Getting Started with ActivityInfo
Designing your first database
Meet your instructors

Jeric Kison
Customer Success Director
BeDataDriven

Ganesh Thapa
Implementation Specialist
BeDataDriven
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
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

Part 1
Build your data model

Part 2
Translate your data model
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
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

**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)
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

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

Select field type

- Serial number
- Multi-line text
- Fortnight
- Multiple selection
- Subform
- User

- Quantity
- Date
- Month
- Attachments
- Reference

- Text
- Week
- Single selection
- Calculated
- Geographic point
- Section header
Translating your data model into ActivityInfo
Demonstration
Office Hours - Database design

Feb 21

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