

Resetting an Activity Reporting Period

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Let's say, hypothetically, that you've collected data for an activity reporting period, but you realize that this data was either entered into the wrong activity, or the wrong reporting period, or wasn't properly cleaned. You'd like to go back to a blank slate for the activity reporting period. Is it possible to do this? The short answer: yes.

Who can reset an Activity Reporting Period?

Only users assigned to groups with the **Owner** box checked can reset an Activity Reporting Period. All other users will not see the option in the dropdown.

When can an Activity Reporting Period be reset?

At any time. It can be In Progress, Submitted, and even Approved. This is why it's limited to **Owner** users.

The only exception to this is for sites that publish data to enterprise sites--if the Reporting Period has been **Certified and locked**, you must first Undo Certification of the Reporting Period as a whole before individual Activity Reporting Periods can be reset.

What does resetting an Activity Reporting Period actually do?

For the given Activity Reporting Period, a reset will:

- Delete all narrative responses
- Delete all indicator results and their comments for direct entry indicators
- Delete all indicator results for formula indicators and queue them for recalculation
- Delete all logic check violations
- Change the status (it will go to a "No Data" state if there are no remaining actuals or to an "In Progress" state if there are still data table actuals)

Activity Reporting Period resets do not touch data table indicator calculations.

How do I reset the Activity Reporting Period?

First, navigate to the Activity Reporting Period you wish to reset, either by going to the **Activity Overview** tab and clicking on the **Reporting Period** you want, or going to **Results > Reporting Periods**, opening the Reporting Period, and clicking on the **Activity** you want.

Either way will get you to an Activity Reporting Period screen like this:

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Code	Indicator	Data Source	Errors	Comments	Previous Results	Current Results	Target	% Target Reached
1.2a	# of new users trained	Dir...				33		0 %
1.3a	Average number of training days attended	Data...				10.00		0 %
DV-1.1a	# of backlog tasks completed	Dir...			12	12		0 %
DV-1.1b	# of roadmap projects completed	Dir...			3	2		0 %
DV-1.2a	# of new users trained	Data...			57	3		0 %
DV-1.2b	% of new users who pass certification exam	Form...				70 %		0 %
DV-1.2b_d	# of new users administered the certification exam	Data...				10		0 %
DV-1.2b_n	# of new users certified	Data...				7		0 %
DV-1.3.2a	# of new videos posted	Dir...			2	1		0 %
DV-1.4a	# of new trainers trained	Data...				1		0 %
DV-1.4b	% of new trainers who pass certification exam	Form...				100 %		0 %
DV-1.4b_d	# of new trainers administered the certification exam	Data...				1		0 %
DV-1.4b_n	# of new trainers certified	Data...				1		0 %

Note that there is data for all indicators in the **Current Results** column and the status in the upper right shows this is **In Progress**.

To reset the Activity Reporting Period, click the **Status** dropdown in the upper right and click on **Reset activity reporting period**:

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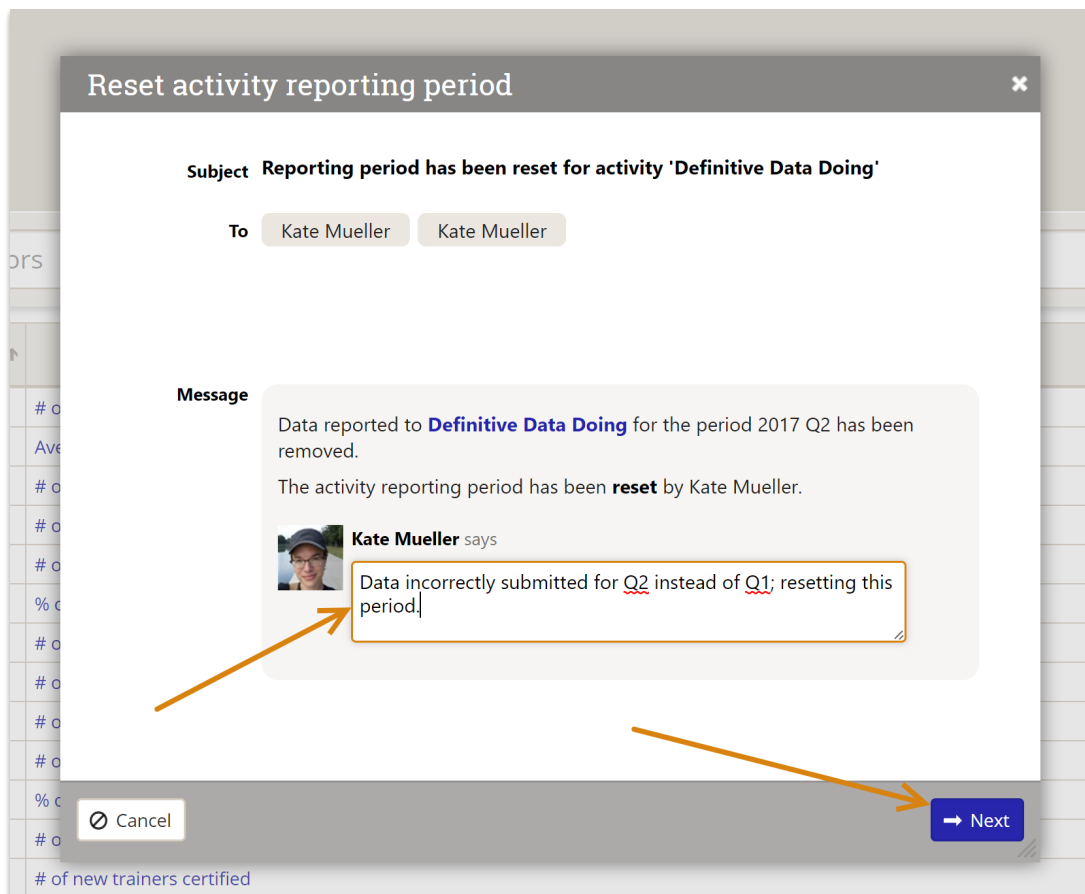
13 of 13 indicators shown

Search indicators

STATUS **In Progress**

Code	Indicator	Data Source	Errors	Comments	Previous Results	Current Results	Target	% Target Reached
1.2a	# of new users trained	Dir...				33		0 %
1.3a	Average number of training days attended	Data...				10.00		0 %
DV-1.1a	# of backlog tasks completed	Dir...			12	12		0 %
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DV-1.3.2a	# of new videos posted	Dir...			2	1		0 %
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DV-1.4b	% of new trainers who pass certification exam	Form...				100 %		0 %
DV-1.4b_d	# of new trainers administered the certification exam	Data...				1		0 %
DV-1.4b_n	# of new trainers certified	Data...				1		0 %

As with other Activity Reporting Period Status change processes, this will open a pop-up to identify the users who will be contacted about the change, and you can add a message, too. Once you've typed in the Message you want to send, click the **Next** button in the lower right:



Because this will permanently delete data, you will see an additional warning screen to be sure this is what you want to do:

Reset activity reporting period

✕

Resetting this activity reporting period will **permanently delete** all direct entry and formula indicator data, comments, and narrative responses for this activity for this period. **The deleted data cannot be recovered.**

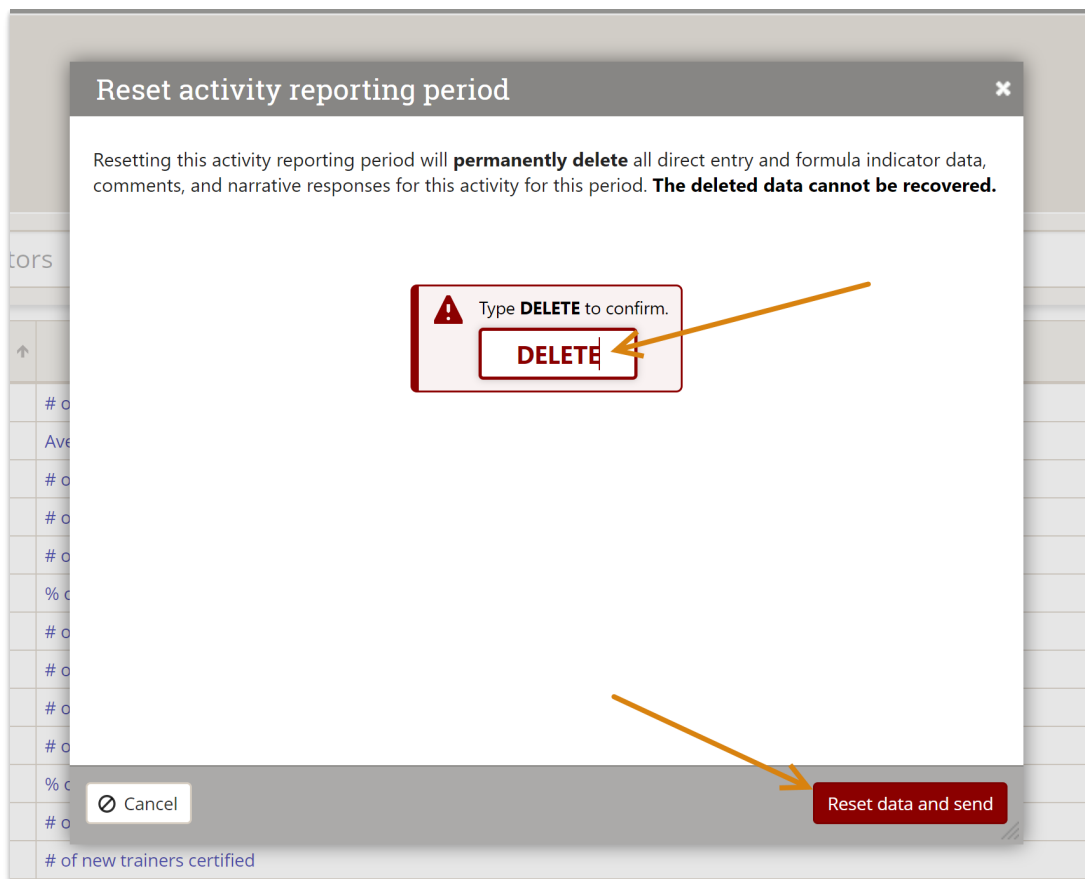
⚠

Type **DELETE** to confirm.

⌕ Cancel

Reset data and send


You must type DELETE in the box to confirm, and then you'll be able to click the **Reset data and send** button to complete resetting the Activity Reporting Period and send the message.



Once the reset is complete, the Activity Reporting Period page will refresh. If you have no data table data, you will see this as a **No Data** status. In this example, since I have data table data, I will still see those indicator actuals and have an **In Progress** status:

Code	Indicator	Data Source	Errors	Comments	Previous Results	Current Results	Target	% Target Reached
1.2a	# of new users trained	Dire...						0 %
1.3a	Average number of training days attended	Data...				10.00		0 %
DV-1.1a	# of backlog tasks completed	Dire...			12			0 %
DV-1.1b	# of roadmap projects completed	Dire...			3			0 %
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DV-1.4b_n	# of new trainers certified	Data...				1		0 %

The reset will be logged in the **Discussion** tab of this Activity Reporting Period:



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Kate Mueller says

Post



Kate Mueller

 Activity data was reset.

Data incorrectly submitted for Q2 instead of Q1; resetting this period.

3 minutes ago

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