



ACTIVITY INFO

Step by Step Reporting Guide

Inter-Sector Working Group
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This Document details the steps required for all reporting partners and agency to follow to be able to gain access to Activity Info Database and be able to report on it monthly. For any clarification, please contact Edouard Legoupil (Legoupil@unhcr.org) and Hawraa Harkous (harkous@unhcr.org). It is adapted from an original document by the Inter-Agency Information Management Working Group in Lebanon.



INTRODUCTION

ActivityInfo is an online database that 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 intervention places.

I. START ACTIVITYINFO

To start the program, type the following web address <https://www.syrianrefugeerresponse.org/>

Syrian Refugee Response Tracking
A web-based platform for better centralisation, mapping & analysis of Humanitarian Activities in Jordan

Login
Email
Password
Login
[Forgot your password?](#)

Why ActivityInfo?

- Track**
Tracks sectoral activities all over Jordan in a standardised applicable system that will ensure inter-operable approaches to data.
- Coordinate**
Records activities per location in order to reduce duplication of efforts.
- Identify gaps**
Displays which locations are not receiving adequate coverage for certain activities type.
- Monitor**
Allows for almost real time monitoring of performance and impact indicators within the Refugee Response Plan targets.
- Analyse**
Produces automatic maps, data analysis and reports.
- Share**
Facilitates access to any organizations that contributes to the Syrian Refugee Response. Validated information will be then published publicly in the portal.

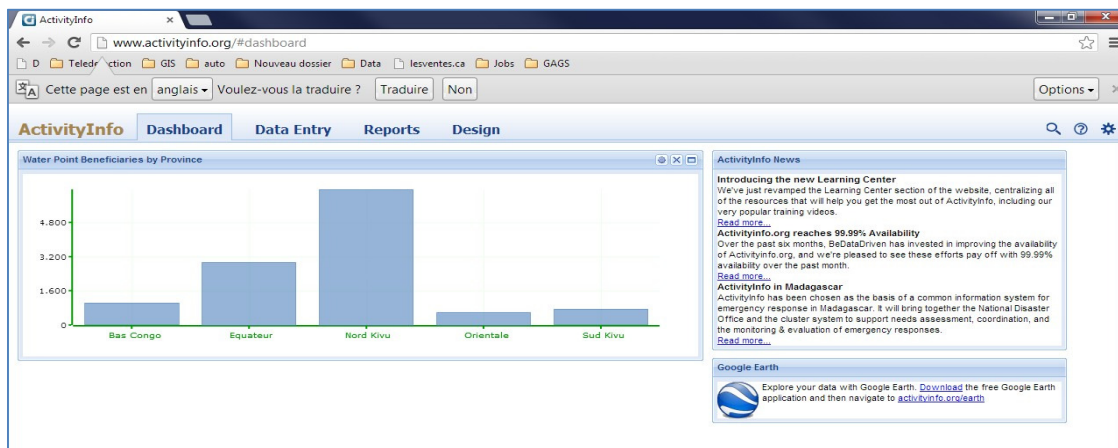
What is captured?

- Activities per location**
Location and types of activities, described according to an agreed taxonomy.
- Beneficiaries**
Type of groups assisted (Syrian Refugees, Vulnerable Jordanian and other Persons of Concerns).
- Indicators**
Indicator values and metrics, Key Response Figures.
- Funding Type**
Type of Funding i.e. is the activities done under the Refugee Response Plan or not?

Then you can log in by clicking **Log In**.

You must first submit a request for invitation to access the database. If you do not have a username and password, please email your **Sector Lead**, who will confirm you are part of the sectors, and refer you to **UNHCR Coordination Team**.

An invitation will then be sent to you, and then you can create your password. When you're connected, you will have the following view:



II. FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:

- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design database

This guide will focus on the Data Entry tab and Report generation functions. The other functions concern the design phase of the database which have already been implemented.

III. DATA ENTRY TAB

Reporting against RRP6 indicators should be made by partners once a month – by the **5th of each month** covering the achievements of the month before. The UNHCR Coordination team will then generate a monthly report, comparing achievements and targets set in the RRP6 planning phase. This will be validated by Sector chairs, including by going back into the data reported by partners.

All indicators have been structured under their relevant sectors, by RRP Objective and Output. Each Output has a unique set of indicators. If an organization is working on more than one sector, objective or output, reporting should be made **separately** under all of these activity tabs (i.e. indicators).

Once logged in, click on the DATA ENTRY tab. From this point on, every time you need to report, please always click on 'RRP6-Monitor' database on the left side of your screen.

IMPORTANT:

- If your organization is reporting on more than one activity, you will be required to enter data multiple times.
- Reporting is also geo-located, so if your activity has been in multiple governorates/districts under the same sector/objective/output, you will need to enter multiple times. For the camps, e.g. Zaatari, reporting will be at 'district' level, or which Zaatari has 12 districts.



- You should report on activities you have implemented, including for those appealed for a UN agency or another NGO under the original RRP6 appeal. Exceptions can be made, based on agreement between the appealing and implementing partners, and may be necessary when the partner is a government entity. The main purpose is to give sufficient visibility to partners who are implementing for the work they have done, and to prevent double reporting.
- You should fill your activities in the same hierarchy of Sector, Objective, Output, under which they were recorded under the original RRP6 appeal.

To begin entering data, click on **Data Entry**. Then click on **RRP6 Monitor** to access the different sectors.

Click 'RRP6 Monitor'

RRP6 Sector /Objective

Activity	Site	Partner	Governorate	Region	District	Subdistrict
1.Provision of u...	As Safinah	ADRA	Ajlun	North	Kufranja	Kufranja
1.Provision of u...	Ar Ramtha	CARE	Irbid	North	Ar Ramtha	Ar Ramtha
3. Procedures &...	Zaatari Village	UNICEF	Mafrqa	North	Badiah Shamali...	Al Khaldyah

The next level (yellow folders) corresponds with the RRP6 Sectors by Objective.

Click 'Sector/Objective'

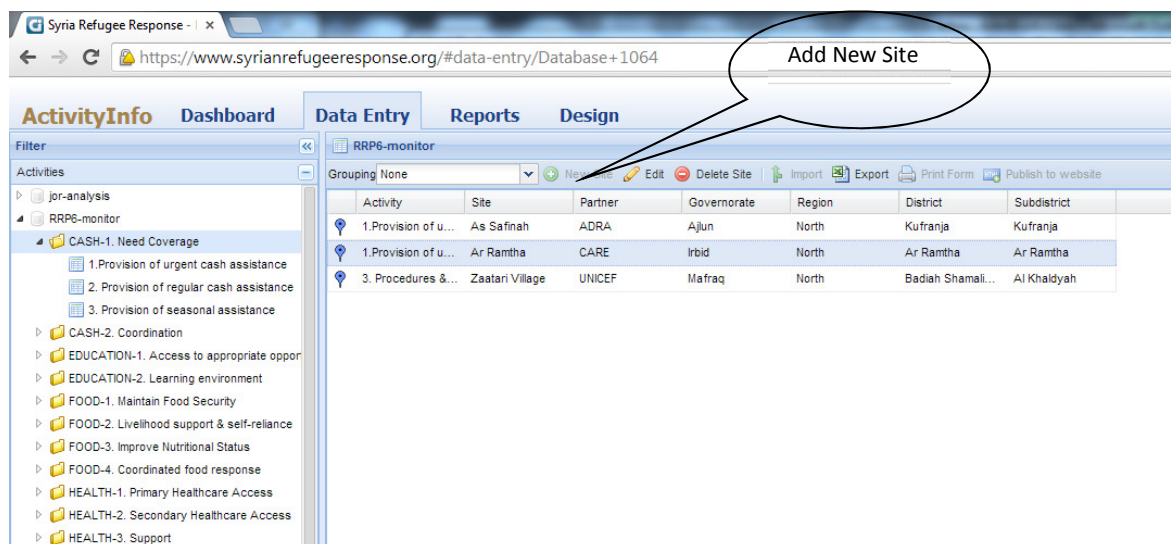
Output, under that Sector and Objective

Activity	Site	Partner	Governorate	Region	District	Subdistrict
1.Provision of u...	As Safinah	ADRA	Ajlun	North	Kufranja	Kufranja
1.Provision of u...	Ar Ramtha	CARE	Irbid	North	Ar Ramtha	Ar Ramtha
3. Procedures &...	Zaatari Village	UNICEF	Mafrqa	North	Badiah Shamali...	Al Khaldyah

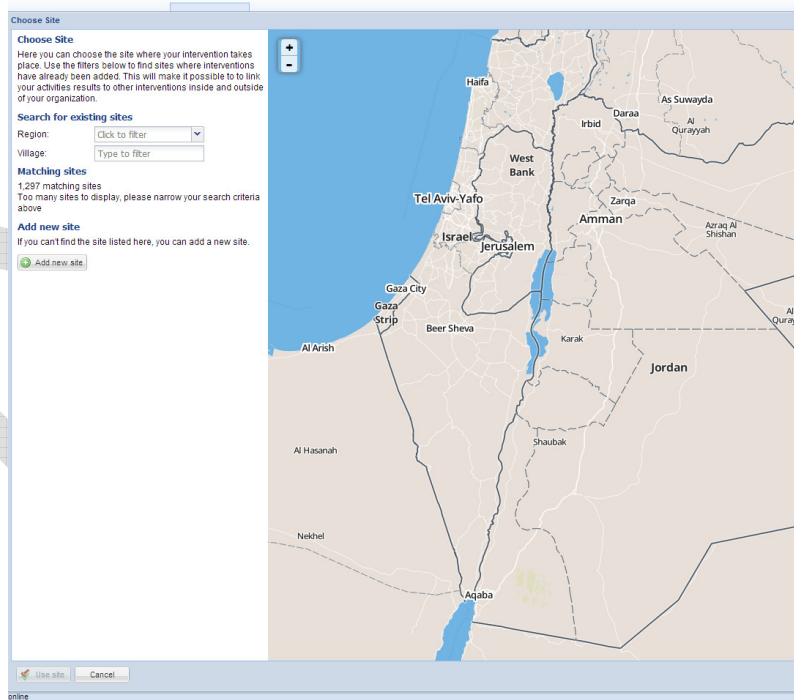
The next level (blue boxes) correspond with the RRP6 Outputs, under each Objective and Sector



To enter your activities against this Sector, Objective and Output, click on **New Site**



After clicking on **New Site** the following window will be prompted:



Select the **Region of Jordan** (North, South, Central), then **Governorate**.



For Camps, after Region of Jordan, select the **camp name (e.g. Zaatari)**, and then the **sub-division** (one of 12 districts, in the case of Zaatari). There is an option for **Zaatari camp (all district)**.

Choose Site

Here you can choose the site where your intervention takes place. Use the filters below to find sites where interventions have already been added. This will make it possible to link your activities results to other interventions inside and outside of your organization.

Search for existing sites

Region: [clear](#)

Governorate: [clear](#)

District:

Refuge Camps:

SyrRefRespRRP6:

Matching sites

- A** Liwa' al Badiyah ash Shamaliyah al Gharbiyah
- B** Liwa' al Badiyah ash Shamaliyah al Gharbiyah
- C** Liwa' al Badiyah ash Shamaliyah al Gharbiyah
- D** Mafraq City
- E** Mafraq Governorate
- F** Zaatari Camp (all district)
- G** Zaatari District 1
- H** Zaatari District 10
- I** Zaatari District 11
- J** Zaatari District 12
- K** Zaatari District 2
- L** Zaatari District 3
- M** Zaatari District 4

[Use Site](#) [Cancel](#)

After selecting the matching site click on **Use Site 'xxxx'** on the bottom left of the screen to proceed. Reporting should be at a minimum at Governorate level for urban and rural interventions, and at 'Camp (all district)' level for camps.

After that, you will have access to a window seeking information on the name of the reporting organization followed by some attributes.

Add new intervention for activity "1.Provision of urgent cash assistance"

Intervention Details
Choose the project and partner implementing this intervention

Site
Choose the site of this intervention

Attributes
Choose the attributes of this intervention

Comments
Add additional comments for this intervention

Database:

Activity:

Partner:

[Save](#)



Click on the site tab to check if the site selected is correct

Note that the Latitude and Longitude fields are empty since there was no entry at the point level

The screenshot shows a web form titled "Add new intervention for activity '1.Provision of urgent cash assistance'". The form has a left sidebar with four tabs: "Intervention Details", "Site", "Attributes", and "Comments". The "Site" tab is selected. The main content area displays the following information:

Governorate	Mafraq
Region	North
District	Badiah Shamaliyah
Subdistrict	Dair Al-Kahf
Village	Jabal Unayzah
Axe	
Latitude:	32° 22' 33.60" N
Longitude:	37° 3' 10.80" E

Below the fields is a "Change site" button. At the bottom right of the form is a "Save" button.

Then click on "Attributes" Tab. The tab defines additional information required for the reporting of activities.

The screenshot shows the same form with the "Attributes" tab selected. The main content area displays the following information:

1-Location type*:	<input type="checkbox"/> Camp <input type="checkbox"/> Informal Tented Settlement <input type="checkbox"/> Urban areas <input type="checkbox"/> Other
2-RRP6 Implementation Type*:	<input type="text"/>
3-RRP6 appeal through*:	<input type="text"/>
4-Allocation according to RRP6*:	<input type="text"/>

At the bottom right of the form is a "Save" button.



The '**Location Type**' attribute is to define further any location specific characteristics, and to allow for filtering by attribute in reports.

The '**RRP6 Implementation Type**' has three options: 1. **Direct Appeal**; 2. **Indirect Appeal**; 3. **Appeal Outside of RRP6**. This is to prevent double reporting if an appeal was made by a UN agency, but it was implemented by a different organization, and to give proper visibility to NGOs who are partnering with UN agencies.

1. Direct Appeal: Select if your organization both appealed for funds for this activity under the RRP6, and has implemented the activities directly. Under '**RRP6 Appeal Through**', select '**None**'.
2. Indirect Appeal: Select if your organization implemented activities on behalf of or in partnership with another organization which made the original appeal under the RRP6. E.g. UNHCR appealed for activity, but the activity was implemented by another INGO. Then that INGO would report, but select indirect appeal. Under '**RRP6 Appeal Through**', select '**the name of organization who made the original appeal**'.
3. Appeal Outside of the RRP6: This is to allow for activities to be recorded by partners who did not appeal under the RRP6, or who have since shifted funds between sectors. Under '**RRP6 Appeal Through**', select '**None**'.

Intervention Details
Choose the project and partner implementing this intervention

Site
Choose the site of this intervention

Attributes
Choose the attributes of this intervention

Comments
Add additional comments for this intervention

1-Location type*: ☐ Camp ☐ Informal Tented Settlement ☐ Urban areas ☐ Other

2-RRP6 Implementation Type*:

3-RRP6 appeal through*:

4-Allocation according to RRP6*:

Save

The final attribute "**4 – Allocation according to RRP6**", is to allow some flexibility for partners who have received funds from donors under e.g. Health, but have agreed to re-allocate to e.g. CASH. In this case, they would put "**Allocation according to RRP6 – No**". If the activity is in exactly the same objective/output as was planned in the original RRP6 appeal, then put "**Yes**".

Partners who have received funds outside of the RRP6 or new partners should also select "**No**".



The last selection is the ‘**Comments**’ tabs, which partners can input in any relevant important details of the site-activity.

At a minimum, this should include a one or two line description of the activity “Provision of urgent case assistance to vulnerable Syrian refugee men and women”. You can include much more details. Please note that it will help donors and other actors who will view the reporting to have more information, should it be available. You could also include a project title, for instance.

NB: If you notice that you made a mistake while filling the database, select the affected record or row and then click EDIT to correct the mistake or delete.

After that to proceed click on ‘**Save**’ at the bottom of the tab. This will create the site with the relevant attributes and details on move to the main entry page, the created site will appear as a row see figure 12.

IMPORTANT: All of the indicators are monthly indicators, thus creating a site and adding attributes is **made once**. For example a partner would create the location where their project is implemented once and then update the numbers on a monthly basis

The screenshot shows the 'Data Entry' tab of the Syria Refugee Response system. The interface includes a sidebar with a list of activities, a main table for data entry, and a bottom navigation bar. Callouts highlight the following features:

- The Attributes of the site will appear here:** Points to the table columns: Partner, Village, Governorate, Region, District, Subdistrict.
- Saving the site will create this record on the data Entry Tab:** Points to the 'Save' button at the bottom of the form.
- Monthly Reporting Tab:** Points to the 'Monthly Reports' tab in the bottom navigation bar.
- Uploading Attachment Tab:** Points to the 'Attachments' tab in the bottom navigation bar.

The table contains the following data:

Partner	Village	Governorate	Region	District	Subdistrict
ADRA	As Safinah	Ajlun	North	Kufanja	Kufanja
CARE	Al Ramtha	Jalab	North	Al Ramtha	Al Ramtha
UNHCR	Jabal Unayzah	Mattaq	North	Radiyah Shamal	Dair Al-Kahf

Click on ‘**Monthly Reports**’ Tab to access the indicator and reporting table (figure 13).



The screenshot shows the ActivityInfo web application interface. The top navigation bar includes 'Dashboard', 'Data Entry', 'Reports', and 'Design'. The 'Reports' tab is active, displaying a table of indicators. The table has columns for 'Indicator', 'Dec 13', 'Jan 14', 'Feb 14', 'Mar 14', 'Apr 14', 'May 14', and 'Jun 14'. The indicators listed include 'Syrian Girls in Camp - # of individuals assisted', 'Syrian Boys in Camp - # of individuals assisted', 'Syrian Women in Camp - # of individuals assisted', 'Syrian Men in Camp - # of individuals assisted', 'Syrian Girls in Urban - # of individuals assisted', 'Syrian Boys in Urban - # of individuals assisted', 'Syrian Women in Urban - # of individuals assisted', 'Syrian Men in Urban - # of individuals assisted', 'Girls - Other affected Population - # of individuals assisted', 'Other affected Population - # of individuals assisted', and 'Men - Other affected Population - # of individuals assisted'. A callout points to the 'Reporting Indicators by Month' dropdown menu. Another callout points to the 'Save' button. A third callout points to the data entry table, indicating where to input monthly net values.

The monthly reporting tab is where data is entered on indicators at site level. The indicators are prefilled to match the outputs, objectives, and sectors agreed in the RRP6 planning process. NB some sectors are 'proxy indicators' and may not match perfectly your activity. For guidance, please discuss with your sector chair and /or the UNHCR Coordination Team.

The indicators are disaggregated by Men, Women, Girls and Boys, and by Syrians in Camp, Syrians in Urban and Other Affected Population. Other Affected Population corresponds with Jordanian Host Communities, but could also include e.g. Iraqi refugees.

IMPORTANT: How figures are reported between months, will depend on the indicator. By default, the reports system in Activityinfo 'adds up' or 'sums' indicators between months. This means that some indicators could be over-reported. Some examples where this could be problematic:

- If 12 trainings are conducted in January, and only 6 in February, then for January mark '12' and for February mark '6'
- If beneficiaries of medical or psycho-social support receive a service over January, February and March, then they should continue to be reported as receiving that service in each month.

Ultimately the sector will have to decide how to report on each sector, and this should be consistently applied for that indicator. Please contact your sector chair for any guidance.

After inputting the indicators values for that particular month and site, press '**Save**' on the tab. Note that you have to press Save every time you update your figures.

There are two additional tabs on the below ribbon. "Attachments" and "History" the former is to upload any supporting document at that site level and the latter keeps a history of who edited what and when.



IV. REPORTS PRODUCTION

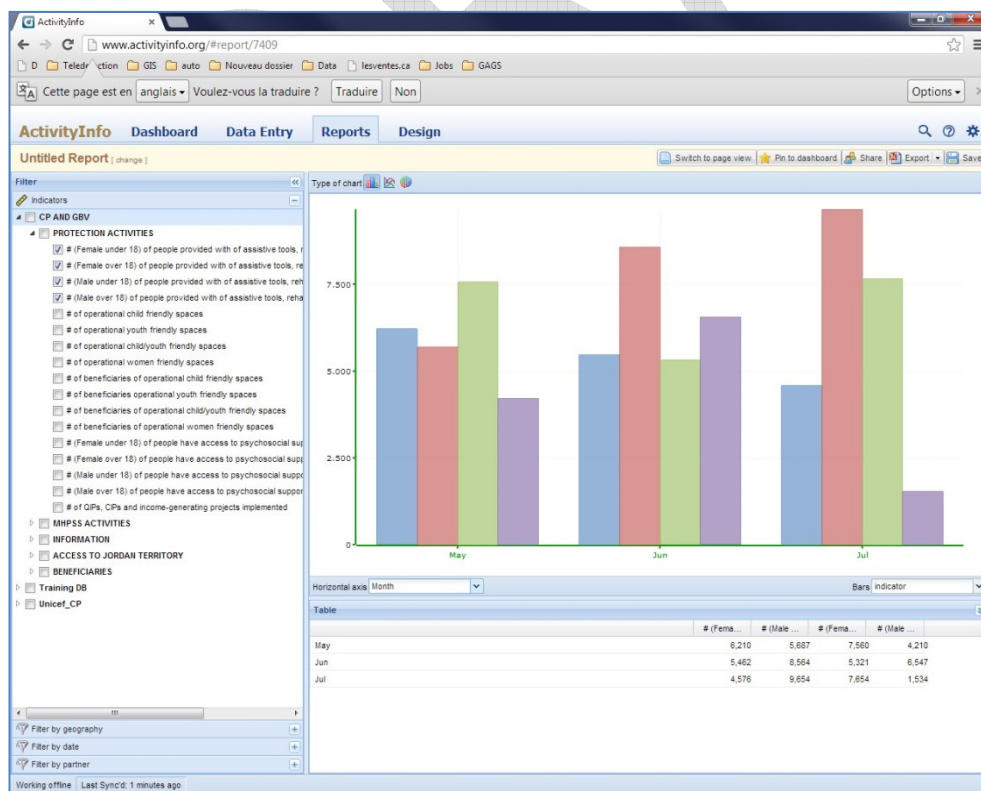
Once you have entered the data, it is possible to present them in the form of synthesized information. They can be presented as charts, pivot tables or maps.

To produce a report, click on the **Reports** menu and choose one of the forms of presentation of your report under New Report. The report can then be exported in PowerPoint, Word, Image (for maps) or Pdf format by using the export function.

The screenshot shows the ActivityInfo Reports menu. The 'New Report' button is highlighted in yellow. The interface includes a 'Saved Reports' list on the left and a 'New Report' section on the right with options for Charts, Pivot Tables, Maps, and Custom Report.

IV.1 CHARTS

To produce a report in the form of charts, click on Charts, then click on 'RRP6-Monitor' database on the left to access the different activities. Check the items you want to appear on the chart. In this example, the data are not real.





This chart shows the evolution by month of number of people provided by assistance tool and counselling disaggregated by gender and age. Indeed HORIZONTAL AXIS and BARS permit to change presentation style. It is also possible to change the chart type by selecting one of the possible TYPE CHART.

NB: When you export the chart, it comes with the legend.

IV.2 PIVOT TABLES

To generate a pivot table, click **Pivot Tables**

- 1 - Select the indicator you want to be in the pivot table
- 2 - Under the **Dimension**, choose depending on which factors you want to present the data. In our example, we chose to present the data depending on indicators by activity.
- 3 - Under **Time**, you can present the data by months or years
- 4 - You can also choose the factors you want to put on **Rows** or **Columns**. To put a field in column or in row, click first in Rows or Columns and then check the field.
- 5- The **Geography** function permits to display data by location.

The screenshot displays the ActivityInfo Reports interface. The top navigation bar includes 'ActivityInfo', 'Dashboard', 'Data Entry', 'Reports', and 'Design'. The 'Reports' tab is active, showing a 'Preview' of a pivot table. The pivot table is titled 'PROTECTION ACTIVITIES' and displays data for May, Jun, and Jul. The data is organized by indicator, with rows for various protection activities and columns for the months. The interface includes a 'Filter' panel on the left with a tree view of indicators and dimensions. The 'Dimensions' panel on the right allows users to select dimensions for the pivot table, with 'Time' and 'Geography' selected. The 'Rows' and 'Columns' panels are also visible, showing the selected dimensions for the pivot table. The bottom status bar indicates 'Working offline' and 'Last Sync'd: A minute ago'.

	May	Jun	Jul
# (Male over 18) of people provided with of assistive tools, rehabilitative services and counselling	5,687	8,564	9,654
# (Male under 18) of people provided with of assistive tools, rehabilitative services and counselling	4,210	6,547	1,534
# (Female over 18) of people provided with of assistive tools, rehabilitative services and counse...	7,560	5,321	7,654
# (Female under 18) of people provided with of assistive tools, rehabilitative services and couns...	6,210	5,462	4,576

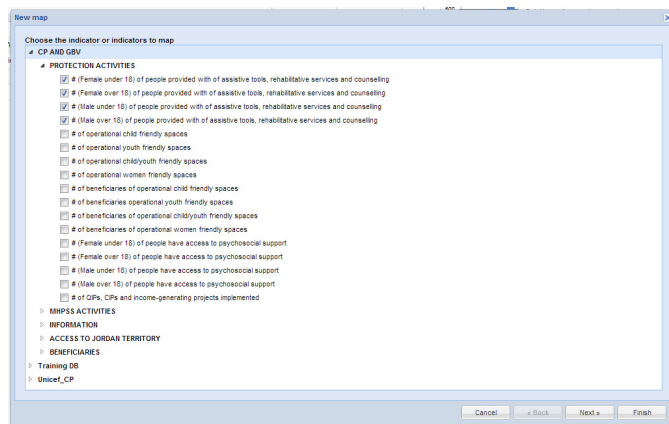


IV.3 MAPPING

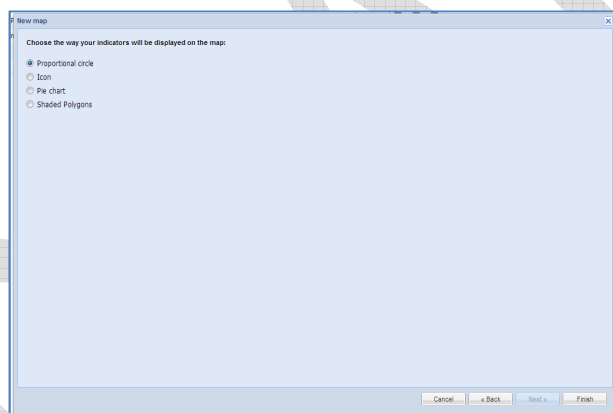
It should be noted that the mapping capacities of ActivityInfo are not yet very developed but they are sufficient to have an overview of spatial representation of the data.

To produce a map, after clicking on **REPORTS**, click **MAPS** and then do the following:

1. Select the indicators you want represent in your map



- 2 - Choose the way your data will be displayed on the map and click **Finish**

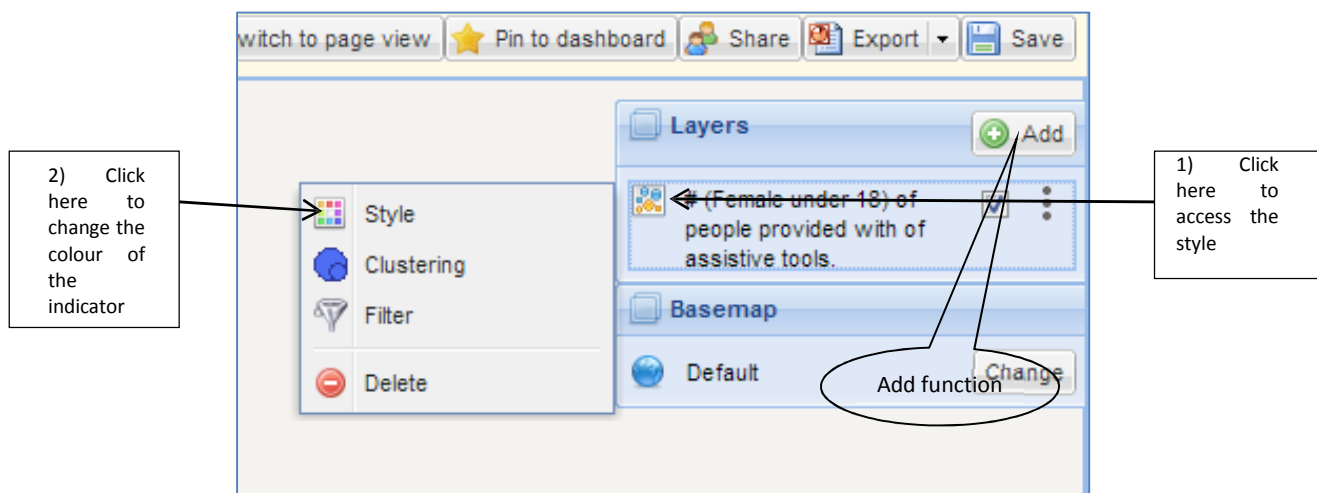


From this point, the map should be displayed.(NB example from Lebanon version)



It is possible to add additional indicators to the map by clicking and selecting the ADD function. In addition filtering and clustering options are available as seen on the left (figure 19).

To change the color of an indicator on the map, perform the following two actions:





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