

SELV User Manual

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Introduction

What is SELV?

SELV stands for Sistema Electrónico de Logística de Vacinas. It is a data management system designed specifically to help with tracking the process of vaccine distribution and use in Mozambique. SELV is based on OpenLMIS, an open-source software platform developed through a partnership of organizations working internationally to address logistics challenges.

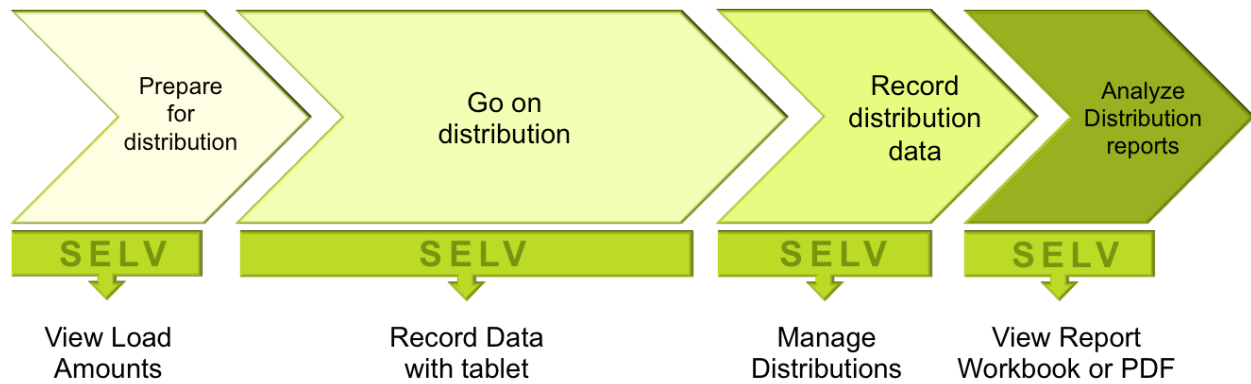
SELV is unique in that it is a web-based system that can also be used offline. It can be accessed on any computer or tablet that has Firefox web browser installed.

SELV is replacing vrMIS, the system previously used to support field coordinator data reporting.

What is SELV designed to do?

SELV was created to support Field Coordinators in their responsibilities of distributing, tracking, and reporting vaccines. Each step in the distribution process is supported by a different part of SELV.

As you (a Field Coordinator) prepare for your delivery, SELV provides information on how many and what types of vaccines you will need to take on distribution. During your distribution, SELV can be used on a tablet to immediately record information on facility vaccine supply and status. After the distribution is complete, SELV provides a simple way to enter data on a PC directly to the server without a need for the sending of paper forms.



Note that the tablet-based version of SELV will not initially be rolled out nation-wide. Tablets will be tested and, if found to be useful, will be launched in all provinces.

How is SELV different from vrMIS?

The functionality of SELV and vrMIS are very similar, but there are some key differences you need to know:

SELV	vrMIS
You will have your own user account	Shared user accounts
Graphical and Textual reports available in Tableau workbook	Text Reports included in Website
Must enter “Visited” or “Not Visited” for EVERY FACILITY when entering data for a delivery zone	Leave the facility blank when no data was collected
To enter facility data, you must “initiate” a distribution for a particular month and delivery zone	Distributions automatically available for entering data
Can’t view data after it has been synchronized	Able to view data you or others have entered after it has been synchronized
Visit Info and Observations on a single tab	Separate visit info and Observations tabs
Can indicate data for an entire tab was Not Recorded	Could only indicate N/R at the field level
Add the refrigerator to the system only once. For all subsequent months, just enter the data about the refrigerator’s temperature	Enter the refrigerator brand and data every month

SELV Concepts

SELV Tasks

SELV was designed with several specific tasks in mind that directly support the work of field coordinators. As mentioned earlier, SELV also allows users to perform some of these important tasks while not connected to the Internet. See the table below for descriptions of the main tasks possible in SELV, the concept behind each task process, and in what modes (online or offline) the task can be completed.

Task	Description	Online Mode	Offline Mode
View Load Amounts	Before going on a delivery, you will want to know how much of each vaccine to take with you. View Load Amounts allows you to select the specifics of the distribution and calculate EPI supplies needed.	✓	✗
Initiate a Distribution	Initiating a distribution is the first step in the process of recording data. It provides the correct facilities template for each distribution zone. No data can be recorded for a distribution until it is initiated in the system.	✓	✗
See Initiated Distributions	Once a distribution has been initiated by any user on your computer, you will be able to see it in the “Initiated Distributions” list.	✓	✓
Record Data	Recording data is the main purpose of SELV. This is when you enter all the information collected for each facility on a distribution.	✓	✓
Synchronize a Distribution	Synchronizing a distribution means that all data entered for facilities within an initiated distribution will be fully saved into the server.	✓	✗
Delete a Distribution	Deleting a distribution is not a necessary step. It is meant to help clear out completely synchronized distributions.	✓	✓

Accessing the SELV Website

Accessing the SELV website is the first step in using SELV. The site is accessible in both online and offline mode:

Online mode:

If it is your first time ever logging into SELV, or if you need to start entering data for a distribution, or sync data for a distribution, see *Accessing SELV in Online Mode* (page 5).

Offline mode:

If you would like to re-open SELV while offline to add data to a distribution you have already started working on, see *Accessing SELV in Offline Mode* (page 8).

Accessing SELV in Online Mode

You will want to access the SELV website in online mode if you need to log in, initiate a distribution, or synch a distribution.

Step-by-step guide

1. Make sure your computer is connected to the Internet.
2. Open Firefox web browser. Make sure your browser is not in private browsing mode.
3. Go to <http://selv.villagereach.org>. You should arrive at the login page with the large SELV icon.




4. In the upper right-hand corner, click on the language you prefer to view the website in.

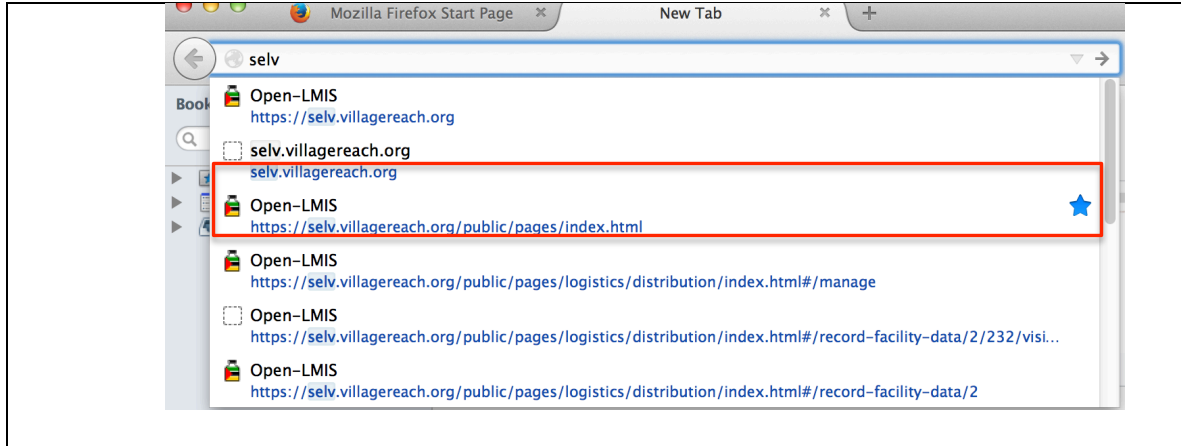
5. Enter your username and password and click **Sign In**.
6. You will now be at the SELV home landing page.
7. Bookmark this home page (not the login page) so that you have an easy way to return to SELV if you close the browser. You can use this bookmark to get back to SELV in both online and offline mode. See Tips and Tricks below for how to bookmark the page.
8. From this page you can navigate to Distributions, change the language, or logout.



9. Continue to Initiating a Distribution to begin the reporting process.

Tips and Tricks:

- Are you not seeing the login page? Check to make sure you have an active Internet connection.
- To bookmark the SELV homepage in Firefox:
 1. Make sure you are on the SELV homepage.
(<https://selv.villagereach.org/public/pages/index.html>)
 2. Click the star button in the top righthand toolbar to bookmark the page. It will turn blue once you click it. 
 3. To get to your bookmarked page, begin typing “selv” or “Open-LMIS” into the URL bar. You will see several different options for URLs appear in the drop-down. Click the one with the blue star next to it. This will take you to the correct SELV page.



Login Credentials

Your login credentials have already been given to you by SELV administrators. Each user has a unique username and password that they use to access the site. If you forget your password, contact your VillageReach system administrator. If you click the “Forgot Password?” link on the homepage and enter your username, a message will automatically be sent to the system administrator letting them know you need help.

Your Username: _____
Your Password: _____

Sistema Eletrónico de Logística de Vacinas português | [English](#)

Entrar

Nome de Usuário

Senha

Entre

[Esqueceu sua senha?](#)

Accessing SELV in Offline Mode

You will want to access SELV in offline mode if you do not want to be connected to the Internet but still wish to view or record data for initiated distributions. For more information on what can be done in offline mode, see *SELV Tasks* (page 4).

Note: Accessing SELV in offline mode is only possible if you have not logged out since logging in with your username and password. Closing the window and the browser will not log you out, but clicking “Log out” will.

Step-by-step guide

1. Make sure you are not connected to the Internet.
2. Open Firefox web browser.
3. In the URL bar, begin typing "selv". Click on the URL with the blue star next to it. (If you do not have the homepage bookmarked you need to type in the URL <https://selv.villagereach.org/public/pages/index.html>)
4. Even though you are not connected to the Internet, the browser will bring up the cached SELV homepage. You do not need to log in.



5. Continue to Recording Distribution Data to begin inputting data for initiated distributions while in offline mode. If you wish to switch to online mode, see **Go Into Online Mode** (page 10).

Understanding Online and Offline Mode

Online and Offline Functionalities

SELV allows you to complete certain tasks in online or offline mode. For more on which tasks can be completed in which mode, see the previous SELV Tasks table in SELV Tasks.

Switching Between Offline and Online Modes

Go Into Offline Mode

If you have already initiated the distribution, you may continue on to record data for that distribution while in offline mode. *For more information on tasks that can be completed offline, see SELV Tasks.*

Step-by-step guide

1. Disconnect your computer from the Internet.
2. Click **Home**.
3. You should now see the button **Go Online (Conecte-se à Internet)** in the upper right-hand corner of the page (but do not click it). If you can see the button it means you are now successfully working in offline mode.

Conecte-se à Internet

4. Continue to **Recording Distribution Data** to begin recording data while in offline mode. To go back into online mode, see **Go Into Online Mode** (page 10).

Go Into Online Mode

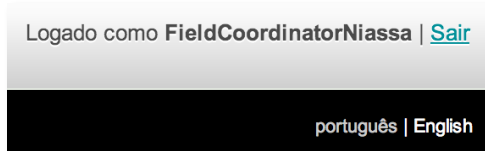
Going into online mode is essential for key tasks within SELV, including initiating distributions and synching distributions. This tutorial will describe how to switch from offline to online mode. *For more information on functionalities in online mode, see **Online and Offline Functionalities** (page 10).*

Step-by-step guide: Go Into Online Mode

1. Connect your computer to the Internet.
2. If you are already on a SELV page, click the **Go Online** button in the top right-hand corner.

Conecte-se à Internet

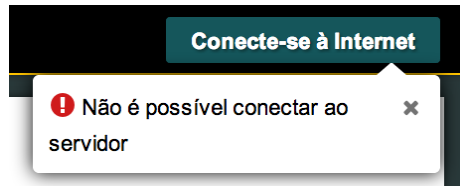
3. If you not already on a SELV page, follow the instructions on *Accessing the SELV Website* (page 5).
4. Once you have successfully switched into online mode, you will see the language and logout options in the top right-hand corner of the window instead of the Go Online button.



You may now perform tasks that require you to be in online mode, such as *Initiating a Distribution* (page 12).

Tips and Tricks:

If you click the Go Online button and you get the error message "Unable to connect to the server," it means that your computer is not connected to the Internet.



Try to reconnect your computer and then click the button again. If your computer is successfully connected to the Internet and you still get the error message, please contact the SELV admin.

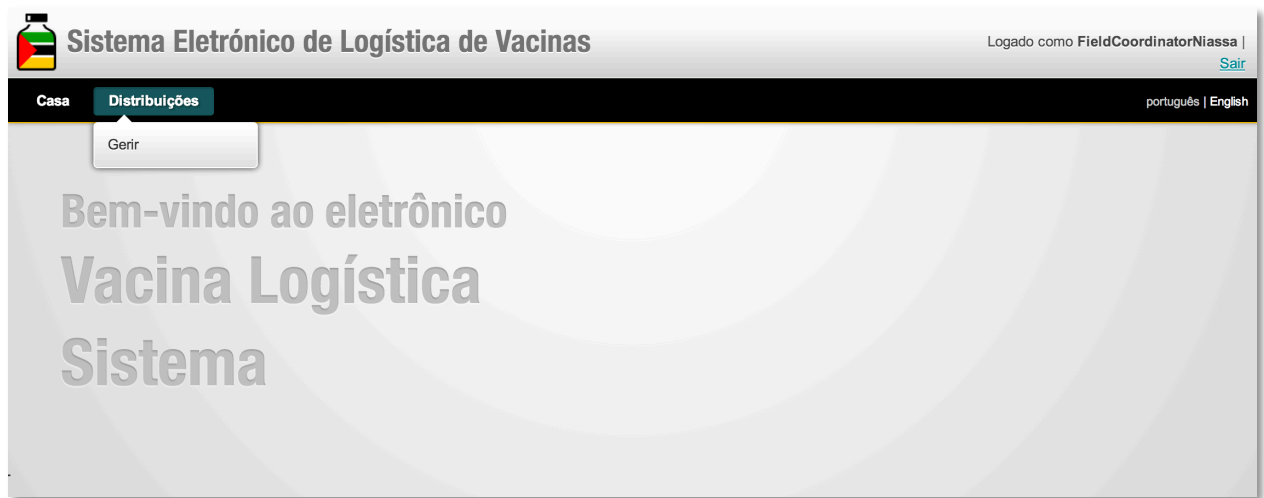
Initiating Distributions

Initiating a distribution is a necessary step in entering reported data and can only be done in online mode. Once a distribution has been initiated, you can enter data in either online or offline mode.

Initiate a Distribution

Step-by-step guide

1. From the SELV home screen after login, click **Distributions** and select **Manage**.



2. From the available dropdown menus, select the **Delivery Zone**, **Program**, and **Month** for the distribution you would like to initiate.

Sistema Eletrónico de Logística de Vacinas | Logado como FieldCoordinatorNiassa | [Sair](#)

Casa **Distribuições** | português | English

Gerenciar uma Distribuição

Zona de entrega
- Selecione a Zona de entrega -

Programa
- Não Atribuído -

Período
- Não Atribuído -

[Ver valores de carga](#) [Iniciar Distribuição](#)

Distribuições iniciadas

Não distribuições em cache

- Once you have made your selections, click **Initiate Distribution**.
- If initiating the distribution was successful, the distribution will appear in the "Initiated Distributions" list at the bottom of the page.

Período
Março-2013

[Ver valores de carga](#) [Iniciar Distribuição](#)

Distribuições iniciadas

Zona de entrega	Programa	Período	Estado
Norte Niassa	Vacinas	Março-2013	INITIATED

[Registro de Dados](#) [Sincronize](#)

- The distribution has now been cached and will be available to the user for data entry in both online and offline mode.
- (Optional)** If you wish to continue on in offline mode, see *Go Into Offline Mode* (page 10).
- Continue to *Recording Distribution Data* (page 15) for instructions on entering data for your initiated distributions.

Tips and Tricks:

- In Step 2 above you are asked to select the month, which is the month of the distribution. The distribution month is the month during which you started the distribution, even if it was at the very end or very beginning of the month. For example, if you left on August 31st, it is an August distribution. If you left on September 1st, it is a September distribution.
- All distributions that have been successfully initiated on your computer will be visible in the "Initiated Distributions" list at the bottom of the page in Step 4, even if they were initiated by a different user. Make sure that the distribution with the zone, program, and month you have specified shows up as well, otherwise you will not be able to enter data for that distribution when in offline mode.
- If you click **Initiate Distribution** and the distribution does not show up in your list, reselect the zone, program, and month and try again. If it still does not work, contact the SELV admin.

Recording Distribution Data

Recording data for distributions is the main purpose of SELV. Each distribution is divided into the facilities in its delivery zone. In the Record Data process, you will enter data for each facility separately. As you record data, SELV will cache the data until you fully synchronize the distribution with the server while in online mode. For more on synchronizing a distribution, see page 33.

Record Data for Facilities

Step-by-step guide

1. If you are not already logged into SELV, follow the instructions on *Accessing the SELV Website* (page 5).
2. Click **Distributions > Manage** to navigate to the initiated distributions page.
3. From the "Initiated Distributions" list at the bottom, select which distribution you would like to enter data for.
4. Click **Record Data**. If there are no distributions in the list, follow the instructions on *Initiating Distributions* (page 12).

Distribuições iniciadas

Zona de entrega	Programa	Período	Estado		
Norte Niassa	Vacinas	Março-2013	INITIATED	Registro de Dados	Sincronize 
Norte Niassa	Vacinas	Abril-2013	INITIATED	Registro de Dados	Sincronize 

5. Choose a facility from the dropdown menu. Each facility has a color indicator showing the status of its data completion within the system. For more information on color status definitions, see *Facility Completion Status Colors* (page 17).

- Use the tabs on the left to toggle between each of the seven categories for data entry for the selected facility. For more information and explanations of the reporting options for each category, see the guide sections on each tab.

(Tab 1 example)

(Tab 6 example)

Vacina de Crianças (doses)	Grupos Alvos	0-11 meses			Taxa de Cobertura	12-23 meses			Total Vacinado	Frascos abertos
		Unidade Sanitária	Brigada Móvel	Total		Unidade Sanitária	Brigada Móvel	Total		
		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR			
BCG	20	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	BCG <input type="text"/> <input type="checkbox"/> NR
Polio (Newborn)	20	<input type="text"/>	<input type="text"/>	0	0%			0	0	Polio10 <input type="text"/>
Polio 1st dose	20	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	Polio20 <input type="text"/>
Polio 2nd dose	20	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	<input type="checkbox"/> NR
Polio 3rd dose	20	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	<input type="checkbox"/> NR

- As you enter data it will be saved in the browser cache.
- Continue on through the next section to learn about each tab and how to view data completeness.

Tips and Tricks:

Why aren't all the tabs displaying for each facility?

Are you offline? If the information showing on the tabs doesn't match the screenshots, there may have been a problem synchronizing the distribution correctly. If this occurs, go online then return to the manage distribution screen and wait 5 minutes (the system will be caching the application in the background). Try again. If you still are having problems, contact your administrator.

Facilities Tabs

Facility Completion Status Colors

Each facility has color indicators that communicate that facility's data completion status. These color indicators appear in two places on the SELV Record Data page:

- The facility's overall data completeness appears as a colored dot next to the facility name in the dropdown menu. *(This menu is visible when you have navigated through **Distributions > Manage > Record Data** for a specific initiated distribution.)*

- The completion status for each reporting category within a facility appears on that category's tab once the facility has been selected. When a facility is selected from the dropdown menu, each of its seven tabs on the left will show a colored dot.

As noted in the color indicator key at the top of the page, these statuses are:

● Não iniciado ● Parcialmente concluído ● Concluído ● Sincronizado ● já Synched

Further explanation of status color:

Color	Meaning	Explanation
Red	Not started	No data has been entered for any part of the category.
Yellow	Partially completed	Some data has been entered but there are one or more parts that remain to be input.
Green	Completed	All data has been entered and the category is complete but the data has not yet been synched with the system.
Blue	Synched	All data for the category is complete and has been fully synched with the system.
Gray	Already Synched	The data for this facility has already been synched by another user. <i>If you believe someone synched your facility by mistake, contact the SELV admin.</i>

Tab 1: Visit Info/Operations

Tab 1: Visit Info/Operations is where you record data on the date, vehicle, and observations from the visit. This includes information from section 1 and section 8 on the paper data collection form. Or, if the facility was not visited, it is where you record

information on the reason for the no visit. The tab looks like this:

Was the facility visited in the given month?

The first question that you must answer in the Visit Info/Operations is if you visited that health unit during the given month. If you select Yes, you will be asked to record visit information and will be able to input data for all tab categories. If you select No, you will be asked to provide the appropriate reason and will be able to input data for only tabs 5, 6, and 7.

Yes, the facility was visited during the given month:

Click **Yes** and proceed with recording the data from your visit in all tabs.

No, the facility was not visited during the given month:

Click **No** and **be sure to note the appropriate reason**. See the explanation of reasons below to help you choose the best answer:

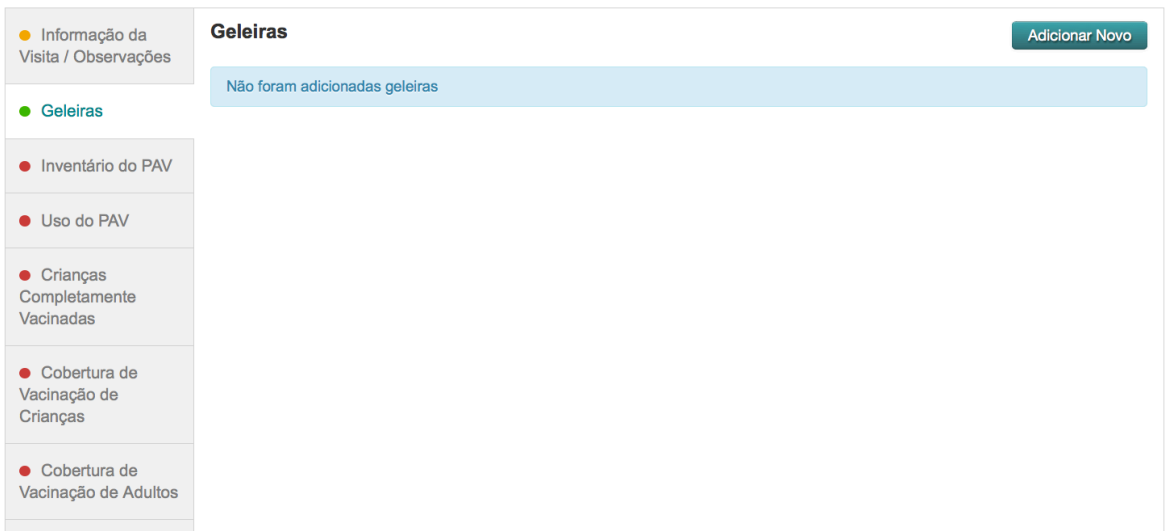
Reason	Explanation of Reason
Road impassible or bad weather	While on the distribution you were unable to make it to this particular facility because the road was impassible.
Transport not available	The car was not functioning or was being used for other purposes.
The health center was closed	You drove to the health center, but no one was there to receive the goods.
Per diem funds not available	The entire distribution was cancelled because per diem funds were unavailable.
Fuel funds not available	The entire distribution was cancelled because fuel funds were unavailable.
The health center is not part of DLS program	This facility is not currently included in the DLS program.
Other	The most appropriate reason was not listed above. Please type your reason in the text box provided.

Tips and Tricks:

- The vehicle data in Tab 1: Visit Info/Operations is optional.
- If you select "No" for the first question on Tab 1: Visit Info/Operations, all fields for tabs 2, 3, and 4 will be automatically recorded as "NR" (No Record). These fields will be locked out and you will not be able to type in any data. This is because if you did not visit a facility, you will have no information for those fields.

Tab 2: Refrigerators

Tab 2: Refrigerators is where you record information on the status of the refrigerator at each facility. You must first add the refrigerators to the system and then you will be able to record data on them. Before any refrigerators have been added, the tab will look like this:



Recording Refrigerator Data

1. Find the refrigerator in the list. (Usually there will be only one listed.)
2. Click **Show**.
3. Enter the refrigerator data from the visit. If you do not have any information on high or low alarm events, select NR for those fields.

Marca	Tipo	Modelo
Sibir	V110KE	Gas

Qual era a temperatura da geladeira quando você chegou?

°C NR

Houve um problema com a geladeira desde a última visita?

Sim Não Não sei NR

Número de eventos de alarmes altos desde a última visita

NR

Número de eventos de alarmes baixos desde a última visita

NR

Estava funcionando corretamente quando você saiu? (2-8°C)

Sim Não Não sei NR

Notas

4. When complete, click **Done**.

Adding a New Refrigerator

When do I add a refrigerator?

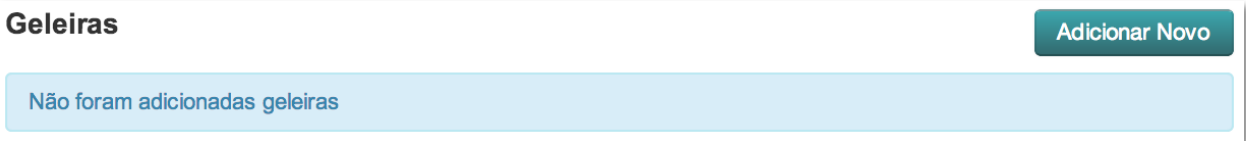
You do not need to add the refrigerator every month. The refrigerator only needs to be added once. You will only need to add a new refrigerator if a new refrigerator is provided to the facility.

The information that you will need to add a new refrigerator is its:

1. **Brand** (for example, Sibir)
2. **Type** (for example, Gas)
3. **Model** (for example, V110KE)

Step-by-step guide: Add a New Refrigerator

1. From the Refrigerators tab, click **Add New**. If you are unsure how to get to this point within recording data for a facility, see *Recording Distribution Data* (page 15).



2. Enter the refrigerator's brand, type, and model in the spaces provided.

3. Click **Done**.
4. The refrigerator will now appear in the list within the refrigerator tab category. If you made a mistake with the brand/model/type information, click **Delete** and try again.

Geleiras				Adicionar Novo
	Marca	Tipo	Modelo	
●	Sibir	V110KE	Gas	Mostrar Excluir

5. To record data for a refrigerator, click **Show**.

Marca / Modelo	Nº Serie	Fonte	
Sibir	V110KE	Gas	<input type="button" value="Excluir"/>
Qual era a temperatura da geleira quando você chegou? <input type="text"/> °C <input type="checkbox"/> NR			
Houve um problema com a geladeira desde a última visita? <input type="radio"/> Sim <input checked="" type="radio"/> Não <input type="radio"/> Não sei <input type="checkbox"/> NR			
Número de eventos de alarmes altos desde a última visita <input type="text"/> <input type="checkbox"/> NR			
Número de eventos de alarmes baixos desde a última visita <input type="text"/> <input type="checkbox"/> NR			
Estava funcionando corretamente quando você saiu? (2-8°C) <input type="radio"/> Sim <input checked="" type="radio"/> Não <input type="radio"/> Não sei <input type="checkbox"/> NR			
Quais são os problemas?			
<input type="checkbox"/> Erro no Operador			
<input type="checkbox"/> Elétrico / Gás / Gasolina			
<input type="checkbox"/> Problema com Queimador			
<input type="checkbox"/> Termostato			
<input type="checkbox"/> Vazamento de gás ou problema na linha de gás			
<input type="checkbox"/> Outro			
Notas <input type="text"/>			
<input type="button" value="Feito"/>			

6. Record the data and click **Done** when finished.

Tab 3: EPI Inventory

Tab 3: EPI Inventory: Delivery & Stock Information is where you record data on the existing, delivered, and spoiled quantities of the EPI's for the selected facility. It looks like this:

● Informação da Visita / Observações	Inventário do PAV: Informação de Entrega e Stock					Aplicar NR a todos os campos
● Geleiras	(Frascos/unidades)	Stock Ideal	Existente	Distribuído	Estragadas	
● Inventário do PAV	BCG		5 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
● Uso do PAV	Polio (10 dose)		5 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
● Crianças Completamente Vacinadas	Polio (20 dose)		3 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
● Cobertura de Vacinação de Crianças	Pentavalent (1 dose)		31 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
● Cobertura de Vacinação de Adultos	Pentavalent (10 dose)		4 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	PCV10		16 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	HPV		8 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sarampo		2 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	VAT		3 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Seringa 5ml		-- <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Seringa 0,5ml		169 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Seringa 0,05ml		13 <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Caixas Inciner.		-- <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Gás (Cilindro)		-- <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tips and Tricks:

- There is an important difference between quantity: 0 and NR. 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 (no record). For more on how to use the NR checkboxes, see *Understanding and Using NR* (page 30).
- If the quantity delivered plus the existing quantity is greater than or equal to the ideal quantity, you have made a Full Delivery. The percentage of full deliveries is included in reports sent to managers. To ensure you make full deliveries, review the Prepare the Distribution report prior to leaving on your trip.
- Check that the Ideal Quantity values for the health center make sense. If not, contact the system administrator with the suggested Ideal Quantity and the system amount can be overridden. This is essential for ensuring you get credit for full deliveries.

- Note that you can't NR the Delivered Quantity fields. Enter a value of 0 if you did not deliver any of that product.

Tab 4: EPI Use

Tab 4: EPI Use / EPI Stock Information is where you record data on the received, distributed, and lost vaccines for the selected facility. It looks like this:

<input type="radio"/> Informação da Visita / Observações <input type="radio"/> Geleiras <input type="radio"/> Inventário do PAV <input checked="" type="radio"/> Uso do PAV <input type="radio"/> Crianças Completamente Vacinadas <input type="radio"/> Cobertura de Vacinação de Crianças <input type="radio"/> Cobertura de Vacinação de Adultos		Informação Sobre o Movimento de Vacinas Aplicar NR a todos os campos						
Stock do PAV (doses)	Stock ao Início do Mês	Recibidas	Total	Distribuídas	Perdas	Stock ao Fim do Mês	Data de Expiração (MM / AAAA)	
BCG	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	
HPV	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	
PCV10	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	
Pentavalent	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	
Polio	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	
Sarampo	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	
VAT	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	0	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/> <input type="checkbox"/> NR	

Tips and Tricks:

There is an important difference between quantity: 0 and NR. If you are unable to collect EPI Use information, select NR. However if the quantity of any value is actually zero, enter 0. For more on how to use the NR checkboxes, see *Understanding and Using NR* (page 30).

Tab 5: Full Coverage

Tab 5: Full Coverage is where you record data on the number of completely vaccinated male and female children. It looks like this:

<ul style="list-style-type: none"> ● Informação da Visita / Observações ● Geleiras ● Inventário do PAV ● Uso do PAV ● Crianças Completamente Vacinadas ● Cobertura de Vacinação de Crianças ● Cobertura de Vacinação de Adultos 	Informação Sobre o Movimento de Vacinas Aplicar NR a todos os campos							
	Stock do PAV (doses)	Stock ao Início do Mês	Recibidas	Total	Distribuídas	Perdas	Stock ao Fim do Mês	Data de Expiração (MM / AAAA)
	BCG	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR
	HPV	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR
	PCV10	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR
	Pentavalent	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR
	Polio	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR
	Sarampo	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR
	VAT	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR

Tips and Tricks:

There is an important difference between quantity: 0 and NR. If a health center's number of full coverage vaccinations is 0, then the correct input is 0. If a health center's number of full coverage vaccinations is unknown, the correct input is NR (no record). For more on how to use the NR checkboxes, see *Understanding and Using NR* (page 30).

Tab 6: Child Coverage

Tab 6: Child Coverage is where you record data on the target group and coverage rate for different EPI child vaccinations. It looks like this:

<ul style="list-style-type: none"> ● Informação da Visita / Observações ● Geleiras ● Inventário do PAV ● Uso do PAV ● Crianças Completamente Vacinadas ● Cobertura de Vacinação de Crianças ● Cobertura de Vacinação de Adultos 	Cobertura de Vacinação de Crianças											Aplicar NR a todos os campos	
	Vacina de Crianças (doses)	Grupos Alvos	0-11 meses			Taxa de Cobertura	12-23 meses			Total Vacinado	Frascos abertos	Frascos Abertos - Taxa de Desperdício	
			Unidade Sanitária	Brigada Móvel	Total		Unidade Sanitária	Brigada Móvel	Total				
	BCG	8	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0	0	BCG	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Polio (Newborn)	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%			0	0		Polio10	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR									<input type="checkbox"/> NR
	Polio 1st dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0		Polio20	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Polio 2nd dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0			<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Polio 3rd dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0			<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Penta 1st dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0		Penta1	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Penta 2nd dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0		Penta10	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Penta 3rd dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0			<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	PCV10 1st dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0			<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	PCV10 2nd dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0		PCV	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	PCV10 3rd dose	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0			<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR
	Measles	7	<input type="text" value=""/>	<input type="text" value=""/>	0	0%	<input type="text" value=""/>	<input type="text" value=""/>	0	0		Measles	<input type="text" value=""/>
			<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR					<input type="checkbox"/> NR

Tips and Tricks:

- There is an important difference between quantity: 0 and NR. If a health center's number of vaccinations for a specific vaccine/dose is 0, then the correct input is 0. If a health center's number of vaccinations for a specific vaccine/dose is unknown, the correct input is NR (no record). If the number of doses administered is N/R, no child coverage rate for the vaccine/dose will be calculated, where as if doses administered is 0, the child coverage rate will be 0%. For more on how to use the NR checkboxes, see *Understanding and Using NR* (page 30).
- If you are having trouble scrolling left to right to see all of the data fields, you can use the zoom tool in Firefox to zoom out and see all fields at once. In the Firefox menu toolbar, go to **View > Zoom** and make sure that **Zoom Text Only** does not have a checkmark by it. If it does, click it to uncheck. You can now use the **Zoom In** and **Zoom Out** options on the menu to see all fields in the tab.

Tab 7: Adult Coverage

Tab 7: Adult Coverage is where you record data on the tetanus EPI's administered to adults. Adults in this category are divided into the categories of pregnant women, community, students, workers, and other. The tab looks like this:

<ul style="list-style-type: none"> ● Informação da Visita / Observações ● Geleiras ● Inventário do PAV ● Uso do PAV ● Crianças Completamente Vacinadas ● Cobertura de Vacinação de Crianças ● Cobertura de Vacinação de Adultos 	Cobertura de Vacinação de Crianças												Aplicar NR a todos os campos	
	Vacina de Crianças (doses)	Grupos Alvos	0-11 meses				12-23 meses				Total Vacinado	Frascos abertos	Frascos Abertos - Taxa de Desperdício	
			Unidade Sanitária	Brigada Móvel	Total	Taxa de Cobertura	Unidade Sanitária	Brigada Móvel	Total					
	BCG	8	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	BCG	<input type="text"/>		
	Polio (Newborn)	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	Polio10	<input type="text"/>		
	Polio 1st dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	Polio20	<input type="text"/>		
	Polio 2nd dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0		<input type="text"/>		
	Polio 3rd dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0		<input type="text"/>		
	Penta 1st dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	Penta1	<input type="text"/>		
	Penta 2nd dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	Penta10	<input type="text"/>		
	Penta 3rd dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0		<input type="text"/>		
	PCV10 1st dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0		<input type="text"/>		
	PCV10 2nd dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	PCV	<input type="text"/>		
	PCV10 3rd dose	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0		<input type="text"/>		
	Measles	7	<input type="text"/>	<input type="text"/>	0	0%	<input type="text"/>	<input type="text"/>	0	0	Measles	<input type="text"/>		

Tips and Tricks:

- There is an important difference between quantity: 0 and NR. If a health center's number of vaccinations for a specific group is 0, then the correct input is 0. If a health center's number of vaccinations for a specific group is unknown, the correct input is NR (no record).). If the number of doses administered is N/R, no child coverage rate for the vaccine/dose will be calculated, where as if doses administered is 0, the child coverage rate will be 0%. For more on how to use the NR checkboxes, see *Understanding and Using NR* (page 30).
- If you are having trouble scrolling left to right to see all of the data fields, you can use the zoom tool in Firefox to zoom out and see all fields at once. In the Firefox menu toolbar, go to **View > Zoom** and make sure that **Zoom Text Only** does not have a checkmark by it. If it does, click it to uncheck. You can now use the **Zoom In** and **Zoom Out** options on the menu to see all fields in the tab.

Understanding and Using NR

When filling in the data for tabs 3, 4, 5, 6, and 7 on the Record Data page, you will see an option to select a box for "NR." NR stands for "no record," and it means that you do not have any information on the quantity of vaccines for that piece of data. The most important thing to remember in understanding this is that NR does NOT mean the same thing as quantity 0. NR simply means that there is no data. (For example, if the vaccine doses are not accessible to be counted.)

How do I use the NR box when recording data?

If you need to record NR as the input for multiple data entries within a tab, you can use the **Apply NR to all fields** button in the top-right corner of the tab. This will check ALL NR boxes within the tab.

Step-by-step guide: Apply NR to All Fields

1. Start from the Record Data page with the chosen facility selected from the drop-down menu. For more on accessing and using the Record Data page, see *Recording Distribution Data* (page 15).
2. Select the tab category that you would like to record data for.

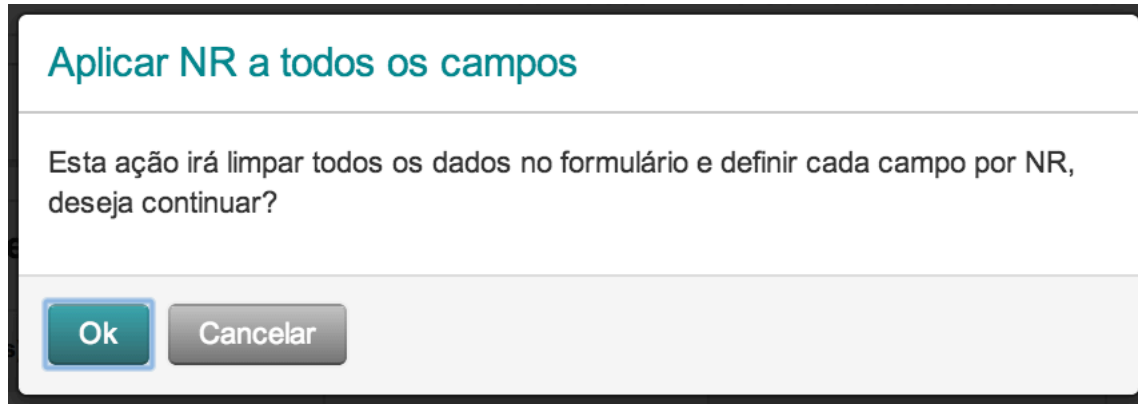
Inventário do PAV: Informação de Entrega e Stock

Aplicar NR a todos os campos

(Frascos/unidades)	Stock Ideal	Existente	Distribuido	Estragadas
BCG	5	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input type="checkbox"/> NR
Polio (10 dose)	5	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input type="checkbox"/> NR
Polio (20 dose)	3	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input type="checkbox"/> NR
Pentavalent (1 dose)	31	<input type="text"/> <input type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input type="checkbox"/> NR

3. If you are ready to apply NR to all fields, click the **Apply NR to all fields** button in the top right-hand corner of the tab. **Note:** Clicking this button will automatically clear any numbers you have already input on that tab for data where NR is an option. You will see an alert box before confirming your choice.

Aplicar NR a todos os campos



4. Click **OK**.
5. You will now see the NR box checked for all fields.

Inventário do PAV: Informação de Entrega e Stock Aplicar NR a todos os campos

(Frascos/unidades)	Stock Ideal	Existente	Distribuido	Estragadas
BCG	5	<input type="text"/> <input checked="" type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input checked="" type="checkbox"/> NR
Polio (10 dose)	5	<input type="text"/> <input checked="" type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input checked="" type="checkbox"/> NR
Polio (20 dose)	3	<input type="text"/> <input checked="" type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input checked="" type="checkbox"/> NR
Pentavalent (1 dose)	31	<input type="text"/> <input checked="" type="checkbox"/> NR	<input type="text"/>	<input type="text"/> <input checked="" type="checkbox"/> NR

6. If you have number data to enter in any of the fields, uncheck the NR box below the field and type in the data.
7. Once you have completed all tabs for a facility, see *Synchronizing a Facility* (page 33).

Tips and Tricks:
If you need to input both NR and number data within a tab, make sure that you record the NR's first. That way you will avoid accidentally clearing numbers you have already typed in. If you want to use the **Apply NR to all fields** button, make sure you use it before typing in any number data for the tab.

Special Cases for Missing Data

When entering data for a distribution, you must enter data for every single facility in the delivery zone. The distribution upload is not complete until an entry is made for every facility, including facilities that you did not visit. Steps for entering data when you visited a facility were included in the previous section. This section includes what to enter when you did not visit a facility.

Entering Routine Data from Forms

If you didn't visit the health unit but were able to collect the paper Child Coverage and Adult Coverage forms from the district office, you can still record data for that facility.

Important steps:

1. On Tab 1: Visit Info / Operations, indicate that you did not visit the facility and indicate the reason.
2. Enter the routine data from the forms in Tab 5: Full Coverage, Tab 6: Child Coverage, and Tab 7: Adult Coverage.
3. For Tab 3: EPI Inventory, choose NR when available and enter 0 for delivered quantities.
4. For all other tabs select NR for the data fields.
5. The facility status color in the drop-down should now be green. The facility is ready to be synced.

Unable to Collect Routine Data

If you did not visit the health unit and you also did not get the routine data forms from the district office, there are other steps you take to record data.

Important steps:

1. On Tab 1: Visit Info / Operations, indicate that you did not visit the facility and indicate the reason. Do NOT select "Not in DLS Program," as there is a different process for that reason.
2. For Tab 5: Full Coverage, Tab 6: Child Coverage, and Tab 7: Adult Coverage, click **Apply NR to all fields**.
3. The facility status color in the drop-down should now be green. The facility is ready to be synced.

Facilities Not Served by the DLS Program

All health centers in each province are listed in SELV, even if they are not served by the DLS. If a decision has been made by the province note to include the facility in the DLS:

Important steps:

1. On Tab 1: Visit Info / Operations, indicate that you did not visit the facility and indicate “Not in DLS Program” as the reason.
2. For Tab 5: Full Coverage, Tab 6: Child Coverage, and Tab 7: Adult Coverage, click **Apply NR to all fields**.
3. The facility status color in the drop-down should now be green. The facility is ready to be synched.

Missed Distributions

Even if you have completely missed a distribution, it’s still important to record the reason why it was missed. In addition, since you will have no number data for the facilities, you should indicate NR for all relevant fields. This should be done for each facility in the distribution.

Important steps:

1. On Tab 1: Visit Info / Operations, indicate that you did not visit the facility and select the reason.
2. For Tab 5: Full Coverage, Tab 6: Child Coverage, and Tab 7: Adult Coverage, click **Apply NR to all fields**.
3. The facility status color in the drop-down should now be green. The facility is ready to be synched.

Synchronize the Distribution

Synchronizing the distribution is the last step in the SELV recording data process. You will be able to synchronize a distribution only after all data entry for facilities in that distribution is complete. Once a distribution is fully synchronized, you cannot go back and view or change any of the recorded data.

Synchronizing a Facility

At the end of every data entry session, synchronize your data. This will ensure that you don’t have to re-enter data if something happens to your computer. When you synchronize, all facilities that are complete (status color green in the drop-down menu) will be uploaded and then their data cannot be changed. Make sure that all tabs the facilities in the drop-down menu on the Record Data page that you want to sync have green status color dots. If they do not, they will not sync.

Step-by-step guide:

1. Connect your computer to the Internet.
2. Go to **Distribution > Manage** in SELV.
3. Click the **Go Online** button. (If you are already in online mode you will not see this button. Continue to Step 4.)
4. Click the **Sync** button next to the distribution you have been entering data for.
5. Wait for the message that the distribution has been synchronized.
6. Whenever you are ready, you can continue entering more data for the distribution. Synchronize again when you are complete.

Tips and Tricks:

- If the distribution you are attempting to synch is not complete, you will get an alert saying "No facility for the chosen zone, program and month is ready to be synched."

Não há Nenhuma unidade sanitária para a zona escolhida, o programa e período estão prontos para ser sincronizados

This means that there are still incomplete data fields in at least one of the facilities within the distribution you are trying to synch. Click **Record Data** for the chosen distribution in the list and look at the status colors in the facility dropdown menu to determine where you are missing data. Once a facility's data is complete you can attempt to synch again. See *Facility Completion Status Colors* (page 17) for more information on status colors and data completion.

- If you synchronize a facility or distribution and then realize that you have made some errors in recording the data, contact the SELV admin for assistance. They can correct the error.

Completing Monthly Data Entry (Finalizing Synchronization)

Each distribution is made up of all the facilities in its zone. When a facility is complete and you push the "Sync" button on the Distributions > Manage page, that facility is synchronized with the server. A distribution is not fully synchronized until ALL its facilities have been synchronized. To see which facilities for a distribution have been synchronized and which ones remain:

Step-by-step guide:

1. Go to the "Initiated Distributions" list. (Under **Distributions > Manage**)

2. Click Record Data for the selected distribution.
3. Use the drop-down menu to scroll through the facilities and see which ones have a blue status color dot. Ones that do not have a blue dot are incomplete and have not been synchronized. *For more on the facility status colors, see Facility Completion Status Colors.*
4. Finish entering the data for all fields in each facility. When a facility has a green status color dot, it is ready to be synchronized.
5. Check that the Status of the Distribution is “Synced.”
6. If you no longer want to store the distribution, you may now delete it from your cache.

Additional SELV Functions

Viewing Load Amounts

Before heading out on a delivery, you will want to know what quantity of EPI vaccines is needed for each health center. The View Load Amounts feature in SELV provides you with this information so that you can have the right supplies for each trip. Viewing load amounts can only be done while in online mode. For more information on SELV functionalities in online mode, see Online and Offline Functionalities.

Step-by-step guide: View Load Amounts

1. Make sure you are in online mode. For how to switch to online mode, see *Go Into Online Mode* (page 10).
2. Go to **Distribute > Manage**.
3. Select the Zone, Program, and Month that you would like the information for.
4. Click **View Load Amounts**

Ver valores de carga

5. A new page will open where you will see the total supply amounts needed for the district selected, followed by the individual amounts needed for each facility.

Quantidade de carga Armazém

Zona de entrega : Norte Niassa		Programa : Vacinas				Período : Março-2014									
Norte Niassa Total															
Distrito	População	BCG		PCV10		Pentavalent		Polio		Sarampo		VAT		Caixas Inciner.	Gás (Cilindro)
		BCG	PCV10	Pentavalent (1 dose)	Pentavalent (10 dose)	Polio (10 dose)	Polio (20 dose)	Sarampo	VAT	Seringa 5ml	Seringa 0,5ml	Seringa 0,05ml			
Lago	80639	390	547	1235	123	165	83	48	93	0	24151	453	--	--	
Lichinga Cidade	144715	270	976	2210	222	295	148	85	168	0	43335	806	--	--	
Lichinga Distrito	96800	450	655	1482	148	199	100	59	110	0	28990	546	--	--	
Majune	22861	240	158	353	35	48	23	14	27	0	6849	130	--	--	
Mandimba	109307	240	736	1670	168	222	112	63	126	0	32732	610	--	--	
Mavago	20308	120	138	311	32	42	20	12	23	0	6082	115	--	--	
Muembe	20632	150	141	317	32	42	21	13	25	0	6181	116	--	--	
N Gauma	46188	210	313	706	69	94	48	28	53	0	13833	260	--	--	
Sanga	61387	330	418	940	94	125	62	36	72	0	18386	346	--	--	
Zona total	602837	2400	4082	9224	923	1232	617	358	697	0	180539	3382	--	--	

6. (Optional) If you want to print this View Load Amount data sheet, go to **File > Print Preview**. Select **90%** in the **Scale** dropdown menu (this will ensure all columns appear on the sheet) and select **Landscape** for page style. When finished, click **Print**.



Deleting a Distribution

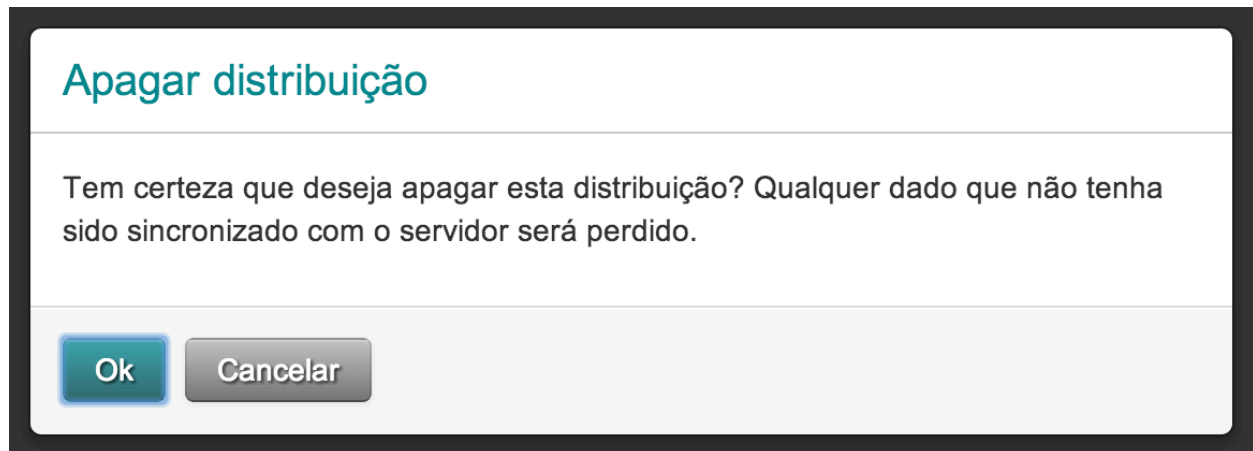
Once you have synchronized all of the facility information for a distribution, you may choose to delete it from the initiated distributions list. This is an optional step. Alternatively, if you have made a mistake in initiating your distribution (for example, you selected the wrong month), you may wish to delete the distribution as well.

Step-by-step guide: Delete a Distribution

1. Go to **Distributions > Manage**.
2. Find the distribution that you wish to delete from the "Initiated Distributions" list.
3. Click the red and white X icon.



4. If you are sure you want to delete this distribution, click **OK** in the alert box.



5. Once deleted, the distribution will not longer appear in the "Initiated Distributions" list.

Log Out

You will want to log out if you need to switch credentials or if another user needs to log in. You can only log out of SELV while in online mode. For how to switch to online mode, see *Go Into Online Mode* (page 10).

Step-by-step guide: Logging Out

Note: Once you log out, you will not be able to access SELV in offline mode.

1. Make sure you are in online mode. (See *Go Into Online Mode*, page 10).

2. Click **Logout (Sair)** In the upper right-hand corner of the page.

Logado como FieldCoordinatorNiassa | [Sair](#)

3. You are now logged out. To log back in, see *Accessing SELV in Online Mode* (page 5).

Appendix

Paper form for Health Unit monthly data collection, page 1:

Dados Mensais da Unidade Sanitária

Monthly Health Center Data

1 Informação da Visita/Visit Information

Distrito: District _____
 Unidade Sanitária: Health Unite _____
 Data de visita: (DD/MM/AAAA) Date of Visit ____/____/____

(1) A U.S. foi visitada?
 Sim, eu visitei
 Não, ninguém visitou

Data dos Dados Mensais: ____/____/____

Se a US não foi visitada, avance para a secção 4.

Se "Não" para (1), responder a (2)

(2) Qual a razão de ninguém ter visitado?
 A U.S. estava fechada na altura da visita
 Não se podia passar na estrada de acesso ou mau tempo.
 Transporte não disponível
 Per diem ou combustível não disponível
 O centro de saúde não faz parte do SDL
 Outros

2 Informação da Geleira/Fridge Info

ID: _____

(1) Qual a temperatura da geleira quando chegou à U.S.?

Temp.: °c

(2) Tem havido problemas com a geleira desde a última visita?

Sim
 Não
 Não sei

(3) Quando saiu da US, a geleira estava a funcionar correctamente (temperatura entre 2-8 °C)?

Sim
 Não
 Não sei

Se "Não" para (3), responder a (4)

(4) Qual é o problema(s)?

Erro do Operador Outros
 Problema com queimador
 Vazamento de gás ou problem com rede de gás
 Falta de electricidade/gás/petrol
 Ajuste do Termostato

ID: _____

(1) Qual a temperatura da geleira quando chegou à U.S.?

Temp.: °c

(2) Tem havido problemas com a geleira desde a última visita?

Sim
 Não
 Não sei

(3) Quando saiu da US, a geleira estava a funcionar correctamente (temperatura entre 2-8 °C)?

Sim
 Não
 Não sei

Se "Não" para (3), responder a (4)

(4) Qual é o problema(s)?

Erro do Operador Outros
 Problema com queimador
 Vazamento de gás ou problem com rede de gás
 Falta de electricidade/gás/petrol
 Ajuste do Termostato

3 Inventário do PAV: Informação de Entrega e Stock/EPI Inventory: Delivery & Stock Information

Nota: Marque não registados (NR) se o número não estiver disponível; Se não houver nenhum, registre um "0". / Note: Mark not registered NR if the number is not available; if there is none, register "0"

(frascos/unidades) Vials/units	Stock Ideal Ideal stock	Existente Existent	Distribuído Distributed	Estragadas Ruined
BCG		<input type="checkbox"/> NR		<input type="checkbox"/> NR
VAP (10 dose)		<input type="checkbox"/> NR		<input type="checkbox"/> NR
VAP (20 dose)		<input type="checkbox"/> NR		<input type="checkbox"/> NR
Pentavalent (1 dose)		<input type="checkbox"/> NR		<input type="checkbox"/> NR
Pentavalent (10 dose)		<input type="checkbox"/> NR		<input type="checkbox"/> NR
PCV 10		<input type="checkbox"/> NR		<input type="checkbox"/> NR
VAS		<input type="checkbox"/> NR		<input type="checkbox"/> NR
VAT		<input type="checkbox"/> NR		<input type="checkbox"/> NR

(frascos/unidades)	Stock Ideal	Existente	Distribuído
Seringa 5ml		<input type="checkbox"/> NR	
Seringa 0,5ml		<input type="checkbox"/> NR	
Seringa 0,05ml		<input type="checkbox"/> NR	
Caixas Inciner.		<input type="checkbox"/> NR	
Gás (Cilindro)		<input type="checkbox"/> NR	

4 Informação Sobre o Movimento de Vacinas / Information on vaccine movement

Nota: Marque não registadas (NR) se o número não estiver disponível; Se não houver nenhum, registre um "0". (same as above)

Stock do PAV (doses)	Stock ao Início do Mês Stock at beginning of month	Recebidas Received	Total	Distribuídas Distributed	Perdas Lost	Stock ao Fim do Mês Stock at end of month	Data de Expiração Expiration Date (MM / AAAA)
BCG	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR /
Polio	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR /
Pentavalent	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR /
Sarampo	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR /
PCV 10	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR /
VAT	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR	<input type="checkbox"/> NR /

5 Resumo mensal do PAV – Crianças Completamente Vacinadas / Monthly EPI summary – completely vaccinated children

Crianças Complemente Vacinadas (doses)	Unidade Sanitária Health Unit	Brigada Móvel Mobile Brigades
Femininos	<input type="checkbox"/> NR	<input type="checkbox"/> NR
Masculinos	<input type="checkbox"/> NR	<input type="checkbox"/> NR

Paper form for Health Unit monthly data collection, page 2:

Dados Mensais da Unidade Sanitária / Monthly Health Center Data

6 Resumo mensal do PAV da Unidade Sanitária - BCG, DPT-HepB-Hib Polio, PCV10 e Sarampo Monthly Health Center EPI summary – BCG, DPT-HepB-Hib, Polio, PCV10 and Sarampo

Nota: Marque não registados (NR) se o número não estiver disponível; Se não houver nenhum, registre um "0". Note: Mark not registered NR if the number is not available; if there is none, register "0".

MISAU Mod. SIS-A03-A Vacina de Crianças (doses) Child Vaccines (doses)	Grupo Alvos Target group	0-11 Mês(es) / 0-11 months			Taxa de Cobertura Coverage rate	12-23 Mês(es) / 12-23 months			Total Vacinado Total Vaccinated	Frascos Abertos Open Vials	Frascos Abertos – Taxa de desperdício Open Vials – Wastage Rates
		Unidade Sanitária Health Center	Brigada Móvel Mobile Brigades	Total		Unidade Sanitária Health Center	Brigada Móvel Mobile Brigades	Total			
BCG		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR		
Polio (primário)		<input type="checkbox"/> NR	<input type="checkbox"/> NR						10-dose		
Polio 1ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR				
Polio 2ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		20-dose		
Polio 3ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR		
Penta 1ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		1-dose		
Penta 2ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		10-dose		
Penta 3ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR				
PCV10 1ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR				
PCV10 2ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR				
PCV10 3ª dose		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR		
Sarampo		<input type="checkbox"/> NR	<input type="checkbox"/> NR			<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR		

7 Resumo mensal do PAV da Unidade Sanitária - VAT / Monthly health center EPI summary – VAT

Nota: Marque não registados (NR) se o número não estiver disponível; Se não houver nenhum, registre um "0".

MISAU Mod. SIS-A03-B Grupos de Vacinação (doses) Vaccinated groups (doses)	Grupo Alvos Target Group	VAT 1ª dose			VAT 2ª-5ª dose			Total Tétano Tetanus Total	Taxa de Cobertura Coverage rate	Frascos Abertos Open Vials	Frascos Abertos – Taxa de desperdício Open Vials – Wastage Rates
		Unidade Sanitária Health Center	Brigada Móvel Mobile Brigades	Total	Unidade Sanitária Health Center	Brigada Móvel Mobile Brigades	Total				
Mulheres Grávidas Pregnant Women		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR					
MIF 15 a 49 anos	Comunidade Community	<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR					
	Estudante Student		<input type="checkbox"/> NR		<input type="checkbox"/> NR						
	Trabalhadores Workers		<input type="checkbox"/> NR		<input type="checkbox"/> NR						
	Sub Total										
Estudantes não MIF Students not MIF			<input type="checkbox"/> NR		<input type="checkbox"/> NR						
Trabalhadores não MIF Workers not MIF			<input type="checkbox"/> NR		<input type="checkbox"/> NR						
Outros não MIF Others not MIF		<input type="checkbox"/> NR	<input type="checkbox"/> NR		<input type="checkbox"/> NR	<input type="checkbox"/> NR					
Total									<input type="checkbox"/> NR		

8 Observações da Visita: / Observations from the Visit

Verificado por: _verified by_____

Confirmado por: Confirmed by_____

Função: Function _____

Função: Function _____