Info > Activities > Access to School Lunches

Access to School Lunches

Kunkle Associates

Overview Performance Budget Finance Geography Documents Calendar Photos Discussion IATI

Data table Training Table

Search

+ Add new row View Notes Delete

	Key Value	Locked?	Date	Location	Trainee ID	Sex	Age	Training Topic	
<input type="checkbox"/>	12,601	<input type="checkbox"/>	29 Jun 2020	Telininkoro (Siguirí, Kankan)	R-315570	Female	25-64 (Adult)	Civil society	O
<input type="checkbox"/>	12,600	<input type="checkbox"/>	29 Jun 2020	Komatiguia (Siguirí, Kankan)	P-587390	Male	20-24 (Young Adult)	Technology	O
<input type="checkbox"/>	12,599	<input type="checkbox"/>	29 Jun 2020	Fadia (Dinguiraye, Faranah)	F-104283	Female	25-64 (Adult)	Civil society	At
<input type="checkbox"/>	12,598	<input type="checkbox"/>	29 Jun 2020	Din (Lola, Nzérékoré)	R-498241	Female	20-24 (Young Adult)	Technology	Fi
<input type="checkbox"/>	12,571	<input type="checkbox"/>	23 Jun 2020	Ossokourouma (Kissidougou, Faranah)	B-613451	Male	25-64 (Adult)	Technology	At
<input type="checkbox"/>	12,569	<input type="checkbox"/>	20 Jun 2020	Yéniya (Forécariah, Kindia)	Y-117830	Male	25-64 (Adult)	Agriculture	At

DevResults Done

6) Enter data for the fields.

The screenshot shows a 'Data Form' popup on the DevResults interface. The form fields are as follows:

- Date: 8 Feb 2022
- Location: Agbalazou (Macenta, Nzérékoré)
- Trainee ID: A-1234
- Sex: A dropdown menu with 'Male' and 'Female' options, where 'Female' is currently selected.
- Age: An empty text input field.
- Training Topic: A dropdown menu.
- Training Type: A dropdown menu.
- Initial Test Score: An empty text input field.
- Final Test Score: An empty text input field.

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Done'.

7) If you have more than one record you'd like to enter, click **Save** and then click the **+ Add New Row** button to go to another blank record.

8) Once you've finished entering data, click **Done** on the popup.

9) If you need to correct an existing entry, **click on the text in the relevant row to open its form and make changes**. Your change is saved as soon as you navigate to a different field.

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

Related Articles
