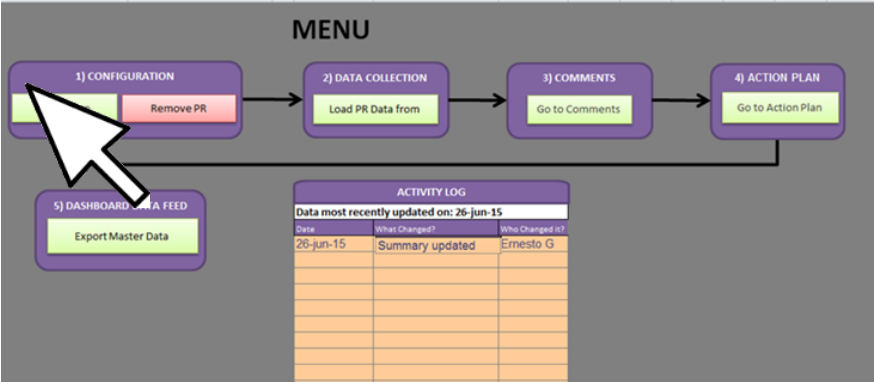


# CCM SUMMARY QUICKSTART

## CCM SUMMARY QUICKSTART

★ To generate the CCM Summary, first obtain and install SAP Crystal Dashboard Design 2011 software, and download CCM Summary Data Master ver 2.0 R1 and CCM Data Feed ver 2.0 R1 Excel files. For more detail and system requirements, see Installation and set-up guide for the CCM Summary.

- 1
- Open **Data Master** file.  
  
In MENU, click on **"Go to Setup"**



★ If you see the message “Safety warning: macros are disabled” along with a window with options, choose "Enable macros " and click on the Accept button, then continue with Step 1.

- 2
- In new window, click on [General Grant Information](#)

Choose **Language** and **Currency** from drop-down menus. Enter **Country** as text.

★ **Last updated** is generated automatically

The screenshot shows a form titled 'General Grant Information'. On the left, under 'INPUT IN ORANGE CELLS', are three items: '1 General Grant Information' (with an exclamation mark icon), '2 PR Names' (with a checkmark icon), and '3 Create New PR Worksheets' (with a checkmark icon). Below these is a 'Return to MENU' button. On the right, under 'General Grant Facts', are four fields: 'Language' (set to 'English'), 'Country:' (empty), 'Last updated:' (set to '26-jun-15'), and 'Currency' (set to '\$ - USD'). A large red curved arrow points from this form towards the next step's form.

- 3
- Click on [PR Names](#)

This screenshot is identical to the previous one, but the 'Return to MENU' button is now highlighted with a mouse cursor, indicating the next action.



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4

INPUT IN ORANGE CELLS

1 General Grant Information

2 PR Names

3 Create New PR Worksheets

Return to MENU

Total PRs	CCM / PRs Names	Sheet Name Templates	Actual Worksheets Present	Definition Header Templates	Full PR Name	Component
CCM1	Dominican Republic (CCM)	Data CCM1	Data CCM1	CCM1		
PR1	Data PR 001	Data PR 001	Data PR 001	PR1		
PR2		Data PR 002		PR2		
PR3		Data PR 003		PR3		
PR4		Data PR 004		PR4		
PR5		Data PR 005		PR5		
PR6		Data PR 006		PR6		
PR7		Data PR 007		PR7		
PR8		Data PR 008		PR8		
PR9		Data PR 009		PR9		
PR10		Data PR 010		PR10		
PR11		Data PR 011		PR11		
PR12		Data PR 012		PR12		
PR13		Data PR 013		PR13		
PR14		Data PR 014		PR14		
PR15		Data PR 015		PR15		
PR16		Data PR 016		PR16		
PR17		Data PR 017		PR17		
PR18		Data PR 018		PR18		
PR19		Data PR 019		PR19		

Enter names (maximum 50 characters) of all PRs with active grants who are running a PR Grant Management Dashboard (up to 49 PRs).

- ★ ONLY enter names in ORANGE cells.
- ★ LEAVE PR1 as Data PR 001.  
(This line is a template used to generate subsequent rows)
- ★ Names must be IDENTICAL to those used on the PR Dashboard worksheets.
- ★ Data in other columns is AUTOMATICALLY generated.

5 Click on **Create New PR worksheets**  
When the dialogue box opens, click **OK** to continue.

INPUT IN ORANGE CELLS

1 General Grant Information

2 PR Names

3 Create New PR Worksheets

Return to MENU

Total PRs	CCM / PRs Names	Sheet Name Templates	Actual Worksheets Present	Definition Header Templates	Full PR Name	Component
CCM1	Dominican Republic (CCM)	Data CCM1	Data CCM1	CCM1		
PR1	Data PR 001	Data PR 001	Data PR 001	PR1		
PR2		Data PR 002		PR2		
PR3		Data PR 003		PR3		
PR4		Data PR 004		PR4		
PR5		Data PR 005		PR5		
PR6		Data PR 006		PR6		
PR7		Data PR 007		PR7		
PR8		Data PR 008		PR8		
PR9		Data PR 009		PR9		
PR10		Data PR 010		PR10		
PR11		Data PR 011		PR11		
PR12		Data PR 012		PR12		
PR13		Data PR 013		PR13		
PR14		Data PR 014		PR14		
PR15		Data PR 015		PR15		
PR16		Data PR 016		PR16		
PR17		Data PR 017		PR17		
PR18		Data PR 018		PR18		
PR19		Data PR 019		PR19		
PR20		Data PR 020		PR20		

Once the process is complete, a new tab is created for each PR worksheet.  
★ If new PRs need to be added later, repeat Step 5.

Click on **Return to Menu** arrow

INPUT IN ORANGE CELLS

1 General Grant Information

2 PR Names

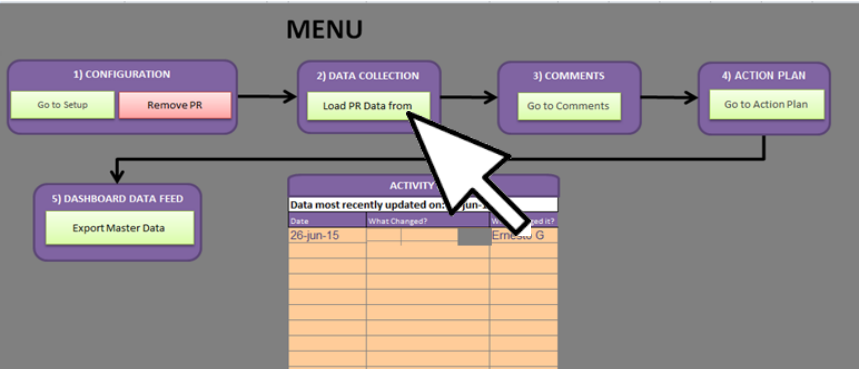
3 Create New PR Worksheets

Return to MENU

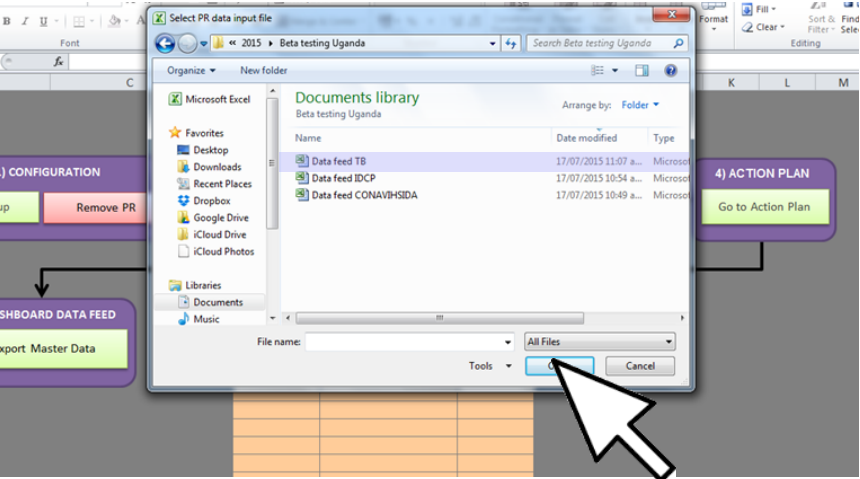
Total PRs	CCM / PRs Names	Sheet Name Templates	Actual Worksheets Present	Definition Header Templates	Full PR Name	Component
CCM1	República Dominicana (CCM)	Data CCM1	Data CCM1	CCM1 Repúb...		
PR1	Data PR 001	Data PR 001	Data PR 001	PR1 Data...		
PR2		Data PR 002	Data PR 002	PR2 IDCP		
PR3		Data PR 003	Data PR 003	PR3 CONAV...		
PR4		Data PR 004	Data PR 004	PR4 TB NP		
PR5		Data PR 005	Data PR 005	PR5		
PR6		Data PR 006	Data PR 006	PR6		
PR7		Data PR 007	Data PR 007	PR7		
PR8		Data PR 008	Data PR 008	PR8		
PR9		Data PR 009	Data PR 009	PR9		
PR10		Data PR 010	Data PR 010	PR10		
PR11		Data PR 011	Data PR 011	PR11		
PR12		Data PR 012	Data PR 012	PR12		
PR13		Data PR 013	Data PR 013	PR13		
PR14		Data PR 014	Data PR 014	PR14		
PR15		Data PR 015	Data PR 015	PR15		
PR16		Data PR 016	Data PR 016	PR16		
PR17		Data PR 017	Data PR 017	PR17		
PR18		Data PR 018	Data PR 018	PR18		
PR19		Data PR 019	Data PR 019	PR19		
PR20		Data PR 020	Data PR 020	PR20		

★ Before proceeding to Step 6, CCM Summary administrator must create a folder to which Data Feed files from PRs are saved.

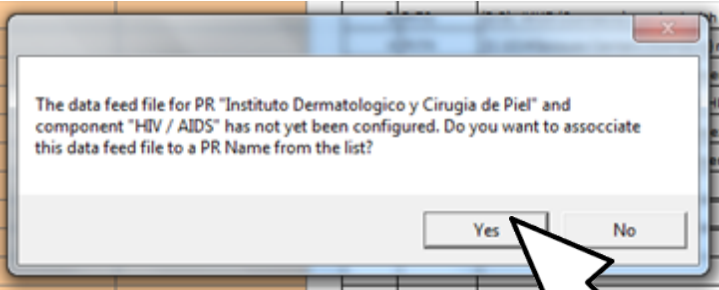
6 Click on **Load PR Data from**



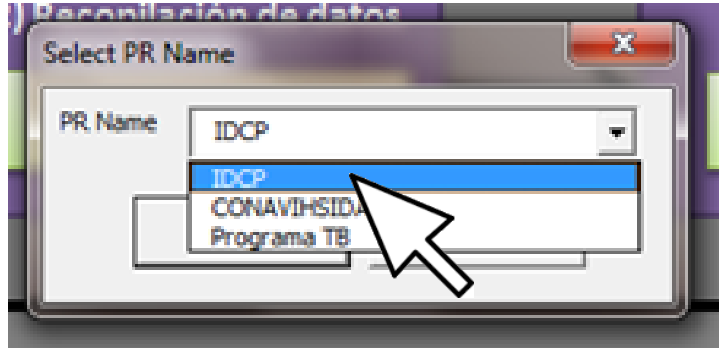
When the dialogue box opens, select file to be uploaded, click on **Open**



When the dialogue box opens, click on **Yes**



When the dialogue box opens, select the corresponding PR from the drop-down menu



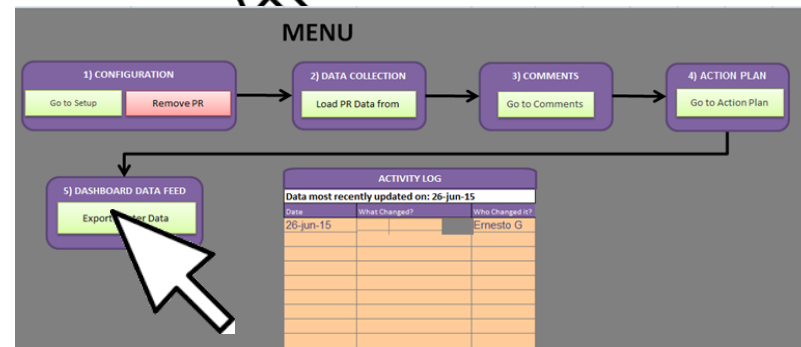
If the file selected is correct, click **Yes**  
★ Double-check at this stage to ensure data are matched to correct PR



When the dialogue box opens, click OK and **repeat Step 6** from the beginning to add all PRs.

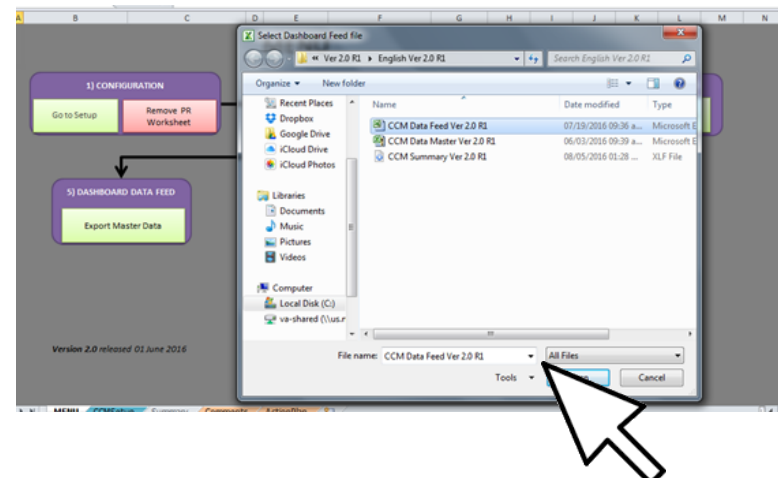


7 When all PRs have been added, **save the Data Master ver 2.0 R1 file** with the same name.



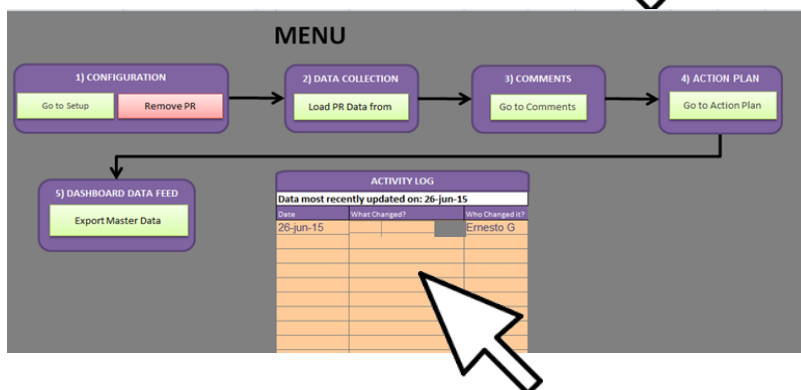
Return to MENU, click on **Export Data Master**

In the dialogue box that opens, select CCM Data Feed ver 2.0 R1



When the data export is complete, click **OK**

8 Click on the orange panel to complete Activity Log with most recent changes.

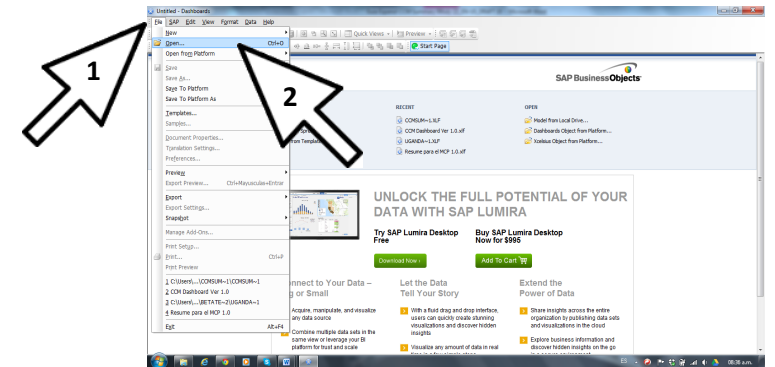


★ Resave file.

9 To generate the CCM Summary:  
Open the SAP Crystal Dashboard Design 2011 software.

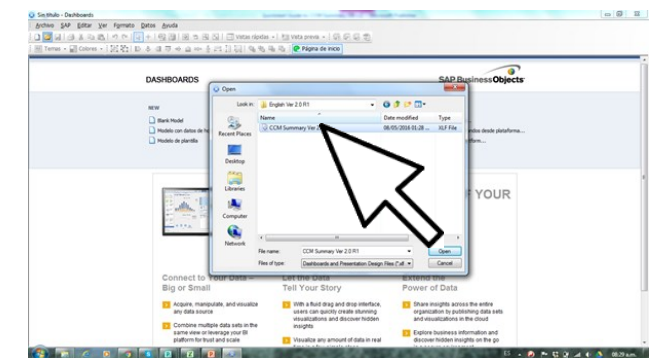
Click on **File** (upper left corner of screen).

Then click **Open**



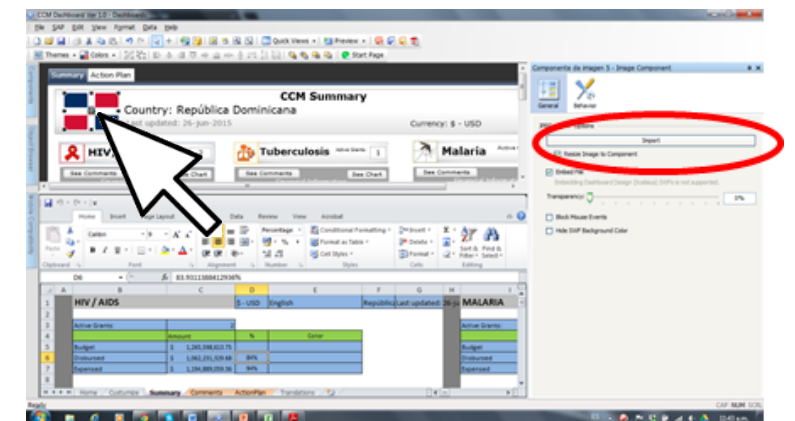
A dialogue box will open with a file library.

Select the **CCM Summary ver 2.0 R1.xlf** file click to open and leave open



10 To customize the country flag:  
Open link <http://flagpedia.net/>

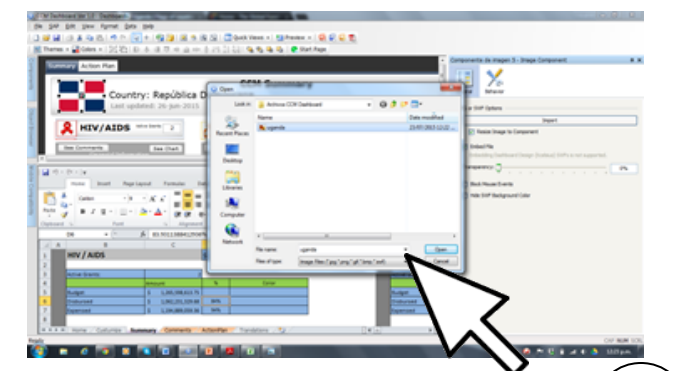
Right click on selected country flag, choose "Save image as..." and save on your desktop.



Right click on the flag on the template in the CCM Summary file to view Properties. Select **Import**.

Select image file, click Open to Insert.

★ Save CCM Summary ver 2.0 R1.xlf replacing with your country name (for example, "CCM Summary YOUR COUNTRY.xlf"). When repeating Step 9 in the future, use this file.





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Click on the **"Import Excel Sheet"** icon (to the right of the + sign on the ribbon) OR select **Data** from the top menu, then **Import**

When the dialogue box opens, click on **Yes**

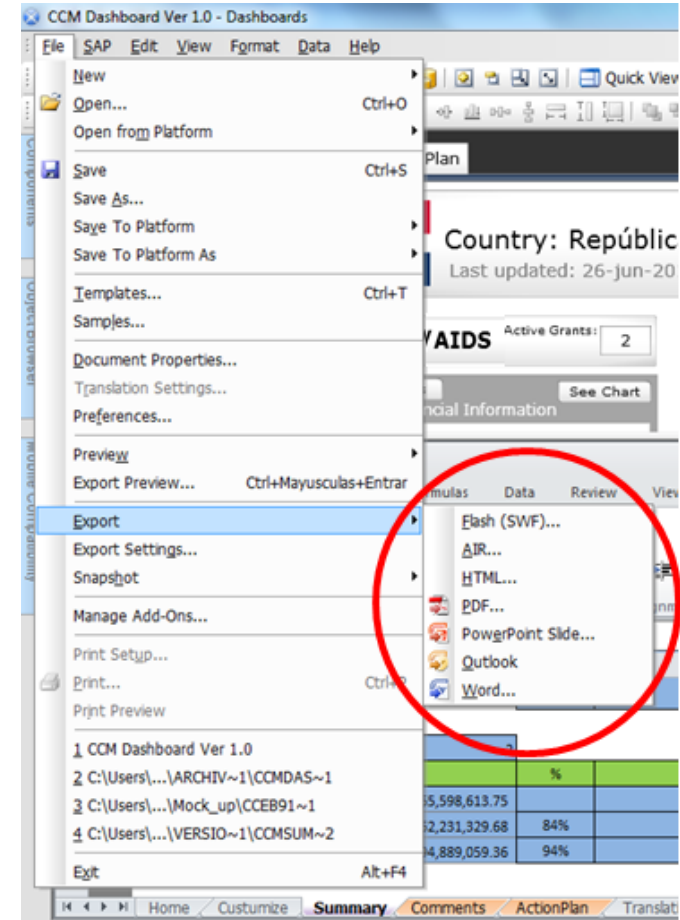
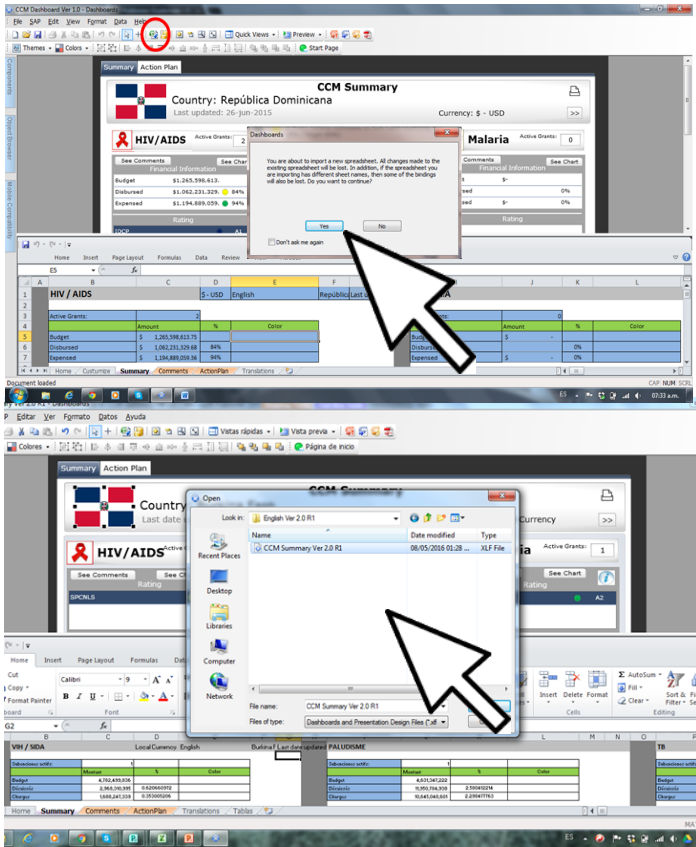
Select **CCM Data Feed ver 2.0 R1** and click on **Open**. After up to 30 seconds, the CCM Summary will display updated PR data.

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To visualize the CCM Summary in other file formats (for list and suggestions for use, see Installation and set-up guide for the CCM Summary):

In File menu, select **Export**  
Click on selected format.

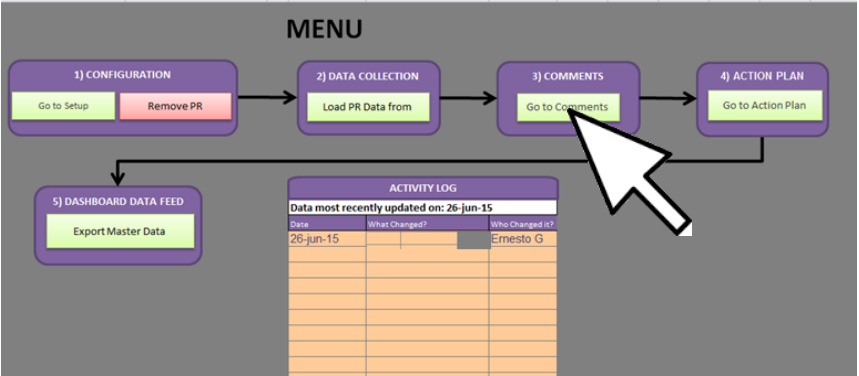
✳ **Printing the CCM Summary Action Plan:**  
*Export as PDF.*  
*On the Action Plan tab click File, Print.*



✳ The Comments and Action Plan sections are usually completed at a later date, during or after an oversight body meeting when PR dashboards are reviewed. The oversight body must decide on recommendations and actions to present to the full CCM using the CCM Summary.

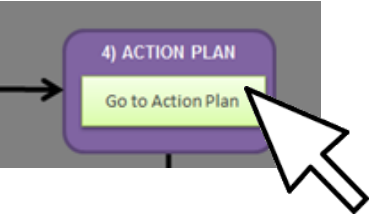
13

To enter Comments:  
Open **CCM Summary Data Master ver 2.0 R1**  
Click on **Go to Comments**



✳ The Comments section is organized by component: HIV/AIDS, tuberculosis, malaria, HIV/TB, and HSS.

Complete **Comments** section.  
Click on **Return to Menu** arrow to complete **Action Plan**



In MENU, click on **Go to Action Plan**.

Enter recommendations from oversight committee.

HIV / AIDS		Comment	MALARIA		Comment	TB
N	Date		N	Date		N
1			1			1
2			2			2
3			3			3
4			4			4
5			5			5
6			6			6
7			7			7
8			8			8
9			9			9
10			10			10
11			11			11
12			12			12
13			13			13
14			14			14
15			15			15
16			16			16
17			17			17
18			18			18
19			19			19
20			20			20
21			21			21

No.	Key Recommendations from Oversight committee	CCM Decisión	Person Responsible	Due Date	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

✳ After completing Comments and Action Plan recommendations, save file with same name.  
✳ Repeat Steps 7-11 to update CCM Summary with Comments and Action Plan.