



Shelter/NFI Cluster Sudan

ShelterCluster.org

Coordinating Humanitarian Shelter



Shelter & NFI Cluster

2024 ActivityInfo Reporting Training Guide

A tool for reporting for the 2024 Shelter &
NFI achievements.

This ActivityInfo training guide provides step-by-step guidance on how to report for the 2024 Shelter & NFI achievements.

Direct data entry into ActivityInfo

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There are two ways to submit your **2024 Monthly achievements** data in **ActivityInfo**

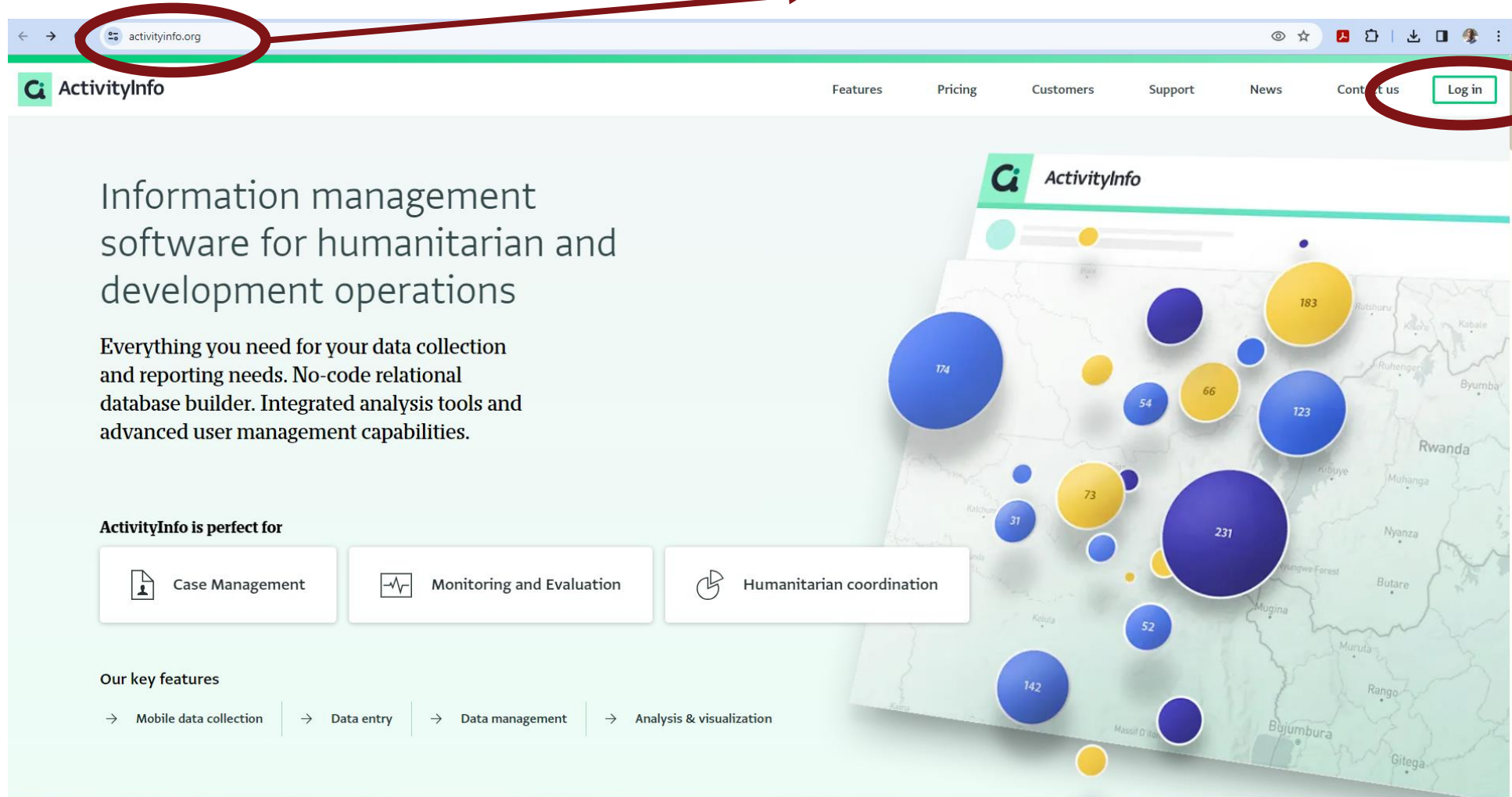
You can either

1 Make use of the **Direct Entry Method** into ActivityInfo by following **Steps 1-8**

Or

2 Use the **2024 Excel Achievements Bulk Upload Template** provided by the **SNFI Cluster**

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



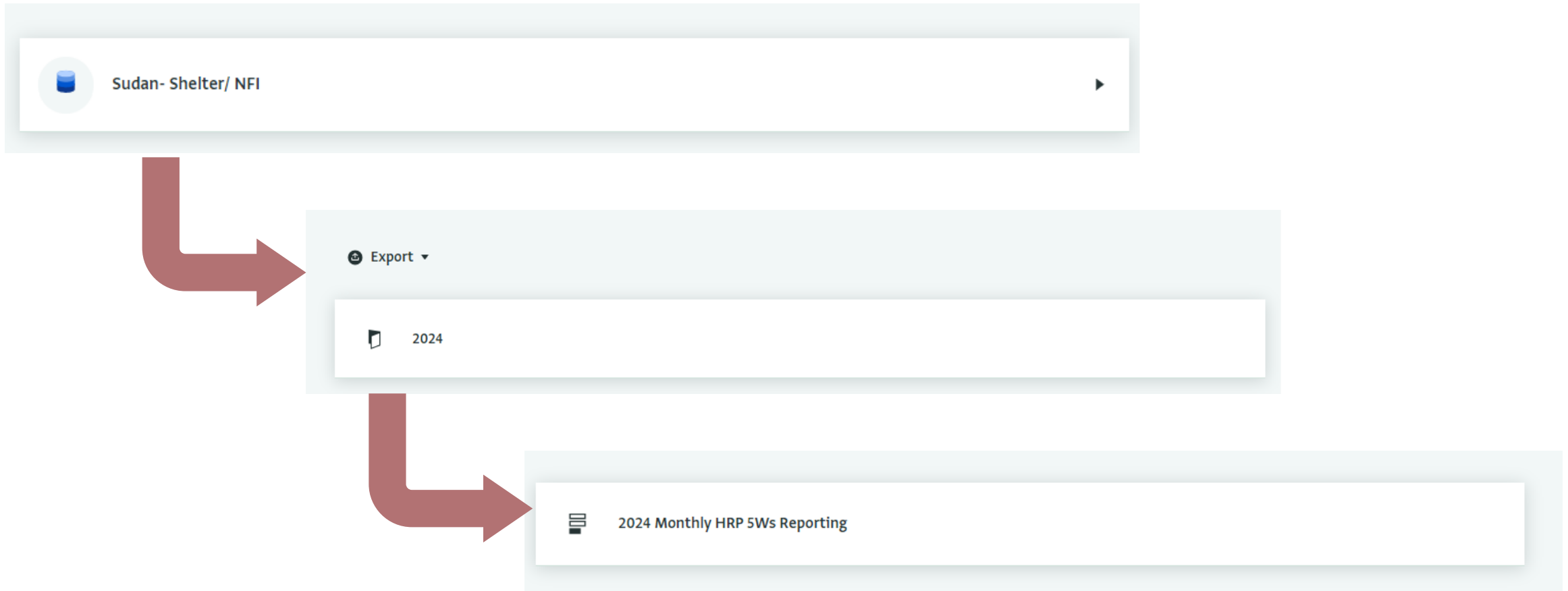
Enter your email address to Login

Log in

Email

[▶ Continue](#)

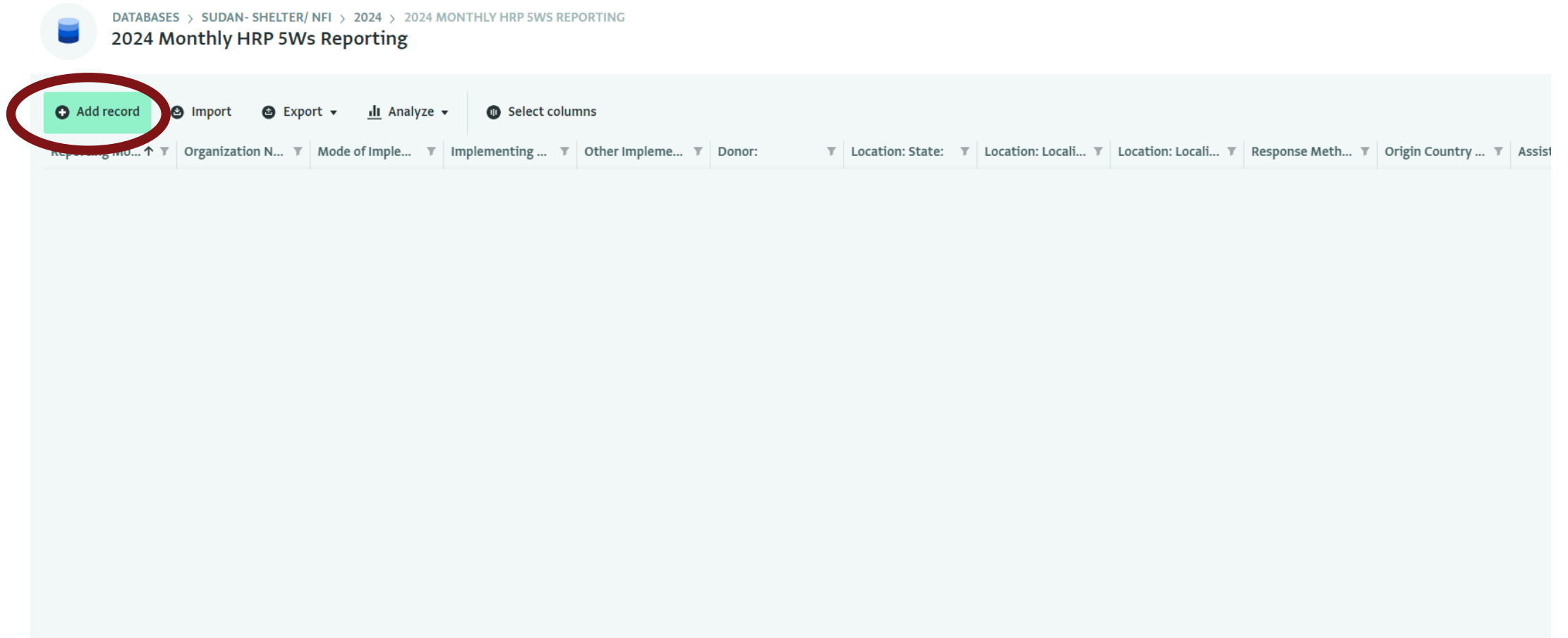
After Logging in, you will be directed to the **Sudan-Shelter/NFI** database. When you open the database, you will be directed to **2024** folder, which when you open leads you to the **2024 Monthly HRP 5Ws Reporting** form.



2. Adding Records to the 2024 5Ws Reporting Form

To begin entering information on 2024 achievements, click on **Add Record**

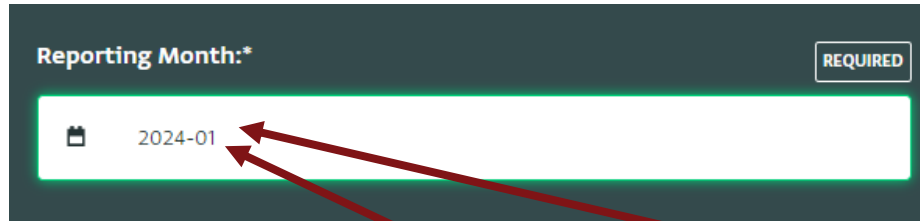
*Please note that this is only for 2024 Monthly achievements and **NOT TARGETS** or **PLANNED ACTIVITIES**.*




The screenshot shows the '2024 Monthly HRP 5Ws Reporting' interface. At the top, there is a breadcrumb trail: DATABASES > SUDAN-SHELTER/ NFI > 2024 > 2024 MONTHLY HRP 5WS REPORTING. Below this, the title '2024 Monthly HRP 5Ws Reporting' is displayed. The main interface features a toolbar with several options: '+ Add record' (highlighted with a red circle), 'Import', 'Export', 'Analyze', and 'Select columns'. Below the toolbar, there is a table header with columns: 'Reporting MO...', 'Organization N...', 'Mode of Imple...', 'Implementing ...', 'Other Impleme...', 'Donor:', 'Location: State:', 'Location: Locali...', 'Location: Locali...', 'Response Meth...', 'Origin Country ...', and 'Assist'.

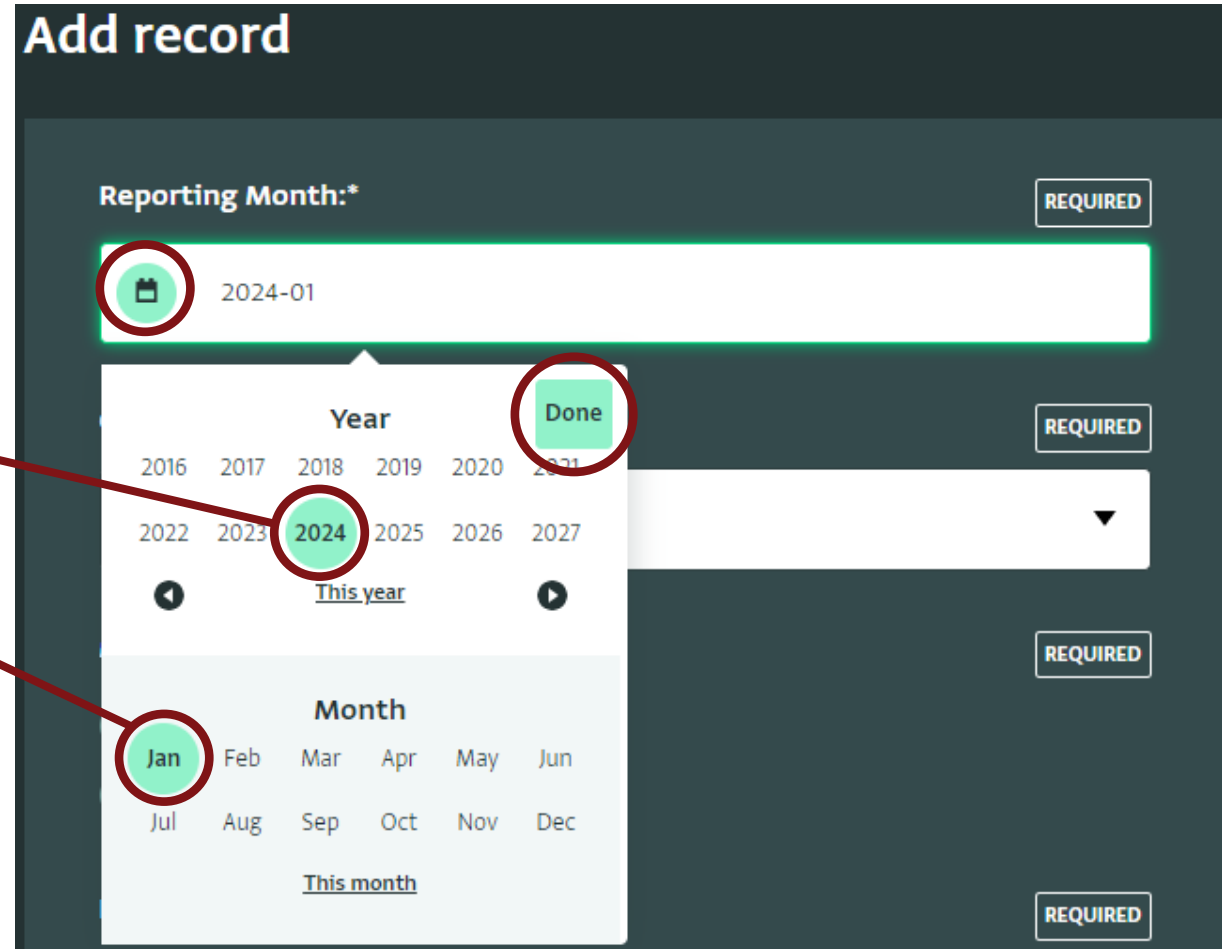
2a. Reporting WHEN

Click on the **Calendar**, Select the **YEAR** and **MONTH** of implementation, and Click **DONE**




Reporting Month:* REQUIRED

 2024-01





Add record

Reporting Month:* REQUIRED

 2024-01

Year Done REQUIRED

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

 This year 

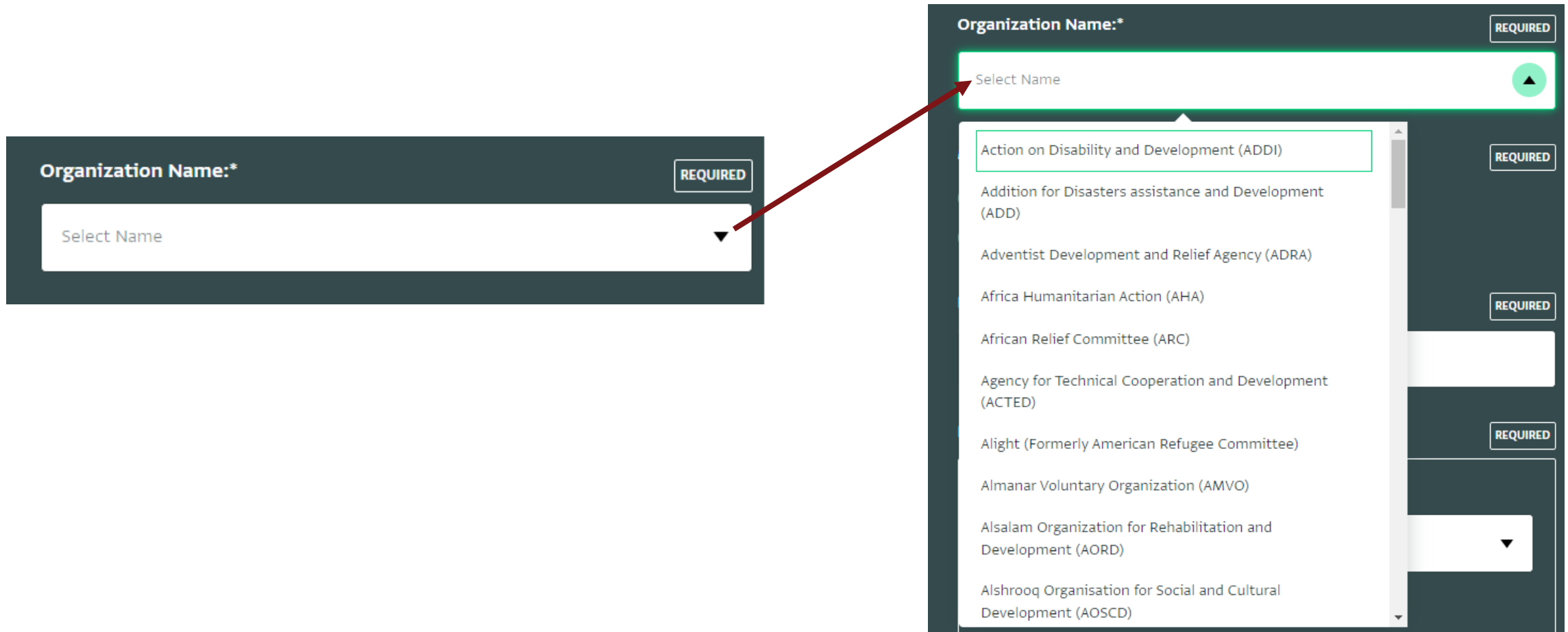
Month

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

This month REQUIRED

2b. Reporting WHO

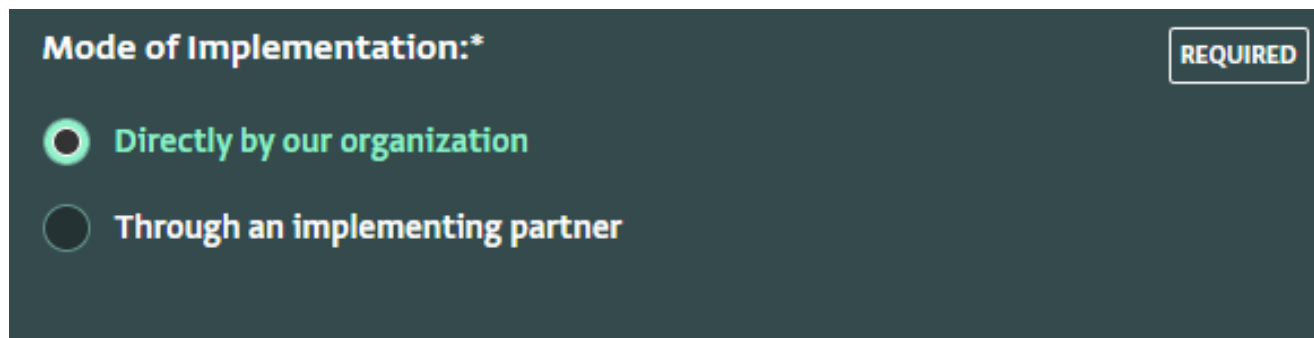
ORGANIZATION: Select the **Organization** from the drop-down Menu



The image shows a screenshot of a reporting form with a dark blue background. On the left, there is a form field labeled "Organization Name:*" with a "REQUIRED" button to its right. The field contains the text "Select Name" and a downward-pointing arrow. A red arrow points from this field to a larger, detailed view of the dropdown menu on the right. This menu is also titled "Organization Name:*" and has a "REQUIRED" button. The menu is open, showing a list of organizations. The first item, "Action on Disability and Development (ADDI)", is highlighted with a green border. Other items in the list include "Addition for Disasters assistance and Development (ADD)", "Adventist Development and Relief Agency (ADRA)", "Africa Humanitarian Action (AHA)", "African Relief Committee (ARC)", "Agency for Technical Cooperation and Development (ACTED)", "Alight (Formerly American Refugee Committee)", "Almanar Voluntary Organization (AMVO)", "Alsalam Organization for Rehabilitation and Development (AORD)", and "Alshrooq Organisation for Social and Cultural Development (AOSCD)". To the right of the list, there are several "REQUIRED" buttons and other form elements, including a white input field and a dropdown arrow.

2b. Reporting WHO

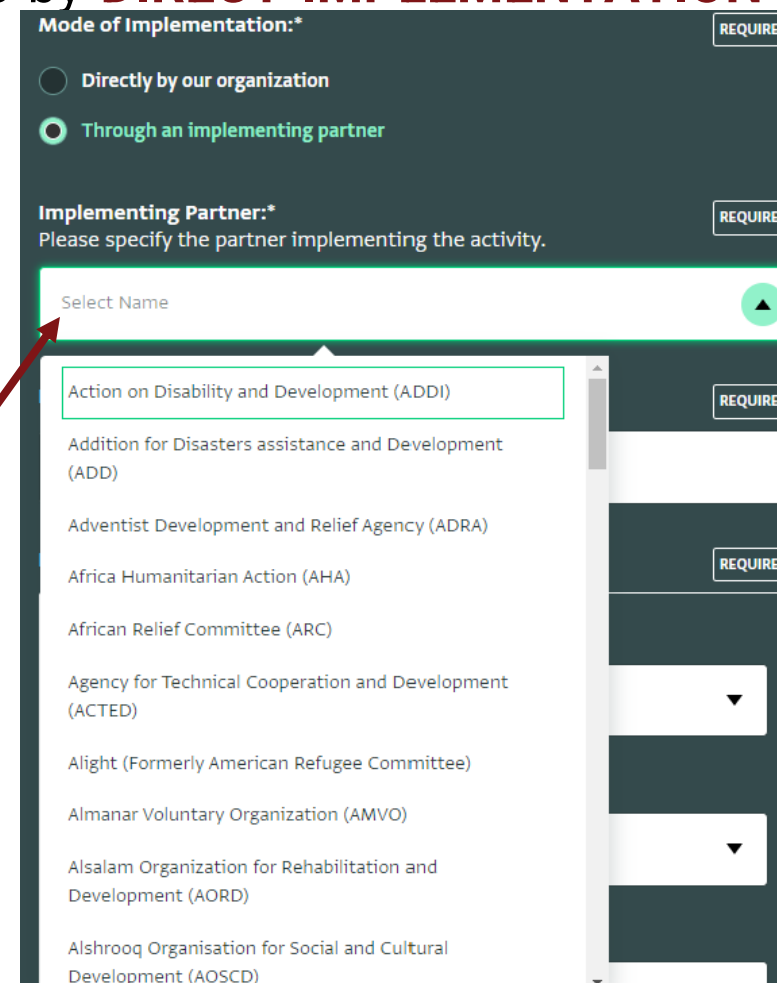
MODE OF IMPLEMENTATION: Select on whether this activity was by **DIRECT IMPLEMENTATION** or through an **IMPLEMENTING PARTNER**.



Mode of Implementation:* REQUIRED

Directly by our organization

Through an implementing partner



Mode of Implementation:* REQUIRED

Directly by our organization

Through an implementing partner

Implementing Partner:* REQUIRED
Please specify the partner implementing the activity.

Select Name ▲

- Action on Disability and Development (ADDI) REQUIRED
- Addition for Disasters assistance and Development (ADD)
- Adventist Development and Relief Agency (ADRA)
- Africa Humanitarian Action (AHA) REQUIRED
- African Relief Committee (ARC)
- Agency for Technical Cooperation and Development (ACTED)
- Alight (Formerly American Refugee Committee)
- Almanar Voluntary Organization (AMVO)
- Alsalam Organization for Rehabilitation and Development (AORD)
- Alshrooq Organisation for Social and Cultural Development (AOSCD)

IMPLEMENTATION PARTNER: If the activity was through an Implementing Partner, please select the implementing partner using the drop-down menu

2b. Reporting WHO

DONOR: Please type the name of the **DONOR** for the implemented activity



The screenshot shows a dark-themed form interface. On the left, the label "Donor:" is followed by an asterisk (*). On the right side of the label area, there is a small white box with the word "REQUIRED" in black capital letters. Below the label is a large, empty white rectangular input field.

NB: This is a required field, although it does not have drop-down

2b. Reporting WHERE.

LOCATION: Please select **STATE** and **LOCALITY** using the drop-down menu. The **PCODE** will be automatically placed once locality is selected.

Location:* REQUIRED

State:
Select State: ▼

Locality:
Select Locality: ▼

Locality PCODE:
Select Locality PCODE: ▼

State:
Blue Nile ▲

Abyei PCA
Aj Jazirah
Blue Nile
Central Darfur
East Darfur
Gedaref

Locality:
Ed Damazine ▲

Al Kurmuk
Ar Rusayris
At Tadamon - BN
Baw
Ed Damazine
Gaican

Res REQUIRED

Locality:
Ed Damazine ▼

Locality PCODE:
SD08105 ▼

2b. Reporting 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

ORIGIN COUNTRY FOR CROSS-BORDER ACTIVITY:

If the activity was a cross-border operation, please specify the country of origin using the option box

Response Method depending on Access:* REQUIRED

Cross-line/ from within Sudan

Cross-border/ from a neighboring country

Origin Country for Cross-Border Activity:* REQUIRED

Chad

South Sudan

Egypt

Ethiopia

Libya

Eritrea

Central African Republic

2c. Reporting WHERE.

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.**

3. Reporting To WHOM.

POPULATION TYPE: Select Population Type under each population category of IDPs, Refugees, Returnees, Host Communities and Vulnerable Residents from the dropdown menu

IDPs

Population Category:* REQUIRED

General Population Category:

Specific Population Group:

- New IDPs
- Protracted IDPs

Act REQUIRED

Returnees

Population Category:* REQUIRED

General Population Category:

Specific Population Group:

- IDP Returnees
- Refugee Returnees

Act REQUIRED

Refugees

Population Category:* REQUIRED

General Population Category:

Specific Population Group:

- CAR Refugees
- Eritrean Refugees
- Ethiopian Refugees
- Other Refugees (Specify)
- South Sudanese Refugees

Act REQUIRED

Host Community

Population Category:* REQUIRED

General Population Category:

Specific Population Group:

- Residents Hosting IDPs

Act REQUIRED

Non-displaced Population

Population Category:* REQUIRED

General Population Category:

Specific Population Group:

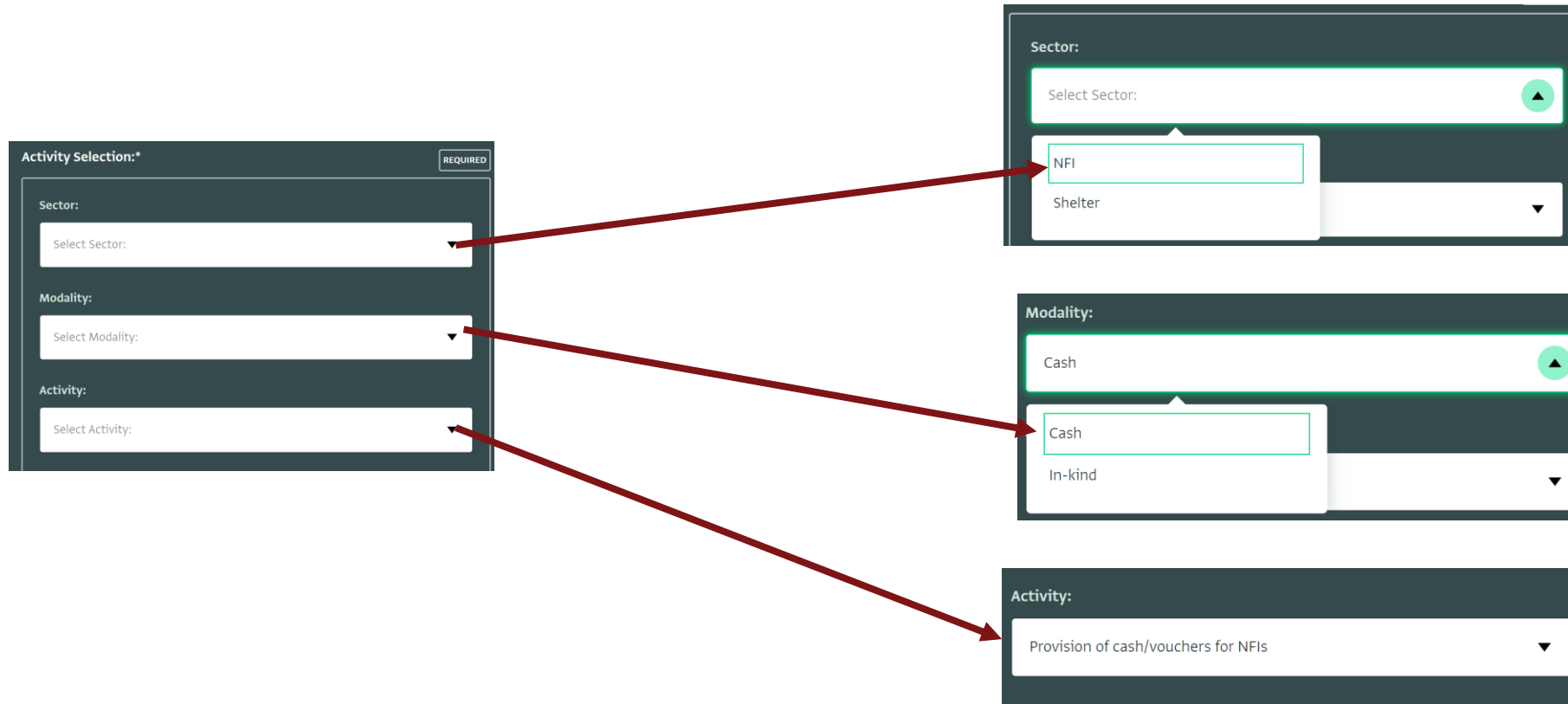
- Vulnerable Residents

Act REQUIRED

3. Reporting WHAT.

NFI RESPONSES: Provision of cash/vouchers for NFIs

For the activity **Provision of cash/vouchers for NFIs** Select **NFI** under **Sector**, **Cash** under **Modality** and **Provision of cash/vouchers for NFIs** as the **Activity**



The image shows a screenshot of the 'Activity Selection' form with three callout boxes highlighting the required selections:

- Sector:** A dropdown menu with 'NFI' selected.
- Modality:** A dropdown menu with 'Cash' selected.
- Activity:** A dropdown menu with 'Provision of cash/vouchers for NFIs' selected.

3. Reporting WHAT.

NFI RESPONSES: NFI kit distribution (In-Kind)

To report In-Kind distribution of NFIs (**NFI kit distribution**) Select **NFI** under **Sector**, **In-kind** under **Modality** and **NFI kit distribution** as the **Activity**

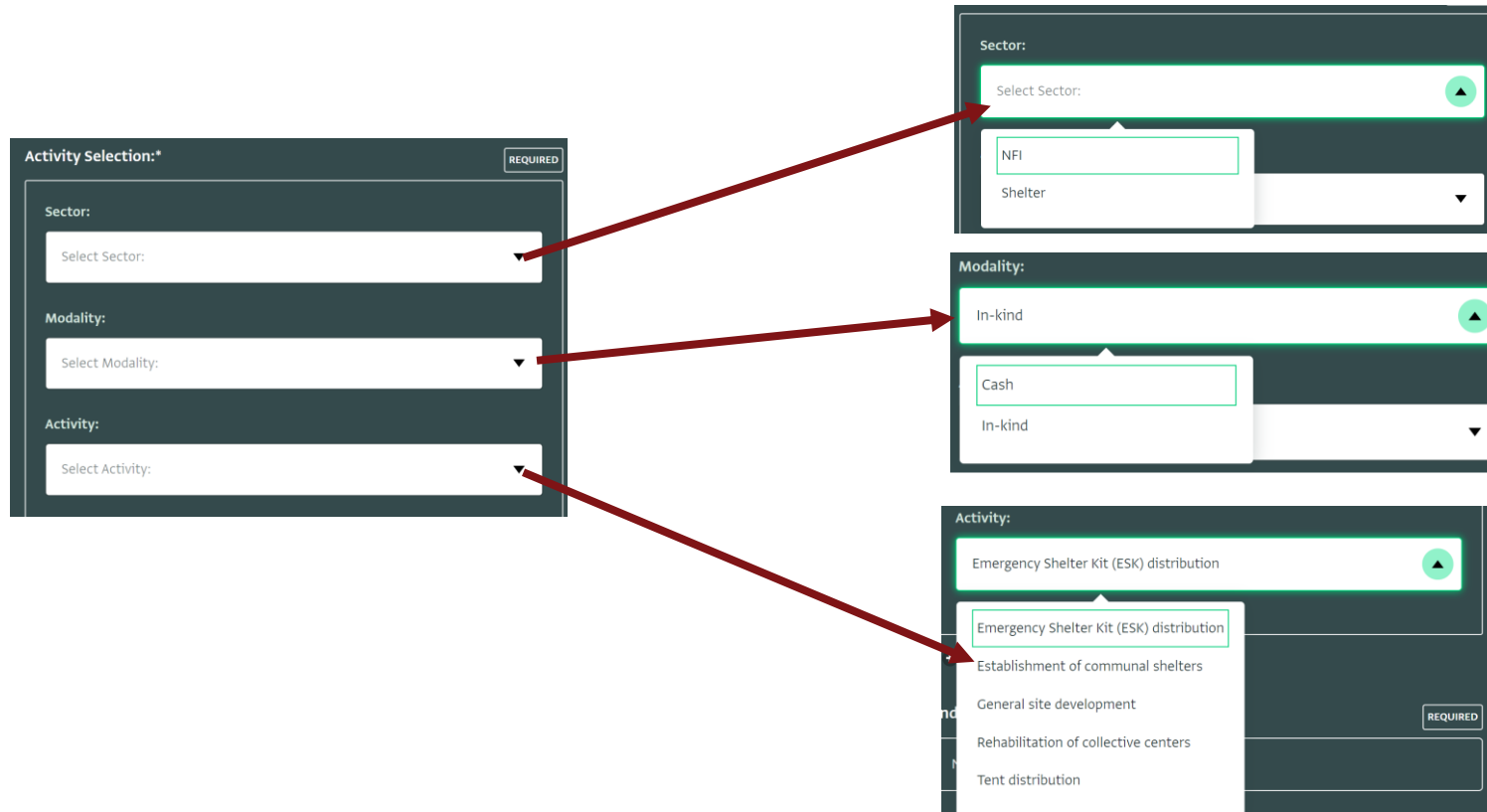


The image displays three screenshots of a reporting form interface. The first screenshot on the left shows the 'Activity Selection:*' section with three dropdown menus: 'Sector:', 'Modality:', and 'Activity:'. Red arrows point from these dropdowns to three larger, detailed screenshots on the right. The top-right screenshot shows the 'Sector:' dropdown with 'NFI' selected. The middle-right screenshot shows the 'Modality:' dropdown with 'In-kind' selected. The bottom-right screenshot shows the 'Activity:' dropdown with 'NFI kit distribution' selected.

3. Reporting WHAT.

IN-KIND SHELTER RESPONSES:

To report In-Kind Shelter Responses Select **NFI** under **Sector**, **In-kind** under **Modality** and the In-kind response activity implemented under **Activity**



The screenshot shows the 'Activity Selection:*' form with three dropdown menus. The 'Sector:' dropdown is set to 'NFI'. The 'Modality:' dropdown is set to 'In-kind'. The 'Activity:' dropdown is set to 'Emergency Shelter Kit (ESK) distribution'. Red arrows point from the dropdown menus to detailed views of each selection.

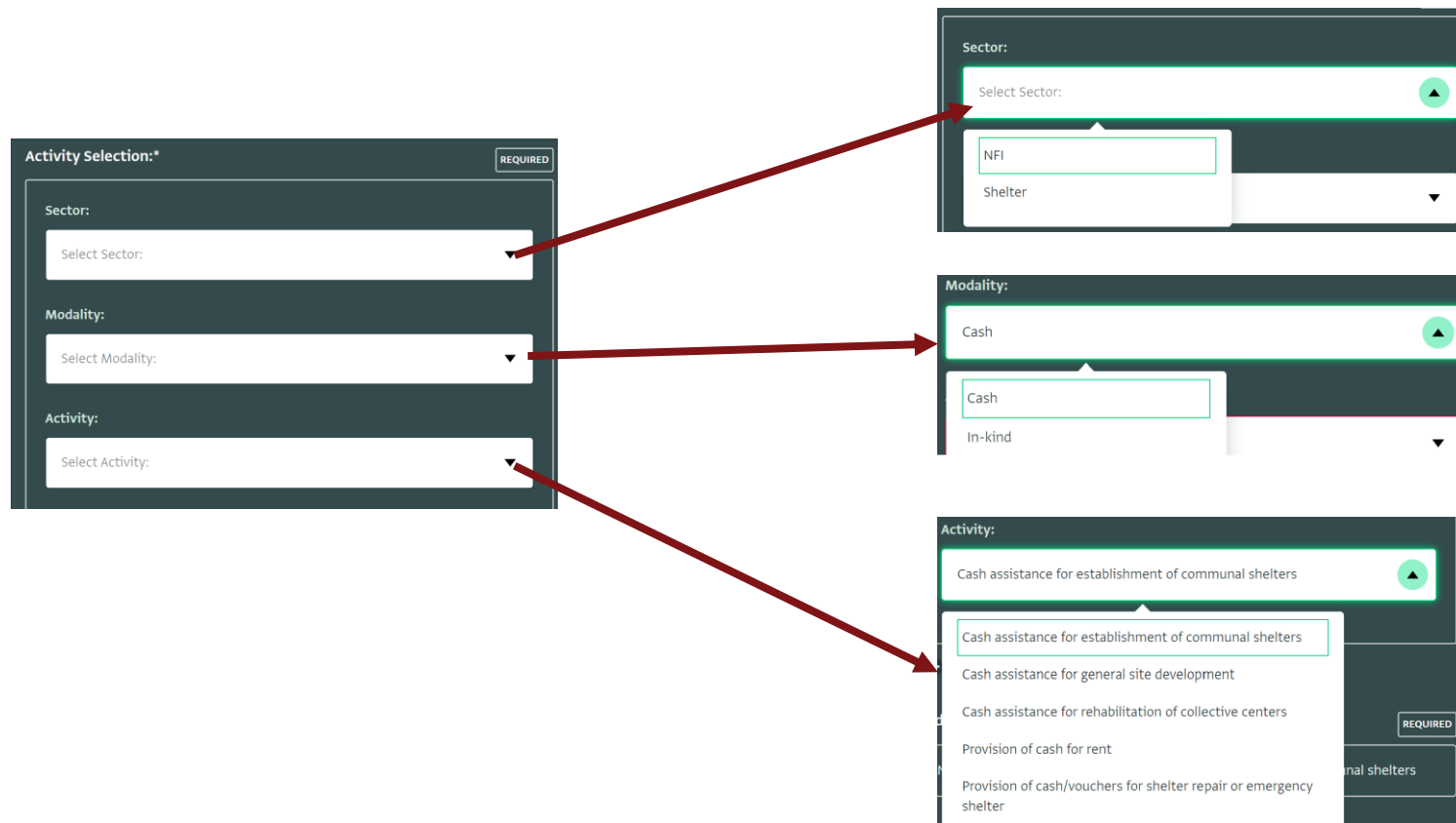
In-kind Shelter Responses are

- Emergency Shelter Kit (ESK) distribution
- Establishment of communal shelters
- General site development
- Rehabilitation of collective centers
- Tent distribution

3. Reporting WHAT.

CASH-BASED SHELTER RESPONSES:

To report Cash-based Shelter Responses Select **NFI** under **Sector**, **Cash** under **Modality** and the Cash Shelter response activity implemented under **Activity**



The screenshot shows the 'Activity Selection:*' form with three dropdown menus. The 'Sector:' dropdown is set to 'NFI'. The 'Modality:' dropdown is set to 'Cash'. The 'Activity:' dropdown is set to 'Cash assistance for establishment of communal shelters'. Red arrows indicate the selection process for each field.

- In-kind Shelter Responses are**
- Cash assistance for establishment of communal shelters
 - Cash assistance for general site development
 - Cash assistance for rehabilitation of collective centers
 - Provision of cash for rent
 - Provision of cash/vouchers for shelter repair or emergency shelter

4. Reporting To WHOM.

Number of Households

Type the **Number of Households** reached during the reported activity

Number of Households:* REQUIRED

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

200 Households

3. Reporting WHAT.

REPORTING NFI In-Kind: Full Fit

Select **Assistance Package - Full Kit** and for each of the 7 items distributed in the **Full KIT** enter the total quantity of each item distributed in total to all households

Assistance Package:* REQUIRED

Full Kit
 Partial Kit

Number of Plastic Sheets distributed:* REQUIRED

Enter a number

Number of Blankets distributed:* REQUIRED

Enter a number

Number of Sleeping Mats distributed:* REQUIRED

Enter a number

Number of Jerry Cans (20L) distributed:* REQUIRED

Enter a number

Number of Mosquito Nets distributed:* REQUIRED

Enter a number

Number of Kitchen Sets distributed:* REQUIRED

Enter a number

Number of Solar Lamps distributed:* REQUIRED

Enter a number

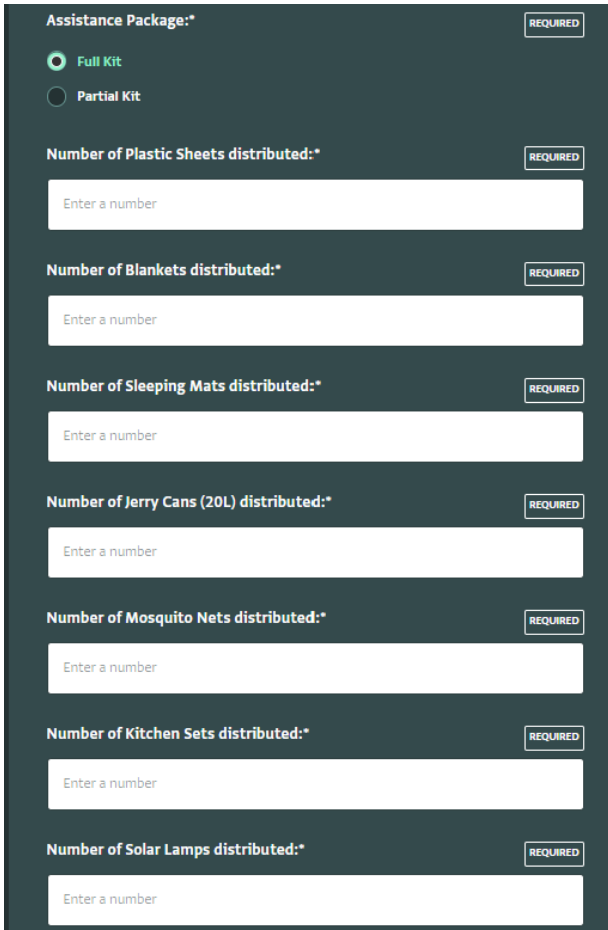
A FULL NFI KIT must contain all 7 items listed below with the corresponding composition specifications

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

3. Reporting WHAT.

REPORTING NFI In-Kind: Partial kit

Select **Assistance Package** – **Partial Kit** and or each of the 7 items distributed in the **Full KIT** enter the total quantity of each item distributed in total to all households



Assistance Package:* REQUIRED

Full Kit
 Partial Kit

Number of Plastic Sheets distributed:* REQUIRED

Enter a number

Number of Blankets distributed:* REQUIRED

Enter a number

Number of Sleeping Mats distributed:* REQUIRED

Enter a number

Number of Jerry Cans (20L) distributed:* REQUIRED

Enter a number

Number of Mosquito Nets distributed:* REQUIRED

Enter a number

Number of Kitchen Sets distributed:* REQUIRED

Enter a number

Number of Solar Lamps distributed:* REQUIRED

Enter a number

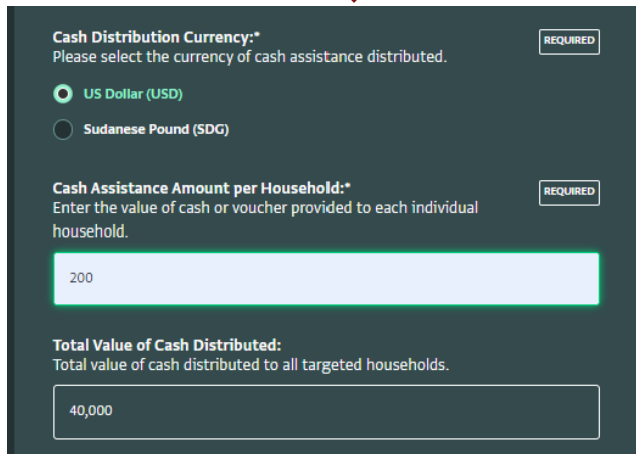
A **PARTIAL NFI KIT** is any kit that is **missing any of the below 7 items** or one that has the listed 7 items but is **missing the specified unit** composition below

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

3. Reporting WHAT.

REPORTING CASH REPONSES – Additional Information

When you Indicate **Cash** as the **Modality** and you have provided the **number of households** reached, Select the **Currency** of the Cash distribution and **Amount Distributed per Household** and **Total Value Distributed** to affected population is automatically generated.



Cash Distribution Currency:* (REQUIRED)
Please select the currency of cash assistance distributed.

US Dollar (USD)
 Sudanese Pound (SDG)

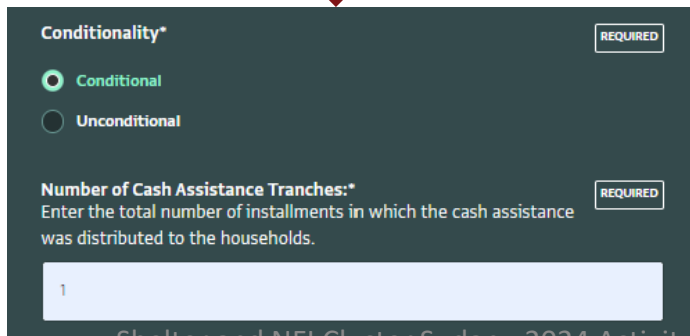
Cash Assistance Amount per Household:* (REQUIRED)
Enter the value of cash or voucher provided to each individual household.

200

Total Value of Cash Distributed:
Total value of cash distributed to all targeted households.

40,000

Also provide information on the **Conditionality** of the distribution as well as **Number of Cash Assistance tranches** made in the activity.

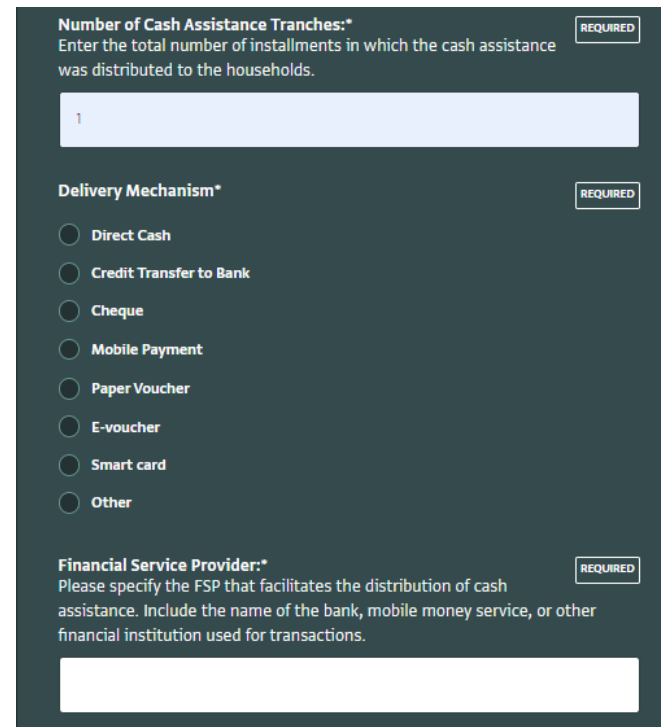


Conditionality* (REQUIRED)

Conditional
 Unconditional

Number of Cash Assistance Tranches:* (REQUIRED)
Enter the total number of installments in which the cash assistance was distributed to the households.

1



Number of Cash Assistance Tranches:* (REQUIRED)
Enter the total number of installments in which the cash assistance was distributed to the households.

1

Delivery Mechanism* (REQUIRED)

Direct Cash
 Credit Transfer to Bank
 Cheque
 Mobile Payment
 Paper Voucher
 E-voucher
 Smart card
 Other

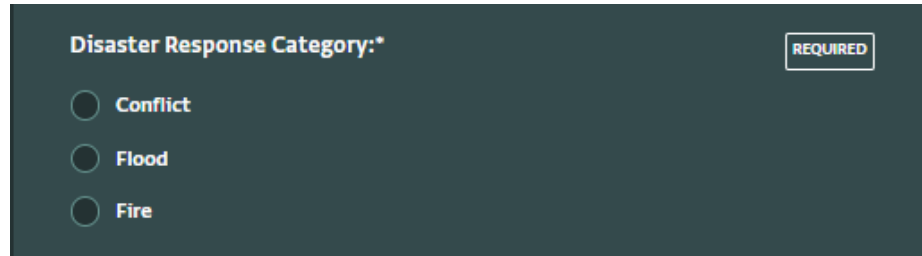
Financial Service Provider:* (REQUIRED)
Please specify the FSP that facilitates the distribution of cash assistance. Include the name of the bank, mobile money service, or other financial institution used for transactions.



Finally provide information on the **Delivery Mechanism** and the **Financial Service Provider** for this activity

3. Reporting WHAT.

Disaster Response Category: Select **Conflict**, **Flood** or **Fire** from the dropdown menu to indicate the category of the disaster that is being responded to.



The screenshot shows a dark-themed form field for "Disaster Response Category:". To the right of the label is a "REQUIRED" indicator in a white box. Below the label are three radio button options: "Conflict", "Flood", and "Fire".

4. Reporting to WHOM.

GENDER BREAKDOWN

Gender Breakdown Available?: Select **Yes, Available** or **Not Available** to indicate whether data on the Gender breakdown is available or not.

If the Option 1 – **Yes, Available** is selected, please enter **Total males** and **Total females**



The screenshot displays a form with two main sections. The first section, titled "Gender Breakdown Available?*" (marked as REQUIRED), contains two radio button options: "Yes, Available" (which is selected) and "Not Available". A red arrow points from this section to the second section, which contains two input fields: "Total Males:*" (marked as REQUIRED) and "Total Females:*" (marked as REQUIRED). Each input field contains the placeholder text "Enter a number".

4. Reporting to WHOM.

AGE BREAKDOWN

Age Breakdown Available?: Select **Yes, Available** or **Not Available** to indicate whether data on the Age breakdown is available or not.

If the Option 1 – **Yes, Available** is selected, please enter Total number of people within the following age categories

- 0-4 years
- 5-11 years
- 12-17 years
- 18-59 years
- Over 60 years

Age Breakdown Available?* REQUIRED

Yes, Available

Not Available



0-4 years:* REQUIRED

Enter a number

5-11 years:* REQUIRED

Enter a number

12-17 years:* REQUIRED

Enter a number

18-59 years:* REQUIRED

Enter a number

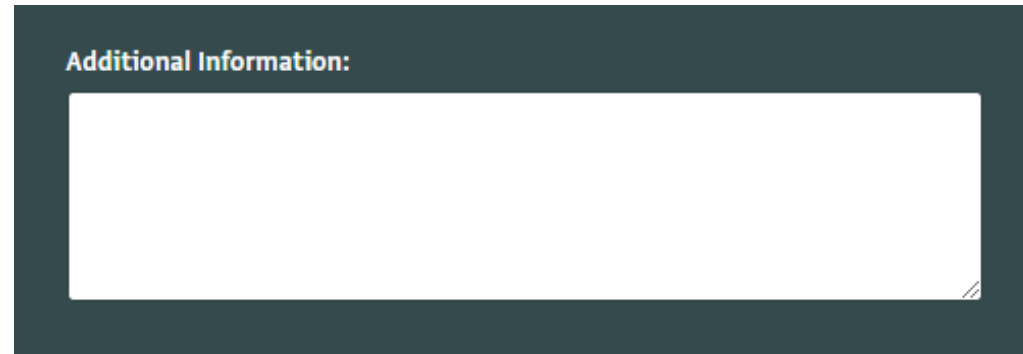
Over 60 years:* REQUIRED

Enter a number

5. Reporting to Additional Information.

AGE BREAKDOWN

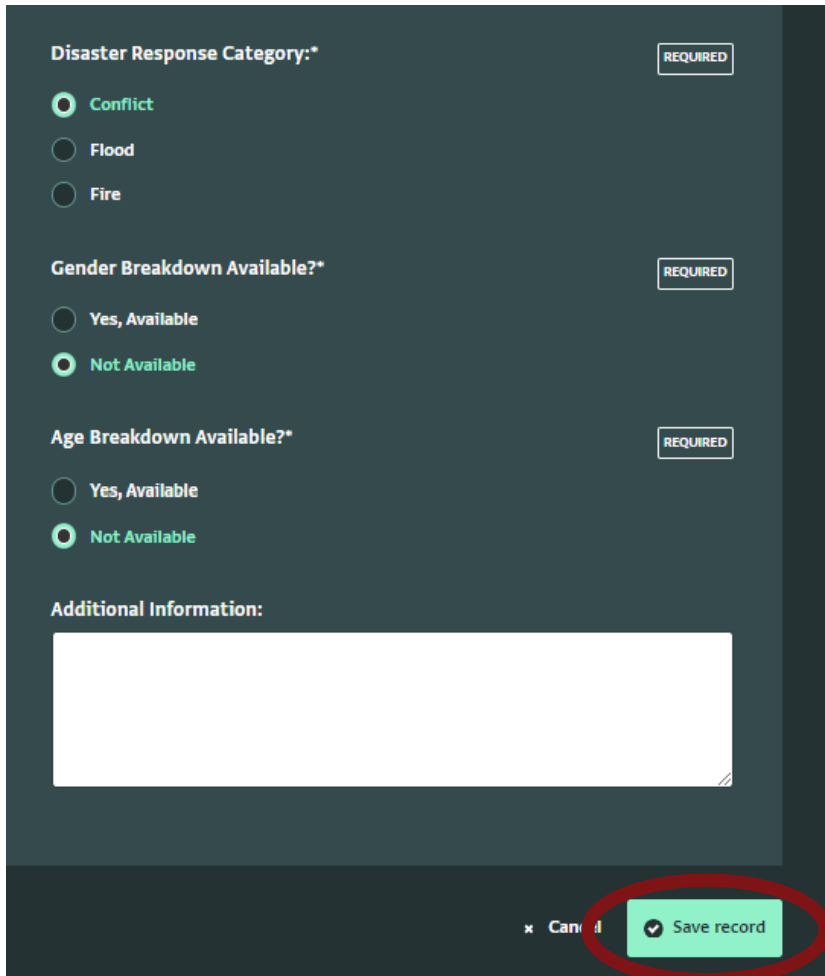
Type **Additional Information** that you would want to highlight.
For example: Information on location name i.e. village or camp.



The image shows a dark grey rectangular box representing a form field. At the top left of the box, the text "Additional Information:" is written in a light blue font. Below this text is a large, empty white rectangular area for entering information. A small cursor icon is visible in the bottom right corner of the white area.

3. Saving Records to the 2024 5Ws Reporting Form

Once you are satisfied with the record that you have input, you may **Submit** the information by clicking **Save**



The screenshot shows a dark-themed form with the following sections:

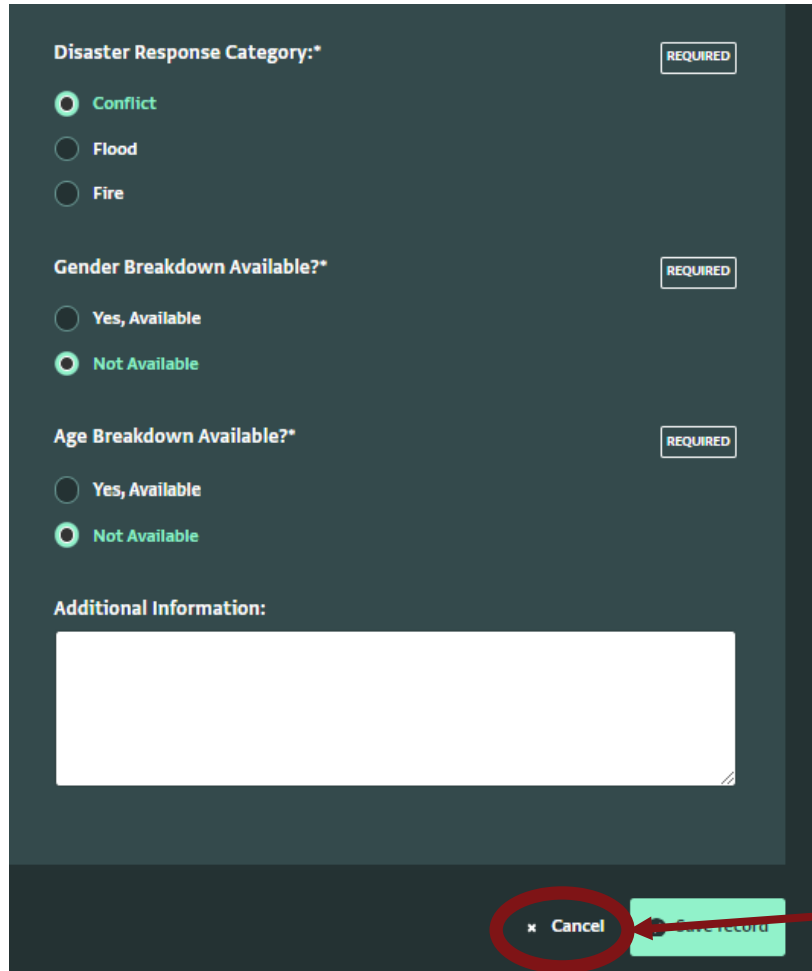
- Disaster Response Category:*** (REQUIRED)
 - Conflict
 - Flood
 - Fire
- Gender Breakdown Available?*** (REQUIRED)
 - Yes, Available
 - Not Available
- Age Breakdown Available?*** (REQUIRED)
 - Yes, Available
 - Not Available
- Additional Information:**

At the bottom of the form, there are two buttons: a grey "Cancel" button and a green "Save record" button. The "Save record" button is circled in red, and a red arrow points from the text "Save record to SUBMIT" to it.

Save record to SUBMIT

4. Cancelling Records to the 2024 5Ws Reporting Form

If you want to cancel your record that you have input before submission, you may click **Cancel** and the record will be cancelled.



The screenshot shows a dark-themed form with the following sections:

- Disaster Response Category:*** (REQUIRED)
 - Conflict
 - Flood
 - Fire
- Gender Breakdown Available?*** (REQUIRED)
 - Yes, Available
 - Not Available
- Age Breakdown Available?*** (REQUIRED)
 - Yes, Available
 - Not Available
- Additional Information:**

At the bottom of the form, there are two buttons: a red button labeled "Cancel" with a small 'x' icon, and a green button labeled "Save record". The "Cancel" button is circled in red.

Save record to SUBMIT

5. Editing Records to the 2024 5Ws Reporting Form

To edit record(s) **SELECT** the specific record first (must see a green highlight on each selected record) then click **Edit Record** on the right side of the form to **EDIT**

DATABASES > SUDAN- SHELTER/ NFI > 2023 > UPDATED 2023 MONTHLY REVISED HRP 5WS MONITORING- FROM APRIL 15 ONWARDS ONLY

Updated 2023 Monthly revised HRP 5Ws monitoring- from April 15 onwards only ⚙ Form settings

+ Add record **Import** **Export** **Analyze** **Select columns**

Organization N...	Reporting Mo... ↑	Location State	Location Locality	Indicators Sector	Indicators Indic...	Indicators Unit	Donor	Pop
Muslim Hands U...	2023-12	River Nile	Ad Damar	Shelter	Number of house...	Household	SHF	
International Org...	2023-12	River Nile	Shendi	NFI	Number of house...	Household	JAPAN	
Muslim Hands Un...	2023-12	River Nile	Atbara	Shelter	Number of house...	Household	SHF	
Norwegian Refug...	2023-12	Gedaref	Galabat Ash-Shar...	Shelter	Number of house...	Household	UNHCR	
Catholic Relief Ser...	2023-12	West Darfur	Ag Geneina	NFI	Number of house...	Household	USAID-BHA	
Muslim Hands Un...	2023-12	River Nile	Ad Damar	NFI	Number of house...	Household	SHF	
Adventist Develo...	2023-12	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	
Adventist Develo...	2023-12	White Nile	As Salam / Ar Rawat	Shelter	Number of house...	Household	UNHCR	
International Org...	2023-12	Red Sea	Haya	NFI	Number of house...	Household	BHA	

Record Collapse >

Print record

Edit record

Delete record

Details **History**

ORGANIZATION
Muslim Hands United for The Needy (MHUN)

REPORTING MONTH- FROM APRIL 15 ONWARDS ONLY
2023-12

LOCATION
River Nile
Ad Damar

INDICATORS
Shelter

6. Deleting Records to the 2024 5Ws Reporting Form

To delete record(s) **SELECT** the specific record first (must see a green highlight on each selected record) then click on the right side of the form to **DELETE**

DATABASES > SUDAN- SHELTER/ NFI > 2023 > UPDATED 2023 MONTHLY REVISED HRP 5WS MONITORING- FROM APRIL 15 ONWARDS ONLY

Updated 2023 Monthly revised HRP 5Ws monitoring- from April 15 onwards only Form settings

+ Add record **Import** **Export** **Analyze** **Select columns**

Organization N...	Reporting Mo...	Location State	Location Locality	Indicators Sector	Indicators Indic...	Indicators Unit	Donor	Pop
Muslim Hands U...	2023-12	River Nile	Ad Damar	Shelter	Number of house...	Household	SHF	
International Org...	2023-12	River Nile	Shendi	NFI	Number of house...	Household	JAPAN	
Muslim Hands Un...	2023-12	River Nile	Atbara	Shelter	Number of house...	Household	SHF	
Norwegian Refug...	2023-12	Gedaref	Galabat Ash-Shar...	Shelter	Number of house...	Household	UNHCR	
Catholic Relief Ser...	2023-12	West Darfur	Ag Geneina	NFI	Number of house...	Household	USAID-BHA	
Muslim Hands Un...	2023-12	River Nile	Ad Damar	NFI	Number of house...	Household	SHF	
Adventist Develo...	2023-12	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	
Adventist Develo...	2023-12	White Nile	As Salam / Ar Rawat	Shelter	Number of house...	Household	UNHCR	
International Org...	2023-12	Red Sea	Haya	NFI	Number of house...	Household	BHA	

Record Collapse >

- Print record
- Edit record
- Delete record**

Details **History**

ORGANIZATION
Muslim Hands United for The Needy (MHUN)

REPORTING MONTH- FROM APRIL 15 ONWARDS ONLY
2023-12

LOCATION
River Nile
Ad Damar

INDICATORS
Shelter

BEWARE!!!! AS FAILURE TO SELECT THE SPECIFIC RECORD(S) COULD LEAD TO A DELETION OF ALL YOUR RECORDS IF YOU HAD SELECTED ALL

To sort record(s) **CLICK** on the filter icon  and sort either by ascending or descending order



DATABASES > SUDAN- SHELTER/ NFI > 2023 > UPDATED 2023 MONTHLY REVISED HRP 5WS MONITORING- FROM APRIL 15 ONWARDS ONLY
Updated 2023 Monthly revised HRP 5Ws monitoring- from April 15 onwards only

Organization N...	Reporting Mo...	Location State	Location Locality	Indicators Sector	Indicators Indic...	Indicators Unit	Donor
Adventist Develo...	2023-04	Nile	As Salam / Ar Rawat	NFI	Number of house...	Household	UNHCR
Welthungerhilfe (...)	2023-04		Reifi Wad Elhilaiw	Shelter	Number of house...	Household	German Federal G...
Norwegian Refug...	2023-04		Al Mafaza	Shelter	Number of house...	Household	UNHCR
United Peace Org...	2023-04	Darfur	Nyala Janoub	Shelter	Number of house...	Household	Selavip foundation
United Peace Org...	2023-04	Darfur	Beliel	NFI	Number of house...	Household	RRF/USAID and IOM
United Peace Org...	2023-04	South Darfur	As Salam - SD	Shelter	Number of house...	Household	Selavip foundation
United Nations Hi...	2023-05	Kassala	Reifi Kassla	Shelter	Number of house...	Household	UNHCR
Adventist Develo...	2023-05	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR
Plan International...	2023-05	White Nile	Rabak	NFI	Number of house...	Household	SPAD (PIS)

7. Filtering Records on the 2024 5Ws Reporting Form

To filter record(s) using Text **CLICK** on the filter icon  and type the text you want to use to filter

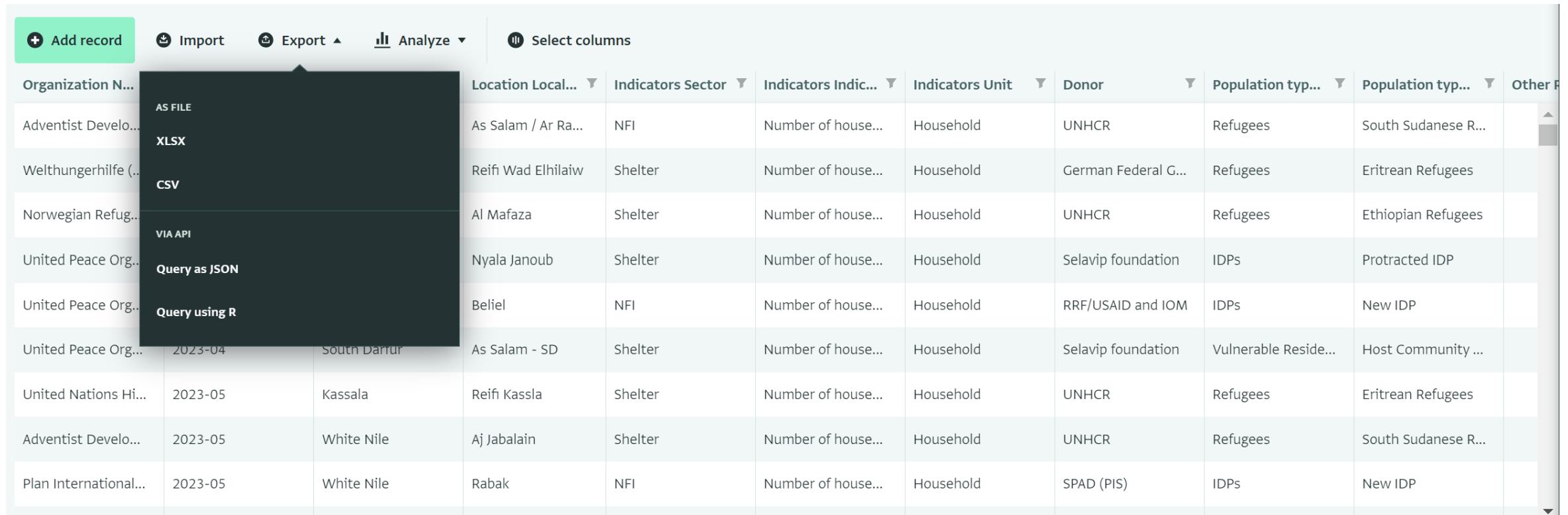
+ Add record
📄 Import
📄 Export
📊 Analyze
📄 Select columns

Filtered by: [Clear all](#)

Organization N...	Reporting Mo...	Location State	Location Local...	Indicators Sector	Indicators Indic...	Indicators Unit	Donor	Population typ...	Population typ...
Adventist Develo...	2023-05	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	Refugees	South Sudanese R...
Adventist Develo...	2023-05	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	Refugees	South Sudanese R...
Norwegian Refug...	2023-05	White Nile	Aj Jabalain	NFI	Number of house...	Household	SIDA	IDPs	New IDP
Adventist Develo...	2023-06	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	Refugees	South Sudanese R...
Adventist Develo...	2023-06	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	Refugees	South Sudanese R...
Adventist Develo...	2023-06	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	Vulnerable Reside...	Host Community ...
Adventist Develo...	2023-06	White Nile	Aj Jabalain	NFI	Number of house...	Household	UNHCR	Refugees	South Sudanese R...
Adventist Develo...	2023-06	White Nile	Aj Jabalain	Shelter	Number of house...	Household	UNHCR	Refugees	South Sudanese R...

8. Exporting Data from the 2024 5Ws Reporting Form

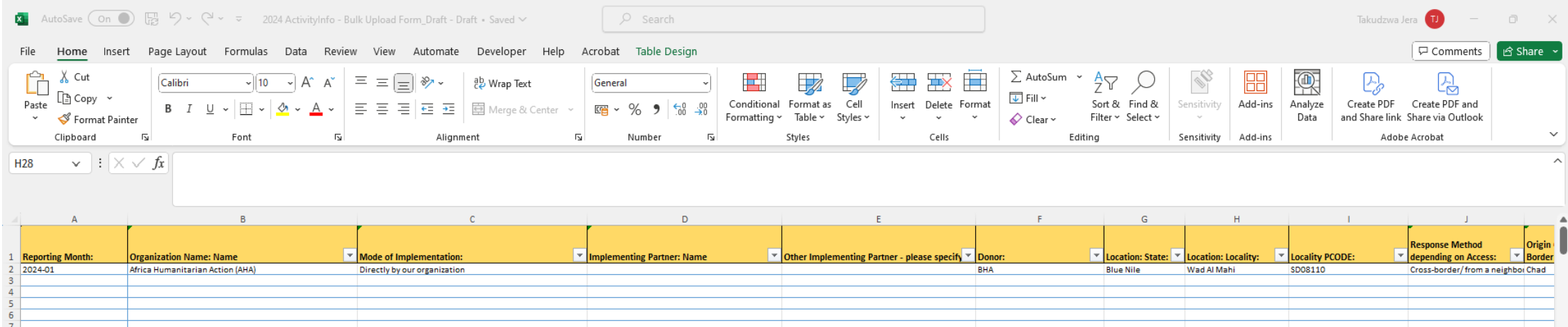
To export record(s) SELECT the specific record first (must see a green highlight on each selected record) **then select export selected columns and then Click the option for export download.**
 Note that you can export as XLSX, CSV, to JSON or R



The screenshot shows the reporting interface with the 'Export' menu open. The menu options are: AS FILE, XLSX, CSV, VIA API, Query as JSON, and Query using R. The table below shows the data rows, with the first row highlighted in green.

Organization N...	Location Local...	Indicators Sector	Indicators Indic...	Indicators Unit	Donor	Population typ...	Population typ...	Other P
Adventist Develo...	As Salam / Ar Ra...	NFI	Number of house...	Household	UNHCR	Refugees	South Sudanese R...	
Welthungerhilfe (...)	Reifi Wad Elhilaiv	Shelter	Number of house...	Household	German Federal G...	Refugees	Eritrean Refugees	
Norwegian Refug...	Al Mafaza	Shelter	Number of house...	Household	UNHCR	Refugees	Ethiopian Refugees	
United Peace Org...	Nyala Janoub	Shelter	Number of house...	Household	Selavip foundation	IDPs	Protracted IDP	
United Peace Org...	Beliel	NFI	Number of house...	Household	RRF/USAID and IOM	IDPs	New IDP	
United Peace Org...	2023-04	South Darrur	As Salam - SD	Shelter	Selavip foundation	Vulnerable Reside...	Host Community ...	
United Nations Hi...	2023-05	Kassala	Reifi Kassla	Shelter	UNHCR	Refugees	Eritrean Refugees	
Adventist Develo...	2023-05	White Nile	Aj Jabalain	Shelter	UNHCR	Refugees	South Sudanese R...	
Plan International...	2023-05	White Nile	Rabak	NFI	SPAD (PIS)	IDPs	New IDP	

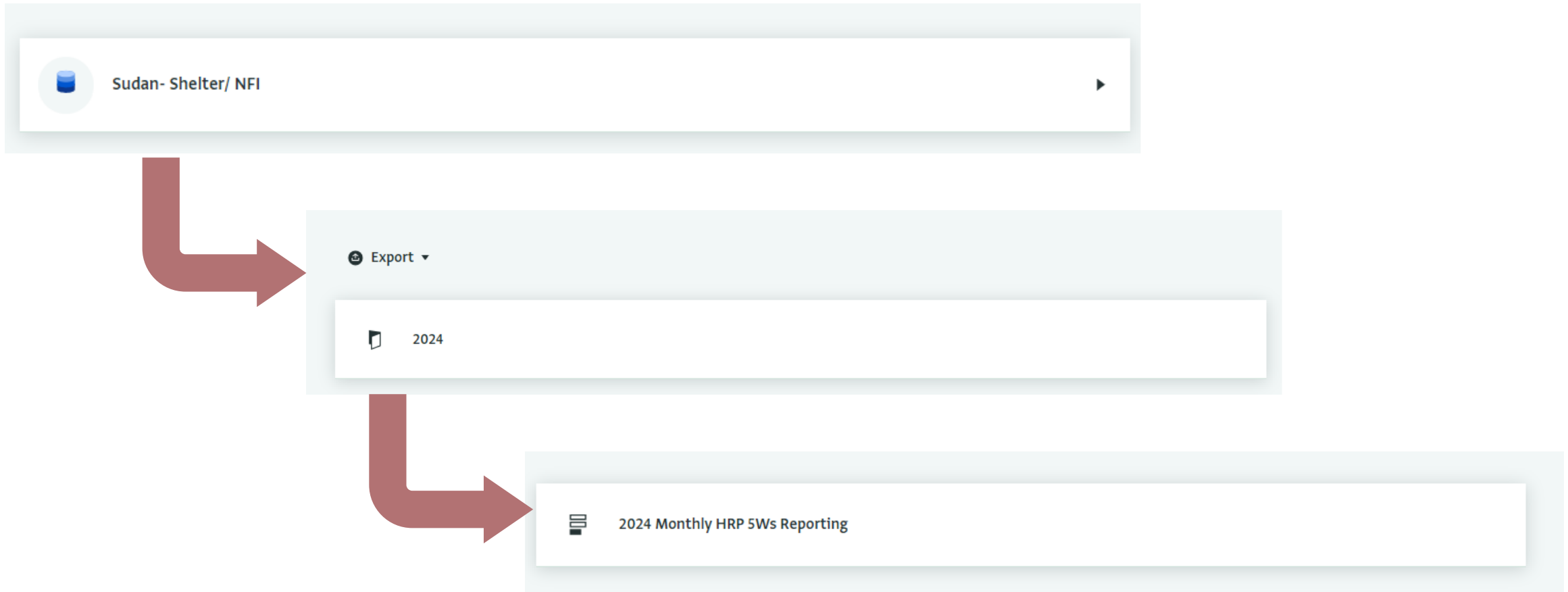
Step 2 : Save your finalized monthly 2023 achievements in the excel upload form



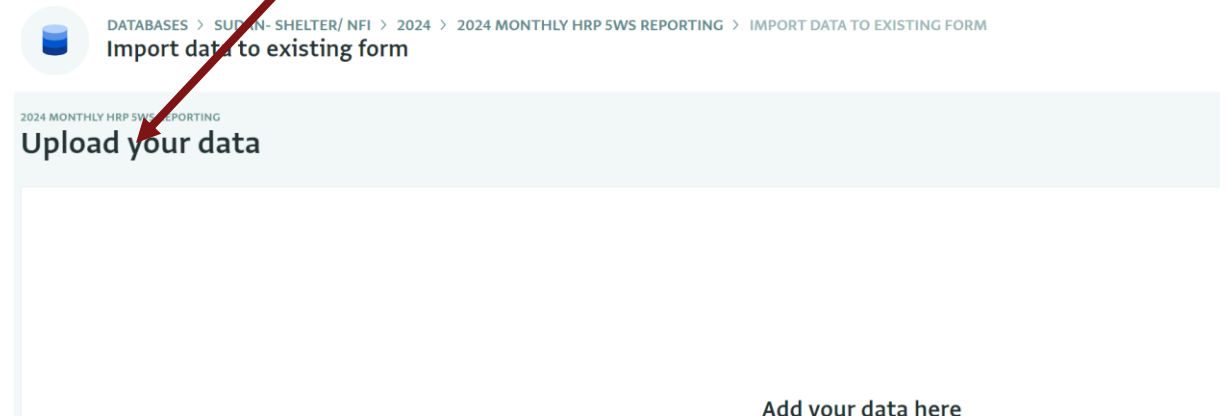
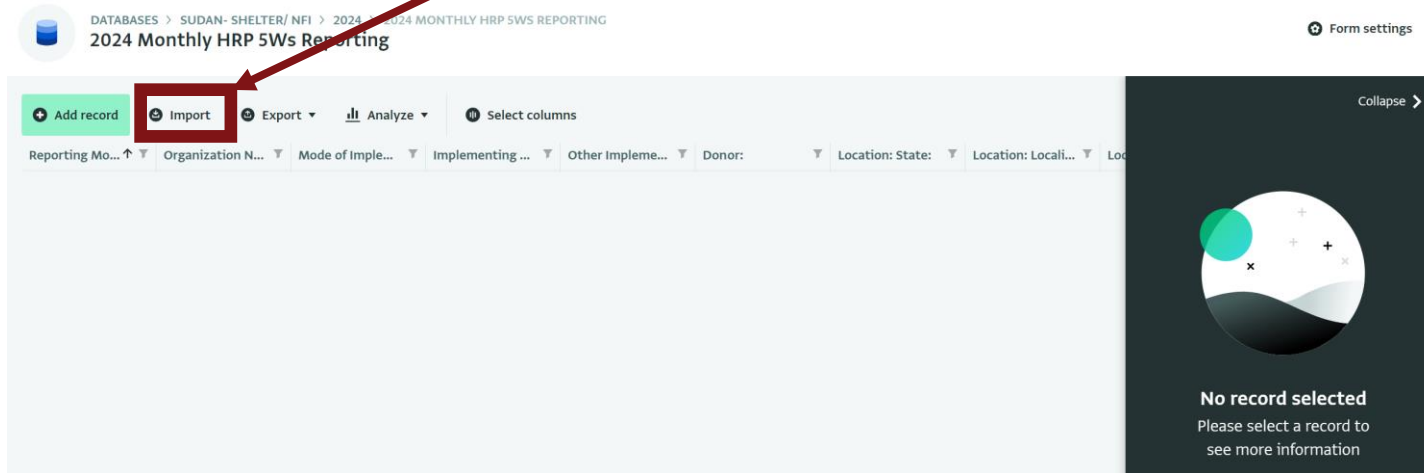
The screenshot shows an Excel spreadsheet with a data entry form. The form is structured as follows:

Reporting Month:	Organization Name: Name	Mode of Implementation:	Implementing Partner: Name	Other Implementing Partner - please specify	Donor:	Location: State:	Location: Locality:	Locality PCODE:	Response Method depending on Access:	Origin Border
2024-01	Africa Humanitarian Action (AHA)	Directly by our organization			BHA	Blue Nile	Wad Al Mahi	SD08110	Cross-border/ from a neighbor	Chad

Step 3 :Log in to ActivityInfo, Go to the **Sudan-Shelter/NFI database, **2024** and click on the **2024 Monthly HRP 5Ws Reporting** to open**



Step 4 :Click on **IMPORT and you will be directed to window where you will **Upload your data****



Step 4 :Open your saved 2023 Monthly achievements data that was entered in the excel bulk upload form

Step 5 :Select All (Ctrl + A)

Step 6 :Copy All (Ctrl + C)

Reporting Month:	Organization Name: Name	Mode of Implementation:	Implementing Partner: Name	Other Implementing Partner - please specify	Donor:	Location: State:	Location: Locality:	Locality PCODE:	Response Method depending on Access:	Origin Border
2024-01	Africa Humanitarian Action (AHA)	Directly by our organization			BHA	Blue Nile	Wad Al Mahi	SD08110	Cross-border/ from a neighbor	Chad

Step7: Paste All (Ctrl+V) copied information from the excel bulk upload form to the ActivityInfo by placing your cursor in the add data here section

2024 MONTHLY HRP SWS REPORTING

Upload your data

Reporting Month: Organization Name: Name Mode of Implementation: Implementing Partner: Name Other Implementing Partner - please specify: Donor: Location: State: Location: Locality:

Locality PCODE: Response Method depending on Access: Origin Country for Cross-Border Activity: Activity Selection: Sector: Activity Selection: Activity: Population Category: General Population Category:

Category: Population Category: Specific Population Group: Other Refugees - please specify: Assistance Location by Settlement Type: Activity Selection: Modality: Number of Households: Number of Communal Shelters newly established: Number of Collective Centers rehabilitated: Number of Site Development activities implemented: Assistance Package: Number of Plastic Sheets distributed:

Number of Blankets distributed: Number of Sleeping Mats distributed: Number of Jerry Cans (20L) distributed: Number of Mosquito Nets distributed: Number of Kitchen Sets distributed: Number of Solar Lamps distributed: Additional Activity Details: Disaster Response Category: Cash Distribution Currency: Cash Assistance Amount per Household: Conditionality Number of Cash Assistance Tranches:

Delivery Mechanism Financial Service Provider: Gender Breakdown Available? Total Males: Total Females: Age Breakdown Available? 0-4 years: 5-11 years: 12-17 years: 18-59 years: Over 60 years: Additional Information

2024-01 Africa Humanitarian Action (AHA) Directly by our organization BHA Blue Nile Wad Al Mahi SD08110 Cross-border/ from a neighboring country Chad NFI NFI

kit distribution IDPs New IDPs Host Community - Assistance provided in residential areas such as private homes where IDPs are staying with relatives/friends or in rented accommodation.

In-Kind 200 Partial kit 200 200 100 100 200 102 105 Conflict Not Available

Not Available

Add your data here

To begin, select the table you want to import in Excel, copy it to the clipboard, and then paste here

Step 8 :If your IMPORT IS UNSUCCESSFUL, you will see a red highlights stating the reasons for the failed import

2024 MONTHLY HRP 5WS REPORTING

Match fields & validate fields

REPORTING MONTH: Reporting Month:	ORGANIZATION NAME: NA... Organization Name...	MODE OF IMPLEMENTATI... Mode of Implemen...	IMPLEMENTING PARTNER:... Implementing Part...	OTHER IMPLEMENTING P... Other Implementin...	DONOR: Donor:	LOCATION: STATE: Location: State:	LOCATION: LOCALITY: Location: Locality:	Li L
2024-01	Africa Humanitari...	Directly by our or...			BHA	Blue Nile	Wad Al Mahi	S
2024-03						East Darfur	Yassin	S

Column "Reporting Month:"

Column matching

PROBABLE MATCHES

Reporting Month: REQUIRED

Ignore this column

Organization Name: Name REQUIRED

Mode of Implementation: REQUIRED

Implementing Partner: Name REQUIRED

Other Implementing Partner - please specify: REQUIRED

Donor: REQUIRED

Location: State: REQUIRED

Location: Locality: REQUIRED

Location: Locality PCODE: REQUIRED

Step 9: To correct this error go back to your bulk upload form and confirm all the columns are identical to the activity info template (REFER TO STEP 1) and verify the data entered again and REPEAT STEPS 4-8

Step 9 :If your IMPORT IS SUCCESSFUL, you will see all columns highlighted in green

2024 MONTHLY HRP SWS REPORTING

Match fields & validate fields

REPORTING MONTH: Reporting Month:	ORGANIZATION NAME: NA... Organization Name...	MODE OF IMPLEMENTATI... Mode of Implemen...	IMPLEMENTING PARTNER:... Implementing Part...	OTHER IMPLEMENTING P... Other Implementin...	DONOR: Donor:	LOCATION: STATE: Location: State:	LOCATION: LOCALITY: Location: Locality:	LI L
2024-01	Africa Humanitari...	Directly by our or...			BHA	Blue Nile	Wad Al Mahi	S

Column "Reporting Month:"

Column matching

PROBABLE MATCHES

- Reporting Month: REQUIRED
- Ignore this column
- Organization Name: Name REQUIRED
- Mode of Implementation: REQUIRED
- Implementing Partner: Name REQUIRED
- Other Implementing Partner - please specify: REQUIRED
- Donor: REQUIRED
- Location: State: REQUIRED
- Location: Locality: REQUIRED
- Location: Locality: PCODE: REQUIRED

Step 10 : Review the details and Select **DONE** to complete your IMPORT and data upload in ActivityInfo

DATABASES > SUDAN- SHELTER/ NFI > 2024 > 2024 MONTHLY HRP 5WS REPORTING > IMPORT DATA TO EXISTING FORM

✖ Cancel
⬅ Back
✔ Done

2024 MONTHLY HRP 5WS REPORTING

Review records to import

Import summary

<p>0 records match existing records and will be updated</p> <p>1 new records will be added</p> <p>0 duplicate records will be ignored</p>	<p>Records which match existing records</p> <p>Records which do not exist yet</p> <p>Records which are duplicates of other imported records</p>
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Action	REPORTING MONTH: Reporting Month:	ORGANIZATION NAME: NA... Organization Name...	MODE OF IMPLEMENTATI... Mode of Implemen...	IMPLEMENTING PARTNER:... Implementing Part...	OTHER IMPLEMENTING P... Other Implementin...	DONOR: Donor:	LOCATION: STATE: Location: State:	LOCATION: LOCALITY: Location: Locality:	LOCATION: LOCALITY PCO... Locality PCODE:	RESPONSE A Response
Add	2024-01	Africa Humanitari...	Directly by our or...			BHA	Blue Nile	Wad Al Mahi	SD08110	Cross-bor

If you have any questions or need support, contact us at
jera@unhcr.org or vavic@unhcr.org