



COUNTRY RESPONSE INFORMATION SYSTEM

version 1.0



UNGASS DATA ENTRY SOFTWARE: GLOBAL REPORTING 2008

USER GUIDE

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1. INTRODUCING THE UNGASS DATA ENTRY SOFTWARE

This guide explains how to use the UNGASS Data Entry Software: Global Reporting 2008 to enter indicator data. Instructions for sending the completed data to UNAIDS are also provided. The deadline for submitting the report is Thursday, January 31, 2008.

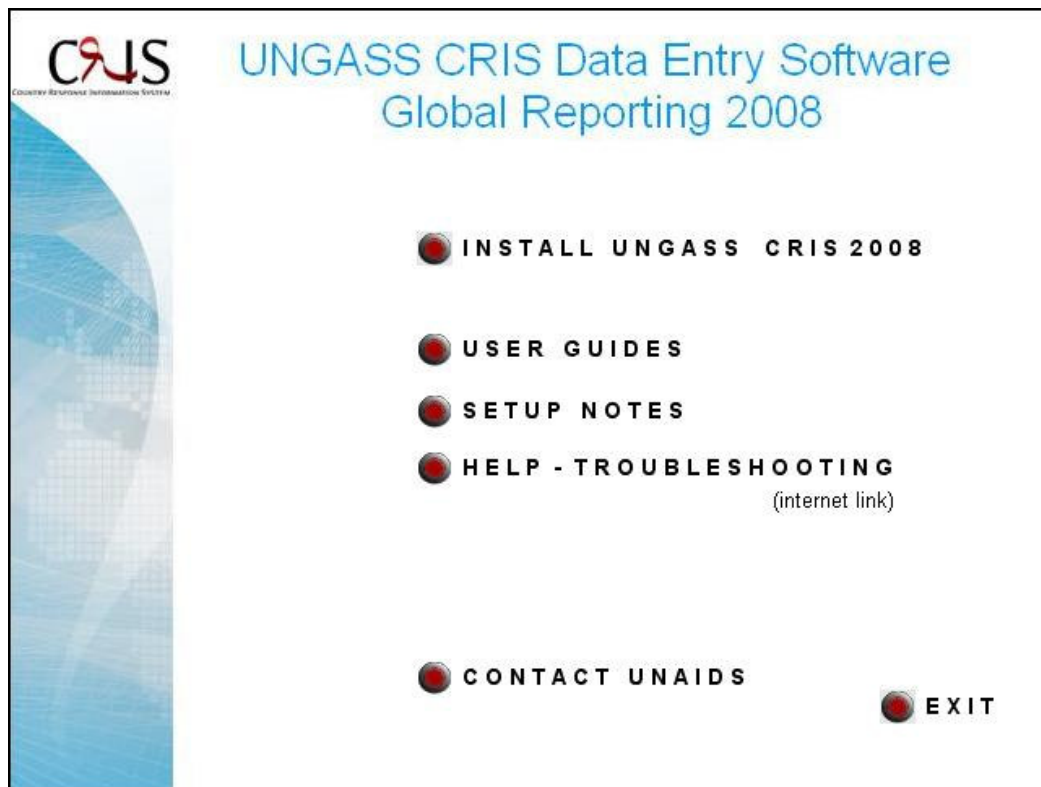
The indicators themselves are defined in *Monitoring the Declaration of Commitment on HIV/AIDS, Guidelines on Construction of Core Indicators, 2008 Reporting*. This document should be referred to for explanations specific to an indicator and can be found with the documentation on the UNGASS Data Entry Software: Global Reporting 2008 CD-ROM. Upon insertion of the CD-ROM, click **User Guides** in the Main Menu and then select the **Indicator Manual** in your preferred language. Furthermore, there are links to on-screen instructions for various indicators in the software itself to assist you during the data entry process.

Please email us at UNGASSindicators@unaids.org if any questions or problems arise while using the software.

2. GETTING STARTED

Installing the software

Insert the CD-ROM into the drive on your computer.



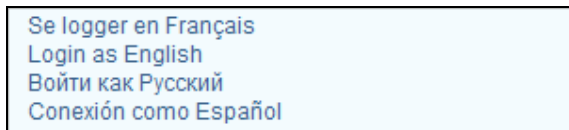
If the Setup Wizard does not automatically start, then use Windows Explorer to locate and double click on the installer file (Setup.exe) on the CD-ROM. In the event that you encounter problems during installation, refer to the Setup Notes found on the CD-ROM.

Starting the software (after installation)



Double click the Launch UNGASS 08 icon found on your computer's desktop to start the software. The UNGASS Data Entry Software: Global Reporting 2008 is available in four UN languages: French, English, Russian and Spanish.

On the Logon page, click the link corresponding to your preferred language.



Choosing the country

The first time the software is started, you are asked to select the pertinent country. Choose your country in the drop-down list. If the country is not listed, then you can input its name in the text box underneath. Click **Save**. Consequently any data entered into the software is classified as belonging to the chosen country. See Using Administration to learn more about entering data on behalf of another country.

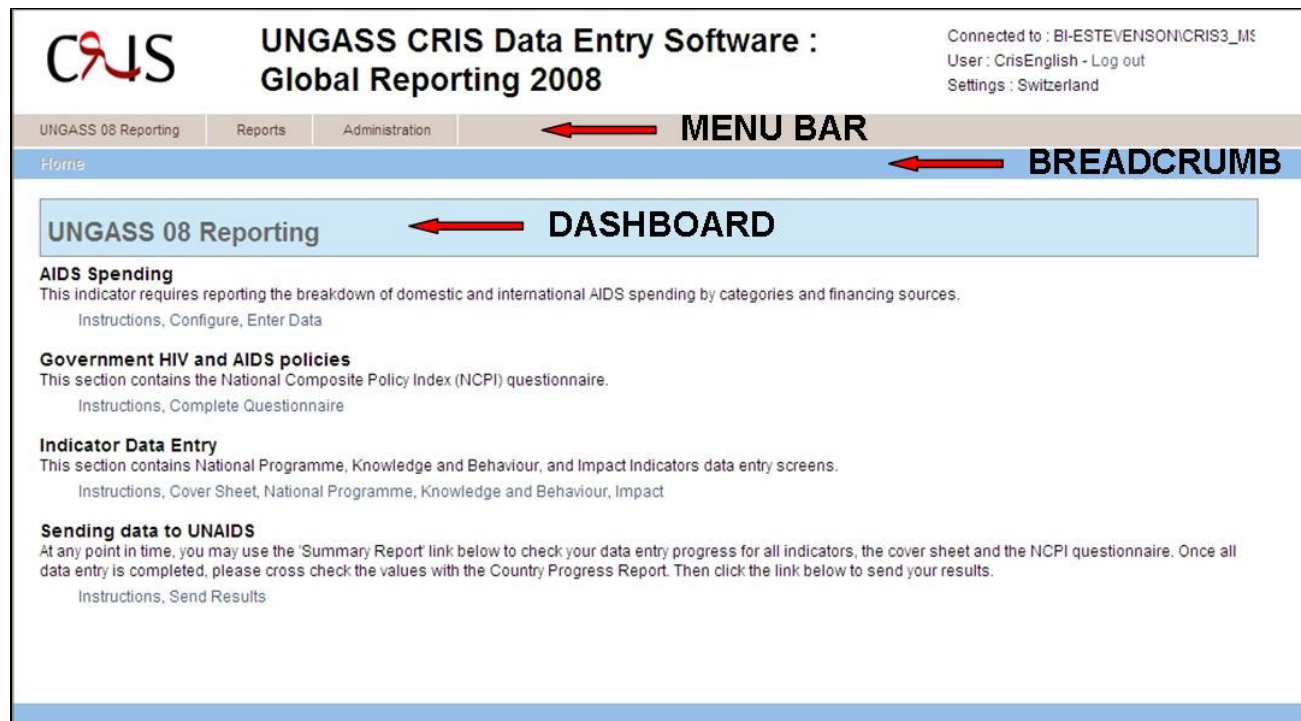
Choose your country	<input type="text" value="Select a country or write your own value"/>
	<input type="text" value="If the country is not listed in the choices above, type its name:"/>

3. GENERAL FEATURES

By reading through the next section, you will become acquainted with the graphical user interface.

Navigating

The Home page for the software is divided into three main parts: the Menu bar, the Breadcrumb, and the UNGASS 08 Reporting Dashboard.



To navigate away from the Home page:

- Move the mouse cursor over the Menu bar and click the desired item.
- Click the desired link in the UNGASS 08 Reporting Dashboard.

The Breadcrumb will always tell you how you got to where you are. You can click on a link in the Breadcrumb trail in order to go back to a page that you arrived at previously.

To navigate back to the Home page:

- Click the CRIS icon in the top left corner of the page.
- Click **Home** in the Breadcrumb.
- Click **UNGASS 08 Reporting** in the Menu bar.

There are two ways to directly navigate to indicators on the Home page: the UNGASS 08 Reporting Dashboard and the UNGASS 08 Reporting Menu. The indicators are organized within the software according to the Table of Contents in the *Guidelines on Construction of Core Indicators, 2008 Reporting*. The structure appears like this:

UNGASS 08 Reporting Menu	UNGASS 08 Reporting Dashboard	Indicator Code(s)
National Commitment and Action - AIDS Spending	AIDS Spending	1
National Commitment and Action - NCPI	Government HIV and AIDS Policies	2
National Programme Indicators	National Programme	3 - 11
Knowledge and Behaviour Indicators	Knowledge and Behaviour	12 - 21
Impact Indicators	Impact	22 - 24






To navigate to the Summary Report:

- Go to **Reports > Summary Report** in the Menu bar.
- Go to **UNGASS 08 Reporting > Sending Data to UNAIDS > Send Results** in the Menu bar.






See Using Reports to find a description of the Summary Report.

Editing the data

Each Indicator page has a toolbar containing Back, Edit, Enter Indicator Values, and Print Blank Copy icons.


Toolbar Icon	Usage
	The Back icon (equivalent to the back button in the Internet browser window) navigates to the previous page.
	The Edit icon allows you to input or update data. Whenever you are in edit mode, a Save icon  also appears in the toolbar.
	The Enter Indicator Values icon does not become available until you decide that an indicator is relevant to your country. By clicking the icon, you are taken to an Indicator Values page.
	The Print Blank Copy icon enables you to view or save an empty indicator data entry form (PDF version). Click Open in the File Download window and then use the print button in Adobe to make a printout.

In general, data entry is accomplished by inputting text or number values, choosing from drop-down lists, making circle or box selections, and so forth. Some additional tools are provided to assist you during the process.

Data Entry Icon	Usage
	The Calendar tool allows you to pick a date. By clicking the icon, a 1-month calendar is initially displayed. Click on a day to select the corresponding date in mm/dd/yyyy format. Click on the left or right arrows to move to the previous or next month. Click <Month, Year> at the top of the calendar to display 12 months and to easily select another month in a given year. Click <Year> at the top of the calendar to display 12 years and to quickly select another year.
	Comments can be added to each indicator. The Format Text tool offers basic style and effect buttons above the input box in order to add formatting the text.
	The Calculation tool can be found next to indicator value cells. Click the icon and choose Calculation from the contextual menu to compute the final indicator value (violet cell) as a percentage. Place the mouse cursor over the Calculation icon and note how the cells contributing to the final value are highlighted in light blue. When a value has been automatically calculated, then a Calculator icon  appears next to the cell. If the numerator or denominator is subsequently changed, the calculated value does not update automatically. You need to click the Calculation icon again to redo the computation.
	Comments can also be added to each indicator value. The Comment icon is blue when there is no comment. Text is appended by clicking on the icon. When subsequently saved, the icon turns yellow. The comments are then displayed whenever you place the mouse cursor over them.

Saving the data

It is considered good practice to save your work as often as possible when using the UNGASS Data Entry Software: Global

Reporting 2008. If the Save icon  is visible in the toolbar of a page, then click it each time you finish entering data and before navigating away to another page. Otherwise you run the risk of wasting your time and labour.

The data entry process does not need to be done in a single session. In other words, you can always begin one or more indicators and work partially. It is important to save your data frequently. Even if you are not finished, you can log out and continue working at another time.

If you missed a required field (always denoted by a red asterisk, *), then error messages will appear on a page when you click **Save**. When this happens, your data is not saved. You must first correct the problem and then click **Save** again.

Please note that if the software is idle for 120 minutes, a warning message appears informing you that your work is about to be lost. If you do not take any action before the timeout, the software will attempt to automatically save your work. However, if your data is invalid, then you are automatically logged out and the last task performed is ended without saving.

4. USING UNGASS 08 REPORTING

Navigate to an Indicator page from the Home page by way of the UNGASS 08 Reporting Dashboard or UNGASS 08 Reporting Menu. Links to on-screen instructions can also be found as menu or dashboard items. Basic directions for accomplishing the data entry and some important tips regarding specific indicators are given below.

Working with the Cover Sheet

- 1 On the Cover Sheet page, complete the form.
- 2 The country chosen the first time you logged in should appear as the default in the Country field. If not, choose your country again.
- 3 Click **Save**.

In the Summary Report, progress made in the Cover Sheet is indicated as the number of questions answered out of 11 total questions.

Working with the AIDS Spending Indicator

- 1 This indicator must be initially configured to reflect spending in your country before any data can be entered. On the Configure AIDS Spending Indicator page, choose the appropriate AIDS Spending Categories and Financing Sources in the drop-down lists. Select one or more items by clicking on it (i.e. box is checked). Deselect one or more items by clicking on it again (i.e. box is unchecked).
- 2 Click **Save**. Once the AIDS Spending indicator is configured properly with at least one category and one financial source, then the Enter Data icon becomes available in the toolbar.
- 3 Click **Enter Data**.
- 4 On the AIDS Spending page, click **Edit**. Enter the data accordingly. All spending should be reported in the local currency.
- 5 Click **Save**.
- 6 Click **Enter Indicator Values**. On the AIDS Spending Indicator Values page, click **Edit**.
- 7 It is important to fill in each and every cell whether or not you have a numeric value to input into it. The following can be either typed in or selected from the Calculation tool:
 - **Not Applicable**. This is the default value. The type of expenditure is not related to the country and therefore was not measured.
 - **No Data Available**. An attempt was made to obtain spending data but collection of the data was not feasible or the data does not exist.
 - **0 Expenditure**. The expenditure was actually measured and deemed to be zero.
 - **Calculation**. Automatically compute the sub-total or total.
- 8 Click **Save**.

In the Summary Report, the status for AIDS Spending is related to the amount of data entry accomplished. The statuses are as follows:



Data entry not started.



Data entry partially filled out.



Data entry completed.

Working with the NCPI Questionnaire

- 1 On the NCPI page, begin to fill in the form. All questions are required. It is strongly recommended that they are answered in the order in which they appear for the sake of data entry accuracy. You will notice a drop-down list that includes all the sections at the top of each NCPI page. There are also Save & Previous and Save & Next buttons to the left and right of the drop-down list (i.e. move to the previous or next section). You can use either of these features to navigate to another page in the questionnaire.

Home > UNGASS 08 Reporting > National Commitment and Action - NCPI > Complete Questionnaire

NCPI - Part A. Section I. Strategic plan

Back Save

Save & previous 3 - Part A. Section I. Strategic plan Save & next

Part A. Section I. Strategic plan

PART A
[to be administered to government officials]

I. STRATEGIC PLAN

1. Has the country developed a national multisectoral strategy/action framework to combat AIDS?
(Multisectoral strategies should include, but are not limited to, those developed by Ministries such as the ones listed under 1.2)

Yes No N/A

- 2 Click **Save** before leaving a page. The data is also automatically saved by using **Save & Previous** or **Save & Next** to navigate to the next or previous section.

In the Summary Report, progress made in the Government HIV and AIDS Policies (NCPI – National Composite Policy Index) is indicated as the number of questions answered out of 201 total questions.

Working with the National Programme, Knowledge and Behaviour, and Impact Indicators

- 1 On an Indicator page, click **Edit**.
- 2 Choose the appropriate Indicator Relevance in the drop-down list:
 - **Indicator Relevant to Our Country - Data Entered.** This means that the indicator is pertinent to the country, data is available, and will be entered. If selected, then the page refreshes and you are asked for the Data Measurement Tool and Data Collection Period. Choosing this option sets the indicator status in the Summary Report to yellow. The status changes to green only when all the indicator data has been entered.
 - **Indicator Relevant to Our Country - No Data Available.** This means that the indicator is pertinent to the country, but no data is available, and thus none will be entered. Choosing this option sets the indicator status in the Summary Report to green.
 - **Indicator Not Relevant to Our Country.** This means that the indicator is not pertinent to the country's epidemic situation. Choosing this option sets the indicator status in the Summary Report to green.
- 3 Input **Comments** in the box. Although the Comments field is not always required, additional information about an indicator is encouraged.
- 4 Click **Save**. Continue to the next action if you selected Indicator Relevant to Our Country - Data Entered above. Otherwise, data entry for the indicator is completed at this point.
- 5 Click **Enter Indicator Values**.
- 6 Click **Edit** on the Indicator Values page.
- 7 Fill in every cell in the matrix including numerators, denominators, and disaggregated data by gender and/or age group. In the best case, you will be able to enter values for both the numerator and denominator. Blood Safety is an absolute example of this. Use the Calculation tool to compute the final indicator value. If a final indicator value is not logical (i.e. not between 0 and 100%) or problematic (see below), then an error message will appear.
- 8 Click **Save**.
- 9 If an error message appears, you must first correct the problem and then click **Save** again. The CRIS database only updates and saves logical or acceptable values.

Ultimately, data entry is never this simple. The following special cases will also be encountered:

- **Data is not available.** This means that the numerator, denominator, and/or final indicator value was not obtainable. Blank cells should not be left empty. They should be marked as Missing in order for the indicator status in the Summary Report to be set to green. To do this, use the feature **Click here to fill all blank cells with missing**. Please note that the Calculation icon only works with numbers. It is intentional that cells with Missing values give rise to calculation errors.







Home > UNGASS 08 Reporting > National Programme Indicators > Blood Safety
 Enter Indicator Values

Blood Safety

Back Save

INDICATOR VALUES

Click [here](#) to fill all blank cells with missing




	All
Indicator Value : Percentage of donated blood units screened for HIV in a quality-assured manner (Percent)	 missing 
Numerator : Number of donated blood units screened for HIV in blood centres/blood screening laboratories that have both: (1) followed documented standard operating procedures and (2) participated in an external quality assurance scheme	 missing 
Denominator : Total number of blood units donated	 missing 

- Manual override of a final indicator value.** This could mean that numerator and denominator values were not available but a final indicator value was (e.g. the Reduction in HIV Prevalence indicator). Or you could also overwrite a calculated value that you know to be misleading. The Calculator icon will then disappear to indicate that the value is no longer the result of an automated computation. Use the Comment icon to explain any overridden values. For example, why did automated computation not lead to the expected result?
- Weighted values.** Another scenario in which automated calculation is not appropriate is when a weighted value is needed such as when the data is derived from population surveys based on probability sampling (e.g. the HIV Testing in the General Population, Support for Children Affected by HIV and AIDS, Orphans: School Attendance, Young People: Knowledge about HIV Prevention, Sex Before the Age of 15, Higher-risk Sex, and Condom Use During High-risk Sex indicators). You will be asked for the Sample Size of Survey Respondents. The weighted numerators and denominators should also be entered into the related cells.
- 2006 and 2007 values need to be reported.** For example, the HIV Treatment: Antiretroviral Therapy and Prevention of Mother-to-Child Transmission indicators require data for both years. In order to switch between the two years, use the Filters toolbar on the Indicator page. By default, the year is 2006. Click **Filters Year 2006** or the arrow icon on the right side of the toolbar to expand it. You can then choose 2007 in the drop-down list. Click **View**. The Indicator page and Indicator Values page are updated for 2007.

Filters (Hide Details...) 

by Year 

In the Summary Report, the status of an indicator is first determined by its relevance to your country and then by the amount of data entry accomplished. The statuses are as follows:

-  Data entry not started. Indicator relevance has not yet been selected.
-  Data entry partially filled out. Indicator is relevant to the country but only partial data has been entered.
-  Data entry completed. Indicator is not relevant, indicator is relevant but no data is available, or the indicator is relevant and all data has been entered (i.e. all cells contain a value).

5. USING REPORTS

The Reports Menu is a direct way to navigate to the Summary Report. It also contains items for opening or saving indicator data in any status as a PDF file (i.e. with a .pdf extension). This is helpful if you want a copy of the data for verification, communication or presentation purposes.

Summary Report

This page is indispensable. It not only gives a concise view of the current status for each indicator, the NCPI Questionnaire and the Cover Sheet, but also displays the final indicator value (in percent) once the work is completed. The status of the work is depicted either graphically or numerically and is described later in this user guide. Furthermore, it is a straightforward way to navigate to an indicator page by simply clicking its name.

You can also save a copy of the Summary Report for your own purposes as a .pdf, .doc, or .xls file. Click **PDF**, **Word** or **Excel** in the Export toolbar at the top of the Summary Report.

Home > Reports > Summary Report

Summary Report

Export : Pdf Word Excel

Data entry for the indicator is: completed partially filled out not started

Cover Sheet

Cover Sheet		0 / 11 question(s) completed
-------------	--	------------------------------

Government HIV and AIDS Policies

1 - AIDS Spending		-
2 - Government HIV and AIDS Policies (NCPI - National Composite Policy Index)		1 / 201 question(s) completed

Indicators

NATIONAL PROGRAMME INDICATORS

3 - Blood Safety		-
4 - HIV Treatment: Antiretroviral Therapy - 2006		-
4 - HIV Treatment: Antiretroviral Therapy - 2007		-
5 - Prevention of Mother-to-Child Transmission - 2006		No data available
5 - Prevention of Mother-to-Child Transmission - 2007		-
6 - Co-Management of Tuberculosis and HIV Treatment		Not relevant
7 - HIV Testing in the General Population		100.00%
8 - HIV Testing in Most-at-Risk Populations - Sex Workers		-
8 - HIV Testing in Most-at-Risk Populations - Men Who have Sex with Men		-
8 - HIV Testing in Most-at-Risk Populations - Injecting Drug Users		-

All Indicator Data and NCPI

You can obtain empty forms to help you in the preparation and data collection process. Go to **Reports > All Indicator Data > Blank Version** to accomplish this for the Cover Sheet and indicator forms (not including the NCPI Questionnaire). Go to **Reports > NCPI > Blank Version** for the questionnaire. In the File Download window, click **Open** to view the file immediately. Then use the print button in Adobe to make a printout. Otherwise, click **Save** in the File Download window to store the file on your computer's hard disk.

Go to **Reports > All Indicator Data > Draft Version** to view or save the indicator data report (not including the Cover Sheet and NCPI Questionnaire) while the work is still in progress. A rough copy of the NCPI Questionnaire can also be downloaded by going to **Reports > NCPI > Draft Version**. Draft versions are all labelled as such.

The finished indicator data report or completed NCPI Questionnaire can be downloaded in the same way. Go to **Reports > All Indicator Data > Final Version** or **Reports > NCPI > Final Version**, respectively.

6. USING ADMINISTRATION

Change Country

Go to **Administration > Change Country** to enter data for another country. The country chosen the first time you logged in should appear as the default in the Choose your Country field. Choose the new country in the drop-down list. Click **Save**. From this point on, all data are relative to the newly selected country.

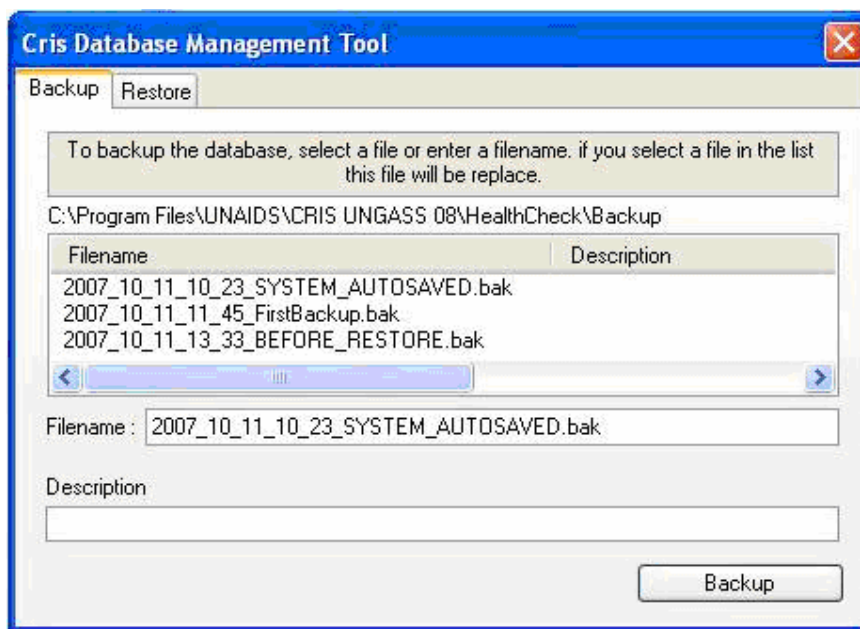
You can return to data entered for a different country by changing and saving the country again.

The current country selection is always displayed in Settings (found in the top right corner of every page), at the top of an exported Summary Report, and at the top of draft or final report versions. When entering data for two or more countries, the following statement will also appear at the top of the Summary Report: **This report has been generated on behalf of <Country>. Click here if you want to change country: Change Country.**

Database Management

The CRIS software stores all your data into a SQL Server database. The CRIS software always uses the most current data, but performing regular backups your database is considered safe practice to avoid data loss in the event of an unexpected system crash. Fortunately, CRIS does this automatically for you thanks to the **CRIS Database Management Tool**.

The CRIS Database Management Tool is available via the Windows Start Menu, in the following location:
All Programs > UNAIDS > CRIS UNGASS 08 > Database Management



The tool presents a simple user interface with 2 tabs to perform 2 important database operations:

- **Backup.** This creates a backup (copy) of your CRIS database into a file with a *.BAK extension. By default, all CRIS backup files are located in the following folder: **C:\Program Files\UNAIDS\CRIS UNGASS 08\HealthCheck\Backup**. Using the CRIS Database Management Tool, you may create a backup at any time, such as when you just finished an important part of your work. Name the file in a meaningful manner and add an optional description. The file name is automatically pre-fixed with a date timestamp. CRIS automatically creates a daily backup of your database whenever you start CRIS for the first time in a given day. These backups are named "SYSTEM_AUTOSAVED.BAK".
- **Restore.** If you deleted important data by mistake, or if you find your CRIS database is in a corrupted state, you may need to restore your latest good backup of the database. Restoring a database backup actually replaces the current CRIS database with the *.BAK file you choose to restore. BE VERY CAREFUL to select the proper *.BAK file, as you may lose your most recent changes when you replace the current database with an older backup. To prevent such accidental data loss, whenever you restore a backup, CRIS automatically creates another *.BAK called the "BEFORE_RESTORE.BAK": it is a copy of the CRIS database as it was right before it got overridden by the restored backup.

Note that standard SQL Server tools may be used to manage the CRIS database, but this is beyond the scope of this user guide.

7. SENDING DATA TO UNAIDS

The data is ready to be sent to UNAIDS once all indicators, the NCPI Questionnaire, and the Cover Sheet are completed in the Summary Report. The UNGASS 08 Reporting values should also be consistent with the narrative part of the Country Progress Report to be submitted.










If you are unable to finish the data entry in its entirety, then you must acknowledge this fact prior to exporting the data. At the bottom of the Summary Report is the statement: **Data entry is not complete for some indicators. Check the box if you are sure you wish to send an incomplete data set to UNAIDS.** In order to continue, you must select this box.





The data exported from the UNGASS Data Entry Software: Global Reporting 2008 is compressed into a file with a .cris3z extension. This is essentially a zip file with all the indicator data. The final report is sent to UNAIDS headquarters via email with all the necessary file attachments.

Exporting the data and emailing the report

- 1 In the Summary Report, click **Send Results** at the bottom of the page.
- 2 If data was entered for two or more countries, then choose the applicable option in the drop-down list. Click **Export**. A data file is created with the name export_<Country>_<timestamp>.cris3z. The location of the zipped file on your computer's hard disk is provided (e.g. C:\Program Files\UNAIDS\CRIS UNGASS 08\CrisData\UNGASS).
- 3 Click the link to open the folder where the CRIS data file is located.
- 4 Open your email software (i.e. Microsoft Outlook, Gmail, or Yahoo! Mail) and create an email addressed to *UNGASSindicators@unaid.org*. Write an appropriate Subject line (e.g. UNGASS Data from <Country>).
- 5 Attach the export_<Country>_<timestamp>.cris3z file to the email.
- 6 Attach any additional files needed such as the narrative part of the Country Progress Report.
- 7 Click **Send**.

8. GLOSSARY

*	A red asterisk denotes a required field.
	Icon to add comments to an indicator value. Changes from blue to yellow once a comment has been saved.
0 Expenditure Administration	Option specifying that a value is absolutely zero.
AIDS Spending	Menu for choosing the country for which data is to be entered (e.g. if you wish to enter data on behalf of another country).
AIDS Spending	One of the National Commitment and Action indicators (code 1). Focus is on financial aspects.
 Back	Icon to move to the previous page.
Blank Version	Downloads a PDF file of empty indicator data entry forms (including the Cover Sheet) or the NCPI Questionnaire.
 Calculation	Icon to compute the final indicator value as a percentage (numerator divided by the denominator multiplied by 100).
 Calendar	Icon to select a date.
Change Country	Menu item for choosing a new country.
Comments	Field for commenting about an indicator.
Configure	Sets up the AIDS Spending indicator with the spending categories and financing sources applicable to the country.
Connected to	Displays the webserver and database you are connected to in the top right corner of every page.
Country	Field identifying what country the indicator data relates to.
Cover Sheet	Describes the 2008 Country Progress Report consultation and preparation process.
CRIS	Abbreviation for Country Response Information System.
Data Collection Period	Field specifying the start and end date of data collection.
Data Measurement Tool	Field specifying the primary sources and types of surveys utilized to gather data.
Data Not Available	Option specifying that a value was not feasible to collect or does not exist.
Draft Version	Downloads a PDF file of the indicator data report or the NCPI Questionnaire, labelled as draft copies.
 Edit	Switches a page into edit mode for inputting or updating data.
 Enter Data	Icon to open the indicator page for AIDS Spending.
 Enter Indicator Values	Icon to open an Indicator Values page.
 Excel	Icon to format the Summary Report as a Microsoft Excel file (.xls).
Export	Toolbar for saving a copy of the Summary Report into a file format required by different, popular programs.
Filters Year 2006	Enters 2006 data for the National Programme HIV Treatment: Antiretroviral Therapy or Prevention of Mother-to-Child Transmission indicators (codes 4 and 5).
Filters Year 2007	Enters 2007 data for the National Programme HIV Treatment: Antiretroviral Therapy or Prevention of Mother-to-Child Transmission indicators (codes 4 and 5).
Final Version	Downloads a PDF file of the finished indicator data report or the completed NCPI Questionnaire.
 Format Text	Icon to open a toolbar for formatting text in the Comments field.
Government HIV and AIDS Policies	Focus of the National Commitment and Action - NCPI indicator (code 2).
Impact	Group of indicators focused on the rate of success of activities at reducing HIV infection (codes 22 - 24).
Indicator	24 core measurements to monitor and evaluate response to the AIDS epidemic.

Indicator Relevance	Field specifying the pertinence of the indicator to your country.
Indicator Values	The numerators, denominators and final percentages.
Knowledge and Behaviour	Group of indicators focused on HIV/AIDS education and human conduct (codes 12 - 21).
Missing	Fills an empty indicator value cell when data was not feasible to collect or does not exist.
National Commitment and Action	Group of indicators focused on a country's spending and governmental policies (codes 1 and 2).
National Programme	Group of indicators focused on a country's activities to reduce AIDS (codes 3 -11).
NCPI	Abbreviation for National Composite Policy Index.
NCPI Questionnaire	Gathers data for one of the National Commitment and Action indicators. Focus is on Government HIV and AIDS policies.
Not Applicable	Option specifying that a value was not measured because the type of spending was not relevant to the country.
 PDF	Icon to format the Summary Report as an Adobe file (.pdf).
 Print Blank Copy	Icon to open an empty indicator data entry form in Adobe. Make a printout using the print button.
Reports	Lists the main software items for viewing indicator data entry forms and reports.
 Save	Icon to save the data entered.
Save & Next	Button to save the NCPI data entered and moves to the next section.
Save & Previous	Button to save the NCPI data entered and moves to the previous section.
Send Results	Exports the CRIS data file for submission to UNAIDS.
Settings	Displays the current country selection in the top right corner of every page.
Summary Report	Allows you to monitor the progress made in indicator data entry.
UNGASS 08 Reporting Dashboard	Main panel in the center of the Home page with links to indicators and instructions.
UNGASS 08 Reporting Menu	Lists the main software items for entering and submitting indicator data.
User	Displays the software language setting in the top right corner of every page.
 Word	Formats the Summary Report as a Microsoft Word file (.doc).

