



# ACTIVITY INFO Reporting Guide - 2015

## FOOD SECURITY AND AGRICULTURE SECTOR

### Inter-Agency Information Management Working Group

Jan 2015

*This Document details the steps required for all reporting partners to follow to be able to gain access to Activity Info Database for the Basic Assistance sector and be able to report on a monthly basis.  
For any clarification needed about this document please contact the relevant sector lead or IM focal point.*

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## INTRODUCTION

In Lebanon monitoring and reporting for 2015 programmes is done through different databases organized by sector working group. Sector databases may be organized in different ways to fit with specific requirements.

Each database allows to store, access, manage, map and analyze data on defined indicators, and thus to monitor humanitarian projects.

## HOW TO GET ACCESS TO THE SECTOR REPORTING DATABASE

In order to get access to the sector database relevant to your projects please contact your IM Focal point or sector lead. We will receive your request and provide you with access within 24 hours.

You can also get access by contacting the IM officer in charge of the sector or the National Level Sector Coordinator.

## START ACTIVITY INFO

To start the program, type the following web address: [www.activityinfo.org](http://www.activityinfo.org)

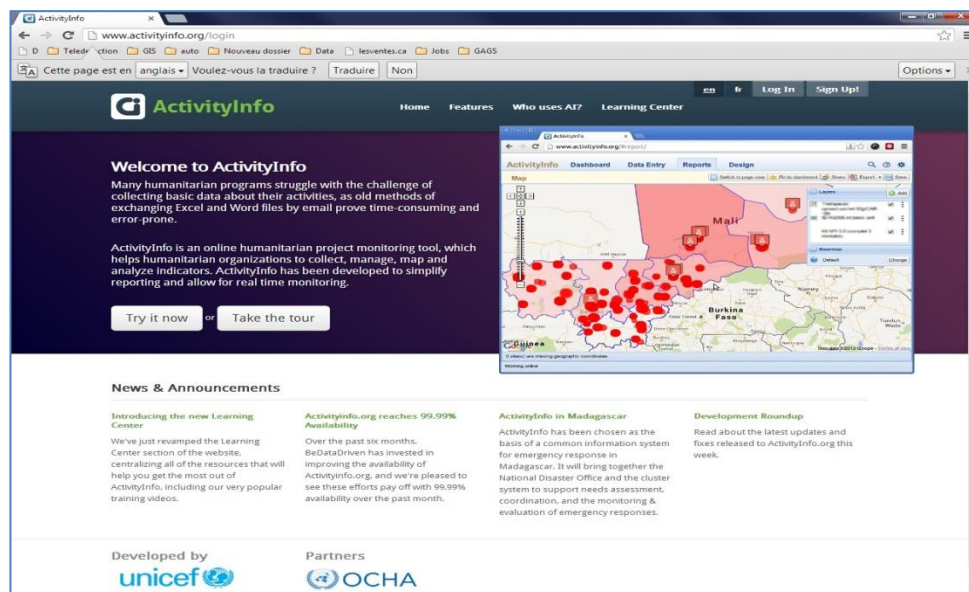


Figure 1

You have the option to choose one of the possible languages, French or English.

Then you can log in by clicking **Log In**. You must first submit a request for invitation to access the database. Note that access is granted for a single sector alone. An invitation will then be sent to you, and then you can create your password. If you have already access to ActivityInfo you will not receive any invitation once granted access to any new database.



## FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:

- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design database

This guide will focus on the **Data Entry tab for the FOOD SECURITY AND AGRICULTURE sector.**

### I- MONTHLY REPORTED INDICATORS

#### CREATE A NEW FORM

Reporting to be done once a month – by the **7th** of each month covering the achievements of the month before.






FOOD SECURITY AND AGRICULTURE indicators have been structured based on the LCRP logframe:

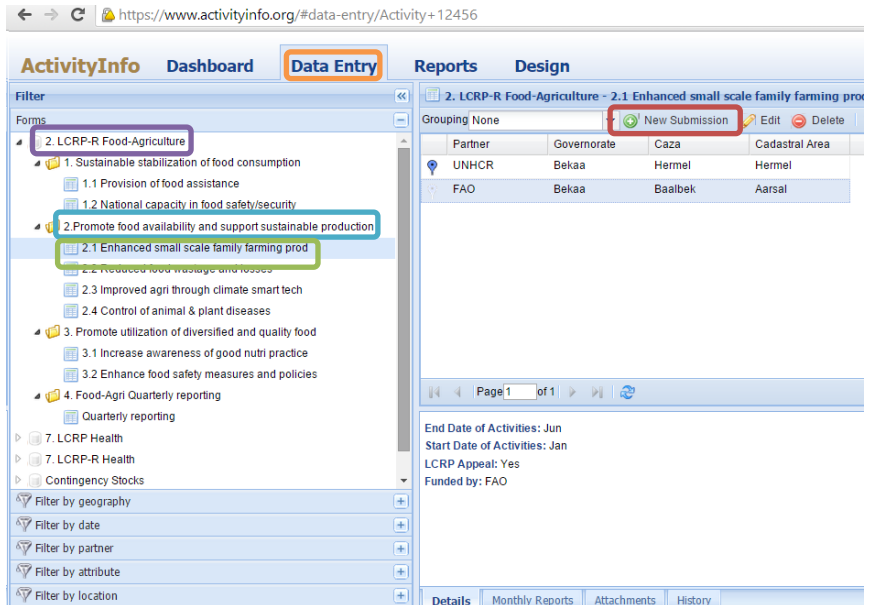
- Sustainable stabilization of food consumption
- Promote food availability and support sustainable production
- Promote utilization of diversified and quality food
- Food-Agri quarterly reporting, and
- WFP distribution reporting (WFP only)

Each outcome has a set of outputs and 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.

Once logged in follow the steps as shown below:

- Click on the **DATA ENTRY** tab 
- Open the **LCRP-R Food-Agriculture** database by clicking on the little arrow to the right 
- Select the relevant **Outcome** 
- Then **Activity** 
- Click on **New Submission** 



The screenshot shows the ActivityInfo web application interface. The browser address bar displays the URL: <https://www.activityinfo.org/#data-entry/Activity+12456>. The navigation menu includes 'ActivityInfo', 'Dashboard', 'Data Entry' (highlighted with an orange box), 'Reports', and 'Design'. The 'Data Entry' tab is active, showing a list of forms under the heading '2. LCRP-R Food-Agriculture'. The forms list includes:

- 1. Sustainable stabilization of food consumption
  - 1.1 Provision of food assistance
  - 1.2 National capacity in food safety/security
- 2. Promote food availability and support sustainable production
  - 2.1 Enhanced small scale family farming prod (highlighted with a green box)
  - 2.2 Reduced food wastage and losses
  - 2.3 Improved agri through climate smart tech
  - 2.4 Control of animal & plant diseases
- 3. Promote utilization of diversified and quality food
  - 3.1 Increase awareness of good nutri practice
  - 3.2 Enhance food safety measures and policies
- 4. Food-Agri Quarterly reporting
  - Quarterly reporting

Below the forms list, there are filter options: 'Filter by geography', 'Filter by date', 'Filter by partner', 'Filter by attribute', and 'Filter by location'. On the right side of the interface, there is a table with columns: 'Partner', 'Governorate', 'Caza', and 'Cadastral Area'. The table contains data for UNHCR and FAO. A 'New Submission' button (highlighted with a red box) is visible above the table. At the bottom of the interface, there are tabs for 'Details', 'Monthly Reports', 'Attachments', and 'History'.



After clicking on **New Submission** the following window will be prompted:

- 1) **“Intervention Details”**: Select the partner agency you are working for from the dropdown list

The screenshot shows a software window titled "2. LCRP-R Food-Agriculture - 2.2 Reduced food wastage and losses". The main content area is "Add new entry for form '2.2 Reduced food wastage and losses'". On the left, there are sections for "Intervention Details", "Site", "Attributes", and "Comments". On the right, there are dropdown menus for "Database:" (set to "2. LCRP-R Food-Agriculture"), "Form:" (set to "2.2 Reduced food wastage and losses"), and "Partner:" (set to "FAO"). A "Save" button is at the bottom right.

- 2) Then click on **“Site”** and select the relevant site where you are implementing the activities under the selected outcome by following the hierarchy of Governorate – Caza –Cadastral Area.

Note: all indicators require reporting at Cadastral level

The screenshot shows the same software window as above. The "Site" section on the left is now selected. On the right, there are dropdown menus for "Governorate:" (set to "Bekaa"), "Caza:" (set to "Baalbek"), and "Cadastral Area:" (set to "Aamchki"). The "Save" button remains at the bottom right.

- 3) Click on **“Attribute”** and
  - a) Specify if this intervention was appealed for in LCRP 2015 (yes/no),
  - b) Specify your funding agency - which is to identify the donor UN Agency of the activity, if the activity is funded by other sources than it is to be indicated by 'Independent',
  - c) Specify the planned start and end date of the activity reporting on. This will allow coordinators to know where and until when your organization will be present in such location for the activity specified.
- 4) Click on **“Comments”** and add any comment that will help you better reporting

The screenshot shows the same software window. The "Attribute" section on the left is now selected. On the right, there are dropdown menus for "LCRP Appeal\*:" (set to "Yes"), "Funded by\*:" (set to "FAO"), "Start Date of Activities:" (set to "Jan"), and "End Date of Activities:" (set to "Jun"). The "Save" button is at the bottom right.

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.

**IMPORTANT:** All the indicators are monthly indicators (except for the indicators under “Food-Agri quarterly report”), thus creating a “site” and adding attributes is **done once** and then update the numbers monthly.

### REPORT ON MONTHLY INDICATORS

- 1) Select the relevant form that you created as per guidelines above.
- 2) See the interventions details at the bottom of the page that specify the attributes and comments on this site.

- 3) Click on ‘Monthly Reports’ Tab to access the indicator and reporting table.

Monthly Reports					
Saved	Month: Jan 2015				
Indicators	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15
Male - # of individuals trained on post harvest management		20			
Female - # of individuals trained on post harvest management		25			
Male - # of farmers provided with improved technology					
Female - # of farmers provided with improved technology					
Male - # of farmers trained on value-production processing		28			
Female - # of farmers trained on value-production processing					
Male - # of farmers who adopt by-product transformation techniques		13			
Female - # of farmers who adopt by-product transformation techniques					
Male - # of individuals trained on food preservation technologies		7			
Female - # of individuals trained on food preservation technologies		36			

At the bottom of the table, there are navigation buttons: 'Details', 'Monthly Reports', 'Attachments', 'History'. The 'Monthly Reports' button is highlighted with a red box.



### Report on achievements:

The monthly reporting tab is where data is entered on indicators at site level. The indicator text starts with definition of the disaggregation, followed by the description of the indicator. For example, “Male- # of individuals trained on food preservation technologies” – to be reported: the number of male individuals who received training on food preservation technologies during that specific month.

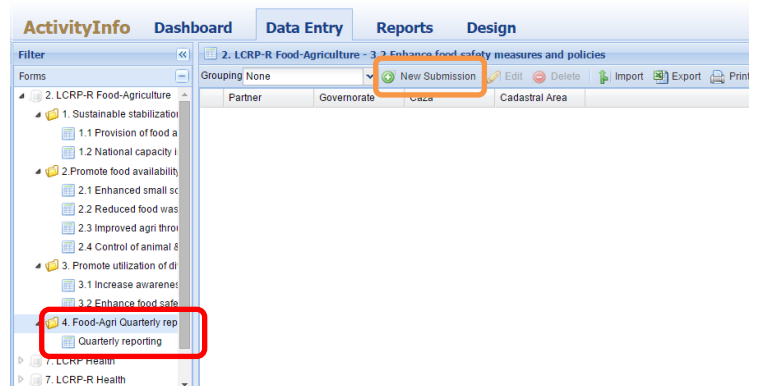
After inputting the indicator’s value for that particular month and site, press ‘Save’ on the tab. Note that you have to press ‘Save’ every time you update your figures.

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 sites to report on implementation of a month.

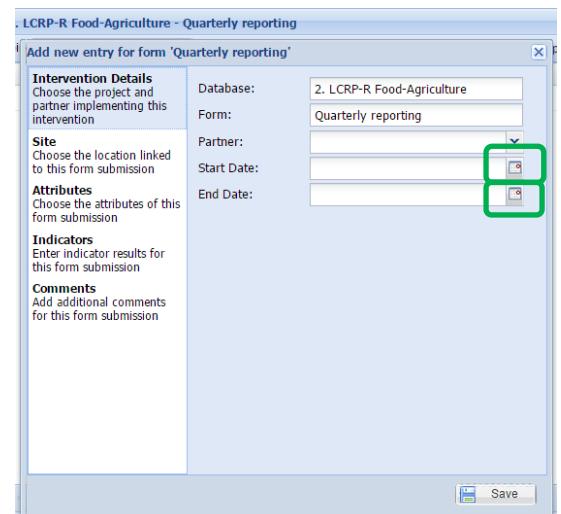
## II- QUARTERLY REPORTED INDICATORS

- 1) Select “Food-Agri Quarterly reporting” from the forms and then “Quarterly reporting”
- 2) Click on “New Submission”



- 3) The following tab will appear:
  - **Partner:** select the name of your organization from the dropdown list
  - **Start Date:** click on the calendar and select the start date of the reporting period
  - **End Date:** click on the calendar and select the end date of the reporting period

Example: if reporting for first quarter, select Start date: 1/1/2015 and End date: 31/3/2015.





- 4) Then click on **“Site”** and select the relevant site where you are implementing the activities under the selected outcome by following the hierarchy of Governorate – Caza –Cadastral Area.
- 5) Then click on **“Attributes”** and fill information for:
  - LCRP Appeal
  - Funded by
  - Start/End date of activity (planned)

- 6) Then click on **“Indicators”** and the list of all indicators that are reported on a quarterly basis will show in the same tab, where you need to fill in the progress information.

**Add new entry for form 'Quarterly reporting'**

**Intervention Details**  
Choose the project and partner implementing this intervention

**Site**  
Choose the location linked to this form submission

**Attributes**  
Choose the attributes of this form submission

**Indicators**  
Enter indicator results for this form submission

**Comments**  
Add additional comments for this form submission

**2.1.3 Supporting family farming dairy production**

# of dairy cooperatives created and/or supported  Cooperatives

# of big facilities constructed/equipped for food preservation  Facilities

# of seeds/seedlings distributed  Seeds/seedlings

Male - # farmers provided with seeds/seedlings  Individuals

Female - # farmers provided with seeds/seedlings  Individuals

# of disease outbreak reports published  Reports

- 7) Click on **‘Save’** and you will be directed to the home page. To view details of your entry, click on the site created and then **“details”**

**ActivityInfo Dashboard** | **Data Entry** | Reports | Design

**Filter** <<< | **2. LCRP-R Food-Agriculture - Quarterly reporting**

Forms: 2. LCRP-R Food-Agriculture

- 1. Sustainable stabilization
  - 1.1 Provision of food a
  - 1.2 National capacity i
- 2. Promote food availability
  - 2.1 Enhanced small sc
  - 2.2 Reduced food was
  - 2.3 Improved agri throi
  - 2.4 Control of animal &
- 3. Promote utilization of di
  - 3.1 Increase awarenet
  - 3.2 Enhance food safe
- 4. Food-Agri Quarterly rep
  - Quarterly reporting
- 7. LCRP Health
  - 7. LCRP-R Health

Filter by geography | Filter by date | Filter by partner | Filter by attribute | Filter by location

Date	Partner	Governorate	Caza	Cadastral Area
2015-Mar-31	WFP	Beirut	Beirut	Achrafieh foncière

Page 1 of 1

End Date of Activities: Dec  
Start Date of Activities: Jan  
LCRP Appeal: No  
Funded by: Independent

Indicators:

- # of big facilities constructed/equipped for food preservation: 2 Facilities
- Male - # farmers provided with seeds/seedlings: 10 Individuals
- Female - # farmers provided with seeds/seedlings: 16 Individuals

**Details** | Monthly Reports | Attachments | History