

National Perinatal Epidemiology & Statistics Unit Navigating the VARTA Data Portal

USER GUIDE

NAVIGATING THE DATA PORTAL

Once your data is ready for submission and you have successfully logged in, you will see a page with the following navigation options



Figure 1

Please refer to Section 1 (page 2) for detailed instructions on submitting Batch Uploads

Please refer to Section 2 (page 5) for detailed instructions on navigating Data Entry Forms

NAVIGATING THE BATCH UPLOADS PAGE

From the Batch Uploads main page, you can:

- Upload a Batch File
- Download a summary of your uploads
- Review the details of your submissions including the status of your upload, number of records submitted, date of upload, etc.
- Refresh the status of your upload
- View Data Validation Reports

The screenshot shows the 'Batch Uploads' page. At the top, there are two icons: 'Data Entry Forms' (a keyboard) and 'Batch Uploads' (a cloud with an upload arrow). Below these, the 'Batch Uploads' title is centered. Under the title, there are three buttons: 'Upload Batch File', 'Refresh Status', and 'Download Summary'. Red arrows point to these buttons with labels: 'Begin batch upload' points to 'Upload Batch File'; 'Refresh the current page' points to 'Refresh Status'; 'Download details of all attempted batch uploads' points to 'Download Summary'. Below the buttons is a table with the following data:

Treatment Data	Year of Treatment	VARTA Unit	ART Unit	Filename	Records	Created By	Date Uploaded	Status	Reports
VARTA v1.0	2019	UAT Company	999	VARTA_Dummy_Data_2_Submission.csv	83	Data Supervisor	June 03, 2020 10:33	Failed The file you uploaded did not pass validation. Please review the reports for details.	<div>Summary Report</div> <div>Detail Report</div>

Red arrows point to specific cells in the table with labels: 'Number of records in your file' points to the 'Records' column (83); 'Outcome of attempted batch upload' points to the 'Status' column; 'Download report of data errors' points to the 'Reports' column.

Figure 2

To upload a batch file

1. Navigate to the “Batch Uploads” page and select “Upload Batch File”
2. Select your VARTA Unit Name and ART Unit
3. Select the appropriate period of treatment corresponding to your data submission (e.g. FY20: 1 July 2019 – 30 June 2020)
4. Select the appropriate Treatment Data form
5. Select “Browse” to locate the file you intend to upload
6. Click “Upload”

Note: The data portal will begin processing your file and update the status of your attempted submission.

Reviewing the outcome of your Batch Upload

Once the data portal has finished processing your file, the submission status will change to:

- **Failed**

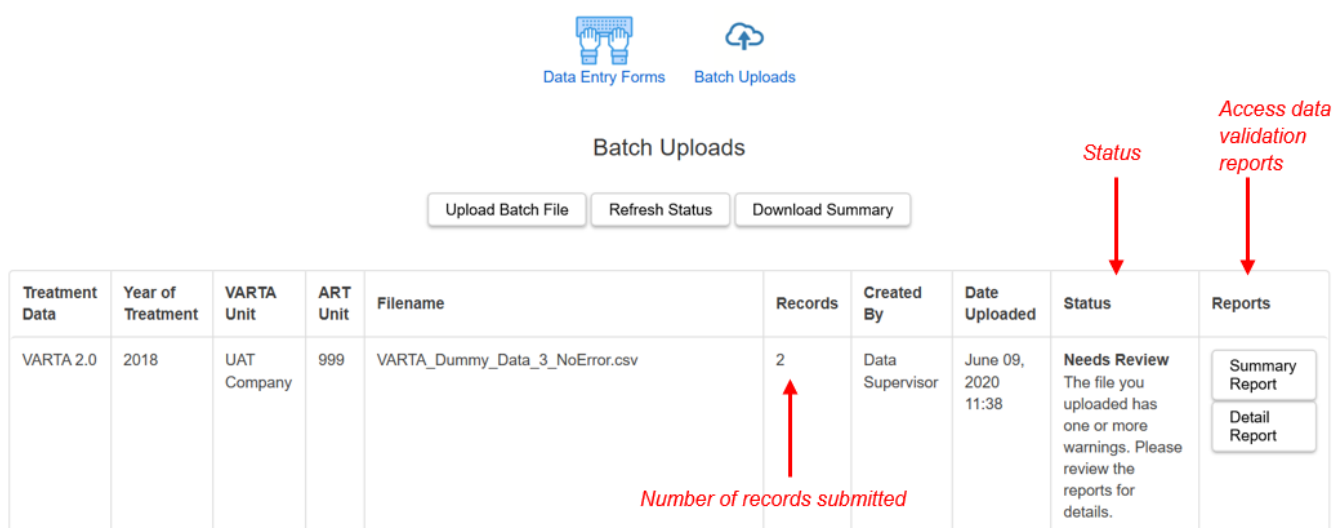
Your data has not been accepted. It has data errors or problems with the data file (e.g. wrong format). These will be outlined in the Summary Validation Report and Detailed Report. You must address/correct the errors before attempting to re-submit your data. There is no limit on how many times this can be done. Once you have corrected data and addressed all queries, your data will be processed successfully.

- **Needs Review**

Your data has not been accepted. It has warnings that need review. These will be outlined in the Summary Validation Report and Detailed Report. You must address/correct the errors before attempting to re-submit your data. There is no limit on how many times this can be done. If you believe your data is correct despite the warnings, please contact varta@unsw.edu.au. The VARTA Data Manager may be able to force submit the data on your behalf.

- **Processed Successfully**

Your data has been accepted and no problems were detected



Treatment Data	Year of Treatment	VARTA Unit	ART Unit	Filename	Records	Created By	Date Uploaded	Status	Reports
VARTA 2.0	2018	UAT Company	999	VARTA_Dummy_Data_3_NoError.csv	2	Data Supervisor	June 09, 2020 11:38	Needs Review The file you uploaded has one or more warnings. Please review the reports for details.	Summary Report Detail Report

Figure 3

Reviewing Summary Validation Reports

Validation reports are available as a PDF, suitable for printing ('Summary Report') or as a CSV file ('Detail Report'). The validation report lists:

- The status of your submission (i.e. whether it has data errors or has been processed successfully)
- The number of records/cycles with issues
- The type of data issue (error vs. warning)
- The specific data items with data issues and the corresponding query or error message

Validation Report: Summary

Treatment data: VARTA v1.0

File name: VARTA_Dummy_Data_3_NoError.csv

Date submitted: 2020-06-09 11:38:37 +1000

Submitted by: Data Supervisor

Status: Needs Review (The file you uploaded has one or more warnings. Please review the reports for details.)

Number of cycles: 2

Number of cycles with problems: 2 ← *Number of cycles with problems*

Cycle IDs with problems	Type of Problem	Data Items	Query ← <i>Describes the data error/query</i>
200 <i>This cycle ID has an error or warning</i>	Warning	CYC_DATE	cyc_date must be in same year as treatment
	Warning	ET_DATE	et_date - cyc_date <= 35 days (i.e. et_date must be within 35 days of the cyc_date)
201	Warning	CYC_DATE	cyc_date must be in same year as treatment
	Warning	ET_DATE	et_date - cyc_date <= 35 days (i.e. et_date must be within 35 days of the cyc_date)

Figure 4

NAVIGATING THE DATA ENTRY FORMS PAGE

From the Data Entry Form main page, you can:

- Start a new data entry form
- Download a summary of your data entry forms
- Review the details of your form including the status of your data entry form, date it was created, review your answers etc.

The screenshot shows the 'Data Entry Forms' interface. At the top, there are two icons: 'Data Entry Forms' (a keyboard) and 'Batch Uploads' (a cloud with an arrow). Below these, the title 'Data Entry Forms' is centered. Two buttons are visible: 'Start New Data Entry Form' and 'Download Summary'. Red arrows point to these buttons with the text 'Begin new data entry' and 'Download details of all records submitted via data entry forms' respectively. Below the buttons is a table titled 'Data Entry Forms In Progress'. The table has columns: Cycle_ID, Treatment Data, Year of Treatment, VARTA Unit, ART Unit, Created By, Status, Date Started, and a final column for actions. The first row shows a form with Cycle_ID 'ABCD_202', Treatment Data 'VARTA v1.0', Year of Treatment '2019', VARTA Unit 'IVF Australia', ART Unit '101', Created By 'Data Supervisor', Status 'Complete with warnings', and Date Started 'June 03, 2020 10:56'. In the action column, there are buttons: 'Edit', 'View Summary', 'Review Answers', and 'Delete'. A red arrow points to the 'Review Answers' button with the text 'See list of data errors'. Below the table, a red arrow points to the 'Status' column with the text 'Outcome of attempted batch upload'. At the bottom of the table, there is a note: 'This data entry form has warnings. Double check them. If you believe them to be correct, contact an administrator.'

Cycle_ID	Treatment Data	Year of Treatment	VARTA Unit	ART Unit	Created By	Status	Date Started	
ABCD_202	VARTA v1.0	2019	IVF Australia	101	Data Supervisor	Complete with warnings	June 03, 2020 10:56	<div><button>Edit</button><button>View Summary</button><button>Review Answers</button><button>Delete</button></div> <p>This data entry form has warnings. Double check them. If you believe them to be correct, contact an administrator.</p>

Figure 5

Reviewing the outcome of your Data Entry Form

Click on "Review Answers" to receive a section-by-section breakdown of your data entry form. Mandatory questions must be answered to submit your entry. Questions with warnings must also be addressed. However, if you believe your data is correct, contact varta@unsw.edu.au and the VARTA Data Manager may be able to submit data with warnings only, on your behalf.

The screenshot shows the 'Review Answers' page for 'Patient demographics'. It is a table with two columns: the question and the answer status. The questions are: Unit identifier, Site of Unit, Patient's ID/Medical record number, First two letters of female patient's first name, First two letters of female patient's surname, Female patient's date of birth, Husband/male partner's date of birth, and Postcode of patient residential area. The answer status for the first six questions is 'Not answered' and 'This question is mandatory'. The last two questions are 'Not answered'. A red circle highlights the 'Not answered' status for the first question. A red arrow points to the 'Edit Answers' button at the bottom with the text 'Click here to edit your answers'.

Patient demographics	
Unit identifier	Not answered This question is mandatory
Site of Unit	Not answered This question is mandatory
Patient's ID/Medical record number	Not answered This question is mandatory
First two letters of female patient's first name	Not answered This question is mandatory
First two letters of female patient's surname	Not answered This question is mandatory
Female patient's date of birth	Not answered This question is mandatory
Husband/male partner's date of birth	Not answered
Postcode of patient residential area	Not answered This question is mandatory

Edit Answers Click here to edit your answers

Figure 6