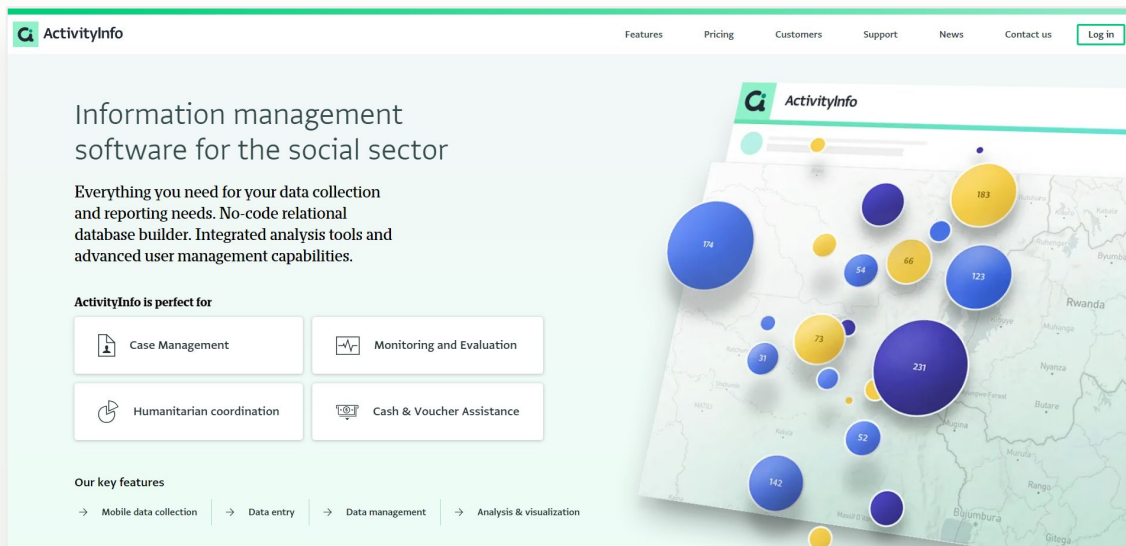# ActivityInfo

From LogFrame to Database
Data model to Database design

Starting shortly, please wait!

Presented by the ActivityInfo Team

All in one information management software for humanitarian and development operations

○ Track activities, outcomes
○ Beneficiary management
○ Surveys
○ Work offline/online

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BeDataDriven Mission

Provide the UN and NGOs with a standard, easy-to-use and comprehensive data management platform so that as many organizations as possible can become data-driven to achieve better outcomes for rights holders worldwide.

BeDataDriven pursues this mission by building and helping organizations implement ActivityInfo.

ActivityInfo
An end-to-end solution for M&E data management

Data collection

Easily collect the data you need from anywhere
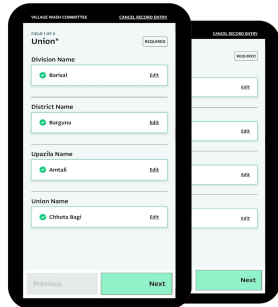
Data management

Organize your information according to your workflow
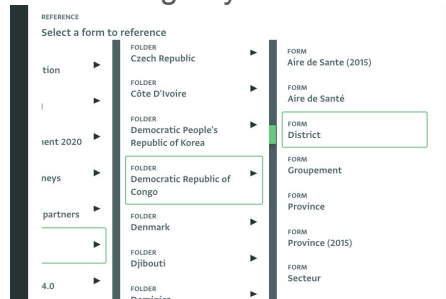
Data analysis

Generate actionable insights in real-time

ActivityInfo

....built on a relational data model
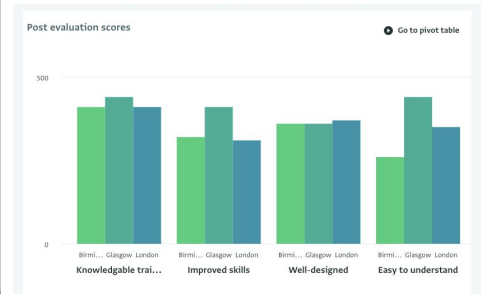
ActivityInfo is your **integrated** solution for managing your data across the data lifecycle.
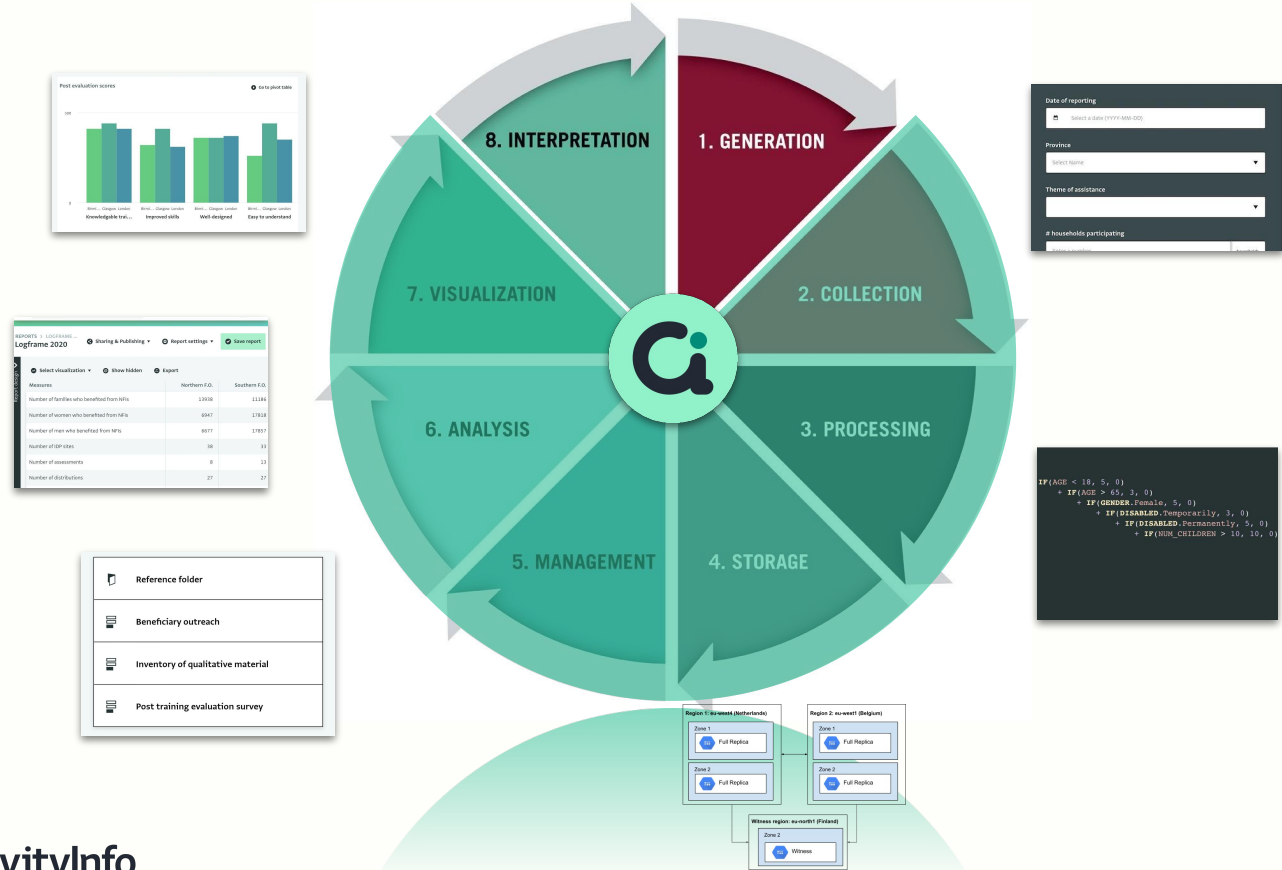
ActivityInfo Users

From Logframe to Database

MEAL plan to Data Model

Data and Data management

14 Nov

28 Nov

20 Nov

5 Dec

Data Model to Database design

Data Analysis and Reporting

ActivityInfo
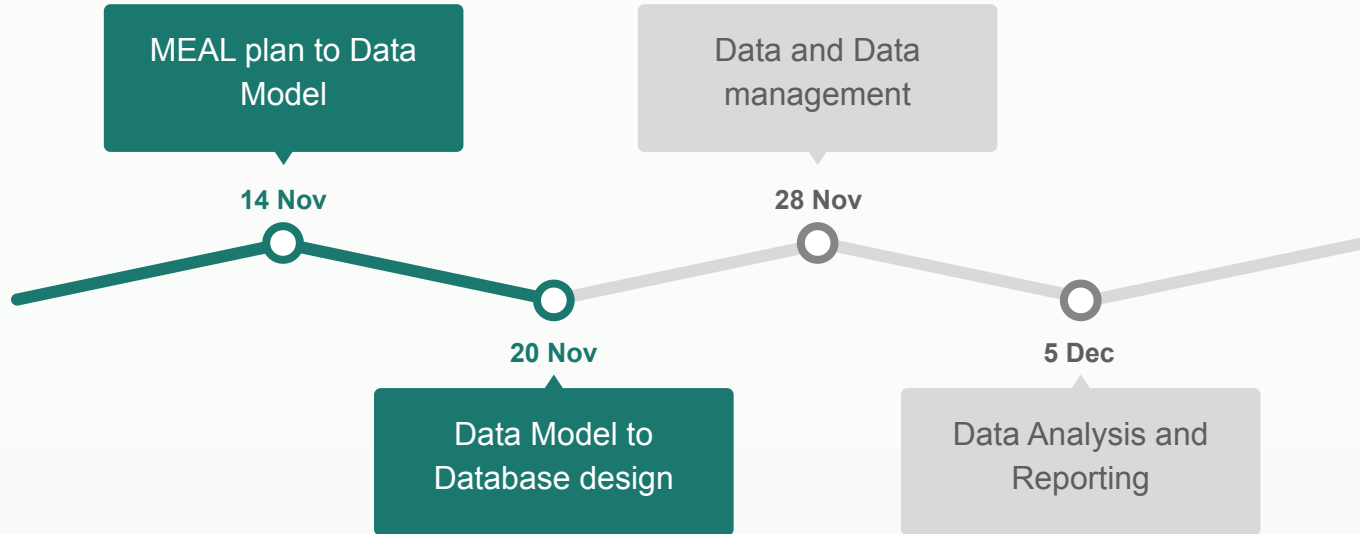
Meet your instructors

Eliza Avgeropoulou
Senior Implementation Specialist
BeDataDriven

Firas El Kurdi
Implementation Specialist
BeDataDriven

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Outline

Overview of the data model from Session #1

Food for Progress Project - USDA

PARTNERS *of the* AMERICAS
Connect • Serve • Change Lives

Who — Developing countries and emerging democracies

What — Modernize and strengthen the agricultural sector

How — Donated agricultural commodities are sold on the local market and the proceeds are used to support agricultural, economic, or infrastructure development programs.

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Overview of MEAL Plan

	Indicators	Calculation	Responsibilities	Data Use
SO 1	Yield of targeted agricultural commodities among program participants with USDA assistance	Yield per hectare=Total Production (PT) / Total Production Units (PU) PT: Metric tons (tm) PU: Hectares (ha) Dis: Farm size, gender, age	Field staff collect shortly after harvest targeting the primary recipient using quantitative surveys Sample based on farm records. MandE specialist responsible for analysis and reporting	Donor reporting on annual basis
IR 1.1	Number of individuals accessing agriculture related financing as a result of USDA assistance	Unique count of individual farmers, cooperatives, suppliers, SMEs access financing (i.e. borrowing in cash or kind, official loans, non borrowing such as leasing	Field staff identify all individuals and organizations and collect basic information. They assess whether participants accessed funding during the reference year via structure questionnaires. MandE specialist responsible for analysis and reporting	Internal Monitoring on monthly basis

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Data Model

Reference data   Collection forms   Reports
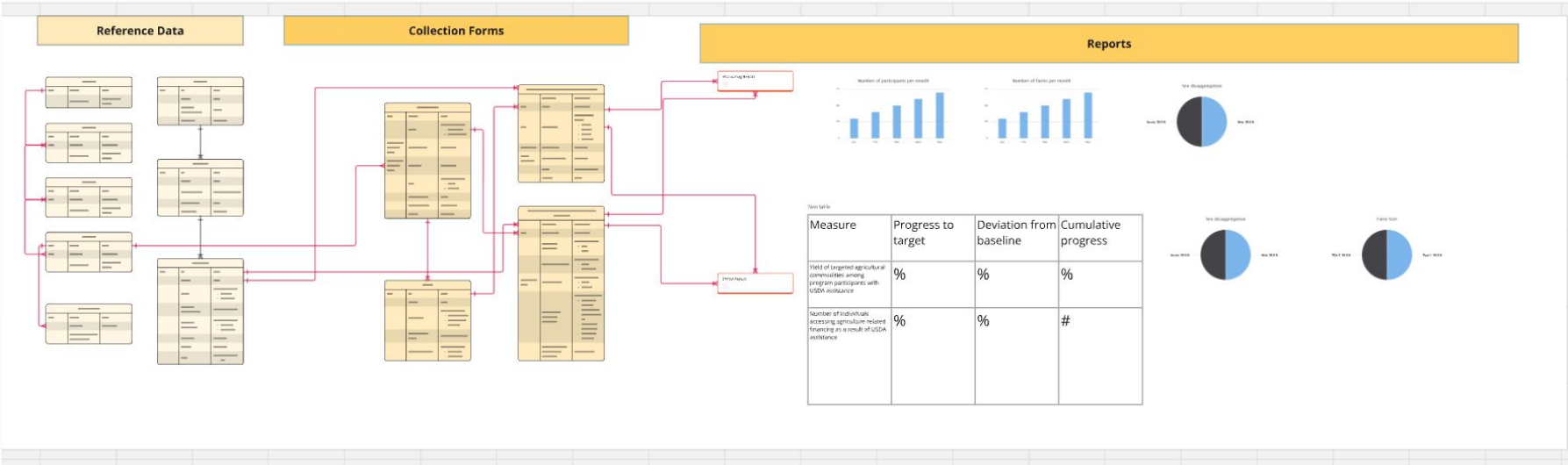
From Data Model to Database: Bridging the Gap

Are we ready to build the database?

Review the Data Model
- ❏   Is the data model complete and reflects all program requirements?
- ❏   Have we identified all entities, relationships, and data flows?
- ❏   Does the data model align with the MEAL plan and indicators?
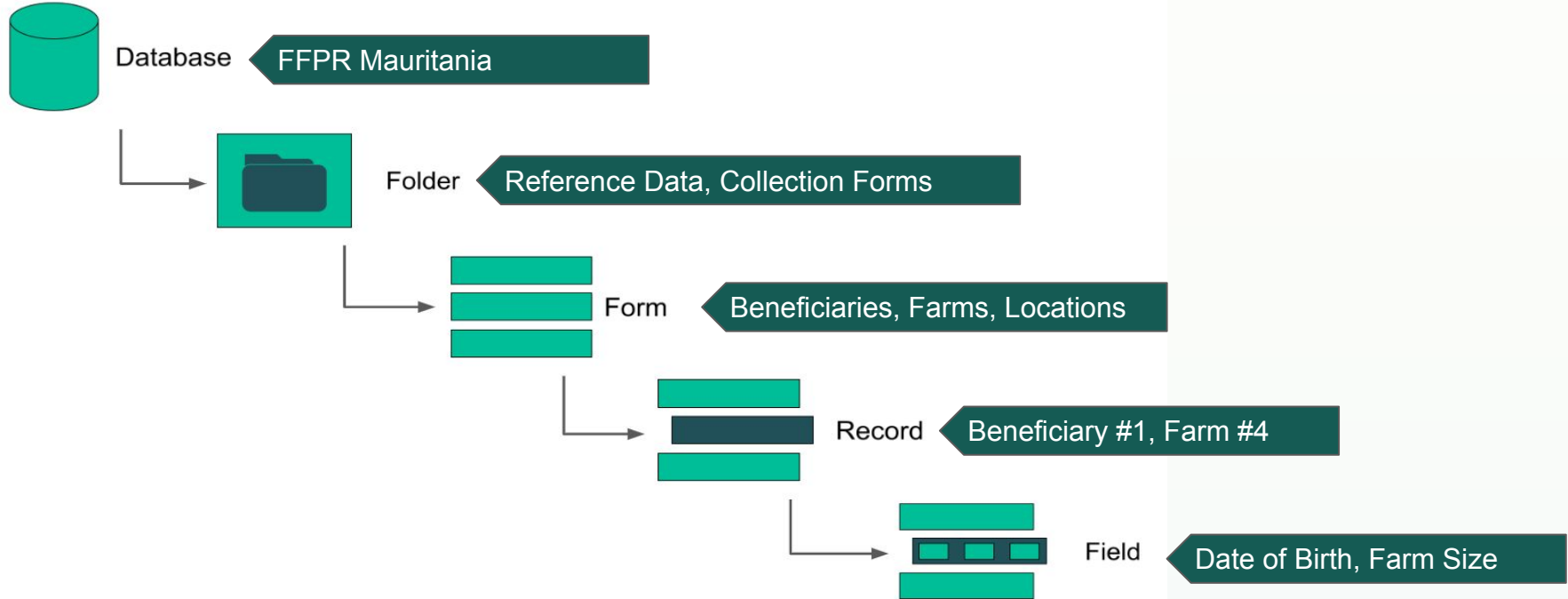
Define Database Structure
- ❏   How will we translate the data model into database forms?
- ❏   Have we identified the necessary fields and their data types?
- ❏   Is the database design scalable and adaptable to future needs?

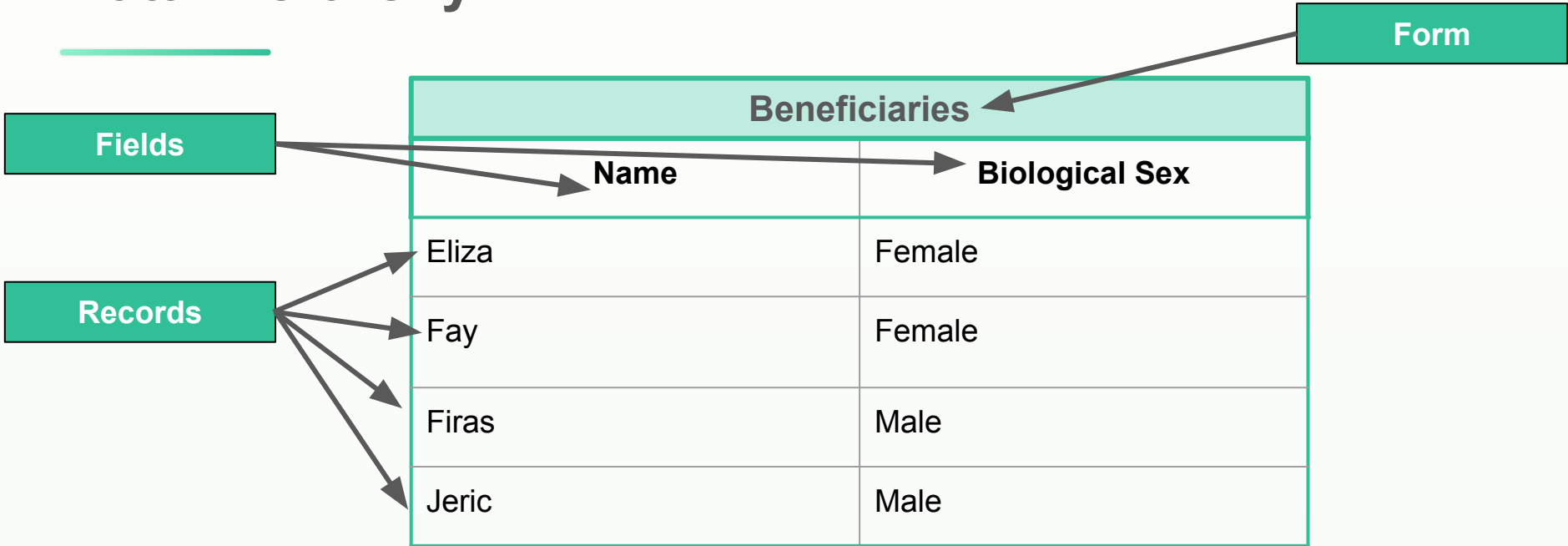**Ensure Data Quality and Compliance**
- ❏   Have we established measures to maintain data integrity?
- ❏   Does the design comply with donor, country, and organizational policies?
- ❏   Are user roles and responsibilities clearly defined?

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Data Hierarchy

Database — FFPR Mauritania

Folder — Reference Data, Collection Forms

Form — Beneficiaries, Farms, Locations

Record — Beneficiary #1, Farm #4

Field — Date of Birth, Farm Size

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Data Hierarchy

Form

Beneficiaries

Name	Biological Sex
Eliza	Female
Fay	Female
Firas	Male
Jeric	Male

Fields

Records

ActivityInfo

Field Type

Select field type

Serial number ●	Quantity ●	Text ●
Multi-line text	Date ●	Week
Fortnight	Month	Single selection ●
Multiple selection ●	Attachments ●	Calculated ●
Subform ●	Reference ●	Multiple reference Beta
Geographic point ●	User	Section header ●
Barcode		Reverse reference ●

Paste field list from spreadsheet
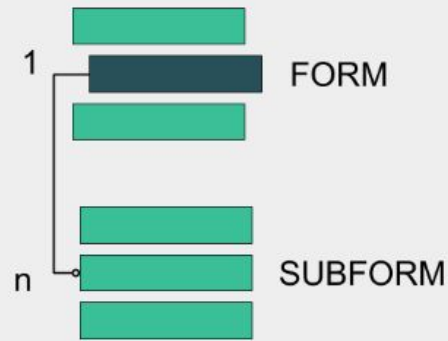
ActivityInfo

18

Reference Forms vs Subforms

Reference Forms

1 — REFERENCE FORM
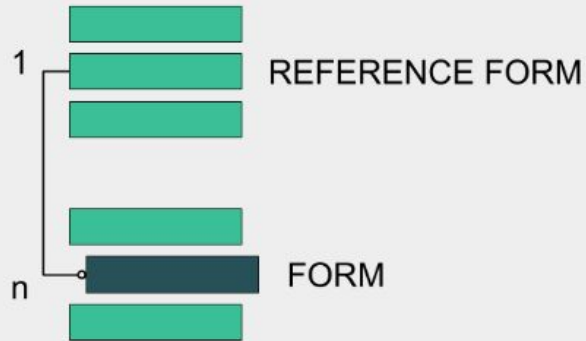
n — FORM

Use Reference Forms when you have standard lists that are to be reused across multiple forms (e.g. locations)

Subforms

1 — FORM

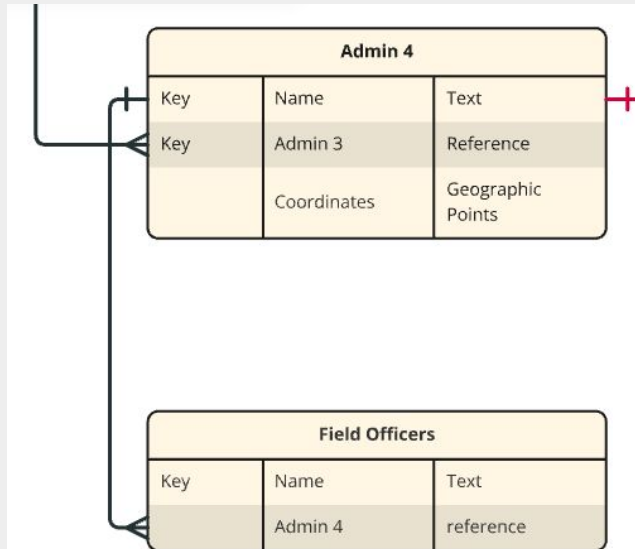n — SUBFORM
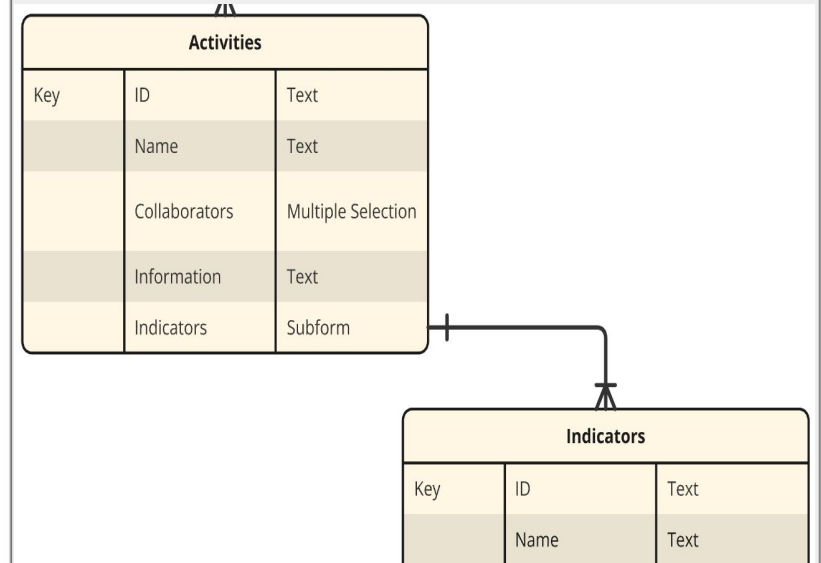
Use Subforms when you need to capture recurring or repetitive information relating to a specific record (e.g. periodic reports)
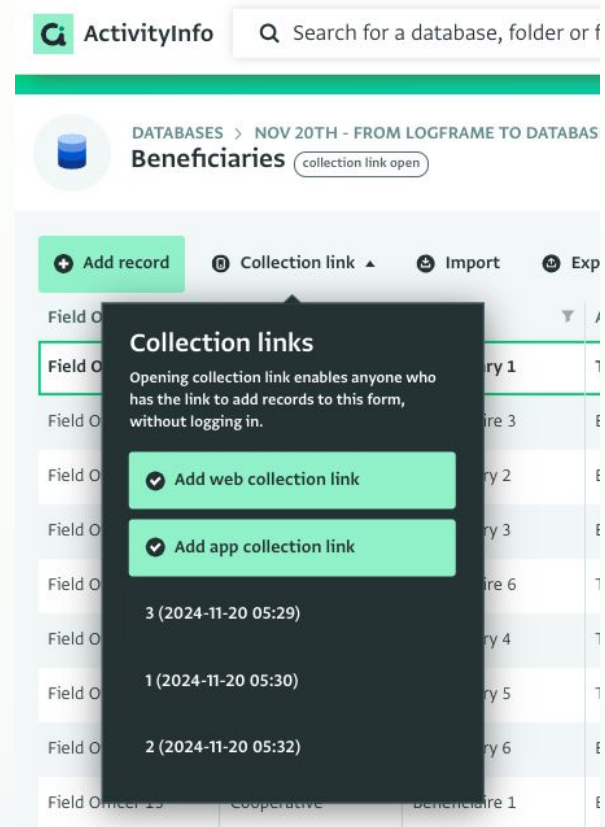
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Reference Forms vs Subforms

How do you want to collect your data?

Collection Links

- **Definition:** Collection Links allow you to collect data from external users without requiring them to have an ActivityInfo account.
- **Purpose:** Facilitate data collection through shareable web links for surveys and forms.
- **Key Features:** Ease of Sharing, Anonymous Submissions, App Collection Links.

How do you want to collect your data?

Offline Mode

- **Definition:** Offline Mode enables users to collect and manage data in ActivityInfo without an internet connection.
- **Purpose:** Allow data collection in remote areas or situations with unreliable connectivity.
- **Key Features:** Local Storage, Data Entry and Review, Automatic Synchronization.

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Implementing Data Quality Measures

Implementing Data Quality Measures

Validation Rules

Skip Logic

Data Quality

Required Fields

Primary Key
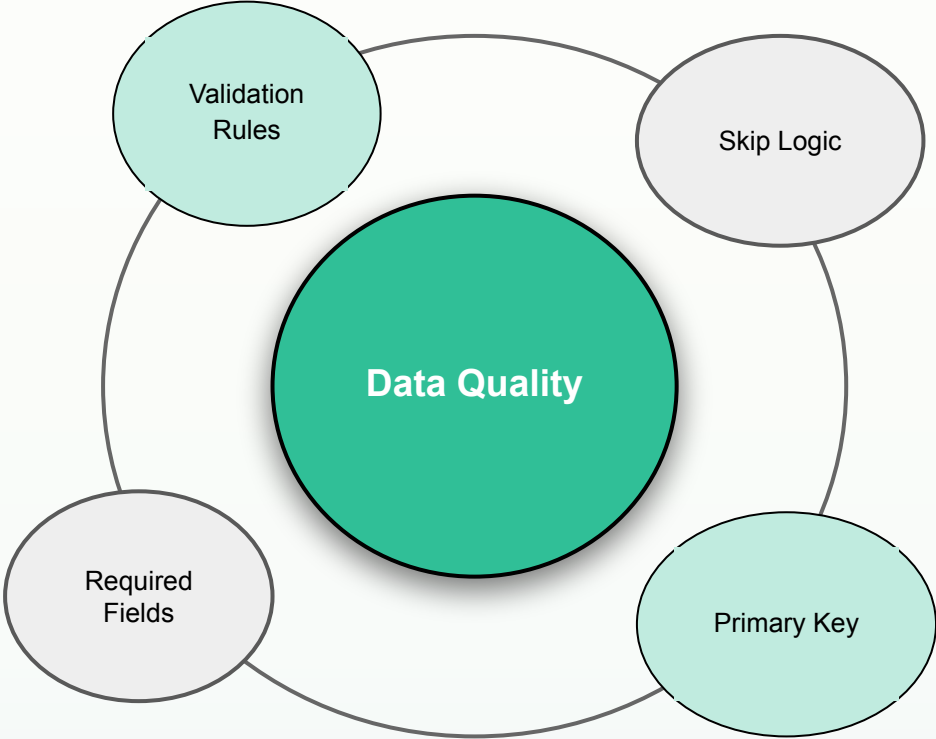
ActivityInfo

Field Settings in ActivityInfo

Settings

- [ ] Key
- [ ] Unique
- [ ] Required
- [ ] Hide from entry
- [ ] Hide in table
- [ ] Set relevance rules
- [ ] Set validation rules
- [ ] Reviewer only
- [ ] Read-only

Beneficiaries	
Name	**Biological Sex**
Eliza	Female
Fay	Female
Firas	Male
Jeric	Male

Key

ActivityInfo

Ensure Data Quality

Validation Rules

- **Definition:** Validation rules restrict what users are allowed to input in a field.
- **Purpose:** Ensure data integrity by preventing invalid data entries.
- **Key Features:** Mandatory Constraints, Customizable Conditions, Error Messaging

ActivityInfo

Ensure Data Quality

Ensure Data Quality

Relevance Rules

- **Definition:** Relevance rules, also known as **skip logic**, determine whether a field is shown during data entry.
- **Purpose:** Streamline data entry by displaying only fields relevant to the user's previous responses.
- **Key Features:** Conditional Visibility, Dynamic Form Behavior, Integration with Required Fields.

DATABASES > DOCUMENTATION > PATIENT RECOR

Import data to existing form

PATIENT RECORD

Match fields & validate fields

SEX Sex	PREGNANT Pregnant
Male	
Male	No
Male	Yes
Female	Yes
Female	No
Female	

ActivityInfo

Live Demonstration in ActivityInfo

Key Messages

- **Translating Data Models into Functional Databases**
  - Reflect your data model accurately to meet program requirements.

- **Ensuring Data Quality is Paramount**
  - Use validation and relevance rules to maintain data integrity.

- **Effective Data Collection Strategies**
  - Leverage tools like collection links and offline modes for efficient data collection.

- **Planning for Scalability and Adaptability**
  - Design flexible and scalable databases to support future growth.

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Upcoming Webinars

Register now

Thursday, November 21 | 15:00 CET - <u>Data Privacy Laws in Monitoring and Evaluation</u>

Thursday, November 28 | 15:00 CET- <u>From LogFrame to Database: Data & Database Management</u>

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Questions?

Follow us:

LinkedIn page: https://www.linkedin.com/showcase/activityinfo/
LinkedIn group: https://www.linkedin.com/groups/5098257/

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Resources

- [Food for Progress Project](#)

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