

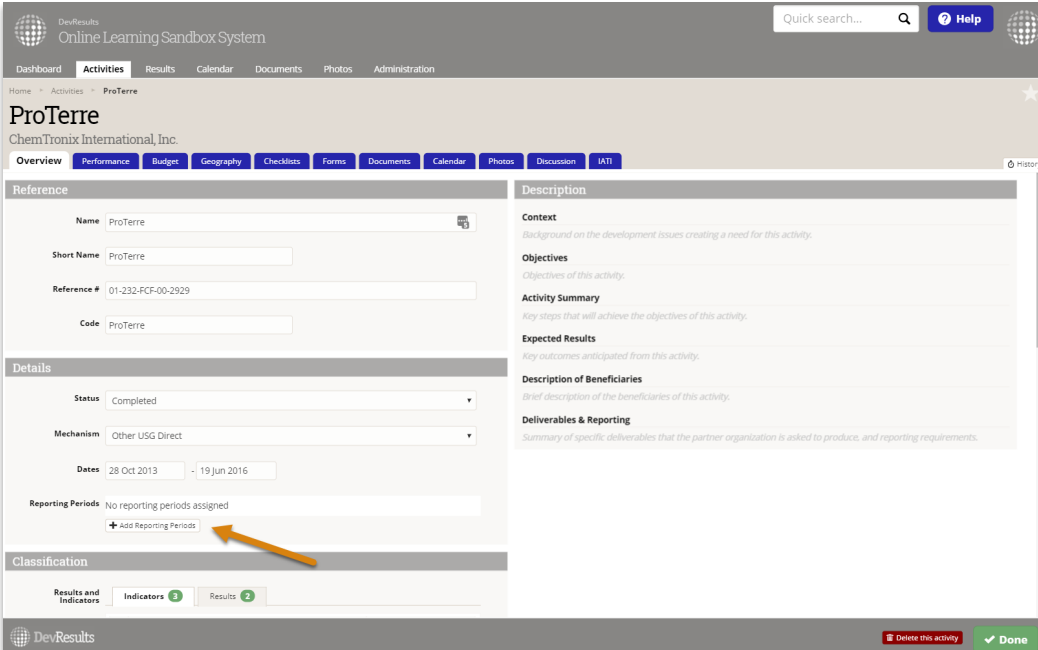
Assign a Reporting Period to an Activity

Last Modified on 05/15/2019 12:12 am EDT

For an activity to report results in DevResults, the reporting period that the activity's indicators report on must be assigned to that activity.

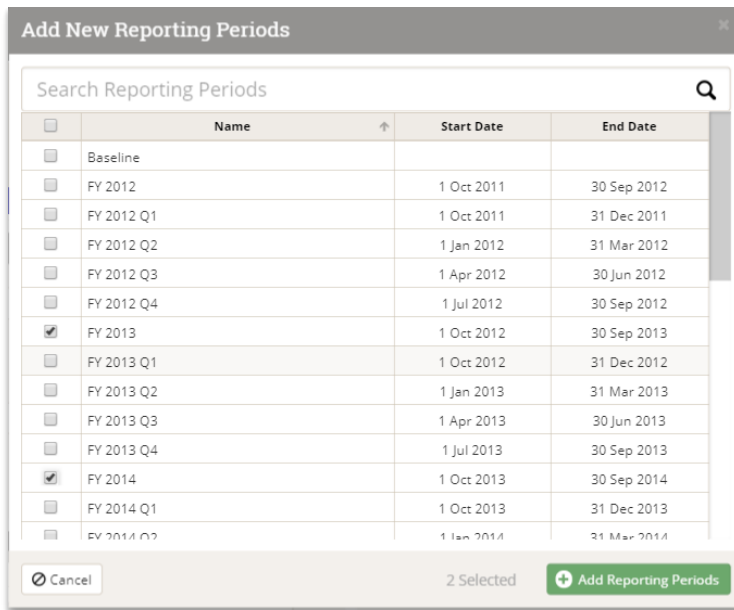
First, go to the **Activities** tab of the main menu, select your activity, and then go to that activity's **Overview** tab.

Scroll down to the **Details** section and click on **Add Reporting Periods**.

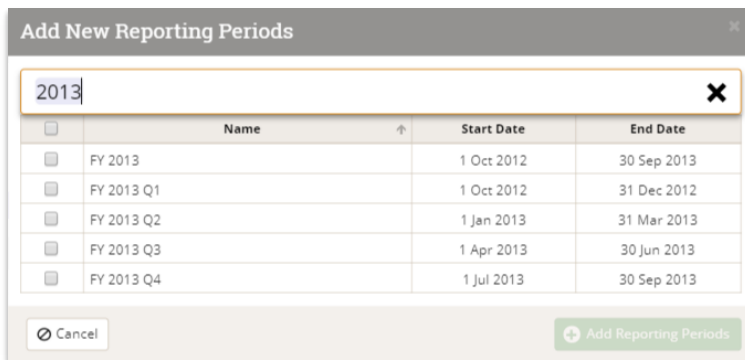


The screenshot displays the 'ProTerre' activity page in the DevResults system. The page is divided into several sections: Reference, Details, Classification, and Description. The 'Details' section contains fields for Status (Completed), Mechanism (Other USG Direct), Dates (28 Oct 2013 - 19 Jun 2016), and Reporting Periods. The Reporting Periods section shows 'No reporting periods assigned' and a button labeled '+ Add Reporting Periods' with an orange arrow pointing to it. The 'Description' section on the right contains sub-sections for Context, Objectives, Activity Summary, Expected Results, Description of Beneficiaries, and Deliverables & Reporting. The bottom of the page features a 'Delete this activity' button and a 'Done' button.

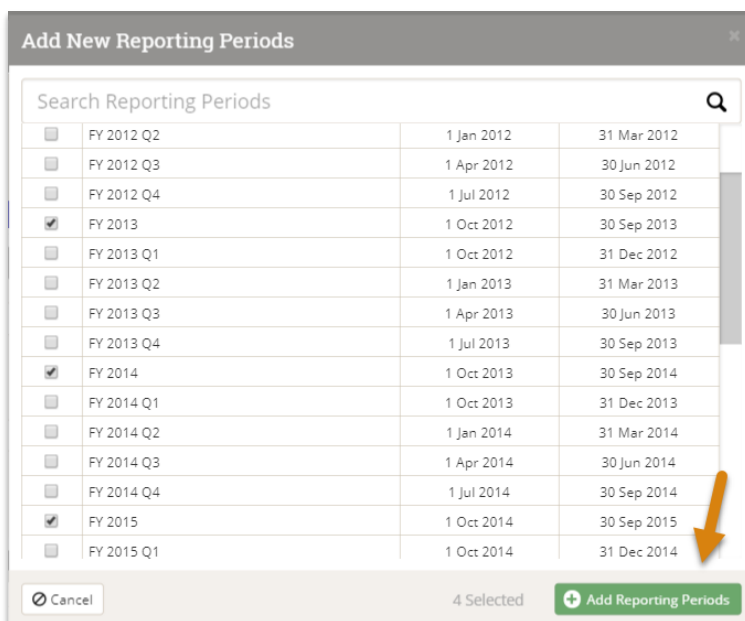
In the pop-up window that appears, select all reporting periods that the indicators assigned to that activity will enter data for.



You can filter the available reporting periods by searching for key terms like year.



Once you've selected your reporting periods, click **+ Add Reporting Periods**.



Your reporting periods will now appear in the activity's **Details** section:

The screenshot shows the 'ProTerre' activity page in the DevResults system. The interface includes a top navigation bar with 'Dashboard', 'Activities', 'Results', 'Calendar', 'Documents', 'Photos', and 'Administration'. The 'Activities' section is active, showing 'ProTerre' by ChemTronix International, Inc. The page is divided into 'Reference' and 'Details' sections. The 'Reference' section contains fields for Name, Short Name, Reference #, and Code. The 'Details' section shows Status (Completed), Mechanism (Other USG Direct), and Dates (28 Oct 2013 - 19 Jun 2016). A table titled 'Reporting Periods' is highlighted with an orange border, listing four periods from FY 2013 to FY 2016, all with 'Approved' status. The 'Description' section on the right contains sections for Context, Objectives, Activity Summary, Expected Results, Description of Beneficiaries, and Deliverables & Reporting. At the bottom right, there are buttons for 'Delete this activity' and 'Done'.

Reporting Periods	Name	Start Date	End Date	Status
	FY 2013	1 Oct 2012	30 Sep 2013	Approved
	FY 2014	1 Oct 2013	30 Sep 2014	Approved
	FY 2015	1 Oct 2014	30 Sep 2015	Approved
	FY 2016	1 Oct 2015	30 Sep 2016	Approved

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