INL DevResults User Guide: Create and Apply Tags (INL Users)

1. Introduction

What are tags?

DevResults includes a feature that allows tagging of many of the database's components.

Tags are multi-purpose tools for organizing, sorting, and filtering information, based on categories defined by the user.

Why are tags useful?

Tags enable users to group and filter projects, data tables, indicators, locations, organizations, and photos. This allows for easier searching and analysis across projects and programs.

There are two types of tags in DevResults: **INL Bureau-wide tags**, and **Program-specific tags**.

2. INL Bureau-wide Tags

INL Bureau-wide tags are categories that apply across INL programs. These categories are frequently used for data calls.

INL Bureau-wide tags track different elements of a project: strategic alignment, beneficiary type, method of assistance, funding type, and F key issue area. The categories are described in detail beginning here.

All projects should get at least one tag in each category (with the exception of SPSD); multiple tags per category are allowed.

Bureau-wide tags can also be applied to indicators and organizations, but this is optional except in specific circumstances.

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3. *Program-specific Tags*

Program-specific tags are defined by individual INL programs (in the program framework sense) and are optional. Program-specific tags are especially useful for large programs that manage many projects, and that may want to organize their DevResults data according to ICS objectives, program teams within the operating unit, funding streams, budget earmarks, Program Framework goals, or other interagency strategies.

Program-specific tags can be applied to projects, indicators, data tables, locations, organizations, and photos, but—unlike Bureau-wide tags—they must be set up by individual object category (e.g., a Location Program-specific Tag must be set up to tag locations, a Data Table Program-specific Tag must be set up to tag data tables, etc.)
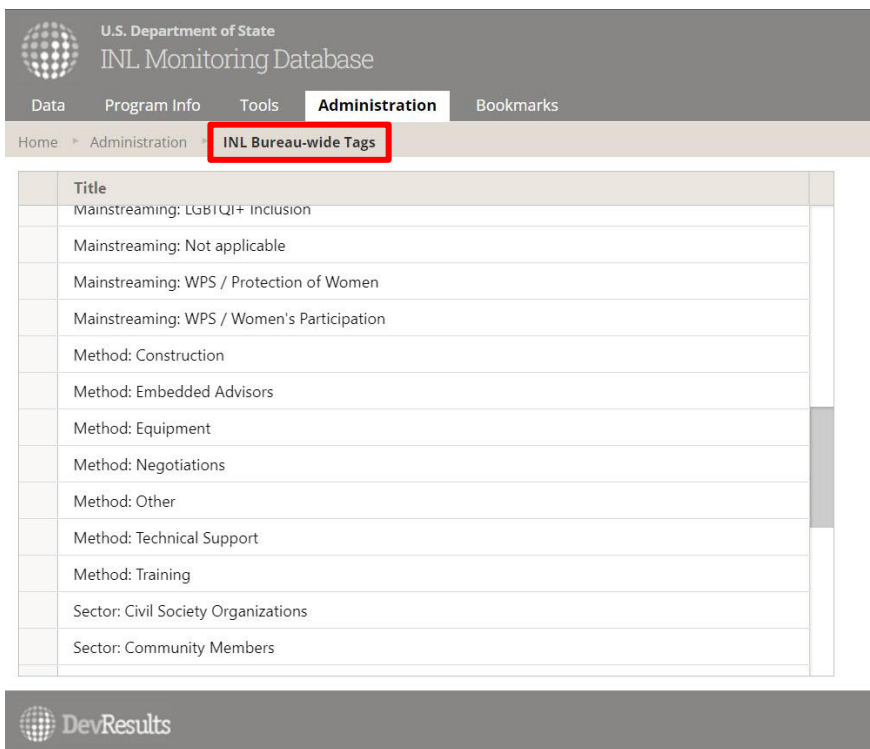
4. Adding New Tags

To add a new tag, navigate to the **Administration** tab and select either **Program-specific Tags** or **INL Bureau-wide Tags,** respectively, from the drop-down menu.

5. *Crosscheck the Tag List*

Before proceeding, scroll through the relevant tag list to ensure the tag to be added does not already exist.

Tags are automatically alphabetized. Note that, per the [INL Naming Conventions](#), **Program-specific tags will always be organized by Office** (i.e. [Office].[Program] – [Tag Name], or [Office] – [Tag Name]). The list will therefore be alphabetical by office and program (e.g., "EA.PK" tags will be grouped together and will come before "WHP.CO" tags, etc.).
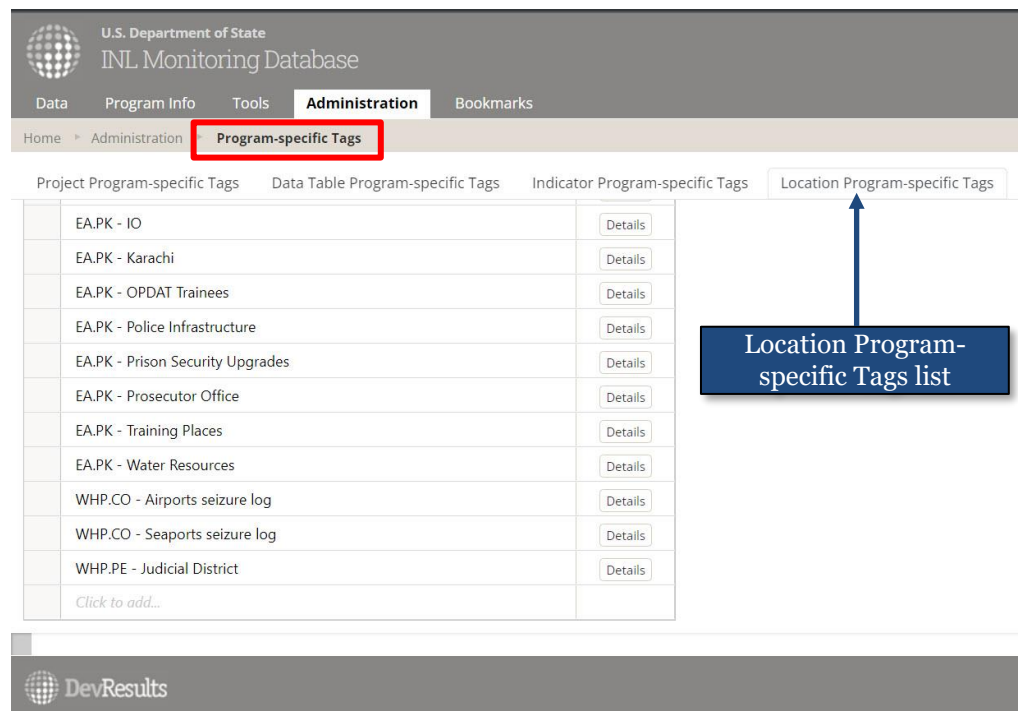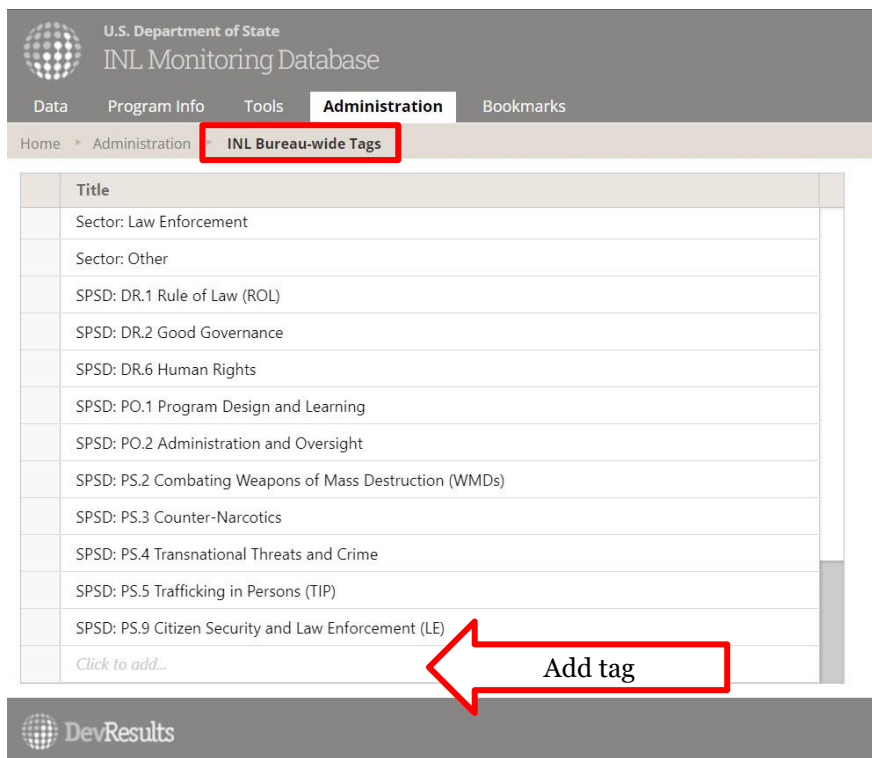

Location Program-specific Tags list

6. *Add the New Tag*

To enter the new tag, type it at the bottom of the relevant tag list using the appropriate [Naming Convention](#).

DevResults will automatically save and alphabetize the tag.

As a best practice, check the tag for typos after the system autosaves. Click back into the tag to make corrections.

7. *Apply Tags: Individually*

Once added to the system, tags can be assigned to any object individually, or to projects, indicators, or locations in bulk.

To assign individually, open the object's description page and scroll down to find the field to add Program-Specific Tags and/or INL Bureau-wide Tags, and click the relevant "Assign a tag" button to select tags from a drop-down list. The location of these fields vary depending on the object; below are examples showing indicators (Overview tab), and data tables (Design tab):

8. *Apply Tags: Photos*

Note that the description page for a photo is reached differently than other taggable objects in DevResults.

To navigate to a photo's description page, first click on the photo itself from the Photos index page, then click "Details" on the image window that opens:
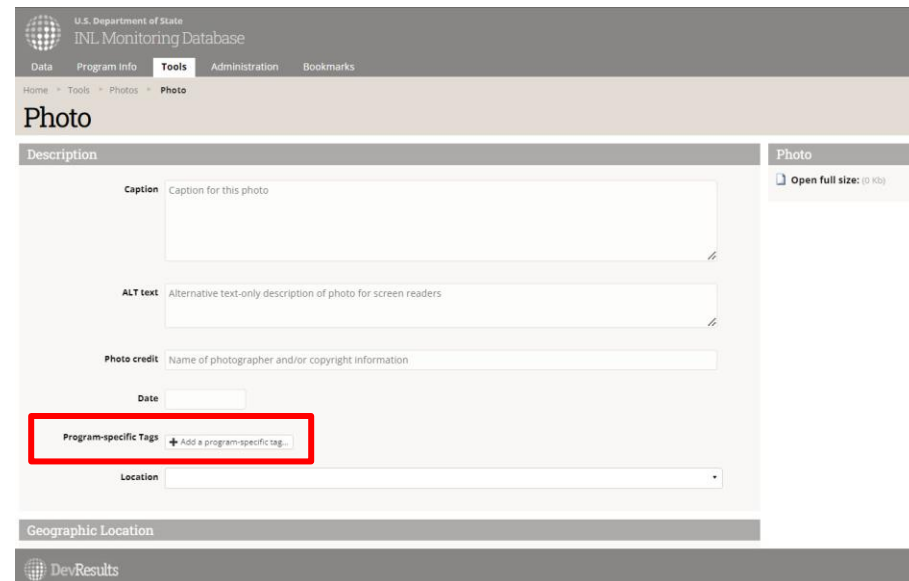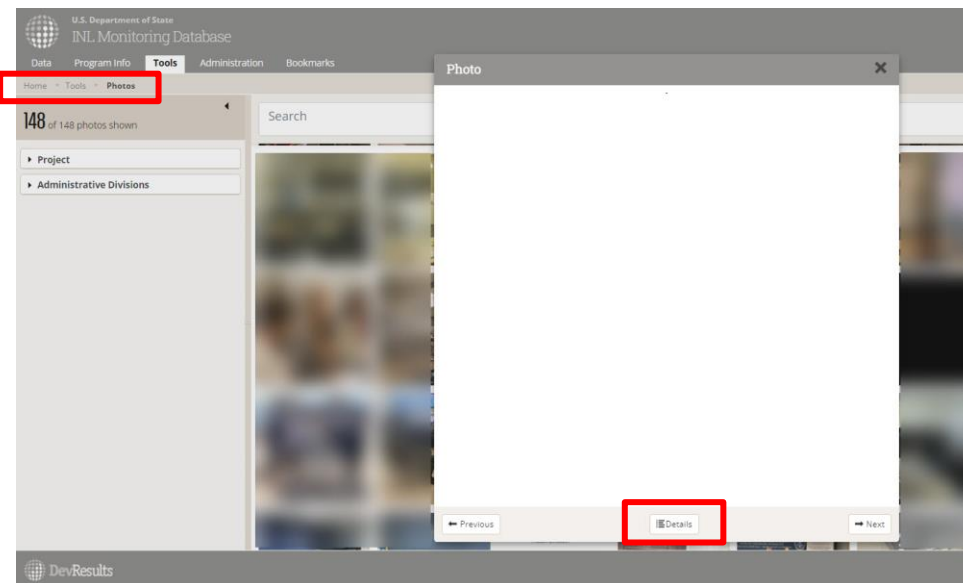
9. *Apply Tags: In Bulk*

To assign tags in bulk to a project, indicator, or location, first navigate to the object's index page. Find and select the objects to tag, and then select either the "Assign program-specific tags" or "Assign INL bureau-wide tags" button.

Below is an example showing how to bulk assign tags to indicators:

10. Apply Tags: In Bulk (cont'd.)

Then select the applicable tags from the options list.

Note that the first option given is to select **every** tag in the system for the given tag type (Program-specifc or INL Bureau-wide). If this option is checked accidentally, it may be de-selected to clear the entire selection list.

11. *Filter with Tags*

Once tags are applied, use the menus on the left side of an object's respective index page to filter. Filtering criteria will appear automatically in the search bar; below are examples showing projects and locations:

12. INL Bureau-wide Tags for Projects: FSB Objectives

All INL projects should be developed to advance one of INL's Functional Bureau Strategy (FBS) Objectives, as laid out in the Bureau's most recent FBS.

Choose the FBS objective that the project supports. At least one tag from this category must be applied to every project:

- FBS Objective 1.1: Synthetic Drug Markets
- FBS Objective 1.2: Plant-based Drug Markets (Counternarcotics)
- FBS Objective 1.3: Cybercrime and Cyber-Enabled Crime
- FBS Objective 1.4: Priority Non-Drug Illicit Markets (e.g. Natural Resource Crimes)
- FBS Objective 2.1: Anti-corruption
- FBS Objective 2.2: AML Regimes/ Illicit Financing
- FBS Objective 2.3: Deny Safe Haven
- FBS Objective 3.1: Foundations of CJ
- FBS Objective 3.2: Borders
- FBS Objective 3.3: Fragile States

- FBS Objective 4.1: Research and learning
- FBS Objective 4.2: Accessible data
- FBS Objective 4.3: Aligned Resources
- FBS Objective 4.4: DEIA

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13. INL Bureau-wide Tags for Projects: Method

Each INL project seeks to achieve change via some method of assistance. For example, a project may seek to reform the criminal justice sector in a given country by training law enforcement officers.

Choose all of the methods that best describe how the project seeks to achieve change. If none apply, choose "Other."

- Method: Construction
- Method: Embedded Advisors
- Method: Equipment
- Method: Negotiations
- Method: Other
- Method: Technical Support
- Method: Training

14. INL Bureau-wide Tags for Projects: Sector

Each INL project works with one or more groups in a given country.

Note that INL uses the term "works with" rather than "benefits." A project may benefit a group that it does not work with directly; such a group would **not** be included here.

For example, working with the police to improve policing would benefit community members as well as the police, but the applicable "sector" category in this case is Law Enforcement, because INL is working with the police, not with community members.

Choose all of the groups or "sectors" that the project works with directly. If none apply, choose "Other."

- Sector: Civil Society Organizations
- Sector: Community Members
- Sector: Corrections
- Sector: Government Officials
- Sector: Justice
- Sector: Law Enforcement
- Sector: Other

15. INL Bureau-wide Tags for Projects: Mainstreaming Issues

INL is mainstreaming a set of characteristics, or "issues," across all projects. These characteristics also correspond to F key issues that commonly apply to INL projects. Choose all of the mainstreaming issues that are addressed within the scope of the project. If none apply, select the "Not Applicable" tag.

- **Advancing Racial Equity:** Choose this tag if the project at hand advances or addresses racial equity. For example, this tag would apply to an INL project that provides an embedded corrections advisor to a given country, where that advisor in part works to ensure inmates of all racial and ethnic backgrounds are provided the same conditions and resources. It would also apply to an INL project that in part trains judges to understand how to advance racial equity in sentencing.

- **LGBTQI+ Inclusion:** Choose this tag if the project at hand involves or addresses LGBTQI+ issues in some way. For example, an INL project that trains police officers may have trainees that identify as members of the LGBTQI+ community or may address LGBTQI+ issues in its training curriculum. Both examples would get the LGBTQI+ tag.

- **WPS/Protection of Women:** Choose this tag if the project at hand increases access to justice or addresses sexual and gender-based violence (SGBV).

- **WPS/Women's Participation:** Choose this tag if the project at hand advances women's participation in the work INL does. For example, apply this tag to an INL project that prioritizes gender equality within law enforcement and supports the advancement of female officers.

- **Not applicable:** Choose "Not applicable" if this project does not address or include any of the mainstreaming issues above.

16. INL Bureau-wide Tags for Indicators:

INL Bureau-wide indicator tags are not required for every (or even most) indicators; they are, however, available to tag specific categories of indicators:

- **Indicator type: Equipment:** for equipment purchases or donations – either quantities of equipment, or equipment purchase and transfer events

- **Indicator type: Learning:** for indicators measuring knowledge gain/acquisition (e.g., pre-/post-test score differences, % of trainees passing knowledge test; or # trainees who gain a certification

- **Indicator type: Applied learning:** for indicators measuring application of training / mentoring techniques/concepts on the job

- **Indicator type: Seizures:** for either seizure events, or seizure quantities

- **Indicator type: Formal Training:** for number trained or number of trainings, should involve some elements of formal training, such as a learning agenda, class roster, and curriculum

- **Indicator type: Informal training:** for number of mentees, mentoring hours, mentoring sessions, study tours, study tour participants, or other types of learning activities outside of a structured classroom setting

17. INL Bureau-wide Tags for Projects and Indicators: SPSD tags

All INL foreign assistance programs are funded through one or more Standardized Program Structure and Definitions (SPSD) budget category.

These tags are optional. Users that choose to apply them will be able to group and filter projects and indicators based on their budget category, which can be helpful for data calls and budget builds.

- SPSD: DR.1 Rule of Law (ROL)
- SPSD: DR.2 Good Governance
- SPSD: DR.6 Human Rights
- SPSD: PO.1 Program Design and Learning
- SPSD: PO.2 Administration and Oversight
- SPSD: PS.2 Combating Weapons of Mass Destruction (WMDs)
- SPSD: PS.3 Counter-Narcotics
- SPSD: PS.4 Transnational Threats and Crime
- SPSD: PS.5 Trafficking in Persons (TIP)
- SPSD: PS.9 Citizen Security and Law Enforcement (LE)