

Activity Tracking - 2022

ACTIVITY INFO 2022 REPORTING MODULE STEP BY STEP GUIDE

MARCH 2022

This document details the steps required for all partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on indicators and activities on a monthly basis. For any clarification and technical support, please contact the UNHCR IM Unit; Phidel Hazel (arungap@unhcr.org) and Julius Velas (velas@unhcr.org)

I) Introduction

ActivityInfo is open-source software for data collection and reporting which works both **online** and **offline**. It is optimized for reporting on activities that are geographically dispersed and implemented by multiple partner organizations. The tool has been used to track activities implemented by humanitarian partners working in Somalia.

Activity info allows you to store data on defined indicators. It allows humanitarian organizations to access, manage, map and analyze indicators, and thus to monitor humanitarian projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate interventions. UNHCR will provide access to this tool for all partners.

For Log-ins or access to the database, contact the following;

Phidel Hazel, arungap@unhcr.org and Beverly Waithera, chegeb@unhcr.org

An invitation will then be sent to you from Activity Info, kindly follow the instructions.

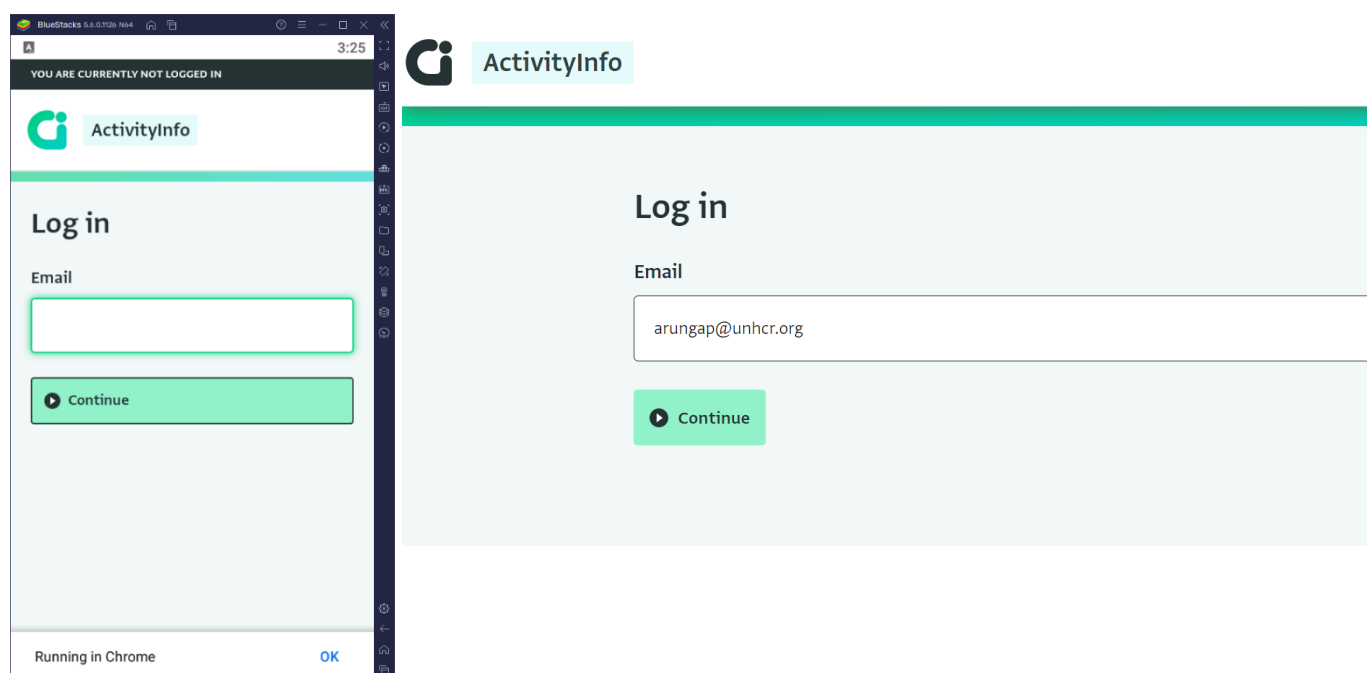
A Guideline on how to access Activity Info has been provided for both mobile devices and browser. You can also access the recording of the training held on 17 March 2022 [HERE](#)

This guideline is for both mobile (*guidance on the left of the pictograms*) and browser (*guidance on the right of the pictograms*) use. Steps to follow are also highlighted in **Red**

II) Start Activity Info

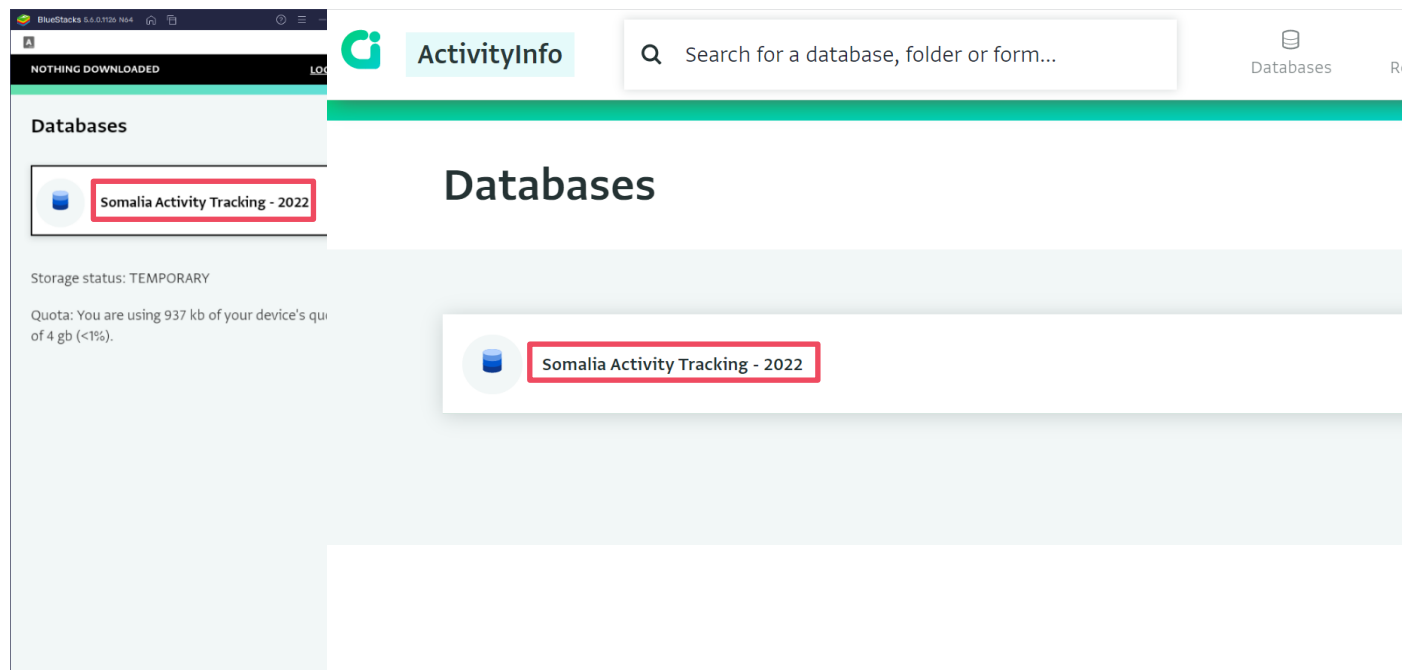
Step 1: Go to <https://www.activityinfo.org>

Login with your username and password. If you do not have a username and password, please email UNHCR Focal points mentioned above. Click on **Log in**. Enter your email address and password



III) Data entry

Select the **Somalia Activity Tracking - 2022**



ActivityInfo

Search for a database, folder or form...

Databases

Somalia Activity Tracking - 2022

Storage status: TEMPORARY

Quota: You are using 937 kb of your device's quota of 4 gb (<1%).

DOWNLOAD OFFLINE COPY

We recommend **Download for offline use**, to ensure that your data will be saved in the event of disconnection, limited or no internet access.



DATABASES > SOMALIA ACTIVITY TRACKING - 2022

Somalia Activity Tracking - 2022

DATABASE OWNER
Sagun Ratna Tuladhar

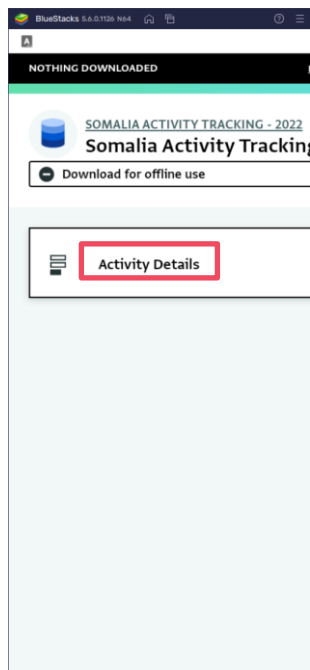
YOUR ROLE
Reporting partner

Download for offline use

Export

Activity Monitoring 2022

Select the **Activity Details** form



DATABASES > SOMALIA ACTIVITY TRACKING - 2022 > ACTIVITY MONI

Activity Monitoring 2022

DATABASE OWNER
Sagun Ratna Tuladhar

YOUR ROLE
Reporting partner

Download for of

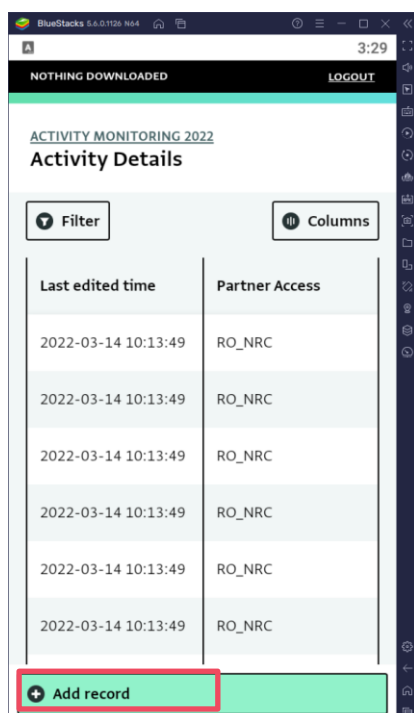
Export ▼

Activity Details

Once selected, previous records / inputs will be displayed

Select the indicator you are reporting on and **Add record** on the **Sub Form** on the **Monthly Reporting** as indicated in Red for the online tool.

(Please make sure to check if the indicators and targets are correct, that the unit in your indicators matches the number of targets, e.g., # of awareness raising conducted with 200,000 target, the indicator should be rephrased as # of individuals reached through awareness raising....)



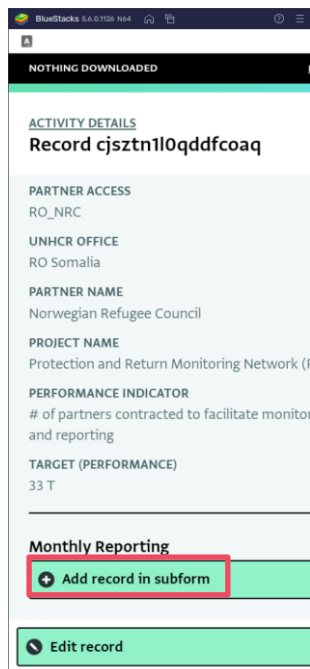
DATABASES > SOMALIA ACTIVITY TRACKING - 2022 > ACTIVITY MONITORING 2022 > ACTIVITY DETAILS

Activity Details

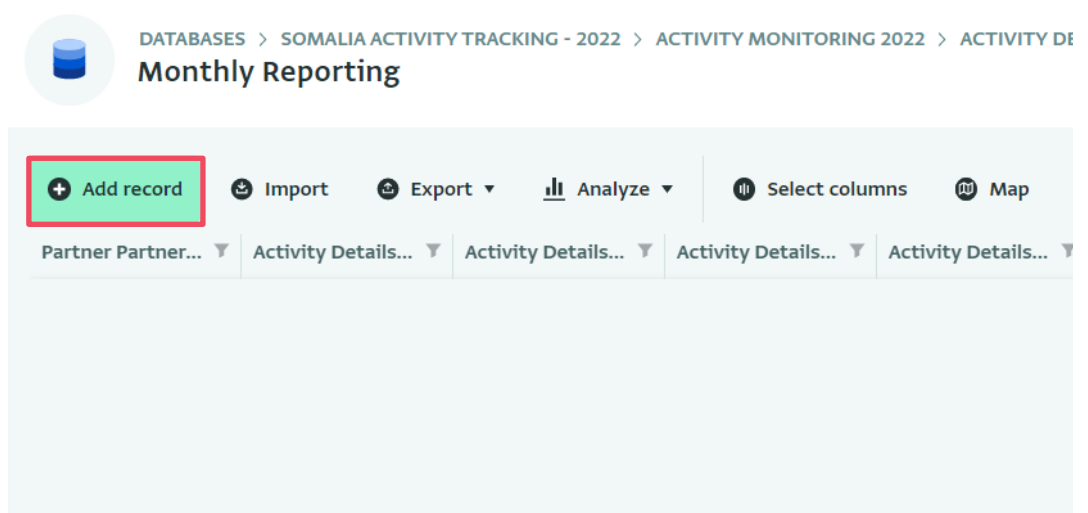
Add record
 Import
 Export
 Analyze
 Select columns

Partner Access	UNHCR Office	Partner Name	Project Name	Performance In...	Target (Perform...	Reached (Perfor...	Gap (Performan...	Monthly Report...
RO_NRC	RO Somalia	Norwegian Refug...	Protection and R...	# of partners con...	33	0	33	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of flash reports ...	24	0	24	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of persons of co...	2,200	0	2,200	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of protection ca...	1,200	0	1,200	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of performance ...	2	0	2	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of Inter-agency ...	4	0	4	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of post-return a...	2	0	2	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of Network-foc...	30	0	30	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of local authorit...	2	0	2	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of joint data rev...	4	0	4	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of network-spe...	6	0	6	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of protection a...	4	0	4	0 records

Select **Add record** in respective subforms under Monthly Reporting and as highlighted



NOTHING DOWNLOADED
 ACTIVITY DETAILS
 Record cjsztn1l0qddfcoaq
 PARTNER ACCESS
 RO_NRC
 UNHCR OFFICE
 RO Somalia
 PARTNER NAME
 Norwegian Refugee Council
 PROJECT NAME
 Protection and Return Monitoring Network (P
 PERFORMANCE INDICATOR
 # of partners contracted to facilitate monitor
 and reporting
 TARGET (PERFORMANCE)
 33 T
 Monthly Reporting
 + Add record in subform
 Edit record

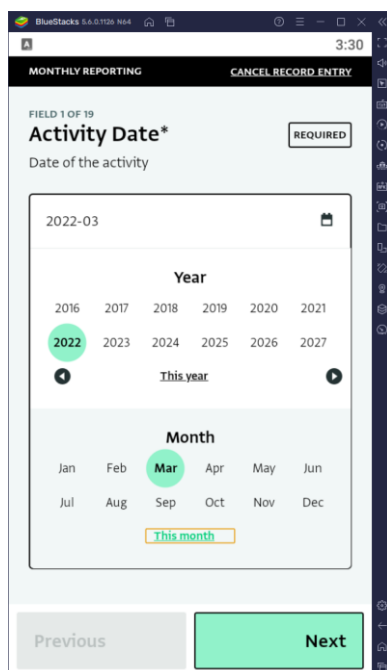


DATABASES > SOMALIA ACTIVITY TRACKING - 2022 > ACTIVITY MONITORING 2022 > ACTIVITY DE
 Monthly Reporting
 + Add record Import Export Analyze Select columns Map
 Partner Partner... Activity Details... Activity Details... Activity Details... Activity Details...

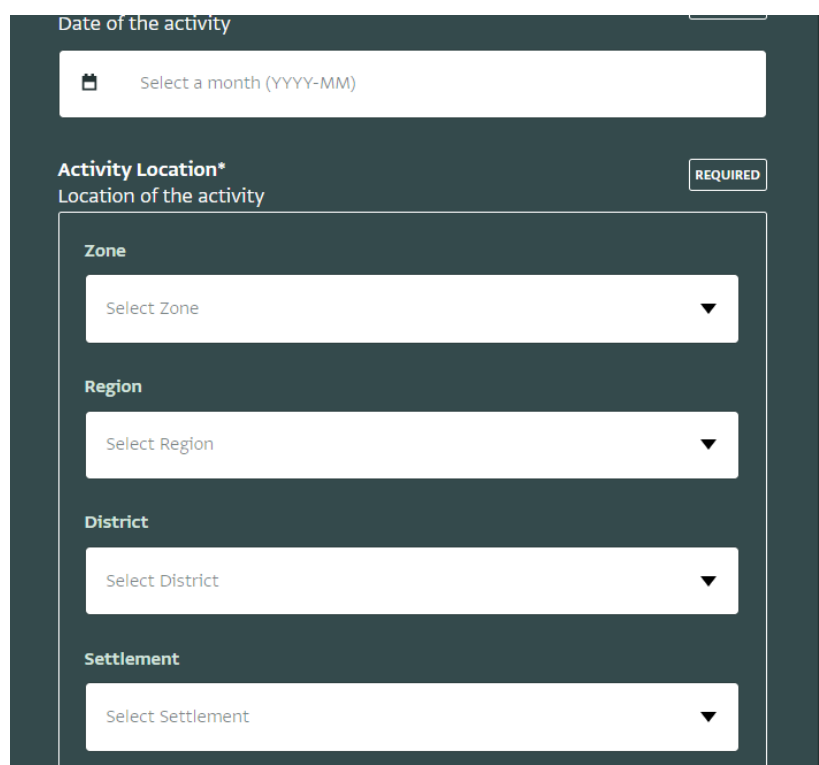
Follow the steps as directed by the **Subform**.

Select appropriate **Year** and **Month** then click on **Next** on your mobile

Fill in appropriate **date** and details of the **Activity Location**.
(Input when and where your activity has been implemented)
(Please note to add a new record if you implemented activities in different settlements)

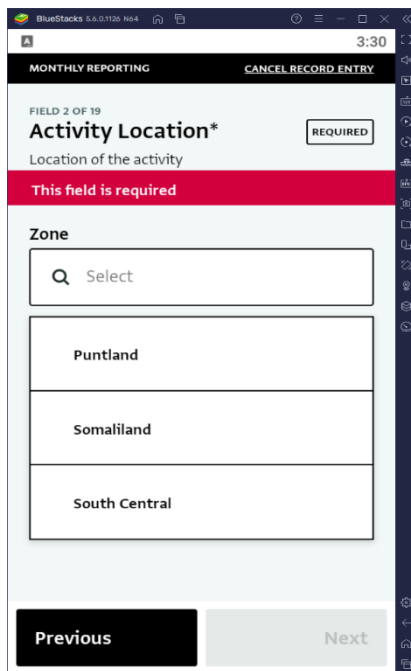


MONTHLY REPORTING CANCEL RECORD ENTRY
 FIELD 1 OF 19
 Activity Date* REQUIRED
 Date of the activity
 2022-03
 Year
 2016 2017 2018 2019 2020 2021
 2022 2023 2024 2025 2026 2027
 This year
 Month
 Jan Feb Mar Apr May Jun
 Jul Aug Sep Oct Nov Dec
 This month
 Previous Next

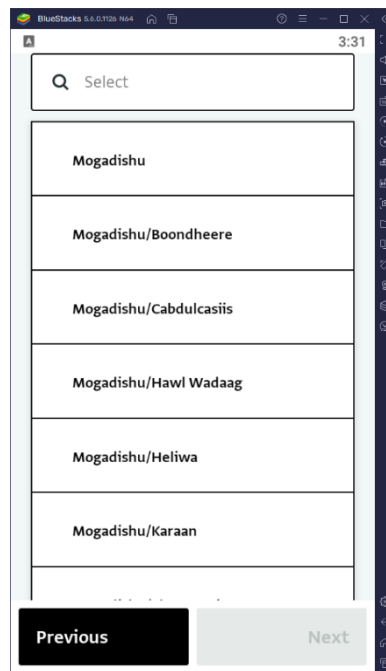


Date of the activity
 Select a month (YYYY-MM)
 Activity Location* REQUIRED
 Location of the activity
 Zone
 Select Zone
 Region
 Select Region
 District
 Select District
 Settlement
 Select Settlement

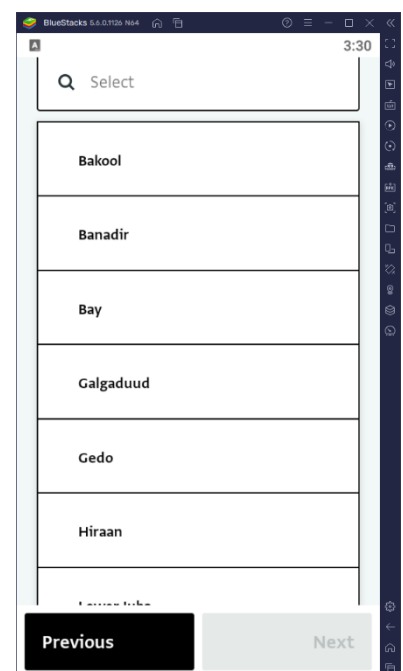
Select your **Zone**



Select your **Region**

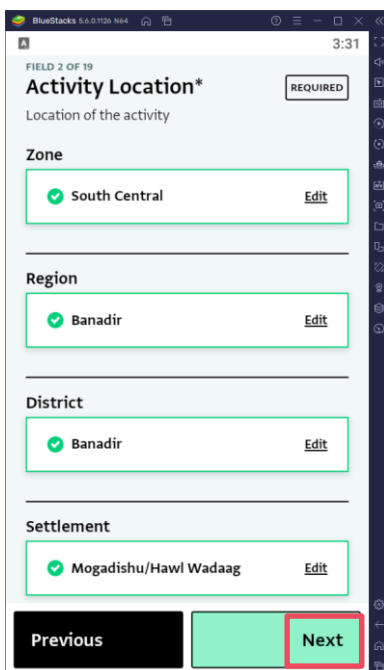


Select your **District**

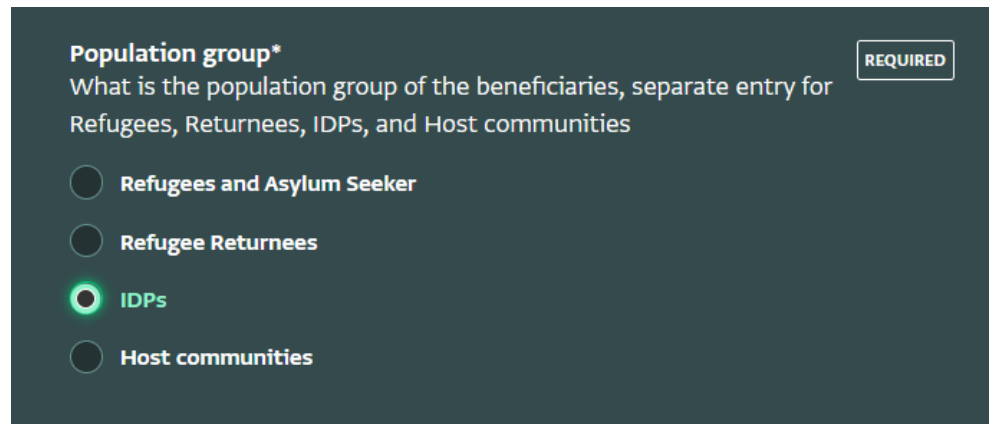


On your **mobile**, the interface will be as below:

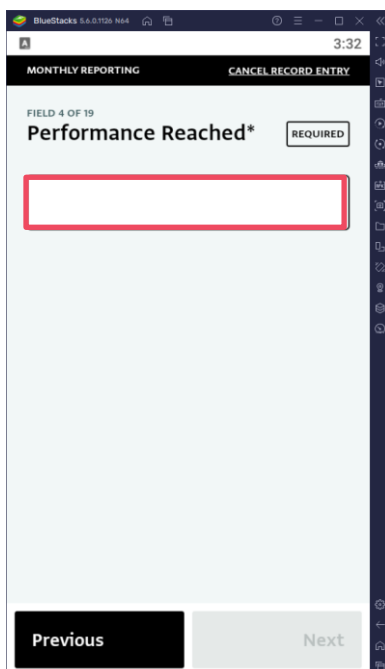
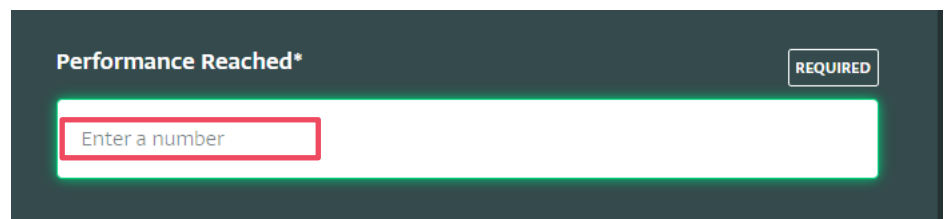
A window as below will appear after you fill all the Activity location details on your mobile device. Click on **Next** to load the next section.



Continue to the next section on **selecting appropriate Population Group** you reporting on. *It is highly encouraged to report the indicators per population group for ease of reporting and comparative analysis. (Please note to add a new record if you implemented same activity for different population group (e.g. provided NFIs to IDPs and Returnees in the same location and date))*

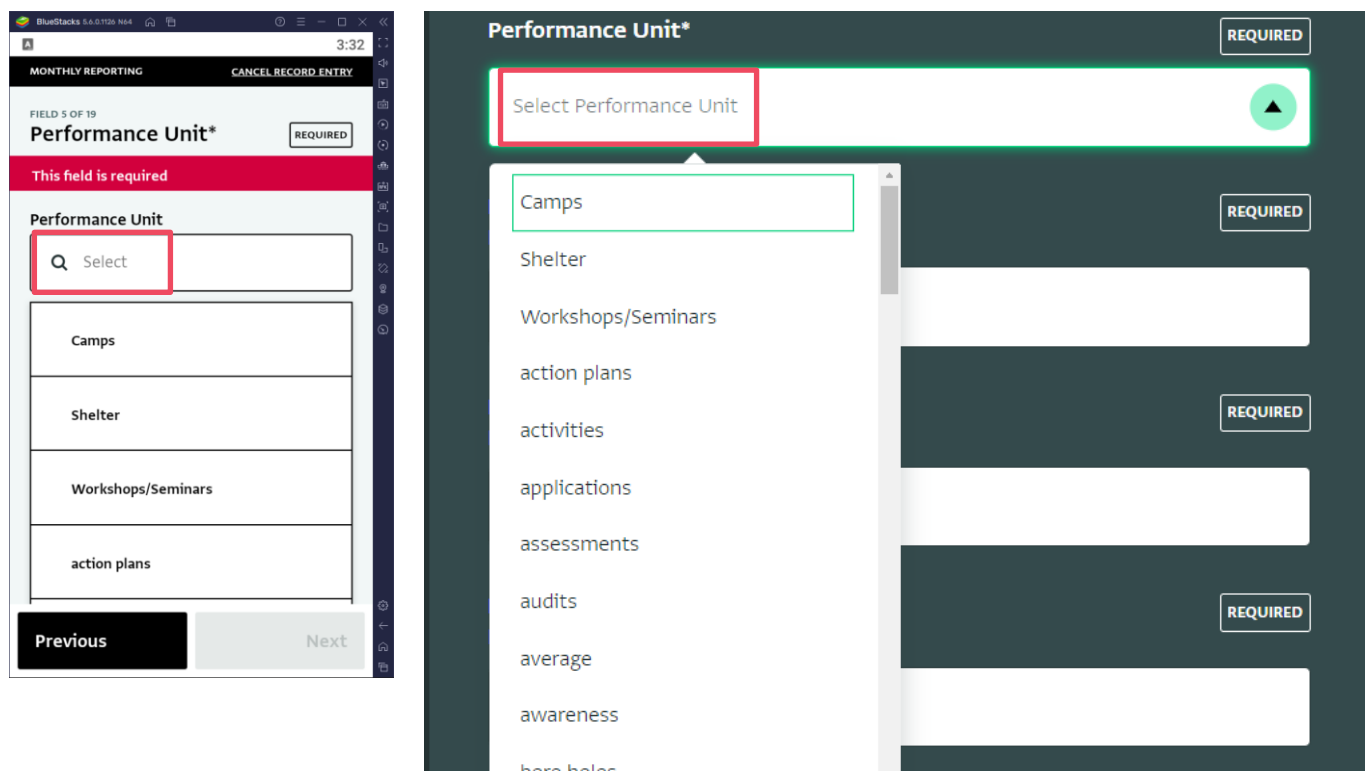



Input the Performance reached.

(Please take note of the indicator you are reporting, performance reached does not always refer to beneficiaries reached. Some indicators have unit of measures at activity level such as # of awareness raising, monitoring visits, etc.)

Select the **Performance Unit** being reported (specify the unit of measure of your indicator)



Performance Unit* REQUIRED

Select Performance Unit

- Camps
- Shelter
- Workshops/Seminars
- action plans
- activities
- applications
- assessments
- audits
- average
- awareness
- bare holes

REQUIRED

REQUIRED

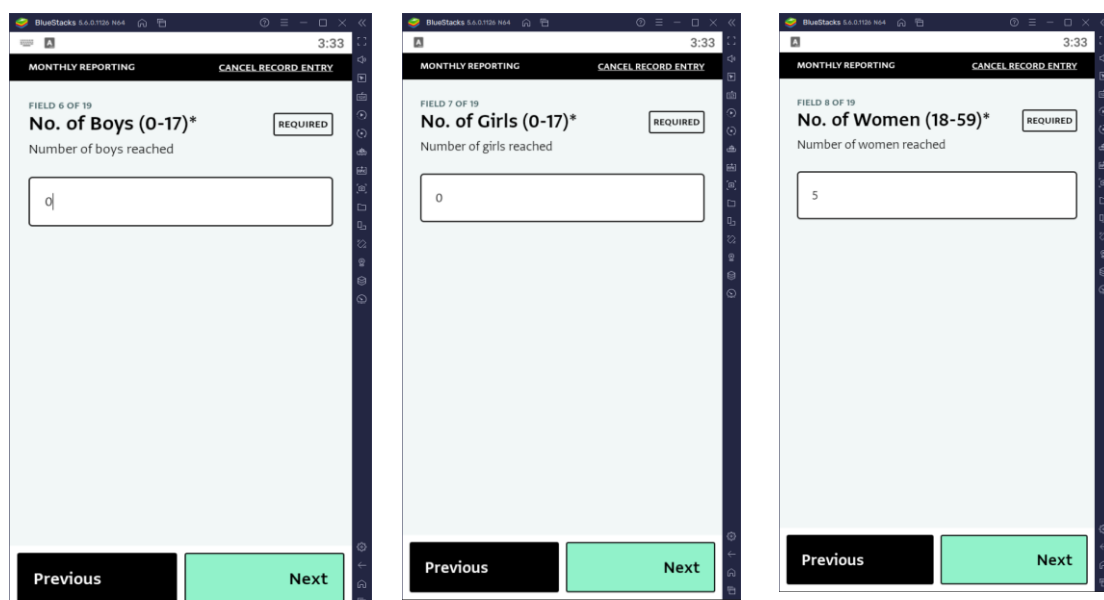
REQUIRED

REQUIRED

Previous Next

Proceed to input the No. of **Boys, Girls, Women, Men, Elderly Women** and **Elderly Men** Reached
*Although Some indicators are focusing the performance unit at activity level, it is also recommended to enter the number of beneficiaries reached of the indicator you are reporting (e.g., number of Boys, Girls, Men, Women, Elderly Men and Women reached through awareness raising activity) this is to easily capture important figures such as # of awareness raising conducted and its beneficiaries.
 (Input "0" if there are no beneficiaries reached for the activity of demographics, in some indicators, number of beneficiaries reached are hard to measure such as # of reports, alerts, policies, etc)*

i) On **Mobile**, it will appear as follows:



MONTHLY REPORTING CANCEL RECORD ENTRY

FIELD 6 OF 19
No. of Boys (0-17)* REQUIRED

Number of boys reached

0

Previous Next

FIELD 7 OF 19
No. of Girls (0-17)* REQUIRED

Number of girls reached

0

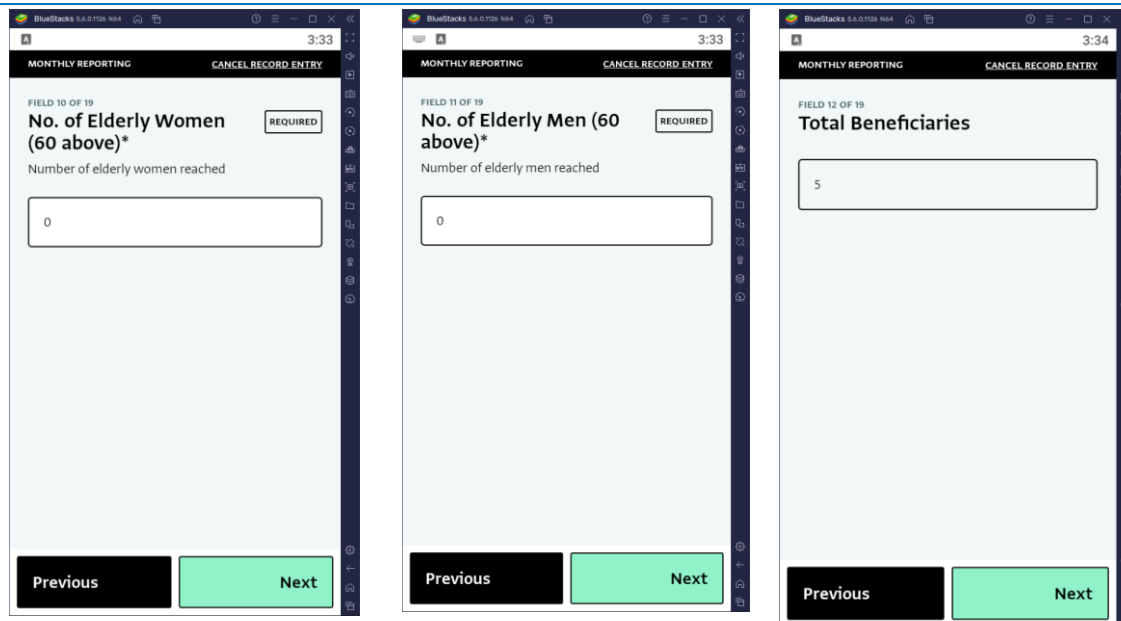
Previous Next

FIELD 8 OF 19
No. of Women (18-59)* REQUIRED

Number of women reached

5

Previous Next

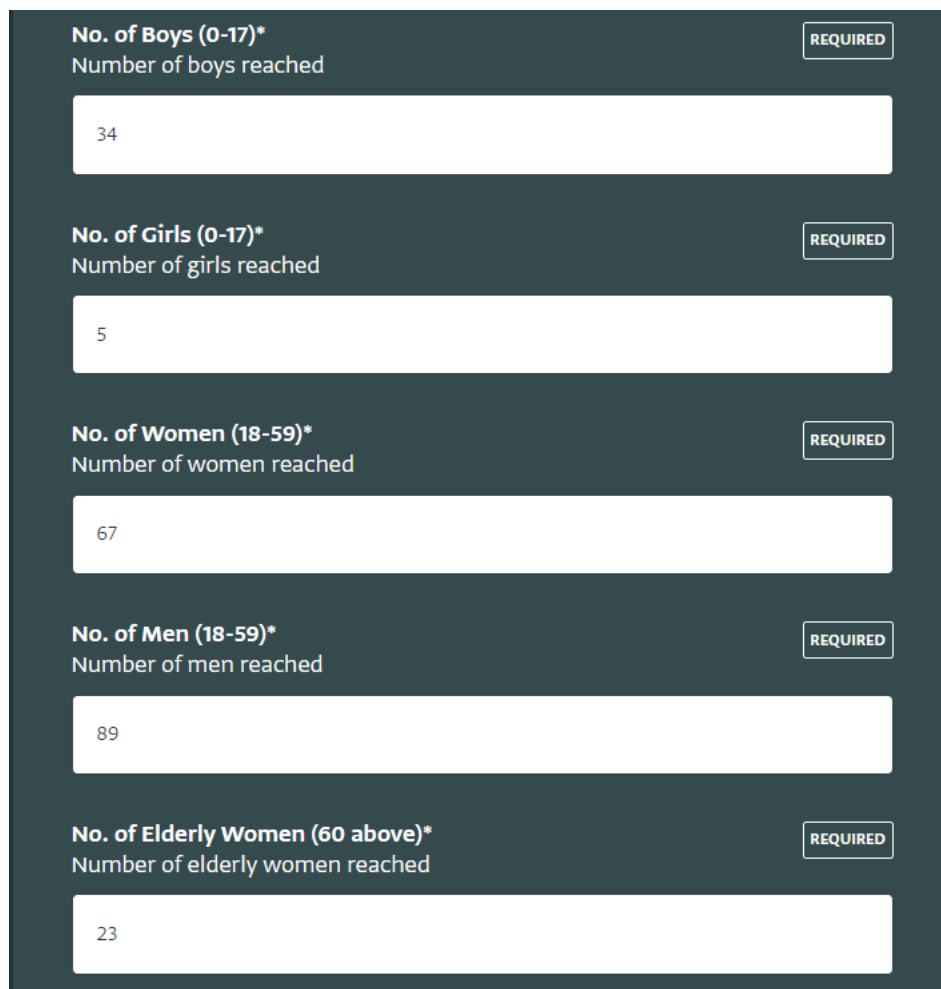


The first screenshot shows 'FIELD 10 OF 19' with the title 'No. of Elderly Women (60 above)*' and a 'REQUIRED' tag. Below it is the label 'Number of elderly women reached' and a text input field containing the value '0'. At the bottom are 'Previous' and 'Next' buttons.

The second screenshot shows 'FIELD 11 OF 19' with the title 'No. of Elderly Men (60 above)*' and a 'REQUIRED' tag. Below it is the label 'Number of elderly men reached' and a text input field containing the value '0'. At the bottom are 'Previous' and 'Next' buttons.

The third screenshot shows 'FIELD 12 OF 19' with the title 'Total Beneficiaries'. Below it is a text input field containing the value '5'. At the bottom are 'Previous' and 'Next' buttons.

ii) **Browser** interface will appear as follows:



The browser interface displays a list of five required fields, each with a 'REQUIRED' tag in a small box to the right. The fields are:

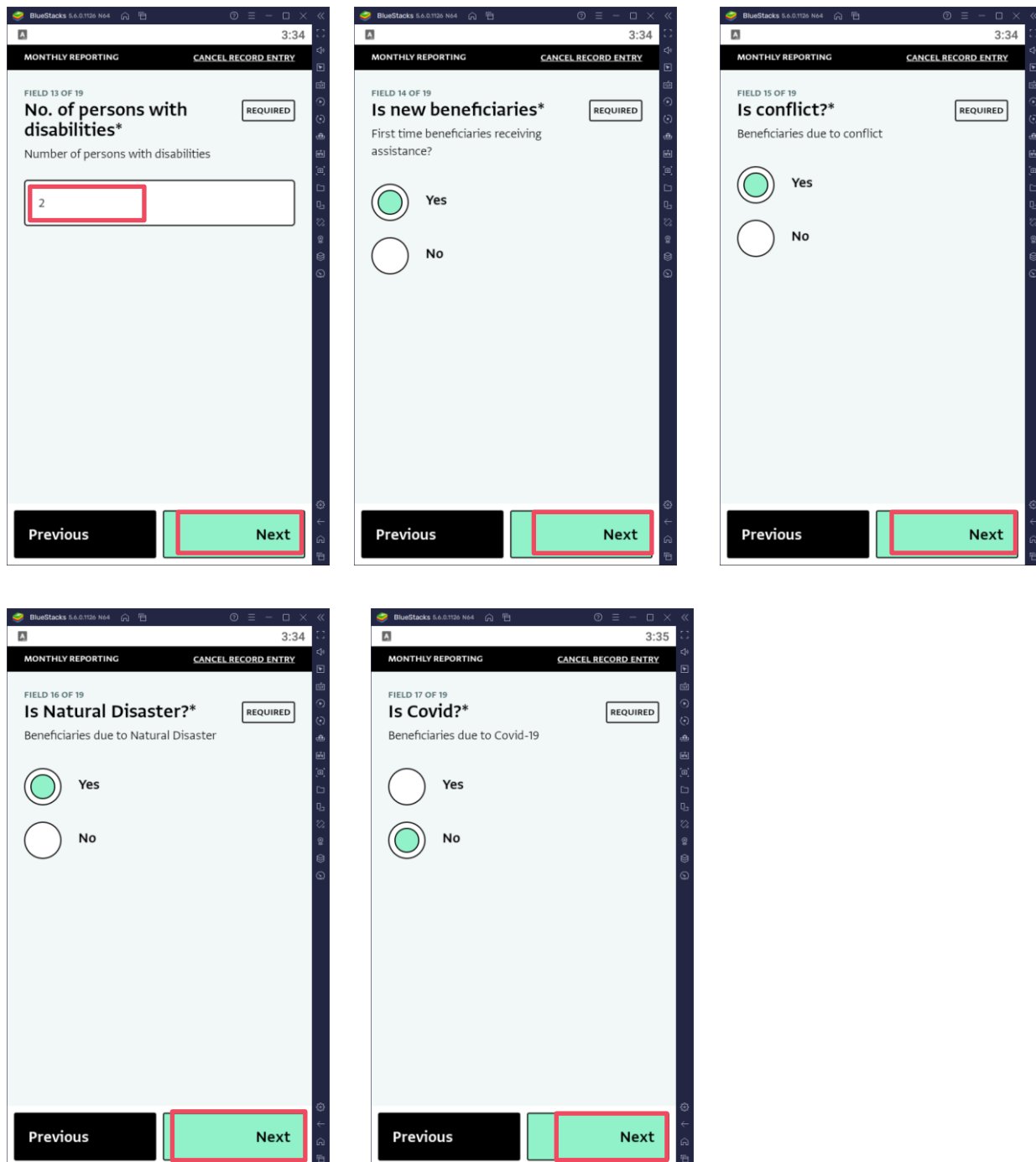
- No. of Boys (0-17)***: Number of boys reached. Input field contains '34'.
- No. of Girls (0-17)***: Number of girls reached. Input field contains '5'.
- No. of Women (18-59)***: Number of women reached. Input field contains '67'.
- No. of Men (18-59)***: Number of men reached. Input field contains '89'.
- No. of Elderly Women (60 above)***: Number of elderly women reached. Input field contains '23'.

Kindly note:

Total Beneficiaries is a calculated field that will be automatically filled.

Continue to fill in the remaining fields as follows then click on Next.

i) On **Mobile devices**, the below interface will continue:



The screenshots show the following fields and options:

- Field 13 OF 19:** No. of persons with disabilities* (REQUIRED). Number of persons with disabilities: 2. Buttons: Previous, Next.
- Field 14 OF 19:** Is new beneficiaries* (REQUIRED). First time beneficiaries receiving assistance? Radio buttons: Yes (selected), No.
- Field 15 OF 19:** Is conflict?* (REQUIRED). Beneficiaries due to conflict. Radio buttons: Yes (selected), No.
- Field 16 OF 19:** Is Natural Disaster?* (REQUIRED). Beneficiaries due to Natural Disaster. Radio buttons: Yes (selected), No.
- Field 17 OF 19:** Is Covid?* (REQUIRED). Beneficiaries due to Covid-19. Radio buttons: Yes, No (selected).

No. of persons with Disabilities reached – Enter the number of persons with disabilities you reached with your activity.

Is new beneficiaries – Click “Yes” if the beneficiary is unique and have not received any assistance from your organization.

Is Conflict – Click “Yes” if the beneficiaries you reached were affected by conflict

Is Natural Disaster – Click “Yes” if the beneficiaries you reached were affected by Natural Disaster

Is Covid-19 – Click “Yes” if the beneficiaries you reached were affected by Covid-19

ii) On **the browser**, the below interface will continue:

No. of persons with disabilities*
 Number of persons with disabilities

REQUIRED

Enter a number

Is new beneficiaries*
 First time beneficiaries receiving assistance?

REQUIRED

☐ Yes
☐ No

Is conflict?*
 Beneficiaries due to conflict

REQUIRED

☐ Yes
☐ No

Is Natural Disaster?*
 Beneficiaries due to Natural Disaster

REQUIRED

☐ Yes
☐ No

Is Covid?*
 Beneficiaries due to Covid-19

REQUIRED

Taking a picture/photo or uploading existing pictures/photos of your activities, such as on-going distribution, completed infrastructures such as schools, roads, health clinics, boreholes, etc.

i) On **Mobile devices**, the below interface will continue:

MONTHLY REPORTING

CANCEL RECORD ENTRY

FIELD 18 OF 19

Photo

Previous

Next

MONTHLY REPORTING

CANCEL RECORD ENTRY

FIELD 18 OF 19

Photo

Choose an action

Camera

Camcorder

Files

MONTHLY REPORTING

CANCEL RECORD ENTRY

FIELD 19 OF 19

General Summary*

REQUIRED

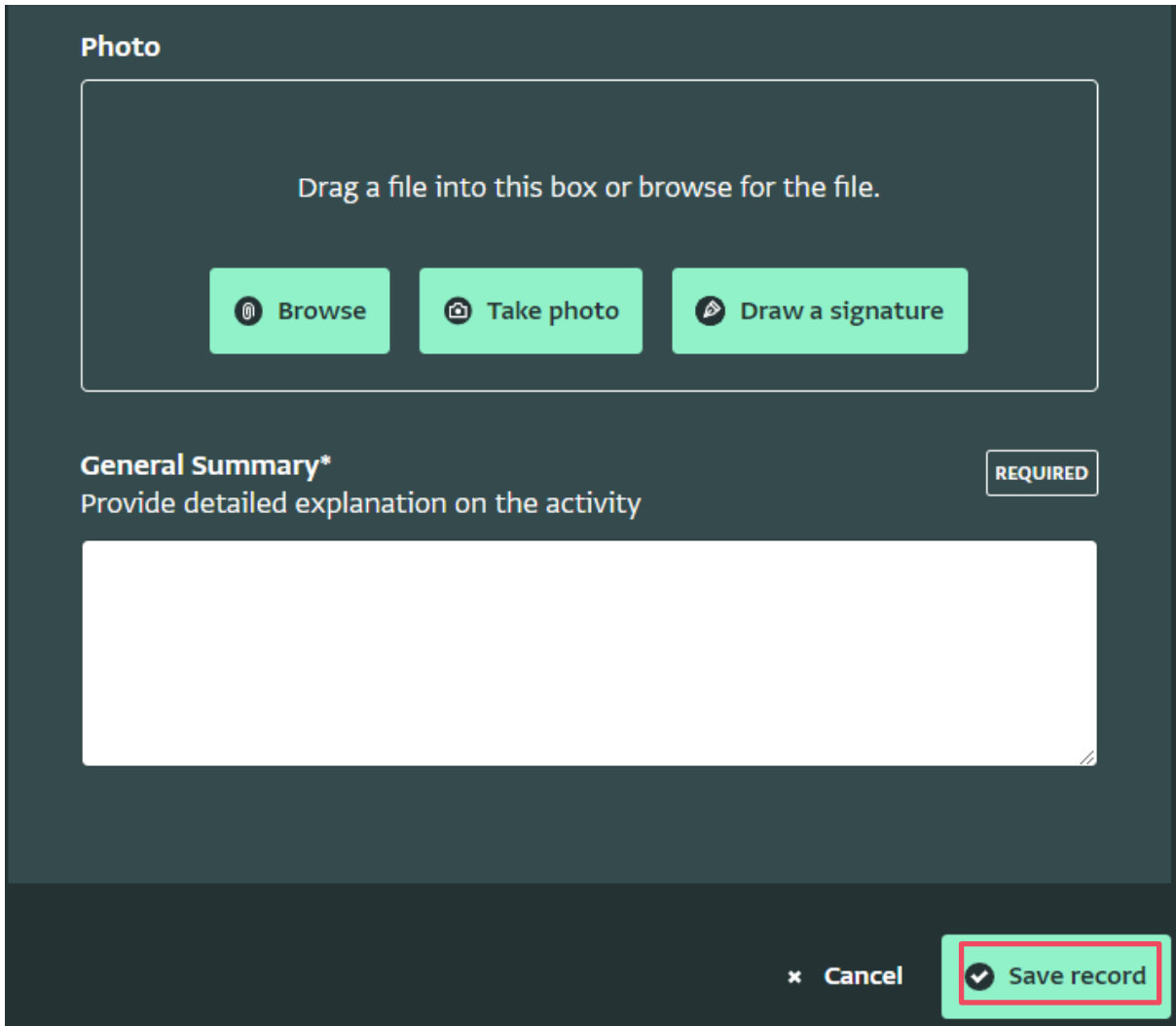
Provide detailed explanation on the activity

Test

Previous




Submit record

- i) On the **browser**: It will also be important to Provide a general summary of the activity. What were the challenges, gaps, additional needs, protection issues, and other information you would like to share with UNHCR.




Photo

Drag a file into this box or browse for the file.

 **Browse**  **Take photo**  **Draw a signature**

General Summary* REQUIRED

Provide detailed explanation on the activity

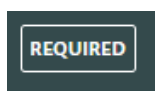
✕ Cancel  **Save record**

Once, the form is completed, Click to **SUBMIT / SAVE RECORD**

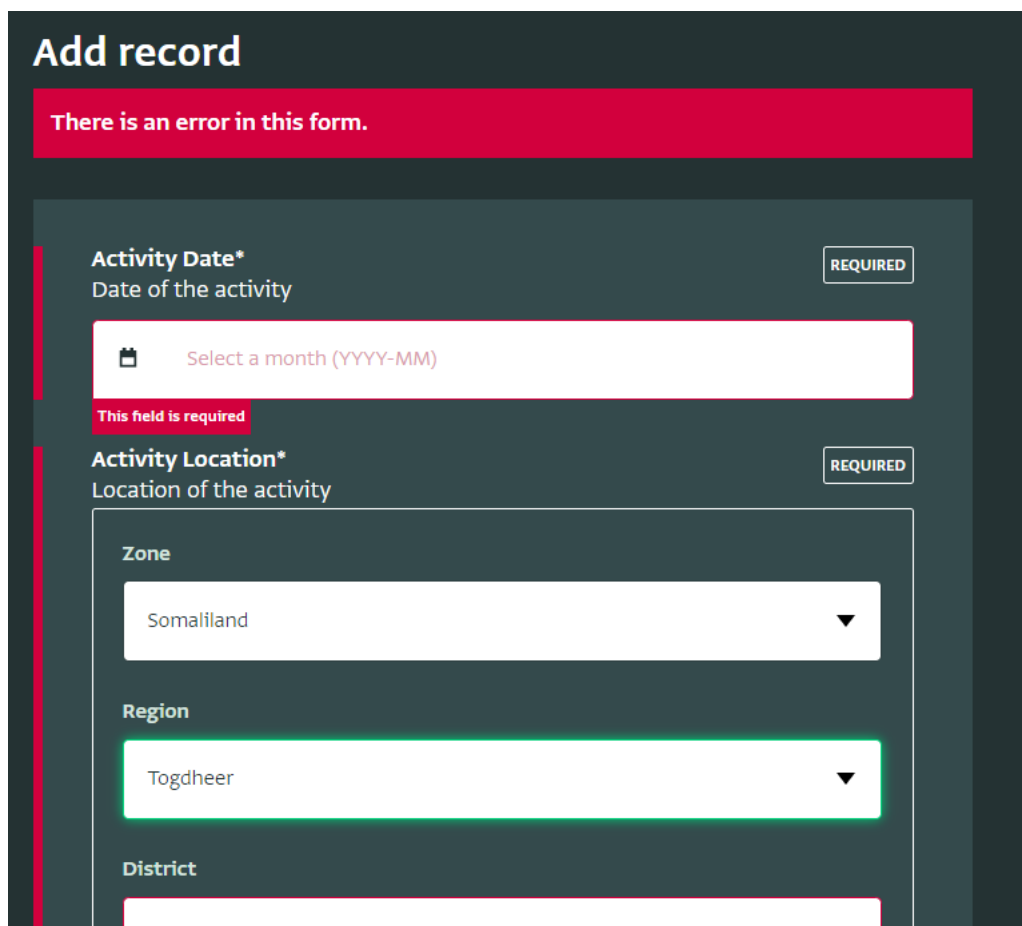
IMPORTANT:

The form **will not** be submitted with some fields not filled in as all fields are **Mandatory** and indicated

as



If a field is missing inputs/data, the form will prompt you of an error and will highlight in Red and as below:



The screenshot shows a web form titled "Add record". At the top, a red banner displays the message "There is an error in this form." Below this, the form contains several fields. The "Activity Date*" field is labeled "Date of the activity" and has a "REQUIRED" tag. Its input box is highlighted in red and contains the placeholder text "Select a month (YYYY-MM)". Below this, a red box says "This field is required". The "Activity Location*" field is labeled "Location of the activity" and also has a "REQUIRED" tag. It contains three sub-fields: "Zone" (with a dropdown menu showing "Somaliland"), "Region" (with a dropdown menu showing "Togdheer"), and "District" (with an empty input box). The "Region" dropdown is highlighted with a green border, while the "District" input box is highlighted in red.

When prompted of this error, go through, and fill in the highlighted fields and Re-Submit the Form.

IV) Editing a Record

i) On the browser

+ Add record
Import
Export
Analyze
Select columns

Partner Access	UNHCR Office	Partner Name	Project Name	Performance In...	Target (Perform...	Reached (Perfor...	Gap (Performan...	Monthly Report...
RO_NRC	RO Somalia	Norwegian Refu...	Protection and R...	# of partners con...	33	0	33	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of flash reports ...	24	0	24	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of persons of co...	2,200	0	2,200	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of protection ca...	1,200	0	1,200	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of performance ...	2	0	2	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of inter-agency ...	4	0	4	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of post-return a...	2	0	2	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of Network-foc...	30	0	30	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of local authorit...	2	0	2	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of joint data rev...	4	0	4	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of network-spe...	6	0	6	0 records
RO_NRC	RO Somalia	Norwegian Refug...	Protection and Re...	# of protection a...	4	0	4	0 records

Record
Print record
Edit record
Delete record
Details
History
Go to subform:
Monthly Reporting
PARTNER ACCESS
RO_NRC
UNHCR OFFICE
RO Somalia
PARTNER NAME
Norwegian Refugee Council
PROJECT NAME
Protection and Return Monitoring Network (PRMN)

- To Edit, Select the Record you want to edit and Click on the **Black Tab** on the far right of the screen written **Record**. Select the second option i.e., **Edit record**. Once done, save or submit the form.
- To edit a subform, navigate to the subform of the relevant indicators and follow the above procedure.

ii) On mobile

17:03
SYNCHRONIZED
LOGOUT

ACTIVITY DETAILS
Record c14ycub10qddfcpb1

LAST EDITED TIME
2022-03-14 10:13:49
PARTNER ACCESS
RO_NRC
UNHCR OFFICE
RO Somalia
PARTNER NAME
Norwegian Refugee Council
PROJECT NAME
Protection and Return Monitoring Network (PRMN)
PERFORMANCE INDICATOR
of protection analyses produced and disseminated per quarter
TARGET (PERFORMANCE)
4 T

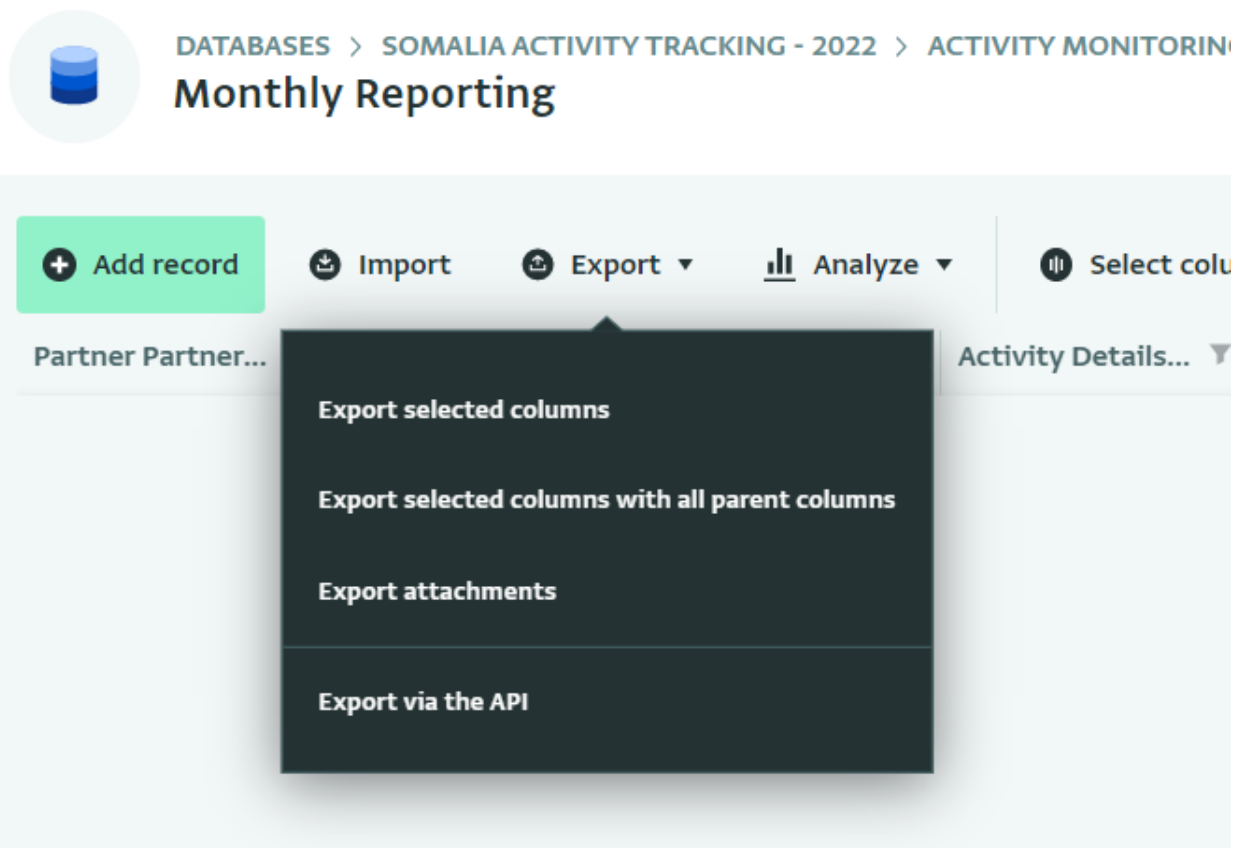
Monthly Reporting
+ Add record in subform

Edit record

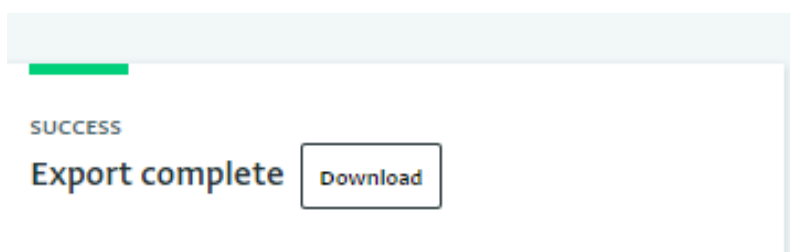
Select the record you want to edit and click on the Edit Record at the bottom of the mobile interface. Once edited, submit the form.

V) Export Data

- Select the relevant record which will bring you to the records view. Navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form and the row for the relevant location, this will open the sub-form records in a new widow.
- In the new window click “Export” and select **Export selected columns**. This will start exporting your data into an Excel file



- Once export is complete, Click Download to get the file.



VI) Reports

You can view the summary information of your project by clicking the “reports” button.

The report shows beneficiary number through a map per district, monthly trends, progress against target, population group, and demographics

