

# V i V a

## VISIBILITY FOR VACCINES

User Manual

English version, April 2016

Welcome to the Visibility for Vaccines (ViVa) user guide! ViVa is a web-based tool that enables users to monitor their vaccine stock levels and project future stock levels based on upcoming deliveries. The tool was developed by UNICEF and WHO to help EPI managers anticipate future stock-outs or overstocking, and take corrective action in time.

This user guide will provide an overview of the features and interface of the ViVa web tool. For additional support, please contact your UNICEF focal point, or e-mail [viva@unicef.org](mailto:viva@unicef.org).

## Contents

<b>1. Introduction to ViVa .....</b>	<b>5</b>
a. What is ViVa? .....	5
b. How does ViVa work? .....	6
c. Why use ViVa? .....	7
<b>2. Navigating through the site.....</b>	<b>8</b>
a. Logging in .....	8
b. The country overview page.....	9
c. The location overview page .....	11
d. The product detail page .....	12
e. Visualization options.....	14
f. The funding overview page.....	15
<b>3. Using ViVa.....</b>	<b>16</b>
a. Entering stock counts.....	18
b. Modifying vaccine consumption rates .....	23
c. Adding campaign requirements.....	27
d. Adding a location description .....	32
e. Setting recommended stock levels .....	34
f. Adjusting alert periods.....	37
g. Routine vs. supplementary .....	40
<b>4. Using ViVa at the regional level.....</b>	<b>41</b>
a. Adding a confirmed/forecasted order .....	43
<b>5. Other functions .....</b>	<b>47</b>

a. E-mail alerts .....	47
b. Export options.....	48
<b>6. Troubleshooting .....</b>	<b>49</b>
a. Maximum and minimum recommended stock lines disappear .....	49
b. Stock level lines are flat .....	50
c. Stock level lines disappear .....	51
d. There are no doses or minimum/maximum stock lines .....	52
<b>7. Glossary .....</b>	<b>53</b>

# 1. Introduction to ViVa

The Visibility for Vaccines (ViVa) platform is a vaccine stock monitoring visualization tool that allows the user to view vaccine stock level projections at national and regional stores, and quickly identify and anticipate potential stock issues. The tool is intended to be used by Expanded Programme Immunization (EPI) managers, national vaccine supply and logistics managers, and other counterparts in the Ministries of Health, to monitor and take proactive action against stock-outs, overstocking, or other supply-related issues.

ViVa is intended to be used in addition to existing tools, such as the Stock Monitoring Tool (SMT), to enable Government counterparts to enable a comprehensive view of their stock inventory position and identify potential issues.

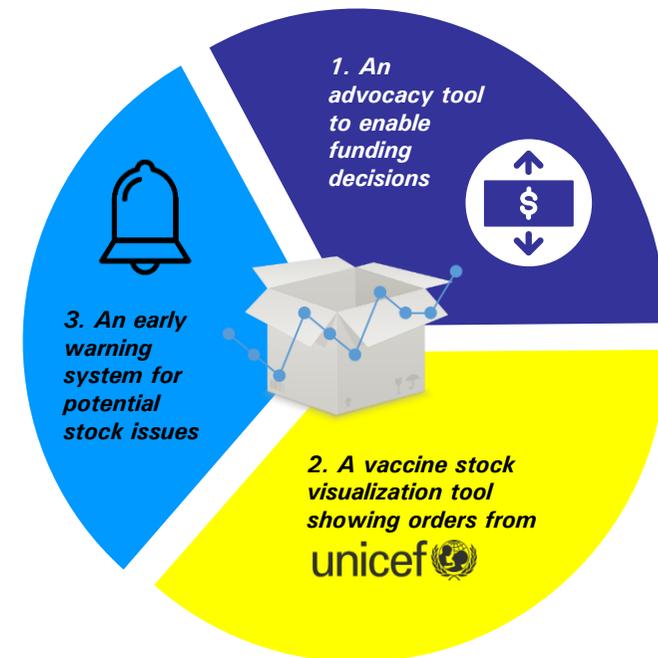
## a. What is ViVa?

ViVa provides a snapshot of the EPI vaccine stock inventory and projects stock levels in time. What can you do with it?

- **Get a snapshot of a country's current stock situation at a glance, including national and regional locations**
- **See a projection of a country's stock situation in the future, including upcoming confirmed deliveries from UNICEF**
- **Anticipate when stocks will run out, and take corrective action if necessary**
- **Export PDF files and PowerPoint presentations of these charts for greater advocacy and communication with partners and stakeholders**

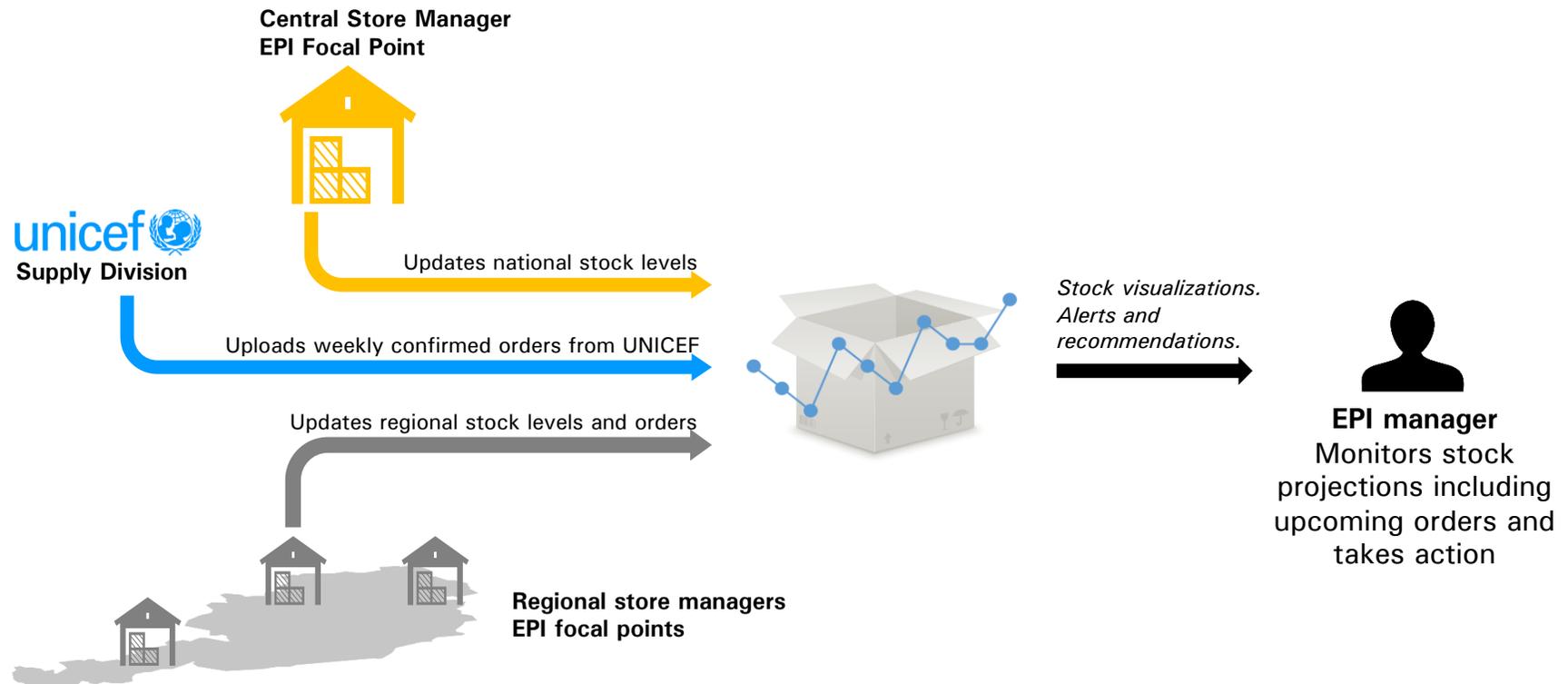
ViVa is based on multiple sources of information from country stock inputs and UNICEF Supply Division (SD): annual vaccine consumption; confirmed vaccine deliveries from UNICEF, unconfirmed forecasts and campaign requirements; and national and regional stock levels.

Each week, UNICEF SD will update ViVa with the updated demand info and confirmed deliveries. EPI managers are encouraged to update stock levels and insert additional campaign requirements frequently to ensure that the tool provides the most accurate stock information.



## b. How does ViVa work?

ViVa uses information from UNICEF Supply Division and country stock info and campaign requirements to generate stock levels, stock projections in time, and to develop alerts and recommendations for users to take action.

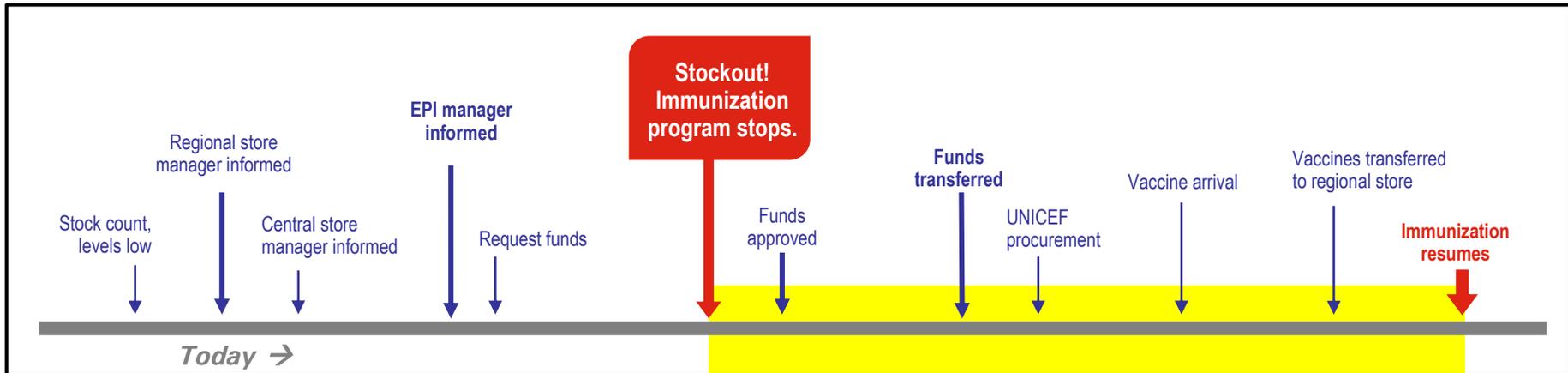


ViVa calculates the current and future stock levels and generates an alert level and recommendation for the user to take action. The data model looks at current stock, upcoming confirmed orders, upcoming forecasted orders, and potential stock levels, and generates a corresponding alert level and recommendation.

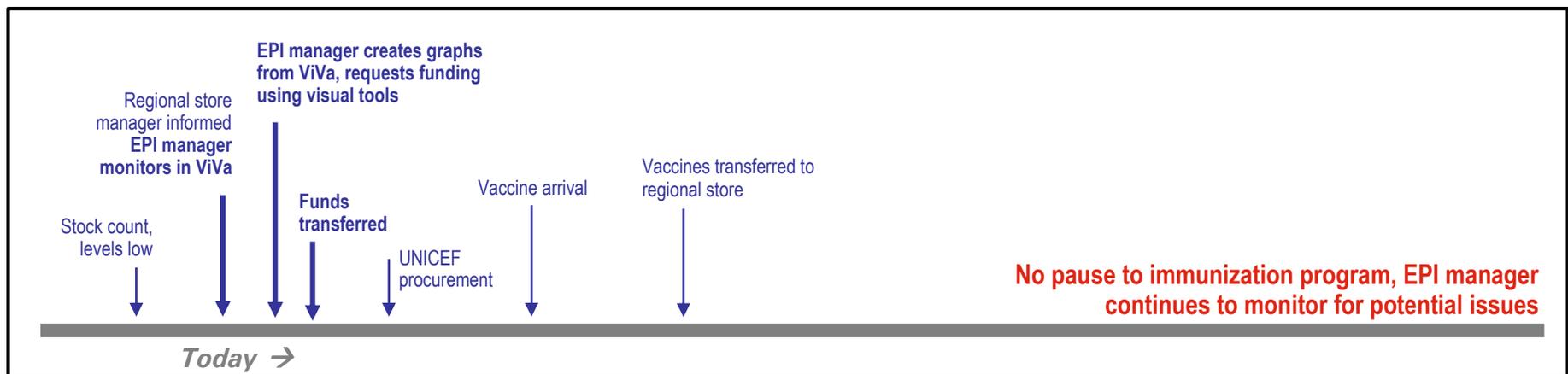
### c. Why use ViVa?

ViVa is meant to be used by EPI Managers as a monitoring and advocacy tool. It enables staff from a country’s immunization programme to monitor and identify potential stock issues, advocate for timely funding, and take action in time.

#### Before ViVa: delays in informing and communicating stock issues, potential for stockouts



#### After ViVa: easier access to information for decisionmakers, corrective action can be taken in time



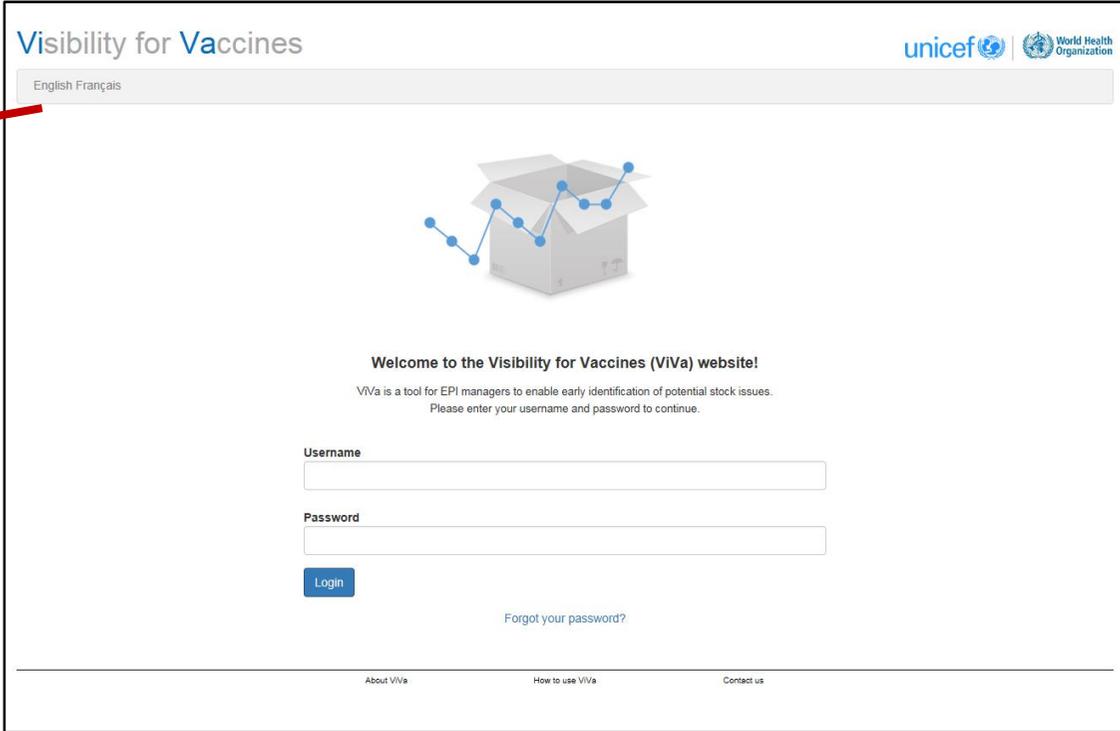
## 2. Navigating through the site

The following pages provide a general overview of the information presented on the ViVa pages and how to navigate between the pages. Please refer to Section 3 (“Using ViVa”) for detailed instructions on using the site.

### a. Logging in

Log into ViVa at [www.vivaplatform.org](http://www.vivaplatform.org) using the username and password received from UNICEF Supply Division. Each user will have his or her own username and login, and can only access the information for his or her own country. From here, you will be directed to the Country Overview page for your country.

**Language settings**



Visibility for Vaccines

unicef | World Health Organization

English Français



**Welcome to the Visibility for Vaccines (ViVa) website!**

ViVa is a tool for EPI managers to enable early identification of potential stock issues.  
Please enter your username and password to continue.

Username

Password

[Forgot your password?](#)

[About ViVa](#) [How to use ViVa](#) [Contact us](#)

### b. The country overview page

After you log into ViVa, you will be directed to the country overview page. You will see the central location and all of the regional locations for your country, as well as an overview of alert levels for each vaccine.

**Vaccine names**

**User settings and logout**

**Country name**

**Export options for this page**

**Location name and date of last stock input**

**Alert levels for each vaccine**

Location	BCG	DTP- HepB- Hib	Measles	IPV	OPV	PCV	TT	YF
Central Updated 09 May 2016	Low	No alert	High	High	High	No alert	Low	No alert
Region Updated 25 Apr 2016	No alert	No alert	High	Medium	No alert	High	Medium	Low

Note: you may only have the central location for your country. Contact your UNICEF focal point if you would like to include regional locations.

From the country overview page, you can click on either location name or vaccine name to view additional details about these items. Hover your mouse over each alert level in order to see more detailed information about each vaccine.

Click on the **1) location name**, or **2) vaccine alert** to see additional details. To edit data about this country, select **3) edit data**.

**Visibility for Vaccines**

English Français | unicef | World Health Organization

VIVA User VIVA Country - Central

VIVA Country | Funding overview | Chart | **Edit data**

**Country Overview** > Below are the vaccine alert levels for all locations in your country.

Key to alert levels: ● High ● Medium ● Low ● No alert ● No data

Location	BCG	DTP-HepB-Hib	Measles	IPV	OPV	PCV	TT	YF
Central Updated 09 May 2016	<span style="color:green">●</span>	<span style="color:red">●</span>	<span style="color:red">●</span>	<span style="color:red">●</span>	<span style="color:green">●</span>	<span style="color:yellow">●</span>	<span style="color:green">●</span>	<span style="color:green">●</span>
Region Updated 25 Apr 2016	<span style="color:green">●</span>	<span style="color:red">●</span>	<span style="color:orange">●</span>	<span style="color:green">●</span>	<span style="color:red">●</span>	<span style="color:orange">●</span>	<span style="color:yellow">●</span>	<span style="color:yellow">●</span>

**Central**

DTP-HepB-Hib

Stock (doses)  
2,159,496

Stock (months)  
2

Time to safety level (weeks)  
7

Time to stockout (weeks)  
11

Next confirmed order

Date	02 Jun 2016
Quantity (doses)	1,200,000
PO number	45145502

Next forecasted order

Date	01 Jun 2016
Quantity (doses)	992,900

Alert  
No alert detected for the upcoming period.

**What do the alert colors mean?**

- **High alert.** Take action immediately.
- **Medium alert.** Take action soon.
- **Low alert.** Action is advised.
- **No need for action at this time.**

### c. The location overview page

The location overview (either at central or regional level) provides additional details about the stock levels and recommendations for each vaccine at that location. Click on **vaccine stock level** to navigate to the product detail page, or pull down on the **current location name** to see an overview of a different location.



### d. The product detail page

Clicking on a product provides week-by-week information about a specific vaccine. Today’s date is represented by the thick black line on the chart. The alert period is shown in yellow. Turn visualization options on and off to see how stock levels will be affected by campaigns, forecasts, etc.

See next page for details about graphs.

**Current vaccine name** → DTP-HepB-Hib

**Stock levels (see next page)** → Stock level chart (doses)

**Upcoming order details** →

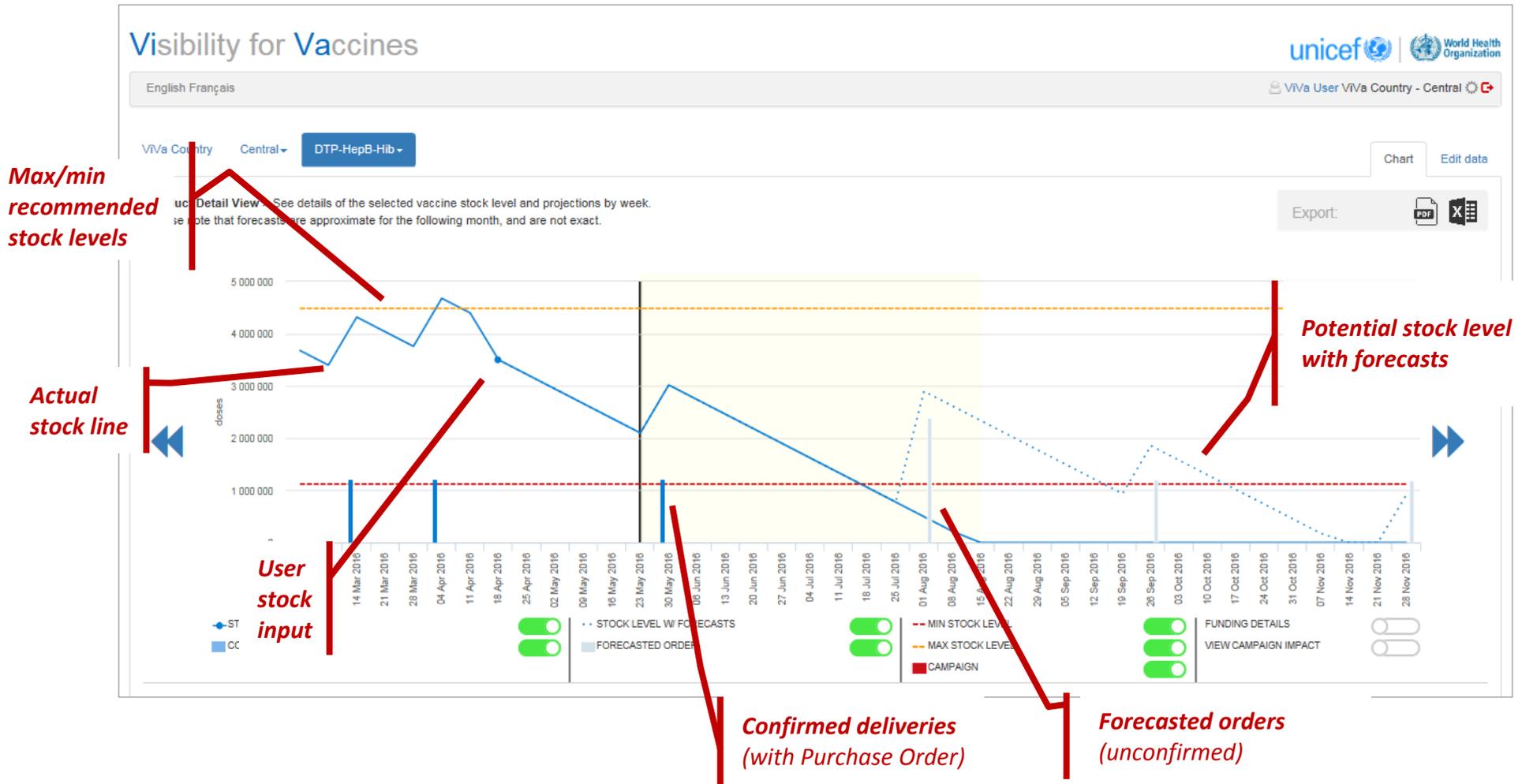
Next confirmed order		Next forecasted order (approximate)	
Date	02 Jun 2016	Date	01 Aug 2016
Quantity	1,200,000	Quantity	2,400,000
PO/Item#	45145502/10	Funding	GAVI
Funding	GAVI	Activity	Routine
Activity	Routine		

**Visualization on/off options** →

- STOCK LEVEL (on)
- CONFIRMED ORDER (on)
- STOCK LEVEL W/ FORECASTS (on)
- FORECASTED ORDER (on)
- MIN STOCK LEVEL (on)
- MAX STOCK LEVEL (on)
- CAMPAIGN (on)
- FUNDING DETAILS (on)
- VIEW CAMPAIGN IMPACT (on)

No alert detected for the upcoming period.

As can be seen below, stock levels are shown as actual projected (including confirmed orders), and potential (with unconfirmed/planned orders). Stock inputs by the user are shown as a circle, and will adjust the stock lines accordingly.

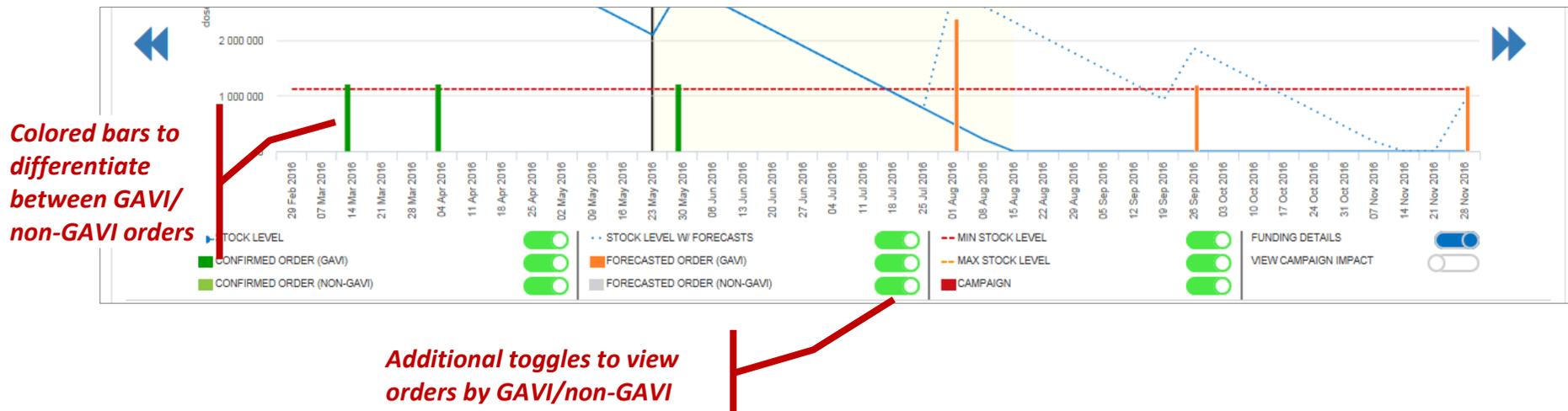


### e. Visualization options

The visualization toggles that appear below the product chart will turn the visualizations on and off, for the user’s convenience. The controls on the left side of the screen do not have an impact on the data, but instead make the lines appear or disappear on the chart. These are all turned on as default. The toggles on the right side will have an impact on the data, and must be turned on by the user.



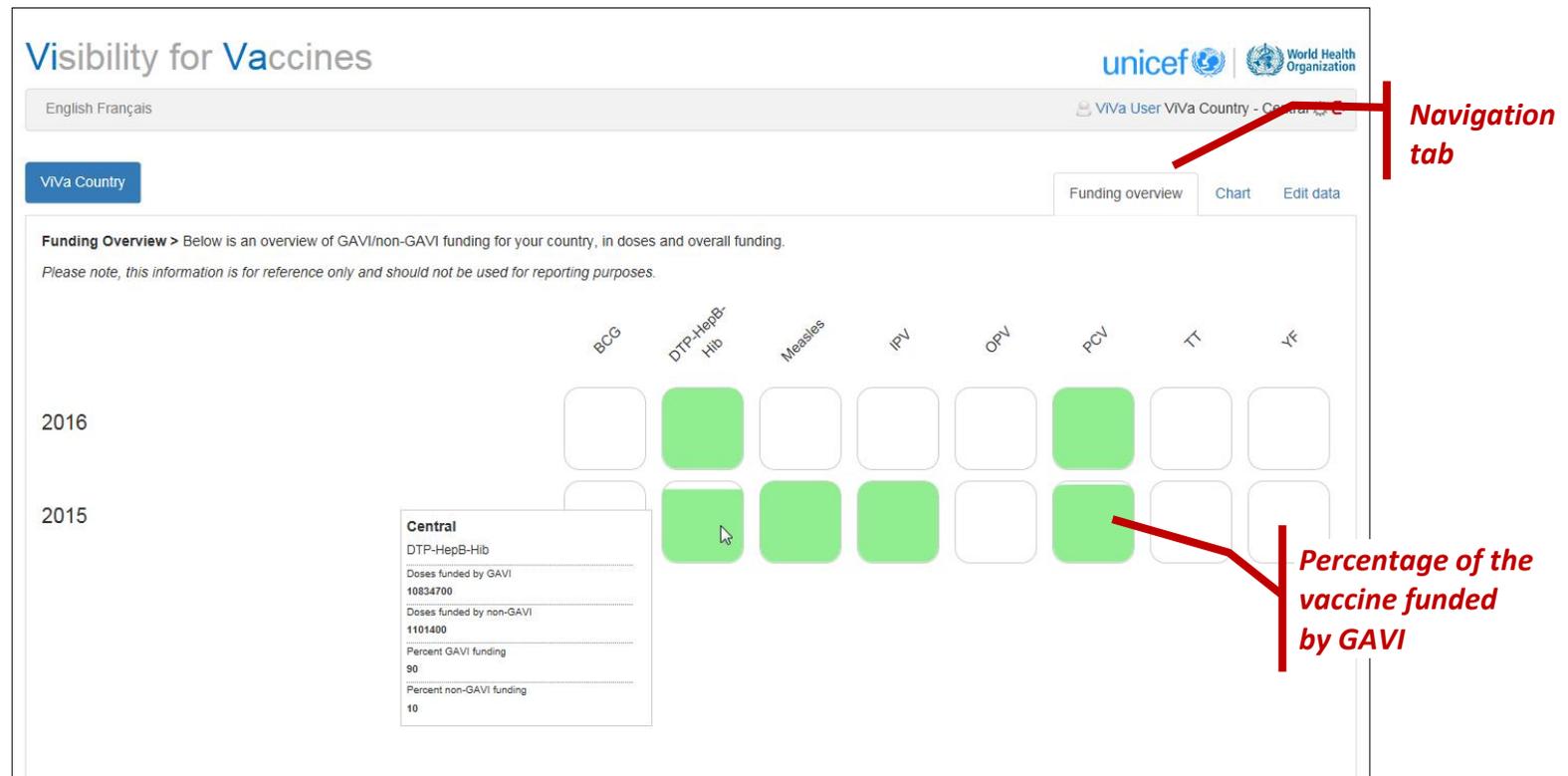
**View funding details:** Turning this visualization on will add more details regarding GAVI and non-GAVI funding, for both confirmed and forecasted orders.



**View impact of campaign:** This will show the effect of a campaign on the projected stock levels. See Section 3 (“Using ViVa”) for more on campaigns.

### f. The funding overview page

The funding overview page provides indicative information about the percentage of GAVI and non-GAVI funding for each vaccine during the past years, based on UNICEF SD data. Access this page from the country overview page by clicking on the “Funding Overview” tab.



*NOTE: The Funding Overview should not be used for reporting purposes. The data is intended to provide a general picture of GAVI funding only, and may contain errors.*

### 3. Using ViVa

Users are able to add and edit certain data that is specific to their own country, such as entering stock levels, inserting campaign information, and setting recommended maximum and minimum stock levels for his or her country. Additional modifications, such as uploading order information, and adding vaccines or regional locations, is done by UNICEF SD.

ViVa has two levels of information: central and regional level. As seen below, at central level, ViVa uses information from both UNICEF SD and the country's own data. At regional level, ViVa uses only country data and does not capture UNICEF information. This section covers general functions and editing data at central level. Please refer to "Section 4: Regional level" for more information about using ViVa at regional level.

AT CENTRAL LEVEL		
	UNICEF SD	EPI Manager
Insert/modify stock levels	X	✓
Insert/modify annual requirements	✓	✓
Insert/modify planned (unconfirmed) orders	✓	X
Insert/modify confirmed orders	✓	X
Insert/modify campaign requirements	X	✓
Add/remove a vaccine	✓	X
Add/remove a regional location	✓	X



AT REGIONAL LEVEL		
	UNICEF SD	EPI Manager
Insert/modify stock levels	X	✓
Insert/modify annual requirements	X	✓
Insert/modify planned (unconfirmed) orders	X	✓
Insert/modify confirmed orders	X	✓
Insert/modify campaign requirements	X	✓



All data is modified using the “Edit Data” tab found on each page. The “Edit Data” tab appears at country, location, and product detail pages, and will enable the user to customize or input data separately at each level.

At **country overview page**, edit data allows you to:

- Change the time period for calculating alerts
- Change the recommended minimum and maximum stock levels for all locations in the country

At **location overview page**, edit data allows you to:

- Insert campaign requirements for every vaccine
- Add a description for the location, such as a comment on upcoming campaign
- Change the recommended minimum and maximum stock levels for that particular location

At **product detail page**, edit data allows you to:

- Edit programmatic data (annual requirements) for the specified vaccine. This information is uploaded by UNICEF, but can be modified by the user if requirements have changed.
- Enter stock counts.

The screenshot shows the 'ViVa Country' interface. At the top right, there are tabs for 'Funding overview', 'Chart', and 'Edit data' (highlighted with a red box). Below the tabs, the text reads 'Country Overview > Below are the vaccine alert levels for all locations in your country.' A key to alert levels is provided: High (red), Medium (orange), Low (yellow), No alert (green), and No data (grey). An 'Export:' button with PDF and Excel icons is also visible. The main content area shows a table with columns for vaccines: BCG, DTP-HepB-Hib, Measles, IPV, OPV, PCV, TT, and YF. The row for 'Central' (updated 09 May 2016) shows alert levels: BCG (Low), DTP-HepB-Hib (No alert), Measles (High), IPV (High), OPV (High), PCV (No alert), TT (Low), and YF (No alert).

	BCG	DTP-HepB-Hib	Measles	IPV	OPV	PCV	TT	YF
Central Updated 09 May 2016	Low	No alert	High	High	High	No alert	Low	No alert

### a. Entering stock counts

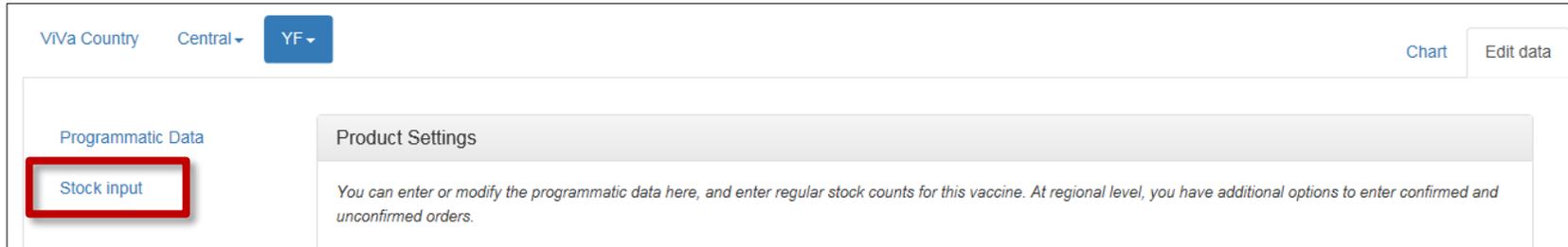
The ViVa tool works best with the most accurate stock level data. The more frequently stock levels are updated per vaccine, the more accurately ViVa can provide projections for overstocking and stockouts. We recommend updating the ViVa tool each time there is a vaccine stock movement.

When you first use ViVa, you will see no stock data, because this information must be updated by the country user. From the product detail page, you will see the confirmed and forecasted orders, and the recommended min/max stock level bars, which are uploaded by UNICEF. However, there will be no blue line to indicate stock levels. You must create an entry.

Click on “Edit Data.”



You will see settings for this product. Select “stock input.”



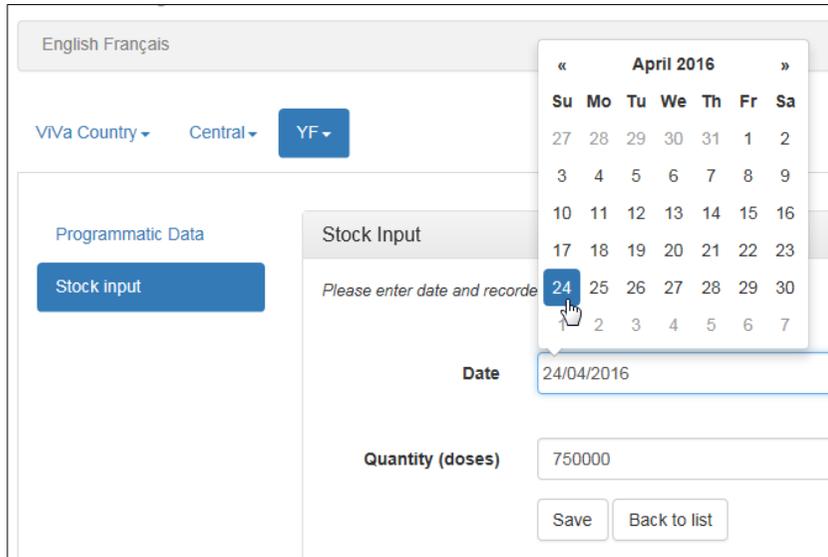
The screenshot shows the ViVa interface for a product. At the top, there are navigation elements: 'ViVa Country', 'Central', and 'YF'. On the right, there are 'Chart' and 'Edit data' buttons. The main content area is divided into two sections: 'Programmatic Data' on the left and 'Product Settings' on the right. The 'Stock input' option in the 'Programmatic Data' sidebar is highlighted with a red box. The 'Product Settings' section contains a text box with the following text: "You can enter or modify the programmatic data here, and enter regular stock counts for this vaccine. At regional level, you have additional options to enter confirmed and unconfirmed orders."

You will see a list of the previous stock updates (in doses). Since you have not added a stock entry yet, the list is blank. Click on “Create Entry.”



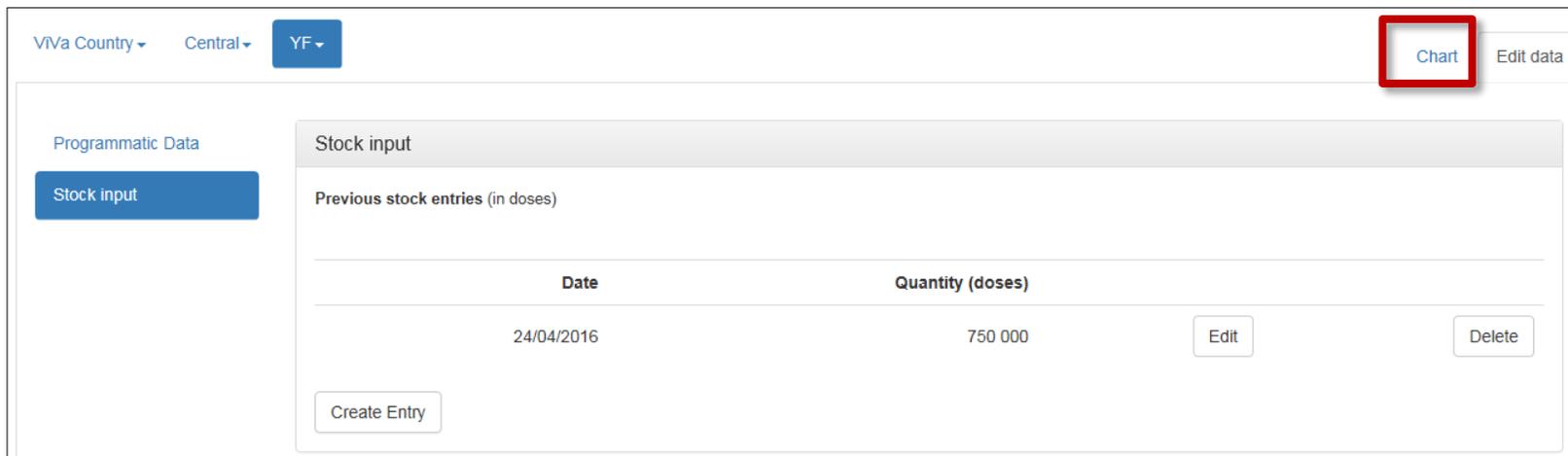
The screenshot shows the ViVa interface for a product, specifically the 'Stock input' section. At the top, there are navigation elements: 'ViVa Country', 'Central', and 'YF'. On the right, there are 'Chart' and 'Edit data' buttons. The main content area is divided into two sections: 'Programmatic Data' on the left and 'Stock input' on the right. The 'Stock input' section contains a text box with the following text: "Previous stock entries (in doses)". Below this text is a table with two columns: 'Date' and 'Quantity (doses)'. The table is currently empty. At the bottom of the 'Stock input' section, there is a 'Create Entry' button.

You will be prompted to select a date and quantity (in doses) for the stock count. Click on “Save” after entering the data.



The screenshot shows the 'Stock Input' form in the ViVa application. At the top, there are language options 'English Français', country dropdowns 'ViVa Country' (Central) and 'YF', and a 'YF' button. Below this is a 'Programmatic Data' section with a 'Stock input' button. The main form area is titled 'Stock Input' and contains the instruction 'Please enter date and record'. A date picker calendar is open, showing 'April 2016' with the date '24' selected. Below the calendar, the 'Date' field is populated with '24/04/2016'. The 'Quantity (doses)' field contains '750000'. At the bottom, there are 'Save' and 'Back to list' buttons.

You will now see the stock count recorded. Click on “chart” to see this reflected in the visualization.



The screenshot shows the 'Stock Input' form after the entry has been recorded. The 'Date' field now displays '24/04/2016' and the 'Quantity (doses)' field displays '750 000'. Below the form, there is a table with the following data:

Date	Quantity (doses)	Edit	Delete
24/04/2016	750 000	Edit	Delete

At the bottom left, there is a 'Create Entry' button. At the top right, there is a 'Chart' button (highlighted with a red box) and an 'Edit data' link.

You will now see the stock input, shown as a circle, and the projected stock line based on the annual programmatic data. Please note that the stock line will appear suddenly, since ViVa did not have stock information before this first stock input.

You will also see the projected stock lines now, including confirmed orders (in dark blue), and forecasted orders in grey.

**Your stock input**



The ViVa stock line will adjust every time you update your stock count, to move the stock line to the position of the stock input. Let's enter a new stock count by clicking on "edit data," entering data, and saving. Click on "chart" to see the impact on the visualization.

Programmatic Data		Stock input	
<a href="#">Stock input</a>		Previous stock entries (in doses)	
Date	Quantity (doses)	<a href="#">Edit</a>	<a href="#">Delete</a>
15/05/2016	650 000	<a href="#">Edit</a>	<a href="#">Delete</a>
24/04/2016	750 000	<a href="#">Edit</a>	<a href="#">Delete</a>

You will see a new stock input dot, and the stock line will have adjusted to the new level.

ViVa will only show stock projections for up to one year from the last stock input. The stock line will disappear if no stock inputs have been made for one year. To ensure the most accurate stock projections, please be sure to input stock counts on a regular basis.

**Your new stock input readjusts the stock level**

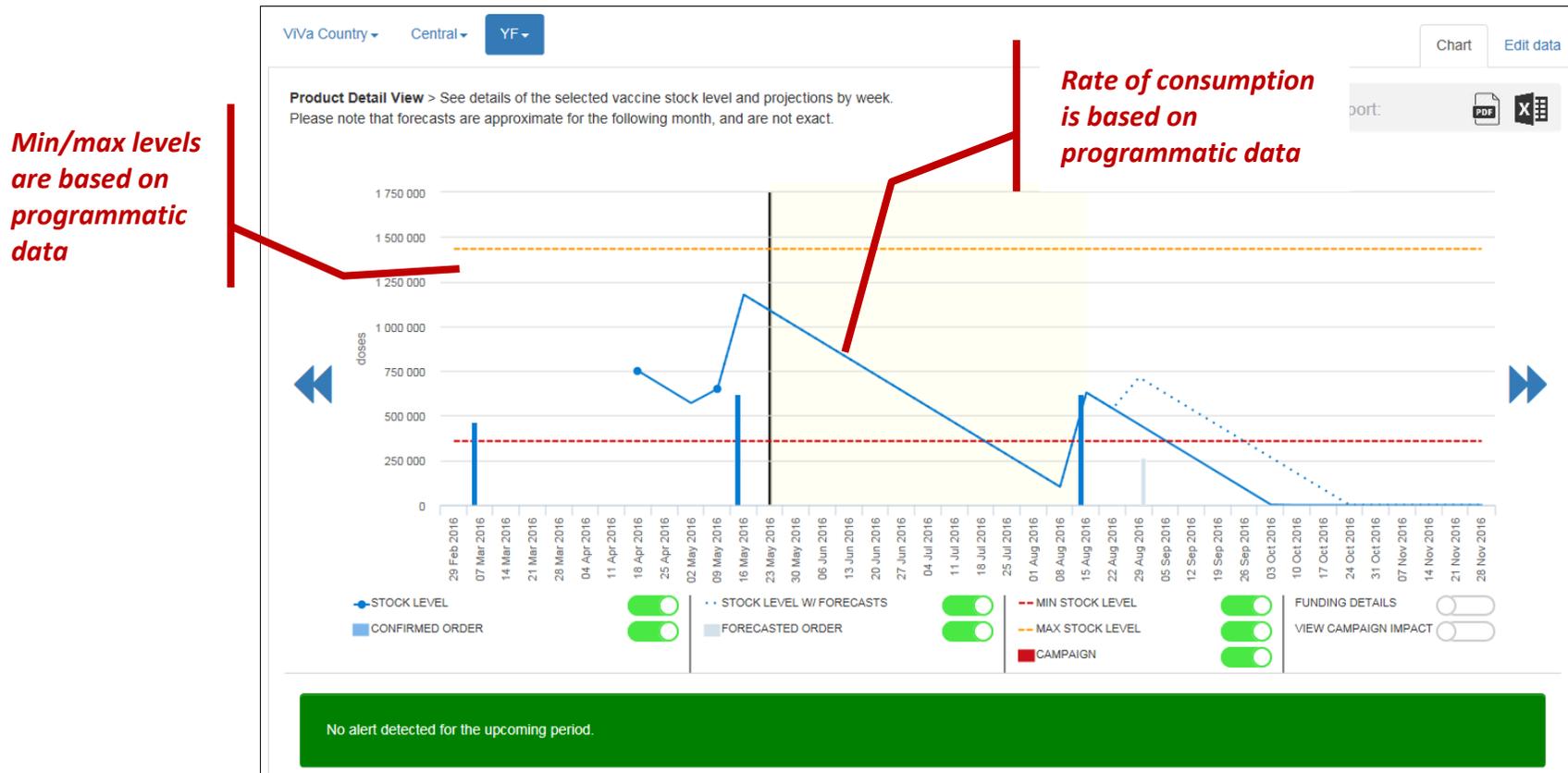


Please note: the consumption rate will remain the same unless you edit the “programmatic data.”

\*\*\*\*

### b. Modifying vaccine consumption rates

ViVa calculates the rate of consumption based on the “programmatic data.” These are the annual requirements per vaccine collected by UNICEF and uploaded into ViVa once a year. The programmatic data is also the basis for calculating the recommended minimum/maximum stock levels per vaccine.



You may wish to modify this programmatic data to account for an increase or decrease in annual vaccine needs or usage rates, or if you are using ViVa for a new vaccine that does not have historical data. Click on “Edit Data” and then “Programmatic Data” to view the vaccine requirements as entered by UNICEF SD. ViVa will only use the current year or previous year’s programmatic data to calculate consumption, so please ensure that data exists for these years.

You can create a new entry for 2016 requirements. Click on “Create new entry.”

ViVa Country ▾ Central ▾ YF ▾ Chart Edit data

**Programmatic Data**

Stock input

Below are the annual requirements for the specified vaccine, based on UNICEF historical data. If no data exists for the current year, ViVa will calculate vaccine consumption rate and min/max levels based on the previous year’s data. Please update or edit if necessary.

Year	Quantity (doses)		
2015	4 658 423	Edit	Delete
2014	8 442 701	Edit	Delete
2013	6 715 026	Edit	Delete

Create new entry

You will be asked to enter the year and the annual requirements, in doses. Press “save.”

ViVa Country ▾ Central ▾ YF ▾ Chart Edit data

**Programmatic data**

Stock input

Enter the requirements for the year in doses.

Year:

Quantity (doses):

Save

The new annual requirements will appear on the list, and will now be used to calculate the consumption rate and minimum/maximum levels. Click on “chart” to see the impact of the new requirements.

ViVa Country ▾ Central ▾ YF ▾ Chart Edit data

**Programmatic Data**

Stock input

Below are the annual requirements for the specified vaccine, based on UNICEF historical data. If no data exists for the current year, ViVa will calculate vaccine consumption rate and min/max levels based on the previous year's data. Please update or edit if necessary.

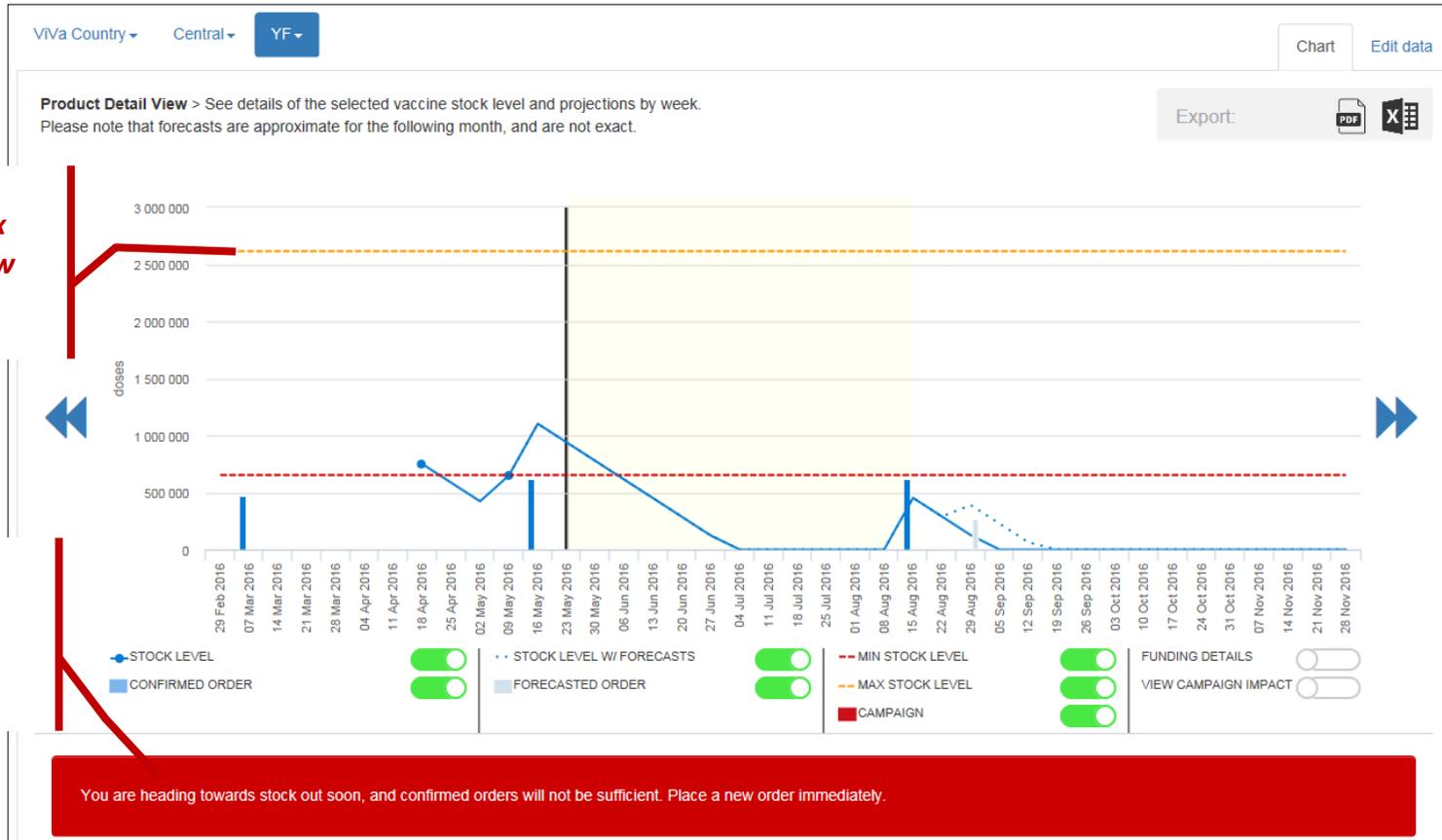
Year	Quantity (doses)		
2016	8 500 000	Edit	Delete
2015	4 658 423	Edit	Delete
2014	8 442 701	Edit	Delete
2013	6 715 026	Edit	Delete

Create new entry

The rate of consumption and minimum/maximum levels will have changed to reflect the new annual requirements. Since the stock levels have changed with regards to recommended min/max levels, the alert level has also changed.

*Increased min/max levels to reflect new requirements*

*Higher alert level to reflect updated stock situation*



Please note: ViVa takes only the previous year’s requirements to estimate requirements for the following year. For example, it will take only 2015 data to calculate the requirements for 2016, and disregard 2014 data. You must have programmatic data for the current or previous year.

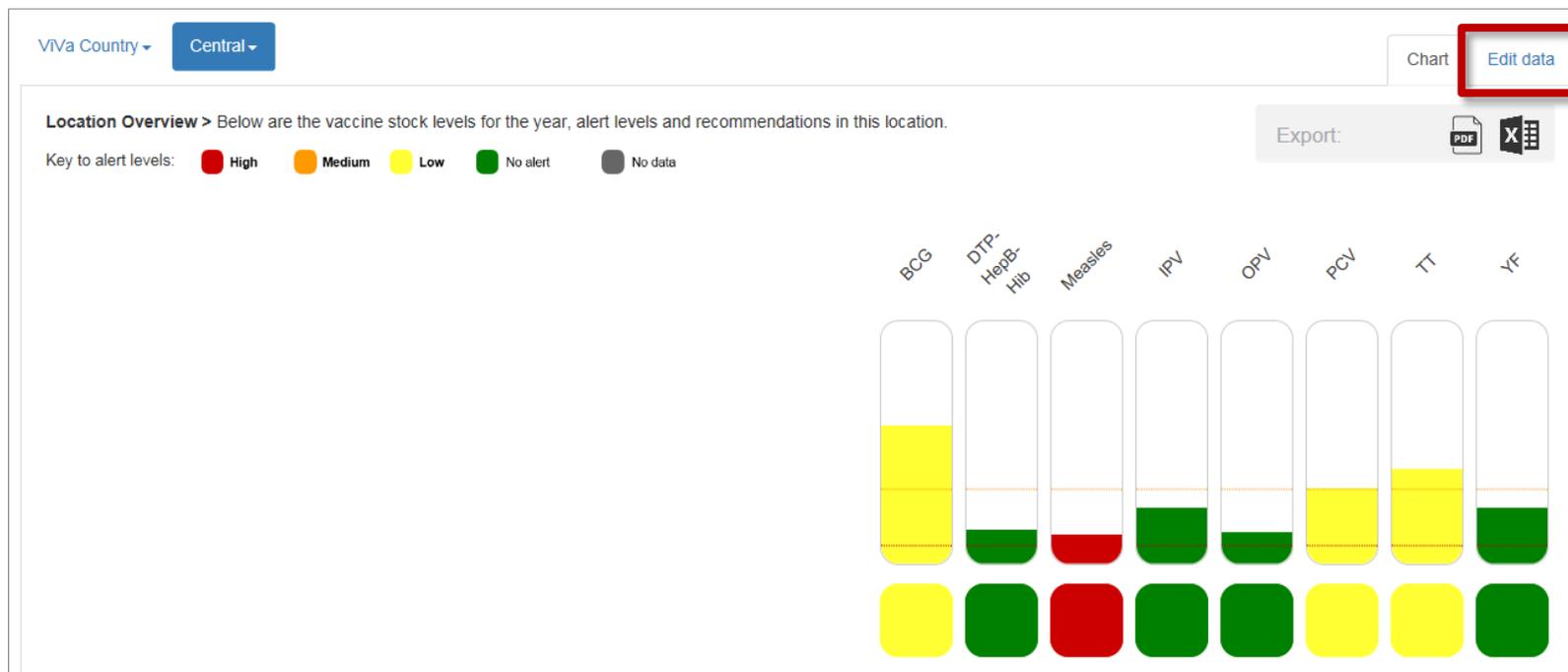
\*\*\*\*

### c. Adding campaign requirements

ViVa enables you to add or edit any additional requirements that would have an impact on stock levels and consumption, such as campaigns or outbreak responses. The tool allows you to enter the number of doses per vaccine, as well as the duration of the campaign. The tool will then include this figure into the projected stock levels and enable you to visualize the impact of a campaign on future stock levels.

Enter campaign information on the **location overview page**. This provides one place to have an overview of all upcoming campaigns per location.

Go to the location overview page, and click on “edit data.”



You will see the available settings for this location. Click on “Campaigns” to add a new campaign for this location.

The screenshot shows the 'ViVa Country' interface for 'Central'. On the left sidebar, the 'Campaigns' menu item is highlighted with a red rectangular box. Below it are 'Location Description' and 'Recommended stock levels'. The main content area is titled 'Location Settings' and contains the following text:

*You can add a campaign, add a comment or note for a location, and set recommended stock levels for this location.*

**Campaign:** You can insert a planned vaccination campaign here to see the impact on potential stock levels.

**Location description:** Enter a comment or note for this location, which will appear at the country overview level. The comment will remain until you delete it.

**Recommended stock levels:** You can set minimum and maximum recommended stock levels (in weeks) for this location. This will override the recommended stock levels if previously set at the country level. Default is 12 weeks (min) and 32 weeks (max).

Past campaigns will appear here. Press “create new campaign” to enter campaign details.

The screenshot shows the 'ViVa Country' interface for 'Central' with the 'Campaigns' menu item selected and highlighted in blue. The main content area is titled 'Campaigns' and features a table with the following headers: Product, Start Date, End Date, and Doses. Below the table is a button labeled 'Create new Campaign'.

Product	Start Date	End Date	Doses
Create new Campaign			

Select the vaccine, number of doses required, and the start and end date for the campaign.

ViVa Country **Central** Chart Edit Data

**Campaigns**  
Location Description  
Recommended stock levels

**Campaigns**  
Enter campaign information for this location

**Product** OPV

**Doses** 40000000

**Start Date** 01/05/2016

**End Date** 27/05/2016

Press “save.” Your campaign will now appear on the list of campaigns for this location.

ViVa Country **Central** Chart Edit Data

**Campaigns**  
Location Description  
Recommended stock levels

**Campaigns**

Product	Start Date	End Date	Doses		
OPV	01/05/2016	27/05/2016	40000000	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

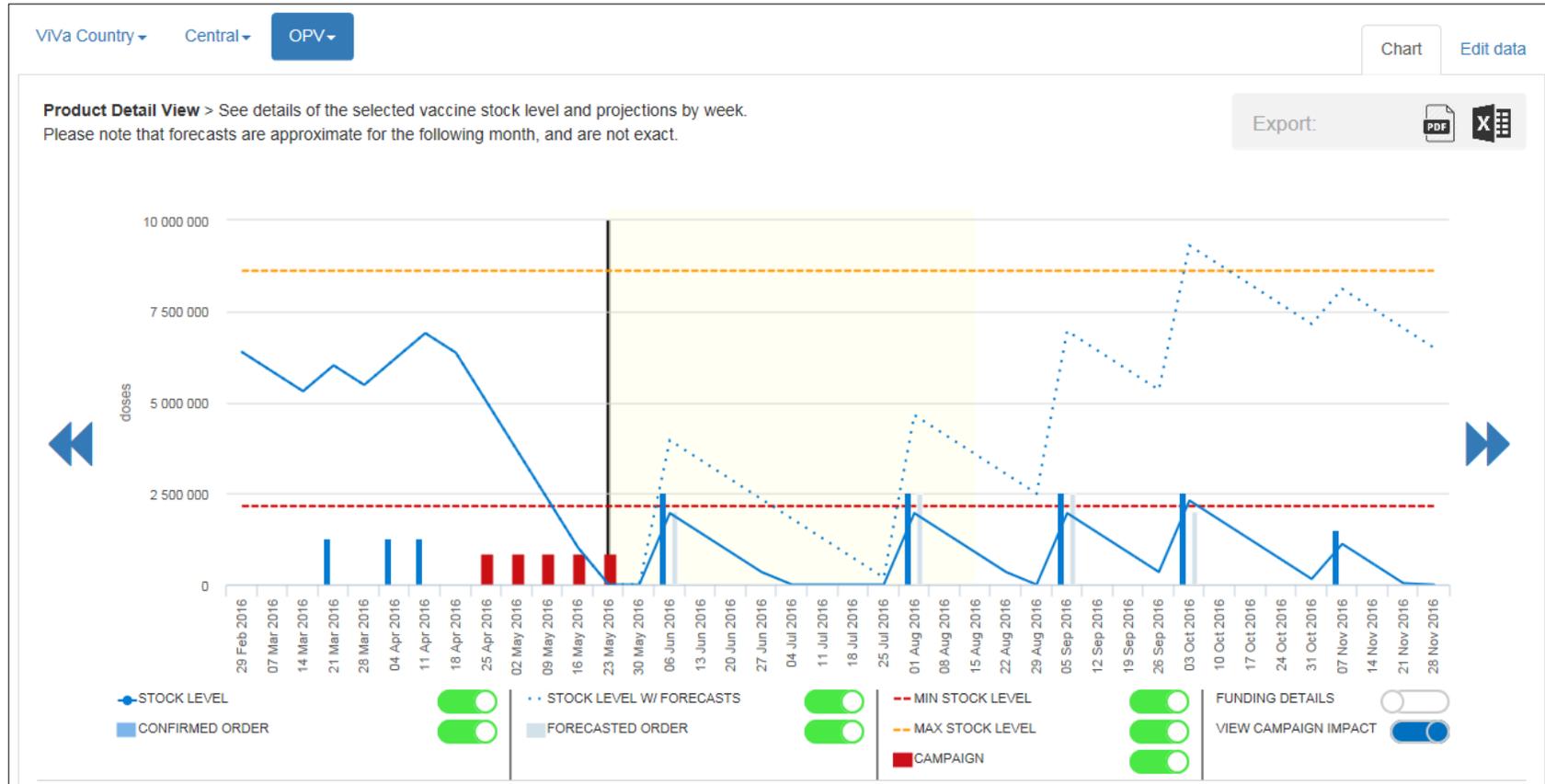
View the campaign on the chart by navigating back to the product detail page. You will now see the campaign on the chart, represented by red bars for each week of the campaign.

*Vaccine campaign bars*



Note that there is no change to the stock projection levels at this point. To see how the campaign will have an impact on future stock levels, you must toggle **view impact of campaigns**.

Turning on the campaign data visualization allows you to see how the campaign will affect the stock levels. As you can clearly see in the example below, implementing the campaign during the time indicated will have a drastic impact on the stock levels, and may require confirming an order from UNICEF earlier, or modifying the scope of the campaign.



Note: the “campaign” toggle will only make the red campaign bars appear or disappear from the chart, and does not have any impact on stock projections. Use “view impact of campaign” to see the effect on stock levels.

\*\*\*\*

#### d. Adding a location description

You can add a comment for a regional or central location, which will be displayed on the country overview and location overview page. This may be necessary if, for example, you want to alert colleagues of an impending campaign, or of action that has been taken in response to an alert.

A red flag  will appear next to the location name if there is a description attached.

*Location description /comment*



Viva Country

Funding overview | Chart | Edit data

Country Overview > Below are the vaccine alert levels for all locations in your country.

Key to alert levels: ● High ● Medium ● Low ● No alert ● No data

Export:  

	BCG	DTP-HepB-Hib	Measles	IPV	OPV	PCV	TT	YF
<b>Central</b> Updated 09 May 2016 	<span style="color: yellow;">●</span>	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: yellow;">●</span>	<span style="color: yellow;">●</span>	<span style="color: green;">●</span>
<b>Region</b> Updated 25 Apr 2016  Approaching stockout of BCG. Order from Central Store on 20 May, expected arrival 1 June.	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: orange;">●</span>	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: orange;">●</span>	<span style="color: yellow;">●</span>

To add a location description, go to the **location overview page** and click on “edit data.” You will see an option for adding a location description.

ViVa Country Region

Chart Edit Data

Campaigns

**Location Description**

Recommended stock levels

**Location Settings**

You can add a campaign, add a comment or note for a location, and set recommended stock levels for this location.

**Campaign:** You can insert a planned vaccination campaign here to see the impact on potential stock levels.

**Location description:** Enter a comment or note for this location, which will appear at the country overview level. The comment will remain until you delete it.

**Recommended stock levels:** You can set minimum and maximum recommended stock levels (in weeks) for this location. This will override the recommended stock levels if previously set at the country level. Default is 12 weeks (min) and 32 weeks (max).

You can add a temporary comment or permanent description for the location. The description will remain until it is deleted.

ViVa Country Region

Chart Edit data

Campaigns

**Location Description**

Recommended stock levels

**Location Description**

Add a comment/note for this location. This will be viewed at the Central location until you remove the comment. Maximum characters: 200.

Approaching stockout of BCG. Order from Central Store on 20 May, expected arrival 1 June.

Save

\*\*\*\*

### e. Setting recommended stock levels

By default, the recommended minimum and maximum stock levels are set to 12 weeks (min) and 32 weeks (max) for all vaccines in all locations. You may need to adjust these levels for a specific location based on your supply strategy. For example, if you receive the entire programmatic requirement in one delivery at the beginning of the year, you may want to adjust the overstocking to 52 weeks to minimize the number of alerts received.

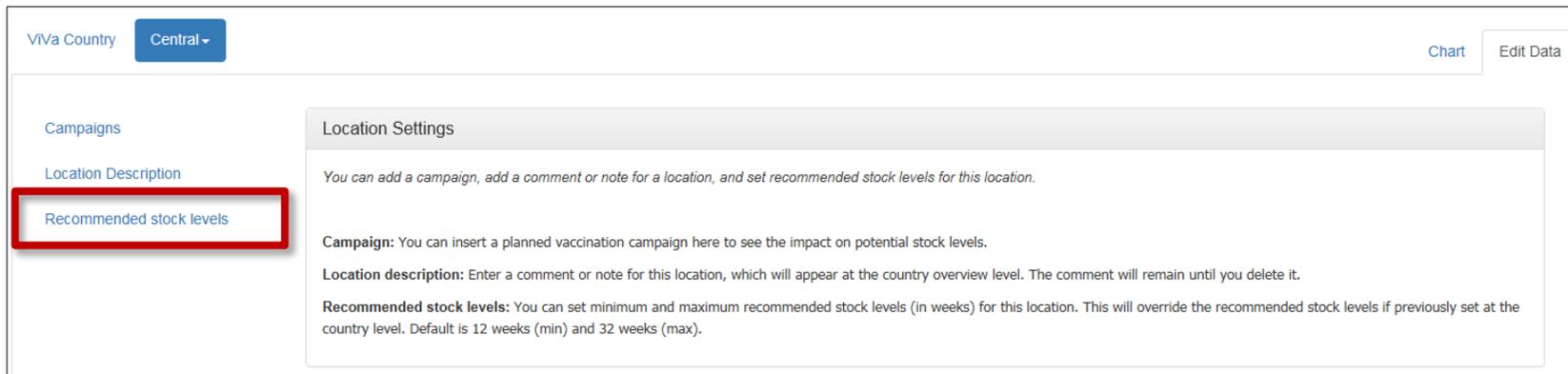
Since the alert levels and recommendations are based on the recommended stock levels and alert period, changing these parameters will have an impact on the calculations as well as the triggering of alerts.

You can change the recommended stock levels at country level (for all vaccines and all locations in your country) or at location level (for all vaccines in a single location).

To change the recommended stock levels for one location only, click on “edit data” from the **location overview page**.



Then click on “Recommended stock levels.”



The screenshot shows the ViVa interface for a country named 'Central'. The left sidebar contains a menu with four items: 'Campaigns', 'Location Description', and 'Recommended stock levels', which is highlighted with a red border. The main content area is titled 'Location Settings' and contains the following text:

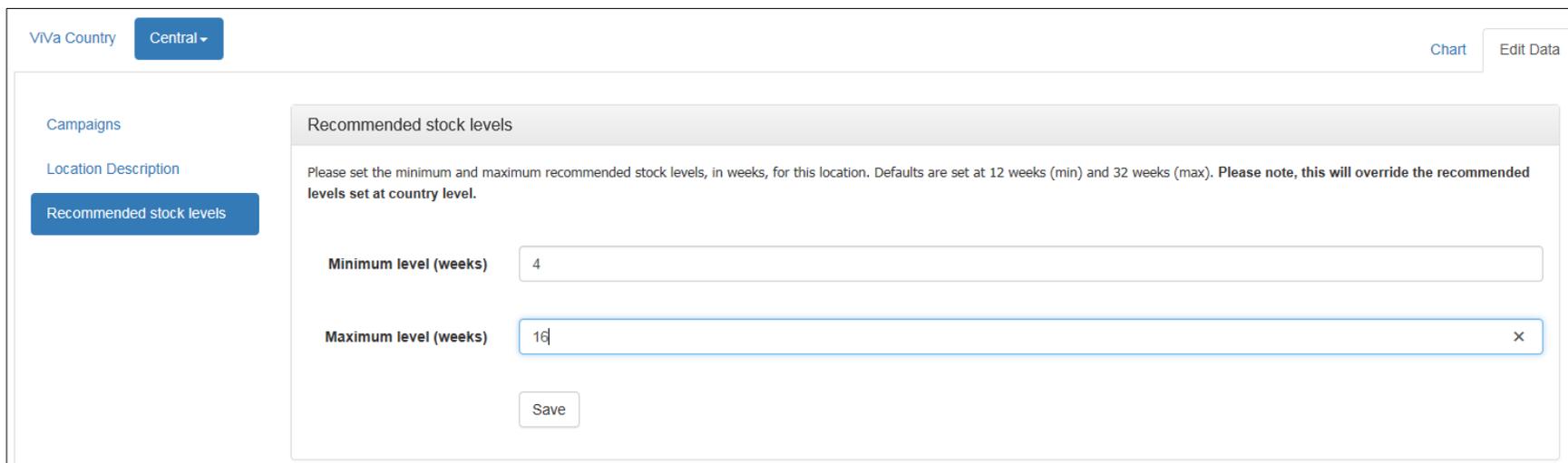
You can add a campaign, add a comment or note for a location, and set recommended stock levels for this location.

**Campaign:** You can insert a planned vaccination campaign here to see the impact on potential stock levels.

**Location description:** Enter a comment or note for this location, which will appear at the country overview level. The comment will remain until you delete it.

**Recommended stock levels:** You can set minimum and maximum recommended stock levels (in weeks) for this location. This will override the recommended stock levels if previously set at the country level. Default is 12 weeks (min) and 32 weeks (max).

You will have the option to change the minimum and maximum stock levels, in weeks. In the below example, we will change the min/max levels from the default levels. Press “save” and click on “chart” to see the impact of this change on the recommended stock levels and the alerts.



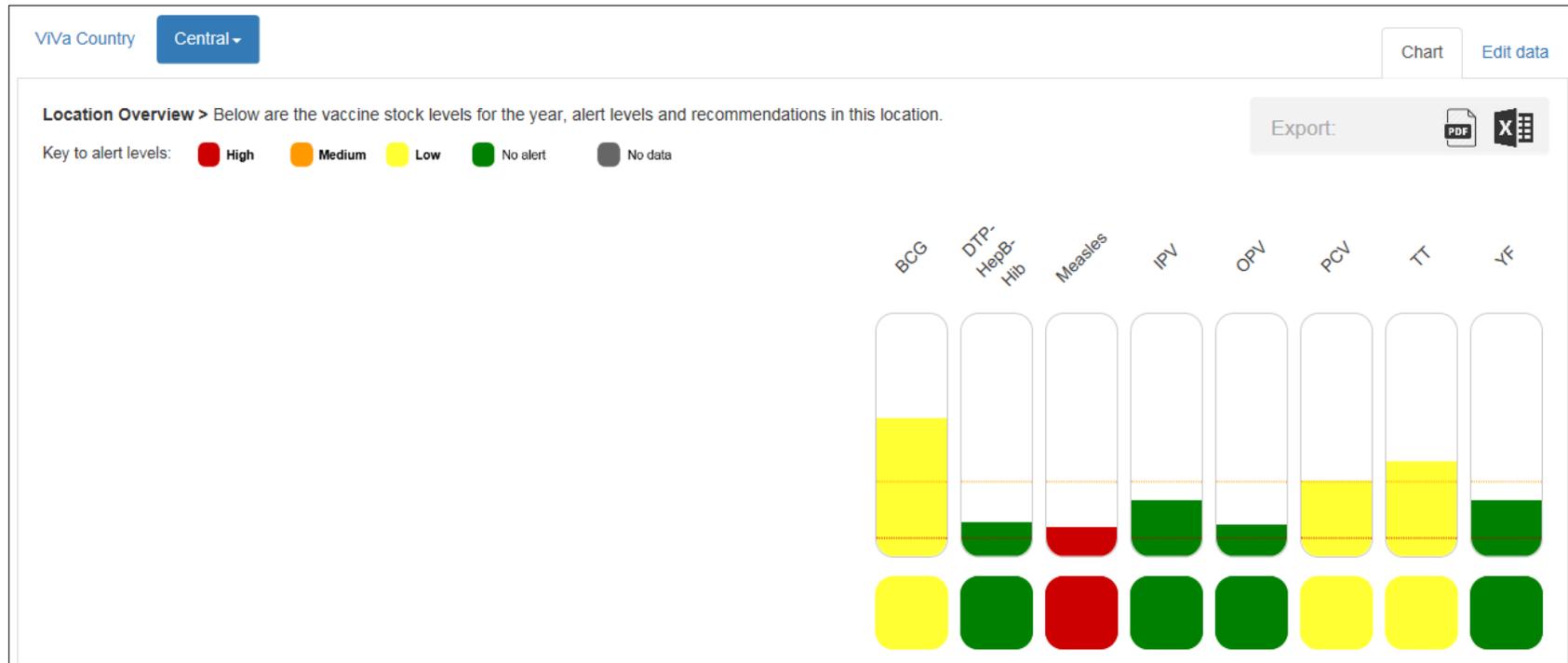
The screenshot shows the ViVa interface for a country named 'Central'. The left sidebar contains a menu with three items: 'Campaigns', 'Location Description', and 'Recommended stock levels', which is highlighted with a blue border. The main content area is titled 'Recommended stock levels' and contains the following text:

Please set the minimum and maximum recommended stock levels, in weeks, for this location. Defaults are set at 12 weeks (min) and 32 weeks (max). **Please note, this will override the recommended levels set at country level.**

**Minimum level (weeks)**

**Maximum level (weeks)**

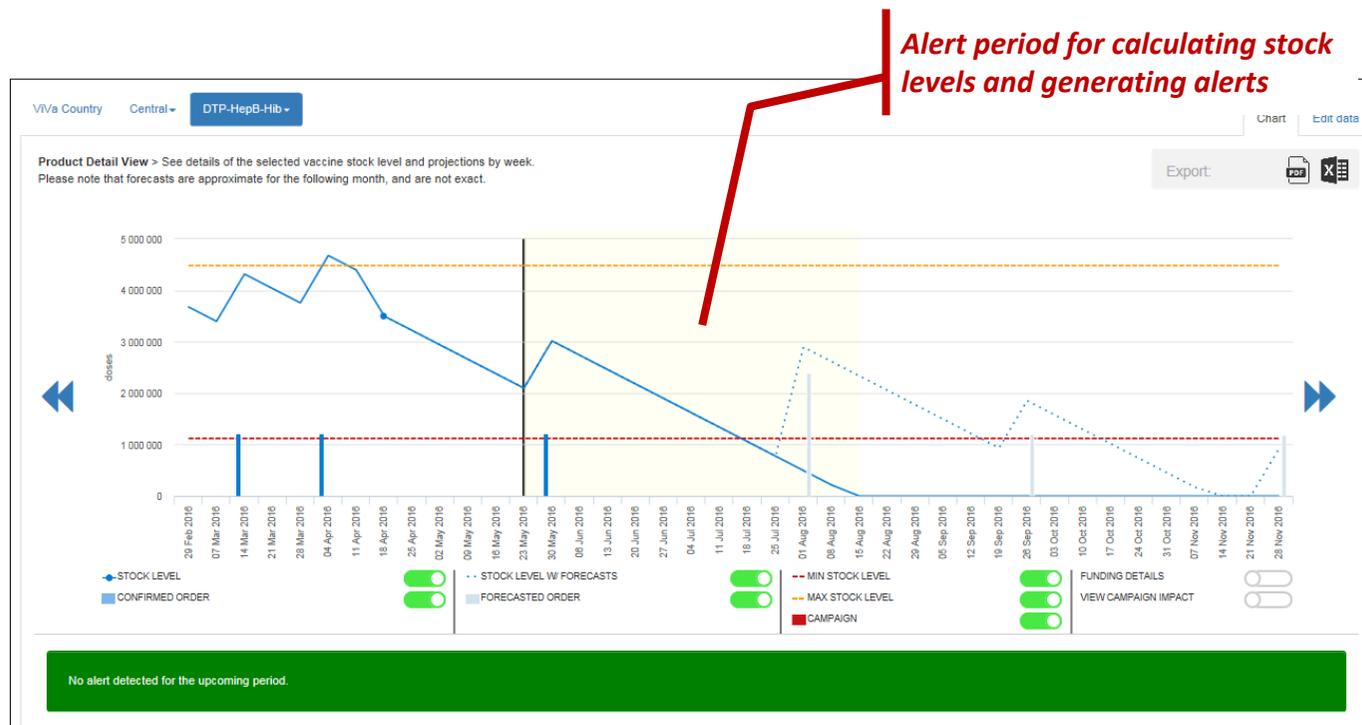
Changing the recommended stock levels will also change ViVa’s alert calculations. As you can see below, the alert levels have now changed to reflect the decreased recommended stock levels.



\*\*\*\*

### f. Adjusting alert periods

The default alert period is set to 12 weeks. This is the period of time that ViVa will calculate the current and potential stock levels for generating an alert level. You can change the alert period if your vaccine lead time is much shorter or much longer, to generate a more accurate picture of your stock situation. In the below example, no alert is generated for the vaccine, as the vaccine stock levels will be within min/max levels during the majority of the alert period. Let’s increase the alert period to 24 weeks.



To change the alert period, navigate to the **country overview page** and click on “Edit data.” Then select “Alert Period.”

The screenshot shows the 'ViVa Country' settings interface. On the left, there is a sidebar with two options: 'Alert Period' and 'Recommended stock levels'. The 'Alert Period' option is highlighted with a red rectangular box. On the right, the 'Country Settings' section is visible, containing a sub-header 'Settings that will apply to all locations in this country' and two paragraphs of explanatory text. At the top right of the main content area, there are three tabs: 'Funding Overview', 'Chart', and 'Edit Data'.

We will change the alert period to 24 weeks. Press “save,” and click on “chart” and select the right vaccine to see the impact on the alert level.

This screenshot shows the 'Alert Period' configuration step. The 'Alert Period' option in the sidebar is now selected and highlighted in blue. The main content area has a sub-header 'Alert Period' and a text prompt: 'Enter the alert period in weeks. The default alert period is 12 weeks.' Below this, there is a label 'Number of weeks' followed by a text input field containing the value '24'. A 'Save' button is located below the input field. The 'Funding Overview', 'Chart', and 'Edit Data' tabs remain at the top right.

The new alert period will be reflected on the chart, and ViVa will now generate a new alert and recommendation since it will assess the stock levels over a longer period of time. The new alert reflects a stockout for the majority of the alert period.



\*\*\*\*

### g. Routine vs. supplementary

ViVa is intended to be used for both routine and supplementary vaccine requirements. However, for simplicity and ease of use, the program combines these two into a single stock level and projection.

When entering confirmed and forecasted orders at the region level (see Section 4), the user can distinguish between activity types. These will be combined into the graphs together.

If the user requires that routine and supplementary vaccines be treated separately, please contact your UNICEF focal person or the ViVa administrator at [viva@unicef.org](mailto:viva@unicef.org), who will assist in creating separate products for the two activity types.

## 4. Using ViVa at the regional level

As mentioned in Part 3 (“Using ViVa”), UNICEF SD does not have any information at regional level. All information must be created and updated by the country user at regional level. The user must input programmatic data and insert confirmed/forecasted orders, as well as update stock count.

When you first navigate to a regional location, you will notice that all alert levels are grey, indicating that ViVa does not have any data to calculate an alert.

**Region**  
BCG

Stock (doses)  
0

Stock (months)  
0

Time to safety level (weeks)  
0

Time to stockout (weeks)  
0

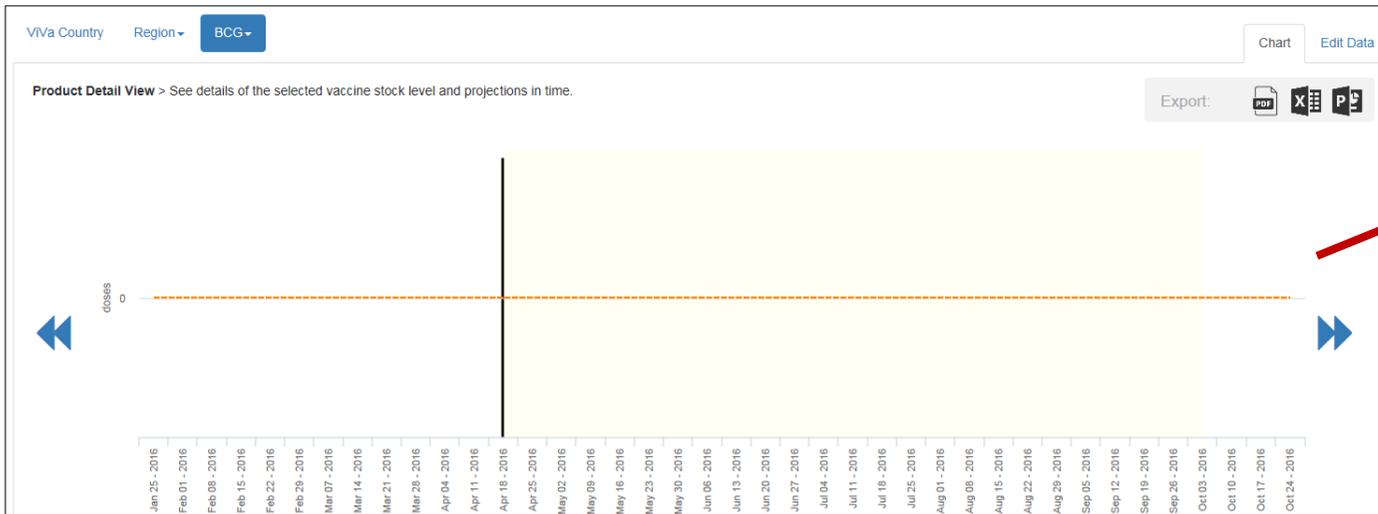
Next confirmed order  
No upcoming orders

Next forecasted order  
No upcoming demand

Alert  
Not enough data to calculate current situation

**No information is uploaded at regional level by UNICEF**

Click on a vaccine product, and you will see no information: no recommended stock levels, no stock line, and no order information. You must input this information manually.



Click on “edit data” and add programmatic data and a stock input. You will see recommended stock levels, # doses, and a stock level line. Please refer to the previous section for instructions on adding programmatic data and stock input. The following section covers entering confirmed and forecasted orders.



Please note that the below commands are **only available at regional level**.

### a. Adding a confirmed/forecasted order

From the **product detail page**, click on “edit data.” You will see two additional options at regional level that do not exist at central level: confirmed order and forecasted order. Click on “confirmed order.”

The screenshot shows the 'Visibility for Vaccines' interface. At the top, there are logos for UNICEF and the World Health Organization, along with the text 'VIVA User VIVA Country - Central'. Below this, there are navigation tabs for 'Viva Country', 'Region -', and 'BCG -'. On the right side, there are buttons for 'Chart' and 'Edit Data'. The main content area is titled 'Product Settings' and contains the following text:

You can enter or modify the programmatic data here, and enter regular stock counts for this vaccine. At regional level, you have additional options to enter confirmed and unconfirmed orders.

**Programmatic Data:** These are the annual requirements for this vaccine, and is the basis for calculating the recommended min/max levels and consumption rate of each vaccine. This will be automatically entered by UNICEF if historical data for this vaccine exists. In case requirements have changed, or this is a new vaccine without historical data, you can enter or edit the annual national requirements for the specified vaccine.

*(Please note: Viva calculates programmatic data based on the previous year's data only, and does not calculate data from 2014, 2013, etc. If no 2016 or 2015 data exists from UNICEF, then you must enter this manually or you will not have min/max levels or stock consumption.)*

**Stock input:** These are the regular stock counts and should be entered regularly for the specified vaccine to ensure that VIVA shows the most accurate information.

**Settings available for regional locations only**

**Confirmed orders:** These are the confirmed orders or stock movements that are scheduled to arrive at the regional location, and will have an impact on stock projections.

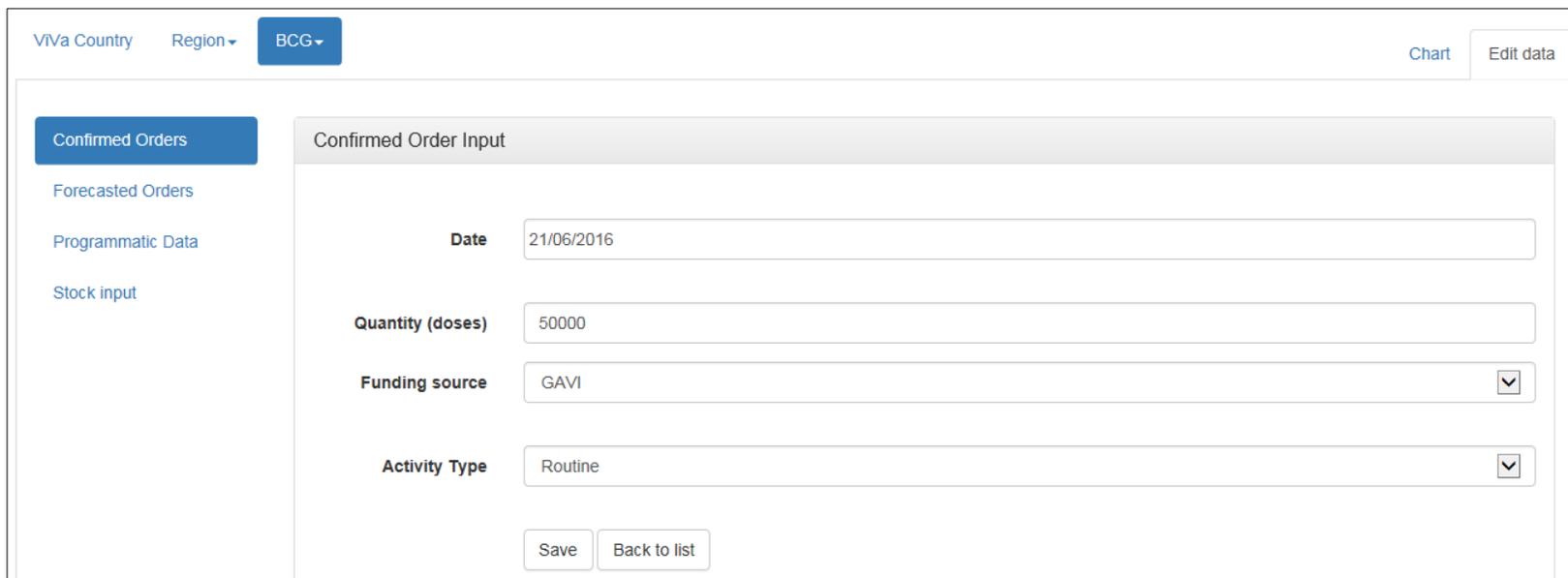
**Unconfirmed orders:** These are the planned/unconfirmed orders or stock movements that are scheduled to arrive at the regional location, and will not have an impact on stock projections.

On the left side of the 'Product Settings' panel, there is a sidebar menu with the following items: 'Confirmed Orders', 'Unconfirmed Orders', 'Programmatic Data', and 'Stock input'. The 'Confirmed Orders' and 'Unconfirmed Orders' items are highlighted with a red rectangular box.

You will see a list of confirmed orders, including date, quantity (in doses), source of funding (GAVI or Non-GAVI), and type of activity (routine or supplementary). Click on “create new entry” to insert a confirmed order.



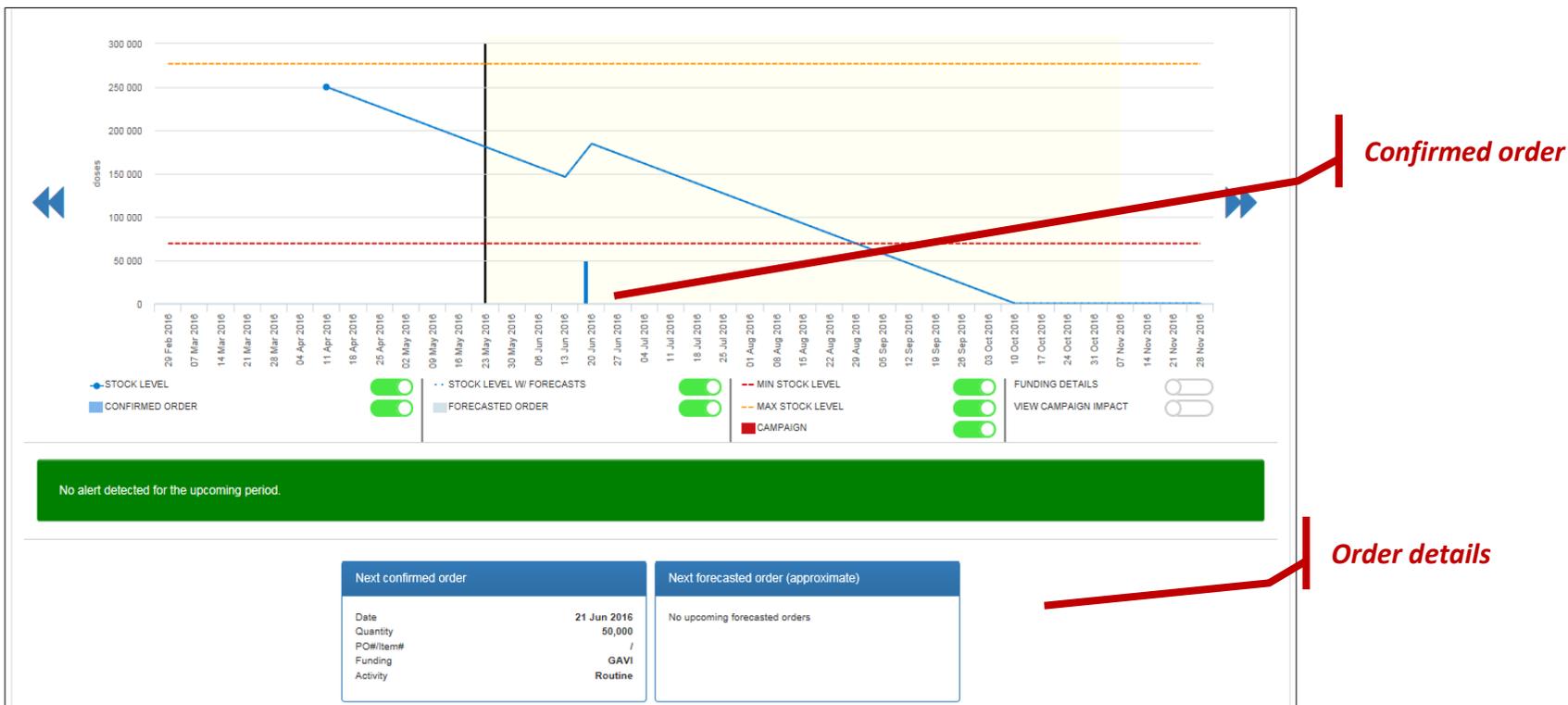
Enter the date of arrival, quantity of the order (in doses), source of funding, and activity type. Press “save.”



You will now see the order in the list of confirmed orders. Click on “chart” to see how the order will appear on the chart.

Confirmed Orders				
Confirmed Orders				
Forecasted Orders				
Programmatic Data				
Stock input				
Create new entry				
Date	Quantity (doses)	Funding source	Activity Type	
21/06/2016	50 000	GAVI	Routine	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

The order will appear as a blue bar, and the stock projection will increase to account for the confirmed order. Details will appear in the box below.



Follow the same process to add a forecasted order.

ViVa Country Region- **BCG-** Chart Edit Data

Confirmed Orders

**Unconfirmed Orders**

Programmatic Data

Stock input

Unconfirmed Orders

Date	Quantity (doses)	Funding source	Activity Type	Edit	Delete
23/07/2016	50 000	GAVI	Supplementary		

[Create new entry](#)

You will now see the forecasted order (grey bar) appear on the graph, with a potential stock line also appearing. Details will appear in the box below.



## 5. Other functions

### a. E-mail alerts

ViVa provides the ability to enable e-mail alerts of the vaccines in your country or location (depending on your user profile). You can choose to receive these alerts daily, weekly, or monthly. To subscribe to the e-mail alerts, click on the “user settings” icon from the top-right navigation on each page.

From here, you can select the frequency of the mail alert, as well as select the preferred language for e-mail.

The screenshot displays the 'Visibility for Vaccines' web application. The main content area shows a 'Country Overview' for 'Central' (updated 09 May 2016) and 'Region' (updated 25 Apr 2016). The alert levels for four vaccines are shown: BCG (Low), DTP-HepB-Hib (No alert), Measles (High), and IPV (High). A settings modal is open, showing 'Mail alert settings' with 'Subscribe to mail alerts' checked, 'Mail Frequency' set to 'Daily', and 'Preferred language' set to 'English'.

Location	BCG	DTP-HepB-Hib	Measles	IPV
Central Updated 09 May 2016	Low	No alert	High	High
Region Updated 25 Apr 2016	No alert	No alert	High	Medium

### b. Export options

One of the key functions of the ViVa tool is the ability to generate easy-to-use charts of stock projections for communication with decision-makers and other partners responsible for funding and stock management.

ViVa can generate PDFs as well as the raw data in .csv format (readable in Excel).

To export the page, click on one of the icons in the “export” section on each page and select “save” to download the file.

The screenshot shows the 'ViVa Country' interface. At the top right, there are tabs for 'Funding overview', 'Chart', and 'Edit data'. Below these is an 'Export:' section with icons for PDF and Excel. A red arrow points to these icons with the label 'Export options'. The main content area displays vaccine alert levels for two locations: 'Central' (updated 09 May 2016) and 'Region' (updated 25 Apr 2016). The alert levels are represented by colored circles for each vaccine: BCG, DTP-HepB-Hib, Measles, IPV, OPV, PCV, TT, and YF. A yellow bar at the bottom contains a message: 'Do you want to open or save UNICEF VIVA.pdf (127 KB) from dev.vivaplatform.org?' with buttons for 'Open', 'Save', 'Cancel', and a close icon.

Location	BCG	DTP-HepB-Hib	Measles	IPV	OPV	PCV	TT	YF
Central Updated 09 May 2016	Low (Yellow)	High (Red)	High (Red)	High (Red)	No alert (Green)	Low (Yellow)	Low (Yellow)	No alert (Green)
Region Updated 25 Apr 2016 Approaching stockout of BCG. Order from Central Store on 20 May, expected arrival 1 June.	No alert (Green)	Medium (Orange)	High (Red)	Medium (Orange)	No alert (Green)	High (Red)	High (Red)	Low (Yellow)

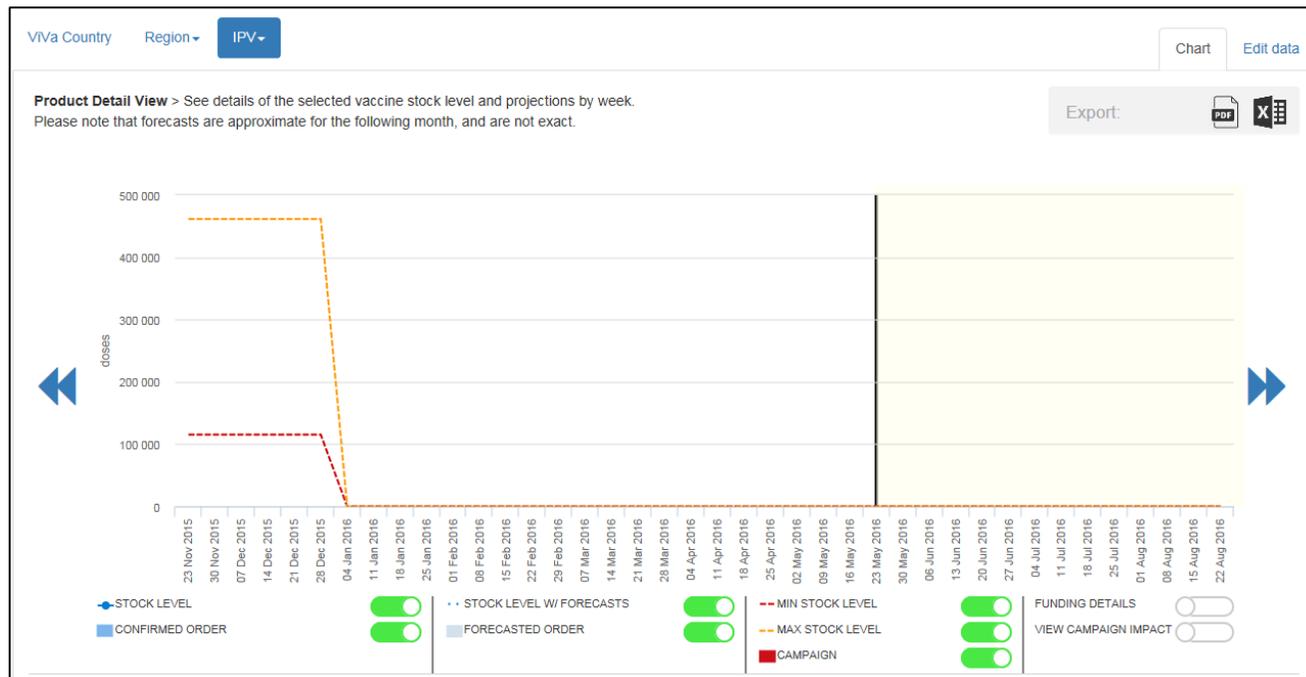
*Export options*

## 6. Troubleshooting

Below are common questions when using the ViVa tool. Please contact your UNICEF focal point if you need additional assistance.

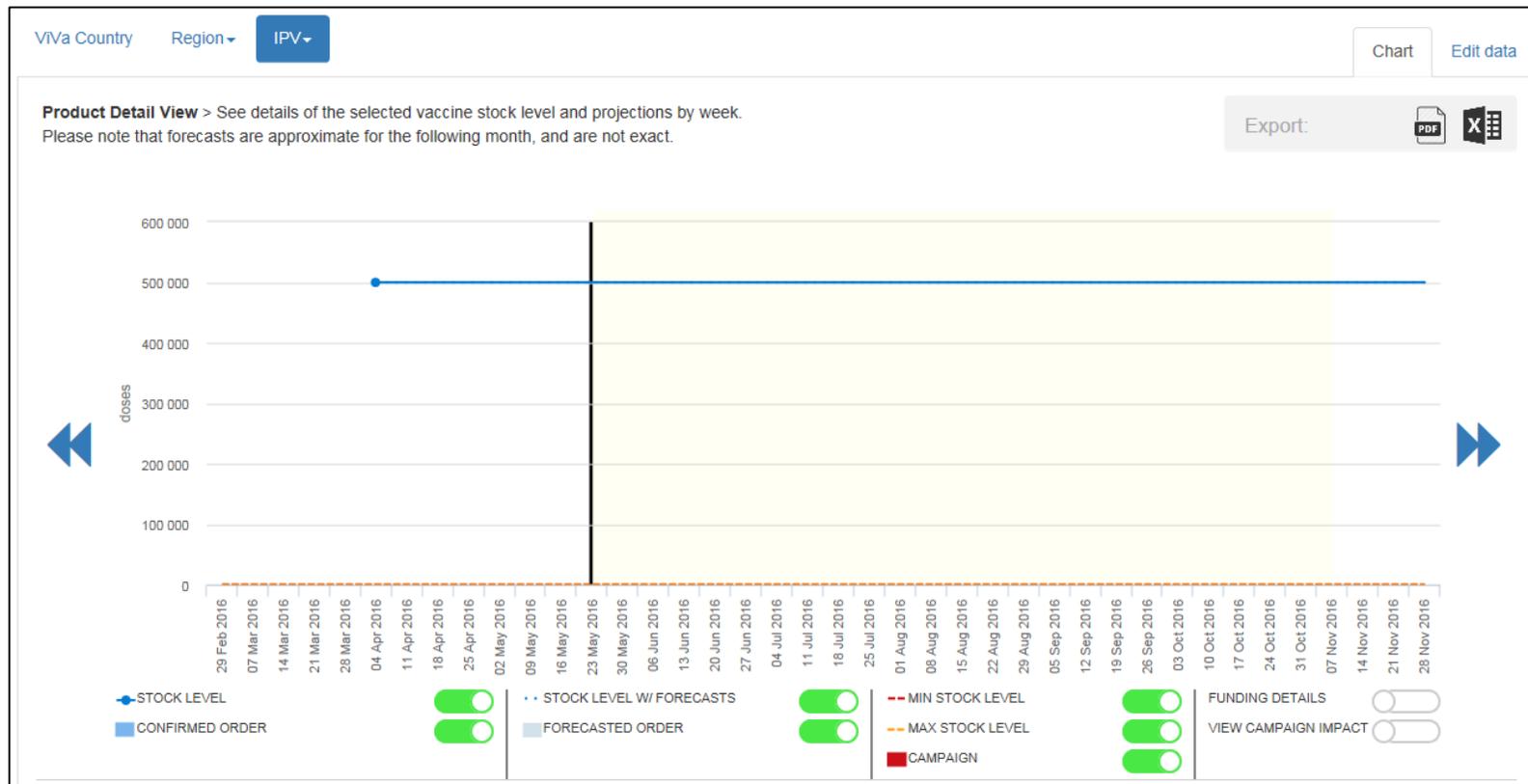
### a. Maximum and minimum recommended stock lines disappear

Your programmatic data is more than one year old. Go to a vaccine -> Edit Data -> Programmatic Data to insert the current or previous year’s plan.



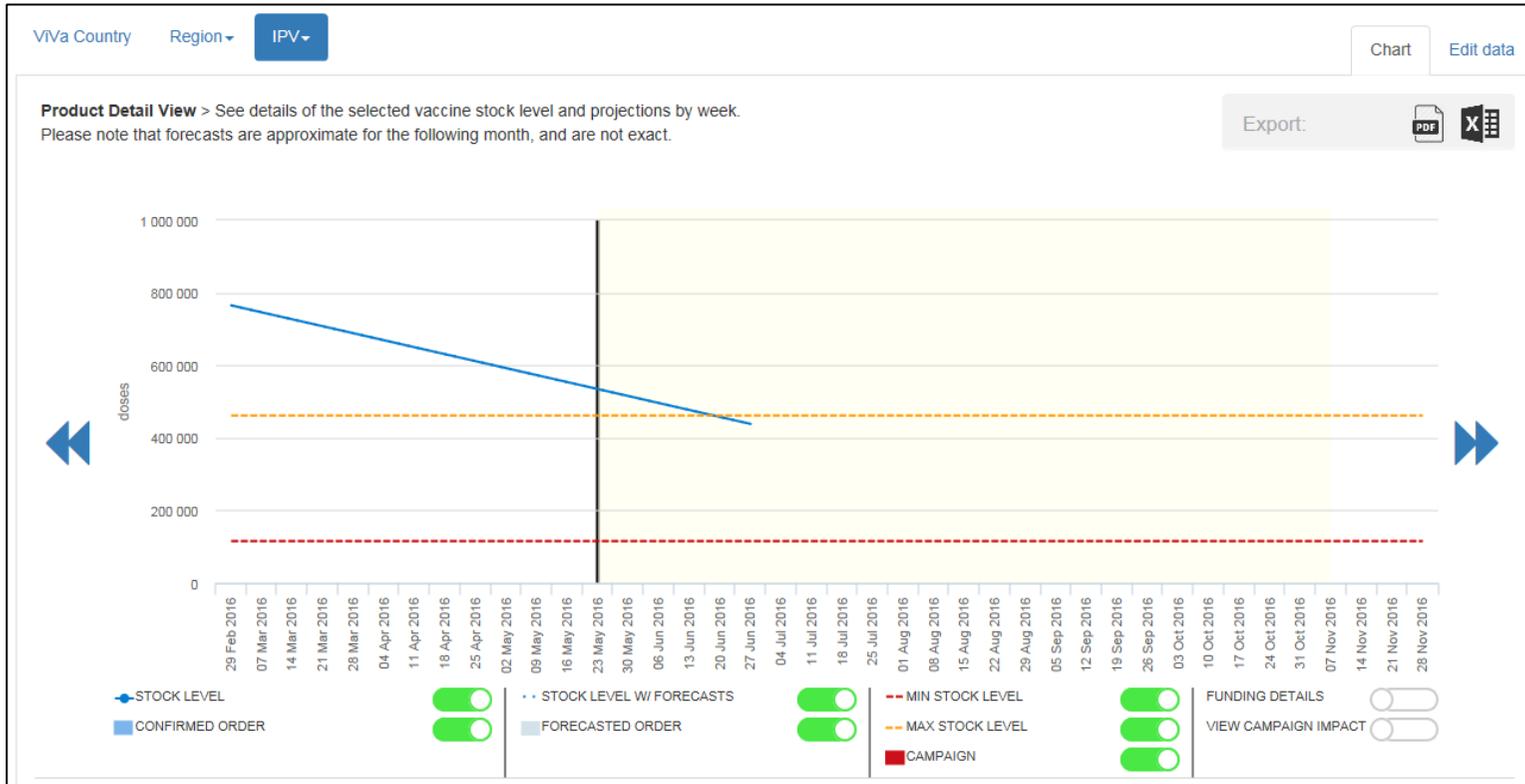
### b. Stock level lines are flat

You have a stock input, but do not have programmatic data for this vaccine for the current year. Please insert programmatic data for this vaccine by going to Edit Data -> Programmatic Data.



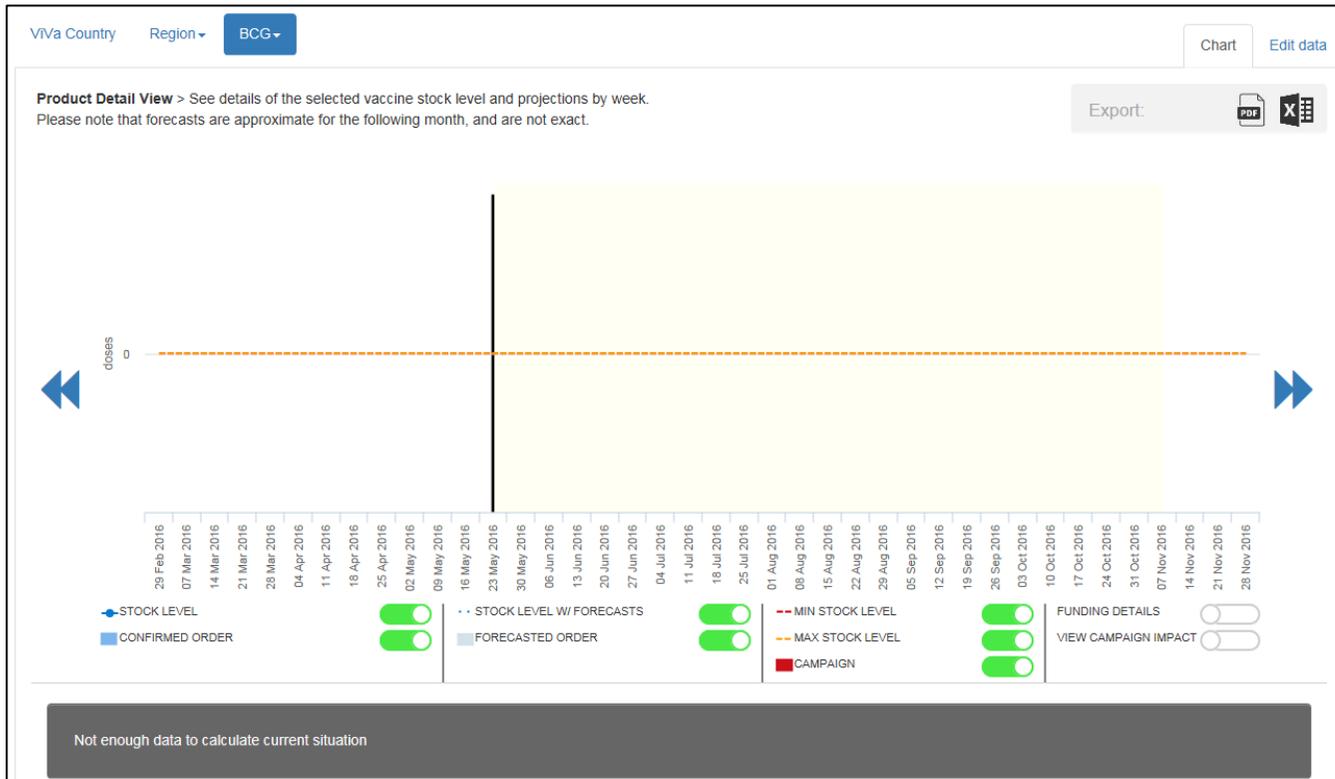
### c. Stock level lines disappear

Stock entries are projected for one year after the last stock input. You have not updated the stock entries for one year. Please update the stock entries.



d. There are no doses or minimum/maximum stock lines

ViVa has no data for your location and vaccine. You must go to Edit Data and enter in programmatic data to calculate the number of doses and recommended min/max levels. You must also enter stock counts and any order information to generate data.



## 7. Glossary

**Actual/Projected stock level:** Shows the actual stock level line using data from stock inputs from EPI managers. If no data is available, this line shows the stock level using past entries and projections.

**Campaign:** Additional requirements linked to campaigns or outbreak responses. Can be included or excluded in the ViVa tool.

**Confirmed delivery/order:** Demand for a vaccine (based on annual forecasting exercise), for which UNICEF has a confirmed Purchase Order number.

**Minimum level:** The minimum stock level (safety) for each vaccine, under which stockouts can occur. Set to 12 weeks as default.

**Maximum level:** The maximum stock level (overstocking) for a vaccine, above which overstocking can occur. Set to 32 weeks as default.

**Programmatic data:** Data maintained by UNICEF, which contains vaccines and doses for the past years, covering both routine and campaigns, which is uploaded to ViVa

**Potential stock level:** The estimated stock level projection if the forecasted orders materialized (i.e., converted to a confirmed order)

**Supply Division (SD):** UNICEF Supply Division, based in Copenhagen, Denmark, handles global vaccine procurement for UNICEF Country Offices and on behalf of procurement services partners

**Forecasted order:** Demand for a vaccine (based on annual forecasting exercise), which has not been converted to a Purchase Order.