

Data Table Row Locking

Last Modified on 09/08/2025 4:20 pm EDT

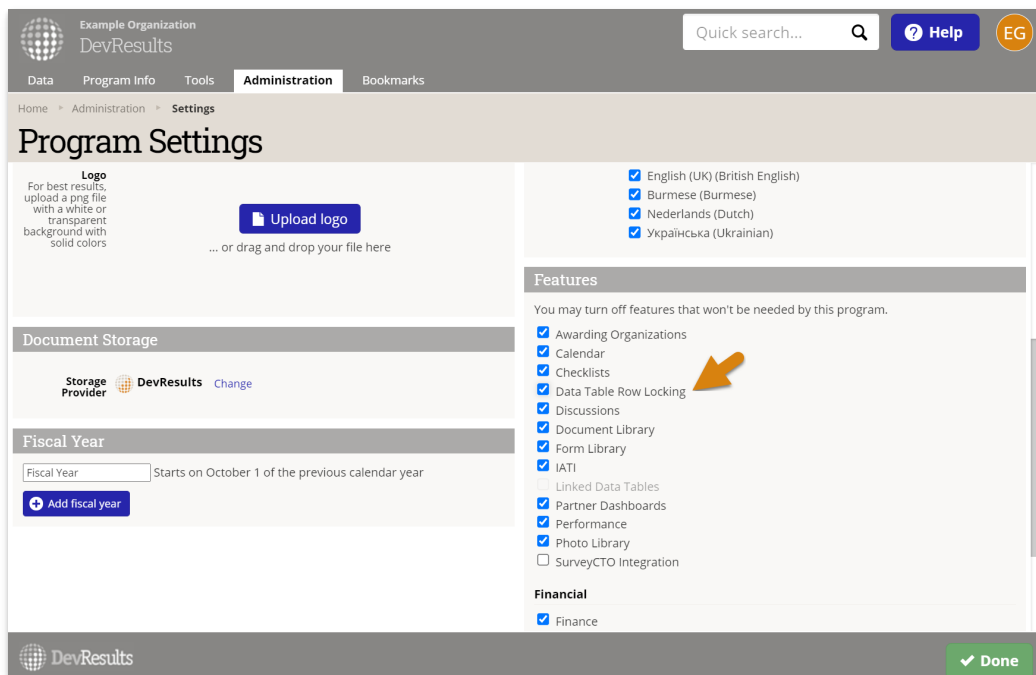
DevResults provides a **data submission and approval process** that ensures that after *direct entry* indicator data has been submitted and approved, it can no longer be edited by users with limited permissions.

With the **data table row locking feature**, this functionality can also be enabled for *data tables*. Topics in this article:

- [How to enable data table row locking](#)
- [What happens when a row is locked?](#)
- [How can I tell if a row is locked?](#)
- [What are the differences between the row locking and direct entry workflows?](#)
- [How does data table row locking work?](#)

How to enable data table row locking

To turn this feature on, go to **Administration > Settings**. In the **Features** section, add a checkmark next to **Data Table Row Locking**. Once you see the “Your change has been saved” message, the feature is enabled.



Notes :

1. This process may take up to a minute to complete while the system evaluates all existing data to apply locks.
2. The row locking feature is currently incompatible with **linked data tables**.

What happens when a row is locked?

Locked rows cannot be edited or deleted except by users who belong to a permission group with the **Owner** or **Results Data Approver** roles enabled.

In addition, users without those permissions cannot create new rows for dates that fall within locked project reporting periods.

How can I tell if a row is locked?

With data table row locking enabled, every data table will display one new column: **Locked?** If the row is locked, a lock icon will appear in this row. Clicking on that icon will provide a pop-up with details on the reporting period(s) locking it with links to take you directly to that project reporting period:

The screenshot shows the DevResults interface for a 'Training Table'. The table has columns for Key Value, Locked?, Date, Activity, Location, Trainee ID, Sex, Age, Training Topic, and Training. A green tooltip is overlaid on a row with a lock icon, indicating that the row is locked for the 2020 Q3 reporting period.

Key Value	Locked?	Date	Activity	Location	Trainee ID	Sex	Age	Training Topic	Training
12,609	🔒	29 Jun 2020	Improving Health Outcomes through Training	Tiguélipo (Lola, Nzérékoré)	F-684999	Male	20-24 (Young Adult)	Agriculture	Adult learn
12,608	🔒	29 Jun 2020	Capacity Development in Rural Areas	Songbo (Kissidoukou, Faranah)	V-526771	Female	25-64 (Adult)	Business	Adult learn
12,607	🔒	29 Jun 2020	Access to School Lunches	Mangadian (Siguiri, Kankan)	U-252571	Female	25-64 (Adult)	Agriculture	Gender sen
12,606	🔒	29 Jun 2020	Access to School Lunches	Fadia (Dinguiraye, Faranah)	J-423203	Female	25-64 (Adult)	Civil society	Adult learn
12,605	🔒	29 Jun 2020	Access to School Lunches	École Primaire de Lafanyi (Coyah, Kindia)	D-248301	Female	25-64 (Adult)	Education	Gender sen
12,604	🔒	29 Jun 2020	Access to School Lunches	École Primaire de Kotouba Dgninta (Siguiri, Kankan)	C-822907	Female	20-24 (Young Adult)	Education	Gender sen
12,603	🔒	29 Jun 2020	Capacity Development in Rural Areas	Dounga (Kankan, Kankan)	U-550317	Female	15-19 (Youth)	Technology	Advocacy
12,602	🔒	29 Jun 2020	Capacity Development in Rural Areas	Centre de Santé de Konianfara (Siguiri, Kankan)	D-229769	Female	15-19 (Youth)	Health	Gender sen
12,601	🔒	29 Jun 2020	Access to School Lunches	Telininkoro (Siguiri, Kankan)	R-315570	Female	25-64 (Adult)	Civil society	Other
12,600	🔒	29 Jun 2020	Access to School Lunches	Komatiguia (Siguiri, Kankan)	P-587390	Male	20-24 (Young Adult)	Technology	Other
12,599	🔒	29 Jun 2020	Access to School Lunches	Fadia (Dinguiraye, Faranah)	F-104283	Female	25-64 (Adult)	Civil society	Advocacy
12,598	🔒	29 Jun 2020	Access to School Lunches	Dia (Lola, Nzérékoré)	B-498741	Female	20-24 (Young Adult)	Technology	Financial

If a user (without the owner or results data approver roles) tries to edit a row of data, they will see a warning when they try to save the change. The change will not be saved.

The screenshot shows the DevResults interface for a 'Capacity Development' table. A 'Data Form' is open for editing a row, but a warning message is displayed: 'Failed to save changes. Cannot modify row data because it is locked.' The form shows fields for Date, Location, Trainee ID, Sex, Age, Training Topic, Training Type, Initial Test Score, Final Test Score, and Points Improved.

Key Value	Locked?	Date	Activity	Location	Trainee ID	Sex	Age	Training Topic	Training
12,608	🔒	29 Jun 2020	Capacity Development in Rural Areas	École Primaire de Kotouba Dgninta (Siguiri, Kankan)	C-822907	Female	0-14 (Children)	Education	Adult learn
12,607	🔒	29 Jun 2020	Access to School Lunches	Mangadian (Siguiri, Kankan)	U-252571	Female	25-64 (Adult)	Agriculture	Gender sen
12,606	🔒	29 Jun 2020	Access to School Lunches	Fadia (Dinguiraye, Faranah)	J-423203	Female	25-64 (Adult)	Civil society	Adult learn
12,605	🔒	29 Jun 2020	Access to School Lunches	École Primaire de Lafanyi (Coyah, Kindia)	D-248301	Female	25-64 (Adult)	Education	Gender sen
12,604	🔒	29 Jun 2020	Access to School Lunches	École Primaire de Kotouba Dgninta (Siguiri, Kankan)	C-822907	Female	20-24 (Young Adult)	Education	Gender sen
12,603	🔒	29 Jun 2020	Capacity Development in Rural Areas	Dounga (Kankan, Kankan)	U-550317	Female	15-19 (Youth)	Technology	Advocacy
12,602	🔒	29 Jun 2020	Capacity Development in Rural Areas	Centre de Santé de Konianfara (Siguiri, Kankan)	D-229769	Female	15-19 (Youth)	Health	Gender sen
12,594	🔒	26 Jun 2020	Access to School Lunches	Telininkoro (Siguiri, Kankan)	R-315570	Female	25-64 (Adult)	Civil society	Other
12,593	🔒	26 Jun 2020	Access to School Lunches	Komatiguia (Siguiri, Kankan)	P-587390	Male	20-24 (Young Adult)	Technology	Other

What are the differences between this workflow and the direct entry workflow?

Data table rows can always be entered for *future* reporting period submission windows, while **direct entry data** can only be entered once a reporting period's submission window is open. Since data tables often capture current data on a weekly or monthly basis, we do not enforce the requirement that the *submission* window be open for information to be added to data tables.

How does data table row locking work?

With data table row locking enabled, each row in a data table is evaluated to see if it should be editable or not based on these criteria:

1. Is the data table used by any indicators?
 - **No:** data table rows are never locked
 - **Yes:** data table rows are evaluated for locking based on the indicators' defined date and project columns
2. What permissions does this user have?
 - Users who belong to permissions groups with the **Results Data Approver** or **Owner** roles can always add/edit data table data.
 - For anyone else, editing permissions depend on the criteria below.
3. What is the project reporting period's status?
 - **No Data** or **In Progress** or **Returned:**
 - Submission window is upcoming or open: rows falling within this project reporting period are editable by anyone with **View & Edit** permission for **Indicator Results**.
 - Submission window closed in the past: new rows cannot be added and existing rows are locked from editing (except by users with the **Results Data Approver** or **Owner** roles).
 - **Submitted:**
 - Rows falling within this project reporting period are only editable by those with the **Results Data Approver** or **Owner** roles.
 - **Approved:**
 - Rows falling within this project reporting period are only editable by those with the **Owner** roles.

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

Related Articles
