

Enter Narrative Responses (Partners)

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

- Forgot your password? **You can get a new one yourself.**
- 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.

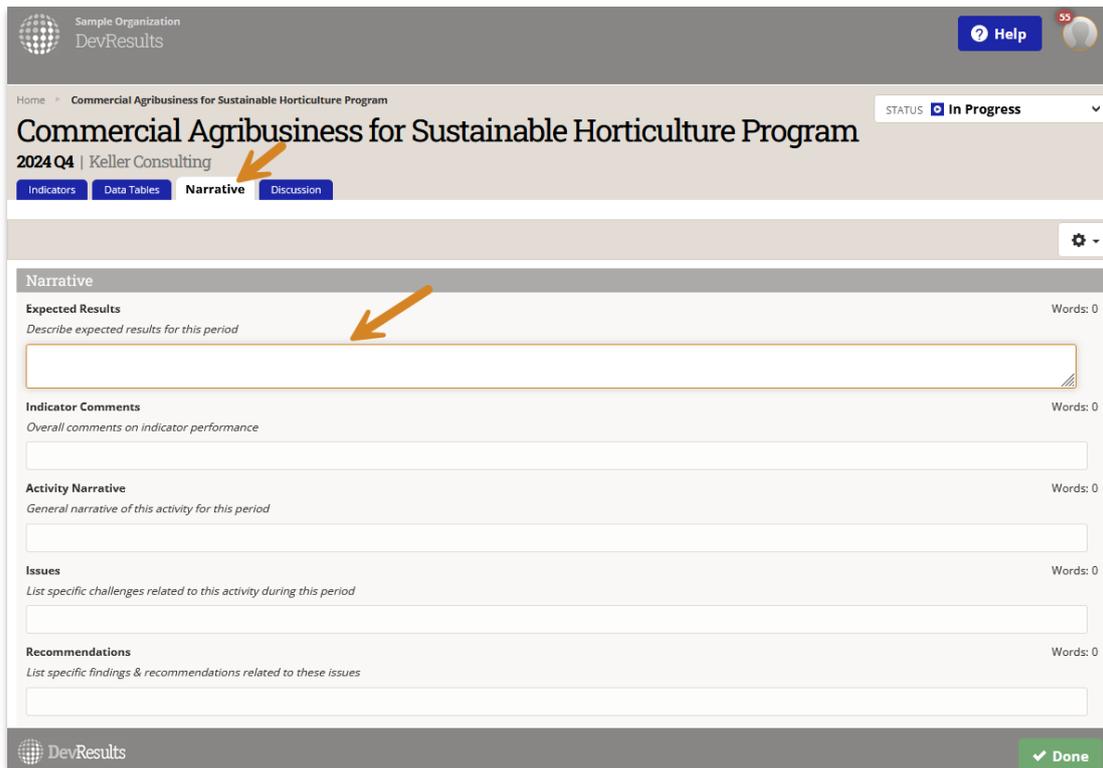
2) **When you log in, you will be taken to your Partner Dashboard.** The top right has a tile with a card for each of the projects you have access to. Each project card has a link to any open reporting periods. Click on the open reporting period for your project to enter a narrative response. (You can also enter narrative responses for closed periods by finding the period in the orange index tile below).

The screenshot displays the DevResults Partner Dashboard for a 'Sample Organization'. The dashboard is divided into several sections:

- Your Activities:** Contains cards for 'Access to School Lunches' and 'Commercial Agribusiness for Sustainable Horticulture Program'. The latter has an 'Overview' link and 'Open Reporting Periods' for '2024 Q4' and '2024 Annual'. An orange arrow points to the '2024 Q4' link.
- Your Organization:** Displays information for 'Kunkle Associates', including contact details and links to 'Edit organization info' and 'Manage organization users'.
- Activity Reporting:** A table with columns for Activity Code, Activity Name, Reporting Period, Period Start Date, Period End Date, Submission Start Date, and Submission End Date. It lists various reporting periods from 2024 Q4 to 2027 Q2. A checkbox 'Only show current & upcoming reporting periods' is checked.

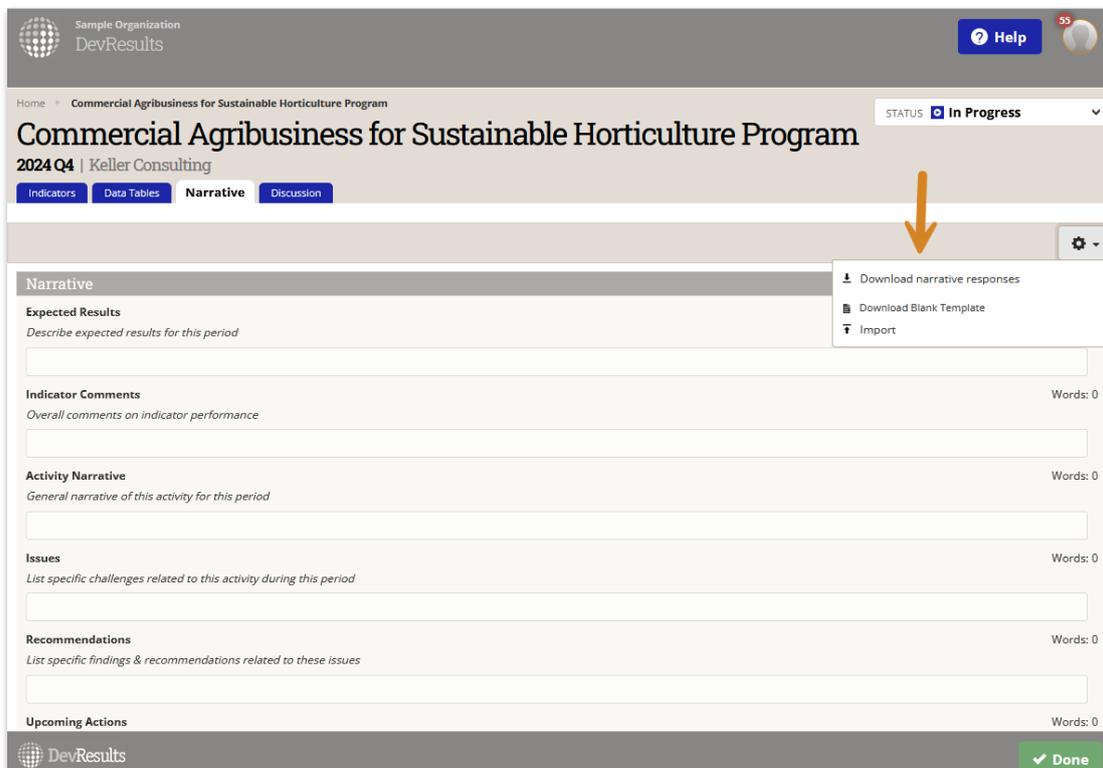
The bottom of the dashboard features a 'Download Dashboard (beta)' button and an 'Add Tile' button.

3) **Select the Narrative tab.** Click to add responses for each question, either by pasting in text or typing it in directly. All changes save automatically.



4) Text can be formatted using **Markdown**. You can use headers, emphasis, lists, links, images, tables, and other features.

5) You can also add responses in bulk. Click on the **gear icon** and select **Download narrative responses** (to edit existing entries and add new ones) or **Download blank template** (to add new entries).



Add your narrative responses to the spreadsheet and then click **Import** to add the data back to the site.

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

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