

Starting
shortly

Please
wait!

Getting Started with ActivityInfo

Designing your first database

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

Getting Started with ActivityInfo

2 Designing your first database

What you'll learn

1. How to build databases in ActivityInfo
 - a. Creating a data model
 - b. Translating your data model into an ActivityInfo database
2. Best practices

What you'll learn

Follow along with a project that you're currently working on

Designing databases in ActivityInfo

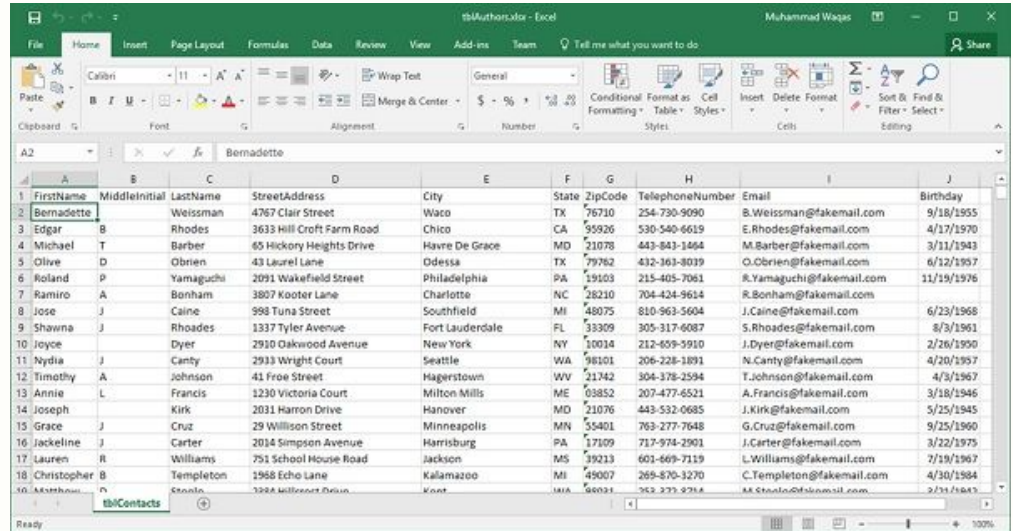
The process



Build your data model

Part 1

Create your data model



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	FirstName	MiddleInitial	LastName	StreetAddress	City	State	ZipCode	TelephoneNumber	Email	BirthDay
2	Bernadette		Weissman	4767 Clair Street	Waco	TX	76710	254-790-9090	B.Weissman@fakemail.com	9/18/1955
3	Edgar	B	Rhodes	3633 Hill Croft Farm Road	Chico	CA	95926	530-540-6619	E.Rhodes@fakemail.com	4/17/1970
4	Michael	T	Barber	65 Hickory Heights Drive	Havre De Grace	MD	21078	443-843-1664	M.Barber@fakemail.com	3/11/1943
5	Oliver	D	Obrien	43 Laurel Lane	Odessa	TX	79782	432-363-8039	O.Obrien@fakemail.com	6/12/1957
6	Roland	P	Yamaguchi	2091 Wakefield Street	Philadelphia	PA	19103	215-405-7061	R.Yamaguchi@fakemail.com	11/19/1976
7	Ramino	A	Bonham	3807 Kooter Lane	Charlotte	NC	28210	704-424-9614	R.Bonham@fakemail.com	
8	Jose	J	Caine	998 Tuna Street	Southfield	MI	48075	810-963-5604	J.Caine@fakemail.com	6/23/1968
9	Shawna	J	Rhoades	1337 Tyler Avenue	Fort Lauderdale	FL	33309	305-317-6087	S.Rhoades@fakemail.com	8/3/1961
10	Joyce		Dyer	2910 Oakwood Avenue	New York	NY	10014	212-659-5910	J.Dyer@fakemail.com	2/26/1950
11	Nydia	J	Canty	2933 Wright Court	Seattle	WA	98101	206-228-1891	N.Canty@fakemail.com	4/20/1957
12	Timothy	A	Johnson	41 Free Street	Hagerstown	WV	21742	304-378-2594	T.Johnson@fakemail.com	4/3/1967
13	Annie	L	Francis	1230 Victoria Court	Milton Mills	ME	03852	207-477-6521	A.Francis@fakemail.com	3/18/1946
14	Joseph		Kirk	2831 Harron Drive	Hanover	MO	21076	443-532-0685	J.Kirk@fakemail.com	5/25/1945
15	Grace	J	Cruz	29 Willison Street	Minneapolis	MN	55401	763-277-7648	G.Cruz@fakemail.com	9/25/1960
16	Jackeline	J	Carter	2014 Simpson Avenue	Harrisburg	PA	17109	717-974-2901	J.Carter@fakemail.com	3/22/1975
17	Lauren	R	Williams	751 School House Road	Jackson	MS	39213	601-669-7119	L.Williams@fakemail.com	7/19/1967
18	Christopher	B	Templeton	1968 Echo Lane	Kalamazoo	MI	49007	269-870-3270	C.Templeton@fakemail.com	4/30/1984
19	AKASH		STANTON	3984 Willsonet Drive	Kent	WA	98031	362-377-2714	AK.Stanton@fakemail.com	2/11/1943

Build your data model

Part 1

Create your data model

Step 1
Identify
entities

Step 2
Identify
attributes

Step 3
Identify
relationships

Step 4
Assign
keys

Step 5
Normalize

Build your data model

Entity: a discrete data object, the basic building block of your database

Attribute: a characteristic that describes your entity in some way

Relationship: how entities relate to each other

Cardinality: how many on one side of the relationship relate to how many on the other side of the relationship

Key: an attribute or combination of attributes used to uniquely identify an entity

Normalization: the process of organizing your data in your database more efficiently

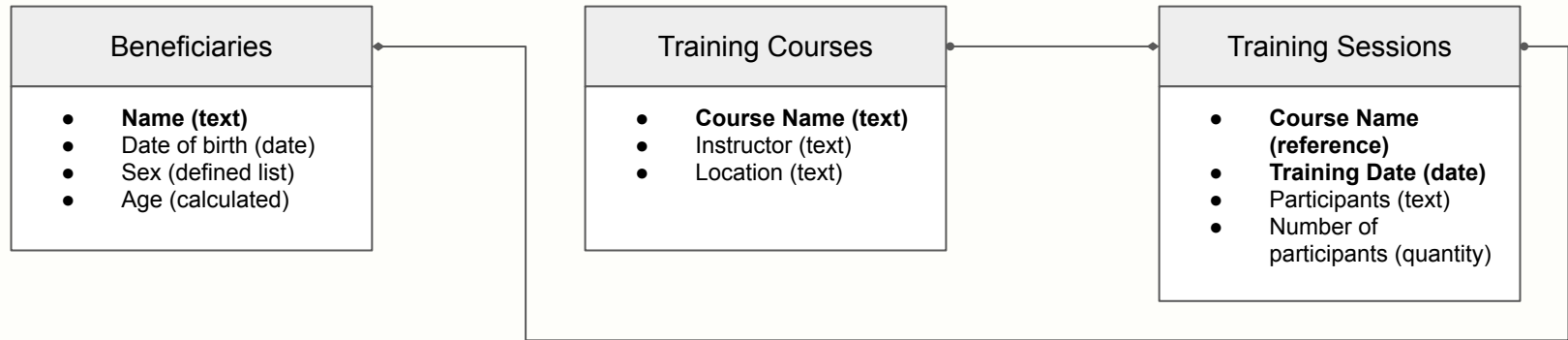
Build your data model

Example project:

Child protection training

Build your data model

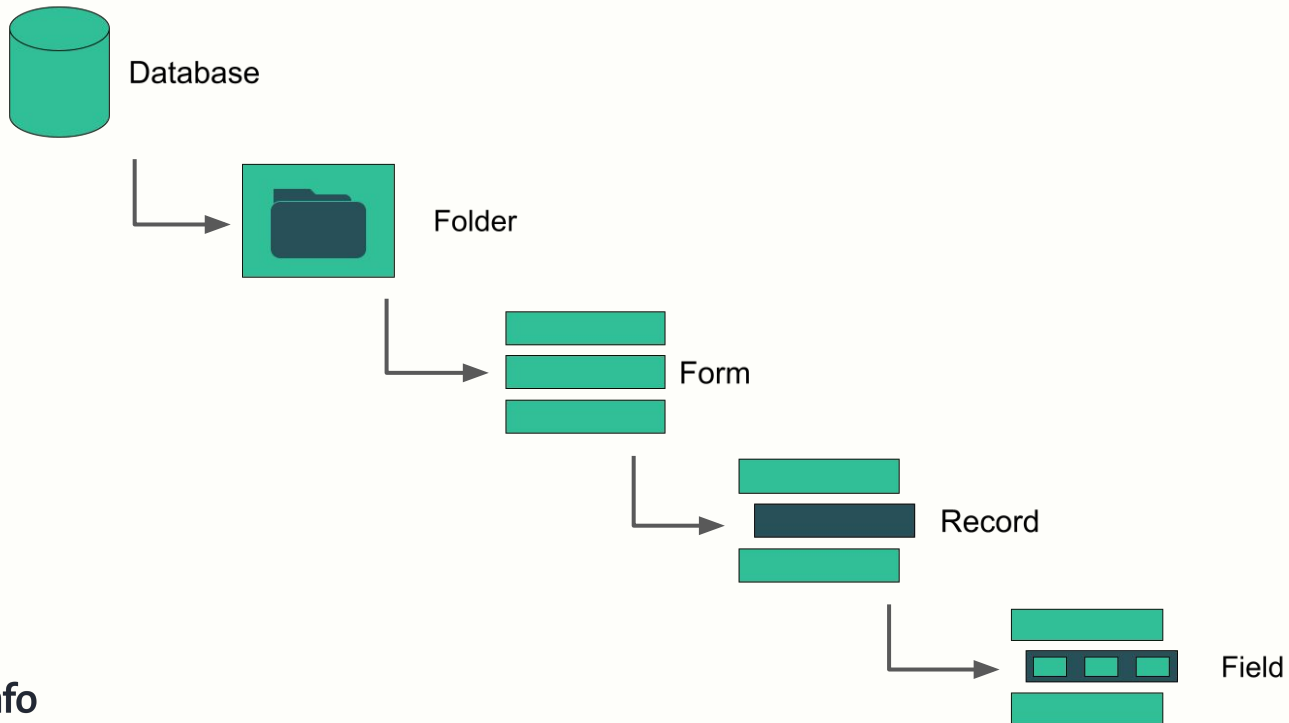
Sample data model



Designing databases in ActivityInfo

Translating your data model into ActivityInfo

An intuitive hierarchy for organizing data



Translating your data model into ActivityInfo

Part 2

Translating your data model

1. Create a form for each of your data entities
 - a. For one-to-many relationships, create a reference form
 - b. For many-to-one relationships, create a sub-form
 - c. Organize related forms in folders
2. Configure the fields for the attributes you've identified
 - a. Set the key fields

Translating your data model into ActivityInfo

Part 2

Translating your data model

Configure user roles

1. Identify what roles are needed in the database
2. For each role, decide what permissions to grant

Translating your data model into ActivityInfo

Level	Rule of thumb	Examples
<i>Database</i>	A dedicated space for a discrete team with a specific use case	One database for each country office
<i>Folder</i>	Collection of forms relating to a common theme	Forms grouped into folders by sector
<i>Form</i>	A specific data set representing a list of entities each having a common set of attributes	Beneficiary registry, Baseline Survey, List of Partners
<i>Record</i>	An individual, discrete entity	Beneficiary, Partner, Activity
<i>Field</i>	A specific attribute that describes the entity in some way	Name, Sex, Location, Date

Translating your data model into ActivityInfo

Select field type ✕

Serial number	Quantity	Text
Multi-line text	Date	Week
Fortnight	Month	Single selection
Multiple selection	Attachments	Calculated
Subform	Reference	Geographic point
User		Section header

[Paste field list from spreadsheet](#)

Translating your data model into ActivityInfo

TEXT

Label

Indicator

Code

Description

Add additional information about this field

Settings

- Key
- Required
- Hide from entry
- Hide in table
- Set relevance rules
- Set validation rules
- Reviewer only

Input mask

Demonstration

Up next



Office Hours - Database design

Feb 21

- Come with any questions about database design that you have from your own experience

Up next



Analyzing your data

Feb 8

What you'll learn:

- A framework to guide your data analysis in ActivityInfo
- Understand what kinds of analysis you can do with your data in ActivityInfo
- Understand what reports you can create in ActivityInfo: pivot tables, charts and maps
- Understand how you can consolidate multiple reports using Notebooks and Dashboards
- Understand how you can disseminate your analysis (sharing and publishing your reports)
- How to integrate ActivityInfo with other analytical software for further analysis
- Examples of analyses you can do across various use cases

Q&A