

Report 'Direct Entry' Data Online (Partners)

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There are two ways to enter indicator results:

- Entering data online (as shown on this page)
- [Using an Excel template](#)

Mix and match data entry: You can use a combination of entering data online or in an Excel template. For example, you might start out entering some data online for your activity, but then download the Excel template to finish work offline. This will download any results that you've already entered. Once you upload your Excel template, you will still be able to edit those results online until you are ready to submit your data for review.

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.** This page will show a list of activities on the top right for your organization. Under the Activity Reporting section, you will see a list of the activities that currently have an open reporting window (such as the month following the end of a quarter). Click on your activity.

The screenshot shows the Partner Dashboard interface. At the top, there is a header with the organization name 'Fictitious Organization Sample Development Program', a search bar, and a user profile picture. Below the header, the main content is divided into sections: 'Your Organization' (National Education Council), 'Your Activities' (Girls' Education Initiative, Higher Education Development Project, Continuing Education for Teachers), and 'Activity Reporting'. The 'Activity Reporting' section contains a table with columns for Code, Activity, Reporting Period, Dates, Submission Period, Status, and Locked?. An arrow points to the 'Girls' Education Initiative' row in the table.

Code	Activity	Reporting Period	Dates	Submission Period	Status	Locked?		
OGF-913	Girls' Education Initiative	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14		
Z3A-570	Continuing Education for Teachers	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14		
HIG-319	Higher Education Development Project	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14		

Now you are viewing your Activity Reporting Page. This includes a list of all the indicators for which your activity should report results for the selected reporting period.

<3) **On your Activity Reporting Page, click on a single indicator.** This page shows the geographic and demographic disaggregations required for the indicator (if any). Totals are generated automatically. You can click on a single cell to add or edit data. The far right column provides the opportunity to add narrative comments for each geographic disaggregation. Every edit is saved individually as you work, so there is no risk of losing data.

Fictitious Organization
Sample Development Program

Dashboard Activities **Results** Calendar Documents Photos Administration

Home / Results / Reporting Periods / 2013 Annual Performance Review / Continuing Education for Teachers

Continuing Education for Teachers

2013 Annual Performance Review

Indicators Narrative Discussion Forms

232 # teachers trained in internet use

Disaggregation: Ethnicity, Sex

Prefecture	Peul		Malinke		Soussou		Other		Total	Comment
	Male	Female	Male	Female	Male	Female	Male	Female		
Guinea / Faranah / Dabola	34	45	23	17	7	8		1	135	
Guinea / Faranah / Dinguiraye	48	<input type="text" value=""/>							48	
Guinea / Kankan / Kankan										
Guinea / Kankan / Mandiana										
Guinea / Kankan / Siguiiri										
Guinea / Kindia / Forécariah										
Guinea / Labé / Koubia										
Guinea / Labé / Labé										
Guinea / Labé / Lélouma										
Guinea / Labé / Tougué										
	82	45	23	17	7	8		1	183	

If any of the places where you need to report indicator results do not show up, get in touch with your contacts to whom you report.

They might need to:

- Add a location
- Assign a geography to an activity
- Check the configuration of activities to reporting periods to technical areas to places

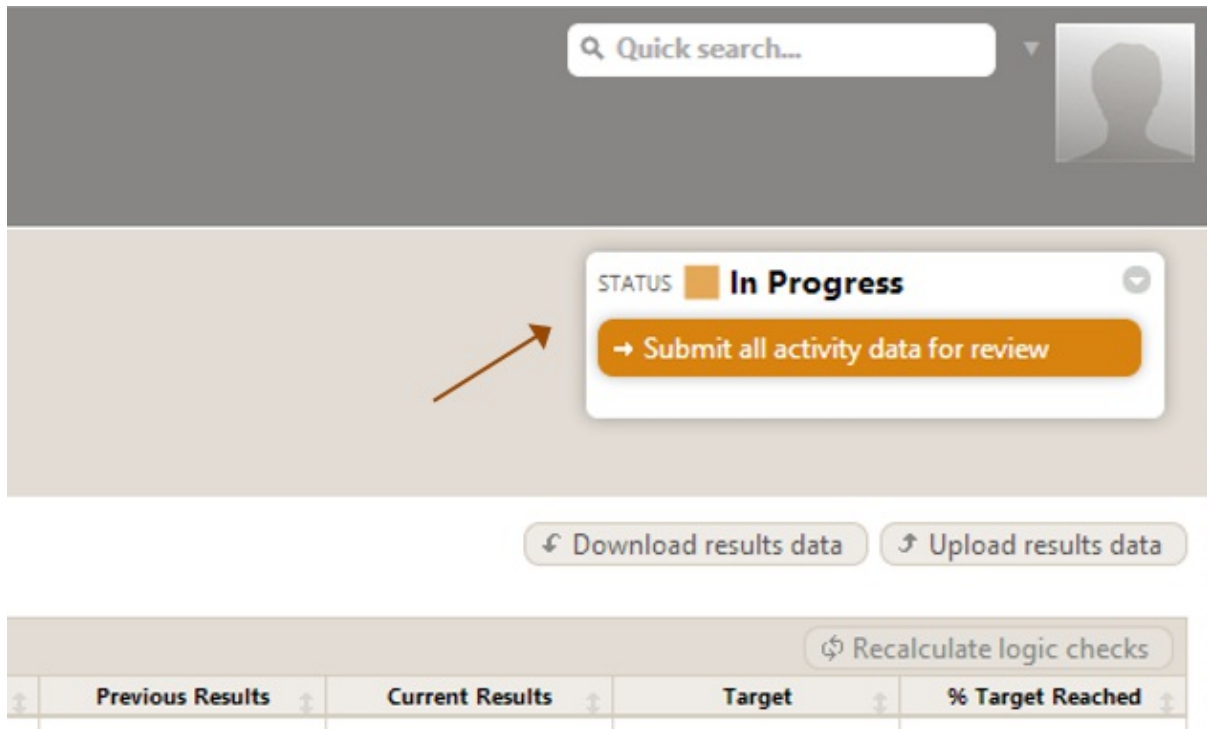
If any of your indicators do not show up, they might need to:

- Add an indicator

- **Assign an indicator to an activity**

4) **When all data entry is complete** for the reporting period, submit your data by selecting "Submit all activity data for review" from the status dropdown in the top right of the page.

Note: This action cannot be undone; if you need to edit any information before the data is reviewed/accepted by the organization to whom you report, then contact them to have them "return" the data to you.



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

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