

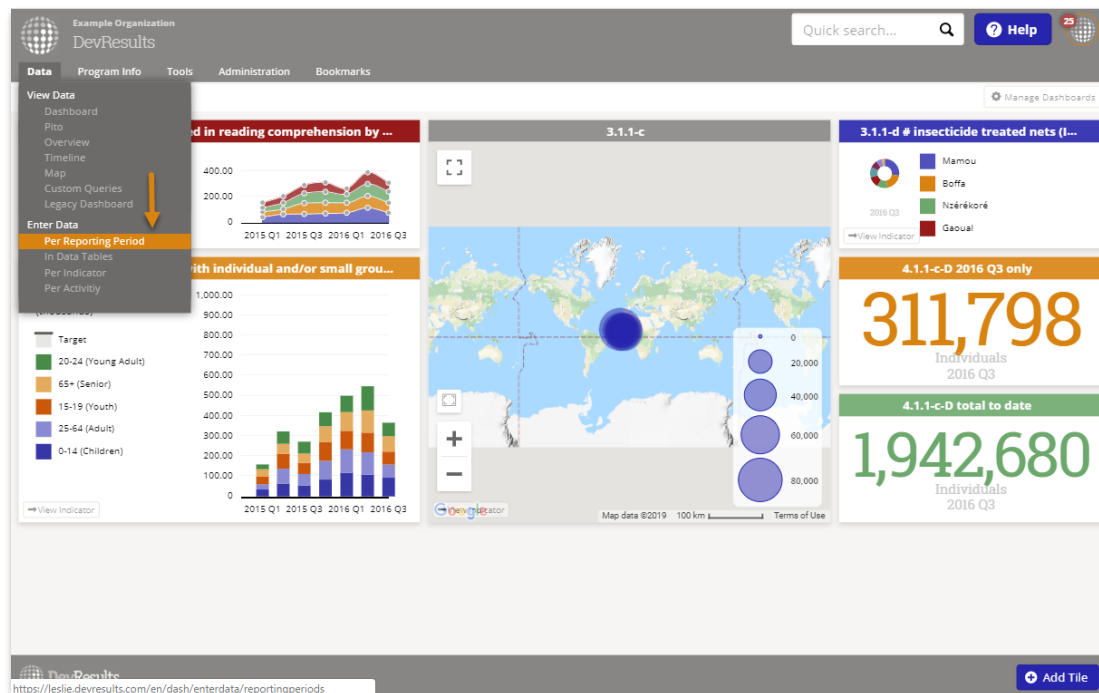
# Enter 'Direct Entry' Data

Last Modified on 07/23/2025 10:33 pm EDT

There are several ways to add or view indicator results. This page describes the best place to edit or review indicator results (or a project's data entry status) for a particular reporting period.

- **Enter data online**
- **Enter data offline (via Excel)**

Both options require navigating to a Project Reporting Period page. To do so, go to the **Data** menu and select "Per Reporting Period" under the options to Enter Data.



Click on the reporting period you would like to enter data for.

The screenshot shows the 'Per Reporting Period' page in DevResults. It features a search bar and a table of reporting periods. An orange arrow points to the '2018 Q1' row in the table. The table has columns for Name, Start Date, End Date, Submission Start Date, Submission End Date, % Complete, and Reporting Cycle.

Name	Start Date	End Date	Submission Start Date	Submission End Date	% Complete	Reporting Cycle
2020 Annual	1 Oct 2019	30 Sep 2020	1 Oct 2020	31 Oct 2020	0%	Annual
2020 Q4	1 Jul 2020	30 Sep 2020	1 Oct 2020	31 Oct 2020	0%	Quarterly
2020 Q3	1 Apr 2020	30 Jun 2020	1 Jul 2020	31 Jul 2020	0%	Quarterly
2020 Q2	1 Jan 2020	31 Mar 2020	1 Apr 2020	30 Apr 2020	0%	Quarterly
2020 Q1	1 Oct 2019	31 Dec 2019	1 Jan 2020	31 Jan 2020	0%	Quarterly
2019 Annual	1 Oct 2018	30 Sep 2019	1 Oct 2019	31 Oct 2019	0%	Annual
2019 Q4	1 Jul 2019	30 Sep 2019	1 Oct 2019	31 Oct 2019	0%	Quarterly
2019 Q3	1 Apr 2019	30 Jun 2019	1 Jul 2019	31 Jul 2019	0%	Quarterly
2019 Q2	1 Jan 2019	31 Mar 2019	1 Apr 2019	30 Apr 2019	0%	Quarterly
2019 Q1	1 Oct 2018	31 Dec 2018	1 Jan 2019	31 Jan 2019	0%	Quarterly
2018 Q4	1 Jul 2018	30 Sep 2018	21 Sep 2018	31 Dec 2018	3%	Quarterly
2018 Annual	1 Oct 2017	30 Sep 2018	1 Oct 2018	31 Oct 2018	0%	Annual
2018 Q3	1 Apr 2018	30 Jun 2018	1 May 2018	31 Jul 2018	0%	Quarterly
2018 Q2	1 Jan 2018	31 Mar 2018	1 Feb 2018	30 Apr 2018	2%	Quarterly
2018 Q1	1 Oct 2017	31 Dec 2017	1 Jan 2018	31 Jan 2018	4%	Quarterly
2017 2018 Q1	1 Oct 2016	30 Sep 2017	1 Oct 2017	31 Oct 2017	0%	Annual
2017 Q4	1 Jul 2017	30 Sep 2017	1 Oct 2017	31 Oct 2017	0%	Quarterly

The bottom of the page shows the URL 'https://leslie.devresults.com/en/rt/reportingperiods/reportingperiod/5543' and a 'New Reporting Period' button.

You can see the data entry status for all projects that are assigned indicators for this reporting period. This column will say "No Data", "In Progress", "Submitted", or "Approved".

Example Organization  
DevResults

Quick search...

Data Program Info Tools Administration Bookmarks

Home > Results > Reporting Periods > 2018 Q1

## 2018 Q1

Reporting Period Dates: 1 Oct 2017 - 31 Dec 2017

Submission Period Dates: 1 Jan 2018 - 31 Jan 2018

### Status by Activity

Search activities

Code	Short Name	Activity	Awarding Org	Partner Org	Status	Locked
AG-01	Act1	Action One	USAID	Groupe Diallo	In Progress	
AG-02	BEST ARP	Best Agricultural Research Program	USAID	Ministère de l'Agriculture	In Progress	
AG-04	BARP	Better Agricultural Research Program	USAID	Cooperatif des Cultivateurs	No Data	
AG-06	CloG	Capable Local Governance	DoS	Limitless, Ltd.	In Progress	
AG-07	AgrIMAX	AgrIMAX	USAID	AKT Associates	No Data	
AG-08	CSCl	Changing Spreadsheets, Changing Lives	Gates	Keller Consulting	No Data	
AG-09	CASH	Commercial Agribusiness for Sustainable Horticulture Program	USAID	Kunkle Associates	No Data	
CE-01	EA	Example Activity			Approved	
DR-01	LPUL	Local Participation for Local Issues Locally	USAID	Aid Alternatives, Incorporated	No Data	
DR-02	SSC	Support pour la Société Civile	USAID	Citoyens Contre la Corrupt	No Data	
DR-03	LOCAL	Local Governance	USAID	Ministère de l'Éducation	No Data	
DR-04	IPBP	Instituting Policies for Better Policy	USAID	Compassion Corps	No Data	
DR-05	CIVIL-G	Corruption Is Vile In Local Government	USAID	Pounds per Square Inch	No Data	
DR-06	BRILG	Building Responsiveness In Local Governments	DoD	Institute for Sustainable S	No Data	
DR-07	COOH	Communities of Hope	USAID	Committee for Collaborati	No Data	

DevResults

Click on one project.

Example Organization  
DevResults

Quick search...

Data Program Info Tools Administration Bookmarks

Home > Results > Reporting Periods > 2018 Q1

## 2018 Q1

Reporting Period Dates: 1 Oct 2017 - 31 Dec 2017

Submission Period Dates: 1 Jan 2018 - 31 Jan 2018

### Status by Activity

Search activities

Code	Short Name	Activity	Awarding Org	Partner Org	Status	Locked
AG-01	Act1	Action One	USAID	Groupe Diallo	In Progress	
AG-02	BEST ARP	Best Agricultural Research Program	USAID	Ministère de l'Agriculture	In Progress	
AG-04	BARP	Better Agricultural Research Program	USAID	Cooperatif des Cultivateurs	No Data	
AG-06	CloG	Capable Local Governance	DoS	Limitless, Ltd.	In Progress	
AG-07	AgrIMAX	AgrIMAX	USAID	AKT Associates	No Data	
AG-08	CSCl	Changing Spreadsheets, Changing Lives	Gates	Keller Consulting	No Data	
AG-09	CASH	Commercial Agribusiness for Sustainable Horticulture Program	USAID	Kunkle Associates	No Data	
CE-01	EA	Example Activity			Approved	
DR-01	LPUL	Local Participation for Local Issues Locally	USAID	Aid Alternatives, Incorporated	No Data	
DR-02	SSC	Support pour la Société Civile	USAID	Citoyens Contre la Corrupt	No Data	
DR-03	LOCAL	Local Governance	USAID	Ministère de l'Éducation	No Data	
DR-04	IPBP	Instituting Policies for Better Policy	USAID	Compassion Corps	No Data	
DR-05	CIVIL-G	Corruption Is Vile In Local Government	USAID	Pounds per Square Inch	No Data	
DR-06	BRILG	Building Responsiveness In Local Governments	DoD	Institute for Sustainable S	No Data	
DR-07	COOH	Communities of Hope	USAID	Committee for Collaborati	No Data	

DevResults

This page will show all the indicators assigned to that project for this reporting period. You can view the total of the results entered to date under "Current Results".

## Enter Data Online

Click on a single indicator.

DevResults

Example Program

Data

Program Info

Tools

Administration

Bookmarks

Home

Program Info

Time

Reporting Periods

2018 Q1

Capable Local Governance

STATUS

In Progress

Capable Local Governance

2018 Q1 | Limitless, Ltd.

Indicators

Data Tables

Narrative

Discussion

Forms

	Code ↑	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target
→ Open	4.1-a	# person-trainings in post-seco...	Data Table	Location			74	203	
→ Open	4.1-b	# unique trainees per reporting...	Data Table	Location			74	203	
→ Open	4.1-c	Cumulative # unique trainees p...	Data Table	Location					
→ Open	4.1-d	# trainees to improve their test ...	Data Table	Location			34	122	
→ Open	4.1-e	Average % improvement from ...	Data Table	Location			2.69%	4.04%	
→ Open	4.1-f	# trainings per topic in post-se...	Data Table	Location			74	188	
→ Open	F-3.2.2-c	# community health and para-s...	Direct Entry	Region					
→ Open	F-4.1.3-a-D	# USG-funded tertiary educatio...	Direct Entry	Prefecture					
→ Open	F-4.1.3-a-N	# USG-funded tertiary educatio...	Direct Entry	Prefecture					
→ Open	F-4.2.3-c	# person-hours of teachers/ed...	Direct Entry	Prefecture					

This page shows the geographic and demographic disaggregations required for the indicator (if any). Totals are generated automatically. You can click on a single cell to add or edit data. The far right column provides the opportunity to add narrative comments for each geographic disaggregation.

Example Organization

DevResults

Data

Program Info

Tools

Administration

Bookmarks

Home

Results

Reporting Periods

2018 Q1

Capable Local Governance

STATUS

In Progress

Capable Local Governance

2018 Q1 | Limitless, Ltd.

Indicators

Data Tables

Narrative

Discussion

Forms

12-a

# jobs attributed to USG intervention

Unit: jobs

Disaggregation: None

Region	Result	Comment
Boké		
Faranah		
Kankan		

If no rows appear on this page for data entry, **check on the geographic areas of focus for that project** .

To enter a summary comment for the indicator for this reporting period (instead of separate comments for each geographic place where you report), go back to the page that shows all indicators assigned to the project for this period. Scroll to the right to the **Summary Comment** column to add a comment for each indicator. If you don't see this field, click on the gear menu and enable the summary comment checkbox.

Sample Organization  
DevResults

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home > Program Info > Time > Reporting Periods > 2018 Q1 > Capable Local Governance

STATUS **In Progress**

## Capable Local Governance

2018 Q1 | Limitless, Ltd.

Indicators Data Tables Narrative Discussion Forms

Search indicators

	Code ↑	Indicator	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached	Summary Comment
→ Open	4.1-a				74	203		0%	
→ Open	4.1-b				74	203			
→ Open	4.1-c								
→ Open	4.1-d				34	122			
→ Open	4.1-e				2.69%	4.04%			
→ Open	4.1-f				74	188			
→ Open	F-3.1.1-g-D								
→ Open	F-3.1.1-g-N								

DevResults

## Enter Data Offline (via Excel)

On the Project Reporting Period page, click on the gear icon and select **Download results template**.

DevResults  
Example Program

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home > Program Info > Time > Reporting Periods > 2018 Q1 > Capable Local Governance

STATUS **In Progress**

## Capable Local Governance

2018 Q1 | Limitless, Ltd.

Indicators Data Tables Narrative Discussion Forms

Search indicators

	Code ↑	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments
→ Open	4.1-a	# person-trainings in post-seco...	Data Table	Location		
→ Open	4.1-b	# unique trainees per reporting...	Data Table	Location		
→ Open	4.1-c	Cumulative # unique trainees p...	Data Table	Location		
→ Open	4.1-d	# trainees to improve their test ...	Data Table	Location		
→ Open	4.1-e	Average % improvement from ...	Data Table	Location		
→ Open	4.1-f	# trainings per topic in post-se...	Data Table	Location		
→ Open	F-3.2.2-c	# community health and para-s...	Direct Entry	Region		
→ Open	F-4.1.3-a-D	# USG-funded tertiary educatio...	Direct Entry	Prefecture		
→ Open	F-4.1.3-a-N	# USG-funded tertiary educatio...	Direct Entry	Prefecture		
→ Open	F-4.2.3-c	# person-hours of teachers/ed...	Direct Entry	Prefecture		

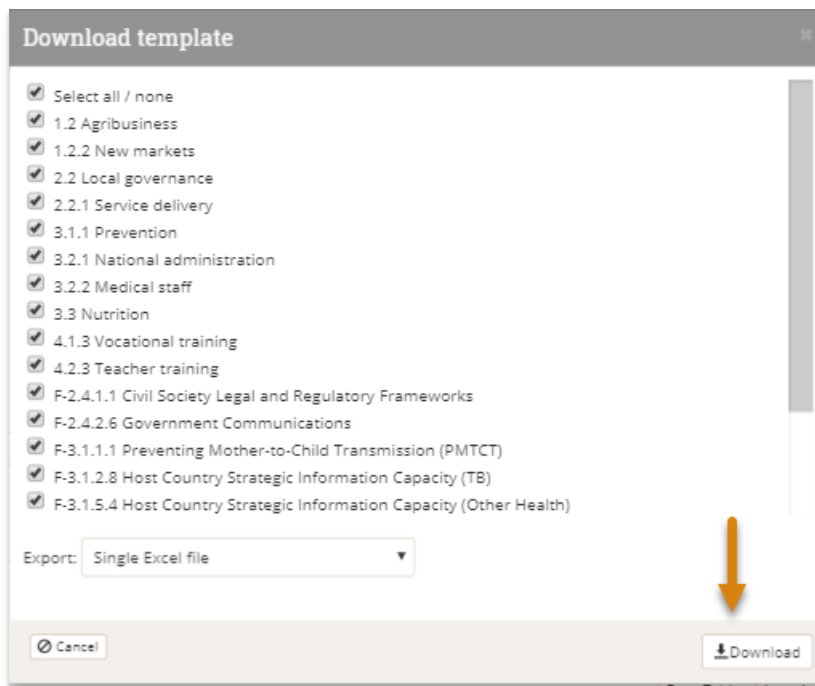
- Download direct entry template
- Upload direct entry template
- Download narrative responses
- Recalculate computed results
- Recalculate logic checks

**Columns**

- ☒ Indicator
- ☒ Data Source
- ☒ Geographic Disaggregation
- ☒ Warnings
- ☒ Comments
- ☒ Previous Results
- ☒ Current Results
- ☒ Target
- ☒ % Target Reached
- ☒ Summary Comment

DevResults

In the popup window, make sure all technical areas are selected if you want to report on all of your project's indicators. Otherwise, check the boxes for just the indicators for which you want to report results. Click **Download**. This downloads an Excel file to whatever folder your computer uses for downloads, such as the Downloads folder or your computer's Desktop.



**Tip:** If you would prefer a separate template for each location or administrative division where you report data, you can click on the **Export** dropdown and select to export separate files for the geographic disaggregation of interest. This will download a zipped file with templates for each location or administrative division (like province or district). When you've collected the completed templates, put them back into a zipped folder (you can change the names of the files and folder) and then upload the zipped folder.

Fill out the Excel template like any normal Excel file. You can change the name of the file, but the file will not let you change the row or column headings.

Fill out the Excel template like any normal Excel file. You can change the name of the file, but the file will not let you change the row or column headings.

- NOTE: Your spreadsheet may have multiple tabs for each geographic disaggregation for each technical area.
- In each tab, the rows show the places (location/district/region/ etc.) where you should report indicator results.
- The columns show the indicators (plus disaggregations) that your project should report. There is a column to enter comments for each indicator for each place.
- You do not need to enter any totals for an indicator's disaggregations or geographies. DevResults does this automatically.

If any of the places where you need to report indicator results do not show up, you might need to:

- **Define a location**
- **Assign a geography to a project**
- **Check the configuration of projects to reporting periods to technical areas to places**

If any of your indicators do not show up, you might need to:

- **Add an indicator**
- **Assign an indicator to a project**

When you're ready to upload your data, click on the gear icon and then **Upload results template**.

DevResults  
Example Program

Quick search...

? Help

Data
Program Info
Tools
Administration
Bookmarks

Home
Program Info
Time
Reporting Periods
2018 Q1
Capable Local Governance

STATUS In Progress

## Capable Local Governance

2018 Q1 | Limitless, Ltd.

Indicators
Data Tables
Narrative
Discussion
Forms

Search indicators

	Code ↑	Indicator	Data Source	Geographic Disaggregation	Warnings	Comment
→ Open	4.1-a	# person-trainings in post-seco...	Data Table	Location		
→ Open	4.1-b	# unique trainees per reporting...	Data Table	Location		
→ Open	4.1-c	Cumulative # unique trainees p...	Data Table	Location		
→ Open	4.1-d	# trainees to improve their test ...	Data Table	Location		
→ Open	4.1-e	Average % improvement from ...	Data Table	Location		
→ Open	4.1-f	# trainings per topic in post-se...	Data Table	Location		
→ Open	F-3.2.2-c	# community health and para-s...	Direct Entry	Region		
→ Open	F-4.1.3-a-D	# USG-funded tertiary educatio...	Direct Entry	Prefecture		
→ Open	F-4.1.3-a-N	# USG-funded tertiary educatio...	Direct Entry	Prefecture		
→ Open	F-4.2.3-c	# person-hours of teachers/ed...	Direct Entry	Prefecture		

Download direct entry template
Upload direct entry template
Download narrative responses
Recalculate computed results
Recalculate logic checks

Columns
Indicator
Data Source
Geographic Disaggregation
Warnings
Comments
Previous Results
Current Results
Target
% Target Reached
Summary Comment

Done

Select the file from your computer's folders and then click **Open**. You will now see a pop-up menu showing you that the system is importing and validating your spreadsheet. When it is done, you can click **Done**. All indicator results are now stored online. You can view totals on your project reporting page or click on each indicator for details.

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

## Related Articles