

# Tags and Sectors

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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).

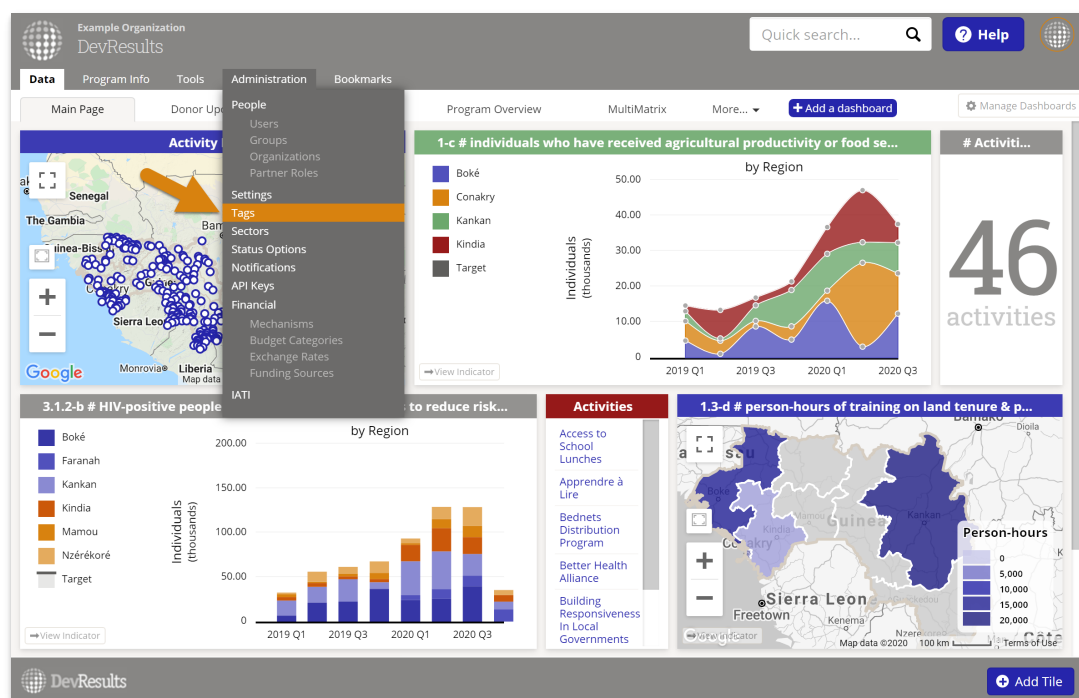
"Tags" and "Sectors" are default terms in DevResults, but you could **rename** them to something else that matches the terminology in your organization, like "Themes" and "Focus Areas". To do so, please reach out to our Help Desk at [help@devresults.com](mailto:help@devresults.com).

On this page:

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- [Create or edit multiple tags using an Excel import](#)
- [Assign a tag](#)
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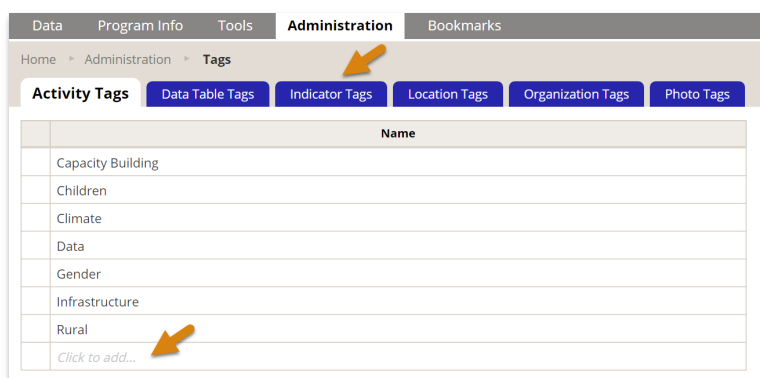
## Create a tag

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.

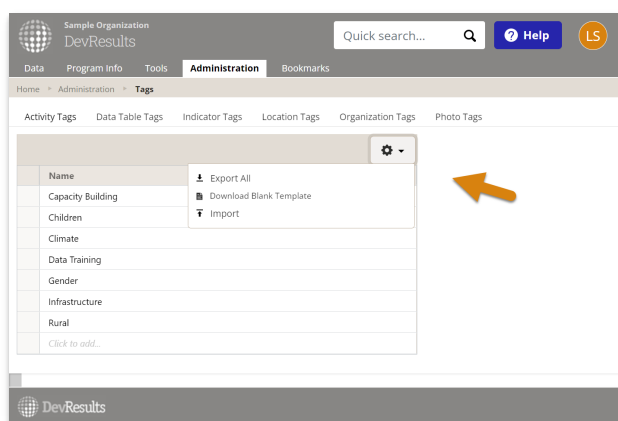
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## Create or edit multiple tags using an Excel import

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.

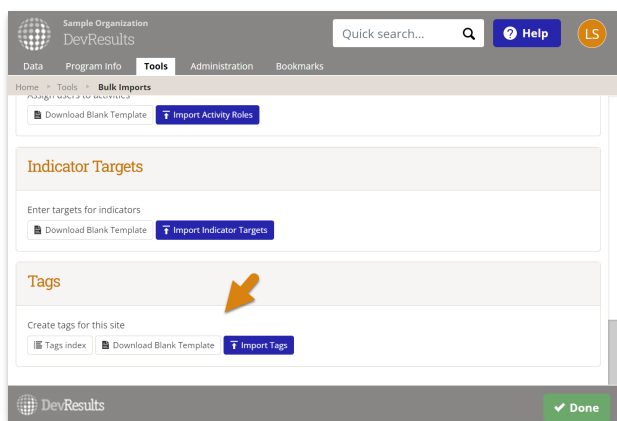
In the same template, you can also add a new tag by adding a row and leaving the ID blank. Never add an ID yourself; these are created by the system. (If you do, the system will think you're trying to update whatever tag already has that ID.) Here, *Agriculture* will be added as a new activity tag.

tagID	Name
12632	Capacity Building
12633	Children and Youth
12634	Climate
12635	Data Training
12636	Gender
12637	Infrastructure
12638	Rural
12639	Agriculture

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.

Type	Name
Activity	Agriculture
Activity	Sanitation
Activity	Local Government
Indicator	Output
Indicator	Outcome
Location	Hospital
Location	Village
Location	School

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.

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## 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:

**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...

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## 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

★ Bookmark Assign indicators Assign tags Assign sectors Assign reporting periods by dates Change status Delete

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

19 activities

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

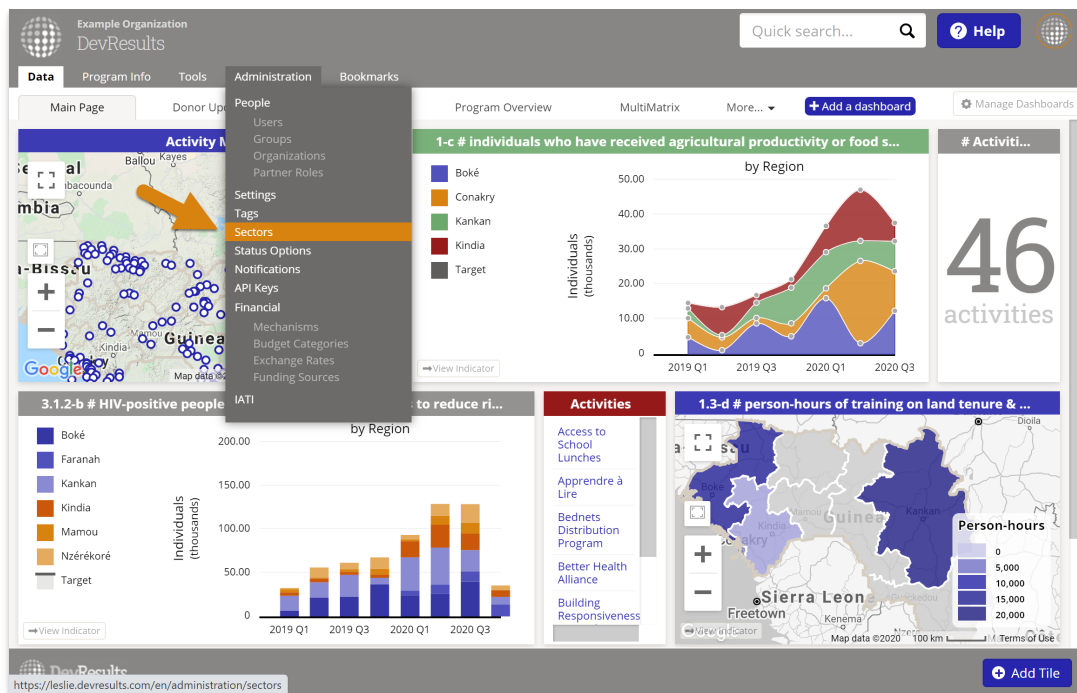
Indicator Tags any tag

No indicators selected

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## 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.

Administration	
Home	Administration
Sectors	
Name	
Agriculture	
DRG	
Education	
Health	
Click to add...	

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

Administration	
Home	Administration
Sectors	
Name	IATI Sector
Agriculture	Agricultural services
DRG	Government administration
Education	Education facilities and training
Health	Health policy and administrative management
Click to add...	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.

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## 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
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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...

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## 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.

24 of 46 activities shown

sector:"Health"

0 activities

★ Bookmark Assign indicators Assign tags Assign sectors Assign reporting periods by dates Change status Delete

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

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 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

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