

Assign a Reporting Cycle to an Indicator for an Activity

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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.

The screenshot shows the 'Malaria Intervention National Initiative' web application. The 'Activities' tab is selected in the top navigation bar. The 'Classification' section is active, and the 'Indicators' tab is selected. A table lists indicators and their reporting cycles. An orange arrow points to the '2.2-b # graduates' indicator, where the 'Reporting Cycle' dropdown menu is open, showing 'Annual', 'Quarterly', and 'Quarterly' options.

Indicator	Reporting Cycle
1.1-a # beneficiaries applied to training cou...	Quarterly
1.1-b # beneficiaries interviewed	Quarterly
1.1-d2 # beneficiaries completed training co...	Quarterly
1.1-f \$ cost per training course per trainee	Quarterly
✖ 2.2-b # graduates	Annual
3.2-a # national governments that have intr...	Annual
3.3-a # industry associations using app	Quarterly

+ Select results and indicators...

Allow reporting cycles to vary over time

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."

Classification

Results and Indicators

Results 4

Indicators 7


Indicator	Reporting Cycle
1.1-a # beneficiaries applied to training cou...	Quarterly ▼
1.1-b # beneficiaries interviewed	Quarterly ▼
1.1-d2 # beneficiaries completed training co...	Quarterly ▼
1.1-f \$ cost per training course per trainee	Quarterly ▼
2.2-b # graduates	Quarterly ▼
3.2-a # national governments that have intr...	Quarterly ▼
3.3-a # industry associations using app	Quarterly ▼

+ Select results and indicators...

Allow reporting cycles to vary over time

Technical Sector

+ Add a sector...



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

Classification

Results and Indicators

Results 4

Indicators 7

	Indicator	Reporting Cycle	Date Ranges
	1.1-a # beneficiaries app...	Quarterly	Define
	1.1-b # beneficiaries int...	Quarterly	Define
	1.1-d2 # beneficiaries co...	Quarterly	Define
	1.1-f \$ cost per training ...	Quarterly	Define
✖	2.2-b # graduates	Quarterly	<u>Define</u>
	3.2-a # national govern...	Quarterly	Define
	3.3-a # industry associat...	Quarterly	Define

+ Select results and indicators...

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

Reporting cycles for 2.2-b # graduates

	Start Date	End Date	Reporting Cycle
			Quarterly


+ Add Reporting Cycle

✓ Save

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".

Reporting cycles for 2.2-b # graduates

	Start Date	End Date	Reporting Cycle
		30 Sep 2015	Annual ▼
	1 Oct 2015		Quarterly ▼

+ Add Reporting Cycle


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".

Classification

Results and Indicators

Results 4
Indicators 7

	Indicator	Reporting Cycle	Date Ranges
	1.1-a # beneficiaries app...	Quarterly ▼	Define
	1.1-b # beneficiaries int...	Quarterly ▼	Define
	1.1-d2 # beneficiaries co...	Quarterly ▼	Define
	1.1-f \$ cost per training ...	Quarterly ▼	Define
	2.2-b # graduates	Multiple	Define
	3.2-a # national govern...	Quarterly ▼	Define
	3.3-a # industry associat...	Quarterly ▼	Define

+ Select results and indicators...

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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