

Reviewing Collected Data

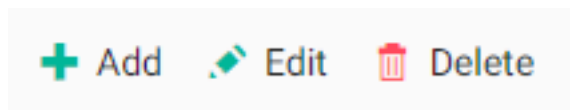
Data Collection: Reviewing Data

Once data has been entered in the form, regardless of method, the next step is to review the collected data. From the Data Collection module, select the form for which you want to review the data, and click **Review Data**.

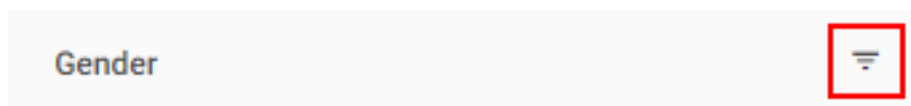
The screenshot shows the DELTA Water and Sanitation Project interface. The 'Review Data' tab is selected and highlighted with a red box. The interface displays a table of project beneficiaries with columns for Photo, Name, Gender, Village, and Number of Children. The table contains 5 records. The 'Review Data' button is also highlighted with a red box. The interface includes a sidebar with navigation options like Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The top right shows user information and a notification bell. The bottom status bar indicates 'Currently Connected: 2 Users' and 'Copyright DELTA Monitoring & Evaluation ©'.

Photo	Name	Gender	Village	Number of Children
	Mutambayi Clarisse	Female	K3020100 - Suba	0
	Chumba Sophie	Female	K4020200 - Mara	1
	Chirchir Augustine	Male	K3020200 - Teso	4
	Kwemol Linus	Female	K3010200 - Siaya	2
	Gathimba Josephe	Female	K4020200 - Mara	0

From the toolbar at top left, you can manually add records, edit existing records, and delete records.

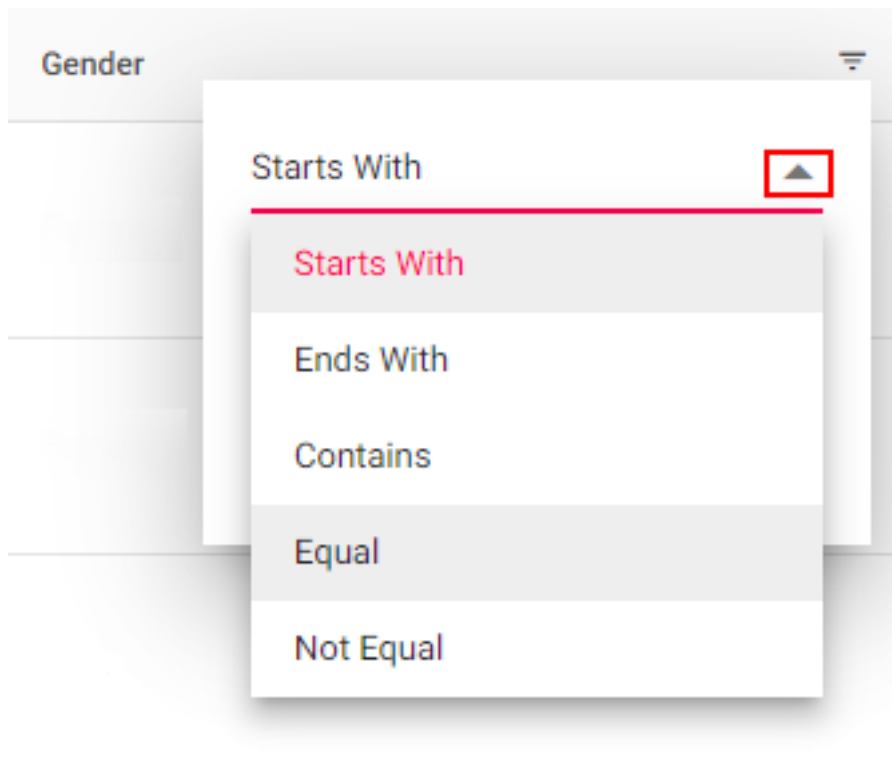


You can also filter by data field. Click the **Filter** icon in a column to select it for filtering.



Select the operation you want the filter to perform.

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Enter the value the filter will use, then click Filter to apply it to the column. The records will be filtered according to the filter parameters, and the filter icon in that column will appear in red to denote that a filter is in use.

To **edit a filter**, click the Filter icon again, and make the necessary changes. To **delete a filter**, click the Filter icon and select Clear.

To **add a record**, click the +Add icon to bring up the data entry popup window. Make the entry, then click the checkmark in the popup window to save your work and return to the data review screen. Your entry will be appended to any existing records. If necessary, use the page controls to navigate to your new record.



To **edit a record**, you must first click on it once to select it.

PROJECT BENEFICIARIES			
Edit Form	Collect Data	Review Data	Analyze & Report
Photo	Name	Gender	Village
	Mutambayi Clarisse	Female	K3020100 - Suba
	Chumba Sophie	Female	K4020200 - Mara
	Chirchir Augustine	Male	K3020200 - Teso

You can also double-click the record to open it. The resulting popup window contains the existing data for this record.

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Project Beneficiaries



Photo



Name *

Chumba Sophie

Age *

35

Gender *

☐ Male ☒ Female

Village *



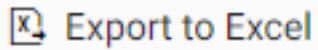
K4020200 - Mara

Make the necessary changes, then click the checkmark in the popup window to save your work and return to the data review screen.

To **delete a record**, click it once to select it. Click the Delete icon in the toolbar, then confirm the deletion.

To **export the data**, click on the Export to Excel button at top right.

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The download should start automatically. Check your **Downloads** folder for the exported file.

NOTE: if a data collection form is the object of a workflow, any records which are under review will be locked from editing.

Previous: [Data Collection: Import Data From Excel File](#) | Next: [Data Collection: Analyze & Report](#)

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