Assign a Reporting Cycle to an Indicator for an Activity

When an indicator is assigned to an activity, it the activity is automatically assigned to report on the indicator for that indicator's **default reporting cycle**. However, you can change the indicator's reporting cycle *per activity* as needed.

For example, you might have an indicator that is reported annually by most activities, but one activity reports it quarterly.

This page will show how to change the reporting cycle of an indicator *for a particular activity*.

On the activity overview page, find the Classification section. Click on the "Indicators" tab to see this activity's indicators and their reporting cycles for this activity. Change the reporting cycle of an indicator with the dropdown menu. This will only change the reporting frequency for that indicator *for this activity*; it does not affect the indicator's default reporting cycle.

That's it -- now this indicator will automatically be included in the reporting periods of the new cycle selection for just this activity.

What if an activity reported an indicator annually for a while, and is switching to reporting it quarterly? DevResults lets you vary reporting cycles over time *per indicator, per activity*. To do this, click on "Allow reporting cycles to vary over time."

A new column appears titled "Date Ranges". Click "Define" next to the indicator whose reporting cycles should vary.

In the pop-up window, click "Add Reporting Cycle".

Add an end date for the cycle no longer in use and a start date for the new cycle. Label the choices with the reporting cycle dropdown. Click "Save".

The result is that the reporting cycle for this indicator for this activity is labeled "Multiple". You can view or edit the date ranges for the cycles by again clicking on "Define".

That's it -- now this indicator will automatically be included in the reporting periods of one cycle until the end date for that cycle assignment, then it will be included in the reporting periods of the new cycle into the future.

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