

















ActivityInfo



ActivityInfo

2024 USER GUIDELINE

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GENERAL OVERVIEW









ActivityInfo (AI) is an online reporting tool to support the monitoring and evaluation of humanitarian and development operations. FSL Cluster utilizes ActivityInfo to measure the achievements on the ground and evaluate the cluster performance through the data reported.

It's a simple and accessible data entry interface that makes data collection easy for all users with the ability of offline data collection.

In contrast to 5W reporting, ActivityInfo database has [separate activity planning and response monitoring module](#).








Non-technical users can easily navigate from one section or question to another and from forms to sub-forms. Import and export large quantities of data with simple, easy steps.

BENEFITS

-  A more organized and clean structure for better analysis to be utilized in many of clusters information management products, such as dashboards and snapshots that allow coordinators to highlight the gaps and mobilize the resources.
-  Simplified format compared to 5Ws excel sheets.
-  Export feature for partners to extract and analyze their reported achievements.
-  Access their data all the time. Partners also manage their data reporting at any time within the reporting period (monthly).
-  Minimize data entry errors (drop-down lists and validation rules), partners can create the location once and then update the achievements every month without creating the location again.
-  Ukrainian & English. User-friendly and supports multiple languages.
-  Import large volumes of data through the import feature in the system.
-  Visibility. Donors and senior management depend on ActivityInfo collected data to monitor the progress of their projects.

OBJECTIVE

This guideline will make confident on how to:

-  Correctly report your planned activities.
-  Comfortably and easily fill in the report on ongoing and completed activities.
-  How the ActivityInfo automated interface helps to avoid common reporting mistakes when reporting in 5W.
-  Easily manage the database, edit, delete rows.
-  Import large Excel datasets directly into the AI database if it has big number of rows and it requires a lot of time to enter the reporting data record by record.
-  Easily perform basic analysis directly in the database, create aggregation and calculation columns, pivot tables, charts, graphs, maps, dashboards, and other reports in the system.
-  Export the dataset as the Excel document or via API (JSON or R).

DEADLINES

The reporting in the ActivityInfo reporting system has two separate deadlines:

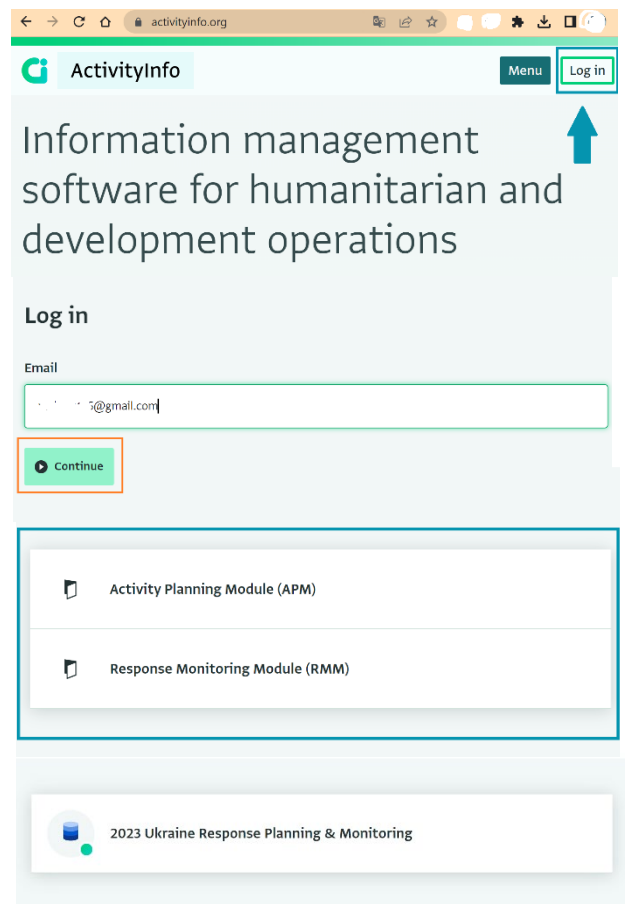
1. [For the Activity Planning](#) – reporting is required the modality of a planned activity was changed.
2. [For Response Monitoring \(ongoing and completed activities\)](#) – reporting is required monthly. The deadline for the reporting period of the current month [starts on the 20th of this month and ends on the 10th COB of the following month](#) (e.g., for the reporting period April the deadline is April 20th – May 10th, COB).

🌾 HOW TO GET REPORTING ACCOUNT IN THE ACTIVITYINFO FOR FURTHER REPORTING?

- 1) Choose 1 or maximum 2 reporting focal points from your organization, who will be filling in the reports to FSL cluster.
- 2) Contact Maksym Natalchuk at mnatalchuk@immap.org, Natalka Panchyshyn at npanchyshyn@immap.org or Muhammad Baig (Kamran) at muhammad.baig@fao.org and please put in the email or message the following information about reporting focal points:
 - Organization name in English and Ukrainian;
 - First name;
 - Last name;
 - Email;
 - Phone (optional);
- 3) FSLC IMOs mentioned above will request OCHA to grant access to the reporting focal points mentioned in your email.
- 4) Each of the emails mentioned will receive a letter from ActivityInfo, where they should click on the link in the email and set password to their reporting account in ActivityInfo.

🌾 HOW TO LOG IN AND ACCESS TO THE ACTIVITYINFO DATABASES

- 1) Open the link of the ActivityInfo platform:
<https://www.activityinfo.org/>
- 2) Press “Log in” in the upper right corner of the opened window.
- 3) Enter your email and press “Continue”.
- 4) Enter your password and press “Continue”.
- 5) The main page will open, press the “2024 Ukraine Response Planning & Monitoring” button.
- 6) In the window opened you'll see the [Activity Planning Module \(APM\)](#) and [Response Monitoring Module \(RMM\)](#), which you can further use for reporting.



ACTIVITY PLANNING MODULE (APM)

In this module you should **report your planned activities and planned projects for 2024**. This is mandatory, without filling in the APM form, you won't be able to report those activities and projects after they were distributed and completed.

The algorithm:

1. You register your planned activities in the APM.
2. Those activities are distributed by your organization.
3. You report those activities in the Response Monitoring Module (RMM), connecting them to the APM using the Activity Plan Code (more details below).

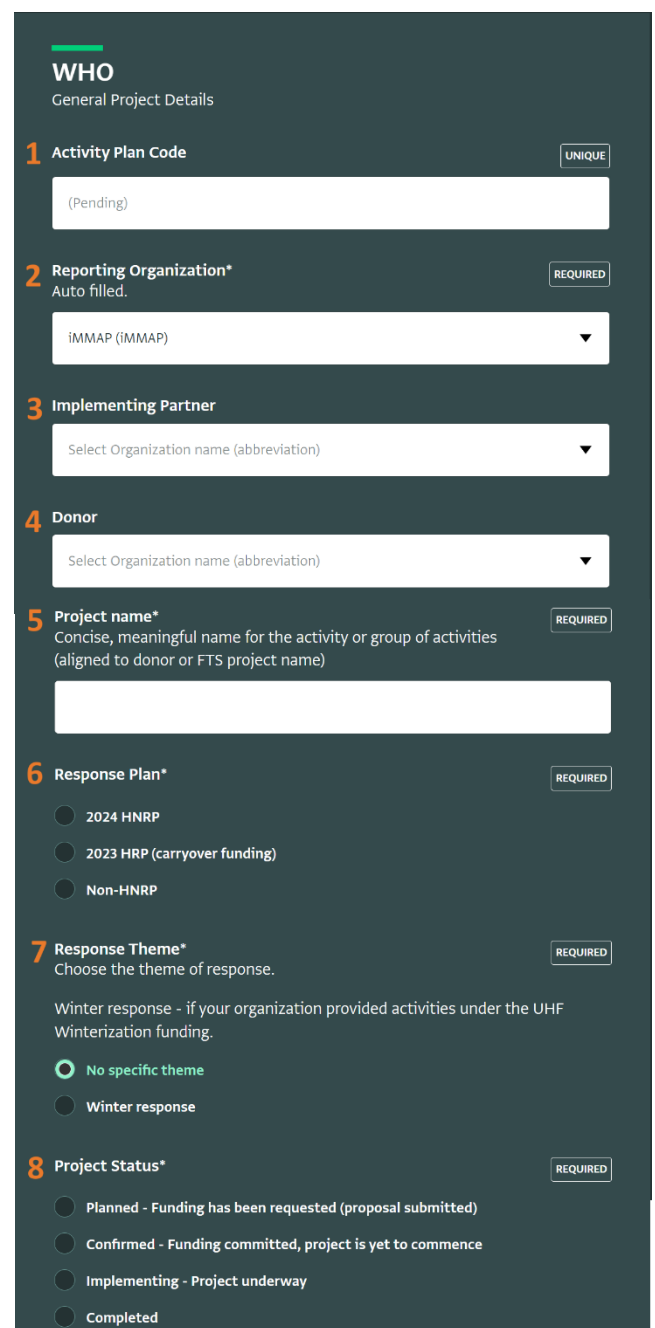
On the ActivityInfo platform main page, select **"2024 Ukraine Response Planning & Monitoring"** database to access the reporting forms, then folder **"Activity Planning Module (APM)"**, then folder **"FSL APM"**, then **"FSLC Activity Planning Module (APM)"** database and click button **"Add record"** in the upper left corner.

SECTION 'WHO':

1. **Activity Plan Code** – is generated by the system, you do not need to enter anything in this field.
2. **Partner Organization** – you will see your organization name when filling in the form.
3. **Implementing partner** – click on the field and choose your implementing partner from the drop-down if you have any. If there are multiple implementing partners for your project, you can choose up to 10. The field for the next partner will appear after you fill in the current one.
4. **Donor** – please choose from the drop-down the Donor organization which funded your project.

SECTION 'WHAT':

5. **Project Name (required)** – create and enter the name of your project (it would be better if it was aligned to donor or FTS project name).
6. **Response Plan (required)** – choose the plan type of your activity (**2024 HNRP**, if the project is funded by international donor or your organization is under Humanitarian Needs Response Plan for 2024; **2023 HRP (carryover funding)**, if your project was funded in 2023 under Humanitarian Response Plan 2023; **Other** if none of the above).
7. **Response Theme (required)** – choose 'Winterization', if the project was funded by UHF Winterization program, otherwise choose 'No specific theme'.



WHO
General Project Details

- 1 Activity Plan Code** UNIQUE
(Pending)
- 2 Reporting Organization*** REQUIRED
Auto filled.
iMMAP (iMMAP)
- 3 Implementing Partner**
Select Organization name (abbreviation)
- 4 Donor**
Select Organization name (abbreviation)
- 5 Project name*** REQUIRED
Concise, meaningful name for the activity or group of activities (aligned to donor or FTS project name)
- 6 Response Plan*** REQUIRED
 2024 HNRP
 2023 HRP (carryover funding)
 Non-HNRP
- 7 Response Theme*** REQUIRED
Choose the theme of response.
Winter response - if your organization provided activities under the UHF Winterization funding.
 No specific theme
 Winter response
- 8 Project Status*** REQUIRED
 Planned - Funding has been requested (proposal submitted)
 Confirmed - Funding committed, project is yet to commence
 Implementing - Project underway
 Completed



- 8. **Project status (required)** – choose the status of your activity (**Planned** - Funding has been requested (proposal submitted); **Confirmed** – Funding committed, project is yet to commence; **Implementing** – project is being implemented; **Completed** – if the project is over).
- 9. **Sub-activities (required)** – mark all the cluster sub-activities, which will be distributed by your organization under this project.
- 10. **If this is a multi-cluster project, please select all other related clusters** – mark all the clusters, to those the project is also related.

SECTION 'WHEN':

- 11. **Start Date (required)** – choose the start date of your activity or project in the calendar.
- 12. **End Date (required)** – choose the end date of your activity or project in the calendar.

SECTION 'WHERE':

- 13. **Oblasts (required)** – choose all the Oblast where the activities under the project.

SECTION 'WHOM':

- 14. **Total number of target people (required)** – enter the number of targeted individual beneficiaries for your activities (or put 0 if there's no information yet). And if you have the population group breakdown of those people, please add the following:
- 15. **IDPs targeted.**
- 16. **Returnees targeted.**
- 17. **Non-displaced targeted.**
- 18. **Gender and Age inclusion (required) (Y/N)** – please specify if the target includes gender and age markers, and if yes – mark all the fields below.
- 19. **Disability Inclusion (required) (Y/N)** - please specify if the target includes disability marker markers, and if yes – mark all the fields below.

9 Sub-activities* REQUIRED
Choose all the sub-activities to be provided under this project

- Agricultural grants
- Business trainings and skill enhancement workshops
- Cash for work
- Cereal seeds and tools
- Emergency livestock and poultry input (restocking/poultry distribution)
- Employment and reskilling **etc...**

10 **If this is a multi-cluster project, please select all other related clusters**

- Camp Coordination & Camp Management (CCCM)
- Education (EDU)
- Health (HEA)
- Multi-Purpose Cash Assistance (MPCA)
- Protection: Child Protection (PCP)
- Protection: Gender Based Violence (PGBV)

11 Start Date* REQUIRED
Start date of the activity implementation (aligned to related project)

12 End Date* REQUIRED
End date of the activity implementation (aligned to related project)

13 Oblasts* REQUIRED

- Vinnytska
- Volynska
- Dnipropetrovska
- Donetska **etc...**

14 Total number of target people* REQUIRED
Please put 0 if not available

15 IDPs targeted

people

16 Returnees targeted

people

17 Non-displaced targeted

people

18 Gender and Age inclusion

Gender and Age inclusion detailed

- Activities based on an analysis of issues faced by different groups
- Activities ensure that different groups receive the assistance they need
- Feedback mechanisms to influence project design and implementation
- Project measure the benefits of different groups and level of satisfaction

19 Disability inclusion

Disability inclusion detailed

- Activities address the needs of PwD or specific considerations to ensure their access to the assistance provided
- There are no specific activities to address the needs of PwD, but they are prioritised in receiving assistance

SECTION 'CONSTING':

20. **Total cost of plan/project (US\$)** – put the amount of funding planned for the project.
21. **Amount of funding received (US\$)** – put the amount of funding received for the project already.
22. **FTS Flow ID** – put the 6-digit code of the project in the Financial Tracking System.
23. **Comments.**
24. **Save The Record** – click to save the record and go back to the main form. **Cancel** – click to cancel and go back to the main form.

20 Total cost of a plan/project (US\$)

US\$

21 Amount of funding received (US\$)

US\$

22 FTS Flow ID
FTS Flow ID as generated by FTS (6-digit ID e.g. #230419), include the “#” symbol with each entry

23 Comments

RESPONSE MONITORING MODULE (RMM)

In this module, the focal point reports organization's completed and ongoing activities, provided previous month.

Deadline: 1-8th of the current month for the reporting period of previous month (e.g., 8th of May for reporting period April).

Select "2024 Ukraine Response Planning & Monitoring" database to access the reporting forms, then folder "Response Monitoring Module (RMM)", then folder "FSLC RMM", then "FSLC Response Monitoring Module (RMM)" and click button "Add record" in the upper left corner.

SECTION "WHEN":

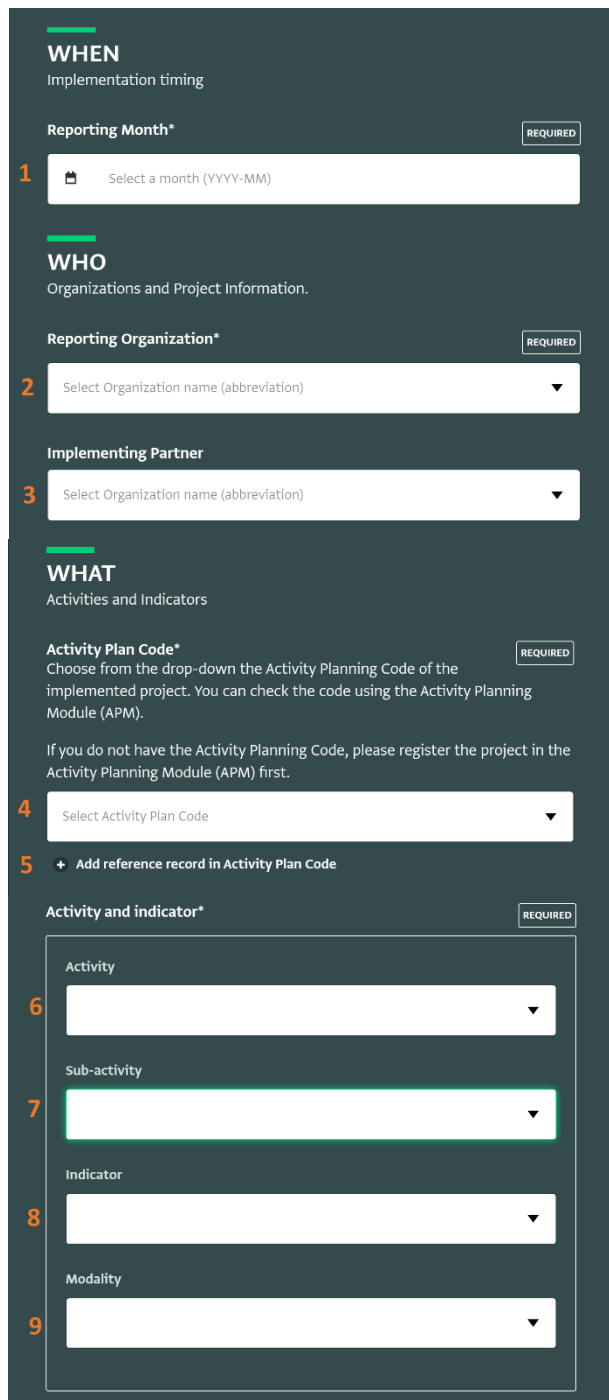
1. **Reporting month (required)** – choose from the calendar the reporting month of the activity provided or enter it manually in the YYYY-MM format.

SECTION "WHO":

2. **Partner Organization (required)** – auto-filled with your organization's name.
3. **Implementing partner** – choose from the dropdown the name of organization, which is the implementing partner of your project.

SECTION "WHAT":

4. **Activity Plan Code (required)** - choose from the drop-down the Activity Planning Code of the implemented project/activity. You can check the code using the Activity Planning Module (APM). If you do not have the Activity Planning Code, please register the project in the Activity Planning Module (APM) first.
5. **Add reference record in Activity Plan Code** – click on this field to jump directly into the Activity Planning Module form and register the project you want to report.
6. **Activity (required)** – choose from the drop-down the activity provided.
7. **Sub-activity (required)** – choose from the drop-down the sub-activity provided.
8. **Indicator (required)** – choose from the drop-down the correct indicator of the sub-activity, related to the targeted gender-age breakdown of beneficiaries.
9. **Modality (required)** – choose from the drop-down the modality of the assistance provided (*in-kind, service, cash, or voucher*).
10. **Implementation status (required)** – choose the status of the implemented activity.



The screenshot shows the 'WHEN', 'WHO', and 'WHAT' sections of the reporting form. The 'WHEN' section includes a 'Reporting Month*' dropdown (1). The 'WHO' section includes a 'Reporting Organization*' dropdown (2) and an 'Implementing Partner' dropdown (3). The 'WHAT' section includes an 'Activity Plan Code*' dropdown (4) with a link to 'Add reference record in Activity Plan Code' (5). Below this are dropdowns for 'Activity' (6), 'Sub-activity' (7), 'Indicator' (8), and 'Modality' (9). Each dropdown has a 'REQUIRED' label to its right.



11. **Frequency** – choose from the drop-down the frequency of provided activity.
12. **Kcal covered (per person per day) (for in-kind food assistance)** – please put the number of kilocalories one person received per day during the reporting month.
13. **Unit (for in-kind or service modalities)** – choose from the drop-down the unit of activity provided to beneficiary.
14. **Total Quantity distributed (per person) (for in-kind or service modalities)** – put the number of units provided to each beneficiary on the reporting activity.
15. **Total Value (local currency) (for cash or voucher modalities)** – please enter the amount of money one person received under activity provided.
16. **Currency (for cash or voucher modalities)** – please choose the currency of the cash provided to the person.
17. **Cash delivery mechanism (for cash or voucher modalities)** – please choose from the drop-down the cash delivery mechanism.

SECTION “WHERE”:

18. **Oblast (required)** – choose from the drop-down the Oblast where activity was provided.
19. **Raion (required)** – choose from the drop-down the Raion where activity was provided.
20. **Hromada (required)** – choose from the dropdown Hromada, where the activity was provided.
21. **Settlement** – choose from the dropdown the settlement, where the activity was provided.
22. **Location type** – choose from the dropdown the type of location of provided activity.

SECTION “WHOM”:

23. **Population group (required)** – choose from the population group (IDPs, Non-Displaced or Returnees) who were assisted by the activity.
24. **Number of people reached (required)** – please enter the number of people

The screenshot displays a dark-themed form with the following fields and labels:

- Implementation Status*** (REQUIRED): Radio buttons for "Completed" and "Ongoing".
- Frequency** (11): A dropdown menu.
- Kcal covered (per person per day)** (12): A text input field with a "kcal" unit label.
- Unit** (13): A dropdown menu.
- Total Quantity distributed (per person)** (14): A text input field with a "based on unit" label.
- Total Value (local currency)** (15): A text input field with a "conventional unit..." label. Below it is a note: "Please enter the amount of money beneficiary received."
- Currency** (16): A dropdown menu.
- Cash delivery mechanism** (17): A dropdown menu.
- Oblast*** (18) (REQUIRED): A dropdown menu with "Select Oblast ENG/UKR".
- Raion*** (19) (REQUIRED): A dropdown menu with "Select Raion ENG/UKR".
- Hromada*** (20) (REQUIRED): A dropdown menu with "Select Hromada ENG/PCODE/UKR".
- Settlement** (21): A dropdown menu with "Select Settlement ENG/PCODE/UKR".
- Location type** (22): A dropdown menu.
- WHOM** (Section Header): Information about People Assisted.
- Population Group*** (23) (REQUIRED): A dropdown menu with "Select Population Group".
- Number of people reached*** (24) (REQUIRED): A text input field with an "Individuals" label.



assisted by the activity during the reporting month.

- 25. **Girls (0-17) (required)** – please enter the number of underage females assisted by the activity.
- 26. **Boys (0-17) (required)** – please enter the number of underage males assisted by the activity.
- 27. **Adult women (18-59) (required)** – please enter the number of adult women assisted by the activity.
- 28. **Adult men (18-59) (required)** – please enter the number of adult men assisted by the activity.
- 29. **Older women (60+) (required)** – please enter the number of elderly women assisted by the activity.
- 30. **Older Men (60+) (required)** – please enter the number of elderly men assisted by the activity.
- 31. **Number of people with disability (required)** – please enter the number of people with disability assisted.
- 32. **Number of reached households (required)** – please enter the number of households assisted by the activity.
- 33. **New beneficiaries (assisted for the first time in 2024) (required)** – please enter the number of new beneficiaries assisted by the activity (people who were assisted for the first time in 2024).
- 34. **Were these people reached in 2024 by another FSL sub-activity? (required)** – please specify if some of the beneficiaries reported in the record, were assisted by the other activity from the organization (yes/no).

IF THE ANSWER IS “YES”:

- 35. **Activity (required)** – choose from the drop-down the second activity provided to those beneficiaries.
- 36. **Sub-activity (required)** – choose from the drop-down the second sub-activity provided to the people.
- 37. **Indicator (required)** – choose from the drop-down the correct indicator of the second sub-activity, related to the targeted gender-age breakdown of beneficiaries.

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

- 25. **Girls (0-17)*** (REQUIRED): Enter a number
- 26. **Boys (0-17)*** (REQUIRED): Enter a number
- 27. **Adult Women (18-59)*** (REQUIRED): Enter a number
- 28. **Adult Men (18-59)*** (REQUIRED): Enter a number
- 29. **Older Women (60+)*** (REQUIRED): Enter a number
- 30. **Older Men (60+)*** (REQUIRED): Enter a number
- 31. **Number of people with disability** (REQUIRED): Enter a number
- 32. **Number of reached households** (REQUIRED): Enter a number (households)
- 33. **New beneficiaries (assisted for the first time in 2024)*** (REQUIRED): Enter a number
- 34. **Were these people reached in 2024 by another FSL sub-activity?*** (REQUIRED): Radio buttons for Yes and No

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

- 35. **If yes, which sub-activity*** (REQUIRED): Activity (Select Activity)
- 36. **Sub-activity**: Sub-activity (Select Sub-activity)
- 37. **Indicator**: Indicator (Select Indicator)
- 38. **Modality**: Modality (Select Modality)



- 38. **Modality (required)** – choose from the drop-down the modality of the second assistance provided (in-kind, service, cash, or voucher).
- 39. **If yes, how many people received from both sub-activities (required)** – please enter the number of people who were assisted by both activities.

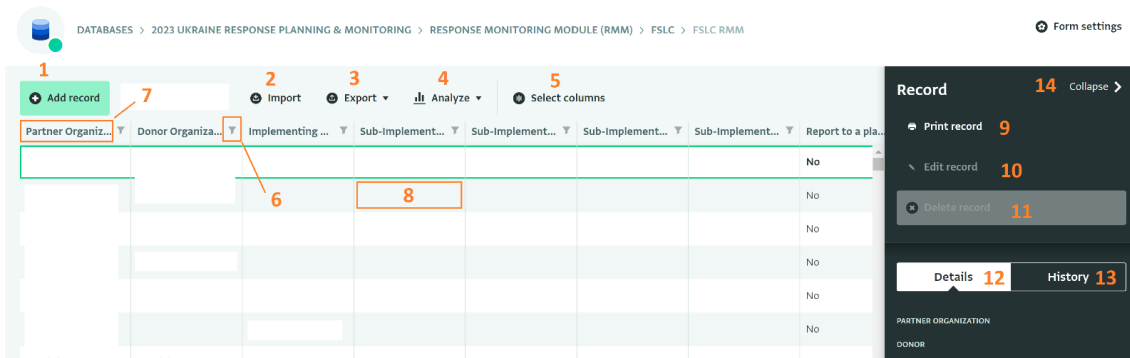
COMMENTS & KEY

- 40. **Comments** – please add any comments to the reported record if any.
- 41. **key** – do not edit this field, it's filled in automatically.

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

- Field 39:** A text input field with the label "If yes, how many people received from both sub-activities*" and a "REQUIRED" button. The placeholder text is "Enter a number".
- Field 40:** A text input field with the label "Comments".
- Field 41:** A text input field with the label "key*" and a "REQUIRED" button. The text below the field reads: "БУДЬ ЛАСКА, НЕ ЧІПАЙТЕ ЦЕ ПОЛЕ, ІНАКШЕ ВАМ ДОВЕДЕТЬСЯ ЗАПОВНЮВАТИ ФОРМУ З НУЛЯ!!" and "PLEASE DO NOT EDIT THIS FIELD, OTHERWISE YOU NEED TO FILL IN THE FORM FROM SCRATCH!!!!".

DATABASE VIEW AND STRUCTURE



DATASET VIEW

1. **Add record** – click on the button to add the activity record to the database.
2. **Import** – click the button to import the Excel dataset into ActivityInfo.
3. **Export** – click the button to open the Export menu, which allows you to export the dataset from ActivityInfo into Excel or other software.
4. **Analyze** – click to open the Analyze menu, which allows you to create charts, graphs, maps and reports.
5. **Select columns** – click the button to select dedicated columns.
6. **Sort and filter button** – click on the button to sort or filter the table.
7. **Column name**.
8. **Field of the dataset**.

RECORD WINDOW OVERVIEW

Click on the field to select record and access the record window.

9. **Print record** – click on the button to print the row selected.
10. **Edit record** – click on the button to edit the selected record.
11. **Delete record** – press the button to delete the selected record.
12. **Details** – click on the button to see the record description.
13. **History** - click on the button to see the changes applied to the record.
14. **Collapse** – click to hide the Record window.

BULK-UPLOAD (IMPORT THE EXCEL DATASET)

This feature allows you to upload your Excel dataset onto the ActivityInfo platform without entering the data manually on the platform record by record. This feature is useful if your report is large and has more than 50-100 records.

The updated Excel template for importing can be found by the link: <https://fscluster.org/ukraine/document/2024-ukraine-fslc-activityinfo-training>

The structure of the bulk-upload template is the same as in ActivityInfo RMM module form.

TO IMPORT DATA INTO THE ACTIVITYINFO FROM THE EXCEL TEMPLATE:

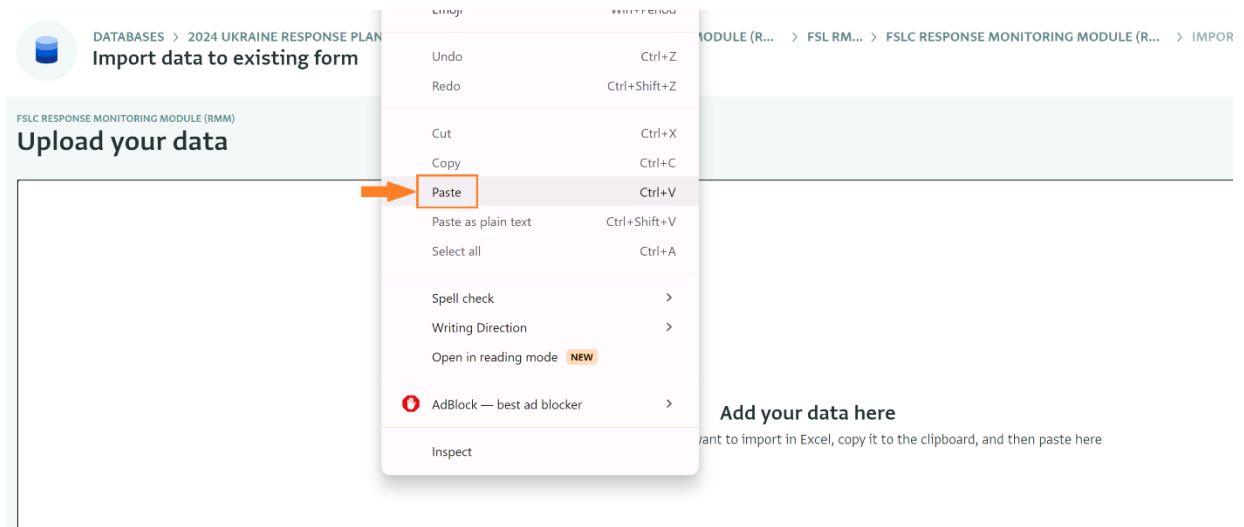
1. Fill in the data in the Excel bulk-upload template (the “key” field in the end of the table is generated automatically based on the data you fill in):

WHEN		WHO		WHAT		
Звітний місяць	Звітююча організація	Імплементувачий партнер	Код планування діяльності з АРМ	Активність	Саб-активність	Індикатор
<i>required / обов'язкове поле</i>	<i>required / обов'язкове поле</i>	<i>required / обов'язкове поле</i>	<i>required / обов'язкове поле</i>	<i>required / обов'язкове поле</i>	<i>required / обов'язкове поле</i>	<i>required / обов'язкове поле</i>
Reporting Month	Reporting Organization Organization name (abbreviation)	Implementing Partner Organization name (abbreviation)	Activity Plan Code	Activity and Indicator Activity	Activity and Indicator Sub Activity	Activity and Indicator Indicator

2. Copy all the filled in rows and column headings.
3. Go to the ActivityInfo RMM database and click on the “Import” button in the upper-left corner above the database:



4. Click on the big white field and paste the copied data from the Excel:



5. Click “Continue” in the upper right menu:

DATABASES > 2024 UKRAINE RESPONSE PLANNING & MONITOR... > RESPONSE MONITORING MODULE (R... > FSL RM... > FSLC RESPONSE MONITORING MODULE (R... > IMPORT DATA TO EXISTING F... Cancel Continue

Import data to existing form

FSLC RESPONSE MONITORING MODULE (RMM)

Upload your data

Reporting Month Reporting Organization Organization name (abbreviation) Implementing Partner Organization name (abbreviation) Activity Plan Code Activity and Indicator Activity Activity and Indicator Sub Activity (per person per day) Unit Total Quantity distributed (per person) Implementation status Frequency "Kcal covered (Local currency)" Currency "Girls" Cash delivery mechanism Oblast Oblast ENG/UKR Raion Raion ENG/UKR Hromada Hromada ENG/PCODE/UKR Settlement Settlement ENG/PCODE/UKR Location type Population Group (0-17) "Boys (0-17)" "Adult Women (18-59)" "Adult Men (18-59)" "Older Women (60+)" "Older Men (60+)" Number of people with disability Number of reached households New beneficiaries (assisted for the first time in 2024) Were these people reached in 2024 by another activity indicated in this matrix? If yes, which activity Activity If yes, which activity sub-activity If yes, which activity Indicator If yes, which activity Modality If yes, how many beneficiaries received from both sub-activities Comments key 2024-04 Believe in Yourself (BIY) 100% Life (100%L... FSLC-Biy-00001 Distribution of In-kind food assistance General Food Distribution # of individuals receiving In-kind food assistance to ensure their immediate access to food In-kind Ongoing Monthly Chernivetska "Chernivetska" Chernivetski "Chernivetski" 0 0 0 0 0 0 1 No 2024-04 Believe in Yourself (BIY) 100% Life (100%L... FSLC-Biy-00001 Distribution of In-kind food assistance to ensure their immediate access to food In-kind Ongoing Monthly Chernivetska "Chernivetska" Chernivetski "Chernivetski" 0 0 0 0 0 0 1 No

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

6. If no errors occurred, click "Continue" in the upper right menu.

DATABASES > 2024 UKRAINE RESPONSE PLANNING & MONIT... > RESPONSE MONITORING MODULE (... > FSL R... > FSLC RESPONSE MONITORING MODULE (... > IMPORT DATA TO EXIST... Cancel Back Continue

Import data to existing form

FSLC RESPONSE MONITORING MODULE (RMM)

Match fields & validate fields

REPORTING MONTH	REPORTING ORGANIZATION...	IMPLEMENTING PARTNER...	ACTIVITY PLAN CODE	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	IMPLEMENTATION STA...
Reporting Month	Reporting Organiza...	Implementing Part...	Activity Plan Code	Activity and indica...	Activity and indica...	Activity and indica...	Activity and indica...	Implementation s
2024-04	Believe in Yoursel...	100% Life (100%L...	FSLC-Biy-00001	Distribution of in-...	General Food Dist...	# of individuals re...	In-kind	Ongoing

Column "Reporting Month"

Column matching

PROBABLE MATCHES

Reporting Month (REQUIRED)

Ignore this column

If there are errors in the data, you will receive the red message, and all the wrong fields will be highlighted in red. Please check and fix the data in the Excel template and begin the import procedure from scratch again.

FSLC RESPONSE MONITORING MODULE (RMM)

Match fields & validate fields

All rows are invalid. Please correct the errors and try importing again.

REPORTING MONTH	REPORTING ORGANIZATION...	IMPLEMENTING PARTNER...	ACTIVITY PLAN CODE	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	IMPLEMENTATION STATUS
Reporting Month	Reporting Organiza...	Implementing Part...	Activity Plan Code	Activity and indica...	Activity and indica...	Activity and indica...	Activity and indica...	Imple
2024-04	Believe in Yoursel...	100% Life (100%L...	FSLC-Biy-00001	Distribution of in-... <i>i</i>	General Food Dist... <i>i</i>	# of individuals re... <i>i</i>	In-kind <i>i</i>	Ongor

7. In the opened window, there is data verification, which checks data for duplicates:

DATABASES > 2024 UKRAINE RESPONSE PLANNING & MONIT... > RESPONSE MONITORING MODULE (R... > FSL R... > FSLC RESPONSE MONITORING MODULE (... > IMPORT DATA TO EXISTI... Cancel Back Done

Import data to existing form

FSLC RESPONSE MONITORING MODULE (RMM)

Review records to import

Import summary

0 records match existing records and will be updated
 1 new records will be added
 0 duplicate records will be ignored

Records which match existing records
 Records which do not exist yet
 Records which are duplicates of other imported records

Action	REPORTING MONTH	REPORTING ORGANIZATION...	IMPLEMENTING PARTNER...	ACTIVITY PLAN CODE	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	ACTIVITY AND INDICATOR...	IMPLEMENTATION STATUS	FREQUENCY	Kc/Kc
Reporting Month	Reporting Organiza...	Implementing Part...	Activity Plan Code	Activity and indica...	Activity and Indica...	Activity and Indica...	Activity and Indica...	Implementation st...	Frequency		
Add	2024-04	Believe in Yoursel...	100% Life (100%L...	FSLC-Biy-00001	Distribution of in-...	General Food Dist...	# of individuals re...	In-kind	Ongoing	Monthly	

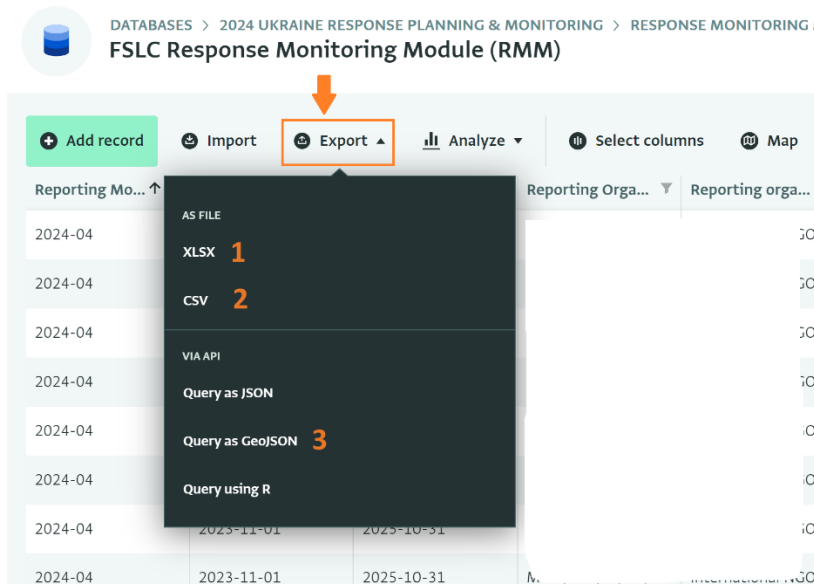
- **_ records which match existing records and will be updated** – this field shows the number of records with similar data which will be updated in ActivityInfo.
- **_ new records will be added** – the number of records which will be added to the table.
- **_ duplicate records will be ignored** – the number of duplicates in the import data.

Please avoid duplicate or updated records (number of records to be updated and duplicate records should be 0, that means all the data in your Excel template is new and unique). Click "Import" in the upper right menu.

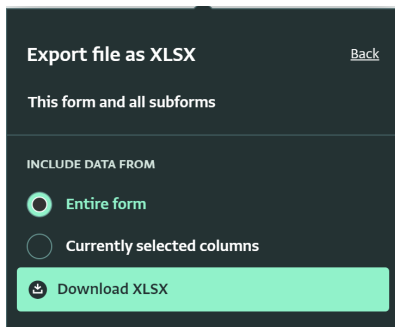
8. Wait until the message "**_ records imported**" in the bottom left corner appears, which means all the data from the Excel template is successfully imported.

HOW TO EXPORT DATA FROM ACTIVITYINFO

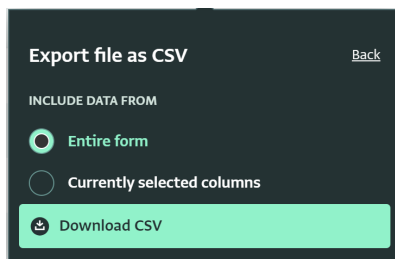
On the control panel above the table with data, click on the “Export”.



1. **XLSX** – Export as .xlsx (usual Excel) file. After clicking on it choose whether you want to export selected columns or all the table and click on “Download XLSX”.



2. **CSV** – export as .csv file. After clicking on it choose whether you want to export selected columns or all the table and click on “Download CSV”.

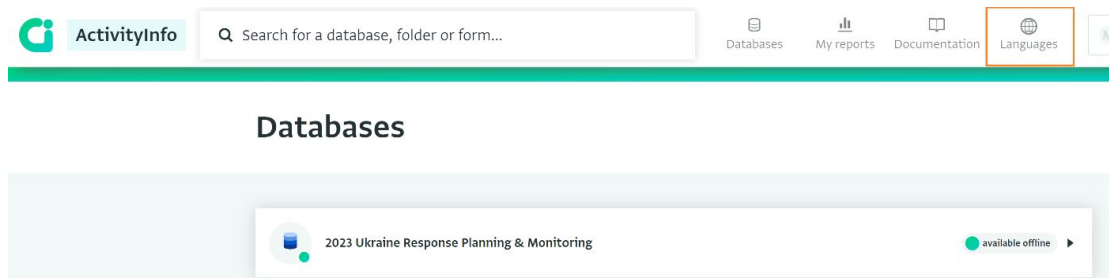


3. Export using **JSON**, **GeoJSON** or **R** programming language.

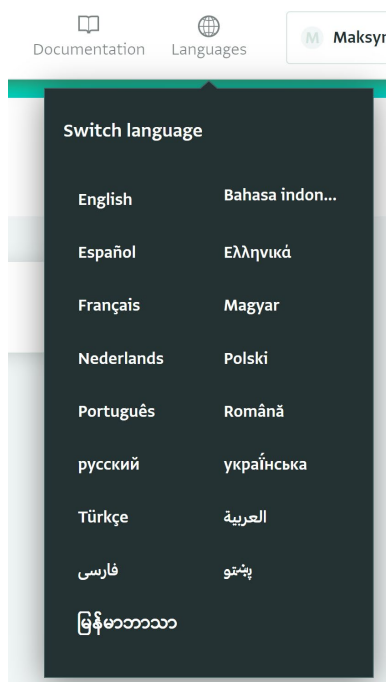
CHANGE THE INTERFACE LANGUAGE

To change the language of the interface and the form:

- 1) Click the [Languages](#) button in the upper right part of the ActivityInfo webpage.



- 2) Choose the language you need from the dropdown appeared:





COMMON QUESTIONS ON ISSUES AND CHALLENGES IN REPORTING

What to do when an organization is missing from the donors or partners list?

Please contact Maksym Natalchuk mnatalchuk@immap.org or Nataliia Panchyshyn npanchyshyn@immap.org and send the next information about the organization:

- Organization name in English;
- Organization name in Ukrainian;
- ЄДРПОУ code of the organization;
- Social media (Facebook, Instagram, etc.) or website link.

They will request OCHA to add organizations to the donors or partners list, soon after that requested organization will appear in the list.

When opening the form and not even starting filling it out, the red message “The record already exists” appears. What to do?

Please ignore this message.

What is ‘Response plan’ field in the Activity Planning Module and what should I choose?

Please choose HNRP 2024, if the project started in 2024; HRP 2023 (carryover funding from 2023) – if the project goes from 2023. Non-HNRP field can be ignored as it’s related to the development activities.

How to enter the information about beneficiaries if our organization assisted households?

Please use the information about people who are in each household or use the cluster-set formula 1 household = 2.6 beneficiaries to calculate the number of people assisted based on households.

I want to report data for the month, which is earlier than the previous one (for example, I want to report for January in May), and the system shows error. What should I do?

You can report only the activities for the previous reporting month during the deadline of the current month, and no earlier. For example, during May 1-9 you can report for April, during June 1-8 you can report for May, etc. Please check the emails from the cluster and meet the reporting periods and deadlines while reporting to the FSL cluster.

How to report people who were assisted by the organization with two activities?

Please use the DOUBLE COUNTING section in the reporting form to report beneficiaries who were assisted by two activities from your organization (e.g. some people received both food and livelihoods from the same organization).