# Conducting an Effective Vaccine Management (EVM) 2.0 assessment

## A guide for country managers

# Contents

# Glossary

# 1. Introduction

## What does EVM assess?

| Criteria | INPUT CATEGORIES | | | | | | OUTPUTS | PERFORMANCE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| | C1 Infrastructure | C2 Equipment | C3 Information technology | C4 Human resources | C5 Policies & procedures | C6 Financial resources | | | |
| E1 Vaccine arrivals | - | - | - | - | - | - | - | - | - |
| E2 Temperature management | - | - | 38 | 42 | 0 | - | 11 | 50 | 36 |
| E3 Storage and transport capacity | 0 | 14 | - | 50 | 0 | - | 82 | - | 37 |
| E4 Facility infrastructure and equipment | 65 | 45 | 50 | - | - | - | 12 | - | 48 |
| E5 Maintenance and repair | - | - | 16 | 54 | 0 | - | 67 | 35 | 50 |
| E6 Stock management | - | - | 100 | 67 | 0 | - | 73 | 0 | 63 |
| E7 Distribution of vaccines and dry goods | - | 100 | 0 | 74 | 0 | - | 58 | 0 | 43 |
| E8 Vaccine management | - | - | - | 98 | 0 | - | 67 | - | 57 |
| E9 Waste management | - | 44 | - | 133 | 17 | - | 73 | 58 | 74 |
| M1 Annual needs forecasting | - | - | - | 50 | 100 | - | 61 | 0 | 55 |
| M2 Annual work planning | - | - | - | 50 | 100 | 83 | 100 | 50 | 83 |
| M3 Supportive supervision | 100 | 100 | 100 | 0 | 100 | - | 52 | - | 71 |
| M4 iSC performance monitoring | - | - | - | 25 | 100 | - | 28 | - | 35 |
| R1 Infrastructure management | - | - | - | - | - | - | - | - | - |
| R2 Equipment management | - | - | - | - | - | - | - | - | - |
| R3 IT systems management | - | - | - | - | - | - | - | - | - |
| R4 Human resources management | - | - | - | - | - | - | - | - | - |
| R5 Knowledge management | - | - | - | - | - | - | - | - | - |
| R6 Financial resources management | - | - | - | - | - | 100 | - | - | 100 |
| ST Strategic planning | - | - | - | - | - | - | - | - | - |
| TOTAL | 63 | 39 | 66 | 58 | 31 | 83 | 55 | 35 | 53 |

# Administrative units and locations

To be written.

# Supply chain levels

PR

PR2

SN

SN2

SN3

LD

SP

# Type and scope of EVM assessment

Type

- National (sites selected at random)
- Subnational (sites selected at random)
- Targetted (specific sites)

Scope

- Full (all EVM criteria and categories)
- Partial (some – but not all – EVM criteria and categories)

# 2. Access

Before you can conduct an EVM 2.0 assessment in your country, you must first:

- Create your EVM account
- Request manager access for your country

## Creating an EVM account

To create an EVM account:

1. Open the EVM2 website https://extranet.who.int/evm2/web
   Recommended: add the website to your browser bookmarks.

2. In the top-right, click **Sign in**

3. Sign in with one of these accounts:
   a. If you have a WHO email, click **WHO staff (WIMS)**
   b. If you have any other email, click **External partner (ADS)**
   c. If you have a PAHO email, click **PAHO staff**

4. If you clicked **External partner (ADS),** click "New User Registration" at the bottom of the screen.
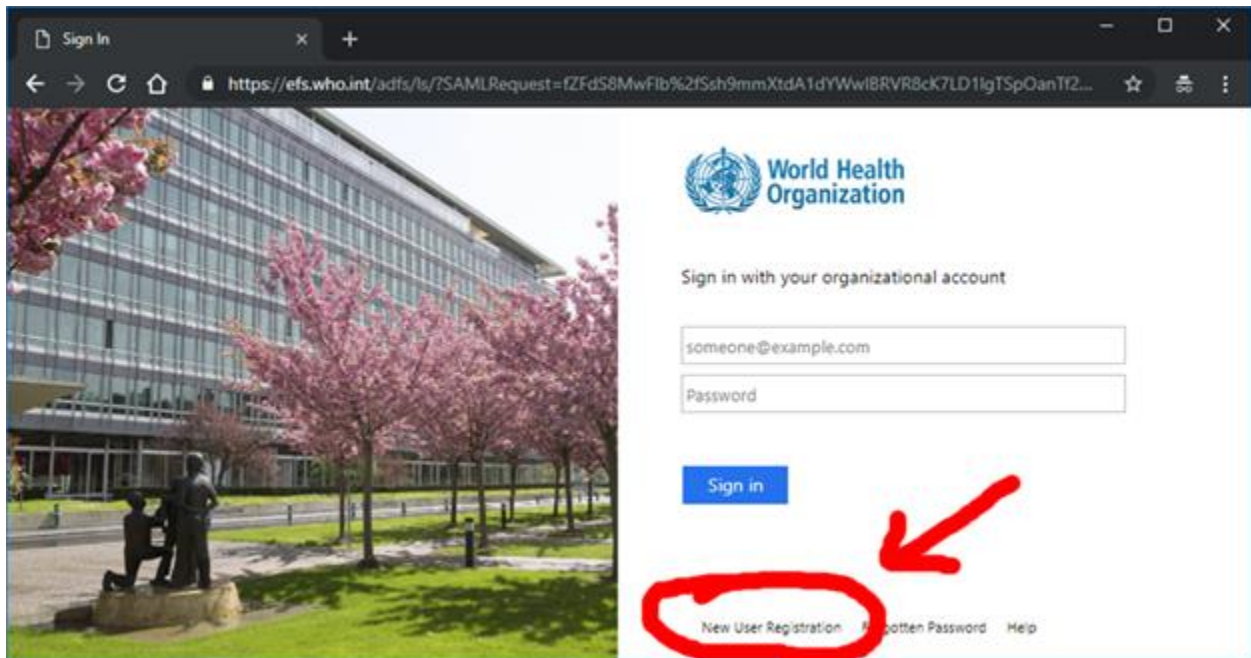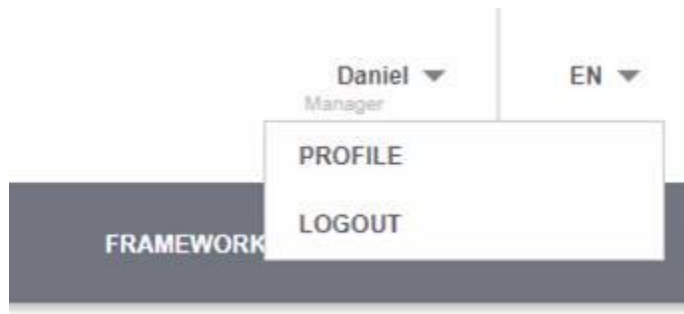


5. Complete the form and click **Create**.

## Requesting access

Once you have created an account, you need to request manager access for the country. To do so:

- Open the EVM2 website https://extranet.who.int/evm2/web
- In the top-right, click **Sign in**

- Enter your authentication details, hover the cursor over your name in the top right and click **PROFILE**.



- Under **Request permission**, in the **Role** box select "Manager".
- In the **Country** box, select your country, provide an explanation of why you require manager access (optional) and click **Request**.



- The EVM Global Administrator will approve your request(s).

Once your request has been approved you will be able to login to the EVM website and setup your country's EVM environment.

# 3.  Navigation

## Signing in

To sign in to the EVM website:

1. Open the EVM2 website https://extranet.who.int/evm2/web
2. In the top-right, click **Sign in**
3. Enter your authentication details and click **Sign in**.
4. If you are a country manager for more than one country, select the country you wish to manage.
5. Once you have signed in, the country menu will be displayed.

    - The country you are currently managing is shown in the top-left of the screen.
    - Your username and role are shown in the top-right of the screen.

## Account options

If you signed in, you can change the following settings:

- Edit profile – you can update your account settings, as well as request new access rights for a country, by hovering the cursor over your name in the top right and clicking **PROFILE**.
- Change country - If you are a country manager for more than one country, select the country you wish to manage. You can switch between countries by clicking the down arrow next to the country name above the menu bar.
- Change language - By default, the website is displayed in English. You can change to a different language by clicking the down arrow next to **EN** in the top-right of the screen and selecting another option.

## Navigating the website

Once you have signed in, the country menu will be displayed.
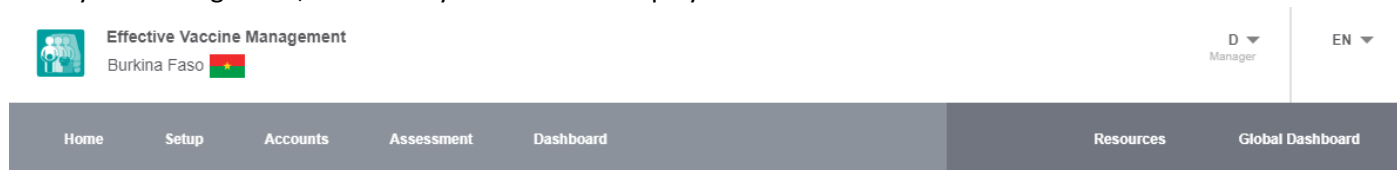


Each option is described below.

- Home
- Setup – for setting up your country's EVM environment
- Accounts – for managing user access to your country's EVM environment
- Assessment – for creating and managing your country's EVM assessments
- Dashboard – for analysing your country's EVM performance

- Resources – for viewing global EVM resources
- Global Dashboard – for viewing published EVM scores aggregated by WHO region

# 4. Country setup

Before you can conduct an EVM assessment, the following country setup tasks need to be completed:

- Add administrative units
- Add locations
- Add vaccines
- Add tracers
- Add supply chain parameters

Each task is described below.

## Adding administrative units

An administrative unit (AU), also referred to as a subnational entity, constituent unit, or country subdivision, is a portion of a country or other region delineated for the purpose of administration. For example, in the United States of America the primary first-level AU (division) is the *state* – California, Texas, Florida, etc. The various states are then typically subdivided into *counties*. For example, there are 67 counties in the state of Florida. Every country in the world is subdivided into a unique set of AUs.

For an EVM assessment to assess performance by administrative unit, the country's AUs and the immunization facilities that belong to them must be specified. You can do this in two ways:

- Add AUs manually (one-by-one)
- Add all AUs using the import-export tool.

We recommend that you use the import-export tool to create the AUs and locations at the same time. You can then create, remove or edit your AUs manually. Note that you must add at least two levels of AUs before you can create an EVM assessment.

### Manually adding an AU

To add an AU manually:

1. In the **Setup** menu, select **Units**.
2. The Units page shows all AUs for the country. Click **Add new**.
3. Enter the following information and click **Save**:
   - Code
   - Name
   - Parent unit (leave blank if this AU has no parent)

### Editing an AU

To edit an AU you have already created:

1. In the **Setup** menu, select **Units**.

2. The Units page shows all AUs for the country. Click **Edit** (pencil icon) next to the AU you want to edit.

3. Update the necessary details and click **Save**.


# Adding locations

A location is a facility in a country that stores vaccines or delivers immunization services. Before you can conduct an EVM assessment, all locations in the country must be added. You can do this in two ways:

- Add locations manually (one-by-one)

- Add all locations using the import-export tool.

We recommend that you use the import-export tool to create AUs and locations at the same time. You can then create, remove or edit your locations manually.


## Manually adding a location

To add a location manually:

1. In the **Setup** menu, select **Locations**.

2. The Locations page shows all locations for the country. Click **Add new**.

3. Enter the following information and click **Save**:

    - Administrative unit* - this is the AU in which the location is physically located.

    - Parent location – the supplying store from which the facility receives its vaccines.

    - Facility code* - the unique code for the facility

    - Facility name* - the name of the facility

    - Supply chain level* - can be PR (primary), SN (subnational), LD (lowest distribution), or SP (service provision)

    - Primary contact – name of the point of contact for the facility

    - Telephone – telephone number of the primary contact (if known)

    - Email – email address of the primary contact (if known)

    - Target population – the total population served by the facility

    - GPS latitude

    - GPS longitude

    - Order – leave blank

    - Active

        - Set to 1 if the location is currently in use and therefore should be included in the site selection for new assessments

        - Set to 0 if the location is not currently in use and therefore should NOT be included in the site selection for new assessments


* Indicates mandatory value.

### Editing a location

To edit a location you have already created:

1. In the **Setup** menu, select **Locations**.

2. The Locations page shows all locations for the country. Click **Edit** (pencil icon) next to the location you want to edit.

3. Update the necessary details and click **Save**.

# Using the import-export tool

The import-export tool enables you to add hundreds or even thousands of AUs and locations to your country setup using a single Microsoft Excel file. To get started, obtain a copy of the template Excel file by using the export tool. You can then add your AUs and locations to the file before importing it back.

### Exporting a list of AUs and locations

To make an export:

1. In the **Setup** menu, select **Locations**.

2. Click **Export**. A file listing all the AUs and locations for the country will be downloaded.

3. Open the file LocationsExport.xlsx you have just downloaded.

4. The file contains two worksheets – Units and Locations. Use the corresponding worksheet to add your AUs and locations.

### Adding AUs

In the Units worksheet, add one row per AU; you need to specify the following values.

| Column name | Description | Example |
|---|---|---|
| Code* | The unique code for the AU | ANT-001-001 |
| Name* | The name of the AU | Apple County |
| Parent Unit | The code of the parent unit in which this AU is contained (leave blank if this AU has no parent) | ANT-001 |

* Indicates mandatory value.

The following example provides a list of five first-level AUs (states), each with four second-level AUs (counties). For example, "North Sate" is a first-level AU (there is no parent unit specified) that contains four second-level AUs – Apple County, Mango County, Orange County, and Pineapple County. The relationship of each of the four AUs to the top-level AU is specified by the unique code given in the Parent Unit column.

| | A | B | C | |
|---|---|---|---|---|
| 1 | Code | Name | Parent Unit | |
| 2 | AU001 | North State | | |
| 3 | AU001-001 | Apple County | AU001 | |
| 4 | AU001-002 | Mango County | AU001 | |
| 5 | AU001-003 | Orange County | AU001 | |
| 6 | AU001-004 | Pineapple County | AU001 | |
| 7 | AU002 | East State | | |
| 8 | AU002-001 | Carrot County | AU002 | |
| 9 | AU002-002 | Spinach County | AU002 | |
| 10 | AU002-003 | Pea County | AU002 | |
| 11 | AU002-004 | Kale County | AU002 | |
| 12 | AU003 | South State | | |
| 13 | AU003-001 | Coriander County | AU003 | |
| 14 | AU003-002 | Chili County | AU003 | |
| 15 | AU003-003 | Basil County | AU003 | |
| 16 | AU003-004 | Vanilla County | AU003 | |
| 17 | AU004 | West State | | |
| 18 | AU004-01 | Tea County | AU004 | |
| 19 | AU004-02 | Coffee County | AU004 | |
| 20 | AU004-03 | Water County | AU004 | |
| 21 | AU004-04 | Milk County | AU004 | |
| 22 | AU005 | Central State | | |
| 23 | AU005-001 | Iron County | AU005 | |
| 24 | AU005-002 | Copper County | AU005 | |
| 25 | AU005-003 | Tin County | AU005 | |
| 26 | AU005-004 | Cobalt County | AU005 | |
| 27 | | | | |

## Adding locations

In the Locations worksheet, add one row per location; you need to specify the following values.

| Column name | Description | Example |
|---|---|---|
| Administrative Unit Code* | The AU in which the location is physically located | AU005-001 |
| Parent Facility Code | The AU code of the supplying store from which the facility receives its vaccines | L001 |
| Parent Facility Name | The name of the supplying store from which the facility receives its vaccines. The value is provided for reference only; it does not need to be specified if the Parent Facility Code is entered. | National Store |
| Facility Code* | The unique code for the facility | |
| Facility Name* | The name of the facility | |
| Supply Chain Level Code* | The supply chain level of the facility | |
| Primary Contact | Name of the point of contact for the facility (if known) | Dan Smith |

| Telephone | Telephone number of the primary contact (if known) | 0123456789 |
| Fax | Fax number of the primary contact (if known) | 0123456789 |
| Email | Email address of the primary contact (if known) | dan@example.net |
| Target population | The total population served by the facility<br>Only provide numbers, do not enter commas or periods. | 1106 |
| Latitude | The location's latitude | -84.441212 |
| Longitude | The location's longitude | 9.467548 |
| Order | ? | |

\* Indicates mandatory value.

In the following example, we will add 24 locations.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Administrative Unit Code | Parent Facility Code | Parent Facility Name | Facility Code | Facility Name | Supply Chain Level Code |
| 2 | AU005-001 | | | L001 | National Store | PR |
| 3 | AU001 | L001 | National Store | L001-001 | North State Store | SN |
| 4 | AU001-001 | L001-001 | North State Store | L001-001-001 | Apple County Store | LD |
| 5 | AU001-002 | L001-001 | North State Store | L001-001-002 | Mango County Store | LD |
| 6 | AU001-003 | L001-001 | North State Store | L001-001-003 | Orange County Store | LD |
| 7 | AU001-004 | L001-001 | North State Store | L001-001-004 | Pineapple County Store | LD |
| 8 | AU002 | L001 | National Store | L002-001 | East & South State Store | SN |
| 9 | AU002-001 | L002-001 | East & South State Store | L002-001-001 | Carrot County Store | LD |
| 10 | AU002-002 | L002-001 | East & South State Store | L002-001-002 | Spinach County Store | LD |
| 11 | AU002-003 | L002-001 | East & South State Store | L002-001-003 | Pea County Store | LD |
| 12 | AU002-004 | L002-001 | East & South State Store | L002-001-004 | Kale County Store | LD |
| 13 | AU003-001 | L002-001 | East & South State Store | L002-001-005 | Coriander County | LD |
| 14 | AU003-002 | L002-001 | East & South State Store | L002-001-006 | Chili County | LD |
| 15 | AU003-003 | L002-001 | East & South State Store | L002-001-007 | Basil County | LD |
| 16 | AU003-004 | L002-001 | East & South State Store | L002-001-008 | Vanilla County | LD |
| 17 | AU004 | L001 | National Store | L004-001 | West & Central State Store | SN |
| 18 | AU004-01 | L004-001 | West & Central State Store | L004-001-001 | Tea County | LD |
| 19 | AU004-02 | L004-001 | West & Central State Store | L004-001-002 | Coffee County | LD |
| 20 | AU004-03 | L004-001 | West & Central State Store | L004-001-003 | Water County | LD |
| 21 | AU004-04 | L004-001 | West & Central State Store | L004-001-004 | Milk County | LD |
| 22 | AU005-001 | L004-001 | West & Central State Store | L004-001-005 | Iron County | LD |
| 23 | AU005-002 | L004-001 | West & Central State Store | L004-001-006 | Copper County | LD |
| 24 | AU005-003 | L004-001 | West & Central State Store | L004-001-007 | Tin County | LD |
| 25 | AU005-004 | L004-001 | West & Central State Store | L004-001-008 | Cobalt County | LD |
| 26 | | | | | | |

## Importing a list of AUs and locations

To import a list of AUs and locations:

1. In the **Setup** menu, select **Locations**.
2. Click **Upload locations** and specify the LocationsExport.xlsx file you wish to upload.

When the example LocationsExport.xlsx file prepared above is imported, the following AUs are displayed. Click + next to a first-level AU to view the second-level AUs it contains. The number of AUs that are within the parent AU is indicated in [square brackets].

| | |
|---|---|
| ✚ Central State [4] | ✎ ✕ |
| ✚ East State [4] | ✎ ✕ |
| ✚ North State [4] | ✎ ✕ |
| ✚ South State [4] | ✎ ✕ |
| ✚ West State [4] | ✎ ✕ |

The following locations are displayed. The number of locations served by the parent location is indicated in [square brackets].

| | |
|---|---|
| ━ PR - National Store [3] | ✎ ✕ |
| ✚ SN - East & South State Store [8] | ✎ ✕ |
| ✚ SN - North State Store [4] | ✎ ✕ |
| ✚ SN - West & Central State Store [8] | ✎ ✕ |

Note that in this example:

- East State and South State share a single SN store; this SN store serves all eight LD stores in these two states.

- West State and Central State share a single SN store; this SN store serves all eight LD stores in these two states.

# Adding vaccines

To enter the vaccines used in your national immunization schedule:

1. In the **Setup** menu, select **Vaccines**.

2. The list of vaccines for your country is displayed.
   - Click **Add PQS** to add a WHO PQS-prequalified vaccine
   - Click **Add Generic** to add a vaccine that is *not* WHO PQS-prequalified

3. Enter the following six vaccine type attributes

| Attribute | Description | Example |
|---|---|---|
| Vaccine type | The type of vaccine | DTaP |
| Manufacturer | Name of the vaccine manufacturer | GlaxoSmithKline Biologicals SA |
| Commercial name | The vaccine's commercial name | Boostrix |
| Pharmaceutical form | The vaccine's pharmaceutical form | Liquid: ready to use |
| Presentation | The vaccine presentation | Vial |
| Doses per primary container | The number of vaccine doses contained in the primary container | 1 |

4. If you are adding a PQS vaccine, the remaining fields will be automatically populated from WHO PQS Vaccine database records. If you are adding a generic vaccine, you will need to fill them in manually.

| Attribute | Description | Example |
|---|---|---|
| MDVP discard time (days)* | The time in days after which an opened multi-dose vaccine vial must be discarded, according to the national multi-dose vial policy (MDVP) | 28 |
| Administration route* | The route by which the vaccine is administered | Intradermal |
| Vaccine storage temperature (°C) | The temperature in degrees Celsius at which the vaccine must be stored | 2-8°C |
| Diluent storage temperature (°C) | The temperature in degrees Celsius at which the vaccine diluent must be stored, if applicable | 2-8°C |
| Vaccine secondary volume $(cm^3)$* | The volume in cubic centimetres of the vaccine's secondary packaging **per dose**. For example, a carton contains 50 two-dose vials. The carton dimensions are 6.0cm x 9.5cm x 18.5cm with total volume 1,054.5$cm^3$. Divided by the total number of doses (100), the vaccine secondary volume is 10.545 $cm^3$. | 10.54 |
| Vaccine tertiary volume $(cm^3)$* | The volume in cubic centimetres of the vaccine's tertiary packaging **per dose**. For example, the tertiary packaging contains 24 cartons of 50 two-dose vials. The tertiary packaging dimensions are 41cm x 48cm x 60cm with total volume 118,080$cm^3$. Divided by the total number of doses (2,400), the vaccine tertiary volume is 49.2$cm^3$. | 49.2 |
| Diluent secondary volume $(cm^3)$ | The volume in cubic centimetres of the vaccine diluent's secondary packaging, if applicable | 0.63 |
| Diluent tertiary volume $(cm^3)$ | The volume in cubic centimetres of the vaccine diluent's tertiary packaging, if applicable | 0.63 |

* Indicates mandatory value.

5. Enter the following country-specific information for the vaccine.

| Attribute | Description | Example |
|---|---|---|
| Target group (%) | The percentage of the total population that will receive the vaccine | 3 |
| Vaccine introduction date | The date on which the vaccine was introduced into the national schedule | 01/04/2017 |
| Wastage rate (%) | The predicted wastage rate for the vaccine | 5 |
| Doses per recipient | The number of vaccine doses each recipient will receive | 1 |

| | | |
|---|---|---|
| Coverage rate (%) | The target coverage rate for the antigen | 90% |
| Active | Whether the vaccine is currently being used in the national immunization schedule.<br>Set to 1 if the vaccine is currently in use and therefore should be included in new assessments<br>Set to 0 if the vaccine is not currently in use and therefore should NOT be included in new assessments | 1 |

6. Once you have entered all data, click **Save** to add the vaccine.

## Vaccine type

Vaccine*
DTaP

Manufacturer*
GlaxoSmithKline Biologicals SA

Commercial name*
Boostrix

Formulation*
Liquid: ready to use

Presentation*
Vial

Doses per primary container*
1

## Vaccine details

MDVP discard time (days)*
NA

Administration route*
Intramuscular

Vaccine storage temperature (°C)
2-8°C

Vaccine secondary volume (cm3)*
9.7

Vaccine tertiary volume (cm3)*
15.22917

Diluent secondary volume (cm3)
0

Diluent tertiary volume (cm3)
0

## Country details

Target group (%)*

Vaccine introduction date*
2019

Wastage rate (%)*

Doses per recipient*

Coverage rate (%)*

Cancel    Save

### FAQs

Q: What do I do if I have more than one vaccine for the same antigen?

A: Enter the vaccine with the highest storage volumes.

# Adding tracers

This section will be removed.

# Adding ISC parameters

On the ISC parameters screen, you can adjust the default values displayed in the questionnaire for the following supply chain parameters. You do not need to adjust the default values, and the assessor will have the option to select an alternative to default suggested.

- Supply interval for each vaccine in the national immunization schedule, per supply chain level; expressed in months

- Safety stock[1] level for each vaccine in the national immunization schedule and for dry goods, per supply chain level; expressed as a percentage of the supply interval

- Maximum stock[2] level for each vaccine in the national immunization schedule and for dry goods, per supply chain level; expressed as a percentage of the supply interval

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[1] Safety stock is defined as the minimum quantity of stock for a product that should be held in storage at any time, expressed in months or weeks of supply. Safety stock is typically defined as a percentage of the supply interval. For example, with a supply interval of four weeks, the safety stock may be defined as 25% (one week) or 50% (two weeks).

[2] Maximum stock is defined as the maximum quantity of stock for a product that should be held in storage at any time, expressed in months or weeks of supply.

# 5.   Managing accounts

The country manager can manage every aspect of the country's EVM environment and performance – from adding administrative units and locations, vaccines, and supply chain parameters to creating assessments and analysing results. The country manager also controls who has access to the country's EVM data. This is achieved by administering the various roles that can be assigned to EVM accounts.

The following country-specific roles can be assigned to a user.

| With this role… | The user can… |
|---|---|
| Assessor (locations) | Be assigned location questionnaires as part of an EVM assessment. Download and upload location questionnaires |
| Assessor (program) | Complete a programme questionnaire using the EVM Manager website |
| Manager | Manage every aspect of the country's EVM setup and performance |
| Observer | View every aspect of the country's EVM setup and performance. The user can only view, he cannot edit. |

Note that a single user can have any number of different roles for different counties. For example, the same user can be an assessor for Angola, a country manager for Zimbabwe, and an observer for Rwanda.

## Viewing accounts

To view all the users with roles in your country, in the menu select **Accounts**. On the **Accounts** page are two tables:

1.  The **Manage Country Accounts** table displays a list of all accounts that have roles for the country.



2.  The **Current Country Pending Requests** table displays a list of all requests that have not yet been approved or rejected by the country manager.

## Editing roles

To edit a user's role, you must first *request* the new role on behalf of the user and then as country manager *approve* the new role. To do so:

1. In the menu select **Accounts**.
2. In the **Manage Country Accounts** table, click **Edit** (pencil icon) for the user.
3. Under **Request permission**, select a role, for example *Assessor (locations)*.
4. Under **Country**, select your country and click **Request**.



5. Click **Save** to return to the Accounts page.
6. In the **Current Country Pending Requests** table, locate the request you have just made for the user and click **Edit** (pencil icon).
7. The request details are displayed. Click **Approve**.

Once a user's request for the *Assessor (locations)* role has been approved, the user can download and upload assigned questionnaires.

## Assigning roles

Accounts that do not yet have a role for the country do not appear on the Accounts page. Therefore, to assign a role to user who does not yet have a role for the country (for example, assessor or manager), you will need to locate the user in a different way.

1. In the menu select **Accounts**.

2. Click **Create Assignment**.

3. Select the user to whom you want to assign a role and then select the role to assign.



4. Click **Save** to return to the Accounts page.

5. In the **Current Country Pending Requests** table, locate the request you have just made for the user and click **Edit** (pencil icon).

6. The request details are displayed. Click **Approve**.

# 6.  Creating assessments

Before creating an EVM assessment, you must first ensure that you have completed the country setup (described in Chapter 4) and that you have assigned the appropriate roles to your users (Chapter 5).

## Creating an assessment

To create an assessment:

1. Sign in as a country manager

2. In the menu, select **Assessments** to display the **Manage Assessments** screen.

3. A list of all assessments created for the country is displayed. Click **Add New** to open the Create Assessment wizard.

4. On the **Assessment details** tab, enter the following information and click **Next**.

| Input | Description |
|---|---|
| Assessment type | Specify the type of EVM assessment you wish to create:<br><br>• National – entire country will be assessed<br><br>• Subnational – only a specific first-level administrative unit will be assessed; if you select this option you must now specify the first-level administrative unit to assess. |
| Name | Specify a name for your assessment. By default, the name will be <country> <year/month>. For example, Iraq 2019/04 |
| Planned date | The planned start date for the assessment data-collection |
| Description | Enter in plain words a description for the assessment. This can be useful in future if you are creating more than one assessment at the same |

5. On the **Select locations** screen, enter the following information and click **Next**.

| Input | Description |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |

6. On the **Select requirements** screen, enter the following information and click **Next**.

| Input | Description |
|---|---|
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |

7. On the **Review** screen, enter the following information and click **Next**.

| Input | Description |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# 7. Assigning questionnaires

To be written.

# 8.  Managing submitted questionnaires

To be written.

# 9.    Conducting the programme questionnaire

To be written.

# 10. Completing the assessment

To be written.

# 11. Data analysis

To be written.

## Heat-map

This graph presents the criteria and category scores for one or more location in an assessment, or for an entire assessment. Locations to include can be defined by state, district, or supply chain level.

To be written.

## Criteria

This graph presents the criteria scores for one or more location in an assessment, or an entire assessment. Locations to include can be defined by state, district, or supply chain level.

To be written.

## Categories

This graph presents the category scores for one or more location in an assessment, or an entire assessment. Locations to include can be defined by state, district, or supply chain level.

To be written.

## System indicators

This graph presents the system indicator scores (Availability, Quality, Efficiency) for one or more location in an assessment, or an entire assessment. Locations to include can be defined by state, district, or supply chain level.

To be written.

## Progress

This graph compares the criteria and category scores for one state, district, or location in two different assessments.

To be written.

## Comparison

This graph compares the criteria and category scores of two different assessments.

To be written.

## Compare overall

This graph compares the criteria and category scores, in a single assessment, for all locations in a district, all districts in a state, or all states.

To be written.

## Compare two

This graph compares the criteria and category scores of two states, districts or locations.

To be written.

## Scores

This graph shows a map of states, districts or locations, with assessment scores for each.

To be written.

## Storage capacity

This graph shows the available and required cold chain and dry storage capacity for one or more location, or for an entire assessment.

To be written.

# 12. Generating an EVM report

To be written.

# 13. Other tasks

## Customising the EVM country portal

Country managers can customise the home page of their country on the EVM Manager website. This is the page that is displayed after you log in to EVM Manager as a country manager.

To customise the country home page:

1. Sign in as country manager.
2. In the **Setup** menu, click **Customisation**.
3. Enter new text each option and click **Save**.

# Translation

To be written.