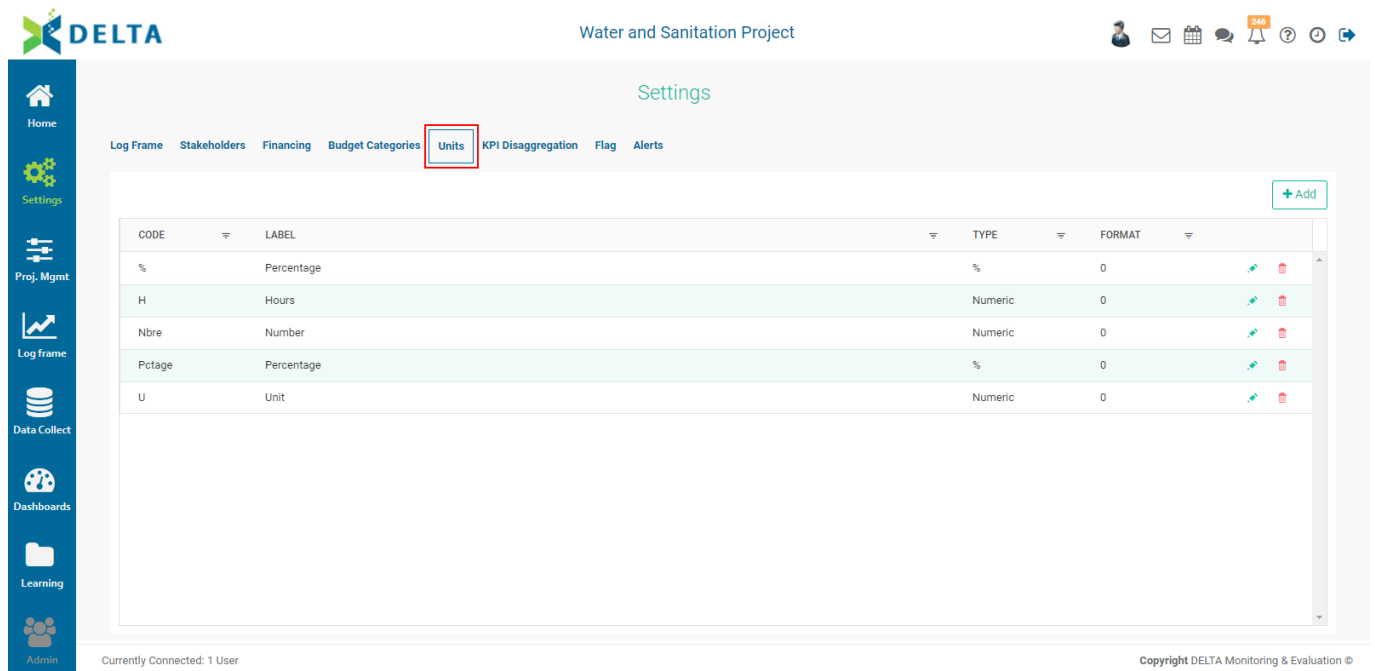


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Project Settings: Units

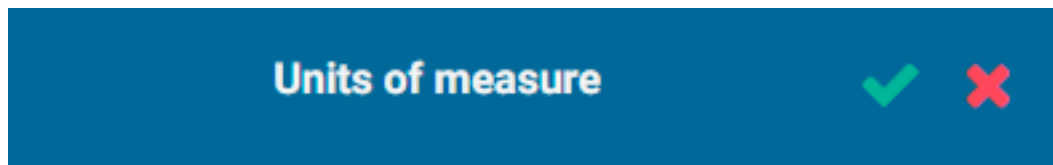
The **Units** screen allows you to set **units of measure** for your project.



The screenshot shows the DELTA project settings interface. The top navigation bar includes the DELTA logo, the project name "Water and Sanitation Project", and user profile, email, calendar, chat, and notification icons. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area is titled "Settings" and contains a sub-navigation bar with "Log Frame", "Stakeholders", "Financing", "Budget Categories", "Units" (highlighted with a red box), "KPI Disaggregation", "Flag", and "Alerts". Below this is a table of units with columns: CODE, LABEL, TYPE, and FORMAT. The table lists five units: Percentage (%), Hours (H), Number (Nbre), Percentage (Pctage), and Unit (U). Each unit has a green edit icon and a red delete icon. A "+ Add" button is in the top right corner of the table. At the bottom, it says "Currently Connected: 1 User" and "Copyright DELTA Monitoring & Evaluation ©".

CODE	LABEL	TYPE	FORMAT
%	Percentage	%	0
H	Hours	Numeric	0
Nbre	Number	Numeric	0
Pctage	Percentage	%	0
U	Unit	Numeric	0

To **add a unit of measure**, click the +Add button to bring up the Units of Measure popup window.



Code*

Enter unit Code (10 characters)

Label *

Name of the unit

Type *

Numeric

Format *

0

Enter a **unique code** for the unit of measure. Enter a label, a type, and a format. The available types are **Percentage**, **Numeric**, and **Text**. Text units are used in qualitative indicators; the other two types are used in quantitative indicators. The Format pick list lets you select the number of

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digits after the decimal point the unit will display. For whole numbers, set the Format to zero.

Click the checkmark in the popup window title bar when you're done to save your work and return to the Units screen. The new unit of measure will appear in the list.

To **edit a unit of measure**, click the Edit icon on its line. To **delete a unit of measure**, click its Delete icon and confirm that you want to delete the item.

NOTE: you cannot edit the code of a unit of measure once it is created.

Previous: [Project Settings: Budget Categories](#) | Next: [Project Settings: KPI Disaggregation](#)

Unique solution ID: #1048

Author: n/a

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