Video Tutorial: Entering Data

Your browser does not support HTML5 video.

Key points from the video

Context

Whether your job is to enter data or review it, the same DevResults pages and tools apply. This video covers how to enter indicator results for "direct entry" indicators (i.e. numerical results) or to enter data table records (e.g. updating training logs, attendance sheets, hospital registers, etc.). You might have only one of these indicator types. Then, learn how to enter narrative responses for the reporting period and how to submit or approve data.

Resources [1:26]

- To practice entering data, use your **training site** - yoursite.training-devresults.com.

Enter numerical data online [1:26]

- From any page, click on the activities tab.
- Select an activity.
- Scroll down to the details section and select a reporting period. This shows you the indicators assigned to the activity for this reporting period.
- Use the left-hand filter options to narrow the list to "direct entry" indicators.
- Click on one indicator and type in the results.

Enter numerical data offline [2:53]

- From any page, click on the activities tab.
- Select an activity.
- Scroll down to the details section and select a reporting period.
- Click on the gearbox drop-down and choose "download results template".
- Open the Excel file and fill out each tab and save the file.
- Click on the gearbox drop-down and choose "upload results template". Navigate to the file and click "open".

Enter data table rows online [3:58]

- From any page, click on the activities tab.
- Select an activity.
- Scroll down to the details section and select a reporting period.
- Click on the blue data tables tab and select a table.
- Click on "add new row", fill out the form for a single record, and click "save." Add additional records as needed.

Enter data table rows offline [4:48]

- Navigate to the same page as in the previous section.
- Click on the gearbox drop-down and choose "download empty template".
- Fill out one row for each record and save the file.
- Click on the gearbox drop-down and choose "import data". Navigate to the file and click "open".
- Match the column headings from the imported file to the ones in DevResults.
- Click on "import data" and "done".

Enter narrative responses [6:24]

- From any page, click on the activities tab.
- Select an activity.
- Scroll down to the details section and select a reporting period.
- Click on the blue narrative tab.
- Answer the questions by typing or pasting text in the fields available.

Submit & approve data [6:43]

- A status bar is shown in the top right of each reporting period page for each activity. To submit data for review, change the status from "in progress" to "submit all activity data for review". This locks the reporting period from further editing by users with restricted permissions.
- Return the data for further edits by selecting "return data to partner" from the status bar.
- Approve the data by selecting "approve all activity data" from the status bar.
- All changes to the activity's reporting period status are emailed to the users associated with the activity and are captured in the blue discussion tab. You can add additional notes if desired.

If you are unable to enter data, please check out **troubleshooting checklist**.

Having trouble? See **Video Tutorial Tips** for tips on viewing our video tutorials.

Didn't answer your question? Please email us at **help@devresults.com**.

Related Articles