Video Tutorial: Create an Indicator

Last Modified on 09/08/2025 3:32 pm EDT

Your browser does not support HTML5 video.

Key points from the video

Context

At a minimum, defining an indicator requires identifying the data source, indicator type, number format, disaggregations (if applicable), geographic disaggregation, and results framework objective(s).

Indicator index [0:09]

- The indicator index shows a list of all indicators in the site.
- Filter the index to indicators of interest using the left-hand filter options.
- Display information of interest by selecting columns from the gearbox drop-down.

Create indicator [0:38]

- Click on "New Indicator".
- Provide a code and name and click "Create Indicator".
- If your indicators don't have codes, create a convention that relates to how they're organized.
- The name should describe the value to be reported.

Data source [1:25]

- Each indicator must have one data source. See our **video about data sources** for more information about these types.

Indicator type [1:52]

- Choose 'sum' for values that can be added together from different places or reporting periods.
- Choose 'average' for values that should be averaged across places and times, like percentages or scores.
- "Yes/no" should only be used for questions with a yes or no answer, like "was the policy document completed?"

Number format [2:17]

- Sums can be displayed as whole numbers or decimals.
- Averages can be displayed as any format.
- For a number format other than 'whole number', note the desired number of decimal places.

Default reporting cycle [2:37]

- The default reporting cycle establishes the default frequency with which this indicator should be reported. When a project is assigned to this indicator, the project will report at this frequency unless you specify otherwise at the bottom of the page.
- You won't see this option if your site only has one reporting cycle.

Unit [3:00]

- The unit is the thing you are counting or averaging, like individuals, trainings, policies, organizations, etc.

Incremental v cumulative targets [3:20]

- Choose incremental targets if this indicator's targets describe what should be accomplished for a given reporting period.
- Choose cumulative targets if this indicator's targets describe the goal from the start through that date.

Disaggregations [3:47]

- Assign disaggregations to the indicator if applicable.
- If the disaggregation isn't available, first add it to the master list of disaggregations.
- Disaggregations can be 'cross-disaggregated' or 'parallel disaggregated.' **Read more about cross- and parallel disaggregation**.

Geographic disaggregation [4:30]

- Each indicator can only have one geographic disaggregation.
- Any data reported for lower geographic levels can be rolled up automatically to regional or national totals (and so on).

Assign projects [4:51]

- If the indicator is reported by projects, assign them in the "Projects" section.
- If not, uncheck the box that says *results are reported separately for each project*.
- Each project assignment comes with the default reporting cycle. If any projects should report this indicator at a different frequency, change that here.

Assign results framework objective(s) [5:45]

- In the classification section, assign the indicator to one or more results framework objectives.
- To define a new results framework or objective, go to Results -> Results Framework.

Assign sectors and tags [6:08]

- Click on "add a tag" or "add a sector" to classify the indicators.
- Tags and sectors help with finding, sorting and grouping indicators for reporting.

Descriptive fields [6:27]

- Optionally, provide additional descriptive information about the indicator, including: justification, collection method, sources, acquisition frequency, limitations, quality notes, analysis, review, and reporting.

If you have any questions about any of this, please check out our **knowledge base article about indicators**.

Having trouble? See **Video Tutorial Tips** for tips on viewing our video tutorials.

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

Related Articles