

Report 'Data Table' Data Online (Partners)

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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**
3. **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 Activity Reporting, Data Table rows 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.** This page will show a list of activities on the top right for your organization. If the activity includes data tables, you'll see a data tables button to the left of the Activity name:

Code	Activity	Reporting Period	Dates	Submission Period	Status	Locked?
CASH	Commercial Agribusiness for Sustainable Horticulture Program	FY2014	1 Jan 14 - 31 Dec 14	1 Jan 15 - 31 Dec 15	Approved	🔒
LPLUL	Local Participation for Local Issues Locally	FY2014	1 Jan 14 - 31 Dec 14	1 Jan 15 - 31 Dec 15	In Progress	🔓

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

4) This will open information for the Activity. The data table will display below this. **You can see which data table you're entering data for by looking at the dropdown that appears just below the blue tabs.** (In the screenshot, we are looking at the 20150210 Trainee Table.) Click to select the relevant data table in the dropdown menu:

Gender	AgeInYears	Ethnicity	Prefecture	TrainingType	Hours
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5) To begin entering data, **click anywhere in the empty row in the table** This will open a Data Form where you can enter data for each row. (The fields available here will depend on the columns defined in your data table.)

The screenshot shows the 'Local Participation for Local Issues Locally' web application. A 'Data Form' modal window is open, allowing data entry. The form includes the following fields:

- IDNumber:
- Date:
- Gender:
- AgeInYears:
- Ethnicity:
- Prefecture:
- TrainingType:
- Hours:

The background table shows the following data:

Key Value	IDNumber
965	1
975	2
976	3
977	4
978	5

6) Enter data for the fields

The screenshot shows the 'Local Participation for Local Issues Locally' web application. The 'Data Form' modal window is open, and data has been entered into the fields:

- IDNumber: 546
- Date: 24 Apr 2015
- Gender: Female
- AgeInYears: 27
- Ethnicity: Other
- Prefecture: Guéckédou
- TrainingType: In-Service
- Hours: 17

The background table shows the following data:

Date
10 Feb 2
10 Feb 2
10 Feb 2
10 Feb 2
10 Feb 2
10 Feb 2
24 Apr 2

Note: New records added to the table will appear at the top of the table.

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

The image shows a 'Data Form' pop-up window with the following fields and values:

Field	Value
IDNumber	546
Date	24 Apr 2015
Gender	Female
AgeInYears	27
Ethnicity	Other
Prefecture	Guéckédou
TrainingType	In-Service
Hours	17

At the bottom of the form, there are three buttons: '← Previous', '+ Add New Row', and '→ Next'. An orange arrow points to the '+ Add New Row' button.

8) Once you've finished entering data, **click the X in the upper right corner** of the pop-up to close it.

Data Form

IDNumber 546

Date 24 Apr 2015

Gender Female ▼

AgeInYears 27

Ethnicity Other ▼

Prefecture Guéckédou ▼

TrainingType In-Service ▼

Hours 17

← Previous + Add New Row → Next

This will return you to the complete Data Tab for that Data Table, displaying all rows.

9) If you need to correct an existing entry, **click on the relevant row to open its Data Form**

on for Local Issues Locally

sans

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Data Form

IDNumber

Date

Gender

AgeInYears

Ethnicity

Prefecture

TrainingType

Hours

← Previous

+ Add New Row

→ Next

10) **Update the necessary field(s) in the Data Form** Your change is saved as soon as you navigate to a different field.

Documents Calendar Photos Discussion

Data Form

IDNumber

Date

Gender

AgeInYears

Ethnicity

Prefecture

TrainingType

Hours

← Previous + Add New Row → Next

11) You can navigate to other records using the Previous/Next buttons or simply click the X again to close the Data Form.

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

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