



**ActivityInfo
2025 3RP – JORDAN**

User Manual

**Inter-Agency Coordination Unit
2025**

Introduction

This guide provides step-by-step instructions on how to create a new record in a form on 2025 3RP - JORDAN ActivityInfo. ActivityInfo is a web-based platform for data collection, monitoring, and reporting, widely used in humanitarian and development contexts.

Prerequisites

Before you begin, ensure the following:

1. You have an active ActivityInfo account.
 2. You have the necessary permissions to access the form and create records.
 3. The form has been set up by an administrator.
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Steps to Create a New Record (General instruction)

Step 1: Log in to ActivityInfo

1. Open your web browser and go to ActivityInfo. [<https://www.activityinfo.org/>]
2. Enter your username and password to log in.

Step 2: Navigate to the Form

1. After logging in, you will be directed to your ActivityInfo workspace.
2. Locate the database [DATABASES > 2025 3RP – JORDAN] and form where you want to add a new record. You can use the search bar or browse through the folders.



2025 3RP - JORDAN

3. Click on the form name to open it. [**2025 PLAN DB, 2025 M&E, or 2025 Funding Information**]

Step 3: Open the "New Record" Page

1. Once the form is open, click the "New Record" button (usually located at the top-right corner of the page).
2. Alternatively, if you are viewing a list of records, you may see a "+" button or a similar option to add a new record.

Step 4: Fill in the Form Fields

1. The form will display fields that need to be filled in. These fields may include:
 - Text fields: Enter text or numbers as required.
 - Dropdown menus: Select an option from the list.
 - Date fields: Use the date picker to select a date.
 - Checkboxes: Tick the appropriate boxes.
 - Attachments: Upload files if the form allows it.
2. Ensure all mandatory fields (marked with an asterisk *) are filled in.

Step 5: Save the Record

1. After completing the form, review your entries to ensure accuracy.
2. Click the "Save" button to submit the record.
3. If the form includes a "Save and Add Another" option, you can use this to quickly add multiple records.

Step 6: Verify the Record

1. After saving, you will be redirected to the list of records or a confirmation page.
2. Locate your newly created record in the list to verify that it has been added successfully.

2025 PLAN DB

1. logging in, you will be directed to your ActivityInfo workspace.
2. Locate the database [**DATABASES > 2025 3RP – JORDAN**]
3. Click on the form name to open it. 2025 PLAN DB



2025 PLAN DB

This form is designed to capture **ONLY the first-level fund recipients** reporting. These reports should not include projects that are funded by UN agencies through other INGOs/NGOs

NOTE:

Reporting is **ONLY** for first-level fund recipients. These reports should not include projects that are funded by UN agencies through other INGOs/NGOs.

Appealing Partner*

REQUIRED

IACU | Inter-Agency Coordination Unit



The system will detect you organization and will be shown in Appealing Partner menu.

Contact the system admin if wrong option is selected.

Select the Appeal's **Sector, Subsector, Objective, Output, and Indicator.**

Project* REQUIRED

Sector

Select Sector ▼

SubSector

Select SubSector ▼

Objective

Select Objective ▼

Output

Select Output ▼

Indicator

Select Indicator ▼

Based on the selected Indicator The system will detect Population, Gender Age, Unit (measurement unit), and Calculation method.

Population

Jordanians, Non-Syrian Refugees, Syrian Refugees

Gender Age

Boys, Girls, Men, Women

Population / Gender Age / Unit / Calculation Method

Population : Jordanians, Non-Syrian Refugees, Syrian Refugees --- Gender Age :
Boys, Girls, Men, Women --- Unit : Individuals --- Calculation Method : SUM

Then select the Source of Fund -it should be Direct Fund – which is the default value.

Source of Fund*

Indirect Fund is coming from UN Agency

Direct Fund

Indirect Fund

Enter Required Budget, and target. The Required Budget is the appealed one. Target is the Planned number be reached

Required Budget* REQUIRED

Enter a number \$

Target* REQUIRED
Planned number be reached

Enter a number

Select the Implementation Type, **Direct** if your organization is appealing for this project and will report for it with no involvement of an Implementing Partners.

Implementation Type*

Direct

Indirect

In case of indirect implementation, where another organization will be part of implementation and reporting, add all Indirect Implementing Partners.

Implementation Type* REQUIRED

Direct

Indirect

Implementing Partner
In case of Direct Implementation : The appealing partner will solely implement and report for this project.

Indirect Implementation

Indirect Implementing Partners REQUIRED
Adding a record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

[+ Add record in Indirect Implementing Partners](#)

Implementing Partner* REQUIRED

Select Full Name ▼

After completing the form, review your entries to ensure accuracy. Click the "**Save**" button to submit the record.

After saving, you will be redirected to the list of records or a confirmation page. Locate your newly created record in the list to verify that it has been added successfully.

2025 M&E

1. logging in, you will be directed to your ActivityInfo workspace.
2. Locate the database [DATABASES > 2025 3RP – JORDAN]
3. Click on the form name to open it. 2025 M&E



You will be redirected to the list of your organization projects records.



Project Code	Sector	SubSector	Indicator	Monthly Submission	Unit	Target	Achievements	Achievement Level
NRC-00001	Shelter	*	SHLT 2.1.2 # ...	0 records	HHs	492	0	0 %
NRC-00002	Shelter	*	SHLT 2.1.1 # ...	1 records	HHs	259	13	6 %
NRC-00003	Economic Empo...	*	EE 1.2.2 # of ...	0 records	Individuals	400	0	0 %
NRC-00004	Economic Empo...	*	EE 1.2.3 # of ...	0 records	Individuals	400	0	0 %
NRC-00005	Economic Empo...	*	EE 1.2.5 # of ...	0 records	Individuals	50	0	0 %
NRC-00006	Economic Empo...	*	EE 1.2.1 # of ...	0 records	Individuals	350	0	0 %

On monthly bases, Chose the **Monthly submission** subpage and report the achievement for that project month. Each project needs to have a monthly record, in case of no achievement in that then then report Zero.

Add record

Monthly Achievements : Project Details

Project Code : NRC-00007 --- Indicator : EE 1.2.2 | # of people who receive capacity building training in all sectors including soft skills, innovation, digital skills, and creative industries --- Planned Target : [300] --- Unit : [Individuals]

Month*

REQUIRED

Select Month

Population*

REQUIRED

Select Nationality

Location*

REQUIRED

Select Name

Chose Month, Population, and Location.

The remaining inputs will be automatically created as predefined in Indicators.

Number of Men, women, boys and Girls maybe needed in some cases, while the number of units is required for other cases depend on the indicator definition.

# of Men*	REQUIRED
0	Individuals
# of Women*	REQUIRED
0	Individuals
# of Boys*	REQUIRED
0	Individuals
# of Girls*	REQUIRED
0	Individuals

After completing the form, review your entries to ensure accuracy. Click the "Save" button to submit the record.

After saving, you will be redirected to the list of records or a confirmation page. Locate your newly created record in the list to verify that it has been added successfully.

2025 Funding Information

1. logging in, you will be directed to your ActivityInfo workspace.
2. Locate the database [DATABASES > 2025 3RP – JORDAN]
3. Click on the form name to open it. 2025 M&E



2025 Funding Information

You will be redirected to the list of your organization Funding Information.

 DATABASES > 2025 3RP - JORDAN > 2025 FUNDING INFORMATION
2025 Funding Information

Partner	Sector	Sub-Sector	Total Received	Required Budget	Funding Level (%)	Quarter Sub . . .
UNHCR Unite . . .	Health	*	0	1,509,976	0%	2 records

On Quarterly bases, Chose the **Quarterly submission** subpage and report the funding received for that sector. Each sector needs to have a Quarterly record, in case of no funding, no fund and Zero value.



Quarterly Funding

Partner Name	Sector Name	2025 Funding...	Reporting Period	Donor	Private Donor	Donor Fund
ACTED Agency...	Economic Empo...	*	Q1 - First Quarter	Action Contre la...		2,000

Add record

Quarter Submission

Reporting Period* REQUIRED

Q1 - First Quarter

+ Add reference record in Reporting Period

Donor* REQUIRED

Belgian Development Agency

+ Add reference record in Donor

Donor Fund* REQUIRED

50,000 \$

Save record

Cancel

Chose the reporting period, Donor and fund amount. In case of multiple donors , repeat the same steps again

Add record

Quarter Submission

Reporting Period*

REQUIRED

Q1 - First Quarter

+ Add reference record in Reporting Period

Donor*

REQUIRED

No Fund

+ Add reference record in Donor

Donor Fund*

REQUIRED

0

\$

✓ Save record

✕ Cancel

in case of no funding, no fund and zero value.

After completing the form, review your entries to ensure accuracy. Click the "Save" button to submit the record.

After saving, you will be redirected to the list of records or a confirmation page. Locate your newly created record in the list to verify that it has been added successfully.