

Starting
shortly

Please
wait!

Getting Started with ActivityInfo



ActivityInfo

Meet your instructors



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Getting Started Webinar Series

1

**Overview of
ActivityInfo**

Jan 25



2

**Designing your first
database**

Feb 1



3

Analyzing your data

Feb 8



4

**Introducing ActivityInfo
to your team**

Feb 15

1 Overview of ActivityInfo

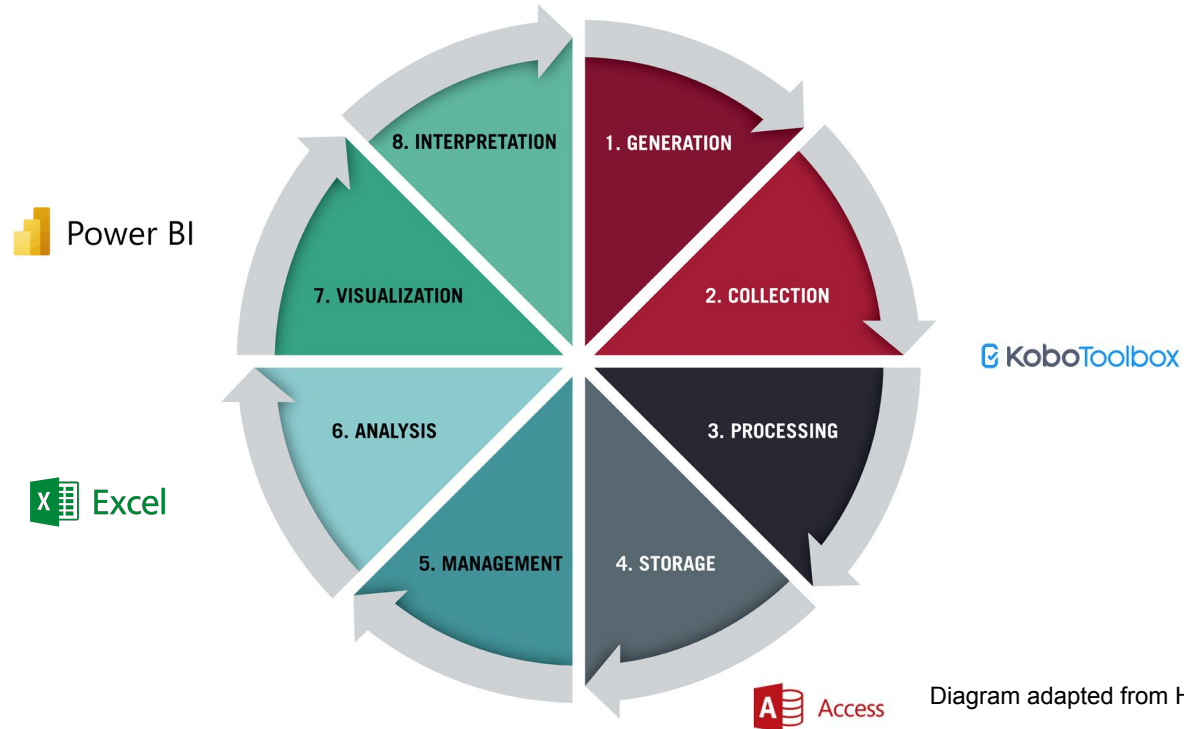
Getting Started with ActivityInfo

What you'll learn

1. **Where** ActivityInfo fits within your organization
2. **What** ActivityInfo can do
3. **How** you can use ActivityInfo

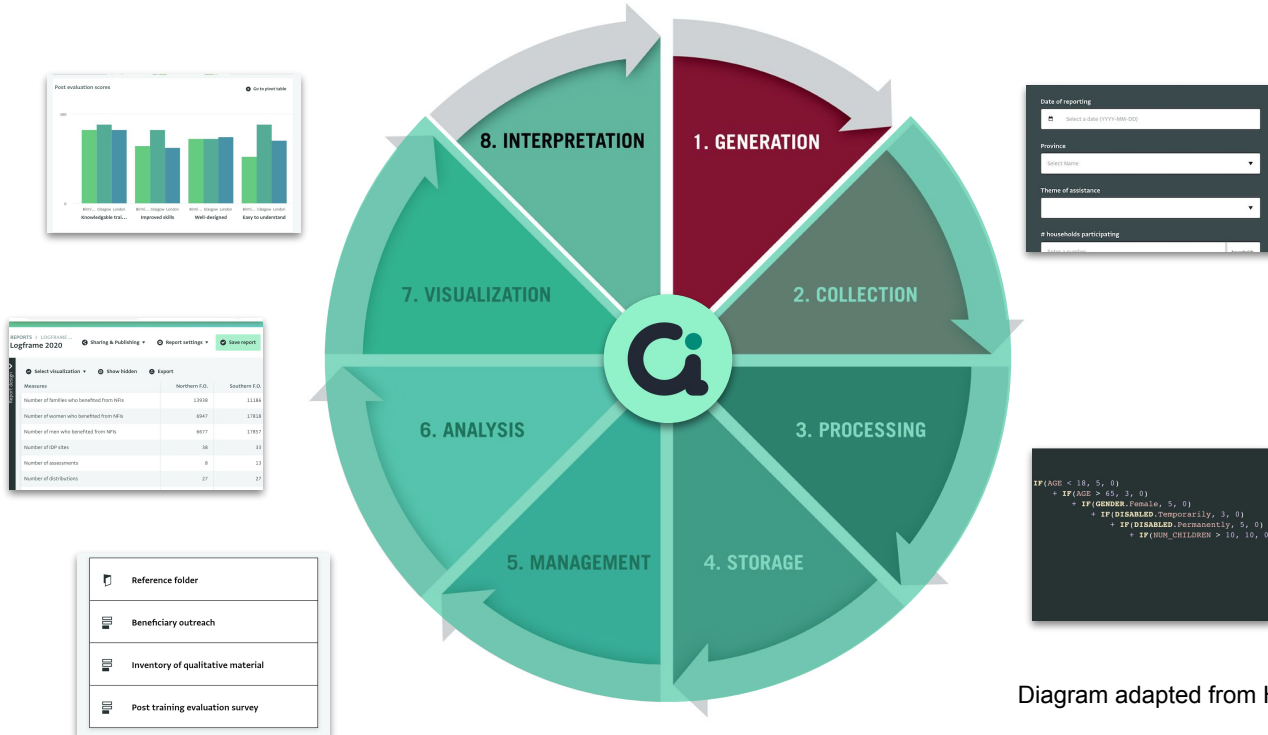
Where does ActivityInfo fit in your organization?

The data lifecycle



The data lifecycle

ActivityInfo is your **integrated** solution for managing your data across the data lifecycle.

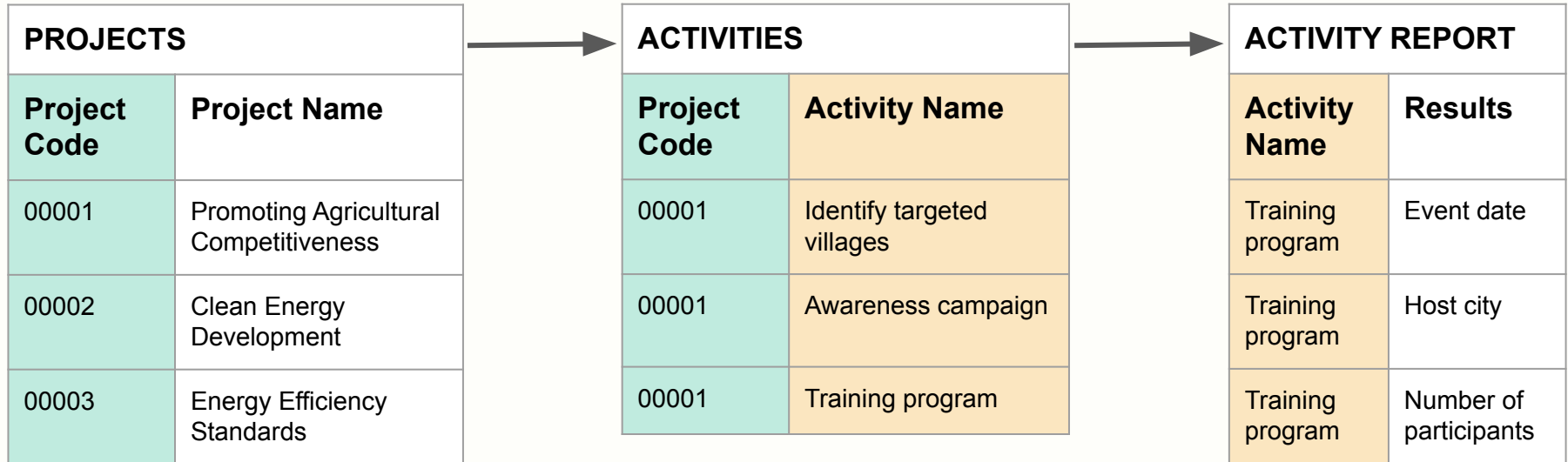


What can ActivityInfo do?

ActivityInfo is a
Relational Database

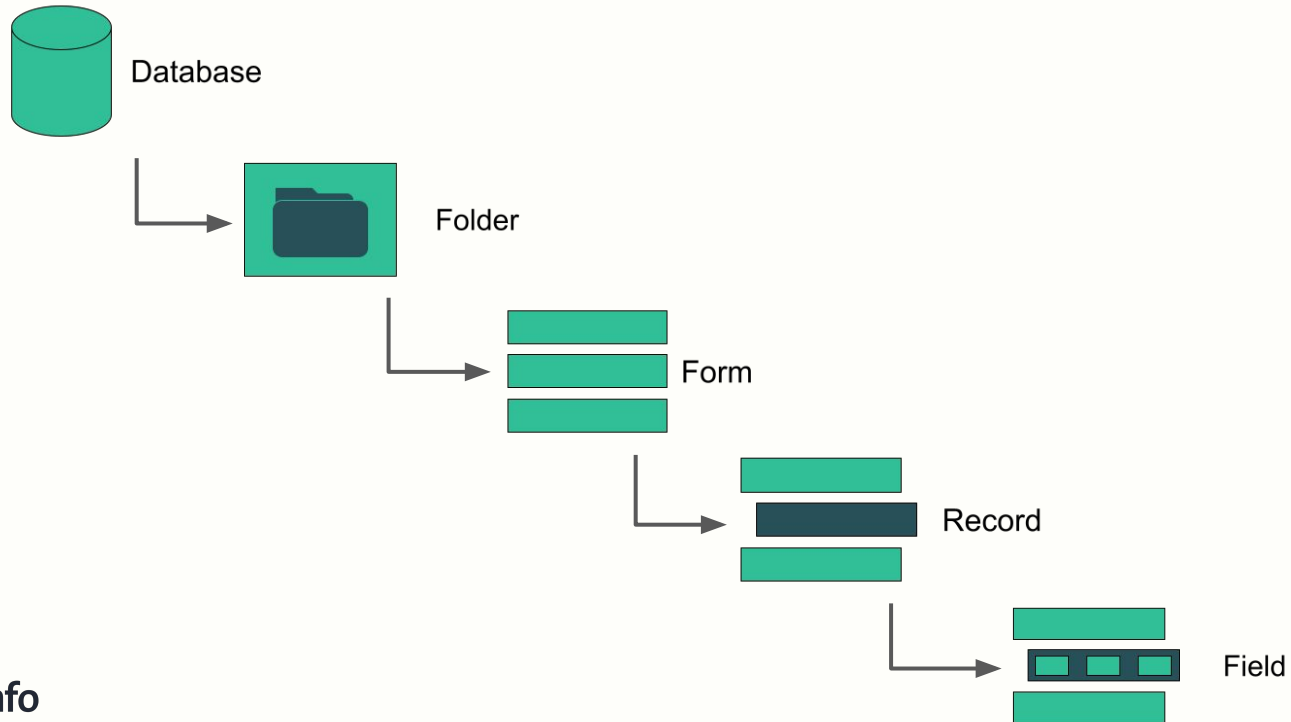
ActivityInfo is built on the Relational Model

Establish relationships between multiple data sets



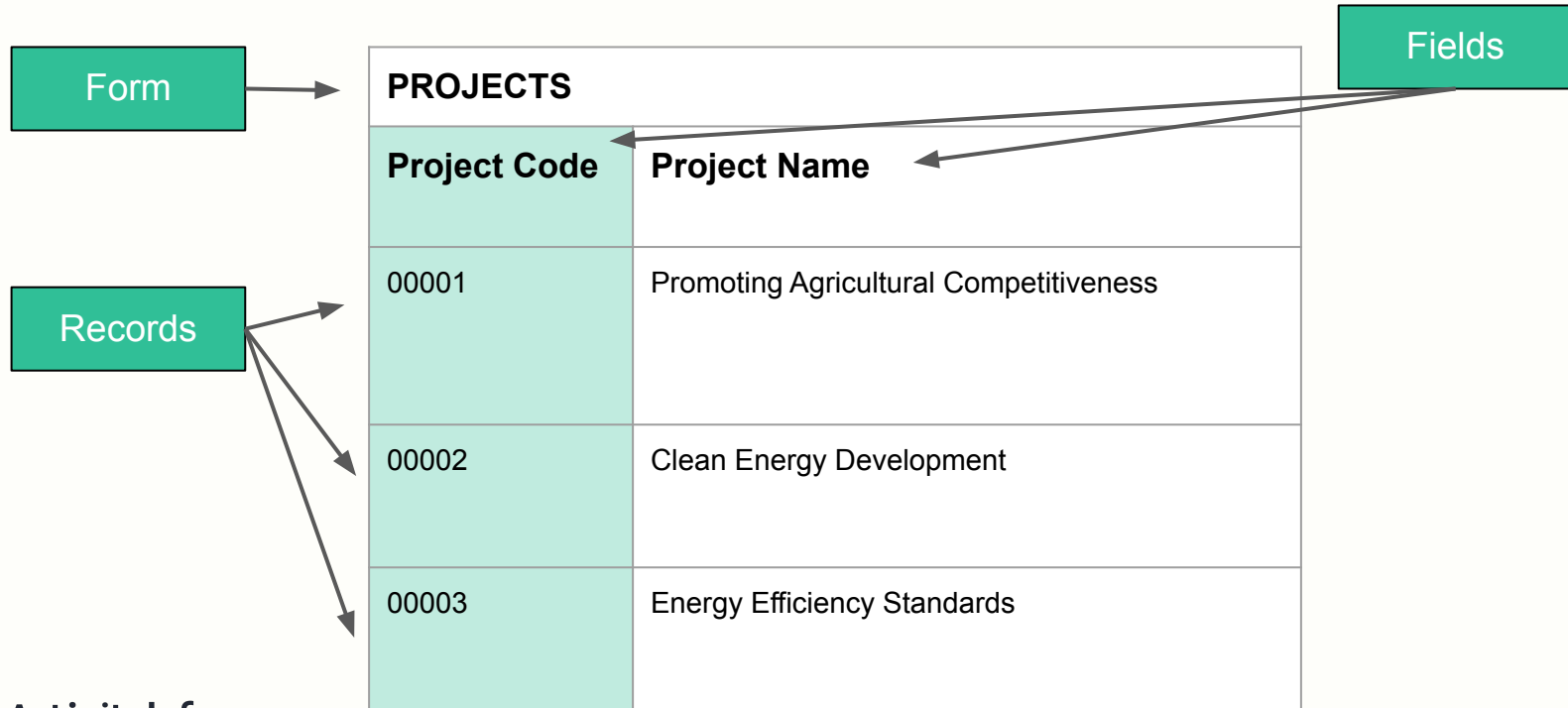
How data is organized in ActivityInfo

An intuitive hierarchy for organizing data



How data is organized in ActivityInfo

An intuitive hierarchy for organizing data



How data is organized in ActivityInfo

The screenshot displays the ActivityInfo interface. At the top, there is a search bar and navigation links for Databases, My reports, and Documentation. The main content area shows a breadcrumb trail: Databases > GLOBAL M&E DATABASE > PROJECTS. A 'Form settings' button is visible on the right. Below the breadcrumb, a 'Projects' form is selected. The interface includes a toolbar with options like 'Add record', 'Collection link', 'Import', 'Export', 'Analyze', 'Select columns', and 'Map'. A table of project records is displayed, with columns for Project code, Title, Country Name, Theme, Total budget, Logical framew..., Monthly reports, Monitoring visits, and Key documents. A vertical 'Record' sidebar is on the right.

Project code	Title	Country Name	Theme	Total budget	Logical framew...	Monthly reports	Monitoring visits	Key documents
PRJ-001	Reforestation in V...	Congo [DRC]	Environmental co...	1,719,783	2 records	1 records	0 records	0 records
PRJ-002	Reduction of tens...	Sudan	Supporting civil s...	2,495,734	1 records	0 records	0 records	0 records
PRJ-003	Support for the p...	Botswana	Supporting civil s...	1,999,933	1 records	1 records	0 records	0 records
PRJ-004	Strengthening ca...	United States	Supporting civil s...	1,498,000	3 records	2 records	0 records	0 records

1. Database
ActivityInfo

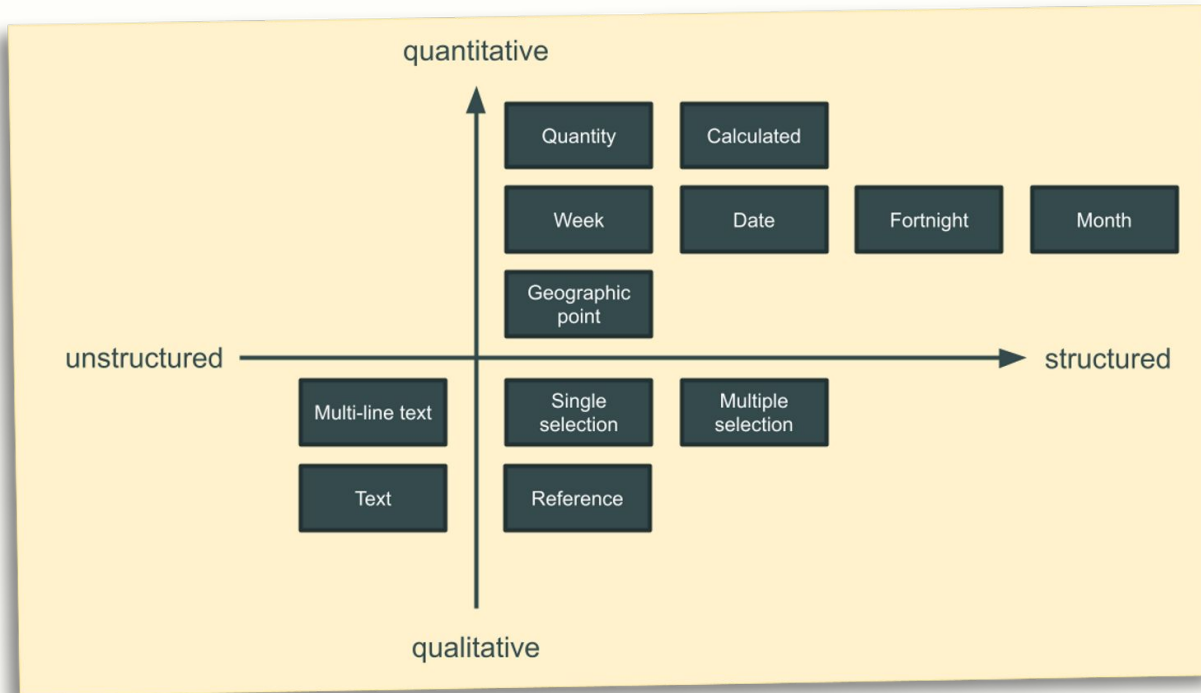
2. Form

3. Records

4. Fields

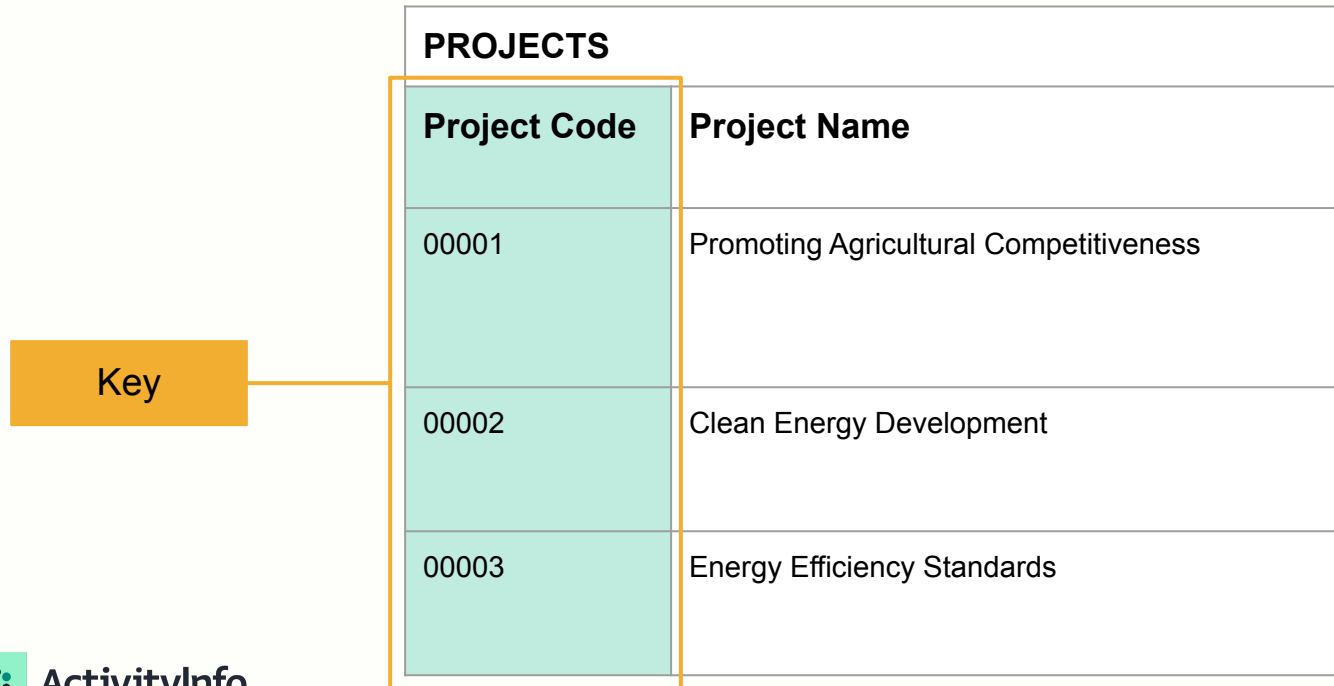
How data is organized in ActivityInfo

All the information you need to capture for the greatest accuracy



How data is organized in ActivityInfo

Identify unique records to prevent duplication



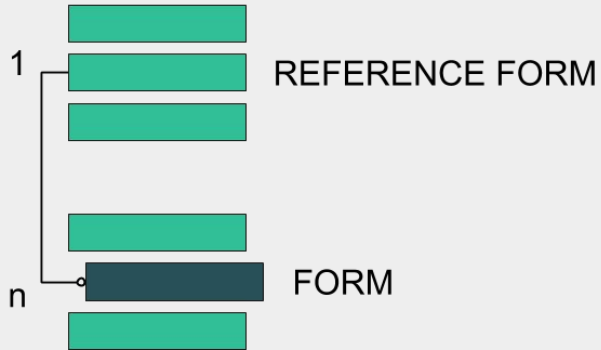
The diagram illustrates a table structure for 'PROJECTS'. The table has two columns: 'Project Code' and 'Project Name'. The 'Project Code' column is highlighted in light blue and enclosed in an orange border. An orange box labeled 'Key' has a line pointing to the 'Project Code' column, indicating that it is the primary key for the table. The table contains three rows of data.

PROJECTS	
Project Code	Project Name
00001	Promoting Agricultural Competitiveness
00002	Clean Energy Development
00003	Energy Efficiency Standards

Organizing your data in ActivityInfo

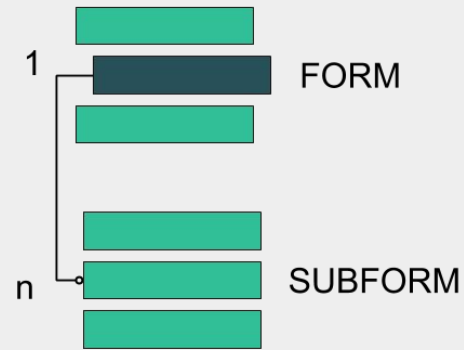
Link multiple data sets together

Reference Forms



Use Reference Forms when you have standard lists that are to be reused across multiple forms (e.g. locations)

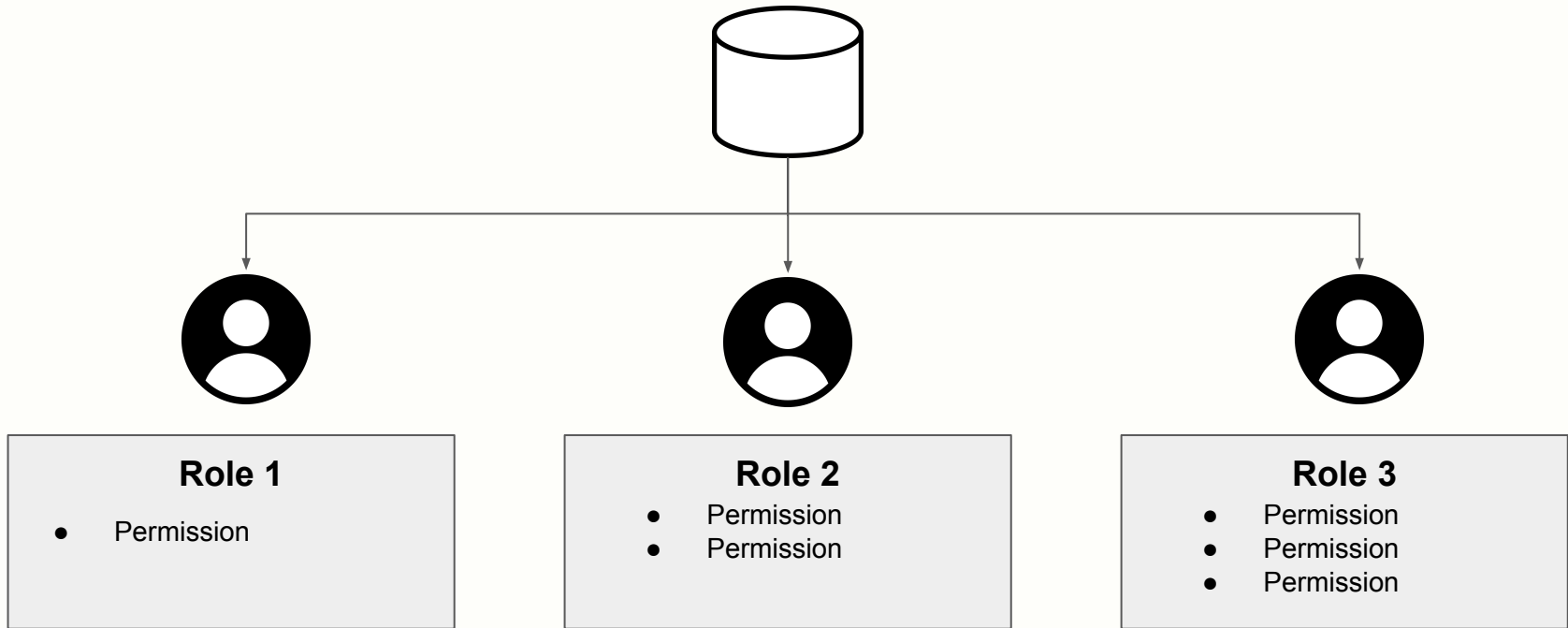
Subforms



Use Subforms when you need to capture recurring or repetitive information relating to a specific record (e.g. periodic reports)

How data is organized in ActivityInfo

Seamless collaboration and easy access to the data you need



Demo

ActivityInfo is a
Data Collection Tool

Bringing in your data into ActivityInfo

Collect data anywhere from users or external partners

Web form

Head of household name

Head of household date of birth

Gender* REQUIRED

Male

Female

HoH Disabled?* REQUIRED

No

Temporarily

Permanently

Other household members
Adding a record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

[+ Add record in Other household members](#)

Mobile app

11:27

IDENTIFICATION FORM CANCEL RECORD ENTRY

FIELD 6 OF 30

Type of ID* REQUIRED

If the person has no ID please select the option "other" and write "No ID" in the text field that appears.

National ID Card

Voting Card

Birth Certificate

Residence permit - temporary

Residence permit - permanent

Marriage certificate

Driving License

Consular Stamp

Passport

Other (specify)

Previous Next

Collection links

DATABASES > AE. EDUCATION DATABASE M&E AND LOGISTICS > S

Survey [Collection link open](#)

[+ Add record](#) [Collection link](#) [Import](#) [Export](#)

Gender		Age range
Male	.04444444	Below 20
Female	.28333333	Below 20
Female	.28333333	Below 20
Other	.43888889	Below 20
Male	.43888889	Below 20
Other	2008-12-09 12.43888889	Below 20
Female	2008-12-09 12.43888889	Below 20

Collection link

Survey

Anyone who has this link will be able to add records to this form, without logging in.

[Copy URL](#)

[Close collection link](#)

Bringing in your data into ActivityInfo

Upload all your records instantly

Importer

IMPORTING EXAMPLE FORM

Match fields & validate fields

PROVINCE NAME Province Name	MUNICIPALITIES NAME Municipalities Name	PROGRAMMES (REFERENC... Programmes (refer...	SCHOOL NAME (TEXT FIELD) School name (Text ...	DELIVERY DATE (DATE FIE... Delivery date (Date...	W
Drenthe	Assen	Education for Kid...	12	2020-11-15	W
Flevoland	Almere	Education for Adu...	13	2020-11-06	
Zuid-Holland	s-Gravenhage	Education for all 2...	14	2020-11-01	
Drenthe	Assen	Education for Kid...	15	2020-11-15	
Flevoland	Almere	Education for Adu...	16	2020-11-06	
Zuid-Holland	s-Gravenhage	Education for all 2...	17	2020-11-01	
Drenthe	Assen	Education for Kid...	18	2020-11-15	
Flevoland	Almere	Education for Adu...	19	2020-11-06	
Zuid-Holland	s-Gravenhage	Education for all 2...	20	2020-11-01	
Drenthe	Assen	Education for Kid...	21	2020-11-15	
Flevoland	Almere	Education for Adu...	22	2020-11-06	
Zuid-Holland	s-Gravenhage	Education for all 2...	23	2020-11-01	

Column "Municipalities Name"

Column matching

PROBABLE MATCHES

- Municipalities Name
- Ignore this column
- Province Name
- School name (Text field) **REQUIRED**
- Programmes (reference field) Programme
- Add comments (Multi-line text field)

Demo

ActivityInfo is a
Data Analysis and Visualization Tool

Analyzing your data in ActivityInfo

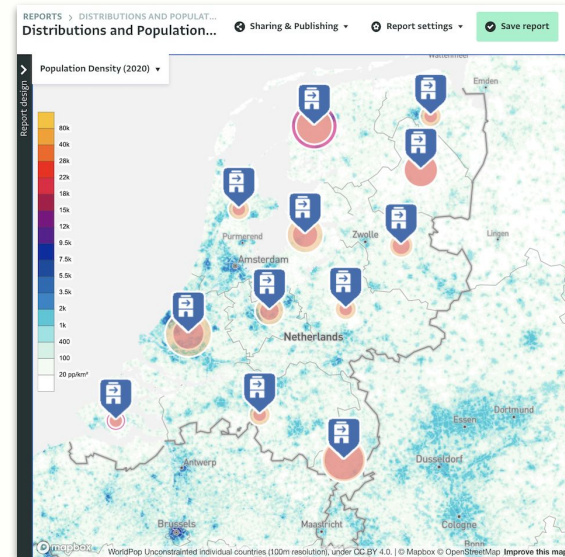
Create reports that connect to your data in real-time

Report types

Pivot tables and charts



Maps



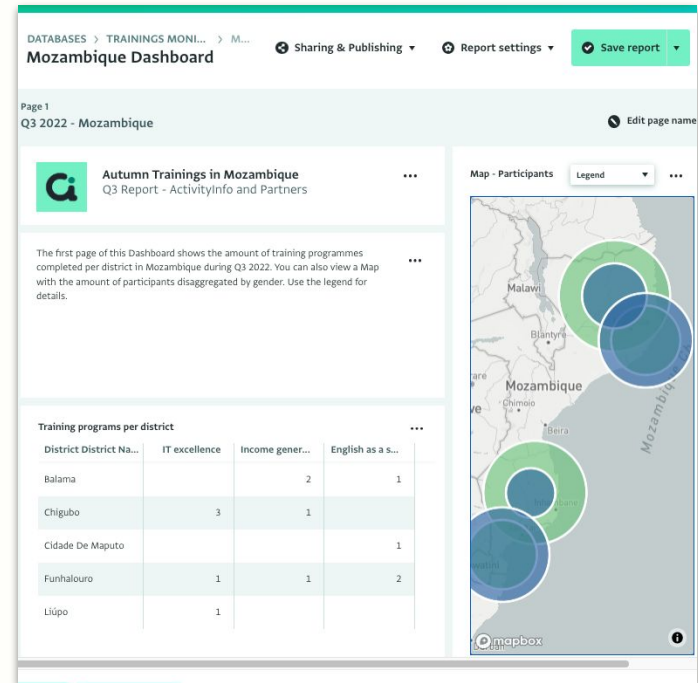
Analyzing your data in ActivityInfo

Combine multiple reports to form a cohesive narrative

Notebooks



Dashboards



Disseminating your insights

Share your reports with colleagues, partners or the general public

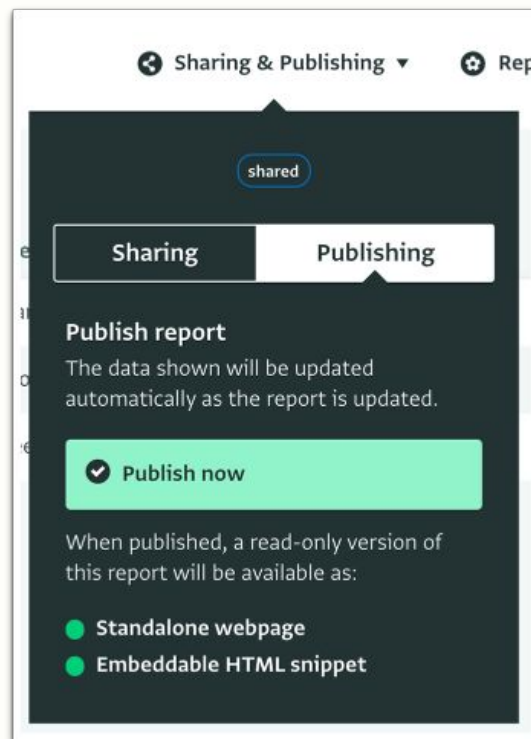
Reports can be shared:

→ Internally

- ◆ share your reports with selected users
- ◆ save your reports as a resource within the database

→ Externally

- ◆ publishing a standalone webpage
- ◆ embedding it on your website



Demo

How can you use *ActivityInfo*?

Common use cases

Multi-partner
reporting

Indicator
monitoring

Beneficiary tracking

Surveys

Activity tracking

Case management

EXAMPLES

Up next



Designing your first database

Feb 1

What you'll learn:

- The principles behind what makes a good database
- ActivityInfo features that will enable you to create an effective database
- A practical, step-by-step approach to creating databases in ActivityInfo
- How to structure databases, design forms and configure user roles in ActivityInfo
- Design best practices across various use cases

Q&A