

# How do I Change the Data Submission Window?

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**Problems to solve:** The reporting period submission window is closed, but I want to enable activities to enter/edit data.

- **Solve this problem for all activities** with unsubmitted data.
- **Solve this problem for some activities** with unsubmitted data. (Not all activities with unsubmitted data should be permitted to edit data for this period.)

The screenshot shows the DevResults interface for the 'Apprendre à Lire' reporting period. A green banner at the top of the indicator list states: "This reporting period's submission window is closed. Owners and results approvers can edit this data, but other users cannot." An orange arrow points to this banner. Below the banner is a table of indicators with columns for Code, Indicator, Data Source, Geographic Disaggregation, and Current Results.

Code	Indicator	Data Source	Geographic Disaggregation	Current Results
4.1.2-a-N	# students who, by the end of the primary cycle, are able to read and demonstrate understanding as defined by a country curriculum, standards, or national experts	Direct Entry	Location	
F-3.1.1-e	% households with at least one insecticide-treated net (ITN)	Formula	Location	
F-3.1.1-e-D	# households surveyed about insecticide-treated nets (ITN)	Direct Entry	Location	
F-3.1.2-d	# malaria rapid diagnostic tests (RDTs) purchased with USG funds	Direct Entry	Location	
F-3.1.2-e	# rapid diagnostic tests (RDTs) purchased in any fiscal year with USG funds that were distributed to health facilities in this reported fiscal year	Direct Entry	Location	
F-3.2.3-b-D	# testing facilities (laboratories) surveyed	Direct Entry	Location	
F-3.2.3-b-N	# testing facilities (laboratories) that are accredited according to national or international standards	Direct Entry	Location	
F-4.2.1-a	# schools using information and communication technology due to USG support	Direct Entry	Prefecture	
F-4.2.1-b	# classrooms built or repaired with USG assistance	Direct Entry	Prefecture	

## Solve this problem for all activities with unsubmitted data

Users with **View/Edit permissions** for the **Reporting Periods** role can change a reporting period's **Submission Period Dates** to allow contributors and partners to enter or edit data.

To do so, navigate to **Program Info > Reporting Periods** and then click on the relevant reporting period. Edit the **Submission Period Dates** so that the date range encompasses the current date.

The screenshot shows the 'Dates' configuration page for the reporting period '2021 Q2'. The 'Reporting Cycle' is set to 'Quarterly'. The 'Reporting Period Dates' are '1 Jan 2021 - 31 Mar 2021'. The 'Submission Period Dates' are '1 Apr 2021 - 30 Apr 2021', with an orange arrow pointing to this field. Below the dates section is a 'Status by Activity' table.

Code	Short Name	Activity	Awarding Organization	Partner Organization	Status	Locked
AG-01	CDRA	Capacity Development in Rural Areas	USAID	Groupe Diallo	In Progress	🔒
AG-02	GARP	Guinean Agricultural Research Program	USAID	Ministère de l'Agriculture	In Progress	🔒
AG-03	ProAgro 2	ProAgro Phase 2	DoD	Association des Agriculteurs	In Progress	🔒
AG-04	ELAR	Enhancing Local Agricultural Research	USAID	Cooperatif des Cultivateurs	No Data	🔒
AG-05	ProTerre	ProTerre	DoS	Ministère de la Santé	In Progress	🔒

This will only enable editing for activities with a status of **No Data**, **In Progress**, or **Returned**. Changing the submission window will never allow users without the results data approver permission (such as partner users) to edit data when the status is **Submitted** or **Approved**. Learn more about the [data submission & approval process](#).

## Solve this problem for some activities with unsubmitted data

You might want to enable some activities with unsubmitted data to edit data for a certain reporting period while restricting others from doing so. There are four separate options for how to do so:

### Manage permissions using the activity's reporting period status

- Set the reporting period's submission window to be open. (See above for instructions).
- Activities that **should** be allowed to edit data should have a status of **No Data**, **In Progress**, or **Returned**.
- For any activity that should **not** be able to edit data, set that activity's reporting period status to **Submitted** or **Approved**. For information about changing an activity's reporting period status, please read more about the [data submission & approval process](#).

### Enable "indicator results view/edit" permissions for certain users

- In the permissions groups for partners, change **Indicator Results** from **View & Edit** to **View**. This disables editing of indicator data for all partners.
- Set the reporting period's submission window to be open. (See above for instructions).
- To give an individual permission to edit data for an activity with a status of **No Data**, **In Progress**, or **Returned** for the open reporting period, create a new user group by going to **Administration > Groups**. Click **+ New Group** and name it something like "Late Reporters". [Define the new group](#) with the same permissions as the original partner permission group. Assign the individual to this group.

### Enable "results data approver" role for certain users

- Set the reporting period's submission window to be closed. (See above for instructions, but make sure the submission period dates do *not* encompass the current date).
- A user that should be able to enter or edit data for closed reporting periods should be re-assigned to a permissions group that has the **results data approver** role enabled. This will allow that user to edit/submit/approve data for any reporting period that has a closed submission window.
- For example if you want to give a partner this permission, create a new user group by going to **Administration > Groups**. Click **+ New Group** and name it something like "Partners who can edit data for closed periods". [Define the new group](#) with the same permissions as the original, but enable the **results data approver** role at the bottom. Assign the individual to this group.
- Users with the **partner** role enabled will still be restricted to just their activity/activities.

### Users without permission to edit data for closed reporting periods can provide completed templates to users who do have that permission

- Set the reporting period's submission window to be closed. (See above for instructions, but make sure the submission period dates do *not* encompass the current date).
- Any activity that needs to make changes can send downloaded/completed direct entry or data table Excel files to users with **results data approver** or **owner** roles enabled, who can then upload that information to DevResults for them.

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