This document details the steps required for reporting partners and agencies to gain access and report on Child protection ActivityInfo database. For any further support please contact Steller Makasi at smakasi@unicef.org or call 07511 353 089.
INTRODUCTION

ActivityInfo is an online database that allows users to upload data against defined indicators. It gives access, and enables management, mapping and analysis of indicators to monitor humanitarian projects.

It was developed to simplify reporting tasks and reduce the redundant reporting to several parties in different formats. It has a very simple interface and has the advantage of being able to geo-locate the interventions.

1. START ACTIVITYINFO

To start off, type the following web address: www.activityinfo.org on your browser. This will launch the ActivityInfo website as shown in figure 1. For first time users go to SignUp and create an account by assigning yourself a User Name and Password.

To be able to LogIn successfully and access the database, you must then send an email request stating your names, your organisation’s name to the Child Protection Information Manager. In reply to your request, an invitation from ActivityInfo will be sent to your e-mail.
2. FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:
- Dashboard
- Data Entry
- Reports
- Design

This guide will focus only on the Data Entry tab. The Dashboard and Reports tab will be covered during ActivityInfo trainings. The Design tab is accessible only to the administrators of the database.

3. DATA ENTRY TAB

Reporting will now be on a monthly basis starting on the 5th of every month with the deadline on the 5th the following month covering the achievements of the previous month. To begin entering data, click on Data Entry Tab (see Figure 3). Note that access is granted to the entire IDP or Refugee databases never to a single Cluster or Sector.

To upload data for Refugee click on 2016: IRQ Syrian Refugees database and to upload IDP data click on 2016: IRQ Internally Displaced Persons database.

This guide will focus on the 2016: IRQ Internally Displaced Persons database as an example. The same procedure of data entry will apply on the 2016: IRQ Syrian Refugees.
3.1 Choosing the Child Protection Database

Once you have clicked on 2016: IRQ Internally Displaced Persons database, proceed to click on the small triangular icon on the left hand side of the database. A list of folders for the different Clusters will appear. To report Child Protection data, click the small triangular icon on the left hand side of the Protection folder then again click on database number two named Child protection. To be sure you have chosen the Child Protection database you will see 2016: IRQ Internally Displaced Persons (IDPS) - 2. Child protection displayed.

3.2 Choosing the Site

To upload data against a site click on New Submission. Choose the Site by first picking the Governorate then the District from the dropdown list (see Figure 5). These two levels are mandatory. A list of Matching Sites will appear after selecting the District. Choose appropriate site by clicking on it, this action will activate the Use site button. The indicators to report on, which were agreed on and prioritized by the relevant clusters, will be listed under the Monthly report tab after you enter the site.
3.3 Interventions Details Section

Under interventions you will be required to choose from the drop down list the name of the Partner reporting the activity. Filling in the Partner information is mandatory. If the name is not in the list email the name to Child Protection Information manager.

Since reporting is currently on a monthly basis choose the first day of the month as the Start Date and last day of the month as the End Date.

3.4 Site Details Section

The Site information previously chosen in Figure 5 will be displayed under this section. If you chose the wrong site click on Change site button to pick new details otherwise proceed to attributes.
3.5 Attribute Section

Choose the name of the agency funding this activity under Funded By. If funded by UNICEF then pick the PCA Reference otherwise leave blank. If the funding agency or PCA reference number is not on the list email the Child Protection Information manager.

3.6 Indicator Section

All indicators have been developed and approved inline with the 2016 HRP & 3RP objectives for the IDP & refugee databases respectively (see figure 8). Each has a unique set of indicators.

Insert beneficiary data against the correct corresponding indicator (see figure 8).

Apart from the attendance indicator for PSS, all numbers must be NET BENEFICIARIES reached each month PER SERVICE offered without double counting the same persons who are still receiving that service for more than one month. For example, if 20 girls received specialised services in the month of January, you will report ‘20’ for January. In February, if the same ‘20’ girls continued to receive specialised services, you should not report ‘20’ girls again because no additional girls received this service, so you will then report ‘0’ for February. If there were ‘25’ girls, you will report only the ‘5’ new girls for February.
3.6 Indicator Section (Reporting on Legal Assistance)

For both IDP and refugee reporting find this indicators are available under the 1.Protection folder -> 1.Legal protection and specific needs -> add data on the Monthly reports tab

- # of girls receiving legal assistance
- # of boys receiving legal assistance

3.6 Indicator Section (Reporting on Mine Risk Education)

For both IDP and refugee reporting find this indicators under the 1.Protection folder -> 6.Mine Action -> add data on the Monthly reports tab

- # of girls who receive mine risk education
- # of boys who receive mine risk education

3.6 Indicator Section (Reporting on Birth Registration)

For both IDP and refugee reporting find this indicators are available under the 1.Protection folder -> 5.Registration -> Monthly reports

- # of female children issued documentation under regular birth registration procedure
- # of male children issued documentation under regular birth registration procedure
3.7 Comments Section

The last selection is the **Comments** tabs (see figure 8). Here partners can input in any important details related to the site-activity. This is not mandatory. After adding comments you will have completed adding all required details related to this site’s activity therefore proceed to click on the **Save** button.

Saving will result in the creation of the site with related activity data under the **Data Entry** tab. This will appear as a row.

Note:

a. If your organisation is working in more than one site/location you will re-start the steps outlined from Figure 4 to Figure 10 for all the sites or locations

b. After clicking on save and you notice that you made a mistake, select the affected record or row and then click **Edit** to correct the mistake or **Delete**.

All the information uploaded about the site activity can be viewed by clicking on **Details** tab. Also click on the **History** tab to see the details about the editor of the data.