Add a Reporting Period

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To add a new Reporting Period, hover over the **Results** tab at the top of any screen and select **Reporting Periods**.



This will open the Reporting Periods Index page. Click the **+ New Reporting Period** button in the lower right.

Vour Org Name Sample Project				Quick search.	. Q	🤊 Help
Dashboard Activities Results Calendar Documents Photos Administration						
Home Results Reporting Periods						
Search reporting periods						۹
Name	Start Date	End Date	Submission Start Date	Submission End Date $\ \ \psi$	% Complete	Reporting Cycle
FY 2018	1 Oct 2017	30 Sep 2018	1 Oct 2018	30 Sep 2019	0%	FY Annual
FY 2018 Q4	1 Jul 2018	30 Sep 2018	1 Oct 2018	31 Dec 2018	0%	FY Quarterly
FY 2017	1 Oct 2016	30 Sep 2017	1 Oct 2017	30 Sep 2018	0%	FY Annual
FY 2018 Q3	1 Apr 2018	30 Jun 2018	1 Jul 2018	30 Sep 2018	0%	FY Quarterly
FY 2018 Q2	1 Jan 2018	31 Mar 2018	1 Apr 2018	30 Jun 2018	0%	FY Quarterly
FY 2018 Q1	1 Oct 2017	31 Dec 2017	1 Jan 2018	31 Mar 2018	0%	FY Quarterly
FY 2017 Q4	1 Jul 2017	30 Sep 2017	1 Oct 2017	31 Dec 2017	0%	FY Quarterly
FY 2017 Q3	1 Apr 2017	30 Jun 2017	1 Jul 2017	30 Sep 2017	0%	FY Quarterly
FY 2016	1 Oct 2015	30 Sep 2016	1 Oct 2016	30 Sep 2017	21%	FY Annual
FY 2017 Q2	1 Jan 2017	31 Mar 2017	1 Apr 2017	30 Jun 2017	0%	FY Quarterly
FY 2017 Q1	1 Oct 2016	31 Dec 2016	1 Jan 2017	31 Mar 2017	0%	FY Quarterly
FY 2016 Q4	1 Jul 2016	30 Sep 2016	1 Oct 2016	31 Dec 2016	00%	FY Quarterly
FY 2016 Q3	1 Apr 2016	30 Jun 2016	1 Jul 2016	30 Sep 2016	0100%	FY Quarterly
FY 2015	1 Oct 2014	30 Sep 2015	1 Oct 2015	30 Sep 2016	00%	FY Annual
FY 2016 Q2	1 Jan 2016	31 Mar 2016	1 Apr 2016	30 Jun 2016	00%	FY Quarterly
FY 2016 Q1	1 Oct 2015	31 Dec 2015	1 Jan 2016	31 Mar 2016	00%	FY Quarterly
					<u> </u>	
DevResults					•	New Reporting Period

Note : If you cannot complete this function, then you do not have permission to add reporting periods in DevResults. Please speak with your site administrator.

In the Create New Reporting Period window that opens, enter a name for the new reporting period and click the + **Create Reporting Period** button in the lower right.

Creat	e New Reporting Period	×
Please en	ter a name for the new reporting period.	
FY 2019	Q1	
	+ Create Reporting	Period
		///

This will open a Reporting Period detail page using the name you provided.

Wour Ong Name Sample Project	Quick search	۹ 🛛	Help
Dashboard Activities <mark>Results</mark> Calendar Documents Photos Administration			
Home P Results Reporting Periods PY2019 Q1			
FY 2019 Q1			@ History
Dates			*
Reporting Cycle PY Quarterly (@.Life reporting system)			
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Submission Period Dates .			
Status by Activity			
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There are no activities associated with this reporting period.			
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If you need to edit the name already assigned to this reporting period, simply click in the title and make edits there.

If your site has more than one reporting cycle, you must select the appropriate reporting cycle for this reporting period. (If your site only has one reporting cycle, you won't see this option.)

The Reporting Period Dates will be used to designate the Start and End dates for the reporting period. The Submission Period Dates will be used to determine when data may be entered for the reporting period. All four fields must contain dates.

Vour Org Name Sample Project	Quick search Q PHelp
Dashboard Activities Results Calendar Documents Photos Administration	
Home Results Reporting Periods FY 2019 Q1	
FY 2019 Q1	Q History
Dates	*
Reporting Cycle FY Quarterly	
Reporting Period Dates 1 Oct 2018 - 31 Dec 2018	
Submission Period Dates 1 Jan 2019 - 31 Jan 2019	
Status by Activity	
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Code Short Name Activity A	warding Org Partner Org Status Locked?
There are no activities associated with this reporting period.	
() DevResults	Delete this reporting period Vone

If you are creating the next reporting period in a cycle that already has had activities reporting, you can use the **Assign previous activities** button to automatically assign all the activities that reported on the previous reporting period to this one. For example, in creating a FY 2019 Q1 reporting period, clicking this button will assign all the activities that were assigned to the FY 2018 Q4 reporting period.

Vour Org Name Quick search Q 🥥	Help
Dashboard Activities Results Calendar Documents Photos Administration	
Home * Results * Reporting Periods * FY2019 Q1	
FY 2019 Q1	O History
Dates	\$
Reporting Cycle PY Quarterly • Call reporting cycles	
Reporting Period Dates 1 Oct 2018 - 31 Dec 2018	
Submission Period Dates 1 Jan 2019 - 31 Jan 2019	
Status by Activity	
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There are no activities associated with this reporting period.	
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Didn't answer your question? Please email us athelp@devresults.com .

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