

Report 'Data Table' Data via Excel (Partners)

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There are two ways to enter data into data tables:

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

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 Activity Reporting, Data Table rows can be entered at any time, regardless of set reporting period submission periods.

Spreadsheet Tips

Before you upload a spreadsheet containing data, here are a few quick tips to get you started:

- Your Excel spreadsheet should have columns for every column in the data table. It can have **more** columns than are in the data table (the system will ignore the extras), but it should not have less.
- While your Excel spreadsheet column headers can be anything, the import will go faster if your spreadsheet's column headers match the data table column headers.
- DevResults provides you with data table templates that you can download and fill with new information.
- Be sure your Excel spreadsheet is saved in a location that you can easily access before you begin the upload process.
- Records uploaded from Excel will appear in the data table in the exact order they appear in the spreadsheet.

Upload Steps

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 dashboard. At the top, there's a navigation bar with 'Example Organization DevResults', a 'Help' button, and a user profile 'PJ'. Below this, there are tabs for 'Partner Dashboard', 'Personal Dashboard (Peter Johnson)', and 'Partner Report', along with an '+ Add a dashboard' button. The main content area is divided into two columns: 'Your Activities' and 'Your Organization'. In the 'Your Activities' column, there are two activity cards. The first card, 'Access to School Lunches', has an orange arrow pointing to its 'Data Tables' button. The second card, 'Commercial Agribusiness for Sustainable Horticulture Program', has an 'Overview' button. Below these cards are 'Open Reporting Periods' dropdowns. The 'Your Organization' column shows details for 'Kunkle Associates'. Below the activity cards is an 'Activity Reporting' table 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 contains 14 rows of data for 'Access to School Lunches' from 2021 Q4 to 2024 Q2. At the bottom right, there is an 'Add Tile' button.

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.

The screenshot shows the 'Access to School Lunches' activity page. At the top, there's a breadcrumb trail: 'Home > Program Info > Activities > Access to School Lunches'. The main heading is 'Access to School Lunches' with a star icon. Below the heading is the organization name 'Kunkle Associates' and a row of buttons: 'Overview', 'Performance', 'Budget', 'Finance', 'Geography', 'Documents', 'Calendar', 'Photos', 'Discussion', and 'IATI'. The 'Data table' dropdown menu is open, showing a search bar and two options: 'Organizations' and 'Training Table'. The 'Training Table' option is highlighted in orange. Below the dropdown, there is a text prompt 'Select a data table...'. At the bottom right, there is a green 'Done' button.

Importing New Data

To upload a spreadsheet with data, click the **gear** icon button to the upper right of the table. To add new rows, download an empty template by clicking on **Download empty template**.

Example Organization
DevResults

Home > Program Info > Activities > Access to School Lunches

Access to School Lunches

Kunkle Associates

Overview Performance Budget Finance Geography Documents Calendar Photos Discussion IATI

Data table Training Table

Search

Add new row View Notes Delete

	Key Value	Locked?	Date	Location	Trainee ID	Sex	Age	Training Topic
<input type="checkbox"/>	12,601	<input type="checkbox"/>	29 Jun 2020	Telininkoro (Siguiri, Kankan)	R-315570	Female	25-64 (Adult)	Civil society
<input type="checkbox"/>	12,600	<input type="checkbox"/>	29 Jun 2020	Komatiguia (Siguiri, Kankan)	P-587390	Male	20-24 (Young Adult)	Technology
<input type="checkbox"/>	12,599	<input type="checkbox"/>	29 Jun 2020	Fadia (Dinguiraye, Faranah)	F-104283	Female	25-64 (Adult)	Civil society
<input type="checkbox"/>	12,598	<input type="checkbox"/>	29 Jun 2020	Din (Lola, Nzérékoré)	R-498241	Female	20-24 (Young Adult)	Technology
<input type="checkbox"/>	12,571	<input type="checkbox"/>	23 Jun 2020	Ossokourouma (Kissidougou, Faranah)	B-613451	Male	25-64 (Adult)	Technology
<input type="checkbox"/>	12,569	<input type="checkbox"/>	20 Jun 2020	Yéniya (Forécariah, Kindia)	Y-117830	Male	25-64 (Adult)	Agriculture
<input type="checkbox"/>	12,568	<input type="checkbox"/>	20 Jun 2020	Toulet (Gaosul, Boké)	N-516532	Male	15-19 (Youth)	Technology
<input type="checkbox"/>	12,567	<input type="checkbox"/>	20 Jun 2020	Tomboko (Siguiri, Kankan)	G-568158	Female	15-19 (Youth)	Business
<input type="checkbox"/>	12,566	<input type="checkbox"/>	20 Jun 2020	Tamouta (Conakry, Conakry)	H-612519	Male	20-24 (Young Adult)	Business
<input type="checkbox"/>	12,565	<input type="checkbox"/>	20 Jun 2020	Sosobo (Kissidougou, Faranah)	H-576452	Female	15-19 (Youth)	Business

Import History
Download table
Download selected columns
Download empty template
Import data
Recalculate linked indicators
Columns
Search Columns...
Key Value
Locked?
Date
Location

Done

https://leslie.devlocal.us/api/dynamictables/4719/template?format=xl...

Enter data into the empty template.

Training Table.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER DESIGN Micros...

Clipboard Font Alignment Number Styles Cells Editing

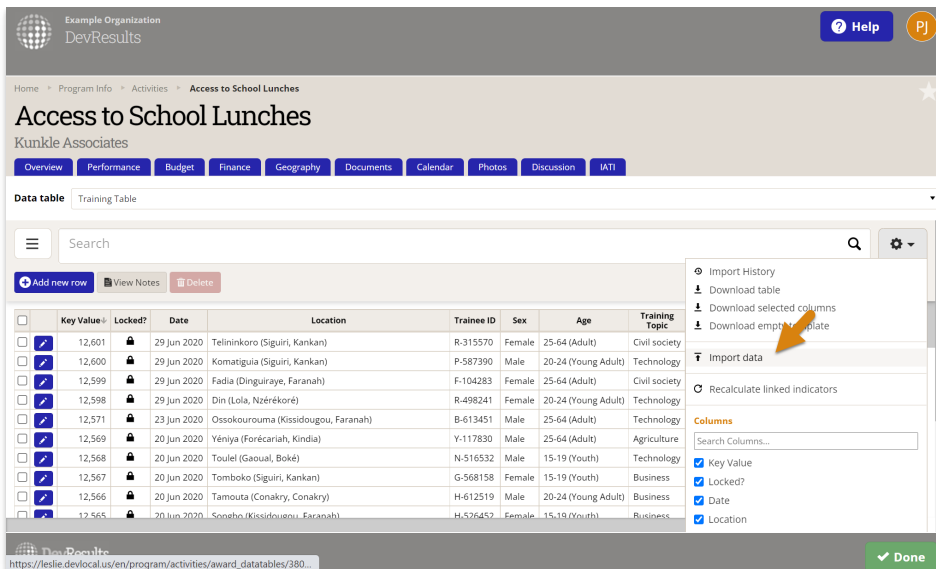
E5

	Date	Location	Trainee ID	Sex	Age	Training Topic	Training Type	Init
2	08 Feb 2022	Afia	A-1234	Female	25-64 (Adult)	Technology	Financial	
3	08 Feb 2022	Afia	P-8483	Male	65+ (Senior)	Technology	Financial	
4	08 Feb 2022	Afia	B-4939	Female	25-64 (Adult)	Technology	Financial	
5	08 Feb 2022	Afia	K-2388	Female				
6								
7								
8								
9								
10								
11								
12								
13								
14								

Training Table

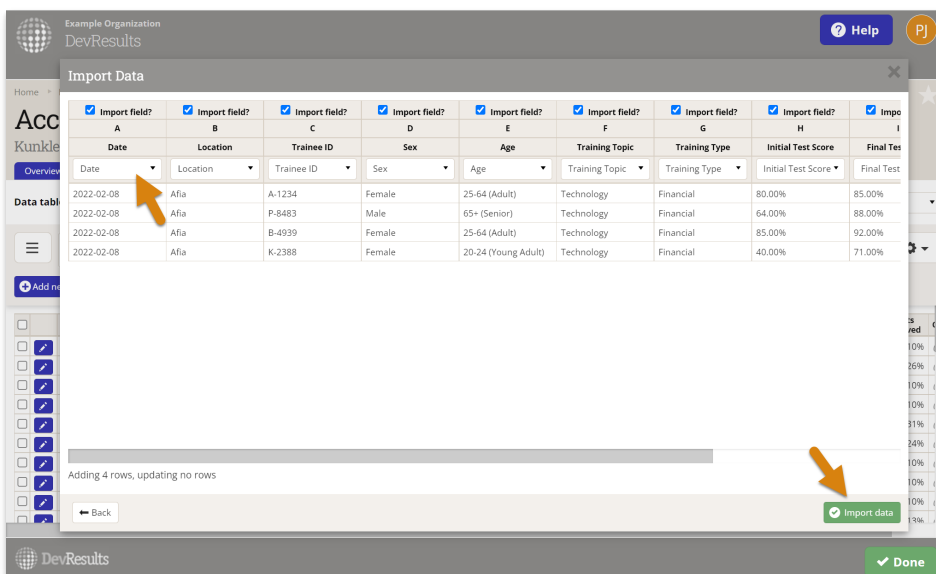
READY 100%

To import the completed rows into DevResults, click on **Import data**.



Click on **Choose file**. Browse to the file you created earlier and select it. If you have a multi-sheet Excel file, select the sheet you want to upload.

The system will try to map the columns in your spreadsheet to the columns in the data table--if you used the same column headings, it should do this flawlessly. If you named the columns something else, select the correct column title from the dropdown of column names. If you don't want to import a column, you can uncheck the **Import field** option. Review the settings here to make sure they match properly. When everything is matched properly, click **Import data**.



Updating Existing Data

To make updates to existing rows, select **Download table** from the gear icon.

The screenshot shows the DevResults interface for 'Access to School Lunches'. The data table is titled 'Training Table' and contains 12 rows of data. The columns are: Key Value, Locked?, Date, Location, Trainee ID, Sex, Age, and Training Topic. A context menu is open over the table, showing options: Import History, Download table, Download selected columns, Download empty template, Import data, and Recalculate linked indicators. An orange arrow points to the 'Import History' option.

Key Value	Locked?	Date	Location	Trainee ID	Sex	Age	Training Topic
12,601	🔒	29 Jun 2020	Telininkoro (Siguiri, Kankan)	R-315570	Female	25-64 (Adult)	Civil society
12,600	🔒	29 Jun 2020	Komatiguia (Siguiri, Kankan)	P-587390	Male	20-24 (Young Adult)	Technology
12,599	🔒	29 Jun 2020	Fadia (Dinguiraye, Faranah)	F-104283	Female	25-64 (Adult)	Civil society
12,598	🔒	29 Jun 2020	Din (Lola, Nzérékoré)	R-498241	Female	20-24 (Young Adult)	Technology
12,571	🔒	23 Jun 2020	Ossokourouma (Kissidougou, Faranah)	B-613451	Male	25-64 (Adult)	Technology
12,569	🔒	20 Jun 2020	Yéniya (Forécariah, Kindia)	Y-117830	Male	25-64 (Adult)	Agriculture
12,568	🔒	20 Jun 2020	Toulet (Gaoual, Boké)	N-516532	Male	15-19 (Youth)	Technology
12,567	🔒	20 Jun 2020	Tomboko (Siguiri, Kankan)	G-568158	Female	15-19 (Youth)	Business
12,566	🔒	20 Jun 2020	Tamouta (Conakry, Conakry)	H-612519	Male	20-24 (Young Adult)	Business
12,565	🔒	20 Jun 2020	Sosobo (Kissidougou, Faranah)	H-526452	Female	15-19 (Youth)	Business

If you are updating information, **do not modify the Key Value** . This value is assigned by DevResults and identifies the row to be updated.

Once you've made the changes to your Excel spreadsheet, select **Import data** from the gear icon, select the Excel file from your computer, and click the **Import data** button in the lower right-hand corner of the Upload Data pop-up.

To review the rows changed in the spreadsheet we imported, click on the gear icon and select **Import History**. You can then download the spreadsheet you want to review.

Filtering by imports will only show you rows *added* by that import, not the rows that have been changed by that import. To audit changes made to the data table, you can click on the gear icon in the top right corner and select **Import History** . You can then download imported data and review changes made.

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