ActivityInfo v.4

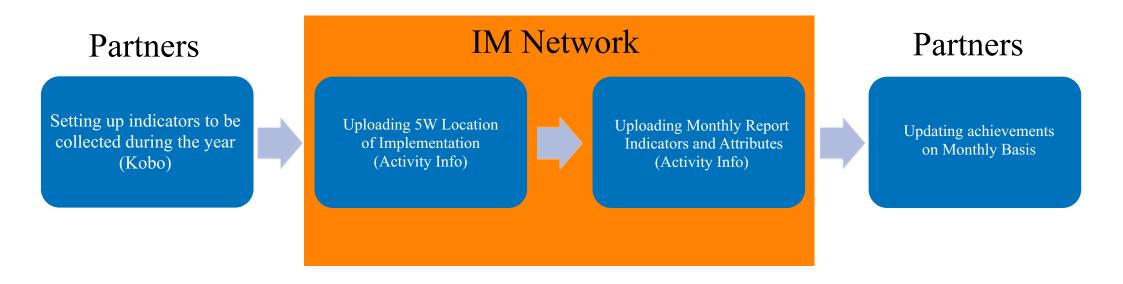
Step-by-Step Reporting Guide on

3RP 5Ws Database





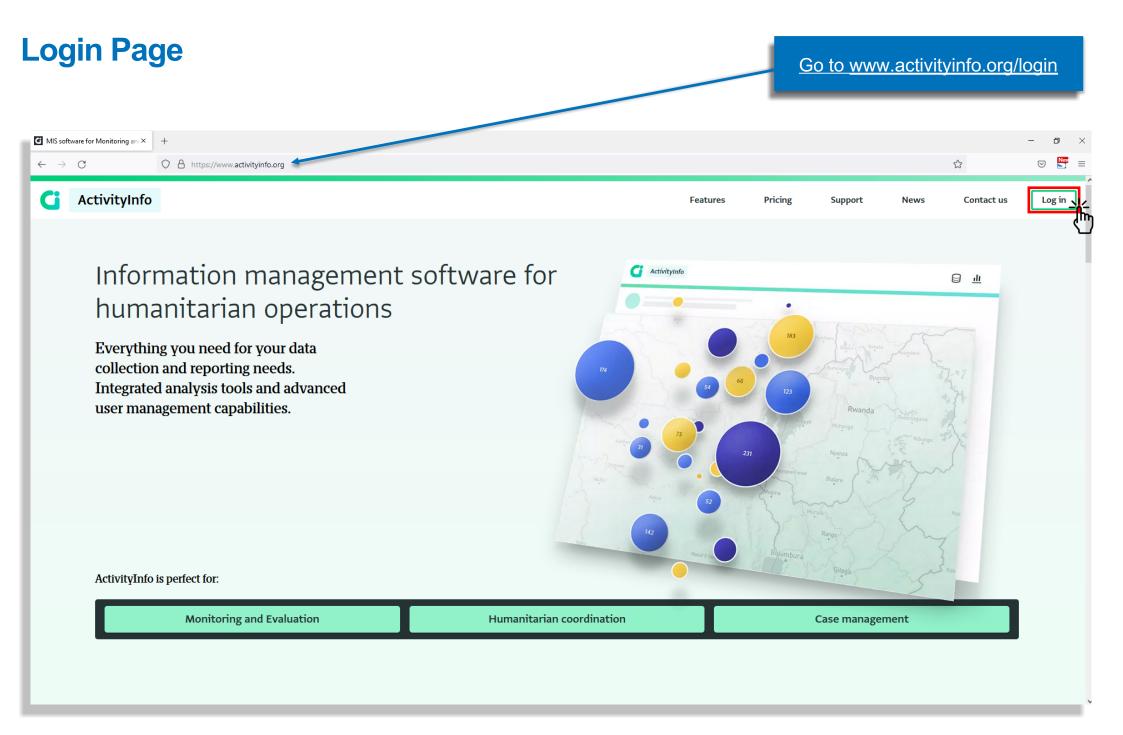
Data Aquisition Steps



• 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 the as the final step the partners will update the pre-uploaded data on ActivityInfo on monthly basis.



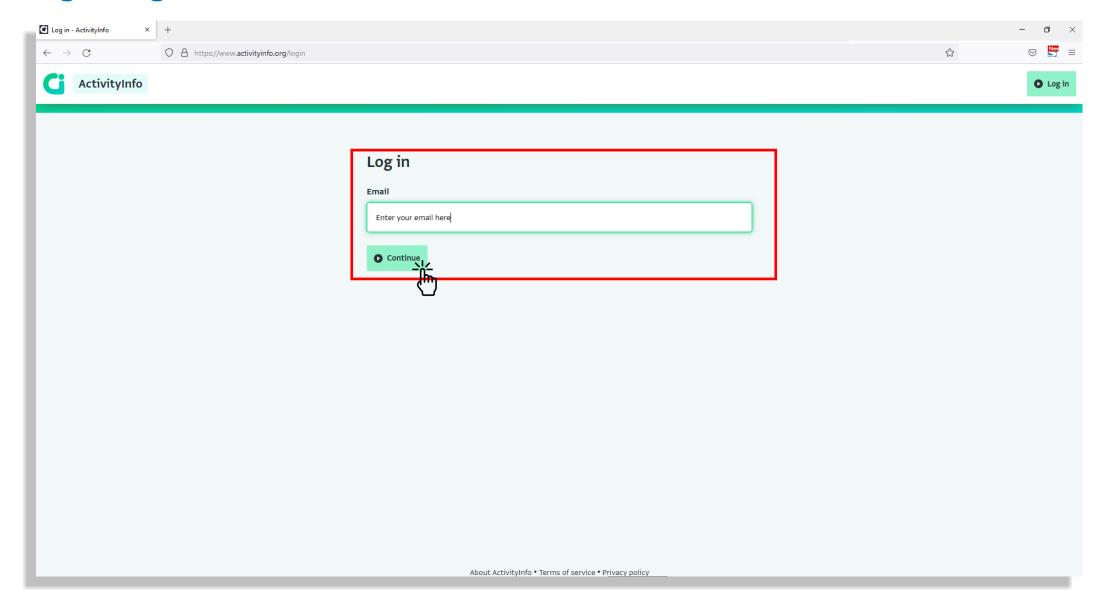








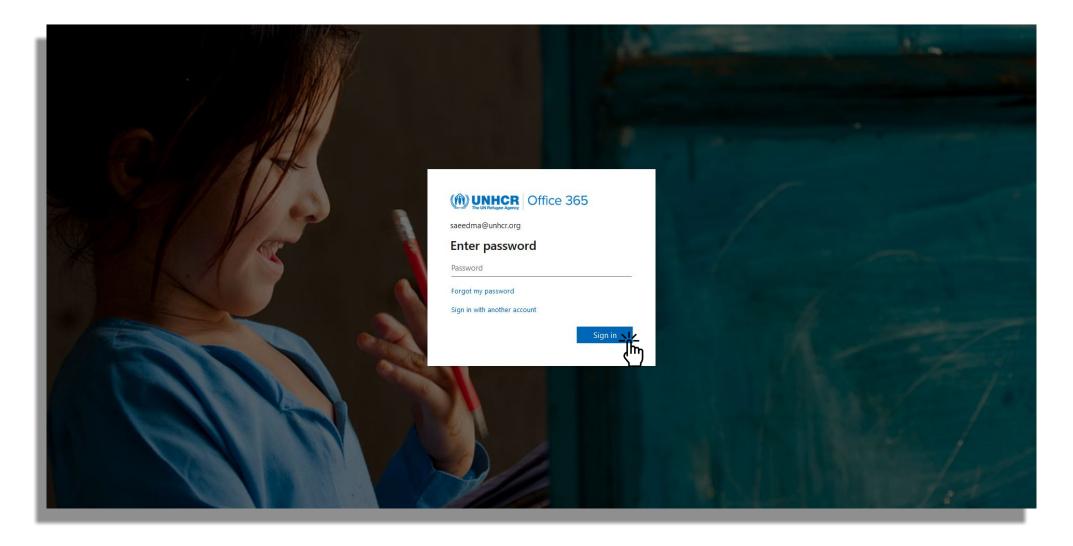
Login Page



• Enter your email and then click continue.



Login Page

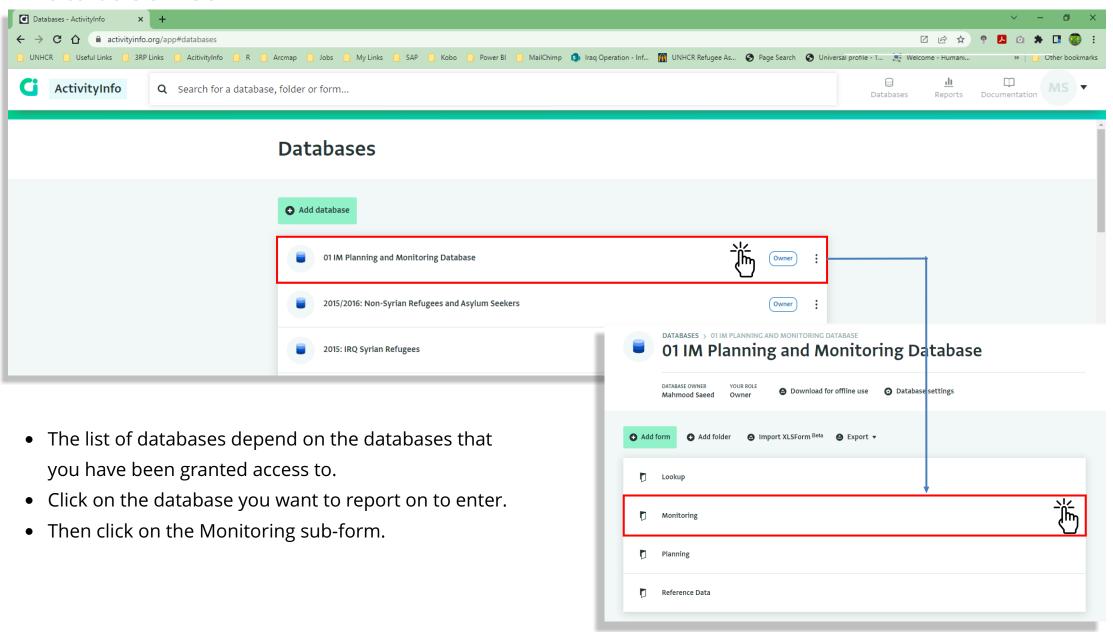


- The login page will take you to your email's domain.
- Enter the password for your own email address.
- Then click "Sign in".



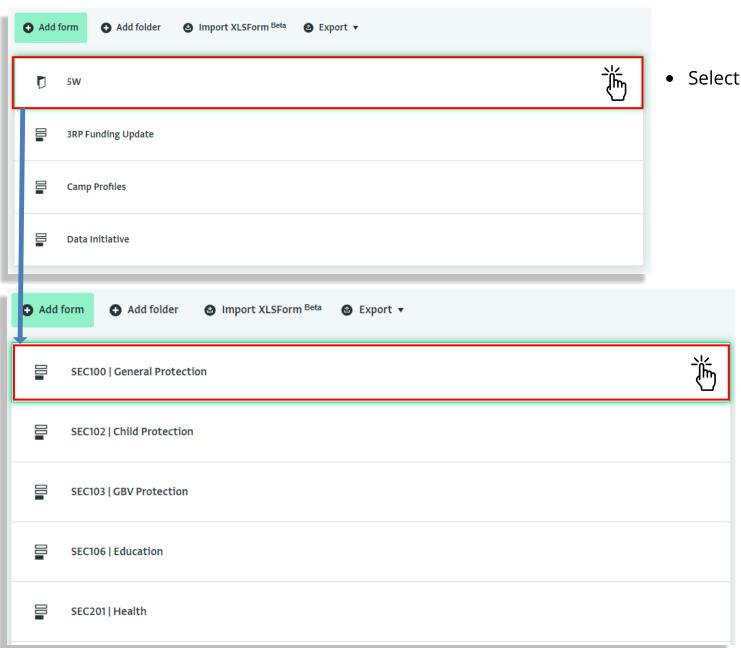


Database list





Database list - Choosing Sector

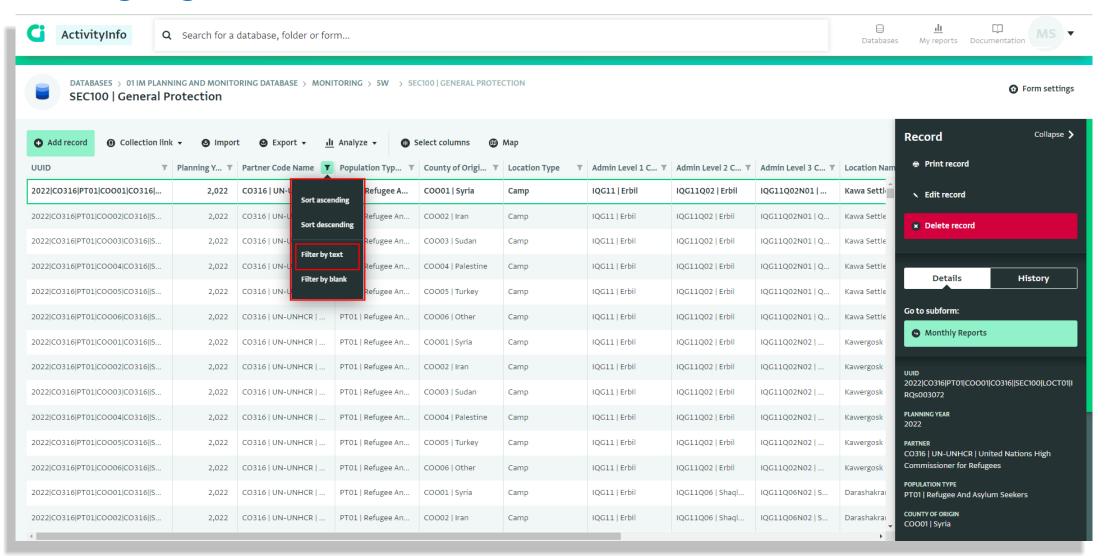


• Select the 5Ws Folder.

• Select the Sector that you want to report on.



Filtering Organization

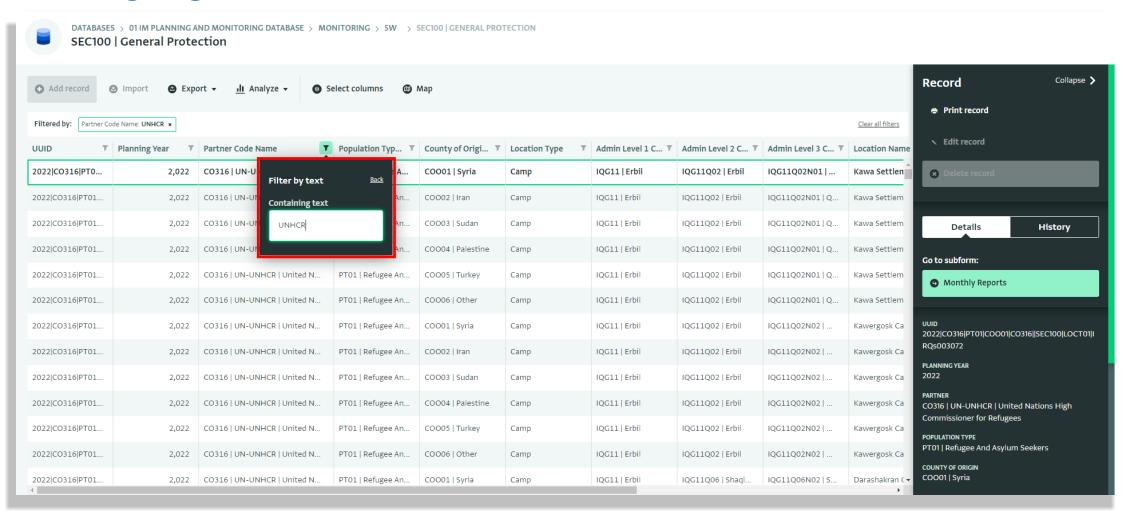


• From the "Partner Code Name" Column press filter and click "Filter by text".





Filtering Organization

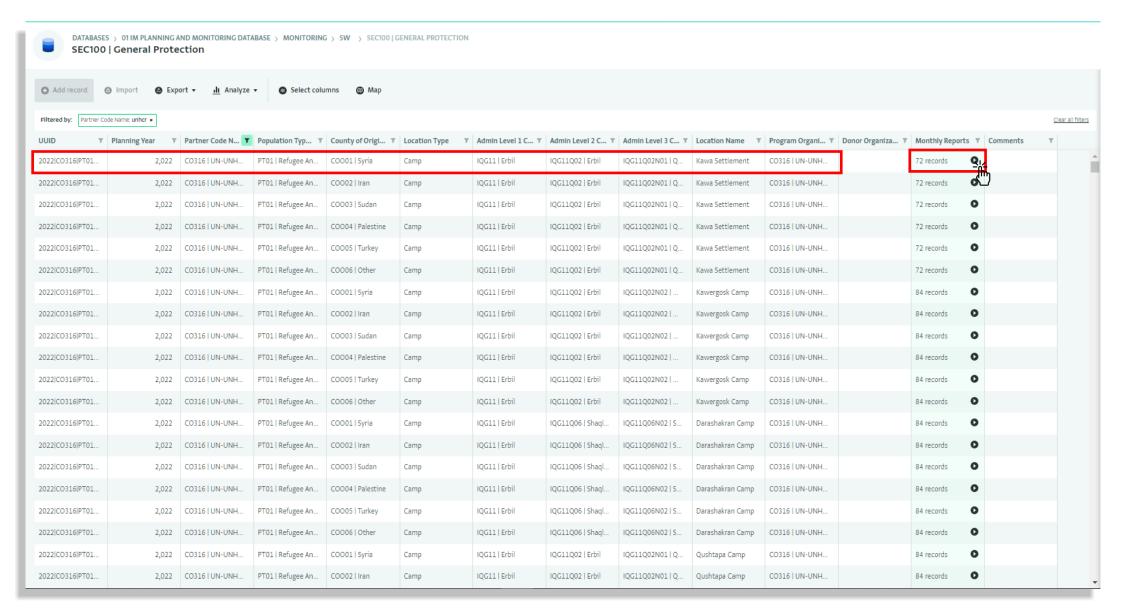


• Type the name of your organization and press enter.





Choosing Report Location

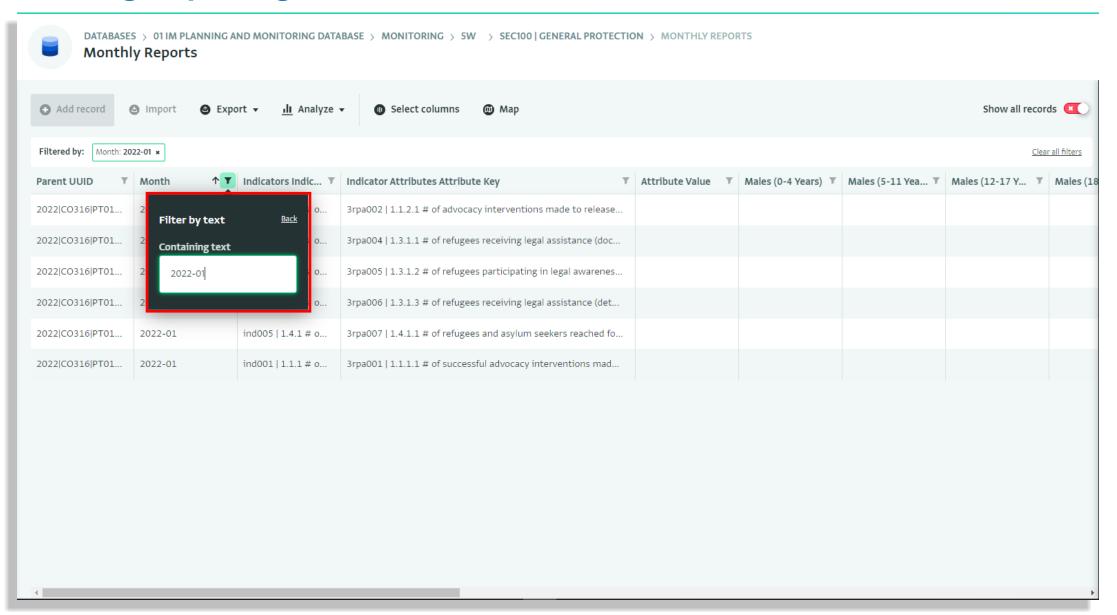


• Choose your location that you want to report and click on the balck arrow at the "Monthly Reports" column to enter monthly reports section.





Filtering Reporting Month

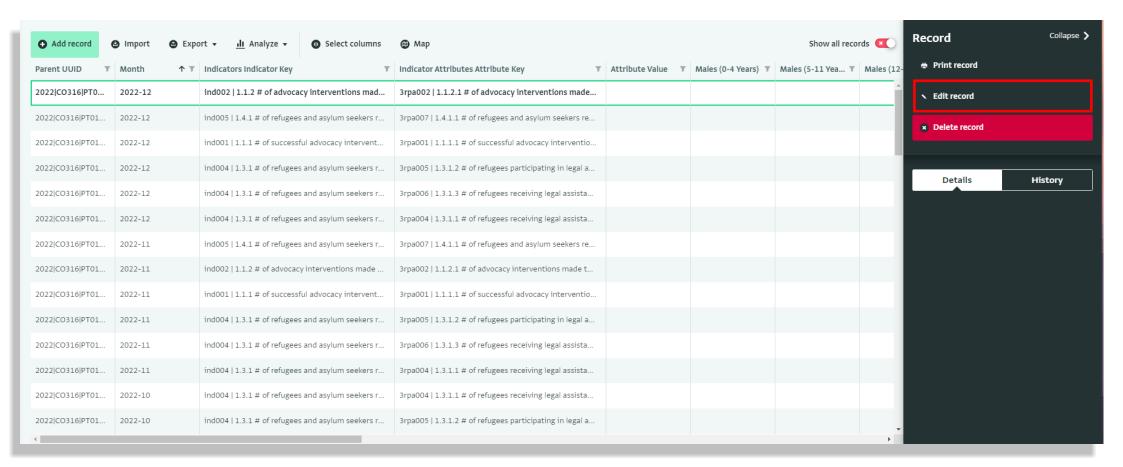


• Filter the month that you want to report on from "Month" column and type the date in the proper formatting "YYYY-MM".





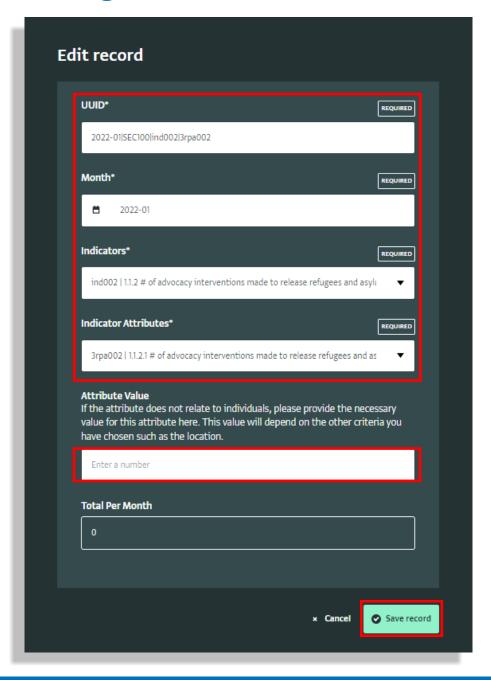
Choosing Indicator to Edit



• Choose the indicator that you want to report the values for and then click "Edit record" on the right panel of the page.



Entering Indicator value

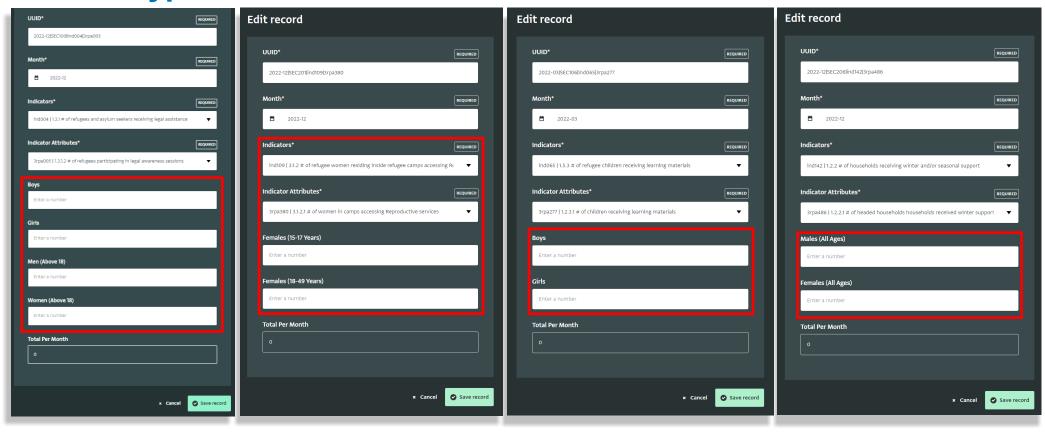


 Please DO NOT edit any section that are previousely filled with data except the indicator value section.

- Enter the indicator value here and click save.
- Repeat the same process for all your indicators.



Indicator Types



• 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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