CCEM 2 - Installation Instructions

System requirements for CCEM 2 to operate on a personal computer include a minimum RAM of 1.0 GHz and at least 500 Mb of free hard disk space. CCEM 2 runs most efficiently with the Windows XP operating system (Service Pack 2 or later) and requires MS Access 2007.

It is important that all data are entered into the same CCEM 2.accdb file at a national or if implemented in a decentralized system, at a sub-national level. Data files from a sub-national database can be sent to the national data manager to maintain a national inventory if a centralized system is implemented. Please see the CCEM 2 User Manual for more information on decentralized CCEM 2 implementation.

The following six MS Access files are mandatory and must reside in the same folder for successful execution of the CCEM 2 tool:

File name	Description
CCEM 2.accdb	Includes the main database file and the modeling and reporting functionalities of the CCEM 2 Tool. When exploring the functionalities of the CCEM tool using a practice dataset, the CCEM 2 Practice.accdb file can replace this file in a folder specific to practice of CCEM 2 functions.
blank.accdb	Used to generate backups/feed forward files.
criterias.accdb	Holds the saved removal/allocation criteria.
pictures.accdb	Holds the pictures of the standard equipments.
Exception.accdb	CCEM-related exception details are logged in this database file.
WHO.accdb	Supports export to WHO Excel tools for cold chain planning.

For best results, create a single CCEM 2 folder on a main computer that is assessable to all appropriate staff. This will ensure that all data is entered into a single CCEM database and that a complete national cold chain inventory database is achieved.

Downloading CCEM 2 from the Internet

Three CCEM 2 ZIP files are available for download at http://www.path.org/publications/details.php?i=1569: CCEM 2.zip, CCEM 2 Practice.zip and CCEM Support Materials.zip

Step 1: Create two folders on your computer or shared network drive:

1. The first folder can be labelled “CCEM 2” and will contain all six MS Access files for the CCEM 2 tool and all of the CCEM support materials (CCEM User Manual, Cold Chain Equipment Inventory Questionnaires, the Questionnaire Guide and Equipment Identification Guide.)

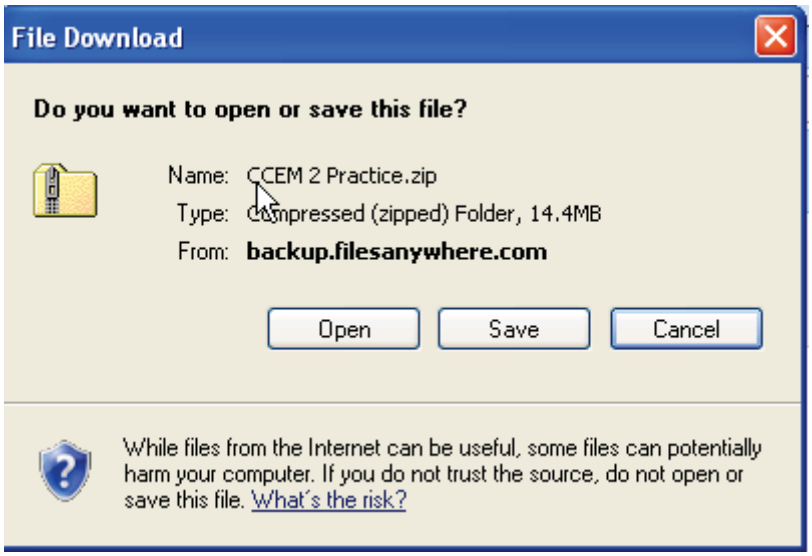
2. The second folder, labelled “CCEM 2 Practice” will be used for the CCEM 2 practice files that contain sample database and must not be used to enter national cold chain equipment data.

Step 2: Save CCEM ZIP files to your computer:

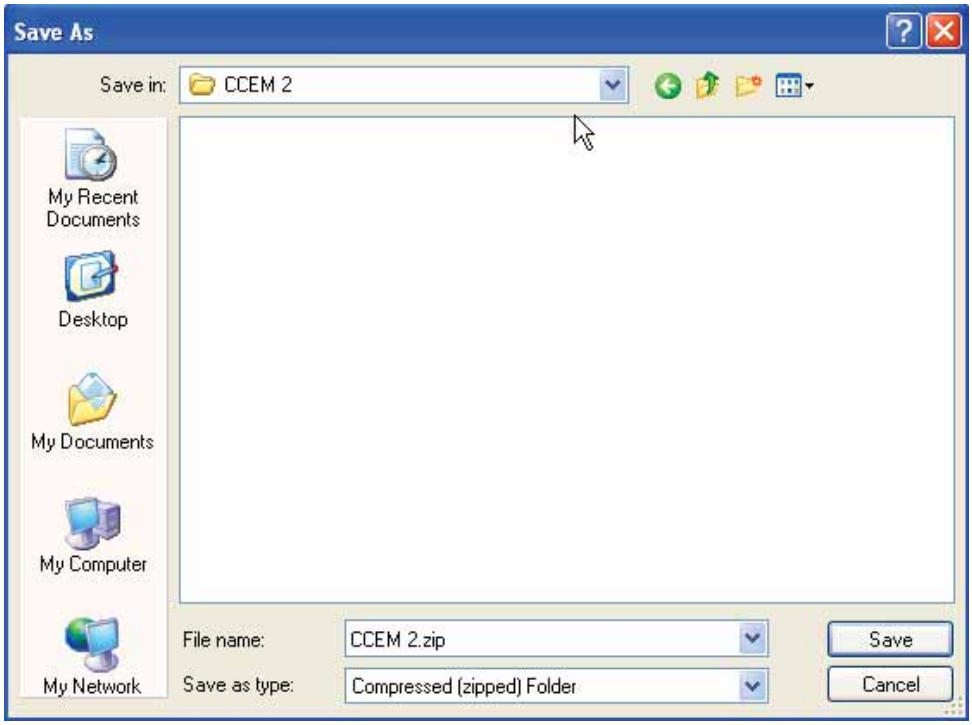
1. Click the CCEM 2.zip link and download a zipped folder with the six essential Access files required to operate CCEM 2.

2. Follow the on-screen instructions for file download:

- Click "Save" when asked "Do you want to open or save this file?"

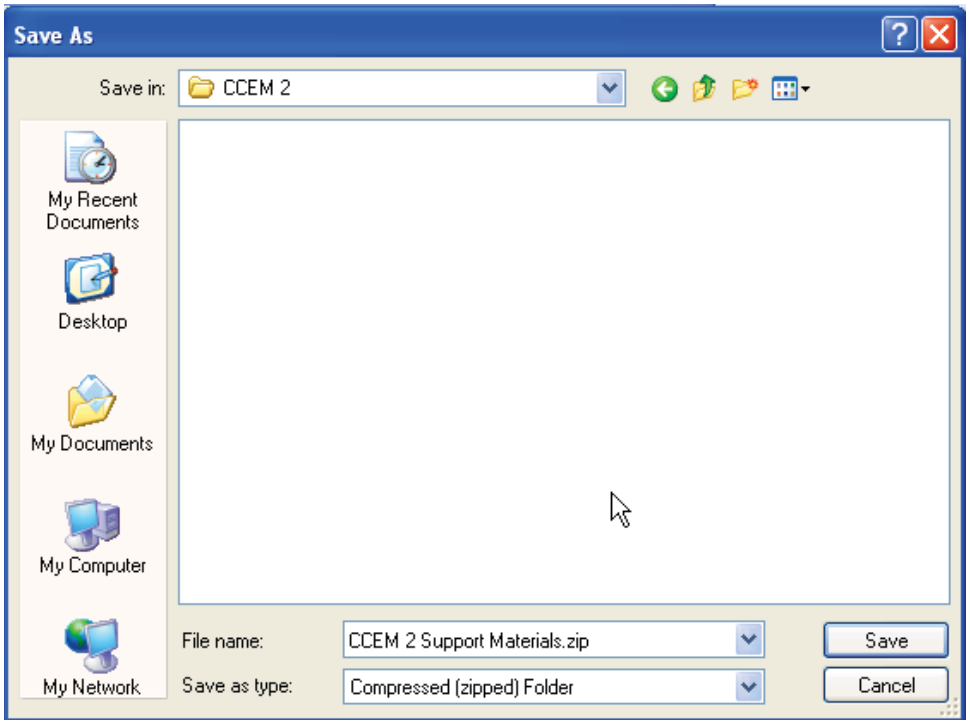


- Choose the "CCEM 2" folder that you created on your computer or shared drive and click "Open."
- Click "Save" to download the self-extracting zip file to the "CCEM Tool" folder.



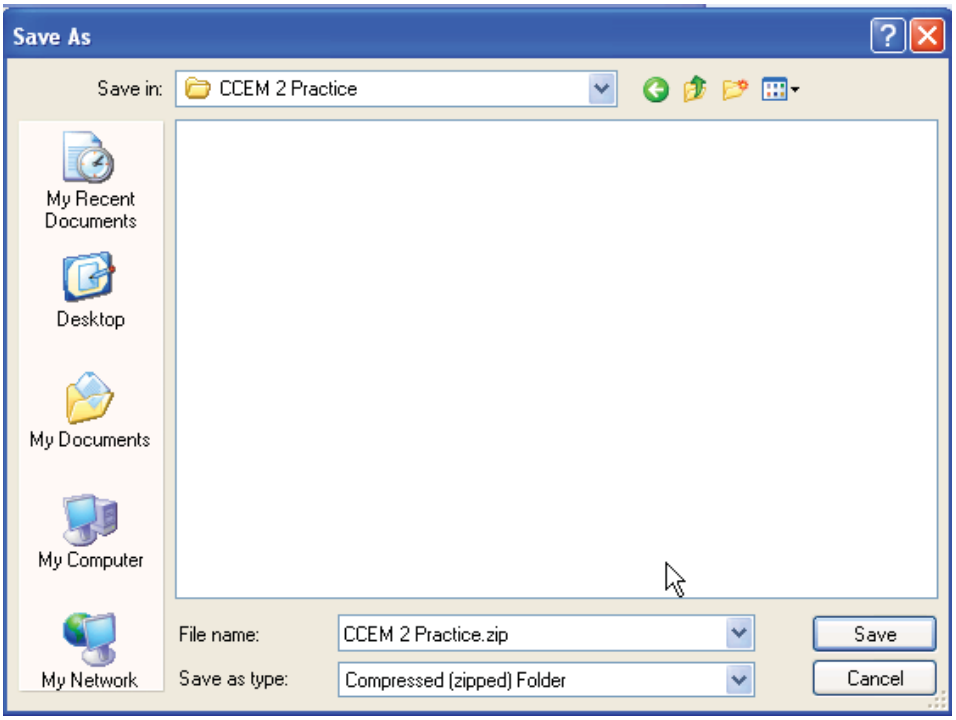
3. Click on the "CCEM 2 Support Materials.zip" link and download to the "CCEM 2" folder this ZIP file containing the following support documents:

- CCEM 2 User Manual
- Guide to Cold Chain Inventory Questionnaires
- Cold Chain Inventory Equipment Identification Guide
- Health Facility Questionnaire
- Refrigerator/Freezer Questionnaire
- Vaccine Cold Boxes, Carriers, and Ice Packs Questionnaire
- Cold Room Questionnaire
- Generator Questionnaire
- Voltage Regulator Questionnaire



4. Once finished, you should have two zip files in the "CCEM Tool" folder on your computer, CCEM 2 Support Materials.zip and CCEM 2.zip.

5. Repeat Step 2 to save the CCEM 2 Practice.zip file in the "CCEM 2 Practice" folder.



Step 3: Unzip the three ZIP files:

If you do not have an unzip program, visit www.winzip.com.

1. Go to the "CCEM 2" folder on your desktop. You will see two self-extracting zip files in the folder

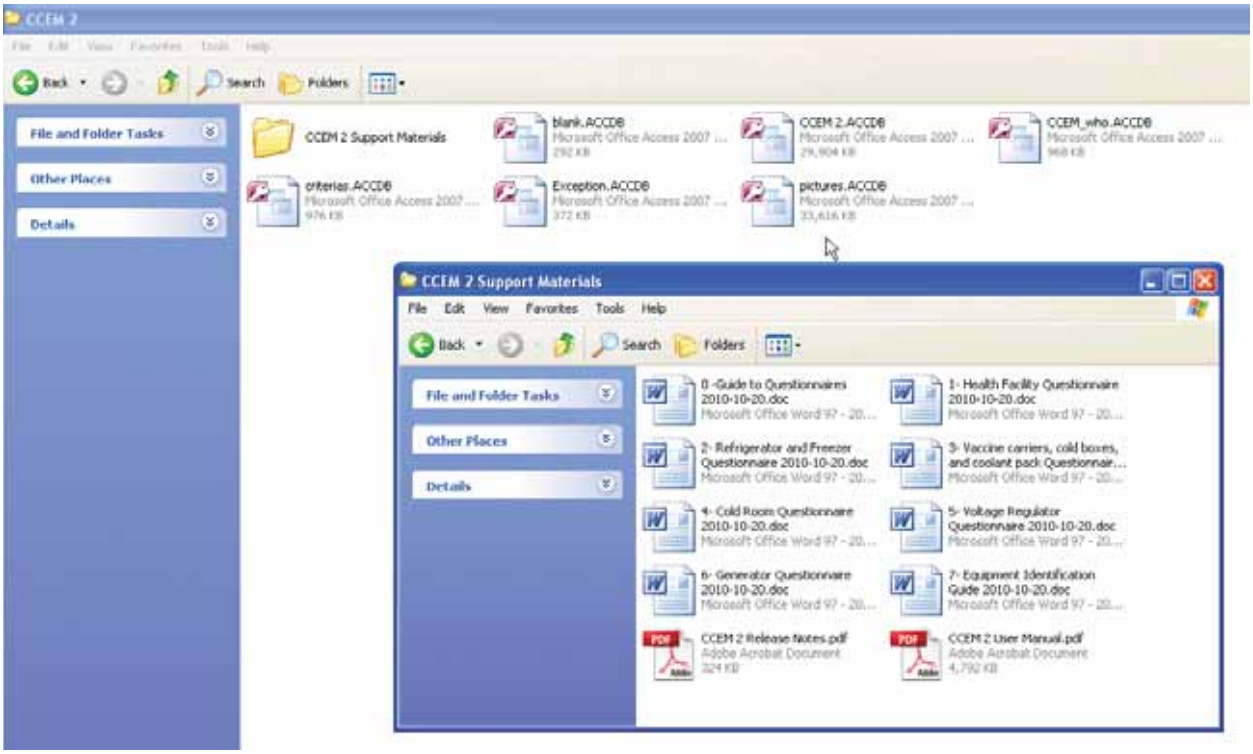
2. Double-click on the CCEM 2.zip file

3. Click the "Browse" button and choose the "CCEM 2" folder

4. Click "Unzip"

5. Click "Close" when the unzipping process is complete

6. Repeat steps 2-5 for the CCEM 2 Support Materials.zip file, creating a folder within the CCEM 2 folder for these files. Your file structure will look as follows:



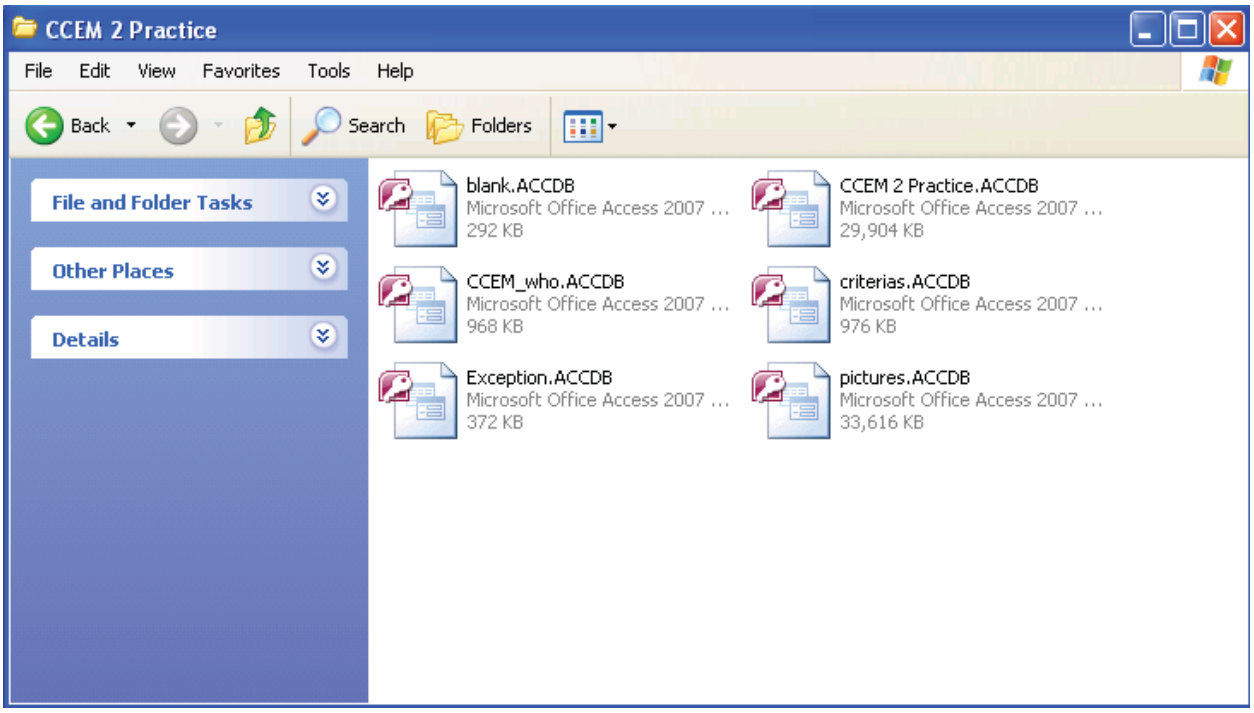
7. Go to the “CCEM 2 Practice” folder on your desktop. You will see one self-extracting zip files in the folder, CCEM 2 Practice.zip.

8. Double-click on CCEM 2 Practice.zip.

3. Click the “Browse” button and choose the “CCEM 2 Practice” folder.

4. Click “Unzip”

5. Click “Close” when the unzipping process is complete. Your files structure should resemble the following:


CCEM 2 Practice
File Edit View Favorites Tools Help
Back Search Folders
File and Folder Tasks
Other Places
Details
blank.ACCDB
Microsoft Office Access 2007 ...
292 KB
CCEM 2 Practice.ACCDB
Microsoft Office Access 2007 ...
29,904 KB
CCEM_who.ACCDB
Microsoft Office Access 2007 ...
968 KB
criterias.ACCDB
Microsoft Office Access 2007 ...
976 KB
Exception.ACCDB
Microsoft Office Access 2007 ...
372 KB
pictures.ACCDB
Microsoft Office Access 2007 ...
33,616 KB

Removing unnecessary security warnings from MS Access 2007

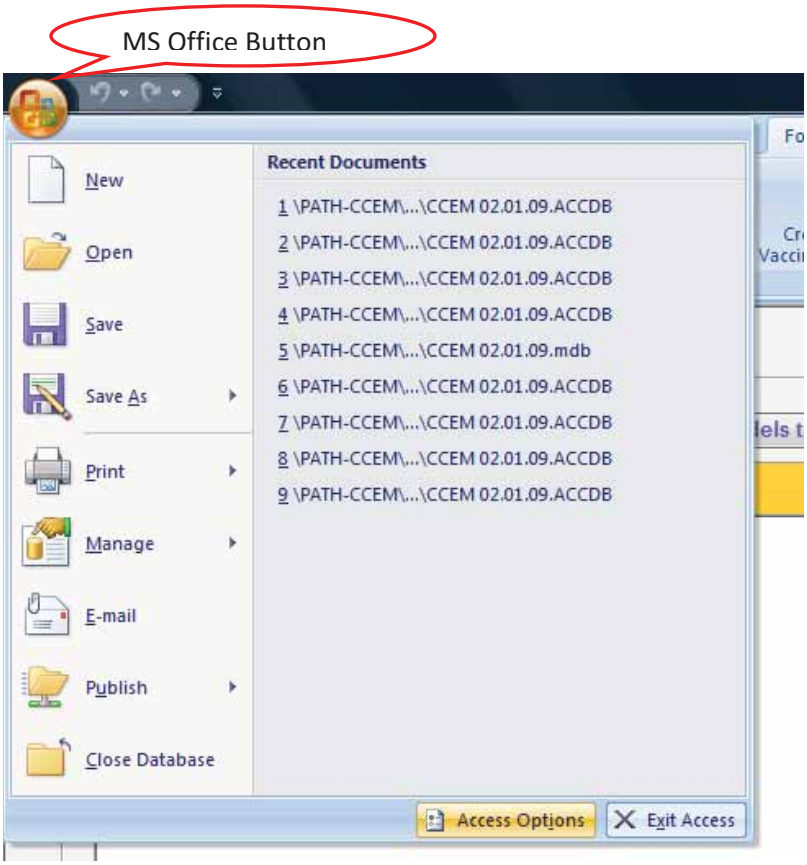
The following setup has to be done for successful functioning of CCEM without being interrupted by security warning:

1. Open CCEM 2

2. Click the Office button top left of MS Access 2007 menus and Click Close Database

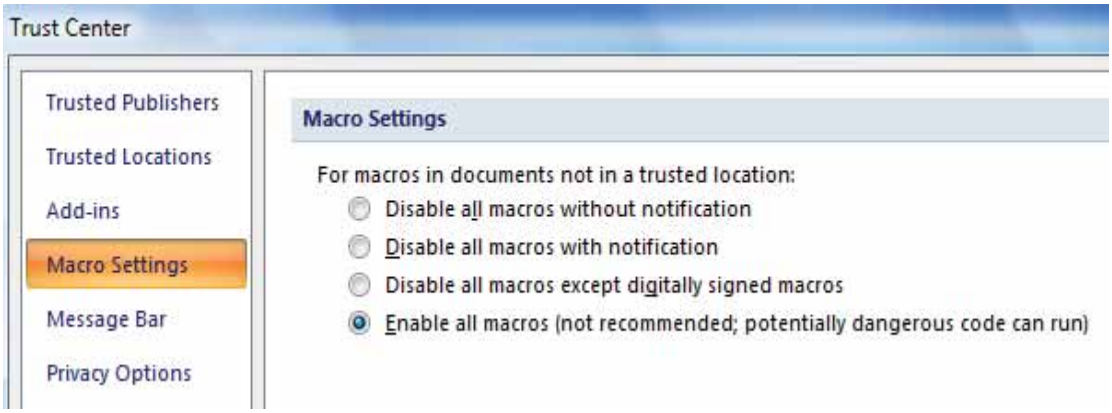
3. Click the Office button top left of MS Access 2007 again (see following image)

4. Click Access options on the bottom panel (see following image)



5. Select Trust Center from left menu and click Trust Center Setting bottom right.

6. Select Macro Settings from left menu and select Enable all macro as shown below.



7. Click OK

8. Reopen the CCEM 2.accdb file or CCEM 2 Practice.accdb file