# ACTIVITY INFO

# REPORTING MODULE

# STEP BY STEP GUIDE

*June 2023*

*This document details the steps required for all RRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on indicators and activities. For any clarification, please contact the UNHCR IM Unit (ugakaimug@unhcr.org)*

## 1. Introduction

An enhanced results framework has been established to track the performance of the RRP against indicators and to ensure progress against the targets set by partners at the start of the planning process. The ultimate goal of deploying a robust tracking framework is ensuring transparency and accountability, avoiding duplications and re-adjusting the response when inefficacies and gaps are identified.

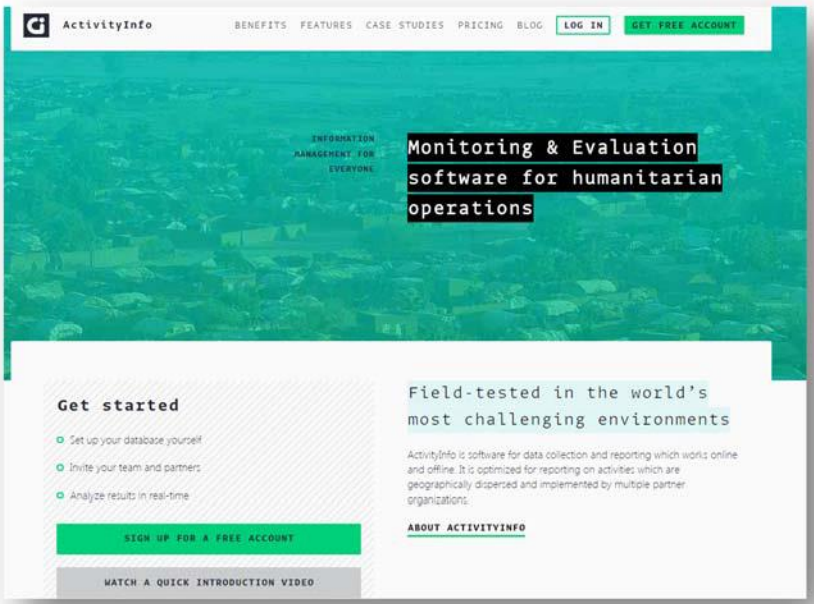
Sector Co-leads, UNHCR and OPM will regularly reach out to RRP partners to gather information and data for RRP progress reports, including through sector activity tracking. Systematic progress reporting against the indicators from the RRP results framework selected by the sector leads will be a requirement for all RRP partners (including implementing partners of UN agencies).

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 software has been used to track activities implemented by humanitarian partners working in the Uganda refugee response since early 2019 and is offered as a service by BeDataDriven. UNHCR will provide access to this software for all partners in the response to report.

## 2. Start ActivityInfo

To start the program, type the following web address: [https://v4.activityinfo.org](https://v4.activityinfo.org)

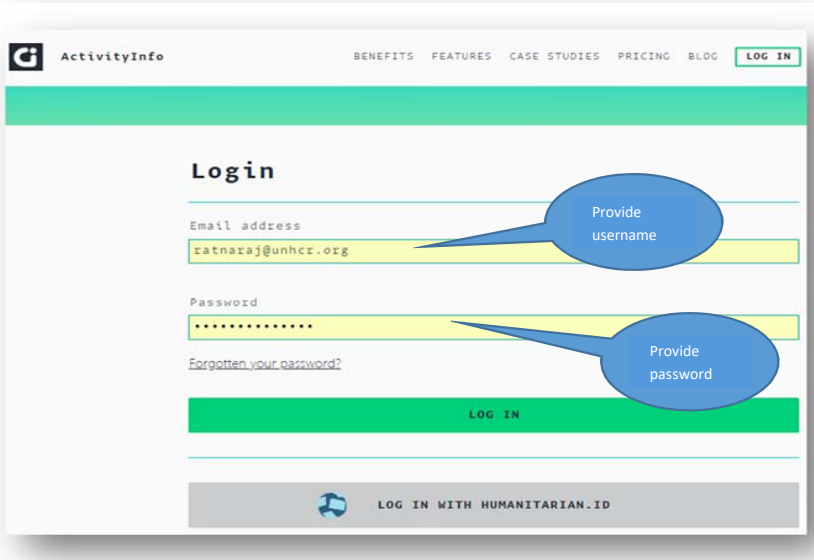
In general, the system works best on Google Chrome (issues have been reported with Microsoft Edge).




You can log-in by clicking the **Log In** tab.

- If you do not have a username and password, please send an email to the IM focal point for your sector (see Annex).

  An invitation will then be sent to you, and then you can create your password.



## 3. Data entry

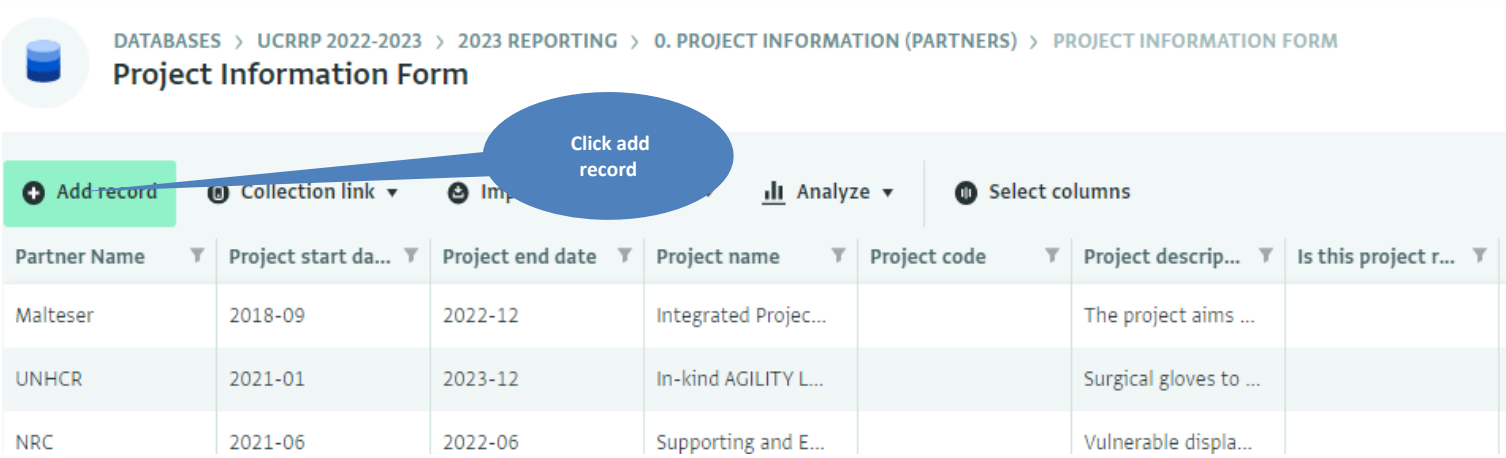
### i. Select the UCRRP 2022-2023 database for the RRP

### ii. Select the relevant folder for the sector you are reporting on

There are three folders per sector:

- Project Information (Partners): This is for both activity & funding reporting by partners
- Activity Information (Partners): This is for regular reporting on indicators and activities by partners

#### a. Select Folder 0. Project Information (Partners) folder for Project information and click on the Project Information form and click on Add record



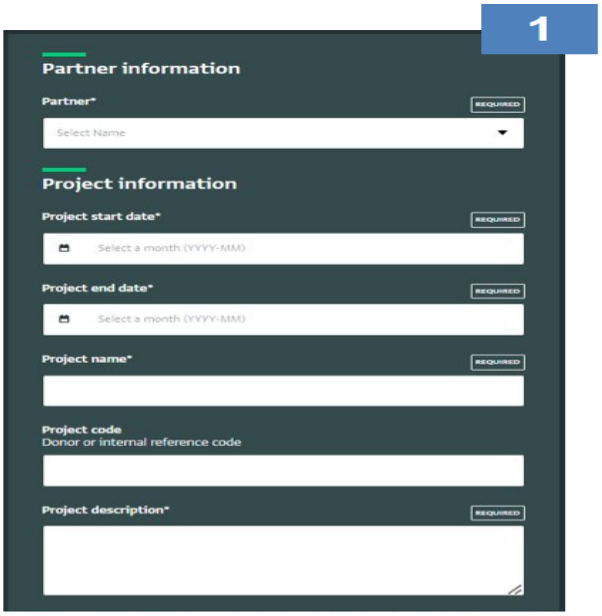
# Project Information Form

Navigate to: DB: UCRRP 2022-2023
Folder: 0. Project Information (Partners)
Form: Project Information Form

**1.** Select partner, enter project start / end date, name, code and description

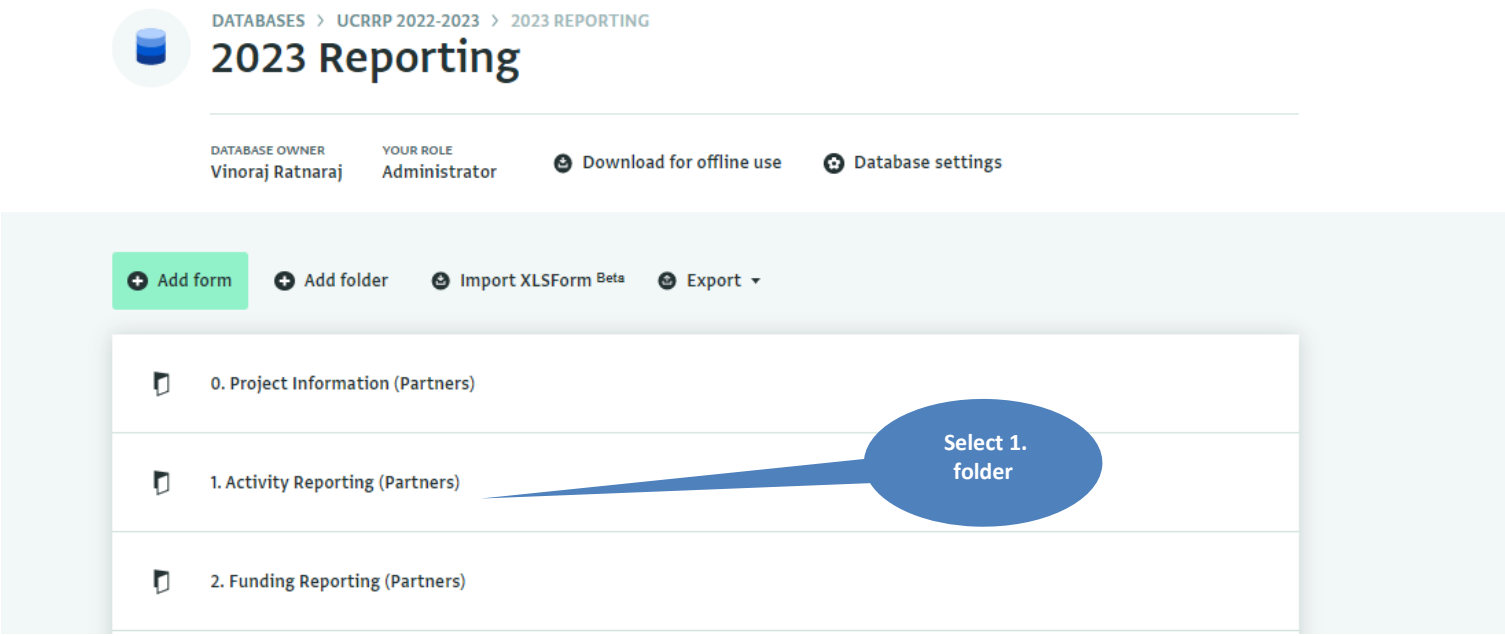
**2.** Select donor from pre-filled list, use donor details for precisions as needed

*(contact ugakaimug@unhcr.org if your donor is not in the list)*



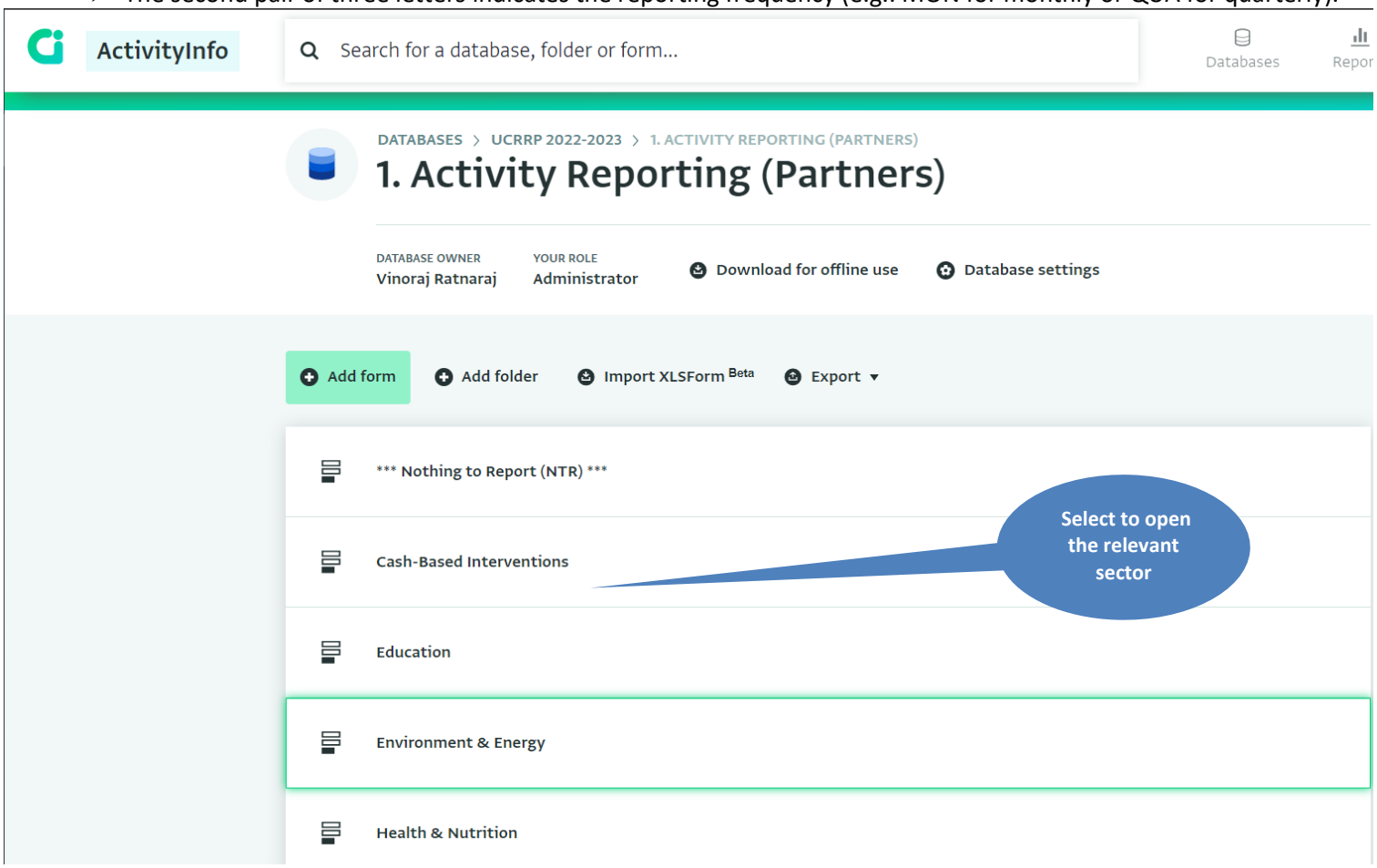

*Step-by-step instructions*

1. Enter the project start / end date, name and description. If you have multiple projects, you should complete one form for each project. All the "required" fields should be filled before moving on to the next section.
2. Select your donor type and donor from the dropdown menu, use donor details to be more precise if needed (such as "BPRM" after selecting United States of America as donor). In case donors are not appearing in the list please send an e-mail to ugakaimug@unhcr.org.
3. Indicate if the project supports government entities. This refers to projects that are partially or wholly providing financial support to the government. If you select "Yes", you will be prompted to select which government entities are being supported. If the entity being supported is not indicated in the options, please tick "other central Government entity". If the project does not provide any financial support to the Government, please select "No" and you will automatically proceed to the next session.


DATABASES > UCRRP 2022-2023 > 2023 REPORTING
2023 Reporting
DATABASE OWNER
Vinoraj Ratnaraj
YOUR ROLE
Administrator
Download for offline use
Database settings
Add form
Add folder
Import XLSForm Beta
Export
0. Project Information (Partners)
1. Activity Reporting (Partners)
Select 1. folder
2. Funding Reporting (Partners)

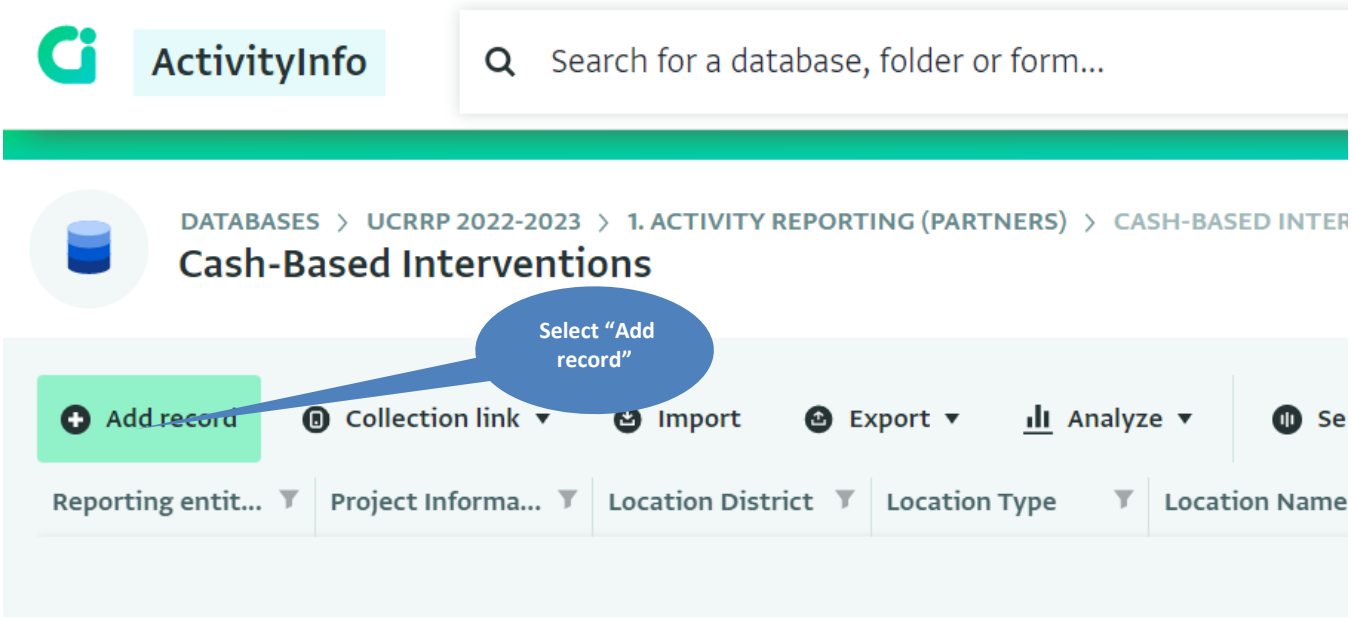
## iii. Select the relevant form for the objective you are reporting on

- Please refer to the relevant sector log frame to see which indicator or activity falls under which objective.
- The first pair of three letters indicates the reporting level (e.g.: SET for settlement level or NAT for national level).
- The second pair of three letters indicates the reporting frequency (e.g.: MON for monthly or QUA for quarterly).



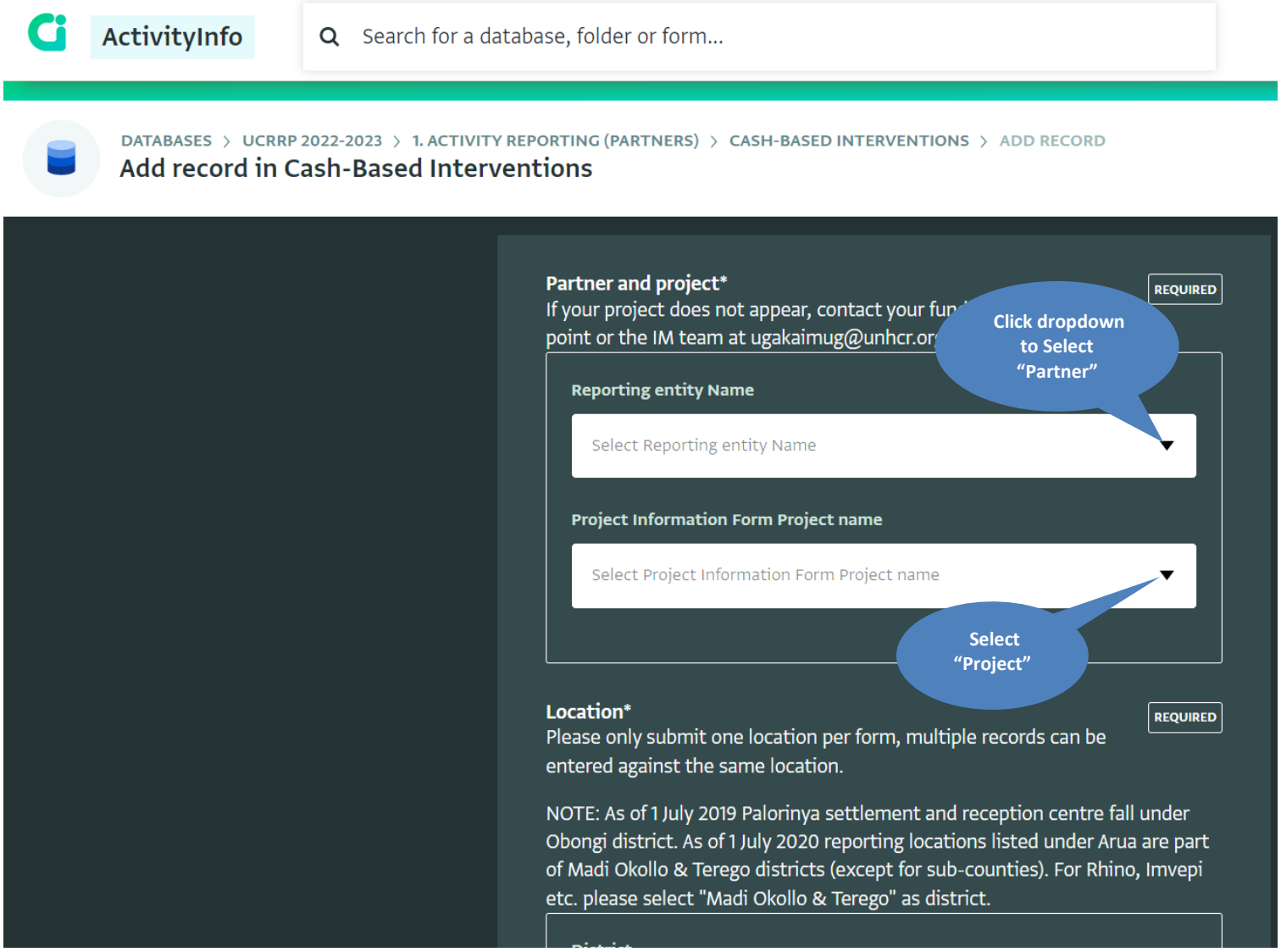

## iv. Select "New record" to add a new location

In order to add a new location for your indicator or activity, click on "New record".



Complete the form record

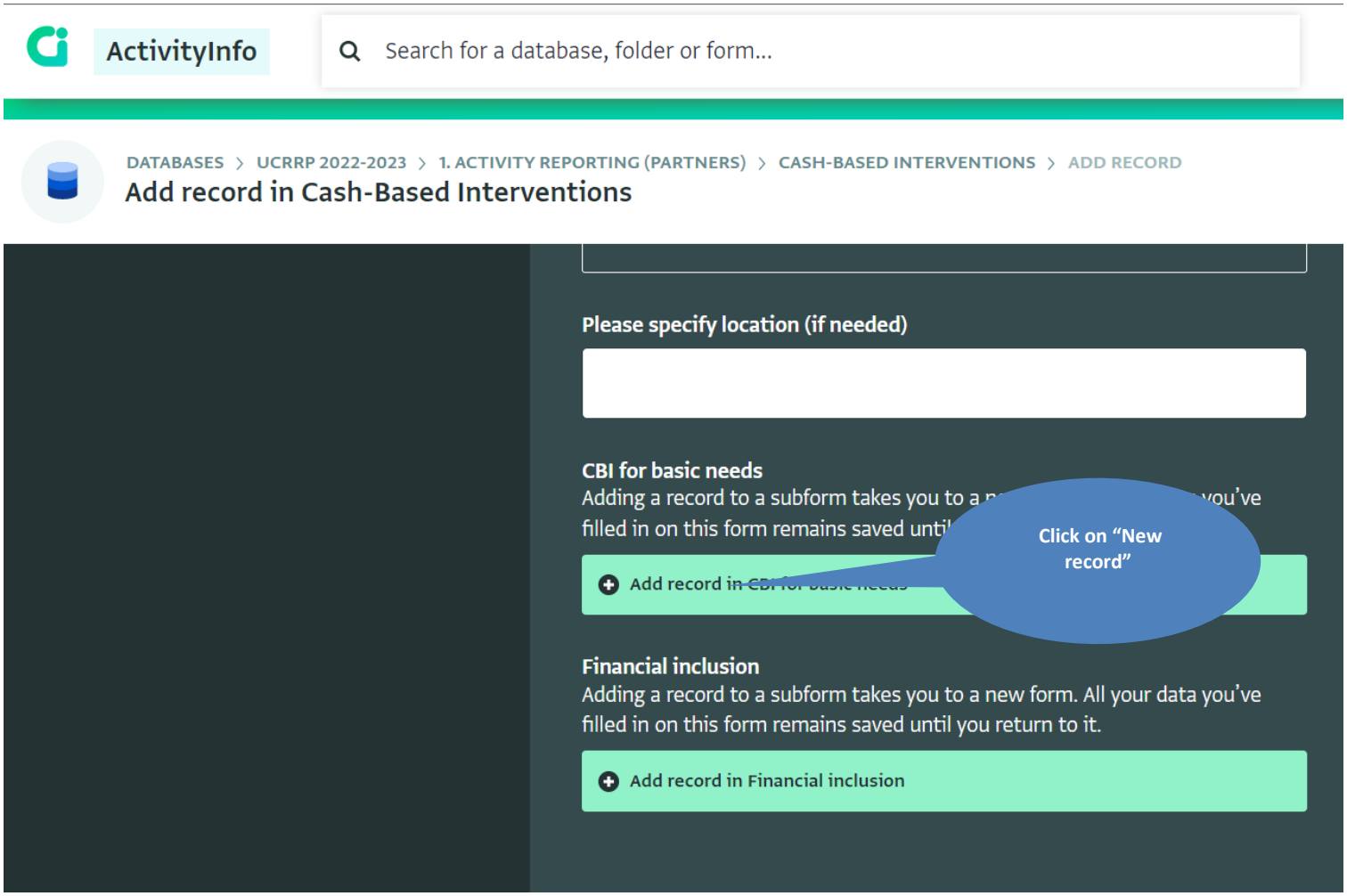
- Location type examples: settlement, collection point, entry point, reception centre or transit centre
- The type of location can be specific to a sector or intervention (e.g.: schools for Education, neighborhoods for urban interventions or sub-counties for host community interventions).



## v. Add a sub-form record

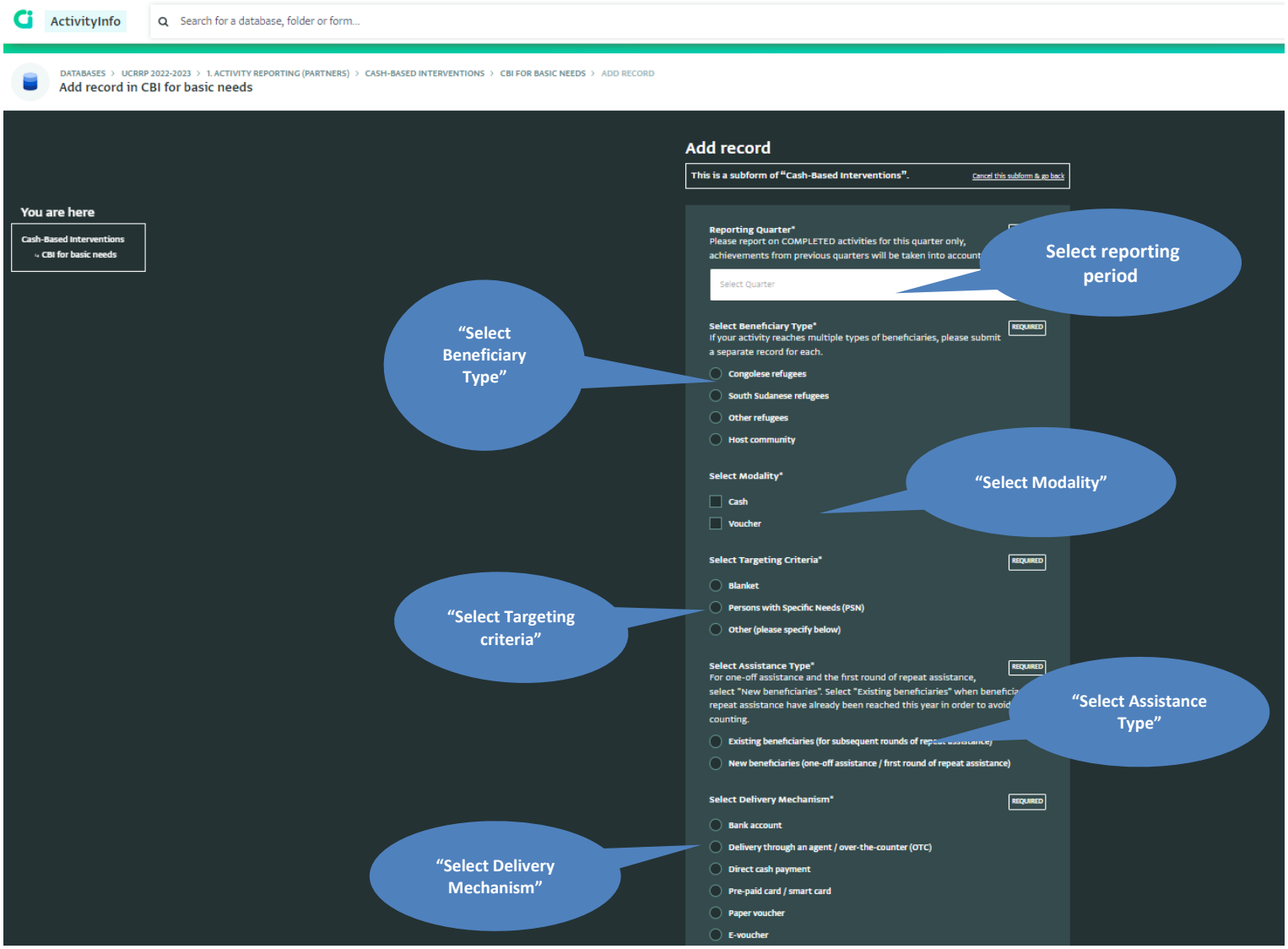
Click on "New record" for the relevant sub-form.

- See the relevant sector log frame in order to know which indicator and/or activity falls under which sub form.
- Sub forms are proceeded by the type of indicators and/or activities that partners are asked to report on:
  - RRP: These are RRP indicators that partners are asked to report on directly
  - RRP/5W: These are activities that partners report on which feed in to RRP indicators
  - 5W: These are activities that partners report on which are not directly linked to RRP indicators but key to the sector



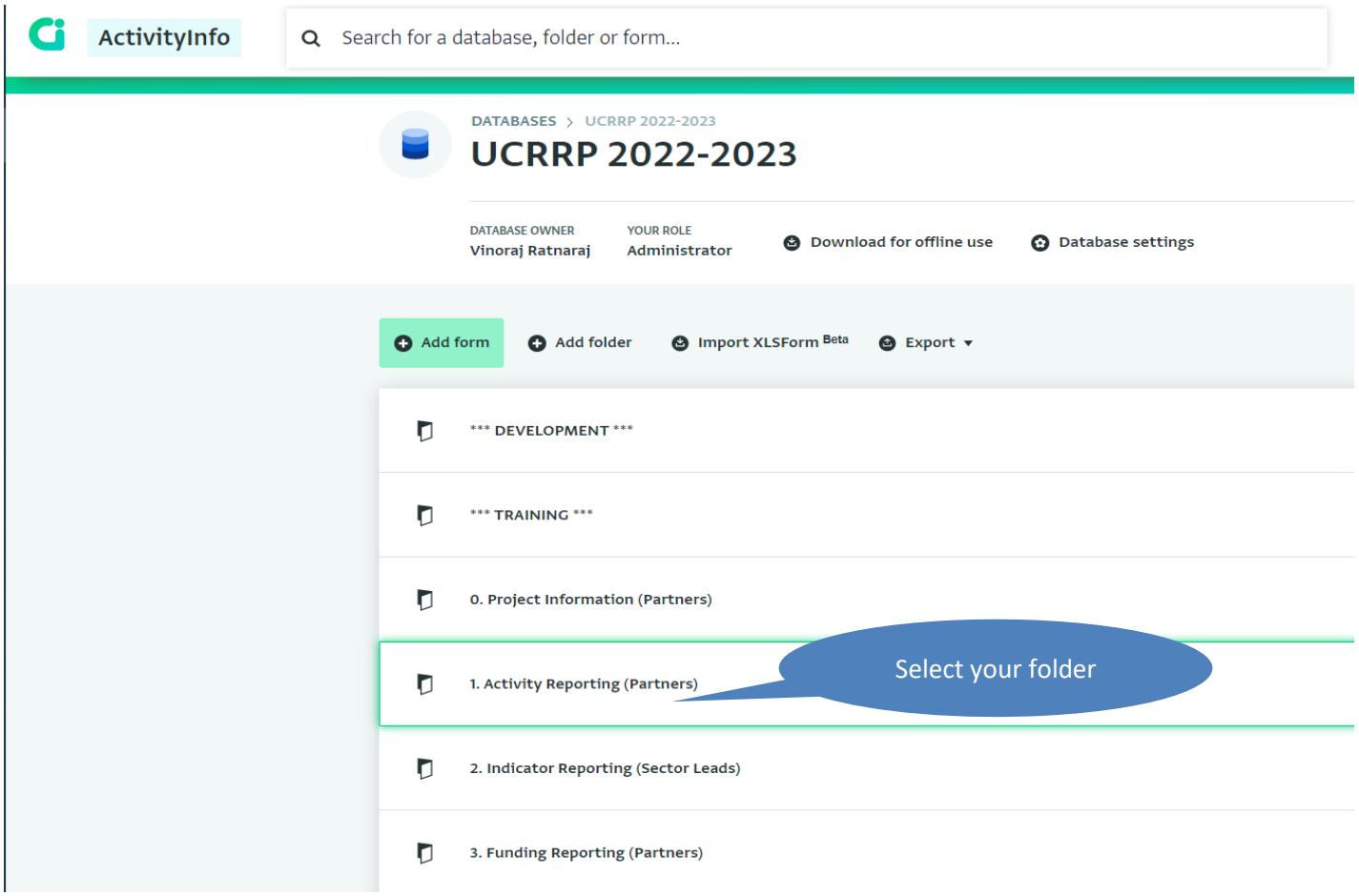
### vi. Complete the sub-form record

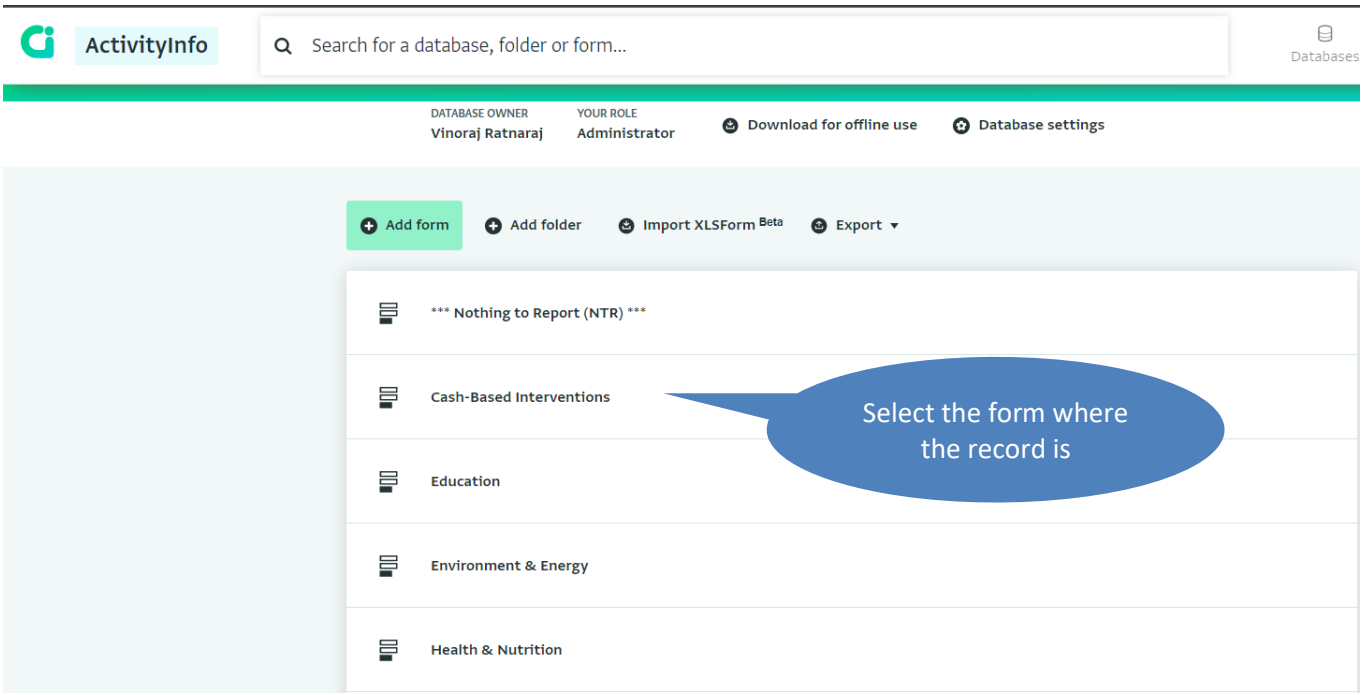
- Reporting can be done by month, quarter or year, depending on the indicator or activity. The indicator or activity value reported should be the total for a given period (i.e. non-cumulative).
- Click “Save record” when done, you will be taken back to the previous form.



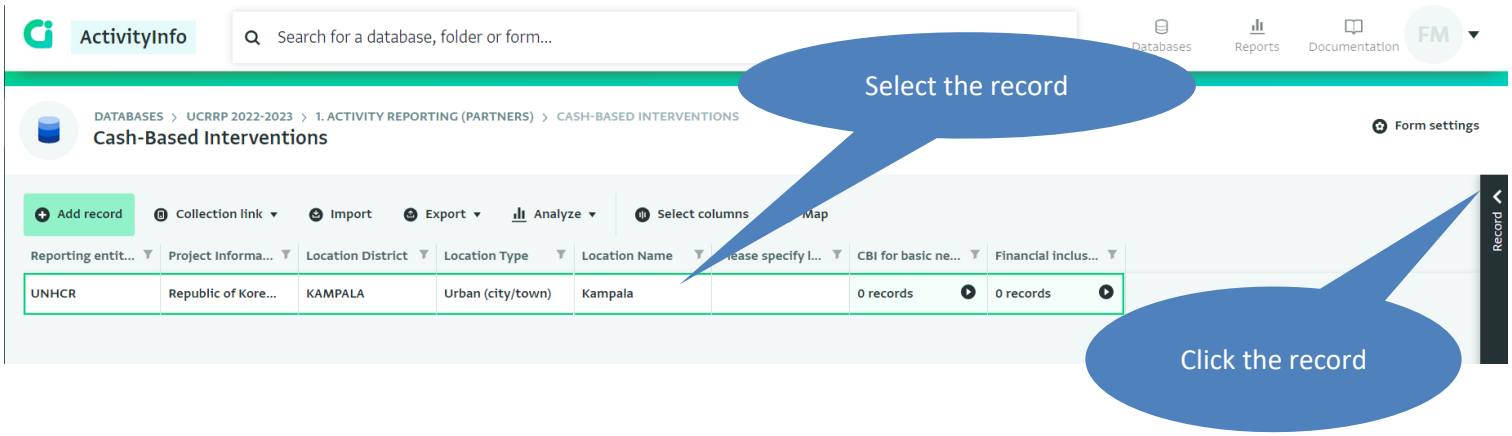
## 4. Editing, exporting and importing data

### vii. Editing a record

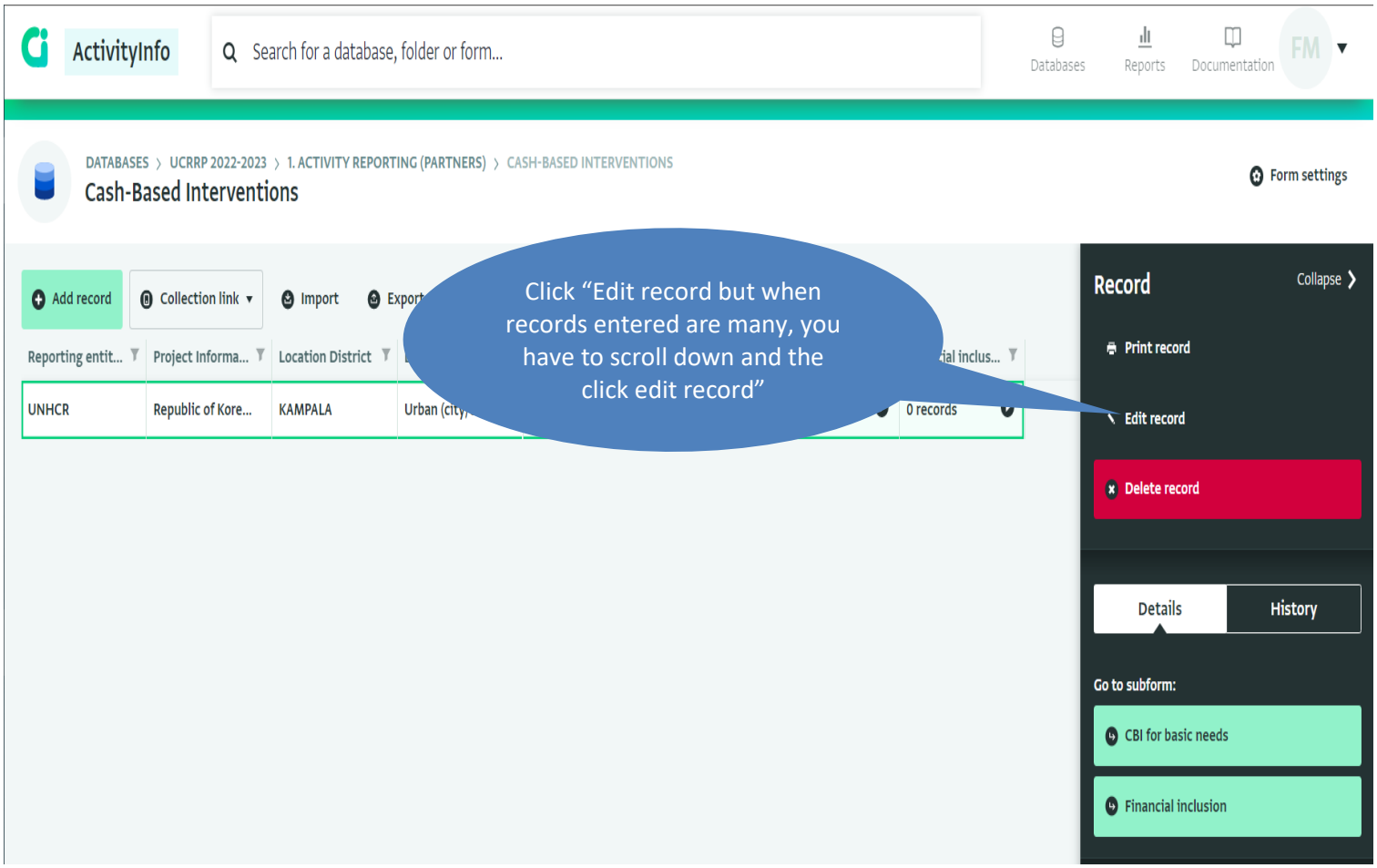


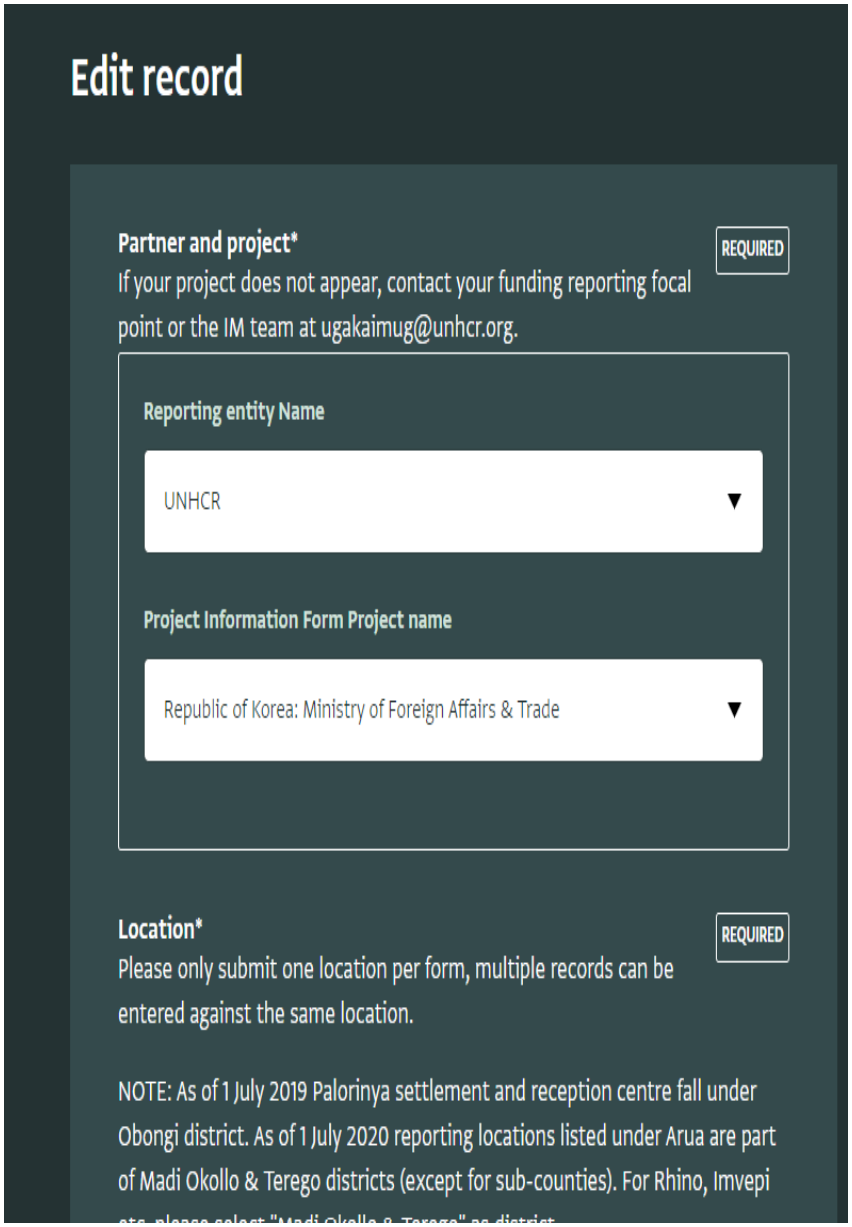
- Select the record that you want to edit, once selected the row will be highlighted with a green border
- Click the record arrow on the right of the screen to show the record details and history



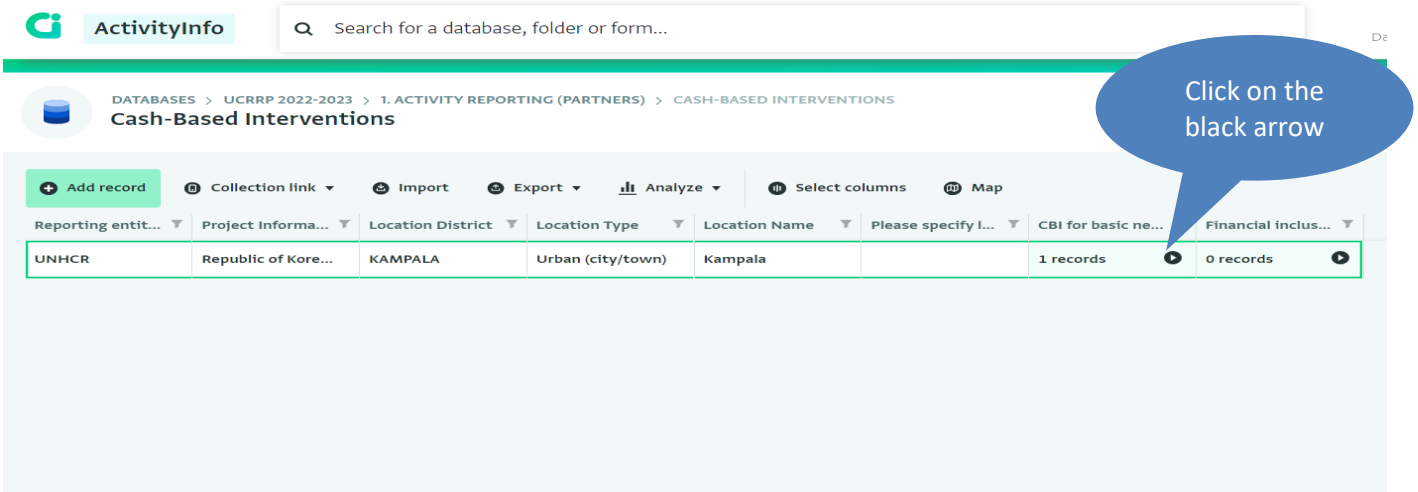

- To edit a record on the form, scroll down and click on "Edit record"



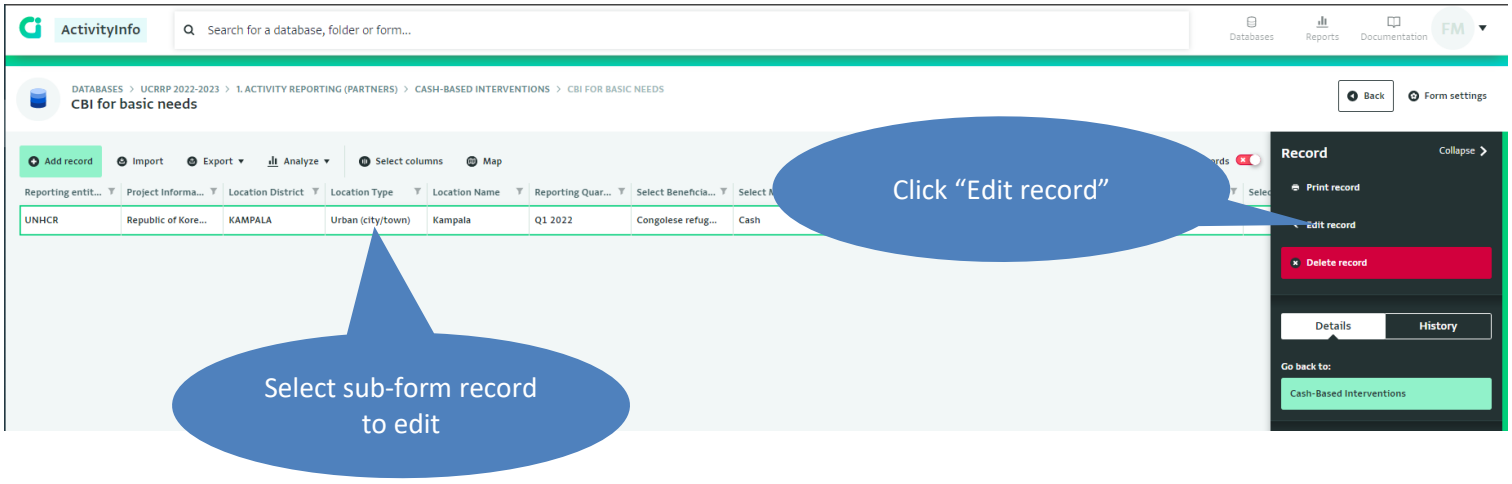
- The record will open in edit mode, you can now edit the relevant fields.




- To edit a sub-form record, 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.

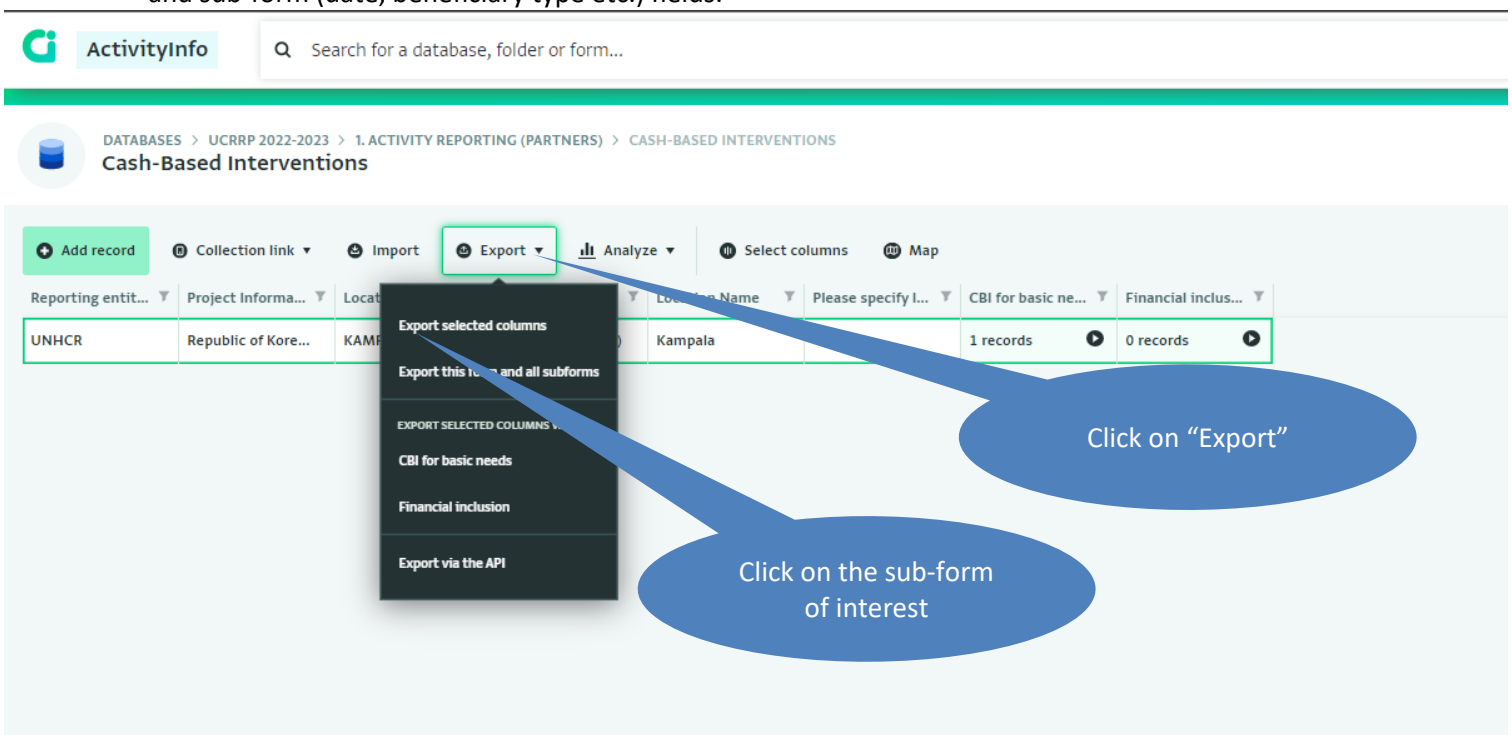


- Select the record to edit and click “Edit record” from the bottom right of the screen, this will open the sub-form record in a new window for editing.




## viii. Exporting data

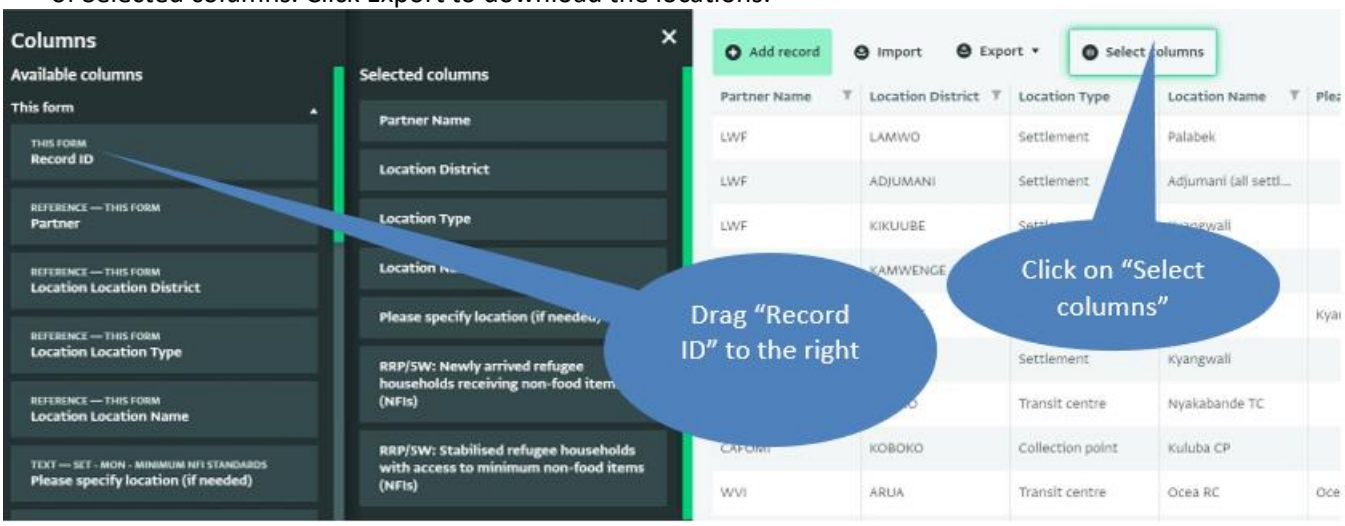
- Follow step **2 (Select the relevant folder) & 3 (Select the relevant form)** which will bring you to the records view. For the following example, the “SET - MON - Minimum NFI standards” is used. Click “Export”. Choose the most appropriate option and the download will immediately start. It is advisable to export individual sub-forms (“Export selected columns with…”) as this will automatically link the data from the form (partner, location etc.) and sub-form (date, beneficiary type etc.) fields.



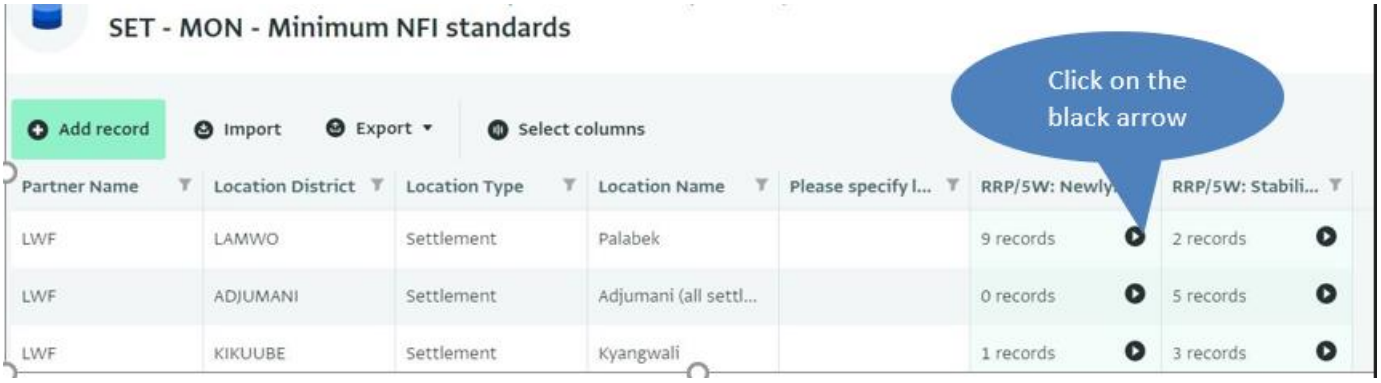
## ix. Importing data

**Note:**
The templates used for importing data should be exported from the relevant sub-forms using step **xi** above. Fill in the templates with the updated data you intend to import. Importing is only possible against locations that already exist in the form, to add locations you can either follow step **v** or you can import them using the steps below.

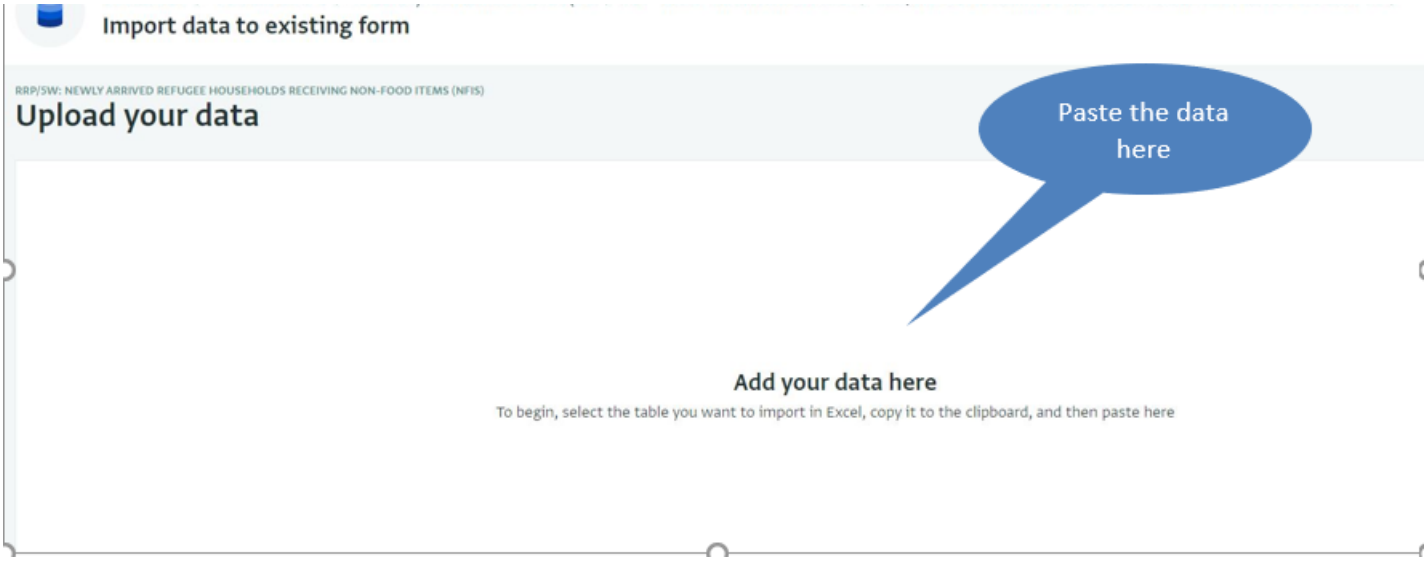
- Export the location details to get the Parent ID, click 'Select Columns". Select the Record ID and drag it to the side of Selected columns. Click Export to download the locations.




- To import: Follow step **ii (Select the relevant folder) & iii (Select the relevant form)** which will bring you to the records view. For the following example, the "SET - MON - Minimum NFI standards" is used. Navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form.



- Click “Import” to open the upload window
- Click “Add your data here” and paste the copied data from the exported Excel template.




- For the column matching, click “Ignore this column” for the partner and location columns since these are taken care of by the Parent ID. It is also possible to exclude these columns when importing data.
- Click “Done” to complete the import.