


# Download Report Software Quick-Reference Guide


## 1 Download Adobe Reader

- Confirm that your computer is Windows XP, Vista, 7, or 8.
- Go to <http://get.adobe.com/br/reader/>
- Click 
- When finished downloading, click the file.
- On the “Do you want to run this file” alert box, click **Run**.
- If asked if you want to allow the program to install software on your computer, click **Yes**.
- In the Adobe Reader Updater Preferences window click **Next**.
- After installation is complete, click **Finish**.
- If you are asked, click **Yes** to reboot (restart) your computer.
- Find Adobe Reader in the Start menu and open it.
- In the terms and conditions window, click **Accept**.

### Setting the Language for Adobe Reader

If your computer is already set to Portuguese and you used the link provided, your Adobe Reader should be in Portuguese. If it is not, go to <http://get.adobe.com/br/reader/otherversions/> to choose the right version and language.

## 2 Download Tableau Reader

- Confirm that your computer is Windows XP, Vista, 7, or 8.
- Go to [www.tableausoftware.com/pt-br/products/reader](http://www.tableausoftware.com/pt-br/products/reader).
- Click 
- When finished downloading, click the file.
- On the “Do you want to run this file” alert box, click **Run**.
- Accept the terms and conditions in the next window by checking the box and clicking **Install**.
- If asked if you want to allow the program to install software on your computer, click **Yes**.
- After installation, Tableau will open automatically.

## 3 Set the language in Tableau

- After installation, Tableau Reader will open automatically.
- On the top toolbar go to **Help > Choose language**.
- Select **Português**.
- The language is now set.

# Monthly Report PDF Quick-Reference Guide

## Important to Remember:

- ★ Data must for the prior month's distribution must be entered **by the 15th of the month** to be included in reports.
- ★ Reports will be emailed to field coordinators and provincial supervisors around the 20th of the month.

## 1 Open the PDF Report

- Go into your email and find the message with the monthly report.
- Double click on the PDF attachment to open it in Adobe Reader. You can also right-click on the file, choose "Open with" and then select Adobe Reader.
- The report will open in Adobe Reader.

### Having trouble opening the report?

If your Adobe Reader software is not up to date you may have issues opening PDFs. Visit <http://get.adobe.com/br/reader/> to download the latest version.

## 2 Understanding the Report

This report shows the monthly data that has been collected for all facilities in your province. There are different graphs and tables that display the data.

### Page 1 – Monthly Summary Report (most recent month reported)

This page shows an overview for all the data collected for the most recently reported month. It gives information on both vaccine supply chain (e.g. number of stockouts) and health service delivery (e.g. number of children vaccinated).

In the **Delivery Interval** section it also gives information on how often the HU's were visited. These numbers show the average number of days that passed in between FC visits to the HU's. The ideal is 0-33 days.

### Page 2 – Cold Chain Status Report (last 6 months reported)

This page gives information on the refrigerators at the HU's. The section **Non-Working Refrigerators** is important because it specifies nonworking refrigerators at each HU.

The graph at the left shows the percentage of working refrigerators at the HU's. The ideal 95% working. The blue line shows actual data and the dashed black line is the trend line.

### Page 3 – Vaccines Distribution Report (last 6 months reported)

The **HU's Visited and Data Reported** graph shows the percentage of health units that reported and the percentage of those that were also visited. If only one line appears it means that the percentages are the same.

The **Delivery Intervals** graph is a stacked bar chart that shows the delivery intervals for the province for the past 8 months. The ideal is having a large portion of 0-33 Days in each bar and a very small portion of the other amounts.

The **Last Data Update Time** indicates the last time that data was pulled from SELV and incorporated into the report.

## 3 Print the PDF Report

In addition to the electronic version, you may want a paper version of the report for your records.

- With the report open in Adobe Reader, click on **File** in the top toolbar.
- Select **Print**.
- Choose your printing settings and then click **Print**.

# Tableau Monthly Report Quick-Reference Guide

## Important to Remember:

- ★ Data must for the prior month's distribution must be entered **by the 15th of the month** to be included in reports.
- ★ Reports will be emailed to field coordinators and provincial supervisors around the 20th of the month.

## 1 Open the Tableau Report

- Go into your email and find the message from your provincial supervisor with the monthly report.
- Double click on the Tableau attachment to open it. (This file will end in .twbx) You can also right-click on the file, choose "Open with" and then select Tableau Reader.
- The report will open in Tableau Reader.

### Can't Open Tableau Report?

Make sure you have the most recent version of Tableau Reader downloaded. Periodically Tableau releases new version updates. you have to have the latest version to read files. Go to [www.tableausoftware.com/pt-br/products/reader](http://www.tableausoftware.com/pt-br/products/reader) for the latest version.

## 2 Report Tab Overview

Each Tableau workbook report will have multiple tabs that portray different types of information.

The three main tabs that you will be using are Tabs 1, 2, and 3. These show the same type of information that is on pages 1, 2, and 3 of the PDF report. Unlike the PDF report though, this data is both interactive and more detailed. The "D" on tabs 6-11 stands for Detailed, which means these tabs provide the most in-depth information in those categories. See below for more on each of the tabs.

#	Tab Name	Data Portrayed
1	Relatório de Síntese Mensal	Monthly summary for all data entered for the most recent month reported.
2	Relatório de Estado de Cadeia de Frio	Refrigerator data by time period and geography, including list of nonworking refrigerators.
3	Relatório de Distribuição de Vacinas	Vaccine data by time period and geography, including #HU's visited & reporting, delivery intervals, stock-outs, and reasons for no visit.
4	D Dados Visitadas	Detailed view of HU visited and reporting data, filtered by time period and geography.
5	D Intervalos de Entregas (Dias)	Detailed view of delivery interval data, filtered by time period & geography.
6	D Ruptura de Stock	Detailed view of stock-outs data, filtered by time period and geography.
7	D Material Entregue (raw numbers)	Detailed view of supply delivery data, filtered by time period and geography.
8	D Material Entregue (percentage)	Detailed view of supply delivery data, filtered by time period and geography.
9	D Relatório PAV: Crianças	Detailed view of child immunization coverage data by vaccine, filtered by time period and geography.
10	D Taxa de Desperdício, frascos abertos	Detailed view of wastage data for open vaccine vials, filtered by time period and geography.
11	D Taxa de Desperdício, frascos fechados	Detailed view of wastage data for closed vaccine vials, filtered by time period and geography.
12	Mapa de desempenho distrital	Map showing each district's performance in aggregation of visits, delivery intervals, and stock-outs, filtered by time period and geography.
13	Mapa de desempenho de US	Map showing each facility's performance in aggregation of visits, delivery intervals, and stock-outs, filtered by time period and geography.

### Navigation Tip

Use the left and right arrow buttons in the bottom righthand corner of the Tableau worksheet window to scroll sideways to see more tabs.



# Tableau Monthly Report Quick-Reference Guide

## 3 Using Tableau to View Report

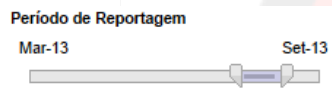
Tableau is designed to provide the user with options of what data to view. To see the information you need, use these Tableau tools:

### A. Report tabs

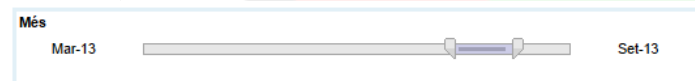
The report is organized into tabs that appear at the bottom of the window. Click on a tab to see the information in that category.

### B. Set time-window

To see data from a specific time period you can use the sliding bar time selector. It appears in the top righthand corner of most of the tab windows. When you adjust the time period with the sliders the data will automatically update to reflect your selection. Examples from tabs:



or



#### Important Tip: Time Selector Slide Tool

The first month of the time period you select on the slide will not be included in the data. To get around this, always select one month previous to the actual period that you want. For example, to see data from July 2013 to Dec 2013 select June 2013 – Dec 2013 on the slide tool.

### C. Filtering data

This report provides many different filtering options through the use of drop-down menus and checkboxes. These include filters for Month, Province, Delivery Zone, District, and Facility.

**Example 1:** Say you are a FC for Maputo and want to see the monthly summary report data for December 2013 for Centro Maputo, all districts and facilities. On the Monthly Summary Report tab use the drop-down menus to choose:

*Period:* **December 2013**  
*Delivery Zone:* **Centro Maputo**  
*District:* (All)  
*Facility:* (All)

**Example 2:** Say you are a FC for Maputo and want to see the stockouts data just for the Mahubo HU from Sep 2013 – Dec 2013. On the D Stock Outs by Product tab use the slide tool to select:

*Month:* **Aug 2013 - Dec 2013** (Note: see Time Selector Tip at left)  
*Delivery Zone:* uncheck (All), check **Sul Maputo**  
*District:* uncheck (All), check **Boane**  
*Facility:* uncheck (All), check **Mahubo**

#### Filtering Tip:

If you have filtered any data from (All) to a more specific selection, you need to reselect (All) for all lower-level filters before changing a higher filter. For example, change the facilities filter to (All) before readjusting the district filter, change zone to (All) before readjusting the delivery zone filter, etc.

# Tableau Monthly Report Quick-Reference Guide

## 3 Using Tableau to View Report (cont)

Tableau is designed to provide the user with options of what data to view. To see the information you need, use these Tableau tools:

### D. Drill-down into data

Another feature is the data drill-down, which allows allows you to toggle through the hierarchical organization of geographical regions to see either specific or general data. With it you can expand viewable data for *Province*, *Delivery Zone*, and *District*.

Drill-down is available on all tabs that begin with the initial “D” (e.g. D Data Visited). To drill down:

- Hover your cursor above the geographical category you wish to expand or contract.
- Either a small plus sign button (expand) or minus button (collapse) will appear. This depends on whether the category is already expanded or not.
- Click the button to toggle through the drill down.

**Example:** Say you are a FC for Maputo and want to compare the wastage rates between the HU’s in Centro Maputo, Matola district for July and August of 2013. On the D Wastage tab set the slide bar to **June 2013 – Aug 2013**. Then hover your cursor above the **Province** column and click the plus button that appears.

Month, Year of period_start_date	Provincia
Julho de 2013	Maputo
Agosto de 2013	Maputo

Now you will see the rates for each of the individual zones. Hover above **Delivery Zone** and click the plus button to expand to see the districts.

Month, Year of period_start_date	Provincia	Zona Entrega
Julho de 2013	Maputo	Centro Maputo
		Norte Maputo
		Sul Maputo
Agosto de 2013	Maputo	Centro Maputo
		Norte Maputo
		Sul Maputo

Hover above **District** and click the plus button to expand to see facilities. To collapse the view just hover again and click the minus button.

Month, Year o.	Provincia	Zona de Entre.	Distrit.	Nº de US.	Waste - ..	Waste - B.	Waste - P.	Waste - P.	Waste - P.	Waste - T.		
Julho de 2013	Maputo	Centro Maputo	Matola	12	50%	61%	-4%	-805%	5%	2%		
			Moamba	8	82%	89%	5%	-884%	10%	11%		
			Norte Maputo	Magude	7	78%	86%	5%	-831%	15%	1%	
				Manhica	12	67%	86%	22%	-844%	-14%	2%	
			Sul Maputo	Marracuene	8	71%	83%	0%	-853%	6%	1%	
				Boane	11	64%	84%	-28%	-778%	6%	8%	
		Agosto de 2013	Maputo	Centro Maputo	Matola	13	33%	62%	-49%	-830%	7%	1%
					Moamba	9	79%	89%	8%	-856%	12%	5%
				Norte Maputo	Magude	7	66%	84%	8%	-872%	18%	3%
					Manhica	12	65%	87%	26%	-880%	5%	4%
				Sul Maputo	Marracuene	8	62%	86%	16%	-788%	6%	1%
					Boane	11	74%	85%	4%	-838%	8%	4%
			Mattitune	13	85%	93%	14%	-756%	18%	8%		
			Namahacha	7	79%	92%	14%	-807%	7%	8%		

### E. Print

To print the entire Tableau report:

- Go to **File > Print**.
- Make sure “Pasta de trabalho inteira” “Entire Workbook” is selected for Print Range.
- Click **OK**.

To print a specific report tab:

- Open the tab you want.
- Go to **Arquivo (File) > Imprimir (Print)**
- Select “Planhila ativa” “Active Sheet” for Print Range.
- Click **OK**.

### F. Export data to Excel

You can export Tableau report data to Excel for each tab. To export:

- Open the tab you want to export. **Note:** This only works for the “D” (Detailed) tabs (6-11).
- Go to **Planilha (Worksheet) > Exportar > Tabela de referência cruzada para Excel (Crosstab to Excel)**.
- Excel will open automatically and create a new workbook with the data from the Tableau tab.

# Tableau Monthly Report Quick-Reference Guide

## 4 Understanding Report Tabs

There are three main tabs that are important to understand. These portray the same information that is on the PDF report but they allow for a more interactive understanding of the data.

### Tab 1: Monthly Summary Report

This tab shows an overview for all the data collected for each month. It gives information on both vaccine supply chain (e.g. number of stockouts) and health service delivery (e.g. number of children vaccinated). Use the Period drop-down menu to select the month you wish to view. Use the other drop-down menus to filter geographically as needed.

*Pay special attention to:*

#### Delivery Intervals

This section gives information on how many days passed between HU visits. The ideal is 0-33 days, meaning that the HU were visited more frequently and more on schedule. Ideally the number for "0-33 Days %" is as close as possible to 100%.

#### Health Unit Sync Status

This status bar shows how many HU's have been synced into the data for the filters selected. The number under No is how many HU's have not been fully synced into the currently viewed data. The number under Yes is how many have been fully synced and are contributing to the data being viewed. If only the Yes appears it means that 100% of the HU's for the selected filter have been synced. These numbers will readjust whenever you change the filters on the page.

	Não	Sim
US status de sincronização	94	360

#### Last Data Update Time

This table indicates the last time that data was pulled from SELV and incorporated into the report.

última vez atualização de dados: 15-04-2014  
12:30:21

### Tab 2: Cold Chain Status Report

This tab gives information on the refrigerators at the HU's. Use the dropdown menu to select the province and the sliding time scale to pick a time period.

*Pay special attention to:*

#### Non-Working Refrigerators

This section is important because it specifies nonworking refrigerators at each HU. You can see the facility name, the brand/model of the refrigerator and the current problem.

#### Functioning Refrigerators

The graph at the left shows the percentage of working refrigerators at the HU's. The ideal 95% working. The blue line shows actual data and the dashed black line is the trend line. If you click on the blue line you can see specific data values for the % Functioning Refrigerators for each month within the period you selected.

# Tableau Monthly Report Quick-Reference Guide

## 4 Understanding Report Tabs (continued)

There are three main tabs that are important to understand. These portray the same information that is on the PDF report but they allow for a more interactive understanding of the data.

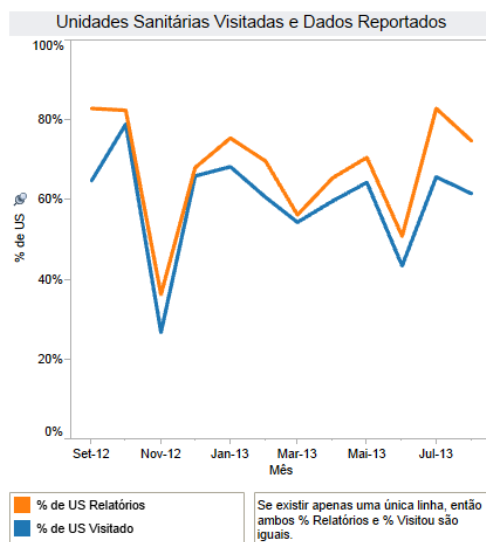
### Tab 3: Relatório de Distribuição de Vacinas

This tab gives information on HU's visited and reported, Delivery intervals, Stockouts, and No Visit Reasons. Use the drop-down menu to select a province and sliding bar scale to select a time period. Clicking on the graphs on this page will take you to the detailed sheet for that specific data. To return to the graph click the **Vaccines Distribution Report** at the bottom of the workbook.

*Pay special attention to:*

#### Health Units Visited and Data Reported

This graph shows the percentage of health units that reported and the percentage of those that were also visited. If only one line appears it means that the percentages are the same.



#### Delivery Intervals

This stacked bar chart that shows the delivery intervals for the province for the past 8 months. The ideal is having a large portion of 0-33 Days in each bar and a very small portion of the other amounts.

