

Project Settings

Project Settings: Log Frame: Editing a Log Frame

There are several ways a log frame and its elements can be edited:

- edit a log frame element name;
- edit a log frame element description;
- add elements to a log frame;
- import a custom log frame over an existing one;
- delete elements from a log frame.

To **edit a log frame element name or description**, simply click the Edit icon in that element's toolbar in the Settings > Log Frame screen, and enter your changes in the popup window. **NOTE:** codes cannot be edited. If you need to edit the element code for whatever reason, you'll first need to delete all the dependencies underneath that element, then delete the element and create a new one in its place.

Adding elements to a log frame uses the same process as [manually adding log frame elements](#). Locate the parent of the new log frame element in the log frame tree, click the + icon in its toolbar, and enter the element's code, name and description in the popup window. Click the checkmark in the popup window's title bar to save your work and return to the Settings > Log Frame screen. The new element will appear in the tree at the selected spot in the hierarchy.

In the specific case of activities, however, there is another available method; you can add activities directly in the Activity Plan & Budget screen of the Project Management module. This process is described in detail in [Project Management: Activity Plan & Budget \(APB\)](#).

Importing a log frame over an existing one is very simple. From the Settings > Log Frame screen, click the Import Log Frame button, navigate to the spreadsheet that contains the log frame, select it, and click Open to import it. **IMPORTANT:** this will overwrite all the existing log frame information and should only be done before any data is entered into the project. Data loss will occur if project data exists.

Deleting items from the log frame should be undertaken with caution. The important thing to keep in mind is that the log frame underpins the majority of the project data; therefore, the system contains safeguards against deleting items with which data is associated. For example, Delta will not allow deleting a log frame element to which an indicator has been assigned and populated with data. Consequently, any deletions should be performed before the project contains data.

For example, if you selected Custom Log Frame in the Log Frame Template pick list of the project definition's M&E Settings, and you decide using a log frame template would be more appropriate for the project, you can go back to the project definition and make the change without incurring data loss. However, doing so after project data has been entered will overwrite the existing log frame and all its associated data.

If you have to delete a log frame element which contains dependencies, you **must** first delete **all** the dependencies before you can delete the item. For example, for an output which contains four activities, you'll need to delete the four activities, then delete the output. Because this can be time-consuming, we suggest as a best practice that if you notice an error while manually building a log frame, you fix it as soon as possible to avoid rework.

Click the Delete icon of the element you want to delete, and confirm the deletion. If the item is associated with project data, Delta will return an error, and the deletion will not take place.

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