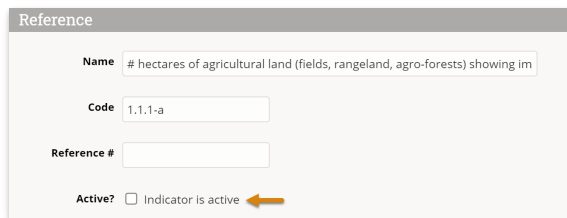


How do I deactivate a shared indicator for only some activities?

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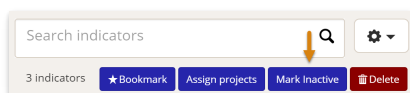
Occasionally, you may need to deactivate or remove an indicator from an activity for reporting, ideally without destroying any historical data. If it's only a single-activity indicator, or the indicator is being retired for all assigned activities, it's as simple as unchecking "**Indicator is active**," either from the **Indicator Definition tab**:



The screenshot shows a form titled "Reference" with the following fields:

- Name:** # hectares of agricultural land (fields, rangeland, agro-forests) showing im
- Code:** 1.1.1-a
- Reference #:** [Empty field]
- Active?:** Indicator is active (An orange arrow points to this checkbox.)

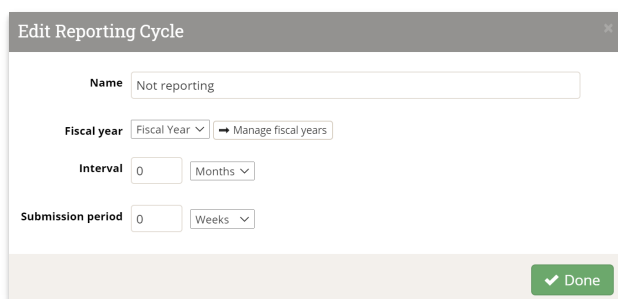
Or, for one or more indicators, using the bulk "**Mark Inactive**" button on the **Indicator Index**:



The screenshot shows a search bar with "Search indicators" and a search icon. Below the search bar, there are four buttons: "Bookmark", "Assign projects", "Mark Inactive", and "Delete". An orange arrow points to the "Mark Inactive" button. The text "3 indicators" is visible on the left.

However, if an indicator is shared by many activities, and some but not all activities need to continue reporting on that indicator, it wouldn't make sense to deactivate the indicator itself. It might be tempting to remove the activity assignment from the indicator, but this would require confirming that you wish to delete historic data.

The solution is to **create a new empty reporting cycle** to which you can assign to indicator activity assignments that you wish to deactivate. You can set the interval and submission periods for the reporting cycle to zero. You will not need to assign any reporting periods to this reporting cycle.



The screenshot shows the "Edit Reporting Cycle" dialog box with the following fields:

- Name:** Not reporting
- Fiscal year:** Fiscal Year (dropdown) with a "Manage fiscal years" link
- Interval:** 0 (input) with a "Months" dropdown
- Submission period:** 0 (input) with a "Weeks" dropdown
- Done:** A green button with a checkmark.

To deactivate a single activity-indicator link, use the button to "**Allow reporting cycles to vary over time**," either on the **Activity Overview tab** or the **Indicator Definition tab**, to define a custom timeline that will remove the activity from active reporting going forward.



The screenshot shows the "Reporting cycles for ProTerre" dialog box with a table of reporting cycles:

Reporting Cycle	Start Date	End Date
Annual	From start of activity	30 Sep 2020
Not reporting	1 Oct 2020	To end of activity

Below the table, there is an "Add Reporting Cycle" button. At the bottom, there are "Cancel" and "Save" buttons. An orange box highlights the "Not reporting" row, and an orange arrow points to the "To end of activity" cell.

This will ensure that historical data is preserved while removing the indicator from all future reporting periods.

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