

# Assign a Reporting Period to an Activity

Last Modified on 03/29/2023 2:33 pm EDT

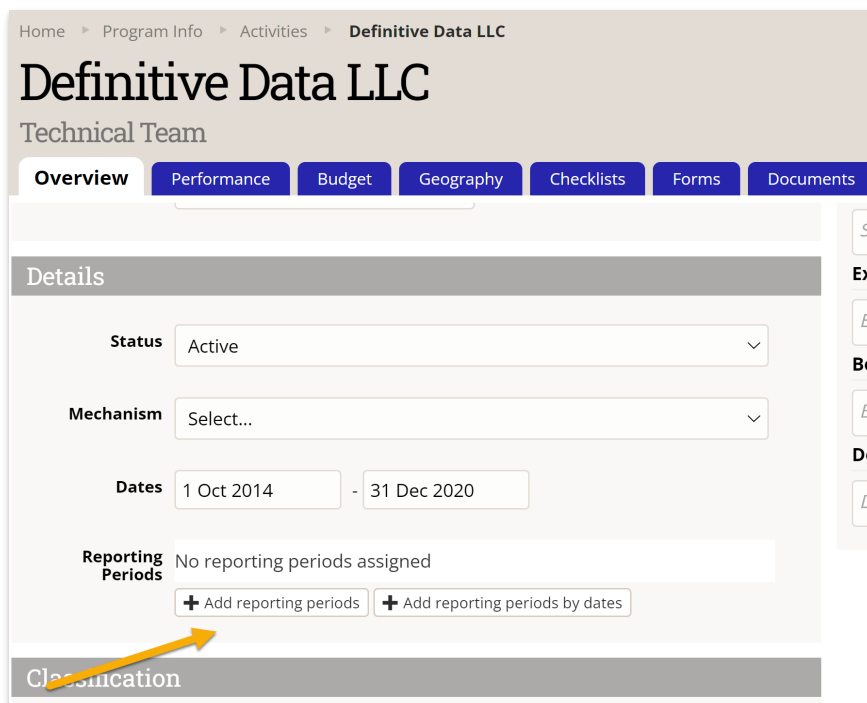
For an activity to report results in DevResults, the reporting period that the activity's indicators report on must be assigned to that activity. There are two ways in which reporting periods can be added to an activity:

- **Add reporting periods**
- **Add reporting periods by date**

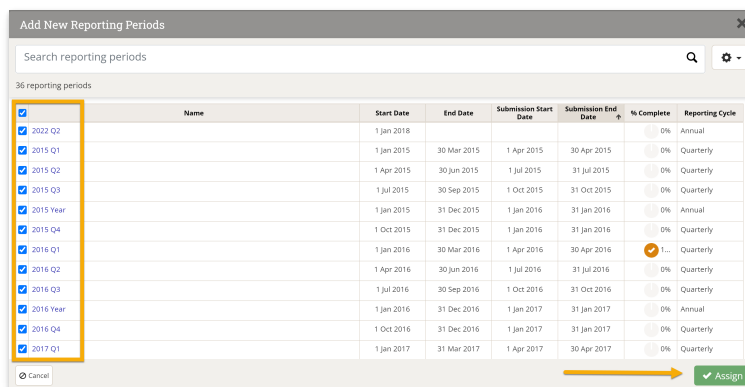
## Add Reporting Periods

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

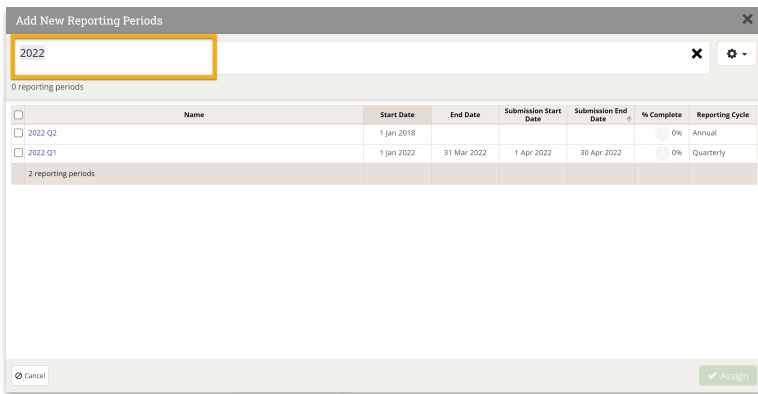
Scroll down to the **Details** section and click on **Add Reporting Periods**.



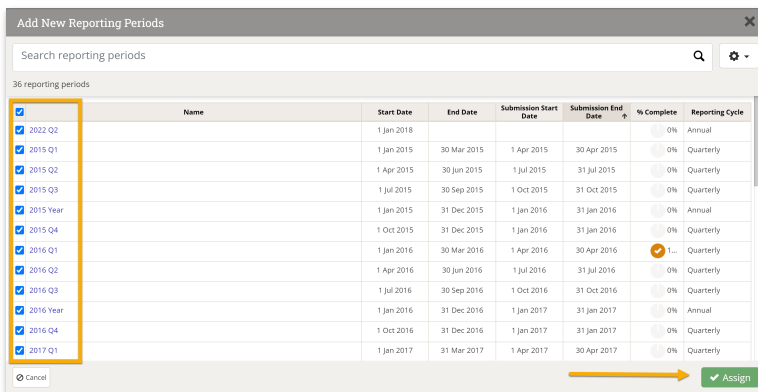
In the pop-up window that appears, select all reporting periods that the indicators assigned to that activity will have entered data.



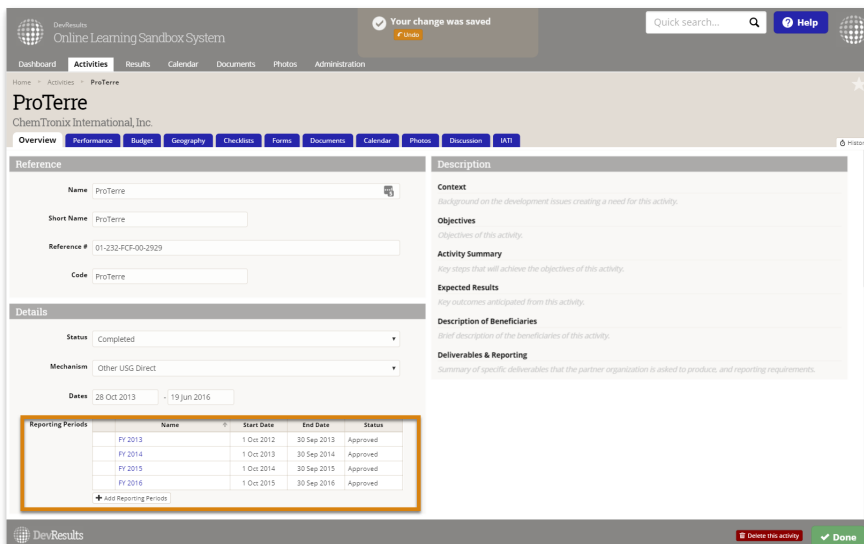
You can filter the available reporting periods by searching for key terms like year.



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



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



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## Add reporting periods by dates

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 fill in the **Dates** section. Next click on **Add Reporting Period By Dates**

Home > Program Info > Activities > Definitive Data LLC

# Definitive Data LLC

Technical Team

Overview Performance Budget Geography Checklists Forms Documents

## Details

Status: Active

Mechanism: Select...

Dates: 1 Oct 2014 - 31 Dec 2020

Reporting Periods: No reporting periods assigned

+ Add reporting periods + Add reporting periods by dates

## Classification

In the pop-up window that appears, select Yes to have DevResults automatically create and assign reporting periods within the **Date** interval.

Add Reporting Periods by Dates

Are you sure you want to add reporting periods to this activity based on its start and end dates?

No Yes

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

DevResults Online Learning Sandbox System

Your change was saved

Quick search... Help

Dashboard Activities Results Calendar Documents Photos Administration

Home > Activities > ProTerre

# ProTerre

ChemTronix International, Inc.

Overview Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion IATI

## Reference

Name: ProTerre

Short Name: ProTerre

Reference #: 01-232-FCF-00-2929

Code: ProTerre

## Details

Status: Completed

Mechanism: Other USG Direct

Dates: 28 Oct 2013 - 19 Jun 2016

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

+ Add Reporting Periods

## Description

**Context**  
Background on the development issues creating a need for this activity.

**Objectives**  
Objectives of this activity.

**Activity Summary**  
Key steps that will achieve the objectives of this activity.

**Expected Results**  
Key outcomes anticipated from this activity.

**Description of Beneficiaries**  
Brief description of the beneficiaries of this activity.

**Deliverables & Reporting**  
Summary of specific deliverables that the partner organization is asked to produce, and reporting requirements.

DevResults Delete this activity Done

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