SELV Quick-Reference Guide

1 Log into SELV *(online)*

- Go online and go to www.selv.villagereach.org.
- Enter your username and password.
- Click **Login.**

What web browser to use?
SELV works best with the Firefox web browser. Make sure you use Firefox to access the SELV website.

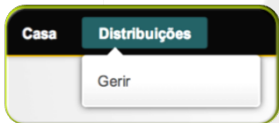## 2 Initiate a distribution *(online)*

- Go to **Distributions > Manage.**
- Select the Zone, Program, and Month.

> The month is whatever day you left for distribution. (For example, leaving 31 August = August; leaving 1 September = September.)

- Click **Initiate Distribution.**

What does Initiate a Distribution mean?

When you "initiate a distribution" on SELV, it means you are downloading a digital form specific to that zone, program, and month to your computer.

Casa | Distribuições
Gerir

➡ Iniciar Distribuição

3 Go into offline mode

Disconnect your computer from the Internet but do not close your browser window.
You are now ready to record data for your distributions in offline mode.

What can I do in online & offline mode?

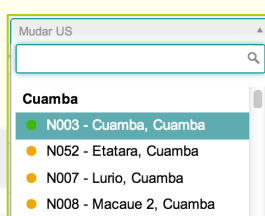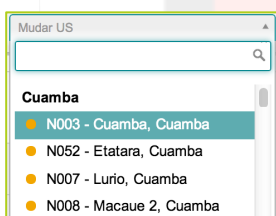| Task	Online	Offline
View load amounts	✓	✗
Initiate Distribution	✓	✗
Record data	✓	✓
Synchronize distribution	✓	✗

4 Record data *(offline)*

Select the distribution
- From the Initiated Distributions list, find the distribution you want to record data for.
- Click **Registro de Dados.**

Enter facility data
- Use the drop-down menu to chose a facility.
- Begin entering data for the fields in each tab.
- Once data entry is complete, the status color dot on the drop-down menu will turn green.

NR versus 0 (zero): When do I use NR?

NR stands for No Record. If a health center's EPI inventory has completely run out (stockout), then the correct input is 0. If a health center's EPI inventory is unknown, the correct input is NR.

Mudar US
Cuamba
● N003 - Cuamba, Cuamba
● N052 - Etatara, Cuamba
● N007 - Lurio, Cuamba
● N008 - Macaue 2, Cuamba

➡

Mudar US
Cuamba
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5 Go into online mode

- Connect your computer to the Internet.
- Click the **Go Online** button.

6 Synch the data *(online)*

- Go to **Distributions > Manage** and find the distribution you were working on.
- Click **Sync.** Only completed facilities can be synchronized.
- Now, when you click **Record Data** and look at the drop-down menu, all successfully synchronized facilities will have a **blue** status color dot.

7 Record more data *(offline)*

Anytime you need to enter more data:
- Open Firefox web browser.
- Go to https://selv.villagereach.org/public/pages/index.html
- Go to **Distributions > Manage.**
- Find the distribution and click **Record Data.**
- Enter facility data.

8 Finalize the distribution *(online)*

Once data is entered for all facilities (they are green, blue, or gray) you can finalize the distribution.

- Go into online mode. (Connect to Internet, click **Go Online**.)
- Go to **Distributions > Manage.**
- Find the distribution in the list and click **Record Data.**
- Use the drop-down menu to check that every facility has either a **green** or **blue** status color.
- Go back to **Distributions > Manage.**
- Click **Sync** for the distribution.
- After synchronization, make sure the distribution says Estado: SYNCED.

Sul Niassa	Vacinas	Março-2013	SYNCED	Registro de Dados

Facility not visited?

- Select the most appropriate No Visit reason.
- If you have routine data, enter it in the Full Coverage, Child Coverage, and Adult Coverage tabs.
- If you don't have routine data, click **Apply NR to all fields** on each of the Full Coverage, Child Coverage, and Adult Coverage tabs.

What do the color status dots mean?

All tabs and drop-down menu facilities have color status dots. Here are their meanings, explanation, and where you will find them.

	Meaning	Explanation	Tab	Drop down
🔴	Not started	No data has been entered	✓	✓
🟠	Partially completed	Only some data has been entered	✓	✓
🟢	Completed	All data has been entered but has not yet been synched	✓	✓
🔵	Synced	All data has been synched	✗	✓
⚪	Already synced	This data has been synched by another user	✗	✓

Enter data for EVERY FACILITY

You must enter data for every facility for every monthly distribution, even if:
- You didn't visit the facility
- You don't have routine data
- The facility is not part of the DLS
- The distribution was late or cancelled

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