



USER GUIDE

EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

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ACRONYMS

AFP	Acute Flaccid Paralysis
CCS	GAPIII Containment Certification Scheme
CP	Certificate of Participation
GAPIII	Global Action Plan III for Poliovirus Containment
GCC	Global Commission for the Certification of the Eradication of Poliomyelitis
HC	Healthy Children
IM	Infectious material
ITD	Intratypic differentiation
MoH	Ministry of Health
NAC	National Authority for Containment
NAP	National Action Plan
NCC	National Certification Committee for Poliomyelitis Eradication
NEG	National Expert Group
NEV	Non-Enterovirus
NPAFP	Non-polio Acute flaccid paralysis rate
NPCC	National Poliovirus Containment Coordinator
NPEV	Non-Polio Enterovirus
NTFC	National Task Force for Containment
OBRA	Polio Outbreak Response Assessment
OPV	Oral Polio Vaccine
bOPV	Bivalent OPV (contain attenuated Sabin poliovirus type 1 and type 3)
mOPV	Monovalent OPV (containing one type of attenuated Sabin poliovirus)
mOPV1	Monovalent oral polio vaccine type 1
mOPV2	Monovalent oral polio vaccine type 2
mOPV3	Monovalent oral polio vaccine type 3
nOPV	Novel Oral Polio Vaccine
tOPV	Trivalent OPV (contain attenuated Sabin poliovirus type 1, 2 and 3)
PEF	Poliovirus-Essential Facility
PID	Primary Immunodeficiency
PIM	Potentially Infectious Material

PV	Poliovirus
PV1	Poliovirus type 1
PV2	Poliovirus type 2
PV3	Poliovirus type 3
RA	Risk Assessment
SIA	Supplementary Immunization Activities
SL	Sabin like poliovirus
SL1	Sabin like poliovirus type 1
SL2	Sabin like poliovirus type 2
SL3	Sabin like poliovirus type 3
UNICEF	United Nations Children's Fund
VAPP	Vaccine-associated paralytic polio
VDPV	Vaccine-derived poliovirus
VDPV1	Vaccine-derived poliovirus type 1
VDPV2	Vaccine-derived poliovirus type 2
VDPV3	Vaccine-derived poliovirus type 3
aVDPV	Ambiguous Vaccine Derived Poliovirus
cVDPV	Circulating Vaccine Derived Poliovirus
iVDPV	Immune-deficiency associated VDPV
WHO	World Health Organization
WPV	Wild poliovirus
WPV1	Wild poliovirus type 1
WPV2	Wild poliovirus type 2
WPV3	Wild Poliovirus type 3

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1. INTRODUCTION

1.1 Background

The RCC for Poliomyelitis Eradication (RCC) for the Eastern Mediterranean Region (EMR) reviews different types of reports submitted by the National Certification Committee (NCC) of each country annually. Review of documentation from all countries within the region enables the RCC to verify whether all Member States, and the region as a whole, are polio-free or otherwise. Following regional certification, it will be necessary to request annual update documentation from countries prior to global certification.

Provision of certification documentation to the RCC is expected from the NCC, however, it is the responsibility of the national program to provide the needed information in the required format to respective NCC and serve as the secretariat for the committee's activities.

Since 1995 the reports submitted to the RCC are provided by the countries in the form of hard copies. During the 33rd meeting in April 2019, the Eastern Mediterranean RCC recommended to develop an electronic certification reporting system to submit, review and achieve workflow documentation. A system that mimics the offline system being currently used.

To replace current paper based reporting system, WHO/EMRO engaged SysReforms International (Pvt.) Ltd (www.sysreforms.com) to design, develop and implement an electronic web based user friendly system for Poliomyelitis Certification of Eradication. SysReforms International (Pvt.) Ltd is a Pakistan based firm that has a global footprint in multiple areas namely public health systems' strengthening, software development, monitoring and evaluation and data analytics etc. etc.

The first version of the system was presented to National Users of all the countries of EMR in Dubai and Muscat from May to Dec 2022 in four sessions. Their user related feedback was sought and has been incorporated in the system. During the trainings/orientations, the improved versions of e-ACR were discussed and practiced upon and user feedback gathered for further system enhancement. This is the final version of the system following the country experience and meeting the expectations and needs of all stakeholders involved in the process of certification reporting.

1.2 Moving From Legacy System to e-ACR

The newly developed system for certification reporting transitions EMRO Region from paper based reporting to web based electronic reporting, and reaffirms our commitment to principles and guidelines provided by Global Commission for the Certification of the Eradication of Poliomyelitis and decisions taken during 33rd meeting of Eastern Mediterranean RCC held in April 2019.

The electronic system is custom designed, user friendly and comprehensively addresses the unique requirements of certification reporting. Its implementation will facilitate all tiers in performing their role in a much organized and efficient manner, reducing the chances of oversight to almost nil.

The system in addition to electronic reporting formats, contains detailed instructions to guide filling of forms with access to relevant resources for reference. It has the features that significantly decrease “duplication of efforts” by allowing users to fetch data from previous reports, master data folder and auto fill features. It highlights errors/omissions and inconsistency in similar data entered in different forms and auto calculates different sums including percentages etc. The system has a unique feature of generating smart notifications at each step of the process and alerting all concerned.

In nutshell the system is fully equipped with all the features for reporting that one can wish for to transition reporting from a tedious process to an organized, well-structured activity.

1.3 Salient Features of eACR

The System:

- 1.1.1. Fully empowers and facilitates all the users to efficiently perform their roles in a timely manner;
- 1.1.2. Enables RCC Secretariat to assign a particular report to a country with clear deadlines for submission to RCC Sect.;
- 1.1.3. Allows NCC Chair to alter internal deadline (submission of report by Country Focal Point to NCC Chair). The RCC submission deadline cannot be altered by any user except RCC Secretariat based on official e-mail communication from the NCC outside the system;
- 1.1.4. Country Focal Point can assign various sections of the report to Country Users.
- 1.1.5. At each stage of the process, i.e. assignment of report to country, submission by Country Focal Point etc., the system generates auto email alerts to the concerned officials. i.e. Once a country is assigned a report through the

system, auto emails are generated for respective NCC Chair and Country Focal Person, informing them about the RCC Secretariat's expectations and so on;

- 1.1.6. Allows all the stakeholders to see status of the report and which process its going through at any given point in time;
- 1.1.7. Auto returns the report from reviewers, if a deadline of submission has been reached and the reviewer has not submitted the report;
- 1.1.8. Follows principal of selective access, every account has its own privileges/restrictions;
- 1.1.9. Has inbuilt features to facilitate data entry, like fetching the data from previous reports (with authorization to edit), auto fill features from master data/previous year report to save time in re-entering duplicate data that stands valid from the previous year report, skipping pattern to show only the relevant portions of the report, and uploading of attachments in different formats.
- 1.1.10. It allows each official involved in the process to comment on each section and on the report as a whole and reply to comments of other users;
- 1.1.11. The format of data entry may slightly differ from the Paper Based Report, however, when the report is completed the final document generated as PDF will be similar to paper based report;
- 1.1.12. Allows report covering letter and Annexes to be printed and exported to different formats i.e. PDF etc.;
- 1.1.13. Keeps a track of all the changes made from the time the report is assigned to its final disposal;
- 1.1.14. Has a comment matrix to see all the comments on different sections and sub sections of a report;
- 1.1.15. Has a process of acceptance/approval at each level of submission;
- 1.1.16. Maintains a repository of historical reports which can be accessed and downloaded from the system;
- 1.1.17. Includes a comprehensive management features for RCC Secretariat.

1.4 The Hierarchy

As shown in figure below, in the middle of the workflow is the “The RCC Secretariat” which is the nerve center and regulates all the actions aligned with policy of RCC – as defined and guided by RCC Sect. Head and Chair.

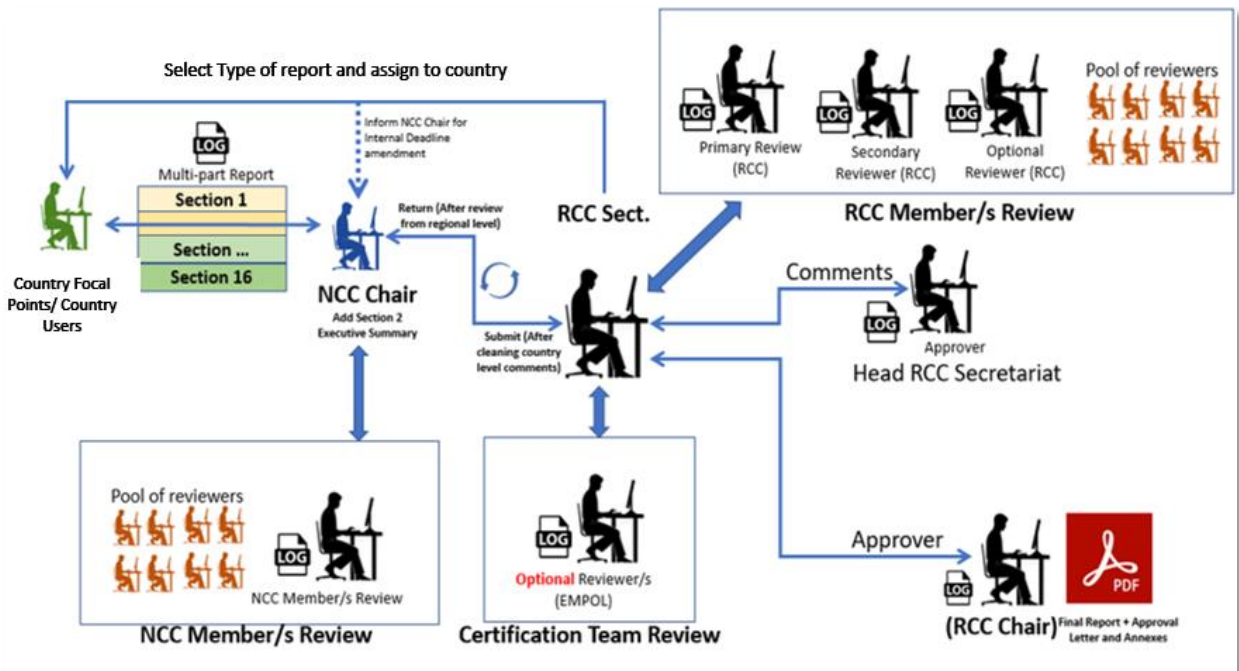


Figure 1: e-ACR, Hierarchy of the Workflow

1.5 Functions Associated with Different Roles

RCC Secretariat	<ul style="list-style-type: none"> • Assign reports to different countries • Review the submitted report from Country/NCC Chair • Assign EMRO/POL reviewers for review and also RCC primary, secondary and optional reviewers • Submit to RCC Sect. Head and RCC Chair for approval of comments • Merge the comments and send back to country if required • Process the revised report for final approval by RCC Sect. head and RCC Chair • Convert approved reports in PDF format and download covering letter and annexes to appear at the country level users
NCC Chair	<ul style="list-style-type: none"> • Assign internal deadline to Country Focal Point • Review report submitted by Country Focal Point • Add comments on the report or edits to be sent back to the Country Focal Point to address the comments • Complete section (2) in the report “Executive Summary” • Assign NCC Reviewers with a deadline • Submit to RCC Sect • Revise and edit the report when returned by RCC Sect. after review of EMRO/POL, RCC reviewers, RCC Sect. Head and RCC Chair
Country Focal Point	<ul style="list-style-type: none"> • Assign various sections of the report to Country Users • Enter data and submit the report to NCC Chair • Perform edits if returned from NCC Chair/ RCC Sect (as many times as needed)
Country Users	<ul style="list-style-type: none"> • Assist Country Focal Point in completing the report pertaining to respective area of specialty • Fill in specific sections of the report assigned by Country Focal Point (e.g. surveillance, lab, immunization, containment, etc.)
NCC Reviewers	<ul style="list-style-type: none"> • NCC nominated reviewers will review and comment on different sections or the entire report as appropriate • Return the report to NCC Chair before the deadline
EMRO/POL Reviewers	<ul style="list-style-type: none"> • POL nominated reviewers will review and comment on the entire report

	<ul style="list-style-type: none"> Return the report to RCC Sect. after review with comments before the set deadline
RCC Reviewers	<ul style="list-style-type: none"> RCC nominated reviewers will review and comment on the report Return the report to RCC Sect. before the set deadline
RCC Sect. Head	<ul style="list-style-type: none"> Review the report, comment or clear and send to RCC Sect.
RCC Chair	<ul style="list-style-type: none"> Review the report and provide final decision on the report (approval, noted, etc.)
WHO/Country Users	<ul style="list-style-type: none"> View flow of assigned report View all country approved reports View all country historical reports
Guest	<ul style="list-style-type: none"> Guests can see previous reports

1.6 Accessing Home Page and Its Features

1.6.1 Home page

The Home page of **e-ACR** can be accessed through <https://polmis.emro.who.int/eacr/>

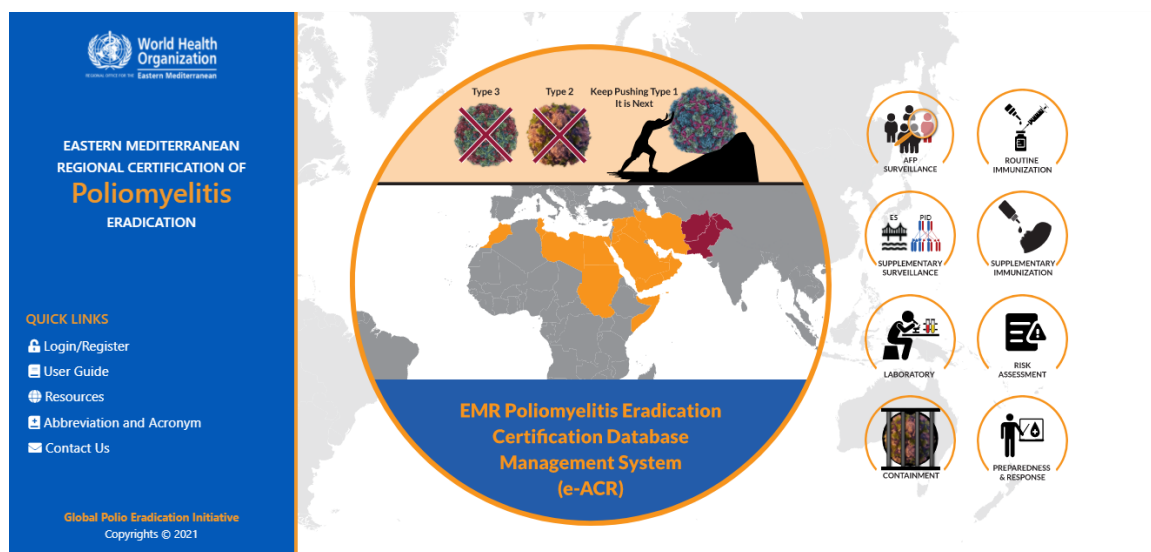


Figure 2: Home page of e-ACR

TIP

It is advised to use Firefox, Chrome, Opera, Microsoft Edge browsers to view this page. Though the system can be used on other browsers as well, but you may experience some visualization errors

1.6.2 The main feature of the home page under “QUICK LINKS” relates to “registration of new users” and “log in” by already registered ones.



Figure 3: Home Screen of e-ACR – Quick Links – Login/Register Tab

1.6.3 Other links provided on the home page are access to “User Guide”, “Resources”, “Abbreviation and Acronym” and “Contact Us”. These features are also available to any guest who accesses the home page of the website.

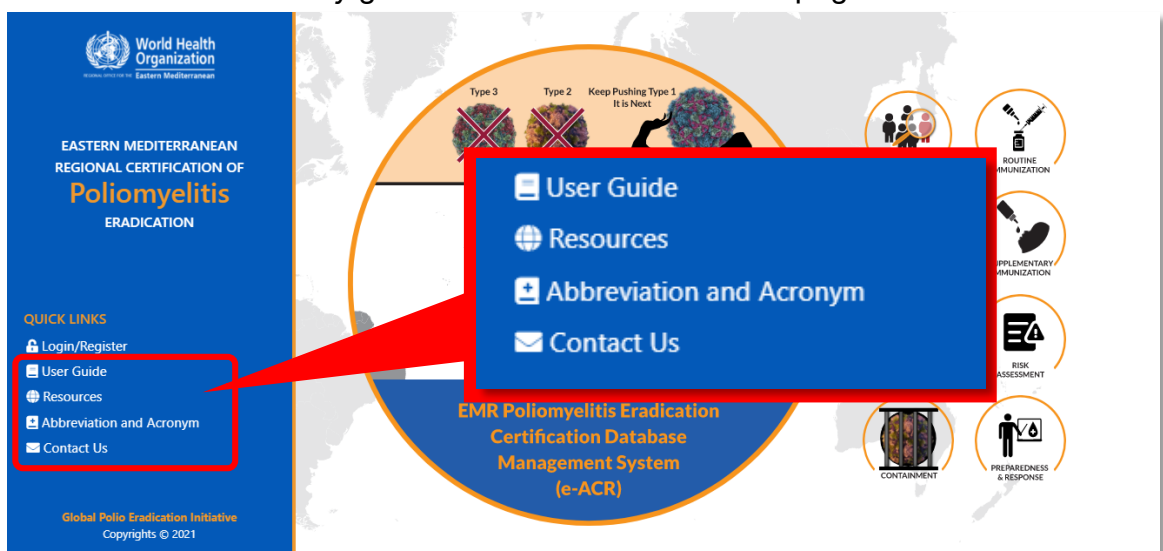


Figure 4: Home Screen of e-ACR – Quick Links

1.6.4 User Guide: By clicking on user guide button, the user can access and view the basic user guide of the system in a different browser that will open in pdf and can be downloaded as well.

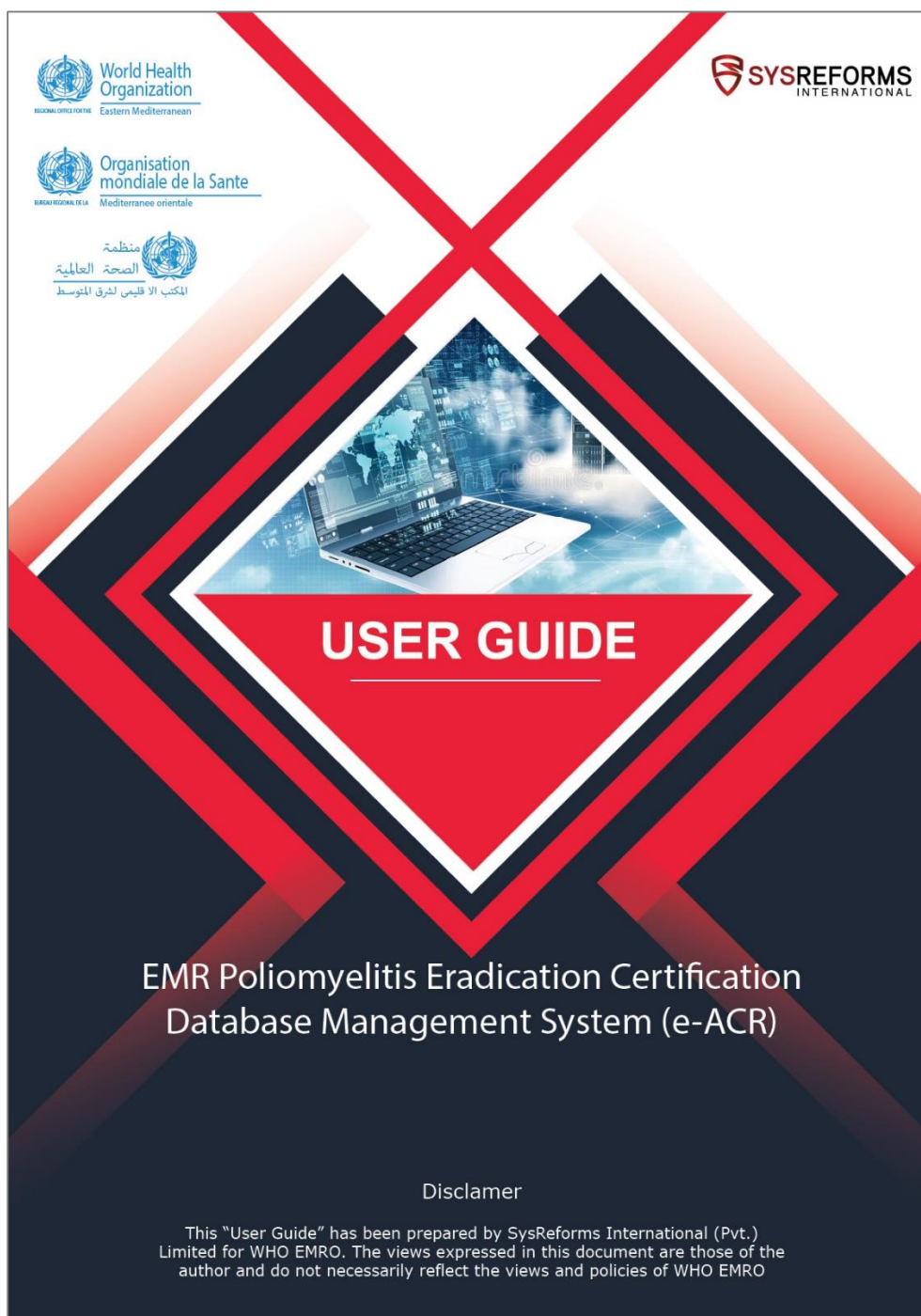


Figure 5: Home Screen of e-ACR – Quick Links – User Guide

1.6.5 Resources: By clicking on Resources, the system will take you to resources relevant to certification reporting, available on different WHO related websites. You can click further on a document or link to view it in the browser or download and save as pdf file.

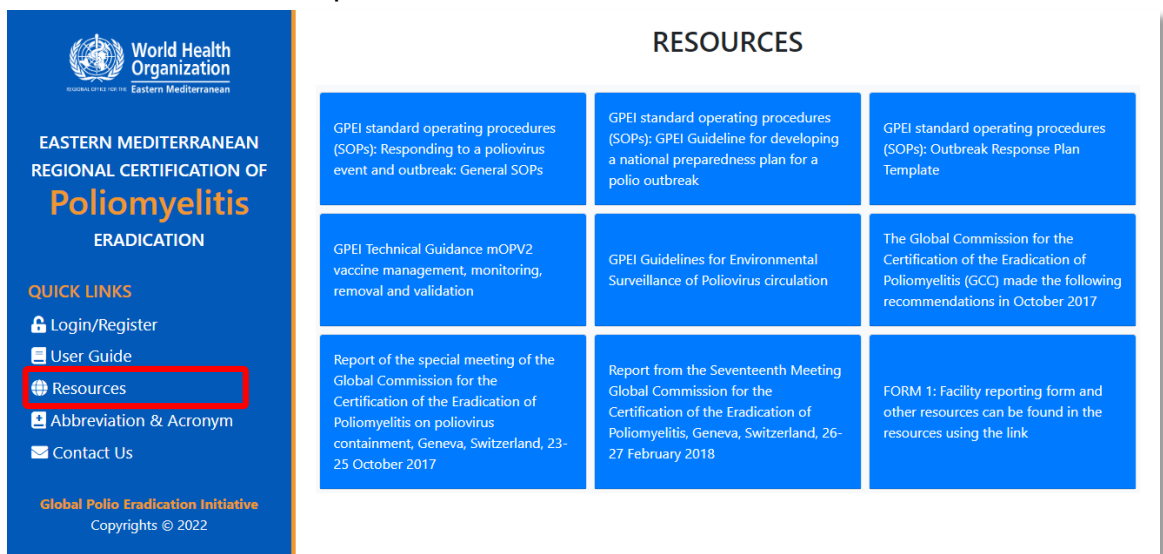


Figure 6: Home Screen of e-ACR – Quick Links – Resources

1.6.6 Abbreviations and Acronyms: Clicking on the tab on home page will take you to the page of abbreviations. Abbreviations are arranged in alphabetical order and the current page (figure below) is showing abbreviations and acronyms from “A-D”. At the top if you click on E-M the system will direct you to abbreviations that fall in this particular category



Figure 7: Home Screen of e-ACR – Quick Links – Abbreviations and Acronyms

- 1.2.1 Contact Us: Any registered user or even a visitor can use “Contact Us” tab to seek any assistance or guidance regarding use of the system and/or for any difficulty in registration/ login. Clicking this tab prompts the user to send an email on a given address as shown in the figure. The helpdesk is currently being managed by SysReforms and would ultimately be shifted to WHO EMRO after the system is migrated to WHO servers.

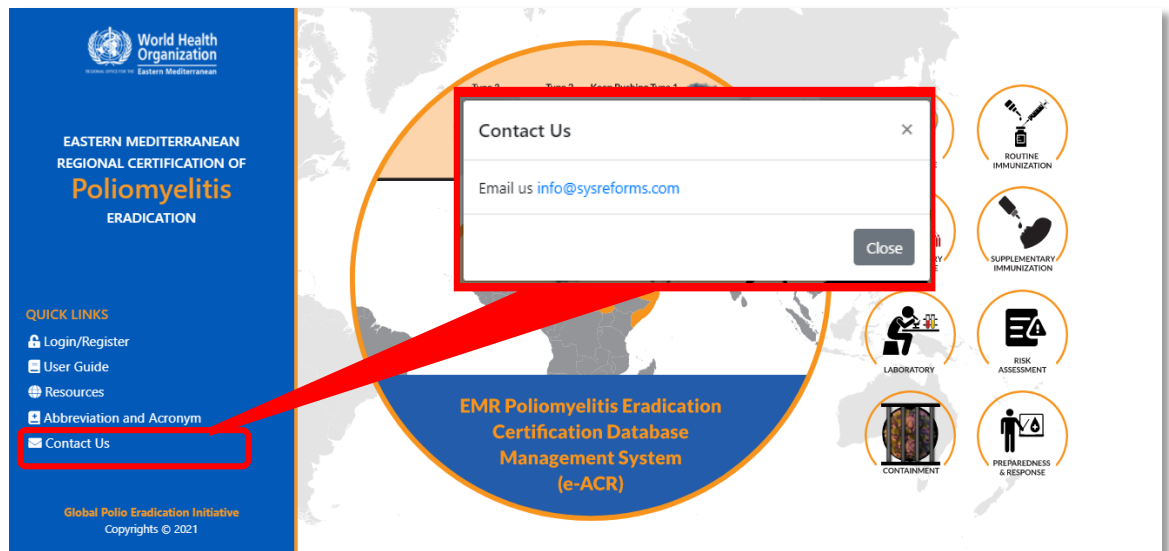
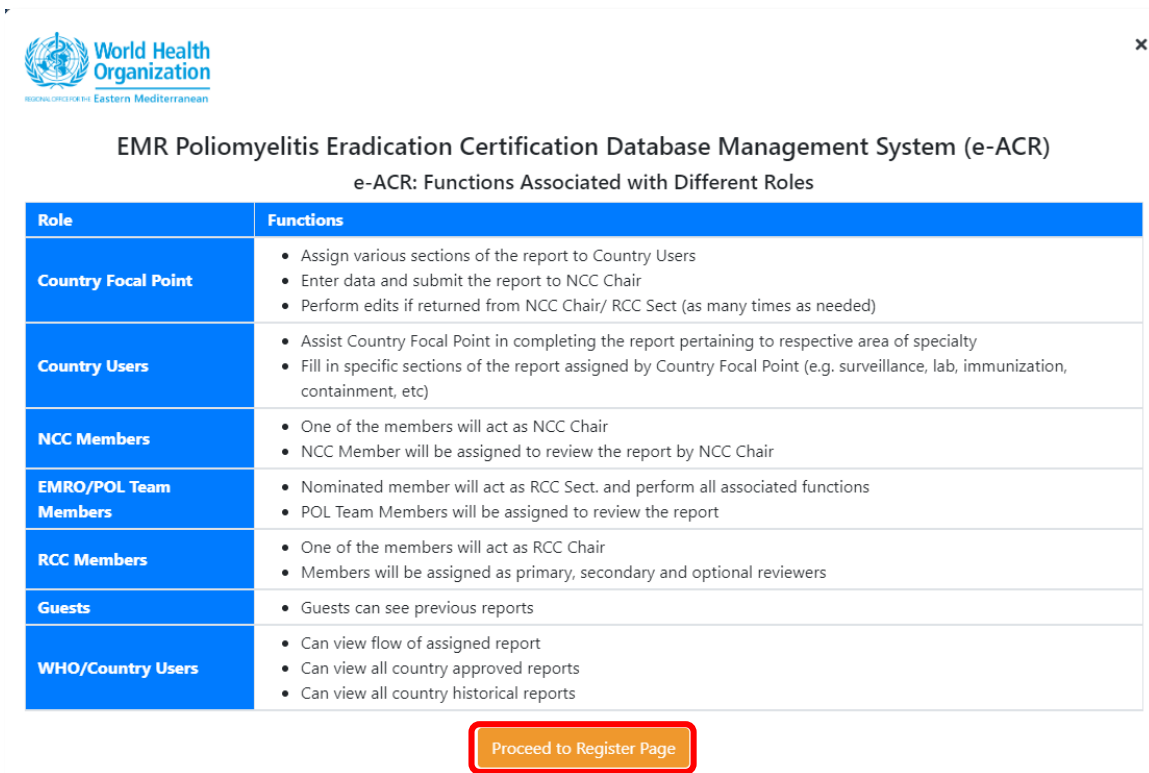


Figure 8: Home Screen of e-ACR – Quick Links – Contact Us

2. USER REGISTRATION

2.1 Different User & Roles

2.1.1 **Users.** The System allows different users to register according to their roles, with access to relevant portions of certification workflow e.g. assigning the report, filling of data, reviewing the reports, adding comments and approving/returning the reports. The registration process is user friendly and any new registration seeker can easily complete it. Following are various roles in which the system registers a user (for details this should be read in conjunction with Section 1.5 above “Functions associated with different roles”):



The screenshot shows the interface for the EMR Poliomyelitis Eradication Certification Database Management System (e-ACR). At the top left is the World Health Organization logo and text. The main title is "EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)" and the subtitle is "e-ACR: Functions Associated with Different Roles". Below this is a table with two columns: "Role" and "Functions". The table lists seven roles: Country Focal Point, Country Users, NCC Members, EMRO/POL Team Members, RCC Members, Guests, and WHO/Country Users. Each role has a list of functions associated with it. At the bottom right of the table is a red button labeled "Proceed to Register Page".

Role	Functions
Country Focal Point	<ul style="list-style-type: none">Assign various sections of the report to Country UsersEnter data and submit the report to NCC ChairPerform edits if returned from NCC Chair/ RCC Sect (as many times as needed)
Country Users	<ul style="list-style-type: none">Assist Country Focal Point in completing the report pertaining to respective area of specialtyFill in specific sections of the report assigned by Country Focal Point (e.g. surveillance, lab, immunization, containment, etc)
NCC Members	<ul style="list-style-type: none">One of the members will act as NCC ChairNCC Member will be assigned to review the report by NCC Chair
EMRO/POL Team Members	<ul style="list-style-type: none">Nominated member will act as RCC Sect. and perform all associated functionsPOL Team Members will be assigned to review the report
RCC Members	<ul style="list-style-type: none">One of the members will act as RCC ChairMembers will be assigned as primary, secondary and optional reviewers
Guests	<ul style="list-style-type: none">Guests can see previous reports
WHO/Country Users	<ul style="list-style-type: none">Can view flow of assigned reportCan view all country approved reportsCan view all country historical reports

[Proceed to Register Page](#)

Figure 9: Users and their Roles

2.2 Registration Process

2.2.1 Workflow diagram of the registration process

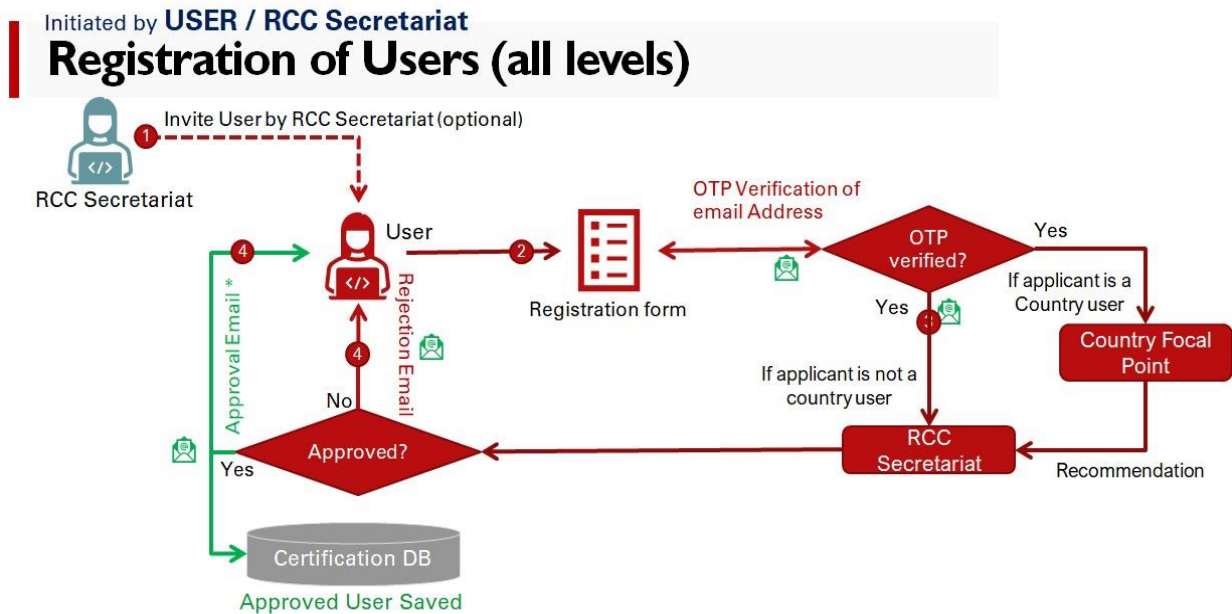


Figure 10: Graphical Description of e-ACR User Registration Process

2.2.2 Access the Home Screen of the system and click on Login/Register in the left menu

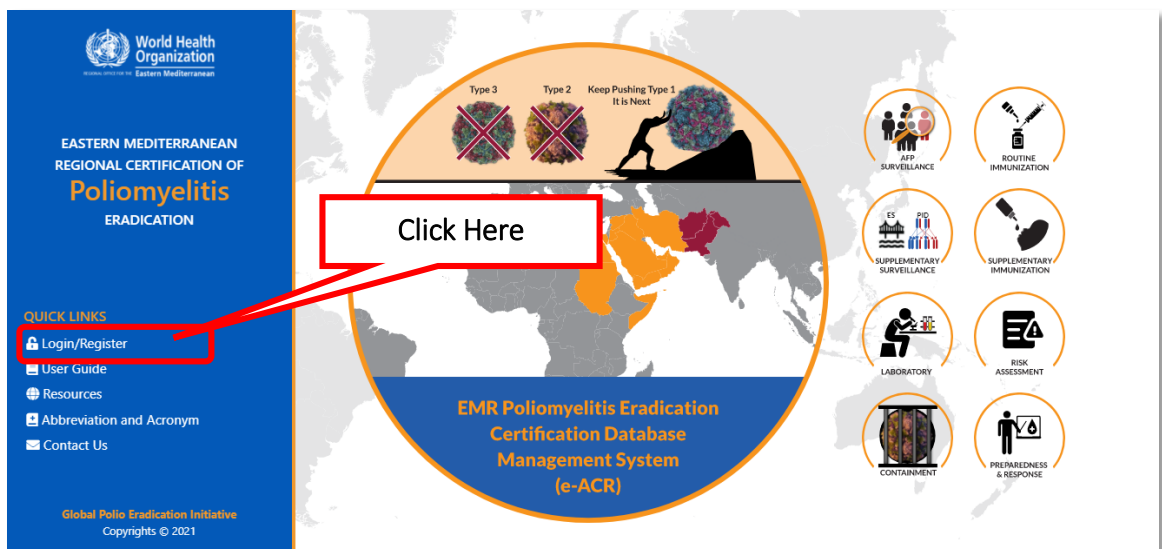


Figure 11: User Registration; Step-1 - Home Screen of e-ACR

2.2.3 On clicking Login/Register button, a “Pop up” will open. If you are not a registered user, click “Register” button.

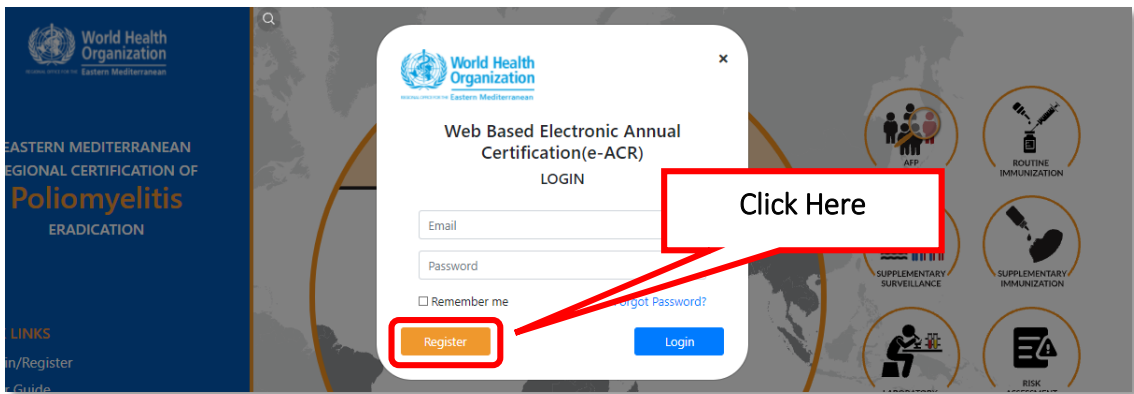


Figure 12: User Registration; Step-2 – Registration Popup

2.2.4 Any new registration request will essentially be role based. Kindly see the list of different users and their respective roles. This screen pops up before asking for registration credentials. Click “Proceed to Registration Page” button to go to registration page.

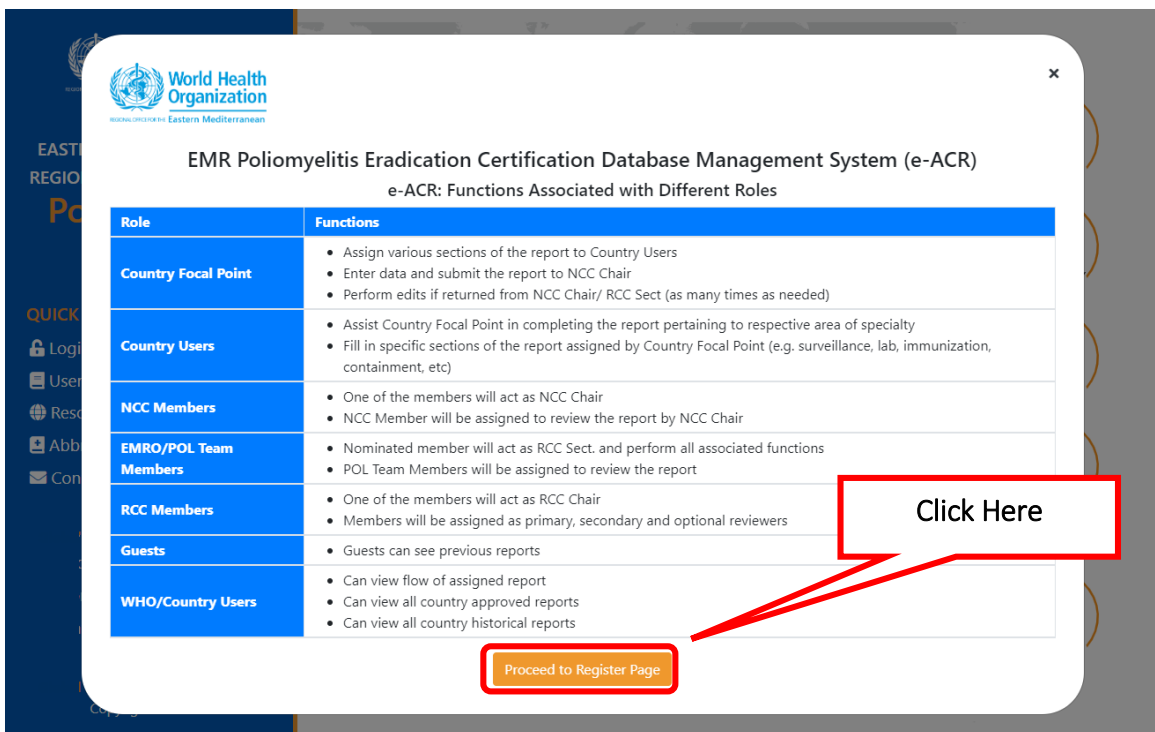


Figure 13: User Registration; Step-3 – User Functions Vs. Roles

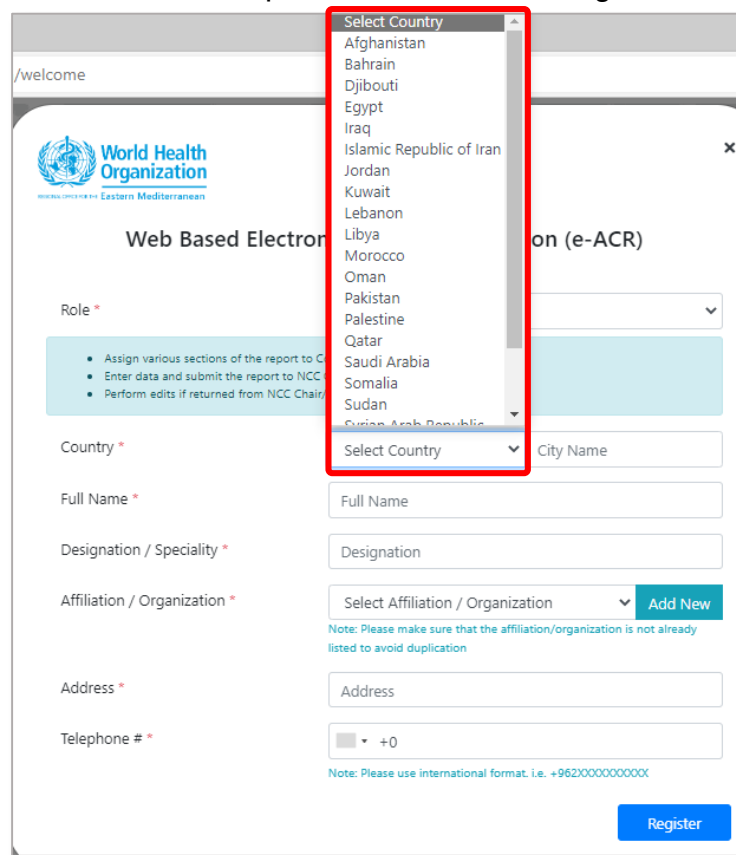
- 2.2.5 The registration page will ask you for certain details. To register successfully, it is mandatory to fill all the fields with care.
- 2.2.6 The first field to be filled is Role i.e. Type of User. This has a pull down menu (refer to figure below) which gives you different options.

The screenshot shows the registration interface for the EMR Poliomyelitis Eradication Certification Database Management System (e-ACR). The page title is "EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) REGISTER". The "Role" field is highlighted with a red box and has a dropdown menu open. The dropdown menu lists the following roles: "Select Role", "Country Focal Point", "Country User", "NCC Member", "WHO/Country User", "POL/EMRO Staff", "RCC Member", and "Guest". Other fields include "Country", "Full Name", "Designation / Speciality", "Affiliation / Organization" (with an "Add New" button), "Address", and "Telephone #". A "Clear" button is at the bottom left and a "Register" button is at the bottom right. A note at the bottom states: "Note: Please use international format. i.e. +962XXXXXXXXXX".

Figure 14: User Registration; Step-4 – Role Dropdown

- 2.2.7 Some of the users will have multiple roles i.e. NCC Chair will also be using the system as NCC Member and RCC Secretariat will also be Polio EMRO Staff/ Certification Team Member, so these will register as members and the RCC Sect. will assign them additional roles while approving the registration request or after.

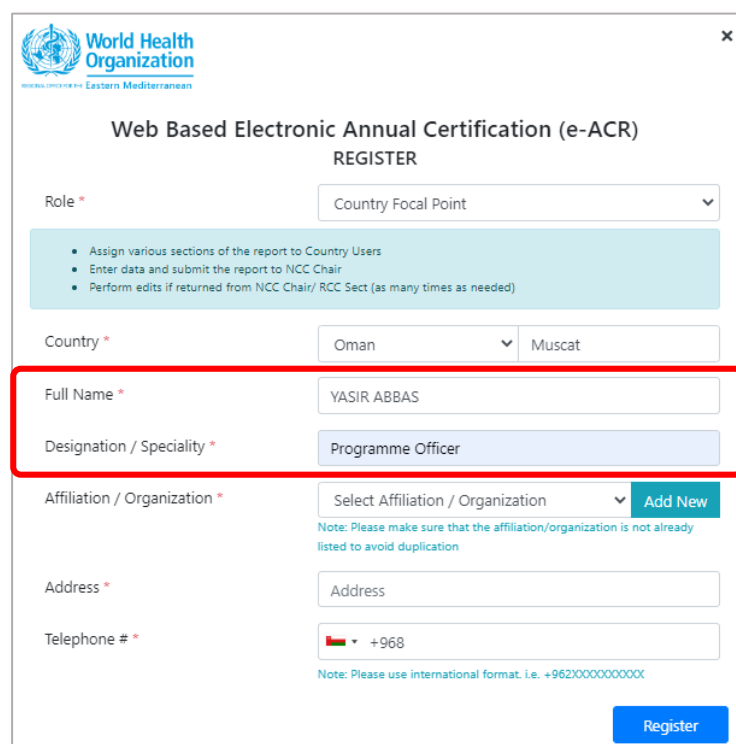
2.2.8 Having selected a particular role, next drop down is country. The drop down has the list of all EMR countries in alphabetical order. See figure below:



The screenshot shows a web-based registration form for the World Health Organization. The form is titled "Web Based Electronic Annual Certification (e-ACR) REGISTER". The "Role" dropdown is set to "Country Focal Point". The "Country" dropdown is open, showing a list of countries in alphabetical order: Afghanistan, Bahrain, Djibouti, Egypt, Iraq, Islamic Republic of Iran, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Pakistan, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, and Syrian Arab Republic. The "Full Name" field is empty. The "Designation / Speciality" field is empty. The "Affiliation / Organization" dropdown is set to "Select Affiliation / Organization". The "Address" field is empty. The "Telephone #" field is empty with a country code dropdown set to "+0". A "Register" button is at the bottom right.

Figure 15: User Registration; Step-5 – Select Country

2.2.9 After the country next information is “full name” and “designation/specialty”. See figure below



The screenshot shows the same web-based registration form. The "Role" dropdown is set to "Country Focal Point". The "Country" dropdown is set to "Oman" and the "City Name" field is set to "Muscat". The "Full Name" field is filled with "YASIR ABBAS". The "Designation / Speciality" dropdown is set to "Programme Officer". The "Affiliation / Organization" dropdown is set to "Select Affiliation / Organization". The "Address" field is empty. The "Telephone #" field is empty with a country code dropdown set to "+968". A "Register" button is at the bottom right.

Figure 16: User Registration; Step-6 – Name & Designation

2.2.10 Next information required is the “Affiliation/Organization” which the new registration seeker belongs to. This will be done through drop down or adding new Affiliation/Organization as explained below.

World Health Organization
Regional Office for the Eastern Mediterranean

Web Based Electronic Annual Certification (e-ACR) REGISTER

Role *

- Assign various sections of the report to Country Users
- Enter data and submit the report to NCC Chair
- Perform edits if returned from NCC Chair/ RCC Sect (as many times as needed)

Country *

Full Name *

Designation / Speciality *

Affiliation / Organization *

Note: Please make sure that the affiliation/organization is not already listed to avoid duplication

Address *

Telephone # *

Note: Please use international format. i.e. +962XXXXXXXXXX

Figure 17: User Registration; Step-7 – Select Affiliation/Organization

2.2.11 The system has a provision of adding new organizations, which may not be present in the drop down list. On pressing “Add New” tab, new organization name can be added. Any new affiliation/organization, when added by a registration seeker will be added permanently to the list and will be available to any new registration seeker at later time frame. Please make sure that the new affiliation/organization that you enter is not already listed in the drop down to avoid any duplication

Figure 18: User Registration Step-8a

Figure 19: User Registration Step-8b

2.2.12 In "Address" field, enter complete official address less the country and city if these are the same as entered earlier

The screenshot shows the 'Web Based Electronic Annual Certification (e-ACR) REGISTER' form. The form includes the following fields and options:

- Role ***: Country Focal Point (dropdown menu)
- Country ***: Oman (dropdown menu) and Muscat (text input)
- Full Name ***: YASIR ABBAS (text input)
- Designation / Speciality ***: Programme Officer (text input)
- Affiliation / Organization ***: Ministry of Health (dropdown menu) and Add New (button)
- Address ***: House 265, St 13 (text input, highlighted with a red box)
- Telephone # ***: +968 (text input)

Additional information on the form includes a list of tasks for the Country Focal Point role and a note: "Note: Please make sure that the affiliation/organization is not already listed to avoid duplication". A "Register" button is located at the bottom right of the form.

Figure 20: User Registration Step-9

2.2.13 Last field pertains to telephone contact number. For telephone number the country code will be auto generated based on the country of selection (however, users who are using different country phone numbers can change the country by clicking on the flag beside the phone number and select the country of the phone number and this will not affect the country assigned to), the numbers should be entered without any spaces See figure below.

The screenshot shows the 'Web Based Electronic Annual Certification (e-ACR) REGISTER' form. The form is titled 'REGISTER' and includes the following fields and options:

- Role ***: Country Focal Point (dropdown menu)
- Country ***: Oman (dropdown menu) with Muscat (text input)
- Full Name ***: YASIR ABBAS (text input)
- Designation / Speciality ***: Programme Officer (text input)
- Affiliation / Organization ***: Ministry of Health (dropdown menu) with an 'Add New' button. A note below reads: 'Note: Please make sure that the affiliation/organization is not already listed to avoid duplication'.
- Address ***: House 265, St 15 (text input)
- Telephone # ***: +9682585858256 (text input). A red box highlights this field. A note below reads: 'Note: Please use international format. I.e. +962XXXXXXXXXX'.

A 'Register' button is located at the bottom right of the form.

Figure 21: User Registration Step-10

2.2.14 Having filled all the fields please press “Registration” tab

World Health Organization
REGIONAL OFFICE FOR THE Eastern Mediterranean

Web Based Electronic Annual Certification (e-ACR) REGISTER

Role * Country Focal Point

- Assign various sections of the report to Country Users
- Enter data and submit the report to NCC Chair
- Perform edits if returned from NCC Chair/ RCC Sect (as many times as needed)

Country * Oman Muscat

Full Name * YASIR ABBAS

Designation / Speciality * Programme Officer

Affiliation / Organization * Ministry of Health Add New
Note: Please make sure that the affiliation/organization is not already listed to avoid duplication

Address * House

Telephone # * +96825858256
Note: Please use international format. i.e. +962XXXXXXX

Register

Figure 22: User Registration Step-11

- 2.2.15 After pressing “Register” tab, a pop up will appear asking for your email address (please make sure it is entered correctly at this step). The popup has a tab of “Send OTP” (One time Password). After entering the email correctly, if you press the tab, the system will send an OTP to your given email address and a notification will appear for a short while indicating that OTP has been sent to requested email address. Check your email and find the OTP (please also check the spam/junk/bulk folder and please do not close the page) See figures below:

Note: Kindly use your official email to register in the system

Verify Email

Click Here

Email yasirabbasmirza@gmail.com Send OTP

Enter your OTP here.

Cancel Verify

Please wait! Sending OTP

An OTP is sent to your email address.

Figure 23: User Registration Step-12

2.2.16 Having got the 'OTP' through email, the registration seeker should go back to e-ACR system page and enter the OTP for system to verify the email address.

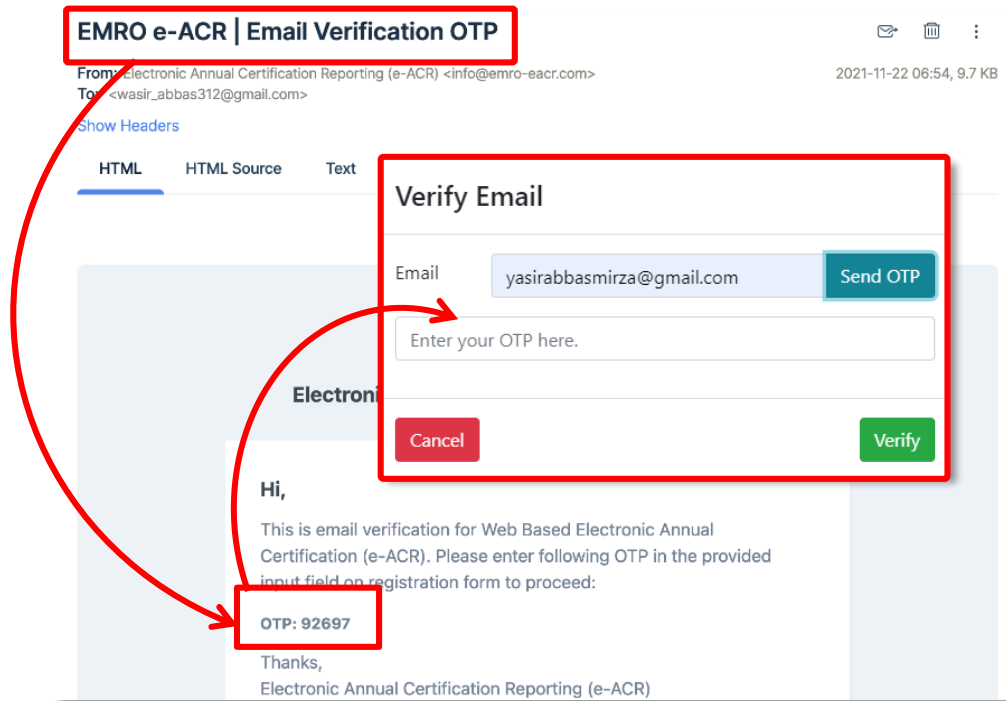


Figure 24: User Registration Step-13

2.2.17 Having verified your email, a pop up message will inform you that your request is being processed and you will be informed about the outcome through given email soon.

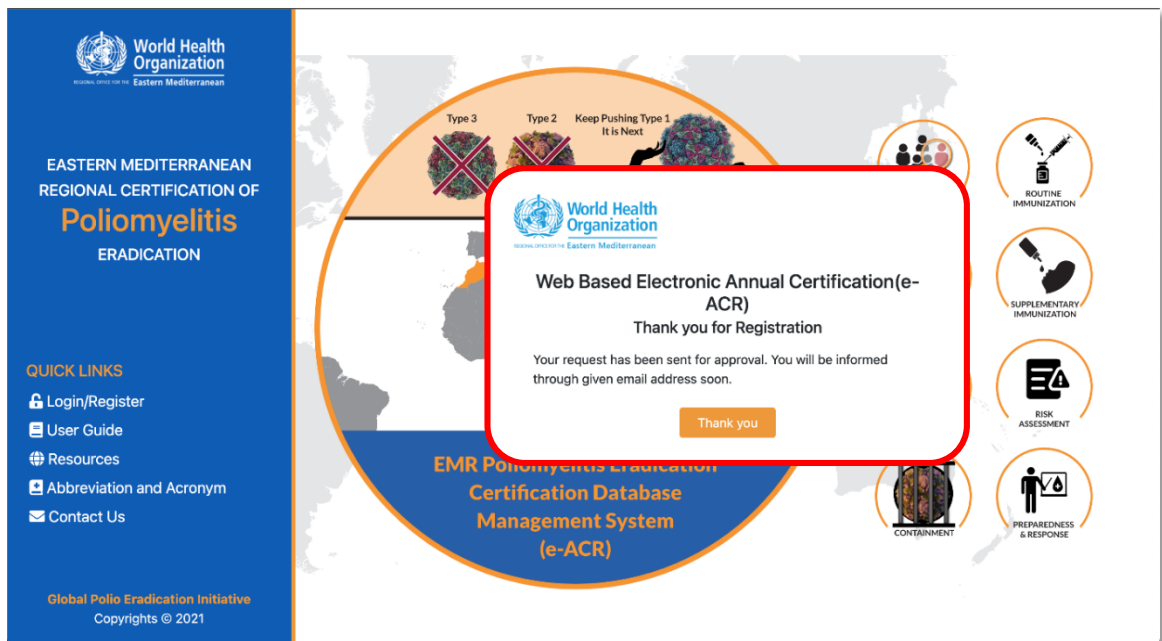


Figure 25: User Registration Step-14

2.2.18 As soon as your registration is approved from EMRO Sect. Admin, you will be notified through an email. The email will also have temporary credentials (username i.e your e mail address and password) for initial logging in. See Figure below:

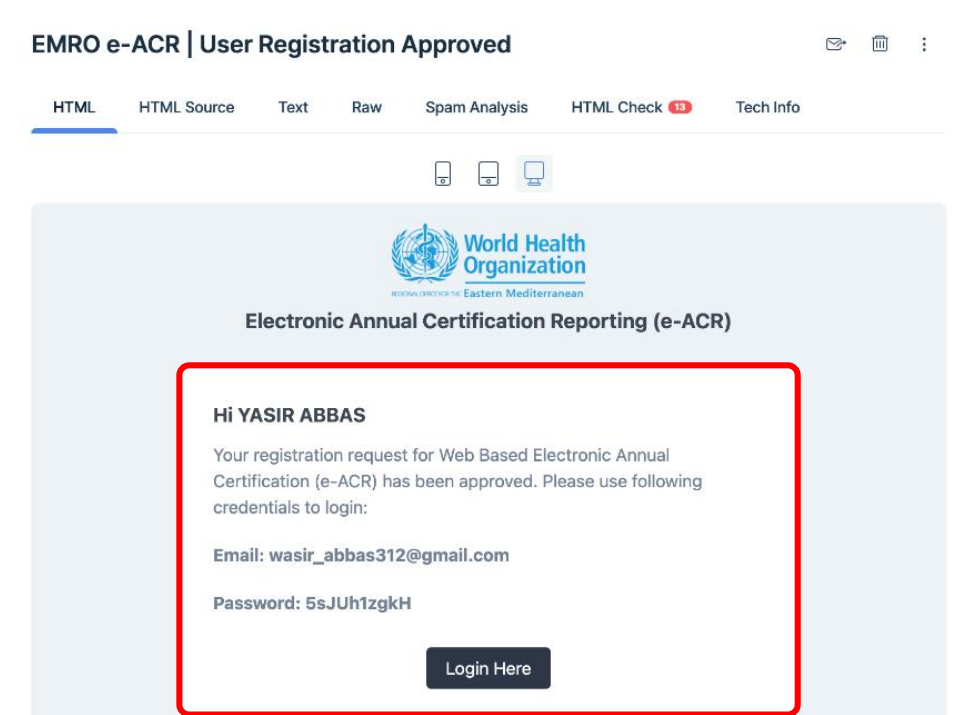


Figure 26: User Registration Process Step-15



Exception

The variation for registration of Country User is an additional step whereby Country Focal Point recommends Country User's registration approval by RCC Sect

2.2.19 **Registration not approved.** RCC Sect. Admin, owing to different reasons may not approve a particular registration for which he can return a request with comments. A notification will be sent along with comments to the originator of the request.

#	Country	Role	Name	Email	Created Date	Status	Actions
1	Test Country	Country User	YASIR ABBAS MIRZA	yasirabbasmirza@gmail.com	15-Feb-2023 (09:38 AM)	Submitted to RCC Secretariat Recommended By Country Focal Point	View Delete
2	Bahrain	Country Focal Point	BASMA MAHMOOD AL SAFFAR	bsaffar@health.gov.bh	03-Jun-2022 (10:33 AM)	Active	View Delete
3	Bahrain	NCC Chair	NAJAT MOHAMMED ABULFATEH	Nal15@health.gov.bh	06-Sep-2022 (12:10 PM)	Active	View

Figure 27: Registration Not Approved - Step 1 - View User

User View User Management Back

Name: YASIR ABBAS MIRZA Designation: Programme Officer Email: yasirabbasmirza@gmail.com

Role: Country User Additional Role: - Country: Test Country

Affiliation/Organization: Department of Health Address: House 1150, St. 9, Phase 2 Ext. Bahria Town

Phone: +923335069216

Recommended By Country Focal Point Accept **Reject**

Figure 28: Registration Not Approved - Step 2 - Reject User Request

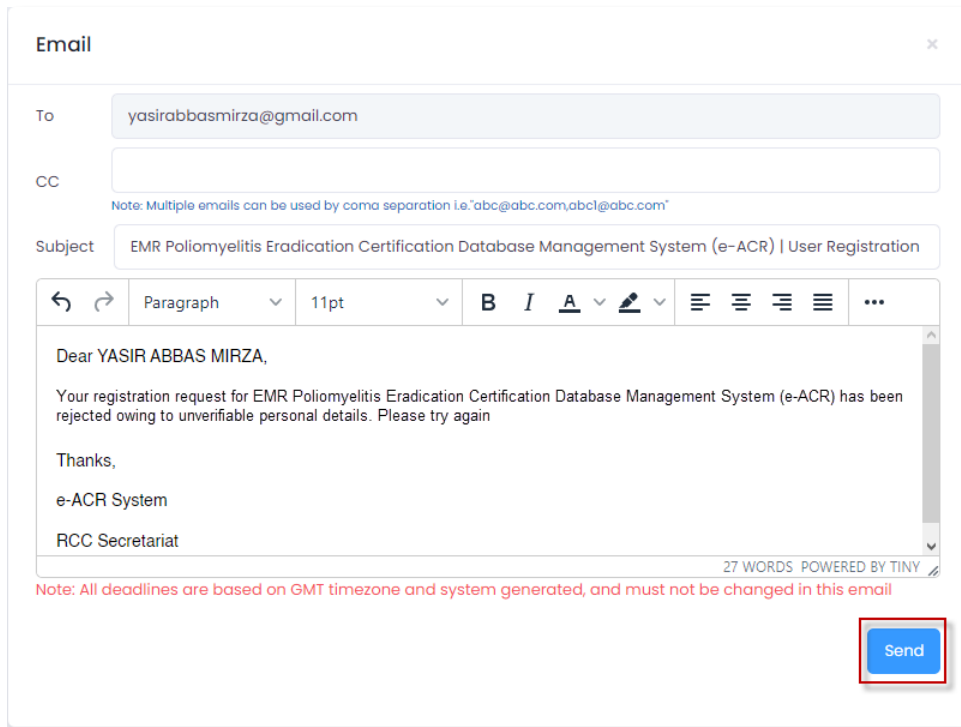


Figure 29: Registration Not Approved; Step 3 - Rejection Notification

2.3 Forgot Password

2.3.1 There will be instances where a user after successfully registering may forget password. The system allows the user to generate a new password through a user friendly process. On login screen, click “Forgot Password” on which system will ask for registered email address and send the reset password instructions through registered email.

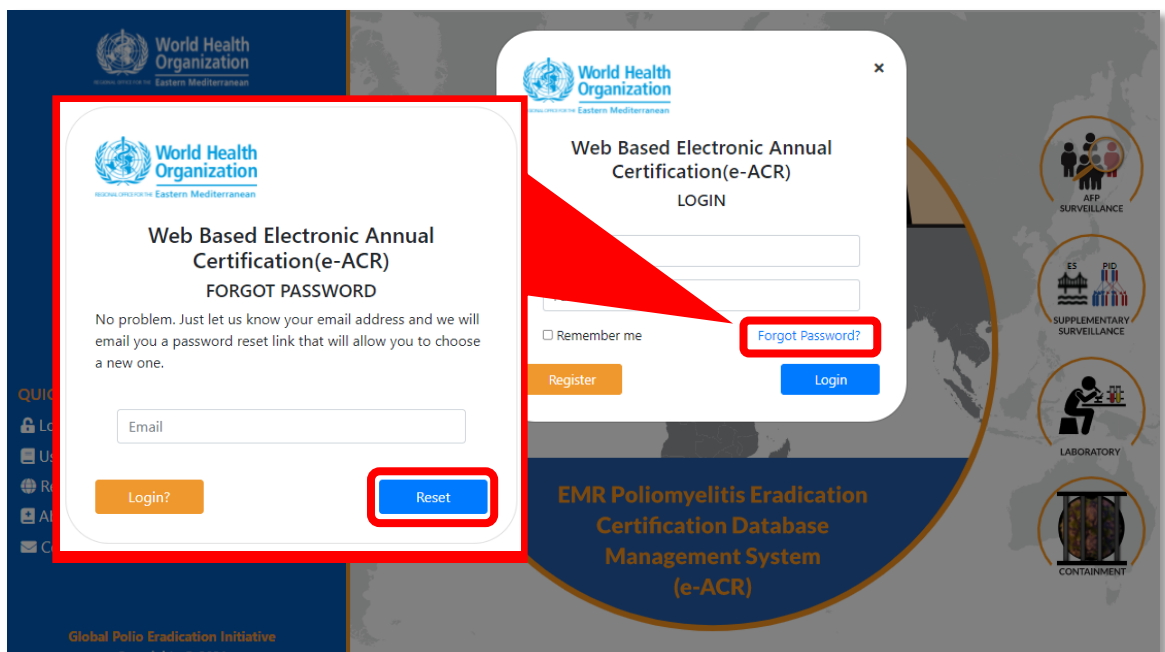


Figure 30: e-ACR – Forgot Password Step 1

2.3.2 The user will receive an email similar to shown in the figure below containing a link to reset the password. Please note that the reset link will expire within 60 minutes of the mail delivery and you will need to generate a new password using the process described below within this time frame, otherwise you will have to repeat the process.

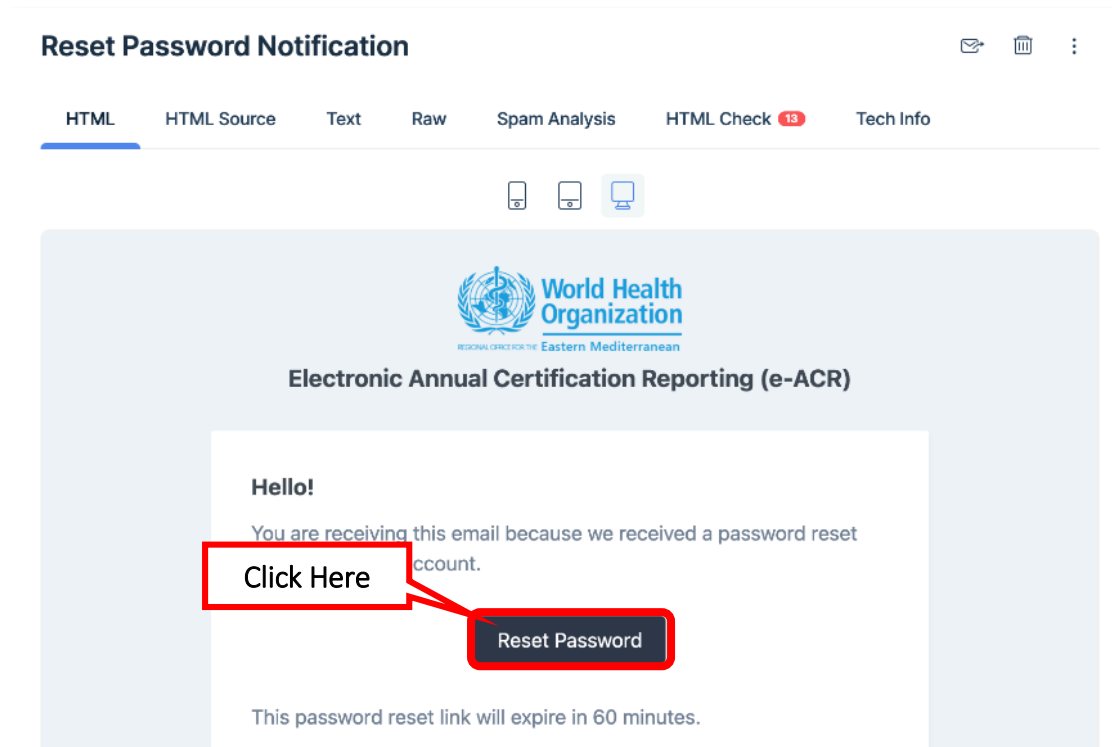


Figure 31: e-ACR – Forgot Password Step 2

2.3.3 On clicking the “Reset Password” in the email, the below screen will appear for creating a new password, please enter your new password; re-enter to confirm and click on reset button. A message will appear that “your password has been reset successfully!” thereafter you can log in using your new password.

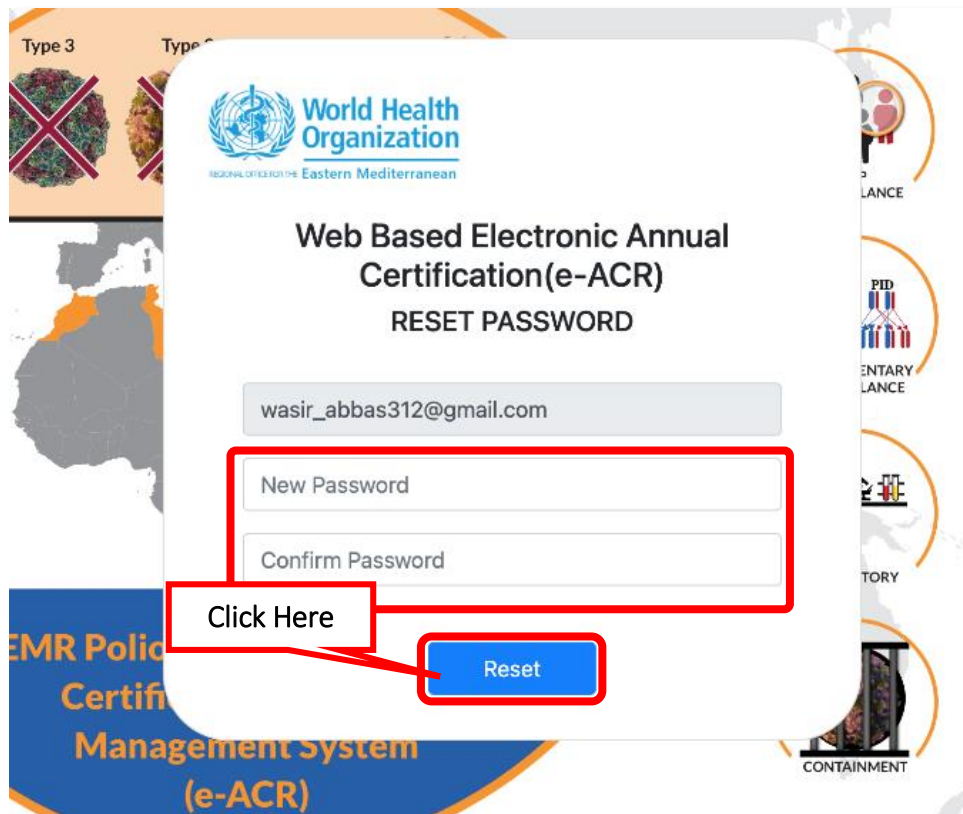


Figure 32: e-ACR – Forgot Password Step-3

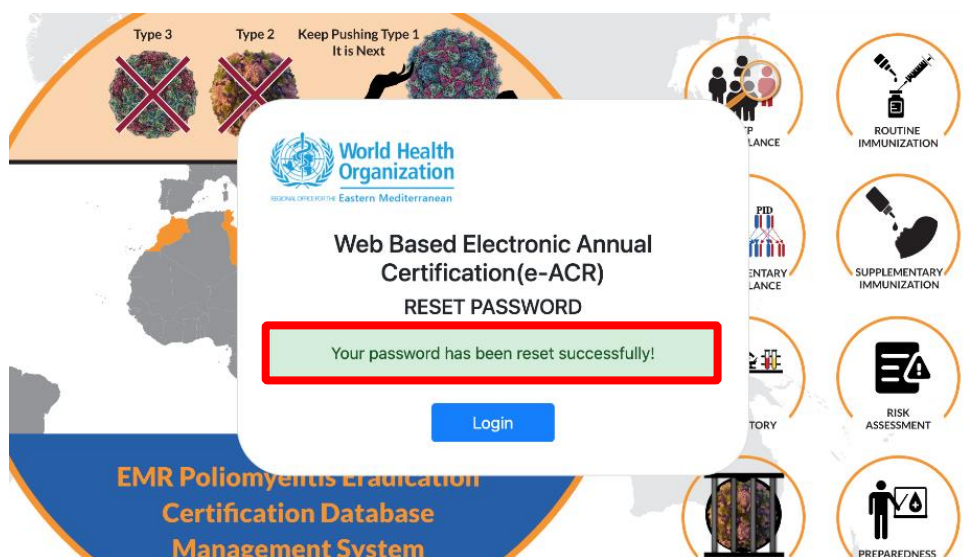


Figure 33: e-ACR – Forgot Password step-4

3. COMMON FEATURES

3.1 Profile Management

3.1.1 **Profile management:** Having logged in, any user can reset the password or update profile information from the profile section given by clicking User icon on top right of home screen

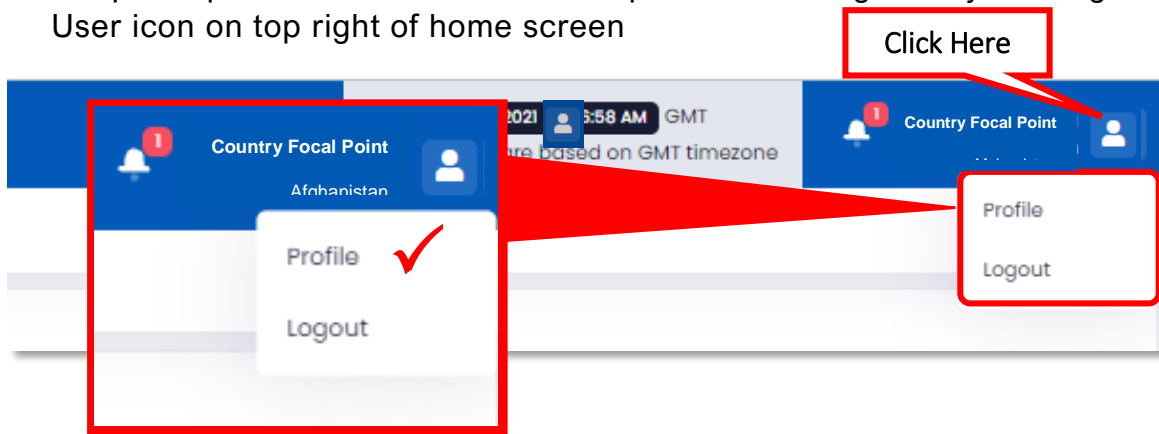


Figure 34: Profile Management; Step-1

3.1.2 In Profile section “Name, Designation, Affiliation/Organization and Address” can be edited. Once the updated information is entered the “Save” button is used to update data

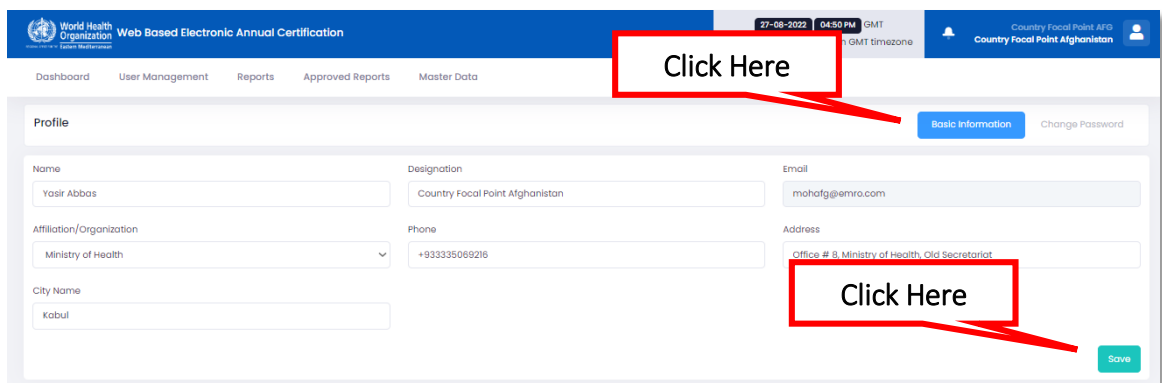


Figure 35: Profile Update; Step-2

3.1.3 In Change Password section of profile, the new password can be entered and clicking the “Change” button will change the password.

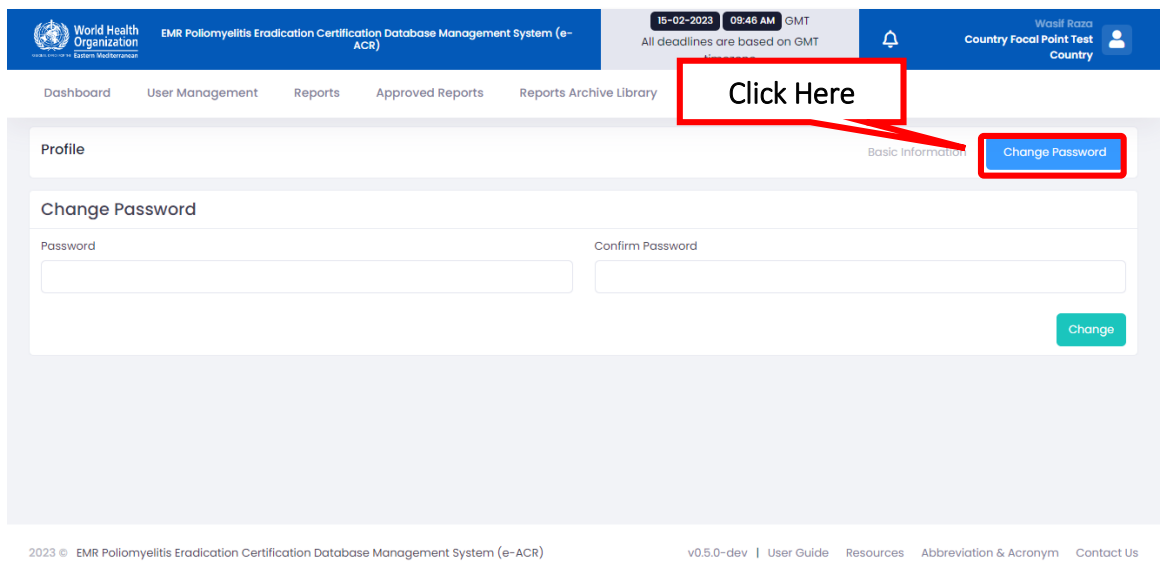


Figure 36: Change Password; Step 1

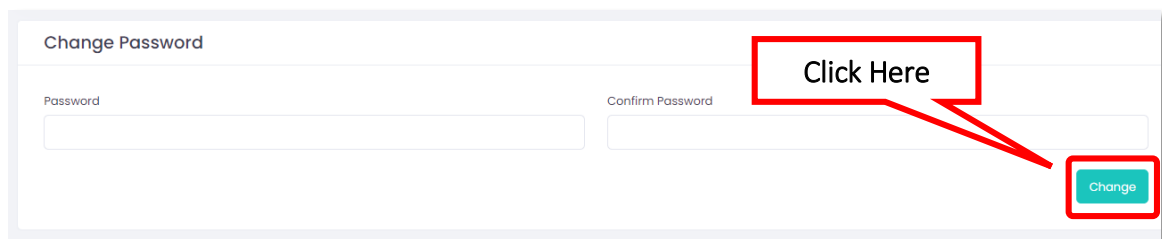


Figure 37: Change Password; Step 2

3.2 Notifications

3.2.1 Dashboard Notifications:

- 3.2.1.1 The notifications will be generated through notification icon on the home page of all users. Latest notification will also appear on the home screen of the user in red text. In Notification icon please note the arrows. Downward arrow (green) shows notifications about an activity done by other users i.e. assignment of report, while upward arrow (red) means notifications generated as a result of any action of current user. Following will be notified:
 - 3.2.1.2 Assigning the reports;
 - 3.2.1.3 Changes in submission deadlines;
 - 3.2.1.4 Revoking the reports from country users;
 - 3.2.1.5 Submission and resubmission of Reports with corrections;
 - 3.2.1.6 Assignment and Reassignment of Reports;
 - 3.2.1.7 Final report status.

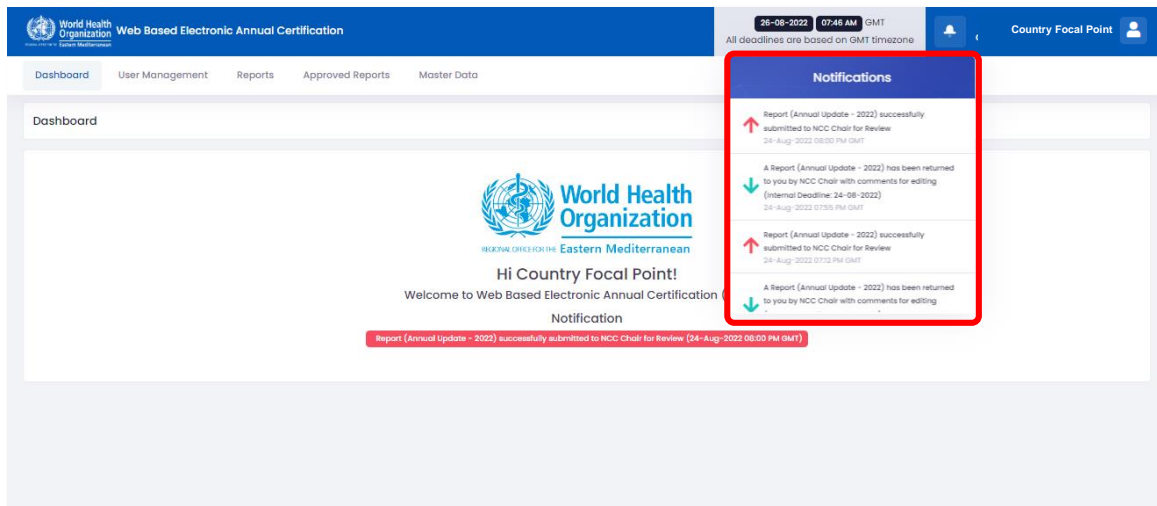


Figure 38: Notifications to Users; Step-1

3.2.2 Email Notifications: Notification regarding a new activity pertaining to a user will also be sent through registered e mail address. Refer to figure below.



Figure 39: Notifications to Users; Step-2 Email Notification

3.3 Different Features of the Report

3.3.1 By opening the report user will straight land on the screen of Section 1 of the report /assigned sections in case of Country User. The screen also has different buttons which are being explained in succeeding paragraphs. These functions

are the same for Country Focal Point/Country User.

World Health Organization Web Based Electronic Annual Certification

30-04-2022 05:22 AM GMT All deadlines are based on GMT timezone

MOH BAH MOH User Bahrain

Dashboard Reports Approved Reports Master Data

Annual Update (2022) NCC Submission Deadline: 22-04-2022 | EMRO Submission: 22-04-2022

Section I: NATIONAL CERTIFICATION COMMITTEE

NCC Membership National staff involved in polio programme Activities conducted by the NCC

1.1 Membership

#	Name	NCC Status	Position	Organization	E-mail Address	Telephone	Action
1	Dr Najat Mohammed Abulfateh	Chairperson	Consultant Family Physician- Director of Public Health Directorate	Ministry of Health	NAI15@health.gov.bh	+97336666294	
2	Dr Adel Al-Sayyad	Member	Associate Professor Epidemiologist	Arabian Gulf University	ASayyad@health.gov.bh	+97339687214	

Figure 40: Report Page; Step 1 - Section 1, National Certification Committee

3.3.2 The top of the page indicates the kind of report which the user is filling and different deadlines i.e. NCC submission deadline and submission deadline for RCC Secretariat.

World Health Organization Web Based Electronic Annual Certification

30-04-2022 05:22 AM GMT All deadlines are based on GMT timezone

Country Focal Point

Dashboard Reports Approved Reports Master Data

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Section I: NATIONAL CERTIFICATION COMMITTEE

NCC Membership National staff involved in polio programme Activities conducted by the NCC

1.1 Membership

#	Name	NCC Status	Position	Organization	E-mail Address	Telephone	Action
1	Dr Najat Mohammed Abulfateh	Chairperson	Consultant Family Physician- Director of Public Health Directorate	Ministry of Health	NAI15@health.gov.bh	+97336666294	
2	Dr Adel Al-Sayyad	Member	Associate Professor Epidemiologist	Arabian Gulf University	ASayyad@health.gov.bh	+97339687214	

Figure 41: Report Page; Step 2 - Type of Report, NCC and RCC Submission Deadlines.

3.3.3 On top right next to “Save and Close” button there is a drop down menu through which the user can navigate through different sections of the reports.

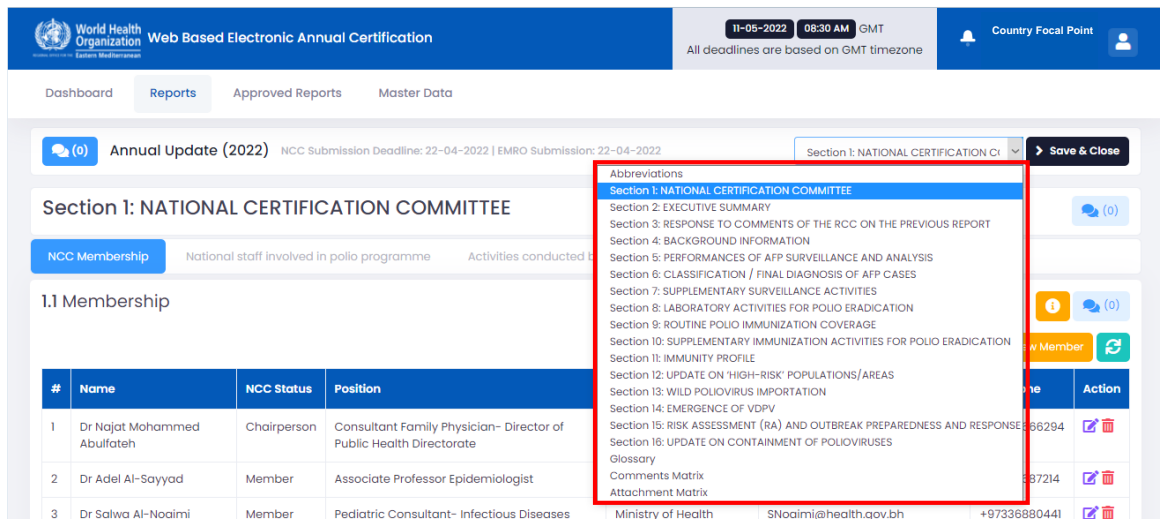


Figure 42: Report Page; Step 3- Section Dropdown

3.3.4 While, as described earlier, the user can navigate to different sections of the report through the drop down available, under each section there may be multiple grouped sub-sections. As in the below figure, it can be seen that “NCC Membership” is a grouped sub section of Section 1 and is highlighted, reflecting that the user is currently on the screen of this grouped sub section. Yet there are another two grouped sub-sections visible in dimmed mode i.e. “National Staff involved in Polio Programme” and “Activities conducted by the NCC”. These dimmed buttons are hyperlinked and by clicking on one of these the user can toggle between them.

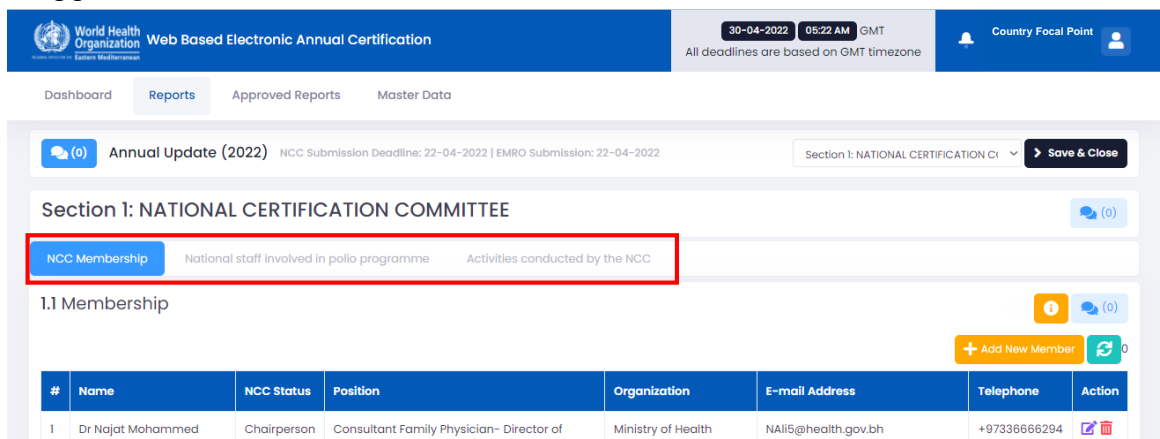


Figure 43: Report Page; Step 4 - Navigation of Sub-Sections of the Report

3.3.5 In the drop down you can see some additional features towards the end i.e. “Glossary, Comments Matrix and Attachment Matrix”. This will be explained later when we practice filling the reports



Figure 44: Additional Sections of Report in Dropdown

3.3.6 **Glossary:** the user can create own glossary for the terms used during filling of different sections. To add to glossary the user will enter the text in text box shown below and click “Save”. Any new entry save will be populated in the table below the text box. The procedure can be repeated as many times as required.

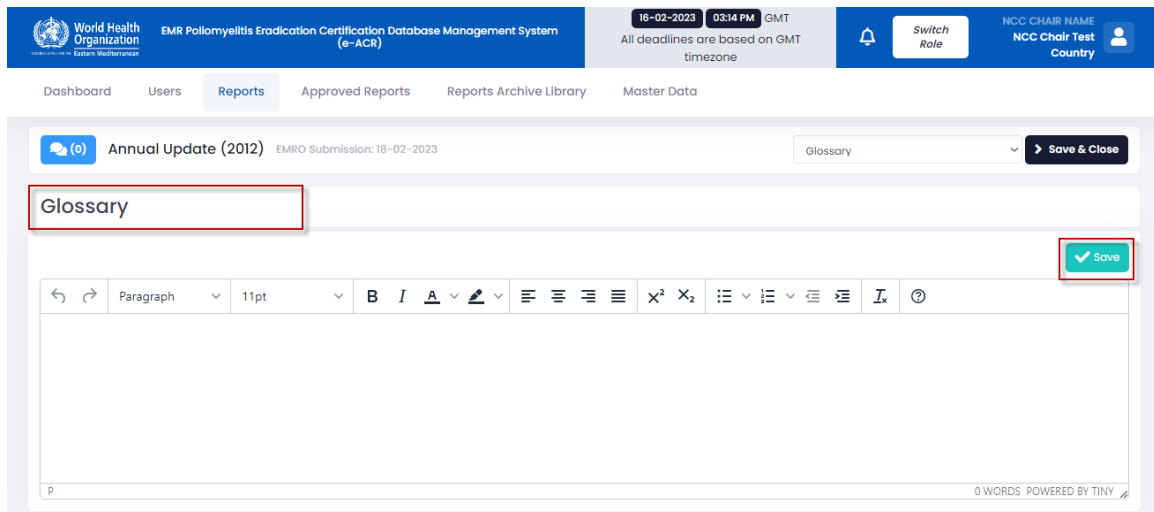


Figure 45: Glossary Section

3.3.7 **Comment Matrix:** this section of report contains the summary of all comments in a report. These comments can be accessed directly from the matrix by pressing “Go” button placed in Action column. User can search the comment through the “Filter” option, which is available on top of the “Comment Matrix” table. The comment can be searched on the basis of section, comments and date.

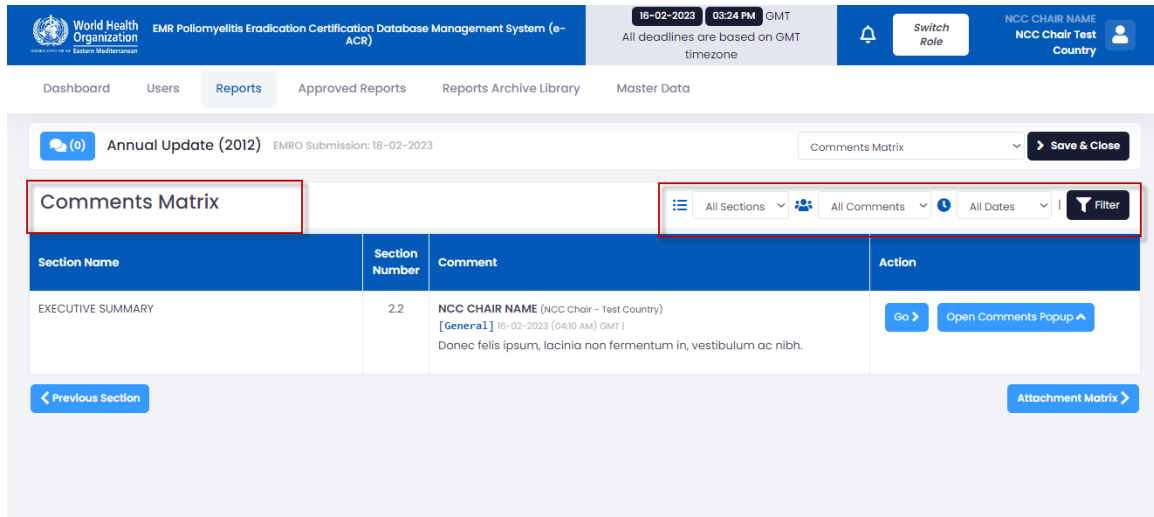


Figure 46: Comment Matrix

3.3.8 **Attachment Matrix:** Will show all documents attached in the different section of the report

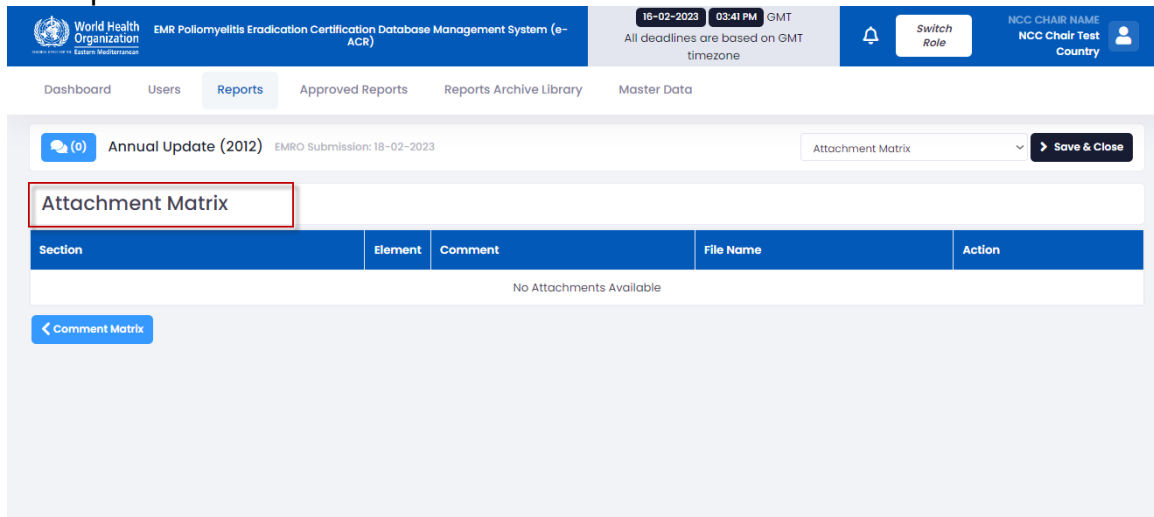


Figure 47: Attachment Matrix

3.3.9 On the screen the user can see a button with “i” given in orange color. This button appears in front of some items in the report including sections. This appears only when there are some instructions for Country Focal Point for data entry pertaining to that specific part of the report. Clicking this button opens up a dialogue box which contain the specific instructions/guidance.

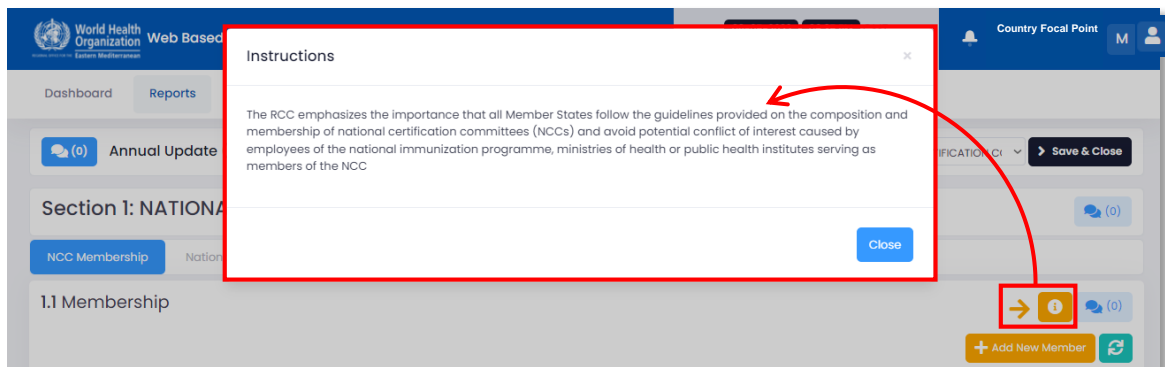


Figure 48: Dialogue Box Containing Specific Instructions/Guidance for User

3.3.10 The system is equipped with a feature of commenting. Any assigned user can add any comments which can be classified as “Report Level Comments (1)” “Section Level Comments (2)” or “Item Level Comments (3)”

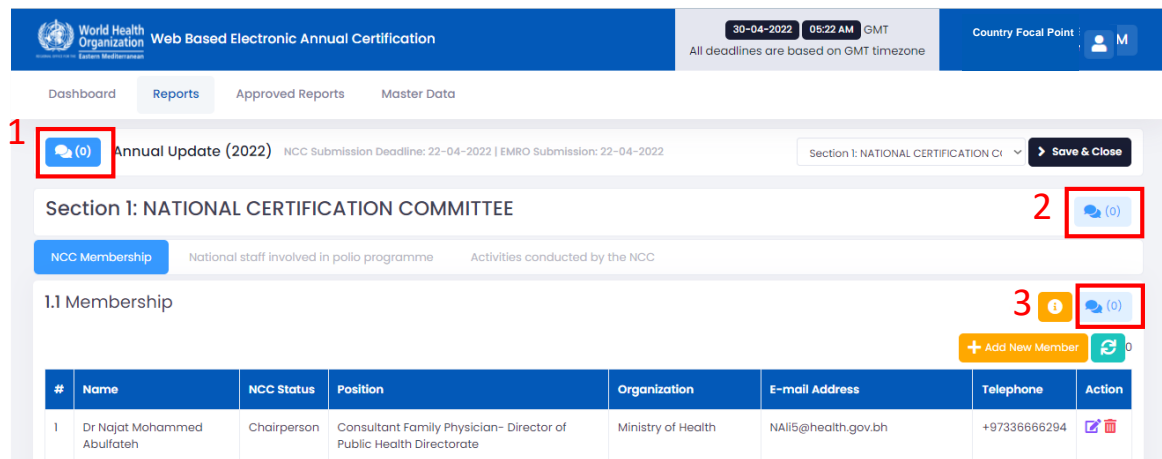


Figure 49: Different types of Comments and their Icons

3.3.11 User can add comment by clicking on comment button as shown below, this button has a counter for number of comments.

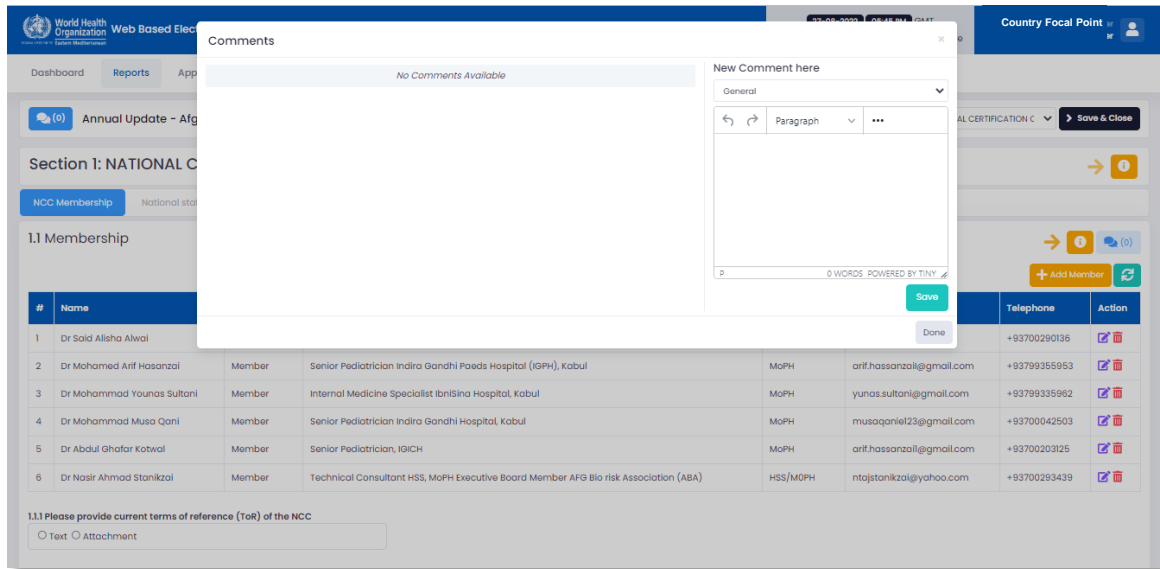


Figure 50: Adding Comments; Step 1

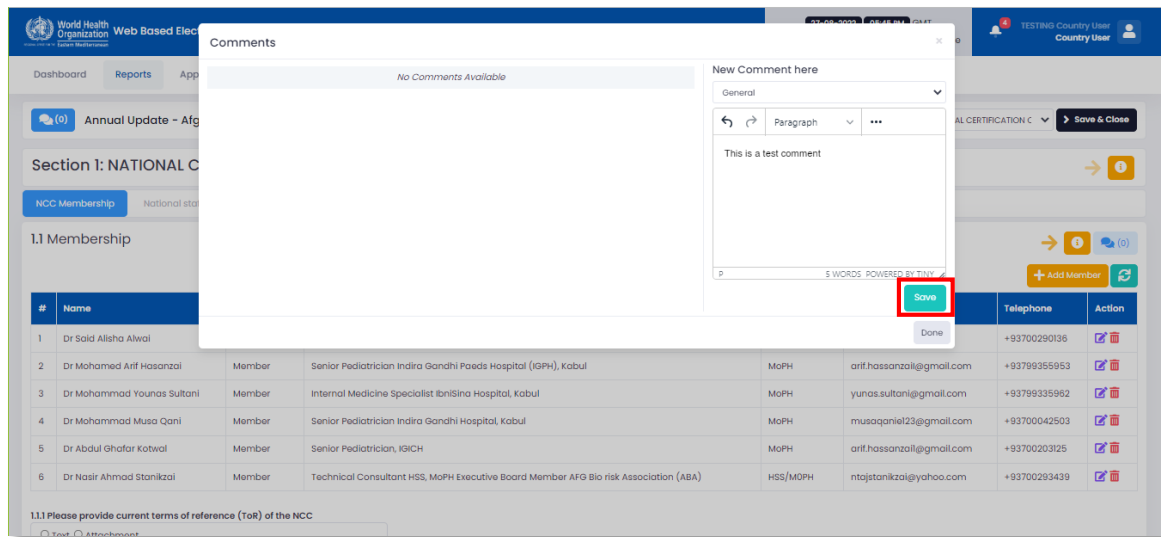


Figure 51: Adding Comments; Step 2

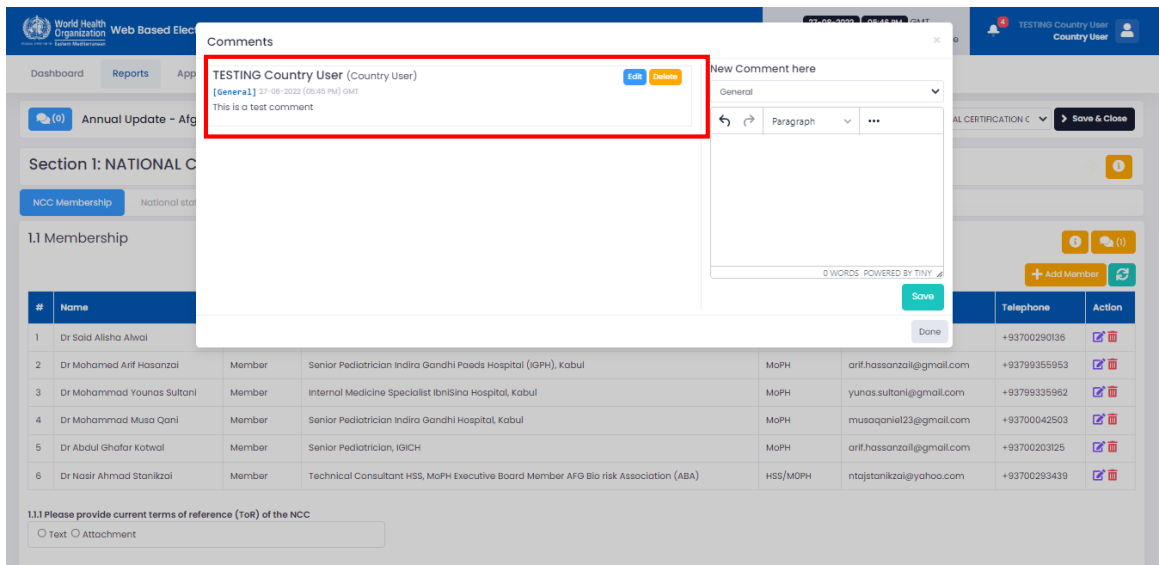


Figure 52: Adding Comments; Step 3 - Comment Saved

3.4 Data Entry interfaces - Tables:

Different types of data entry interfaces have been used in the report which include tables, textboxes, radio buttons, dropdowns and facility to upload documents for filling the report. In this sub-section different types of tables and their characteristics will be explained which will be helpful during hands on practice by the participants for filling different sections of the report

3.4.1 **Type-1.** These are tables which are auto populated from the master data of the national users, central database of RCC Sect. or previous year report submitted by the country. The user can add new rows, delete or edit the details. Below is an example of “NCC Membership Table”. There are edit and delete buttons provided in action column from where the user can edit the status and other details of the member. Deletion would imply that a certain official is no more a member/chair of NCC and changing status will also be considered as a major change. Screen below shows the edits done in the details (Profile) of NCC Members.

#	Name	NCC Status	Telephone	Action
1	Dr Najat Mohammed Abulfateh	Chairperson	+97336666294	[Edit] [Delete]
2	Dr Adel Al-Sayyad	Member	+97339687214	[Edit] [Delete]
3	Dr Salwa Al-Noaimi	Member	+97336880441	[Edit] [Delete]
4	Dr Ayman Khalil	Member	+97339900075	[Edit] [Delete]
5	Dr Mona AlMohri	Member	+97339676748	[Edit] [Delete]
6	Mrs Amjad Ghanem Zaed	Member	+97336888805	[Edit] [Delete]
7	Dr Salman bin Mohammed AlKhalifa	Member	+97317766959	[Edit] [Delete]

Figure 53: Table Type 1 - User Details

3.4.1.1 Below table shows changes in the status of NCC Members which can be undone by clicking “Undo” button

The screenshot shows a web application interface for the World Health Organization. The header includes the WHO logo, the title 'Web Based Electronic Annual Certification', the date '11-05-2022', the time '08:58 AM GMT', and the user's role 'Country Focal Point'. The main content area contains a question: '1.1.2: Have there been any changes in the composition of the National Certification Committee?' with a text input field containing 'There are changes in the composition of NCC Members'. Below this is another question: '1.1.2.1: Please provide name, title or position and area of expertise of each new member as well as each outgoing member during the reporting period'. A table is displayed with the following data:

#	Name	NCC Status	Change of Status	Actions
1	Dr Najat Mohammed Abulfateh	Member	Status Changed	Undo
2	Dr Ayman Khalil	Chairperson	Status Changed	Undo
3	Dr Mohammed Isa Alshaiikh	Member	Outgoing Member	Undo

Figure 54: Table Type 1 - Edit User

3.4.2 Type-2. These are tables where user can enter data directly in the table by entering/editing data and selecting from dropdown. By clicking on “+” (orange) the user can add organization if not available in the dropdown

#	Status/Position	Name	Organization	E-mail address	Telephone Number	Actions
1	National Programme Coordinator	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
2	EPI/Immunization Coordinator	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
3	Surveillance Coordinator	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
5	National Polio Containment Coordinator	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
6	Chairperson National Expert Review Group/Committee	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
7	Head of the National Emergency Operations Center or Outbreak/Rapid Response Unit	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	

Figure 55: Table Type 2 - Data Entry & Dropdown Selection

a. New Status/Position can be added by clicking on “+Add New”

The screenshot shows the same table as in Figure 55, but with an orange '+ Add New' button highlighted in the top right corner. The table now contains the following data:

#	Status/Position	Name	Organization	E-mail address	Telephone Number	Actions
1	National Programme Coordinator	Mr. XYZ	World Health Organ +	xyz@gmail.com	0333 5069216	
2	EPI/Immunization Coordinator	Mr. ABC	Ministry of Health +	abc@gmail.com	+962XXXXXXXXXX	
3	Surveillance Coordinator	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
5	National Polio Containment Coordinator	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
6	Chairperson National Expert Review Group/Committee	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	
7	Head of the National Emergency Operations Center or Outbreak/Rapid Response Unit	Enter Text Here	Select +	Enter Email Here	+962XXXXXXXXXX	

Figure 56: Table Type 2 - Add New Status/Position

- b. If you add a new role the action buttons appear to edit or delete the record. For remaining rows the user can directly edit in the table but cannot delete.

#	Status/Position	Name	Organization	E-mail address	Telephone Number	Actions
1	National Programme Coordinator	Mr. XYZ	World Health Organ	xyz@gmail.com	0333 5068216	
2	EPI/immunization Coordinator	Mr. PAS	Ministry of Health	abc@gmail.com	555267257	
3	Surveillance Coordinator	Enter Text Here	Select	Enter Email Here	(05) 552 6725	
5	National Polio Containment Coordinator	Enter Text Here	Select	Enter Email Here	+962XXXXXXXXXX	
6	Chairperson National Expert Review Group/Committee	Enter Text Here	Select	Enter Email Here	+962XXXXXXXXXX	
7	Head of the National Emergency Operations Center or Outbreak/Rapid Response Unit	Enter Text Here	Select	Enter Email Here	+962XXXXXXXXXX	
8	Test record	Enter Text Here	Select	Enter Email Here	+962XXXXXXXXXX	

Figure 57: Table Type 2 - Create, Edit or Delete Role

3.4.3 **Type-3.** These are tables where user can enter data directly in the table by clicking “+Add New” button on which a dialogue box will open. The user can enter the data in the dialogue box and pressing add will enter the data in the table. For each row the user will repeat the procedure of adding new and filling details in the dialogue box. Kindly see below screens for the process.

1.3 Activities conducted by the NCC

Please provide general information about NCC activities in 2020, including key issues addressed at the meetings and list any concerns that have arisen, including concerns from the NCC about the national programme, challenges in organizing and/or holding regular NCC meetings

#	NCC Meeting Date	Key issues discussed	Main concerns/challenges	Actions proposed	Status	Actions
No Data Found						

Figure 58: Table Type 3 - Add New Record

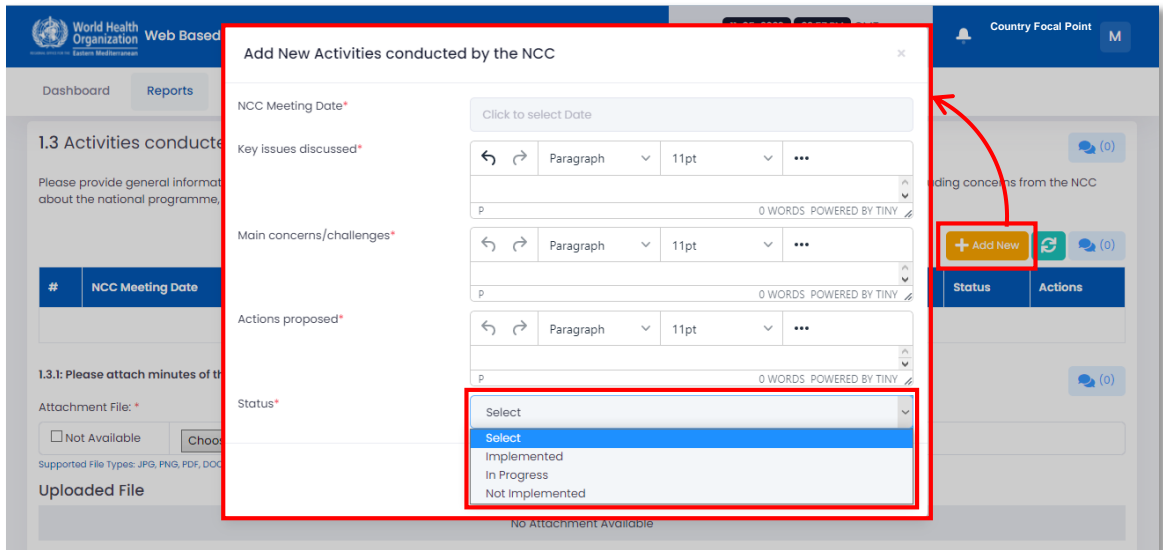


Figure 59: Table Type 3 - A Dialogue Box to Add Data

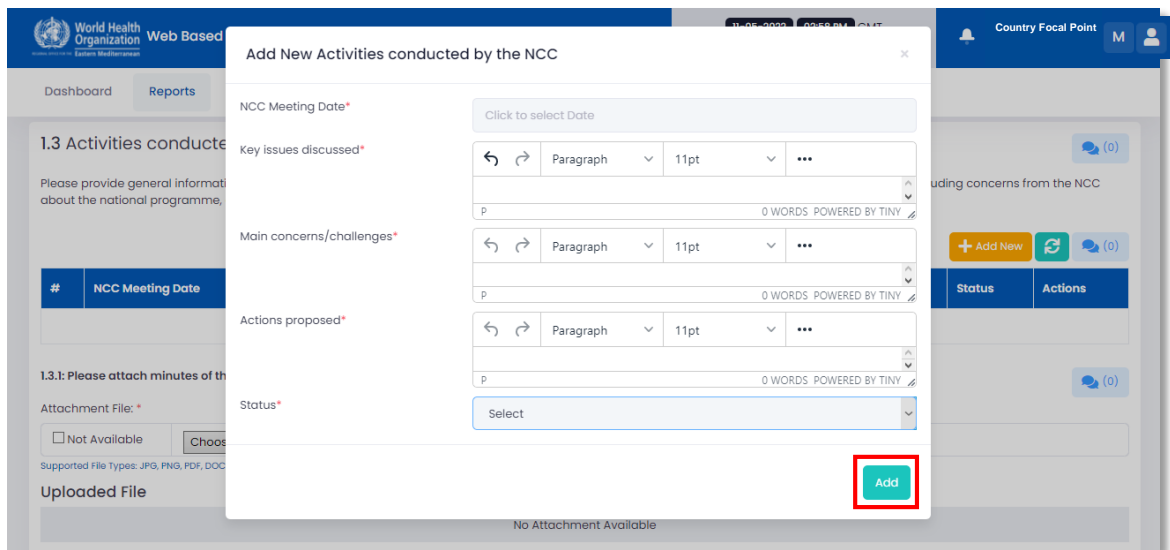


Figure 60: Table Type 3 - Data Entry Form

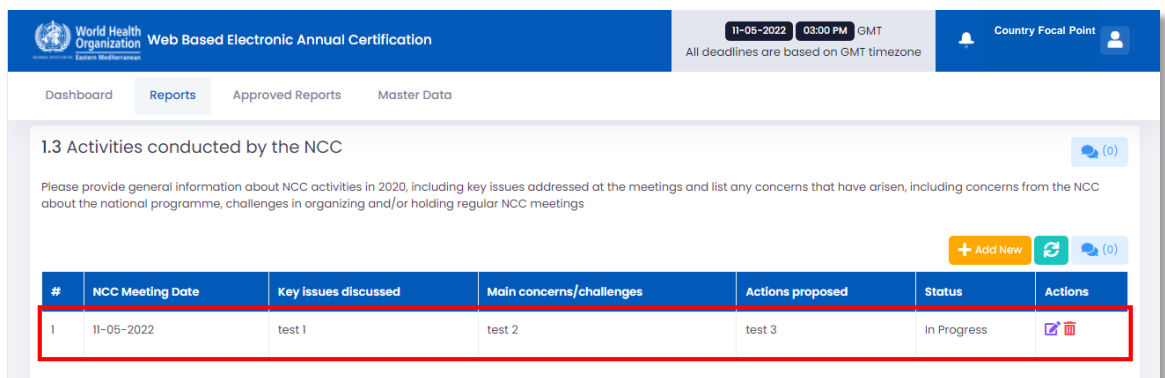


Figure 61: Table Type 3 – Add, Edit & Delete

3.4.4 **Type-4.** These type of tables require data entry in certain fields by the user while the system calculates the other fields. In below table the user has to enter total population and column 2 of the table and the system auto calculates the percentage of a certain category of population from the total.

4.1 Population data

YEAR: 2022

Total Population: 258000

#	Age Groups	Number	Percentage
1	Children < 1 year of age	1500	5.81
2	Children < 5 years of age	2500	9.69
3	Children < 15 years of age	2500	9.69

Figure 62: Table Type 4 Auto Calculation (Percentage/Total)

3.4.5 **Type-5.** These type of tables have sub-columns under a column. The data can be filled by clicking “+Add New” on which a dialogue box appears which is a mix of drop down options and data entry fields. For each entry the user has to repeat the process and a row will be added accordingly. Refer to below screens please

3	Children < 15 years of age	2500	9.69
---	----------------------------	------	------

4.1.1 High risk areas, special populations

+ Add New

#	Type of high risk area or population	Major Location(s)	Estimated population	Total Population
---	--------------------------------------	-------------------	----------------------	------------------

Figure 63: Table Type 5 - A Mix of Dropdown Options and Data Entry Fields

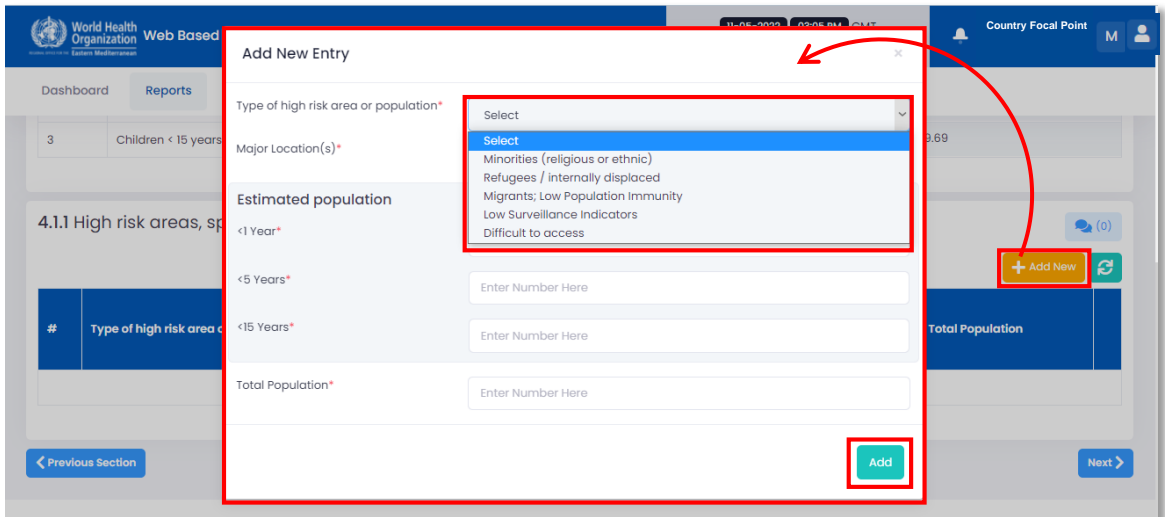


Figure 64: Table Type 5 - A Mix of Dropdown Options

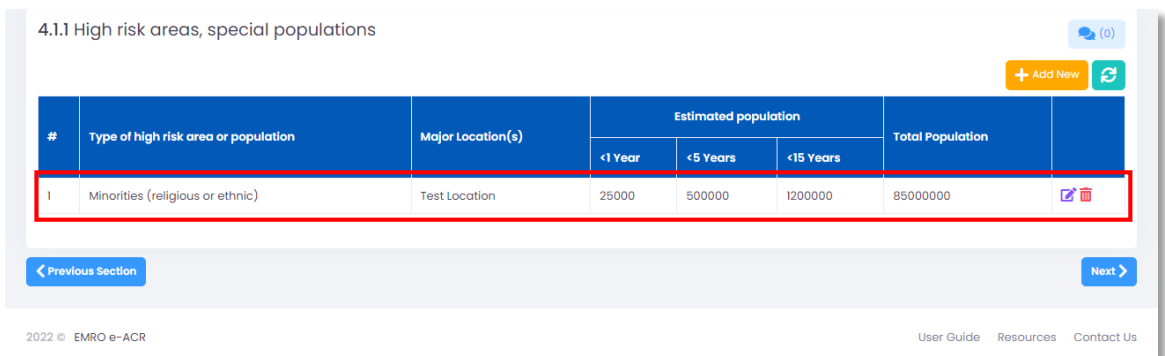


Figure 65: Table Type 5 – Modification of Field

3.4.6 **Type-6.** These type of tables have fields where the user can directly enter data and others where a selection from dropdown menu is to be made. Additional rows cannot be added in such tables

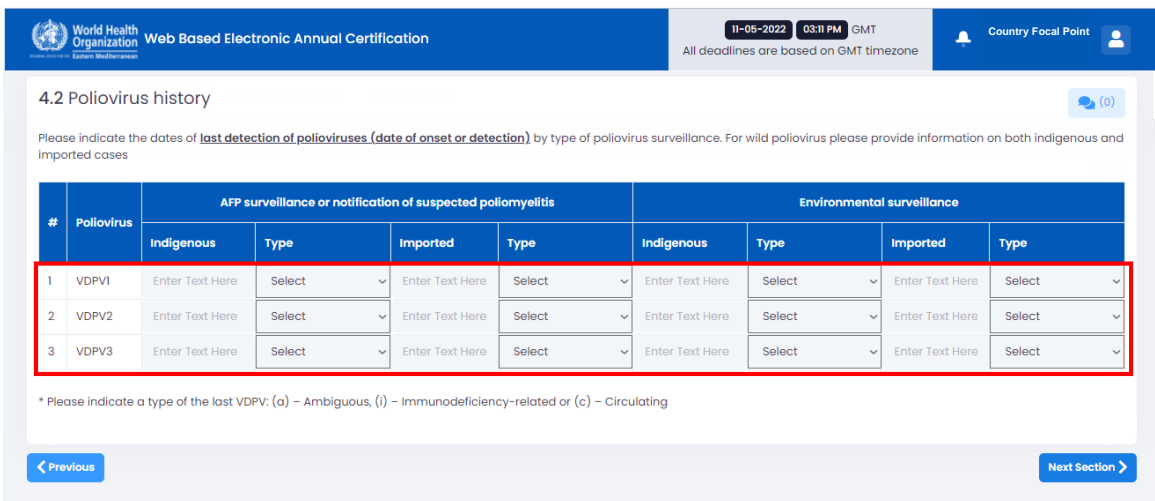


Figure 66: Table Type 6 - A Mix of Dropdown Options and Data Entry Fields

3.4.7 **Type-7.** These tables contain radio button and dropdown, which is conditional. If the answer under action column is “No” the “Year Introduced Column” will not be available. New rows can be added in the table by procedure similar to explained above. There are certain fields, which are fixed and “Type of Surveillance” cannot be edited/deleted. However, if the user has added a row, the action buttons to edit or delete will appear.

5.1 Type of surveillance for polioviruses

#	Type of surveillance	Action	If YES, Please mention the year introduced	Actions
1	AFP surveillance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
2	Environmental surveillance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
3	Healthy children surveillance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
4	PV Surveillance among Primary immunodeficiency Children (PID)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	

Figure 67: Table Type 7 - Radio Button and Dropdown Option

World Health Organization Web Based Electronic Annual Certification

11-06-2022 03:20 PM GMT All deadlines are based on GMT timezone

Country Focal Point

Dashboard Reports Approved Reports Master Data

5.1 Type of surveillance for polioviruses



#	Type of surveillance	Action	If YES, Please mention the year introduced	Actions
1	AFP surveillance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
2	Environmental surveillance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
3	Healthy children surveillance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
4	PV Surveillance among Primary immunodeficiency Children (PID)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	
5	Test 1	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select	 

Figure 68: Table Type 7 – A Mix of Radio Button and Dropdown Option

3.4.8 **Type-8.** These kind of tables are mix of auto fill (Reporting frequency), data entry (number of active surveillance sites and number of visits conducted) and auto calculations (number of visits expected and %age of visit conducted). If %age of visits conducted is less than 80%, it will be highlighted in red by the system and will affect appearance and disappearance of other items.

#	Reporting Frequency	Reporting frequency during the year	Number of Active Surveillance Sites	Completeness of Active Surveillance Visits		
				Number of visits expected	Number of visits conducted	% of visits conducted
1	Daily	365	10	3650	3000	82.19
2	Weekly	52	5	260	189	72.69
3	BiWeekly	26	Enter Number Here	0	Enter Number Here	0
4	Monthly	12	Enter Number Here	0	Enter Number Here	0
Total:			15	0	3189	0

Figure 69: Table Type 8 - A Mix of Auto Fill, Data Entry and Auto Calculations

3.4.9 **Type-9.** This table is somewhat similar to Table Type-8 with some inbuilt checks to highlight data entry errors. In the table below the sum of Total AFP cases with 2, 1 and 0 adequate stool samples cannot be greater than “Total non-polio AFP cases reported <15 years”

#	Ist Administrative Level	Population aged <15 years	Total 'non-polio' AFP cases reported <15 years	Non-polio AFP rate(a)	Total AFP cases with 2 adequate stool samples(b)	%AFP cases with adequate stool samples	Total AFP cases with ONE (1) stool specimen	%AFP cases with ONE (1) stool specimen	Total AFP cases with ZERO (0) stool specimen	% AFP cases with ZERO (0) stool specimens
1	CAPITAL	89,627	20	22.31	10	50	2	10	8	40
2	MUHARRAQ	58,781	Enter Number H	0	Enter Number Hei	0	Enter Number f	0	Enter Number H	0
3	NORTHERN	98,346	Enter Number H	0	Enter Number Hei	0	Enter Number f	0	Enter Number H	0
4	SOUTHERN	60,812	Enter Number H	0	Enter Number Hei	0	Enter Number f	0	Enter Number H	0
National:		307,566	20	6.5	10	50		0	8	40

Figure 70: Table Type 9 - A Mix of Auto Fill, Data Entry and Auto Calculations

3.4.10 **Type-10.** These are the tables which require large data entries. These have been provided with an option to upload data from user’s computer. The user downloads the sample file by clicking on black icon “Download Sample File” above the table. The file can be downloaded and saved in the computer. The data has to be entered in the sample file exactly as per the columns and rows provided and then can be uploaded. On uploading, the data will be auto populated in the table. Below screens explain the process which will be clear after the hands on practice.

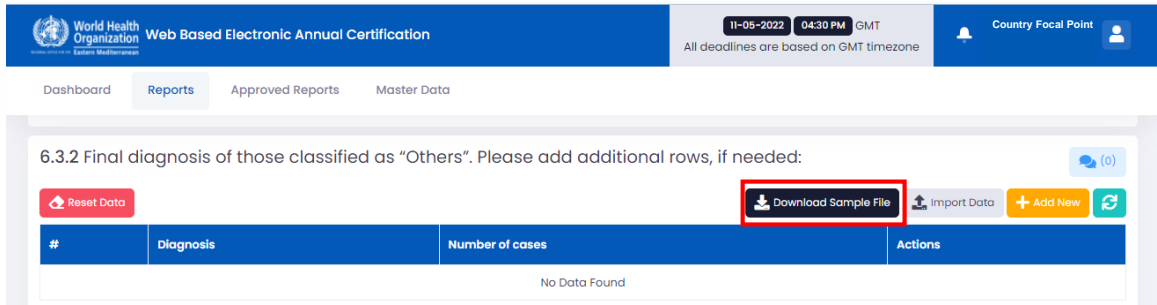


Figure 71: Table Type 10 – Large Data import Option in CSV Files.

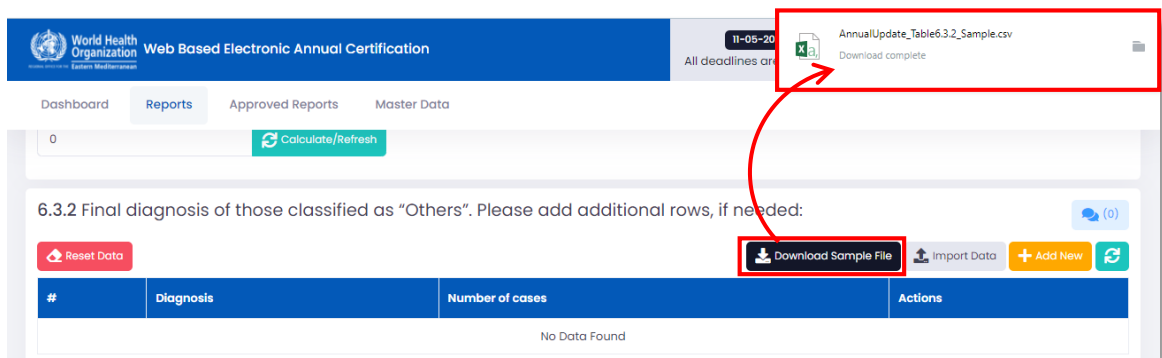


Figure 72: Table Type 10 – Sample File Download for Large Data

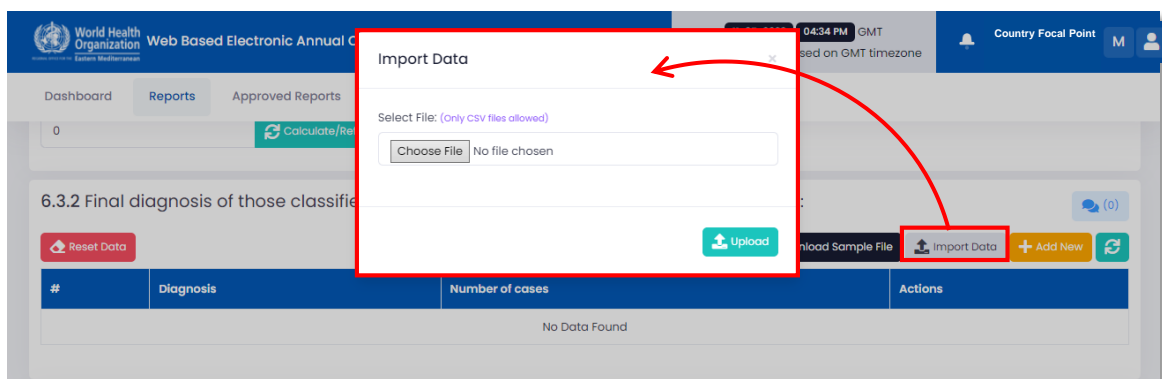


Figure 73: Table Type 10 – Large Data import Option

3.4.11 **Type-11.** These are the tables which provide the user the option to upload/import the data from “Load Data from Master Data”. By clicking the button the data will auto-populate in the table

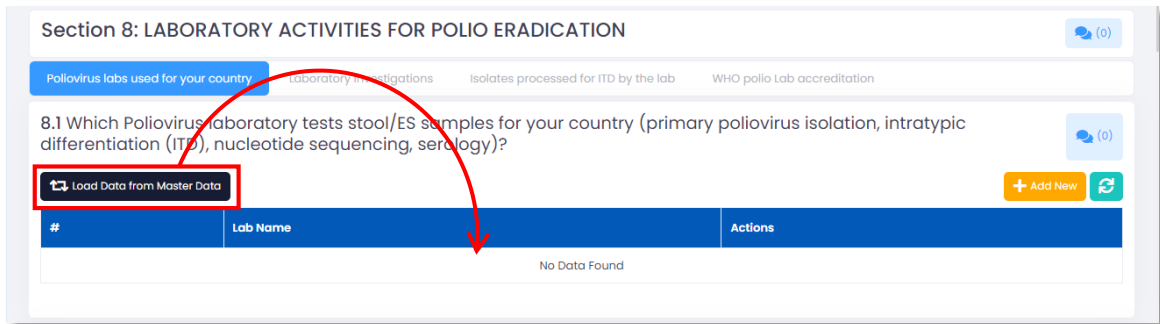


Figure 74: Table Type 11 – Load Data from Master Data & Auto-Populate in the Table

3.4.12 **Type-12.** These tables come with an option of replicating the table. As 14.1.3 asks for details for each type of VDPV so similar tables may be needed for each type. Once a table is replicated the option to delete the table also appears. Refer to screens below.

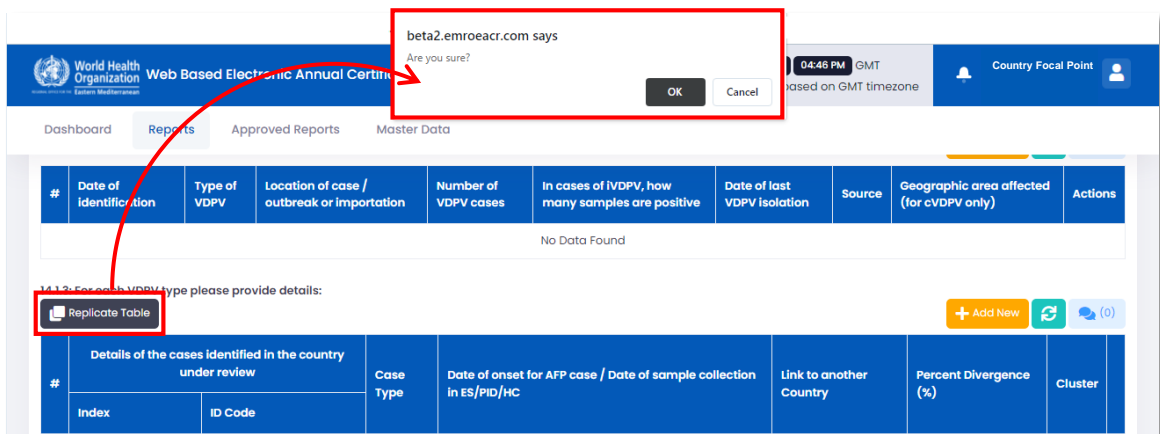


Figure 75: Table Type 12 - Option of Replicating the Table

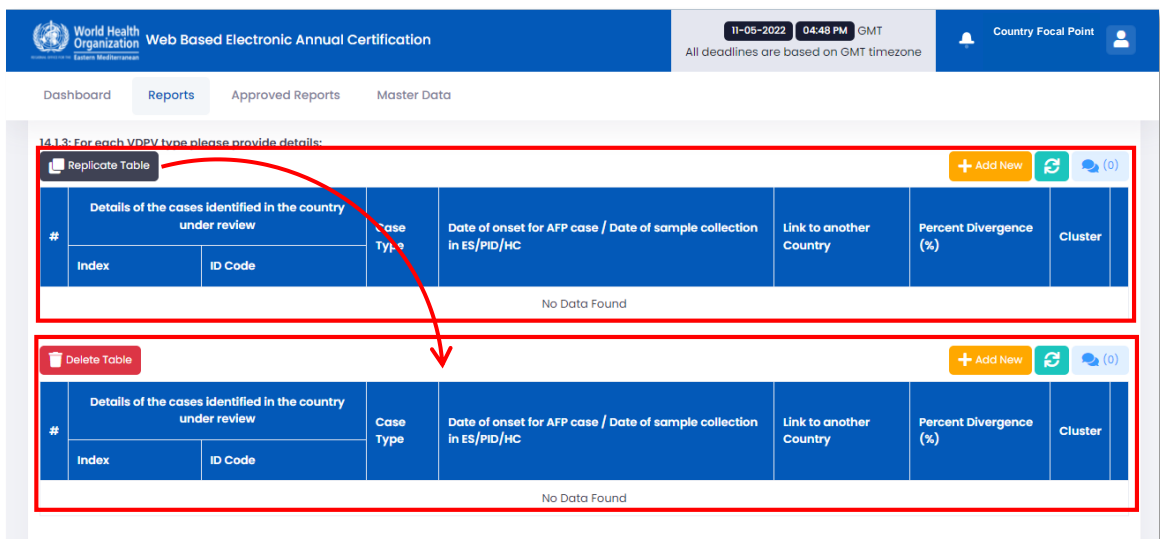


Figure 76: Table Type 12 - Replicate Table

3.4.13 **Type-13.** These are comparatively simple to fill. These come with a radio button where the user has to select between “Yes” or “No”

#	Criteria	Description	Yes/No
1	Definitions	Essential terms – such as “wild poliovirus”, “circulating vaccine-derived poliovirus”, “poliovirus event”, “poliovirus outbreak”, “acute flaccid paralysis (AFP)”, “hot AFP case”, etc. - have been considered to ensure a common understanding.	<input type="radio"/> Yes <input type="radio"/> No
2	Notification	The national government will notify it to WHO as an Public Health Emergency of International Concern (PHEIC) in accordance with IHR, wherever relevant	<input type="radio"/> Yes <input type="radio"/> No
3	Surveillance	Methods and strategies to strengthen the ability to detect wild poliovirus or circulating vaccine-derived poliovirus in a poliovirus event or poliovirus outbreak (e.g. environmental) are presented in the plan.	<input type="radio"/> Yes <input type="radio"/> No
4	Immunization response	Upon confirmation of a poliovirus outbreak, a country will plan a coordinated immunization response; first SIA will be launched within 14 days from confirmation of the poliovirus outbreak	<input type="radio"/> Yes <input type="radio"/> No
5	Internal communication	Formal, informal, and instrumental communication within the structures of an organisational system is considered to share information and coordinate actions (e.g. advocacy activities, informing UN agencies, meetings with key-stakeholder, social mobilization, etc.)	<input type="radio"/> Yes <input type="radio"/> No
6	External communication	Providing the public with information about the ongoing situation and the (expected) outcome of poliovirus event or outbreak (e.g. mass media communication, online communication activities, interpersonal communication, media response plan, media focal person, etc.) is considered	<input type="radio"/> Yes <input type="radio"/> No

Figure 77: Table Type 13 - Select “Yes” or “No”

3.5 Data Entry - Other Features:

3.5.1 **Text Boxes:** At a number of sections in the report the user can directly enter text in text boxes for which a “Text” radio button is provided. The tools for formatting the text are also provided on top of text box.

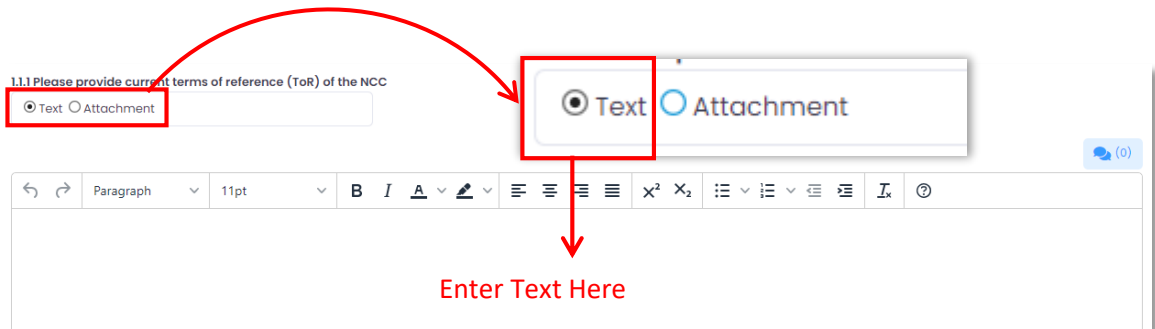


Figure 78: Data Entry - Text Boxes

3.5.2 **Uploading Attachments.** For uploading attachments the user can click on the “Attachment” radio button to upload any document in the following formats: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS. Below screens explain the process for uploading the attachments. Successfully uploaded attachments will be shown under the heading of “Uploaded File”. The list of uploaded attachments in the report will be visible in “Attachment Matrix” available in drop down menu. An uploaded attachment can be deleted if required.

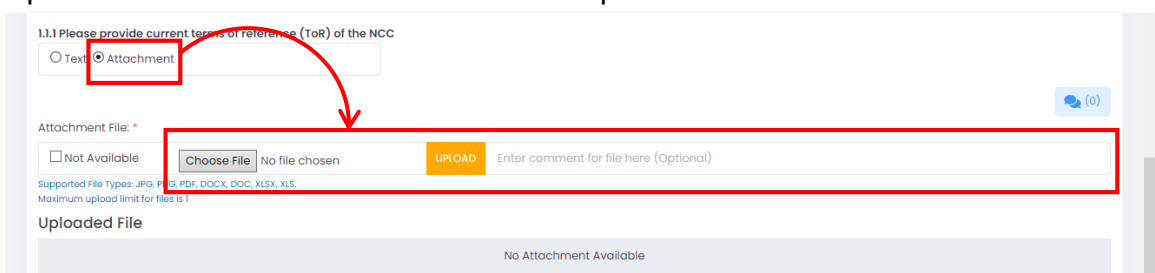


Figure 79: Data Entry - Upload Attachments

3.5.3 Conditional Entries. At a number of sections in the report the user has to select an option by clicking a radio button of “Yes” and “No”. The system will determine, depending upon the choice if the user needs to provide further information about the element by adding text or uploading an attachment etc. An uploaded attachment can be deleted if required. Below are some of the examples of such entries.

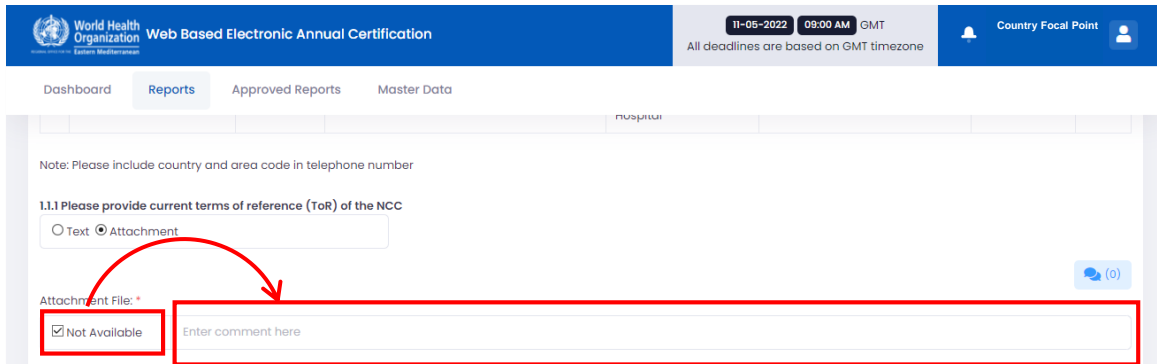


Figure 80: There is an Option in “Attachment” for Adding Reason for Not Available

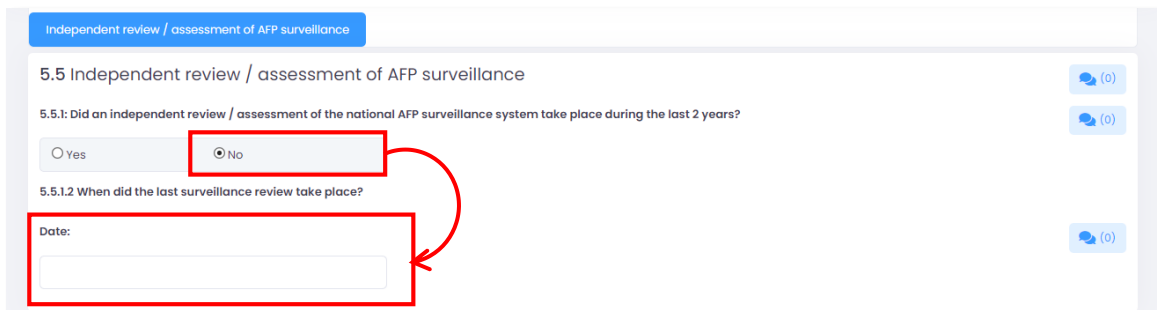


Figure 81: Data Entry On Selection "No" Additional Option Appears to Add Date

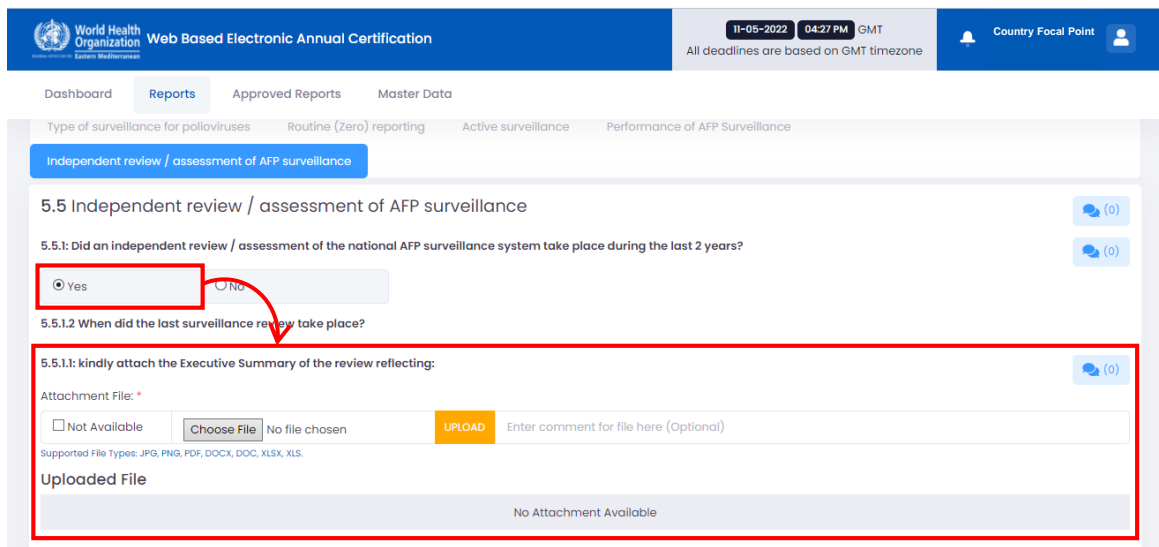


Figure 82: On Selection "Yes" Upload file

4. RCC SECT.

4.1 Role

- Assign reports to different countries
- Review the submitted report from Country/NCC Chair
- Assign EMRO/POL reviewers for review and also RCC primary, secondary and optional reviewers
- Submit to RCC Sect. Head and RCC Chair for approval of comments
- Merge the comments and send back to country if required
- Process the revised report for final approval by RCC Sect. head and RCC Chair
- Convert approved reports in PDF format and download covering letter and annexes to appear at the country level users

4.2 Log in

4.2.1 On eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

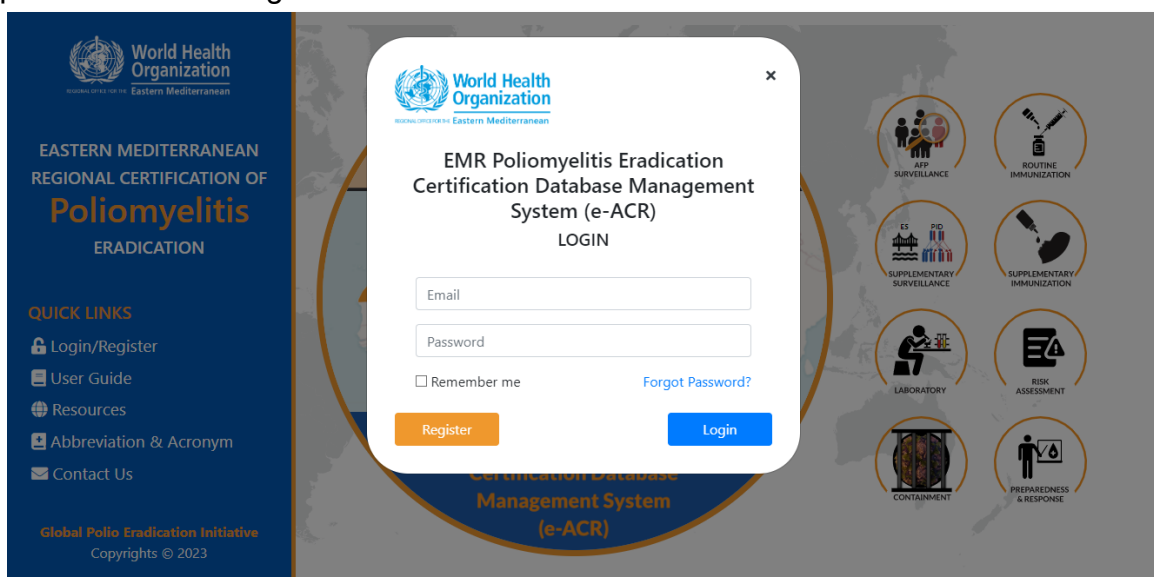


Figure 83: RCC Sect. Step 1: Login

4.3 Home Page and its Features

Report Status

Country	Report Type	Country Focal Point	NCC Chair	NCC Members	RCC Secretariat	POL/EMRO Review	RCC Review	RCC Sect. Head	RCC Chair	Printing of PDF
Afghanistan										
Bahrain										
Djibouti										
Egypt										
Test Country										
Tunisia										
United Arab Emirates										
Yemen										

Legends: Report Not Assigned | Report Assigned | Current Process | Current Process But Deadline Passed | Submitted Within Deadline | Submitted After Deadline

Figure 84: RCC Sect. Step 2: - Dashboard

4.4 User Management

4.4.1 List of Users: Clicking user management shows a list of registered users, where RCC Sect. can View/edit and delete.

Users User Management

#	Country	Role	Name	Email	Created Date	Status	Actions
1	Qatar	Country User	MOHAMED AHMED SALLAM	msallam@moph.gov.qa	20-Dec-2022 (04:25 AM)	Pending Recommendation	View, Delete
2	Saudi Arabia	Country User	RANIA ALSULIMAN	Raniaalsuliman@gmail.com	20-Dec-2022 (04:33 AM)	Pending Recommendation	View, Delete
3	Islamic Republic of Iran	Country Focal Point	MAHBOUBEH VALADKHANI	mvaladkhani@yahoo.com	20-Dec-2022 (05:05 AM)	Submitted to RCC Secretariat	View, Delete
4	Syrian Arab Republic	Country Focal Point	LAMIA ABU AJAJ	kadmanik@who.int	20-Dec-2022 (07:49 AM)	Submitted to RCC Secretariat	View, Delete
5	Pakistan	Guest	TEST USER	hasanitaza@gmail.com	11-Jan-2023 (10:08 AM)	Submitted to RCC Secretariat	View, Delete

Figure 85: List of Users; Step 1

4.4.2 Add User: To add a new user, RCC Sect. will click on the “Add New” button.

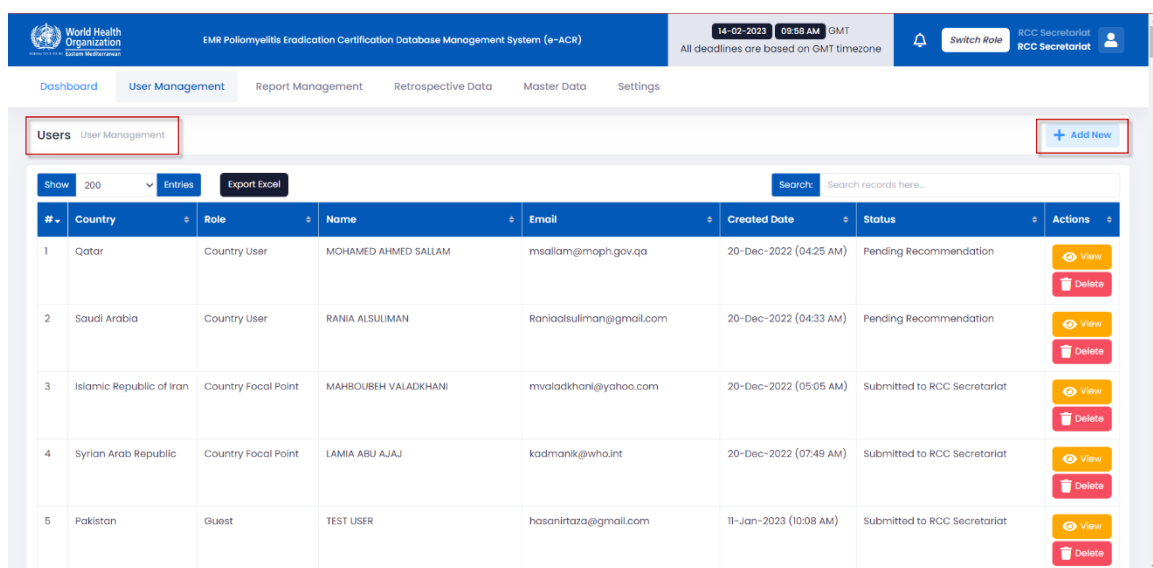


Figure 86: User Management – User Create

4.4.3 Having clicked Add New button, following screen will appear, where RCC Sect. will fill in the details of new user to be added. On clicking “Save” button, new user will be added in the list of users as shown above.

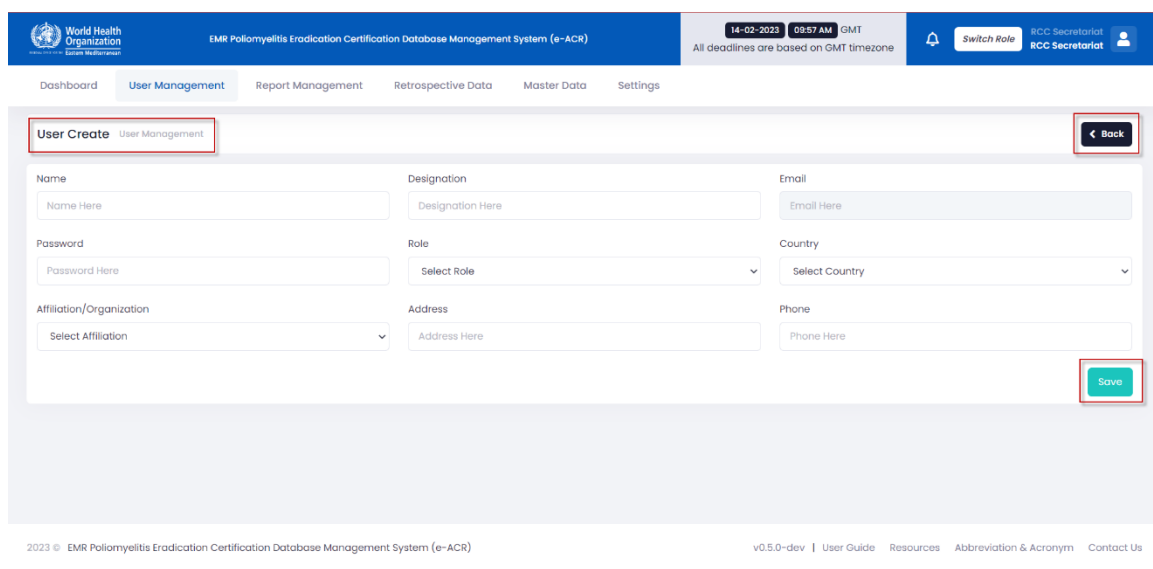


Figure 87: User Create - Save User

4.4.4 View User: On clicking “View” button, RCC Sect. can view user details.

#	Country	Role	Name	Email	Created Date	Status	Actions
1	Qatar	Country User	MOHAMED AHMED SALLAM	msallam@moph.gov.qa	20-Dec-2022 (04:25 AM)	Pending Recommendation	View Delete
2	Saudi Arabia	Country User	RANIA ALSULIMAN	Raniaalsuliman@gmail.com	20-Dec-2022 (04:33 AM)	Pending Recommendation	View Delete
3	Islamic Republic of Iran	Country Focal Point	MAHBOUBEH VALADKHANI	mvaladkhanl@yahoo.com	20-Dec-2022 (05:05 AM)	Submitted to RCC Secretariat	View Delete
4	Syrian Arab Republic	Country Focal Point	LAMIA ABU AJAJ	kadmanl@who.int	20-Dec-2022 (07:49 AM)	Submitted to RCC Secretariat	View Delete
5	Pakistan	Guest	TEST USER	hasanritaza@gmail.com	11-Jan-2023 (10:08 AM)	Submitted to RCC Secretariat	View Delete

Figure 88: User Management – User View

4.4.5 Edit User: On view user page, by clicking “Edit” button RCC Sect. can move to next screen.

User View User Management [← Back](#)

Name: MOHAMED AHMED SALLAM Designation: General Physician Email: msallam@moph.gov.qa

Role: Country User Additional Role: - Country: Qatar

Affiliation/Organization: Ministry of Public Health Address: Doha-Qatar

Phone: (05) 531 7156

[Edit](#)

Figure 89: User View - User Edit

4.4.6 Having clicked “Edit” button, RCC Sect. will come on the edit page and can edit user details. RCC Sect. will press “Save” button to store details.

The screenshot shows the 'User Edit' page. At the top, there's a navigation bar with 'User Management' selected. Below it, the form is divided into several sections:

- Name:** MOHAMED AHMED SALLAM
- Designation:** General Physician
- Email:** msallam@moph.gov.qa
- Role:** Country User
- Country:** Qatar
- Affiliation/Organization:** Ministry of Public Health
- Address:** Doha-Qatar
- Phone:** (05) 531 7156

 A 'Save' button is highlighted with a red box. Below the form is a 'Change Password' section with 'New Password' and 'Confirm Password' fields and a 'Change' button.

Figure 90: User Edit - Save User

4.4.7 Delete User: On user management page, RCC Sect. can delete user by clicking “Delete” button.

The screenshot shows the 'Users' management page. It features a table with the following data:

#	Country	Role	Name	Email	Created Date	Status	Actions
1	Qatar	Country User	MOHAMED AHMED SALLAM	msallam@moph.gov.qa	20-Dec-2022 (04:25 AM)	Pending Recommendation	View, Delete
2	Saudi Arabia	Country User	RANIA ALSULIMAN	Raniaalsuliman@gmail.com	20-Dec-2022 (04:33 AM)	Pending Recommendation	View, Delete
3	Islamic Republic of Iran	Country Focal Point	MAHBOUBEH VALADKHANI	mvaladkhan@yahoo.com	20-Dec-2022 (05:05 AM)	Submitted to RCC Secretariat	View, Delete
4	Syrian Arab Republic	Country Focal Point	LAMIA ABU AJAJ	kadmanik@who.int	20-Dec-2022 (07:49 AM)	Submitted to RCC Secretariat	View, Delete
5	Pakistan	Guest	TEST USER	hasanitaza@gmail.com	11-Jan-2023 (10:08 AM)	Submitted to RCC Secretariat	View, Delete

Figure 91: User Management - Delete User

4.5 Report Management

On the Report Management menu RCC Sect. can have “Deadline Setting”, “Assign Report”, “Assigned Reports”, “RCC Reviewer Plan”, “Approved Reports” and “Reports Active Library” submenus.

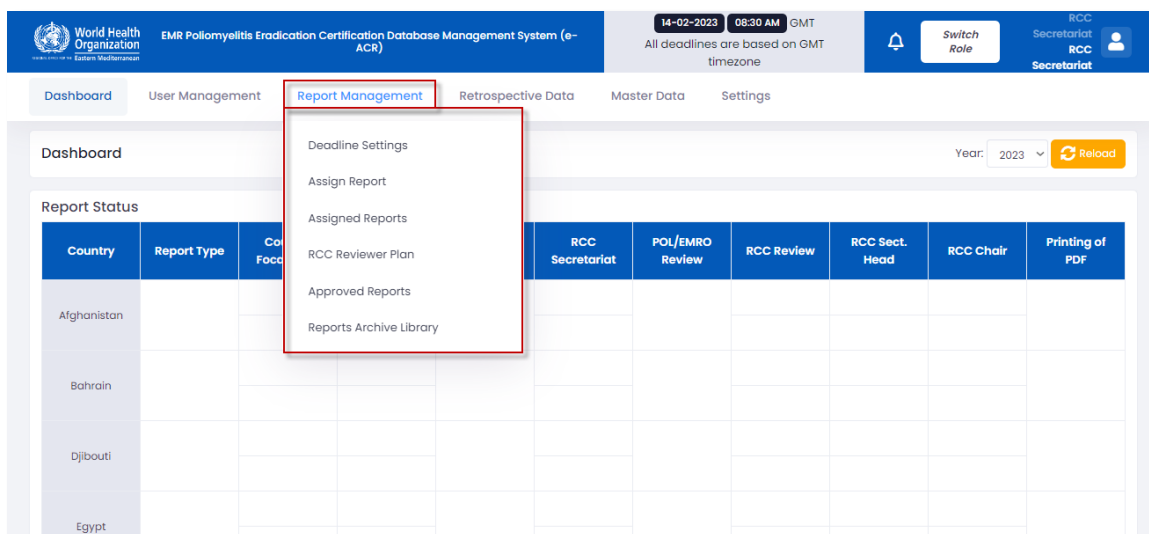


Figure 92: RCC Sect. - Report Management

4.5.1 Deadlines Setting

4.5.1.1 on the deadline setting page, RCC Sect. can create deadline by pressing “Create” Button

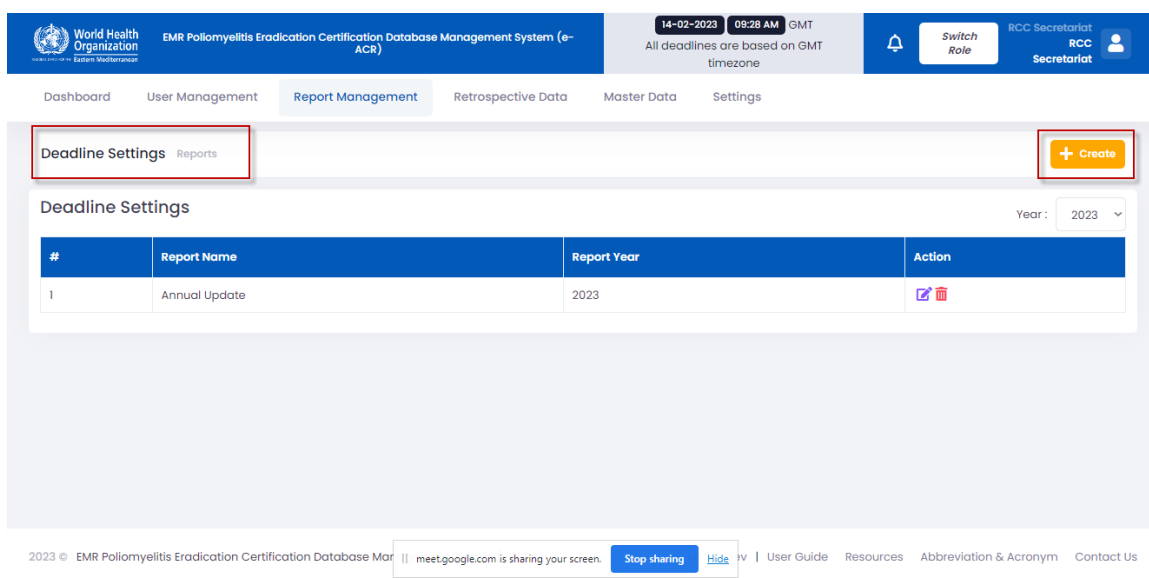


Figure 93: Deadlines Setting; Step 1 - Create Deadline

4.5.1.2 Having clicked “Create” button, a form will appear where RCC Sect. can select year and report from dropdown menus.

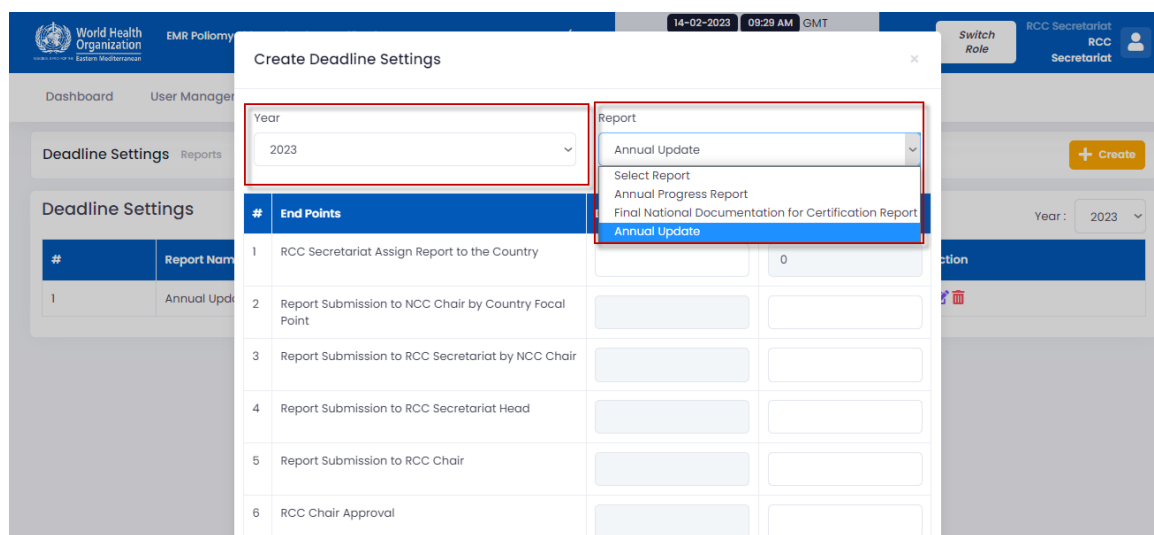


Figure 94: Deadlines Setting; Step 2 - Select Year & Report

4.5.1.3 After selecting year and report, RCC Sect. will add “Date” for assigning the report to country.

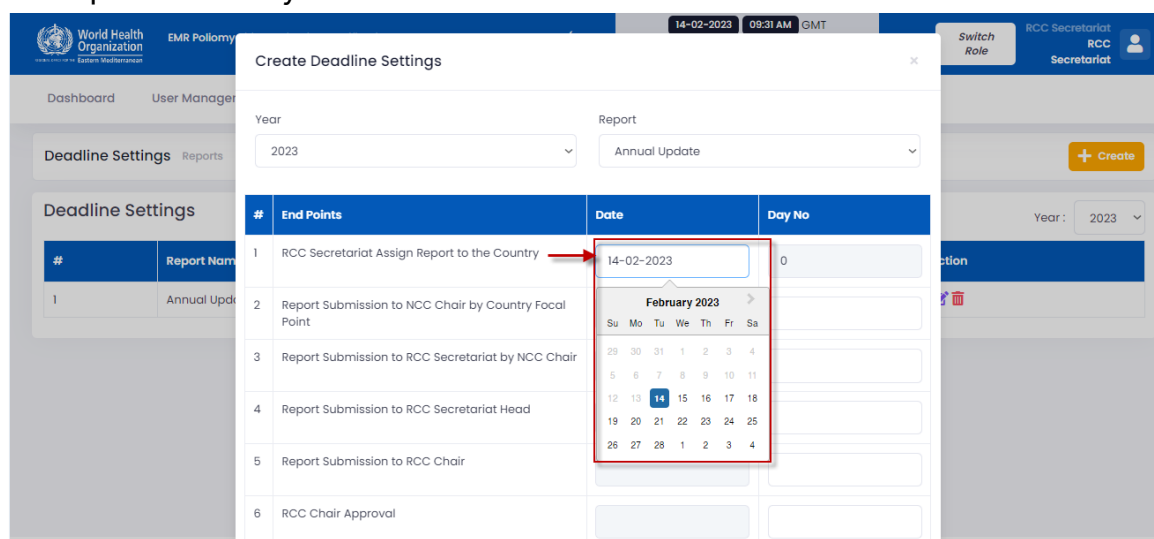


Figure 95: Deadlines Setting; Step 3 - Select Date from Calendar

4.5.1.4 After setting the date RCC Sect. set the number of days for other members.

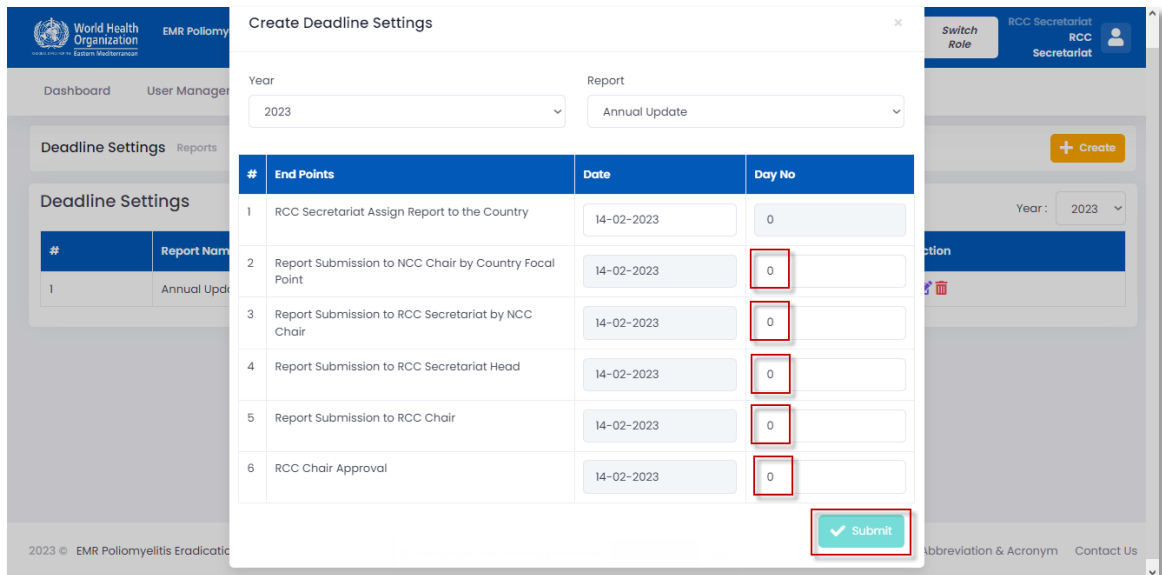


Figure 96: Deadlines Setting; Step 4 - Add Number of Days

4.5.1.5 Having clicked “Submit” button, the deadline is set for “Annual update” report

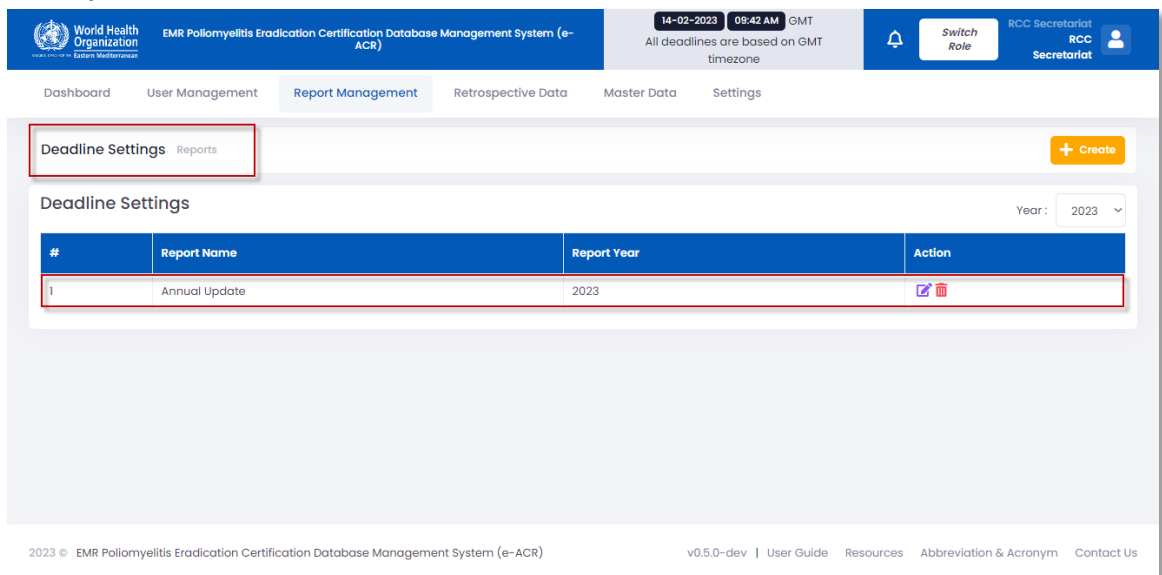


Figure 97: Deadlines Setting; Step 5 - Set Deadline

4.5.1.6 On setting deadline, an email is generated, RCC Sect. can send to Country Focal Point

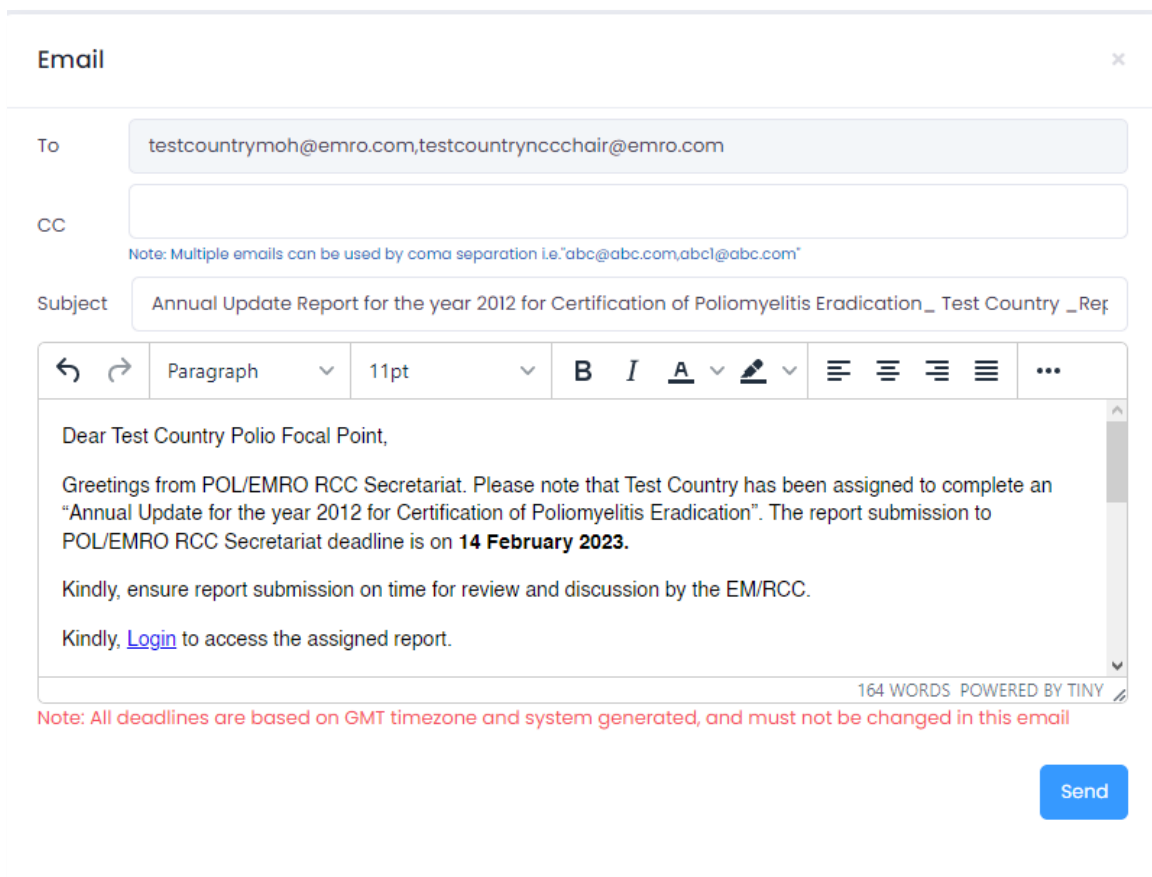


Figure 98: Deadlines Setting; Step 6 - Email Notification

4.5.2 Assign Report

4.5.2.1 RCC Sect. will assign report to Country Focal Point by clicking “Assign Report” button

World Health Organization EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)		14-02-2023 09:54 AM GMT All deadlines are based on GMT timezone		Switch Role RCC Secretariat			
Dashboard	User Management	Report Management	Retrospective Data	Master Data	Settings		
15	Qatar	Annual Update	2023	-	-	Not Assigned	Assign Report
16	Saudi Arabia	Annual Update	2023	-	-	Not Assigned	Assign Report
17	Somalia	Annual Update	2023	-	-	Not Assigned	Assign Report
18	Sudan	Annual Update	2023	-	-	Not Assigned	Assign Report
19	Syrian Arab Republic	Annual Update	2023	-	-	Not Assigned	Assign Report
20	Test Country	Annual Update	2023	-	-	Not Assigned	Assign Report
21	Tunisia	Annual Update	2023	-	-	Not Assigned	Assign Report
22	United Arab Emirates	Annual Update	2023	-	-	Not Assigned	Assign Report
23	Yemen	Annual Update	2023	-	-	Not Assigned	Assign Report

Figure 99: Assign Report; Step 1 - Select Country

4.5.2.2 Having clicked “Assign Report” button, form will appear from which RCC Sect can select country, report and year. On this page the deadline is mentioned for this report. RCC Sect click “Assign” button to assign report to Country Focal Point.

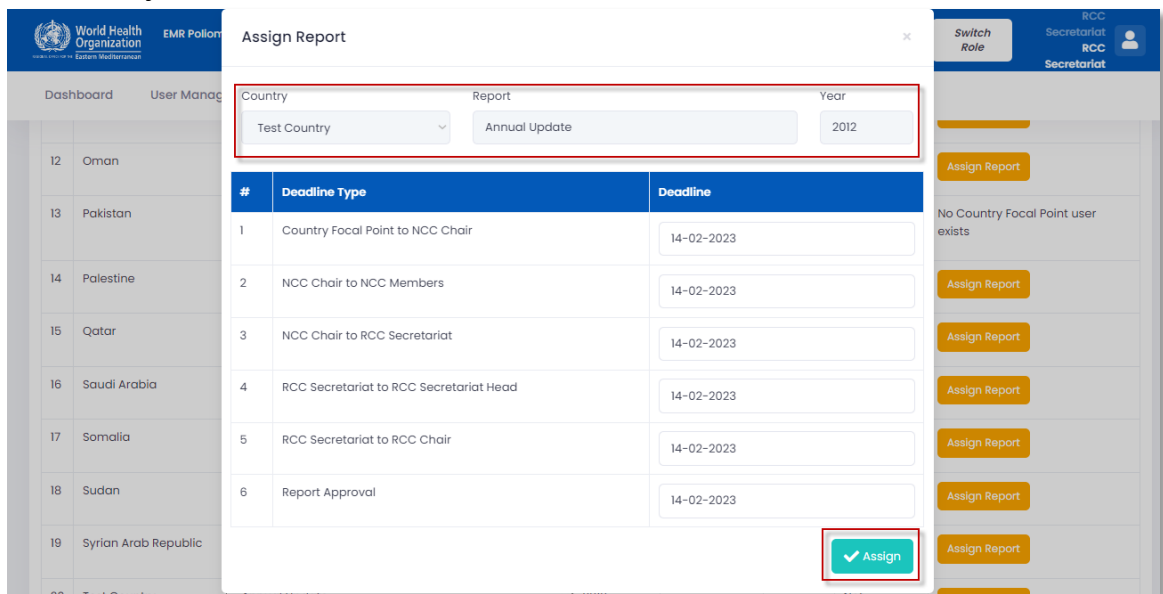


Figure 100: Assign Report; Step2 - Select Country, Report & Year

4.5.2.3 Once the report is assigned to Country Focal Point, the report status will appear on the RCC Sect. dashboard in front of respective country under “Country Focal Point” column

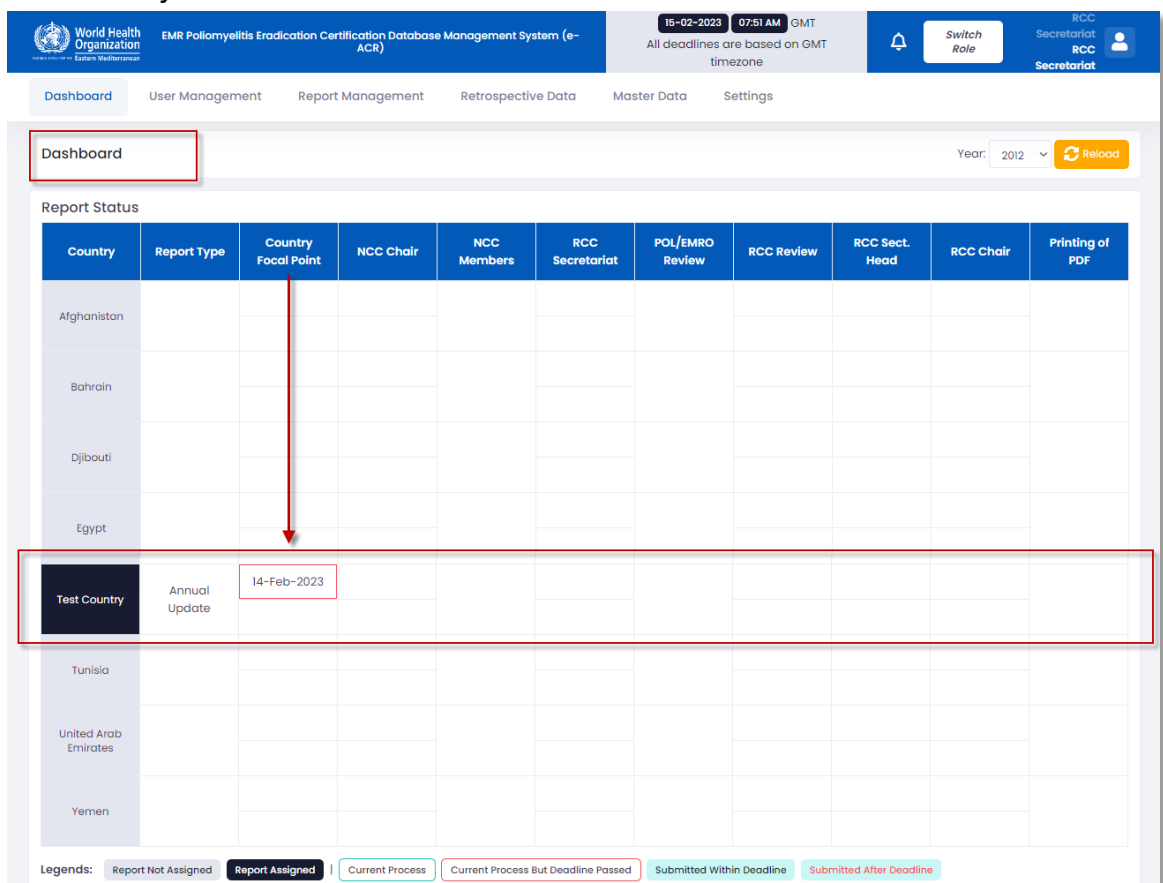


Figure 101: Assign Report; Step 3 - Report Status on RCC Sect.

4.5.2.4 Once the Country Focal Point fills the report and assigned it to NCC Chair, the report status is shown on the RCC Sect. dashboard

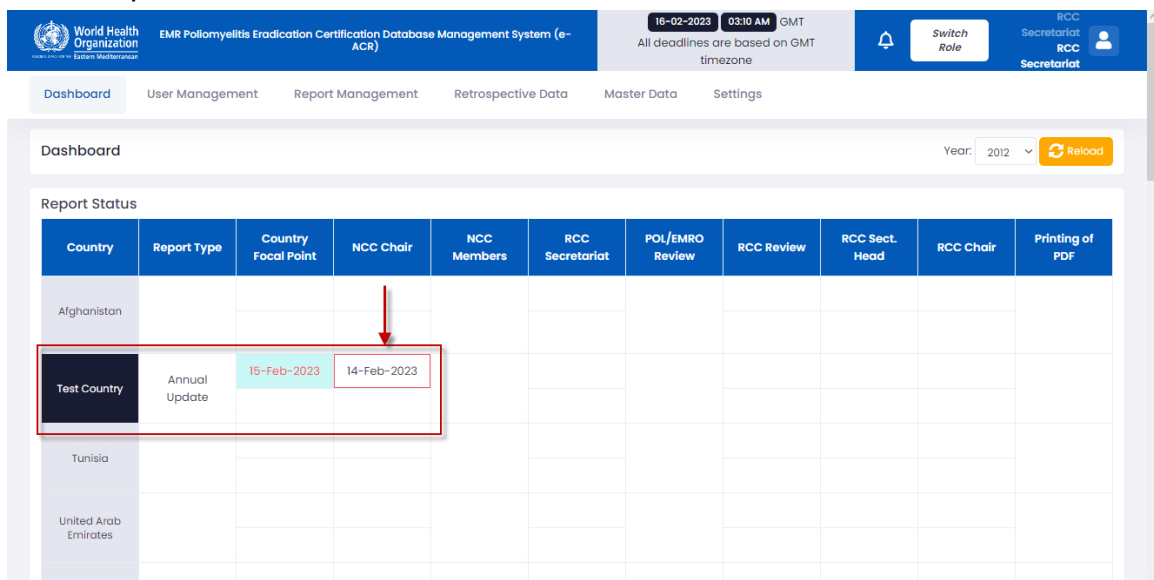


Figure 102: Assign Report; Step 4 - Report Status on RCC Sect.

4.5.2.5 **Assigning RCC Reviewers (or EMRO/POL Reviewers)** - RCC Sect. will open the report, save & close and then following additional options will appear. RCC Sect. assign the report to EMRO/POL reviewers by clicking “Assign RCC Reviewer” button.

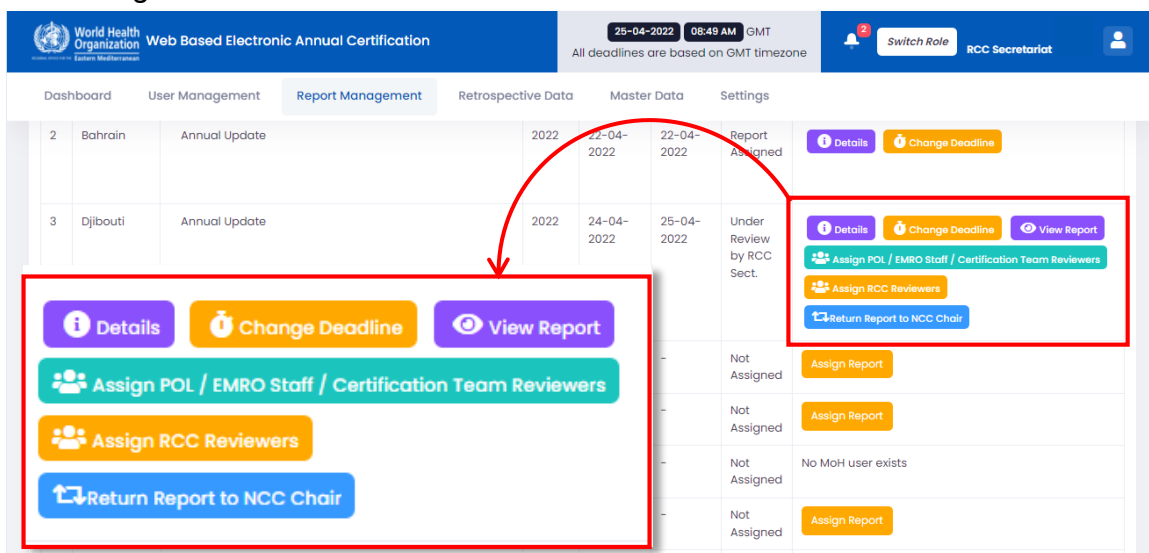


Figure 103: Assign Report; Step 5 - Additional Options

4.5.2.6 On clicking the tab of “Assign POL/EMRO Staff/Certification Team Reviewers” following pop up will appear. RCC Sect. can assign the reviewers from the drop down which will have list of active members and define a deadline. Thereafter on pressing “Assign” the report will be shared with nominated reviewers and notifications sent through emails and notification bar on the home screens of reviewers.

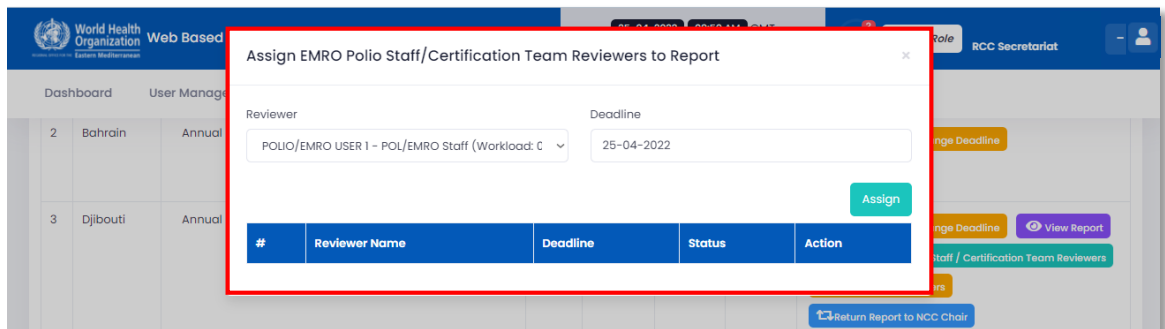


Figure 104: Assign Report; Step 6 - Selection of Reviewers

4.5.2.7 An email notification will be generated while assigning the report by pressing “Assign” button

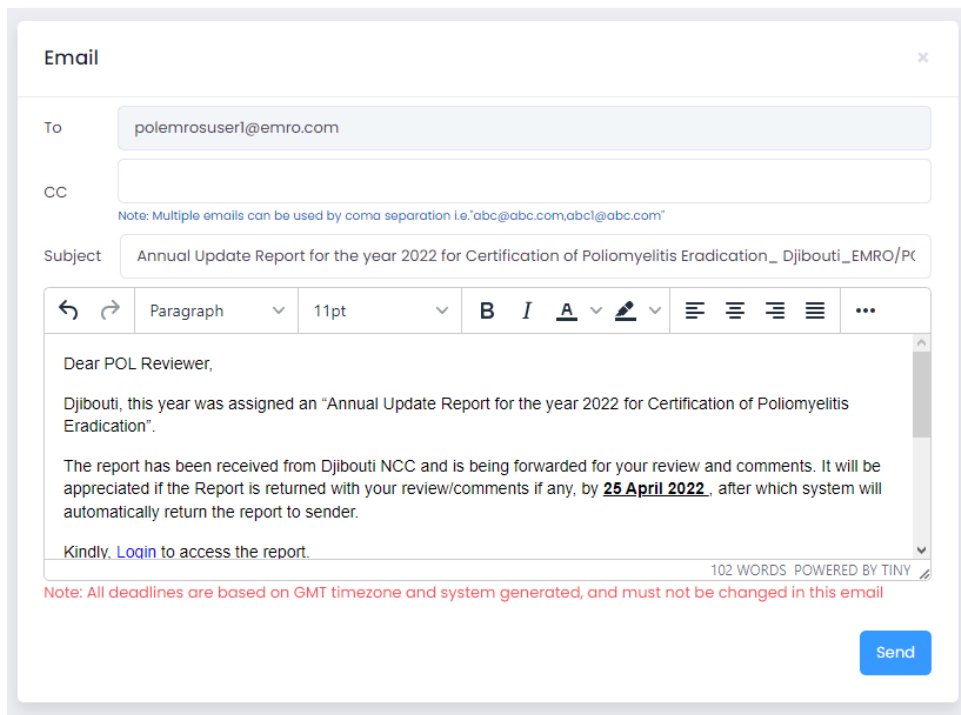


Figure 105: Assign Report; Step 7 - Notification for Reviewers

4.5.3 Assigned Report

4.5.3.1 Receiving Report from The Country and Sharing with Reviewers RCC Sect receives the notification of report and it shows the status on dashboard as well.

The screenshot shows the 'Report Status' section of the dashboard for the year 2012. A table lists reports for various countries. The 'Test Country' row is highlighted with a red box. The table columns are: Country, Report Type, Country Focal Point, NCC Chair, NCC Members, RCC Secretariat, POL/EMRO Review, RCC Review, RCC Sect. Head, RCC Chair, and Printing of PDF. The 'Test Country' row shows an 'Annual Update' report assigned on 15-Feb-2023, with a deadline of 18-Feb-2023. A legend at the bottom identifies the status as 'Report Assigned'.

Country	Report Type	Country Focal Point	NCC Chair	NCC Members	RCC Secretariat	POL/EMRO Review	RCC Review	RCC Sect. Head	RCC Chair	Printing of PDF
Afghanistan										
Test Country	Annual Update	15-Feb-2023	17-Feb-2023	17-Feb-2023	18-Feb-2023					
Tunisia										
United Arab Emirates										
Yemen										

Figure 106: Assign Report; Step 1 - Report Status on RCC Sect.

4.5.3.2 RCC Sect. access the report in the Assigned report section. RCC Sect. clicks the “View Report” button to open the report.

The screenshot shows the 'Assigned Reports' section of the dashboard. A table lists assigned reports. The second entry is highlighted with a red box. The table columns are: #, Country, Report Name, Year, Date Assigned, Deadline, Status, and Actions. The second entry shows an 'Annual Update' report assigned on 14-02-2023 with a deadline of 18-02-2023, and its status is 'Under Review by RCC Secretariat'. The 'View Report' button is visible in the actions column.

#	Country	Report Name	Year	Date Assigned	Deadline	Status	Actions
1	Test Country	Annual Progress Report	2013	15-02-2023	18-02-2023	Report Assigned to Country Focal Point	Details
2	Test Country	Annual Update	2012	14-02-2023	18-02-2023	Under Review by RCC Secretariat	Details View Report

Figure 107: Annual Update; Step 2 – Access Report

4.5.3.3 RCC Sect. access the report in the Assigned report section. RCC Sect. clicks the “View Report” button to open the report.

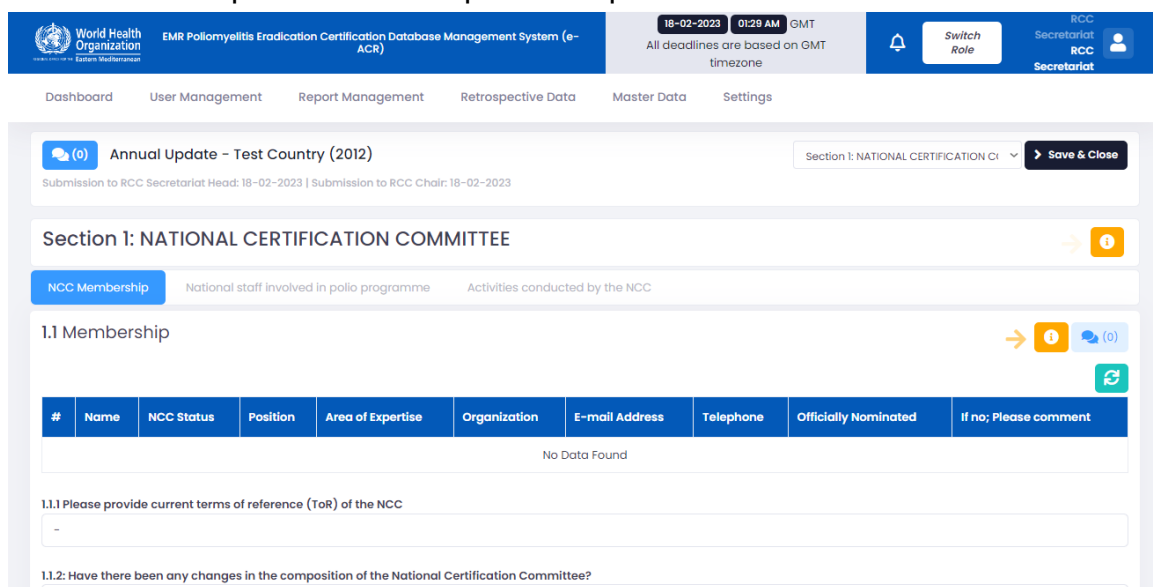


Figure 108: Annual Update; Step 3 – Open Report

4.5.3.4 After opening the report, RCC Sect. clicks the comment button to open the comment window.

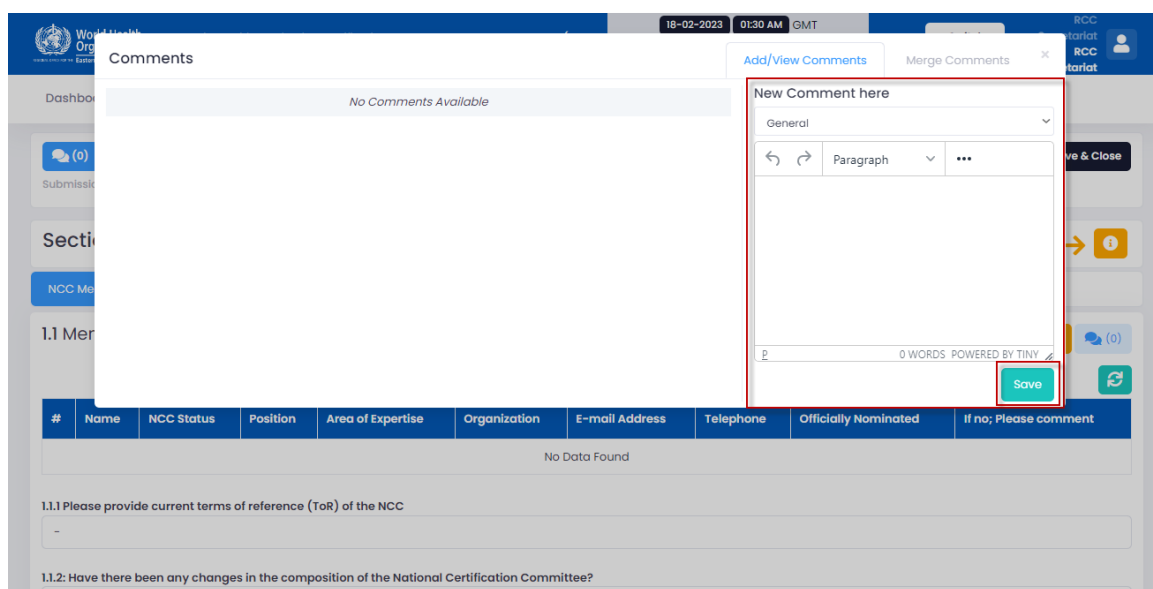


Figure 109: Annual Update; Step 4 – Access Comment

4.5.3.5 On the comment window, RCC Sect. add the comments and clicks “Save” button

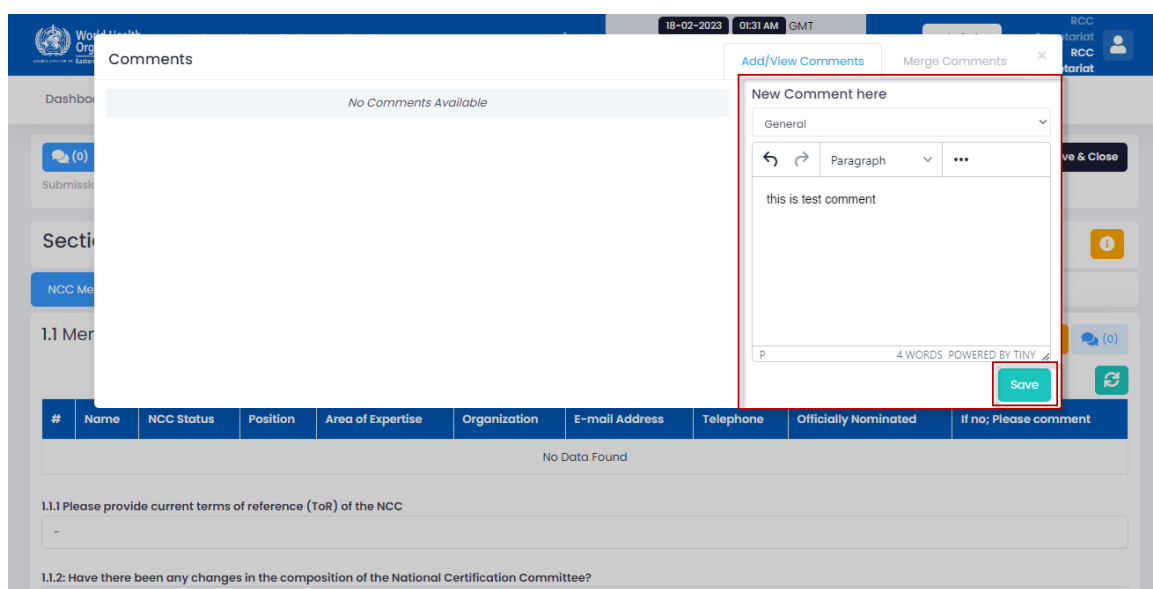


Figure 110: Annual Update; Step 5 – Save Comment

4.5.3.6 RCC Sect. can add multiple comments, which will be logged on the left area of e comment window

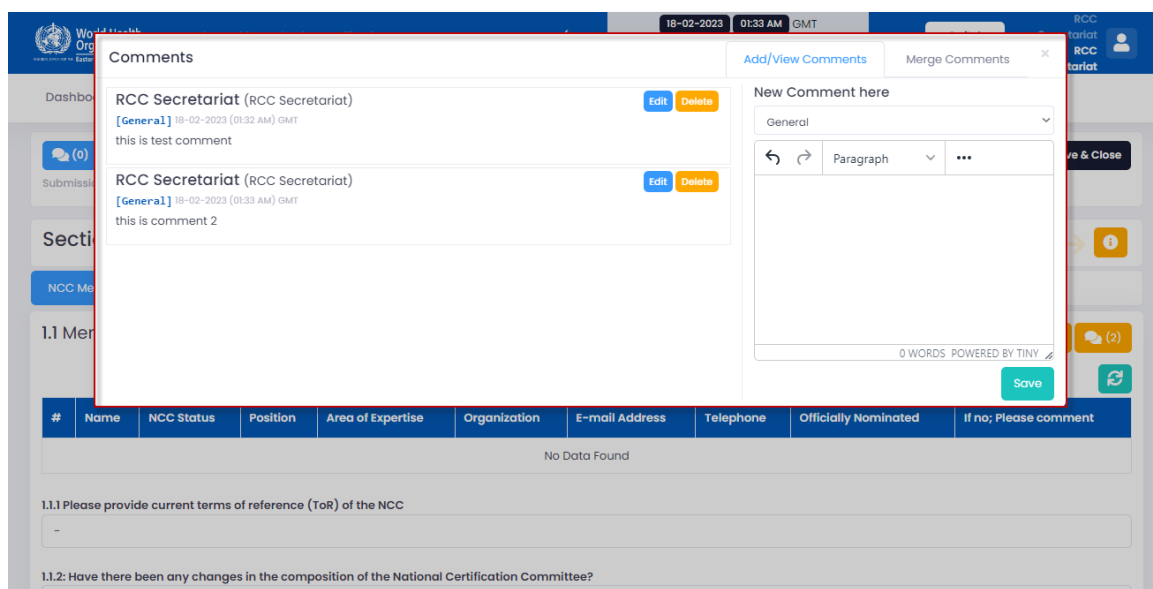


Figure 111: Annual Update; Step 6 – Multiple Comments

4.5.3.7 RCC Sect. saves the report by clicking “Save & Close” button

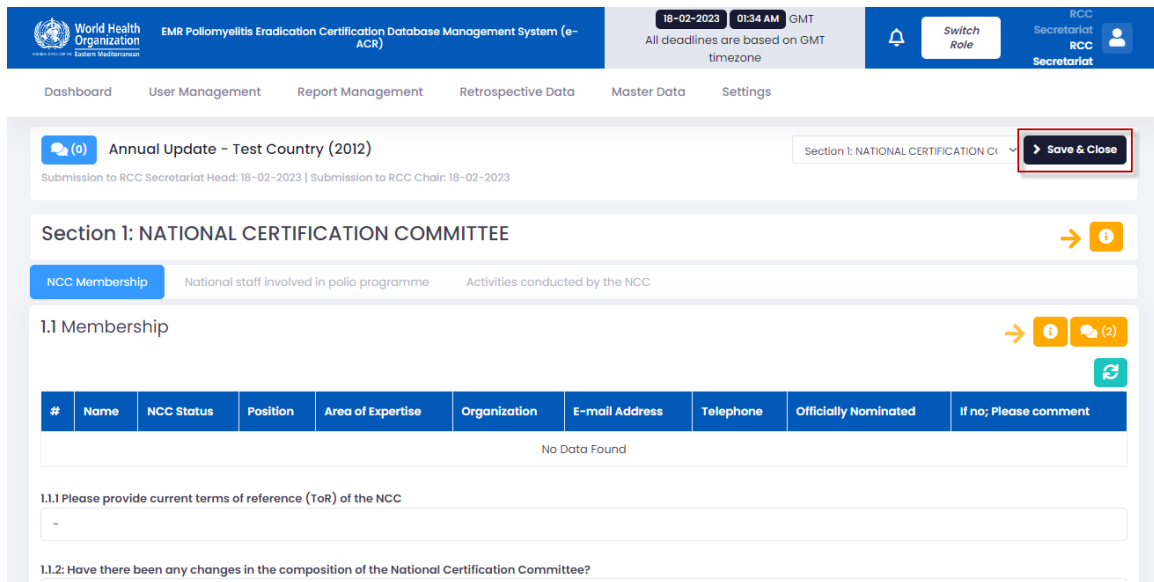


Figure 112: Annual Update; Step 7 – Save & Close

4.5.3.8 RCC Sect. assigns the report to RCC Reviewers for their inputs by clicking “Assign RCC Reviewer” button

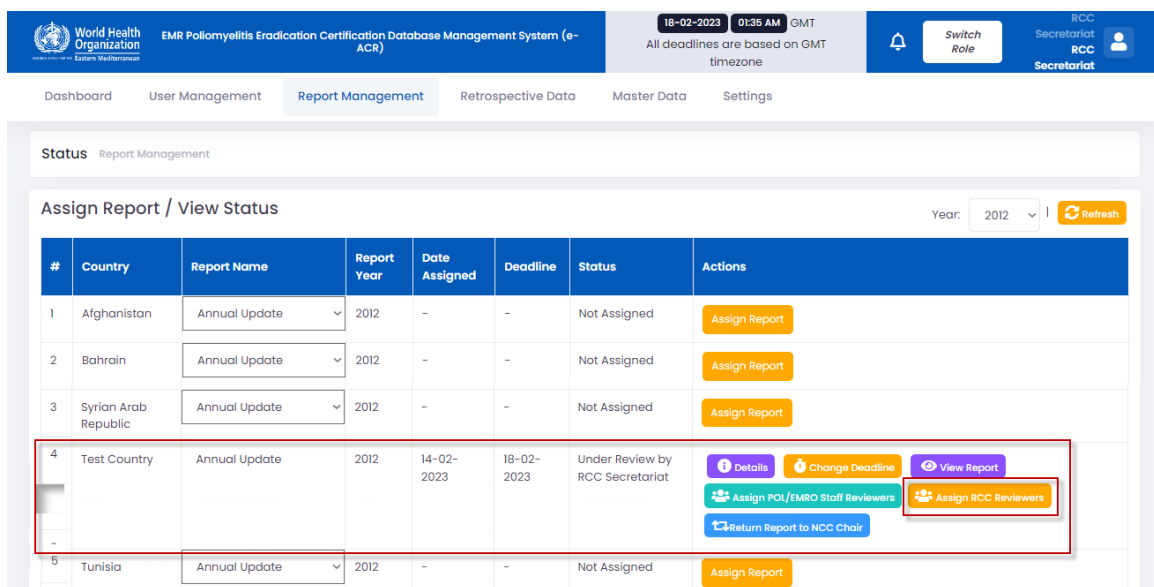


Figure 113: Annual Update; Step 8 – Assign Report

4.5.3.9 A popup open where RCC Sect. selects the Reviewer, type of reviewer and set the deadline for this reviewing task and click “Assign” button

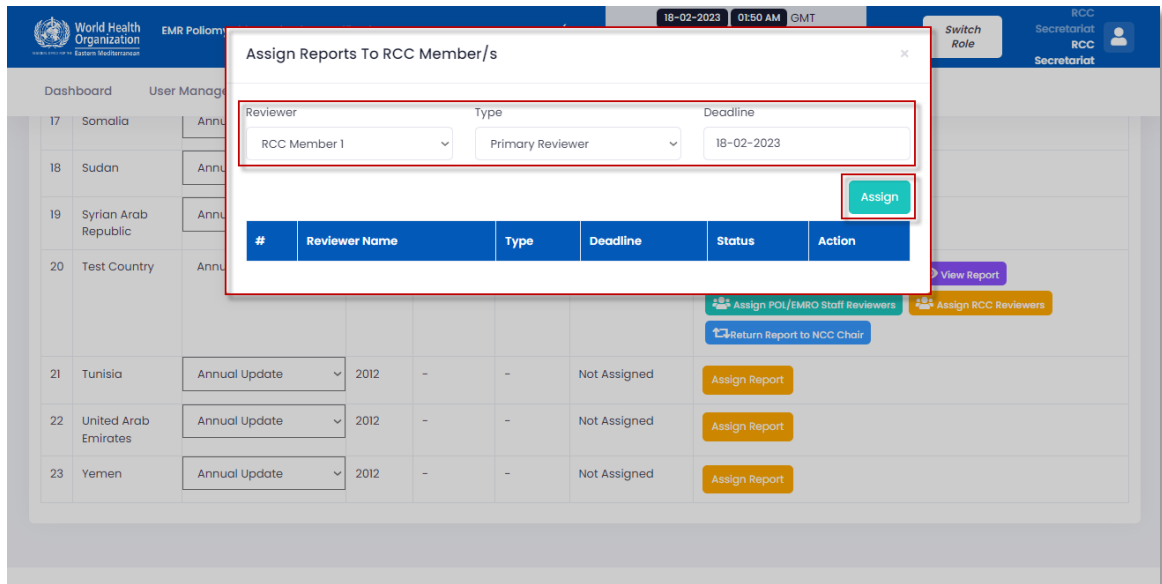


Figure 114: Annual Update; Step 9 –. Select RCC Members

4.5.3.10 RCC Sect. send the email notification to the selected reviewer by clicking “Send” button

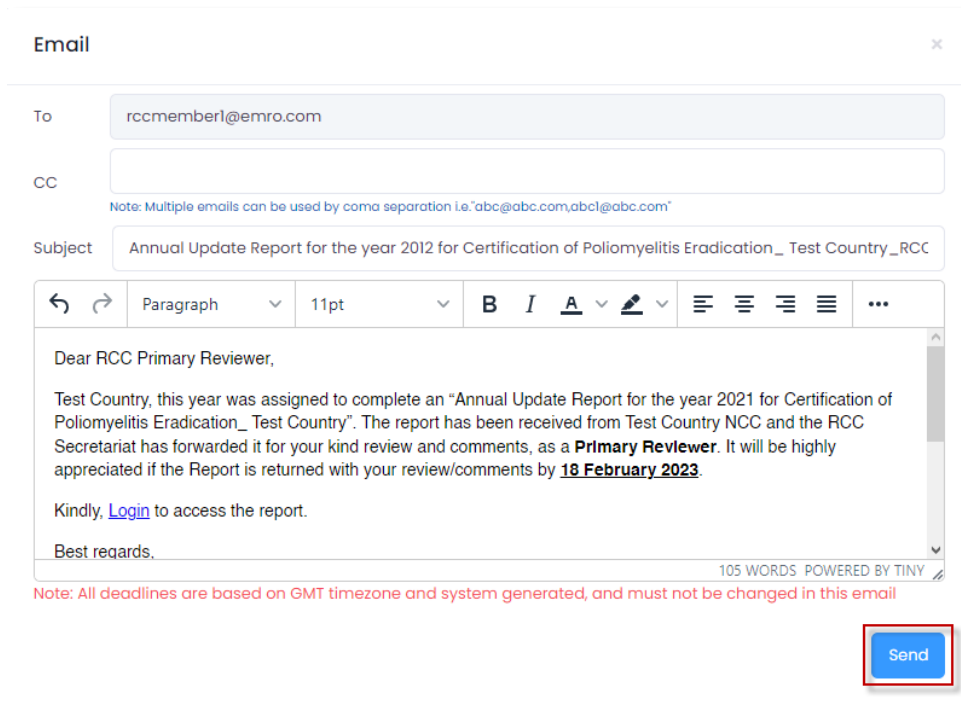


Figure 115: Assign Report; Step 10 - Notification for Reviewers

4.5.3.11 Receiving reports back from reviewers and consolidating the comments - RCC Sect. access the report in the Assigned report section and clicks the “View Report” button to open the report.

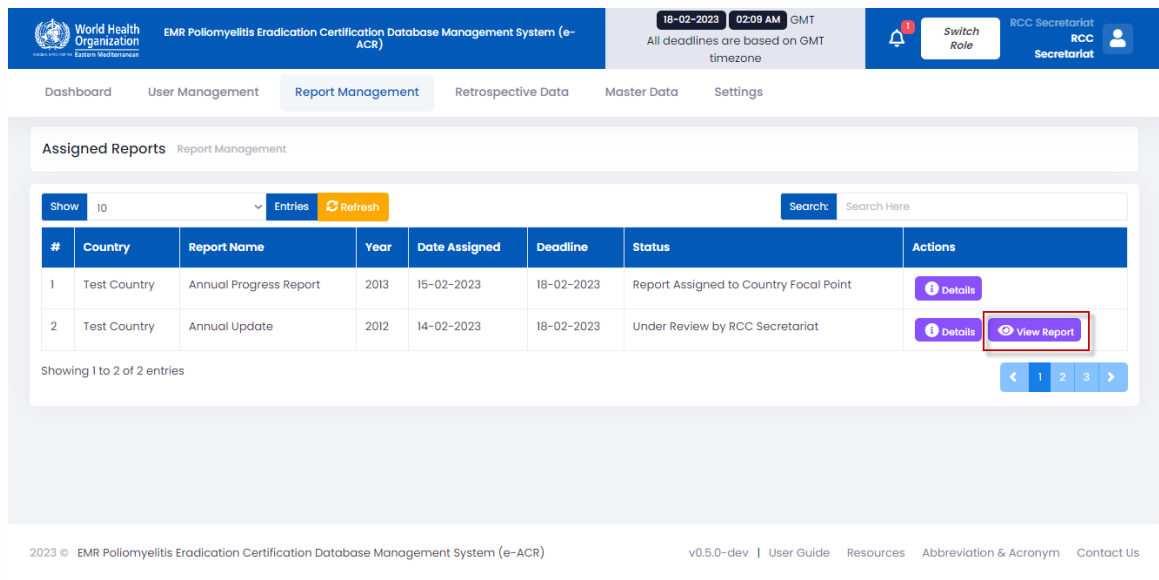


Figure 116: Annual Update; Step 1 – Access Report

4.5.3.12 After opening the report, RCC Sect. clicks the comment button to open the comment window.

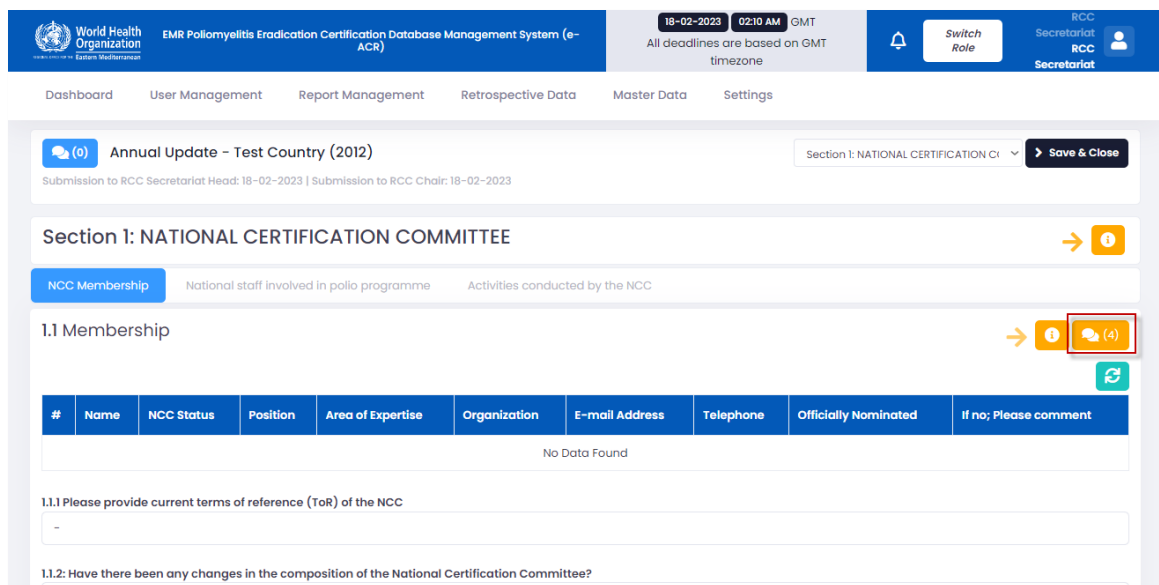


Figure 117: Annual Update; Step 2 – Open Report

4.5.3.13 On the comment window, RCC Sect. add the comments and clicks “Save” button

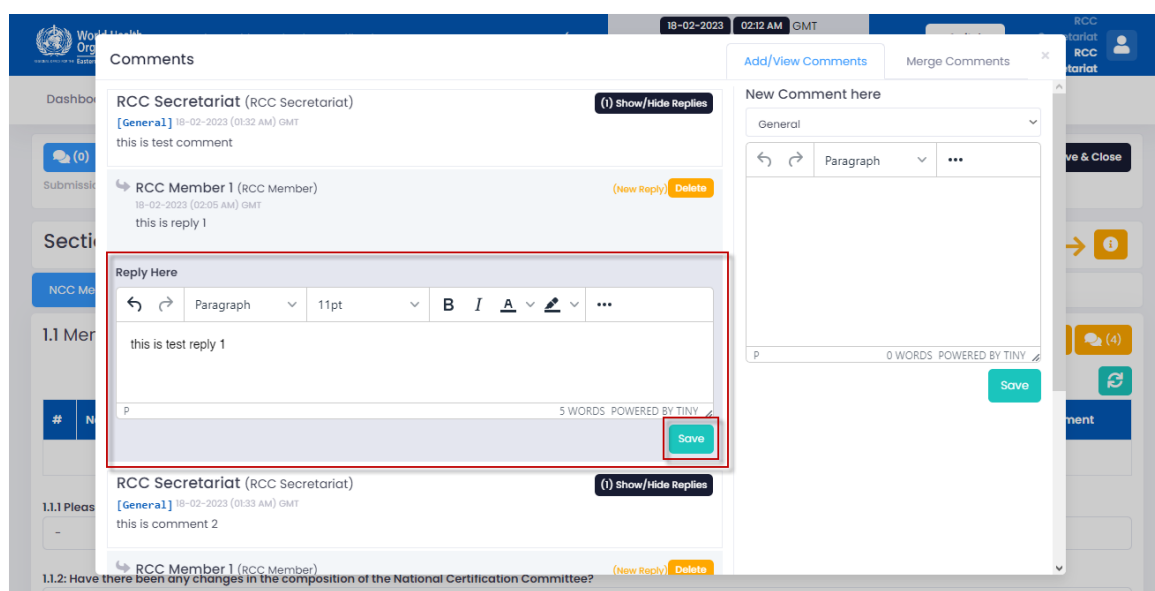


Figure 118: Annual Update; Step 3 –. Save Comment

4.5.3.14 On the comment window, RCC Sect. add multiple comments and reply others’ comments and clicks “Save” button

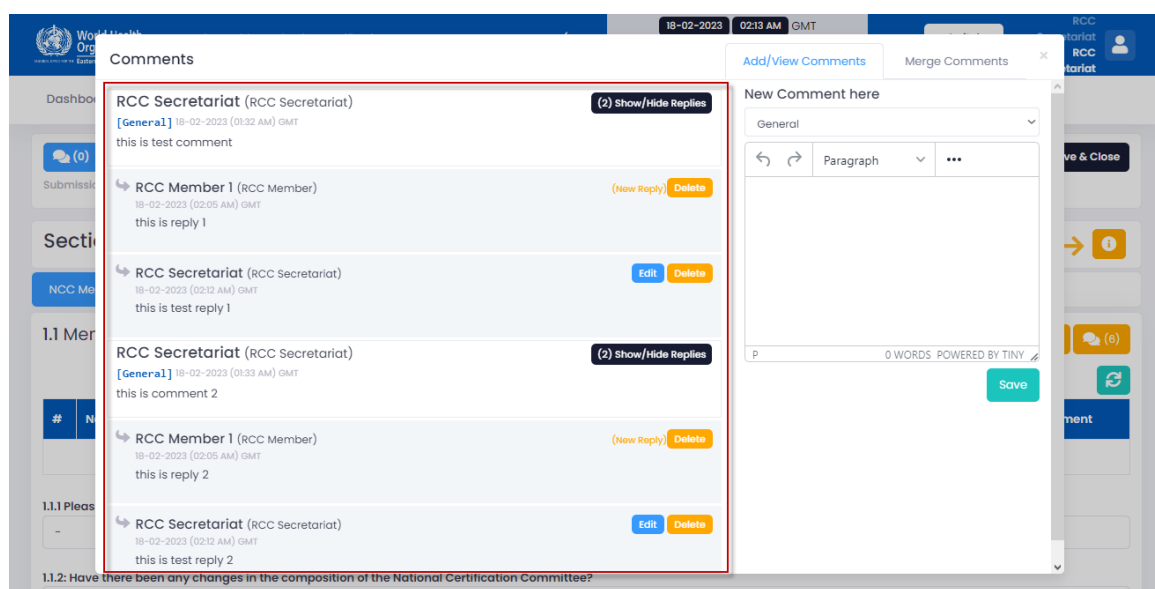


Figure 119: Annual Update; Step 4 –. Reply Comments

4.5.3.15 RCC Sect. saves the report by clicking “Save & Close” button

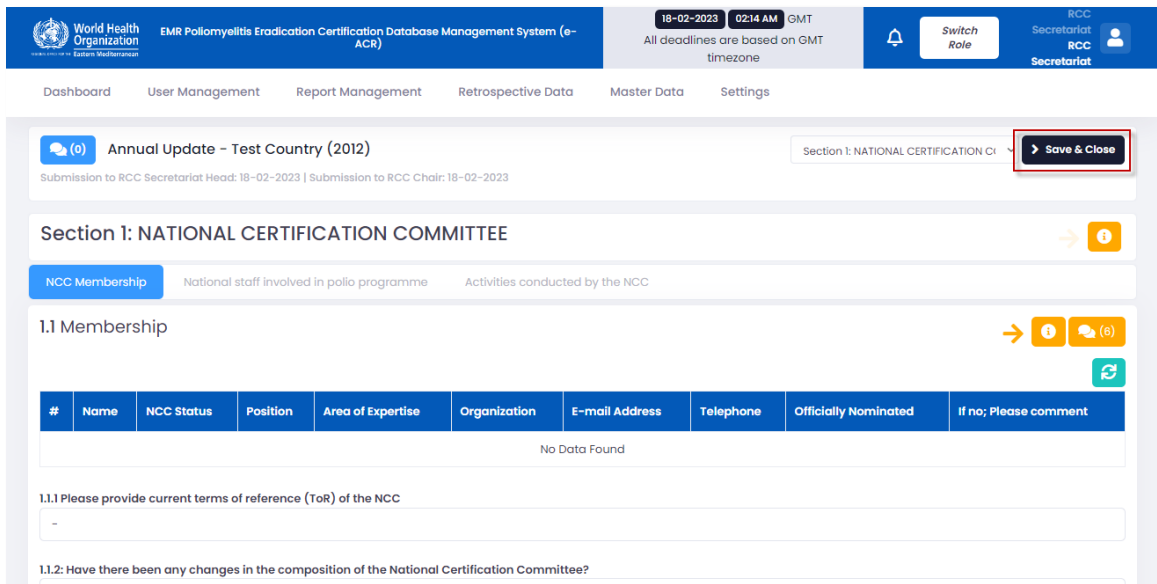


Figure 120: Annual Update; Step 5 – Save & Close

4.5.3.16 Sharing the reports with RCC Sect. Head - RCC Sect. assigns the report to RCC Sect. Head for their inputs by clicking “Submit Report to RCC Secretariat Head” button

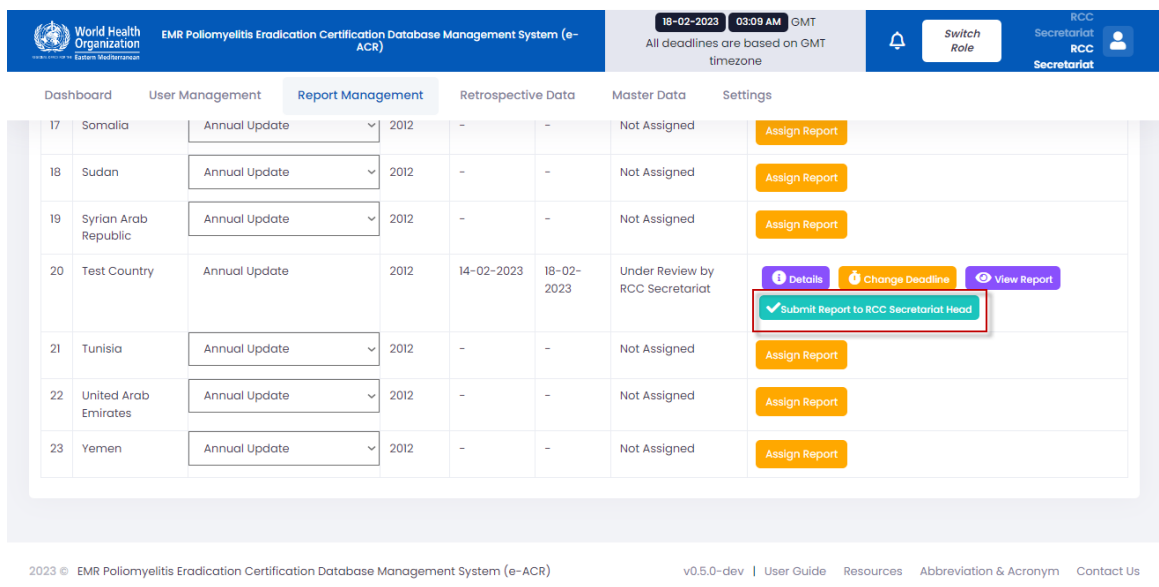


Figure 121: Annual Update; Step 1 – Assign Report

4.5.3.17 RCC Sect. assigns the report to RCC Sect. Head for their inputs by clicking “Submit Report to RCC Secretariat Head” button

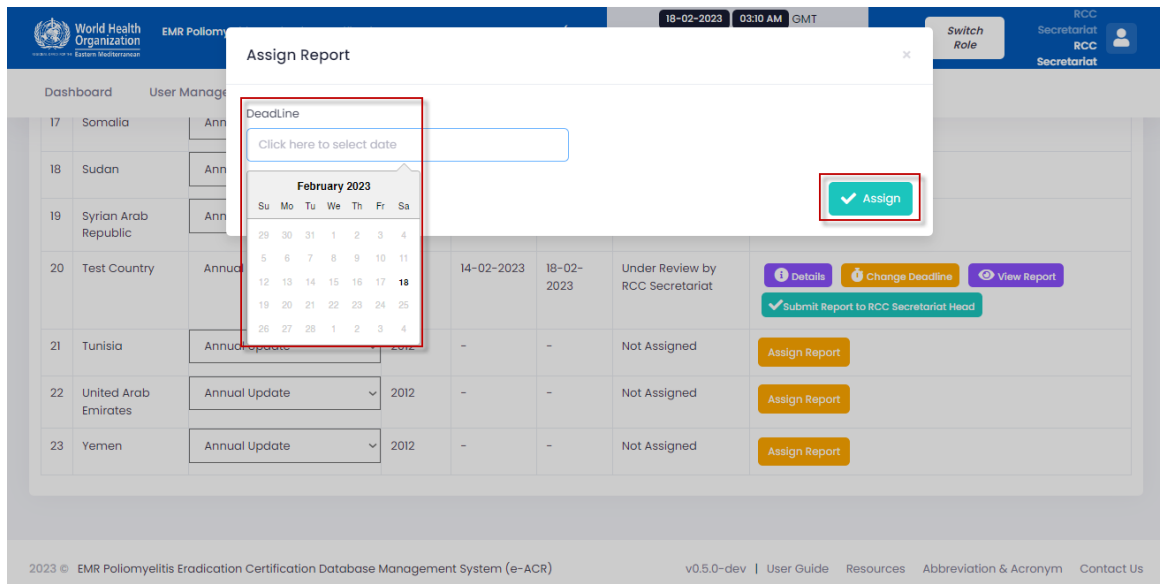


Figure 122: Annual Update; Step 2 – Set Deadline to Assign Report

4.5.3.18 RCC Sect. send the email notification to RCC Sect. Head by clicking “Send” button

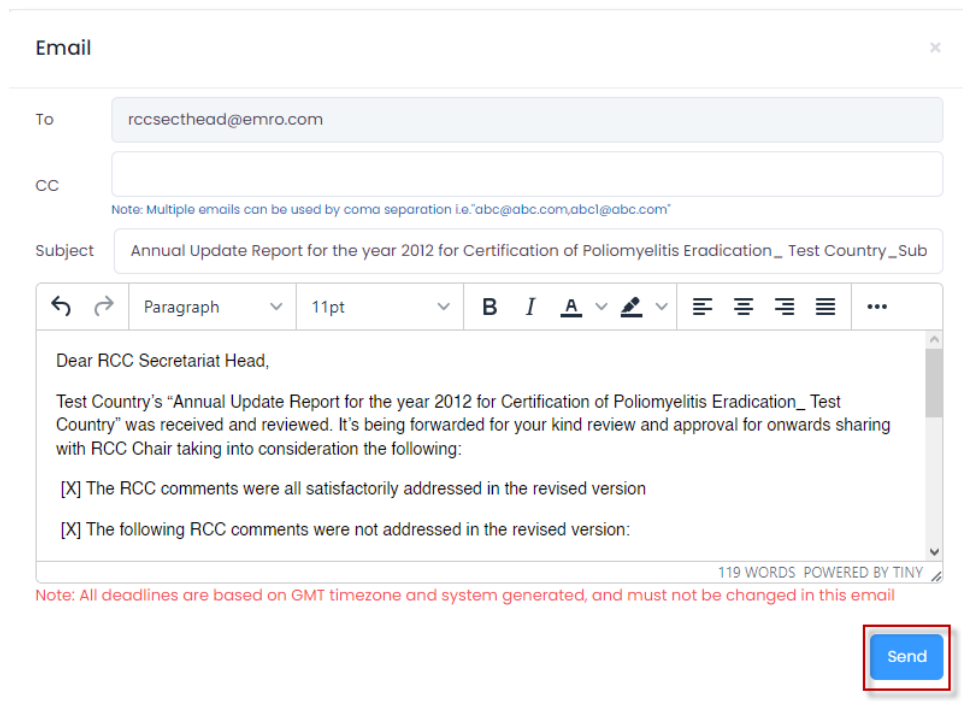


Figure 123: Annual Update; Step 3 – Email Notification

4.5.3.19 **Sharing the reports with RCC Chair** RCC Sect. access the report in the Assigned report section and clicks the “View Report” button to open the report.

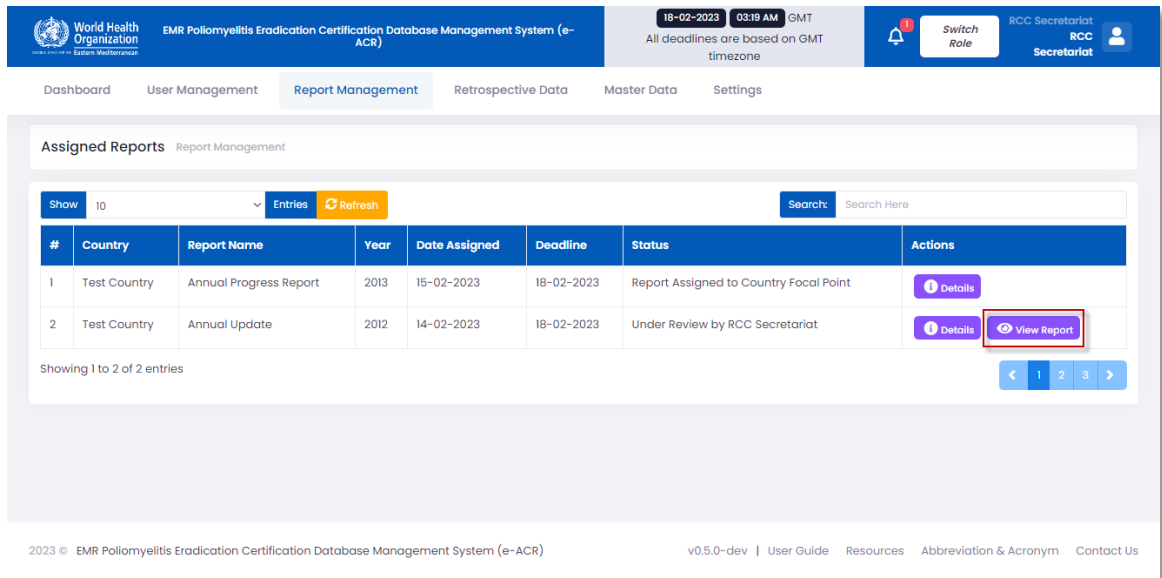


Figure 124: Annual Update; Step 1 – Access Report

4.5.3.20 **RCC Sect. review the report sections and comments.** After reviewing RCC Sect. saves the report by clicking “Save & Close” button

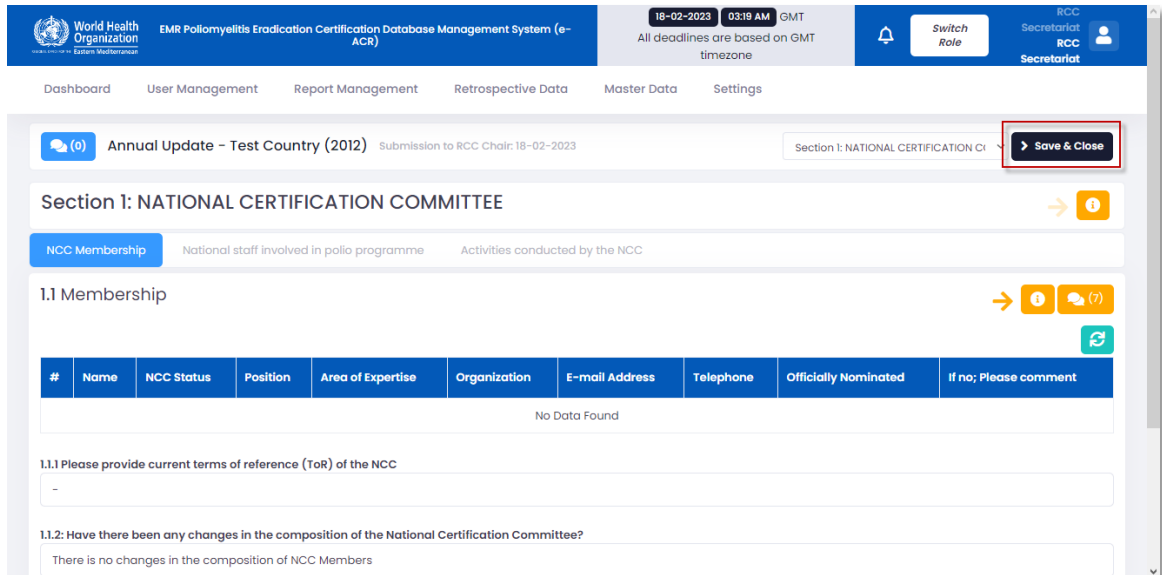


Figure 125: Annual Update; Step 2 – Review and Save & Close Report

4.5.3.21 After closing the report, RCC Sect. submit the report to RCC Chair for review by clicking “Submit Report to RCC Chair” button.

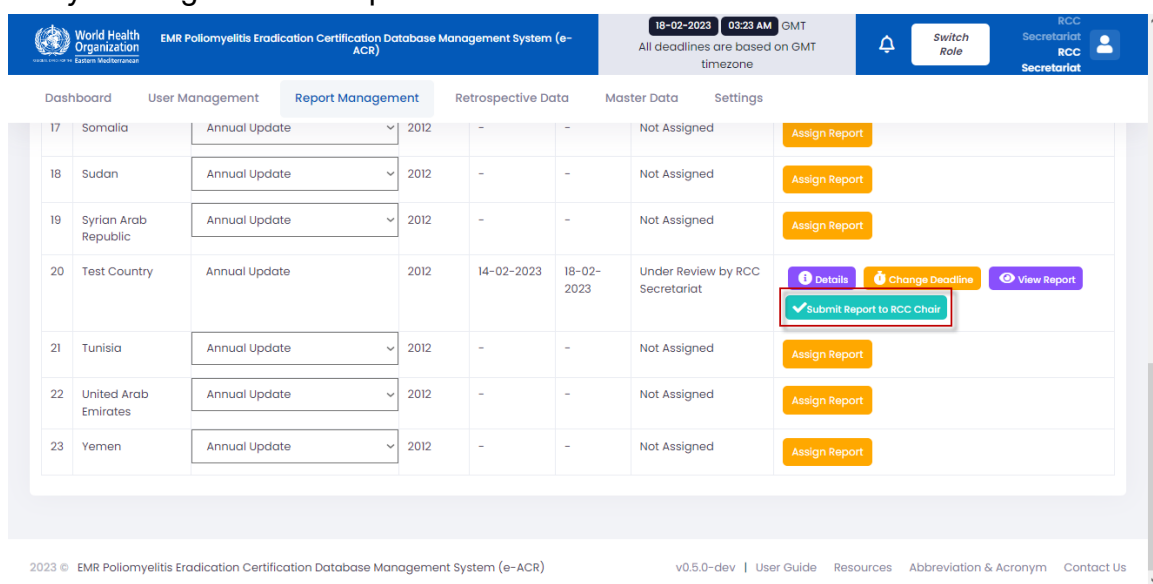


Figure 126: Annual Update; Step 3 – Report Submission Page

4.5.3.22 Having clicked on “Submit Report to RCC Chair” button, a popup appears in which RCC Sect. set the deadline for the report.

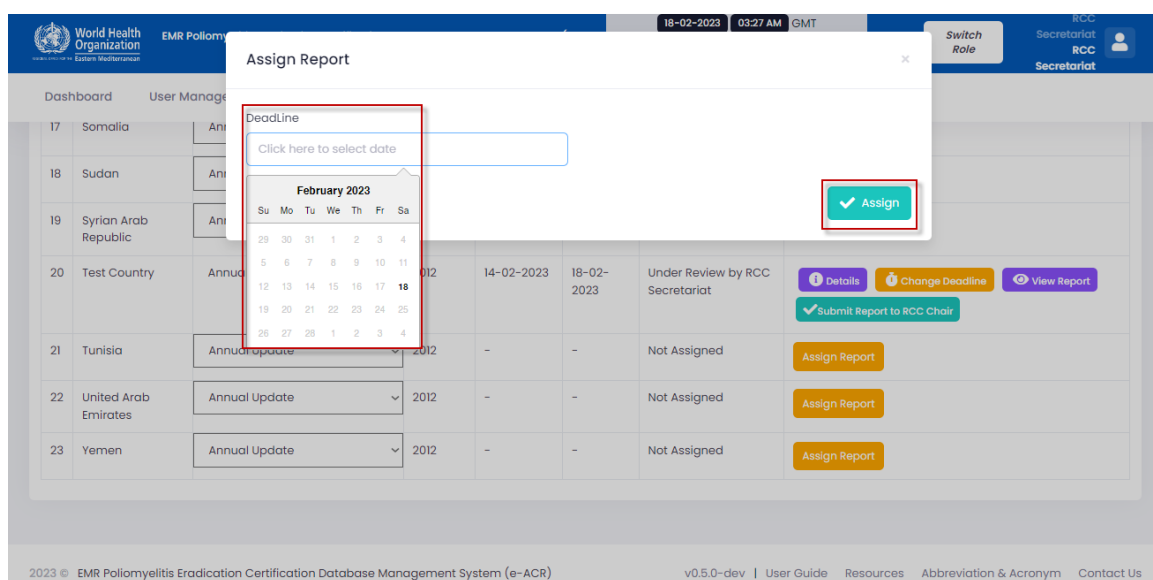


Figure 127: Annual Update; Step 4 – Set Deadline for Report

4.5.3.23 RCC Sect. send the email notification to RCC Chair by clicking “Send” button

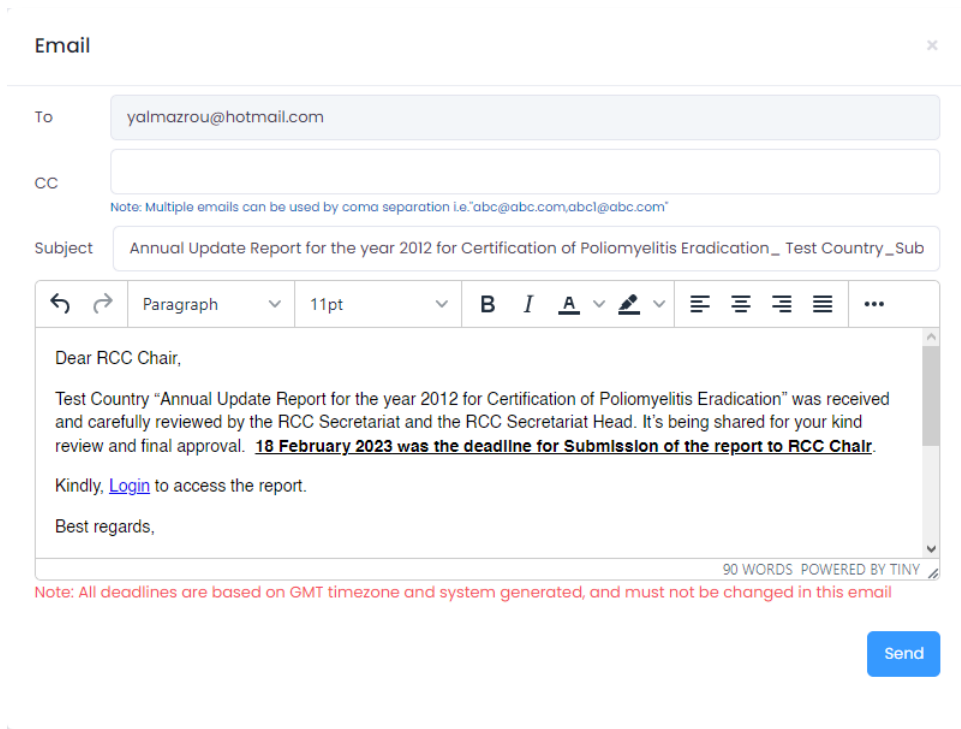


Figure 128: Annual Update; Step 5 – Email Notification

4.5.3.24 Approval process – for approving comments, NCC Chair logs in and receive the notification of report on dashboard.

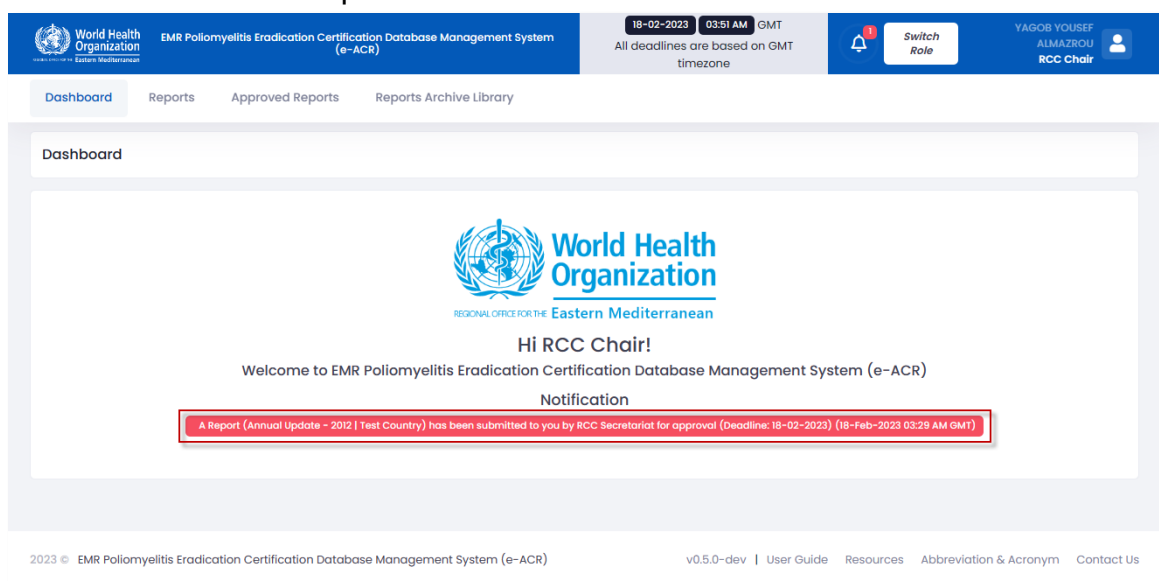


Figure 129: Annual Update; Step 1 – Approval of Comments

4.5.3.25 NCC Chair access the report in the Assigned report section and clicks the “View Report” button to open the report.

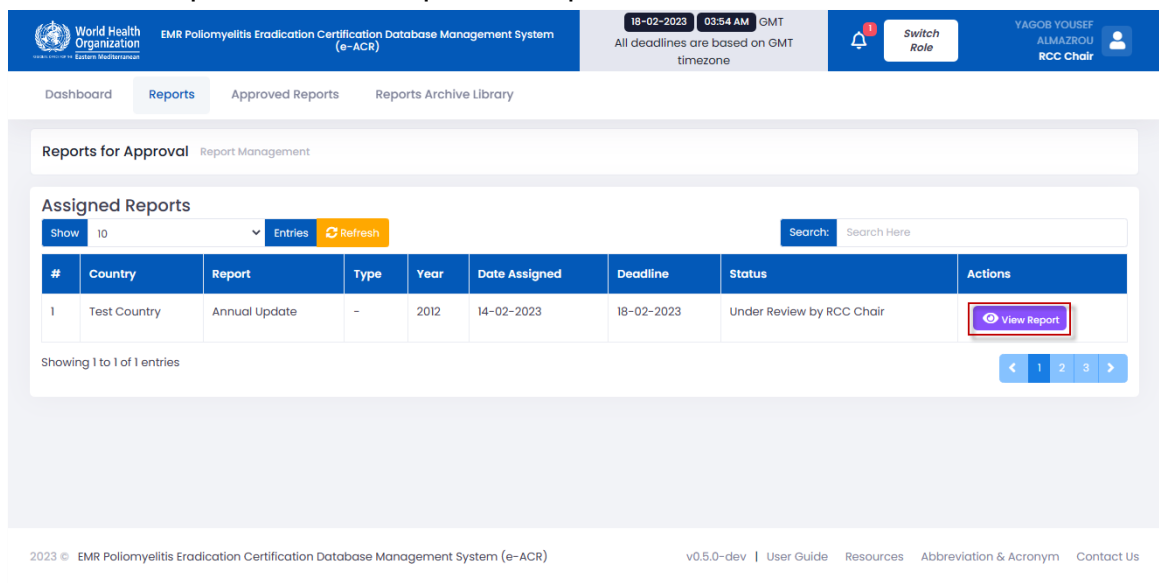


Figure 130: Annual Update; Step 2 – Access Report

4.5.3.26 On the comment window, NCC Chair clicks on “Comment” icon to access the comment section.

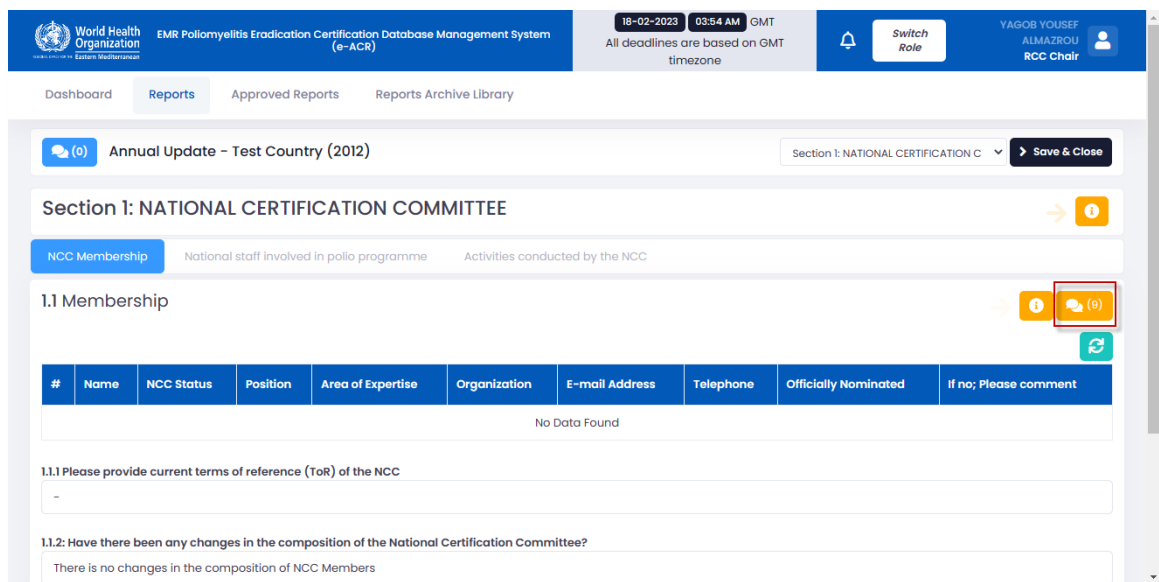


Figure 131: Annual Update; Step 3 – Comment Icon

4.5.3.27 On the comment window, NCC Chair view and add multiple comments and reply others' comments.

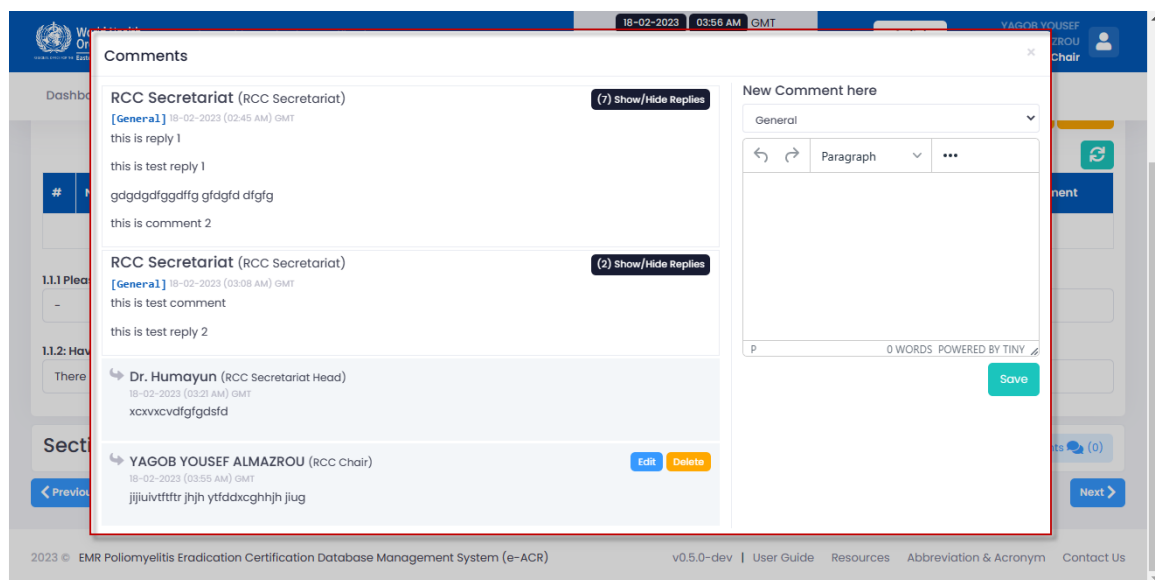


Figure 132: Annual Update; Step 4 – Access Comments

4.5.3.28 NCC Chair reviews the report comments. After reviewing NCC Chair saves the report by clicking “Save & Close” button

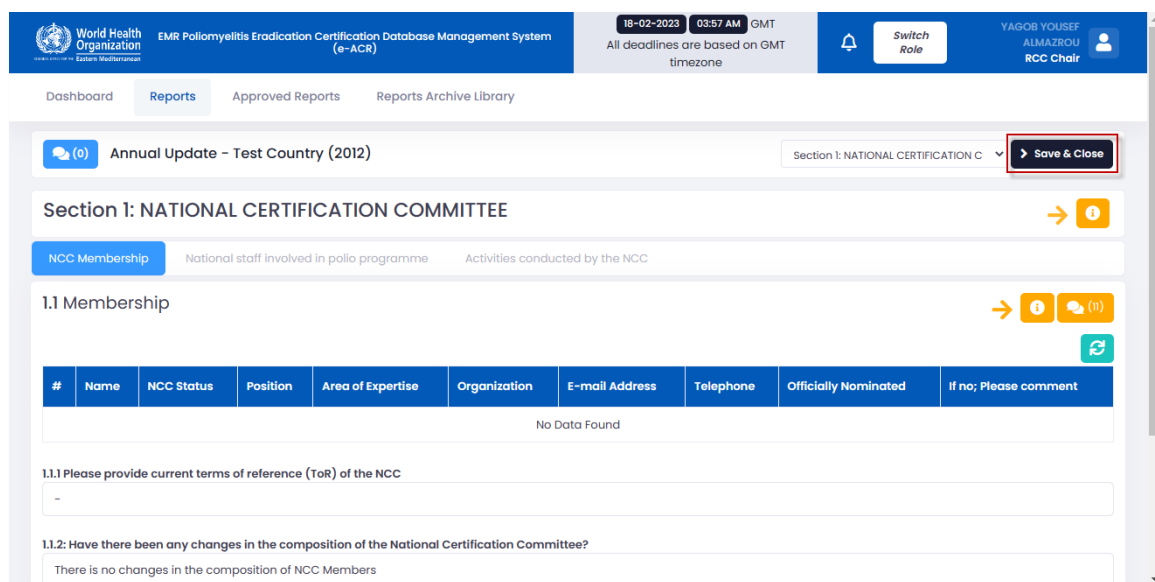


Figure 133: Annual Update; Step 5 – Save & Close Report

4.5.3.29 After closing the report, NCC Chair approves comments by clicking “Approve Comments” button.

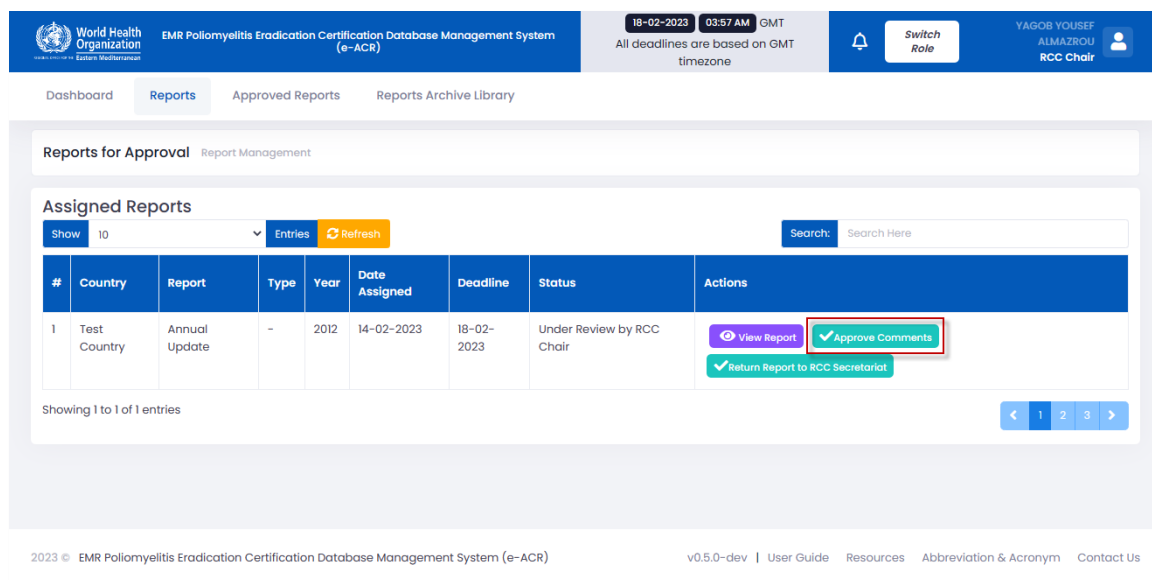


Figure 134: Annual Update; Step 6 – Approve Comments

4.5.3.30 Having clicked on the “Approve Comments” button, a system generated popup will appear to confirm approval of comments..

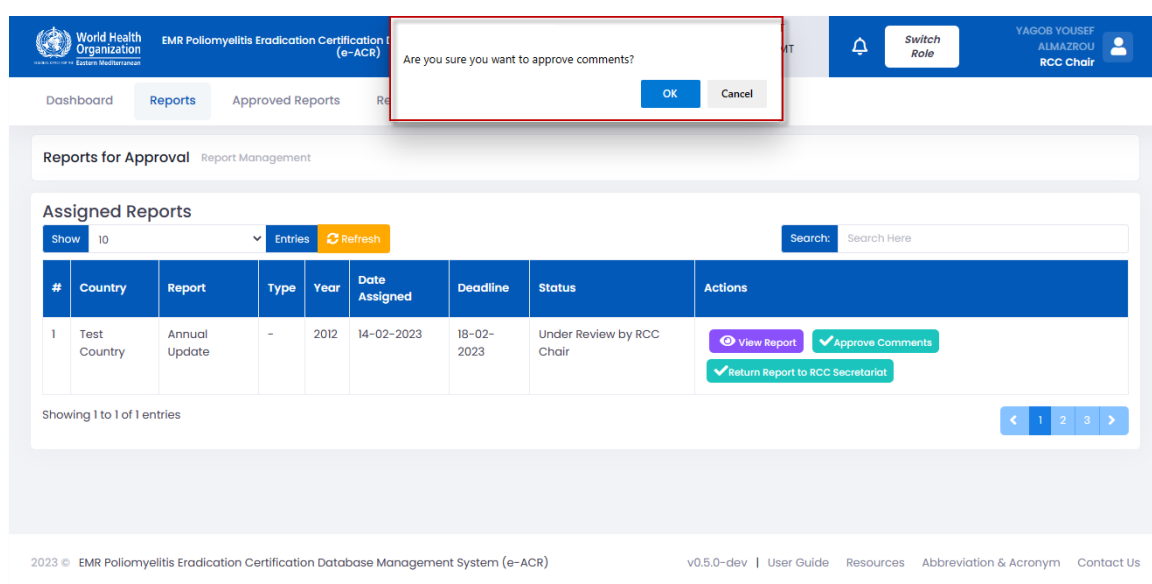


Figure 135: Annual Update; Step 7 – Confirmation of Approval of Comments

4.5.3.31 RCC Chair send the email notification to RCC Sect. by clicking “Send” button

The screenshot shows an email composition window titled "Email". The "To" field contains "rcc@emro.com". The "Subject" field contains "Annual Update Report for the year 2012 for Certification of Poliomyelitis Eradication_ Test Country_Rev". The email body text is as follows:

Dear RCC Secretariat,

"Annual Update Report for the year 2012 for Certification of Poliomyelitis Eradication_ Test Country" was reviewed by RCC Chair and:

- [X] is approved
- [X] still needs revision by Test Country NCC

Kindly, [Login](#) to access the report.

68 WORDS POWERED BY TINY

Note: All deadlines are based on GMT timezone and system generated, and must not be changed in this email

Send

Figure 136: Annual Update; Step 8 – Email Notification

4.5.4 Converting into PDF and Sharing with All

4.5.4.1 On approval of the report an email will be generated for RCC Sect.

The screenshot shows an email composition window titled "Email". The "To" field contains "rcc@emro.com". The "Subject" field contains "Annual Update Report for the year 2022 for Certification of Poliomyelitis Eradication_ Djibouti_Reviewe". The email body text is as follows:

Dear RCC Secretariat,

Revised "Annual Update Report for the year 2022 for Certification of Poliomyelitis Eradication_ Djibouti" was reviewed by RCC Secretariat Head and:

- [X] is approved
- [X] still needs revision by Djibouti NCC

Kindly, [Login](#) to access the report.

68 WORDS POWERED BY TINY

Note: All deadlines are based on GMT timezone and system generated, and must not be changed in this email

Figure 137: Annual Update; Step 1 – Email Notification

4.5.4.2 Having received the final approval from RCC Chair, RCC sect. will go to Report Management/View Status

4.5.4.3 Under action Column RCC Sect. will have the option of generating PDF

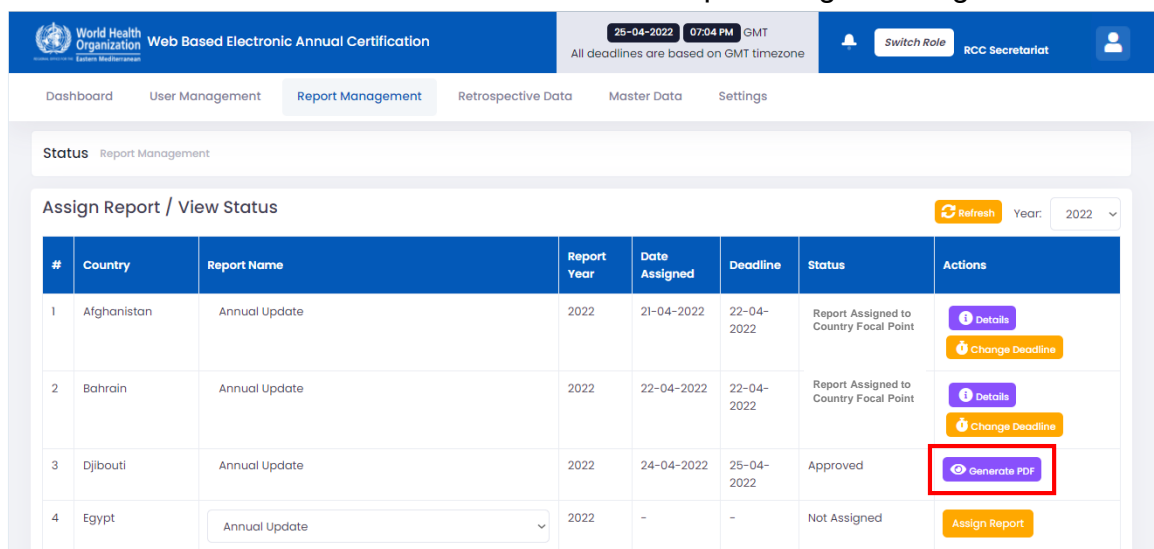


Figure 138: Annual Update; Step 2 - Generation of PDF

4.5.4.4 RCC Sect can under the tab download "Approval Letter, PDF of Approved report and Annexes"

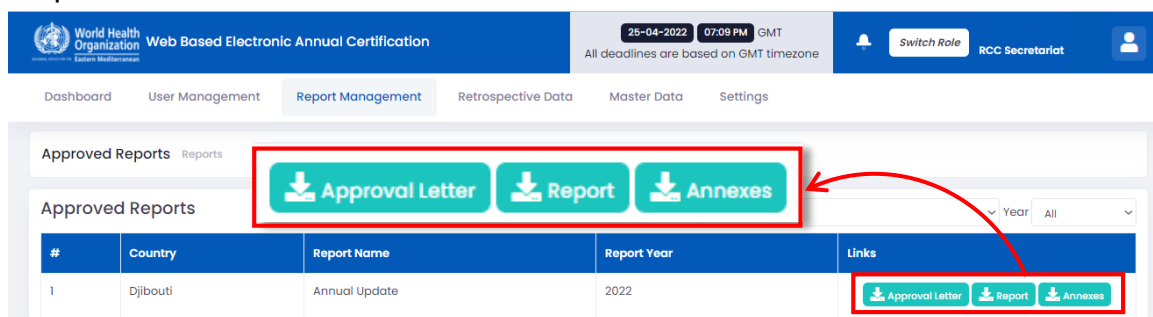


Figure 139: Annual Update; Step 3 – Download Report

4.5.4.5 Following are the specimens of downloaded PDFs of Approved Report and Covering Letter

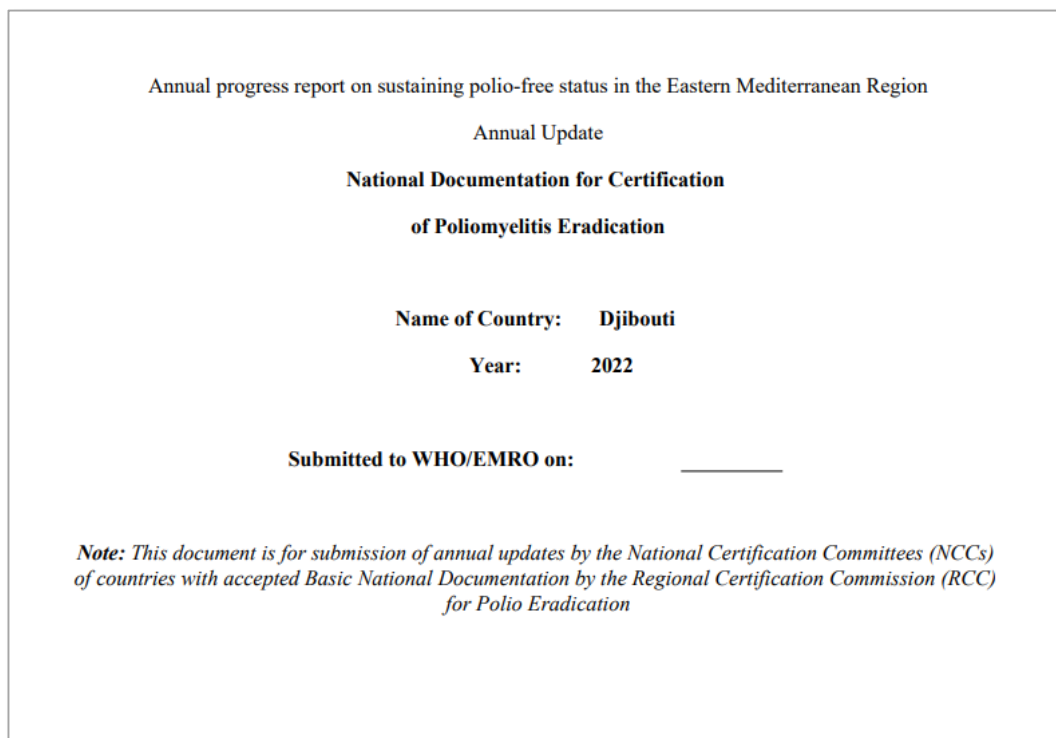


Figure 140: Annual Update; Step 4 – PDF version of Report

POL/eACR/EGY/2022/AL
P5/61/5

Date: 25/04/2022

Dear Yasir,

We wish to refer to Djibouti Annual Update report for the year 2022. The RCC has received the revised report. A careful review has shown that the revised report has been amended to include responses to the comments raised on the earlier version.

Accordingly, the RCC is pleased to inform you that the revised report has been *formally accepted*. We look forward to seeing you at the following meeting in 2024 to discuss the Annual Update for the year 2023 and other important issues related to certification.

We would like to thank you for your active cooperation with the Regional Commission for Certification of Poliomyelitis in the Eastern Mediterranean Region.

Thank you and with best regards.

Yours sincerely,

Dr Yagob Y. Al Mazrou
Chairman
EM Regional Certification Commission
(Electronic Annual Certification Generated
No Signature Required)

Yasir
Chairperson, National Certification Committee
XXXXXXXX
Djibouti

Figure 141: Annual Update; Step 5 – PDF Version of the Covering Letter

4.6 Retrospective Data

4.6.1 NCC Members

4.6.1.1 RCC Sect. can access NCC Members under the “Retrospective Data” dropdown. RCC Sect. can view and add NCC Members

The screenshot shows the 'Retrospective Data' dropdown menu with 'NCC Members' selected. The main table displays a list of NCC Members with columns for #, Country Name, Year, Name, Status, Position, Email, Telephone, Officially Nominated, and Actions.

#	Country Name	Year	Name	Status	Position	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Dr Mohammed Isa Alshaikh	Member	Pediatric Consultant-Immunologist	MShaikh5@health.gov.bh	+97333494141	No		
2	Test Country	2017	Dr Fairouz Al Hourani	Member	Chief of Nursing Affairs	King Hamad University Hospital	fairouz.alhourani@khuh.org.bh	+97333967020	No	
3	Test Country	2017	Mrs Waheeba Hasan Al Halow	Member	Chief of Nursing Services at Primary Health Care	Ministry of Health	WHalow@health.gov.bh	+97333322248	No	
4	Test Country	2017	Dr Kasim Aradatti	Member	Pediatric Consultant-Infectious	Bahrain Specialist Hospital	Kasim@bsh.com.bh	+97339606870	No	
5	Test Country	2017	Dr Salman bin Mohammed Alkhalifa	Member	Pediatric Consultant-Respirologist	Royal medical services	salman.alkhalifa@bdfmedical.org	+97317766959	No	
6	Test Country	2017	Mrs Amjad Ghanem Zoed	Member	Microbiologist	Ministry of Health	AZaed@health.gov.bh	+97336888805	No	

Figure 142: RCC Sect. - Retrospective Data - NCC Members

4.6.1.2 RCC Sect. can add NCC Members by clicking “Add New” button

The screenshot shows the 'Add New' button highlighted in the 'NCC Members' section. The main table displays a list of NCC Members with columns for #, Country Name, Year, Name, Status, Position, Area of Expertise, Organization, Email, Telephone, Officially Nominated, and Actions.

#	Country Name	Year	Name	Status	Position	Area of Expertise	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Dr Mohammed Isa Alshaikh	Member	Pediatric Consultant-Immunologist			MShaikh5@health.gov.bh	+97333494141	No		
2	Test Country	2017	Dr Fairouz Al Hourani	Member	Chief of Nursing Affairs		King Hamad University Hospital	fairouz.alhourani@khuh.org.bh	+97333967020	No		
3	Test Country	2017	Mrs Waheeba Hasan Al Halow	Member	Chief of Nursing Services at Primary Health Care		Ministry of Health	WHalow@health.gov.bh	+97333322248	No		
4	Test Country	2017	Dr Kasim Aradatti	Member	Pediatric Consultant-Infectious		Bahrain Specialist Hospital	Kasim@beh.com.bh	+97339606870	No		
5	Test Country	2017	Dr Salman bin Mohammed Alkhalifa	Member	Pediatric Consultant-Respirologist		Royal medical services	salman.alkhalifa@bdfmedical.org	+97317766959	No		
6	Test Country	2017	Mrs Amjad Ghanem Zoed	Member	Microbiologist		Ministry of Health	AZaed@health.gov.bh	+97336888805	No		

Figure 143: NCC Members – NCC Member Create

4.6.1.3 RCC Sect. can add details of NCC Members and save by clicking “Save” button

The screenshot shows the 'NCC Member Create' form. At the top, there is a navigation bar with 'Retrospective Data' selected. The form fields are: Country (dropdown), Year (dropdown), Name (text), Status (dropdown), Position (text), Area of Expertise (text), Organization (text), Email (text), and Telephone (text with a country code dropdown). A 'Save' button is highlighted in a red box at the bottom right. A 'Back' button is also visible in the top right corner.

Figure 144: NCC Member Create - Save Member

4.6.1.4 RCC Sect. can edit details of NCC Members by clicking “Edit” button

The screenshot shows the 'NCC Members' list. The table has the following columns: #, Country Name, Year, Name, Status, Position, Area of Expertise, Organization, Email, Telephone, Officially Nominated, If no; Please comment, and Actions. The first row is highlighted, and the 'Edit' button in the Actions column is highlighted in a red box.

#	Country Name	Year	Name	Status	Position	Area of Expertise	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Dr Mohammed Isa Alshaikh	Member	Pediatric Consultant-Immunologist			MShaikh5@health.gov.bh	+97333494141	No		
2	Test Country	2017	Dr Fairouz Al Hourani	Member	Chief of Nursing Affairs		King Hamad University Hospital	fairouz.alhourani@khuh.org.bh	+97333967020	No		
3	Test Country	2017	Mrs Waheeba Hasan Al Halow	Member	Chief of Nursing Services at Primary Health Care		Ministry of Health	WHalow@health.gov.bh	+97333322248	No		
4	Test Country	2017	Dr Kasim Aradatti	Member	Pediatric Consultant-Infectious		Bahrain Specialist Hospital	Kasim@bsh.com.bh	+97339606870	No		
5	Test Country	2017	Dr Salman bin Mohammed Alkhalifa	Member	Pediatric Consultant-Respirologist		Royal medical services	salman.alkhalifa@bdfmedical.org	+97317768959	No		
6	Test Country	2017	Mrs Amjad Ghanem Zoed	Member	Microbiologist		Ministry of Health	AZaed@health.gov.bh	+97338888805	No		

Figure 145: NCC Members – NCC Member Edit

4.6.1.5 RCC Sect. can edit details of NCC Members and update data by clicking “Save” button

The screenshot shows the 'NCC Member Edit' form. The 'Save' button is highlighted with a red box. The form includes the following fields:

- Country: Test Country
- Year: 2017
- Name: Dr Mohammed Isa Alshalkh
- Status: Member
- Position: Pediatric Consultant-Immunologist
- Area of Expertise: Area of Expertise Here
- Organization: Organization Here
- Email: MShalkh5@health.gov.bh
- Telephone: +97333494141
- Officially Nominated: No
- If no, Please comment: Comment Here

Figure 146: NCC Member Edit - Save Member

4.6.2 NEG Members

4.6.2.1 RCC Sect. can access NEG Members under the “Retrospective Data” dropdown. RCC Sect. can view and add NEG Members

The screenshot shows the 'Retrospective Data' page with a dropdown menu open. The 'NEG Members' option is selected. Below the dropdown is a table of members:

#	Country Name	Year	Name	Status	Position	Organization	Email	Telephone	Officially Nominated	If no, Please comment	Actions
1	Test Country	2017	Dr Mohammed Isa Alshalkh	Member	Pediatric Consultant-Immunologist		MShalkh5@health.gov.bh	+97333494141	No		
2	Test Country	2017	Dr Fairouz Al Hourani	Member	Chief of Nursing Affairs	King Hamad University Hospital	fairouz.alhourani@khuh.org.bh	+97333967020	No		
3	Test Country	2017	Mrs Wahaba Hasan Al Halow	Member	Chief of Nursing Services at Primary Health Care	Ministry of Health	WHalow@health.gov.bh	+97333322248	No		
4	Test Country	2017	Dr Kasim Aradatti	Member	Pediatric Consultant-Infectious	Bahrain Specialist Hospital	Kasim@beh.com.bh	+97338606870	No		
5	Test Country	2017	Dr Salman bin Mohammed Alkhalifa	Member	Pediatric Consultant-Respirologist	Royal medical services	salman.alkhalifa@bdfmedical.org	+9737766959	No		
6	Test Country	2017	Mrs Amjad Ghanem Zaed	Member	Microbiologist	Ministry of Health	Azaed@health.gov.bh	+97336888805	No		

Figure 147: RCC Sect. – Retrospective Data - NEG Members

4.6.2.2 RCC Sect. can add NEG Members by clicking “Add New” button

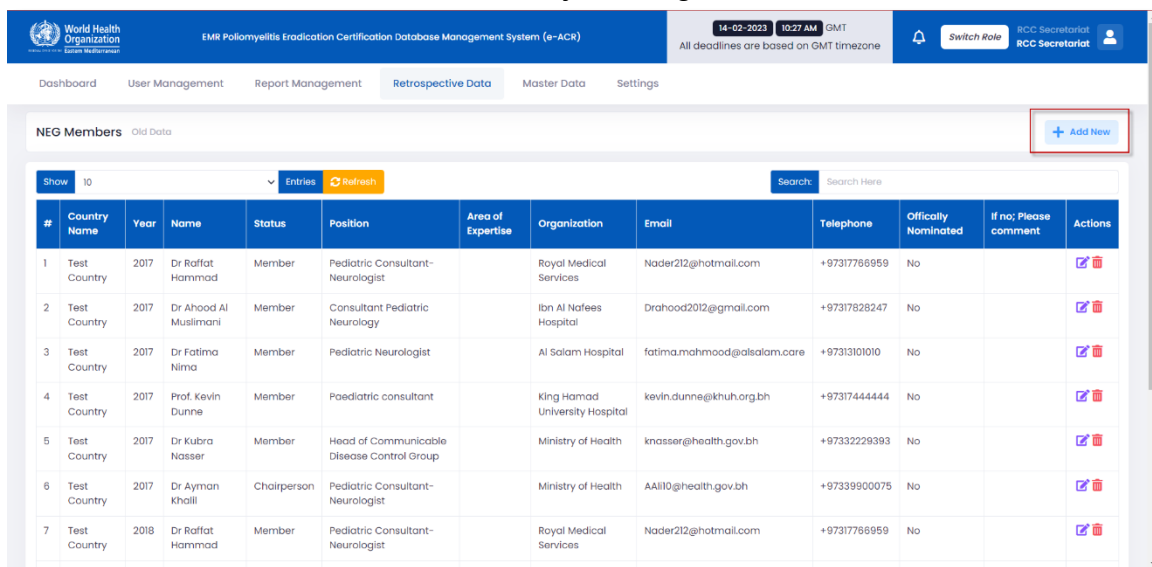


Figure 148: NEG Members - NEG Member Create

4.6.2.3 RCC Sect. can add details of NEG Members and save by clicking “Save” button

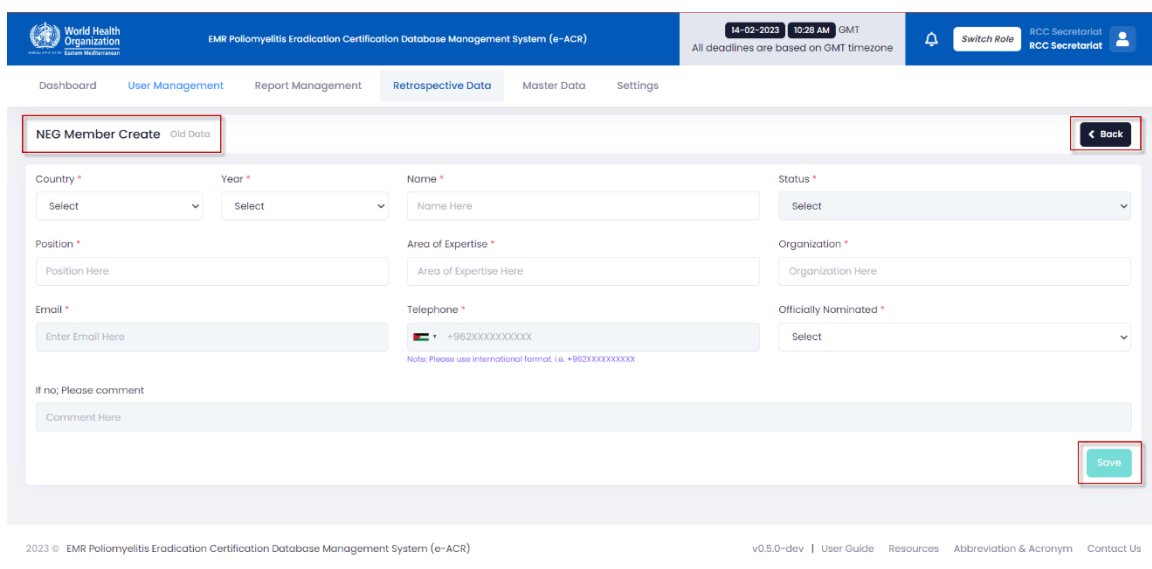


Figure 149: NEG Member Create - Save Member

4.6.2.4 RCC Sect. can edit details of NEG Members by clicking “Edit” button








#	Country Name	Year	Name	Status	Position	Area of Expertise	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Dr Raffat Hammad	Member	Pediatric Consultant-Neurologist		Royal Medical Services	Nader212@hotmail.com	+97317766959	No		
2	Test Country	2017	Dr Ahood Al Muslimani	Member	Consultant Pediatric Neurology		Ibn Al Nafees Hospital	Drahood2012@gmail.com	+97317828247	No		
3	Test Country	2017	Dr Fatima Nima	Member	Pediatric Neurologist		Al Salam Hospital	fatima.mahmood@alsalam.care	+97313101010	No		
4	Test Country	2017	Prof. Kevin Dunne	Member	Paediatric consultant		King Hamad University Hospital	kevin.dunne@khu.org.bh	+97317444444	No		
5	Test Country	2017	Dr Kubra Nasser	Member	Head of Communicable Disease Control Group		Ministry of Health	knasser@health.gov.bh	+97332229393	No		
6	Test Country	2017	Dr Ayman Khalil	Chairperson	Pediatric Consultant-Neurologist		Ministry of Health	AAI10@health.gov.bh	+97339900075	No		
7	Test Country	2018	Dr Raffat Hammad	Member	Pediatric Consultant-Neurologist		Royal Medical Services	Nader212@hotmail.com	+97317766959	No		

Figure 150: NEG Members - NEG Member Edit

4.6.2.5 RCC Sect. can edit details of NEG Members and update data by clicking “Save” button

NEG Member Edit Old Data

Country * Test Country Year * 2017 Name * Dr Raffat Hammad Status * Member

Position * Pediatric Consultant- Neurologist Area of Expertise * Area of Expertise Here Organization * Royal Medical Services

Email * Nader212@hotmail.com Telephone * +97317766959 Officially Nominated * No

If no; Please comment Comment Here

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Figure 151: NEG Member Edit - Save Member

4.6.3 NPCC / NTF Members

4.6.3.1 RCC Sect. can access NPCC / NTF Members under the “Retrospective Data” dropdown. RCC Sect. can view and add NPCC / NTF Members

The screenshot shows the 'Retrospective Data' dropdown menu with 'NPCC/NTF Members' selected. The main table displays a list of members with columns for Country Name, Year, Name, Status, Position, Organization, Email, Telephone, Officially Nominated, and Actions.

#	Country Name	Year	Name	Status	Position	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Fatima Shehab	Member	Head of communicable disease testing laboratory group	Ministry of Health	FShehab@health.gov.bh	+97333310963	No		
2	Test Country	2017	Narjes AlQassab	Member	Senior public health specialist-disease control section	Ministry of Health	NQassab@health.gov.bh	+97339444296	No		
3	Test Country	2017	Dr Kubra Nasser	Member	Head of communicable disease control section	Ministry of Health	knasser@health.gov.bh	+97336662055	No		
4	Test Country	2017	Hashmya Al Wasti	Chairperson	Senior medical technologist in communicable diseases microbiology group	Ministry of Health	HWasti@health.gov.bh	+97337709070	No		
5	Test Country	2018	Fatima Shehab	Member	Head of communicable disease testing laboratory group	Ministry of Health	FShehab@health.gov.bh	+97333310963	No		
6	Test Country	2018	Narjes AlQassab	Member	Senior public health specialist-disease control section	Ministry of Health	NQassab@health.gov.bh	+97339444296	No		
7	Test Country	2018	Dr Kubra Nasser	Member	Head of communicable disease control section	Ministry of Health	knasser@health.gov.bh	+97336662055	No		

Figure 152: RCC Sect. - Retrospective Data - NPCC / NTF Members

4.6.3.2 RCC Sect. can add NPCC / NTF Members by clicking “Add New” button

The screenshot shows the 'Add New' button highlighted in the top right corner of the NPCC/NTF Members table. The table displays a list of members with columns for Country Name, Year, Name, Status, Position, Area of Expertise, Organization, Email, Telephone, Officially Nominated, and Actions.

#	Country Name	Year	Name	Status	Position	Area of Expertise	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Fatima Shehab	Member	Head of communicable disease testing laboratory group		Ministry of Health	FShehab@health.gov.bh	+97333310963	No		
2	Test Country	2017	Narjes AlQassab	Member	Senior public health specialist-disease control section		Ministry of Health	NQassab@health.gov.bh	+97339444296	No		
3	Test Country	2017	Dr Kubra Nasser	Member	Head of communicable disease control section		Ministry of Health	knasser@health.gov.bh	+97336662055	No		
4	Test Country	2017	Hashmya Al Wasti	Chairperson	Senior medical technologist in communicable diseases microbiology group		Ministry of Health	HWasti@health.gov.bh	+97337709070	No		
5	Test Country	2018	Fatima Shehab	Member	Head of communicable disease testing laboratory group		Ministry of Health	FShehab@health.gov.bh	+97333310963	No		
6	Test Country	2018	Narjes AlQassab	Member	Senior public health specialist-disease control section		Ministry of Health	NQassab@health.gov.bh	+97339444296	No		
7	Test Country	2018	Dr Kubra Nasser	Member	Head of communicable disease control section		Ministry of Health	knasser@health.gov.bh	+97336662055	No		

Figure 153: NPCC/NTF Members – NPCC/NTF Member Create

4.6.3.3 RCC Sect. can add details of NPCC / NTF Members and save by clicking “Save” button

The screenshot shows the 'NPCC/NTF Member Create' form. It features several input fields: Country (dropdown), Year (dropdown), Name (text), Status (dropdown), Position (text), Area of Expertise (text), Organization (text), Email (text), and Telephone (text with a country code dropdown). There is also a 'Back' button in the top right and a 'Save' button in the bottom right. The form is part of the EMR Polio system interface.

Figure 154: NPCC/NTF Member Create - Save Member

4.6.3.4 RCC Sect. can edit details of NPCC / NTF Members by clicking “Edit” button

The screenshot shows the 'NPCC/NTF Members' list. It includes a search bar and a table with the following data:

#	Country Name	Year	Name	Status	Position	Area of Expertise	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Test Country	2017	Fatima Shehab	Member	Head of communicable disease testing laboartory group		Ministry of Health	FShehab@health.gov.bh	+97333310963	No		[Edit] [Delete]
2	Test Country	2017	Narjes AlQassab	Member	Senior public health specialist-disease control section		Ministry of Health	NQassab@health.gov.bh	+97339444296	No		[Edit] [Delete]
3	Test Country	2017	Dr Kubra Nasser	Member	Head of communicable disease control section		Ministry of Health	knasser@health.gov.bh	+97336662055	No		[Edit] [Delete]
4	Test Country	2017	Hashmya Al Wasti	Chairperson	Senior medical technologist in communicable diseases microbiology group		Ministry of Health	HWasti@health.gov.bh	+97337709070	No		[Edit] [Delete]
5	Test Country	2018	Fatima Shehab	Member	Head of communicable disease testing laboartory group		Ministry of Health	FShehab@health.gov.bh	+97333310963	No		[Edit] [Delete]
6	Test Country	2018	Narjes AlQassab	Member	Senior public health specialist-disease control section		Ministry of Health	NQassab@health.gov.bh	+97339444296	No		[Edit] [Delete]
7	Test Country	2018	Dr Kubra Nasser	Member	Head of communicable disease control section		Ministry of Health	knasser@health.gov.bh	+97336662055	No		[Edit] [Delete]

Figure 155: NPCC/NTF Members – NPCC/NTF Member Edit

4.6.3.5 RCC Sect. can edit details of NPCC / NTF Members and update data by clicking “Save” button

The screenshot shows the 'NPCC/NTF Member Edit' form. The form is titled 'NPCC/NTF Member Edit' with a 'Old Data' link. It contains several input fields: Country (Test Country), Year (2017), Name (Fatima Shehab), Status (Member), Position (Head of communicable disease testing laboratory group), Area of Expertise (Area of Expertise Here), Organization (Ministry of Health), Email (Fshehab@health.gov.bh), Telephone (+97333310963), and Officially Nominated (No). There is a 'Back' button in the top right and a 'Save' button in the bottom right. A note at the bottom of the form states: 'Note: Please use international format, i.e. +962XXXXXXX0000'.

Figure 156: NPCC/NTF Member Edit - Save Member

4.6.4 NAC Members

4.6.4.1 RCC Sect. can access NAC Members under the “Retrospective Data” dropdown. RCC Sect. can view and add NAC Members

The screenshot shows the 'NAC Members' table. The table has the following columns: #, Country Name, Year, Name, Status, Position, Organization, Email, Telephone, Officially Nominated, If no; Please comment, and Actions. The table contains 6 rows of data. A dropdown menu is open over the 'Retrospective Data' tab, showing options for NCC Members, NEG Members, NPCC/NTF Members, and NAC Members. The 'NAC Members' option is highlighted.

#	Country Name	Year	Name	Status	Position	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Pakistan	2017	Dr Ejaz Ghanji	Member	Head of Department of Virology	Armed Forces Institute of Pathology			No		Edit Delete
2	Pakistan	2017	Dr Rani Faryal	Member	Professor - Department of Microbiology	Quaid-i-Azam University			No		Edit Delete
3	Pakistan	2017	Dr Khalid Naem	Member	Ex Director	National Agriculture Research Council			No		Edit Delete
4	Islamic Republic of Iran	2017	Dr Katayoun Khodaverdian	Member	Head of Health Laboratory management office	Ministry of Health	Kathy_khodaverdian@yahoo.com	+982161452383	No		Edit Delete
5	Islamic Republic of Iran	2017	Dr Saeedeh fakhzadeh	Member	Head of Biologic Department Iran Food And Drug Administration	Iran- FDA	s.fakhzadeh@fda.gov.ir	+982166465057	No		Edit Delete
6	Islamic	2017	Dr Seyed	Member	Head of food and drug	Iran- FDA	Smmhashemi@yahoo.com	+982166406174	No		Edit Delete

Figure 157: RCC Sect - Retrospective Data - NAC Members

4.6.4.2 RCC Sect. can add NAC Members by clicking “Add New” button

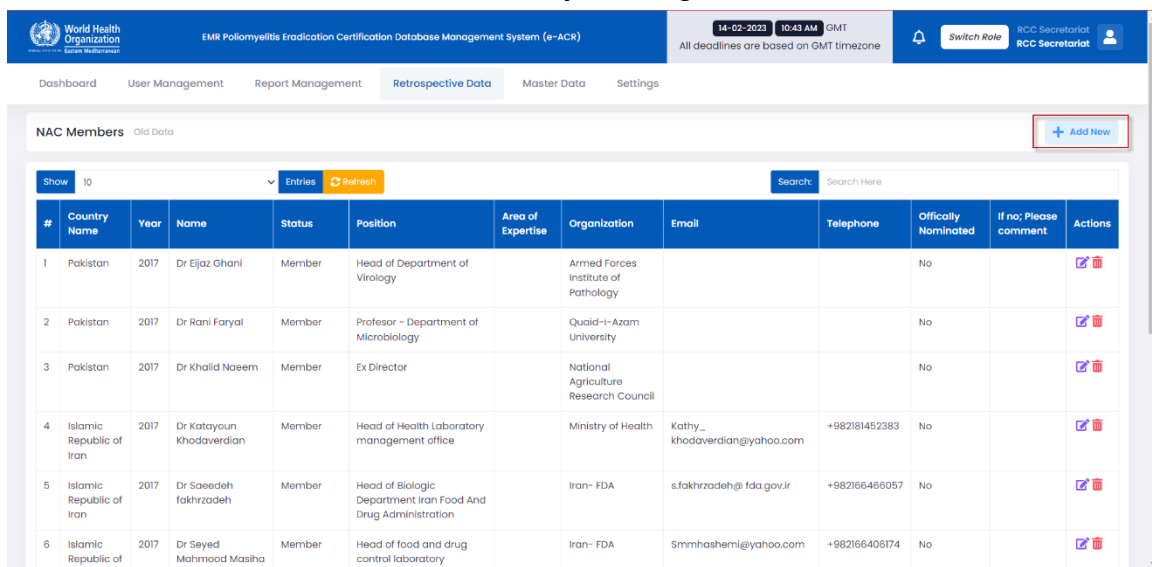


Figure 158: NAC Members - NAC Member Create

4.6.4.3 RCC Sect. can add details of NAC Members and save by clicking “Save” button

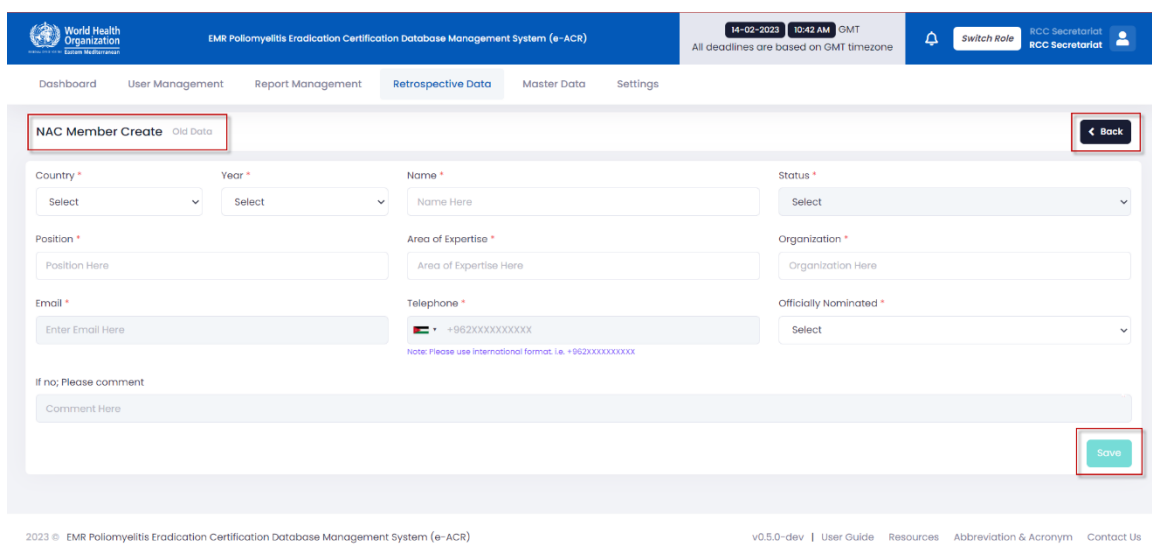


Figure 159: NAC Member Create - Save Member

4.6.4.4 RCC Sect. can add details of NAC Members and save by clicking “Save” button

#	Country Name	Year	Name	Status	Position	Area of Expertise	Organization	Email	Telephone	Officially Nominated	If no; Please comment	Actions
1	Pakistan	2017	Dr Ejaz Ghani	Member	Head of Department of Virology		Armed Forces Institute of Pathology			No		
2	Pakistan	2017	Dr Rani Faryal	Member	Profesor - Department of Microbiology		Quaid-i-Azam University			No		
3	Pakistan	2017	Dr Khalid Naem	Member	Ex Director		National Agriculture Research Council			No		
4	Islamic Republic of Iran	2017	Dr Katayoun Khodaverdian	Member	Head of Health Laboratory management office		Ministry of Health	Kathy_khodaverdian@yahoo.com	+982181452383	No		
5	Islamic Republic of Iran	2017	Dr Saeedeh fakhzadeh	Member	Head of Biologic Department Iran Food And Drug Administration		Iran- FDA	s.fakhzadeh@ fda.gov.ir	+982166486057	No		
6	Islamic Republic of Iran	2017	Dr Seyed Mahmood Masiha	Member	Head of food and drug control laboratory		Iran- FDA	Smmhasherni@yahoo.com	+982166406174	No		

Figure 160: NAC Members - NAC Member Edit

4.6.4.5 RCC Sect. can edit details of NAC Members and update data by clicking “Save” button

NAC Member Edit Old Data Back

Country * Year * Name * Status *

Position * Area of Expertise * Organization *

Email * Telephone * Officially Nominated *

If no; Please comment

Save

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Figure 161: NAC Member Edit - Save Member

4.7 Settings

4.7.1 Home Page Map

4.7.1.1 RCC Sect. can access Home Page Map under the “Settings” dropdown.

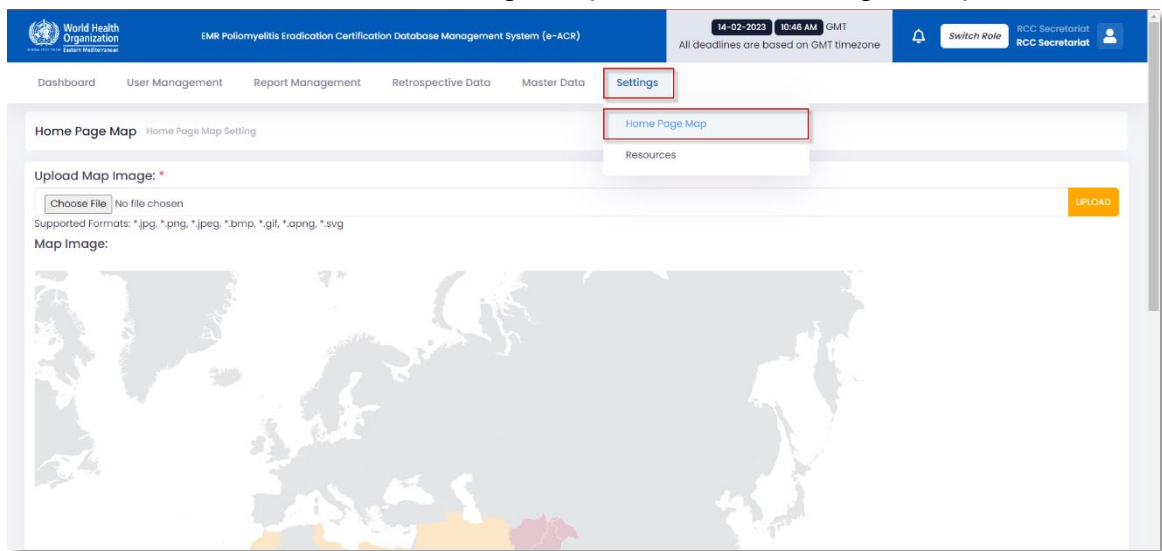


Figure 162: RCC Sect. - Settings - Home Page Map

4.7.1.2 RCC Sect. can upload new image of Home Page Map and choose file by clicking “Choose File” button.

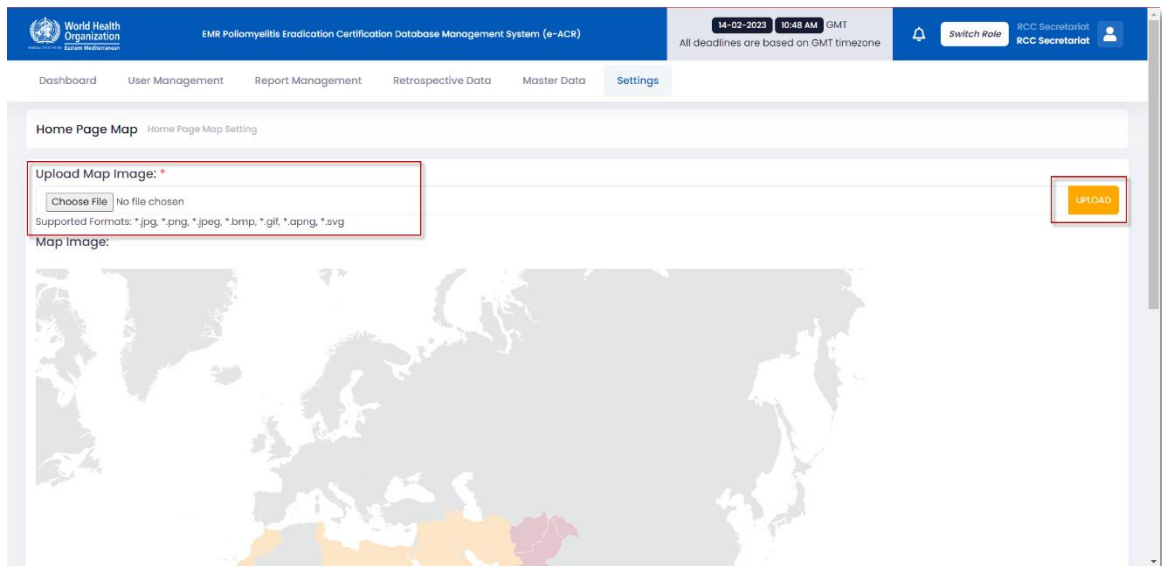


Figure 163: Home Page Map - Upload Map Image

4.7.2 Resources

4.7.2.1 RCC Sect. can manage resource under the “Settings” dropdown. A list of resources are available on this page.

The screenshot shows the EMR Polio Myelitis Eradication Certification Database Management System (e-ACR) interface. The top navigation bar includes the World Health Organization logo, the system name, the date and time (14-02-2023, 10:49 AM GMT), and a user profile for 'RCC Secretariat'. The main navigation menu includes Dashboard, User Management, Report Management, Retrospective Data, Master Data, and Settings. The Settings dropdown menu is open, showing options for Home Page Map and Resources. The Resources page displays a table with 10 entries. The table has columns for #, Type Name, Label, Value, Thumbnail, and Actions. The entries are as follows:

#	Type Name	Label	Value	Thumbnail	Actions
1	Link	GPEI standard operating procedures (SOPs): Responding to a poliovirus event and outbreak: General SOPs	Link		Edit Delete
2	Link	GPEI standard operating procedures (SOPs): GPEI Guideline for developing a national preparedness plan for a polio outbreak	Link		Edit Delete
3	Link	GPEI standard operating procedures (SOPs): Outbreak Response Plan Template	Link		Edit Delete
4	Link	GPEI Technical Guidance mOPV2 vaccine management, monitoring, removal and validation	Link		Edit Delete
5	Link	GPEI Guidelines for Environmental Surveillance of Poliovirus circulation	Link		Edit Delete
6	Link	The Global Commission for the Certification of the Eradication of Poliomyelitis (GCC) made the following recommendations in October 2017	Link		Edit Delete
7	Link	Report of the special meeting of the Global Commission for the Certification of the Eradication of Poliomyelitis on poliovirus containment, Geneva, Switzerland, 23-25 October 2017	Link		Edit Delete
8	Link	Report from the Seventeenth Meeting Global Commission for the Certification of the Eradication of Poliomyelitis, Geneva, Switzerland, 26-27 February 2018	Link		Edit Delete
9	Link	FORM 1: Facility reporting form and other resources can be found in the resources using the link	Link		Edit Delete
10	File	Participant's Guide - for Training of the National Certification Committees (NCCs), Country Focal Points and Country Users on the Newly Developed Electronic Submission of the Annual Certification Reports System (e-ACR)			Edit Delete

Figure 164: RCC Sect. - Settings - Resources

4.7.2.2 RCC Sect. can search any resource through search box

The screenshot shows the EMR Polio Myelitis Eradication Certification Database Management System (e-ACR) interface. The top navigation bar includes the World Health Organization logo, the system name, the date and time (14-02-2023, 10:51 AM GMT), and a user profile for 'RCC Secretariat'. The main navigation menu includes Dashboard, User Management, Report Management, Retrospective Data, Master Data, and Settings. The Resources page displays a table with 10 entries. The search box is highlighted, and the search results are displayed in the table below:

#	Type Name	Label	Value	Thumbnail	Actions
1	Link	GPEI standard operating procedures (SOPs): Responding to a poliovirus event and outbreak: General SOPs	Link		Edit Delete
2	Link	GPEI standard operating procedures (SOPs): GPEI Guideline for developing a national preparedness plan for a polio outbreak	Link		Edit Delete
3	Link	GPEI standard operating procedures (SOPs): Outbreak Response Plan Template	Link		Edit Delete
4	Link	GPEI Technical Guidance mOPV2 vaccine management, monitoring, removal and validation	Link		Edit Delete
5	Link	GPEI Guidelines for Environmental Surveillance of Poliovirus circulation	Link		Edit Delete
6	Link	The Global Commission for the Certification of the Eradication of Poliomyelitis (GCC) made the following recommendations in October 2017	Link		Edit Delete
7	Link	Report of the special meeting of the Global Commission for the Certification of the Eradication of Poliomyelitis on poliovirus containment, Geneva, Switzerland, 23-25 October 2017	Link		Edit Delete
8	Link	Report from the Seventeenth Meeting Global Commission for the Certification of the Eradication of Poliomyelitis, Geneva, Switzerland, 26-27 February 2018	Link		Edit Delete
9	Link	FORM 1: Facility reporting form and other resources can be found in the resources using the link	Link		Edit Delete
10	File	Participant's Guide - for Training of the National Certification Committees (NCCs), Country Focal Points and Country Users on the Newly Developed Electronic Submission of the Annual Certification Reports System (e-ACR)			Edit Delete

Figure 165: Resources - Searching A Resource

4.7.2.3 RCC Sect. can add new resource by clicking “Add New” button.

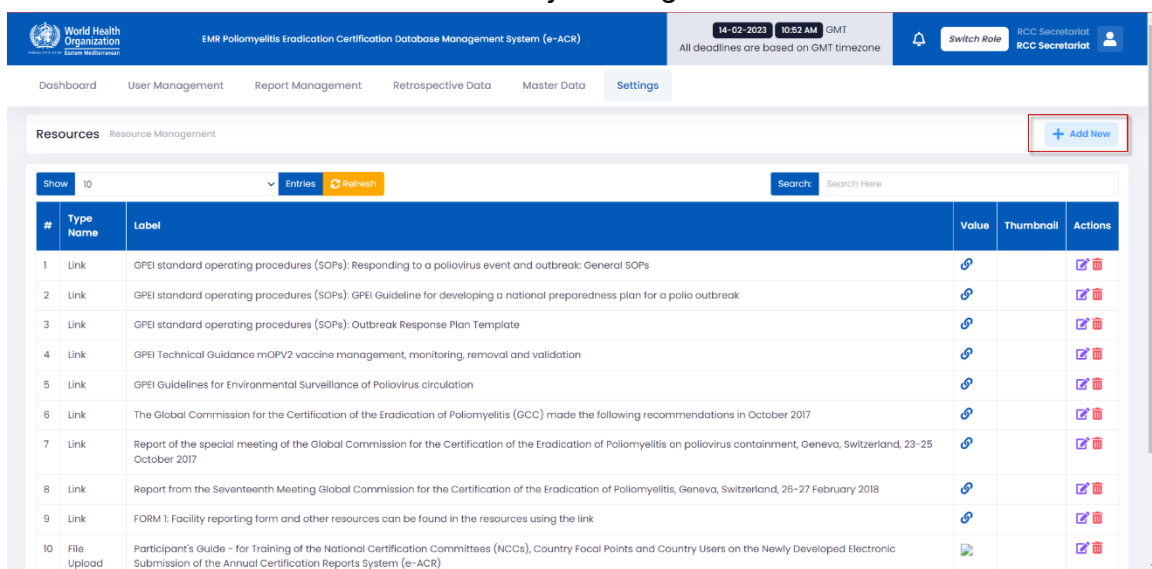


Figure 166: Resources - Adding a new Resource

4.7.2.4 RCC Sect. can add information about the resource like label, type, thumbnail, and description.

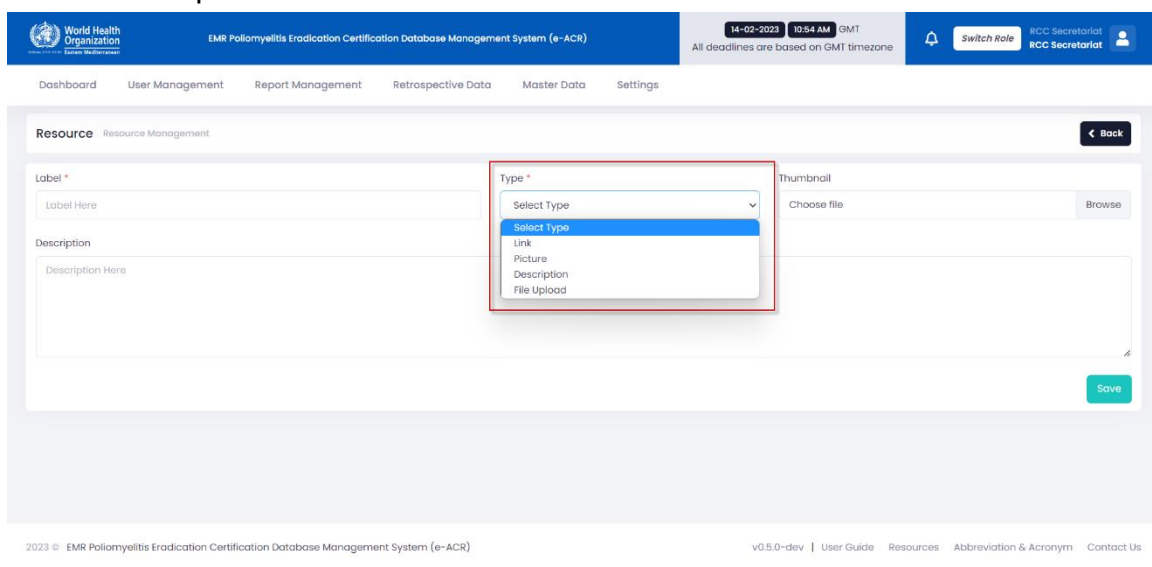


Figure 167: Adding a New Resource - Selection of Type of Resource

4.7.2.5 RCC Sect. can add thumbnail by clicking “Browse” button and upload image for resource.

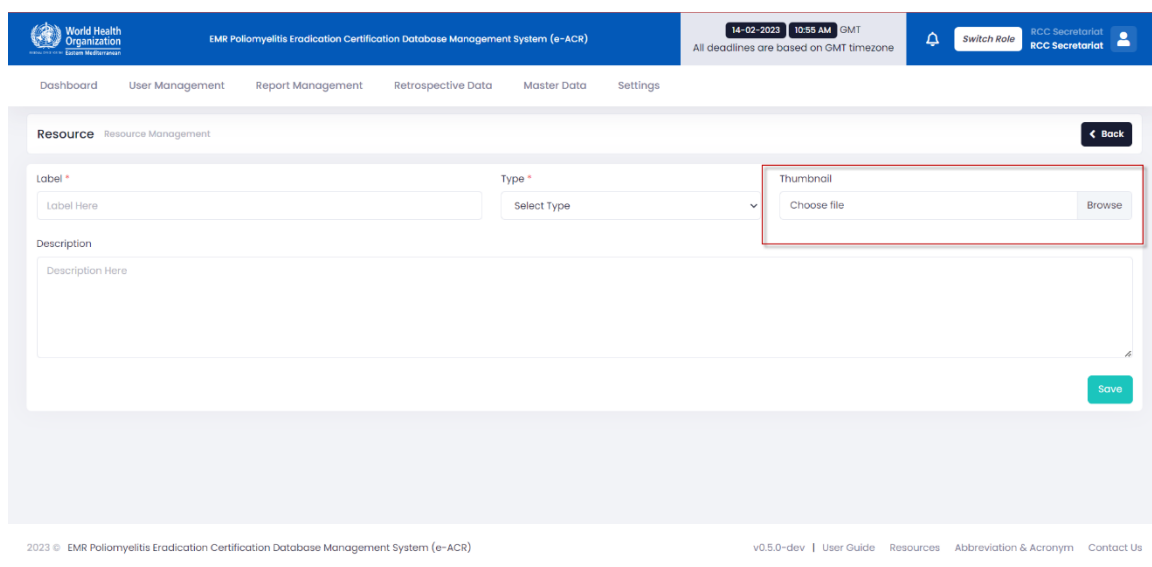


Figure 168: Adding a New Resource - Selection of Thumbnail for Resource

4.7.2.6 After adding all information related to resource, RCC Sect. can store data by clicking “Save” button.

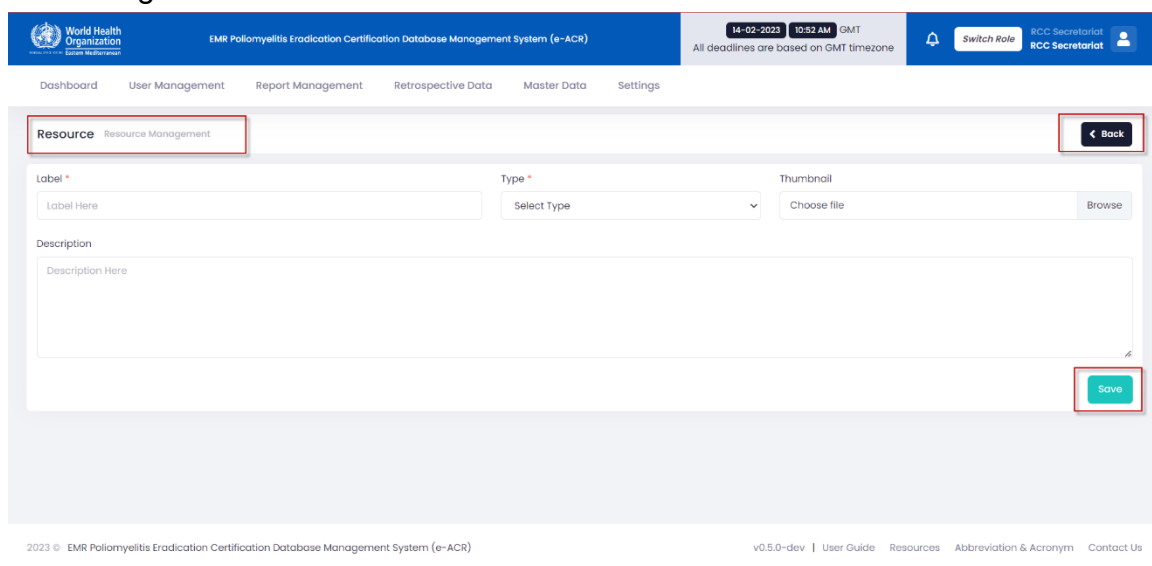


Figure 169 : Adding a New Resource - Saving the Resource

4.7.2.7 RCC Sect. can edit resource information by clicking “Edit” button.

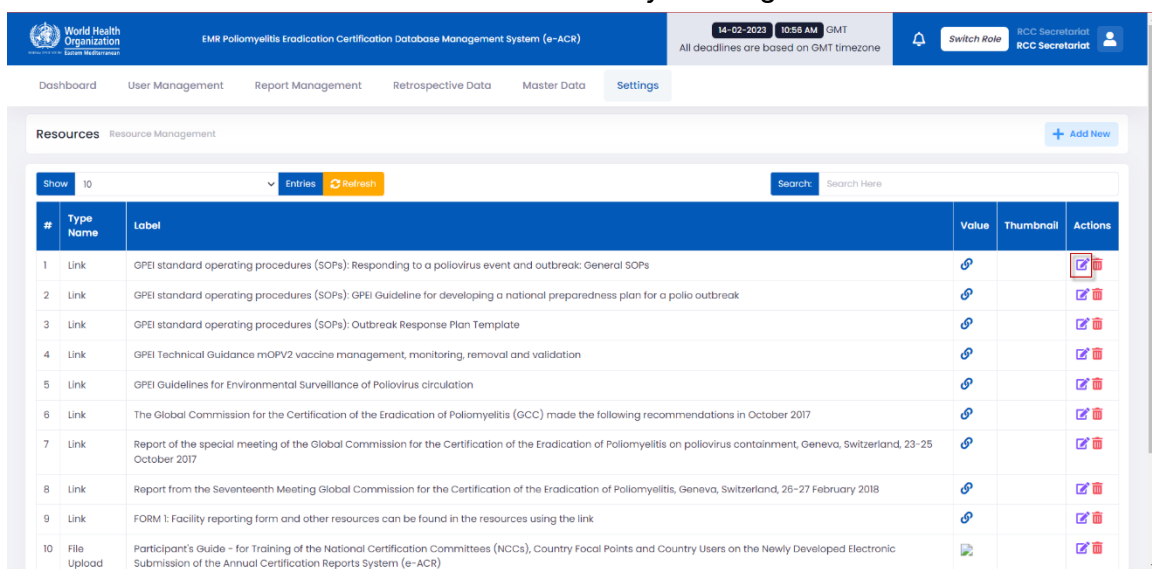


Figure 170: Resources – Resource Edit

4.7.2.8 RCC Sect. can edit information about the resource like label, type, thumbnail, and description.

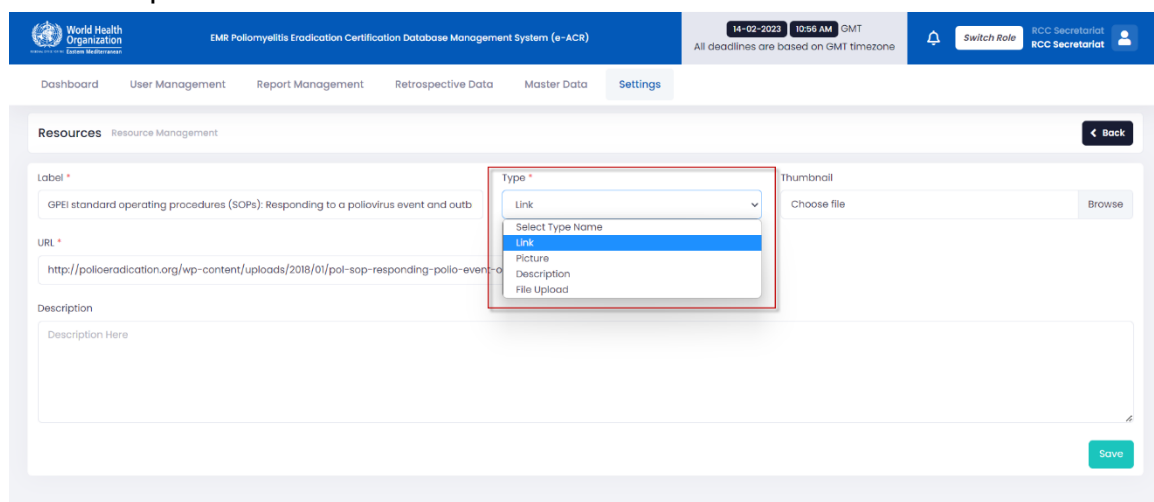


Figure 171: Resource Edit - Type of Resource Edit

4.7.2.9 After editing information about the resource like label, type, thumbnail, and description, RCC Sect. can update the information by clicking “Save” button.

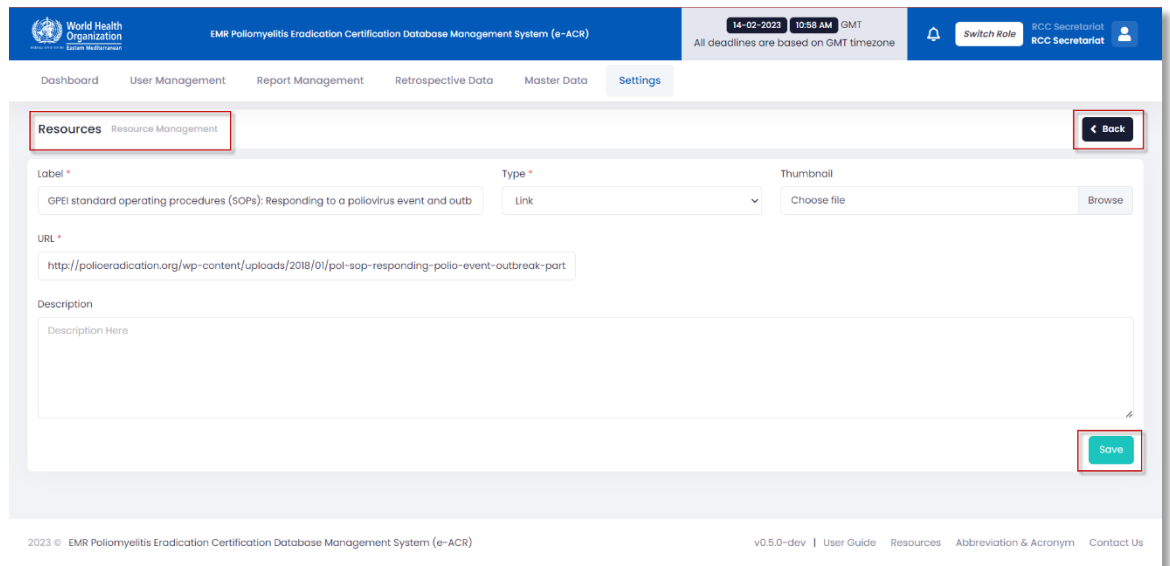


Figure 172: Editing a Resource - Saving the Edit

5. NCC CHAIR

5.1 Roles

- Assign internal deadline to Country Focal Point
- Review report submitted by Country Focal Point
- Add comments on the report or edits to be sent back to the Country Focal Point to address the comments
- Complete section (2) in the report “Executive Summary”
- Assign NCC Reviewers with a deadline
- Submit to RCC Sect
- Revise and edit the report when returned by RCC Sect. after review of EMRO/POL, RCC reviewers, RCC Sect. Head and RCC Chair

5.2 Log in

- 5.2.1 NCC Chair on eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

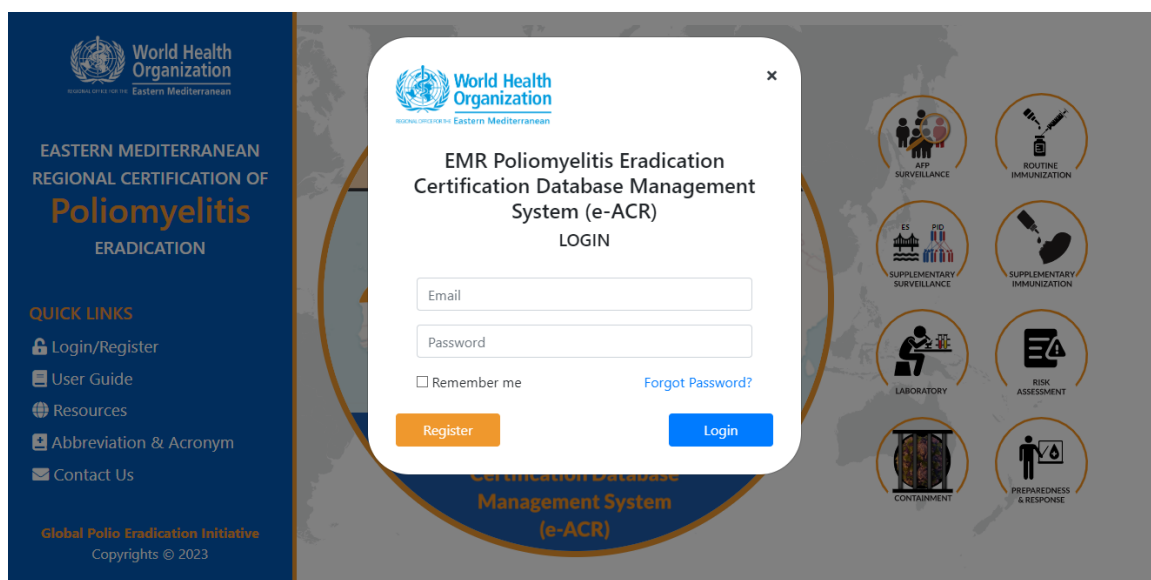


Figure 173: NCC Chair; Step 1: Login

5.3 Home Page and Its Features

5.3.1 NCC Chair after login views the dashboard, where notification of report is highlighted in red.

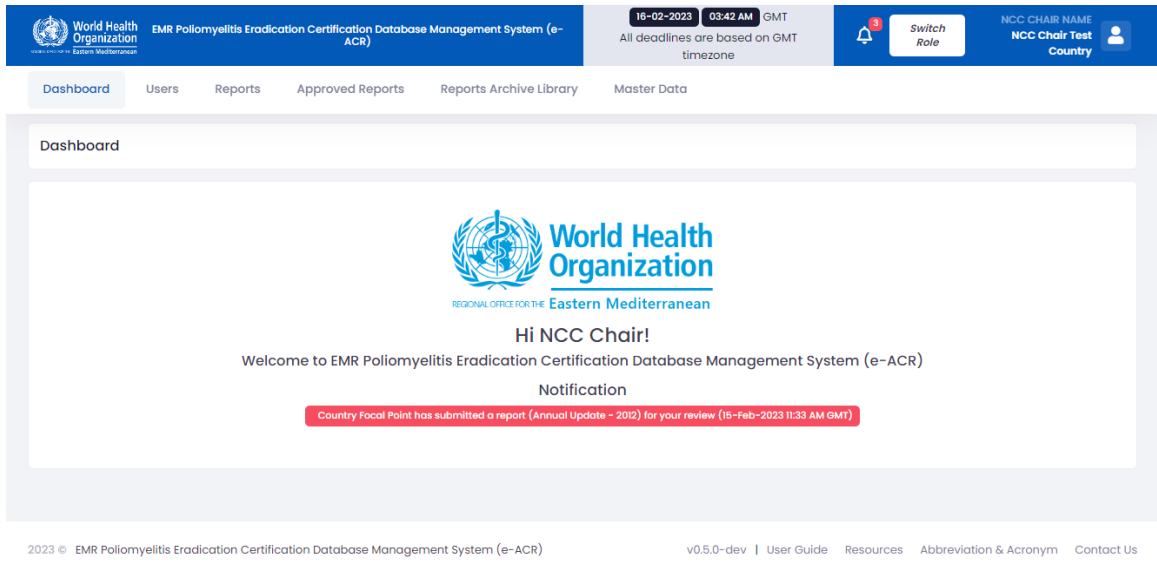


Figure 174: NCC Chair Dashboard

5.4 Resetting Internal Deadline

5.4.1 NCC Chair can set the internal deadline for report by clicking on the “Reset Internal Deadline” button.

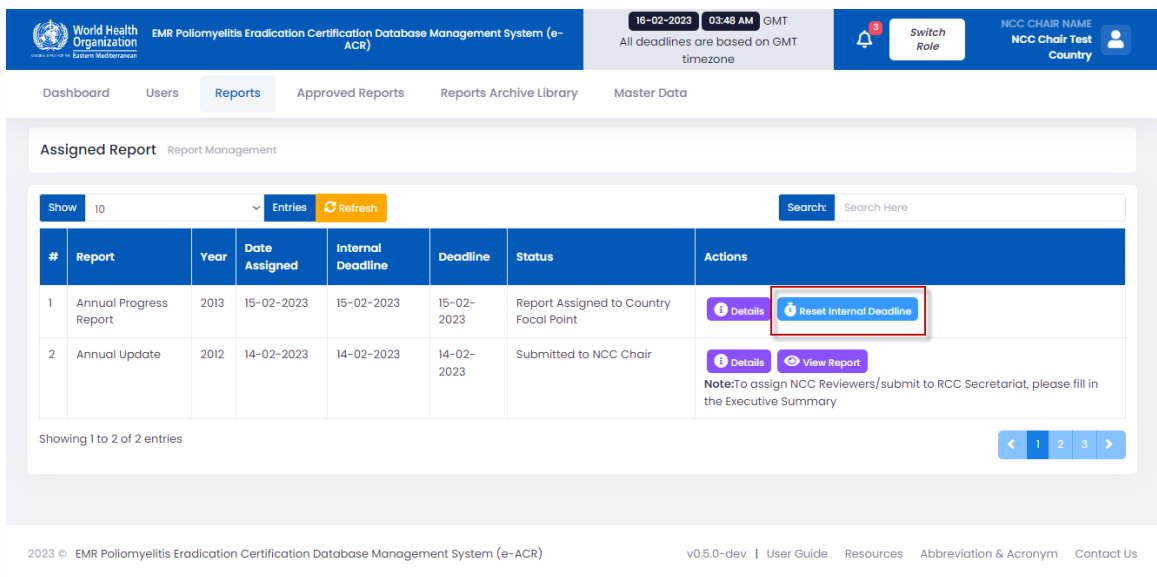


Figure 175: NCC Chair Set Internal Deadline

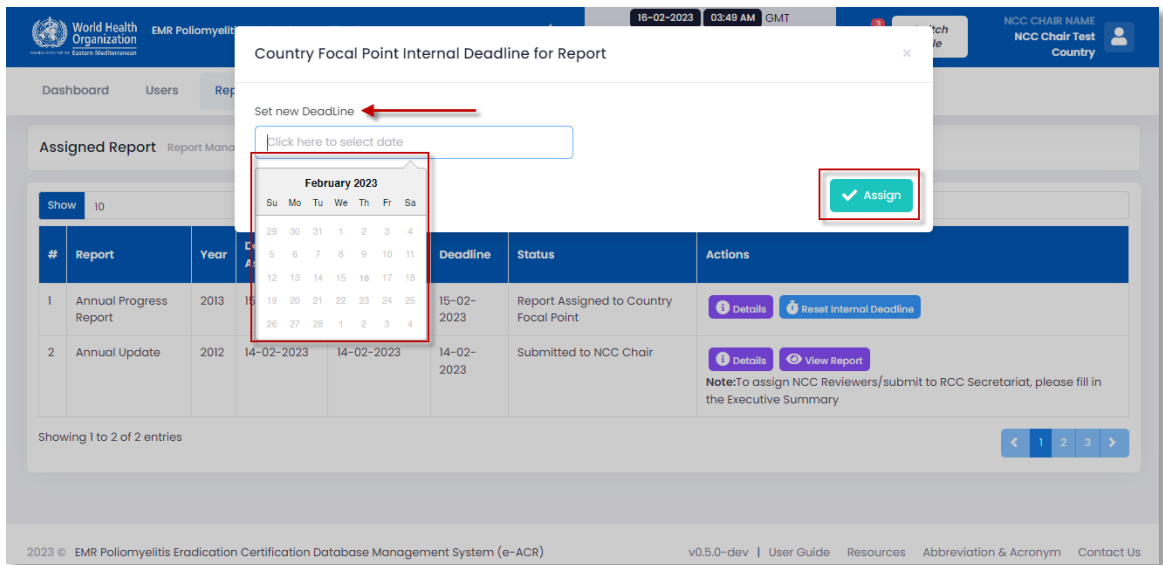


Figure 176: Set Internal Deadline – Select Date

5.5 Receiving report from Country Focal Person

5.5.1 NCC Chair receives the notification on dashboard

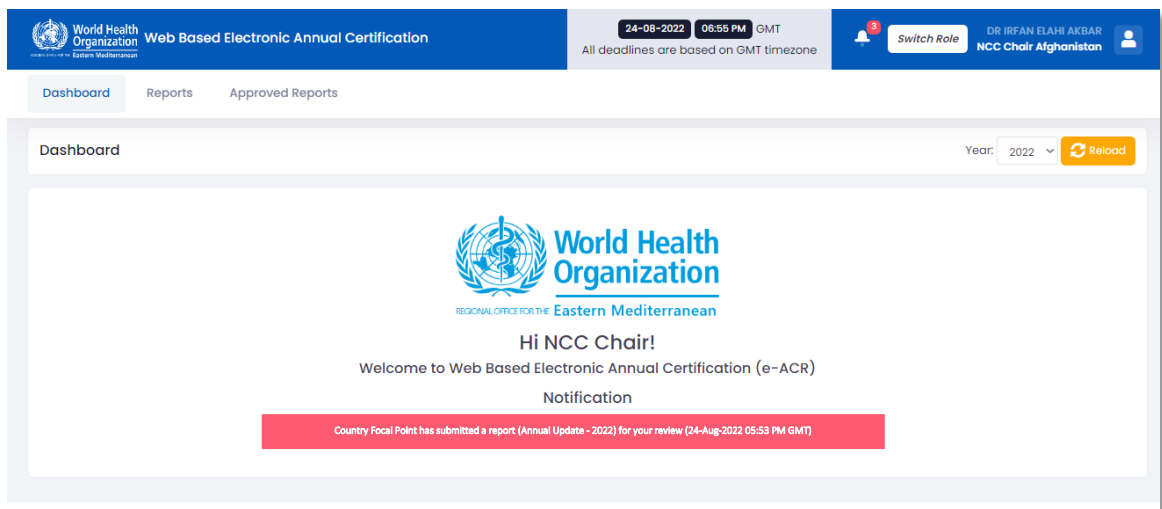


Figure 177: NCC Chair Dashboard

5.5.2 NCC Chair opens the report submitted by Country Focal Point by clicking “View Report”

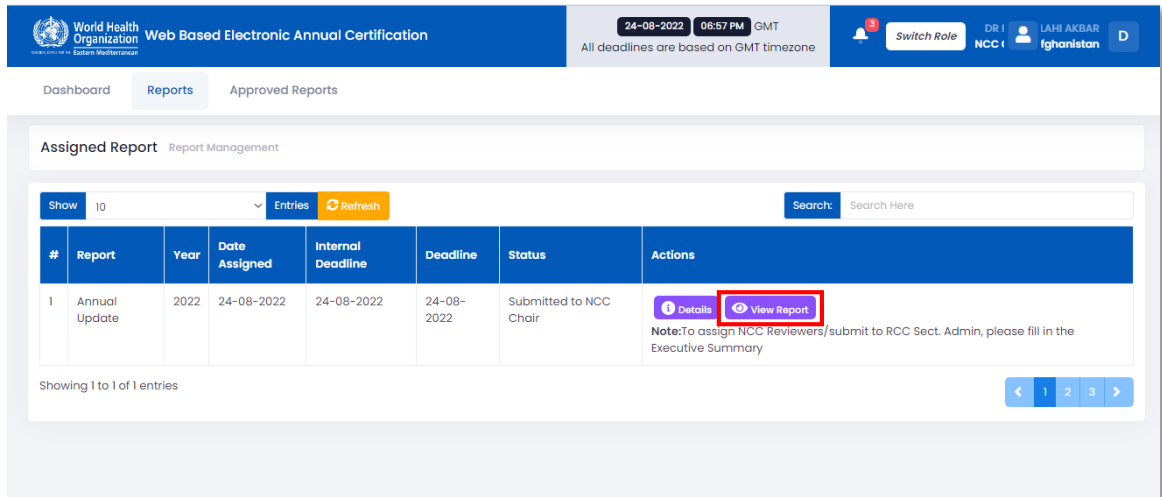


Figure 178: NCC Chair Views Report

5.5.3 NCC Chair enters any comments that he might have

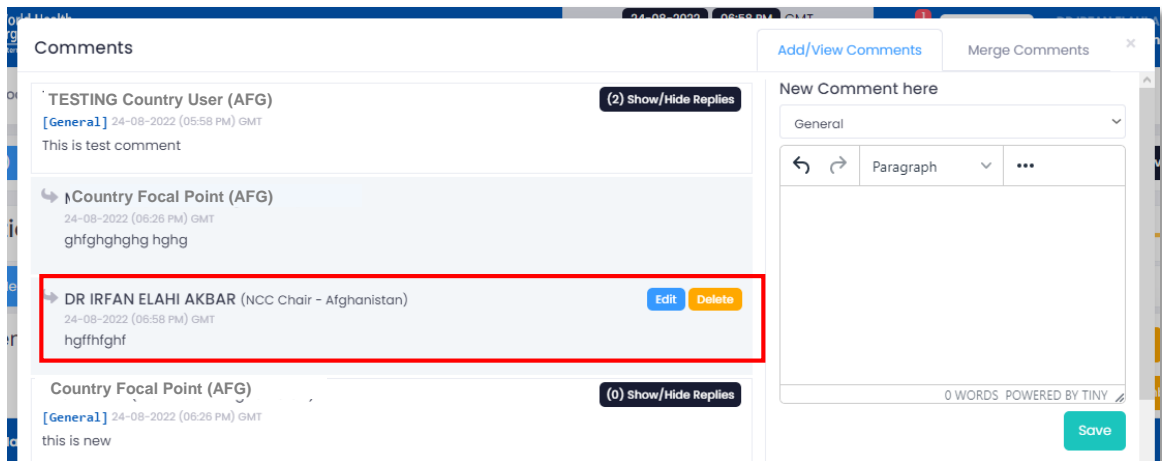


Figure 179: NCC Chair Replies to Comment

5.5.4 NCC Chair saves and closes the report

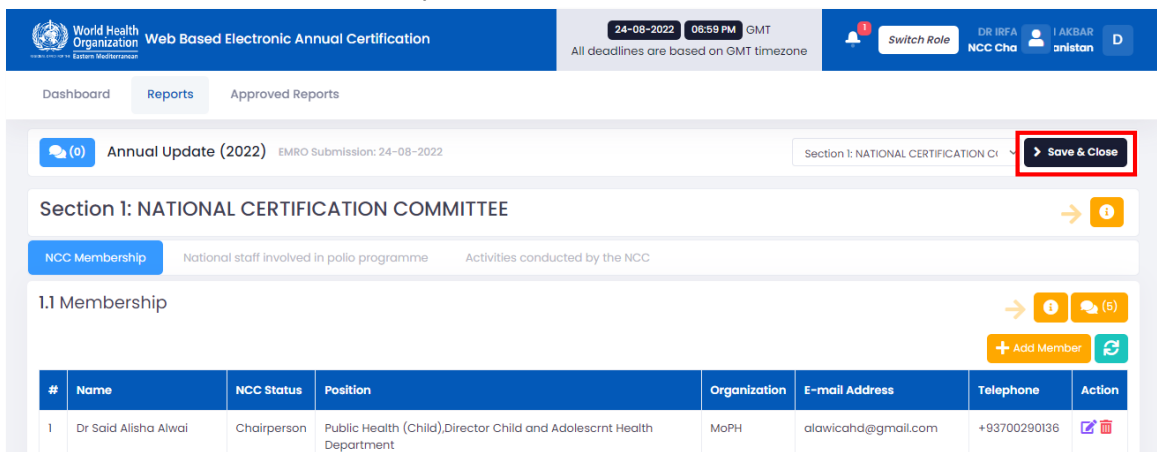


Figure 180: NCC Chair Saves and Closes the Report

5.5.5 NCC Chair returns the report Country Focal Point with comments

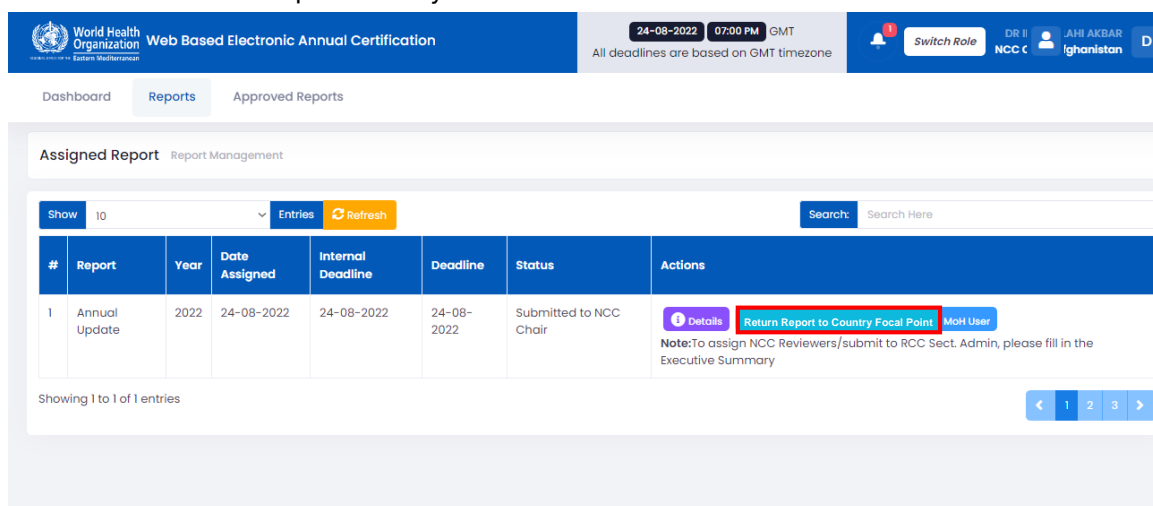


Figure 181: NCC Chair Returns Report to County Focal Point

5.5.6 An email is generated intimating Country Focal Point about return of the report for editing

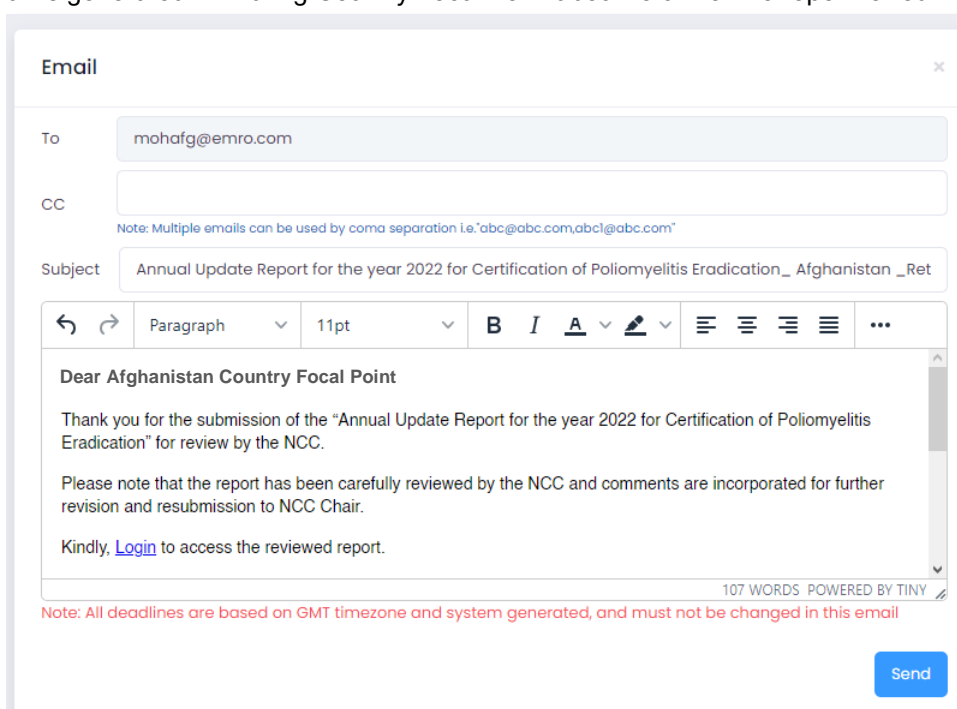


Figure 182: NCC Chair Sends Email to County Focal Point

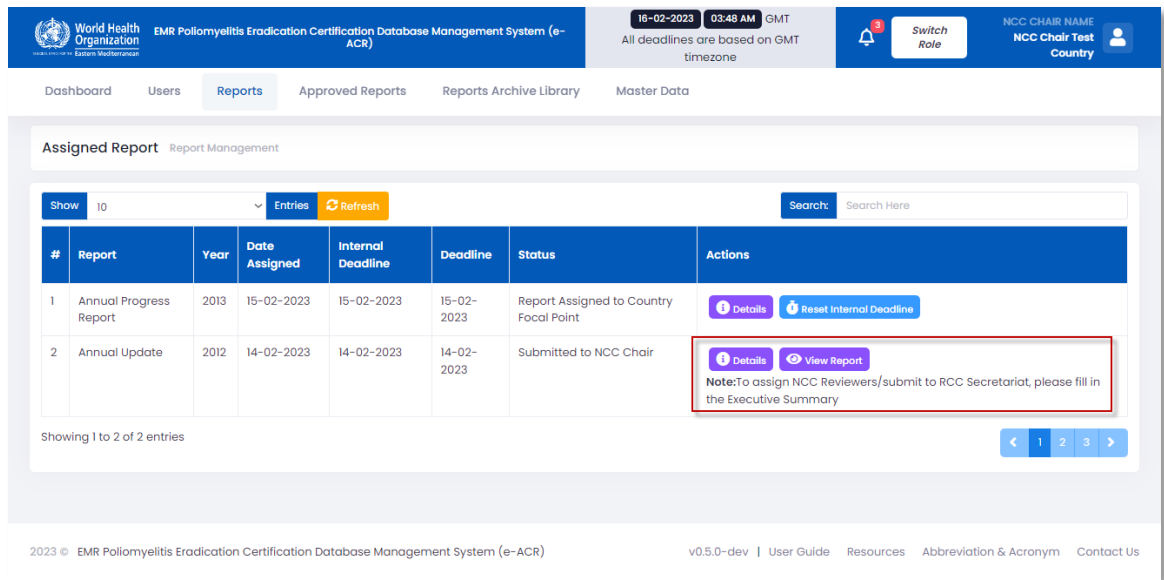


Figure 183: NCC Chair – Access View Report

5.6 Filling Executive Summary

5.6.1 NCC Chair opens the report and access the executive summary

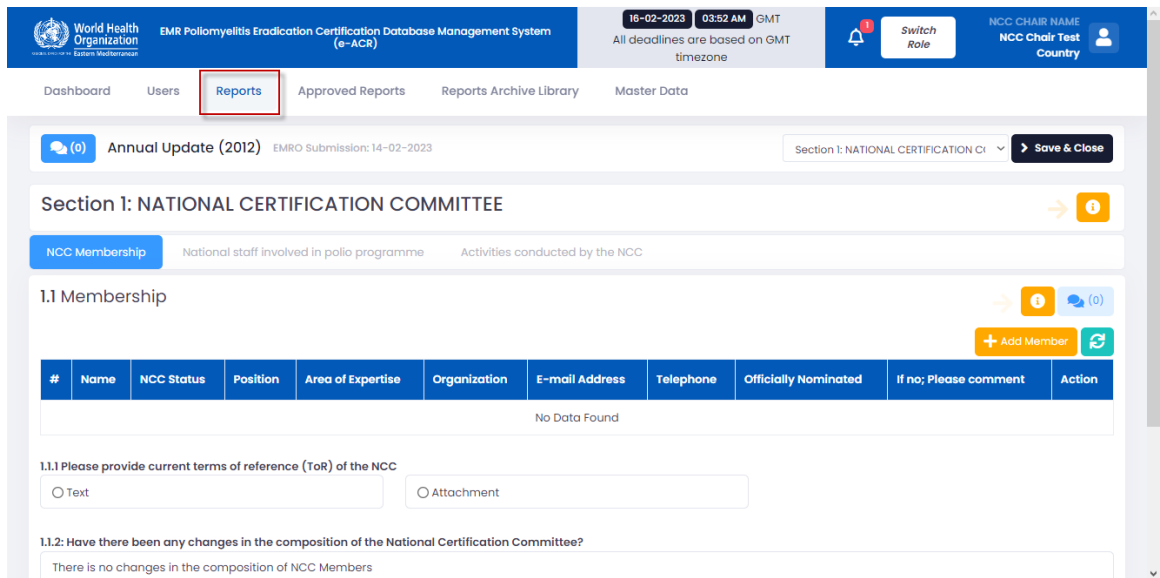


Figure 184: NCC Chair – Open Report

5.6.2 NCC Chair access the Section 2 – Executive summary from dropdown menu

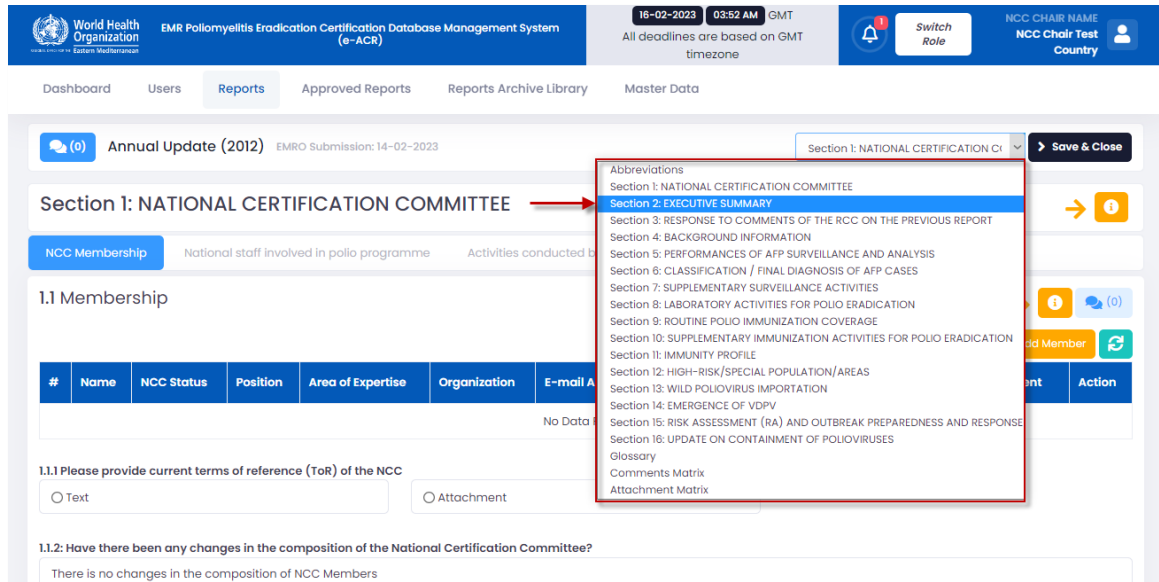


Figure 185: NCC Chair – Access Section 2 from Dropdown Menu

5.6.3 NCC Chair opens the Section 2 – Executive summary from dropdown menu and fill data

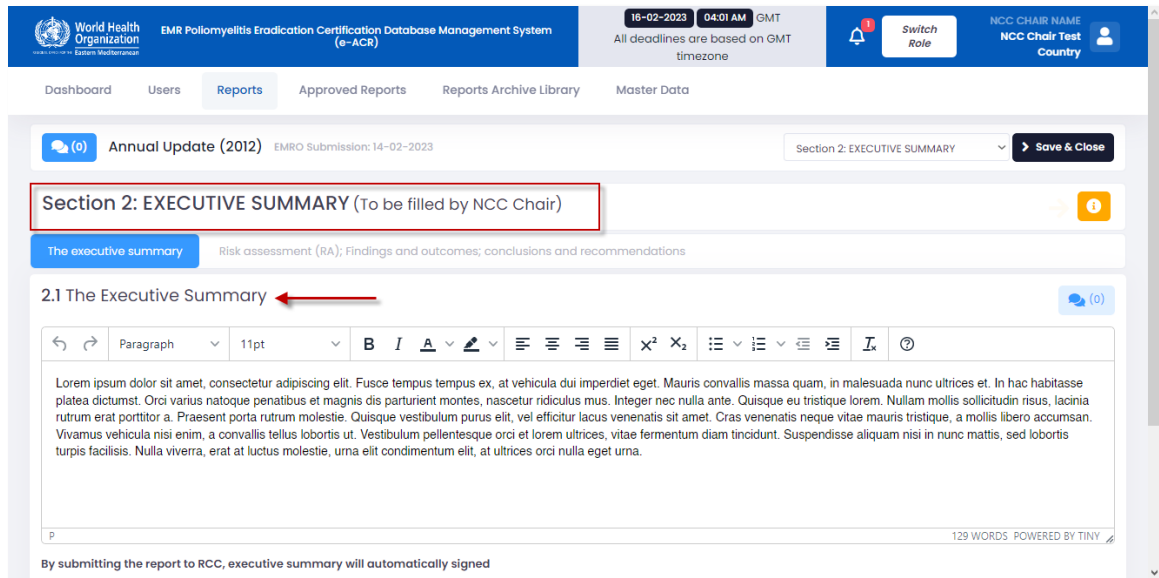


Figure 186: NCC Chair – Executive Summary

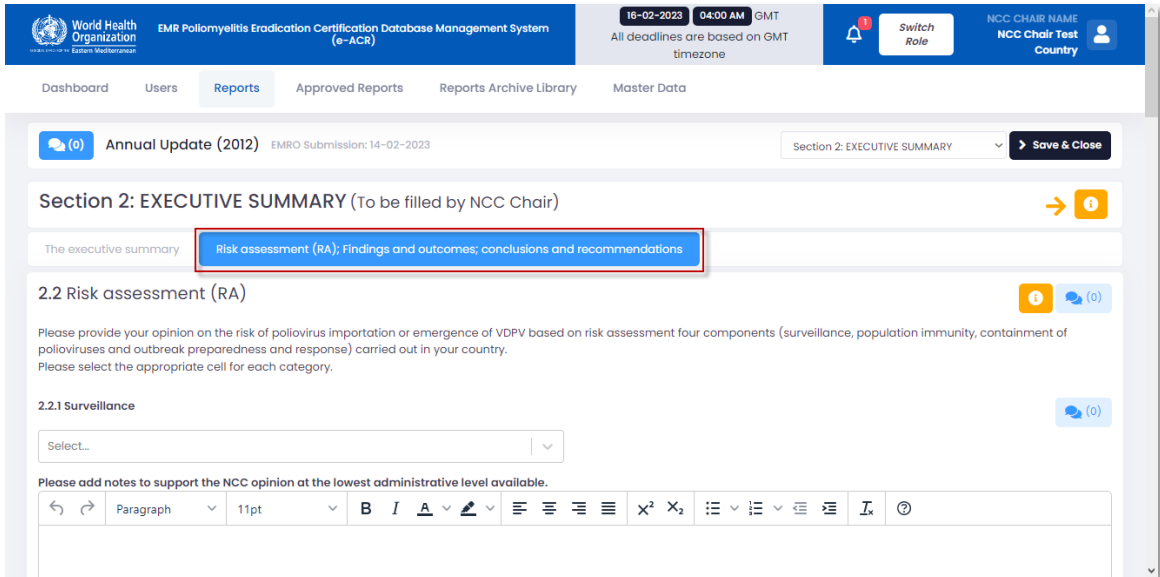


Figure 187: NCC Chair – Executive Summary Subsection

5.7 Assigning the Report to NCC Reviewers

5.7.1 After filling the Section 2 – Executive summary, NCC Chair assign the report to NCC Reviewer

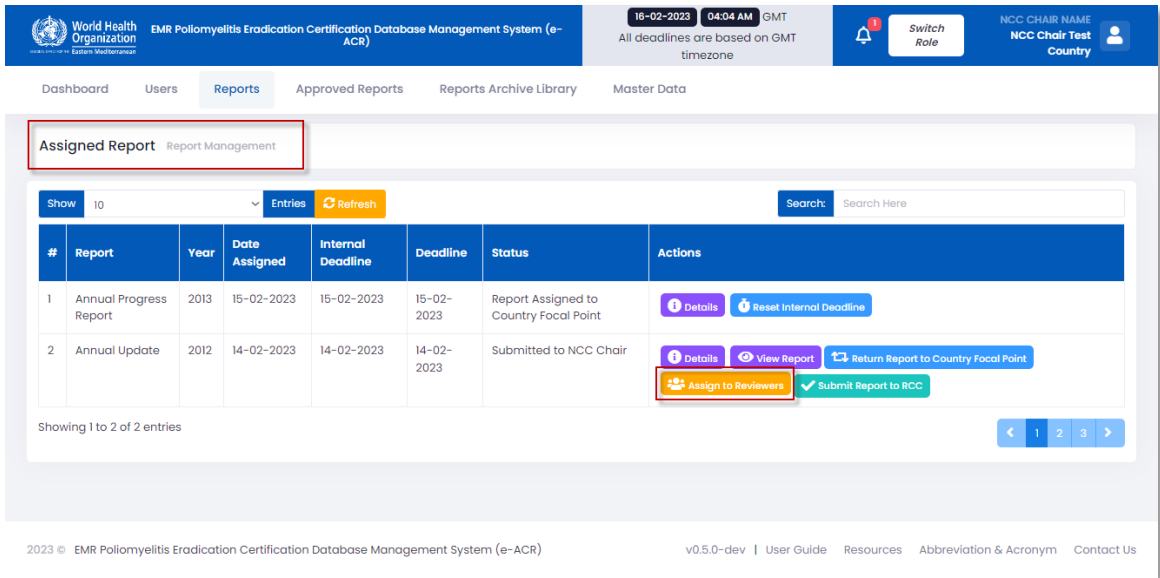


Figure 188: NCC Chair – Report Assignment to NCC Reviewer

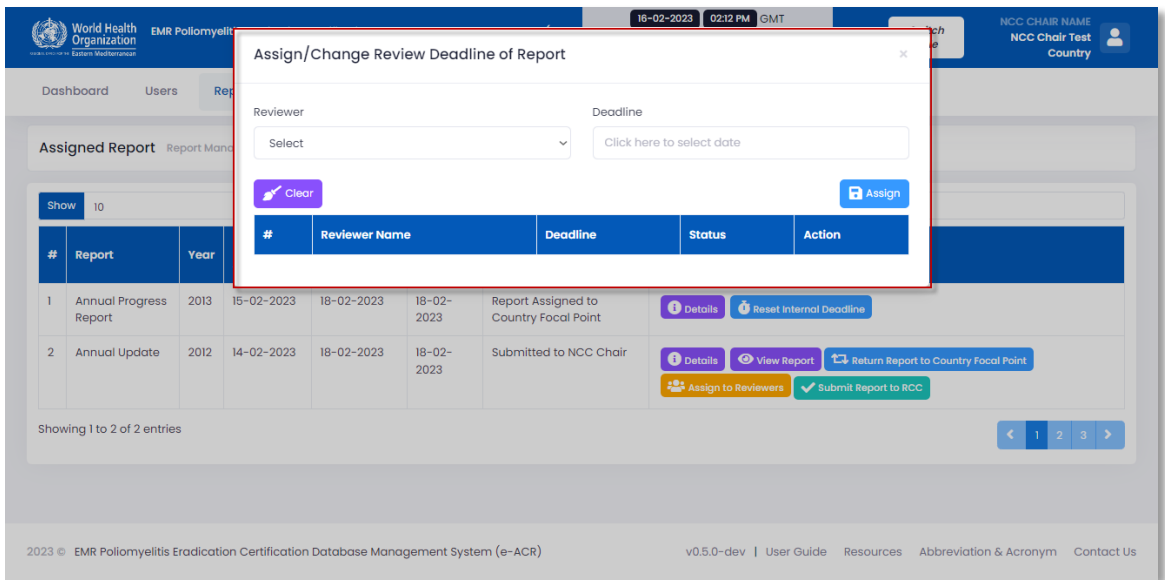


Figure 189: NCC Chair – Assign Report Set Deadline

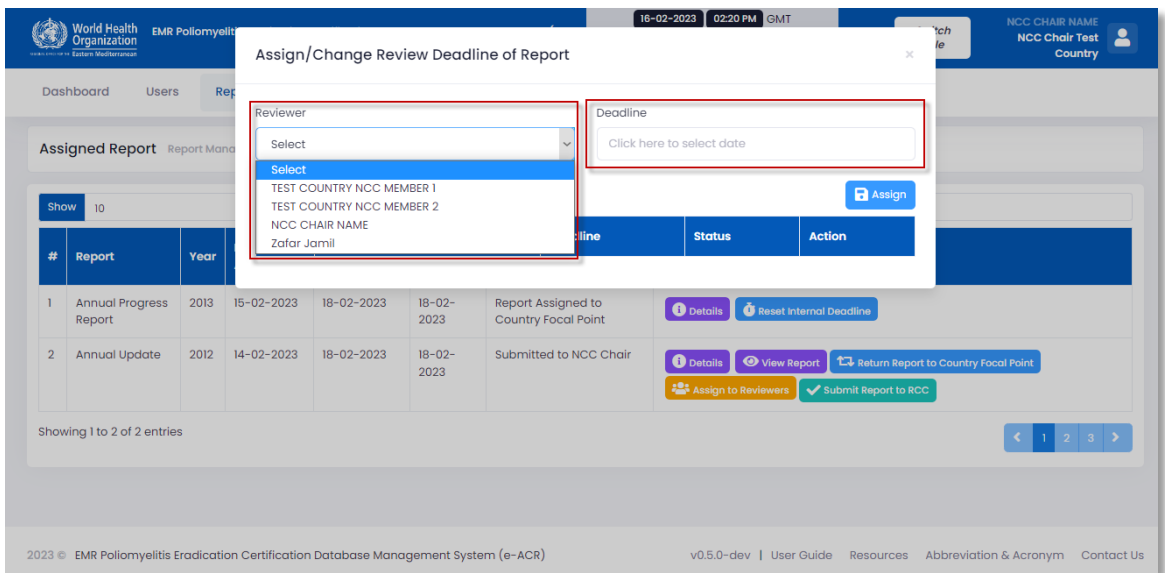


Figure 190: NCC Chair – Select Reviewer/Deadline

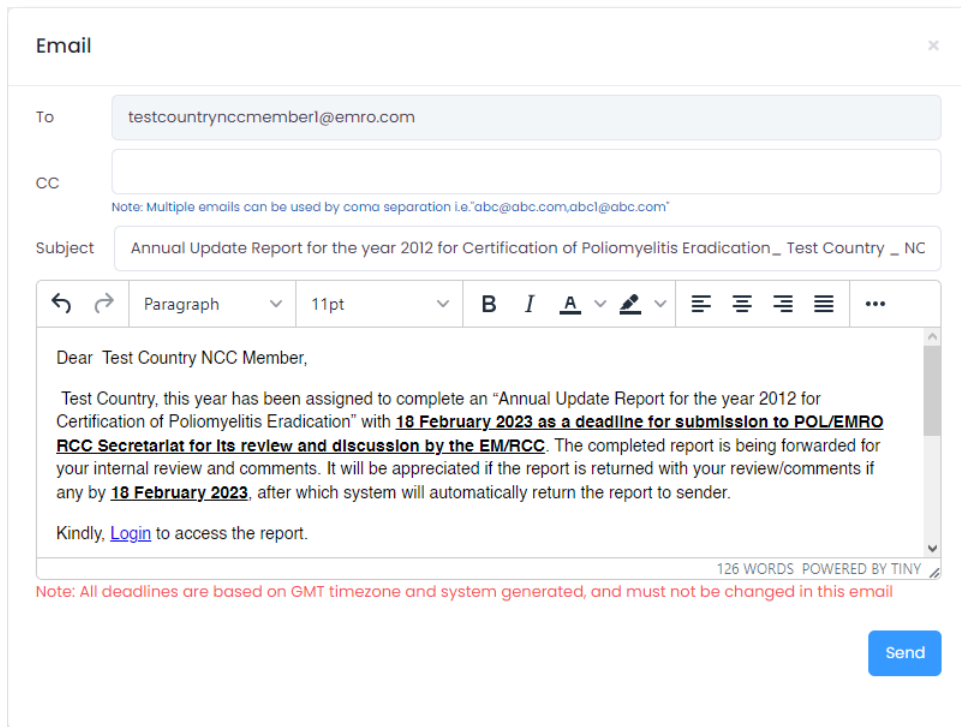


Figure 191: NCC Chair Sends Email to NCC Reviewer

5.8 Received report from NCC Reviewer.

5.8.1 After receiving the report from NCC Reviewer, NCC Chair will receive the notification on the dashboard.

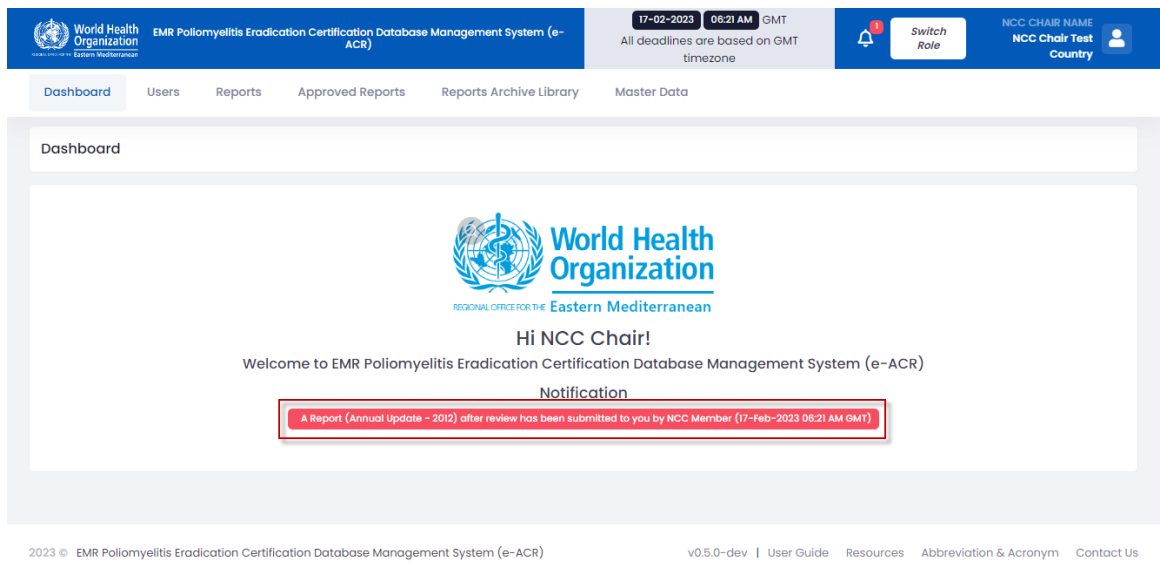


Figure 192: NCC Chair Home Page; Step 1 -- Notification

5.8.2 NCC Chair received the report back from reviewer and access the report by clicking "View Report".

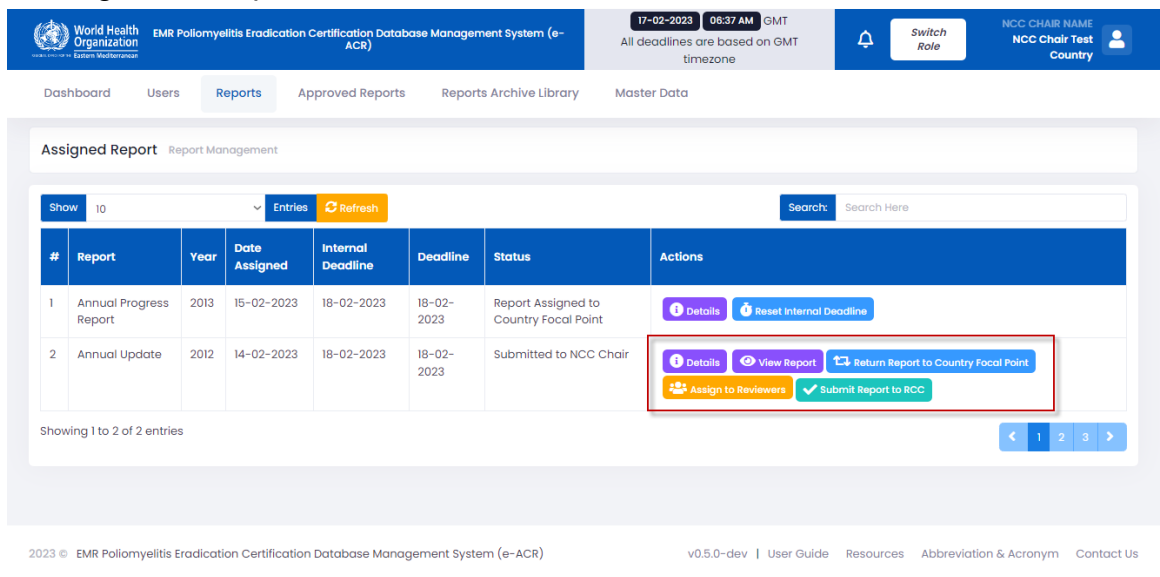


Figure 193: NCC Chair Report Page; Step 2 – Access Report

5.8.3 NCC Chair access the comments by clicking “Comment” icon.

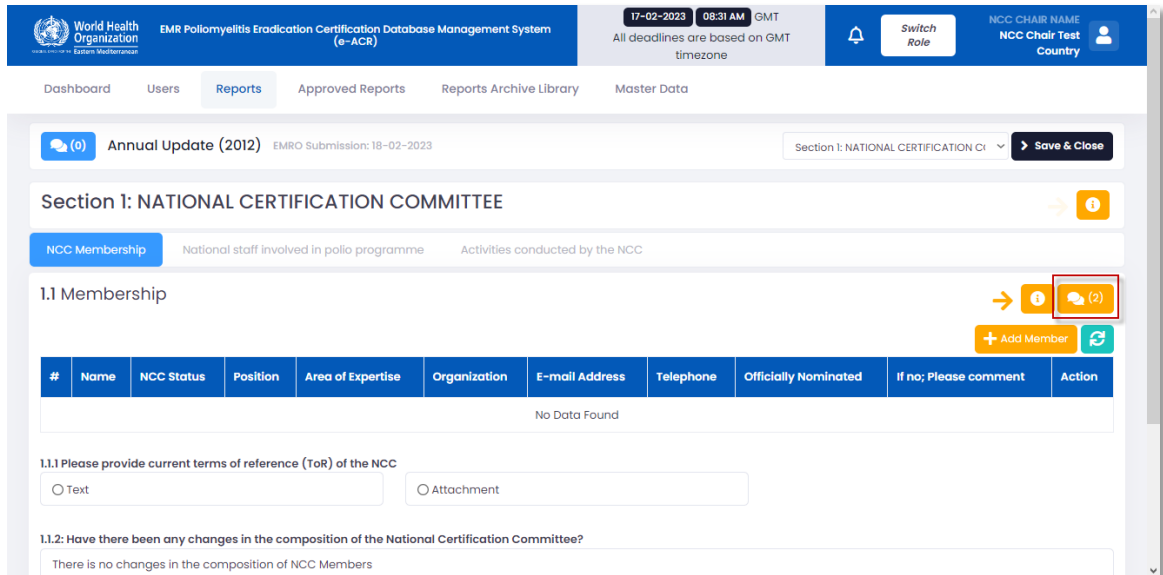


Figure 194: NCC Chair Report Page; Step 3 – Access Comments

5.8.4 NCC Chair review and respond to the comments added by the NCC Reviewer on “Comment” page.

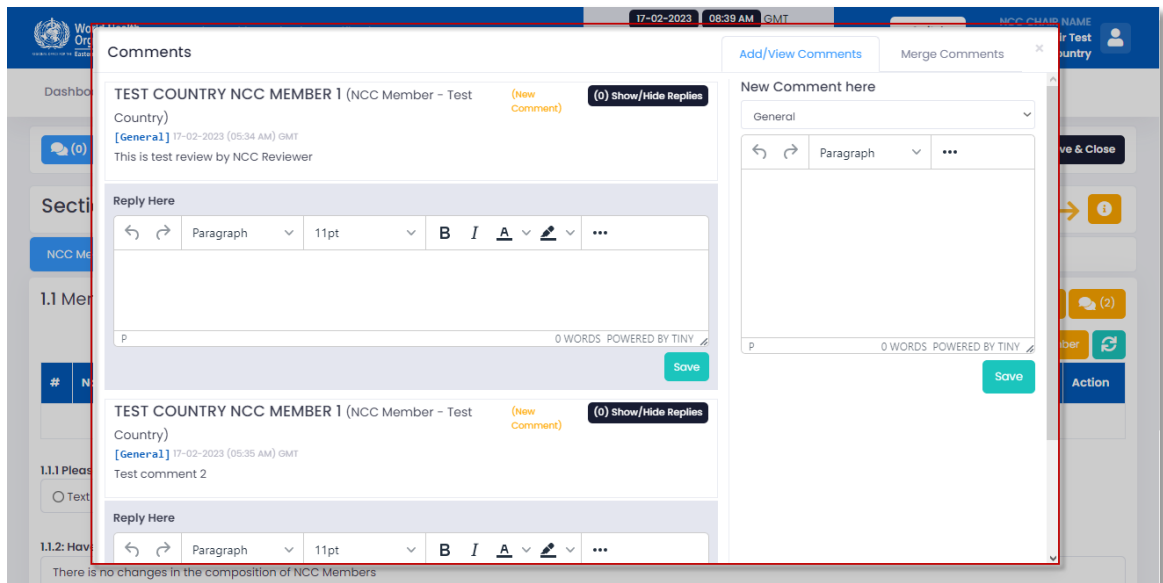


Figure 195: NCC Chair Report Page; Step 4 –Reply Comments Screen

5.8.5 NCC Chair adds comments in reply text box and click “Save” button.

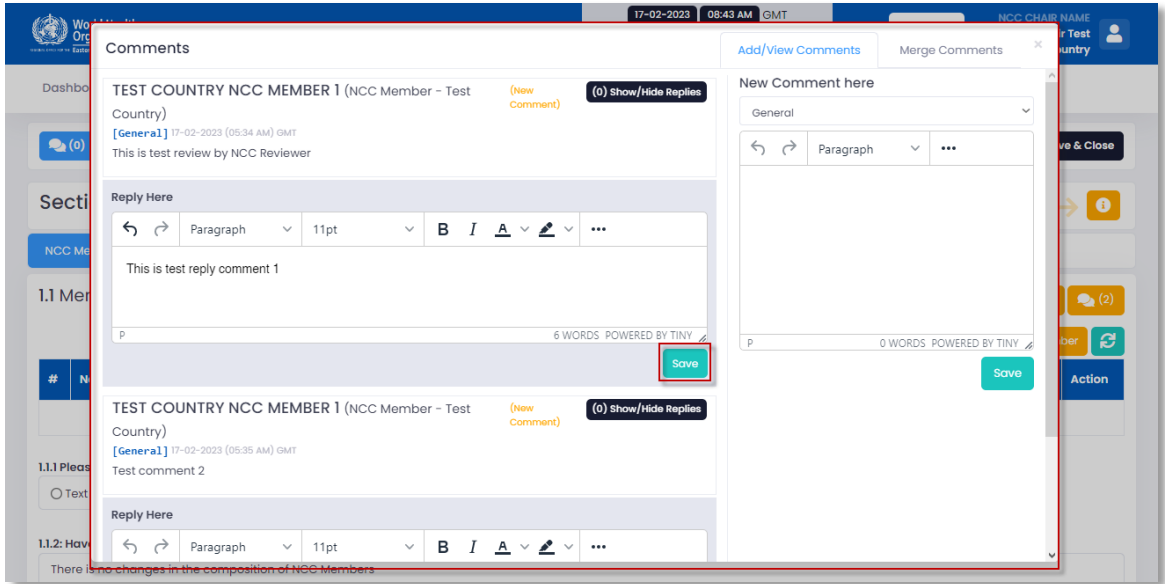


Figure 196: NCC Chair Report Page; Step 5 –Comments Screen

5.8.6 All comments are logged in the thread of comments.

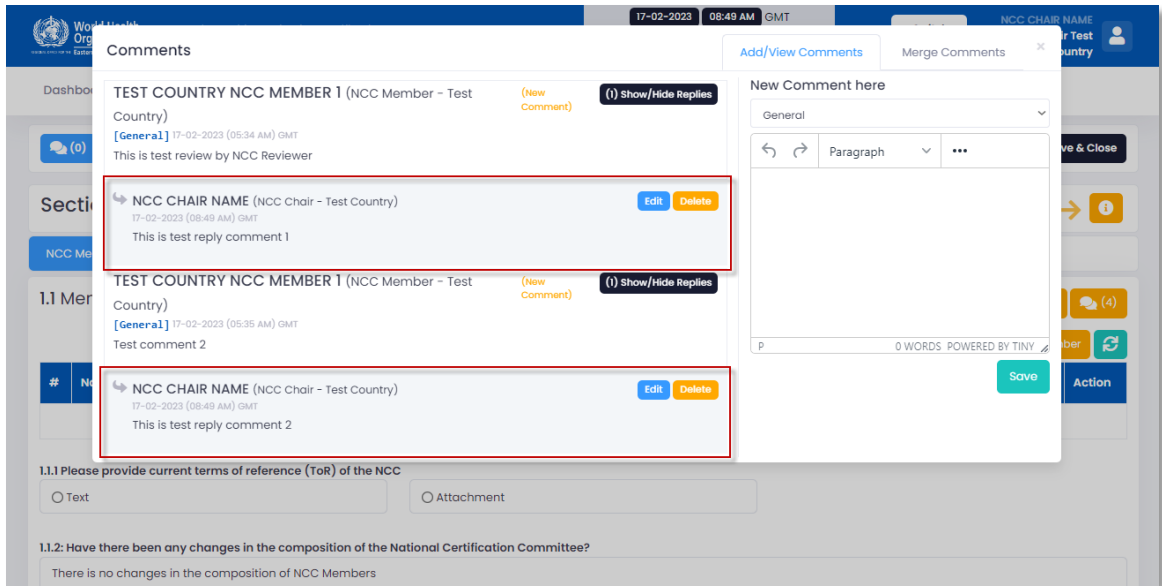


Figure 197: NCC Chair Report Page; Step 6 –Comments Log

5.8.7 NCC Chair save the report by clicking “Save & Close” button.

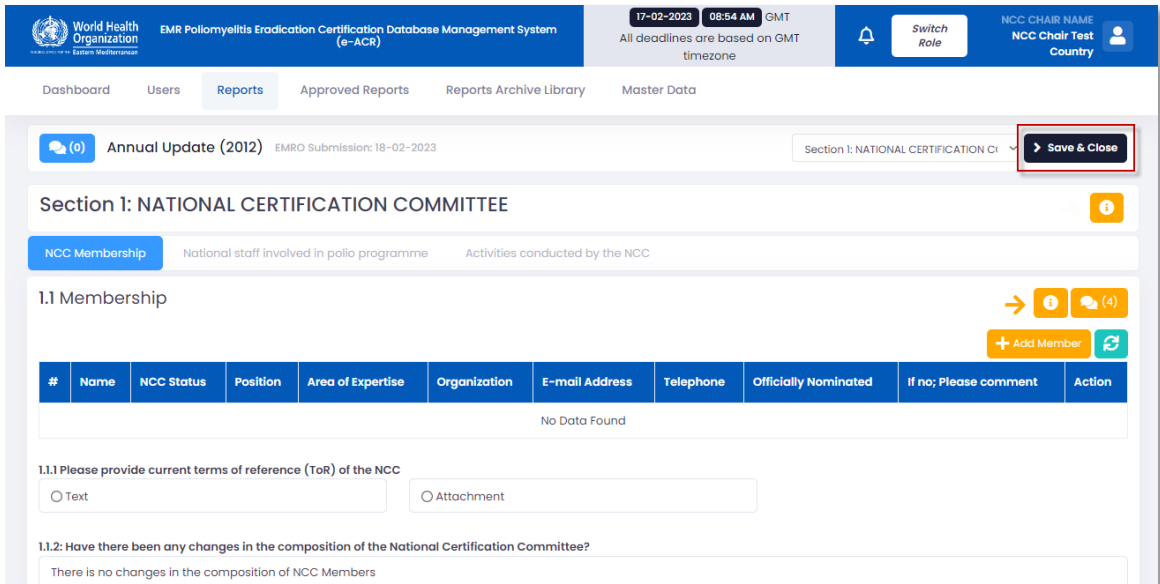


Figure 198: NCC Chair Report Page; Step 7 –Save & Close Report

5.9 Submission of Report to RCC Sect.

5.9.1 NCC Chair submit the report to RCC Sect. by clicking “Send Report to RCC” button.

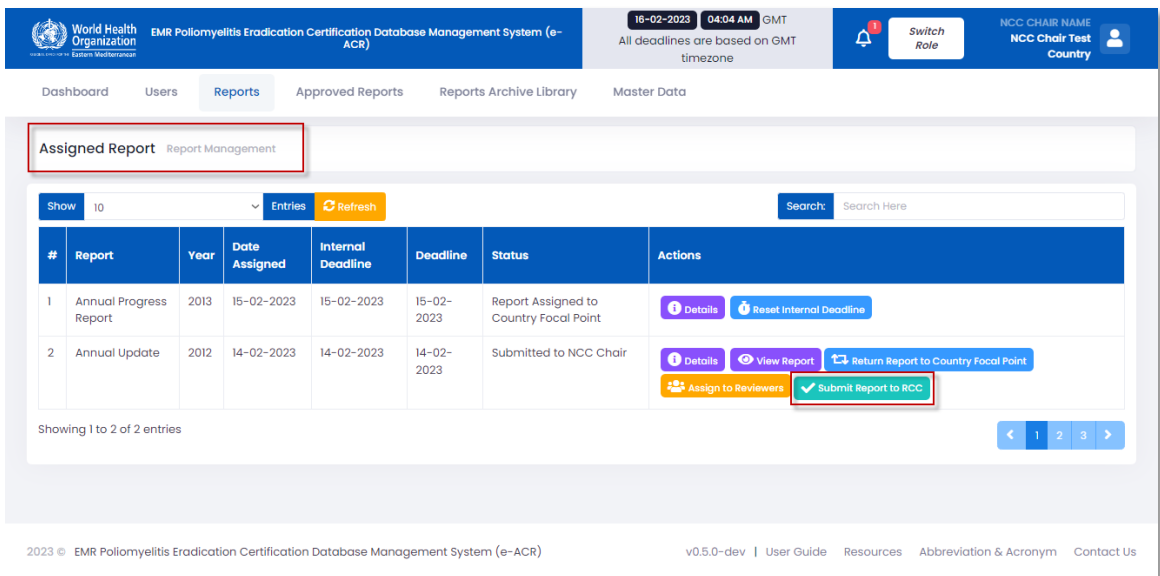


Figure 199: NCC Chair Report Submission; Step 1 –Submit Report to RCC Sect.

5.9.2 NCC Chair verify report before sending to RCC Sect. by entering name and password in the “Report Submission Verification” form.

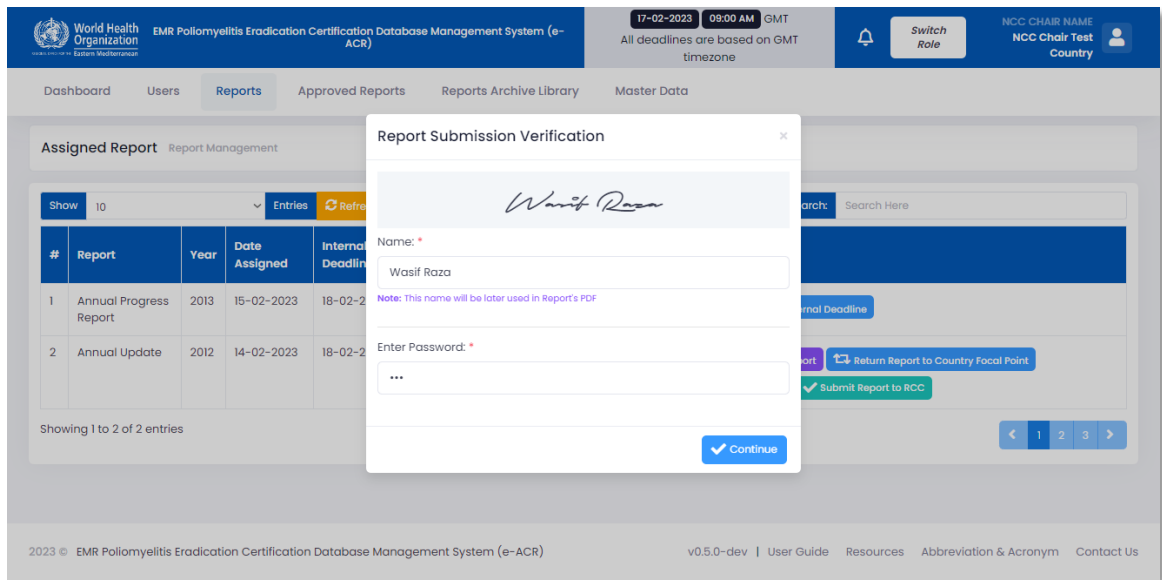


Figure 200: NCC Chair Report Submission; Step 2 – Report Submission Verification

5.9.3 After submission verification, NCC Chair sends email to RCC Sect. by clicking “Send” button.

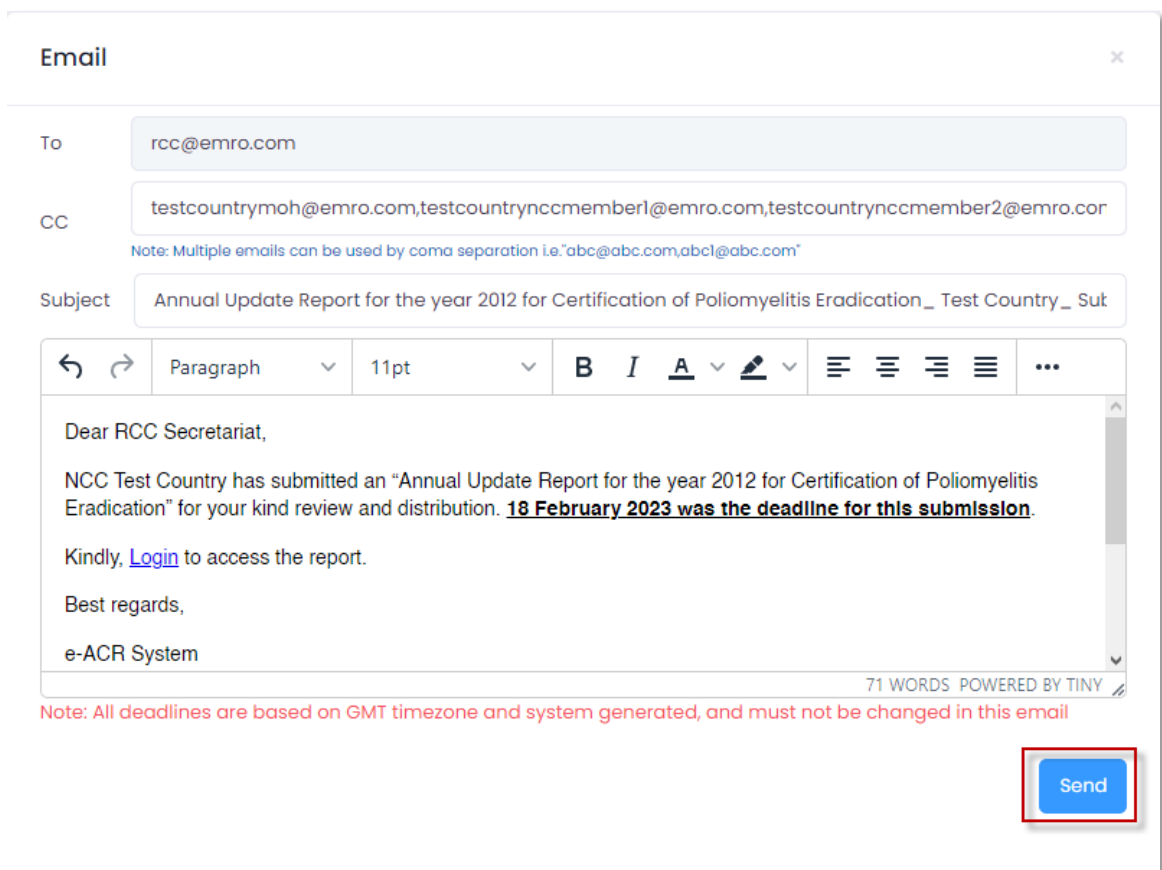


Figure 201: NCC Chair Report Submission; Step 3 – Email Notification



6.1 User Role

- Assign various sections of the report to Country Users
- Enter data and submit the report to NCC Chair
- Perform edits if returned from NCC Chair/ RCC Sect (as many times as needed)

6.2 User Login

6.2.1 On eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

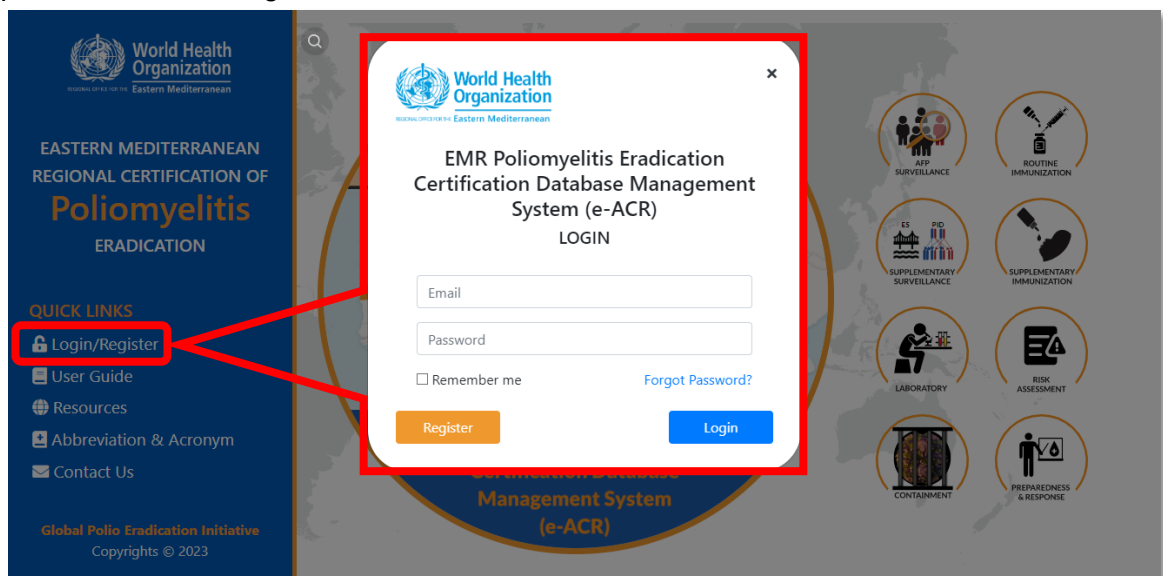


Figure 202: Home Screen of e-ACR – Login Screen

6.2.2 Having logged-in, different users will have access to their country’s respective home screens. Below is the example of Country Focal Point Home Screen (Dashboard).

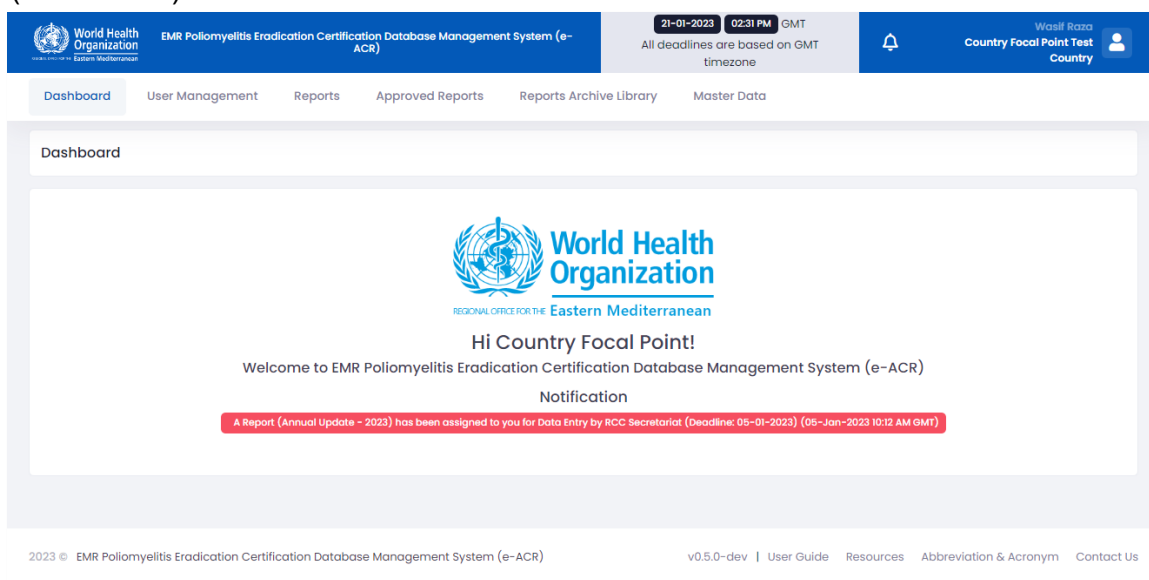


Figure 203: Country Focal Point – Dashboard

6.3 User Management

6.3.1 Having logged-in, different users will have access to their country’s respective home screens. Below is the example of Country Focal Point Home Screen (Dashboard).

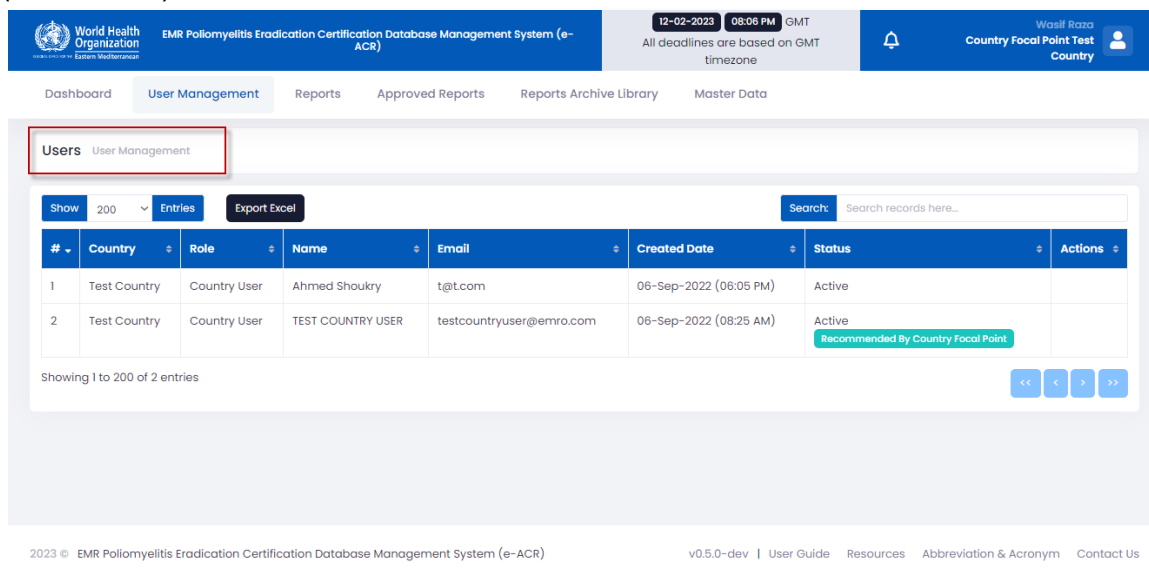


Figure 204: Country Focal point - User Management

6.3.2 Country Focal Point can see other country users and can recommend new country users.

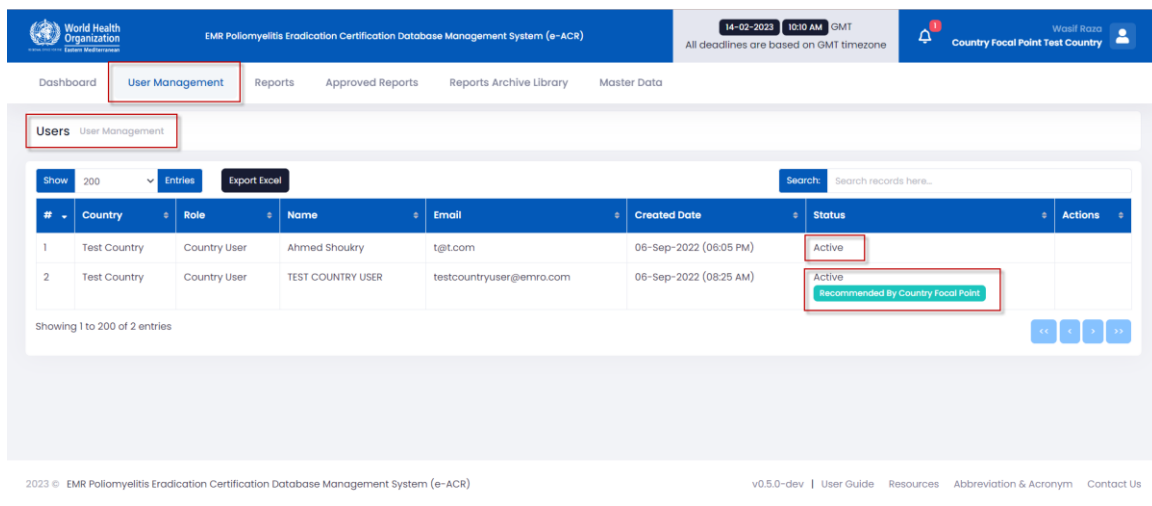


Figure 205: Country Focal point - User Management

6.4 Reports

6.4.1 In the report section, there are more than 16 sections, which Country Focal Point fills step by step. Country Focal Point can see the “Details” of report, “Assign Section” to other National User, and “View & Enter Data”.

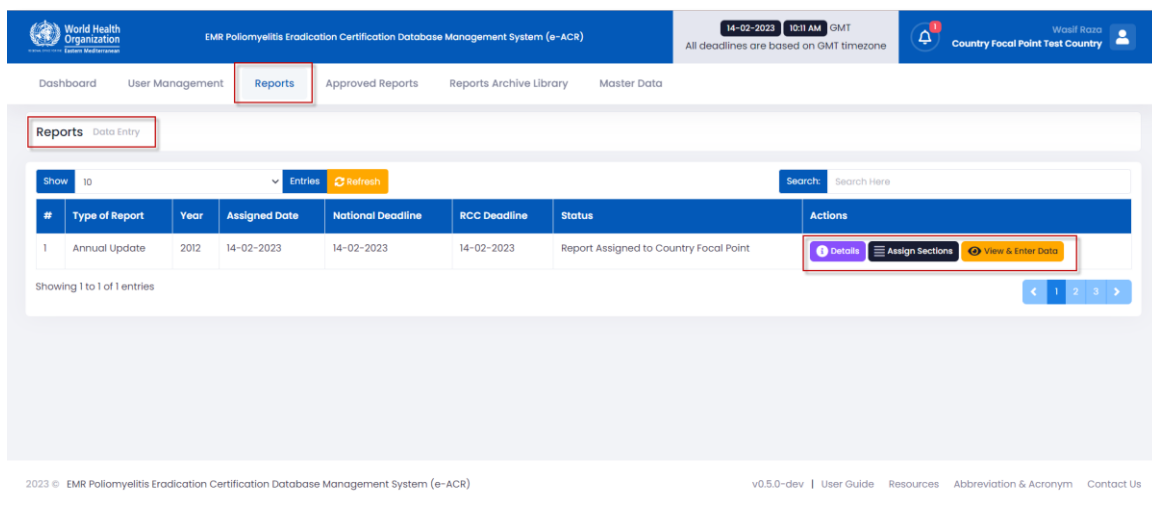


Figure 206: Country Focal Point – Multiple Action Buttons

6.4.2 Country Focal Point can access the sections by clicking “View & Enter Data” button.

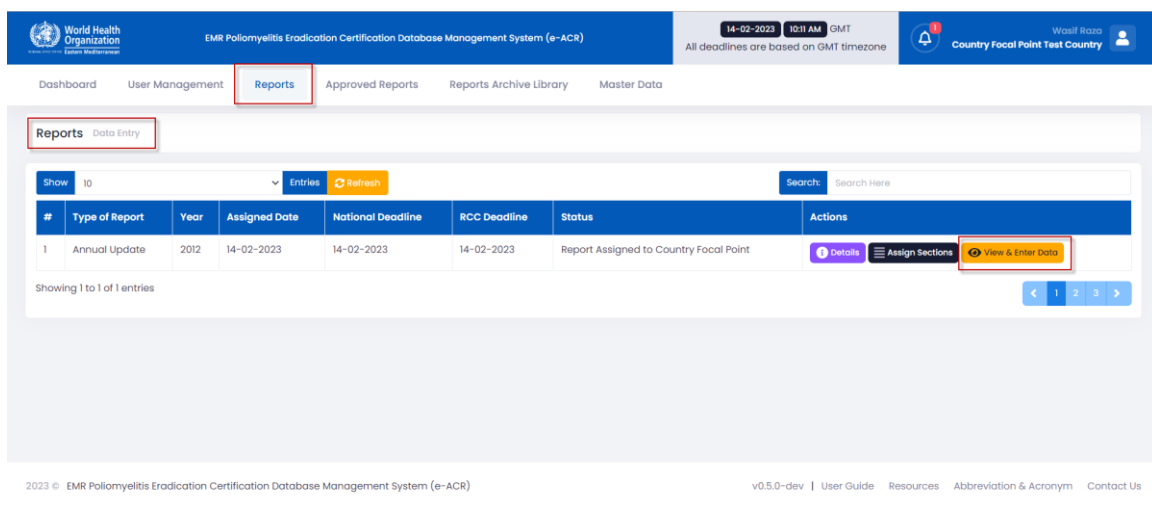


Figure 207: Country Focal Point - Reports - View and Enter Data

6.4.3 Having clicked “View & Enter Data” button, Country Focal Point can have the option to access sections and fill data or can review “Master Data”.

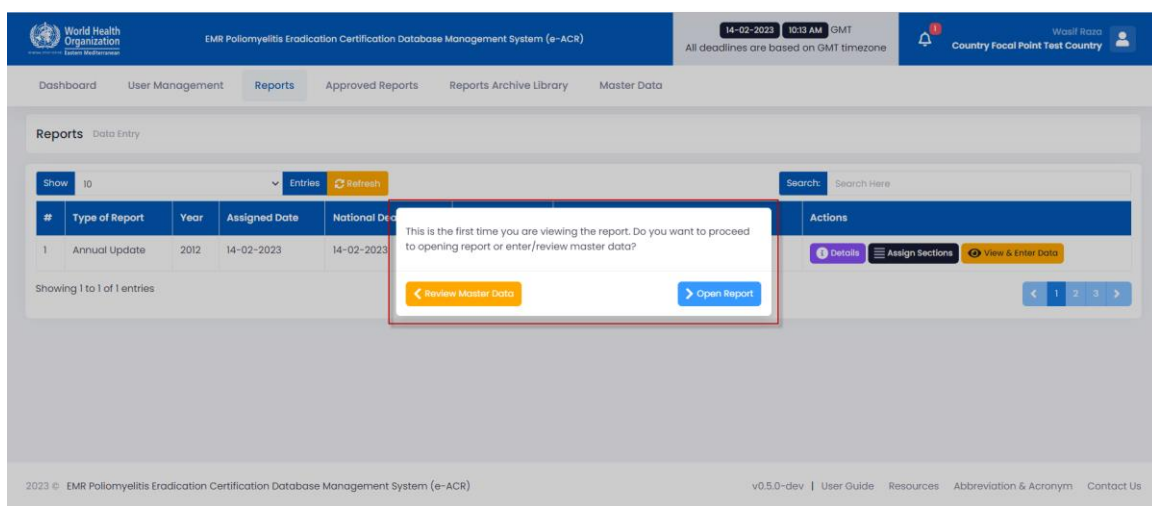


Figure 208: Country Focal Point - View and Enter Data - Decision Pop-up

6.4.4 Section 1 – National Certification Committee

6.4.4.1 Having clicked “Open Report” button, Country Focal Point can have the access to all sections of the report.

Figure 209: Access Reports Sections

6.4.4.2 On the sections page, Country Focal Point can either select the section form dropdown menu or fill the data step by step and move to next section by pressing “Next” button

Figure 210: Reports - Sections Dropdown

6.4.4.3 Country Focal Point fills the data in section 1 and move to subsections step by step.

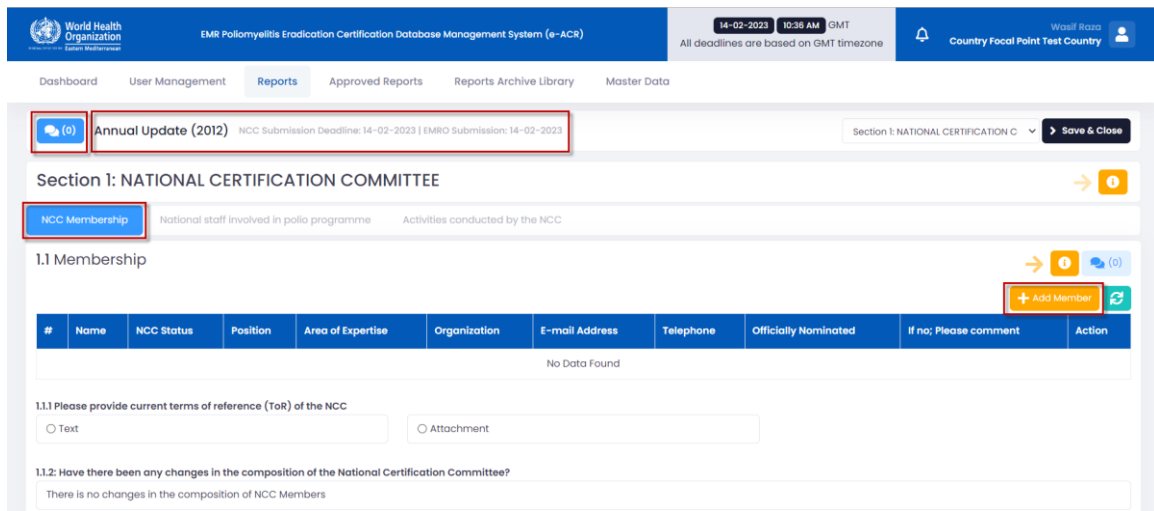


Figure 211: Report Section 1.1 - NCC Membership

6.4.4.4 Country Focal Point can add NCC Member in section 1.1 and move to subsections afterwards.

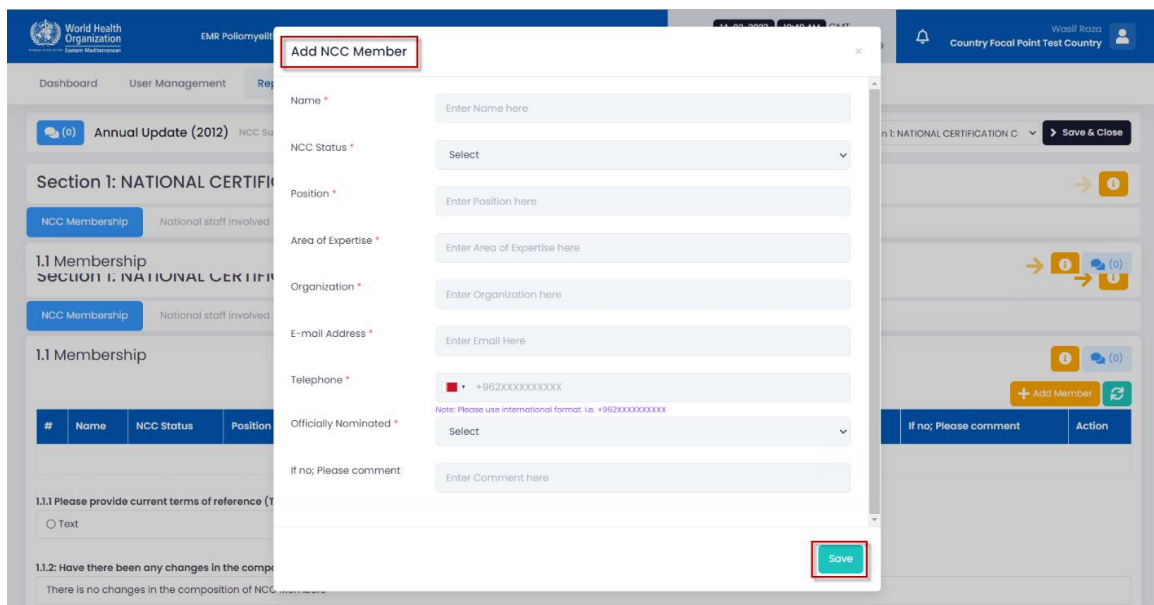


Figure 212: Report Section 1.1 - Add NCC Member Pop-up

6.4.4.5 Country Focal Point can add National Staff Involved in Polio Programme in section 1.2 and move to subsections afterwards.

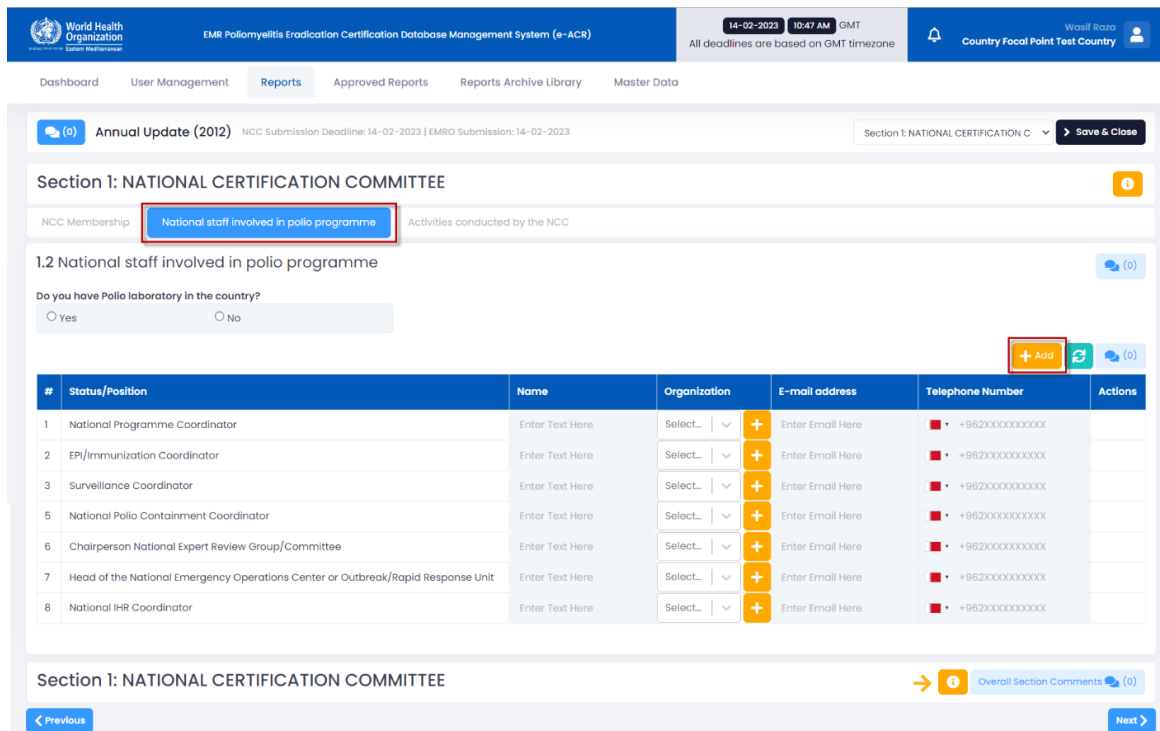


Figure 213: Report Section 1.2 - National Staff Involved in Polio Programme/Add Staff

6.4.4.6 Country Focal Point can add New Status/Position and move to subsequent part.

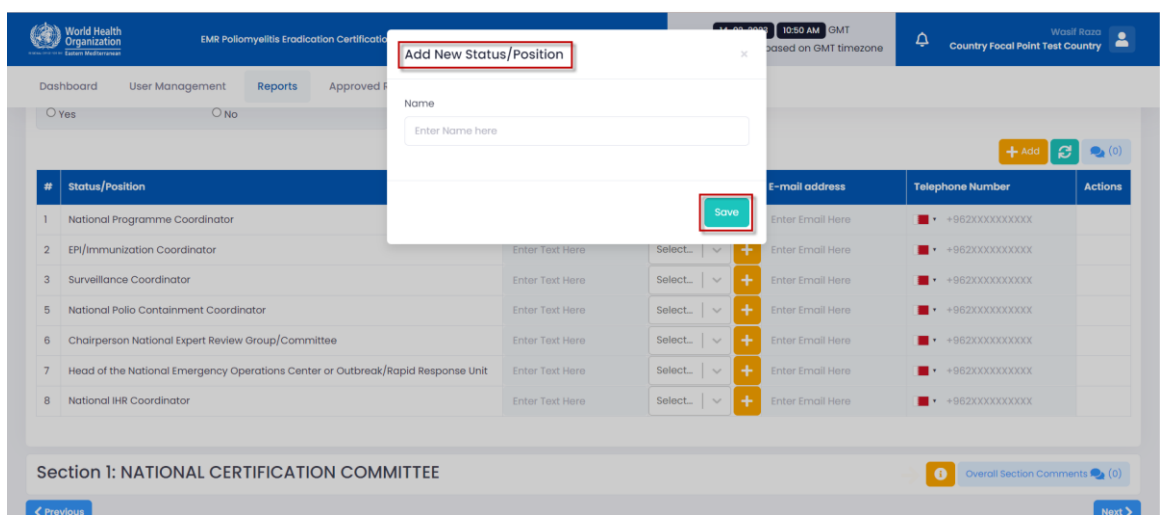


Figure 214: Report Section 1.2 - Add New Status/Position Pop-up

6.4.4.7 Country Focal Point can add Organizations Dropdown and move to subsequent part.

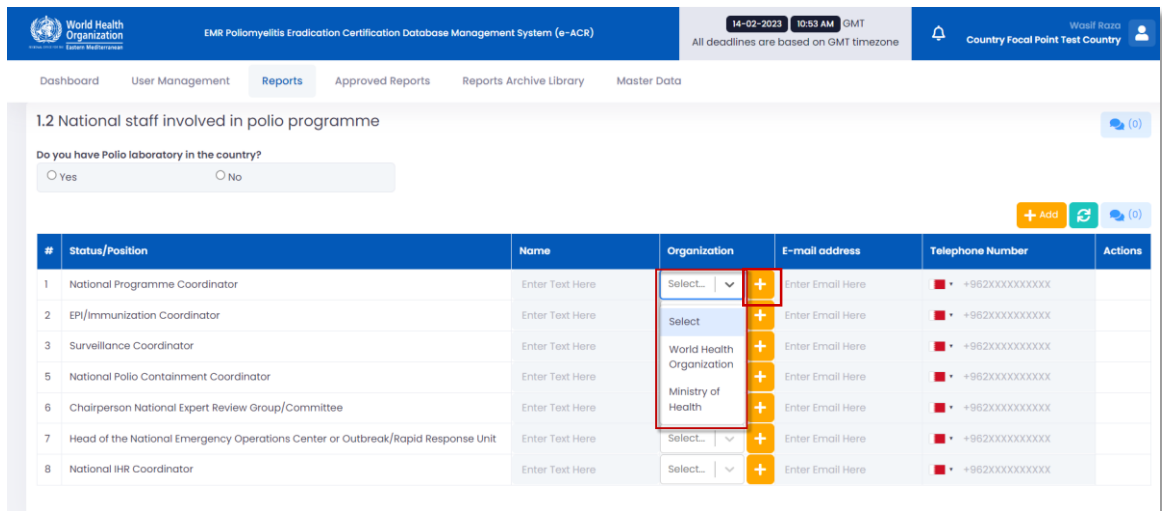


Figure 215: Report Section 1.2 - Organizations Dropdown

6.4.4.8 Country Focal Point can add Edit Organization and move to subsequent part.

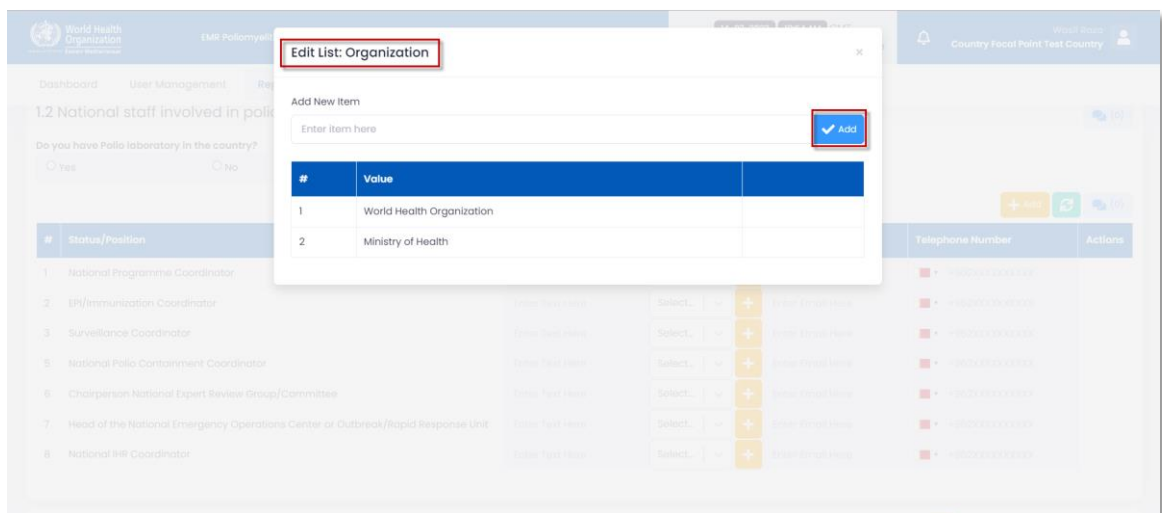


Figure 216: Report Section 1.2 - Edit Organization Data Pop-up

6.4.4.9 Country Focal Point can select from Telephone Number Dropdown and move to subsequent part.

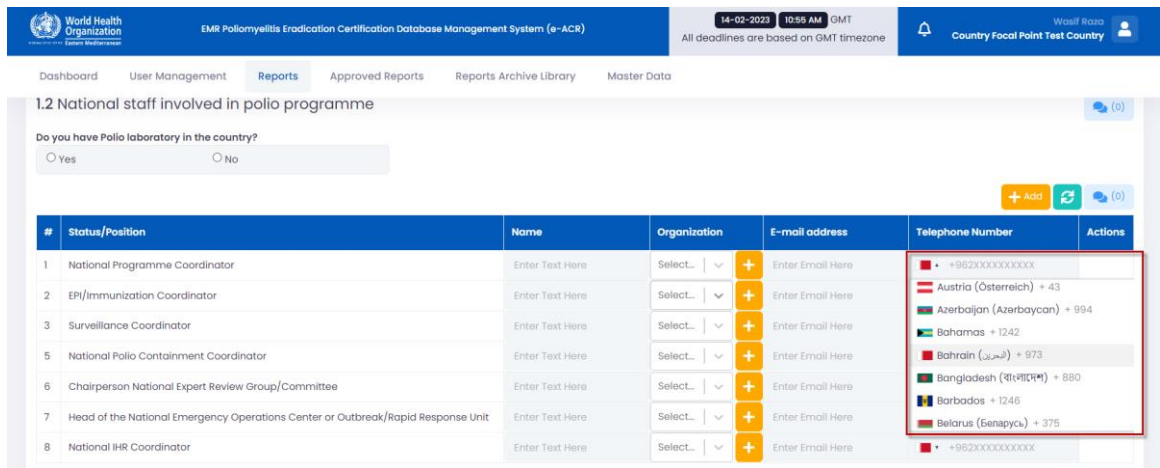


Figure 217: Report Section 1.2 - Telephone Number Dropdown

6.4.4.10 Country Focal Point can perform activities conducted by the NCC and add activities and move to subsequent part.

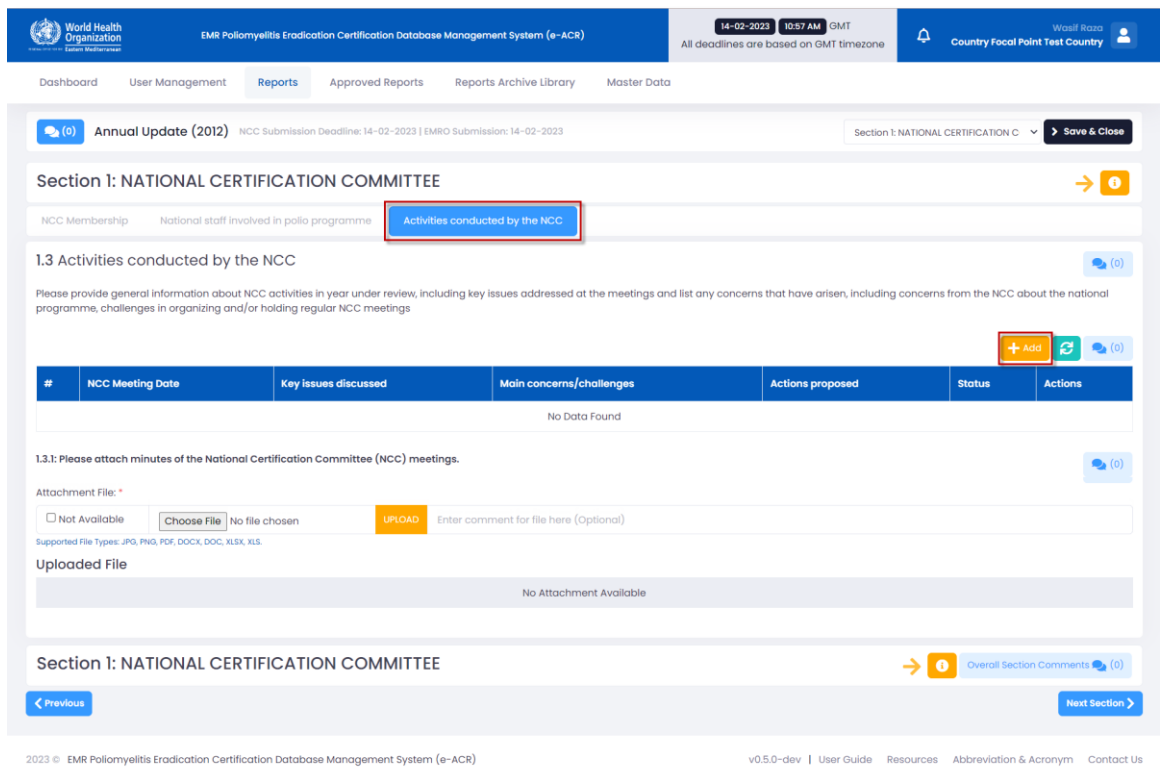


Figure 218: Report Section 1.3 - Activities Conducted by the NCC/Add Activities

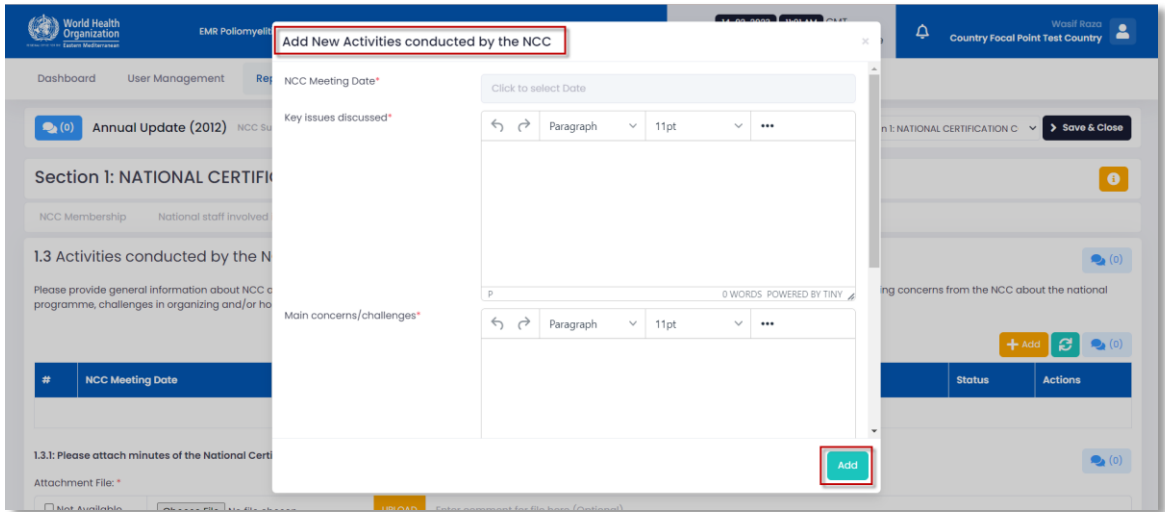


Figure 219: Report Section 1.3 - Add New Activities Pop-up

6.4.5 Section 3 - Response to Comments of the RCC on the Previous Report

6.4.5.1 In section 3, Country Focal Point can give response to Comments of the RCC on the Previous Report perform activities conducted by the NCC and add activities through self-explanatory forms and move to subsequent section.

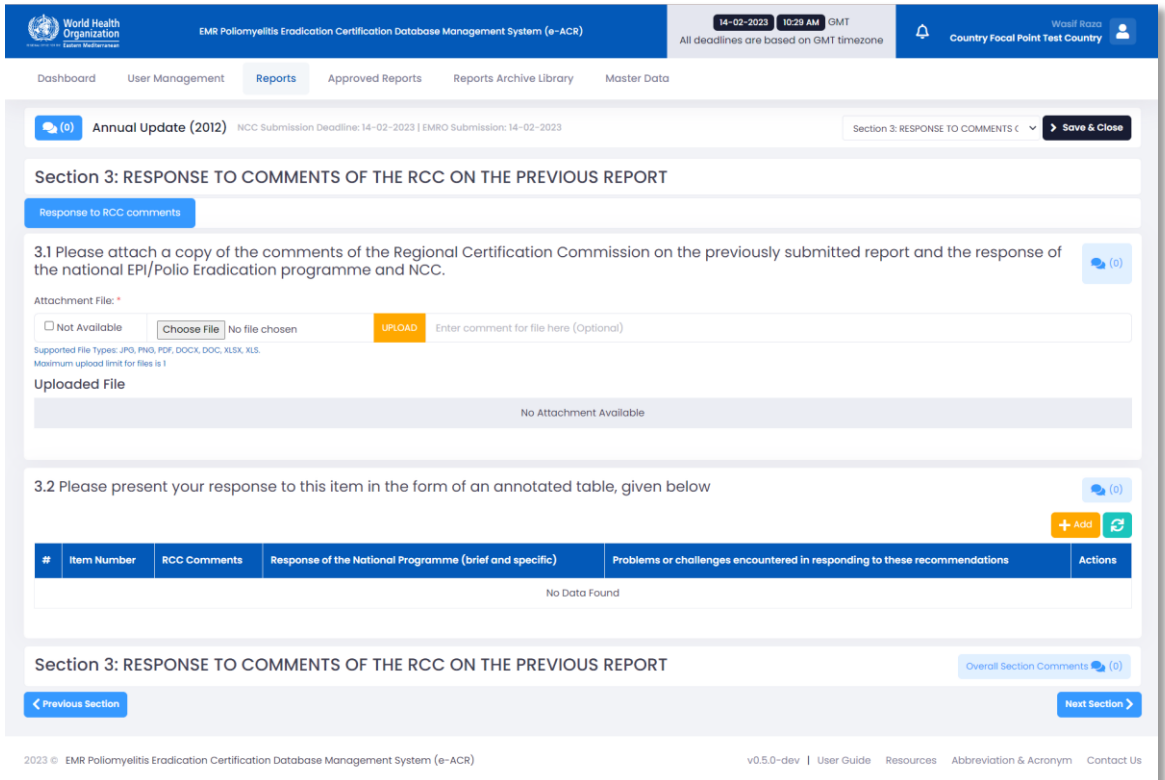


Figure 220: Report Reports - Section 3 - Response to Comments of the RCC on the Previous Report

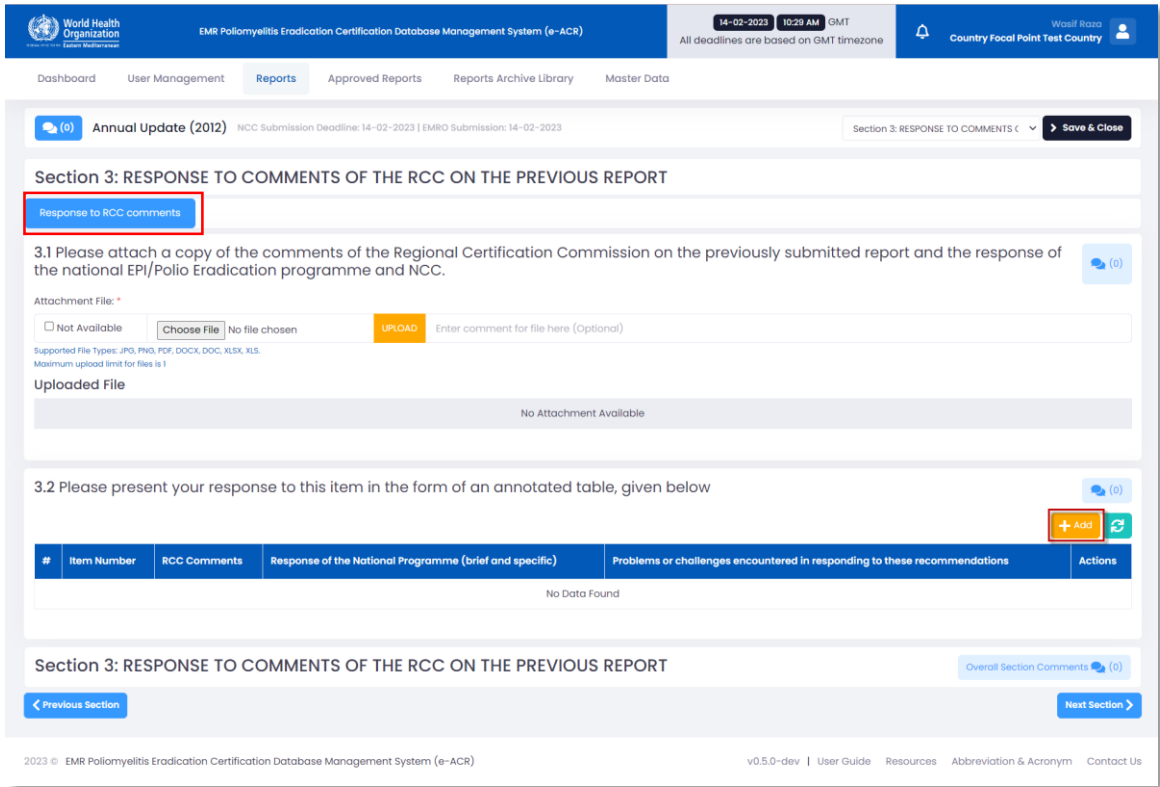


Figure 221: Report Section 3 - Response to RCC Comments/Add Entry

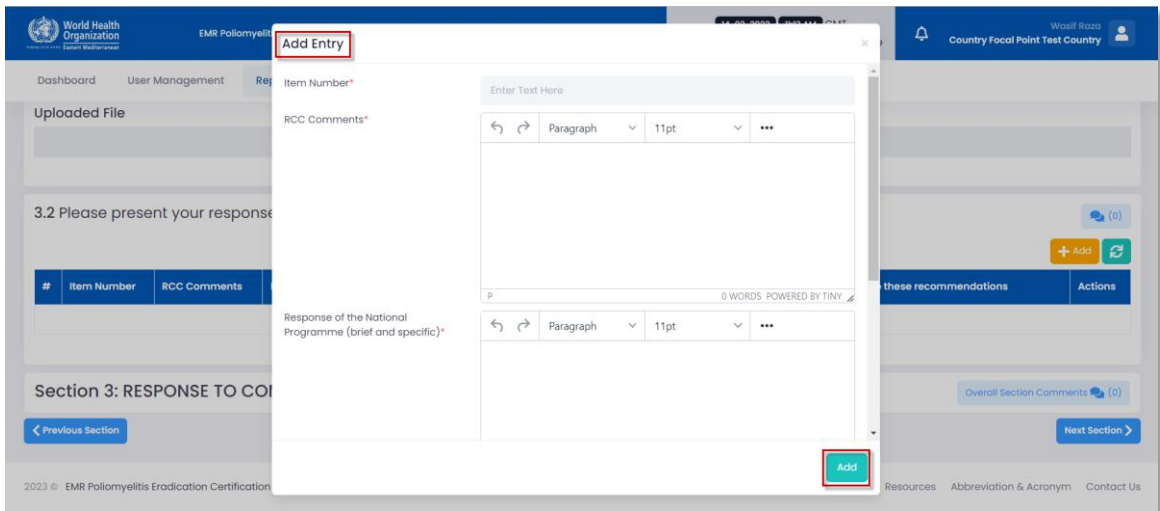


Figure 222: Report Section 3.2 - Add Entry Pop-up

6.4.6 Section 4 - Background Information

6.4.6.1 In section 4, Country Focal Point can add background information like Population & Administrative Units through self-explanatory forms and move to subsequent section.

The screenshot displays the 'Section 4: BACKGROUND INFORMATION' interface. At the top, there is a navigation bar with 'Reports', 'Approved Reports', 'Reports Archive Library', and 'Master Data'. The main content area is titled 'Section 4: BACKGROUND INFORMATION' and includes a sub-section 'Population and administrative units'. Under '4.1 Population and Administrative Units', there is a 'YEAR' dropdown set to '2012' and a 'Total Population' input field. Below this is a table with columns for '#', 'Age Groups', 'Number', and 'Percentage'. The table contains three rows for age groups: '< 1 year of age', '< 5 years of age', and '< 15 years of age'. The 'Number' column for each row has an 'Enter Number Here' placeholder. Below the table is another sub-section '4.1.1 High risk areas, special populations' with a table for 'Estimated population' and 'Total Population'. The 'Estimated population' table has columns for '<1 Year', '<5 Years', and '<15 Years'. The 'Total Population' column has a 'No Data Found' message. At the bottom, there are navigation buttons for '< Previous Section' and 'Next >', and a footer with copyright information and version details.

Figure 223: Report Reports - Section 4 - Background Information

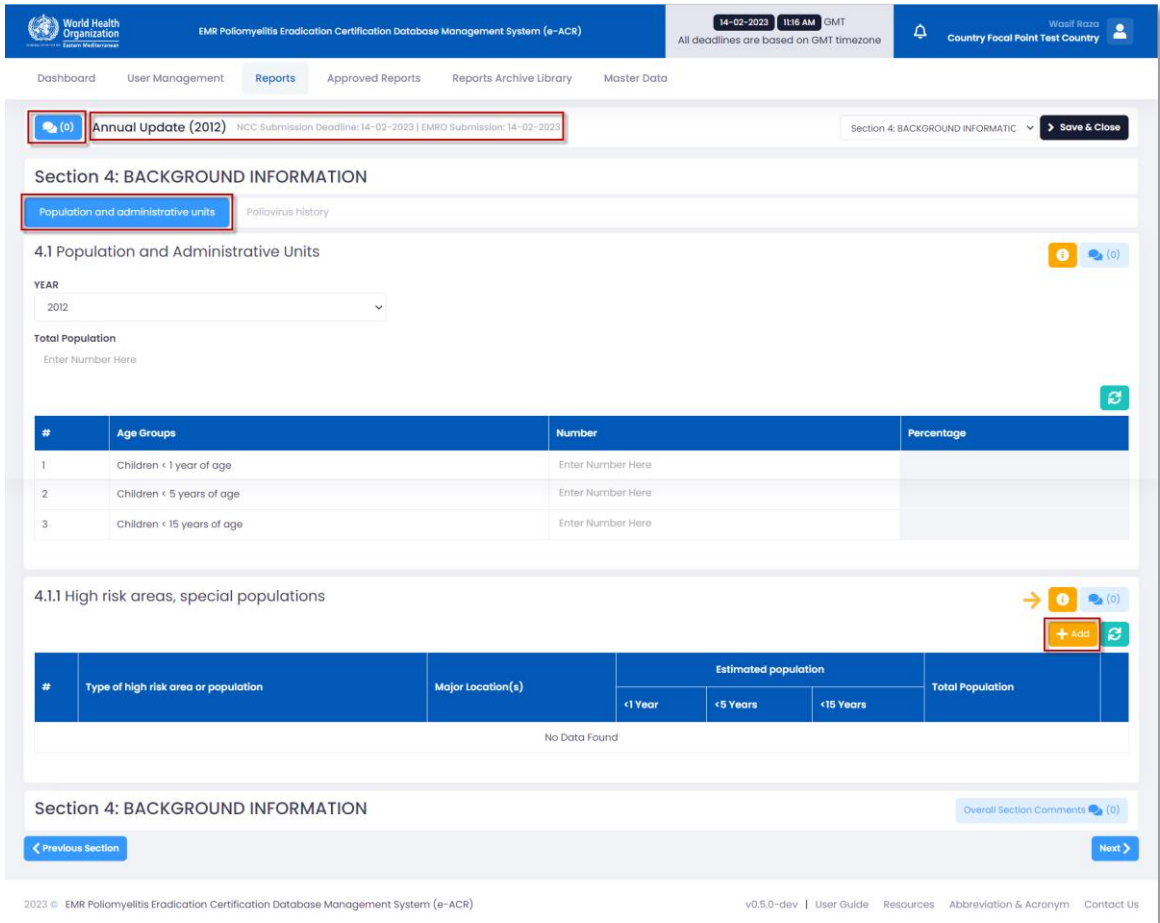


Figure 224: Report Section 4.1 - Population and Administrative Units/Add Entry

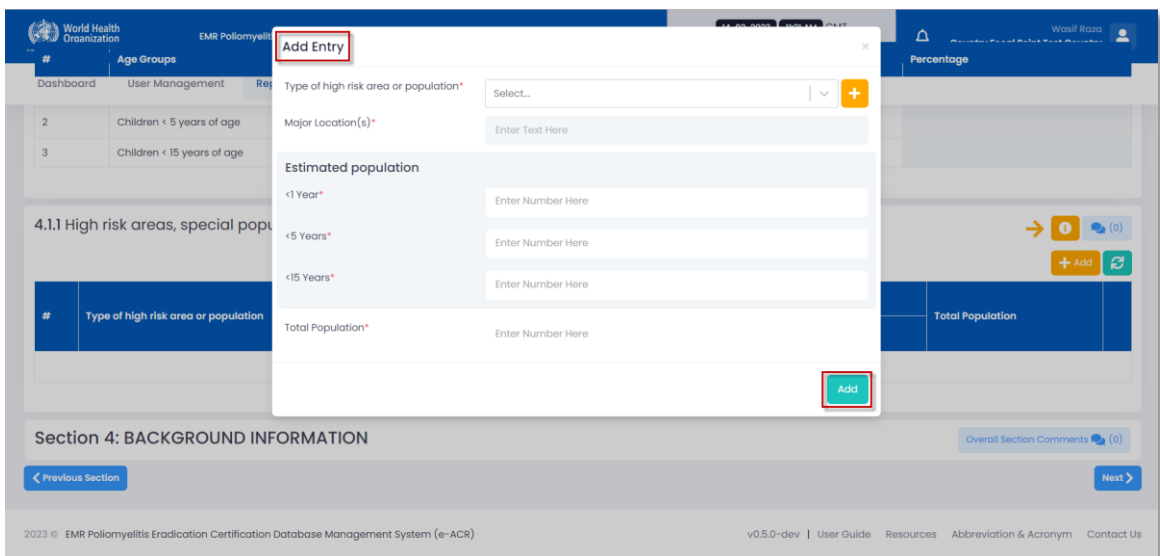


Figure 225: Report Section 4.1.1 - Add Entry Pop-up

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 11:20 AM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 4: BACKGROUND INFORMATI Save & Close

Population and administrative units Poliovirus history

4.1 Population and Administrative Units

YEAR

- 2012
- Select
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007

		Number	Percentage
1	Children < 1 year of age	Enter Number Here	
2	Children < 5 years of age	Enter Number Here	
3	Children < 15 years of age	Enter Number Here	

Figure 226: Report Section 4.1 - Year Dropdown

6.4.7 Section 5 – Performance of AFP Surveillance and Analysis

6.4.7.1 In section 5, Country Focal Point can add Performance of AFP Surveillance and Analysis through self-explanatory forms and move to subsequent section.

The screenshot displays the 'Annual Update (2012)' form for 'Section 5: PERFORMANCES OF AFP SURVEILLANCE AND ANALYSIS'. The interface includes a navigation menu with options like 'Dashboard', 'User Management', 'Reports', 'Approved Reports', 'Reports Archive Library', and 'Master Data'. The main content area features a table with columns for '#', 'Type of surveillance', 'Please Select', 'If YES, Please mention the year introduced', 'Comments', and 'Actions'. Below the table, there is a rich text editor for providing comments and a section for attaching national surveillance guidelines. The footer contains copyright information and version details.

#	Type of surveillance	Please Select	If YES, Please mention the year introduced	Comments	Actions
1	AFP surveillance	<input type="radio"/> Yes <input type="radio"/> No	Select	<p>Paragraph 11pt</p> <p>B <i>I</i> <u>A</u> <u>U</u> ...</p>	
2	Environmental surveillance	<input type="radio"/> Yes <input type="radio"/> No	Select	<p>Paragraph 11pt</p> <p>B <i>I</i> <u>A</u> <u>U</u> ...</p>	

5.1.1 Please provide comments/discussion points/additional information, if any

5.1.2: Please attach a copy of the latest national surveillance guidelines

Attachment File: *

Not Available No file chosen Enter comment for file here (Optional)

Supported File Types: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS
Maximum upload limit for files is 1

Uploaded File

No Attachment Available

Section 5: PERFORMANCES OF AFP SURVEILLANCE AND ANALYSIS

Overall Section Comments (0)

[Previous Section](#) [Next](#)

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Figure 227: Report Reports - Section 5 – Performance of AFP Surveillance and Analysis

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 04:03 PM GMT
All deadlines are based on GMT timezone

Wassif Razzo
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 5: PERFORMANCES OF AFP SUI Save & Close

Section 5: PERFORMANCES OF AFP SURVEILLANCE AND ANALYSIS

Type of surveillance for polioviruses Routine (Zero) reporting Active surveillance Performance of AFP Surveillance Independent review / assessment of AFP surveillance

5.1 Type of surveillance for polioviruses

#	Type of surveillance	Please Select	If YES, Please mention the year introduced	Comments	Actions
1	AFP surveillance	<input type="radio"/> Yes <input type="radio"/> No	Select	Paragraph 11pt B I A ...	
2	Environmental surveillance	<input type="radio"/> Yes <input type="radio"/> No	Select	Paragraph 11pt B I A ...	

5.1.1 Please provide comments/discussion points/additional information, if any

Paragraph 11pt B I A ...

5.1.2: Please attach a copy of the latest national surveillance guidelines

Attachment File: *
 Not Available Choose File No file chosen UPLOAD Enter comment for file here (Optional)

Supported File Types: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS
Maximum upload limit for files is 1

Uploaded File
No Attachment Available

Section 5: PERFORMANCES OF AFP SURVEILLANCE AND ANALYSIS Overall Section Comments (0)

Previous Section Next

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Figure 228: Report Section 5.1 - Type of Surveillance of Polioviruses

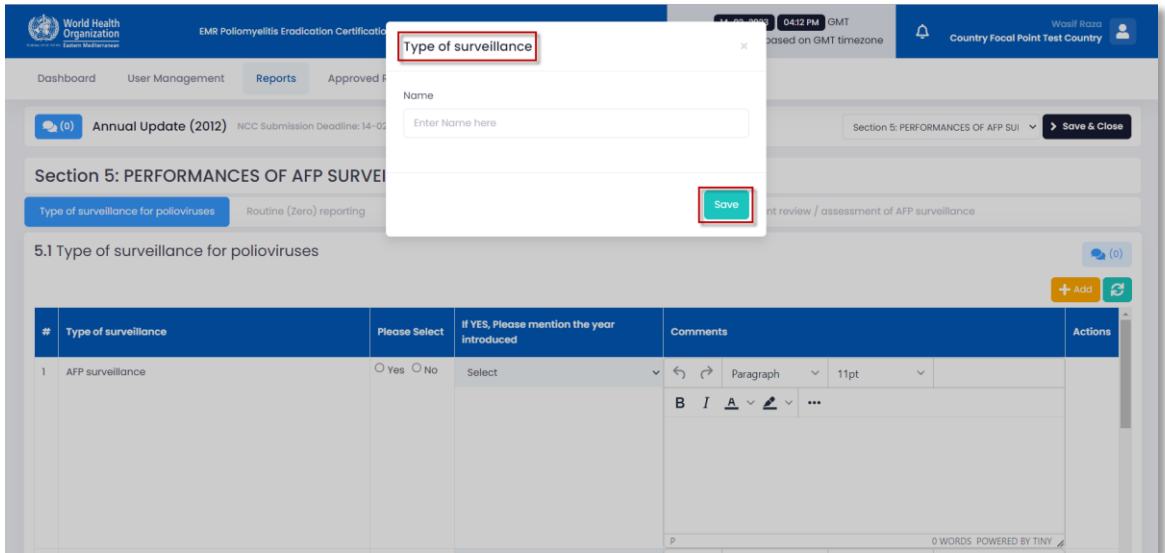


Figure 229: Report Section 5.1 - Add data Pop-up

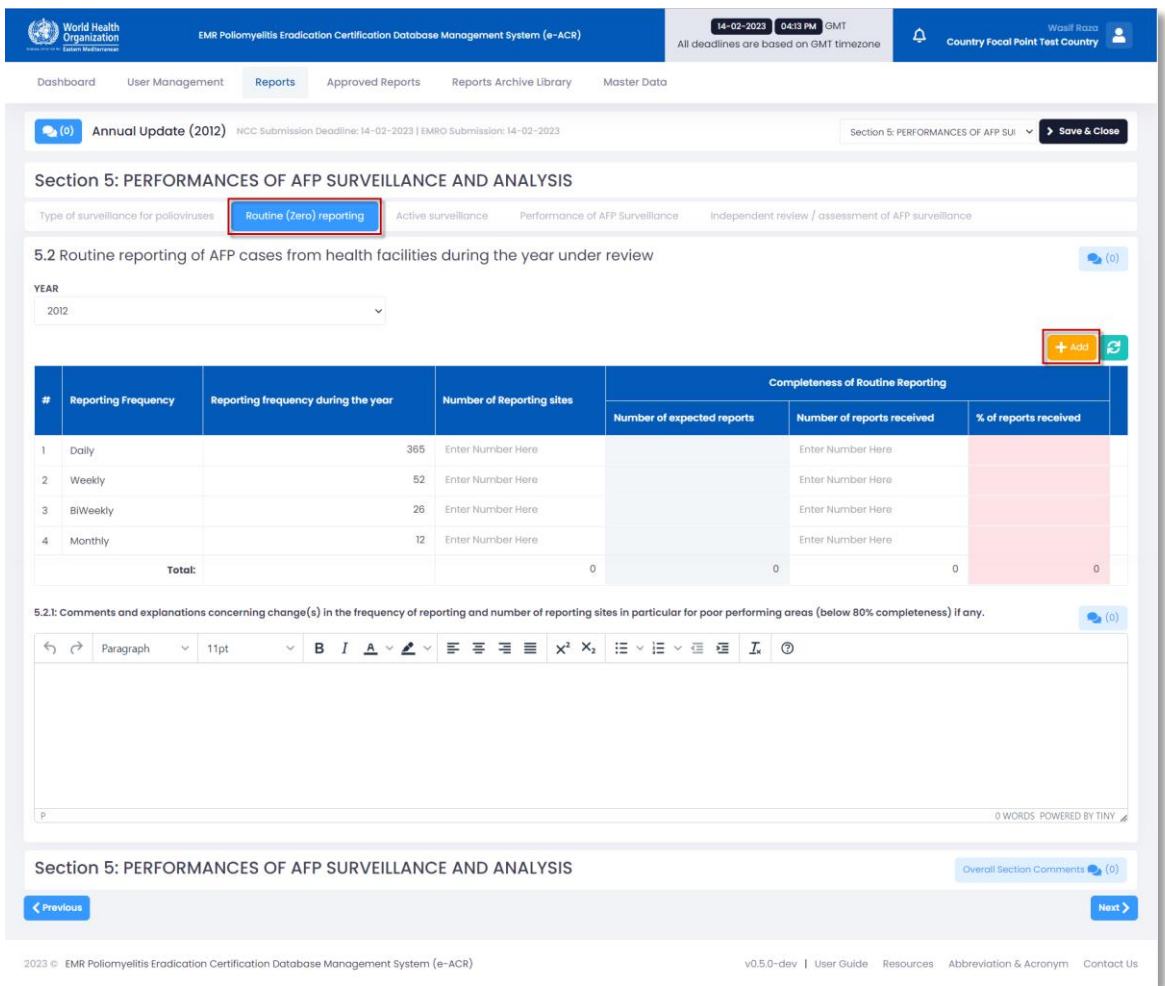


Figure 230: Report Section 5.2 - Routine (Zero) reporting/Add reporting Frequencies

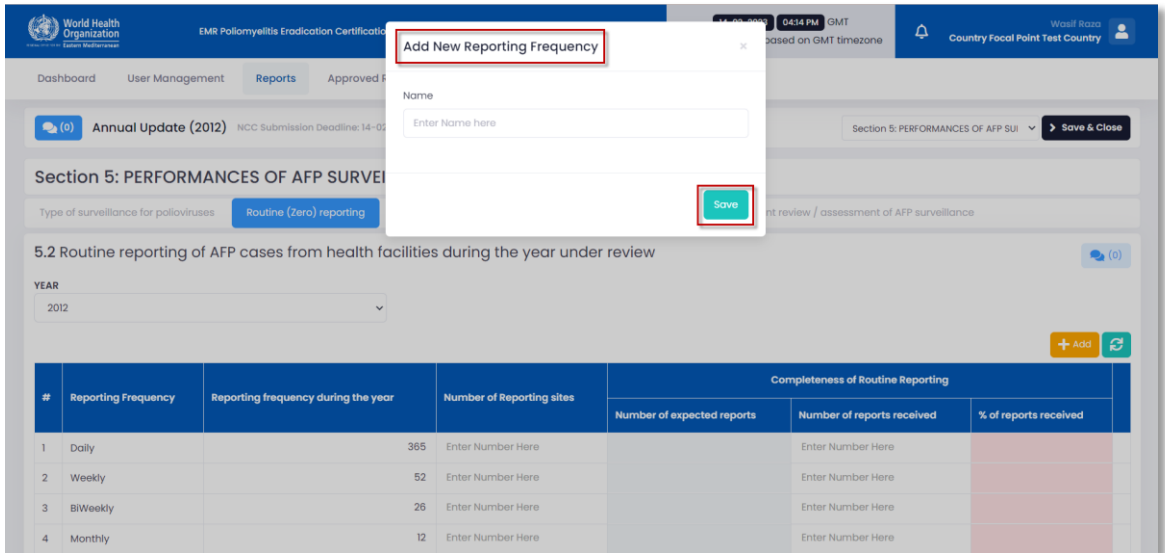


Figure 231: Report Section 5.2 - Add New Reporting Frequency Pop-up

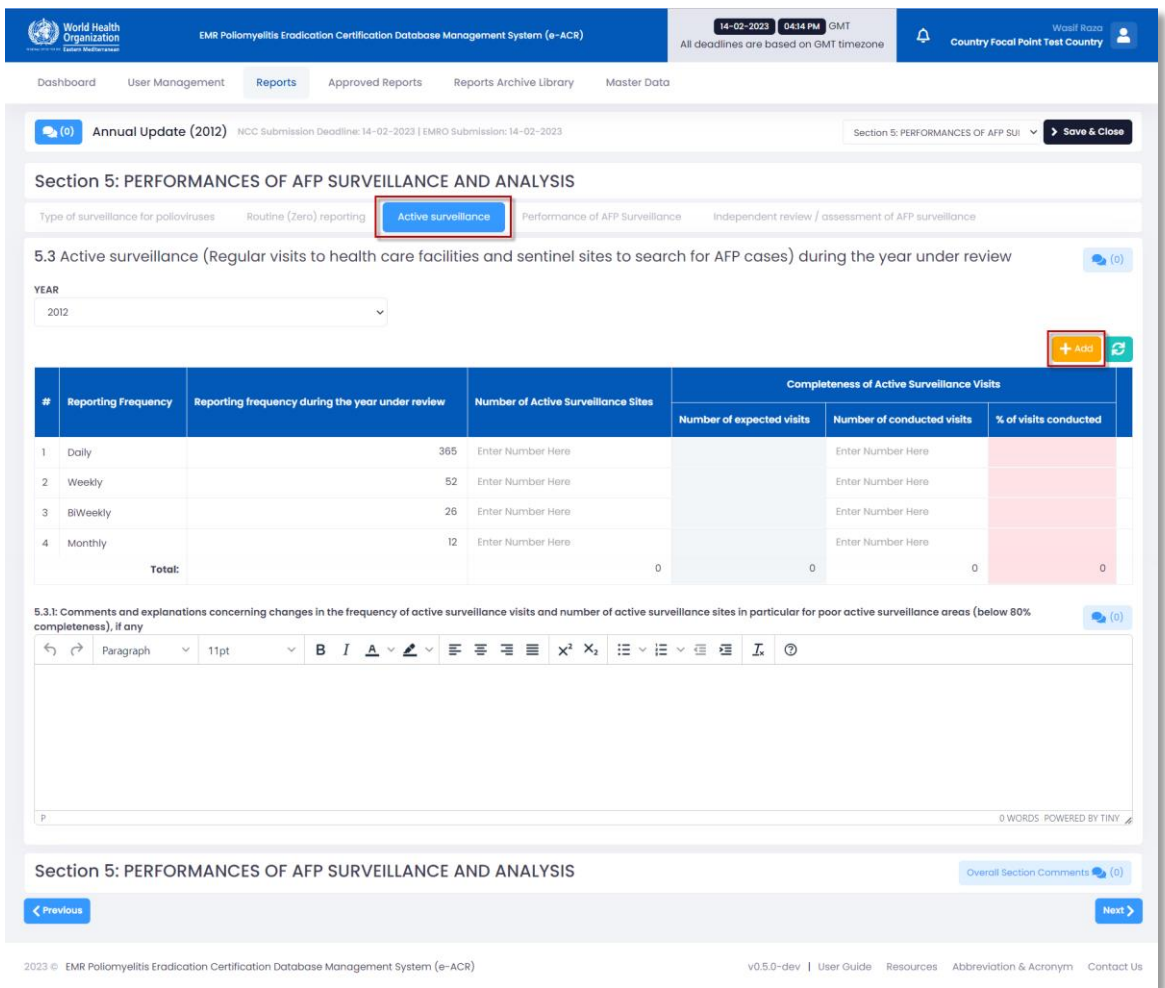


Figure 232: Report Section 5.3 - Active Surveillance/Add Reporting Frequencies

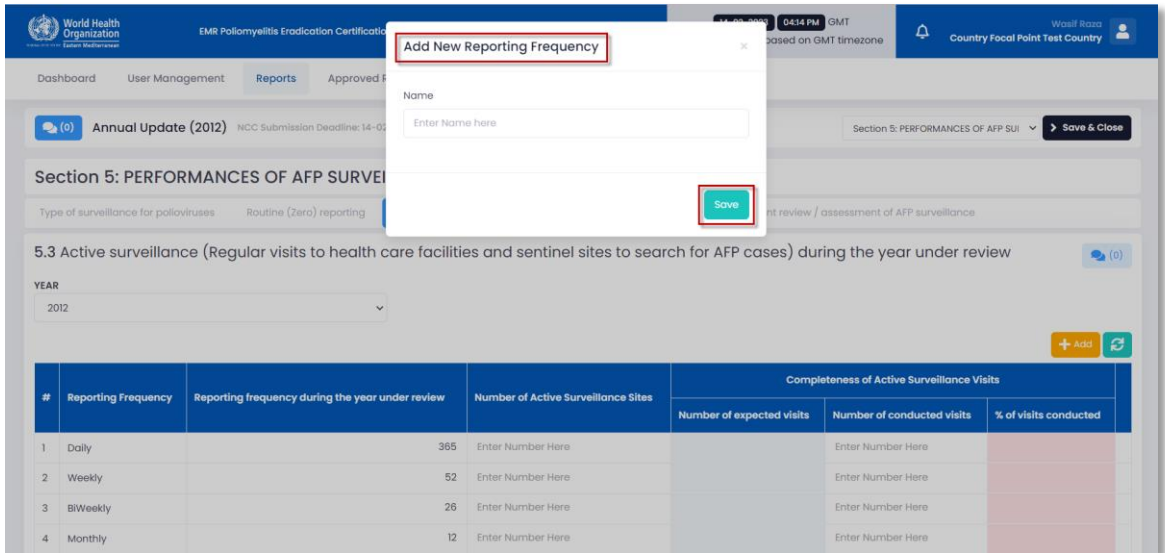


Figure 233: Report Section 5.3 - Add New Reporting Frequency Pop-up

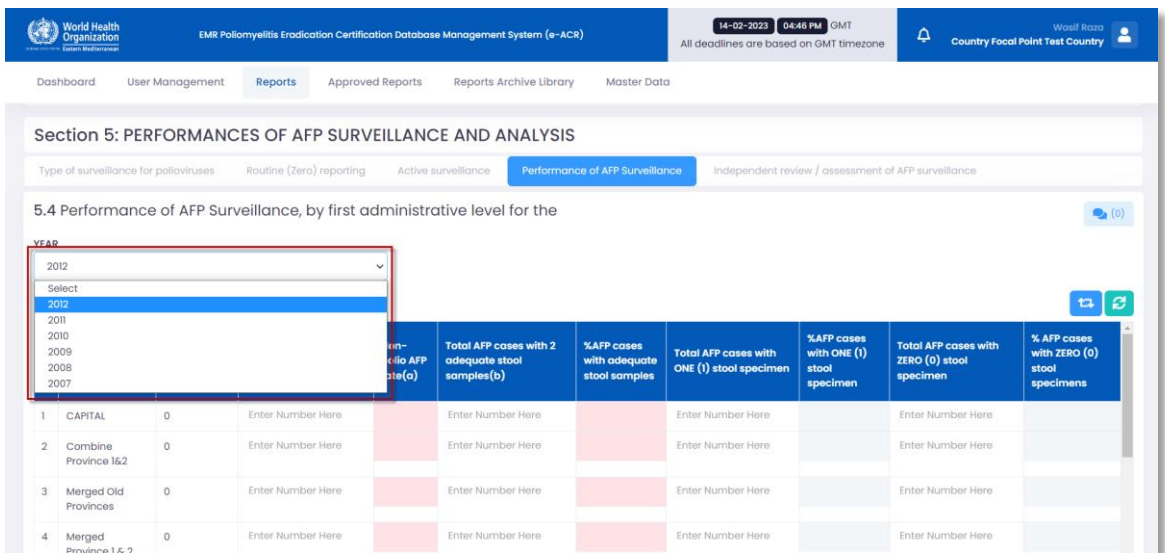


Figure 235: Report Section 5.4 - Year Dropdown

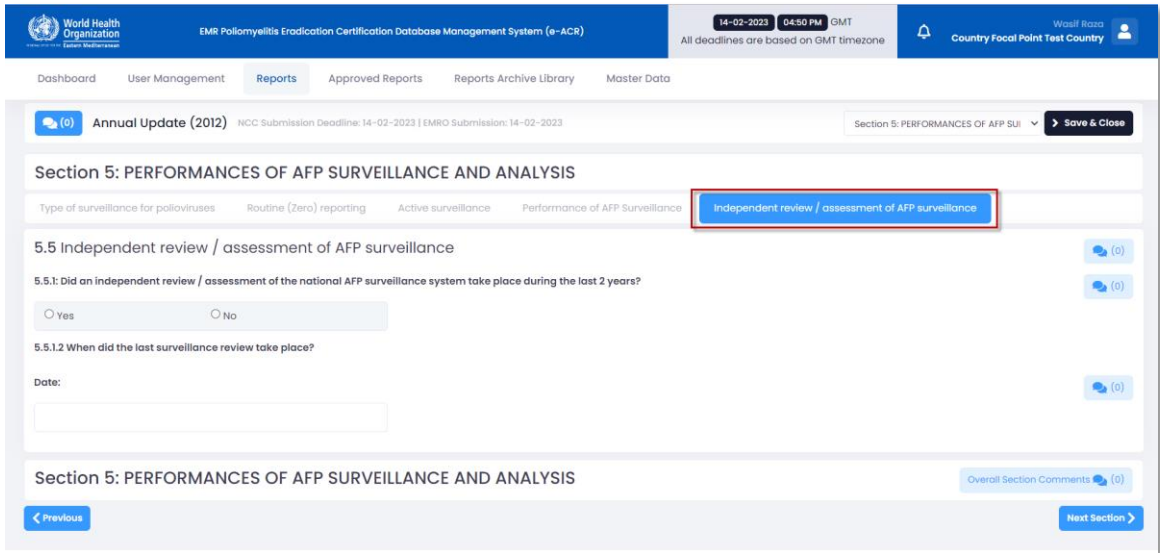


Figure 236: Report Section 5.5 - Independent Review/Assessment of AFP Surveillance

6.4.8 Section 6 - Classification/Final Diagnosis of AFP Cases

6.4.8.1 In section 6, Country Focal Point can add Classification/Final Diagnosis of AFP Cases through self-explanatory forms and move to subsequent section.

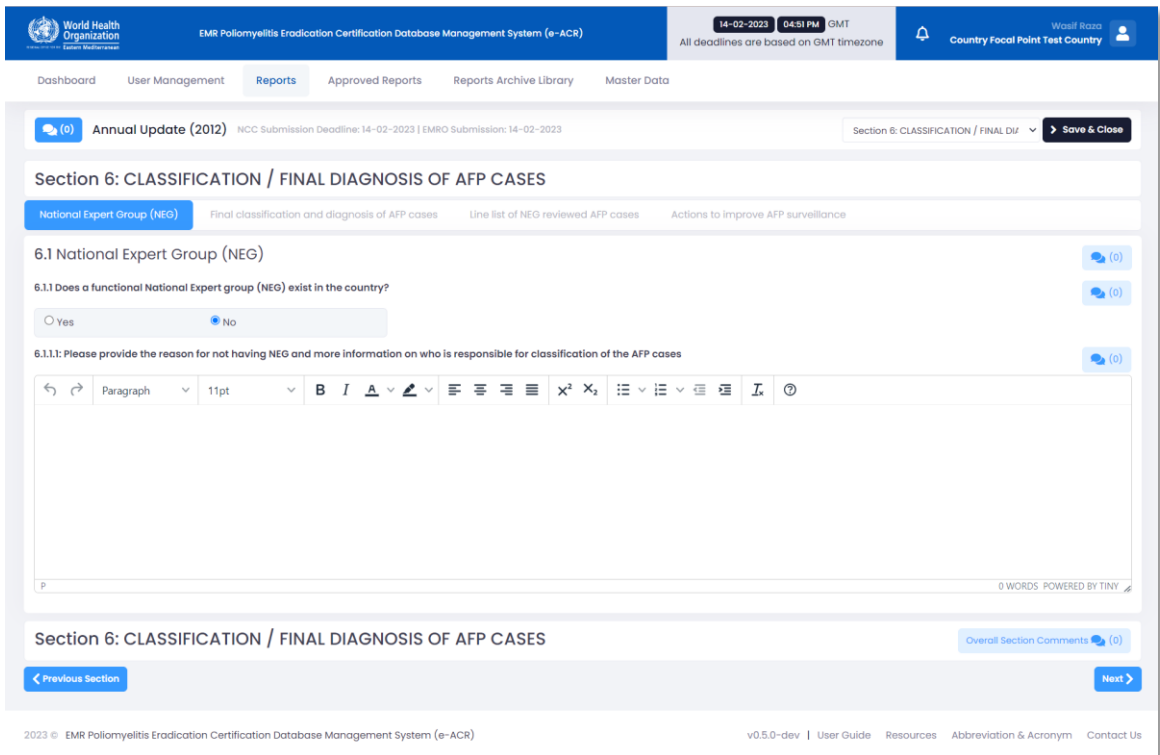


Figure 237: Report Reports - Section 6 - Classification/Final Diagnosis of AFP Cases

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 04:51 PM GMT
All deadlines are based on GMT timezone

Waqif Raza
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES

National Expert Group (NEG) Final classification and diagnosis of AFP cases Line list of NEG reviewed AFP cases Actions to improve AFP surveillance

6.1 National Expert Group (NEG)

6.1.1 Does a functional National Expert group (NEG) exist in the country?

Yes No

6.1.1.1: Please provide the reason for not having NEG and more information on who is responsible for classification of the AFP cases

Paragraph 11pt B I A [color] [background color] [text color] [font size] [bullet list] [numbered list] [link] [unlink] [table] [table border] [table border style] [table border width] [table border color] [table border style] [table border width] [table border color]

0 WORDS POWERED BY TINY

Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES

Overall Section Comments (0)

Previous Section Next

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Figure 238: Report Section 6.1 - National Expert Group (NFG)

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 04:52 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES

National Expert Group (NEG) Final classification and diagnosis of AFP cases Line list of NEG reviewed AFP cases Actions to improve AFP surveillance

6.2 Final classification of AFP case

#	Final classification	No. of AFP Cases		Comments
		2011	2012	
1	Confirmed (wild) poliomyelitis	Enter Number Here	Enter Number Here	Enter Text Here
2	Polio compatible	Enter Number Here	Enter Number Here	Enter Text Here
3	VAPP	Enter Number Here	Enter Number Here	Enter Text Here
4	VDPV	Enter Number Here	Enter Number Here	Enter Text Here
5	Discarded as non-polio AFP	Enter Number Here	Enter Number Here	Enter Text Here
6	Not an AFP	Enter Number Here	Enter Number Here	Enter Text Here
7	Pending	Enter Number Here	Enter Number Here	Enter Text Here

6.3 Summary of the final diagnosis of AFP cases discarded as non-polio

#	Data by	Number	Percentage
1	GBS	Enter Number Here	
2	Transverse Myelitis	Enter Number Here	
3	Traumatic neuritis	Enter Number Here	
4	VAPP	Enter Number Here	
5	Other diagnoses (please specify and attach list in 6.3.2)	Enter Number Here	
6	Unknown	Enter Number Here	
Total:		0	0

6.3.1 GBS rate per 100,000 populations aged less than 15 years

GBS rate per 100,000 populations aged less than 15 years

0 [Calculate/Refresh](#)

6.3.2 Final diagnosis of those classified as "Others". Please add additional rows, if needed:

[Reset Data](#) [Download Sample File](#) [Import Data](#) [Add](#)

#	Diagnosis	Number of cases	Actions
No Data Found			

6.4 Summary of AFP Case Classification by the National Expert Group

#	Reason of presenting to NEG	Total cases eligible for review by NEG (reason specific)	Classification of AFP cases reviewed by the NEG				Number of AFP cases with inadequate specimens NOT reviewed by the Expert Group
			Total	Polio Compatible	VAPP	Discarded	
No Data Found							

6.4.2 Polio compatible cases

6.4.2.1 Was there any AFP case(s) classified as Polio compatible during the year under review?

Yes No

6.4.3 Vaccine-associated paralytic polio (VAPP)

6.4.3.1 Was there any AFP case(s) classified as VAPP during the year under review?

Yes No

6.4.4 Vaccine-derived poliovirus (VDPV)

6.4.4.1 Was any vaccine-derived poliovirus (VDPV) detected in the year under review?

Yes No

6.4.5 Sabin Like type 2 (SL2)

6.4.5.1 Was any Sabin-Like type 2 (SL2) isolated from AFP case(s), contact, healthy child (HC), Primary immunodeficiency (PID) or through environmental surveillance (ES) during the year under review?

Yes No

Figure 239: Report Section 6.2 - Final Classification and Diagnosis of AFP Cases/Add Final Classifications

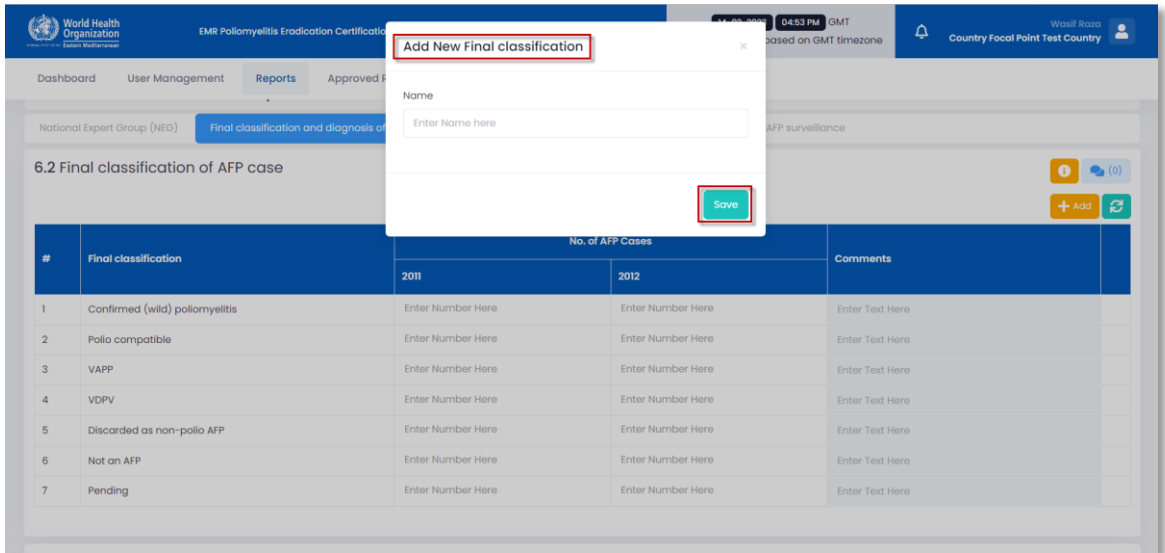


Figure 240: Report Section 6.2 - Add New Final Classification Pop-up

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 04:53 PM GMT
All deadlines are based on GMT Smezone

Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES

National Expert Group (NEG) Final classification and diagnosis of AFP cases

6.2 Final classification of AFP case

#	Final classification	No. of AFP Cases		Comments
		2011	2012	
1	Confirmed (wild) poliomyelitis	Enter Number Here	Enter Number Here	Enter Text Here
2	Polio compatible	Enter Number Here	Enter Number Here	Enter Text Here
3	VAPP	Enter Number Here	Enter Number Here	Enter Text Here
4	VDPV	Enter Number Here	Enter Number Here	Enter Text Here
5	Discarded as non-polio AFP	Enter Number Here	Enter Number Here	Enter Text Here
6	Not an AFP	Enter Number Here	Enter Number Here	Enter Text Here
7	Pending	Enter Number Here	Enter Number Here	Enter Text Here

6.3 Summary of the final diagnosis of AFP cases discarded as non-polio

#	Data by	Number	Percentage
1	GBS	Enter Number Here	
2	Transverse Myelitis	Enter Number Here	
3	Traumatic neuritis	Enter Number Here	
4	VAPP	Enter Number Here	
5	Other diagnoses (please specify and attach list in 6.3.2)	Enter Number Here	
6	Unknown	Enter Number Here	
Total:			0

6.3.1 GBS rate per 100,000 populations aged less than 15 years

GBS rate per 100,000 populations aged less than 15 years

0 [Calculate/Refresh](#)

6.3.2 Final diagnosis of those classified as "Others". Please add additional rows, if needed:

[Reset Data](#) [Download Sample File](#) [Import Data](#) [Add](#)

#	Diagnosis	Number of cases	Actions
No Data Found			

6.4 Summary of AFP Case Classification by the National Expert Group

#	Reason for presenting to NEG	Total cases eligible for review by NEG (reason specific)	Classification of AFP cases reviewed by the NEG				Number of AFP cases with inadequate specimens NOT reviewed by the Expert Group
			Total	Polio Compatible	VAPP	Discarded	
No Data Found							

6.4.2 Polio compatible cases

6.4.2.1 Was there any AFP case(s) classified as Polio compatible during the year under review?

Yes No

6.4.3 Vaccine-associated paralytic polio (VAPP)

6.4.3.1 Was there any AFP case(s) classified as VAPP during the year under review?

Yes No

6.4.4 Vaccine-derived poliovirus (VDPV)

6.4.4.1 Was any vaccine-derived poliovirus (VDPV) detected in the year under review?

Yes No

6.4.5 Sabin Like type 2 (SL2)

6.4.5.1: Was any Sabin-Like type 2 (SL2) isolated from AFP case(s), contact, healthy child (HC), Primary Immunodeficiency (PID) or through environmental surveillance (ES) during the year under review?

Yes No

Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES

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Figure 241: Report Section 6.3.2 - Final Classification and Diagnosis of AFP Cases/Add Entry

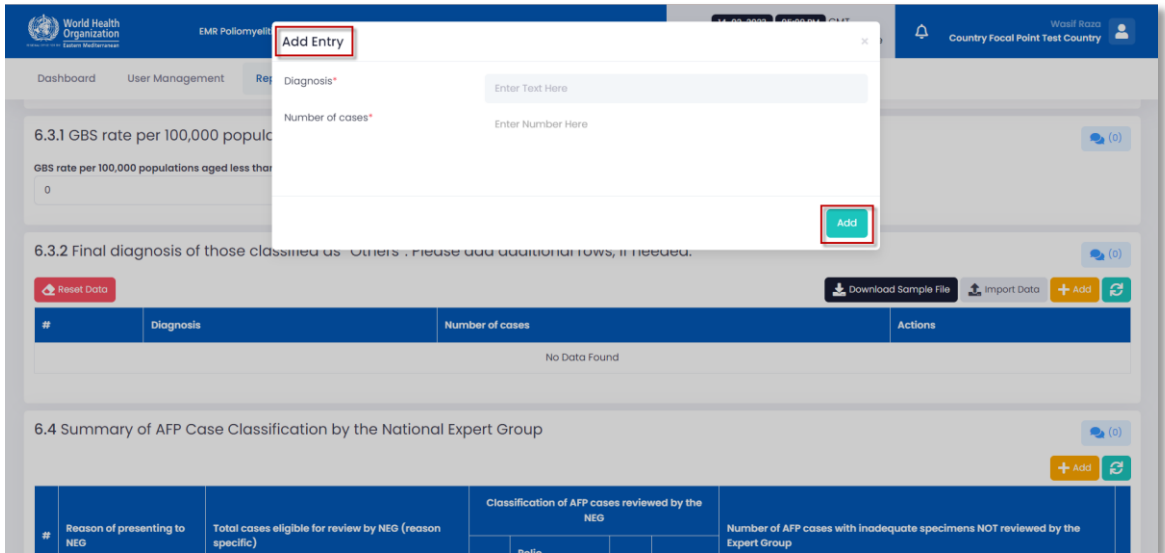


Figure 242: Report Section 6.3.2 - Add Entry Pop-up

World Health Organization EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) 14-02-2023 04:52 PM GMT All deadlines are based on GMT timezone Well-Risks Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023 Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES Save & Close

National Expert Group (NEG) Final Classification and diagnosis of AFP cases Line list of NEG reviewed AFP cases Actions to improve AFP surveillance

6.2 Final classification of AFP case

#	Final classification	No. of AFP Cases		Comments
		2011	2012	
1	Confirmed (wild) poliomyelitis	Enter Number Here	Enter Number Here	Enter Text Here
2	Polio compatible	Enter Number Here	Enter Number Here	Enter Text Here
3	VAPP	Enter Number Here	Enter Number Here	Enter Text Here
4	VDPV	Enter Number Here	Enter Number Here	Enter Text Here
5	Discarded as non-polio AFP	Enter Number Here	Enter Number Here	Enter Text Here
6	Not an AFP	Enter Number Here	Enter Number Here	Enter Text Here
7	Pending	Enter Number Here	Enter Number Here	Enter Text Here

6.3 Summary of the final diagnosis of AFP cases discarded as non-polio

#	Data by	Number	Percentage
1	GBS	Enter Number Here	
2	Transverse Myelitis	Enter Number Here	
3	Traumatic neuritis	Enter Number Here	
4	VAPP	Enter Number Here	
5	Other diagnoses (please specify and attach list in 6.3.2)	Enter Number Here	
6	Unknown	Enter Number Here	
Total:		0	0

6.3.1 GBS rate per 100,000 populations aged less than 15 years

GBS rate per 100,000 populations aged less than 15 years

0 [Calculate/Refresh](#)

6.3.2 Final diagnosis of those classified as "Others". Please add additional rows, if needed:

[Insert Data](#) [Download Sample file](#) [Import Data](#) [Add](#)

#	Diagnosis	Number of cases	Actions
No Data Found			

6.4 Summary of AFP Case Classification by the National Expert Group

#	Reason of presenting to NEG	Total cases eligible for review by NEG (reason specific)	Classification of AFP cases reviewed by the NEG				Number of AFP cases with inadequate specimens NOT reviewed by the Expert Group
			Total	Polio compatible	VAPP	Discarded	
No Data Found							

6.4.2 Polio compatible cases

6.4.2.1 Was there any AFP case(s) classified as Polio compatible during the year under review?

Yes No

6.4.3 Vaccine-associated paralytic polio (VAPP)

6.4.3.1 Was there any AFP case(s) classified as VAPP during the year under review?

Yes No

6.4.4 Vaccine-derived poliovirus (VDPV)

6.4.4.1 Was any vaccine-derived poliovirus (VDPV) detected in the year under review?

Yes No

6.4.5 Sabin Like type 2 (SL2)

6.4.5.1 Was any Sabin-Like type 2 (SL2) isolated from AFP case(s), contact, healthy child (HC), Primary Immunodeficiency (PID) or through environmental surveillance (ES) during the year under review?

Yes No

Section 6: CLASSIFICATION / FINAL DIAGNOSIS OF AFP CASES [Overall Section Comments](#)

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Figure 243: Report Section 6.4 - Add Summaries

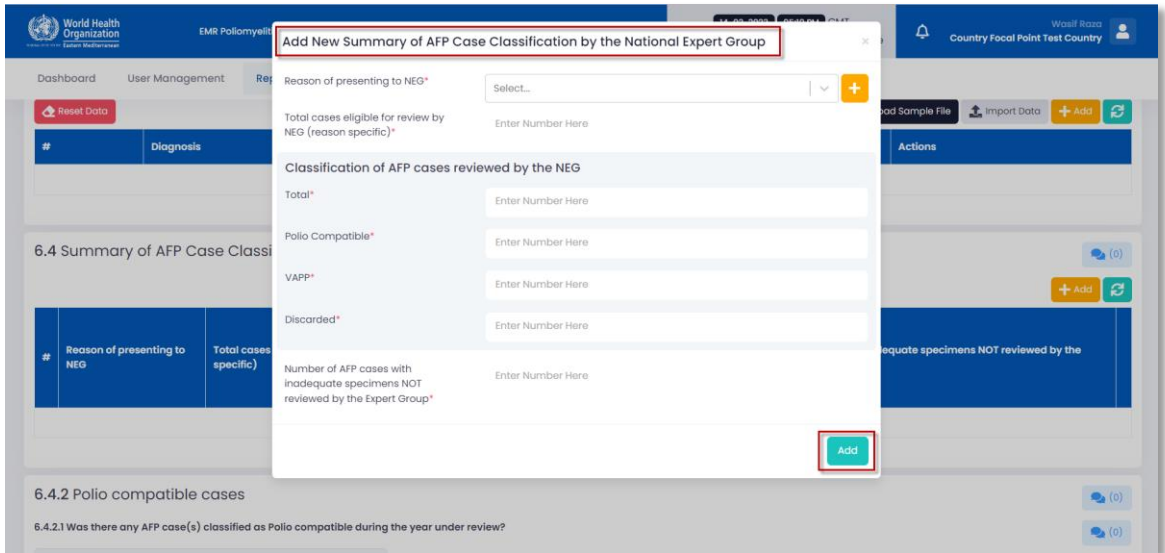


Figure 244 - Report Section 6.4 - Add New Summary of AFP Case Classification by National Expert Group Pop-up

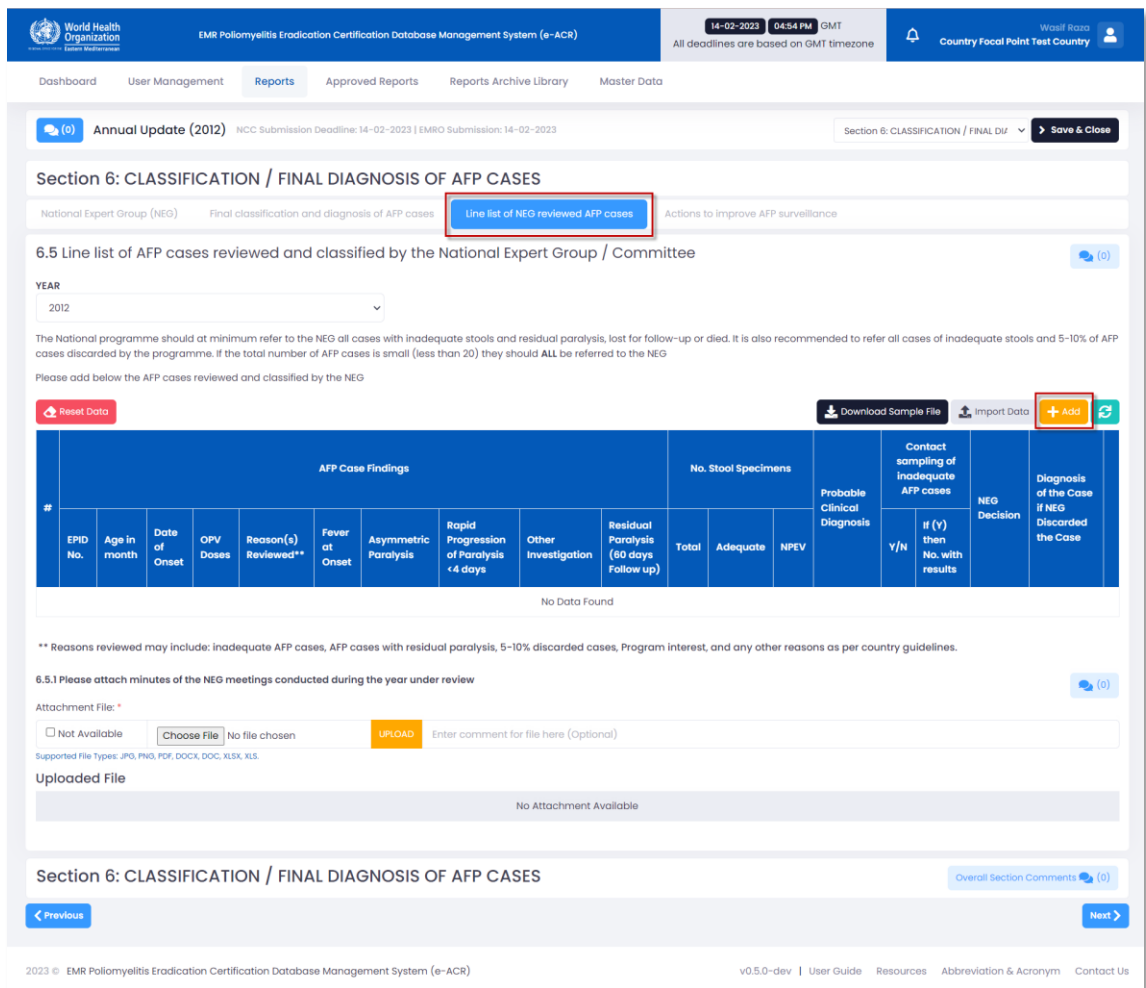


Figure 245: Report Section 6.5 - Line List of NEG reviewed AFP Cases/Add Entries

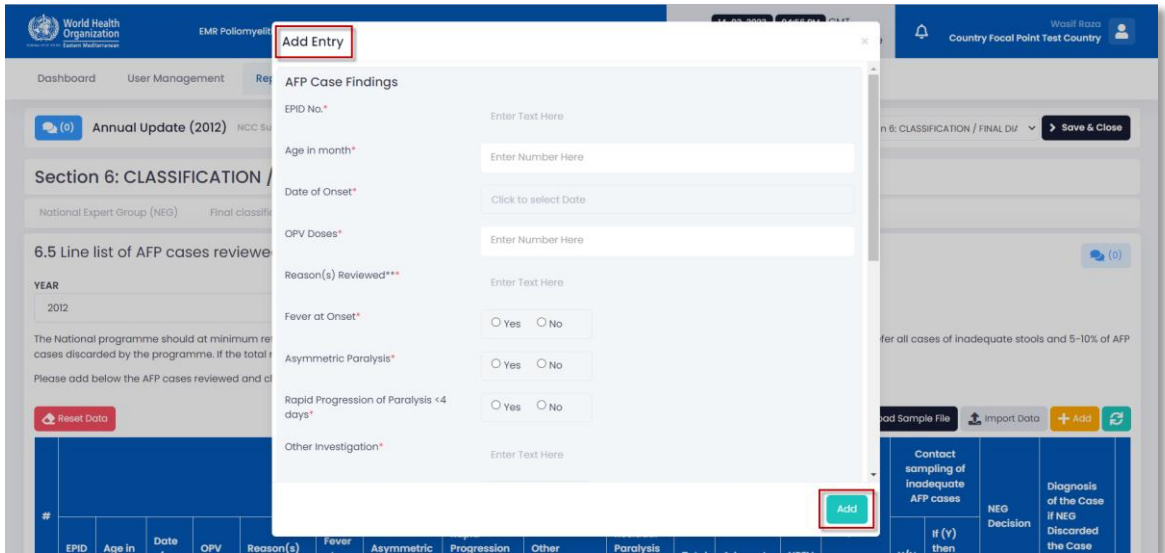


Figure 246: Report Section 6.5 - Add Entry Pop-up

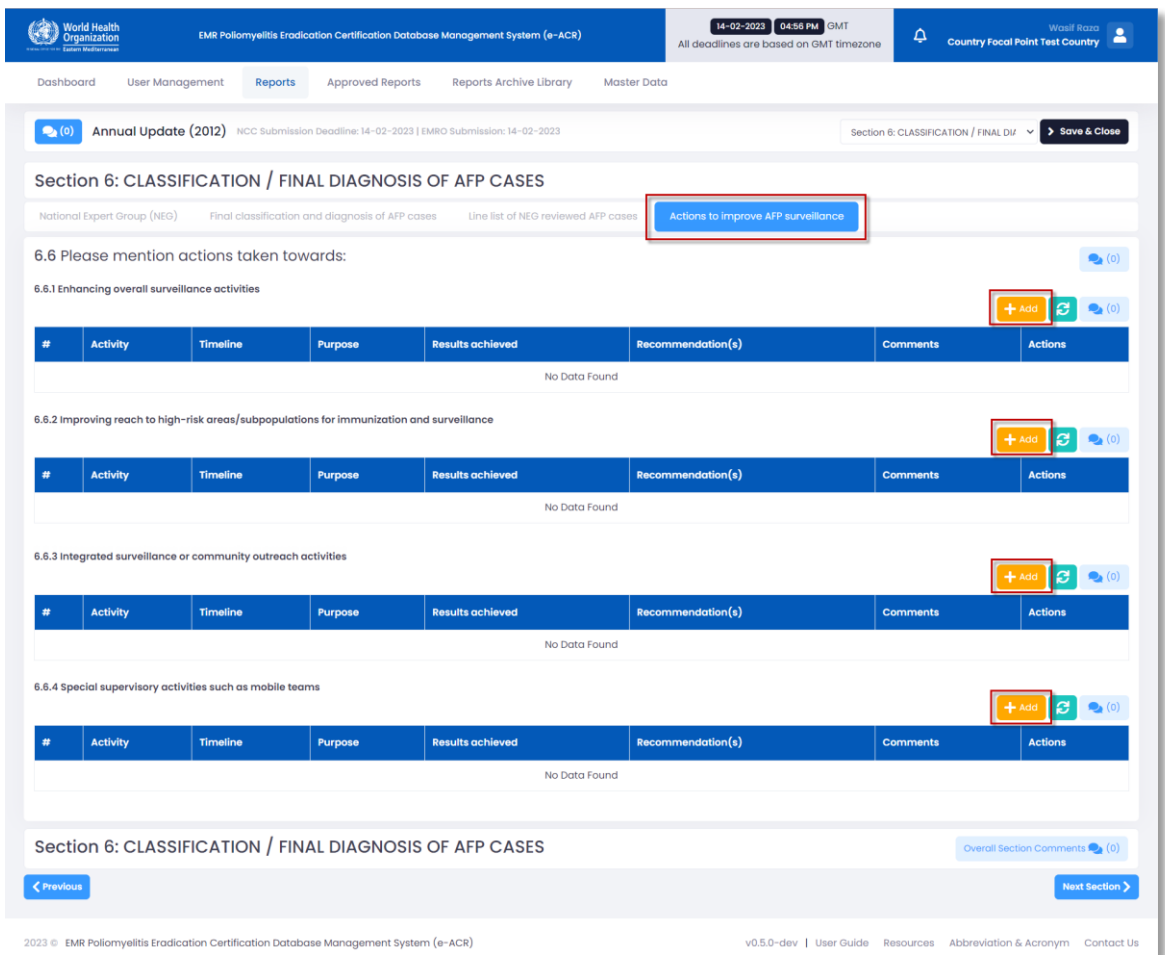


Figure 247: Report Section 6.6 - Actions to improve AFP Surveillance/Add Entries

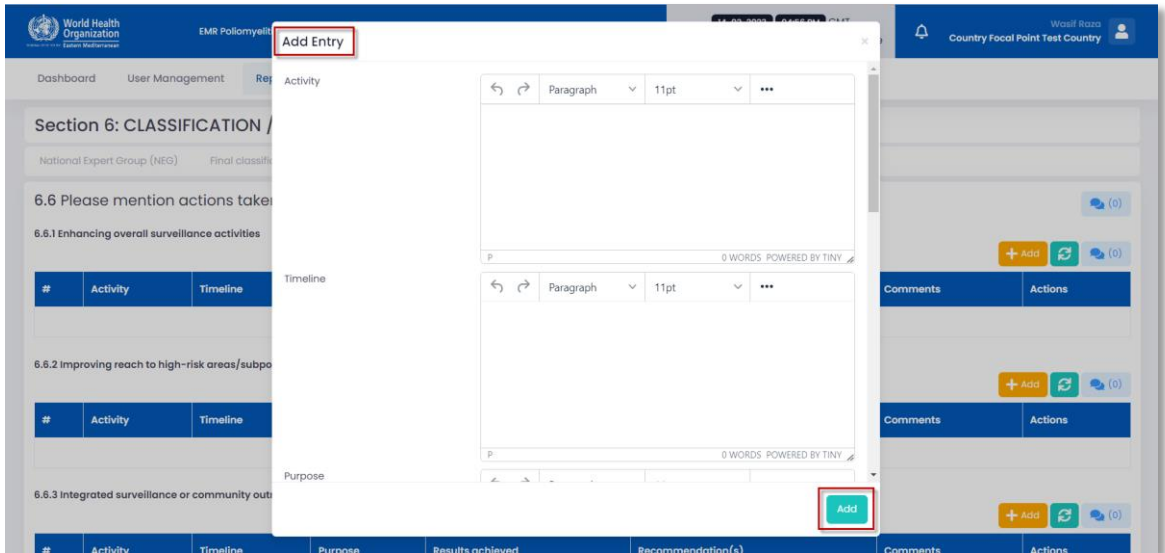


Figure 248: Report Section 6.6 - Add Entry Pop-up

6.4.9 Section 7 - Supplemental Surveillance Activities

6.4.9.1 In section 7, Country Focal Point can add Supplemental Surveillance Activities through self-explanatory forms and move to subsequent section.

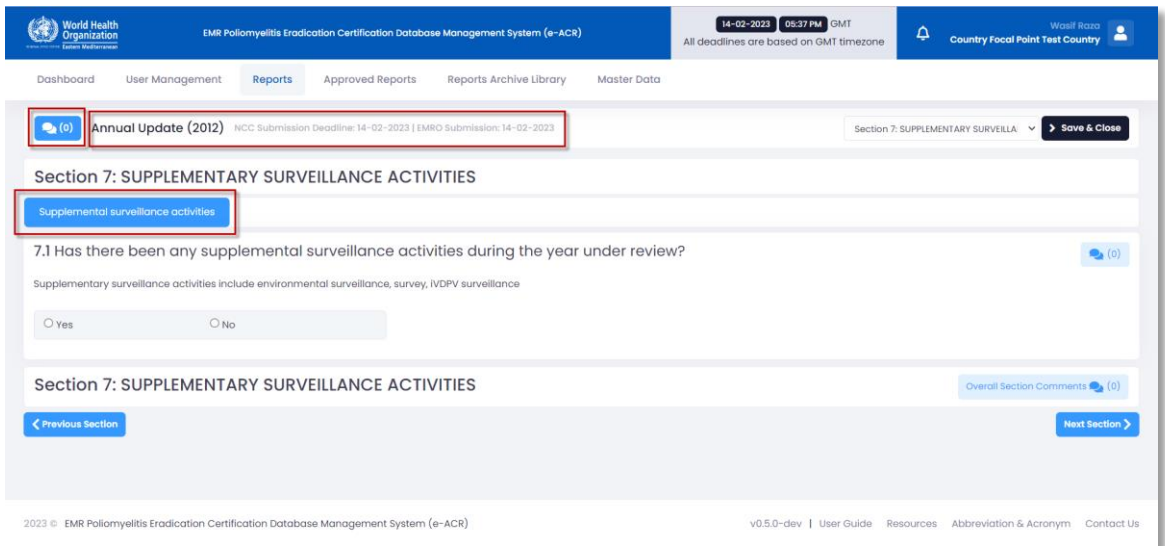


Figure 249: Report Section 7 - Supplemental Surveillance Activities

6.4.10 Section 8 - Laboratory Activities For Polio Eradication

6.4.10.1 In section 8, Country Focal Point can add Laboratory Activities for Polio Eradication through self-explanatory forms and move to subsequent section.

The screenshot displays the 'Section 8: LABORATORY ACTIVITIES FOR POLIO ERADICATION' form. At the top, there is a navigation bar with the World Health Organization logo and the system name 'EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)'. The current date and time are shown as '14-02-2023 05:37 PM GMT'. The user is identified as 'Wassif Raza' and is logged in as the 'Country Focal Point Test Country'. The main content area is divided into several sections:

- Annual Update (2012)**: Shows submission deadlines for NCC (14-02-2023) and EMRO (14-02-2023).
- Section 8: LABORATORY ACTIVITIES FOR POLIO ERADICATION**: Includes sub-sections for 'Poliovirus labs used for your country', 'Laboratory Investigations', 'Isolates processed for ITD by the lab', and 'WHO polio Lab accreditation'.
- 8.1 Please select the name of the Polio Testing Laboratory/s for your country**: A form with a 'Load Data from Master Data' button and an 'Add' button. Below is a table with columns for '#', 'Lab Name', and 'Actions'. The table currently shows 'No Data Found'.
- 8.1.1 Poliovirus laboratory functions**: A table with columns for '#', 'Laboratories carrying out diagnostic analysis', 'National Poliovirus Laboratory', 'Polio Regional Reference Laboratory', 'Global Specialized Laboratory', and 'Actions'. The table lists seven functions: Virus isolation, Poliovirus ITD rRT-PCR, Nucleotide Sequencing, Environmental Sewage Water Testing, Primary Immunodeficiency Surveillance, Serology, and Direction Detection. Each function has dropdown menus for the three laboratory types.
- 8.1.1.2 Do you have non-GPLN lab in your country?**: A form with radio buttons for 'Yes' and 'No'.
- 8.1.2 Please provide any comments/discussion points/additional information, if any**: A rich text editor with a toolbar and a text area.
- 8.2 Were all polio isolates, regardless of source, sent to a WHO accredited laboratory for intratypic differentiation (ITD)?**: A form with radio buttons for 'Yes' and 'No'.

At the bottom of the form, there are navigation buttons for 'Previous Section' and 'Next', along with an 'Overall Section Comments' field.

Figure 250: Report Section 8 - Laboratory Activities for Polio Eradication

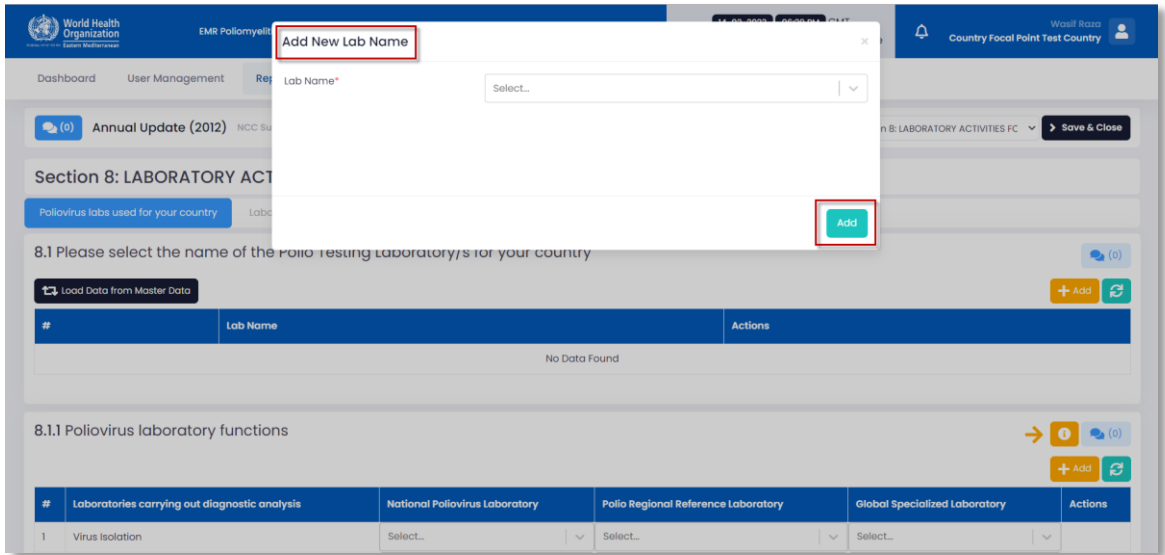


Figure 252: Report Section 8.1 - Add New Lab Name Pop-up

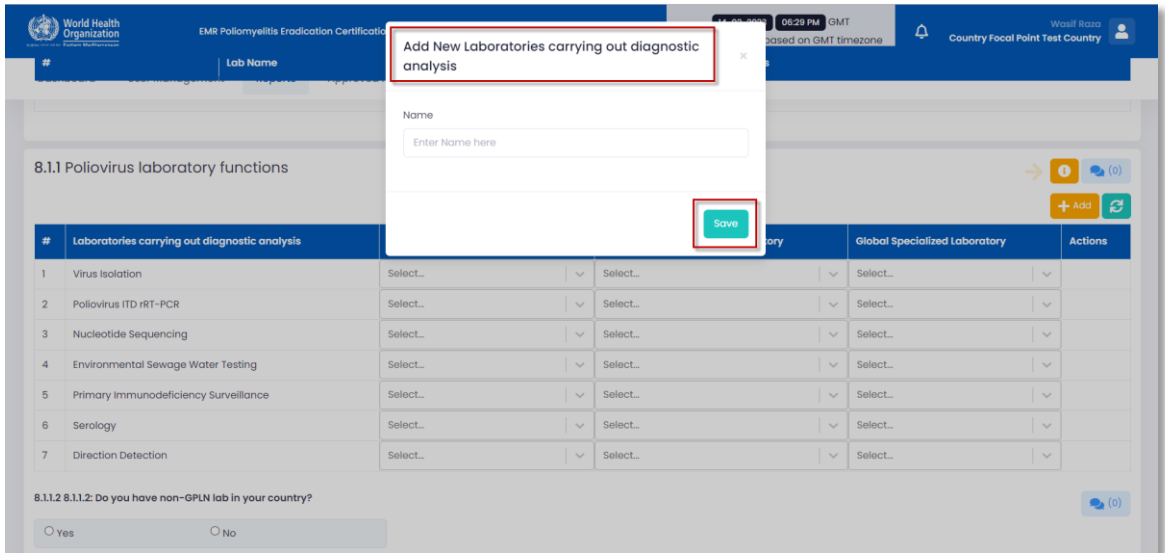


Figure 254: Report Section 8.1.1 - Add New Laboratories Carrying Out Diagnostic Analysis Pop-up

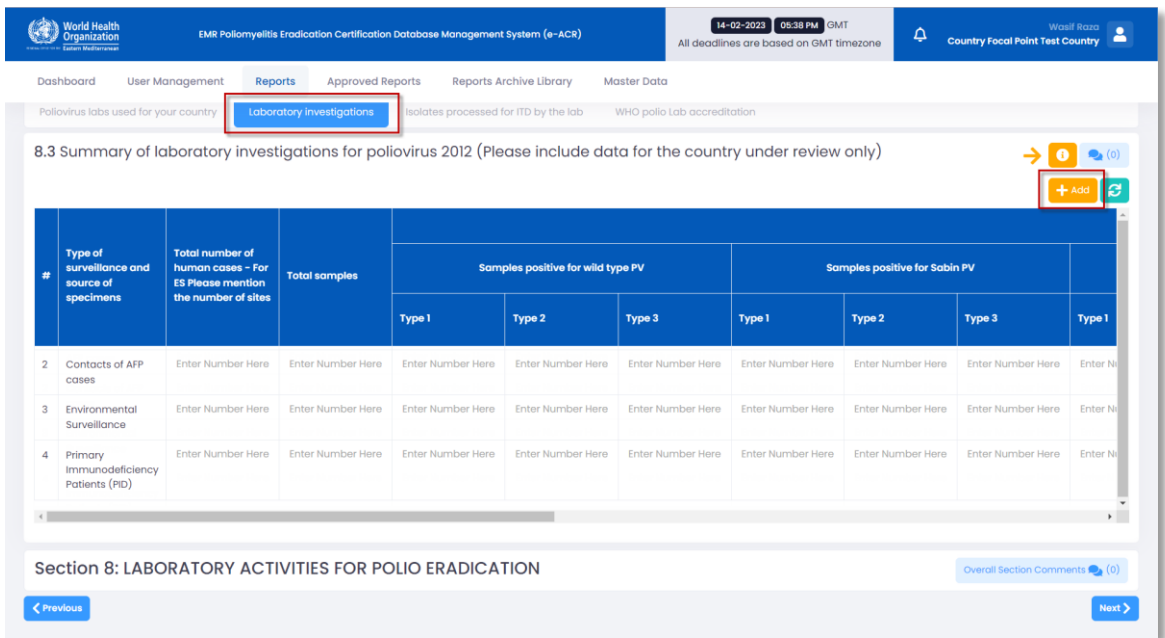


Figure 255: Report Section 8.3 - Laboratory Investigations/Add Surveillances and Sources

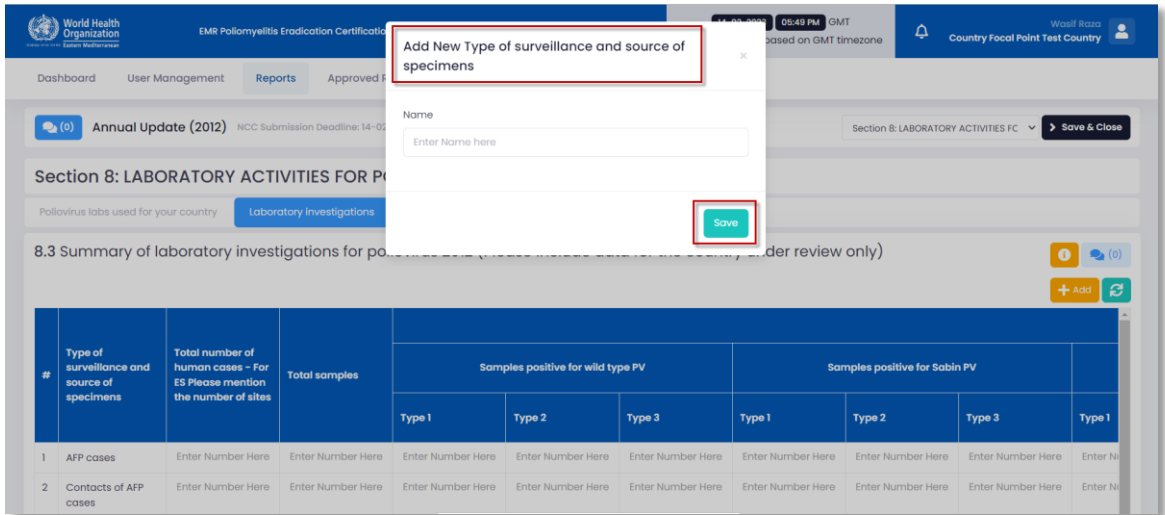


Figure 256: Report Section 8.3 - Add New Type of Surveillance and Source of Specimens Pop-up

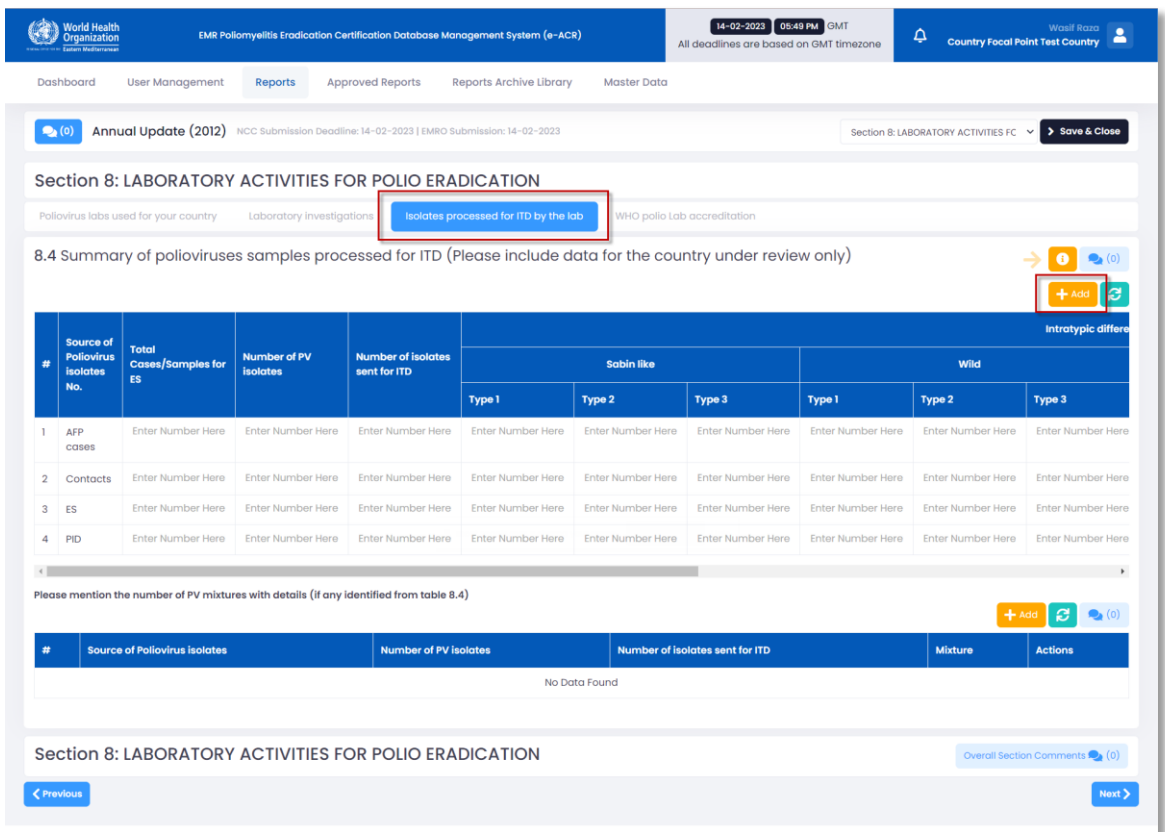


Figure 257: Report Section 8.4 - Isolates Processed for ITD by the Lab/Add Sources

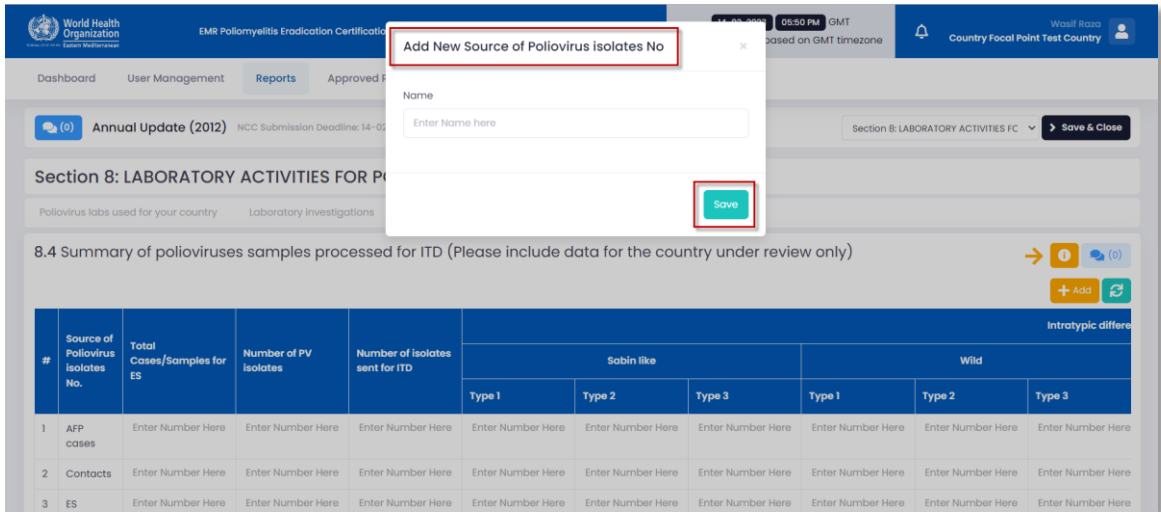


Figure 258: Report Section 8.4 - Add New Source of Poliovirus Isolates No

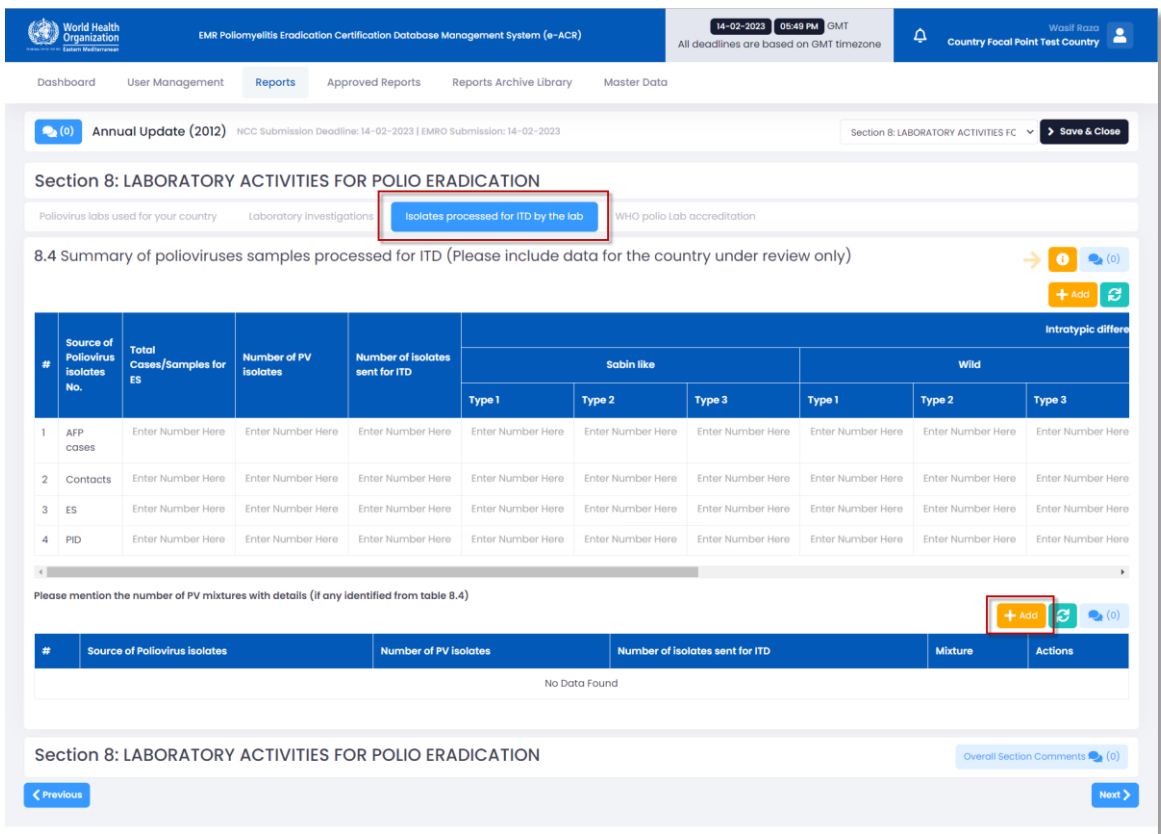


Figure 259: Report Section 8.4 - Isolates Processed for ITD by the Lab - Add Entries

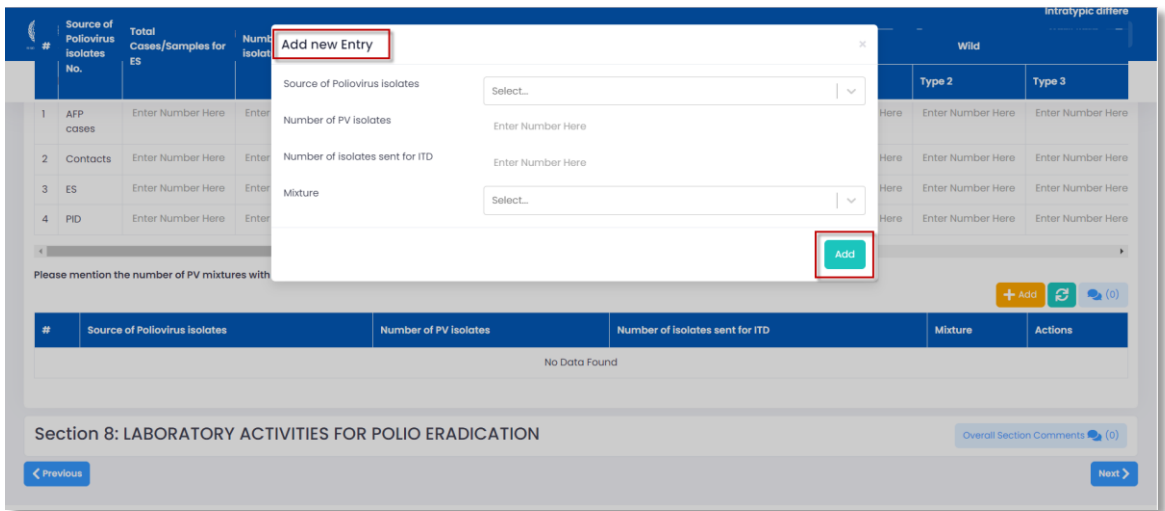


Figure 260: Report Section 8.4 - Add New Entry Pop-up

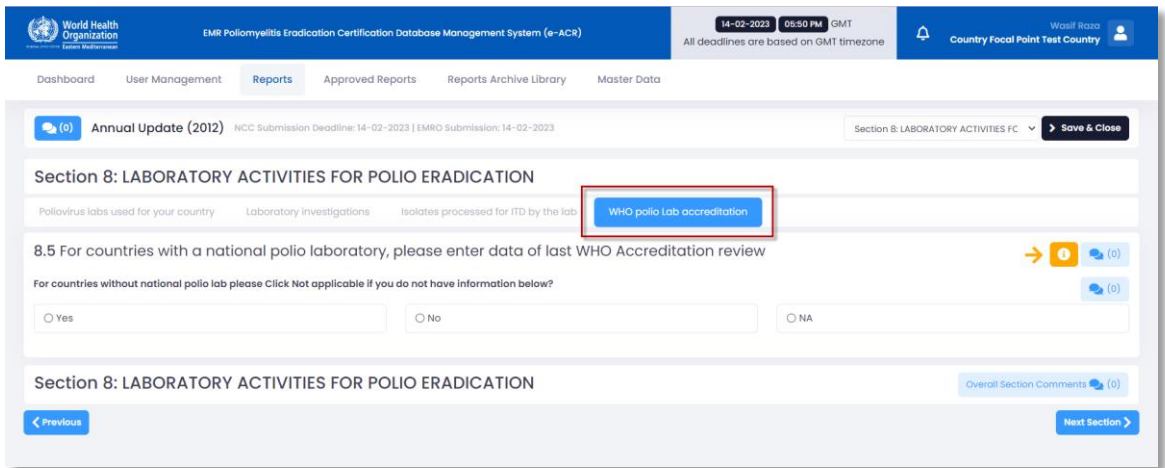


Figure 261: Report Section 8.5 - WHO Polio Lab Accreditation

6.4.11 Section 9 - Routine Polio Immunization Coverage

6.4.11.1 In section 9, Country Focal Point can add Routine Polio Immunization Coverage through self-explanatory forms and move to subsequent section.

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

9.1 Immunization policy

9.1.1: Has there been any change in the type of vaccine used in SIAs/routine immunization or in the schedule during the year under review?

Yes No

9.1.2: Current polio vaccination schedule (2012)

#	Vaccine	Dose Zero*	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Other doses	Actions
1	Bivalent OPV (bOPV)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	
2	IPV (standalone or any combination**)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	
3	Novel OPV (nOPV)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	

Please indicate age in days for 0 dose only, weeks, months and years of the correspondent dose (e.g. D-01; W-12; M-03; Y-02)

* Birth (zero) dose of polio vaccine given within first 24 hours of life or as soon as possible after birth

If IPV is given as Combo Vaccine, please name other antigen(s)

9.1.3 Please complete following table

#	Vaccine	Year introduced	Year ceased	Actions
1	tOPV	Enter Text Here	Enter Text Here	
2	bOPV	Enter Text Here	Enter Text Here	
3	IPV (standalone)	Enter Text Here	Enter Text Here	
4	IPV (any combination)	Enter Text Here	Enter Text Here	
5	nOPV	Enter Text Here	Enter Text Here	

Please specify here the type of IPV combination used (Hexa, Penta,...)

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Overall Section Comments (0)

Previous Section Next

Figure 262: Report Section 9 - Routine Polio Immunization Coverage

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 05:53 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Immunization policy Routine Immunization Coverage Validation of the RI coverage data

9.1 Immunization policy

9.1.1: Has there been any change in the type of vaccine used in SIAs/routine immunization or in the schedule during the year under review?

Yes No

9.1.2: Current polio vaccination schedule (2012)

#	Vaccine	Dose Zero*	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Other doses	Actions
1	Bivalent OPV (bOPV)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	
2	IPV (standalone or any combination**)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	
3	Novel OPV (nOPV)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	

Please indicate age in days for 0 dose only, weeks, months and years of the correspondent dose (e.g. D-01; W-12; M-03; Y-02)

* Birth (zero) dose of polio vaccine given within first 24 hours of life or as soon as possible after birth

If IPV is given as Combo Vaccine, please name other antigen(s)

Paragraph 11pt

9.1.3 Please complete following table

#	Vaccine	Year introduced	Year ceased	Actions
1	tOPV	Enter Text Here	Enter Text Here	
2	bOPV	Enter Text Here	Enter Text Here	
3	IPV (standalone)	Enter Text Here	Enter Text Here	
4	IPV (any combination)	Enter Text Here	Enter Text Here	
5	nOPV	Enter Text Here	Enter Text Here	

Please specify here the type of IPV combination used (Hexa, Penta,...)

Paragraph 11pt

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Overall Section Comments (0)

Previous Section Next

Figure 263: Report Section 9.1 - Immunization Policy/Add Vaccines

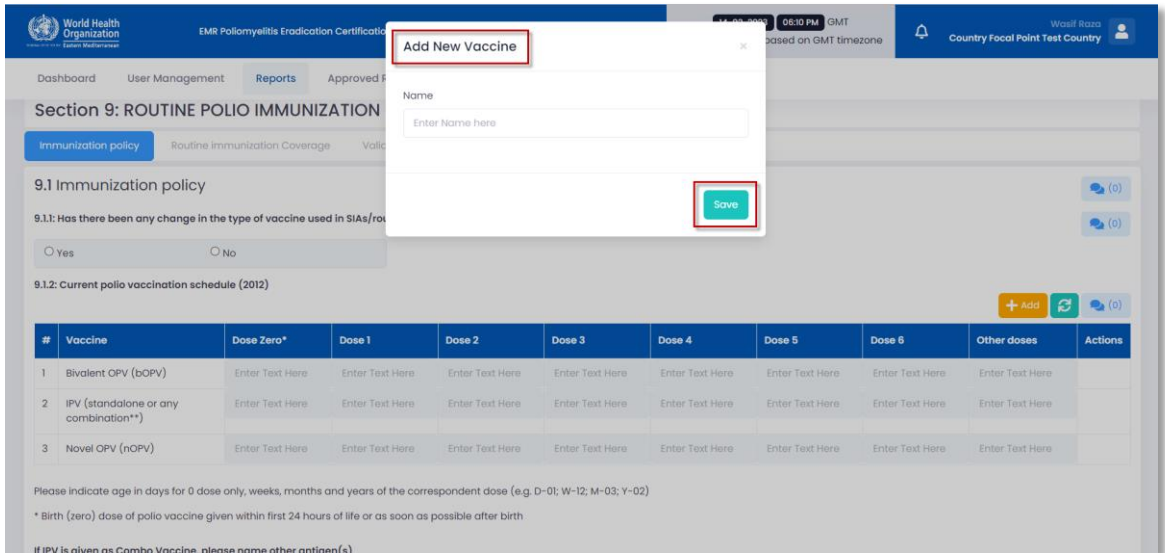


Figure 264: Report Section 9.1.2 - Add New Vaccine Pop-up

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 05:53 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

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Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Immunization policy Routine Immunization Coverage Validation of the RI coverage data

9.1 Immunization policy

9.1.1: Has there been any change in the type of vaccine used in SIAs/routine immunization or in the schedule during the year under review?

Yes No

9.1.2: Current polio vaccination schedule (2012)

#	Vaccine	Dose Zero*	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Other doses	Actions
1	Bivalent OPV (bOPV)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	
2	IPV (standalone or any combination**)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	
3	Novel OPV (nOPV)	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	Enter Text Here	

Please indicate age in days for 0 dose only, weeks, months and years of the correspondent dose (e.g. D-01; W-12; M-03; Y-02)

* Birth (zero) dose of polio vaccine given within first 24 hours of life or as soon as possible after birth

If IPV is given as Combo Vaccine, please name other antigen(s)

Paragraph 11pt

9.1.3 Please complete following table

#	Vaccine	Year introduced	Year ceased	Actions
1	tOPV	Enter Text Here	Enter Text Here	
2	bOPV	Enter Text Here	Enter Text Here	
3	IPV (standalone)	Enter Text Here	Enter Text Here	
4	IPV (any combination)	Enter Text Here	Enter Text Here	
5	nOPV	Enter Text Here	Enter Text Here	

Please specify here the type of IPV combination used (Hexa, Penta,...)

Paragraph 11pt

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Overall Section Comments (0)

Previous Section Next

Figure 265: Report Section 9.1 - Immunization Policy/Add New Vaccines

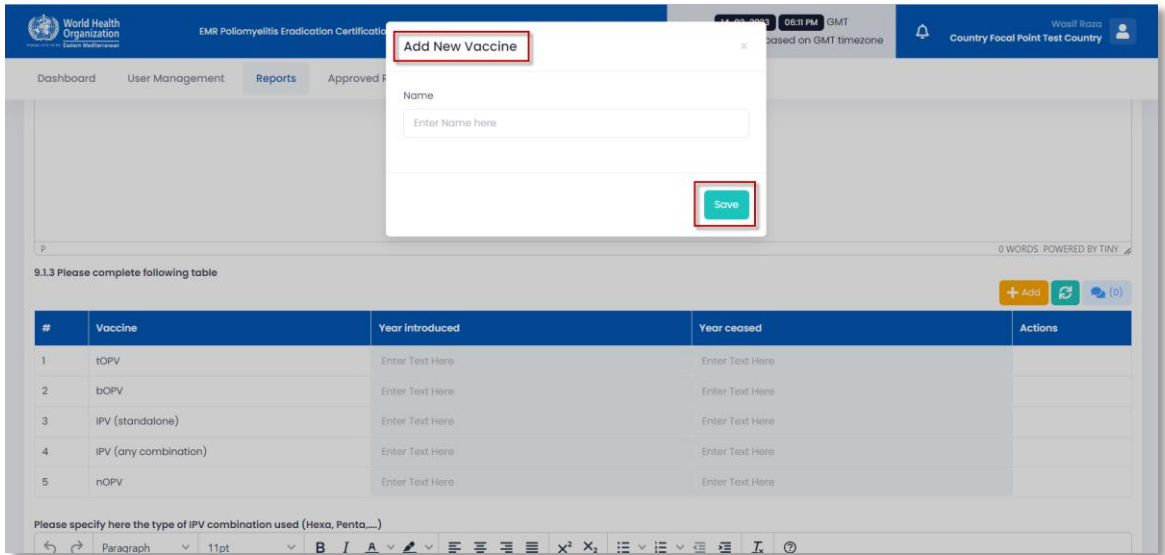


Figure 266: Report Section 9.1.3 - Add New Vaccine Pop-up

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 07:50 PM GMT
All deadlines are based on GMT timezone

Wasef Raza
Country Focal Point Test Country

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Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Immunization policy: Routine Immunization Coverage Validation of the RI coverage data

9.2 Routine immunization Coverage of infants with polio vaccine (OPV3 or else) by 1st Administrative Level: i.e. state, province, or governorate, for the year under review

YEAR: 2012

Kindly specify which dose of OPV is being reported

Enter Text Here

#	1st Admin. Level	% Coverage	Remarks
1	CAPITAL	Enter Number Here	Enter Text Here
2	Combine Province 1&2	Enter Number Here	Enter Text Here
3	Merged Old Provinces	Enter Number Here	Enter Text Here
4	Merged Province 1 & 2	Enter Number Here	Enter Text Here
5	Merged Provinces 1&2	Enter Number Here	Enter Text Here
6	MUHARRAQ	Enter Number Here	Enter Text Here
7	NORTHERN	Enter Number Here	Enter Text Here
8	Province 1	Enter Number Here	Enter Text Here
9	Province 1	Enter Number Here	Enter Text Here

9.2.1 Please specify indicate the source of the above coverage (e.g. Administrative, surveys, WHO/UNICEF joint review, ... etc)

Select...

9.3 Routine immunization Coverage of infants with inactivated polio vaccine (IPV) by 1st Administrative Level: i.e. state, province, or governorate, for the year under review

YEAR: 2012

Kindly specify which dose of IPV is being reported

Enter Text Here

Immunization polio vaccine (IPV) Coverage %

#	1st Admin. Level	% Coverage	Remarks
1	CAPITAL	Enter Number Here	Enter Text Here
2	Combine Province 1&2	Enter Number Here	Enter Text Here
3	Merged Old Provinces	Enter Number Here	Enter Text Here
4	Merged Province 1 & 2	Enter Number Here	Enter Text Here
5	Merged Provinces 1&2	Enter Number Here	Enter Text Here
6	MUHARRAQ	Enter Number Here	Enter Text Here
7	NORTHERN	Enter Number Here	Enter Text Here
8	Province 1	Enter Number Here	Enter Text Here
9	Province 1	Enter Number Here	Enter Text Here

Section 9: ROUTINE POLIO IMMUNIZATION COVERAGE

Overall Section Comments (0)

Previous Next

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Figure 267: Report Section 9.2 - Routine Immunization Coverage/Dropdowns

World Health Organization
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14-02-2023 07:07 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Immunization policy Routine Immunization Coverage Validation of the RI coverage data

9.2 Routine immunization Coverage of infants with polio vaccine (OPV3 or else) by 1st Administrative Level: i.e. state, province, or governorate, for the year under review

YEAR

- 2012
- Select
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007

#	1st Admin. Level	% Coverage	Remarks
1	CAPITAL	Enter Number Here	Enter Text Here
2	Combine Province I&2	Enter Number Here	Enter Text Here
3	Merged Old Provinces	Enter Number Here	Enter Text Here
4	Merged Province 1 & 2	Enter Number Here	Enter Text Here
5	Merged Provinces I&2	Enter Number Here	Enter Text Here
6	MUHARRAQ	Enter Number Here	Enter Text Here

Figure 268: Report Section 9.2 - Year Dropdown

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 07:07 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

14 Province 3 Enter Number Here Enter Text Here

9.2.1 Please specify indicate the source of the above coverage (e.g. Administrative, surveys, WHO/UNICEF joint review, ... etc)

Select...

- Select
- Administrative
- surveys
- WHO/UNICEF joint review

Kindly specify which dose of IPV is being reported

Enter Text Here

Immunization polio vaccine (IPV) Coverage %

#	1st Admin. Level	% Coverage	Remarks
1	CAPITAL	Enter Number Here	Enter Text Here
2	Combine Province I&2	Enter Number Here	Enter Text Here

Figure 269: Report Section 9.2.1 - Source Dropdown/Add Source of Coverage

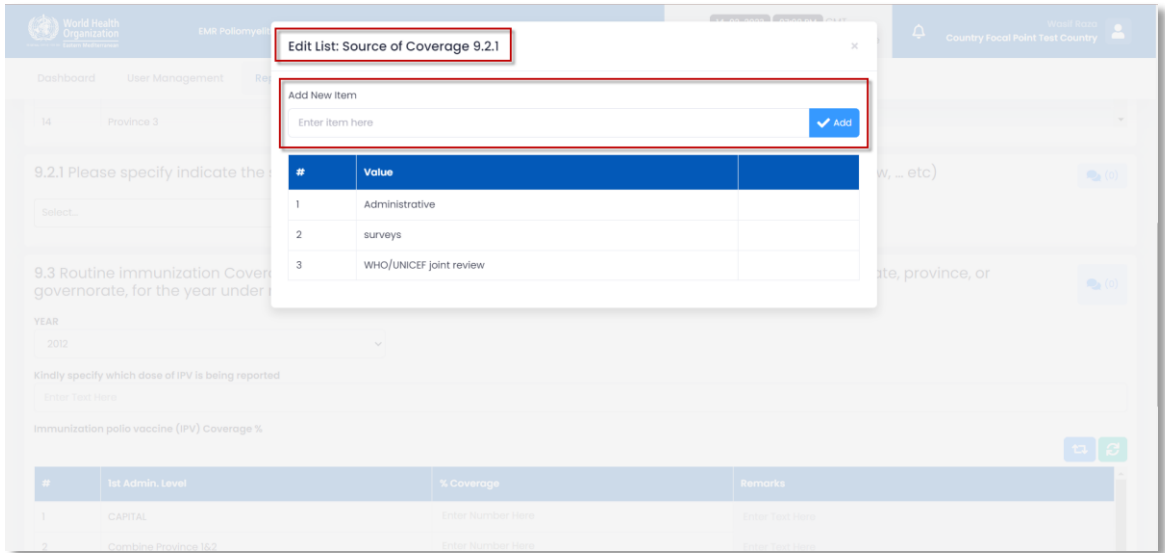


Figure 270: Report Section 9.2.1 - Edit List Pop-up

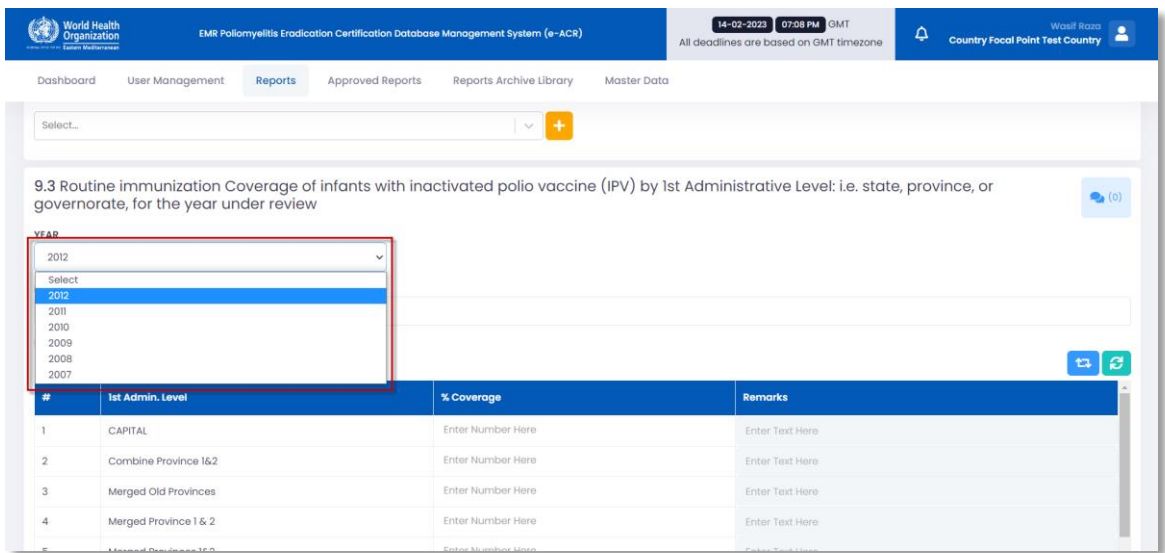


Figure 271: Report Section 9.3 - Year Dropdown

6.4.12 Section 10 - Supplementary Immunization Activities for Polio Eradication

6.4.12.1 In section 10, Country Focal Point can add Supplementary Immunization Activities for Polio Eradication through self-explanatory forms and move to subsequent section.

The screenshot displays the 'Section 10: SUPPLEMENTARY IMMUNIZATION ACTIVITIES FOR POLIO ERADICATION' interface. It features a navigation menu at the top with options like 'Dashboard', 'User Management', 'Reports', and 'Approved Reports'. The main content area is divided into several sections:

- 10.1 Specify any supplementary immunization activities (SIA) conducted for polio eradication during the year under review:** A table with columns for '#', 'Type of SIA', 'Number conducted', 'Date(s) conducted', 'Mention the type of antigen used', 'Comments', and 'Actions'. It lists three types: National Immunization Days (NIDs), Sub-national Immunization Days (SNIDs), and 'Mopping-up' activities.
- 10.1.1 Please attach SIA plan for the year under review:** An 'Attachment File' section with a 'Choose File' button and an 'UPLOAD' button. Below it, it shows 'Uploaded File' with the message 'No Attachment Available'.
- 10.1.2 Summary of ALL National and Sub-national supplementary OPV immunization activities (SIAs such as NIDs, SNIDs, SIADs, Mopping up and Other e.g. response to cVDPV ... etc) during the year under review:** A table with columns for '#', 'Type of SIA', 'Target age group', 'Number of children targeted', 'Round number', 'Date', 'Vaccine Type', 'Coverage by (%)', 'Vaccination Rates by Finger Marking (if applicable)', 'Please mention if SIA is in response to (WPV, cVDPV, S12)', 'Comments', 'Attachment', 'Map Attachment', and 'Actions'. It currently shows 'No Data Found'.
- 10.1.3 If 'Mopping up' was conducted during the year under review, please state the criteria used for deciding the areas to be included in 'Mopping-up' activities:** A table with columns for '#', 'Criteria Used', and 'Actions'. It also shows 'No Data Found'.
- 10.1.3.1: Summary of 'Mopping-up' activities during the year under review:** A table with columns for '#', 'Reason for 'Mopping-up'', 'Geographic Area Included', 'Round Number', 'Vaccine Type', 'Age Group', 'Target Pop. Size', 'Number of households visited', 'Average number of children immunized per household', 'Date', 'Number immunized', 'Coverage by (%)', 'Vaccination Rates by Finger Marking', 'Map Attachment', 'If active case search was conducted at the same time, please provide details', and 'Actions'. It shows 'No Data Found'.
- 10.1.4 Validation of the coverage data:** A section for validation with a question: '10.1.4.1: Was vaccination coverage data validated for 'mopping-up' activities?'. It has radio buttons for 'Yes' and 'No'.

Figure 272: Report Section 10 - Supplementary Immunization Activities for Polio Eradication

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)
14-02-2023 06:20 PM GMT
All deadlines are based on GMT timezone
Country Focal Point Text Country

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Section 10: SUPPLEMENTARY IMMUNIZ... Save & Close

Section 10: SUPPLEMENTARY IMMUNIZATION ACTIVITIES FOR POLIO ERADICATION

SIA

10.1 Specify any supplementary immunization activities (SIA) conducted for polio eradication during the year under review

#	Type of SIA	Number conducted	Date(s) conducted	Mention the type of antigen used	Comments	Actions
1	National Immunization Days (NIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
2	Sub-national Immunization Days (SNIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
3	'Mopping-up' activities	Enter Number Here	Click to select Date	Select...	Enter Text Here	

10.1.1 Please attach SIA plan for the year under review

Attachment File: *

Not Available No file chosen Enter comment for file here (Optional)

Supported File Types: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS

Uploaded File

No Attachment Available

10.1.2 Summary of ALL National and Sub-national supplementary OPV immunization activities (SIAs such as NIDs, SNIDs, SIADs, Mopping up and Other e.g. response to cVDPV ... etc) during the year under review

Please add rows for different round in the round number in case responses

#	Type of SIA	Target age group	Number of children targeted	Round number	Date	Vaccine Type	Coverage by (%)	Vaccination Rates by Finger Marking (If applicable)	Please mention if SIA is in response to (WPV, cVDPV, SL2)	Comments	Attachment	Map Attachment	Actions
No Data Found													

10.1.3 If 'Mopping up' was conducted during the year under review, please state the criteria used for deciding the areas to be included in 'Mopping-up' activities

#	Criteria Used	Actions
No Data Found		

10.1.3.1: Summary of 'Mopping-up' activities during the year under review

#	Reason for 'Mopping-up'	Geographic Area Included	Round Number	Vaccine Type	Age Group	Target Pop. Size	Number of households visited	Average number of children immunized per household	Date	Number Immunized	Coverage by (%)	Vaccination Rates by Finger Marking	Map Attachment	If active case search was conducted at the same time, please provide details	Actions
No Data Found															

10.1.4 Validation of the coverage data

10.1.4.1: Was vaccination coverage data validated for 'mopping-up' activities?

Yes No

Figure 273: Report Section 10 – SIAs/Add Data

10.1 Specify any supplementary immunization activities (SIA) conducted for polio eradication during the year under review

#	Type of SIA	Number conducted	Date(s) conducted	Mention the type of antigen used	Comments	Actions
1	National Immunization Days (NIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
2	Sub-national Immunization Days (SNIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
3	'Mopping-up' activities	Enter Number Here	Click to select Date	IPV	Enter Text Here	

Figure 274: Report Section 10.1 - Type of Antigen Used Dropdown

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Section 10: SUPPLEMENTARY IMMUNIZATION ACTIVITIES FOR POLIO ERADICATION

SIAS

10.1 Specify any supplementary immunization activities (SIA) conducted for polio eradication during the year under review

#	Type of SIA	Number conducted	Date(s) conducted	Mention the type of antigen used	Comments	Actions
1	National Immunization Days (NIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
2	Sub-national Immunization Days (SNIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
3	'Mopping-up' activities	Enter Number Here	Click to select Date	Select...	Enter Text Here	

10.1.1 Please attach SIA plan for the year under review

Attachment File: *

Not Available No file chosen Enter comment for file here (Optional)

Supported File Types: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS

Uploaded File

No Attachment Available

Figure 275: Report Section 10.1 - Add SIAs

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Section 10: SUPPLEMENTARY IMMUNIZATION ACTIVITIES FOR POLIO ERADICATION

SIAS

10.1 Specify any supplementary immunization activities (SIA) conducted for polio eradication during the year under review

#	Type of SIA	Number conducted	Date(s) conducted	Mention the type of antigen used	Comments	Actions
1	National Immunization Days (NIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
2	Sub-national Immunization Days (SNIDs)	Enter Number Here	Click to select Date	Select...	Enter Text Here	
3	'Mopping-up' activities	Enter Number Here	Click to select Date	Select...	Enter Text Here	

10.1.1 Please attach SIA plan for the year under review

Attachment File: *

Not Available No file chosen Enter comment for file here (Optional)

Supported File Types: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS

Uploaded File

No Attachment Available

Add New Type of SIA

Name

Enter Name here

Figure 276: Report Section 10.1 - Add New Type of SIA Pop-up

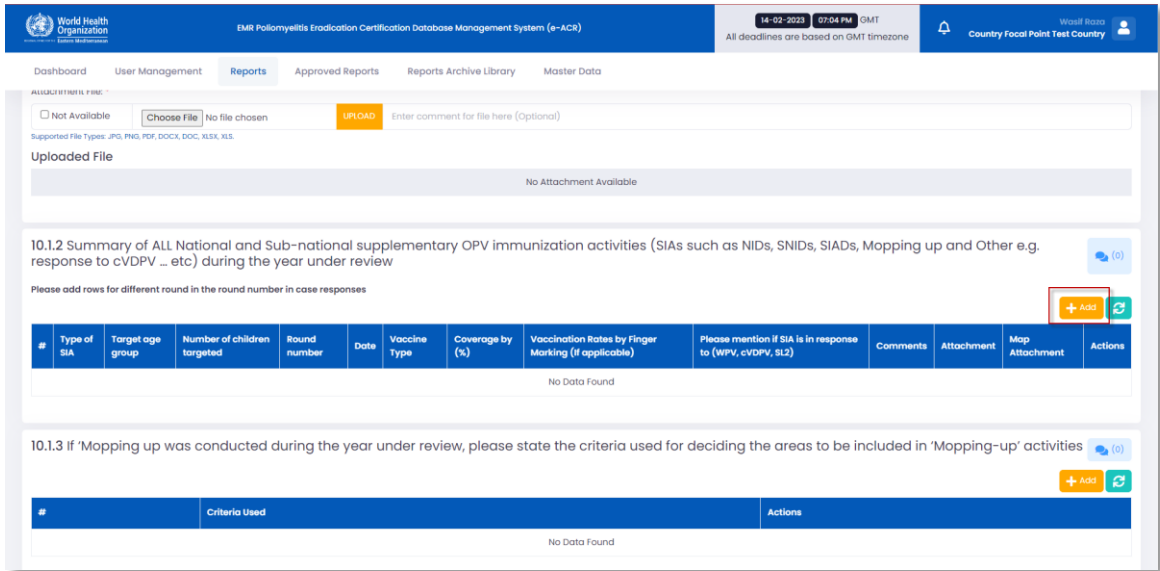


Figure 277: Report Section 10.1.2 – Add Rows

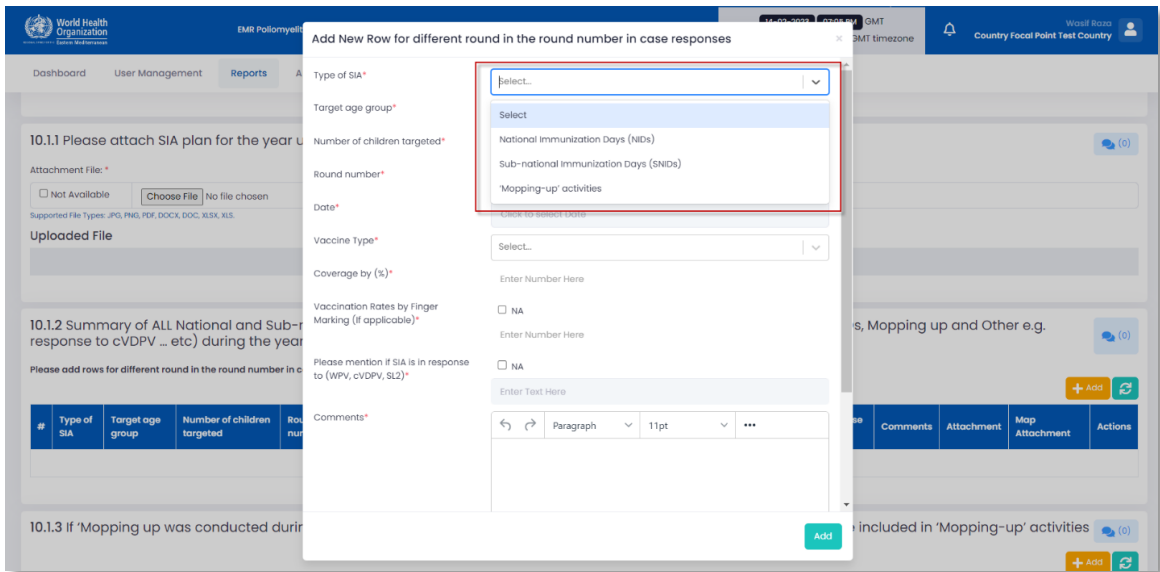


Figure 278: Report Section 10.1.2 - Add New Row for Different Round in the Round Number in Case Responses Pop-up - Type of SIA Dropdown

6.4.13 Section 11 - Immunity Profile

6.4.13.1 In section 11, Country Focal Point can add Immunity Profile through self-explanatory forms and move to subsequent section.

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Section 11: IMMUNITY PROFILE

Immunity Profile

11.1 Polio Vaccination status of AFP cases

Please present in the table below polio vaccination status of AFP cases detected in year under review.

#	Age Group	0 Doses	1-3 Doses	4-6 Doses	7+ Doses	Unknown	Total
1	0-5 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
2	6-59 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
3	5 years and older	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
Total:		0	0	0	0	0	0

Distribution of Immunity profile for Non-Polio AFP cases aged 6-59 months for the years 2008-2012

Figure 279: Report Section 11 - Immunity Profile

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Section 11: IMMUNITY PROFILE

Immunity Profile

11.1 Polio Vaccination status of AFP cases

Please present in the table below polio vaccination status of AFP cases detected in year under review.

#	Age Group	0 Doses	1-3 Doses	4-6 Doses	7+ Doses	Unknown	Total
1	0-5 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
2	6-59 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
3	5 years and older	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
Total:		0	0	0	0	0	0

Distribution of Immunity profile for Non-Polio AFP cases aged 6-59 months for the years 2008-2012

Figure 280: Report Section 11.1 - Polio Vaccination Status of AFP Cases Instructions

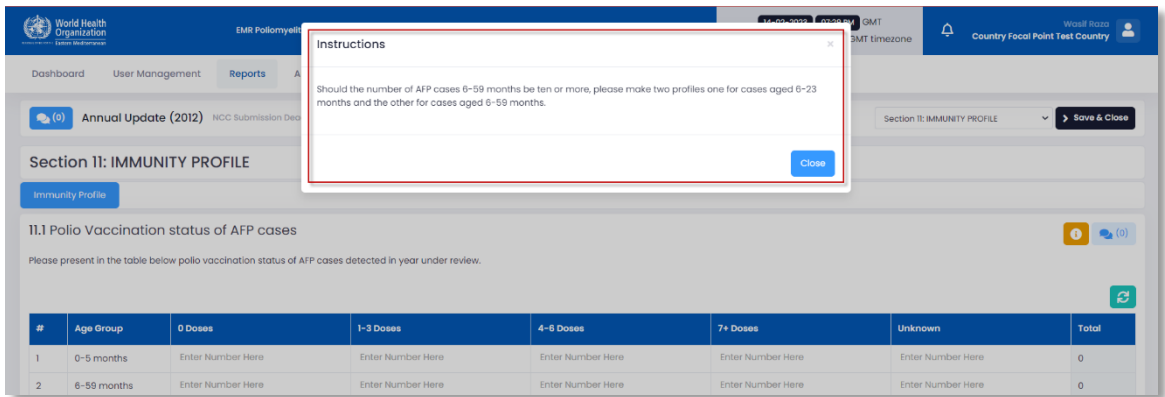


Figure 281: Report Section 11.1 - Instructions Pop-up

6.4.14 Section 12 - High-Risk Populations/Areas

6.4.14.1 In section 12, Country Focal Point can add High-Risk Populations/Areas through self-explanatory forms and move to subsequent section.

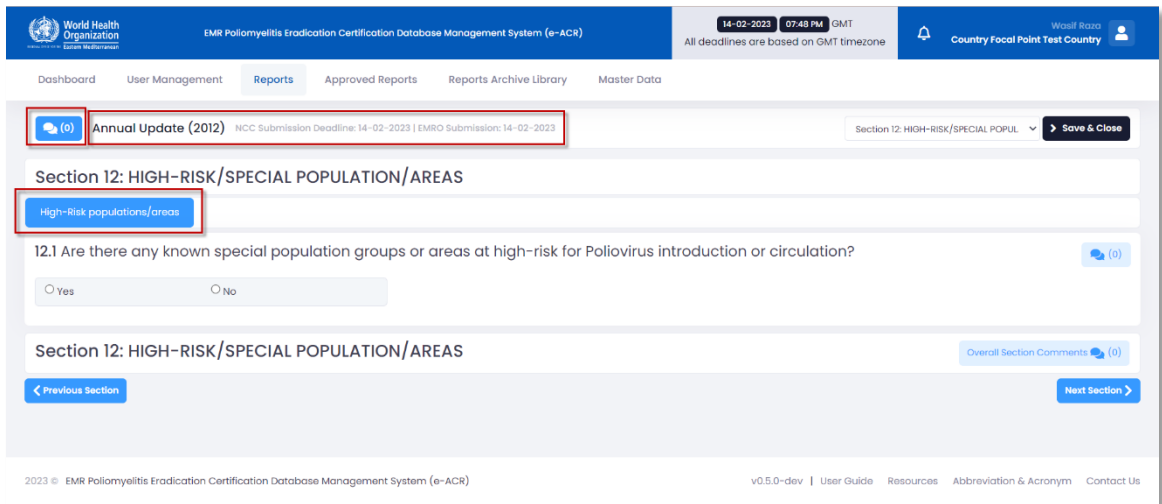


Figure 282: Report Section 12 - High-Risk Populations/Areas

6.4.15 Section 13 - Wild Poliovirus Importation

6.4.15.1 In section 13, Country Focal Point can add Wild Poliovirus Importation through self-explanatory forms and move to subsequent section.

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Section 13: WILD POLIOVIRUS IMPORTATION

WPV Importation

13.1 Has there been any importation of wild poliovirus into the country during the period under review?

Yes No

13.2 Outbreak Response Assessment (OBRA)

13.2 Was the Outbreak Response Assessment (OBRA) conducted during the year under review?

Yes No

Section 13: WILD POLIOVIRUS IMPORTATION

Overall Section Comments (0)

Previous Section Next Section

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Figure 283: Report Section 13 - Wild Poliovirus Importation

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Section 13: WILD POLIOVIRUS IMPORTATION

WPV Importation

13.1 Has there been any importation of wild poliovirus into the country during the period under review?

Yes No

13.2 Outbreak Response Assessment (OBRA)

13.2 Was the Outbreak Response Assessment (OBRA) conducted during the year under review?

Yes No

Section 13: WILD POLIOVIRUS IMPORTATION

Overall Section Comments (0)

Previous Section Next Section

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Figure 284: Report Section 13 - WPS Importation

6.4.16 Section 14 - Emergence of VDPV

6.4.16.1 In section 14, Country Focal Point can add Emergence of VDPV through self-explanatory forms and move to subsequent section.

The screenshot shows the EMR Polio System interface. At the top, there is a header with the World Health Organization logo, the system name "EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)", and a date/time stamp "14-02-2023 07:29 PM GMT". Below the header is a navigation bar with "Reports" selected. The main content area shows a form for "Section 14: EMERGENCE OF VDPV". The form has a sub-section "Emergence of VDPV" with a question "14.1 Has there been any emergence of VDPV in the country during the period under review?". Below the question are two radio buttons: "Yes" and "No". The form also includes a "Save & Close" button and a "Next" button. The footer contains copyright information and version details.

Figure 285: Report Section 14.1 - Emergence of VDPV

The screenshot shows the EMR Polio System interface. At the top, there is a header with the World Health Organization logo, the system name "EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)", and a date/time stamp "14-02-2023 07:30 PM GMT". Below the header is a navigation bar with "Reports" selected. The main content area shows a form for "Section 14: EMERGENCE OF VDPV". The form has a sub-section "Vaccine Management" with a question "14.2 Vaccine Management (in case of mOPV2/mOPV3/nOPV2 use)". Below the question is a sub-question "Is mOPV/nOPV used in the country for any purpose?" with two radio buttons: "Yes" and "No". The form also includes a "Save & Close" button and a "Next Section" button. The footer contains copyright information and version details.

Figure 286: Report Section 14.2 - Vaccine Management/Instructions

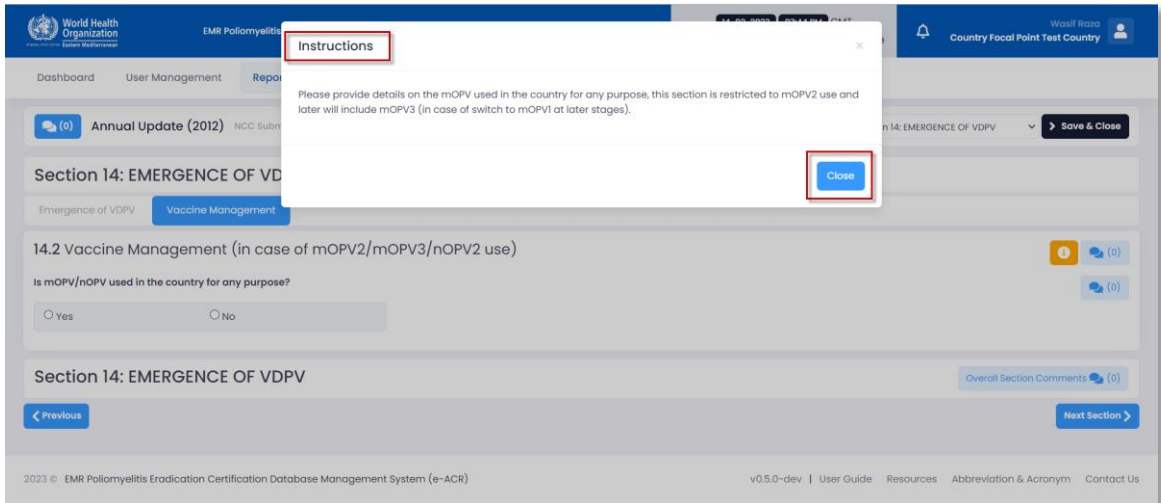


Figure 287: Report Section 14.2 - Instructions Pop-up

6.4.17 SECTION 15 - Risk Assessment

6.4.17.1 In section 15, Country Focal Point can add Risk Assessment through self-explanatory forms and move to subsequent section.

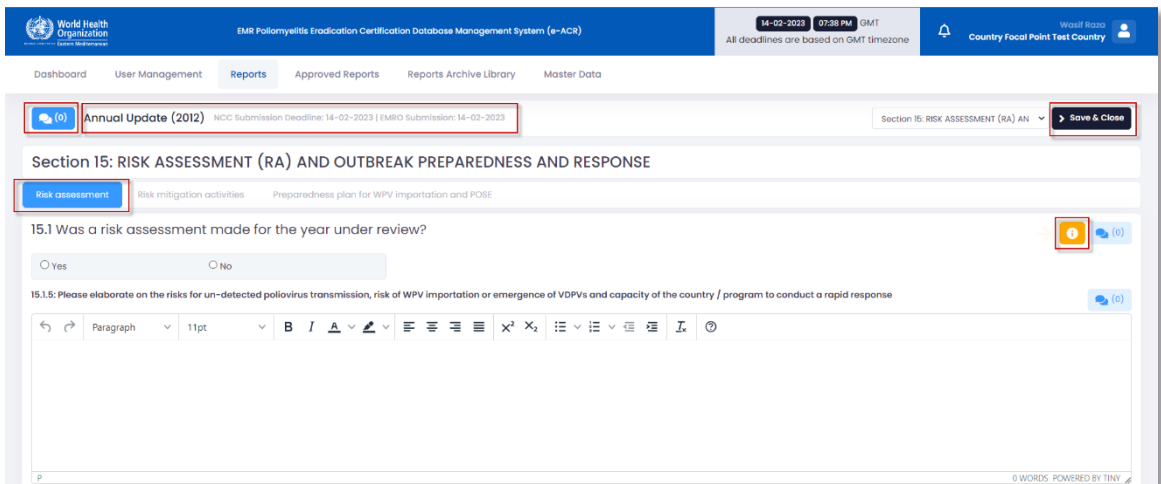


Figure 288: Report Section 15 - Risk Assessment (RA) and Outbreak Preparedness and Response

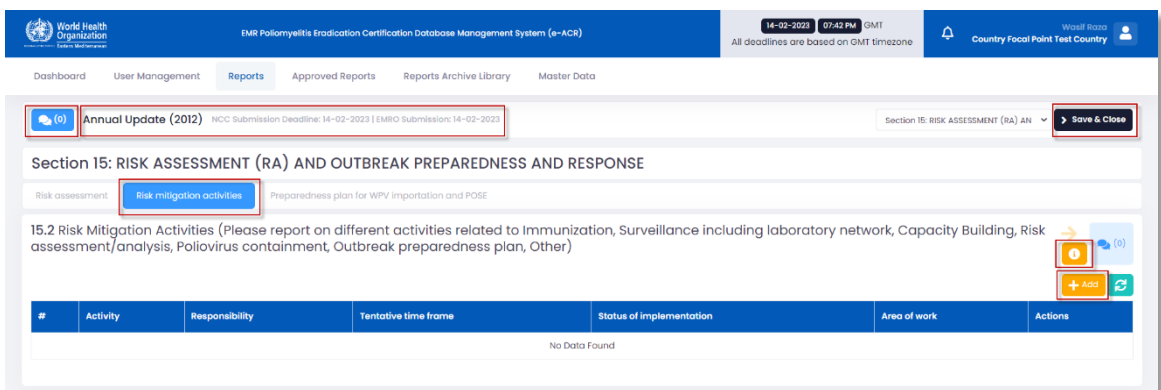


Figure 289: Report Section 15.2 - Risk Mitigation Activities/Instruction/Add Entries

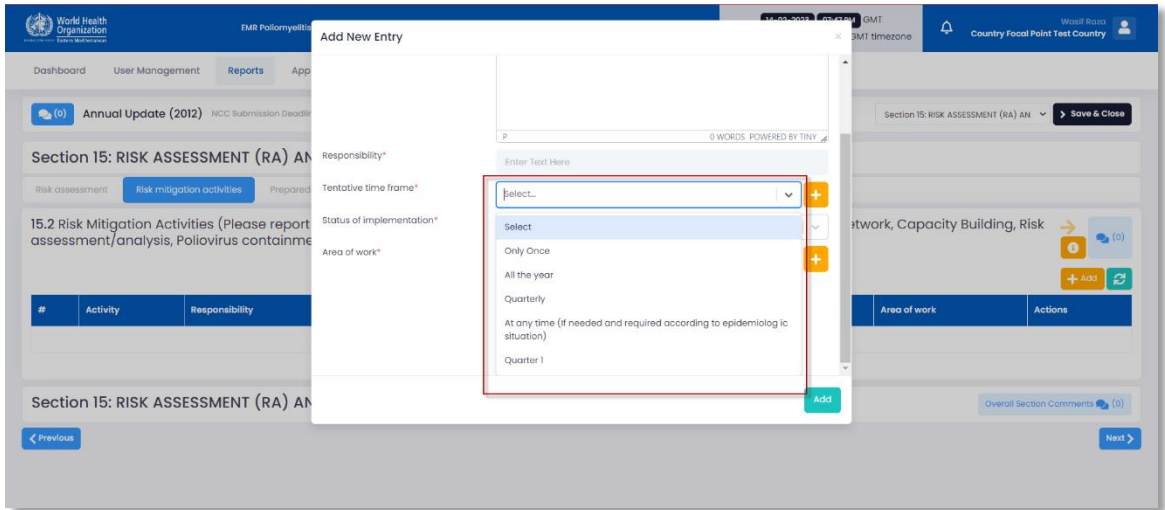


Figure 290: Report Section 15.2 - Add New Entry Pop-up - Tentative Time Frame Dropdown

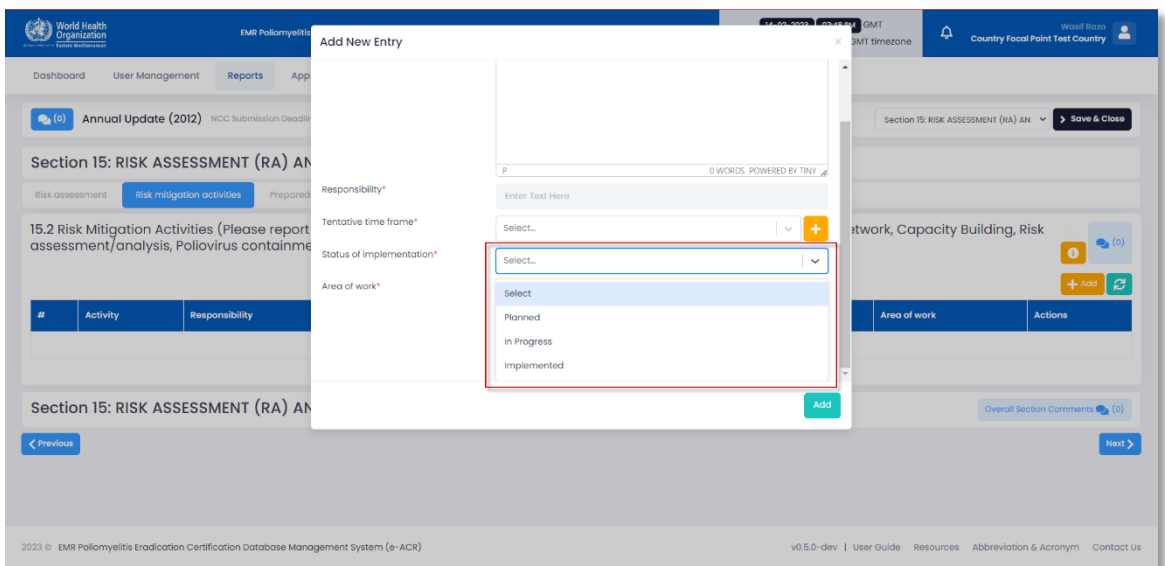


Figure 291: Report Section 15.2 - Add New Entry Pop-up - Status of Implementation Dropdown

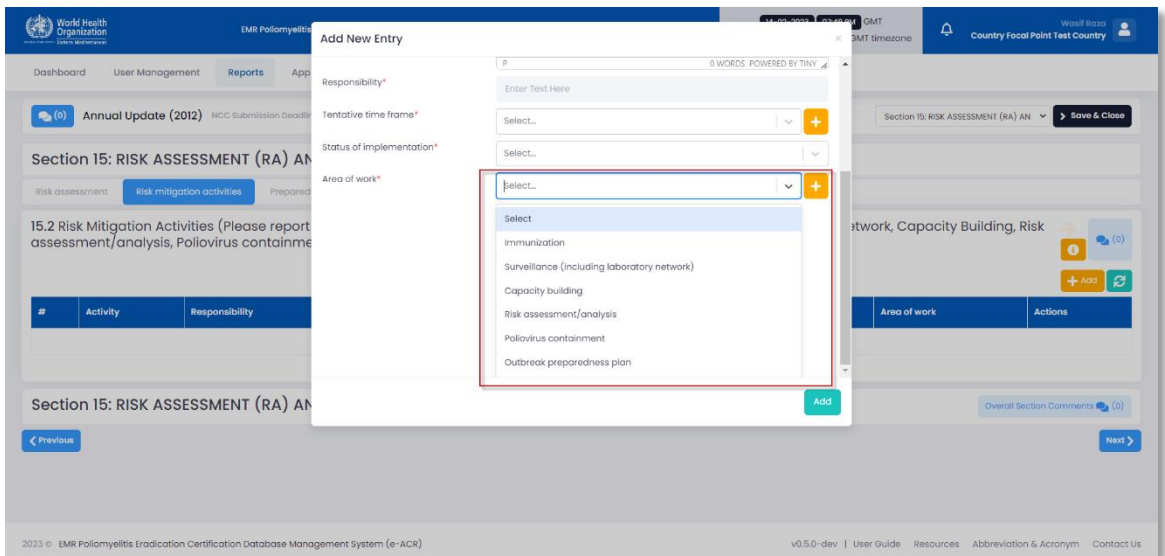


Figure 292: Report Section 15.2 - Add New Entry Pop-up - Area of Work Dropdown

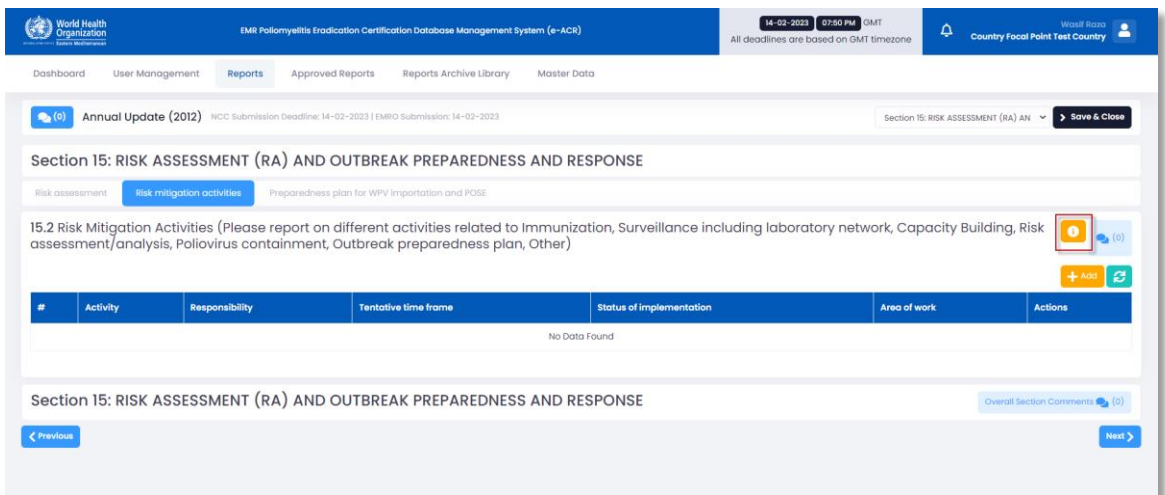


Figure 293: Report Section 15.2 - Instructions

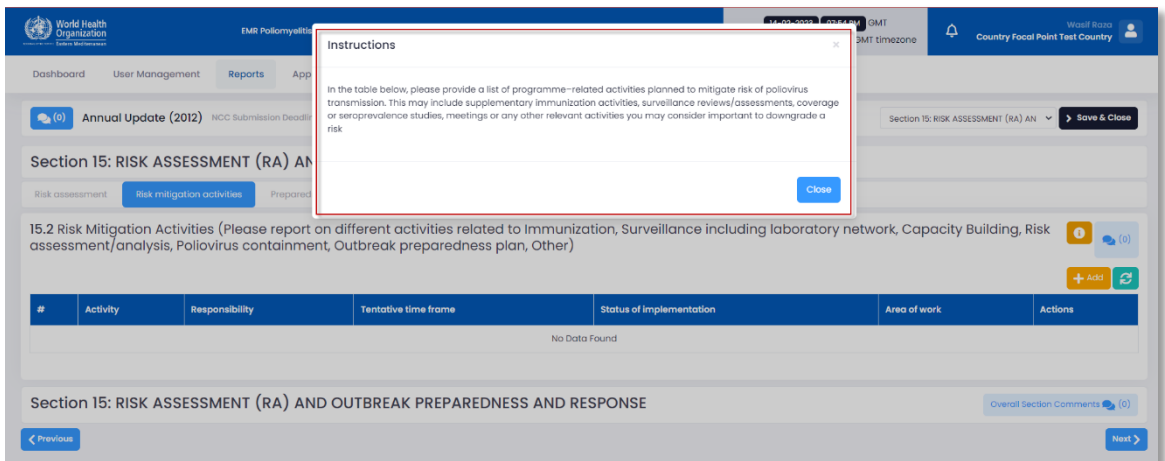


Figure 294: Report Section 15.2 - Instructions Pop-up

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EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

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Section 15: RISK ASSESSMENT (RA) AND OUTBREAK PREPAREDNESS AND RESPONSE

Risk assessment Risk mitigation activities Preparedness plan for WPV Importation and POSE

15.3 Has the National Plan of Action for Preparedness for wild poliovirus importation been updated during the year under review?

Yes No

15.3.1: Please submit your most recent version of the polio outbreak preparedness and response plan along with this report in an attachment

Attachment File *

Not Available No file chosen

Supported File Types: JPG, PNG, PDF, DOCX, DOC, XLSX, XLS
Maximum upload limit for files is 1

Enter comment for file here (Optional)

Uploaded File

No Attachment Available

15.3.2: Please indicate whether below criteria have been considered in the country's preparedness plan

#	Criteria	Description	Yes/No
1	Definitions	Essential terms – such as “wild poliovirus”, “circulating vaccine-derived poliovirus”, “poliovirus event”, “poliovirus outbreak”, “acute flaccid paralysis (AFP)”, “hot AFP case”, etc. – have been considered to ensure a common understanding.	<input type="radio"/> Yes <input type="radio"/> No
2	Notification	The national government will notify it to WHO as an Public Health Emergency of International Concern (PHEIC) in accordance with IHR, wherever relevant	<input type="radio"/> Yes <input type="radio"/> No
3	Surveillance	Methods and strategies to strengthen the ability to detect wild poliovirus or circulating vaccine-derived poliovirus in a poliovirus event or poliovirus outbreak (e.g. environmental) are presented in the plan.	<input type="radio"/> Yes <input type="radio"/> No
4	Immunization response	Upon confirmation of a poliovirus outbreak, a country will plan a coordinated immunization response: first SIA will be launched within 14 days from confirmation of the poliovirus outbreak	<input type="radio"/> Yes <input type="radio"/> No
5	Internal communication	Formal, informal, and instrumental communication within the structures of an organisational system is considered to share information and coordinate actions (e.g. advocacy activities, informing UN agencies, meetings with key-stakeholder, social mobilization, etc.)	<input type="radio"/> Yes <input type="radio"/> No
6	External communication	Providing the public with information about the ongoing situation and the (expected) outcome of poliovirus event or outbreak (e.g. mass media communication, online communication activities, interpersonal communication, media response plan, media focal person, etc.) is considered	<input type="radio"/> Yes <input type="radio"/> No
7	Vaccine regulation	Regulative aspects – such as licensure of vaccines, availability of vaccines, legal framework for importation (particularly for mOPV2), procurement of vaccines – are considered in order to respond to a poliovirus event or outbreak.	<input type="radio"/> Yes <input type="radio"/> No
8	Funding	Availability of budget and structures of cash-flow for financing the response to a poliovirus event or outbreak, such as paying for equipment, human resources and other financial expenses are	<input type="radio"/> Yes <input type="radio"/> No

15.4 Was the plan tested in a simulation exercise to assess national capabilities to implement the plan?

Yes No

Section 15: RISK ASSESSMENT (RA) AND OUTBREAK PREPAREDNESS AND RESPONSE

Overall Section Comments (0)

Previous Next Section

Figure 295: Report Section 15.3 - Preparedness plan for WPV Importation and POSE - Upload Data

6.4.18 Section 16 - Update on Containment of Poliovirus

6.4.18.1 In section 16, Country Focal Point can add Updates on Containment of Poliovirus through self-explanatory forms and move to subsequent section.

The screenshot displays the 'Annual Update (2012)' form for 'Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES'. The interface includes a top navigation bar with the WHO logo, system name, and user information. Below the navigation bar, there are tabs for 'Structure and enabling factors', 'National Action Plan (NAP) for containment', 'List of facilities', 'Survey of facilities', 'National inventory for IM/PIM', and 'Polio Essential Facility (PEF)'. The main form area contains several sections:

- 16.1 National Poliovirus Containment Coordinator (NPCC)**
 - 16.1.1 Is the NPCC appointed in your country? (Radio buttons for Yes/No)
 - 16.1.2 Please mention the professional qualifications and background of the person directly coordinating the containment activities including other responsibilities held (e.g., head of the National Polio Laboratory, Epidemiologist or Public Health Administrator) (Rich text editor)
 - 16.1.3 Does the national coordinator have direct or indirect access to the political or administrative authority which is necessary to implement containment-related activities? (Radio buttons for Yes/No)
- 16.2 Composition of NPCC/ NTF for containment**
 - Table with columns: #, Name, NPCC/NTF Status, Position, Area of Expertise, Organization, E-mail Address, Telephone, Officially Nominated, If no, please comment, Action.
 - 16.2.1: Have there been any changes in the composition of the NPCC/NTF? (Text input: There is no changes in the composition of NPCC/NTF Members)
 - 16.2.3: Please provide current terms of reference (TOR) of the NPCC / NTF (Attachment/Description)
 - 16.2.4: Please attach minutes of the NPCC / NTF meetings. (Attachment/Description)
- 16.3 Political support for containment activities**
 - 16.3.1: Please comment on Political support / commitment on containment activities (Rich text editor)
 - 16.3.2: Is there any legislation or regulations used, introduced, or modified to implement the laboratory survey and national inventory process, including new or existing requirement for laboratory registration, certification or licensing (Radio buttons for Yes/No)

At the bottom, there are navigation buttons for 'Previous Section' and 'Next', along with an 'Overall Section Comments' field.

Figure 296: Report Section 16 - Update on Containment of Poliovirus

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Wasef Raza
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Section 16: UPDATE ON CONTAINMENT

Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES

Structure and enabling factors

National Action Plan (NAP) for containment | List of facilities | Survey of facilities | National Inventory for IM/PIM | Polio Essential Facility (PEF)

16.1 National Poliovirus Containment Coordinator (NPCC)

16.1.1 Is the NPCC appointed in your country?

Yes No

16.1.2 Please mention the professional qualifications and background of the person directly coordinating the containment activities including other responsibilities held (e.g., head of the National Polio Laboratory, Epidemiologist or Public Health Administrator)

16.1.3 Does the national coordinator have direct or indirect access to the political or administrative authority which is necessary to implement containment-related activities?

Yes No

16.2 Composition of NPCC/ NTF for containment

+ Add Member

#	Name	NPCC/NTF Status	Position	Area of Expertise	Organization	E-mail Address	Telephone	Officially Nominated	If no; Please comment	Action
No Data Found										

16.2.1: Have there been any changes in the composition of the NPCC/NTF?

There is no changes in the composition of NPCC/NTF Members

16.2.3: Please provide current terms of reference (TOR) of the NPCC / NTF

Attachment Description

16.2.4: Please attach minutes of the NPCC / NTF meetings.

Attachment Description

16.3 Political support for containment activities

16.3.1: Please comment on Political support / commitment on containment activities

16.3.2: Is there any legislation or regulations used, introduced, or modified to implement the laboratory survey and national inventory process, including new or existing requirement for laboratory registration, certification or licensing

Yes No

Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES

Overall Section Comments

Previous Section Next

Figure 297: Report Section 16 - Structure and Enabling Factors/Add Members

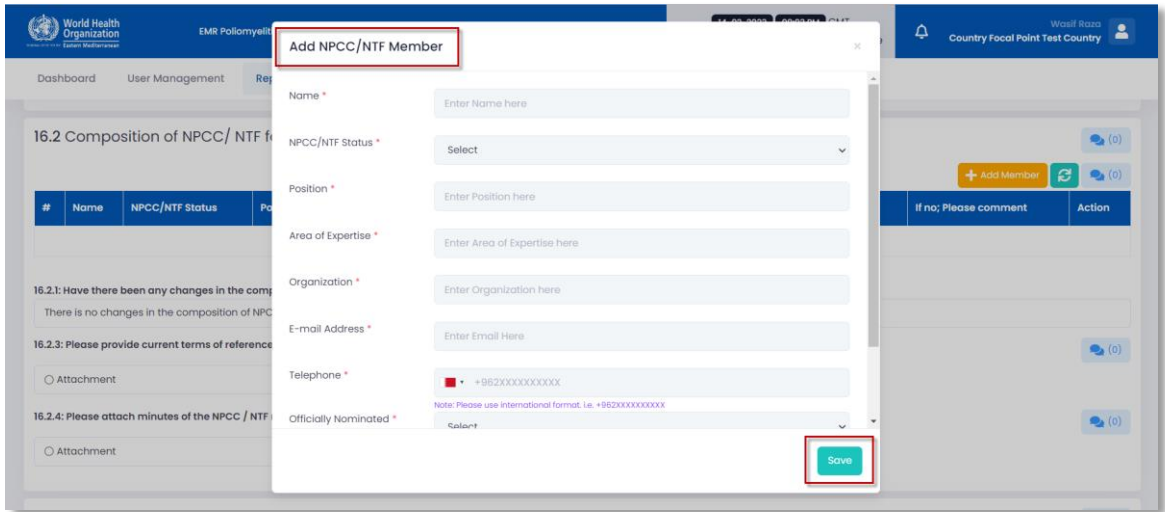


Figure 298: Report Section 16.2 - Add NPCC/NTF Member Pop-up

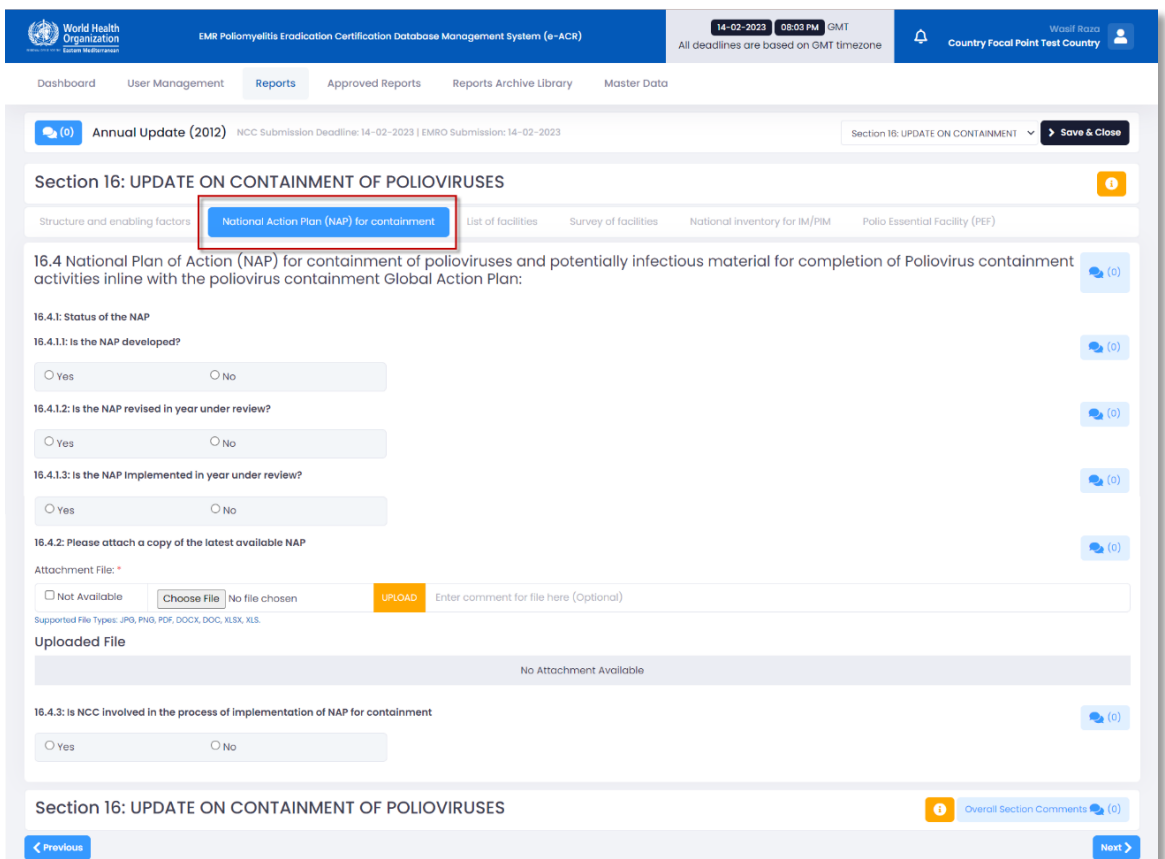


Figure 299: Report Section 16 - National Action Plan (NAP) for Containment

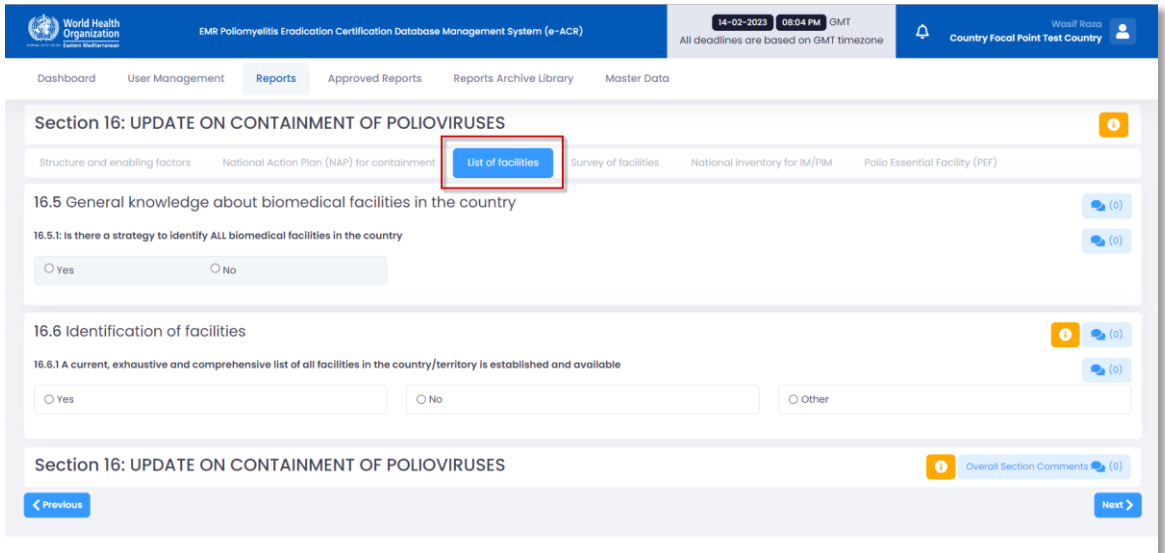


Figure 300: Report Section 16 - List of Facilities

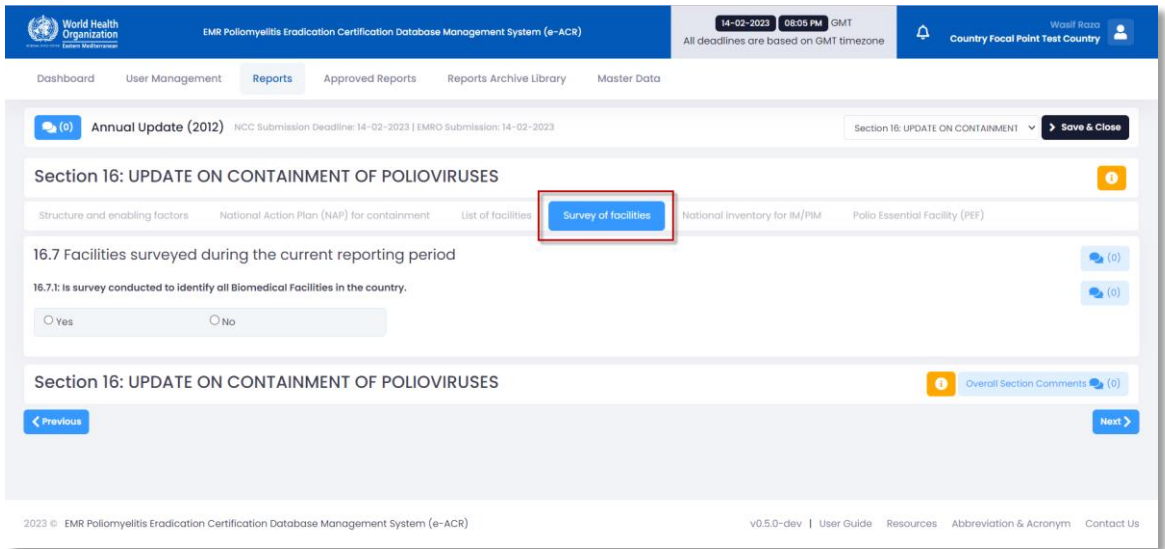


Figure 301: Report Section 16 - Survey of Facilities

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

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Section 16: UPDATE ON CONTAINMENT

Structure and enabling factors National Action Plan (NAP) for containment List of facilities Survey of facilities **National inventory for IM/PIM** Polio Essential Facility (PEF)

16.8 National inventory for poliovirus (PV) infectious material (IM) and potentially infectious material (PIM)

16.8.1: Was the national inventory of any of WPV, VDPV, SL2, or nOPV been establishment for any of laboratories holding poliovirus or potentially infectious material?

Yes No

16.8.3 Procedure for updating the National inventory of laboratories with PV infectious and potentially infectious materials (IM and PIM).

16.8.3.1 Is there a strategy/procedure to update the National inventory of laboratories with PV infectious and potentially infectious materials (IM and PIM)?

Yes No

16.8.4 National Inventory (list of facilities with confirmed PV IM/PIM)

16.8.4.1 Please describe a procedure for maintaining and updating the inventory

Paragraph 11pt B I A X² X₂ 0 WORDS POWERED BY TINY

16.8.4.2 How is PV IM/PIM transfer/destruction confirmed and documented?

Paragraph 11pt B I A X² X₂ 0 WORDS POWERED BY TINY

16.8.4.3 Describe activities undertaken to ensure that proper biorisk management is maintained in each facility included in the national inventory

Paragraph 11pt B I A X² X₂ 0 WORDS POWERED BY TINY

16.8.5 Facilities that do not retain any PV

16.8.5.1: Number of facilities that never had any PV IM & PIM:

Enter Number Here

16.8.5.2: Number of facilities that have destroyed, inactivated or transferred to a PEF all their PV IM or PIM:

Enter Number Here

16.8.5.3: Total N° of facilities that do not retain any PV IM or PIM:

Enter Number Here

Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES

Overall Section Comments (0)

Previous Next

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Figure 302: Report Section 16 - National Inventory for IM/PIM

The screenshot displays the EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) interface. At the top, there is a blue header with the World Health Organization logo and the system name. The main navigation bar includes links for Dashboard, User Management, Reports, Approved Reports, Reports Archive Library, and Master Data. The current page is titled 'Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES'. Below this, there is a sub-section '16.9 Polio Essential Facility (PEF)' with a question: '16.9.1: Is any of the facilities in your country designated as PEF?'. The question has two radio button options: 'Yes' and 'No'. A red box highlights the 'Polio Essential Facility (PEF)' button in the navigation bar. The footer contains copyright information and version details.

Figure 303: Report Section 16 - Polio Essential Facility (PEF)

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 08:01 PM GMT
All deadlines are based on GMT timezone

Wassif Razzo
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Annual Update (2012) NCC Submission Deadline: 14-02-2023 | EMRO Submission: 14-02-2023

Section 16: UPDATE ON CONTAINMENT **Save & Close**

Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES

Structure and enabling factors National Action Plan (NAP) for containment List of facilities Survey of facilities National Inventory for IM/PIM Polio Essential Facility (PEF)

16.1 National Poliovirus Containment Coordinator (NPCC)

16.1.1 Is the NPCC appointed in your country?

Yes No

16.1.2 Please mention the professional qualifications and background of the person directly coordinating the containment activities including other responsibilities held (e.g., head of the National Polio Laboratory, Epidemiologist or Public Health Administrator)

Rich text editor with 0 WORDS POWERED BY TINY

16.1.3 Does the national coordinator have direct or indirect access to the political or administrative authority which is necessary to implement containment-related activities?

Yes No

16.2 Composition of NPCC/ NTF for containment

+ Add Member

#	Name	NPCC/NTF Status	Position	Area of Expertise	Organization	E-mail Address	Telephone	Officially Nominated	If no; Please comment	Action
No Data Found										

16.2.1: Have there been any changes in the composition of the NPCC/NTF?

There is no changes in the composition of NPCC/NTF Members

16.2.3: Please provide current terms of reference (TOR) of the NPCC / NTF

Attachment Description

16.2.4: Please attach minutes of the NPCC / NTF meetings.

Attachment Description

16.3 Political support for containment activities

16.3.1: Please comment on Political support / commitment on containment activities

Rich text editor with 0 WORDS POWERED BY TINY

16.3.2: Is there any legislation or regulations used, introduced, or modified to implement the laboratory survey and national inventory process, including new or existing requirement for laboratory registration, certification or licensing

Yes No

Section 16: UPDATE ON CONTAINMENT OF POLIOVIRUSES Overall Section Comments (0)

Previous Section Next

Figure 304: Report Section 16 - Save and Close

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 09:30 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management **Reports** Approved Reports Reports Archive Library Master Data

Reports Data Entry

Show 10 Entries Refresh Search: Search Here

#	Type of Report	Year	Assigned Date	National Deadline	RCC Deadline	Status	Actions
1	Annual Update	2012	14-02-2023	14-02-2023	14-02-2023	Report Assigned to Country Focal Point	Details Assign Sections View & Enter Data Report PDF Copy Submit Report

Showing 1 to 1 of 1 entries

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Figure 305: Report Reports - Actions

World Health Organization
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

14-02-2023 09:30 PM GMT
All deadlines are based on GMT timezone

Country Focal Point Test Country

Dashboard User Management **Reports** Approved Reports Reports Archive Library Master Data

Reports Data Entry

Show 10 Entries Refresh Search: Search Here

#	Type of Report	Year	Assigned Date	National Deadline	RCC Deadline	Status	Actions
1	Annual Update	2012	14-02-2023	14-02-2023	14-02-2023	Report Assigned to Country Focal Point	Details Assign Sections View & Enter Data Report PDF Copy Submit Report

Showing 1 to 1 of 1 entries

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Figure 306: Report Reports - Submit Report

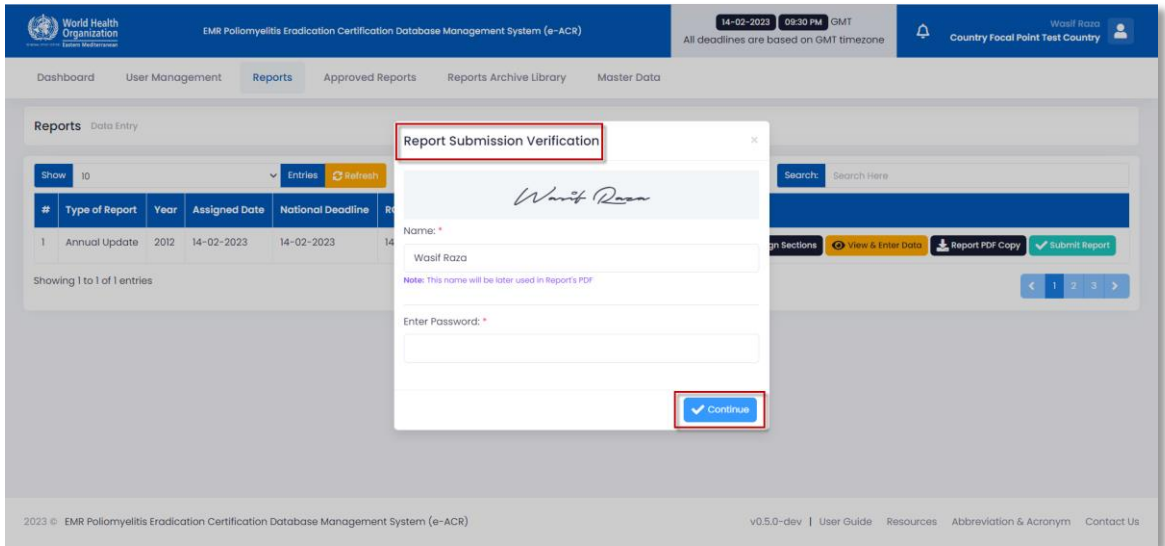


Figure 307: Report Reports - Report Submission Verification

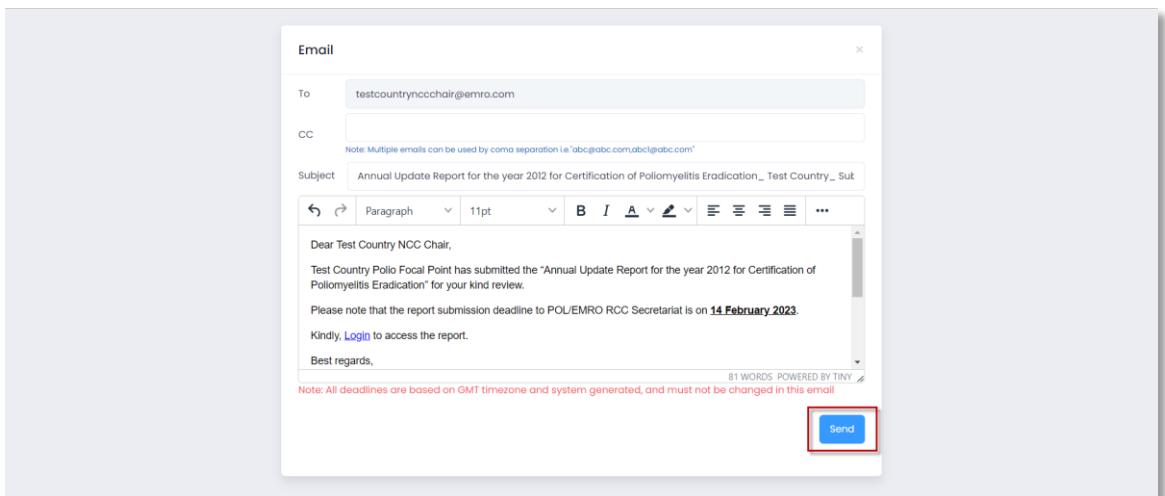


Figure 308: Report Reports - Report Submission Verification - Email

6.5 Master Data

In the “Master Data” dropdown menu of country focal person’s home screen, there are four items available for user to manage namely Administrative Units, Population, Poliovirus Labs and Immunity Profile. The manual will describe each of them separately beginning with Administrative unit.

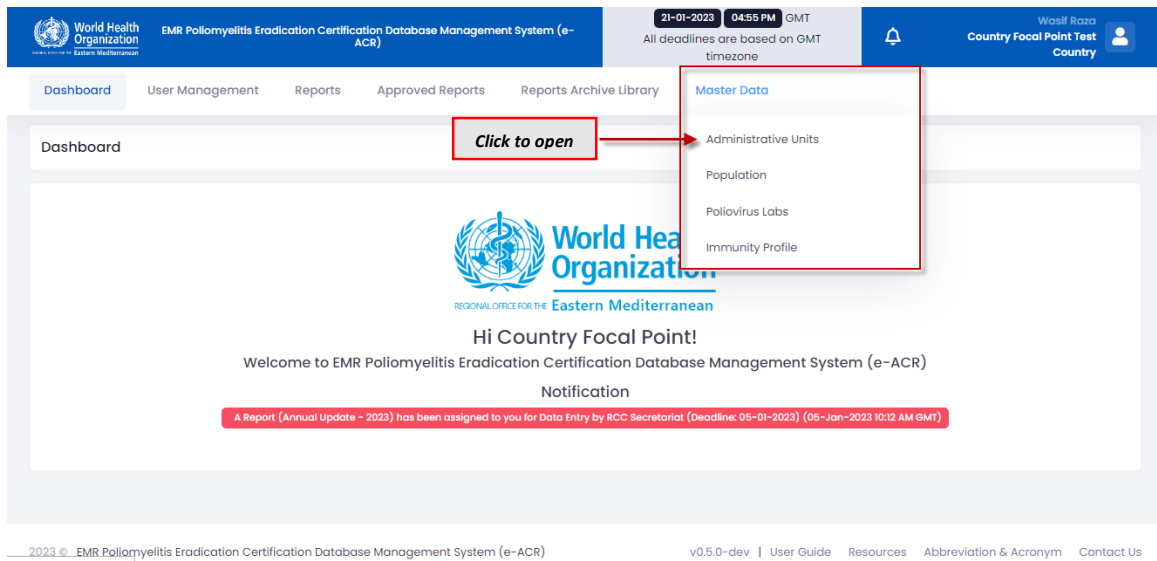


Figure 2: Master Data Dropdown menu

6.5.1 Administrative Units

6.5.1.1 Administrative units refer to the structure used in the country which may include multiple levels: first level (Provinces, States, Governorate etc.) and second Level (District, Metropolitan Area etc.).

First administrative level units (adding new level 1 units):

6.5.1.2 **First administrative level units** (Provinces, States, Governorate etc.) can be managed (add, edit, merge and delete). Please ensure to click on it and that it (level 1) and that it appears highlighted in blue as shown below.

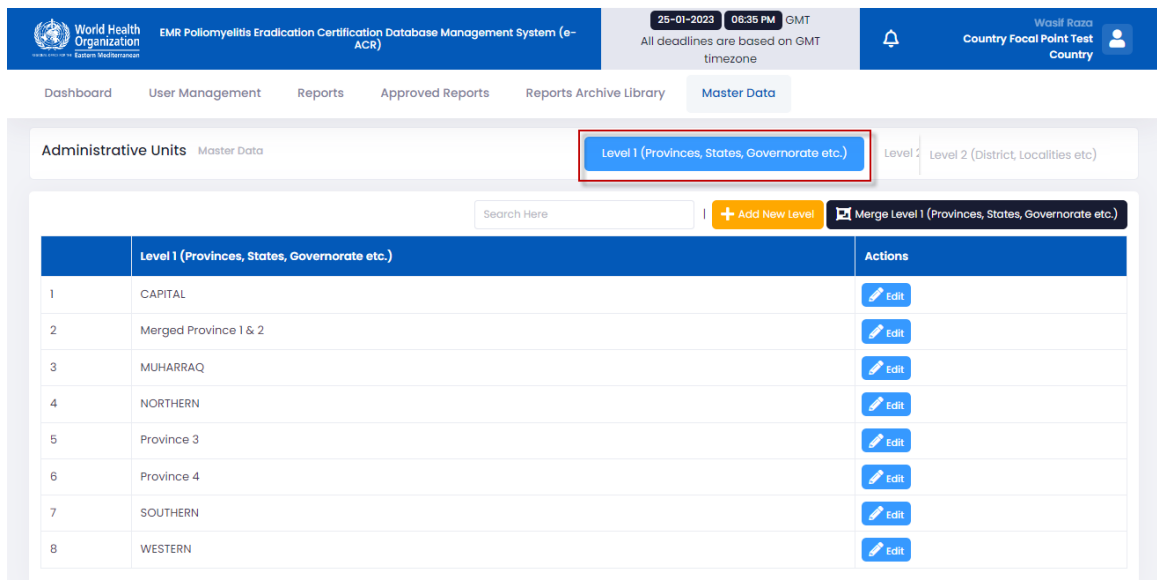


Figure 309: Opening and managing Level 1 (Provinces, States, Governorate etc.)

6.5.1.3 User can add new unit (Provinces, States, Governorate etc.) to level 1 – by clicking orange button “Add New Level”. Please repeat the steps to add more level 1 units.

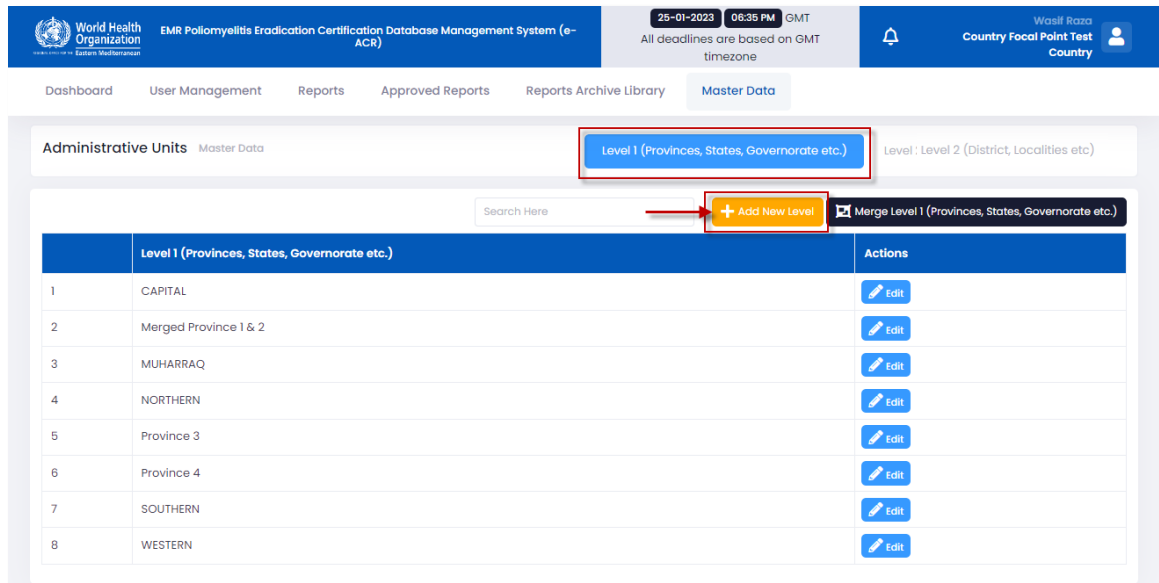


Figure 310: Adding new unit in Level 1 – Click “Add New Level” button

6.5.1.4 After clicking “Add New Level” button, a popup will appear where a user can add a name to the new level 1 unit (Provinces, States, Governorate etc.).

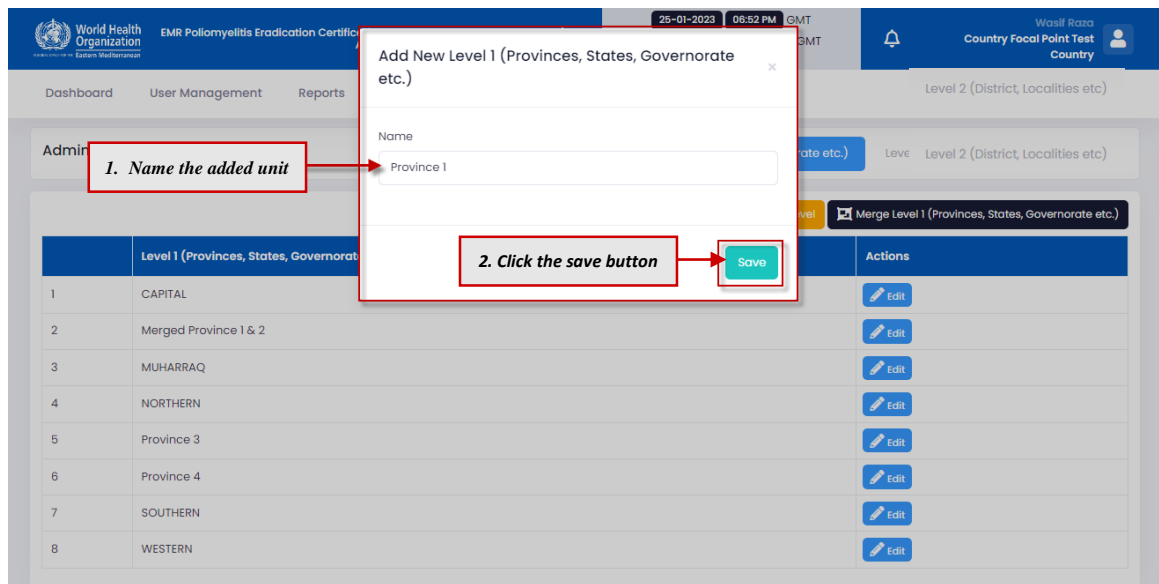


Figure 311: User add the Name of Level 1 and save the changes

The screenshot shows the 'Administrative Units' page in the EMR Polio e-ACR system. The page header includes the WHO logo, system name, date (25-01-2023), time (08:55 PM GMT), and user information (Wasif Raza, Country Focal Point Test). The navigation menu includes Dashboard, User Management, Reports, Approved Reports, Reports Archive Library, and Master Data. The main content area shows a table of administrative units with columns for ID, Name, and Actions. The table is filtered to show 'Level 1 (Provinces, States, Governorate etc.)' units. A red box highlights the row for 'Province 1' (ID 5).

ID	Level 1 (Provinces, States, Governorate etc.)	Actions
1	CAPITAL	Edit
2	Merged Province 1 & 2	Edit
3	MUHARRAQ	Edit
4	NORTHERN	Edit
5	Province 1	Edit
6	Province 3	Edit
7	Province 4	Edit
8	SOUTHERN	Edit
9	WESTERN	Edit

Figure 312: The new level 1 name appearing in the list

The screenshot shows the 'Administrative Units' page in the EMR Polio e-ACR system, similar to Figure 312. The page header and navigation menu are the same. The table of administrative units is filtered to show 'Level 1 (Provinces, States, Governorate etc.)' units. A red box highlights the rows for 'Province 1' (ID 5) and 'Province 2' (ID 6).

ID	Level 1 (Provinces, States, Governorate etc.)	Actions
1	CAPITAL	Edit
2	Merged Province 1 & 2	Edit
3	MUHARRAQ	Edit
4	NORTHERN	Edit
5	Province 1	Edit
6	Province 2	Edit
7	Province 3	Edit
8	Province 4	Edit
9	SOUTHERN	Edit

Figure 313: All the added Provinces, states, governorates etc. are shown in the List

Second administrative level units (adding new level 2 units in relation to level 1):

6.5.1.5 Second administrative level units (District, Locality, Metropolitan area etc.) can be managed (add, edit, merge and delete). Please ensure to click on it and that it (level 2) and that it appears highlighted in blue as shown below.

The screenshot shows the 'Administrative Units' section of the EMR Polio Myelitis Eradication Certification Database Management System (e-ACR). The interface includes a top navigation bar with the WHO logo, system name, date/time, and user information. Below the navigation bar, there are tabs for 'Level 1 (Provinces, States, Governorate etc.)' and 'Level 2 (District, Metropolitan Area etc.)', with the latter being highlighted in blue. A search bar and buttons for '+ Add New Level' and 'Merge Level 2 (District, Metropolitan Area etc.)' are visible. The main table displays the following data:

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	District 1	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

At the bottom of the page, there is a footer with copyright information, version number (v0.5.0-dev), and links to User Guide, Resources, Abbreviation & Acronym, and Contact Us.

Figure 314: Opening and managing Level 2 (District, Locality, Metropolitan Area etc.)

6.5.1.6 User can add new unit (District, Locality, Metropolitan Area etc.) to level 2 – by clicking orange button “Add New Level”. Please repeat the steps to add more level 2 units. (Figures 9-12)

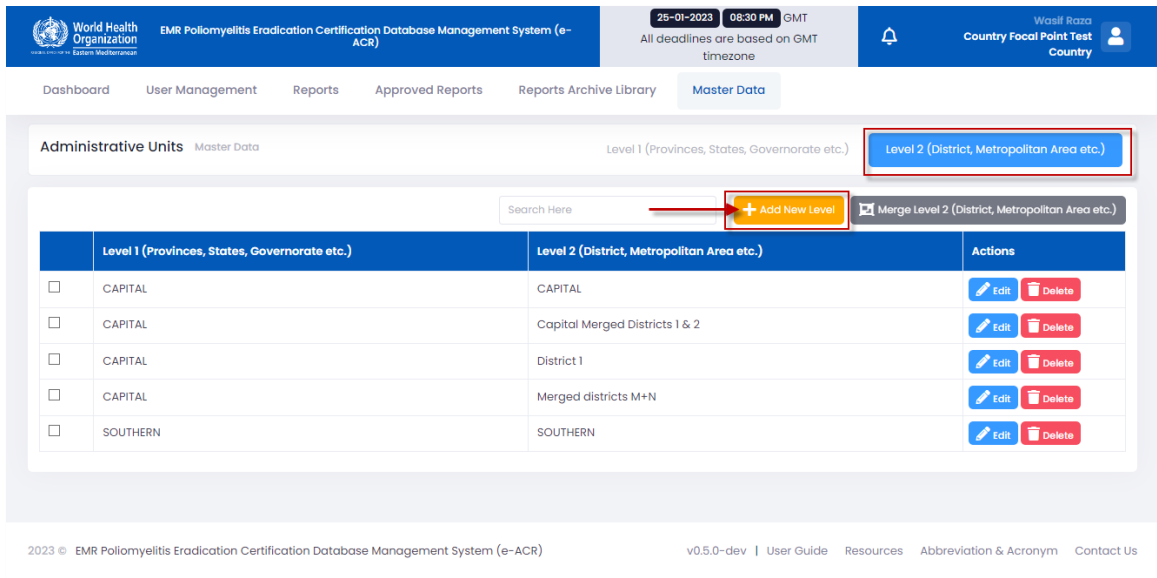


Figure 315: Adding new unit in Level 2 – Click “Add New Level” button

6.5.1.7 After clicking “Add New Level” button, a popup will appear where a user can add a name to the new level 2 unit (District, Localities, Metropolitan area etc.). Please select the appropriate first level where the added level 2 should be added to.

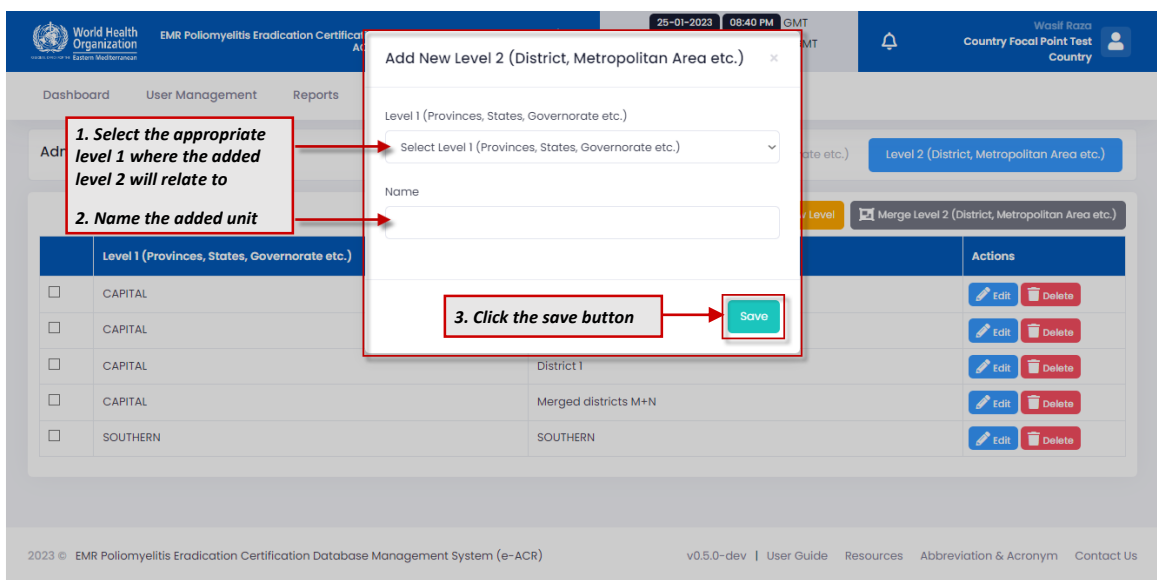


Figure 316: User select appropriate level 1 and add the name of the new Level 2 and save the changes

World Health Organization Eastern Mediterranean Region
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

25-01-2023 08:43 PM GMT
All deadlines are based on GMT timezone

Wasif Raza
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Administrative Units Master Data

Level 1 (Provinces, States, Governorate etc.) Level 2 (District, Metropolitan Area etc.)

Search Here + Add New Level Merge Level 2 (District, Metropolitan Area etc.)

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	District 1	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input type="checkbox"/>	Province 1	District 1	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

Figure 317: The new level 2 appearing in the list and in front of the selected level 1

World Health Organization Eastern Mediterranean Region
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

25-01-2023 08:49 PM GMT
All deadlines are based on GMT timezone

Wasif Raza
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Administrative Units Master Data

Level 1 (Provinces, States, Governorate etc.) Level 2 (District, Metropolitan Area etc.)

Search Here + Add New Level Merge Level 2 (District, Metropolitan Area etc.)

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	District 1	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input type="checkbox"/>	Province 1	District 1	Edit Delete
<input type="checkbox"/>	Province 2	District 2	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

Figure 318: All the added Levels 2 units appear in front of their respective Level 1

First administrative level units (merging level 1 units):

6.5.1.8 Please ensure to click on it and that it (level 1) and that it appears highlighted in blue as shown below. User can merge provinces by clicking “Merge Level 1 (Provinces, States, Governorate etc.)” button. A popup will appear where a user can select two provinces or states

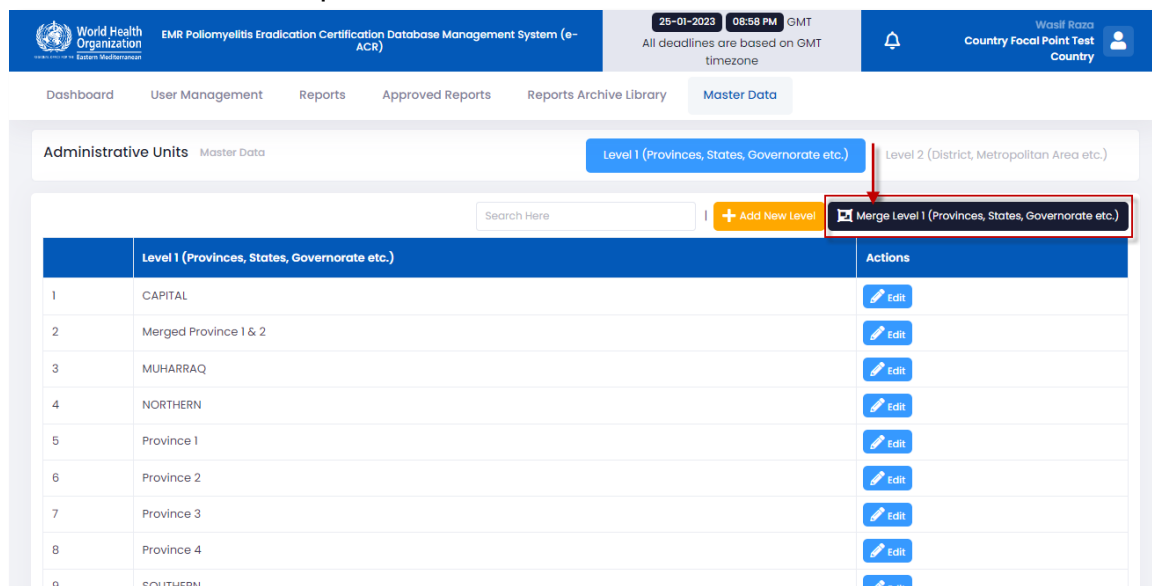


Figure 319: Merging level 1 units (Provinces, States, Governorate etc.)

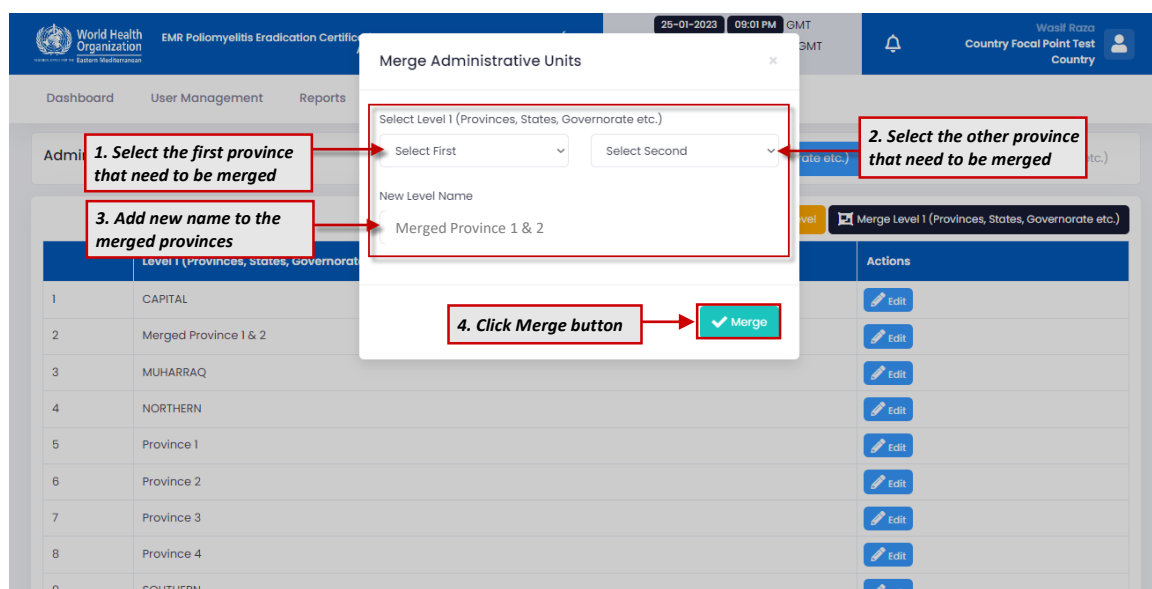


Figure 320: User select two Level 1 units and add a new name for the merged unit

The screenshot shows the 'Administrative Units' page in the EMR Polio Database Management System. The page is divided into two tabs: 'Level 1 (Provinces, States, Governorate etc.)' and 'Level 2 (District, Metropolitan Area etc.)'. The 'Level 1' tab is active, displaying a table with the following data:

	Level 1 (Provinces, States, Governorate etc.)	Actions
1	CAPITAL	Edit
2	Merged Province 1 & 2	Edit
3	MUHARRAQ	Edit
4	NORTHERN	Edit
5	Province 3	Edit
6	Province 4	Edit
7	SOUTHERN	Edit
8	Test Province 1	Edit
9	WESTERN	Edit

Figure 321: Merged units from level 1 is shown in the list

Second administrative level units (merging level 2 units):

6.5.1.9 User can merge two or more districts of the same or different provinces to a single Level 1. This can be done by selecting two or more units from level 2 and click “Merge Level 2 (District, Metropolitan Area etc.)” button, a popup will appear where user can select respective Parent Level 1 (Provinces, States, Governorate etc.) and add new name to it.

The screenshot shows the 'Administrative Units' page in the EMR Polio Database Management System. The page is divided into two tabs: 'Level 1 (Provinces, States, Governorate etc.)' and 'Level 2 (District, Metropolitan Area etc.)'. The 'Level 2' tab is active, displaying a table with the following data:

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	District 1	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input checked="" type="checkbox"/>	Merged Provinces 1&2	District 1	Edit Delete
<input checked="" type="checkbox"/>	Merged Provinces 1&2	District 2	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

Figure 322: Selecting level 2 units and clicking on “Merge Level 2 (District, Metropolitan Area etc.)” button

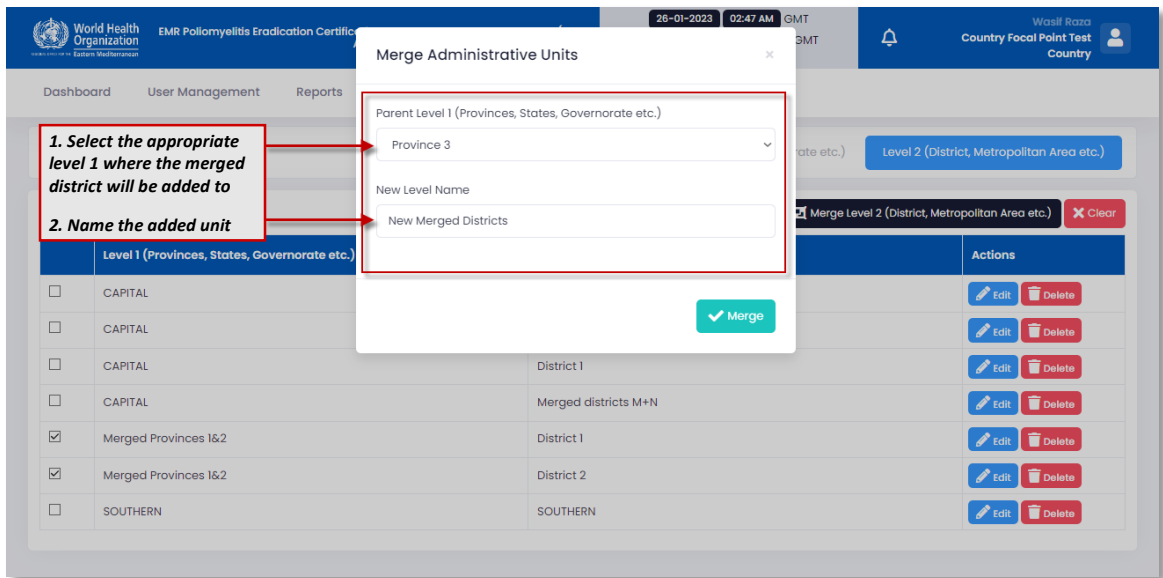


Figure 323: Popup appears for merging

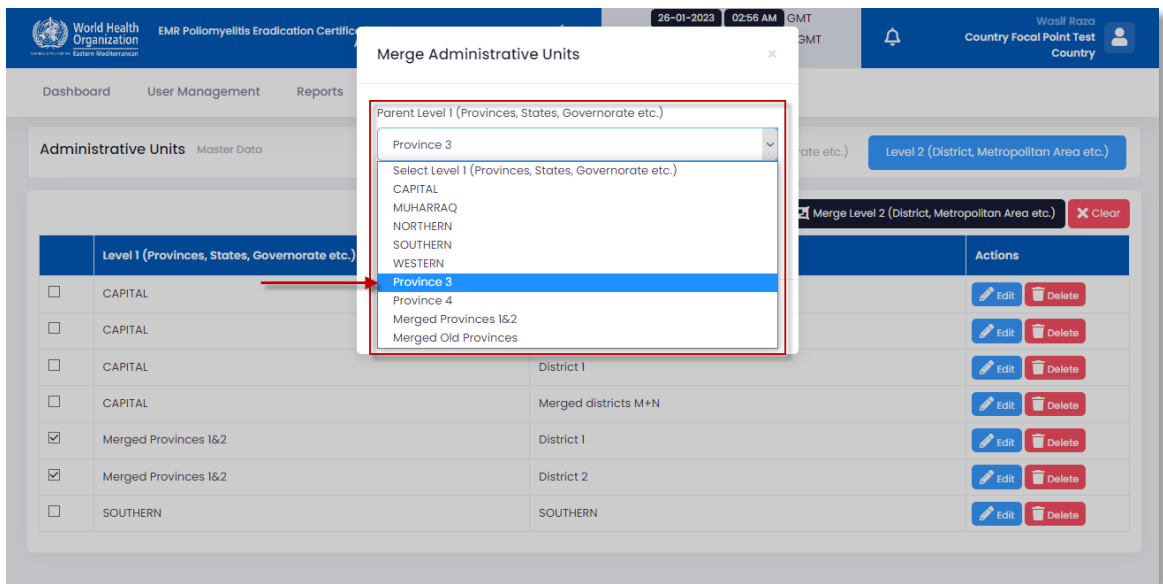


Figure 324: User selects the respective Level 1 from the dropdown menu

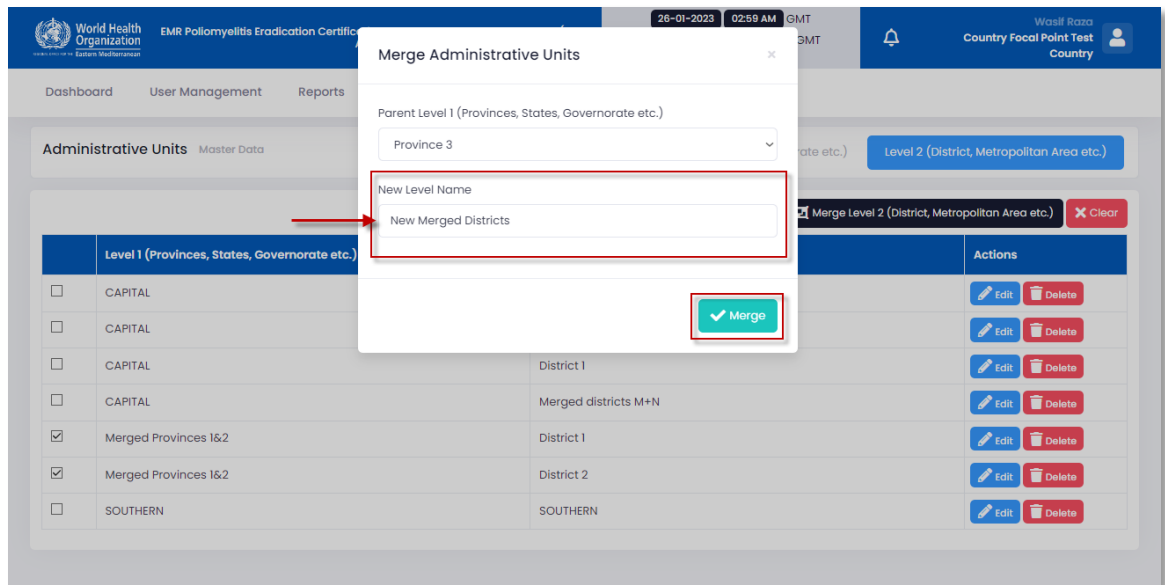


Figure 325: User add a name to the new merged level 2 units

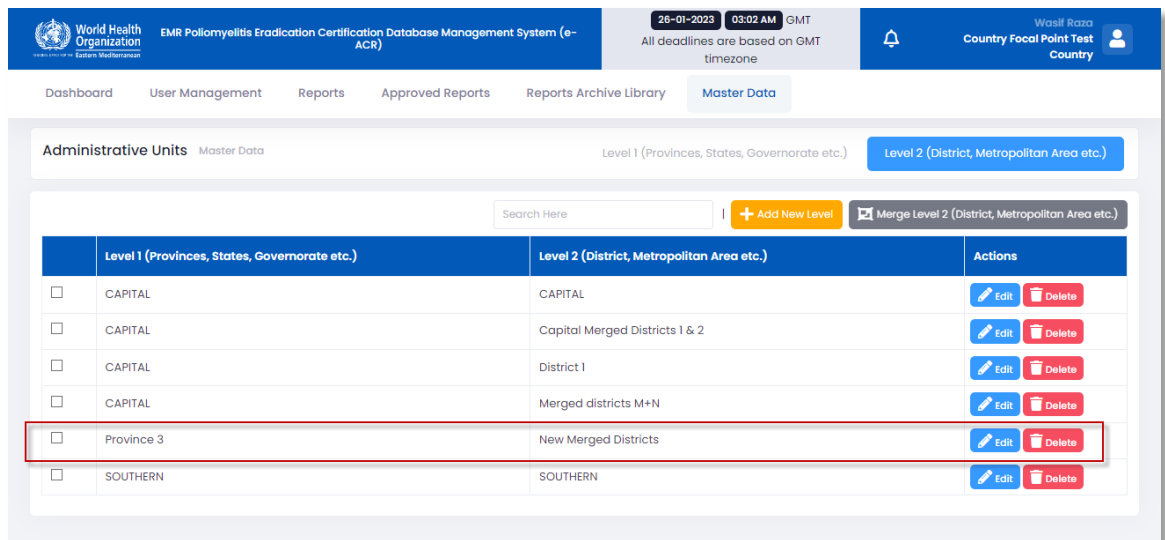


Figure 326: Merging complete and merged level 2 units appears against the respective level 1

First administrative level units (editing names):

The screenshot shows the 'Administrative Units' page in the e-ACR system. The page has a navigation bar with 'Dashboard', 'User Management', 'Reports', 'Approved Reports', 'Reports Archive Library', and 'Master Data'. Below the navigation bar, there are tabs for 'Level 1 (Provinces, States, Governorate etc.)' and 'Level 2 (District, Metropolitan Area etc.)'. A search bar and buttons for '+ Add New Level' and 'Merge Level 1 (Provinces, States, Governorate etc.)' are visible. The main table lists Level 1 units with columns for 'Level 1 (Provinces, States, Governorate etc.)' and 'Actions'. The second row, 'Merged Province 1 & 2', is highlighted with a red box, and its 'Edit' button is also highlighted with a red box and an arrow.

	Level 1 (Provinces, States, Governorate etc.)	Actions
1	CAPITAL	Edit
2	Merged Province 1 & 2	Edit
3	MUHARRAQ	Edit
4	NORTHERN	Edit
5	Province 3	Edit
6	Province 4	Edit
7	SOUTHERN	Edit
8	Test Province 1	Edit
9	WESTERN	Edit

Figure 327: User can edit the name of merged level 1 (Provinces, States, Governorate etc.)

The screenshot shows the 'Edit Level 1 (Provinces, States, Governorate etc.)' dialog box. The dialog box has a 'Name' field containing 'Merged Provinces 1 & 2' and a 'Save' button. The background shows the 'Administrative Units' page with the 'Merged Province 1 & 2' row highlighted.

	Level 1 (Provinces, States, Governorate etc.)	Actions
1	CAPITAL	Edit
2	Merged Province 1 & 2	Edit
3	MUHARRAQ	Edit
4	NORTHERN	Edit
5	Province 3	Edit
6	Province 4	Edit
7	SOUTHERN	Edit
8	Test Province 1	Edit
9	WESTERN	Edit

Figure 328: User add new name for the merged Level 1 by replacing the text in the field

The screenshot shows the 'Administrative Units' section of the EMR Polio Management System. The 'Level 1 (Provinces, States, Governorate etc.)' tab is selected. A table lists various administrative units, with the second row, 'Merged Old Provinces', highlighted by a red box. The table has columns for 'Level 1 (Provinces, States, Governorate etc.)' and 'Actions'.

	Level 1 (Provinces, States, Governorate etc.)	Actions
1	CAPITAL	Edit
2	Merged Old Provinces	Edit
3	MUHARRAQ	Edit
4	NORTHERN	Edit
5	Province 3	Edit
6	Province 4	Edit
7	SOUTHERN	Edit
8	Test Province 1	Edit
9	WESTERN	Edit

Figure 329: Merged Level 1 (Provinces, States, Governorate etc.) is listed with the new name “Merged Old Provinces”

Second administrative level units (Editing):

6.5.1.10 User can edit Level 2 (District, Metropolitan Area etc.) which include editing the name or changing the selected district from one province to the other.

The screenshot shows the 'Administrative Units' section with the 'Level 2 (District, Metropolitan Area etc.)' tab selected. A table lists Level 2 units, with the third row, 'District 1', highlighted by a red box. A red arrow points to the 'Edit' button in the 'Actions' column for this row. The table has columns for 'Level 1 (Provinces, States, Governorate etc.)', 'Level 2 (District, Metropolitan Area etc.)', and 'Actions'.

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	District 1	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input type="checkbox"/>	Province 3	New Merged Districts	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

Figure 330: User selects level 2 that need editing by clicking on the edit button

World Health Organization EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) 26-01-2023 03:18 AM GMT All deadlines are based on GMT timezone Wasif Raza Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Administrative Units Master Data Level 1 (Provinces, States, Governorate etc.) District, Metropolitan Area etc.

Search Here + Add New Level Merge Level 2 (District, Metropolitan Area etc.)

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	
<input type="checkbox"/>	CAPITAL	District 1	<input checked="" type="checkbox"/> Save <input type="checkbox"/> Cancel
<input type="checkbox"/>	CAPITAL	Merged districts M+N	
<input type="checkbox"/>	Province 3	New Merged Districts	
<input type="checkbox"/>	SOUTHERN	SOUTHERN	

Figure 331: User can select Level 1 from dropdown menu and edit the name of level 2

World Health Organization EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) 26-01-2023 03:22 AM GMT All deadlines are based on GMT timezone Wasif Raza Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Administrative Units Master Data Level 1 (Provinces, States, Governorate etc.) District, Metropolitan Area etc.

Search Here + Add New Level Merge Level 2 (District, Metropolitan Area etc.)

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	
<input type="checkbox"/>	CAPITAL	District 1	<input checked="" type="checkbox"/> Save <input type="checkbox"/> Cancel
<input type="checkbox"/>	CAPITAL	Merged districts M+N	
<input type="checkbox"/>	Province 3	New Merged Districts	
<input type="checkbox"/>	SOUTHERN	SOUTHERN	

Figure 332: User select any unit in Level 1 from the dropdown menu

World Health Organization EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) 26-01-2023 03:25 AM GMT All deadlines are based on GMT timezone Wasif Raza Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Administrative Units Master Data Level 1 (Provinces, States, Governorate etc.) District, Metropolitan Area etc.

Search Here + Add New Level Merge Level 2 (District, Metropolitan Area etc.)

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	
<input type="checkbox"/>	NORTHERN	District North	<input checked="" type="checkbox"/> Save <input type="checkbox"/> Cancel
<input type="checkbox"/>	CAPITAL	Merged districts M+N	
<input type="checkbox"/>	Province 3	New Merged Districts	
<input type="checkbox"/>	SOUTHERN	SOUTHERN	

Figure 333: User edit/change the name of Level 2 by replacing the text, then click the save button

The screenshot shows the 'Administrative Units' section of the EMR Polio Management System. The table has three columns: 'Level 1 (Provinces, States, Governorate etc.)', 'Level 2 (District, Metropolitan Area etc.)', and 'Actions'. The 'Level 2' column contains 'District North', which is highlighted with a red border. The 'Actions' column for this row shows 'Edit' and 'Delete' buttons.

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input type="checkbox"/>	NORTHERN	District North	Edit Delete
<input type="checkbox"/>	Province 3	New Merged Districts	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

Figure 334: The list is updated with changes in the corresponding administrative levels

Deleting Administrative units (Level 1 and Level 2):

6.5.1.11 User cannot delete Level 1 as the level 1 can have several level 2 data, however, it can be merged with other Level 1 with a new name. The merging process is explained in section 2.1.8.

6.5.1.12 User can delete Level 2 at any point of time by pressing Delete button. Please take note that once the record is deleted from system it cannot be retrieved back and a popup for confirmation will appear to ensure it was not clicked by mistake.

The screenshot shows the 'Administrative Units' section of the EMR Polio Management System. The table has three columns: 'Level 1 (Provinces, States, Governorate etc.)', 'Level 2 (District, Metropolitan Area etc.)', and 'Actions'. The 'Level 2' column contains 'District 1', which is highlighted with a red box. The 'Actions' column for this row shows 'Edit' and 'Delete' buttons, with the 'Delete' button highlighted by a red box and a red arrow.

	Level 1 (Provinces, States, Governorate etc.)	Level 2 (District, Metropolitan Area etc.)	Actions
<input type="checkbox"/>	CAPITAL	CAPITAL	Edit Delete
<input type="checkbox"/>	CAPITAL	Capital Merged Districts 1 & 2	Edit Delete
<input type="checkbox"/>	CAPITAL	District 1	Edit Delete
<input type="checkbox"/>	CAPITAL	Merged districts M+N	Edit Delete
<input type="checkbox"/>	Province 3	New Merged Districts	Edit Delete
<input type="checkbox"/>	SOUTHERN	SOUTHERN	Edit Delete

Figure 335: User delete level 2 unit by clicking "Delete" button

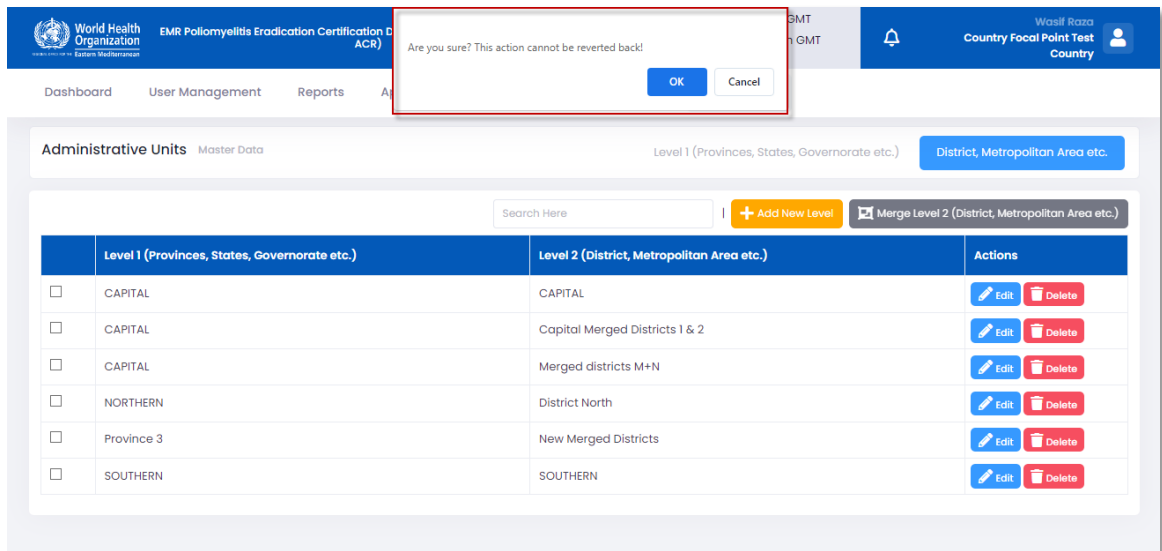


Figure 336: Confirmation popup for deleting administrative level 2

6.5.2 Population

6.5.2.1 In the “Population” the user can add new population for a certain year or load and adjust population from the previous years. Any population cannot be changed once the report was processed.

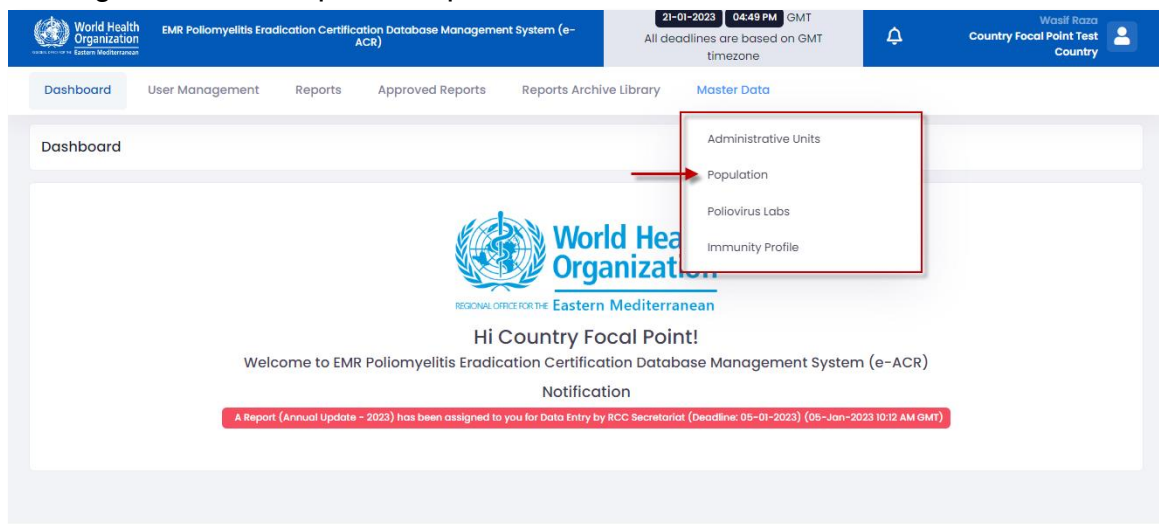


Figure 337: Population tab can be selected from the “Master Data” dropdown menu

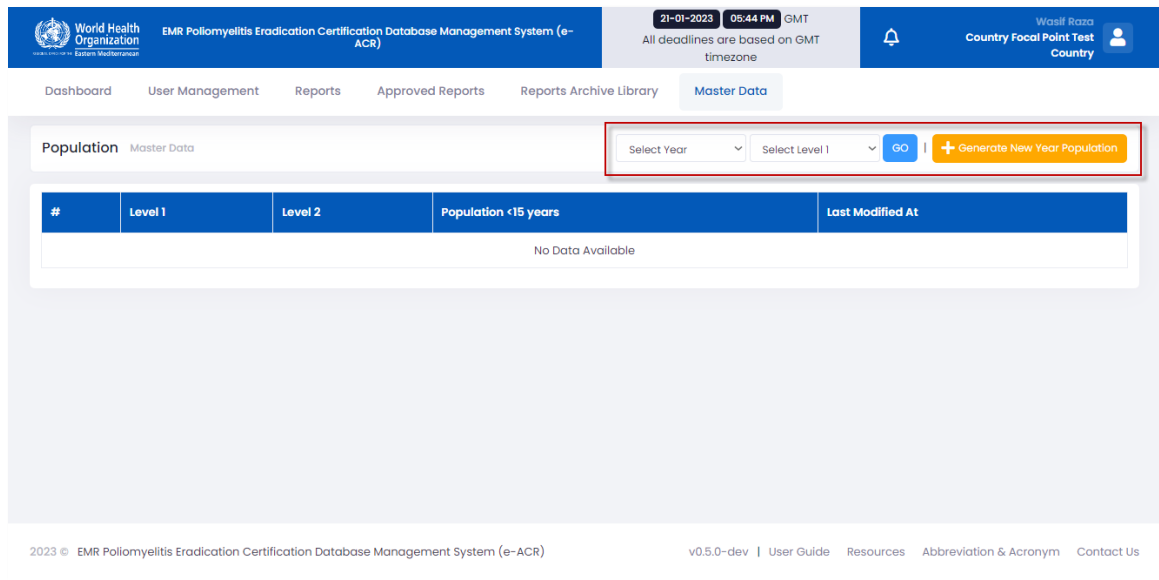


Figure 338: User load population from any of the previous years or generate population for a non-existing year

Loading population from previous year for any administrative level 1:

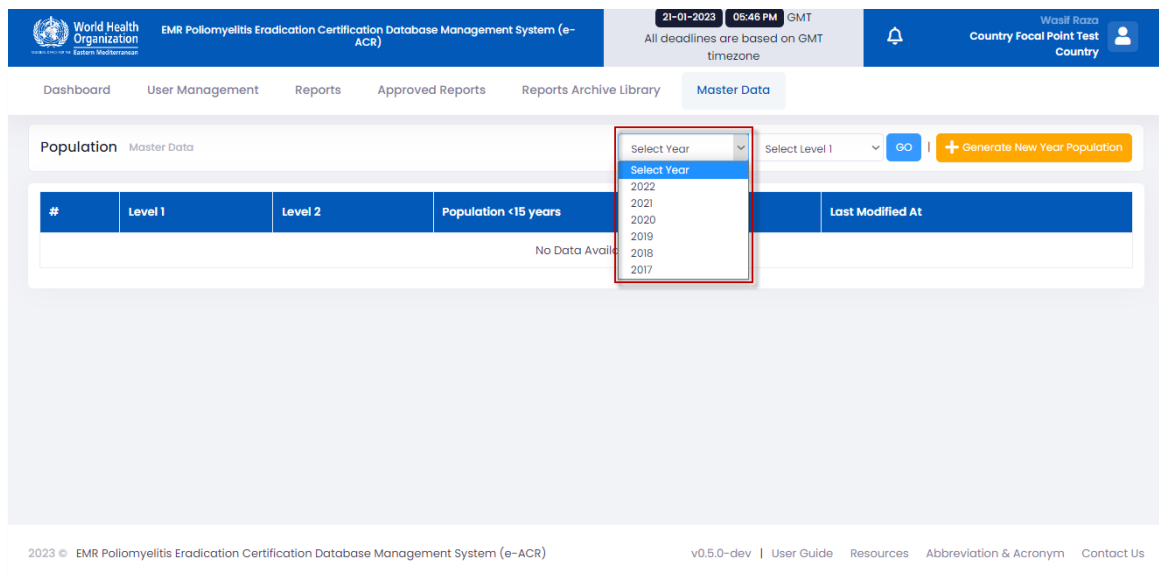


Figure 339: User selects any previous year desired

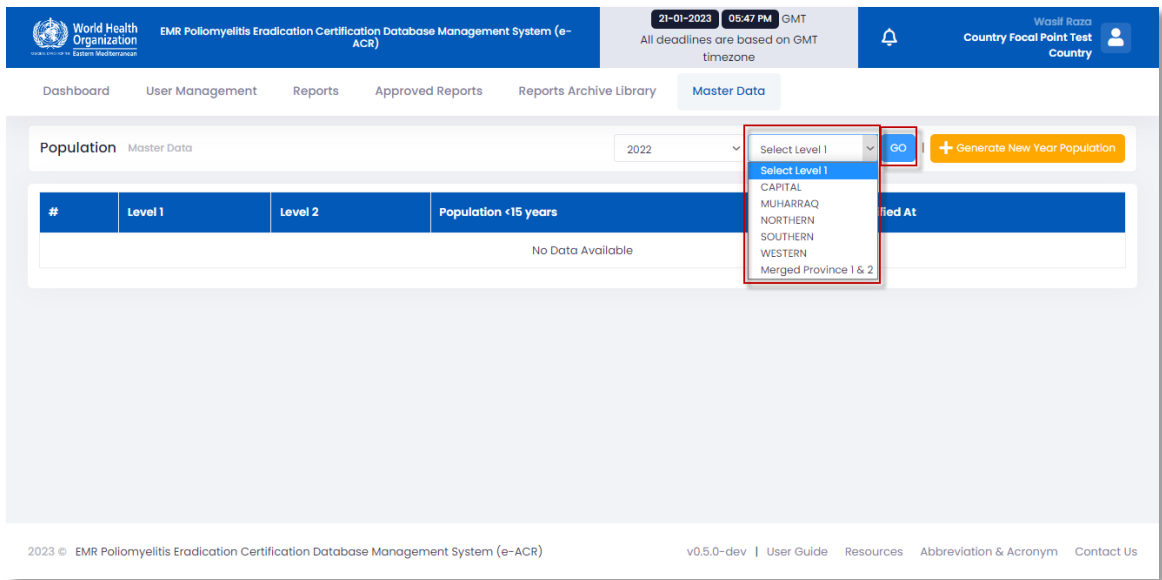


Figure 340: User selects any level 1 desired then click “Go”

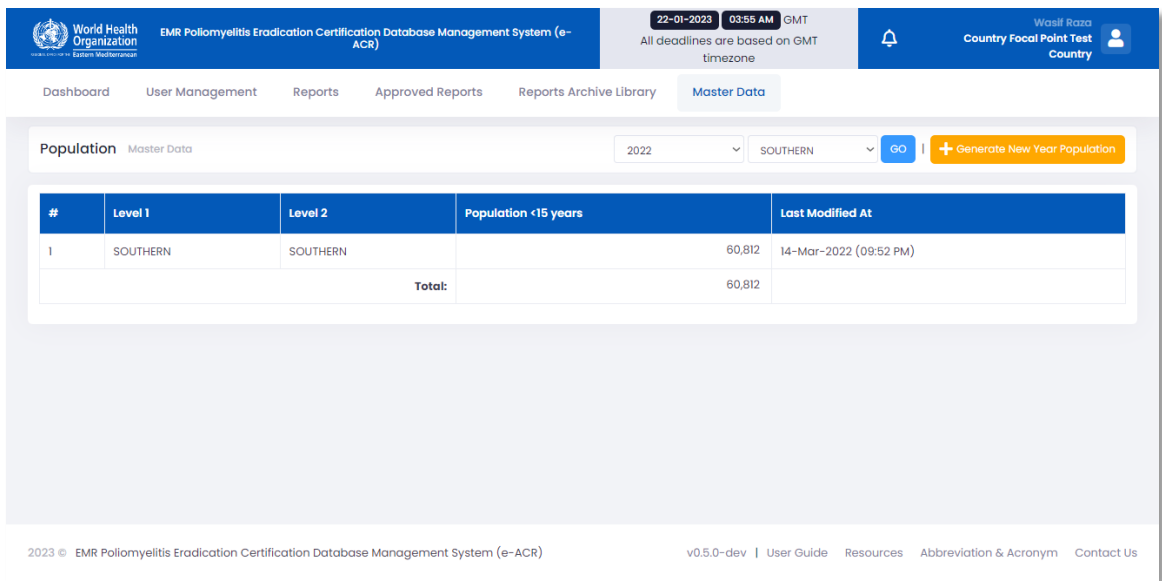


Figure 341: Population is loaded from the year and level 1 selected and all level 2 units appear

Generating new population for a non-existing year on the system:

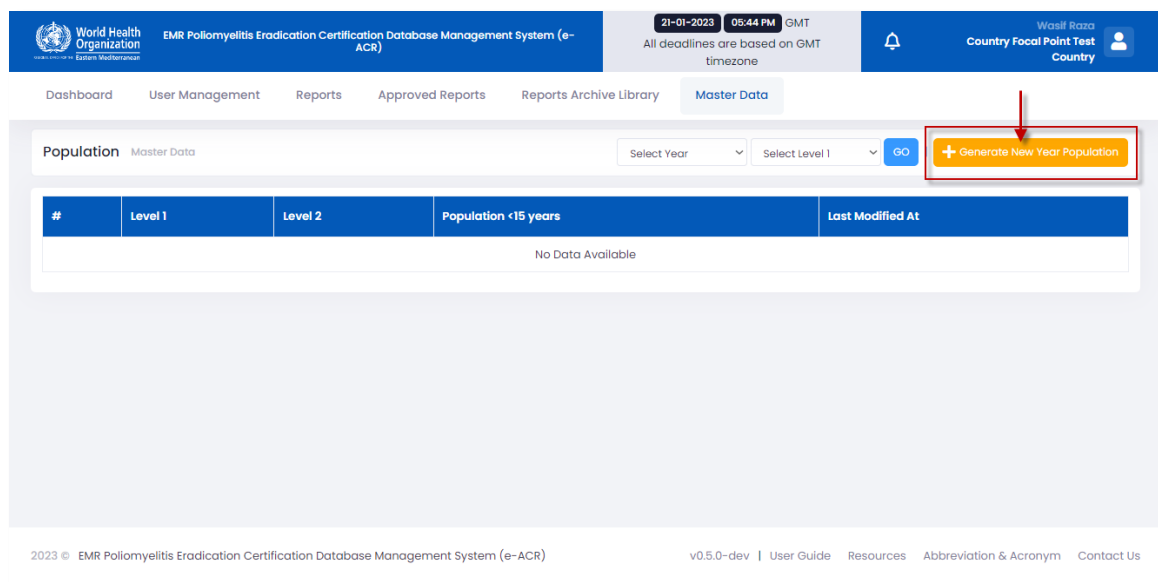


Figure 342: User click “Generate new year population” button

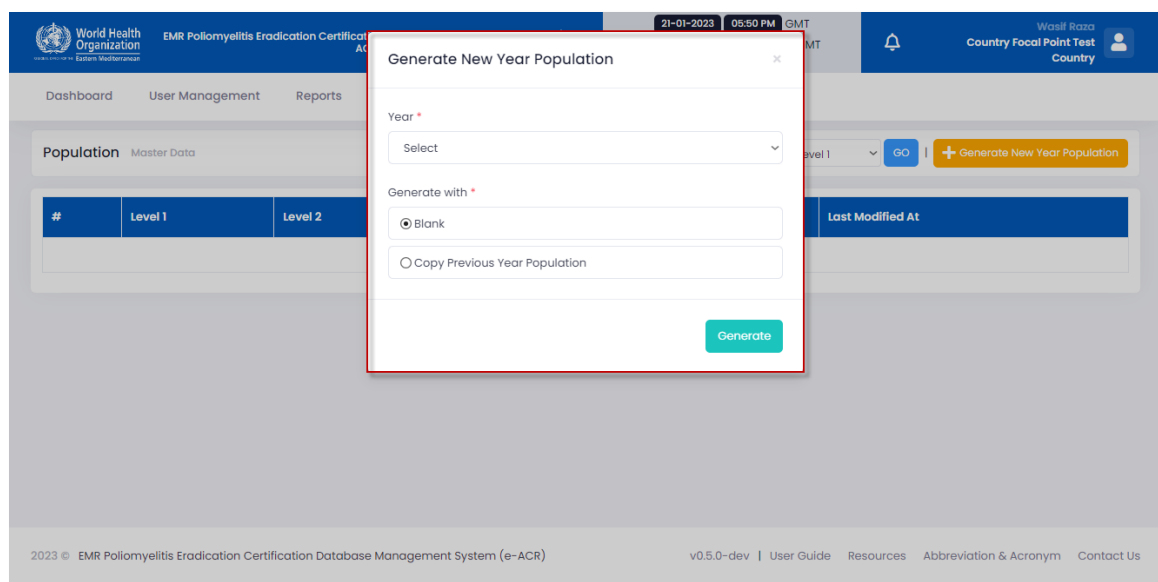


Figure 343: Popup window allowing user to either generate a blank population or copy from the previous Year

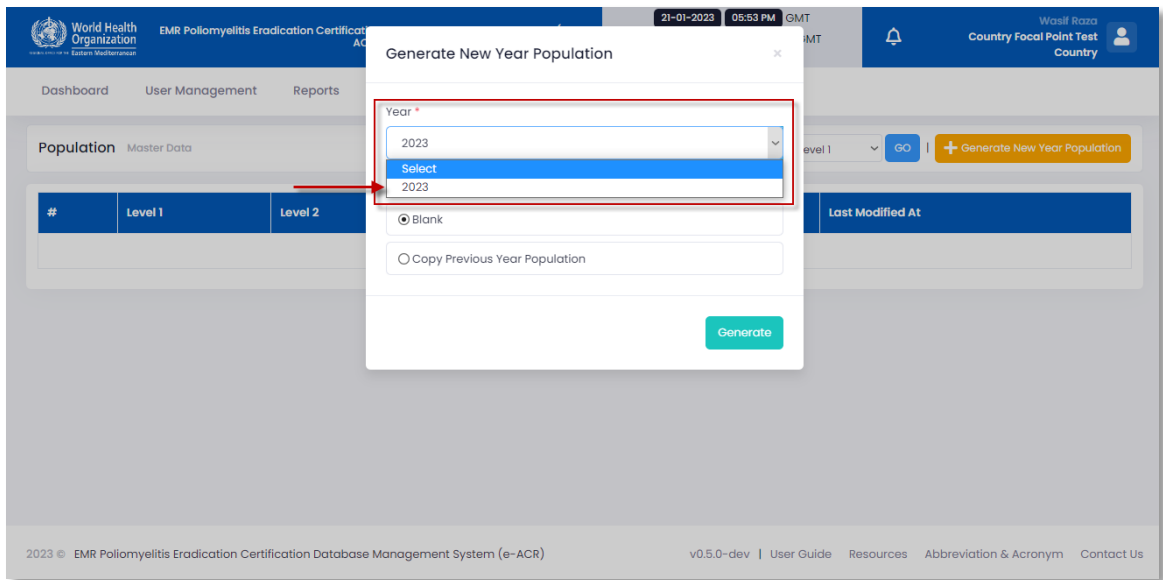


Figure 344: User selects the year to generate new population

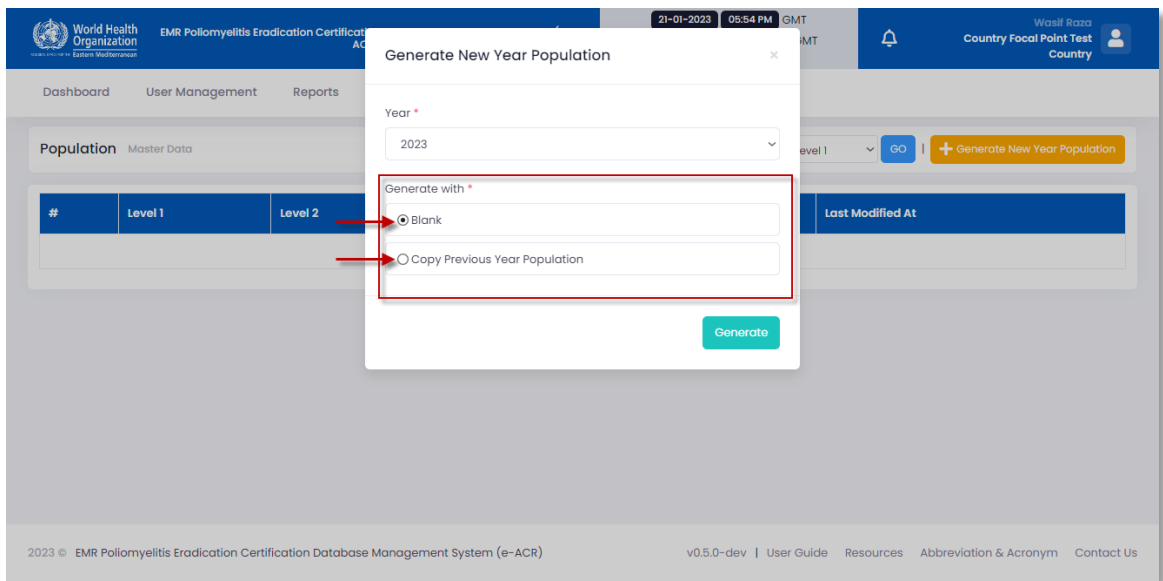


Figure 345: User can select either a blank population or copy from previous year population

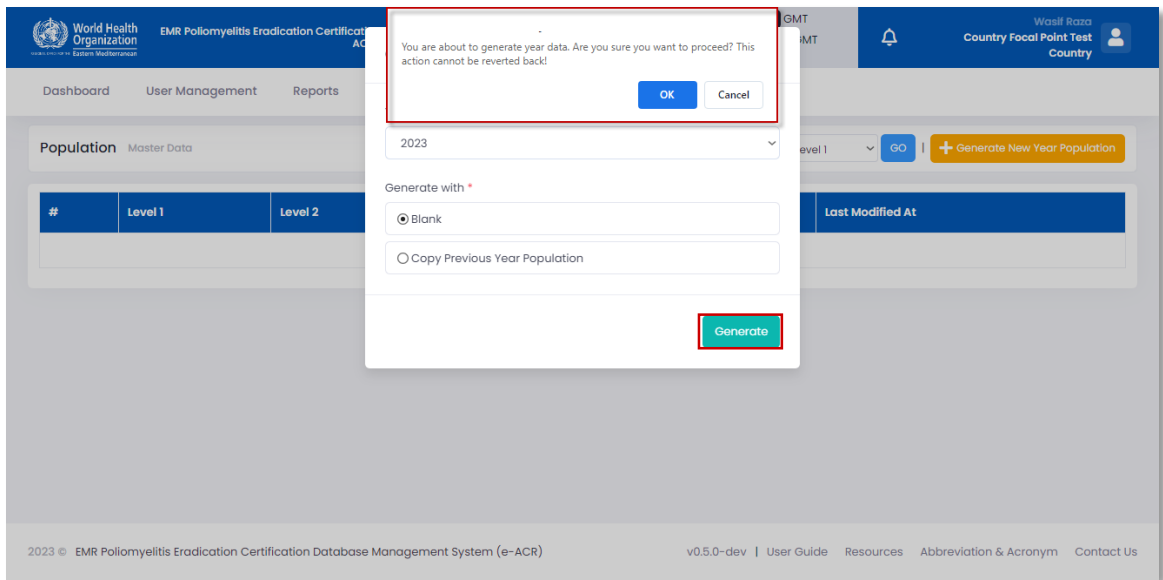


Figure 346: Pressing the “Generate” button; an alert popup will appear

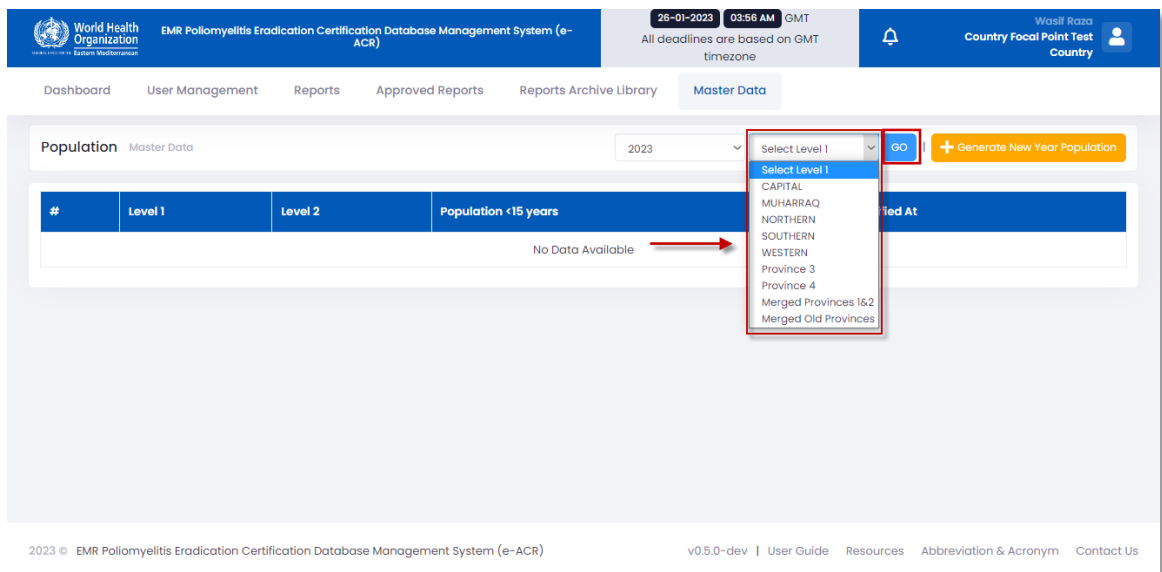


Figure 347: User select Level 1 and click “Go” button to populated the related administrative units

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#	Level 1	Level 2	Population <15 years	Last Modified At
1	CAPITAL	CAPITAL	Enter Number Here	26-Jan-2023 (03:53 AM)
2	CAPITAL	Capital Merged Districts I & 2	Enter Number Here	26-Jan-2023 (03:53 AM)
3	CAPITAL	District 1	Enter Number Here	26-Jan-2023 (03:53 AM)
4	CAPITAL	Merged districts M+N	Enter Number Here	26-Jan-2023 (03:53 AM)
Total:			0	

Figure 348: User can see that all related Level 2 admin had been populated

6.5.2.2 The user can now manually add the under 15 years population for each of the below populated level 2 units and the system will calculate and generate the total population for level 1

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#	Level 1	Level 2	Population <15 years	Last Modified At
1	CAPITAL	CAPITAL	265,000	26-Jan-2023 (03:53 AM)
2	CAPITAL	Capital Merged Districts I & 2	568,720	26-Jan-2023 (03:53 AM)
3	CAPITAL	District 1	458,896	26-Jan-2023 (03:53 AM)
4	CAPITAL	Merged districts M+N	305,479	26-Jan-2023 (03:53 AM)
Total:			1,598,095	

Figure 349: User manually add under 15 years population for each of the populated level 2

6.5.3 Poliovirus Labs

6.5.3.1 User can select “Poliovirus Labs” from Master Data dropdown menu

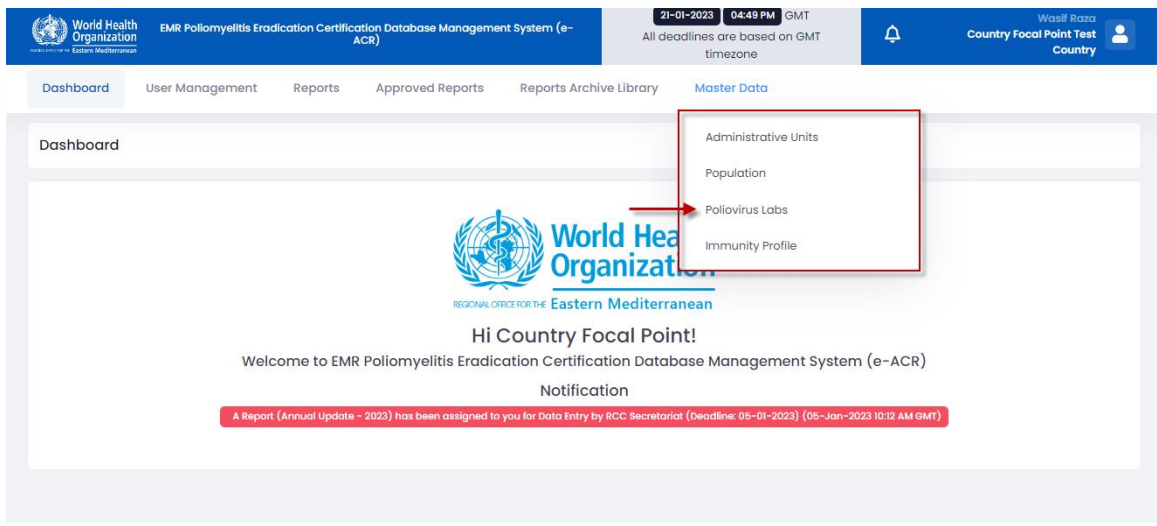


Figure 350: User selects “Poliovirus Labs” from “Master Data” dropdown menu

6.5.3.2 In the “Poliovirus Lab” the user can add or edit Poliovirus Labs

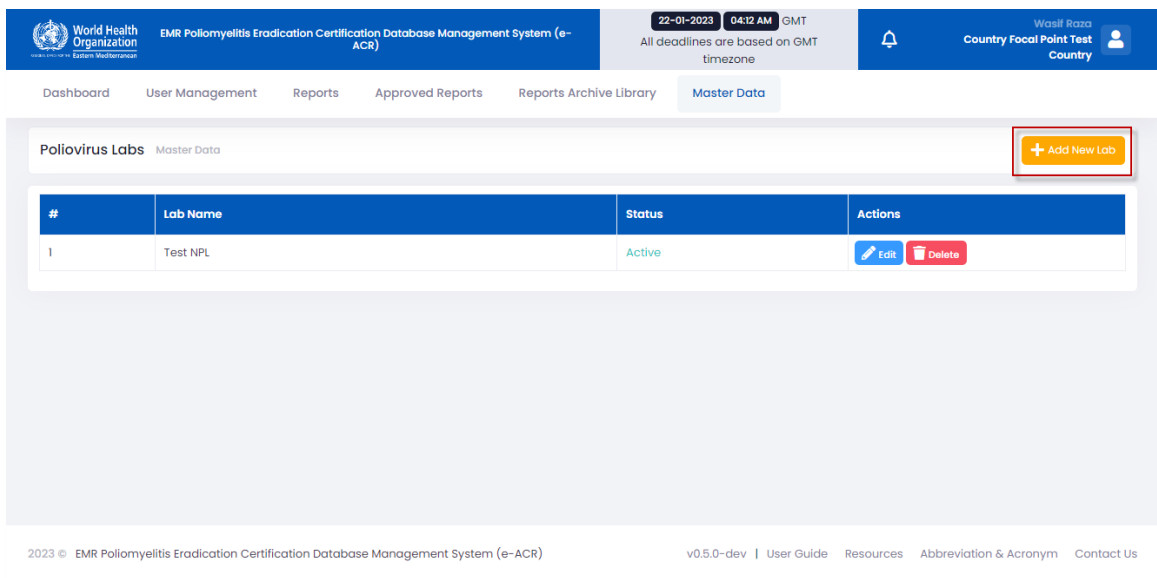


Figure 351: User add a new Poliovirus laboratory that is used by the country by clicking “Add New Lab” button

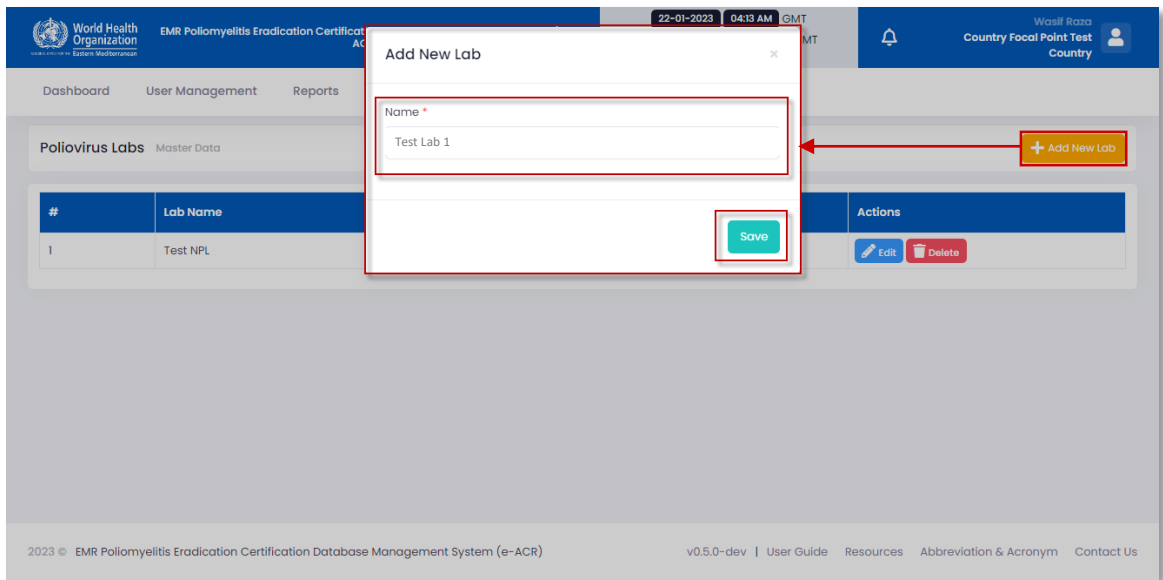


Figure 352: Popup appears and the user can add the name of the Poliovirus Lab and clicks “Save”

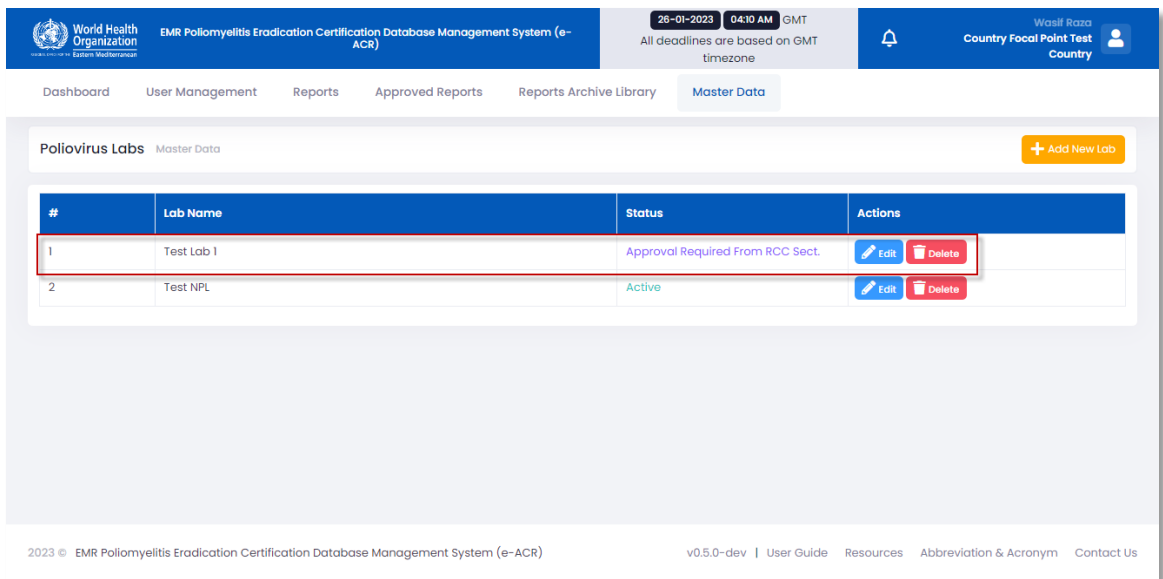


Figure 353: New Lab is Added in the List – This require review and approval from RCC secretariat

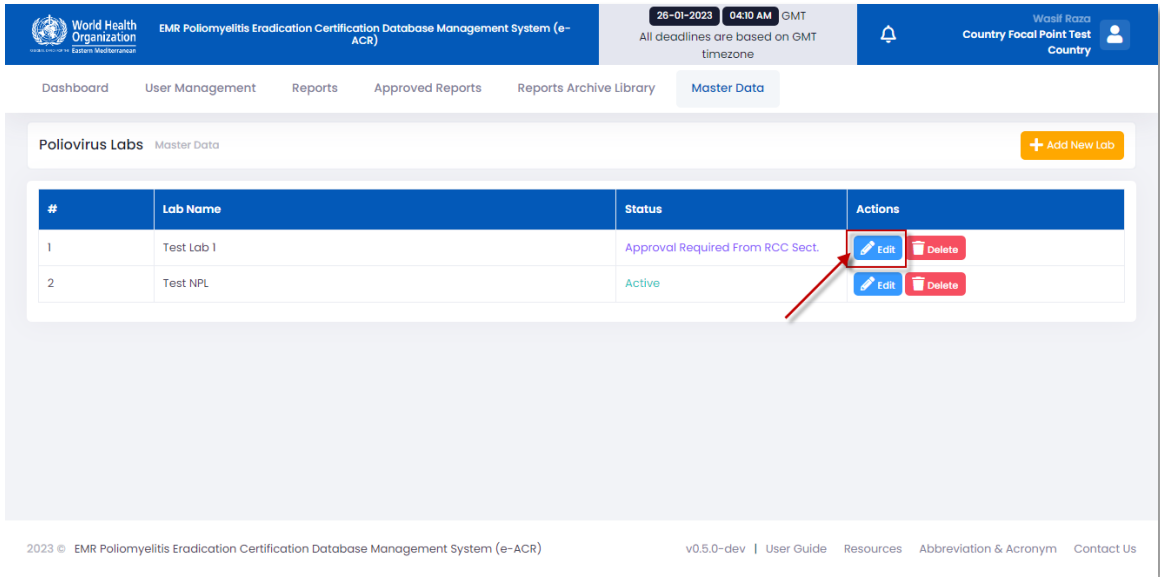


Figure 354: User can edit the name of Poliovirus lab by clicking “Edit” button

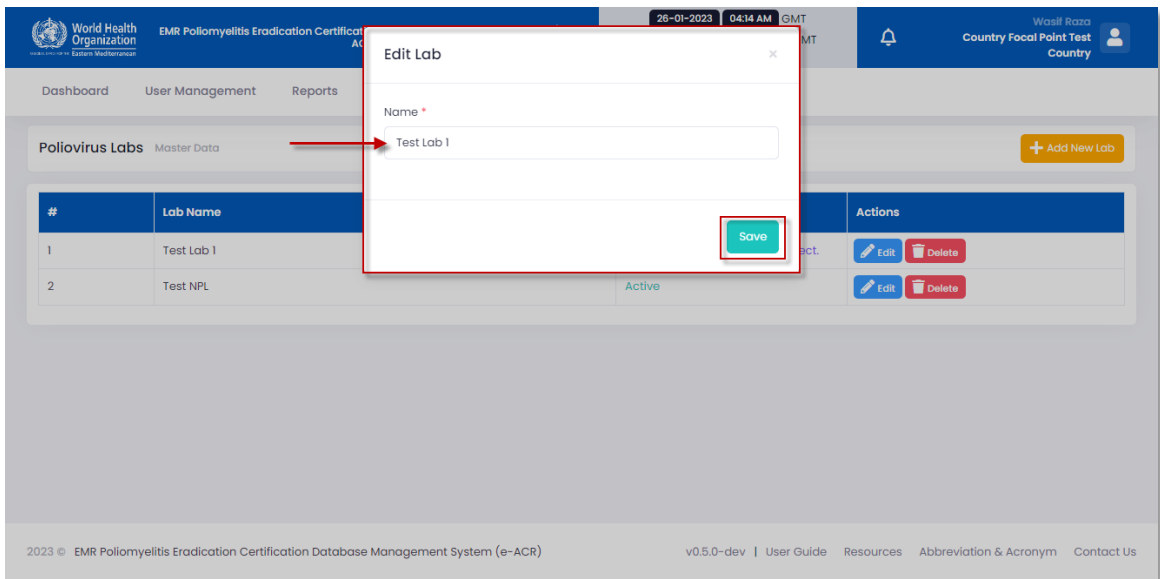


Figure 355: Popup appear with the already existing information and user can edit and click “Save” button

6.5.4 Immunity Profile

6.5.4.1 User can select “Immunity Profile” from “Master Data” dropdown menu and load any year data. This data will be temporary available in an editable format only for the first report, moving forward it will be automatically generated from information from previous reports.

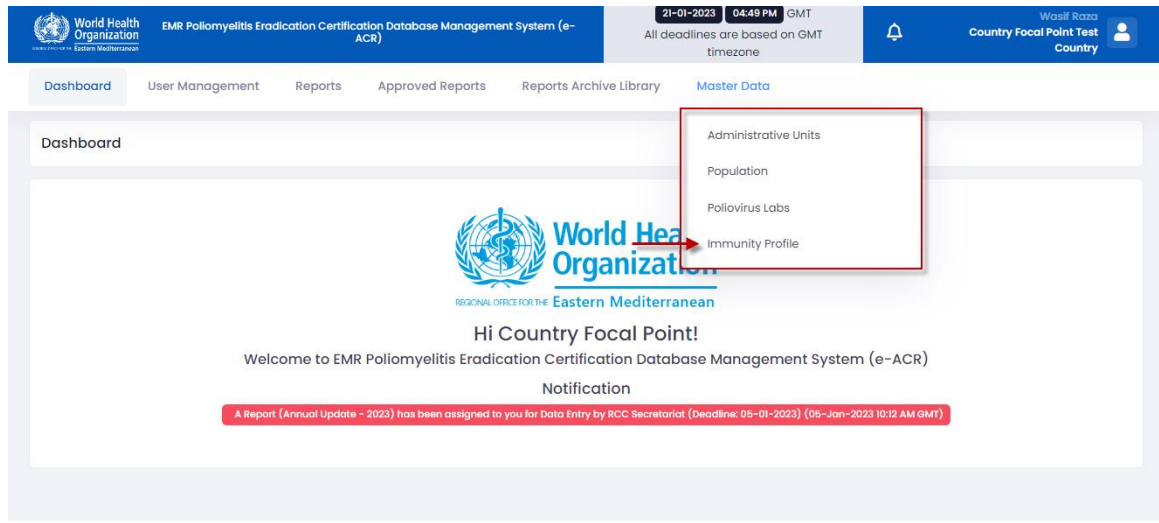


Figure 356: User selects “Immunity Profile” from “Master Data” dropdown menu

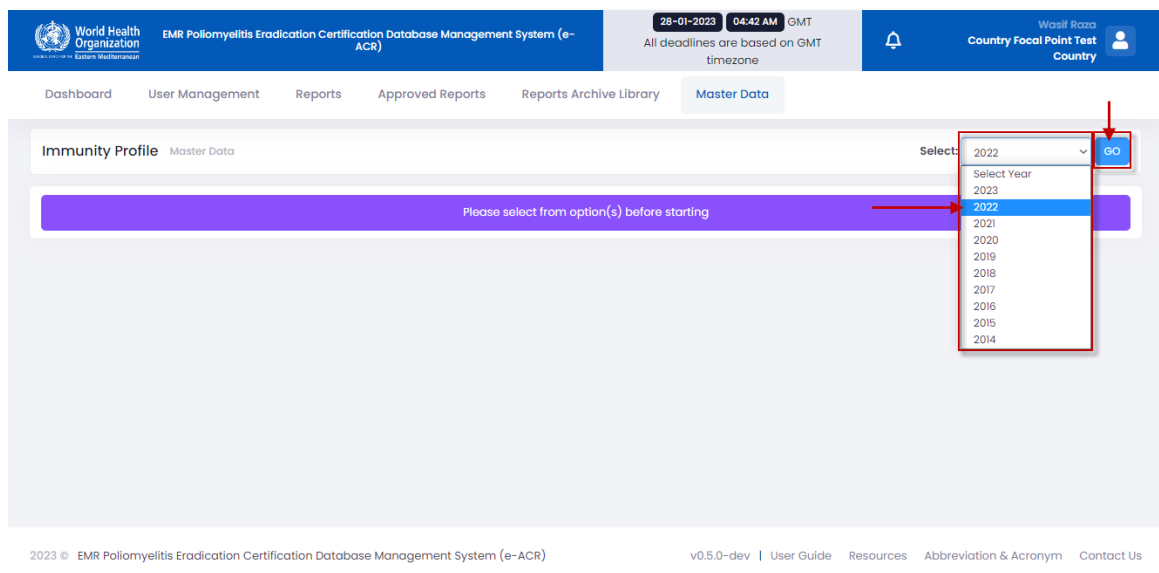


Figure 357: User selects any year from the dropdown menu and click "Go" button

World Health Organization Eastern Mediterranean Region
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

28-01-2023 04:44 AM GMT
All deadlines are based on GMT timezone

Wasil Raza
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Immunity Profile Master Data Select: 2022 GO

Age Group	0 Doses	1-3 Doses	4-6 Doses	7+ Doses	Unknown	Total
0-5 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
6-59 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
5 years and older	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0
Total:	0	0	0	0	0	0

For 6-23 months

Age Group	0 Doses	1-3 Doses	4-6 Doses	7+ Doses	Unknown	Total
6-23 months	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	Enter Number Here	0

Figure 358: User can see the information is loaded for the selected year

World Health Organization Eastern Mediterranean Region
EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)

27-01-2023 06:06 PM GMT
All deadlines are based on GMT timezone

Wasil Raza
Country Focal Point Test Country

Dashboard User Management Reports Approved Reports Reports Archive Library Master Data

Immunity Profile Master Data Select: 2022 GO

Age Group	0 Doses	1-3 Doses	4-6 Doses	7+ Doses	Unknown	Total
0-5 months	10	5	5	2	5	27
6-59 months	5	5	5	2	5	22
5 years and older	4	1	2	5	14	
Total:	19	12	11	6	15	63

For 6-23 months

Age Group	0 Doses	1-3 Doses	4-6 Doses	7+ Doses	Unknown	Total
6-23 months	5	10	5	12	5	37

Manual entry Automated

Figure 359: User can add doses manually and the total is calculated automatically

1. NATIONAL USERS

7.1 Roles

- Assist Country Focal Point in completing the report pertaining to respective area of specialty
- Fill in specific sections of the report assigned by Country Focal Point (e.g. surveillance, lab, immunization, containment, etc.)

7.2 Log in

7.2.1 On eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

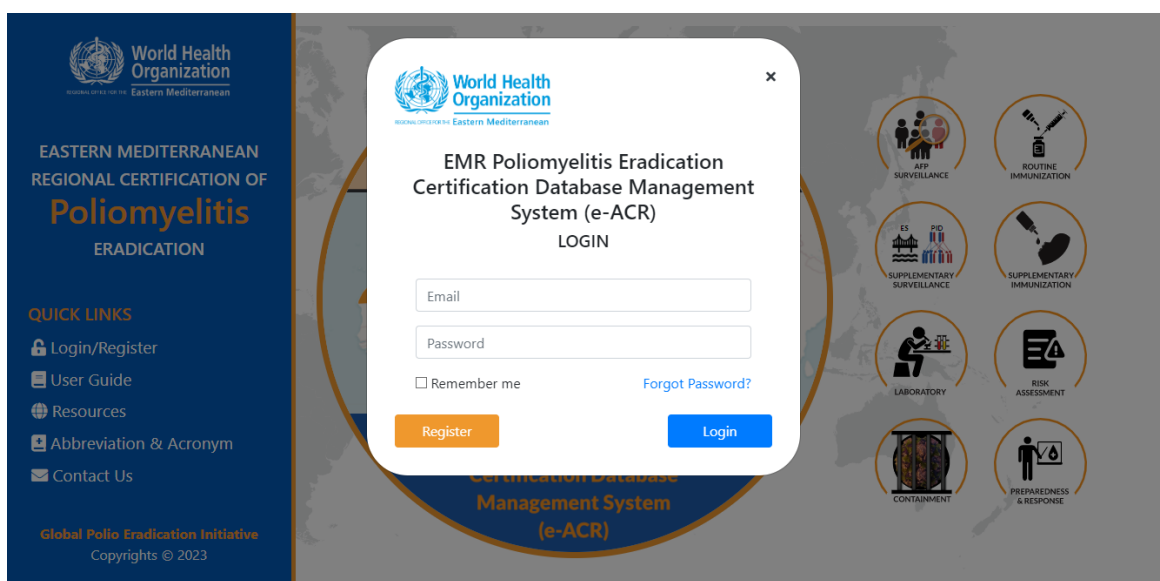


Figure 360: Home Screen of e-ACR – Login Screen

7.3 Home Page and Its Features

7.3.1 After Login; National User, like other users, has its own dashboard. National User can access to different segments like Users, Reports, Approved Reports, Reports Archive Library

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Figure 361: National/Country User Dashboard

7.4 Accessing the Assigned Section and Filling It

7.4.1 National User can access the report by clicking “View & Enter Data” button

#	Type of Report	Year	Section Name	Assigned Date	Deadline	Status	Actions
1	Annual Progress Report	2013	Section 1: NATIONAL CERTIFICATION COMMITTEE	15-Feb-2023	15-Feb-2023	Assigned to Country User	View & Enter Data

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Figure 362: Step 1 - National User Access the Report

7.4.2 National User opens the report and fills assigned sections and also see comments

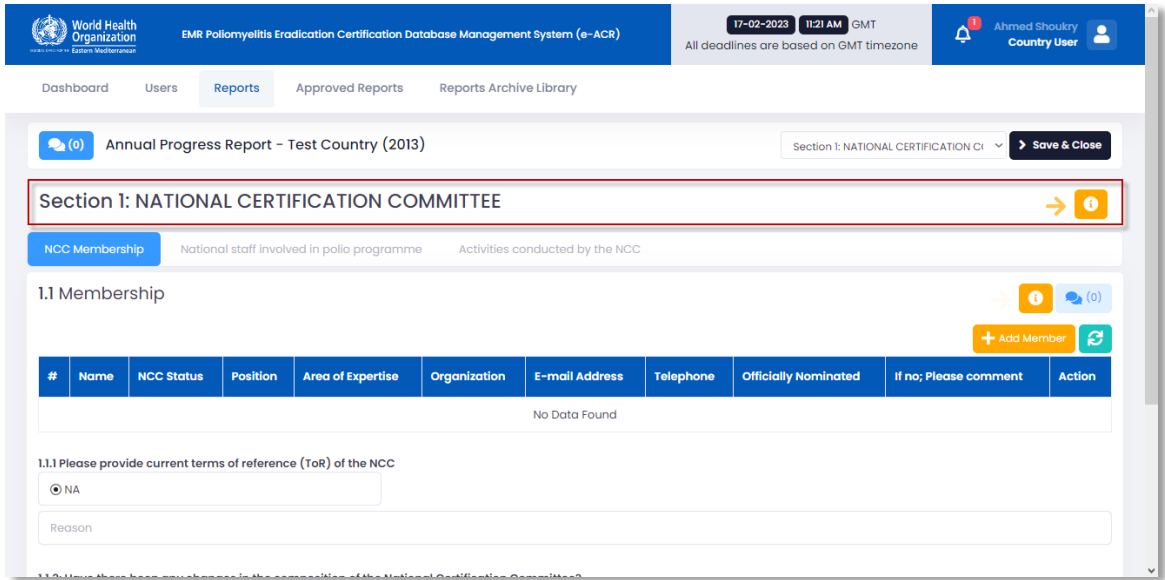


Figure 363: Step 2 - National User Opens the Report

7.4.3 National User opens the comments section by clicking “Comment” icon and add new comment and press “Save” button to save the comment.

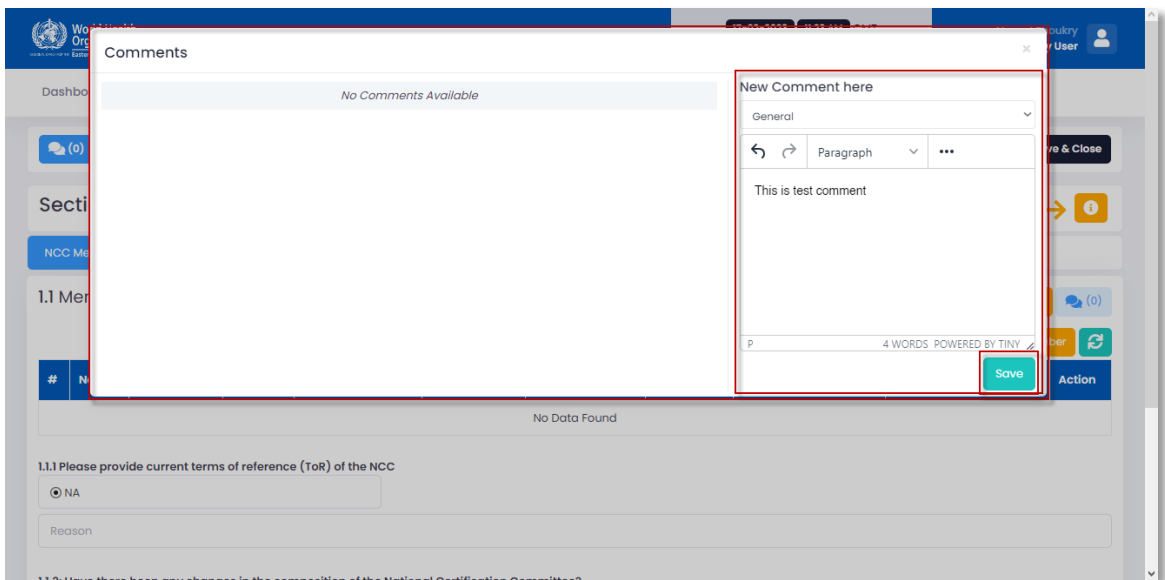


Figure 364: Step 3 - National User Adding Comment

7.4.4 All comments are logged on the right side of the comment.

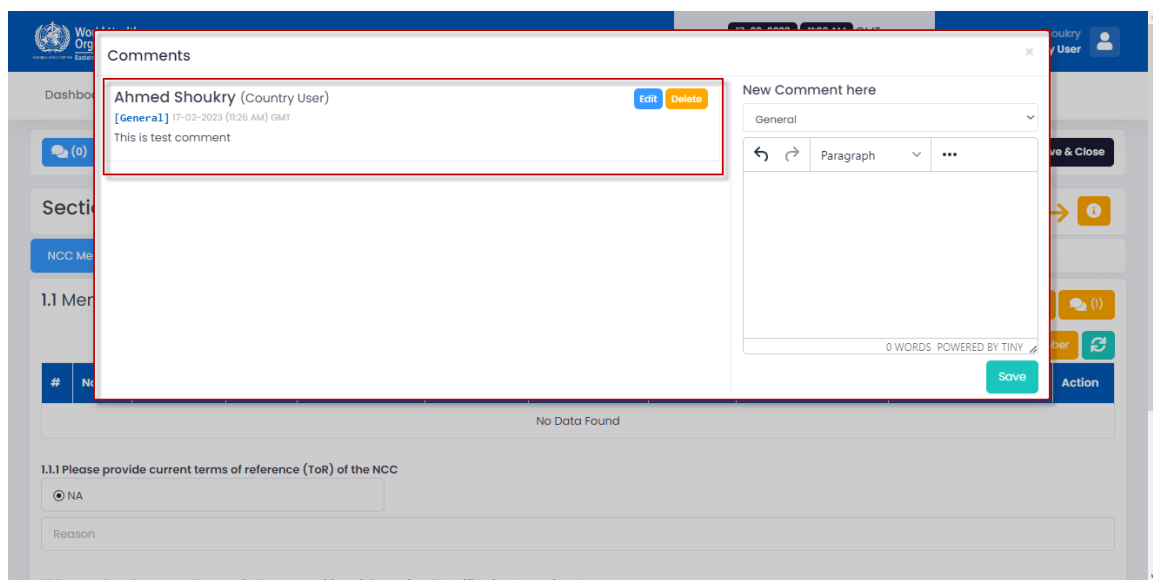


Figure 365: Step 4 - Logged Comments

7.4.5 After adding comments, National User save and close the report by clicking “Save & Close” button.

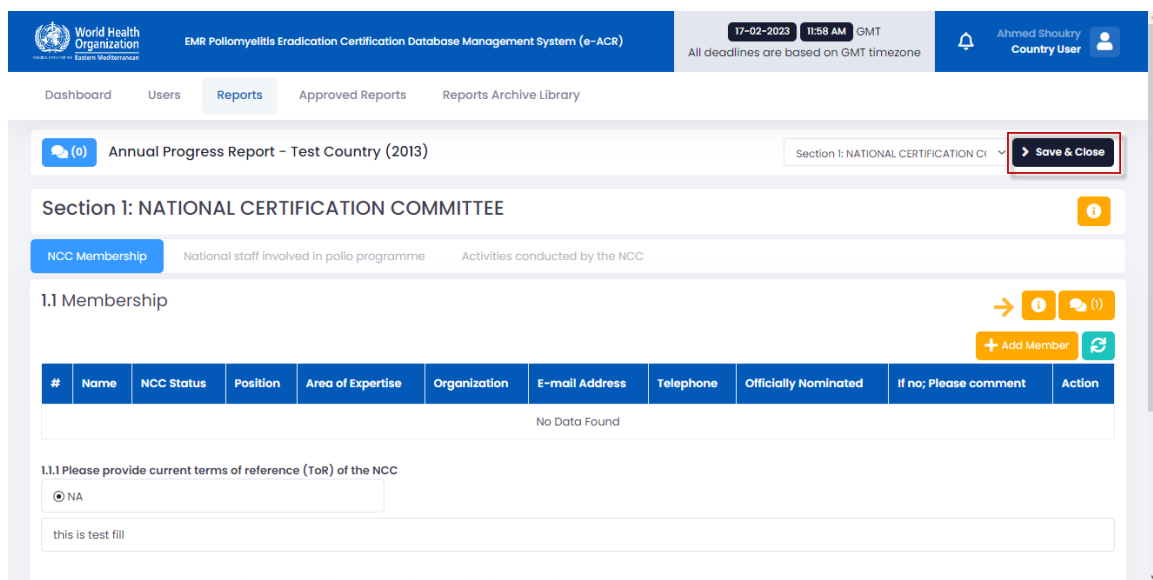
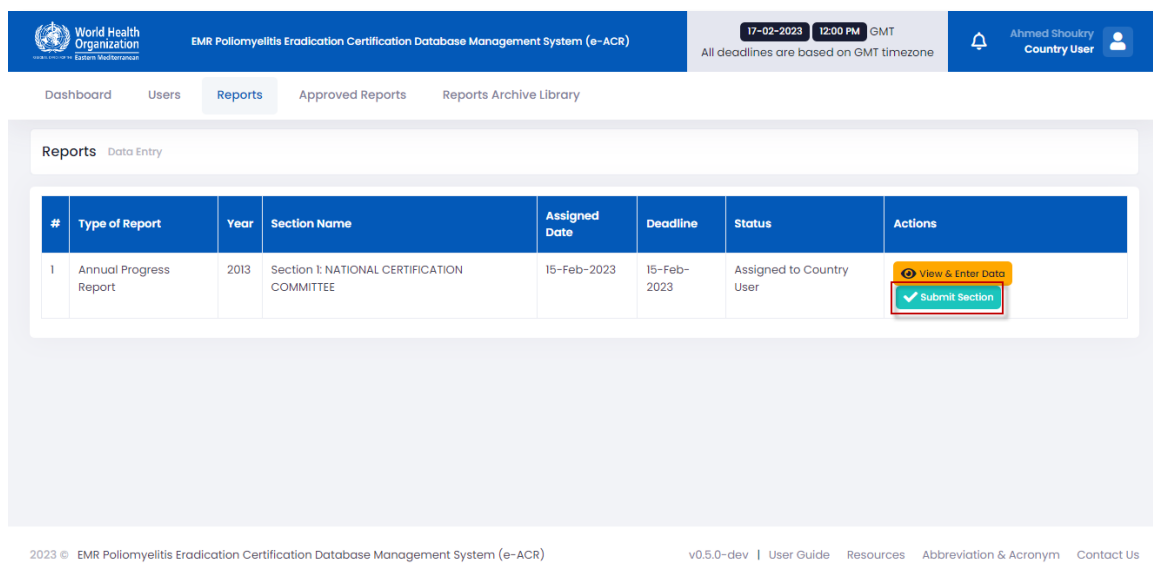


Figure 366: Step 5 – Save & Close the Report

7.5 Submission of Report to Country Focal Point

7.5.1 National User submits the report to country focal point by clicking “Submit Section” button.



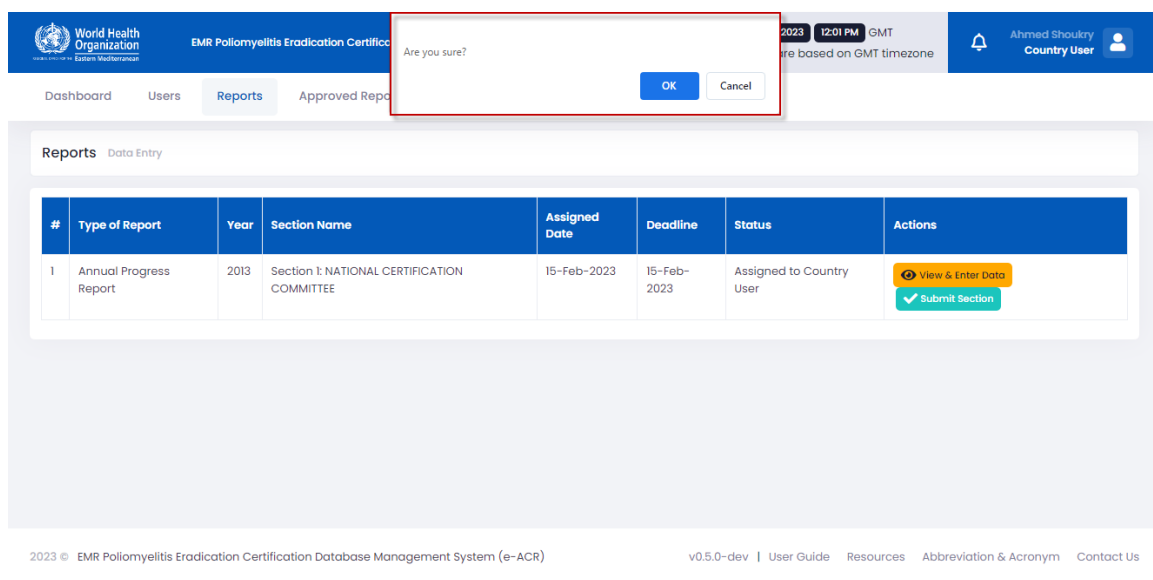
The screenshot shows the EMR Polio Management System interface. The top navigation bar includes the World Health Organization logo, the system name "EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)", the current date and time "17-02-2023 12:00 PM GMT", and the user name "Ahmed Shoukry Country User". Below the navigation bar, there are tabs for "Dashboard", "Users", "Reports", "Approved Reports", and "Reports Archive Library". The main content area is titled "Reports Data Entry" and contains a table with the following data:

#	Type of Report	Year	Section Name	Assigned Date	Deadline	Status	Actions
1	Annual Progress Report	2013	Section I: NATIONAL CERTIFICATION COMMITTEE	15-Feb-2023	15-Feb-2023	Assigned to Country User	View & Enter Data Submit Section

At the bottom of the page, there is a footer with the copyright information "2023 © EMR Poliomyelitis Eradication Certification Database Management System (e-ACR)", the version "v0.5.0-dev", and links for "User Guide", "Resources", "Abbreviation & Acronym", and "Contact Us".

Figure 367: Step 1 - National User Submit Section

7.5.2 System will ask to ensure submission of the report through a pop up notification.



The screenshot shows the same EMR Polio Management System interface as Figure 367, but with a confirmation pop-up dialog box overlaid on top. The dialog box contains the text "Are you sure?" and two buttons: "OK" and "Cancel". The "Submit Section" button in the table below is highlighted with a red box, indicating it is the source of the pop-up.

Figure 368: Step 2 – Confirmation of Submission

7.5.3 Email notification will be sent to Country Focal Point to intimate about the submission of the report.

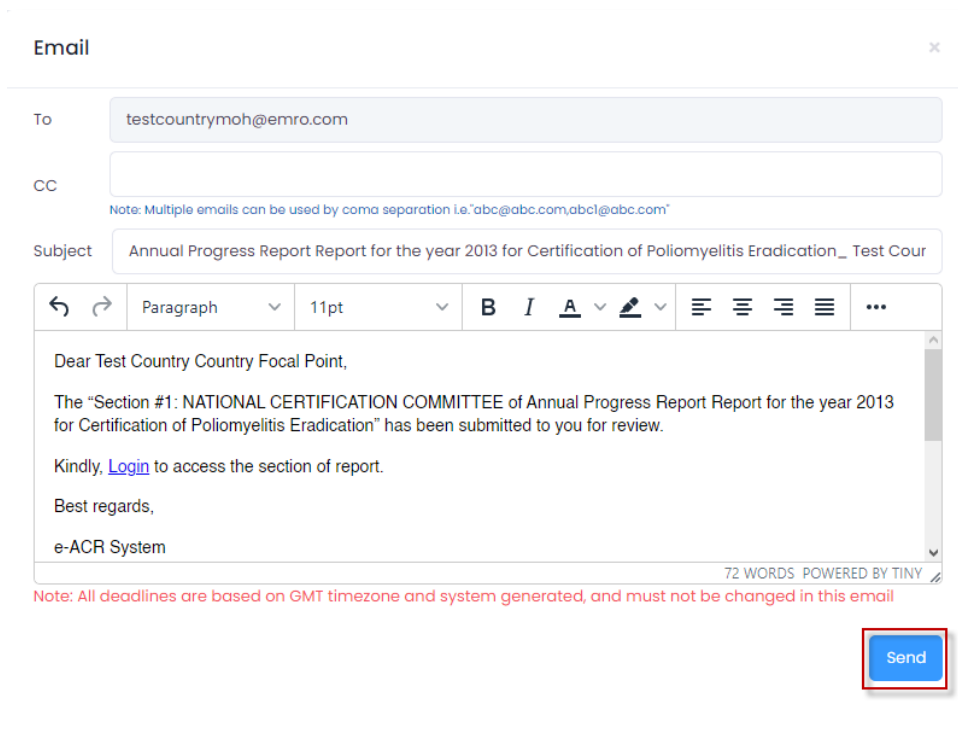


Figure 369: Step 3 – Email Notification by National User

2. REVIEWERS (NCC/EMRO POL/RCC)

8.1 Roles

- Review the report, comment or clear and send to RCC Sect.
- Review the report and provide final decision on the report (approval, noted, etc.)

8.2 Log in

7.5.4 All On eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

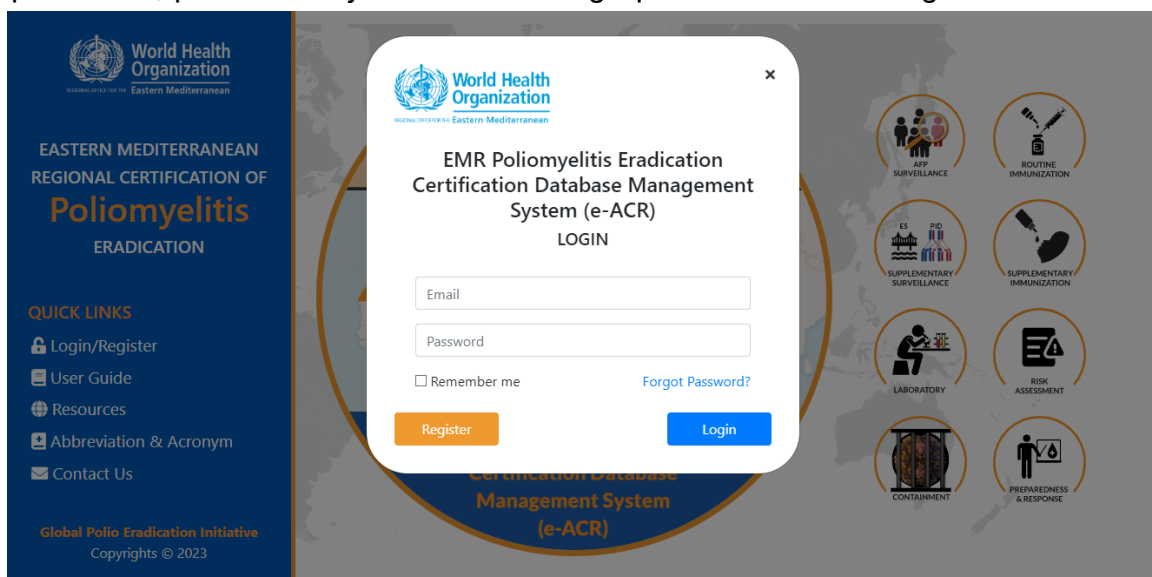
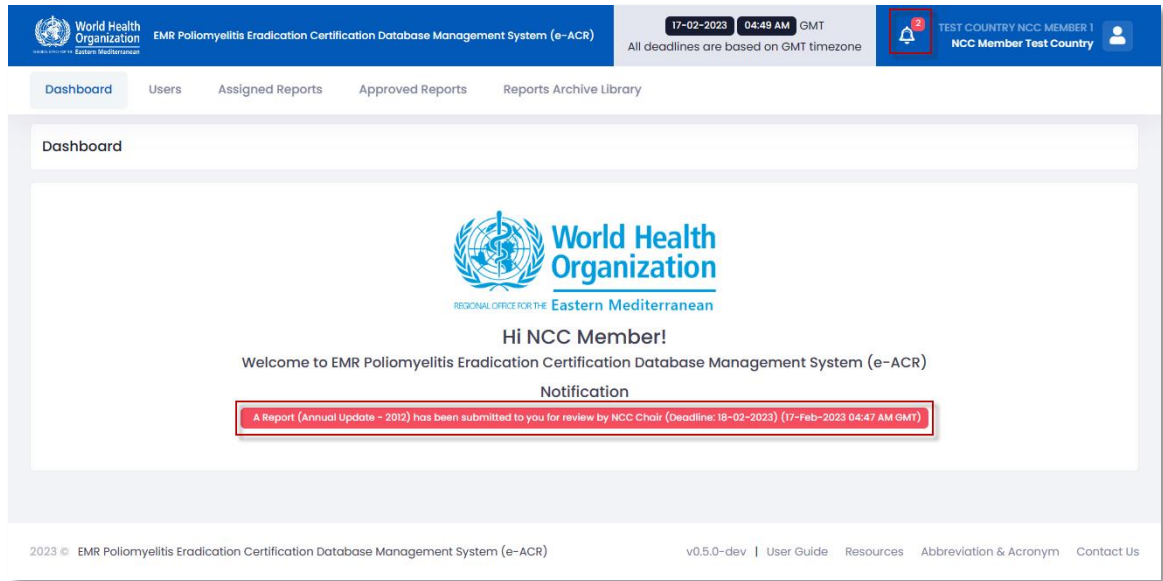


Figure 370: Home Screen of e-ACR – Login Screen

8.2.1 NCC Reviewers

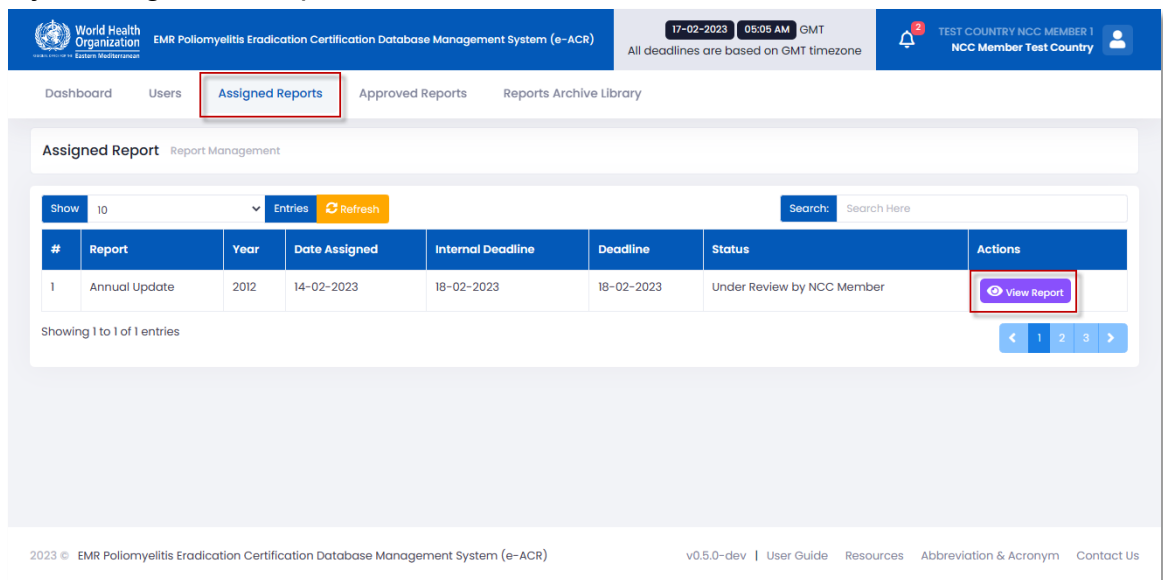
8.2.1.1 When NCC Reviewer login the system, the notification of assigned report will be highlighted on the dashboard in red color.



The screenshot shows the dashboard of the EMR Poliomyelitis Eradication Certification Database Management System (e-ACR) for an NCC Member. The header includes the World Health Organization logo, the system name, the date and time (17-02-2023, 04:49 AM GMT), and the user's role (TEST COUNTRY NCC MEMBER 1, NCC Member Test Country). The main content area displays a welcome message and a notification: "A Report (Annual Update - 2012) has been submitted to you for review by NCC Chair (Deadline: 18-02-2023) (17-Feb-2023 04:47 AM GMT)". The notification is highlighted with a red border. The footer contains copyright information and navigation links.

Figure 371: NCC Member – Dashboard

8.2.1.2 NCC Reviewer will go to the Assigned Report Section and access the report by clicking “View Report” button.



The screenshot shows the "Assigned Report" section of the system. The header includes the system name, date and time (17-02-2023, 05:05 AM GMT), and user role. The main content area features a table with the following data:

#	Report	Year	Date Assigned	Internal Deadline	Deadline	Status	Actions
1	Annual Update	2012	14-02-2023	18-02-2023	18-02-2023	Under Review by NCC Member	View Report

The "View Report" button is highlighted with a red border. The footer contains copyright information and navigation links.

Figure 372: Report Actions – View Report

8.2.1.3 NCC Reviewer will review the report and give the comment by clicking “Comment” icon.

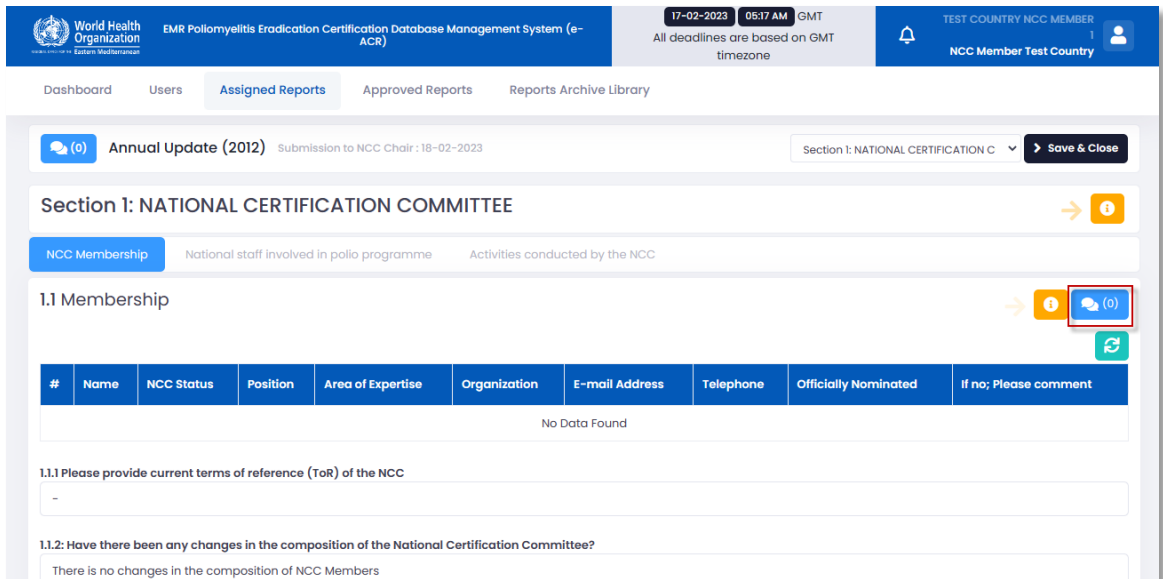


Figure 373: Comment Icon – Access Comments

8.2.1.4 Having clicked “Comment” icon, comment section will appear where NCC Reviewer will add and save comment by clicking “Save” button.

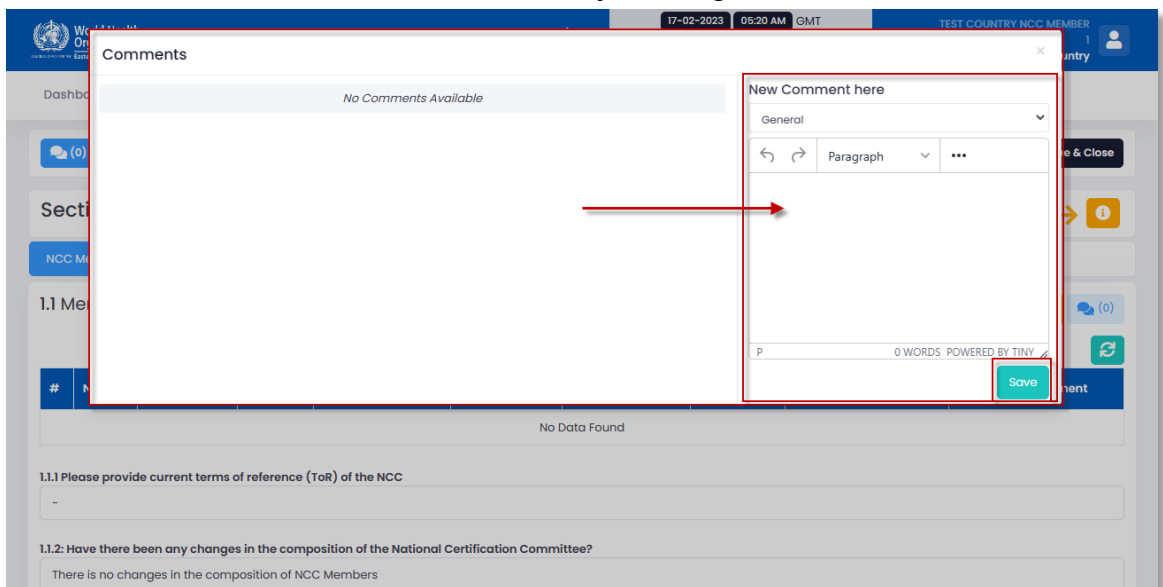


Figure 374: Comment Screen – Add Comment

8.2.1.5 NCC Reviewer can add multiple comments and close the screen by pressing “x” button placed on right top corner

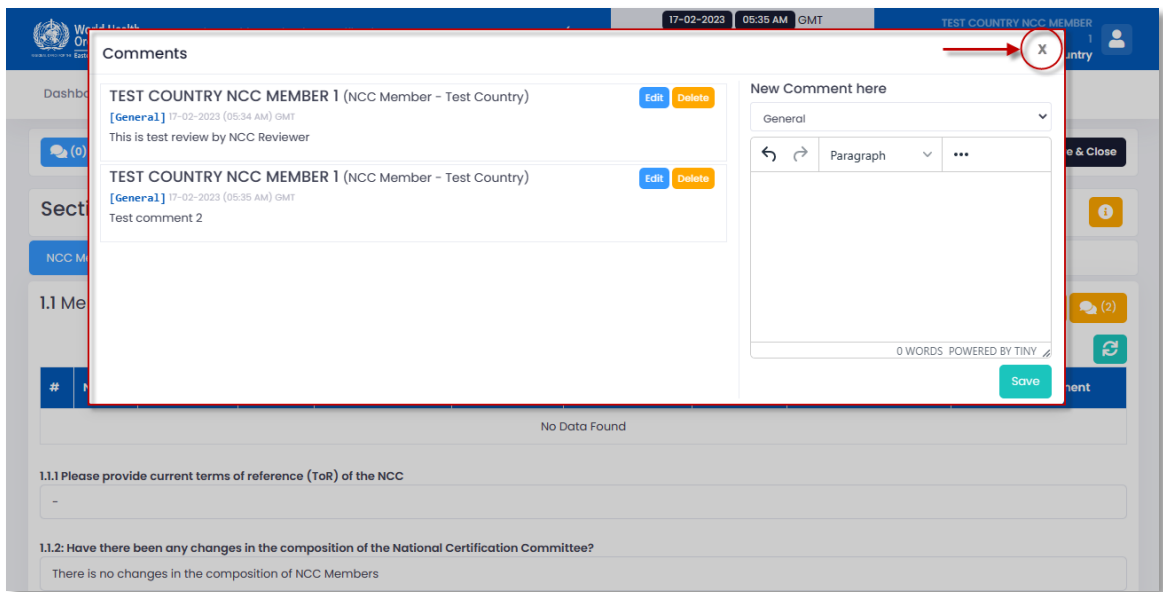


Figure 375: Comment Screen – Add Multiple Comments

8.2.1.6 After reviewing the report and give comment, NCC Reviewer can save and close the report by pressing “Save & Close” button

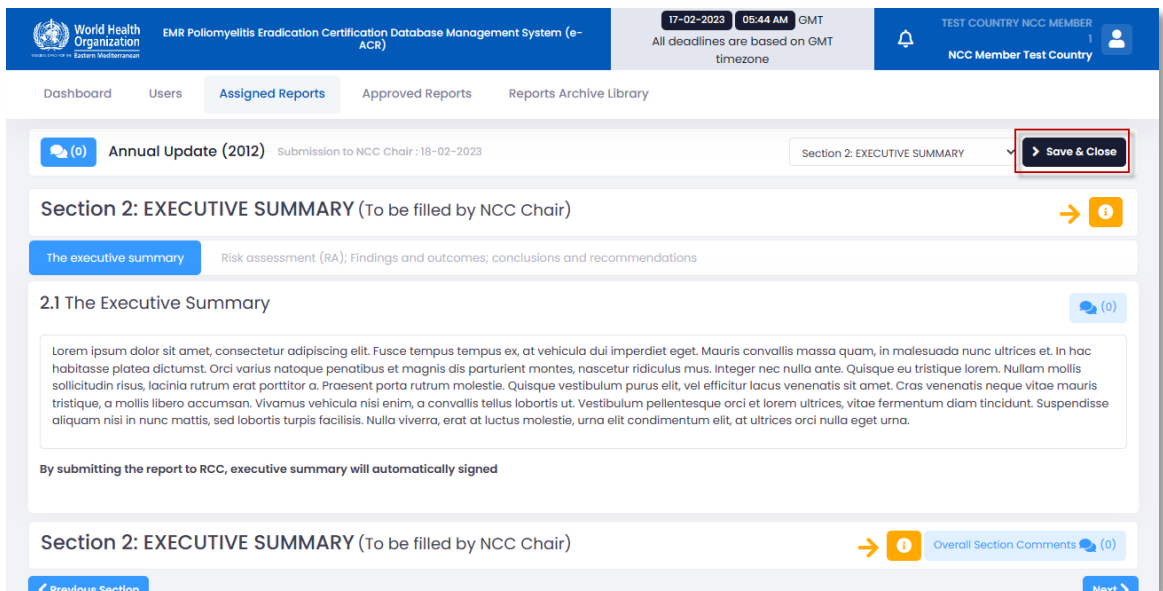


Figure 376: Report Action - “Save & Close”

8.2.1.7 After saving report, NCC Reviewer can perform different actions like reopen the report, download report in pdf and submit report by pressing respective buttons. NCC Reviewer returns the report to NCC Chair by pressing “Submit Report” button.

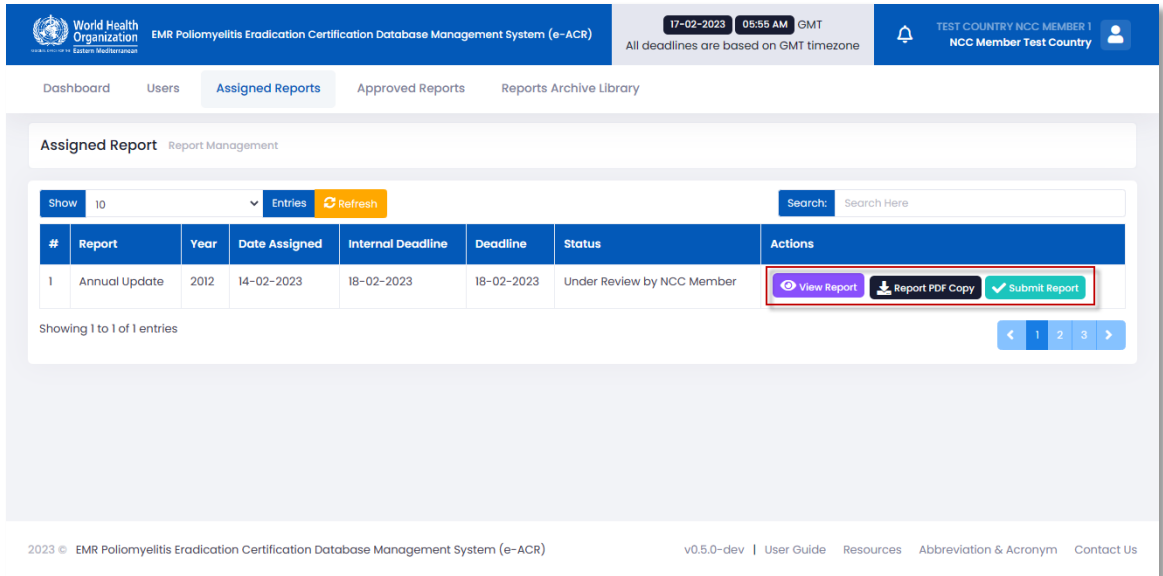


Figure 377: Report Actions Like Reopen the Report, Download Report

8.2.1.8 Before submitting the report, NCC Reviewer has to verify the report submission by entering the name and password on the Report Submission Verification form and click “Continue” button.

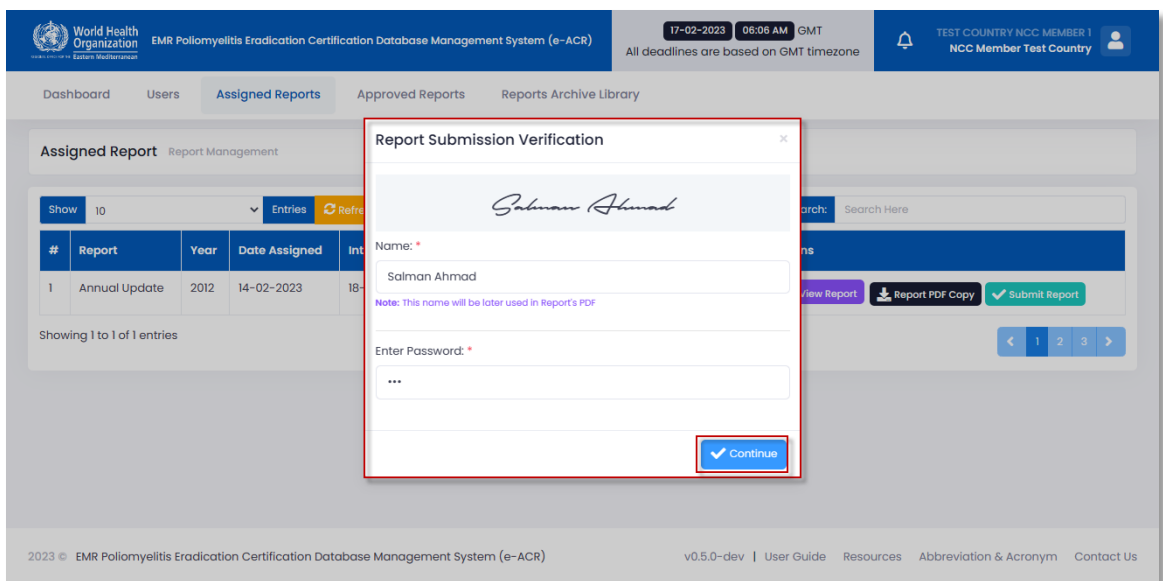


Figure 378: Report Submission Verification form

- 8.2.1.9 On sending the report, an email notification will be sent to NCC Chair by NCC Reviewer by pressing “Send” button.

The screenshot shows an email composition interface. At the top, the window title is "Email". Below it, the "To" field is populated with "testcountrynccchair@emro.com". The "CC" field is empty, with a note below it: "Note: Multiple emails can be used by coma separation i.e.'abc@abc.com,abc1@abc.com'". The "Subject" field contains "Annual Update Report for the year 2012 for Certification of Poliomyelitis Eradication_ Test Country _ NC". A rich text editor toolbar is visible, showing options for undo, redo, paragraph style, font size (11pt), bold, italic, underline, link, and list. The email body text is as follows: "Dear Test Country NCC Chair, Annual Update Report after being duly reviewed/commented is being returned as desired. The deadline for review was **18 February 2023**, after which system will automatically return the report to sender. Kindly, [Login](#) to access the report. Best regards, e-ACR System". At the bottom right of the email body, it says "71 WORDS POWERED BY TINY". Below the email body, there is a red note: "Note: All deadlines are based on GMT timezone and system generated, and must not be changed in this email". A blue "Send" button is located in the bottom right corner, highlighted with a red rectangular box.

Figure 379: Email Notification Send to NCC Chair

8.2.2 EMRO POL Reviewers

- 8.2.2.1 On receipt of the email notification, an EMRO/POL reviewer can log into the account and see the notification on home screen

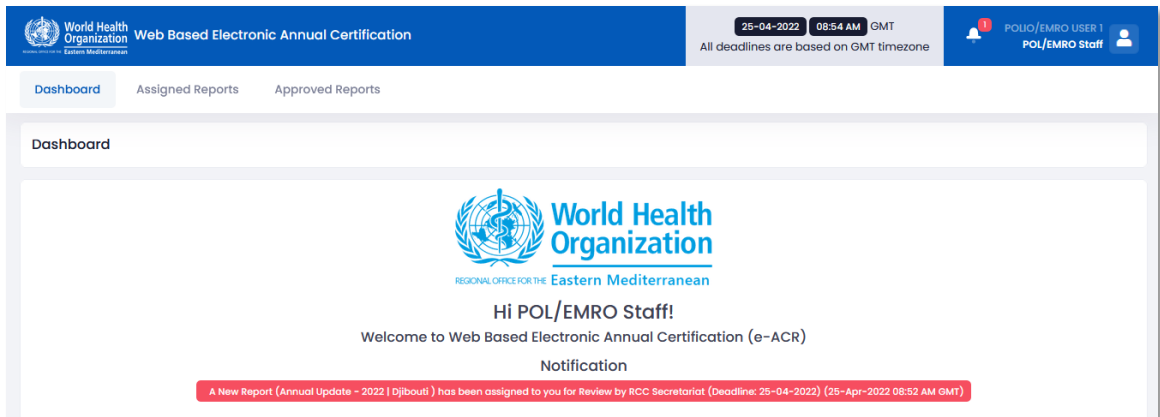


Figure 380: EMRO/POL Reviewer Notification on Home Screen

8.2.2.2 After logging in, the Reviewer can open the report and review all sections of the report

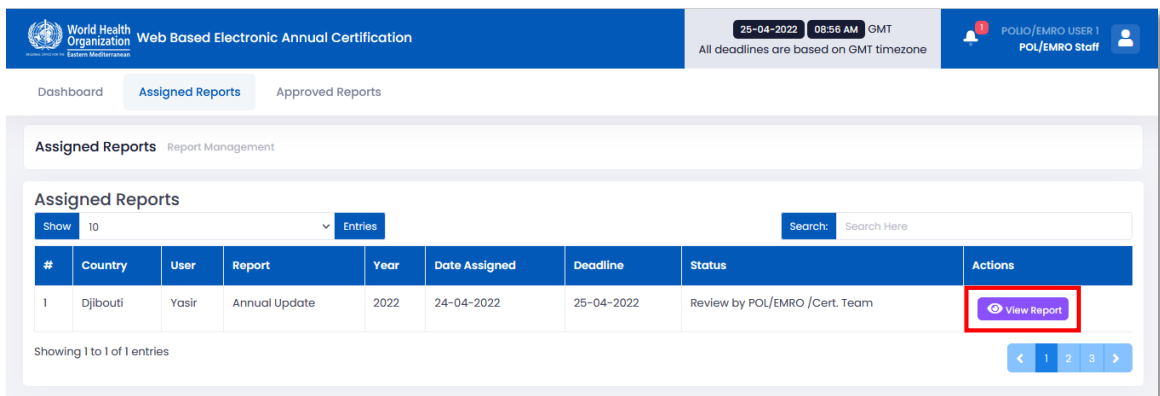


Figure 381: Assigned Report - Reviewer can Open the Report and Review

8.2.2.3 The reviewers can see the summary of comments, if any given by the EMRO Sect., in “Comments Matrix”

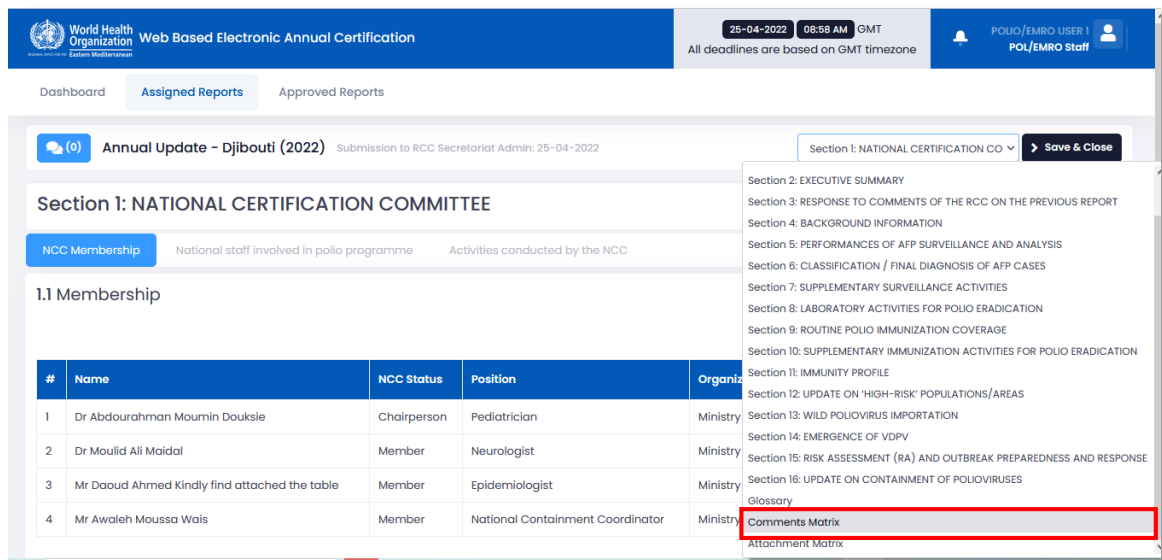


Figure 382: Report Sections Dropdown - “Comments Matrix”

8.2.2.4 The reviewers can enter their comments which will be independent of each other i.e. one reviewer will not be able to see the comment of other reviewer.

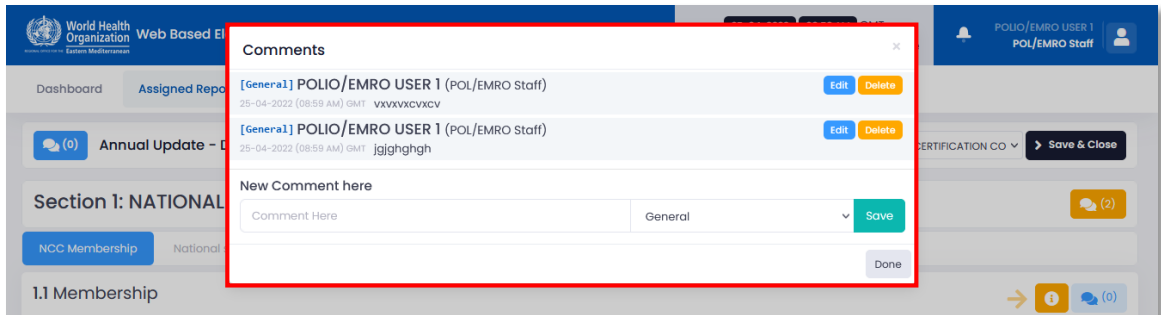


Figure 383: The Reviewers can Enter their Comments through Comment Tab

8.2.2.5 Having reviewed and commented on the report EMRO/POL reviewers can submit the report back to RCC Sect. on which an email will be generated for RCC Sect. notifying that a certain EMRO/POL Reviewer has submitted the report after review.

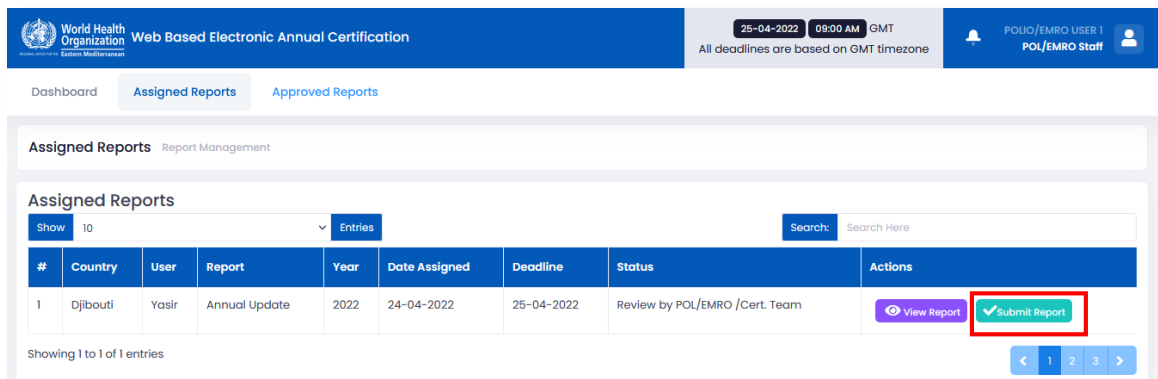


Figure 384: EMRO/POL Reviewers Submit the Report Back to RCC Sect.

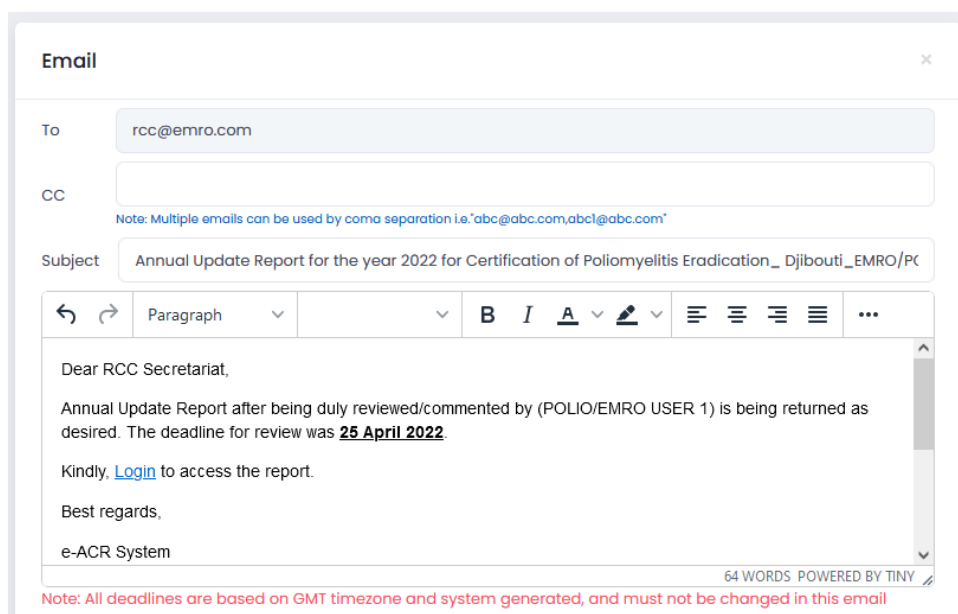


Figure 385: A Notification Email Generated for RCC Sect.

8.2.2.6 Please, note here that if the report is not submitted back to RCC Sect. by the EMRO/POL reviewer by the deadline, the system will automatically return the report to RCC Sect. with a notification to that effect.

8.2.2.7 Next step in the workflow is sharing the report with RCC Reviewers by RCC Sect.

8.2.3 RCC Reviewers

8.2.3.1 Having received the report from EMRO/POL reviewers and the deadline had passed, the RCC Sect. assigns it to RCC reviewers i.e. primary, secondary and optional (the report is shared with all other RCC members), in case they want to review it. A notification email will be sent to all. As explained earlier, RCC Sect. assigns the reviewers according to a plan and the system assists in rationalizing the workload of each RCC reviewer.

8.2.3.2 The report Status Table of RCC Sect. will provide the option to assign RCC Reviewers. You can observe that unless RCC Sect. has opened and viewed the report returned by EMRO/POL Reviewers the option of assigning it to RCC reviewers does not exist.

#	Country	Report Name	Year	Date Assigned	Deadline	Status	Actions
1	Djibouti	Annual Update	2020	25-04-2022	29-04-2022	Under Review by NCC Member	Details
2	Djibouti	Annual Update	2021	25-04-2022	25-04-2022	Country Focal Point Data Entry in Progress	Details
3	Djibouti	Annual Update	2022	24-04-2022	25-04-2022	Under Review by RCC Sect. Admin	Details View Report
4	Bahrain	Annual Update	2022	22-04-2022	22-04-2022	Report Assigned to Country Focal Point	No Country Focal Point user exists
5	Afghanistan	Annual Update	2022	21-04-2022	22-04-2022	Report Assigned to Country Focal Point	Details

Figure 386: Report Status Table of RCC Sect.

8.2.3.3 Having opened and viewed the report and comments of EMRO/POL reviewers following screen will be available to RCC Sect. under “Report Management” and “Assign report/View Status”. When the report is shared with RCC Reviewers EMRO/POL Reviewers’ comments will not be visible

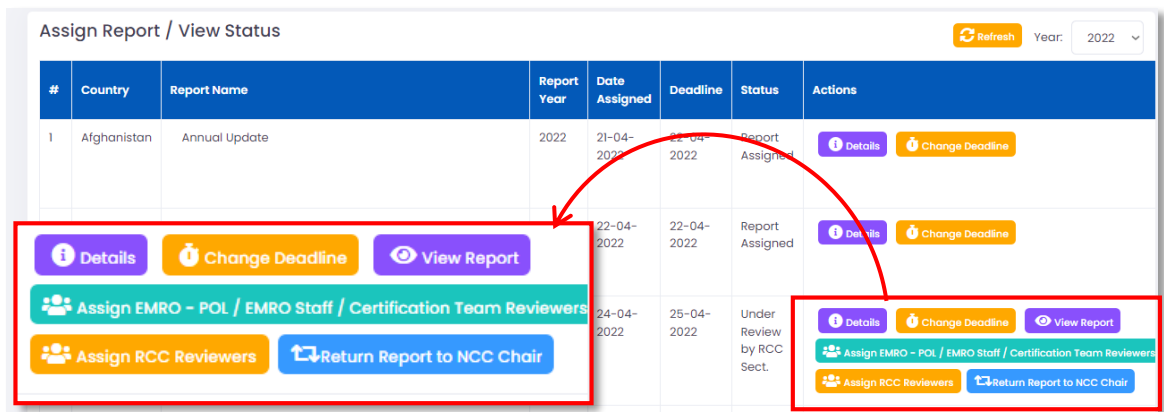


Figure 387: Assign Report/View Status with Additional Options

8.2.3.4 When RCC Sect presses the tab of “Assign Reviewers”, a popup will appear and ask if RCC reviewers be assigned as per plan. Brief the participants as to how the plan for RCC reviewers is prepared by RCC Sect. On clicking assigned, a notification as shown at the bottom of screen will appear about successful assignment as per plan.

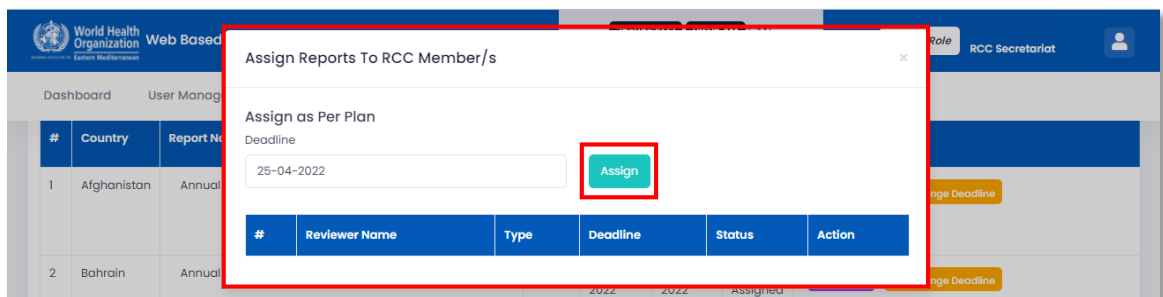


Figure 388: Popup to Confirm Assignment of Report as per RCC Reviewers Plan

8.2.3.5 RCC Reviewers will get notified about nomination through an email as well as notification on the home screen.

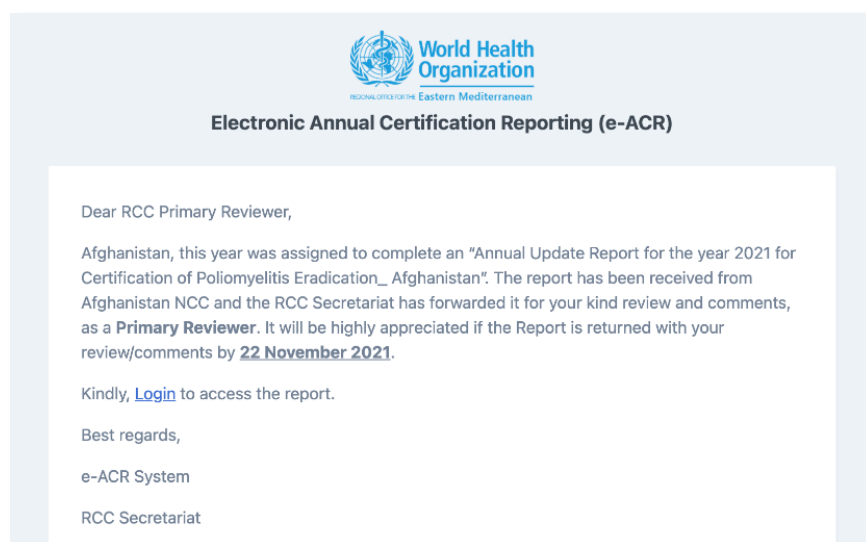


Figure 389: Email Notification to RCC Reviewers

8.2.3.6 After having received the email regarding assignment of the report, RCC Member will login to the system, which will show following screen and notification.

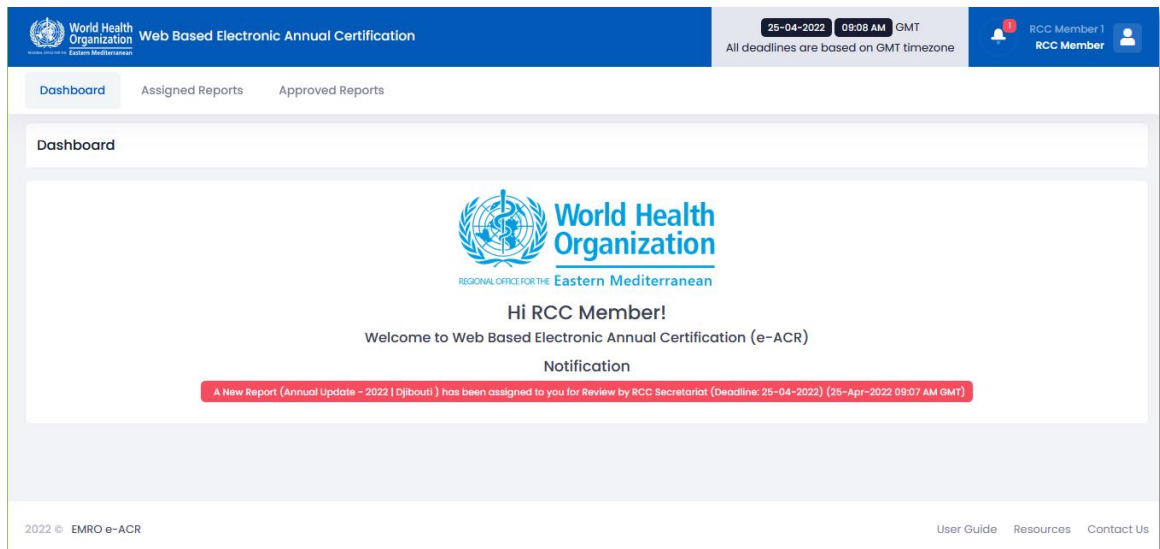


Figure 390: RCC Reviewer- Home Screen Notification.

8.2.3.7 By clicking “Assigned Reports”, the Reviewer can open the report and review all sections of the report

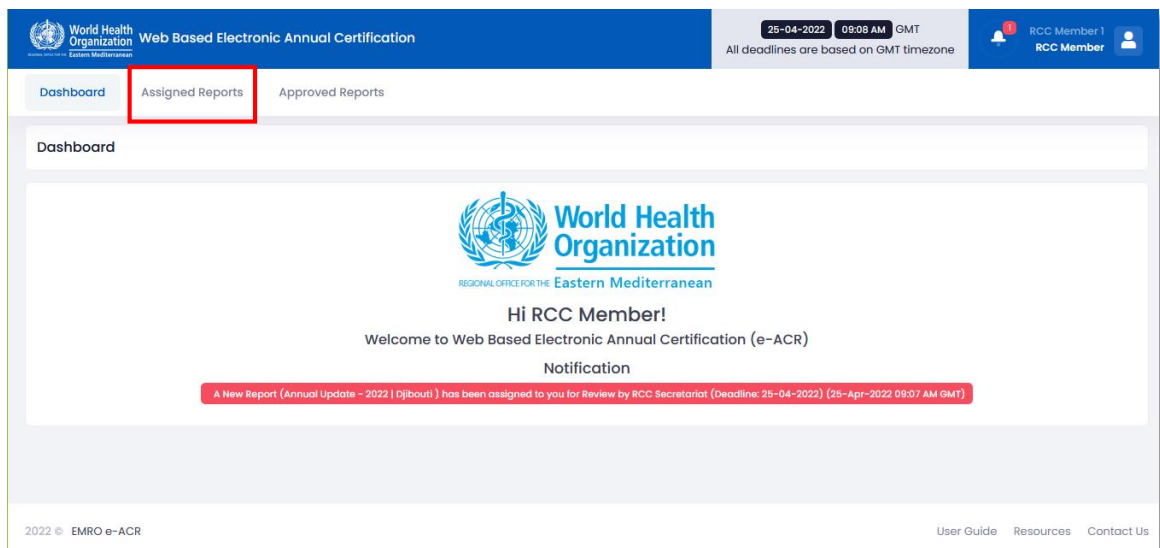


Figure 391: RCC Reviewer can Access the Report through “Assigned Reports” Tab.

8.2.3.8 RCC reviewer can click “View Report” to open and go through the report

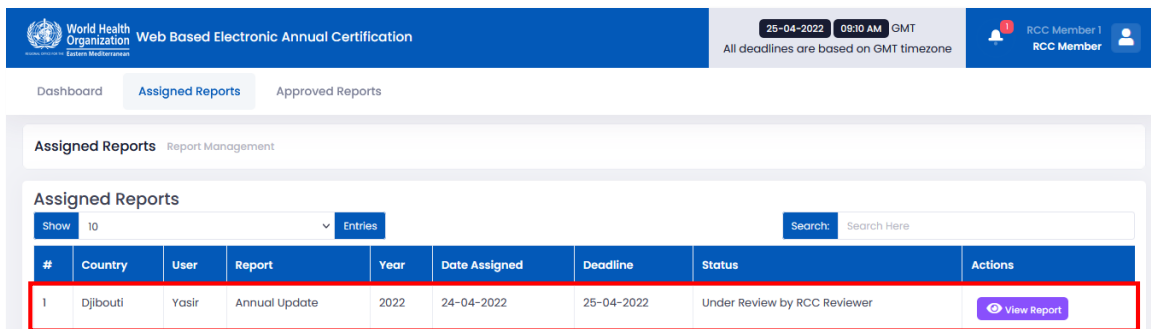


Figure 392: RCC Reviewer - Click "View Report" to Open the Report

8.2.3.9 The reviewers can see the summary of comments, if any given by the EMRO Sect., in "Comments Matrix" form the dropdown

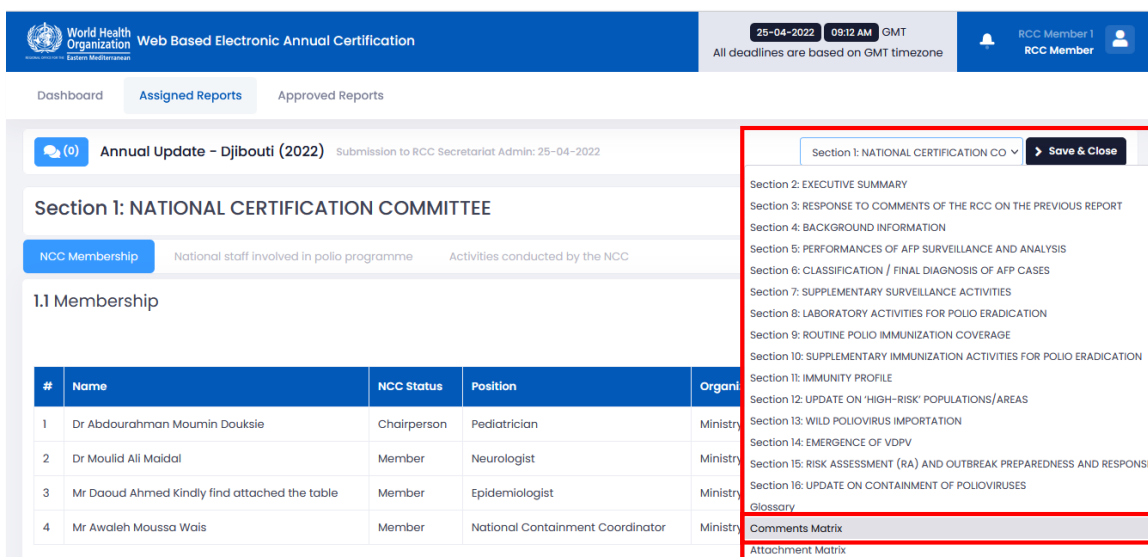


Figure 393: The Reviewers can Select "Comments Matrix" form the Dropdown

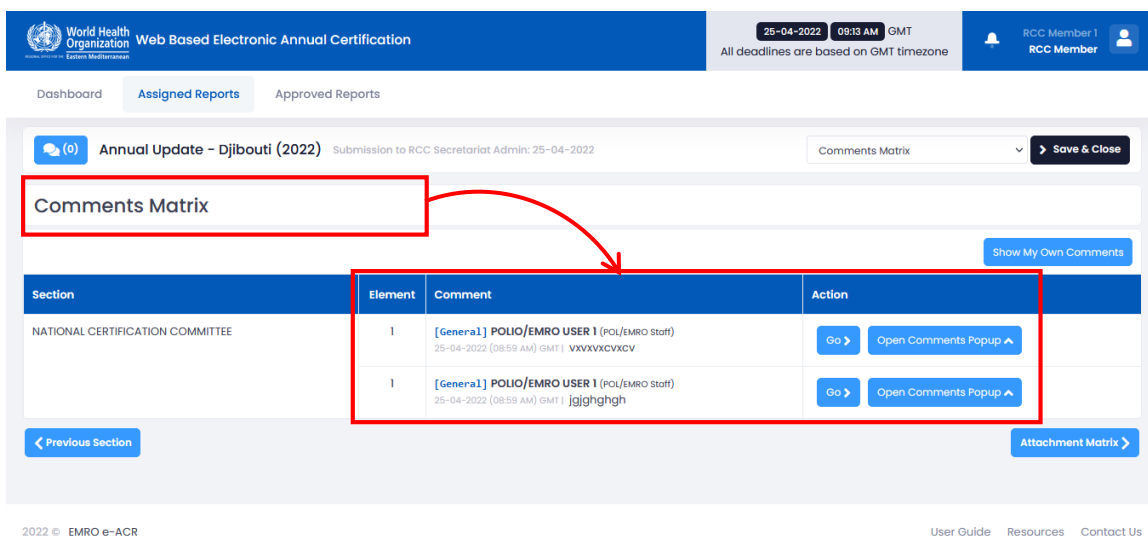


Figure 394: RCC Reviewers can See all Comments on "Comments Matrix" Screen

8.2.3.10 The reviewers can enter their comments in any section of the report, which will be independent of each other i.e. one reviewer will not be able to see the comment of other reviewer. Having commented RCC Reviewer will save and close the report

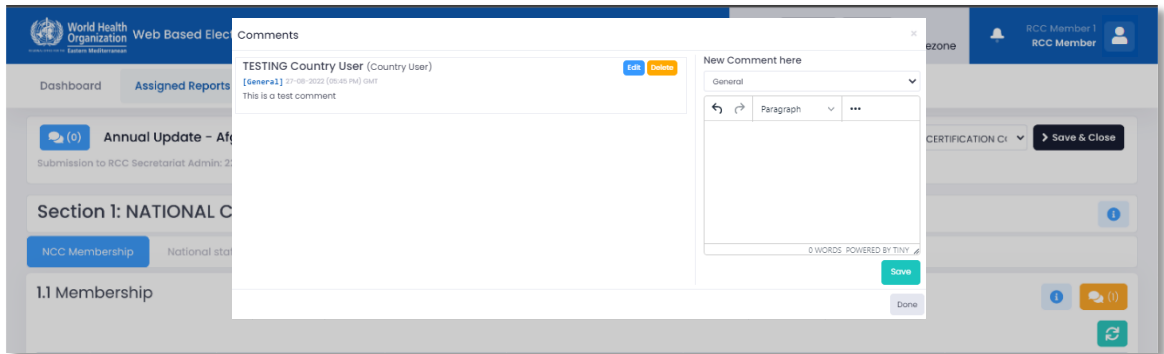


Figure 395: Reviewers can Enter their Comments through Comment Tab

8.2.3.11 Having reviewed and commented on the report RCC reviewers can submit the report back to RCC Sect. on which an email will be generated for RCC Sect. notifying that a certain RCC Reviewer has submitted the report after review.

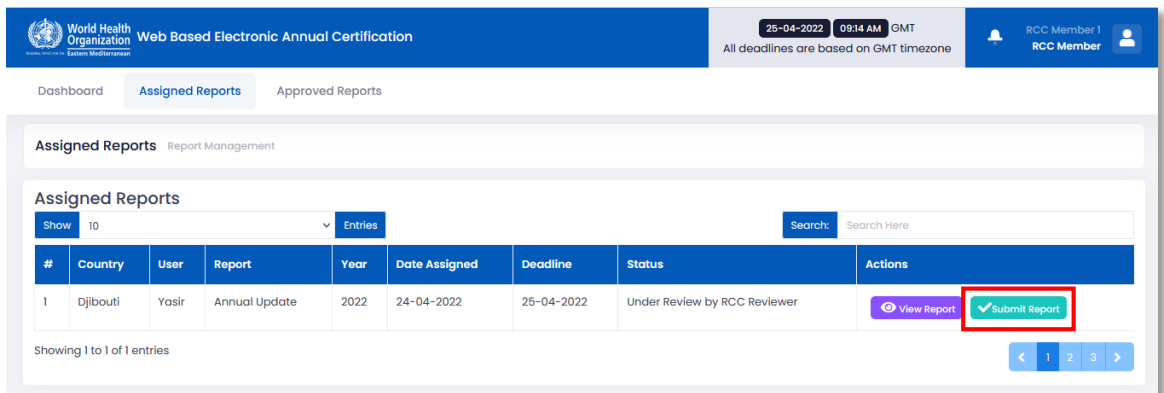


Figure 396: RCC Reviewers can Submit the Report back to RCC Sect.

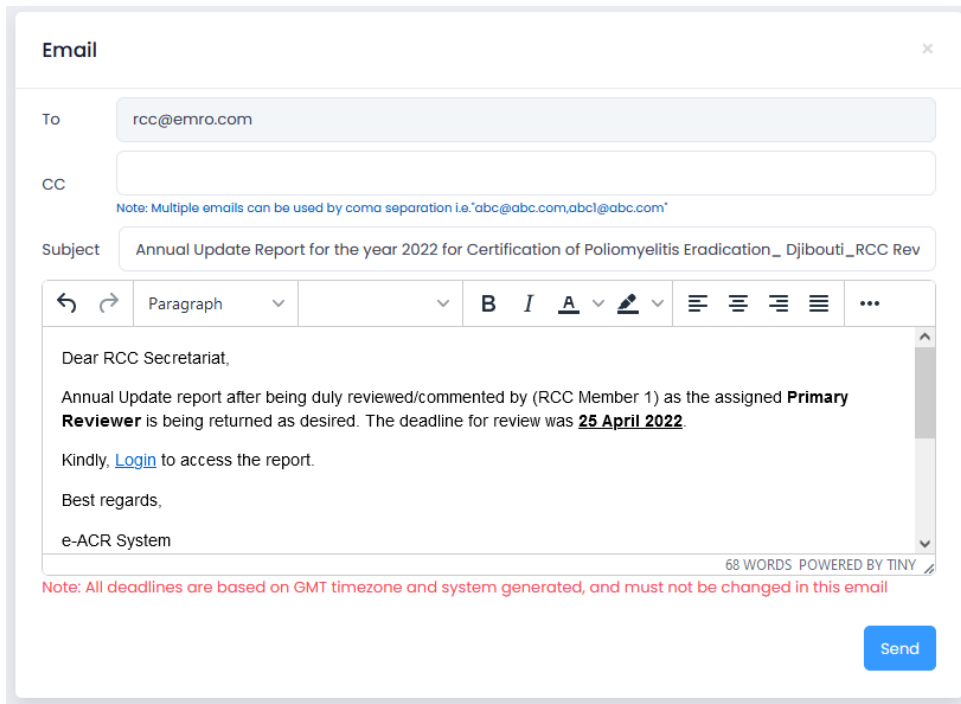


Figure 397: Email Notification for RCC Sect.

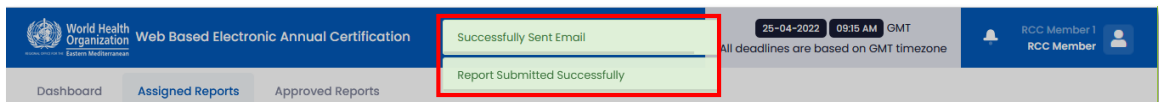


Figure 398: Successful Submission Notification

8.2.3.12 Please, note here that if the report is not submitted back to RCC Sect. by the primary or secondary reviewers within the deadline, the report will NOT be automatically returned back to RCC Sect. On the contrary for optional reviewers, the system will automatically return the report to RCC Sect. with a notification to that effect.

8.2.3.13 RCC Sect access the report once the deadline had passed and will view and compile the comments of RCC reviewers

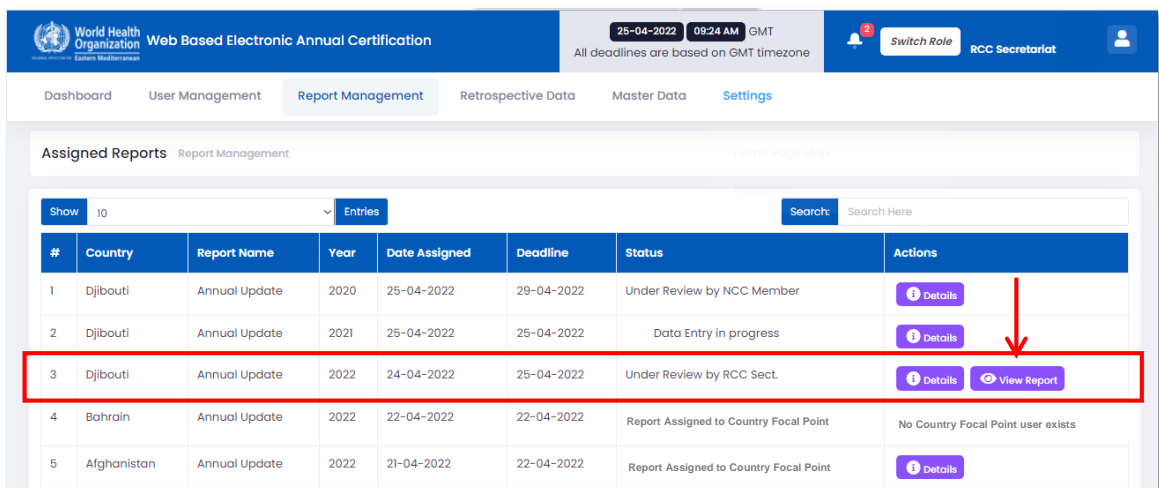


Figure 399: RCC Sect Accesses the Report by Clicking View Report

World Health Organization Web Based Electronic Annual Certification

25-04-2022 09:25 AM GMT
All deadlines are based on GMT timezone

Switch Role RCC Secretariat

Dashboard User Management Report Management Retrospective Data Master Data Settings

Annual Update - Djibouti (2022)
Submission to RCC Secretariat Head: 25-04-2022 | Submission to RCC Chair: 25-04-2022

Section 1: NATIONAL CERTIFICATION COMMITTEE

NCC Membership National staff involved in polio programme Activities conducted by the NCC

1.1 Membership

#	Name	NCC Status	Position	Organization	E-mail Address	Telephone
1	Dr Abdourahman Moumin Douksie	Chairperson	Pediatrician	Ministry of Health	adouksie@gmail.com	+25377831572
2	Dr Moulid Ali Moidal	Member	Neurologist	Ministry of Health	moulid.ali@cnss.dj	+25377862610

Figure 400: RCC Sect Reviews Report

World Health Organization Web Based Electronic Annual Certification

25-04-2022 09:25 AM GMT

Switch Role RCC Secretariat

Dashboard User Management Report Management Retrospective Data Master Data Settings

Annual Update - Djibouti (2022)
Submission to RCC Secretariat Head: 25-04-2022 | Submission to RCC Chair: 25-04-2022

Section 1: NATIONAL CERTIFICATION COMMITTEE

NCC Membership National staff involved in polio programme Activities conducted by the NCC

1.1 Membership

Comments

TESTING Country User (Country User)
[General1] 27-08-2022 (09:45 PM) GMT
This is a test comment

New Comment here

General

Paragraph

0 WORDS. POWERED BY TINYMCE

Save

Done

Figure 401: RCC Sect Reviews and Adds Comments if Needed

World Health Organization Web Based Electronic Annual Certification

25-04-2022 09:25 AM GMT

Switch Role RCC Secretariat

Dashboard User Management Report Management Retrospective Data Master Data Settings

Annual Update - Djibouti (2022)
Submission to RCC Secretariat Head: 25-04-2022 | Submission to RCC Chair: 25-04-2022

Section 1: NATIONAL CERTIFICATION COMMITTEE

NCC Membership National staff involved in polio programme Activities conducted by the NCC

1.1 Membership

Comments

Add/View Comments Merge Comments

[General1] - (RCC Secretariat)
This is a test comment 27-08-2022 (09:08 PM) GMT

[General1] - (RCC Secretariat)
Test comment 2 27-08-2022 (09:09 PM) GMT

[General1] - (RCC Secretariat)
Test comment 3 27-08-2022 (09:09 PM) GMT

Merge

Done

Figure 402: RCC Sect Merge Comments

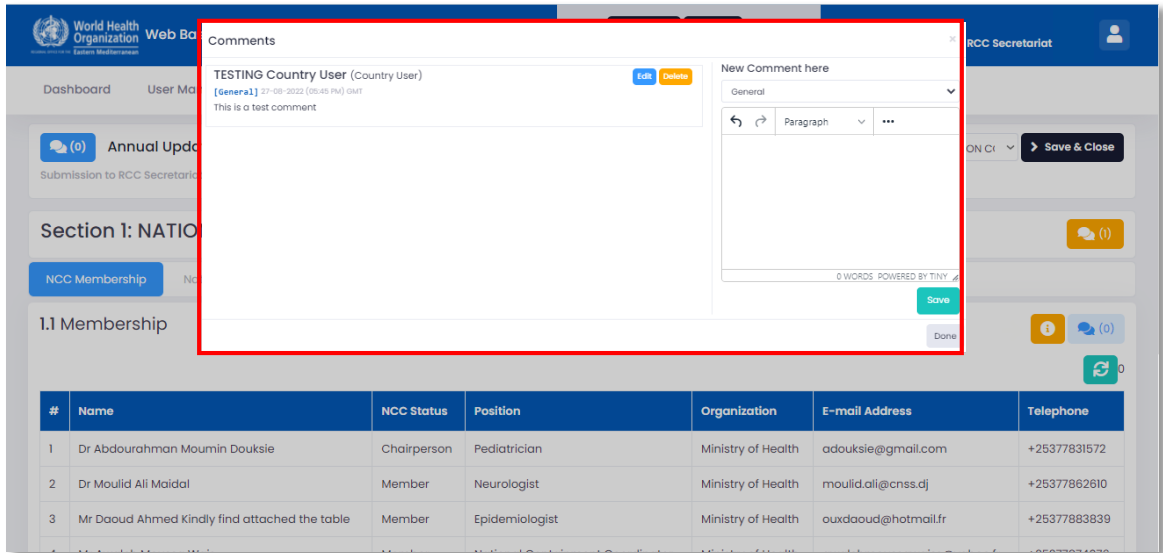


Figure 403: Merged comments by RCC Sect

8.2.4 RCC Secretariat Head

8.2.4.1 After reviewing the report and adding/merging comments RCC Sect. will “Save and Close” the Report

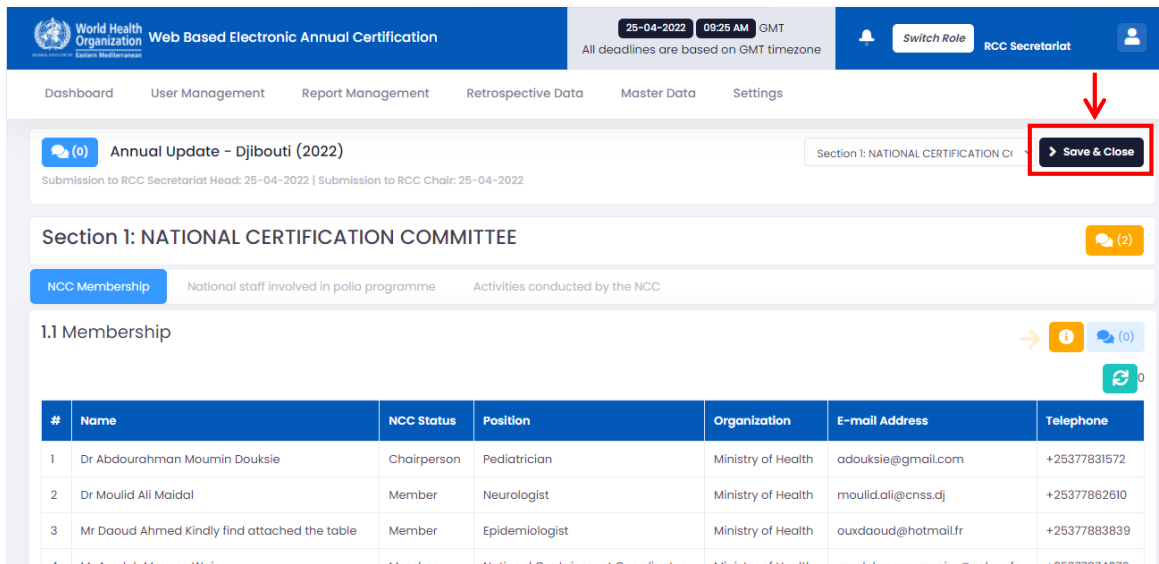


Figure 404: RCC Sect will Save and Close Report

8.2.4.2 RCC Sect will share the report with RCC Sect. Head for approval of Comments.

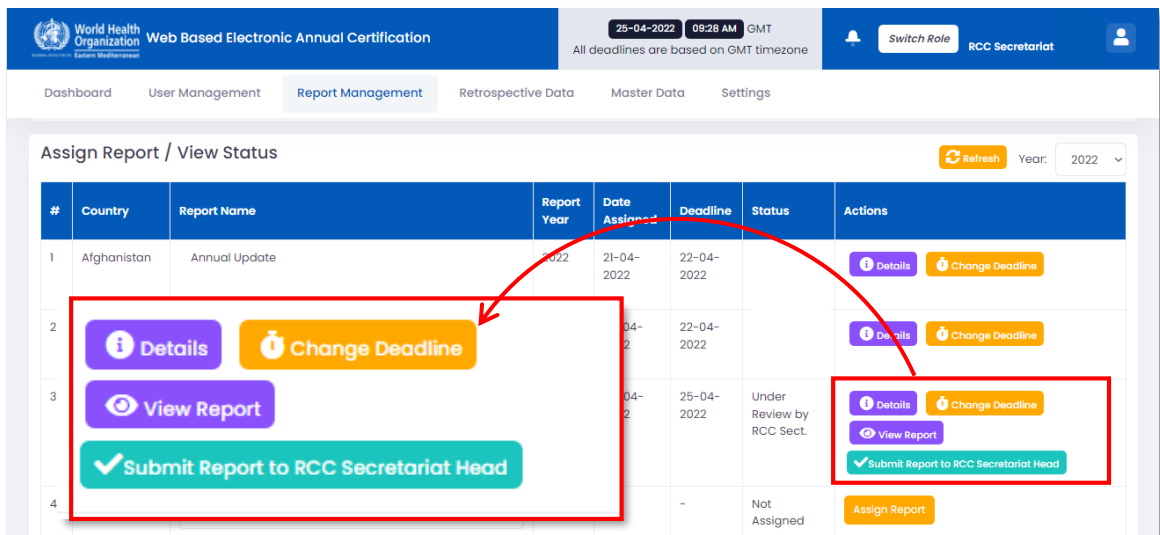


Figure 405: RCC Sect Shares the Report with RCC Sect. Head for Approval of Comments

8.2.4.3 RCC Sect will be setting a deadline, keeping in view the deadlines for final approval of the report

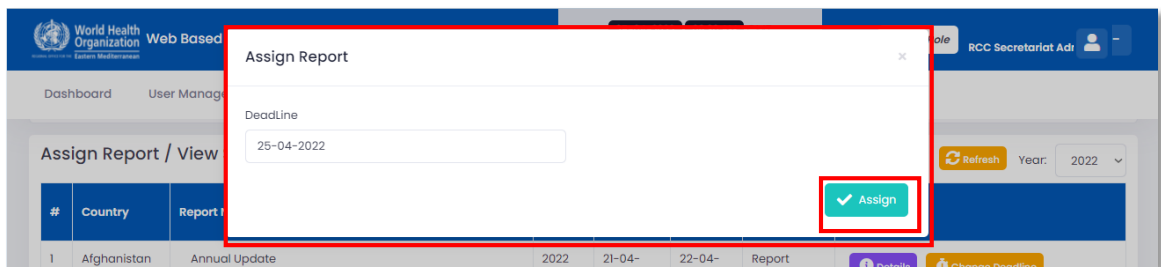


Figure 406: RCC Sect- Setting a Deadline for Final Approval of the Report

8.2.4.4 RCC Secretariat. head will be notified through an email and notification on home screen

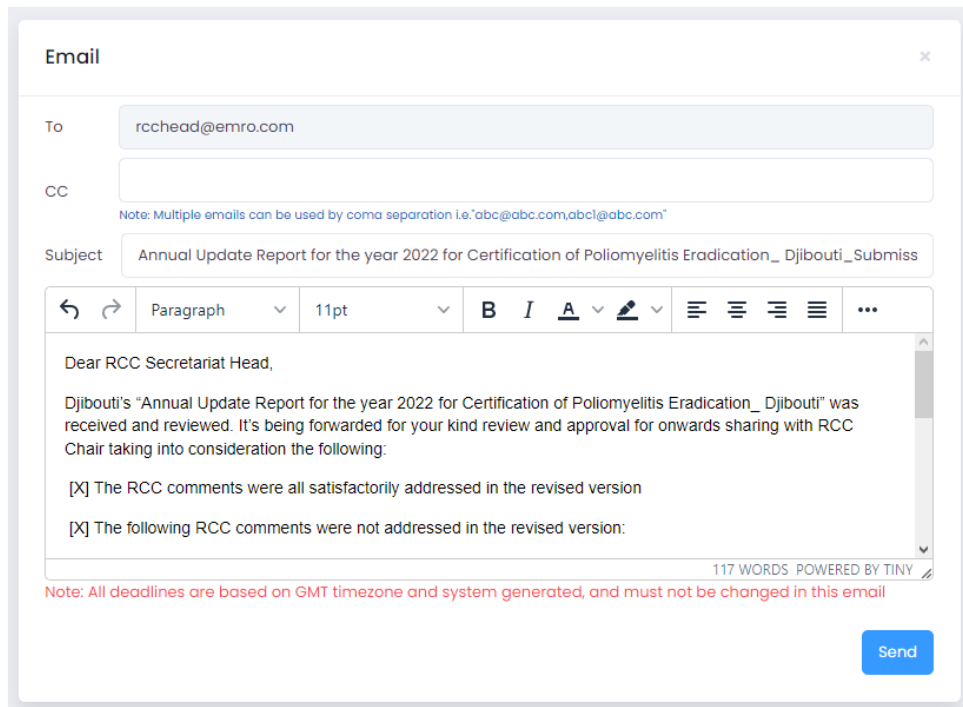


Figure 407: Email Notification to RCC Secretariat Head

8.2.4.5 RCC Secretariat Head logs into the home screen and receives following notification

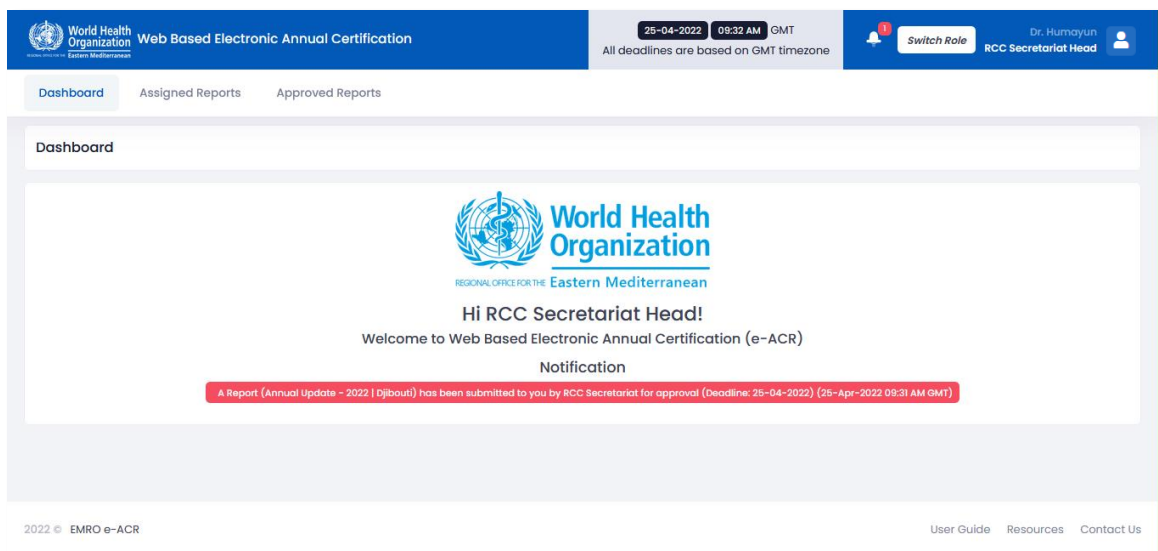


Figure 408: RCC Secretariat Head Notification of the Report on Dashboard

8.2.4.6 RCC Secretariat Head will access the report from “Assigned reports” Tab

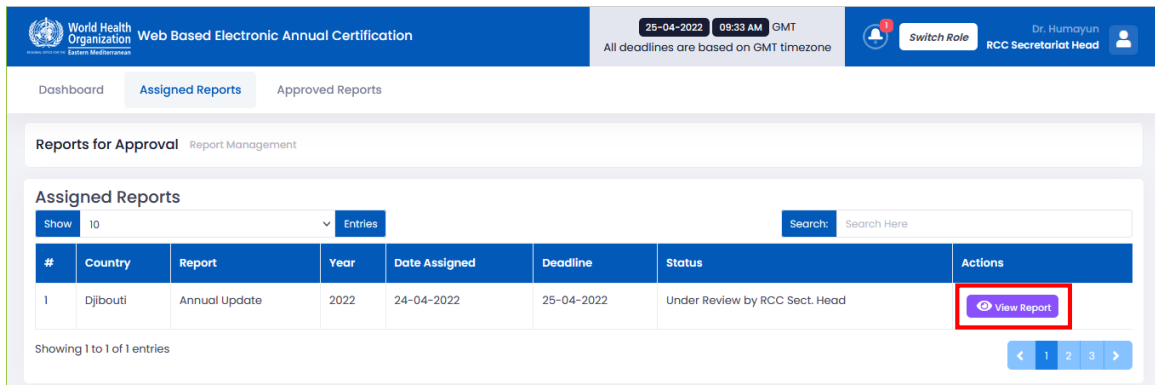


Figure 409: RCC Secretariat Head Accesses the Report from “Assigned reports” Tab

8.2.4.7 RCC Secretariat Head opens the report and reviews the comments both from sections and comments matrix.

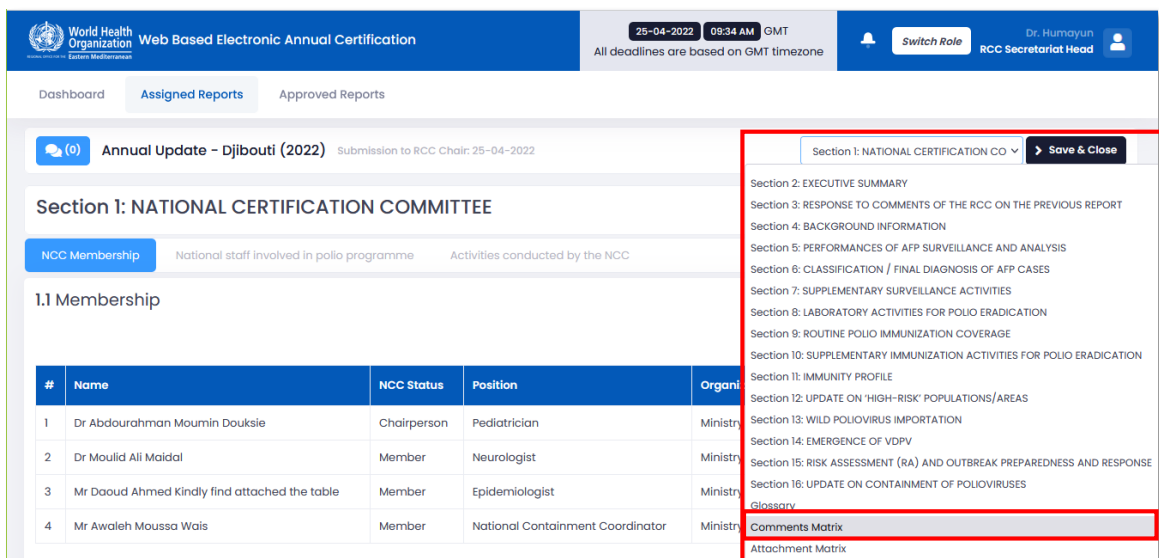


Figure 410: RCC Secretariat Head Opens the Report and Review the Comments.

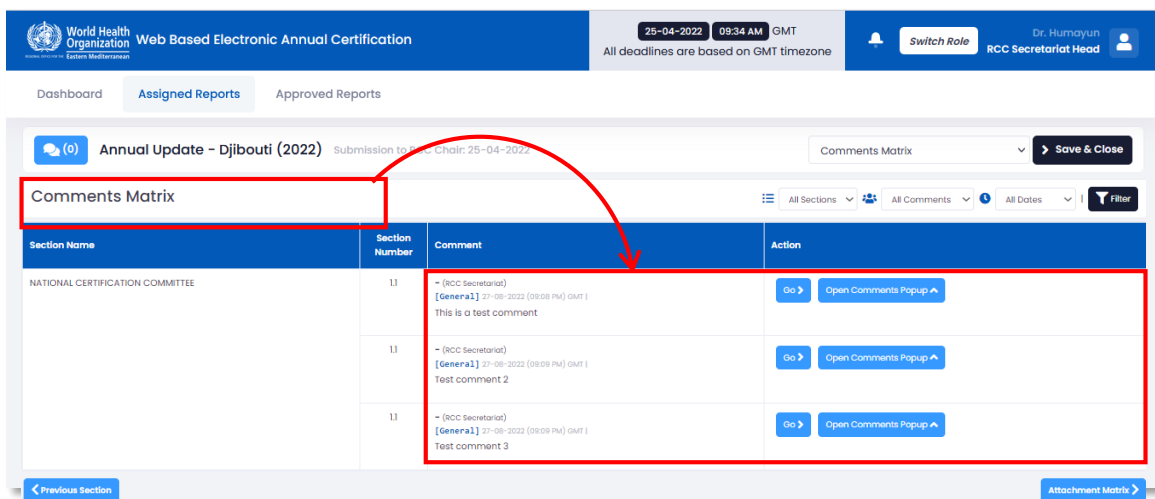


Figure 411: RCC Secretariat Head Review the Comments in Comments Matrix

8.2.4.8 RCC Sect. Head will enter comments in the report in different sections if required.

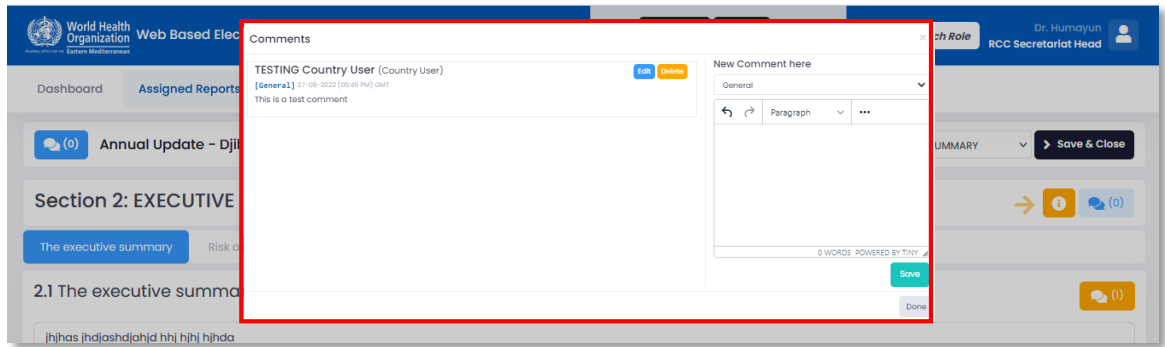


Figure 412: RCC Sect. Head can Comments in the Report in Different Sections

8.2.4.9 RCC Sect. Head will Save and Close the report after reviewing

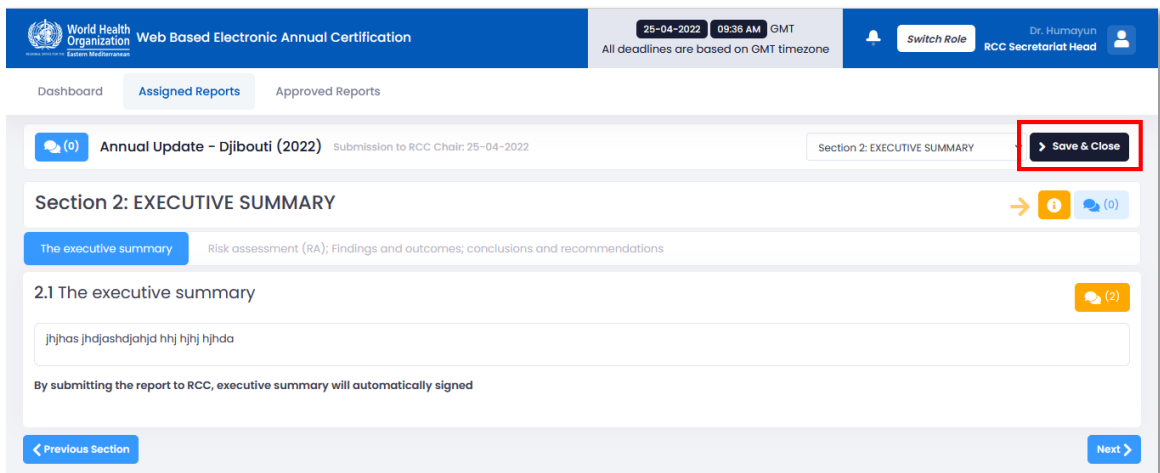


Figure 413: RCC Sect. Head will Save and Close the Report

8.2.4.10 Return the report to RCC Sect, by clicking “Approve”. If RCC Sect. Head clicks on “Return Report to RCC Sect.” it would mean that RCC Sect. Head has some observations/comments and would like report to be improved/edited. In later case the entire process will be repeated whereby RCC Sect. will address the comments or reassign for approval. Refer to screen below

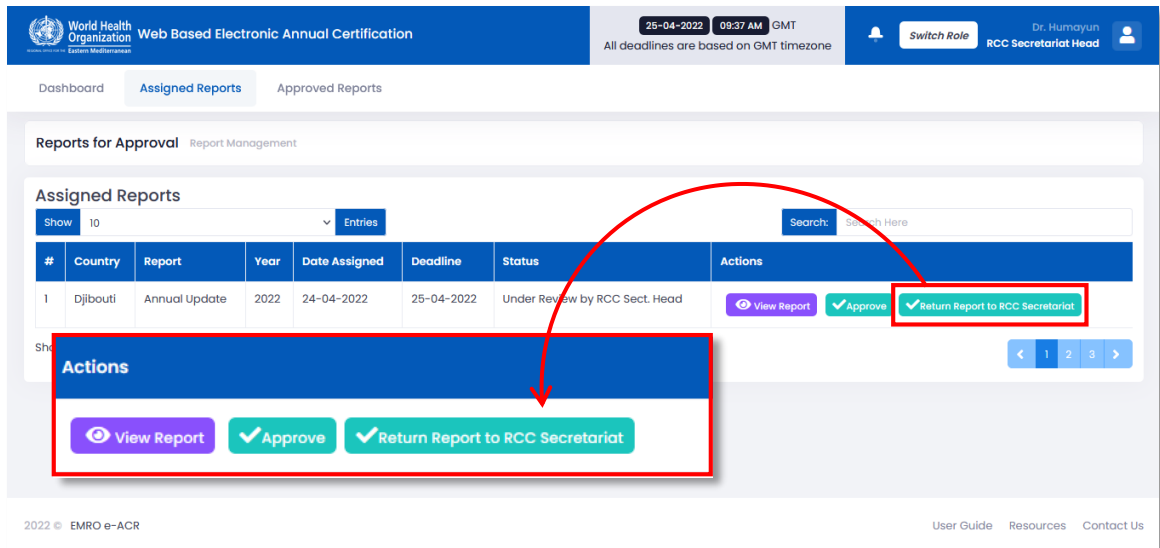


Figure 414: RCC Secretariat Head can Approve or Return Report to RCC Sect.

8.2.4.11 When RCC Secretariat Head clicks “Approve” button a confirmation of approval popup will appear

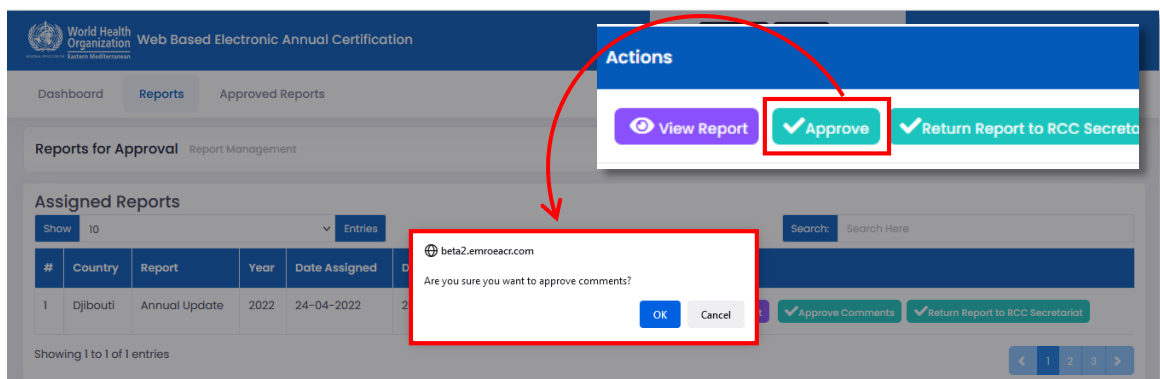


Figure 415: Clicking “Approve” Button a Confirmation of Approval Popup will Appear

8.2.4.12 On pressing “OK” on the above popup an email will be generated through the system to notify RCC Sect. that the report has been approved or otherwise by RCC Sect. Head

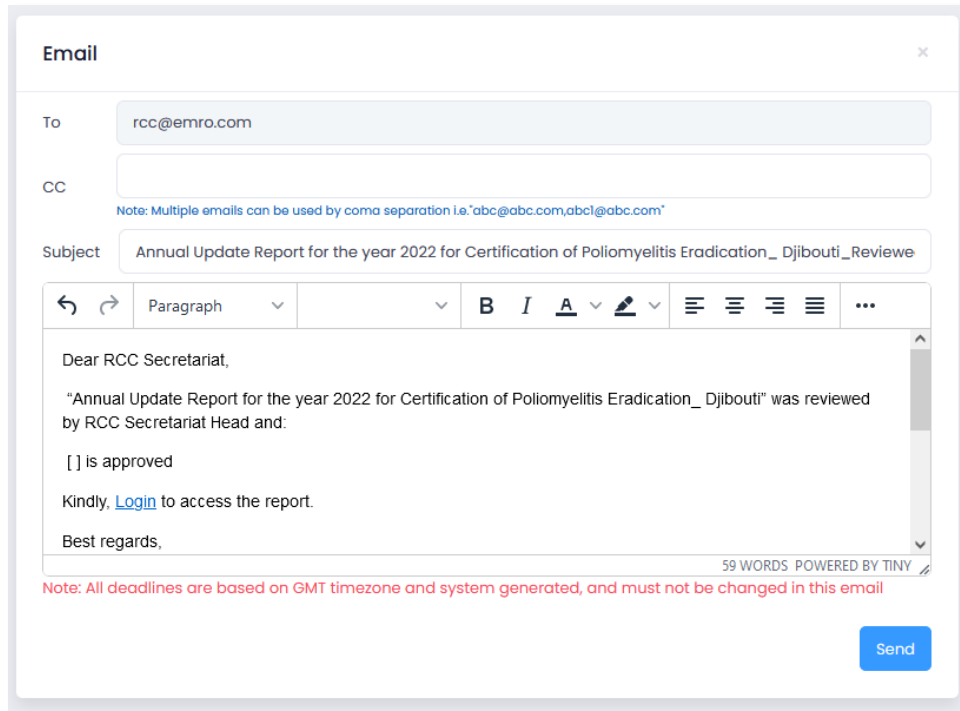


Figure 416: email Notification to RCC Sect.

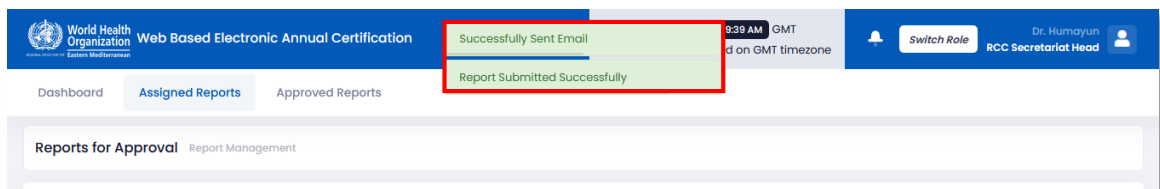


Figure 417: Notification on Successful Submission

8.2.4.13 RCC Sect. through “Report Management > Assigned Reports” accesses the report and views comments of RCC Sect. Head if any

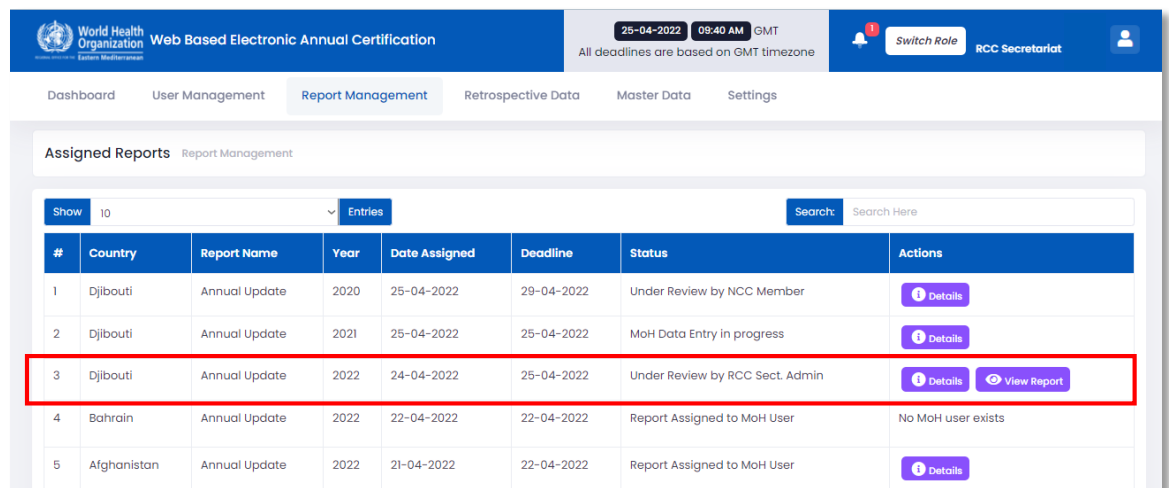


Figure 418: RCC Sect. through “Report Management” and “Assigned Reports” can Access the Report

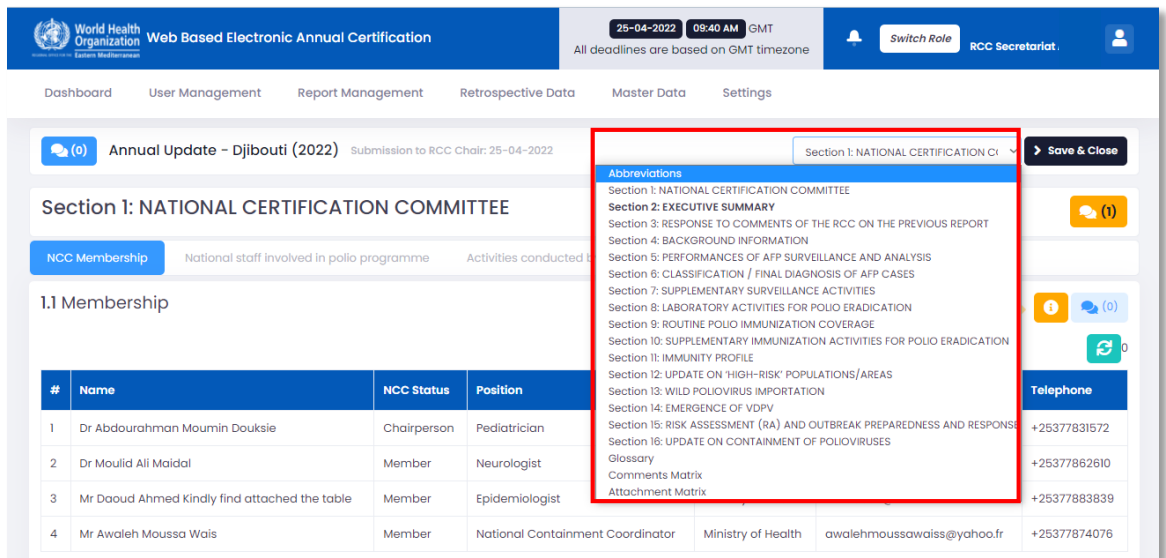


Figure 419: RCC Sect. can Review the Report through Section Dropdown

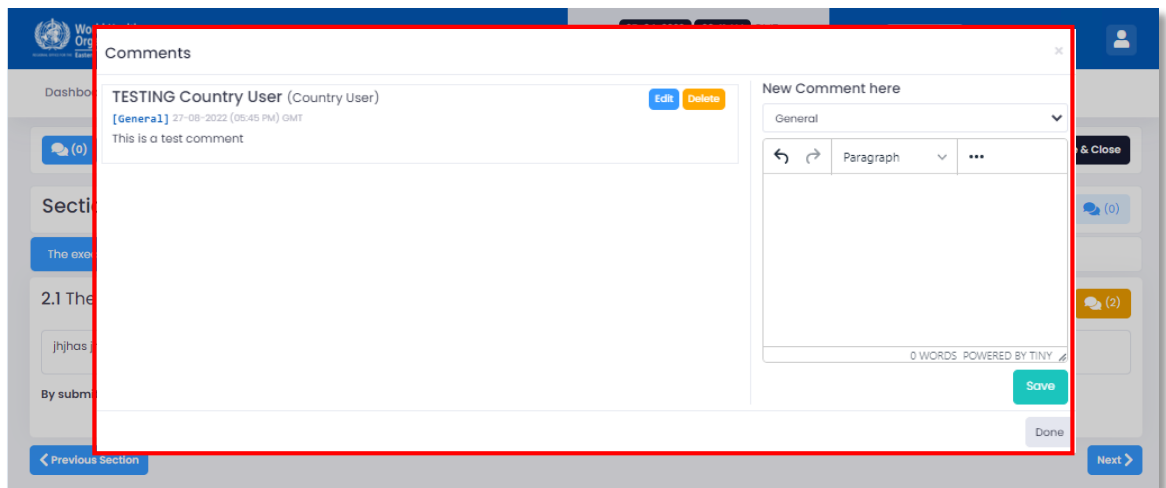


Figure 420: RCC Sect Reviews Comments

8.2.4.14 RCC Sect. will Save and Close the report after reviewing.

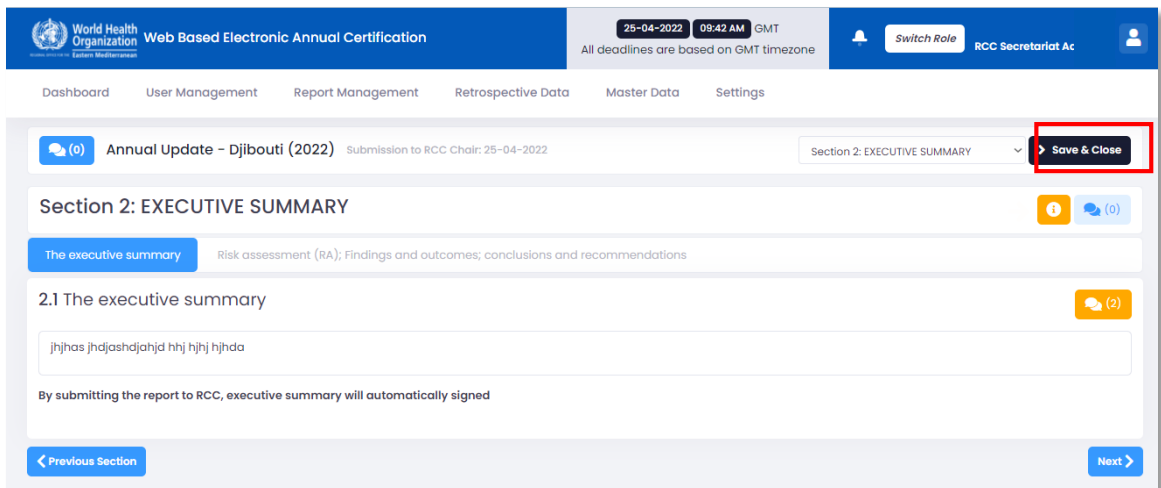


Figure 421: RCC Sect. will Save and Close the Report after Reviewing

8.2.5 RCC Chair

8.2.5.1 RCC Sect. will forward report to RCC Chair for approval of comments through “Report Management” dropdown menu and selecting “Assigned Reports/View Status”

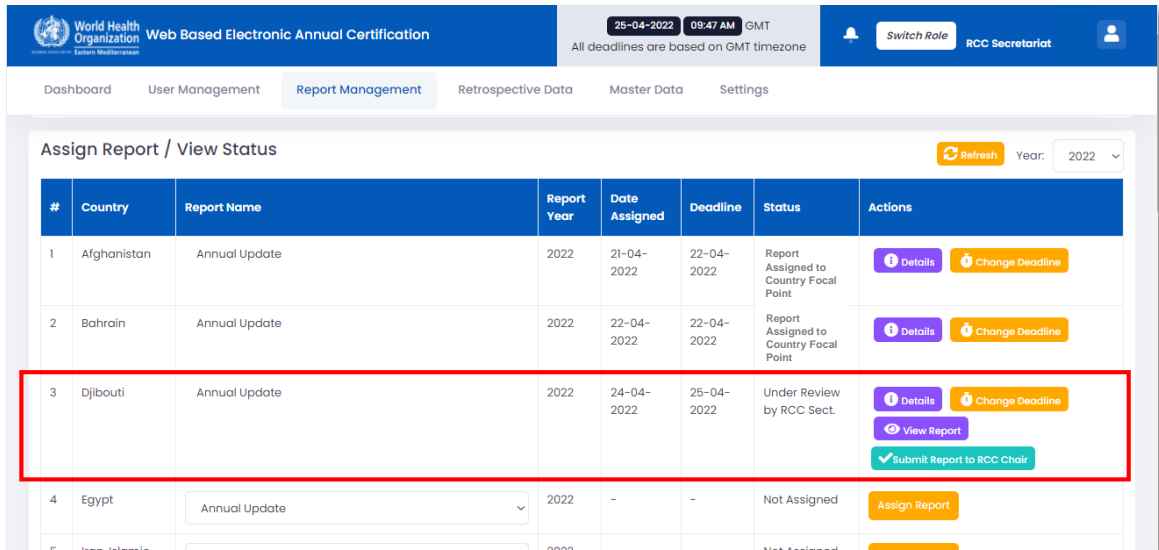


Figure 422: RCC Sect. will Forward Report to RCC Chair for Approval of Comments

8.2.5.2 RCC Sect. suggests a deadline for returning the report through the popup that appears on assigning the report

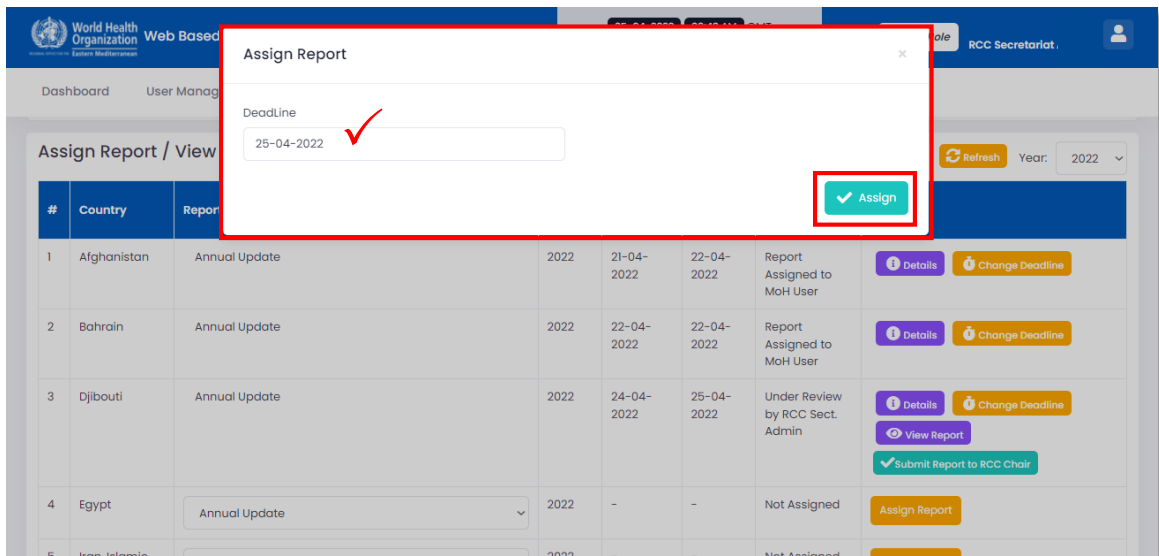


Figure 423: RCC Sect. Sets a Deadline for Returning the Report

8.2.5.3 RCC Chair will be notified through an email and notification on home screen

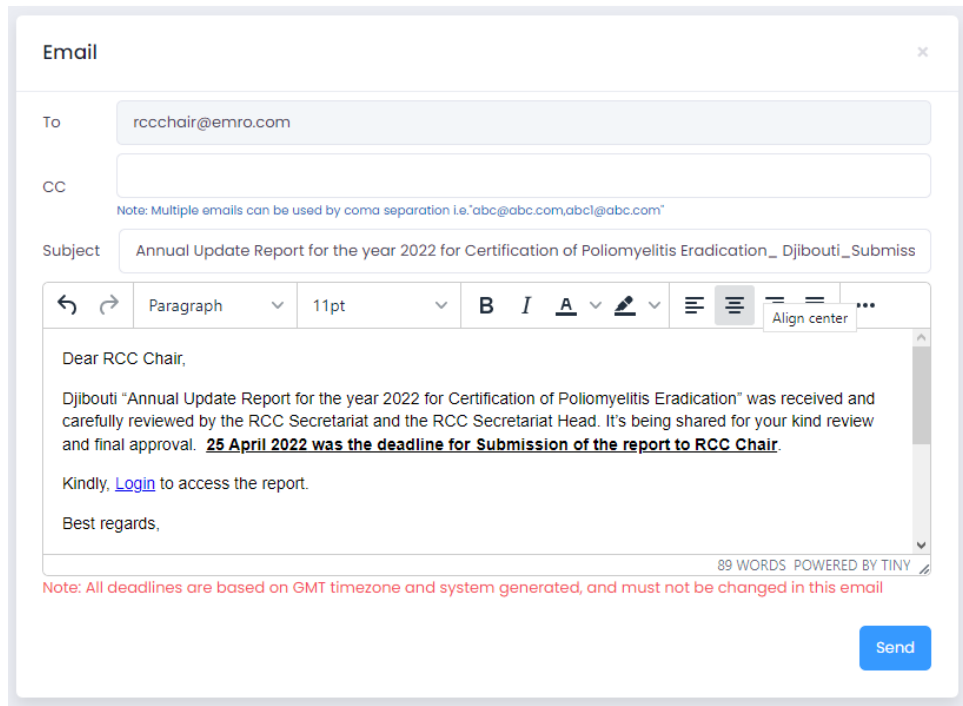


Figure 424: Email Notification for RCC Chair

8.2.5.4 Having logged in to the account RCC Chair will see the notification on home screen

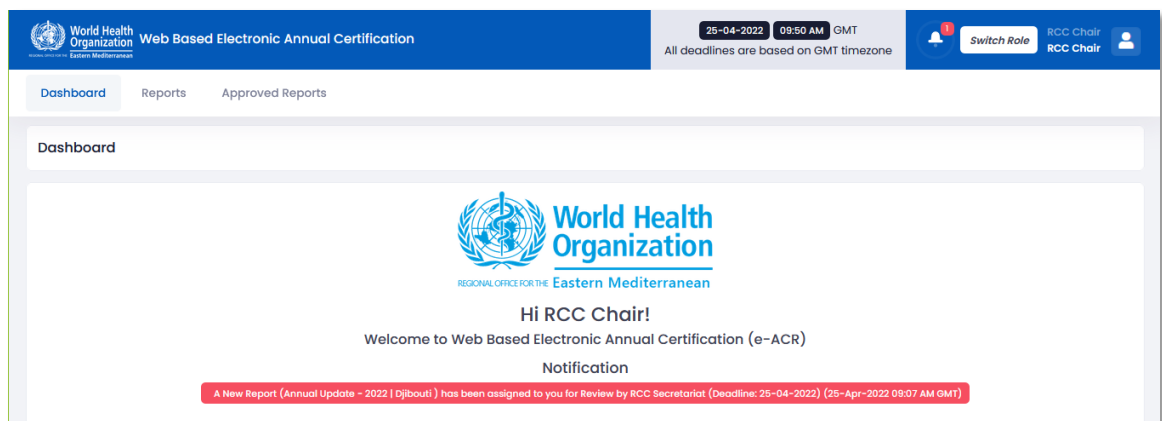


Figure 425: RCC Chair Notification of the Report on Dashboard

8.2.5.5 RCC Chair will access the report through “Report” dropdown menu on “Assigned Reports”

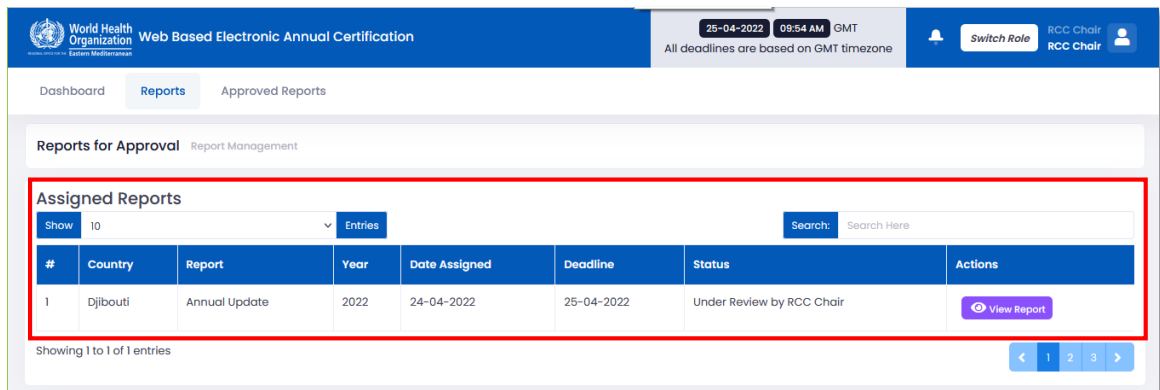


Figure 426: RCC Chair Accesses “Report”

8.2.5.6 RCC Chair will Open the report and review the comments both from sections and comments matrix.

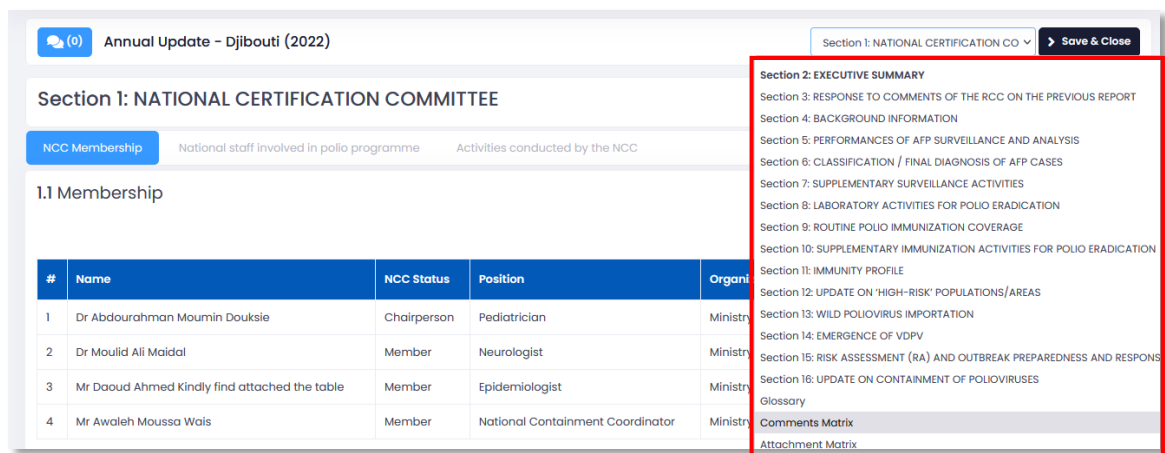


Figure 427: RCC Chair Opens the Report and Reviews.

8.2.5.7 RCC Chair can enter comments in the report in different sections if required.

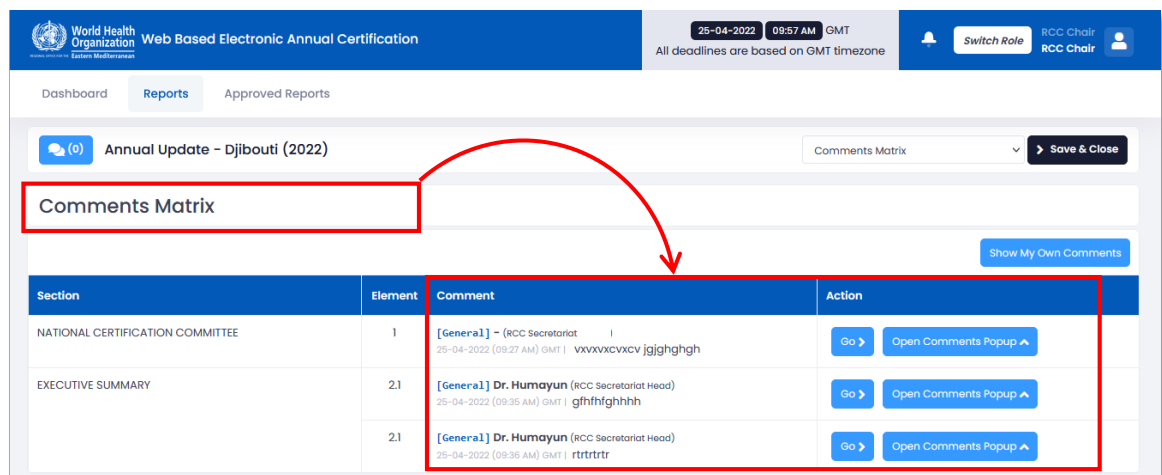


Figure 428: RCC Chair can Enter Comments in the Report in Different Sections if Required.

8.2.5.8 RCC chair can add comments (if any) and then will Save and Close the report

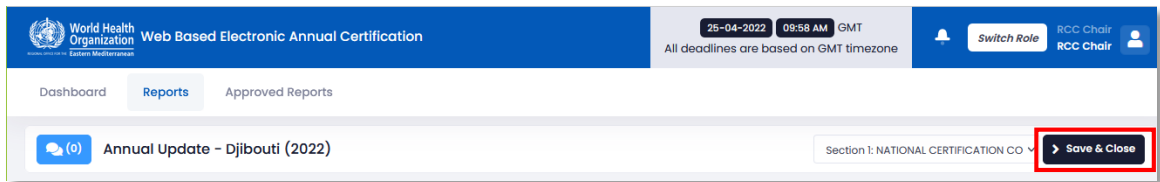


Figure 429: RCC Chair will Save and Close the Report

8.2.5.9 RCC Chair will return the report to RCC Sect, through “Report” tab in “Assigned Reports”

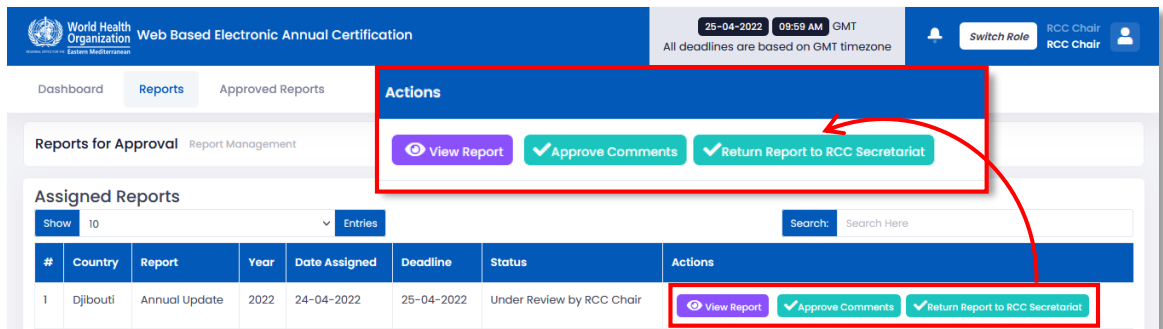


Figure 430: RCC Chair will Return the Report to RCC Sect,

8.2.5.10 On clicking “Approve Comments” on the above screen a popup of confirmation will appear

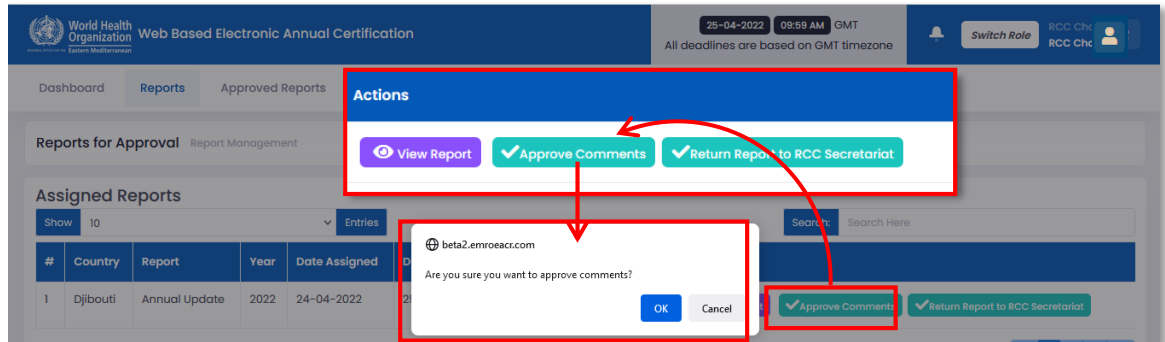


Figure 431: RCC Chair will Approve Comments by RCC Sect,

8.2.5.11 On confirmation by RCC Chair “OK” the approved report will be returned to RCC Sect. and an email will be generated as well as the regular notifications within the system.

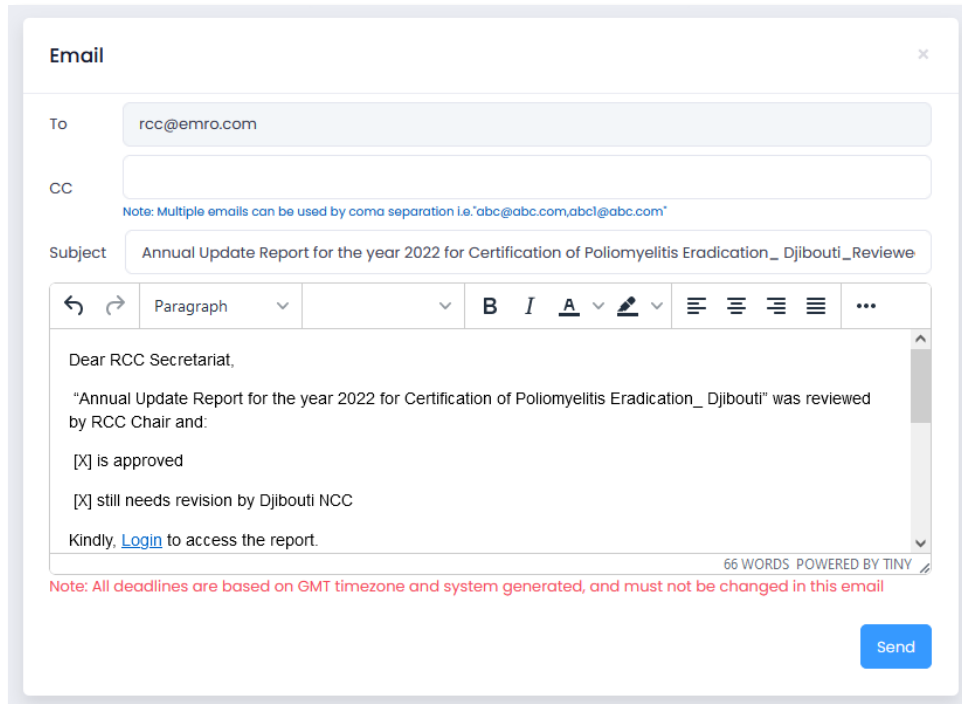


Figure 432: RCC Sect. Email Notification

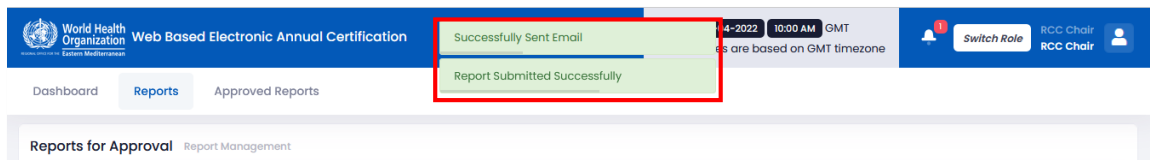


Figure 433: RCC Chair Notification of Successful Submission the Report

3. RCC SECT. HEAD/RCC CHAIR

9.1 Roles

- Review the report, comment or clear and send to RCC Sect.
- Review the report and provide final decision on the report (approval, noted, etc.)

9.2 Log in

9.2.1 On eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

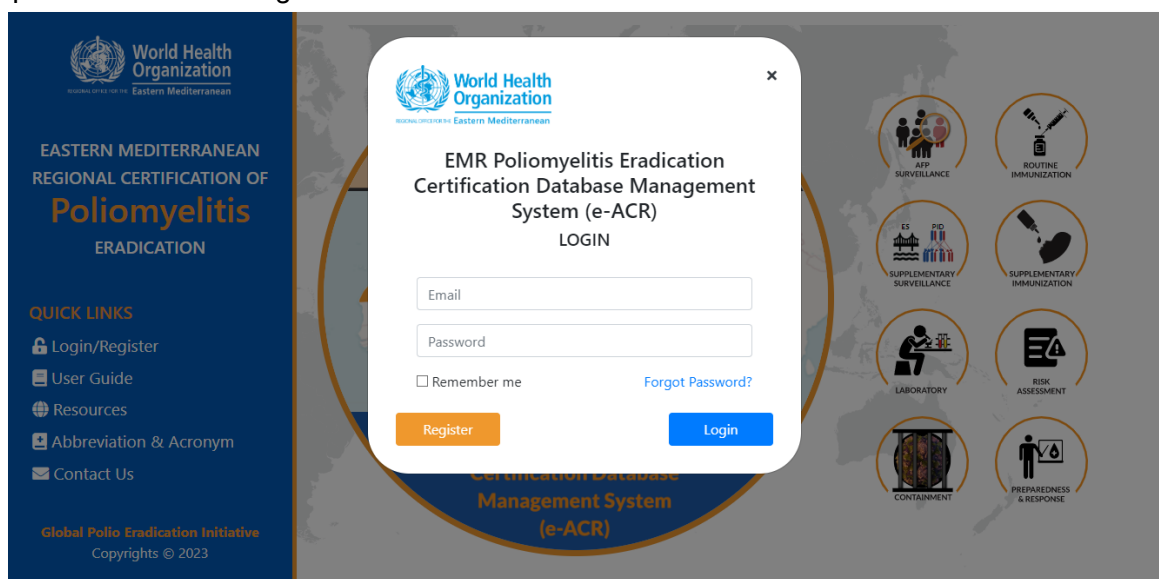


Figure 434: Home Screen of e-ACR – Login Screen

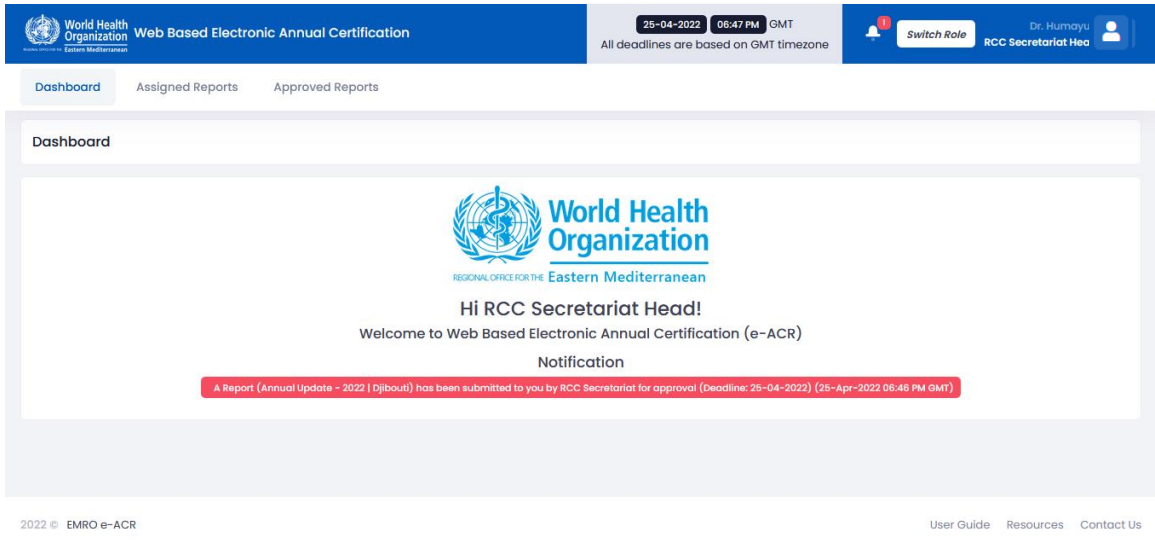


Figure 435: RCC Sect. Head Receives the Notification of the Report on Dashboard

9.3 Accessing the report

RCC Sect. Head accesses the report and click “View”. Kindly note that no other option is available to the user under action column at this point in time

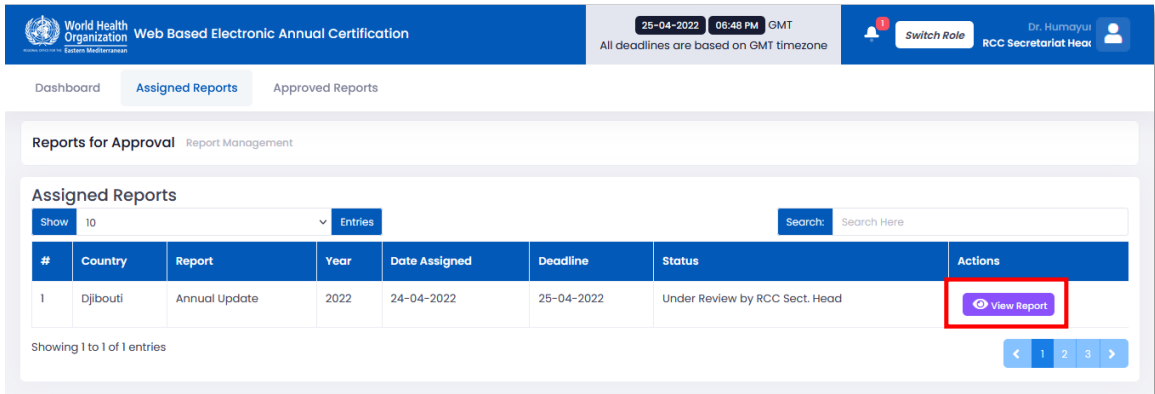


Figure 436: RCC Sect. Head Accesses the Report and Click “View Report”

9.4 Entering comments/approval

9.4.1 The RCC Sect. Head will go to comments matrix and review the replies by the country

World Health Organization Web Based Electronic Annual Certification

25-04-2022 08:48 PM GMT All deadlines are based on GMT timezone

Dr. Humayun RCC Secretariat Head

Dashboard Assigned Reports Approved Reports

Annual Update - Djibouti (2022) Submission to RCC Chair: 25-04-2022

Comments Matrix Save & Close

Section Name	Section Number	Comment	Action
NATIONAL CERTIFICATION COMMITTEE	11	[RCC Secretariat] [Genera1] 27-08-2022 (08:08 PM) GMT This is a test comment	Go Open Comments Popup
	11	[RCC Secretariat] [Genera1] 27-08-2022 (08:08 PM) GMT Test comment 2	Go Open Comments Popup
	11	[RCC Secretariat] [Genera1] 27-08-2022 (08:08 PM) GMT Test comment 3	Go Open Comments Popup

Previous Section Attachment Matrix

Figure 437: RCC Sect. Head Opens Comments Matrix

9.4.2 RCC Sect Head will save, close and return the approved report. RCC Sect Head has an option of returning the report without approval if required

World Health Organization Web Based Electronic Annual Certification

25-04-2022 08:48 PM GMT All deadlines are based on GMT timezone

Dr. Humayun RCC Secretariat Head

Dashboard Assigned Reports Approved Reports

Reports for Approval Report Management

Assigned Reports

Show 10 Entries Search: Search Here

#	Country	Report	Year	Date Assigned	Deadline	Status	Actions
1	Djibouti	Annual Update	2022	24-04-2022	25-04-2022	Under Review by RCC Sect. Head	View Report Approve Return Report to RCC Secretariat

Showing 1 to 1 of 1 entries

Figure 438: RCC Sect Head may Approve/Return the Report

9.5 Return back to RCC Sect.

9.5.1 On approval of the report an email will be generated for RCC Sect.

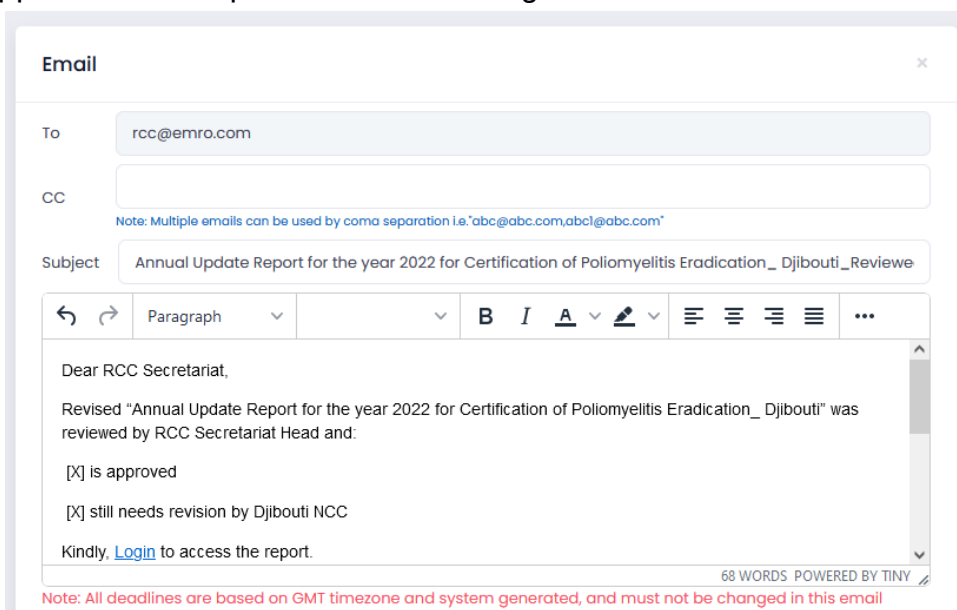


Figure 439: RCC Sect. Receives the Email Notification of the Approved Report

9.5.2 Having received the final approval from RCC Chair, RCC sect. will go to Report Management/View Status

9.5.3 Under action Column RCC Sect. will have the option of generating PDF

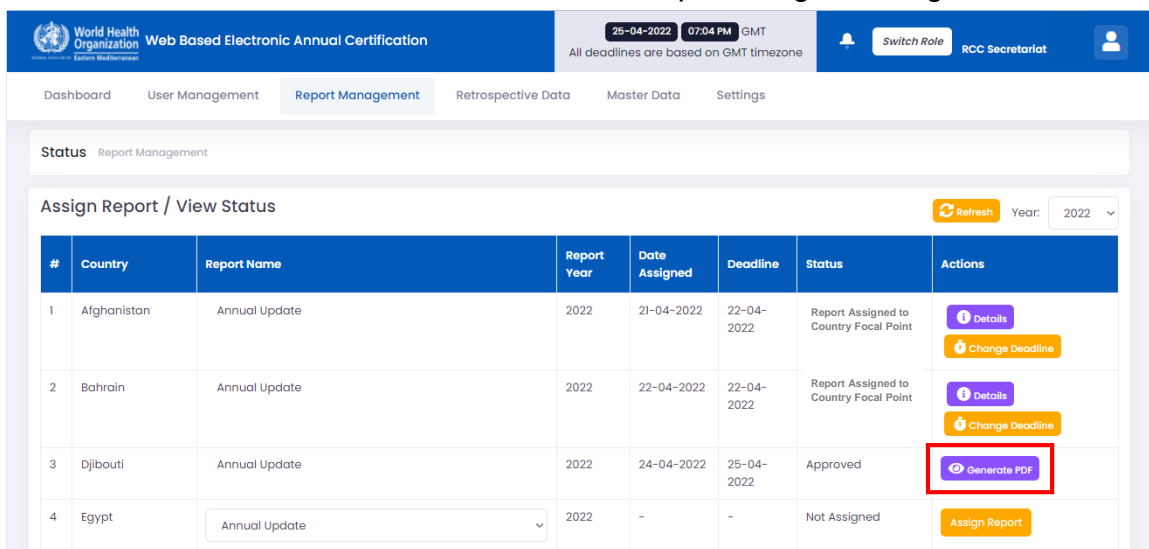


Figure 440: Generation of PDF

9.5.4 RCC Sect can under the tab download "Approval Letter, PDF of Approved report and Annexes"

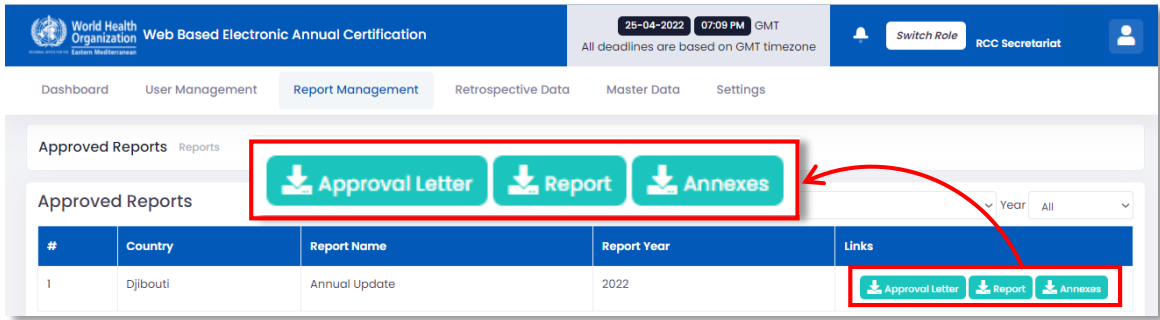


Figure 441: RCC Sect can Download “Approval Letter, PDF of Approved Report and Annexes”

9.5.5 Following are the specimens of downloaded PDFs of Approved Report and Covering Letter

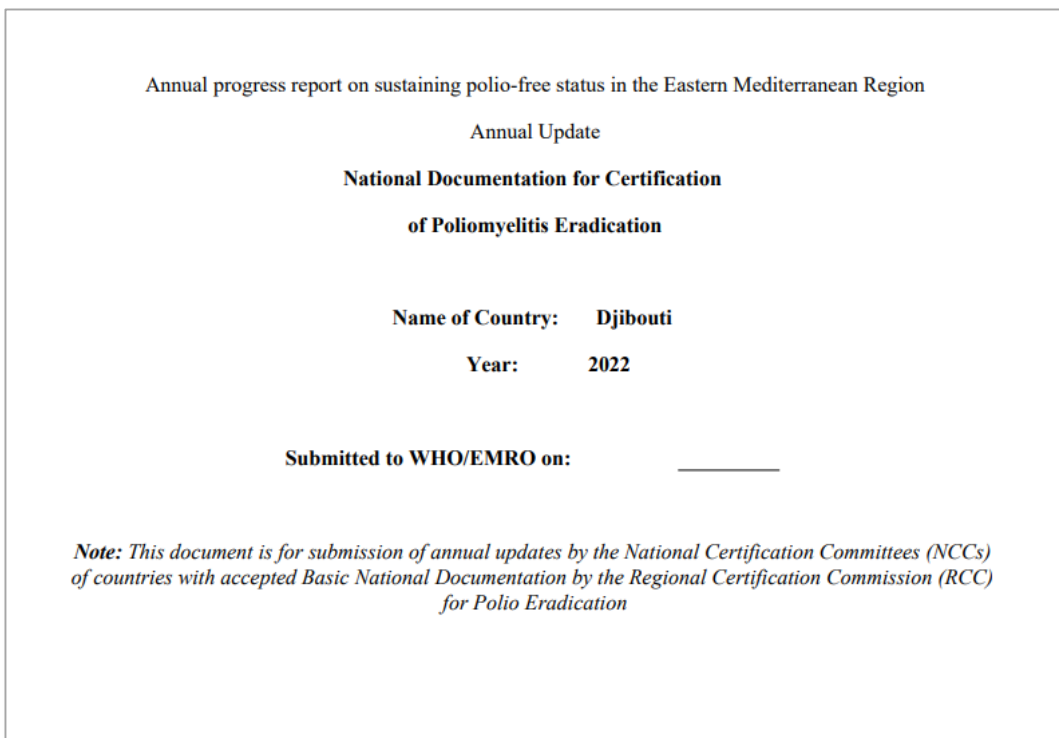


Figure 442: PDF version of the Approved Report

POL/eACR/EGY/2022/AL
P5/61/5

Date: 25/04/2022

Dear Yasir,

We wish to refer to Djibouti Annual Update report for the year 2022. The RCC has received the revised report. A careful review has shown that the revised report has been amended to include responses to the comments raised on the earlier version.

Accordingly, the RCC is pleased to inform you that the revised report has been *formally accepted*. We look forward to seeing you at the following meeting in 2024 to discuss the Annual Update for the year 2023 and other important issues related to certification.

We would like to thank you for your active cooperation with the Regional Commission for Certification of Poliomyelitis in the Eastern Mediterranean Region.

Thank you and with best regards.

Yours sincerely,

Dr Yagob Y. Al Mazrou
Chairman
EM Regional Certification Commission
(Electronic Annual Certification Generated
No Signature Required)

Yasir
Chairperson, National Certification Committee
XXXXXXXX
Djibouti

Figure 443: PDF Version of the Covering Letter

4. WHO COUNTRY USER

2. WHO COUNTRY USER

10.1 Roles

- View flow of assigned report
- View all country approved reports
- View all country historical reports

10.2 Log in

10.2.1 On eACR Home Page, Click the “Login/Register” link on the left panel. A popup will appear where the user will enter his/her registered email and the password provided with the registration approval notification e-mail. In case of prior registration and changing the user password, please use your latest change password. Press login button.

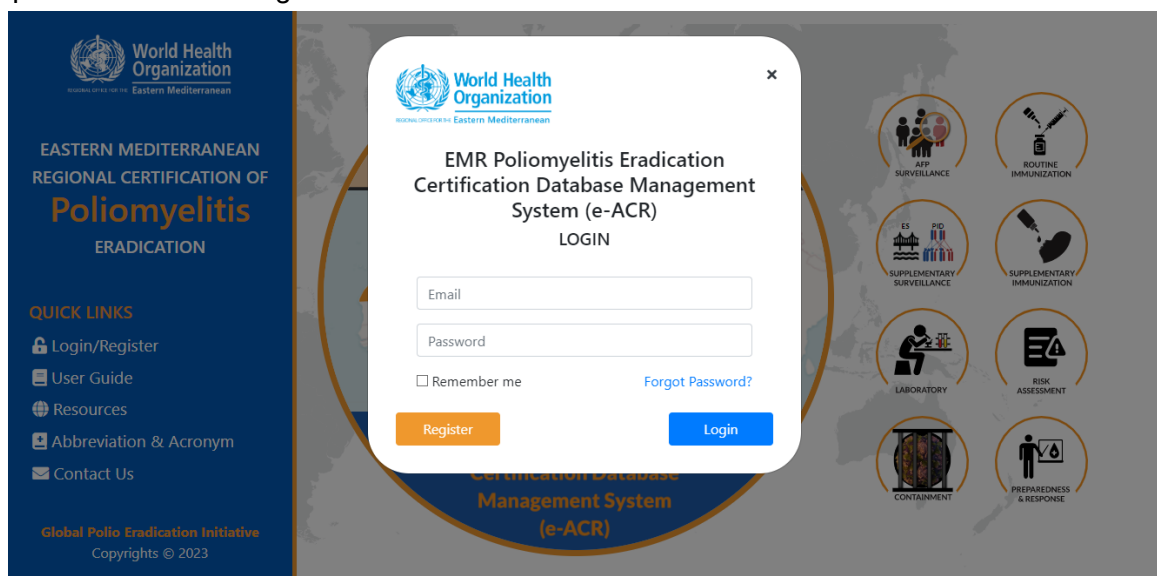


Figure 444: Home Screen of e-ACR – Login Screen

10.2.2 After login, country user can view flow of assigned reports on dashboard by clicking “History” button. A detail view of history of report like User, Role, Assigned Date, Deadline Date and Submission Date.

Report: Annual Progress Report 2013
Current Status: Report Assigned to Country Focal Point

#	User	Role	Assigned Date	Deadline Date	Submitted Date
1	Ahmed Shoukry	Country User	15-Feb-2023 (10:04 AM)	15-Feb-2023	-
2	TEST COUNTRY USER	Country User	16-Feb-2023 (09:39 AM)	16-Feb-2023	16-Feb-2023 (09:56 AM)
3	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:10 AM)
4	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:25 AM)
5	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:52 AM)
6	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:44 AM)
7	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	-
8	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (11:16 AM)
9	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:53 AM)
10	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:45 AM)
11	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:47 AM)
12	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (10:48 AM)
13	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (11:10 AM)
14	TEST COUNTRY USER	Country User	16-Feb-2023 (09:59 AM)	16-Feb-2023	16-Feb-2023 (11:04 AM)
15	Wasif Raza	Country Focal Point	15-Feb-2023 (05:25 AM)	15-Feb-2023	-

Report: Annual Update 2012
Current Status: Under Review by RCC Secretariat

#	User	Role	Assigned Date	Deadline Date	Submitted Date
1	Wasif Raza	Country Focal Point	14-Feb-2023 (09:57 AM)	14-Feb-2023	-
2	NCC CHAIR NAME	NCC Member	15-Feb-2023 (11:33 AM)	14-Feb-2023	-
3	TEST COUNTRY NCC MEMBER 1	NCC Member	17-Feb-2023 (04:47 AM)	18-Feb-2023	-
4	NCC CHAIR NAME	NCC Member	17-Feb-2023 (08:21 AM)	18-Feb-2023	-

Figure 445: Country User – Report History Dashboard

10.3 Flow of Assigned Report

10.3.1 Country user can view reports details in Report Section, this view includes Assigned by, Assigned to, Assigned Date, Submission Date and Status.

Report Details

#	Assigned By	Assigned To	Assigned Date	Submission Date	Status	Download Files
1	RCC Secretariat (RCC Secretariat)	Wasif Raza (Country Focal Point)	15-Feb-2023	-	Country Focal Point Data Entry in progress	

Figure 446 : Country User - Reports

10.4 Country Approved Reports

10.4.1 Country user can view approved reports in Approved Report Section, this view includes Country, Report Name, Report Year and Links.

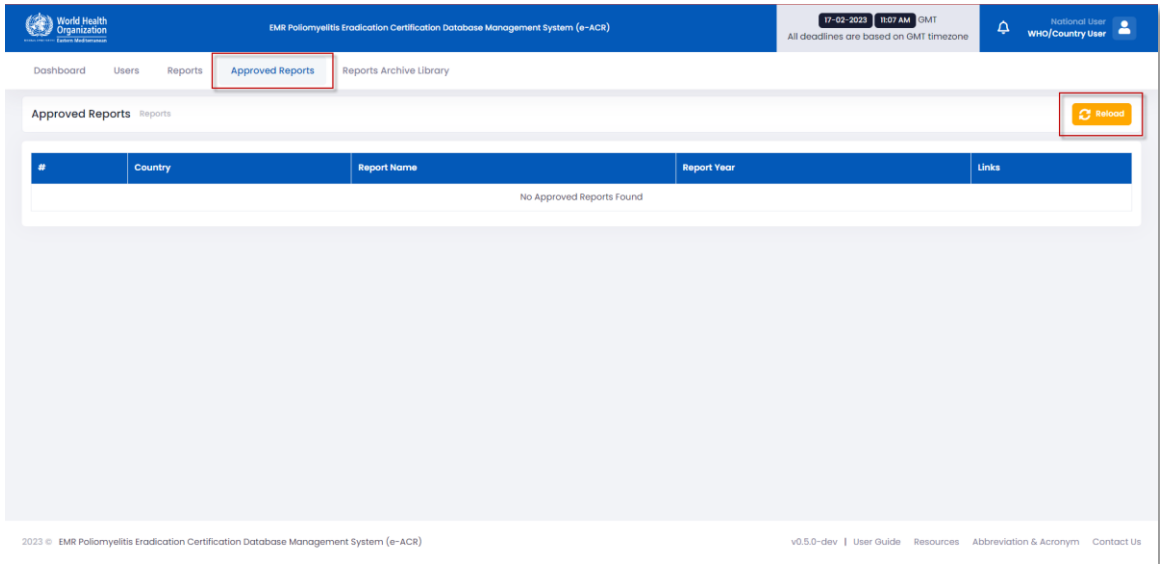


Figure 447 : Country User - Approved Reports

10.5 Country Historical Reports

10.5.1 Country user can view archive reports in Reports Archive Library, this view includes Country, Year, Report Name, Report Name and Document/s. Country user can search the report with Year, Report Type and Report Name filters.

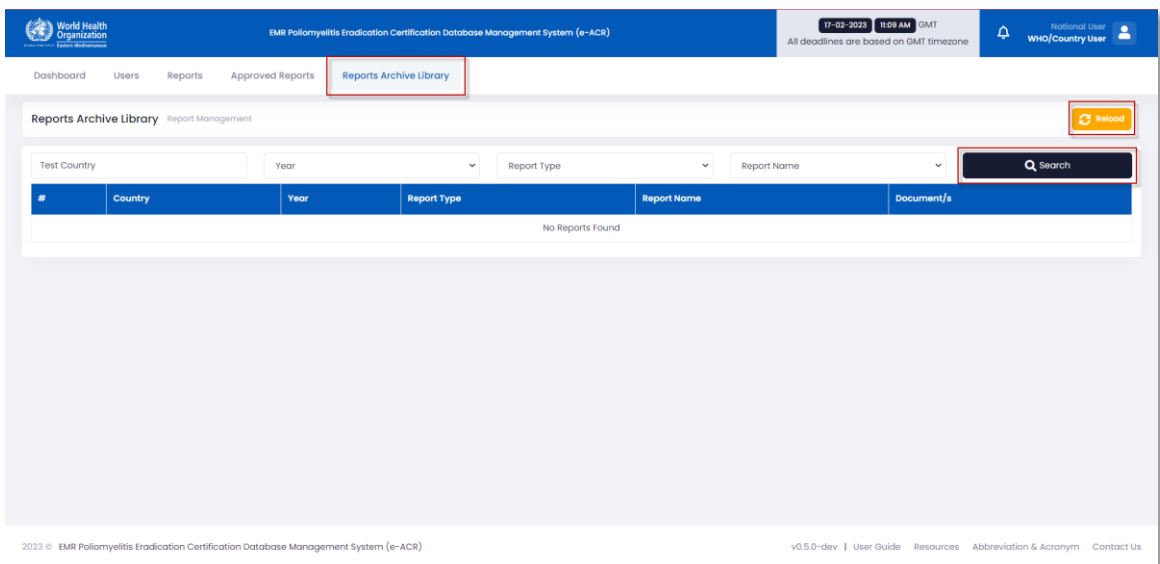




Figure 448 : Country User - Reports Archive History

USER GUIDE

e-ACR User Guide has been developed by
SysReforms International, Pakistan for WHO EMRO

-  Head Office: Office 8, Ground Floor, Hamadan Heights,
Koral Interchange, Express Highway,
Islamabad, 46000.
-  www.sysreforms.com
-  info@sysreforms.com
-  +92 51 8743328, +92 322 5121234, +92 345 5115722