

Assign a Geography to an Activity

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Assign Geographies to an Activity

All indicator data in DevResults is associated with a geographic place, and all indicators in DevResults have exactly one geographic disaggregation, like location, country, region, or world. DevResults distinguishes between **two types of geographies**:

- **Locations:** Specific points on a map with GPS coordinates such as cities, hospitals, and schools
- **Administrative Divisions:** Shapes or areas such as districts, countries, and multi-national regions

Activities need to be assigned to the geographic places where they report direct entry data.

- If an activity reports on indicators disaggregated by location, locations must be assigned to the activity.
- If an activity reports on indicators disaggregated by an administrative division, that type of administrative division must be assigned to the activity. For example, if an activity reports on an indicator with a geographic disaggregation of "district", one or more districts must be assigned to that activity. (Note: The whole country or whole world is assigned by default.)

An activity will not be able to report direct entry indicator data unless it is assigned to geographies for its indicators' geographic disaggregations. (Data table indicators allow for implicit geographic assignments to be made through data table records alone, but it's still a good practice to add geography assignments to the activity.)

To assign geographies to an activity, go to **Program Info > Activities** and select your activity from the index. Then go to that activity's **Geography tab**. Within the geography tab, you will see tabs for each geographic level in your DevResults site.

The screenshot shows the DevResults interface for the 'Bednets Distribution Program' activity. The 'Geography' tab is active, showing a map of West Africa and a table of prefectures and regions. The table lists prefectures and their corresponding regions. A dropdown menu for adding a new prefecture is visible at the bottom of the table.

Prefecture	Region
Boké	Boké
Koundara	Boké
Conakry	Conakry
Dabola	Faranah
Dalaba	Mamou
Beyla	Nzérékoré

add prefecture...
Boffa Boké
Coyah Kindia
Dinguiraye Faranah
Dubreka Kindia

For each geographic level, a note shows how many indicators are disaggregated by that geographic level. Click on *View indicators* to see a pop-up of the list.

For each level with indicators, click the drop-down and select the geography you want to assign. Typing a few characters will narrow the list for you.

The newly assigned geography will now appear in the list of geographies for that activity, and will be included in data entry templates for direct entry indicators. Assign as many geographies as needed.

Assign Geographies to Activities using an Excel Template

DevResults also offers tools to assign geographies to activities using an Excel template. There are two versions: One template for a single activity, and one template for multiple activities at the same time.

How to import assignments of geographies to a single activity

On the activity's geography tab, click *Export Mappings* download a template.

The screenshot shows the DevResults interface for the 'Bednets Distribution Program' activity. The 'Geography' tab is selected, displaying a map of West Africa and a table of prefectures and regions. Two orange arrows point to the 'Import Mappings' and 'Export Mappings' buttons.

Prefecture	Region
Boké	Boké
Koundara	Boké
Conakry	Conakry
Dabola	Faranah
Dalaba	Mamou
Beyla	Nzérékoré
Add prefecture...	

The template comes with a tab for each geographic level and built-in drop-downs for each geographic place in the site. Fill it out and re-import it using the *Import Mappings* button.

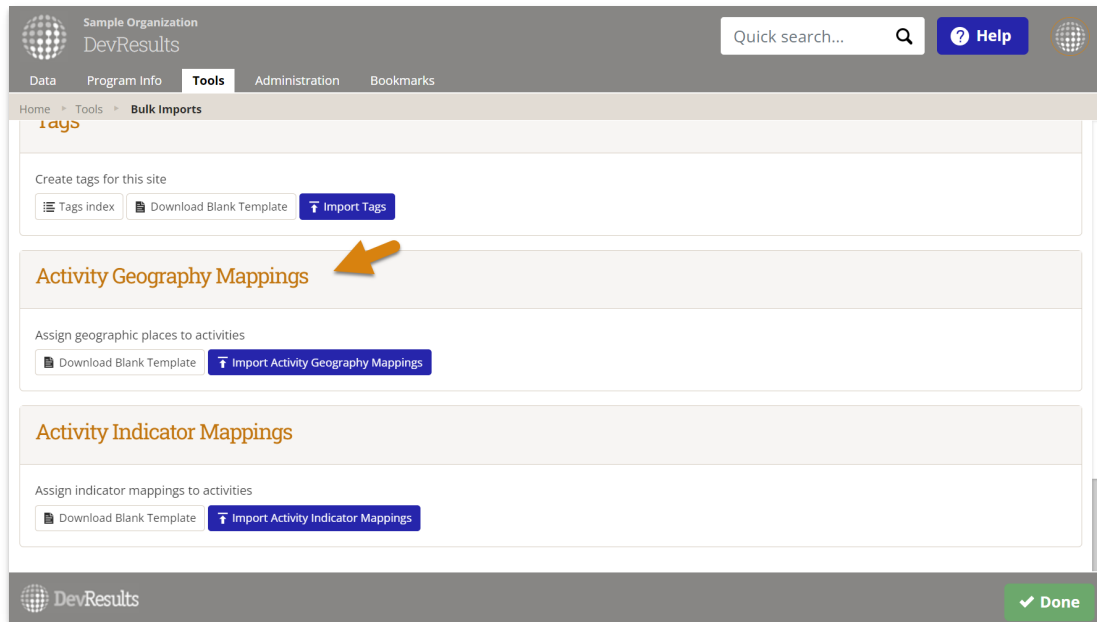
The screenshot shows an Excel spreadsheet with a list of geographies in column A. A dropdown menu is open for the 'Prefectures' tab, showing a list of prefectures and regions.

	A	B	C	D	E	F	G	H
1	Title							
2	Beyla, Nzérékoré							
3	Boké, Boké							
4	Conakry, Conakry							
5	Dabola, Faranah							
6	Dalaba, Mamou							
7	Koundara, Boké							
8								
9	Beyla, Nzérékoré							
10	Boffa, Boké							
11	Boké, Boké							
12	Conakry, Conakry							
13	Coyah, Kindia							
14	Dabola, Faranah							
15	Dalaba, Mamou							
16	Dinguiraye, Faranah							

How to import assignments of geographies to multiple activities

To import geography assignments for multiple activities in one template, go to the **Tools > Bulk Imports** page. In the

Activity Geography Mappings section, download a blank template.



Here's an example of a template for activity geography mappings. There's a tab for each level: Region, prefecture, and location. (Your site might have different levels). It shows three activities being assigned to a few regions each, with built-in dropdowns for the activities and geographies in the site.

	A	B	C	D	E	F	G	H
1	Activity	Region						
2	Access to School Lunches	Boké						
3	Access to School Lunches	Conakry						
4	Access to School Lunches	Faranah						
5	Access to School Lunches	Kankan						
6	Better Health Alliance	Boké						
7	Better Health Alliance	Labé						
8	Better Health Alliance	Mamou						
9	Capable Local Governance	Faranah						
10	Capable Local Governance	Kankan						
11	Capable Local Governance	Labé						
12		Boké						
13		Conakry						
14		Faranah						
15		Kankan						
16		Kindia						
17		Labé						
		Mamou						
		Nzérékoré						

Use the *Import Activity Geography Mappings* button to import the template.

Advanced Geography Settings

If an activity's indicators vary over time, or if the geographic scope of the activity varies over time, you have the option to use **Advanced Geographies**.

The geography tab establishes which places appear in reporting templates for direct entry indicators. It is 100% fine to show all of a project's indicators and geographies in all the reporting period templates, and then just fill out the relevant data in the template each period. But you might prefer to customize the templates to change which indicators and places appear for which reporting periods.

To do so, click on **Advanced Geographies**. Check the boxes for:

- **Different places report on different indicators** (shown below): This provides the ability to enable/disable

individual geographies for different indicators (grouped by results framework, since there could be dozens of indicators).

- **Active places vary over time:** This provides a timeline with each of the activity's reporting periods. Click on each reporting period to configure the geographies for that period. Clicking the **Advanced** menu again will give you the option to **Apply to all future reporting periods**. Checking this box copies the settings to all future reporting periods. The system will prompt you to make sure you want to make the change. Click **Yes, apply** to continue with the change.
- Or **both**.

Edits to these pages do not affect existing indicator results; they only affect what geographies are available in data entry templates.

The screenshot shows the DevResults interface for the 'Bednets Distribution Program' under the 'National Republican Institute'. The 'Geography' tab is selected, and a modal window is open for configuration. The modal contains two checkboxes: 'Different places report on different indicators' (checked) and 'Active places vary over time' (unchecked). Below the modal is a table of Prefecture and Region data.

Prefecture	Region	All	M/4.2.1	M/4.2.2	U/F-3.2.1.7	U/F-3.2.2.4
Boké	Boké	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Koundara	Boké	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conakry	Conakry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dabola	Faranah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dalaba	Mamou	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beyla	Nzérékoré	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: If you are unable to complete these actions, then you do not have permission to assign geographies to activities. Please speak to your supervisor.

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