

Tags and Sectors

Last Modified on 05/09/2023 1:40 pm EDT

DevResults offers two multi-purpose tools for organizing, sorting, and filtering information: **tags** and **sectors** defined by users.

- **Tags** enable users to filter activities, data tables, indicators, locations, organizations, and photos (as well as indicator data).
- **Sectors** enable users to filter indicators and activities (as well as indicator data).

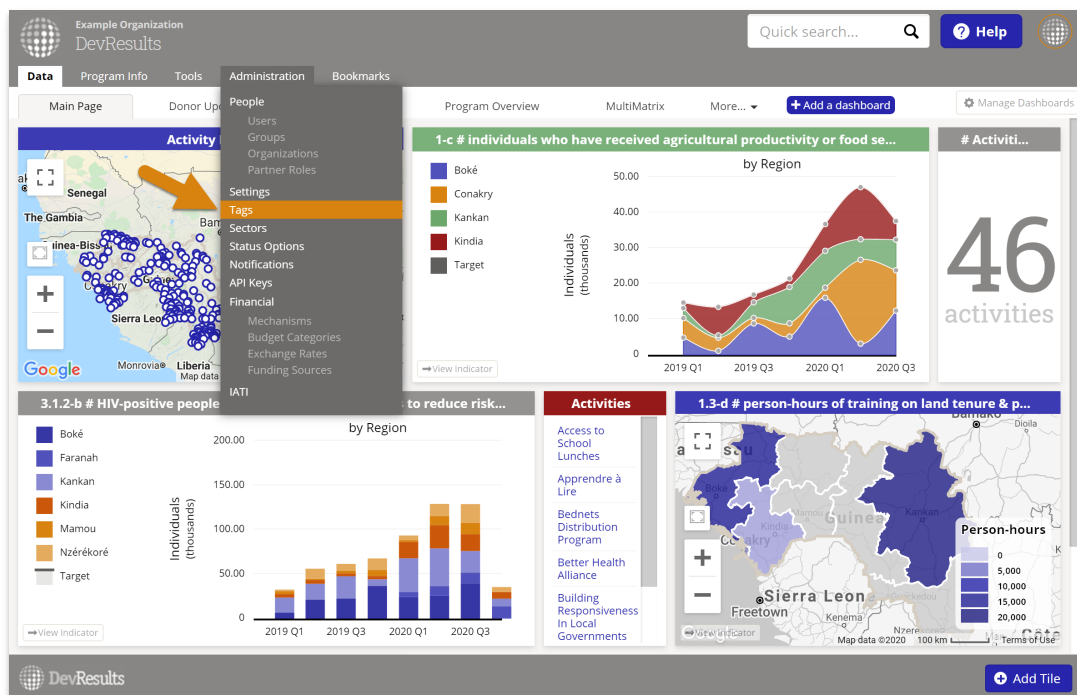
"Tags" and "Sectors" are default terms in DevResults, but you could **rename** them to something else that matches the terminology in your organization, like "Themes" and "Focus Areas". To do so, please reach out to our Help Desk at help@devresults.com.

On this page:

- [Create a tag](#)
- [Create or edit multiple tags using an Excel import](#)
- [Assign a tag](#)
- [Use tags to filter information](#)
- [Create a sector](#)
- [Assign a sector](#)
- [Use sectors to filter information](#)

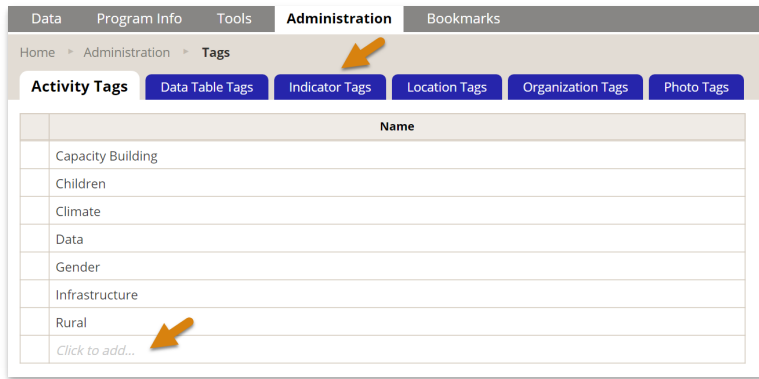
Create a tag

To create a new tag, go to **Administration > Tags**.



Choose from the blue tabs to create a tag for activities, data tables, indicators, locations, organizations, or photos. Click on the grey **Click to add...** text at the bottom of the table and type the name of your new tag. Click anywhere

outside of the cell to save the tag.



To edit an existing tag, click on the tag text, edit it, and click anywhere outside of the cell to save the change.

To delete a tag, hover over the tag and click on the orange **X** that appears to its left.

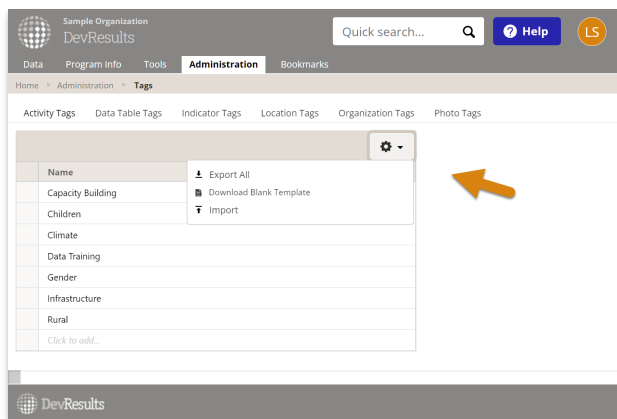
[back to top](#)

Create or edit multiple tags using an Excel import

Tags in DevResults can be added or edited by uploading an Excel file. There are multiple template options:

Single tag type

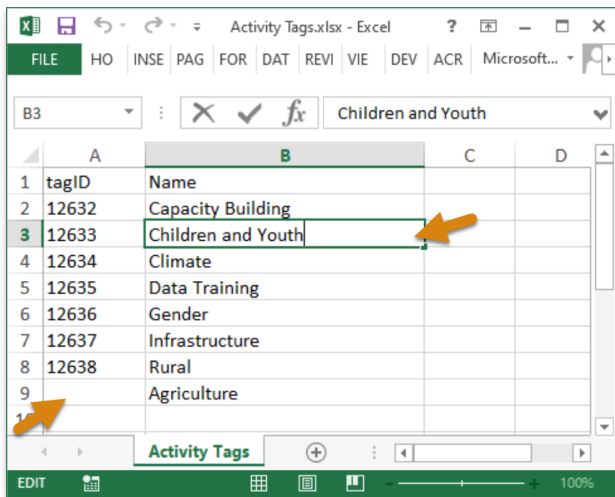
On the **Administration > Tags** page, you can download templates for editing or adding tags for a specific part of the site, like activity tags or indicator tags.



Downloading a **blank template** will give you a single column for adding new tags.

Exporting all will give you a template with an ID number for each tag. To edit an existing tag, change the text but not the ID. Here, we're changing *Children* to *Children and Youth*. All activities tagged with *Children* will be updated to *Children and Youth* as well.

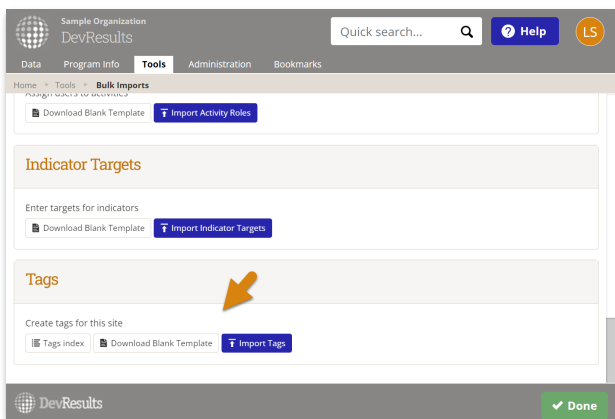
In the same template, you can also add a new tag by adding a row and leaving the ID blank. Never add an ID yourself; these are created by the system. (If you do, the system will think you're trying to update whatever tag already has that ID.) Here, *Agriculture* will be added as a new activity tag.



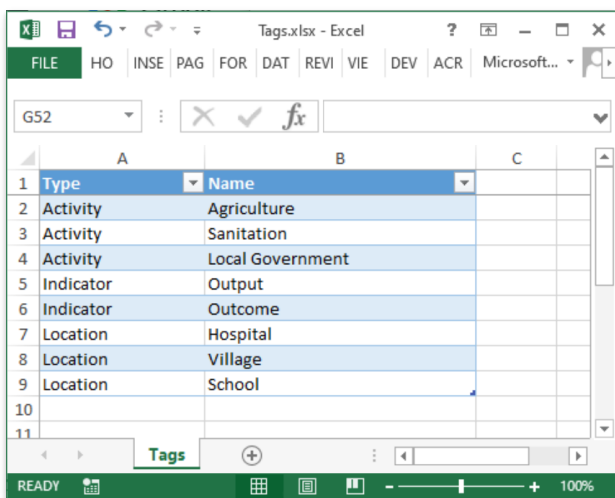
Once you've completed a template and saved it, import it to the same page by clicking on the **Import** option in the gear menu and following the prompts.

All tag types

On the **Tools > Bulk Imports** page, we've added an option to download a Tags template.



This template lets you add tags of any type, such as activity, indicator, and location tags. Add the new tag in the *Name* column and note the type in the other.



Once you've completed the template and saved it, import it to the same page by clicking on the **Import Tags** button

and following the prompts.

[back to top](#)

Assign a tag

Once you've created tags, navigate to the definition page for any activity, data table, indicator, location, organization, or photo. Assign a tag by clicking on the **+ Add a tag...** button. Select a tag from the drop down menu to save the tag assignment. You can assign unlimited tags.

This example shows where to assign a tag to an activity:

The screenshot shows the 'Delivering Basic Nutrition' activity definition page for Mijelshon Incorporated. The page has a navigation bar with tabs for Overview, Performance, Budget, Finance, Geography, Checklists, and Forms. The 'Overview' tab is selected. Below the navigation bar is a 'Classification' section with 'Results and Indicators' sub-section. It shows 'Indicators' (4) and 'Results' (6). A table lists indicators and their reporting cycles:

Indicator	Reporting Cycle
2.1.2-f # person-hours of USG-supported train	Quarterly
F-3.1.1-f-D # children under 5 years old in hou	Quarterly
F-3.1.1-f-N # children under 5 years old who sl	Quarterly
F-3.3-e # health facilities with established cap	Quarterly

Below the table are buttons for '+ Select indicators...' and 'Allow reporting cycles to vary over time'. The 'Sectors' section shows a dropdown menu with 'Health' selected and a '+ Add a sector...' button. The 'Tags' section shows a dropdown menu with 'Children' selected and a '+ Add a tag...' button. An orange arrow points to the '+ Add a tag...' button.

[back to top](#)

Use tags to filter information

Tags can be used to filter information in indices and reports.

For example, the activity index can be filtered to show only activities with a certain tag.

19 of 46 activities shown

tag:"Capacity Building"

0 activities

Building Responsiveness In Local Governments
 Business Infrastructure Revitalization Project
 Capable Local Governance
 Capacity Development in Rural Areas
 Changing Lives through Technology
 Commercial Agribusiness for Sustainable Horticulture Program
 Community Health Services Strengthening
 Community Support for Better Municipal Policy
 Community-Led Anti-Malaria Program
 Economic Opportunities for Women and Girls
 Enhancing Local Agricultural Research
 Establishing Community-Led Health Clinics
 Expanding Funding for Local Governance
 Guinean Agricultural Research Program
 Improving Health Outcomes through Training
 Nourriture et Nutrition au Niveau National
 Positive Change in Malaria Prevention
 Support pour la Société Civile
 Technology in Rural Medicine

Name	Short Name	Ref #	Status	Tags
Building Responsiveness In Local Governments	BRILG	01-427-DEB-00-4262	Active	Capacity Building, Data
Business Infrastructure Revitalization Project	BiRRev	01-186-GDC-00-4253	Active	Capacity Building, Data, Infrastructure
Capable Local Governance	CLG	01-964-CAF-00-6343	Active	Capacity Building
Capacity Development in Rural Areas	CDRA	01-431-IFH-00-1952	Active	Capacity Building, Infrastructure
Changing Lives through Technology	CLT	01-909-CGI-00-4613	Active	Capacity Building, Data
Commercial Agribusiness for Sustainable Horticulture Program	CASH	01-737-DAF-00-4603	Active	Capacity Building, Climate, Rural
Community Health Services Strengthening	CHeSS	PEP-925-FHC-00-4867	Active	Capacity Building, Rural
Community Support for Better Municipal Policy	ComPol	01-727-FIB-00-7717	Active	Capacity Building
Community-Led Anti-Malaria Program	CLAMP	01-727-HDI-00-5718	Not Started	Capacity Building, Rural
Economic Opportunities for Women and Girls	EOWG	01-251-FEE-00-2295	Active	Capacity Building, Children, Data, Gender, Rural
Enhancing Local Agricultural Research	ELAR	01-541-AIA-00-6951	Active	Capacity Building, Climate, Rural
Establishing Community-Led Health Clinics	CommClinics	01-568-ADD-00-7788	Active	Capacity Building, Children, Data
Expanding Funding for Local Governance	Local Fund	01-287-DIA-00-3577	Active	Capacity Building, Infrastructure, Rural
Guinean Agricultural Research Program	GARP	01-713-DHB-00-2079	Active	Capacity Building, Climate, Rural
Improving Health Outcomes through Training	IHOT	01-414-FOA-00-7219	Active	Capacity Building, Data
Nourriture et Nutrition au Niveau National	N-4	01-566-ACA-00-2772	Active	Capacity Building, Children, Rural
Positive Change in Malaria Prevention	MP+	01-371-IED-00-7907	Active	Capacity Building, Data
Support pour la Société Civile	SSC	01-573-HGO-00-1489	Active	Capacity Building
Technology in Rural Medicine	RuralTech	PEP-134-DGA-00-1620	Active	Capacity Building, Data, Rural

When creating a MultiMatrix report, the selection panel for **Indicators** can be filtered to only indicators with a certain tag. This lets you easily find indicators for just one tag (or a set of tags) to include in the report. In the MultiMatrix **Filters** panel you can filter the report by only including data for activities or locations with a certain tag (or set of tags). For example, if many activities report on the indicator **# people trained**, you could create a report that only includes data reported by capacity building activities by choosing the **Capacity Building** tag.

MultiMatrix

Indicators

Choose Indicators

Search indicators

Main Framework
 Foreign Assistance Framework

Status

Inactive indicators: Show Hide

Inactive frameworks: Show Hide

Computed indicators: Show Hide

Component indicators: Show Hide

Indicators reporting per activity: Show Hide

Indicators not reporting per activity: Show Hide

Indicator Types: any type

Indicator Format: any format

Data Source: any source

Data Table: any data table

Geographic Disaggregation: any geographic disaggregation

Disaggregation: any disaggregation

Indicator Sectors: any sector

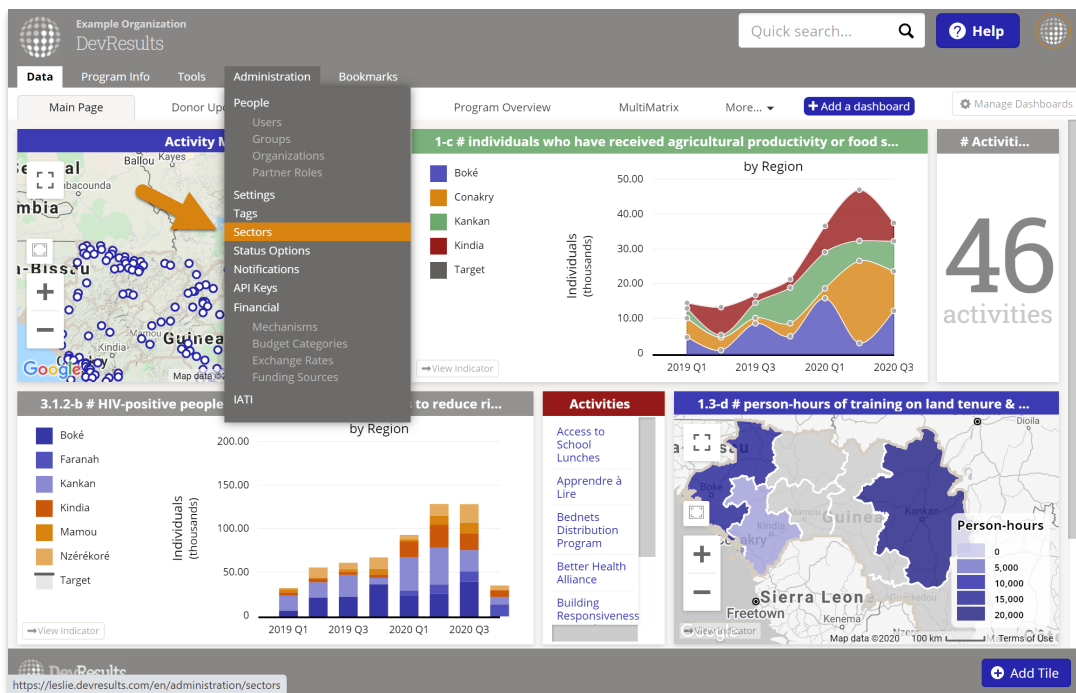
Indicator Tags: any tag

No indicators selected

[back to top](#)

Create a sector

To create a new sector, go to **Administration > Sectors**.



Click on the grey **Click to add...** text at the bottom of the table and add the name of your new sector. Click anywhere outside of the cell to save the sector.

The screenshot shows the 'Sectors' page in the DevResults administration interface. The page has a breadcrumb trail: 'Home > Administration > Sectors'. The main heading is 'Sectors'. Below the heading is a table with one column labeled 'Name'. The table contains the following rows:

Name
Agriculture
DRG
Education
Health
Click to add...

An orange arrow points to the 'Click to add...' link.

If your site is IATI-enabled, select the corresponding IATI sector by clicking on the dropdown menu under **IATI Sector**.

The screenshot shows the 'Sectors' page in the DevResults administration interface, with the 'IATI Sector' dropdown menu open for the 'Health' sector. The page has a breadcrumb trail: 'Home > Administration > Sectors'. The main heading is 'Sectors'. Below the heading is a table with two columns: 'Name' and 'IATI Sector'. The table contains the following rows:

Name	IATI Sector
Agriculture	Agricultural services
DRG	Government administration
Education	Education facilities and training
Health	Health policy and administrative management
Click to add...	<ul style="list-style-type: none"> 11322 - Upper secondary education 11330 - Vocational training 11420 - Higher education 11430 - Advanced technical and managerial training 12110 - Health policy and administrative management 12181 - Medical education/training 12182 - Medical research 12191 - Medical services 12220 - Basic health care 12230 - Basic health infrastructure 12240 - Basic nutrition

To edit an existing sector, click on the sector text, edit it, and click anywhere outside of the cell to save the change.

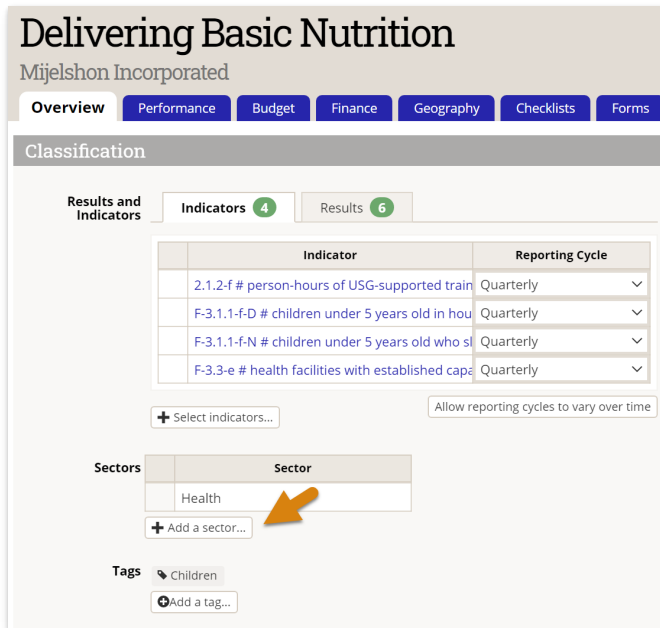
To delete a sector, hover over the sector and click on the orange **X** that appears to its left.

[back to top](#)

Assign a sector

Once you've created sectors, navigate to the definition page for any activity or indicator. Assign a sector by clicking on the **+ Add a sector...** button. Select a sector from the drop down menu to save the sector assignment. You can assign unlimited sectors.

This example shows where to assign a sector to an activity:



Delivering Basic Nutrition
Mijelshon Incorporated

Overview Performance Budget Finance Geography Checklists Forms

Classification

Results and Indicators Indicators 4 Results 6

Indicator	Reporting Cycle
2.1.2-f # person-hours of USG-supported train	Quarterly
F-3.1.1-f-D # children under 5 years old in hou	Quarterly
F-3.1.1-f-N # children under 5 years old who sl	Quarterly
F-3.3-e # health facilities with established cap	Quarterly

+ Select indicators... Allow reporting cycles to vary over time

Sectors

Sector
Health

+ Add a sector...

Tags Children + Add a tag...

[back to top](#)

Use sectors to filter information

Sectors can be used to filter information in indices and reports.

For example, the activity index can be filtered to show only activities with a certain sector.

sector:"Health"

0 activities

Access to School Lunches ASL 01-519-HBD-00-5414 Active Education, Health
 Bednets Distribution Program BDP 01-565-CAE-00-8178 Active Health
 Better Health Alliance BHA PEP-572-BOE-00-7494 Active Health
 Community Health Services Strengthening CHeSS PEP-925-FHC-00-4867 Active Agriculture, Education, Health
 Community Relief and Mitigation Project CRAMP 01-835-EEE-00-4372 Active Agriculture, Education, Health
 Community Support for Better Municipal Policy ComPol 01-727-FIB-00-7717 Active DRG, Health
 Community-Led Anti-Malaria Program CLAMP 01-727-HDI-00-5718 Not Started DRG, Health
 Delivering Basic Nutrition DBN 01-171-CIA-00-2499 Active Health
 Economic Opportunities for Women and Girls EOWG 01-251-FEE-00-2295 Active Agriculture, DRG, Education, Health
 Enhancing Nutrition in Rural Schools ENRS 01-882-FCH-00-6824 Active Health
 Establishing Community-Led Health Clinics CommClinics 01-568-ADD-00-7788 Active Health
 Guinean Agricultural Research Program GARP 01-713-DHB-00-2079 Active Education, Health
 Healthy Children Campaign HCC 01-960-DIH-00-3280 Active Health
 Healthy Mothers Healthy Children HMHC PEP-569-HDG-00-6575 Active Health
 Improving Health Outcomes through Training IHOT 01-414-FOA-00-7219 Active Health
 Malaria Intervention National Initiative MINI 01-815-CHA-00-8389 Active Health
 Malaria Intervention Program MIP 01-443-IHA-00-9021 Active Health
 National Interventions in Health and Education NIHE 01-459-HAG-00-4055 Active Education, Health
 Nourriture et Nutrition au Niveau National N-4 01-566-ACA-00-2772 Active Health
 Positive Change in Malaria Prevention MP+ 01-371-IED-00-7907 Active Health
 Programme Anti-Paludisme PAP 01-221-HHA-00-8523 Active Health
 Providing Access to Mosquito Nets Nets 01-533-FAH-00-5836 Completed Health
 Technology in Rural Medicine RuralTech PEP-134-DGA-00-1620 Active Education, Health
 Water, Sanitation, and Health WaSH 01-847-CHG-00-8288 Completed Health

When creating a MultiMatrix report, the selection panel for **Indicators** can be filtered to only indicators with a certain sector. This lets you easily find indicators for just one sector (or a set of sectors) to include in the report. In the MultiMatrix **Filters** panel you can filter the report by only including data for activities with a certain sector (or set of sectors). For example, if many activities report on the indicator **# people trained**, you could create a report that only includes data reported by health activities by choosing the **Health** sector.

MultiMatrix

Indicators

Choose Indicators

Search indicators

Main Framework
 Foreign Assistance Framework

Status

Inactive indicators

Inactive frameworks

Computed indicators

Component indicators

Indicators reporting per activity

Indicators not reporting per activity

Indicator Types
any type

Indicator Format
any format

Data Source
any source

Data Table
any data table

Geographic Disaggregation
any geographic disaggregation

Disaggregation
any disaggregation

Indicator Sectors
any sector

Indicator Tags
any tag

[back to top](#)

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

Related Articles
