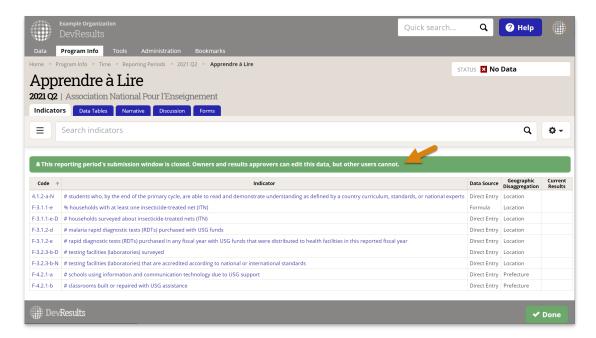
How do I Change the Data Submission Window?

Last Modified on 06/22/2021 4:29 pm EDT

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

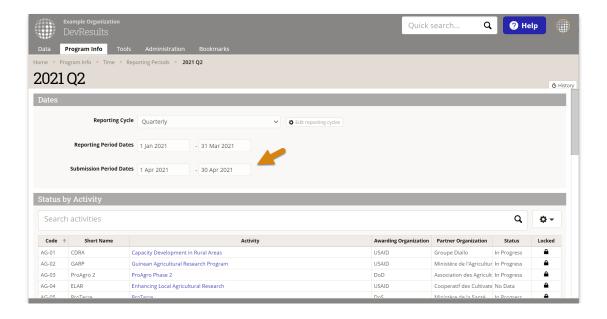
- Solve this problem for all activities with unsubmitted data.
- Solve this problem for some activities with unsubmitted data. (Not all activities with unsubmitted data should be permitted to edit data for this period.)



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.





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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