Report 'Direct Entry' Data via Excel (Partners)

Last Modified on 07/08/2025 2:04 pm EDT

There are two ways to enter indicator results:

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

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. 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 open reporting periods. Click on the open reporting period for your activity to enter data.

artner Dasht	poard Person	al Dashboard (Peter Johnson)	Partner Repor	t + Ade	d a dashboard				
		Your Activities					Your Organiza	ation	
Access to School Lunches Commercial Agribusiness for Sus Overview Data Tables Over Open Reporting Periods: Open Reporting Periods: 2021 Annual		verview	-		kle Associates kle 4360692 4360693 tske 81 rheeze 5 dit organization info Aanage organization t	users			
			Activity	Reporting					
							10W current & up		
ctivity Code		Activity Name		Reporting Period Start Date	Period End Date	Only sh Submission Start Date		coming reporti Status	Locked?
-	Access to School Lunc	•			Period End Date 30 Sep 2021	Submission Start	Submission End		Locked?
08	Access to School Lunc	hes	↑ Reporting Period	Period Start Date		Submission Start Date	Submission End Date	Status	Locked?
08 08		hes hes	 Reporting Period 2021 Q4 	Period Start Date	30 Sep 2021	Submission Start Date 1 Oct 2021	Submission End Date 1 Jan 2023	Status Submitted	Locked?
08 08 08	Access to School Lunc	hes hes	 Reporting Period 2021 Q4 2022 Q1 	Period Start Date 1 Jul 2021 1 Oct 2021	30 Sep 2021 31 Dec 2021	Submission Start Date 1 Oct 2021 1 Jan 2022	Submission End Date 1 Jan 2023 31 Jan 2022	Status Submitted No Data	Locked?
08 08 08 08 08	Access to School Lunc Access to School Lunc	hes hes hes hes	 Reporting Period 2021 Q4 2022 Q1 2022 Q2 	Period Start Date 1 Jul 2021 1 Oct 2021 1 Jan 2022	30 Sep 2021 31 Dec 2021 31 Mar 2022	Submission Start Date 1 Oct 2021 1 Jan 2022 1 Apr 2022	Submission End Date 1 Jan 2023 31 Jan 2022 30 Apr 2022	Status Submitted No Data No Data	Locked?
08 08 08 08 08 08	Access to School Lunc Access to School Lunc Access to School Lunc Access to School Lunc Access to School Lunc	hes hes hes hes hes	 Reporting Period 2021 Q4 2022 Q1 2022 Q2 2022 Q3 2022 Q4 2023 Q1 	Period Start Date 1 Jul 2021 1 Oct 2021 1 Jan 2022 1 Apr 2022	30 Sep 2021 31 Dec 2021 31 Mar 2022 30 Jun 2022	Submission Start Date 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022	Submission End Date 1 Jan 2023 31 Jan 2022 30 Apr 2022 31 Jul 2022	Status Submitted No Data No Data No Data	Locked?
08 08 08 08 08 08 08 08 08	Access to School Lunc Access to School Lunc	hes hes hes hes hes hes	 Reporting Period 2021 Q4 2022 Q1 2022 Q2 2022 Q3 2022 Q4 2023 Q1 2023 Q1 2023 Q2 	Period Start Date 1 Jul 2021 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022	30 Sep 2021 31 Dec 2021 31 Mar 2022 30 Jun 2022 30 Sep 2022 31 Dec 2022 31 Mar 2023	Submission Start Date 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Oct 2022 1 Jan 2023 1 Apr 2023 1 Apr 2023 1 Apr 2023	Submission End Date 1 Jan 2023 31 Jan 2022 30 Apr 2022 31 Jul 2022 31 Oct 2022 31 Jan 2023 30 Apr 2023	Status Submitted No Data No Data No Data No Data No Data	Locked?
08 08 08 08 08 08 08 08 08 08 08	Access to School Lunc Access to School Lunc	hes hes hes hes hes hes hes	 ▶ Reporting Period 2021 Q4 2022 Q1 2022 Q2 2022 Q3 2022 Q4 2023 Q1 2023 Q2 2023 Q2 2023 Q3 	Period Start Date 1 Jul 2021 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Oct 2022	30 Sep 2021 31 Dec 2021 31 Mar 2022 30 Jun 2022 30 Sep 2022 31 Dec 2022	Submission Start Date 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Oct 2022 1 Jul 2022 1 Jan 2023	Submission End Date 1 Jan 2023 31 Jan 2022 30 Apr 2022 31 Jul 2022 31 Oct 2022 31 Jan 2023	Status Submitted No Data No Data No Data No Data	Locked?
-08 -08 -08 -08 -08 -08 -08 -08 -08 -08	Access to School Lunc Access to School Lunc	hes hes hes hes hes hes hes hes hes	 Reporting Period 2021 Q4 2022 Q1 2022 Q2 2022 Q3 2022 Q4 2023 Q1 2023 Q1 2023 Q2 	Period Start Date 1 Jul 2021 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Oct 2022 1 Jan 2023	30 Sep 2021 31 Dec 2021 31 Mar 2022 30 Jun 2022 30 Sep 2022 31 Dec 2022 31 Mar 2023	Submission Start Date 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Oct 2022 1 Jan 2023 1 Apr 2023 1 Apr 2023 1 Apr 2023	Submission End Date 1 Jan 2023 31 Jan 2022 30 Apr 2022 31 Jul 2022 31 Oct 2022 31 Jan 2023 30 Apr 2023	Status Submitted No Data No Data No Data No Data No Data	Locked?
ctivity Code -08 -08 -08 -08 -08 -08 -08 -08 -08 -08	Access to School Lunc Access to School Lunc	hes hes hes hes hes hes hes hes hes	 ▶ Reporting Period 2021 Q4 2022 Q1 2022 Q2 2022 Q3 2022 Q4 2023 Q1 2023 Q2 2023 Q2 2023 Q3 	Period Start Date 1 Jul 2021 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Jul 2022 1 Jul 2022 1 Jan 2023 1 Apr 2023	30 Sep 2021 31 Dec 2021 31 Mar 2022 30 Jun 2022 30 Sep 2022 31 Dec 2022 31 Mar 2023 30 Jun 2023	Submission Start Date 1 Oct 2021 1 Jan 2022 1 Apr 2022 1 Jul 2022 1 Oct 2021 1 Jan 2023 1 Apr 2023 1 Jan 2023 1 Jan 2023 1 Apr 2023 1 Apr 2023 1 Jul 2023	Submission End Date 1 Jan 2023 31 Jan 2022 30 Apr 2022 31 Jul 2022 31 Oct 2022 31 Jan 2023 30 Apr 2023 30 Apr 2023 31 Jul 2023	Status Submitted No Data No Data No Data No Data No Data No Data	Locked?

3) **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.

To report data using an Excel template:

1) Click on the gear icon and then select "Download results template".

Com	ommercial Agribusiness for Sustainable Horitculture Program	orran	n	STATUS 🖸 In Progress	
	Kunkle Associates	Jyrai	11		
Indicato					
				2	
=	Search indicators			٩	÷.
			Geoş	Download direct entry template	
Code 🕆	Indicator	Data Source	Disagg	Upload direct entry template Download narrative responses	
F-3.1.1-i	# houses targeted for spraying with USG funds	Direct Entry	Locati	C Recalculate computed results	
F-3.1.1-j	# houses sprayed with IRS with USG funds	Direct Entry	Locati	Recalculate logic checks	
F-3.2.2-d	# health care workers who successfully completed an in-service training program within the reporting period	Direct Entry	Region	G Recalculate logic criecks	
F-3.2.2-e	# people trained in child health and nutrition through USG-supported programs	Direct Entry	Locati	Columns	
F-4.1.1-b	% students who, by the end of two grades of primary schooling, demonstrate that they can read and understand the meaning of grade level text	Formula	Prefec	Code	
F-4.1.1-c	# learners enrolled in primary schools and/or equivalent non-school based settings with USG support	Direct Entry	Locati	✓ Indicator	
F-4.1.3-b	% graduates from USG-supported tertiary education programs reporting themselves as employed	Formula	Prefec	✓ Data Source	
F-4.1.3-b-D	# graduates from USG-supported tertiary education programs	Direct Entry		Geographic Disaggregation	
				□ Warnings	
F-4.3-a	# US-host country joint research projects				

2) **On the popup window**, make sure all technical areas are selected if you want to report on all of your activity's indicators. Otherwise, check the boxes for just the indicators for which you want to report results. Click "Download". This downloads an Excel file to whatever folder your computer uses for downloads, such as the Downloads folder or your computer's Desktop.



Would you prefer a separate template for location or facility where you report data? Check the box for "Export each location as a separate worksheet". This will download a zipped file with templates for each location or facility. Be patient; it might take several minutes. When you've collected the completed templates, put them back into a zipped folder (you can change the names of the files and folder) and then upload the zipped folder.

3) **Fill out the Excel template** like any normal Excel file. You can change the name of the file, but the file will not let you change the row or column headings.

- There is a tab for each reporting level for each technical area (such as prefecture-level reporting for area 2.3 and location-level reporting for area 2.3 -- the first two tabs below).
- In each tab, the rows show the places (location/facility/district/region/ etc.) where you should report indicator results.
- The columns show the indicators (plus disaggregations) that your activity should report. There is a column to enter comments for each indicator for each place.
- You do not need to enter any totals for an indicator's disaggregations or for all locations. DevResults does this
 automatically.

Past	HOME INSERT	PAGE LAYOUT \checkmark A [*] A [*] \equiv \equiv \diamondsuit \checkmark A \checkmark \equiv \equiv		AS DAT	- F Condi	tional Format t as Table -		DEVELOP	rt × Σ te × ↓	• 27 • • 87 •	r
lipb	ooard 🖙 Font	G Align	iment	S Number	G.	Styles		Cells	s E	diting	
C6	· : 🗙 ($\checkmark f_x$									
	В	С	D	E	F	G	H	-	I		J
2		F-3.1.1-i # hous for spraying wi			F-3.1.1-j # hou with IRS with I						
3		for spraying wi Urban v			with IRS with Urban	JSG funds vs Rural					
3 4	Location	for spraying wi	th USG funds /s Rural	Comment	with IRS with U	JSG funds	Comme	ent			
3 4 5	Boké / Boké / Gallou	for spraying wi Urban v	th USG funds /s Rural	Comment	with IRS with Urban	JSG funds vs Rural	Comme	ent			
3 4 5 6		for spraying wi Urban v Urban	th USG funds /s Rural Rural	Comment	with IRS with Urban	JSG funds vs Rural	Comme	ent			
3 4 5 6 7	Boké / Boké / Gallou	for spraying wi Urban v Urban	th USG funds /s Rural Rural	Comment	with IRS with Urban	JSG funds vs Rural	Comme	ent			
3 4 5 5	Boké / Boké / Gallou	for spraying wi Urban v Urban	th USG funds /s Rural Rural	Comment	with IRS with Urban	JSG funds vs Rural	Comme	ent			

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 you're ready to upload your data click on the gear icon and select "Upload results template" on your activity's reporting page.

	Example Organization DevResults		2 Help PJ						
Home * Commercial Agribusiness for Sustainable Horticulture Program 2021 Q4 Kunkle Associates Indicators Data Tables Narrative Discussion Forms									
Code +	Search indicators	Data So	Q Q .						
F-3.1.1-j F-3.2.2-d	Houses targeted for spraying with USG funds # houses sprayed with IRS with USG funds # houses sprayed with IRS with USG funds # health care workers who successfully completed an in-service training program within the reporting period	Direct E Direct E Direct E	Download narrative responses Recalculate computed results Recalculate logic checks						
F-3.2.2-e F-4.1.1-b F-4.1.1-c	F3222 # health care workers who successfully completed an inservice training program within the reporting period Direct ^o								
	Data Source Data Source Dota Source Dota Source Dota								

5) Select the file from your computer's folders and then click "Open".

6) **A popup window appears** with a progress bar while the system imports and validates your spreadsheet. When it's done, click "Upload". All indicator results are now stored online. You can view totals on your activity reporting page or click on each indicator for details.

7) 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.

	🕑 Help 🦻
USG funds	STATUS D In Progress
Horticulture Program	→ Submit all activity data for review
	1
	(i) Indicator Info
	C Recalculate logic checks

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

Related Articles