

Transferring CCEM data between CCEM files

If you've entered inventory data into multiple CCEM files, either because multiple data entry clerks on different computers entered the baseline data or CCEM is implemented in a decentralized management system, you can use the File Transfer function under System Administration to easily combine data into a single CCEM file for national cold chain equipment planning.

Prerequisite:

Data must be entered into CCEM files that have identical CCEM Setup configuration. Therefore, Catalogs (Refrigerators/Freezers, Cold Boxes and Vaccine Carriers, and Vaccines), Health Facility Types, Administrative Levels and Data must be finalized prior to data entry or decentralized CCEM implementation.

Copies of the national CCEM file should be given a unique name prior to distribution to data entry clerks or sub-national managers.

To transfer data between CCEM files, use the following procedure to create a transfer file from the forwarding CCEM database:

1. From the navigation ribbon, choose System Administration > Data Transfer



2. Click on 'Create Feedforward File' tab and fill in a description of this transfer file. Click 'Create feedforward file'.

System Administration >> Data Transfer

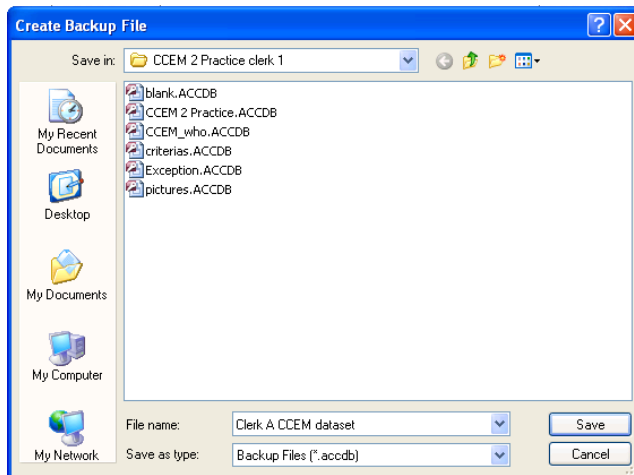
Create Feedforward File Upload

Date: 1/24/2011 Description: This is a file transferring data from Clerk A to the master CCEM file

Vaccine: county schedule	100
Facility types	19
Admin levels	250
Facilities	6
Refrigerators/Freezers	16
Cold rooms	5
Voltage regulators	0
Cold boxes	9
ice packs	3
Generators	0

Create feedforward file

- When CCEM displays the following popup window, provide a unique file name to the feedforward file and click 'Save'.



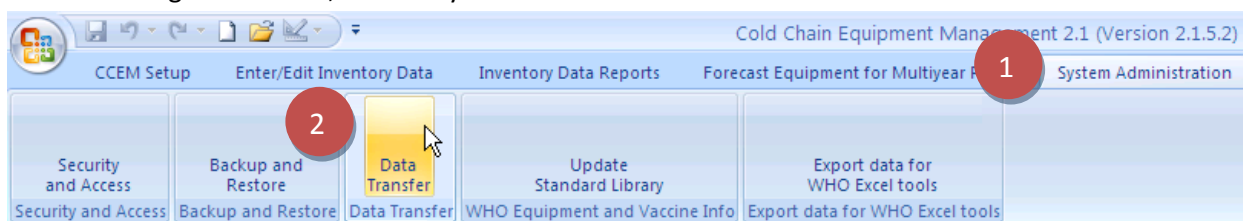
- The following screen will confirm that CCEM has saved this feedforward (backup) file.



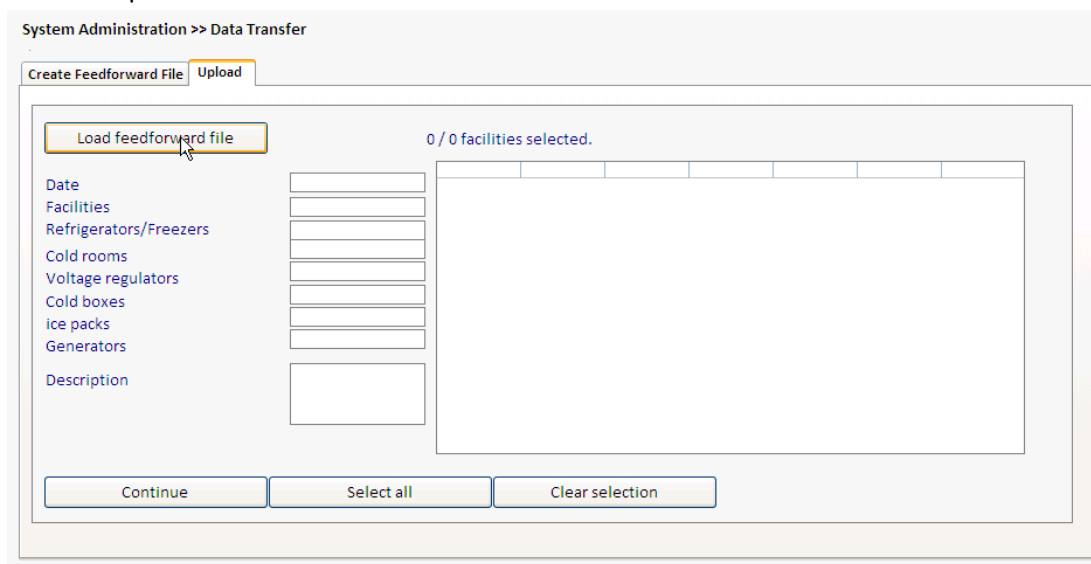
- Feedforward files can be sent by email or transferred using flash drives for upload by the central (national) CCEM database as described in the next section.

Use the following procedure to upload a feedforward file to the central (national) CCEM database:

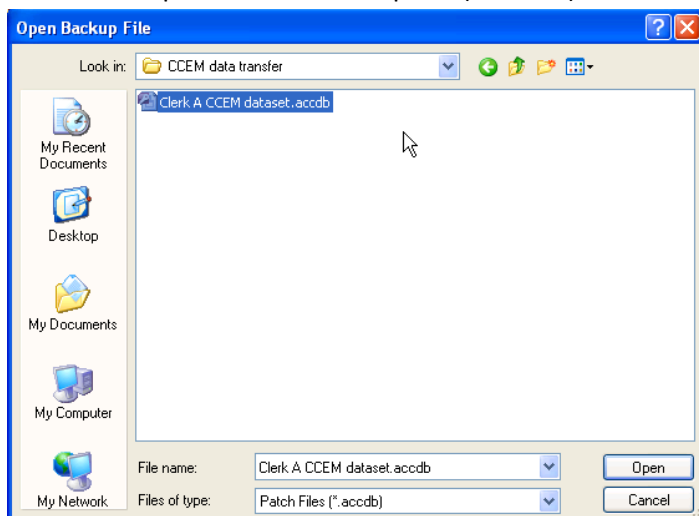
1. From the navigation ribbon, choose System Administration > Data Transfer



2. Click on 'Upload' tab and then 'Load feedforward file' button



3. Select the feedforward file created by the data entry clerks or sub-national team which you want to incorporate into the recipient (national) CCEM database and click 'Open'.



4. CCEM will display the facilities included in this feedforward file. Click 'Select all' if you want to incorporate all data in this file or select a subset of the facilities presented. Click 'Continue' when you are finished.

System Administration >> Data Transfer

Create Feedforward File Upload

Load feedforward file

0 / 6 facilities selected.

Facility Code	Type	ft_level2	ft_level3	ft_level4	ft_level5	Facility Name
1000-0000	National vacci	EASTERN PR	MAINLAND SC	CHIANG MAI	CHIANG MAI	National Vacci
1061-0000	Provincial vacc	NORTHERN PF	BALKAN	HASKOVO	HASKOVO	test c
1072-0000	Hospital - Priv	NORTHERN PF	IBERIAN	BALEARIC ISL	PALMA DE MA	test 2
1098-0000	Provincial vacc	SOUTHERN PF	EAST PLATEAU	EMI KOUSS	KHARTOUM	test 1
1181-0000	Maternity Cen	WESTERN PR	AMAZON BAS	AMAZONAS	MANAUS	test b
1217-0000	Dispensary - I	WESTERN PR	CARIBE	ANZOATEGUI	BARCELONA	test a

Continue Select all Clear selection

5. The following window will confirm the file transfer details. Click 'Close' when finished.

Upload report

Upload Report

Total facilities before upload : 4
 Total facilities in feedforward file : 6
 Total facilities selected for upload : 6
 Total facilities overwritten : 4
 Total new facilities added : 2
 Total facilities after upload : 6

Close

Before you distribute copies of the CCEM master file for data entry or decentralized updating and planning, you should limit access to CCEM Setup by using the CCEM Security and Access features

This option in **System Administration** adds password protection for some critical CCEM data and settings. Password protection can be added to four different categories of CCEM data and settings:

- Facility and Inventory Data
- Administrative Levels and Demographic Data
- Facility Types
- Country Vaccine Schedule

Steps to set the Security and Access

1. Select **Security and Access** option from **Security and Access** group of **System Administration**.

The login page appears as shown below:

System Administration >> Security and Access

Password:

Log in

2. Enter the default password “admin0001” when initially setting the security access and click **Log In**. the four data categories along with change password option will appear.
3. Change the password by clicking **Change Admin Password**.

Check to lock in the data. Once checked records can not be edited or deleted.

☐ Facility and Inventory Data

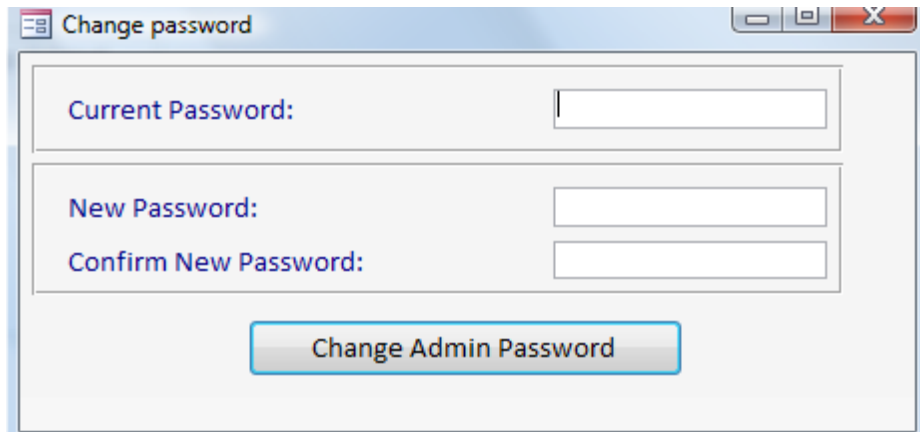
☐ Administrative Levels and Demographics Data

☐ Facility Types

☐ Country Vaccine Schedule

Change Admin Password

4. Enter “admin0001” as the Current password and enter the <new password> in both the New Password text box and Confirm New Password text box and Click **Change Admin Password** to apply the changes.



Change password

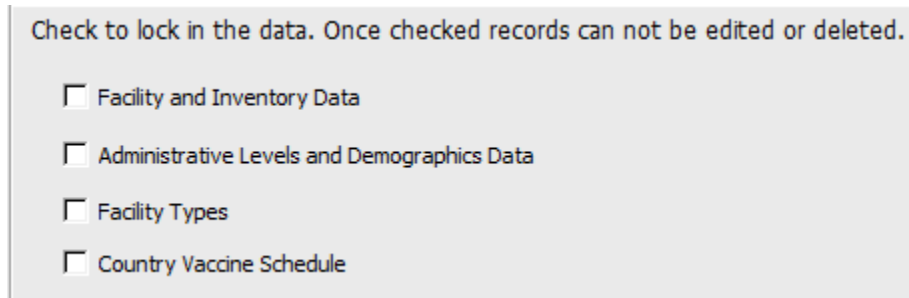
Current Password:

New Password:

Confirm New Password:

Change Admin Password

5. Select which of the four data categories to lock with this password. Once locked, this data cannot be edited, added, or deleted without the selected password. For data entry on multiple computers or decentralized updating and planning you can select all options except Facility and Inventory Data.



Check to lock in the data. Once checked records can not be edited or deleted.

☐ Facility and Inventory Data

☐ Administrative Levels and Demographics Data

☐ Facility Types

☐ Country Vaccine Schedule