

# Enter 'Data Table' Data

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## Add new information to data table (online)

From any page on DevResults, click "In Data Tables" under the **Data** tab.

The screenshot shows the DevResults dashboard interface. At the top, there is a navigation bar with tabs for 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. A search bar and a 'Help' button are also visible. The 'Data' tab is selected, and a dropdown menu is open, highlighting 'In Data Tables'. The dashboard displays several data visualizations: a line chart titled 'd in reading comprehension by ...', a world map with a blue dot, a bar chart titled 'with individual and/or small grou...', and a summary card for '3.1.1-d # insecticide treated nets (L...' showing 311,798 individuals in 2016 Q3 and a total of 1,942,680 individuals to date. The URL at the bottom is https://leslie.devresults.com/en/dash/enterdata/datatables.

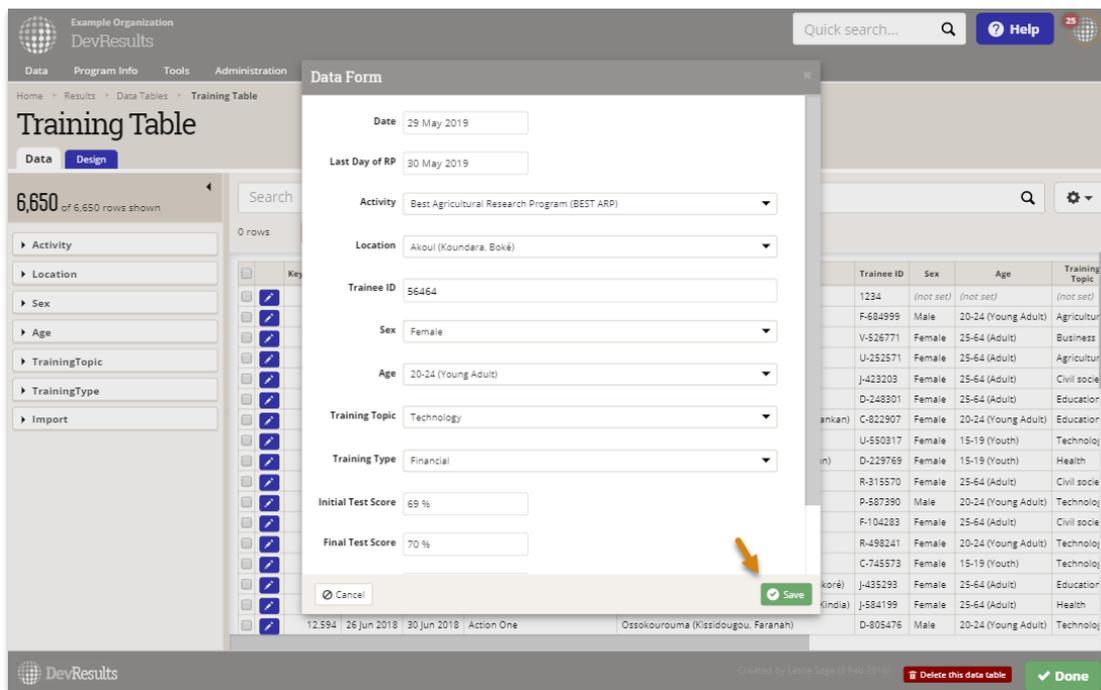
This takes you to the data table index. Click on the data table you would like to add data to.

Name	# Rows	Columns
Beneficiaries	1	Date, Activity, Location, Beneficiary ID, Age, Sex, Ethnicity, Service Type, Is eligible?, Describe in your own words any positive outcome of the service yo
Certifications	2,043	Certification Type, Teacher ID, Certification Partner, Certification Location, Certification Date
Classrooms	828	Classroom ID, School ID, Grade, Well-supplied?
Cohorts	100	Cohort ID, Intervention Type, Duration of intervention per cohort (hours)
Crop Sales	8,520	Date, End of Quarter, Farmer, Crop Type, \$ value of sale (USD), # kg crop sold, USD per kg
Farmers	1,064	Activity, Farmer ID, Sex, Ethnicity, Farm Location, Land Type
Organizations	1,644	Contract Start Date with Organization, End of Fiscal Year, Activity, Prefecture, Organization Name, Organization Type, Is organization a CSO?, Did organ
Schools	128	School ID, School Location, Urban/Rural, # classroom, School's partner-NGO
Teachers	986	Teacher ID, Classroom ID, Sex, # years as teacher, # years post-training, Assessment Score, Assessment date, Start date of school year, Cohort, Countr
Training Table	6,650	Date, Last Day of RP, Activity, Location, Trainee ID, Sex, Age, Training Topic, Training Type, Initial Test Score, Final Test Score, Points Improved, Comm

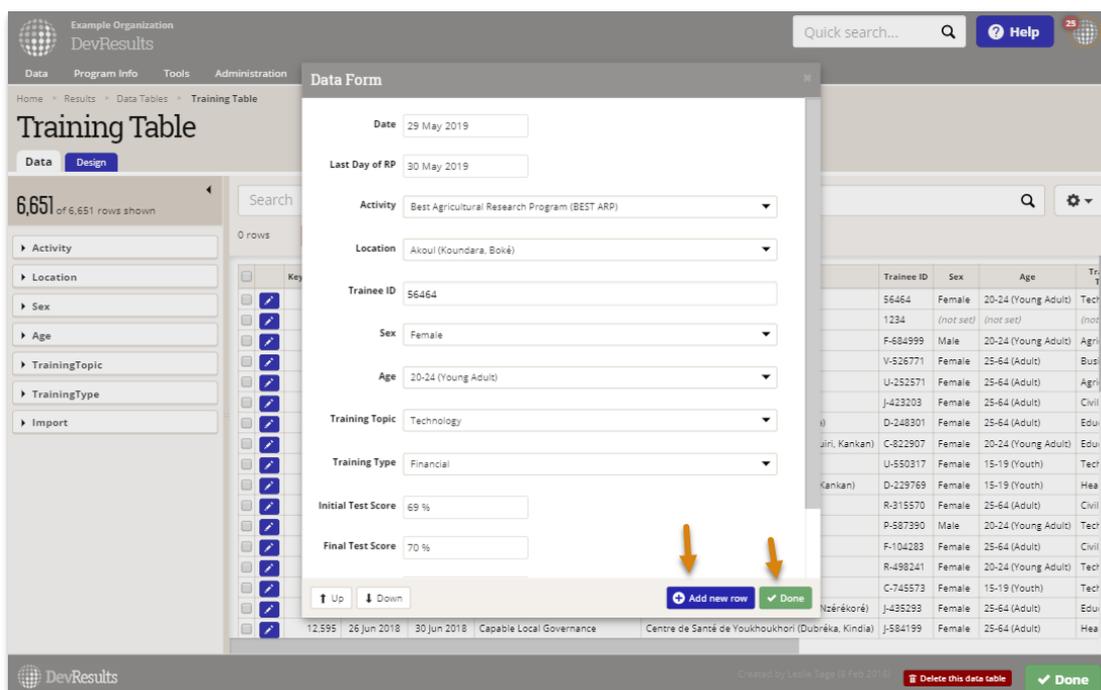
This will display the **Data** tab for this data table. To begin entering data, click on the "**+Add new record**" button. This will open a Data Form where you can enter data for each row. (The fields available here will depend on the columns defined in your data table.) You can then enter data for the fields.

Key Value	Date	Last Day of RP	Activity	Location	Trainee ID	Sex	Age	Training Topic
12.619	8 May 2019	9 May 2019	Access to School Lunches	Afia (Mali, Labé)	1234	(not set)	(not set)	(not set)
12.609	29 Jun 2018	30 Jun 2018	Better Training for Better Health	Tiguélipto (Lola, Nzérékoré)	F-684999	Male	20-24 (Young Adult)	Agricultur
12.608	29 Jun 2018	30 Jun 2018	Action One	Songbo (Kissidougou, Faranah)	V-526771	Female	25-64 (Adult)	Business
12.607	29 Jun 2018	30 Jun 2018	Action One	Mangadian (Siguiri, Kankian)	U-252571	Female	25-64 (Adult)	Agricultur
12.606	29 Jun 2018	30 Jun 2018	Action One	Fadla (Dinguiraye, Faranah)	J-423203	Female	25-64 (Adult)	Civil socie
12.605	29 Jun 2018	30 Jun 2018	Action One	École Primaire de Lafanyi (Coyah, Kindia)	D-248301	Female	25-64 (Adult)	Educator
12.604	29 Jun 2018	30 Jun 2018	Action One	École Primaire de Kotouba Dignita (Siguiri, Kankian)	C-822907	Female	20-24 (Young Adult)	Educator
12.603	29 Jun 2018	30 Jun 2018	Action One	Dounga (Kankian, Kankian)	U-560317	Female	15-19 (Youth)	Technolog
12.602	29 Jun 2018	30 Jun 2018	Action One	Centre de Santé de Koniamfara (Siguiri, Kankian)	D-229769	Female	15-19 (Youth)	Health
12.601	29 Jun 2018	30 Jun 2018	Access to School Lunches	Telininkoro (Siguiri, Kankian)	R-315570	Female	25-64 (Adult)	Civil socie
12.600	29 Jun 2018	30 Jun 2018	Access to School Lunches	Komatiguia (Siguiri, Kankian)	P-587390	Male	20-24 (Young Adult)	Technolog
12.599	29 Jun 2018	30 Jun 2018	Access to School Lunches	Fadla (Dinguiraye, Faranah)	F-104283	Female	25-64 (Adult)	Civil socie
12.598	29 Jun 2018	30 Jun 2018	Access to School Lunches	Din (Lola, Nzérékoré)	R-498241	Female	20-24 (Young Adult)	Technolog
12.597	26 Jun 2018	30 Jun 2018	Capable Local Governance	Ossokourouma (Kissidougou, Faranah)	C-745573	Female	15-19 (Youth)	Technolog
12.596	26 Jun 2018	30 Jun 2018	Capable Local Governance	École Primaire de Voumou (Nzérékoré, Nzérékoré)	J-435293	Female	25-64 (Adult)	Educator
12.595	26 Jun 2018	30 Jun 2018	Capable Local Governance	Centre de Santé de Youkhoukhoré (Dubreika, Kindia)	J-584199	Female	25-64 (Adult)	Health
12.594	26 Jun 2018	30 Jun 2018	Action One	Ossokourouma (Kissidougou, Faranah)	D-805476	Male	20-24 (Young Adult)	Technolog

Click "**Save**" when you've finished adding data.



If you have more than one record you'd like to enter, click the "**+Add New Row**" button at the bottom of the pop-up box to go to another blank record. Once you've completed adding new records, you can click the "**Done**" button to save.



If you need to correct an existing entry, click on the relevant row to open its Data Form and update the necessary field(s) in the Data Form. Your change is saved as soon as you navigate to a different field.

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## Add new information to data table (via Excel)

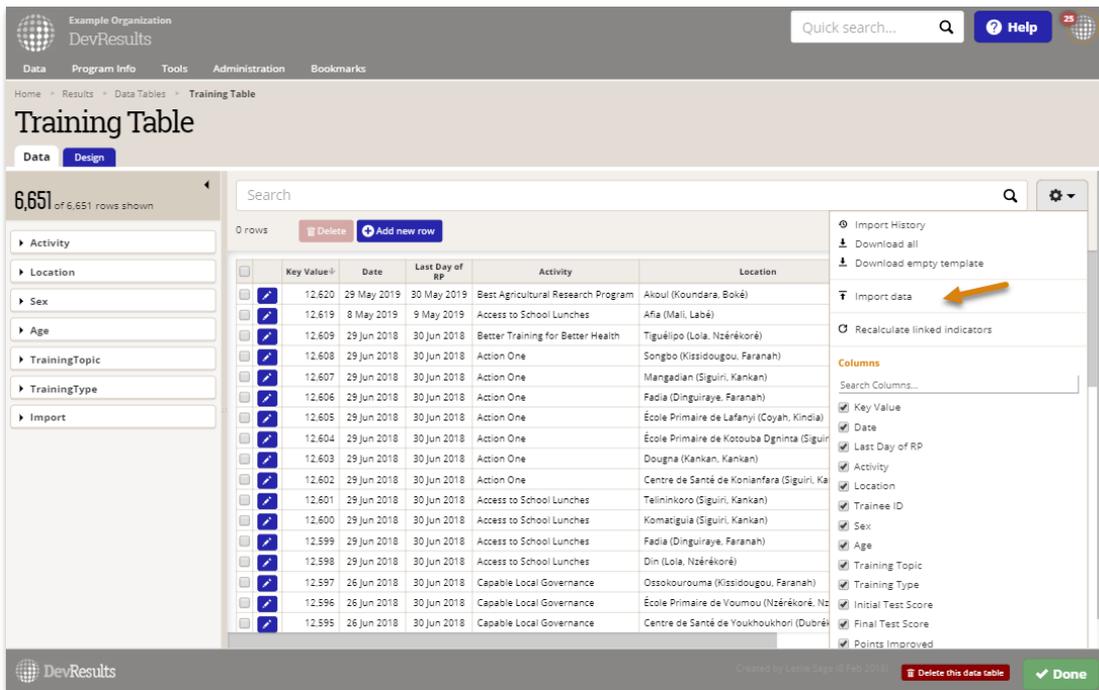
Before you upload a spreadsheet containing data, there are a few quick tips to get you started:

- Your Excel spreadsheet should have columns for every column in the data table. It can have *more* columns than are in the data table, 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.

Once you have a spreadsheet containing data, navigate to the data table of interest via **Data > In Data Tables**. In the data table **Data** tab, click on the gear icon. You have the option of downloading an empty template that you can use to fill in any new information, or download all data in that data table. which you can use to update existing data.

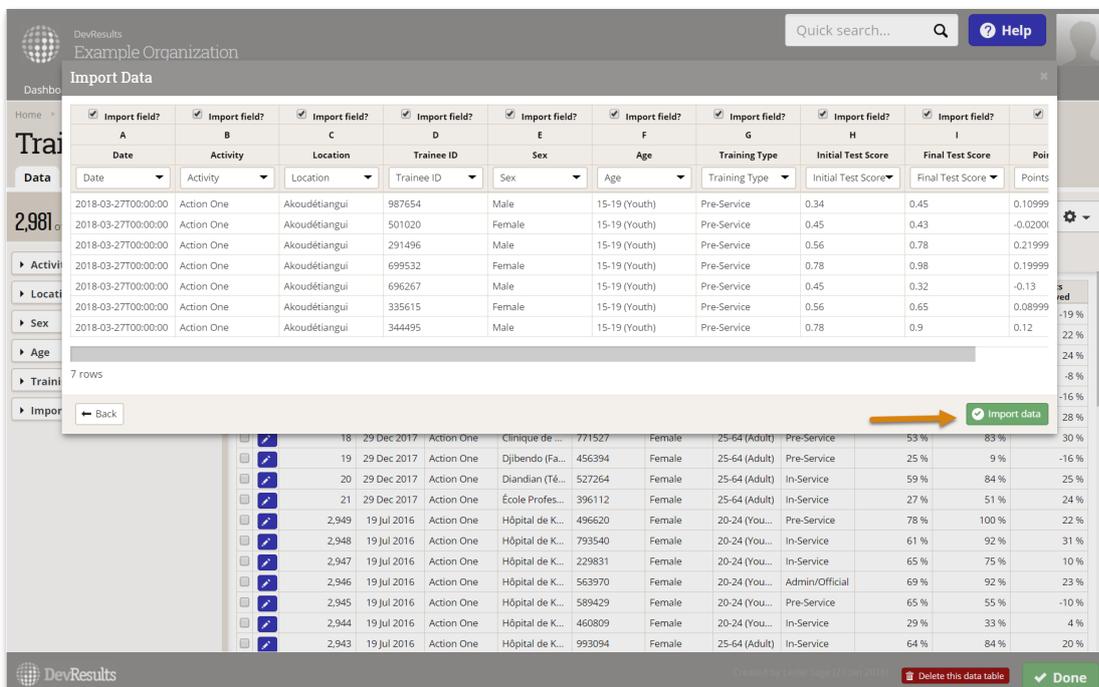
**If you choose to export all existing data and do not want to create duplicates of this information in the uploading process, delete all rows in the spreadsheet that you do not want to make changes to before uploading the revised data table.**

To upload a spreadsheet with data, click the gear icon in the top right corner, and then select the **Import data** option.



You can click the **Choose File** button or drag and drop your spreadsheet into the popup box.

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, you can select the correct column title from the dropdown of column names. Review the settings here to make sure they match properly. If you don't want to import a column, you can uncheck the **Import field** option.



Once you've confirmed the column mappings are correct, click the **Import data** button in the lower right-hand corner of the Upload Data pop-up.

The data table has now been updated with the new information.

Once the data is imported, you'll return to the spreadsheet view of the data table. You can now **make edits to the data online**, or download a spreadsheet containing the entire data table.

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## Update information in data table

To make updates to existing rows, select the **Download all** button.

The screenshot shows the DevResults interface for the 'Training Table'. The table has 6,651 rows. The 'Download all' button in the top right corner is highlighted with an orange arrow. The table columns are: Key Value, Date, Last Day of RP, Activity, and Location. The table contains data for various activities and locations, including 'Best Agricultural Research Program', 'Access to School Lunches', and 'Action One'.

Key Value	Date	Last Day of RP	Activity	Location
12.620	29 May 2019	30 May 2019	Best Agricultural Research Program	Akoul (Koundara, Boké)
12.619	8 May 2019	9 May 2019	Access to School Lunches	Afia (Mali, Labé)
12.609	29 Jun 2018	30 Jun 2018	Better Training for Better Health	Tiguélipo (Lola, Nzérékoré)
12.608	29 Jun 2018	30 Jun 2018	Action One	Songbo (Kissidougou, Faranah)
12.607	29 Jun 2018	30 Jun 2018	Action One	Mangadian (Siguiri, Kankon)
12.606	29 Jun 2018	30 Jun 2018	Action One	Fadia (Dinguiraye, Faranah)
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12.604	29 Jun 2018	30 Jun 2018	Action One	École Primaire de Kotouba Dgninta (Siguiri, Kankon)
12.603	29 Jun 2018	30 Jun 2018	Action One	Dougna (Kankon, Kankon)
12.602	29 Jun 2018	30 Jun 2018	Action One	Centre de Santé de Konianfara (Siguiri, Kankon)
12.601	29 Jun 2018	30 Jun 2018	Access to School Lunches	Telininkoro (Siguiri, Kankon)
12.600	29 Jun 2018	30 Jun 2018	Access to School Lunches	Komatigula (Siguiri, Kankon)
12.599	29 Jun 2018	30 Jun 2018	Access to School Lunches	Fadia (Dinguiraye, Faranah)
12.598	29 Jun 2018	30 Jun 2018	Access to School Lunches	Din (Lola, Nzérékoré)
12.597	26 Jun 2018	30 Jun 2018	Capable Local Governance	Ossokourouma (Kissidougou, Faranah)
12.596	26 Jun 2018	30 Jun 2018	Capable Local Governance	École Primaire de Youmou (Nzérékoré, Nzérékoré)
12.595	26 Jun 2018	30 Jun 2018	Capable Local Governance	Centre de Santé de Youkhukhori (Dubré)

Once you've made the changes to your Excel spreadsheet, select **Import data** to begin the upload.

**Note:** If you are updating existing information, do not modify the Key Value. If you're adding new data, leave the Key Value blank for those rows.

The screenshot shows the DevResults interface for the 'Training Table'. The table has 6,651 rows. The 'Import data' button in the top right corner is highlighted with an orange arrow. The table columns are: Key Value, Date, Last Day of RP, Activity, and Location. The table contains data for various activities and locations, including 'Best Agricultural Research Program', 'Access to School Lunches', and 'Action One'.

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You can review the data that you are uploading in the **Import Data** popup. The Key/Value column will indicate the rows with updated data (ones with Key/Values) and any new rows being added (ones where Key/Value is blank). In the example below, three rows are being updated and one new row of data is being added.

Key/Value column present. Rows with a value in this column will be updated with new values.

Adding 1 rows, updating 3 rows

Import data

Once you've confirmed the information is correct, click the **Import data** button in the lower right-hand corner of the Upload Data popup.

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.

In the example below, we have filtered to the spreadsheet we just imported and you can see that only one row (the row added) is associated with it.

DevResults Example Organization

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

## Trainees

Data Design

1 of 2,982 rows shown

import:"#16992 - Trainees.xlsx"

0 rows Delete Add new row

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	Initial Test Score	Final Test Score	Points Improved
<input checked="" type="checkbox"/>	2,985	11 Feb 2018	Better Traini...	Adjidougou (...)	2345	Female	25-64 (Adult)	Pre-Service	60 %	70 %	10 %

DevResults Created by user on 02 Jun 2018 Delete this data table Done

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.

DevResults Example Organization

Dashboard Activities **Results** Calendar Documents Photos Administration

Home Results Data Tables Trainees

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Data Design

1 of 2,982 rows shown

import:"#16992 - Trainees.xlsx"

0 rows Delete Add new row

	Key Value	Date	Activity	Location	Trainee ID	Sex	Age	Training Type	Initial Test Score	Final Test Score	Points Improved
<input checked="" type="checkbox"/>	2,985	11 Feb 2018	Better Traini...	Adjidougou (...)	2345	Female	25-64 (Adult)	Pre-Service	60 %	70 %	10 %

DevResults Created by user on 02 Jun 2018 Delete this data table Done

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## Managing very large data tables (over 50,000 rows)

While the vast majority of data tables in DevResults have less than 50,000 records, very large tables can cause slow performance. To avoid this, DevResults will only load up to 50,000 rows initially and provide a warning message if additional rows remain. You can still download or upload templates, but the search filters will only query the 50,000 rows initially loaded. Users can always load all rows by clicking on the warning message seen below. It is important to note that this has no effect on indicator results that are populated from a data table; those indicators will continue to incorporate all records regardless of the size of the data table.



For tables over 1 million records, it will not be possible to "Download all" records because **Microsoft Excel is limited to just over 1 million rows of data**. DevResults can support data tables much larger than this, but Excel cannot. You may also run into issues downloading tables with over 900,000 records due to system timeouts. In this instance, you can contact [help@devresults.com](mailto:help@devresults.com) and we can discuss how best to send you the table.

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