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.

Contents

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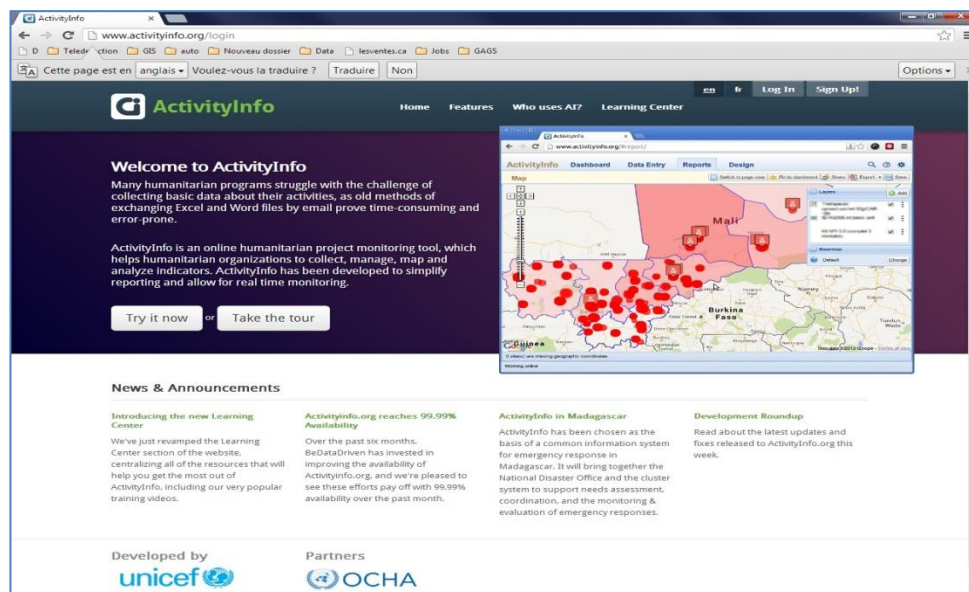To start the program, type the following web address: www.activityinfo.org

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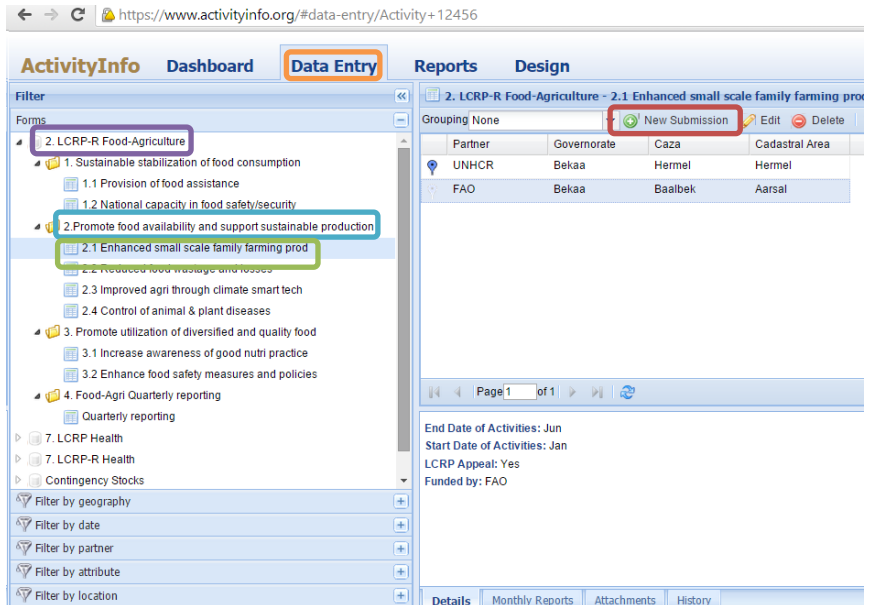
- Sustainable stabilization of food consumption
- Promote food availability and support sustainable production
- Promote utilization of diversified and quality food
- Food-Agri quarterly reporting, and
- WFP distribution reporting (WFP only)

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**

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

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

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

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.

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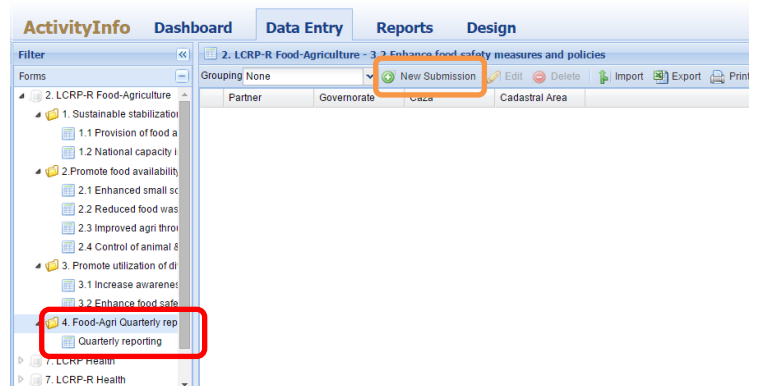
3) The following tab will appear:
- **Partner:** select the name of your organization from the dropdown list
- **Start Date:** click on the calendar and select the start date of the reporting period
- **End Date:** click on the calendar and select the end date of the reporting period

   Example: if reporting for first quarter, select Start date: 1/1/2015 and End date: 31/3/2015.
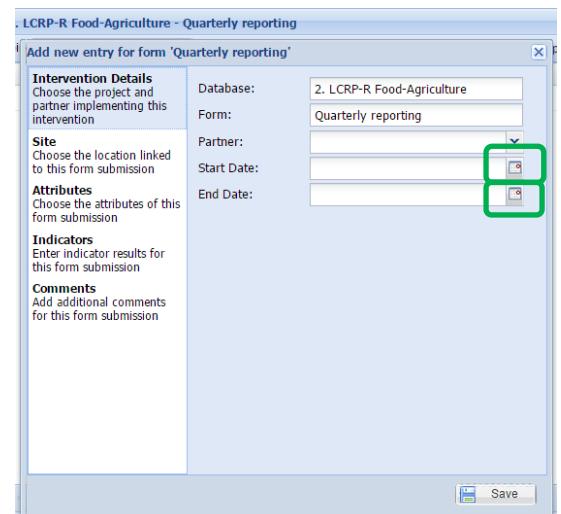
4) Then click on **"Site"** and select the relevant site where you are implementing the activities under the selected outcome by following the hierarchy of Governorate – Caza –Cadastral Area.

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.

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"**