

# Report 'Direct Entry' Data via Excel (Partners)

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**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.** 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 displays 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 'Partner Dashboard' title is prominent. The dashboard is divided into several sections: 'Your Organization' (National Education Council contact info), 'Your Activities' (list of three activities), and 'Activity Reporting' (a table of reporting periods). An arrow points to the 'Girls' Education Initiative' row in the table.

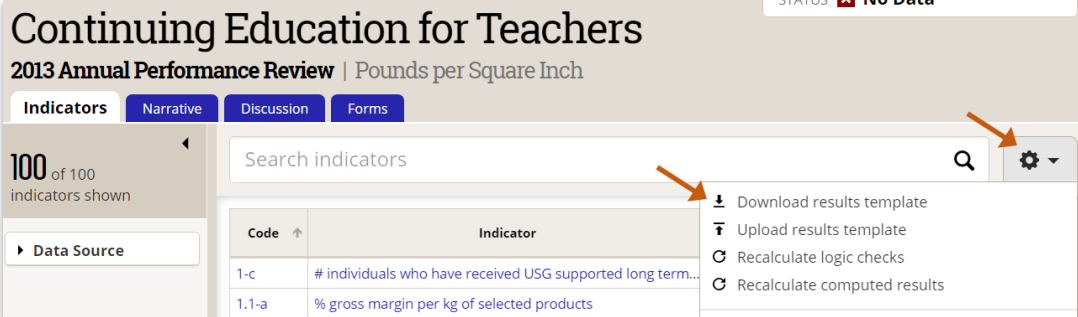
Code	Activity	Reporting Period	Dates	Submission Period	Status	Locked?	
OGF-913	Girls' Education Initiative	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14	
Z3A-570	Continuing Education for Teachers	2013 Annual Perf...	1 Jan 13	31 Dec 13	1 Jan 14	1 Apr 14	
HIG-319	Higher Education Development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

## To report data using an Excel template:

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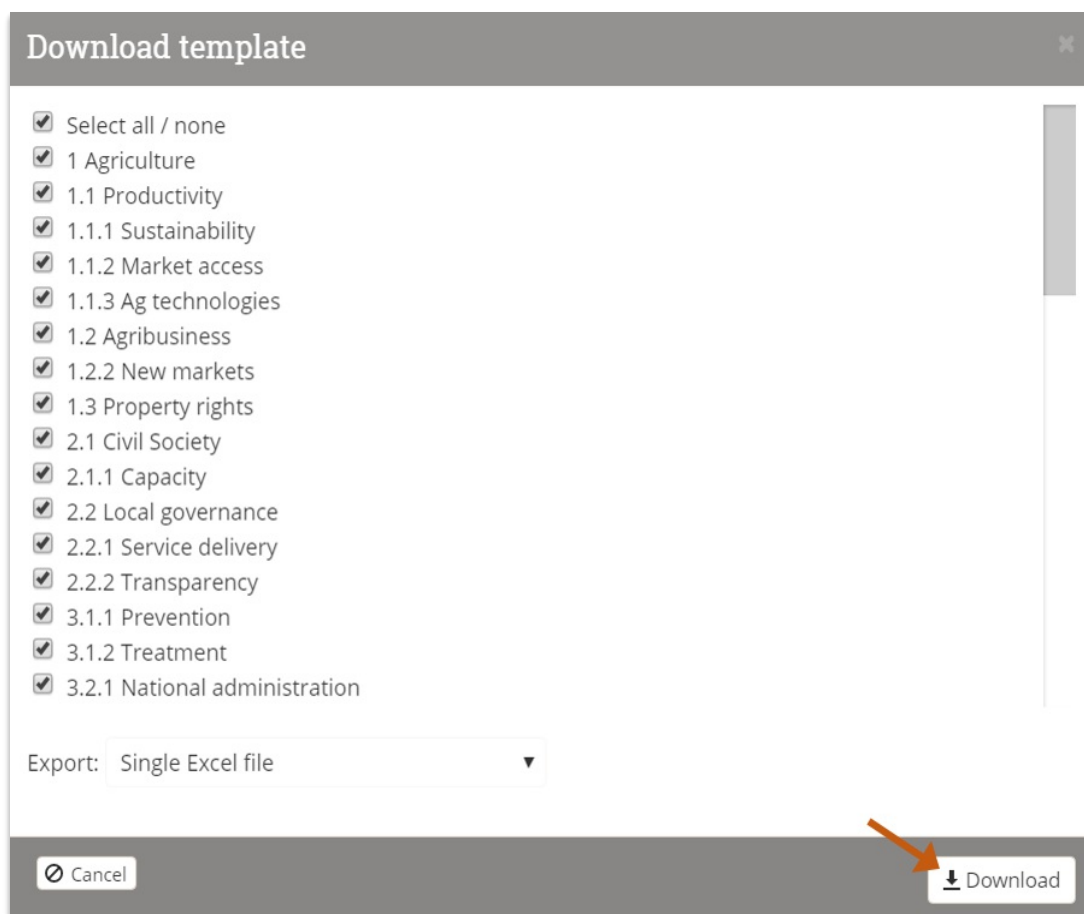
1) Click on the gear icon and then select "Download results template".



The screenshot shows a web interface for 'Continuing Education for Teachers' under the '2013 Annual Performance Review' for 'Pounds per Square Inch'. The 'Indicators' tab is active. A search bar is present above a table of indicators. A gear icon in the top right of the table area has been clicked, opening a dropdown menu. The first option, 'Download results template', is highlighted. Other options include 'Upload results template', 'Recalculate logic checks', and 'Recalculate computed results'. Two orange arrows point to the gear icon and the 'Download results template' option.

Code	Indicator
1-c	# individuals who have received USG supported long term...
1.1-a	% gross margin per kg of selected products

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.

The screenshot shows an Excel spreadsheet with the following data:

	B	F	G	H	I	J	K	L	M
2		2.5.2 # students in refurbished schools					2.5.3 Refurbished school has electricity?		2.5.6 # students i
3		Primary vs Secondary							
4		Primary		Secondary					
5	Location	Male	Female	Male	Female	Comment		Comment	Peul
6	Guinea / Faranah / Dinguiraye / Banora / Ayndé	450	534						
7	Guinea / Faranah / Dinguiraye / Lansanya / Hella								
8	Guinea / Nzérékoré / Beyla / Diaraguéréla / Badala								
9									
10									

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

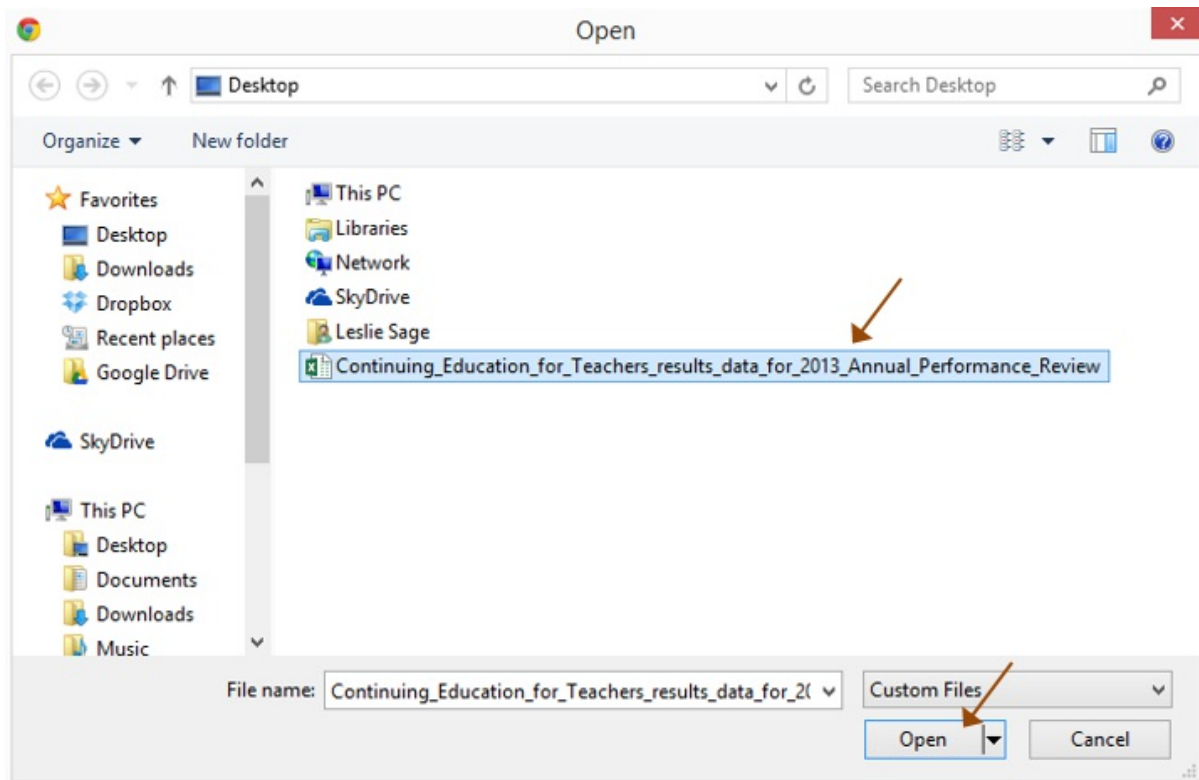
4) **When you're ready to upload your data** click on the gear icon and select "Upload results template" on your activity's reporting page.

The screenshot shows the reporting interface for 'Continuing Education for Teachers' with the following elements:

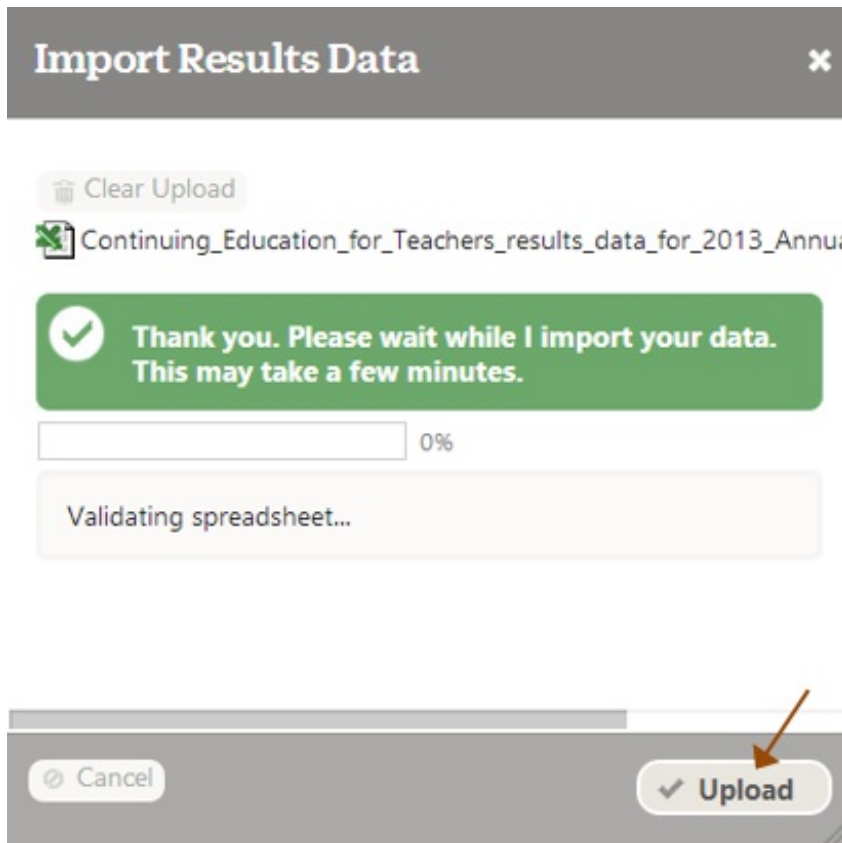
- Page title: Continuing Education for Teachers
- Section: 2013 Annual Performance Review | Pounds per Square Inch
- Navigation tabs: Indicators, Narrative, Discussion, Forms
- Search bar: Search indicators
- Dropdown menu (gear icon):
  - Download results template
  - Upload results template
  - Recalculate logic checks
  - Recalculate computed results
- Table of indicators:
 

Code	Indicator
1-c	# individuals who have received USG supported long term...
1.1-a	% gross margin per kg of selected products

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

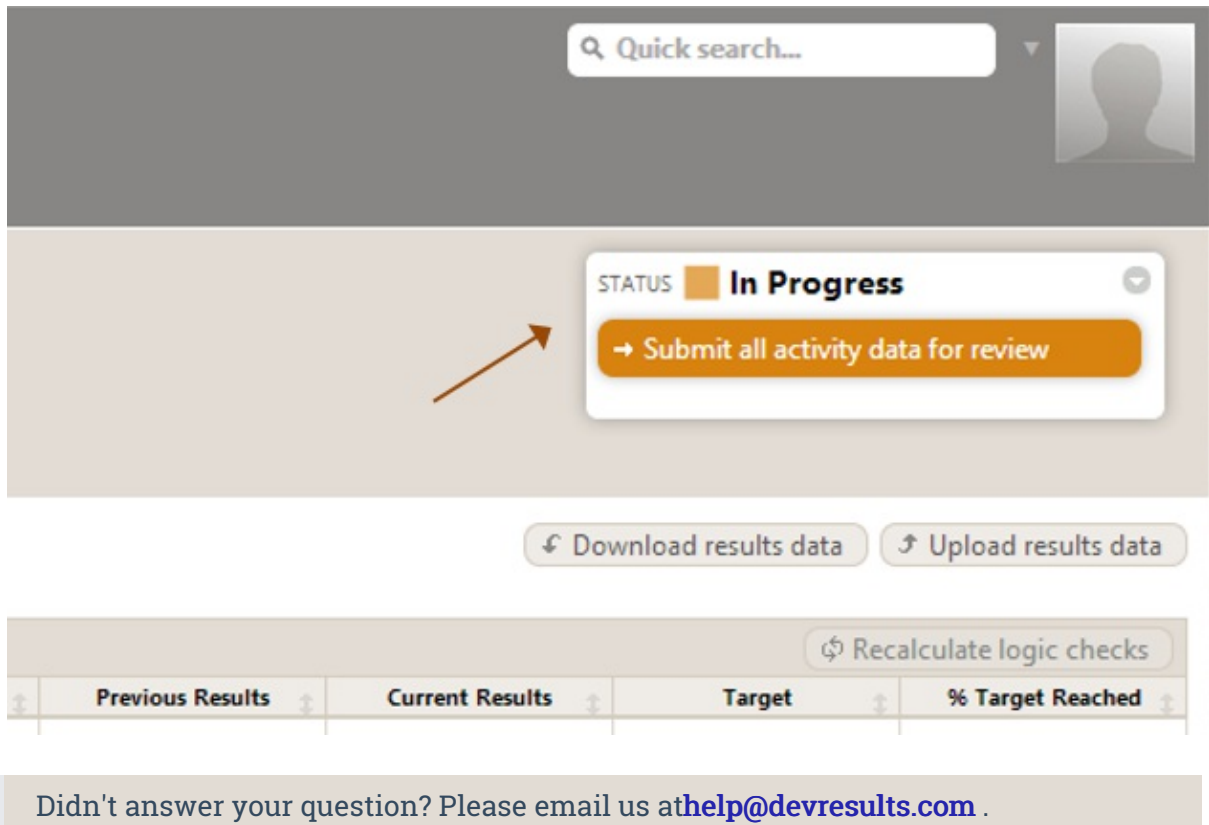


6) A **popup window appears** with a progress bar while the system imports and validates your spreadsheet. When it's done, click "Upload". All indicator results are now stored online. You can view totals on your activity reporting page or click on each indicator for details.



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.*



The screenshot shows a user interface with a dark grey header containing a search bar labeled "Quick search..." and a user profile icon. Below the header, a status dropdown menu is open, showing "STATUS" with an orange square and "In Progress" text. A button labeled "→ Submit all activity data for review" is highlighted in orange. An orange arrow points to this button. Below the status menu are two buttons: "Download results data" and "Upload results data". At the bottom of the interface, there is a "Recalculate logic checks" button and a table with four columns: "Previous Results", "Current Results", "Target", and "% Target Reached".

Didn't answer your question? Please email us at [help@devresults.com](mailto:help@devresults.com) .

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