INL DevResults User Guide:

Documents Tab (All Users)

1. The Documents Tab

Navigate to your project's **Documents** tab from the project page to view or upload all relevant project documents. This is a useful place to keep all project design documents in one central location, for the purpose of setting up or reviewing indicators or referencing your Change Map, PIRS, or SOW. The tab can be accessed by all users assigned to a project.

2. *Using the Documents Tab*

In the **Documents** tab, you will see all of the project documents that have been uploaded for the project. Generally, you should use this tab to host all of the following project documents:

- The project's workplan or Statement of Work (SOW)
- Monitoring plan documents such as the PIRS or Change Map
- Implementing documents (i.e. those that reflect budget and reference number)
- Performance Reports (e.g. automated performance reports)

| Data | Program Info | Tools | Administration | Bookmarks |

Home › Program Info › Projects › DEMO Project: K9 Units ⭐

DEMO Project: K9 Units
INL/KM

| Overview | Performance | Budget | Geography | Checklists | Forms | **Documents** | Calendar | Photos | Discussion |

✔ Diagnostics ⏱ History

📄 Upload Files

➡ Move 🗑 Delete 🗀 New Folder ☐ Select All

📁 Documents

📄 **Demo K9 SOW**
0 KB, DOCX

K9 Project Package - Final May 2022
2583 KB, PDF

📊 **PIRS_Demo - K9 Units_20230113**
38 KB, XLSX

DevResults

✔ Done

NOTE: If you do not have a PIRS, Change Map, or other documents to upload to this tab, DDL will work with you to complete or troubleshoot these documents, which you can ultimately reference to manage your project in DevResults. Reach out to INL-DVR-Mailbox@state.gov for assistance.
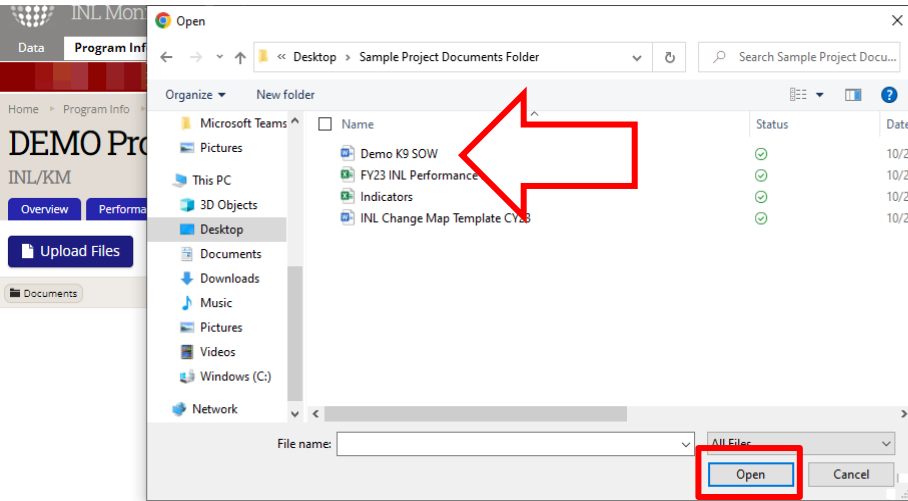
3. *Upload a Project Document*

If you don't have any documents uploaded to your project, your **Documents** tab will appear to be blank, as shown below. To upload project documents, click the blue Upload Files button.

4. Upload a Project Document (continued)

A File Explorer window will pop up and prompt you to choose a file to upload. Choose a file, then click Open.

5. *Upload Project Documents (continued)*

The uploaded document will appear in the **Documents** tab as shown below.
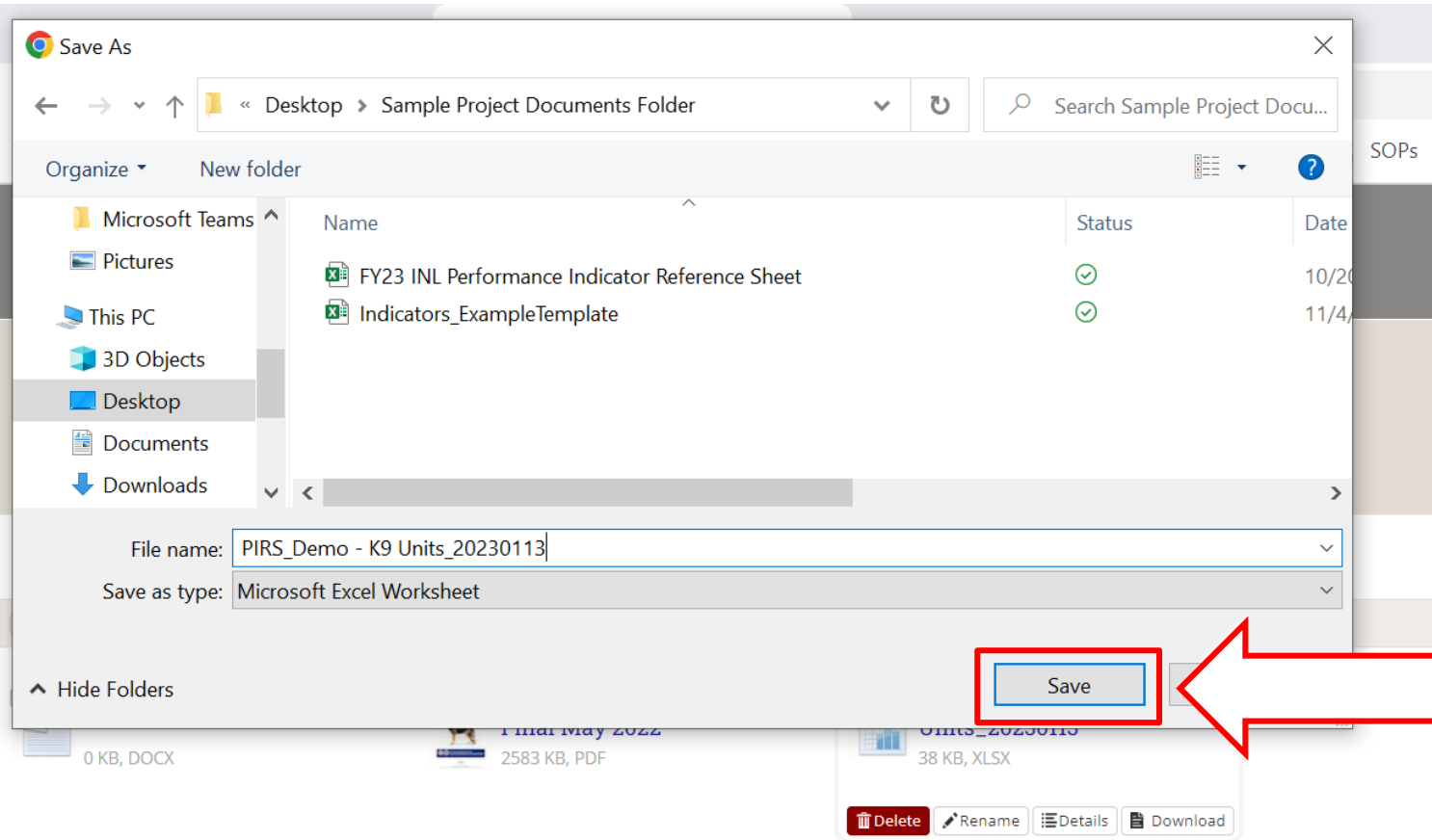
6. *View and Download Project Documents*

To view an uploaded document, move your cursor to hover over the document you want to view, causing new action buttons to pop up. Once you place your cursor over the document, click the "Download" button to download the file, as shown below. You can also simply click the document's name, which will prompt the download as well.

NOTE: To view a document in this tab, you must download it: you cannot "view it in DevResults". Although DevResults stores documents, it does not allow you to view or edit documents in the application itself (i.e. it does not act like a SharePoint hub). This assists with version control and protects project documents from unintended or unscheduled edits.

7. *Complete Project Document Download*

Click "Save" in the File Explorer window that will pop up in order to complete the download.

8. *Open and View the Project Document*

Click the downloaded file located at the bottom of your browser to open and view the project document.

NOTE: If your browser does not show recently downloaded files in the browser window (as shown here), navigate to the destination folder to which you saved the download (e.g. "Downloads") to open the document instead.