Acknowledgement

This application has been developed with the cooperation of the Inter-agency Group for Child Mortality Estimation.
Contents

Introduction ................................................................. 6

User Levels ........................................................................ 6

Learning CME Info .......................................................... 8

CHAPTER 1 ......................................................................... 9
Getting Started ............................................................... 9

CME Info User Interface ...................................................... 10

Top panel .......................................................................... 10

Navigation bar .................................................................... 11

Left panel .......................................................................... 12

CHAPTER 2 ......................................................................... 13
Viewing Estimate Graphs ................................................... 13

Viewing a child mortality estimate graph ............................. 13

Viewing additional relevant graph data ............................... 17

Comparing graphs across countries, indicators and estimates ...................................................... 20

Exporting the estimate graph ............................................. 25
CHAPTER 3................................................................................................................................................................. 26
Viewing Estimate Data in Maps and Tables .................................................................................................................. 26
  Viewing data in maps ....................................................................................................................................................... 26
  Viewing data in tables ....................................................................................................................................................... 29
Series .................................................................................................................................................................................. 30
Data .................................................................................................................................................................................. 31
Estimates ........................................................................................................................................................................... 32

CHAPTER 4................................................................................................................................................................. 44
Creating and Managing Data Series ................................................................................................................................. 44
  About data series in CME Info ........................................................................................................................................ 34
  Creating data series using online data entry forms ........................................................................................................ 35
  Creating data series using data entry spreadsheets ......................................................................................................... 37
  Approving and appending new data series ..................................................................................................................... 40
  Managing data series ....................................................................................................................................................... 41
  Editing data values .......................................................................................................................................................... 42

CHAPTER 5................................................................................................................................................................. 44
Creating and Managing Estimates ................................................................................................................................. 44
  Logging in to CME Info.................................................................................................................................................... 44
  Creating estimates ........................................................................................................................................................ 45
Managing Estimates

C H A P T E R  6

Additional User Privileges

Comparison

Life Table Graph

Documents

Notifications

Transactions

User Settings

Change Password

Map Settings

Estimates Settings

Edit End Year

Approval System
Welcome to CME Info!

CME Info is a web-based database application which allows users to generate estimate-based charts on child mortality indicators as well as manage the underlying data. The application is powered by DevInfo database technology and has been designed in collaboration with the Inter-agency Group for Child Mortality Estimation.

In the latest release of CME Info (version 2.0), users can:

- View child mortality estimate charts and the underlying data series for multiple indicators
- View child mortality data in the form of graphs, maps and tables
- Compare estimates and view disaggregated data
- View reference material for countries and metadata
- View the uncertainty on estimate charts
- Create and manage estimates using various approaches (spline, loess and life tables)
- Enter, upload and manage data series

Whether you are a UN professional, a government program officer, an NGO worker, or a concerned citizen, you will find CME Info a powerful tool for your research, analysis and advocacy tasks.

User Levels

The CME Info application can be accessed on three different user levels:
- Public user
- Expert
- Administrator

The following table displays the tasks that can be performed in each of these user levels:

<table>
<thead>
<tr>
<th>Task</th>
<th>Public user</th>
<th>Expert</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>View estimate graphs</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Compare estimate graphs</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View estimate data in maps and tables</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create and manage data series</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approve and append data series</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create and manage estimates</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Compare data to life tables</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Upload reference documents</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Send email notifications</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>View database transactions</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>View, add and delete users</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change map settings</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change estimate graph settings</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Edit end year</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track approval status of estimates</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Learning CME Info

CME Info has been designed with a user-friendly interface requiring minimum training to use. If you wish to take an e-learning course on the software, click eLearning on the CME Info home page at http://www.childmortality.org/.

Detailed information on the various features of CME Info can be found in the following chapters of this User’s Guide:

- Chapter 1, “Getting Started,” explains the home page features of CME Info.
- Chapter 3, “Viewing Estimate Data in Maps and Tables,” explains how to view estimate data in map and table format.
- Chapter 4, “Creating and Managing Data Series,” explains how to create, manage, approve and append data series in CME Info.
- Chapter 6, “Additional User Privileges,” explains the various additional privileges available to users logged in as Expert or Administrator.
CHAPTER 1

Getting Started

CME Info is a web application hosted on a web server. The application can be accessed using an Internet browser.

Follow the steps below to access the application on your computer:

- Open MS Internet Explorer or any other Internet browser
- Type the following web address and press ENTER: http://www.childmortality.org/

The application opens to the CME Info home page (Fig. 1.1)
CME Info User Interface

The CME Info User Interface displayed on the home page contains various features on the top panel, the navigation bar and the left panel. Each of these will be briefly explained below.

Top panel

The top panel of CME Info contains seven links as follows:

- **Login**
  - Opens the Login dialog box to enable a user to log in as Expert or Administrator, thereby giving access to advanced application features

- **About Us**
  - Displays information about CME Info

- **Disclaimer**
  - Displays the application disclaimer

- **Languages**
  - Allows the user to change the default language setting for the user interface

- **Links**
  - Displays a list of related links

- **Help**
  - Opens the CME Info *User’s Guide*

- **Powered by DevInfo**
  - Opens the DevInfo 6.0 web application in a new window
The navigation bar of CME Info contains the following items:

- **All countries**
  - Allows you to select a country from the drop-down list (Country box)

- **i**
  - Displays reference material for the selected country

- **Under-five mortality rate**
  - Allows you to select a child mortality indicator from the drop-down list (Indicator box)

- **Total**
  - Allows you to select a subgroup from the drop-down list (Subgroup box)

- **Go**
  - Instructs the application to generate an estimate graph based on your country, indicator and subgroup selections

- **Home**
  - Takes you back to the CME Info home page from anywhere in the application

- **Graph**
  - Displays the estimate graph based on your country, indicator and subgroup selections. Note that this tab is only enabled after an estimate graph has been generated.
Displays details about the data series available for the various estimates based on your selections. Note that this tab is only enabled after an estimate graph has been generated.

Displays the data in the data series available for the various estimates based on your selections. Note that this tab is only enabled after an estimate graph has been generated.

Displays estimate data – minimum, maximum, and actual data values – used in generating the estimate graph. Note that this tab is only enabled after an estimate graph has been generated.

Left panel

The left panel of CME Info contains three links as follows:

- **Inter-Agency Group**
  - Displays information about the Inter-Agency Group for Child Mortality Estimation

- **eLearning**
  - Launches the eLearning course for CME Info

- **Documents**
  - Displays key documents related to CME Info
C H A P T E R  2

Viewing Estimate Graphs

CME Info allows users to view child mortality estimate graphs based on a user-defined selection of a country, indicator and subgroup. Users can also view many relevant features associated with the estimate graphs, such as other available estimates, notes, graph legend, underlying data series and the uncertainty. In addition, users can also generate comparative graphs comparing data across countries, indicators or estimates.

This chapter explains how to view estimate graphs, view their relevant features and generate comparative graphs in CME Info.

Viewing a child mortality estimate graph

Viewing a child mortality estimate graph in CME Info is a four-step process.

Step 1 - Select a country

From the navigation bar, click the Country box to display the list of available countries (Fig 2.1).


Click to select a country for which you wish to view data.

**Step 2 – Select an indicator**

From the navigation bar, click the *Indicator* box to display a drop-down list of available indicators (Fig. 2.2).
Click to select the child mortality indicator for which you wish to view data.

**Step 3 – Select a subgroup**

From the navigation bar, click the **Subgroup** box to display the list of available subgroups (Fig. 2.3).

Select the subgroup for which you wish to view disaggregated data. By default, the subgroup “Total” (non-disaggregated data) is selected. Note that if data is not available for the selected subgroup, then the application will not be able to generate an estimate graph.
Step 4 – Generate the graph

Click $\rightarrow$ Go to instruct the application to generate an estimate graph based on your selections (Fig. 2.4). The graph consists of a trend line plotted using the data points derived from the estimate parameters and the underlying data series.

To view details for any of these data points, move the mouse pointer along the trend line. A small window opens, displaying the name of the estimate, data value and time period (Fig. 2.5).
To change the default time period range displayed on the horizontal X-axis in the graph, use the mouse to adjust the sliders on the X-axis.

To change the default data value range displayed on the vertical Y-axis in the graph, use the mouse to adjust the sliders on the Y-axis.

**Viewing additional relevant graph data**

After viewing the estimate graph based on your selections, CME Info allows you to view additional relevant data using the tools located below the navigation bar.

**Estimates box**

The *Estimates* box located below the *Country* and *Indicator* boxes contains a list of the available estimates for your selections. Click the box to display the list (Fig. 2.6).
By default, CME Info generates a graph based on the estimate recommended by the Inter-agency Group, which is marked with an asterisk (*). To view the graph based on a different estimate, select the desired estimate from the drop-down list. The application will automatically generate a new estimate graph.

Displays any available notes for the selected estimate

Displays or hides the legend for the estimate graph

Displays or hides all available data series based on your selections (Fig. 2.7)
CME Info uses different symbols to represent different types of data series as follows:

- Circle – denotes an indirect series (5 year)
- Triangle – denotes a direct series (5 year or 10 year)
- Diamond – denotes a single-year series (such as vital registration data, life table data, etc.)
- Solid line with filled symbol – denotes a series that is assigned non-zero weight (spline, loess)
- Dashed line with non-filled symbol – denotes a series that is assigned zero weight (spline) or all data series of current indicators (life table)

Move the mouse pointer over any data series in the legend to view it more clearly (Fig. 2.8).
Displays or hides the uncertainty - represented by the grey shaded area - for the estimate graph (Fig. 2.9)

Fig. 2.9 Displaying the uncertainty for an estimate graph

Displays or hides the trend line, which represents the estimate graph

Comparing graphs across countries, indicators and estimates

The tool allows you to view a graph comparing data across multiple countries, indicators or estimates.

Viewing a comparison graph is a four-step process.
Step 1 – Select the comparison parameter

Click **Compare** to open the Compare by window (Fig. 2.10). Indicate whether you wish to compare data across countries, indicators or estimates by clicking the desired parameter. Click **Next** to proceed to Step 2.

![Compare by window](image)

Fig 2.10 Selecting the comparison parameter

Step 2 – Select countries

If you selected “Indicators” or “Estimates” in Step 1, then you can select a single country in Step 2 (Fig. 2.11).
If you selected “Countries” as the comparison parameter in Step 1, then you can select multiple countries in Step 2. Clear the Select All check box and use the scroll bar to view and select the desired countries. Hold down the CTRL key to make multiple selections (Fig. 2.12).
Step 3 – Select indicators

If you selected “Countries” or “Estimates” in Step 1, then you can select a single indicator in Step 3 (Fig. 2.13). If you selected “Indicators” in Step 1, then you can select multiple indicators in Step 3. Hold down the CTRL key to make multiple selections.

![Select Indicators](image)

Fig 2.13 Selecting indicators

Step 4 – Select estimates

In Step 4, you can select one or more estimates (Fig. 2.14). Note that the recommended estimate is marked with an asterisk (*). Hold down the CTRL key to make multiple selections.
When you are finished with your selections, click **Apply** to view the comparative estimate graph (Fig 2.15).
Exporting the estimate graph

To export and/or save your estimate graph as an MS-Excel file, click on the toolbar.
Viewing Estimate Data in Maps and Tables

CME Info allows users to view child mortality estimate data in map and table format, in addition to graph format. The application allows you to generate various tables displaying different types of data, such as information about the data series used in generating the graph and the minimum, maximum and actual data values used in generating the estimates.

This chapter explains how to view estimate data in map and table formats.

Viewing data in maps

When you open the CME Info application, the home page displays a world map showing global data for the indicator shown in the **Indicator** box on the navigation bar. The application automatically divides the data values into four range breaks and assigns a default color scheme to each break (Fig. 3.1).
Move the mouse pointer over any country to open a window displaying the country name, the selected indicator, the data value and the time period for the selected indicator (Fig. 3.2).
To view the estimate graph for any country on the map, simply double-click the country. The application will automatically display the estimate graph for the selected country and indicator.

To zoom in and out of the map, rotate the mouse wheel forward or backward or use the slider located below the map (Fig. 3.3).

![Fig. 3.3 Zooming in and out of the map](image)

Navigate your way around the map by moving the mouse while simultaneously pressing the left mouse button.

To change the default color scheme applied to the data range breaks, click any of the color boxes to open the color palette, from where you can select a new color (Fig 3.4).
To view data for a different indicator on the world map, simply select the desired indicator from the drop-down list in the **Indicator** box on the navigation bar.

Note that you can return to the world map view from anywhere in the application by clicking the **Home** tab. The map will show data for all countries for the selected indicator, regardless of the country selected.

**Viewing data in tables**

In CME Info, you can view different types of estimate data in table format. The different table views in the application are as follows:

- Information details about the data series
- Data in the data series
- Estimate data – the minimum, maximum and actual data values used
Each of these will be explained below.

**Series**

After selecting a country, indicator and subgroup and then generating a data query, you can click the **Series** tab to display a table showing details for the various data series used in generating the estimate displayed in the **Estimate** box (Fig. 3.5).

![Fig 3.5 Viewing the table displayed under the Series tab](image)

Note that the series used in generating the estimate are shown as selected in the left column. The table displays details on each series name, series type, series quantity, notes and any expert comments.

Click any column header to sort the table in ascending order by the data values in that column. Click it again to sort by descending order.

Select another estimate from the drop-down list in the **Estimate** box to view its series details in the table.
Click **Notes** on the navigation bar (next to the **Estimate** box) to view general country notes on the estimates displayed.

Click **Export** to export and/or save the table as an MS-Excel file.

**Data**

After selecting a country, indicator and subgroup and then generating a data query, you can click the **Data** tab to display a table showing the data in the data series available for the various estimates based on your selections (Fig. 3.6).

![Fig. 3.6 Viewing the table displayed under the Data tab](image)

The table displays data for the age group, date, value, weight and notes for each of the series available based on your selections.

Click any column header to sort the table in ascending order by the data values in that column. Click it again to sort by descending order.
Click **Series Metadata** below each table to view the available metadata (information) for the data series.

Click **Notes** on the navigation bar (next to the **Estimate** box) to view general country notes on the estimates displayed.

Click **Export** to export and/or save the table as an MS-Excel file.

**Estimates**

After selecting a country, indicator and subgroup and then generating a data query, you can click the **Estimates** tab to display a table showing the minimum, maximum and data values for each of the time periods in the selected estimate (Fig. 3.7).

![Fig. 3.7 Viewing the table displayed under the Estimates tab](image)

Click any column header to sort the table in ascending order by the data values in that column. Click it again to sort by descending order.
Select another estimate from the drop-down list in the **Estimate** box to view its estimate data in the table.

Click **Notes** on the navigation bar (next to the **Estimate** box) to view general notes on the estimates displayed.

Click **Export** to export and/or save the table as an MS-Excel file.
The data behind CME Info comes from a database containing the latest child mortality estimates based on the research of the Inter-agency Group for Child Mortality Estimation. Child mortality data are first entered into a master database. The Inter-agency group then reviews the data, creates estimates, and uploads them to a public website, www.childmortality.org.

In CME Info, users with special administrative privileges (Expert or Administrator) can log into the site and edit the database by adding, editing or deleting data series. This chapter explains how to create and manage data series in CME Info.

About data series in CME Info

All data in the CME Info database is entered in the form of a data series. In a data series, the data is categorized by the corresponding Area Code and consists of the following elements:

- Area Code
- Data source
- Series Type
- Year
- Series Metadata URL
In order to create and manage data series, the user must have special administrative privileges (Expert or Administrator) to log into the site. After logging in, the user can create a data series by either of two methods - using an online data entry form or a data entry spreadsheet. Both of these options will be discussed below.

Logging in to CME Info

In order to create and manage child mortality estimates, you need to first log in to the site using the secure username and password provided by the CME Info database administrator. Click **Login** on the top panel to open the **Login** dialog box (Fig. 4.1).

![Login Dialog Box](Fig 4.1 Logging in to CME Info)
Type your username and password and click **Login**.

**Creating data series using online data entry forms**

Creating a data series using an online data entry form is a two-step process.

**Step 1 - Select the desired country and open the form**

After logging in to CME Info, select the desired country for which you wish to enter a data series and click **Go** on the navigation bar to query the database.

Click **Series** on the left panel and then click **Add** on the menu bar. An online data entry form will open in a new browser window. Click anywhere within the **Data Source** box to display the full form (Fig. 4.2).

![Online data entry form](image)

**Fig 4.2 Online data entry form**
Step 2 – Entering data into the online form

Enter the data in the following boxes in the online data entry form:

**Data source**  Enter the name of the data source (data series title)

**Type**  Select the desired series type from the drop-down list

**Year**  Enter the year of the data series

**Series Metadata URL**  Enter the URL of the series metadata, if available

**Series Quantity**  Enter “2” if the data series contains data for both the direct and indirect series type. Otherwise, enter “1”.

Continue by entering the data values from the data series in the respective table cells. Note that each child mortality indicator has a different table for data entry. Within each table, the rows are defined by age groups and the columns are defined by the reference date and various subgroups.

To add or delete rows to any table, click the 

or 

buttons at the lower right of the table.

When you are finished entering data in the online form, click 

at the bottom of the form to save the data and exit. The data will be submitted to the CME Info database administrator for approval.

Creating data series using data entry spreadsheets

Data series can also be created using data entry spreadsheets, which are formatted MS-Excel spreadsheets. Creating a data series using data entry spreadsheets is a four-step process.
Step 1 - Select the desired country and series type

After logging in to CME Info, select the desired country for which you wish to enter a data series and click Go on the navigation bar to query the database.

Click Series on the left panel and then click Download Data entry sheet on the menu bar. A window will open, prompting you to select the desired series type (Fig. 4.3).

![Select Series Type](image)

Fig 4.3 Selecting the series type

Select the desired series type and click OK.

Step 2 - Download the data entry spreadsheet

A File Download window will appear (Fig 4.4). Click Save to save the data entry spreadsheet to the desired location.
Step 3 - Entering data into the data entry spreadsheet

Open the downloaded data entry spreadsheet in MS-Excel to enter the data as follows:

**Country Name**
Enter the country name.

**Series Name**
Enter the series name using the prescribed format in the spreadsheet.

**Series Type**
Already populated.

**Series Quantity**
Enter “2” if the data series contains data for both the direct and indirect series type. Otherwise, enter “1”.

**Series Metadata URL**
Enter the URL of the series metadata, if available.

**Series Meta Sheet Name**
Enter the workbook sheet name of the series metadata, if available.

Continue by entering the data values from the data series in the respective table cells. Note that each child mortality indicator has a different table for data entry. Within each table, the
rows are defined by age groups and the columns are defined by the reference date and various subgroups. Add or delete rows as needed.

When you are finished entering data in the spreadsheet, save it and close.

**Step 4 – Importing the data in the data entry spreadsheet**

Click **Import Data entry sheet** on the menu to import the completed data entry spreadsheet into the CME Info system. Browse for the desired file location and click [Submit] at the bottom of the form to upload the data. The data will be submitted to the CME Info database administrator for approval.

**Approving and appending new data series**

All child mortality data submitted – whether through online data entry or through an imported spreadsheet - must be approved by either an Expert or Administrator before it is appended to the database. Note that Expert users can only approve and append those data series submitted by themselves.

To approve and append a newly-submitted data series, first log in to CME Info. Select any country from the drop-down list in the **Country** box and click [Go] on the navigation bar to query the database.

Click **Series** on the left panel and then **Approve** on the menu. The **Approve Pending Sources** window will open (Fig 4.5).

![Approve Pending Sources window](image-url)
Select the desired country from the drop-down list for which you wish to approve a data series. Then click to view all uploaded but unapproved data (Fig 4.6).

![Approve Pending Sources]

**Fig 4.6** Viewing and approving pending sources

You can now review the data. To edit any data value, click its cell and enter the new value.

Click to confirm changes and append the data series to the CME Info database. Click to reject the data series and delete it from the system.

## Managing data series

Users logged in as Expert or Administrator can manage approved and appended data series.

Note that Administrators can edit and delete any data series, while Experts can only edit and delete those data series created by themselves.

To edit a data series, first log in and select the desired country, indicator and estimate for which you wish to edit the data series. Then click on the navigation bar to query the database. Click **Series** on the left panel and then **Edit** on the menu bar.
Click any of the table cells in the **Series Name**, **Series Type**, **Series Quantity** and **Notes** columns to edit the cell contents (Fig 4.7).

![Fig 4.7 Editing data series](image)

When you are finished editing the data series, click **Save** on the menu bar to save all changes to the database.

To delete a data series, select the desired series and click **Delete** on the menu bar. A window will open asking you to confirm deletion. Click **OK** to confirm and delete.

**Editing data values**

To edit the data values within a particular data series, first log in and select the desired country, indicator and estimate for which you wish to edit the data. Then click **Go** on the
navigation bar to query the database. Click **Data** on the left panel and then **Edit** on the menu bar.

Click any of the table cells in the **Age group**, **Date**, **Value** and **Notes** columns to edit the cell contents (Fig 4.8).

![Fig 4.8 Editing data values](image)

Click **Series Meta Data** below any table to edit the series metadata.

Click **Add Row** or **Remove Row** below any table to add or remove a row.

Click **Delete Series** to delete the entire series.
Creating and Managing Estimates

In CME Info, users with special administrative privileges (Expert or Administrator) can log into the site to create their own child mortality estimates as well as manage (edit, delete, mark as recommended) existing estimates.

This chapter explains how to create and manage child mortality estimates in CME Info.

Logging in to CME Info

In order to create and manage child mortality estimates, you need to first log in to the site using the secure username and password provided by the CME Info database administrator.

Click Login on the top panel to open the Login dialog box (Fig. 5.1).

![Login dialog box](image)

Type your username and password and click Login.
Creating estimates

Creating a new child mortality estimate in CME Info is a five-step process.

Step 1 – Select a country

In Step 1, select the country from the drop-down list in the Country box for which you wish to create a new estimate (Fig 5.2).

![Selecting a country](image)

Step 2 – Selecting an indicator

In Step 2, select the indicator from the drop-down list in the Indicator box for which you wish to create a new estimate (Fig. 5.3).
Step 3 – Selecting a subgroup

In Step 3, you have the option of selecting a subgroup from the list in the Subgroup box for which you wish to create a new estimate (Fig. 5.4). If you do not select a subgroup, then the default subgroup “Total” will be selected.

Click Go to proceed to Step 4.
Step 4 – Creating a new estimate

In Step 4, create a new estimate by clicking **Estimates** on the left panel and then **New** on the menu bar (Fig. 5.5).

The **Create New Estimate** window will open (Fig. 5.6).
Note that the name of the selected country is displayed in the first row, along with its country code. Enter a name for the estimate in the **Name** box.

**Step 5 – Selecting the estimate model and defining the estimate**

Select the desired estimate model from the list in the **Model** box. Note that you can choose from three models: spline, life table and loess (Fig. 5.7).

Based on your selection, the application displays the estimate fields available for editing as follows:
Spline

The figure below displays the estimate fields available for editing for the spline estimate (Fig. 5.8).

![Create New Estimate](image)

**Fig. 5.8 Creating a spline estimate**

Enter the desired time periods for the new estimate in the **Start Year** and **End Year** boxes.

Select the desired weights type from the **Weights** box.

From the Series table, select the series which you wish to include in your estimate and clear those which you wish to exclude. Note that this table displays all the series available in the database for your selected country and indicator.

If you wish to attach any reference notes on the estimate, click **Upload file** to upload the notes document.

Click **OK** to save the new spline estimate.
Life table

The figure below displays the estimate fields available for editing for the life table estimate (Fig. 5.9).

Select the desired life table type from the list in the Life Table box.

Select the estimate you wish to use from the Estimates box.

If you wish to attach any reference notes on the estimate, click Upload file to upload the notes document.

Click OK to save the new life table estimate.

Loess

The figure below displays the estimate fields available for editing for the loess estimate (Fig. 5.10).
Enter the desired time periods for the new estimate in the **Start Year** and **End Year** boxes.

Enter the desired values in the **Alpha Min.**, **Alpha Max.** and **Alpha Increment** boxes.

From the Series table, select the series which you wish to include in your estimate and clear those which you wish to exclude. Note that this table displays all the series available in the database for your selected country and indicator.

If you wish to attach any reference notes on the estimate, click **Upload file** to upload the notes document.

Click **OK** to save the new loess estimate.

**Managing Estimates**

After logging into CME Info, you can manage existing child mortality estimates by editing and deleting them and marking a particular estimate as recommended.
Note that users logged in as Expert can only manage their own created estimates, not data created by others. However, users logged in as Administrator can manage data for all estimates in the database.

To begin managing estimates, first select the desired country from the drop-down list in the **Country** box, the desired indicator from the **Indicator** box, and the desired subgroup (optional) from the **Subgroup** box. Click on the navigation bar and then click **Estimates** on the left panel.

To edit an estimate, first select the estimate you wish to edit from the drop-down list in the **Estimate** box, located below the menu bar (Fig. 5.11).

Then click **Edit** from the menu bar. The application allows you to edit different estimate parameters by clicking the various available tabs: **Series**, **Data**, **Estimate Values** and **Notes** (Fig. 5.12).
Under the **Series** tab, you can indicate which series you wish to be included in the selected estimate. Under the **Estimate Values** tab, you can edit the years and the data values. Under the **Notes** tab, you can upload new reference notes or delete the existing ones. Click the **Graph** tab to view the plotted trend line for the estimate.

When you are finished editing the estimate, click **Save** on the menu bar to save all changes.

To delete an estimate, select it from the drop-down list in the **Estimate** box and click **Delete** on the menu bar.

To mark an estimate as recommended, click **Set Recommended**.

To publish an estimate to the public CME Info site, click **Publish to public site**.

To publish an estimate to the DevInfo site, click **Publish to DevInfo**.

To export and/or save the estimate data as an MS-Excel file, click **Export**.
Additional User Privileges

Users logged in as Expert and Administrator can perform additional database management functions in CME Info, located on the left panel (Fig. 6.1). Note that Administrators have the highest level of user privileges.

![Fig. 6.1 Additional functions on the left panel available to Experts and Administrators](image)

This chapter explains the various privileges on the left panel of CME Info available to Experts and Administrators.
Comparison

Click **Comparison** on the left panel and then click **Compare** on the menu bar to create a graph comparing data across multiple countries, indicators or estimates. This function is identical to the **Compare** feature available to public users.


Life Table Graph

Click **Life Table Graph** on the left panel to compare a country’s data to various life tables (Fig. 6.2).

![Life Table Graph](image)

Fig. 6.2 Life Table Graph

Using the mouse pointer, hover over the various life tables in the legend to select the best fit (Fig. 6.3).
Fig. 6.3 Selecting the best life table fit

Documents

Click **Documents** on the left panel to upload, delete or download documents by country (Fig. 6.4).
Notifications

Click **Notifications** on the left panel to send email notifications concerning different estimates (Fig. 6.5).
Fig. 6.5 Sending email notifications concerning various estimates

Transactions

Click **Transactions** on the left panel to view all database transactions for the selected month and year (Fig. 6.6).
Click **User Settings** on the left panel to view, add, edit or delete users and to change passwords (Fig. 6.7). Note that this feature is only available to users logging in as Administrator.
Fig. 6.7 Modifying user settings

Change Password

Click **Change Password** on the left panel to change the password (Fig. 6.8). Note that this feature is only available to users logging in as Expert.
Map Settings

Click **Map Settings** on the left panel to modify the default map settings on the home page (Fig. 6.9). Note that this feature is only available to users logging in as Administrator.
You can modify the number of decimal places, the number of range breaks, the starting and ending values of each range break, and the color assigned to each range break. When you are finished, click to apply all changes and then click Save on the menu bar to save changes.

**Estimates Settings**

Click **Estimates Settings** on the left panel to modify the color, line thickness and shadow display of the estimate graphs (Fig. 6.10).
When you are finished, click **Save** on the menu bar to save and apply all changes.

**Edit End Year**

Click **Edit End Year** to modify the default end year for estimate calculation (Fig. 6.11). Note that this feature is only available to users logging in as Administrator.
Click **Approval System** on the left panel to track the status of the approval of the proposed estimates by country. When all agencies have approved the proposed estimates, the country name is showed in boldface (Fig. 6.12).
Note that certain agencies (such as WHO, UNICEF and the World Bank) have the right to approve or disapprove recommended estimates. To approve or disapprove an estimate, first select the desired country from the drop-down list in the **Country** box. Then click **Approve Recommended Estimates** on the menu, which opens the Approve Recommended Estimate window (Fig. 6.13).
Select the desired approval status from the drop-down list in the **Status** box and enter any comments in the **Comments** box. Click **OK** to save all changes and exit.