

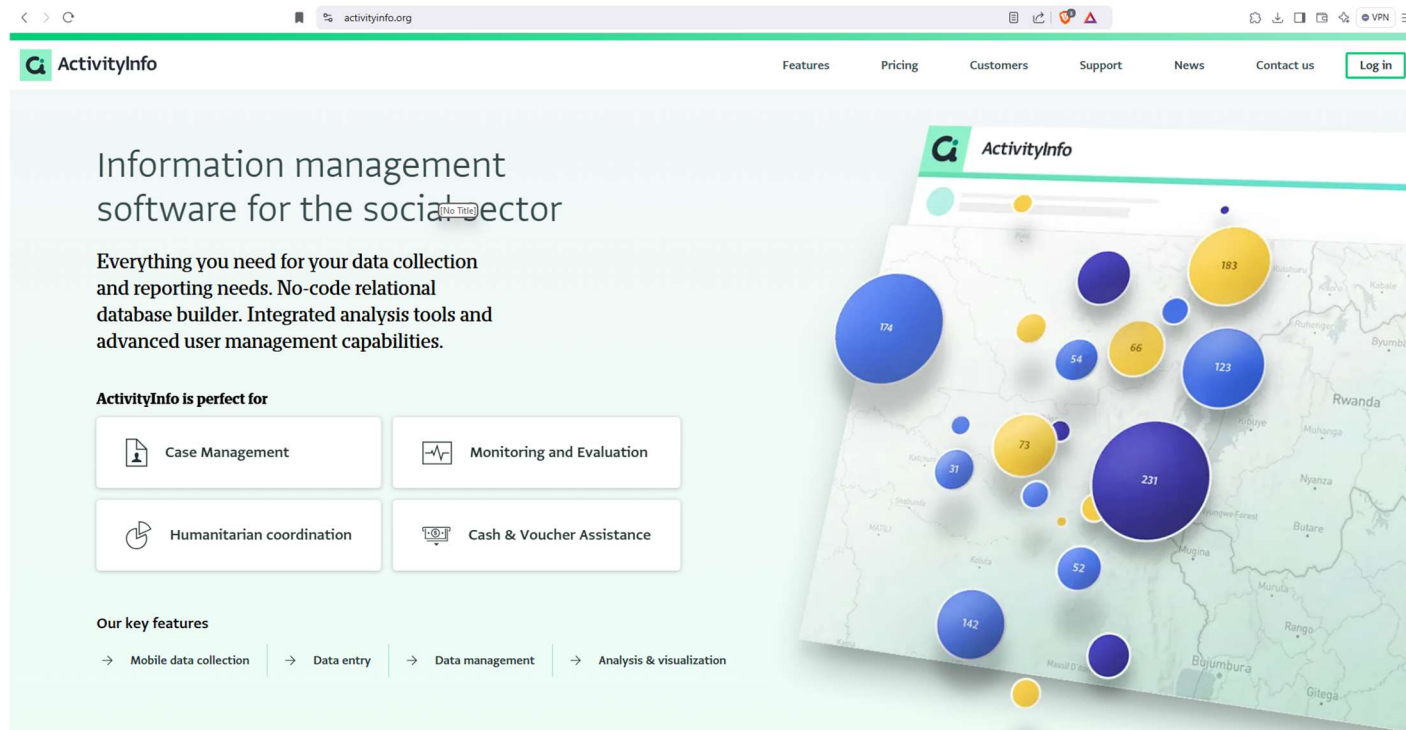
PLAN

This ActivityInfo training guide provides some guidance on how to report for the 2025 Shelter & NFI achievements.

- Accessing and Navigating ActivityInfo
- Adding Records to the Reporting Forms
- Saving Records to the Reporting Forms
- Cancelling Records to the Reporting Form
- Deleting Records in the Database
- Editing Records to the Reporting Form
- Exporting Data from the Reporting Form

SUMMARY

Once your Login credentials have been set up, go to <https://www.activityinfo.org> and Log in



The screenshot shows the ActivityInfo website homepage. The browser address bar displays "activityinfo.org". The website header includes the ActivityInfo logo and navigation links for Features, Pricing, Customers, Support, News, Contact us, and a Log in button. The main content area features the headline "Information management software for the social sector" and a sub-headline: "Everything you need for your data collection and reporting needs. No-code relational database builder. Integrated analysis tools and advanced user management capabilities." Below this, a section titled "ActivityInfo is perfect for" lists four categories: Case Management, Monitoring and Evaluation, Humanitarian coordination, and Cash & Voucher Assistance. At the bottom, "Our key features" are listed as a sequence: Mobile data collection → Data entry → Data management → Analysis & visualization. On the right side of the page, there is a large graphic of a map with several colored bubbles (blue and yellow) of varying sizes, each containing a numerical value (e.g., 174, 183, 123, 231, 73, 54, 66, 31, 52, 142). The map shows geographical locations in Rwanda, including Butare, Mururwa, and Gitega.

<https://www.activityinfo.org> can be saved in the bookmark by pressing CTRL + D. It makes it faster to retrieve the link without having to know it or type it.

HOW TO LOGIN AND LOCATE THE FORM

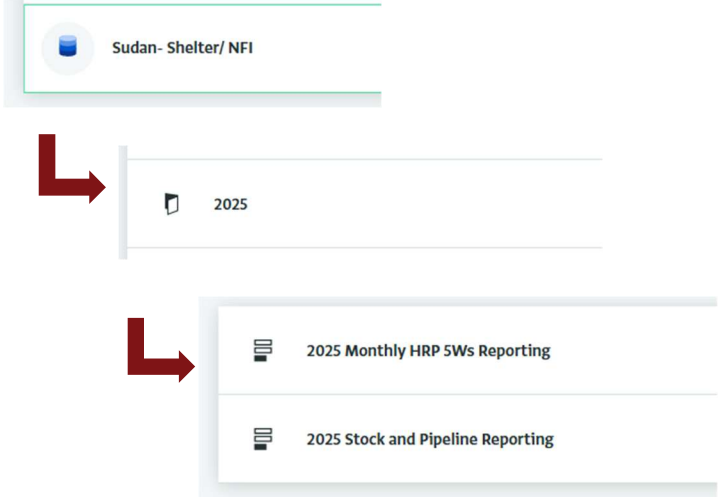
Use your email address to log in

- An email address is needed
- Log in <https://www.activityinfo.org/>



The screenshot shows a 'Log in' form with a light blue header. Below the header is an 'Email' label and a text input field containing the placeholder text 'xxxxxx@yyyyyy.org'. At the bottom of the form is a green button with a white play icon and the text 'Continue'.

-
- Locate Sudan – Shelter / NFI database
 - Access the forms :
 - 2025 monthly HRP 5Ws Reporting for monthly achievements
 - 2025 Stock and Pipeline reporting for Stock reporting



The screenshot shows a web interface for 'Sudan- Shelter/ NFI'. It features a blue folder icon and the text 'Sudan- Shelter/ NFI'. Below this is a red L-shaped arrow pointing to a search bar containing the text '2025'. A second red L-shaped arrow points to a list of two items: '2025 Monthly HRP 5Ws Reporting' and '2025 Stock and Pipeline Reporting', each preceded by a document icon.

OVERVIEW

The main page of the reporting tools

DATABASES > SUDAN- SHELTER/ NFI > 2024 > 2024 MONTHLY HRP 5WS REPORTING } The name of the form and the path to access it

2024 Monthly HRP 5Ws Reporting Form settings

Add record **Collection link** **Import** **Export** **Views** **Analyze**

Reporting ...	Organization ...	Mode of Impl...	Implementin...	Other Implem...	Donor:	Location: Loc...	Location: State:	Location: Loc...	Response Me...	Origin Countr...	Assistance Lo...	Populatio
2024-12	United Nations ...	Through an imp...	Sudanese Orga...		UNHCR	SD12083	Gedaref	Galabat Ash-Sh...	Cross-line/ fro...		Gathering Sites ...	Refugee
2024-12	United Nations ...	Directly by our ...			UNHCR	SD11053	Kassala	Madeinat Kassala	Cross-line/ fro...		Gathering Sites ...	IDPs
2024-12	United Nations ...	Through an imp...	Goal Global (GOAL)		UNHCR	SD02128	North Darfur	Kutum	Cross-border/ fr...	Chad	Gathering Sites ...	IDPs
2024-12	United Nations ...	Directly by our ...			UNHCR	SD12078	Gedaref	Al Galabat Al Gh...	Cross-line/ fro...		Host Communit...	IDPs
2024-12	United Nations ...	Directly by our ...			UNHCR	SD11060	Kassala	Reifi Khashm El...	Cross-line/ fro...		Gathering Sites ...	Refugee
2024-12	United Nations ...	Through an imp...	Sudanese Orga...		UNHCR	SD12077	Gedaref	Basundah	Cross-line/ fro...		Gathering Sites ...	Refugee
2024-12	United Nations ...	Through an imp...	Sudanese Red C...		UNHCR	SD17014	Northern	Halfa	Cross-line/ fro...		Gathering Sites ...	IDPs
2024-12	United Nations ...	Through an imp...	Sudanese Orga...		UNHCR	SD12082	Gedaref	Al Mafaza	Cross-line/ fro...		Gathering Sites ...	Refugee
2024-12	International Or...	Through an imp...	Human Appeal (HA)		CERF	SD12080	Gedaref	Madeinat Al Ge...	Cross-line/ fro...		Gathering Sites ...	IDPs
2024-12	United Nations ...	Through an imp...	Addition for Dis...		UNHCR	SD08105	Blue Nile	Ed Damazine	Cross-line/ fro...		Gathering Sites ...	IDPs
2024-12	United Nations ...	Through an imp...	LM Internationa...		UNHCR	SD04111	West Darfur	Belda	Cross-border/ fr...	Chad	Gathering Sites ...	IDPs
2024-12	United Nations ...	Through an imp...	World Vision Int...		UNHCR	SD05140	East Darfur	Abu Jabrah	Cross-border/ fr...	Chad	Gathering Sites ...	Refugee
2024-12	LM Internationa...	Directly by our ...			UNHCR	SD04111	West Darfur	Belda	Cross-line/ fro...		Host Communit...	Host C
2024-12	United Nations ...	Through an imp...	Addition for Dis...		UNHCR	SD08105	Blue Nile	Ed Damazine	Cross-line/ fro...		Gathering Sites ...	IDPs
2024-12	Northern Darfu...	Directly by our ...			CERF	SD12080	Gedaref	Madeinat Al Ge...	Cross-line/ fro...		Gathering Sites ...	IDPs

Select record to have more information on a specific record

- **Add record** : to add new activities and reports
- **Import** : to bulk import a set of data (out of the scope of the documents)
- **Export** : to export the data into xlsx or csv and perform further analysis

Dataset

ADD RECORD : WHEN


Once you click on Add record , you are directed to the form where you can start entering your data .
Reporting month is the month you are reporting about.

Add record

General Information

Please make sure required fields are filled in and no duplication of previously submitted data for this reporting period.

Reporting Month:* REQUIRED

 2025-01

Year Done

2016 2017 2018 2019 2020 2021
2022 2023 2024 2025 2026 2027

⏪ This year ⏩ REQUIRED

Month

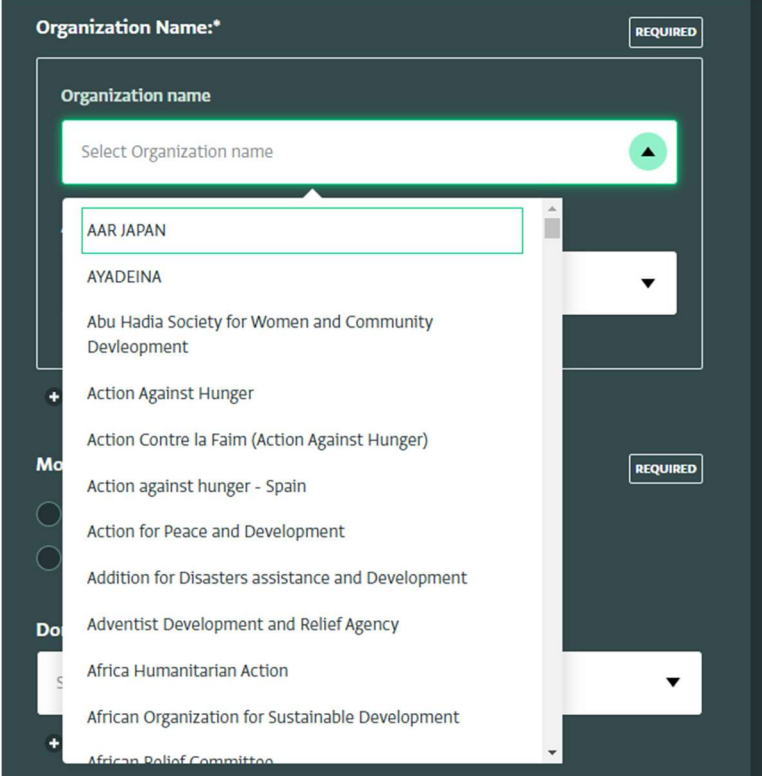
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

This month

Select Acronym ▼

ADD RECORD : WHO

Organization Name : select the organization from the drop-down menu . The acronym will be added automatically.



The screenshot shows a form field labeled "Organization Name:" with a "REQUIRED" tag. The field contains the placeholder text "Select Organization name". A dropdown menu is open, displaying a list of organizations. The first item, "AAR JAPAN", is highlighted. Other visible items include "AYADEINA", "Abu Hadia Society for Women and Community Deveopment", "Action Against Hunger", "Action Contre la Faim (Action Against Hunger)", "Action against hunger - Spain", "Action for Peace and Development", "Addition for Disasters assistance and Development", "Adventist Development and Relief Agency", "Africa Humanitarian Action", "African Organization for Sustainable Development", and "African Relief Committon".

Organization Name
AAR JAPAN
AYADEINA
Abu Hadia Society for Women and Community Deveopment
Action Against Hunger
Action Contre la Faim (Action Against Hunger)
Action against hunger - Spain
Action for Peace and Development
Addition for Disasters assistance and Development
Adventist Development and Relief Agency
Africa Humanitarian Action
African Organization for Sustainable Development
African Relief Committon

ADD RECORD : WHO

Mode of implementation : Select on whether this activity was by **DIRECT IMPLEMENTATION** or through an **IMPLEMENTING PARTNER**

Mode of Implementation: * REQUIRED

Directly by our organization

Through an implementing partner

Donors : Select Donors from the donor list

Donors:

Select Donor ▼

If “ through an implementing partner is selected “ , then a drop-down menu with the implementing name is displayed . Select the implementing partner from the list

Through an implementing partner

implementing Partners Name:

Implementing partner name:

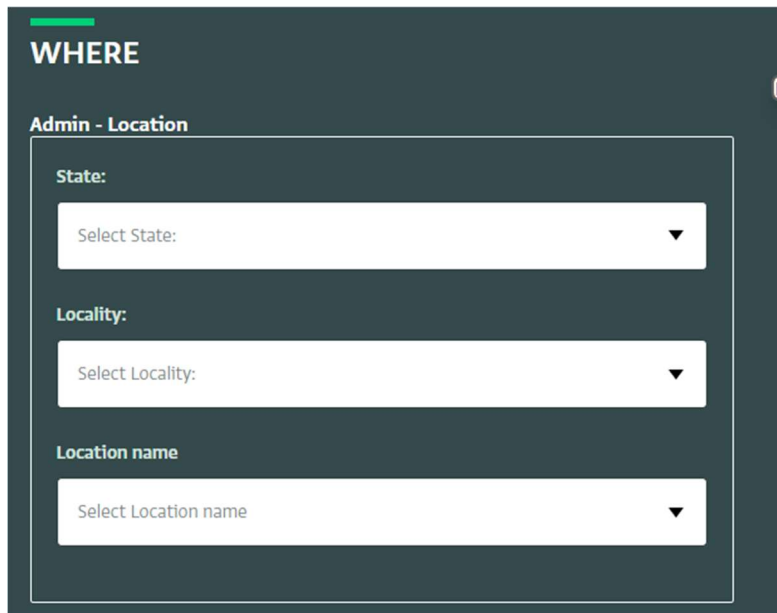
Select Implementing partner name: ▼

Implementing partners - Acronym

Select Implementing partners - Acronym ▼

ADD RECORD : WHERE

3 level of locations are needed : select them from the cascading dropdown list



WHERE

Admin - Location

State:
Select State: ▼

Locality:
Select Locality: ▼

Location name
Select Location name ▼

If the Location name is not listed in the dropdown list , enter it in the **adhoc location name**

Adhoc location name

Answer whether the organization is physically presented in the location

Is the organization implementing the activity is physically presented in this location ?* REQUIRED

No

Yes

ADD RECORD : WHERE

Response Method depending on Access* : Select whether this activity was Cross-line Operation (i.e. from within Sudan) or Cross-border Operation (i.e. from a neighbouring country).

Response Method depending on Access*

REQUIRED

- Cross-line/ from within Sudan
- Cross-border/ from a neighboring country



Assistance location by settlement Type* : Select whether this assistance was provided in HOST COMMUNITIES (i.e. residential homes such as private houses where IDPs are staying with relatives and rented accommodation) or GATHERING SITES (i.e. communal spaces such as public buildings, formal or informal camps, open areas etc)

Assistance Location by Settlement Type*

REQUIRED

Please specify whether assistance was provided in the Host Community or in the Gathering Sites.

- Host Community - Assistance provided in residential areas such as private homes where IDPs are staying with relatives/friends or in rented accommodation.
- Gathering Sites - Assistance provided in communal spaces including public buildings, formal camps, informal settlements like abandoned buildings or open areas, and similar locations.

ADD RECORD : WHAT

Activity & indicators: select the organization from the drop-down menu . The acronym will be added automatically.

WHAT

Activities & indicators* REQUIRED

Activity

Select Activity ▼

Sector

Select Sector ▼

Indicator


Select Indicator ▼

Modality

Select Modality ▼

Activity Start Date* REQUIRED

Please enter the Activity start date. (Not the project start date)

 Select a date (YYYY-MM-DD)

Disaster Response Category:* REQUIRED

Conflict

Flood

Fire

ADD RECORD : WHAT

Activity & indicators: For NFI or ESK activity , a precision on the assistance package is required .

Assistance Package:* REQUIRED

Full Kit

Partial Kit

A FULL NFI KIT must contain all 7 items listed below with the corresponding composition specifications

No	Item Description	Number of Units
1	Blanket (1.5m x 2m)	3/4
2	Jerry cans (20 litres)	2
3	Kitchen Set	1
4	Mosquito nets (ITN)	2
5	Plastic Sheets (4m x 5m)	2
6	Sleeping Mats (1.8m x 0.9m)	3/4
7	Solar lamp	1

A **PARTIAL NFI KIT** is any kit that is **missing any of the below 7 items** or **one that has the listed 7 items but is missing the specified unit** composition below

No	Item Description	Number of Units
1	Blanket (1.5m x 2m)	3/4
2	Jerry cans (20 litres)	2
3	Kitchen Set	1
4	Mosquito nets (ITN)	2
5	Plastic Sheets (4m x 5m)	2
6	Sleeping Mats (1.8m x 0.9m)	3/4
7	Solar lamp	1

ADD RECORD : WHAT

If you are recording cash assistance, specific information are required : modality & Conditionality & Delivery Mechanism

CASH & VOUCHER ASSISTANCE

Cash modality* REQUIRED

Cash

Voucher

Conditionality* REQUIRED

Conditional

Unconditional

Delivery Mechanism* REQUIRED

Direct Cash

Credit Transfer to Bank

Cheque

Mobile Payment

Paper Voucher

E-voucher

Smart card

Other

ADD RECORD : WHAT

Cash assistance : Information of financial institution and amount distributed

Financial Service Provider:*

REQUIRED

Please specify the FSP that facilitates the distribution of cash assistance. Include the name of the bank, mobile money service, or other financial institution used for transactions.

Payment Agent

FSP and/or Bank

Transfer Value amount per Beneficiary in SDG*

REQUIRED

Enter the value of cash or voucher provided to each individual household.

Total transfer Value amount Distributed in SDG :

Total value of cash distributed to all targeted households or Individuals depending of the activities .

Distribution Currency:*

REQUIRED

Please select the currency of cash assistance distributed.

- US Dollar (USD)
- Sudanese Pound (SDG)
- Pound (GBP)
- Euro (EUR)
- Other

Exchange Rate Used for this funding :

Number of installments :*

REQUIRED

Enter the total number of installments in which the cash assistance was distributed to the households.

ADD RECORD : WHO

Beneficiaries' disaggregation : population group and household details

BENEFICIARIES REACHED

Population Type:* REQUIRED

Specific Population Group

Select Specific Population Group ▼

General Population Category

Select General Population Category ▼

Beneficiaries' disaggregation : select the specific population and general population group will be chosen automatically

Number of Households:* REQUIRED

Indicate the number of households reached with selected activity/indicator.

Enter a number Households

Number of Household Headed by Men

Enter a number Household

Number of Household Headed by Women

Enter a number Household

Beneficiaries' disaggregation : Head of household disaggregation

ADD RECORD : WHO

Beneficiaries' disaggregation : Disability and Gender disaggregation

BENEFICIARIES DISAGGREGATION & DETAILS

Total Beneficiaries living with Disability* REQUIRED

 Individuals

Gender Breakdown Available (Individuals) ?* REQUIRED

Yes, Available
 Not Available

Total Males (Number of Individuals) :* REQUIRED

Total Females (Number of Individuals):* REQUIRED

ADD RECORD : WHO

Beneficiaries' disaggregation : Age disaggregation

Age Breakdown Available?* REQUIRED

Yes, Available

Not Available

Children - Male:* REQUIRED

Enter a number

Children - Female:* REQUIRED

Enter a number

Adults - Male:* REQUIRED

Enter a number

Adults - Female:* REQUIRED

Enter a number

Elderly - Male:* REQUIRED

Enter a number

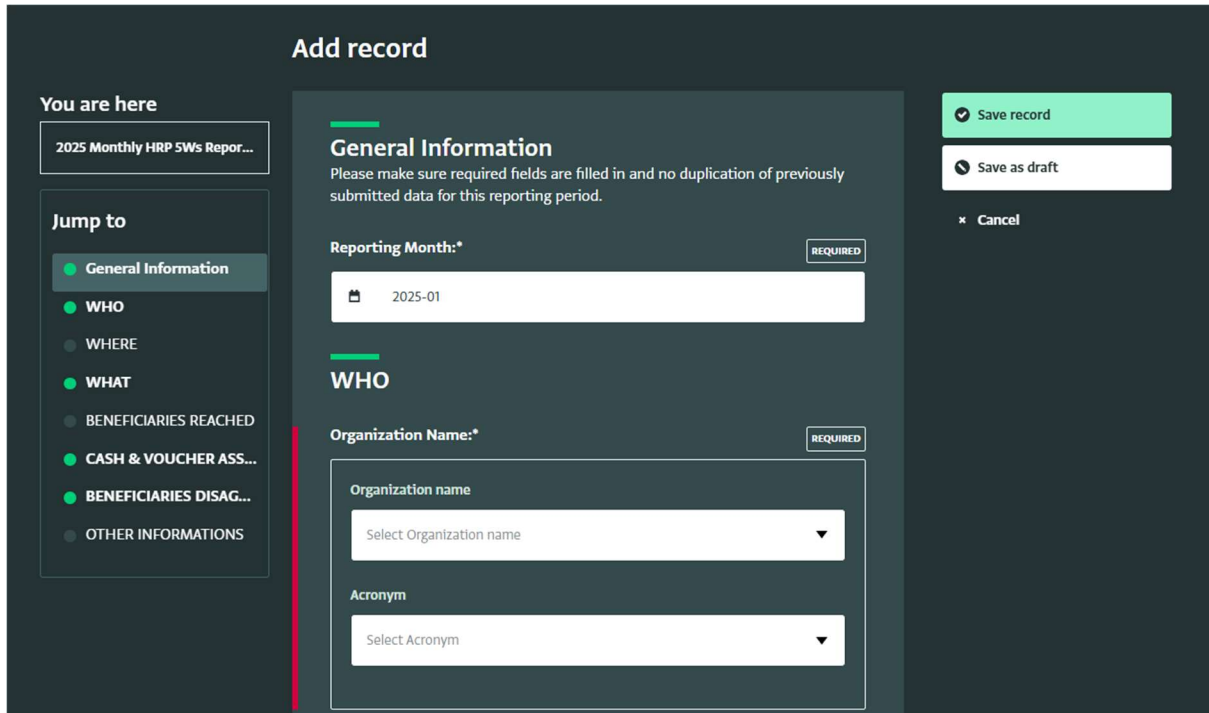
Elderly Female:* REQUIRED

Enter a number

ADD RECORD : SAVE OR CANCEL

Save record : to save the record in the database . Select *save the record* once you completed all needed information

Cancel record : to cancel a process and come back to the initial phase , press *Cancel* . A confirmation is asked by the system proceeding . You can still deny but once you confirm , the recording process is cancelled.



The screenshot shows the 'Add record' interface. On the left, a sidebar contains a breadcrumb 'You are here' with '2025 Monthly HRP 5Ws Repor...' and a 'Jump to' menu with options: General Information (selected), WHO, WHERE, WHAT, BENEFICIARIES REACHED, CASH & VOUCHER ASS..., BENEFICIARIES DISAG..., and OTHER INFORMATIONS. The main content area is titled 'Add record' and 'General Information'. It includes a note: 'Please make sure required fields are filled in and no duplication of previously submitted data for this reporting period.' The 'Reporting Month:' field is set to '2025-01' and is marked as 'REQUIRED'. The 'WHO' section has an 'Organization Name:' field, also marked as 'REQUIRED', with a dropdown menu for 'Organization name' (currently showing 'Select Organization name') and another dropdown for 'Acronym' (currently showing 'Select Acronym'). On the right side, there are three buttons: 'Save record' (green), 'Save as draft' (white), and 'Cancel' (white).

WORK WITH DRAFT:

Add record

General Information
Please make sure required fields are filled in and no duplication of previously submitted data for this reporting period.

Reporting Month:* REQUIRED

Select a month (YYYY-MM)

Save record
 Save as draft

How to work with draft: at any point to the data entry , you can **save it as draft** and come back to continue later . Use the button *Save as draft*.

The draft will appear shown below and then do the edit by clicking on *edit record* . DO NOT FORGET TO SAVE IT LATER. Otherwise, it will remain as a draft and will never be submitted to the main database.

Everywhere record can be deleted by using *delete record* , but it is **conditioned by user's access**

Saved records **Drafts** 1

Draft records
These records are only saved locally. They may be invalid and/or incomplete. Complete them to save them to the server.

Status	Project Title	Organization	Activity	If Other , Ple...	Start Date (... ↑ ↓)	End date (pla ...	Modality	# households...	Tot:
INVALID Adding	i test	AYADEINA	i				i	i	

Record Collapse >

Details **History**

Go to subform:

PROJECT TITLE
Earthbags Shelters Solution

ORGANIZATION
Support

ACTIVITY
General site development

START DATE (PLANNED)
2024-12-01

END DATE (PLANNED)
2025-02-28

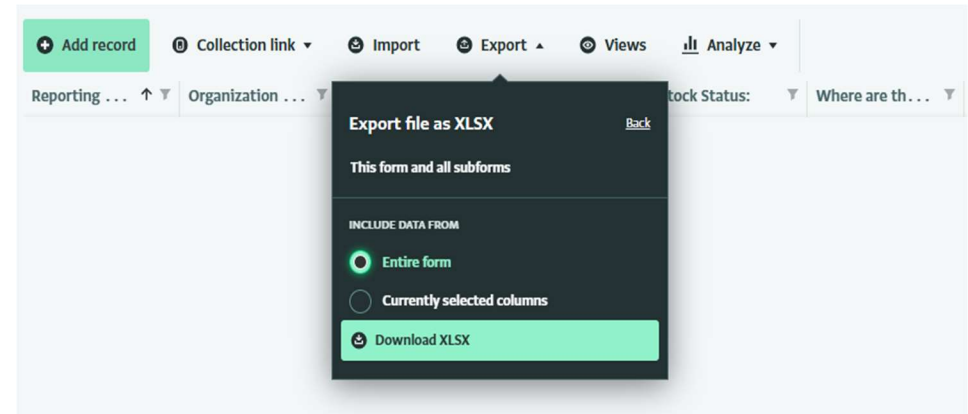
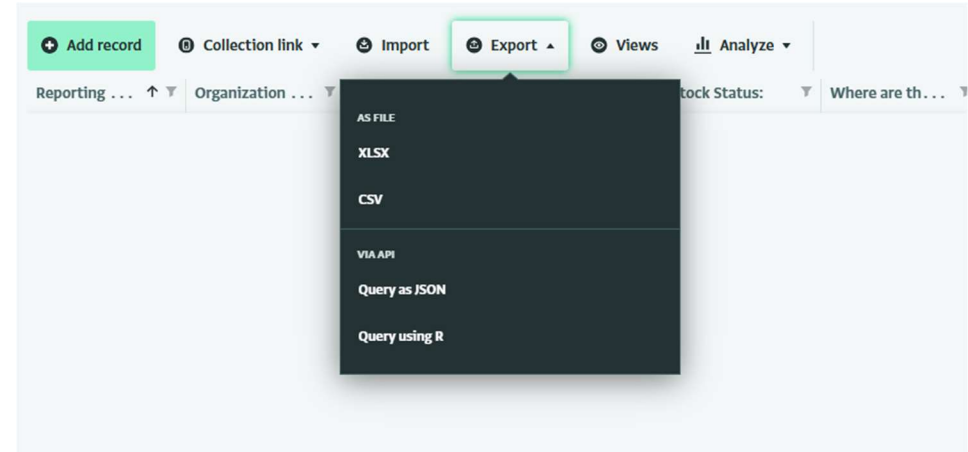
MODALITY

EXPORT:

Data that you saved can be export into cvs or xlsx:
from the options :

- Select Export
- Specify the format
- Select the columns you want to export or take the entire form and download it.

Reporting ... ↑	Organization ... ↓	Mode of Impl ... ↓	Implementin ... ↓	Other Implem ... ↓	Donor: ↓
2024-12	United Nations ...	Through an imp ...	Sudanese Orga ...		UNHCR
2024-12	United Nations ...	Directly by our ...			UNHCR
2024-12	United Nations ...	Through an imp ...	Goal Global (GOAL)		UNHCR
2024-12	United Nations ...	Directly by our ...			UNHCR
2024-12	United Nations ...	Directly by our ...			UNHCR
2024-12	United Nations ...	Through an imp ...	Sudanese Orga ...		UNHCR
2024-12	United Nations ...	Through an imp ...	Sudanese Red C ...		UNHCR
2024-12	United Nations ...	Through an imp ...	Sudanese Orga ...		UNHCR
2024-12	International Or ...	Through an imp ...	Human Appeal (HA)		CERF
2024-12	United Nations ...	Through an imp ...	Addition for Dis ...		UNHCR
2024-12	United Nations ...	Through an imp ...	LM Internationa ...		UNHCR
2024-12	United Nations ...	Through an imp ...	World Vision Int ...		UNHCR
2024-12	LM Internationa ...	Directly by our ...			UNHCR



DELETE A RECORD :

Depending on the user's access which was granted to you , you may have the right to delete record . Delete applies to record already saved or draft.
You select the record first , by pointing on it in the table and through the filter .
Once the record is selected , click on delete record .
Warning will be shown to you , but you can confirm if you are sure about it

DATABASES > SUDAN- SHELTER/ NFI > 2024 > 2024 MONTHLY HRP 5WS REPORTING

2024 Monthly HRP 5Ws Reporting

Form settings

+ Add record @ Collection link 📄 Import 📄 Export 👁 Views 📊 Analyze

Reporting ...	Organization ...	Mode of Impl...	Implementin...	Other Implem...	Donor:	Location: Loc...	Location: State:	Location: Loc...	Response Me...	Origin
2024-12	United Nations ...	Through an im...	Sudanese Orga...		UNHCR	SD12083	Gedaref	Galabat Ash-Sh...	Cross-line/ fro...	
2024-12	United Nations ...	Directly by our ...			UNHCR	SD11053	Kassala	Madeinat Kassala	Cross-line/ fro...	
2024-12	United Nations ...	Through an imp...	Goal Global (GOAL)		UNHCR	SD02128	North Darfur	Kutum	Cross-border/ fr...	Cha
2024-12	United Nations ...	Directly by our ...			UNHCR	SD12078	Gedaref	Al Galabat Al Gh...	Cross-line/ fro...	
2024-12	United Nations ...	Directly by our ...			UNHCR	SD11060	Kassala	Reif Khashm El...	Cross-line/ fro...	
2024-12	United Nations ...	Through an imp...	Sudanese Orga...		UNHCR	SD12077	Gedaref	Basundah	Cross-line/ fro...	
2024-12	United Nations ...	Through an imp...	Sudanese Red C...		UNHCR	SD17014	Northern	Halfa	Cross-line/ fro...	
2024-12	United Nations ...	Through an imp...	Sudanese Orga...		UNHCR	SD12082	Gedaref	Al Mafaza	Cross-line/ fro...	
2024-12	International Or...	Through an imp...	Human Appeal (HA)		CERF	SD12080	Gedaref	Madeinat Al Ge...	Cross-line/ fro...	

Record

Collapse >

- Print record
- Edit record
- Delete record**

Details History

REPORTING MONTH:
2024-12

ORGANIZATION NAME:
United Nations High Commissioner for Refugees (UNHCR)

MODE OF IMPLEMENTATION:
Through an implementing partner

ADD RECORD : MISCELLANEOUS



For any additional information, please write to [*im.sudan@sheltercluster.org*](mailto:im.sudan@sheltercluster.org)