



SHELTER CLUSTER
تنسيق المأوى الإنساني



CCCM CLUSTER
دعم مجتمعات النازحين

YEMEN

GETTING STARTED WITH

ActivityInfo for

Shelter/NFI/CCCM Cluster

Yemen

What is ActivityInfo?

ActivityInfo is a software application which is primarily used to support monitoring and evaluation for humanitarian and development operations. It aims to give practitioners the power of analysis and reduce the need for statistical support. It is targeted at national and local authorities as well as humanitarian and development agencies.

Why choose ActivityInfo?

- To monitor in real-time the activities of your organizations and partners;
- To allow data collection even without an internet connection;
- To reduce the costs and risks of creating a new information system;
- Because it's free of use for 10 user accounts or less;
- It enables GIS and analysis tools to be in the hands of managers and field staff.

1. How do I start using ActivityInfo?

- To use ActivityInfo you need a browser which meets the minimum requirements and an ActivityInfo account.

1.1 Check if your browser meets the minimum requirements

ActivityInfo can be used in a variety of internet browsers. Check that you have a browser which meets the browser requirements.

1.2 Browser minimum requirements

ActivityInfo requires one of the following browsers:

- Google Chrome
- Internet Explorer 8+
- Safari 5+
- Firefox 30+

1.3 Create an ActivityInfo account

To use ActivityInfo you must first create an account.

1.4 Go to the sign up page

Please visit <https://www.activityinfo.org/signUp> or, if you have received an invitation by email, click on the link in the email.

1.5 Complete the sign up form

Secure | <https://activityinfo.org/signup> ☆

Signup

Complete the following form to create a new account on ActivityInfo.org.

Name

E-mail address


Organization

Job Title

Preferred language

I agree to ActivityInfo's [terms and conditions](#)

SIGN UP



Want to learn more?

- » [Frequently Asked Questions](#)
- » [Register for our next webinar](#)

PURCHASE A SUPPORT PACKAGE

To complete the registration, click the **Sign Up** button.

If you already have an account in ActivityInfo, you don't have to create a new one.

Signing in

Accepting your Invitation to ActivityInfo

When a Database owner would like you to enter data on one or more Forms, they will invite you to contribute to their Database. To do so, you will require an ActivityInfo account.

If you do not already have an ActivityInfo account, then you will receive an email requesting you to create one.

How to Accept your Invitation

1. Check your Email

- Check your email inbox for an email from ActivityInfo Notifications.

ActivityInfo Notificatio. Access to ActivityInfo - Hi [REDACTED] ActivityInfo User ([REDACTED]) has invited you to access ActivityInfo. To complete your user registration, click on the following link: <https://www.activityinfo.org>. 3:43 pm



Click on the provided link to set up your ActivityInfo account.

Access to ActivityInfo



ActivityInfo Notifications ([REDACTED])

Hi J [REDACTED]

ActivityInfo User ([REDACTED]) has invited you to access ActivityInfo. To

complete your user registration, click on the following link:

[https://www.activityinfo.org/confirm?&\[REDACTED\]](https://www.activityinfo.org/confirm?&[REDACTED])

If you have a Humanitarian ID, you can login directly via:

https://www.activityinfo.org/oauth/oauthconnector_hid_oauth

Best regards,

The ActivityInfo Team

2. Set Up your Account

- Fill in your details on the form, and select your preferred language.
- Choose a strong and memorable password, and enter it into each field.
- Check the box if you would like to receive emails about the latest features, news and resources from ActivityInfo.
- When you are ready, click "Continue" to create your account and start using ActivityInfo.



Welcome to ActivityInfo

Before we get started, let's set up your account. Confirm your name and preferred language, and then choose a password.

Confirm your name:

Confirm your preferred language:

Choose a password:

Confirm your password:

I agree to [ActivityInfo's terms and conditions](#)

Send me news and updates about ActivityInfo

CONTINUE »

Logging In

How to Log In to your Account

- Navigate to the [Login_page](#) on the ActivityInfo website.
- Enter your email address and password into the Login form.
- Once you are ready, click the "Log In" button to log into ActivityInfo.

Login

Email address

Password

[Forgotten your password?](#)

LOG IN

Logging In with Humanitarian.ID

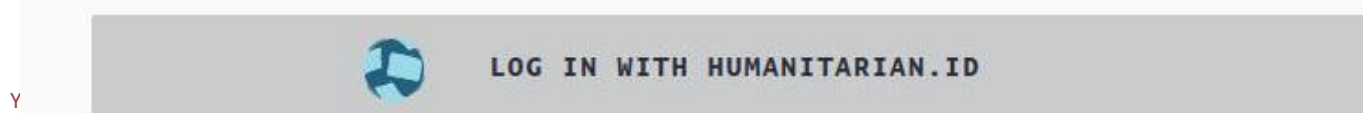
If you have a Humanitarian.ID account, you can log in directly to ActivityInfo without having to choose a new password.

Humanitarian ID is a contact information management system used by responders during crises or disasters. Being able to use your HID account to log into ActivityInfo not only means that you have one less account to remember, but it also allows you to move seamlessly across OCHA's range of humanitarian community websites, including ReliefWeb and HumanitarianResponse.info.

How to Log In with your Humanitarian.ID

1. Select the Humanitarian.ID Login option

- Navigate to the [Login](#) page on the ActivityInfo website.
- Click on the "Log In with Humanitarian.ID" button. This will take you to the Humanitarian.ID login page.



[What's this?](#)

2. Log In to Humanitarian.ID

- On the Humanitarian.ID Login page, enter your email address and password into the Login form.
- Once you are ready, click the "Login" button.
- If successful, you will be directed automatically to the ActivityInfo application.



Log in

Email

Your email address



Password

Your password



REGISTER

LOGIN

[Forgot your password?](#)

Data Collection - Submit your Entry

Navigating to your Form

How to Navigate to your Form

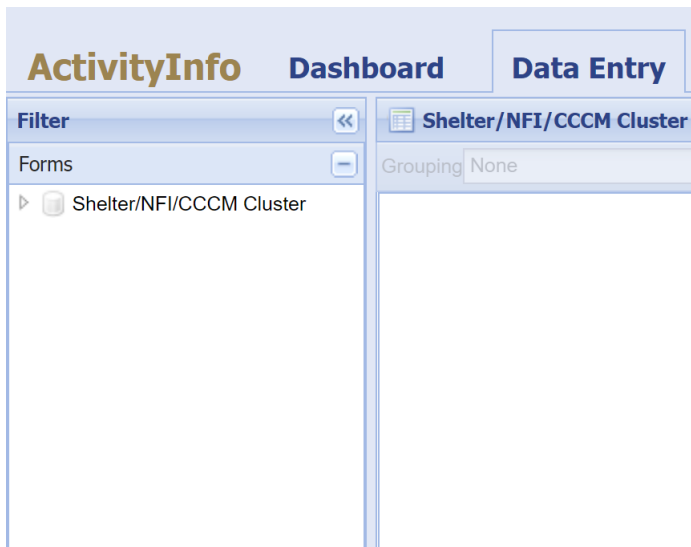
1. Navigating to the Data Entry Tab

- When you first start in ActivityInfo, you will first see the Dashboard Tab.
- From the Dashboard, navigate to the Data Entry tab by selecting "Data Entry" on the Navigation Bar.

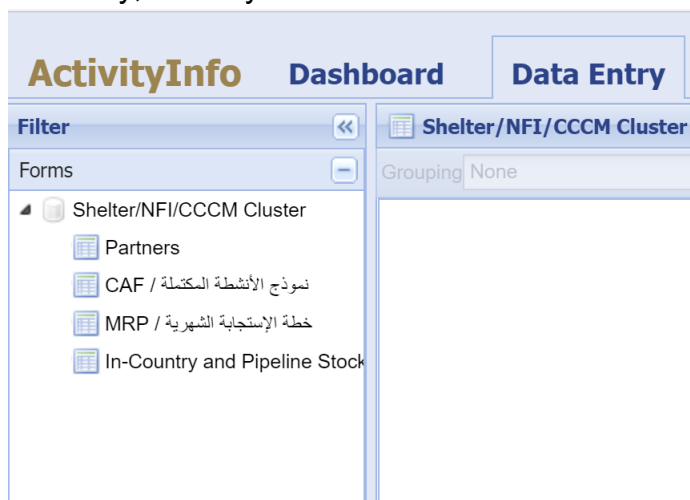


2. Selecting your Form

- You will now be presented with the Data Entry Tab.
- On the left-hand side, find your Database and double-click or press the (▶?) button to expand it.



- Finally, select your Form.

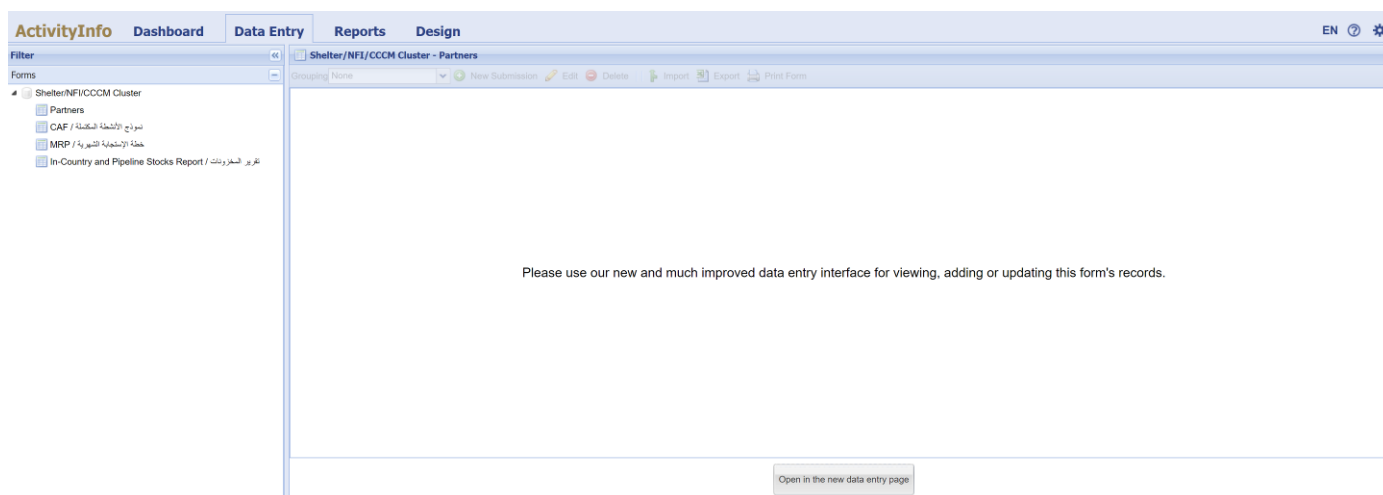


3. Forms

- **Completed Activities Form (CAF):** Information about your organization completed activities during last month and/or unreported activities completed in the previous months.
- **In-country and Pipelines Stocks Form:** Information of your available in-country or pipelines items related to the Cluster (please report your stocks either under contingency or earmarked tabs).
- **IDPs Hosting Sites Form:** Updates on the existing listed centres or spontaneous settlements or new ones with the number of households and individuals
- **MRP:** Planned Shelter / NFI / CCCM activities for the current month 2018

4. Opening your Form in the Table View

- Once you have selected your Form, we need to open it in the New Data Entry Interface to start entering data.
- With your form selected, you will see a notification requesting you to use the New Data Entry Interface.



- Select the "Open in the new data entry page" button, and your Form will open in a new tab.

Open in the new data entry page

Data Entry

How to collect information

1. Opening the New Entry Dialog

- Once you have navigated to the [New Data Entry Interface](#), you can start entering data into your Form.
- Select the "New" button on the [Data Entry Toolbar](#) to open the Form Dialog.

CAF / نموذج الأنشطة المكتملة /

New Edit Remove Import Export Choose columns Make form available offline								
Date of Act...	Programm...	Implementi...	Governorat...	District Name	Type of Po...	If other, ple...	Geographic point	
							Latitude	Longitude
5/25/18	Aspirations...	Aspirations...	Amanat Al ...	Shu'aub	IDPs / نازحين			
5/31/18	Society for ...	Society for ...	Shabwah	Ataq	IDPs / نازحين			
5/31/18	UNHCR	Yemen Alk...	Al Jawf	Rajuzah	IDPs / نازحين			
5/15/18	SRA Foun...	SRA Foun...	Sana'a	Manakhah	IDPs / نازحين			
5/30/18	Al-Aman O...	Al-Aman O...	Amanat Al ...	Az'zal	Host Com...			

2. Filling in your Form

- On the Form Dialog, fill in your Form by entering your data into each of the [Fields](#).

Form
✕

Date of Activity

This field is required

Programme Organization

This field is required

Implementing Partner / الشريك المنفذ

This field is required

Location

Governorate Name:

District Name:

This field is required

Type of Population / نوع السكان

IDPs / نازحين
 Host Community / مجتمع مضيف
 Returnees / عائدون
 Affected by the floods / متضرري من الفيضانات
 Other / أخرى

This field is required

If other, please specify / إذا كانت الإجابة أخرى، يرجى التحديد

- You also need to fill in the Sub-Form “Activities”.

Activities

Activities Implemented / الأنشطة المنفذة *	
▼	
Indicator / المؤشر	
▼	
No. of Men / 18) عدد الرجال years old and above)	Beneficiaries / أفراد
This field is required	
No. of Women / 18) عدد النساء years old and above)	Beneficiaries / أفراد
This field is required	
No. of Boys / 17-0) عدد الاولاد years old)	Beneficiaries / أفراد
This field is required	
No. of Girls / 17-0) عدد الفتيات years old)	Beneficiaries / أفراد
This field is required	
Total No. of Households/ إجمالي عدد الأسر	households / أسر
This field is required	
Were these families assisted in your previous distributions? / هل، تم مساعدة هذه الأسر، في، تم، معاتك السابقة؟	

3. Submitting your Entry

- Once you are ready, select "OK" to submit your entry.



- Your entry, known as a Form Record, will now appear in the Data Entry Grid!

4. Viewing your entry details

- You can see the full details of your entry by looking at the Details Panel on the right-hand side.
- Select your entry on the Data Entry Grid, and its details will appear on the Details Panel

CAF نموذج الأنشطة المكتمة / EN

New Edit Remove Import Export Choose columns Make form available offline

Date of Act...	Programm...	Implementi...	Governorat...	District Name	Type of Po...	If other, ple...	Geographic point	
							Latitude	Longitude
5/23/18	UNHCR	INTERSOS	Taizz	Al Ma'afer	Host Com...			
5/30/18	UNHCR	INTERSOS	Lahj	Tuban	IDPs / نازحين			
5/15/18	SRA Foun...	SRA Foun...	Al Mahwit	Al Mahwait	IDPs / نازحين			
5/8/18	UNHCR	ACTED	Taizz	Al Ta'iziyah	IDPs / نازحين			
5/29/18	UNHCR	Yemen Aik...	Al Jawf	Khabb wa ...	IDPs / نازحين			
5/31/18	Danish Ref...	Danish Ref...	Amran	Raydah	Other / أخرى	IDPs and ...		
5/30/18	UNHCR	INTERSOS	Aden	Craiter	IDPs / نازحين			
5/27/18	UNHCR	Nahda Ma...	Aden	Khur Maksar	IDPs / نازحين			
5/8/18	UNHCR	ACTED	Ibb	Al Mashan...	IDPs / نازحين			
5/30/18	Al-Aman O...	Al-Aman O...	Amanat Al ...	Ma'ain	Host Com...			
5/15/18	SRA Foun...	SRA Foun...	Sana'a	Al Haymah...	IDPs / نازحين			
5/15/18	UNHCR	Nahda Ma...	Taizz	Al Mukha	Other / أخرى	Vulnerable ...		
5/31/18	UNHCR	Yemen Aik...	Al Jawf	Al Hazm	IDPs / نازحين			
6/15/18	SRA Foun...	SRA Foun...	Sana'a	Bani Matar	IDPs / نازحين			
5/15/18	SRA Foun...	SRA Foun...	Al Mahwit	At Tawilah	IDPs / نازحين			

Details History API

Date of Activity
2018-05-29

Programme Organization
UNHCR

Implementing Partner / الشريك المنفذ
Yemen Alkhair for Relif and Development Foundation

Location
Khabb wa ash Sha'af

Type of Population / نوع السكان
IDPs / نازحين

Activities

Activities I...	Indicator / د...	No. of M...	No. of W...	No. of Bo...	No. of Gir...	Total No. ...	Total No. ...	Were the...	No. of M...	No. of W...	No. of Bo...	No. of Gir...	Total No. ...	Total No. ...	Filtered ...	Filtered
A1: Provid...	A1-1: # of f...	52	64	90	104	310	40	No / لا							52	
A2: Provid...	A2-1: # of f...	52	64	90	104	310	40	Yes / نعم	52	64	90	104	40	310	0	

- You can export your entries to excel sheet using "export button".
- You can edit or remove your entries