

INL DevResults User Guide: Add Targets to Indicators (INL Users)

Overview

This user guide provides instructions for INL Staff on setting targets in DevResults. In general, note the following about the target-setting process:

- Targets are intended to gauge whether a project's progress is generally on track.
- Falling “behind” on an end-of-project target does not mean the project is failing to meet its requirements; it means INL and the implementing partner should discuss whether there needs to be a change in the implementation plan or a change in the target.
- Targets are not final. INL and Partners may review targets at any time and can agree to make necessary adjustments, such as when there are indications that a target may need to be reconsidered.

INL Program Managers may enter targets themselves or ask Partners to enter targets in DevResults. Regardless of who enters the targets:

- INL Program Managers should work with Partners to develop targets.
- All INL Program Managers should review slides 3-10 (beginning [here](#)) explaining how targets are used in DevResults to better understand how to interpret the comparison of actual results to targets.
- All INL Staff who will be entering targets in DevResults should review slides 3-29 (beginning [here](#)) to ensure targets are entered accurately and updated correctly, using the step-by-step instructions provided.

Understanding and Interpreting Targets in DevResults

What Is a Target in DevResults?

A target is a specific, planned level of a result to be achieved for each indicator by a specific date. In DevResults, targets must be set for each indicator, and each target has two components: the value of the expected result (“Project Target”) and the date that target is expected to be reached (“Date”).

As data are reported for the indicator, DevResults populates the results field (“Actual”), and calculates progress toward the target (“Actual % of Target”).

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition Targets Data Reports Forms Documents

▼ Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

Date	Project Target	Actual	Actual % of Target
31 Dec 2022	500	250	50%
Click to add...			

Success Ranges

Progress Interpretation Higher is better ▼

Good 100 % or higher

As data are entered for each reporting period...

DevResults will track progress towards targets.

Options for Tracking Performance Towards Targets

Defining targets and dates establishes how:

- DevResults will calculate progress towards targets on a quarterly basis
- Progress towards targets will be displayed on the paper Performance Report

Progress towards targets in DevResults can be tracked in two ways, depending on what works best for the performance monitoring needs of the specific project:

- 1. Cumulative Project Total:** To monitor progress each quarter towards an end-of-project target (recommended)
 - Indicator results will accumulate each quarter, and be compared to the target expected to be achieved at the end of the project's period of performance.
- 2. Incremental:** To monitor progress each quarter towards specific quarterly targets
 - Each quarter's indicator results will be compared to the target expected to be achieved each quarter.

See the next slides for a discussion of each option, and how to prepare indicators for each target-setting type prior to entering targets.

Option 1: Project Total (slide 1 of 2)

The simplest, and recommended, method for tracking performance is to monitor progress toward an **end-of-project target**; in other words, the goal the project intends to reach by the end of the period of performance.

This is done by setting the indicator's target type to “cumulative” (see next slide) and entering the same project-level target for each reporting period:

Home > Program Info > Data Definitions > Indicators > DEMO

KM.DDL.00.00 DEMO

Definition Targets Data Reports Forms Documents

Targets

Targets are entered cumulatively.

	Date	Project Target	Actual	Actual % of Target
	31 Mar 2022	500	125	25%
	30 Jun 2022	500	245	49%
	30 Sep 2022	500	356	71%
	31 Dec 2022	500	481	96%
	Click to add...			

Targets reflect the goal of reaching a given total (500 in this example) by the end of the project

DvR sums data for each reporting period; the final reporting period reflects the project's total achievement

Option 1: Project Total (slide 2 of 2)

To track towards an end-of-project target, set the indicator to track progress towards targets **cumulatively**.

Open the indicator's "Definition" tab, find the "Targets are entered" field in the Characteristics section, and select "Cumulatively."

(NOTE: this field corresponds to Column O in the indicator bulk upload template.)

Home > Program Info > Data Definitions > Indicators > DEMO # of handlers certified by the partner government

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition Targets Data Reports Forms Documents

Data Source

Data Source ☒ Enter indicator results directly
☐ Populate from a data table
☐ Calculate from a formula

Characteristics

Indicator Type ☒ Sum
☐ Average
☐ Yes/No

Number Format ☒ Whole number
☐ Decimal
☐ Percentage

Decimal Places

Default Reporting Cycle [Edit reporting cycles](#)

Unit

Periods Results are entered: ☒ Incrementally (since last result)

Targets are entered: ☐ Incrementally (since last target)
☒ Cumulatively (over the life of the project)

Reference

Name

Code

Reference #

Active? ☒ Indicator is active

Linked Indicators

This indicator is not linked to any other sites.

Definition

The partner government will need to agree to share the number of handlers it certifies and the total number of handlers. Depending on how long INL assistance will continue after a partner government begins certifying handlers domestically, INL may wish to capture just the numbers certified, not the percent of handlers that represents.

Classification

Results Framework
[+ Add a result...](#)

INL Bureau-wide Tags

Disaggregation

Option 2: Incremental (slide 1 of 2)

In some cases, the project may have specific, known targets for each of the indicator's reporting periods: each target value is equivalent to the expected result for that quarter only. These are called **incremental** targets.

Monitoring progress toward an incremental target is done by setting the indicator's target type to "incremental" (see next slide). See below for two examples of how DevResults tracks progress towards this type of target.

Home ▶ Program Info ▶ Data Definitions ▶ Indicators ▶ DEMO

KM.DDL.00.00 DEMO

Definition **Targets** Data Reports Forms Documents

Targets

Targets are entered incrementally.

	Date	Project Target	Actual	Actual % of Target
	31 Mar 2022	100	107	107%
	30 Jun 2022	50	48	96%
	30 Sep 2022	200	184	92%
	31 Dec 2022	150	143	95%
	Click to add...			

Targets reflect different goals **each quarter** (which sum to 500 by project close)

Home ▶ Program Info ▶ Data Definitions ▶ Indicators ▶ DEMO

KM.DDL.00.00 DEMO

Definition **Targets** Data Reports Forms Documents

Targets

Targets are entered incrementally.

	Date	Project Target	Actual	Actual % of Target
	31 Mar 2022	65%	59%	91%
	30 Jun 2022	65%	72%	111%
	30 Sep 2022	65%	55%	85%
	31 Dec 2022	65%	78%	120%
	Click to add...			

Targets reflect the goal of reaching 65% **each quarter**

Option 2: Incremental (slide 2 of 2)

To track towards an incremental target, set the indicator to track progress towards targets **incrementally**.

Open the indicator's "Definition" tab, find the "Targets are entered" field in the Characteristics section, and select "Incrementally."

(NOTE: this field corresponds to Column O in the indicator bulk upload template.)

Home > Program Info > Data Definitions > Indicators > DEMO # of handlers certified by the partner government

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition | Targets | Data | Reports | Forms | Documents

Data Source

Data Source ☒ Enter indicator results directly
☐ Populate from a data table
☐ Calculate from a formula

Characteristics

Indicator Type ☒ Sum
☐ Average
☐ Yes/No

Number Format ☒ Whole number
☐ Decimal
☐ Percentage

Decimal Places

Default Reporting Cycle [Edit reporting cycles](#)

Unit

Periods Results are entered: ☒ Incrementally (since last result)

Targets are entered: ☒ Incrementally (since last target)
☐ Cumulatively (over the life of the project)

Disaggregation

Reference

Name

Code

Reference #

Active? ☒ Indicator is active

Linked Indicators

This indicator is not linked to any other sites.

Definition

The partner government will need to agree to share the number of handlers it certifies and the total number of handlers. Depending on how long INL assistance will continue after a partner government begins certifying handlers domestically, INL may wish to capture just the numbers certified, not the percent of handlers that represents.

Classification

Results Framework [Add a result...](#)

INL Bureau-wide Tags [Add a INL Bureau-wide tag...](#)

Summary

- Once the indicator is set up to track performance towards targets of either of the two options (project total, or incremental), proceed to entering the targets themselves, as discussed in the next section of this guide.

Summary: Two Options for Tracking Performance Towards Targets		
	Option 1: Project Total	Option 2: Incremental
Condition of Use:	For tracking progress towards an end-of-project target over the course of a project's entire period of performance	For tracking progress each quarter towards specific quarterly targets
Targets Configuration:	Set Targets in DevResults As: "Cumulatively" (see steps here)	Set Targets in DevResults As: "Incremental" (see steps here)
Example for Entering Targets:	When entering targets for each reporting period, provide the whole end-of-project target value as each reporting period's target (e.g. if the goal is to enroll 200 total trainees in a course over the life of a project, then enter the target every quarter as 200).	Enter the specific target for each reporting period (e.g., if the goal is to enroll 20 trainees in a course one quarter, and 10 in the next, the target for each quarter will be 20 and 10 respectively)

Add Targets to Indicators

Add Targets to Indicators— Three Options

INL staff can add project total or incremental targets to indicators in multiple ways. Users should choose the way that makes the most sense according to their needs.

This guide walks users through steps for all three options:

- A. Add a Single Target** — This option is best for entering or updating a few targets for one indicator, with a computer that runs DevResults relatively quickly. Click [here](#) to navigate directly to steps for this option.
- B. Add Multiple Targets for a Single Indicator** — This option is best for entering targets for multiple reporting periods for one indicator, with a computer that does not run DevResults quickly. Click [here](#) to navigate directly to steps for this option.
- C. Add Multiple Targets for Multiple Indicators** — This option is best for entering targets for multiple indicators. It is the recommended option for setting up targets for an entire project. Click [here](#) to navigate directly to steps for this option.

A.1 Option A: Add a Single Target to an Indicator

To begin, navigate to the left top of the homepage and hover over the **Program Info** tab to select **Projects**.

The screenshot shows the homepage of the U.S. Department of State INL Monitoring Database. The header includes the U.S. Department of State logo, the text "U.S. Department of State INL Monitoring Database", a "Quick search..." input field, a "Help" button, and an "AR" button. The main navigation bar has tabs for "Data", "Program Info", and "Tools". The "Program Info" tab is active, and its dropdown menu is open, showing options: "Projects", "Data Definitions", "Indicators", "Data Tables", "Results Framework", "Disaggregations", "Narrative Questions", "Time", "Reporting Periods", "Reporting Cycles", "Geography", "Locations", "Administrative Divisions", "Map Overlays", and "Merge Duplicate Locations". A large red arrow points to the "Projects" option. The background features a world map titled "Activity Map". On the right, a "Welcome to DevResults" section contains a welcome message, a link to the "Knowledge Base", and a link to the "Teach Yourself DevResults course". A smaller inset image at the bottom right shows a "Quick search..." field and a "Help" button, with an orange arrow pointing to a "Search knowledge base..." input field.

A.2 Find a Project

Next, find the project for which targets will be entered, reviewed, or edited.

Search for the project by name in the search bar, or use the filter menu on the left side of the screen to filter projects by Office/Section and select the relevant project. Click on the project name to open the project's Overview tab.

Search projects [Search Icon]

0 projects [Bookmark] [Assign indicators] [Assign program-specific tags] [Assign INL bureau-wide tags] [Assign reporting periods by dates] [Assign users] [Change status] [Delete]

Type all or part of the project name in the search bar to filter the list.

Name	Ref #	Start Date	Status
		1 Jan 2022	Forthcoming
		10 Sep 2020	Forthcoming
		12 Apr 2018	Active
		1 Nov 2021	Active
		1 Jan 2015	Active
		1 May 2020	Forthcoming
		1 Jan 2022	Forthcoming
		1 Oct 2022	Forthcoming
		10 Jul 2020	Active
		2 Jan 2022	Forthcoming
		15 May 2022	Active
		18 Feb 2021	Active
		29 Nov 2021	Forthcoming
		19 Aug 2020	Active
			Forthcoming

To see only projects for a particular Office/Section, select it here to filter the project list.

Office | Section

DevResults [New Project]

A.3 Open Indicator in New Tab

The indicators mapped to the project are listed under **Results and Indicators**, in the **Classification** section.

Right click on the name of the indicator(s) requiring an edit, and select “**Open link in new tab**.”

(NOTE: Opening the indicator in a new tab allows updates to be made without having to navigate back to the project page each time. This is especially helpful when entering targets for multiple indicators. For substantial updates, use the bulk upload option described [here](#).)

Home » Program Info » Projects » DEMO Project: K9 Units

DEMO Project: K9 Units

INL/KM

Overview Performance Geography Checklists Documents Calendar Photos Discussion

Q 2018 Jan-Mar 1 Jan 2018 31 Mar 2018 in progress

Classification

Results and Indicators Indicators 16 Results 2

KM.DDL.02.04 DEMO % of planned K9 team deployments that occur in the first quarter

KM.DDL.02.05 DEMO % of kennels that meet EUM standards

KM.DDL.02.05-d DEMO # of kennels inspected using EUM standards

KM.DDL.02.05-n DEMO # of kennels that meet EUM standards

KM.DDL.02.06 DEMO % of K9 transport vehicles that have kennel air conditioning systems

KM.DDL.02.07 DEMO % of INL quarterly K9 unit assessment results

KM.DDL.02.08 DEMO # of dogs certified

KM.DDL.02.10 DEMO % of canine transport drivers who pass training

KM.DDL.02.11 DEMO % of canine transport technicians who have training

KM.DDL.02.12 DEMO % of canine transport vehicles fully inspected

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Open link in new tab

Open link in new window

Open link in incognito window

Save link as...

Copy link address

4. Partner government canine vehicle technicians have the skills to maintain canine transport vehicles. Those skills include basic vehicle maintenance as well as understanding how to maintain canine welfare-specific features like temperature sensors and kennel air conditioning systems.

5. The partner government's courts admit evidence detected by a detection K9 team.

- 5.1: Partner government law or regulation states canine evidence is admissible;
- 5.2: Judges know canine evidence is admissible.

6. The partner government collects and uses accurate data about the K9 program's effectiveness. One way in which the government uses the data is to share it with INL.

Key Activities

...ing or building kennels, buying canine transport vehicles, or converting existing trucks; ... used in detection of illicit materials

5. Advise on government fleet vehicle maintenance contract;

4. Advise on establishing a domestic training capacity, train master trainers, establish a domestic certification process or certify master-trainers as NNDDA/NAPWDA certifying officials (or other that meets or exceeds NIST standards).

5. Advisory support on drafting enabling law/regulation, advisors engage prosecutors and/or judges to promote awareness;

6. Develop a "Handler's Report" template that each canine team submits at the end of their shift.

Beneficiary Description

Beneficiary Description for this project

DevResults

Created by Cassandra Stimpson (1 Aug 2022)

Done

SCROLL

Right click the indicator name to open the indicator in a new tab

A.4 Adjust “Targets are entered” Option

On the indicator’s “Definition” tab, check whether the desired “Targets are entered” option is selected, and update as needed.

For additional guidance on choosing whether to track “Cumulatively” or “Incrementally,” review slides 5-10 [here](#).

Home > Program Info > Data Definitions > Indicators > DEMO # of handlers certified by the partner government

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition Targets Data Reports Forms Documents

Data Source

Data Source ☒ Enter indicator results directly
☐ Populate from a data table
☐ Calculate from a formula

Characteristics

Indicator Type ☒ Sum
☐ Average
☐ Yes/No

Number Format ☒ Whole number
☐ Decimal
☐ Percentage

Decimal Places

Default Reporting Cycle

Unit

Periods Results are entered:
☒ Incrementally (since last target)

Targets are entered:
☐ Incrementally (since last target)
☒ Cumulatively (over the life of the project)

Reference

Name

Code

Reference #

Active? ☒ Indicator is active

Classification

Results Framework
[+ Add a result...](#)

INL Bureau-wide Tags

REMINDER:

- Choose **Cumulatively** to track towards a project total (end-of-project) target
- Choose **Incrementally** to track towards a specific target per reporting period

A.5 Navigate to the Targets Tab

Next, click the **Targets** tab, as shown below.

KM.DDL.02.13

DEMO # of handlers certified by the partner government

Definition

Targets

ns

Documents

Data Source

Data Source

☒ Enter indicator results directly

☐ Populate from a data table

☐ Calculate from a formula

Characteristics

Indicator Type

☒ Sum

☐ Average

☐ Yes/No

Number Format

☒ Whole number

☐ Decimal

☐ Percentage

Decimal Places

2

Default Reporting Cycle

Quarter

Unit

Individuals

Periods

Results are entered:

☒ Incrementally (since last result)

Targets are entered:

☐ Incrementally (since last target)

☒ Cumulatively (over the life of the project)

Disaggregation

Disaggregations

	Disaggregation	Categories	Disable
	GPP.DDR - Trainee	Private Sector/Businesses, Government (national/local), Civil Society/NGO, Uni	<input type="checkbox"/>

+ Add a disaggregation...

Disaggregation index

Reference

Name

DEMO # of handlers certified by the partner government

Code

KM.DDL.02.13

Reference #

Active?

☒ Indicator is active

Linked Indicators

This indicator is not linked to any other sites.

Definition

The partner government will need to agree to share the number of handlers it certifies and the total number of handlers. Depending on how long INL assistance will continue after a partner government begins certifying handlers domestically, INL may wish to capture just the numbers certified, not the percent of handlers that represents.

Classification

Results Framework

P/KM.DDL.02 DEMO K9 Units

+ Add a result...

INL Bureau-wide Tags

Indicator Level of Effort: Medium

+ Add a INL bureau-wide tag...

Program-specific Tags

+ Add a program-specific tag...

A.6 Select “Show Results for [the project]”

The **Targets** tab displays any targets entered, including both “Global” and “Project” targets. However, **all projects must enter targets at the project level** (i.e., “Project Targets”) - no projects will enter global targets.

To enter project-level targets, navigate to the drop-down menu in the top right corner that reads “Show results for (All projects)”. Click on the menu to select the project name from the drop-down list:

⚠ WARNING:

Setting Project targets is necessary for the Performance Report to display correctly. Setting Global targets instead of Project targets will cause the “(Cumulative) Target” and “% (Cumulative) Target Complete” fields in the Performance Report to display as “No response provided” and “Result and/or Target missing,” respectively.

A.7 Select “Show Results for [the project]” (continued)

Selecting the project name from the drop-down menu refreshes the page with a project-specific view.

NOTE: Be sure to select the correct project!

KM.DDL.02.13 DEMO # of handlers certified by the partner government

DefinitionTargetsDataReportsFormsDocuments

▼ Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

Date	Project Target	Actual	Actual % of Target
Click to add...			

Success Ranges

Progress Interpretation Higher is better ▼

Good 100 % or higher

Warning

Bad Less than 100%

DevResults

✓ Done

A.8 Fill in Date and Project Target

To enter target(s), fill in two fields: **Date** and **Project Target**. These are the only editable fields on this page. (The other fields will calculate automatically based on submitted data and the targets set here.)

Click into a new line to add information; DevResults will autosave progress.

Enter targets for **every** reporting period within the period of performance (or, through the end of the period of performance, if the project Start Date falls prior to enrollment in DevResults).

KM.DDL.02.13 DEMO # of handlers certified by the partner government

DefinitionTargetsDataReportsFormsDocuments

Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

Date	Project Target	Actual	Actual % of
Click to add...			

Success Ranges

Progress Interpretation Higher is better

Good or higher

an 10

Enter a DATE that corresponds to the last date of a reporting period. For example, if the indicator reports on a quarterly basis, enter the final date of each quarterly reporting period here.

Enter the TARGET here.

! WARNING:

Setting a target for the end of **each** reporting period in the Period of Performance is necessary for the Performance Report to display correctly. If dates that data are reported do not correspond one-to-one with dates for which targets are set, the Performance Report's Results and Targets fields will display with errors.

💡 TIP:

If a target date falls within a reporting period, set the date in DevResults to the end of the reporting period.

DevResults

Done

B.1 Option B: Add Multiple Targets for One Indicator

It is also possible to upload targets for multiple reporting periods at once, for a single indicator, by using a bulk upload template.

On the indicator's **Targets** tab, click the gear icon in the upper right corner, and select "Download Blank Template." The Excel template will save to the computer's Downloads folder.

Home ▶ Program Info ▶ Data Definitions ▶ Indicators ▶ DEMO # of handlers certified by the partner government

KM.DDL.02.13 DEMO # of handlers certified by the partner government

Definition Targets Data Reports Forms Documents

▼ Show results for Demo - K9 Units - DEMO Project: K9 Units

Targets

Targets are entered incrementally.

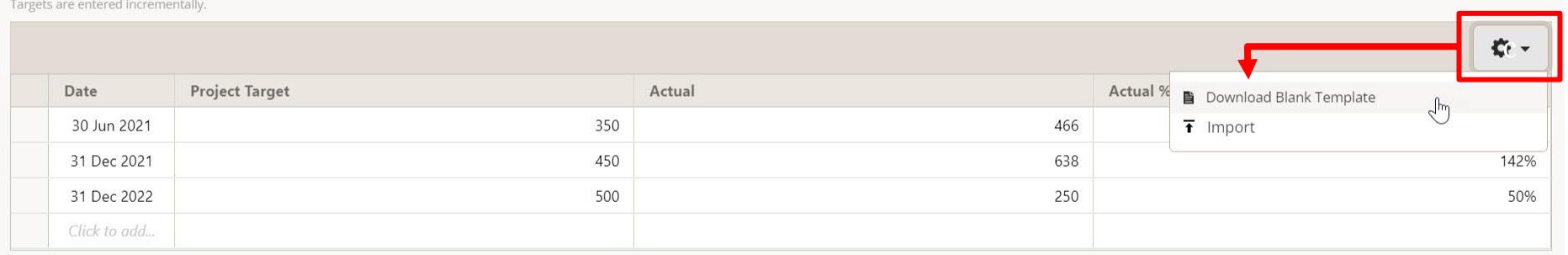
Date	Project Target	Actual	Actual %
30 Jun 2021	350	466	
31 Dec 2021	450	638	142%
31 Dec 2022	500	250	50%
Click to add...			

Success Ranges

Progress Interpretation

DevResults

✓ Done



The screenshot shows the 'Targets' tab for the indicator 'DEMO # of handlers certified by the partner government'. The table contains three rows of data with dates, project targets, actual values, and actual percentages. A red box highlights a gear icon in the top right corner of the table area. A red arrow points from the gear icon to a dropdown menu that is open, showing 'Download Blank Template' and 'Import' options.

NOTE: For steps on how to navigate to an indicator's **Targets** tab, see slides 13-19 (beginning [here](#)).

B.2 Fill in the Template

Open the blank template from the Downloads folder, and fill in a date for each of the indicator's reporting periods, and the target value:

	A	B	C	D
1	Date ▼	Target ▼		
2	31 Mar 2023	600		
3	30 Jun 2023	600		
4	30 Sep 2023	600		
5	31 Dec 2023	600		
6	31 Mar 2024	600		
7	30 Jun 2024	600		
8	30 Sep 2024	600		
9	31 Dec 2024	600		
10				

Add a date corresponding to the end of **each** of the project's reporting periods

Each row contains two pieces of information:

1. The last day of the reporting period in which the target is to be achieved (date)
2. The target value itself

⚠ WARNING:

Setting a target for the end of **each** reporting period in the Period of Performance is necessary for the Performance Report to display correctly. If dates that data are reported do not correspond one-to-one with dates for which targets are set, the Performance Report's Results and Targets fields will display with errors.

💡 TIP:

If a target date falls within a reporting period, set the date in DevResults to the end of the reporting period.

B.3 Upload the Template

From the indicator's **Targets** tab, upload the template using the “Import” button on the gear menu.

DataProgram InfoToolsAdministrationBookmarks

HomeProgram InfoData DefinitionsIndicatorsDEMO # of handlers certified by the partner government

KM.DDL.02.13

DEMO # of handlers certified by the partner government

DefinitionTargetsDataReportsFormsDocuments

Show results for (All projects)

Targets

Targets are entered incrementally.

Date	Global Target	Project Target	% of Global Target	Project Actual	Actual % of Project
Click to add...					

⚙

Download Blank Template

Import

Success Ranges

Progress InterpretationHigher is better

Good100 % or higher

Warning

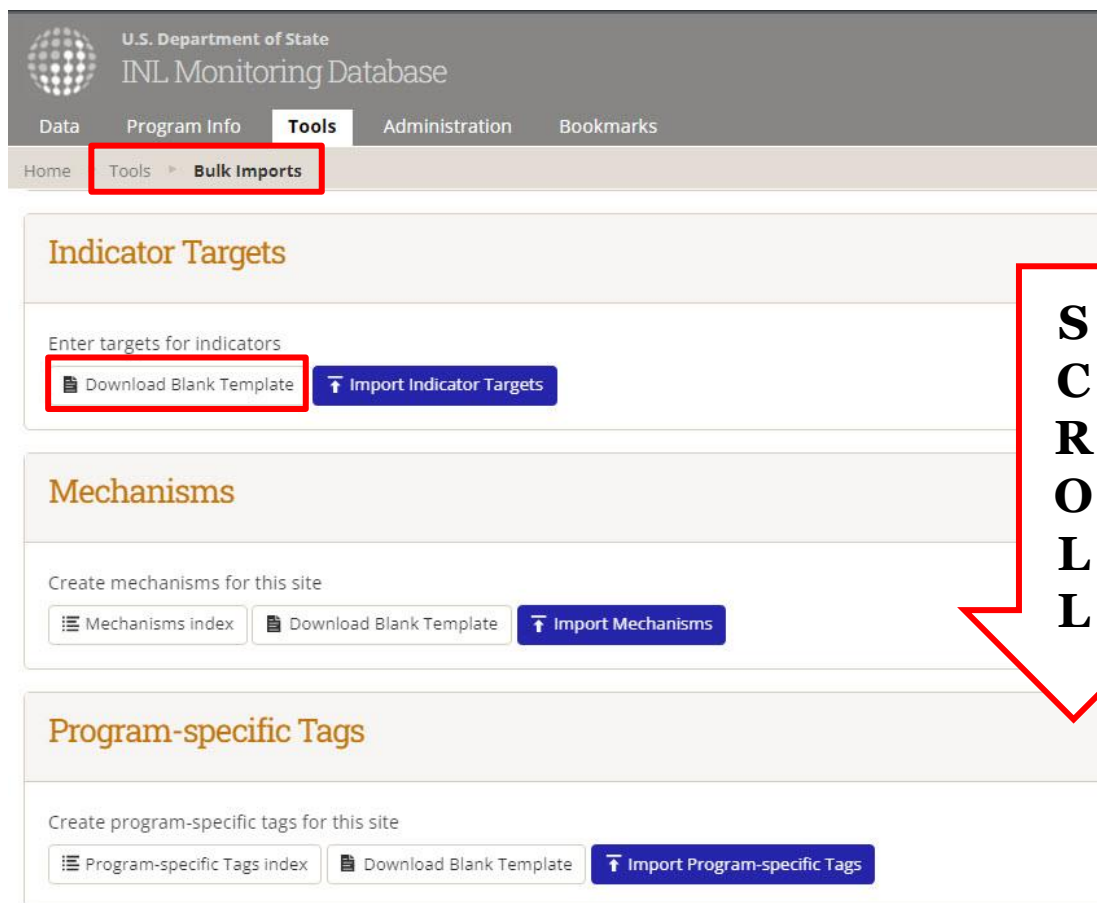
DevResults

Done

C.1 Option C: Add Targets for Multiple Indicators

DevResults also provides the option to upload targets for multiple indicators—for a single project or for multiple projects—for multiple reporting periods at once.

Navigate to **Bulk Imports** under the **Tools** menu, scroll down to the “Indicator Targets” template (fifth from the bottom), and click the “Download Blank Template” button:



C.2 Open and Fill In the Template

Open the blank Excel template: it has fields for the indicator, project, date (e.g., reporting period end date), and target value.

Fill in one line per target (reporting period), selecting the Indicator and the Project from the drop-down menu options. See the next slide for additional tips on using the template.

	A	B	C	D	E
1	Indicator	Project	Date	Target	
2	KM.DDL.02.01 DEMO % of canines in K9 unit with current c	DEMO Project: K9 Units	31 Mar 2023	80%	
3	KM.DDL.02.01 DEMO % of canines in K9 unit with current c	DEMO Project: K9 Units	30 Jun 2023	80%	
4	KM.DDL.02.01 DEMO % of canines in K9 unit with current c	DEMO Project: K9 Units	30 Sep 2023	80%	
5	KM.DDL.02.01 DEMO % of canines in K9 unit with current c	DEMO Project: K9 Units	31 Dec 2023	80%	
6	KM.DDL.02.13 DEMO # of handlers certified by the partne	DEMO Project: K9 Units	31 Mar 2023	600	
7	KM.DDL.02.13 DEMO # of handlers certified by the partne	DEMO Project: K9 Units	30 Jun 2023	600	
8	KM.DDL.02.13 DEMO # of handlers certified by the partne	DEMO Project: K9 Units	30 Sep 2023	600	
9	KM.DDL.02.13 DEMO # of handlers certified by the partne	DEMO Project: K9 Units	31 Dec 2023	600	
10	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	31 Mar 2023	5	
11	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	30 Jun 2023	5	
12	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	30 Sep 2023	5	
13	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	31 Dec 2023	5	
14	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	31 Mar 2024	5	
15	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	30 Jun 2024	5	
16	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	30 Sep 2024	5	
17	KM.DDL.03.02 DEMO Basic - # of classification instruments	DEMO Project: Prisoner	31 Dec 2024	5	
18					

WARNING:

Setting a target for the end of **each** reporting period in the Period of Performance is necessary for the Performance Report to display correctly. If dates that data are reported do not correspond one-to-one with dates for which targets are set, the Performance Report's Results and Targets fields will display with errors.

Multiple indicators

Multiple projects

Multiple dates, and
the same date for
different indicators/projects

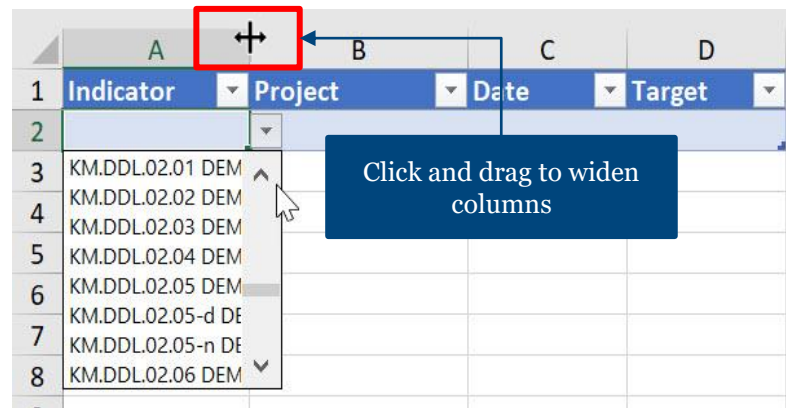


TIP:

If a target date falls within a reporting period, set the date in DevResults to the end of the reporting period.

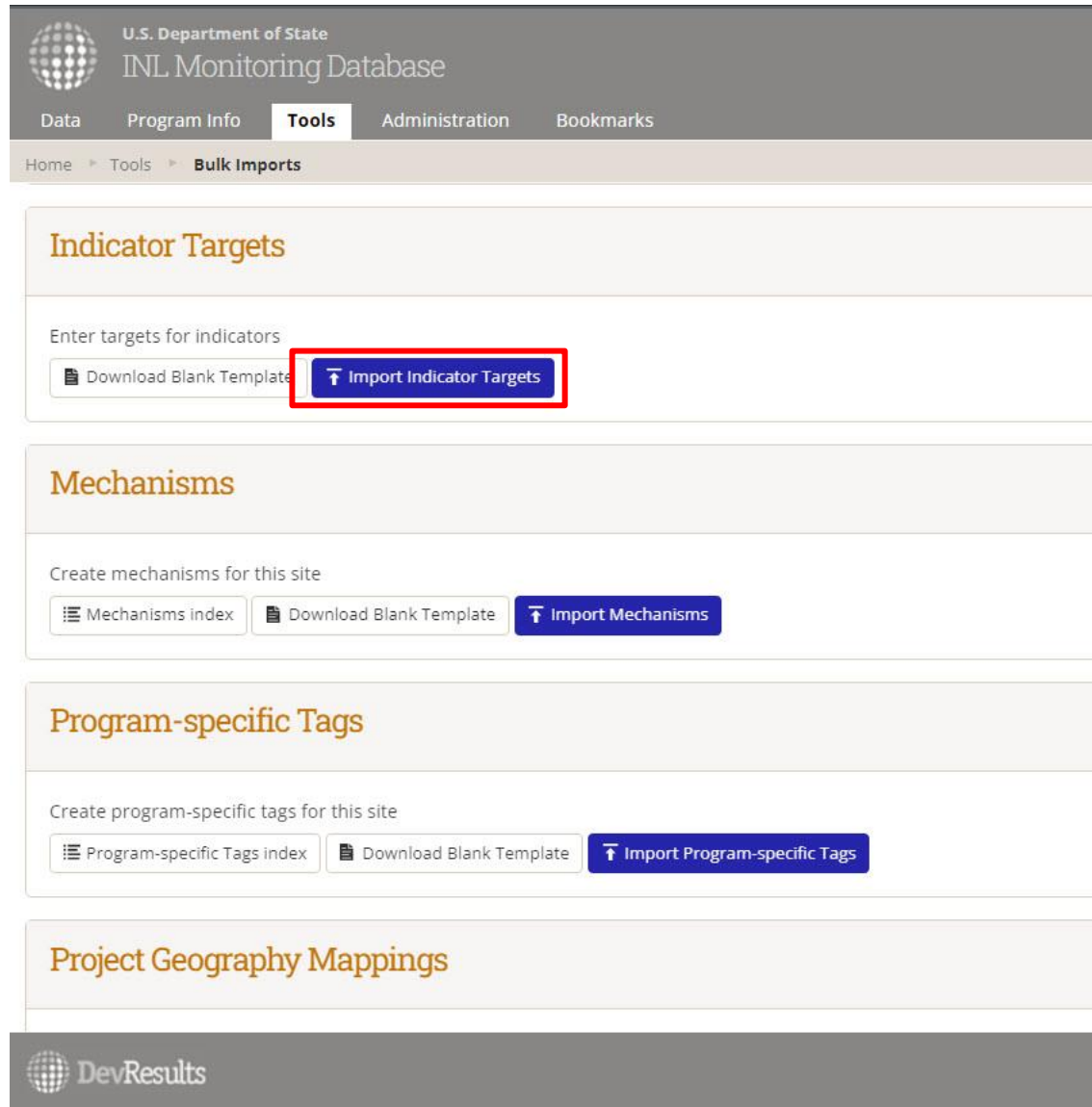
C.3 Template Tips

- **Widen columns.** When the blank template is first opened, the Indicator and Project columns will be narrow, making options difficult to view and select from the drop-down menus in these columns' cells (see right). Widen each respective column to view drop-down menu options more clearly.
- **Select projects/indicators once, then copy.** After selecting projects/indicators for one row, copy and paste the cells for that chosen project and indicator into additional rows to add additional indicator targets for multiple reporting periods more easily.
- **If setting targets for many indicators across a project: copy.** Choose the project from the drop-down menu in Column B, then add the reporting period end date to the Date column. Copy and paste the project and reporting periods to new rows to add targets for multiple indicators on the same project; then select the appropriate indicator from the drop-down menu in Column A for each row, and enter the relevant target for each indicator and date.
- **Consider entering targets after setting up the template.** To enter targets for multiple indicators, projects, and/or reporting periods, consider first filling out the Indicator, Project, and Date (reporting periods) columns, and then enter targets in each row.



C.4 Upload the Completed Template

Once the template is populated, save and then upload via the Bulk Imports page, using the “Import Indicator Targets” button:



The screenshot displays the U.S. Department of State INL Monitoring Database interface. The top navigation bar includes links for Data, Program Info, Tools (selected), Administration, and Bookmarks. Below this, a breadcrumb trail shows Home > Tools > Bulk Imports. The main content area is divided into four sections: Indicator Targets, Mechanisms, Program-specific Tags, and Project Geography Mappings. Each section contains a heading, a description, and a set of buttons. In the 'Indicator Targets' section, the 'Import Indicator Targets' button is highlighted with a red rectangle. The other sections also have 'Import' buttons, but they are not highlighted.

U.S. Department of State
INL Monitoring Database

Data Program Info **Tools** Administration Bookmarks

Home > Tools > Bulk Imports

Indicator Targets

Enter targets for indicators

Download Blank Template **Import Indicator Targets**

Mechanisms

Create mechanisms for this site

Mechanisms index Download Blank Template **Import Mechanisms**

Program-specific Tags

Create program-specific tags for this site

Program-specific Tags index Download Blank Template **Import Program-specific Tags**

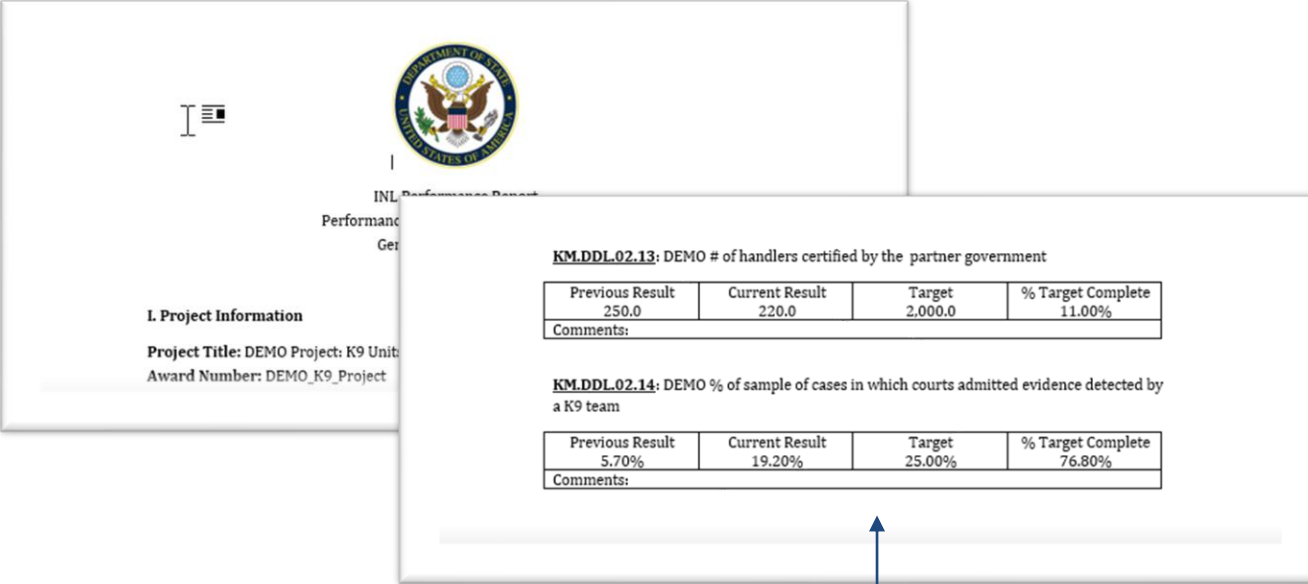
Project Geography Mappings

DevResults

What Next?

Once targets have been set in DevResults, the system will track progress towards those targets as data are reported each period.

This progress can be viewed on the **Targets** tab for each indicator (“Actual % of Target”), or by generating the paper Performance Report using the [INL Project Reporting Tool \(PRT\)](#) and viewing each indicator’s “% (Cumulative) Target Complete” column:



The screenshot displays the INL Performance Report interface. On the left, under 'I. Project Information', the Project Title is 'DEMO Project: K9 Unit' and the Award Number is 'DEMO_K9_Project'. The main content area shows two indicators with their performance data:

Indicator 1: KM.DDL.02.13: DEMO # of handlers certified by the partner government

Previous Result	Current Result	Target	% Target Complete
250.0	220.0	2,000.0	11.00%

Comments:

Indicator 2: KM.DDL.02.14: DEMO % of sample of cases in which courts admitted evidence detected by a K9 team

Previous Result	Current Result	Target	% Target Complete
5.70%	19.20%	25.00%	76.80%

Comments:

An arrow points from a text box at the bottom to the performance data tables.

The Performance Report will display progress towards targets for all indicators in one list

Updating Targets

As stated in the [Overview](#), INL and Partners may update targets as needed.

To make these changes in DevResults, either:

1. **Overwrite** the existing targets (when [editing directly](#) on the indicator's Targets tab), **OR**
2. **Delete** the existing targets to be updated **before** uploading a new version of either the [per-indicator bulk template](#) or the [multiple-indicator bulk template](#). This is very important because **the bulk templates do not overwrite the existing targets entries**: if the existing entries to be updated are not deleted first, DevResults will keep both sets, **causing the Performance Report's Results and Targets fields to display with errors.**

Home ▸ Program Info ▸ Data Definitions ▸ Indicators ▸ DEMO

KM.DDL.00.00 DEMO

Definition Targets Data Reports Forms Documents

Targets

Targets are entered incrementally.

	Date	Project Target	Actual	Actual % of Target
	31 Mar 2022	100	107	107%
	30 Jun 2022	50	48	96%
	30 Sep 2022	200		0%
	31 Dec 2022	150		0%
	Click to add...			

Overwrite

Home ▸ Program Info ▸ Data Definitions ▸ Indicators ▸ DEMO

KM.DDL.00.00 DEMO

Definition Targets Data Reports Forms Documents

Targets

Targets are entered incrementally.

	Date	Project Target	Actual	Actual % of Target
	31 Mar 2022	100	107	107%
	30 Jun 2022	50	48	96%
	30 Sep 2022	200		0%
	31 Dec 2022	150		0%
	Click to add...			

Delete