

# Report 'Data Table' Data Online (Partners)

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There are two ways to enter data into data tables:

1. Entering data online (as shown on this page)
2. **Uploading a spreadsheet containing all your rows of data**

**Mix and match data entry:** You can use a combination of entering data online or uploading a spreadsheet. For example, you might upload a spreadsheet for the bulk of your data, and then add a couple individual rows online or edit the entered rows online. You can download a copy of the table into Excel at any time to use as a template for future uploads. Unlike direct entry data, information in data tables can be entered at any time, regardless of set reporting period submission periods.

1) **Log into DevResults.** Your website will be something.devresults.com.

- Forgot your password? [Get a new password.](#)
- Does the site not recognize your email? Talk to your contacts to whom you report data. DevResults staff cannot give partners access to the system.

2) **When you log in, you will be taken to your Partner Dashboard.** The top right has a tile with a card for each of the activities you have access to. Each activity card has a link to any associated data tables.

The screenshot shows the DevResults Partner Dashboard. At the top, there's a header with the DevResults logo, a user profile (PJ), and a help icon. Below the header, there's a navigation bar with tabs for 'Partner Dashboard', 'Personal Dashboard (Peter Johnson)', and 'Partner Report'. A '+ Add a dashboard' button is also present. The main content area is divided into two columns. The left column, titled 'Your Activities', contains a card for 'Access to School Lunches' with a dropdown menu open showing 'Overview' and 'Data Tables'. An orange arrow points to the 'Data Tables' option. The right column, titled 'Your Organization', shows details for 'Kunkle Associates' including contact information and a link to 'Edit organization info'. Below these columns is a table titled 'Activity Reporting' with columns for Activity Code, Activity Name, Reporting Period, Period Start Date, Period End Date, Submission Start Date, Submission End Date, Status, and Locked?. The table lists multiple rows for 'Access to School Lunches' across different reporting periods from 2021 Q4 to 2024 Q2. A checkbox at the top of the table indicates 'Only show current & upcoming reporting periods' is checked.

Activity Code	Activity Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
ED-08	Access to School Lunches	2021 Q4	1 Jul 2021	30 Sep 2021	1 Oct 2021	1 Jan 2023	Submitted	🔒
ED-08	Access to School Lunches	2022 Q1	1 Oct 2021	31 Dec 2021	1 Jan 2022	31 Jan 2022	No Data	🔒
ED-08	Access to School Lunches	2022 Q2	1 Jan 2022	31 Mar 2022	1 Apr 2022	30 Apr 2022	No Data	🔒
ED-08	Access to School Lunches	2022 Q3	1 Apr 2022	30 Jun 2022	1 Jul 2022	31 Jul 2022	No Data	🔒
ED-08	Access to School Lunches	2022 Q4	1 Jul 2022	30 Sep 2022	1 Oct 2022	31 Oct 2022	No Data	🔒
ED-08	Access to School Lunches	2023 Q1	1 Oct 2022	31 Dec 2022	1 Jan 2023	31 Jan 2023	No Data	🔒
ED-08	Access to School Lunches	2023 Q2	1 Jan 2023	31 Mar 2023	1 Apr 2023	30 Apr 2023	No Data	🔒
ED-08	Access to School Lunches	2023 Q3	1 Apr 2023	30 Jun 2023	1 Jul 2023	31 Jul 2023	No Data	🔒
ED-08	Access to School Lunches	2023 Q4	1 Jul 2023	30 Sep 2023	1 Oct 2023	31 Oct 2023	No Data	🔒
ED-08	Access to School Lunches	2024 Q1	1 Oct 2023	31 Dec 2023	1 Jan 2024	31 Jan 2024	No Data	🔒
ED-08	Access to School Lunches	2024 Q2	1 Jan 2024	31 Mar 2024	1 Apr 2024	30 Apr 2024	No Data	🔒

3) **Click the Data Tables button** for the activity that you wish to enter data for.

4) Next, use the data table dropdown to select a table to enter data for.



**Data Form**

Date: 8 Feb 2022

Location: Agbalazou (Macenta, Nzérékoré)

Trainee ID: A-1234

Sex: Male

Age: Female

Training Topic:

Training Type:

Initial Test Score:

Final Test Score:

Cancel Save

7) If you have more than one record you'd like to enter, click **Save** and then click the **+ Add New Row** button to go to another blank record.

8) Once you've finished entering data, click **Done** on the popup.

9) If you need to correct an existing entry, **click on the text in the relevant row to open its form and make changes**. Your change is saved as soon as you navigate to a different field.

Didn't answer your question? Please email us at [help@devresults.com](mailto:help@devresults.com).

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