

# Assign a Reporting Cycle to an Indicator for an Activity

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When an indicator is assigned to an activity, the assignment comes with that indicator's **default reporting cycle**. For example, you might have an indicator that is reported quarterly by most activities (so "quarterly" is the indicator's default reporting cycle). But if any activities need to report the indicator annually, you can set that *per activity*.

This page will show how to change the reporting cycle of an indicator *for a particular activity*.

On the activity overview page, find the **Classification** section. Change the reporting cycle of an indicator with the dropdown menu. This will only change the reporting frequency for that indicator for this activity; it does not affect the indicator's default reporting cycle or any other activities.

The screenshot shows the 'Changing Lives through Technology' activity overview page. The 'Classification' section is active, displaying a table of indicators and their reporting cycles. An orange arrow points to the dropdown menu for the indicator 'F-3.1.1-i # houses targeted for spraying with USG funds', which is currently set to 'Quarterly' and has 'Annual' selected in the dropdown.

Indicator	Reporting Cycle
F-3.1.1-g-N # pregnant women who slept under an insecticide-treated net	Quarterly
F-3.1.1-i # houses targeted for spraying with USG funds	Quarterly
F-3.1.2-c # eligible clients who received nutrition or health services	Quarterly
F-3.2.2-c # community health and para-social workers who successfully completed an activity	Quarterly
F-3.2.2-d # health care workers who successfully completed an activity	Quarterly
F-4.1.1-c # learners enrolled in primary schools and/or equivalent	Quarterly
F-4.1.3-a-N # USG-funded tertiary education and workforce development	Quarterly
F-4.1.3-b % graduates from USG-supported tertiary education programs	Quarterly

What if an activity reported an indicator annually for a while, and is switching to reporting it quarterly? DevResults lets you vary reporting cycles over time *per indicator, per activity*. To do this, click on **Allow reporting cycles to vary over time**.

The screenshot shows the 'Changing Lives through Technology' activity overview page. The 'Classification' section is active, displaying a table of indicators and their reporting cycles. An orange arrow points to the 'Allow reporting cycles to vary over time' button.

Indicator	Reporting Cycle
F-3.1.1-g-N # pregnant women who slept under an insecticide-treated net	Quarterly
F-3.1.1-i # houses targeted for spraying with USG funds	Annual
F-3.1.2-c # eligible clients who received nutrition or health services	Quarterly
F-3.2.2-c # community health and para-social workers who successfully completed an activity	Quarterly
F-3.2.2-d # health care workers who successfully completed an activity	Quarterly
F-4.1.1-c # learners enrolled in primary schools and/or equivalent	Quarterly
F-4.1.3-a-N # USG-funded tertiary education and workforce development	Quarterly
F-4.1.3-b % graduates from USG-supported tertiary education programs	Quarterly

A new column appears titled **Date Ranges**. Click **Define** next to the indicator whose reporting cycles should vary.

**Classification**

Results and Indicators

Indicators 8 Results 8

Indicator	Reporting Cycle	Date Ranges
F-3.1.1-g-N # pregnant women who s	Quarterly	Define
F-3.1.1-i # houses targeted for spray	Annual	Define
F-3.1.2-c # eligible clients who receiv	Quarterly	Define
F-3.2.2-c # community health and pa	Quarterly	Define
F-3.2.2-d # health care workers who	Quarterly	Define
F-4.1.1-c # learners enrolled in prime	Quarterly	Define
F-4.1.3-a-N # USG-funded tertiary ed	Quarterly	Define
F-4.1.3-b % graduates from USG-sup	Quarterly	Define

In the pop-up window, click **+ Add Reporting Cycle** and choose the new cycle from the dropdown. Add an end date for the cycle no longer in use and a start date for the new cycle. Click **Save**.

**Reporting cycles for F-3.1.1-i # houses targeted for spraying with USG funds**

Reporting Cycle	Start Date	End Date
Annual	From start of activity	30 Sep 2020
Quarterly	1 Oct 2020	To end of activity

+ Add Reporting Cycle

Cancel Save

The reporting cycle for this indicator for this activity is now labeled **Multiple**. You can view or edit the date ranges for the cycles by again clicking on **Define**.

**Classification**

Results and Indicators

Indicators 8 Results 8

Indicator	Reporting Cycle	Date Ranges
F-3.1.1-g-N # pregnant women who s	Quarterly	Define
F-3.1.1-i # houses targeted for spray	Multiple	Define
F-3.1.2-c # eligible clients who receiv	Quarterly	Define
F-3.2.2-c # community health and pa	Quarterly	Define
F-3.2.2-d # health care workers who	Quarterly	Define
F-4.1.1-c # learners enrolled in prime	Quarterly	Define
F-4.1.3-a-N # USG-funded tertiary ed	Quarterly	Define
F-4.1.3-b % graduates from USG-sup	Quarterly	Define

Now this indicator will be included in the reporting periods of one cycle until the end date for that cycle assignment, then it will be included in the reporting periods of the new cycle into the future.

**Note:** You can use the same tools on the **Indicator Definition** page to set the reporting cycle per activity for one indicator.

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