Define an Indicator

ast Modified on 07/08/2025 12:37 pm EDT

DevResults offers several tools for defining indicators:

- 1. Create or edit a single indicator
- 2. Create or edit multiple indicators using an Excel upload
- 3. Edit multiple indicators from the indicator index

Note: Any user whose group includes **View & Edit** permissions for **Indicator Definitions** can create new indicators.

Create an indicator

To add an indicator, go to **Program Info > Indicators**. This will open the Indicators Index page. Click the **+ New Indicator** button in the lower right.

Data Program Info Tools		Bookmarks	
		BOOKITIARKS	
ome ▹ Program Info ▷ Data Defini	tions Indicators		
↓ 6 of 86 indicators shown	Search indicat	tors	٩ 🗘 ٩
Framework	0 indicators 🗶	Bookmark Assign activities Mark Inactive 🗊 Delete	
Туре	Code 🛧	Indicator	Disaggregation
Format	🔲 1-c	# individuals who have received USG supported long term agricultural sector productivity or foo	Sex, Training Topic
Format	🔲 1.1.1-a	# hectares of agricultural land (fields, rangeland, agro-forests) showing improved biophysical co	n Land Type
Data Source	1.2.1	# farmers enrolled in programs to improve productivity and sustainability	Ethnicity, Land Type, Sex
Data Table	🔲 1.2.2-a	# kg crops produced by farmers enrolled in programs to improve productivity and sustainability	Crop Type, Ethnicity, Land Type, Sex
	🔲 1.2.2-b	\$ value of crops sold by farmers enrolled in programs to improve productivity and sustainability	Crop Type, Ethnicity, Land Type, Sex
Geographic Disaggregation	🔲 1.2.2-c	\$ average value of agricultural sale per by crop type	Crop Type, Land Type
Disaggregation	🔲 1.3-c	# land governance actors receiving training or upgraded facilities/equipment	Urban vs Rural
	🔲 1.3-d	# person-hours of training completed by government officials	Sex
Sector	🔲 2.1-a	USAID NGO sustainability index	
Tag	2.1.2-a	# civil society organizations that participate in legislative proceedings	Organization Type
Unit	2.1.2-b	# activities designed to promote or strengthen the civic participation of women	Organization Type
onic	2.1.2-c	# civil society organizations (CSOs) receiving USG assistance engaged in advocacy interventions	Organization Type
Progress Interpretation	2.1.2-d	# USG-funded organizations representing marginalized constituencies trying to affect governme	r Organization Type
Activity	2.1.2-f	# person-hours of USG-supported training for women	
	3.1.1·c	# MARP reached with individual and/or small group level HIV preventive interventions that are b	Age, Sex

This will open a **Create New Indicator** pop-up. This pop-up has two fields, both required:

- The Code is the unique identifier for each indicator. Each indicator must have a different code. You might want to use the codes that people already commonly use to refer to each indicator. If you don't use any codes to identify indicators, we advise you to come up with a coding system that relates to the way you think about how these indicators are organized, such as referencing the results frameworks, sectors, or indicator types.
- Give your indicator a Name that clearly describes what you are counting or measuring. Phrases like "Increase in certifications" or "Level of support" are not good indicator names. The indicator names should instead be something like "# trainees certified" or "Average support score on a scale of 1-10".

Once you've filled out these fields, click the + Create Indicator button in the lower right.

Create New Ir	dicator	
Code	4.1.3-1	
Name	# clinicians certified to offer remote health services]
O Cancel	Create Indi	cator

The following information about creating indicator definitions is a summary. For more detailed explanations about each aspect of an indicator's definition, please see our **Indicator Guidebook**.

The **Data Source** describes how information will be entered.

Definition	Targets & Data	Reports	Forms	Documents
Data Source	2			
Data Sourc		itor results d om a data tal om a formula	ble	

- Select **Enter indicator results directly** to report the actual count, sum, or average for the indicator once per reporting period.
- Select Populate from a data table to report individual records and have the system do the aggregation for you, rather than directly reporting an aggregated total as you would in direct entry.
- Select **Calculate from a formula** to calculate this indicator using data from other indicators.

Additional configuration fields will be displayed for relevant data sources. (Formula indicators will show a Formula Editor; Data Table indicators will show Data table configuration).

The **Characteristics** section helps define how the system should expect and format the data entered for this indicator.

Characteristics						
Indicator Type	 Sum Average Yes/No 					
Number format	 Whole number Decimal Percentage 					
Decimal places	2					
Default Reporting Cycle	Quarterly	•	Edit reporting cycles			
Unit	Individuals					
Periods	Results are entered:	Targets are entered:				
	Incrementally (since last result)	 Incrementally (since last target) Cumulatively (over the life of the project 				
Baselines	Indicator has baseline values ?					

- **Indicator Type** describes how information will be calculated.
- **Number Format** describes how numbers will be formatted and displayed.
- Decimal places lets you specify how many decimal places the app should display.
- **Default Reporting Cycle** lets you define the default frequency for which this indicator's data should be collected or calculated. This only appears if your site has more than one defined reporting cycle, such as quarterly or

annual.

- **Unit** should be the thing your indicator is counting or measuring. It's best to use the plural version like "individuals" or "trainings".
- Periods, Targets are defines the type of targets for this indicator:
 - Incremental: Use this option if your targets reflect only the work you are doing in a given reporting period (e.g. a target for Q4 is for Q4 only).
 - **Cumulative**: Use this option if your targets reflect all of the work you have done cumulatively to date (e.g. a target for Q4 is for all the work done since the activity began work in Q1).

The Disaggregations section lets you define the various disaggregations this indicator will require.

Disaggregation										
Disaggregations			Disaggregation		Catego	ories		Disable		
		\$	Sex	Male, Female						
		\$	Age	0-14 (Children), 1	5-19 (Yout	h), 20-24 (You	ing Adult), 25			
	+	Add	a disaggregation			🏟 Mast	er list of disag	gregations		
	۲	Res	sults are cross-disa	aggregated	Res	sults are par	allel disaggre	gated		
Geographic Disaggregation			are reported by: ation							
			fecture							
	Region Guinea									
Activities Is this indicator reported on by specific activities?										
	 Results are reported separately for each activity 					Targets are set separately for each activity				
	Activity						Reporting Cy	cle		
	Better Health Alliance				Qua	rterly	•			
		(Community Health S	Services Strengther	ning	Qua	rterly	•		
		ł	Healthy Mothers He	althy Children		Qua	rterly	•		
	+	Assiį	gn activity			Allow reporti	ng cycles to var	y over time		

- Disaggregations will add non-geographic disaggregations. These are optional and you can add as many as you need.
 - Click the + Add a disaggregation button and select the relevant disaggregation(s) from the dropdown list to add it.
 - If your disaggregation does not appear in the dropdown menu, click on the gearbox to the right that says Master list of disaggregations.
 - If you select 2 or more disaggregations, you can choose to disaggregate these in parallel or cross. See Disaggregations for details on those options.
- The Geographic Disaggregation is a special kind of disaggregation that links to maps. It is required.
 - Each indicator has one geographic disaggregation. All data will be entered using this geographic disaggregation, but DevResults enables automatic geographic aggregation of data by encompassing geographic areas.
 - If the indicator is not disaggregated geographically, select the largest geographic place.
- If your indicator is collected by multiple activities, keep the **Results are reported separately for each activity**box checked.
 - Assign activities by clicking on the **+ Add an Activity** button. Begin typing the activity name, then select the activities that will report on this indicator.

The **Classification** section defines which portion of the **Results Framework**, which **Sectors**, and which **Tags** this indicator relates to. You **must** assign the indicator to at least one section of your results framework; tags and sectors are optional.



The narrative definition sections (**Definition**, **Justification**, **Data Acquisition**, **Data Quality**, and **Data Analysis**, **Review**, **and Reporting**) allow capture of additional information about the indicator.

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Edit an indicator

To edit an indicator, go to Program Info > Indicators.

This will open the indicators index page, shown above.

Click on the indicator you'd like to edit and make the desired changes. You can find more detail on configuration options and other fields in the section above.

Note: Restrictions apply when editing an indicator with existing data -- some changes will cause data to be deleted, including changing the **data source**, **indicator type**, **disaggregations** (except for adding a new disaggregation to a parallel-disaggregated indicator), **geographic disaggregation**, and **removing activity assignments**.

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Upload new indicators

To add many new indicators at once, you can upload a spreadsheet containing their details instead of creating each indicator individually. First, go to **Program Info > Indicators** to open the indicator index.

On this page, click on the gear icon and then click Download Blank Template to get an Excel template.

Note: Linking data table indicators to data tables cannot be completed with an upload and must be done individually.

Data Program Info T												
Home ▹ Program Info ▹ Data D	efinitions	Indicators										
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86 of 86 indicators	0	Search ind	icators						Q 8	¢ -		
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Framework							Export All					
		Code	ŕ		Indicat	or	Download Bl T Import	ank Template				
• Туре		1-c	# individu	als who have recei	ived USG supported lo	ng term agricultural sector proc						
Average		1.1.1-a	# hectare	s of agricultural lan	nd (fields, rangeland, a	gro-forests) showing improved	Columns					
Sum		1.2.1	# farmers	enrolled in progra	ams to improve produc	tivity and sustainability	Active?					
Ves/No	. 0	1.2.2-a	# kg crop	produced by farm	ners enrolled in progra	ms to improve productivity and	🕑 Code					
▼ Format		1.2.2-b	\$ value of	crops sold by farm	ners enrolled in progra	ms to improve productivity and	🕑 Indicator					
Decimal		1.2.2-c	\$ average	value of agricultur	ral sale per by crop typ	e	🕑 Туре					
Percentage		1.3-c		0	1 2 1 2	- aining or upgraded facilities/equ	🔲 Format					
Whole number	r 1.3-d # person-hours of training completed by government officials, tra		Desimal Places									
▼ Data Source		2.1-a		O sustainability inc				Default Reporting Cycle				
Data Table		2.1.2-a				icipate in legislative proceeding	🕑 Data Source					
Direct Entry		2.1.2-b		· · · · ·	· ·	strengthen the civic participat	Geographic [Geographic Disaggregation				
Formula		2.1.2-c				ssistance engaged in advocacy	🕑 Disaggregati	on				
		2	in chin boo	cty organizations ((coo)recenting obdie	sastance engaged in devocacy	Formula					

Edit the Excel file by replacing the list of existing indicators with the new indicators you'd like to upload.

1.4	A	В	С	D	E	F	G	н	1	J	К	L
1	Active? -	Code 💌	Indicator 🗸	Reference Number 💌	Data Source 💌	Formula 📃 💌	Туре 💌	Format	 Decimal Places 	Default Reporting Cycle	Unit 💌	Disaggregatio
2	TRUE	4.1b	% students who, by the end of two gra	A-94253	Formula	[4.1b-N]/[4.1b-D]	Average	Percentage		2 Quarterly	Students	Ethnicity, Sex
3	TRUE	3.3-е	# health facilities with established cap	C-75243	Data Table		Sum	Whole numb	er	2 Quarterly	Facilities	Urban vs Rura
4	TRUE	3.1.2-е	# rapid diagnostic tests (RDTs) purchas	J-83423	Direct Entry		Sum	Whole numb	er	2 Quarterly	RDTs	
5	TRUE	1.3-c	# land governance actors receiving US	R-42044	Direct Entry		Sum	Whole numb	er	2 Annual	Actors	Urban vs Rura

- The **Type** column must be filled out with **Sum**, **Average**, or **Yes/No**.
- The Format column must be filled out with Whole number, Percentage or Decimal.
- The Data Source column must be filled out with Direct Entry, Data Table, or Formula.
- The columns for **Default Reporting Cycle** and **Geographic Disaggregation** must be filled out with the options available in your site for reporting cycles and administrative division levels (including Location).
- You can enter multiple **Sectors** separated by commas, for example: "Health, Education".
- You can enter multiple Tags separated by commas, for example: "Training, Engagement".
- You can enter multiple **Disaggregations** separated by commas, for example: "Sex, Training Topic".
- If you use disabled Disaggregations, you can include them in parentheses, for example: "Classification, Gender, (Age)".
- You can enter multiple **Results Framework Objectives** separated by commas, for example: "1.1, 1.2". These objectives need to already exist in your framework(s). If you have more than one framework, the framework's code should precede the objective's code, for example: "M/1.1, F/1.2".
- For columns like **Reports Per Activity** that show true/false in the download, you can use **TRUE/FALSE**, **yes/no**, or **1/0** in the spreadsheet.
- For Sectors, and Tags, and Disaggregations:
 - If you have permission to edit these elements, you can add new values in the templateand they will be created when you import the new file.
 - If you do not have permission to edit these elements, the template must reference values that already exist in the site, or the import will be rejected.
 - Remember that **Disaggregations** are not complete until you add their **Disaggregation Categories**. Visit
 Program Info > Disaggregations Filter to "No Categories" to find incomplete disaggregations. Click on each one to add categories.

Sample Organization DevResults		Quick search	Q 7 Help
Data Program Info Tools	Administration Bookmarks		
Home 🔸 Program Info 🔺 Data Definitions	Disaggregations		
f of 29 disaggregations shown	has:"No Categories"		× ¢ -
✓ Has: (1) ✓ No Categories	One or more disaggregations have no cate	gories! To see which ones,	use the "no categories" filter.
Κ.	Disaggregation	# of ↑ Disaggregation Categories	Disaggregation Categories
	Business Type	0	
	1 disaggregations		
DevResults			New Disaggregation

Save your spreadsheet, click the gear icon again, and select **Import**.

DevResults Example Organi		Quick search Q 🛛 Help
Data Program Info Tool	ols Administration Bookmarks	
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▼ Type	Code 🛧 Indicator	T Import
Average	1-c # individuals who have received USG supported long term a	
Sum	1.1.1-a # hectares of agricultural land (fields, rangeland, agro-fores)	
Ves/No	1.2.1 # farmers enrolled in programs to improve productivity and	
	1.2.2-a #kg crops produced by farmers enrolled in programs to im	nprove productivity and 🗹 Code
▼ Format	1.2.2-b \$ value of crops sold by farmers enrolled in programs to im	nprove productivity and 🗹 Indicator
Decimal	1.2.2-c \$ average value of agricultural sale per by crop type	🕑 Туре
Percentage	1.3-c # land governance actors receiving USG-funded training or	upgraded facilities/equ Format
Whole number	1.3-d # person-hours of training completed by government officia	
▼ Data Source	2.1-a USAID NGO sustainability index	Default Reporting Cycle
Data Table	2.1.2-a # USG-assisted civil society organizations that participate in	legislative proceeding
Direct Entry	2.1.2-b #USG-supported activities designed to promote or strength	Geographic Disaggregation
Formula	 2.1.2-c # civil society organizations (CSOs) receiving USG assistance 	Disaggregation
Data Table		Formula
DevResults		• New Indicator

This will open a pop-up window to walk you through the upload process. Choose your file and make sure the summary shows you the expected number of new indicators. If there are any errors in the file, you'll get a message explaining what they are. If everything looks good, click **Continue**.

Example Organization DevResults		Quick sea	rch Q 🛛 Help
Data Program Info Tools	Adr Import		
Home 🔸 Program Info 🔺 Data Definiti			
87 of 87 indicators shown	Se 1	Upload file	Q Ø*
Framework	0 in	Indicators.xlsx	
▶ Type			Disaggregation
Format			ex, Training Topic
Format	1 2	Preview	and Type
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Data Table	1	Multiple in indicators	rop Type, Ethnicity, Land Type, Sex
Geographic Disaggregation	1	→ Continue	rop Type, Ethnicity, Land Type, Sex
Geographic Disaggregation	1		rop Type, Land Type
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> Sector	1		ex
	2		
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→ Unit	2	🏛 Clear upload)rganization Type
Progress Interpretation	2 2.1.2-d	# USG-funded organizations representing marginalized constituencies trying to affect governme	Irganization Type
	2.1.2-0	# USG-runded organizations representing marginalized constituencies trying to affect governme # person-hours of USG-supported training for women	organization type
Activity	3.1.1-c	# person-nours or USG-supported training for women # MARP reached with individual and/or small group level HIV preventive interventions that are b	And Call
Default Reporting Cycle	3.1.1-c	# MARP reached with individual and/or small group level Hiv prevenuve intervenuons that are t # insecticide treated nets (ITNs) purchased	e nge, sex
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• multatoris.			
DevResults			New Indicator

You'll get a message saying that the indicators were imported. Once you click **Done**, your indicator index page will refresh and you'll see your new indicators there! Next you'll need to assign the indicators to framework objectives and the activities that report them.

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Edit multiple indicators using an Excel upload

You can also use Excel to update multiple indicators. To do so, use the same instructions as above, but instead of downloading a blank template, choose **Export All**.

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Formula 2.1.2-b # USG-supported activities designed to promote or strengthen the civic participat	0 1 00 0	# USG-supported activities designed to promote or strengthen the civic participati	1.2-b		· · · · ·
2.1.2-c # civil society organizations (CSOs) receiving USG assistance engaged in advocacy	Formula	# civil society organizations (CSOs) receiving USG assistance engaged in advocacy	1.2-c		Data Table

Then edit the spreadsheet that you downloaded -- for example, to add a new sector or tag.

Note: To edit existing indicators, DO NOT delete or change the indicatorID. This is the only way the system knows which indicator should be updated.

When you import the Excel file, existing indicators will be updated with any changes to the spreadsheet.

Note: It is not possible to delete indicators using an Excel import, but the same restrictions on editing an indicator with existing data apply -- some changes will cause data to be deleted. The importer will warn you if any of your changes would cause data to be deleted, and it will tell you which indicators will be impacted.

To cancel the upload and remove those changes, click **Clear upload**. To proceed with the upload, click **Continue**.

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Edit multiple indicators from the indicator index

To make managing indicators easier and faster, we offer the ability to edit multiple indicators at once right from the indicator index. Currently, the edits you can make this way are:

- Bookmarking indicators
- Assigning activities
- Marking indicators as inactive
- Deleting indicators (don't worry -- we'll check to confirm that you really want to!)

To make these kinds of edits, first go to **Program Info > Indicators** to open the indicator index page.

When the index page opens, click the checkbox next to the indicators you want to edit. You can either scroll through the list to find what you need, or use the filters and search to get the perfect list and click the checkbox in the column header to select all indicators displayed. Once you have the indicators you want to edit checked, click the button for the bulk action you'd like to complete.

Example Organization DevResults		Qu	uick searc	:h Q	? Help		
Data Program Info Tools							
Home Program Info Data Definitions	Indicators						
38 of 87 indicators shown	G	M / 4.1 Access" framework:"M / 4.2 Quality"			×	Ø -	
▼ Framework (2) ×	10 indicators	Bookmark Assign activities Mark Inactive Tolete					
T Main Framework	Code	↑ Indicator			Disaggregation		
	4.1-a	# person-trainings in post-secondary certification areas		Age, Sex, Training	Type, Training Topic		
2 Democracy, Rights, and	◀.1-b	# unique trainees per reporting period per post-secondary certification areas		Sex, Training Top	ic		
▶ 3 Health	A 1-c Cumulative # unique trainees per training tonic in post-secondary certification areas						
✓ = 4 Education ✓ 4.1 Access	Jucation						
✓ 4.1 Access ✓ 4.2 Quality	4.1 Access				ic Type, Training Topic	_	
	Quality Commence Provide Commence Provid				Training Topic		
	✓ 411-a	# primary and secondary school teachers in well-supplied classrooms		Intervention Type			
	 ✓ 4.1.1-a ✓ 4.1.1-b 	# board-certified primary and secondary teachers in intervention schools					
▶ ■ F-2 Governing Justly &	 ✓ 4.1.1-0 ✓ 4.1.1-c 				ex, Urban vs Rural, Grade Level		
L C 2 Investing in Deeple	_	# person-hours of test interventions with teachers in classrooms		Sex, Grade Level, Intervention Type			
► Type	4.1.1-d	# average hours of test interventions with teachers in classrooms		Sex, Grade Level, Intervention Type			
	✓ 4.1.1-e	# certifications earned by teachers in primary and secondary intervention schools	Sex, Urban vs Rural, Grade Level, Certification Typ				
	4.1.2-a	% students who, by the end of the primary cycle, are able to read and demonstrate u	inderstandir	dir Ethnicity, Sex			
Data Source	4.1.2-a-D	# students tested in reading comprehension by the end of the primary cycle		Ethnicity, Sex			
	4.1.2-a-N # students who, by the end of the primary cycle, are able to read and demonstrate understand			lin Ethnicity, Sex			
• Data Table	🔲 4.1.3-d	# individuals from underserved and/or disadvantaged groups accessing tertiary educ	cation progra	Sex			
Geographic Disaggregation	🔲 4.2-a	Majority of facilities pass IG inspection					
	_						
()) DevResults					🕀 New In	dicator	

If any additional selections are needed, this will open a pop-up or confirmation window before proceeding; otherwise, it will complete the action. For example, to assign activities to indicators, you'll see this:

Data	Assign activities					>	×
ome	21 of 45 activities shown	•	sector:"Education"			× 0-	
	Assigning 3 activities to 10 indicators						
Fram	▶ Status		Na	me 🛧	Ref #	Start Date	
⇒ Mair	Juita	=	Access to School Lunches		01-519-HBD-00-54	22 Dec 2015	ion:
	 Mechanism 		AgriMAX		01-950-GDC-00-47	19 Sep 2017	e, Sex
	Framework		Apprendre à Lire		01-990-IGI-00-851(12 Feb 2020	
- 🖬 4		_	Business Infrastructure Revitalization Project		01-186-GDC-00-42	27 Jan 2018	
+ 🗹	Sector (1)	_	Capable Local Governance		01-964-CAF-00-634	8 Jan 2016	
- • 🗹	Agriculture DRG		Changing Lives through Technology		01-909-CGI-00-461	5 Jul 2018	<u>з</u> Туре
C	Education		Commercial Agribusiness for Sustainable Horti	culture Program	01-737-DAF-00-460	21 Jul 2018	
] Fore	Health		Community Health Services Strengthening		PEP-925-FHC-00-41	27 Nov 2017	
Туре		_	Community Relief and Mitigation Project		01-835-EEE-00-437	7 Feb 2016	
Form	▶ Tag		Economic Opportunities for Women and Girls		01-251-FEE-00-229	28 Dec 2013	/pe
Form	▶ Staff		Ed-Change		EDU-450-BAF-00-1	8 Dec 2013	/pe
Data	Primary organization		Enhancing Local Agricultural Research		01-541-AIA-00-695	3 May 2016	l, Inter
Data	, ,		Guinean Agricultural Research Program		01-713-DHB-00-20	1 May 2014	
-	 Awarding organization 		Improving Reading Locally		4837-ZCXI-4850	30 Sep 2022	
Geog	 Activity is: 		National Interventions in Health and Education		01-459-HAG-00-40	1 Feb 2016	
Disag	Bookmarked						
Secto	Ø Cancel					🗸 Assign	
Tag		_					

If you see a pop-up, make the necessary selections (if any are required) and click the button to proceed with the bulk edit.

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

Related Articles