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.

Data Program Info Home Program Info DEMO Pro INL/KM	nitoring Database fo Tools Administration Bookmarks Projects DEMO Project: K9 Units Toject: K9 Units
INL Bureau-wide Tags	
int bureau-wide rags	INL Bureau-wide Tag FBS Obj. 1.1: Synthetic Drug Markets
	FBS Obj. 1.2: Plant-based Drug Markets (Counternarcotics)
	FBS Obj. 3.1: Foundations of CJ
	Mainstreaming: Not applicable
	Method: Other
	Sector: Law Enforcement
	Add a INL bureau-wide tag Method: Construction
Program-specific Tags	Method: Embedded Advisors
Frogram-specific rags	Method: Equipment Method: Negotiations Method: Embedded Advisors
	Method: Technical Support
Related Projects	Method: Training
	Sector: Civil Society Organizations Sector: Community Members
	Sector: Corrections
	Sector: Government Officials
	Sector: Justice

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 <u>here</u>.

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

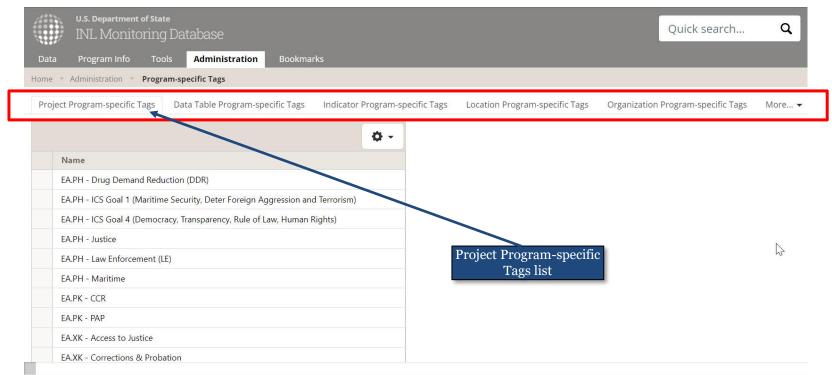
Bureau-wide tags can also be applied to indicators and organizations, but this is optional except in specific circumstances.



3. Program-specific Tags

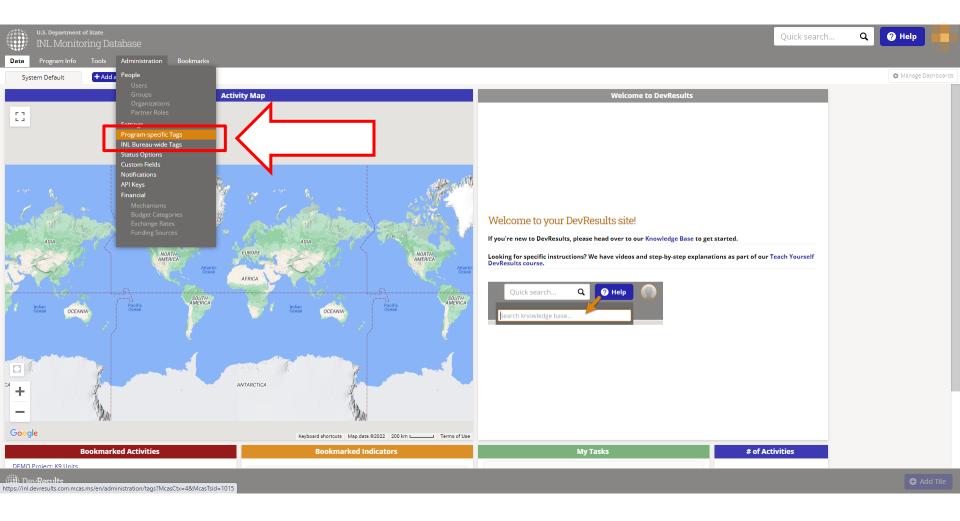
Program-specific tags are defined by individual INL programs (in the program framework sense) and are optional. Program-specific tags are especially useful for large programs that manage many projects, and that may want to organize their DevResults data according to ICS objectives, program teams within 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 <u>Location Program-specific Tag</u> must be set up to tag locations, a <u>Data Table Program-specific Tag</u> 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 <u>INL Naming Conventions</u>, **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.).

U.S. Department of State INL Monitoring Database	U.S. Department of State INL Monitoring Database	
Data Program Info Tools Administration Bookmarks	Data Program Info Tools Administration Bookmarks	
Home 🕑 Administration 🤌 INL Bureau-wide Tags	Home Model Administration Program-specific Tags	
Title	Project Program-specific Tags Data Table Program-specific Tags Indicator Program-specific Tags Location Program-	-specific Tags
Mainstreaming: LGB1Q1+ Inclusion	EA.PK - IO Details	
Mainstreaming: Not applicable	EA.PK - Karachi Details	
Mainstreaming: WPS / Protection of Women	EA.PK - OPDAT Trainees Details	
Mainstreaming: WPS / Women's Participation	EA.PK - Police Infrastructure Details	
Method: Construction	EA.PK - Prison Security Upgrades Details Details	
Method: Embedded Advisors	EA.P.K - Prison security opgrades Details specific Tags	list
Method: Equipment	EA.PK - Training Places Details	
Method: Negotiations	EA.PK - Water Resources Details	
Method: Other	WHP.CO - Airports seizure log Details	
Method: Technical Support	WHP.CO - Seaports seizure log Details	
Method: Training	WHP.PE - Judicial District Details	
Sector: Civil Society Organizations	Click to add	
Sector: Community Members		
DevResults	DevResults	

6. Add the New Tag

To enter the new tag, type it at the bottom of the relevant tag list using the appropriate <u>Naming</u> <u>Convention</u>.

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.

U.S. Department of State INL Monitoring Database	U.S. Department of State INL Monitoring Database	
Data Program Info Tools Administration Bookmarks Home ▶ Administration INL Bureau-wide Tags	Data Program Info Tools Administration Bookmarks Home > Administration Program-specific Tags Image: Compare the specific Tags Image: Compare the specific Tags	
Title	Project Program-specific Tags Data Table Program-specific Tags Indice	ator Program-specific Tags Location Program-specific Tags
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Sector: Other	EA.PK - OPDAT Trainees	Details
SPSD: DR.1 Rule of Law (ROL)	EA.PK - Police Infrastructure	Details Location Program-
SPSD: DR.2 Good Governance	EA.PK - Prison Security Upgrades	Details specific Tags list
SPSD: DR.6 Human Rights	EA.PK - Prosecutor Office	Details
SPSD: PO.1 Program Design and Learning	EA.PK - Training Places	Details
SPSD: PO.2 Administration and Oversight	EA.PK - Water Resources	Der
SPSD: PS.2 Combating Weapons of Mass Destruction (WMDs)	WHP.CO - [tag with erRror]	Make corrections
SPSD: PS.3 Counter-Narcotics	WHP.CO - Airports seizure log	Deta
SPSD: P.3. Counter National Streets and Crime	WHP.CO - Seaports seizure log	Details
	WHP.PE - Judicial District	Details
SPSD: PS.5 Trafficking in Persons (TIP)	Click to add	
SPSD: PS.9 Citizen Security and Law Enforcement (LE) Click to add Add tag	DevResults	
DevResults		

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.

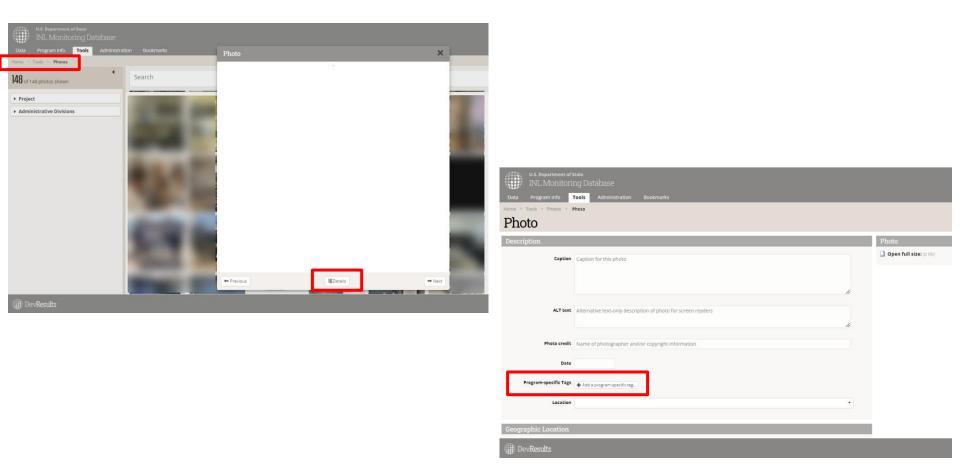
To assign individually, open the object's description page and scroll down to find the field to add Program-Specific Tags and/or INL Bureau-wide Tags, and click the relevant "Assign a tag" button to select tags from a drop-down list. The location of these fields vary depending on the object; below are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

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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:

U.S. Department of State INL Monitoring Database		Qu	ick search	۹	Help CB
Data Program Info Tools Admin	nistration Bookmarks				
Home 🕨 Program Info 🕨 Data Definitions 💌 In	dicators				
17 of 2678 indicators shown	Framework:"P	/ KM.DDL.02 DEMO K9 Units"			X 0-
▼ Framework (1)	3 indicators	Bookmark Assign projects Assign program-specific tags Assign INL bureau-wide tags	Mark Inactive	Delete	
▶ 🗖 Bureau ▶ 🗖 Program	Code	Indicator	Data Source	INL Bureau-wide Tags	Data Table
Project Metadata	K.M.DDL.02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	1055	
Context	KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry		
▼ Туре	KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry		
Average	KM.DDL.02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the	Direct Entry		
Sum	KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Formula		
Ves/No	KM.DDL.02.05-d	DEMO # of kennels inspected using EUM standards	Direct Entry		
	KM.DDL.02.05-n	DEMO # of kennels that meet EUM standards upon inspection	Direct Entry		
• Format	KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry		
Data Source	KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in	Direct Entry		
Data Table	KM.DDL.02.08	DEMO # of dogs certified	Data Table		KM.DDL.02 - DEMO det
	П КИ.DDL.02.10	DEMO % of canine transport drivers who pass the final exam in the canine transport training	Direct Entry		

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 deselected to clear the entire selection list.

U.S. Department of State INL Monitoring Database		Qu	ick search	Q (Help CB
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🝷 Туре	Mainstreaming: Advancing Racial Equity		Direct Entry		
Average	Mainstreaming: Not applicable		Direct Entry		
Sum	Sector: Law Enforcement		Formula		
Yes/No	Sector: Justice		Direct Entry		
• Format	Sector: Community Members		Direct Entry		
Data Source	Sector: Civil Society Organizations		Direct Entry Direct Entry		
	Sector: Other		Data Table		KM.DDL.02 - DEMO det
Data Table	Method: Training		Direct Entry		
	Method: Equipment				
DevResults		🖊 Assign			New Indicator

11. Filter with Tags

FA.PH - ICS Goal 4 (Democracy, Transpar,

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:

Data Program Info Tools Administ Home Program Info Projects 5 of 274 projects shown	inl bureau-wide tag:"FBS Obj. 1.1: Synthetic Drug Markets" progran	n-specific tag:"	EA.PH - Drug	Demand Redu	uction (DDR)"	×	0 -
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✓ FBS Obj. 1.1: Synthetic Drug Markets	Name	Short Name	Code 4	Ref#	Start Date	End Date	Status
FBS Obj. 1.2: Plant-based Drug Markets (CP: Improving Drug Prevention Climate in Philippine Classrooms	CP-DOE	EA.PH.01	SINLEC22LA0033	22 Dec 2021	30 Jun 2025	Active
FBS Obj. 1.3: Cybercrime and Cyber-Enab	CP: UTC Training for Philippines Department of Health	CP-DOH	EA.PH.02	SINLEC22LA0032	22 Dec 2021	21 Dec 2023	Active
FBS Obj. 1.4: Priority Non-Drug Illicit Mar FBS Obj. 2.1: Anti-corruption	CADCA: Sustaining and Scaling Up Effective Community Anti-Drug Coalitions in the Philippines	PH-CADCA	EA.PH.10	SINLEC23GR0223	1 Jun 2023	30 Nov 2024	Forthcoming
BS Obj. 2.2: AML Regimes/ Illicit Financing	UNODC: Alternatives to Incarceration	UNODC-ATI	EA.PH.13		1 Oct 2023	30 Sep 2025	Forthcoming
FBS Obj. 2.3: Deny Safe Haven	UNODC: Drug demand reduction gender perspectives and practices in the Philippines	UNODC-DDR-G	EA.PH.14		1 Oct 2023	31 Mar 2025	Forthcoming
FBS Obj. 3.1: Foundations of CJ	5 projects						
🗆 FBS Obj. 3.2: Borders							
FBS Obj. 3.3: Fragile States	1						
FBS Obj. 4.1: Research and learning							
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Data Program Info Tools Administr	ation Bookmarks			
Home Program Info Geography Locations				_
9 of 1839 locations shown	program-specific tag:"WHP.CO - Airports se	eizure log"		x 0-
Administrative Divisions	0 locations Assign program-specific tags			
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EA.PK - INTrastructure EA.PK - INL Police Assistance Trainees	CO - Armenia Airport	Armenia, Quindio, Colombia, Western Hemisphere	4.452812500	-75.768062500
EA.PK - INC POICE Assistance Trainees EA.PK - Karachi	CO - Barranquilla Airport	Soledad, Atlántico, Colombia, Western Hemisphere	10.886537300	-74.776479000
EA.PK - OPDAT Trainees	CO - Bogota Airport	Bogotá D.C., Bogotá D.C., Colombia, Western Hemisphere	4.700971800	-74.146097200
EA.PK - Police Infrastructure	CO - Bucaramanga Airport	Bucaramanga, Santander, Colombia, Western Hemisphere	7.119349000	-73.122741600
EA.PK - Prison Security Upgrades	🕮 🔲 CO - Cali Airport	Valle del Cauca, Colombia, Western Hemisphere	3.544969900	-76.384328500
EA.PK - Prosecutor Office	CO - Cartagena Airport	Cartagena de Indias, Bolívar, Colombia, Western Hemisphere	10.446315000	-75.516454000
EA.PK - Training Places	CO - Pereira Airport	Pereira, Risaralda, Colombia, Western Hemisphere	4.815196300	-75.736255900
EA.PK - Water Resources	CO - Rionegro Airport	Rionegro, Antioquia, Colombia, Western Hemisphere	6.149018800	-75.378952300
✓ WHP.CO - Airports seizure log	CO - San Andres Island Airport	San Andrés, San Andrés y Providencia, Colombia, Western Hemisphere	12.545015300	-81.707578700
WHP.CO - Seaports and airports seizure log WHP.PE - Judicial District	9 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

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)