

# Form Templates: Reporting Periods

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The **Forms** tab in DevResults offers some basic tools to help you create reports in Microsoft Word (or PDFs). You can create form templates for projects, for a single reporting period/project combination, and for indicators. This page provides placeholders and access instructions for the **Project (one reporting period) Form Template** type. For detailed instructions on how to use forms, create form templates, format dates, and format text, please see: [How to Use Forms](#).

## List of Reporting Period Form Template Placeholders

This type of form includes all **project form fields**, as well as:

Description	Placeholder
Reporting Period - Name	[[ReportingPeriod_Name]]
Reporting Period - Start Date	[[ReportingPeriod_StartDate]]
Reporting Period - End Date	[[ReportingPeriod_EndDate]]
Reporting Period - Submission Start Date	[[ReportingPeriod_SubmissionStartDate]]
Reporting Period - Submission End Date	[[ReportingPeriod_SubmissionEndDate]]
Reporting Period - Data Submission Status	[[ReportingPeriod_Status]]
Count of project's indicators this reporting period	[[IndicatorCount]]
Displays a summary of indicator results	[[IndicatorSummary]]
Displays narrative response entered by this project for this reporting period for the referenced Narrative Code. (See Administration->Narrative Questions.) Update NarrativeCode to match the code of the Narrative Question you want displayed.	[[NarrativeResponse:NarrativeQuestions_Code=NarrativeCode]]

## How to Access this Form

You can access a **Project (one reporting period) Form** in one of two ways:

1. From Projects (all users):
  - 1.1. Go to Projects and select the project you want to view.
  - 1.2. On the Overview tab (the tab that opens), scroll to the Reporting Periods section.
  - 1.3. Click on the reporting period you want to view for this project.
  - 1.4. On the screen that opens, click the **Forms** tab.
  - 1.5. Click on the form you wish to view; it should automatically download.
2. From the Reporting Periods screen (only users with appropriate privileges):
  - 2.1. Go to Results->Reporting Periods.
  - 2.2. Select the reporting period you want to view.
  - 2.3. Once the reporting period details screen opens, select the project you want to view for that reporting period.
  - 2.4. When the project page opens, click the **Forms** tab.
  - 2.5. Click on the form you wish to view; it should automatically download.

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