



3RP- Livelihoods Sector

Activity. Info Reporting Guide – 2018

This Guide provide useful instructions on how to use the Activity Info tool with the help of screenshots explaining steps reporting partners can follow to be able to report their activities on the 3RP livelihood Sector database. This guide should be read in conjunction with the 3RP Livelihood Indicator Reporting Guidance for better quality reporting.

For any clarification about this document please contact the sector IM focal point or the sector coordinator

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INTRODUCTION

Monitoring and reporting for 2018 3RP activities is done through the **Turkey-2018 Inter sector-Database** under which different database folders are organized by sector working group. Sector databases are organized in different ways to fit with Sector reporting requirements. Each database allows to store, access, manage, map and analyze data on defined indicators, and thus to monitor the activities specified during the 3RP. Under the **Livelihood** folder indicators are structured based on the 3RP 2018 Livelihood Sector framework. All indicators under objective 1 are grouped by relevance and specific reporting requirements under 8 data entry forms.

LIVELIHOOD DATABASE ACCESS

In order to get access to the database relevant to your project activities please contact IM Focal point or sector lead. Access will be granted as soon as the request is received.

LOG IN AND START ACTIVITY INFO

To start the Application, type the following web address: www.activityinfo.org

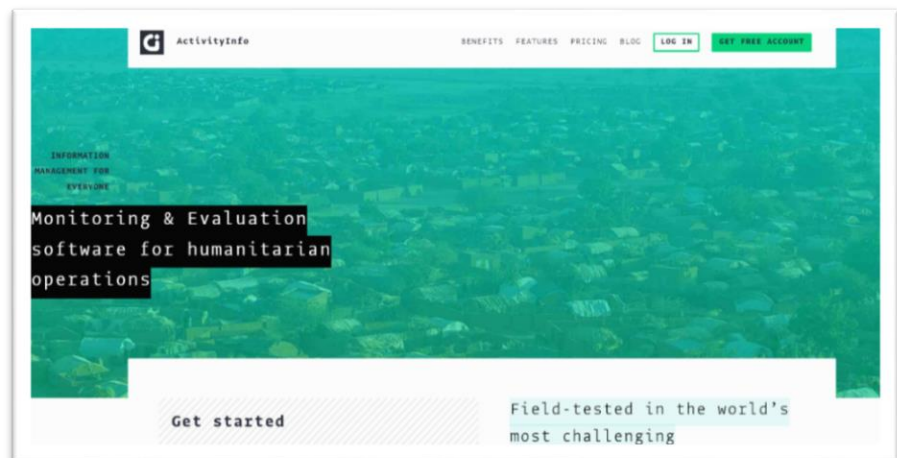


Image 1- Activity.info main login screen

Please login by clicking **Log In**. You will need access permission to the database to be able to login. After you are granted access by your sector IM, an invitation will be sent to you through e-mail, and then you can create your password. If you have already access to Activity. Info you will not receive any invitation, the database that you requested access to will be visible under your Activity. Info **data entry tab**.

LIVELIHOOD DATABASE STRUCTURE

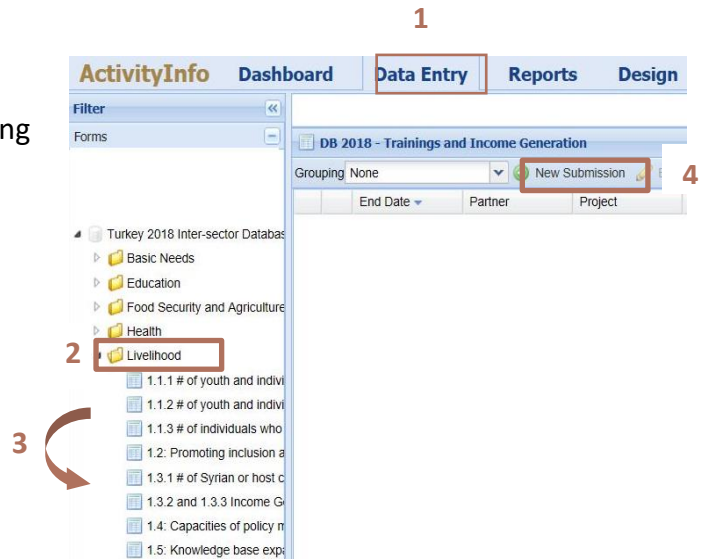
This guide will focus on the **Data Entry for the LIVELIHOODS sector**.

Livelihood Sector indicators are structured based on the 2018 M&E framework and grouped under 8 data entry forms. Each Output has a set of activities, which have in return unique set of indicators. If an organization is working on more than one activity, reporting is to be done **separately** under all of these activity tabs. . Reporting to be done once a month – by the **10th** of each month covering the achievements of the month before

CREATE A NEW RECORD

Once logged in follow the steps as shown below:

1. Click on the **Data Entry** tab.
2. Open the **Livelihood Folder** database by clicking on the little arrow to the right
3. Select the relevant **Output/Indicator**
4. Click on **New Submission**



Indicator reporting steps, based on reporting requirements separated under 2 main groups, A and B. Please find indicator group and accordingly continue with reporting steps.

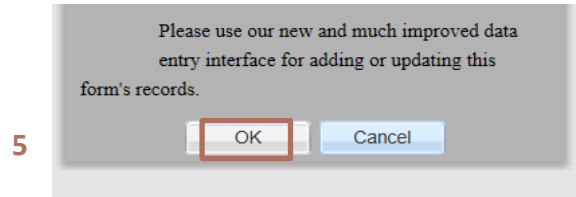
A. How to report on (1.1.1, 1.1.2, 1.3.1, 1.3.2 and 1.3.3)

B. How to report on (1.1.2, 1.3.2, 1.4 and 1.5)

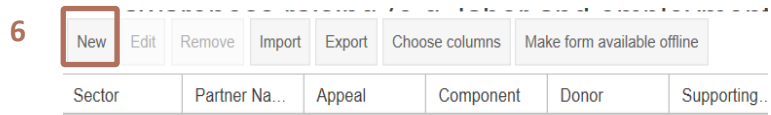
REPORT ON GROUP A: (1.1.1, 1.1.2, 1.3.1, 1.3.2 and 1.3.3)

After clicking on New Submission the following window will be prompted

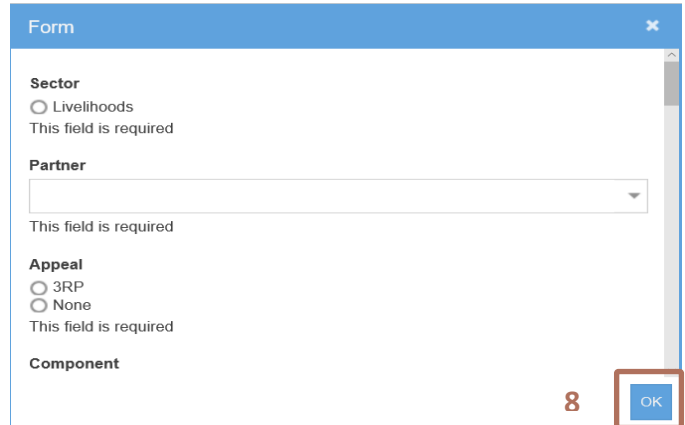
5. Click on Ok.



6. Click on New

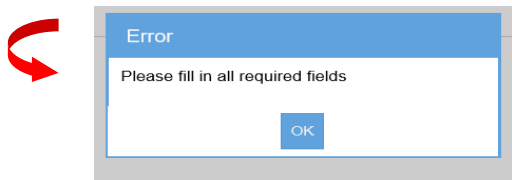


7. Fill in the form



8. Save

9. In case a *required field left blank* a prompt to fill in all required field will appear.



Please complete all required fields and save

This concludes the entry process. To create a new entry please repeat the same steps shown above.

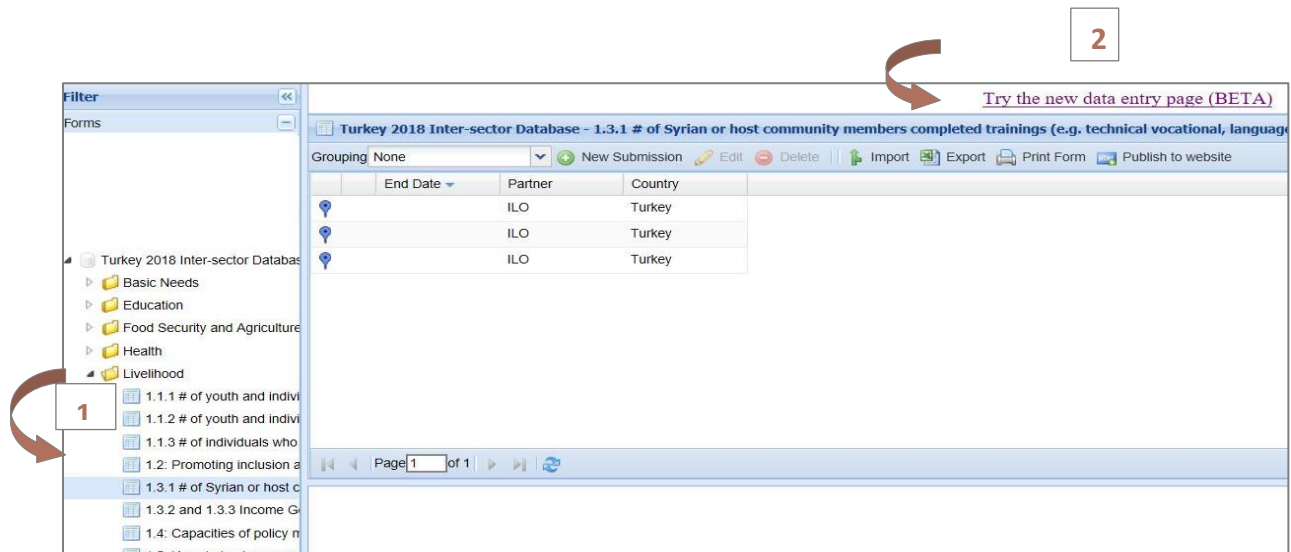
IMPORTANT NOTE ON CFW AND TARINING ENTRIES

Kindly note that we keep **ONLY ONE ENTRY/RECORD** per activity (e.g. one record = one training at district level for same training participants, this can be one single training or Package training) If there is a data entry error, you may want to modify the same record/entry and NOT create and submit a new record. The steps for this are shown below. Same approach applies for Cash for work

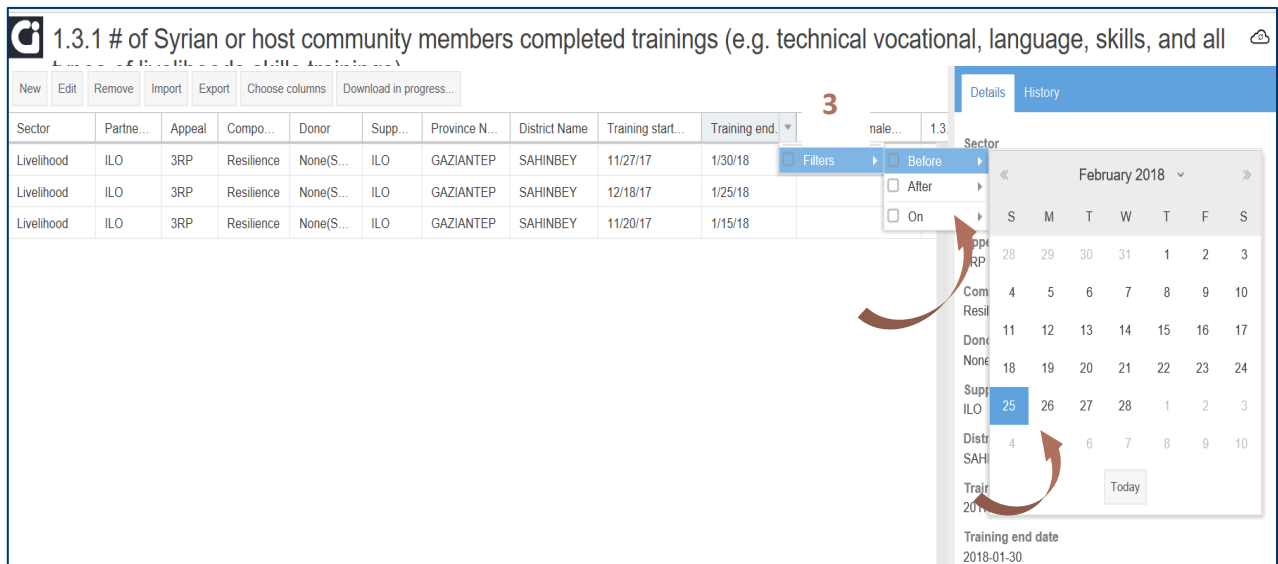
FILTER, FIND AND EDIT ENTRY/RECORD UNDER GROUP A

After you completed and saved your form data, you may want to find and edit any data field in your record/entry. Please follow the steps below:

1. Select the relevant **Output/Indicator**
2. Click on **Try the new data entry page(BETA)**



3. To find the record you want to edit please move the mouse to any one of the **columns headers (Partner, District name, Start date, end date, etc....)**, click on the **arrow** that will appear and apply your **Filter** criteria. The column header will be highlighted in bold when the result is displayed. Select another column headers to filter by multiple criteria.



4. Select the **record** you want to edit and click on the **edit button**, the form will open, edit your data and don't forget to **save** the changes you made.

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Sector	Partne...	Appeal	Compo...	Donor	Supp...	Province N...	District Name	Training start...	Training end...	1.3.1 # of female...	1.3
Livelihood	ILO	3RP	Resilience	None(S...	ILO	GAZIANTEP	SAHINBEY	11/27/17	1/30/18	38	
Livelihood	ILO	3RP	Resilience	None(S...	ILO	GAZIANTEP	SAHINBEY	12/18/17	1/25/18	59	
Livelihood	ILO	3RP	Resilience	None(S...	ILO	GAZIANTEP	SAHINBEY	11/20/17	1/15/18	33	

There are two additional tabs on the right side ribbon. **Details** and **History** the former gives a view on the data content of the highlighted/selected record and the latter keeps a history of who edited what and when.

To **delete** a record please make sure you highlight the record in question and click **remove button** at the top ribbon, you can check the relevant record content by clicking on the **Detail tab** on the **right side ribbon** before deletion.

REPORT ON GROUP B: (1.1.2, 1.3.2, 1.4 and 1.5)

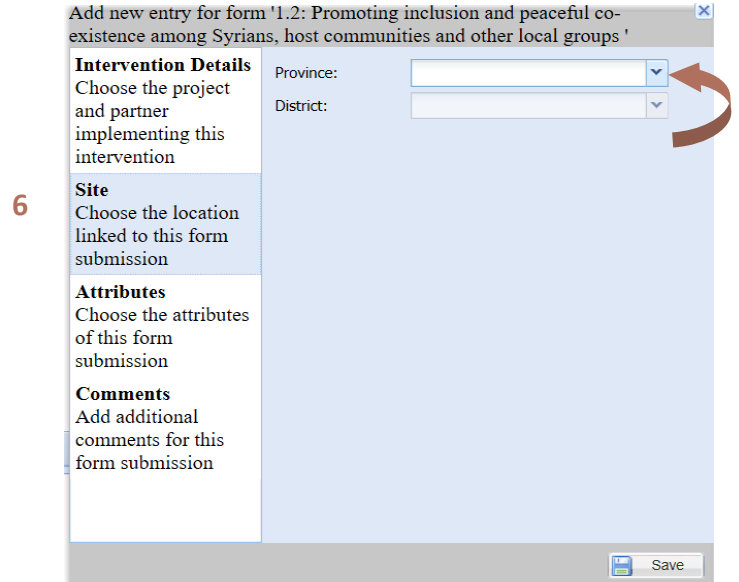
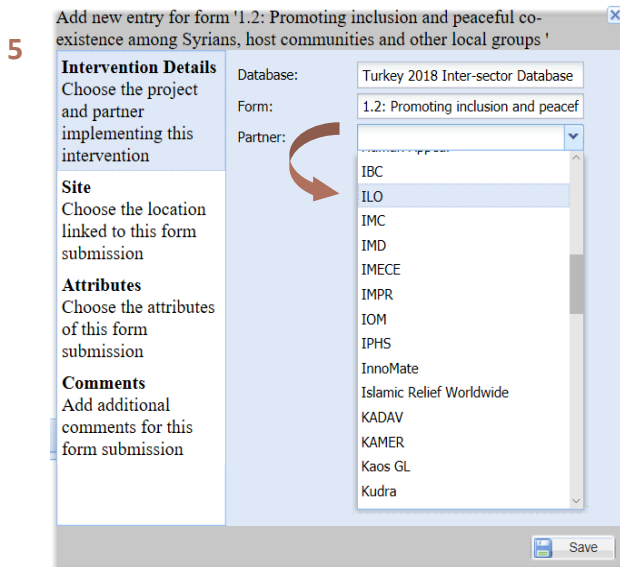
Continuing from page 2 on the current Guide Click on **OK** After clicking on **New Submission** the following window will be prompted

5. Intervention Details

Select the partner agency you are working for from the dropdown list

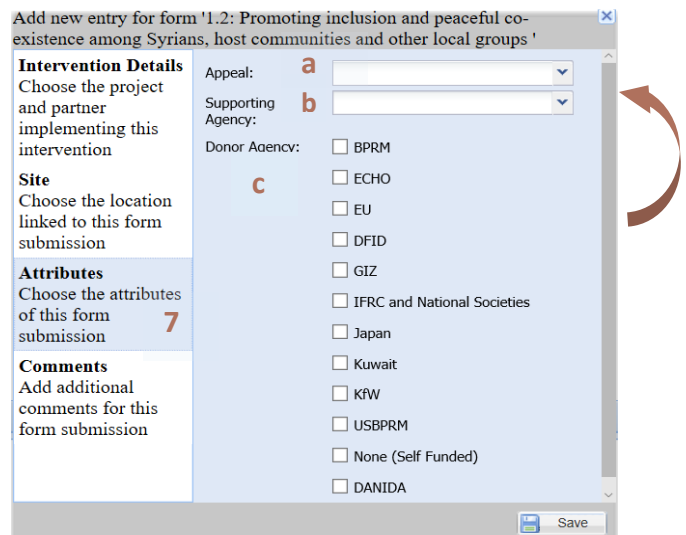
6. Then click on **Site** and select the relevant site Where you are implementing the activities under the selected Indicator by following the hierarchy of Province – District

Note: all indicators require reporting at District Level



7. Click on Attribute and:

- a. Specify if this intervention was appealed for in **3RP 2018** (3RP/none),
- b. Specify the supporting Agency
- c. Specify your *funding agency* - which is to identify the donor UN Agency of the activity. Main donors are also available in the list. If the activity is funded by other sources than it is to be indicated by 'Others'



8. Click on **Comments** and add any comment that you feel important

To proceed click on **Save** at the bottom of the tab. This will create the site with the relevant attributes and direct you back to the main entry page. The created site will appear as a row see figure below.

9. Report on Monthly Indicators

1. Select the relevant site from the relevant form that you created as per guidelines above.
2. Click on **Monthly Reports** Tab to access the indicator and reporting table

The screenshot displays the ActivityInfo software interface. The top navigation bar includes 'ActivityInfo', 'Dashboard', 'Data Entry', 'Reports', and 'Design'. The left sidebar shows a tree view of the 'Turkey 2018 Inter-sector Database' with categories like Basic Needs, Education, Food Security and Agriculture, Health, and Livelihood. The main area shows a form for data entry with filters for Partner (ASAM), Province (GAZIANTEP), and District (SAHINBEY). A red '1' is placed over the district selection. Below the form, there is a 'Monthly Reports' section with a 'Month' dropdown set to 'Feb 2018'. A table of indicators is shown with columns for 'Indicators', 'Jan 18', and 'Feb 18'. A red '2' is placed over the page navigation controls (Page 1 of 1).

Indicators	Jan 18	Feb 18
1.2.1 # of community-based livelihoods activities, targeting social cohesion and conflict prevention...	#	#
1.2.2 # of women participating in common events organized for both refugee and host communitie...		
1.2.2 # of men participating in common events organized for both refugee and host communities t...		

10. Report on achievements:

The monthly reporting tab is where data is entered on indicators at district level. The indicators are numbered and disaggregated when applicable (gender, age, etc...), followed by the description of the indicator.

After inputting the progress on that indicator for that particular month and district, press **Save** on the tab. Note that you have to press **Save** every time you update your figures. Next time you access the database you don't need to repeat steps (1-9) for same activities in same district please follow the

instructions under the heading **FILTER, FIND AND EDIT ENTRY/RECORD UNDER GROUP B** to find your table and report under new month.

There are two additional tabs on the below ribbon. Attachments and History the former is to upload any supporting document at that site level and the latter keeps a history of who edited what and when.

This concludes the entry process. The same process is to be carried out for all the other districts to report on implementation of a month.

FILTER, FIND AND EDIT ENTRY/RECORD UNDER GROUP B

After you completed and saved your form data, you may want to find and edit any data record/entry. Please follow the steps below:

1. From the data entry tab Select the relevant **Output/Indicator**
2. Filter by **Partner, Geography**(Province) to find your entry
3. Once the result is displayed please highlight the district in question and click on the **monthly report** tab on the bottom to access the indicator and reporting table. Edit your achievement or add achievements under new month.

The screenshot shows the ActivityInfo interface with the 'Data Entry' tab active. On the left, a tree view shows the 'Livelihood' category expanded, with '1.1.3 # of individuals w' selected. A filter menu is open at the bottom left, showing options like 'Filter by geography', 'Filter by end date', 'Filter by start date', 'Filter by partner', 'Filter by attribute', and 'Filter by location'. The main area shows a table with columns for Partner, Province, and District. The 'Monthly Reports' tab is highlighted at the bottom.

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