

Narrative Responses

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Users have the option to enter narrative responses to supplement indicator data for each reporting period. This article covers how to enter and export narrative responses.

- [Enter responses](#)
- [Export responses](#)
- [Import responses](#)

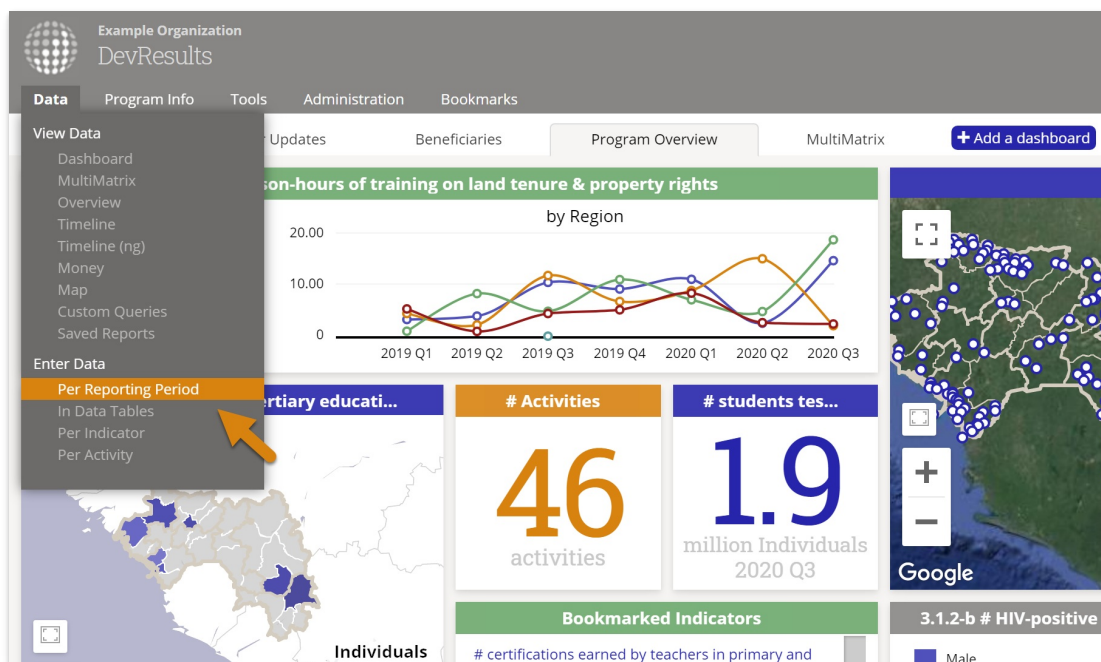
For instructions for partners, please see our article for [Enter Narrative Responses \(Partner\)](#).

For help with formatting text in narrative responses, please see our article for [Formatting Text](#).

If you are an administrator and would like to edit the narrative questions, please see our article on how to [Manage Narrative Questions](#).

Enter Responses

To enter narrative responses, navigate to an Activity Reporting Period page. To do so, go to the **Data** menu and select **Per Reporting Period**.



Click on the reporting period you would like to enter narrative responses for.

Example Organization
DevResults

Quick search...

Data Program Info Tools Administration Bookmarks

Home > Data > Enter Data > Per Reporting Period

Search reporting periods

Reporting Period	Start Date	End Date	Start Date	End Date	Progress	Frequency
2022 Q1	1 Oct 2021	31 Dec 2021	1 Jan 2022	31 Jan 2022	2%	Quarterly
2021 Annual	1 Oct 2020	30 Sep 2021	1 Oct 2021	31 Oct 2021	0%	Annual
2021 Q4	1 Jul 2021	30 Sep 2021	1 Oct 2021	31 Oct 2021	0%	Quarterly
2021 Q3	1 Apr 2021	30 Jun 2021	1 Jul 2021	31 Jul 2021	2%	Quarterly
2021 Q2	1 Jan 2021	31 Mar 2021	1 Apr 2021	30 Apr 2021	2%	Quarterly
2021 Q1	1 Oct 2020	31 Dec 2020	1 Jan 2021	31 Jan 2021	2%	Quarterly
2020 Annual	1 Oct 2019	30 Sep 2020	1 Oct 2020	31 Oct 2020	0%	Annual
2020 Q4	1 Jul 2020	30 Sep 2020	1 Oct 2020	31 Oct 2020	2%	Quarterly
2020 Q3	1 Apr 2020	30 Jun 2020	1 Jul 2020	31 Jul 2020	2%	Quarterly
2020 Q2	1 Jan 2020	31 Mar 2020	1 Apr 2020	30 Apr 2020	2%	Quarterly
2020 Q1	1 Oct 2019	31 Dec 2019	1 Jan 2020	31 Jan 2020	2%	Quarterly
2019 Annual	1 Oct 2018	30 Sep 2019	1 Oct 2019	31 Oct 2019	0%	Annual

DevResults

Click on one activity.

Example Organization
DevResults

Quick search...

Data Program Info Tools Administration Bookmarks

Home > Program Info > Time > Reporting Periods > 2021 Q4

2021 Q4

History

Dates

Reporting Cycle: Quarterly

Reporting Period Dates: 1 Jul 2021 - 30 Sep 2021

Submission Period Dates: 1 Oct 2021 - 31 Oct 2021

Status by Activity

Search activities

Code	Short Name	Activity	Awarding Organization	Partner Organization	Status	Locked
ED-08	ASL	Access to School Lunches	USAID	Kunkle Associates	Submitted	<input type="checkbox"/>
DR-05	ACLG	Addressing Corruption in Local Government	USAID	University of Boulder	No Data	<input type="checkbox"/>
AG-07	AgriMAX	AgriMAX	USAID	Caudill Associates	In Progress	<input type="checkbox"/>
ED-03	AàL	Apprendre à Lire	USAID	Association National	No Data	<input type="checkbox"/>
HE-05	BDP	Bednets Distribution Program	USAID	National Republican	No Data	<input type="checkbox"/>

DevResults

Click on the **Narrative** tab. This page shows each narrative question posed to each activity for each reporting period. Add responses by clicking on the grey suggestion text, then either pasting in text or typing it in directly.

Export Responses

There are four options for exporting narrative responses. You can export narrative responses for:

1. One activity for one reporting period
2. All activities for one reporting period
3. All responses for all reporting periods

4. It is also possible to embed narrative responses in a Word document using **Forms**. For instructions on how to do so, please see our article about [How to Use Forms](#).

1. For one activity for one reporting period, go to *Data > Per Reporting Period*, select a reporting period, select an activity, click on the **Narrative** tab, and then choose **Download narrative responses** in the gear menu.

The screenshot shows the 'Narrative' form for the activity 'Access to School Lunches' in the 2020 Q4 reporting period. The form is titled 'Access to School Lunches' and is currently in 'In Progress' status. The 'Narrative' tab is selected, and an orange box highlights it. An orange arrow points to the 'Expected Results' text area. The form contains several sections, each with a 'Words: 0' indicator: 'Expected Results' (Describe expected results for this period), 'Indicator Comments' (Overall comments on indicator performance), 'Activity Narrative' (General narrative of this activity for this period), 'Issues' (List specific challenges related to this activity during this period), 'Recommendations' (List specific findings & recommendations related to these issues), and 'Upcoming Actions' (List upcoming major actions/events over the next period). A green 'Done' button is visible at the bottom right.

2. For all activities for one reporting period, go to *Data > Per Reporting Period*, select a reporting period, and then choose **Download narrative responses** in the gear menu.

The screenshot shows the 'Status by Activity' table for the 2020 Q4 reporting period. The table lists activities with their codes, short names, and awarding organizations. An orange arrow points to the gear icon in the top right corner of the table, which opens a menu with the following options: 'Assign previous activities', 'Download narrative responses', 'Export all reporting period data', 'Export Filtered Items', and 'Export All'. Below the table, there is a 'Columns' section with checkboxes for 'Code' and 'Short Name', both of which are checked.

Code	Short Name	Activity	Awarding Organization
ED-08	ASL	Access to School Lunches	USAID
DR-05	ACLG	Addressing Corruption in Local Government	USAID
AG-07	AgriMAX	AgriMAX	USAID
ED-03	AàL	Apprendre à Lire	USAID
HE-05	BDP	Bednets Distribution Program	USAID
HE-01	BHA	Better Health Alliance	USAID
DR-06	BRILG	Building Responsiveness In Local Governments	DoD

3. For all responses for all reporting periods, go to *Tools > Custom Queries* and click **Export** next to the **Complete Narrative Response Export** query.

Export	Query Name	Description	Permissions
Export	Complete Activity-Organization Mappings	Provides a list of all organizations assigned to each activity	All with Custom Queries permissions
Export	Complete Activity-Reporting Period Mappings	Provides a list of all reporting periods assigned to each activity	All with Custom Queries permissions
Export	Complete Activity-User Mappings	Provides a list of all users for each activity	All with Custom Queries permissions
Export	Complete AdminDivision Export	Provides a full list of administrative divisions and their details	All with Custom Queries permissions
Export	Complete Finance Budgets Export	Provides a full table of budget entries per activity	All with Custom Queries permissions
Export	Complete Finance Planned Disbursements Export	Provides a full table of planned disbursements per activity	All with Custom Queries permissions
Export	Complete Finance Transactions Export	Provides a full table of transactions per activity	All with Custom Queries permissions
Export	Complete Framework-Indicator Mappings	Provides a list of all results framework objectives and their assigned indicator(s)	All with Custom Queries permissions
Export	Complete IATI Baselines Export	Provides a full table of baselines per indicator, per activity, per geography. Note: this only applies to sites with 'IATI' enabled on the Settings page and 'Indicator has baseline values?' enabled on the Indicator Definition page.	All with Custom Queries permissions
Export	Complete Indicator Data Comments Export	Provides an export of all comments added to indicator data	All with Custom Queries permissions
Export	Complete Narrative Response Export	Provides an export of all narrative responses added to an Activity-Reporting Period (ARP)	All with Custom Queries permissions
Export	Complete Results Frameworks Export	Provides a full set of results frameworks and objectives	All with Custom Queries permissions
Export	Complete Targets Export	Provides a full table of targets per indicator	All with Custom Queries permissions

Import Responses

There are two options for importing narrative responses. You can:

1. Import and edit narrative responses for a single activity and a single reporting period
2. Import narrative responses for multiple activities and reporting periods

1. For one activity for one reporting period, go to *Data > Per Reporting Period*, select a reporting period, select an activity and navigate to the narrative tab. Then select either **Download blank template** or **Download narrative responses** in the gear menu. A blank template will allow you to fill in all information for that activity and reporting period, while downloading the narrative responses will allow you to edit any existing responses and add new responses.

Access to School Lunches

2020 Q4 | Kunkle Associates

Indicators | Data Tables | **Narrative** | Discussion | Forms

Narrative

- Download narrative responses
- Download Blank Template
- Import

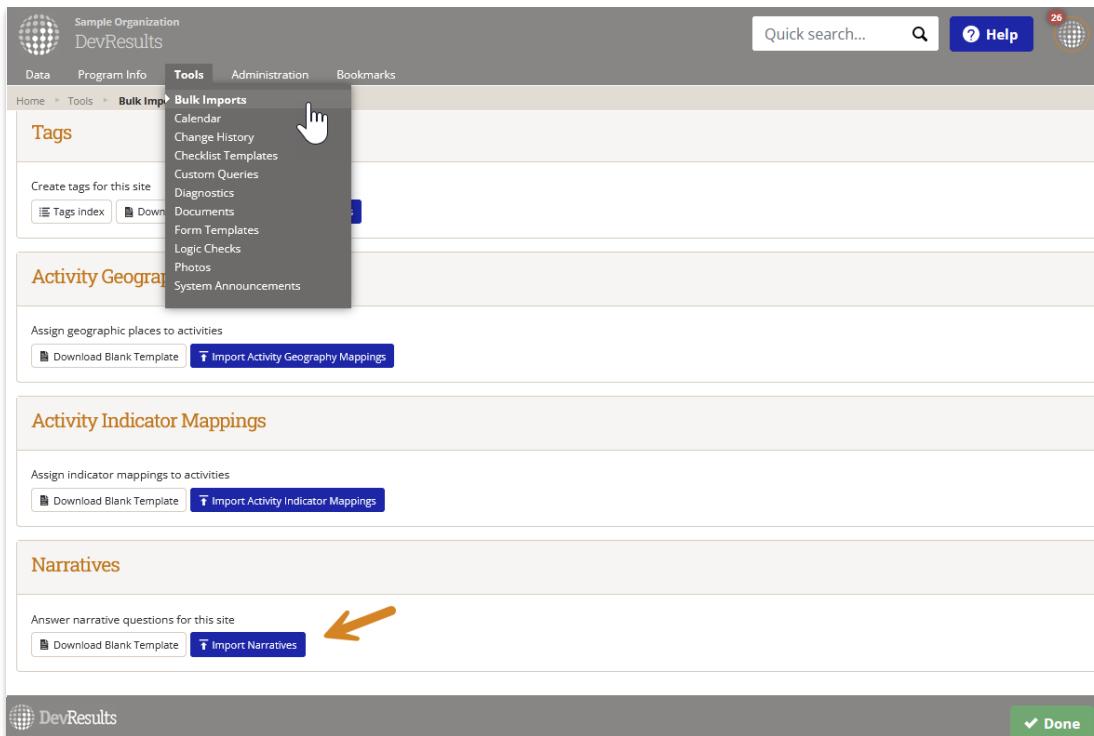
Expected Results
Describe expected results for this period

Indicator Comments
Overall comments on indicator performance Words: 0

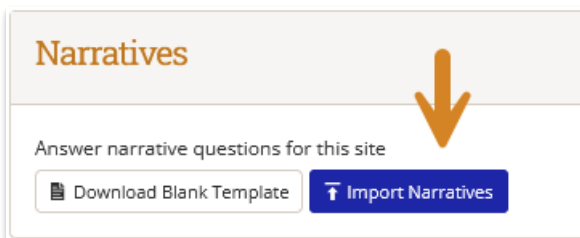
Activity Narrative
General narrative of this activity for this period Words: 0

Issues
List specific challenges related to this activity during this period Words: 0

Once you've updated your file, click on **Import** to add them to the site.



2. Users who have permission to access site-wide bulk import tools can add narrative responses for multiple activities and reporting periods. Navigate to *Tools > Bulk Imports* and scroll to the Narratives section. Download a Blank Template and add your reporting periods, activities, questions, and narrative responses. Click the **Import Narratives** button to add the data to the site.



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