

Resetting a Project Reporting Period

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Imagine a scenario where information was incorrectly added to a project for a certain reporting period and you'd like to delete all of that information and return to a blank slate. For this, you can use the **Reset project reporting period** button.

- Only users assigned to groups with the **Owner** box checked can reset a project reporting period.
- A **project** reporting period **can be reset at any time**. The one exception is for DevResults sites that publish data to other DevResults sites. If the data has been published and the reporting period is **certified and locked**, you must first undo the certification.

What does resetting a project reporting period do?

- 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
- Resolve all logic check violations
- Change the status (it will change to "In Progress" if there are data table results, otherwise it will change to "No Data".)

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

How do I reset the Project Reporting Period?

From the project's reporting period page, click the **Status** dropdown in the upper right and click on **Reset project reporting period**.

Sample Organization
DevResults

Quick search...

Data **Program Info** Tools Administration Bookmarks

Home > Program Info > Time > Reporting Periods > 2023 Q3 > Access to School Lunches

Access to School Lunches
2023 Q3 | Kunkle Associates

Indicators Data Tables Narrative Discussion Forms

STATUS **In Progress**

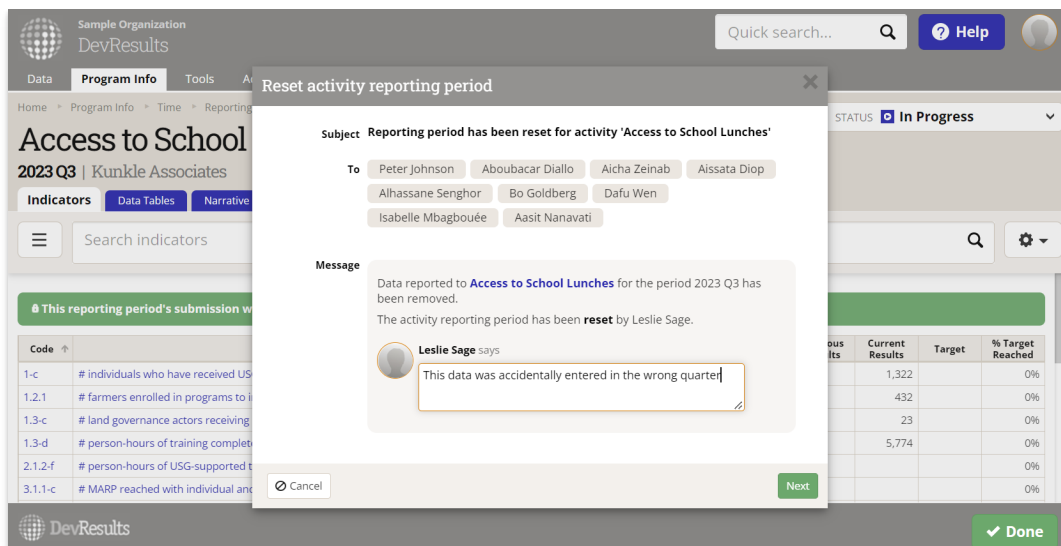
Search indicators

This reporting period's submission window is closed. Owners and results approvers can edit this data, but other users cannot.

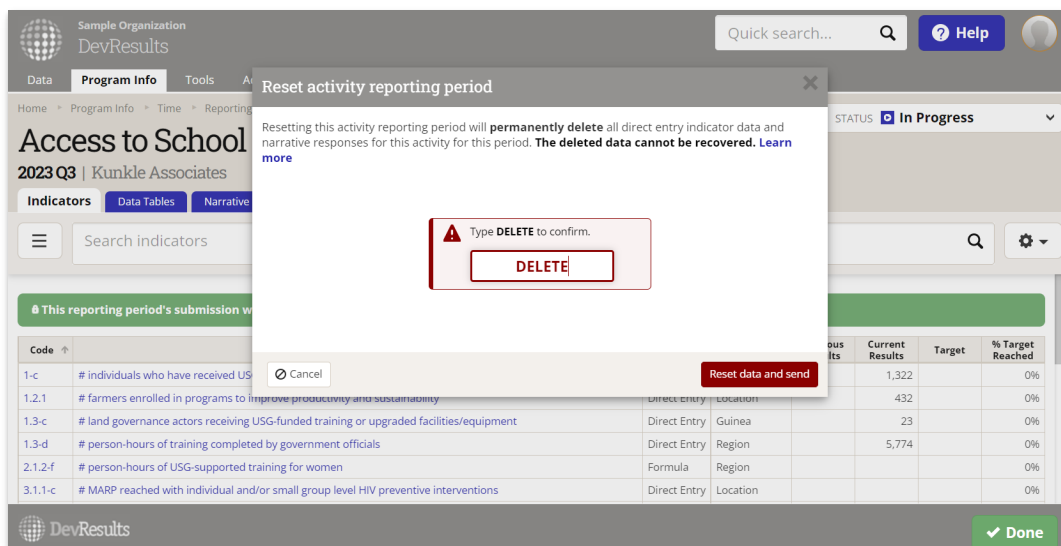
Code	Indicator	Data Source	Geographic Disaggregation	Previous Results	Current Results	Target	% Target Reached
1-c	# individuals who have received USG supported long term agricultural sector productivity or food security training	Direct Entry	Region		1,322		0%
1.2.1	# farmers enrolled in programs to improve productivity and sustainability	Direct Entry	Location		432		0%
1.3-c	# land governance actors receiving USG-funded training or upgraded facilities/equipment	Direct Entry	Guinea		23		0%
1.3-d	# person-hours of training completed by government officials	Direct Entry	Region		5,774		0%
2.1.2-f	# person-hours of USG-supported training for women	Formula	Region				0%
3.1.1-c	# MARP reached with individual and/or small group level HIV preventive interventions	Direct Entry	Location				0%

DevResults
leshe@devocal.us/en/program/time/reportingperiods/_/413889

As with other project reporting period status change processes, this will open a pop-up that shows the users who will be contacted about the change. You can add a message if you'd like. Then click **Next**.



Because this will permanently delete data, you will see an additional warning screen to be sure this is what you want to do. Type **DELETE** to confirm the data deletion. Click the **Reset data and send** button to complete the reset.



Once the reset is complete, the project reporting period page will refresh. If you have no data table data, you will see this as a **No Data** status. If you do, it will show **In Progress**. The reset will be logged in the **Discussion** tab of this Project Reporting Period.

Didn't answer your question? Please email us at athelp@devresults.com.

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