



# COUNTRY COMMODITY MANAGER

**CCM: a computer program for the management and forecasting of Reproductive Health commodity needs**

**Instruction Manual**

**CCM**

**Technical Support Division**

**Software Version 2**

# Table of Contents

<b>1. Introduction</b>	<b>Page 3</b>
<b>2. Installation Notes</b>	<b>Page 4</b>
<b>3. Usage Guidelines</b>	<b>Page 8</b>
<b>4. Data Table Descriptions</b>	<b>Page 13</b>
<b>5. Table Navigation &amp; Editing</b>	<b>Page 29</b>
<b>6. Forecasting Model</b>	<b>Page 30</b>
<b>7. Reports</b>	<b>Page 33</b>
<b>8. Online Help &amp; Documentation</b>	<b>Page 40</b>
<b>9. Frequently Asked Questions</b>	<b>Page 41</b>
<b>10. Technical Information</b>	<b>Page 43</b>
<b>11. Troubleshooting Tips</b>	<b>Page 44</b>
<b>12. Glossary</b>	<b>Page 46</b>

# 1. Introduction

***The purpose of the Country Commodity Manager (CCM) is to assist country offices in their efforts to assess their reproductive health commodity requirements, stock positions, and possible shortfalls.***

***CCM is an easy-to-use program which can quickly generate models and reports which will:***

- 1) forecast reproductive health commodity requirements based on logistics and inventory data,***
- 2) validate this forecast utilizing demographic data, and***
- 3) warn of future reproductive health commodity shortfalls.***

***CCM also provides a mechanism to readily transmit each country's data to UNFPA headquarters from their country offices for use in generating global level reports for the purposes of planning, advocacy and resource mobilization.***

***In this latest release of the software, we have added other reproductive health commodities and kits to the list of contraceptives that was managed in the first version. Our goal is to collect global data on all of these commodities. This new release also includes the much requested ability for users to add the names of any other commodities they wish to the data tables to be managed and reported on by CCM.***

## 2. Installation Notes

*There are three sources from which to install CCM:*

- *Compact Disc*
- *Floppy Diskettes*
- *Internet via UNFPA BBS*

*The instructions on the following pages discuss each method in detail.*

## **Installing CCM from Compact Disc**

Step 1. Insert the CCM CD into the CD Drive

Step 2. Double Click on "**My Computer**" on the user's desktop

Step 3. Double Click on the **CD Drive**

Step 4. Double Click on **ccmdel.bat**

- This will delete any previous version of the CCM program from the user's computer. However, the data will be re-installed in the new version.

Step 5. Double Click on **ccm1.exe**

- Follow the simple instructions accepting all default choices by pressing the **Enter Key** at all prompts until the following message appears:

### ***CCM Setup was completed successfully***

Step 6. Click on **OK**

Step 7. Double Click on **ccm2.exe**

- Follow the two step instructions to load the user's specific country data into the CCM database

Step 8. Click on **OK**

## **Installing CCM from Diskettes**

Step 1. Insert CCM Disk 1

Step 2. Click on **"My Computer"** on the user's desktop

Step 3. Double Click on **Floppy Disk A: Drive**

Step 4. Double Click on **ccmdel.bat**

- This will delete any previous version of the CCM program from the user's computer. However, the data will be re-installed in the new version.

Step 5. Double Click on **SETUP.EXE**

- Note: Depending on your computer, the system may have you re-insert disk 1 and 2 several times. This is OK.
- Follow the simple instructions accepting all default choices bypressing the **Enter Key** at all prompts until the following message appears:

**CCM Setup was completed successfully**

Step 6. Close My Computer window

Step 7. Insert CCM Disk 3

Step 8. Double Click on **"My Computer"** on the user's desktop

Step 9. Double Click on the **Floppy Disk A: Drive**

Step 10. Double Click on **CCM2.EXE**

- Follow the two step instructions to load the user's specific country data into the CCM database

## **Installing CCM from the Internet Website**

If the user has access privileges to the Internal UNFPA Bulletin Board System (BBS), go to the website at <http://bbs.unfpa.org/tsd/ccm/> and follow the installation instructions.

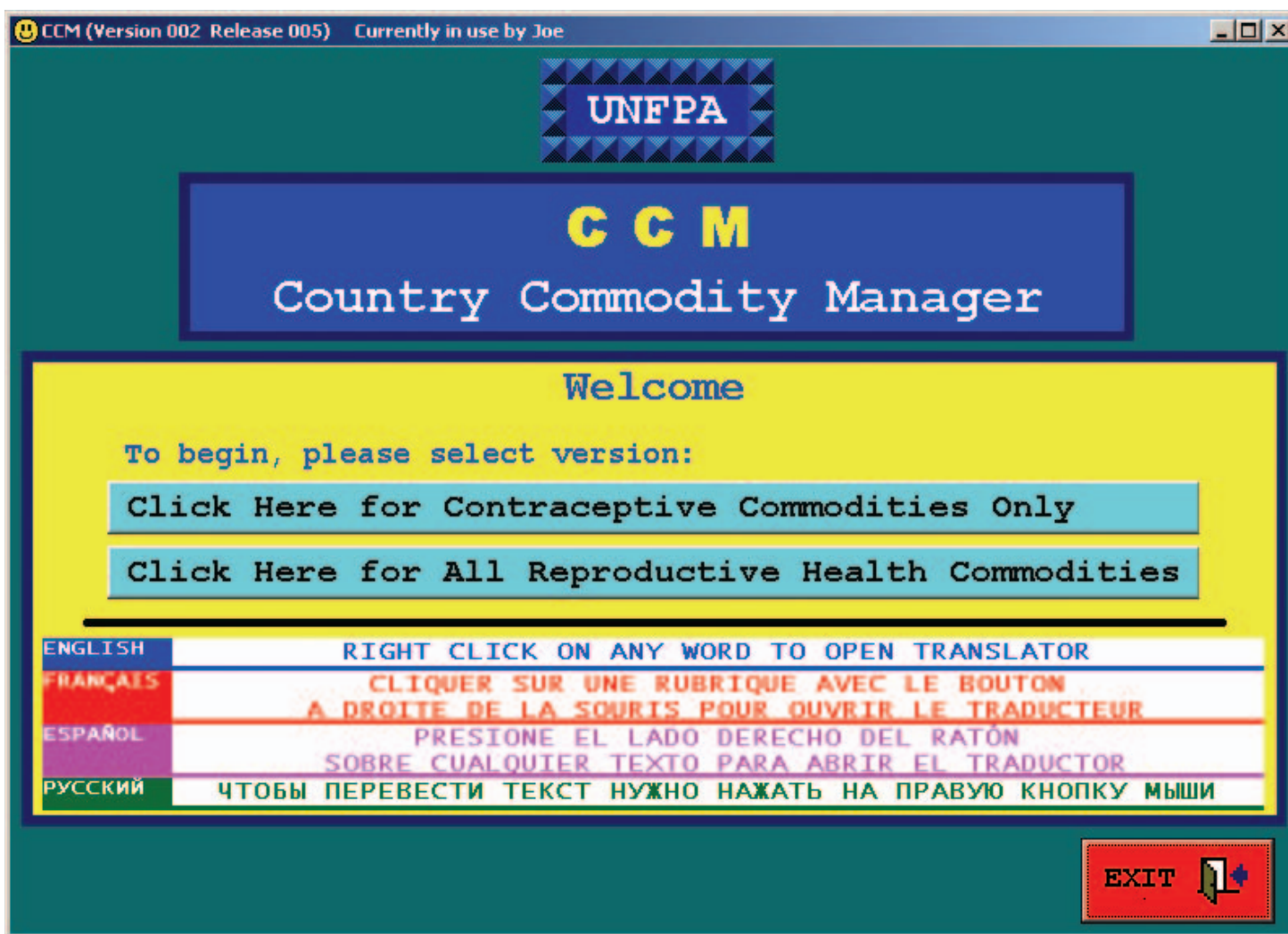
Otherwise, use the External UNFPA website at <http://www2.unfpa.org/tsd/ccm> and follow the installation instructions. The user will be prompted for the following login information:

UserID: partner  
Password: unfpa123

Internal and External web pages are identical.

### 3. Usage Guidelines

When CCM is first opened, the user is greeted by the Welcome Screen (as seen below). Here the user selects whether to manage Contraceptive Commodities Only or All Reproductive Health Commodities.





## Usage Guidelines (continued)

*There is a language translator built into the software that will translate the English words and phrases presented on the computer screen to three other languages; French, Spanish, and Russian. To invoke the CCM Translator, the user only needs to right-click on any label or command button that they wish translated. Here are two examples:*



## Usage Guidelines (continued)

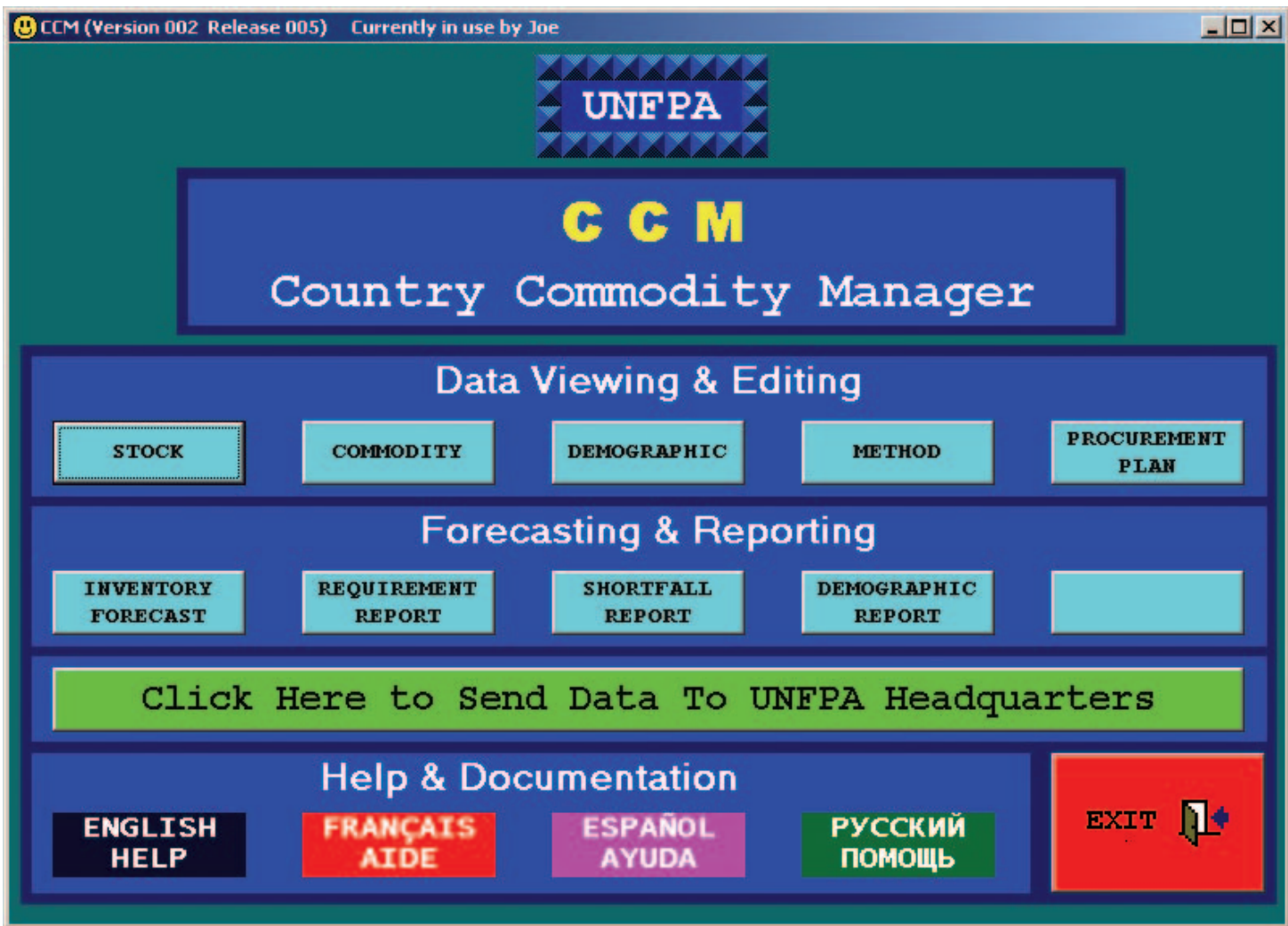
*The main steps to using CCM, are:*

- **Enter data into tables. Data consists of:**
  - *commodity inventory levels*
  - *monthly consumption amounts*
  - *country demographics and contraceptive-prevalence rates*
  
- **Run model and generate reports.**
  - *several years into the future*
  
- **Send data to UNFPA Headquarters.**
  - *from UNFPA country offices only*
  - *provides global aggregation*
  
- **Maintain data in tables.**
  - *enter updates and changes to Inventory data*
  - *enter updates and changes to Consumption data*
  - *enter updates and changes to Demographic data.*
  
- **Check monthly for possible upcoming stock shortfalls.**

*All of these activities are invoked from the CCM Main Menu as shown on the following page.*

## Main Menu

### Sample Computer Screen



*The menu is divided into three sections:*

- 1) Data Viewing & Editing Options*
- 2) Forecasting & Reporting Options*
- 3) Help & Documentation*

*The green "Click Here to Send Data to UNFPA Headquarters" button will send each country's data to UNFPA Headquarters for aggregation.*

## Usage Guidelines (continued)

***All CCM screens include a COMMAND BAR. For consistency and ease-of-use, this bar is found at the same location on each screen, namely, at the bottom of the screen. On this bar the user will always find a "Main Menu" button on the far left and an "Exit" button on the far right.***

***Use the "Main Menu" button to return to the CCM Main Menu page to gain access to the complete set of options and tasks to perform. Use the "Exit" button to close the Country Commodity Manager program.***

***Depending on the screen, the user will also find additional buttons on the COMMAND BAR to perform tasks and operations specific and relevant to that particular screen. For example, on the Computer Model screen, there is a command button labeled "Display Next Two Years".***

## **4. Data Table Descriptions**

***The data in CCM is organized and stored in the following tables:***

- 1) Stock Table***
- 2) Commodity Table***
- 3) Demographic Table***
- 4) Contraceptive Method Table***
- 5) Procurement Plan Table***

***The following pages discuss each table's purpose and use in the CCM system while presenting the "Data Viewing & Editing" screens as they appear on the user's computer.***

***All "Data Viewing & Editing" screens are constructed to look and work the same. The user can view the data in a table and also make additions and changes to that data. All "Data Viewing & Editing" screens are divided into two sections:***

- The bottom portion of the screen shows all of the data records in the table being viewed.***
- The top portion of the screen shows all of the data fields for the record that is currently selected (highlighted) in the bottom section.***

## **Data Table Descriptions (continued)**

***All "Data Viewing & Editing" screens include an "Export to Excel" button on the COMMAND BAR. Use the "Export to Excel" button to build an Excel file of all data contained in a table for the user's further independent analysis.***

***All "Data Viewing & Editing" screens also include a "Print Screen" button on the COMMAND BAR. Use the "Print Screen" button to send an image of the current screen to the user's local printer.***

***Refer to the Table Navigation & Editing section of this manual for an explanation and details on viewing and changing data in the tables.***

## **Stock Table**

### **PURPOSE**

***The Stock Table is used to store the data depicting the current inventory levels of the various commodities in the Central Warehouse. The data records should consist of the quantities of each commodity from the most recent inventory as well as the stock currently in the pipeline. The initial default stock data in the CCM system came from the UNFPA Contraceptive Commodity Survey conducted in March 2002.***

### **DATA FIELD DESCRIPTIONS**

- ***Country: The name of the country whose data is stored in this table.***
- ***Commodity-Formulation: The combination of a commodity and its particular formulation.***
- ***Provider: The provider of that particular quantity of stock.***
- ***Quantity: The amount in individual units of that stock record.***
- ***Arrive Date: The date the stock arrived in the Central Warehouse.***
- ***Expire Date: The date that particular quantity of stock will no longer be usable. The expiration dates for stock in the pipeline can be estimated and then updated with the actual expiration dates when the stock arrives.***

# Stock Table

## Sample Computer Screen

CCM (Version 002 Release 001) STOCK TABLE VIEWING & EDITING Currently in use by Joe

**SELECTED RECORD FROM STOCK TABLE**

COUNTRY: RWANDA  
 COMMODITY: CONDOM -FEMALE  
 PROVIDER: NOT AVAILABLE  
 QTY: 8590

ARRIVE DATE: 2002/03  
 EXPIRE DATE: 2007/02

Add  
 Delete  
 Save

**ALL RECORDS IN STOCK TABLE**

Country	Commodity - Formulation	Arrive	Quantity
RWANDA	CONDOM -FEMALE	2002/03	8,590
RWANDA	CONDOM -MALE	2002/03	287,176
RWANDA	CONDOM -MALE	2002/03	2,306,592
RWANDA	CONDOM -MALE	2004/05	1,382,400
RWANDA	CONDOM -MALE	2004/06	3,414,000
RWANDA	CONDOM -MALE	2004/12	3,399,000
RWANDA	CONDOM -MALE	2005/02	1,836,000
RWANDA	CONDOM -MALE	2005/06	3,501,000
RWANDA	CONDOM -MALE	2005/11	1,383,000
RWANDA	CONDOM -MALE	2005/12	1,670,400
RWANDA	CONDOM -MALE	2005/12	3,300,000
RWANDA	CONTRACEPTIVE IMPLANT -STANDARD	2002/03	1,080
RWANDA	CONTRACEPTIVE IMPLANT -STANDARD	2003/03	1,400
RWANDA	CONTRACEPTIVE IMPLANT -STANDARD	2004/02	1,400
RWANDA	CONTRACEPTIVE IMPLANT -STANDARD	2004/12	1,400
RWANDA	CONTRACEPTIVE IMPLANT -STANDARD	2005/11	700
RWANDA	CONTRACEPTIVE INJECTABLE -1 MONTH	2002/03	139,200
RWANDA	CONTRACEPTIVE INJECTABLE -3 MONTH	2003/11	97,600
RWANDA	CONTRACEPTIVE INJECTABLE -3 MONTH	2004/12	39,200
RWANDA	CONTRACEPTIVE INJECTABLE -3 MONTH	2005/10	110,000

Number of records in Stock Table: 44

COMMAND BAR

Main Menu Export To Excel Print Screen Exit



# Commodity Table

## PURPOSE

*The Commodity Table is used to store the data relevant to each of the possible commodities currently managed by the system. The table is comprised of one record per commodity-formulation. Users are able to add to the table the names of additional commodities and kits that they wish to manage. Please note, that users are able to delete any commodities that they have added to the table, but the standard commodities cannot be removed. However, for the sake of brevity, any commodities with an Average Monthly Consumption amount of zero, will not be included in the reports or computer model output.*

## DATA FIELD DESCRIPTIONS

- **Country:** *The name of the country whose data is stored in this table.*
- **Commodity:** *The name of the commodity.*
- **Formulation:** *The particular formulation or dosage of this commodity.*
- **Average Monthly Consumption:** *The quantity (in units) consumed in one month's time. Determined by dividing the yearly amount by twelve.*
- **Average Cost of 1 Unit:** *The per unit cost in U.S. dollars.*

## **Commodity Table**

***After consultation with several global experts, we included the following in our list of the most critical reproductive health related commodities:***

### **Family Planning Commodities**

**Condom**

**Implant**

**Injectable**

**IUD**

**Pill**

**Spermicide**

### **Reproductive Health Commodities**

**Amoxicillin**

**Azithromycin**

**Benzathine Benzylpenicillin**

**Cloxacillin**

**Doxycycline**

**Ergometrine**

**Magnesium Sulfate**

**Metronidazole**

**Oxytocin**

**Procaine Benzylpenicillin**

**Delivery Set**

**Test: Hiv**

**Test: Rapid Plasma Reagin**

## Commodity Table

The above listed commodities belong to the following categories and are available in the CCM Commodity Table with the noted formulations:

### Family Planning Commodities

<b>Condom</b>	<b>Male</b>
<b>Condom</b>	<b>Female</b>
<b>Implant</b>	<b>Standard</b>
<b>Injectable</b>	<b>1 month, 2 month, 3 month</b>
<b>IUD</b>	<b>380A, Multiload</b>
<b>Pill</b>	<b>Combined, Progestogen only, Emergency</b>
<b>Spermicide</b>	<b>Cream/Gel, Vaginal Tablet</b>

### Maternal & Neonatal Health Care Commodities

#### **Antibacterials**

<b>Amoxicillin</b>	<b>Capsule/Tablet 250mg, 500mg</b>
<b>Benzathine Benzylpenicillin</b>	<b>Powder for injection 1.44g</b>
<b>Cloxacillin</b>	<b>Capsule 500mg, 1g</b>
<b>Doxycycline</b>	<b>Capsule/Tablet 100mg</b>
<b>Metronidazole</b>	<b>Tablet 200mg, Injection 500mg</b>
<b>Procaine Benzylpenicillin</b>	<b>Powder for injection 1g, 3g</b>

#### **Anticonvulsants**

<b>Magnesium Sulfate</b>	<b>Injection 5g</b>
--------------------------	---------------------

#### **Delivery Set Contents**

<b>Forceps</b>	<b>Spring-type</b>
<b>Gloves</b>	<b>Surgeons</b>
<b>Holder</b>	<b>Needle</b>
<b>Lidocaine</b>	<b>Injection</b>
<b>Scissors</b>	<b>Cord cutting, Dissecting</b>
<b>Suture</b>	<b>Synthetic</b>

## Commodity Table

### **Oxytocics**

**Ergometrine**

**Injection**

**Oxytocin**

**Injection 10iu**

### **Reproductive Tract Infection Commodities**

**Amoxicillin**

**Capsule/Tablet 250mg, 500mg**

**Azithromycin**

**Tablet 500mg**

**Benzathine Benzylpenicillin**

**Powder for injection 1.44g**

**Doxycycline**

**Capsule/Tablet 100mg**

**Metronidazole**

**Tablet 200mg, Injection 500mg**

**Procaine Benzylpenicillin**

**Powder for injection 1g, 3g**

**Test: Hiv 1+2, Fast, Spot**

**Test: Rapid Plasma Reagin**

**Since many of the above drugs may need to be given by injection, the experts also suggested that countries keep in stock a supply of the following:**

### **Injection/IV Set**

**Cannula**

**IV, 18G**

**IV-Infusion Set**

**Needles**

**Hypo, 21G, Disposable**

**Sodium Chloride**

**Injectable Solution**

**Sterile Water for Injection**

**Syringes**

**2ML, 10ML**

# Commodity Table

## Sample Computer Screen

CCM (Version 002 Release 001) COMMODITY TABLE VIEWING & EDITING Currently in use by Joe

**SELECTED RECORD FROM COMMODITY TABLE**

COUNTRY: RWANDA      AVG MONTHLY CONSUMPTION: 0 (UNITS)  
 COMMODITY: AMOXICILLIN      AVG COST OF 1 UNIT: 18.00 (US DOLLARS)  
 FORMULATION: 250MG <1000 TABLETS>

Save

**ALL RECORDS IN COMMODITY TABLE**

Country	Commodity - Formulation	Average Monthly Consumption	Average Cost of 1 Unit
RWANDA	AMOXICILLIN -250MG <1000 TABLETS>	0	18.00
RWANDA	AMOXICILLIN -500MG <1000 CAPSULES>	0	34.00
RWANDA	AZITHROMYCIN -500MG <100 TABLETS>	0	210.00
RWANDA	BENZATHINE BENZYL PENICILLIN -1.44G INJECTION <50 VIAL	0	6.00
RWANDA	CLOXACILLIN -250MG <1000 TABLETS>	0	15.00
RWANDA	CLOXACILLIN -500MG <1000 TABLETS>	0	30.00
RWANDA	CLOXACILLIN -500MG INJECTION <50 VIAL	0	6.00
RWANDA	CONDOM -FEMALE	355	0.63
RWANDA	CONDOM -MALE	171,356	0.03
RWANDA	CONTRACEPTIVE IMPLANT -STANDARD	100	25.00
RWANDA	CONTRACEPTIVE INJECTABLE -1 MONTH	7,076	1.00
RWANDA	CONTRACEPTIVE INJECTABLE -2 MONTH	0	0.70
RWANDA	CONTRACEPTIVE INJECTABLE -3 MONTH	0	0.77
RWANDA	CONTRACEPTIVE IUD -380A	0	0.50
RWANDA	CONTRACEPTIVE IUD -MULTILOAD	362	0.77
RWANDA	CONTRACEPTIVE PILL -COMBINED	4,066	0.30
RWANDA	CONTRACEPTIVE PILL -EMERGENCY	0	0.25
RWANDA	CONTRACEPTIVE PILL -PROGESTOGEN ONLY	0	0.30
RWANDA	CONTRACEPTIVE SPERMICIDE -CREAM/GEL	0	0.80

Number of records in Commodity Table: 30

**COMMAND BAR**

Main Menu      Add New Commodity      Export To Excel      Print Screen      Exit

## **Demographic Table**

### **PURPOSE**

***The Demographic Table is used to store the population data for each country. This data is used in conjunction with the contraceptive method data to determine the quantity of commodities that will be required based on population and family planning data. This forecasting method can be used to validate the requirement calculated based on logistics data. The table is comprised of one record per country. The initial default demographic data supplied came from the UN Population Division 2002 Revision.***

### **DATA FIELD DESCRIPTIONS**

- **Country:** *The name of the country whose data is stored in this table.*
- **Region:** *The Geographical region in which this country belongs.*
- **Priority:** *The UNFPA priority rating for this country.*
- **LDC:** *The Least Developed Country status.*
- **Country Population:** *The total people count.*
- **Female Population** *The total female count.*
- **Female Age 15 to 49 Percent:** *The percent of females of reproductive age.*

# Demographic Table

## Sample Computer Screen

CCM (Version 002 Release 001) DEMOGRAPHIC TABLE VIEWING & EDITING Currently in use by Joe

**SELECTED RECORD FROM DEMOGRAPHIC TABLE**

COUNTRY: RWANDA REGION: AF

COUNTRY POPULATION: 8272457 PRIORITY: A

FEMALE POPULATION: 4353214 LDC: Y

FEMALE AGE 15 TO 49 PERCENT: 44.17

**ALL RECORDS IN DEMOGRAPHIC TABLE**

Country	Regn	Pri	LDC	Population	Female Pop	15-49
RWANDA	AF	A	Y	8,272,457	4,353,214	44.17

Number of records in Demographic Table: 1

COMMAND BAR

Main Menu Export To Excel Print Screen Exit

## **Method Table**

### **PURPOSE**

**The Method Table is used to store the CPR (contraceptive prevalence rate) and the CYP (couple year protection) data for each country. This data is used in conjunction with the demographic data to determine the quantity of commodities that will be required based on population and family planning data. The table is comprised of one record per contraceptive method. The initial CPR data came from the World Contraceptive Use 2001, UN Population Division.**

**The data in CCM applies to modern contraceptive methods. CPR refers to the percent of all women of reproductive age using that particular method. For example, in a country of 5 million women where 2 million are of reproductive age (age 15-49) and 200,000 use modern methods of contraception, CPR for modern methods would be 10. If 50,000 of those women use injectables as the modern contraceptive method, then CPR for the Injectable method, for CCM purposes, would be 2.5 (instead of 25 which is sometimes used when CPR is expressed as a percent of only those women using modern methods).**

**The allowable CYP values for each method are as follows:**

<b>Condom</b>	<b>150</b>
<b>Implant</b>	<b>0.30</b>
<b>Injectable</b>	<b>4, 5, 6, or 12</b>
<b>Intrauterine Device</b>	<b>0.30</b>
<b>Pill</b>	<b>15</b>
<b>Spermicide</b>	<b>120</b>



## **Method Table**

***The initial CYP value of 5 for the Injectable method was determined by averaging the following procurement data:***

***70% of injectables are of a 3-month formulation, CYP=4***

***20% of injectables are of a 2-month formulation, CYP=6***

***10% of injectables are of a 1-month formulation, CYP=12***

### **DATA FIELD DESCRIPTIONS**

- ***Country:*** *The name of the country whose data is stored in this table.*
- ***Method:*** *The modern method of contraception.*
- ***CPR:*** *The Contraceptive Prevalence Rate for this method.*
- ***CYP:*** *The Couple Year Protection for this method.*

# Method Table

## Sample Computer Screen

CCM (Version 002 Release 001) METHOD TABLE VIEWING & EDITING Currently in use by Joe

**SELECTED RECORD FROM CONTRACEPTIVE METHOD TABLE**

COUNTRY: RWANDA

METHOD: CONDOM

CPR: 0.40 (Contraceptive Prevalence Rate)

CYP: 150.00 (Couple Year Protection)

**ALL RECORDS IN CONTRACEPTIVE METHOD TABLE**

Country	Method	CPR	CYP
RWANDA	CONDOM	0.40	150.00
RWANDA	IMPLANT	0.00	0.30
RWANDA	INJECTABLE	1.90	5.00
RWANDA	INTRAUTERINE DEVICE	0.10	0.30
RWANDA	PILL	1.00	15.00
RWANDA	SPERMICIDE	0.00	120.00

Number of records in Country Table: 6

**COMMAND BAR**

Main Menu Export To Excel Print Screen Exit

## **Procurement Plan Table**

### **PURPOSE**

***The Procurement Plan Table is used to record the amount of commodities planned to be ordered in an upcoming time period. It records the total amounts to be ordered and the amounts to be provided by UNFPA. The table is comprised of one record per commodity-formulation.***

### **DATA FIELD DESCRIPTIONS**

- ***Country:*** The name of the country whose data is stored in this table.
- ***Commodity-Formulation:*** The combination of a commodity and its particular formulation.
- ***Total Quantity:*** The amount (in units) for that particular Commodity-Formulation planned to be ordered during the plan time period.
- ***UNFPA Quantity:*** The amount (in units) for that particular Commodity-Formulation planned to be provided by UNFPA during the plan time period.
- ***Start Date of Plan:*** The beginning month and year of the plan.
- ***Duration of Plan:*** The number of months the plan covers

# Procurement Plan Table

## Sample Computer Screen

**CCM (Version 002 Release 001) PROCUREMENT PLAN TABLE VIEWING & EDITING** Currently in use by Joe

**SELECTED RECORD FROM PROCUREMENT PLAN TABLE**

THIS PLAN STARTS IN 2004/01 AND LAST FOR 12 MONTHS Save

COUNTRY: RWANDA TOTAL QUANTITY: 0  
 COMMODITY: CONDOM UNFPA QUANTITY: 0  
 FORMULATION: FEMALE

**ALL RECORDS IN PROCUREMENT PLAN TABLE**

Country	Commodity - Formulation	Total Quantity	UNFPA Quantity
RWANDA	CONDOM -FEMALE	0	0
RWANDA	CONDOM -MALE	0	0
RWANDA	IMPLANT -STANDARD	0	0
RWANDA	INJECTABLE -1 MONTH	0	0
RWANDA	INJECTABLE -2 MONTH	0	0
RWANDA	INJECTABLE -3 MONTH	0	0
RWANDA	INTRAUTERINE-380A	0	0
RWANDA	INTRAUTERINE-MULTILOAD	0	0
RWANDA	PILL -COMBINED	0	0
RWANDA	PILL -EMERGENCY	0	0
RWANDA	PILL -PROGESTOGEN	0	0
RWANDA	SPERMICIDE -CREAM/GEL	0	0
RWANDA	SPERMICIDE -VAGINAL TAB	0	0

Number of records in PROCUREMENT PLAN Table: 13

**COMMAND BAR**

Main Menu | Change Plan Start Date & Duration | Export To Excel | Print Screen | Exit

## **5. Table Navigation & Editing**

***CCM has been designed to be a simple tool for those familiar with the basic operation of Windows programs. All "Data Viewing & Editing" screens are designed with a similar layout, namely each window is divided into two sections:***

- 1) The bottom section shows all of the data records in the table.***
- 2) The top section shows all of the data fields for the record that is currently selected in the bottom section. This is the record that is highlighted.***

***When the user initially opens a table, the first record is selected. Use the up and down arrow keys to move within the table to select other records. The user may also use the [HOME] [END] [PAGE UP] and [PAGE DOWN] keys to navigate the table.***

***Once a record is selected, changes may be made to its field values. Click the [SAVE] button to make the changes permanent.***

***As it is designed, records only need be added to and removed from the Stock Table. To add a record to the table, just click the [ADD] button, fill in the fields, and click the [SAVE] button. To remove a record from the table, just click the [DELETE] button and click [YES] to the Record Deletion Confirmation prompt.***

## **6. Forecasting Model**

***The function of the computer model is to forecast and display the quantities of a selected commodity-formulation for the next one to five years (even longer, if required). The model displays two years worth of data on a single screen. The screen is divided into 24 monthly containers. Each container is labeled as to which month it denotes. Inside the container are records detailing the quantity and expiration date of the amount of stock it represents in the warehouse.***

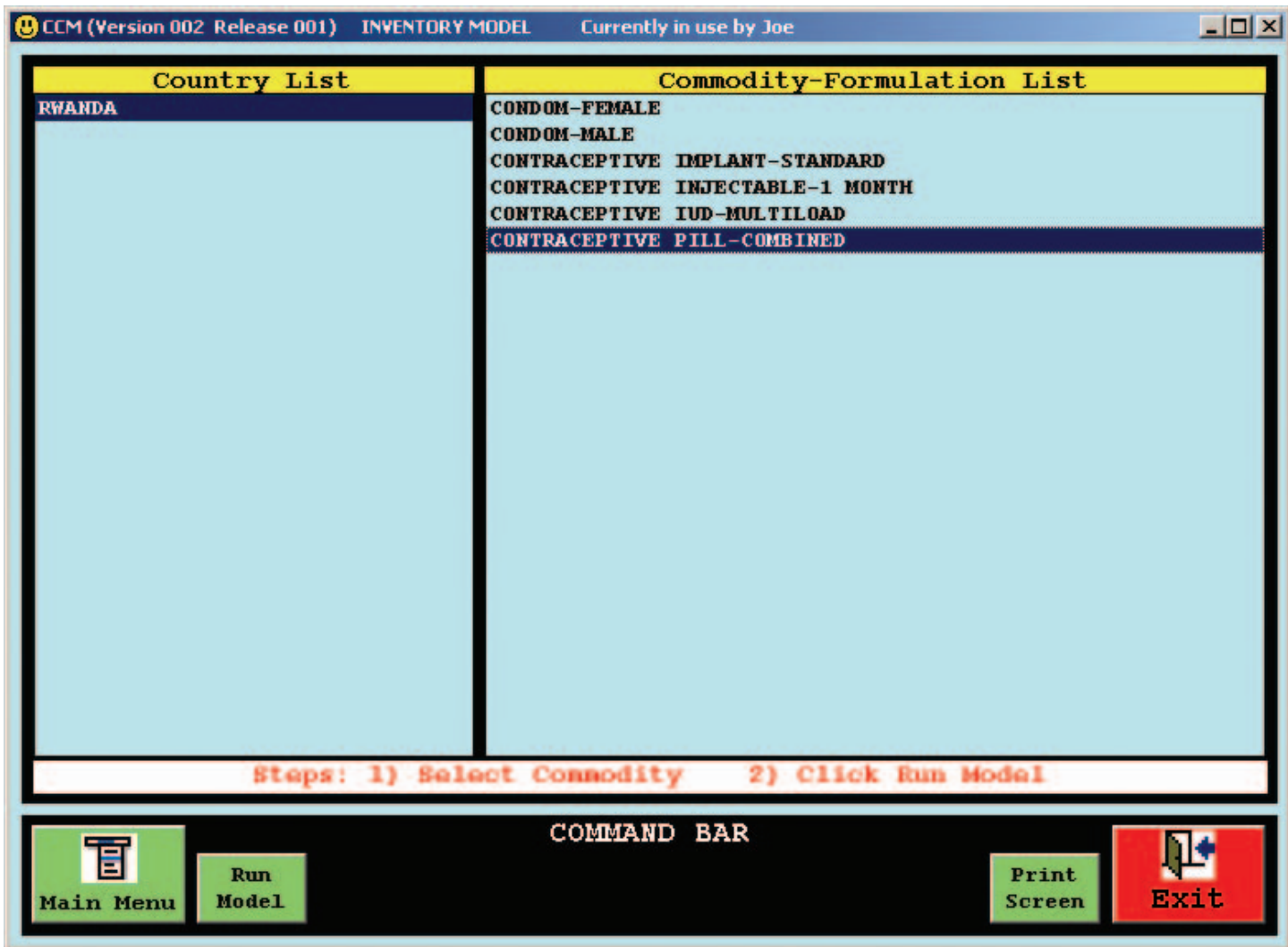
***The model fills the monthly containers with the data from the Stock Table depicting the quantity, the arrival date, and the expiration date of the stock. Then, based on the monthly consumption figures in the Commodity Table, the model reduces the monthly stock quantities employing the FEFO (First to Expire First Out) method to simulate usage. The model also reduces the supply amounts based on stock that meets its expiration date before it is consumed.***

***The user may select which two-year time period he or she wishes to display. The current month is indicated with a blue banner. Months where there will be a shortfall of the commodity modeled are shown with a red banner.***

***The next two pages show the computer screen to request a run of the computer model and the results of a run of the computer model.***

# Inventory Model Request

## Sample Computer Screen





**The user first selects the Commodity to model and then clicks on the "Run Model" button located in the COMMAND BAR.**

# Inventory Model Results

## Sample Computer Screen

CCM Inventory Model - Showing Warehouse Stock Levels By Month							
COUNTRY: RWANDA						Average Monthly Consumption	
COMMODITY: CONTRACEPTIVE PILL-COMBINED						4,066	
2002/01 SHORTFALL		2002/02 SHORTFALL		2002/03		2002/04	
EXPIRES	QUANTITY	EXPIRES	QUANTITY	EXPIRES	QUANTITY	EXPIRES	QUANTITY
				2007/00	31,900	2007/00	27,834
				2007/00	61,100	2007/00	61,100
				2007/00	100,410	2007/00	100,410
2002/05		2002/06		2002/07		2002/08	
2007/00	23,768	2007/00	19,702	2007/00	15,636	2007/00	11,570
2007/00	61,100	2007/00	61,100	2007/00	61,100	2007/00	61,100
2007/00	100,410	2007/00	100,410	2007/00	100,410	2007/00	100,410
2002/09		2002/10		2002/11		2002/12	
2007/00	7,504	2007/00	3,438	2007/00	60,472	2007/00	56,406
2007/00	61,100	2007/00	61,100	2007/00	100,410	2007/00	100,410
2007/00	100,410	2007/00	100,410	2007/00	100,410	2007/09	100,000
2003/01		2003/02		2003/03		2003/04	
2007/00	52,340 ▲	2007/00	48,274 ▲	2007/00	44,208 ▲	2007/00	40,142 ▲
2007/00	100,410 ▾	2007/00	100,410 ▾	2007/00	100,410 ▾	2007/00	100,410 ▾
2007/06	81,600 ▾	2007/06	81,600 ▾	2007/06	81,600 ▾	2007/06	81,600 ▾
2003/05		2003/06		2003/07		2003/08	
2007/00	36,076 ▲	2007/00	32,010 ▲	2007/00	27,944 ▲	2007/00	23,878 ▲
2007/00	100,410 ▾	2007/00	100,410 ▾	2007/00	100,410 ▾	2007/00	100,410 ▾
2007/06	81,600 ▾	2007/06	81,600 ▾	2007/06	81,600 ▾	2007/06	81,600 ▾
2003/09		2003/10		2003/11		2003/12	
2007/00	19,812 ▲	2007/00	15,746 ▲	2007/00	11,680 ▲	2007/00	7,614 ▲
2007/00	100,410 ▾	2007/00	100,410 ▾	2007/00	100,410 ▾	2007/00	100,410 ▾
2007/06	81,600 ▾	2007/06	81,600 ▾	2007/06	81,600 ▾	2007/06	81,600 ▾

COMMAND BAR				
	New Selection	Display Previous Two Years	Display Next Two Years	Print Screen 

The screen shows two years (24 months) worth of data at a time. The user may select which two-year time period to display. The current month is indicated with a blue banner. Months where there will be a shortfall of the commodity modeled are shown with a red banner. The user may click on the "Print" button to send the model output to the printer.



## **7. Reports**

### **Stock Requirement & Shortfall Reports**

***For brevity, only commodities with an Average Monthly Consumption greater than zero in the Commodity Table, will be included in these reports. The Decision Period Requirement calculation takes into account:***

- 1) Stock coming in from pipeline during decision period.***
- 2) Arrival dates of stock coming in from pipeline.***
- 3) Stock being consumed during decision period using FEFO.***
- 4) Stock that expires before it is consumed during decision period.***

### **Demographic Validation Report**

***This report applies only to contraceptive commodities and does not apply to other reproductive health commodities managed by CCM. The formula used to calculate the Annual Demographic Requirement is:***

***(Women Aged 15-49 from Demographic Table)  
multiplied by (CPR by method from Method Table)  
multiplied by (CYP factor from Method Table)***

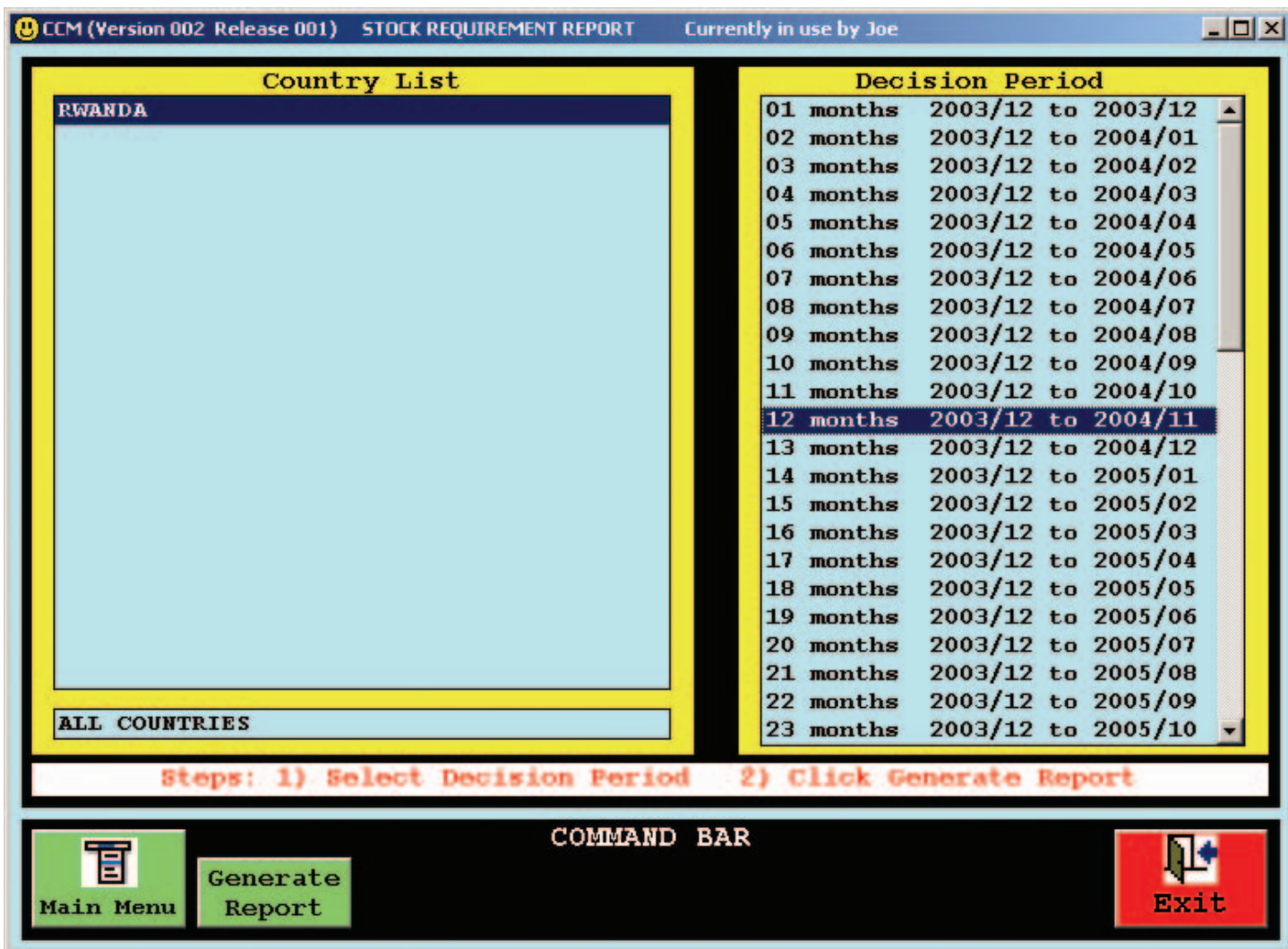
***All report screens are designed with two steps:***

- The user selects the time period.***
- The user clicks the "Generate Report" button.***

***The next six pages show the computer screens to request each of these three reports and their output results.***

# Stock Requirement Report Request

## Sample Computer Screen



*The user first selects the Decision Period on which to report and then clicks on the "Generate Report" button located in the COMMAND BAR.*

# Stock Requirement Report

## Sample Computer Screen

CCM (Version 002 Release 001) REPORT DISPLAY & PRINT Currently in use by Joe

REPORT: CCM 101 - Requirement Report COUNTRY: RWANDA

CCM 101 - Requirement Report Country Commodity Manager 11-Dec-03 12:51 Page: 001

STOCK REQUIREMENT REPORT

Country: RWANDA Region: AF Priority: A LDC: Y Decision Period: 12 months 2003/12 to 2004/11

Commodity	Current Stock Quantity	Stock Coming In The Next 12 months	Average Monthly Consumption	12 months Consumption	12 months Requirement	Cost of 12 months Requirement
CONDOM FEMALE	1,135	0	355	4,260	3,125	\$1,969
CONDOM MALE	0	4,796,400	171,356	2,056,272	856,780	\$25,703
CONTRACEPTIVE IMPLANT STANDARD	500	1,400	100	1,200	0	\$0
CONTRACEPTIVE INJECTABLE 1 MONTH	0	0	7,076	84,912	84,912	\$84,912
CONTRACEPTIVE IUD MULTILOAD	0	0	362	4,344	4,344	\$3,345
CONTRACEPTIVE PILL COMBINED	495,124	220,800	4,066	48,792	0	\$0
TOTAL						\$115,929

Note: Requirement calculation takes into account:  
 1) Stock coming in from pipeline during decision period.  
 2) Arrival dates of stock coming in from pipeline.  
 3) Stock being consumed during decision period using FEFO.  
 4) Stock that expires before it is consumed during decision period.

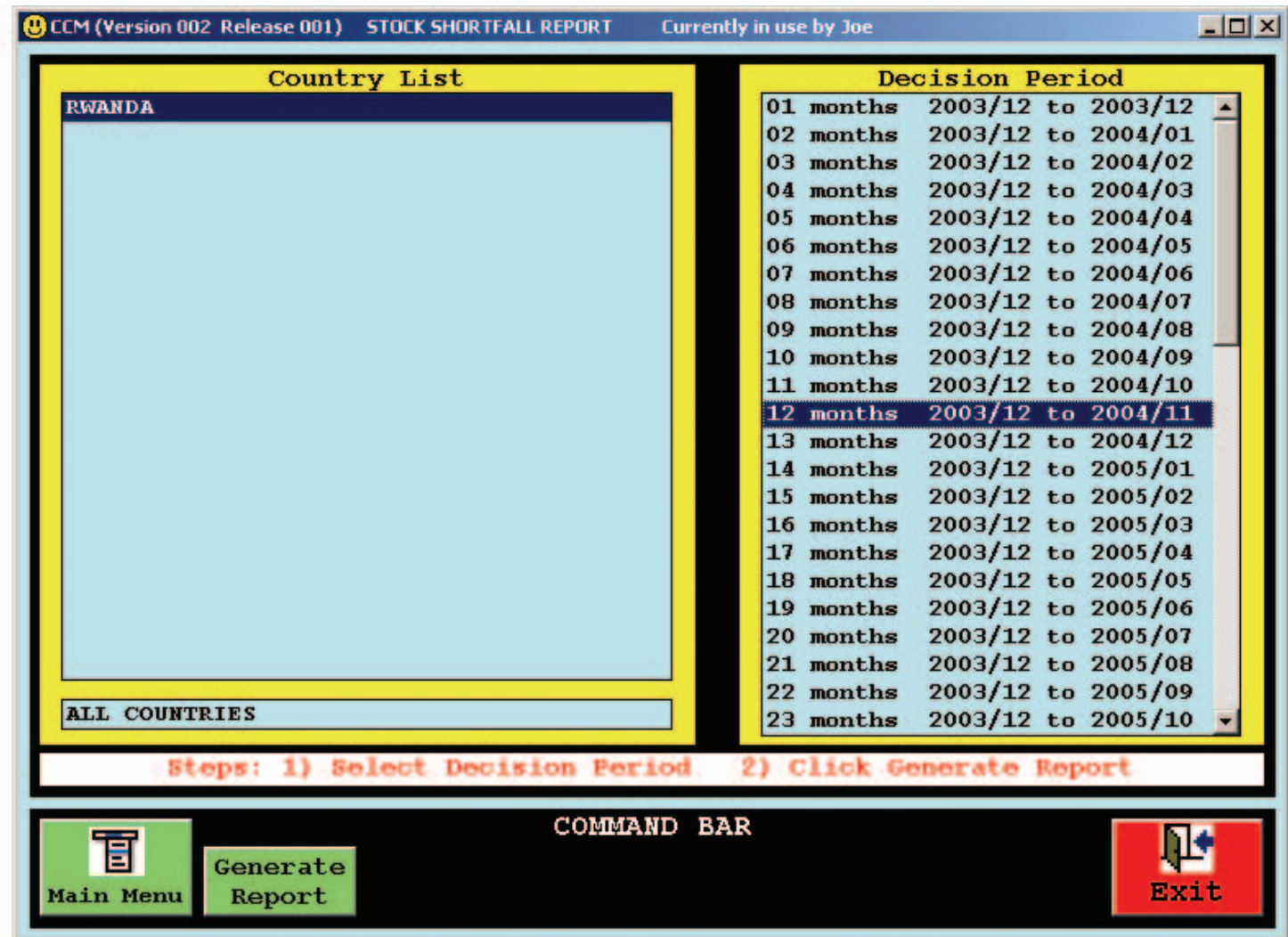
COMMAND BAR

Main Menu Print Exit

*The user may use the [Page Up] [Page Down] and Arrow keys to navigate the report on the computer screen and may click on the "Print" button to send the report to the printer.*

# Stock Shortfall Report Request

## Sample Computer Screen



*The user first selects the Decision Period on which to report and then clicks on the "Generate Report" button located in the COMMAND BAR.*

# Stock Shortfall Report

## Sample Computer Screen

CCM (Version 002 Release 001) REPORT DISPLAY & PRINT Currently in use by Joe

**REPORT: CCM 103 - Shortfall Report** **COUNTRY: RWANDA**

CCM 103 - Shortfall Report Country Commodity Manager 11-Dec-03 11:13 Page: 001

**STOCK SHORTFALL REPORT**

Country: RWANDA Region: AF Priority: A LDC: Y Decision Period: 12 months 2003/12 to 2004/11

Commodity	Current Stock Quantity	Stock Coming In The Next 12 months	Average Monthly Consumption	12 months Consumption	12 months Shortfall	Cost of 12 months Shortfall
CONDOM FEMALE	1,135	0	355	4,260	3,125	\$1,969
CONDOM MALE	0	4,796,400	171,356	2,056,272	856,780	\$25,703
CONTRACEPTIVE INJECTABLE 1 MONTH	0	0	7,076	84,912	84,912	\$84,912
CONTRACEPTIVE IUD MULTILOAD	0	0	362	4,344	4,344	\$3,345
<b>TOTAL</b>						<b>\$115,929</b>

Note: Shortfall calculation takes into account:  
 1) Stock coming in from pipeline during decision period.  
 2) Arrival dates of stock coming in from pipeline.  
 3) Stock being consumed during decision period using FEFO.  
 4) Stock that expires before it is consumed during decision period.

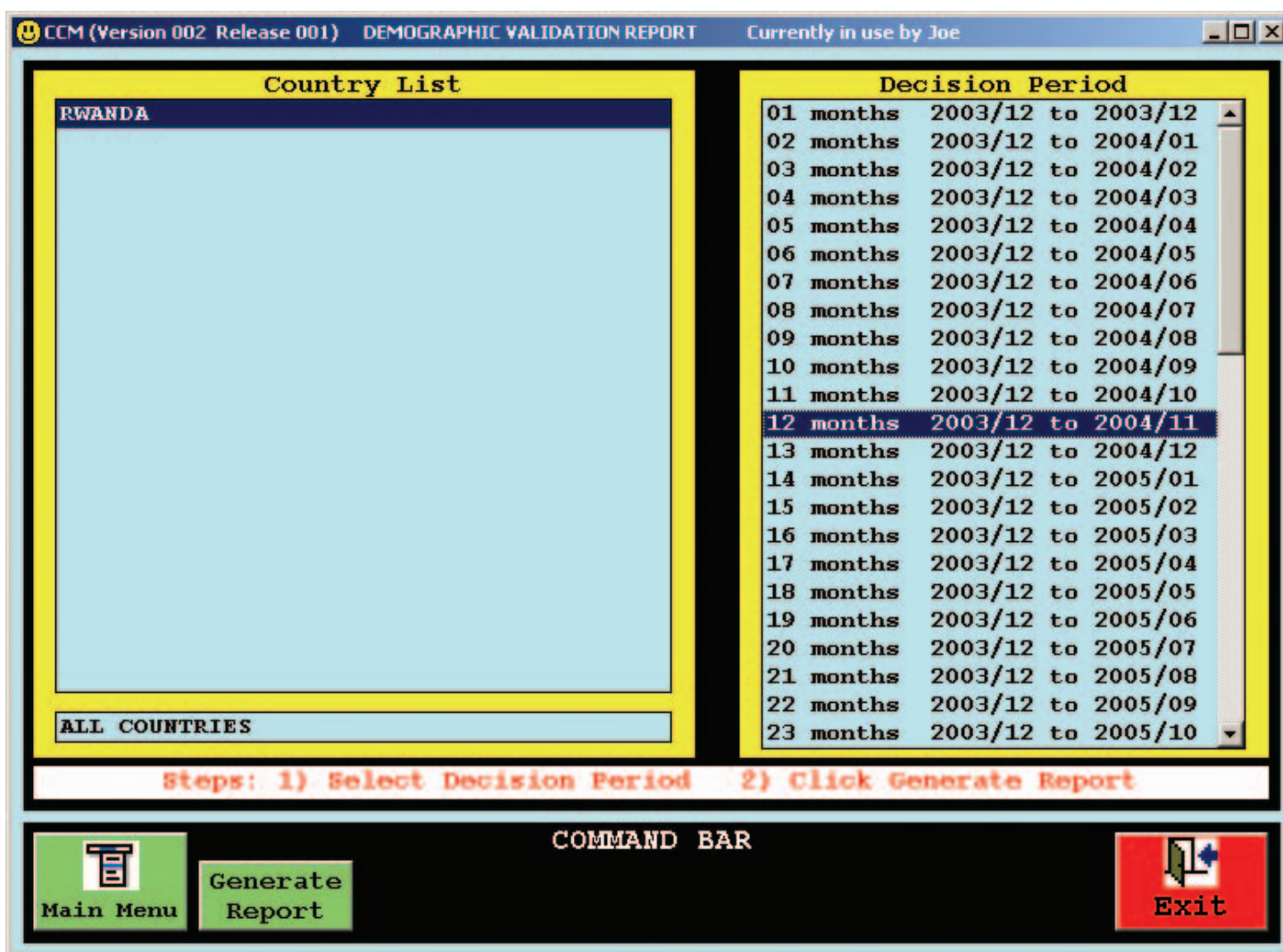
**COMMAND BAR**

Main Menu Print Exit

*The user may use the [Page Up] [Page Down] and Arrow keys to navigate the report on the computer screen and may click on the "Print" button to send the report to the printer.*

## Demographic Validation Report Request

### Sample Computer Screen



*The user first selects the Decision Period on which to report and then clicks on the "Generate Report" button located in the COMMAND BAR.*

# Demographic Validation Report

## Sample Computer Screen

CCM (Version 002 Release 001) REPORT DISPLAY & PRINT Currently in use by Joe

**REPORT: CCM 102 - Demographic Validation Report**      **COUNTRY: RWANDA**

CCM 102 - Demographic Validation Report      Country Commodity Manager      11-Dec-03 11:14      Page: 001

=====

DEMOGRAPHIC VALIDATION REPORT

=====

Country: RWANDA      Region: AF      Priority: A      LDC: Y      Decision Period: 12 months      2003/12 to 2004/11

=====  
 Total Population:      8,272,457  
 Female Population:      4,353,214  
 Women of Reproductive Age:      1,922,814  
 =====

Method	Contraceptive Prevalence Rate (CPR)	Couple Year Protection (CYP)	Annual Demographic Requirement (Units)	12 months Requirement (Units)
CONDOM	0.40%	150.00	1,153,688	1,153,688
IMPLANT	0.00%	0.30	0	0
INJECTABLE	1.90%	5.00	182,667	182,667
INTRAUTERINE DEVICE	0.10%	0.30	576	576
PILL	1.00%	15.00	288,422	288,422
SPERMICIDE	0.00%	120.00	0	0

=====

COMMAND BAR

Main Menu      Print      Exit

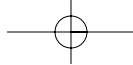
*The user may use the [Page Up] [Page Down] and Arrow keys to navigate the report on the computer screen and may click on the "Print" button to send the report to the printer.*

## **8. Online Help & Documentation**

***Extensive and thorough documentation is available on CCM from the Main Menu page. These help screens are organized in the following categories:***

- ***Introduction***
- ***Usage Guidelines***
- ***Data Table Descriptions***
- ***Table Navigation and Editing***
- ***Standard Commodity Catalog***
- ***Computer Forecasting Model***
- ***Reports***
- ***Frequently Asked Questions***
- ***Technical Information***
- ***Troubleshooting Tips***
- ***Glossary of Terms and Abbreviations***





## 9. Frequently Asked Questions

**QUESTION:** *Does the data in the Stock and Commodity Tables consist only of UNFPA supplied data?*

**ANSWER:** *No, the data should be all public data in the central warehouse, regardless of provider.*

=====

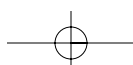
**QUESTION:** *Are the quantity amounts in pieces, lots or gross packages?*

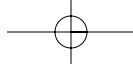
**ANSWER:** *For consistency, all data is in individual pieces (units).*

=====

**QUESTION:** *What is Arrival Date in the Stock Table?*

**ANSWER:** *For current stock, Arrival Date is the date the stock arrived in the Central Warehouse or the date the inventory count was taken. For stock in the pipeline, it is the estimated date the stock is to appear in the Warehouse. This date can be corrected when the stock actually arrives.*





## Frequently Asked Questions (continued)

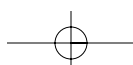
**QUESTION:** *How is monthly consumption derived?*

**ANSWER:** *It is the annual distribution from the Central Warehouse divided by 12.*

=====

**QUESTION:** *How do we handle stock of a single commodity, but with different expiration dates?*

**ANSWER:** *Enter them as separate records in the Stock Table.  
For example, if you have 100,000 condoms consisting of:*  
*- 20,000 due to expire on July 2009*  
*- 30,000 due to expire on October 2009*  
*- 50,000 due to expire on Jan 2010*  
*enter them as three separate records in the Stock Table.*



## 10. Technical Information

### File Storage

**All Data Tables are stored in files in the folder called C:/CCM/DATA**

<u>Table Name</u>	<u>File Name</u>
Commodity	COMMODITY.RAN
Demographic	DEMOGRAPHIC.RAN
Method	METHOD.RAN
Procurement Plan	PROCUREMENTPLAN.RAN
Stock	STOCK.RAN

- **If there is a problem sending the files via CCM, the above listed files can be manually emailed to UNFPA headquarters**
- **Excel files created by CCM "Export To Excel" commands are stored in the folder called C:/CCM/EXCEL**
- **Text versions of report files created by CCM "Generate Report" commands are stored in the folder called C:/CCM/REPORT**

### Website Notes

**UNFPA BBS INTERNAL: <http://bbs.unfpa.org/tsd/ccm/>**

**UNFPA BBS EXTERNAL: <http://www2.unfpa.org/tsd/ccm/>  
 UserID: partner  
 Password: unfpa123**

# **11. Troubleshooting Tips**

## **To Select an E-mail Program**

- 1. Click on Start**
- 2. Click on Settings**
- 3. Click on Control Panel**
- 4. DoubleClick on Internet Options**
- 5. Click on Programs tab**
- 6. In E-mail dropdown list,  
Select the e-mail program you are currently using:  
Netscape, Outlook, or Outlook Express**
- 7. Click OK**

## **To Turn Off Microsoft Outlook Express Warning**

- 1. Click on Tools**
- 2. Click on Options**
- 3. Click on Security tab**
- 4. Uncheck "Warn me when other applications try to send mail as me."**
- 5. Click OK**

## **Troubleshooting Tips (continued)**

### **To Turn Off Microsoft Outlook Express Filter**

- 1. Click on Tools**
- 2. Click on Options**
- 3. Click on Security tab**
- 4. Uncheck "Do not allow attachments to be saved or opened that could potentially be a virus."**
- 5. Click OK**

### **To Turn Off Netscape Communicator Automatic Spell Check**

- 1. Click on Edit**
- 2. Click on Preferences**
- 3. Click on Messages (under Mail & Newsgroups category)**
- 4. Uncheck "Spell check messages before sending"**
- 5. Click OK**

## **12. Glossary**

***ARRIVE DATE:*** when the stock arrived in the Central Warehouse or when the inventory count was taken.

***AVERAGE MONTHLY CONSUMPTION:*** the quantity (in units) consumed in one month's time. Determined by dividing the yearly amount by twelve.

***COMMODITY-FORMULATION:*** the combination of a commodity and its particular formulation.

***CPR:*** Contraceptive Prevalence Rate - the percentage of women of reproductive age that use a particular contraceptive method.

***For example, in a country of 5 million women where 2 million are of reproductive age (age 15-49) and 200,000 use modern methods of contraception, CPR for modern methods would be 10. If 50,000 of those women use injectables as the modern contraceptive method, then CPR for the Injectable method, for CCM purposes, would be 2.5 (instead of 25 which is sometimes used when CPR is expressed as a percent of only those women using modern methods).***

***CYP:*** Couple Year Protection - the average number of individual units of a commodity used by a couple in one year.

***EXPIRE DATE:*** when that particular quantity of stock will be unusable.

***FEFO:*** First to Expire First Out inventory management method which uses the commodities with the soonest expiration date first.

## Glossary (continued)

**LDC:** *Least Developed Country indicator.*

**PRIORITY:** *the UNFPA priority rating for this country.*

**PROVIDER:** *the entity that provided that particular quantity of stock (a list of Provider Abbreviations follows this glossary).*

**QUANTITY:** *the amount of that stock record. Always measured in individual units (never dozens or gross).*

**WOMEN OF REPRODUCTIVE AGE:** *Females ages 15 to 49.*

### PROVIDER ABBREVIATIONS

<b>CIDA</b>	<b>Canadian International Development Agency</b>
<b>DFID</b>	<b>Department for International Development</b>
<b>DKT</b>	<b>DKT International</b>
<b>EU</b>	<b>European Union</b>
<b>IPPF</b>	<b>International Planned Parenthood Federation</b>
<b>JAPAN</b>	<b>Government of Japan</b>
<b>KFW</b>	<b>Kreditanstalt Fur Weideraufbau</b>
<b>PSI</b>	<b>Population Services International</b>
<b>TRUST FUND</b>	<b>UNFPA Headquarters Trust Fund</b>
<b>UNFPA</b>	<b>United Nations Population Fund</b>
<b>UNICEF</b>	<b>United Nations Children's Fund</b>
<b>USAID</b>	<b>United States Agency for International Development</b>



United Nations  
Population Fund  
220 East 42nd Street  
New York, NY 10017

E/800/2004