Starting shortly

Please wait!

Getting Started with ActivityInfo

Designing your first database

ActivityInfo

Meet your instructors

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ActivityInfo

Getting Started Webinar Series

1	2	3	4
Overview of ActivityInfo	**Designing your first database**	**Analyzing your data**	**Introducing ActivityInfo to your team**
Jan 25	Feb 1	Feb 8	Feb 15

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Getting Started with ActivityInfo

2 Designing your first database

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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

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What you'll learn

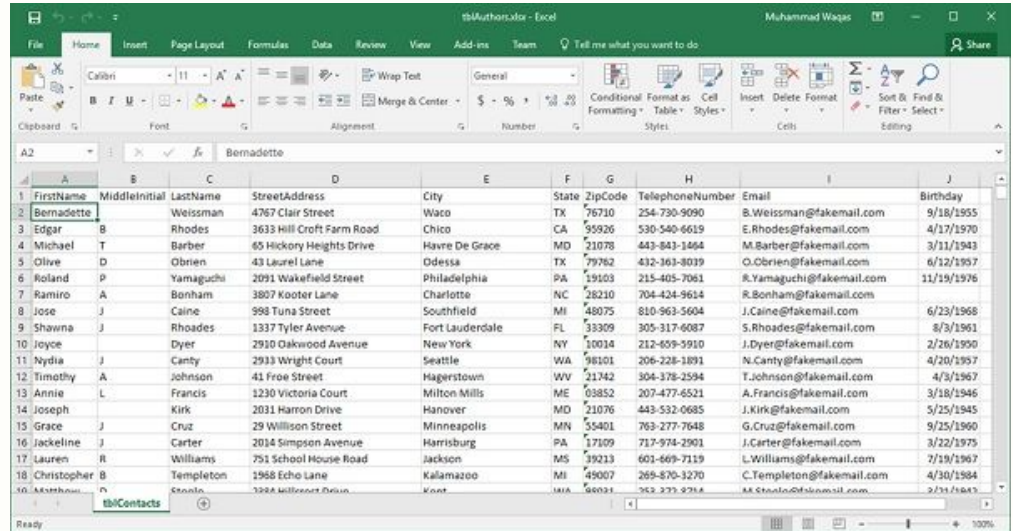**Follow along with a project that you're currently working on**

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Designing databases in ActivityInfo

The process

Part 1
Build your data model

Part 2
Translate your data model

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Build your data model

Part 1
Create your data model

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

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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

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Build your data model

Example project:

Child protection training

Build your data model

Sample data model

Beneficiaries
• **Name (text)** • Date of birth (date) • Sex (defined list) • Age (calculated)

Training Courses
• **Course Name (text)** • Instructor (text) • Location (text)

Training Sessions
• **Course Name (reference)** • **Training Date (date)** • Participants (text) • Number of participants (quantity)
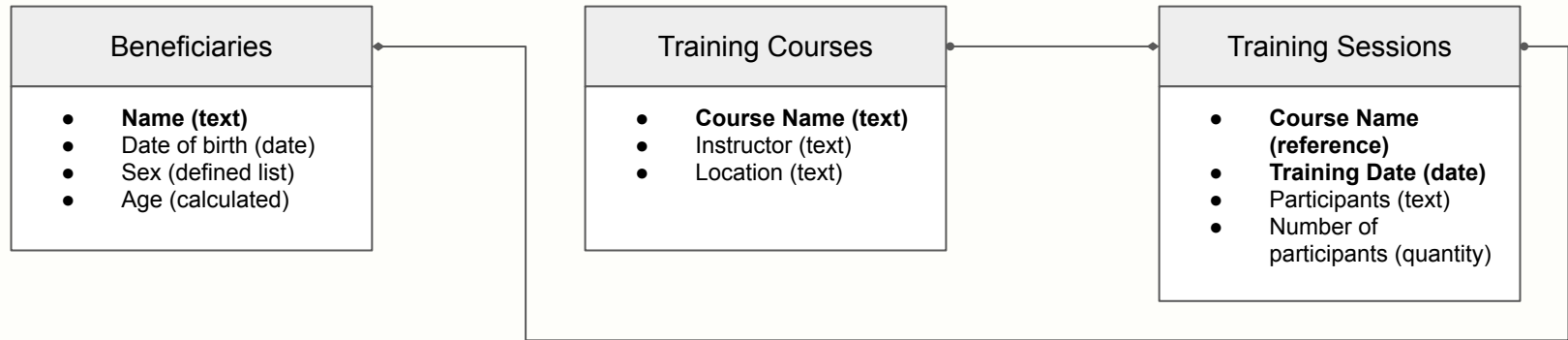
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Designing databases in ActivityInfo

Translating your data model into ActivityInfo

An intuitive hierarchy for organizing data

Database

Folder

Form

Record

Field

Translating your data model into ActivityInfo
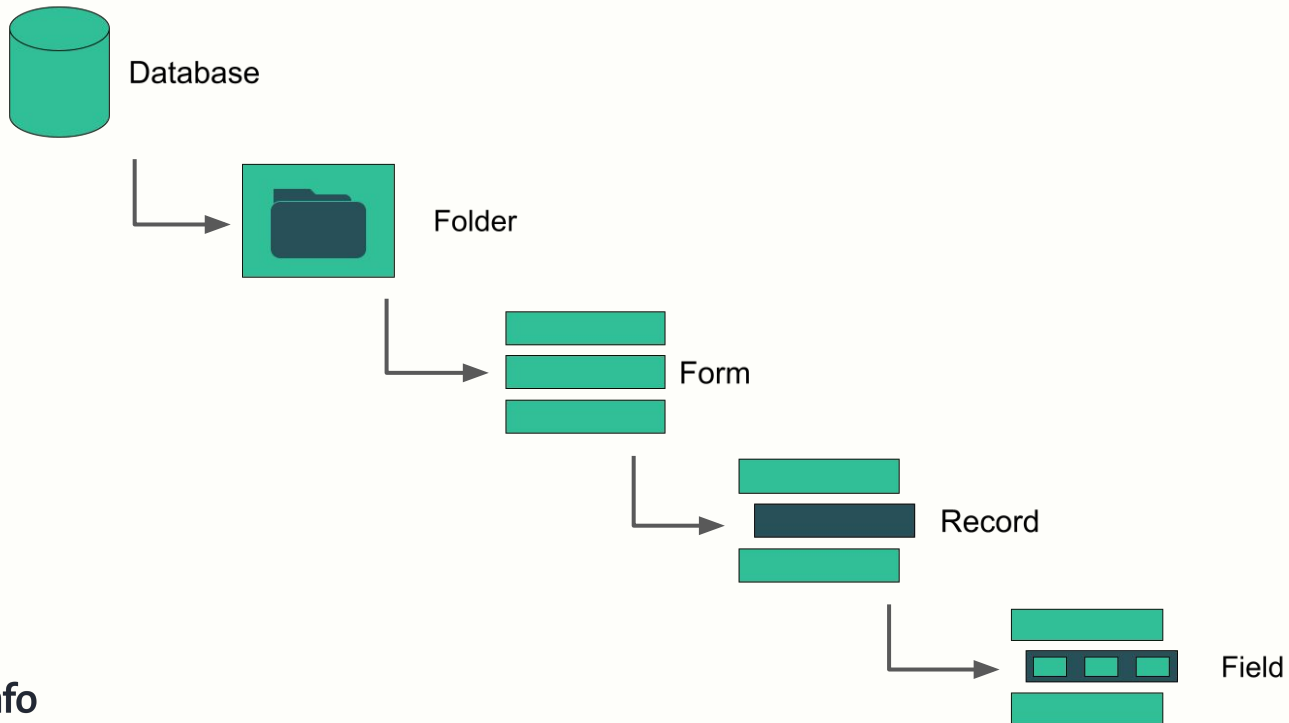
Part 2
Translating your data model

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

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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

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Translating your data model into ActivityInfo

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

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Translating your data model into ActivityInfo

Translating your data model into ActivityInfo

Demonstration

Up next

Office Hours -
Database design

Feb 21

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

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Up next

3

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

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Q&A