ActivityInfo v.4

Step-by-Step Reporting Guide on
3RP 5Ws Database
Data Acquisition Steps

- The Kobo form will be filled by partners as shown in the guide and after submission, the IM Network will process the data and upload the submitted data on ActivityInfo, then as the final step the partners will update the pre-uploaded data on ActivityInfo on a monthly basis.
Login Page

Go to www.activityinfo.org/login

Information management software for humanitarian operations

Everything you need for your data collection and reporting needs. Integrated analysis tools and advanced user management capabilities.

ActivityInfo is perfect for:

- Monitoring and Evaluation
- Humanitarian coordination
- Case management
• Enter your email and then click continue.
• The login page will take you to your email’s domain.
• Enter the password for your own email address.
• Then click “Sign in”.

Login Page
• The list of databases depend on the databases that you have been granted access to.
• Click on the database you want to report on to enter.
• Then click on the Monitoring sub-form.
• Select the 5Ws Folder.

• Select the Sector that you want to report on.
From the “Partner Code Name” Column press filter and click “Filter by text”.
Filtering Organization

Type the name of your organization and press enter.
Choosing Report Location

- Choose your location that you want to report and click on the black arrow at the “Monthly Reports” column to enter monthly reports section.
Filtering Reporting Month

- Filter the month that you want to report on from “Month” column and type the date in the proper formatting “YYYY-MM”.

### Example Table

<table>
<thead>
<tr>
<th>Parent UUID</th>
<th>Month</th>
<th>Indicators Indicator</th>
<th>Indicator Attributes Attribute Key</th>
<th>Attribute Value</th>
<th>Males (0-4 Years)</th>
<th>Males (5-11 Years)</th>
<th>Males (12-17 Years)</th>
<th>Males (18+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>C0316</td>
<td>PT01...</td>
<td>2022-01</td>
<td>Filter by text</td>
<td>3pa002</td>
<td>1.1.2.1</td>
<td># of advocacy interventions made to release...</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>C0316</td>
<td>PT01...</td>
<td>2022-01</td>
<td>Filter by text</td>
<td>3pa004</td>
<td>1.3.1.1</td>
<td># of refugees receiving legal assistance (doc...</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>C0316</td>
<td>PT01...</td>
<td>2022-01</td>
<td>Filter by text</td>
<td>3pa005</td>
<td>1.3.1.2</td>
<td># of refugees participating in legal awarenesses...</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>C0316</td>
<td>PT01...</td>
<td>2022-01</td>
<td>Filter by text</td>
<td>3pa006</td>
<td>1.3.1.3</td>
<td># of refugees receiving legal assistance (det...</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>C0316</td>
<td>PT01...</td>
<td>2022-01</td>
<td>Filter by text</td>
<td>3pa007</td>
<td>1.4.1.1</td>
<td># of refugees and asylum seekers reached for...</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>C0316</td>
<td>PT01...</td>
<td>2022-01</td>
<td>Filter by text</td>
<td>3pa001</td>
<td>1.1.1.1</td>
<td># of successful advocacy interventions mad...</td>
<td></td>
</tr>
</tbody>
</table>
Choose the indicator that you want to report the values for and then click “Edit record” on the right panel of the page.
• Please **DO NOT** edit any section that are previously filled with data except the indicator value section.

• Enter the indicator value here and click save.
• Repeat the same process for all your indicators.
While entering Data you will notice that there are several types of Indicators that require different breakdown values, such as Boys, Girls, Men, Women. It might require all in some indicators, while in others may require attribute value only.
Thank you!

For any questions or requests, please contact:

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