

Report 'Data Table' Data via Excel (Partners)

Last Modified on 09/12/2025 4:34 pm EDT

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 project 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 projects you have access to. Each project card has a link to any associated data tables.

The screenshot shows the DevResults Partner Dashboard for 'Example Organization'. The top navigation bar includes 'Partner Dashboard', 'Personal Dashboard (Peter Johnson)', 'Partner Report', and a '+ Add a dashboard' button. The main content area is divided into two sections: 'Your Activities' and 'Your Organization'.

Your Activities: This section contains two cards. The first card, 'Access to School Lunches', has a 'Data Tables' link highlighted with an orange arrow. The second card, 'Commercial Agribusiness for Sustainable Horticulture Program', has an 'Overview' link. Below these cards are 'Open Reporting Periods' for '2021 Annual', '2021 Q4', and '2021 Annual'.

Your Organization: This section displays information for 'Kunkle Associates', including contact details and a link to 'Edit organization info'.

Activity Reporting: This section contains a table with the following columns: Activity Code, Activity Name, Reporting Period, Period Start Date, Period End Date, Submission Start Date, Submission End Date, Status, and Locked?. The table lists 16 rows of data for 'Access to School Lunches' across various reporting periods from 2021 Q4 to 2024 Q2. The 'Status' column shows 'Submitted' for the first row and 'No Data' for the others. The 'Locked?' column shows a lock icon for all rows.

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 project that you wish to enter data for.

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

Example Organization
DevResults

Help
PJ

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

Organizations
Training Table

Select a data table...

Done

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

Help
PJ

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

Add new row
View Notes
Delete

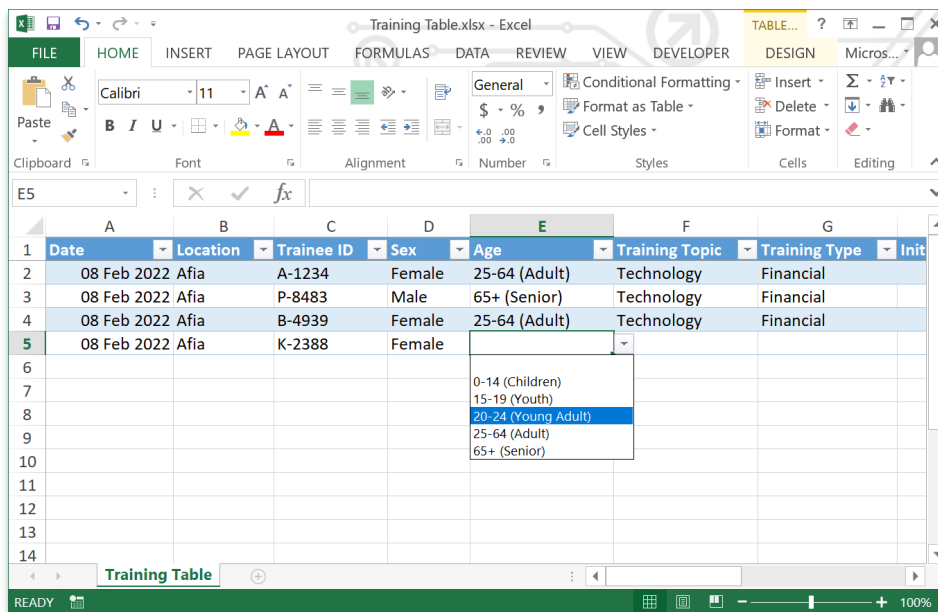
	Key Value	Locked?	Date	Location	Trainee ID	Sex	Age	Training Topic	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12,601	29 Jun 2020	Telininkoro (Siguir, Kankan)	R-315570	Female	25-64 (Adult)	Civil society
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>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

Import History
Download table
Download selected columns
Download empty template
Import data
Recalculate linked indicators

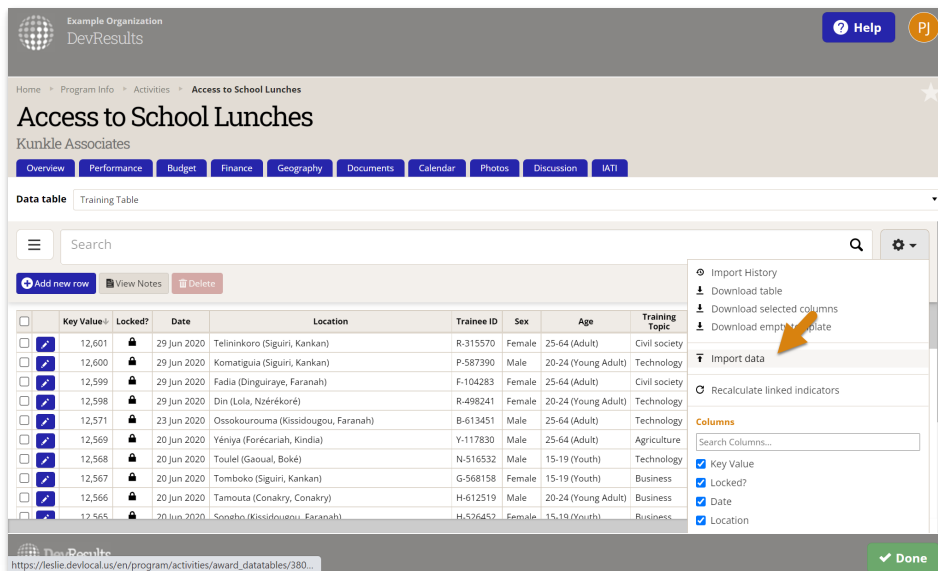
Columns
Search Columns...
☐ Key Value
☐ Locked?
☐ Date
☐ Location

Done

Enter data into the empty template.

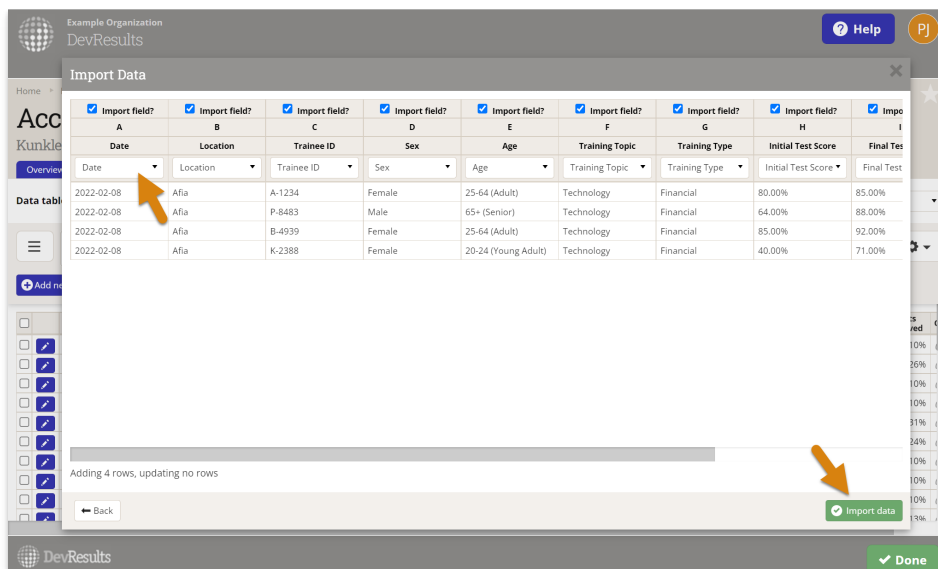


To import the completed rows into DevResults, click on **Import data**.



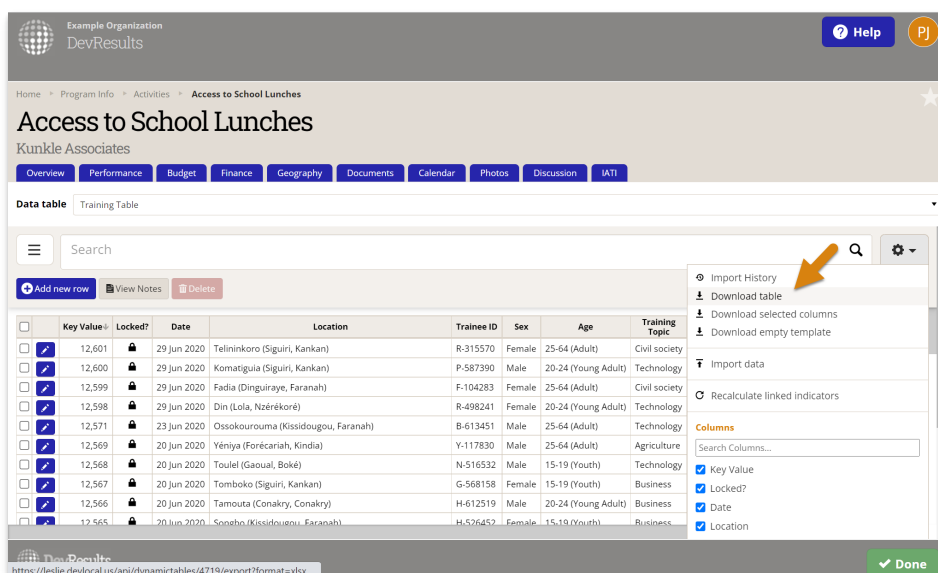
Click on **Choose file**. Browse to the file you created earlier and select it. If you have a multi-sheet Excel file, select the sheet you want to upload.

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.



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.

Didn't answer your question? Please email us at help@devresults.com.

Related Articles
